

CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting
Wednesday, October 15, 2025
2:00 p.m.

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

Shari L. Horne
Mayor

Annie McCary
Mayor Pro Tem

Cynthia Conners
Councilmember



Pearl Lee
Councilmember

Carol Moore
Councilmember

Welcome to a meeting of the Laguna Woods City Council!

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

Public Comments/Testimony: The City accepts public comments/testimony in-person and in writing. For more information, please refer to page three of this agenda.

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.

AGENDA POSTING AND AVAILABILITY

Regular and Adjourned Regular Meetings: Pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act, the City of Laguna Woods posts agendas 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. 24-08, at least 72 hours in advance of regular and adjourned regular meetings. Agendas and agenda materials are available at Laguna Woods City Hall during normal business hours and on the City's website. Printed copies of agendas and agenda materials are provided at no charge in advance of meetings. After meetings have occurred, a per page fee is charged for printed copies.

Special and Emergency Meetings: Agenda posting and availability for special and emergency meetings is conducted pursuant to all applicable provisions of California Government Code (Ralph M. Brown Act).

AGENDA DISTRIBUTION LISTS

Electronic Distribution: The City of Laguna Woods provides notification of agenda posting and availability via email. To sign up for email notifications, please visit www.cityoflagunawoods.org/email-notifications, email cityhall@cityoflagunawoods.org, or contact the City Clerk's Office at (949) 639-0500/TTY (949) 639-0535. Please note that the City is not responsible for, and makes no guaranties or warranties related to, the transmission or receipt of email notifications.

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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. 24-08, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.

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

10/10/25
Date

OPTIONS FOR PUBLIC COMMENTS/TESTIMONY

1. In Person

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 by submitting a speaker card to City staff or proceeding to the podium, one-by-one, at the time an item is considered.

Members of the public wishing to address the City Council on items *not* appearing on this agenda may do so during Item V.

Each speaker will have the opportunity to speak for up to three minutes once per agenda item, unless otherwise allowed by the City Council.

Speakers are requested, but not required, to identify themselves, either on speaker cards or in comments/testimony. Speakers are advised that their names and any information submitted on speaker cards or otherwise provided in writing to the City may be disclosed or become a matter of public record. No speaker should expect privacy of such information.

2. In Writing

Written public comments/testimony may be delivered to Laguna Woods City Hall (24264 El Toro Road, Laguna Woods, CA 92637) or sent via email (cityhall@cityoflagunawoods.org) provided that they are received by the City prior to 2:00 p.m. on the day of this meeting.

Written public comments/testimony will be provided to the City Council and included in the City Clerk's written record of this meeting.

Parties submitting written public comments/testimony are requested, but not required, to identify themselves. Parties are advised that their names, email addresses, and any information submitted in writing to the City may be disclosed or become a matter of public record. No party should expect privacy of such information.

REMOTE VIEWING AND/OR LISTENING OPPORTUNITIES

The City plans to offer the following remote viewing and/or listening opportunities as a courtesy for this meeting. These opportunities are not guaranteed to be operable, technically feasible, or uninterrupted. The instructions provided below are not guaranteed to be correct or all-inclusive as Zoom and YouTube may modify their interfaces and interfaces may differ by device or application. Members of the public who wish to ensure that they are able to view and/or listen to this meeting should attend in person.

1. Zoom (on a computer)

The City plans to live stream this meeting on Zoom (audio and/or video). ***Please note that public comments/testimony will not be accepted via Zoom.***

- Visit www.zoomgov.com
- Click on "Join" (if given an option select "by meeting ID")

- Enter the following meeting ID: 161 418 6234
- Click on “Join”
- Open the Zoom application following the on-screen prompts
- Enter the following meeting passcode: 469351
- Follow any additional on-screen prompts and enter information as required by Zoom

Parties are advised that information they provide to Zoom may be publicly visible and/or visible to the City and others. No party should expect privacy of such information.

2. Zoom (on a telephone)

The City plans to live stream this meeting on Zoom (audio and/or video). ***Please note that public comments/testimony will not be accepted via Zoom.***

- Call (669) 216-1590
- Follow the prompts and provide the information required by Zoom
- When prompted for a meeting ID enter: 161 418 6234
- There is no participant ID; follow prompts to bypass
- If asked for a passcode enter: 469351

Parties are advised that their telephone number and information provided to Zoom may be publicly visible and/or visible to the City and others. No party should expect privacy of such information.

3. YouTube

The City plans to live stream this meeting on YouTube (audio and/or video). ***Please note that public comments/testimony will not be accepted via YouTube.***

- Visit www.youtube.com/@cityoflagunawoods
- Click on “Live”
- Click on “Laguna Woods Channel 3”

Parties are advised that information they provide to YouTube may be publicly visible and/or visible to the City and others. No party should expect privacy of such information.

4. Cable Television

The City plans to broadcast this meeting on cable television Channel 3 within Laguna Woods Village (audio and/or video). ***Please note that public comments/testimony will not be accepted via cable television Channel 3.***

I. CALL TO ORDER

Introductory Notes:

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 by submitting a speaker card to City staff or proceeding to the podium, one-by-one, at the time an item is considered.

Members of the public wishing to address the City Council on items *not* appearing on this agenda may do so during Item V.

Each speaker will have the opportunity to speak for up to three minutes once per agenda item, unless otherwise allowed by the City Council.

Speakers are requested, but not required, to identify themselves, both on any applicable speaker cards and in comments/testimony. Speakers are advised that their names and any information submitted on speaker cards or otherwise provided in writing to the City may be disclosed or become a matter of public record. No speaker should expect privacy of such information.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 Nurse Practitioners Week – November 9-15, 2025 (agendized by Councilmember Conners)

Recommendation: Approve and present the proclamation.

4.2 Earthquake Safety and Preparedness – Great California ShakeOut – October 16, 2025 – Orange County Fire Authority

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. Pursuant to state law, the City Council is unable to take action on such items, but may ask clarifying questions of the speaker, engage in brief discussion, refer items to City staff, and/or schedule items for consideration at future meetings.

VI. CITY TREASURER'S REPORT

6.1 City Treasurer's Report

Recommendation: Receive and file the City Treasurer's Report for the month of September 2025.

VII. 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 or City staff requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action. Members of the public may address the City Council on items appearing on the Consent Calendar regardless of whether an item is removed for separate discussion and consideration of action.

7.1 City Council Minutes

Recommendation: Approve the City Council meeting minutes for the regular meeting on September 17, 2025 and the adjourned regular meeting on September 25, 2025.

7.2 Payment Register

Recommendation: Approve the payment register dated October 15, 2025 in the amount of \$723,457.78.

7.3 Countywide Mass Notification System

Recommendation: Approve a memorandum of understanding between the County of Orange and the City and various other participants (municipalities, public universities, and water agencies responsible for protecting a resident population and maintaining a dedicated public safety answering point with the County of Orange) for use of a countywide mass notification system, including establishing governance and terms of use therefore, and authorize the Mayor to sign the memorandum of understanding, subject to approval as to form by the City Attorney.

7.4 Local California Environmental Quality Act Guidelines

Recommendation: Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING LOCAL CALIFORNIA ENVIRONMENTAL QUALITY ACT GUIDELINES ADOPTED PURSUANT TO CALIFORNIA PUBLIC RESOURCES CODE SECTION 21082, AND DETERMINING AND CERTIFYING THAT THE AMENDED LOCAL CALIFORNIA ENVIRONMENTAL QUALITY ACT GUIDELINES ARE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

VIII. PUBLIC HEARINGS

8.1 2025 California Building Standards Code and Local Amendments

Recommendation:

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Continue the public hearing to the regular meeting of the City Council on November 19, 2025 at 2 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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 TITLE 10 OF THE LAGUNA WOODS MUNICIPAL CODE (BUILDINGS AND CONSTRUCTION) AND ADOPTING BY REFERENCE THE 2025 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24), CONSISTING OF THE 2025 CALIFORNIA ADMINISTRATIVE CODE, 2025 CALIFORNIA BUILDING CODE, 2025 CALIFORNIA RESIDENTIAL CODE, 2025 CALIFORNIA ELECTRICAL CODE, 2025 CALIFORNIA MECHANICAL CODE, 2025 CALIFORNIA PLUMBING CODE, 2025 CALIFORNIA ENERGY CODE, 2025 WILDLAND-URBAN INTERFACE CODE, 2025 CALIFORNIA HISTORICAL BUILDING CODE, 2025 CALIFORNIA FIRE CODE, 2025 CALIFORNIA EXISTING BUILDING CODE, 2025 CALIFORNIA GREEN BUILDING STANDARDS CODE, AND 2025 CALIFORNIA REFERENCED STANDARDS CODE; AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

AND

6. 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 TITLE 10 (BUILDINGS AND CONSTRUCTION) OF THE LAGUNA WOODS MUNICIPAL CODE TO ADOPT CERTAIN AMENDMENTS, ADDITIONS, AND DELETIONS TO THE 2025 CALIFORNIA FIRE CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24, PART 9); AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

AND

7. 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 TITLE 10 (BUILDINGS AND CONSTRUCTION) OF THE LAGUNA WOODS MUNICIPAL CODE TO ADOPT CERTAIN AMENDMENTS, ADDITIONS, AND DELETIONS TO THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24, PART 7); AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

- 8.2 Conditional Use Permit CUP-2025-0006, a request by A&S Engineering for approval of a conditional use permit amending Conditional Use Permit CUP-1505 related to the redevelopment of an existing automobile service station, at the property located at 24362 El Toro Road, Laguna Woods, California 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 CONDITIONAL USE PERMIT CUP-2025-0006 TO AMEND CONDITIONAL USE PERMIT CUP-1505 RELATED TO THE REDEVELOPMENT OF AN EXISTING AUTOMOBILE SERVICE STATION, AT THE PROPERTY LOCATED AT 24362 EL TORO ROAD, LAGUNA WOODS, CALIFORNIA 92637, AND DETERMINING THAT THE CONDITIONAL USE PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15302 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

IX. CITY COUNCIL BUSINESS

9.1 Woods End Wilderness Preserve Trail Drainage and Improvement Project

Recommendation:

1. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2025-27 BUDGET AND WORK PLAN FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, AND FISCAL YEAR 2026-27 COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027, INCREASING GENERAL FUND AND CAPITAL PROJECTS FUND APPROPRIATIONS FOR THE “WOODS END WILDERNESS PRESERVE TRAIL DRAINAGE AND IMPROVEMENT PROJECT”

AND

2. Approve the “Woods End Wilderness Preserve Trail Drainage and Improvement Project” plans and specifications as prepared

by the project architect and their licensed professionals.

AND

3. Approve a notice of exemption for the “Woods End Wilderness Preserve Trail Drainage and Improvement Project” 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

4. Award a contract agreement to Millsten Enterprises, Inc. for the construction of the “Woods End Wilderness Preserve Trail Drainage and Improvement Project”, in the amount of \$446,694.60, plus authorized change orders not to exceed 15% (\$67,004.19) 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.

X. CITY COUNCIL REPORTS AND COMMENTS

About City Council Reports and Comments: This is the time and place for members of the City Council to provide reports on meetings attended including, but not limited to, meetings of regional boards and entities to which they have been appointed to represent the City and meetings attended at the expense of the City pursuant to California Government Code Section 53232.3. Members of the City Council may also make other comments and announcements.

10.1 Coastal Greenbelt Authority

Mayor Pro Tem McCary, First Alternate: Councilmember Lee, Second Alternate: Councilmember Connors

10.2 Orange County Fire Authority

Mayor Horne

10.3 Orange County Library Advisory Board

Councilmember Moore; Alternate: Mayor Pro Tem McCary

10.4 Orange County Mosquito and Vector Control District
Councilmember Lee

10.5 San Joaquin Hills Transportation Corridor Agency
Councilmember Conners; Alternate: Councilmember Lee

10.6 South Orange County Watershed Management Area
Councilmember Moore; Alternate: Mayor Pro Tem McCary

10.7 Liaisons to Laguna Woods Community Bridge Builders
Mayor Horne and Mayor Pro Tem McCary

10.8 Other Comments and Reports

- California Joint Powers Insurance Authority (CJPIA) Annual Risk Management Educational Forum – October 1-3, 2025
(Mayor Pro Tem McCary; Councilmembers Conners, Lee, and Moore)
- League of California Cities (Cal Cities) Annual Conference and Expo, General Assembly – October 8-10, 2025
(Mayor Pro Tem McCary)
- Other Comments and Reports

XI. CLOSED SESSION

Closed Session Note: While members of the public are not permitted to attend closed session, prior to convening in closed session, the City Council will accept public comments on items appearing on the closed session agenda.

XII. CLOSED SESSION REPORT

XIII. ADJOURNMENT

Next Regular Meeting: Wednesday, November 19, 2025 at 2 p.m.
 Laguna Woods City Hall
 24264 El Toro Road, Laguna Woods, California 92637

4.1

**NURSE PRACTITIONER WEEK –
NOVEMBER 9-15, 2025
(AGENDIZED BY COUNCILMEMBER
CONNERS)**

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City of Laguna Woods
Nurse Practitioner Week
November 9-15, 2025

Proclamation

WHEREAS, nurse practitioners serve as trusted frontline providers of health care for patients in California; and

WHEREAS, nurse practitioners are advanced practice registered nurses who have advanced clinical education and training building upon their initial registered nurse preparation; and

WHEREAS, there are 385,000 licensed nurse practitioners in the United States, and over 40,000 nurse practitioners in California, providing primary, acute, and specialty care to patients of all ages and walks of life; and

WHEREAS, nurse practitioners diagnose, treat, and prescribe medications and other treatments to patients through a caring, patient-centered, holistic model of care; and

WHEREAS, over one billion patient visits occur annually to nurse practitioners across the United States; and

WHEREAS, five decades of research demonstrates the high quality of care provided by nurse practitioners.

NOW, THEREFORE, BE IT RESOLVED that the Laguna Woods City Council does hereby proclaim November 9-15, 2025 as "Nurse Practitioner Week" in the City of Laguna Woods in recognition and honor of the countless contributions that nurse practitioners have made over the past half century, and will continue to make, to personal health and well-being.

Dated this 15th day of October 2025

Shari L. Horne
Mayor

Attest: Yolie Trippy
City Clerk

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4.2

**EARTHQUAKE SAFETY AND PREPAREDNESS –
GREAT CALIFORNIA SHAKEOUT –
OCTOBER 16, 2025 –
ORANGE COUNTY FIRE AUTHORITY
(NO REPORT)**

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6.1 CITY TREASURER'S REPORT

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City Treasurer's Report

Monthly Financial Snapshot

Financial Assets IN THE BANK as of September 30, 2025

BY FUND

General Fund (Operating) **\$6,369,097**

General Fund (Reserves) **\$4,651,600**

The General Fund is the City of Laguna Woods' primary operating fund and is used to account for the proceeds of revenue sources that are not legally restricted or committed to expenditures for specified purposes. Reserves for paid leave, self-insurance, and general contingencies are also included in the General Fund.

Special Revenue Funds **\$3,369,865**

These funds are used to account for the proceeds of revenue sources that are legally restricted or committed to expenditures for specified purposes. Most of these funds are legally restricted for public street purposes.

Total (All Funds) **\$14,390,562**

BY INVESTMENT TYPE

Cash and Cash Equivalents **\$957,961**
6.66% of portfolio

Pooled Money Investment Accounts **\$7,336,635**
50.98% of portfolio

This includes investments in a state government investment pool and in the California Asset Management Program pool.

Investments - Earning **\$6,095,966**
42.36% of portfolio

This includes certificates of deposit.

Total (All Funds) **\$14,390,562**

Financial Assets HELD IN TRUST FUNDS as of September 30, 2025

California Employers' Pension Prefunding Trust Fund (CEPPT) **\$311,220**

- **New Contributions** **\$0**
- **Gain/(Loss) from Month Prior** **\$5,826**

The CEPPT is used to prefund employee pension obligations.

California Employers' Retiree Benefit Trust Fund (CERBT) **\$157,789**

- **New Contributions** **\$0**
- **Gain/(Loss) from Month Prior** **\$3,090**

The CERBT is used to prefund statutorily required retiree medical benefits.

Notes: The City of Laguna Woods uses a modified accrual basis of accounting, which generally means that revenues are recognized when a transaction occurs, and expenditures are recognized when obligations are created. As such, this monthly financial snapshot reflects only revenue known and expenditures paid for the month referenced as of the date prepared. In some cases, financial statements from financial dealers, depositories, and institutions may not have been received as of the date prepared and, therefore, some revenue and expenditures may not be reflected. Certificates of deposit may also have accrued interest that is not reflected because it is not yet vested. For more information on the specific information included in this monthly financial snapshot, please refer to the full City Treasurer's Report.

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City of Laguna Woods

City Treasurer's Report

For the Month Ended September 30, 2025

ITEM 6.1

CASH AND INVESTMENTS

	Beginning Balances As of 8/31/25	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 9/30/25	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
Cash and Cash Equivalents							
Analyzed Checking Account (Note 1)	\$ 890,018	\$ 722,818	\$ (723,548.27)	\$ -	\$ 889,288	6.18%	
Money Market Funds, Multi-Bank Securities (MBS) Account (Note 4)	\$ 5,453	\$ 22,590	\$ (7,326)	\$ -	\$ 20,717	0.14%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	\$ 45,953	\$ 22,354	\$ (22,590)	\$ -	\$ 45,717	0.32%	
Petty Cash	\$ 710	\$ 90	\$ -	\$ -	\$ 800	0.01%	
Laguna Woods Civic Support Fund Checking Account	\$ 1,439	\$ -	\$ -	\$ -	\$ 1,439	0.01%	
Total Cash and Cash Equivalents	\$ 943,573	\$ 767,853	\$ (753,465)	\$ -	\$ 957,961	6.66%	100.00%
Pooled Money Investment Accounts							
Local Agency Investment Fund (LAIF - fair value) (Notes 2 and 3)	\$ 6,328,140	\$ -	\$ -	\$ (2,600,000)	\$ 3,728,140	25.91%	
California Asset Management Program (CAMP - fair value) (Notes 2 and 3)	\$ 1,004,590	\$ 3,905	\$ -	\$ 2,600,000	\$ 3,608,495	25.08%	
Total Pooled Money Investment Accounts	\$ 7,332,730	\$ 3,905	\$ -	\$ -	\$ 7,336,635	50.98%	90.00%
Investments - Interest and Income Bearing							
Certificates of Deposit - non-negotiable (fair value) (Note 2)	\$ 6,075,808	\$ -	\$ -	\$ 20,158	\$ 6,095,966	42.36%	
Total Investments - Interest and Income Bearing	\$ 6,075,808	\$ -	\$ -	\$ 20,158	\$ 6,095,966	42.36%	90.00%
TOTAL	\$ 14,352,111	\$ 771,758	\$ (753,465)	\$ 20,158	\$ 14,390,562	100.00%	

Summary of Total Cash, Cash Equivalents, and Investments:

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	\$ (2,479,138)	\$ 3,368,426	\$ 889,288
Money Market Funds, MBS Account	\$ 20,717	\$ -	\$ 20,717
Earned Interest in Transit and Accrued Interest, MBS Account	\$ 45,717	\$ -	\$ 45,717
Petty Cash	\$ 800	\$ -	\$ 800
LAIF	\$ 3,728,140	\$ -	\$ 3,728,140
CAMP	\$ 3,608,495	\$ -	\$ 3,608,495
Certificates of Deposit	\$ 6,095,966	\$ -	\$ 6,095,966
Laguna Woods Civic Support Fund Checking Account	\$ -	\$ 1,439	\$ 1,439
Totals	\$ 11,020,697	\$ 3,369,865	\$ 14,390,562

(See NOTES on Page 4 of 4)



City of Laguna Woods

City Treasurer's Report

For the Month Ended September 30, 2025

ITEM 6.1

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
Certificate of Deposits (CDs, Federal Deposit Insurance Corporation [FDIC] Insured)														
130162BJ8	2023-12	CALIFORNIA CR UN	24 months	12/06/23	12/15/23	245,000	245,402	245,000	5.150	Semi-Annual	06/15/24	Green***	5.150	12/15/25
00782JAD4	2023-13	ADVIA CR UN	24 months	12/22/23	12/29/23	245,000	245,309	245,000	4.800	Semi-Annual	06/29/24	Green***	4.800	12/29/25
59524LAA4	2023-1	MID CAROLINA CR UN	36 months	03/07/23	03/13/23	200,000	200,960	200,000	4.850	Monthly	04/13/23	Green***	4.850	03/13/26
23204HNV6	2023-4	CUSTOMERS BK	36 months	03/30/23	03/31/23	245,000	246,348	245,000	5.000	Semi-Annual	09/30/23	Green**	5.000	03/31/26
87868YAQ6	2023-7	TECHNOLOGY CR UN	36 months	05/19/23	05/30/23	245,000	246,874	245,000	5.000	Monthly	07/01/23	Green***	5.000	05/29/26
32022RRG4	2022-4	1ST FINL BK USA	48 months	06/15/22	06/24/22	245,000	243,795	245,000	3.150	Monthly	07/24/22	Green*	3.150	06/24/26
2546733P9	2023-5	CAPITAL ONE NATL ASSN (Note 4)	48 months	03/30/23	04/05/23	245,000	248,785	245,000	4.800	Semi-Annual	10/05/23	Green***	4.800	04/05/27
06051XSZ6	2025-2	BANK OF AMERICA NA	24 months	04/04/25	04/10/25	245,000	246,014	245,000	4.000	Semi-Annual	10/10/25	Green*	4.000	04/12/27
84464PCD7	2025-4	SOUTHPOINT BK	24 months	04/24/25	04/29/25	235,000	236,062	235,000	4.000	Monthly	05/29/25	Green***	4.000	04/29/27
50625LBN2	2022-3	LAFAYETTE FED CR	60 months	05/24/22	06/15/22	245,000	243,226	245,000	3.250	Monthly	07/15/22	Green***	3.250	06/15/27
33715LFS4	2024-7	FIRST TECHNOLOGY FED CR UN	36 months	08/13/24	08/21/24	245,000	246,970	245,000	4.100	Monthly	09/21/24	Green***	4.100	08/21/27
05612LED0	2025-3	BMW BK NORTH AMERICA	30 months	04/04/25	04/11/25	245,000	246,659	245,000	4.000	Semi-Annual	10/11/25	Green***	4.000	10/12/27
14042RUX7	2022-5	CAPITAL ONE NATL ASSN	60 months	10/06/22	10/13/22	245,000	248,957	245,000	4.500	Semi-Annual	04/13/23	Green*	4.500	10/13/27
22282XAB6	2024-1	COVANTAGE CR UN	48 months	01/12/24	01/24/24	245,000	247,109	245,000	4.050	Quarterly	04/24/24	Green***	4.050	01/24/28
90355GCE4	2023-2	UBS BANK USA	60 months	03/07/23	03/08/23	200,000	204,428	200,000	4.600	Monthly	04/08/23	Green*	4.600	03/08/28
919853QJ3	2025-5	VALLEY NATL BK	36 months	05/08/25	05/13/25	245,000	247,063	245,000	4.000	Semi-Annual	11/13/25	Green***	4.000	05/15/28
89854LAD5	2023-8	TTCU FED CR UN	60 months	07/19/23	07/26/23	245,000	253,857	245,000	5.000	Monthly	08/26/23	Green***	5.000	07/26/28
01882MAH5	2023-10	ALLIANT CR UN	60 months	11/07/23	11/15/23	245,000	257,186	245,000	5.350	Monthly	12/15/23	Green***	5.350	11/15/28
61690DMB1	2024-2	MORGAN STANLEY BANK NA	60 months	03/14/24	03/18/24	245,000	249,733	245,000	4.300	Semi-Annual	09/13/24	Green***	4.300	03/13/29
88241TVY3	2025-7	TEXAS EXCHANGE BK	48 months	05/08/25	05/16/25	245,000	247,386	245,000	4.000	Monthly	06/16/25	Green*	4.000	05/23/29
89235MPP0	2024-4	TOYOTA FINL SVGS BK	60 months	06/04/24	06/13/24	245,000	252,708	245,000	4.650	Semi-Annual	12/13/24	Green*	4.650	06/13/29
52171MAN5	2024-8	LEADERS CR UN	60 months	08/13/24	08/30/24	245,000	247,323	245,000	4.000	Monthly	09/30/24	Green***	4.000	08/30/29
02589AGD8	2025-1	AMERICAN EXPRESS NATL BK	60 months	01/23/25	01/29/25	245,000	249,251	245,000	4.200	Semi-Annual	07/29/25	Green***	4.200	01/29/30
05584CXB7	2025-6	BNY MELLON NATL ASSN	60 months	05/08/25	05/14/25	245,000	246,433	245,000	3.900	Semi-Annual	11/14/25	Green***	3.900	05/14/30
58404DXQ9	2025-8	MEDALLION BK	60 months	05/12/25	05/22/25	245,000	248,129	245,000	4.050	Monthly	06/22/25	Green***	4.050	05/22/30
Accrued Interest - Month End							45,717							
Total CDs						6,025,000	6,141,684	6,025,000						

(*) 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. The table 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.

Veribanc Rating System	
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)

N/A	N/A	Local Agency Investment Fund (LAIF)	N/A	Various	Various	3,718,866	3,728,140	3,718,866	Note 3	Quarterly	N/A	N/A	N/A	N/A
N/A	N/A	California Asset Management Program (CAMP)	N/A	Various	Various	3,608,495	3,608,495	3,608,495	Note 3	Monthly	N/A	N/A	N/A	N/A
Total PMIA						7,327,361	7,336,635	7,327,361						

(See NOTES on Page 4 of 4)



City of Laguna Woods
City Treasurer's Report
For the Month Ended September 30, 2025

ITEM 6.1

CASH AND INVESTMENTS

	Beginning Balances As of 8/31/25	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 9/30/25
Other Post-Employment Benefits (OPEB) Trust					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (Note 2) (CERBT holds all assets and administers the OPEB Trust)	\$ 154,699	\$ -	\$ (9)	\$ 3,100	\$ 157,789
Employer Pension Contributions Trust					
CalPERS California Employers' Pension Prefunding Trust (CEPPT) (Note 2) (CEPPT holds all assets and administers the Employer Pension Contributions Trust)	<u>\$ 305,394</u>	<u>\$ -</u>	<u>\$ (58)</u>	<u>\$ 5,884</u>	<u>\$ 311,220</u>
Total Other Funds - Held in Trust	<u>\$ 460,093</u>	<u>\$ -</u>	<u>\$ (67)</u>	<u>\$ 8,984</u>	<u>\$ 469,009</u>

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



City of Laguna Woods
City Treasurer's Report
For the Month Ended September 30, 2025

ITEM 6.1

CASH AND INVESTMENTS

Notes:

Note 1 - Analyzed Checking Account / Monthly activity reported does not reflect September 2025 vendor invoicing processed after the date of this report.

Note 2 - During September 2025, transaction activity in pooled money investment accounts, investment accounts and fiduciary trusts included:

LAIF / The City made no deposits to the LAIF account. The City withdrew \$2,600,000 and transferred it to the CAMP account. The balance includes an adjustment in the amount of \$9,273.96 to reflect fair market value of the investment at June 30, 2025.

CAMP / The City transferred \$2,600,000 to CAMP from the LAIF account and made no withdrawals from the CAMP account. Interest earned and posted in September 2025 was \$3,905.47.

Investments / There were no maturities of investments. Investments were adjusted in the amount of \$20,157.75 to report balances at fair market value as of September 30, 2025.

OPEB Trust / The City made no contributions to or withdrawals from the OPEB Trust. The OPEB Trust experienced a net gain of \$3,090.42 in September 2025.

Employer Pension Contributions Trust / The City made no contributions to or withdrawals from the CEPPT account. The Trust experienced a net gain of \$5,825.94 in September 2025.

Note 3 - Investment earnings on pooled money investment accounts deposited and reported in September 2025 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	\$0.00	See Notes	4.212%	October 2025	The pool interest yield for September 2025 was 4.212% and the City's yield will be slightly lower based on allocation ratios and administrative fees to be deducted.
CAMP	Monthly	\$3,905.47	September 30, 2025	4.360%	October 2025	The monthly distribution yield for September 2025 was 4.360%. Earnings are paid on a monthly basis.

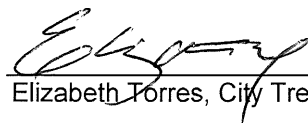
Note 4 - CDs / The stated earnings rate for CDs is a fixed rate for the full term. The City earned interest of \$22,590.02 and transferred out \$7,326.31 in Money Market Funds balances to the City's checking account in September 2025. Money Market Funds to be invested or paid out are classified separately on page 1 of 4. The Money Market Funds 30-day yield at September 30, 2025 was 3.29%. The City's portfolio also has \$45,716.67 in accrued interest, not yet vested.

The Capital One Certificate of Deposit with CUSIP #2546733P9 was originally purchased from Discover Bank, however, in Fiscal Year 2024-25 both companies merged. This CD will remain fully insured by the FDIC, separately from other Capital One CD investments.

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.


Elizabeth Torres, City Treasurer

10/9/25

7.0 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: October 15, 2025 Regular Meeting
SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the October 15, 2025 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 or City staff requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action. Members of the public may address the City Council on items appearing on the Consent Calendar regardless of whether an item is removed for separate discussion and consideration of action.

Summary

The October 15, 2025 Consent Calendar contains the following items:

- 7.1 Approval of the City Council meeting minutes for the regular meeting on September 17, 2025 (Attachment A) and the adjourned regular meeting on September 25, 2025 (Attachment B).
- 7.2 Approval of the payment register dated October 15, 2025 in the amount of \$723,457.78. A list of payments is included in the agenda packet; detailed

information about individual payments is available at or from City Hall.

- 7.3 Approval of a memorandum of understanding between the County of Orange and the City and various other participants (municipalities, public universities, and water agencies responsible for protecting a resident population and maintaining a dedicated public safety answering point with the County of Orange) for use of a countywide mass notification system, including establishing governance and terms of use therefore, and authorization for the Mayor to sign the memorandum of understanding, subject to approval as to form by the City Attorney. The County of Orange sponsors a countywide mass notification system (referred to as “AlertOC”) that the City and other eligible participants can use to disseminate time-sensitive information to residents and businesses via telephone and email. As opposed to emergency notification systems that homeowners’ associations or other private parties may use, AlertOC uses the E911 database to preload all landline telephone numbers (listed and unlisted) and can also be used to send Wireless Emergency Alerts and Emergency Alert System notifications. Residents and businesses can register email addresses and additional telephone numbers at www.AlertOC.com. The proposed memorandum of understanding would retroactively continue the City’s participation in Alert OC from December 30, 2024 through December 30, 2029 at no cost.
- 7.4 Adoption of a resolution amending Local California Environmental Quality Act Guidelines adopted pursuant to California Public Resources Code Section 21082, and determining and certifying that adoption of the amended Local California Environmental Quality Act Guidelines are exempt from the California Environmental Quality Act. The proposed resolution (Attachment A) would update the City’s existing Local California Environmental Quality Act (“CEQA”) Guidelines, which were last updated on April 29, 2024. The proposed amendments are intended to promote consistency with state law and clarify and enhance ease of use and application of the Local CEQA Guidelines, both for internal parties and the public. A redline version of the proposed amendments is included as Attachment B.

7.1 CITY COUNCIL MINUTES

**For additional information on this item,
please refer to Item 7.0 (Consent Calendar Summary).**

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**CITY OF LAGUNA WOODS CALIFORNIA
CITY COUNCIL MINUTES
REGULAR MEETING
September 17, 2025
2:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

I. CALL TO ORDER

Mayor Horne called the Regular Meeting of the City Council of the City of Laguna Woods to order at 2:00 p.m.

II. ROLL CALL

COUNCILMEMBER: PRESENT: Lee, Moore, McCary, Horne
 ABSENT: Connors

All councilmembers participated in-person at the meeting location.

STAFF PRESENT: City Manager Macon, City Attorney Patterson, Administrative
 Services Director/City Treasurer Torres, City Clerk Trippy

All staff participated in-person at the meeting location.

III. PLEDGE OF ALLEGIANCE

Councilmember Lee led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 Constitution Day and Citizenship Day – September 17, 2025; Constitution Week – September 17-23, 2025

City Clerk Trippy read the proclamation

Councilmembers made comments.

Moved by Mayor Pro Tem McCary, seconded by Councilmember Lee, and carried unanimously on a 4-0 vote with Councilmember Connors absent, to approve and present the proclamation.

4.2 Hunger Action Month – September 2025

City Clerk Trippy read the proclamation.

Linda Lewis, volunteer, Second Harvest Food Bank of Orange County, made comments.

Councilmembers made comments and Ms. Lewis responded to questions.

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

The City Council took a brief recess at 2:14 p.m. to take photographs with Ms. Lewis.

The City Council reconvened at 2:15 p.m.

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS – None

VI. CITY TREASURER’S REPORT

6.1 City Treasurer Report

Administrative Services Director/City Treasurer Torres made a presentation.

Moved by Councilmember Moore, seconded by Mayor Pro Tem McCary, and carried unanimously on a 4-0 vote with Councilmember Conners absent, to receive and file the City Treasurer’s Report for the month of August 2025.

6.2 Annual Pension Plan Valuation Report

City Manager Macon made a presentation.

Councilmembers discussed the item and staff responded to questions.

Moved by Mayor Pro Tem McCary, seconded by Councilmember Lee, and carried unanimously on a 4-0 vote with Councilmember Conners absent, to receive and file the annual valuation report for the City’s California Public Employees’ Retirement System (“CalPERS”) pension plans as of June 30, 2024.

VII. CONSENT CALENDAR

Moved by Mayor Pro Tem McCary, seconded by Councilmember Moore, and carried unanimously on a 4-0 vote with Councilmember Conners absent, to approve Consent Calendar items 7.1-7.8.

7.1 City Council Minutes

Approved the City Council meeting minutes for the regular meeting on August 20, 2025.

7.2 Payment Register

Approved the payment register dated September 17, 2025, in the amount of \$632,327.45.

7.3 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 OF THE CITY TREASURER PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 53607

7.4 Building Plan Review and Certified Access Specialist (CASp) Services

Approved an agreement with Bureau Veritas North America, Inc. for building plan review and Certified Access Specialist (CASp) services and authorized the City Manager to execute the agreement, subject to approval as to form by the City Attorney.

7.5 Solid Waste Handling Services

Adopted a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING AND AUTHORIZING THE EXECUTION OF A FOURTH AMENDMENT OF THE AGREEMENT WITH CR&R INCORPORATED FOR SOLID WASTE HANDLING SERVICES, AND DETERMINING AND CERTIFYING THAT THE FOURTH AMENDMENT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

7.6 National Opioids Settlement

1. Authorized the City Manager to execute the settlement agreement with Purdue (and certain of its affiliates) and the Sackler family as part of the National Opioids Settlement, and elect for the City to receive direct payment of settlement funds. For the purpose of this recommendation, "settlement agreement" includes the participation form for the settlement including a release of claims and a separate signature page for California's Proposed State-Subdivision Agreement Regarding Distribution and Use of Settlement Funds, as well as any other documents or certifications that may be necessary to finalize or implement the settlement agreement.

AND

2. Authorized the City Manager to execute individual settlement agreements with eight opioids manufacturers: Alvogen, Inc., Amneal Pharmaceuticals LLC, Apotex Corp., Hikma Pharmaceuticals USA Inc., Indivior Inc., Viartis Inc. (“Mylan”), Sun Pharmaceutical Industries, Inc., and Zydus Pharmaceuticals (USA) Inc., as part of the National Opioids Settlement, and elect for the City to receive direct payment of settlement funds. For the purpose of this recommendation, “settlement agreement” includes the participation form for the settlement including a release of claims and a separate signature page for California’s Proposed State-Subdivision Agreement Regarding Distribution and Use of Settlement Funds, as well as any other documents or certifications that may be necessary to finalize or implement the settlement agreement.

7.7 Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)

1. Approved the final record plans and specifications reflecting completion of the “Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)” as prepared by the project engineer.

AND

2. Accepted project completion of the contract agreement with Hardy & Harper, Inc. for the construction of the “Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits)” and authorized the City Manager to execute and record, or cause to be executed and recorded, a notice of completion with the County of Orange.

AND

3. Authorized the City Manager to release the contract retention payment withheld per state law, and exonerate project posted bonds, for the “Pavement Management Plan Project (Westbound El Toro Road between Calle Corta and City Limits),” 35 days following recordation of the notice of completion with the County of Orange, to the extent allowed by state law.

7.8 Rejection of Claim Against the City

Rejected the following claim against the City:

Sheng vs. City of Laguna Woods,
Claimant: Saili Sheng

VIII. PUBLIC HEARINGS – None

IX. CITY COUNCIL BUSINESS

9.1 Pedestrian, Bicycle, and Skateboard Regulations

City Manager Macon made a presentation.

Kathryn Freshley, resident, made comments regarding the enforceability of the ordinance.

Mayor Horne, Councilmember Moore, and City Manager Macon briefly responded to Ms. Freshley's comments.

Councilmembers discussed the item and staff responded to questions.

Moved by Mayor Pro Tem McCary, seconded by Councilmember Lee, and carried unanimously on a 4-0 vote with Councilmember Connors absent, to 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 8.12 OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO PEDESTRIAN, BICYCLE, AND SKATEBOARD REGULATIONS (INCLUDING, BUT NOT LIMITED TO, REGULATIONS PERTAINING TO PEDESTRIAN MOVEMENTS AND BICYCLES AND OTHER CONVEYANCES PROPELLED BY HUMAN POWER SUCH AS SKATEBOARDS AND ROLLER SKATES, AS WELL AS ELECTRIC BICYCLES), AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

9.2 Employee Positions, Compensation, and Benefits

City Manager Macon made a presentation.

Councilmembers discussed the item and staff responded to questions.

Moved by Mayor Pro Tem McCary, seconded by Councilmember Moore, and carried on unanimously a 4-0 vote with Councilmember Connors absent, to:

1. Approve a job classification for the following City employee position: Code Enforcement Officer.

AND

2. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 25-27, AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS

FOR CITY EMPLOYEES, INCLUDING THE CITY MANAGER AND
OTHER LOCAL AGENCY EXECUTIVES AS DEFINED IN
CALIFORNIA GOVERNMENT CODE SECTION 3511.1

9.3 City Council Meeting Schedule

City Manager Macon introduced the item.

Moved by Mayor Pro Tem McCary, seconded by Councilmember Lee, and carried unanimously on a 4-0 vote with Councilmember Conners absent, to schedule an adjourned regular meeting of the City Council for Thursday, September 25, 2025, at 3:00 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

X. CITY COUNCIL REPORTS AND COMMENTS

10.1 Coastal Greenbelt Authority

Mayor Pro Tem McCary provided a report.

10.2 Orange County Fire Authority

Mayor Horne stated that the most recent meeting was a closed session.

10.3 Orange County Library Advisory Board

Councilmember Moore provided a report.

Item 10.6 was heard next on the agenda.

10.6 South Orange County Watershed Management Area

No report

10.4 Orange County Mosquito and Vector Control District

Councilmember Lee provided a report, including a PowerPoint presentation, and responded to a question from Mayor Horne.

10.5 San Joaquin Hills Transportation Corridor Agency

No report

10.7 Liaisons to Community Bridge Builders

No report

10.8 Other Comments and Reports

Councilmember Lee commented on recent town hall meetings hosted by United Laguna Woods Mutual and Third Laguna Hills Mutual.

Councilmember Lee commented on her participation in a recent San Joaquin Transportation Corridor Agency's Board of Directors meeting.

XI. CLOSED SESSION – None

XII. CLOSED SESSION REPORT – None

XII. ADJOURNMENT

The meeting was adjourned at 3:03 p.m. The next adjourned regular meeting will be at 3:00 p.m. on Thursday, September 25, 2025, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. The next regular meeting will be at 2:00 p.m. on Wednesday, October 15, 2025, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, CMC, City Clerk

Approved: October 15, 2025

SHARI L. HORNE, Mayor

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**CITY OF LAGUNA WOODS CALIFORNIA
CITY COUNCIL MINUTES
ADJOURNED REGULAR MEETING
September 25, 2025
3:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

I. CALL TO ORDER

Mayor Horne called the Adjourned Regular Meeting of the City Council of the City of Laguna Woods to order at 3:01 p.m.

II. ROLL CALL

COUNCILMEMBER: PRESENT: Conners, Lee, Moore, McCary, Horne
ABSENT: -

All councilmembers participated in-person at the meeting location.

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

All staff participated in-person at the meeting location.

III. PLEDGE OF ALLEGIANCE

Mayor Pro Tem McCary led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 Fire Prevention Week – October 5-11, 2025

City Clerk Trippy read the proclamation.

Matt Leveque, Captain, Orange County Fire Authority, made comments.

Councilmembers discussed the item and Captain Leveque responded to questions..

Moved by Mayor Pro Tem McCary, seconded by Councilmember Conners, and carried unanimously on a 5-0 vote, to approve and present the proclamation.

Mayor Horne called for a brief recess at 3:23 p.m. The meeting resumed shortly thereafter.

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS – None

VI. CITY TREASURER’S REPORT – None; the monthly City Treasurer’s Report was provided at the regular meeting on September 17, 2025

VII. CONSENT CALENDAR – None

VIII. PUBLIC HEARINGS – None

IX. CITY COUNCIL BUSINESS

9.1 Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9

City Manager Macon made a presentation and noted that staff’s recommendation for #3 is revised, for clarity, to add “plans and” before “specifications.”

Mayor Horne briefly left the meeting and returned thereafter.

Councilmembers discussed the item and staff responded to questions.

Moved by Councilmember Conners, seconded by Mayor Pro Tem McCary, and carried unanimously on a 5-0 vote, to:

1. Approve a grant of easement (temporary construction easement) with Church, Lutheran of the Cross of Laguna Hills for certain real property located in the city of Laguna Woods, more particularly described as Assessor’s Parcel Number (APN) 616-041-01, to enable the City to complete the Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9, and authorize the Mayor to execute the grant of easement and accept the grant of easement on behalf of the City, subject to approval of the grant of easement as to form by the City Attorney.

AND

2. Approve a grant of easement (temporary construction easement) with Vision Star II, LLC, a Delaware limited liability company; Laguna Woods Pavilion Center SPE, LLC, a Delaware limited liability company; Vision Star III, LLC, a Delaware limited liability company; Vision Star, LLC, a Delaware limited liability company, for certain real property located in the city of Laguna Woods, more particularly described as Assessor’s Parcel Number (APN) 616-221-06, to enable the City to complete the Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9, and authorize the Mayor to execute the grant of easement and accept the grant of easement on behalf of the City, subject to approval of the grant of easement as to form by the City Attorney.

AND

3. Approve the “Americans with Disabilities Act (ADA) Pedestrian Accessibility

Improvement Project: Phase 9” plans and specifications as prepared by the project engineer.

AND

4. Approve a notice of exemption for the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9” 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

5. Award a contract agreement to CT&T Concrete Paving, Inc. for the construction of the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9”, including all four alternative bid items included in the bid solicitation, in the amount of \$104,418.00, plus authorized change orders not to exceed 20% (\$20,883.60) 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.

X. CITY COUNCIL REPORTS AND COMMENTS

10.1 Coastal Greenbelt Authority

No report

10.2 Orange County Fire Authority

No report

10.3 Orange County Library Advisory Board

No report

10.4 Orange County Mosquito and Vector Control District.

Councilmember Lee provided a report, including a PowerPoint presentation, and responded to a question from Councilmember Moore.

Councilmember Moore and Mayor Pro Tem McCary made comments.

10.5 San Joaquin Hills Transportation Corridor Agency

No report

10.6 South Orange County Watershed Management Area

No report

10.7 Liaisons to Community Bridge Builders

No report

10.8 Other Comments and Reports – None

X. CLOSED SESSION – None

XI. CLOSED SESSION REPORT – None

XII. ADJOURNMENT

The meeting was adjourned at 3:48 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, October 15, 2025, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, CMC, City Clerk

Approved: October 15, 2025

SHARI L. HORNE, Mayor

7.2 PAYMENT REGISTER

**For additional information on this item,
please refer to Item 7.0 (Consent Calendar Summary).**

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CITY OF LAGUNA WOODS
PAYMENT REGISTER
October 15, 2025

ITEM 7.2

This Report Covers the Period 9/01/2025 through 9/30/2025

		Date	Vendor Name	Description	Amount
Debit		Automatic Bank Debits:			
Debit	09/02/2025	GLOBAL PAYMENTS / OPEN EDGE	Credit Card Processing Fees / August 2025		1,312.12
Debit	09/03/2025	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program / September 2025		1,050.97
Debit	09/04/2025	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / September 2025		623.61
Debit	09/09/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 08/08/2025		6,887.94
Debit	09/09/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 08/08/2025		3,574.61
Debit	09/09/2025	NAVIA BENEFIT SOLUTIONS, INC	125 Cafeteria Plan Administration / August 2025		200.00
Debit	09/11/2025	CALPERS - HEALTH	Employee Benefit Program / September 2025		20,279.31
Debit	09/10/2025	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 09/05/2025		42,130.75
Debit	09/10/2025	ADP TAX	Payroll Taxes / Pay Period Ended 09/05/2025		20,393.91
Debit	09/11/2025	NAVIA BENEFIT SOLUTIONS	Employee Benefit Program / September 2025		19.00
Debit	09/12/2025	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Periods Ended 08/08/2025 & 08/22/2025		572.36
Debit	09/12/2025	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / September 2025		298,335.20
Debit	09/12/2025	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 09/05/2025		3,778.00
Debit	09/15/2025	U.S. BANK	Bank Service Charges / August 2025		43.16
Debit	09/18/2025	NAVIA BENEFIT SOLUTIONS, INC	Employee Benefit Program / September 2025		85.64
Debit	09/19/2025	ADP PAYROLL SERVICES	Payroll Processing Fees / August 2025		90.10
Debit	09/23/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 08/22/2025		7,080.88
Debit	09/23/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 08/22/2025		3,574.61
Debit	09/24/2025	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 09/19/2025		44,129.96
Debit	09/24/2025	ADP TAX	Payroll Taxes / Pay Period Ended 09/19/2025		21,363.62
Debit	09/25/2025	NAVIA BENEFIT SOLUTIONS, INC	Employee Benefit Program / September 2025		50.00
Debit	09/25/2025	CALPERS - UAL / GASB 68	Annual GASB 68 Reporting Fee		350.00
Debit	09/26/2025	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 09/19/2025		2,528.00
Check		Checks:			
Number					
8724	09/08/2025	ACCESS SYSTEMS, INC.	Software Subscription / April - June 2025		215.25
8725	09/08/2025	RECREATION BRANDING SERVICES	Graphic Design Services / June 2025		278.07
8726	09/08/2025	AT&T	Telephone / 458-3487 / August 2025		60.83
8727	09/08/2025	BEAR ELECTRICAL SOLUTIONS, INC.	Traffic Signal Maintenance / July 2025		3,872.00
8728	09/08/2025	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / August 2025		16,819.93
8729	09/08/2025	COUNTY OF ORANGE	800 MHz Communication Charges - Cost Allocation / July - September 2025		1,778.89
8730	09/08/2025	DATA TICKET, INC	Citation Processing / July 2025		12.86
8731	09/08/2025	EL TORO WATER DISTRICT	Water Service / July 2025		5,895.70
8732	09/08/2025	EPIC IO TECHNOLOGIES, INC.	City Hall Internet Service / September 2025		201.45
8733	09/08/2025	EVERON, LLC	City Hall Maintenance		615.00
8734	09/08/2025	FIRST RESPONSE AIR CONDITIONING & HEATING INC.	City Hall Maintenance		1,140.00
8735	09/08/2025	INTERWEST CONSULTING GROUP	Building Inspection Services / July 2025		18,285.00
8736	09/08/2025	JULIE KROPA	Educational Assistance Program Reimbursement / Fiscal Year 2025-26		311.99
8737	09/08/2025	KARDENT	City Hall Refurbishment & Safety Project: Phase 5		4,625.00
8738	09/08/2025	MARQUE URGENT CARE	Employee Health Services		150.00
8739	09/08/2025	NAK GRAPHIC SIGNS, INC	Printing Services		179.40
8740	09/08/2025	OCY MANAGEMENT, LLC	Senior Mobility Program Services / July 2025		44,650.00
8741	09/08/2025	PETTY CASH	Replenish Petty Cash / August 2025		-

CITY OF LAGUNA WOODS

ITEM 7.2

PAYMENT REGISTER

October 15, 2025

This Report Covers the Period 9/01/2025 through 9/30/2025

	Date	Vendor Name	Description	Amount
8742	09/08/2025	PSOMAS	Planning Services / July 2025	3,808.75
8743	09/08/2025	RINGCENTRAL, INC.	Telephone Services / September 2025	790.71
8744	09/08/2025	RJM DESIGN GROUP	Landscape Architectural Services / July 2025	7,543.15
8745	09/08/2025	SHARESQUARED, INC.	Microsoft SharePoint Consulting / July 2025	2,592.50
8746	09/08/2025	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / July 2025	2,262.90
8747	09/08/2025	STAPLES	Office & Janitorial Supplies	371.34
8748	09/08/2025	TRIEPEI, SMITH AND ASSOCIATES, INC.	Broadcasting Services / July 2025	1,381.80
8749	09/08/2025	VISION SERVICE PLAN OF AMERICA	Employee Benefit Program / September 2025	232.13
8750	09/08/2025	WILLDAN ENGINEERING	Code Enforcement Services / July 2025	8,120.00
8751	09/12/2025	AIRESPRING INC	City Hall Internet Service / September 2025	597.64
8752	09/12/2025	ALLIANCE BUILDING MAINTENANCE,	Janitorial Services / August 2025	3,333.00
8753	09/12/2025	AMAZON CAPITAL SERVICES	Office Supplies	105.29
8754	09/12/2025	AT&T	White Pages / September 2025	4.30
8755	09/12/2025	BRIGHTVIEW LANDSCAPE SERVICES,	Landscape Maintenance / August 2025	8,502.45
8756	09/12/2025	KONE INC.	City Hall Elevator Maintenance / September 2025	239.86
8757	09/12/2025	ORANGE COUNTY REGISTER-NOTICE	Public Notices / August 2025	1,387.65
8758	09/12/2025	RUTAN & TUCKER, LLP	Legal Services /August 2025	5,142.25
8759	09/12/2025	SOUTHERN CALIFORNIA EDISON	Electric Service / July - August 2025	10,072.51
8760	09/12/2025	SOUTHERN CALIFORNIA GAS COMPANY	Gas Service - City Hall / August 2025	16.27
8761	09/12/2025	SUN TAMERS WINDOW TINTING	City Hall Refurbishment & Safety Project: Phase 4	5,102.00
8762	09/12/2025	SWEEPING CORPORATION OF AMER	Street Sweeping Services / August 2025	3,480.00
8763	09/12/2025	TONY'S LOCKSMITH & SAFE SERV.	Locksmith Services	445.00
8764	09/12/2025	TRIEPEI, SMITH AND ASSOCIATES, IN	Broadcasting Services / August 2025	392.78
8765	09/12/2025	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 3)	3,936.38
8766	09/12/2025	VOID	VOID	-
8767	09/19/2025	ALISO CREEK MINUTEMAN PRESS	Printing Services	118.52
8768	09/19/2025	ALLIANCE BUILDING MAINTENANCE, LLC	Janitorial Services / July 2025	3,533.00
8769	09/19/2025	AT&T	Telephone / 581-9821 / August 2025	119.99
8770	09/19/2025	AT&T	Telephone / 583-1105 / August 2025	31.41
8771	09/19/2025	BUREAU VERITAS NORTH AMERICA INC	Building Plan Review Services / July 2025	4,996.07
8772	09/19/2025	CARAHSOFT TECHNOLOGY CORP	Software Subscription	4,535.78
8773	09/19/2025	COYOTE WILDLIFE AND PEST SOLUTIONS, INC.	Animal Abatement Services	3,000.00
8774	09/19/2025	DEPARTMENT OF JUSTICE	Fingerprinting Services	98.00
8775	09/19/2025	EVERON, LLC	Fire Monitoring / October - December 2025	285.14
8776	09/19/2025	FAZE 3 GRAPHIX	Printing Services	4,617.65
8777	09/19/2025	GRANITE DATA SOLUTIONS, INC	Software Subscription	105.00
8778	09/19/2025	MARC DONOHUE	Administrative Services / August 2025	200.00
8779	09/19/2025	SAFE STEP WALK-IN TUB CO.	Cancelled Permit Refund	144.00
8780	09/19/2025	SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS	Membership Dues / Fiscal Year 2025-26	2,574.00
8781	09/19/2025	SOUTHERN CALIFORNIA SHREDDING,	Shredding Services / August 2025	670.00
8782	09/19/2025	TONY'S LOCKSMITH & SAFE SERV.	Locksmith Services	252.58
8783	09/19/2025	VERIZON COMMUNICATIONS INC.	Fleet Software / August 2025	199.63
8784	09/19/2025	VERIZON WIRELESS	Building iPads Data Plans / August 2025	120.03
8785	09/19/2025	WM CURBSIDE, LLC	HHW & Sharps Program / August 2025	3,655.65
8786	09/26/2025	BEAR ELECTRICAL SOLUTIONS, INC.	Traffic Signal Maintenance / July 2024	780.00

CITY OF LAGUNA WOODS
PAYMENT REGISTER
October 15, 2025

This Report Covers the Period 9/01/2025 through 9/30/2025

	Date	Vendor Name	Description	Amount
8787	09/26/2025	BUREAU VERITAS NORTH AMERICA INC	Building Plan Review Services / August 2025	5,335.01
8788	09/26/2025	CHASE DESIGN, INC.	Website Design Services / September 2025	3,000.00
8789	09/26/2025	CHECKERED FLAG LAKE FOREST	Fleet Vehicle Washing / August 2025	120.00
8790	09/26/2025	COUNTY OF ORANGE	Automated Fingerprint ID System / August 2025	514.00
8791	09/26/2025	INSTANT INFORMATION TECHNOLOGY	Telephone System Maintenance	236.47
8792	09/26/2025	INTERWEST CONSULTING GROUP	Building Inspection Services / August 2025	15,640.00
8793	09/26/2025	NV5, INC.	Engineering Services / July 2025	20,143.50
8794	09/26/2025	RICOH USA, INC.	Copier Lease / October 2025	246.57
8795	09/26/2025	SHARESQUARED, INC.	Microsoft SharePoint Consulting / August 2025	780.00

Total Bank Debits and Checks: **\$ 723,457.78**

TOTAL \$ 723,457.78

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 September 2025, the following Councilmembers received compensation in the amount of \$300: Connors, Horne, Lee, and McCary.

Note 2 - Petty cash is reported as cash is paid out, not when the fund is replenished. No petty cash transactions were paid during this time period.

Note 3 - The table below summarizes credit card expenditures paid via Check #8765 to U.S. Bank totaling \$3,936.38:

Microsoft	Office 365 Online Services	\$135.00
Microsoft	Office 365 Online Subscription / July 2025	\$512.50
Sinch Mailgun	Software Subscription	\$35.00
Zoom	Video Conferencing	\$31.98
SECTIGO	Software Subscription	\$1,938.60
Hightail	Software Subscription	\$15.00
ESRI	GIS Software License	\$116.16
Dell	Internet Equipment	\$107.74
DK Hardware Supply	City Hall Maintenance	\$34.06
GovernmentJobs.com	Job Posting	\$199.00
Indeed	Job Posting	\$107.48
Land's End	Office Supplies	\$406.54
USPS	Postage	\$30.99
Amazon	Office Supplies	\$310.20
Amazon	Credit - Fleet Vehicles Equipment	(\$73.87)
League of California Cities	Annual Conference Registration - McCary	\$30.00
Total Credit Card Reimbursement:		\$3,936.38

CITY OF LAGUNA WOODS
PAYMENT REGISTER
October 15, 2025

This Report Covers the Period 9/01/2025 through 9/30/2025

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.


Elizabeth Torres, Administrative Services Director/City Treasurer

10/9/25

7.3 COUNTYWIDE MASS NOTIFICATION SYSTEM

**For additional information on this item,
please refer to Item 7.0 (Consent Calendar Summary).**

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**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE COUNTY OF ORANGE
AND
PARTICIPANTS
FOR USE OF COUNTYWIDE MASS NOTIFICATION SYSTEM**

This Memorandum of Understanding, hereinafter referred to as “MOU,” dated December 30, 2024, which date is stated for purposes of reference only, is entered into by and between the County of Orange, a political subdivision of the State of California, hereinafter referred to as “COUNTY,” and the undersigned municipalities, public universities and water agencies responsible for protecting a resident population and maintaining a dedicated public safety answering point (PSAP) within the County of Orange, hereinafter referred to individually as “PARTICIPANT” or collectively as “PARTICIPANTS.”

This MOU is intended to establish governance and terms of use for a Countywide Public Mass Notification System.

RECITALS

WHEREAS, COUNTY is sponsoring a Countywide Public Mass Notification System (“System”) for the primary intent of providing timely communication to the public during times of emergency; and

WHEREAS, the County is making use of the System available to all cities and agencies within the County of Orange who have the responsibility for protecting a resident population and maintaining a dedicated public safety answering point (PSAP); and

WHEREAS, COUNTY entered into Orange County Agreement No MA-060-25010178 (“Agreement”) with Everbridge, Inc., for the provision of Public Mass Notification System Services, on or about December 30, 2024 attached hereto as Attachment A, to disseminate critical, time-sensitive emergency information to COUNTY’s residents and businesses through phone and e-mail devices for emergency notification purposes; and

WHEREAS, COUNTY agrees to provide to PARTICIPANTS access to the services provided by Everbridge, Inc. as contained in the Agreement in exchange for abiding by the terms set forth in this MOU; and

WHEREAS, PARTICIPANTS agree to uphold the same terms and conditions of the Agreement, to use the System in compliance with all usage agreements, including but not limited to the End User License Agreement, identified and incorporated herein as Attachment A (Orange County Agreement No. MA-060-25010178 and Attachment B (Countywide Public Mass Notification System Policy and Guideline) and the terms of this MOU to receive the benefits under the Agreement

NOW, THEREFORE, the parties agree as follows:

Attachment A

I. Definitions:

“Agreement” shall refer to Orange County Agreement No. MA-060-25010178 between COUNTY and Everbridge, Inc.

“Countywide” shall mean all geographic locations in Orange County, California.

“Contact information” shall mean PARTICIPANT and public contact data stored in the System for the purpose of disseminating communication in accordance with this MOU and its Attachments.

“Confidential Information” shall include but not be limited to personal identifying information about an individual such as address, phone number, Social Security number, or any other identifier protected from disclosure by law, and/or any other information otherwise protected from disclosure by law, for example, the identity of a victim of a sex crime or a juvenile.

“Emergency” shall include, but not be limited to, instances of fire, flood, storm, epidemic, riots, or disease that threaten the safety and welfare of the citizens and property located within the boundaries of the COUNTY and PARTICIPANTS’ respective jurisdictions.

“Emergency information” shall mean information relevant to the safety and welfare of recipients in the event of an Emergency. Such information shall include but not be limited to instructions and directions to alleviate or avoid the impact of an emergency.

“Emergency notification situation” shall mean instances when emergency information is to be distributed through the System.

“Individual User” shall mean an agent, officer, employee or representative of PARTICIPANT that has been granted access to the System as set forth in this MOU.

“Non-emergency information” shall refer to information that is not relevant to the safety and welfare of recipients but has been deemed to be of significant importance to a PARTICIPANT’s jurisdiction to justify the use of the System to distribute such information.

“Non-emergency notification situation” shall mean instances when a PARTICIPANT deems non-emergency information to be of significance to a PARTICIPANT’S jurisdiction and the PARTICIPANT uses the System to distribute such information.

“System” shall mean the Public Mass Notification System as provided by Everbridge, Inc. to COUNTY under the Agreement. The System is designed to disseminate information by utilizing common communications, i.e. telephone and e-mail communications to community members and businesses as permitted under the Agreement.

Attachment A

- II. Hold Harmless:** PARTICIPANT will defend, indemnify and save harmless COUNTY, its elected officials, officers, agents, employees, volunteers and those special districts and agencies which COUNTY's Board of Supervisors acts as the governing Board ("COUNTY INDEMNITEES") from and against any and all claims, demands, losses, damages, expenses or liabilities of any kind or nature which COUNTY, its officers, agents, employees or volunteers may sustain or incur or which may be imposed upon them for injury to or death of persons, or damages to property as a result of, or arising out of the acts, errors or omissions of PARTICIPANT, its officers, agents, employees, subtenants, invitees, licensees, or contracted vendors. COUNTY will defend, indemnify and save harmless PARTICIPANT, its officers, agents, employees and volunteers from and against any and all claims, demands, losses, damages, expenses or liabilities of any kind or nature which PARTICIPANT, its officers, agents, employees or volunteers may sustain or incur or which may be imposed upon them for injury to or death of persons, or damages to property as a result of, or arising out of the acts, errors or omissions of COUNTY, its officers, agents, employees, subtenants, invitees, licensees, or contracted vendors.
- III. Term:** This MOU shall be in effect from December 30, 2024, and shall expire on December 30, 2029 unless COUNTY funding of the System becomes unavailable at which time PARTICIPANTS will be given six-month advance notice per the termination terms found in Paragraph VIII. Termination, below.
- IV. Scope of Services:** PARTICIPANTS shall receive from COUNTY access to the same services being provided by Everbridge, Inc. to the COUNTY under the Agreement. COUNTY's involvement in this MOU is limited only to extending the availability of the terms and conditions of the Agreement to the PARTICIPANTS.
- V. Use:** Use of the System and its data, including but not limited to contact information, is governed by the terms, conditions and restrictions set forth in the terms provided in Attachment A, B, and C. All PARTICIPANTS agree to the terms and conditions contained in Attachments A, B, and C. COUNTY retains the right to update Attachments A, B, and C as needed, in whole or in part, during the life of this MOU. Any and all revised Attachments will be distributed to PARTICIPANTS within five business days of the revision date and shall be incorporated into this MOU. Such modifications to the Attachments shall not be deemed an amendment for the purposes of Paragraph IX. Amendments, below.

PARTICIPANT, including each of its agents, officers, employees, and representatives who are given access to the System, agrees to abide by the individual terms of each agreement and the additional conditions incorporated herein. Breach of use may result in individual user or PARTICIPANT access account termination.

PARTICIPANT agrees to require each Individual User to execute an Individual User Agreement (Attachment C) regarding their obligations to maintain the confidentiality of login and password information; ensure that they will use the System in accordance with

Attachment A

all applicable laws and regulations, including those relating to use of personal information; that they may be responsible for any breach of the terms of the Agreement with Everbridge and/or this MOU; and the confidentiality provisions of this MOU. PARTICIPANT further agrees to provide a copy of the signed Individual User Agreement to COUNTY and notify COUNTY, in writing, if an individual user withdraws their consent to the Individual User Agreement at anytime during the term of this MOU. PARTICIPANT further agrees the COUNTY may update the Individual User Agreement and require a copy of the updated signed Individual User Agreement to the COUNTY.

The scope of services under the Agreement is limited to using the System to distribute business communication to PARTICIPANT inter-departmental resources and/or emergency information to the public in emergency notification situations.

All PARTICIPANTS have read and accept the terms and conditions found in COUNTY's "Countywide Public Mass Notification System Policy and Guideline (October 15, 2024)," attached hereto as Attachment B.

- VI. Notice:** Any notice or notices required or permitted to be given pursuant to this MOU shall be submitted in writing and delivered in person, via electronic mail or via United States mail as follows:

COUNTY:

County of Orange – Sheriff-Coroner Department
Emergency Management Division
Attn: Director of Emergency Management
2644 Santiago Canyon Road
Silverado, CA 92676

PARTICIPANTS: Each PARTICIPANT shall provide to COUNTY a contact person and notice information upon entering into this MOU. Each PARTICIPANT shall notify COUNTY if there is an updated contact person.

Notice shall be considered tendered at the time it is received by the intended recipient.

- VII. Confidentiality:** Each party agrees to maintain the confidentiality of confidential records and information to which they have access a result of their use of the System and pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this MOU. All information and use of the System shall be in compliance with California Public Utilities Code section 2872. No party shall post confidential information as part of a mass notification unless the law allows such information to be released.
- VIII. Termination:** The COUNTY or any PARTICIPANT may terminate its participation in this MOU at any time for any reason whatsoever. If any PARTICIPANT chooses to terminate its participation in this MOU, the terminating PARTICIPANT shall provide written notification in accordance with Paragraph VI. Notice, above. Such notice shall be

Attachment A

delivered to the COUNTY 30 days prior to the determined termination date. A terminating PARTICIPANT shall uphold the obligations contained in Paragraph II. Hold Harmless, in its entirety and Paragraph VII. Confidentiality, above. Upon termination, PARTICIPANT agrees to inform each PARTICIPANT user to stop using the System and to relinquish all System access, user accounts, passwords and non-PARTICIPANT data to COUNTY immediately. PARTICIPANT may choose to delete and/or export non-public PARTICIPANT (aka inter-departmental) owned contact information, as well as export resident provided contact information prior to termination. Resident provided contact information acquired through PARTICIPANT sources shall remain in the System and available to the County for regional or multi-jurisdictional notification use as needed.

Should COUNTY discontinue its funding for the System, which shall be grounds for COUNTY's termination of its participation, COUNTY shall give PARTICIPANTS one month advance courtesy notice prior to terminating the Agreement. All other reasons for terminating by COUNTY shall be valid upon providing notice to the PARTICIPANTS. Upon termination by COUNTY, this MOU shall no longer be in effect.


Termination by a PARTICIPANT shall not be deemed an amendment to this MOU as defined in Paragraph IX. Amendments, below.

- IX. Amendments:** This MOU may be amended only by mutual written consent of the parties involved unless otherwise provided for in this MOU. The modifications shall have no force and effect unless such modifications are in writing and signed by an authorized representative of each party. Termination by a PARTICIPANT or adding a new PARTICIPANT to this MOU shall not be deemed an amendment.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed by their duly authorized representatives as of the dates opposite the signatures.

COUNTY OF ORANGE

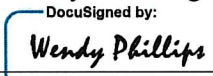
By: _____


Don Barnes, Sheriff-Coroner
County of Orange

Date: _____

12/13/2024

By: _____

DocuSigned by:

Wendy Phillips, County Counsel
County of Orange

Date: 10/23/2024

PARTICIPANT: _____

By: _____

Authorized Signature

Date: _____

Print Name and Title

CONTRACT MA-060-25010178

With

Everbridge, Inc.

For

Public Mass Notification System

This Contract MA-060-25010178, for the procurement of an Public Mass Notification System (PMNS), (hereinafter referred to as "Contract") is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California on behalf of Orange County Sheriff Department, OCSD, (hereinafter referred to as "County/Client,") and Everbridge, Inc., with a place of business at 155 N. Lake Ave., Suite 900, Pasadena, CA 91101-1849, (hereinafter referred to as "Contractor,") with County and Contractor sometimes individually referred to as "Party", or collectively referred to as "Parties"

ATTACHMENTS

This Contract is comprised of this document and the following Attachments, which are attached hereto and incorporated by reference into this Contract:

Attachment A-Scope of Work

Attachment B- Compensation and Pricing Provisions

Attachment C-Staffing Plan

Attachment D - Software Products – Maintenance and Support

Attachment E – Acceptance and Testing Procedures

Attachment F – Training

Attachment G – Functional Requirements

Exhibit I

RECITALS

WHEREAS, Contractor and County are entering into this Contract for the procurement of a Public Mass Notification System under a firm fixed fee Contract; and

WHEREAS, County solicited Contract for the procurement of a Public Mass Notification System as set forth herein, and Contractor represented that it is qualified to provide a Public Mass Notification System to the County as further set forth here; and

WHEREAS, Contractor agrees to provide a Public Mass Notification System to the County as further set forth in the Scope of Work, attached hereto as Attachment A; and

WHEREAS, County agrees to pay Contractor based on the schedule of fees set forth in Compensation and Pricing Provision, attached hereto as Attachment B; and

WHEREAS, the County Board of Supervisors has authorized the Purchasing Agent or designee to enter into a Contract for a Public Mass Notification System with the Contractor;

NOW, THEREFORE, the Parties mutually agree as follows:

DEFINITIONS

- **Administrator:** Government official, employee or agency responsible for the day-to-day responsibility and oversight for the mass notification system, including design, development, coordination, implementation, monitoring and evaluation.
- **Application program interface (API):** A set of functions and procedures allowing the creation of applications that access the features or data of an operating system, application, or other service.
- **Coding Accuracy Support System (CASS):** Coding Accuracy Support System (CASS) is a certification system from the United States Postal Service (USPS) for address validation.
- **Cyber-protection:** The prevention of damage to, unauthorized use of, or exploitation of, and, if needed, the restoration of electronic information and communications systems and the information contained therein to ensure confidentiality, integrity, and availability. Includes protection and restoration, when needed, of information networks and wireline, wireless, satellite, public safety answering points, and 911 communications systems and control systems.
- **Data:** Any information, algorithms, or other content that the County, the County's employees, agents and end users upload, create or modify using the goods/services pursuant to this Contract, including but not limited to email addresses, telephone numbers, and geo-coded E911 data. Data also includes user identification information and metadata which may contain Data or from which the County's Data may be ascertainable. Personal Data shall include personal information, as defined by Civil Code Section 1798.3.
- **Data Breach:** Any access, destruction, loss, theft, use, modification or disclosure of Data by an unauthorized party or that is in violation of Contract terms and/or applicable state or federal law
- **Documentation:** The term "Documentation" shall mean, with respect to any particular items: (i) all of the written, printed, electronic, or otherwise formatted materials that relate to such items, or any component thereof; (ii) all user, operator, system administration, technical, training, support, and other manuals and all other written, printed, electronic, or other format materials that represent, demonstrate, explain or describe the functional, operational or performance capabilities of such items; and (iii) all specifications, materials, flow charts, notes, outlines, manuscripts, writings, pictorial or graphical materials, schematics, and other documents that represent, demonstrate, explain or describe such items.
- **ESRI mapping:** (Environmental Systems Research Institute) is an international supplier of geographic information system (GIS) software, web GIS and geodatabase management applications.
- **Geo-coding:** Provide geographical coordinates corresponding to (a location).
- **Geo-targeting/targeted:** The practice of delivering content to a user based on his or her geographic location.
- **Human Error:** Any action or inaction on the part of a Contractor's employee or agent that prevents the accomplishment of the goods'/services' intended functions and the services specified in the Scope of Work.
- **IPAWS:** FEMA's Integrated Public Alert and Warning System (IPAWS) is an internet-based capability that federal, state, local, tribal, and territorial authorities can use to issue critical public alerts and warnings.
- **Notification:** A communication distributed to the public and internal responders/relevant personnel that contains important, timely, accurate, and accessible information regarding an actual or potential emergency or incident, including the cause, size and current situation thereof; resources committed and response status of the emergency management organization; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected). Categories of notification may include: update, alert, advisory, activation, watch or warning.
- **Registrant:** Member of the public who is enrolled or enrolling in the system.

- **Security Incident:** The potentially unauthorized access to Personal Data or Non-Public Data the Contractor believes could reasonably result in the use, disclosure or theft of the County's unencrypted Personal Data or Non-Public Data within the possession or control of the Contractor. A Security Incident may or may not turn into a Data Breach.
- **Solutions:** Contractor's proprietary interactive communication services that the end-user Client has licensed access to.
- **Technical Failure:** A malfunction in the vendor's hardware or software which prevents the accomplishment of the services specified in the Scope of Work. A malfunction of the hardware prevents the accomplishment of the hardware's intended functions and services specified in the Scope of Work. A malfunction of the software prevents the accomplishment of intended services even though the hardware may be functioning properly. Technical failures include, but are not limited to, an improper or incomplete conversion or upgrade of the hardware or software.
- **User:** Government employee or affiliated volunteer who has the ability to log-in to the system for administrative purposes (e.g., maintaining contact lists, sending notifications, monitoring notification results, etc.). Includes employees and contractors of other public entities who are authorized by the County to access the system pursuant to a Memorandum of Understanding between the County and those public entities.
- **WEA/EAS:** Wireless Emergency Alerts/Emergency Alert System.

ARTICLES

General Terms and Conditions:

- A. **Governing Law and Venue:** This Contract has been negotiated and executed in the state of California and shall be governed by and construed under the laws of the state of California. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties specifically agree to waive any and all rights to request that an action be transferred for adjudication to another county.
- B. **Entire Contract:** This Contract contains the entire Contract between the parties with respect to the matters herein, and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing. Electronic acceptance of any additional terms, conditions or supplemental Contracts by any County employee or agent, including but not limited to installers of software, shall not be valid or binding on County unless accepted in writing by County's Purchasing Agent or designee.
- C. **Amendments:** No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties; no oral understanding or agreement not incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing.
- D. **Taxes:** Unless otherwise provided herein or by law, price quoted does not include California state sales or use tax. Out-of-state Contractors shall indicate California Board of Equalization permit number and sales permit number on invoices, if California sales tax is added and collectable. If no permit numbers are shown, sales tax will be deducted from payment. The Auditor-Controller will then pay use tax directly to the State of California in lieu of payment of sales tax to the Contractor.
- E. **Intentionally left blank**
- F. **Acceptance Payment:** Unless otherwise agreed to in writing by County, payment shall be made

annually in advance and in accordance with Attachment B, Compensation and Pricing Provisions. Only in the event the Contractor is terminated for material breach, County shall immediately receive one/twelfth (1/12) of all prepaid PMNS subscription and services (as listed in this contract) for each month or portion thereof remaining for the applicable Contract year as listed in this Contract.

- G. **Warranty:** Contractor Warranty. Contractor shall provide the services in material compliance with the functionality and specifications set forth on the applicable Solution Documentation. Contractor shall provide 24X7X365 customer support. Professional Services shall be performed in a professional manner consistent with industry standards.

Disclaimer. THE FOREGOING REPRESENT THE ONLY WARRANTIES MADE BY CONTRACTOR HEREUNDER, AND CONTRACTOR EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW. CONTRACTOR DOES NOT WARRANT THAT THE SOLUTION WILL OPERATE ERROR FREE OR WITHOUT INTERRUPTION. WITHOUT LIMITING THE FOREGOING, IN NO EVENT SHALL CONTRACTOR HAVE ANY LIABILITY FOR PERSONAL INJURY (INCLUDING DEATH) OR PROPERTY DAMAGE ARISING FROM FAILURE OF THE SOLUTION TO DELIVER AN ELECTRONIC COMMUNICATION, HOWEVER CAUSED AND UNDER ANY THEORY OF LIABILITY, EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

SMS Transmission. CLIENT ACKNOWLEDGES THAT THE USE OF SHORT MESSAGING SERVICES ("SMS"), ALSO KNOWN AS TEXT MESSAGING, AS A MEANS OF SENDING MESSAGES INVOLVES A REASONABLY LIKELY POSSIBILITY FROM TIME TO TIME OF DELAYED, UNDELIVERED, OR INCOMPLETE MESSAGES AND THAT THE PROCESS OF TRANSMITTING SMS MESSAGES CAN BE UNRELIABLE AND INCLUDE MULTIPLE THIRD PARTIES THAT PARTICIPATE IN THE TRANSMISSION PROCESS, INCLUDING MOBILE NETWORK OPERATORS AND INTERMEDIARY TRANSMISSION COMPANIES. ACCORDINGLY, CONTRACTOR RECOMMENDS THAT SMS MESSAGING NOT BE USED AS THE SOLE MEANS OF COMMUNICATION IN AN EMERGENCY SITUATION.

- H. **Patent/Copyright Materials/Proprietary Infringement:**

Contractor shall defend, indemnify and hold Client harmless from and against any Claim against Client arising out of (i) any breach by Contractor of applicable privacy laws; (ii) any breach by Contractor of its data security obligations; or (iii) an allegation that the Solution as contemplated hereunder infringes an issued patent or other IP Right in a country in which the Solution is provided to Client. If (x) any aspect of the Solution is found or, in Contractor's reasonable opinion is likely to be found, to infringe upon the IP Right of a third party or (y) the continued use of the Solution is enjoined, then Contractor will promptly and at its own cost and expense at its option: (i) obtain for Client the right to continue using the Solution; (ii) modify such aspect of the Solution so that it is non-infringing; or (iii) replace such aspect of the Solution with a non-infringing functional equivalent. If, after all commercially reasonable efforts, Contractor determines in good faith that options (i) - (iii) are not feasible, Contractor will remove the infringing items from the Solution and refund to Client on a pro-rata basis any prepaid unused fees paid for such infringing element. The remedies set forth in this Section are Client's exclusive remedy for Claims for infringement of an IP Right. Contractor shall have no obligation or liability for any claim pursuant to this Section to the extent arising from: (i) the combinations, operation, or use of the Solution supplied under this Agreement with any product, device, or software not supplied by Contractor to the extent the combination creates the infringement; (ii) the unauthorized alteration or modification by Client of the Solution; or (iii) Contractor's compliance with Client's designs, specifications, requests or instruction pursuant to an engagement for Everbridge Professional Services relating to the Solution to the extent the claim of infringement is based on the foregoing.

Indemnification Process. The indemnifying party's obligations under this Section are contingent upon the indemnified party (a) promptly giving notice of the Claim to the indemnifying party once the Claim is known; (b) giving the indemnifying party sole control of the defense and settlement of the Claim (provided that the indemnifying party may not settle such Claim unless such settlement unconditionally releases the indemnified party of all liability and does not adversely affect the indemnified party's business or service); and (c) providing the indemnifying party all available information and reasonable assistance.

- I. **Assignment:** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the parties. Furthermore, neither the performance of this Contract nor any portion thereof may be assigned by Contractor without the express written consent of County, which consent shall not be unreasonably withheld or delayed. Any attempt by Contractor to assign the performance or any portion thereof of this Contract without the express written consent of County shall be invalid and shall constitute a breach of this Contract.
- J. **Non-Discrimination:** In the performance of this Contract, Contractor agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any subcontractors to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. Contractor acknowledges that a violation of this provision shall subject Contractor to penalties pursuant to Section 1741 of the California Labor Code.
- K. **Termination:** In addition to any other remedies or rights it may have by law, County has the right to immediately terminate this Contract without penalty after 30 days' written notice without cause, unless otherwise specified. Exercise by County of its right to terminate the Contract shall relieve County of all further obligation.

Either Party may terminate this Agreement upon the other Party's material breach of the Agreement, provided that (i) the non-breaching Party sends written notice to the breaching Party describing the breach in reasonable detail; (ii) the breaching Party does not cure the breach within thirty (30) days following its receipt of such notice (the "Notice Period"); and (iii) following the expiration of the Notice Period, the non-breaching Party sends a second written notice indicating its election to terminate this Agreement. If Client terminates this Agreement due to material breach by Contractor, Client shall be entitled to a refund of any prepaid unused fees on a pro-rata basis, provided that such refund shall be Client's sole and exclusive remedy.

- L. **Consent to Breach Not Waiver:** No term or provision of this Contract shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- M. **Independent Contractor:** Contractor shall be considered an independent contractor and neither Contractor, its employees, nor anyone working under Contractor shall be considered an agent or an employee of County. Neither Contractor, its employees nor anyone working under Contractor shall qualify for workers' compensation or other fringe benefits of any kind through County.
- N. **Performance Warranty:** Contractor shall warrant all work under this Contract, taking necessary steps and precautions to perform the work to County's satisfaction. Contractor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other goods/services furnished by the Contractor under this Contract. Contractor shall perform all work diligently, carefully, and in a good and workmanlike manner; shall furnish all necessary labor, supervision, machinery, equipment, materials, and supplies, shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of County required in its governmental capacity, in connection with performance of the work. If permitted to subcontract, Contractor shall be fully responsible for all work performed by subcontractors.

1. Contractor shall promptly notify the Orange County Sheriff's Department Emergency Management Division personnel assigned as lead program manager for this Contract upon discovery or reasonable awareness of the following: (a) any issues or deficiencies with the goods/services provided pursuant to this Contract or in the provision of similar products/services to another customer, whether identified by Contractor's own personnel or by other customers or subcontractors; (b) any claim or action against, or any loss by, Contractor that involves or may reasonably be expected to involve similar goods and/or services provided pursuant to this Contract; or (c) the initiation of any government investigation that may result in a finding that Contractor is not in compliance with all applicable federal, state and local laws. Notification may be performed through an automated service notification email or telephone process, or via direct personal phone calls with written follow-up documentation, depending upon the urgency of the issues, incidents, or deficiencies. Contractor shall maintain a system issue/deficiency log during the life of the Contract and for four (4) years beyond contract termination, which shall be made available to the County upon request.
 2. County shall promptly notify Contractor upon discovery or reasonable belief/awareness of any issues or deficiencies with the goods/services to be provided pursuant to this Contract, either identified directly by County's own personnel or by other customers or subcontractors. Notification may be performed in writing or direct personal phone call with written follow-up documentation, depending upon the urgency of the issues, incidents, or deficiencies. The Contractor shall include these issues or deficiencies in their system issue/deficiency log during the life of the contract and for four (4) years beyond contract termination.
 3. In the event any goods or services provided by the Contractor in the performance of the Contract should fail to conform to the requirements in this Contract, it shall become the duty of the Contractor to correct the performance of goods/services, without expense to the County. If corrective action (including but not limited to patches, bug fixes, updates) is taken by the Contractor to remedy issues or deficiencies in the provision of similar goods and/or services to other customers, such corrective action shall be provided to the County at no additional cost if such corrective action is needed for the Contractor to meet its obligations under this Contract.
 4. The County and Contractor agree to establish a collaborative process for developing timelines and benchmarks for corrective action and resolution of issues or deficiencies.
- O. **Insurance Provisions:** Prior to the provision of services under this Contract, the Contractor agrees to carry all required insurance at Contractor's expense, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with. Contractor agrees to keep such insurance coverage current, provide Certificates of Insurance, and endorsements to the County during the entire term of this Contract.

Contractor shall ensure that all subcontractors performing work on behalf of Contractor pursuant to this Contract shall be covered under Contractor's insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for Contractor. Contractor shall not allow subcontractors to work if subcontractors have less than the level of coverage required by County from Contractor under this Contract. It is the obligation of Contractor to provide notice of the insurance requirements to every subcontractor and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by Contractor through the entirety of this Contract for inspection by County representative(s) at any reasonable time.

All self-insured retentions (SIRs) shall be clearly stated on the Certificate of Insurance. Any SIRs in excess of Fifty Thousand Dollars \$50,000 shall specifically be approved by the County's Risk Manager, or designee. The County reserves the right to require current audited financial reports from Contractor. If Contractor is self-insured, Contractor will indemnify the County for any and all claims resulting or arising from Contractor's services in accordance with the indemnity provision stated in this contract.

If the Contractor fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.

Qualified Insurer

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**).

If the insurance carrier does not have an A.M. Best Rating of A-/VIII, CEO/ Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below:

<u>Coverage</u>	<u>Minimum Limits</u>
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability including coverage owned or scheduled, non-owned and hired vehicles	\$1,000,000 combined single limit each accident
Workers Compensation	Statutory
Employers Liability Insurance	\$1,000,000 per accident or disease
Network Security & Privacy Liability	\$1,000,000 per claims-made
Technology Errors & Omissions	\$2,000,000 per claims-made \$2,000,000 aggregate

Increased insurance limits may be satisfied with Excess/Umbrella policies. Excess/Umbrella policies when required must provide Follow Form coverage.

Required Coverage Forms

The Commercial General Liability coverage shall be written on occurrence basis utilizing Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

Required Endorsements

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement using ISO form CG 20 26 04 13, or a form at least as broad naming the *County of Orange its elected and appointed officials, officers, agents, and employees* as Additional Insureds, or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN CONTRACT.***
- 2) A primary non-contributory endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Network Security and Privacy Liability policy shall contain the following endorsements which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement naming the *County of Orange, its elected and appointed officials, officers, agents, and employees* as Additional Insureds for its vicarious liability.
- 2) A primary and non-contributory endorsement evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the *County of Orange, its elected and appointed officials, officers, agents, and employees* or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN CONTRACT.***

All insurance policies required by this Contract shall waive all rights of subrogation against the County of Orange, its elected and appointed officials, officers, agents, and employees when acting within the scope of their appointment or employment.

Contractor shall provide thirty (30) days prior written notice to the County of any policy cancellation or non-renewal and ten (10) days prior written notice where cancellation is due to non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.

If Contractor's Technology Errors & Omissions and/or Network Security & Privacy Liability are "Claims-Made" policy(ies), Contractor shall agree to the following:

- 1) The retroactive date must be shown and must be before the date of the contract or the beginning of the contract services.
- 2) Insurance must be maintained, and evidence of insurance must be provided for at least three (3) years after expiration or earlier termination of contract services.
- 3) If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the contract services, Contractor must purchase an extended reporting period for a minimum of three (3) years after expiration of earlier termination of the Contract.

The Commercial General Liability policy shall contain a severability of interests clause also known as a "separation of insureds" clause (standard in the ISO CG 0001 policy).

Insurance certificates should be forwarded to the agency/department address listed on the solicitation.

If the Contractor fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Purchasing or the agency/department purchasing division, award may be made to the next qualified vendor.

County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not provide acceptable Certificates of Insurance and endorsements to County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor act in any way to reduce the policy coverage and limits available from the insurer.

P. **Changes:** Contractor shall make no changes in the work or perform any additional work without the County's specific written approval.

Q. **Change of Ownership/Name, Litigation Status, Conflicts with County Interests:** Contractor agrees that if there is a change or transfer in ownership of Contractor's business prior to completion of this Contract, the new owners shall be required under terms of sale or other instruments of transfer to assume Contractor's duties and obligations contained in this Contract and complete them to the satisfaction of County.

County reserves the right to immediately terminate the Contract in the event the County determines that the assignees is not qualified or is otherwise unacceptable to the County for the provision of services under the Contract.

In addition, Contractor has the duty to notify the County in writing of any change in the Contractor's status with respect to name changes that do not require an assignment of the Contract. The Contractor is also obligated to notify the County in writing if the Contractor becomes a party to any litigation against the County, or a party to litigation that may reasonably affect the Contractor's performance under the Contract, as well as any potential conflicts of interest between Contractor and County that may arise prior to or during the period of Contract performance. While Contractor will be required to provide this information without prompting from the County any time there is a change in Contractor's name, conflict of interest or litigation status, Contractor must also provide an update to the County of its status in these areas whenever requested by the County.

The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with County interests. In addition to the Contractor, this obligation shall apply to the Contractor's employees, agents, and subcontractors associated with the provision of goods and services provided under this Contract. The Contractor's efforts shall include, but not be limited to establishing rules and procedures preventing its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence

or appear to influence County staff or elected officers in the performance of their duties.

R. **Intentionally left blank**

- S. **Confidentiality:** Contractor agrees to maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. All such records and information shall be considered confidential and kept confidential by Contractor and Contractor's staff, agents and employees.

Definition. "Confidential Information" means all information of a Party ("Disclosing Party") disclosed to the other Party ("Receiving Party"), whether orally, electronically, in writing, or by inspection of tangible objects (including, without limitation, documents or prototypes), that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Confidential Information includes without limitation, all Client Data, the Solutions, and either Party's business and marketing plans, technology and technical information, product designs, reports and business processes. Confidential Information shall not include any information that: (i) is or becomes generally known to the public without breach of any obligation owed to Disclosing Party; (ii) was known to Receiving Party prior to its disclosure by Disclosing Party without breach of any obligation owed to Disclosing Party; (iii) was independently developed by Receiving Party without breach of any obligation owed to Disclosing Party; or (iv) is received from a third party without breach of any obligation owed to Disclosing Party. Confidential Information shall not include this Contract.

Protection. Receiving Party shall not disclose or use any Confidential Information of Disclosing Party for any purpose other than performance or enforcement of this Agreement without Disclosing Party's prior written consent. If Receiving Party is compelled by law to disclose Confidential Information of Disclosing Party, including under the Freedom of Information Act or other public information request (i.e., "state sunshine" laws) it shall provide Disclosing Party with prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at Disclosing Party's cost, if Disclosing Party wishes to contest the disclosure. Receiving Party shall protect the confidentiality of Disclosing Party's Confidential Information in the same manner that it protects the confidentiality of its own confidential information of like kind (but in no event using less than reasonable care). Receiving Party shall promptly notify Disclosing Party if it becomes aware of any breach of confidentiality of Disclosing Party's Confidential Information.

Upon Termination. Upon any termination of this Agreement, the Receiving Party shall continue to maintain the confidentiality of the Disclosing Party's Confidential Information and, upon request and to the extent practicable, destroy all materials containing such Confidential Information. Notwithstanding the foregoing, either Party may retain a copy of any Confidential Information if required by applicable law or regulation, in accordance with internal compliance policy, or pursuant to automatic computer archiving and back-up procedures, subject at all times to the continuing applicability of the provisions of this Agreement.

- T. **Compliance with Laws:** Contractor represents that services to be provided under this Contract shall fully comply, at Contractor's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Contractor acknowledges that County is relying on Contractor to ensure such compliance.

- U. **Freight:** Intentionally left blank.
- V. **Severability:** If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- W. **Attorney Fees:** In any action or proceeding to enforce or interpret any provision of this Contract, each party shall bear their own attorney's fees, costs and expenses.
- X. **Interpretation:** This Contract has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Contract. In addition, each party had been represented by experienced and knowledgeable independent legal counsel of their own choosing or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each party further acknowledges that they have not been influenced to any extent whatsoever in executing this Contract by any other party hereto or by any person representing them, or both. Accordingly, any rule or law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Contract against the party that has drafted it is not applicable and is waived. The provisions of this Contract shall be interpreted in a reasonable manner to effect the purpose of the parties and this Contract.
- Y. **Employee Eligibility Verification:** The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. The Contractor shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.
- Z. **Audits/Inspections:** Contractor agrees to permit the County's Auditor-Controller or the Auditor-Controller's authorized representative (including auditors from a private auditing firm hired by the County) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation, including payroll and accounts payable/receivable records, and other papers or property of Contractor for the purpose of auditing or inspecting financial books and under this Contract. The inspection and/or audit will be confined to those matters connected with the financial aspects of the Contract including, but not limited to, the costs of administering the Contract. The County will provide reasonable notice of such an audit or inspection. All documents requested shall be provided electronically.

The County reserves the right to audit and verify the Contractor's records before final payment is made.

Contractor agrees to maintain such records for possible audit for a minimum of three years after final payment, unless a longer period of records retention is stipulated under this Contract or by law. Contractor agrees to allow interviews of any employees or others who might reasonably have information related to such records. Further, Contractor agrees to include a similar right to the County to audit records and interview staff of any subcontractor related to performance of this Contract.

Should the Contractor cease to exist as a legal entity, the Contractor's records pertaining to this agreement shall be forwarded to the County's project manager.

AA. Intentionally left blank

BB. Contingency of Funds: Contractor acknowledges that funding or portions of funding for this Contract may be contingent upon state budget approval; receipt of funds from, and/or obligation of funds by, the state of California to County; and inclusion of sufficient funding for the services hereunder in the budget approved by County's Board of Supervisors for each fiscal year covered by this Contract. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Contract without penalty.

CC. Licensing Terms and Conditions:

1. County Responsibilities

1.1 Client Data. County shall retain all ownership rights in all Contact data and all electronic data County transmits to Contractor to or through the Solutions ("County Data"). County represents that it has the right to authorize and hereby does authorize Contractor to collect, store and process County Data subject to the terms of this Agreement. County shall maintain a copy of all Contact data it provides to Contractor.

1.2 Use of Solutions. County is responsible for all activity occurring under County's account(s) and shall comply with all applicable laws and regulations in connection with County's use of the Services, including its provision of County Data to Contractor. County shall be responsible for ensuring that there is a lawful basis for sending communications through the Solutions to Contacts including, where applicable, obtaining the required consent of Contacts. County shall promptly notify Contractor of any unauthorized use of any password or account of which County becomes aware. County acknowledges that the Solutions are a passive conduit for the transmission of County Data, and Contractor has no obligation to screen, preview or monitor content, and shall have no liability for any errors or omissions or for any defamatory, libelous, offensive or otherwise unlawful content in any County Data, or for any losses, damages, claims, or other actions arising out of or in connection with any data sent, accessed, posted or otherwise transmitted via the Solutions by County, Users or Contacts, except to the extent such losses are caused directly by the acts or omissions of Contractor personnel.

2. Proprietary Rights

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Contractor hereby grants to County, during the term of this Agreement, a limited, non-exclusive, non-transferable, non-sublicensable right to use the Solutions.

2.2 Restrictions. County shall use the Solution solely for its internal business purposes. In particular, County's use of the Solutions shall not include service bureau use, outsourcing, renting, reselling, sublicensing, or time-sharing. County shall not (i) sell, transfer, assign, distribute or otherwise commercially exploit or make the Solution available to any third party except as expressly set forth herein; (ii) modify or make derivative works based upon the Solution; (iii) reverse engineer the Solution; (iv) remove, obscure or alter any proprietary notices or labels on the Solution or any materials made available by Contractor; (v) use, post, transmit or introduce any device, software or routine (including viruses, worms or other harmful code) which interferes or attempts to interfere with the operation of the Solution; or (vi) defeat or attempt to defeat any security mechanism of any Solution.

2.3 Reservation of Rights. The Solutions (including all associated computer software (whether in source code, object code, or other form), databases, indexing, search, and retrieval methods and routines, HTML, active server pages, intranet pages, and similar materials) and all intellectual property and other rights, title, and interest therein (collectively, "IP Rights"), whether conceived by Contractor

alone or in conjunction with others, constitute Confidential Information and the valuable intellectual property, proprietary material, and trade secrets of Contractor and its licensors and are protected by applicable intellectual property laws of the United States and other countries. Contractor owns (i) all voluntary feedback regarding the design or operation of the Services (except for the County Data) provided to Contractor by Users, County and Contacts in conjunction with the Services, and (ii) all aggregated and anonymized transactional, performance, derivative data and metadata generated in connection with the Solutions, which are generally used to improve the functionality and performance of the Services. Except for the rights expressly granted to County in this Agreement, all rights in and to the Solutions and all of the foregoing elements thereof (including the rights to any work product resulting from Professional Services and to any modification, enhancement, configuration or derivative work of the Solutions) are and shall remain solely owned by Contractor and its respective licensors. Contractor may use and provide Solutions and Professional Services to others that are similar to those provided to County hereunder, and Contractor may use in engagements with others any knowledge, skills, experience, ideas, concepts, know-how and techniques used or gained in the provision of the Solutions or Professional Services to County, provided that, in each case, no County Data or County Confidential Information is disclosed thereby.

3. Limitation of Liability: To the maximum extent permitted by law, neither Party shall have any liability to the other Party for any indirect, special, incidental, punitive, or consequential damages, however caused, under any theory of liability, and whether or not the Party has been advised of the possibility of such damage. Except for its indemnification obligations in this Agreement to the contrary, in no event shall Contractor's aggregate liability, regardless of whether any action or claim is based on warranty, contract, tort or otherwise, exceed amounts paid or due by County to Contractor hereunder during the 12-month period prior to the event giving rise to such liability. The foregoing limitations shall apply even if the non-breaching party's remedies under this Agreement fail their essential purpose.

Additional Terms and Conditions:

1. **Scope of Contract:** This Contract specifies the Contractual terms and conditions by which County will procure a Public Mass Notification System from Contractor as further detailed in the Scope of Work, identified, and incorporated herein by this reference as "Attachment A".
2. **Term of Contract:** This Contract shall commence on December 31, 2024 and continue for three (3) calendar years from that date, unless otherwise terminated by County. This Contract may be renewed as set forth in paragraph 3 below.
3. **Renewal:** This Contract may be renewed by mutual written agreement of both Parties for two (2) additional one (1) year terms. The County does not have to give reason if it elects not to renew. Renewal periods may be subject to approval by the County of Orange Board of Supervisors.
4. **Adjustments – Scope of Work:** No adjustments made to the Scope of Work will be authorized without prior written approval of the County assigned Deputy Purchasing Agent.
5. **Civil Rights:** Contractor attests that services provided shall be in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; Title II of the Americans with Disabilities Act of 1990, and other applicable State and federal laws and regulations prohibiting discrimination on the basis of race, color, national origin, ethnic group identification, age, religion, marital status, sex or disability.
6. **Conflict of Interest – Contractor's Personnel:** Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of County. This obligation shall apply to Contractor; Contractor's employees, agents, and subcontractors associated with accomplishing work and services hereunder. Contractor's efforts shall

include, but not be limited to establishing precautions to prevent its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence or appear to influence County staff or elected officers from acting in the best interests of County.

7. **Conflict of Interest – County Personnel:** County of Orange Board of Supervisors policy prohibits its employees from engaging in activities involving a conflict of interest. Contractor shall not, during the period of this Contract, employ any County employee for any purpose.
8. **Contractor's Project Manager and Key Personnel:** Contractor shall appoint a Project Manager to direct Contractor's efforts in fulfilling Contractor's obligations under this Contract. This Project Manager shall be subject to approval by County and shall not be changed without the written consent of County's Project Manager, which consent shall not be unreasonably withheld.

Contractor's Project Manager shall be assigned to this project for the duration of Contract and shall diligently pursue all work and services to meet the project time lines. County's Project Manager shall have the right to require the removal and replacement of Contractor's Project Manager from providing services to County under this Contract. County's Project manager shall notify Contractor in writing of such action. Contractor shall accomplish the removal within five (5) business days after written notice by County's Project Manager. County's Project Manager shall review and approve the appointment of the replacement for Contractor's Project Manager. County is not required to provide any additional information, reason or rationale in the event it requires the removal of Contractor's Project Manager from providing further services under Contract.

9. **Contractor Personnel – Reference Checks:** Contractor warrants that all persons employed to provide service under this Contract have satisfactory past work records indicating their ability to adequately perform the work under this Contract. Contractor's employees assigned to this project must meet character standards as demonstrated by background investigation and reference checks, coordinated by the agency/department issuing this Contract.
10. **Contractor Personnel – Uniform/Badges/Identification:** Contractor warrants that all persons employed to provide service under this Contract have satisfactory past work records indicating their ability to accept the kind of responsibility under this Contract.

All Contractor's employees shall be required to wear uniforms, badges, or other means of identification which are to be furnished by Contractor and must be work at all times while working on County property. The assigned Deputy Purchasing Agent must be notified in writing, within seven (7) days of notification of award of Contract of the uniform and/or badges and/or other identification to be worn by employees prior to beginning work and notified in writing seven (7) days prior to any changes in this procedure.

11. **Contractor's Records:** Contractor shall keep true and accurate accounts, records, books and data which shall correctly reflect the business transacted by Contractor in accordance with generally accepted accounting principles. These records shall be stored for a period of three (3) years after final payment is received from County.
12. **Conditions Affecting Work:** The Contractor shall be responsible for taking all steps reasonably necessary to ascertain the nature and location of the work to be performed under this Contract and to know the general conditions which can affect the work or the cost thereof. Any failure by the Contractor to do so will not relieve Contractor from responsibility for successfully performing the work without additional cost to the County. The County assumes no responsibility for any understanding or representations concerning the nature, location(s) or general conditions made by any of its officers or agents prior to the execution of this Contract, unless such understanding or representations by the County are expressly stated in the Contract.

13. **Data – Title To:** All materials, documents, data or information obtained from County data files or any

County medium furnished to Contractor in the performance of this Contract will at all times remain the property of County. Such data or information may not be used or copied for direct or indirect use by Contractor after completion or termination of this Contract without the express written consent of County. All materials, documents, data or information, including copies, must be returned to County at the end of this Contract.

14. **Debarment:** Contractor shall certify that neither Contractor nor its principles are presently debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in the transaction by any Federal department or agency. Where Contractor as the recipient of federal funds, is unable to certify to any of the statements in the certification, Contractor must include an explanation with the bid/proposal. Debarment pending debarment, declared ineligibility or voluntary exclusion from participation by any Federal department or agency may result in the bid/proposal being deemed non-responsible.
15. **Disputes – Contract:**
 - A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute concerning a question of fact arising under the terms of this Contract is not disposed of in a reasonable period of time by the Contractor's Project Manager and the County's Project Manager, such matter shall be brought to the attention of the County Deputy Purchasing Agent by way of the following process:
 1. The Contractor shall submit to the agency/department assigned Deputy Purchasing Agent a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Contract, unless the County, on its own initiative, has already rendered such a final decision.
 2. The Contractor's written demand shall be fully supported by factual information, and, if such demand involves a cost adjustment to the Contract, the Contractor shall include with the demand a written statement signed by a senior official indicating that the demand is made in good faith, that the supporting data are accurate and complete, and that the amount requested accurately reflects the Contract adjustment for which the Contractor believes the County is liable.
 - B. Pending the final resolution of any dispute arising under, related to, or involving this Contract, the Contractor agrees to diligently proceed with the performance of this Contract, including the delivery of goods and/or provision of services. The Contractor's failure to diligently proceed shall be considered a material breach of this Contract.

Any final decision of the County shall be expressly identified as such, shall be in writing, and shall be signed by the County Deputy Purchasing Agent or his designee. If the County fails to render a decision within 90 days after receipt of the Contractor's demand, it shall be deemed a final decision adverse to the Contractor's contentions. Nothing in this section shall be construed as affecting the County's right to terminate the Contract for cause or termination for convenience as stated in section K herein.

16. **Drug-Free Workplace:** The Contractor hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The Contractor will:
 1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a)(1).

2. Establish a drug-free awareness program as required by Government Code Section 8355(a)(2) to inform employees about all of the following:
 - a. The dangers of drug abuse in the workplace;
 - b. The organization's policy of maintaining a drug-free workplace;
 - c. Any available counseling, rehabilitation and employee assistance programs; and
 - d. Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(a)(3) that every employee who works under this Contract:
 - a. Will receive a copy of the company's drug-free policy statement; and
 - b. Will agree to abide by the terms of the company's statement as a condition of employment under this Contract.

Failure to comply with these requirements may result in suspension of payments under the Contract or termination of the Contract or both, and the Contractor may be ineligible for award of any future County contracts if the County determines that any of the following has occurred:

1. The Contractor has made false certification, or
2. The Contractor violates the certification by failing to carry out the requirements as noted above.

17. **EDD Independent Contractor Reporting Requirements:** Effective January 1, 2001, the County of Orange is required to file in accordance with subdivision (a) of Section 6041A of the Internal Revenue Code for services received from a "service provider" to whom the County pays \$600 or more or with whom the County enters into a contract for \$600 or more within a single calendar year. The purpose of this reporting requirement is to increase child support collection by helping to locate parents who are delinquent in their child support obligations.

The term "service provider" is defined in California Unemployment Insurance Code Section 1088.8, subparagraph B.2 as "an individual who is not an employee of the service recipient for California purposes and who received compensation or executes a contract for services performed for that service recipient within or without the state." The term is further defined by the California Employment Development Department to refer specifically to independent Contractors. An independent Contractor is defined as "an individual who is not an employee of the government entity for California purposes and who receives compensation or executes a contract for services performed for that government entity either in or outside of California."

The reporting requirement does not apply to corporations, general partnerships, limited liability partnerships, and limited liability companies.

Additional information on this reporting requirement can be found at the California Employment Development Department web site located at http://www.edd.ca.gov/Employer_Services.htm

18. **Equal Employment Opportunity:** The Contractor shall comply with U.S. Executive Order 11246 entitled, "Equal Employment Opportunity" as amended by Executive Order 11375 and as

supplemented in Department of Labor regulations (41 CFR, Part 60) and applicable state of California regulations as may now exist or be amended in the future. The Contractor shall not discriminate against any employee or applicant for employment on the basis of race, color, national origin, ancestry, religion, sex, marital status, political affiliation or physical or mental condition.

Regarding handicapped persons, the Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to provide equal opportunity to handicapped persons in employment or in advancement in employment or otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicaps in all employment practices such as the following: employment, upgrading, promotions, transfers, recruitments, advertising, layoffs, terminations, rate of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to comply with the provisions of Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, pertaining to prohibition of discrimination against qualified handicapped persons in all programs and/or activities as detailed in regulations signed by the Secretary of the Department of Health and Human Services effective June 3, 1977, and found in the Federal Register, Volume 42, No. 68 dated May 4, 1977, as may now exist or be amended in the future.

Regarding Americans with disabilities, Contractor agrees to comply with applicable provisions of Title 1 of the Americans with Disabilities Act enacted in 1990 as may now exist or be amended in the future.

19. **Emergency/Declared Disaster Requirements:** In the event of an emergency or if Orange County is declared a disaster area by the County, state or federal government, this Contract may be subjected to unusual usage. The Contractor shall service the County during such an emergency or declared disaster under the same terms and conditions that apply during non-emergency/disaster conditions. The pricing quoted by the Contractor shall apply to serving the County's needs regardless of the circumstances. If the Contractor is unable to supply the goods/services under the terms of the Contract, then the Contractor shall provide proof of such disruption and a copy of the invoice for the goods/services from the Contractor's supplier(s). Additional profit margin as a result of supplying goods/services during an emergency or a declared disaster shall not be permitted. In the event of an emergency or declared disaster, emergency purchase order numbers will be assigned. All applicable invoices from the Contractor shall show both the emergency purchase order number and the Contract number.
20. **Errors and Omissions:** All reports, files and other documents prepared and submitted by Contractor shall be complete and shall be carefully checked by the professional(s) identified by Contractor as Contractor Project Manager and key personnel attached hereto, prior to submission to the County. Contractor agrees that County review is discretionary, and Contractor shall not assume that the County will discover errors and/or omissions. If the County discovers any errors or omissions prior to approving Contractor's reports, files and other written documents, the reports, files or documents will be returned to Contractor for correction. Should the County or others discover errors or omissions in the reports, files or other written documents submitted by Contractor after County approval thereof, County approval of Contractor's reports, files or documents shall not be used as a defense by Contractor in any action between the County and Contractor, and the reports, files or documents will be returned to Contractor for correction without payment of additional compensation.
21. **Gratuities:** The Contractor warrants that no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the County with a view toward securing the Contract or securing favorable treatment with respect to any determinations concerning the performance of the Contract. For breach or violation of this warranty, the County shall have the right to terminate the Contract,

either in whole or in part, and any loss or damage sustained by the County in procuring on the open market any services which the Contractor agreed to supply shall be borne and paid for by the Contractor. The rights and remedies of the County provided in the clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract.

22. **Interpretation of Contract:** In the event of a conflict or question involving the provisions of any part of this Contract, interpretation and clarification as necessary shall be determined by the County's assigned buyer. If disagreement exists between the Contractor and the County's assigned buyer in interpreting the provision(s), final interpretation and clarification shall be determined by the County's Purchasing Agent or his designee.
23. **Lobbying:** On the best information and belief, Contractor certifies no federal appropriated funds have been paid or will be paid by, or on behalf of, the Contractor to any person influencing or attempting to influence an officer or employee of Congress; or an employee of a member of Congress in connection with the awarding of any federal contract, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative contract.
24. **News/Information Release:** Contractor agrees that it will not issue any news releases in connection with either the award of this Contract or any subsequent amendment of or effort under this Contract without first obtaining review and written approval of said news releases from County through County's Project Manager.
25. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing with a copy provided to the assigned Deputy Purchasing Agent (DPA), except through the course of the parties' project managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four (4) calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate party at the address stated herein or such other address as the parties hereto may designate by written notice from time to time in the manner aforesaid.

Contractor: Everbridge, Inc.
155 N. Lake Ave., Suite 900
Pasadena, CA 91101
Attn: Joanna Burlison
Ph: 888-366-4911
Email: Joanna.burlison@everbridge.com

County: County Of Orange
Orange County Sheriff's Department/Emergency Management Division
2644 Santiago Canyon Road
Silverado, CA 92676
Attn: Lee Kaser
Ph: 714-628-7081
Email: Lkaser@ocsheriff.gov

Assigned DPA: County of Orange
Orange County Sheriff's Department/Procurement Division
Attn: Maria Ayala
320 N. Flower St. 2nd Fl.
Santa Ana, CA. 92703

Ph: 714-834-6360
Email: Mayala@ocsheriff.gov

26. **Precedence:** Contract documents consist of this Contract and its exhibits and attachments. In the event of a conflict between or among Contract documents, the order of precedence shall be the provisions of the main body of this Contract, i.e., those provisions set forth in the recitals and articles of this Contract, and then the exhibits and attachments.
27. **Research and Publications:** Contractor shall not utilize information and/or data received from COUNTY, or arising out of, or developed, as a result of this Contract for the purpose of personal research, or for publication.
28. **Reports/Meetings:** The Contractor shall develop reports and any other relevant documents necessary to complete the services and requirements as set forth in this contract. The County's project manager and the Contractor's project manager will meet on reasonable notice to discuss the Contractor's performance and progress under this Contract. If requested, the Contractor's project manager and other project personnel shall attend all meetings. The Contractor shall provide such information that is requested by the County for the purpose of monitoring progress under this Contract.
29. **Sub-Contracting:** No performance of this Contract or any portion thereof may be subcontracted by the Contractor without the express written consent of the County. Any attempt by the Contractor to subcontract any performance of this Contract without the express written consent of the County shall be invalid and shall constitute a breach of this Contract.

In the event that the Contractor is authorized by the County to subcontract, this Contract shall take precedence over the terms of the Contract between Contractor and subcontractor, and shall incorporate by reference the terms of this Contract. The County shall look to the Contractor for performance and indemnification and not deal directly with any subcontractor. All work performed by a subcontractor must meet the approval of the County of Orange.

30. **Substitutions:** The Contractor is required to meet all specifications and requirements contained herein. No substitutions will be accepted without prior County written approval.
31. **State Funds – Audits:** When and if state funds are used in whole or part to pay for the goods and/or services under this Contract, the Contractor agrees to allow the Contractor's financial records to be audited by auditors from the State of California, the County of Orange, or a private auditing firm hired by the State or the County. The State or County shall provide reasonable notice of such audit.
32. **Waivers - Contract:** The failure of the County in any one or more instances to insist upon strict performance of any of the terms of this Contract or to exercise any option contained herein shall not be construed as a waiver or relinquishment to any extent of the right to assert or rely upon any such terms or option on any future occasion.
33. **Termination – Orderly:** After receipt of a termination notice from County of Orange, Contractor may submit to County a termination claim, if applicable. Such claim shall be submitted promptly, but in no event later than 60 days from the effective date of the termination, unless one or more extensions in writing are granted by County upon written request of Contractor. Upon termination County agrees to pay Contractor for all services performed prior to termination which meet the requirements of Contract, provided, however, that such compensation combined with previously paid compensation shall not exceed the total compensation set forth in Contract. Upon termination or other expiration of this Contract, each party shall promptly return to the other party all papers, materials, and other properties of the other held by each for purposes of performance of Contract. Contractor understands the sensitivity and importance of the services provided herein, and agrees to the orderly transition to a new vendor so that there is no disruption in service.

34. **Usage:** No guarantee is given by County to Contractor regarding usage of this Contract. Usage figures, if provided, are approximations. Contractor agrees to supply services and/or commodities requested, as needed by County of Orange, at rates/prices listed in Contract, regardless of quantity requested. Unlimited message delivery modalities including SMS, voice, email or Everbridge Mobile App for all communications and messaging. If Client excessively uses the SMS or Voice modalities for non-public safety messaging, in Contractor's reasonable discretion, Client and Contractor shall engage in good faith discussions about best practices for messaging.
35. **Usage Reports:** Contractor shall submit usage reports on an annual basis to the assigned Deputy Purchasing Agent of County of Orange user agency/department. The usage report shall be in a format specified by the user agency/department and shall be submitted 90 days prior to the expiration date of Contract term, or any subsequent renewal term, if applicable.
36. **Networks and Carriers:** The Solution delivers information for supported Contact paths to public and private networks and carriers, but Contractor cannot guarantee delivery of the information to the recipients. Final delivery of information to recipients is dependent on and is the responsibility of the designated public and private networks or carriers.
37. **Federal Grant Funds:** The following shall apply to purchases made through the expenditure of Federal Grant Funds by the Orange County Sheriff's Department:
- i. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended— If this Agreement is in excess of \$150,000, Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
 - ii. Energy Policy and Conservation Act Provision: Contractor shall follow mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
 - iii. **Certifications: Federal Grant Funds:** Contractor is informed and understands that this Contract is being partially funded by Federal Grant Funds. Contractor agrees to the following in relation to executing this Contract.
 1. Audit Records - With respect to all matters covered by this agreement all records shall be made available for audit and inspection by the grant agency and/or their duly authorized representatives for a period of three (3) years from the termination of this Contract.
 2. Contractor will comply, with all requirements of the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor Regulations (29 CFR Part 3), as applicable
 3. Contractor will comply, with all requirements of Sections 103 and 107 of the Contractor Work and Safety Standards Act (40 U.S.C 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5), as applicable."

(A) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, if this Agreement meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.4, the Contractor shall agree as follows:

(1) Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sexual orientation, gender identity, or national origin. Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) Contractor will not discharge, or in any other manner discriminate against, any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

(4) Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(6) Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled,

terminated, or suspended in whole or in part and Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (B) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) that Contractor shall comply with as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Contractor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractor is required to pay wages not less than once a week. The Contractor shall also comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.
- (C) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (D) Rights to Inventions Made Under a Contract or Agreement. If this Agreement involves a Federal award meeting the definition of "funding agreement" under 37 CFR §401.2 (a) and the

Contractor wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the Contractor must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

- (E) Federal Grant recipients, subrecipients, contractors and subcontractors shall comply with 2 C.F.R. §200.323, Procurement of recovered materials.
 - (F) Contracts for more than the federal Simplified Acquisition Threshold (SAT), which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
 - (G) All contracts in excess of the federal Micro-Purchase Threshold (MPT) must address termination for cause and for convenience by the non-federal entity including the manner by which it will be affected and the basis for settlement.
 - (H) Federal Grant recipients, subrecipients, contractors and subcontractors shall comply with the provision at Federal Acquisition Regulation (FAR) to implement the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA) (Pub. L. No. 115-232 [2018]) Section 889 (b)(1) – Prohibition on Contracting with Entities Using Certain Telecommunications and Video Surveillance Services or Equipment.
 - (I) Contractor shall comply with applicable provisions of Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards of the Code of Federal Regulations, https://www.ecfr.gov/cgibin/retrieveECFR?gp=&SID=2fb42dbbec4797fa42d02832e3f524f8&mc=true&n=pt2.1.200&r=PART&ty=HTML%20-%20ap2.1.200_1521.ii.
38. Debarment and Suspension: Debarment and Suspension (Executive Orders 12549 and 12689). A contract award must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
39. Byrd Anti-Lobbying Amendment: Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—If this Agreement exceeds \$100,000, Contractor must file with the County, the certification required by 31 U.S.C. 1352. Each tier certifies to the tier above that Contractor will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor must also disclose to the County any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Contractor must execute the certification, as provided in Attachment J.

40. Security Requirements:


- A. Contractor shall, with respect to all employees of Contractor performing services hereunder:
 - 1. Perform background checks as to past employment history.
 - 2. Inquire as to past criminal felony convictions.
 - 3. Ascertain that those employees who are required to drive in the course of performing services hereunder have valid California driver's licenses and no DUI convictions within two (2) years prior to commencement of services hereunder.
 - 4. Perform drug screening to determine that such employees are not users of illegal controlled substances as defined by federal law.
- B. Contractor shall not assign to work under this Agreement any Contractor personnel as to whom the foregoing procedures indicate:
 - 1. Inability or unwillingness to perform in a competent manner.
 - 2. Past criminal convictions for theft, burglary or conduct causing property damage or mental or physical harm to persons.
 - 3. Where such employee's duties include driving a vehicle, absence of a valid California driver's license or a DUI conviction within the prior two (2) years.
 - 4. Usage of illegal controlled substances as defined by federal law.
- C. If any of the problems identified with respect to Contractor's employees are discovered after assignment of an employee to work performed associated with this Agreement, or if County otherwise reasonably deems an assigned employee unacceptable, Contractor shall remove and replace such employee working under this Agreement.
- D. Nothing herein shall render any employee of Contractor an employee of County.

-Signature Page to Follow-


CONTRACT SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties hereto have executed this Contract # MA-060-25010178 for a Public Mass Notification System (PMNS) on the dates opposite their respective signatures.

Contractor*: Everbridge, Inc.

By:  Title: Vice President
 Print Name: Noah Webster Date: 10/1/2024

Contractor*: Everbridge, Inc.

By:  Title: Secretary
 Print Name: Noah Webster Date: 10/1/2024

**If the contracting party is a corporation, (2) two signatures are required: (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision.*


In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

County Of Orange

A political subdivision of the State of California

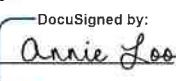


Sheriff-Coroner Department

By:  Title: Administrative Manager I
 Print Name: Olivia Prudencio Date: 11/19/24

Approved by the Board of Supervisors: 11/19/24

Approved as to Form
 Office of the County Counsel
 Orange County, California

By: 
 Deputy B7726751D1E947E

ATTACHMENT A SCOPE OF WORK

I. INTRODUCTION

The Orange County Sheriff's Department (OCSd) is headquartered in Santa Ana, California. With about 3800 employees, OCSd serves thirteen contract cities and the unincorporated areas of Orange County. This includes about 700,000 residents in 350 square miles. OCSd's Emergency Management Division provides emergency management and preparedness services to the unincorporated areas of Orange County and supports the efforts of the Orange County Operational Area (OA). There are currently over 100 jurisdictions in the OA encompassing all County departments and agencies, public and private organizations, and the general population within the boundaries of Orange County.

The County administers and maintains a vendor-provided public mass notification service called AlertOC, which is offered to all 34 cities in the County, County agencies, Orange County Fire Authority, water districts, and the University of California Irvine for emergency public notification and internal responder notification. This system includes an opt-in portal for residents to register their cell-phone, email and text devices for emergency notifications. In addition, E911 data is purchased quarterly from telephone service providers, uploaded to the system. Countywide, public emergency and safety efforts are coordinated and provided through a combination of county and city police, fire, healthcare, and public works departments.

Contractor shall design/provide a Public Mass Notification System (PMNS) solution that supports features that meet or exceed those described in this Contract, as well as supports a migration and training plan for the transition from the old AlertOC system. The PMNS solution will include state of the art technology and will adhere to all industry standards, best practices, and applicable laws. Requirements for the next generation of AlertOC include: high efficiency, robust capacity, ease of use, comprehensiveness, and a focus on accessibility for the whole community population. Support for additional languages and for the hearing and visually impaired community shall be a component of the new system.

II. SCOPE OF WORK

Contractor's PMNS shall be a fully redundant, geographically dispersed SaaS solution with routine maintenance, enhancements and upgrades provided by the Contractor at no additional cost. The PMNS will automate the key steps for responding to a critical event. It will aggregate threat data from third party and internal sources so the County can assess risk, and locate people in areas of threat and those needed to respond. The PMNS will then enable the County to execute pre-defined processes based on the type of threat for who should be contacted and how, what message to send, and who to escalate to if a responder is not available. Contractor's platform will then send out notifications and instructions via text, voice, email—over 100 modalities in 15 languages as needed, organize conference bridges for people to collaborate, and analyze return messages. Automation will enable these steps to be completed quickly, highly reliably and at scale.

The critical communications and enterprise safety applications to be provided to the County via this PMNS software contract include Mass Notification Base for State & Local Government with Unlimited Domestic Usage, Mass Notification for Transportation, Community Engagement, and

Incident Communications. These shall be easy to use and deploy, secure, highly scalable, and reliable. A description of each of these, including their key capabilities, follows. In addition, Contractor shall provide the following:

- An additional organization and Community Engagement/Visitor Engagement keywords will be added to County's account.
- Consulting Services, including but not limited to technical assistance regarding set-up, use, customization, and optimization of the various PMNS features.
- Annual Maintenance and Support shall be provided as stated herein and Attachment G, Functional Requirements.

Public Communications Advanced with Unlimited Domestic Usage

Everbridge Public Communications Advanced for State and Local Government will allow the County to quickly and reliably send broad or targeted notifications based on lists or locations, to the public via text, voice, email, and over 100 other modalities, including desktop alerts. Communicate and collaborate internally securely. Engage with your community through zip code and keyword opt-in. With Everbridge, you are supported by an expandable and redundant infrastructure, industry-leading security and compliance, and real-time visualized intelligence

Contractor shall provide the following:

- Unlimited Domestic Emergency Alerts and Testing Messages
- Unlimited Domestic Non-Emergency Alerts Messaging
- Sixty six (66) Organization with unlimited nested static and dynamic groups
- Integrated GIS/Map-based, rule-based, group-based, or individual contact selection Ability to send standard, polling, or on-the-fly 'One-Touch' Conference Call messages
- Access to Single Sign on
- Publish notifications directly to the Smartphones of residents and employees via Everbridge Mobile Application
- Access to IPAWS for authorized agencies
- Map-based drawing and selection tools and imported shape files (e.g. Google Maps, Bing Maps, ESRI)
- Organization specific customizable caller ID, greetings, and broadcast settings SMPP based SMS text messaging
- Auto translate, Boil water and Weather alert message guides
- Contractor Network for situational intelligence & notifications shared by other public and private groups
- Desktop Alerts – Urgent Full-Screen Takeover Alerts
- Four (4) Smart Conference bridge lines (subject to regional availability)
- Access to REST APIs for automated Contacts Management and for launching notifications from external applications
- Access to Email Ingestion for launching notifications from external applications through email
- 5 Live Operator Message Initiations per year
- 25 Mass Notification for Corporate Employee Contacts

Community Engagement

The Community Engagement solution shall permit easy opt-in capabilities for both public and private events. Gathering opt-ins, whether the general public or internal stakeholders, can be very difficult. With mobile keywords, large groups of people can easily opt-in to a database by texting a keyword. Additionally, the Visitor Engagement solution will allow the County to enable event-focused web pages to increase the visibility and safety of its event.

Contractor shall provide the following:

- Unlimited E-mail Messages
- Unlimited Facebook & Twitter Postings
- Unlimited SMS Messages within the United States
- Unlimited Administrators for web-based portal to initiate messages, reporting, and administration
- Unlimited number of keyword Opt-In recipients
- Access to 5 event keywords
- Access to Public and Private Event Web Pages which are integrated with the County's Member Portal and can include registration widgets and social sharing options so visitors can share notifications to their social networks.
- Publish event based notifications via e-mail and SMS
- Publish event based notifications directly to Facebook and Twitter
- Publish event based notifications directly to Event Web Pages
- Automatic opt-in expirations
- Zip Code opt-in functionality for residents
- Google Public Alerts integration
- SMPP based SMS text messaging
- Messaging templates to speed up communications
- SMS, Email, Delivery Reporting.

Incident Communications

Contractor Incident Communications will automate the County's notification procedures by allowing users to select pre-defined messages and processes to use for a specified incident and then determining the correct list of stakeholders and responders.

Contractor shall provide the following:

- 1 (one) Incident Management Organization Unlimited
- Incident Administrator and User seats
- Unlimited Incident Templates
- Incident Templates supporting different messages & delivery settings based on notification phase (New, Update, Close)
- Multi-step workflow that prompts users to add required incident details
- Incident communication logging for all broadcast and confirmations
- Incident journal to capture additional details not included in incident communications
- Reporting of all incident communications details and responses in a PDF format
- Custom reports analyze incident communications effectiveness
- Communication broadcasts and confirmations include audit trails and timestamps
- Search across incidents using status, user, type and date
- Real-time incident dashboard for operators showing all open incident.
- Incident Chat for streamlining and automating Communication plans

Mass Notification for Transportation with Unlimited Domestic Usage

Contractor Mass Notification for Transportation will allow the County to send notifications to individuals or groups using lists, locations, and visual intelligence. Contractor Mass Notification shall be supported by state-of-the-art security protocols, an elastic infrastructure, advanced mobility, interactive reporting and analytics, adaptive people and resource mapping to mirror the County's organization, and true enterprise class data management capabilities to provide a wide array of data management options. Below is a list of key system inclusions with Contractor Mass Notification system.

Contractor shall provide the following:

- Unlimited Domestic Emergency Alerts and Testing Messages
- Unlimited Domestic Non-Emergency Alerts Messaging
- Unlimited Administrators for web-based portal to initiate messages, reporting, and administration
- Unlimited Administrators for Manage Bridge Application (iOS, Android) and Mobile Optimized Notification Site (for Blackberry, etc.)
- Three (3) Organization with unlimited nested static and dynamic groups
- Access to Everbridge Elastic Infrastructure for message delivery
- Custom branded community opt-in portal with custom fields and opt-in subscriptions Flexible role-based access controls to manage user permissions
- Access to Real-Time Dashboard, Notifications Library, Everbridge Universe, and Custom Reporting
- Integrated GIS/Map-based, rule-based, group-based, or individual contact selection Ability to send standard, polling, or on-the-fly 'One-Touch' Conference Call messages
- Contractor Network to access situational intelligence & notifications shared by other public and private groups
- Publish notifications directly to Websites and services that support API access via HTTPS using 'Web Posting'
- Map-based drawing and selection tools and imported shape files (e.g. Google Maps, Bing Maps, ESRI)
- Organization specific customizable caller ID, greetings, and broadcast settings SMPP based SMS text messaging
- Multi-language Text to Speech Engine and Custom Voice Recording
- Real-time reporting for improved situational awareness and easier after action analysis
- Interactive Dashboard for Organizational Activity Summary Unlimited Mass Notification Templates
- Basic Audio Bulletin Board
- Contractor does not require any County-furnished equipment, materials, facilities or any other County support that will be necessary to implement the requirements/services per this Contract.

III. QUALITY ASSURANCE

Contractor will provide commercially-sound quality assurance practices to ensure the PMNS is operating in compliance with County specifications and requirements. Contractor's quality assurance will cover all major system features, including:

1. Successful operation of System without any errors, specifically in the areas of:
 - Tiered Administration
 - User creation and management
 - County-wide data and map import, reconciliation and maintenance processes and routines
 - Citizen opt-in data processes and routines
 - Custom and geographic call list generation
 - Outbound telephone message launch
 - Outbound e-mail message launch
 - Use of surveys
 - Monitoring of outbound session activity
 - Validation of built-in and ad-hoc generated reports
 - Accessibility from within the County's network

- Accessibility from the Internet
 - IPAWS integration
 - Message throughput
 - Translation services (registration portal and message creation)
2. System (Hardware and Software) meets all requirements set forth herein and in Attachment G (Functional Requirements) to the County's satisfaction.
 3. System is compatible with County Information Technology infrastructure (i.e., network and telephone environment and systems).

IV. ADMINISTRATION

Security Incidents, Data Breaches, Technical Failures, Human Error and Other Claims

- 1) Upon discovery or reasonable belief of any Security Incident, Data Breach, Technical Failure, or Human Error (collectively "Incident(s)"), Contractor shall notify County by the fastest means available and also in writing. Contractor shall provide such notification within forty-eight (48) hours after Contractor reasonably believes there has been such an Incident(s).

Contractor's notification shall identify:

- The nature of the Incident(s);
 - Any Data accessed, used or disclosed;
 - The person(s) who accessed, used, disclosed and/or received Data (if known);
 - What Contractor has done or will do to quarantine and mitigate the Incident(s); and
 - What corrective action Contractor has taken or will take to prevent future Incident(s).
- 2) Contractor will provide daily updates, or more frequently if required by the County, regarding findings and actions performed by Contractor until the Incident(s) has been effectively resolved to the County's satisfaction.
 - 3) Contractor shall quarantine the Incident(s), ensure secure access to Data, and repair the system as needed.
 - 4) If the Contractor causes or knowingly experiences a breach of the security of County's Data containing personal information, as defined by Civil Code Section 1798.3, Contractor shall immediately report any breach of security of such system to the Orange County Sheriff's Department Emergency Management Division personnel assigned as lead program manager following discovery or notification of the breach in the security of such Data. The County shall determine whether notification to the individuals whose Data has been lost or breached is appropriate. If personal information of any resident of California was, or is reasonably believed to have been acquired by an unauthorized person as a result of a security breach of such system and Data that is not due to the fault of the County or any person or entity under the control of the County, Contractor shall bear any and all costs associated with the County's notification obligations and other obligations set forth in Civil Code Section 1798.29 (d) as well as the cost of credit monitoring, subject to the dollar limitation, if any, agreed to by the County and Contractor in the applicable Statement of Work. These costs may include, but are not limited to staff time, material costs, postage, media announcements, and other identifiable costs associated with the breach of the security of such personal information.

- 5) Contractor shall conduct an investigation of the Incident(s) and shall share the report of the investigation with the County. The County and/or its authorized agents shall have the right to lead (if required by law) or participate in the investigation. Contractor shall cooperate fully with the County, its agents and law enforcement.
- 6) After any significant Data loss or Data Breach or as a result of any disaster or catastrophic failure, Contractor will at its expense have an independent, industry-recognized, County-approved third party perform an information security audit. The audit results shall be shared with the County within seven (7) days of Contractor's receipt of such results. Upon Contractor receiving the results of the audit, Contractor will provide the County with written evidence of planned remediation within thirty (30) days and promptly modify its security measures in order to meet its obligations under this Contract.

Corrective Action

In the event any goods or service provided by the Contractor in the performance of the Contract should fail to conform to the requirements in this Contract, it shall become the duty of the Contractor to immediately advise the County of the failure and correct the performance of goods or services, without expense to the County. If corrective action (including but not limited to patches, bug fixes, updates) is taken by the Contractor to remedy Incident(s) in the provision of similar PMNS in other jurisdictions, such corrective action shall be provided to the County at no additional cost if such corrective action is needed for the Contractor to meet its obligations under this Contract.

Notice Regarding Other Jurisdictions

Contractor shall promptly notify the County Project Manager upon discovery or reasonable belief of the following: (a) Incident(s) known or reasonably known to have occurred in the provision of similar PMNS in another jurisdiction; (b) any claim or action against, or any loss by, Contractor that involves or may reasonably be expected to involve similar PMNS; (c) the initiation of any government investigation that may result in a finding that Contractor is not in compliance with all applicable federal, state and local laws.

Responding to Legal Requests

Contractor shall promptly notify the County upon receipt of any legal requests, including but not limited to subpoenas, court or administrative agency orders, service of process, or requests by any person or entity (other than Contractor's employees), which in any way might reasonably require access to the County's confidential Data. Contractor shall notify the County by the fastest means available and also in writing, unless prohibited by law from providing such notification. Contractor shall provide such notification within forty-eight (48) hours after Contractor receives the request. Thereafter, Contractor shall comply with such legal requests only to the extent required by applicable law. In responding to legal requests, Contractor shall take measures to protect Personal Data or Non-Public Data, the disclosure of which would violate Contract terms, court orders, and/or applicable state or federal law. Such protective measures may include, but are not limited to, seeking protective orders or filing the Data under seal. Contractor shall not respond to legal requests directed to the County unless authorized in writing to do so by the County.

Legal Proceedings

Upon request by the County, Contractor shall make appropriate employees available to appear in court, submit to examination under oath, and cooperate in the investigation or settlement of a claim. This applies in criminal, civil or administrative legal proceedings in response to requests or demands for testimony or records concerning information acquired in the course of an employee performing official duties or because of the employee's official status regardless of whether the person would otherwise be subject to service of a subpoena or other legal process in the State of California.

ATTACHMENT B

Compensation and Pricing Provisions

1. Compensation: This is a firm-fixed fee Contract between the County and Contractor for Public Mass Notification System Services as set forth in Attachment A, "Scope of Work".

The Contractor agrees to accept the specified compensation as set forth in this Contract as full payment for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the Contractor of all its duties and obligations hereunder. The Contractor shall only be compensated as set forth herein for work performed in accordance with the Scope of Work. The County shall have no obligation to pay any sum in excess of the fixed rates specified herein unless authorized by amendment in accordance with Articles C. Amendments of the County Contract Terms and Conditions.

2. Fees and Charges: County will pay the following fees in accordance with the provisions of this Contract. Payment shall be as follows:

<u>Item No.</u>	<u>Item description</u>	<u>Annual Rate:</u>
01	Annual Fees	<u>\$393,656.00</u>

Contractor shall provide an upgrade to Public Communications Advanced and Mass Notification Pro, which will provide advanced functionality while reducing the annual cost. The total cost above includes:

- Public Alerting for 3 million + population and the following new features:
 - o API and Email Ingestion to support 3rd party integrations
 - o Premium Audio Bulletin Board
 - o SmartWeather Alerts
 - o Full screen emergency desktop alerts
- Operational Communications for Employees and the following new features:
 - o Smart Conference lines
 - o Incident Chat
 - o Additional Organizations for Cities, County Departments, and Partner Agencies
 - o Custom From Email Address (i.e. alertoc@ocgov.com) for improved branding, delivery performance, and tracking
 - o 2-day onsite training + 20 hours of remote support

3. Price Increase/Decreases: No price increases will be permitted during the first period of the contract. The County requires documented proof of cost increases on Contracts prior to any price adjustment. A minimum of 30-days advance notice in writing is required to secure such adjustment. No retroactive price adjustments will be considered. All price decreases will automatically be extended to the County of Orange. The County may enforce, negotiate, or cancel escalating price Contracts or take any other action it deems appropriate, as it sees fit. The net dollar amount of profit will remain firm during the period of the Contract. Adjustments increasing the Contractor's profit will not be allowed.

4. **Firm Discount and Pricing Structure:** Contractor guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal government entity for services of equal or lesser scope. Contractor agrees that no price increases shall be passed along to the County during the term of this Contract not otherwise specified and provided for within this Contract.
5. **Contractor's Expense:** The Contractor will be responsible for all costs related to photo copying, telephone communications and fax communications while on County sites during the performance of work and services under this Contract.
6. **Payment Terms – Payment in Advance:** Invoices are to be submitted annually in advance to the user agency/department to the ship-to address, unless otherwise directed in this Contract. Vendor shall reference Contract number on invoice. Payment will be net 30 days after receipt of an invoice in a format acceptable to the County of Orange and verified and approved by the agency/department and subject to routine processing requirements. The responsibility for providing an acceptable invoice rests with the Contractor.

Billing shall cover services and/or goods not previously invoiced. The Contractor shall reimburse the County of Orange for any monies paid to the Contractor for goods or services not provided or when goods or services do not meet the Contract requirements.

Payments made by the County shall not preclude the right of the County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the goods or services.

7. **Taxpayer ID Number:** The Contractor shall include its taxpayer ID number on all invoices submitted to the County for payment to ensure compliance with IRS requirements and to expedite payment processing.
8. **Payment – Invoicing Instructions:** The Contractor will provide an invoice on the Contractor's letterhead for goods delivered and/or services rendered. In the case of goods, the Contractor will leave an invoice with each delivery. Each invoice will have a number and will include the following information:
 - a. Contractor's name and address
 - b. Contractor's remittance address, if different from 1 above
 - c. Contractor's Taxpayer ID Number
 - d. Name of County Agency/Department
 - e. Delivery/service address
 - f. Master Agreement (MA) or Purchase Order (PO) number
 - g. Agency/Department's Account Number
 - h. Date of invoice
 - i. Product/service description, quantity, and prices
 - j. Sales tax, if applicable
 - k. Freight/delivery charges, if applicable
 - l. Total

Invoice and support documentation are to be forwarded to:

County of Orange
 Sheriff-Coroner Department
 Emergency Management Division

2644 Santiago Canyon Road
Silverado, California 92676
Attn: Accounts Payable

9. Payment (Electronic Funds Transfer (EFT))

The County of Orange offers Contractors the option of receiving payment directly to their bank account via an Electronic Fund Transfer (EFT) process in lieu of a check payment. Payment via EFT will also receive an Electronic Remittance Advice with the payment details via e-mail. An e-mail address will need to be provided to the County of Orange via an EFT Authorization Form. To request a form, please contact the assigned Deputy Purchasing Agent. Upon completion of the form, please mail, fax or email to the address or phone listed on the form.

10. Year End and Final Invoices

At the end of each term of the Contract, and upon final termination, Contractor shall submit final invoices for services rendered or goods accepted by County under the Contract term (typically one year) within ninety (90) days. For example, if the term of a Contract ends, or the Contract expires without being renewed on June 30th, any and all invoices for services rendered or goods accepted by County during the preceding term of the Contract shall be submitted to County on or before September 28. In the event the ninetieth (90th) day falls on a weekend or County holiday, the deadline for submission of invoices shall be extended to the next business day. County holidays include New Year's Day, Martin Luther King Day, President Lincoln's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Contractor's failure to submit invoices pursuant to the deadlines established herein may be deemed a breach and shall be a basis for the County to refuse payment.

ATTACHMENT C
STAFFING PLAN

I. KEY PERSONNEL

While Contractor intends for the same Account Manager and Technical Account Manager to serve the County for the duration of the relationship, Contractor must retain discretion to re-assign staff based on internal needs, especially as employees may leave on their own accord. The Account Manager assigned to the County shall separately provide a list of alternate contacts if non-technical support escalation is required.

ATTACHMENT D**SOFTWARE PRODUCTS – MAINTENANCE AND SUPPORT****1. Software Products – Maintenance and Support**

- a. Contractor shall provide the County with Annual Maintenance and Support for the PMNS as follows:

Support Area	Process	Level of Support (e.g. 5x8, 24x7)
System Platform (breakout if applicable)	ALL	24X7X365

- b. Contractor's Software Annual Maintenance and Support, as well as warranty provisions shall be as follows:

Solution is fully hosted, all maintenance and management of the solution is conducted by Contractor. From a technical support perspective, Contractor shall provide support services 24x7x365 via telephone, email, and via our self-service Support Center online.

Additionally, Contractor can provide premium support and Professional Services, if needed, for additional fees. County shall contact your assigned Contractor Account Representative for more information. Request for a quote shall be required by the end user and a formal amendment to this contract shall be issued.

- c. Software Annual Maintenance and Support shall be provided as follows:

Due to the hosted nature of the system, all maintenance and upgrades are performed internally by authorized Contractor personnel and at no charge to County. However, from time to time, Contractor introduces premium features to which clients have the option to subscribe to gain access.

- d. Contractor shall provide support for the following:

- i. Maintenance and support shall be available post-implementation as follows:
The Contractor project team will be available to support the go-live remotely and will work with the County of Orange team during the project to share Marketing best practices for promoting adoption of the application.

Sustaining Customer Support

County is assigned a vertically focused, dedicated Account Manager, who is responsible for conducting an account review and introducing new system capabilities and best practices on an ongoing basis as appropriate. The Account Manager can be utilized as a support resource.

24x7x365 Support Coverage

Contractor provides customer support and live operator service 24 hours a day, seven days a week, every single day of the year. Contractor shall provide support via the Internet, email, and telephone at any time of the day or night.

Contractor's support staff is comprised of Contractor employees who are located on-site in Contractor facilities. Contractor shall not outsource contractor client care to third parties. Contractor shall provide support services in-house order to obtain the latest and greatest in Contractor's Critical Event Management Suite expertise that can only be acquired through employment by Contractor. In addition, Contractor shall support County personnel regardless of location to ensure that in large-scale disaster scenarios, County shall be guaranteed the highest level of support possible.

Contractor Support Center

County shall have access to the Contractor Support Center, which provides support-related information, important documentation, etc. Its features shall include:

- Improved look and feel with a responsive design to provide a better experience on desktops as well as mobile devices
- Simplified search box at the top of every page
- Contractor system status linked to critical service advisories displayed at the top of every page
- A community answers forum where County can ask or answer questions with other Contractor users
- Personalized contact information, including your County's Everbridge administrators
- Plus: features such as knowledge articles, support tickets, service advisories, and access to Everbridge University.

- ii. Methods for contacting technical support and hours of operation shall be as follows:
County will receive ongoing support provided via the Internet, e-mail, and telephone. Contractor Technical Support is available to County at any time of day or night, 24x7x365.

Technical Support staff members are full-time Contractor employees located on-site. Upon County contact to Contractor's Technical Support, County will be in contact with a professional who is well-versed in the Contractor system and is more than capable of assisting.

Additionally, Contractor has support personnel deployed at all of Contractor's offices around the world to ensure that in large-scale disaster scenarios, County will be guaranteed the highest level of support possible.

- iii. Contractor shall provide a minimum and maximum response times that can be expected for support inquiries as follows:
Based upon the case description and urgency, the Support Representative will assign a Priority level during case creation. The priority indicates the severity of impact of the issue on the client's use of the Contractor system. When submitting a support case, County will receive an email notification when the case has been created. The notification will include the case number, the name of the Technical Support team member or tier assigned to the case, a summary of the inquiry, and the priority level that has been assigned.

During the case triage process, the Technical Support team will work with County to obtain as much troubleshooting information as possible, open and assign a priority level to your case, then proceed with additional troubleshooting activities as necessary.

Contractor shall provide to County up to date status on County's case. If an expected update time frame is not known, County will receive updates on the case on a regular basis. County may also request that the case be escalated at any time, if (for example) County believe an unreasonable amount of time has passed since opening the case with no resolution. To escalate the case, County shall call the Technical Support team and ask to speak with the Support Manager.

- iv. Contractor's release cycle and process for installing system Updates, patches, fixes, etc. shall be as follows:

Contractor typically provides three major releases per year, and release maintenance updates among contractor major releases as needed. Contractor mobile apps are typically updated on this schedule as well but are not specifically tied to our overall platform updates.

ATTACHMENT E

ACCEPTANCE AND TESTING PROCEDURES

Acceptance and Testing Procedures shall include a test plan and schedule covering testing of all major system features. Testing shall be performed incrementally, where applicable, to discover and address issues timely.

- a. Contractor's quality assurance practices in relation to the proposed solution shall be as follows:
The Contractor Quality Assurance approach aligns to contractor's security framework (governed by NIST 800-53 controls, FedRAMP, and ISO 27001 compliance) and follows the agile methodology of testing early and moving in small, measurable increments. Contractor shall have a set of tests that are run for any given project regardless of the project's content. This allows contractor to determine with a level of 80-90% confidence that contractor's application is stable and deployable. Contractor break each project into three basic testing cycles: Initial Regression Testing IRT, Check Point Regression Testing CPRT and Final Regression Testing FRT. The initial regression test is designed to expose as many defects that exist in the Initial Release Candidate. Working this list down to zero by Code Freeze is the goal of the entire team and this occurs the day after code complete milestone and is associated with a full end-to-end build of the QA environment (which also produces the initial deployment plan for Stage and Production). Furthermore, all code undergoes security review against known vulnerabilities, and contractor also disable "hazard" characters use in the system as they are often used for web-based attacks.
- b. Acceptance and Testing Plan, with schedule, which covers all major system features shall be as follows:
Acceptance testing of the Contractor solution is conducted as part of our standard onboarding process available to all clients. Should County require specific acceptance testing, Contractor is able to provide such services through our Professional Services team (at an additional fees). As part of down select, Contractor would welcome the opportunity to discuss custom requirements for Acceptance Testing and define and deliver an engagement as required. County shall contact assigned Contractor Account Representative for more information.

Contractor shall include:

1. Successful installation and operation of System without any errors. Specifically in the areas of:
 - Tiered Administration
 - User creation and management
 - County-wide data and map import, reconciliation and maintenance processes and routines
 - Citizen opt-in data processes and routines
 - Custom and geographic call list generation
 - Outbound telephone message launch
 - Outbound e-mail message launch
 - Use of surveys
 - Monitoring of outbound session activity
 - Validation of built-in and ad-hoc generated reports
 - Accessibility from within the County's network
 - Accessibility from the Internet
 - IPAWS integration
 - Message throughput

- Translation services (registration portal and message creation)
- 2. System (Hardware and Software) meets all requirements set forth in Attachments and Appendix I to the County's satisfaction.
Contractor understands and Orange County has already implemented
- 3. System is compatible with County Information Technology infrastructure (network and telephone environment and systems)
Contractor shall permit listing Everbridge IPs and as an existing customer, this may have already been by County.

If a problem is identified during testing of the proposed Software that cannot be remedied within the agreed upon time, the Contractor shall submit a written response to the County indicating as such and the County may return the Software to the Contractor and the Contract may be terminated in accordance with Paragraph 5, Breach of this Contract.

ATTACHMENT F**TRAINING**

Contractor shall provide the following training to County:

Contractor provides multiple types of training to address various groups and priorities. Contractor shall provide a refresher training on an annual basis. Professional Services team has planned and run end user and admin training for Orange County's cities.

Everbridge University On-Line

The courses are built from an extensive library of short, media-rich training modules, allowing users to access individual modules for as-needed training. Everbridge University On-Line covers all of the Everbridge core products.

Benefits

- Continuously available
- Self-paced training allows students to learn when they have time and at their own pace
- Just-in-time learning using small, focused content modules
- No travel or facilities are required, the classroom is anywhere a learner has Internet access
- Instant access to updates
- Everbridge Certification

Everbridge University On-Site (Optional add-on service upon approval through a formal contract amendment)

Everbridge University On-Site leverages basic knowledge developed through online training to develop advanced skills and reinforce best practices. During the on-site training, a highly qualified Everbridge instructor customizes the course to address the customer's implementation specifics. Everbridge University On-Site may be combined with Professional Services offerings creating a blended learning solution to swiftly deploy and train advanced configurations and best practices.

Benefits

- Customized hands-on training
- Interactive and enthusiastic trainers with years of experience
- Development of sample maps to be used at any time by the customer

ATTACHMENT G

FUNCTIONAL REQUIREMENTS

Functionalities available in the core of the PMNS include full mobile support, communication deployment capabilities, centralized contact data storage and management, geographic targeting and mapping, and secure infrastructure to ensure client data security. In addition, Contractor shall do the following:

- Maintain multiple, globally-dispersed data centers
- Operate multiple Network Operations Centers with 24X7 staffing and monitoring
- Deliver seamless scaling to deal with the unexpected peaks
- Enable multi-modal support for over 100 contact methods including SMS, voice, email, app, Nixle IPAWS, digital signage, PC alert systems, and sirens.

#	Question	Yes	No	N/A	Comment
1.	The system does not require the County to purchase or lease additional hardware.	X			As a SaaS solution, no client hardware is required for installation of the Everbridge system. Everbridge maintains all communication over HTTPS (Port 443) using Everbridge's valid 2048- Bit TLS 1.2 security certificate, which effectively secures the traffic from the client environment into the secure Everbridge infrastructure. Thus, any computer system capable of using a web browser that supports TLS 256- Bit encryption will be able to access and leverage the Everbridge notification platform without issue. Clients are able to access the system from popular computer operating systems such as Microsoft Windows, Linux, and Mac OS as well as from popular smart phones and tablets.
2.	The system does not require the County to purchase or lease dedicated phone lines.	X			
3.	The system does not require the County to purchase or incur ongoing maintenance costs.	X			All routine upgrades, updates, and enhancements are provided free of charge for the life of the contract, and, thanks to the fully redundant, geographically dispersed architecture, they can be performed with no interruption in service.
4.	The system is highly redundant with 99.99966% uptime on multiple mirrored sites in geographically disparate locations. Data center ratings will be provided and call network monitor systems established.	X			Every system and tier within the Everbridge infrastructure is individually fault-tolerant, with redundant power, networking, hardware, telephony, and data communication wherever possible. The shared SaaS architecture methodology enables Everbridge to be available at 99.99% or greater for all clients.
5.	The system includes cyber-protection measures including appropriate notification protocols if intrusion is detected or if data breach occurs.	X			Everbridge enables active monitoring, intrusion detection, and logging of all events, on all components, within all tiers of the SaaS infrastructure. The monitoring tools consist of both network-based IDS devices scanning all network traffic, and host-based probes that are designed to detect any activity outside of normal application traffic

#	Question	Yes	No	N/A	Comment
					and performance. If a monitor detects any unusual or suspicious activity, the monitoring tool generates an automated alert that is immediately investigated by our on-call support team.
6.	The service has an available application programming interface (API) service with documentation available for API calls and functions such as contact management.	X			Everbridge has a fully functional Restful JSON based API available to customers. As part of the API customers are able to utilize various methods to update contact information (GET, DELETE, PUT, and POST) as well as initiate a broadcast through the API. There is no additional cost to access the API for managing data. In some cases, our clients do not have the staffing resources to build the integration. If this is the case Everbridge professional services can be purchased in order to have our resources build the integration. In addition, depending on the API, if notifications are being sent out, there may be charges for usage. This is a custom price based on the SOW needed on an individual basis.
7.	The system has full and complete IPAWS integration and functionality including WEA/EAS.	X			Everbridge is certified as a gateway for IPAWS/CMAS. Authorized clients, such as government entities, will need to provide their COG ID (Common Operating Group ID), the Common Name (Logon Name), and the digital certificate provided by FEMA within the settings of the Everbridge system. Once this information has been provided, clients are able to send notifications and include the Publish to IPAWS/CMAS as a deployment option – or simply target IPAWS/CMAS separate from any other target population.
8.	The system can be configured with multiple IPAWS credentials (e.g., multiple jurisdictions that have independent codes can load their certificates into the system)	X			
9.	The system supports geo-targeted notifications.	X			Everbridge supports utilizing the GIS interface for creating all notification types, including standard notifications, polling notifications, and conference bridges. Everbridge would welcome the opportunity to demonstrate and discuss this functionality as required.
10.	The system has ESRI mapping interface to allow Users to select multiple contiguous or non-contiguous areas for notification.	X			Everbridge allows users to upload shape files from ESRI in ZIP and KML formats to target specific geographic areas. In addition, Everbridge offers ESRI as a standard base map layer option.
11.	The system can incorporate raster (e.g., satellite) imagery in its mapping function.	X			Everbridge provides base map layers using Google, Bing, and ESRI and clients may configure our solution to support a client map server as well. Furthermore, from a map

#	Question	Yes	No	N/A	Comment
					layer perspective, we also provide premium weather layers that can display additional overlay information regarding weather radar and infrared satellite. Everbridge would welcome the opportunity to demonstrate this functionality as required
12.	The system mapping functions shall be capable of interfacing with and publishing to other web-based portals.	X			Everbridge's Universe Tab is contained within the product, but clients may export shapes used for selecting the target audience for any deployment from the platform for use in other systems the client may have.
13.	The system supports User-defined message templates, including pre-loaded text, audio, and video files.	X			Customers are able to create and save an unlimited number of templates to expedite communication processes. Message templates contain pre-recorded voice and text content which can be applied to new notifications. Broadcast templates are pre-defined notifications which contain message content, target recipients, and settings. Once saved, broadcast templates can be quickly deployed individually or as a group in under 15 seconds. Templates are stored in a corresponding library for easy management.
14.	The system supports spontaneous uploading of audio files for notifications.	X			Everbridge supports the ability to create voice recordings in several ways.
15.	The system supports spontaneous uploading of video files for notifications.	X			Everbridge supports up to five separate attachments that can be sent to email and mobile app notifications and can include video files.
16.	The system is capable of sustaining a minimum volume of 50,000 phone calls simultaneously.	X			Everbridge provides a hosted SaaS solution for all our clients. There are virtually no limits to number of notifications Everbridge is capable of sending and no limits to the number of contacts that can be stored with our solution. We conduct regular capacity planning (quarterly) and in conjunction with large new client implementations to ensure we have ample capacity, performance, storage, and support to maintain our guaranteed SLAs with our client base.
17.	The service can be configured with pre-set call throttling rates set by the User launching the notification, not the Contractor.	X			Everbridge has developed a verifiable and configurable call throttling mechanism. The throttling settings allow you to modify the overall speed for all calls going out, or you can specify an area code and prefix to modify the speed for a specific area or building.
18.	The service can be configured with real-time automatic/intelligent throttling during a call in progress to ensure a high success rate. This rate will be displayed to the notification sender and recorded so that it can be accessed and reviewed upon demand by the County.	X			

#	Question	Yes	No	N/A	Comment
19.	The service uses multiple telephone carriers and can switch between carriers during notifications depending upon telephone network status.	X			<p>From a telephony perspective, Everbridge is "carrier agnostic." This means that regardless of the target telephone provider, Everbridge utilizes established telecommunication industry standards for placing telephone calls among public networks.</p> <p>Notification calls from Everbridge to any carrier network occur as any standard PSTN (Public Switched Telephone Network) telephone call and can be utilized over traditional landline, cellular, and VoIP.</p>
20.	The system can be configured to make multiple attempts to reach Registrants.	X			<p>By default, each contact targeted for a notification from the Everbridge solution is sent notifications based on a "rotational contact methodology" whereby the contact devices (delivery methods) for any contact are notified, one at a time, and Everbridge seeks confirmation/response.</p> <p>Should confirmation/response be received, it is recorded in the solution and no further notifications are deployed to the recipient. If the recipient does not confirm/respond to the incoming notification, Everbridge will "rotate" to the next available device and attempt to contact the recipient again (seeking response). This process continues until all Contact Cycles are exhausted.</p> <p>Should clients seek to escalate a notification to another person/group if the original recipient is non-responsive, clients may utilize our Escalation capabilities. Escalation is set on a per notification basis and notifications can be escalated to an individual or group.</p>
21.	The system can call out-of-state and international numbers.	X			<p>All notifications deployed from the Everbridge solution require a fully defined telephone number to place the call to any landline, cellular, or VoIP telephone. This includes both domestic (10-digit telephone numbers) and international telephone numbers.</p>
22.	The system can differentiate between human voice and voicemail/answering machine recordings.	X			<p>Everbridge fully supports this requirement through our automated voicemail/answering system detection. If a live person answers the incoming call, the message will be relayed to the recipient (with the details to confirm, if enabled). If a voicemail/answering system is detected, clients have the option to configure how Everbridge interacts with the voicemail/answering solution – leaving a message only; leaving a message with confirmation; or leaving no message. At no time does Everbridge assume that reaching a voicemail/answering system is proof of delivery and confirmation. Thus, the system will continue to attempt to notify the intended recipient on other available devices until</p>

#	Question	Yes	No	N/A	Comment
					confirmation is received or until the Contact Cycles have been exhausted.
23.	The system can be configured with separate sub-administration accounts for each unique participating agency.	X			The Everbridge platform supports an unlimited number of groups, subgroups, and groups within groups all of which are maintained in a single organization (client environment) within the Everbridge system.
24.	Each User within the sub-administration accounts has their own password.	X			
25.	The main account (OCSD-EMD) will be notified of and can see all messages launched by the other sub-administrator accounts.	X			
26.	The system has a highly granular sub-administration function that allows for unlimited sub-administrators to create and manage their own users and databases within a nested or silo'ed structure.	X			
27.	Some sub-administration agencies and jurisdictions use Nixle. The system integrates with Nixle lists, operated by individual jurisdictions.	X			
28.	The system can publish notifications automatically to social media and RSS feeds.	X			
29.	• Facebook	X			
30.	• Twitter	X			
31.	• Instagram		X		
32.	• Google Alerts	X			
33.	• YouTube		X		
34.	• WhatsApp		X		
35.	• RSS	X			
36.	• Other (specify)	X			Everbridge supports a Web Widget that can be added to your website to display a feed of recent notifications and the impacted area.
37.	Real-time results reporting and metrics are available to Users to include, but not limited to:	X			<p>Everbridge offers the most powerful sets of reporting tools in the Emergency Notification market. These include reports for use during emergency activations as well as afterwards. The system provides four types of notification reports, giving you the information you need, when you need it. All reports are capable of export.</p> <p>Notification Dashboard Reporting (Realtime Reporting)</p> <p>The first type of report is the Notification Dashboard reporting. This dashboard is a reporting system that tracks notifications in real time, allowing you to observe the results of the broadcast as they occur. Receiving real-time broadcast results allows you to make faster, more informed decisions. The dashboard reporting screen</p>

#	Question	Yes	No	N/A	Comment
					<p>automatically refreshes every 60 seconds, or it can be manually refreshed while the broadcast is active to provide up-to-the-second information. You can easily access detail-level reporting to see who has received and confirmed messages and who has not.</p> <p>Broadcast Reports</p> <p>The second type of report is the Detailed Broadcast Report, which provides detailed breakdowns of each notification sent. Detailed Broadcast Reports are available online through the Web-based administration console.</p> <p>They can also be automatically e-mailed or faxed at the conclusion of a broadcast.</p> <p>Ad Hoc Reports</p> <p>The third type of report is the Ad Hoc Report, which allows administrators to extract specific data from the system. Ad hoc reports can be downloaded in CSV and PDF format as well as HTML format. Everbridge allows users to retrieve call records via a wide variety of record search and reporting options. Unlike some mass notification systems that provide only static report features, Everbridge's Ad Hoc Reporting functionality will allow you to pull reports that are important and meaningful for your specific needs.</p> <p>Users can create custom Contact Reports, and Notification Reports by choosing from a large selection of data fields from which to query.</p> <p>Event Analysis Reports</p> <p>Everbridge provides the ability for multiple messages to be viewed in a single report. Reports can be filtered to include a single notification – or spanning multiple notifications. Furthermore, using Event Reporting, clients may look, top down, at all messages/response details related to the same Event in a graphical and “top down” style.</p> <p>Detailed Notification Analysis Reports</p> <p>The final type of report is a detailed Notification Analysis report which allows clients to investigate the delivery details, over time and among all users targeted, for any notification campaign launched from the platform. Details about the notification are included such as the settings that were configured for the deployment, confirmation status information (with pie chart representation), and the overall number of delivery attempts made over time (with line chart representation).</p>

#	Question	Yes	No	N/A	Comment
38.	<ul style="list-style-type: none"> percentage of attempted and completed notifications 	X			
39.	<ul style="list-style-type: none"> failure rates 	X			
40.	<ul style="list-style-type: none"> failure modes (with standard response definitions across sub-contracted carriers) 	X			
41.	<ul style="list-style-type: none"> time of delivery 	X			
42.	<ul style="list-style-type: none"> length of delivery 	X			
43.	<ul style="list-style-type: none"> total number delivered 	X			
44.	<ul style="list-style-type: none"> Other 				
45.	Customer support must be treated as a high priority with:				
46.	<ul style="list-style-type: none"> one primary point of contact at the company 	X			<p>Orange County has a dedicated Account Manager who serves as your primary point of contact.</p> <p>Additionally, clients are directed to contact 24x7x365 Technical Support: https://www.everbridge.com/customers/support/</p>
47.	<ul style="list-style-type: none"> 24/7/365 emergency support line (for both administrators and self-registration accounts) 	X			<p>Everbridge complies. We believe that client care does not end with implementation. True client care continues throughout the life of the partnership. Your organization will receive ongoing support provided via the Internet, e- mail, and telephone.</p> <p>Everbridge Technical Support is available to you at any time of day or night, 24x7x365. Technical Support staff members are fulltime Everbridge employees located on-site.</p> <p>We do not outsource our client care services to third parties that do not have Everbridge expertise. When you reach out to Everbridge Technical Support, you will get a professional who is well- versed in the Everbridge system and is more than capable of assisting you.</p> <p>Additionally, Everbridge has support personnel deployed at all of our offices around the world to ensure that in large scale disaster scenarios your organization will be guaranteed the highest level of support possible.</p>
48.	<ul style="list-style-type: none"> live chat 	X			
49.	<ul style="list-style-type: none"> screen-sharing tools 	X			<p>Everbridge support personnel may initiate a Zoom session (corporate approved standard for secure meetings and collaboration) with a client to provide support if necessary.</p>
50.	<ul style="list-style-type: none"> one business day deadline for non-emergency support response 	X			

#	Question	Yes	No	N/A	Comment
51.	The provider has a transparent method for responding to, prioritizing, and implementing feature requests and modifications with a 30 day response time.	X			<p>The Everbridge system is designed with client focus in mind. All Everbridge clients are encouraged to enter feature requests for the notification solution through Everbridge Client Services. All requests are logged and tracked by the development team, and as more clients request similar features, Everbridge may include these into the notification platform.</p> <p>In regard to “change management”, Everbridge employs the following industry standard practices for controlling changes to the SaaS application code or the database:</p> <ul style="list-style-type: none"> • Approved, detailed, written specifications from the business group Impact analysis • An approval hierarchy that includes at least one company executive Queue management to ensure that all stakeholders are aware of the approved and pending changes to the system • Documented approvals for applying any changes to the Development, Test, and Production environments • Application code must be checked into a secure code library and checked out of this library to be applied to the Test or Production systems. • Application code or database changes to the Test and Production environments require the use of highly secured passwords that are known only to the developers responsible for migrating application code or database changes. Only the DBA has access to implement database changes. • Back-out procedures • Specification of onboarding and maintenance windows
52.	All data entered into the system from any source remains the property of the County of Orange; data cannot be provided or sold to other entities.	X			
53.	Registrants are not required to provide their data to the Contractor or other third party, or subscribe to or download an application in order to receive notifications through the system.	X			This can be supported through our Engagement functionality as well as through IPAWS (available to authorized clients).
54.	The provider will obtain E911 from all carriers within the County of Orange, California.	X			Most municipalities prefer to leverage existing emergency services (E911) databases that provide contact information and are updated on a monthly or quarterly, or yearly basis, allowing for a high level of accuracy. If the client prefers publicly available data, Everbridge can purchase this on behalf of the client.

#	Question	Yes	No	N/A	Comment
55.	The provider will geo-code all E911 data following a mutually agreed upon systematic process.	X			Yes, Everbridge supports geo-coding address information as a core component of our notification solution. Regardless of the method used to manage the data, if a physical address is supplied to the Everbridge platform, Everbridge will geocode the address and determine the Latitude/Longitude coordinates for the location. These coordinates are then used to drop a pin on the map (color of the pin is client defined and based on Record Type, as described above) in the Universe tab for recognition and inclusion in notification deployments. Clients may also specify the precision level of the GIS information utilized in the Everbridge solution through our Precision GIS functions which can enhance the level of accuracy and allows clients to directly handle "centroid" geocoding challenges they may experience.
56.	The system will have more than one geo-coding system or process.	X			Geocoding can be conducted using Everbridge's inherent geo-coding or clients may leverage Precision GIS capabilities and supply their own geo-coding, if desired.
57.	The provider will code residential and business lines.	X			
58.	The provider will upload E911 data that has been geo-coded and identified as business/residential.	X			
59.	The provider will upload E911 data that has been geo-coded and identified as listed and unlisted.	X			
60.	The provider will maintain data for opt-outs from the E911 data and ensure that new uploads accommodate these opt-out requests.	X			
61.	The system flags failed notifications for specific causes and allows the County to configure rules for failed notifications (e.g., mark failed call numbers or bounced emails to be resolved by County personnel).	X			
62.	The system supports contact lists of unlimited length.	X			
63.	The system supports nested contact lists (e.g., List 1 includes Sublist A, B, C; List 2 includes Sublist A & C; List 3 includes Sublist B&C)	X			
64.	The provider will analyze the results of each system use to identify if there are data management errors and identify possible improvements in data management processes.	X			Data management and review of communication campaigns are the responsibility of the client. However, should clients have questions or require support on either topic, clients may reach out to our 24x7x365 tech support team as needed.
65.	The system must incorporate Coding Accuracy Support System (CASS)	X			

#	Question	Yes	No	N/A	Comment
	certified address entry in all entry portals.				
66.	The provider hosts training:				
67.	<ul style="list-style-type: none"> in-person at system implementation 	X			
68.	<ul style="list-style-type: none"> in-person on an as-requested basis 	X			
69.	<ul style="list-style-type: none"> interactive webinar 	X			
70.	<ul style="list-style-type: none"> recorded computer based trainings 	X			<p>Everbridge provides multiple levels of documentation that assist users in the process of managing the notification system. These levels of documentation include:</p> <ul style="list-style-type: none"> • Everbridge Mass Notification User's Guide • Everbridge Mass Notification Quick Start Guide • Everbridge Mass Notification Application Programming Interface (API) Guide • Everbridge University Online (Video Tutorials) • Everbridge Online Help • Everbridge One Sheets <p>The User's guide is a full documentation of the features of the notification platform. The quick start guide is focused on the areas that will allow a user to use the notification functions of the system.</p> <p>The API Guide is a starting point for software engineers to write applications that harness the strength of the Everbridge platform allowing for full integration with client systems.</p> <p>Everbridge University is an online learning environment that has tutorials with videos that show how the system works. The online help is built into the notification platform. It will open in a new window and assist a user in the process of sending a notification.</p> <p>Everbridge one sheets isolate common tasks and help a user send a notification, edit a contact, or make a selection from the map.</p> <p>The library of documentation ensures that clients will have access to all the tools that they need in order to do everything from sending a notification quickly to managing a complex integration taking advantage of advance features.</p>
71.	A comprehensive User guide is provided detailing all system features and functions.	X			
72.	The provider allows for free testing and training by the County and Sub-administrator accounts.	X			

#	Question	Yes	No	N/A	Comment
73.	The system has a testing environment with safeguards to ensure that training and testing do not occur using E911 data unless the User intends to do so.	X			
74.	The system has a self-registration portal that allows both external (the public) and internal (agency employees) individuals to register multiple contact methods with and without setting up an account.	X			
75.	The system provides the public with a single-screen interface through which Registrants can opt-in to notifications originating from multiple jurisdictions or agencies.	X			
76.	The public web interface for Registrants is of responsive design capable of displaying clearly on mobile, tablet, and desktop devices.	X			
77.	The system's Registrant interface meets or exceeds the requirements of Section 508 of the Rehabilitation Act and Web Content Accessibility Guidelines (WCAG).	X			
78.	The system allows Registrants to update their own contact data via an online portal or mobile application.	X			
79.	The registration portal allows Registrants to create an account with either an email address or telephone number.	X			
80.	The registration portal requires the Registrant to validate their contact information.	X			
81.	The registration portal incorporates CASS certified address entry and validation before allowing the Registrant to finalize.	X			
82.	The registration portal incorporates an automatic geo-coding validation before allowing the Registrant to finalize, including allowing the Registrant to manually move the point mapped if correction is needed.	X			
83.	The registration portal geo-coding software must update parcel and address data no less than bi-annually, so as to capture newly constructed homes and businesses.	X			The Everbridge Member Portal leverages Google for geocoding addresses and Google is continuously. Additionally, registrants can drop a pin to their exact lat/long.
84.	The registration portal is available in at least the following languages:	X			The Everbridge registration portal can be configured by clients to include any language desired (as they control the content that is displayed on the page). Clients may also enable our Google Translate functionality which allows user of the page to select the desired language and all content on the page will be displayed in the selected language (auto-translation

#	Question	Yes	No	N/A	Comment
					provided through Google Translate).
85.	• Arabic	X			
86.	• English	X			
87.	• Farsi	X			
88.	• Korean	X			
89.	• Spanish	X			
90.	• Vietnamese	X			
91.	Registrants can choose what types of alerts to receive and what devices to receive them on, such as:	X			
92.	• Weather alerts	X			
93.	• Road closings	X			
94.	• School closings	X			
95.	• Special announcements	X			
96.	At registration, Registrants can provide vulnerability data.	X			This would be configurable At Risk or Needs identification – Bedridden, Oxygen, etc.
97.	The system can detect Video Relay Services (VRS) used by the deaf and hard of hearing community. Messages will be delayed until the VRS interpreter becomes available or the message will be looped for up to 3 minutes.		X		
98.	During an alert notification, the system can provide Registrants with language options upfront (ex. Press 1 for English, 2 for Spanish, etc.).		X		While we don't support IVR for multi-lingual messages, Orange County currently collects language preference for registrants during the sign up process and can send autotranslated notifications. Notifications posted to the Member Portal can also be translated into various languages.
99.	The service supports non-English character sets and right-to-left text for email and TTY messages.	X			
100.	The system allows for configuration of automated forwarding from other systems (e.g., National Weather Service).	X			Everbridge's Mass Notification platform offers SMART Weather Alerting which leverages Weather Decision Technologies' (WDT) meteorological resources to enhance and optimize over 150 severe weather alerts such as lightning, tornadoes, thunderstorms, hail, ice, snow, extreme temperatures, high winds, flash floods, and flooding. Because these severe weather events are difficult to predict far in advance, they often have terrible loss of property and life for those individuals who are caught unaware. Everbridge SMART Weather Alerting provides location-specific severe weather alerts at the speed of click. An automated rules engine supercharges the speed and accuracy of alert delivery, so notifications get to the right people right away. Everbridge launches notifications that are:

#	Question	Yes	No	N/A	Comment
					<ul style="list-style-type: none"> • Specific - Detailed alerts, geographies, and stop start times. Map-driven - Visual weather and select targets using GIS maps and shapes. • Automated - Deliver alerts to contacts and members automatically. • Rules-based - Use rules to determine when a message should be triggered. • Targeted - Deliver the right message to the right person automatically.
101.	The system is intuitive, easy to learn, and uses best practices in User interface and User design.	X			Everbridge is designed with ease of use in mind for both message senders and recipients. Our system is built with an intuitive interface that allows for administrators to send messages and navigate the system easily. For new notifications, we provide a single page workflow which allows clients to specify message type, message content, target audience, and deployment options (such as devices to target, number of contact cycles, etc.). Furthermore, notifications may be launched even more quickly using our Notification Templates, whereby various elements of the notification deployment may be defined ahead of time – reducing the selection of the options to send the notification when needed.
102.	The web interface for Users uses responsive design capable of displaying clearly on mobile, tablet, and desktop devices.	X			
103.	A mobile app for iOS and Android is available that allows Users to send public notifications to on-the-fly generated geo-located areas.	X			Everbridge supports the ability to launch new and template broadcast to both individuals and groups of individuals, manage messages, and view reports from smartphones and tablet devices. Today, we have Mobile app support for iOS and Android devices. Authentication on the mobile platform is through HTTPS connections utilizing 2048-bit encryption. No information is cached locally within the app. Everbridge also supports a universal browser interface which functions among any smartphone or tablet device including BlackBerry and Windows Mobile.
104.	The service integrates with incident management systems, such as WebEOC, so that alerts can be activated from WebEOC Input or Display views.	X			This can be achieved using our Incident Communication and Email Ingestion functionality or through custom development using our JSON-based RESTful API.
105.	The system has a robust responder notification function that allows for advanced polling functions and the ability to stop calls once a set threshold of responses is reached.	X			Everbridge provides the ability to create and send quota-based notifications by using our Polling Notification with Quota enabled. This gives customers the ability to specify a certain number of positions to be filled. Once deployed, the quota notification will start contacting the pool of candidates and

#	Question	Yes	No	N/A	Comment
					continue until enough successful responses are provided to fill the quota count. Once the quota is filled, the system will automatically stop calling the group. If desired, customers can use our follow-up capability to recommunicate to any desired audience—such as those who confirm receipt after the quota is filled—very quickly.
106.	The system has the ability to directly link notification recipients to an internal conference call.	X			Everbridge supports Conference Notifications inherently, whereby a notification is deployed to client recipients and if received via phone, they will join the call immediately; if received via text message, all dial-in and passcode information is included to allow the end user to connect to the call. Everbridge provides 4 inherent conference bridge lines for any client to use – and clients may customize our service to support their own conference systems, if desired
107.	The system will have the ability for two-way text and email communication.	X			
108.	Responses to notifications can be sent via email or text directly to the User sending the message, system administrators, or members of a User-defined group.	X			Responses and confirmations from recipients are reported back to the Everbridge platform whereby authorized client administrators (including those that initiated the communication) may review through our extensive reporting options
109.	The system has the ability to export the polygon created for the notification in shape file, KML, and CSV.	X			
110.	The system automatically sends all Registrants a yearly, bi-yearly, or quarterly email reminding them to update their information. This message can be configurable by a User.	X			Everbridge can schedule notifications to accomplish this. Additionally, rules or filters can be developed to only target the users that have not recently updated their contact information.
111.	The system has the ability to manually bulk upload data via CSV or Excel and automatically via SFTP.	X			
112.	The system has an audit functionality that allows authorized Users to review system access and activity for up to 18 months.	X			

Exhibit 1**Use Policy****Prohibited uses**

County shall use the Service only for lawful purposes and in accordance with this AUP. County may not:

- Use the Service in any way that violates any applicable federal, state, local or international law or regulation (including, without limitation, any laws regarding the export of data or software to and from the US or other countries)
- Use the Service for the purpose of exploiting, harming or attempting to exploit or harm minors in any way by exposing them to inappropriate content, asking for personally identifiable information, or otherwise
- Use the Service to transmit, or procure the sending of, any advertising or promotional material, including any "junk mail", "chain letter", "spam" or any other similar solicitation
- Impersonate or attempt to impersonate Everbridge, an Everbridge employee, another user or any other person or entity, including by utilizing another user's identification, password, account name or persona without authorization from that user
- Use the Service in any manner that could disrupt, disable, overburden, damage, or impair the Service for County or others (including the ability to send timely notifications through the Service), via various means including overloading, "flooding," "mailbombing," "denial of service" attacks, or "crashing"
- Use any robot, spider or other automatic device, process or means to access the Service for any purpose, including monitoring or copying any of the material
- Use any manual process to monitor or copy any of the material made available through the Service or for any other unauthorized purpose without our prior written consent
- Use any device, software or routine, including but not limited to, any viruses, trojan horses, worms, or logic bombs, that interfere with the proper working of the Service or could be technologically harmful.
- Attempt to gain unauthorized access to, interfere with, damage or disrupt any parts of the Service, the server on which the Service is stored, or any server, computer or database connected to the Service.
- Attempt to probe, scan or test the vulnerability of a system or network or to breach security or authentication measures without Everbridge's express written consent.
- Take any action in order to obtain services to which such client is not entitled
- Attempt any action designed to circumvent or alter any method of measuring or billing for utilization of the Service
- Otherwise attempt to interfere with the proper working of the Service

Everbridge rights and remedies

If County becomes aware of any content or activity that violates this AUP, County shall take all necessary action to prevent such content from being routed to, passed through, or stored on the Everbridge network and shall promptly notify Everbridge. County's failure to comply with this AUP may result in Everbridge taking action anywhere from a warning, to a suspension or termination of Service. Everbridge will endeavor to provide notice to County prior to any suspension or termination of Service, but may immediately suspend or terminate in instances where continued provision of Service may cause significant harm to Everbridge, the Service or other clients.



County of Orange and Orange County Operational Area Countywide Public Mass Notification System Operating Guidelines

Effective: June 30, 2008

Revised: October 15, 2024

I. PURPOSE

The purpose of these Operating Guidelines is to describe the use and administration of AlertOC, the Orange County Public Mass Notification System ("System") by the County of Orange ("County"), County agencies and departments ("Agencies"), and local jurisdictions authorized by the County Board of Supervisors ("Jurisdictions"). This document will provide roles and responsibilities at the regional level. Individual Jurisdictions/Agencies should create and maintain subordinate procedures which incorporate the regional concepts outlined below. The step-by-step procedures for activation and use will be maintained in a separate document maintained by each jurisdiction/agency as a part of their emergency response plans for overall planning and response efforts. A copy of these guidelines shall be maintained in PrepareOC.

This document does not supersede any policy and procedures outlined in the Memorandum of Understandings signed by participating agencies, but should be used to support the use of the System.

Authorized users must respect the integrity of the System, understand the regulatory and privacy issues, and fully comply with the guidelines outlined in this document.

II. SYSTEM DESCRIPTION

The primary intent of the System is to disseminate early warning and time sensitive information to County businesses and community members during an emergency event. The System is only one component of the County of Orange public warning system. As deemed fit by local authorities, the System should be used in conjunction with the other public warning mechanisms including, but not limited to: route alerting, the Emergency Alert System, outdoor warning systems, and press releases.

The System is available 24/7 and has been pre-loaded with Orange County landline phone numbers (including unlisted) and countywide geographic maps. Additionally, community members have the option to provide additional contact information via self-registration portal AlertOC.gov with link access from county and all participating entity websites. The System will be used to send messages, describing the situation, impacted area, and recommended action the public should take, to affected businesses and community members via telephone, e-mail, and/or text.

The County is the sponsor of the System and will take appropriate measures to ensure that the System is in a state of operational readiness at all times. It is the responsibility of all participating Agencies to maximize community member benefits from the System.

While the County's intent for implementing and maintaining the System is for "emergency" use, upon consent from local authorities, cities may optionally use the System to disseminate "government-related" non-emergency notifications to community members and organization resources within its jurisdiction.



County of Orange and Orange County Operational Area Countywide Public Mass Notification System Operating Guidelines

III. OVERVIEW OF GENERAL SYSTEM FEATURES

At minimum, the Orange County Sheriff's Department Emergency Management Division shall acquire and maintain a System capable of meeting the following requirements:

- A. Licensed for use throughout the County's entire region
- B. Capable of sending Wireless Emergency Alerts and Emergency Alert System notifications
- C. Capacity to send a 45 second message to 10,000 community members and businesses within 10 minutes
- D. Capacity to send messages via phone, e-mail and text
- E. Accessible via the public internet
- F. Provides audit trail logging and reporting
- G. GIS map interface for geographic call list generation
- H. Community member self-registration web portal (available in threshold languages)
- I. Interactive phone survey technology and reporting
- J. Interactive Voice Response based notification setup and execution
- K. Unlimited vendor support, with access to vendor available for Jurisdictions as needed

IV. REGULATIONS AND AUTHORITIES

The System is operated in compliance with laws and regulations which are incorporated by reference into these Operating Guidelines.

- 47 C.F.R. Part 11 – Emergency Alert System
- 47 C.F.R. Part 10 – Wireless Emergency Alerts
- American with Disabilities Act

The System uses the E911 database to complete the notifications. The use of the E911 database is regulated by the California Public Utilities Code (CPUC) sections 2872 and 2891 *et seq.* The information contained in the E911 database is confidential and proprietary and shall not be disclosed or used except by authorized personnel for the purpose of emergency notifications. Any agency in violation of this regulation is subject to criminal charges as described in the CPUC.

V. GOVERNANCE

The County Board of Supervisors has authority over the System governance.

The Orange County Sheriff's Department Emergency Management Division (OCSD-EMD) will manage the System as a countywide asset on a day-to-day basis. The OCSD-EMD will draft, implement and maintain policies, processes, and data related to the System. The OCSD-EMD is responsible for ensuring that the provisions of the Vendor contract are implemented properly.

The Emergency Management Council Subcommittee and the Orange County Emergency Management Organization-Technology Subcommittee are responsible for recommending plans, procedures, and policies related to the System for approval.

The Orange County Emergency Management Council and County of Orange Operational Area Executive Board are responsible for approving plans, procedures, and policies related to the System.



County of Orange and Orange County Operational Area Countywide Public Mass Notification System Operating Guidelines

VI. AUTHORIZED USERS

Use of the System by each Agency and Jurisdiction is contingent upon that Agency or Jurisdiction abiding by the contract with the mass notification vendor, and the protocols established by the Emergency Management Council and Operational Area Executive Board.

The System is designed to be a countywide asset, available to all Jurisdictions that have a dedicated public safety answering point (PSAP) and/or a residential population for whom they are responsible for making protective action recommendations.

An Agency may participate in the countywide System at no charge when used for emergency purposes until December 30, 2029.

Entities authorized to join the system at no cost are limited to the County, Orange County Cities, the Municipal Water District of Orange County and Orange County Retail Water Agencies, and the University of California, Irvine. Each participating Jurisdiction must sign a Memorandum of Understanding (MOU) and will maintain, at minimum, a Local Administrator responsible for implementing and administering use of the System at the local level.

A. County Level

1. County Administrator

The OCSD-EMD will assign and maintain a designated County Administrator responsible for overall acquisition, accessibility, maintenance, compliance and management of all components required to provide an effective countywide mass notification system.

The County Administrator is responsible for:

1. System acquisition and contract management.
2. Policy management and as needed modification (in consultation with public safety, emergency management and emergency response personnel.)
3. Audit compliance: routine monitoring of System use to insure policy and contract compliance.
4. Access management: record management of signed MOU from each participating Agency, distribution of local administrator accounts and updated Local Administrator contact list.
5. Data management: E911 data acquisition, update and compliance monitoring. Countywide map file acquisition, update and overall geo-coding.
6. Testing: facilitate routine System-wide test exercise, document overall test results and recommend and execute, as needed, corrective action at the County level.
7. User Testing: verify and document County Alert and Warning Users are performing monthly tests.
8. Public education campaign: initiate and facilitate public education campaign aimed at making the public aware of the countywide public mass notification system initiative and individual registration web portal.



County of Orange and Orange County Operational Area Countywide Public Mass Notification System Operating Guidelines

9. Exclusion List: maintaining exclusion lists, provided by Local Administrators, in the System.
10. System support: provide support to County Users and Local Administrators.



County of Orange and Orange County Operational Area Countywide Public Mass Notification System Operating Guidelines

2. County User

The County will have two levels of users: Alert & Warning Users and Agency Users. Both Alert and Warning Users and Agency Users are responsible for obtaining Multi-Factor Authentication (MFA) software and will require MFA software to be functional for access to the System.

Alert & Warning Users

Orange County Sheriff's Department Emergency Communication Bureau (9-1-1 dispatch), Control One and Emergency Management Division personnel will be setup as Alert & Warning Users. Alert & Warning Users will have permission to access and launch emergency notifications to all jurisdictions within Orange County consistent with the County of Orange and Orange County Operational Area Alert and Warning Plan.

Alert and Warning users should perform monthly tests including:

1. Logging into AlertOC
2. Sending a test message to one or more contacts
3. Checking message receipt to ensure message was delivered

A Jurisdiction that contracts with the Orange County Sheriff's Department for police services authorizes the OCSD-Control One, OCSD-Dispatch, or OCSD-EMD personnel to launch on their behalf if requested by contracted field personnel in order to launch messages in a timely manner. These jurisdictions can also launch on their own behalf.

Agency User

Agency Users will have permission to execute inter-department notifications. Unincorporated areas of Orange County will have emergency messaging to the public launched by the Orange County Sheriff's Department. All other County Agencies may have access to use the System for interdepartmental use. Each participating Agency shall develop and maintain written procedures to identify and address the Agency's specific use of the System within the scope of this policy guide and provide this guideline to the Orange County Sheriff's Department Emergency Management Division. Each participating County agency shall maintain a level of training for their users consistent with the County of Orange and Orange County Operational Area Alert and Warning Plan.

B. Jurisdictions

Jurisdictions wishing to participate may do so by having an authoritative representative sign the "Orange County Public Mass Notification System" MOU. Upon signing the MOU, the Jurisdiction will identify a Local Administrator. The Local Administrator completed specified training and certifications before being provided with an account. Throughout the term of the MOU, the Jurisdiction may use the System to send an unlimited number of emergency notifications to the public as well as an unlimited number of emergency and non-emergency inter-department messages. Each participating Jurisdiction shall develop and maintain written procedures to identify and address the Jurisdiction's specific use of the System within the scope of this guideline. Each participating Jurisdiction shall maintain a level of training



County of Orange and Orange County Operational Area Countywide Public Mass Notification System Operating Guidelines

for their users consistent with the County of Orange and Orange County Operational Area Alert and Warning Plan.

1. Local Administrator

Participating Jurisdictions agree to appoint a designated Local Administrator responsible for leading, coordinating, monitoring and optimizing use of the System at the local level. Local Administrator shall act as the Jurisdiction's central point of contact and will work collaboratively with the County Administrator to ensure local use of the system is within MOU and Operating Guidelines.

Local Administrator is responsible for:

1. Contract acquisition if Agency will use the system for non-emergency purposes.
2. Local Agency Mass Notification Operating Procedure development and management.
3. Use compliance: routine monitoring to ensure System is used within the conditions and terms of this document and associated MOU.
4. Access management: Local User account distribution and management, including an annual audit of accounts; annual attestation that all Local Administrators and Local Users are authorized to continue accessing the system. Record management of MOU(s) and signed Local User certifications.
5. Testing: facilitate routine local System test exercise, document local test results and recommend and execute, as needed, corrective action at the local level.
6. User Testing: verify and document Local Users with Alert and Warning responsibilities are performing monthly tests.
7. Public education campaign: initiate and facilitate public education campaign aimed at making the local community aware of the intended use of the System and individual registration web portal.
8. System support: provide support to Local Users.
9. Providing logins and procedural training to key individuals within their Agency responsible for using the System.
10. Exclusion Lists: provide annually a review of the exclusion list for businesses, phone numbers, and organizations in the Participating Jurisdiction.
11. Training: ensuring Local Users complete security awareness training that covers at a minimum the following areas: proper protection, handling, dissemination, and destruction of confidential information (CI); threats, vulnerabilities, and risks associated with handling of CI; social engineering; system responsibilities and expected behavior; account usage and management – including password creation, protection, and frequency of changes; system usage – allowed vs. prohibited; incident response; physical security; email protection – phishing threats and business account compromise
12. Incident Response: Local Administrator is responsible to immediately notify OCSA of any incidents that could lead to the unauthorized or accidental use, modification, disclosure, or destruction of any information contained within the system.

2. Local User:



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Participating Jurisdictions may have an unlimited number of Local Users. Local Users will have access to community member contact records within their Jurisdiction or Service District. Local Users will be authorized and managed by the Local Administrator and may have varied system permissions. For Water Retail Water Agencies, Local Users may use the System to send emergency notifications to the public by using pre-established GIS shape files or the system's interactive map feature to identify their water users.

Local Users are responsible for obtaining Multi-Factor Authentication (MFA) software and will require MFA software to be functional for access to the System.

If a local user has access to send Alert and Warning messaging to the public then the local user should perform monthly tests including:

1. Logging into AlertOC
2. Sending a test message to one or more contacts (this can be the Alert and Warning User)
3. Checking message receipt to ensure message was delivered



County of Orange and Orange County Operational Area Countywide Public Mass Notification System Operating Guidelines

VII. AUTHORIZED USE

A. Emergency Public Notifications

Legal restrictions exist related to issuing different types of messages through the System. All Users are required to know and understand these restrictions. The Form in Attachment B delineates the requirements for each type of message.

As a general principle, the System is to be used when the public is being asked to take some action (e.g. evacuate, prepare to evacuate, shelter in place, boil tap water before drinking, local assistance centers and other follow up information, re-entry to an area after evacuation orders have been lifted or termination of the emergency because the danger has passed).

Use of the System for emergency activity contains two components: (1) the need to disseminate critical, safety-related information to individuals regarding emergency events occurring now, follow up information regarding the event and termination of the emergency event, and (2) communicating with safety-responder staff, volunteers and involved parties about the emergency event.

Emergency Public Notifications are limited to:

1. Imminent or perceived threat to life or property
2. Disaster notifications
3. Evacuation notices
4. Public health emergencies
5. Public safety emergencies
6. Any notification to provide emergency information to a defined community

The following criteria should be used to assist with determining the need to issue an alert:

1. Severity. Is there a significant threat to public life and safety?
2. Public Protection. Is there a need for members of the public to take a protective action in order to reduce loss of life or substantial loss of property?
3. Warning. Will providing warning information assist members of the public in making the decision to take proper and prudent action?
4. Timing. Does the situation require immediate public knowledge in order to avoid adverse impact?
5. Geographical area. Is the situation limited to a defined geographical area? Is that area of a size that will allow for an effective use of the system, given the outgoing call capacity?
6. Are other means of disseminating the information inadequate to ensure proper and time delivery of the information?
7. Is the message being sent follow up information to an emergency event in progress?

If the answer to ALL of these questions is "Yes", then an activation of the System for emergency purposes may be warranted.



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Illustrations of incidents which may be Emergency Public Notifications are included in Attachment A.

Participating Agencies are authorized to develop pre-established notification lists and messages related to specific types of emergencies. The circumstances for using these lists should be documented within County emergency plans and annexes approved by the Emergency Management Council, and their establishment coordinated with the County Administrator. Such documentation should include which forms of System notification will be used (e.g., opt-in agency data). During emergencies, messages will be coordinated with the Operational Area Emergency Operations Center or OCSD-EMD. These lists may include special populations (e.g. in-home care, schools, etc.) or those susceptible to certain risks (e.g. homes within dam inundation zone). It is the responsibility of the participating Agency to create, maintain and update these lists.

B. Emergency Responder Notifications

Emergency Responder Notifications are limited to:

1. Contacting first responders to advise of an emergency
2. Contacting first responders to report for duty due to an emergency
3. Contacting key staff regarding an emergency or crisis situation
4. Contacting agency employees/DSWs to report at a different time or location (or provide an update) due to an emergency
5. Exercises

Emergency considerations:

1. Notification shall clearly state situation is an emergency
2. Message length shall not exceed 60 seconds
3. Message shall have a call back number specific to the agency issuing the notification.
4. It is highly recommended all messages are recorded using a real voice and not the computer transcriber.
5. It is highly recommended to provide a phone number or website where the public can obtain additional or updated information
6. An all clear notification should be sent when applicable

C. Non-Emergency Public Notifications

Non-emergency **public** notification use is **prohibited** for any of the following purposes:

1. Any message of commercial nature
2. Any message of a political nature
3. Any non-official business (e.g. articles, retirement announcements, etc.)
4. To send a message to an E911 obtained data source

E911 data is cannot be used for non-emergency use except for testing according to the law California Public Utilities Code (CPUC) sections 2872 and 2891.1 and violators may be subject to criminal enforcement. Any Agency or Jurisdiction in violation of this term may have their use of the System suspended or their individual access revoked.



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No Jurisdiction shall use the System for non-emergency public announcements unless a separate contract with the Vendor is established. Cost associated with non-emergency public notifications is the responsibility of the local Jurisdiction. Jurisdictions will be limited to using the self-registering portal entry data only when launching non-emergency messages.

Jurisdictions who contract to use the System for non-emergency activity agree to give precedence to emergency notification call-outs by delaying or terminating non-emergency notification sessions if needed to increase emergency message success. The primary concern for point of failure in this situation is not the System, but the telephone port capacity of local phone providers responsible for delivering calls to community members and businesses.

D. Inter-Department Communication

Each participating Agency and Jurisdiction is authorized to create employee/volunteer and department call lists and pre-recorded messages. Agencies and Jurisdictions may use the System for non-emergency inter-departmental business communication as needed, without cost. It is recommended that individual Agencies identify where this would add value to their operations and establish separate written protocols and procedures for this use. Inter-departmental users will have permission to inter-departmental contact information only and are authorized to use the System solely for inter-departmental communication including but limited to first responder or volunteer call-outs.

VIII. ACTIVATION OF THE SYSTEM

Each Jurisdiction is responsible for launching messages to affected community members and businesses within their Jurisdiction or Service District.

- For messages launched by Jurisdictions on their own behalf, Jurisdictions are responsible for identifying and documenting who has the authority to launch messages.
- For messages launched by the County on behalf of Jurisdictions, the County requires the message be authorized by either the City Manager, City Police Chief, City Fire Chief, City Emergency Manager, or by public safety personnel on the incident scene with Incident Commander approval. Exigent circumstances will be evaluated on a case-by-case basis if the preceding individuals are not available.

The County of Orange and Orange County Operational Area Alert and Warning Plan is incorporated by reference. This document delineates the processes for coordinating all alert and warning notifications, including those transmitted using this System.

IX. LIMITATIONS OF THE SYSTEM

Every effort will be made by the County to ensure the System operates in the manner described in the SOP. However there are limitations of technology which may cause the system to fail or provide inconsistent message delivery. Some of these limitations include:

- Cell Phone Disruptions
- Cell Phone Reception Coverage
- Public Safety Power Shutoff events



County of Orange and Orange County Operational Area Countywide Public Mass Notification System Operating Guidelines

X. ROUTINE TESTING

Monthly System tests will be conducted to ensure that use of the System in an emergency is optimized and users are familiar with operation. All users should perform monthly message proficiency tests. Users who do not login and perform a message proficiency test at least yearly are subject to removal as a user from the System.

The System will have an annual regional test. This includes testing operational readiness, activation procedures and system effectiveness as well as validating data and system processes. Through the annual test exercise, System administrators and users will be able to observe the mode of operation to augment and refresh System and process knowledge.

Specific test exercise routines, roles, responsibilities and schedule will be detailed in the County of Orange and Operational Area Alert and Warning Plan.

By signing the Mass Notification System MOU, participating Jurisdictions agree to take part in System drills and exercises.

XI. CONFIDENTIALITY AND SECURITY

Through the "Memorandum of Understanding between the County of Orange and Participants for use of Countywide Mass Notification System," each agency is bound in writing to the confidentiality obligations sufficient to permit agencies to fully perform its obligations under this policy or the vendor agreement. Jurisdictions and Agencies shall be responsible for:

1. Ensuring users have completed an appropriate background check and undergone annual security awareness training.
2. Protecting Confidential Information (CI) contained within the system against accidental or unauthorized use, modification, dissemination, or destruction.
3. Ensuring that users maintain the confidentiality of all user login and password information;
4. Ensuring that users follow the 90 day password expiration limit;
5. Ensuring that users use the service in accordance with all applicable laws and regulations, including those relating to use of personal information;
6. Immediately notifying the County Administrator of any security incident that could lead to the unauthorized access, use, modification, dissemination, or destruction of CI contained within the system.
7. Any breach of the terms of this policy or the vendor agreement by any user; and
8. All communications by users using the service.

XII. COSTS

The County of Orange agrees to fund the System for notifications classified as "emergency use." The County of Orange also agrees to continue to obtain updated E911 telephone data and geographic maps.

Costs associated with use of the System for non-emergency activity is the responsibility of the local Jurisdiction through separate contract with the Vendor.

XIII. DEFINITIONS



County of Orange and Orange County Operational Area Countywide Public Mass Notification System Operating Guidelines

System – All components of the Mass Notification System including hardware, software, access portals, contact data and GIS maps.

Community members – Comprises individuals and businesses.

Emergency - “Emergency” shall include, but not be limited to, instances of fire, flood, storm, epidemic, riots, or disease that threaten the safety and welfare of the individuals and property located within the boundaries of the county and participants’ respective jurisdictions.

XIV. REVISION HISTORY

Revision Date	Author	Description
April 18, 2008	PMNS Policy Committee	Document originated
May 19, 2008	PMNS Executive Review Team	Non-emergency session termination in Section V., Item C.
June 16, 2008	Teara LeBlanc	Exception clause in Section VII, Item A., bullet 2.
May 2010	Vicki Osborn	Revision of all sections
June 2012	Raymond Cheung	Revision for OCSD transition
May 2013	Raymond Cheung	Revision for new vendor contract
May 2016	Raymond Cheung	Added confidentiality item to Section V., Item C. and allowed non-emergency use in Section V., Item B. and Section VIII.
June 2021	Harmon “Jay” Ward	Revision for new contract Revision of Sections II, III, IV, V, IX, and XI.
October 2024	Harmon “Jay” Ward	Revision for new contract; added User Testing for County and Local Jurisdictions in Sections VI and X; added City Emergency Manager as Authorized Requestor in Section VIII; added Section IX; added password expiration in Section XI.



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XV. ATTACHMENT A – INCIDENT ILLUSTRATIONS

This is a non-exhaustive list provided as examples.

Type of Incident	Description	Meets Public Safety Criteria
Active Shooter	A shooting with armed individual or individuals is occurring in a known area.	Yes
Boil Water Orders	An unsafe water supply issue requiring the public to boil water before use.	Yes
Building Fire	A fire occurring in an urban area requiring evacuation or shelter in place for the immediate area.	Yes
Violent Crimes	Violent crimes that just occurred such as robbery, assault, murder, etc.	Yes
Felony Suspect at Large	Law enforcement is currently searching for a felony suspect that is suspected to be in a certain area.	Yes
HazMat	Hazardous Materials incidents that require a fire/hazmat response and may include evacuations or shelter-in-place orders.	Yes
Health Orders	Any public health order made pursuant to County Health Officer recommendations.	Yes
Missing Adult (920A) with special circs	12- 17 yrs with decreased mental capacity or medical condition	Yes
Missing Child (920C)	12 yrs or younger	Yes
Missing Juvenile (920J)with special circs	18 yrs and older 12- 17 yrs with decreased mental capacity or medical condition	Yes
Severe Weather Related	Weather warnings that forecast an occurring or imminent threat to public safety or coincide with protective action recommendations such as voluntary or mandatory evacuation orders.	Yes
Evacuation or Shelter-in-Place	Voluntary or mandatory evacuation or shelter-in-place orders.	Yes
Wildland Fire	A fire occurring in a wildland urban interface area requiring immediate evacuation or shelter-in-place.	Yes
Road Closures	Unplanned road closures due to an emergency situation.	Yes
Planned Events	Road closures due to community events planned in advance.	No



**County of Orange and Orange County Operational Area
Countywide Public Mass Notification System
Operating Guidelines**

XVI. Attachment B – AlertOC/WEA/EAS Activation Form

Public Mass Notification System
Individual User Agreement

1. _____ (hereinafter "USER") is an agent, officer, employee or representative of _____, (hereinafter "PARTICIPANT").
2. PARTICIPANT is a signatory to a Memorandum of Understanding ("MOU") between with the County of Orange ("COUNTY") for Use of Countywide Mass Notification System ("SYSTEM").
3. As an agent, officer, employee or representative of PARTICIPANT, USER has been granted access to the System by PARTICIPANT and is deemed an Individual User under the MOU. USER can have access removed by the Local Administrator for PARTICIPANT at any time.
4. USER understands that as an Individual User, USER may only use the SYSTEM in the manner described in the MOU, the Everbridge GSA Approved End User License Agreement, and in accordance with the requirements of the law.
5. By signing this Individual User Agreement, USER hereby further expressly agrees to the do following things:
 - a) to maintain the confidentiality of login and password information;
 - b) to use the System in accordance with all applicable laws and regulations, including those relating to use of personal information;
 - c) to be responsible for any breach of the terms of the Agreement with Everbridge and/or the MOU between PARTICIPANT and COUNTY caused by the USER;
 - d) to notify the Local Administrator or County Administrator if there is a breach of security caused by the USER
 - e) to maintain the confidentiality of all records and information to which the USER may have access as a result of their access to the System pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this MOU;
 - f) that all information transmitted and the use of the SYSTEM by USER shall be in compliance with California Public Utilities Code section 2872; and
 - g) to be responsible for notifying the Local Administrator if the USER is no longer an agent, officer, employee, or representative of PARTICIPANT
6. USER also acknowledges having been provided the opportunity to review the GSA Approved End User License Agreement with Everbridge, the Memorandum of Understanding Between the County of Orange and Participants for Use of Countywide Mass Notification System, and California Public Utilities Code section 2872, prior to signing this Individual User Agreement, and hereby agrees to abide by both the letter and intent of those documents.
7. USER may withdraw their consent to terms contained within this Individual User Agreement at any time by notifying PARTICIPANT in writing. USER acknowledges, however, that withdrawing USER's consent will result in immediate termination of USER's right and ability to access the SYSTEM.

By signing this Individual User Agreement, USER acknowledges having thoroughly read the foregoing, and hereby consents and agrees to the above terms and conditions.

Dated: _____

Signature

Printed Name

Email Address

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7.4 LOCAL CALIFORNIA ENVIRONMENTAL QUALITY ACT GUIDELINES

**For additional information on this item,
please refer to Item 7.0 (Consent Calendar Summary).**

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RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING LOCAL CALIFORNIA ENVIRONMENTAL QUALITY ACT GUIDELINES ADOPTED PURSUANT TO CALIFORNIA PUBLIC RESOURCES CODE SECTION 21082, AND DETERMINING AND CERTIFYING THAT THE AMENDED LOCAL CALIFORNIA ENVIRONMENTAL QUALITY ACT GUIDELINES ARE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, California Public Resources Code Section 21082 requires all public agencies to adopt “objectives, criteria, and procedures for the evaluation of projects and the preparation of environmental impact reports and negative declarations” (“Local California Environmental Quality Act Guidelines” or “Local CEQA Guidelines”); and

WHEREAS, the City’s Local CEQA Guidelines were initially adopted by the City Council on June 18, 2008 and subsequently amended on August 19, 2009 and April 29, 2024; and

WHEREAS, staff has recommended amending the Local CEQA Guidelines to promote consistency with state law and clarify and enhance ease of use and application of the Local CEQA Guidelines, both for internal parties and the public; and

WHEREAS, California Public Resources Code Section 21082 requires local agencies to adopt Local CEQA Guidelines by “ordinance, resolution, rule, or regulation.”

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. After reviewing the entire project record, the City Council hereby determines and certifies that the adoption of amendments to the Local CEQA Guidelines is categorically exempt from review under the California Environmental Quality Act (“CEQA”) under CEQA Regulation 15308 (Class 8) —

an action taken by a regulatory agency (i.e., the City) as authorized by state law (i.e., California Public Resources Code Section 21082) to assure the maintenance, restoration, enhancement, or protection of the environment. This activity is also covered by the common sense exemption in CEQA Regulation 15061(b)(3) that CEQA applies only to projects which will have the potential for causing a significant effect on the environment. Here, it can be seen with certainty that there is no possibility that the adoption of amendments to the City's Local CEQA Guidelines may have a significant effect on the environment.

SECTION 3. The City Council hereby adopts the Local CEQA Guidelines attached hereto as Exhibit A. The Local CEQA Guidelines attached hereto as Exhibit A replace and supersede all previous Local CEQA Guidelines or similar documents adopted by the City Council pursuant to California Public Resources Code Section 21082.

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 2025.

SHARI L. HORNE, 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. 25-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 2025, by the following vote:

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

YOLIE TRIPPY, CMC, City Clerk

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CITY OF LAGUNA WOODS

LOCAL

CALIFORNIA ENVIRONMENTAL QUALITY ACT

GUIDELINES

City Council Adoption: October 15, 2025

Resolution No. 25-XX

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DEFINITIONS

- A. “Applicant” – The person, entity, City department, or agency which has submitted an application to the City for review or approval of any activity which is deemed a Project pursuant to the California Environmental Quality Act (CEQA) or these Local CEQA Guidelines.
- B. “CEQA” – The California Environmental Quality Act, commencing with § 21000 *et seq.* of the California Public Resources Code (Pub. Res. Code), and as may be amended from time to time.
- C. “City” – The City of Laguna Woods, California.
- D. “City Council” – The City Council of the City.
- E. “City Manager” – The City Manager of the City.
- F. “County” – The County of Orange, California.
- G. “County Clerk” – The Clerk-Recorder of the County.
- H. “Decision-Making Body” - The person, commission, or council which has authority by law or ordinance to make a final decision to approve or disapprove the Project at issue. See Lead Agency.
- I. “Discretion” or “Discretionary” - The Decision-Making Body’s exercise of judgment or deliberation regarding a decision to approve, approve with condition, or disapprove an action or Project, as distinguished from situations in which the Decision-Making Body merely has to determine whether there has been conformance with applicable statutes, ordinances, or regulations.
- J. “Greenhouse Gases” - Gases that trap heat in the atmosphere. The accumulation of greenhouse gases in the atmosphere regulates the Earth’s temperature. Reference gases include: carbon dioxide (CO₂); methane (CH₄); nitrous oxide (N₂O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); and sulfur hexafluoride (SF₆).
- K. “Lead Agency” – The City will be the Lead Agency or Decision-Making Body, for those Projects for which they have principal responsibility for carrying out or approving.
- L. “Lead Department” - The City’s Planning & Environmental Services Department, which shall serve as clearinghouse for the purposes of processing and coordinating environmental review for the City.

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- M. “Local CEQA Guidelines” – The City’s Local CEQA Guidelines as adopted by resolution of the City Council.
- N. “Ministerial” - Minimal or no exercise of personal judgment by the Decision-Making Body or a public official as to the wisdom or manner of carrying out an action or Project. The Decision-Making Body or public official merely applies the particular law or regulation to the facts.
- O. “Planning Director” - The City Manager or his/her/their designee (which may include a consultant hired by the City), who shall have overall responsibility for City CEQA functions. As used in these Local CEQA Guidelines, CEQA functions include CEQA review of all City Projects and Projects submitted to the City for approval or review pursuant to State and federal law.
- P. “Project” – Any discretionary activity undertaken or proposed by an Applicant, including any City department, which creates, or has the potential to cause either a direct physical change to the environment or a reasonably foreseeable indirect physical change in the environment, as guided by Pub. Res. Code § 21065 and by § 15378 of the State CEQA Guidelines.
- Q. “Project Manager” – The Planning Director’s designee who shall take direction from the Planning Director and be responsible for carrying out a City Project or reviewing a Project submitted to the City for processing.
- R. “State” – The State of California.
- S. “State CEQA Guidelines” – The Guidelines for the California Environmental Quality Act, commencing with § 15000 *et seq.* of the California Code of Regulations, Title 14, Chapter 3, and as may be amended from time to time.
- T. “State Clearinghouse” – The State Clearinghouse division of the California Governor’s Office of Land Use and Climate Innovation.

I. INTRODUCTION

The City's Local CEQA Guidelines set forth comprehensive procedures for complying with CEQA. Pursuant to CEQA, public agencies must adopt guidelines (objectives, criteria, and specific procedures) for administering their responsibilities under CEQA (Pub. Res. Code §§ 21000–21189) and State CEQA Guidelines (Cal. Code Regs., Tit. 14, Div. 6, Chpt. 3, §§ 15000–15387). All citations are to the State CEQA Guidelines unless otherwise noted. The purpose of the City's Local CEQA Guidelines is to protect both local and regional environmental resources in a manner that reflects local values.

The City may update the Local CEQA Guidelines periodically to account for amendments, changes to the primary thresholds of significance, and/or to ensure best practices are being applied. While the Local CEQA Guidelines apply to most Projects, there may be unique circumstances where the Planning Director may use his/her/their discretion to deviate if necessary to comply with CEQA or the State CEQA Guidelines. The Local CEQA Guidelines are not exhaustive or intended to be exhaustive. Therefore, the City reserves the right to request additional Project-specific information in its evaluation that may not be identified or described in the Local CEQA Guidelines. The Planning Director may also adopt departmental policies and procedures to further implement the provisions of CEQA, the State CEQA Guidelines, and the Local CEQA Guidelines.

In conjunction with adoption of the Local CEQA Guidelines, CEQA (Pub. Res. Code, §§ 21000–21189) and the State CEQA Guidelines (occasionally referred to herein as the “Guidelines”) (Cal. Code Regs., Tit. 14, §§ 15000–15387) are hereby incorporated by reference in accordance with Section 15022, subdivision (d) of the CEQA Guidelines. All future revisions to CEQA and the CEQA Guidelines shall hereafter be considered to be a part of the Local CEQA Guidelines without further action by the City Council. In the event of any inconsistency or conflict between the Local CEQA Guidelines and the CEQA Guidelines, the provisions of the CEQA Guidelines shall take precedence.

II. DELEGATION OF RESPONSIBILITY

A. Responsibilities of the Planning Director (Pub. Res. Code §§ 21083 and 21087; Guidelines § 15025)

Responsibilities of the Planning Director shall include, but not be limited to, the responsibilities listed throughout these Local CEQA Guidelines, as well as the following activities:

1. Ensuring that the Local CEQA Guidelines set forth in this document are followed;

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2. Conducting environmental review of all City Projects and Projects submitted to the City for review and approval;
3. Conducting preliminary review to determine if an application identifies a Project under CEQA;
4. Reviewing the application and Project for completeness;
5. Initial determination of the level of environmental review for a Project in accordance with CEQA, the State CEQA Guidelines, City Council policy and direction, and as defined in these Local CEQA Guidelines;
6. Preparing, processing, filing, and posting all environmental documents and notices as required;
7. Adopting, preparing, and updating City procedures, policies, thresholds, guidelines, and criteria as needed to forward the intent of these Local CEQA Guidelines;
8. Adhering to CEQA processing time limits as qualified under these Local CEQA Guidelines;
9. Determining the adequacy of the CEQA document; and
10. Reviewing CEQA documents prepared for other agencies, providing adequate comments and complying with the requirements for a Responsible Agency under § 15096 of the State CEQA Guidelines.

B. Responsibilities of the Project Manager

The Project Manager shall assist the Planning Director in carrying out the activities required by these Local CEQA Guidelines including, but not limited to, ensuring timely submission of all Project information needed by the Planning Director.

III. OVERVIEW AND SUMMARY OF PROCEDURES

The following subsections provide the procedures for following CEQA requirements. In all cases, determination shall be made by the Planning Director in consultation with the Project Manager.

A. Applicability

A proposed activity or application must first be evaluated to determine if it is a "Project" and is, therefore, subject to further CEQA review. However, if the proposed activity is a Project under CEQA, it may still be exempt from environmental review if the Project falls under a satisfying criteria as set forth under State CEQA Guidelines, Article 12.5, commencing at § 15191; a statutory exemption as set forth under State CEQA Guidelines, Article 18, commencing at § 15260; a categorical exemption as set forth under State CEQA Guidelines, Article 19, commencing at § 15300; or by other statutory exemption outside the CEQA statutes, as established by the State Legislature.

IV. AUTHORITY PROVIDED BY CEQA (Pub. Res. Code § 21004; GUIDELINES §§ 15040-15045)

CEQA gives the City, as Lead Agency, authority to require feasible changes in the activities involved in the Project in order to substantially lessen or avoid effects on the environment, disapprove or approve Projects despite significant impacts, and to charge fees to recover costs incurred in the preparation of the environmental documentation.

A. Mitigate (Pub. Res. Code §§ 21002 & 21004; Guidelines § 15041)

The City, as Lead Agency, has authority to require feasible changes in any or all activities involved in the Project in order to substantially lessen or avoid significant effects on the environment, consistent with the applicable constitutional requirements such as the "nexus" and "rough proportionality" standards established by case law. The Lead Agency shall prepare mitigation measures to achieve the objective of mitigating or avoiding significant effects on the environment identified in the Mitigated Negative Declaration or Environmental Impact Report ("EIR"). These mitigation measures shall be implemented by the Applicant as part of the Project approvals and shall be incorporated in a mitigation monitoring and reporting program adopted by the Lead Agency.

B. Approve Projects Despite Significant Effects (Guidelines § 15043)

The City may approve a Project despite significant environmental effects identified in an EIR if the City makes a fully informed and publicly disclosed decision that: (1) there is no feasible way to lessen or avoid these effects; and (2) the City adopts, when certifying an EIR, a statement of overriding considerations (§ 15093) with findings that specifically identify

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the expected benefits from the Project that outweigh the policy of reducing or avoiding significant environmental impacts of the Project.

C. Disapprove Projects (Guidelines § 15042)

The City may disapprove a Project, if necessary, to avoid one or more significant effects on the environment that would occur if the Project were approved as proposed.

D. Fees (Pub. Res. Code § 21089; Guidelines § 15045)

The City, as a Lead Agency, may charge and collect reasonable fees from the Applicant in order to recover the estimated cost in preparing environmental documents and for procedures necessary to comply with CEQA on the Project. These fees are subject to periodic review and adjustment in order to assure that City costs are recovered. Litigation expenses, costs, fees, and all fee awards incurred in actions alleging noncompliance with CEQA shall be borne by the Applicant.

Costs for the preparation of the CEQA document will be estimated on a case-by-case basis depending upon the scope of the CEQA review. If the Project necessitates City staff or City consultant assistance prior to the submittal of the Project Application, the Applicant will be required to submit a deposit in an amount to be determined by the Planning Director, to cover all of the City and its consultants' pre-application costs, including but not limited to the hourly rate of employees and consultants and appropriate support and overhead expenses. The deposit shall be based on the amount of time anticipated to respond to the Applicant's inquiries. Any balance remaining at the completion of the work shall be refunded to the Applicant or applied against the Project processing deposit.

If no pre-application deposit is required, a deposit in an amount to be determined by the Planning Director will be required at the time the Lead Department commences any work on the proposed Project. This deposit must be submitted no later than when the Project application is submitted to the City for processing. Upon determination by the Planning Director or his/her/their designee of the cost of the CEQA review, the Applicant is required to deposit the amount of the estimated reasonable costs with the City prior to the commencement of the preparation of the CEQA document. Adoption or certification of the final CEQA document will not be scheduled unless the account is in excess of the estimate/deposit in order to cover the costs of finalizing the CEQA document. Any deposit remaining at the completion of the Project, or upon the Applicant's withdrawal of the Project, shall be refunded to the Applicant.

V. EXEMPTIONS

Generally, a Project may be exempt from CEQA review if it falls within any of the following categories:

- The Project is not considered a “Project” within the CEQA definition.
- The City does not have the discretion to disapprove or put conditions on the Project.
- The action is required by a state regulatory program.
- The state has determined by statute that the type of Project is exempt from CEQA review (statutory exemptions).
- The Project is a type that the state has determined generally does not have a significant environmental impact (categorical exemptions).
- The Project has no possibility of having a significant effect on the environment (common sense exemption).
- The Project is required to make emergency repairs to public or private service facilities that are necessary to maintain services.
- The Project will be rejected or disapproved by the City.
- The Project meets the exemption criteria in Article 12.5 of the State CEQA Guidelines for agricultural housing, affordable housing, or residential infill.

After a Project application is deemed complete by the Planning Director, the Planning Director has 30 calendar days in which to determine whether a Project is exempt or not. All proposed activities must be reviewed to determine if one of the following exemptions is appropriate:

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- A. **Statutory Exemptions:** Certain activities are exempt from CEQA by the State Legislature. These exemptions include, but are not limited to, feasibility or planning studies, ministerial Projects, and emergency actions. A list of Statutory Exemptions is included in the State CEQA Guidelines, Article 18, commencing at § 15260. In addition, the State Legislature has established other statutory exemptions outside the CEQA statutes. These exemptions are listed in the June 2018, or as otherwise updated, Technical Advisory, “CEQA Exemptions Outside the CEQA Statute,” published by the California Governor’s Office of Land Use and Climate Innovation.
- B. **Categorical Exemptions:** Certain classes or “categories” of Projects have been determined by the State's Secretary for Natural Resources to have an insignificant effect on the environment and are known as Categorical Exemptions. A complete list of these exemptions is provided in Article 19 of the State CEQA Guidelines, Article 19, beginning at § 15300.

Exceptions to Categorical Exemptions are listed in § 15300.2 of the State CEQA Guidelines. Categorical Exemptions shall not be used for Projects where there is a reasonable possibility that the Project would have a significant environmental effect due to unusual circumstances. Categorical Exemptions shall not be used for Projects that may impact designated, precisely mapped, and officially adopted areas of hazardous or critical concern pursuant to federal, State, or local agencies. In addition, Categorical Exemptions shall not be used for Projects having significant cumulative impacts, having substantial adverse change on the significance of a historical resource, or are located on hazardous waste sites included on any list compiled pursuant to § 65962.5 of the California Government Code.

- C. **Common Sense Exemptions:** Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to environmental review. In such cases, the activity is covered by the common sense exemption that CEQA applies only to Projects which have the potential for causing a significant effect on the environment (Guidelines § 15061(b)(3)).

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- D. Article 12.5 Exemptions:** Other exemptions include those described in Article 12.5 of the State CEQA Guidelines, which exempts agricultural housing, affordable housing, and residential infill projects. These exemptions must meet specific threshold criteria that are described in § 15192, § 15193, § 15194, and § 15195.
- E. Exemption Verification:** The City may exempt from CEQA review the Statutory Exemptions commencing with § 15260 of the State CEQA Guidelines, the Statutory Exemptions established outside the CEQA statute, the Categorical Exemptions commencing with § 15300 of the State CEQA Guidelines, the Common Sense Exemption pursuant to § 15061(b)(3) of the State CEQA Guidelines, projects rejected or disapproved by the City, and the ministerial Projects listed below in Subsection F. Any Project not specifically meeting one of these exemptions is subject to the provisions of CEQA.
- F. Ministerial Projects:** Activities over which the City has ministerial authority and that are exempt from environmental review under § 21080(b)(1) of the Pub. Res. Code include, but are not limited to, those Ministerial Projects as defined by § 15268 of the State CEQA Guidelines. The following is a list of those actions typically considered ministerial in the City:
1. Issuance of a Certificate of Compliance, issued in accordance with allowed land-use regulations for the zone and conditions of the Project;
 2. Issuance of a Certificate of Occupancy, issued in accordance with allowed land-use regulations of the zone and conditions of the Project;
 3. Issuance of business licenses and permits required by Title 6, Business Regulations of the Laguna Woods Municipal Code;
 4. Approval of waiver of parcel maps and approval of final subdivision maps;
 5. Approval of construction fencing;
 6. Approval of grading permits, in areas with average slope less than 20 percent, unless in connection with potential impacts on sensitive biological resources;

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7. Issuance of demolition permits, unless in connection with a property of historical or cultural significance to the community;
8. Approval of curb, gutter, or sidewalk construction or reconstruction within an existing right-of-way;
9. Approval of driveway construction or reconstruction;
10. Issuance of an Encroachment Permit;
11. Approval of a fire extinguisher system and/or alarm permits;
12. Approval of a fire hydrant installation;
13. Approval of a heating, air conditioning, and/or refrigeration installation;
14. Approval of individual utility connections and disconnections;
15. Approval of an internal tenant improvement which does not result in, or perpetuate, a change in land use or an unmet parking need;
16. Approval of a soil boring;
17. Approval of the installation of street lights;
18. Issuance of a Temporary Permit of less than 30 days for the purpose of tree sales, pumpkin sales, garage and yard sales, sidewalk sales, and other small-scale outdoor commercial activities of a similar nature; and
19. Issuance of a Building Permit, including mechanical, electrical, and plumbing permits, unless said Building Permit is for a historical structure in which further analysis by the Lead Department may be required.

When a Project involves an approval that contains elements of both a ministerial action and a discretionary action, the Project will be deemed to be discretionary and will be subject to the provisions of CEQA.

G. Determination and Filing of Notice of Exemption

1. Determination. If the Planning Director determines a Project falls into one of the exempt categories, no further CEQA review is required. The formal determination that the Project is exempt is made by the Decision-Making Body at the time of Project approval (or disapproval).
2. Decision to File Notice. Except as provided in § 21152.1(a) of the Pub. Res. Code and § 15196 of the State CEQA Guidelines, the preparation and filing of a Notice of Exemption (“NOE”) is not mandatory under CEQA and the State CEQA Guidelines. However, the City shall prepare and file a NOE with the County Clerk and the State Clearinghouse for all Projects so designated in accordance with the form and manner identified by § 15062 and § 15196 of the State CEQA Guidelines.
3. Statute of Limitations. The filing of a NOE and the posting on the list of notices start a 35-calendar day statute of limitations period on legal challenges to the agency’s decision that the Project is exempt from CEQA. If a NOE is not filed, a 180-calendar day statute of limitations will apply.
4. Request for Notice. A copy of the NOE shall be mailed to any person who has filed a written request for such notice with the Planning Director. Requests to receive NOEs shall be renewed annually by the requester.

VI. CITY PROJECTS: ENVIRONMENTAL REVIEW PROCEDURES (Pub. Res. Code § 21065; GUIDELINES § 15378(a)(1))

When the City, as the Lead Agency, contemplates any activity resulting in physical change in the environment, including but not limited to public works construction and related activities, clearing or grading of land, improvements to existing public structures, enactment and amendment of zoning ordinances initiated by the City, and the amendment of the City’s General Plan or any of its elements, the City will not solicit bids for the Project or award the contract until the following procedures are followed.

The department which contemplates the activity shall request the Planning Director to determine whether the activity qualifies for a Categorical Exemption. If the activity has been verified as categorically exempt and a NOE will be filed at the time of Project approval, no further CEQA review is required and regular

processing of plans for the activity may continue without further environmental review.

If the activity is not categorically exempt, the department shall forward its plans and specifications to the Planning Director. Upon receipt of the plans and specifications for the Project, the Planning Director shall conduct an Initial Study to determine if the Project may have a significant effect on the environment. The environmental review process from that point on, including determinations and filing of notices, will be conducted in the manner set forth in these Local CEQA Guidelines for environmental review of private Projects, with the department proposing to carry out the Project being treated as the “Applicant.”

VII. INITIAL STUDY (GUIDELINES § 15063)

Once the City receives an application from an Applicant, the application will be deemed complete by the Planning Director when all prerequisite information required on the application is submitted, which includes an adequate Project description which clearly sets forth the proposed land use activity contemplated by the Applicant. This shall include an environmental impact questionnaire or similar screening documents. The type of information to be submitted is dependent on the type of Project the Applicant proposes.

If after the application is deemed complete, and a determination is made that the proposed Project is not exempt from CEQA, an Initial Study will be prepared.

A. Initial Study Purpose

Pursuant to § 15063 of the State CEQA Guidelines, the Initial Study shall be used to provide a written determination of whether a Project may have a significant effect on the environment and whether a Negative Declaration, Mitigated Negative Declaration, or an EIR shall be prepared.

B. Preparation

1. Following preliminary review, the City shall prepare an Initial Study for nonexempt Projects to determine if the Project may have a significant effect on the environment. An environmental assessment or a similar analysis prepared pursuant to the National Environmental Policy Act will meet the requirements of this section.
2. If the City determines that an EIR will be required for a Project, the City may skip further initial review of the Project and begin work directly on the EIR. However, an Initial Study can prove to be a useful tool in assisting the City in identifying the significant

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effects of the Project while supporting findings for those effects considered not significant and are therefore not discussed in detail in the EIR.

C. **Content of Initial Study (Pub. Res. Code § 21080; Guidelines § 15063(d))**

The Initial Study shall be prepared by the Planning Director or his/her/their designee, which may be a City consultant. An Initial Study may rely upon expert opinion supported by facts, technical studies, or other substantial evidence to document its findings. However, an Initial Study is neither intended nor required to include the level of detail included in an EIR. An Initial Study shall include:

1. A description of the Project including the location of the Project.
2. An identification of the environmental setting.
3. An identification of environmental effects by use of a checklist, matrix, or other method, provided that entries on a checklist or other form are briefly explained to indicate that there is some evidence to support the entries. The brief explanation may be either through a narrative or a reference to another information source such as an attached map, photographs, or an earlier EIR or Negative Declaration. A reference to another document should include, where appropriate, a citation to the page or pages where the information is found.
4. A discussion of ways to mitigate the significant effects identified, if any.
5. An examination of whether the Project would be consistent with existing zoning, plans, and other applicable land use controls.
6. The name of the person or persons who prepared or participated in the preparation of the Initial Study.

All phases of Project planning, implementation, and operation shall be considered in the Initial Study. Staff shall consult with City departments, public entities that may be a Responsible or Trustee Agency for the Project, and any individuals or organizations otherwise concerned in the manner required by CEQA.

D. Determining Environmental Significance (Pub. Res. Code §§ 21068 and 21085; Guidelines §§ 15064, 15382)

“Significant effect on the environment,” means a substantial, or potentially substantial, adverse change in any of the physical conditions within the area affected by the Project, including land, air, water, minerals, flora, fauna, ambient noise, and objects of historic or aesthetic significance. An economic or social change by itself shall not be considered a significant effect on the environment. A social or economic change related to a physical change may be considered in determining whether the physical change is significant.

1. To determine whether a significant effect on the environment may occur, the environmental evaluation must consider:

Primary or Direct Impacts: such as dust, noise, and traffic of heavy equipment (Guidelines § 15064(d)(1));

Secondary or Indirect Impacts: such as those associated with growth resulting from additional infrastructure capacity (Guidelines § 15064(d)(2)); and,

Cumulative Impacts: such as those resulting from the total effect of a group of past projects, the effects of other current projects, and the effects of probable future projects. (Guidelines § 15065(a)(3)).

2. Significance will be judged by the intensity and longevity of the change, the size of the area affected, and the deviation from existing conditions. The City has established Thresholds of Significance to enable a determination of environmental impacts (see Subsection F. below).

E. Mandatory Findings of Significance (Guidelines § 15065)

The City, as Lead Agency, shall find that a Project may have a significant effect on the environment if any of the following findings are made by the City.

1. The Project has the potential to substantially degrade the quality of the environment; substantially reduce the habitat of a fish or wildlife species; cause a fish or wildlife population to drop below self-sustaining levels; threaten to eliminate a plant or animal community; substantially reduce the number or restrict the range

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of endangered, rare, or threatened species, or eliminate important examples of the major periods of California history or prehistory.

2. The Project has the potential to achieve short-term environmental goals to the disadvantage of long-term environmental goals.
3. The Project has possible environmental effects that are individually limited but cumulatively considerable. "Cumulatively considerable" means that the incremental effects of an individual Project are significant when viewed in connection with the effects of past Projects, the effects of other current Projects, and the effects of probable future Projects.
4. The environmental effects of a Project will cause substantial adverse effects on human beings, either directly or indirectly.

The City shall prepare an EIR if there is substantial evidence, in light of the whole record, that any of these findings occur.

F. Thresholds

1. Thresholds of Significance

- a. Thresholds for determining the significance of the environmental effects of a Project shall be pursuant to §§ 15064, 15064.3, 15064.4, 15064.5, 15065, and Appendix G of the State CEQA Guidelines, the City's General Plan, applicable specific plans, the City's Municipal Code, and any additional information as deemed necessary by the Planning Director. Pursuant to § 15064.7 of the State CEQA Guidelines, public agencies are encouraged to develop and publish other thresholds of significance. In addition to the thresholds of significance referenced above, other thresholds developed by the City consist of the following:

- (i) Disturbance of, or encroachment into, any river, river tributary, riparian habitat, stream, or similar waterway identified on a United States Geological Survey map as a "blue-line" watercourse, State or federally protected sensitive wetlands, or any waterway otherwise identified as a significant resource by the City of Laguna Woods and for which no mitigation can be provided.

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- (ii) Disturbance of any habitat known or suspected to contain a plant or animal species listed as threatened or endangered on such federal and/or State lists.
- (iii) Any Project that exceeds the most recent air quality thresholds as determined by the South Coast Air Quality Management District, as published in its most current “Air Quality Analysis Guidance Handbook.”
- (iv) Any Project involving modification or demolition of a structure listed as category 1, 2, or 3 on the State’s Historical List, the City’s Historical Survey List, or as determined by a historical resource assessment prepared by a qualified consultant.
- (v) Any Project that cannot maintain a water system, on or off site, which is capable of meeting the daily and peak demand of Laguna Woods residents and businesses including the provision of adequate fire flows.
- (vi) Any Project that cannot protect structures for human occupancy and major roadways from the 100-year flood.
- (vii) Any Project in which a wastewater collection, treatment, and disposal system cannot be maintained in a way that is capable of meeting the daily and peak demands of Laguna Woods residents and businesses.
- (viii) Any Project that results in the movement or grading of 100,000 cubic yards or greater of earth.

VIII. CONSULTANTS AND SUB-CONSULTANT SELECTION PROCEDURE

Once the City has determined that a Negative Declaration, Mitigated Negative Declaration, or EIR is required, the Applicant must deposit the appropriate amount for the required work. Upon receipt of the deposit, the City may choose to complete the work with in-house staff or with consultants under contract with the City, or it may solicit consultant proposals specifically for the proposed Project.

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If the City elects to hire a consultant solely to assist in the preparation of the CEQA document, the City shall do so in a manner consistent with its purchasing and procurement policies.

A. **Deposit**

To begin the Negative Declaration, Mitigated Negative Declaration, or EIR preparation process, the Applicant shall submit to the Lead Department a deposit as so set forth in Section IV.-D. and VIII, and may be required to execute a document titled, CEQA Document Preparation and Deposit Contract (Third-Party Agreement).

B. **Execution of Contract**

In certain Projects, the Planning Director may deem it necessary that a Third-Party Agreement be entered into by and between the Applicant, City, and the consultant retained for the Project. The Third-Party Agreement shall reference the scope of work, including the preparation of the Negative Declaration or Mitigated Negative Declaration, Administrative Draft EIR, Draft EIR, and Final EIR, attendance at public hearings, preparation of the response to comments, and reproduction costs.

IX. **NEGATIVE DECLARATIONS (Pub. Res. Code §§ 21064 AND 21064.5; GUIDELINES § 15070)**

There are two types of Negative Declarations: a (standard) Negative Declaration, and a Negative Declaration with mitigation, or “Mitigated Negative Declaration.” When the Initial Study shows that the Project may not have a significant effect on the environment, CEQA allows for a Negative Declaration to be adopted.

CEQA gives the City the option of allowing Applicants to modify their Project so that the City can make a finding that the Project would not have a significant effect on the environment as proposed. If the Applicant can mitigate its Project to avoid potential significant effects, it can qualify for a Mitigated Negative Declaration.

A. **Preparation of a Negative Declaration or Mitigated Negative Declaration (Pub. Res. Code §§ 21064 and 21064.5; Guidelines § 15070)**

A Negative Declaration or Mitigated Negative Declaration shall be prepared for Projects subject to CEQA when:

1. The Initial Study shows that there is no substantial evidence, in light of the whole record before the City, that the Project may have a significant effect on the environment, or

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2. The Initial Study identifies potentially significant effects, but:
 - a. Revisions in the Project plans or proposals made by, or agreed to by the Applicant before a proposed Mitigated Negative Declaration and Initial Study are released for public review would avoid the effects or mitigate the effects to a point where clearly no significant effects would occur, and
 - b. There is no substantial evidence, in light of the whole record before the agency, that the Project as revised may have a significant effect on the environment.

B. Contents of Negative Declarations or Mitigated Negative Declaration (Guidelines § 15071)

A Negative Declaration or Mitigated Negative Declaration shall include:

1. A brief description of the Project, including a commonly used name for the Project, if any;
2. The location of the Project, preferably shown on a map, and the name of the Applicant;
3. A proposed finding that the Project will not have a significant effect on the environment;
4. An attached copy of the Initial Study documenting reasons to support the finding; and
5. Mitigation measures, if any, included in the Project to avoid potentially significant effects.

C. Public Notice (Pub. Res. Code § 21092; Guidelines § 15072)

When a Negative Declaration or Mitigated Negative Declaration is released for public review, for the duration of the public review period, the document shall be available for viewing at City Hall during normal working hours and posted on the City's website for the duration of the public review period. Copies of the Negative Declaration or Mitigated Negative Declaration shall be made available for purchase through the City, for the cost of printing.

The City shall notify the public of its intention to adopt a Negative Declaration or Mitigated Negative Declaration within a newspaper of general circulation in the area affected by the Project. If more than one area

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is affected, this Notice of Intent (“NOI”) shall be published in the newspaper of largest circulation from among the newspapers of general circulation in those areas. The required information to be provided in the NOI is described in State CEQA Guidelines § 15072.

The NOI shall also be provided by direct mail to owners and occupants of property as shown on the latest equalized assessment role within 1,000 feet of the parcel(s) on which the Project is located. When the number of addresses to which the NOI would be directly mailed exceeds 500 for Negative Declarations or 750 for Mitigated Negative Declarations, the City may alternatively provide an additional notice within a newspaper of general circulation and mail the NOI to all homeowners’ associations for dwelling units in Laguna Woods within 1,000 feet of the Project location.

The NOI shall also be provided to all individuals who so requested, in writing, notice on the Project.

Where one or more state agencies will be a Responsible Agency or a Trustee Agency or will exercise jurisdiction by law over natural resources affected by the Project, or where the Project is of statewide, regional, or areawide environmental significance, the City shall provide a copy of the Negative Declaration or Mitigated Negative Declaration to the State Clearinghouse for distribution to State agencies (Guidelines § 15073).

The NOI and a copy of the Negative Declaration or Mitigated Negative Declaration and Initial Study shall be provided to every Responsible Agency and Trustee Agency concerned with the Project and every other public agency with jurisdiction by law over resources affected by the Project.

For a Project of statewide, regional, or areawide significance, the City shall also provide the NOI to transportation planning agencies and public agencies which have transportation facilities within their jurisdictions which could be affected by the Project as specified in Section 21092.4(a) of the Pub. Res. Code (Guidelines § 15073).

The public review period for a Negative Declaration or Mitigated Negative Declaration shall be at least 20 calendar days. The review period for a Negative Declaration or Mitigated Negative Declaration shall be at least 30 calendar days where a State agency is a Responsible Agency or a Trustee Agency for the Project, when the Project is under the jurisdiction of a State agency, or where the Project is of statewide, regional, or areawide significance (Pub. Res. Code § 21091).

The City shall notify in writing any public agency which comments on a proposed Negative Declaration or Mitigated Negative Declaration of any public hearing to be held for the Project for which the document was prepared. A notice provided to a public agency pursuant to Pub. Res. Code § 15072 shall satisfy this requirement.

D. Approval or Denial of Negative Declarations or Mitigated Negative Declaration

With respect to Negative Declarations or Mitigated Negative Declarations, the City Council is the Decision-Making Body and shall have the authority to approve, deny, or take any other action pertaining to the Negative Declaration or Mitigated Negative Declaration.

E. Notice of Determination (Pub. Res. Code § 21152; Guidelines § 15075)

After deciding to carry out or approve a Project for which a Negative Declaration or Mitigated Negative Declaration has been approved, the City shall post the Notice of Determination (“NOD”) on the City’s website and file the NOD with the County Clerk within 5 business days. After the NOD has been posted for 30 calendar days by the County Clerk, the County Clerk will return the NOD to the City and the NOD may be removed from the City’s website. The returned NOD must then be retained for not less than 12 months (Pub. Res. Code § 21152). Filing and posting the NOD starts a 30-calendar day statute of limitations on court challenges to CEQA approvals. Failing to file the NOD within the required period extends the statute of limitations to 180 calendar days. If the Project requires a discretionary approval from any State agency, the NOD shall also be filed with the State Clearinghouse.

X. ENVIRONMENTAL IMPACT REPORTS (EIRs)

The EIR process starts with the Planning Director’s initial decision to prepare an EIR. This decision will be made either during preliminary review (Guidelines § 15060) or at the conclusion of an Initial Study (Guidelines § 15064).

A. Decision to Prepare an EIR (Pub. Res. Code § 21080; Guidelines § 15063)

If the Initial Study determines that a Project may have a significant effect on the environment, which cannot be eliminated by changing the Project or adding mitigation measures, the Planning Director shall initiate the preparation of an EIR. If the Planning Director can determine that an EIR will clearly be required for the Project, an Initial Study is not required but may still be desirable.

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The Planning Director will determine whether an EIR is required within 30 calendar days of the application being deemed complete. A 15-calendar day extension may be approved upon consent of the Applicant (Guidelines § 15102).

B. Letter to Applicant

Prior to the preparation and distribution of the Notice of Preparation (“NOP”), the City shall send to the Applicant a letter giving notice of the need for an EIR. Within 15 business days, the Applicant shall notify the City in writing of his/her/their/its agreement to proceed with an EIR, his/her/their/its agreement that an EIR is warranted, and (if applicable) his/her/their/its agreement to enter into the City’s third-party contract for preparation of the EIR. Failure of the Applicant to respond in writing within this period shall result in the scheduling of the Project for hearing before the approving authority with a recommendation of denial without prejudice.

In the letter to the Applicant, the City shall include information regarding the appeal procedure, fees for EIR administration, the scope of the EIR coverage (with the Initial Study, if any, attached), and directions to the Applicant on how to proceed. These directions shall include (if applicable) a description of the City’s consultant selection process and directions regarding the City/Applicant/consultant third-party contract.

C. Scope of an EIR (Pub. Res. Code § 21080.4; Guidelines § 15082)

The breadth of analysis in an EIR shall be determined by one or more of the following: the Initial Study, comments of the City staff, and responses to the NOP. The EIR should focus on potentially significant impacts. For Projects of unusual scope or complexity, City staff may hold a community scoping meeting. Pursuant to Guidelines § 15082, the City shall conduct at least one scoping meeting for Projects of statewide, regional, or areawide significance. In addition, a scoping meeting shall be conducted if the Project may affect highways or other facilities under the jurisdiction of the California Department of Transportation (“Caltrans”) and a meeting is requested by Caltrans. The Lead Agency shall call the scoping meeting as soon as possible, but not later than 30 calendar days after receiving the request from Caltrans.

D. Appeal

If the Applicant wishes to appeal the City’s finding that an EIR is required, the Applicant shall file an appeal within 10 business days of the date of mailing the letter to the Applicant. The Applicant shall submit, along with the appropriate filing fee, a letter specifying the reasons why an EIR should

not be required. The appeal shall be filed with the Lead Department. Action on these appeals shall be heard by the Decision-Making Body for the Project. If the Decision-Making Body is the Planning Director or his/her/their designee, the Planning Director may request that the City Council hear the appeal.

E. Notice of Preparation (Guidelines § 15082)

Immediately after deciding that an EIR is required, and upon written confirmation of acceptance by the Applicant of the need to prepare an EIR, the City shall prepare and distribute a NOP for the EIR. The NOP shall provide the required information described in State CEQA Guidelines § 15082, and include a copy of the Initial Study, if any.

The City shall send the NOP to the State Clearinghouse and Responsible and Trustee Agencies, as well as post it on the City's website and file it with the County Clerk. If federal agencies are involved in approving or funding the Project, the NOP shall additionally be sent to those agencies. Except for the State Clearinghouse which has unique submittal requirements, the City shall use either certified mail or any other method of transmittal which provides a record that notice was received when sending copies of the NOP.

NOPs posted on the City's website may be removed after the deadline for Responsible and Trustee Agencies to provide responses closes.

F. Response to Notice of Preparation

Each Responsible and Trustee Agency shall provide a response within 30 calendar days after receiving the NOP. If an agency fails to reply within 30 calendar days with either a response or a request for additional time, the City may assume that the agency has no response to make.

Responses to the NOP shall at a minimum identify:

1. The significant environmental issues and reasonable alternatives and mitigation measures which the Responsible or Trustee Agency will need to have explored in the Draft EIR; and
2. Whether the agency will be a Responsible Agency or a Trustee Agency for the Project.

A generalized list of concerns does not meet the requirements for response.

The Applicant may further refine its Project and Project description based upon comments on the NOP.

G. Preparation of Administrative Draft EIR (Guidelines § 15084)

The Administrative Draft EIR is considered a working document to be circulated among City staff. The purpose of staff review is to evaluate the EIR for adequacy and accuracy prior to public circulation. Generally, review of the Administrative Draft EIR is concluded within a few weeks, after which comments are provided to the City staff or City consultant who prepares the Draft EIR for publication and distribution. The Applicant may further refine its Project and Project description based upon comments from the Planning Director or other City staff.

H. Notice of Completion of a Draft EIR (Guidelines § 15085)

When the Draft EIR is completed and ready for public circulation, the Draft EIR and a Notice of Completion (“NOC”) shall be posted on the City’s website and filed electronically with the State Clearinghouse. Receipt of this notice and the Draft EIR by the State Clearinghouse will initiate the minimum 30 calendar day public review period. The public review period shall be at least 45 calendar days where a State agency is a Responsible Agency or a Trustee Agency for the Project, when the Project is under the jurisdiction of a State agency, or where the Project is of statewide, regional, or areawide significance.

NOCs posted on the City’s website may be removed after the public review period for the Draft EIR closes.

I. Public Review of Draft EIRs (Pub. Res. Code § 21091; Guidelines § 15087)

At the time the NOC is filed with the State Clearinghouse, the City shall provide public notice of the availability of a Draft EIR (“NOA”) on the City’s website and within a newspaper of general circulation in the area affected by the Project. If more than one area is affected, the NOA shall be published in the newspaper of largest circulation from among the newspapers of general circulation in those areas. The required information to be provided in the NOA is described in State CEQA Guidelines § 15105.

The NOA shall also be filed with the County Clerk for 30 calendar days.

The NOA shall also be provided by direct mail to owners and occupants of property as shown on the latest equalized assessment role within 1,000 feet of the parcel(s) on which the Project is located. When the number of addresses to which the NOA would be directly mailed exceeds 1,000, the City may alternatively provide an additional public notice within a newspaper of general circulation and mail the NOA to all homeowners’

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associations for dwelling units in Laguna Woods within 1,000 feet of the Project location.

The NOA shall also be provided to all individuals who so requested, in writing, notice on the Project.

Copies of the Draft EIR shall be made available for viewing at City Hall during normal working hours and on the City's website, and also furnished to the County's public library system. Copies of the Draft EIR shall be made available for purchase through the City, for the cost of printing.

Notices and Draft EIRs posted on the City's website may be removed after the public review period for the Draft EIR closes.

J. Evaluation of Responses to Comments (Pub. Res. Code § 21092.5; Guidelines § 15088)

After the public review period for the Draft EIR closes, City staff and/or the City consultant will assemble all written comments and summary minutes of verbal comments and transmit this package to City staff or a City consultant for preparation of the "Response to Comments." Responses to comments shall ultimately be approved by the Planning Director. City staff and (if applicable) the City consultant will work closely to determine:

1. Which comments address environmental impacts and mitigation(s). These comments shall be responded to;
2. Which comments address the merits of the Project (as distinguished from environmental impacts of the Project) and do not require a response, but should be noted for the record;
3. Which comments are beyond the scope of environmental review (such as legal interpretations); and
4. Which comments on impacts are too speculative for evaluation.

The City shall provide a written proposed response, either in a printed copy or in an electronic format, to a public agency on comments made by that public agency at least 10 calendar days before certifying the EIR.

K. Public Hearing on Draft EIR

A public hearing held before the City Council shall be conducted to solicit additional comments on the Draft EIR. It is the City's intent to hold the public hearing on the Draft EIR concurrently with consideration of the

development application(s) for the Project. Notice of the public hearing shall be provided by means set forth in Subsection I, above, and § 15202 of the State CEQA Guidelines. The public hearing shall be scheduled after the public review period for the Draft EIR closes and once all responses to comments have been prepared. For clarity and accuracy of the record, written testimony is encouraged in conjunction with, or in lieu of, oral testimony provided during the public hearing. The City Council may extend the testimony period and/or continue the public hearing, if additional time is warranted.

L. Preparation of the Final EIR (Pub. Res. Code § 21100; Guidelines § 15089)

The Final EIR will consist of the unchanged Draft EIR, copies of comments received, the Response to Comments (which includes corrections to any errors in the Draft EIR), and a list of persons and organizations who made comments. The Final EIR shall be available for viewing at City Hall during normal working hours.

M. Findings (Pub. Res. Code § 21081; Guidelines § 15091)

The City Council shall not approve or carry out a Project for which a certified EIR identifies one or more significant environmental effects unless written findings for each of the significant effects, accompanied by a brief explanation of the rationale for each finding, are made. Findings must be supported by substantial evidence in the record of Project review. The possible findings are:

1. Changes or alterations have been required in, or incorporated into, the Project which avoid or substantially lessen the significant environmental effect as identified in the Final EIR.
2. Such changes or alterations are within the responsibility and jurisdiction of another public agency and not the agency making the finding. Such changes have been adopted by such other agency or can and should be adopted by such other agency.
3. Specific economic, legal, social, technological, or other considerations, including provision of employment opportunities for highly trained workers, make infeasible the mitigation measures or Project alternatives identified in the Final EIR.

A Statement of Overriding Considerations does not substitute for these required findings.

N. Consideration of Drafting Findings for Project Approval

After considering the Final EIR, and in conjunction with making findings, the City Council may decide whether or how to carry out the Project. The Project for which the EIR was prepared shall not be approved unless either:

1. The Project, as approved, will not have a significant effect on the environment; or
2. The City has eliminated or substantially lessened all significant effects on the environment where feasible, as shown in the findings, and any remaining significant effects on the environment have been determined to be unavoidable under § 15091 of the State CEQA Guidelines and are acceptable due to overriding concerns as described in § 15093 of the State CEQA Guidelines.

O. Statement of Overriding Considerations (Pub. Res. Code § 21081; Guidelines § 15093)

If the benefits of a proposed Project outweigh the unavoidable adverse effects, such significant effects may be considered "acceptable." The City Council shall take into consideration economic, legal, social, technological, and other benefits when determining if the benefits outweigh the significant effects. If the City Council approves a Project that allows the occurrence of significant effects, it shall adopt a Statement of Overriding Considerations, as part of the Project approval, that states specific reasons to support its action based on the certified Final EIR and/or other information in the record. This Statement of Overriding Considerations shall be in writing and supported by substantial evidence in the record. This statement does not substitute for, and shall be in addition to, findings required pursuant to Subsection M. The City staff or City consultant who prepared the Draft and Final EIR, or the Planning Director or his/her/their designee, shall be responsible for drafting the findings, subject to internal review by the City's legal counsel and review and approval by the City Council.

P. Certification of the Final EIR and Time Limits

The City Council shall certify the Final EIR for private Projects within one year of deeming the application for the Project as complete. Upon consent of the Applicant and the City, the one-year limit may be extended a maximum of an additional 90 calendar days. Changes to the Project and or delays by the Applicant in providing necessary information to complete the Final EIR shall suspend these time periods. In certifying the Final EIR, the City Council shall find that the Final EIR was prepared in compliance with

CEQA, was reviewed and considered prior to Project approval, and reflects the independent judgment of the City Council.

Q. Notice of Determination

A NOD shall be posted on the City’s website and filed with the County Clerk within 5 business days of Project approval when an EIR has been prepared and certified for a Project. After the NOD has been posted for 30 calendar days by the County Clerk, the County Clerk will return the NOD to the City and the NOD may be removed from the City’s website. The returned NOD must then be retained for not less than 12 months (Pub. Res. Code § 21152). Filing and posting the NOD starts a 30-calendar day statute of limitations on court challenges to CEQA approvals. Failing to file the NOD within the required period extends the statute of limitations to 180 calendar days. If the Project requires a discretionary approval from any State agency, the notice shall also be filed with the State Clearinghouse.

XI. MITIGATION MONITORING AND/OR REPORTING PROGRAM (Pub. Res. Code § 21081.6; GUIDELINES § 15097)

Mitigation measures are specific requirements which will minimize, avoid, rectify, reduce, eliminate, or compensate for significant environmental effects. A mitigation monitoring and reporting program’s effectiveness depends in large part upon the quality of the mitigation measures themselves. Poorly drafted measures are not only difficult to implement, they are difficult to report on and monitor.

A. Processing of Mitigation Monitoring and/or Reporting Program: Roles and Responsibilities

1. Administrative Responsibilities. It shall be the overall responsibility of the Planning Director or his/her/their designee to perform the duties of Mitigation Coordinator.
2. Selection of Monitor. The Planning Director or the Director’s designee may hire the person(s) or firm(s), in consultation with the Project developer, to monitor the mitigation monitoring and reporting program for each Project. In all cases, the person(s) or firm(s) responsible for monitoring shall have sufficient expertise to determine whether or not the mitigation measure has been accomplished. The Applicant shall be responsible for payment of all fees and costs associated with Project monitoring.
3. Mitigation Monitoring and Reporting Program (“MMRP”). The MMRP shall be made a part of the certified Mitigated Negative

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Declaration or Final EIR prior to Project approval, or shall otherwise be implemented to the satisfaction of the Planning Director.

If the required MMRP has not been prepared as part of the preparation of the Mitigated Negative Declaration or EIR, the Planning Director shall cause the MMRP to be prepared at the expense of the Applicant, prior to Project approval.

4. Monitoring Responsibility. The Mitigation Coordinator shall be responsible for:
 - (a) Coordinating the monitoring tasks and verification program;
 - (b) Ensuring that the Applicant prepares a compliance schedule;
 - (c) Coordinating monitoring by various City departments and other agencies;
 - (d) Processing and filing compliance reports and verification reports;
 - (e) Ensuring that the Applicant provides a deposit to fund the mitigation monitoring program; and
 - (f) Preparing an environmental monitoring report that is periodically reviewed until all mitigation measures have been implemented as required.

The Mitigation Coordinator shall submit regular progress and verification reports to the Planning Director.

B. Preparation of a Mitigation Monitoring and/or Reporting Program

An MMRP shall be prepared by the EIR consultant for every Project for which an EIR or Mitigated Negative Declaration was prepared where mitigation measures were adopted by the approving body. The MMRP shall be reviewed and accepted by the Lead Department prior to its implementation and use. The MMRP shall contain the following:

1. A statement that the requirements of the adopted MMRP run with the real property on which the Project is located. Successive

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owners, heirs, and assigns of this real property are bound to comply with all of the requirements of the adopted MMRP.

2. A statement which specifies the responsibilities of the Applicant and the Mitigation Coordinator or his/her/their designee, as well as any professional expertise on completion or evaluation of any part of the MMRP.
3. The time requirements, schedule, phases, or tasks for each mitigation measure that will, upon completion, result in the issuance of an MMRP completion letter from the Mitigation Coordinator.

The MMRP shall be written to maintain consistency with the Project as approved. It shall be the responsibility of the Mitigation Coordinator to determine that the proposed MMRP complies with City requirements.

C. Enforcement Responsibility

The Mitigation Coordinator is authorized to enforce compliance with the MMRP. When compliance is lacking or incomplete, the Mitigation Coordinator is empowered to either stop work, temporarily stop work, or allow work to continue while compliance is being achieved.

D. Program Completion Letter

It shall be the responsibility of the Mitigation Coordinator to determine compliance with each of the required mitigation measures. Once all of the mitigation measures have been met, the Mitigation Coordinator will prepare and mail a letter to the Applicant indicating full compliance with the MMRP for the Project or phase. Should there be an ongoing mitigation measure imposed, the Mitigation Coordinator shall prepare and mail a letter to the Applicant indicating the ongoing need for the mitigation measure and the necessary time frame for follow-up.

E. Compliance With State CEQA Guidelines § 15097

MMRPs shall be consistent with the State CEQA Guidelines § 15097.

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CITY OF LAGUNA WOODS

LOCAL

CALIFORNIA ENVIRONMENTAL QUALITY ACT

GUIDELINES

City Council Adoption: ~~April 29, 2024~~October 15, 2025

Resolution No. ~~24-1325~~-XX

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DEFINITIONS

- A. “Applicant” – The person, entity, City department, or agency which has submitted an application to the City for review or approval of any activity which is deemed a Project pursuant to the California Environmental Quality Act (CEQA) or these Local CEQA Guidelines.
- B. “CEQA” – The California Environmental Quality Act, commencing with § 21000 *et seq.* of the California Public Resources Code (Pub. Res. Code), and as may be amended from time to time.
- C. “City” – The City of Laguna Woods, California.
- D. “City Council” – The City Council of the City.
- E. “City Manager” – The City Manager of the City.
- F. “County” – The County of Orange, California.
- G. “County Clerk” – The Clerk-Recorder of the County.
- H. “Decision-Making Body” - The person, commission, or council which has authority by law or ordinance to make a final decision to approve or disapprove the Project at issue. See Lead Agency.
- I. “Discretion” or “Discretionary” - The Decision-Making Body’s exercise of judgment or deliberation regarding a decision to approve, approve with condition, or disapprove an action or Project, as distinguished from situations in which the Decision-Making Body merely has to determine whether there has been conformance with applicable statutes, ordinances, or regulations.
- J. “Greenhouse Gases” - Gases that trap heat in the atmosphere. The accumulation of greenhouse gases in the atmosphere regulates the ~~E~~earth’s temperature. Reference gases include: ~~c~~Carbon dioxide (CO₂); ~~m~~Methane (CH₄); ~~n~~Nitrous oxide (N₂O); ~~h~~Hydrofluorocarbons (HFCs); ~~p~~Perfluorocarbons (PFCs); and ~~s~~Sulfur ~~h~~Hexafluoride (SF₆).
- K. “Lead Agency” – The City will be the Lead Agency or Decision-Making Body, for those Projects for which they have principal responsibility for carrying out or approving.
- L. “Lead Department” - The City’s Planning & Environmental Services Department, which shall serve as clearinghouse for the purposes of processing and coordinating environmental review for the City.

- M. “Local CEQA Guidelines” – The City’s Local CEQA Guidelines as adopted by resolution of the City Council.
- N. “Ministerial” - Minimal or no exercise of personal judgment by the Decision-Making Body or a public official as to the wisdom or manner of carrying out an action or Project. The Decision-Making Body or public official merely applies the particular law or regulation to the facts.
- O. “Planning Director” - The City Manager or his/her/their designee (which may include a consultant hired by the City), who shall have overall responsibility for City CEQA functions. As used in these Local CEQA Guidelines, CEQA functions include CEQA review of all City Projects and Projects submitted to the City for approval or review pursuant to State and federal law.
- P. “Project” – Any discretionary activity undertaken or proposed by an Applicant, including any City department, which creates, or has the potential to cause either a direct physical change to the environment or a reasonably foreseeable indirect physical change in the environment, as guided by ~~California Public Resources Code~~ Pub. Res. Code § 21065 and by § 15378 of the State CEQA Guidelines.
- Q. “Project Manager” – The Planning Director’s designee who shall take direction from the Planning Director and be responsible for carrying out a City Project or reviewing a Project submitted to the City for processing.
- R. “State” – The State of California.
- S. “State CEQA Guidelines” – The Guidelines for the California Environmental Quality Act, commencing with § 15000 *et seq.* of the California Code of Regulations, Title 14, Chapter 3, and as may be amended from time to time.
- T. “State Clearinghouse” – The State Clearinghouse division of the California Governor’s Office of ~~Planning and Research~~ Land Use and Climate Innovation.

I. INTRODUCTION

The City's Local CEQA Guidelines set forth comprehensive procedures for complying with CEQA. Pursuant to CEQA, public agencies must adopt guidelines (objectives, criteria, and specific procedures) for administering their responsibilities under CEQA (Pub. ~~Resources-Res.~~ Code (~~"PRC"~~), §§ 21000–21189) and State CEQA Guidelines (Cal. Code Regs., Tit. 14, Div. 6, Chpt. 3, §§ 15000–15387). ~~(All citations are to the State CEQA Guidelines unless otherwise noted.)~~ The purpose of the City's Local CEQA Guidelines is to protect both local and regional environmental resources in a manner that reflects local values.

The City may update the Local CEQA Guidelines periodically to account for amendments, changes to the primary thresholds of significance, and/or to ensure best practices are being applied. While the Local CEQA Guidelines apply to most Projects, there may be unique circumstances where the Planning Director may use his/her/their discretion to deviate if necessary to comply with CEQA or the State CEQA Guidelines. The Local CEQA Guidelines are not exhaustive or intended to be exhaustive. Therefore, the City reserves the right to request additional Project-specific information in its evaluation that may not be identified or described in the Local CEQA Guidelines. The Planning Director may also adopt departmental policies and procedures to further implement the provisions of CEQA, the State CEQA Guidelines, and the Local CEQA Guidelines.

In conjunction with adoption of the Local CEQA Guidelines, CEQA (Pub. ~~Resources-Res.~~ Code, §§ 21000–21189) and the State CEQA Guidelines (occasionally referred to herein as the "Guidelines") (Cal. Code Regs., Tit. 14, §§ 15000–15387) are hereby incorporated by reference in accordance with Section 15022, subdivision (d) of the CEQA Guidelines. All future revisions to CEQA and the CEQA Guidelines shall hereafter be considered to be a part of the Local CEQA Guidelines without further action by the City Council. In the event of any inconsistency or conflict between the Local CEQA Guidelines and the CEQA Guidelines, the provisions of the CEQA Guidelines shall take precedence.

II. DELEGATION OF RESPONSIBILITY

A. Responsibilities of the Planning Director (~~PRC~~Pub. Res. Code, §§ 21083 and 21087; ~~Guidelines, § 15025~~)

Responsibilities of the Planning Director shall include, but not be limited to, the responsibilities listed throughout these Local CEQA Guidelines, as well as the following activities:

1. Ensuring that the Local CEQA Guidelines set forth in this document are followed;

2. Conducting environmental review of all City Projects and Projects submitted to the City for review and approval;
3. Conducting preliminary review to determine if an application identifies a Project under CEQA;
4. Reviewing the application and Project for completeness;
5. Initial determination of the level of environmental review for a Project in accordance with CEQA, the State CEQA Guidelines, City Council policy and direction, and as defined in these Local CEQA Guidelines;
6. Preparing, processing, filing, and posting all environmental documents and notices as required;
7. Adopting, preparing, and updating City procedures, policies, thresholds, guidelines, and criteria as needed to forward the intent of these Local CEQA Guidelines;
8. Adhering to CEQA processing time limits as qualified under these Local CEQA Guidelines;
9. Determining the adequacy of the CEQA document; and
10. Reviewing CEQA documents prepared for other agencies, providing adequate comments and complying with the requirements for a Responsible Agency under § 15096 of the State CEQA Guidelines.

B. Responsibilities of the Project Manager

The Project Manager shall assist the Planning Director in carrying out the activities required by these Local CEQA Guidelines including, but not limited to, ensuring timely submission of all Project information needed by the Planning Director.

III. OVERVIEW AND SUMMARY OF PROCEDURES

The following subsections provide the procedures for following CEQA requirements. In all cases, determination shall **be made** by the Planning Director in consultation with the Project Manager.

A. Applicability

A proposed activity or application must first be evaluated to determine if it is a "Project" and is, therefore, subject to further CEQA review. However, if the proposed activity is a Project under CEQA, it may still be exempt from environmental review if the Project falls under a satisfying criteria as set forth under State CEQA Guidelines, Article 12.5, commencing at § 15191; a statutory exemption as set forth under State CEQA Guidelines, Article 18, commencing at § 15260; a categorical exemption as set forth under State CEQA Guidelines, Article 19, commencing at § 15300; or by other statutory exemption outside the CEQA statutes, as established by the State Legislature.

IV. AUTHORITY PROVIDED BY CEQA (~~Pub. Res. Code PRC, § 21004; Guidelines, §§ 15040-15045~~)

CEQA gives the City, as Lead Agency, authority to require feasible changes in the activities involved in the Project in order to substantially lessen or avoid effects on the environment, disapprove or approve Projects despite significant impacts, and to charge fees to recover costs incurred in the preparation of the environmental documentation.

A. Mitigate (~~Pub. Res. Code PRC, §§ 21002 & 21004; Guidelines, § 15041~~)

The City, as Lead Agency, has authority to require feasible changes in any or all activities involved in the Project in order to substantially lessen or avoid significant effects on the environment, consistent with the applicable constitutional requirements such as the "nexus" and "rough proportionality" standards ~~required~~ established by case law. The Lead Agency shall prepare mitigation measures to achieve the objective of mitigating or avoiding significant effects on the environment identified in the Mitigated Negative Declaration or Environmental Impact Report ("EIR"). These mitigation measures shall be implemented by the Applicant as part of the Project approvals and shall be incorporated in a mitigation monitoring and reporting program adopted by the Lead Agency.

B. Approve Projects Despite Significant Effects (~~Guidelines, § 15043~~)

The City may approve a Project despite significant environmental effects identified in an EIR if the City makes a fully informed and publicly disclosed decision that: (1) there is no feasible way to lessen or avoid these effects; and (2) the City adopts, when certifying an EIR, a statement of overriding considerations (§ 15093) with findings that specifically identify

the expected benefits from the Project that outweigh the policy of reducing or avoiding significant environmental impacts of the Project.

C. Disapprove Projects (Guidelines, § 15042)

The City may disapprove a Project, if necessary, to avoid one or more significant effects on the environment that would occur if the Project were approved as proposed.

D. Fees (Pub. Res. Code PRC, § 21089; Guidelines, § 15045)

The City, as a Lead Agency, may charge and collect reasonable fees from the Applicant in order to recover the estimated cost in preparing environmental documents and for procedures necessary to comply with CEQA on the Project. These fees are subject to periodic review and adjustment in order to assure that City costs are recovered. Litigation expenses, costs, fees, and all fee awards incurred in actions alleging noncompliance with CEQA shall be borne by the Applicant.

Costs for the preparation of the CEQA document will be estimated on a case-by-case basis depending upon the scope of the CEQA review. If the Project necessitates City staff or City consultant assistance prior to the submittal of the Project Application, the Applicant will be required to submit a deposit in an amount to be determined by the Planning Director, to cover all of the City and its consultants' pre-application costs, including but not limited to the hourly rate of employees and consultants and appropriate support and overhead expenses. The deposit shall be based on the amount of time anticipated to respond to the Applicant's inquiries. Any balance remaining at the completion of the work shall be refunded to the Applicant or applied against the Project processing deposit.

If no pre-application deposit is required, a deposit in an amount to be determined by the Planning Director will be required at the time the Lead Department commences any work on the proposed Project. This deposit must be submitted no later than when the Project application is submitted to the City for processing. Upon determination by the Planning Director or his/her/their designee of the cost of the CEQA review, the Applicant is required to deposit the amount of the estimated reasonable costs with the City prior to the commencement of the preparation of the CEQA document. Adoption or certification of the final CEQA document will not be scheduled unless the account is in excess of the estimate/deposit in order to cover the costs of finalizing the CEQA document. Any deposit remaining at the completion of the Project, or upon the Applicant's withdrawal of the Project, shall be refunded to the Applicant.

V. EXEMPTIONS

Generally, a Project may be exempt from CEQA review if it falls within any of the following categories:

- The Project is not considered a “Project” within the CEQA definition.
- The City does not have the discretion to disapprove or put conditions on the Project.
- The action is required by a state regulatory program.
- The state has determined by statute that the type of Project is exempt from CEQA review (statutory exemptions).
- The Project is a type that the state has determined generally does not have a significant environmental impact (categorical exemptions).
- The Project has no possibility of having a significant effect on the environment (common sense exemption).
- The Project is required to make emergency repairs to public or private service facilities that are necessary to maintain services.
- The Project will be rejected or disapproved by the City.
- The Project meets the exemption criteria in Article 12.5 of the State CEQA Guidelines for agricultural housing, affordable housing, or residential infill.

After a Project application is deemed complete by the Planning Director, the Planning Director has 30 calendar days in which to determine whether a Project is exempt or not. All proposed activities must be reviewed to determine if one of the following exemptions is appropriate:

A. **Statutory Exemptions:** Certain activities are exempt from CEQA by the State Legislature. These exemptions include, but are not limited to, feasibility or planning studies, ministerial Projects, and emergency actions. A list of Statutory Exemptions is included in the State CEQA Guidelines, Article 18, commencing at § 15260. In addition, the State Legislature has established other statutory exemptions outside the CEQA statutes. These exemptions are listed in the June 2018, or as otherwise updated, Technical Advisory, “CEQA Exemptions Outside the CEQA Statute,” published by the California Governor’s Office of ~~Planning and Research~~Land Use and Climate Innovation.

B. **Categorical Exemptions:** Certain classes or “categories” of Projects have been determined by the State's Secretary for Natural Resources to have an insignificant effect on the environment and are known as Categorical Exemptions. A complete list of these exemptions is ~~included-provided in~~ Article 19 of the State CEQA Guidelines, Article 19, ~~commencing beginning~~ at § 15300.

Exceptions to Categorical Exemptions are listed in § 15300.2 of the State CEQA Guidelines. Categorical Exemptions shall not be used for Projects where there is a reasonable possibility that the Project would have a significant environmental effect due to unusual circumstances. Categorical Exemptions shall not be used for Projects that may impact designated, precisely mapped, and officially adopted areas of hazardous or critical concern pursuant to federal, State, or local agencies. In addition, Categorical Exemptions shall not be used for Projects having significant cumulative impacts, having substantial adverse ~~effects-change~~ on ~~significant-the significance of a~~ historical resources, or are located on hazardous waste sites included on any list compiled pursuant to § 65962.5 of the California Government Code.

C. **Common Sense Exemptions:** Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to environmental review. In such cases, the activity is covered by the common sense exemption that CEQA applies only to Projects which have the potential for causing a significant effect on the environment (Guidelines; § 15061(b)(3)).

- D. **Article 12.5 Exemptions:** Other exemptions include those described in Article 12.5 of the State CEQA Guidelines, which exempts agricultural housing, affordable housing, and residential infill projects. These exemptions must meet specific threshold criteria that are described in § 15192, § 15193, § 15194, and § 15195.
- E. **Exemption Verification:** The City may exempt from CEQA review the Statutory Exemptions commencing with § 15260 of the State CEQA Guidelines, the Statutory Exemptions established outside the CEQA statute, the Categorical Exemptions commencing with § 15300 of the State CEQA Guidelines, the Common Sense Exemptions pursuant to § 15061(b)(3) of the State CEQA Guidelines, projects rejected or disapproved by the City, and the ministerial Projects listed below in Subsection F. Any Project not specifically meeting one of these exemptions is subject to the provisions of CEQA.
- F. **Ministerial Projects:** Activities over which the City has ministerial authority and that are exempt from environmental review under § 21080(b)(1) of the ~~Public Resources Code~~ Pub. Res. Code include, but are not limited to, those Ministerial Projects as defined by § 15268 of the State CEQA Guidelines. The following is a list of those actions typically considered ministerial in the City:
1. Issuance of a Certificate of Compliance, issued in accordance with allowed land-use regulations for the zone and conditions of the Project;
 2. Issuance of a Certificate of Occupancy, issued in accordance with allowed land-use regulations of the zone and conditions of the Project;
 3. Issuance of business licenses and permits required by Title 6, Business Regulations of the Laguna Woods Municipal Code;
 4. Approval of waiver of parcel maps and approval of final subdivision maps;
 5. Approval of construction fencing;
 6. Approval of ~~a~~-grading permits, in areas with average slope less than 20 percent, unless in connection with potential impacts on sensitive biological resources;

7. Issuance of demolition permits, unless in connection with a property of historical or cultural significance to the community;
8. Approval of curb, gutter, or sidewalk construction or reconstruction within an existing right-of-way;
9. Approval of driveway construction or reconstruction;
10. Issuance of an Encroachment Permit;
11. Approval of a fire extinguisher system and/or alarm permits;
12. Approval of a fire hydrant installation;
13. Approval of a heating, air conditioning, and/or refrigeration installation;
14. Approval of individual utility connections and disconnections;
15. Approval of an internal tenant improvement which does not result in, or perpetuate, a change in land use or an unmet parking need;
16. Approval of a soil boring;
17. Approval of the installation of street lights;
18. Issuance of a Temporary Permit of less than 30 days for the purpose of tree sales, pumpkin sales, garage and yard sales, sidewalk sales, and other small-scale outdoor commercial activities of a similar nature; and
19. Issuance of a Building Permit, including mechanical, electrical, and plumbing permits, unless said Building Permit is for a historical structure in which further analysis by the Lead Department may be required.

When a Project involves an approval that contains elements of both a ministerial action and a discretionary action, the Project will be deemed to be discretionary and will be subject to the provisions of CEQA.

G. Determination and Filing of Notice of Exemption

1. Determination. If the Planning Director determines a Project falls into one of the exempt categories, no further CEQA review is required. The formal determination that the Project is exempt is made by the Decision-Making Body at the time of Project approval (or disapproval).
2. Decision to File Notice. Except as provided in § 21152.1(a) of the ~~Pub. Res. Code PRC~~ and § 15196 of the State CEQA Guidelines, the preparation and filing of a Notice of Exemption (“NOE”) is not mandatory under CEQA and the State CEQA Guidelines. However, the City shall prepare and file a NOE with the County Clerk and the State Clearinghouse for all Projects so designated in accordance with the form and manner identified by § 15062 and § 15196 of the State CEQA Guidelines.
3. Statute of Limitations. The filing of a NOE and the posting on the list of notices start a 35-calendar day statute of limitations period on legal challenges to the agency’s decision that the Project is exempt from CEQA. If a NOE is not filed, a 180-calendar day statute of limitations will apply.
4. Request for Notice. A copy of the NOE shall be mailed to any person who has filed a written request for such notice with the Planning Director. Requests to receive NOEs shall be renewed annually by the requester.

VI. CITY PROJECTS: ENVIRONMENTAL REVIEW PROCEDURES (~~Pub. Res. Code PRC~~ § 21065; GUIDELINES § 15378(a)(1))

When the City, as the Lead Agency, contemplates any activity resulting in physical change in the environment, including but not limited to public works construction and related activities, clearing or grading of land, improvements to existing public structures, enactment and amendment of zoning ordinances initiated by the City, and the amendment of the City’s General Plan or any of its elements, the City will not solicit bids for the Project or award the contract until the following procedures are followed.

The department which contemplates the activity shall request the Planning Director to determine whether the activity qualifies for a Categorical Exemption. If the activity has been verified as categorically exempt and a NOE will be filed at the time of Project approval, no further CEQA review is required and regular

processing of plans for the activity may continue without further environmental review.

If the activity is not categorically exempt, the department shall forward its plans and specifications to the Planning Director. Upon receipt of the plans and specifications for the Project, the Planning Director shall conduct an Initial Study to determine if the Project may have a significant effect on the environment. The environmental review process from that point on, including determinations and filing of notices, will be conducted in the manner set forth in these Local CEQA Guidelines for environmental review of private Projects, with the department proposing to carry out the Project being treated as the “Applicant.”

VII. INITIAL STUDY (GUIDELINES, § 15063)

Once the City receives an application from an Applicant, the application will be deemed complete by the Planning Director when all prerequisite information required on the application is submitted, which includes an adequate Project description which clearly sets forth the proposed land use activity contemplated by the Applicant. This shall include an environmental impact questionnaire or similar screening documents. The type of information to be submitted is dependent on the type of Project the Applicant proposes.

If after the application is deemed complete, and a determination is made that the proposed Project is not exempt from CEQA, an Initial Study will be prepared.

A. Initial Study Purpose

Pursuant to § 15063 of the State CEQA Guidelines, the Initial Study shall be used to provide a written determination of whether a Project may have a significant effect on the environment and whether a Negative Declaration, Mitigated Negative Declaration, or an EIR shall be prepared.

B. Preparation

1. Following preliminary review, the City shall prepare an Initial Study for nonexempt Projects to determine if the Project may have a significant effect on the environment. An environmental assessment or a similar analysis prepared pursuant to the National Environmental Policy Act will meet the requirements of this section.
2. If the City determines that an EIR will be required for a Project, the City may skip further initial review of the Project and begin work directly on the EIR. However, an Initial Study can prove to be a useful tool in assisting the City in identifying the significant

effects of the Project while supporting findings for those effects considered not significant and are therefore not discussed in detail in the EIR.

C. **Content of Initial Study (Pub. Res. Code ~~PRC~~, § 21080; Guidelines, § 15063(d))**

The Initial Study shall be prepared by the Planning Director or his/her/their designee, which may be a City consultant. An Initial Study may rely upon expert opinion supported by facts, technical studies, or other substantial evidence to document its findings. However, an Initial Study is neither intended nor required to include the level of detail included in an EIR. An Initial Study shall include:

1. A description of the Project including the location of the Project.
2. An identification of the environmental setting.
3. An identification of environmental effects by use of a checklist, matrix, or other method, provided that entries on a checklist or other form are briefly explained to indicate that there is some evidence to support the entries. The brief explanation may be either through a narrative or a reference to another information source such as an attached map, photographs, or an earlier EIR or Negative Declaration. A reference to another document should include, where appropriate, a citation to the page or pages where the information is found.
4. A discussion of ways to mitigate the significant effects identified, if any.
5. An examination of whether the Project would be consistent with existing zoning, plans, and other applicable land use controls.
6. The name of the person or persons who prepared or participated in the preparation of the Initial Study.

All phases of Project planning, implementation, and operation shall be considered in the Initial Study. Staff shall consult with City departments, public entities that may be a Responsible or Trustee Agency for the Project, and any individuals or organizations otherwise concerned in the manner required by CEQA.

D. Determining Environmental Significance (Pub. Res. Code PRC, §§ 21068 and 21085; Guidelines, §§ 15064, 15382)

“Significant effect on the environment,” means a substantial, or potentially substantial, adverse change in any of the physical conditions within the area affected by the Project, including land, air, water, minerals, flora, fauna, ambient noise, and objects of historic or aesthetic significance. An economic or social change by itself shall not be considered a significant effect on the environment. A social or economic change related to a physical change may be considered in determining whether the physical change is significant.

1. To determine whether a significant effect on the environment may occur, the environmental evaluation must consider:

Primary or Direct Impacts: such as dust, noise, and traffic of heavy equipment (Guidelines, § 15064(d)(1));

Secondary or Indirect Impacts: such as those associated with growth resulting from additional infrastructure capacity (Guidelines, § 15064(d)(2)); and,

Cumulative Impacts: such as those resulting from the total effect of a group of past projects, the effects of other current projects, and the effects of probable future projects. or proposed Projects or programs, over time (Guidelines, § 15065(a)(3)).

2. Significance will be judged by the intensity and longevity of the change, the size of the area affected, and the deviation from existing conditions. The City has established Thresholds of Significance to enable a determination of environmental impacts (see Subsection F. below).

E. Mandatory Findings of Significance (Guidelines, § 15065)

The City, as Lead Agency, shall find that a Project may have a significant effect on the environment if any of the following findings are made by the City.

1. The Project has the potential to substantially degrade the quality of the environment; substantially reduce the habitat of a fish or wildlife species; cause a fish or wildlife population to drop below self-sustaining levels; threaten to eliminate a plant or animal community; substantially reduce the number or restrict the range

of endangered, rare, or threatened species, or eliminate important examples of the major periods of California history or prehistory.

2. The Project has the potential to achieve short-term environmental goals to the disadvantage of long-term environmental goals.
3. The Project has possible environmental effects that are individually limited but cumulatively considerable. "Cumulatively considerable" means that the incremental effects of an individual Project are significant when viewed in connection with the effects of past Projects, the effects of other current Projects, and the effects of probable future Projects.
4. The environmental effects of a Project will cause substantial adverse effects on human beings, either directly or indirectly.

The City shall prepare an EIR if there is substantial evidence, in light of the whole record, that any of these findings occur.

F. Thresholds

1. Thresholds of Significance

- a. Thresholds for determining the significance of the environmental effects of a Project shall be pursuant to §§ 15064, 15064.3, 15064.4, 15064.5, 15065, and Appendix G of the State CEQA Guidelines, the City's General Plan, applicable specific plans, the City's Municipal Code, and any additional information as deemed necessary by the Planning Director. Pursuant to § 15064.7 of the State CEQA Guidelines, public agencies are encouraged to develop and publish other thresholds of significance. In addition to the thresholds of significance referenced above, other thresholds developed by the City consist of the following:

- (i) Disturbance of, or encroachment into, any river, river tributary, riparian habitat, stream, or similar waterway identified on a United States Geological Survey map as a "blue-line" watercourse, State or federally protected sensitive wetlands, or any waterway otherwise identified as a significant resource by the City of Laguna Woods and for which no mitigation can be provided.

- (ii) Disturbance of any habitat known or suspected to contain a plant or animal species listed as threatened or endangered on such federal and/or State lists.
- (iii) Any Project that exceeds the most recent air quality thresholds as determined by the South Coast Air Quality Management District, as published in its most current "Air Quality Analysis Guidance Handbook."
- (iv) Any Project involving modification or demolition of a structure listed as category 1, 2, or 3 on the State's Historical List, the City's Historical Survey List, or as determined by a historical resource assessment prepared by a qualified consultant.
- (v) Any Project that cannot maintain a water system, on or off site, which is capable of meeting the daily and peak demand of Laguna Woods residents and businesses including the provision of adequate fire flows.
- (vi) Any Project that cannot protect structures for human occupancy and major roadways from the 100-year flood.
- (vii) Any Project in which a wastewater collection, treatment, and disposal system cannot be maintained in a way that is capable of meeting the daily and peak demands of Laguna Woods residents and businesses.
- (viii) Any Project that results in the movement or grading of 100,000 cubic yards or greater of earth.

VIII. CONSULTANTS AND SUB-CONSULTANT SELECTION PROCEDURE

Once the City has determined that a Negative Declaration, Mitigated Negative Declaration, or EIR is required, the Applicant must deposit the appropriate amount for the required work. Upon receipt of the deposit, the City may choose to complete the work with in-house staff or with consultants under contract with the City, or it may solicit consultant proposals specifically for the proposed Project.

If the City elects to hire a consultant solely to assist in the preparation of the CEQA document, the City shall do so in a manner consistent with its purchasing and procurement policies.

A. Deposit

To begin the Negative Declaration, Mitigated Negative Declaration, or EIR preparation process, the Applicant shall submit to the Lead Department a deposit as so set forth in Section IV.-D. and VIII, and may be required to execute a document titled, CEQA Document Preparation and Deposit Contract (Third-Party Agreement).

B. Execution of Contract

In certain Projects, the Planning Director may deem it necessary that a Third-Party Agreement be entered into by and between the Applicant, City, and the consultant retained for the Project. The Third-Party Agreement shall reference the scope of work, including the preparation of the Negative Declaration or Mitigated Negative Declaration, Administrative Draft EIR, Draft EIR, and Final EIR, attendance at public hearings, preparation of the response to comments, and reproduction costs.

IX. NEGATIVE DECLARATIONS (~~Pub. Res. Code PRC, §§ 21064 AND 21064.5; GUIDELINES, § 15070~~)

There are two types of Negative Declarations: a (standard) Negative Declaration, and a Negative Declaration with mitigation, or “Mitigated Negative Declaration.” When the Initial Study shows that the Project may not have a significant effect on the environment, CEQA allows for a Negative Declaration to be adopted.

CEQA gives the City the option of allowing Applicants to modify their Project so that the City can make a finding that the Project would not have a significant effect on the environment as proposed. If the Applicant can mitigate its Project to avoid potential significant effects, it can qualify for a Mitigated Negative Declaration.

A. Preparation of a Negative Declaration or Mitigated Negative Declaration (~~Pub. Res. Code PRC, §§ 21064 and 21064.5; Guidelines, § 15070~~)

A Negative Declaration or Mitigated Negative Declaration shall be prepared for Projects subject to CEQA when:

1. The Initial Study shows that there is no substantial evidence, in light of the whole record before the City, that the Project may have a significant effect on the environment, or

2. The Initial Study identifies potentially significant effects, but:
 - a. Revisions in the Project plans or proposals made by, or agreed to by the Applicant before a proposed Mitigated Negative Declaration and Initial Study are released for public review would avoid the effects or mitigate the effects to a point where clearly no significant effects would occur, and
 - b. There is no substantial evidence, in light of the whole record before the agency, that the Project as revised may have a significant effect on the environment.

B. Contents of Negative Declarations or Mitigated Negative Declaration (Guidelines, § 15071)

A Negative Declaration or Mitigated Negative Declaration shall include:

1. A brief description of the Project, including a commonly used name for the Project, if any;
2. The location of the Project, preferably shown on a map, and the name of the Applicant;
3. A proposed finding that the Project will not have a significant effect on the environment;
4. An attached copy of the Initial Study documenting reasons to support the finding; and
5. Mitigation measures, if any, included in the Project to avoid potentially significant effects.

C. Public Notice (Pub. Res. Code PRC, § 21092; Guidelines, § 15072)

When a Negative Declaration or Mitigated Negative Declaration is released for public review, for the duration of the public review period, the document shall be available for viewing at City Hall during normal working hours and posted on the City's website for the duration of the public review period. Copies of the Negative Declaration or Mitigated Negative Declaration shall be made available for purchase through the City, for the cost of printing.

The City shall notify the public of its intention to adopt a Negative Declaration or Mitigated Negative Declaration within a newspaper of

general circulation in the area affected by the Project. If more than one area is affected, this Notice of Intent (“NOI”) shall be published in the newspaper of largest circulation from among the newspapers of general circulation in those areas. The required information to be provided in the NOI is described in State CEQA Guidelines, § 15072.

The NOI shall also be provided by direct mail to owners and occupants of property as shown on the latest equalized assessment role within 1,000 feet of the parcel(s) on which the Project is located. When the number of addresses to which the NOI would be directly mailed exceeds 500 for Negative Declarations or 750 for Mitigated Negative Declarations, the City may alternatively provide an additional notice within a newspaper of general circulation and mail the NOI to all homeowners’ associations for dwelling units in Laguna Woods within 1,000 feet of the Project location.

The NOI shall also be provided to all individuals who so requested, in writing, notice on the Project.

Where one or more state agencies will be a Responsible Agency or a Trustee Agency or will exercise jurisdiction by law over natural resources affected by the Project, or where the Project is of statewide, regional, or areawide environmental significance, the City shall provide a copy of the Negative Declaration or Mitigated Negative Declaration to the State Clearinghouse for distribution to State agencies (Guidelines, § 15073).

The NOI and a copy of the Negative Declaration or Mitigated Negative Declaration and Initial Study shall be provided to every Responsible Agency and Trustee Agency concerned with the Project and every other public agency with jurisdiction by law over resources affected by the Project.

For a Project of statewide, regional, or areawide significance, the City shall also provide the NOI to transportation planning agencies and public agencies which have transportation facilities within their jurisdictions which could be affected by the Project as specified in Section 21092.4(a) of the Pub. Res. Code PRC (Guidelines, § 15073).

The public review period for a Negative Declaration or Mitigated Negative Declaration shall be at least 20 calendar days. The review period for a Negative Declaration or Mitigated Negative Declaration shall be at least 30 calendar days where a State agency is a Responsible Agency or a Trustee Agency for the Project, when the Project is under the jurisdiction of a State agency, or where the Project is of statewide, regional, or areawide significance (Pub. Res. Code PRC, § 21091).

The City shall notify in writing any public agency which comments on a proposed Negative Declaration or Mitigated Negative Declaration of any public hearing to be held for the Project for which the document was prepared. A notice provided to a public agency pursuant to Pub. Res. Code PRC § 15072 shall satisfy this requirement.

D. Approval or Denial of Negative Declarations or Mitigated Negative Declaration

With respect to Negative Declarations or Mitigated Negative Declarations, the City Council is the Decision-Making Body and shall have the authority to approve, deny, or take any other action pertaining to the Negative Declaration or Mitigated Negative Declaration.

E. Notice of Determination (Pub. Res. Code PRC, § 21152; Guidelines, § 15075)

After deciding to carry out or approve a Project for which a Negative Declaration or Mitigated Negative Declaration has been approved, the City shall post the Notice of Determination (“NOD”) on the City’s website and file the NOD with the County Clerk within 5 business days. After the NOD has been posted for 30 calendar days by the County Clerk, the County Clerk will return the NOD to the City and the NOD may be removed from the City’s website. The returned NOD must then be retained for not less than 12 months (Pub. Res. Code PRC, § 21152). Filing and posting the NOD starts a 30-calendar day statute of limitations on court challenges to CEQA approvals. Failing to file the NOD within the required period extends the statute of limitations to 180 calendar days. If the Project requires a discretionary approval from any State agency, the NOD shall also be filed with the State Clearinghouse.

X. ENVIRONMENTAL IMPACT REPORTS (EIRs)

The EIR process starts with the Planning Director’s initial decision to prepare an EIR. This decision will be made either during preliminary review (Guidelines, § 15060) or at the conclusion of an Initial Study (Guidelines, § 15064).

A. Decision to Prepare an EIR (Pub. Res. Code PRC, § 21080; Guidelines, § 15063)

If the Initial Study determines that a Project may have a significant effect on the environment, which cannot be eliminated by changing the Project or adding mitigation measures, the Planning Director shall initiate the preparation of an EIR. If the Planning Director can determine that an EIR

will clearly be required for the Project, an Initial Study is not required but may still be desirable.

The Planning Director will determine whether an EIR is required within 30 calendar days of the application being deemed complete. A 15-calendar day extension may be approved upon consent of the Applicant (Guidelines, § 15102).

B. Letter to Applicant

Prior to the preparation and distribution of the Notice of Preparation (“NOP”), the City shall send to the Applicant a letter giving notice of the need for an EIR. Within 15 business days, the Applicant shall notify the City in writing of his/her/their/its agreement to proceed with an EIR, his/her/their/its agreement that an EIR is warranted, and (if applicable) his/her/their/its agreement to enter into the City’s third-party contract for preparation of the EIR. Failure of the Applicant to respond in writing within this period shall result in the scheduling of the Project for hearing before the approving authority with a recommendation of denial without prejudice.

In the letter to the Applicant, the City shall include information regarding the appeal procedure, fees for EIR administration, the scope of the EIR coverage (with the Initial Study, if any, attached), and directions to the Applicant on how to proceed. These directions shall include (if applicable) a description of the City’s consultant selection process and directions regarding the City/Applicant/consultant third-party contract.

C. Scope of an EIR (Pub. Res. Code ~~PRC~~, § 21080.4; Guidelines, § 15082)

The breadth of analysis in an EIR shall be determined by one or more of the following: the Initial Study, comments of the City staff, and responses to the NOP. The EIR should focus on potentially significant impacts. For Projects of unusual scope or complexity, City staff may hold a community scoping meeting. Pursuant to Guidelines, § 15082, the City shall conduct at least one scoping meeting for Projects of statewide, regional, or areawide significance. In addition, a scoping meeting shall be conducted if the Project may affect highways or other facilities under the jurisdiction of the California Department of Transportation (“Caltrans”) and a meeting is requested by Caltrans. The Lead Agency shall call the scoping meeting as soon as possible, but not later than 30 calendar days after receiving the request from Caltrans.

D. Appeal

If the Applicant wishes to appeal the City's finding that an EIR is required, the Applicant shall file an appeal within 10 business days of the date of mailing the letter to the Applicant. The Applicant shall submit, along with the appropriate filing fee, a letter specifying the reasons why an EIR should not be required. The appeal shall be filed with the Lead Department. Action on these appeals shall be heard by the Decision-Making Body for the Project. If the Decision-Making Body is the Planning Director or his/her/their designee, the Planning Director may request that the City Council hear the appeal.

E. Notice of Preparation (Guidelines, § 15082)

Immediately after deciding that an EIR is required, and upon written confirmation of acceptance by the Applicant of the need to prepare an EIR, the City shall prepare and distribute a NOP for the EIR. The NOP shall provide the required information described in State CEQA Guidelines, § 15082, and include a copy of the Initial Study, if any.

The City shall send the NOP to the State Clearinghouse and Responsible and Trustee Agencies, as well as post it on the City's website and file it with the County Clerk. If federal agencies are involved in approving or funding the Project, the NOP shall additionally be sent to those agencies. Except for the State Clearinghouse which has unique submittal requirements, the City shall use either certified mail or any other method of transmittal which provides a record that notice was received when sending copies of the NOP.

NOPs posted on the City's website may be removed after the deadline for Responsible and Trustee Agencies to provide responses closes.

F. Response to Notice of Preparation

Each Responsible and Trustee Agency shall provide a response within 30 calendar days after receiving the NOP. If an agency fails to reply within 30 calendar days with either a response or a request for additional time, the City may assume that the agency has no response to make.

Responses to the NOP shall at a minimum identify:

1. The significant environmental issues and reasonable alternatives and mitigation measures which the Responsible or Trustee Agency will need to have explored in the Draft EIR; and
2. Whether the agency will be a Responsible Agency or a Trustee Agency for the Project.

A generalized list of concerns does not meet the requirements for response.

The Applicant may further refine its Project and Project description based upon comments on the NOP.

G. Preparation of Administrative Draft EIR (Guidelines, § 15084)

The Administrative Draft EIR is considered a working document to be circulated among City staff. The purpose of staff review is to evaluate the EIR for adequacy and accuracy prior to public circulation. Generally, review of the Administrative Draft EIR is concluded within a few weeks, after which comments are provided to the City staff or City consultant who prepares the Draft EIR for publication and distribution. The Applicant may further refine its Project and Project description based upon comments from the Planning Director or other City staff.

H. Notice of Completion of a Draft EIR (Guidelines, § 15085)

When the Draft EIR is completed and ready for public circulation, the Draft EIR and a Notice of Completion (“NOC”) shall be posted on the City’s website and filed electronically with the State Clearinghouse. Receipt of this notice and the Draft EIR by the State Clearinghouse will initiate the minimum 30 calendar day public review period. The public review period shall be at least 45 calendar days where a State agency is a Responsible Agency or a Trustee Agency for the Project, when the Project is under the jurisdiction of a State agency, or where the Project is of statewide, regional, or areawide significance.

NOCs posted on the City’s website may be removed after the public review period for the Draft EIR closes.

I. Public Review of Draft EIRs (Pub. Res. Code PRC, § 21091; Guidelines, § 15087)

At the time the NOC is filed with the State Clearinghouse, the City shall provide public notice of the availability of a Draft EIR (“NOA”) on the City’s website and within a newspaper of general circulation in the area affected by the Project. If more than one area is affected, the NOA shall be published in the newspaper of largest circulation from among the newspapers of general circulation in those areas. The required information to be provided in the NOA is described in State CEQA Guidelines, § 15105.

The NOA shall also be filed with the County Clerk for 30 calendar days.

The NOA shall also be provided by direct mail to owners and occupants of property as shown on the latest equalized assessment role within 1,000 feet of the parcel(s) on which the Project is located. When the number of addresses to which the NOA would be directly mailed exceeds 1,000, the City may alternatively provide an additional public notice within a newspaper of general circulation and mail the NOA to all homeowners' associations for dwelling units in Laguna Woods within 1,000 feet of the Project location.

The NOA shall also be provided to all individuals who so requested, in writing, notice on the Project.

Copies of the Draft EIR shall be made available for viewing at City Hall during normal working hours and on the City's website, and also furnished to the County's public library system. Copies of the Draft EIR shall be made available for purchase through the City, for the cost of printing.

Notices and Draft EIRs posted on the City's website may be removed after the public review period for the Draft EIR closes.

J. Evaluation of Responses to Comments (Pub. Res. Code PRC, § 21092.5; Guidelines, § 15088)

After the public review period for the Draft EIR closes, City staff and/or the City consultant will assemble all written comments and summary minutes of verbal comments and transmit this package to City staff or a City consultant for preparation of the "Response to Comments." Responses to comments shall ultimately be approved by the Planning Director. City staff and (if applicable) the City consultant will work closely to determine:

1. Which comments address environmental impacts and mitigation(s). These comments shall be responded to;
2. Which comments address the merits of the Project (as distinguished from environmental impacts of the Project) and do not require a response, but should be noted for the record;
3. Which comments are beyond the scope of environmental review (such as legal interpretations); and
4. Which comments on impacts are too speculative for evaluation.

The City shall provide a written proposed response, either in a printed copy or in an electronic format, to a public agency on comments made by that public agency at least 10 calendar days before certifying the EIR.

K. Public Hearing on Draft EIR

A public hearing held before the City Council shall be conducted to solicit additional comments on the Draft EIR. It is the City's intent to hold the public hearing on the Draft EIR concurrently with consideration of the development application(s) for the Project. Notice of the public hearing shall be provided by means set forth in Subsection I., above, and § 15202 of the State CEQA Guidelines. The public hearing shall be scheduled after the public review period for the Draft EIR closes and once all responses to comments have been prepared. For clarity and accuracy of the record, written testimony is encouraged in conjunction with, or in lieu of, oral testimony provided during the public hearing. The City Council may extend the testimony period and/or continue the public hearing, if additional time is warranted.

L. Preparation of the Final EIR (Pub. Res. Code PRC, § 21100; Guidelines, § 15089)

The Final EIR will consist of the unchanged Draft EIR, copies of comments received, the Response to Comments (which includes corrections to any errors in the Draft EIR), and a list of persons and organizations who made comments. The Final EIR shall be available for viewing at City Hall during normal working hours.

M. Findings (Pub. Res. Code PRC, § 21081; Guidelines, § 15091)

The City Council shall not approve or carry out a Project for which a certified EIR identifies one or more significant environmental effects unless written findings for each of the significant effects, accompanied by a brief explanation of the rationale for each finding, are made. Findings must be supported by substantial evidence in the record of Project review. The possible findings are:

1. Changes or alterations have been required in, or incorporated into, the Project which avoid or substantially lessen the significant environmental effect as identified in the Final EIR.
2. Such changes or alterations are within the responsibility and jurisdiction of another public agency and not the agency making the finding. Such changes have been adopted by such other agency or can and should be adopted by such other agency.

3. Specific economic, legal, social, technological, or other considerations, including provision of employment opportunities for highly trained workers, make infeasible the mitigation measures or Project alternatives identified in the Final EIR.

A Statement of Overriding Considerations does not substitute for these required findings.

N. Consideration of Drafting Findings for Project Approval

After considering the Final EIR, and in conjunction with making findings, the City Council may decide whether or how to carry out the Project. The Project for which the EIR was prepared shall not be approved unless either:

1. The Project, as approved, will not have a significant effect on the environment; or
2. The City has eliminated or substantially lessened all significant effects on the environment where feasible, as shown in the findings, and any remaining significant effects on the environment have been determined to be unavoidable under § 15091 of the State CEQA Guidelines and are acceptable due to overriding concerns as described in § 15093 of the State CEQA Guidelines.

O. Statement of Overriding Considerations (~~Pub. Res. Code PRC, § 21081; Guidelines, § 15093~~)

If the benefits of a proposed Project outweigh the unavoidable adverse effects, such significant effects may be considered "acceptable." The City Council shall take into consideration economic, legal, social, technological, and other benefits when determining if the benefits outweigh the significant effects. If the City Council approves a Project that allows the occurrence of significant effects, it shall adopt a Statement of Overriding Considerations, as part of the Project approval, that states specific reasons to support its action based on the certified Final EIR and/or other information in the record. This Statement of Overriding Considerations shall be in writing and supported by substantial evidence in the record. This statement does not substitute for, and shall be in addition to, findings required pursuant to Subsection M. The City staff or City consultant who prepared the Draft and Final EIR, or the Planning Director or his/her/their designee, shall be responsible for drafting the findings, subject to internal review by the City's legal counsel and review and approval by the City Council.

P. Certification of the Final EIR and Time Limits

The City Council shall certify the Final EIR for private Projects within one year of deeming the application for the Project as complete. Upon consent of the Applicant and the City, the one-year limit may be extended a maximum of an additional 90 calendar days. Changes to the Project and or delays by the Applicant in providing necessary information to complete the Final EIR shall suspend these time periods. In certifying the Final EIR, the City Council shall find that the Final EIR was prepared in compliance with CEQA, was reviewed and considered prior to Project approval, and reflects the independent judgment of the City Council.

Q. Notice of Determination

A NOD shall be posted on the City's website and filed with the County Clerk within 5 business days of Project approval when an EIR has been prepared and certified for a Project. After the NOD has been posted for 30 calendar days by the County Clerk, the County Clerk will return the NOD to the City and the NOD may be removed from the City's website. The returned NOD must then be retained for not less than 12 months (Pub. Res. Code PRC, § 21152). Filing and posting the NOD starts a 30-calendar day statute of limitations on court challenges to CEQA approvals. Failing to file the NOD within the required period extends the statute of limitations to 180 calendar days. If the Project requires a discretionary approval from any State agency, the notice shall also be filed with the State Clearinghouse.

XI. MITIGATION MONITORING AND/OR REPORTING PROGRAM (Pub. Res. Code PRC, § 21081.6; GUIDELINES, § 15097)

Mitigation measures are specific requirements which will minimize, avoid, rectify, reduce, eliminate, or compensate for significant environmental effects. A mitigation monitoring and reporting program's effectiveness depends in large part upon the quality of the mitigation measures themselves. Poorly drafted measures are not only difficult to implement, they are difficult to report on and monitor.

A. Processing of Mitigation Monitoring and/or Reporting Program: Roles and Responsibilities

1. Administrative Responsibilities. It shall be the overall responsibility of the Planning Director or his/her/their designee to perform the duties of Mitigation Coordinator.
2. Selection of Monitor. The Planning Director or the Director's designee may hire the person(s) or firm(s), in consultation with the Project developer, to monitor the mitigation monitoring and

reporting program for each Project. In all cases, the person(s) or firm(s) responsible for monitoring shall have sufficient expertise to determine whether or not the mitigation measure has been accomplished. The Applicant shall be responsible for payment of all fees and costs associated with Project monitoring.

3. Mitigation Monitoring and Reporting Program (“MMRP”). The MMRP shall be made a part of the certified Mitigated Negative Declaration or Final EIR prior to Project approval, or shall otherwise be implemented to the satisfaction of the Planning Director.

If the required MMRP has not been prepared as part of the preparation of the Mitigated Negative Declaration or EIR, the Planning Director shall cause the MMRP to be prepared at the expense of the Applicant, prior to Project approval.

4. Monitoring Responsibility. The Mitigation Coordinator shall be responsible for:
 - (a) Coordinating the monitoring tasks and verification program;
 - (b) Ensuring that the Applicant prepares a compliance schedule;
 - (c) Coordinating monitoring by various City departments and other agencies;
 - (d) Processing and filing compliance reports and verification reports;
 - (e) Ensuring that the Applicant provides a deposit to fund the mitigation monitoring program; and
 - (f) Preparing an environmental monitoring report that is periodically reviewed until all mitigation measures have been implemented as required.

The Mitigation Coordinator shall submit regular progress and verification reports to the Planning Director.

B. Preparation of a Mitigation Monitoring and/or Reporting Program

An MMRP shall be prepared by the EIR consultant for every Project for which an EIR or Mitigated Negative Declaration was prepared where mitigation measures were adopted by the approving body. The MMRP shall be reviewed and accepted by the Lead Department prior to its implementation and use. The MMRP shall contain the following:

1. A statement that the requirements of the adopted MMRP run with the real property on which the Project is located. Successive owners, heirs, and assigns of this real property are bound to comply with all of the requirements of the adopted MMRP.
2. A statement which specifies the responsibilities of the Applicant and the Mitigation Coordinator or his/her/their designee, as well as any professional expertise on completion or evaluation of any part of the MMRP.
3. The time requirements, schedule, phases, or tasks for each mitigation measure that will, upon completion, result in the issuance of an MMRP completion letter from the Mitigation Coordinator.

The MMRP shall be written to maintain consistency with the Project as approved. It shall be the responsibility of the Mitigation Coordinator to determine that the proposed MMRP complies with City requirements.

C. Enforcement Responsibility

The Mitigation Coordinator is authorized to enforce compliance with the MMRP. When compliance is lacking or incomplete, the Mitigation Coordinator is empowered to either stop work, temporarily stop work, or allow work to continue while compliance is being achieved.

D. Program Completion Letter

It shall be the responsibility of the Mitigation Coordinator to determine compliance with each of the required mitigation measures. Once all of the mitigation measures have been met, the Mitigation Coordinator will prepare and mail a letter to the Applicant indicating full compliance with the MMRP for the Project or phase. Should there be an ongoing mitigation measure imposed, the Mitigation Coordinator shall prepare and mail a letter to the Applicant indicating the ongoing need for the mitigation measure and the necessary time frame for follow-up.

E. Compliance With State CEQA Guidelines § 15097

MMRPs shall be consistent with the State CEQA Guidelines § 15097.

REDLINE

8.1

**2025 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: October 15, 2025 Regular Meeting
SUBJECT: 2025 California Building Standards Code and Local Amendments

Recommendation

1. Receive staff report.

AND
2. Open public hearing.

AND
3. Receive public testimony.

AND
4. Continue the public hearing to the regular meeting of the City Council on November 19, 2025 at 2 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

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 TITLE 10 OF THE

LAGUNA WOODS MUNICIPAL CODE (BUILDINGS AND CONSTRUCTION) AND ADOPTING BY REFERENCE THE 2025 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24), CONSISTING OF THE 2025 CALIFORNIA ADMINISTRATIVE CODE, 2025 CALIFORNIA BUILDING CODE, 2025 CALIFORNIA RESIDENTIAL CODE, 2025 CALIFORNIA ELECTRICAL CODE, 2025 CALIFORNIA MECHANICAL CODE, 2025 CALIFORNIA PLUMBING CODE, 2025 CALIFORNIA ENERGY CODE, 2025 WILDLAND-URBAN INTERFACE CODE, 2025 CALIFORNIA HISTORICAL BUILDING CODE, 2025 CALIFORNIA FIRE CODE, 2025 CALIFORNIA EXISTING BUILDING CODE, 2025 CALIFORNIA GREEN BUILDING STANDARDS CODE, AND 2025 CALIFORNIA REFERENCED STANDARDS CODE; AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

AND

6. 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 TITLE 10 (BUILDINGS AND CONSTRUCTION) OF THE LAGUNA WOODS MUNICIPAL CODE TO ADOPT CERTAIN AMENDMENTS, ADDITIONS, AND DELETIONS TO THE 2025 CALIFORNIA FIRE CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24, PART 9); AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

AND

7. 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 TITLE 10 (BUILDINGS AND

CONSTRUCTION) OF THE LAGUNA WOODS MUNICIPAL CODE TO ADOPT CERTAIN AMENDMENTS, ADDITIONS, AND DELETIONS TO THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24, PART 7); AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Background

State law requires all cities (and counties in areas where there is no city) to enforce the California Building Standards Code (“CBSC”). The CBSC contains statewide standards for the design, construction, alteration, and maintenance of buildings, structures, and certain equipment. New editions of the CBSC are adopted by the California Building Standards Commission every three years with additional errata and supplements adopted in intervening years. Due to the frequency with which the CBSC changes, projects constructed today are likely to be required to comply with standards different than projects that were constructed in previous years.

While homeowners’ associations (“HOAs”) may choose to require their own permit-type approvals, review construction plans, and perform inspections, those requirements are in addition to, and not a substitute for, the City’s statutory obligation to enforce the CBSC. Although requirements may appear similar, HOAs typically focus on ensuring compliance with their own rules and regulations, rather than with the CBSC. As is the case throughout California, buildings, structures, and certain equipment within an HOA are still required to comply with the CBSC.

State law does not allow cities to waive any portion of the CBSC; however, limited authorization is provided for local amendments that cities determine are necessary based on local climatic, topographical, or geological conditions (for the California Green Building Standards Code (“CALGreen”), local environmental conditions may also be considered). Reducing the cost or technical complexity of complying with the CBSC are not lawful grounds for the adoption of local amendments.

California Assembly Bill 130 (Committee on Budget, Chapter 22, Statutes of 2025) further limits cities’ abilities to adopt local amendments to the CBSC by enacting a moratorium on certain types of local amendments pertaining to residential units beginning October 1, 2025 through June 1, 2031.

The 2025 CBSC was published on July 1, 2025, with a statewide effective date of January 1, 2026. The 2025 CBSC and various informational resources are available at www.dgs.ca.gov/bsc and City Hall.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on the proposed adoption of the 2025 CBSC (Attachment A) and local amendments to the 2025 California Fire Code (Attachment B) and 2025 Wildland-Urban Interface Code (Attachment C). The 2025 CBSC is proposed to be adopted by reference, as authorized by California Government Code Section 50022.2, while the local amendments would be adopted in full text.

The proposed local amendments to the 2025 California Fire Code and 2025 Wildland-Urban Interface Code were prepared by the Orange County Fire Authority ("OCFA") and subsequently reviewed by the City's Building Official. OCFA staff will be available at today's meeting to answer questions and provide additional information on the proposed local amendments. OCFA has also provided amendment summaries (attachments D, E, F, and G).

If the recommended action is taken at today's meeting, the proposed ordinances would be agendized for second reading and consideration of adoption at the City Council's next regular meeting on November 19, 2025. The public hearing would also be continued to that same meeting to allow for additional public testimony. If ultimately adopted, the proposed ordinances would take effect on January 1, 2026.

Environmental Review

The City Council is asked to find that this project is not subject to the California Environmental Quality Act of 1970, Public Resources Code Section 21000, et. seq., as amended and implementing State CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations (collectively "CEQA") pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3. CEQA Guidelines Section 15378(b)(2) excludes "[c]ontinuing administrative. . . activities, such as . . . general policy and procedure making" and Section 15378(b)(5) excludes "[o]rganizational or administrative activities of governments that will not result in direct or indirect physical changes

in the environment” from its definition of “project.”

The City Council is also asked to find that even if this project were subject to CEQA, it would be exempt based on CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

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 2025 Edition of the California Building Standards Code that is proposed to be adopted by reference (including each of the codes identified in the proposed ordinances), the proposed local amendments, and the Laguna Woods Municipal Code – are on file with the City Clerk’s Office and available for public review and inspection at City Hall during normal working hours. The Laguna Woods Municipal Code is also available for public review and inspection at www.cityoflagunawoods.org.

Report Prepared With: Nadia Cook, Planning & Environmental Services Director
Chris Seely, CBO, Building Official

Attachments: For Consideration of Adoption

- A – Proposed Ordinance (Code Adoption)
Exhibit A – Proposed Code Amendments
- B – Proposed Ordinance (Local Amendments; Fire Code)
Exhibit A – Proposed Code Amendments
Exhibit B – Proposed Guideline B-01, Fire Master Plans for Commercial & Residential Development
Exhibit C – Proposed Guideline C-05, Vegetation Management Guideline: Technical Design for New Construction Fuel Modification Plans and Maintenance Program
Exhibit D – Proposed Guideline G-04, Completion of the Chemical Classification
- C – Proposed Ordinance (Local Amendments; Wildland-Urban Interface Code)
Exhibit A – Proposed Code Amendments

For Reference (prepared by the Orange County Fire Authority)

- D – 2025 California Fire Code (CFC) - OCFA Amendment Summary
- E – Summary of Significant Changes to Guideline B-01
- F – Summary of Significant Changes to Guideline C-05
- G – 2025 California Wildland-Urban Interface Code (CWUIC) - OCFA Amendment Summary

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ORDINANCE NO. 25-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 2025 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24), CONSISTING OF THE 2025 CALIFORNIA ADMINISTRATIVE CODE, 2025 CALIFORNIA BUILDING CODE, 2025 CALIFORNIA RESIDENTIAL CODE, 2025 CALIFORNIA ELECTRICAL CODE, 2025 CALIFORNIA MECHANICAL CODE, 2025 CALIFORNIA PLUMBING CODE, 2025 CALIFORNIA ENERGY CODE, 2025 WILDLAND-URBAN INTERFACE CODE, 2025 CALIFORNIA HISTORICAL BUILDING CODE, 2025 CALIFORNIA FIRE CODE, 2025 CALIFORNIA EXISTING BUILDING CODE, 2025 CALIFORNIA GREEN BUILDING STANDARDS CODE, AND 2025 CALIFORNIA REFERENCED STANDARDS CODE; AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, the 2025 Edition of the California Building Standards Code (California Code of Regulations, Title 24) was published July 1, 2025, with an effective date of January 1, 2026; and

WHEREAS, state law requires the City to enforce the 2025 Edition of the California Building Standards Code beginning January 1, 2026; and

WHEREAS, California Government Code Section 50022.1 et seq. allows the City Council to adopt by reference the 2025 Edition of the California Building Standards Code; and

WHEREAS, staff has recommended amending Title 10 (Buildings and Construction) of the Laguna Woods Municipal Code (“Code Amendments”) to confirm the City’s compliance with the provisions of California Code of Regulations, Title 24; and to clarify and enhance ease of use and application of Laguna Woods Municipal Code, Title 10, both for internal parties and the public; and

WHEREAS, on October 15, 2025 and November 19, 2025, 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 the California Environmental Quality Act of 1970, Public Resources Code Section 21000, et. seq., as amended and implementing State CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations (collectively “CEQA”) pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3. CEQA Guidelines Section 15378(b)(2) excludes “[c]ontinuing administrative. . . activities, such as . . . general policy and procedure making” and Section 15378(b)(5) excludes “[o]rganizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” from its definition of “project.”

After reviewing the entire project record, the City Council hereby further determines and certifies that even if this Ordinance were subject to CEQA, it would be exempt based on CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

SECTION 3. Title 10 (Buildings and Construction) of the Laguna Woods Municipal Code is 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

on January 1, 2026.

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 2025.

SHARI L. HORNE, 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. 25-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2025, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2025 by the following vote to wit:

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

YOLIE TRIPPY, CMC, City Clerk

**EXHIBIT A
CODE AMENDMENTS**

Chapter 10.07 (“California Administrative Code”) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining, deletions shown with ~~strikethrough~~):

~~**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.~~

CHAPTER 10.07. - CALIFORNIA BUILDING STANDARDS CODE

Sec. 10.07.010. - Code adoption.

(a) The 2025 California Administrative Code (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.

(b) The 2025 California Building Code (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.

(c) The 2025 California Residential Code (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.

(d) The 2025 California Electrical Code (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.

(e) The 2025 California Mechanical Code (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.

(f) The 2025 California Plumbing Code (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.

(g) The 2025 California Energy Code (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.

(h) The 2025 California Wildland-Urban Interface Code (California Code of Regulations, Title 24, Part 7), is hereby adopted and incorporated by reference, as if set forth at length herein, as the Wildland-Urban Interface Code of the City of Laguna Woods.

(i) The 2025 California Historical Building Code (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.

(j) The 2025 California Fire Code (California Code of Regulations, Title 24, Part 9), is hereby adopted and incorporated by reference, as if set forth at length herein, as the Fire Code of the City of Laguna Woods.

(k) The 2025 California Existing Building Code (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.

(l) The 2025 California Green Building Standards Code (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.

(m) The 2025 California Referenced Standards Code (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.

Sec. 10.07.020. - Copy available.

As required by California Health and Safety Code Section 18942, at least one copy of the building standards and other state regulations relating to buildings published in Title 24 of the California Code of Regulations shall be maintained in the office of the City’s Building Official.

Sec. 10.07.030. - Conflicts.

Should there be a conflict between any building standard or other state regulation adopted by this chapter and any other provision of the Laguna Woods Municipal Code, the more restrictive shall govern.

Chapter 10.08 (“California Building Code”) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code is repealed in its entirety.

~~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.~~

~~Sec. 10.08.020. – Reserved.~~

~~Secs. 10.08.030 – 10.08.230. – Reserved.~~

Chapter 10.10 (“California Electrical Code”) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code is repealed in its entirety.

~~CHAPTER 10.10. – CALIFORNIA ELECTRICAL CODE~~

~~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.~~

~~Secs. 10.10.020, 10.10.030. – Reserved.~~

Chapter 10.12 (“California Fire Code”) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code is repealed in its entirety.

~~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." Please follow the link to see a full copy of the "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 combustible 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." Please click the link to see a full copy of the "[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 327 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 and Residential Development." Please click the link to see a full copy of the "Fire Master Plans for Commercial and 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 5,000 square feet.~~

~~b. When an addition exceeds 2,000 square feet, and the resulting building area exceeds 5,000 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:~~

~~a. 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~~

~~b. When an addition in an existing building is already provided with an automatic sprinkler system; or~~

~~c. 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.~~

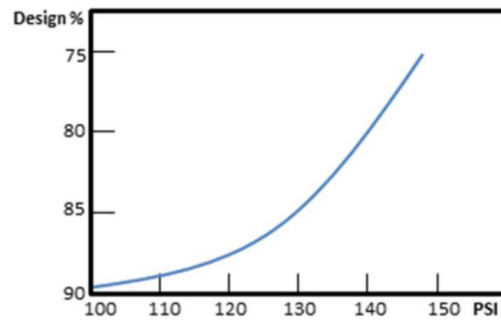
~~Section 903.3.5.3 Hydraulically calculated systems is hereby added as follows:~~

~~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 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 2,500 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 2,500 gallons per pile (maximum 30,000 gallons) for piles not exceeding 6 feet in height and 5,000 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." Please click the link to see a full copy of the "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.~~

Chapter 10.14 (“California Mechanical Code”) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code is repealed in its entirety.

~~CHAPTER 10.14. – CALIFORNIA MECHANICAL CODE~~

~~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.~~

~~Sec. 10.14.020. – Reserved.~~

Chapter 10.16 (“California Plumbing Code”) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code is repealed in its entirety.

~~CHAPTER 10.16. – CALIFORNIA PLUMBING CODE~~

~~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.~~

~~Sec. 10.16.020. – Reserved.~~

Chapter 10.22 (“California Residential Code”) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code is repealed in its entirety.

~~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.~~

~~Sec. 10.22.020. – Reserved.~~

~~Sees. 10.22.030 – 10.22.210. – Reserved.~~

Chapter 10.24 (“California Green Building Standards Code”) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code is repealed in its entirety.

~~CHAPTER 10.24. – CALIFORNIA GREEN BUILDING STANDARDS CODE~~

~~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.~~

~~Sec. 10.24.020. – Reserved.~~

Chapter 10.28 (“California Energy Code”) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code is repealed in its entirety.

~~CHAPTER 10.28. – CALIFORNIA ENERGY CODE~~

~~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.~~

Chapter 10.30 (“California Existing Building Code”) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code is repealed in its entirety.

~~CHAPTER 10.30. – CALIFORNIA EXISTING BUILDING CODE~~

~~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.~~

Chapter 10.32 (“California Referenced Standards Code”) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code is repealed in its entirety.

~~CHAPTER 10.32. – CALIFORNIA REFERENCED STANDARDS CODE~~

~~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.~~

Chapter 10.36 (“California Historical Building Code”) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code is repealed in its entirety.

~~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.~~

ORDINANCE NO. 25-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING TITLE 10 (BUILDINGS AND CONSTRUCTION) OF THE LAGUNA WOODS MUNICIPAL CODE TO ADOPT CERTAIN AMENDMENTS, ADDITIONS, AND DELETIONS TO THE 2025 CALIFORNIA FIRE CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24, PART 9); AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, the 2025 Edition of the California Building Standards Code (California Code of Regulations, Title 24) was published July 1, 2025, with an effective date of January 1, 2026; and

WHEREAS, state law requires the City to enforce the 2025 Edition of the California Building Standards Code beginning January 1, 2026; and

WHEREAS, California Government Code Section 50022.1 et seq. allows the City Council to adopt by reference the 2025 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 (“OCFA”) provides fire services for the entirety of the city of Laguna Woods; and

WHEREAS, OCFA has prepared local amendments to the 2025 California Fire Code (California Code of Regulations, Title 24, Part 9) and those proposed local amendments were subsequently reviewed and concurred with by the City’s Building Official and are incorporated into Exhibit A attached hereto;

WHEREAS, staff has recommended amending Title 10 (Buildings and Construction) of the Laguna Woods Municipal Code to adopt certain amendments, additions, and deletions to the 2025 California Fire Code (“Code Amendments”) to confirm the City’s compliance with the provisions of California Code of

Regulations, Title 24; clarify and enhance ease of use and application of Laguna Woods Municipal Code, Title 10, both for internal parties and the public; and, 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 15, 2025 and November 19, 2025, 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. The City Council hereby finds that the amendments to the 2025 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 2025 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 miles per hour 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 Orange 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 OCFA's ability to respond to a fire or emergency condition. Floods also disrupt utility services to buildings and facilities within Orange 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. 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%.

II. Topographical Conditions

- A. Natural; slopes of 15% 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. The State of California 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 Orange County also make amendments reasonably necessary. Located through Orange 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 five minute goal.

- C. Soils throughout Orange 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 OCFA.

2025 California Fire Code Amendment Findings Legend

CODE SECTION	TITLE (Clarification)	FINDINGS
113.4	Violation penalties	Administrative
113.4.2	Infraction and misdemeanor	Administrative
202	General definitions	Administrative
304.1.3	OCFA vegetation management	I
305.6	Hazardous conditions (outdoor fires)	I & II
305.7	Disposal of rubbish	I & II
307	Open burning, recreational fires, fire pits, fire rings, and outdoor fireplaces	Administrative
307.6	Outdoor fireplaces, fire pits, fire rings	Administrative
307.6.1	Gas-fueled devices (outdoor fires)	I & II
307.6.2	Devices using wood or fuels other than natural gas or LPG	I & II
307.6.2.1	Where prohibited (burning of solid fuels)	I & II
324.1	Fuel modification requirements for new construction	I
325.1	Clearance of brush or vegetation growth from roadways	I
326.1	Unusual circumstances (vegetation management)	Administrative
327.1	Use of equipment (IC engines and spark arresters)	I
327.2	Use of equipment and devices generating heat,	I

	sparks or open flames	
327.3	Spark arresters	I
407.5	Hazardous material inventory statement	I & II
501.1	Scope (fire service features)	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 & III
2801.2	Permit (biomass storage and handling)	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	Maximum grid of piles and rows	Administrative, I
2808.16	Push-out / clear area	Administrative, I
5001.5.2	Hazardous materials inventory statement	Administrative
5003.1.1.1	Extremely hazardous substances	I, II & III
5608.2	Firing (commercial fireworks)	Administrative
5608.3	Application for permit (commercial fireworks)	Administrative
Chapter 80	Reference Standards	N/A
	2025 NFPA 13 (commercial sprinkler systems)	Administrative, II & III
	2025 NFPA 13D (single family sprinkler systems)	I & II
	2025 NFPA 24 (underground water supply systems)	Administrative & III

SECTION 3. After reviewing the entire project record, the City Council hereby determines and certifies that this Ordinance is not subject to the California Environmental Quality Act of 1970, Public Resources Code Section 21000, et. seq., as amended and implementing State CEQA Guidelines, Title 14, Chapter 3 of

the California Code of Regulations (collectively “CEQA”) pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3. CEQA Guidelines Section 15378(b)(2) excludes “[c]ontinuing administrative. . . activities, such as . . . general policy and procedure making” and Section 15378(b)(5) excludes “[o]rganizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” from its definition of “project.”

After reviewing the entire project record, the City Council hereby further determines and certifies that even if this Ordinance were subject to CEQA, it would be exempt based on CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

SECTION 4. Title 10 (Buildings and Construction) of the Laguna Woods Municipal Code is hereby amended to read as set forth in Exhibit A, attached to this Ordinance and incorporated herein by this reference. The documents referred to as “OCFA Guideline B-01,” “OCFA Guideline C-05,” and “OCFA Guideline G-04” are attached to this Ordinance as exhibits B, C, and D, respectively, and incorporated herein by this reference.

SECTION 5. This Ordinance shall take effect and be in full force and operation on January 1, 2026.

SECTION 6. 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 7. The Mayor shall sign this Ordinance.

SECTION 8. 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 9. 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 2025.

SHARI L. HORNE, 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. 25-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2025, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2025 by the following vote to wit:

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

YOLIE TRIPPY, CMC, City Clerk

**EXHIBIT A
CODE AMENDMENTS**

Section 10.07.040 (“Local amendments; 2025 California Fire Code”) is added to Chapter 10.07 (“California Administrative Code”¹) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code to read as follows:

Sec. 10.07.040. - Local amendments; 2025 California Fire Code.

**Chapter 1
Scope and Administration**

Chapter 1 SCOPE AND ADMINISTRATION is adopted in only those sections and subsections adopted by the SFM with the following amendments:

Section 113.4 Violation penalties is hereby revised as follows:

113.4 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 113.4.2 Infraction and misdemeanor is hereby added as follows:

113.4.2 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.*

¹ This ordinance is being acted on concurrent with an ordinance that would amend the title of Chapter 10.07 of Title 10 of the Laguna Woods Municipal Code to read “California Building Standards Code.”

Chapter 2

Definitions

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

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

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 is adopted in only those sections and subsections adopted by the SFM with the following amendments:

Section 304.1.3 Vegetation is hereby revised as follows:

304.1.3 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 *Part 7, the California Wildland-Urban Interface Code. 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 combustible 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 feet 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:

324.1 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:

325.1 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:

326.1 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:

327.1 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 327.2 Use of equipment and devices generating heat, sparks or

open flames is hereby added as follows:

327.2 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 a 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 immediately in case of fire.

Section 327.3 Spark arresters is hereby added as follows:

327.3 Spark arresters. Spark arresters shall comply with Section 202, and when affixed to the exhaust system of engines or vehicles subject to Section 327 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 is adopted in only those sections and subsections adopted by the SFM with the following amendment:

Section 407.5 is hereby revised as follows:

407.5 Hazardous Materials Inventory Statement. Where required by the fire code official, each application for a permit shall follow OCFA Guideline G-04 “Completion of the Chemical Classification” 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 the SFM with the following amendments:

SECTION 501.1 Scope is hereby 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 communications enhancement systems in new buildings is hereby deleted and replaced 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:

1.1 Existing buildings or structures, unless required

by the Building Official and OCFA for buildings and structures undergoing extensive remodel and/or expansion.

1.2 Elevators.

1.3 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.

1.4 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 the SFM.

Chapter 7

Fire and Smoke Protection Features

Chapter 7 FIRE AND SMOKE PROTECTION FEATURES is adopted in its entirety as amended by the 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 the 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 the SFM with the following amendments:

Section 903.2 Where required is hereby revised as follows:

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

1. **New buildings:** Notwithstanding any applicable provisions of Sections 903.2.1 through 903.2.21, an automatic 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.

2. **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:

2.1 When an addition is 33% or more of the existing building area, and the resulting building area exceeds 5000 square feet.

2.2 When an addition exceeds 2000 square feet, and the resulting building area exceeds 5000 square feet.

2.3 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 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 sprinkler system shall be installed throughout all new buildings.

2. **Existing R-3 Buildings:** An automatic sprinkler system shall be installed throughout when one of the following conditions exists:

2.1 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.

2.2 An addition when the existing building is already provided with automatic sprinklers.

2.3 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.

The exceptions in this section remain unchanged.

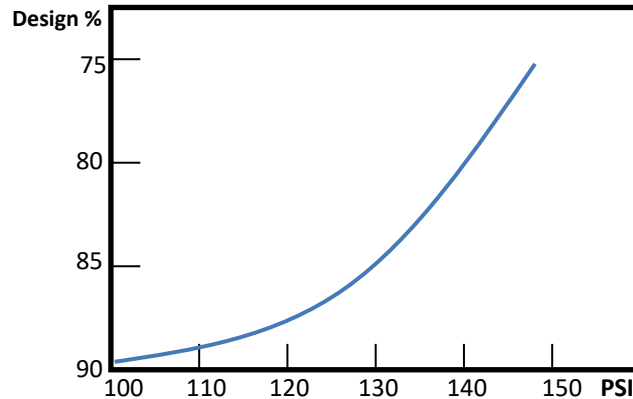
Section 903.3.5.3 Hydraulically calculated systems is hereby added as follows:

903.3.5.3 Hydraulically calculated systems. The design of hydraulically calculated 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 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 the SFM.

Chapter 11
Construction Requirements for Existing Buildings

Chapter 11 CONSTRUCTION REQUIREMENTS FOR EXISTING BUILDINGS is adopted in only those sections and subsections adopted by the SFM.

Chapter 12
Energy Systems

Chapter 12 ENERGY SYSTEMS is adopted in its entirety as amended by the 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 the SFM.

**Chapter 22
Combustible Dust-Producing Operations**

Chapter 22 COMBUSTIBLE DUST-PRODUCING OPERATIONS is adopted in its entirety.

**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 the SFM.

**Chapter 24
Flammable Finishes**

Chapter 24 FLAMMABLE FINISHES is adopted in its entirety as amended by the 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 105.5. and 105.5.31.

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 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. Factors 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 2808.3.1 Increase in pile or stack size is hereby deleted in its entirety.

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 areas 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 an 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 TENTS, TEMPORARY SPECIAL EVENT STRUCTURES
AND OTHER MEMBRANE STRUCTURES** is adopted in its entirety as
amended by the SFM.

**Chapter 32
High-Piled Combustible Storage**

Chapter 32 HIGH-PILED COMBUSTIBLE STORAGE is adopted in its
entirety as amended by the SFM.

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

**Chapter 33 FIRE SAFETY DURING CONSTRUCTION AND
DEMOLITION** is adopted in its entirety as amended by SFM.

**Chapter 34
Tire Rebuilding and Tire Storage**

Chapter 34 TIRE REBUILDING AND TIRE STORAGE is adopted in its
entirety as amended by the 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 50
Hazardous Materials – General Provisions**

Chapter 50 HAZARDOUS MATERIALS – GENERAL PROVISIONS is adopted in its entirety as amended by the 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 follow OCFA Guideline G-04 “Completion of the Chemical Classification”, 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 the 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 the 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 is adopted in its entirety as amended by the SFM.

Chapter 58 Flammable Gases and Flammable Cryogenic Fluids

Chapter 58 FLAMMABLE GASES AND FLAMMABLE CRYOGENIC FLUIDS is adopted in its entirety as amended by the 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 as amended by the SFM with the following amendments:

NFPA 13, 2025 Edition, Standard for the Installation of Sprinkler Systems is hereby amended as follows:

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 the fire code official.

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 3.3.223.4.16
- (2) Residential sprinklers in accordance with the requirements of Chapter 12
- (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 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.

NFPA 13D 2025 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 24, 2025 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 revised 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.

(b) Post indicating valves shall be allowed to be closer than 40 ft (12 m) to the building when a property line or other physical barriers make it impossible to have a post indicating valve 40 ft (12m) away.

(c) Post indicating valves shall be allowed to be closer than 40 ft (12 m) to the building when building driveway or fire access roadways or other building traffic make it impractical to be 40 ft (12 m).

(2) A wall post indicator valve on risers located within the building, either a nonrising stem gate valve with a wall post indicator or a listed butterfly valve with an indicating handle extending out through the building wall.

(3) 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.

(b) Backflow preventer valves shall be allowed to be closer than 40 ft (12 m) to the building when a property line or other physical barriers make it impossible to have a backflow preventer valve 40 ft (12 m) away.

(c) Backflow preventer valves shall be allowed to be closer than 40 ft (12 m) to the building when building driveway or fire access roadways or other building traffic make it impractical to be 40 ft (12 m).

(4) Indicating control valves installed in a fire-rated room accessible from the exterior

(5) Indicating control valves in a fire-rated stair enclosure accessible from the exterior as permitted by the AHJ

(6) Any other valve type or location as permitted by the AHJ

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, bituminous, 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 deleted and replaced 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 not adopted.

Appendix B is adopted in its entirety as amended by the SFM.

Appendix BB is adopted in its entirety.

Appendix C is adopted in its entirety as amended by the SFM.

Appendix CC is adopted in its entirety.

Appendix D is not adopted.

Appendix E is not adopted.

Appendix F is not adopted.

Appendix G is not adopted.

Appendix H is adopted in its entirety.

Appendix I is not adopted.

Appendix J is not adopted.

Appendix K is not adopted.

Appendix L is not adopted.

Appendix M is not adopted.

Appendix N is not adopted.

Appendix O is not adopted.

Appendix P is not adopted.

Appendix Q is not adopted.

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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

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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 2025 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.

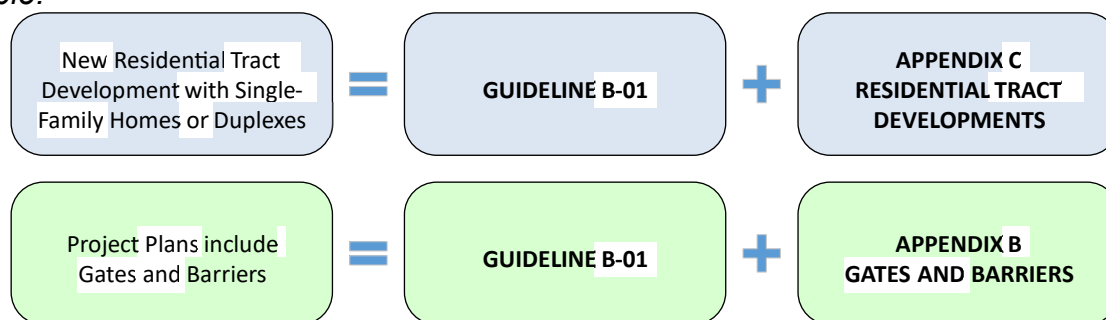
Note: *In addition to the requirements of OCFA Guideline B-01, for buildings and facilities located within State Responsibility Area (SRA) or the High and Very High Fire Hazard Severity Zones (HFHSZ and VHFHSZ) in the Local Responsibility Area (LRA), refer to California Code of Regulations (CCR) Title 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-feet 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

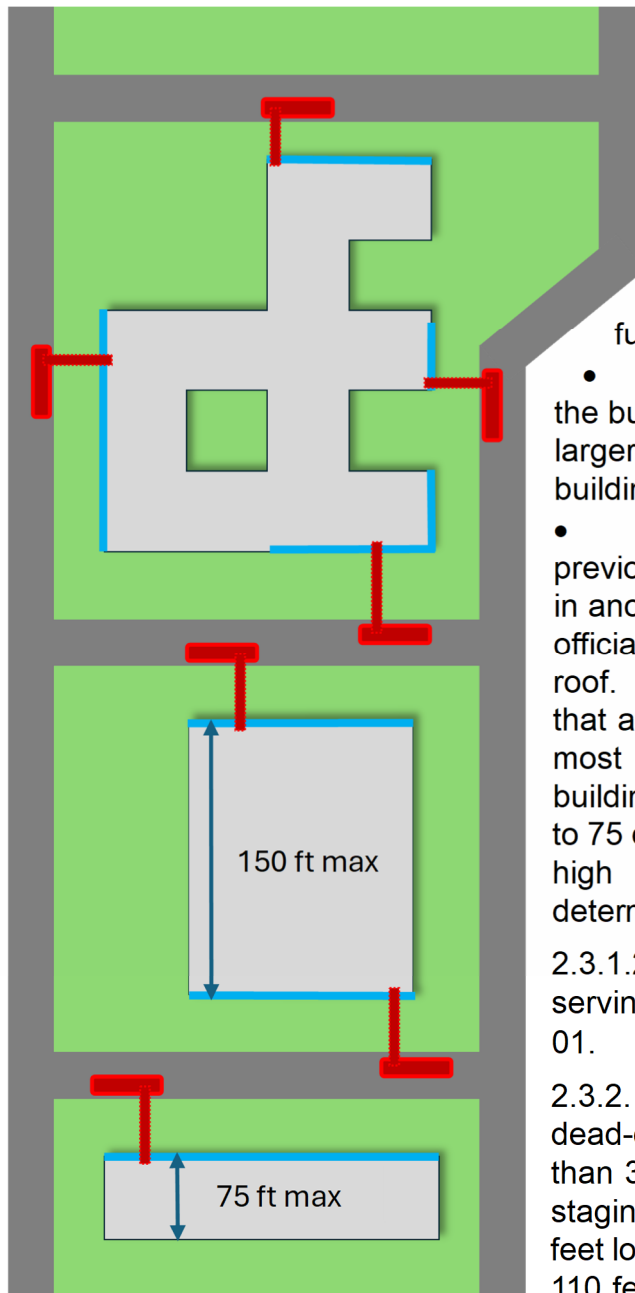
minimize congestion or obstruction during an emergency incident. At least two of the access points shall be separated by a distance of at least one-half of the longest dimension, as measured between the two points of the development that are furthest from one another, when any of the following conditions 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.
- 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 buildings up to and including 30 feet in height should be located no closer than 10 to 30 feet from the building. The edge of fire lanes serving structures exceeding 30 feet 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. These fire lane setbacks provide a distance of safety from the involved building and optimum laddering angles to the roof that maximizes vertical ladder reach and ladder loading capacity.

**Figure 1 -
Aerial Truck
Laddering**



2.3.1.1. Fire lanes serving buildings with contiguously traversable roofs that are over 30 feet high as measured from grade to the roof parapet or eave shall be provided, at a minimum, per one of the following (Figure 1):

- Along the longest side for rectangular buildings with the smaller width no greater than 75 feet. Other building shapes will require further review.
- Along at least two opposite sides of the building for rectangular buildings with the larger width no greater than 150 feet. Other building shapes will require further review.
- For buildings that don't meet the previous criteria, fire lanes shall be provided in another manner approved by the fire code official that optimizes firefighter access to the roof. Optimization often includes fire lanes that allow for aerial truck ladder capability to most building outside corners, multiple building sides, and ladder angles between 60 to 75 degrees (a 92-foot ladder with an 8-foot high bottom pivot point can be used to determine this angle).

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-foot taper on each end (for 110 feet total length) shall be provided along

the roadway to permit fire apparatus to pass ladder aerial 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.

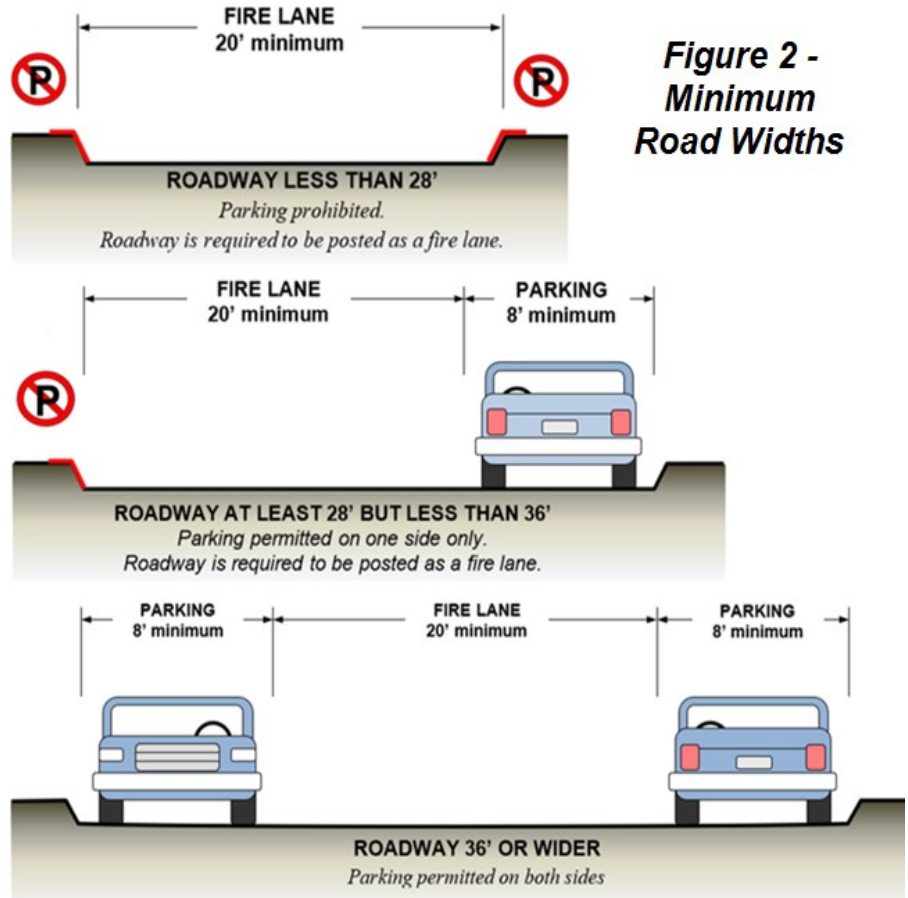
2.3.3. A fire lane may be an on-site private fire lane or a public road with a projected average daily trip (ADT) count below 30,000, or as approved by the Fire Code Official. Contact the city or County Traffic Engineer's office or Public Works Department for ADT information.

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 is in place. The easement shall

be 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 (Figure 2). If a center median is included, the required width shall be provided on both sides of the median.

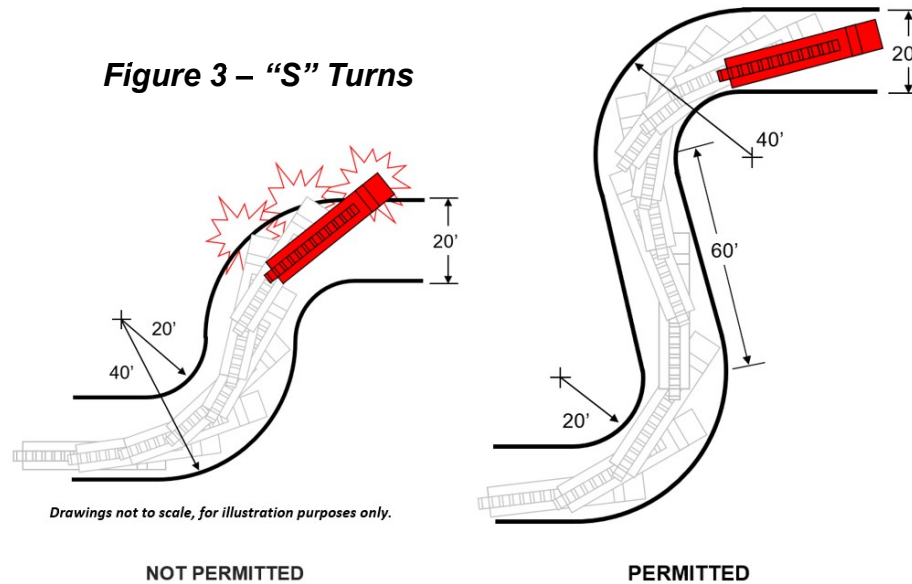
- 2.5. **Parking Restrictions** – No parking is permitted along fire lanes that are narrower than 28 feet in width (Figure 2). Width is measured from top face of curb to top face of curb for standard vertical curbs or flow line to flow line for rolled, ramped, or other curb types. Parking on one side 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.



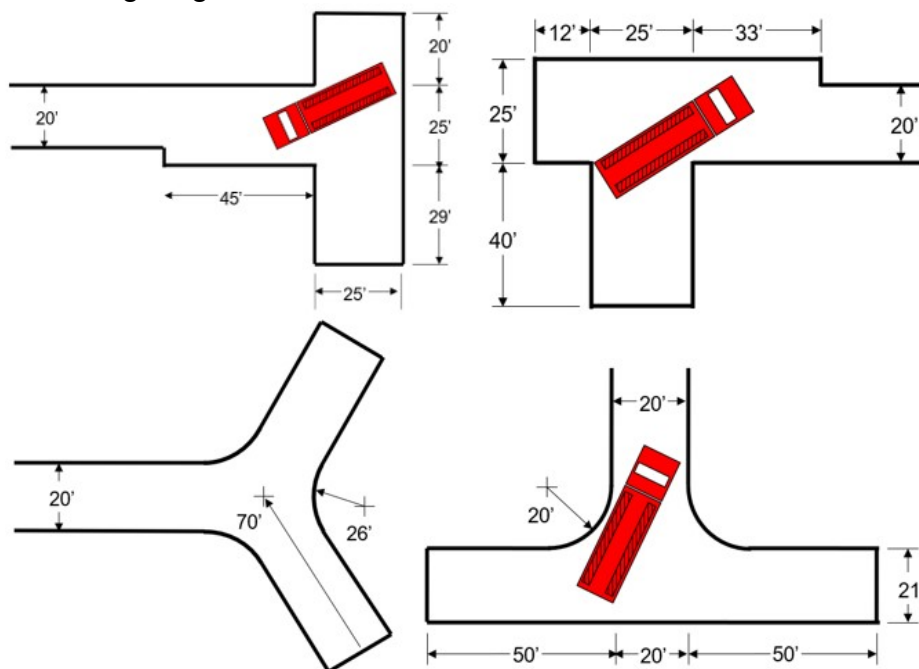
- 2.6. **Vertical Clearance** - Fire lanes shall have an unobstructed vertical clearance of not less than 13 feet 6 inches. If trees are located adjacent to the fire lanes, place a note on the plans stating that all vegetation overhanging the fire lane shall be maintained to provide a clear height of 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%.
- For fire lanes serving aerial truck laddering locations, the grade shall not exceed 6%. The angle of approach and departure for fire lanes shall not exceed 14% (8 degrees).
- 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 3). For additional requirements related to minimum turning radii, please refer to CCR Title 14.

Figure 3 – “S” Turns



- 2.9. **Dead-ends** - Dead-end roadways more than 150 feet shall be designed and constructed with approved hammerheads or turnarounds (Figure 4, 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 feet 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 passthroughs may be required. The location and design specifications for the passthroughs 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.

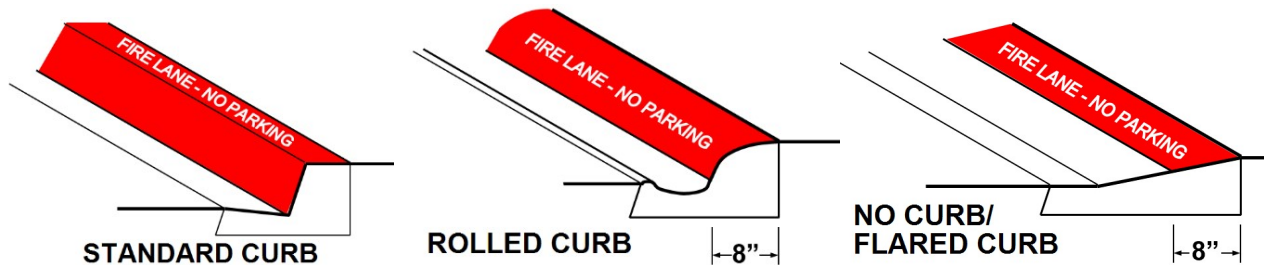
SECTION 3: FIRE LANE IDENTIFICATION

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 5). 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 5 – Fire Lane Identification, Red Curbs

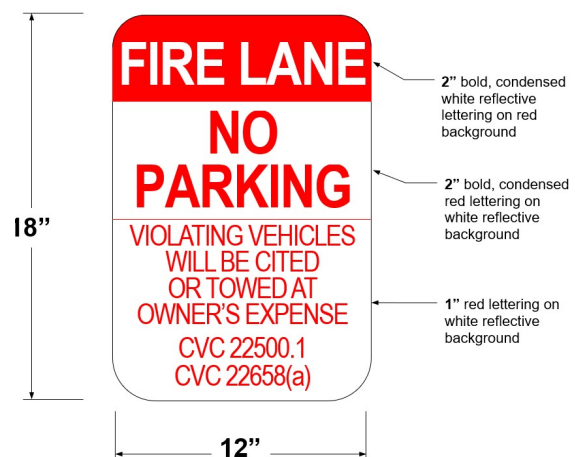


- Curbs shall be painted OSHA safety red.
- “FIRE LANE – NO PARKING” shall be painted on top of curb in 3” white lettering at a spacing of 30’ on center or portion thereof.

3.1.2. “Fire Lane – No Parking” signs (Figure 6) meeting the appropriate specifications shall be posted immediately adjacent to each designated fire lane and at intervals not to exceed 100 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

Figure 6 – Fire Lane No Parking Signs

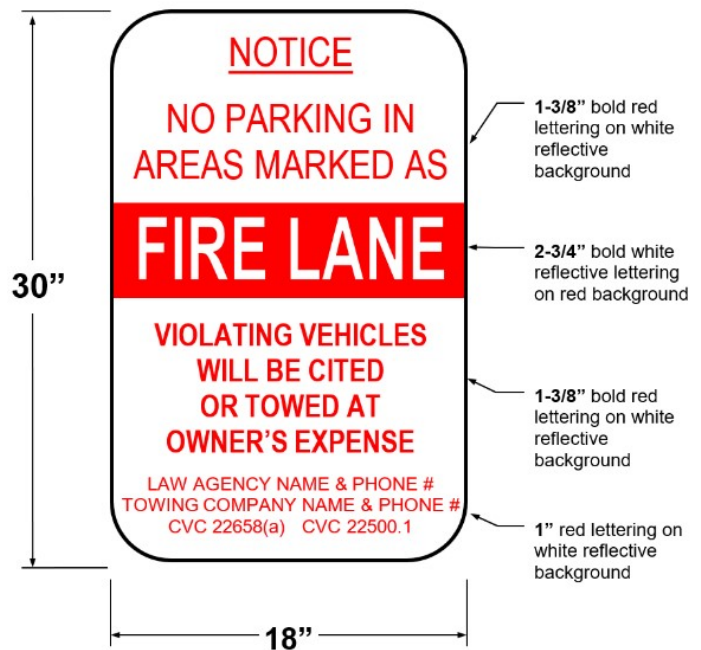


with fire lanes is limited, all such vehicle entrances to the designated area shall be posted with approved fire lane entrance signs (Figure 7).

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 7 – Fire Lane Entrance Signs



3.3. Towing Company Information -

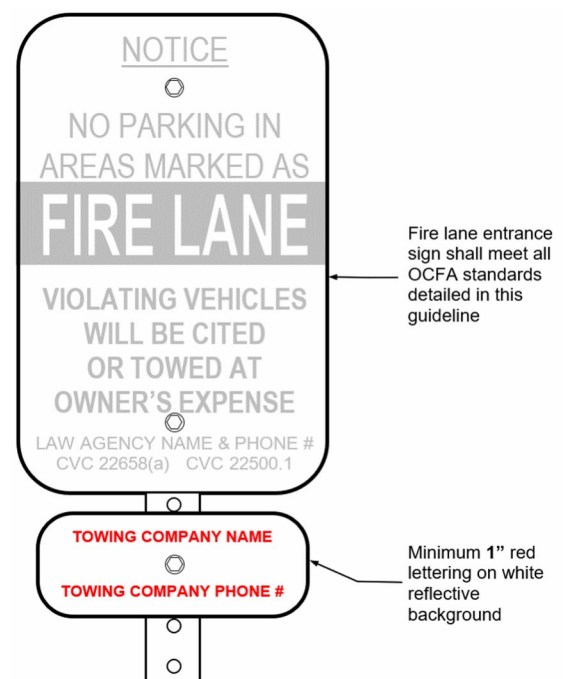
Towing company contact information is required for all properties with a standing written agreement for services with a towing company per the California Vehicle Code.

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 8). The method of attachment to the post shall not obscure the wording on either sign.

Figure 8 – 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 9).

Figure 9 – 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 10).

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 feet from where the cul-de-sac and street are tangent (Figure 11).

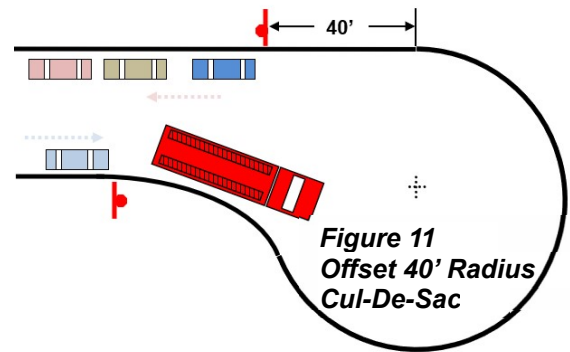
Additionally, a minimum 2 inch red lettering on white reflective background must be provided for the “BEGIN” sign at entry into cul-de-sac and “END” sign when leaving cul-de-sac.

“BEGIN” or “END” sign may be omitted where cul-de-sac is the continuation of a no parking zone on streets less than 36 feet wide (Figure 12).

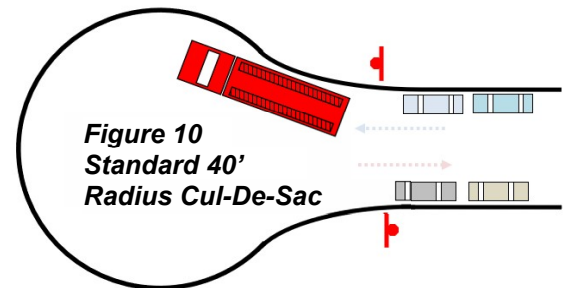
3.5. Fire Lane No Parking Sign Locations -

Signs are required within 3 feet at the end of the curb return at the beginning of each “block” along the fire lane and spaced a maximum of 100 feet along the entire designated lane (Figure 13).

A sign shall be located within a reasonable distance of the end of each block as necessary to clearly identify the extent 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
Offset 40' Radius
Cul-De-Sac**



**Figure 10
Standard 40'
Radius Cul-De-Sac**

**Figure 12 – Specifications for Cul-de-Sac
Fire Lane No Parking Signs**



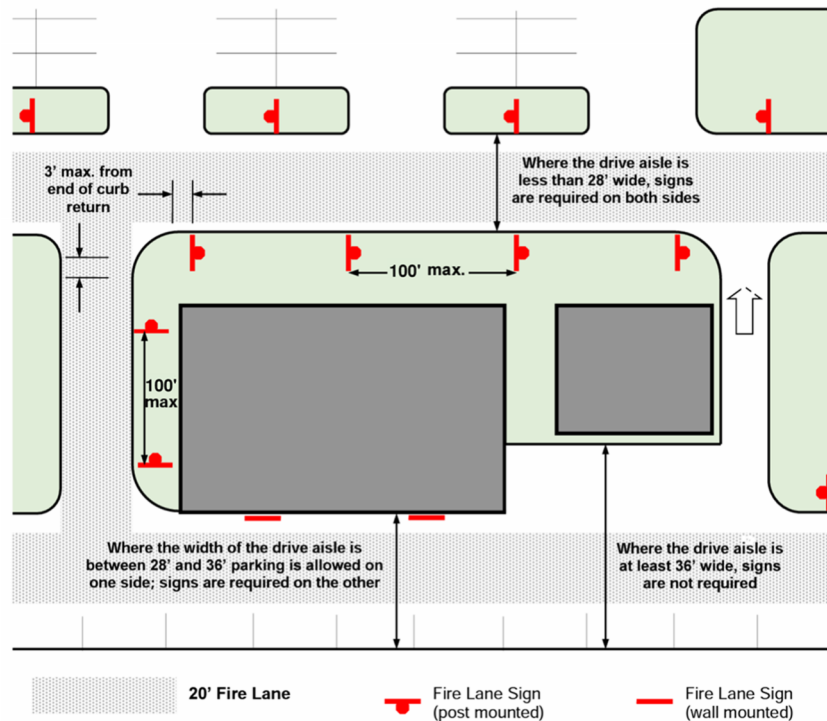
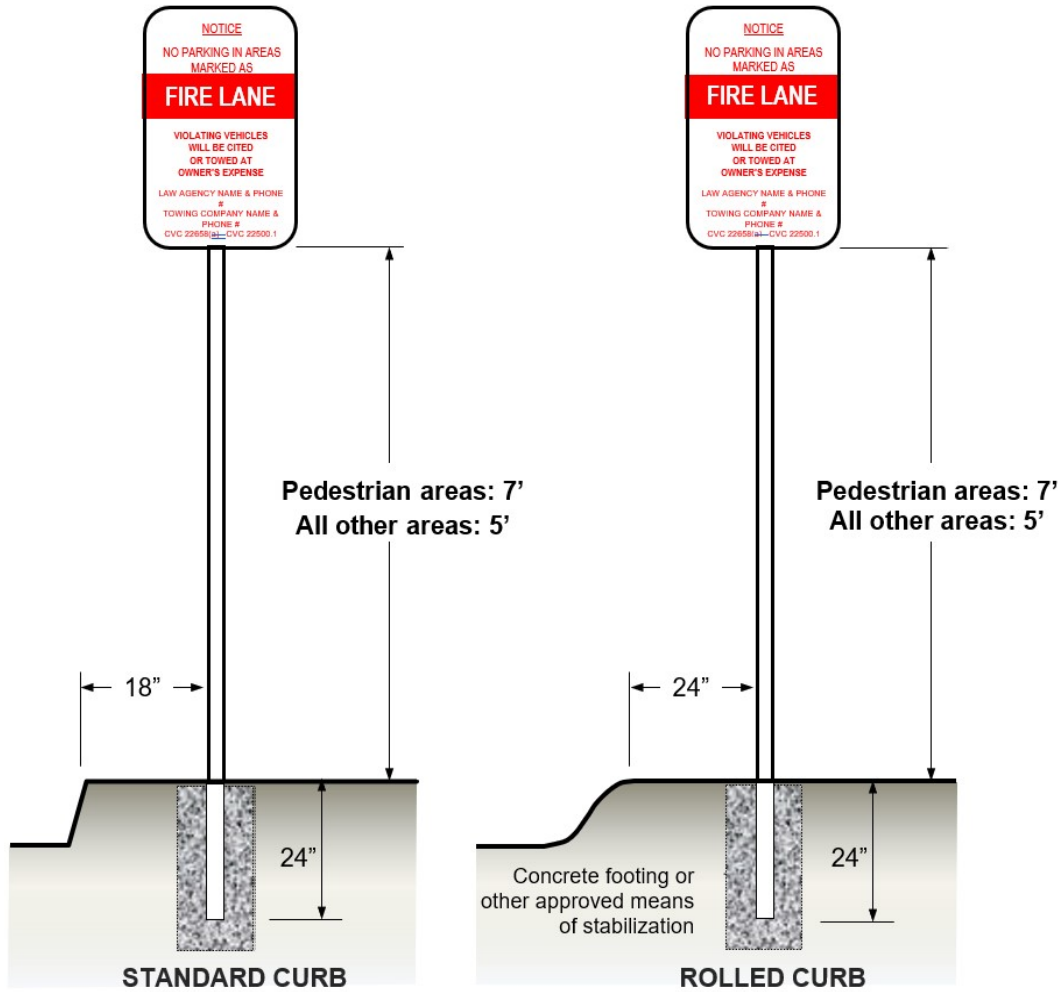


Figure 13 – Fire Lane No Parking Sign Locations

- 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 inches from the edge of the roadway. The sign post depth of bury shall be a minimum of 24 inches and rebar, a concrete footing, or another method to prevent removal is recommended (Figure 14). Footings for signs located in the public right-of-way shall be per the local jurisdiction's requirements.

Figure 14 – 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 HFHSZ and 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

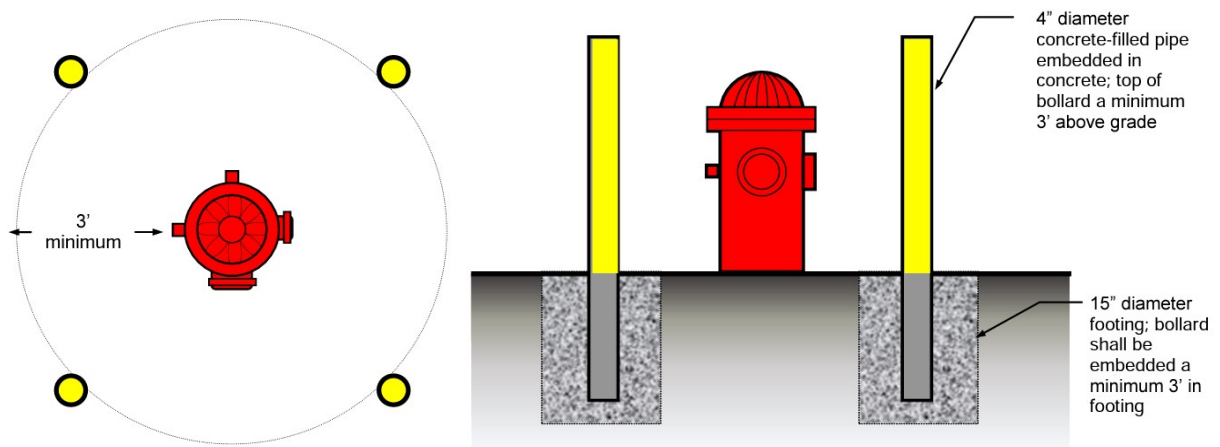
5. **Hydrant and Water Availability Requirements** - Applicants must provide documentation that hydrants are provided in the quantity and spacing described in the Hydrant Quantity and Spacing in OCFA Jurisdiction table (Attachment 3). They must also show that the hydrant is capable of delivering the 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. 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 contact the OCFA tech line at (714)573-6108 for assistance.
- 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.
- 5.2. **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 3 feet of the edge of a fire lane and cannot be located in areas where it may be visually or operationally obstructed. A clear space of 3 feet shall be provided around each hydrant. Hydrants located in landscapes areas may require a 4 foot x 4 foot concrete pad and the OCFA inspector will ensure that vegetation does not encroach on this clear space.
- 5.3.2. The hydrants 4 inch outlet shall face the fire lane.
- 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 15).

Figure 15 - Protection of Hydrants

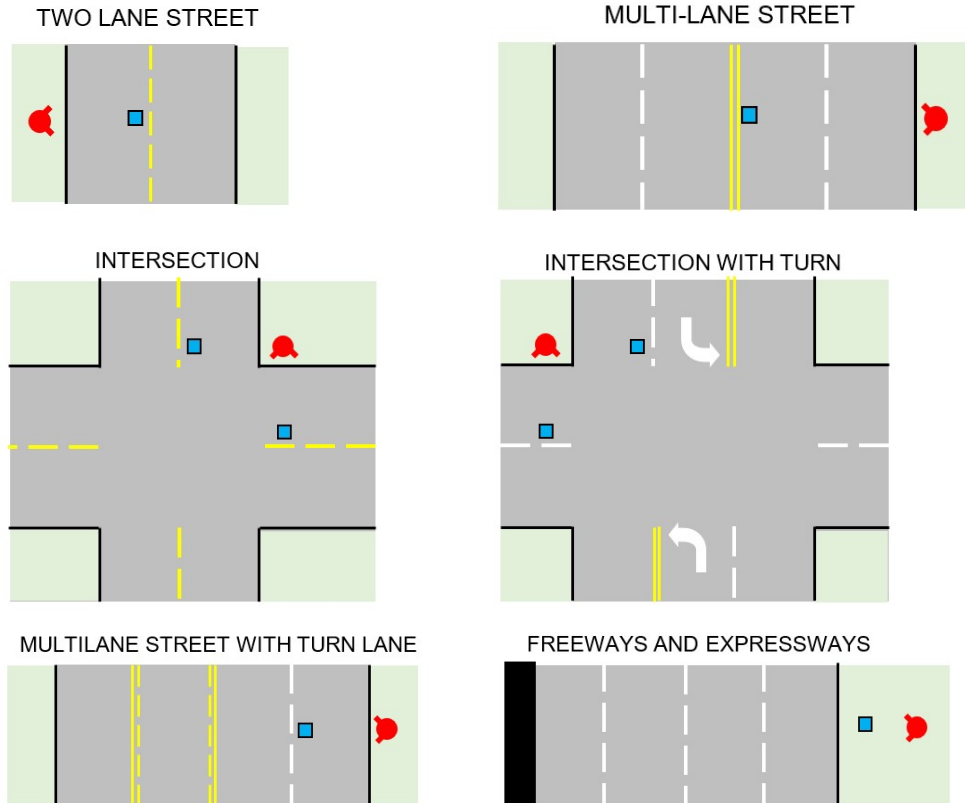


Protection of Hydrants, Detector Checks, Fire Department Connections, Post Indicator Valves, and other Similar Devices.

- 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 16). 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 16 - “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

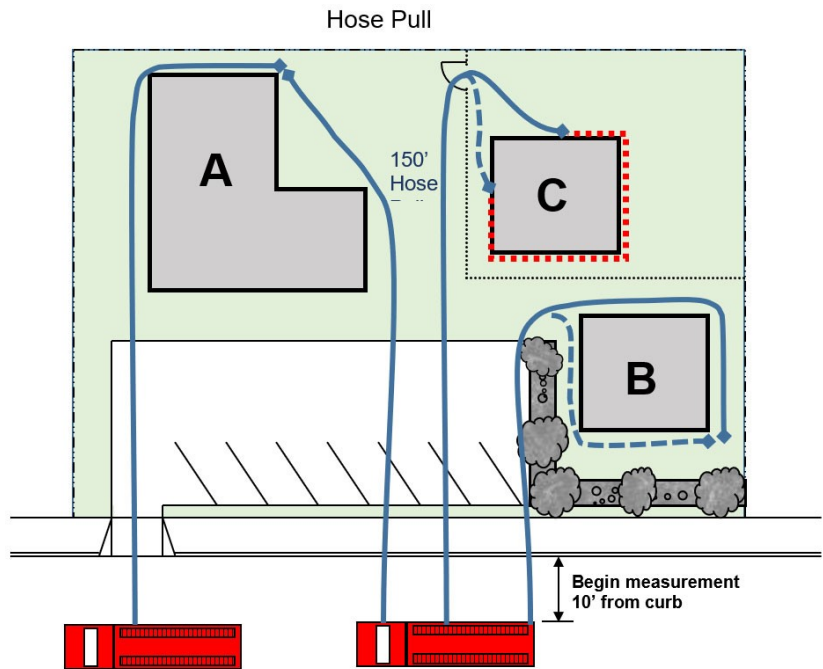
6. Access to Structures

- 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 efficiently pull a fire hose or carry other equipment to effectively combat a fire (Figure 17).

Figure 17 – 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 of travel 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 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 5 feet in width.
 - 6.2.3. Where elevation change is present, indicate the grade as a percentage on the plans.
 - 6.2.4. Access walkways shall consist of a surface that provides safe use during building evacuation, firefighting, and rescue efforts.
 - 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-foot 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 inches 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.

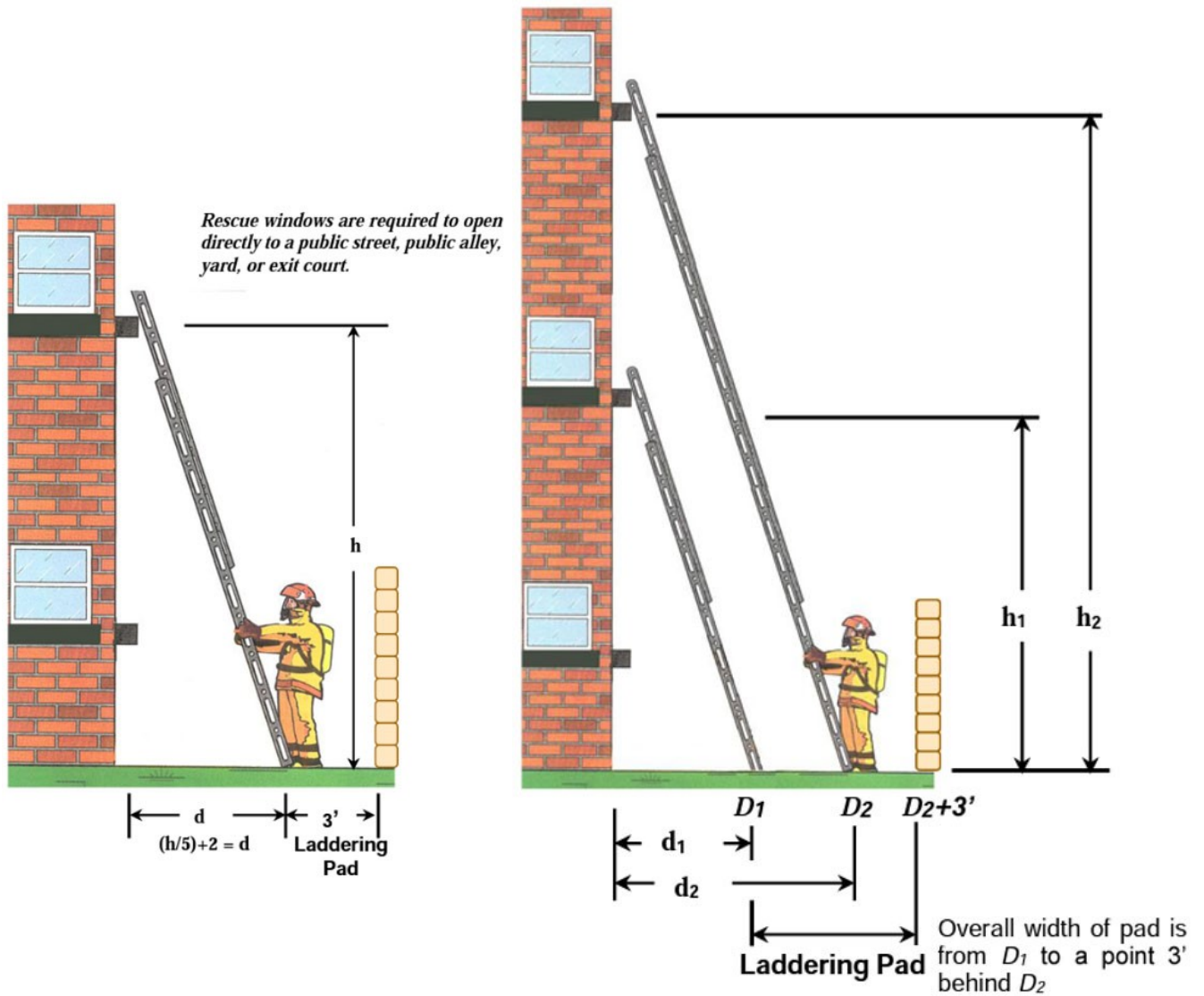
6.3.5. Courtyard Standpipes

- 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 feet.
- 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 inches 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-inch 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 18). 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 18 - 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?	<input type="checkbox"/>	Yes	
Conditional Use Permit conditions included with submittal?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (CUP was not required by city/county)
Tract/Tentative Tract/Parcel Map Number has been provided?	<input type="checkbox"/>	Yes	
Standard OCFA fire master plan notes are included?	<input type="checkbox"/>	Yes (Notes are tailored to this project, where applicable)	
Building area, construction, occupancy, sprinkler type noted on plan?	<input type="checkbox"/>	Yes	
Allowable area calculation provided on plan?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No (<6,000 sf unsprinklered; <18,000 w/ sprink.)
Sheets not relevant to fire master plan removed from plan set?	<input type="checkbox"/>	Yes	
Access/hydrant phasing plan provided?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (No phasing of access/hydrant installation)

WATER AND HYDRANTS

Water availability form completed and provided?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No (in progress)	<input type="checkbox"/> No (no change in demand)
All hydrants within 350' of the site are shown on plan?	<input type="checkbox"/>	Yes		
Are hydrants provided/spaced per Guideline B-01, Attachment 3?	<input type="checkbox"/>	Yes		

ACCESS AND ROADWAYS

Extent of the access roadway is clearly shown on the plan?	<input type="checkbox"/>	Yes		
Turning radii and width (incl. road sections) shown on the plan?	<input type="checkbox"/>	Yes		
Exterior of all structures within 150' hose pull distance?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No (AM&M proposed)	<input type="checkbox"/> No (sprinklered R-3)
Engineer's certification provided for new paving?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (No new paving)	
Walkable surface provided to required openings?	<input type="checkbox"/>	Yes		
Road and walkway grades >10% shown on plan	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (Grade <10%)	

FIRE LANE IDENTIFICATION

Red curbs are identified on plan with bold, dashed, or red lines?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A ("Fire Lane—No Parking" signs provided)
Location of each "Fire Lane—No Parking" sign shown?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (Red curbs provided)
Fire lane entrance sign provided at each vehicle entrance?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (All roads at least 36 feet wide)
Drawings of red curbs/"No Parking"/entrance signs provided?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (All roads at least 36 feet wide)

GATES AND OBSTRUCTIONS

Are all gates, fences, and planters shown?	<input type="checkbox"/>	Yes	
Are vehicle gates identified as manual or electric?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (No gates proposed)
Gate operator specs showing emergency operation provided?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (No electric gates proposed)
Manual vehicle gates have "No Parking" sign noted?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (No manual gates proposed)
Knox boxes/locks/switches are noted on plans?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (No gates proposed)
OCFA gate notes/specifications included on plan?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (No gates proposed)

OTHER REQUIREMENTS

AM&M request letter scanned onto plan?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (No alternate methods proposed)
Premises ID/address monument location shown on plan?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (Single family homes)
Trash enclosures are located at least 5' from buildings?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No (Enclosures are existing or sprinklered)
Two entry points provided for 150 or more residences?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (Non-residential project)
Buildings >75' to highest occupiable floor called out?	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A (No high-rise structures)
Parking enforcement letter provided?	<input type="checkbox"/>	Yes	<input type="checkbox"/> 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)?	<input type="checkbox"/>	Yes	<input type="checkbox"/> 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.

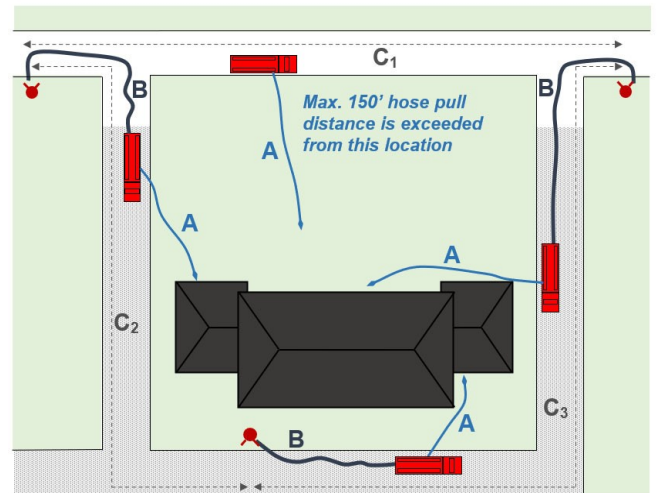
² Where new water mains are extended along streets where hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided at spacing not to exceed 1,000 feet to provide for transportation hazards.

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 feet 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)
								NS	S	
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.

High Fire Hazard Severity Zone (HFHSZ) - 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 HFHSZ require special construction features to protect against wildfire hazards; please consult with the local building department. *(Refer to CCR Title 14)*

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.

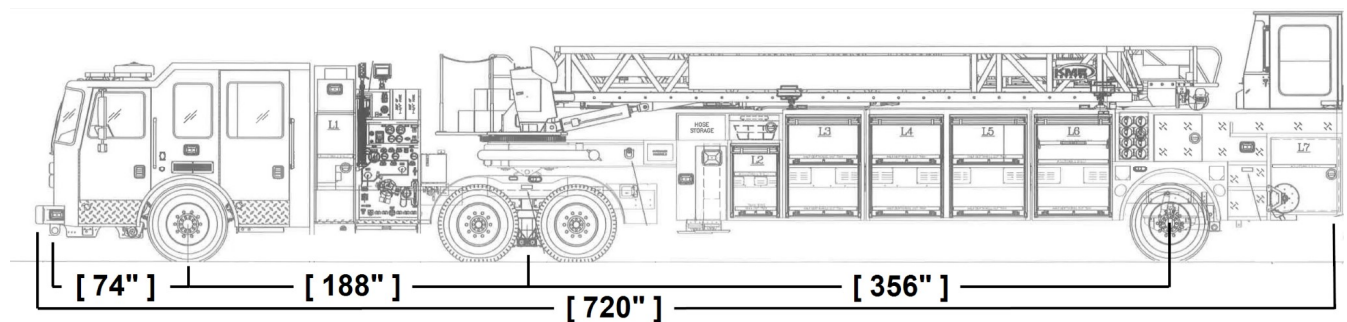
State Responsibility Area (SRA) - Land where the State of California has primary financial responsibility for the prevention and suppression of wildland fires. All SRA land is located within County unincorporated areas; SRA does not include lands within city boundaries or in federal ownership. *(Refer 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 aerial 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 HFHSZ and 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.

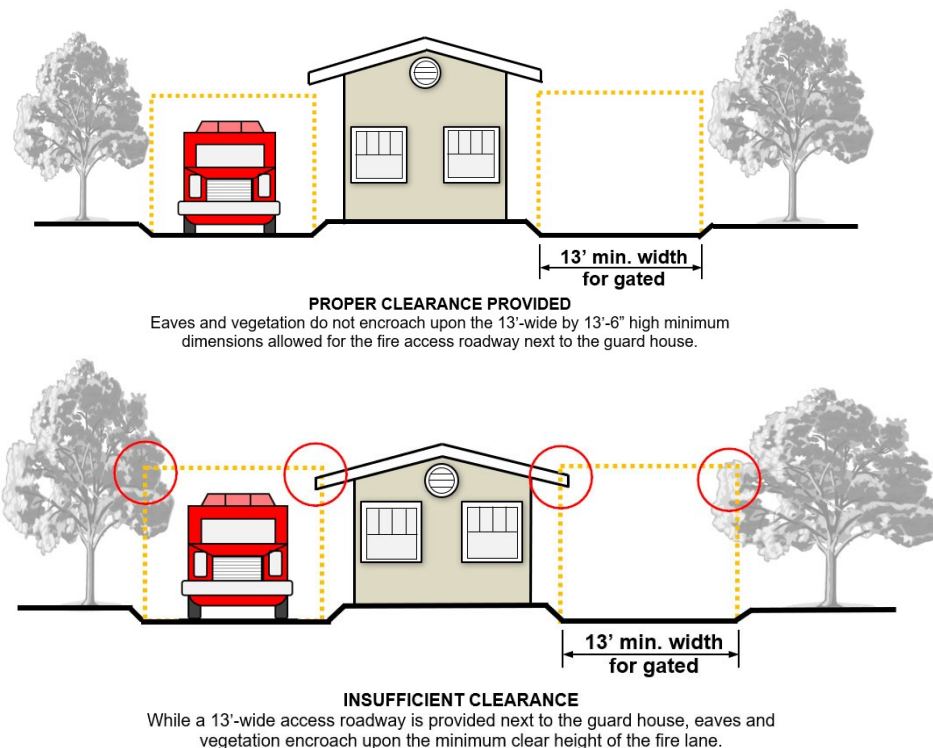
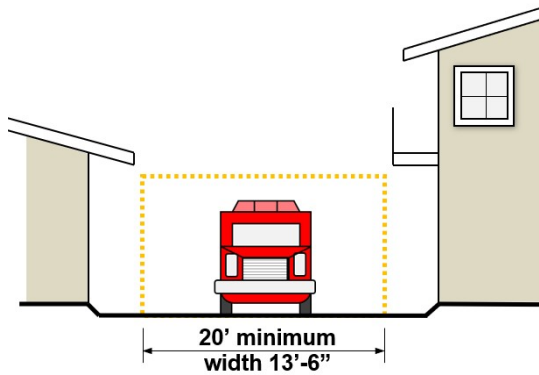
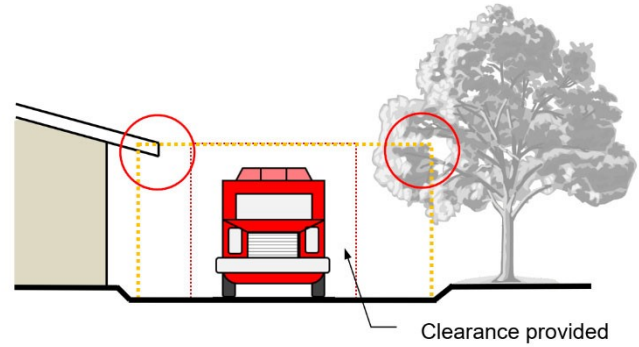


Figure B2– Fire Apparatus Access Roadway Clearance**PROPER CLEARANCE PROVIDED**

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.

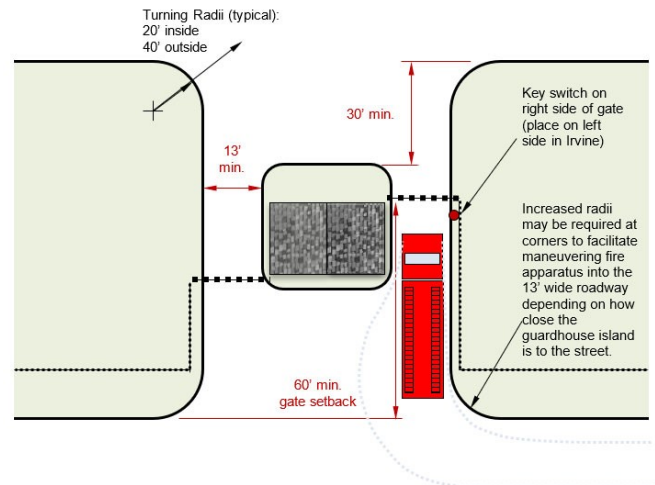
B1.3. Setbacks from the Street – Gates and barriers shall be located a minimum of 60 feet from any street with average daily trip (ADT) greater than 30,000 (Figure B3). A private driveway serving only one singlefamily residence is exempt from this requirement. In SRA and in LRA HFHSZ and VHFHSZ, all 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.

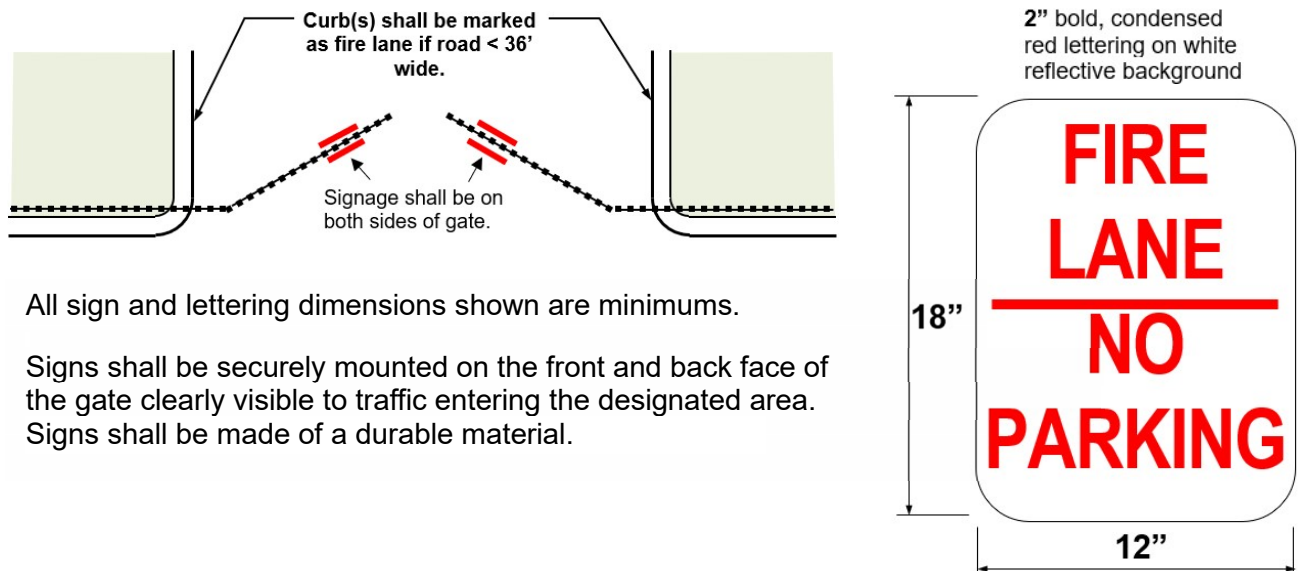
B1.5. Manually Operated Gate Design – Typical gate designs may include sliding gates, swinging gates, or a chain traversing the opening.

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.

B1.5.3. 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 inches and 48 inches 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 inches and 48 inches 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-inch contrasting letters reading “FIRE DEPT” or with a “Knox” decal.

APPENDIX C - RESIDENTIAL AND TRACT DEVELOPMENTS

HOW TO USE THIS APPENDIX

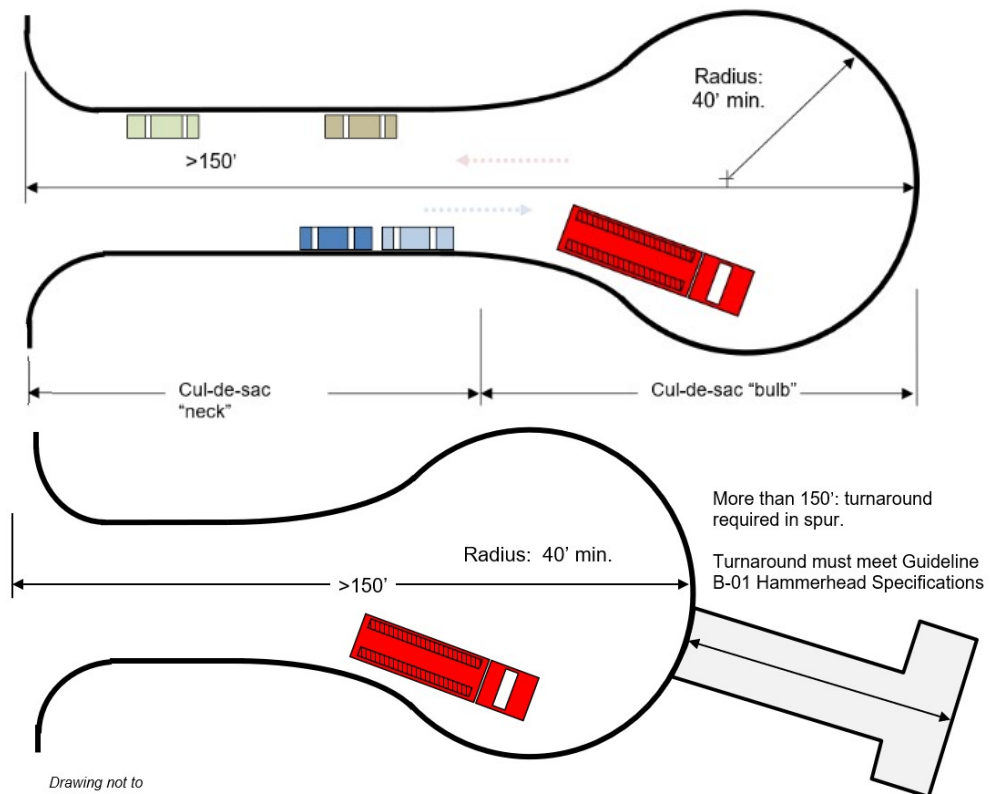
This appendix contains information related to fire master plans for residential tract developments. These requirements may also be applied to individual single-family homes or duplexes (Appendix C, Attachment 1) or to multi-family housing projects as approved by the fire code official. In addition to 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:

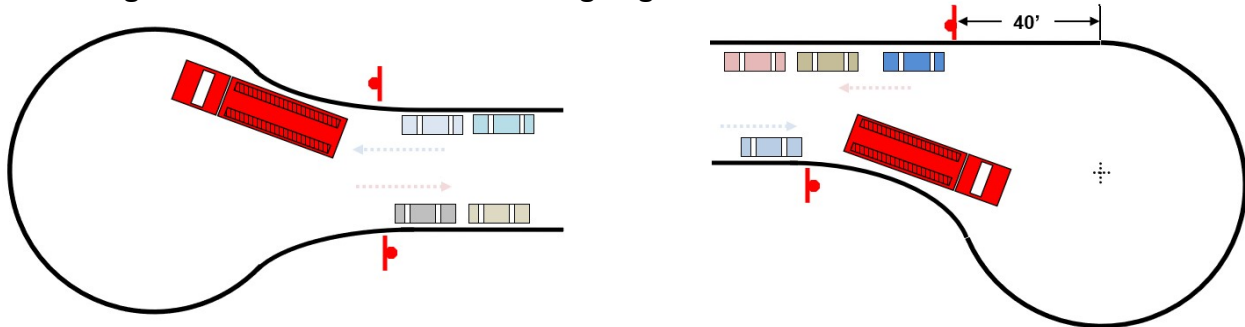
C3.1.1. Any street that is a required fire lane and greater than 150 feet in length shall be provided with a 40-foot minimum outside turning radius or other approved turnaround within 150 feet of the end of the fire lane (Figure C1). Where a spur road or private driveway that is a required fire lane 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.

**Figure C1 -
Cul-de-Sacs
and Dead-End
Roadways**



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:

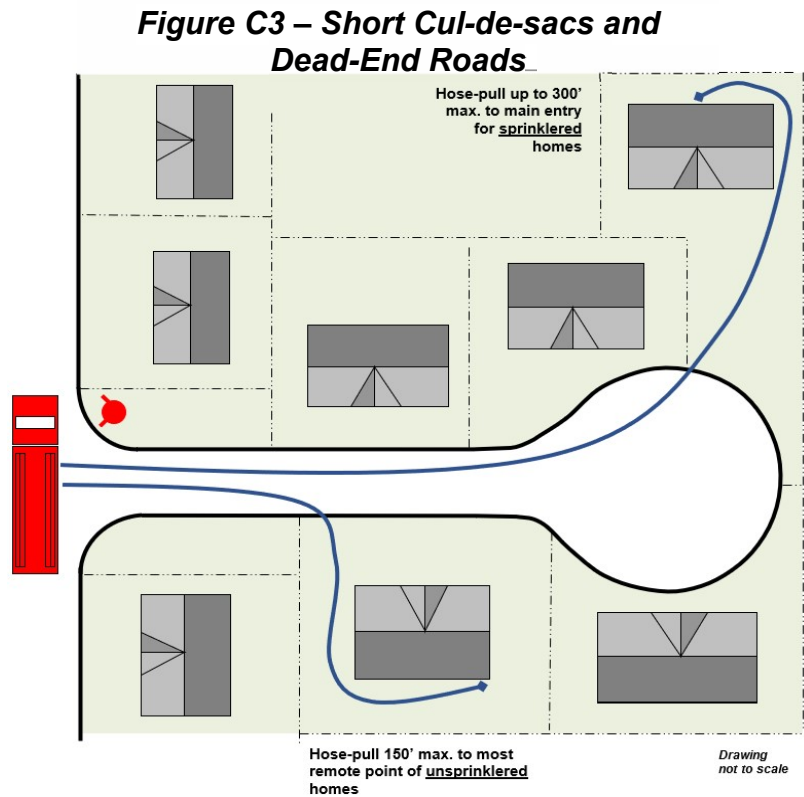
- A minimum 20-foot-wide drive lane with a minimum 40-foot outside turning radius is provided around the island.
- Island landscaping will not intrude into the drive lane.
- The island is designated a no parking area with red curbs or fire lane signs.

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.

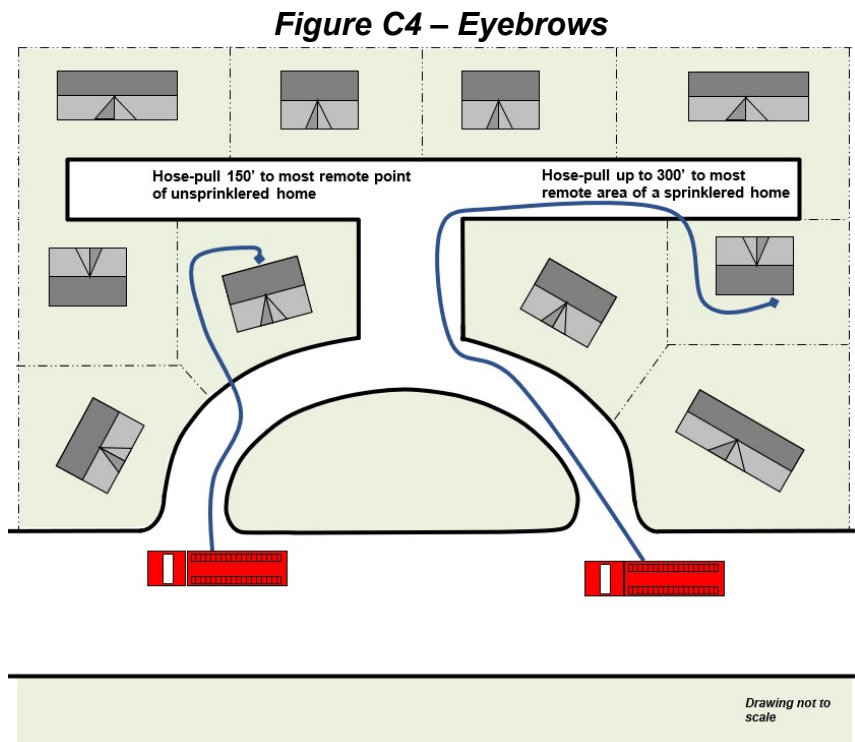
C3.3. In residential tracts with private roads, parking enforcement plans shall include:

- 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)



- 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 hosepull to the most remote area of a sprinklered home exceeds 300 feet (or 150 feet 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)

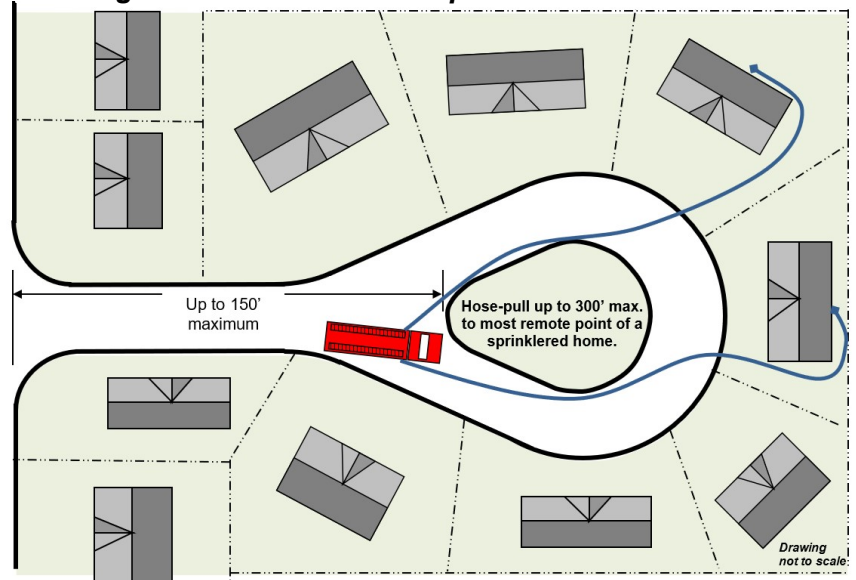


C3.6. Cul-de-Sacs up to 150' with Islands - Cul-de-sacs up to 150 feet in length containing an island (Figure C5) will have access to the homes measured along an approved route around the island and any other obstructions in the path of travel from the point of where the island begins to impede fire 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 feet (or 150 feet 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 2025”. 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 **High or 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: _____

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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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

Serving the Cities of Aliso Viejo • Buena Park • Cypress • Dana Point • Garden Grove • Irvine • Laguna Hills • Laguna Niguel • Laguna Woods
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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

Fuel Modification Plans help control vegetation design and placement around new structures to limit wildfire impact. These plans ensure that landscaped areas next to buildings are maintained permanently for fire safety.

This guideline provides:

- Design and maintenance requirement for Fuel Modification Zones (FMZ), Special Maintenance Areas (SMA) and Roadside Protection Zones (RPZ)
- Standards for both **Conceptual** and **Precise** Fuel Modification Plans
- Steps to integrate fire-safe landscaping with construction features for long-term protection

Note: For existing structures that were not developed with a fuel modification plan, maintenance shall be completed as required in the Vegetation Management Recommendations/Requirements for Homeowners document found at: OCFA.org

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 2025 California Wildland Urban Interface Code (CWUIC).

- Required for State Responsibility Area (SRA) or Local Responsibility Area – Very High Fire Hazard Severity Zone (LRA-VHFHSZ) and High Fire Hazard Severity Zone (LRA-HFHSZ)
- Required per 2025 California Wildland Urban Interface Code, Government Code Section 51175 – 51189, and the California Code of Regulations, Title 14

To confirm if your property requires fuel modification, contact the OCFA tech line at (714) 573-6108.

Regulations for wildfire safety are dynamic and new requirements may be enacted by the State of California and its regulatory agencies at any time. Projects must comply with all state requirements for vegetation management and wildfire safety, in addition to the requirements in this guideline, in place at the time of plan submittal. Where a conflict between this guideline and other applicable regulations exists, the more stringent or specific requirement will apply.

FUEL MODIFICATION PLAN OVERVIEW & SEQUENCING

There are **two types** of fuel modification plans, submitted at different stages of the development process:

1. Conceptual Fuel Modification Plan*

- Submitted before tentative tract map, parcel map, or fire master plan approval
- Shows zone layouts, widths, and program intent
- Includes land-use restrictions, tract boundaries, and property lines
- Typically reviewed during the Conditional Use Permit (CUP) process and prior to approval of any Tentative Maps

*Note: Conceptual fuel modification plans and precise fuel modification plans can be combined into one submittal when planting plans, final specifications, and inspection information are known.

2. Precise Fuel Modification Plan

- Submitted before grading permit or building permit issuance (whichever comes first) and prior to fire master plan approval
- Includes conceptual fuel modification details and planting plans, final specifications, and inspection information
- May require approval from other permitting agencies (e.g., Coastal Commission, Army Corps, Habitat Management Plan) before OCFA final sign-off

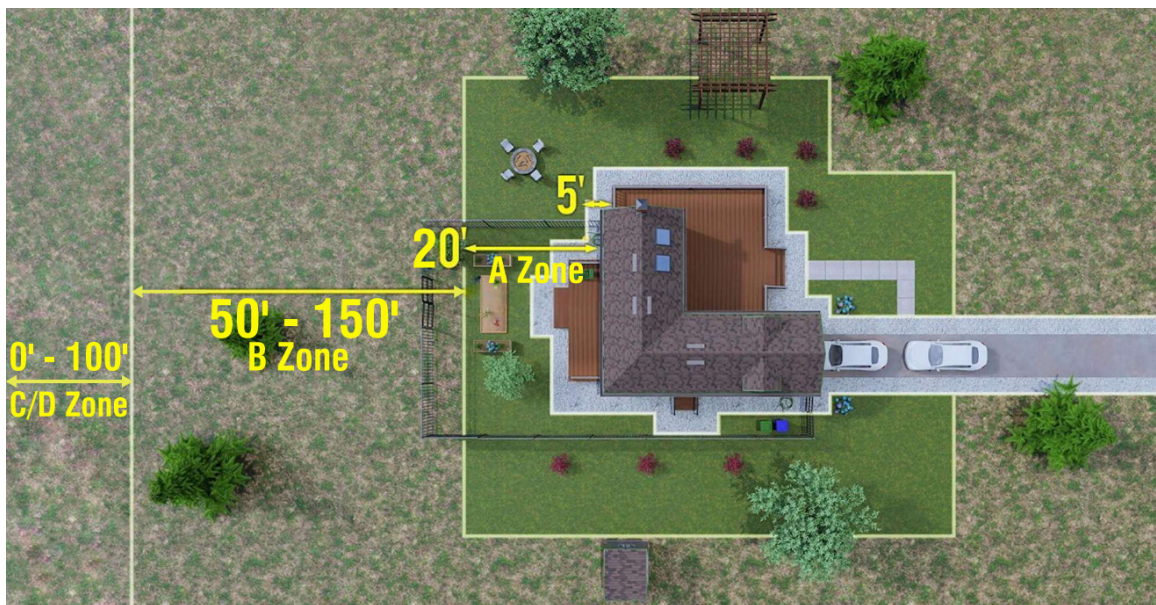
3. Required Inspections (OCFA must be contacted at 714-573-6150 to schedule)

- **Vegetation Clearance** – Before dropping lumber, remove all combustible vegetation within 100 feet of structures, lumber stockpiles, generators, and fuel tanks.
- **Final Fuel Modification Inspection** – Before occupancy, ensure all zones, irrigation, planting, and access features match approved plans.
- **Turnover Inspection** – When HOA or owner takes over maintenance, meet with OCFA to confirm maintenance responsibility and review requirements.

FUEL MODIFICATION ZONES

The standard FMZ is 170 feet wide, measured horizontally from the structure outward in all directions. It is divided into Zones A (minimum 20 feet), B, C, and D (minimum 50 feet each), with specific design and maintenance requirements for each zone. The width of a more stringent zone may be increased, pushing a less stringent zone farther from the structure or even completely replacing it. For example, an FMZ may be comprised of a 20-foot A zone, a 100-foot B zone, and a 50-foot C or D zone. Some developments may also have Special Maintenance Areas (SMA) or Roadside Protection Zones (RPZ) in addition to the FMZ.

Any project where the entire 170-foot FMZ does not fit on the property, or where any FMZ, SMA, or RPZ does not meet the requirements listed in this guideline, will require an Alternate Materials and Methods (AM&M) request (see Section 4).



Zone A

Width: 20 feet minimum with first 5 feet as the “Immediate Zone”

Immediate Zone (0–5 feet):

- No combustible bark or mulch
- Remove all dead and dying plants
- Plants: Irrigated, naturally low growing (2 feet or less), non-woody
- Additional Zone A Area Requirements listed below

Zone A Area (0-20 feet):

- Flat level ground (Slopes shall be labeled as B, C or D zone)
- No combustible construction allowed
- No grouping of shrubs
- Single specimen shrubs shall be spaced 15 feet apart
- Tree limbs shall be minimum of 10 feet from structures
- Irrigated zone (shall have automatic irrigation to maintain high-moisture vegetation)
- Plants must be highly fire-resistant, selected from the Fuel Modification Zone Plant List (Attachment 8) or similar species (See Section 3 – Plant Palette Information)
- No undesirable and invasive plant species (Attachment 7)

Zone B**Width:** 50 feet minimum

- Irrigated zone (shall have automatic irrigation to maintain high-moisture vegetation)
- Planted with approved species from the Fuel Modification Zone Plant List (Attachment 8) or similar species (See Section 3 – Plant Palette Information)
- Must comply with planting and maintenance requirements from:
 - Attachment 6 – Planting Installation Requirements
- No combustible construction is allowed
- No undesirable and invasive plant species (Attachment 7)

Note: Zone B may be dry if plant selection and design are appropriate

Zone C**Width:** 50 feet minimum

- Non-irrigated
- Shrub and tree coverage up to 50% throughout
- Spacing and clearance per Attachment 6 within 100 feet of structures
- Planted with approved species from the Fuel Modification Zone Plant List (Attachment 8) or similar species (See Section 3 – Plant Palette Information)
- No combustible construction allowed
- No undesirable and invasive plant species (Attachment 7)

Zone D**Width:** 50 feet minimum

- Non-irrigated
- Shrub and tree coverage up to 70% throughout
- Planted with approved species from the Fuel Modification Zone Plant List (Attachment 8) or similar species (See Section 3 – Plant Palette Information)
- No combustible construction allowed
- No undesirable and invasive plant species (Attachment 7)

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

Note: A clear, brush-free area of 10 feet is required around the perimeter of the ground-mounted photovoltaic arrays. An approved non-combustible base shall be installed and maintained under arrays and associated electrical equipment installations, 2025 CFC Chapter 1205.5.1.

SPECIAL MAINTENANCE AREAS AND ROADSIDE PROTECTION ZONES

Interior landscaped areas and roadside plantings inside a community can present a significant hazard during a wildfire. They are subject to planting restrictions, irrigation, and maintenance requirements to protect structures from vegetation fires started by windblown embers and to ensure roadways are available for evacuation and emergency vehicle use during a wildfire.

TYPES OF INTERIOR SLOPES

Special Maintenance Areas (SMA)

- Are areas typically located within a residential community outside of the individual private lots. They are often common areas, and landscaped slopes interior to the residential community perimeter.
- Comply with Zone B requirements
- Start at the property line of privately owned lots
- Minimum of 50 feet irrigated zone

Roadside Protection Zones (RPZ)

- Width: 50 feet from road edge
- Provides a buffer at roadways for safe evacuation and limits fuel load within residential developments and at neighborhood perimeters.
- Streetscapes not on the perimeter may not be regulated unless a hazard exists
- Comply with Zone B requirements

Maintenance Recording Requirement

Fuel Modification Zones (FMZ), Special Maintenance Areas (SMA), and Roadside Protection Zones (RPZ) must have maintenance responsibilities recorded in CC&Rs or deed restrictions.

- When Zone "A" is on private lots and other zones are HOA/common, a signed homeowner disclosure is required.
- Maintenance must be permanent and consistent with approved plans.

Defensible Space Requirement*

If an SMA or RPZ is within 100 feet of a structure, the first 100 feet is treated as defensible space and must comply with state regulations.

*Note: Alternative designs may be considered through the AM&M process

FUEL MODIFICATION PLANS: REQUIRED INFORMATION

Submittals

- All plans shall be submitted electronically through OCFA's Public Services Portal. See the OCFA website and Guideline A-02 for more information on plan submittals.
- A licensed landscape architect or equivalent qualified design professional should prepare fuel modification plans.

Submittal Sequence

- For an individual residential home lot, the Precise Fuel Modification Plan must be approved prior to approval of the Residential Site Plan.
- For commercial or residential developments:
 - The Conceptual Fuel Modification Plan must be approved prior to approval of the Tentative Map.
 - The Precise Fuel Modification Plan must be approved prior to approval of the Fire Master Plan or, where a Conceptual Fuel Modification Plan is not submitted, prior to approval of the Tentative Map.

Section 1: Conceptual Fuel Modification Plans

Include the following information on your plans, as applicable:

Project Details

- ☐ Show total development size with tract boundary lines, property lines, slope contour lines, and structure foundation footprints.
- ☐ Identify adjoining land uses on all sides (e.g., existing structures, HOA maintained properties, open space, vacant lots, natural vegetation, roads, parks).
- ☐ Identify each fuel modification zone within your property (A, B, C & D) as it applies to your project.
- ☐ State whether the project is in an LRA–VHFHSZ, LRA–HFHSZ or SRA.
- ☐ Note on plan: "Structures in these zones must meet CWUIC standards."
- ☐ Note on plan: "Combustible fencing is prohibited in all Fuel Modification Zones."

Topography & Setbacks

- ☐ Show contour lines for slopes and valleys.
- ☐ Identify slopes 20% or greater

Plant Selection

- ☐ All plants must be from the Fuel Modification Zone Plant List (Attachment 8) or follow Section 3 for alternate species.
- ☐ Show the name and location of any retained existing plants (if none, remove all existing vegetation from the plan).
- ☐ Label all interior slopes and common areas as "SMA" or "RPZ".
- ☐ If SMA planting plans are not yet designed, note that they require review and approval before installation.

RPZ Specifications

- ☐ Delineate RPZ areas with either:
 - Max 50-foot-wide irrigated Zone “B” (if on community perimeter)
 - SMA designation (if interior to the community)

Legend & Maintenance Notes

- ☐ Clearly symbol and reference each FMZ, SMA, and RPZ in a legend.
- ☐ Note each area is irrigated (automatic irrigation) or non-irrigated as required.
- ☐ Identify who is responsible for the maintenance of FMZ, SMA, and RPZ.

Access & Covenants

- ☐ Design emergency/maintenance access paths from street frontage to lettered lots:
 - At least every 500 feet of FMZ/SMA length
 - 7-foot clear width, flat path
- ☐ Record covenants for FMZ/SMA access and maintenance with planning maps and CC&Rs.
- ☐ Note: FMZ, SMA, and RPZ on private lots require recorded easements before plan approval.

Required Plan Inserts

- ☐ Include:
 - Attachment 1: New Construction Inspection Requirements
 - Attachment 2: Introductory Maintenance Information
 - Attachment 3: Incline Measurement for Selected Slopes
 - Attachment 6: Planting Installation Requirements
 - Attachment 7: Undesirable/Invasive Plant Species

Special Conditions

- ☐ If Fuel Modification distance requirements cannot be met, follow Alternate Materials & Methods submittal instructions (Section 4).
- ☐ If other agencies restrict vegetation management (e.g., Coastal Commission, Army Corps, Habitat Management Plan), provide their name, maintenance scope, and management plan.

Required Notes to Copy onto Plans (1–6)

1. The owner/developer will obtain planting plan approval from OCFA before final approval from any other permitting agency.
2. FMZ, SMA, and RPZ areas are purchased/dedicated for wildfire maintenance, beautification, and erosion control.
3. The developer must ensure the HOA dues cover future maintenance costs.
4. If Zone “A” is on homeowner land but other maintenance areas are on HOA/common land, the homeowner must sign a disclosure referencing the lot number in CC&Rs.
5. FMZ, SMA, and RPZ must be maintained in perpetuity for fire safety per CC&Rs, property titles and recorded easements.
6. Prior to dropping lumber, call for a Vegetation Clearance Inspection; combustible vegetation must be removed at least 100 feet from structures and lumber stockpiles.

Additional Requirements

- ☐ Provide CC&Rs confirming maintenance responsibilities before conceptual plan approval.
- ☐ Provide photographs of existing vegetation.
- ☐ Show slope degree/percentage at zone markers to determine actual distance (per Attachment 3).

Section 2: Precise Fuel Modification Plans

Include the following on your Precise Plan:

- ☐ **Include Conceptual Plan requirements** if no Conceptual Fuel Modification Plan was previously approved, provide additional details from section 1 listed above.
- ☐ **Show permanent zone marker locations:**
 - Install the minimum number needed to clearly define side property lines and where Zone D ends
 - See Attachment 4 – Zone Marker Details for reference
- ☐ **Copy onto the plans:**
 - Attachment 4 – Zone Marker Details (if applicable)
 - Attachment 5 – Sample CC&R Maintenance Language (if applicable)

Note: Attachments 4 & 5 are in addition to Attachments required on Conceptual Plan
- ☐ **Provide written proof** that CC&Rs reference fuel modification areas, maintenance responsibilities, and restrictions (see Attachment 5).
- ☐ **Provide recorded documentation** showing Fuel Modification Zones, SMAs, RPZs, and access/maintenance points are recorded on Tentative Tract Maps.
- ☐ **Provide note indicating “irrigated” or “non-irrigated” zones**
- ☐ **Submit planting plans** for FMZ, SMA, and RPZ (see Section 5).
- ☐ **Plant Palette Legend:** For each plant category, provide the information indicated in the Sample #1: Plant Legend below. See Attachment 8 for plant # and Symbol Code.

Sample #1: Plant Legend

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

Planting Plans

- ☐ Use Attachment 8 codes and qualification notes before placing plants on plans.
- ☐ Space plants per Attachment 6 using max heights and widths from your legend.
- ☐ For plants not on the OCFA list, follow Section 3 – Plant Palette Information.

Alternate designs: If required distances, plant species, or irrigation requirements cannot be met, an AM&M request is required. See Section 4.

- Submit technical justification and compensating measures per OCFA Guideline A-01.
 - AM&M approval must be obtained before plan approval.
- ☐ **Required Inspections:** Create a heading titled “Required Inspections” on the plan and copy Attachment 1 – New Construction Inspection Requirements under it.

Section 3: Plant Palette Information**Requirements:**

- The Fuel Modification Zone Plant List (Attachment 8) was approved by resource agencies responsible for environmental protection. All plants must be selected from Attachment 8 or following the “Proposing Alternate Plant Species” below.
- Group and space plants according to Attachment 6 – Planting Installation Requirements.
- Existing plants must be proposed for approval on fuel modification plans.
- If planting within 300 feet of reserve lands, written concurrence from the relevant resource agency is required unless prior approval already exists.

Proposing Alternate Plant Species

If proposing species not on the approved list, provide the following information for review:

- Photographs
- Size and growth characteristics
- Species must be equal to or superior to the Attachment 8 approved list in fire-resistive properties
- Maximum: 10 alternate species per project

Prohibited Plants

- All plants from Attachment 7 – Undesirable and Invasive Plant Species
- Plant species with:
 - High oil/resin content
 - High flammability
 - Invasive growth habits
 - Excessive litter or deadwood retention

Section 4: Alternative Materials & Methods Construction Features, & Fire Protection Plans**When to Apply for AM&M**

- Any FMZ, SMA or RPZ unable to achieve the minimum requirements due to lot size, topography, or existing structures
- Site conditions require modified vegetation management strategies (e.g., cultural, environmental, or historic preservation areas)

Performance Based Design

Projects with insufficient fuel modification zone width(s) may be given consideration for building and site features that reduce the susceptibility of structures to ignition. Such alternative proposals include, but are not limited to:

- Non-combustible walls
- Increased setbacks
- Reduced planting/increased hardscape
- Additional home hardening features exceeding minimum CWUIC requirements

Requirements for AM&M proposal

1. Submit an OCFA AM&M request with proposed compensating factors.
2. Follow OCFA Guideline A-01 for AM&M letter format.
3. If approved, copy the AM&M letter directly onto the plans
4. A detailed technical fire behavior analysis by a wildland fire behavior professional may be required on a case-by-case basis.
5. For commercial and multi-lot residential developments, submit a Fire Protection Plan

AM&M Application Checklist

- ☐ Cover letter describing the request and justification
- ☐ Fire resistance data or research on proposed plant materials
- ☐ Maintenance plan and responsible party identification
- ☐ Comparative safety analysis to standard FMZ requirements
- ☐ Environmental or site-specific justification (if applicable)
- ☐ Fire Behavior Analysis (if applicable)
- ☐ Draft CC&R language for long-term maintenance obligations

Fire Protection Plan Requirements:

- Submit with Fuel Modification Plan.
- Fee Code: PR 146 (Fire Protection Plan)
- Does not replace PR 145 (Fire Master Plan).
- Must include special CWUIC screening forms indicating which lots/buildings meet each code section.
- OCFA provides approved plan copies to the Building Department for reference

Offsite Landowner Recorded Easements:

A standard fuel modification requires 170 feet of space measured out from the structure. Where insufficient space is available on the property, it may be possible to arrange an easement with adjacent landowners to extend the fuel modification onto their property. If this approach is used:

- Obtain recorded easements from adjoining landowners.
- Include easement details on plans.

Note: Plans will not be approved without recorded agreements attached (if applicable)

ATTACHMENT 1

New Construction Inspection Requirements

The Builder or Developer shall call OCFA Inspection Scheduling at (714) 573-6150 for the inspections listed below:

Vegetation Clearance Inspection:

Prior to dropping of lumber on the site, all combustible vegetation must be cleared at least **100 feet** from:

- Structures under construction
- Lumber stockpiles
- Generators
- Fuel tanks and dispensers

Note: An inspection sign-off or release letter must be issued to the Building Department before construction proceeds.

Final Fuel Modification Inspection:

Prior to occupancy:

- All FMZ, SMA, and RPZ adjacent to structures must:
 - Be fully installed
 - Have functional irrigation
 - Match the approved Fuel Modification Plan specifications
- Physical installation includes:
 - Zone markers
 - Required planting
 - Access paths
 - Hardscape features

Inspection Notes:

- The developer/builder is responsible for scheduling all inspections.
- Any deviation from approved plans must be corrected before final sign-off.
- Inspections will not be passed if undesirable/invasive species (Attachment 7) are found present.

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.

1. The inspection/meeting must include the following representatives:
 - 1.1. Landscape architect
 - 1.2. Community manager or homeowner
 - 1.3. HOA board member
 - 1.4. Installing landscape company
 - 1.5. HOA landscape company
2. At the time of turnover, the Fuel Modification areas shall be maintained by the developer or builder as originally installed and approved.

3. 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.
4. A copy of the approved plans must be provided to the HOA representatives or homeowner at this time.
5. 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.
6. 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. 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.

On-going maintenance shall occur to preserve the originally approved design found on the approved Fuel Modification Plans.

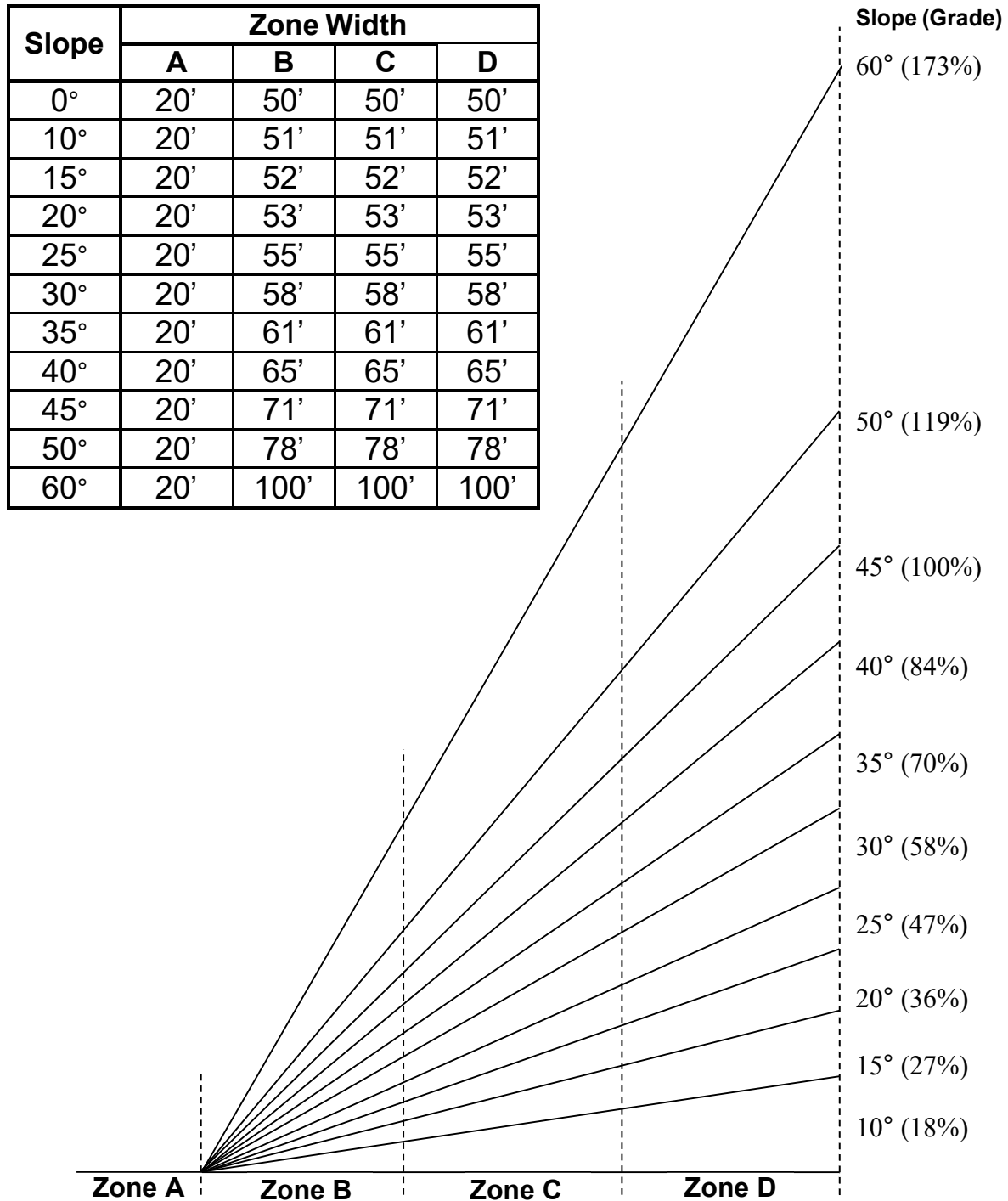
- a. Spacing shall be maintained in accordance with Attachment 6: Requirements for Planting Installation in Fuel Modification Zones. Plant species and arrangements shown on the plans shall be perpetually preserved. Distances of FMZ, SMA, and RPZ will always remain required and will be specific to the approved Fuel Modification Plan.
- b. The property owner is responsible for all maintenance of FMZ, SMA, and RPZ.
- c. **Two maintenance activities** shall be performed each year, the first during middle- to late-Spring and the second in early- to middle-Fall:
 - 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
- d. If maintained by an HOA, the landscape maintenance company and/or property manager shall inspect the FMZ, SMA & RPZ's throughout the year to identify where specific maintenance activities need to take place.
- e. 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.
- f. 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.

Where there is no approved fuel modification plan, ongoing maintenance of vegetation in wildfire risk areas shall be in accordance with the currently posted OCFA Vegetation Management Recommendations/Requirements for Homeowners document at www.ocfa.org.

ATTACHMENT 3

Incline Measurement for Selected Slopes (See Attachment 4: Zone Marker Details)

Zone widths described in this guideline are measured horizontally. When zones occur on a slope, the distance measured along the ground will be increased—see the diagram below for examples of effective zone widths at various slopes.

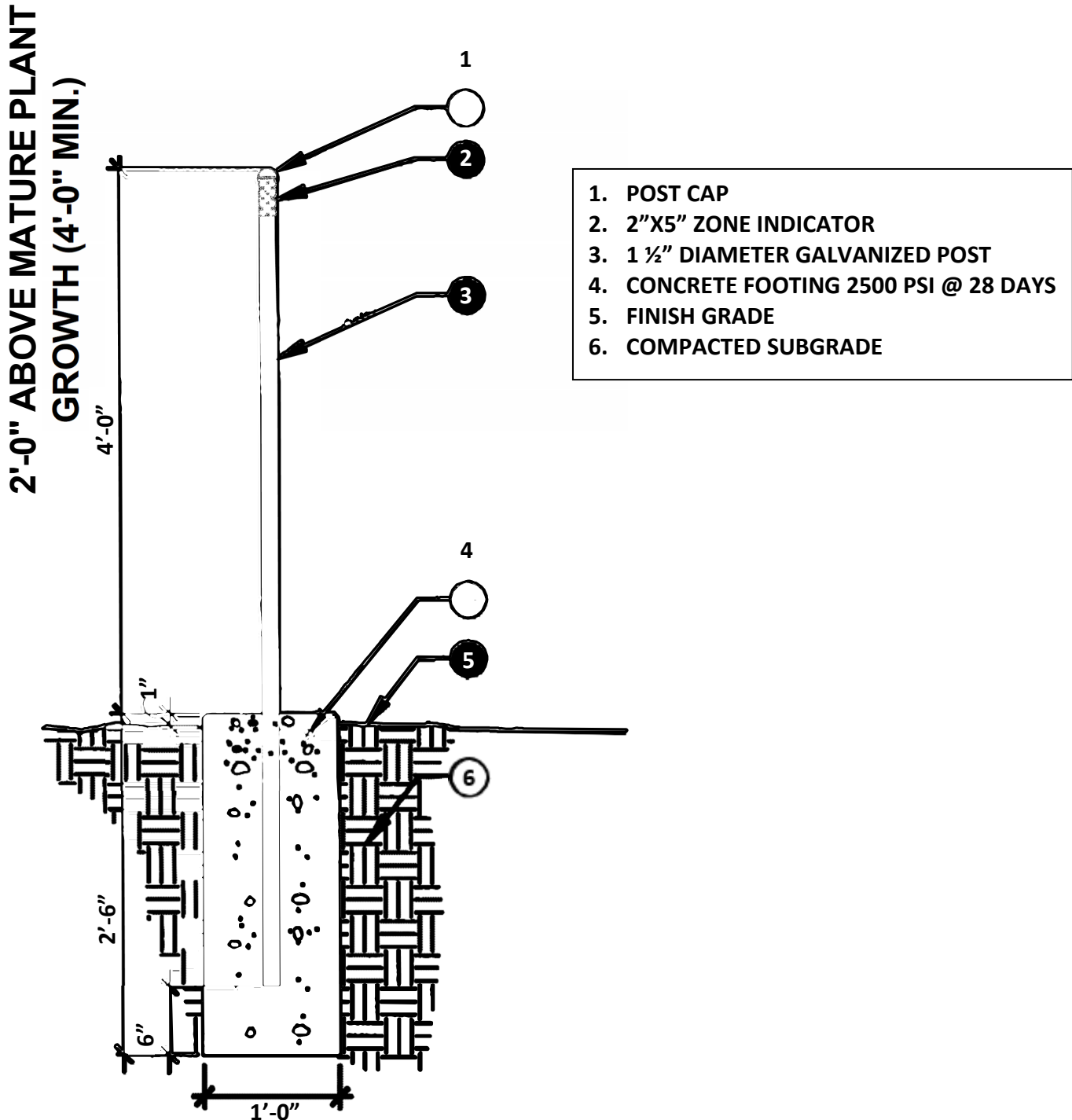


ATTACHMENT 4

Zone Marker Details

Provide zone markers near the property line at the end of each zone and along each zone boundary within the property where needed to provide a clear line-of-sight delineation of the extent of each zone.

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”

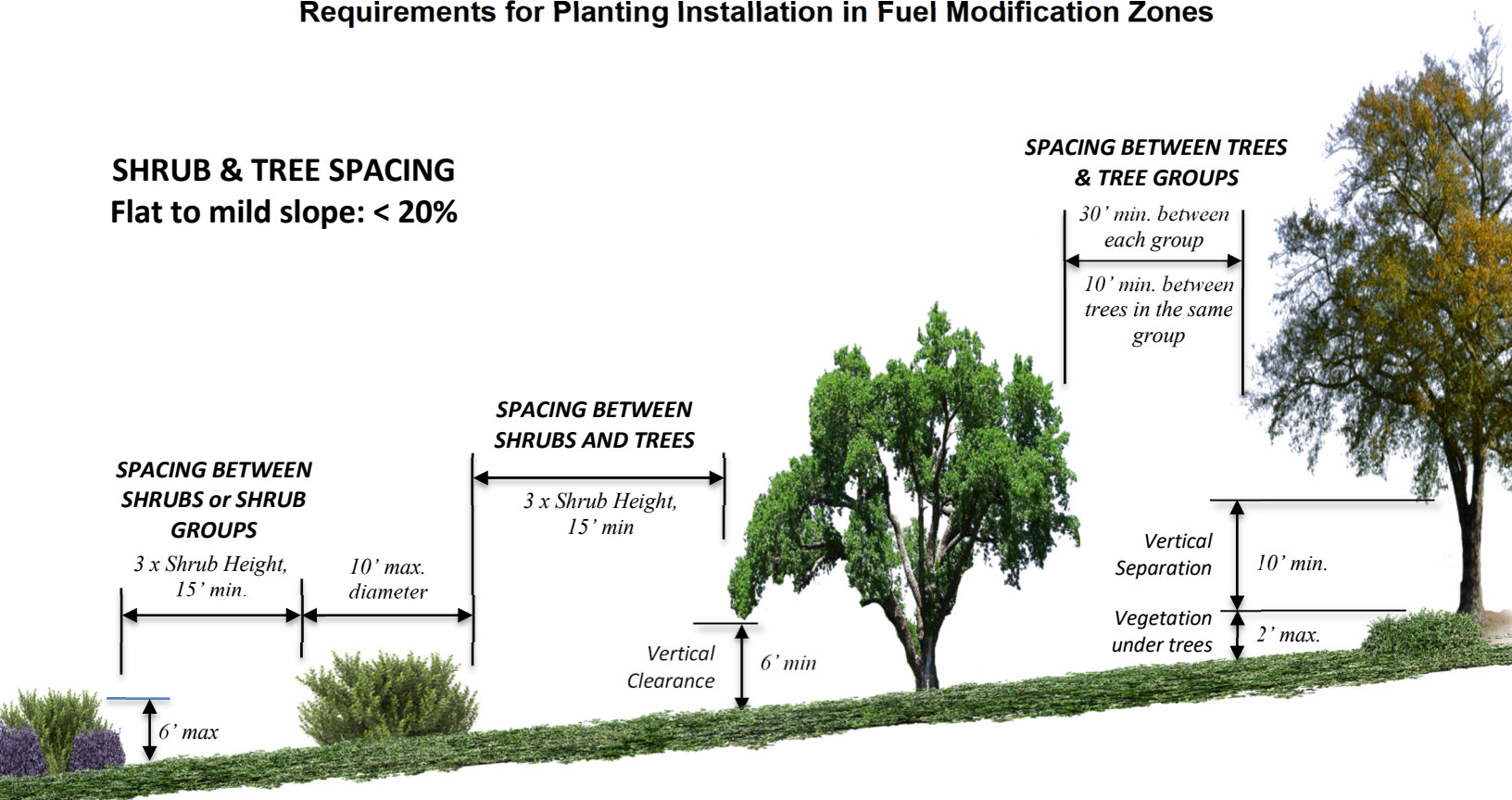
Enforcement by the Orange County Fire Authority (OCFA): The OCFA is hereby designated as an intended third-party beneficiary of the Association's duties to perform "Fire Prevention Maintenance" for all portions of the Association Property or Common Areas consisting of FMZs or designated interior/manufactured 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

SHRUB & TREE SPACING

Flat to mild slope: < 20%



Horizontal Spacing for Slopes less than 20%

Vegetation Less than 2 Feet in Height:

- Classified as ground cover.
- Horizontal spacing and vertical separation not required for ground cover less than 2 feet in height.

Vegetation 2–6 Feet in Height:

- Classified as shrubs.
- Groups of shrubs are limited to a maximum aggregate diameter of 10 feet.
- Groups of shrubs shall be separated from other shrubs or trees by 15 feet or 3x the height of the tallest specimen. The greater distance shall take precedence.
- Groups of shrubs shall be spaced a minimum of 30 feet from structures.
- No shrubs allowed within 5 feet of combustible structures.
- No shrubs allowed within 15 feet of the edge of a tree canopy.

Vegetation exceeding 6 feet in Height:

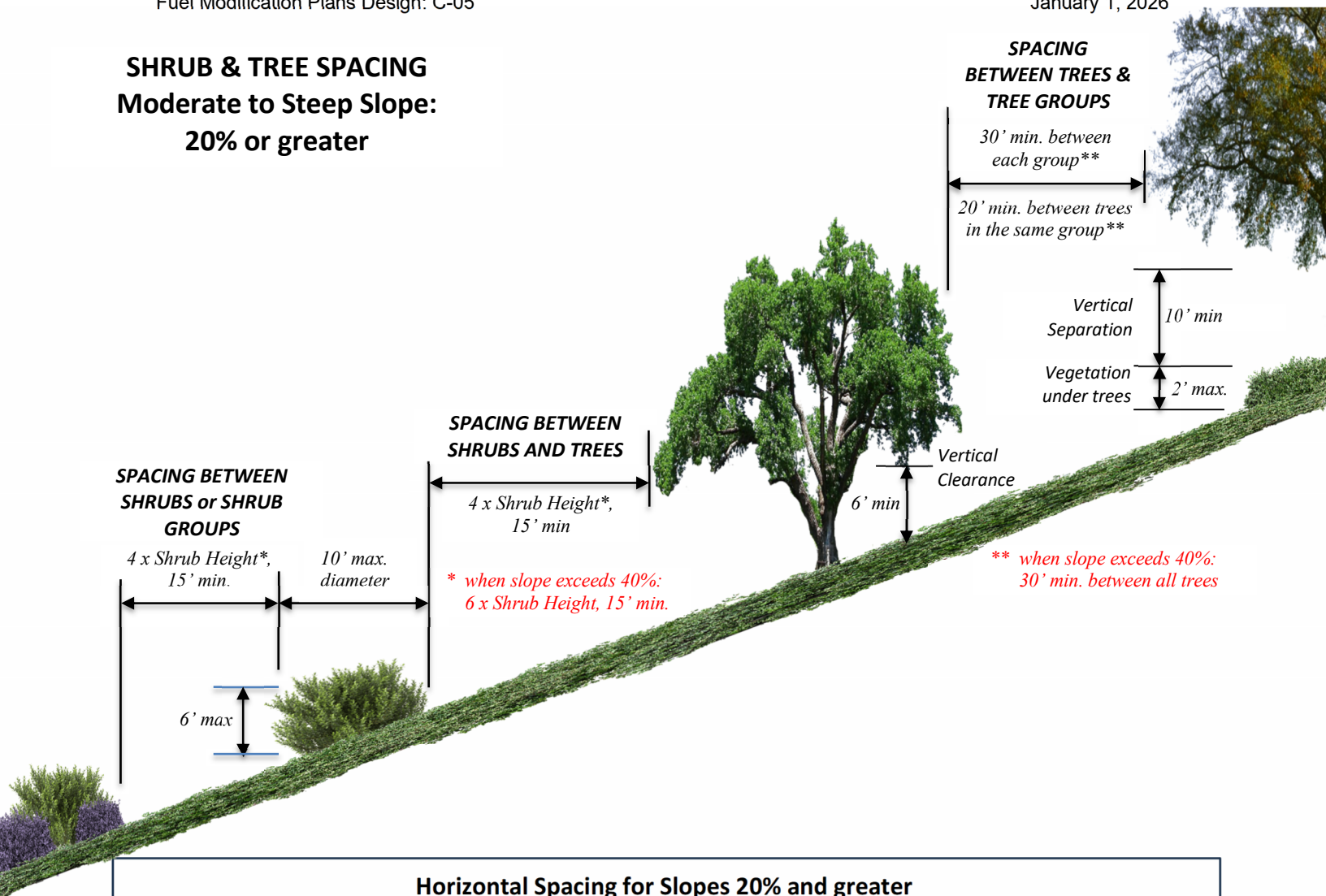
- Classified as trees
- 3 trees maximum may be grouped with a minimum 10 foot separation between driplines.
- Groups of trees shall be separated from other tree groups by 30 feet measured from the edge of the dripline.

Vertical Separation

- A vertical separation of 6 feet shall be maintained between ground cover and the lowest branches of trees.

SHRUB & TREE SPACING

Moderate to Steep Slope: 20% or greater



Horizontal Spacing for Slopes 20% and greater

Vegetation Less than 2 Feet in Height:

- Classified as ground cover.
- Horizontal spacing and vertical separation not required for ground cover less than 2 feet in height.

Vegetation 2–6 Feet in Height:

- Classified as shrubs.
- Groups of shrubs are limited to a maximum aggregate diameter of 10 feet.
- Groups of shrubs shall be separated from other shrubs or trees by 4x the height of the tallest specimen.
Note: when slope exceeds 40%, spacing shall be 6x shrub height
- Groups of shrubs shall be spaced a minimum of 30 feet from structures.
- No shrubs allowed within 5 feet of combustible structures.
- No shrubs allowed within 15 feet of the edge of a tree canopy.

Vegetation exceeding 6 feet in Height:

- Classified as trees
- 3 trees maximum may be grouped with a minimum 20 foot separation between driplines.
- Groups of trees shall be separated from other tree groups by 30 feet measured from the edge of the dripline.
Note: when slope exceeds 40%, all trees shall be spaced at 30'

Vertical Separation

- A vertical separation of 6 feet shall be maintained between ground cover and the lowest branches of trees.

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 Bigelvil	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 * exception: King 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 chamissonis	Beach Bur-Sage	Perennial

ITEM 8.1 - Exhibit C to Attachment B

Fuel Modification Plans Design: C-05

January 1, 2026

	Code	Botanical Name	Common Name	Plant Form
20.	o	Amorpha fruticosa	Western False Indigobush	Shrub
21.	W	Anigozanthus flavidus	Kangaroo Paw	Perennial/accnt
22.	o	Antirrhinum nuttalianum ssp.	no common name	Subshrub
23.	X	Aptenia cordifolia x 'Red Apple'	Red Apple Aptenia	Ground cover
24.	W	Arbutus unedo	Strawberry Tree	Tree
25.	W	Arctostaphylos 'Pacific Mist'	Pacific Mist Manzanita	Ground Cover
26.	W	Arctostaphylos edmundsii	Little Sur Manzanita	Ground Cover
27.	o	Arctostaphylos glandulosa ssp.	Eastwood Manzanita	Shrub
28.	W	Arctostaphylos hookeri 'Monterey Carpet'	Monterey Carpet Manzanita	Low Shrub
29.	N	Arctostaphylos pungens	no common name	Shrub
30.	N	Arctostaphylos refugioensis	Refugio Manzanita	Shrub
31.	W	Arctostaphylos uva-ursi	Bearberry	Ground Cover
32.	W	Arctostaphylos x 'Greensphere'	Greensphere Manzanita	Shrub
33.	N	Artemisia caucasica	Caucasian Artemisia	Ground Cover
34.	X	Artemisia pycnocephala	Beach Sagewort	Perennial
35.	X	Atriplex canescens	Four-Wing Saltbush	Shrub
36.	X	Atriplex lentiformis ssp. breweri	Brewer Saltbush	Shrub
37.	o	Baccharis emoyi	Emory Baccharis	Shrub
38.	W o	Bacharis pilularis ssp. Consanguinea	Chaparral Bloom	Shrub
39.	X	Baccharis pilularis var. pilularis	Twin Peaks #2	Ground Cover
40.	o	Baccharis salicifolia	Mulefat	Shrub
41.	N	Baileya Multiradiata	Desert Marigold	Ground Cover
42.	N n	Bougainvillea spectabilis	Bougainvillea	Shrub
43.	o	Brickellia californica	no common name	Subshrub
44.	W o	Bromus carinatus	California Brome	Grass
45.	o	Camissonia cheiranthifolia	Beach Evening Primrose	Perennial Shrub
46.	N	Carissa macrocarpa	Green Carpet Natal Plum	Ground Cover/Shrub
47.	X	Carpobrotus chilensis	Sea Fig Ice Plant	Ground Cover
48.	W	Ceanothus gloriosus 'Point Reyes'	Point Reyes Ceanothus	Shrub
49.	W	Ceanothus griseus 'Louis Edmunds'	Louis Edmunds Ceanothus	Shrub
50.	W	Ceanothus griseus horizontalis	Yankee Point	Ground Cover
51.	W	Ceanothus griseus var. horizontalis	Carmel Creeper Ceanothus	Shrub
52.	W	Ceanothus griseus var. horizontalis	Yankee Point Ceanothus	Shrub
53.	o	Ceanothus megarcarpus	Big Pod Ceanothus	Shrub
54.	W	Ceanothus prostratus	Squaw Carpet Ceanothus	Shrub
55.	o	Ceanothus spinosus	Green Bark Ceanothus	Shrub
56.	W	Ceanothus verrucosus	Wart-Stem Ceanothus	Shrub
57.	W	Cerastium tomentosum	Snow-in-Summer	Ground cover/Shrub
58.	W	Ceratonia siliqua	Carob	Tree
59.	W	Cercis occidentalis	Western Redbud	Shrub/Tree

ITEM 8.1 - Exhibit C to Attachment B

Fuel Modification Plans Design: C-05

January 1, 2026

	Code	Botanical Name	Common Name	Plant Form
60.	X	Chrysanthemum leucanthemum	Oxeye Daisy	Ground Cover
61.	W	Cistus Crispus	no common name	Ground Cover
62.	W	Cistus hybridus	White Rockrose	Shrub
63.	W	Cistus incanus	no common name	Shrub
64.	W	Cistus incanus ssp. Corsicus	no common name	Shrub
65.	W	Cistus salviifolius	Sageleaf Rockrose	Shrub
66.	W	Cistus x purpureus	Orchid Rockrose	Shrub
67.	W	Citrus species	Citrus	Tree
68.	o	Clarkia bottae	Showy Fairwell to Spring	Annual
69.	o	Cneoridium dumosum	Bushrue	Shrub
70.	o	Collinsia heterophyllia	Chinese Houses	Annual
71.	W o	Comarostaphylis diversifolia	Summer Holly	Shrub
72.	N	Convolvulus cneorum	Bush Morning Glory	Shrub
73.	W	Coprosma kirkii	Creeping Coprosma	Ground Cover/Shrub
74.	W	Coprosma pumila	Prostrate Coprosma	Low shrub
75.	o	Coreopsis californica	California Coreopsis	Annual
76.	W	Coreopsis lanceolata	Coreopsis	Ground Cover
77.	N	Corea pulchella	Australian Fuschia	Ground Cover
78.	W	Cotoneaster buxifolius	no common name	Shrub
79.	W	Cotoneaster congestus 'Likiang'	Likiang Cotoneaster	Ground Cover/Vine
80.	W	Cotoneaster aprneyi	no common name	Shrub
81.	X	Crassula lactea	no common name	Ground Cover
82.	X	Crassula multicava	no common name	Ground Cover
83.	X	Crassula ovata	Jade Tree	Shrub
84.	X	Crassula tetragona	no common name	Ground Cover
85.	W o	Croton californicus	California Croton	Ground Cover
86.	X	Delosperma 'alba'	White trailing Ice Plant	Ground Cover
87.	o	Dendromecon rigida	Bush Poppy	Shrub
88.	o	Dichelostemma capitatum	Blue Dicks	Herb
89.	N	Distinctis buccinatoria	Blood-Red Trumpet Vine	Vine/Climbing vine
90.	N	Dodonaea viscosa	Hopseed Bush	Shrub
91.	X	Drosanthemum floribundum	Rosea Ice Plant	Ground Cover
92.	X	Drosanthemum hispidum	no common name	Ground Cover
93.	X	Drosanthemum speciosus	Dewflower	Ground Cover
94.	o	Dudleya lanceolata	Lance-leaved Dudleya	Succulent
95.	o	Dudleya pulverulenta	Chalk Dudleya	Succulent
96.	W	Elaeagnus pungens	Silverberry	Shrub
97.	o	Encelia californica	California Encelia	Small Shrub
98.	o *	Epilobium canum [Zauschneria californica]	Hoary California Fuschia	Shrub
99.	o	Eriastrum Sapphirinum	Mojave Woolly Star	Annual
100.	N	Eriobotrya japonica	Loquat	Tree

ITEM 8.1 - Exhibit C to Attachment B

Fuel Modification Plans Design: C-05

January 1, 2026

	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
142.	o	Keckiella ternata	Blue Stemmed Bush Penstemon	Subshrub

	Code	Botanical Name	Common Name	Plant Form
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
182.	W	Myoporum insulare	Boobyalla	Shrub

ITEM 8.1 - Exhibit C to Attachment B

Fuel Modification Plans Design: C-05

January 1, 2026

	Code	Botanical Name	Common Name	Plant Form
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 chinensis	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 berberidifolia	California Scrub Oak	Shrub
223.	o n *	Quercus dumosa	Coastal Scrub Oak	Shrub
224.	X	Quercus engelmannii	Engelmann Oak	Tree

	Code	Botanical Name	Common Name	Plant Form
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>Illicifolia</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
266.	N	<i>Trachelospermum jasminoides</i>	Star Jasmine	Shrub

ITEM 8.1 - Exhibit C to Attachment B

Fuel Modification Plans Design: C-05

January 1, 2026

	Code	Botanical Name	Common Name	Plant Form
267.	o	Trichostema lanatum	Woolly Blue Curls	Shrub
268.	X	Trifolium hirtum 'Hyron'	Hyron Rose Clover	Ground Cover
269.	X	Trifolium fraseri '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

Completion of the Chemical Classification



Guideline G-04

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

Completion of the Chemical Classification

PURPOSE

This guideline was developed to assist businesses in complying with the provisions of Chapter 50 of the 2022 California Fire Code (CFC). It is applicable to any business storing, using, or handling hazardous materials. Hazardous materials are chemicals that pose a physical hazard (such as a fire or explosion) or a health hazard (toxic or corrosive). This guide treats hazardous waste as a hazardous material. This Chemical Classification meets the requirements of the HMIS (Hazardous Materials Inventory Statement) in the CFC.

SCOPE

All chemicals need to be classified with respect to their individual hazards, so a determination can be made relative to the Maximum Allowable Quantity (MAQ). This will allow the proper fire and life safety protection systems to be in place. OCFA will perform a MAQ review considering controls areas, open vs. closed use, and indoor vs. outside storage.

SUBMITTAL REQUIREMENTS

Attached are sample chemical classification forms, an explanation of the fields requiring completion, and a list of hazard classes as defined by the 2022 CFC. This packet should be used to classify all chemicals stored, used, or handled at your facility *regardless of the quantities of each chemical*. The following three separate lists require completion for each Chemical Classification:

1. Chemical Classification Form (shows entire inventory)
2. Chemical Classification Summary Sheet (shows totals by hazard class)
3. Chemical Classification Summary Totals (shows totals by area)

Safety Data Sheets (SDS/MSDS) may be submitted along with the contact information from the preparer of the chemical information. A basic floor plan drawing of the facility is required to show chemical storage and use locations, and any special control areas.

MIXTURES

Classifying the hazards of mixtures can be complicated, especially if the individual components themselves have multiple hazards. Dilution almost always lessens the hazard of the pure chemical. Information listed on the SDS/MSDS may not be specific to the diluted mixture. Sometimes they list data from one of the most hazardous components instead. OCFA will make the final determination of the most appropriate hazard class.

If there is any question as to the accuracy or completeness of the information provided, you will be required to make corrections and resubmit your Chemical Classification. A third-party technical or engineering report may be required if your chemical information cannot be verified.

FORMS

Use the three sample forms in completing your own documents and assure all fields are completed. Provide the name of the facility, address, and area addressed by the packet, if applicable, on each page of the Chemical Classification . Use only the definitions provided to classify your chemicals into all applicable categories. Incomplete or incorrect forms may be returned.

1. Chemical Classification Form - Sample #1 in this document shows a list of all the chemicals used at a sample facility (a blank version of this form has been included at the end of this guideline for your information). Examples of chemicals have been provided with all fields completed.

Note: Chemicals that have the same components and hazard classes may be grouped together. For example, if 10 gallons of blue paint and 20 gallons of red paint have the same basic components, they can be listed as 30 gallons of paint. In addition, all items such as motor oil, hydraulic fluid, antifreeze, waste motor oil, etc. are all classified as Class IIIB Combustible Liquids and can be grouped together under the heading, CL-IIIB Liquids. Conversely, if you have several containers of isopropyl alcohol at different concentrations, list these separately as they may be classified differently based on the individual flash points.

The following list explains the information required in each field:

COMMON NAME	CHEMICAL NAME	% COMP	CAS #	FORM	QUANT. STORED	QUANT. IN USE (Open/Closed)	LOCATION (Storage & Use)	HAZ CLASSES	JUSTIFICATION
-------------	---------------	--------	-------	------	---------------	--------------------------------	-----------------------------	-------------	---------------

- 1.1 Common Name: This is the name of the chemical as it is used in your industry. Sometimes it will be a trade name, such as Purple K[®], WD40, Techron, muriatic pool acid, or "Safety Kleen."
- 1.2 Chemical Name and %: This is the technical name for the *pure* chemical. If the chemical is a mixture, list the components of the mixture *with their composition percentage*. If it is a pure chemical, list the percent concentration as 100%. If the product is a water solution, list the percent concentration.
- 1.3 CAS Number: The Chemical Abstract Service number can usually be found on the SDS/MSDS or from the chemical supplier.
- 1.4 Form of a product: The form of a product is: solid, liquid, gas, or aerosol. Solids shall be reported in pounds, liquids in gallons, and gases in cubic feet. Liquefied petroleum gas (LPG) and cryogenic liquids are treated as liquids and reported in gallons. Aerosols shall be reported in pounds. For example, if some of the components in an aerosol make it toxic or corrosive, then that aerosol amount must also be included in the summary table for those hazard classes, in gallons.
- 1.5 Quantity Stored: Total amount within *closed* containers in the building or area.
- 1.6 Quantity in Use: The amount in use in the process/dispensing area(s) of the building. Also, indicate whether the amount in use is in an open or closed system.
- 1.7 Location: In a cabinet, QC lab, high-piled rack system, outside tank, etc.

- 1.8 Hazard Classes: There are often several hazards for each chemical (classifications may be abbreviated in Attachment 1). All hazard classifications for the chemical must be listed. Carcinogens, Irritants, Other Health Hazards, Radioactive, and Sensitizers, are no longer regulated by the Fire Code; there is no need to show the totals for these chemicals (see Sample #3).
- 1.9 Justification: This column can be used to indicate where you obtained the information for the classification of the material. For example, if you classified a chemical as toxic, provide the LD₅₀ data, likewise for corrosives and flammables the pH or the flash point data.
2. Chemical Classification Summary Sheet - Sample #2 shows a list of the chemicals from the sample Chemical Classification Form. To develop this sheet, reorganize the information from the Chemical Classification Form and sort the information by hazard class. The following is a list of the required information:

Chemical Name	Amount Stored	Open Use	Closed Use	Location of Storage	Location of Use
---------------	---------------	----------	------------	---------------------	-----------------

- | | |
|----------------------------|-------------------------------|
| • Chemical Name | • Location of Use |
| • Amount Stored | • Totals for Interior Storage |
| • Open System Use Amount | • Totals for Exterior Storage |
| • Closed System Use Amount | • Totals for Open System Use |
| • Location of Storage | • Totals for Closed System |

NOTE: Chemicals with multiple hazards are listed under each hazard classification (example is concentrated sulfuric acid is corrosive, toxic, and class 1 water-reactive).

3. Chemical Classification Summary Totals - Sample #3 shows a list of the totals by hazard classification for a given building and/or area. The following is a list of required information for each hazard class and an example of a completed section of the summary:
- 3.1 Hazard Class
- 3.2 Total amount stored or used inside the building
- 3.3 Total amount stored or used outside the building
- 3.4 Total amount used in open systems
- 3.5 Total amount used in closed systems

SAMPLE

FL-IB:

Interior Storage:	20 gal
Exterior Storage:	55 gal
Open System	
Closed System	

CL-II:

Interior Storage:	
Exterior Storage:	110 gal
Open System Use:	
Closed System Use:	

4. Reference Information - The following reference materials may be useful in the classification of hazardous substances at your facility:
- 4.1. *The Merck Index*, 10th ed., Merck & Co. Inc., Rahway, New Jersey 07065 (1983)
 - 4.2. Sittig, Marshall, *Handbook of Toxic and Hazardous Chemicals and Carcinogens*, Noyes Publications, Mill Road, Park Ridge, New Jersey 07856
 - 4.3. Lewis, Sr., Richard J., *Sax's Dangerous Properties of Industrial Materials*, 8th ed., Van Nostrand Reinhold Publications, 115 Fifth Avenue, New York, New York 10003
 - 4.4. *Handbook of Compressed Gases*, Compressed Gas Association Inc., 1235 Jefferson Davis Highway, Arlington, Virginia 22202
 - 4.5. *Fire Protection Guide to Hazardous Materials*, 10th ed., National Fire Protection Association, 1 Battery Park, P.O. Box 9101 Quincy, Massachusetts 02269
 - 4.6. Fluer, Larry, *Hazardous Materials Classification Guide*, International Fire Code Institute, 5360 Workman Mill Road, Whittier, California, 90601
 - 4.7. *Genium's Handbook of Safety, Health, and Environmental Data for Common Hazardous Substances*
 - 4.8. HMex software programs
 - 4.9. SDS and/or MSDS from chemical manufacturer's available on Webb Internet sites
5. Fire Code Definitions for Hazardous Materials – Refer to the 2022 California Fire Code, California Code of Regulations – Title 24, Part 9, Chapter 2, for a list of definitions regarding hazardous materials.

HAZMAT IDENTIFICATION – NFPA 704 PLACARD / DIAMOND

N – NFPA 704 Placard (or Diamond)

The primary purpose of identifying hazardous materials is to provide basic information to first responders and emergency personnel during a fire, spill, or leak. The NFPA diamond is a system of markings that identifies the hazards of a material in terms of three principal categories:

- (1) Health - blue
- (2) Flammability – red
- (3) Instability – yellow
- (4) Special Hazard - white



This system shall indicate the degree of severity by a numerical rating from 4 (severe hazard) down to 0 (minimal hazard). The white quadrant is used for special hazards like Water Reactive chemicals. For example:

- Flammable gases, pyrophoric, and FL-IA are assigned a 4 Red.
- Flammable solids and FL-IB are assigned a 3 Red,
- CL-II and CL-IIIA are assigned a 2 Red.

MSDS or SDS information can be used to assign each rating. The NFPA diamond is to be placed on each tank or drum.

When determining the most appropriate diamond placard for a building or room, NFPA suggests four different methods, with the fifth method being a combination of the first two.

1. Placard for the highest single hazard chemical
2. Placard for the largest quantity of any one chemical
3. Multiple placards, to account for more than one chemical
4. Worst case placard, that depicts the highest hazard in each category for all the chemicals
5. Weighted average of each chemical quantity in its hazard category

NOTE: For some areas in a plant or facility, the use of the actual chemical name is very common. OCFA encourages each facility to use specific chemical information to enhance safety.

CHEMICAL CLASSIFICATION FORM – SAMPLE #1

COMMON NAME	CHEMICAL NAME	% Comp	CAS #	FORM	QUANT. STORED	QUANT. IN USE (Open/ Closed)	LOCATION (Storage & Use)	HAZARD CLASSES	JUSTIFICATION
Acetic Acid	Acetic Acid, Glacial	100	64-19-7	L	15 gal	5 gal, Ope	Stor: Flam Cab Use: Wet	CL-II, COR, OHH	Sax's Manual, pH is 12.5
Acetone	Acetone	100	67-64-1	L	55 gal	10 gal, Open System	Stor: Exter Stor Use: H-2	FL-IB, IRR, OHH	Merck Index, flash pt is 60F
Acetylene, Compressed	Acetylene	100	74-86-2	G	200 cf	200 cf, Close d	Stor: Weld Shop Use: Weld Shop	FLG, URG	SDS
Benzene	Benzene	100	74-13-2	L	5 gal	1 gal, Open System	Stor: Flam Cab Use	FL-IB, OHH, IRR, CAR	Genium's handbook
Formaldehyde with Methanol	Formaldehyde Methanol Water	37 15 48	50-00-0 67-56-1 7732-18-5	L	110 gal	55 gal, Open System	Stor: Exter Stor Use: H2 Room	CL-II, TOX, SENS, CAR, IRR	MSDS – Flash pt = 140 deg F, Oral rat LD50 = 100 mg/kg, Irr. to skin, Carc. and Sens.
Hydrochloric Acid	Hydrochloric Acid Water	90 10	7647-01-0 7732-18-5	L	300 gal	55 gal, Closed System	Stor: Corr Stor Use: Wet Process	COR, OHH	Perry's Handbook, pH is 13
Isopropanol	Isopropyl Alcohol	100	67-63-0	L	15 gal	3 gal, Open System	Stor: Flam Cab Use: Lab	FL-IB, OHH, IRR	Fluer's Manual
Fuel Injector Cleaner	2 Butoxy ethanol Butane Pentane CO2	15 40 40 5	111-76-2 109-97-8 109-66-0 124-38-9	A	30 lb/3 gal		Stor: Lab Cab Use: Lab	AERO-3,OHH, TOX, IRR	MSDS
Nitric Acid	Nitric Acid Water	10 90	7697-37-2 7732-18-5	L	55 gal	10 gal, Open System	Stor: Corr Stor Use: Wet Process	OXY-1, COR	MSDS, pH = 12.5
Sodium Dichromate	Sodium Chromate	100	10588-01-9	S	50 lb	10 lb, Open System	Stor: H-4 Room Use: H-4	COR, HTOX, OXY-1 CAR, OHH	MSDS, LD50=25 mg/kg
Sulfuric Acid	Sulfuric Acid Water	94 6	7664-93-9 7732-18-5	L	55 gal	15 gal, Closed System	Stor: Corr Stor Use: Wet Process	COR, TOX, , WR-1, OHH	SDS

CHEMICAL CLASSIFICATION SUMMARY SHEET - SAMPLE #2**Hazard Class: FL-IB**

Chemical Name	Amount Stored	Open Use	Closed Use	Location of Storage	Location of Use
Acetone	55 gal	10 gal	0 gal	Exterior Storage	H-3 Room
Benzene	5 gal	1 gal	0 gal	Flammable Cabinet	Laboratory
Isopropyl Alcohol	15 gal	3 gal	0 gal	Flammable Cabinet	Laboratory

Interior Storage: 20 gal Exterior Storage: 55 gal Open Use: 14 gal Closed Use: 0 gal
--

Hazard Class: CL-II

Chemical Name	Amount Stored	Open Use	Closed Use	Location of Storage	Location of Use
Formaldehyde Mixture	110 gal	55 gal	0 gal	Exterior Storage	H-3 Room
Acetic Acid	15 gal	5 gal	0 gal	Flammable Cabinet	Wet Process

Interior Storage: 0 gal Exterior Storage: 110 gal Open Use: 60 gal Closed Use: 0 gal
--

Hazard Class: FLG

Chemical Name	Amount Stored	Open Use	Closed Use	Location of Storage	Location of Use
Acetylene	200 cf	0 cf	200 cf	Weld Shop	Weld Shop

Interior Storage: 200 cf Exterior Storage: 0 cf Open Use: 0 cf Closed Use: 200 cf

Hazard Class: OX-1

Chemical Name	Amount Stored	Open Use	Closed Use	Location of Storage	Location of Use
Sodium Chromate	50 lb	10 lb	0 lb	H-4 Room	H-4 Room
Nitric Acid	55 gal	10 gal	0 gal	COR Storage	Wet Process

Interior Storage: 55 gal, 50 lb Exterior Storage: 0 gal/0 lb Open Use: 10 gal/10 lb Closed Use: 0 gal/lb
--

Hazard Class: UR-1

Chemical Name	Amount Stored	Open Use	Closed Use	Location of Storage	Location of Use
Acetylene	200 cf	0 cf	200 cf	Weld Shop	Weld Shop

Interior Storage: 200 cf Exterior Storage: 0 cf Open Use: 0 cf Closed Use: 200 cf

Company Name: _____

Page _____ of _____

Company Address: _____

Area: _____

Hazard Class: WR-1

Chemical Name	Amount Stored	Open Use	Closed Use	Location of Storage	Location of Use
Sulfuric Acid	55 gal	0 gal	15 gal	COR Storage	Wet Process

Interior Storage: 55 gal Open Use: 0 gal Exterior Storage: 0 gal Closed Use: 15 gal
--

Hazard Class: HTOX

Chemical Name	Amount Stored	Open Use	Closed Use	Location of Storage	Location of Use
Sodium Chromate	50 lb	10 lb	0 lb	H-4 Room	H-4 Room

Interior Storage: 50 lb Exterior Storage: 0 lb Open Use: 10 lb Closed Use: 0 lb
--

Hazard Class: TOX

Chemical Name	Amount Stored	Open Use	Closed Use	Location of Storage	Location of Use
Formaldehyde Mixture	110 gal	55 gal	0 gal	Exterior Storage	H-3 Room
Sulfuric Acid	55 gal	0 gal	15 gal	COR Storage	Wet Process

Interior Storage: 55 gal Exterior Storage: 110 gal Open Use: 55 gal Closed Use: 15 gal

Hazard Class: COR

Chemical Name	Amount Stored	Open Use	Closed Use	Location of Storage	Location of Use
Acetic Acid	15 gal	5 gal	0 gal	Flammable Cabinet	Wet Process
Nitric Acid	55 gal	10 gal	0 gal	COR Storage	Wet Process
Sulfuric Acid	55 gal	0 gal	15 gal	COR Storage	Wet Process
Hydrochloric Acid	300 gal	0 gal	55 gal	COR Storage	Wet Process
Sodium Chromate	50 lb	20 lb	0 lb	H Room	H Room

Interior Storage: 425 gal/50 lb Exterior Storage: 0 gal/0 lb Open Use: 15 ga/20 lb Closed Use: 70 ga/0 lb
--

Company Name: _____

Page _____ of _____

Company Address: _____

Area: _____

CHEMICAL CLASSIFICATION SUMMARY TOTALS - SAMPLE #3FL-IB:

Interior Storage:	20 gal
Exterior Storage:	55 gal
Open Use:	14 gal
Closed Use Use:	

FLG:

Interior Storage:	200 cf
Exterior Storage:	
Open Use:	
Closed Use Use:	200 cf

WR-1

Interior Storage:	55 gal, 50 lbs
Exterior Storage:	
Open Use:	0 gal, 7 lbs
Closed Use Use:	15 gal, 0 lbs

TOX:

Interior Storage:	55 gal
Exterior Storage:	110 gal
Open Use:	55 gal
Closed Use Use:	15 gal

COR:

Interior Storage:	425 gal, 50 lbs
Exterior Storage:	
Open Use:	15 gal, 20 lbs
Closed Use Use:	70 gal, 0 lbs

CL-II:

Interior Storage:	
Exterior Storage:	110 gal
Open System Use:	60 gal
Closed System Use:	

OXY-1:

Interior Storage:	55 gal, 50 lbs
Exterior Storage:	
Open System Use:	
Closed System Use:	10 gal, 10 lbs

UR-1

Interior Storage:	200 cf
Exterior Storage:	
Open System Use:	
Closed System Use:	200 cf

HTOX:

Interior Storage:	50 lbs
Exterior Storage:	
Open System Use:	10 lbs
Closed System Use:	

AERO-3:

Interior Storage:	30 lbs
Exterior Storage:	
Open System Use:	
Closed System Use:	

Company Name: _____

Page _____ of _____

Company Address: _____

Area: _____

CHEMICAL CLASSIFICATION FORM

COMMON NAME	CHEMICAL NAME	% Comp	CAS #	FORM	QUANT. STORED	QUANT. IN USE (Open/ Closed)	LOCATION (Storage & Use)	HAZ. CLASSES	JUSTIFICATION

SR# (if applicable): _____

Company Name: _____

Page _____ of _____

Company Address: _____

Area: _____

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ORDINANCE NO. 25-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING TITLE 10 (BUILDINGS AND CONSTRUCTION) OF THE LAGUNA WOODS MUNICIPAL CODE TO ADOPT CERTAIN AMENDMENTS, ADDITIONS, AND DELETIONS TO THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24, PART 7); AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, the 2025 Edition of the California Building Standards Code (California Code of Regulations, Title 24) was published July 1, 2025, with an effective date of January 1, 2026; and

WHEREAS, state law requires the City to enforce the 2025 Edition of the California Building Standards Code beginning January 1, 2026; and

WHEREAS, California Government Code Section 50022.1 et seq. allows the City Council to adopt by reference the 2025 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 (“OCFA”) provides fire services for the entirety of the city of Laguna Woods; and

WHEREAS, OCFA has prepared local amendments to the 2025 California Wildland-Urban Interface Code (California Code of Regulations, Title 24, Part 7) and those proposed local amendments were subsequently reviewed and concurred with by the City’s Building Official and are incorporated into Exhibit A attached hereto;

WHEREAS, staff has recommended amending Title 10 (Buildings and Construction) of the Laguna Woods Municipal Code to adopt certain amendments,

additions, and deletions to the 2025 California Wildland-Urban Interface Code (“Code Amendments”) to confirm the City’s compliance with the provisions of California Code of Regulations, Title 24; clarify and enhance ease of use and application of Laguna Woods Municipal Code, Title 10, both for internal parties and the public; and, to decrease the potential incidence of property damage, injury, and death due to fires, in a manner that is reasonable and necessary to mitigate local climatic, geological, or topographical conditions; and

WHEREAS, on October 15, 2025 and November 19, 2025, 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. The City Council hereby finds that the amendments to the 2025 California Wildland-Urban Interface Code are reasonably necessary because of local climatic, geological, or topographical conditions, and adopts the findings provided below to support the amendments to the 2025 California Wildland-Urban Interface 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 miles per hour 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 Orange 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 OCFA’s ability to respond to a fire or emergency condition. Floods also disrupt utility services to buildings and facilities within Orange 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. 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%.

2025 California Wildland-Urban Interface Code Amendment Findings Legend

CODE SECTION	TITLE (Clarification)	FINDINGS
602.4	Fuel modification plans	I

SECTION 3. After reviewing the entire project record, the City Council hereby determines and certifies that this Ordinance is not subject to the California Environmental Quality Act of 1970, Public Resources Code Section 21000, et. seq., as amended and implementing State CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations (collectively “CEQA”) pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of

Regulations, Title 14, Chapter 3. CEQA Guidelines Section 15378(b)(2) excludes “[c]ontinuing administrative. . . activities, such as . . . general policy and procedure making” and Section 15378(b)(5) excludes “[o]rganizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” from its definition of “project.”

After reviewing the entire project record, the City Council hereby further determines and certifies that even if this Ordinance were subject to CEQA, it would be exempt based on CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

SECTION 4. Title 10 (Buildings and Construction) of the Laguna Woods Municipal Code is hereby amended to read as set forth in Exhibit A, attached to this Ordinance and incorporated herein by this reference.

SECTION 5. This Ordinance shall take effect and be in full force and operation on January 1, 2026.

SECTION 6. 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 7. The Mayor shall sign this Ordinance.

SECTION 8. 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 9. All of the above-referenced documents and information have been and are on file with the City Clerk of the City.

[SIGNATURES ON NEXT PAGE]

PASSED, APPROVED AND ADOPTED this XX day of XX 2025.

SHARI L. HORNE, 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. 25-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2025, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2025 by the following vote to wit:

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

YOLIE TRIPPY, CMC, City Clerk

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EXHIBIT A CODE AMENDMENTS

Section 10.07.050 (“Local amendments; 2025 California Wildland-Urban Interface Code”) is added to Chapter 10.07 (“California Administrative Code”¹) of Title 10 (“Buildings and Construction”) of the Laguna Woods Municipal Code to read as follows:

Sec. 10.07.050. - Local amendments; 2025 California Wildland-Urban Interface Code.

Chapter 6 Fire Protection Requirements

Chapter 6 FIRE PROTECTION REQUIREMENTS is adopted in its entirety as amended by the SFM with the following amendments:

Section 602.4 Fuel modification plans is hereby added as follows:

602.4 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.”

Appendices

Appendix A is not adopted.

Appendix B is not adopted.

Appendix C is not adopted.

Appendix D is not adopted.

Appendix E is deleted in its entirety.

Appendix F is adopted in its entirety as amended by the SFM.

Appendix G is adopted in its entirety as amended by the SFM.

Appendix H is not adopted.

¹ This ordinance is being acted on concurrent with an ordinance that would amend the title of Chapter 10.07 of Title 10 of the Laguna Woods Municipal Code to read “California Building Standards Code.”

Appendix I is not adopted.

2025 California Fire Code (CFC) - OCFA Amendment Summary (Not For Adoption)

Legend

Existing	This 2022 amendment is being carried forward into 2025 amendment package. Minor editorial/clerical changes may have been made, but they do not have material regulatory effect.
Revised	A modified version of the 2022 amendment is being carried forward. Changes in scope or wording are significant relative to the 2022 version, or they may impact regulatory effect.
Deleted	This 2022 amendment is not being carried forward into the 2025 amendment package.
New	This is a new amendment in the 2025 amendment package.

2025 CFC CODE SECTION	2022 Code Section	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	STATUS
Chapter 1 - Scope & Administration				
113.4	112.4	Violation penalties	Clarifies administrative violation process; fines will continue to be based on OCFA adopted fee schedule.	Existing
113.4.2	112.4.2	Infraction and misdemeanor	Used for purpose of applying penalties under 112.4. 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				
304.1.3	304.1.2	Vegetation	Aligns maintenance to OCFA Guideline C-05 requirements. Reference to Chapter 49 removed and replaced with California Wildland-Urban Interface Code.	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 at Group R occupancies.	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 25' of combustibles unless in a fireplace.	Existing
307.6.2.1	307.6.2.1	Where prohibited	Prohibits solid fuel fires in a fuel mod zone and in a Wildland-Urban Interface/Wildfire Risk Area, with some exceptions.	Existing
324	324	Fuel modification requirements for new construction	Codifies requirements for fuel modification (OCFA Guideline C-05) in properties adjacent to areas with combustible vegetation hazards.	Existing
325	325	Clearance of brush or vegetation growth from roadways	Authorizes clearance of vegetation from edges of roadways to reduce ignition hazard.	Existing

2025 California Fire Code (CFC) - OCFA Amendment Summary (Not For Adoption)

Legend

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2025 CFC CODE SECTION	2022 Code Section	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	STATUS
326	326	Unusual circumstances	Provides for suspension of or alternative methods of compliance with vegetation maintenance standards under specific circumstances.	Existing
327.1	327	Use of equipment	Requires use of spark arrester on equipment used in wildfire prone areas.	Existing
327.2	327.1	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
327.3	327.2	Spark arresters	Requires spark arresters to not be placed or positioned as to prevent ignition of flammable material.	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 Guideline G-04" for direction and consistency of reporting.	Existing
Chapter 5- Fire Service Features				
501.1	501.1	Scope	Guideline B-01 continues to be referenced for adoption providing guidance on exterior fire access to structures.	Existing
510.1	510.1	Emergency responder radio coverage in <i>new</i> buildings	Amendment makes reference to new building level of radio coverage 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 (city/county specific).	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 28 - Lumber yard, agro-industrial, Solid Biomass and Woodworking Facilities				
2801.2	2801.2	Permit (Miscellaneous combustible storage)	Clarifies operational permit for storage/composting of green waste is a Miscellaneous Combustible Storage permit.	Existing

2025 California Fire Code (CFC) - OCFA Amendment Summary (Not For Adoption)

Legend

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Revised	A modified version of the 2022 amendment is being carried forward. Changes in scope or wording are significant relative to the 2022 version, or they may impact regulatory effect.
Deleted	This 2022 amendment is not being carried forward into the 2025 amendment package.
New	This is a new amendment in the 2025 amendment package.

2025 CFC CODE SECTION	2022 Code Section	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	STATUS
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
2808.3.1	2808.3.1	Increase in pile or stack size	Deletes this section so that increases covered in 2808.3 and other requirements covered in 2808 are not in conflict with this section.	Revised
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 internal combustion engine 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 Fahrenheit.	Existing
2808.11.2	2808.11.2	New material temperature control	Regulates acceptance of new piles above 165 degrees Fahrenheit.	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	2808.15	Maximum grid of piles & rows	Defining maximum rows of piles and minimum clear space.	Existing
2808.16	2808.16	Push-out / clear area	Identifying when a push-out area is required for piles.	Existing
Chapter 49 - Requirements for Wildland-Urban Interface Fire Areas				
4903.3	4903.3	Fuel Modification Plans	Addressed in new Part 7, California Wildland-Urban Interface Code.	Deleted - 2025
Chapter 50 - Hazardous Materials				
5001.5.2	5001.5.2	Hazardous materials inventory statement (HMIS)	References OCFA's Guideline G-04 instead of a hazardous materials inventory statement.	Existing
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

2025 California Fire Code (CFC) - OCFA Amendment Summary (Not For Adoption)

Legend

Existing	<i>This 2022 amendment is being carried forward into 2025 amendment package. Minor editorial/clerical changes may have been made, but they do not have material regulatory effect.</i>
Revised	<i>A modified version of the 2022 amendment is being carried forward. Changes in scope or wording are significant relative to the 2022 version, or they may impact regulatory effect.</i>
Deleted	<i>This 2022 amendment is not being carried forward into the 2025 amendment package.</i>
New	<i>This is a new amendment in the 2025 amendment package.</i>

2025 CFC CODE SECTION	2022 Code Section	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	STATUS
5608.3	5608.3	Application for permit (fireworks)	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 80 - Referenced Standards				
NFPA 13				
2025 NFPA 13, 9.2.1.7	2022 NFPA 13, 9.2.1.7	Concealed spaces	Revises section to ensure that the use of noncombustible insulation can be reviewed to prevent conflicts with operational requirements.	Existing
9.4.3.1	9.4.3.1	Shell buildings	Specifies sprinkler type for spec shell buildings that are not warehouses.	Existing
16.12.3.3	16.12.3.3	FDC type	Specifies type, location, color of FDC.	Existing
NFPA 13D				
2025 NFPA 13D, 7.1.2	2022 NFPA 13D, 7.1.2	Control valves	Requires monitoring if a dedicated sprinkler shutoff valve is installed.	Existing
NFPA 24				
2025 NFPA 24, 6.2.8.1	2022 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 (3 & 5)	6.2.9 (5)	Street valves	Removes the option of indicating valves in pits and nonindicating roadway stem gate valves.	Revised
10.1.5	10.1.5	Wrapping of underground pipe	Requires wrapping of pipe with polyethylene sheet in accordance with AWWA standards to inhibit corrosion.	Existing
10.4.1.1	10.4.1.1	Coating of bolted joint accessories	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 with bolted pipe-joint assemblies.	Existing
10.4.3.2	10.4.3.2	Pipe termination 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 5 of the 19 appendices included in the 2025 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.			

2025 California Fire Code (CFC) - OCFA Amendment Summary
(Not For Adoption)

Legend

Existing	This 2022 amendment is being carried forward into 2025 amendment package. Minor editorial/clerical changes may have been made, but they do not have material regulatory effect.
Revised	A modified version of the 2022 amendment is being carried forward. Changes in scope or wording are significant relative to the 2022 version, or they may impact regulatory effect.
Deleted	This 2022 amendment is not being carried forward into the 2025 amendment package.
New	This is a new amendment in the 2025 amendment package.

2025 CFC CODE SECTION	2022 Code Section	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	STATUS
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SUMMARY OF SIGNIFICANT CHANGES TO GUIDELINE B-01

The following is a summary of the significant changes to Guideline B-01 (page references are to the final strikeout version). Deletions are in red strikeouts, additions are in blue underlines and movements only are green. No changes were made to the guideline that are more restrictive except for reference to the State requirements in Local Responsibility Area (LRA) High Fire Hazard Severity Zones (HFHSZ). Changes that do not impact design or construction (basic clarification, documentation of current practice, administrative or process requirements, etc.) have been made to the guideline but are not identified below.

Pages 3, 16, 33, 38 and 39: Referenced additional requirements in the LRA HFHSZ.

Page 5: Section 2.3.1. Location (of fire lanes). Changed reference to “two and three-story buildings” to “less than or equal to 30 feet” as story height is ambiguous. Changed “four or more stories in height” to “exceeding 30 feet” as story height is ambiguous. At 30 feet or less, a 35-foot hand ladder can be used to access the roof. Above 30 feet, only an arial truck ladder can be used to access the roof.

Page 6: Section 2.3.1.1. Removed language “along the longest façade of the building, or along at least two remote sides of the building” and replaced with the following including a new figure (for buildings over 30 feet high):

- Along the longest side for rectangular buildings with the smaller width no greater than 75 feet. Other building shapes will require further review.
- Along at least two opposite sides of the building for rectangular buildings with the larger width no greater than 150 feet. Other building shapes will require further review.
- For buildings that don't meet the previous criteria, fire lanes shall be provided in another manner approved by the fire code official that optimizes firefighter access to the roof. Optimization often includes fire lanes that allow for aerial truck ladder capability to most building outside corners, multiple building sides, and ladder angles between 60 to 75 degrees (a 92 foot ladder at an 8 foot high bottom pivot point can be used to determine this angle).

These changes provide two prescriptive methods for determining laddering for a building and a non-prescriptive method for more complex buildings. A new figure was provided to clarify the bullet points above. Changes are not more restrictive than the previous version.

Pages 7 and 8: Section 2.7. Added two administrative changes to fire lanes so vehicle grade and angle of approach and departure do not exceed OCFA vehicle capabilities.

Pages 10, 13 and 14: Section 3.5. The fire lane – no parking signs maximum interval has been increased from 50 feet to 100 feet. Signage at 50 feet is too numerous and visually unappealing.

Page 17: Section 5.1. Most projects require water availability. Language is already provided that warns the applicant that the plan will not be approved if it requires a water availability evaluation.

Page 18: Section 5.1.7. Language was deleted as complete information is required when filling out all forms.

Page 18: Sections 5.3.1. and 5.3.2. language was simplified to hydrant location requirements only.

Page 22: Section 6.1. Language was removed as it does not aid in the determination or understanding of hose pull length.

Page 33: Added the definition for a "High Fire Hazard Severity Zone".

SUMMARY OF SIGNIFICANT CHANGES TO GUIDELINE C-05

The following is a summary of the significant changes to Guideline C-05 (page references are to the final strikeout version). Deletions are in red strikeouts and additions are in blue underlines. No changes were made to this guideline that are more restrictive except for reference to the State requirements in Local Responsibility Area (LRA) High Fire Hazard Severity Zones (HFHSZ) and several areas where OCFA needed to match minimum State requirements. To make an easier to follow and readable guideline, significant changes were made that do not impact design or construction (basic clarification, documentation of current practice, administrative or process requirements, etc.) throughout the first 29 pages of this guideline. Changes that impact design or construction are identified below.

Pages 5 and 14: Referenced additional requirements in the LRA HFHSZ. (State required)

Page 7: Added a diagram to illustrate the various zones.

Page 8: Immediate Zone. Added "Remove all dead and dying plants." to match State "Zone 0". (State required)

Page 34: Provided details on where to provide zone markers.

Page 38: Attachment 6. Flat to mild slope: less than 20%. For trees less than 15 feet in height, increased the vertical separation from vegetation below from 2 feet to 6 feet. (State required)

Page 41: Attachment 6. Moderate to steep slope: 20% or greater. Spacing between shrubs and trees increased from 3 times the height to 4 times the height. For slopes exceeding 40%, spacing between shrubs and trees increased from 3 times the height to 6 times the height. (State required)

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2025 California Wildland-Urban Interface Code (CWUIC) - OCFA Amendment Summary (Not For Adoption)

Legend

Existing	<i>This 2022 amendment is being carried forward into 2025 amendment package. Minor editorial/clerical changes may have been made, but they do not have material regulatory effect.</i>
Revised	<i>A modified version of the 2022 amendment is being carried forward. Changes in scope or wording are significant relative to the 2022 version, or they may impact regulatory effect.</i>
Deleted	<i>This 2022 amendment is not being carried forward into the 2025 amendment package.</i>
New	<i>This is a new amendment in the 2025 amendment package.</i>

2025 CWUIC CODE SECTION	2022 Code Section	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	STATUS
Chapter 6 - Fire Protection Requirements				
602.4	<i>CFC 4903.3</i>	Fuel modification plans	Amendment relocated from the deleted CFC Chapter 49 to the new CWUIC Chapter 6 with no changes to the amendment language.	Existing
Appendices				
Appendices F & G	Only 2 of the 8 appendices included in the 2025 California Wildland-Urban Interface Code (F & G) 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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8.2

**CONDITIONAL USE PERMIT CUP-2025-0006, A
REQUEST BY A&S ENGINEERING FOR
APPROVAL OF A CONDITIONAL USE PERMIT
AMENDING CONDITIONAL USE PERMIT CUP-
1505 RELATED TO THE REDEVELOPMENT OF
AN EXISTING AUTOMOBILE SERVICE STATION,
AT THE PROPERTY LOCATED AT 24362 EL
TORO ROAD, LAGUNA WOODS, CALIFORNIA**

92637

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City of Laguna Woods Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: October 15, 2025 Regular Meeting

SUBJECT: Conditional Use Permit CUP-2025-0006, a request by A&S Engineering for approval of a conditional use permit amending Conditional Use Permit CUP-1505 related to the redevelopment of an existing automobile service station, at the property located at 24362 El Toro Road, Laguna Woods, California 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 CONDITIONAL USE PERMIT CUP-2025-0006 TO AMEND CONDITIONAL USE PERMIT CUP-1505 RELATED TO THE REDEVELOPMENT OF AN EXISTING AUTOMOBILE SERVICE STATION, AT THE PROPERTY LOCATED AT 24362 EL TORO ROAD, LAGUNA WOODS, CALIFORNIA 92637, AND DETERMINING THAT THE CONDITIONAL USE PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15302 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

Overview

A&S Engineering (“Applicant”) has submitted a land use application seeking approval of Conditional Use Permit CUP-2025-0006, which would amend Conditional Use Permit CUP-1505 related to the redevelopment of an existing automobile service station, at the property located at 24362 El Toro Road, Laguna Woods, California 92637.

The project location is currently occupied by a Mobil-branded automobile service station. It is located at the southeast corner of the intersection of El Toro Road and Moulton Parkway. The Orange County Assessor’s Parcel Number (“APN”) for the project location is 621-121-24 and the property owner is G & G Fuel LLC, a California Limited Liability Company.

A vicinity map is included as Attachment C.

Surrounding land uses are listed in Table 1.

Table 1: Surrounding Land Uses

General Location	General Plan Land Use Designation	Land Use
North	Commercial / Open Space	Shell Station (under construction) / Laguna Woods Village golf course
South	Commercial / Open Space	Willow Tree Center / Laguna Woods Village equestrian center
East	Commercial	Willow Tree Center
West	Commercial	ARCO/ampm and Starbucks

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).

Laguna Woods Municipal Code Section 13.10.020 requires the approval of a conditional use permit prior to the establishment of certain uses, including automobile service stations in the Community Commercial zoning district. Once a conditional use permit is approved, certain deviations from the approved site plan or other approved project documents require approval of a conditional use permit.

Discussion

The City Council is asked to conduct a public hearing on the application for Conditional Use Permit CUP-2025-0006 and, thereafter, consider approval of the same (attachments A and B). Staff recommends approval of Conditional Use Permit CUP-2025-0006, subject to proposed conditions of approval (Exhibit A to Attachment A). The proposed conditions of approval would regulate the proposed use in a manner consistent with the purpose and intent of Laguna Woods Municipal Code Chapter 13.10 (Commercial Districts).

On February 19, 2025, the City Council unanimously approved Conditional Use Permit CUP-1505 which, among other things, provided for the redevelopment of the existing automobile service station including discontinuation of the now former automobile repair use and expansion of the existing convenience store into the space formerly occupied by the automobile repair use.

Subsequent to the approval of Conditional Use Permit CUP-1505, the property was sold. The new property owner intends to proceed with the improvements provided for by Conditional Use Permit CUP-1505 but would like to amend that approval to modify previously approved plans for fuel island canopies and roof design, as well as allow for certain outdoor storage of merchandise. Specifically, the proposed conditional use permit would approve:

- The demolition of both existing fuel island canopies (which are connected to the existing building) and replacement with two new, freestanding fuel island canopies. The existing fuel island canopies are approximately 18 feet tall; however, due to the design, the under-canopy clearance is approximately 14 feet 9¼ inches. The proposed fuel island canopies would be 19 feet tall but

allow for under-canopy clearance of 16 feet. The Applicant intends for the proposed fuel island canopies to provide enhanced shelter and lighting for the fuel islands, as well as allow larger vehicles (including those with large and oversized loads) to more readily and safely access the fuel islands. The Applicant has shared with staff that the property owner has observed several instances of vehicles nearly or actually making contact with the existing fuel island canopies.

- For reference, the fuel island canopy at the Shell Station currently under construction at the northeast corner of the intersection of El Toro Road and Moulton Parkway is approximately 19 feet 3½ inches tall with under-canopy clearance of 16 feet 6 inches feet.

The combined overhead shelter provided by the fuel island canopies would increase from approximately 1,997 to 2,835 square feet. The increase is due to the Applicant's desire to more substantially shelter and illuminate the fuel islands, which currently extend beyond the existing fuel island canopies.

- **Please note that the proposed conditional use permit would NOT approve any signage.** While the plans for the proposed conditional use permit show signage on the proposed fuel island canopies and elsewhere, the proposed conditional use permit would only approve the placement, height, and general design of the fuel island canopies. Signage would require separate City Council approval.
- Changes to the roof design of the existing building due to the demolition of the existing fuel island canopies. The proposed conditional use permit would provide for continuation of the adjacent roof planes across the areas where the existing fuel island canopies are currently attached to the building. The proposed conditions of approval would require the replacement of all roof tiles on the building, rather than simply patching the formerly attached areas.
- The use of a nine square foot area located against the El Toro Road-facing side of the building for the outdoor storage of merchandise (identified as "Existing Propane" on Sheet S1 of the proposed plans). In addition to the Applicant's request to store propane tanks for sale in the outdoor storage area, the proposed conditions of approval would allow the outdoor storage of firewood, ice, and/or sandbags for sale, which may be openly stored, caged, and/or dispensed from vending machines. Propane tanks are currently stored

in approximately the same location as the proposed outdoor storage area.

The proposed conditional use permit would apply to the currently approved use of the property, as well as eligible successors, at the project location.

Environmental Review

The City Council is asked to find that the project is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15302 of Title 14 of the California Code of Regulations, in that it consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced. Section 15302(b) of Title 14 of the California Code of Regulations identifies the replacement of a commercial structure with a new structure of substantially the same size, purpose, and capacity, as an example of a categorically exempt project.

The project relates to commercial structures and specifically involves removing and replacing fuel island canopies, which would continue to provide shelter and lighting for use of fuel islands but at a taller height to better accommodate large vehicles. As the existing fuel island canopies are connected to the existing building and the new fuel island canopies would be freestanding, the project also includes changes to the roof design of the existing building. The existing building would not be expanded in size and there would be no modification of its currently approved use. The project also designates an area for certain outdoor storage of merchandise, which would occur as part of the retail business use already permitted as a principal use at the project location by the Laguna Woods Municipal Code.

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 and Conditional Use Permit CUP-1505 – are available for public review at City Hall during normal working hours.

Report Prepared With: Nadia Cook, Planning & Environmental Services Director
Justin Faylona, Senior Planner

Attachments: A – Proposed Resolution
Exhibit A – Proposed Conditions of Approval
B – Proposed Plans
C – Vicinity Map

RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT CUP-2025-0006 TO AMEND CONDITIONAL USE PERMIT CUP-1505 RELATED TO THE REDEVELOPMENT OF AN EXISTING AUTOMOBILE SERVICE STATION, AT THE PROPERTY LOCATED AT 24362 EL TORO ROAD, LAGUNA WOODS, CALIFORNIA 92637, AND DETERMINING THAT THE CONDITIONAL USE PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15302 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

WHEREAS, A&S Engineering (“Applicant”) submitted an application for Conditional Use Permit CUP-2025-0006 to amend Conditional Use Permit CUP-1505 related to the redevelopment of an existing automobile service station, at the property located at 24362 El Toro Road, Laguna Woods, California 92637 (“project” or “proposed project”); and

WHEREAS, on October 15, 2025, the City Council of the City of Laguna Woods, after giving notice thereof as required by law, held a public hearing regarding Conditional Use Permit CUP-2025-0006; and

WHEREAS, the City Council has carefully considered all pertinent testimony, as well as all information contained in the agenda report prepared for Conditional Use Permit CUP-2025-0006, 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, Conditional Use Permit CUP-2025-0006 has been determined to be categorically exempt pursuant to Section 15302 (Replacement or Reconstruction) 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 allow for “*a broad range of non-residential and non-industrial uses.*” Retail and service businesses are explicitly identified in the General Plan as typical commercial uses. The proposed project includes no change to gross floor area. The existing building is in conformance with the General Plan’s maximum floor area ratio of 0.30 for the Commercial land use designation (conformance was previously reviewed and confirmed as part of the approval of Conditional Use Permit CUP-1505). Policy Objective L-3.1 of the General Plan Land Use Element is to “*allow for commercial development that meets local needs and interests, particularly as it relates to the ability for residents to obtain a diversity of high-quality goods and services close to home.*” The proposed project will amend Conditional Use Permit CUP-1505 to modify previously approved plans for fuel island canopies and roof design, as well as allow for certain outdoor storage of merchandise. The proposed fuel island canopy modifications (which necessitate roof modifications) will provide enhanced shelter and lighting for the fuel islands, as well as allow larger vehicles to more readily and safely access the fuel islands, all of which are reasonably anticipated to improve the usability of the automobile service station. The proposed outdoor storage of merchandise will allow for the display and sale of a broader range of retail goods and/or more visible display of retail goods than was contemplated in Conditional Use Permit CUP-1505. The proposed project will serve Laguna Woods residents and surrounding communities.

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

The proposed uses are 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.*” The Laguna Woods Zoning Code explicitly permits automobile service station uses in the Community Commercial (CC) zoning district, subject to approval of a conditional use permit. The proposed project’s location at the intersection of two arterial highways (El Toro Road and Moulton Parkway) aids in extending the proposed project’s service area

to both the local community and regional area. There are no surrounding residential uses. There is no identified incompatibility with the nearest residential uses. Several of the conditions of approval for the proposed project address public health, safety, and general welfare (see Finding #5 below), which further promote consistency with the provisions of the Laguna Woods Zoning Code.

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 Section 15302 (Replacement or Reconstruction) 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 project's location is currently used for automobile service station and retail business uses (the latter of which is permitted by right in the Community Commercial (CC) zoning district). There is no history of incompatibility between the existing uses and the permitted uses in the vicinity. The proposed project's location is fronted by two public streets (El Toro Road and Moulton Parkway) and otherwise surrounded by compatible commercial uses, including off-street parking therefore. There are two other automobile service stations located at the same El Toro Road and Moulton Parkway intersection (one that is operating and one that has been approved by the City and is presently under construction). Both other automobile service stations also include retail business uses.

The proposed project includes the demolition of both existing fuel island canopies (which are connected to the existing building) and replacement with two new, freestanding fuel island canopies. There is no history of incompatibility between the existing fuel island canopies and the permitted uses in the vicinity. The proposed fuel island canopies will increase in height but be approximately the same height as the fuel island canopy being constructed at the automobile service station that is under construction at the

same El Toro Road and Moulton Parkway intersection. The number of fuel islands will remain unchanged. The proposed fuel island canopies will be freestanding, as is the case for all fuel island canopies at the two other automobile service stations located at the same El Toro Road and Moulton Parkway intersection. The conditions of approval include requirements intended to ensure that a consistent visual appearance is maintained across all tiled roof planes of the existing building following the demolition of the existing fuel island canopies. The overhead shelter provided by the fuel island canopies will increase to more substantially shelter and illuminate the fuel islands, which currently extend beyond the existing fuel island canopies. Even when increased in area, the fuel island canopies will remain inset from the project location's boundaries.

The proposed project's outdoor storage of merchandise will be limited to merchandise typically sold at automobile service stations and associated convenience stores (firewood, ice, propane tanks, and/or sandbags). Outdoor storage of merchandise (propane tanks) currently occurs in approximately the same location as the proposed outdoor storage area. There is no history of incompatibility between the existing outdoor storage of merchandise and the permitted uses in the vicinity. This conditional use permit will allow for continuation of substantially similar (but additionally regulated) outdoor storage of merchandise following the redevelopment of the automobile service station. The proposed outdoor storage area will be limited to a small portion of the project location (nine square feet), adjacent to the existing building and not immediately adjacent to any other permitted uses in the vicinity. Condition of Approval #17 limits the exterior amplified sound that will be permitted to occur in connection with the proposed outdoor storage area to sound audible during *“active use of the vending machines (e.g., sound is activated upon the start of a transaction and terminates thereafter).”* Sounds remains subject to 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.

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 conditions of approval for the proposed project will regulate its uses in a manner consistent with the purpose and intent of Laguna Woods Municipal Code Chapter 13.10. As conditioned, the proposed project will not result in

conditions or circumstances contrary to the public health and safety and the general welfare. Several of the conditions of approval relate 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. Such conditions of approval will assist in protecting the public from potential risk or danger. The conditions of approval also explicitly require the proposed 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. Condition of Approval #16 also contains requirements specific to the proposed outdoor storage of merchandise, including that *“all merchandise placed within the outdoor storage area shall be kept clean, complete, and in good structural and functional working order, and not be allowed to fall into a state of disrepair, damage, or decrepitude”* and that storage cages and vending machines must be attached to the ground in a manner that protects public safety. Condition of Approval #16 also explicitly states that this conditional use permit *“does not permit any outdoor storage area to obstruct, in whole or in part, required accessible paths of travels or other minimum clearances, nor for any outdoor storage area to pose a danger or threat to public health, safety, or welfare.”*

The Applicant intends for the proposed fuel island canopies to provide enhanced shelter and lighting for the fuel islands, as well as allow larger vehicles (including those with large and oversized loads) to more readily and safely access the fuel islands. The Applicant has shared with staff that the property owner has observed several instances of vehicles nearly or actually making contact with the existing fuel island canopies. The height, size, and location of the proposed fuel island canopies are reasonably anticipated to improve the public health and safety and the general welfare.

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 conditional use permit process and is deemed to be in compliance, subject to the conditions of approval. The proposed project will 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 the project is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15302 of Title 14 of the California Code of Regulations, in that it consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced. Section 15302(b) of Title 14 of the California Code of Regulations identifies the replacement of a commercial structure with a new structure of substantially the same size, purpose, and capacity, as an example of a categorically exempt project.

The project relates to commercial structures and specifically involves removing and replacing fuel island canopies, which will continue to provide shelter and lighting for use of fuel islands but at a taller height to better accommodate large vehicles. As the existing fuel island canopies are connected to the existing building and the new fuel island canopies will be freestanding, the project also includes changes to the roof design of the existing building. The existing building will not be expanded in size and there will be no modification of its currently approved use. The project also designates an area for certain outdoor storage of merchandise, which will occur as part of the retail business use already permitted as a principal use at the project location by the Laguna Woods Municipal Code.

SECTION 3. The City Council hereby approves Conditional Use Permit CUP-2025-0006 (on-file with the City Clerk’s Office), subject to the conditions of approval attached to this resolution (Exhibit A), both of 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 2025.

SHARI L. HORNE, 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. 25-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 2025, by the following vote:

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

YOLIE TRIPPY, CMC, City Clerk

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ITEM 8.2 – Exhibit A to Attachment A

City of Laguna Woods

Conditions of Approval for Conditional Use Permit CUP-2025-0006

Conditional Use Applicant (Applicant): A&S Engineering

Conditional Use Address: 24362 El Toro Road, Laguna Woods, CA 92637

Conditional Use Assessor's Parcel Number: 621-121-24

Property Owner of Assessor's Parcel Number 621-121-24 (Owner): G & G Fuel LLC, a California Limited Liability Company

City Council Approval Date: [INSERT APPROVAL DATE HERE]

STANDARD CONDITIONS OF APPROVAL

1. The Owner and occupant(s) of the property to which this conditional use permit applies shall comply with all of the conditions of approval as part of CONDITIONAL USE PERMIT CUP-2025-0006 ("conditional use permit"). Failure to comply with any one or more of the conditions imposed herein constitute grounds for revocation of said conditional use permit by the City Council.

This conditional use permit amends Conditional Use Permit CUP-1505, which was approved by the City Council on February 19, 2025. The conditions of approval for Conditional Use Permit CUP-1505 continue to apply and are incorporated herein by this reference. The conditions of approval for Conditional Use Permit CUP-1505 are supplemented by these additional conditions of approval for Conditional Use Permit CUP-2025-0006.

Though referenced and indicated on the application, plans, and drawings for this project, the replacement of the underground storage tanks existing on the property to which this conditional use permit applies at the time of approval is not a part of this approval. Building permits are the only City approvals that must be obtained for the replacement of said underground storage tanks.

2. This conditional use permit 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 Owner and occupant(s) of the property to which this conditional use permit applies 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 this approval. These include, but are not limited to, all requirements related to building permits, encroachment permits, grading permits, and sign permits; engineering review, landscaping review, water quality review, and plan review, generally, of

ITEM 8.2 – Exhibit A to Attachment A

proposed construction plans; accessibility, including accessibility required by the federal Americans with Disabilities Act; best management practices and other actions or improvements required by National Pollutant Discharge Elimination System permit(s); and, restrictions on parking, circulation, lighting, and noise.

4. This conditional use permit does not eliminate the need to obtain building permits, encroachment permits, grading permits, or sign permits, nor does it include any action or finding as to compliance or approval of any other applicable federal, state or local ordinance, regulation, rule, or requirement.
5. This conditional use permit does not include any approval for signage, 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.
6. **Public Safety Services:** 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 residents or businesses, the City Manager may require, at his/her/their discretion, that the Owner and occupant(s) of the property to which this conditional use permit applies provide at their own cost additional on-site security and/or safety measures, 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. For the purpose of this condition, "repeated or disproportionately high numbers of calls" shall be determined following the nuisance abatement procedure set forth in Laguna Woods Municipal Code Chapter 1.08, as may change from time to time, with the City Council's declaration of a public nuisance required. Use of this remedy shall be at the sole discretion of the City and nothing in this condition shall prevent the City from initiating civil, criminal, or other legal or equitable proceedings as an alternative to the procedure outlined herein.
7. **Inspection:** City staff, or their authorized representatives, shall have the right to access and enter the property to which this conditional use permit applies to make reasonable Owner- or occupant(s) of the property to which this conditional use permit applies-authorized scheduled inspections, or unscheduled inspections in areas otherwise open to the public, to observe and enforce compliance with the conditions imposed herein. Except for inspections meant to investigate matters that would constitute imminent threats to public health, safety, or welfare, or inspections authorized by a court order, the City shall make reasonable efforts to request inspections of areas that are not open to the public at least seventy-two (72) hours in advance.
8. **Responsibility for Costs Incurred:** In accordance with policies adopted by the City, the Owner and occupant(s) of the property to which this conditional use permit

ITEM 8.2 – Exhibit A to Attachment A

applies shall be responsible for costs incurred as a result of local law enforcement, public safety, or code enforcement investigation/inspection that results in a finding of violation of any applicable laws and/or conditions imposed herein.

9. **Modification of Conditions of Approval:** Any request to modify conditions imposed herein shall be made in accordance with policies adopted by the City at the time such request is made.
10. **Revocation:** This conditional use permit may be revoked in accordance with Laguna Woods Municipal Code Section 13.24.080, as may change from time to time, for any of the reasons set forth therein, which include, but are not necessarily limited to, failure to comply with any condition imposed herein.
11. **Transfer:** In the event of transfer of the property to which this conditional use permit pertains, the transferee shall, prior to exercising the rights granted hereunder, arrange and attend a conference with the City to review the conditions imposed herein, and document the manner in which activities will occur and the manner in which conditions imposed herein will be met. The transferee may, alternatively, file with the City a signed letter confirming receipt of these conditions, prior to exercising the rights granted hereunder. In either case, the Owner's obligations with respect to this condition are satisfied by consenting to the recordation of these conditions in the office of the Clerk-Recorder for the County of Orange.
12. **Termination:** Upon approval, this conditional use permit shall become null and void (A) upon failure to obtain all necessary building permits to construct this project within 365 calendar days of the date this conditional use permit is approved, (B) upon the expiration of any building permit, due to inactivity, obtained to construct this project, or (C) after this project has been constructed, 365 calendar days after such time the approved use at the property to which this conditional use permit applies ceases to be operated as noted by lapse of California Department of Tax & Fee Administration (or successor agency) permit or date documented by City staff following site verification of abandonment or discontinuance. The City Manager may grant an extension of up to 365 calendar days to obtain any necessary building permit upon a showing of financial hardship or other adequate justification by the applicant, and provided the associated building plans comply with the then-current Laguna Woods Municipal Code and California Building Standards Code at the time the building permit(s) is(are) issued. Nothing in this condition is intended to, nor will be interpreted by the City, as limiting the ability for City-issued permits to be extended as allowed by applicable law.
13. **Indemnification:** The Owner and occupant(s) of the property to which this conditional use permit applies, and successor(s) 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,

ITEM 8.2 – Exhibit A to Attachment A

employees and volunteers (“INDEMNITEES”) from any claim, action, or proceeding against the INDEMNITEES to attach, set aside, void or annul an approval of the City Council or other decision-making body, or staff action concerning this conditional use approval, or its implementation, except when occurring solely as a result the negligent or willful acts or omissions of the INDEMNITEES. The Owner and occupant(s) of the property to which this conditional use permit applies 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 Owner and occupant(s) of the property to which this conditional use permit applies may at their sole discretion participate in the defense of any such action under this condition, with its own counsel.

14. **Requirement to Acknowledge Conditions of Approval:** The Owner shall sign and have notarized (acknowledgement) the “Owner Acknowledgement of Conditions of Approval for Conditional Use Permit CUP-2025-0006” 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.

SPECIAL CONDITIONS OF APPROVAL

15. Prior to the issuance of the initial certificate of occupancy for the expanded convenience store contemplated under Conditional Use Permit CUP-1505, both fuel canopies shall be detached from the building consistent with this conditional use permit and all roof tiles on the building shall be replaced with *MCA Tile, One Piece “S” Mission Tile, 2F22 Burnt Sienna*. At the same time as all roof tiles are initially replaced, all areas of the roof where fuel canopies were formerly attached shall be covered with the same *MCA Tile, One Piece “S” Mission Tile, 2F22 Burnt Sienna* and installed and finished in a manner to achieve visual continuity with the adjacent roof planes. Subsequently, roof tiles shall only be replaced with *MCA Tile, One Piece “S” Mission Tile, 2F22 Burnt Sienna* unless such roof tile is unavailable or discontinued by the manufacturer, in which case the City Manager may approve a similar roof tile and all roof tiles shall be replaced to match. The purpose of this condition of approval is to maintain a consistent visual appearance across all tiled roof planes at all times. The City Manager may refer the approval of a “similar roof tile” to the City Council.
16. This conditional use permits authorizes nine square feet of outdoor storage located against the El Toro Road-facing side of the building to be used to store merchandise (designated as “Existing Propane” on Sheet S2 of the plans for this conditional use permit) (“outdoor storage area”). The outdoor storage area may be used to store firewood, ice, propane tanks, and/or sandbags for sale, which may be openly stored, caged, and/or dispensed from vending machines. No other items – whether merchandise or not (e.g., deliveries) – may be placed within the outdoor storage area including, but not limited to, appliances, automotive products (e.g., fuel additives,

ITEM 8.2 – Exhibit A to Attachment A

gas cans, motor oil, tires, and windshield wipers), beverages, food, furniture, and tobacco and cigarettes. Automated teller machines, delivery lockers, and lottery machines are also explicitly prohibited. All merchandise placed within the outdoor storage area shall be kept clean, complete, and in good structural and functional working order, and not be allowed to fall into a state of disrepair, damage, or decrepitude. When openly stored and stacked, all merchandise placed within the outdoor storage area shall be limited to a height of five feet or less, unless a lower height is necessary or advisable to protect public safety. Cages and vending machines used in connection with this condition of approval shall be securely bolted or similarly attached to the ground in at least two places unless infeasible, the determination of which shall be made by the City Manager, or unless a greater number of bolts or similar attachments is necessary or advisable to protect public safety. Irrespective of any information contained on the plans for this conditional use permit, this conditional use permit does not permit any outdoor storage area to obstruct, in whole or in part, required accessible paths of travel or other minimum clearances, nor for any outdoor storage area to pose a danger or threat to public health, safety, or welfare.

17. In addition to the use of exterior amplified sound systems approved as part of Conditional Use Permit CUP-1505, and subject to all other applicable conditions of approval (e.g., conditions of approval related to noise), exterior amplified sound may occur as part of the use of vending machines located in the outdoor storage area, provided that such sound is only audible during active use of the vending machines (e.g., sound is activated upon the start of a transaction and terminates thereafter).
18. For avoidance of doubt, all exterior waste receptacles shall be stored in the trash enclosure identified on the plans for this conditional use permit, except when set out for collection in accordance with Laguna Woods Municipal Code Section 4.10.050, as may change from time to time.

[SIGNATURE ON NEXT PAGE]

ITEM 8.2 – Exhibit A to Attachment A

**OWNER ACKNOWLEDGEMENT OF CONDITIONS OF APPROVAL FOR
CONDITIONAL USE PERMIT CUP-2025-0006 (“ACKNOWLEDGEMENT”)**

1. **ACKNOWLEDGEMENT OF CONDITIONS OF APPROVAL.** The person or persons executing this ACKNOWLEDGEMENT on behalf of the Owner has reviewed all Conditions of Approval for Conditional Use Permit CUP-2025-0006 and has had the opportunity to consult with legal counsel regarding them as the Owner has deemed appropriate.
2. **PURPOSE.** The purpose of this ACKNOWLEDGEMENT is to ensure the Owner is aware of the Conditions of Approval for Conditional Use Permit CUP-2025-0006, which “run with the land.” References to “Owner” in the Conditions of Approval for Conditional Use Permit CUP-2025-0006 are not intended to, and will not be interpreted by the City as, conferring any additional legal responsibility or liability upon the Owner beyond that which otherwise exists in applicable law, or otherwise changing the Owner existing legal obligations.
3. **RECORDATION.** The person or persons executing this ACKNOWLEDGEMENT on behalf of the Owner consents to the recordation of the Conditions of Approval for Conditional Use Permit CUP-2025-0006, 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 Owner represents and warrants that he/she/they has/have the authority to so execute this ACKNOWLEDGEMENT and to bind the Owner 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 – G & G Fuel LLC, a California Limited Liability Company

Signature: _____ Date: _____

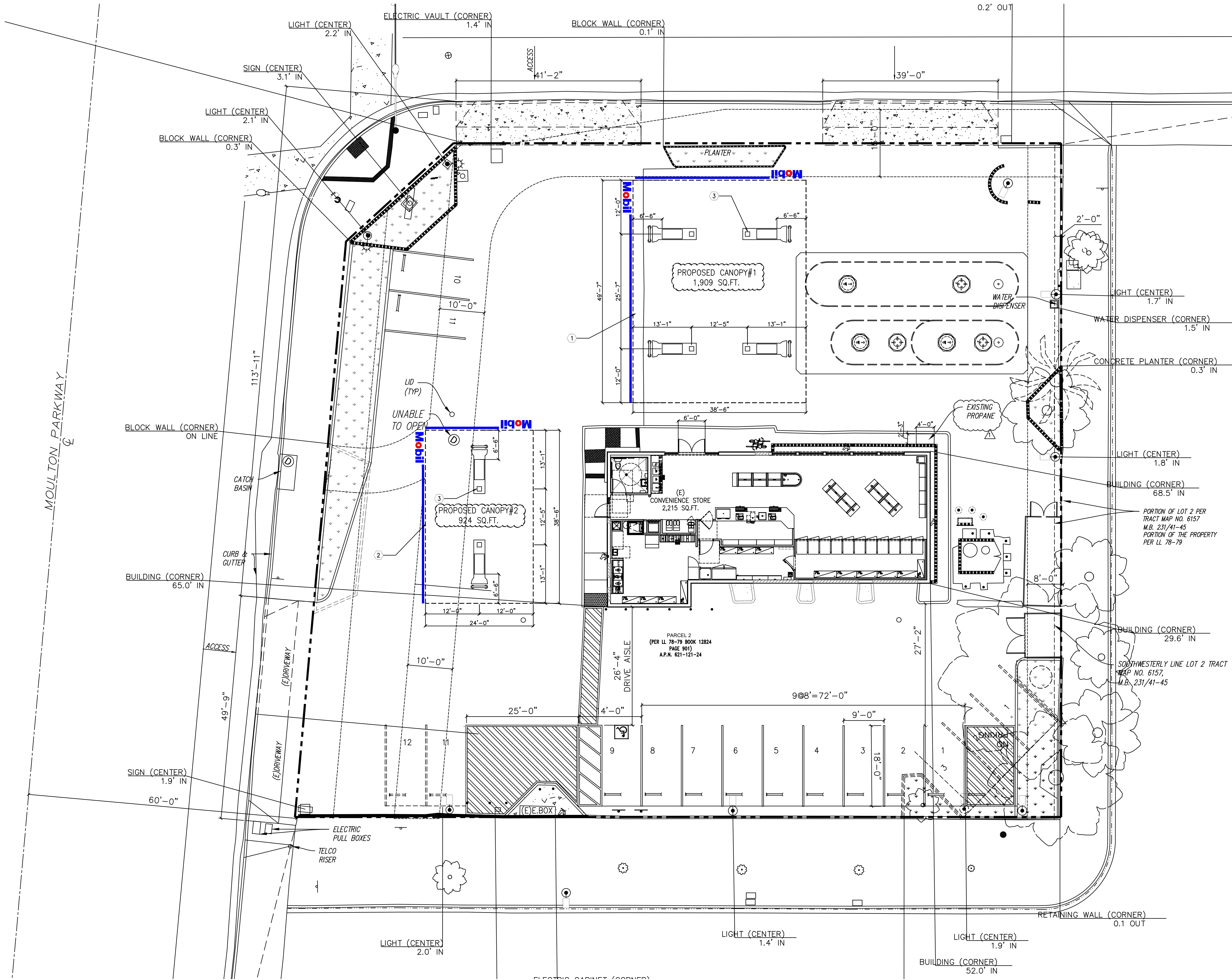
Full Name: _____ Title: _____

SIGNATURE MUST BE NOTARIZED; ATTACH ACKNOWLEDGEMENT.

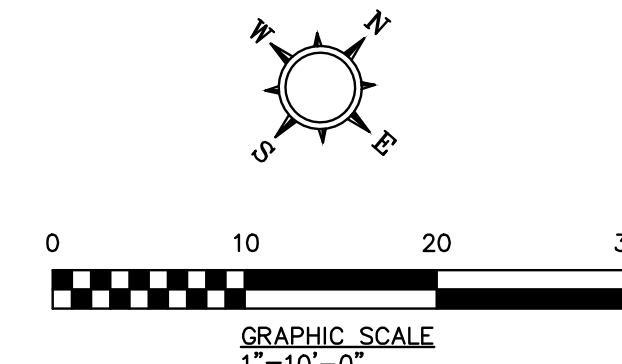
ITEM 8.2
Attachment B

Proposed Plans

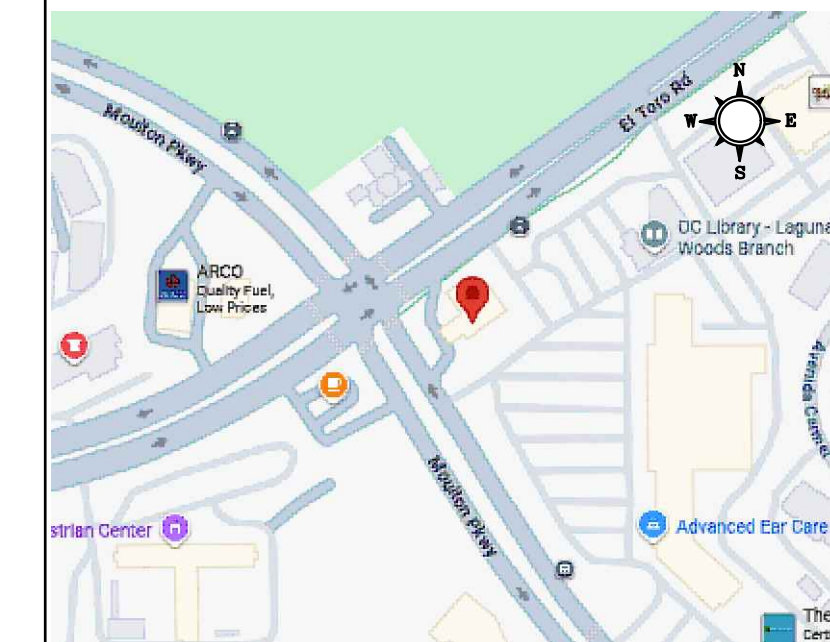
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DIRECTIONAL ARROW/ GRAPHIC SCALE



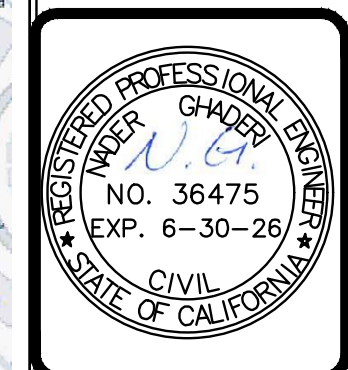
VICINITY MAP



SCOPE OF WORK

1. INSTALL NEW CANOPY#1 (49'-7"X38'-6"), (1909 SQ.FT.)
2. INSTALL NEW CANOPY#2 (38'-6"X24'-0"), (924 SQ.FT.)
3. PROVIDE NEW COLUMN
4. EXISTING PROPANE CAGE (4'-0"X2'-3"), (9 SQ.FT.)

REVISIONS	BY
09/29/2025	SK
10/06/2025	SK

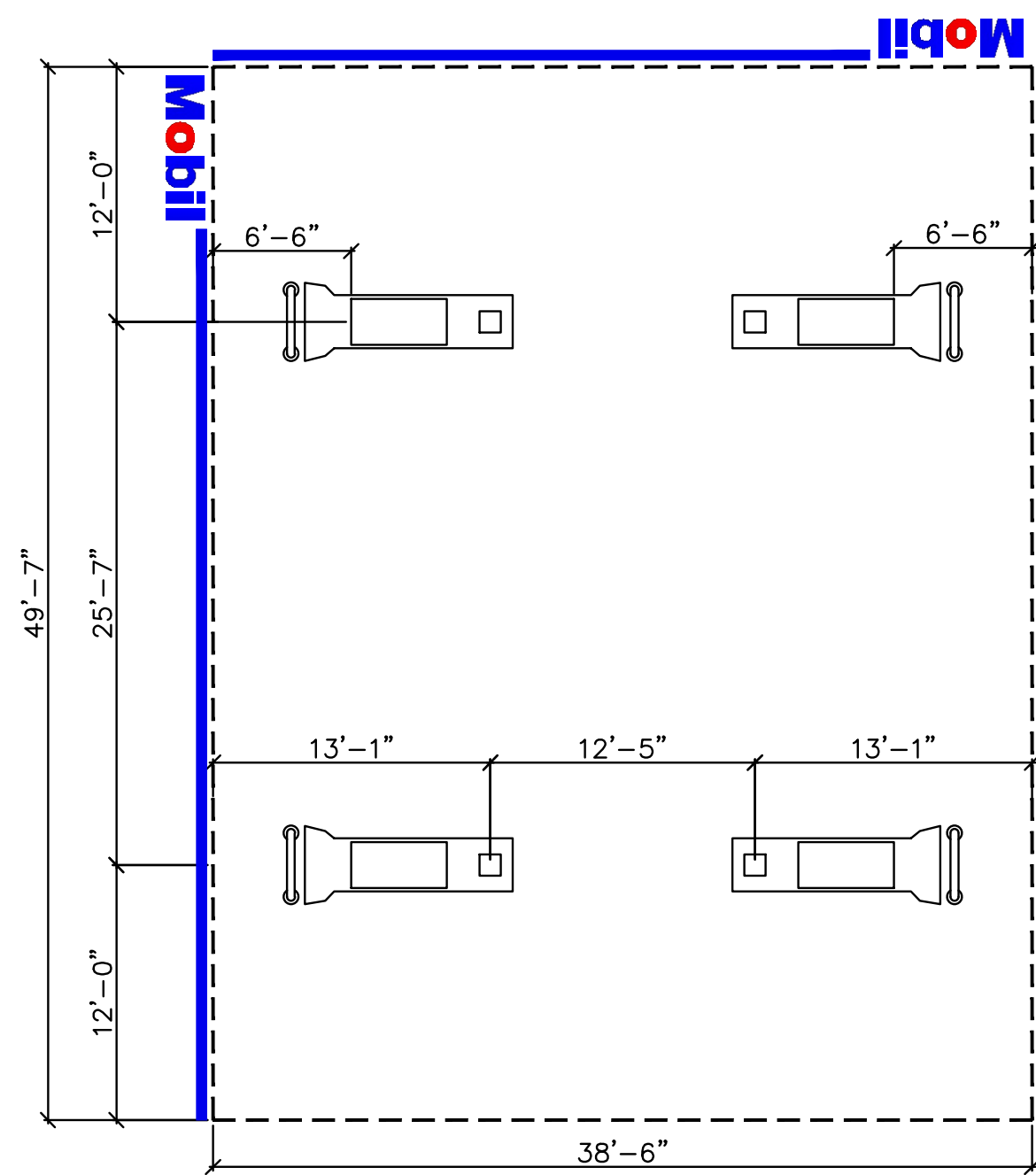
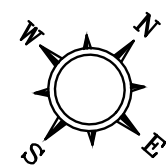


PLANS PREPARED BY:
A & S ENGINEERING INC.
PLANNING ENGINEERING CONSTRUCTION MANAGEMENT
28405 SAND CANYON RD., SUITE "B"
CANYON COUNTRY, CA 91387
PHONE #: (916) 250-9333

INDEPENDENT
MOBIL STATION
ADDRESS: 24362 EL TORO ROAD
LAGUNA WOODS, CA 92637

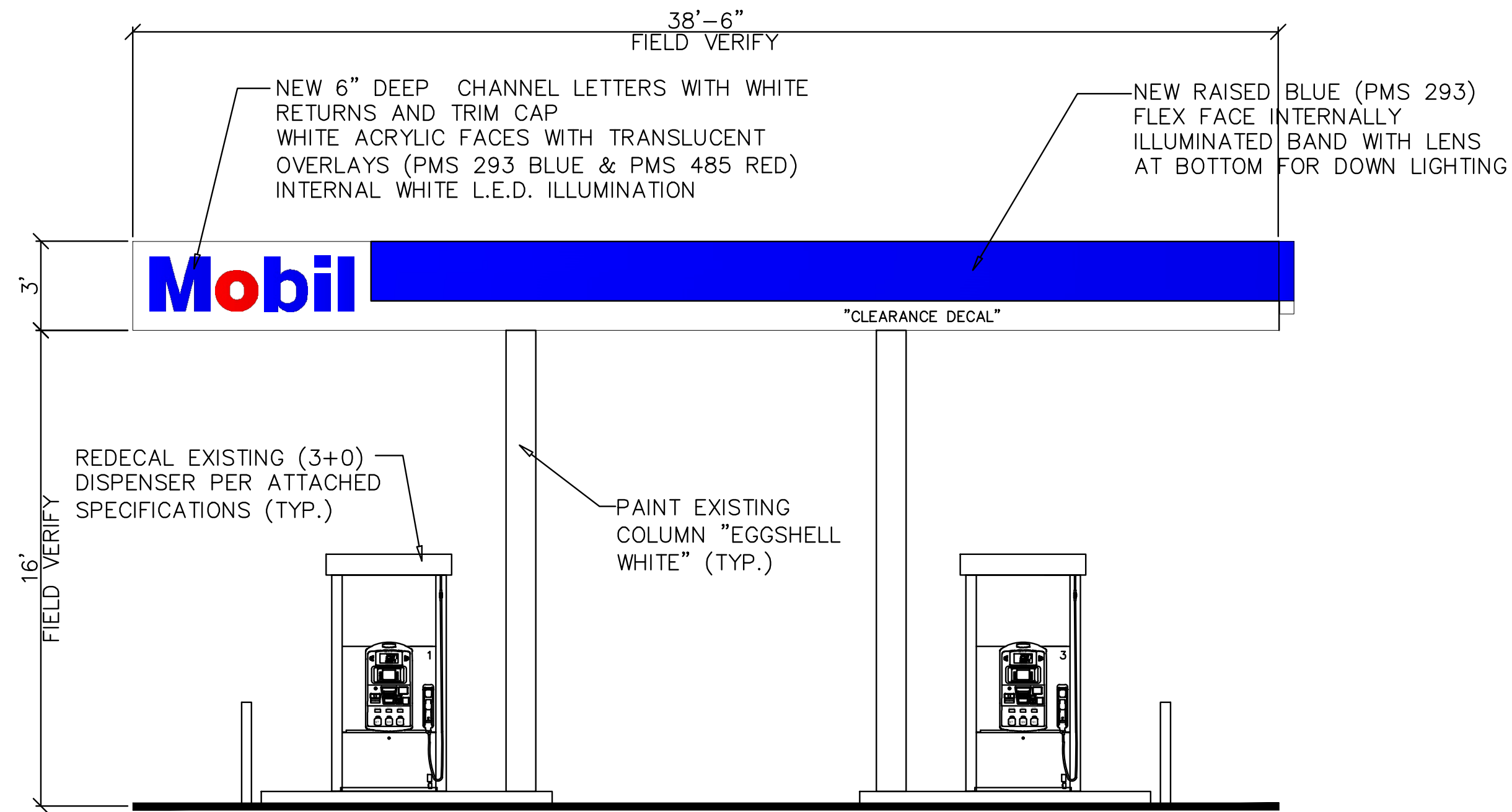
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PROPOSED NEW CANOPY



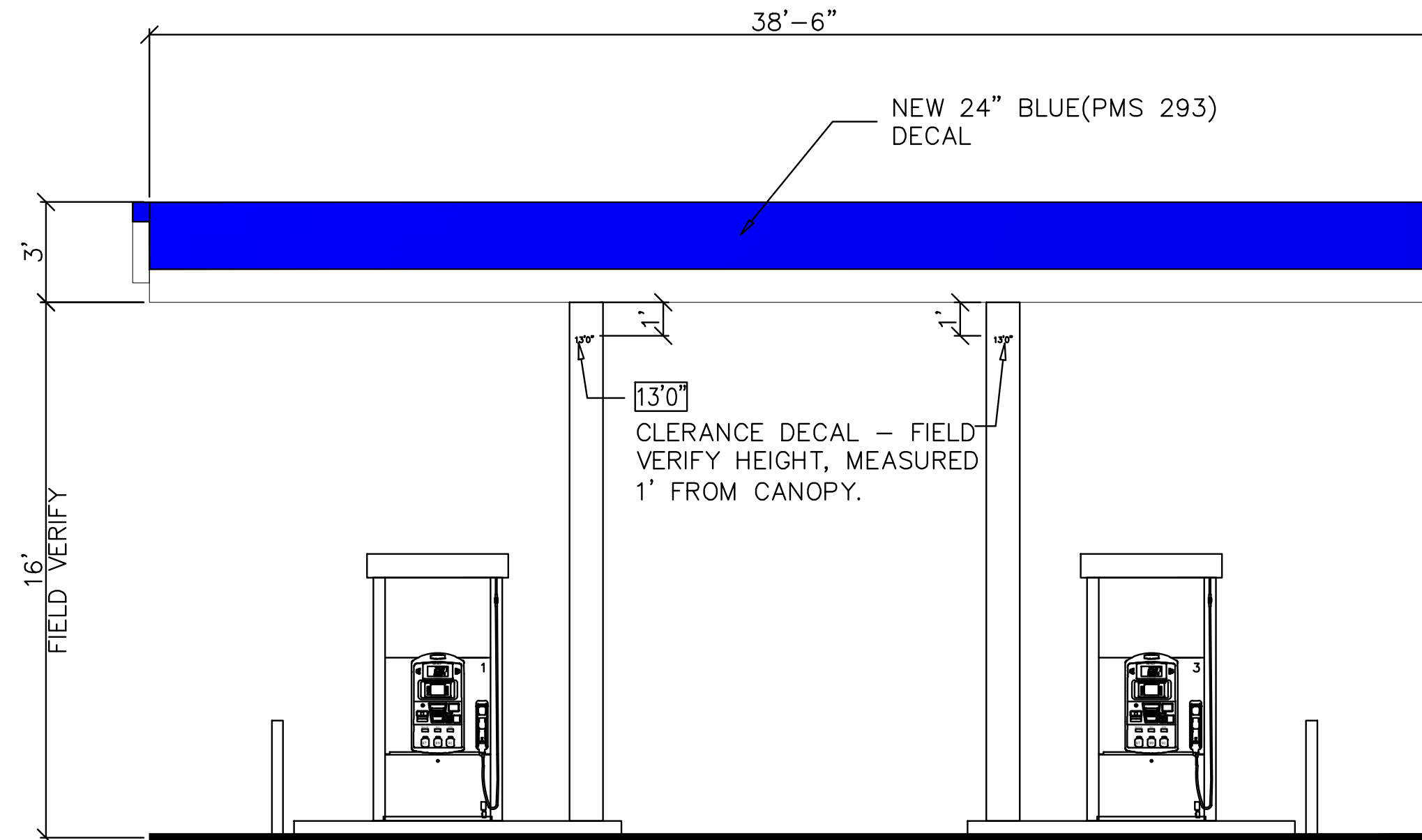
CANOPY#1 PLAN

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NORTH-WEST ELEVATION

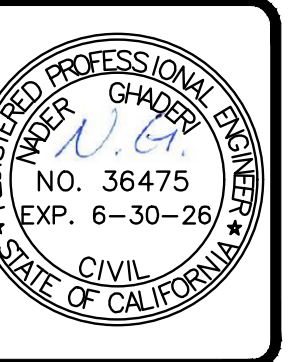
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SOUTH-EAST ELEVATION

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

REVISIONS	BY
08/28/2025	SK



PLANS PREPARED BY:

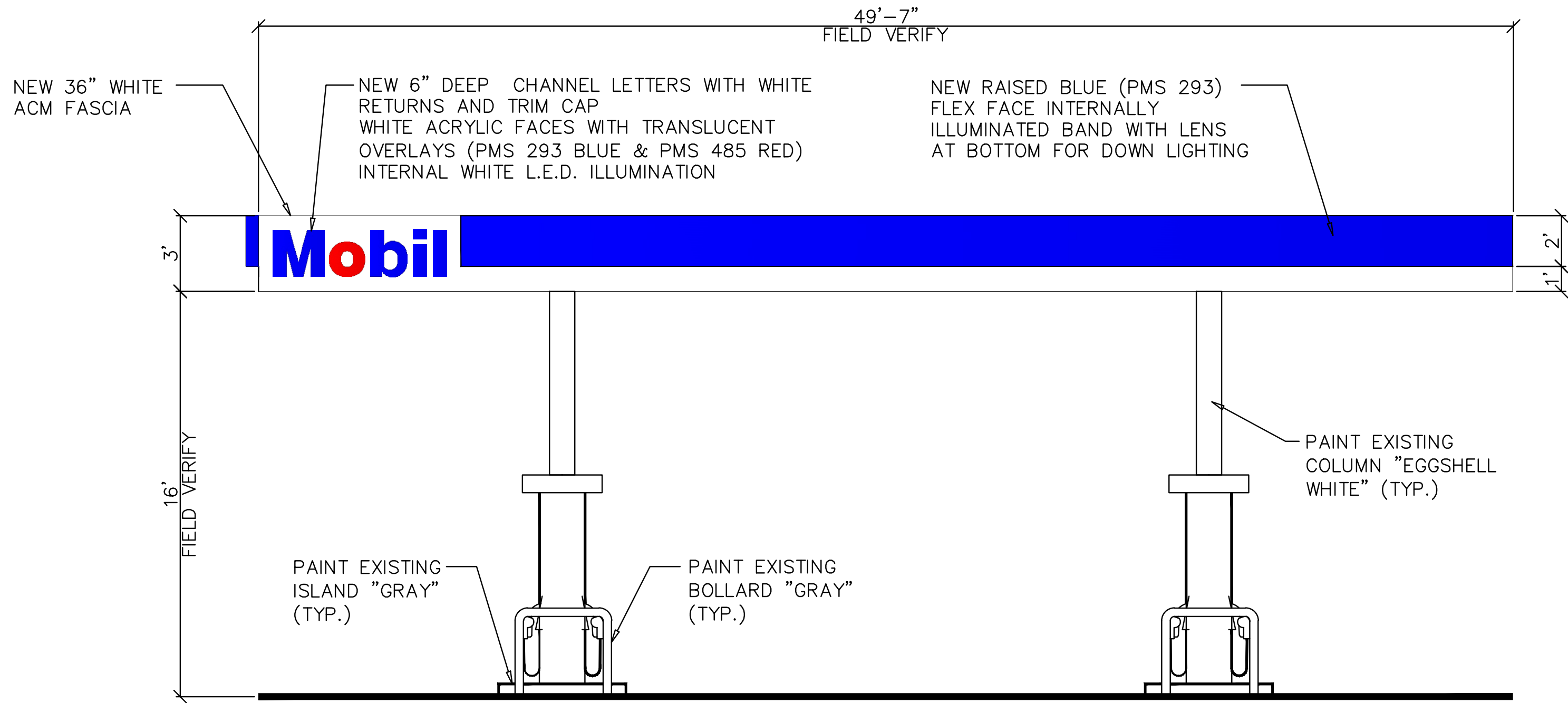
A & S ENGINEERING INC.
PLANNING ENGINEERING CONSTRUCTION MANAGEMENT
28405 SAND CANYON RD., SUITE "B"
CANYON COUNTRY, CA 91387
PHONE #: (661) 250-9333 FAX #: (661) 250-9333

INDEPENDENT

MOBIL STATION
ADDRESS: 24362 EL TORO ROAD
LAGUNA WOODS, CA 92637

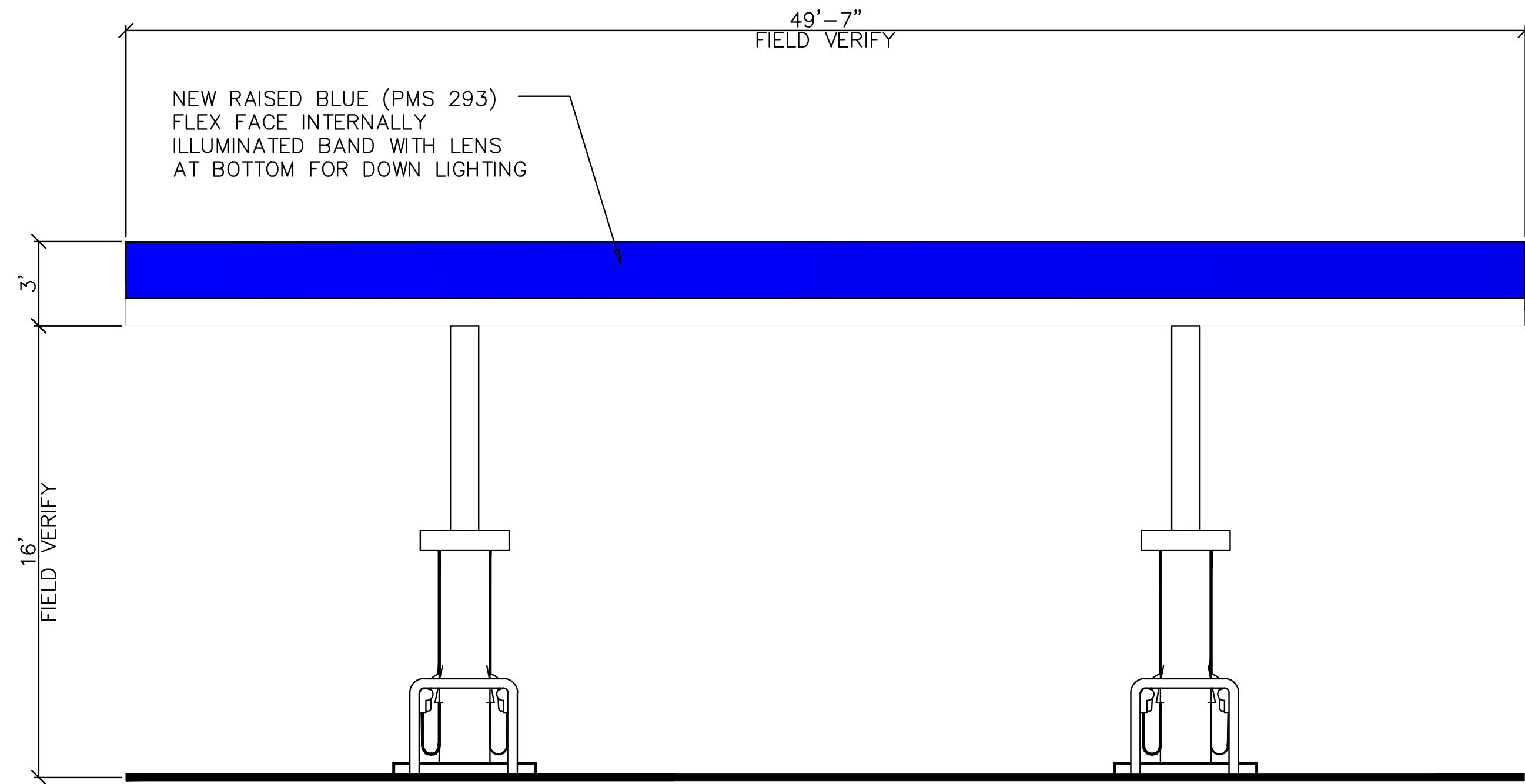
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A3.1



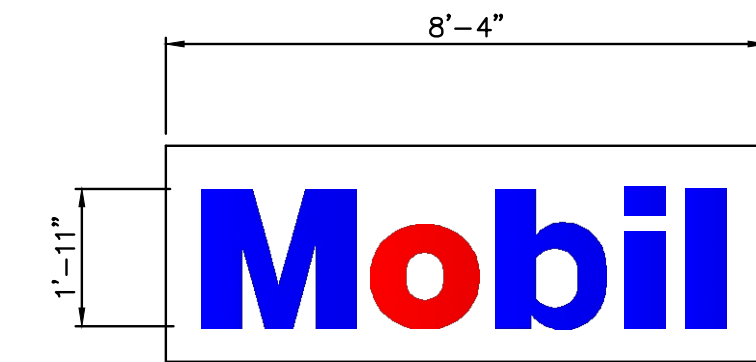
SOUTH-WEST ELEVATION

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



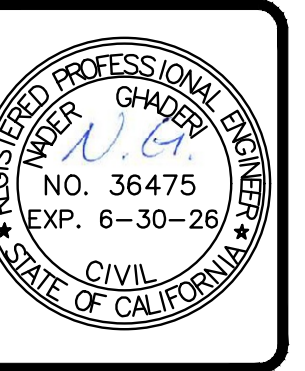
NORTH-EAST ELEVATION

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



- ③ INSTALL NEW CANOPY SIGN
- SCALE: 1/2"=1'-0"
- 8'-4" x 1'-11" = 15.97 SQ.FT.
TYP. OF 4
INTERNALLY ILLUMINATED

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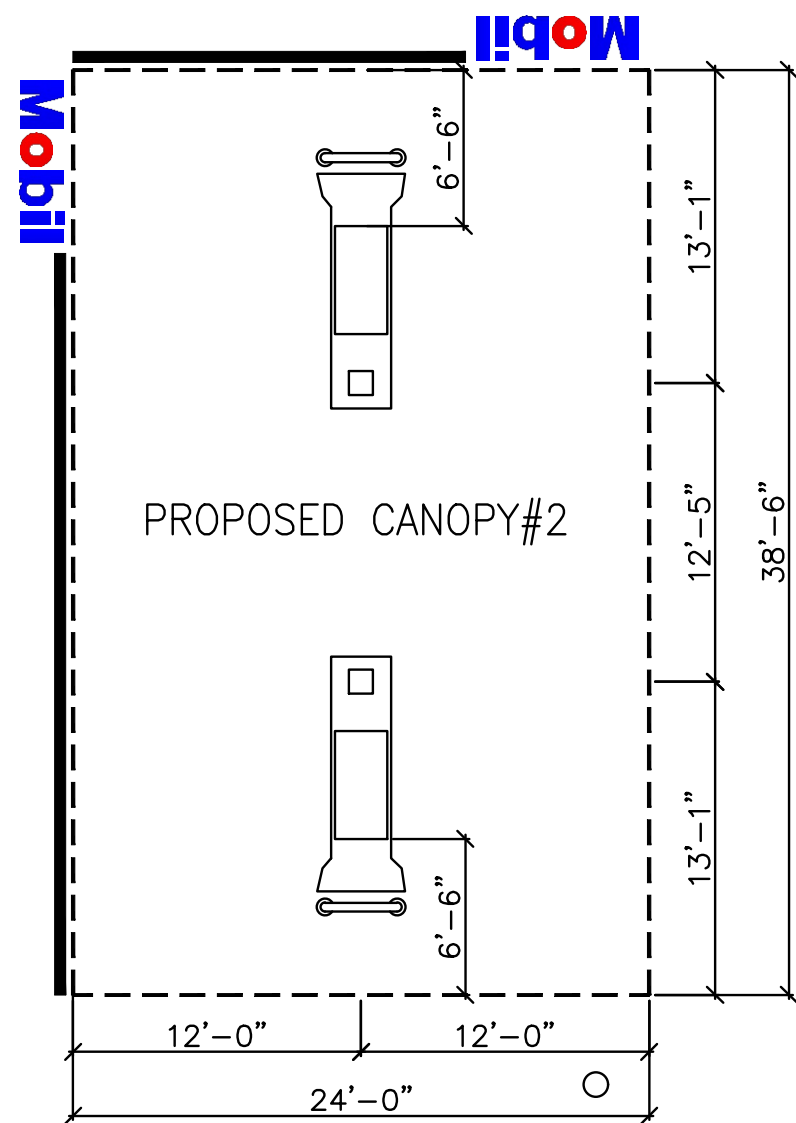
PLANNING ENGINEERING CONSTRUCTION MANAGEMENT
28405 SAND CANYON RD., SUITE "B"
CANYON COUNTRY, CA 91387
PHONE #: (961) 250-9333 FAX #: (961) 250-9333

INDEPENDENT

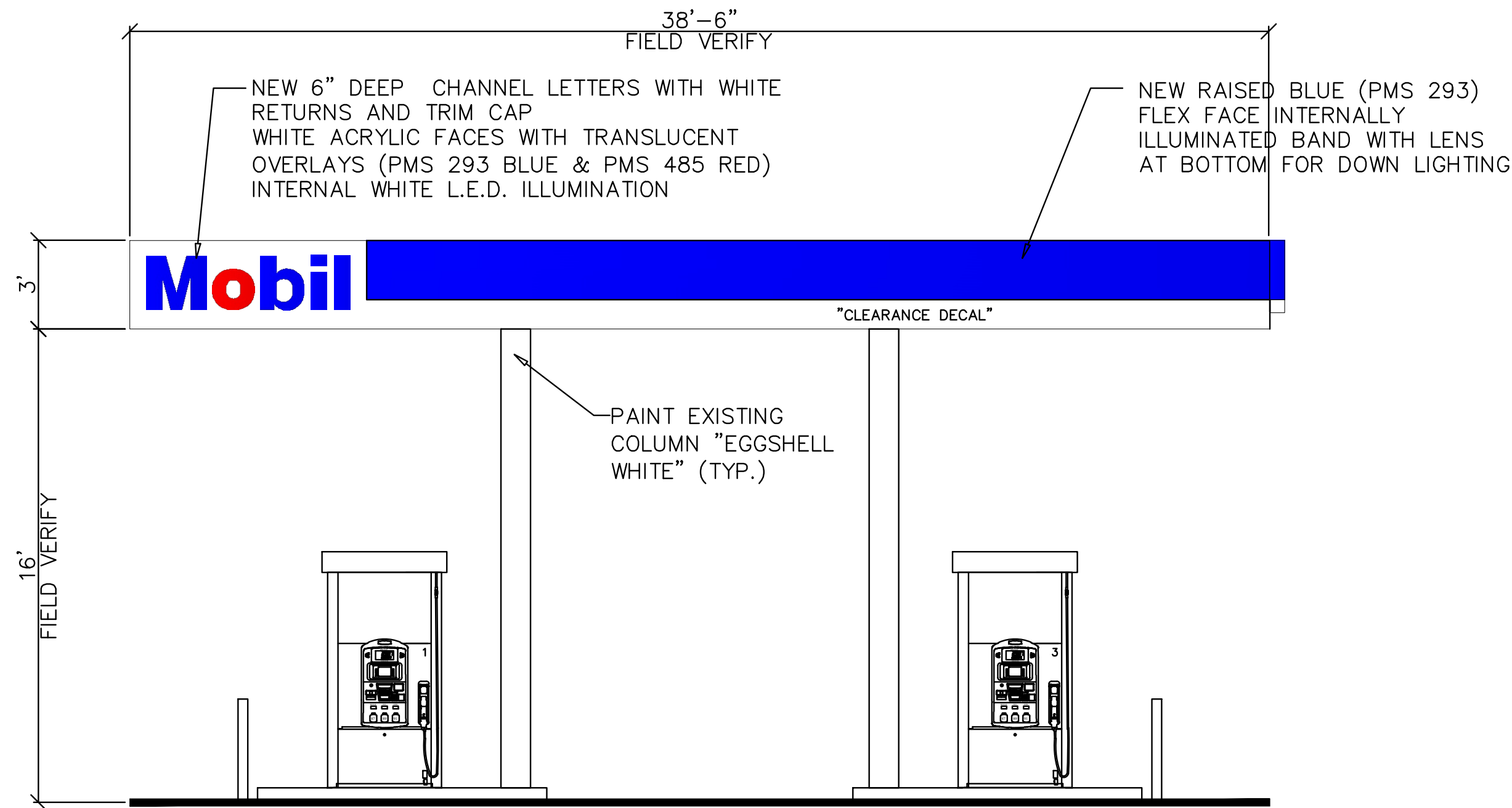
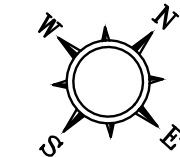
MOBIL STATION
ADDRESS: 24362 EL TORO ROAD
LAGUNA WOODS, CA 92637

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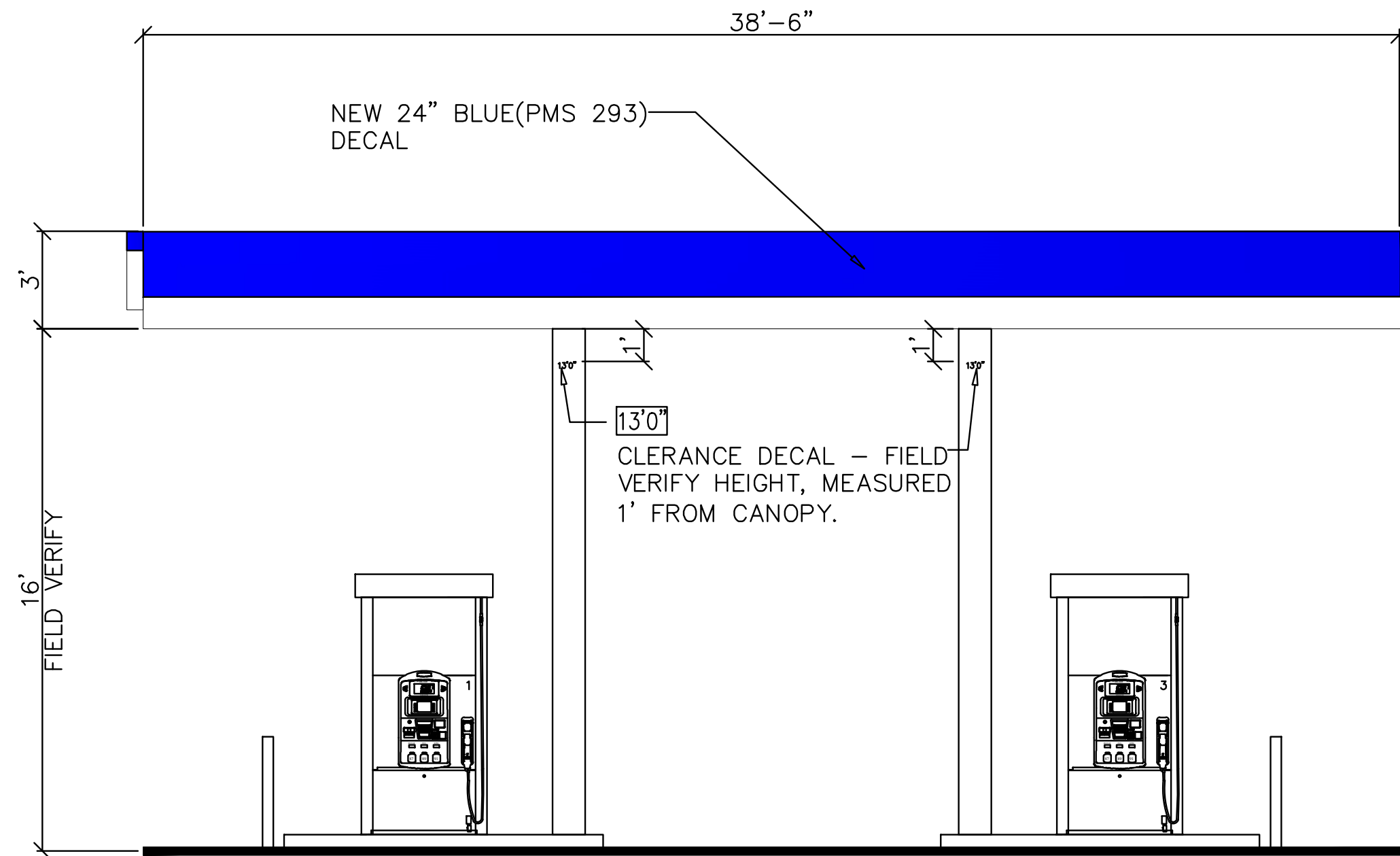
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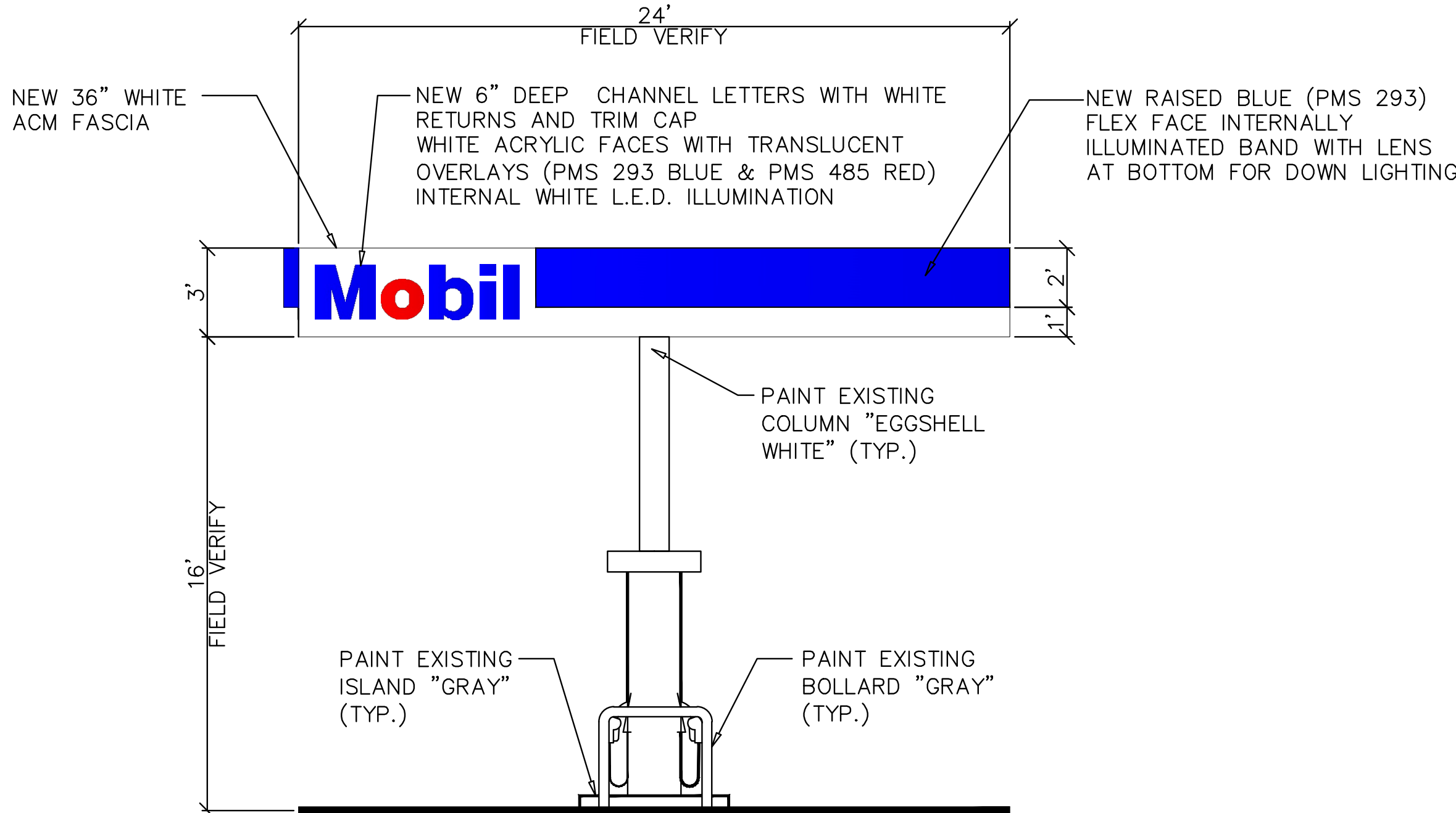
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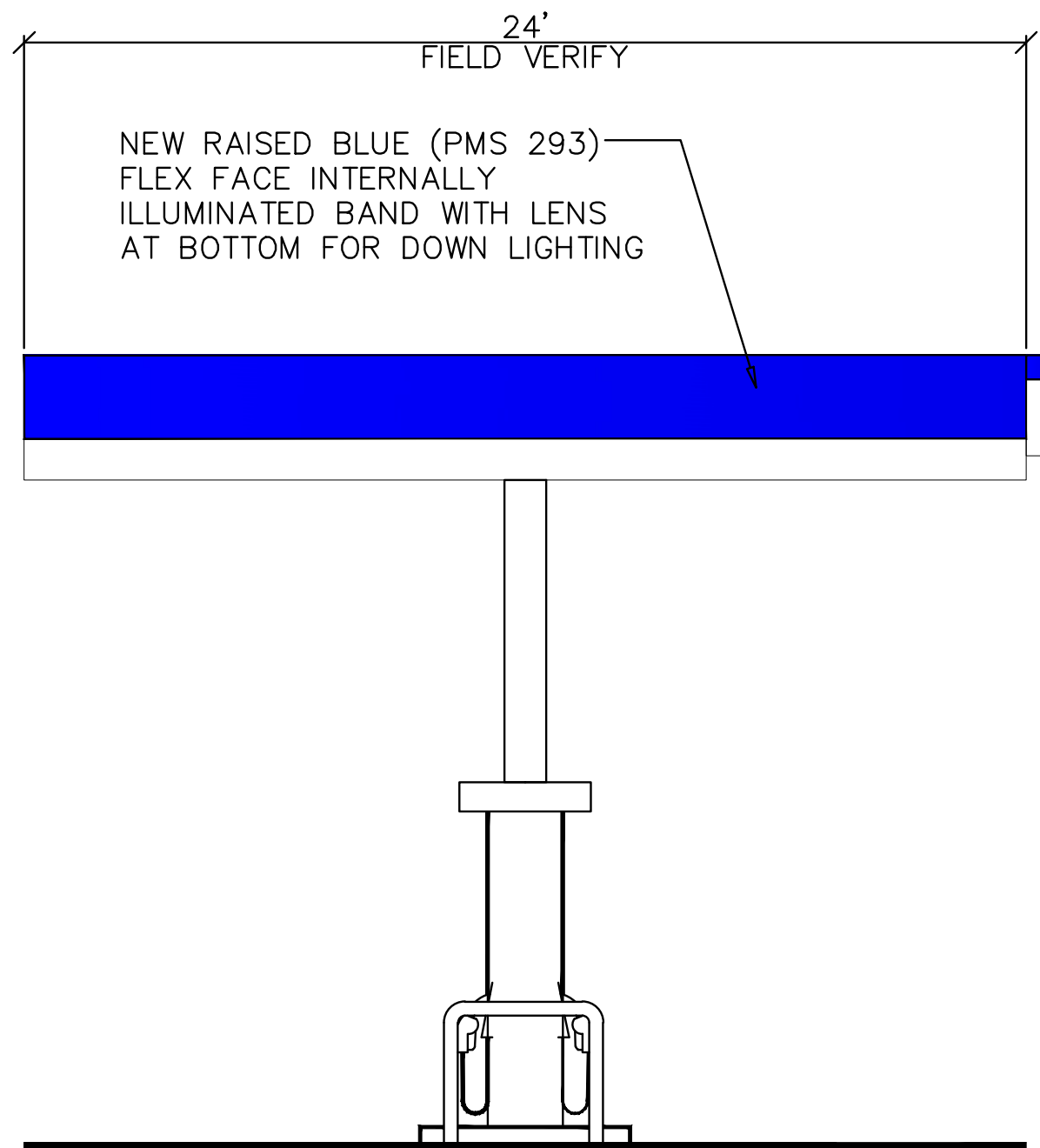
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NORTH-EAST ELEVATION
SCALE: 1/4"=1'-0"

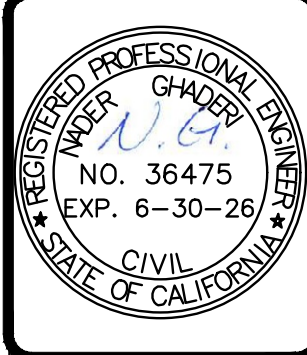


NORTH-WEST ELEVATION
SCALE: 1/4"=1'-0"



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

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PLANS PREPARED BY:

A & S ENGINEERING INC.
PLANNING ENGINEERING CONSTRUCTION MANAGEMENT
28405 SAND CANYON RD., SUITE "B"
CANYON COUNTRY, CA 91387
PHONE #: (916) 250-9333 FAX #: (916) 250-9333

INDEPENDENT

MOBIL STATION
ADDRESS: 24362 EL TORO ROAD
LAGUNA WOODS, CA 92637

DRAWN
SK

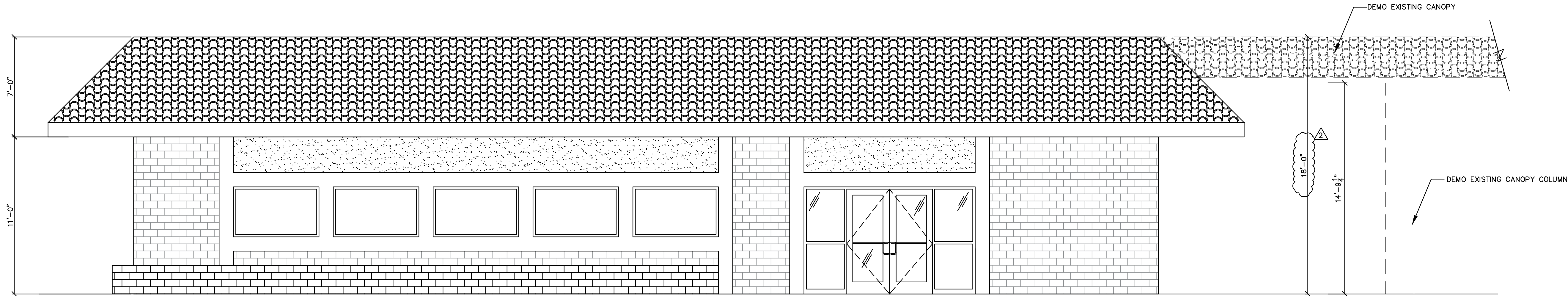
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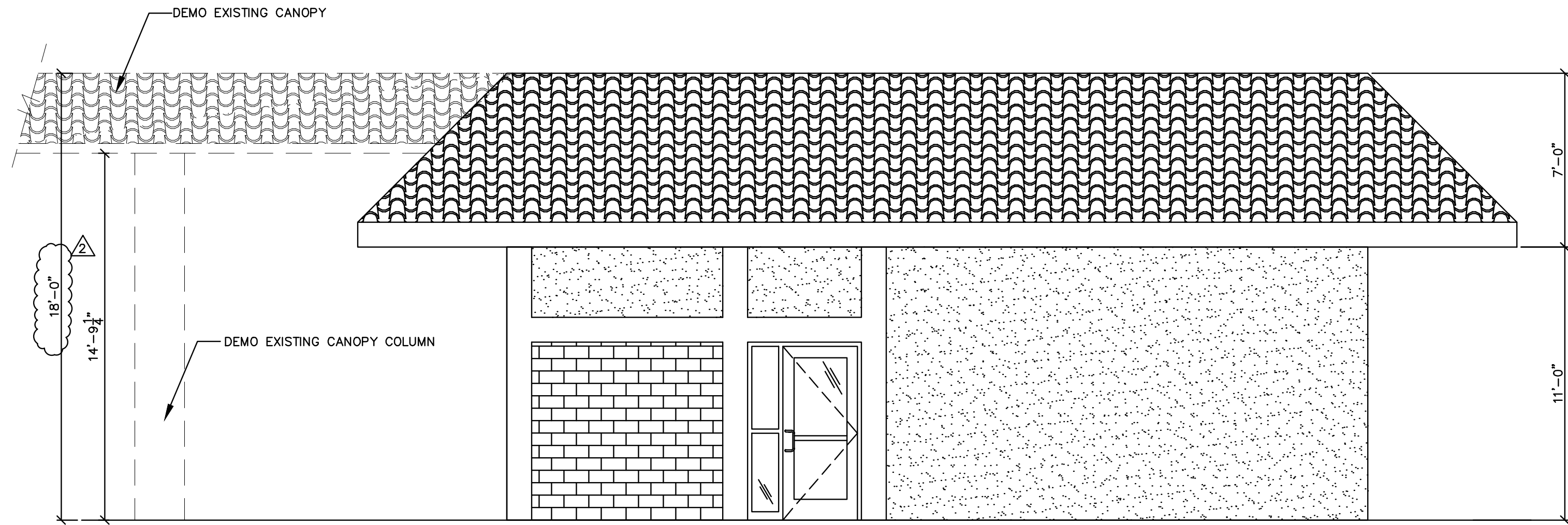
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& ELEVATIONS

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A3.3



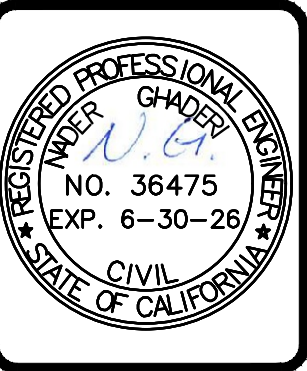
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A2.0
NORTH WEST ELEVATION
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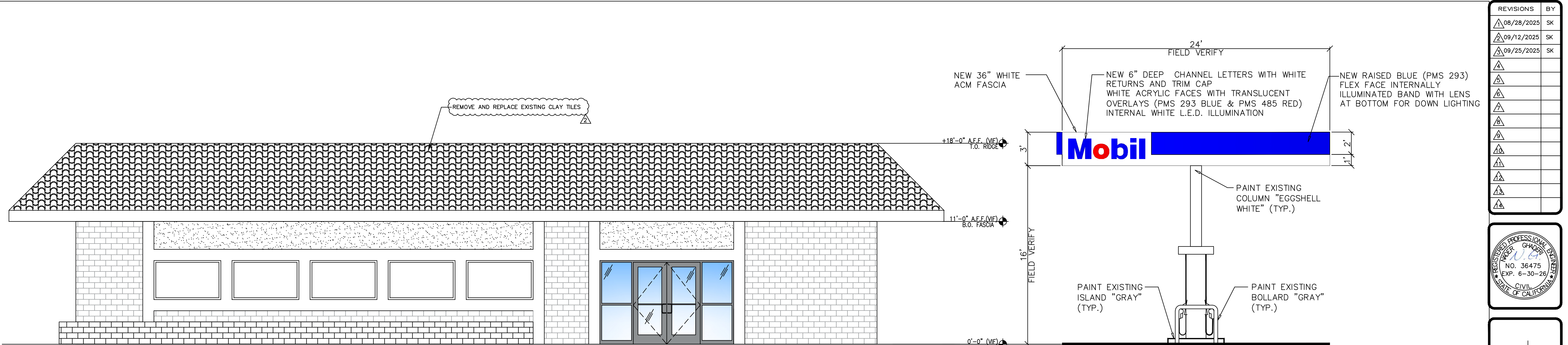
PLANS PREPARED BY:

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PLANNING ENGINEERING CONSTRUCTION MANAGEMENT
28405 SAND CANYON RD., SUITE "B"
CANYON COUNTRY, CA 91387
PHONE #: (867) 250-9333 FAX #: (867) 250-9333

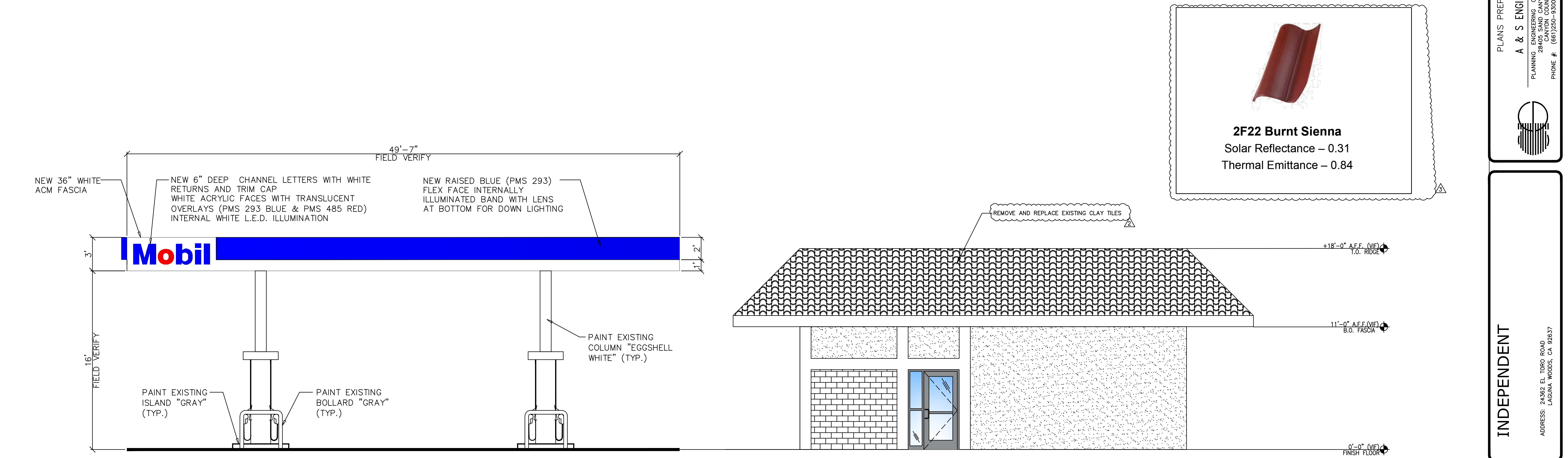
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ADDRESS: 24362 EL TORO ROAD
LAGUNA WOODS, CA 92637

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A2.0 NORTH WEST ELEVATION
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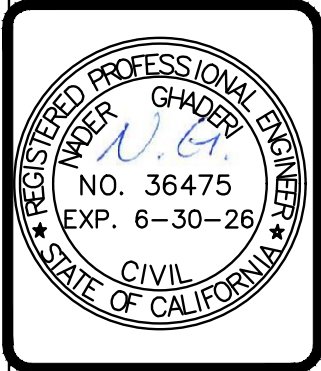


02
A2.0 SOUTH WEST ELEVATION
SCALE: 1/4"=1'-0"

PROPOSED NEW
CANOPY

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DATE	07/02/2025
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09/25/2025	SK
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PLANS PREPARED BY:

A & S ENGINEERING INC.

PLANNING ENGINEERING CONSTRUCTION MANAGEMENT
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CANYON COUNTRY, CA 91387
PHONE #: (961)250-9330 FAX #: (961) 250-9333

INDEPENDENT

ADDRESS: 24362 EL TORO ROAD
LAGUNA WOODS, CA 92637

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DATE	07/02/2025
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9.1

**WOODS END WILDERNESS PRESERVE TRAIL
DRAINAGE AND IMPROVEMENT PROJECT**

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City of Laguna Woods Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: October 15, 2025 Regular Meeting

SUBJECT: Woods End Wilderness Preserve Trail Drainage and Improvement Project

Recommendation

1. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2025-27 BUDGET AND WORK PLAN FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, AND FISCAL YEAR 2026-27 COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027, INCREASING GENERAL FUND AND CAPITAL PROJECTS FUND APPROPRIATIONS FOR THE “WOODS END WILDERNESS PRESERVE TRAIL DRAINAGE AND IMPROVEMENT PROJECT”

AND

2. Approve the “Woods End Wilderness Preserve Trail Drainage and Improvement Project” plans and specifications as prepared by the project architect and their licensed professionals.

AND

3. Approve a notice of exemption for the “Woods End Wilderness Preserve Trail Drainage and Improvement Project” 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

4. Award a contract agreement to Millsten Enterprises, Inc. for the construction of the “Woods End Wilderness Preserve Trail Drainage and Improvement Project”, in the amount of \$446,694.60, plus authorized change orders not to exceed 15% (\$67,004.19) 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 Woods End Wilderness Preserve Trail Drainage and Improvement Project is included in the Fiscal Years 2025-36 Capital Improvement Program and involves the construction and refurbishment of drainage and entry facilities at Woods End Wilderness Preserve, as well as work related to accessibility, safety, and security. The project is intended to improve drainage and manage stormwater runoff from the Woods End Wilderness Preserve trail. The work will also enhance the safety, visibility, and condition of City-maintained park areas.

Discussion

Today’s meeting is an opportunity for City Council action, as well as public input, on the Woods End Wilderness Preserve Trail Drainage and Improvement Project.

Staff recommends that the City Council take the following four actions to allow construction to proceed:

Recommendation 1

Adoption of a resolution amending and adopting the Fiscal Years 2025-27 Budget and Work Plan for Fiscal Year 2025-26 commencing July 1, 2025 and ending June 30, 2026, and Fiscal Year 2026-27 commencing July 1, 2026 and ending June 30, 2027, increasing General Fund and Capital Projects Fund appropriations for the Woods End Wilderness Preserve Trail Drainage and Improvement Project (Attachment A). The proposed resolution would increase appropriations in the

amount of \$330,607 to provide sufficient funding to proceed with construction. The unassigned General Fund balance has sufficient funds to accommodate the increased appropriations, which would be transferred to the Capital Projects Fund.

With the proposed budget adjustment, the total project budget would be \$690,074.17 (\$427,619 Capital Projects Fund, \$188,048 State of California Grants Fund (Proposition 68 (Per Capita Program)), and \$74,407.17 Federal Grants Fund (American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds))). 38% of the proposed total project budget leverages federal and state funds.

Recommendation 2

Approval of the project plans and specifications as prepared by the project architect (RJM Design Group) and their licensed professionals (civTEC, Glasir Design, and GMU). The project 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.

The project plans and specifications have been reviewed by OC Parks (County of Orange) pursuant to the Woods End Wilderness Preserve lease agreement between the City and County of Orange. Staff also presented a conceptual plan for the project to the Coastal Greenbelt Authority on July 10, 2024. The Coastal Greenbelt Authority voted to support the conceptual plan (Attachment C).

Since the presentation to the Coastal Greenbelt Authority, the most significant design changes have been to modify the wall design for improved constructability, refine the landscape palette based on additional feedback from OC Parks, and remove previously contemplated bollards at the intersection of El Toro Road and Aliso Creek Road following consultation with the City Engineer.

Recommendation 3

Approval of a notice of exemption for the project (Attachment B) 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. For additional CEQA information, please refer to the Environmental Review section of this agenda report.

Recommendation 4

Award of a contract agreement to Millsten Enterprises, Inc. for the construction of the “Woods End Wilderness Preserve Trail Drainage and Improvement Project”, in the amount of \$446,694.60, plus authorized change orders not to exceed 15% (\$67,004.19) 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 on two separate occasions – April 24, 2025 through May 22, 2025 and July 24, 2025 through August 21, 2025. No bids were received during either solicitation.

Subsequent to the second unsuccessful bid solicitation, staff obtained informal bids to construct the project, outside of the standard California Public Contract Code process, as allowed by California Public Contract Code Section 20166. Staff notified four contractors of the informal bid opportunity and accepted informal bids from August 29, 2025 through September 30, 2025.

Three informal bids were received by September 30, 2025 (see Table 1). After review, Millsten Enterprises, Inc. is the lowest cost responsive bidder. Millsten Enterprises previously constructed “A Place for Paws” Dog Park on behalf of the initial contractor’s surety, after the initial contractor abandoned the project.

Table 1: Bids Received

Bidder	Bid Amount
GCI Construction, Inc.	\$653,222.10
Millsten Enterprises, Inc.	\$446,694.60
RG General Engineering, Inc.	\$684,104.00

It is anticipated that construction would be complete within 75 working days of the date the City issues a Notice to Proceed to the selected contractor. The City would issue the Notice to Proceed no later than November 3, 2025.

Environmental Review

The project is categorically exempt from CEQA pursuant to California Code of Regulations, Title 14, Sections 15301 and 15304. For additional information, refer to the proposed notice of exemption (Attachment B).

Fiscal Impact

Please refer to the preceding discussion regarding Recommendation 1.

Report Prepared With: April Baumgarten, Public Works Administrator

Attachments: A – Proposed Resolution
B – Proposed Notice of Exemption
C – Coastal Greenbelt Authority Letter dated July 11, 2024

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RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2025-27 BUDGET AND WORK PLAN FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, AND FISCAL YEAR 2026-27 COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027, INCREASING GENERAL FUND AND CAPITAL PROJECTS FUND APPROPRIATIONS FOR THE “WOODS END WILDERNESS PRESERVE TRAIL DRAINAGE AND IMPROVEMENT PROJECT”

WHEREAS, the Fiscal Years 2025-26 Budget (“Budget”) was adopted by the City Council on June 25, 2025 (Resolution No. 25-18); and

WHEREAS, per City Administrative Policy 2.9, increases in adopted fund-level Budget appropriations require City Council approval; and

Woods End Wilderness Preserve Trail Drainage and Improvement Project

WHEREAS, the “Woods End Wilderness Preserve Trail Drainage and Improvement Project” is included in the Capital Improvement Program; and

WHEREAS, appropriations for the Woods End Wilderness Preserve Trail Drainage and Improvement Project were established in an amount estimated as of December 2024, subject to the completion of design documents, construction drawings, and competitive bidding; and

WHEREAS, design documents, construction drawings, and bidding for the Woods End Wilderness Preserve Trail Drainage and Improvement Project are now complete; and

WHEREAS, staff estimates that additional appropriations in the amount of \$330,607 will be required to construct the Woods End Wilderness Preserve Trail Drainage and Improvement Project; and

WHEREAS, the City Council wishes to increase Fiscal Year 2025-26 appropriations for the Capital Projects Fund for the Woods End Wilderness Preserve Trail Drainage and Improvement Project in the amount of \$330,607; and

WHEREAS, the unassigned General Fund balance has sufficient funds to accommodate the increased appropriations; and

WHEREAS, the increased appropriations in the General Fund would be used to transfer that same amount to the Capital Projects Fund; Capital Projects Fund appropriations would be increased accordingly; and

WHEREAS, with the proposed Budget adjustment, the total Woods End Wilderness Preserve Trail Drainage and Improvement Project budget would be \$690,074.17 (\$427,619 Capital Projects Fund, \$188,048 State of California Grants Fund (Proposition 68 (Per Capita Program)), and \$74,407.17 Federal Grants Fund (American Rescue Plan Act (Coronavirus Local Fiscal Recovery Funds))).

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

SECTION 1. Section 2 of Resolution No. 25-18, as previously amended by Resolution No. 25-28, is hereby amended, in its entirety, to read as follows:

The budget appropriations authorized, on a fund level, are:

	<i>Fiscal Year 2025-26 Adopted Budget</i>	<i>Fiscal Year 2024-25 Carryover Appropriations</i>	<i>Fiscal Year 2025-26 Budget Amendments</i>	<i>Fiscal Year 2025-26 Amended Budget</i>
General Fund	\$10,814,328 (includes transfers to Capital Projects Fund of \$1,860,000 and to the Senior Mobility Fund of \$406,052)	\$64,902	\$16,347	\$10,895,577 (includes transfers to Capital Projects Fund of \$1,860,000 and to the Senior Mobility Fund of \$406,052)
Capital Projects Fund	\$1,860,000	\$687,100	\$330,607	\$2,877,707
Fuel Tax	\$404,557	-	-	\$404,557
Road Maintenance & Rehabilitation Program	\$515,824	\$14,993	-	\$530,817
Measure M2 (OC Go)	\$267,780	-	-	\$267,780
Service Authority for Abandoned Vehicles	\$0	-	-	\$0

ITEM 9.1 – Attachment A

Supplemental Law Enforcement Services	\$231,600	-	-	\$231,600
Mobile Source Reduction	\$10,000	-	-	\$10,000
PEG/Cable Television	\$15,000	-	-	\$15,000
Senior Mobility	\$652,598	-	-	\$652,598
Community Development Block Grant (CDBG)	\$500,000	-	-	\$500,000
Federal Grants	\$0	\$233,233	-	\$233,233
State of California Grants	\$0	\$274,924	-	\$274,924
Miscellaneous Special Revenue	\$0	-	-	\$0
Laguna Woods Civic Support Fund	\$300	-	-	\$300
Less: Transfer to Other Funds	(\$2,266,052)	-	(\$330,607)	(\$2,596,659)
TOTAL	\$13,005,935	\$1,275,151	\$16,347	\$14,297,433

^A Fund Budget Adjustment CC-25/26-01: City Manager Agreement, +\$16,347 (R 25-28)

^A Fund Budget Adjustment CC-25/26-02: Woods End Project, +\$330,607 (R 25-XX)

	<i>Fiscal Year 2026-27 Adopted Budget</i>	<i>Fiscal Year 2025-26 Carryover Appropriations</i>	<i>Fiscal Year 2026-27 Budget Amendments</i>	<i>Fiscal Year 2026-27 Amended Budget</i>
General Fund	\$9,611,466 (includes transfers to Capital Projects Fund of \$350,000 and to the Senior Mobility Fund of \$406,052)	-	\$19,674	\$9,631,140 (includes transfers to Capital Projects Fund of \$350,000 and to the Senior Mobility Fund of \$406,052)
Capital Projects Fund	\$350,000	-	-	\$350,000
Fuel Tax	\$439,580	-	-	\$439,580
Road Maintenance & Rehabilitation Program	\$529,206	-	-	\$529,206
Measure M2 (OC Go)	\$284,878	-	-	\$284,878
Service Authority for Abandoned Vehicles	\$0	-	-	\$0
Supplemental Law Enforcement Services	\$231,600	-	-	\$231,600

ITEM 9.1 – Attachment A

Mobile Source Reduction	\$10,500	-	-	\$10,500
PEG/Cable Television	\$15,000	-	-	\$15,000
Senior Mobility	\$686,906	-	-	\$686,906
Community Development Block Grant (CDBG)	\$500,000	-	-	\$500,000
Federal Grants	\$0	-	-	\$0
State of California Grants	\$0	-	-	\$0
Miscellaneous Special Revenue	\$0	-	-	\$0
Laguna Woods Civic Support Fund	\$300	-	-	\$300
Less: Transfer to Other Funds	(\$756,052)	-	(\$0)	(\$756,052)
TOTAL	\$12,309,436	\$0	\$19,674	\$12,329,110

^A Fund Budget Adjustment CC-26/27-01: City Manager Agreement, +\$19,674 (R 25-28)

The budget appropriations authorized by this section reflect the Fiscal Years 2025-26 adopted budgets, plus authorized budget adjustments approved between July 1, 2025 and the date of this amendment. The budget appropriations authorized by this section also include carryovers of approved, but unspent, budget appropriations from prior fiscal years. Such carryovers were approved by the City Council with the adoption of the current budget and/or pursuant to Administrative Policy 2.9.

SECTION 2. 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 2025.

SHARI L. HORNE, 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. 25-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 2025, by the following vote:

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

YOLIE TRIPPY, CMC, City Clerk

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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: Woods End Wilderness Preserve Trail Drainage and Improvement Project

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

Project Location – Specific: The project is located at 24995 El Toro Road, Laguna Woods, CA 92637. The Orange County Assessor's Parcel Number is 622-071-22. The project location is owned by the City of Laguna Woods and commonly referred to as "Woods End Wilderness Preserve."

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

Description of Nature, Purpose, and Beneficiaries of Project: The project involves the construction and refurbishment of drainage and entry facilities at Woods End Wilderness Preserve, as well as work related to accessibility, safety, and security. The project is intended to improve drainage and manage stormwater runoff from the Woods End Wilderness Preserve trail. The work will also enhance the safety, visibility, and condition of City of Laguna Woods-maintained park areas.

Name of Public Agency Approving Project: City of Laguna Woods

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

Exempt Status:

X	Categorical Exemption (Sec. 15301, Sec 15304)
	Declared Emergency (Sec. 21080(b)(3); 15269(a))
	Emergency Project (Sec. 21080(b)(4); 15269(b)(c))
	Ministerial (Sec. 21080(b)(1); 15268)

NOTICE OF EXEMPTION**WOODS END WILDERNESS PRESERVE TRAIL DRAINAGE AND IMPROVEMENT PROJECT****CITY OF LAGUNA WOODS**

	Statutory Exemption
	Not Subject to CEQA (Sec. 15061(b)(3))

Reasons Why Project is Exempt:CLASS 1

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 (a) of Section 15301 provides the following as non-exclusive examples of types of “existing facilities”: “Interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances.”

Subsection (d) of Section 15301 provides the following as non-exclusive examples of types of “existing facilities”: “Restoration or rehabilitation of deteriorated or damaged structures, facilities, or mechanical equipment to meet current standards of public health and safety, unless it is determined that the damage was substantial and resulted from an environmental hazard such as earthquake, landslide, or flood.”

Subsection (f) of Section 15301 provides the following as non-exclusive examples of types of “existing facilities”: “Addition of safety or health protection devices for use during construction of or in conjunction with existing structures, facilities, or mechanical equipment, or topographical features including navigational devices.”

The project location is Woods End Wilderness Preserve, a parcel that serves as an entryway into, and part of, the Laguna Coast Wilderness Park. Due to the wilderness setting and limitations placed upon the parcel by way of a lease agreement with the County of Orange for inclusion in the Laguna Coast Wilderness Park, the project will make only limited, targeted modifications for the purposes of (1) improving drainage and managing stormwater runoff from the Woods End Wilderness Preserve trail and (2) enhancing the safety, visibility, and condition of City of Laguna Woods-maintained park areas. The project does not include any expansion of the existing use.

The project location has been only minimally improved since approximately 2011, when the parcel become subject to lease by the County of Orange. The project will remove and replace existing, deteriorated amenities such as fencing and gates. The deterioration being addressed is principally a product of wear and tear, not damage from an environmental hazard.

The project includes the construction of three drainage dips and grading on a small portion of the parcel to control erosion and prevent sediment and other materials from entering El Toro Road and the public storm drain system. The grading is minor in nature and will not significantly alter the

NOTICE OF EXEMPTION**WOODS END WILDERNESS PRESERVE TRAIL DRAINAGE AND IMPROVEMENT PROJECT****CITY OF LAGUNA WOODS**

use or appearance of the parcel. The grading will largely occur within existing trail surfaces and is anticipated to reduce future erosion- and stormwater runoff-related deterioration of graded surfaces, thereby better maintaining the existing trail use. The project also includes the construction of a new catch basin and related piping and stencil. The improvements will improve drainage and manage stormwater runoff and, by doing so, protect public health, safety, and welfare.

The project also includes the removal and replacement of signage, landscaping, and fencing, as well as related electrical and plumbing utilities. The new signage will enhance wayfinding and the visibility of rules and information necessary for safe use of the project location. The new signage includes a new monument sign that will be integrated into a new concrete wall of varying height. The concrete wall will act as a barrier to control erosion and prevent sediment and other materials from entering El Toro Road and the public storm drain system. The new landscape palette was coordinated with the County of Orange for environmental appropriateness and with the Orange County Fire Authority's Fuel Modification Zone Plan List (Guideline C-05) due to the project location being within a Very High Fire Hazard Severity Zone. For example, five new Coast Live Oak trees will be planted; the Coast Live Oak tree appears on the Orange County Fire Authority's Fuel Modification Zone Plant List (Guideline C-05) with the following notation: "Plant species native to Orange County Acceptable in all fuel modification wet and dry zones in all locations." The new landscaping is designed to comply with the City of Laguna Woods' Water Efficient Landscape Ordinance (Laguna Woods Municipal Code Chapter 10.03). The Laguna Woods City Council adopted the City of Laguna Woods' Water Efficient Landscape Ordinance to be at least as effective as the Model Water Efficient Landscape Ordinance included in Title 23, Division 2, Chapter 2.7, of the California Code of Regulations.

New lighting will be installed as part of the project; however, such lighting will be limited to a small portion of the parcel and serve to promote safety by enhancing wayfinding and the visibility of the parcel, including to traffic on nearby El Toro Road and Aliso Creek Road. The new lighting will be principally ambient in nature. The lighting will not support any expanded use of the parcel.

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

CLASS 4

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 15304 (Class 4, Minor Alterations to Land). Section 15304 exempts from environmental review "minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry and agricultural purposes."

Subsection (b) of Section 15304 provides the following as non-exclusive examples of types of "minor alterations to land": "New gardening or landscaping, including the replacement of existing conventional landscaping with water efficient or fire resistant landscaping."

Section 15300.2 of the State CEQA Guidelines prohibit the use of a categorical exemption "for a project which may result in damage to scenic resources, including but not limited to, trees, historic

NOTICE OF EXEMPTION
WOODS END WILDERNESS PRESERVE TRAIL DRAINAGE AND IMPROVEMENT
PROJECT
CITY OF LAGUNA WOODS

buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway.” The project location is not designated as a state scenic highway.

Based on the scope of work, as well as the analysis pertaining to the Class 1 exemption in this Notice of Exemption, the project meets the criteria for Class 4 categorical exemption.

Lead Agency Contact Person:

Signature: _____ Date: _____
Justin J. Faylona
Senior Planner
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.

COASTAL GREENBELT AUTHORITY

13042 Old Myford Road
Irvine, CA 92602

July 11, 2024

Regarding: Woods End Wilderness Preserve Trail Drainage and Improvement Project by the City of Laguna Woods

Christopher Macon, Laguna Woods City Manager and Mayor and Councilmembers,

The Coastal Greenbelt Authority (CGA) is the cooperative management authority for Laguna Coast Wilderness Park and Aliso and Wood Canyons Wilderness Park. The CGA members represent the park's landowners – County of Orange, Cities of Laguna Beach, and Laguna Woods, as well as local environmental organizations, and Laguna Canyon Homeowners (CANDO) who were part of the negotiations for the purchase of the Laguna Laurel Development land for parkland. The guiding documents for the CGA oversight are the General Development (GDP) and Resource Management (RMP) Plans for Laguna Coast Wilderness Park and the Resource Management Plan for Aliso and Wood Canyons Wilderness Park.

The Coastal Greenbelt Authority received a presentation on the Woods End Wilderness Preserve Trail Drainage and Improvement Project at our July 10, 2024 meeting. The Goals of reducing stormwater runoff to El Toro Road without reintroducing paved surfaces, refreshing the existing entry facilities, and enhancing wayfinding from El Toro Road are commendable. These goals along with relocating the pedestrian entrance closer to on-street parking, maintaining a plant palette representative of Laguna Coast Wilderness Park, adding bollards at the intersection of El Toro Road and Aliso Creek Road, and adding video surveillance at the frontage are all an improvement for the Woods End entry. Most importantly the proposed project has funding from the CA Proposition 68 with a city general fund matching and from the American Rescue Plan Act.

The Coastal Greenbelt Authority unanimously voted to support and encourage the award and execution of a construction contract prior to the end of the year. We look forward to seeing the completion of this project which enhances the Woods Entry to Laguna Coast Wilderness Park. Thank you for being good wilderness park stewards.

Mary Fegraus

Mary Fegraus, Chair Coastal Greenbelt Authority

cc: Coastal Greenbelt Authority Members

OC Parks Director Pam Passow

County of Orange Fifth District Supervisor Foley