

CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting
Wednesday, November 16, 2022
2:00 p.m.

Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637

Carol Moore
Mayor

Cynthia Conners
Mayor Pro Tem

Noel Hatch
Councilmember



Shari L. Horne
Councilmember

Ed H. Tao
Councilmember

Welcome to a meeting of the Laguna Woods City Council!

This meeting may be recorded, televised, and made publicly available.

Public Comments: Persons wishing to address the City Council are requested to complete and submit a speaker card to City staff. Speaker cards are available near the entrance to the meeting location. Persons wishing to address the City Council on an item appearing on this agenda will be called upon at the appropriate time during the item's consideration. Persons wishing to address the City Council on an item *not* appearing on the agenda will be called upon during the "Public Comments" item. Persons who do not wish to submit a Speaker Card, or who wish to remain anonymous, may indicate their desire to speak from the floor. Speakers are requested, but not required, to identify themselves.

Americans with Disabilities Act (ADA): It is the intention of the City to comply with the ADA. If you need assistance to participate in this meeting, please contact either the City Clerk's Office at (949) 639-0500/TTY (949) 639-0535 or the California Relay Service at (800) 735-2929/TTY (800) 735-2922. The City requests at least two business days' notice in order to effectively facilitate the provision of reasonable accommodations.

REGULAR MEETING SCHEDULE

The Laguna Woods City Council meets regularly on the third Wednesday of each month at 2 p.m.

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FOR ADDITIONAL INFORMATION

For additional information, please contact the City Clerk’s Office at (949) 639-0500/TTY (949) 639-0535, cityhall@cityoflagunawoods.org, or 24264 El Toro Road, Laguna Woods, California 92637.

AFFIDAVIT OF POSTING

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, Yolie Trippy, City Clerk, City of Laguna Woods, hereby certify under penalty of perjury that this agenda was posted at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637; on the City’s website (www.cityoflagunawoods.org); and, at other locations designated by Resolution No. 17-30, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.

/s/ Yolie Trippy
YOLIE TRIPPY, CMC, City Clerk

11/10/22
Date

NOVEL CORONAVIRUS (COVID-19) NOTICE

Please exercise caution when attending City Council meetings. If you attend this meeting, please abide by all applicable state and local public health orders.

OPTIONS FOR PUBLIC COMMENTS

1. Attend the meeting in-person.

2. Submit public comments in writing. Written public comments may be submitted via email (cityhall@cityoflagunawoods.org) or by mail (Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637), provided that they are received by the City prior to 2:00 p.m. on the day of the meeting. Written public comments may be read or summarized to the City Council at the meeting, and parties submitting comments should be aware that their email addresses and any information submitted may be disclosed or become a matter of public record. No party should expect privacy of such information.

3. Make public comments by telephone. Dial (669) 444-9171. When prompted enter the following meeting ID: 846 4723 5246 followed by pound (#) and the following meeting passcode: 146132 followed by pound (#). When an item you wish to comment on is discussed, press *9 on your telephone to raise your hand. When it is your turn, you will be unmuted and able to speak. Please note that your telephone number will be visible to the City. No party should expect privacy of such information.

4. Make public comments by computer.

- Visit www.zoom.us
- Click on “Join a Meeting” toward the top right of the webpage
- Enter the following meeting ID: 846 4723 5246
- Open the Zoom application following the on-screen prompts
- Enter the following meeting password: 146132
- Enter a name and email address as required by Zoom

When an item you wish to comment on is discussed, click on “Raise Hand.” When it is your turn, you will be unmuted and able to speak. Please note that information you enter into Zoom will be visible to the City. No party should expect privacy of such information.

I. CALL TO ORDER

Introductory Note: Members of the public wishing to address the City Council on items appearing on this agenda are advised to indicate their interest in doing so at the time an item is considered by notifying City staff if present in-person, pressing *9 on their telephone if participating by telephone, or clicking on “Raise Hand” if participating by computer via Zoom. Members of the public wishing to address the City Council on items *not* appearing on this agenda may do so during Item V.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS AND CEREMONIAL MATTERS

- 4.1 Presentation Regarding Orange County Local Agency Formation Commission (OC LAFCO) Services & Municipal Service Review and Sphere of Influence Reviews – Carolyn Emery, Executive Officer, OC LAFCO
(agendized by Mayor Moore)

Recommendation: Receive and file.

- 4.2 Presentation Regarding Orange County Assessor Department Services & Process for Obtaining Intergenerational Exclusions and Base Year Value Transfers – Maria Melchor and Maricela Gonzalez, Orange County Assessor Department
(agendized by Mayor Moore)

Recommendation: Receive and file.

- 4.3 City Hall/Public Library Project Update

Recommendation: Receive and file

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

About Public Comments on Non-Agenda Items: This is the time and place for members of the public to address the City Council on items *not* appearing on this agenda. To indicate interest, please notify City staff if present in-person, press *9 on your telephone if participating by telephone, or click on “Raise Hand” if participating by computer via Zoom. Pursuant to state law, the City Council is unable to take action on such items, but may engage in brief discussion, provide direction to City staff, or schedule items for consideration at future meetings.

VI. CONSENT CALENDAR

About the Consent Calendar: All items listed on the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the City Council, City staff, or member of the public requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action.

6.1 City Council Minutes

Recommendation: Approve the City Council meeting minutes for the regular meeting on September 21, 2022.

6.2 City Treasurer's Report

Recommendation: Receive and file the City Treasurer's Report for the month of October 2022.

6.3 Warrant Register

Recommendation: Approve the warrant register dated November 16, 2022 in the amount of \$520,325.01.

6.4 Teleconferencing for Meetings

Recommendation: Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ALLOWING FOR THE CONTINUED USE OF TELECONFERENCING FOR MEETINGS DURING THE COVID-19 STATE OF EMERGENCY, PURSUANT TO CALIFORNIA ASSEMBLY BILL 361 (2021-2022)

6.5 City Hall/Public Library Project Architectural Services

Recommendation:

1. Waive the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding.

AND

2. Approve an extension and amendment of the agreement with obrARCHITECTURE, Inc. for City Hall/Public Library Project architectural services and authorize the City Manager to execute the extension and amendment, subject to approval as to form by the City Attorney.

6.6 Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde)

Recommendation:

1. Approve the “Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde)” design plans and specifications as prepared by the project engineer.

AND

2. Approve a notice of exemption for the “Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde)” finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorize the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

3. Award a contract agreement to Hardy & Harper, Inc. for the construction of the “Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde)”, in the amount of \$257,000, plus authorized change orders not to exceed 10% of the base amount; and authorize the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney.

6.7 Rejection of Claim

Recommendation: Reject the following claim against the City:

Evelyn Kay Melchior vs. City of Laguna Woods,
Claimant: Evelyn Kay Melchior

VII. PUBLIC HEARINGS

7.1 Site Development Permit SDP-2022-0001 to allow for (a) establishment of a fast/fast casual food establishment, including physical modifications of an existing 2,626 square foot building and existing drive-through, queuing lane, parking, and landscape areas, and (b) construction of accessory (appurtenant) facilities and structures, at 23562 Moulton Parkway, Laguna Woods, CA 92637

Recommendation:

1. Receive staff report.

AND

2. Open the public hearing that was continued from the regular City Council meeting on October 19, 2022.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LAGUNA WOODS, CALIFORNIA, APPROVING SITE

DEVELOPMENT PERMIT SDP-2022-0001 TO ALLOW FOR (A) ESTABLISHMENT OF A FAST/FAST CASUAL FOOD ESTABLISHMENT, INCLUDING PHYSICAL MODIFICATIONS OF AN EXISTING 2,626 SQUARE FOOT BUILDING AND EXISTING DRIVE-THROUGH, QUEUING LANE, PARKING, AND LANDSCAPE AREAS, AND (B) CONSTRUCTION OF ACCESSORY (APPURTENANT) FACILITIES AND STRUCTURES, AT 23562 MOULTON PARKWAY, LAGUNA WOODS, CA 92637, AND DETERMINING AND CERTIFYING THAT THE SITE DEVELOPMENT PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTIONS 15301 AND 15303 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

- 7.2 Sign Program Amendment SP-2022-0001 to amend Sign Program SP-1193 (as previously amended by Sign Program Amendment SP-1253), which allows for various signage at 24281 Moulton Parkway, Laguna Woods, CA 92637

Recommendation:

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING SIGN PROGRAM AMENDMENT SP-2022-0001 TO AMEND SIGN PROGRAM SP-1193 (AS PREVIOUSLY AMENDED BY SIGN PROGRAM AMENDMENT SP-1253), WHICH ALLOWS FOR VARIOUS SIGNAGE AT 24281 MOULTON PARKWAY, LAGUNA WOODS, CA 92637, AND DETERMINING AND CERTIFYING THAT THE SIGN PROGRAM AMENDMENT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15311 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

7.3 2022 California Building Standards Code and Local Amendments

Recommendation:

1. Receive staff report.

AND

2. Open the public hearing that was continued from the regular City Council meeting on October 19, 2022.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Approve second reading and adopt an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING TITLE 10 OF THE LAGUNA WOODS MUNICIPAL CODE (BUILDINGS AND CONSTRUCTION) AND ADOPTING BY REFERENCE THE 2022 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24), CONSISTING OF THE 2022 CALIFORNIA ADMINISTRATIVE CODE; THE 2022 CALIFORNIA BUILDING CODE; THE 2022 CALIFORNIA RESIDENTIAL CODE; THE 2022 CALIFORNIA ELECTRICAL CODE; THE 2022 CALIFORNIA MECHANICAL CODE; THE 2022 CALIFORNIA PLUMBING CODE; THE 2022 CALIFORNIA ENERGY CODE; THE 2022 CALIFORNIA HISTORICAL BUILDING CODE; THE 2022 CALIFORNIA EXISTING BUILDING CODE; THE 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE; AND, THE 2022 CALIFORNIA REFERENCED STANDARDS CODE

AND

6. Approve second reading and adopt an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 10.12 (CALIFORNIA FIRE CODE) OF TITLE 10 (BUILDINGS AND CONSTRUCTION) OF THE LAGUNA WOODS MUNICIPAL CODE AND ADOPTING BY REFERENCE THE 2022 EDITION OF THE CALIFORNIA FIRE CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24, PART 9) WITH CERTAIN AMENDMENTS, ADDITIONS, AND DELETIONS THERETO

AND

7. Determine and certify that the preceding two ordinances are exempt from the California Environmental Quality Act.

7.4 Zoning Code Amendments

Recommendation:

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Approve the introduction and first reading of an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 13.14 AND SECTIONS 13.04.020, 13.08.010, 13.13.020, 13.15.011, 13.15.015, 13.15.016, 13.15.017, 13.15.020, 13.23.030, 13.26.010, AND 13.26.070 OF TITLE 13 (ZONING) OF THE LAGUNA WOODS MUNICIPAL CODE, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

VIII. CITY COUNCIL BUSINESS

- 8.1 Employee Compensation and Benefits

Recommendation: Adopt a resolution titled:

4.1

**PRESENTATION REGARDING ORANGE
COUNTY LOCAL AGENCY FORMATION
COMMISSION (OC LAFCO) SERVICES &
MUNICIPAL SERVICE REVIEW AND SPHERE OF
INFLUENCE REVIEWS – CAROLYN EMERY,
EXECUTIVE OFFICER, OC LAFCO
(AGENDIZED BY MAYOR MOORE)**

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City of Laguna Woods Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: November 16, 2022 Regular Meeting

SUBJECT: Staff Comments regarding Item 4.1 (agendized by Mayor Moore)

On an ongoing basis, City staff respond to requests for information and data from outside agencies, including the State of California, Southern California Association of Governments, Center for Demographic Research, and others.

At Mayor Moore's request, staff's written response to a recent information request from the Orange County Local Agency Formation Commission ("OC LAFCO") as part of its Municipal Service Review and Sphere of Influence Review process is included as Attachment A. The written response was supplemented by a meeting between RSG, Inc. (OC LAFCO's consultant) and City staff (City Manager Macon and Development Programs Analyst Pennington) on September 20, 2022.

Attachment: A – Written Response to OC LAFCO 2022 Municipal Service Review and Sphere of Influence Review Information Request (submitted on August 24, 2022)

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City of Laguna Woods

Agency Information

Please review and provide comments, if any, on the following information:

- a. Population of 18,837 as of 2022 (ESRI Business Analyst) The City is uncertain how reliable ESRI Business Analyst data is, or from where such information is sourced. The City typically relies on population information from the CA Department of Finance and U.S. Census Bureau.
- b. Total Area of Agency of 3.31 Square Miles
- c. Total housing units in the Agency boundaries of 13,386
- d. A cumulative population growth rate of 6.85% for 2020-2027 (ESRI Business Analyst) Same comment as (a) above regarding the reliability of ESRI Business Analyst data.
- e. A cumulative growth rate of housing units of 0.71% for 2020-2027 (ESRI Business Analyst) Same comment as (a) above regarding the reliability of ESRI Business Analyst data.
- f. How many staff are currently employed at the agency? The City has 10.25 full-time equivalent positions. At present, there are vacancies totaling 1.3125 full-time equivalents.
- g. For Special Districts: are board members independently elected? If so for how long is a term?
 - i. If not how are board members selected? N/A
 - ii. Number of Board Members? N/A

2. Growth and Population

- a. Describe any known or expected population and development changes anticipated in the next 5 years within the agency's territory and/or surrounding areas.
The City is currently in-process on a rezoning project related to implementation of the General Plan Housing Element and, specifically, the 6th Cycle Regional Housing Needs Assessment housing needs allocation. In total, the rezoning contemplates 1,196 new housing units.
- b. How are the identified population and development changes addressed in your agency's plans and documents for future services?
Please refer to the General Plan Housing Element adopted on August 12, 2022.

3. Disadvantaged Unincorporated Communities (DUCs)

- a. The agency has no DUC(s) within or adjacent to the agency's SOI.

4. Capacity and Adequacy of Public Facilities and Services

Public Facilities and Infrastructure

- a. Describe how your agency's infrastructure needs are determined. The City maintains an 11-year Capital Improvement Program and 10-year Pavement Management Plan. Updates occur annually for the Capital Improvement Program and biennially for the Pavement Management Plan.
- b. Does the current infrastructure have the capacity to take on more or keep up with growth (specifically any known new development or your RHNA housing target)? Yes. Additional analysis is included in the General Plan Housing Element adopted August 12, 2022.
- c. If additional or upgraded infrastructure is required to accommodate growth, how will it be financed? N/A

d. Are there any changes or future changes to state regulations that will require significant facility and/or infrastructure upgrades? If so, please describe. Implementation of the State Water Resources Control Board's Statewide Water Quality Control Plans for Trash is expected to require the City to construct several hundred thousands of dollars of new stormwater infrastructure.

e. What is the average age of your agency's water/sewer infrastructure lines? N/A. Please contact the El Toro Water District. The City is not a water/sewer agency.

f. Identify your agency's practices and policies regarding the replacement of infrastructure. Please refer to the City's Capital Improvement Program and Pavement Management Plan.

g. Are there any major or unique aspects to consider related to City infrastructure such as interagency coordination? Is there any duplication of infrastructure needs/systems with neighboring jurisdictions? Are there any out-of-area service agreements in place? The City is a cost-share partner in the City of Aliso Viejo's Dairy Fork Constructed Wetland.

h. Please provide a copy of your Capital Improvement Plan (or a link where we can access it) or let us know if there isn't one prepared or available.

- Chapter 8.0: <https://www.cityoflagunawoods.org/wp-content/uploads/2021/06/2021-06-23-Adopted-Fiscal-Years-2021-23-Budget-Work-Plan-Website.pdf>
- June 2022 Update (Item 8.2): <https://www.cityoflagunawoods.org/wp-content/uploads/2022/06/0-CC-Agenda-06-15-2022.pdf>

Services

i. Have there been any significant changes of level or types of service provided in the last 10 years? (Examples may include adding new services, transferring services to another agency, or eliminating services) If so, please describe. While the City has added some new services (e.g., a household document shredding service for residents and residential organic recycling program required by California Senate Bill 1383) and modified its staffing patterns (e.g., building services are provided by contract with private companies to a greater extent now than 10 years ago), there have been no significant changes as to the nature of services provided by the City.

j. Does in-house staff have the capacity to carry out adequate service levels? Yes. The City operates as a contract city, so in-house staff is augmented by contract services as needed.

k. What alternatives or enhancements has your agency implemented or is currently exploring to meet service demands of existing and future population growth or developments? N/A

l. Has there been any concerns regarding the adequacy of providing and delivering public services? If yes, please describe. No.

m. Please indicate if you are providing services outside of your jurisdictional boundary. If so, please provide description of the service(s) and respective agreement(s). N/A

n. Per our review, below are the services the City provides in-house versus contracts for services. Does this appear accurate? Are there any changes expected or contemplated?

Public Service Provider

Law Enforcement: OCSD

Fire Protection: OCFA

Emergency Medical: OCFA

Building/Planning: Interwest Consulting Group and Bureau Veritas North America

Housing: N/A

Code Enforcement: Willdan Engineering

Animal Control: City of Laguna Beach

Parks and Recreation: City

Library: Services are provided by OC Public Libraries, but not under contract with City

Landscape Maintenance: BrightView Landscape Services

Lighting: Yunex; most streetlights are owned by SCE

Streets/Road Maintenance: PV Maintenance

Electricity/Gas: Services are provided by SCE/SoCal Gas, but not under contract with City

Solid Waste: CR&R

Stormwater Drainage: City

Healthcare: N/A

Water: Services are provided by El Toro Water District, but not under contract with City

Wastewater: Services are provided by El Toro Water District, but not under contract with City

Shared Services and Facilities

o. Describe any joint power agreements or arrangements with other agencies regarding shared facilities, infrastructure, or services. Joint Powers Agreement with OCFA for fire services and California JPIA for insurance and risk management services

p. Are there any additional opportunities for sharing facilities, infrastructure, or services that your agency is currently analyzing or would like to explore in the future? If so, please describe. The City remains amenable to considering law enforcement-related partnerships.

5. Financial Ability

a. Describe your agency's policy involving reserves and provide a copy of reserve policies.

The City's overall target for committed and assigned reserves are established in an amount equal to at least 50% of the adopted General Fund revenue budget at the beginning of each fiscal year (July 1), less any one-time revenues and non-operating revenues. The City currently has three assigned reserves categories: Paid Leave Contingency Reserve, Self-insurance Contingency Reserve, and General Contingency Reserve.

Administrative Policy 2.9 includes the following additional detail on reserve policies:

2.9.06. Reserves and Fund Balance - Reserves are a key component of fiscal responsibility and financial resilience. They provide the city with options for responding to unanticipated events and risk. Reserves are set aside as a part of fund balance. The term "fund balance" is used to describe the net position of the General Fund and other governmental funds. There are five categories of fund balance recognized by the Governmental Accounting Standards Board (GASB): non-spendable, restricted, committed, assigned, and unassigned. The committed, assigned, and unassigned categories are collectively known as "unrestricted fund balance." Unrestricted fund balance may be considered the financial resources that are available, or are capable of being made available, for periodic, unanticipated, and emergency needs, without limitation. The City shall evaluate the adequacy of the overall target for committed and assigned reserves and individual targets by reserve category contained in this Administrative Policy at least as frequently as each biennial budget development process. In doing so, the City shall consider current and future risk and funding obligations that may impact reserve levels, as well as best

practices established by the Government Finance Officers Association and other authoritative entities. The time and method for replenishment of reserves shall be defined following use thereof, based on the category of reserve, reason required, amount used, and other relevant factors. The City shall strive to replenish reserve balances within three years of use. Funds for replenishment may be drawn from one-time revenues, excess revenues, year-end surpluses, reductions in appropriations, or other means deemed appropriate at the time reserve funds are used. A long-term perspective shall be considered when evaluating methods for replenishment.

Overall Target for Committed and Assigned Reserves - Based on risk assessment and long-term projection of potential reserve needs, the overall target for committed and assigned reserves shall be established in an amount equal to at least 50% of the adopted General Fund revenue budget at the beginning of each fiscal year (July 1), less any one-time revenues and non-operating revenues. Although annual revenues may fluctuate, they have historically been more stable than annual appropriations, allowing for greater consistency in committed and assigned reserve calculations year-over-year. The fund balance equal to the overall target for committed and assigned reserves shall be allocated first to other committed and assigned reserves and then to the General Fund Contingency Fund.

Committed and Assigned Reserves:

Paid Leave Contingency Reserve - The City shall maintain a Paid Leave Contingency Reserve with an annual target equal to projected accrued paid leave balances at the end of each fiscal year (June 30), in accordance with the City's paid leave policies and obligations. An estimate of the annual target shall be adopted as a part of the City's budget and finalized by City Council action after fiscal-year-end calculations are available. The City Manager is authorized to make expenditures from the Paid Leave Contingency Reserve in amounts necessary to comply with the City's paid leave policies and obligations (e.g., the payment of accrued paid leave upon an employee's separation from the City). The Administrative Services Director/City Treasurer shall notify the City Council of all expenditures made from the Paid Leave Contingency Reserve as a part of the quarterly budget reporting described in Section 2.9.09.

Self-Insurance Contingency Reserve - The City shall maintain a Self-Insurance Contingency Reserve for liability and workers' compensation claim settlements not covered by insurance policies. In developing the annual target for this reserve, the City shall consider its five-year claims settlement history, the status of any pending claims, and any reasonably anticipated future claims activity. The City Manager is authorized to make expenditures from the Self-Insurance Contingency Reserve of up to \$50,000 per individual claim settlement. The Administrative Services Director/City Treasurer shall notify the City Council of all expenditures made from the Self-Insurance Contingency Reserve as a part of the quarterly budget reporting described in Section 2.9.09. Expenditures from the Self-Insurance Contingency Reserve in excess of \$50,000 per individual claim settlement require approval of the City Council.

General Contingency Reserve - The City shall maintain a General Contingency Reserve for economic uncertainty, operating contingencies, and emergencies caused by calamitous events. This reserve shall be established, annually, in an amount not less than the current overall target for total reserves less the amounts set aside for other reserves. Expenditures from the General Contingency Reserve require City Council approval.

Unassigned General Fund Balance - In addition to committed and assigned reserves, unassigned General Fund balance is available for any governmental purpose and can be appropriated upon direction from the City Council. Use of the unassigned General Fund balance should be limited to one-time projects, capital improvement projects, the payment of long-term liabilities for periods beyond the current fiscal year, and emergency expenditures.

b. What is the current level of reserves and do they meet adopted policies? Current levels of assigned reserves are listed below. Please note that the City maintains an unassigned General Fund balance in addition to the assigned reserves. Yes, reserves meet adopted policies.

Fiscal Year 2022-23 General Fund Revenue Budget, less one-time and non-operating revenues	\$6,412,500
	x .50
Overall Target for Assigned Reserves	<u>\$3,206,250</u>
Paid Leave Contingency Reserve ¹	\$98,376
Self-Insurance Contingency Reserve	\$50,000
General Contingency Reserve	<u>\$3,057,874</u>
Total Assigned Reserves	<u>\$3,206,250</u>

What have been the agency’s annual levels of reserves (by reserve category) from FY2017-18 through projected FY2022-23? Please see below. Please note that for each of these fiscal years, the City maintained an unassigned General Fund balance in addition to the assigned reserves.

<i>[Assigned Reserves Funding Levels – Fiscal Year 2021-22]</i>	
Fiscal Year 2021-22 General Fund Revenue Budget, less one-time and non-operating revenues	\$6,257,800
	x .50
Overall Target for Assigned Reserves	<u>\$3,128,900</u>
Paid Leave Contingency Reserve ¹	\$98,376
Self-Insurance Contingency Reserve	\$50,000
General Contingency Reserve	<u>\$2,980,524</u>
Total Assigned Reserves	<u>\$3,128,900</u>

[Committed and Assigned Reserves Funding Levels – Fiscal Year 2020-21]*

Fiscal Year 2020-21 General Fund Revenue Budget, less one-time and non-operating revenues	\$6,047,100
	x .50
Overall Target for Committed and Assigned Reserves	<u>\$3,023,550</u>
Paid Leave Contingency Reserve ¹	\$99,158
Self-Insurance Contingency Reserve	\$50,000
General Contingency Reserve	<u>\$2,874,392</u>
Total Committed and Assigned Reserves	<u>\$3,023,550</u>

[Committed and Assigned Reserves Funding Levels – Fiscal Year 2019-20]

Fiscal Year 2019-20 General Fund Revenue Budget, less one-time and non-operating revenues	\$5,938,600
	x .50
Overall Target for Committed and Assigned Reserves	<u>\$2,969,300</u>
Paid Leave Contingency Reserve ¹	\$99,158
Self-Insurance Contingency Reserve	\$50,000
General Contingency Reserve	<u>\$2,820,142</u>
Total Committed and Assigned Reserves	<u>\$2,969,300</u>

[Committed and Assigned Reserves Funding Levels – Fiscal Year 2018-19]

Fiscal Year 2017-18 General Fund Revenue Budget, less one-time and non-operating revenues	\$5,541,600
	x .50
Overall Target for Committed and Assigned Reserves	<u>\$2,770,800</u>
Paid Leave Contingency Fund ⁶	\$81,609
Self-Insurance Contingency Fund	\$50,000
General Fund Contingency Fund	\$2,639,191
Total Committed and Assigned Reserves	<u>\$2,770,800</u>

[Committed and Assigned Reserves Funding Levels – Fiscal Year 2017-18]

Fiscal Year 2017-18 General Fund Revenue Budget, less one-time and non-operating revenues	\$5,373,600
	x .50
Overall Target for Committed and Assigned Reserves	<u>\$2,686,800</u>
Paid Leave Contingency Fund ⁵	\$81,609
Self-Insurance Contingency Fund	\$50,000

General Fund Contingency Fund	\$2,555,191
Total Committed and Assigned Reserves	<u>\$2,686,800</u>

- c. Has your agency conducted an independent audit in each of the last 5 years? If no, please explain. Please provide electronic copies of audits if not already available on your website; Yes. Electronic copies of audits are available on the City's website.
- d. Describe any findings or issues identified by your auditor in the last 5 years and/or by the California State Auditor or other entity (e.g., Grand Jury, if applicable). Fiscal Year 2016-17: Purchasing Policy (Auditors' Comment and Recommendation) - We noted during our review of cash disbursement controls that the City is not following the purchasing policy, which requires management approval of purchase requisitions prior to initiating the purchase. We recommend the City either enforce the purchasing policy or update the policy to reflect the current practices of the City. No findings in the following years.
- e. Please provide electronic copies of adopted budgets if not already available on your website; Electronic copies of adopted budgets are available on the City's website.
- f. Has the agency modified the fee structure for any enterprise system since 2017? If so, please describe the changes and provide a copy of the most recent fee study. N/A. The City has no enterprise systems.
- g. Is the agency currently exploring any fee structure changes for enterprise systems? If so, please describe. N/A. The City has no enterprise systems.
- h. Please provide information about current and anticipated impact fees. The City does not have impacts fees of its own. Impact fees are charged by other agencies outside of the City's control.
- i. Does the agency utilize any voter-approved special or general taxes, parcel taxes, and/or assessments? If so, please describe. No.
- j. Has the agency had any tax increases (e.g., sales, utility, transient occupancy tax, etc.) since 2017? If so, please describe? No.
- k. What is the agency's plan or policy for addressing its unfunded pension liabilities? Based on current actuarial valuations (dated June 30, 2021), the City's unfunded pension liability is paid off resulting in a net pension asset.
- l. Does the agency develop and update a long-term budget forecast? Please provide a copy if it is not already included in a budget document. The City has a two-year budget, with forecasting for

11 years for capital improvement projects. Electronic copies of adopted budgets are available on the City's website.

m. Are there any particular fiscal issues that the agency is concerned about, and if so, how are these being evaluated and addressed? Please provide any related staff reports and/or studies. The rising cost of law enforcement services remains a significant concern.

6. Accountability, Structure, and Efficiencies

a. How does your agency proactively provide access to all public meetings, website, and other public information? The public is able to participate in public meetings (City Council, Investment Policy Review Committee, and Laguna Woods Civic Support Fund Board of Directors) four ways – in-person, in writing, by telephone, or by computer (via Zoom). City Council meetings are recorded, broadcast live, and rebroadcast several times (excluding closed sessions). Recordings are subsequently available from City Hall.

Public meeting notices are posted on the City's website, at City Hall, and at one other public location, as well as otherwise may be required by law. Public meeting notices are also distributed to interested persons via email or mail (upon request or as required by law).

The City's website includes current project information, a repository of frequently requested public documents, and other resources.

b. Describe your agency's programs and activities to proactively comply with financial disclosure laws and the Brown Act. The City complies with all applicable financial disclosure laws. Financial information beyond that which is required by law is posted on the City's website.

Notices for meetings subject to the Brown Act are posted and distributed as required by law.

c. What administrative, management, and operational functions are provided to the agency by private companies or other public agencies? Explain how these arrangements have resulted in cost savings or operational efficiencies for your agency. The City currently has 10.25 full-time equivalent employee positions responsible for delivering a full range of municipal services. The City operates as a "contract city," meaning that its small staff leverage the resources of a variety of contract, franchise, and joint powers agencies to provide efficient, effective, and economical services. If the City were a "full-service city," those services would be provided by City employees, often at increased cost and with considerably greater liability. While contract service providers may charge the City for current year liabilities, the City contract service arrangements do not result in the assumption of any other agency's long-term retirement or other post-employment benefits liabilities.

d. Describe any changes in the structure of the agency's governing board in the last 10 years. N/A

7. Other issues

a. Attached is a summary of the 3rd-Cycle (2013) MSR and SOI determinations. Please review and provide comments about any items that have been addressed or substantially changed since then. N/A

b. Are there any other matters that the agency would recommend be discussed as part of the OC LAFCO sphere and MSR review process? If yes, please list them. **No.**

8. Sphere of influence

Your agency's Sphere of Influence, as adopted by OC LAFCO is available on OC LAFCO's website: <http://www.oclafco.org/index.php/sphere-of-influencemaps/>. If your agency is proposing a sphere amendment(s), please attach a map and provide a justification. After an analysis of your request, to amend your agency's sphere of influence, OC LAFCO will issue a secondary questionnaire related to the proposed change. **N/A**

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4.2

**PRESENTATION REGARDING ORANGE
COUNTY ASSESSOR DEPARTMENT SERVICES &
PROCESS FOR OBTAINING
INTERGENERATIONAL EXCLUSIONS AND
BASE YEAR VALUE TRANSFERS – MARIA
MELCHOR AND MARICELA GONZALEZ,
ORANGE COUNTY ASSESSOR DEPARTMENT
(AGENDIZED BY MAYOR MOORE)
*(NO REPORT)***

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4.3
CITY HALL/PUBLIC LIBRARY UPDATE
(NO REPORT)

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6.0
CONSENT CALENDAR SUMMARY

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: November 16, 2022 Regular Meeting

SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the November 16, 2022 Consent Calendar by single motion and City Council action.

Background

All items listed on the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the City Council, staff, or the public requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action.

Summary

The November 16, 2022 Consent Calendar contains the following items:

- 6.1 Approval of the City Council meeting minutes for the regular meeting on September 21, 2022.
- 6.2 Approval of a motion to receive and file the City Treasurer's Report for the month of October 2022.
- 6.3 Approval of the warrant register dated November 16, 2022 in the amount of \$520,325.01. A list of warrants is included in the agenda packet; detailed information about individual warrants is available at or from City Hall.

- 6.4 Adoption of a resolution allowing for the continued use of teleconferencing for meetings during the COVID-19 State of Emergency, pursuant to California Assembly Bill 361 (2021-2022). The proposed resolution includes the findings required by California Government Code Section 54953(e)(3) for meetings to continue to be held via teleconferencing.
- 6.5 [1] Waiver of the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding. The City’s procurement regulations generally require competitive bidding when the estimated cost of services is \$25,000 or more over the term of the agreement, but allow for the waiver of those provisions at the discretion of the City Council. obrARCHITECTURE, Inc. is the principal architect for the City Hall/Public Library Project. With construction expected to be completed after the end of the existing agreement with obrARCHITECTURE, and the continuing need for obrARCHITECTURE’s services, staff recommends waiving competitive bidding requirements for the proposed extension.

AND

- [2] Approval of an extension and amendment of the agreement with obrARCHITECTURE, Inc. for City Hall/Public Library Project architectural services and authorization for the City Manager to execute the extension and amendment, subject to approval as to form by the City Attorney. The proposed extension is for a period from December 1, 2022 through January 31, 2023. The proposed amendment provides for obrARCHITECTURE to be paid for its services on an as-needed and “time and materials” basis from November 1, 2022 through January 23, 2023.
- 6.6 [1] Approval of the “Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde)” design plans and specifications as prepared by the project engineer.

AND

- [2] Approval of a notice of exemption for the “Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde)” finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorization for the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

[3] Award of a contract agreement to Hardy & Harper, Inc. for the construction of the “Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde)”, in the amount of \$257,000, plus authorized change orders not to exceed 10% of the base amount; and authorization for the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney.

An agenda report is included with additional information.

- 6.7 Rejection of the following claim against the City: Evelyn Kay Melchior vs. City of Laguna Woods, Claimant: Evelyn Kay Melchior. Carl Warren & Company, the City’s third-party claims administrator, recommends that the City reject this claim, which did not occur on City property. Additional information is available at or from City Hall.

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6.1
CITY COUNCIL MINUTES

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**CITY OF LAGUNA WOODS CALIFORNIA
CITY COUNCIL MINUTES
REGULAR MEETING
September 21, 2022
2:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

I. CALL TO ORDER

Mayor Moore called the Regular Meeting of the City Council of the City of Laguna Woods to order at 2:03 p.m.

II. ROLL CALL

COUNCILMEMBER: PRESENT: Hatch, Horne, Tao, Conners, Moore
 ABSENT: -

All councilmembers participated in-person at the meeting location.

STAFF PRESENT: City Manager Macon, City Attorney Patterson, City Clerk Trippy

City Attorney Patterson participated via teleconference.

All other staff participated in-person at the meeting location.

III. PLEDGE OF ALLEGIANCE

Shari Freidenrich, Orange County Treasurer, led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 Presentation Regarding Property Tax – Shari Freidenrich, CPA, Orange County Treasurer
(agendized by Mayor Moore)

Mayor Moore introduced the item.

Shari Freidenrich, Orange County Treasurer, made a presentation.

Councilmembers discussed the item and Ms. Freidenrich answered related questions.

4.2 Presentation Regarding Complex Coordinated Terrorist Attack (CCTA) Exercise –
Orange County Sheriff’s Department
(agendized by Mayor Moore)

Mayor Moore introduced the item.

Captain Alday, Chief of Police Services, Orange County Sheriff's Department, made a presentation.

Mayor Moore made comments.

Councilmembers discussed the item and Captain Alday answered related questions.

A member of the public asked about what happens when someone makes a 911 call.

Captain Alday briefly responded to the question.

Councilmembers discussed the item and Captain Alday answered related questions.

- 4.3 Presentations Regarding Driving Out Darkness: Orange County Summit on Antisemitism and Hate & Orange County Human Relations Commission's Orange County 2021 Hate Crime Report
(agendized by Mayor Moore)

Mayor Moore made comments and responded to a related question from Councilmember Hatch.

- 4.4 Hunger Action Month – September 2022

City Clerk Trippy read the proclamation.

Councilmembers made comments.

Moved by Councilmember Hatch and seconded by Councilmember Tao to approve the proclamation.

Malia Cary, Second Harvest Food Bank, made comments.

Mayor Moore requested to move Item 4.6 as the next item on the agenda. There were no objections.

- 4.6 Fire Prevention Week – October 9-15, 2022

City Clerk Trippy read the proclamation.

Moved by Councilmember Hatch and seconded by Mayor Pro Tem Connors to approve the proclamation.

Division Chief Contreras, Orange County Fire Authority, made comments and responded to a question from Councilmember Hatch.

Councilmembers made comments.

Acting on the motion previously moved by Councilmember Hatch and seconded by Mayor Pro Tem Conners, the City Council voted unanimously on a 5-0 vote, to approve the proclamation.

4.4 Hunger Action Month – September 2022

The City Council returned to Item 4.4 to vote on approval of the proclamation.

Acting on the motion previously moved by Councilmember Hatch and seconded by Councilmember Tao, the City Council voted unanimously on a 5-0 vote, to approve the proclamation.

Mayor Moore called for a brief recess.

The meeting was called back to order at 3:36 p.m.

4.5 International Day of Peace – September 21, 2022
(agendized by Mayor Moore)

City Clerk Trippy read the proclamation.

Councilmembers made comments.

Mayor Pro Tem Conners left the meeting at 3:39 p.m.

Moved by Councilmember Hatch, seconded by Councilmember Tao, and carried on a 4-0 vote with Mayor Pro Tem Conners absent, to approve the proclamation.

Councilmember Horne requested to move Item 9.4 to follow Item 4.7. There were no objections.

Mayor Pro Tem Conners returned to the meeting.

4.7 City Hall/Public Library Project Update

City Manager Macon provided an update and responded to related questions.

Councilmembers made comments.

9.4 Orange County Mosquito and Vector Control District

Amber Semrow, Orange County Mosquito and Vector Control District, made a presentation and answered related questions.

Councilmember Horne made comments.

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Kathryn Freshley, resident, commented on Measure T and related concerns.

VI. CONSENT CALENDAR

Moved by Councilmember Hatch, seconded by Mayor Pro Tem Conners, and carried unanimously on a 5-0 vote, to approve Consent Calendar items 6.1 – 6.10.

6.1 Approved the City Council meeting minutes for the regular meeting on June 15, 2022 and the regular meeting on July 20, 2022.

6.2 City Treasurer’s Report

Received and filed the City Treasurer’s Report for the month of August 2022.

6.3 Warrant Register

Approved the warrant register dated September 21, 2022 in the amount of \$638,338.30.

6.4 Teleconferencing for Meetings

Adopted a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ALLOWING FOR THE CONTINUED USE OF TELECONFERENCING FOR MEETINGS DURING THE COVID-19 STATE OF EMERGENCY, PURSUANT TO CALIFORNIA ASSEMBLY BILL 361 (2021-2022)

6.5 Fiscal Years 2021-23 Budget Adjustments

Adopted a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADJUSTING THE ASSIGNED RESERVE BALANCES FOR THE PAID LEAVE CONTINGENCY RESERVE AND THE GENERAL FUND CONTINGENCY RESERVE FOR FISCAL YEAR 2022-23

6.6 Investment of Financial Assets Policy

Adopted a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REVIEWING AND ADOPTING AN ANNUAL STATEMENT OF THE INVESTMENT POLICY, ADOPTING AN INVESTMENT POLICY, AND RENEWING THE CITY COUNCIL'S DELEGATION OF INVESTMENT AUTHORITY TO THE CITY TREASURER PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 53607

6.7 Credit Card, Debit Card, and Prepaid Card Payment Processing

1. Eliminated the \$700 per transaction limit for payments that can be accepted by credit card, debit card, and prepaid card.

AND

2. Authorized the City Manager to impose transaction limits for payments that can be accepted by credit card, debit card, and prepaid card based on economic conditions, the needs of the City, or in the interest of the efficient, effective, or economical conduct of City business.

6.8 Arborist and Tree Risk Assessment Services

Approved an extension of the agreement with Monarch Environmental Services for arborist and tree risk assessment services and authorized the City Manager to execute the extension, subject to approval as to form by the City Attorney.

6.9 Conflict of Interest Code

Adopted a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DETERMINING THAT NO CHANGES IN THE CONFLICT OF INTEREST CODE ADOPTED BY RESOLUTION NO. 18-27 ARE NECESSARY FOLLOWING THE REVIEW REQUIRED BY CALIFORNIA GOVERNMENT CODE SECTION 87306.5

6.10 Ad Hoc Anti-Hate Advisory Council Committee
(agendized by Mayor Pro Tem Conners and Councilmember Horne)

Extended the end of the term of the Ad Hoc Anti-Hate Advisory Council Committee from September 30, 2022 to December 29, 2022.

VII. PUBLIC HEARINGS

7.1 Sign Regulations

City Manager Macon made a presentation.

Michael Pauls, on behalf of LW Shell, expressed his support for the proposed ordinance.

Mayor Moore commented on the sound quality of Mr. Pauls' comments.

City Manager Macon paraphrased Mr. Paul's comments.

Councilmembers discussed the item and staff answered related questions.

Moved by Councilmember Hatch, seconded by Mayor Pro Tem Conners, and carried unanimously on a 5-0 vote, to approve the introduction and first reading of an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING SECTIONS 13.20.030, 13.20.130, AND 13.20.160 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO SIGN REGULATIONS, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

VIII. CITY COUNCIL BUSINESS

8.1 New Orange County Fire Authority Fire Station

City Attorney Patterson and Councilmember Hatch commented on Councilmember Hatch's reasons for recusing himself from this item.

Councilmember Hatch left the meeting at 4:21 p.m.

City Manager Macon and Division Chief Contreras made a presentation.

Councilmembers discussed the item and staff answered related questions.

Kathryn Freshley, resident, commented in support of the potential new fire station.

Moved by Councilmember Horne, seconded by Mayor Pro Tem Conners, and carried unanimously on a 4-0 vote with Councilmember Hatch recused, to approve, in non-binding concept the long-term lease of approximately 0.32 acres of the City Centre Park property (24121 Moulton Parkway, Laguna Woods, CA 92637; Assessor's Parcel Number: 616-021-18) for use as a new Orange County Fire Authority fire station and authorize the City Manager and City Attorney to take actions and incur costs necessary to:

- (a) Comply with applicable state laws regarding the lease of park property for non-park purposes, and other state laws as may be determined to apply;

- (b) Unencumber the property of deed restrictions that would otherwise preclude the construction and operation of a fire station;
- (c) Negotiate – for future consideration by the City Council – agreements with the Orange County Fire Authority for the construction and operation of a fire station including, but not limited to, a long-term land-lease agreement;
- (d) Partner with Orange County Fire Authority to contact surrounding property owners to discuss a potential new fire station and solicit input on factors to be considered during any future design construction and operations;
- (e) Coordinate with the Orange County Fire Authority on matters affecting the design of a fire station including, but not limited to, modifications and easements related to traffic control devices, medians, sidewalks, and other City property, and public access to the remaining portion of City Centre Park; and
- (f) Negotiate and enter into cost recovery agreements with the Orange County Fire Authority to reimburse the City for those costs associated with this project which are mutually agreed upon as the Orange County Fire Authority’s responsibility.

Councilmember Hatch re-entered the meeting at 5:01 p.m.

Councilmember Tao left the meeting.

IX. CITY COUNCIL REPORTS AND COMMENTS

9.1 Coastal Greenbelt Authority

Mayor Pro Tem Connors provided a report.

9.2 Orange County Fire Authority

Councilmember Hatch provided a report.

9.3 Orange County Library Advisory Board

Mayor Moore stated that there had been no meeting since the last meeting.

Councilmember Tao re-entered the meeting.

9.5 San Joaquin Hills Transportation Corridor Agency

Mayor Pro Tem Connors provided a report.

9.6 South Orange County Watershed Management Area

Mayor Moore provided a report.

9.7 Other Comments and Reports – None

X. CLOSED SESSION – None

XI. CLOSED SESSION REPORT – None

XII. ADJOURNMENT

The meeting was adjourned at 5:16 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, October 19, 2022 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, CMC, City Clerk

Approved: November 16, 2022

CAROL MOORE, Mayor

6.2
CITY TREASURER'S REPORT

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City of Laguna Woods
City Treasurer's Report
For the Month Ended October 31, 2022

ITEM 6.2

CASH AND INVESTMENTS

	Beginning Balances As of 9/30/22	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 10/31/22	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
Cash and Cash Equivalents							
Analyzed Checking Account (Note 1)	\$ 659,073	\$ 292,540	\$ (520,369)	\$ -	\$ 431,243	3.12%	
Cash Balances, Multi-Bank Securities (MBS) Account (Note 2 and 4)	\$ 3,350	\$ 3,390	\$ (3,498)	\$ -	\$ 3,242	0.02%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	\$ 13,574	\$ 6,554	\$ (3,390)	\$ -	\$ 16,738	0.12%	
Petty Cash	\$ 1,395	\$ 236	\$ (131)	\$ -	\$ 1,500	0.01%	
Total Cash and Cash Equivalents	\$ 677,392	\$ 302,720	\$ (527,388)	\$ -	\$ 452,724	3.28%	100.00%
Pooled Money Investment Accounts							
Local Agency Investment Fund (LAIF) (Notes 2 and 3)	\$ 1,931,071	\$ 5,614	\$ -	\$ -	\$ 1,936,685	14.01%	
Orange County Investment Pool (OCIP) (Notes 2 and 3)	\$ 8,973,592	\$ -	\$ -	\$ -	\$ 8,973,592	64.92%	
Total Pooled Money Investment Accounts	\$ 10,904,663	\$ 5,614	\$ -	\$ -	\$ 10,910,277	78.93%	90.00%
Investments - Interest and Income Bearing							
Certificates of Deposit (fair value) (Note 2)	\$ 2,479,865	\$ -	\$ -	\$ (20,374)	\$ 2,459,491	17.79%	
Total Investments - Interest and Income Bearing	\$ 2,479,865	\$ -	\$ -	\$ (20,374)	\$ 2,459,491	17.79%	30.00%
TOTAL	\$ 14,061,919	\$ 308,334	\$ (527,388)	\$ (20,374)	\$ 13,822,492	100.00%	

Summary of Total Cash, Cash Equivalents, and Investments:

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	\$ (4,066,564)	\$ 4,497,808	\$ 431,243
Cash Balances, MBS Account	\$ 3,242	\$ -	\$ 3,242
Earned Interest in Transit and Accrued Interest, MBS Account	\$ 16,738	\$ -	\$ 16,738
Petty Cash	\$ 1,500	\$ -	\$ 1,500
LAIF	\$ 1,936,685	\$ -	\$ 1,936,685
OCIP	\$ 8,973,592	\$ -	\$ 8,973,592
Certificates of Deposit	\$ 2,459,491	\$ -	\$ 2,459,491
Totals	\$ 9,324,684	\$ 4,497,808	\$ 13,822,492

(See **NOTES** on Page 4 of 4)



City of Laguna Woods
City Treasurer's Report
For the Month Ended October 31, 2022

ITEM 6.2

CASH AND INVESTMENTS

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value	Book Value	Stated Rate (Note 4)	Coupon Type	1st Coupon Date	Rating or Rank (*)	Yield to Maturity 365 Days	Maturity Date
Money Funds and Certificate of Deposits (CDs, Federal Deposit Insurance Corporation [FDIC] Insured)														
61760ARV3	2018-7	MORGAN STANLEY PRIVATE BK NATL	60 months	11/06/18	11/15/18	245,000	242,538	245,000	3.550	Semi-Annual	05/15/19	Green***	3.550	11/15/23
02589AA28	2018-9	AMERICAN EXPRESS NATL	60 months	12/04/18	12/04/18	240,000	237,442	240,000	3.550	Semi-Annual	06/04/19	Green***	3.550	12/04/23
33715LCZ1	2018-10	FIRST TECHNOLOGY FED CU MTN VIEW	60 months	12/07/18	12/12/18	245,000	242,442	245,000	3.600	Monthly	01/12/19	Green***	3.600	12/12/23
949763ZA7	2019-1	WELLS FARGO BK N A	60 months	04/09/19	04/10/19	245,000	238,953	245,000	2.850	Monthly	05/10/19	Green*	2.850	04/10/24
38150VBG3	2022-2	GOLDMAN SACHS BK USA	24 months	05/24/22	06/01/22	245,000	238,503	245,000	2.900	Semi-Annual	12/01/22	Green*	2.900	06/03/24
75472RBB6	2020-1	RAYMOND JAMES BK NATL ASSN	60 months	02/06/20	02/14/20	245,000	229,315	245,000	1.750	Semi-Annual	08/14/20	Green***	1.750	02/14/25
59013KGJ9	2020-2	MERRICK BANK	60 months	03/24/20	03/31/20	100,000	93,318	100,000	1.800	Monthly	05/01/20	Green***	1.800	03/31/25
14042TGG6	2022-1	CAPITAL ONE BK USA NATL ASSN	36 months	05/24/22	05/25/22	245,000	235,411	245,000	3.100	Semi-Annual	11/25/22	Green*	3.100	05/27/25
32022RRG4	2022-4	1ST FINL BK USA	48 months	06/15/22	06/24/22	245,000	231,469	245,000	3.150	Monthly	07/24/22	Green*	3.150	06/24/26
50625LBN2	2022-3	LAFAYETTE FED CR	60 months	05/24/22	06/15/22	245,000	228,837	245,000	3.250	Monthly	07/15/22	Green***	3.250	06/15/27
14042RUX7	2022-5	CAPITAL ONE BK USA NATL ASSN	60 months	10/06/22	10/13/22	245,000	241,264	245,000	4.500	Semi-Annual	04/13/23	Green*	4.500	10/13/27
		Accrued Interest - Month End					16,738							
Total CDs						2,545,000	2,476,229	2,545,000						

(*) At the time of purchase and until September 2017, CDs were rated or ranked using an IDC Financial Publishing, Inc. (IDC) compiled ranking, and includes a one-number summary rank of quality comprised of 35 key financial ratios. Ranks range from 1 (the lowest) to 300 (the highest) and fall into one of the following six groups per Table 1. Post September 2017, CDs are ranked using the Veribanc Rating System, a two-part color code and star classification system which tests the present standing and future outlook by reviewing an institution's capital strength, asset quality, management ability, earnings sufficiency, liquidity, and sensitivity to market risk. Table 2 below summarizes the Veribanc color rankings. Veribanc star ratings of one to three, with three being best, are used to help review a possible future trend of an institutions health based on metrics from ten prior quarters. A rating of one, two, or three, are not necessarily an indicator of risk or an undesirable investment. The City reviews other rating systems and issuer financials before choosing any investment.

Table 1: CD Rankings (used prior to September 2017)

IDC Rank	Group Meaning
200-300	Superior
165-199	Excellent
125-164	Average
75-124	Below Average
2-74	Lowest Ratios
1	Highest Probability of Failure

Table 2: Veribanc Color Rankings (used beginning in September 2017)

Veribanc Rank	Color Meaning
Green	Highest rating, exceeds qualifications in equity and income tests
Yellow	Merits attention, meets minimal qualifications in equity and income tests
Red	Merits close attention, does not meet minimal qualifications for equity and has incurred significant losses

Government Pooled Money Investment Accounts (PMIA) (Notes 2 and 3)

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value	Book Value	Stated Rate (Note 4)	Coupon Type	1st Coupon Date	Rating or Rank (*)	Yield to Maturity 365 Days	Maturity Date
N/A	N/A	Local Agency Investment Fund (LAIF)	N/A	Various	Various	1,948,806	1,936,685	1,948,806	Note 3	Quarterly	N/A	N/A	N/A	N/A
N/A	N/A	Orange County Investment Pool (OCIP)	N/A	Various	Various	9,117,083	8,973,592	9,117,083	Note 3	Monthly	N/A	N/A	N/A	N/A
Total PMIA						11,065,889	10,910,277	11,065,889						

(See NOTES on Page 4 of 4)



City of Laguna Woods
City Treasurer's Report
 For the Month Ended October 31, 2022

ITEM 6.2

CASH AND INVESTMENTS

	Beginning Balances As of 9/30/22	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 10/31/22
Other Post-Employment Benefits (OPEB) Trust					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (Note 2) <small>(CERBT holds all assets and administers the OPEB Trust)</small>	\$ 119,098	\$ -	\$ (9)	\$ 1,037	\$ 120,126
Employer Pension Contributions Trust					
CalPERS California Employers' Pension Prefunding Trust (CEPPT) (Note 2) <small>(CEPPT holds all assets and administers the Employer Pension Contributions Trust)</small>	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Funds - Held in Trust	<u>\$ 119,098</u>	<u>\$ -</u>	<u>\$ (9)</u>	<u>\$ 1,037</u>	<u>\$ 120,126</u>

(See **NOTES** on Page 4 of 4)



City of Laguna Woods
City Treasurer's Report
For the Month Ended October 31, 2022

CASH AND INVESTMENTS

Notes:

Note 1 - Analyzed Checking Account / Monthly activity reported does not reflect October 2022 vendor invoicing processed after the date of this report.

Note 2 - During October 2022, transaction activity in pooled money investment accounts, investment accounts and fiduciary trusts included:

LAIF / The City made no deposits to or withdrawals from the LAIF account. The balance includes an adjustment in the amount of (\$12,120.51) to reflect the fair market value of the investment at June 30, 2022.

OCIP / The City made no deposits to or withdrawals from the OCIP account. The balance includes an adjustment in the amount of (\$143,491.10) to reflect the fair market value of the investment at June 30, 2022.

Investments / Upon maturity of the UBS Bank USA Certificate of Deposit in October 2022, \$245,000 principal amount was received. The amount was re-invested in Capital One Bank USA Certificate of Deposit for a 60 month term at a 4.500% yield rate. Investments were adjusted in the amount of (\$20,373.85) to report balances at fair market value as of October 31, 2022.

OPEB Trust / The City made no contributions to or withdrawals from the OPEB Trust. The OPEB Trust experienced a net gain of \$1,028.20 in October 2022.

Employer Pension Contributions Trust / In April 2021, the City elected to participate in the CEPPT. The City has not yet made contributions to the CEPPT.

Note 3 - Investment earnings on pooled money investment accounts deposited and reported in October 2022 net of related fees were:

Pool	Earnings Post	Prior Period Earnings Deposited	Deposit for Period Ended	Current Month / Quarter Gross Yield	Current Month / Quarter Earnings Will Post	Notes
LAIF	Quarterly	\$5,614.05	July 1, 2022 thru September 30, 2022	See Notes	January 2023	Total pool interest yield for October 2022 was 1.772% and the City's yield will be slightly lower based on allocation ratios and administrative fees to be deducted.
OCIP	Monthly	\$5,957	July 2022	See Notes	See Notes	The OCIP October 2022 statement had not been received at the time of this report, balance reported is as of September 30, 2022. Interest is posted three months in arrears and fees are posted monthly. Accrued interest pending payment at September 30, 2022 was \$23,848.47. September 2022 interest rate was 1.315% and fees were 0.055%, for a net yield of 1.260%.

Note 4 - CDs / The stated earnings rate for CDs is a fixed rate for the full term. The City earned interest of \$3,390.00 and transferred out \$3,498.08 in cash balances to the City's checking account in October 2022. Cash balances to be invested or paid out are classified separately on page 1 of 4. The City's portfolio also has \$16,738.17 in accrued interest, not yet vested.

City Treasurer's Certification

I, Elizabeth Torres, City Treasurer, do hereby certify:

- That all investment actions executed since the last report have been made in full compliance with the City's Investment of Financial Assets Policy; and
- That the City is able to meet all cash flow needs which might reasonably be anticipated for the next 12 months.

Digitally signed by
 Elizabeth Torres
 Date: 2022.11.09
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Elizabeth Torres, City Treasurer

6.3 WARRANT REGISTER

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CITY OF LAGUNA WOODS
WARRANT REGISTER
November 16, 2022

ITEM 6.3

This Report Covers the Period 10/01/2022 through 10/31/2022

Date	Vendor Name	Description	Amount
Debit			
<i>Automatic Bank Debits:</i>			
10/03/2022	CALPERS - RETIREMENT	Unfunded Accrued Liability / August 2022	230.33
10/03/2022	CALPERS - RETIREMENT	Unfunded Accrued Liability / August 2022	116.67
10/03/2022	GLOBAL PAYMENTS / OPEN EDGE	Credit Card Processing Fees / September 2022	1,101.86
10/04/2022	AUTHORIZE.NET	Online Credit Card Processing Fees / September 2022	12.00
10/04/2022	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program / October 2022	455.08
10/06/2022	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / October 2022	42.53
10/07/2022	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Periods Ended 09/09/2022 & 09/23/2022	410.56
10/11/2022	NAVIA BENEFIT SOLUTIONS	125 Cafeteria Plan Administration / September 2022	100.00
10/11/2022	CALPERS - HEALTH	Employee Benefit Program / October 2022	7,387.03
10/12/2022	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 09/09/2022	3,157.93
10/12/2022	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 09/09/2022	1,731.15
10/12/2022	ADP TAX	Payroll Taxes / Pay Period Ended 10/07/2022	8,562.27
10/12/2022	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 10/07/2022	21,091.65
10/13/2022	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / October 2022	258,186.27
10/13/2022	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / October 2022	466.67
10/17/2022	U.S. BANK	Bank Service Charges / September 2022	50.90
10/20/2022	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / October 2022	69.92
10/21/2022	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 10/07/2022	1,520.00
10/25/2022	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 09/23/2022	3,157.93
10/25/2022	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 09/23/2022	1,780.98
10/26/2022	ADP TAX	Payroll Taxes / Pay Period Ended 10/21/2022	8,453.30
10/26/2022	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 10/21/2022	20,621.23
10/27/2022	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 10/21/2022	1,520.00
Check			
Number			
<i>Warrants:</i>			
6130	10/13/2022	AMAZON CAPITAL SERVICES	Office Supplies 59.25
6131	10/13/2022	AT&T	Telephone / 581-9821 / September 2022 235.22
6132	10/13/2022	AT&T	Telephone / 452-0600 / September 2022 2,616.88
6133	10/13/2022	AT&T	Telephone / 458-3487 / September 2022 48.06
6134	10/13/2022	BUREAU VERITAS NORTH AMERICA INC	Building Plan Review Services / August 2022 13,327.50
6135	10/13/2022	CITY OF LAGUNA BEACH	Animal Control & Shelter Services / August 2022 9,426.75
6136	10/13/2022	GOGOV, INC.	Code Enforcement & Water Quality Software / Fiscal Year 2022-23 2,520.00
6137	10/13/2022	GOLDEN RAIN FOUNDATION	Project Deposit Refund 2,107.10
6138	10/13/2022	HDL COREN & CONE	ACFR Statistical Package / Fiscal Year 2021-22 795.00
6139	10/13/2022	INTERNATIONAL CODE COUNCIL	Building Code Publications 1,402.91
6140	10/13/2022	PETTY CASH	Replenish Petty Cash / September 2022 -
6141	10/13/2022	ROBERTA MOSES	Taxi Voucher Refund 70.00
6142	10/13/2022	SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS	Annual Dues / Fiscal Year 2022-23 1,982.00
6143	10/13/2022	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 3) 1,564.10
6144	10/13/2022	A & B HOME REMODELING & DESIGN	Building Plan Review Refund 370.00
6145	10/13/2022	ACM CONSTRUCTION, BUILDER GROUP	Building Plan Review Refund 74.00
6146	10/13/2022	BECKY JOSEPHSON	Building Plan Review Refund 74.00
6147	10/13/2022	BLASH MOMENY	Building Plan Review Refund 148.00

CITY OF LAGUNA WOODS
WARRANT REGISTER
November 16, 2022

ITEM 6.3

This Report Covers the Period 10/01/2022 through 10/31/2022

Date	Vendor Name	Description	Amount	
6148	10/13/2022	CALEB CONSTRUCTION	Building Plan Review Refund	370.00
6149	10/13/2022	DUANE CHAPMAN	Building Plan Review Refund	222.00
6150	10/13/2022	FHI CONSTRUCTION	Building Plan Review Refund	296.00
6151	10/13/2022	H4 INVESTMENT INC	Building Plan Review Refund	74.00
6152	10/13/2022	KATHLEEN BENNETT	Building Plan Review Refund	74.00
6153	10/13/2022	LAGUNA GENERAL CONSTRUCTION,INC.	Building Plan Review Refund	74.00
6154	10/13/2022	LIONEL HUANG	Building Plan Review Refund	74.00
6155	10/13/2022	MARIA MILLER	Building Plan Review Refund	74.00
6156	10/13/2022	MIGUEL HERNANDEZ	Building Plan Review Refund	148.00
6157	10/13/2022	MILLER PROFIT SHARING PLAN	Building Plan Review Refund	74.00
6158	10/13/2022	MIRPUR INC	Building Plan Review Refund	222.00
6159	10/13/2022	ONE WAY CONSTRUCTION	Building Plan Review Refund	74.00
6160	10/13/2022	PRADEEP SAXENA	Building Plan Review Refund	74.00
6161	10/13/2022	RICHARD SMITH	Building Plan Review Refund	148.00
6162	10/13/2022	SCR	Building Plan Review Refund	74.00
6163	10/13/2022	SUNIL KADAM	Building Plan Review Refund	74.00
6164	10/13/2022	VINCE CORTI	Building Plan Review Refund	148.00
6165	10/13/2022	WEST COAST REMODEL	Building Plan Review Refund	148.00
6166	10/13/2022	WILLIAM K. KIM	Building Plan Review Refund	148.00
6167	10/13/2022	Y & Y CONSTRUCTION	Building Plan Review Refund	148.00
6168	10/14/2022	360CIVIC	Website Hosting / September 2022	200.00
6169	10/14/2022	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / August - September 2022	7,876.32
6170	10/14/2022	CALIFORNIA BLDG STANDARDS COMM	Building Permit Fee Assessment / July - September 2022	605.70
6171	10/14/2022	CITY OF LAGUNA BEACH	Animal Control & Shelter Services / September 2022	9,426.75
6172	10/14/2022	CIVIL SOURCE	Traffic Engineering / August 2022	16,518.75
6173	10/14/2022	COUNTY OF ORANGE	Automated Fingerprint ID System / October 2022	613.00
6174	10/14/2022	DEPARTMENT OF CONSERVATION	Strong Motion Instrumentation & Seismic Hazard Mapping Fee / July - September 2022	1,021.81
6175	10/14/2022	ON POINT LAND SURVEYING, INC	Survey Document Preparation	1,800.00
6176	10/14/2022	PV MAINTENANCE INC	Street, City Hall, & Park Maintenance / September 2022	10,654.46
6177	10/14/2022	SOUTHERN CALIFORNIA EDISON	Electric Services / August - September 2022	9,002.81
6178	10/14/2022	SOUTHERN CALIFORNIA GAS COMPANY	Gas Service - City Hall / September 2022	15.78
6179	10/14/2022	SWEEPING CORPORATION OF AMERICA	Street Sweeping Services / September 2022	3,480.00
6180	10/14/2022	TYLER TECHNOLOGIES, INC.	Annual Maintenance Fee - Financial Software / February 2023 - January 2024	106.00
6181	10/14/2022	VITUITY - URGENT CARE SERVICES, PC	Employee Health Services / September 2022	50.00
6182	10/14/2022	WEST COAST REMODEL	Building Plan Review Refund	74.00
6183	10/21/2022	ABOUND FOOD CARE	Edible Food Recovery Program Services / August - September 2022	634.00
6184	10/21/2022	AT&T	White Pages / October 2022	4.62
6185	10/21/2022	AT&T	Telephone / 581-9821 / September 2022	186.18
6186	10/21/2022	BALLIET, MICHAEL	Waste Management Consulting Services / September 2022	1,375.00
6187	10/21/2022	BROAD SKY NETWORKS	City Hall Internet Service / October 2022	171.45
6188	10/21/2022	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	Audit Services / Fiscal Year 2021 - 2022	9,000.00
6189	10/21/2022	CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS	Printing Services	15.00
6190	10/21/2022	CALIFORNIA YELLOW CAB	Taxi Voucher Services / September 2022	766.00
6190	10/21/2022	CALIFORNIA YELLOW CAB	NEMT Taxi Voucher Services / September 2022	551.00
6191	10/21/2022	CIVIL SOURCE	Traffic Engineering / September 2022	13,150.00

CITY OF LAGUNA WOODS
WARRANT REGISTER
November 16, 2022

ITEM 6.3

This Report Covers the Period 10/01/2022 through 10/31/2022

Date	Vendor Name	Description	Amount	
6192	10/21/2022	EL TORO WATER DISTRICT	Water Service / August 2022	5,096.47
6193	10/21/2022	KONE INC.	City Hall Elevator Maintenance / October 2022	225.00
6194	10/21/2022	MARC DONOHUE	Administrative Services / August - September 2022	400.00
6195	10/21/2022	OBR ARCHITECTURE, INC.	City Hall/Public Library Project	2,000.00
6196	10/21/2022	ORANGE COUNTY REGISTER-NOTICES	Public Notices / September 2022	1,931.76
6197	10/21/2022	PARK CONSULTING GROUP, INC	Software Consulting Services / September 2022	11,550.00
6198	10/21/2022	PRACTICAL DATA SOLUTIONS	IT Support Services / September 2022	3,845.02
6199	10/21/2022	RICOH USA, INC.	Copier Usage / September 2022	97.12
6200	10/21/2022	SOUTHERN CALIFORNIA SHREDDING,	Shredding Service / September 2022	400.00
6201	10/21/2022	STAPLES	Office & Janitorial Supplies	929.93
6202	10/21/2022	WM CURBSIDE, LLC	HHW, Medicine & Sharps Program / September 2022	6,851.62
6203	10/21/2022	Y & Y CONSTRUCTION	Waste Diversion Deposit Refund	250.00
6204	10/21/2022	YUNEX LLC	Traffic Signal Maintenance / September 2022	1,904.00
6205	10/28/2022	IRWIN B BORNSTEIN, CPA	Financial Consulting Services / September 2022	425.00
6206	10/28/2022	MANAGED HEALTH NETWORK	Employee Benefit Program / November 2022	16.72
6207	10/28/2022	MJ DOVE	Cancelled Permit Refund	245.61
6208	10/28/2022	RICOH USA, INC.	Copier Lease / November 2022	228.97
6209	10/28/2022	RUTAN & TUCKER, LLP	Legal Services / September 2022	12,694.28
6210	10/28/2022	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / September 2022	2,217.22
6211	10/28/2022	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 4)	1,631.64
6212	10/28/2022	VERIZON WIRELESS	Building iPads Data Plans / September 2022	120.03
6213	10/28/2022	VISION SERVICE PLAN OF AMERICA	Employee Benefit Program / November 2022	120.18
			Total Bank Debits and Warrants:	\$ 520,264.23

Petty Cash Expenditures Paid Out (See Note 2)

Dollar Tree	Office Supplies	\$10.78
Orange County Clerk-Recorder	Pavement Management Plan Project	\$50.00
Total Petty Cash:		\$60.78

TOTAL \$ 520,325.01

NOTES:

Note 1 - City Councilmembers are eligible to receive either a salary or vehicle reimbursement allowance in the amount of \$300 per month (\$3,600 per year). Such compensation is included in the City's regular payroll (see "ADP Payroll Services" under "Automatic Bank Debits"), unless waived by the Councilmember. For the month of October 2022, the following Councilmembers received compensation in the amount of \$300: Conners, Hatch, Horne, and Tao.

Note 2 - Petty cash is reported as cash is paid out, not when the fund is replenished.

Note 3 - The table below summarizes credit card expenditures paid via Check #6143 to U.S. Bank totaling \$1,564.10:

Microsoft	Office 365 Subscription	\$542.48
Adobe	Computer Software	\$84.95
Zoom	Video Conferencing	\$902.14
Home Depot	City Hall Maintenance	\$26.68
USPS	Postage	\$7.85
Total Credit Card Reimbursement:		\$1,564.10

**CITY OF LAGUNA WOODS
WARRANT REGISTER
November 16, 2022**


This Report Covers the Period 10/01/2022 through 10/31/2022

Date	Vendor Name	Description	Amount
<p>Note 4 - The table below summarizes credit card expenditures paid via Check #6211 to U.S. Bank totaling \$1,631.64:</p>			
	Microsoft	Office 365 Subscription	\$1,268.21
	Adobe	Computer Software	\$84.95
	Zoom	Video Conferencing	\$69.98
	FedEx Office	Meeting Materials	\$208.50
Total Credit Card Reimbursement:			<u>\$1,631.64</u>

Administrative Services Director/City Treasurer's Certification

I, Elizabeth Torres, Administrative Services Director / City Treasurer, do hereby certify:

- In accordance with California Government Code Section 37202, I hereby certify to the accuracy of the demands on cash summarized within;
- That the City is able to meet all cash flow needs which might reasonably be anticipated for the next 12 months; and
- That the City is in compliance with California Government Code Section 27108.

 Digitally signed by
Elizabeth Torres
Date: 2022.11.09
13:29:34 -08'00'

Elizabeth Torres, Administrative Services Director/City Treasurer

6.4 TELECONFERENCING FOR MEETINGS

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RESOLUTION NO. 22-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ALLOWING FOR THE CONTINUED USE OF TELECONFERENCING FOR MEETINGS DURING THE COVID-19 STATE OF EMERGENCY, PURSUANT TO CALIFORNIA ASSEMBLY BILL 361 (2021-2022)

WHEREAS, on February 26, 2020, the County of Orange Health Officer declared a Local Health Emergency and the Chairwoman of the Board of Supervisors, acting as the Chair of Emergency Management Council, proclaimed a Local Emergency finding that the imminent and proximate threat to public health from the introduction of COVID-19 created conditions of extreme peril to the safety of persons and property within the territorial limits of Orange County; and

WHEREAS, on March 2, 2020, the Orange County Board of Supervisors adopted resolutions No. 20-011 and 20-012 ratifying the Local Health Emergency and Local Emergency, referenced above; and

WHEREAS, on March 4, 2020, the Governor of the State of California proclaimed a State of Emergency in response to COVID-19, pursuant to Section 8625 of the California Emergency Services Act (Article 1 [commencing with Section 8550] of Chapter 7 of Division 1 of Title 2); and

WHEREAS, on March 11, 2020 the World Health Organization publicly characterized COVID-19 as a pandemic; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency due to the spread and the effects of COVID-19; and

WHEREAS, the State of California (California Department of Industrial Relation's Division of Occupational Safety and Health's Revised COVID-19 Prevention Emergency Temporary Standards effective May 6, 2022) and County of Orange Health Officer (Orders and Strong Recommendations revised September 23, 2022) continue to impose or recommend measures to promote social distancing; and

WHEREAS, on March 17, 2020, the Governor of the State of California issued Executive Order N-29-20 that, in an effort to confront and contain COVID-19, suspended certain provisions of the Ralph M. Brown Act providing local

agencies with greater flexibility to hold meetings via teleconferencing; and

WHEREAS, on September 16, 2021, the Governor of the State of California signed Assembly Bill 361 (2020-2022) (“AB 361”) amending the Ralph M. Brown Act providing local agencies with greater flexibility to hold meetings via teleconferencing during a proclaimed state of emergency when: (1) state or local officials have imposed or recommended measures to promote social distancing and/or (2) the legislative body of the local agency has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees (California Government Code Section 54953(e)(1)); and

WHEREAS, AB 361 was chaptered into law as an urgency statute with its effectiveness waived until October 1, 2021, subject to the Governor of the State of California’s Executive Order N-15-21 dated September 20, 2021; and

WHEREAS, in order to continue holding meetings via teleconferencing, AB 361 requires the legislative body of a local agency to periodically make the findings set forth in California Government Code Section 54953(e)(3).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. The City Council does hereby find the following:

(A) A state of emergency has been proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 [commencing with Section 8550] of Chapter 7 of Division 1 of Title 2); and

(B) The City Council has reconsidered the circumstances of the state of emergency; and

(C) The state of emergency continues to directly impact the ability of the members of the City Council to meet safely in person; and

(D) State and local officials continue to impose or recommend measures to promote social distancing.

SECTION 3. The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2022.

CAROL MOORE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 22-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2022, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

YOLIE TRIPPY, CMC, City Clerk

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6.5
CITY HALL/PUBLIC LIBRARY PROJECT
ARCHITECTURAL SERVICES

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**EXTENSION AND AMENDMENT OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
OBRARCHITECTURE, INC.
FOR CITY HALL/PUBLIC LIBRARY PROJECT ARCHITECTURAL SERVICES**

This EXTENSION AND AMENDMENT of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on November 20, 2019, by and among the City of Laguna Woods, a California municipal corporation ("CITY") and obrARCHITECTURE, Inc. ("CONSULTANT"), is made and entered into this _____ by and among CITY and CONSULTANT.

WHEREAS, the initial term of the AGREEMENT was for the period between November 20, 2019 and 11:59 p.m. on June 30, 2022; and

WHEREAS, the AGREEMENT allows for the term of the AGREEMENT to be extended by mutual written agreement.

WHEREAS, the term of the AGREEMENT was previously extended for periods through 11:59 p.m. on November 30, 2022; and

WHEREAS, CITY has requested that CONSULTANT continue to provide services through January 30, 2023 on an as-needed basis.

NOW THEREFORE, the parties amend the AGREEMENT as follows, and by doing so, memorialize prior authorized terms of agreement and performance consistent with same from and after November 1, 2022 until the date of signing hereto:

1. CITY and CONSULTANT hereby agree to an EXTENSION of the AGREEMENT for a period beginning on December 1, 2022 and ending at 11:59 p.m. on January 31, 2023 with no changes to the terms and conditions of the AGREEMENT except as specified herein.

2. CITY and CONSULTANT hereby agree to an AMENDMENT of the AGREEMENT consisting of an increase in compensation not to exceed \$6,500, to be invoiced by CONSULTANT on a "time and materials" basis, with time charged at the hourly rates set forth in Table 2-1 of the AGREEMENT and materials and other expenses charged as allowed by the AGREEMENT, for work completed between November 1, 2022 and January 31, 2023.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this EXTENSION AND AMENDMENT to be executed the day and year first above written.

CITY OF LAGUNA WOODS:

By _____
Christopher Macon, City Manager

CONSULTANT:

By _____
Anney Rosenthal-Hall, Principal

APPROVED AS TO FORM:

Alisha Patterson, City Attorney

6.6

**PAVEMENT MANAGEMENT PLAN PROJECT
(NORTHBOUND MOULTON PARKWAY
BETWEEN CALLE CORTEZ AND VIA CAMPO
VERDE)**

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: November 16, 2022 Regular Meeting

SUBJECT: Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde)

Recommendation

1. Approve the “Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde)” design plans and specifications as prepared by the project engineer.

AND

2. Approve a notice of exemption for the “Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde)” finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorize the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

3. Award a contract agreement to Hardy & Harper, Inc. for the construction of the “Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde)”, in the amount of \$257,000, plus authorized change orders not to exceed 10% of the base amount; and authorize the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney.

Background

The Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde) (“project”) is included in the Fiscal Years 2021-32 Capital Improvement Program. The project involves the rehabilitation of deteriorated pavement, including asphalt concrete pavement cold milling and repaving. The work also includes traffic control, adjusting utility manholes and water valves to grade, re-establishing survey monuments, painting striping and legends, and applying pavement markings.

This project is part of the Fiscal Years 2022-32 Pavement Management Plan to extend the useful life and improve the quality of pavement on street sections rated at a Pavement Condition Index (“PCI”) below 80. Ongoing pavement management helps to minimize the prolonged and more impactful work that typically accompanies projects involving significantly degraded pavement. As of November 2021, the street section included in the project had a PCI of 71.

Discussion

Today’s meeting is an opportunity for City Council action, as well as public input, on the Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde). Staff recommends that the City Council take the following three actions to allow construction to proceed:

Recommendation 1

Approval of the project design plans and specifications as prepared by the project engineer (NV5 Global, Inc.). The design plans and specifications are available for review at or from the City Clerk’s Office, Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Telephone: (949) 639-0500. Email: cityhall@cityoflagunawoods.org.

Recommendation 2

Approval of a notice of exemption for the project (Attachment A) finding that the project is categorically exempt from the California Environmental Quality Act (“CEQA”) and authorization for the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

Recommendation 3

Award of a contract agreement to Hardy & Harper, Inc. for the construction of the project, in the amount of \$257,000, plus authorized change orders not to exceed 10% of the base amount; and authorization for the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney.

Bids to construct the project were solicited from October 13, 2022 through November 3, 2022. Five bids were received (see Table 1). After review, Hardy & Harper, Inc. is the lowest cost responsive bidder.

Table 1: Bids Received

Bidder	Bid Amount
All American Asphalt	\$261,899
Hardy & Harper, Inc.	\$257,000
Onyx Paving Company, Inc.	\$313,000
Palp, Inc DBA Excel Paving Company	\$289,220
R.J. Noble Company	\$284,560

It is presently anticipated that construction will be complete within 20 working days of the date the City issues a Notice to Proceed to the selected contractor.

Environmental Review

The project is categorically exempt from CEQA pursuant to California Code of Regulations, Title 14, Section 15301. For additional information, refer to the proposed notice of exemption (Attachment A).

Fiscal Impact

Sufficient funds to support this project are included in the City's budget.

Attachment: A – Proposed Notice of Exemption

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Recording requested by City of Laguna Woods
When recorded, mail to City of Laguna Woods,
24264 El Toro Road, Laguna Woods, CA 92637.
(949) 639-0500

Exemption Code 6103



NOTICE OF EXEMPTION

To: County of Orange Orange County Clerk-Recorder P.O. Box 238 Santa Ana, CA 92701	From: City of Laguna Woods 24264 El Toro Road Laguna Woods, CA 92637 (949) 639-0500
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Project Title: Pavement Management Plan Project (Northbound Moulton Parkway between Calle Cortez and Via Campo Verde)

Project Applicant: City of Laguna Woods
24264 El Toro Road
Laguna Woods, CA 92637
(949) 639-0500

Project Location – Specific: The project is located within the City of Laguna Woods’ public right-of-way on northbound Moulton Parkway between Calle Cortez and Via Campo Verde.

Project Location – City: Laguna Woods, California **Project Location – County:** Orange

Description of Nature, Purpose, and Beneficiaries of Project: The project involves the rehabilitation of deteriorated pavement, including asphalt concrete pavement cold milling and repaving. The work also includes traffic control, adjusting utility manholes and water valves to grade, re-establishing survey monuments, painting striping and legends, and applying pavement markings.

This project is part of the Fiscal Years 2022-32 Pavement Management Plan to extend the useful life and improve the quality of pavement on street sections rated at a Pavement Condition Index (“PCI”) below 80. Ongoing pavement management helps to minimize the prolonged and more impactful work that typically accompanies projects involving significantly degraded pavement. As of November 2021, the street section included in the project had a PCI of 71.

Name of Public Agency Approving Project: City of Laguna Woods

Name of Person or Agency Carrying Out Project: City of Laguna Woods

Exempt Status:

**NOTICE OF EXEMPTION
PAVEMENT MANAGEMENT PLAN PROJECT (NORTHBOUND MOULTON
PARKWAY BETWEEN CALLE CORTEZ AND VIA CAMPO VERDE)
CITY OF LAGUNA WOODS**

X	Categorical Exemption (Sec. 15301)
	Declared Emergency (Sec. 21080(b)(3); 15269(a))
	Emergency Project (Sec. 21080(b)(4); 15269(b)(c))
	Ministerial (Sec. 21080(b)(1); 15268)
	Statutory Exemption
	Not Subject to CEQA (Sec. 15061(b)(3))

Reasons Why Project is Exempt: The project is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to California Code of Regulations, Title 14 (the State CEQA Guidelines) Section 15301 (Class 1, Existing Facilities). Section 15301 exempts from environmental review the “the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use.” Subsection (c) of Section 15301 provides the following as non-exclusive examples of types of “existing facilities,” “Existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities (this includes road grading for the purpose of public safety, and other alterations such as the addition of bicycle facilities, including but not limited to bicycle parking, bicycle-share facilities and bicycle lanes, transit improvements such as bus lanes, pedestrian crossings, street trees, and other similar alterations that do not create additional automobile lanes).”

The project consists only of repair, maintenance, and minor alteration work within the City of Laguna Woods’ public right-of-way for an existing public street and arterial highway (Moulton Parkway). The project does not expand the existing or former use of Moulton Parkway.

Based on the scope of work, the project meets the criteria for Class 1 categorical exemption.

Lead Agency Contact Person:

Signature: _____ Date: _____

Rebecca M. Pennington
Development Programs Analyst
City of Laguna Woods

Date Received for Filing at OPR: _____

Authority cited: Sections 21083 and 21110, Public Resources Code.

Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

6.7
REJECTION OF CLAIM
(NO REPORT)

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7.1

**SITE DEVELOPMENT PERMIT SDP-2022-0001
TO ALLOW FOR (A) ESTABLISHMENT OF A
FAST/FAST CASUAL FOOD ESTABLISHMENT,
INCLUDING PHYSICAL MODIFICATIONS OF
AN EXISTING 2,626 SQUARE FOOT BUILDING
AND EXISTING DRIVE-THROUGH, QUEUING
LANE, PARKING, AND LANDSCAPE AREAS,
AND (B) CONSTRUCTION OF ACCESSORY
(APPURTENANT) FACILITIES AND STRUCTURES,
AT 23562 MOULTON PARKWAY, LAGUNA
WOODS, CA 92637**

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: November 16, 2022 Regular Meeting

SUBJECT: Site Development Permit SDP-2022-0001 to allow for (a) establishment of a fast/casual food establishment, including physical modifications of an existing 2,626 square foot building and existing drive-through, queuing lane, parking, and landscape areas, and (b) construction of accessory (appurtenant) facilities and structures, at 23562 Moulton Parkway, Laguna Woods, CA 92637

Recommendation

1. Receive staff report.

AND
2. Open the public hearing that was continued from the regular City Council meeting on October 19, 2022.

AND
3. Receive public testimony.

AND
4. Close public hearing.

AND
5. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING SITE DEVELOPMENT PERMIT SDP-2022-0001 TO ALLOW FOR (A) ESTABLISHMENT OF A FAST/FAST CASUAL FOOD ESTABLISHMENT, INCLUDING PHYSICAL MODIFICATIONS OF AN EXISTING 2,626 SQUARE FOOT BUILDING AND EXISTING DRIVE-THROUGH, QUEUING LANE, PARKING, AND LANDSCAPE AREAS, AND (B) CONSTRUCTION OF ACCESSORY (APPURTENANT) FACILITIES AND STRUCTURES, AT 23562 MOULTON PARKWAY, LAGUNA WOODS, CA 92637, AND DETERMINING AND CERTIFYING THAT THE SITE DEVELOPMENT PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTIONS 15301 AND 15303 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

Overview

Greenberg Farrow (“Applicant”), on behalf of Starbucks Coffee, has submitted a land use application seeking approval of Site Development Permit SDP-2022-0001 to allow for (a) establishment of a fast/fast casual food establishment, including physical modifications of an existing 2,626 square foot building and existing drive-through, queuing lane, parking, and landscape areas, and (b) construction of accessory (appurtenant) facilities and structures, at 23562 Moulton Parkway, Laguna Woods, CA 92637.

The project location most recently operated as a Jack-in-the-Box (closed in March 2022) and is located at the southeast corner of the intersection of Moulton Parkway and Ridge Route Drive.

A vicinity map is included as Attachment B.

Surrounding land uses are listed in Table 1.

Table 1: Surrounding Land Uses

General Location	General Plan Land Use Designation	Land Use
North	City of Laguna Hills	Veeh Reservoir
South	Commercial	Plaza Laguna Woods (PS Business)
East	Commercial	Plaza Laguna Woods (PS Business)

West	City of Laguna Hills	Moulton Plaza
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The project location is within the Community Commercial (CC) zoning district. Community Commercial designates areas to “provide for the development and preservation of high intensity commercial uses which serve the local community and regional area and are compatible with surrounding residential uses” (Laguna Woods Municipal Code Section 13.10.010).

On October 19, 2022, the City Council opened the public hearing on this item and voted unanimously to continue the public hearing to today’s meeting.

Discussion

The City Council is asked to conduct a public hearing regarding the application for Site Development Permit SDP-2022-0001 and, thereafter, consider approval of the same (Attachment A). Staff recommends approval of the site development permit, subject to proposed conditions of approval (Exhibit A to Attachment A). The proposed conditions of approval would regulate the use in a manner consistent with the purpose and intent of Laguna Woods Municipal Code Chapter 13.10.

The Applicant has submitted Site Development Permit SDP-2022-0001 with the goal of redeveloping the former Jack-in-the-Box site as a Starbucks Coffee. The new Starbucks Coffee would include a drive-through facility with all kitchen areas and seating self-contained within the existing, now vacant building. No outdoor seating or addition of new square footage to the existing building is proposed.

The Applicant is proposing to expand the existing drive-through, which is designed to accommodate approximately nine vehicles, to accommodate approximately 16 vehicles. Modifications would include new merging double queuing lanes. While the merging double queuing lanes would require the elimination of eight parking spaces, the project location would still have seven parking spaces in excess of the number required by Laguna Woods Municipal Code Section 13.18.070.

The Applicant is also proposing to modify the existing trash enclosure adjacent to the southeast corner of the building to comply with Laguna Woods Municipal Code Section 13.10.040(c) which requires “*all storage of cartons, containers, and trash be enclosed by a roofed structure.*” The modifications to the trash enclosure would not affect the number of available parking spaces.

Site and building plans are included as Attachment C.

The Applicant has not yet submitted an application for signage. It is anticipated that signage would be addressed as part of a sign program application, which would require City Council approval.

The project includes light spillage from light fixtures on the project location onto the abutting Plaza Laguna Woods (PS Business) property, which is a part of the premises that shares access from the adjacent public streets and circulation across the two adjoining private properties. The abutting property owner (PSAF Development Partners, LP) has consented to that light spillage by way of a light spillage consent (Exhibit B to Attachment A). The Applicant has stated to staff that the light spillage would be a safety benefit for both properties.

The proposed site development permit would apply to the proposed use (Starbucks Coffee), as well as eligible successors at the project location.

Summary of Modifications to Agenda Materials Made After the October 19, 2022 City Council Meeting and Public Hearing

- Attachment A (Proposed Resolution) –
 - The title was modified to add the underlined words: “...AND DETERMINING AND CERTIFYING THAT THE SITE DEVELOPMENT PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTIONS 15301 AND 15303 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS”
 - The second recital was updated to reference public hearing dates of both October 19, 2022 and November 16, 2022, due to the continuation of the public hearing from the October 19, 2022 meeting.
- Exhibit A to Attachment A (Proposed Conditions of Approval)
 - The last sentence in Condition of Approval #19 was modified to add the underlined word: “The Applicant(s)/Owner(s) may at its sole discretion participate in the defense of any such action under this condition, with its own counsel.”
- Exhibit B to Attachment A (Light Spillage Consent) –
 - The light spillage consent was replaced with a new light spillage consent to match the new photometric plan included as Sheet 4 in Attachment C (Site and Building Plans).

- Attachment C (Site and Building Plans) –
 - Sheet 4 was replaced with a new photometric plan.
 - Sheet 10 was modified to wrap the “Wood Appearing Siding” around all sides of the parapet walls on which it is proposed. This modification was requested by staff to promote uniformity of appearance. The prior version of Sheet 10 included stucco on the sides of the parapet walls facing inward toward the building’s center. Those inward facing sides may still be visible to pedestrians and passersby at certain points.

Environmental Review

The City Council is asked to find that this project is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15301 of Title 14 of the California Code of Regulations, in that it consists of permitting and other approvals, as well as the minor alteration of existing private structures and facilities, involving negligible or no expansion of former use. Specifically, this project does include any addition to existing structures and involves interior and exterior alterations involving such things as interior partitions, plumbing, electrical conveyances, accessibility, circulation, parking, façade, landscaping, lighting, and other common tenant improvements. The proposed fast/fast casual food establishment would be established in the same location as a former fast/fast casual food establishment.

The City Council is also asked to find that this project is categorically exempt from the CEQA pursuant to Section 15303 of Title 14 of the California Code of Regulations, in that the only new facilities or structures included in this project are accessory (appurtenant) to fast/fast casual food establishment use (e.g., a new roofed trash enclosure and new ordering points and menu stations for the drive-through and queuing lanes).

Fiscal Impact

The City’s expenses associated with processing this project are recovered through planning services fees.

Documents Available for Review

Related documents – including the Applicant’s application – are available for public review at City Hall during normal working hours.

Report Prepared With: Rebecca M. Pennington, Development Programs Analyst

Attachments: A – Proposed Resolution
 Exhibit A – Proposed Conditions of Approval
 Exhibit B – Light Spillage Consent
 B – Vicinity Map
 C – Site and Building Plans

RESOLUTION NO. 22-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING SITE DEVELOPMENT PERMIT SDP-2022-0001 TO ALLOW FOR (A) ESTABLISHMENT OF A FAST/FAST CASUAL FOOD ESTABLISHMENT, INCLUDING PHYSICAL MODIFICATIONS OF AN EXISTING 2,626 SQUARE FOOT BUILDING AND EXISTING DRIVE-THROUGH, QUEUING LANE, PARKING, AND LANDSCAPE AREAS, AND (B) CONSTRUCTION OF ACCESSORY (APPURTENANT) FACILITIES AND STRUCTURES, AT 23562 MOULTON PARKWAY, LAGUNA WOODS, CA 92637, AND DETERMINING AND CERTIFYING THAT THE SITE DEVELOPMENT PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTIONS 15301 AND 15303 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

WHEREAS, Greenberg Farrow (“Applicant”) submitted an application for Site Development Permit SDP-2022-0001 to allow for (a) establishment of a fast/fast casual food establishment, including physical modifications of an existing 2,626 square foot building and existing drive-through, queuing lane, parking, and landscape areas, and (b) construction of accessory (appurtenant) facilities and structures, at 23562 Moulton Parkway, Laguna Woods, CA 92637 in the Community Commercial (CC) zoning district; and

WHEREAS, on October 19, 2022 and November 16, 2022, the City Council of the City of Laguna Woods, after giving notice thereof as required by law, held a public hearing regarding Site Development Permit SDP-2022-0001; and

WHEREAS, the City Council has carefully considered all pertinent testimony, as well as all information contained in the agenda report prepared for Site Development Permit SDP-2022-0001, as presented at the public hearing; and

WHEREAS, staff has reviewed the environmental form submitted by the Applicant in accordance with the City’s procedures. Based upon the information received and staff’s assessment of the information, Site Development Permit SDP-2022-0001 has been determined to be categorically exempt pursuant to Sections 15301 (Existing Facilities) and 15303 (New Construction or Conversion of Small Structures) of the California Environmental Quality Act (“CEQA”); and

WHEREAS, all legal prerequisites have occurred prior to the adoption of this resolution; and

WHEREAS, the City Council makes the following findings subject to the conditions of approval:

Findings for All Discretionary Permits

1. The use or project proposed is consistent with the General Plan.

The proposed project is consistent with the Commercial land use designation of the General Plan, which is intended to cover “*a broad range of non-residential, nonindustrial uses.*” Retail stores and restaurants are explicitly referenced in the General Plan as typical commercial uses. The project has been reviewed and found to be in conformance with the General Plan’s maximum floor area ratio of 0.30 for the Commercial land use designation. Objective I of the General Plan Land Use Element is to “*promote land uses that accommodate the diverse needs of City of Laguna Woods residents*” and Policy I.B is to “*actively participate with property owners and their representatives to expand the range of retail goods and services.*” The proposed project would allow the establishment of a fast/fast casual food establishment in a vacant commercial building that was occupied by a former fast/fast casual food establishment. The use would serve Laguna Woods residents and surrounding communities.

2. The use, activity or improvement(s) proposed is consistent with the provisions of the Zoning Code.

A fast/fast casual food establishment is permitted as a principal use within the Community Commercial (CC) zoning district. The proposed use is also consistent with the purpose and intent of the Community Commercial (CC) zoning district, which is “*to provide for the development and preservation of high intensity commercial uses which serve the local community and regional area and are compatible with surrounding residential uses.*” With the conditions of approval, several of which address public health, safety, and general welfare as further discussed in Finding #5 below, the proposed use would be compatible with surrounding residential uses.

As part of the proposed project, the Applicant would modify an existing trash enclosure to conform with Section 13.10.040(c) of the Laguna Woods

Municipal Code, which requires “*all storage of cartons, containers, and trash be enclosed by a roofed structure.*”

3. The approval of the permit application is in compliance with the requirements of the California Environmental Quality Act.

Based on the information received from the Applicant and staff’s assessment of the same, the proposed project has been determined to be categorically exempt from CEQA pursuant to Sections 15301 (Existing Facilities) and 15303 (New Construction or Conversion of Small Structures) of Title 14 of the California Code of Regulations. Additional information is contained in Section 2 of this resolution and incorporated herein by this reference.

4. The location, size, design and operating characteristics of the proposed use will not create conditions or situations that may be incompatible with other permitted uses in the vicinity.

The proposed fast/fast casual food establishment would be established in the same location as a former fast/fast casual food establishment. Ingress and egress to the project location are provided via two existing driveways along Moulton Parkway and Ridge Route Drive, neither of which would be modified as a result of the proposed project. The proposed project includes expanding the existing drive-through to accommodate approximately seven additional vehicles, which is intended to ensure that circulation on the project location and in the vicinity is not negatively impacted by drive-through activity. Parking would be provided in excess of that which is required by the Laguna Woods Municipal Code. The conditions of approval explicitly make the Applicant(s)/Owner(s) of the proposed project responsible for ensuring that traffic to and from the property does not, at any time, block or obstruct any public street, public right-of-way, public sidewalk, public bus stop, or public transit shelter, and include several related provisions. The conditions of approval also explicitly require the project to comply with all applicable, then-current requirements of the Laguna Woods Municipal Code and the California Building Standards Code, as well as federal, state, and local laws, rules, and regulations.

The proposed project includes light spillage from light fixtures on the project location onto the abutting Plaza Laguna Woods (PS Business) property, which is a part of the premises that shares access from the adjacent public streets and circulation across the two adjoining private properties. The

abutting property owner (PSAF Development Partners, LP) has consented to that light spillage by way of a light spillage consent attached to this resolution as Exhibit B and incorporated herein by this reference. The Applicant has stated to staff that the light spillage would be a safety benefit for both properties.

5. The approval of the permit application will not result in conditions or circumstances contrary to the public health and safety and the general welfare.

The proposed project would be subject to conditions of approval which would regulate the use in a manner consistent with the purpose and intent of the Laguna Woods Municipal Code Chapter 13.10. Several of the conditions of approval related to public health, safety, and general welfare including, but not limited to, reservation of the City’s rights to require additional security or safety measures, if warranted, and provisions related to the abatement of graffiti. Such conditions would assist in protecting the public from potential risk or danger. The conditions of approval also explicitly require the project to comply with all applicable, then-current requirements of the Laguna Woods Municipal Code and the California Building Standards Code, as well as federal, state, and local laws, rules, and regulations.

6. The approval of the permit application is in compliance with all City-required public facilities regulations.

The proposed project has been evaluated against all City regulations through the site development permit process and is deemed to be in compliance, subject to the conditions of approval. The proposed project would not require the addition or modification of any public facilities, nor heightened levels of service for any public services operating from public facilities.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. After reviewing the entire project record, the City Council hereby determines and certifies that this project is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15301 of

Title 14 of the California Code of Regulations, in that it consists of permitting and other approvals, as well as the minor alteration of existing private structures and facilities, involving negligible or no expansion of former use. Specifically, this project does include any addition to existing structures and involves interior and exterior alterations involving such things as interior partitions, plumbing, electrical conveyances, accessibility, circulation, parking, façade, landscaping, lighting, and other common tenant improvements. The proposed fast/fast casual food establishment would be established in the same location as a former fast/fast casual food establishment.

The City Council also determines and certifies that this project is categorically exempt from the CEQA pursuant to Section 15303 of Title 14 of the California Code of Regulations, in that the only new facilities or structures included in this project are accessory (appurtenant) to fast/fast casual food establishment use (e.g., a new roofed trash enclosure and new ordering points and menu stations for the drive-through and queuing lanes).

SECTION 3. The City Council hereby approves Site Development Permit SDP-2022-0001, subject to the conditions of approval attached to this resolution as Exhibit A, which are incorporated herein by this reference.

SECTION 4. The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2022.

CAROL MOORE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 22-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2022, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

YOLIE TRIPPY, CMC, City Clerk

Exhibit A to Resolution No. 22-XX

City of Laguna Woods

Conditions of Approval for Site Development Permit SDP-2022-0001

1. The proposed project shall be constructed, developed, used, operated, and permanently maintained in accordance with the terms of the application, plans, drawings, and conditions imposed herein.
2. The Applicant(s)/Owner(s) shall comply with all of the conditions of approval as part of Site Development Permit SDP-2022-0001 (“site development permit”). Failure to comply with any one or more of the conditions imposed herein constitute grounds for revocation of said site development permit by the City Council.
3. The Applicant(s)/Owner(s) shall comply with all then-current requirements of the Laguna Woods Municipal Code and the California Building Standards Code, as well as federal, state, and local laws, rules, and regulations, as they pertain to the improvements and uses sought in this application, and such requirements are made a condition of the site development permit approval. These include, but are not limited to, all requirements related to building permits; engineering review, landscaping review, water quality review, and plan review, generally, of proposed construction plans; accessibility, including accessibility required by the federal Americans with Disabilities Act; best management practices and other actions or improvements required by applicable National Pollutant Discharge Elimination System permit(s); and, restrictions on parking, circulation, lighting, and noise.
4. This site development permit does not eliminate the need for building permits or encroachment permits or include any action or finding as to compliance or approval of any other applicable federal, state or local ordinance, regulation, rule, or requirements.
5. This site development permit does not include any approval for temporary or permanent signage of any kind, nor does it represent or imply that any signage proposed in connection with this application, or at any time in the future, will or will not be approved by the City.

ITEM 7.1 – Exhibit A to Attachment A

6. This site development permit does not allow for the application of any license or permit issued by the State Department of Alcoholic Beverage Control. Alcoholic beverages shall not be sold, stored, distributed, or consumed on the property unless separately approved by the City.
7. This site development permit does not allow for the sale or distribution of tobacco or cigarettes. Tobacco and cigarettes shall not be sold, stored, or distributed on the property unless separately approved by the City.
8. The Applicant(s)/Owner(s) are solely responsible for ensuring that traffic to and from the property does not, at any time, block or obstruct any public street, public right-of-way, public sidewalk, public bus stop, or public transit shelter. The Applicant(s)/Owner(s) shall take all steps necessary to prevent and immediately resolve such situations and shall immediately implement any direction received by the City Manager, at his/her/their discretion, which the Applicant(s)/Owner(s) understand and acknowledge may include, but not necessarily be limited to, any or all of the following:
 - a. Installing temporary and permanent signage;
 - b. Reducing the number of tables and chairs available for public use on the property, or eliminating all tables and chairs available for public use;
 - c. Using roving personnel to take orders directly from drive-thru customers, (rather than relying on the drive-thru menu board speaker), deliver sold products, and/or process payments;
 - d. Providing personnel and equipment to provide traffic control;
 - e. Directing drive-thru customers to designated waiting areas for delivery of sold products;
 - f. Modifying equipment and supply delivery schedules; and/or
 - g. Modifying circulation patterns and related signage and markings.
9. Equipment and supply deliveries shall be scheduled to occur during off-peak hours of operation, to minimize on-site traffic and parking impacts.
10. All waste and recycling receptacles – as the number and type may change from time-to-time to meet on-site needs or comply with applicable law – shall be stored in trash enclosures enclosed by a roofed structure, which shall not exceed 170 square feet as proposed. Waste and recycling receptacles shall not be stored outside of trash enclosures enclosed by a roofed structure. Applicant(s)/Owner(s) acknowledge and agree that more frequent collection

ITEM 7.1 – Exhibit A to Attachment A

may be required to comply with this condition when the number and type of waste and recycling receptacles to accommodate less frequent collection exceeds available space in trash enclosures enclosed by a roofed structure.

11. Graffiti on the property shall be removed at the Applicant(s)/Owner(s)' expense within 24 hours.
12. In the event of repeated or disproportionately high numbers of calls for law enforcement or other public safety service, or based upon input from the Orange County Sheriff's Department (or successor law enforcement agency) or surrounding businesses or residents, the City Manager may require, at his/her/their discretion, that the Applicant(s)/Owner(s) provide additional on-site security and/or safety measures at the property, as may be reasonably calculated to address situations or circumstances leading to or causing such increased calls for service, or complaints or comments from surrounding residents or businesses.
13. City staff, or their authorized representatives, shall have the right to access and enter the property to make reasonable Applicant- or Owner-authorized scheduled inspections, or unscheduled inspections in areas otherwise open to the public, to observe and enforce compliance with the conditions set forth herein.
14. In accordance with policies adopted by the City, the Applicant(s)/Owner(s) shall be responsible for any cost incurred as a result of local law enforcement, public safety, or code enforcement investigation/inspections that result in a finding of violation of any applicable laws and/or conditions of approval.
15. Any request to modify the conditions of approval contained herein shall require review and authorization by the City Manager. The City Manager may require the submission of such documentation or reporting, or the conduct of such studies or analysis, as he/she/they deems necessary to evaluate a request for modification. The City Manager may in his/her/their discretion refer such decision to the City Council.
16. This approval may be modified or revoked by the City Council, after applicable notice and public hearing procedures have been satisfied, should it be determined, within the City's jurisdictional authority, that the conditions under which the project has been operated or maintained are detrimental to

ITEM 7.1 – Exhibit A to Attachment A

the public health, safety or welfare, or materially injurious to property or animals in the vicinity; or if the project is operated or maintained so as to constitute a public nuisance, or if the project is operated or maintained in violation of any of the conditions of approval set forth herein, or for any other reason permitted by law.

17. Transfer:

In the event of transfer of the property to which this site development permit pertains, the transferee shall, prior to exercising the rights granted hereunder, arrange and attend a conference with the City to review these conditions of approval, and document the manner in which activities will occur and the manner in which these conditions of approval will be met.

18. Termination:

Upon approval, this site development permit shall become null and void (A) upon the expiration of building permits, due to inactivity, obtained to construct this project or (B) after the project has been constructed, 180 calendar days after such time the approved use at the approved location ceases to be operated as noted by lapse of City business license, lapse of California Department of Tax & Fee Administration (or successor agency) permit or license, or date noted by City official with proper site verification of abandonment or discontinuance.

The City Manager may in his/her/their discretion refer decision regarding termination to the City Council.

This site development permit shall be deemed immediately terminated should the approved location be occupied by a use not in accord with this approval, subject to written notice to the Owner(s) with 10 calendar days to cure.

19. The Applicant(s)/Owner(s), or successor in interest, shall as a condition of issuance of this approval, at its sole expense, defend, indemnify, and hold harmless the City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers from any claim, action, or proceeding against the City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers to attach, set aside, void or annul an approval of the City Council or other decision-making body, or

ITEM 7.1 – Exhibit A to Attachment A

staff action concerning this site development permit approval, or its implementation. The Applicant(s)/Owner(s) shall pay all of the City’s defense costs incurred by counsel of the City’s choosing, and shall reimburse the City for any and all court costs and other parties’ attorney fees that the City may be required by a court to pay as a result of such defense. The Applicant(s)/Owner(s) may at its sole discretion participate in the defense of any such action under this condition, with its own counsel.

20. Prior to the issuance of building permits, the Property Owner(s) shall sign and have notarized (acknowledgement) the “Owner(s) Acknowledgement of Conditions of Approval for Site Development Permit SDP-2022-0001” and return one wet-signed original to the City Manager with a copy of a recordable legal description of all affected properties in form acceptable to the City Manager.

[SIGNATURES ON NEXT PAGE]

OWNER(S) ACKNOWLEDGEMENT OF CONDITIONS OF APPROVAL FOR SITE DEVELOPMENT PERMIT SDP-2022-0001 (“ACKNOWLEDGEMENT”)

1. ***ACKNOWLEDGEMENT OF CONDITIONS OF APPROVAL.*** The person or persons executing this ACKNOWLEDGEMENT on behalf of the respective Owner(s) has reviewed all Conditions of Approval for Site Development Permit SDP-2022-0001 and has had the opportunity to consult with legal counsel regarding them as the Owner(s) has deemed appropriate.
2. ***PURPOSE.*** The purpose of this ACKNOWLEDGEMENT is to ensure the Owner(s) are aware of the Conditions of Approval for Site Development Permit SDP-2022-0001, which “run with the land.” References to “Applicant(s)/Owner(s)” in the Conditions of Approval for Site Development Permit SDP-2022-0001 are not intended to, and will not be interpreted by the City as, conferring any additional legal responsibility or liability upon the Owner(s) beyond that which otherwise exists in applicable law, or otherwise changing the Owner(s) existing legal obligations.
3. ***RECORDATION.*** The person or persons executing this ACKNOWLEDGEMENT on behalf of the respective Owner(s) consents to the recordation of the Conditions of Approval for Site Development Permit SDP-2022-0001, including this ACKNOWLEDGEMENT, in the office of the Clerk-Recorder for the County of Orange.
4. ***AUTHORITY TO EXECUTE.*** The person or persons executing this ACKNOWLEDGEMENT on behalf of the respective Owner(s) represents and warrants that he/she/they has/have the authority to so execute this ACKNOWLEDGEMENT and to bind the respective Owner(s) to its obligations hereunder.
5. ***SEVERABILITY.*** If any term, condition or covenant of this ACKNOWLEDGEMENT is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this ACKNOWLEDGEMENT shall not be affected thereby and the ACKNOWLEDGEMENT shall be read and construed without the invalid, void or unenforceable provision(s).

Property Owner – Nerio, Art M Tr Marital Share One Tr

Signature: _____ Date: _____

Full Name: _____ Title: _____

SIGNATURE MUST BE NOTARIZED; ATTACH ACKNOWLEDGEMENT.

LIGHT SPILLAGE CONSENT
PSAF DEVELOPMENT PARTNERS LP

GENERAL

1. The Public Storage shopping center is located at 23572 Moulton Parkway, Laguna Woods CA.
2. The “adjacent property” is 23562 Moulton Parkway, Laguna Woods, CA. (former Jack in the Box).
3. Light poles as depicted in the Photometric Plan of the Site Development Permit (SDP-2022-0001) for the “adjacent property” will spill light onto the Public Storage shopping center.

See Attachment A.

CONSENT

PSAF Development Partners LP consents to light spillage on the Public Storage shopping center from the “adjacent property” (23562 Moulton Parkway, Laguna Woods, CA) as depicted on the Photometric Plan per Site Development Permit (SDP-2022-0001).

PSAF Development Partners, LP., A California limited partnership
PS LPT Properties Investors, a Maryland business trust
General Partner

DocuSigned by:

 2FCCCEEAB4C54D7...

 Charles Christensen, VP of Commercial Properties

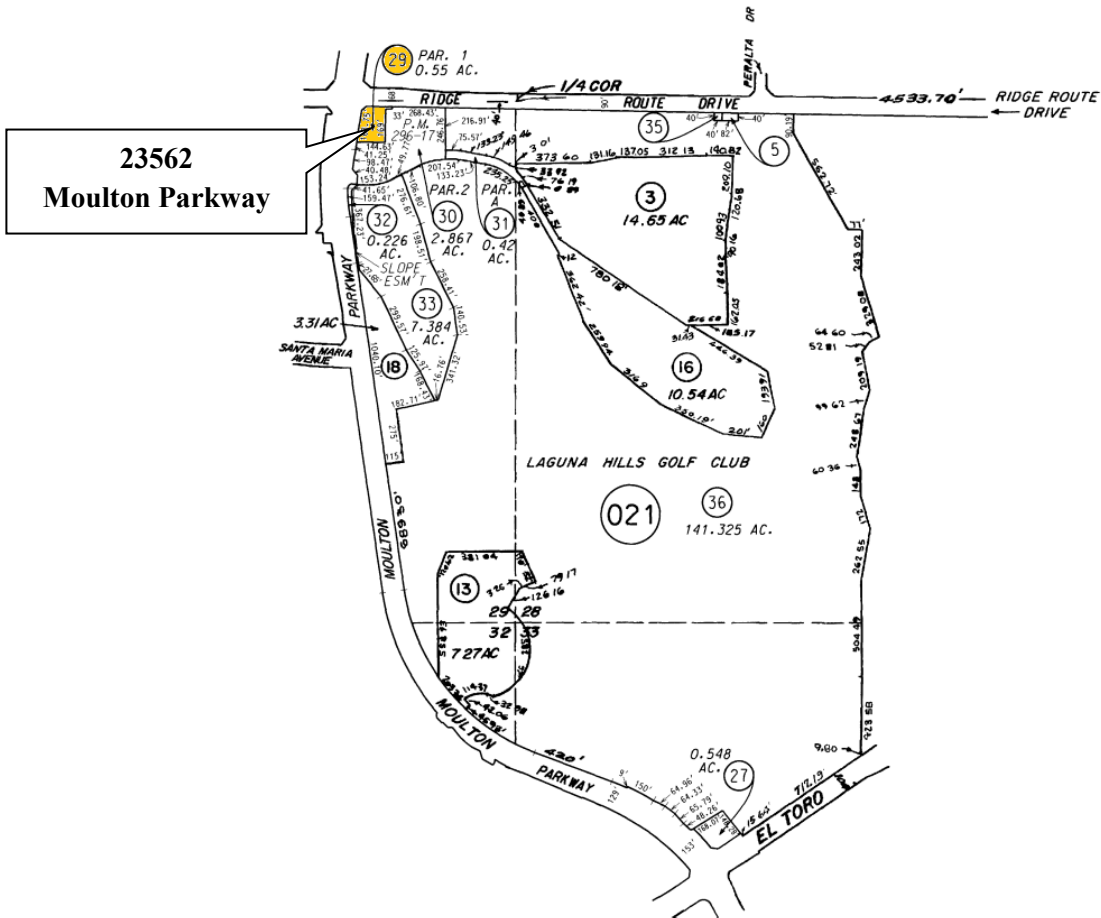
10/19/2022

 Date

Vicinity Map

23562 Moulton Parkway, Laguna Woods, CA 92637

Project Area



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ITEM 7.1
Attachment C – Site and Building Plans

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STARBUCKS COFFEE

LAGUNA WOODS, CA

PROJECT INFORMATION

PROJECT LOCATION

23562 MOULTON PKWY
LAGUNA WOODS, CA 92637

PROJECT DESCRIPTION

PROPOSED IS A STARBUCKS TAKEOVER OF THE EXISTING BUILDING AND SITE. STARBUCKS WILL HAVE APPROXIMATELY 32 INTERIOR SEATS. STARBUCKS IS PROPOSING TO MODIFY THE EXISTING DRIVE-THRU LANE TO ACCOMMODATE APPROXIMATELY 16 VEHICLES. ONCE ANY REQUIRED ACCESSIBILITY REQUIREMENTS ARE IMPLEMENTED INTO THE SITE, AND THE DRIVE-THRU LANE MODIFIED, THE TOTAL PARKING COUNT WILL BE 19 PARKING SPACES, INCLUDING 2 MOP (MOBILE ORDER PAY) SPACES NEAR THE STORE ENTRANCE.

THE PROPOSED BUSINESS HOURS OF THE STARBUCKS ARE 4:30 AM TO 12:00 AM SUNDAY THROUGH SATURDAY.

STARBUCKS MAY HAVE APPROXIMATELY 8 TO 9 EMPLOYEES DURING PEAK TIMES IN THE STORE AND UP TO APPROXIMATELY 30 TOTAL EMPLOYEES

ASSESSOR'S PARCEL NUMBER

APN 616-021-29

LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF LAGUNA WOODS, COUNTY OF ORANGE, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

PARCEL A:

PARCEL 1 OF PARCEL MAP NO. 96-125, AS SHOWN ON A MAP FILED IN BOOK 296, PAGES 17 AND 18 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF ORANGE COUNTY, CALIFORNIA.

EXCEPTING THEREFROM ONE-HALF OF ALL GAS, OIL, HYDROCARBONS, MINERALS AND OTHER SUBSTANCES LYING BELOW A DEPTH OF 500 FEET, BUT WITHOUT THE RIGHT TO ENTER UPON THE SURFACE OR SUBSURFACE OF THE PROPERTY ABOVE A DEPTH OF 500 FEET FOR ANY PURPOSE WHATSOEVER, AS RESERVED BY FIRST WEST BANK AND TRUST COMPANY, A CORPORATION, IN THE DEED RECORDED DECEMBER 4, 1961 IN BOOK 5931, PAGE 586 OF OFFICIAL RECORDS AND RE-RECORDED DECEMBER 11, 1961 IN BOOK 5939, PAGE 534 OF OFFICIAL RECORDS.

PARCEL B:

NON-EXCLUSIVE EASEMENTS FOR PEDESTRIAN AND VEHICLE INGRESS AND EGRESS ON AND OVER THAT PORTION OF PARCEL 2 OF PARCEL MAP NO. 96-125, AS SHOWN ON A MAP FILED IN BOOK 296, PAGES 17 AND 18 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF ORANGE COUNTY, CALIFORNIA, INCLUDED WITHIN THE HATCHED AREA ON THE LOCATION MAP ATTACHED AS EXHIBIT "C" TO THAT CERTAIN AGREEMENT CONTAINING COVENANTS, CONDITIONS, RESTRICTIONS AND GRANT OF RECIPROCAL EASEMENTS RECORDED APRIL 14, 1997 AS INSTRUMENT NO. 19970170757 OF OFFICIAL RECORDS.

ZONING

JURISDICTION: LAGUNA WOODS, CA

ZONING: CC - COMMUNITY COMMERCIAL

CONTACTS

APPLICANT

STARBUCKS COFFEE COMPANY
KAREEM ALI - STORE DEVELOPMENT, SOCAL
555 ANTON BLVD, SUITE 300
COSTA MESA, CA 92626
t: 714-477-5861
CONTACT: KAREEM ALI kaali@starbucks.com

APPLICANT REPRESENTATIVE

CAA PLANNING
30900 RANCHO VIEJO ROAD, SUITE 285
SAN JUAN CAPISTRANO, CA 92675
T:949-581-2888 F:949-581-3599
CONTACT: SHAWN SCHAFFNER

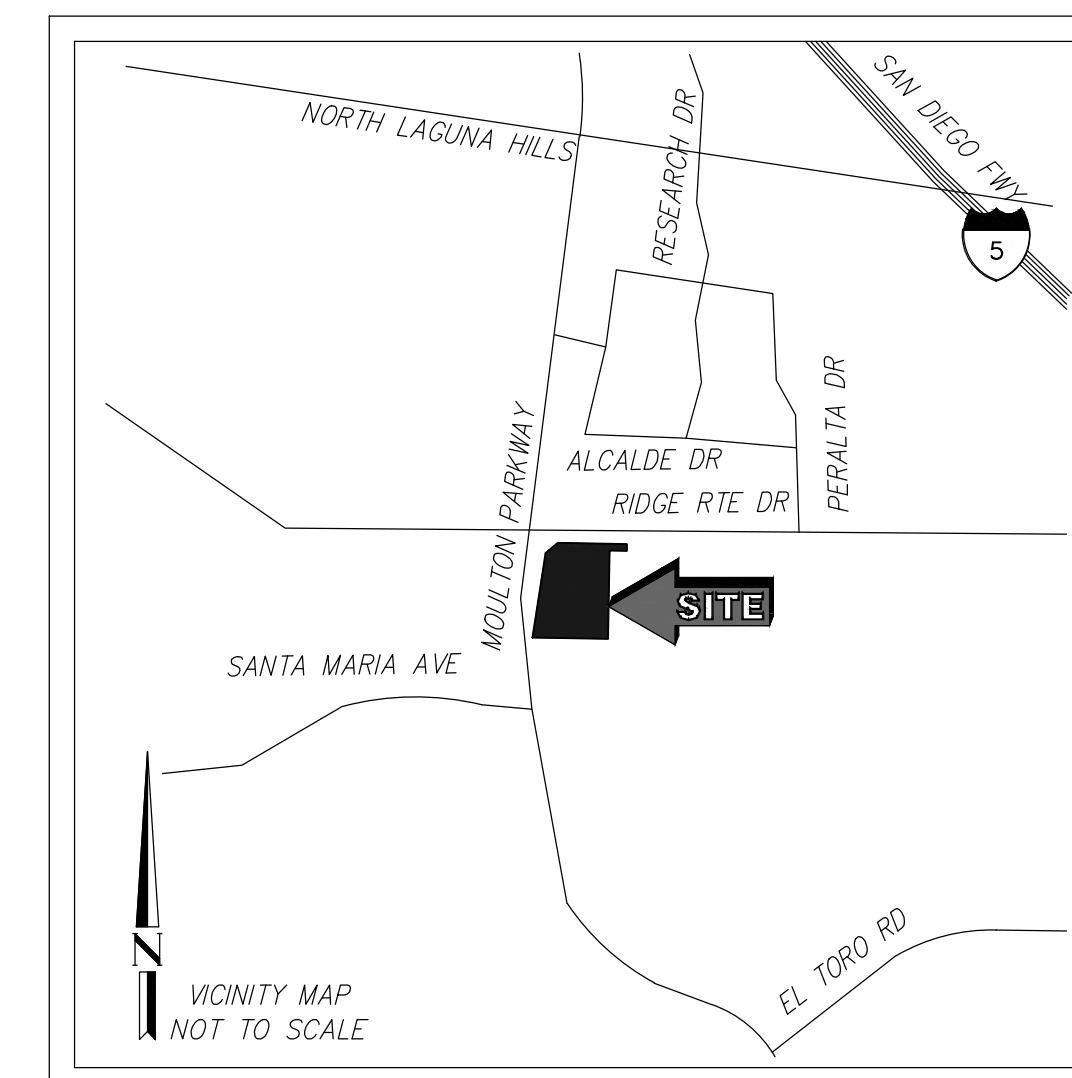
ARCHITECT

GREENBERGFARROW
30 EXECUTIVE PARK, SUITE 100
IRVINE, CA 92614
t: 949.296.0450 f: 949.296.0437
CONTACT: DOUG COUPER, dcouper@greenbergfarrow.com

LANDSCAPE ARCHITECT

GREENBERGFARROW
30 EXECUTIVE PARK, SUITE 100
IRVINE, CA 92614
t: 949.296.0450 f: 949.296.0437
CONTACT: DOUG COUPER, dcouper@greenbergfarrow.com

SITE VICINITY MAP



DRAWING INDEX

<input type="checkbox"/> SHEET 01	COVER SHEET
<input type="checkbox"/> SHEET 02	SITE PLAN
<input type="checkbox"/> SHEET 03	PROPOSED LANDSCAPE PLAN
<input type="checkbox"/> SHEET 04	PHOTOMETRIC PLAN
<input type="checkbox"/> SHEET 05	EXISTING FLOOR PLAN
<input type="checkbox"/> SHEET 06	PROPOSED FLOOR PLAN
<input type="checkbox"/> SHEET 07	PROPOSED ROOF PLAN
<input type="checkbox"/> SHEET 08	EXISTING EXTERIOR ELEVATIONS
<input type="checkbox"/> SHEET 09	PROPOSED EXTERIOR ELEVATIONS - B&W
<input type="checkbox"/> SHEET 10	PROPOSED EXTERIOR ELEVATIONS - COLOR





LOCATION MAP

PROJECT INFORMATION

APN 616-021-29

ZONING CLASSIFICATION

JURISDICTION CITY OF LAGUNA WOODS, CA
 EXISTING ZONE CC - COMMUNITY COMMERCIAL
 REQUIRED ZONE CC - COMMUNITY COMMERCIAL

SITE AREA

EXISTING SITE AREA: ±0.556 AC (±24,249 SF)

LANDSCAPE SUMMARY

CITY OF LAGUNA WOODS LANDSCAPE REQUIREMENTS :
 -PLANT MATERIALS, WHEN USED AS A SCREEN, SHALL CONSIST OF COMPACT EVERGREEN PLANTS. THEY SHALL BE OF A KIND, OR USED IN SUCH A MANNER, AS TO PROVIDE SCREENING, HAVING A MIN. THICKNESS OF 2 FT, WITHIN 18 MONTHS AFTER INITIAL PLANTING.

TOTAL LANDSCAPE AREA : ±6,110 SF

ALL LANDSCAPE AREAS SHALL RECEIVE AUTOMATIC IRRIGATION SYSTEM. ALL LANDSCAPE INSTALLATION SHALL BE PERMANENTLY MAINTAINED.

PLANT MATERIAL NOT LISTED MAY BE USED, SUBJECT TO APPROVAL OF THE CITY.

ALL LANDSCAPE PLANS AND INSTALLATIONS SHALL ADHERE TO CITY DESIGN GUIDELINES, CODES AND REGULATIONS.

WHERE TREES ARE WITHIN 5' OF WALKWAYS AND / OR PAVING SURFACES, ROOT BARRIERS SHALL BE INSTALLED.

ON-SITE AND PARKWAY LANDSCAPE SHALL BE MAINTAINED BY BUSINESS OWNERS.

PROJECT NOTES

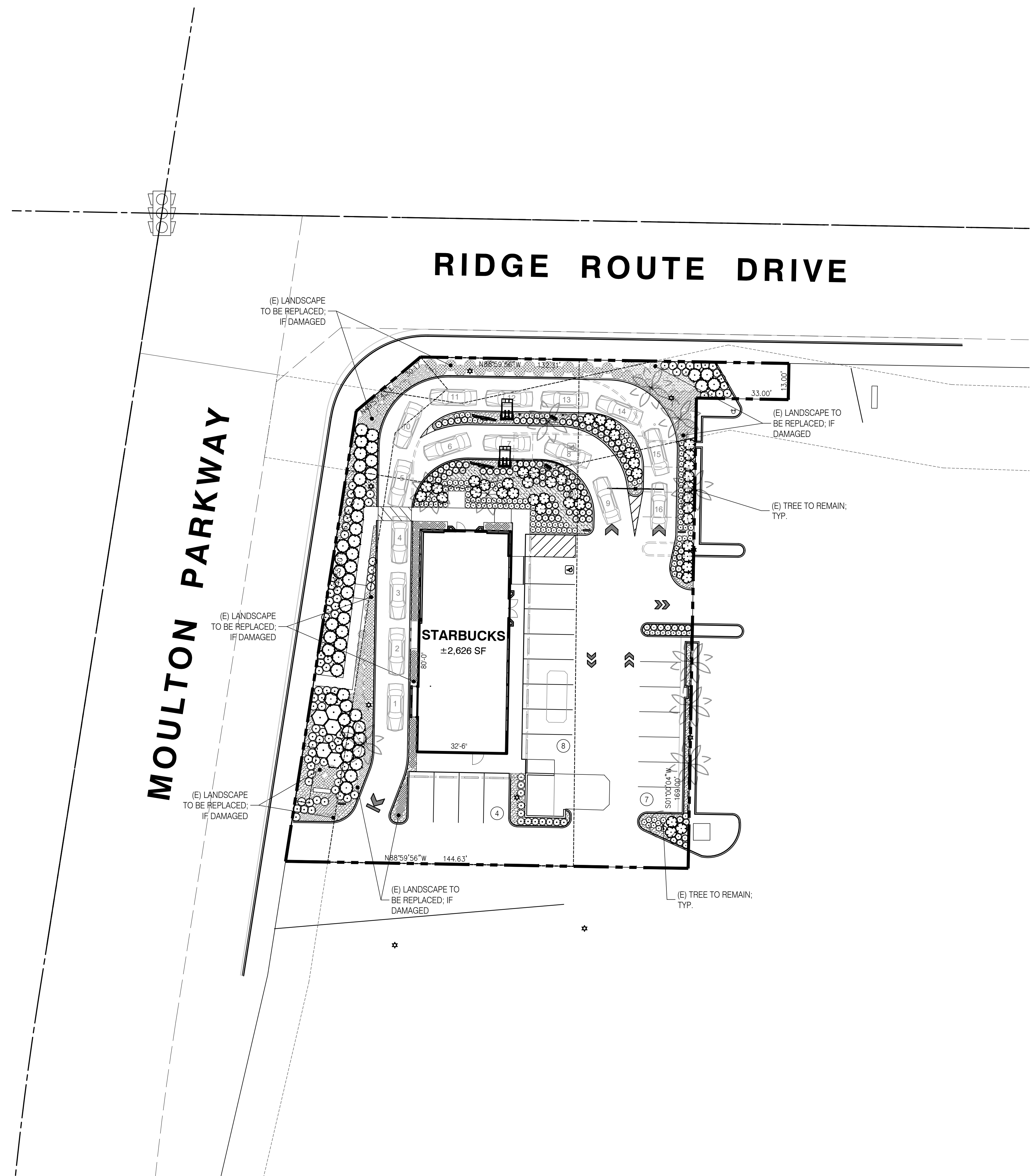
1. THIS CONCEPTUAL SITE PLAN IS FOR PLANING SUBMITTAL PURPOSES ONLY.
2. THIS SITE PLAN IS BASED ON A PDF OF SURVEYS AND AN AERIAL.

DRAWING ISSUE/REVISION RECORD

DATE	NARRATIVE	INITIALS
02.16.2022	PREP SP-1	JN
03.17.2022	PREP SP-2	II
03.17.2022	PREP SP-3	II
03.17.2022	PREP SP-4	II
04.21.2022	PREP SP-5	II
05.12.2022	PREP SP-6	II
07.15.2022	PREP SP-7	II

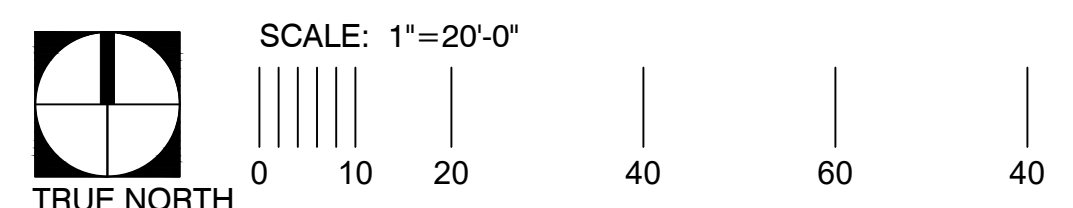
GREENBERG FARROW CONTACTS

PLANNER/PROJECT MANAGER I.BRAHIMBEGOVIC
 SITE DEV. COORDINATOR D.COUPER



PLANT SCHEDULE

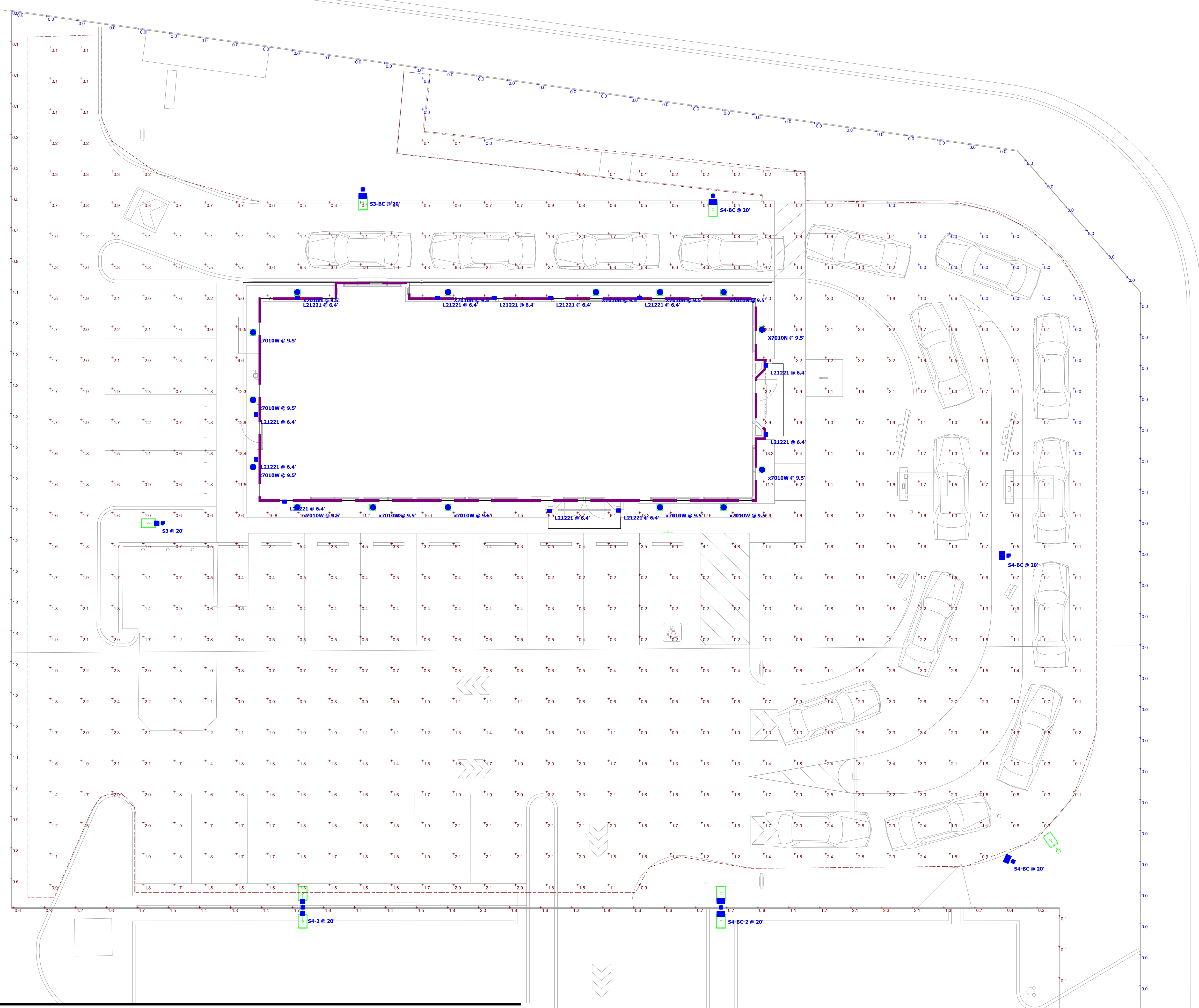
TREES	BOTANICAL_NAME	COMMON_NAME	CONT.	WUCOLS_IV	
(x)	Callistemon citrinus	Lemon Bottlebrush	Existing	Existing	
(*)	Syagrus romanzoffiana	Queen Palm	Existing	Existing	
SHRUBS	BOTANICAL_NAME	COMMON_NAME	CONT.	WUCOLS	
(*)	Arctostaphylos x 'Sunset'	Sunset Manzanita	5 gal	L	
(*)	Baccharis x 'Centennial'	Centennial Coyote Brush	5 gal	L	
(*)	Buxus sempervirens	Common Boxwood	Existing	Existing	
(*)	Dianella caerulea 'DBB03' TM	Cassa Blue Flax Lily	5 gal	L	
(*)	Encelia californica	California Encelia	5 gal	L	
(*)	Hesperaloe parviflora 'Perpa' TM	Brakelights Red Yucca	5 gal	L	
(*)	Ilex crenata	Japanese Holly	Existing	Existing	
(*)	Iris douglasiana	Douglas Iris	Existing	Existing	
(*)	Muhlenbergia capillaris	Pink Muhly Grass	5 gal	L	
(*)	Phormium tenax	New Zealand Flax	Existing	Existing	
(*)	Strelitzia juncea	Narrow-leafed Bird of Paradise	5 gal	L	
(*)	Tulbaghia violacea	Society Garlic	Existing	Existing	
GROUND COVERS	BOTANICAL_NAME	COMMON_NAME	ROOT	WUCOLS	SPACING
(*)	Carissa macrocarpa	Natal Plum	flat	L	24" o.c.
(*)	Lantana camara 'Confetti'	Confetti Lantana	flat	L	18" o.c.



STARBUCKS
 SEC MOULTON PARKWAY & RIDGE ROUTE DRIVE
 LAGUNA WOODS, CA

LANDSCAPE CONCEPTUAL PLAN
03
 08.04.2022
SDP-2022-0001

20220032.0



Symbol	Level	Height	Quantity	Manufacturer	Lighting System	Description	Number	Quantity	Light Level	Footcandle	Foot
[Symbol]	L2121	21	1	AMERICAN ELECTRIC	RECESSED	General Purpose Lighting, Standard Beam	1	1	100	0.1	100
[Symbol]	S3		1	AMERICAN ELECTRIC	RECESSED	General Purpose Lighting, Standard Beam	1	1	100	0.1	100
[Symbol]	S3-BC		1	AMERICAN ELECTRIC	RECESSED	General Purpose Lighting, Standard Beam	1	1	100	0.1	100
[Symbol]	S4-2		1	AMERICAN ELECTRIC	RECESSED	General Purpose Lighting, Standard Beam	1	1	100	0.1	100
[Symbol]	S4-BC		1	AMERICAN ELECTRIC	RECESSED	General Purpose Lighting, Standard Beam	1	1	100	0.1	100
[Symbol]	S4-BC-2		1	AMERICAN ELECTRIC	RECESSED	General Purpose Lighting, Standard Beam	1	1	100	0.1	100
[Symbol]	X7010N		1	AMERICAN ELECTRIC	RECESSED	General Purpose Lighting, Standard Beam	1	1	100	0.1	100
[Symbol]	X7010W		1	AMERICAN ELECTRIC	RECESSED	General Purpose Lighting, Standard Beam	1	1	100	0.1	100

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Parking/Drives/Walkways	+	2.2 fc	88.9 fc	0.0 fc	N/A	N/A
Property Line	+	0.5 fc	2.3 fc	0.0 fc	N/A	N/A

RIDGE ROUTE DRIVE

STARBUCKS | **PHOTOMETRIC PLAN**
 SEC MOULTON PARKWAY & RIDGE ROUTE DRIVE
 LAGUNA WOODS, CA **04**

20220032.0 10.18.2022

SDP-2022-0001

Plan View
Scale - 1" = 6ft

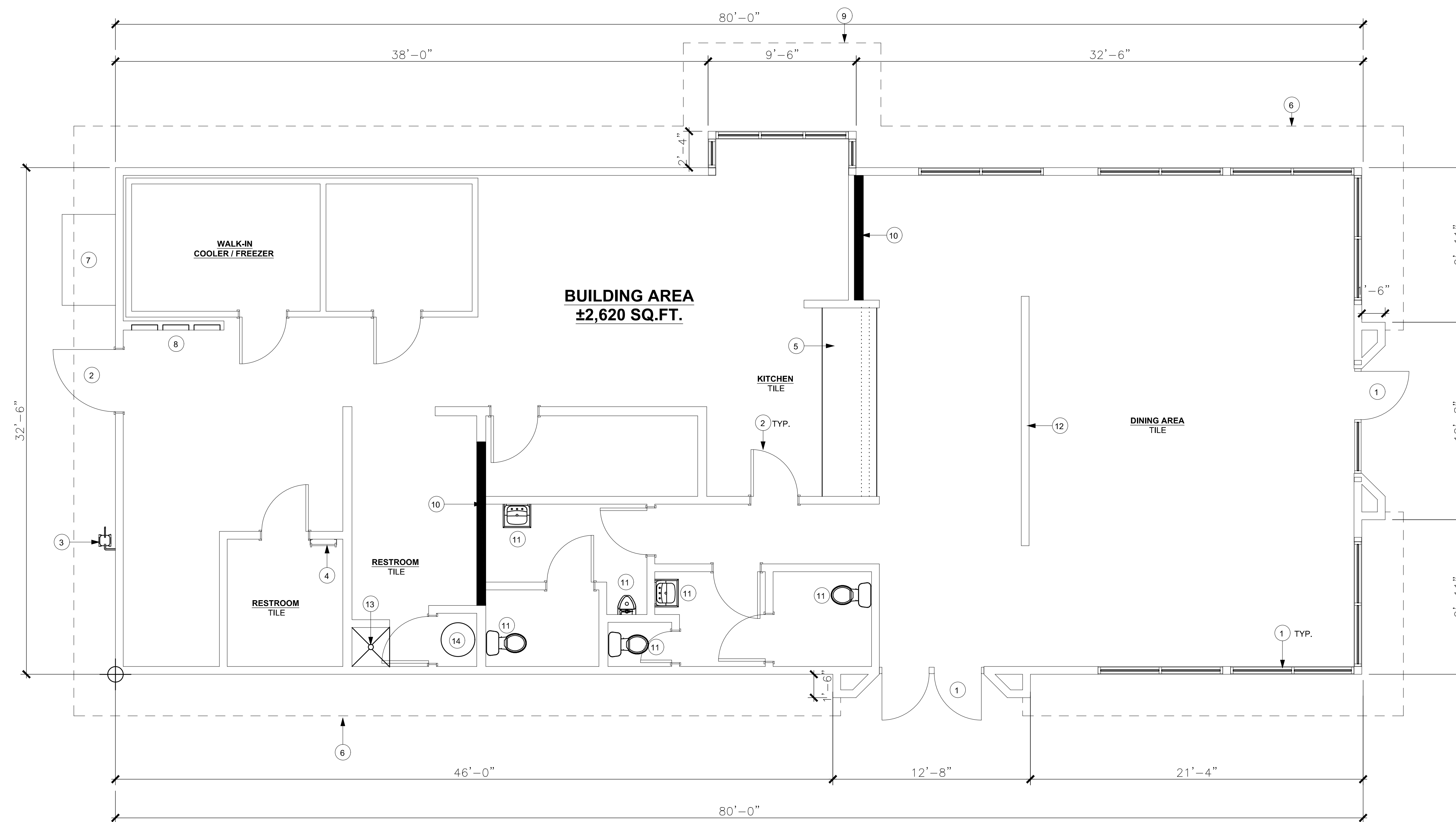
GF 30 Executive Park
 Suite 100
 IRVINE, CA 92614
 T:949 296 0450



Designer
 Date 10/13/2022
 Scale Not to Scale
 Drawing No.
 Summary

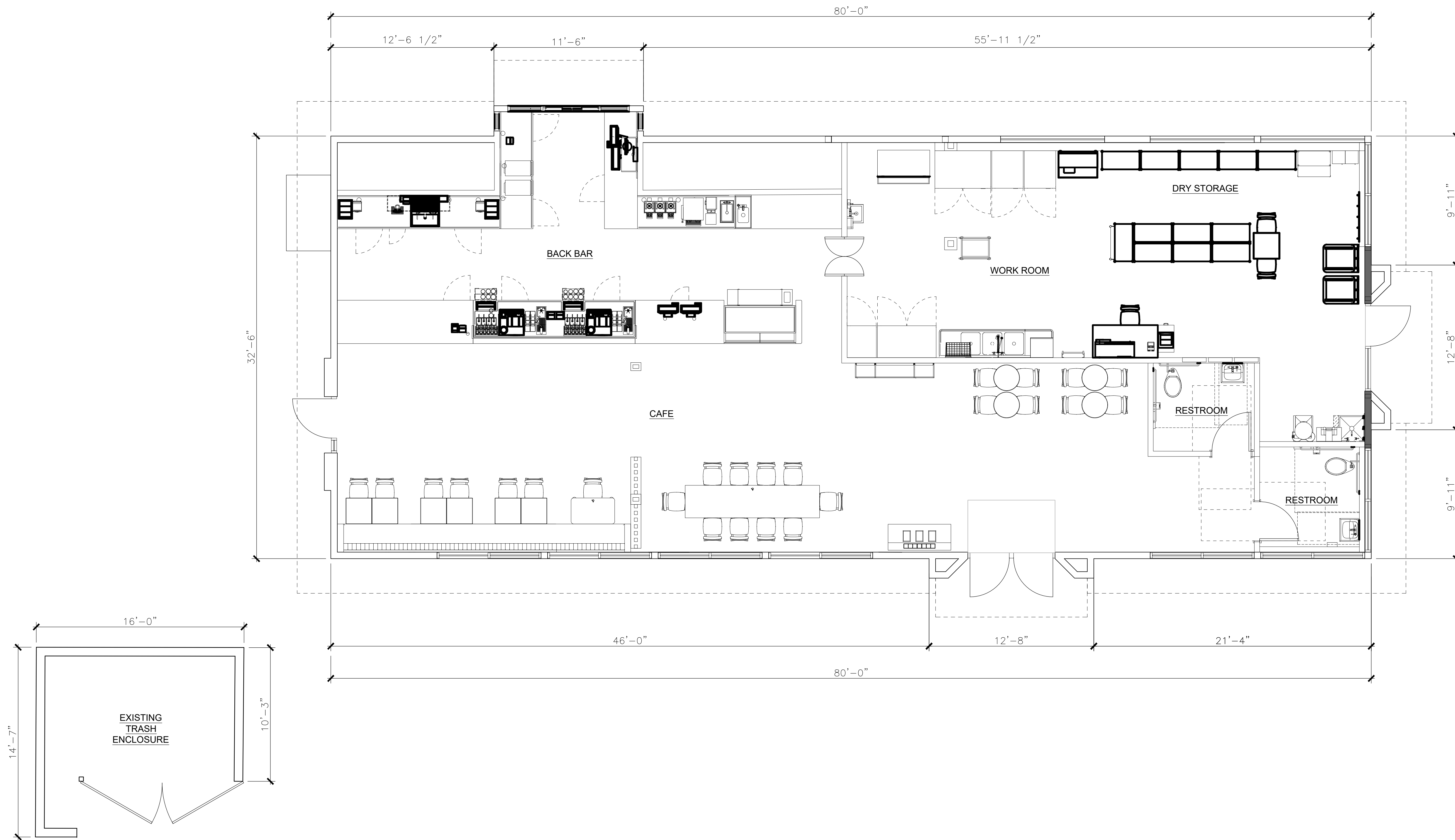
KEYED NOTES

- ① ALUMINUM STOREFRONT DOOR & WINDOWS.
- ② EXISTING DOOR, FRAME & HARDWARE
- ③ GAS METER
- ④ ROOF ACCESS LADDER
- ⑤ MILLWORK COUNTER
- ⑥ MANSARD ROOF LINE ABOVE.
- ⑦ ELECTRICAL SWITCHGEAR
- ⑧ ELECTRICAL PANELS
- ⑨ EXISTING STUCCO CANOPY ABOVE
- ⑩ EXISTING STRUCTURAL SHEAR WALL
- ⑪ EXISTING PLUMBING FIXTURE
- ⑫ EXISTING RAILING
- ⑬ MOP SINK
- ⑭ WATER HEATER



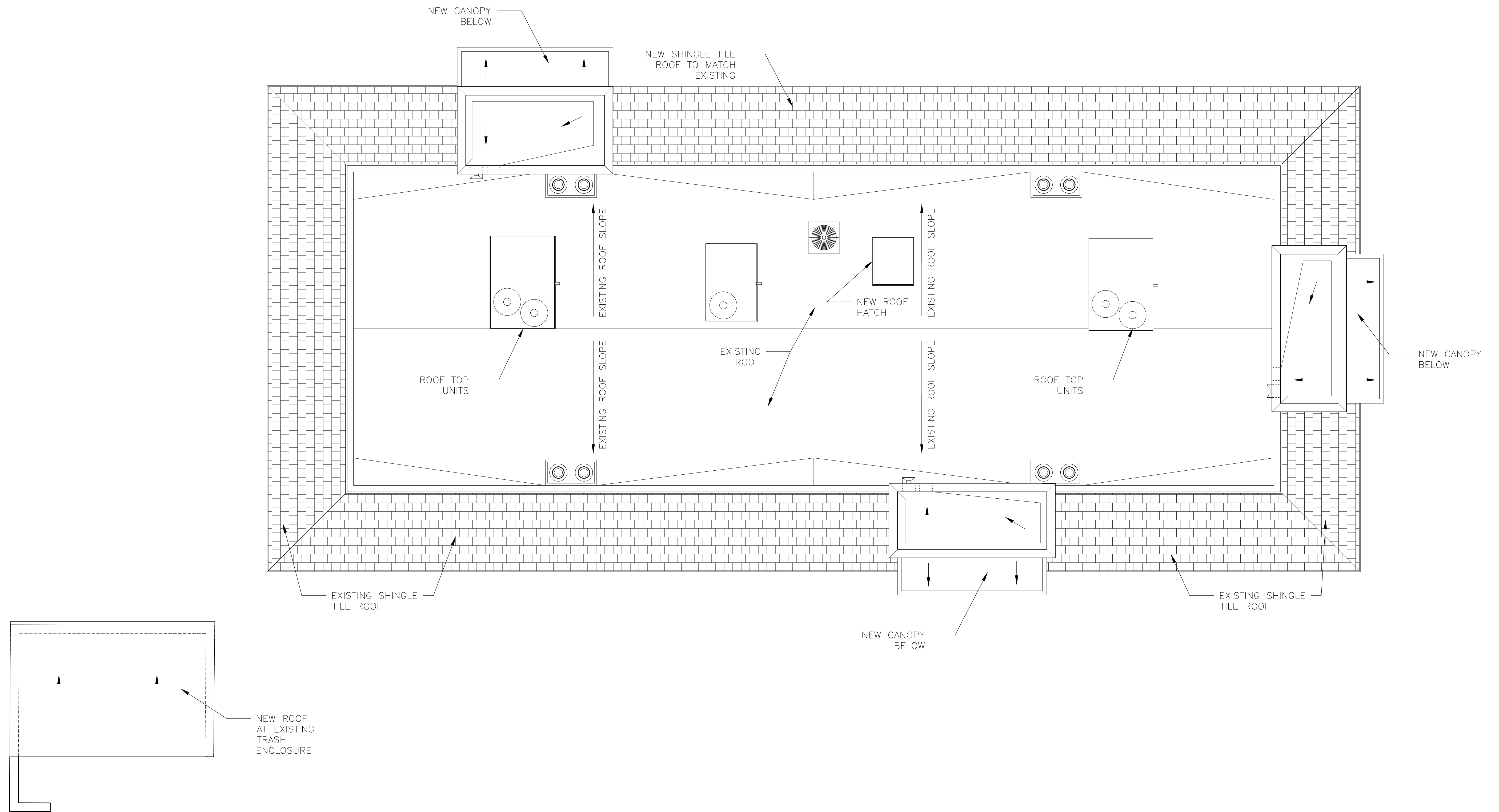
① EXISTING FLOOR PLAN
SCALE: 1/4" = 1'-0"





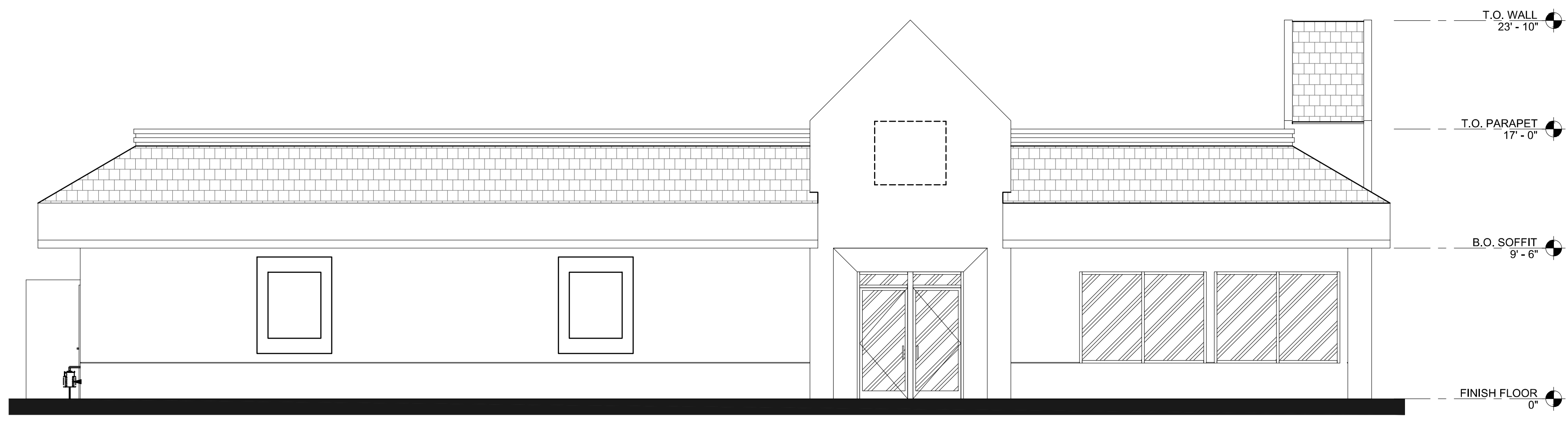
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SCALE: 1/4" = 1'-0"



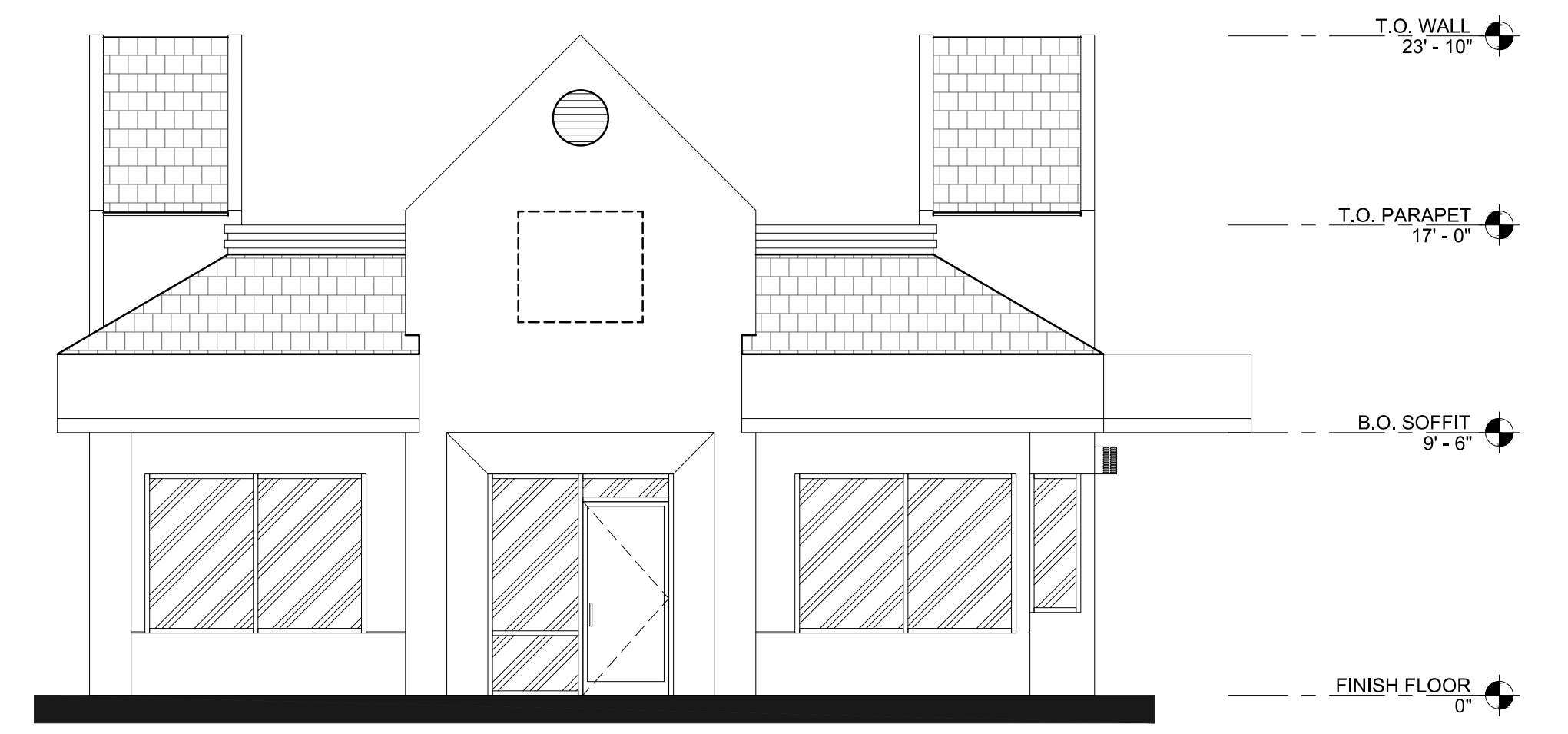


1 PROPOSED ROOF PLAN
SCALE: 1/4" = 1'-0"

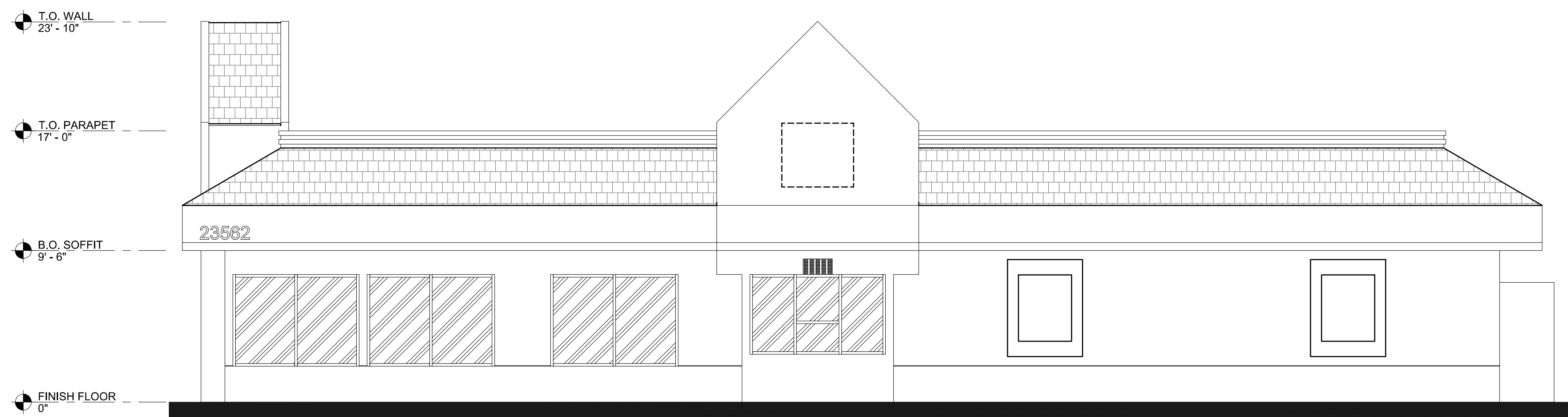




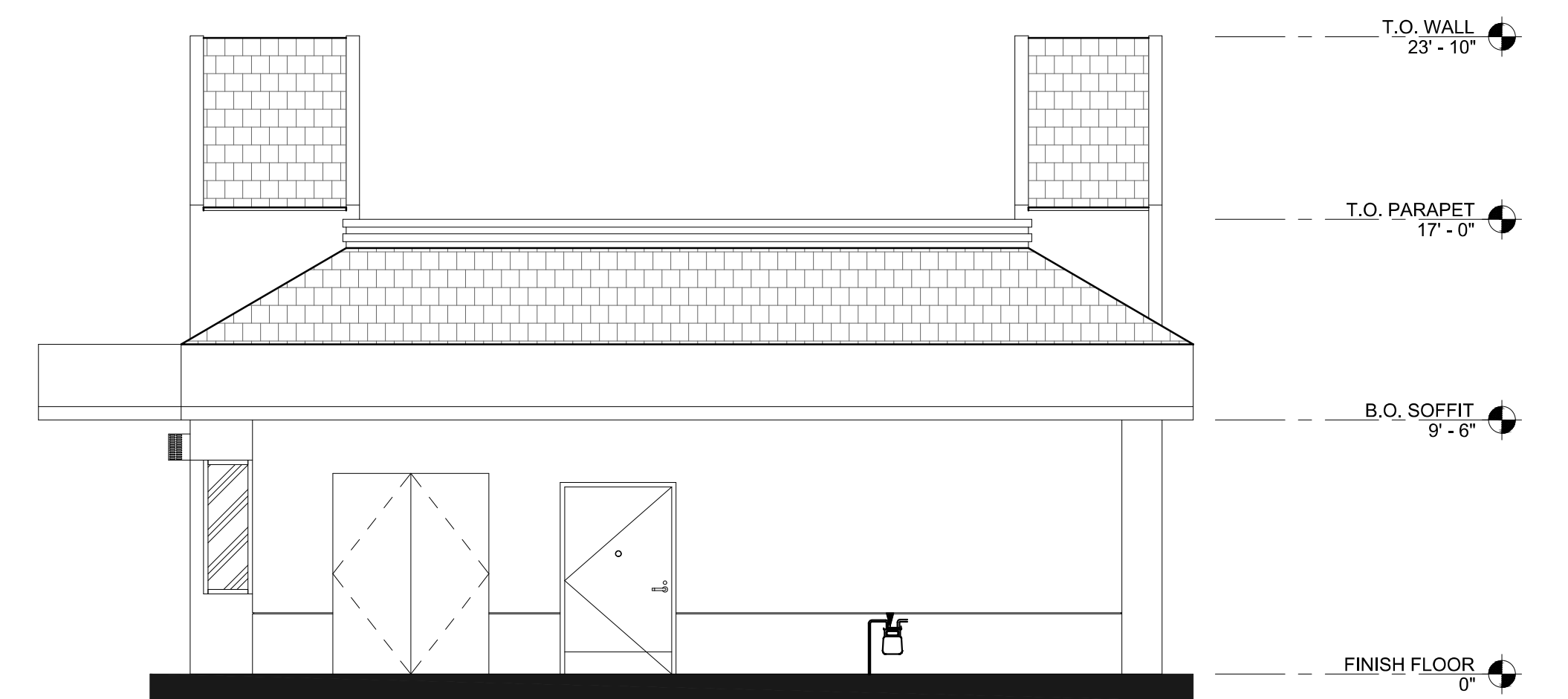
① EAST ELEVATION
SCALE: 3/16" = 1'-0"



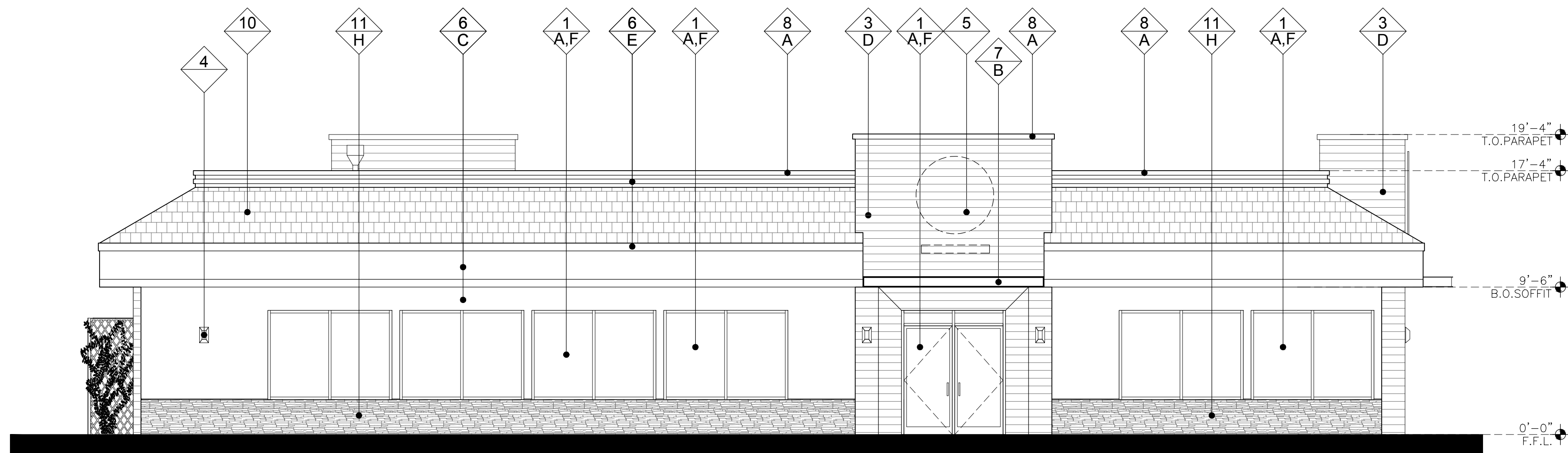
② NORTH ELEVATION
SCALE: 3/16" = 1'-0"



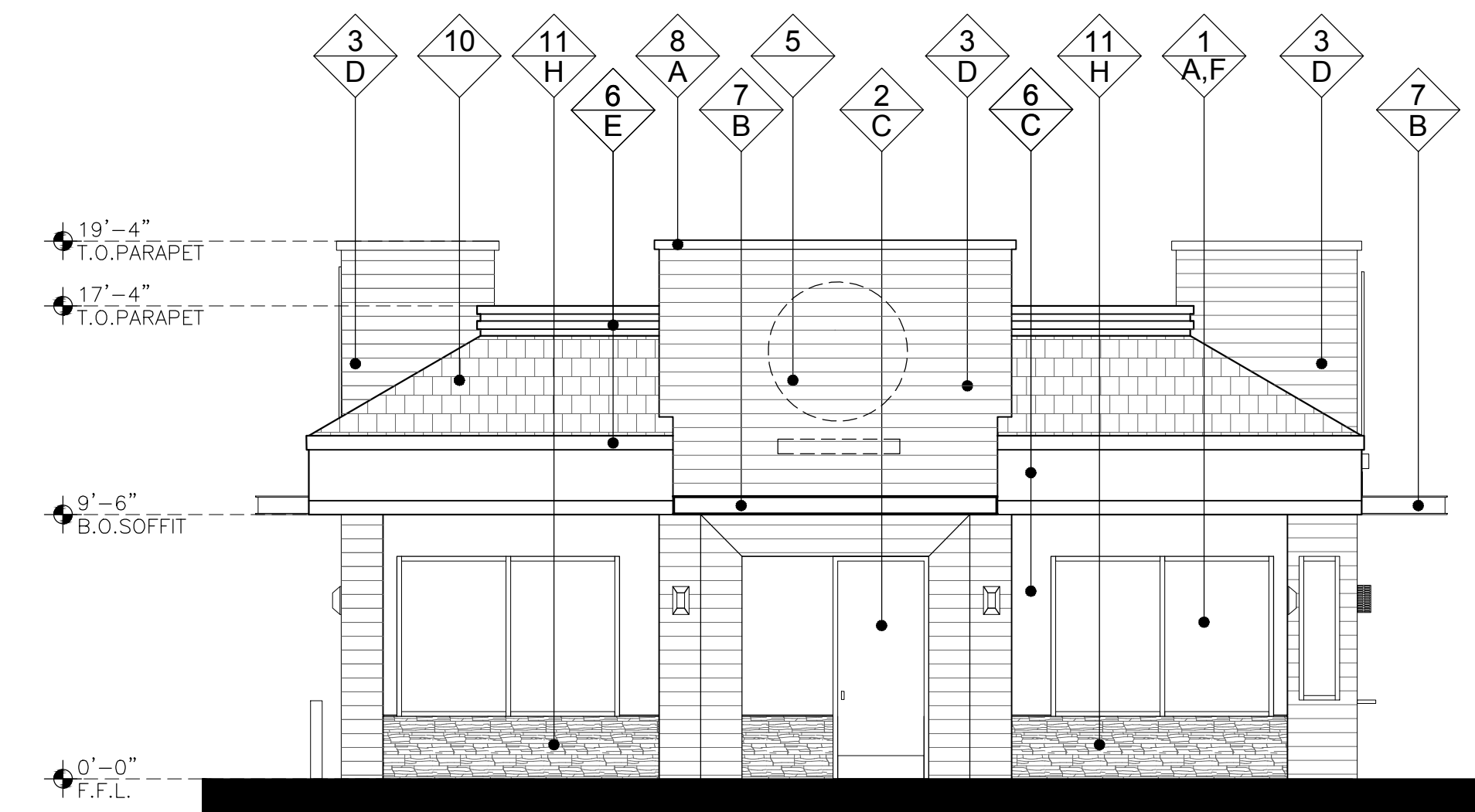
③ WEST ELEVATION
SCALE: 3/16" = 1'-0"



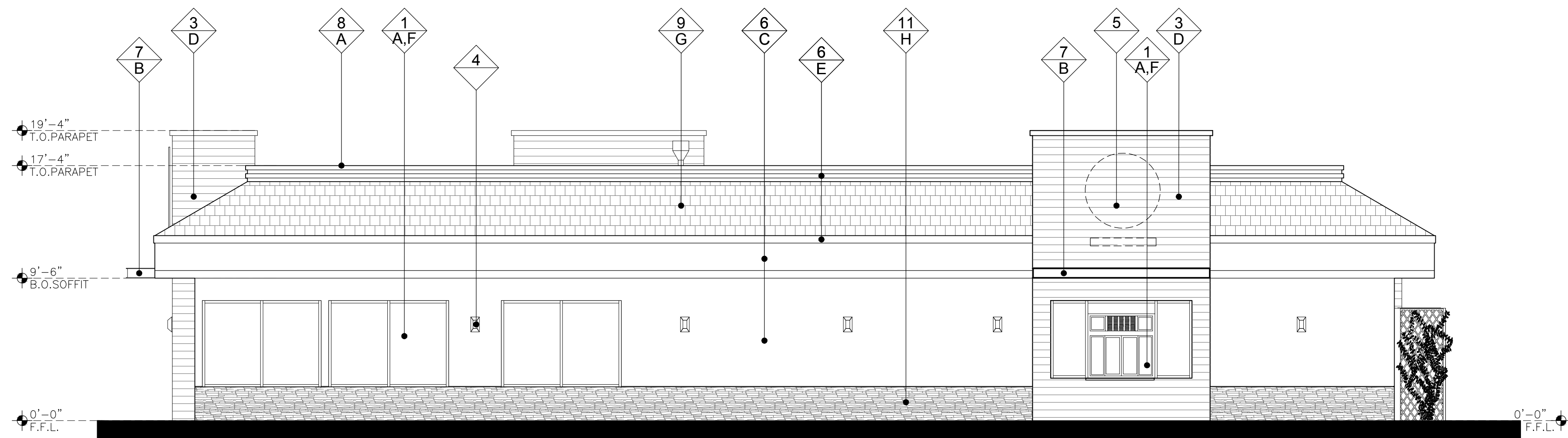
④ SOUTH ELEVATION
SCALE: 3/16" = 1'-0"



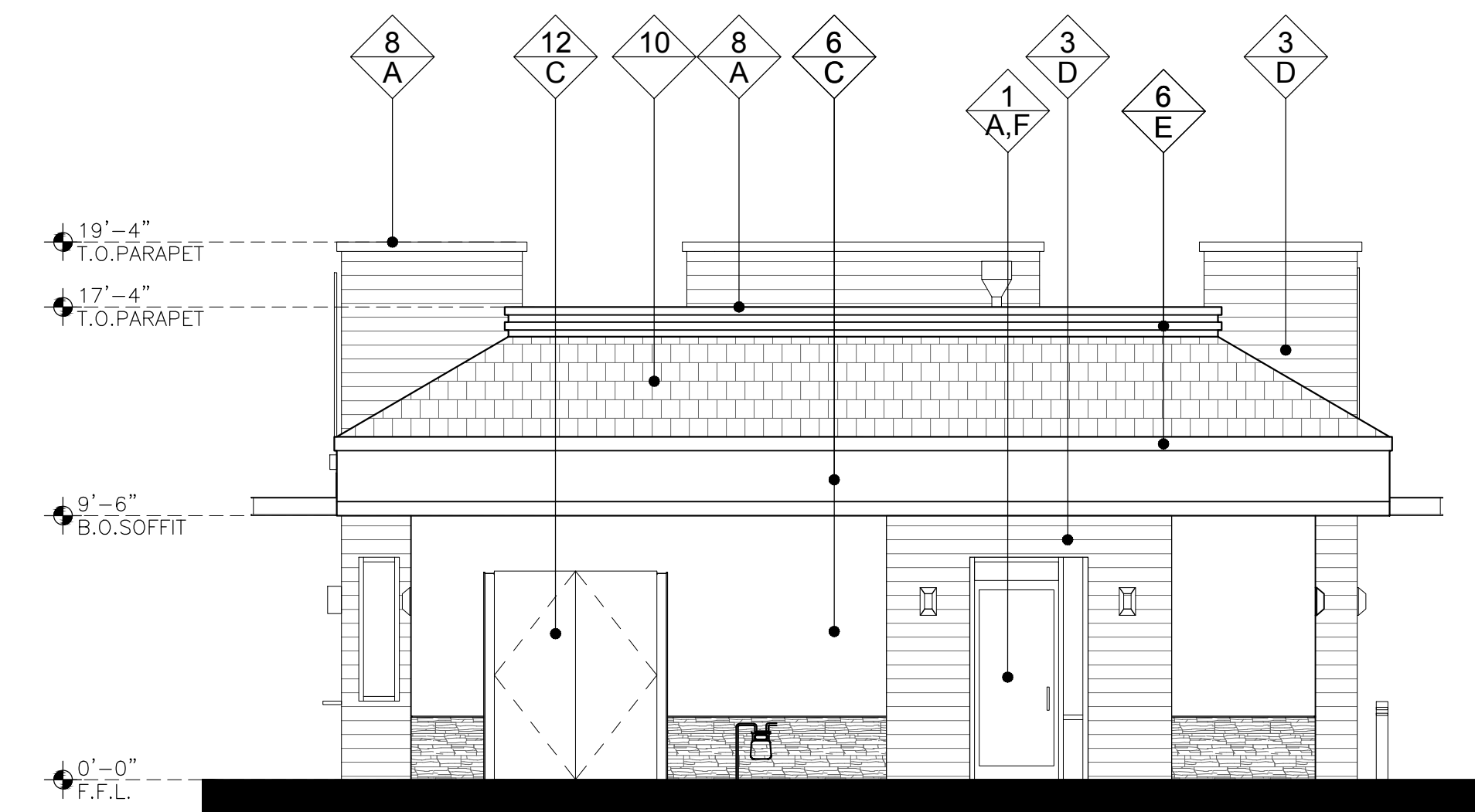
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SCALE: 3/16" = 1'-0"



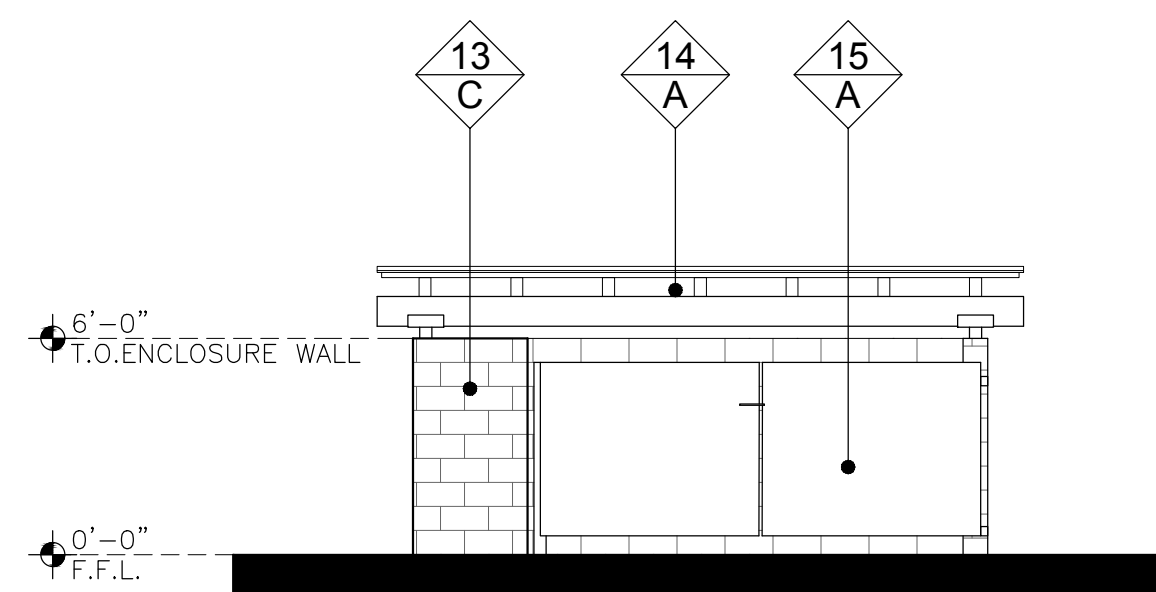
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SCALE: 3/16" = 1'-0"



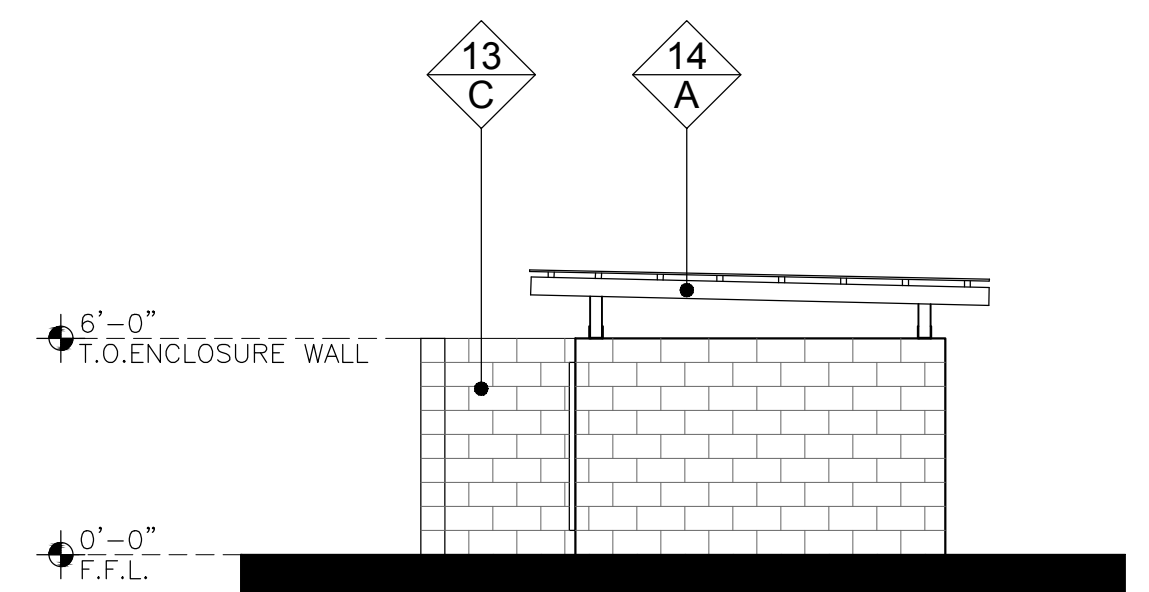
3 WEST ELEVATION
SCALE: 3/16" = 1'-0"



4 SOUTH ELEVATION
SCALE: 3/16" = 1'-0"



5 TRASH ENCLOSURE EAST ELEVATION
SCALE: 3/16" = 1'-0"



6 TRASH ENCLOSURE NORTH ELEVATION
SCALE: 3/16" = 1'-0"

FINISH SCHEDULE	
FINISH MATERIAL	FINISH COLOR
1 NEW/EXISTING ALUMINUM STOREFRONT SYSTEM	A MATCH EXISTING STOREFRONT
2 HOLLOW METAL DOOR AND FRAME	B POWDER COATED - MATCH EXISTING STOREFRONT
3 WOOD APPEARANCE SIDING	C TO MATCH SW 7014 EIDER WHITE
4 WALL SCONCE	D NICHHA - CEDAR FINISH
5 PROPOSED SIGNAGE (UNDER SEPARATE PERMIT)	E TO MATCH SW 6990 CAVIAR
6 STUCCO FINISH - PAINTED	F DOUBLE PANE CLEAR GLASS
7 METAL CANOPY	G MATCH EXISTING ROOF
8 METAL COPING	H DAL TILE MACAU BLACK
9 NEW SHINGLE TILE ROOF	
10 EXISTING SHINGLE TILE ROOF	
11 STACKED STONE BASE	
12 ELECTRICAL CABINET	
13 EXISTING TRASH ENCLOSURE BLOCK WALL - PAINT	
14 NEW WOOD STRUCTURE AND METAL DECK ROOF	
15 EXISTING TRASH ENCLOSURE GATE - PAINT	

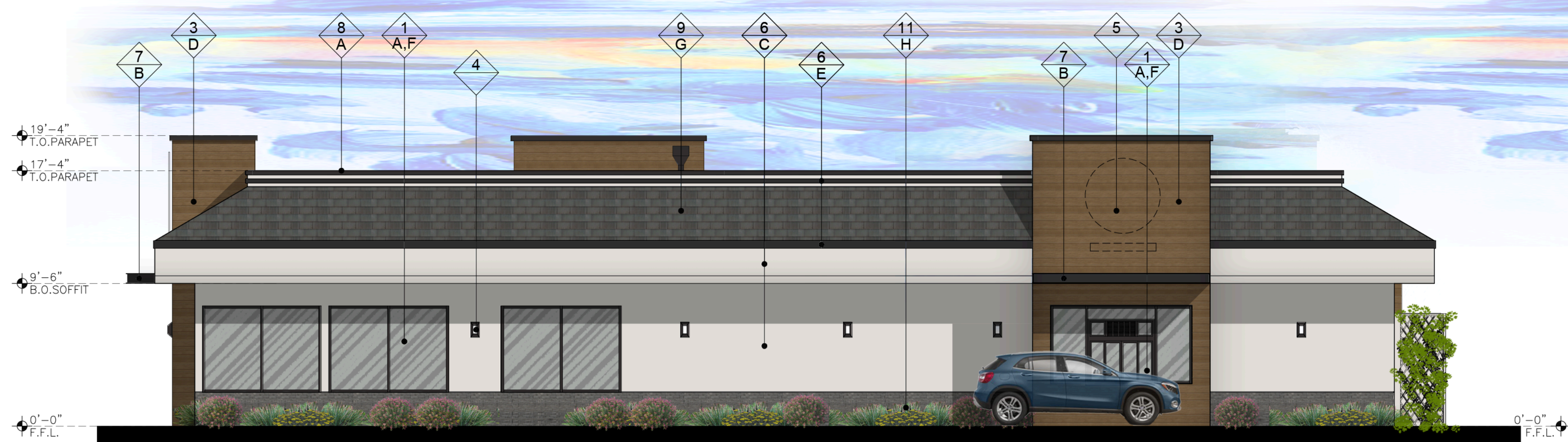




1 EAST ELEVATION
SCALE: 3/16" = 1'-0"



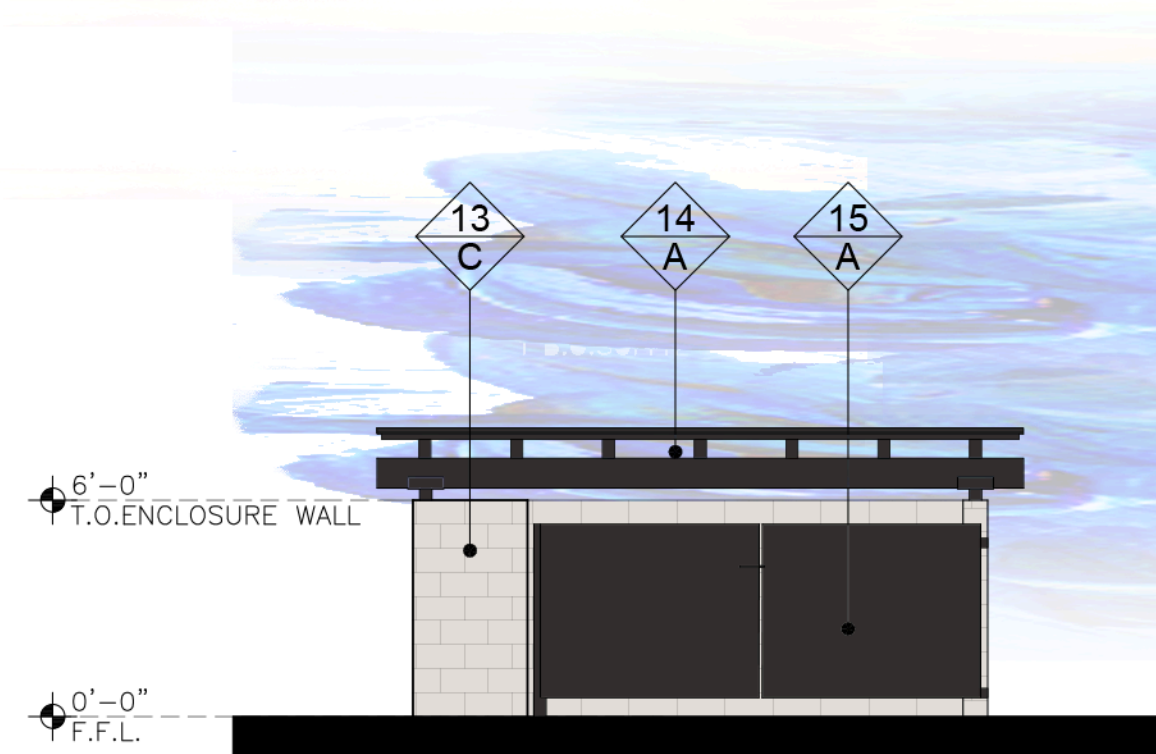
2 NORTH ELEVATION
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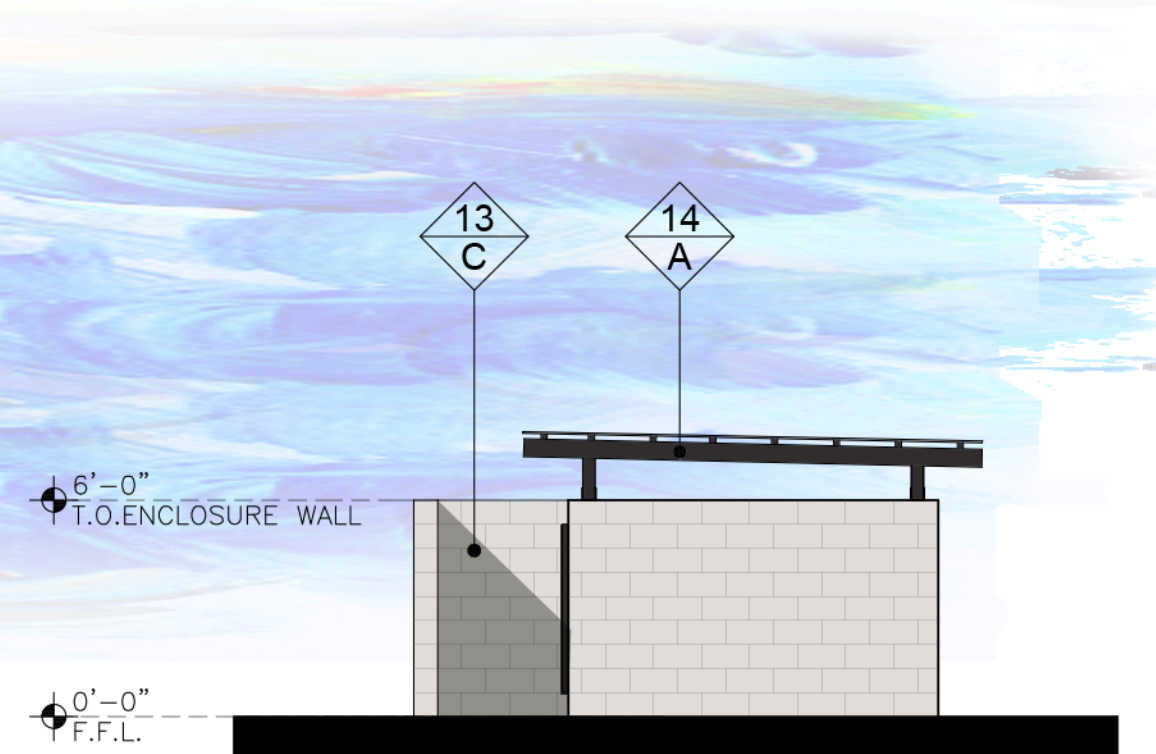
3 WEST ELEVATION
SCALE: 3/16" = 1'-0"



4 SOUTH ELEVATION
SCALE: 3/16" = 1'-0"



5 TRASH ENCLOSURE EAST ELEVATION
SCALE: 3/16" = 1'-0"



6 TRASH ENCLOSURE NORTH ELEVATION
SCALE: 3/16" = 1'-0"

FINISH SCHEDULE	
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10 EXISTING SHINGLE TILE ROOF	
11 STACKED STONE BASE	
12 ELECTRICAL CABINET	
13 EXISTING TRASH ENCLOSURE BLOCK WALL - PAINT	
14 NEW WOOD STRUCTURE AND METAL DECK ROOF	
15 EXISTING TRASH ENCLOSURE GATE - PAINT	

7.2

**SIGN PROGRAM AMENDMENT SP-2022-0001
TO AMEND SIGN PROGRAM SP-1193 (AS
PREVIOUSLY AMENDED BY SIGN PROGRAM
AMENDMENT SP-1253), WHICH ALLOWS FOR
VARIOUS SIGNAGE AT 24281 MOULTON
PARKWAY, LAGUNA WOODS, CA 92637**

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: November 16, 2022 Regular Meeting

SUBJECT: Sign Program Amendment SP-2022-0001 to amend Sign Program SP-1193 (as previously amended by Sign Program Amendment SP-1253), which allows for various signage at 24281 Moulton Parkway, Laguna Woods, CA 92637

Recommendation

1. Receive staff report.

AND
2. Open public hearing.

AND
3. Receive public testimony.

AND
4. Close public hearing.

AND
5. Approve a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING SIGN PROGRAM

AMENDMENT SP-2022-0001 TO AMEND SIGN PROGRAM SP-1193 (AS PREVIOUSLY AMENDED BY SIGN PROGRAM AMENDMENT SP-1253), WHICH ALLOWS FOR VARIOUS SIGNAGE AT 24281 MOULTON PARKWAY, LAGUNA WOODS, CA 92637, AND DETERMINING AND CERTIFYING THAT THE SIGN PROGRAM AMENDMENT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15311 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

Background

Sign Industries, Inc. (“Applicant”), on behalf of Starbucks Coffee, has submitted a land use application seeking approval of Sign Program Amendment SP-2022-0001 to amend Sign Program SP-1193 (as previously amended by Sign Program Amendment SP-1253), which allows for various signage at 24281 Moulton Parkway, Laguna Woods, CA 92637.

The project location currently operates as a Starbucks Coffee and is located at the southwest corner of the intersection of Moulton Parkway and El Toro Road.

A vicinity map is included as Attachment B.

Surrounding land uses are listed in Table 1.

Table 1: Surrounding Land Uses

General Location	General Plan Land Use Designation	Land Use
North	Commercial	ARCO Gas Station & AM/PM / Moulton Parkway Auto Spa
South	Open Space	Laguna Woods Village Equestrian Center
East	Commercial	Mobil Gas Station / Willow Tree Center
West	Commercial / Open Space	Laguna Hills Animal Hospital / Laguna Woods Village Equestrian Center

The project location is within the Community Commercial (CC) zoning district. Community Commercial designates areas to “provide for the development and preservation of high intensity commercial uses which serve the local community

and regional area and are compatible with surrounding residential uses” (Laguna Woods Municipal Code Section 13.10.010).

Sign programs are intended to “provide incentive and latitude to achieve effectiveness, attractive appearance, compatible design and variety in permanent signage” (Laguna Woods Municipal Code Section 13.20.160). The City Council is responsible for approving or denying sign programs and subsequent amendments, subject to certain minimum findings set forth in Laguna Woods Municipal Code.

Discussion

The City Council is asked to conduct a public hearing regarding the application for Sign Program Amendment SP-2022-0001 and, thereafter, consider approval of the same (Attachment A). Staff recommends approval of the sign program amendment, subject to proposed conditions of approval (Exhibit A to Attachment A). The proposed conditions of approval would regulate the use in a manner consistent with the purpose and intent of Laguna Woods Municipal Code Chapter 13.10.

The proposed sign program amendment would allow for four signs in addition to the signs approved by Sign Program SP-1193 (as previously amended by Sign Program Amendment SP-1253) – an order window cabinet sign, a pickup window cabinet sign, and two circular wall plaque signs. Locations, dimensions, and additional design details are included in Exhibit B to Attachment A.

The existing signs approved under Sign Program SP-1193 (as previously amended by Sign Program Amendment SP-1253) would remain as-is. The initial approval in August 2017 included seven wall signs; two pedestrian crossing signs; drive-thru entrance and exit signs; a preview board and menu board; a canopy with an order screen; a vehicle clearance sign; and, a monument sign. The amendment in March 2018 approved a walkup canopy menu board.

The proposed sign program amendment would apply to the existing use (Starbucks Coffee), as well as eligible successors at the project location.

Environmental Review

The City Council is asked to find that this project is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15311 of Title 14 of the California Code of Regulations, in that it consists of approvals

related to the construction or placement of on-premise signs, which are minor structures accessory to (appurtenant to) an existing commercial facility.

Fiscal Impact

The City’s expenses associated with processing this project are recovered through planning services fees.

Documents Available for Review

Related documents – including the Applicant’s application, the proposed sign program amendment, Sign Program SP-1193, and Sign Program Amendment SP-1253 – are available for public review at City Hall during normal working hours.

Report Prepared With: Rebecca M. Pennington, Development Programs Analyst

- Attachments: A – Proposed Resolution
 Exhibit A – Proposed Conditions of Approval
 Exhibit B – Proposed Sign Program Amendment
 B – Vicinity Map

RESOLUTION NO. 22-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING SIGN PROGRAM AMENDMENT SP-2022-0001 TO AMEND SIGN PROGRAM SP-1193 (AS PREVIOUSLY AMENDED BY SIGN PROGRAM AMENDMENT SP-1253), WHICH ALLOWS FOR VARIOUS SIGNAGE AT 24281 MOULTON PARKWAY, LAGUNA WOODS, CA 92637, AND DETERMINING AND CERTIFYING THAT THE SIGN PROGRAM AMENDMENT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15311 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

WHEREAS, Sign Industries, Inc. (“Applicant”) submitted an application for Sign Program Amendment SP-2022-0001 to amend Sign Program SP-1193 (as previously amended by Sign Program Amendment SP-1253), to allow for various signage at 24281 Moulton Parkway, Laguna Woods, CA 92637 in the Community Commercial (CC) zoning district; and

WHEREAS, on November 16, 2022, the City Council of the City of Laguna Woods, after giving notice thereof as required by law, held a public hearing regarding Sign Program Amendment SP-2022-0001; and

WHEREAS, the City Council has carefully considered all pertinent testimony, as well as all information contained in the agenda report prepared for Sign Program Amendment SP-2022-0001, as presented at the public hearing; and

WHEREAS, staff has reviewed the environmental form submitted by the Applicant in accordance with the City’s procedures. Based upon the information received and staff’s assessment of the information, Sign Program Amendment SP-2022-0001 has been determined to be categorically exempt pursuant to Section 15311 (Accessory Structures) of the California Environmental Quality Act (“CEQA”); and

WHEREAS, all legal prerequisites have occurred prior to the adoption of this resolution; and

WHEREAS, the City Council makes the following findings subject to the conditions of approval:

Findings for All Sign Programs

1. The proposed signs are well-designed, consistent with any design criteria otherwise applicable to the sign property, compatible with community character and harmonious with surrounding properties, buildings, and streetscapes.

The sign program amendment requests approval for four signs in addition to the signs approved by Sign Program SP-1193 (as previously amended by Sign Program Amendment SP-1253). The proposed signs would not be of a type, nor would they include any of the features or characteristics, that would result in their being prohibited pursuant to Laguna Woods Municipal Code Section 13.20.130. The proposed signs would be aesthetically appealing, compatible, and harmonious with the signage approved by Sign Program SP-1193 (as previously amended by Sign Program Amendment SP-1253), as well as signage on surrounding properties, buildings, and streetscapes.

2. The proposed signs are clear and legible in the circumstances in which they are seen, including for purposes of promoting awareness of local businesses and activities.

The proposed signs included in this sign program amendment would help to clarify the walk-up window experience for customers and provide information for walk-up customers and other persons at the project location. The proposed signs would be similar in type and scale as those commonly associated with walk-up facilities and fast/fast casual food establishments.

3. The proposed signs are appropriate to the type of business or activity to which they pertain.

The proposed signs included in this sign program amendment would be appropriate in type, location, size/scale, and design to walk-up facilities and fast/fast casual food establishments.

4. The proposed signs are displayed in a manner that does not harm public health, safety and welfare.

The regulations within Sign Program SP-1193 (as previously amended by Sign Program Amendment SP-1253) would apply to the proposed signs

included in this sign program amendment and would not harm the public health, safety, and welfare. Condition of Approval #4 requires that the signs “comply with all then-current requirements of the Laguna Woods Municipal Code and the California Building Standards Code, as well as federal, state, and local laws, rules, and regulations...” Other conditions of approval address nuisances, physical condition, and other factors related to public health, safety, and welfare. Additionally, Laguna Woods Municipal Code Section 13.20.020(d) requires that all signs be maintained in good condition and allows the City to “order the repair or removal of any sign that is unsafe, defective, damaged, or unsatisfactorily maintained.”

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. After reviewing the entire project record, the City Council hereby determines and certifies that this project is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15311 of Title 14 of the California Code of Regulations, in that it consists of approvals related to the construction or placement of on-premise signs, which are minor structures accessory to (appurtenant to) an existing commercial facility.

SECTION 3. The City Council hereby approves Sign Program Amendment SP-2022-0001, subject to the conditions of approval attached to this resolution as Exhibit A, which are incorporated herein by this reference.

SECTION 4. The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2022.

CAROL MOORE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 22-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2022, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

YOLIE TRIPPY, CMC, City Clerk

Exhibit A to Resolution No. 22-XX

City of Laguna Woods

**Conditions of Approval for Sign Program Amendment SP-2022-0001
AN AMENDMENT TO SIGN PROGRAM SP-1193 (AS PREVIOUSLY
AMENDED BY SIGN PROGRAM AMENDMENT SP-1253)**

1. This project is an amendment to Sign Program SP-1193 (as previously amended by Sign Program Amendment SP-1253). All conditions of approval for Sign Program SP-1193 (Resolution No. 17-26) and Sign Program Amendment SP-1253 (Resolution No. 18-11) shall also apply to this Sign Program Amendment SP-2022-0001 (“sign program amendment”).
2. The project shall be constructed, developed, used, operated, and permanently maintained in accordance with the terms of the application, plans, drawings, and conditions imposed herein.
3. The Applicant(s)/Owner(s) shall comply with all of the conditions of approval as part of the sign program amendment. Failure to comply with any one or more of the conditions imposed herein constitute grounds for revocation of said sign program and amendments by the City Council.
4. The Applicant(s)/Owner(s) shall comply with all then-current requirements of the Laguna Woods Municipal Code and the California Building Standards Code, as well as federal, state, and local laws, rules, and regulations, as they pertain to the improvements and uses sought in this application, and such requirements are made a condition of the sign program amendment approval. These include, but are not limited to, all requirements related to building permits; engineering review, landscaping review, water quality review, and plan review, generally, of proposed construction plans; accessibility, including accessibility required by the federal Americans with Disabilities Act; best management practices and other actions or improvements required by applicable National Pollutant Discharge Elimination System permit(s); and, restrictions on parking, circulation, lighting, and noise.
5. This sign program amendment does not eliminate the need for building permits or encroachment permits or include any action or finding as to compliance or approval of any other applicable federal, state or local

ITEM 7.2 – Exhibit A to Attachment A

ordinance, regulation, rule, or requirements.

6. Except as otherwise provided herein, or as permitted pursuant to the Laguna Woods Municipal Code, this approval is for the location and design of the specified signage show on Exhibit B to Resolution No. 22-XX only. No additional approval is implied or granted.
7. The Applicant(s)/Owner(s) are solely responsible for ensuring that signage does not, at any time, create an actual or reasonably foreseeable nuisance for properties located within line of sight, passing motorists, or any other party including, but not limited to, any nuisance caused either entirely or in part by the brightness, intensity, or direction of sign illumination. The Applicant(s)/Owner(s) shall take all steps necessary to prevent and immediately resolve such situations and shall immediately implement any direction received by City staff, which the Applicant(s)/Owner(s) understand and acknowledge may include, but not necessarily be limited to, any or all of the following:
 - a) Reducing the intensity or brightness of sign illumination;
 - b) Installing additional landscaping to screen illuminated signs, including obtaining approval for amendments to applicable landscape plans and complying with all then-applicable laws and regulations; and/or
 - c) Installing additional shielding or filters for illuminated signs.

For the purpose of this condition, “reasonably foreseeable” shall include any determination made based upon the judgement and discretion of the City Council or City Manager. City staff’s discretion shall not be directed toward the content or wording of signage.

8. All signs erected and maintained pursuant to the approved sign program amendment shall be kept clean, complete, and in good structural and functional working order, and shall not be allowed to fall into a state of disrepair, damage, or decrepitude.
9. Graffiti on the property shall be removed at the Applicant(s)/Owner(s)’ expense within 24 hours.
10. In the event of repeated or disproportionately high numbers of calls for law enforcement or other public safety service, or based upon input from the Orange County Sheriff’s Department (or successor law enforcement agency)

ITEM 7.2 – Exhibit A to Attachment A

or surrounding businesses or residents, the City Manager may require, at his/her/their discretion, that the Applicant(s)/Owner(s) provide additional on-site security and/or safety measures at the property, as may be reasonably calculated to address situations or circumstances leading to or causing such increased calls for service, or complaints or comments from surrounding residents or businesses.

11. City staff, or their authorized representatives, shall have the right to access and enter the property to make reasonable Applicant- or Owner-authorized scheduled inspections, or unscheduled inspections in areas otherwise open to the public, to observe and enforce compliance with applicable laws and the conditions set forth herein.
12. In accordance with policies adopted by the City, the Applicant(s)/Owner(s) shall be responsible for any cost incurred as a result of local law enforcement, public safety, or code enforcement investigation/inspections that result in a finding of violation of any applicable laws and/or conditions of approval.
13. Any request to modify the conditions of approval contained herein shall require review and authorization by the City Manager. The City Manager may require the submission of such documentation or reporting, or the conduct of such studies or analysis, as he/she/they deems necessary to evaluate a request for modification. The City Manager may in his/her/their discretion refer such decision to the City Council.
14. This approval may be modified or revoked by the City Council, after applicable notice and public hearing procedures have been satisfied, should it be determined, within the City's jurisdictional authority, that the conditions under which the project has been operated or maintained are detrimental to the public health, safety or welfare, or materially injurious to property or animals in the vicinity; or if the project is operated or maintained so as to constitute a public nuisance, or if the project is operated or maintained in violation of any of the conditions of approval set forth herein, or for any other reason permitted by law.
15. Transfer:

In the event of transfer of the property to which this sign program amendment pertains, the transferee shall, prior to exercising the rights granted hereunder,

ITEM 7.2 – Exhibit A to Attachment A

arrange and attend a conference with the City to review these conditions of approval, and document the manner in which activities will occur and the manner in which these conditions of approval will be met.

16. Termination:

Upon approval, this sign program amendment shall become null and void (A) upon the expiration of building permits, due to inactivity, obtained to construct this project or (B) after the project has been constructed, 180 calendar days after such time the approved use at the approved location ceases to be operated as noted by lapse of City business license, lapse of California Department of Tax & Fee Administration (or successor agency) permit or license, or date noted by City official with proper site verification of abandonment or discontinuance.

The City Manager may in his/her/their discretion refer decision regarding termination to the City Council.

This sign program amendment shall be deemed immediately terminated should the approved location be occupied by a use not in accord with this approval, subject to written notice to the Owner(s) with 10 calendar days to cure.

17. The Applicant(s)/Owner(s), or successor in interest, shall as a condition of issuance of this approval, at its sole expense, defend, indemnify, and hold harmless the City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers from any claim, action, or proceeding against the City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers to attach, set aside, void or annul an approval of the City Council or other decision-making body, or staff action concerning this sign program amendment approval, or its implementation. The Applicant(s)/Owner(s) shall pay all of the City's defense costs incurred by counsel of the City's choosing, and shall reimburse the City for any and all court costs and other parties' attorney fees that the City may be required by a court to pay as a result of such defense. The Applicant(s)/Owner(s) may at its sole discretion participate in the defense of any such action under this condition, with its own counsel.
18. Prior to the issuance of building permits and within 35 calendar days of the date of approval of the sign program amendment by the City Council, the

ITEM 7.2 – Exhibit A to Attachment A

Property Owner(s) shall sign and have notarized (acknowledgement) the “Owner(s) Acknowledgement of Conditions of Approval for Sign Program Amendment SP-2022-0001” and return one wet-signed original to the City Manager with a copy of a recordable legal description of all affected properties in form acceptable to the City Manager. The City Manager may extend the deadline set forth in this condition, at his/her/their discretion, except that no building permits shall be issued prior to this condition being satisfied.

[SIGNATURES ON NEXT PAGE]

OWNER(S) ACKNOWLEDGEMENT OF CONDITIONS OF APPROVAL FOR SIGN PROGRAM AMENDMENT SP-2022-0001 (“ACKNOWLEDGEMENT”)

1. *ACKNOWLEDGEMENT OF CONDITIONS OF APPROVAL.* The person or persons executing this ACKNOWLEDGEMENT on behalf of the respective Owner(s) has reviewed all Conditions of Approval for Sign Program Amendment SP-2022-0001 and has had the opportunity to consult with legal counsel regarding them as the Owner(s) has deemed appropriate.
2. *PURPOSE.* The purpose of this ACKNOWLEDGEMENT is to ensure the Owner(s) are aware of the Conditions of Approval for Sign Program Amendment SP-2022-0001, which “run with the land.” References to “Applicant(s)/Owner(s)” in the Conditions of Approval for Sign Program Amendment SP-2022-0001 are not intended to, and will not be interpreted by the City as, conferring any additional legal responsibility or liability upon the Owner(s) beyond that which otherwise exists in applicable law, or otherwise changing the Owner(s) existing legal obligations.
3. *RECORDATION.* The person or persons executing this ACKNOWLEDGEMENT on behalf of the respective Owner(s) consents to the recordation of the Conditions of Approval for Sign Program Amendment SP-2022-0001, including this ACKNOWLEDGEMENT, in the office of the Clerk-Recorder for the County of Orange.
4. *AUTHORITY TO EXECUTE.* The person or persons executing this ACKNOWLEDGEMENT on behalf of the respective Owner(s) represents and warrants that he/she/they has/have the authority to so execute this ACKNOWLEDGEMENT and to bind the respective Owner(s) to its obligations hereunder.
5. *SEVERABILITY.* If any term, condition or covenant of this ACKNOWLEDGEMENT is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this ACKNOWLEDGEMENT shall not be affected thereby and the ACKNOWLEDGEMENT shall be read and construed without the invalid, void or unenforceable provision(s).

Property Owner – Todd I. Schiffman, Trustee of the Todd I. Schiffman Living Trust

Signature: _____ Date: _____

Full Name: _____ Title: _____

SIGNATURE MUST BE NOTARIZED; ATTACH ACKNOWLEDGEMENT.



**NOTE:
SIGN PROGRAM AMENDMENT SP-2022-001 WOULD BE
AMENDING SIGN PROGRAM SP-1193 AND SIGN PROGRAM AMENDMENT SP-1253**

SIGN PROGRAM AMENDMENT

STARBUCKS

24281 Moulton Parkway,

Laguna Woods, California 92637

Prepared By:



2101 Carrillo Privado, Ontario, CA 91761
(909) 930-0303 Fax: (909) 930-0308
E-mail: design@signindustries.tv
Web: www.signindustries.tv

EXISTING

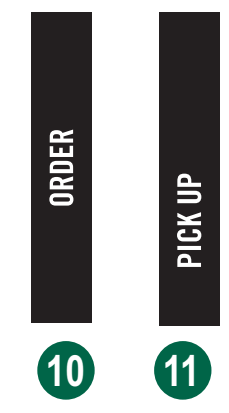
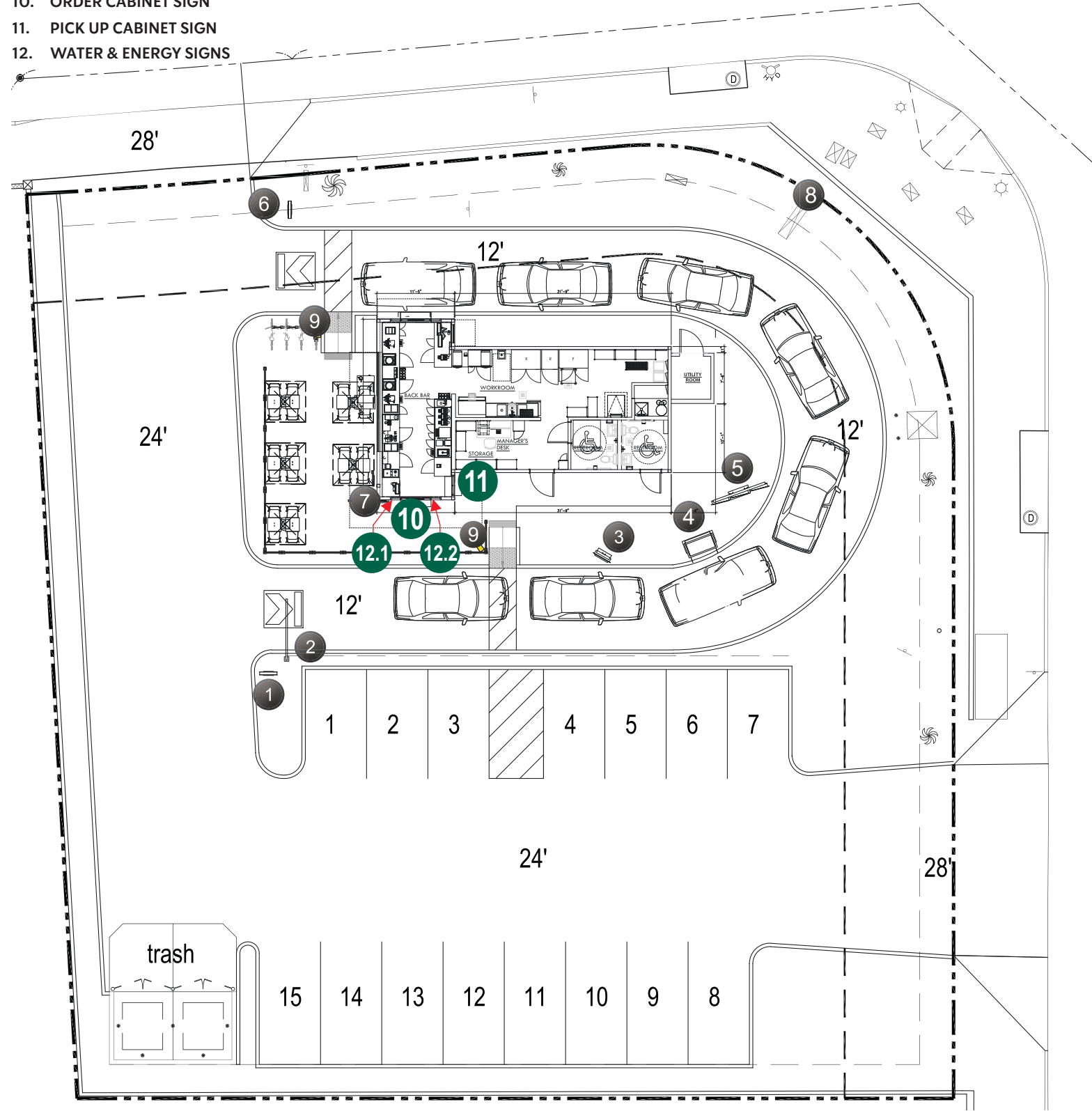
- 1. DRIVE THRU LANE DIRECTIONAL
- 2. HEIGHT RESTRICTION BAR

- 3. PRE MENU
- 4. CANOPY & ORDER SCREEN
- 5. 5 PANEL MENU BOARD

- 6. DIRECTIONAL THANK YOU / EXIT ONLY
- 7. WALK UP MENU BOARD
- 8. MONUMENT SIGN
- 9. PEDESTRIAN CROSSING

PROPOSED

- 10. ORDER CABINET SIGN
- 11. PICK UP CABINET SIGN
- 12. WATER & ENERGY SIGNS



ITEM 7.2 - Exhibit B to Attachment A



24281 Moulton Parkway
Laguna Woods, CA 92637

SIGN PROGRAM

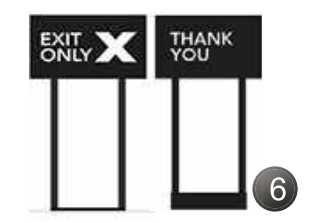
Prepared By:



2101 Carrillo Privado, Ontario, CA 91761
(909) 930-0303 Fax: (909) 930-0308
E-mail: design@signindustries.tv
Web: www.signindustries.tv

Date: 10/20/22

Scale: 1/4"=1'-0"+/-



SITE PLAN

DRIVE-THRU SIGNAGE



24281 Moulton Parkway
Laguna Woods, CA 92637

SIGN PROGRAM

Prepared By:



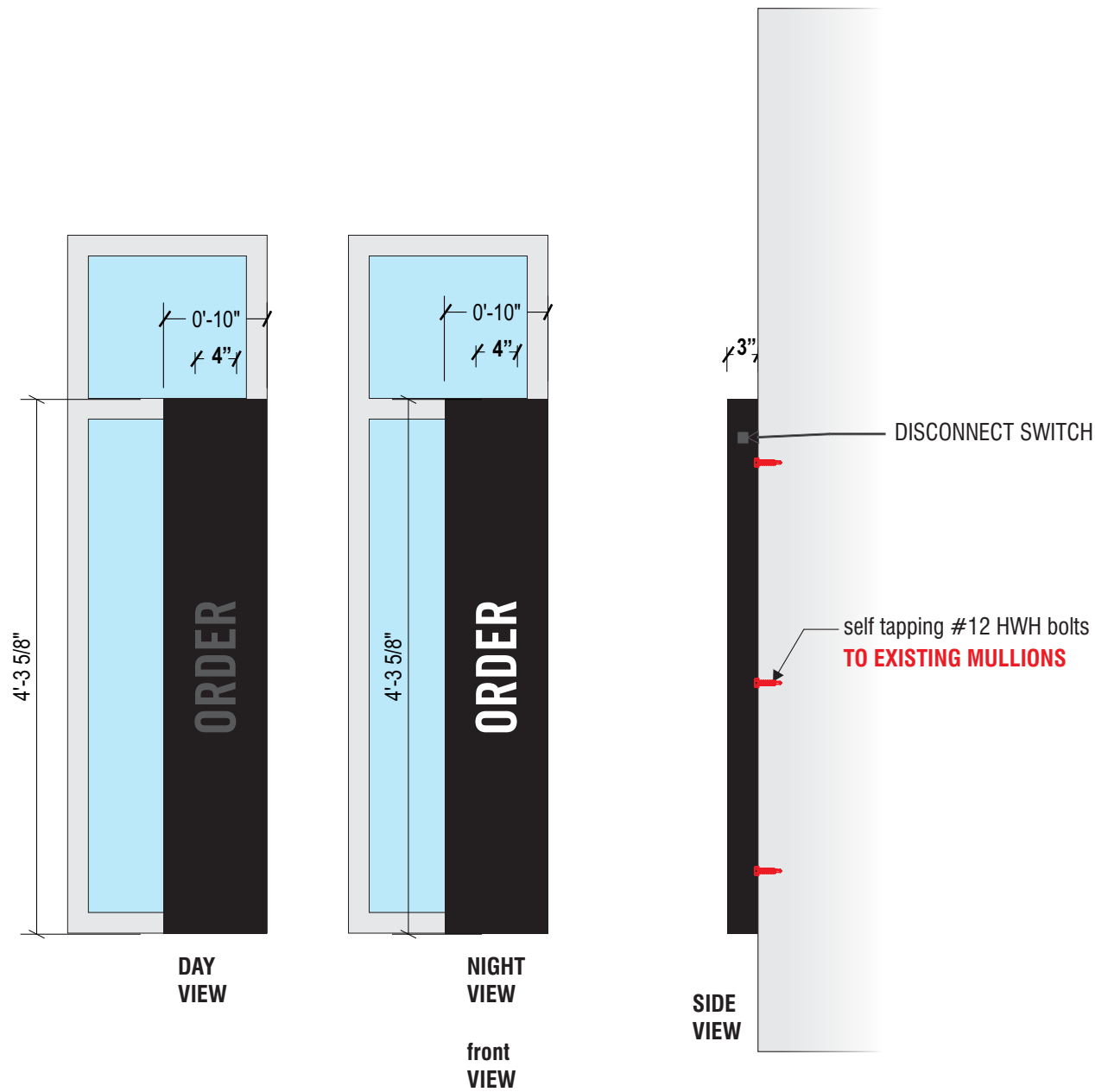
2101 Carrillo Privado, Ontario, CA 91761
(909) 930-0303 Fax: (909) 930-0308
E-mail: design@signindustries.tv
Web: www.signindustries.tv

Date: 10/20/22

No Scale

ORDER CABINET SIGN

10



CONCEPTUAL RENDERING

10 INTERNALLY ILLUMINATED WALL CABINET W/ DAY/NIGHT BACKED UP ACRYLIC COPY 6.52 SQ. FT.

QUANTITY: ONE (1) REQUIRED SCALE: 3/4" = 1'-0"

SPECIFICATIONS:

- LETTERS: BACKED UP WHITE ACRYLIC W/ FIRST SURFACE BLACK DAY/NIGHT VINYL OVERLAY
- CABINET: ROUTED OUT CUSTOM .125 ALUMINUM CABINET PAINTED BLACK
- RETURNS: 3" DEEP BLACK RETURNS
- ILLUMINATION: PRISM ENLIGHTEN WHITE 6500K LEDS WITH 60WATT POWER SUPPLY
- FONT: TradeGothic CondEighteen

NOTES:



24281 Moulton Parkway
Laguna Woods, CA 92637

SIGN PROGRAM

Prepared By:



2101 Carrillo Privado, Ontario, CA 91761
(909) 930-0303 Fax: (909) 930-0308
E-mail: design@signindustries.tv
Web: www.signindustries.tv

Date: 10/20/22

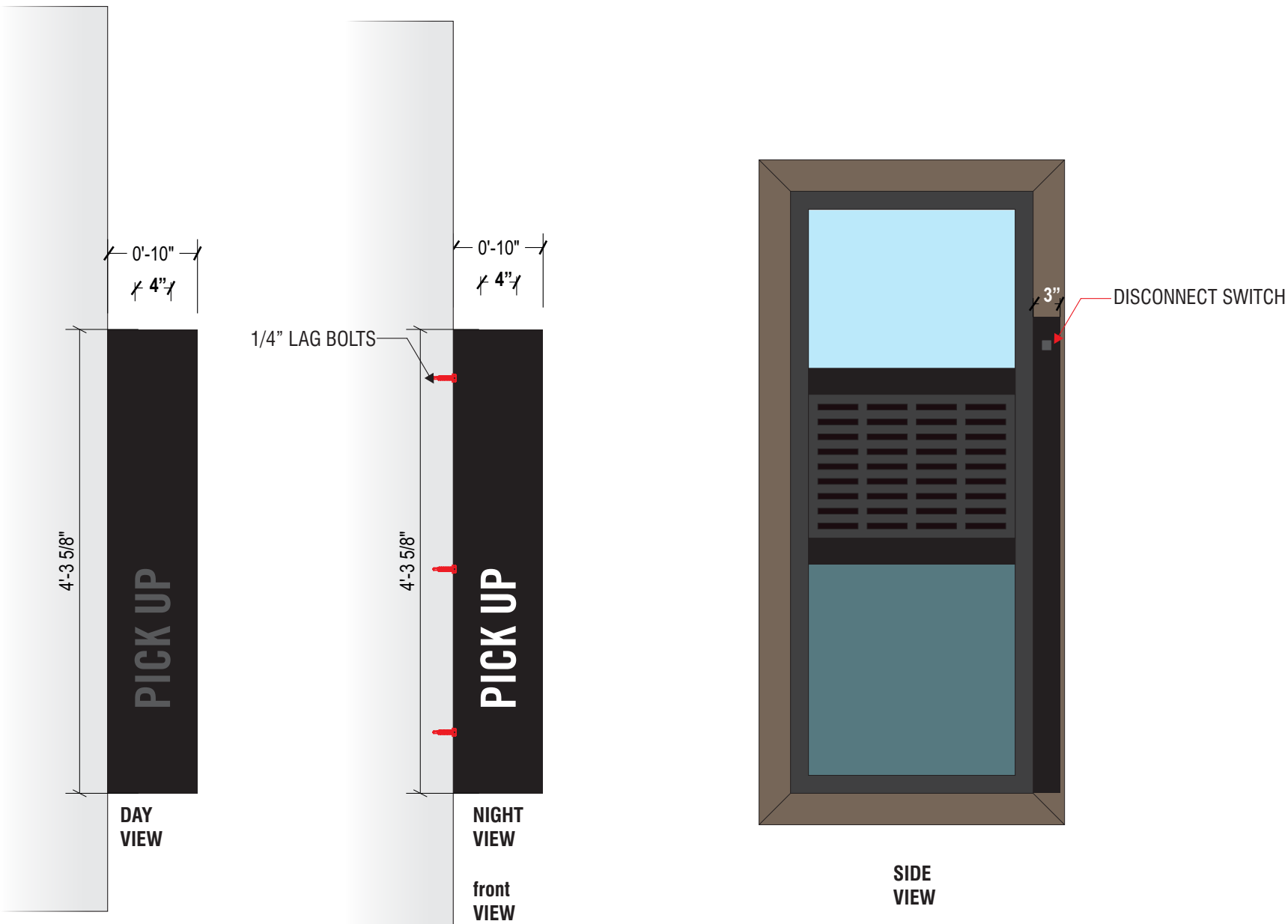
No Scale

PICK UP CABINET SIGN

11



CONCEPTUAL RENDERING



11

INTERNALLY ILLUMINATED S/F BLADE SIGN CABINET W/ DAY/NIGHT COPY

6.52 SQ. FT.

QUANTITY: ONE (1) REQUIRED

SCALE: 3/4" = 1'-0"

SPECIFICATIONS:

- LETTERS: BACKED UP WHITE ACRYLIC W/ FIRST SURFACE BLACK DAY/NIGHT VINYL OVERLAY
- CABINET: ROUTED OUT CUSTOM .125 ALUMINUM CABINET PAINTED BLACK
- RETURNS: 3" DEEP BLACK RETURNS
- ILLUMINATION: PRISM ENLIGHTEN WHITE 6500K LEDS WITH 60WATT POWER SUPPLY
- FONT: TradeGothic CondEighteen

NOTES:



24281 Moulton Parkway
Laguna Woods, CA 92637

SIGN PROGRAM

Prepared By:



2101 Carrillo Privado, Ontario, CA 91761
(909) 930-0303 Fax: (909) 930-0308
E-mail: design@signindustries.tv
Web: www.signindustries.tv

Date: 10/20/22

No Scale

WATER & ENERGY SIGNS

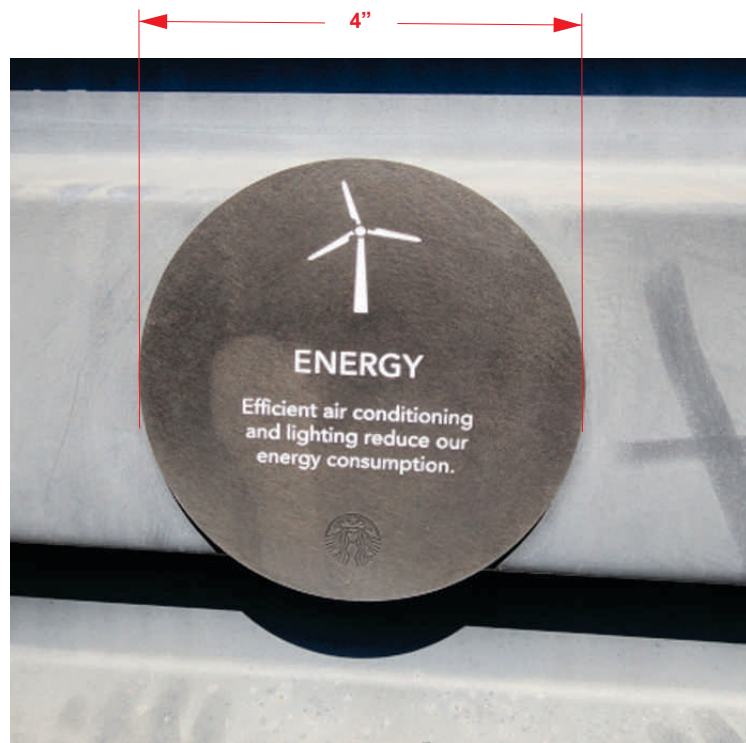
12



CONCEPTUAL RENDERING



12.1



12.2

12 WATER & ENERGY SIGNS

QUANTITY: TWO (2) REQUIRED

SPECIFICATIONS: 4" ALUMINUM DISCS W/ DIGITALLY PRINTED GRAPHICS

SCALE: 3/4" = 1'-0"

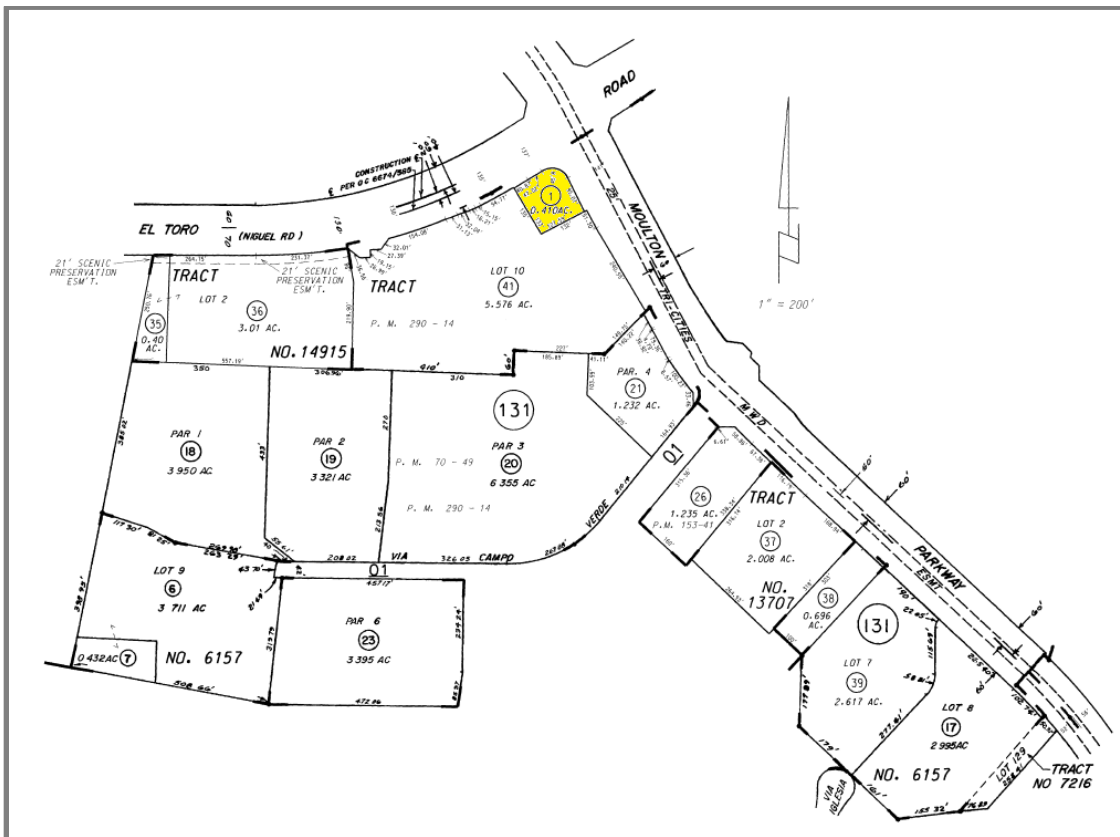
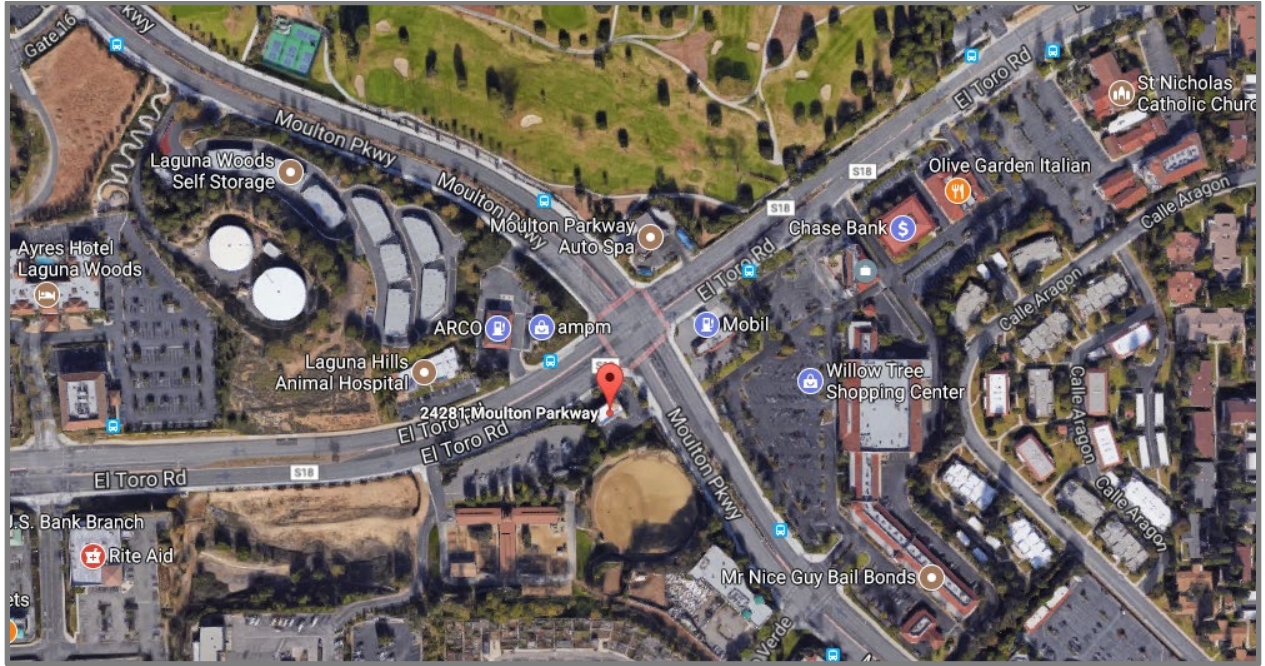
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Vicinity Map

24281 Moulton Parkway

Laguna Woods, CA 92637

Project Area



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7.3

**2022 CALIFORNIA BUILDING STANDARDS
CODE AND LOCAL AMENDMENTS**

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers
FROM: Christopher Macon, City Manager
FOR: November 16, 2022 Regular Meeting
SUBJECT: 2022 California Building Standards Code and Local Amendments

Recommendation

1. Receive staff report.

AND
2. Open the public hearing that was continued from the regular City Council meeting on October 19, 2022.

AND
3. Receive public testimony.

AND
4. Close public hearing.

AND
5. Approve second reading and adopt an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING TITLE 10 OF THE LAGUNA WOODS MUNICIPAL CODE (BUILDINGS AND CONSTRUCTION)

AND ADOPTING BY REFERENCE THE 2022 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24), CONSISTING OF THE 2022 CALIFORNIA ADMINISTRATIVE CODE; THE 2022 CALIFORNIA BUILDING CODE; THE 2022 CALIFORNIA RESIDENTIAL CODE; THE 2022 CALIFORNIA ELECTRICAL CODE; THE 2022 CALIFORNIA MECHANICAL CODE; THE 2022 CALIFORNIA PLUMBING CODE; THE 2022 CALIFORNIA ENERGY CODE; THE 2022 CALIFORNIA HISTORICAL BUILDING CODE; THE 2022 CALIFORNIA EXISTING BUILDING CODE; THE 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE; AND, THE 2022 CALIFORNIA REFERENCED STANDARDS CODE

AND

6. Approve second reading and adopt an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 10.12 (CALIFORNIA FIRE CODE) OF TITLE 10 (BUILDINGS AND CONSTRUCTION) OF THE LAGUNA WOODS MUNICIPAL CODE AND ADOPTING BY REFERENCE THE 2022 EDITION OF THE CALIFORNIA FIRE CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24, PART 9) WITH CERTAIN AMENDMENTS, ADDITIONS, AND DELETIONS THERETO

AND

7. Determine and certify that the preceding two ordinances are exempt from the California Environmental Quality Act.

Background

State law requires that the City enforce the California Building Standards Code, which provides uniform, statewide standards for various aspects of building and construction. The California Building Standards Code is developed and approved by the California Building Standards Commission every three years. Supplemental standards are often approved half-way through each three-year code cycle.

The 2022 California Building Standards Code – which includes administrative, building, residential, electrical, mechanical, plumbing, energy, historical building, existing building, green building standards, and referenced standards codes – was published on July 1, 2022 and will take effect on January 1, 2023.

While the City is unable to waive any portion of the California Building Standards Code, local amendments may be adopted if they are deemed reasonably necessary due to local climatic, geological, or topographical conditions.

The complete text of the 2022 California Building Standards Code, including the hundreds of changes from previous codes, is available for review on the California Building Standards Commission’s website (www.bsc.ca.gov) or at City Hall. A summary of changes is available at <https://www.dgs.ca.gov/BSC/Resources/2022-Title-24-California-Code-Changes>.

On October 19, 2022, following a public hearing and discussion, the City Council voted unanimously to approve the introduction and first reading of the ordinances included with this agenda report as attachments A and B. The public hearing was continued to today’s meeting.

Discussion

Today’s meeting is an opportunity for City Council action, as well as public input, on the proposed adoption of the 2022 California Building Standards Code and local amendments (attachments A and B). The only proposed local amendments (Attachment B) relate to the California Fire Code and were developed by the Orange County Fire Authority (“OCFA”). An OCFA representative will be available to answer questions and provide additional information at the meeting. OCFA has also provided an amendment summary matrix (Attachment C).

If the recommended action is taken at today’s meeting, the ordinances would take effect and be in full force and operation on January 1, 2023.

Environmental Review

The City Council will be asked to find that this project is exempt from the California Environmental Quality Act (“CEQA”) pursuant to sections 15378(b)(4) and 15061(b)(3) of Title 14 of the California Code of Regulations, in that it is consistent with California law, specifically California Code of Regulations, Title

24. It can be seen with certainty that this project has no possibility of having a significant effect on the environment.

Fiscal Impact

Funds to support this project are included in the City's budget.

Documents Available for Review

Related documents – including the proposed ordinances, the 2022 Edition of the California Building Standards Code that is proposed to be adopted by reference, the proposed local amendments, and the Laguna Woods Municipal Code – are available for public review at City Hall during normal working hours. The Laguna Woods Municipal Code is also available at www.cityoflagunawoods.org.

- Attachments:
- A – Proposed Ordinance (Various Codes)
 - B – Proposed Ordinance (Fire Code)
 - Exhibit A – Proposed Code Amendments
 - Exhibit B – Proposed Orange County Fire Authority Guideline C-05
 - Exhibit C – Proposed Orange County Fire Authority Guideline B-01
 - C – Orange County Fire Authority Amendment Summary Matrix (Fire Code)

ORDINANCE NO. 22-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING TITLE 10 OF THE LAGUNA WOODS MUNICIPAL CODE (BUILDINGS AND CONSTRUCTION) AND ADOPTING BY REFERENCE THE 2022 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24), CONSISTING OF THE 2022 CALIFORNIA ADMINISTRATIVE CODE; THE 2022 CALIFORNIA BUILDING CODE; THE 2022 CALIFORNIA RESIDENTIAL CODE; THE 2022 CALIFORNIA ELECTRICAL CODE; THE 2022 CALIFORNIA MECHANICAL CODE; THE 2022 CALIFORNIA PLUMBING CODE; THE 2022 CALIFORNIA ENERGY CODE; THE 2022 CALIFORNIA HISTORICAL BUILDING CODE; THE 2022 CALIFORNIA EXISTING BUILDING CODE; THE 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE; AND, THE 2022 CALIFORNIA REFERENCED STANDARDS CODE

WHEREAS, the 2022 Edition of the California Building Standards Code (California Code of Regulations, Title 24) was published July 1, 2022, with an effective date of January 1, 2023; and

WHEREAS, state law requires the City to enforce the California Building Standards Code irrespective of whether the same is locally adopted; and

WHEREAS, California Government Code Section 50022.1 et seq. allows the City Council to adopt by reference the 2022 Edition of the California Building Standards Code; and

WHEREAS, California Health & Safety Code Section 17958.5 et seq. and 18941.5 authorize cities to modify the California Building Standards Code by adopting more restrictive standards and modifications provided that such standards and modifications are accompanied by express findings that they are reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, the City’s Building Official recommends that the City Council adopt the following parts of the 2022 Edition of the California Building Standards Code by reference to confirm the City’s compliance with the provisions of California Code of Regulations, Title 24: the 2022 California Administrative Code, the 2022 California Building Code, the 2022 California Residential Code, the 2022

California Electrical Code, the 2022 California Mechanical Code, the 2022 California Plumbing Code, the 2022 California Energy Code, the 2022 California Historical Building Code, the 2022 California Existing Building Code, the 2022 California Green Building Standards Code, and the 2022 California Referenced Standards Code (“Code Amendments”); and

WHEREAS, the Building Official recommends that the City Council adopt no more restrictive standards or modifications to the parts of the 2022 Edition of the California Building Standards Code that are recommended to be adopted by reference by this Ordinance; and

WHEREAS, on October 19, 2022 and November 16, 2022, the City Council held duly noticed public hearings on this Ordinance at which it considered all of the information, evidence, and testimony presented, both written and oral.

THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council hereby finds and determines that (i) each of the recitals to this Ordinance are true and correct, and are adopted herein as findings; (ii) the Code Amendments comply with all applicable requirements of State law; (iii) the Code Amendments will not adversely affect the health, safety, or welfare of the residents within the community; (iv) the Code Amendments are in the public interest of the City of Laguna Woods; and, (v) the Code Amendments are consistent with the Laguna Woods General Plan and its various elements.

SECTION 2. After reviewing the entire project record, the City Council hereby determines and certifies that this Ordinance is exempt from the provisions of the California Environmental Quality Act (“CEQA”) pursuant to sections 15378(b)(4) and 15061(b)(3) of Title 14 of the California Code of Regulations, in that it is consistent with California law, specifically California Code of Regulations, Title 24. It can be seen with certainty that this project has no possibility of having a significant effect on the environment.

SECTION 3. Chapter 10.07 is hereby added to the Laguna Woods Municipal Code to read in its entirety as follows:

CHAPTER 10.07. - CALIFORNIA ADMINISTRATIVE CODE

Sec. 10.07.010. - Adoption of the California Administrative Code.

The California Administrative Code, 2022 Edition (California Code of Regulations, Title 24, Part 1), is hereby adopted and incorporated by reference, as if set forth at length herein, as the Administrative Code of the City of Laguna Woods. Not less than one copy of said code has been filed in the office of the City Clerk and shall be made available for public inspection. Should there be a conflict between the California Administrative Code as adopted and other Laguna Woods Municipal Code requirements, the more restrictive shall govern.

SECTION 4. Chapter 10.08 of the Laguna Woods Municipal Code is hereby amended and restated in its entirety to read as follows:

CHAPTER 10.08. - CALIFORNIA BUILDING CODE

Sec. 10.08.010. - Adoption of the California Building Code.

The California Building Code, 2022 Edition (California Code of Regulations, Title 24, Part 2), is hereby adopted and incorporated by reference, as if set forth at length herein, as the Building Code of the City of Laguna Woods. Not less than one copy of said code has been filed in the office of the City Clerk and shall be made available for public inspection. Should there be a conflict between the California Building Code as adopted and other Laguna Woods Municipal Code requirements, the more restrictive shall govern.

Secs. 10.08.020—10.08.230. - Reserved.

SECTION 5. Chapter 10.22 of the Laguna Woods Municipal Code is hereby amended and restated in its entirety to read as follows:

CHAPTER 10.22. - CALIFORNIA RESIDENTIAL CODE

Sec. 10.22.010. - Adoption of the California Residential Code.

The California Residential Code, 2022 Edition (California Code of Regulations, Title 24, Part 2.5), is hereby adopted and incorporated by reference, as if set forth at length herein, as the Residential Code of the City of Laguna Woods. Not less than one copy of said code has been filed in the office of the City Clerk and shall be made available for public inspection. Should there be a conflict between the California Residential

Code as adopted and other Laguna Woods Municipal Code requirements, the more restrictive shall govern.

Secs. 10.22.020—10.22.210. - Reserved.

SECTION 6. Section 10.10.010 of the Laguna Woods Municipal Code is hereby amended and restated in its entirety to read as follows:

Sec. 10.10.010. - Adoption of the California Electrical Code.

The California Electrical Code, 2022 Edition (California Code of Regulations, Title 24, Part 3), is hereby adopted and incorporated by reference, as if set forth at length herein, as the Electrical Code of the City of Laguna Woods. Not less than one copy of said code has been filed in the office of the City Clerk and shall be made available for public inspection. Should there be a conflict between the California Electrical Code as adopted and other Laguna Woods Municipal Code requirements, the more restrictive shall govern.

SECTION 7. Section 10.14.010 of the Laguna Woods Municipal Code is hereby amended and restated in its entirety to read as follows:

Sec. 10.14.010. - Adoption of the California Mechanical Code.

The California Mechanical Code, 2022 Edition (California Code of Regulations, Title 24, Part 4), is hereby adopted and incorporated by reference, as if set forth at length herein, as the Mechanical Code of the City of Laguna Woods. Not less than one copy of said code has been filed in the office of the City Clerk and shall be made available for public inspection. Should there be a conflict between the California Mechanical Code as adopted and other Laguna Woods Municipal Code requirements, the more restrictive shall govern.

SECTION 8. Section 10.16.010 of the Laguna Woods Municipal Code is hereby amended and restated in its entirety to read as follows:

Sec. 10.16.010. - Adoption of the California Plumbing Code.

The California Plumbing Code, 2022 Edition (California Code of Regulations, Title 24, Part 5), is hereby adopted and incorporated by

reference, as if set forth at length herein, as the Plumbing Code of the City of Laguna Woods. Not less than one copy of said code has been filed in the office of the City Clerk and shall be made available for public inspection. Should there be a conflict between the California Plumbing Code as adopted and other Laguna Woods Municipal Code requirements, the more restrictive shall govern.

SECTION 9. Section 10.28.010 of the Laguna Woods Municipal Code is hereby amended and restated in its entirety to read as follows:

Sec. 10.28.010. - Adoption of the California Energy Code.

The California Energy Code, 2022 Edition (California Code of Regulations, Title 24, Part 6), is hereby adopted and incorporated by reference, as if set forth at length herein, as the Energy Code of the City of Laguna Woods. Not less than one copy of said code has been filed in the office of the City Clerk and shall be made available for public inspection. Should there be a conflict between the California Energy Code as adopted and other Laguna Woods Municipal Code requirements, the more restrictive shall govern.

SECTION 10. Chapter 10.36 of the Laguna Woods Municipal Code is hereby amended and restated in its entirety to read as follows:

CHAPTER 10.36. - CALIFORNIA HISTORICAL BUILDING CODE

Sec. 10.36.010. - Adoption of the California Historical Building Code.

The California Historical Building Code, 2022 Edition (California Code of Regulations, Title 24, Part 8), is hereby adopted and incorporated by reference, as if set forth at length herein, as the Historical Building Code of the City of Laguna Woods. Not less than one copy of said code has been filed in the office of the City Clerk and shall be made available for public inspection. Should there be a conflict between the California Historical Building Code as adopted and other Laguna Woods Municipal Code requirements, the more restrictive shall govern.

SECTION 11. Section 10.30.010 of the Laguna Woods Municipal Code is hereby amended and restated in its entirety to read as follows:

Sec. 10.30.010. - Adoption of the California Existing Building Code.

The California Existing Building Code, 2022 Edition (California Code of Regulations, Title 24, Part 10), is hereby adopted and incorporated by reference, as if set forth at length herein, as the Existing Building Code of the City of Laguna Woods. Not less than one copy of said code has been filed in the office of the City Clerk and shall be made available for public inspection. Should there be a conflict between the California Existing Building Code as adopted and other Laguna Woods Municipal Code requirements, the more restrictive shall govern.

SECTION 12. Section 10.24.010 of the Laguna Woods Municipal Code is hereby amended and restated in its entirety to read as follows:

Sec. 10.24.010. - Adoption of the California Green Building Standards Code.

The California Green Building Standards Code, 2022 Edition (California Code of Regulations, Title 24, Part 11), is hereby adopted and incorporated by reference, as if set forth at length herein, as the Green Building Standards Code of the City of Laguna Woods. Not less than one copy of said code has been filed in the office of the City Clerk and shall be made available for public inspection. Should there be a conflict between the California Green Building Standards Code as adopted and other Laguna Woods Municipal Code requirements, the more restrictive shall govern.

SECTION 13. Section 10.32.010 of the Laguna Woods Municipal Code is hereby amended and restated in its entirety to read as follows:

Sec. 10.32.010. - Adoption of the California Referenced Standards Code.

The California Referenced Standards Code, 2022 Edition (California Code of Regulations, Title 24, Part 12), is hereby adopted and incorporated by reference, as if set forth at length herein, as the Referenced Standards Code of the City of Laguna Woods. Not less than one copy of said code has been filed in the office of the City Clerk and shall be made available for public inspection. Should there be a conflict between the California Referenced Standards Code as adopted and other Laguna Woods Municipal Code requirements, the more restrictive shall govern.

SECTION 14. This Ordinance shall take effect and be in full force and operation on January 1, 2023.

SECTION 15. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity of effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

SECTION 16. The Mayor shall sign this Ordinance.

SECTION 17. The City Clerk shall certify to the passage of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

SECTION 18. All of the above-referenced documents and information have been and are on file with the City Clerk of the City.

PASSED, APPROVED AND ADOPTED this XX day of XX 2022.

CAROL MOORE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

APPROVED AS TO FORM:

ALISHA PATTERSON, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Ordinance No. 22-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2022, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2022 by the following vote to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

YOLIE TRIPPY, CMC, City Clerk

ORDINANCE NO. 22-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 10.12 (CALIFORNIA FIRE CODE) OF TITLE 10 (BUILDINGS AND CONSTRUCTION) OF THE LAGUNA WOODS MUNICIPAL CODE AND ADOPTING BY REFERENCE THE 2022 EDITION OF THE CALIFORNIA FIRE CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24, PART 9) WITH CERTAIN AMENDMENTS, ADDITIONS, AND DELETIONS THERETO

WHEREAS, the 2022 Edition of the California Building Standards Code (California Code of Regulations, Title 24) was published July 1, 2022, with an effective date of January 1, 2023; and

WHEREAS, state law requires the City to enforce the California Building Standards Code irrespective of whether the same is locally adopted; and

WHEREAS, California Government Code Section 50022.1 et seq. allows the City Council to adopt by reference the 2022 Edition of the California Building Standards Code; and

WHEREAS, California Health & Safety Code Section 17958.5 et seq. and 18941.5 authorize cities to modify the California Building Standards Code by adopting more restrictive standards and modifications provided that such standards and modifications are accompanied by express findings that they are reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, the Orange County Fire Authority provides fire services for the entirety of the city of Laguna Woods; and

WHEREAS, the City’s Building Official recommends that the City Council (1) adopt the 2022 California Fire Code (a part of the 2022 California Building Standards Code) by reference to confirm the City’s compliance with the provisions of California Code of Regulations, Title 24 and (2) adopt local amendments to the 2022 California Fire Code recommended by the Orange County Fire Authority to decrease the potential incidence of property damage, injury, and death due to fires and earthquakes, in a manner that is reasonable and necessary to mitigate local climatic, geological, or topographical conditions; and

WHEREAS, on October 19, 2022 and November 16, 2022, the City Council held duly noticed public hearings on this Ordinance at which it considered all of the information, evidence, and testimony presented, both written and oral.

THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council hereby finds and determines that (i) each of the recitals to this Ordinance are true and correct, and are adopted herein as findings; (ii) the Code Amendments comply with all applicable requirements of State law; (iii) the Code Amendments will not adversely affect the health, safety, or welfare of the residents within the community; (iv) the Code Amendments are in the public interest of the City of Laguna Woods; and, (v) the Code Amendments are consistent with the Laguna Woods General Plan and its various elements.

SECTION 2. After reviewing the entire project record, the City Council hereby determines and certifies that this Ordinance is exempt from the provisions of the California Environmental Quality Act (“CEQA”) pursuant to sections 15378(b)(4) and 15061(b)(3) of Title 14 of the California Code of Regulations, in that it is consistent with California law, specifically California Code of Regulations, Title 24. It can be seen with certainty that this project has no possibility of having a significant effect on the environment.

SECTION 3. The City Council hereby finds that the amendments to the 2022 California Fire Code are reasonably necessary because of local climatic, geological, or topographical conditions, and adopts the findings provided below to support the amendments to the 2022 California Fire Code.

I. Climatic Conditions

A. Orange County is located in a semi-arid Mediterranean type climate. It annually experiences extended periods of high temperatures with little or no precipitation. Hot, dry (Santa Ana) winds, which may reach speeds of 70 M.P.H. or greater, are also common to the area. These climatic conditions cause extreme drying of vegetation and common building materials. Frequent periods of drought and low humidity add to the fire danger. This predisposes the area to large destructive fires (conflagration). In addition to directly damaging or destroying buildings, these fires are also prone to disrupt utility services throughout the County. Obstacles generated by a strong wind, such as fallen trees, street lights and utility poles will greatly

impact the response time to reach an incident scene.

- B. The climate alternates between extended periods of drought and brief flooding conditions. Flood conditions may affect the Orange County Fire Authority's ability to respond to a fire or emergency condition. Floods also disrupt utility services to buildings and facilities within the County.
- C. Water demand in this densely populated area far exceeds the quantity supplied by natural precipitation; and although the population continues to grow, the already-taxed water supply does not. California is projected to increase in population by nearly 10 million over the next quarter of a century with 50 percent of that growth centered in Southern California. Due to storage capacities and consumption, and a limited amount of rainfall future water allocation is not fully dependable. This necessitates the need for additional and on-site fire protection features.
- D. These dry climatic conditions and winds contribute to the rapid spread of even small fires originating in high-density housing or vegetation. These fires spread very quickly and create a need for increased levels of fire protection. The added protection of fire sprinkler systems and other fire protection features will supplement normal fire department response by providing immediate protection for the building occupants and by containing and controlling the fire spread to the area of origin. Fire sprinkler systems will also reduce the use of water for firefighting by as much as 50 to 75 percent.

II. Topographical conditions

- A. Natural; slopes of 15 percent or greater generally occur throughout the foothills of Orange County. The elevation change caused by the hills creates the geological foundation on which communities with Orange County is built and will continue to build. With much of the populated flatlands already built upon, future growth will occur on steeper slopes and with greater constraints in terrain.
- B. Traffic and circulation congestion is an artificially created, obstructive topographical condition, which is common throughout Orange County.
- C. These topographical conditions combine to create a situation that places fire department response time to fire occurrences at risk and makes it necessary

to provide automatic on-site fire-extinguishing systems and other protection measures to protect occupants and property.

III. Geological Conditions

The Orange County region is a densely populated area that has buildings constructed over and near a vast and complex network of faults that are believed to be capable of producing future earthquakes similar or greater in size than the 1994 Northridge and the 1971 Sylmar earthquakes. Earthquake faults run along the northeast and southwest boundaries of Orange County. The Newport-Inglewood Fault, located within Orange County was the source of the destructive 1933 Long Beach earthquake (6.3 magnitude) which took 120 lives and damaged buildings in an area from Laguna Beach to Marina Del Rey to Whittier. In December 1989, another earthquake occurred in the jurisdiction of Irvine at an unknown fault line. Regional planning for reoccurrence of earthquakes is recommended by the state of California, Department of Conservation.

- A. Previous earthquakes have been accompanied by disruption of traffic flow and fires. A severe seismic event has the potential to negatively impact any rescue or fire suppression activities because it is likely to create obstacles similar to those indicated under the high wind section above. The October 17, 1989, Santa Cruz earthquake resulted in one major fire in the Marina District (San Francisco). When combined with the 34 other fires locally and over 500 responses, the department was taxed to its fullest capabilities. The Marina fire was difficult to contain because mains supplying water to the district burst during the earthquake. This situation creates the need for both additional fire protection and automatic on-site fire protection for building occupants. State Department of Conservation noted in their 1988 report (Planning Scenario on a Major Earthquake on the Newport-Inglewood Fault Zone, page 59), “unfortunately, barely meeting the minimum earthquake standards of building codes places a building on the verge of being legally unsafe.”
- B. Road circulation features located throughout the County also make amendments reasonably necessary. Located through the County are major roadways, highways and flood control channels that create barriers and slow response times. Hills, slopes, street and storm drain design, accompanied by occasional heavy rainfall, causes roadway flooding and landslides and at times may make an emergency access route impassable. There are areas in Orange County that naturally have extended emergency response times that

exceed the 5 minute goal.

- C. Soils throughout the County possess corrosive properties that reduce the expected usable life of water services when metallic pipes are in contact with soils.

Due to the topographical conditions of sprawling development separated by waterways and narrow and congested streets and the expected infrastructure damage inherent in seismic zones described above, it is prudent to rely on automatic fire sprinkler systems to mitigate extended fire department response time and keep fires manageable with reduced fire flow (water) resources available for a given structure. Additional fire protection is also justified to match the current resources of firefighting equipment and personnel within the Orange County Fire Authority.

2022 California Fire Code Amendment Findings Legend

CODE SECTION	TITLE (Clarification)	FINDINGS
112.4	Violation penalties	Administrative
112.4.2	Infraction & Misdemeanor	Administrative
202	General definitions	Administrative
304.1.2	OCFA Vegetation Management	I
305.6	Hazardous conditions	I & II
305.7	Disposal of rubbish	I & II
307	Open burning, recreational fires, fire pits, fire rings, and outdoor fireplaces	Administrative
307.6	Fire Pits, Fire Rings, & Outdoor Fireplaces	Administrative
307.6.1	Gas-fueled devices	I & II
307.6.2	Devices using wood or fuels other than natural gas or LPG	I & II
307.6.2.1	Where prohibited	I & II
308.1.6.3	Sky lanterns	I & III
324	Fuel modification requirements for new construction	I
325	Clearance of brush or vegetation growth from roadways	I
326	Unusual circumstances	Administrative
327	Use of equipment	I
327.1	Use of equipment and devices generating heat,	I

ITEM 7.3 – Attachment B

	sparks or open flames	
324.2	Spark arresters	I
407.5	Hazardous material inventory statement	I & II
501.1	Scope	Administrative, I, II & III
510.1	Emergency responder radio coverage	Administrative
903.2	Where required (Sprinklers)	I, II & III
903.2.8	Group R (Sprinklers)	I, II & III
903.3.5.3	Hydraulically calculated systems	I & II
2801.2	Permit	Administrative
2808.2	Storage site	Administrative
2808.3	Size of piles	I
2808.4	Pile separation	I
2808.7	Pile fire protection	I
2808.9	Material-handling equipment	I
2808.11	Temperature control	I
2808.11.1	Pile temperature control	I
2808.11.2	New material temperature control	I
2808.12	Water availability for piles	I
2808.13	Tipping area	I
2808.14	Emergency contact information	Administrative
2808.15	Defining maximum separation contact	Administrative
2808.16	Push-out area identification	Administrative
4903.3	OCFA Vegetation Management Guidelines	I
4906.3	New definition as stated in Chapter 49	I
5001.5.2	Hazardous materials inventory statement	Administrative
5003.1.1.1	Extremely hazardous substances	I & II
5608.2	Retail fireworks	Administrative
5608.3	Application for permit	Administrative
5801.1	Scope	N/A
Chapter 80	Reference Standards	N/A
	2016 NFPA 13 (Sprinkler Systems)	Administrative, II & III
	2016 NFPA 13-D (Single Family Sprinkler Systems)	I & II
	2013 NFPA 14 (Standpipe Systems)	Administrative
	2016 NFPA 24 (Underground Water Supply Systems)	Administrative & III

SECTION 4. Chapter 10.12 of the Laguna Woods Municipal Code is hereby amended and restated in its entirety to read as set forth in Exhibit A, attached to this Ordinance and incorporated herein by this reference.

SECTION 5. Orange County Fire Authority Guidelines C-05 (Vegetation Management Guideline: Technical Design for New Construction Fuel Modification Plans and Maintenance Program) and B-01 (Fire Master Plans for Commercial & Residential Development) are hereby adopted as set forth in Exhibits B and C, respectively, attached to this Ordinance and incorporated herein by this reference. Orange County Fire Authority Guidelines C-05 and B-01 are adopted for use as set forth in Chapter 10.12 of the Laguna Woods Municipal Code.

SECTION 6. This Ordinance shall take effect and be in full force and operation on January 1, 2023.

SECTION 7. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity of effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

SECTION 8. The Mayor shall sign this Ordinance.

SECTION 9. The City Clerk shall certify to the passage of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

SECTION 10. All of the above-referenced documents and information have been and are on file with the City Clerk of the City.

PASSED, APPROVED AND ADOPTED this XX day of XX 2022.

CAROL MOORE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

APPROVED AS TO FORM:

ALISHA PATTERSON, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Ordinance No. 22-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2022, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2022 by the following vote to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

YOLIE TRIPPY, CMC, City Clerk

**EXHIBIT A
CODE AMENDMENTS**

Chapter 10.12 (“California Fire Code”) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code is amended and restated in its entirety to read as follows:

CHAPTER 10.12. - CALIFORNIA FIRE CODE

Sec. 10.12.010. - Adoption of the California Fire Code.

The California Fire Code, 2022 Edition (California Code of Regulations, Title 24, Part 9), is hereby adopted and incorporated by reference, as if set forth herein, together with the amendments provided in this chapter, as the Fire Code of the City of Laguna Woods. Not less than one copy of said code has been filed in the office of the City Clerk and shall be made available for public inspection. Should there be a conflict between the California Fire Code as adopted and other Laguna Woods Municipal Code requirements, the more restrictive shall govern.

Sec. 10.12.020. - Amendments to the California Fire Code.

**Chapter 1
Scope and Administration**

Chapter 1 General Requirements. Adopt Chapter 1 in its entirety, with the following amendments:

Section 112.4 Violation penalties is hereby revised as follows:

112.4 Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or shall fail to comply with any issued orders or notices or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be subject to penalties assessed as prescribed in the OCFA Prevention Field Services adopted fee schedule. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 112.4.2 Infraction and misdemeanor is hereby added as follows:

112.4.2 Infraction and misdemeanor. Persons operating or maintaining any occupancy, premises or vehicle subject to this code that shall permit any fire or life safety hazard to exist on premises under their control shall be guilty of an infraction. Persons who fail to take immediate action to abate a fire or life safety hazard when ordered or notified to do so by the chief or a duly authorized representative are guilty of a misdemeanor.

Chapter 2 Definitions

Chapter 2 Definitions is adopted in its entirety as amended by SFM with the following amendments:

Sections 202 General Definitions is hereby revised by adding “OCFA” and “Spark Arrester” as follows:

202 General Definitions

OCFA: Orange County Fire Authority, authority having jurisdiction.

SPARK ARRESTER. A listed device constructed of noncombustible material specifically for the purpose of meeting one of the following conditions:

- 1. Removing and retaining carbon and other flammable particles/debris from the exhaust flow of an internal combustion engine in accordance with California Vehicle Code Section 38366.*
- 2. Fireplaces that burn solid fuel in accordance with California Building Code Chapter 28.*

Chapter 3 General Requirements

Chapter 3 General Requirements. Adopt Chapter 3 in its *entirety* with the exception of Sections 308.1.4, 311.5 through 311.5.5, 318, and 319, and

with the following amendments:

Section 304.1.2 Vegetation is hereby revised as follows:

304.1.2 Vegetation. Weeds, grass, vines or other growth that is capable of being ignited and endangering property, shall be cut down and removed by the owner or occupant of the premises. Vegetation clearance requirement in urban-wildland interface areas shall be in accordance with Chapter 49. Type, amount, arrangement, and maintenance of vegetation in a fuel modification area, interior slope, or similarly hazardous area shall be in accordance with OCFA Guideline C-05 “Vegetation Management Guideline: Technical Design for New Construction Fuel Modification Plans and Maintenance Program.”

Section 305.6 Hazardous Conditions is hereby added as follows:

305.6 Hazardous conditions. Outdoor fires burning wood or other solid fuel are not allowed when any of the following conditions applies:

1. when predicted sustained winds exceed 8 MPH and relative humidity is less than 25%, or a red flag condition has been declared
2. when an official sign was caused to be posted by the fire code official, or a public announcement is made

No outdoor fires using any fuel type are permitted when predicted sustained winds exceed 20 MPH or when such fires present a hazard as determined by the fire code official.

Section 305.7 Disposal of rubbish is hereby added as follows:

305.7 Disposal of rubbish. Rubbish, trash or combustible waste material shall be burned only within an approved incinerator and in accordance with Section 307.2.1.

Section 307 OPEN BURNING, RECREATIONAL FIRES AND PORTABLE OUTDOOR FIREPLACES is hereby revised as follows:

**SECTION 307 OPEN BURNING, RECREATIONAL FIRES,
FIRE PITS, FIRE RINGS, AND PORTABLE OUTDOOR
FIREPLACES**

Sections 307.6 Outdoor Fireplaces, Fire Pits, Fire Rings, or similar devices used at Group R Occupancies is hereby added as follows:

307.6 Outdoor Fireplaces, Fire Pits, Fire Rings, or similar devices used at Group R Occupancies. *Outdoor fireplaces, fire pits, fire rings, or similar exterior devices used at Group R occupancies shall comply with this section.*

Exception: *Barbeques, grills, and other portable devices intended solely for cooking.*

Section 307.6.1 Gas-fueled devices is hereby added as follows:

307.6.1 Gas-fueled devices. *Outdoor fireplaces, fire pits and similar devices fueled by natural gas or liquefied-petroleum gas are allowed when approved by the Building Department and the device is designed to only burn a gas flame and not wood or other solid fuel. At R-3 occupancies, combustible construction and vegetation shall not be located within three feet of an atmospheric column that extends vertically from the perimeter of the device. At other R occupancies, the minimum distance shall be ten feet. Where a permanent Building Department approved hood and vent is installed, combustible construction may encroach upon this column between the bottom of the hood and the vent opening. Where chimneys or vents are installed, they shall have a spark arrester as defined in Section 202.*

Section 307.6.2 Devices using wood or fuels other than natural gas or liquefied-petroleum gas is hereby added as follows:

307.6.2 Devices using wood or fuels other than natural gas or liquefied-petroleum gas. *Permanent outdoor fireplaces burning wood or other solid fuel shall be constructed in accordance with the California Building Code with clearance from combustibles construction and building openings as required therein. Fires in a fireplace shall be contained within a firebox with an attached chimney. The opening in the face of the firebox shall have an installed*

and maintained method of arresting sparks.

The burning of wood or other solid fuel in a device is not allowed within 25 feet of combustible structures unless within an approved permanent fireplace, Conditions which could cause a fire to spread within 25 feet of a structure or to vegetation shall be eliminated prior to ignition. Fires in devices burning wood or solid fuel shall be in accordance with Sections 305, 307, and 308.

Exceptions:

1. Portable fireplaces and fire rings/pits equipped with a device to arrest sparks shall be located at least 3' from combustible construction at R-3 occupancies,
2. Portable fireplaces, and fire pits/rings equipped with a device to arrest sparks, shall be located at least 15 feet from combustible structures at other R occupancies.

Section 307.6.2.1 Where prohibited is hereby added as follows:

307.6.2.1 Where prohibited. The burning of wood and other solid fuels shall not be conducted within a fuel modification zone, Wildfire Risk Area (WRA), Wildland-Urban Interface Area (WUI), or in locations where conditions could cause the spread of fire to the WRA or WUI.

Exceptions:

1. Permanent fireplaces that are not located in a fuel modification zone
2. Where determined by the Fire Code Official that the location or design of the device should reasonably prevent the start of a wildfire.

Section 324 Fuel Modification Requirements for New Construction is hereby added as follows:

324 Fuel Modification Requirements for New Construction. All new structures and facilities adjoining land containing hazardous combustible vegetation shall be approved and in accordance with the requirements of OCFA Guideline C-05 “Vegetation Management Guideline: Technical Design for New Construction Fuel Modification

Plans and Maintenance Program.”

Section 325 Clearance of brush or vegetation growth from roadways is hereby added as follows:

325 Clearance of brush or vegetation growth from roadways. The fire code official is authorized to cause areas within 10 feet (3048 mm) on each side of portions of highways and private streets which are improved, designed or ordinarily used for vehicular traffic, to be cleared of flammable vegetation and other combustible growth. Measurement shall be from the flow-line or the end of the improved edge of the roadway surfaces.

Exception: Single specimens of trees, ornamental shrubbery or cultivated ground cover such as green grass, ivy, succulents or similar plants used as ground covers, provided that they do not form a means of readily transmitting fire.

Section 326 Unusual Circumstances is hereby added as follows:

326 Unusual circumstances. The fire code official may suspend enforcement of the vegetation management requirements and require reasonable alternative measures designed to advance the purpose of this code if determined that in any specific case that any of the following conditions exist:

1. Difficult terrain.
2. Danger of erosion.
3. Presence of plants included in any state and federal resources agencies, California Native Plant Society and county-approved list of wildlife, plants, rare, endangered and/or threatened species.
4. Stands or groves of trees or heritage trees.
5. Other unusual circumstances that make strict compliance with the clearance of vegetation provisions undesirable or impractical.

Section 327 Use of Equipment is hereby added as follows:

327 Use of equipment. Except as otherwise provided in this section, no person shall use, operate, or cause to be operated in, upon or adjoining any hazardous fire area any internal combustion engine which uses

hydrocarbon fuels, unless the engine is equipped with a spark arrester as defined in Section 202 maintained in effective working order, or the engine is constructed, equipped and maintained for the prevention of fire.

Exceptions:

1. Engines used to provide motor power for trucks, truck tractors, buses, and passenger vehicles, except motorcycles, are not subject to this section if the exhaust system is equipped with a muffler as defined in the Vehicle Code of the State of California.
2. Turbocharged engines are not subject to this section if all exhausted gases pass through the rotating turbine wheel, there is no exhaust bypass to the atmosphere, and the turbocharger is in good mechanical condition

Section 327.1 Use of Equipment and Devices Generating Heat, Sparks or Open Flames is hereby added as follows:

327.1 Equipment and devices generating heat, sparks or open flames.
During any time of the year within Wildfire Risk Areas, within or immediately adjacent to any forest- or brush-covered land or non-irrigated grass-covered land, no person shall use or operate any welding equipment, cutting torches, tar pots, grinding devices, or other tools or equipment that may produce a spark, fire, or flame that could result in a wildfire without doing the following:

1. First clearing away all flammable material, including snags, from the area around such operation for a distance of 30 feet or other approved method to reduce fire spread into the wildlands. If 30-foot clearing cannot be achieved, then an alternate method shall be approved by the AHJ prior to work starting.
2. Maintain one serviceable round point shovel with an overall length of not less than forty-six (46) inches and one backpack pump water-type fire extinguisher fully equipped and ready for use at the immediate area during the operation.
3. Stop work when winds are 8 MPH or greater during periods when relative humidity is less than 25%, or a red flag

condition has been declared or public announcement is made, when an official sign was caused to be posted by the fire code official, or when such fires present a hazard as determined by the fire code official.

4. Keep a cell phone nearby and call 911 immediate in case of fire.

Section 327.2 Spark Arresters is hereby added as follows:

327.2 Spark arresters. Spark arresters shall comply with Section 202, and when affixed to the exhaust system of engines or vehicles subject to Section 324327 shall not be placed or mounted in such a manner as to allow flames or heat from the exhaust system to ignite any flammable material.

Chapter 4 Emergency Planning and Preparedness

Chapter 4: Emergency Planning and Preparedness. Adopt only those sections and subsections adopted by SFM with the following amendment.

Section 407.5 is revised as follows:

407.5 Hazardous Materials Inventory Statement. Where required by the fire code official, each application for a permit shall meet OCFA's Chemical Classification Guideline in accordance with Section 5001.5.2.

Chapter 5 Fire Service Features

Chapter 5 Fire Service Features is adopted in its entirety as amended by SFM with the following amendments:

SECTION 501.1 Scope is revised as follows:

501.1 Scope. Fire service features for buildings, structures and premises shall comply with this chapter and, where required by the fire code official, with OCFA Guideline B-01, "Fire Master Plans for Commercial & Residential Development."

Section 510.1 Emergency responder radio coverage in new buildings is revised as follows:

510.1 Emergency responder radio coverage in new buildings. All new buildings shall have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the public safety communication systems of the jurisdiction at the exterior of the building. This section shall not require improvement of the existing public safety communication systems. The Emergency Responder Radio Coverage System shall comply with the requirements of the Orange County Sheriff's Department, Communications and Technology Division, and where the functionality of performance requirements in the California Fire Code are more stringent, this code.

Exceptions:

1. In buildings or structures where it is determined by the fire code official that the radio coverage system is not needed, including but not limited to the following:
 - a. Existing buildings or structures, unless required by the Building Official and OCFA for buildings and structures undergoing extensive remodel and/or expansion.
 - b. Elevators.
 - c. Structures that meet all of the following:
 - i. Three stories or less, and
 - ii. Do not have subterranean storage or parking, and
 - iii. Do not exceed 50,000 square feet on any single story.
 - d. Structures that meet all of the following:
 - i. Residential structures four stories or less, and
 - ii. Constructed of wood, and
 - iii. Do not have subterranean storage or parking, and
 - iv. Are not built integral to an above ground multi-story parking structure.

Should a structure that is three stories or less and 50,000 square feet or smaller on any single story include subterranean storage or

parking, then this ordinance shall apply only to the subterranean areas.

2. In facilities where emergency responder radio coverage is required and such systems, components or equipment required could have a negative impact on the normal operations of the facility, the fire code official shall have the authority to accept an automatically activated emergency radio coverage system.

Chapter 6 Building Services and Systems

Chapter 6 Building Services and Systems is adopted in its entirety as amended by SFM.

Chapter 7 Fire and Smoke Protection Features

Chapter 7 Fire and Smoke Protection Features is adopted in its entirety as amended by SFM.

Chapter 8 Interior Finish, Decorative Materials and Furnishings

Chapter 8 Interior Finish, Decorative Materials and Furnishings is adopted in its entirety as amended by SFM.

Chapter 9 Fire Protection and Life Safety Systems

Chapter 9 Fire Protection and Life Safety Systems is adopted in its entirety as amended by SFM with the following amendments:

Section 903.2 Where required is hereby revised as follows:

903.2 Where required. Approved automatic fire sprinkler systems in buildings and structures shall be provided when one of the following conditions exists:

New buildings: Notwithstanding any applicable provisions of

Sections 903.2.1 through 903.2., an automatic fire sprinkler system shall also be installed in all occupancies when the total building area exceeds 5,000 square feet as defined in Section 202, regardless of fire areas or allowable area, or is more than two stories in height.

Exception: Subject to approval by the Fire Code Official, open parking garages in accordance with Section 406.5 of the California Building Code that are smaller than the area specified in section 903.2.10 (3) or 903.2.10.1 of the California Fire Code.

1. **Existing Buildings:** Notwithstanding any applicable provisions of this code, an automatic sprinkler system shall be provided in an existing building when an addition occurs and one of the following conditions exists:
 - a. When an addition is 33% or more of the existing building area, and the resulting building area exceeds 5000 square feet
 - b. When an addition exceeds 2000 square feet, and the resulting building area exceeds 5000 square feet.
 - c. An additional story is added above the second floor regardless of fire areas or allowable area.

Exception: Additions to Group R-3 occupancies shall comply with Section 903.2.8 (2).

Section 903.2.8 Group R is hereby revised as follows:

903.2.8 Group R. An automatic fire sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area as follows:

1. **New Buildings:** An automatic fire sprinkler system shall be installed throughout all new buildings.
2. **Existing R-3 Buildings:** An automatic fire sprinkler system shall be installed throughout when one of the following conditions exists:
 1. When an addition is 33% of the existing building area as defined in Section 202 and greater than 1,000 square feet

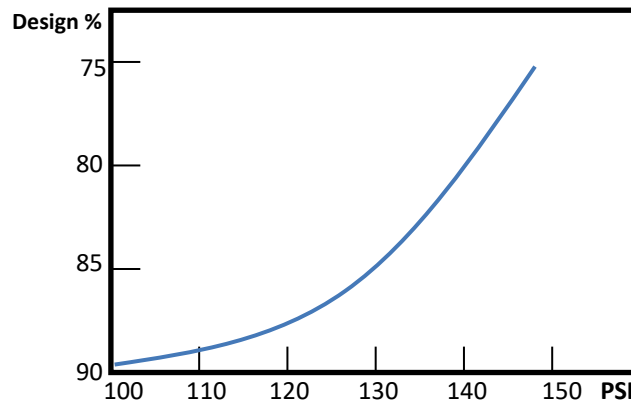
- within a two-year period; or*
2. *When an addition in an existing building is already provided with an automatic sprinkler system; or*
 3. *When an existing Group R Occupancy is being substantially renovated, and where the scope of the renovation is such that the Building Code Official determines that the complexity of installing a sprinkler system would be similar as in a new building.*

Section 903.3.5.3 Hydraulically calculated systems is hereby added as follows:

903.3.5.3 Hydraulically calculated systems. *The design of hydraulically calculated fire sprinkler systems shall not exceed 90% of the water supply capacity.*

Exception: *When static pressure exceeds 100 psi, and when required by the fire code official, the fire sprinkler system shall not exceed the water supply capacity specified by Table 903.3.5.3.*

**TABLE 903.3.5.3
Hydraulically Calculated Systems**



**Chapter 10
Means of Egress**

Chapter 10 Means of Egress is adopted in its entirety as amended by SFM.

**Chapter 11
Construction Requirements for Existing Buildings**

Chapter 11 Construction Requirements for Existing Buildings. Adopt only those sections and subsections adopted by SFM.

**Chapter 12
Energy Systems**

Chapter 12 Energy Systems is adopted in its entirety as amended by SFM.

**Chapter 20
Aviation Facilities**

Chapter 20 Aviation Facilities is adopted in its entirety.

**Chapter 21
Dry Cleaning**

Chapter 21 Dry Cleaning is adopted in its entirety as amended by SFM.

**Chapter 22
Combustible Dust-Producing Operations**

Chapter 22 Combustible Dust-Producing Operations is adopted in its entirety as amended by SFM.

**Chapter 23
Motor Fuel-Dispensing Facilities and Repair Garages**

Chapter 23 Motor Fuel-Dispensing Facilities and Repair Garages is adopted in its entirety as amended by SFM.

**Chapter 24
Flammable Finishes**

Chapter 24 Flammable Finishes is adopted in its entirety as amended by SFM.

**Chapter 25
Fruit and Crop Ripening**

Chapter 25 Fruit and Crop Ripening is not adopted.

**Chapter 26
Fumigation and Insecticidal Fogging**

Chapter 26 Fumigation and Insecticidal Fogging is not adopted.

**Chapter 27
Semiconductor Fabrication Facilities**

Chapter 27 Semiconductor Fabrication Facilities is adopted in its entirety.

**Chapter 28
Lumber Yards and Agro-Industrial, Solid Biomass and Woodworking
Facilities**

Chapter 28 Lumber Yards and Agro-Industrial, Solid Biomass and Woodworking Facilities is adopted in its entirety with the following amendments:

Section 2801.2 Permit is hereby revised as follows:

2801.2 Permit. Permits shall be required as set forth in Section 105.6 *and 105.6.29*.

Section 2808.2 Storage site is hereby revised as follows:

2808.2 Storage site. Storage sites shall be level and on solid ground, elevated soil lifts or other all-weather surface. Sites shall be thoroughly cleaned, *and approval obtained from the fire code official* before transferring wood-products to the site.

Section 2808.3 Size of piles is hereby revised as follows:

2808.3 Size of piles. Piles shall not exceed 15 feet in height, 50 feet in width and -100 feet in length.

Exception: The fire code official is authorized to allow the pile size to be increased where a fire protection plan is provided for

approval that includes, but is not limited to, the following:

1. Storage yard areas and materials-handling equipment selection, design and arrangement shall be based upon sound fire prevention and protection principles.
2. Factor that lead to spontaneous heating shall be identified in the plan, and control of the various factors shall be identified and implemented, including provisions for monitoring the internal condition of the pile.
3. The plan shall include means for early fire detection and reporting to the public fire department; and facilities needed by the fire department for fire extinguishment including a water supply and fire hydrants.
4. Fire apparatus access roads around the piles and access roads to the top of the piles shall be established, identified, and maintained.
5. Regular yard inspections by trained personnel shall be included as part of an effective fire prevention maintenance program.

Additional fire protection called for in the plan shall be provided and shall be installed in accordance with this code. The increase of the pile size shall be based upon the capabilities of the installed fire protection system and features.

Section 2808.4 Pile Separation is hereby revised as follows:

2808.4. Pile separation. Piles shall be separated from adjacent piles by a minimum distance of 20 feet. Additionally, piles shall have a minimum separation of 100 feet from combustible vegetation.

Section 2808.7 Pile fire protection is hereby revised as follows:

2808.7 Pile fire protection. Automatic sprinkler protection shall be provided in conveyor tunnels and combustible enclosures that pass under a pile. Combustible conveyor systems and enclosed conveyor systems shall be equipped with an approved automatic sprinkler system. Oscillating sprinklers with a sufficient projectile reach are required to maintain a 40% to 60% moisture content and wet down burning/smoldering areas.

Section 2808.9 Material-handling equipment is hereby revised as follows:

2808.9 Material-handling equipment. All material-handling equipment operated by an internal combustion engine shall be provided and maintained with an approved spark arrester. Approved material-handling equipment shall be available for moving wood chips, hogged material, wood fines and raw product during fire-fighting operations.

Section 2808.11 Temperature control is hereby added as follows:

2808.11 Temperature control. The temperature shall be monitored and maintained as specified in Sections 2808.11.1 and 2808.11.2.

Section 2808.11.1 Pile temperature control is hereby added as follows:

2808.11.1 Pile temperature control. Piles shall be rotated when internal temperature readings are in excess of 165 degrees Fahrenheit.

Section 2808.11.2 New material temperature control is hereby added as follows:

2808.11.2 New material temperature control. New loads delivered to the facility shall be inspected and tested at the facility entry prior to taking delivery. Material with temperature exceeding 165 degrees Fahrenheit shall not be accepted on the site. New loads shall comply with the requirements of this chapter and be monitored to verify that the temperature remains stable.

Section 2808.12 Water availability is hereby added as follows:

2808.12 Water Availability. Facilities with over 2500 cubic feet shall provide a water supply. The minimum fire flow shall be no less than 500 GPM @ 20 psi for a minimum of 1 hour duration for pile heights up to 6 feet and 2-hour duration for pile heights over 6 feet. If there is no water purveyor, an alternate water supply with storage tank(s) shall be provided for fire suppression. The water supply tank(s) shall provide a minimum capacity of 2500 gallons per pile (maximum

30,000 gallons) for piles not exceeding 6 feet in height and 5000 gallons per pile (maximum 60,000) for piles exceeding 6 feet in height. Water tank(s) shall not be used for any other purpose unless the required fire flow is left in reserve within the tank at all times. An approved method shall be provided to maintain the required amount of water within the tank(s).

Section 2808.13 Tipping area is hereby added as follows:

2808.13 Tipping areas shall comply with the following:

1. Tipping areas shall not exceed a maximum area of 50 feet by 50 feet.
2. Material within a tipping area shall not exceed 5 feet in height at any time.
3. Tipping areas shall be separated from all piles by a 20-foot-wide fire access lane.
4. A fire hydrant or approved fire water supply outlet shall be located within 150 feet of all points along the perimeter of the tipping area.
5. All material within a tipping area shall be processed within 5 days of receipt.

Section 2808.14 Emergency Contact is hereby added as follows:

2808.14 Emergency Contact. The contact information of a responsible person or persons shall be provided to the Fire Department and shall be posted at the entrance to the facility for responding units. The responsible party should be available to respond to the business in emergency situation.

Section 2808.15 Maximum Grid of Piles and Rows is hereby added as follows:

2808.15 Maximum Grid of Piles and Rows, Rows of Piles shall not exceed 500 feet by 500 feet. Grids shall be separated by a minimum 50 foot clear space used for no other purpose.

2808.16 Push-out / Clear area is hereby added as follows:

2808.16 Push-out / Clear area Piles exceeding 20 cubic yards shall

be provided with push-out areas. Push-out areas shall be maintained clear at all times to allow for the largest pile to be spread out to a depth of 2 feet in height. Push-out areas shall be located within 250 feet of all edges of any pile and shall be located a minimum of 20 feet from any building.

**Chapter 29
Manufacture of Organic Coatings**

Chapter 29 Manufacture of Organic Coatings is adopted in its entirety.

**Chapter 30
Industrial Ovens**

Chapter 30 Industrial Ovens is adopted in its entirety.

**Chapter 31
Tents, Temporary Special Event Structures and Other Membrane
Structures**

Chapter 31 Temporary Special Event Structures and Other Membrane Structures is adopted in its entirety as amended by SFM.

**Chapter 32
High-Piled Combustible Storage**

Chapter 32 High-Piled Combustible Storage is adopted in its entirety as amended by SFM.

**Chapter 33
Fire Safety During Construction and Demolition**

Chapter 33 Fire Safety During Construction and Demolition is adopted in its entirety.

**Chapter 34
Tire Rebuilding and Tire Storage**

Chapter 34 Tire Rebuilding and Tire Storage is adopted in its entirety as amended by SFM.

**Chapter 35
Welding and Other Hot Work**

Chapter 35 Welding and Other Hot Work is adopted in its entirety.

**Chapter 36
Marinas**

Chapter 36 Marinas is adopted in its entirety.

**Chapter 37
Combustible Fibers**

Chapter 37 Combustible Fibers is adopted in its entirety.

**Chapter 39
Processing and Extraction Facilities**

Chapter 39 Processing and Extraction Facilities is adopted in its entirety.

**Chapter 40
Storage of Distilled Spirits and Wines**

Chapter 40 Storage of Distilled Spirits and Wines is adopted in its entirety.

**Chapter 48
Motion Picture and Television Production Studio Sound Stages,
Approved Production Facilities and Production Locations**

Chapter 48 Motion Picture and Television Production Studio Sound Stages, Approved Production Facilities and Production Locations is adopted in its entirety.

**Chapter 49
Requirements for Wildland-Urban Interface Fire Areas**

Chapter 49 Requirements for Wildland-Urban Interface Fire Areas is

adopted in its entirety with the following amendment:

Section 4903.3 Fuel Modification Plans is hereby added as follows:

4903.3 Fuel Modification Plans. Fuel modification plans shall be reviewed and approved by OCFA for all new buildings to be built or installed in a wildfire risk area. Plans shall meet the criteria set forth in OCFA Guideline C-05 “Vegetation Management Guideline: Technical Design for New Construction Fuel Modification Plans and Maintenance Program.”

Chapter 50 Hazardous Materials – General Provisions

Chapter 50 Hazardous Materials – General Provisions is adopted in its entirety as amended by SFM with the following amendments.

Section 5001.5.2 Hazardous Materials Inventory Statement (HMIS), is hereby revised as follows:

5001.5.2 Hazardous Materials Inventory Statement (HMIS).
Where required by the fire code official, an application for a permit shall include: *Orange County Fire Authority’s Chemical Classification Guideline, which shall be completed and approved prior to approval of plans, and/or the storage, use or handling of chemicals on the premises.*

Section 5003.1.1.1 Extremely Hazardous Substances is hereby added as follows:

5003.1.1.1 Extremely Hazardous Substances. No person shall use or store any amount of extremely hazardous substances (EHS) in excess of the disclosable amounts (see Health and Safety Code Section 25500 et al) in a residential zoned or any residentially developed property.

Chapter 51 Aerosols

Chapter 51 Aerosols is adopted in its entirety.

**Chapter 53
Compressed Gases**

Chapter 53 Compressed Gases is adopted in its entirety.

**Chapter 54
Corrosive Materials**

Chapter 54 Corrosive materials is adopted in its entirety as amended by SFM.

**Chapter 55
Cryogenic Fluids**

Chapter 55 Cryogenic Fluids is adopted in its entirety.

**Chapter 56
Explosives and Fireworks**

Chapter 56 Explosives and Fireworks is adopted in its entirety as amended by SFM with the following amendments:

Section 5608.2 Firing is hereby added as follows:

5608.2 Firing. All fireworks display, regardless of mortar, device, or shell size, shall be electrically fired.

Section 5608.3 Application for Permit is hereby added as follows:

Section 5608.3 Application for Permit. A diagram of the grounds on which the display is to be held showing the point at which the fireworks are to be discharged, the fallout area based on 100 feet per inch of shell size, the location of all buildings, roads, and other means of transportation, the lines behind which the audience will be restrained, the location of all nearby trees, telegraph or telephone line, or other overhead obstructions shall be provided to OCFA.

**Chapter 57
Flammable and Combustible Liquids**

Chapter 57 Flammable and Combustible Liquids. Adopt Chapter 57, as adopted and amended by SFM.

**Chapter 58
Flammable Gases and Flammable Cryogenic Fluids**

Chapter 58 Flammable Gases and Flammable Cryogenic Fluids. Adopt Chapter 58 in its entirety as amended by SFM.

**Chapter 59
Flammable Solids**

Chapter 59 Flammable Solids is adopted in its entirety.

**Chapter 60
Highly Toxic and Toxic Materials**

Chapter 60 Highly Toxic and Toxic Materials is adopted in its entirety.

**Chapter 61
Liquefied Petroleum Gases**

Chapter 61 Liquefied Petroleum Gases is adopted in its entirety.

**Chapter 62
Organic Peroxides**

Chapter 62 Organic Peroxides is adopted in its entirety.

**Chapter 63
Oxidizers, Oxidizing Gases, and Oxidizing Cryogenic Fluids**

Chapter 63 Oxidizers, Oxidizing Gases, and Oxidizing Cryogenic Fluids is adopted in its entirety.

**Chapter 64
Pyrophoric Materials**

Chapter 64 Pyrophoric Materials is adopted in its entirety.

**Chapter 65
Pyroxylin (Cellulose Nitrate) Plastics**

Chapter 65 Pyroxylin (Cellulose Nitrate) Plastics is adopted in its entirety.

**Chapter 66
Unstable (Reactive) Materials**

Chapter 66 Unstable (Reactive) Materials is adopted in its entirety.

**Chapter 67
Water-Reactive Solids and Liquids**

Chapter 67 Water-Reactive Solids and Liquids is adopted in its entirety.

**Chapter 80
Referenced Standards**

Chapter 80 Referenced Standards is adopted in its entirety with the following amendments:

NFPA 13, 2022 Edition, Standard for the Installation of Sprinkler Systems is hereby amended as follows:

Section 16.12.3.3 is hereby revised as follows:

16.12.3.3 Fire department connections (*FDC*) shall be of an approved type. The location shall be approved and be no more than 150 feet from a public hydrant. The FDC may be located within 150 feet of a private fire hydrant when approved by the fire code official. The size of piping and the number of 2½” inlets shall be approved by the fire code official. If acceptable to the water authority, it may be installed on the backflow assembly. Fire department inlet connections shall be painted OSHA safety red or as approved. When the fire sprinkler density design requires more than 500 gpm (including inside hose stream demand), or a standpipe system is included, four 2½” inlets shall be provided.

Section 9.4.3.1 is hereby revised as follows:

9.4.3.1 When fire sprinkler systems are installed in shell buildings of undetermined use (Spec Buildings) other than warehouses (S occupancies), fire sprinklers of the quick-response type shall be used. Use is considered undetermined if a specific tenant/occupant is not identified at the time the fire sprinkler plan is submitted. Sprinklers in light hazard occupancies shall be one of the following:

- (1) Quick-response type as defined in 3.6.4.8
- (2) Residential sprinklers in accordance with the requirements of 8.4.5
- (3) Quick response CMSA sprinklers
- (4) ESFR sprinklers
- (5) Standard-response sprinklers used for modifications or additions to existing light hazard systems equipped with standard-response sprinklers
- (6) Standard-response sprinklers used where individual standard-response sprinklers are replaced in existing light hazard systems

Section 9.2.1.7 is hereby revised as follows:

9.2.1.7 Concealed spaces filled with noncombustible insulation shall not require sprinkler protection when approved by fire code official.

NFPA 13D 2022 Edition, Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes is hereby amended as follows:

Section 7.1.2 is hereby revised as follows:

7.1.2 The sprinkler system piping shall not have separate control valves installed unless supervised by a central station, proprietary, or remote station alarm service.

NFPA 14, 2019 Edition, Installation of Standpipe and Hose Systems is hereby amended as follows:

Section 7.3.1.1 is hereby deleted in its entirety.

NFPA 24, 2019 Edition, Standard for the Installation of Private Fire Service Mains and Their Appurtenances is hereby amended as follows:

Section 6.2.8.1 is hereby added as follows:

6.2.8.1 All indicating valves controlling fire suppression water supplies shall be painted OSHA red.

Exceptions:

- 1. Brass or bronze valves on sprinkler risers mounted to the exterior of the building may be left unpainted.*
- 2. Where OS&Y valves on the detector check assembly are the only control valves, at least one OS&Y valve shall be painted red.*

Section 6.2.9 is hereby amended as follows:

All connections to private fire service mains for fire protection systems shall be arranged in accordance with one of the following so that they can be isolated:

- (1) A post indicator valve installed not less than 40 ft (12 m) from the building
 - (a) For buildings less than 40 ft (12 m) in height, a post indicator valve shall be permitted to be installed closer than 40 ft (12 m) but at least as far from the building as the height of the wall facing the post indicator valve.
- (2) A wall post indicator valve
- (3) An indicating valve in a pit, installed in accordance with Section 6.4
- (4) A backflow preventer with at least one indicating valve not less than 40 ft (12 m) from the building
 - (a) For buildings less than 40 ft (12 m) in height, a backflow preventer with at least one indicating valve

shall be permitted to be installed closer than 40 ft (12 m) but at least as far from the building as the height of the wall facing the backflow preventer.

- (5) Control valves installed in a fire-rated room accessible from the exterior
- (6) Control valves in a fire-rated stair enclosure accessible from the exterior

Section 10.1.5 is hereby added as follows:

10.1.5 All ferrous pipe and joints shall be polyethylene encased per AWWA C150, Method A, B, or C. All fittings shall be protected with a loose 8-mil polyethylene tube or sheet. The ends of the tube or sheet shall extend past the joint by a minimum of 12 inches and be sealed with 2-inch-wide tape approved for underground use. Galvanizing does not meet the requirements of this section.

Exception: 304 or 316 Stainless Steel pipe and fittings

Section 10.4.1.1 is hereby revised as follows:

10.4.1.1 All bolted joint accessories shall be cleaned and thoroughly coated with asphalt or other corrosion-retarding material after installation.

Exception: Bolted joint accessories made from 304 or 316 stainless steel.

Section 10.4.1.1.1 is hereby added as follows:

10.4.1.1.1 All bolts used in pipe-joint assembly shall be 316 stainless steel.

Section 10.4.3.2 is hereby added as follows:

10.4.3.2. Where fire service mains enter the building adjacent to the foundation, the pipe may run under a building to a maximum of 24 inches, as measured from the interior face of the exterior wall to the

center of the vertical pipe. The pipe under the building or building foundation shall be 304 or 316 stainless steel and shall not contain mechanical joints or it shall comply with 10.4.3.2.1 through 10.4.3.2.4.

Appendices

Appendix A is deleted in its entirety.

Appendix B is adopted in its entirety.

Appendix BB is adopted in its entirety.

Appendix C is adopted in its entirety.

Appendix CC is adopted in its entirety.

Appendix D is deleted in its entirety.

Appendix E is deleted in its entirety.

Appendix F is deleted in its entirety.

Appendix G is deleted in its entirety.

Appendix H is deleted in its entirety.

Appendix I is deleted in its entirety.

Appendix J is deleted in its entirety.

Appendix K is deleted in its entirety.

Appendix L is deleted in its entirety.

Appendix M is deleted in its entirety.

Appendix N is deleted in its entirety.

Appendix O is deleted in its entirety.

Secs. 10.12.030—10.12.540. - Reserved.

Orange County Fire Authority

Community Risk Reduction

1 Fire Authority Road, Building A, Irvine, CA 92602 • www.ocfa.org • 714-573-6100

Vegetation Management Guideline: Technical Design for New Construction Fuel Modification Plans and Maintenance Program



Guideline C-05

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Vegetation Management Guideline: Technical Design for New Construction Fuel Modification Plans and Maintenance Program

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Technical Design for New Construction Fuel Modification Plans and Maintenance Program

INTRODUCTION

Vegetation management has proven to be a major factor in reducing the probability of buildings igniting from wildfires. When combined with special building construction features, the potential for ignition is further reduced.

PURPOSE

Managing the design and placement of vegetation in and around new structures will reduce the effects of a wildfire. For this reason, codes are adopted that require vegetation management and special construction features. The Fuel Modification Plan is a vegetation management code that requires landscaped areas adjacent to new structures be dedicated for permanent vegetation management activities.

The Fuel Modification Program brings fire-safe landscaping and construction features together to improve community safety and reduce property loss during wildfire emergencies. This guideline provides you with the information and steps needed to prepare a Fuel Modification Plan and maintain vegetation in Fuel Modification areas for a successful long-term outcome. Furthermore, it covers the timing of plans for construction, plan criteria needed for approval, plant lists for the zones, new construction inspection requirements, and introductory maintenance information.

SCOPE

All new single-family homes, multi-family residential, Accessory Dwelling Unit (ADU), utility, and commercial structures built in, or adjacent to, a wildfire-risk area or such areas designated by the fire code official, require a Fuel Modification Plan in conjunction with the 2022 California Fire Code (CFC), Chapter 49. However, a Fuel Modification Plan may or may not be required based on lot size, configuration, or your property's connection and proximity to grass, brush, and ornamental vegetation. For questions regarding the Fuel Modification requirements and your project, contact the OCFA RSG line at (714) 573-6774.

The plan requires permanent vegetation management in dedicated land areas and is used indefinitely to facilitate on-going maintenance requirements. For existing structures that were not developed with a fuel modification plan or condition, maintenance shall be completed as required in the Vegetation Management Maintenance Guideline for Property Owners.

For new structures proposed within the State Responsibility Area (SRA), as defined in the Public Resource Code Sections 4126-4127 or within the Local Responsibility Area (LRA) - Very High Fire Hazard Severity Zone (VHFHSZ), as defined in the Government Code Section 51175 – 51189, and the California Code of Regulations, Title 14, Division 1.5, Chapter 7, Subchapter 2, Articles 1-5, a 30-foot setback from the structures to the property line shall be required.

FUEL MODIFICATION PLAN OVERVIEW & SEQUENCING

There are two types of Fuel Modification Plans, conceptual and precise. Each type is submitted at a different time during the development and construction process.

1. Conceptual (see Section 1: Conceptual Fuel Modification Plans for requirements)
 - a. Infrastructure of the zone widths and program
 - b. Land use restrictions
 - c. Tract and property line information
 - d. When to submit
 - 1) Concurrent with Environmental Impact Report (EIR) processing
 - 2) Prior to tentative tract map, parcel map, or final tract map approval
 - 3) Prior to fire master plan submittal
2. Precise (see Section 2: Precise Fuel Modification Plans for requirements)
 - a. Approval of planting plans
 - b. Final details
 - c. Inspection information
 - d. When to submit
 - 1) Prior to approval of planting plans from other permitting agencies
 - 2) Prior to precise grading or building permit issuance, whichever comes first
 - 3) Prior to Fire Master Plan approval

FUEL MODIFICATION ZONES

The Fuel Modification area is comprised of three zones with specific design criteria. The standard Fuel Modification area is 170 feet in width, measured out horizontally from the structure in all directions on the site (see Attachment 3: Incline Measurement for Selected Slopes). Many developments have interior slopes with Special Maintenance Areas (SMA). See below for specific unique requirements for each zone. The fuel modification plan may be altered if conditions change. Any alterations to the fuel modification areas shall have prior approval from the fire code official.

Note: Additional planting restrictions may be required for certain plant species (see Approved Plant Palette Qualification Statements for Select Plant Species on page 31).

1. Zone "A" (20-foot minimum width, with the first 5 feet as the Immediate Zone)
 - a. Flat level ground requirement
 - b. Building foundation setback (no design alternatives allowed)
 - c. Zone "A" (20 feet wide – measured from the structure out)
 - 1) Setback from the slope nearest the foundation
 - 2) No combustible construction is allowed within Zone "A"
 - 3) Automatic irrigation systems to maintain healthy vegetation with high moisture content and to be regularly irrigated
 - 4) Plants in this zone shall be highly fire resistant and selected from Attachment 8: Fuel Modification Zone Plant List (also refer to Section 3: Plant Palette Information)
 - 5) If all Zones "A-D" are to be maintained by the structure owner, then Zone "A" shall begin at the wall of the structure

- d. Immediate Zone (First 5 feet measured from the structure out, in all directions)
 - 1) No combustible bark or mulch
 - 2) Plants in this area to be irrigated, naturally low growing (below 2 feet in height), and non-woody
 - 3) No combustible construction is allowed, fencing, gates, patio covers, etc.
2. Zone "B" (50 -150 feet in width): Slope design requires a minimum 50-foot irrigated zone

Note: A dry Zone "B" may be used if plants and design are appropriate

- a. Required at the nearest slope adjoining Zone "A"
 - b. Irrigated and planted per Attachment 6: Requirements for Planting Installation in Fuel Modification Zones
 - c. May replace Zones "C/D" when grading plans require larger replanted areas
 - d. All plant species designed for Zone "B" shall be selected from Attachment 8: Fuel Modification Zone Plant List. Existing fuel modification maintenance programs are limited to the plants listed on the approved plans unless a revision is requested. Planting and maintenance shall be in accordance with planting restrictions from Attachment 6: Requirements for Planting Installation in Fuel Modification Zones, Attachment 7: Undesirable and Invasive Plant Species, and Attachment 8: Fuel Modification Zone Plant List.
 - e. No combustible construction is allowed within Zone "B"
3. Zone "C/D" (0-100 feet in width)
 - a. One natural vegetation thinning (Zone "C") or two thinning zones (Zone "C/D")
 - 1) Zone "C" shall be 50% thinning of vegetation
 - 2) Zone "D" shall be 30% thinning of vegetation
 - b. Planting installation per Attachment 6, if installing plants
 - 1) Existing plants that will remain shall be in accordance with Attachment 6: Requirements for Planting Installation in Fuel Modification Zones and Attachment 7: Undesirable and Invasive Plant Species (see Section 3: Plant Palette Information)
 - c. See Section 4: Alternative Material & Methods
 - d. Plant species introduced into Zone "C" and "D" shall be selected from Attachment 8: Fuel Modification Zone Plant List. Maintenance shall be in accordance with Attachment 6: Requirements for Planting Installation in Fuel Modification Zones and Attachment 7: Undesirable and Invasive Plant Species (see Section 3: Plant Palette Information)
 - e. No combustible construction is allowed within Zone "C" and "D"

Note: A clear, brush-free area of 10 ft shall be required around the perimeter of the ground-mounted photovoltaic arrays. A noncombustible base, approved by the fire code official, shall be installed and maintained under the photovoltaic arrays and associated electrical equipment installations, per the 2022 CFC Chapter 1205.5.1.

TYPES OF INTERIOR SLOPES: RESIDENTIAL TRACT

1. SMA Interior Slopes
 - a. 100 feet maximum width
 - b. Slopes and common areas interior from the community perimeter (see Section 5: Special Maintenance Areas and Roadside Protection Zones)
 - c. Located in commonly owned land areas, beginning at the property lines of the privately owned lot
 - d. Areas shall be irrigated
2. Roadside Protection Zones (RPZ)
 - a. 50 feet maximum width measured from the edge of the roadway
 - b. Can be designed as RPZ or SMA, depending if the road is at the perimeter or interior of the community
 - c. Streetscape designs that are not community perimeter edges may not be regulated unless a distinct hazard is created
 - d. Areas shall be irrigated

When an SMA or RPZ is within 100 feet of a structure, the SMA or RPZ will be considered a defensible space area. The defensible space area shall comply with Attachment 2: Introductory Maintenance Information, Attachment 6: Requirements for Planting Installation in Fuel Modification Zones, and Attachment 7: Undesirable and Invasive Plant Species. Alternative design methods may be approved through the Alternate Materials & Methods process.

FUEL MODIFICATION PLANS: REQUIRED INFORMATION

Section 1: Conceptual Fuel Modification Plans

Plans shall be prepared by a licensed landscape architect or other design professional with equivalent credentials. First submittal requires only two sets of plans. Each subsequent submittal shall include an electronic PDF copy of the plan and three sets of paper plans.

Note: If the designer is prepared to submit Precise Fuel Modification Plans with the planting plans, conceptual plans are not required to be submitted. If the designer forgoes the conceptual submittal and submits the precise plan, the required conceptual plan information shall be provided on the precise plan.

The following information shall be included on Conceptual Fuel Modification Plans:

- Check each box, after providing the information on your design plans:
- A. Identify the total size of the development by showing all tract boundary lines, property lines, slope contour lines, and structure foundation footprints.
- B. Place descriptive notes of the land uses adjoining the development property on all sides (e.g., future construction, existing structures, natural vegetation, restoration plans, roads, parks, etc.).
- C. Add a note on the plan stating the project is or is not located in a LRA - VHFHSZ or in an SRA.
- D. Add a note stating the structure(s) shall be built to the California Building Code (CBC) Chapter 7A standard if the project is located in a LRA - VHFHSZ or in an SRA area.
- E. Add a note stating combustible fencing is not allowed within any Fuel Modification Zone.
- F. Contour lines shall be provided on the plan to show valleys and hills, and the steepness or gentleness of slopes for all Fuel Modification Zones.
- G. Ensure all foundations have a minimum 20-foot setback from edge of slope.
- H. Select an on-slope option from the choices of Fuel Modification Zones from pages 4 and 5. Delineate the width as described.
- I. All plants in fuel modification zones shall be selected from Attachment 8: Fuel Modification Zone Plant List.
- J. Label all interior slopes and all common areas as “Special Maintenance Areas” and/or “Roadside Protection Zones”, if applicable. If SMA planting plans are

designed, they shall be submitted with the conceptual FMZ plans. If not designed yet, place a note that all planting plans require plan review and approval (see Section 5: Special Maintenance Areas and Roadside Protection Zones for more information). When a SMA or RPZ is within 100 feet of a structure, the SMA or RPZ will be considered a defensible space area. The defensible space area shall comply with Attachment 2: Introductory Maintenance Information, Attachment 6: Requirements for Planting Installation in Fuel Modification Zones, and Attachment 7: Undesirable and Invasive Plant Species. Alternative design methods may be approved through the Alternate Materials & Methods process (see Section 4: Alternate Materials & Methods).

- K. SMA and RPZ shall not have plants from Attachment 7: Undesirable and Invasive Plant Species.
- L. Delineate RPZ with either a maximum irrigated 50-foot wide FMZ "B" when located on community perimeter areas or SMA when roads are interior to perimeter.
- M. Each FMZ, SMA, and RPZ shall be symbolized and referenced on the plan clearly and on a distinct legend.
- N. Notate all FMZ, SMA, and RPZ as irrigated or non-irrigated landscaping.
- O. Provide the name of the entity/entities responsible for the maintenance of all FMZ, SMA, and RPZ.
- P. Show the name and location of any existing plant species you are proposing to retain on the plan (If no existing plant species are shown, existing vegetation shall be removed from the plan entirely).
- Q. Design dedicated emergency and maintenance access paths on **commonly owned** property, from the street frontage to lettered lots, to facilitate access behind the homes. This requires:
1. Paths every 500 lineal feet of FMZ or SMA length to have access, with a minimum 7-foot clear **width** and a dedicated **flat** path.
 2. Covenants for FMZ and SMA access and maintenance to be recorded concurrently with all planning maps and referenced in Covenants, Conditions & Restrictions (CC&Rs).
- R. Covenants will be required to be recorded for FMZ, SMA, and RPZ located on private homeowner lots prior to Precise Fuel Modification Plan approval (place as a note on plan if applicable).
- S. Copy Attachment 1: New Construction Inspection Requirements, Attachment 2: Introductory Maintenance Information, Attachment 3: Incline Measurement for Selected Slopes, Attachment 6: Requirements for Planting Installation in Fuel Modification Zones, and Attachment 7: Undesirable and Invasive Plant Species on the plans for on-going maintenance requirements.

- T.** If there are limited areas in which you cannot meet Fuel Modification distance requirements, follow the plan submittal requirement directions in Section 4: Alternate Materials & Methods.
- U.** If the project has an area within the project boundary or adjacent areas affecting the project which would fall under the restriction of an agency (e.g., Army Corps of Engineers, California Coastal Commission, a Specific Plan, a Habitat Management & Monitoring Plan, etc.), the agency name; along with the maintenance, scope of work and management plan for those restricted areas shall be provided on the plan and documentation to support the management plan and maintenance allowed in the restricted areas provided at the time of submittal. If an area is discovered at any point in the submittal process, which would limit the design and/or maintenance requirements of the plan, the project will need to be re-evaluated to determine whether the limitations will impact the Fuel Modification design. If there are no restricted areas, make a note stating to the fact on the plans.
- V.** The following notes (1-6) shall be copied on the plans:
1. The owner/developer will obtain planting plan approval from OCFA prior to receiving final approval from all other landscape permitting agencies within FMZ, interior slopes/common area landscaping SMA, and RPZ.
 2. FMZ, SMA, and RPZ land areas were purchased and dedicated for the purposes of wildfire maintenance activities, beautification, and erosion control. Protected plants and habitat identified after Fuel Modification Plan approval through surveys or other biological programs cannot be retrofitted back within the limits of these areas.
 3. The developer is responsible for ensuring that the calculated revenue from homeowner dues is sufficient to cover the cost of future maintenance, based on the originally approved design. After the final landowner has accepted the long-term maintenance responsibility, changes to the fuel modification areas or interrupted maintenance activities by the final landowner become the responsibility of the final landowner.
 4. When a required maintenance area is located on commonly owned land, while the required Zone "A" is located on homeowner's land, a written disclosure regarding the Zone "A" and vegetation requirement is required to be signed by the homeowner and the lot number referenced in the CC&Rs.
 5. The FMZ, SMA, and RPZ shall be maintained in perpetuity for fire safety purposes, in accordance with recorded covenants, CC&Rs, and property title restrictions.
 6. Prior to dropping of lumber, call for a Vegetation Clearance Inspection. The developer/builder shall provide a separation of combustible vegetation for a minimum distance of 100 feet from the location of the structures and lumber stock-pile.
- W.** A copy of the CC&Rs shall be provided to ensure the language regarding maintenance and responsibility is clearly defined, prior to approval of a conceptual plan.
- X.** For certain projects, photographs of existing vegetation may be required.
- Y.** Provide the degree or percentage of slope on the plan at the location of the zone markers to indicate the actual distance. The marker shall be placed when using Attachment 3: Incline Measurement for Selected Slopes.

Section 2: Precise Fuel Modification Plans

Plans shall be prepared by a licensed landscape architect or other design professional with equivalent credentials. First submittal requires only two sets of plans. Subsequent plan submittals shall include an electronic PDF copy of the plans and minimum of three sets of paper plans.

The following information shall be included on the Precise Fuel Modification Plan:

- Check each box, after providing the information on your design plans:
- A. If there was not a Conceptual Fuel Modification Plan approved, the Precise Fuel Modification Plans shall include all criteria required for the Conceptual Fuel Modification Plans (refer to Section 1: Conceptual Fuel Modification Plans).
- B. Show the location of permanent zone markers. (The goal is to install the lowest number of markers possible to ensure maintenance workers stay within the correct property lines when performing vegetation management. Generally, markers are only required to indicate side property lines and where zones end).
- C. Copy Attachment 4: Zone Marker Details and Attachment 5: Sample CC&R Maintenance Language on the plans, if applicable.
- D. Submit written proof that the CC&R's reference the fuel modification areas and associated maintenance and restrictions (see Attachment 5: Sample CC&R Maintenance Language), if applicable.
- E. Provide supporting documentation that demonstrates the Fuel Modification Zones, SMA, RPZ, access and maintenance points have been legally recorded on the Tentative Tract Maps.
- F. Irrigation plan sheets shall be submitted to demonstrate the wet zones are irrigated.
- G. The planting plans for FMZ, SMA, and RPZ are required to be reviewed and approved (see Section 5: Special Maintenance Areas and Roadside Protection Zones for more information).
- H. **Plant Palette Legend for FMZ, SMA, RPZ:**
Provide a separate plant palette legend for each bulleted point below:
1. Trees
 2. Shrubs
 3. Ground Cover (maximum natural growth height shall be no taller than 2 feet)
 4. Grasses
 5. If proposing plant species not on the Attachment 8: Fuel Modification Zone Plant List, follow the submittal directions from Section 3.B.

I. Each legend shall include:

1. Plant Symbol (separate symbol for each plant)
2. Plant Form
3. Botanical Name
4. Common Name
5. Plant # from Attachment 8: Fuel Modification Zone Plant List
6. Symbol Code from Attachment 8: Fuel Modification Zone Plant List
7. Expected Max Growth Height
8. Expected Max Growth Width
 - a. *See Sample #1: Plant Legend

J. Planting Plans:

1. On the installation Planting Plans, all plants shall be horizontally and vertically spaced to meet the formula from Attachment 6: Requirements for Planting Installation in Fuel Modification Zones of this guideline, using the heights and widths in your legend.
2. Refer to the Attachment 8: Fuel Modification Zone Plant List code symbols and qualification statements for design installation before you place plants on the plan.
3. See Section 3: Plant Palette Information for plant species not on the OCFA list and follow directions.

K. For alternative proposals that do not meet minimum requirements, see Section 4: Alternate Materials & Methods and follow the plan submittal requirements.

L. Create a heading titled “Required Inspections,” then copy Attachment 1: New Construction Inspection Requirements on the plans underneath the heading.

Sample #1: Plant Legend

Example Required Plant Legends

Plant Form	Plan Symbol	Botanical Name	Common Name	Plant # from Attach 8	Symbol Code from Attach 8	Expected Max Growth Height	Expected Max Growth Width
TREES							
Plant Form	Plan Symbol	Botanical Name	Common Name	Plant # from Attach 8	Symbol Code from Attach 8	Expected Max Growth Height	Expected Max Growth Width
SHRUBS							
Plant Form	Plan Symbol	Botanical Name	Common Name	Plant # from Attach 8	Symbol Code from Attach 8	Expected Max Growth Height	Expected Max Growth Width
GROUND COVER							
Plant Form	Plan Symbol	Botanical Name	Common Name	Plant # from Attach 8	Symbol Code from Attach 8	Expected Max Growth Height	Expected Max Growth Width
GRASSES							
SPECIES NOT ON ATTACH 8	Plan Symbol	Botanical Name	Common Name			Expected Max Growth Height	Expected Max Growth Width

Section 3: Plant Palette Information

A. The plant list from Attachment 8: Fuel Modification Zone Plant List was approved by various resource agencies responsible for environmental protection. All plants installed shall be selected from Attachment 8: Fuel Modification Zone Plant List and be grouped and spaced for initial installation in accordance with Attachment 6: Requirements for Planting Installation in Fuel Modification Zones of this guideline. Specific installation requirements are included for various plant species (see plant code, legend, and qualification statements in Attachment 8: Fuel Modification Zone Plant List). Retained plants shall be proposed for approval on the conceptual FMZ plans or on the precise plan (see above for plant palette legends demonstrated for plan design).

B. Proposing Alternate Species:

If alternate plant species are proposed, the landscape architect shall provide photographs and data on the size, fire resistive characteristics, and invasiveness for installation criteria. A maximum of 10 alternate species may be proposed per project.

Alternative species need to have similar/equal properties to the plants from Attachment 8: Fuel Modification Zone Plant List). OCFA will make a case-by-case determination as to the acceptability of the proposed species. Some species that are equal in combustibility to pre-approved species on the list may not be allowed due to the invasiveness of the species. The proposed species must be spaced based on size and characteristics.

If the plant materials are proposed to be planted within 300 feet of reserve lands (except plants on the interior of the tract), concurrence from the permitting resource agencies shall be required. If the proposed plants have received previous resource-agency approval, no concurrence letter will be required, but supporting documentation shall be provided. Contact OCFA prior to your submittal if needed.

Section 4: Alternative Materials & Methods Construction Features, and Fire Protection Plans

If there are limits to areas in which you cannot meet fuel modification width distance requirements or if you are proposing a non-irrigated FMZ, follow the performance based design direction below for conceptual FMZ plans:

1. Performance Based Design:
 - a. A detailed technical fire behavior analysis report by a qualified wildland fire behavior professional is required (qualifications of the professional must be approved by OCFA prior to their design). The report shall include BehavePlus fuel modeling outputs at a minimum.
 - b. A one to two-page Alternative Materials & Methods (AM&M) request letter to OCFA must be submitted with the detailed technical report. The report and letter shall be drafted by the fire behavior professional and submitted with the plans.
 - c. The applicant shall propose compensating factors to demonstrate equivalency to the distance required (see building construction features and fire protection plans below).
 - d. Locate OCFA Guideline A-01 at www.ocfa.org. Use the information within A-01 as a model for drafting your letter. If an alternative means of protection is approved by the OCFA, copy the OCFA signed AM&M request letter onto the plans. You will be required to resubmit the plans again for review and final approval with the letters incorporated into the plans.
2. Building Construction Features and Fire Protection Plans:
 - a. Building Construction Features designed in accordance with Chapter 7A of the California Building Code (CBC)/Residential Code Section 337 are required for all structures.
 - b. Additional compensating factors will also be required. These include but are not limited to: additional building construction features, solid block wall or block wall with tempered glass measuring a minimum of 6 feet on both sides of the wall, increased structure setbacks, special planting designs, rockscapes and plant restrictions, and reduced planting and increased hardscape areas. If a maintenance/ fire access gate is being shown along a solid block wall or block wall with tempered glass, a gate detail shall be provided on the plan that demonstrates the same applied effect as the solid wall.
3. A Fire Protection Plan (OCFA Fee Code PR 146) shall be submitted with or prior to the conceptual FMZ plan and does not take the place of the Fire Master Plan (OCFA Fee Code PR 145). Special 7A code section screening forms are available by request from the OCFA Community Wildfire Mitigation section and shall be placed on the plan to indicate which buildings and lots will meet specific Chapter 7A code sections. OCFA does not review the architectural plans for one- and two-family dwellings. Approved Fire Protection Plans are provided to the applicant and to the Building Department by OCFA, for design and plan review approval of the construction features.
4. Offsite Landowner Recorded Easements (for extreme cases):
 - a. All fuel modification should be located within the property or tract of the protected structure(s).

- b. Proper on-site Fuel Modification design should be set back from the tract or property boundary lines for a distance of 170 feet.
- c. When the required distance is not within the property, as a last option, a legally recorded easements shall be signed by the adjoining property owner and integrated into fuel modification plans, giving rights to the beneficiary to maintain the recorded area in perpetuity. The easement shall show the distance designed on the plans.
- d. The conceptual FMZ plans will not be approved until the legally recorded agreements are copied on the plans.

Section 5: Special Maintenance Areas and Roadside Protection Zones

The interior landscaped portions of a community and roadsides may not be standard FMZs but are subject to planting restrictions, irrigation, and maintenance requirements. This is to ensure structures are reasonably protected from fire continuing into interior areas of the community and from flying embers that may land and start spot fires.

The Planting Plans submitted with the Fuel Modification Plans shall indicate the plant palette and planting design for these areas. The plans will be evaluated to determine if the areas have the potential to increase the hazard to structures or if they will lessen the hazard.

1. The SMA determination will occur during the Conceptual Fuel Modification review. The review will use the following OCFA initial hazard assessment criteria:
 - a. Roadside planting does not sufficiently protect vital main evacuation routes
 - b. There are no proposed planting restrictions on lots
 - c. Proximity between structures and slopes is such that fire travel is probable
 - d. The area/slope is not proposed to be irrigated
 - e. Plant palette contains plant species from the OCFA undesirable plant list
 - f. Plant spacing arrangement creates "Ladder Fuels"
 - g. Slope/area is contiguous with community perimeter FMZs
 - h. Use of special construction features on all structures throughout the community as required in CBC Chapter 7A and California Residential Code 337
2. When it is determined by the OCFA that the design of an SMA may contribute to an increased wildfire risk, the first 100 feet of the SMA, measured from the structure out, is considered defensible space. The defensible space area shall comply with Attachment 2: Introductory Maintenance Information, Attachment 6: Requirements for Planting Installation in Fuel Modification Zones, Attachment 7: Undesirable and Invasive Plant Species and Attachment 8: Fuel Modification Zone Plant List.

ATTACHMENT 1

New Construction Inspection Requirements

The Builder or Developer shall call OCFA Inspection Scheduling at (714) 573-6150 for the three new construction inspections listed below:

1. Prior to dropping of lumber: Schedule a Vegetation Clearance Inspection – the developer/builder shall provide a separation of combustible vegetation for a minimum distance of 100 feet from the location of the structures and lumber stock-pile, generators, and fuel tanks/dispensers. An inspection sign-off and/or release letter to the building department is required.
2. Prior to occupancy of the building: Schedule a Final Fuel Modification Inspection – the FMZ, SMA, and RPZ adjacent to structures must be installed, irrigated, and inspected. This includes physical installation of features identified in the approved precise fuel modification plans including, but not limited to, plant establishment, thinning, irrigation, zone markers, special mitigation measures, and access easements. An OCFA Inspector will provide written approval of completion at the time of this final inspection on the building card. A written disclosure will be requested by the OCFA Inspector indicating that the landowner is aware of the FMZ on their land.
3. Prior to Homeowners Association (HOA) or Landowner Maintenance Acceptance from Developer/Builder: Schedule an Owner Turnover Inspection – This inspection/meeting must happen with OCFA staff prior to accepting the maintenance responsibility from the developer or builder.
 - a. The inspection/meeting must include the following representatives:
 - 1) Landscape architect
 - 2) Community manager or homeowner
 - 3) HOA board member
 - 4) Installing landscape company
 - 5) HOA landscape company
 - b. At the time of turnover, the Fuel Modification areas shall be maintained by the developer or builder as originally installed and approved.
 - c. The accepting landowner is responsible for ensuring the developer or builder sufficiently calculated the amount of revenue needed to perform the on-going maintenance of the FMZs and any SMAs per the approved plans.
 - d. A copy of the approved plans must be provided to the HOA representatives or homeowner at this time.
 - e. The Landscape Architect must convey ongoing maintenance requirements to HOA representatives or homeowner and provide OCFA a document stating the fuel modification has been installed per plan.
 - f. An OCFA written disclosure will be required to be signed by the HOA representatives or homeowner indicating that the HOA or homeowner is aware of the FMZ on their land and that they are aware of the importance of retaining the plans and the ongoing maintenance.
 - g. The responsibility and necessary language for maintenance must also be stated within the CC&Rs (Refer to Attachment 5: Sample CC&R Maintenance Language).

ATTACHMENT 2

Introductory Maintenance Information

The FMZ, SMA, RPZ shall be maintained in perpetuity for fire safety purposes and shall cause a covenant to be recorded and referenced in the CC&Rs or on the property title when there is no HOA involvement.

Emergency access covenants shall be identified on the tract map indicating the reservation and restriction for permanent entry by the HOA or Fire Authority.

Select either Option #1 or #2 below

1. Option #1 Maintenance Method:

- a. On-going maintenance shall occur to preserve the originally approved design found on the approved plans. Attachment 6: Requirements for Planting Installation in Fuel Modification Zones spacing is required and only approved planting species and arrangements on the plans are perpetually preserved.
- b. The property owner is responsible for all maintenance of FMZ, SMA, and RPZ.
- c. **Two maintenance activities** shall be performed each year.
 - 1) The first during middle- to late-Spring and the second in early- to middle-Fall.
- d. Other activities include:
 - 1) Grasses cut to 4 inches after annual seeding
 - 2) Dead and dying, all vegetation litter, and Attachment 7: Undesirable and Invasive Plant Species removed from all zones
 - 3) Maintenance of irrigation systems
 - 4) Replacement of dead or dying vegetation with approved species (proposed changes shall be approved by OCFA)
 - 5) Removal of trees and shrubs not on the approved plans
- e. If maintained by an HOA, the landscape maintenance company and/or property manager shall inspect the FMZs throughout the year to identify where specific maintenance activities need to take place.
- f. The OCFA may conduct inspections of established fuel modification areas. Ongoing maintenance shall be conducted a minimum of twice each year regardless of the dates of these inspections.
- g. The property owner shall retain all approved Fuel Modification Plans. The design and information on the plans shall be used as the basis for maintenance.

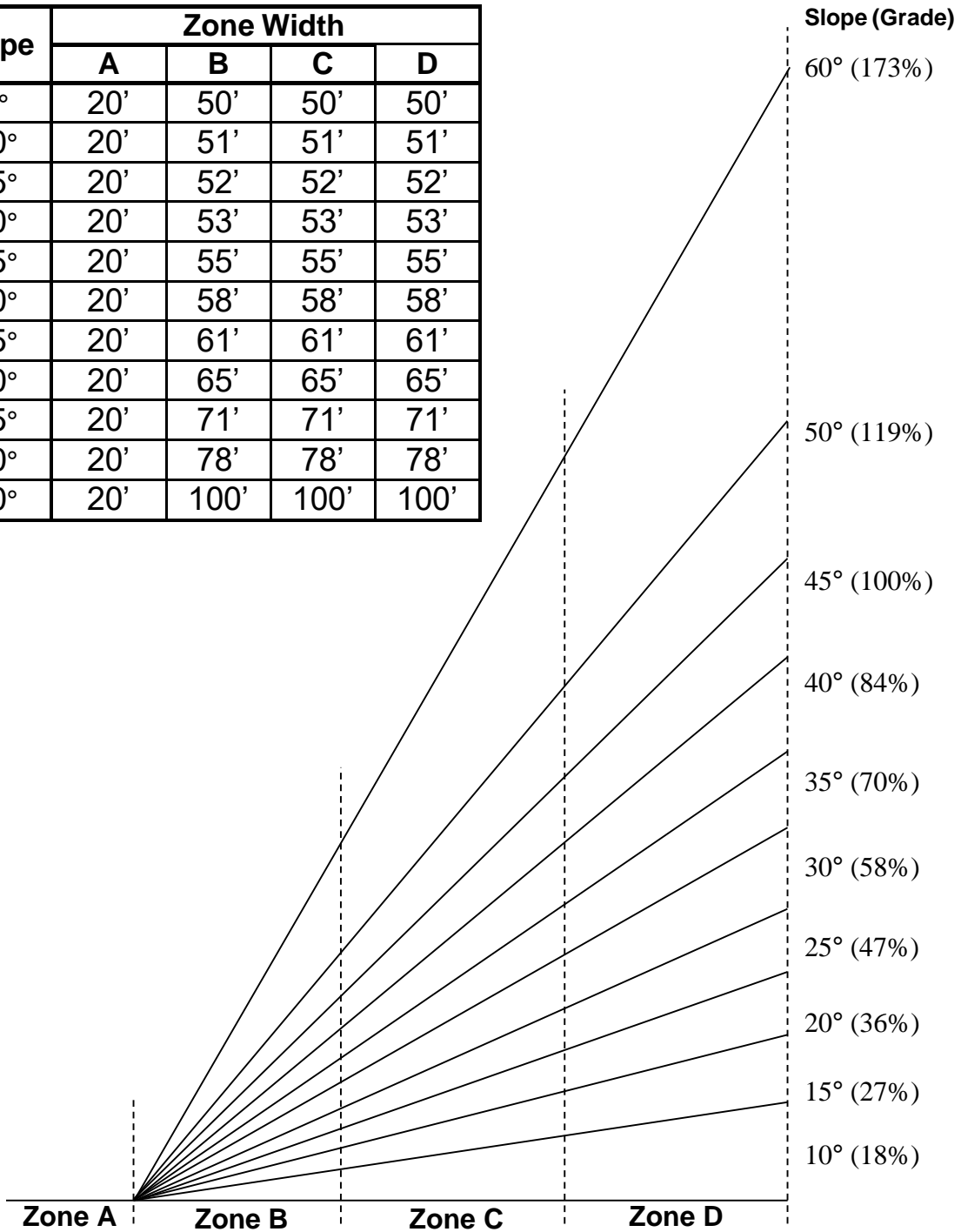
2. Option #2 Maintenance Method (when approved by OCFA):

Ongoing maintenance shall occur per the current posted OCFA Vegetation Management Maintenance Guidelines at www.ocfa.org. Distances of FMZ, SMA, and RPZ will always remain required and will be specific to the approved Fuel Modification Plan.

ATTACHMENT 3

Incline Measurement for Selected Slopes (See Attachment 4: Zone Marker Details)

Slope	Zone Width			
	A	B	C	D
0°	20'	50'	50'	50'
10°	20'	51'	51'	51'
15°	20'	52'	52'	52'
20°	20'	53'	53'	53'
25°	20'	55'	55'	55'
30°	20'	58'	58'	58'
35°	20'	61'	61'	61'
40°	20'	65'	65'	65'
45°	20'	71'	71'	71'
50°	20'	78'	78'	78'
60°	20'	100'	100'	100'

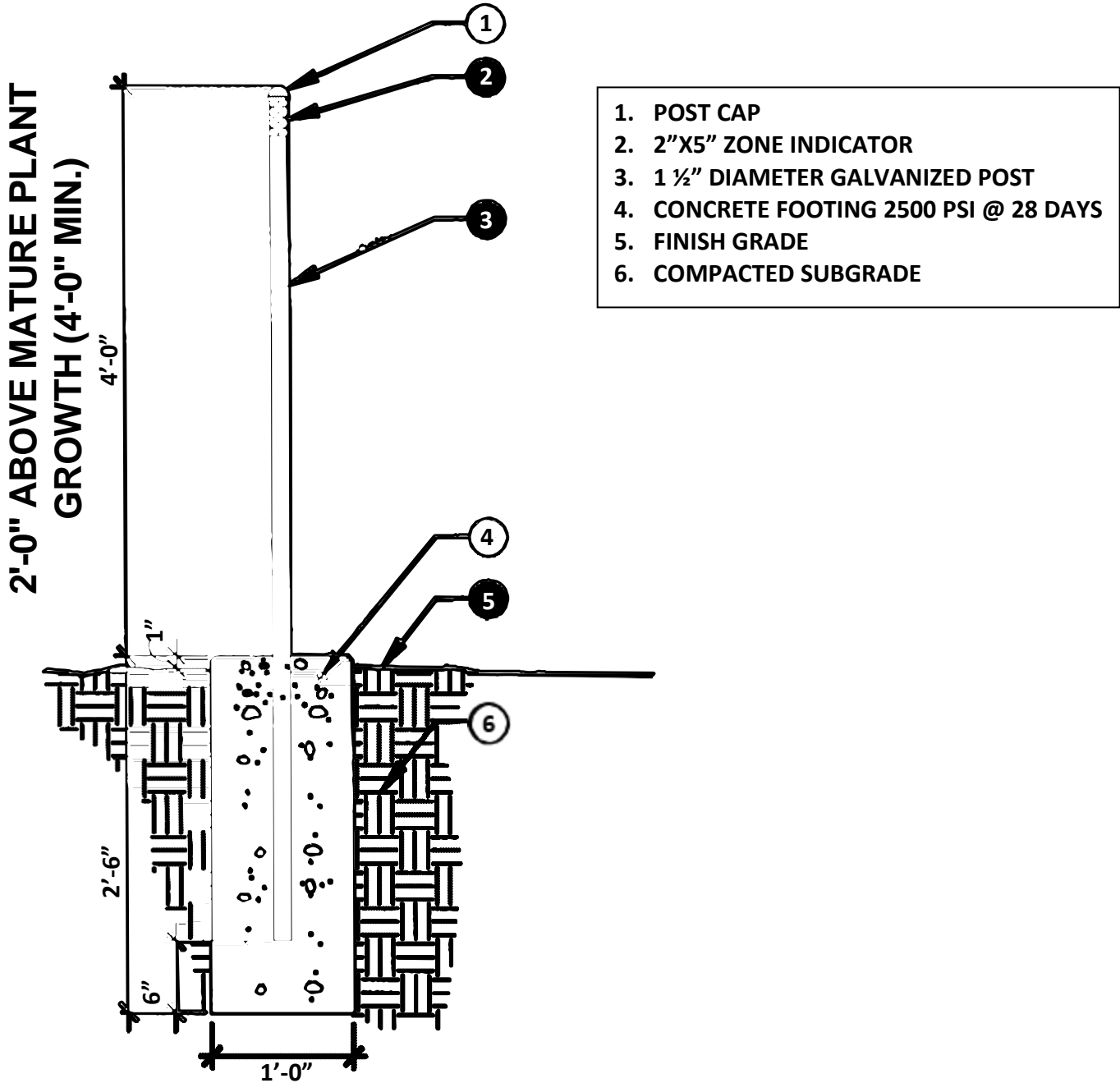


ATTACHMENT 4

Zone Marker Details

(Marker Distances Shall Be Increased on Slopes to Accommodate Incline Measurements in Accordance with Attachment 3: Incline Measurement for Selected Slopes)

Note: An alternate design may be proposed and approved on a case-by-case basis (e.g., using a large boulder, existing fencing, permanent fixtures, etc.).



ATTACHMENT 5

Sample CC&R Maintenance Language

It is recommended that the following language be included in the CC&Rs recorded for a common interest development:

“The duty of the homeowners’ association to perform ‘Fire Prevention Maintenance’ (as defined below) for all Fuel Modification Zones, Special Maintenance Areas, Roadway Protection Zone, and manufactured interior slopes within the development shall be included as an express obligation in the recorded CC&Rs for the development. Similarly, each Owner whose Lot (or Condominium) is subject to FMZ restrictions (e.g., non-combustible structure setback, etc.) shall be obligated to comply with such restrictions.”

1. The OCFA will be designated as a third-party beneficiary of an HOA’s duty to perform “Fire Prevention Maintenance” (as defined below) for all portions of the Association Property or Common Area that constitute FMZs and designated interior/manufactured slopes to be maintained by the H O A , and of any Owner’s duty to comply with any FMZ restrictions applicable to their lot or condominium. Additionally, OCFA shall have the right, but not the obligation, to enforce the HOA’s duty to perform such Fire Prevention Maintenance, and to enforce compliance by any owner with any FMZ restrictions applicable to their lot or condominium. In furtherance of such right, the OCFA shall be entitled to recover its costs of suit, including its actual attorneys’ fees, if it prevails in an enforcement action against an HOA and/or an individual owner (a sample third-party beneficiary provision to be incorporated into the CC&Rs is attached hereto as Addendum "1").
2. As used herein, "Fire Prevention Maintenance" shall mean the following:
 - a. All portions of the Association Property or Common Area that constitute FMZs or designated interior/manufactured slopes shall be regularly maintained by the HOA on a year-round basis in accordance with the fuel modification plan on file with the property manager for the development.
 - b. The irrigation system for FMZs or designated interior/manufactured slopes shall be kept in good condition and proper working order at all times. The irrigation system shall not be turned off except for necessary repairs and maintenance.

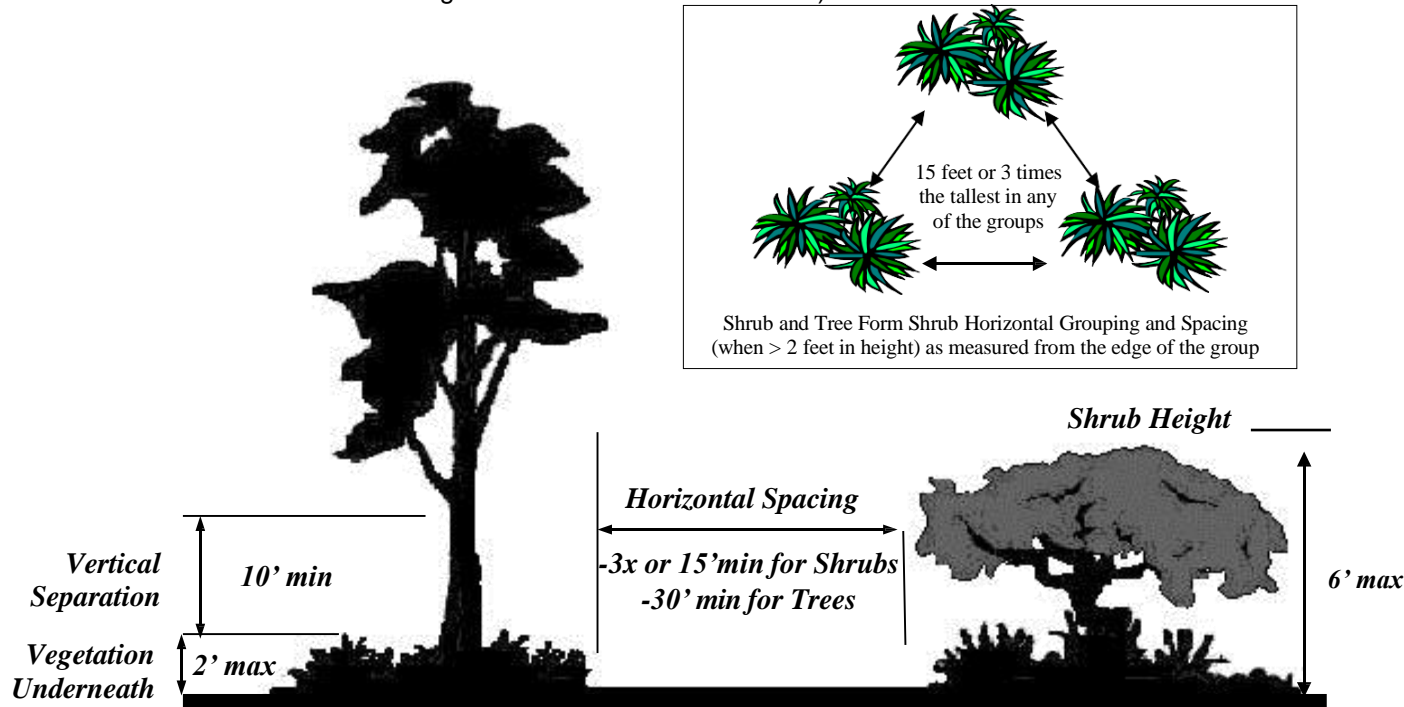
ADDENDUM "1"

Enforcement by the Orange County Fire Authority (OCFA): The OCFA is hereby designated as an intended third-party beneficiary of the Association's duties to perform "Fire Prevention Maintenance" for all portions of the Association Property or Common Areas consisting of FMZs or designated interior/manufactured slopes in accordance with the fuel modification plan, and of each owner's duty to comply with any FMZ or designated interior/manufactured slopes restrictions applicable to their lot or condominium as set forth in the fuel modification plan. In furtherance thereof, the OCFA shall have the right, but not the obligation, to enforce the performance by the association of its duties and any other fire prevention requirements which were imposed by the OCFA or other public agency as a condition of approval for the development (e.g., prohibition of parking in fire lanes, maintenance of the blue reflective markers indicating the location of fire hydrants, etc.). The OCFA shall also have the right, but not the obligation, to enforce compliance by any owner with any FMZ or designated interior/manufactured slopes restrictions applicable to their lot or condominium as set forth in the fuel modification plan. If in its sole discretion, the OCFA shall deem it necessary to take legal action against the association or any owner to enforce such duties or other requirements, and prevails in such action, the OCFA shall be entitled to recover the full costs of said action including its actual attorneys' fees, and to impose a lien against the association property, or an owner's lot or condominium, as the case may be, until said costs are paid in full.

ATTACHMENT 6

Requirements for Planting Installation in Fuel Modification Zones

(For ongoing requirements, see Attachment 2: Introductory Maintenance Information and the OCFA Vegetation Management Maintenance Guidelines)



Horizontal Spacing

Vegetation Less than 2 Feet in Height:

- No horizontal spacing or vertical separation is required. Ground cover shall not exceed 2 feet in height. In Zone “B” ground cover shall cover the entire ground between groups of shrubs, trees, or grasses and grasses are not considered ground cover. Limited compartments of grasses are acceptable as approved on the planting plans. In Zone “C/D” grasses can cover the entire area.

Vegetation 2 Feet in Height or Greater:

- Shrub Group Size & Spacing:**
 - Shrubs shall not exceed 6ft in height.
 - Groupings of shrubs are limited to a maximum aggregate diameter of 10 feet.
 - Groupings of shrubs shall be spaced by the greater of the following two measurements: A distance of 15 feet minimum (or) 3 times the height of the tallest specimen in any of the groups.
 - Groupings of shrubs are not allowed within 30 feet of structures. Only single specimen shrubs are allowed, with a minimum 15 feet of separation between each shrub specimen.
 - No shrubs over 2 feet in height are allowed within 5 feet of combustible structures.
 - No vegetation over 2 feet in height is allowed within 15 feet from the edge of tree canopy(s).
- Tree Group Size & Spacing:**
 - Groupings of trees are limited to a maximum number of 3 specimens or less.
 - Groups of trees shall be spaced by a minimum distance of 30 feet regardless of height. In Zone “A,” full growth tree branches are not allowed within 10 feet of combustible structures.
 - Horizontal spacing is required inside the group with a minimum 10 feet separation between each tree canopy.

Vertical Separation

Trees Less than 15 Feet in Height:

- When the fuel modification zone is within 30 feet of the structure, a vertical separation of 2 feet minimum is required from the vegetation below.

Trees 15 Feet in Height or Greater:

- A vertical separation of 10 feet minimum is required to be maintained from the vegetation below.
- All vegetation located underneath trees, shall be a maximum of 2 feet in height.

ATTACHMENT 7

Undesirable and Invasive Plant Species

Certain plants are considered to be undesirable and invasive due to their physical or chemical characteristics. Physical properties that would contribute to high flammability include large amounts of dead material retained within the plant, rough or peeling bark, and the production of copious amounts of litter. Chemical properties include the presence of volatile substances such as oils, resins, wax, and pitch. Certain native plants are notorious for containing these volatile substances.

Plants with these characteristics shall not be planted in any fuel modification zones or anywhere within the area covered by Alternate Methods & Materials agreements (see Section 4: Alternate Materials & Methods). Should these species already exist within these areas, they shall be removed because of their invasiveness or potential threat they pose to structures.

PLANT SPECIES (MANDATORY REMOVAL)

Botanical Name	Common Name
Adenostoma Fasciculatum	Chamise
Adenostoma Sparsifolium	Red Shanks
Anthemix Cotula	Mayweed
Artemisia Californica	California Sagebrush
Brassica Nigra	Black Mustard
Brassica Rapa	Wild Turnip, Yellow Mustard, Field Mustard
Cardaria Draba	Hoary Cress, Perennial Peppergrass
Cirsium Vulgare	Wild Artichoke
Conyza Canadensis	Horseweed
Cynara Cardunculus	Artichoke Thistle
Eriogonum Fasciculatum	Common Buckwheat
Heterothaca Grandiflora	Telegraph Plant
Lactuca Serriola	Prickly Lettuce
Nassella/Stipa tenuissima	Mexican Feathergrass
Nicotiana Bigelevil	Indian Tobacco
Nicotiana Glauca	Tree Tobacco
Pennisetum alopecuroides	Fountain Grass
Ricinus Communis	Castor Bean Plant
Sacsola Austails	Russian Thistle/Tumbleweed
Salvia Mellifera	Black Sage
Silybum Marianum	Milk Thistle
Tamarix Ramosissima	Salt Cedar
Urtica Urens	Burning Nettle
Ornamental:	
Arecaceae (all palm species)	Palms
Cycas Revoluta	Sago Palms
Cortaderia	Pampas Grass
Cupressus sp	Cypress
Eucalyptus sp	Eucalyptus
Juniperus sp	Juniper
Pinus sp	Pine

ATTACHMENT 8

Fuel Modification Zone Plant List

Symbol Legend

- X = Plant species prohibited in wet and dry FMZs adjacent to reserve lands. Acceptable on all other fuel modification locations and zones.
- W = Plant species appropriate for use in wet FMZs adjacent to reserve lands. Acceptable in all other wet and irrigated dry (manufactured slopes) fuel modification locations and zones.
- o = Plant species native to Orange County. Acceptable in all fuel modification wet and dry zones in all locations.
- N = Plant species acceptable on a limited basis (maximum 30% of the area) in wet FMZs adjacent to reserve lands. Acceptable on all other FMZs.
- * = If locally collected.
- ** = Not native but can be used in all zones.
- n = Plant species acceptable on a limited use basis. Refer to qualification requirements following plant palette.

Yellow row = Plant species susceptible to Invasive Shot Hole Borers (ISHB) infestation.

	Code	Botanical Name	Common Name	Plant Form
1.	W	Abelia x grandiflora	Glossy Abelia	Shrub
2.	n	Acacia redolens desert carpet	Desert Carpet	Ground Cover
3.	o	Acer macrophyllum	Big Leaf Maple	Tree
4.	X	Achillea millefolium	Common Yarrow	Low Shrub
5.	W	Achillea tomentosa	Woolly Yarrow	Low Shrub
6.	X	Aeonium decorum	Aeonium	Ground cover
7.	X	Aeonium simsii	no common name	Ground cover
8.	W	Agave attenuata	Century Plant	Succulent
9.	W	Agave shawii	Shaw's Century Plant	Succulent
10.	N	Agave victoriae-reginae	no common name	Ground Cover
11.	X	Ajuga reptans	Carpet Bugle	Ground Cover
12.	W	Alnus cordata	Italian Alder	Tree
13.	o	Alnus rhombifolia	White Alder	Tree
14.	N	Aloe arborescens	Tree Aloe	Shrub
15.	N	Aloe aristata	no common name	Ground Cover
16.	N	Aloe brevifoli	no common name	Ground Cover
17.	W	Aloe Vera	Medicinal Aloe	Succulent
18.	W	Alogyne huegeii	Blue Hibiscus	Shrub
19.	o	Ambrosia chammissonis	Beach Bur-Sage	Perennial

ITEM 7.3 - Exhibit B to Attachment B

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	Code	Botanical Name	Common Name	Plant Form
20.	o	<i>Amorpha fruticosa</i>	Western False Indigobush	Shrub
21.	W	<i>Anigozanthus flavidus</i>	Kangaroo Paw	Perennial/accent
22.	o	<i>Antirrhinum nuttalianum</i> ssp.	no common name	Subshrub
23.	X	<i>Aptenia cordifolia</i> x 'Red Apple'	Red Apple Aptenia	Ground cover
24.	W	<i>Arbutus unedo</i>	Strawberry Tree	Tree
25.	W	<i>Arctostaphylos</i> 'Pacific Mist'	Pacific Mist Manzanita	Ground Cover
26.	W	<i>Arctostaphylos edmundsii</i>	Little Sur Manzanita	Ground Cover
27.	o	<i>Arctostaphylos glandulosa</i> ssp.	Eastwood Manzanita	Shrub
28.	W	<i>Arctostaphylos hookeri</i> 'Monterey Carpet'	Monterey Carpet Manzanita	Low Shrub
29.	N	<i>Arctostaphylos pungens</i>	no common name	Shrub
30.	N	<i>Arctostaphylos refugioensis</i>	Refugio Manzanita	Shrub
31.	W	<i>Arctostaphylos uva-ursi</i>	Bearberry	Ground Cover
32.	W	<i>Arctostaphylos</i> x 'Greensphere'	Greensphere Manzanita	Shrub
33.	N	<i>Artemisia caucasica</i>	Caucasian Artemisia	Ground Cover
34.	X	<i>Artemisia pycnocephala</i>	Beach Sagewort	Perennial
35.	X	<i>Atriplex canescens</i>	Four-Wing Saltbush	Shrub
36.	X	<i>Atriplex lentiformis</i> ssp. <i>breweri</i>	Brewer Saltbush	Shrub
37.	o	<i>Baccharis emoyi</i>	Emory Baccharis	Shrub
38.	W o	<i>Baccharis pilularis</i> ssp. <i>Consanguinea</i>	Chaparral Bloom	Shrub
39.	X	<i>Baccharis pilularis</i> var. <i>pilularis</i>	Twin Peaks #2	Ground Cover
40.	o	<i>Baccharis salicifolia</i>	Mulefat	Shrub
41.	N	<i>Baileya Multiradiata</i>	Desert Marigold	Ground Cover
42.	N n	<i>Bougainvillea spectabilis</i>	Bougainvillea	Shrub
43.	o	<i>Brickellia californica</i>	no common name	Subshrub
44.	W o	<i>Bromus carinatus</i>	California Brome	Grass
45.	o	<i>Camissonia cheiranthifolia</i>	Beach Evening Primrose	Perennial Shrub
46.	N	<i>Carissa macrocarpa</i>	Green Carpet Natal Plum	Ground Cover/Shrub
47.	X	<i>Carpobrotus chilensis</i>	Sea Fig Ice Plant	Ground Cover
48.	W	<i>Ceanothus gloriosus</i> 'Point Reyes'	Point Reyes Ceanothus	Shrub
49.	W	<i>Ceanothus griseus</i> 'Louis Edmunds'	Louis Edmunds Ceanothus	Shrub
50.	W	<i>Ceanothus griseus horizontalis</i>	Yankee Point	Ground Cover
51.	W	<i>Ceanothus griseus</i> var. <i>horizontalis</i>	Carmel Creeper Ceanothus	Shrub
52.	W	<i>Ceanothus griseus</i> var. <i>horizontalis</i>	Yankee Point Ceanothus	Shrub
53.	o	<i>Ceanothus megacarpus</i>	Big Pod Ceanothus	Shrub
54.	W	<i>Ceanothus prostratus</i>	Squaw Carpet Ceanothus	Shrub
55.	o	<i>Ceanothus spinosus</i>	Green Bark Ceanothus	Shrub
56.	W	<i>Ceanothus verrucosus</i>	Wart-Stem Ceanothus	Shrub
57.	W	<i>Cerastium tomentosum</i>	Snow-in-Summer	Ground cover/Shrub
58.	W	<i>Ceratonia siliqua</i>	Carob	Tree
59.	W	<i>Cercis occidentalis</i>	Western Redbud	Shrub/Tree

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	Code	Botanical Name	Common Name	Plant Form
60.	X	<i>Chrysanthemum leucanthemum</i>	Oxeye Daisy	Ground Cover
61.	W	<i>Cistus Crispus</i>	no common name	Ground Cover
62.	W	<i>Cistus hybridus</i>	White Rockrose	Shrub
63.	W	<i>Cistus incanus</i>	no common name	Shrub
64.	W	<i>Cistus incanus ssp. Corsicus</i>	no common name	Shrub
65.	W	<i>Cistus salviifolius</i>	Sageleaf Rockrose	Shrub
66.	W	<i>Cistus x purpureus</i>	Orchid Rockrose	Shrub
67.	W	<i>Citrus species</i>	Citrus	Tree
68.	o	<i>Clarkia bottae</i>	Showy Fairwell to Spring	Annual
69.	o	<i>Cneoridium dumosum</i>	Bushrue	Shrub
70.	o	<i>Collinsia heterophyllia</i>	Chinese Houses	Annual
71.	W o	<i>Comarostaphylis diversifolia</i>	Summer Holly	Shrub
72.	N	<i>Convolvulus cneorum</i>	Bush Morning Glory	Shrub
73.	W	<i>Coprosma kirkii</i>	Creeping Coprosma	Ground Cover/Shrub
74.	W	<i>Coprosma pumila</i>	Prostrate Coprosma	Low shrub
75.	o	<i>Coreopsis californica</i>	California Coreopsis	Annual
76.	W	<i>Coreopsis lanceolata</i>	Coreopsis	Ground Cover
77.	N	<i>Corea pulchella</i>	Australian Fuchsia	Ground Cover
78.	W	<i>Cotoneaster buxifolius</i>	no common name	Shrub
79.	W	<i>Cotoneaster congestus 'Likiang'</i>	Likiang Cotoneaster	Ground Cover/Vine
80.	W	<i>Cotoneaster aprneyi</i>	no common name	Shrub
81.	X	<i>Crassula lactea</i>	no common name	Ground Cover
82.	X	<i>Crassula multicava</i>	no common name	Ground Cover
83.	X	<i>Crassula ovata</i>	Jade Tree	Shrub
84.	X	<i>Crassula tetragona</i>	no common name	Ground Cover
85.	W o	<i>Croton californicus</i>	California Croton	Ground Cover
86.	X	<i>Delosperma 'alba'</i>	White trailing Ice Plant	Ground Cover
87.	o	<i>Dendromecon rigida</i>	Bush Poppy	Shrub
88.	o	<i>Dichelostemma capitatum</i>	Blue Dicks	Herb
89.	N	<i>Distinctis buccinatoria</i>	Blood-Red Trumpet Vine	Vine/Climbing vine
90.	N	<i>Dodonaea viscosa</i>	Hopseed Bush	Shrub
91.	X	<i>Drosanthemum floribundum</i>	Rosea Ice Plant	Ground Cover
92.	X	<i>Drosanthemum hispidum</i>	no common name	Ground Cover
93.	X	<i>Drosanthemum speciosus</i>	Dewflower	Ground Cover
94.	o	<i>Dudleya lanceolata</i>	Lance-leaved Dudleya	Succulent
95.	o	<i>Dudleya pulverulenta</i>	Chalk Dudleya	Succulent
96.	W	<i>Elaeagnus pungens</i>	Silverberry	Shrub
97.	o	<i>Encelia californica</i>	California Encelia	Small Shrub
98.	o *	<i>Epilobium canum [Zauschneria californica]</i>	Hoary California Fuschia	Shrub
99.	o	<i>Eriastrum Sapphirinum</i>	Mojave Woolly Star	Annual
100.	N	<i>Eriobotrya japonica</i>	Loquat	Tree

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	Code	Botanical Name	Common Name	Plant Form
101.	o	Eriodictyon trichocalyx	Yerba Santa	Shrub
102.	W o	Eriophyllum confertiflorum	no common name	Shrub
103.	W	Erythrina species	Coral Tree	Tree
104.	N	Escallonia species	Several varieties	Shrub
105.	W o	Eschscholzia californica	California Poppy	Flower
106.	X	Eschscholzia mexicana	Mexican Poppy	Herb
107.	N	Euonymus fortunei	Winter Creeper Euonymus	Ground Cover
108.	N	Feijoa sellowiana	Pineapple Guava	Shrub/Tree
109.	N	Fragaria chiloensis	Wild Strawberry/Sand Strawberry	Ground Cover
110.	o	Frankenia salina	Alkali Heath	Ground Cover
111.	W	Fremontodendron californicum	California Flannelbush	Shrub
112.	X	Gaillardia x grandiflora	Blanketflower	Ground Cover
113.	W	Galvezia speciosa	Bush Snapdragon	Shrub
114.	W	Garrya ellipta	Silktassel	Shrub
115.	X	Gazania hybrids	South African Daisy	Ground Cover
116.	X	Gazania rigens leucolaena	Training Gazania	Ground Cover
117.	o	Gilia capitata	Globe Gilia	Perennial
118.	W	Gilia leptantha	Showy Gilia	Perennial
119.	W	Gilia tricolor	Bird's Eyes	Perennial
120.	W	Ginkgo biloba	Maidenhair Tree	Tree
121.	o	Gnaphalium californicum	California Everlasting	Annual
122.	W	Grewia occidentalis	Starflower	Shrub
123.	o	Grindelia stricta	Gum Plant	Ground Cover
124.	N n	Hakea suaveolens	Sweet Hakea	Shrub
125.	W	Hardenbergia comptoniana	Lilac Vine	Shrub
126.	N	Heliathemum muutabile	Sunrose	Ground Cover/Shrub
127.	o	Helianthemum scoparium	Rush Rose	Shrub
128.	o	Heliotropium curassavicum	Salt Heliotrope	Ground Cover
129.	X	Helix Canariensis	English Ivy	Ground Cover
130.	W	Hesperaloe parviflora	Red Yucca	Perennial
131.	o n	Heteromeles arbutifolia	Toyon	Shrub
132.	X	Hypericum calycimum	Aaron's Beard	Shrub
133.	N	Iberis sempervirens	Edging Candytuft	Ground Cover
134.	N	Iberis umbellatum	Globe Candytuft	Ground Cover
135.	o	Isocoma menziesii	Coastal Goldenbush	Small Shrub
136.	o	Isomeris arborea	Bladderpod	Shrub
137.	W	Iva hayesiana	Poverty Weed	Ground Cover
138.	N	Juglans californica	California Black Walnut	Tree
139.	o	Juncus acutus	Spiny Rush	Perennial
140.	o	Keckiella antirrhinoides	Yellow Bush Penstemon	Subshrub
141.	o	Keckiella cordifolia	Heart Leaved Penstemon	Subshrub

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	Code	Botanical Name	Common Name	Plant Form
142.	o	Keckiella ternata	Blue Stemmed Bush Penstemon	Subshrub
143.	W	Kniphofia uvaria	Red Hot Poker	Perennial
144.	W	Lagerstroemia indica	Crape Myrtle	Tree
145.	W	Lagunaria patersonii	Primrose Tree	Tree
146.	X	Lampranthus aurantiacus	Bush Ice Plant	Ground Cover
147.	X	Lampranthus filicaulis	Redondo Creeper	Ground Cover
148.	X	Lampranthus spectabilis	Trailing Ice Plant	Ground Cover
149.	W	Lantana camara cultivars	Yellow Sage	Shrub
150.	W	Lantana montevidensis	Trailing Lantana	Shrub
151.	o	Lasthenia californica	Dwarf Goldfields	Annual
152.	W	Lavandula dentata	French Lavender	Shrub
152.	W	Leptospermum laevigatum	Australian Tea Tree	Shrub
154.	W	Leucophyllum frutescens	Texas Ranger	Shrub
155.	o	Leymus condensatus	Giant Wild Rye	Large Grass
156.	N	Ligustrum japonicum	Texas privet	Shrub
157.	X	Limonium pectinatum	no common name	Ground Cover
158.	X	Limonium perezii	Sea Lavender	Shrub
159.	W n	Liquidambar styraciflua	American Sweet Gum	Tree
160.	W	Liriodendron tulipifera	Tulip Tree	Tree
161.	X	Lonicera japonica 'Halliana'	Hall's Japanese Honeysuckle	Vining Shrub
162.	o	Lonicera subspicata	Wild Honeysuckle	Vining Shrub
163.	X	Lotus corniculatus	Bird's Foot Trefoil	Ground Cover
164.	o	Lotus hermannii	Northern Woolly Lotus	Perennial
165.	o	Lotus scoparius	Deerweed	Shrub
166.	W	Lupinus arizonicus	Desert Lupine	Annual
167.	W	Lupinus benthamii	Spider Lupine	Annual
168.	o	Lupinus bicolor	Sky Lupine	Flowering annual
169.	o	Lupinus sparsiflorus	Loosely Flowered Annual Lupine or Coulter's Lupine	Annual
170.	W	Lyonothamnus floribundus ssp. Asplenifolius	Fernleaf Ironwood	Tree
171.	W	Macadamia integrifolia	Macadamia Nut	Tree
172.	W	Mahonia aquifolium 'Golden Abundance'	Golden Abundance Oregon Grape	Shrub
173.	W	Mahonia nevenii	Nevin Mahonia	Shrub
174.	o	Malacothamnus fasciculatus	Chapparal Mallow	Shrub
175.	X	Malephora luteola	Training Ice Plant	Ground Cover
176.	W	Maytenus boaria	Mayten Tree	Tree
177.	W	Melaleuca nesophila	Pink Melaleuca	Shrub
178.	N	Metrosideros excelsus	New Zealand Christmas Tree	Tree
179.	o *	Mimulus species	Monkeyflower	Flower
180.	o	Mirabilis californica	Wishbone Bush	Perennial
181.	N	Myoporum debile	no common name	Shrub

ITEM 7.3 - Exhibit B to Attachment B

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	Code	Botanical Name	Common Name	Plant Form
182.	W	Myoporum insulare	Boobyalla	Shrub
183.	W	Myoporum parvifolium	no common name	Ground Cover
184.	W	Myoporum 'Pacificum'	no common name	Ground Cover
185.	o	Nassella (stipa) lepidra	Foothill Needlegrass	Ground Cover
186.	o	Nassella (stipa) pulchra	Purple Needlegrass	Ground Cover
187.	o	Nemophila menziesii	Baby Blue Eyes	Annual
188.	X	Nerium Oleander	Oleander	Shrub
189.	o	Nolina cismontana	Chapparal Nolina	Shrub
190.	N	Nolina species	Mexican Grasstree	Shrub
191.	W	Oenothera belandieri	Mexican Evening Primrose	Ground Cover
192.	N	Oenothera hookeri	California Evening Primrose	Flower
193.	W	Oenothera speciosa	Show Evening Primrose	Perennial
194.	X	Ophiopogon japonicus	Mondo Grass	Ground Cover
195.	o *	Opuntia littoralis	Prickly Pear	Cactus
196.	o *	Opuntia oricola	Oracle Cactus	Cactus
197.	o *	Opuntia prolifera	Coast Cholla	Cactus
198.	W	Osmanthus fragrans	Sweet Olive	Shrub
199.	X	Osteospermum fruticosum	Training African Daisy	Ground Cover
200.	X	Parkinsonia aculeata	Mexican Palo Verde	Tree
201.	W	Pelargonium peltatum	Ivy Geranium	Ground Cover
202.	X	Penstemon species	Beard Tongue	Shrub
203.	W	Photinia fraseria	no common name	Shrub
204.	W	Pistacia chinesis	Chinese Pistache	Tree
205.	X	Pittosporum undulatum	Victorian Box	Tree
206.	o	Plantago erecta	California Plantain	Annual
207.	**	Plantago insularis	Woolly Plantain	Annual
208.	X	Plantago sempervirens	Evergreen Plantain	Ground Cover
209.	W	Plantanus racemosa	California Sycamore	Tree
210.	W	Plumbago auriculata	Plumbago Cape	Shrub
211.	o	Populus fremontii	Western Cottonwood	Tree
212.	X	Portulacaria afra	Elephant's Food	Shrub
213.	o	Potentilla glandulosa	Sticky Cinquefoil	Subshrub
214.	X	Potentilla tabernaemontanii	Spring Cinquefoil	Ground Cover
215.	X	Prunus caroliniana	Carolina Cherry Laurel	Shrub/Tree
216.	o	Prunus ilicifolia ssp. Ilicifolia	Holly Leafed Cherry	Shrub
217.	X	Prunus lyonii	Catalina Cherry	Shrub/Tree
218.	N	Punica granatum	Pomegranate	Shrub/Tree
219.	W	Puya species	Puya	Succulent/Shrub
220.	W	Pyracantha species	Firethorn	Shrub
221.	o	Quercus agrifolia	Coast Live Oak	Tree
222.	o n *	Quercus berberdifolia	California Scrub Oak	Shrub
223.	o n *	Quercus dumosa	Coastal Scrub Oak	Shrub

ITEM 7.3 - Exhibit B to Attachment B

Fuel Modification Plans Design: C-05

January 1, 2023

	Code	Botanical Name	Common Name	Plant Form
224.	X	<i>Quercus engelmannii</i>	Engelmann Oak	Tree
225.	X	<i>Quercus suber</i>	Cork Oak	Tree
226.	X	<i>Rhamnus alaternus</i>	Italian Buckthorn	Shrub
227.	o	<i>Rhamnus californica</i>	California Coffee Berry	Shrub
228.	o	<i>Rhamnus crocea</i>	Redberry	Shrub
229.	o	<i>Rhamnus crocea</i> ssp. <i>ilicifolia</i>	Hollyleaf Redberry	Shrub
230.	N	<i>Rhaphiolepis</i> species	Indian Hawthorne	Shrub
231.	o	<i>Rhus integrifolia</i>	Lemonade Berry	Shrub
232.	N	<i>Searsia Lancea</i>	African Sumac	Tree
233.	o n	<i>Rhus ovata</i>	Sugar bush	Shrub
234.	o	<i>Ribes aureum</i>	Golden Currant	Shrub
235.	o	<i>Ribes indecorum</i>	White Flowering Currant	Shrub
236.	o	<i>Ribes speciosum</i>	Fuschia Flowering Gooseberry	Shrub
237.	W	<i>Ribes viburnifolium</i>	Evergreen currant	Shrub
238.	o *	<i>Romneya coulteri</i>	Matilija Poppy	Shrub
239.	X	<i>Romneya coulteri</i> 'White Cloud'	White Cloud Matilija Poppy	Shrub
240.	W n	<i>Rosmarinus officinalis</i>	Rosemary	Shrub
241.	W n	<i>Salvia greggii</i>	Autums Sage	Shrub
242.	W n	<i>Salvia sonomensis</i>	Creeping Sage	Ground Cover
243.	o	<i>Sambucus mexicana</i>	Mexican Elderberry	Tree
244.	W	<i>Santolina chamaecyparissus</i>	Lavender Cotton	Ground Cover
245.	W	<i>Santolina virens</i>	Green Lavender Cotton	Shrub
246.	o	<i>Satureja chandleri</i>	San Miguel Savory	Perennial
247.	o	<i>Scirpis scutus</i>	Hard Stem Bulrush	Perennial
248.	o	<i>Scirpus californicus</i>	California Bulrush	Perennial
249.	X	<i>Sedum acre</i>	Goldmoss Sedum	Ground Cover
250.	X	<i>Sedum album</i>	Green Stonecrop	Ground Cover
251.	X	<i>Sedum confusum</i>	no common name	Ground Cover
252.	X	<i>Sedum lineare</i>	no common name	Ground Cover
253.	X	<i>Sedum x rubrotinctum</i>	Pork and Beans	Ground Cover
254.	X	<i>Senecio serpens</i>	no common name	Ground Cover
255.	o	<i>Sisyrinchium bellum</i>	Blue Eyed Grass	Ground Cover
256.	o	<i>Solanum douglasii</i>	Douglas Nightshade	Shrub
257.	o	<i>Solanum xantii</i>	Purple Nightshade	Perennial
258.	W	<i>Stenocarpus sinuatus</i>	Firewheel Tree	Tree
259.	W	<i>Strelitzia nicolai</i>	Giant Bird of Paradise	Perennial
260.	W	<i>Strelitzia reginae</i>	Bird of Paradise	Perennial
261.	o	<i>Symphoricarpos mollis</i>	Creeping Snowberry	Shrub
262.	W	<i>Tecoma stans</i> (<i>Stenolobium stans</i>)	Yellow Bells	Shrub/Small Tree
263.	X	<i>Tecomaria capensis</i>	Cape Honeysuckle	Ground Cover
264.	N	<i>Teucarium chamedrys</i>	Germander	Ground Cover
265.	N	<i>Thymus serpyllum</i>	Lemon Thyme	Ground Cover

ITEM 7.3 - Exhibit B to Attachment B

Fuel Modification Plans Design: C-05

January 1, 2023

	Code	Botanical Name	Common Name	Plant Form
266.	N	Trachelospermum jasminoides	Star Jasmine	Shrub
267.	o	Trichostema lanatum	Woolly Blue Curls	Shrub
268.	X	Trifolium hirtum 'Hyron'	Hyron Rose Clover	Ground Cover
269.	X	Trifolium fragerum 'O'Connor's'	O'Connor's Legume	Ground Cover
270.	o	Umbellularia californica	California Laurel	Tree
271.	o	Verbena lasiostachys	Western Vervain	Perennial
272.	N	Verbena peruviana	no common name	Ground Cover
273.	X	Verbena species	Verbena	Ground Cover
274.	X	Vinca minor	Dwarf Periwinkle	Ground Cover
275.	o	Vitis girdiana	Desert Wild Grape	Vine
276.	X	Vulpia myuros 'Zorro'	Zorro Annual Fescue	Grass
277.	W	Westringia fruticosa	no common name	Shrub
278.	W	Xanthorrhoea species	Grass Tree	Perennial, Accent shrub
279.	W	Xylosma congestum	Shiny Xylosma	Shrub
280.	X	Yucca Species	Yucca	Shrub
281.	o	Yucca whipplei	Yucca	Shrub

Approved Plant Palette Qualification Statements for Select Plant Species

2. **Acacia redolens desert carpet:** May be used in the furthest ½ of the “B” FMZ from the structure, and no closer than 25 feet from the edge of the zone nearest the structure. The plants may be planted with a minimum spacing at 10 feet on center, maximum spacing in meandering zones not to exceed a mature width of 24 feet and mature height of 24 inches. If acacia redolens desert carpet is used in the roadway protection zone, it shall be maintained at a minimum of 25 feet from the curb face. At the time of precise plan review, the mature spacing shall be accounted for.
42. **Bougainvillea spectabilis (procumbent varieties):** Procumbent to mounding varieties may be used in the mid “B” FMZ. The plants may be planted in groups at 6 feet on center spacing not to exceed eight plants per group. Mature spacing between individual plants or groups shall be at a 30 foot minimum.
125. **Hakea suaveolens:** May be used in the mid “B” FMZ. The plants shall be used as single specimens with mature spacing between plants of 30 feet minimum.
132. **Heteromeles arbutifolia:** May be used in the mid to lower “B” FMZ. The plants may be planted in groups of up to 3 plants per group. Mature spacing between individual plants or groups shall be at a 30 foot minimum.
160. **Liquidambar styraciflua:** May be used in the mid “B” FMZ. The plant shall be used as single specimens with mature spacing between trees and a 30 foot minimum.
223. **Quercus berberdifolia:** Additional information may be required as directed by the OCFA unless approved on the plan as shown.
224. **Quercus dumosa:** May be used in the mid to lower “B” FMZ. The plants may be planted in groups of up to 3 plants per group. Mature spacing between individual plants or groups shall be at a 30 foot minimum.
234. **Rhus ovata & Rhus integrifolia:** May be used in the mid to lower “B” FMZ of inland areas only. The plants may be planted in groups of up to 3 plants per group. Mature spacing between individual plants or groups shall be at a 30 foot minimum.
241. **Rosmarinus officinalis:** When used as a ground cover, it shall be maintained at 2 feet in height. Additional information may be required as directed by the OCFA.
242. **Salvia greggii:** Additional information may be required as directed by the OCFA unless approved on the plan as shown.
243. **Salvia sonomensis:** May be used in the mid to upper “B” FMZ. The plants may be planted in groups of up to 3 plants per group. Mature spacing between individual plants or groups shall be at a 15 foot minimum.

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Orange County Fire Authority
Community Risk Reduction

1 Fire Authority Road, Building A, Irvine, CA 92602 www.ocfa.org 714-573-6100

Fire Master Plans for Commercial & Residential Development



Guideline B-01

Serving the Cities of Aliso Viejo • Buena Park • Cypress • Dana Point • Garden Grove • Irvine • Laguna Hills • Laguna Niguel • Laguna Woods
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Fire Master Plans for Commercial & Residential Development

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Fire Master Plans for Commercial & Residential Development

PURPOSE

The effectiveness of emergency response and firefighting operations is directly related to the proper installation and maintenance of fire access roadways, proper location of hydrants, adequate water supply, and access to buildings and facilities. This document is a general guideline pertaining to the creation and maintenance of fire department access roadways, access walkways to and around buildings, and hydrant quantity and placement as required by the 2022 California Fire and Building Codes (also known as CFC and CBC, respectively) and as amended by local ordinance.

SCOPE

This guideline applies to fire apparatus access roads which provide access to new, reconstructed, relocated residential or commercial structures, developments, and facilities.

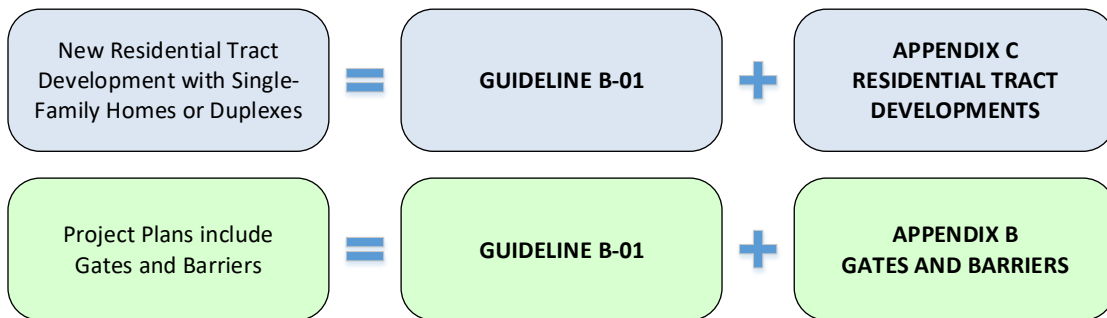
Note: *In addition to the requirements of OCFA Guideline B-01, for buildings and facilities located within State Responsibility Area (SRA) or the Very High Fire Hazard Severity Zones (VHFHSZ) in the Local Responsibility Area (LRA), refer to California Code of Regulations (CCR) Title 14 from CA Board of Forestry & Fire Protection site: <https://bof.fire.ca.gov/>.*

HOW TO USE THIS GUIDELINE

The guideline consists of two main parts: Guideline B-01 and a series of lettered appendices: Appendix A, B, and C. The first part, Guideline B-01, provides instructions on how to prepare and submit a generic Fire Master Plan. The second part, the appendices to Guideline B-01, contain additional information that may be applicable based on the type of project submission.

To prepare a Fire Master Plan, provide the information and comply with the requirements in both B-01 and all pertinent appendices.

Example:



SECTION 1: SUBMITTAL REQUIREMENTS

- 1. Universal Submittal Requirements** - Refer to Guideline A-02 from OCFA Planning and Development website (www.ocfa.org). Complete the Fire Master Plan Submittal Checklist (Attachment 1) and verify that basic project information has been provided and that general access and water requirements have been addressed on the plan.

SECTION 2: FIRE LANES

2. **Fire Lanes** - On-site private fire lanes shall be provided for every facility or building when any portion of an exterior wall of the first story is located more than 150 feet from a public roadway, as measured along an approved route. Extenuating circumstances, increased hazards, and additional fire safety features may affect these requirements.

2.1. **Loading** – Fire lanes shall be designed, constructed, and maintained to provide all-weather driving capabilities and support the imposed load of 94,000-pound fire apparatus with weight distributed as follows:

- No more than 32,000-pounds per axle.
- Bridges and underground vaults, culverts, and other features beneath fire access roadways shall be designed, at a minimum, to the AASHTO H-17 standard.
- A letter or statement, signed by a registered engineer, shall be provided on the plans certifying that any new roadway meets these loading and all-weather criteria. Natural or artificial turf products, and road base without an approved topping material does not satisfy the all-weather requirement and may not be approved.

2.2. **Number Required** - One fire lane is required if any portion of an exterior wall of the first story of a building is located more than 150 feet from a fire lane. The hose pull distance is to be measured by an approved route around the exterior of the building.

EXCEPTION: Hose-pull distance to the most remote exterior portion of a detached single-family home or duplex or related accessory structure (e.g., pool house, casita, garage, workshop, barn, etc.) may be up to 300 feet when protected throughout by a fire sprinkler system or as approved by the fire code official.

EXCEPTION: When approved by the fire code official, this distance may be increased up to 300 feet for open parking garages that comply with the following:

The structure is protected throughout with an NFPA 13 sprinkler system, or the structure meets the below requirements:

- Two stairways, both directly accessible from the exterior.
- Both stairways provide direct access to all tiers of the parking structure.
- Both stairways are equipped with Class I Wet Standpipe Outlets at each floor or intermediate landing.
- Access to both stairways is within 40-foot walking distance from a fire lane.
- The stairways are sufficiently separated from each other and located in a manner that facilitates firefighting operations within the structure, as determined by the fire code official.

2.2.1. More than one fire lane is required when access to a single road may be insufficient due to the following: terrain, location, travel distance, potential fire, life-safety hazards, vehicle congestion, railways, weather condition that may impair single-entry point, or other factors that could limit access. Supplementary access points shall be located to facilitate evacuation and emergency operations and minimize congestion or obstruction during an emergency incident. At least two of

the access points shall be separated by a distance of at least one-half of the longest dimension, as measured between the two points of the development that are furthest from one another, when any of the following conditions exist.

- A minimum of two vehicle access points is required for any area containing 150 or more residential dwelling units, including new and existing dwelling units.
- A minimum of two vehicle access points is required for any multi-family residential structure containing 200 or more dwelling units. Each entry point shall provide access to at least one of two (or more) required vehicle laddering areas. Laddering areas shall be remotely located on at least two sides of the structure in locations that facilitate fire department access to the roof as well as interior firefighting.
- A secondary access point is required for commercial projects with a cumulative building area of more than 124,000 square feet.

2.3. **Location** - For purposes of determining the suitability of public roads and private roads for staging fire apparatus and facilitating fire suppression operations for a particular structure, the following criteria shall apply:

2.3.1. The edge of fire access roadways serving two and three-story buildings should be located no closer than 10 to 30 feet from the building. The edge of fire lanes serving structures four or more stories in height shall be located between 20 to 40 feet from the building. The setback is measured from the face of the building to the top edge of the curb face or rolled curb flow line nearest the building. The distance and the amount of fire lane serving the structure that is required to meet these criteria are a function of overall building height, construction, presence of openings, and other potential hazards and considerations.

2.3.1.1. Fire lanes serving buildings that are over 30' high as measured from grade to the roof parapet or eave shall be provided, at a minimum, along the longest façade of the building, or along at least two remote sides of the building, or in another manner approved by the fire code official that optimizes firefighter access to the roof.

2.3.1.2. For location of access roads serving high-rise structures, see Guideline H-01.

2.3.2. To ensure that vehicular traffic from dead-end fire lanes serving buildings greater than 30-feet in height, is always maintained, staging areas at least 25-feet wide, and 60-feet long with a 25-ft taper on each end (for 110-feet total length) shall be provided along the roadway to permit fire apparatus to pass ladder trucks that have the outriggers extended. Consideration should be given to the length of the roadway, roof and building design, obstructions to laddering, and other operational factors in determining the number, location, and configuration of such staging areas.

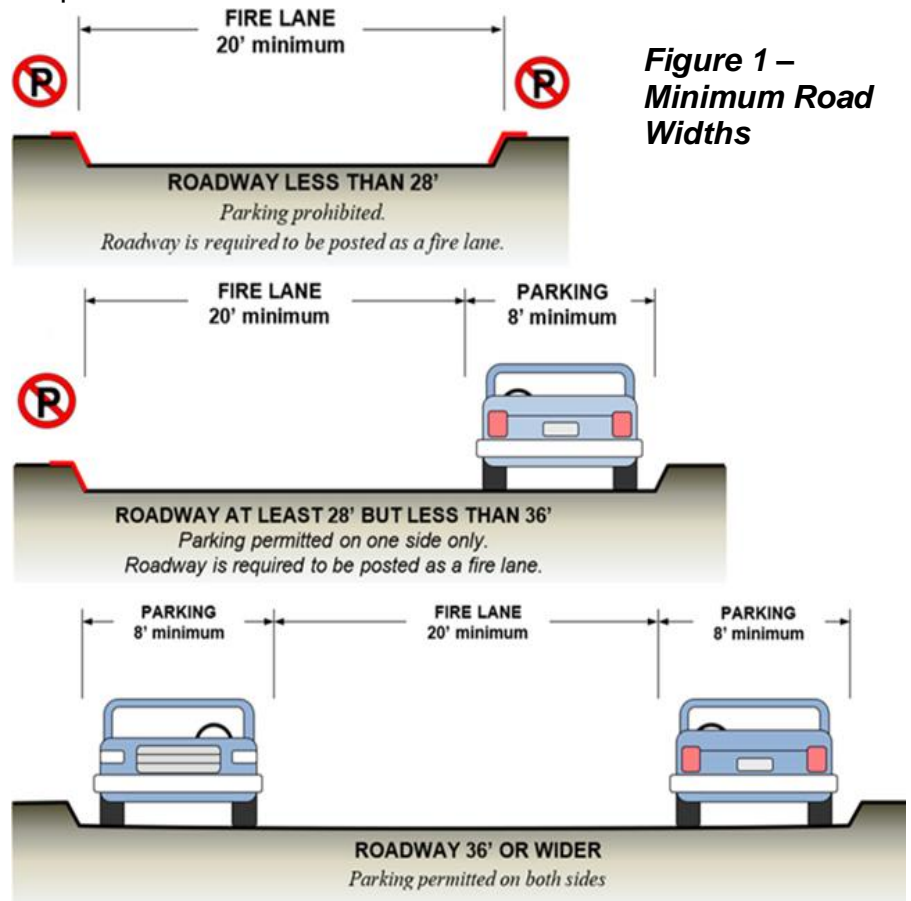
2.3.3. A fire lane may be an on-site private fire lane or a public road with a projected average daily trip (ADT) count below 30,000, or as approved by the Fire Code Official. Contact the city or County Traffic Engineer's office or Public Works Department for ADT information.

2.3.4. A fire lane on an adjacent property may only be considered as a fire lane for the project property if an emergency access easement has been granted by the adjacent property owner (“GRANTOR”) to the benefit of the city or county (“GRANTEE”) for the purpose of emergency access to the project property and recorded by the Orange County Clerk-Recorder Department. Evidence of the recorded easement may need to be provided to OCFA.

2.4. **Width** – The minimum width of a fire lane is 20 feet. If a center median is included, the required width shall be provided on both sides of the median.

2.5. **Parking Restrictions**

- No parking is permitted along fire lanes that are narrower than 28 feet in width (Figure 1). Width is measured from top face of curb to top face of curb for standard vertical curbs or flow line to flow line for rolled, ramped, or other curb types. Parking on one side is permitted on a fire lane that is at least 28-feet in width. Parking on two sides is permitted on a roadway 36-feet or more in width.

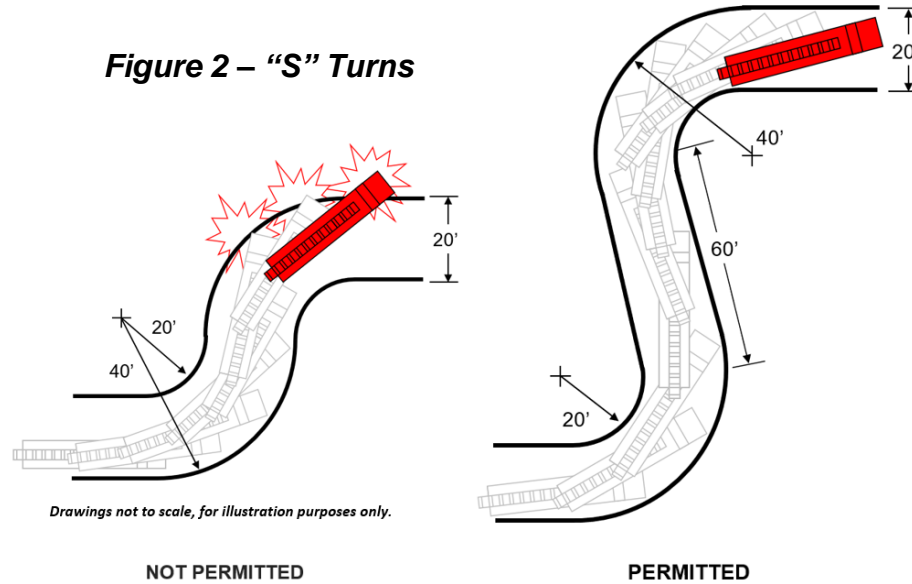


2.6. **Vertical Clearance** -

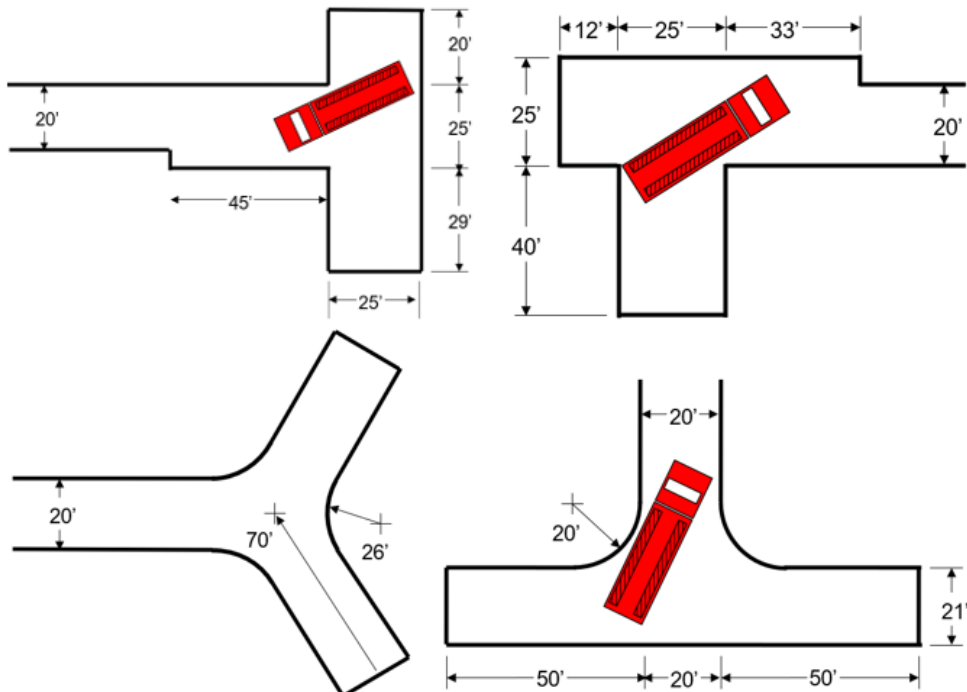
Fire lanes shall have an unobstructed vertical clearance of not less than 13-feet 6-inches. If trees are located adjacent to the fire lanes, place a note on the plans stating that all vegetation overhanging the fire lane shall be maintained to provide a clear height of 13-feet, 6-inches at all times (Appendix B, Figure B1).

2.7. **Grade** - The grade for fire lanes shall not exceed 10%. When all structures served by the fire lane are protected by automatic fire sprinkler systems, the grade may be increased to a maximum of 15% for approved sections of roadway where fire apparatus may drive but will not likely stopped during an emergency. The cross-slope of fire lanes shall not be greater than 2%.

- 2.8. **Turning Radii** - The inside turning radius for a fire lane shall be 20 feet. The outside turning radius for an fire lane shall be 40 feet or greater. A 60-foot straight section of roadway must be provided between a turn in one direction and another turn in the opposite direction (Figure 2). For additional requirements related to minimum turning radii, please refer to CCR Title 14.



- 2.9. **Dead-ends** - Dead-end roadways more than 150 feet shall be designed and constructed with approved hammerheads or turnarounds (Figure 3, Figure C1 in Appendix C). Turnarounds shall meet the turning radius requirements identified above. The minimum cul-de-sac radius is 40 feet with no parking allowed. The maximum length of a cul-de-sac or other dead-end road without mid-way turnarounds or other mitigating features is 800 feet.



- 2.10. **Bridges** - When a bridge is required as part of a fire lane, the driveable surface shall be a minimum of 20' in width and the bridge shall be designed and constructed at a minimum to AASHTO H-17 standards to accommodate a total weight of 94,000 pounds.
- 2.11. **Median breaks** - Where medians or raised islands are proposed that prevent emergency apparatus from crossing over into opposing traffic lanes, breaks or pass-throughs may be required. The location and design specifications for the pass-throughs shall be coordinated with the city/county public works or engineering department.
- 2.12. **Continuity of Fire Lanes** – Where roadways serving structures are not required fire lanes but may still appear to be usable by fire apparatus, they shall be designed to the applicable fire lane criteria. This shall include, but not be limited to, adequate turning radii and turnarounds necessary to prevent fire apparatus entrapment or undue delays.

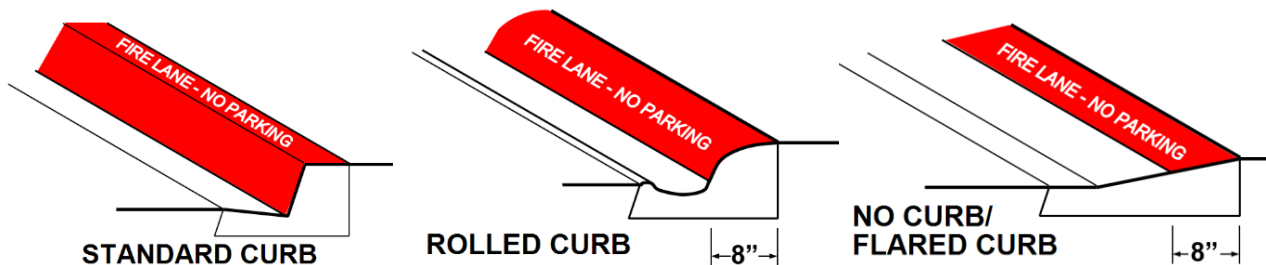
SECTION 3: FIRE LANE IDENTIFICATION

3. **Fire Lane Identification** - Fire Lane identification is required to maintain the required width of fire lanes for emergency vehicle use. Unlawful use of fire lanes will be enforced by the local law enforcement agency in accordance with the California Vehicle Code (CVC) on public roadways. Enforcement of fire lane no-parking restrictions on private roadways is the responsibility of the property owner, HOA, or their designated agent (Attachment 2).

3.1. **Sign and Curb Marking options** – Areas designated as a fire lane require an acceptable method of marking that shall be approved prior to installation. Select either option 3.1.1. OR option 3.1.2. below.

3.1.1. Specific areas designated by the OCFA as fire lanes must be marked with red curbs meeting the specifications below (Figure 4). In addition, where the number of entrances into the area marked with fire lanes is limited, all such vehicle entrances to the designated area shall be posted with approved fire lane entrance signs.

Figure 4 – Fire Lane Identification, Red Curbs



- Curbs shall be painted OSHA safety red.
- “FIRE LANE – NO PARKING” shall be painted on top of curb in 3” white lettering at a spacing of 30’ on center or portion thereof.

3.1.2. “Fire Lane – No Parking” signs (Figure 5) meeting the appropriate specifications shall be posted immediately adjacent to each designated fire lane and at intervals not to exceed 50 feet, unless otherwise approved by the fire code official. In areas where fire lane parking restrictions are enforced by the California Highway Patrol, “NO STOPPING - FIRE LANE” signs meeting Caltrans standards shall be used. In addition, where the number of entrances into the area marked with fire lanes is limited, all such vehicle entrances to the designated area shall be posted with approved fire lane entrance signs (Figure 6).

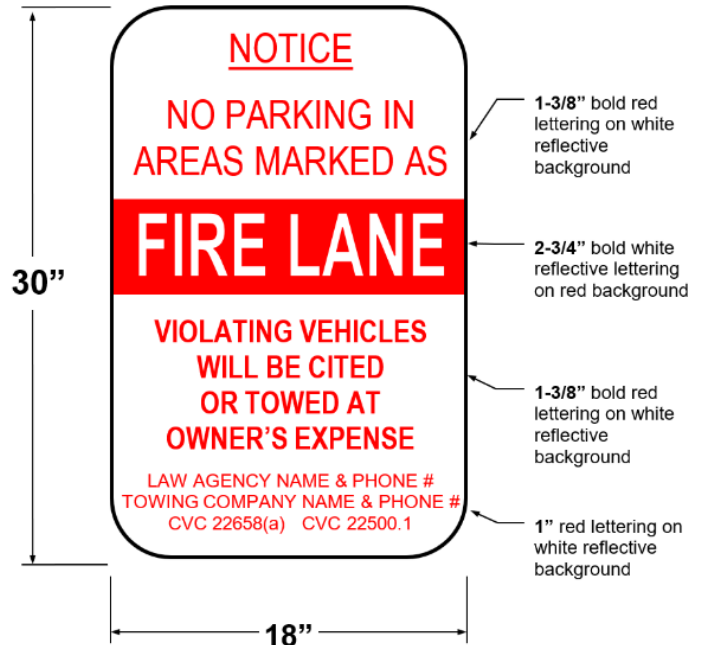
Figure 5 – Fire Lane No Parking Signs



3.2. **Fire Lane Entrance Signs** - Fire lane entrance signs must meet the following specifications:

- Fire lane entrance signs are to be used only at vehicle entry points to areas that contain “Fire Lane – No Parking” signs or red curbs.
- The sign shall be posted at all vehicle entrances to areas marked with either red curbs or fire lane “No Parking” signs. Signs shall be securely mounted facing the direction of travel and clearly visible to oncoming traffic entering the designated area.
- Signs shall be installed per OCFA mounting specifications for fire lane signs.

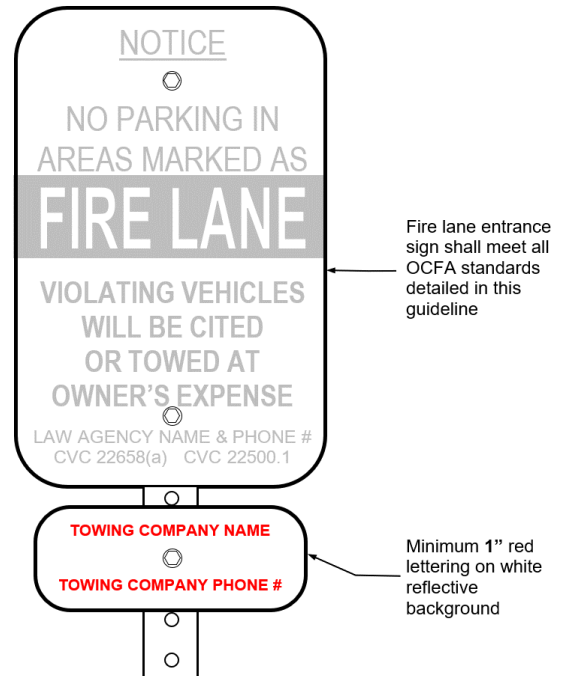
Figure 6 – Fire Lane Entrance Signs



3.3. **Towing Company Information** -

Towing company contact information is required for all properties with a standing written agreement for services with a towing company per the California Vehicle Code. To facilitate periodic changes in towing company contracts, the towing company contact information may be posted on a separate sign mounted directly below the fire lane entrance sign instead of on the entrance sign itself (Figure 7). The method of attachment to the post shall not obscure the wording on either sign.

Figure 7 – Alternate Location of Towing Company Information



3.4. **Alternative “Fire Lane – No Parking”** -

Alternative “Fire Lane – No Parking” signs may be allowed with approval from the fire code official. Signs shall be securely mounted facing the direction of travel and clearly visible to oncoming traffic entering the designated area. Signs shall be made of durable material and installed per OCFA mounting specifications for fire lane signs.

Note: All alternative signs must be approved through the OCFA and by the city/County engineer and/or policy agency, as applicable. In areas where fire lane parking restrictions are enforced by the California Highway Patrol, “NO STOPPING – FIRE LANE” signs meeting Caltrans standards shall be used.

- 3.4.1. “Fire Lane – No Parking Beyond This Point Except in Designated Stalls” sign may be approved for use in limited areas up to 100-feet in length, such as motor courts or dead-end roads, when permitted by the Fire Code Official. Where parking stalls are not present, sign may omit “except in designated stalls” and sign height may be reduced to 18”. The specifications for the rest of the sign shall match the standard fire lane no parking signs (Figure 8).

Figure 8 – Specifications for Alternative Fire Lane No Parking Signs

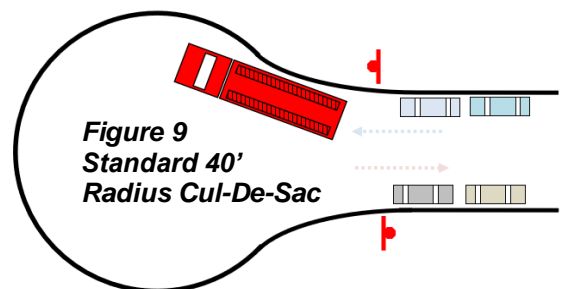
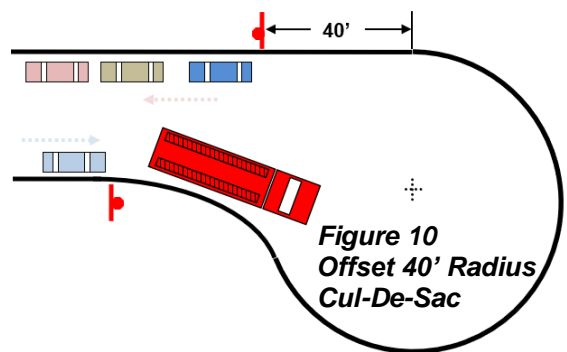


- 3.4.2. “Fire Lane – No Parking in Cul-De-Sac” signs may be approved for use on the right side of a roadway. Signs shall be securely mounted facing the direction of travel and clearly visible to oncoming traffic entering the designated area.

For a standard cul-de-sac, the “begin” and “end” signs shall be located at the point where the street begins to widen into the bulb (Figure 9).

A cul-de-sac with an offset radius shall have signs located at the point where the street begins to widen into the bulbs and at a point 40’ from where the cul-de-sac and street are tangent (Figure 10).

Additionally, a minimum 2” red lettering on white reflective background must be provided for the “BEGIN” sign at entry into cul-de-sac and “END” sign when leaving cul-de-sac.



“BEGIN” or “END” sign may be omitted where cul-de-sac is the continuation of a no parking zone on streets less than 36’ wide (Figure 11).

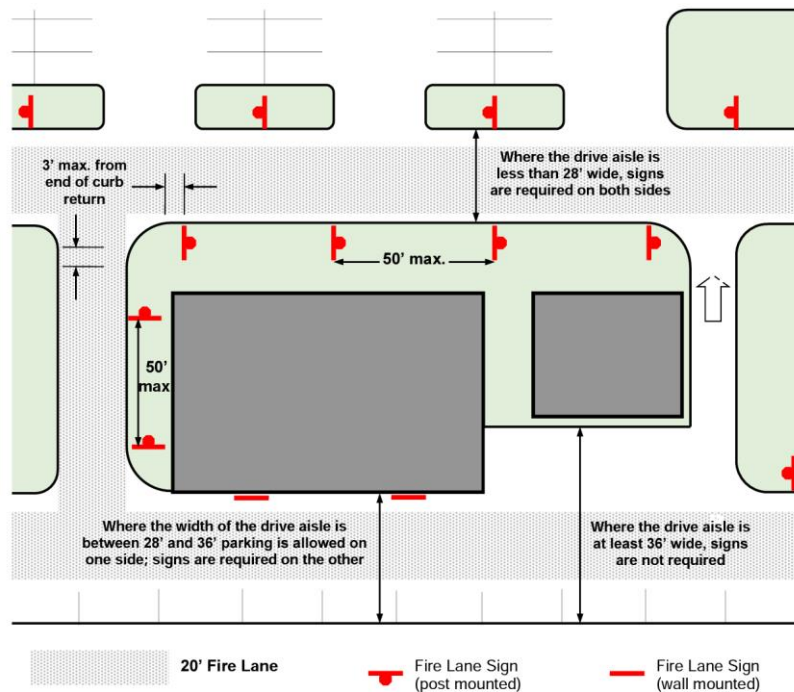
3.5. **Fire Lane No Parking Sign Locations** - Signs are required within 3’ at the end of the curb return at the beginning of each “block” along the fire lane and spaced a maximum of 50’ along the entire designated lane (Figure 12).

A sign shall be located within a reasonable distance of the end of each block as necessary to clearly identify the extend of the no parking zone. Signs shall be securely mounted facing the direction of travel and clearly visible to oncoming traffic entering the designated area. Signs shall be made of durable material and installed per OCFA mounting specifications. Where signposts are not practical, signs may be mounted on a wall or fence and are allowed to be oriented parallel to the length of the fire lane. OCFA inspectors will determine if additional signs or sign locations are required.

Figure 11 – Specifications for Cul-de-Sac Fire Lane No Parking Signs

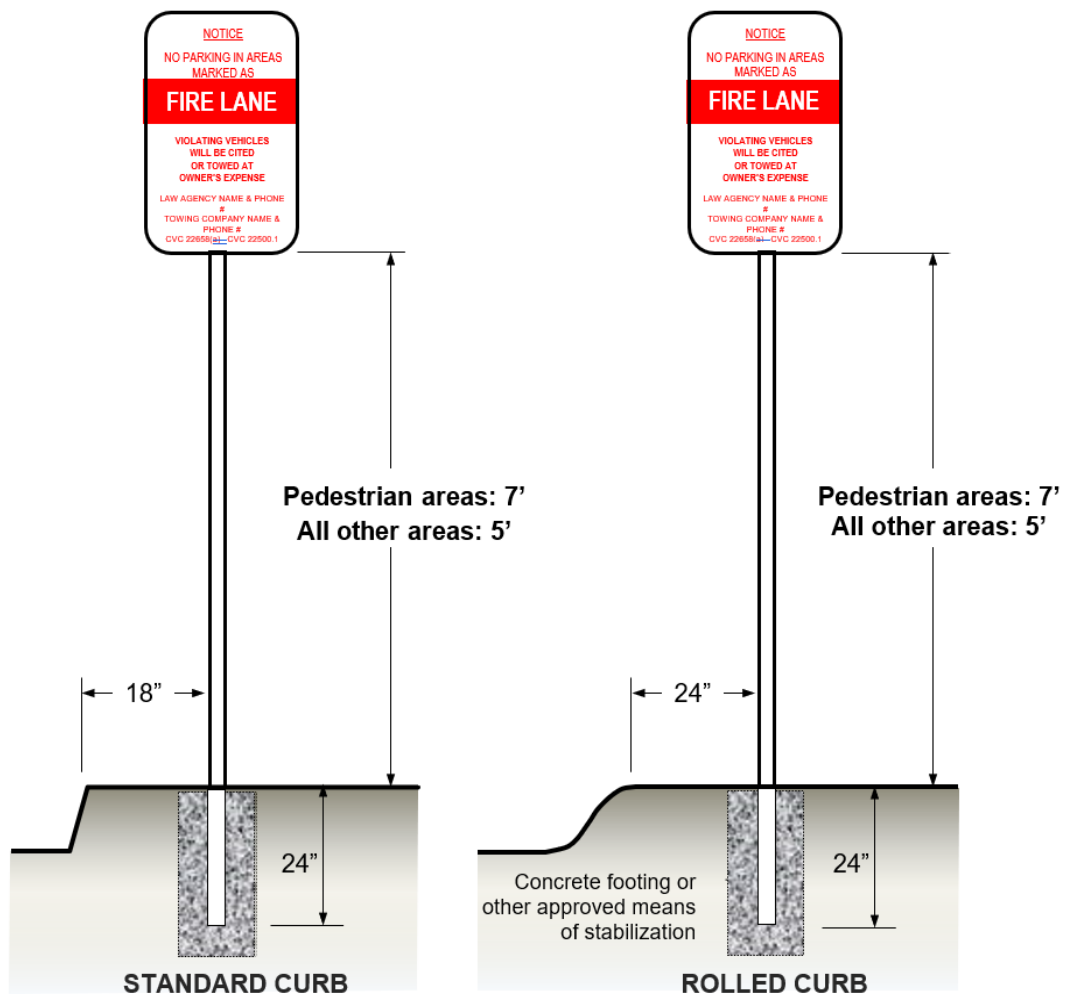


Figure 12 – Fire Lane No Parking Sign Locations



- 3.6. **Mounting Specifications for Fire Lane Entrance and No Parking Signs** - Signs shall be mounted facing the direction of vehicular travel. They may be mounted on existing posts or buildings where the centerline of the sign is no more than 24" from the edge of the roadway. The sign post depth of bury shall be a minimum of 24" and rebar, a concrete footing, or another method to prevent removal is recommended (Figure 13). Footings for signs located in the public right-of-way shall be per the local jurisdiction's requirements.

Figure 13 – Mounting Specifications for Fire Lane Entrance and No Parking Signs



SECTION 4: PREMISES IDENTIFICATION

4. **Premises Identification** - Approved numbers or letters shall be placed on the front elevation of all new and existing buildings in such a position that is plainly visible and legible from the street or the road to which the property is addressed. Addresses shall not be located where there is potential of being obstructed by signs, awnings, vegetation, or other building/site elements. Where only a single building with a single street address is present (and no other structures are accessible from the fire lane serving that structure), an address monument at the vehicle entrance or other location clearly visible and legible from the public road may be provided in lieu of an address on the building.
 - 4.1. The numbers shall contrast with their background. In SRA and in LRA VHFHSZ, addresses for residential buildings shall be reflectorized per CCR Title 14.
 - 4.2. The address characters shall be a minimum of 4 inches in height for single-family residential structures/duplexes, or individual unit numbers in multi-family residential structures. The 4-inch numbers shall have a ½-inch stroke, or as required by local ordinance, whichever is more restrictive. Building setbacks, elevation, and landscaping can affect these minimum size requirements.
 - 4.3. The address characters shall be a minimum of 6 inches in height for commercial structures, or the primary building address or address range posted on multi-family residential structures. The 6-inch numbers shall have a one-inch stroke, or as required by local ordinance, whichever is more restrictive. Building setbacks, elevation, and landscaping can affect these minimum size requirements.
 - 4.4. Address numbers may be required to be internally or externally illuminated by the local jurisdiction's security code. While not required by the OCFA, illumination of addresses is recommended to facilitate rapid location of a site or building.
 - 4.5. Where it is unclear as to which street a building is addressed to (e.g., a building is accessed only from a street other than the one it is addressed to; multiple main entrances to the site, or building itself, front different streets), the name of the street shall also be identified as part of the posted address.
 - 4.6. **Multi-Unit Buildings** - Suite/apartment numbers shall be placed on or adjacent to the primary entrance for each suite/apartment and any other door providing access to fire department personnel during an emergency. Multiple residential and commercial units having entrance doors not visible from the street or road shall, in addition, have approved numbers grouped for all units within each structure and positioned to be plainly visible from the street or road.
 - 4.7. **Multi-Building Clusters** - Approved numbers or addresses shall be placed on the front elevation(s) of all buildings that form the cluster. If all building addresses are not clearly visible or legible from the public road serving the structures, an address monument shall also be provided at the entry point(s) to the site indicating the range of addresses accessible from that entrance.

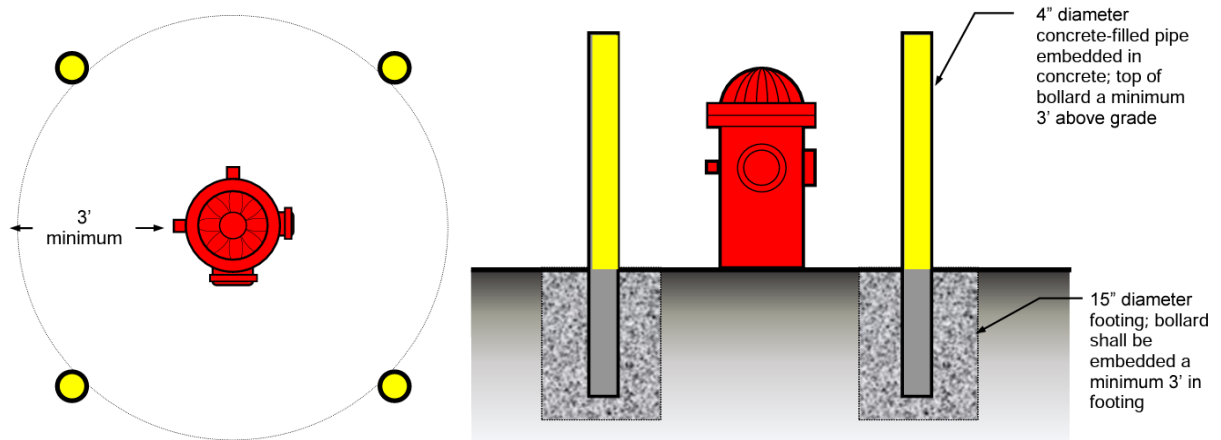
SECTION 5: HYDRANT AND WATER AVAILABILITY REQUIREMENTS

5. **Hydrant and Water Availability Requirements** - Applicants must provide documentation that hydrants are provided in the quantity and spacing described in the Hydrant Quantity and Spacing in OCFA Jurisdiction table (Attachment 3). They must also show that the hydrant is capable of delivering the amount of water required in the Minimum Required Fire Flow and Flow Duration for Buildings in OCFA Jurisdiction table (Attachment 4). The quantity and spacing of hydrants are governed by the fire flow required for the structure(s) served. The required fire flow is dependent upon the size of the structure, type of construction, and whether the building is equipped with fire sprinklers. This information must be shown clearly on the plans to assist in the determination of the fire flow requirement.
- 5.1. **Water Availability** – To facilitate the review process and avoid untimely delays in project approval, applicants are strongly encouraged to arrange a hydrant flow test with the local water department prior to submitting plans to the OCFA if the project includes a new structure or increase in the floor area of an existing structure. Water availability information may not be required to be submitted for every project, and plans may be submitted with a hydrant flow test pending, but the applicant should understand that project approval may be delayed if it is determined during review that this information is required. If the project requires evaluation of the available fire flow, it will not be approved without a completed OCFA Water Availability form or equivalent data sheets from a water district. Water availability information must not be older than six months.
- 5.1.1. Obtain a Water Availability form from OCFA Planning & Development Services Section.
- 5.1.2. Fill out the project and building information in the first section of the Water Availability form. Care should be taken when determining the applicable fire area for the project. As stated above, fire flow is dependent on several factors, so the largest building or group of structures is not necessarily the most demanding in terms of fire flow.
- 5.1.3. Determine the required fire flow from Minimum Required Fire Flow and Flow Duration for Buildings in OCFA Jurisdiction (Attachment 4), as applicable. A 50% reduction in fire flow (but not duration) may be taken when the fire-flow calculation area consists only of buildings equipped with an approved automatic fire sprinkler system. If you are unsure of how to calculate the fire flow requirement for your project, you may email or fax the form to the OCFA, and we will determine the fire flow for you.
- 5.1.4. Contact the local water company to request a hydrant flow test or fire flow modeling calculation and have a representative of the water company complete and sign the last section on the form. In some cases, the water company may allow or require a qualified third party to perform the flow test for you.
- In newly developed areas without water infrastructure, the water department may issue a “will-serve” letter indicating the expected fire flow and duration of water that will be delivered once the water system is installed and operational.

- If multiple hydrants are located within the maximum distance allowed in Hydrant Quantity and Spacing in OCFA Jurisdiction (Attachment 4). The amount of water available from each hydrant may be combined, provided that the hydrants are flowed simultaneously.
- 5.1.5. It is the applicant's responsibility to ensure that the following information is provided at a minimum on either the water company's test data sheet and/or the OCFA Water Availability form:
- Static pressure and residual pressure in PSI and observed flow in GPM; or
 - Calculated flow in GPM at 20 PSI
- 5.1.6. Scan or photocopy the completed form or data sheets onto your plans or include the original with your plan submittal.
- 5.1.7. Please ensure that the fire area, building size, construction type, and flow data are complete and accurate. Errors or omissions in this information may result in plans having to be resubmitted or fire flow testing to be redone.
- 5.2. **Fire-Flow Calculation Area** - The fire-flow calculation area shall be the total floor area of all floor levels within the exterior walls, and under the horizontal projections of the roof of a building, except as modified in the following two conditions:
- Portions of buildings which are separated by fire walls without openings, constructed in accordance with the California Building Code are allowed to be considered as separate fire-flow calculation areas.
 - The fire-flow calculation area of buildings constructed of Type IA and Type IB construction shall be the area of the three largest successive floors.
CFC Appendix B Section B104
- 5.3. **Hydrant Location** - Hydrants shall be provided along the length of the fire access roadway in the quantities and up to the maximum distances prescribed in Hydrant Quantity and Spacing in OCFA Jurisdiction table (Attachment 3).
- 5.3.1. Hydrants must be located within three feet of the edge of a fire lane and cannot be located in areas where it may be visually or operationally obstructed (behind fences, walls, in bushes, behind parking spaces, etc.). Clearance shall be provided to a distance no less than three feet from the perimeter of the hydrant. Hydrants located in landscapes areas may require a 4'x4' concrete pad and the OCFA inspector will ensure that vegetation does not encroach on this clear space.
- 5.3.2. The hydrant outlets must face the fire lane. In areas where the outlets cannot face the fire lane (e.g., the hydrant is located on a landscape peninsula or island in a parking lot; the hydrant has three outlets, etc.), the 4" outlet(s) shall take precedence.
- 5.3.3. The hydrant shall be located at least 40-feet from the building it serves. Where it is impractical to locate the hydrant 40-feet from adjacent structures, additional hydrants may be provided, or the hydrant may be located closer if nearby walls do not contain openings and the hydrant is not in a location where it may be rendered inoperable due to damage from collapsed walls, debris, or excessive heat.

- 5.3.4. Hydrants shall be located so that a hose line running between the hydrant and the fire department connection(s) (FDCs) served by that hydrant does not cross driveways, obstruct roads or fire lanes, or otherwise interfere with emergency vehicle response and evacuation of a site.
- 5.3.5. Hydrants and fire department connections shall not be located behind parking stalls or in other locations where they are likely to be blocked by vehicles or other objects. Whenever possible, hydrants shall be placed at street and drive aisle intersections in preference to mid-block locations. Where on-street parking is allowed, hydrants should be placed in the shortest parkways between adjacent driveways, at corners and chokers where parking is not normally allowed, and in similar areas where impact to space available for parking and the potential for hydrants to be obstructed is minimized.
- 5.3.6. Hydrants and fire department connections should not be located where apparatus staged at these locations would then encroach on minimum fire apparatus turning radii unless alternative routes are available. Hydrants shall not be placed in the “bulb” end of a cul-de-sac where apparatus staged at the hydrant would prevent the cul-de-sac from being used as a turnaround.
- 5.4. **Protection of Hydrants** - Hydrants in locations that are exposed or susceptible to potential damage from vehicular collision need to be protected by curbs and/or bollards (Figure 14).

Figure 14 - Protection of Hydrants



Protection of Hydrants, Detector Checks, Fire Department Connections, Post Indicator Valves, and other Similar Devices.

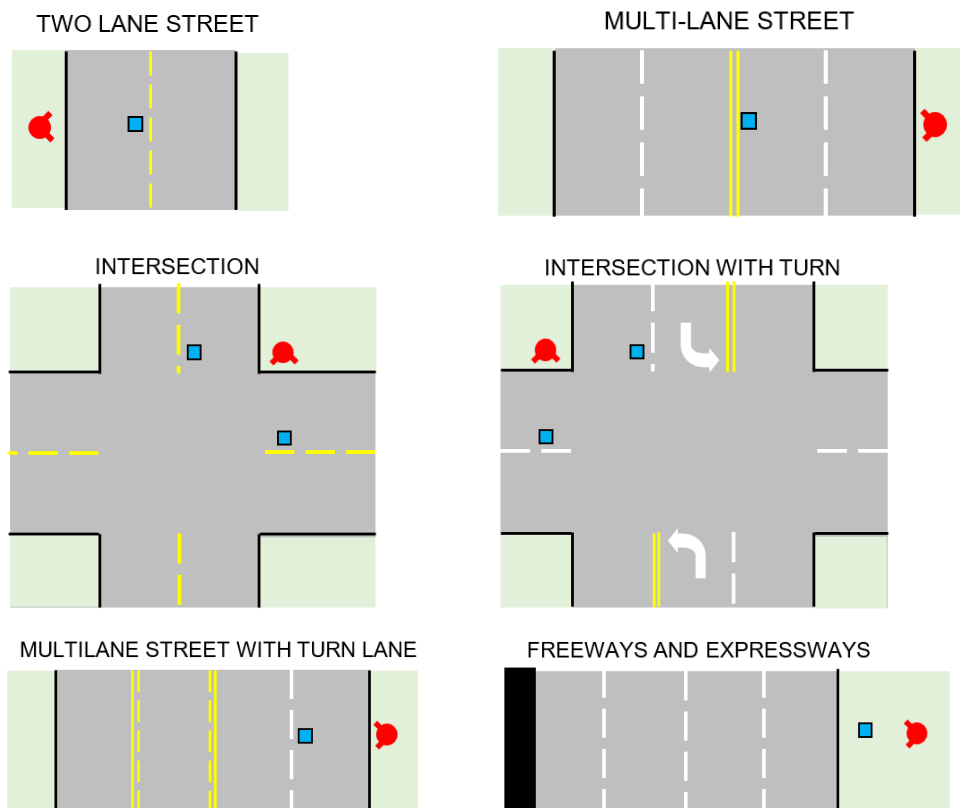
- 5.4.1. If vehicles can approach the hydrant from more than one direction, the hydrant shall be protected by four bollards of concrete-filled pipe four inches in diameter and mounted in concrete in a square around the hydrant. The bollards need to be spaced a minimum of three feet from the perimeter of the hydrant. The bollards must be placed so that their location does not impede access to or use of the hydrant. Two bollards may protect hydrants that can be approached from only one side.

- 5.4.2. Hydrants may not require protection by bollards if they are located such that the potential for collision is minimal or if they are sufficiently protected by a standard concrete curb of at least six inches in height.

5.5. Hydrant Markers and Color

- 5.5.1. Blue reflective pavement markers (“blue dots”) shall be used to identify fire hydrant locations (Figure 15). Blue reflective markers used for any other purpose should be removed. The developer may contact the local water company to arrange the installation of the blue dot/hydrant marker. If the water agency does not participate in the blue dot program, the developer is still responsible to install the dots in an approved manner.

Figure 15 - “Blue Dot” Reflective Hydrant Marker Location



- 5.5.2. Two-way streets and roads – Markers shall be placed six inches from the edge of the painted centerline or from the approximate center of streets without a painted centerline on the side nearest the hydrant.
- 5.5.3. Streets with left turn lanes at the intersection – Markers shall be placed six inches from the edge of the painted white line on the side nearest the hydrant.
- 5.5.4. Streets with continuous two-way left turn lanes – Markers shall be placed six inches from the edge of the painted yellow line on the side nearest the fire hydrant.
- 5.5.5. Hydrant Color – Private hydrants (hydrants separated from the city main by and located downstream from a backflow prevention device) shall be painted OSHA safety red.

SECTION 6: ACCESS TO STRUCTURES

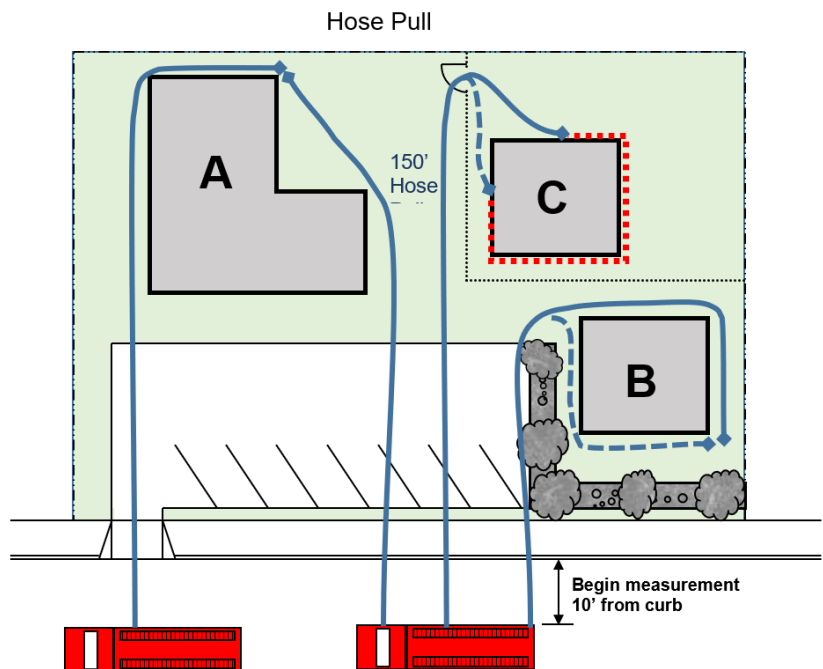
6. Access to Structures

- 6.1. Hose pull – The dimension of 150-feet in relation to fire department access is commonly referred to as “hose pull distance”. As the name implies, this is the maximum distance that Firefighters can effectively pull a fire hose or carry other equipment to combat a fire. The hose pull distance is set at 150 feet due to a variety of factor, including standard hose lengths, weight of equipment, hydraulic properties, and accepted operational procedures (Figure 16).

Figure 16 – Hose Pull

For the hose pull example below, assume that the parking lot is not accessible to fire apparatus due to turning radii and fire lane widths less than the required minimums.

- *Building A – All portions of the buildings are within 150 feet of the public road as measured along the path of firefighter travel. This building is in access.*
- *Building B – The building is in access despite the obstruction presented by the planter and hedges due to its proximity to the road.*
- *Building C – The building is out of access; the presence of a chain-link fence forces firefighters to backtrack once they pass through the gate, increasing their travel distance to the dashed part of the perimeter beyond 150'. On-site fire access roadways and/or a change in the location of the gate would be necessary to provide access to Building “C”.*



- 6.1.1. Hose pull is measured along a path that simulates the route a Firefighter may take to access all portions of the exterior of a structure from the nearest public road or fire lane. Under most circumstances, hose pull will not be a straight-line distance and should not be measured “as the crow flies”.
- 6.1.2. All obstructions, such as fences, planters, vegetation, and other structures must be considered when determining whether a building is accessible from a particular location on the fire lane. Topography may also affect the potential access route and any significant changes in elevation must be accounted for when measuring hose pull distances.

- 6.2. **Access walkways** – CFC 504.1 provides for the installation of approved access walkways from fire access roadways to exterior openings required by either the CBC or CFC. The OCFA may require the construction of such walkways depending upon particular site conditions or project parameters. These conditions include, but are not limited to, building use or occupancy, topography, vegetation, and surface conditions. Design professionals must carefully consider these issues when developing a project site. When required:
- 6.2.1. Access walkways must be provided to all required egress doors from a building, all firefighter access doorways in buildings with high-piled storage, and the area beneath each rescue window, at a minimum. Access walkways will typically be required around the entire perimeter of a structure to facilitate control of a fire through any other available openings.
 - 6.2.2. Access walkways must be a minimum of five feet in width.
 - 6.2.3. Access walkways shall consist of a surface that lends itself to safe use during building evacuation, firefighting, and rescue efforts.
 - 6.2.4. Where elevation change is present, indicate the grade as a percentage on the plans.
 - 6.2.5. The type of material provided for the access walkway and/or other specifications shall be indicated on the fire master plan and are subject to approval by the OCFA.
- 6.3. **Access to Interior Courtyards** - Firefighter access and water supply as described below shall be provided for interior courtyards of R-occupancy buildings and buildings of other occupancies where the main entry to a suite is accessed via the courtyard.
- 6.3.1. Number of Access Routes
 - A minimum of two means of access via “firefighter tunnels” shall be provided between each courtyard and the fire lane. A single tunnel may be allowed for smaller courtyards, as determined by the fire code official.
 - A tunnel interconnecting courtyards may suffice as a second means of access, provided that each courtyard so connected has at least one other tunnel leading directly to a fire lane.
 - 6.3.2. Design of Firefighter Tunnels
 - The outer entrance to the tunnel shall front on a fire lane.
 - Tunnels shall be a minimum 10 feet wide, and when possible, at least 10 feet tall (but no less than 8 feet).
 - Doorways and gate openings in the path of firefighter travel to, through, and from the tunnel shall provide a minimum 44-inch clear width.
 - Where the tunnel intersects with corridors or other interior spaces, doors shall be provided to separate the tunnel from those spaces in a manner that provides an uninterrupted path of travel through the tunnel, from one end to the other.
 - At least 1 tunnel shall provide a straight path of travel between the fire lane and the courtyard to ensure access by a firefighter’s 35’ ladder.

- Landscape and hardscape features such as trees, shrubs, light poles, raised planters, walls, fences, and gates near the openings to the tunnel shall not hinder or delay movement of firefighters carrying a ladder.
- Where there is an elevation change between the fire lane and courtyard, code-compliant ramps or stairs with a minimum clear width of 44" between handrails shall be provided. Only straight-run stairs shall be provided, no stair returns are allowed along the path of firefighter travel.

6.3.3. Tunnel Construction

- Tunnels shall be separated from adjacent construction by minimum 2 hour fire barriers and 2 hour ceiling/floor assemblies.
- Interior door openings into the tunnel may be equipped with mag-holds, but other doorstops are not allowed.
- Wall and ceiling finishes within the tunnel shall be non-combustible. Where allowed by CBC/CFC Chapter 8, floors may be carpeted.

6.3.4. Use of Firefighter tunnels – Tunnels are permitted to be used for other purposes provided that the use does not obstruct the clear path required or otherwise interfere with use of the tunnel for emergency purposes. Combustible furnishings and fixtures within the tunnel shall be kept to a minimum, and such items shall be fixed in place. Where the tunnel is also an exit component of the egress system (e.g., exit enclosure, passageway, exit stair, horizontal exit) or functions as an egress court per CBC 1029.1, no other non-emergency use shall be allowed within the tunnel.

6.3.5. Courtyard Standpipes

- At least one standpipe outlet shall be provided in the courtyard when hose-pull from fire apparatus in the fire lane to any portion of the inner façade within the courtyard exceeds 200'.
- If standpipes are required, outlet(s) shall be provided within the firefighter tunnel at the opening of the firefighter tunnel(s) into the courtyard and at other approved locations as required by the fire code official. The hose-pull to all portions of the courtyard shall be less than 150-feet as measured from the standpipe outlet.
- The system shall be designed to not send a waterflow signal.
- The standpipe may be wall mounted or standalone. If standalone, it shall be located no more than 18" from the edge of a primary walkway in the courtyard in a position where it is immediately visible and accessible to firefighters. Access to and use of standpipes shall not be hindered by planter walls, vegetation, or other features; 18" clearance shall be provided on all sides.

6.4. **Rescue Openings** - Group-R occupancies that are required by CBC 1031.1 to have rescue openings shall have a walkable path free of obstructions between the fire lane and each rescue opening.

- 6.4.1. An approved access walkway must be provided to enable firefighters to easily and safely reach a clear, flat space beneath each rescue opening. Obstructions including but not limited to shrubs, trees, trellises, carports, raised planters, walls, fences, pools, steeply sloped roofs, overhangs, vegetation, and similar building and site elements shall not impede the use of or access to the walkway or rescue opening.
- 6.4.2. Walkways may consist of hardscape, decomposed granite, grass, or other similar walkable material that does not inhibit access to or use of the area.
- 6.4.3. Trees that encroach on walkways shall provide a minimum 7-foot clearance underneath to allow unhindered passage by firefighters, however, trees and shrubs shall not encroach on areas outside the rescue opening.
- 6.5. **Laddering Pad and Setback at Rescue Openings of Group R-1, R-2, and R-2.1 Occupancies** - A clear, flat space for laddering rescue openings shall be provided beneath each rescue opening. The distance between the nearest edge of this laddering pad and the structure is based on standardized operational procedures and safe practice to achieve a proper laddering angle (next page, Figure 17). The plan provided must demonstrate that the vegetation (at fully-grown sizes), buildings, and site features will not obstruct the access walkways or laddering operations. It is incumbent upon the developer, architect, landscape architect, and facility maintenance personnel to collaborate on a design and plant palette that complies with these requirements through the *life of the building*.

6.5.1. Proper laddering angle calculation: $d = (h/5) + 2$

Where **h** = The height of the window sill or balcony railing

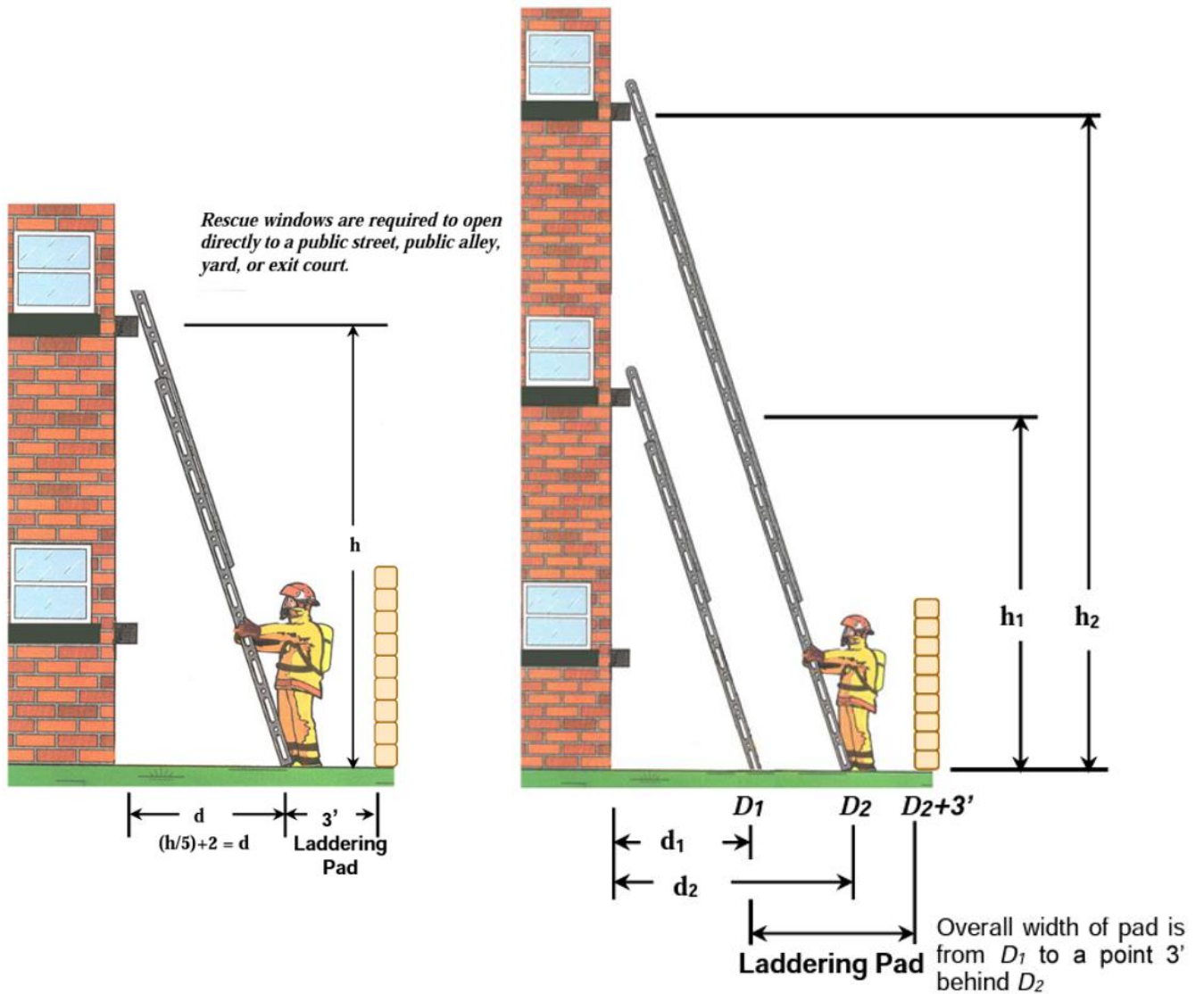
d = The distance in feet from the edge of the pad nearest the building to a point on the ground directly beneath the rescue window sill or balcony edge.

6.5.2. Dimensions for placement of ladders:

Placement of Ladders

Sill Height (h)	Distance (d)	Sill Height (h)	Distance (d)	Sill Height (h)	Distance (d)
35'	9'-0"	25'	7'-0"	15'	5'-0"
34'	8'-10"	24'	6'-10"	14'	4' to 5'
33'	8'-7"	23'	6'-7"	13'	4' to 5'
32'	8'-5"	22'	6'-5"	12'	3' to 5'
31'	8'-2"	21'	6'-2"	11'	3' to 4'
30'	8'-0"	20'	6'-0"	10'	2' to 4'
29'	7'-10"	19'	5'-10"	9'	2' to 4'
28'	7'-7"	18'	5'-7"	8'	2' to 3'
27'	7'-5"	17'	5'-5"	7'	1' to 3'
26'	7'-2"	16'	5'-2"	<7'	1' to 2'

Figure 17 - Ladder Pad Setback at Rescue Openings



ATTACHMENTS

Attachment 1 - Fire Master Plan Submittal Checklist

PROJECT INFORMATION

- Scope of project is clearly defined on the plan? Yes
- Conditional Use Permit conditions included with submittal? Yes N/A (CUP was not required by city/county)
- Tract/Tentative Tract/Parcel Map Number has been provided? Yes
- Standard OCFA fire master plan notes are included? Yes (Notes are tailored to this project, where applicable)
- Building area, construction, occupancy, sprinkler type noted on plan? Yes
- Allowable area calculation provided on plan? Yes No (<6,000 sf unsprinklered; <18,000 w/ sprink.)
- Sheets not relevant to fire master plan removed from plan set? Yes
- Access/hydrant phasing plan provided? Yes N/A (No phasing of access/hydrant installation)

WATER AND HYDRANTS

- Water availability form completed and provided? Yes No (in progress) No (no change in demand)
- All hydrants within 350' of the site are shown on plan? Yes
- Are hydrants provided/spaced per Guideline B-01, Attachment 3? Yes

ACCESS AND ROADWAYS

- Extent of the access roadway is clearly shown on the plan? Yes
- Turning radii and width (incl. road sections) shown on the plan? Yes
- Exterior of all structures within 150' hose pull distance? Yes No (AM&M proposed) No (sprinklered R-3)
- Engineer's certification provided for new paving? Yes N/A (No new paving)
- Walkable surface provided to required openings? Yes
- Road and walkway grades >10% shown on plan? Yes N/A (Grade <10%)

FIRE LANE IDENTIFICATION

- Red curbs are identified on plan with bold, dashed, or red lines? Yes N/A ("Fire Lane—No Parking" signs provided)
- Location of each "Fire Lane—No Parking" sign shown? Yes N/A (Red curbs provided)
- Fire lane entrance sign provided at each vehicle entrance? Yes N/A (All roads at least 36 feet wide)
- Drawings of red curbs/"No Parking"/entrance signs provided? Yes N/A (All roads at least 36 feet wide)

GATES AND OBSTRUCTIONS

- Are all gates, fences, and planters shown? Yes
- Are vehicle gates identified as manual or electric? Yes N/A (No gates proposed)
- Gate operator specs showing emergency operation provided? Yes N/A (No electric gates proposed)
- Manual vehicle gates have "No Parking" sign noted? Yes N/A (No manual gates proposed)
- Knox boxes/locks/switches are noted on plans? Yes N/A (No gates proposed)
- OCFA gate notes/specifications included on plan? Yes N/A (No gates proposed)

OTHER REQUIREMENTS

- AM&M request letter scanned onto plan? Yes N/A (No alternate methods proposed)
- Premises ID/address monument location shown on plan? Yes N/A (Single family homes)
- Trash enclosures are located at least 5' from buildings? Yes No (Enclosures are existing or sprinklered)
- Two entry points provided for 150 or more residences? Yes N/A (Non-residential project)
- Buildings >75' to highest occupiable floor called out? Yes N/A (No high-rise structures)
- Parking enforcement letter provided? Yes N/A (Public streets only)
- Project located in methane zone(s) (portions of Yorba Linda, Buena Park, Seal Beach, San Clemente, and Unincorporated Orange County)? Yes No

NOTE: This is only a listing of basic fire master plan submittal requirements. Other information or requirements may be necessary, depending on conditions specific to each project.

Attachment 2 – CVC, Fire Lane Parking Violations

The California Fire Code (CFC) and California Vehicle Code (CVC) specify rules of the road for stopping, standing, and parking in fire lanes or near fire hydrants.

- A. Section 22500.1 states that no person shall stop, park, or leave standing any vehicle whether attended or unattended, in any location designated as a fire lane by the Fire Authority except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or official traffic control device. Vehicles illegally parked in a fire lane may be towed per CVC 22953(b).
- B. There shall be no parking of any vehicles other than fire department vehicles within 15 feet of either side of a fire hydrant in accordance with CVC 22514(c). Such vehicles may be towed per CVC 22651(e).
- C. CVC 22658(a) permits the owner or person in lawful possession of any private property, subsequent to notifying local law enforcement, to cause the removal of a vehicle parked on such property to the nearest public garage, if a sign is displayed in plain view at all entrances to the property specifying:
 - 1. The ordinance prohibiting public parking, a notation indicating that vehicles will be removed at the owner's expense, and the telephone number of the local traffic law enforcement agency, or;
 - 2. The lot or parcel upon which the vehicle is parked has a single-family dwelling.
- D. CFC 503.4 states that the required width of a fire apparatus access road shall not be obstructed in any manner, including parking of vehicles. Minimum required widths and clearances shall be maintained at all times.
- E. CFC 507.5.4 states that vehicles and other obstructions shall not be placed or kept near fire hydrants, fire department inlet connections or fire-protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately discernible. The fire department shall not be deterred or hindered from gaining immediate access to fire-protection equipment or hydrants.

Attachment 3 – Hydrant Quantity and Spacing in OCFA Jurisdiction

SINGLE FAMILY RESIDENCES/DUPLEXES/TOWNHOUSES with SPRINKLERS

Flow Requirement	Minimum Number of Hydrants	Maximum Distance to a Hydrant		Maximum Distance between Hydrants ¹		Average Distance between Hydrants ¹	
		Thru road	Dead-end	Thru road	Dead-end	Thru road	Dead-end
500 - 1750	1	300	250	600	500	600	500
1751+	Use the table below						

ALL OTHER STRUCTURES

Flow Requirement	Minimum Number of Hydrants	Maximum Distance to a Hydrant		Maximum Distance between Hydrants ^{1,2}		Average Distance between Hydrants ^{1,2}	
		Thru road	Dead-end	Thru road	Dead-end	Thru road	Dead-end
1000 - 1750	1	250	200	500	400	500	400
1751 - 2250	2	225	175	450	350	450	350
2251 - 2500	3	225	175	450	350	450	350
2501 - 3000	3	225	175	450	350	400	300
3001 - 4000	4	210	160	420	320	350	250
4001 - 5000	5	180	130	360	260	300	200
5001 - 5500	6	180	130	360	260	300	200
5501 - 6000	6	150	100	300	200	250	150
6001 - 7000	7	150	100	300	200	250	150
7001+	1 per 1000 gpm or fraction thereof	120	70	240	140	200	100

All distances are in feet.

¹ Where streets are provided with median dividers which cannot be crossed by fire fighters pulling hose lines, or where arterial streets are provided with four or more traffic lanes and have a traffic count of more than 30,000 vehicles per day, hydrant spacing shall average 500 feet on each side of the street and be arranged on an alternating basis.

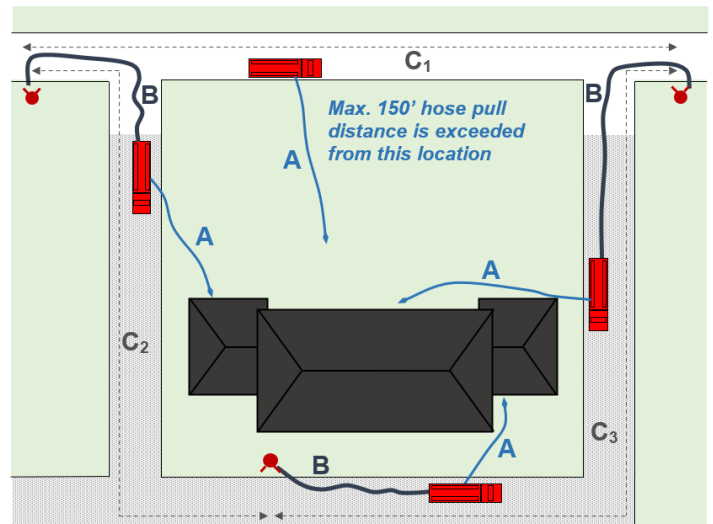
² Where new water mains are extended along streets where hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided at spacing not to exceed 1,000 feet to provide for transportation hazards.

A: HOSE PULL – In the diagram, firefighters would be able to reach the entire perimeter of the building by pulling no more than 150’ of hose from one or more fire engines staged in the shaded portion of the fire lane; the unshaded roadway has a hose pull distance greater than 150’ and would be considered “out of access” relative to this building.

B: HOSE LAY – No point along the portion of the fire lane serving the structure (the shaded road) may be farther from a hydrant than the distance specified in the table above. The hydrant may be located along portions of the fire lane that exceed the hose pull distance (unshaded roadway) provided that it is:

1. On the same property,
2. On an adjacent property where an emergency access easement has been obtained, or
3. On a public road leading to the fire lane serving the property.

C: HYDRANT SPACING – Hydrants located on portions of the fire lane that do not serve the building (unshaded road) do not need to be evaluated for spacing relative to each other, only with respect to hydrants that do serve the structure. Example: C1 may exceed hydrant spacing requires. However, C2 and C3 cannot. “Average spacing” from the table above shall be maintained to prevent multiple hydrants from being concentrated in only one portion of the fire lane.



Attachment 4 – Minimum Required Fire Flow and Flow Duration

FIRE FLOW CALCULATION AREA (square feet)					DETACHED SINGLE-FAMILY RESIDENCE/DUPLEX		OTHER BUILDINGS			
					FIRE FLOW (gallons per minute at 20 psi residual)		DURATION (hours)	FIRE FLOW (gallons per minute at 20 psi residual)		DURATION (hours)
Type IA/IB	Type IIA/IIIA	Type IV/VA	Type IIB/IIIB	Type VB	NS	S		NS	S	
0-22700	0-12700	0-8200	0-5900	0-3600	1000	500	1	1500	1500	2
22701-30200	12701-17000	8201-10900	5901-7900	3601-4800	1750	875	NS: 2 S: 1	1750	1500	
30201-38700	17001-21800	10901-12900	7901-9800	4801-6200	2000	1000		2000	1500	
38701-48300	21801-24200	12901-17400	9801-12600	6201-7700	2250	1125		2250	1500	
48301-59000	24201-33200	17401-21300	12601-15400	7701-9400	2500	1250		2500	1500	
59001-70900	33201-39700	21301-25500	15401-18400	9401-11300	2750	1375		2750	1500	
70901-83700	39701-47100	25501-30100	18401-21800	11301-13400	3000	1500	NS: 3 S: 1	3000	1500	3
83701-97700	47101-54900	30101-35200	21801-25900	13401-15600	3250	1625		3250	1625	
97701-112700	54901-63400	35201-40600	25901-29300	15601-18000	3500	1750		3500	1750	
112701-128700	63401-72400	40601-46400	29301-33500	18001-20600	3750	1875	NS: 4 S: 1	3750	1875	4
128701-145900	72401-82100	46401-52500	33501-37900	20601-23300	4000	2000		4000	2000	
145901-164200	82101-92400	52501-59100	37901-42700	23301-26300	4250	2125		4250	2125	
164201-183400	92401-103100	59101-66000	42701-47700	26301-29300	4500	2250		4500	2250	
183401-203700	103101-114600	66001-73300	47701-53000	29301-32600	4750	2375		4750	2375	
203701-225200	114601-126700	73301-81100	53001-58600	32601-36000	5000	2500		5000	2500	
225201-247700	126701-139400	81101-89200	58601-65400	36001-39600	5250	2625		5250	2625	
247701-271200	139401-152600	89201-97700	65401-70600	39601-43400	5500	2750		5500	2750	
271201-295900	152601-166500	97701-106500	70601-77000	43401-47400	5750	2875		5750	2875	
295901+	166501+	106501-115800	77001-83700	47401-51500	6000	3000		6000	3000	
		115801-125500	83701-90600	51501-55700	6250	3125		6250	3125	
		125501-135500	90601-97900	55701-60200	6500	3250		6500	3250	
		135501-145800	97901-106800	60201-64800	6750	3375		6750	3375	
		145801-156700	106801-113200	64801-69600	7000	3500		7000	3500	
		156701-167900	113201-121300	69601-74600	7250	3625	7250	3625		
		167901-179400	121301-129600	74601-79800	7500	3750	7500	3750		
		179401-191400	129601-138300	79801-85100	7750	3875	7750	3875		
		191401+	138301+	85101+	8000	4000	8000	4000		

NS: The building is not protected throughout with an approved fire sprinkler system

S: The building is protected throughout with an approved fire sprinkler system.

Construction Types: Types of construction are based on the California Building Code

Attachment 5 – Definitions

Access Walkways - An approved walking surface leading from fire access roadways to exterior doors, the area beneath rescue windows, and other required openings in structures.

Bollards - Permanent or removable poles that are placed across a roadway for the purpose of restricting vehicular access or to protect a piece of equipment from potential vehicular damage.

Breakaway Lock - A lock that features a scored shackle that will break when struck by a hammer or other substantial object.

Fire Lane – A road or other passageway developed to allow the passage of fire apparatus which may or may not be intended for vehicular traffic other than fire apparatus.

Fire Lane Identification - Signs or curb markings that allow fire apparatus access roads to be readily recognized so that they will always remain unobstructed and available for emergency use.

Gate – A movable barrier, usually on hinges or wheels, located at an opening in a fence, wall, or other enclosure, that can be opened to allow the passage of pedestrians or vehicles, and closed to restrict passage.

Hose Pull - The distance between the fire engine and a building, represented by the amount of fire hose that firefighters must pull from the engine to reach the structure and conduct fire suppression operations. Hose pull is measured along the firefighter's path of travel from the fire lane to the building, accounting for any obstructions along that path.

Hose Lay - The distance between the fire engine and a hydrant, represented by the amount of hose laid out from the engine to supply water from the hydrant to the engine. Hose lay is measured along the engine's path of travel on a fire lane.

Hydrant Spacing – The distance between two hydrants that could supply water to fire apparatus engaged in firefighting operations. Hydrant spacing is measured along the fire lane.

Local Responsibility Area (LRA) - Land where a city/county has primary financial responsibility for the prevention and suppression of wildland fires. LRA land is generally located within city boundaries. *(Refer to CCR Title 14)*

Premises Identification – A method of recognizing and visual means (e.g., address numbers) used to readily identify a property or facility street address. It may also be used to distinguish separate buildings within a single facility or property.

Rescue Openings – An operable window, door, or other similar device that provides for a means of escape and access for rescue in the event of an emergency.

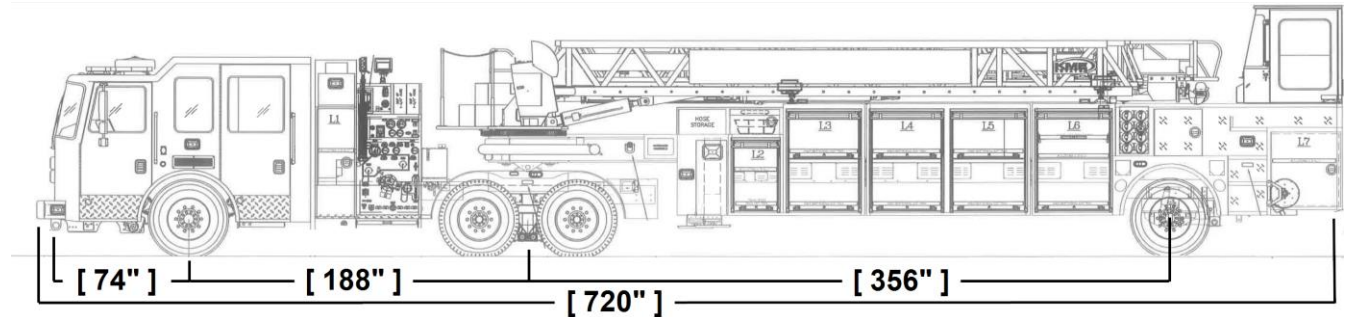
State Responsibility Area (SRA) - Land where the State of California has primary financial responsibility for the prevention and suppression of wildland fires. All SRA land is located within County unincorporated areas; SRA does not include lands within city boundaries or in federal ownership. *(Refer to CCR Title 14)*

Very High Fire Hazard Severity Zone (VHFHSZ) - A designated area in which the type and condition of vegetation, topography, fire history, and other relevant factors increase the possibility of uncontrollable wildland fire. Structures within a VHFHSZ require special construction features to protect against wildfire hazards; please consult with the local building department. *(Refer to CCR Title 14)*

Wildfire Risk Area - Land that is covered with vegetation, which is so situated or is of such an inaccessible location that a fire originating upon it would present an abnormally difficult job of suppression or would result in great or unusual damage through fire, or such areas designated by the fire code official.

Attachment 6 - Apparatus Data for Swept Path Analysis

Use the following inputs for analyzing the swept path of a “typical” OCFA fire truck. To improve maneuverability for *all* OCFA apparatus, increase the speed of apparatus navigation through tight turns, and reduce the potential for property damage and resulting delays to emergency response, projections such as light poles, sign posts, mailboxes, planter walls, and vegetation shall not be placed near the edge of the fire lane where they can obstruct or be struck by portions of the vehicle that may overhang the curb.



Weight	94,000 lbs
Width (Cab)	8.50 feet
Width (Outrigger)	15.00 feet
Height Clearance	13.50 feet

APPENDIX A - ACCESS DURING CONSTRUCTION

HOW TO USE THIS APPENDIX

This appendix contains information related to access during construction. In addition to the generic information listed in Guideline B-01, the information in this appendix must be provided with your plan for projects where access or water supply may impact emergency response during construction. **Note: This information may not stand alone and must be used in conjunction Guideline B-01.**

A1. Access During Construction - Access and water supply during construction shall comply with CFC Chapter 33 and the provisions listed in this section. Construction activities at job sites that do not comply with these requirements may be suspended at the discretion of the fire code official until a reasonable level of compliance is achieved.

At no time shall construction projects impair/obstruct existing fire lanes or access to the operation of an existing fire hydrant(s) serving other structures.

The developer shall provide alternative access routes, fire lanes, and other mitigation features when existing roadways or hydrants may need to be moved or altered during construction to ensure adequate fire and life-safety protection. Such alternatives and features shall be submitted to the OCFA for review and approval prior to alteration of existing conditions.

A1.1. Lumber Drop Inspection - An inspection shall be scheduled with an OCFA inspector to verify that access roadways, fire lanes, and operable hydrants have been provided for buildings under construction and prior to bringing combustible building materials on site.

A1.1.1. The street address of the site shall be posted at each entrance. Projects on streets without names or street signs posted at the time of construction shall include the project name, tract number, or lot number for identification.

A1.1.2. Gates through construction fencing shall be equipped with a Knox padlock or breakaway lock/chain.

A1.1.3. When required by the OCFA inspector, fire lanes shall be posted with "Fire Lane – No Parking" signs or 'No Parking Areas' will be identified to maintain obstruction free areas during construction.

A1.1.4. Provisions shall be made to ensure that hydrants are not blocked by vehicles or obstructed by construction material or debris. A three-foot clear space shall be provided around the perimeter of the hydrant and no parking or similar obstructions shall be allowed along the adjacent road within 15 feet of the hydrant. Inoperable hydrants shall be bagged.

A1.2. Temporary Fire Access Roads - Temporary access roads (construction roads that do not match the final location and configuration of permanent roads as approved on a Fire Master Plan) and temporary hydrants may be permitted for single family residential model construction or a single detached custom home less than 5500 square feet in area with the conditions listed below. They may be allowed on a case-

by-case basis for other structures with additional requirements, as determined by the fire code official.

- A1.2.1. Plans for temporary access shall be submitted to the OCFA Planning and Development Services Section. Plans will show proposed temporary roadway locations, location of models, space dedicated to storage of construction materials, and parking for work crews and construction vehicles. The plans shall clearly state that they have been submitted for temporary access and hydrants.
- A1.2.2. Plans shall be stamped and signed by a licensed civil engineer stating that the temporary access road can support 94,000 pounds of vehicle weight in all-weather conditions. Plans will also provide manufacturer's documentation that demonstrates suitability of the material, specifically as a road stabilizer.
- A1.2.3. Parking plans will include details on how the construction site will enforce fire lanes and no parking zones.
- A1.2.4. Aboveground invasion lines are acceptable for water supply.
- Drawings show detail how the line will be secured in place (e.g., size, depth, and interval of rebar tie-downs) and protected from vehicular damage (e.g., K-rails or bollards).
 - An invasion line may be run underground if the depth of bury can support the 94,000-pound weight of a fire apparatus.
 - The temporary water line must provide the required fire flow; calculations may be required.
 - The pipe shall be listed for fire service.
 - Fire hydrants shall consist of a minimum 6" barrel with one 2-1/2" outlet and a 4" outlet. Note this on the plan.
- A1.2.5. All other access and water requirements shall apply (e.g., width, approach clearance, premises identification, locks, gates, barriers, etc.).
- A1.2.6. The approved plan for temporary access and water supply shall be available at the construction site prior to bringing combustible building materials on-site.
- A1.2.7. An inspection by OCFA personnel is required to verify adherence to the approved plan prior to bringing combustible materials on-site.
- A1.3. **Phased Access** - Incremental installation of permanent access roadways as shown on a fire master plan may be permissible for commercial and residential developments. If phased installation is anticipated, the site superintendent or designee shall review the installation process with an OCFA inspector during the lumber drop inspection or pre-construction meeting. Depending on the complexity of the installation, size of the project, and other project-specific factors, the inspector may allow phased installation to proceed immediately or may first require that all or some of the following items are satisfied:
- The extent of building construction.
 - Location of operable hydrants serving all buildings under construction.

- The location of construction fencing, barriers, and vehicle access gates.
 - The location of all temporary or permanent “fire lane—no parking” signs.
 - Equipment/materiel staging locations.
 - Worker parking areas.
- A1.3.1. Phasing plans shall be stamped and signed by a licensed civil engineer stating that the access road can support 94,000 pounds of vehicle weight in all-weather conditions. The final road section less the final lift of asphalt topping may be acceptable if certified by the engineer.
- A1.3.2. The phasing plan shall identify any anticipated areas where fire department access roadways may be temporarily inaccessible due to trenching, slurry coating, striping, or other construction activities after they have been installed and inspected. The plan shall indicate the anticipated period of impairment and include provisions for providing plating over trenches and alternative access routes, notification to the fire department, and/or other forms of mitigation when such roadways are impaired.
- A1.3.3. Provide a parking plan for the construction site detailing how the fire lane no parking regulations will be enforced. Include a clause stating that “the job-site superintendent is responsible for informing the work crews of parking requirements and that the entire job-site is subject to shut down by the OCFA inspector if parking is in violation of fire lane posting.”
- A1.3.4. The approved phasing plan shall be available at the construction site prior to bringing combustible building materials on-site. A lumber drop inspection by an OCFA inspector will be required prior to the commencement of each phase; additional inspection fees will be due for each phase.
- A1.3.5. All other access and water requirements shall apply (e.g., width, approach clearance, premises identification, locks, gates, barriers, etc.).

APPENDIX B – GATES AND BARRIERS

HOW TO USE THIS APPENDIX

This appendix contains information related to gates and barriers shown on the Fire Master Plan. In addition to the generic information listed in Guideline B-01, the information in this appendix must be provided with your plan if your plan incorporates gates and barriers. **Note: This information may not stand alone and must be used in conjunction Guideline B-01.**

B1. Obstructions to Emergency Vehicle Access - Existing or proposed gates and barriers crossing fire lanes must be shown on the plans. Information such as the location, type of gate (e.g., swinging, sliding), dimensions, and method of operation (manual, electric) must also be provided. Note or identify the following on the fire master plan:

B1.1. Clear Width – Gated openings for vehicle egress and ingress of vehicles shall have at least 13-feet of clear width when serving a single 13-foot-wide fire lane designed for traffic travelling in one direction and 20-feet clear for a 20-foot-wide fire lane serving traffic travelling in two directions. The vertical clearance shall not be less than 13-feet 6-inches, including landscaping and/or foliage (Figure B1 and next page, Figure B2). In SRA and LRA VHFHSZ, gate openings shall be at least two feet wider than the roadway and a minimum of 14’ wide in accordance with CCR Title 14.

FIGURE B1- Fire Apparatus Access Roadway Clearance for Typical Gated Community Guard House

Fire lane width reductions detailed below are applicable only to the area immediately adjacent to the guard house or gate. Roads leading up to and beyond the guard house or gate shall meet standard fire lane width requirements prescribed in Section 2.5 of this guideline.

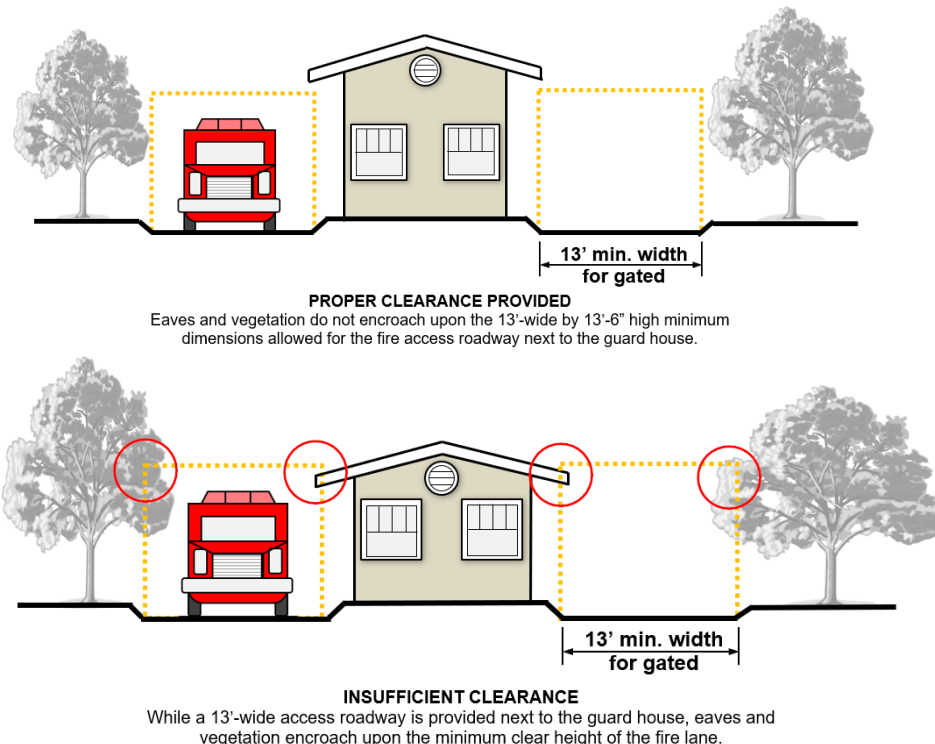
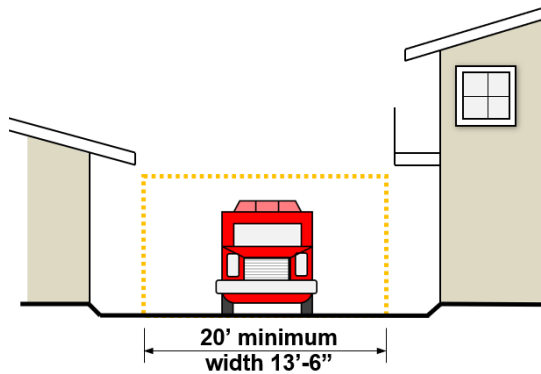
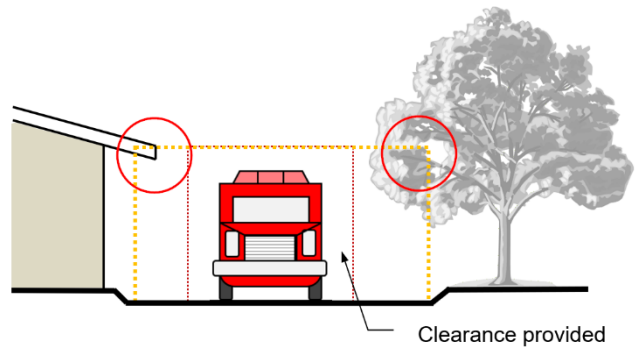


Figure B2– Fire Apparatus Access Roadway Clearance



PROPER CLEARANCE PROVIDED

Eaves, balconies, and other obstructions do not encroach upon the 20' wide by 13'-6" high fire access roadway envelope. As projections over the fire lane can interfere with firefighting and rescue operations, such obstructions shall be limited.



INSUFFICIENT CLEARANCE

A 20'-wide roadway has been provided, but eaves and vegetation effectively reduce the clear dimensions below required minimums.

B1.2. Turning Radii – The inside turning radius shall be at least 20-feet with an outside radius of 40-feet or greater for both the exterior and the interior approach to the gate.

B1.3. Setbacks from the Street – Gates and barriers shall be located a minimum of 60-feet from any street with average daily trip (ADT) greater than 30,000 (Figure B3). A private driveway serving only one single-family residence is exempt from this requirement. In SRA and in LRA VHFHSZ, all setbacks shall be a minimum of 30 feet per CCR Title 14.

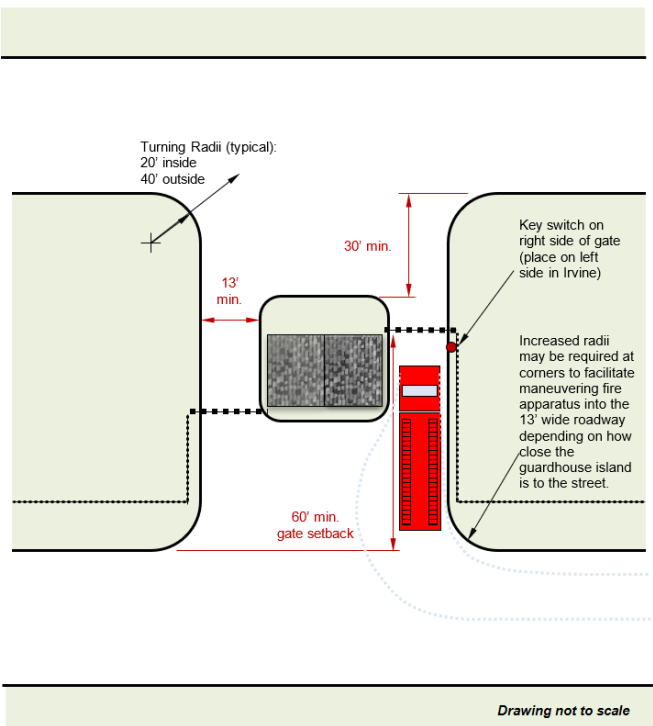
B1.4. Setbacks from First Interior Turn – A 30-foot minimum setback is required from a gate to the first turn.

B1.5. Manually Operated Gate Design – Typical gate designs may include sliding gates, swinging gates, or a chain traversing the opening.

B1.5.1. Permanent or removable bollards are not permitted to be placed across fire lanes.

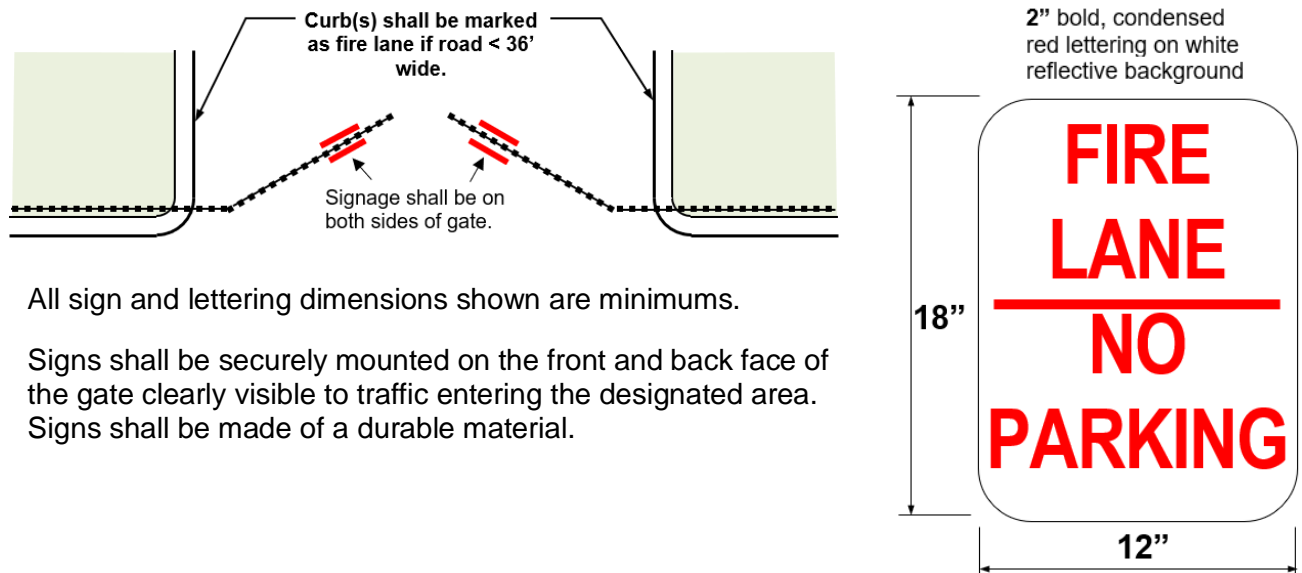
B1.5.2. Permanent signage constructed of 18-gauge steel or equivalent shall be attached on each face of the gate that reads “NO PARKING – FIRE LANE” or similar (next page, Figure B4).

Figure B3– Minimum Gate Setbacks



Drawing not to scale

Figure B4– Fire Lane No Parking Signs for Manually Operated Gates and Barriers



All sign and lettering dimensions shown are minimums.

Signs shall be securely mounted on the front and back face of the gate clearly visible to traffic entering the designated area. Signs shall be made of a durable material.

B1.5.4. Where the gate will be used for purposes other than emergency vehicle access, installation of a Knox box containing a key to operate an owner-supplied padlock is recommended. If the gate can be reached by emergency personnel from both sides (such as for a secondary emergency access roadway serving a residential tract), the lock shall also be capable of being accessed from both sides. Knox boxes shall be provided as necessary to ensure that the lock can be accessed and opened from any direction of approach available to emergency personnel.

B1.6. Electrically Operated Gates and Barriers CFC 503.6

B1.6.1. In the event of loss of normal power to the gate operating mechanism, it shall be automatically transferred to a fail-safe mode allowing the gate to be pushed open by a single Firefighter *without any other actions, knowledge, or manipulation of the operating mechanism being necessary and without the use of battery back-up power, except as noted below.* The manufacturer's specification sheet demonstrating compliance with this method of operation during power loss shall be provided or scanned directly onto the plan. Should the gate be too large or heavy for a single firefighter to open manually, a secondary source of reliable power by means of emergency generator or a capacitor with enough reserve to automatically, immediately, and completely open the gate upon loss of primary power shall be provided for fail-open operation. A capacitor, *but not a battery*, may also be used for fail-open operation where the gate operating mechanism does not have a fail-safe mode.

B1.6.1.1. A battery may only be used in place of fail-safe manual operation when the gate operator has a fail-open mode that will automatically, immediately, and completely open the gate and keep it open upon reaching a low power threshold, regardless of the presence of normal power.

B1.6.2. For electrically operated gates, the type of remote gate opening device that will be installed shall be noted on the plan. The remote opening device is required in

addition to the Knox key switch. A gate serving an individual single-family residence or duplex is exempt from this requirement. Please see below for the currently approved gate opening systems:

- 3M Opticom
- Click2Enter (system shall be configured in single-pulse mode with 1.5 second transmission window)
- Fire Strobe Access Products, Inc.
- Tomar

B1.6.3. Upon activation of the key switch, the gate shall open and remain open until returned to normal operation by means of the key switch. Where a gate consists of two leaves, the key switch shall open both simultaneously if operation of a single leaf of the ingress side does not provide for the width, turning radii, or setbacks necessary for fire apparatus to navigate the vehicle entry point.

B1.6.4. The key switch shall be labeled with a permanent red sign with not less than ½" contrasting letters reading "FIRE DEPT" or with a "Knox" decal.

B1.6.5. Place the OCFA notes for electric gates on the plan verbatim (Appendix B, Attachment 1).

B1.7. **Gate Locks** – Gate locks shall be reviewed and approved prior to their installation on any new and/or existing gate. Authorization for Knox products is processed through the Knox Box company website at www.knoxbox.com. Knox key switches and key boxes serving only vehicle gates and not buildings shall be sub-mastered for use by both the fire and sheriff/police department. Call the OCFA Planning and Development Services Section at 714-573-6100 for any questions regarding the need for key boxes or switches.

B2. **Path of travel obstructions** – Fences, planters, and vegetation may not interfere with access and egress routes.

B2.1. **Key boxes and key switches** – Knox devices shall be provided where necessary to ensure that immediate access for firefighting, rescue, and other emergency purposes is possible. The location, at a minimum, for the Knox device(s) shall be provided for the following locations:

- Gates along the paths of firefighter travel from the fire lane to all points along the perimeter of the structure.
- Gates to pool enclosures.
- Building gates or doors leading to interior courtyards containing rescue windows.
- Building gates or doors leading to exterior hallways or balconies providing access to residential units or tenant suites.
- Gates in exterior enclosures containing hazardous or combustible material storage.
- Buildings using hazardous materials or processes where such warrants immediate access.

- Exterior doors to rooms containing main alarm panels or annunciators.
- Doors and gates providing access to parking structures.
- Within the fire command center in high-rises and other large buildings.
- Main entry to buildings equipped throughout with an alarm system and not staffed 24/7.
- Facilities where a high-volume of after-hours calls is expected or experienced.
- Doors and gates to other areas identified by the fire department.

Breakaway Lock – When approved by the OCFA, a breakaway lock or a Knox padlock may be used in lieu of a key box for exterior hazardous or combustible material storage areas. Manually operated vehicle or pedestrian access gates that are not commonly used or not required to be openable from the egress side may also be provided with a breakaway padlock.

- B2.2. **Knox Device Location** - Knox boxes or switches shall be located adjacent to and clearly visible from the gate or door served. Gates in walls and fences up to six feet in height shall be securely mounted at a height of four to five feet above grade; on buildings they shall be mounted six feet above grade and in a location that is easily accessible to firefighters. Where the potential for vandalism or tampering is significant, key boxes that are not submastered may be mounted higher with OCFA approval. Boxes and switches are not required to be electronically monitored; if they are, they shall not initiate an alarm signal that requires a response by the fire department.
- B2.3. **Key box Contents** - The key used to unlock the gate or door shall be kept in the key box. When the key unlocks more than the individual adjacent gate or door, a label or tag shall be attached to the key identifying the gates or doors it operates. Where multiple gates or doors are served by a single box, two or more copies of the key(s) are recommended so that a copy will be available to each engine company responding to the site.
- B2.4. **Electric Locks** – Electromagnetically or electromechanically locked pedestrian gates and doors shall be equipped either with a Knox box containing a key to open the lock or, if the door lock cannot be operated with a key from the exterior, a Knox key switch shall be provided adjacent to the door. Where key switches are provided, the door or gate lock shall remain disengaged until the key switch is returned to the “normal” closed or locked position.
- B2.5. **Manual Vehicle Gates** – Manually operated gates shall have breakaway padlocks, Knox padlocks, or weather-resistant Knox key boxes. The key box shall be placed four to five feet above the roadway surface at the right side of the access gate in a conspicuous location that is readily visible and accessible. In Irvine, the key boxes shall be located on the left side. The key box must be clearly labelled “FIRE DEPT”.
- B2.6. **Electric Vehicle Gates** – The gate control for electronic gates shall be operable by a Knox emergency override key switch (with dust cover), readily visible and unobstructed from the fire lane leading to the gate, and clearly labelled “FIRE DEPT”. The key switch shall be placed between 42” and 48” above the roadway surface at the right side of the access gate within two feet of the roadway edge. In Irvine, the key switches shall be located on the left side of the access gate.

- B2.7. Master and Submaster Keying** – Knox devices that provide access only to the perimeter of buildings and exterior common areas shall be submastered for dual use by the fire and police departments. Where access to interior common areas of buildings is mandated by the local security or municipal code, Knox devices shall also be submastered. Knox boxes containing keys to access any interior private spaces, such as the interior of single tenant buildings or individual suites in a multi-tenant building, shall be mastered for use by the fire department only.

Where additional devices beyond those required by the fire department are called for in the local municipal or security code, they shall also be accessible for use by the fire department to facilitate emergency response.

- B2.8. Ordering Knox Devices** – Knox products are ordered through the Knox Box company website at www.knoxbox.com . If you have questions, please contact OCFA Community Risk Reduction by email at knoxboxprogram@ocfa.org or by phone at 714-573-6100.

APPENDIX B, ATTACHMENT 1 - OCFA Notes for Electric Vehicle Gates

All of the notes listed below shall be placed on the plan verbatim, under the heading “OCFA Notes for Electric Vehicle Gates.” Indicate the type of remote gate operator under Note #1.

- 1) A remote opening device is required. The remote gate opening device that will be installed is (check one):
 - 3M Opticom
 - Click2Enter* (single-pulse mode with 1.5 second transmission window)
 - Fire Strobe Access Products, Inc.
 - Tomar
- 2) In the event of loss of normal power to the gate operating mechanism, it shall be automatically transferred to a fail-safe mode allowing the gate to be pushed open by a single firefighter *without any other actions, knowledge, or manipulation of the operating mechanism being necessary.*
 - a) A battery may only be used in place of fail-safe manual operation when the gate operator has a fail-open mode that will automatically, immediately, and completely open the gate and keep it open upon reaching a low power threshold, regardless of the presence of normal power.
 - b) Should the gate be too large or heavy for a single firefighter to open manually, a secondary source of reliable power by means of an emergency generator or a capacitor with enough reserve to automatically, immediately, and completely open the gate upon loss of primary power shall be provided for fail-open operation.
- 3) In addition to the remote operator, the gate control shall be operable by a Knox emergency override key switch equipped with a dust cover. Upon activation of the key switch, the gate shall open and remain open until returned to normal operation by means of the key switch. Where a gate consists of two leaves, the key switch shall open both simultaneously if operation of a single leaf on the ingress side does not provide for the width, turning radii, or setbacks necessary for fire apparatus to navigate the vehicle entry point.
- 4) The key switch shall be placed between 42” and 48” above the roadway surface at the right side of the access gate within two feet of the edge of the roadway. In Irvine, the switch shall be on the left side in accordance with Irvine’s Uniform Security Ordinance.
- 5) The key switch shall be readily visible and unobstructed from the fire lane leading to the gate.
- 6) The key switch shall be labeled with a permanent red sign with not less than ½” contrasting letters reading “FIRE DEPT” or with a “Knox” decal.

APPENDIX C - RESIDENTIAL AND TRACT DEVELOPMENTS

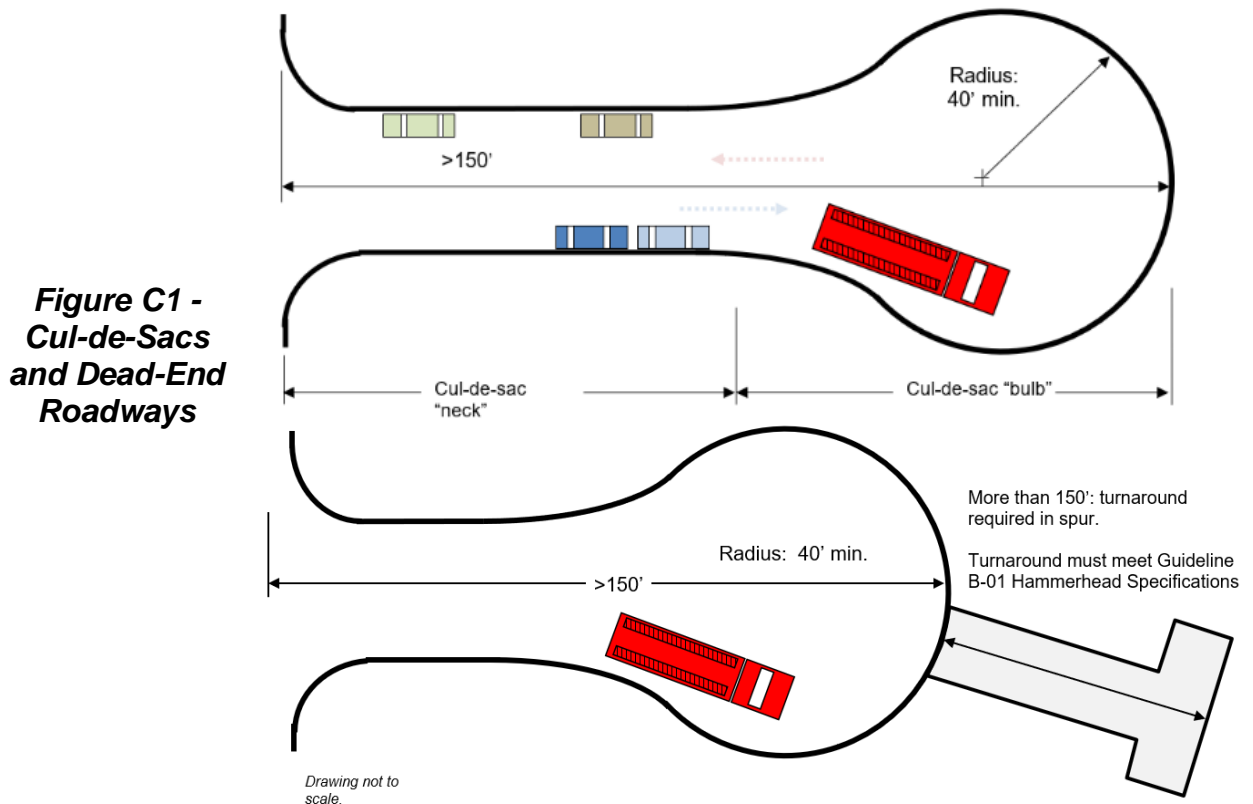
HOW TO USE THIS APPENDIX

This appendix contains information related to fire master plans for residential tract developments. These requirements may also be applied to individual single-family homes or duplexes (Appendix C, Attachment 1) or to multi-family housing projects as approved by the fire code official. In addition to the generic information listed in Guideline B-01, the information in this section of the appendix must be provided with your plan if your plan incorporates residential developments. **Note: This information may not stand alone and must be used in conjunction Guideline B-01.**

C3. Residential Tract Developments - The following requirements apply to all new residential tract developments with single-family homes or duplexes.

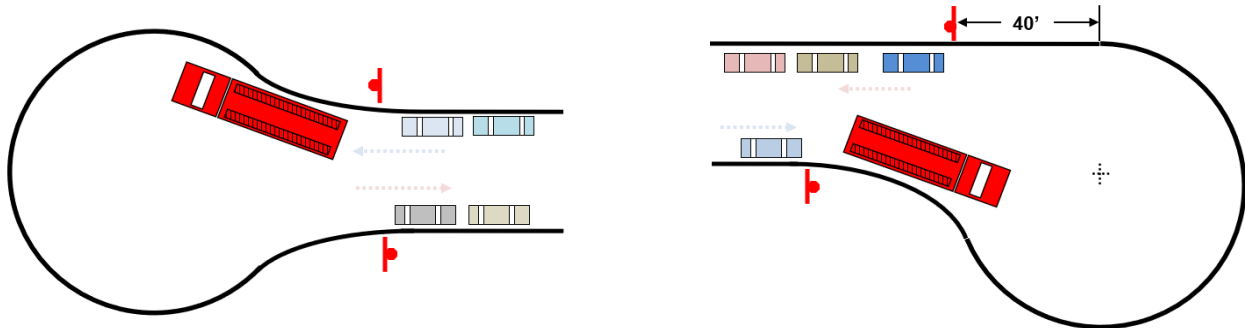
C3.1. Cul-de-sacs – Cul-de-sacs shall comply with the following requirements:

C3.1.1. Any street that is a required fire lane and greater than 150 feet in length shall be provided with a 40-foot minimum outside turning radius or other approved turnaround within 150' of the end of the fire lane (Figure C1). Where a spur road or private driveway that is a required fire lane is accessed via the cul-de-sac road, the driveway or spur shall be no more than 150-feet in length unless an approved turnaround has been provided within the 150-feet at the end of the spur or driveway.



- C3.1.2. The cul-de-sac shall be identified as a fire lane with red curbs or include “Fire Lane – No Parking” signs (Figure C2) unless the radius, with parking, is a minimum of 48 feet.

Figure C2 – Fire Lane No Parking Sign Locations for Cul-de-sacs/Bulbs



Standard 40' radius cul-de-sac:

“no-parking in cul-de-sac begin” and “end” signs shall be located at the point where the street begins to widen into the bulb.

Offset 40' radius cul-de-sac:

“no-parking in cul-de-sac begin” and “end” signs shall be located at the point where the street begins to widen into the bulb and at a point 40' from where the cul-de-sac and street are tangent.

- C3.1.3. Cul-de-sacs longer than 150-feet that are required to be designated as fire lanes may contain a center island provided the following requirements are met:

- A minimum 20-foot-wide drive lane with a minimum 40-foot outside turning radius is provided around the island.
- Island landscaping will not intrude into the drive lane.
- The island is designated a no parking area with red curbs or fire lane signs.

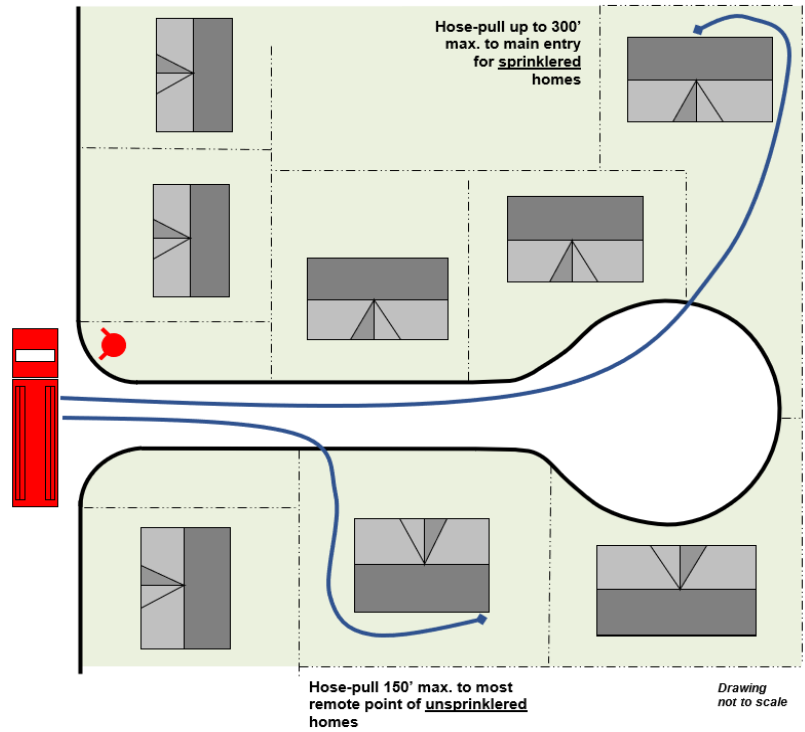
- C3.2. When there are not more than two Group R3 and two Group U occupancies on a single-family residential lot, the fire lane serving a detached single-family home or duplex, or related accessory structure (pool house, casita, garage, workshop, barn, etc.) is protected through by an approved NFPA 13-D, 13-R, or 13 fire sprinkler system, shall extend to within 300-feet of all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building.

- C3.3. In residential tracts with private roads, parking enforcement plans shall include:

- Detailed information specifically identifying who will be responsible for enforcing the plan.
- Powers granted to the entity including vehicle towing information for parking violations (needs to include similar language provided in CVC).
- The aforementioned information needs to be integrated into the fire master plan. Evidence that the enforcement plan is permanently incorporated into the Conditions, Covenants, and Restrictions (CCRs) and/or recorded against the deed shall be provided prior to OCFA approval of the final map or print of linen. Once approved, these provisions cannot be amended without written approval by the OCFA. See Appendix C, Attachment 2 for a sample enforcement letter.

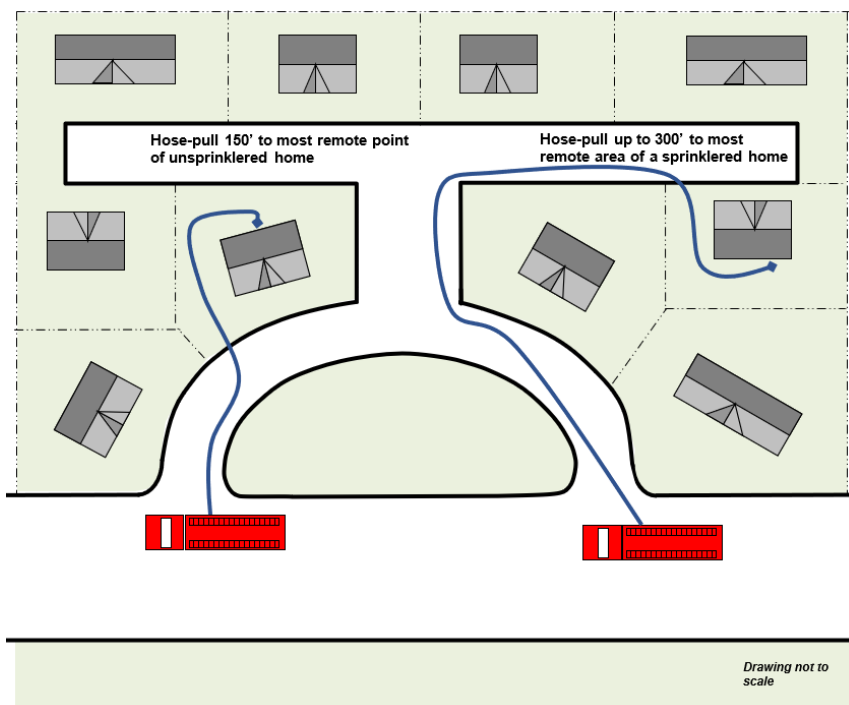
C3.4. **Short Cul-de-sacs and Dead-End Roads** - If hose-pull distance can be satisfied without fire apparatus entering the cul-de-sac or dead-end road, and the road is not otherwise required to be a fire lane as determined by the fire code official, the street is not required to have a bulb or hammerhead with minimum OCFA turning radii or meet other standard fire lane requirements. (Figure C3)

Figure C3 – Short Cul-de-sacs and Dead-End Roads



C3.5. **Eyebrows** - If the eyebrow does not meet OCFA's minimum turning radius and width requirements, fire department access will be measured from the nearest available fire lane around the island and any other obstructions. If hose-pull to the most remote area of a sprinklered home exceeds 300' (or 150' to the most remote point around the perimeter for unsprinklered homes), the eyebrow shall be designed as a fire lane or other mitigating features shall be provided. (Figure C4)

Figure C4 – Eyebrows

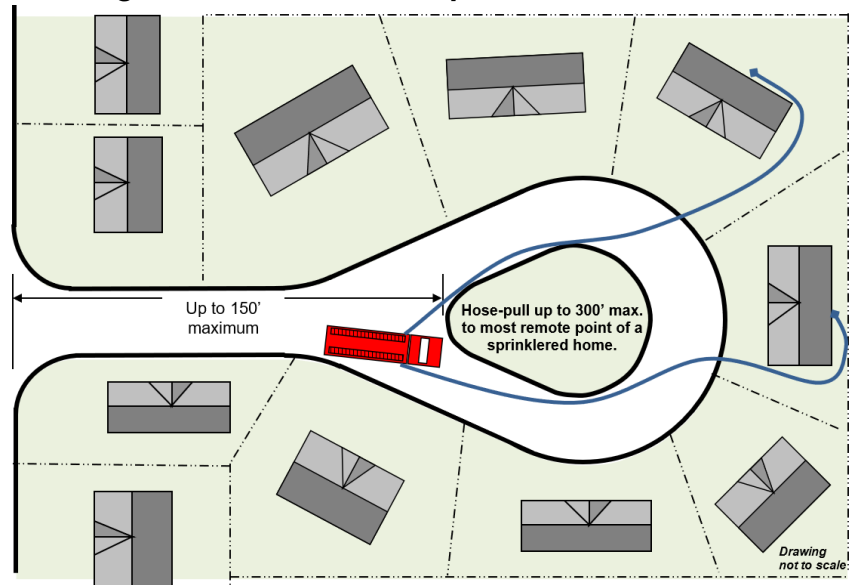


C3.6. **Cul-de-Sacs up to 150' with Islands** - Cul-de-sacs up to 150-feet in length containing an island (Figure C5) will have access to the homes measured along an approved route around the island and any other obstructions in the path of travel from the point of where the island begins to impede fire apparatus.

C3.6.1. If all homes are in access from the area preceding the island, the portion of the bulb beyond the island is not required to comply with OCFA fire lane requirements.

C3.6.2. If the hose-pull to the most remote point of a sprinklered home exceeds 300' (or 150' to the most remote point around the perimeter for unsprinklered homes), the portion of the bulb beyond the island shall be designed as a fire lane or other mitigating features shall be provided.

Figure C5 – Cul-de-sacs up to 150' with Islands



APPENDIX C, ATTACHMENT 1 – Residential Site Plan Checklist



ORANGE COUNTY FIRE AUTHORITY

Plan Checklist for SINGLE FAMILY RESIDENCE (Fee Code PR 160)

For ADU or SB9 Projects, refer to OCFA information bulletin 01-21

INSTRUCTIONS: Return this completed form with the plans to be submitted. This worksheet is provided for your convenience and is a listing of the required information and content needed for residential site plan review. Providing the items listed is not a guarantee of plan approval. *Please note that additional information or requirements may apply depending on the project and that some of the items listed will not be applicable to every project.* If you need help completing this form or have questions regarding requirements for review, please contact the OCFA Techline@ocfa.org or visit us at 1 Fire Authority Road, Irvine, CA for assistance. You can verify where to submit plans based upon the submittal routing form or by calling the plans counter (714) 573-6100.

Address (Street Number/Name, City): _____

Project Service Request #: _____

1. Complete OCFA Residential Cover sheet with Submittal scaled plan sheets showing the vicinity map, site plan, building footprint, stories, property lines and elevations of the project. Show any fences, walls, or gates.
2. Provide the project scope on the plans. Include the building summary, building occupancy, construction type and square footage (existing & proposed) of the residence, garage and any other accessory structures. Note if fire sprinklers are existing or not. *Complete fillable area on OCFA Residential coversheet*
3. If an automatic fire sprinkler system is required, note on the plan that “a fire sprinkler plan shall be installed per NFPA 13D 2022”. Separate plan review and approval of a **fire sprinkler plan** by the OCFA is required prior to installation. *Complete fillable area on OCFA Residential coversheet*
4. Provide a project directory with the property owner information, project address and city. Include the tract map number or parcel map number for the property. *Complete fillable area on OCFA Residential coversheet*
5. Show the location and distance of any proposed or existing fire hydrant(s) within 300 feet of property lines.
6. Indicate all surrounding property uses. If the project adjoins an open space, fuel modification area or a wild-land interface, a **fuel modification plan** may be required separately for a *new* structure. See *Guideline C-05*
7. Indicate if the project is located near an oil well, oilfield or landfill. A **methane plan** for soil gas mitigation may be required separately. <https://www.conservation.ca.gov/calgem/Pages/WellFinder.aspx>
8. If applicable complete, signed “**Water Availability**” form and place onto plan. To obtain the form, see www.ocfa.org under the Planning and Development homepage. *Complete fillable area on OCFA Residential coversheet.* For additional information, see OCFA Plan Submittal Criteria Form – Residential Projects Question #5 and Guideline B-01, Appendix D, Table 2.
9. Specify the width of street or road to which the property is addressed.
10. Please state on the plans if the project resides within a **Very High Fire Severity Zone (VHFSZ) or State Responsibility Area (SRA)**. If unsure, see ocfa.org to obtain information. Indicate with a note if the design requires CBC Chapter 7A/Residential Code R337. *Complete fillable area on OCFA Residential coversheet*

Print name: _____

Signature: _____

Phone Number: _____

Date: _____

Serving the Cities of Aliso Viejo • Buena Park • Cypress • Dana Point • Garden Grove • Irvine • Laguna Hills • Laguna Niguel • Laguna Woods
Lake Forest • La Palma • Los Alamitos • Mission Viejo • Rancho Santa Margarita • San Clemente • San Juan Capistrano
Seal Beach • Santa Ana • Stanton • Tustin • Villa Park • Westminster • Yorba Linda • and Unincorporated Areas of Orange County

RESIDENTIAL SPRINKLERS AND SMOKE DETECTORS SAVE LIVES

APPENDIX C, ATTACHMENT 2 - Sample Parking Enforcement Letter

Date

Planning and Development Services Section
Orange County Fire Authority
1 Fire Authority Road
Irvine, CA. 92602

Re: *(Project Name, Location, and Service Request Number)*
Parking Enforcement Plan

The fire lane parking enforcement plan for the above referenced project is stated as follows:

All fire lanes within *(list development address or tract information)* shall be maintained and in no event shall parking be permitted along any portion of a street or drive that required fire lanes or any area designated as a fire lane for turn-around purposes either during construction or after occupancy.

***(Association name)* shall adopt reasonable rules and regulations regarding the parking of vehicles along the streets, roads and or drives within the project that are not in conflict with applicable law.**

In furtherance thereof, *(Association name)*, through its officers, committees and agents, will establish the “parking” and “no parking” areas within the property in accordance with Section 22658 of the California Vehicle Code and OCFA Guideline B-01. The law shall be enforced through such rules and regulations by all lawful means, including, written warnings, citing, levying fines and towing vehicles in violation.

(Association name) will contract with a certified patrol and towing company to remove vehicles that violate no parking restrictions. First time violators will receive a written warning and with subsequent violations, the vehicle shall be subject to towing. The vehicle owner shall be responsible for all costs incurred in remedying such violation, including without limitation towing cost, citations, and legal fees.

Company Name

Authorized Agent Signature

Cc:

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2022 California Fire Code (CFC) - OCFA Amendment Summary

Legend

Existing	This 2019 amendment is being carried forward into 2022 amendment package. Minor editorial/clerical changes may have been made, but they do not have material regulatory effect
Revised	A modified version of the 2019 amendment is being carried forward. Changes in scope or wording are significant relative to the 2019 version, or they may impact regulatory effect
Deleted	This 2019 amendment is not being carried forward into the 2022 amendment package.
New	This is a new amendment in the 2022 amendment package.

2022 CFC CODE SECTION	2019 Code Section	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	STATUS
Chapter 1 - Scope & Administration				
112.4	110.4	Violation penalties	Clarifies administrative violation process; fines now based on OCFA adopted fee schedule.	Existing
112.4.2	110.4.2	Infraction & Misdemeanor	Used for purpose of applying penalties under 109.4. Amendment combines definitions of infraction and misdemeanor under one section.	Existing
Chapter 2 - Definitions				
202	202	Definitions	Definition of "OCFA" and "spark arrester" unchanged.	Existing
Chapter 3 - General Requirements				
304.1.2	304.1.2	Vegetation	Aligns maintenance to OCFA Guideline C-05 requirements.	Existing
305.6	305.6	Hazardous Conditions	Prohibits outdoor fires during hazardous weather conditions.	Existing
305.7	305.7	Disposal of Rubbish	Prohibits open burning of trash, leaves, and other debris.	Existing
307	307	Open burning, recreational fires, fire pits, fire rings, and outdoor fireplaces	Administrative change to the section title to include fire pits and fire rings regulated under amendments in 307.6. No change from previous amendment.	Existing
307.6	307.6	Outdoor Fireplaces, Fire Pits, Fire Rings, or similar devices used at Group R Occupancies.	Addresses requirements for outdoor fireplaces, fire pits, fire rings.	Existing
307.6.1	307.6.1	Gas-fueled devices	Prohibits gas fire pits within 3' of R-3 occupancy or 10' of other R occupancies	Existing
307.6.2	307.6.2	Devices using wood or fuels other than natural gas or LPG	Prohibits solid fuel within 15' of combustibles unless in a fireplace	Existing
307.6.2.1	307.6.2.1	Where prohibited	Prohibits solid fuel fires in fuel mod zone, and in Wildland-Urban Interface/Wildfire Risk Area outside of fireplaces	Existing
308.1.6.3	308.1.6.3	Sky lanterns	Addressed in 2022 CA Fire Code.	Deleted - 2022
324	321	Fuel modification requirements for new construction	Codifies requirements for fuel modification in properties adjacent to areas with combustible vegetation hazards.	Existing
325	322	Clearance of brush or vegetation growth from roadways	Authorizes clearance of vegetation from edges of roadways to reduce ignition hazard	Existing

2022 California Fire Code (CFC) - OCFA Amendment Summary

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New	This is a new amendment in the 2022 amendment package.

2022 CFC CODE SECTION	2019 Code Section	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	STATUS
326	323	Unusual circumstances	Provides for suspension of or alternative methods of compliance with vegetation maintenance standards under specific circumstances	Existing
327	324	Use of equipment	Requires use of spark arrester on equipment used in wildfire prone areas	Existing
327.1	324.1	Use of equipment and devices generating heat, sparks or open flames	Adopts a modified version of Public Resources Code requirement (30' setback instead of 10') for hazardous activities in wildland risk areas based on the cause of multiple fires in OCFA jurisdiction.	Existing
327.2	324.2	Spark arresters	Requires spark arresters to comply with CFC 202 and prevent accidental ignition	Existing
Chapter 4 - Emergency Planning and Preparedness				
407.5	407.5	Hazardous Material Inventory Statement	Reference to Hazardous material Inventory Statement is replaced by "OCFA's Chemical Classification packet" for consistency with Ch.50 language	Existing
Chapter 5- Fire Service Features				
501.1	501.1	Scope	Guideline B-09 has been reworked and renamed to B-01. Reference to B-09a is deleted since there are cross-references to Title 14 requirements in B-01.	Revised
510.1	510.1	Emergency responder radio coverage in new buildings	Amendment makes reference to local authority having jurisdiction's ordinance and specifies types of buildings where an emergency responder radio system is required	Existing
Chapter 9 - Fire Protection Systems				
903.2	903.2	Where required (Sprinklers)	Requires sprinklers in new buildings based on size. Requires sprinkler retrofit in buildings undergoing addition based on various area criteria. Revised to allow exception for open parking garages.	Existing
903.2.8	903.2.8	Group R (Sprinklers)	Requires sprinkler retrofit in homes undergoing addition or remodel based on various area criteria.	Existing
903.3.5.3	903.3.5.3	Hydraulically calculated systems	Adds specification for industry standard 10% safety margin to be included in sprinkler calculations	Existing
Chapter 12 - Energy Systems				
1201.1.1		Other Systems	Added specification for battery charging systems for cars and carts	Deleted - 2022

2022 California Fire Code (CFC) - OCFA Amendment Summary

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2022 CFC CODE SECTION	2019 Code Section	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	STATUS
Chapter 28 - Lumber yard, agro-industrial, Solid Biomass and Woodworking Facilities				
2801.2	2801.2	Permit (Miscellaneous combustible storage)	Clarifies permit for storage/composting of green waste is a Miscellaneous Combustible Storage permit	Existing
2808.2	2808.2	Storage site	Requires OCFA approval of site before bringing product to the site	Existing
2808.3	2803.3	Size of piles	Reduces the size of piles of combustible materials	Existing
2808.4	2808.4	Pile separation	Requires 20' separation between piles instead of specifically a fire lane; requires 100' separation from other combustible vegetation	Existing
2808.7	2808.7	Pile fire protection	Requires oscillating sprinklers to maintain moisture content and wet down burning/smoldering areas	Existing
2808.9	2808.9	Material-handling equipment	Requires approved spark arrester on equipment	Existing
2808.11	2808.11	Temperature control	Requires that temperature be monitored and maintained	Existing
2808.11.1	2808.11.1	Pile temperature Control	Requires rotation of piles above 165 degrees	Existing
2808.11.2	2808.11.2	New material temperature control	Regulates acceptance of new piles above 165 degrees	Existing
2808.12	2808.12	Water Availability	Establishes firefighting water quantity requirements	Existing
2808.13	2808.13	Tipping Area	Establishes requirements for new material tipping area configuration and use	Existing
2808.14	2808.14	Emergency Contact	Requires posting of emergency contact info	Existing
2808.15	N/A	Maximum Grid of Piles & Rows	Defining maximum separation of piles.	New
2808.16	N/A	Push out / Clear area	Identifying when a push-out area is required for piles.	New
Chapter 49 - Requirements for Wildland-Urban Interface Fire Areas				
4903.3	4908	Fuel Modification Plans	Amendment updated to be In accordance with new Fire Protection Plan language in Chapter 49 and revised language in Guideline C-05.	Revised
4906.3	4906.3	Requirements	This is now addressed in the new Defensible Space section in 2022 CFC Chapter 49, and OCFA Guideline C-05.	Deleted - 2022
Chapter 50 - Hazardous Materials				
5001.5.2	5001.5.2	Hazardous materials inventory statement (HMIS)	References "OCFA's Chemical Classification Packet" instead of a Hazardous Materials Inventory Statement	Existing

2022 California Fire Code (CFC) - OCFA Amendment Summary

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2022 CFC CODE SECTION	2019 Code Section	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	STATUS
5003.1.1.1	5003.1.1.1	Extremely hazardous substances	Prohibits extremely hazardous substances above disclosable amounts in a residential area.	Existing
Chapter 56 - Explosives and Fireworks				
5608.2	5608.2	Firing (Fireworks)	Requires fireworks shows to be electrically fired.	Existing
5608.3	N/A	Application for Permit	Carries over Title 19 requirement into Fire Code so it can be amended to establish a 100'/inch fallout zone instead of the standard 70'/inch.	Existing
Chapter 57 - Flammable and Combustible Liquids				
5701.1.1	5701.1.1	Mobile Fueling	Removed mobile fueling from the scope of Chapter 57. Amendment is no longer needed as adoption matrix in the 2022 CFC clearly indicates that mobile fueling provisions are not adopted.	Deleted - 2022
Chapter 58 - Flammable Gases and Flammable Cryogenic Fluids				
5801.1	5801.1	Scope	Prohibited mobile fueling of hydrogen, CNG, LPG.	Deleted - 2022
Chapter 80 - Referenced Standards				
NFPA 13				
2022 NFPA 16.12.3.3	2016 NFPA 13, 6.7.3	FDC Type	Specifies type, location, color of FDC. Existing amendment language modified for additional clarity and to better align with other sections of NFPA 13.	Existing
9.4.3.1	8.3.3.1	Shell buildings	Specifies sprinkler type for spec shell buildings that are not warehouses	Existing
9.2.1.7	8.15.1.2.7	Concealed spaces	Revises section to ensure that the use of noncombustible insulation can be reviewed to prevent conflicts with operational requirements	Existing
19.1.1	11.1.1.1	Sprinkler design	Specifies sprinkler design criteria for spec buildings that are not warehouses	Deleted - 2022
19.1.4.1	11.2.3.1.1.1	Water supply	Specifies acceptable methods of determining water supply	Deleted - 2022
NFPA 13D				
2022 NFPA 13D 7.1.2	2016 NFPA 13D: 7.1.2	Control valves	Requires monitoring if a dedicated sprinkler shutoff valve is installed	Existing
NFPA 14				

2022 California Fire Code (CFC) - OCFA Amendment Summary

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Deleted	This 2019 amendment is not being carried forward into the 2022 amendment package.
New	This is a new amendment in the 2022 amendment package.

2022 CFC CODE SECTION	2019 Code Section	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	STATUS
2019 NFPA 14 7.3.1.1	2016 NFPA 14: 7.3.1.1	Hose Connection Height	Specified height of hose outlet	Deleted - 2022
NFPA 24				
2019 NFPA 24 6.2.8.1	2016 NFPA 24: 6.2.8.1	Indicating Valves	Specifies that valves controlling firefighting water supplies shall be painted red to facilitate identification by firefighters; provides exception for valves on exterior risers and for a system with only OS&Y shutoff valves.	Existing
6.2.9 (5)	6.2.9 (5)	Street valves	Removes exception for roadway valve boxes	Existing
10.1.5	10.1.5	Wrapping/Coating Pipe	Revised to allow <i>wrapping</i> of pipe with polyethylene sheet in accordance with AWWA standards instead of <i>tubing</i> .	Existing
10.4.1.1	10.4.1.1	Pipe joints	Specifies that stainless steel parts do not need to be coated with asphalt or other corrosion retardant.	Existing
10.4.1.1.1	10.4.1.1.1	Stainless steel bolts	Requires use of stainless steel bolts.	Existing
10.4.3.2	10.6.3.1	Pipe under foundations	Requires pipe to terminate near exterior wall; requires single piece stainless steel sweep at riser.	Existing
Appendices				
Appendices B, BB, C, CC, H	Only five of the 16 appendices included in the 2022 Fire Code (B, BB, C, CC, and H) are adopted by the State. OCFA is not proposing adoption of any additional appendices or amendments to them beyond what the State has already adopted.			

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7.4
ZONING CODE AMENDMENTS

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers
FROM: Christopher Macon, City Manager
FOR: November 16, 2022 Regular Meeting
SUBJECT: Zoning Code Amendments

Recommendation

1. Receive staff report.

AND
2. Open public hearing.

AND
3. Receive public testimony.

AND
4. Close public hearing.

AND
5. Approve the introduction and first reading of an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 13.14 AND SECTIONS 13.04.020, 13.08.010, 13.13.020, 13.15.011, 13.15.015, 13.15.016, 13.15.017, 13.15.020, 13.23.030, 13.26.010, AND 13.26.070 OF TITLE 13 (ZONING) OF THE LAGUNA WOODS MUNICIPAL CODE, AND

DETERMINING AND CERTIFYING THAT THE ORDINANCE IS
EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY
ACT

Background

Title 13 of the Laguna Woods Municipal Code contains the Laguna Woods Zoning Code. Per Laguna Woods Municipal Code Section 13.02.010, the Zoning Code is “adopted pursuant to Section 11 of Article XI of the California Constitution, the State Planning and Zoning Law (Government Code § 65000 et seq.), the California Environmental Quality Act (Public Resources Code § 21000 et seq.), and other applicable State laws” with a purpose to “promote the public health, safety and general welfare in the City of Laguna Woods.”

The current General Plan Housing Element was adopted by the City Council on August 12, 2022 (available on the City’s website (www.cityoflagunawoods.org) or at or from City Hall). The Housing Element contain numerous programs that the City is required to implement to comply with state housing element law.

On October 11, 2022, the City received a letter from the California Department of Housing and Community Development (“HCD”) reporting on the results of HCD’s review of the August 12, 2022 Housing Element for compliance with state housing element law (Attachment B). While HCD found that most statutory requirements are addressed, two findings were provided requesting further revisions.

Discussion

Today’s meeting is an opportunity for City Council action, as well as public input, on proposed amendments of the Laguna Woods Zoning Code (Attachment A). Staff recommends that the City Council conduct a public hearing and initiate the adoption process for the proposed amendments in order to ensure that the Zoning Code is clear and consistent with applicable law and the General Plan.

While additional Zoning Code amendments will be required in the future as part of the implementation of Housing Element programs, the proposed amendments would represent a significant step in implementing Housing Element programs H-1.2.6 and H-1.3.4, as well as one of the two findings provided in HCD’s October 11, 2022 letter. The proposed amendments would also make changes necessary to ensure compliance with fair housing laws and repeal outdated provisions related to

a land use designation that no longer exists in the General Plan.

Housing Element programs H-1.2.6 and H-1.3.4, as well as the relevant finding provided in HCD’s October 11, 2022 letter, are copied below for ease of reference. A table identifying the rationale for each proposed amendment is also included.

Housing Element Program H-1.2.6

Amend various, existing housing-related provisions of the Laguna Woods Municipal Code to promote regulatory clarity.

- Section 13.23.030(a)(2)c. Delete “private living space.” Note: The language identified for deletion is duplicative within Laguna Woods Municipal Code Chapter 13.23 and is not intended to constrain the development of emergency shelters in a manner that would conflict with Assembly Bill 139 (2019).
- Section TBD. Explicitly identify that low barrier navigation centers are permitted by right in zoning districts where multifamily and mixed uses are permitted, including nonresidential zoning districts permitting multifamily uses pursuant to California Government Code Section 65660.

Note: The City is required to comply with California Government Code Section 65660 irrespective of whether explicit language is adopted as part of the Laguna Woods Municipal Code.

- Section TBD. Explicitly identify that zoning is consistent with the Employee Housing Act (California Health and Safety Code Section 17000 et seq.), specifically sections 17021.5 and 17021.6.

Note: The City is required to comply with the Employee Housing Act irrespective of whether explicit language is adopted as part of the Laguna Woods Municipal Code.

Primary Responsibility: Planning & Environmental Services Department

Anticipated Timeline: Calendar Year 2022

Anticipated Funding: General Fund

Quantified Objectives: Conforming Ordinance

Housing Element Program H-1.3.4

Amend various, existing housing-related provisions of the Laguna Woods

Municipal Code to conform to state law.

- Section 13.26.070. Remove the conditional use permit requirement for community care facilities serving seven to 12 persons located in areas where residential uses are permitted.
- Section 13.06.010(d)(395). Revise the zoning definition of “family” to address inconsistencies with state law related to the occupants of community care facilities.

Primary Responsibility: Planning & Environmental Services Department

Anticipated Timeline: Calendar Year 2022

Anticipated Funding: General Fund

Quantified Objectives: Conforming Ordinance

Excerpted Finding from HCD’s October 11, 2022 Letter

2. An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the types of housing identified in paragraph (1) of subdivision (c), and for persons with disabilities as identified in the analysis pursuant to paragraph (7), including land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures. (Gov. Code, § 65583, subd. (a)(5).)

Address and, where appropriate and legally possible, remove governmental and nongovernmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and housing for persons with disabilities. The program shall remove constraints to, and provide reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities. (Gov. Code, § 65583, subd. (c)(3).)

While the element details the Reasonable Accommodation policy on pg. B-19 and B-20, the element should also analyze both the public noticing requirements and the finding that “the request will not, under the specific facts of the case, result in a direct threat to the health and safety of other individuals or substantial physical damage to the property of others” for consistency with fair housing requirements. For example, HUD/DOJ

guidance states, “For an accommodation to be denied, the requested accommodation must cause an undue financial and administrative burden, or it would fundamentally alter the nature of the provider’s operations.” Based on this analysis, the element may need to revise or add programs and address and remove or mitigate any identified constraints.

42 U.S.C. § 3604(f)(9) allows applications for reasonable accommodations to be denied when an individual’s tenancy would constitute a direct threat to the health or safety of other individuals or would result in substantial physical damage to the property of others. To that end, staff does not believe the finding referenced in HCD’s letter constitutes a constraint to the provision of affordable housing. A minor amendment is proposed to explicitly reference applicable federal law.

While the existing public noticing requirements for applications for reasonable accommodations are intended to identify whether information exists to support a finding of a direct threat, case law (e.g., *Township of West Orange v. Whitman*, 8 F.Supp.2d 408 (D.N.J. 1998) and *Wirtz Realty Corporation v. Freund*, 721 N.E.2d 589, 597 (Ill.App. 1999)) makes clear that a high level of objectivity is required when determining whether a direct threat exists. Even when a direct threat exists, the City may be required to approve reasonable accommodations that minimize risk. Due to the complexity of this matter and the potential for HCD to claim that time spent providing public noticing and responding to feedback received (which may or may not relate to municipal matters within the City’s purview such as land use and zoning regulations, policies, and practices) would constitute constraints to the provision of affordable housing, staff recommends deleting the public noticing requirements and, instead, screening applications for objective evidence of a direct threat on a case-by-case basis in a manner consistent with applicable case law.

Table 1: Rational for Proposed Amendments

Laguna Woods Municipal Code Section	Rationale
13.04.020	Conformity with General Plan Land Use Element; the Urban Activities Center land use designation was deleted from the Land Use Element in 2017; the Urban Activities Center zoning district is not applied to any property and its removal would, therefore, not affect the existing zoning on any property

13.08.010 (community care facilities)	Housing Element Program H-1.3.4 (first bullet)
13.08.010 (low barrier navigation centers)	Housing Element Program H-1.2.6 (second bullet)
13.13.020	Housing Element Program H-1.2.6 (second bullet)
13.14	Conformity with General Plan Land Use Element; the Urban Activities Center land use designation was deleted from the Land Use Element in 2017; the Urban Activities Center zoning district is not applied to any property and its removal would, therefore, not affect the existing zoning on any property
13.15.011	Compliance with fair housing laws; updated definitions
13.15.015	HCD Housing Element Findings Letter dated October 11, 2022 (Finding #2)
13.15.016	HCD Housing Element Findings Letter dated October 11, 2022 (Finding #2)
13.15.017	HCD Housing Element Findings Letter dated October 11, 2022 (Finding #2)
13.15.020	Compliance with fair housing laws; narrows standing for appeals of decisions on applications for reasonable accommodations to the applicant
13.23.030	Housing Element Program H-1.2.6 (first bullet)
13.26.010(d)	Housing Element Program H-1.2.6 (second bullet)
13.26.010(d)(395)	Housing Element Program H-1.3.4 (second bullet)
13.26.070	Housing Element Program H-1.3.4 (first bullet)

If the recommended action is taken at today's meeting, staff anticipates scheduling the second reading and consideration of adoption of the proposed ordinance for the City Council's next regular meeting on December 21, 2022.

Environmental Review

The City Council will be asked to find that this project is not subject to further environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and section 15060(c)(3) (the activity is not a "project" as defined in Section 15378). CEQA Guidelines section 15378(b)(2) and (5) exclude "[c]ontinuing

administrative ... activities” and “administrative activities of governments that will not result in direct or indirect physical changes to the environment” from its definition of “project.” The City Council will be asked to find that, even if this item were a “project,” it would be exempt from environmental review under CEQA Guidelines Section 15061(b)(3)’s “general rule” that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Here, it can be seen with certainty that there is no possibility that this item, in and of itself, will have a significant effect on the environment. On its own, this action will not result in any physical changes to the environment.

Fiscal Impact

Sufficient funds to support this project are included in the City’s budget.

Documents Available for Review

Related documents – including the existing and proposed ordinances, General Plan, Laguna Woods Municipal Code, and HCD’s letter dated October 11, 2022 – are available for public review at or from City Hall during normal working hours. The General Plan and Laguna Woods Municipal Code are also available for review at www.cityoflagunawoods.org.

Attachments: A – Proposed Ordinance
 Exhibit A – Proposed Code Amendments
 B – HCD Findings Letter dated October 11, 2022

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ORDINANCE NO. 22-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 13.14 AND SECTIONS 13.04.020, 13.08.010, 13.13.020, 13.15.011, 13.15.015, 13.15.016, 13.15.017, 13.15.020, 13.23.030, 13.26.010, AND 13.26.070 OF TITLE 13 (ZONING) OF THE LAGUNA WOODS MUNICIPAL CODE, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, Title 13 of the Laguna Woods Municipal Code contains the Laguna Woods Zoning Code; and

WHEREAS, staff has recommended amendments of Chapter 13.14 and sections 13.04.020, 13.08.010, 13.13.020, 13.15.011, 13.15.015, 13.15.016, 13.15.017, 13.15.020, 13.23.030, 13.26.010, and 13.26.070 of the Laguna Woods Municipal Code (“Code Amendments”) in order to ensure that the Zoning Code is clear and consistent with applicable law and the General Plan; and

WHEREAS, on November 16, 2022, the City Council held a duly noticed public hearing on this Ordinance at which it considered all of the information, evidence, and testimony presented, both written and oral.

THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council hereby finds and determines that (i) each of the recitals to this Ordinance are true and correct, and are adopted herein as findings; (ii) the Code Amendments comply with all applicable requirements of State law; (iii) the Code Amendments will not adversely affect the health, safety, or welfare of the residents within the community; (iv) the Code Amendments are in the public interest of the City of Laguna Woods; and, (v) the Code Amendments are consistent with the Laguna Woods General Plan and its various elements.

SECTION 2. After reviewing the entire project record, the City Council hereby determines and certifies that this Ordinance is not subject to further environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and section

15060(c)(3) (the activity is not a “project” as defined in Section 15378). CEQA Guidelines section 15378(b)(2) and (5) exclude “[c]ontinuing administrative ... activities” and “administrative activities of governments that will not result in direct or indirect physical changes to the environment” from its definition of “project.” The City Council will be asked to find that, even if this item were a “project,” it would be exempt from environmental review under CEQA Guidelines Section 15061(b)(3)’s “general rule” that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Here, it can be seen with certainty that there is no possibility that this item, in and of itself, will have a significant effect on the environment. On its own, this action will not result in any physical changes to the environment.

SECTION 3. Chapter 13.14 and sections 13.04.020, 13.08.010, 13.13.020, 13.15.011, 13.15.015, 13.15.016, 13.15.017, 13.15.020, 13.23.030, 13.26.010, and 13.26.070 of the Laguna Woods Municipal Code are hereby amended to read as set forth in Exhibit A, attached to this Ordinance and incorporated herein by this reference.

SECTION 4. This Ordinance shall take effect and be in full force and operation thirty (30) days after adoption.

SECTION 5. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity of effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

SECTION 6. The Mayor shall sign this Ordinance.

SECTION 7. The City Clerk shall certify to the passage of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

SECTION 8. All of the above-referenced documents and information have been and are on file with the City Clerk of the City.

PASSED, APPROVED AND ADOPTED this XX day of XX 2022.

CAROL MOORE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

APPROVED AS TO FORM:

ALISHA PATTERSON, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Ordinance No. 22-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2022, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2022 by the following vote to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

YOLIE TRIPPY, CMC, City Clerk

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**EXHIBIT A
CODE AMENDMENTS**

Section 13.04.020 (“Establishment of districts”) of Chapter 13.04 (“Establishment of Zoning Districts”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is hereby repealed in its entirety (deletions shown with ~~strike-through~~).

Sec. 13.04.020. - Establishment of districts.

The incorporated territory of the City of Laguna Woods is hereby divided into zones or districts, as set forth in this title, as determined and defined by officially adopted zoning map. The zoning district map showing the classifications and boundaries of the districts shall, upon adoption in the manner required by the Planning and Zoning Law, be a part of this chapter. The following districts are established:

RC	Residential Community District
RMF	Residential Multifamily District
RT	Residential Towers District
NC	Neighborhood Commercial District
CC	Community Commercial District
PA	Professional and Administrative Office District
CF-P	Community Facilities–Private District
CF-P/I	Community Facilities–Public/Institutional
OS-P	Open Space - Passive District
OS-R	Open Space - Recreation District
UAC	Urban Activities Center District

The “Community Care Facilities (<6 persons)” row in the permitted residential uses table in Section 13.08.010 (“Intent and permitted uses”) of Chapter 13.08 (“Residential Districts”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is amended to read as follows (deletions shown with ~~strike-through~~):

	Districts			
Land Use Types	RMF	RC	RT	Code References
Community Care Facilities (<6 persons)	P	P	P	13.26.070

The permitted residential uses table in Section 13.08.010 (“Intent and permitted uses”) of Chapter 13.08 (“Residential Districts”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is amended to add the following rows in alphabetical order by “Land Use Types” (additions shown with underlining):

	Districts			
Land Use Types	RMF	RC	RT	Code References
<u>Low Barrier Navigation Centers</u>	<u>P</u>	<u>P</u>	<u>P</u>	

The permitted residential uses table in Section 13.13.020 (“Table of permitted uses”) of Chapter 13.13 (“Community Facilities Districts”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is amended to add the following rows in alphabetical order by “Land Use Types” (additions shown with underlining):

	Community Facilities		
Land Use Types	Public/Institutional	Private	Code References
<u>Low Barrier Navigation Centers</u>	<u>P</u>	<u>P</u>	

Chapter 13.14 (“Urban Activities District (UAC)”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is hereby repealed in its entirety (deletions shown with ~~strike through~~).

~~**CHAPTER 13.14. – URBAN ACTIVITIES DISTRICT (UAC)**~~

~~**Sec. 13.14.010. – Purpose and intent of district.**~~

~~To provide for the development of certain parcels within the City utilizing a "specific plan" concept to ensure comprehensive development consistent with performance and development standards as outlined in the land use element of the City's General Plan.~~

~~**Sec. 13.14.020. – Comprehensive plan required.**~~

~~Properties designated as UAC shall have an approved comprehensive plan in effect for all properties with such designation within the City prior to improvement of any one parcel within the designated district. Said plan shall be subject to the approval of the City through the procedures for adoption/amendment of a specific plan as outlined in Section 13.24.110, except that it may be initiated by the property owner.~~

~~**Sec. 13.14.030. – Applicability.**~~

~~After a comprehensive plan has become effective, all development and uses for UAC designated properties shall thereafter be in compliance with the regulations as outlined in the comprehensive plan and all other applicable zoning district regulations.~~

~~**Sec. 13.14.040. – Comprehensive plan text.**~~

~~(a) A text shall be adopted by ordinance that specifies the land use regulations and procedures applicable to all UAC designated parcels. Each land use category shall correspond to one or more identified planning areas on a zoning map exhibit.~~

~~(b) When the text refers to any portion of this title and provides for exceptions to the referenced portion, all such exceptions shall be clearly and specifically identified. Regulations for each land use category within the comprehensive plan shall include at least the following:~~

~~(1) Purpose and intent statement. Each land use category shall have a general description and a brief summary explaining the purpose and intent of that land use category.~~

~~(2) Principal permitted uses section. Each such section shall include a list of uses per the following categories, if applicable:~~

~~a. Principal permitted uses not subject to discretionary permit.~~

~~b. Principal permitted uses subject to a site development permit.~~

~~c. Principal permitted uses subject to a use permit.~~

~~(3) Accessory permitted uses section. This section shall be included in any land use category where uses, structures, and activities other than main or principal uses are permitted. When a main or principal use is permitted subject to approval of a discretionary permit, ancillary and accessory uses, structures and activities are also permitted subject to approval of the same discretionary permit.~~

~~(4) Prohibited uses section. Each land use category shall include a prohibited uses section for the purpose of clarifying which land uses and groups of uses, if any, are specifically not permitted.~~

~~(5) Site development standards section. Development standards shall be provided for each land use category and may include but not be limited to the minimum building site area, maximum building height, minimum building setbacks, signage, minimum net area per unit for multifamily development and off-street parking requirements. Additional standards for nonresidential development and may be based upon performance criteria commiserate with supporting documentation consistent with the City's General Plan, including technical reports for traffic, fiscal balance, etc. as applicable and shall include but not be limited to requirements for loading, screening, landscaping, lighting and floor area ratio.~~

~~(6) Boundary description. A precise description, either by record of survey, or metes and bounds, of the external boundaries of all land regulated by the comprehensive plan shall also be included within the text. Such description shall be consistent with the Zoning Map exhibit.~~

~~(7) Conformance with the general plan. A description of how the plan has been developed in conformance with the parameters outlined in the City's land use element, specifically Table LU-4 summary of "Potential Intensity/Density" sections and the criteria as outlined in Section II.C.2 of the General Plan land use element.~~

~~Sec. 13.14.050. – Statistical summary.~~

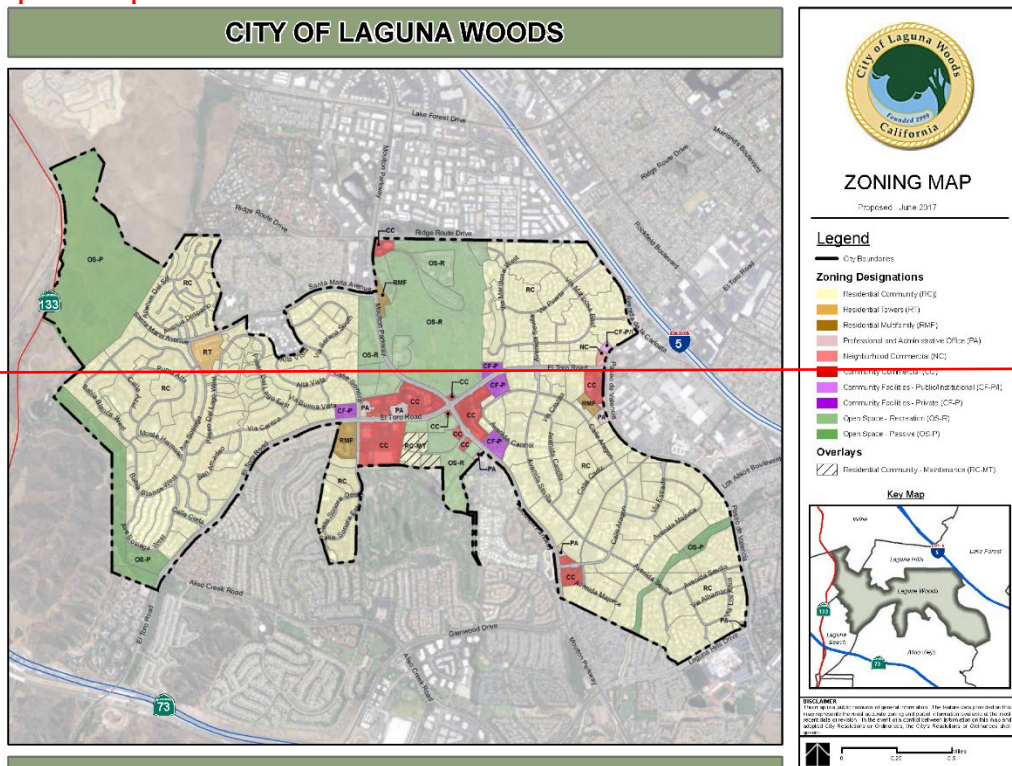
~~(a) A statistical summary shall be adopted by ordinance and shall include information regarding the types of uses proposed, consistent with any limitations as outlined in the City's General Plan, the maximum number of~~

~~dwelling units proposed, the minimum number of acres of open space, the maximum number of acres of nonresidential land, etc. The Director may require any additional statistical information that may be appropriate.~~

~~(b) All such information shown in the statistical summary shall be consistent with the General Plan and the Zoning Map exhibit of the comprehensive plan. Any proposed change in the statistical summary will require an amendment to the comprehensive plan in the manner required by Section 13.24.110 for specific plans.~~

~~**Sec. 13.14.060. – Zoning Map exhibit.**~~

~~The Zoning Map exhibit shall be adopted by ordinance. It shall be drawn in sufficient detail and scale to enable a reader to determine where proposed uses and projects will be located in relation to the City's existing zoning districts and arterial highways. The exterior boundaries of the map shall be precise and consistent with the boundary description included in the comprehensive plan text. Any proposed change in the Zoning Map exhibit will require an amendment in the manner required by Section 13.24.110 for specific plans.~~



Section 13.15.011 (“Definitions”) of Chapter 13.15 (“Reasonable Accommodations for Persons with Disabilities”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike through~~):

Sec. 13.15.011. - Definitions.

~~As used in this chapter, the following items shall have meanings as set forth below:~~ The following words and phrases shall have the meanings set forth below when used in this chapter:

(a) ~~Director means the City Manager or his/her designee.~~ shall mean the City Manager or his/her/their designee.

(b) ~~Disabled or disability means any person who has a physical or mental impairment that substantially limits one or more major life activities, as may be defined by state or federal law.~~ shall have the same meaning as the terms are defined in fair housing laws.

(c) Fair housing laws shall mean the Fair Housing Amendments Act of 1988 and the California Fair Employment and Housing Act and their implementing regulations and published caselaw.

(ed) ~~Fundamental alteration means a modification that alters the essential nature of a provider's operations.~~ shall have the same meaning as the term is defined in fair housing laws.

(de) ~~Major life activity means those activities that are of central importance to daily life including, but not limited to, seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, and speaking.~~ shall have the same meaning as the term is defined in fair housing laws.

(ef) ~~Physical or mental impairment includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, human immunodeficiency virus (HIV) infection, mental retardation, emotional illness, drug addiction (other than addiction caused by~~

~~current, illegal use of a controlled substance), and alcoholism.~~ shall have the same meaning as the term is defined in fair housing laws.

~~(fg) Reasonable accommodation means a change, exception, or adjustment to a rule, policy, practice, or procedure that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including public and common use spaces.~~ shall have the same meaning as the term is defined in fair housing laws.

~~(gh) Reviewing authority means the City Manager or his/her designee.~~ shall mean the City Manager or his/her/their designee.

Section 13.15.015 (“Public notice”) of Chapter 13.15 (“Reasonable Accommodations for Persons with Disabilities”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is hereby repealed in its entirety (deletions shown with ~~strike through~~).

~~Sec. 13.15.015. – Public notice.~~

~~After the Director has deemed an application for reasonable accommodation as complete, the Director shall provide notice of the request for reasonable accommodation as follows:~~

~~(a) In the event that there is no approval, permit, or entitlement sought other than the request for reasonable accommodation, the notice shall be mailed to the owners of record of all properties that are immediately adjacent to the property that is the subject of the request.~~

~~(b) In the event that the request is being made in conjunction with some other approval, permit or entitlement, the notice shall be transmitted along with the notice of the other proceeding.~~

Section 13.15.016 (“Required findings”) of Chapter 13.15 (“Reasonable Accommodations for Persons with Disabilities”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike through~~):

Sec. 13.15.016. - Required findings.

(a) ~~The written decision to approve, approve with conditions, or deny a~~ An application for reasonable accommodation shall be ~~based upon the following findings, all of which are required for approval~~ approved or approved with conditions unless the reviewing authority makes one or more of the following findings:

- (1) The applicant has not demonstrated that the requested accommodation is requested by or on the behalf of one or more individuals with a disability protected under the fair housing laws;
- (2) The applicant has not demonstrated that the requested accommodation is necessary to provide one or more individuals with a disability an equal opportunity to use and enjoy a dwelling;
- (3) The requested accommodation will ~~not~~ impose an undue financial or administrative burden on the city;
- (4) The requested accommodation will ~~not~~ result in a fundamental alteration in the nature of a city program or law, including but not limited to land use or zoning; and
- (5) The requested accommodation will ~~not~~, under the specific facts of the case and to the extent consistent with 42 U.S.C. § 3604(f)(9), result in a direct threat to the health and safety of other individuals or substantial physical damage to the property of others.

Section 13.15.017 (“Notice of decision”) of Chapter 13.15 (“Reasonable Accommodations for Persons with Disabilities”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is amended to read as follows (deletions shown with **strike-through**):

Sec. 13.15.017. - Notice of decision.

~~(a)~~ The reviewing authority shall notify the applicant of his/her decision by mailing a written determination to the applicant. The notice of decision shall include factual findings, conclusions, and reasons for the decision;

and notify the applicant of the right to appeal the reviewing authority's decision pursuant to Section 13.15.020.

~~(b) Notice of the reviewing authority's decision shall also be given to adjoining property owners and/or other interested persons in the same manner as provided in Section 13.15.015 (a) and (b).~~

Section 13.15.020 (“Appeals”) of Chapter 13.15 (“Reasonable Accommodations for Persons with Disabilities”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

Sec. 13.15.020 - Appeals.

An applicant may appeal ~~T~~he decision of the Director to ~~approve,~~ approve subject to conditions, or deny an application for reasonable accommodation ~~shall be subject to appeal~~ to the City Council pursuant to the procedures set forth in Chapter 13.24.050 of the Municipal Code.

Section 13.23.030 (“Development and operational standards”) of Chapter 13.23 (“Emergency Shelters”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is amended to read as follows (deletions shown with ~~strike-through~~):

Sec. 13.23.030. - Development and operational standards.

Emergency shelters shall comply with all standards provided in this chapter

(a) Development standards.

(1) *Location and separation.* Emergency shelters shall be situated more than 300 feet from another emergency shelter.

(2) *Physical characteristics.*

a. The maximum number of beds for emergency shelters shall be 20 unless a larger number is approved through a conditional use permit.

b. The maximum number of beds does not apply in situations of Citywide or statewide designated disasters or catastrophic conditions as determined by the City Council or City Manager.

c. Emergency shelters shall have adequate ~~private living space~~, shower and toilet facilities, and secure storage areas for its intended clients.

d. All on-site waiting and client intake areas shall be located in the interior of the emergency shelter and shall be of sufficient size to prevent any such activities from occurring in the exterior of the emergency shelter.

(b) *Operational standards.*

(1) If an emergency shelter includes a drug or alcohol abuse counseling component, appropriate state and/or federal licensing shall be required.

(2) Emergency shelters shall limit occupancy by each client to no more than 180 days in a 365-day period.

(3) Emergency shelters shall conduct all on-site waiting and client intake activities in the interior of the emergency shelter and prevent any such activities from occurring in the exterior of the emergency shelter.

(4) Emergency shelters shall provide on-site security during all hours of operation, including a minimum of one security guard licensed by the State of California for each 20 clients, unless alternate security arrangements are approved through a conditional use permit.

(5) Emergency shelters shall provide on-site management during all hours of operation, including a minimum of one supervisor per emergency shelter and a minimum of one additional attendant for each 20 clients, unless alternate on-site management arrangements are approved through a conditional use permit.

Section 13.26.010(d) (“Definitions” > “Specific terms”) of Chapter 13.26 (“Special Regulations”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is amended to add the following section (additions shown with underlining):

(523) Low barrier navigation center: Shall have the same meaning as set forth in California Government Code § 65660, as may be amended from time to time.

Section 13.26.010(d)(395) (“Definitions” > “Specific terms” > “Family”) of Chapter 13.26 (“Special Regulations”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

(395) *Family*: One or more persons occupying one dwelling unit. ~~The term “family” includes the occupants of community care facilities serving six or fewer persons that are permitted or licensed by the State.~~ The term “family” does not include occupants of a community care facility, fraternity, sorority, boardinghouse, lodginghouse, club, or motel.

Section 13.26.070 (“Community care facilities”) of Chapter 13.26 (“Special Regulations”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is amended to read as follows (deletions shown with ~~strike-through~~):

Sec. 13.26.070. - Community care facilities.

(a) Community care facilities ~~serving six or less persons~~ and large family day care homes shall be permitted in any district or specific plan area zoned for residential uses and shall be regarded as a single-family dwelling for purposes of zoning and land use regulations.

~~(b) Community care facilities serving seven to 12 persons, except for large family day care homes, shall be permitted in any district, planned community, or specific plan area zoned for residential subject to the issuance of a use permit by the Planning Commission.~~

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**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



October 11, 2022

Christopher Macon, City Manager
City of Laguna Woods
24264 El Toro Road
Laguna Woods, CA 92637

Dear Christopher Macon:

RE: City of Laguna Wood's 6th Cycle (2021-2029) Adopted Housing Element

Thank you for submitting the City of Laguna Woods (City) housing element adopted and received for review on August 12, 2022. Pursuant to Government Code section 65585, subdivision (h), the California Department of Housing and Community Development (HCD) is reporting the results of its review. Our review was facilitated by a telephone conversation on September 30, 2022 with Christopher Macon, City Manager; Rebecca Pennington, Development Program Analyst; Ryan Bensley and Ashley Davis, Principals at LSA Associates, Inc.

The adopted housing element addresses most statutory requirements described in HCD's April 08, 2022 letter; however, additional revisions are necessary to fully comply with State Housing Element Law (Article 10.6 of the Gov. Code), as follows.

1. *Affirmatively further[ing] fair housing in accordance with Chapter 15 (commencing with Section 8899.50) of Division 1 of Title 2...shall include an assessment of fair housing in the jurisdiction (Gov. Code, § 65583, subd. (c)(10)(A))*

As stated in the previous review, goals and actions must specifically respond to the analysis and to the identified and prioritized contributing factors to fair housing issues and must be significant and meaningful enough to overcome identified patterns and trends. While the element now includes table AF to demonstrate how programs address fair housing issues, it should still include place-based actions geotargeted to areas of need identified in your Affirmatively Furthering Fair Housing (AFFH) analyses. For example, Census Tract 626.47 scores highest for pollution, Census Tract 626.25 is an outlier in terms of minority composition, Census Tracts 626.22 and 626.25 score lowest in economic

opportunity, and Hispanic and Black populations have lowest access to educational opportunities.

Additionally, actions must have metrics and milestones. While programs include a row for “Quantified Objectives”, many of these are not quantified or contain meaningful metrics. For example, Program H-2.3.1’s quantified objective is “Conforming Code Enforcement Policies.” The City could commit to a metric such as “return approximately X units/year to safe and sanitary conditions. Another example is Program H-2.2.2, which lists the quantitative objective “Report Regarding Investigation; Adopted Incentives (if applicable)”. A quantified metric could be “aim to preserve X at-risk units by end of planning period”.

2. *An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the types of housing identified in paragraph (1) of subdivision (c), and for persons with disabilities as identified in the analysis pursuant to paragraph (7), including land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures. (Gov. Code, § 65583, subd. (a)(5).)*

Address and, where appropriate and legally possible, remove governmental and nongovernmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and housing for persons with disabilities. The program shall remove constraints to, and provide reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities. (Gov. Code, § 65583, subd. (c)(3).)

While the element details the Reasonable Accommodation policy on pg. B-19 and B-20, the element should also analyze both the public noticing requirements and the finding that “the request will not, under the specific facts of the case, result in a direct threat to the health and safety of other individuals or substantial physical damage to the property of others” for consistency with fair housing requirements. For example, HUD/DOJ guidance states, “For an accommodation to be denied, the requested accommodation must cause an undue financial and administrative burden, or it would fundamentally alter the nature of the provider’s operations.” Based on this analysis, the element may need to revise or add programs and address and remove or mitigate any identified constraints.

The element will meet the statutory requirements of State Housing Element Law once it has been revised and re-adopted to comply with the above requirements.

Pursuant to Assembly Bill 1398 (Chapter 358, Statutes of 2021), a jurisdiction that failed to adopt a compliant housing element within one year from the statutory deadline

Christopher Macon, City Manager
Page 3

cannot be found in compliance until rezones to accommodate a shortfall of sites pursuant to Government Code section 65583, subdivision (c), paragraph (1), subparagraph (A) and Government Code section 65583.2, subdivision (c) are completed. As this year has passed and Program H-1.1.1 has not been completed, the housing element is out of compliance and will remain out of compliance until the rezoning have been completed. Once the City completes the rezone, a copy of the resolution or ordinance should be transmitted to HCD. HCD will review the documentation and issue correspondence identifying the updated status of the City housing element compliance.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant; the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities programs; and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City meets housing element requirements for these and other funding sources.

For your information, some general plan element updates are triggered by housing element adoption. HCD reminds the City to consider timing provisions and welcomes the opportunity to provide assistance. For information, please see the Technical Advisories issued by the Governor's Office of Planning and Research at: <https://www.opr.ca.gov/planning/general-plan/guidelines.html>.

HCD appreciates the dedication and efforts Christopher Macon, City Manager; and consultants Ryan Bensley and Ashley Davis, provided throughout the course of the housing element review. We are committed to assisting the City in addressing all statutory requirements of State Housing Element Law. If you have any questions or need additional technical assistance, please contact Mashal Ayobi, of our staff, at Mashal.Ayobi@hcd.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melinda Coy', with a long horizontal stroke extending to the right.

Melinda Coy
Proactive Housing Accountability Chief

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8.1
EMPLOYEE COMPENSATION AND BENEFITS

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: November 16, 2022 Regular Meeting

SUBJECT: Employee Compensation and Benefits

Recommendation

Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 22-37, AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

Background

The City Manager is responsible for hiring and supervising employees, subject to the City Council's establishment of compensation and benefits policies. Holidays observed by the City are a component of those benefits policies.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on a modification of the holidays observed by the City. While the City's practice has been to observe New Year's Day on a Monday when it falls on a Sunday (as is the case with other federal holidays), such a provision was inadvertently omitted from the existing compensation and benefits resolution. The proposed resolution (Attachment A) would correct this oversight. A redline version of the proposed resolution is included as Attachment B.

The next New Year's Day is Sunday, January 1, 2023. If the recommended action is taken at today's meeting, New Year's Day 2023 would be observed on Monday, January 2, 2023.

Fiscal Impact

The proposed resolution would correct an inadvertent omission in the existing compensation and benefits resolution. It would not result in any new or unbudgeted expenses. No new or increased appropriations would be necessary.

Attachments: A – Proposed Resolution (clean)
B – Proposed Resolution (redline)

RESOLUTION NO. 22-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 22-37, AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Effective November 16, 2022, Resolution No. 22-37 is hereby repealed and replaced by this resolution.

SECTION 2. The compensation schedule for City employees is established as follows:

Exempt Full-Time Employees (Annual Equivalent)

City Manager	\$196,376.45
Administrative Services Director/ City Treasurer	\$117,919 – \$165,087
City Clerk	\$80,690 – \$112,966
Senior Management Analyst	\$80,690 – \$112,966
Management Analyst	\$69,263 – \$96,969
Deputy City Clerk	\$59,746 – \$83,644

Non-Exempt Full-Time Employees (Hourly Rate)

Senior Accountant	\$35.50 – \$49.70
Accountant	\$32.78 – \$45.89
Accounting Clerk	\$21.51 – \$30.11

Non-Exempt Part-Time/Limited Part-Time Employees (Hourly Rate)

Receptionist	\$17.00 – \$23.80
--------------	-------------------

The City Manager is authorized to hire, promote, and compensate employees within established compensation ranges, to offer benefits, to fill any full-time position as a part-time or limited part-time position, and to hire employees for time-limited periods, consistent with City Council-adopted budgets and this resolution.

SECTION 3. All employees who work 40 or more hours per week on a regularly assigned basis shall be considered “full-time employees” for the purpose of this resolution. Full-time employees shall receive the following benefits:

A. Paid Holidays: The City shall observe the following holidays with full-time employees receiving eight hours of compensation for each weekday on which a holiday is observed: Martin Luther King Jr. Day, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, and Winter Holiday (December 24 through January 1; when January 1 falls on a Sunday or Thursday, Winter Holiday shall be observed through January 2). Except for Winter Holiday, which is observed on specified dates, when a holiday falls on a Saturday, it shall be observed the on prior Friday; when a holiday falls on a Sunday, it shall be observed on the following Monday.

B. Floating Holidays: The City shall provide each full-time employee with two floating holidays per calendar year, equivalent to 16 hours of pay credited the first pay period of each calendar year. Floating holidays are not accrued on a pro-rata basis throughout the calendar year. Full-time employees must be in paid status on regularly scheduled workdays before and after using floating holiday time. Floating holiday time shall be used in increments of eight hours.

Full-time employees may maintain a balance of no more than 16 hours of unused floating holiday time (Floating Holiday Accrual Limit) and shall not accrue additional floating holiday time when the Floating Holiday Accrual Limit has been reached. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued floating holiday time.

C. Retirement: All City employees, including full-time employees, are required to participate in the Social Security system. In addition, the City shall contract with the California Public Employees’ Retirement System (CalPERS) for retirement benefits for all eligible full-time employees, unless excluded in the City’s agreement with CalPERS. Full-time employees considered “classic” by CalPERS shall pay the 7% employee contribution pursuant to the terms of Resolution No. 12-18. Full-time employees considered “new members” by

CalPERS shall pay the employee contribution rate established by CalPERS, as may change from time to time.

- D. Retiree Medical: As required by, and in an amount established by California Government Code Section 22892, the City shall contribute toward CalPERS retiree health insurance for retiring full-time employees who have worked for the City for a minimum of 10 years. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet the 10-year requirement, with each 174 hours counting as one month.
- E. Monthly Benefit Allowance: The City shall provide each full-time employee with a monthly benefit allowance of \$1,000 per month. A portion of the allowance shall be allocated to pay for the employee assistance program and health insurance, as provided in this resolution. The remaining balance of the monthly benefit allowance may be allocated by the employee to elect benefits available through the City's Internal Revenue Code Section 125 Flexible Benefits Plan, in accordance with applicable plan documents. Any amount of the monthly benefit allowance that remains after the allocations described above shall be forfeited. Full-time employees shall be required to make elections for the annual calendar year use of the entirety of monthly benefit allowances during an enrollment/election period established by the City Manager, as may change from time to time. Modifications of annual calendar year elections following any enrollment/election period shall be limited to qualifying events as set forth in applicable plan documents.
- F. Employee Assistance Program: The City shall contract for an employee assistance program; enrollment in the program shall be mandatory for all full-time employees. The cost of enrollment in the employee assistance program shall be deducted from each full-time employee's monthly benefit allowance.
- G. Health Insurance: All employees shall be covered by basic health insurance that qualifies as Minimum Essential Coverage under California law. The City shall contract for health insurance through CalPERS; enrollment in a CalPERS health plan shall be mandatory for all full-time employees unless proof of coverage under a qualifying, alternate non-individual market basic health insurance plan is provided. The cost of enrollment in a CalPERS health plan shall be deducted first from each full-time employee's monthly benefit allowance and then from salary (if necessary).
- H. Flexible Benefits Plan: The City shall contract for the provision of an Internal

Revenue Code Section 125 Flexible Benefits Plan; enrollment in the plan shall be voluntary for all full-time employees. Full-time employees may contribute to the plan by electing to allocate a portion of their monthly benefit allowance and/or through a salary reduction at their sole expense.

- I. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all full-time employees. Full-time employees may contribute to the plan through a salary reduction at their sole expense.
- J. Paid Time Off: Full-time employees shall accrue 160 hours per year of annual paid time off (leave), which may be used for doctors' appointments, personal and family sick time, bereavement leave, jury duty leave, vacation, and personal business. Hours earned are accrued on a pro-rata basis by pay period.

Full-time employees may maintain a balance of no more than 480 hours of paid time off (Leave Accrual Limit) and shall cease to accrue additional paid time off when the Leave Accrual Limit has been reached. When a full-time employee's balance of paid time off falls below the Leave Accrual Limit, accrual shall resume beginning with the first pay period following the pay period in which the balance of paid time off fell below the Leave Accrual Limit. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued paid time off.

SECTION 4. All employees who are not full-time employees, but who work 20 or more hours per week on a regularly assigned basis, shall be considered "part-time employees" for the purpose of this resolution. Part-time employees shall receive the following benefits:

- A. Paid and Unpaid Holidays: The City shall observe the following holidays with part-time employees receiving eight hours of compensation for each weekday on which a holiday is observed: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Friday after Thanksgiving. The City shall also observe the following unpaid holidays: Winter Holiday (December 24 through January 1; when January 1 falls on a Sunday or Thursday, Winter Holiday shall be observed through January 2). Except for Winter Holiday, which is observed on specified dates, when a holiday falls on a Saturday, it shall be observed on the prior Friday; when a holiday falls on a Sunday, it shall be observed on the following Monday.

- B. Floating Holidays: The City shall provide each part-time employee with two floating holidays per calendar year, equivalent to 16 hours of pay credited the first pay period of each calendar year. Floating holidays are not accrued on a pro-rata basis throughout the calendar year. Part-time employees must be in paid status on regularly scheduled workdays before and after using floating holiday time. Floating holiday time shall be used in increments of eight hours and only between December 24 and 31.

Part-time employees may maintain a balance of no more than 16 hours of unused floating holiday time (Floating Holiday Accrual Limit) and shall not accrue additional floating holiday time when the Floating Holiday Accrual Limit has been reached. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued floating holiday time.

- C. Retirement: All City employees, including part-time employees, are required to participate in the Social Security system. Part-time employees who work 1,000 hours or more in a fiscal year, shall be eligible for membership in CalPERS for retirement benefits, unless excluded in the City's agreement with CalPERS. Eligible part-time employees considered "classic" by CalPERS shall pay the 7% employee contribution pursuant to the terms of Resolution No. 12-18. Eligible part-time employees considered "new members" by CalPERS shall pay the employee contribution rate established by CalPERS, as may change from time to time.

- D. Retiree Medical: As required by, and in an amount established by California Government Code Section 22892, the City shall contribute toward CalPERS retiree health insurance for retiring full-time employees who have worked for the City for a minimum of 10 years. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet the 10-year requirement, with each 174 hours counting as one month.

- E. Monthly Benefit Allowance: The City shall provide part-time employees with a monthly benefit allowance of \$800 per month. A portion of the allowance shall be allocated to pay for the employee assistance program and health insurance, as provided in this resolution. The remaining balance of the monthly benefit allowance may be allocated by the employee to elect benefits available through the City's Internal Revenue Code Section 125 Flexible Benefits Plan, in accordance with applicable plan documents. Any amount of the monthly benefit allowance that remains after the allocations described above shall be forfeited. Part-time employees who are provided a monthly

benefit allowance shall be required to make elections for the annual calendar year use of the entirety of monthly benefit allowances during an enrollment/election period established by the City Manager, as may change from time to time. Modifications of annual calendar year elections following any enrollment/election period shall be limited to qualifying events as set forth in applicable plan documents.

- F. Employee Assistance Program: The City shall contract for an employee assistance program; enrollment in the program shall be mandatory for all part-time employees. The cost of enrollment in the employee assistance program shall be deducted from each part-time employee's salary or monthly benefit allowance, if provided.
- G. Health Insurance: All employees shall be covered by basic health insurance that qualifies as Minimum Essential Coverage under California law. The City shall contract for health insurance through CalPERS; enrollment in a CalPERS health plan shall be mandatory for all part-time employees unless proof of coverage under a qualifying, alternate non-individual market basic health insurance plan is provided. The cost of enrollment in a CalPERS health plan shall be deducted first from each part-time employee's monthly benefit allowance and then from salary (if necessary).
- H. Flexible Benefits Plan: The City shall contract for the provision of an Internal Revenue Code Section 125 Flexible Benefits Plan; enrollment in the plan shall be voluntary for all part-time employees. Part-time employees may contribute to the plan through a salary reduction at their sole expense and/or by electing to allocate a portion of their monthly benefit allowance, if provided.
- I. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all part-time employees. Part-time employees may contribute to the plan through a salary reduction at their sole expense.
- J. Paid Time Off: Part-time employees shall accrue 160 hours per year of annual paid time off (leave), which shall be pro-rated based on the number of hours regularly worked less than 40 hours per week. Paid time off may be used for doctors' appointments, personal and family sick time, bereavement leave, jury duty leave, vacation, and personal business. Paid time off may also be used up to the number of hours regularly worked during unpaid holidays that fall on weekdays (less any floating holiday time used). Hours earned are accrued

on a pro-rata basis by pay period.

Part-time employees may maintain a balance of no more than 300 hours of paid time off (Leave Accrual Limit) and shall cease to accrue additional paid time off when the Leave Accrual Limit has been reached. When a part-time employee's balance of paid time off falls below the Leave Accrual Limit, accrual shall resume beginning with the first pay period following the pay period in which the balance of paid time off fell below the Leave Accrual Limit. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued paid time off.

SECTION 5. All employees who work less than 20 hours per week on a regularly assigned basis shall be considered “limited part-time employees” for the purpose of this resolution. Limited part-time employees shall receive the following benefits:

- A. Retirement: All City employees, including limited part-time employees, are required to participate in the Social Security system.
- B. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all limited part-time employees. Limited part-time employees may contribute to the plan through a salary reduction at their sole expense.
- C. Paid Time Off: After the first 30 calendar days of employment, and every January 1 thereafter, limited part-time employees shall accrue 24 hours of annual paid time off (leave), which may be used for personal illness, to care for a sick family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if the limited part-time employee is a victim of domestic violence, sexual assault, or stalking. Paid time off shall not be used within the first 90 calendar days of employment for new limited part-time employees. There is no accrual or carryover of paid time off between or across calendar years. Upon termination from the City, limited part-time employees shall not be compensated for the balance of their paid time off. If a limited part-time employee separates from and is rehired by the City within one year, previously accrued and unused paid time off shall be reinstated.

SECTION 6. The City Manager is authorized to offer technology allowances

of up to \$79.50 per employee per month to employees who are regularly required to use their personal cellular telephones, personal computers, and/or other personal technology to conduct City business, with the exception of the City Manager. Such technology allowances shall be added to employee compensation and shall be paid in the first pay period of each month, subject to any applicable wage withholding or similar taxes. Employees must be in paid status on regularly scheduled workdays during the first pay period of each month in order to receive payment.

SECTION 7. The City Manager is authorized to offer notary public stipends of \$100 per employee per month to employees who regularly provide notary public and foreign pension acknowledgement services in the course of City business, with the exception of the City Manager. Such notary public stipends shall be added to employee compensation and shall be paid in the first pay period of each month, subject to any applicable wage withholding or similar taxes. Employees must be in paid status on regularly scheduled workdays during the first pay period of each month, and in possession of an active and valid notary public commission from the State of California as of the payroll processing date for the first pay period of each month, in order to receive payment. The City Manager is also authorized to incur and pay, on behalf of the City, costs related to the education and commission of employees who regularly provide notary public services in the course of City business, with the exception of the City Manager.

SECTION 8. The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2022.

CAROL MOORE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 22-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2022, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

YOLIE TRIPPY, CMC, City Clerk

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RESOLUTION NO. 22-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 22-~~3037~~, AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Effective ~~June 18~~November 16, 2022, Resolution No. 22-~~3037~~ is hereby repealed and replaced by this resolution.

SECTION 2. The compensation schedule for City employees is established as follows:

Exempt Full-Time Employees (Annual Equivalent)

City Manager	Through June 30, 2022: \$192,525.94 Beginning July 1, 2022: \$196,376.45
Administrative Services Director/ City Treasurer	\$117,919 – \$165,087
City Clerk	\$80,690 – \$112,966
Senior Management Analyst	\$80,690 – \$112,966
Management Analyst	\$69,263 – \$96,969
Deputy City Clerk	\$59,746 – \$83,644

Non-Exempt Full-Time Employees (Hourly Rate)

Senior Accountant	\$35.50 – \$49.70
Accountant	\$32.78 – \$45.89
Accounting Clerk	\$21.51 – \$30.11

Non-Exempt Part-Time/Limited Part-Time Employees (Hourly Rate)

Receptionist	\$17.00 – \$23.80
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The City Manager is authorized to hire, promote, and compensate employees within established compensation ranges, to offer benefits, to fill any full-time position as a part-time or limited part-time position, and to hire employees for time-limited periods, consistent with City Council-adopted budgets and this resolution.

SECTION 3. All employees who work 40 or more hours per week on a regularly assigned basis shall be considered “full-time employees” for the purpose of this resolution. Full-time employees shall receive the following benefits:

- A. Paid Holidays: The City shall observe the following holidays with full-time employees receiving eight hours of compensation for each weekday on which a holiday is observed: Martin Luther King Jr. Day, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, and Winter Holiday (December 24 through January 1; when January 1 falls on a Sunday or Thursday, Winter Holiday shall be observed through January 2). Except for Winter Holiday, which is observed on specified dates, when a holiday falls on a Saturday, it shall be observed the on prior Friday; when a holiday falls on a Sunday, it shall be observed on the following Monday.
- B. Floating Holidays: The City shall provide each full-time employee with two floating holidays per calendar year, equivalent to 16 hours of pay credited the first pay period of each calendar year. Floating holidays are not accrued on a pro-rata basis throughout the calendar year. Full-time employees must be in paid status on regularly scheduled workdays before and after using floating holiday time. Floating holiday time shall be used in increments of eight hours.
- Full-time employees may maintain a balance of no more than 16 hours of unused floating holiday time (Floating Holiday Accrual Limit) and shall not accrue additional floating holiday time when the Floating Holiday Accrual Limit has been reached. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued floating holiday time.
- C. Retirement: All City employees, including full-time employees, are required to participate in the Social Security system. In addition, the City shall contract with the California Public Employees’ Retirement System (CalPERS) for retirement benefits for all eligible full-time employees, unless excluded in the City’s agreement with CalPERS. Full-time employees considered “classic” by CalPERS shall pay the 7% employee contribution pursuant to the terms of

Resolution No. 12-18. Full-time employees considered “new members” by CalPERS shall pay the employee contribution rate established by CalPERS, as may change from time to time.

- D. Retiree Medical: As required by, and in an amount established by California Government Code Section 22892, the City shall contribute toward CalPERS retiree health insurance for retiring full-time employees who have worked for the City for a minimum of 10 years. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet the 10-year requirement, with each 174 hours counting as one month.
- E. Monthly Benefit Allowance: The City shall provide each full-time employee with a monthly benefit allowance of \$1,000 per month. A portion of the allowance shall be allocated to pay for the employee assistance program and health insurance, as provided in this resolution. The remaining balance of the monthly benefit allowance may be allocated by the employee to elect benefits available through the City’s Internal Revenue Code Section 125 Flexible Benefits Plan, in accordance with applicable plan documents. Any amount of the monthly benefit allowance that remains after the allocations described above shall be forfeited. Full-time employees shall be required to make elections for the annual calendar year use of the entirety of monthly benefit allowances during an enrollment/election period established by the City Manager, as may change from time to time. Modifications of annual calendar year elections following any enrollment/election period shall be limited to qualifying events as set forth in applicable plan documents.
- F. Employee Assistance Program: The City shall contract for an employee assistance program; enrollment in the program shall be mandatory for all full-time employees. The cost of enrollment in the employee assistance program shall be deducted from each full-time employee’s monthly benefit allowance.
- G. Health Insurance: All employees shall be covered by basic health insurance that qualifies as Minimum Essential Coverage under California law. The City shall contract for health insurance through CalPERS; enrollment in a CalPERS health plan shall be mandatory for all full-time employees unless proof of coverage under a qualifying, alternate non-individual market basic health insurance plan is provided. The cost of enrollment in a CalPERS health plan shall be deducted first from each full-time employee’s monthly benefit allowance and then from salary (if necessary).

- H. Flexible Benefits Plan: The City shall contract for the provision of an Internal Revenue Code Section 125 Flexible Benefits Plan; enrollment in the plan shall be voluntary for all full-time employees. Full-time employees may contribute to the plan by electing to allocate a portion of their monthly benefit allowance and/or through a salary reduction at their sole expense.
- I. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all full-time employees. Full-time employees may contribute to the plan through a salary reduction at their sole expense.
- J. Paid Time Off: Full-time employees shall accrue 160 hours per year of annual paid time off (leave), which may be used for doctors' appointments, personal and family sick time, bereavement leave, jury duty leave, vacation, and personal business. Hours earned are accrued on a pro-rata basis by pay period.

Full-time employees may maintain a balance of no more than 480 hours of paid time off (Leave Accrual Limit) and shall cease to accrue additional paid time off when the Leave Accrual Limit has been reached. When a full-time employee's balance of paid time off falls below the Leave Accrual Limit, accrual shall resume beginning with the first pay period following the pay period in which the balance of paid time off fell below the Leave Accrual Limit. Upon separation from the City, full-time employees shall be compensated for the balance of their accrued paid time off.

SECTION 4. All employees who are not full-time employees, but who work 20 or more hours per week on a regularly assigned basis, shall be considered "part-time employees" for the purpose of this resolution. Part-time employees shall receive the following benefits:

- A. Paid and Unpaid Holidays: The City shall observe the following holidays with part-time employees receiving eight hours of compensation for each weekday on which a holiday is observed: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Friday after Thanksgiving. The City shall also observe the following unpaid holidays: Winter Holiday (December 24 through January 1; when January 1 falls on a Sunday or Thursday, Winter Holiday shall be observed through January 2). Except for Winter Holiday, which is observed on specified dates, when a holiday falls on a Saturday, it shall be observed on the prior Friday; when a holiday falls on a Sunday, it shall be

observed on the following Monday.

- B. Floating Holidays: The City shall provide each part-time employee with two floating holidays per calendar year, equivalent to 16 hours of pay credited the first pay period of each calendar year. Floating holidays are not accrued on a pro-rata basis throughout the calendar year. Part-time employees must be in paid status on regularly scheduled workdays before and after using floating holiday time. Floating holiday time shall be used in increments of eight hours and only between December 24 and 31.

Part-time employees may maintain a balance of no more than 16 hours of unused floating holiday time (Floating Holiday Accrual Limit) and shall not accrue additional floating holiday time when the Floating Holiday Accrual Limit has been reached. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued floating holiday time.

- C. Retirement: All City employees, including part-time employees, are required to participate in the Social Security system. Part-time employees who work 1,000 hours or more in a fiscal year, shall be eligible for membership in CalPERS for retirement benefits, unless excluded in the City's agreement with CalPERS. Eligible part-time employees considered "classic" by CalPERS shall pay the 7% employee contribution pursuant to the terms of Resolution No. 12-18. Eligible part-time employees considered "new members" by CalPERS shall pay the employee contribution rate established by CalPERS, as may change from time to time.

- D. Retiree Medical: As required by, and in an amount established by California Government Code Section 22892, the City shall contribute toward CalPERS retiree health insurance for retiring full-time employees who have worked for the City for a minimum of 10 years. Part-time service for employees who transition from part-time to full-time employment with the City may be used to meet the 10-year requirement, with each 174 hours counting as one month.

- E. Monthly Benefit Allowance: The City shall provide part-time employees with a monthly benefit allowance of \$800 per month. A portion of the allowance shall be allocated to pay for the employee assistance program and health insurance, as provided in this resolution. The remaining balance of the monthly benefit allowance may be allocated by the employee to elect benefits available through the City's Internal Revenue Code Section 125 Flexible Benefits Plan, in accordance with applicable plan documents. Any amount of the monthly benefit allowance that remains after the allocations described

above shall be forfeited. Part-time employees who are provided a monthly benefit allowance shall be required to make elections for the annual calendar year use of the entirety of monthly benefit allowances during an enrollment/election period established by the City Manager, as may change from time to time. Modifications of annual calendar year elections following any enrollment/election period shall be limited to qualifying events as set forth in applicable plan documents.

- F. Employee Assistance Program: The City shall contract for an employee assistance program; enrollment in the program shall be mandatory for all part-time employees. The cost of enrollment in the employee assistance program shall be deducted from each part-time employee's salary or monthly benefit allowance, if provided.
- G. Health Insurance: All employees shall be covered by basic health insurance that qualifies as Minimum Essential Coverage under California law. The City shall contract for health insurance through CalPERS; enrollment in a CalPERS health plan shall be mandatory for all part-time employees unless proof of coverage under a qualifying, alternate non-individual market basic health insurance plan is provided. The cost of enrollment in a CalPERS health plan shall be deducted first from each part-time employee's monthly benefit allowance and then from salary (if necessary).
- H. Flexible Benefits Plan: The City shall contract for the provision of an Internal Revenue Code Section 125 Flexible Benefits Plan; enrollment in the plan shall be voluntary for all part-time employees. Part-time employees may contribute to the plan through a salary reduction at their sole expense and/or by electing to allocate a portion of their monthly benefit allowance, if provided.
- I. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all part-time employees. Part-time employees may contribute to the plan through a salary reduction at their sole expense.
- J. Paid Time Off: Part-time employees shall accrue 160 hours per year of annual paid time off (leave), which shall be pro-rated based on the number of hours regularly worked less than 40 hours per week. Paid time off may be used for doctors' appointments, personal and family sick time, bereavement leave, jury duty leave, vacation, and personal business. Paid time off may also be used up to the number of hours regularly worked during unpaid holidays that fall

on weekdays (less any floating holiday time used). Hours earned are accrued on a pro-rata basis by pay period.

Part-time employees may maintain a balance of no more than 300 hours of paid time off (Leave Accrual Limit) and shall cease to accrue additional paid time off when the Leave Accrual Limit has been reached. When a part-time employee's balance of paid time off falls below the Leave Accrual Limit, accrual shall resume beginning with the first pay period following the pay period in which the balance of paid time off fell below the Leave Accrual Limit. Upon separation from the City, part-time employees shall be compensated for the balance of their accrued paid time off.

SECTION 5. All employees who work less than 20 hours per week on a regularly assigned basis shall be considered "limited part-time employees" for the purpose of this resolution. Limited part-time employees shall receive the following benefits:

- A. Retirement: All City employees, including limited part-time employees, are required to participate in the Social Security system.
- B. Deferred Compensation Plan: The City shall contract for the provision of an Internal Revenue Code Section 457 Deferred Compensation Plan; enrollment in the plan shall be voluntary for all limited part-time employees. Limited part-time employees may contribute to the plan through a salary reduction at their sole expense.
- C. Paid Time Off: After the first 30 calendar days of employment, and every January 1 thereafter, limited part-time employees shall accrue 24 hours of annual paid time off (leave), which may be used for personal illness, to care for a sick family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if the limited part-time employee is a victim of domestic violence, sexual assault, or stalking. Paid time off shall not be used within the first 90 calendar days of employment for new limited part-time employees. There is no accrual or carryover of paid time off between or across calendar years. Upon termination from the City, limited part-time employees shall not be compensated for the balance of their paid time off. If a limited part-time employee separates from and is rehired by the City within one year, previously accrued and unused paid time off shall be reinstated.

SECTION 6. The City Manager is authorized to offer technology allowances of up to \$79.50 per employee per month to employees who are regularly required to use their personal cellular telephones, personal computers, and/or other personal technology to conduct City business, with the exception of the City Manager. Such technology allowances shall be added to employee compensation and shall be paid in the first pay period of each month, subject to any applicable wage withholding or similar taxes. Employees must be in paid status on regularly scheduled workdays during the first pay period of each month in order to receive payment.

SECTION 7. The City Manager is authorized to offer notary public stipends of \$100 per employee per month to employees who regularly provide notary public and foreign pension acknowledgement services in the course of City business, with the exception of the City Manager. Such notary public stipends shall be added to employee compensation and shall be paid in the first pay period of each month, subject to any applicable wage withholding or similar taxes. Employees must be in paid status on regularly scheduled workdays during the first pay period of each month, and in possession of an active and valid notary public commission from the State of California as of the payroll processing date for the first pay period of each month, in order to receive payment. The City Manager is also authorized to incur and pay, on behalf of the City, costs related to the education and commission of employees who regularly provide notary public services in the course of City business, with the exception of the City Manager.

SECTION 8. The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2022.

CAROL MOORE, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 22-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2022, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

YOLIE TRIPPY, CMC, City Clerk