CITY of LAGUNA WOODS
CITY COUNCIL
AGENDA

Regular Meeting
Wednesday, November 19, 2025
2:00 p.m.

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

Shari L. Horne
Mayor

Annie McCary
Mayor Pro Tem

Pearl Lee
Councilmember

Cynthia Conners
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: Public comments/testimony are accepted 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 of Laguna Woods 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 or the California Relay Service at (800) 735-2929/TTY (800) 735-2922. The City of Laguna Woods 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, the City of Laguna Woods posts agendas at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637; on the City of Laguna Woods' 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 of Laguna Woods' 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 except when prohibited by law.

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

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, visit www.cityoflagunawoods.org/email-notifications, email cityhall@cityoflagunawoods.org, or contact the City Clerk's Office at (949) 639-0500. Please note that the City of Laguna Woods 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 regarding this agenda, please contact the City Clerk's Office at (949) 639-0500, cityhall@cityoflagunawoods.org, or 24264 El Toro Road, Laguna Woods, CA 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, CA 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.

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

11/14/25
Date

OPTIONS FOR PUBLIC COMMENTS/TESTIMONY

1. In Person

Members of the public wishing to address the Laguna Woods City Council on items appearing on this agenda are advised to indicate their interest in doing so by submitting a speaker card to City of Laguna Woods staff or proceeding to the podium, one-by-one, at the time an item is considered.

Members of the public wishing to address the Laguna Woods 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 Laguna Woods City Council.

Speakers are requested, but not required, to identify themselves, either on speaker cards or in comments or testimony. Speakers are advised that their names and any information submitted on speaker cards or otherwise provided in writing to the City of Laguna Woods 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 mailed or 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 of Laguna Woods prior to 2:00 p.m. on the day of this meeting.

Written public comments/testimony will be provided to the Laguna Woods 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 of Laguna Woods 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 of Laguna Woods 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 are not guaranteed to be correct or all-inclusive as Zoom and YouTube may modify 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 of Laguna Woods plans to live stream this meeting on Zoom (audio and/or video). ***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: 161 548 2089
- Click on "Join"
- Open the Zoom application following the on-screen prompts
- Enter the following meeting passcode: 24264
- Follow any additional 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 of Laguna Woods and others. No party should expect privacy of such information.

2. Zoom (on a telephone)

The City of Laguna Woods plans to live stream this meeting on Zoom (audio and/or video). ***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: 161 548 2089
- There is no participant ID; follow prompts to bypass
- If asked for a passcode enter: 24264

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

3. YouTube

The City of Laguna Woods plans to live stream this meeting on YouTube (audio and/or video). ***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 of Laguna Woods and others. No party should expect privacy of such information.

4. Cable Television

The City of Laguna Woods plans to broadcast this meeting on cable television Channel 3 within Laguna Woods Village (audio and/or video). ***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 Family Caregivers Month – November 2025
(agendized by Mayor Horne)

Recommendation: Approve and present the proclamation.

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. As a reminder, each speaker will have the opportunity to speak for up to three minutes, unless otherwise allowed by the City Council.

Please note that, pursuant to state law, the City Council is unable to take action on items not appearing on this agenda, 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 October 2025.

6.2 Quarterly Financial Report

Recommendation: Receive and file the Quarterly Financial Report for the first quarter of Fiscal Year 2025-26.

VII. CONSENT CALENDAR

About the Consent Calendar: All items appearing 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 October 15, 2025.

7.2 Payment Register

Recommendation: Approve the payment register dated November 19,

2025 in the amount of $1,260,471.63.

7.3 Advanced Transportation Management Solution

Recommendation: Approve an amendment to the agreement with Econolite Systems, Inc. for Centracs® Mobility services and authorize the City Manager to execute the amendment, subject to approval as to form by the City Attorney

7.4 Circulation Improvement Project – Fiscal Year 2024-25

Recommendation:

1. Approve the final record plans and specifications reflecting completion of the "Circulation Improvement Project – Fiscal Year 2024-25" as prepared by the project engineer.

AND

2. Accept project completion of the contract agreement with Bear Electrical Solutions, LLC for the construction of the "Circulation Improvement Project – Fiscal Year 2024-25" and authorize 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. Authorize the City Manager to release the contract retention payment withheld per state law, and exonerate project posted bonds, for the "Circulation Improvement Project – Fiscal Year 2024-25," 35 days following recordation of the notice of completion with the County of Orange, to the extent allowed by state law.

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

1. Approve the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9B" specifications as prepared by the project engineer.

AND

2. Approve a notice of exemption for the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9B" finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorize the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

3. Award a contract agreement to Hardy & Harper, Inc. for the construction of the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9B", including all six alternative bid items included in the bid solicitation, in the amount of $83,578.00, plus authorized change orders not to exceed 20% ($16,715.60) 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.

7.6 Circulation Improvement Project – Fiscal Year 2025-26

1. Approve the "Circulation Improvement Project – Fiscal Year 2025-26" specifications as prepared by the project engineer.

AND

2. Approve a notice of exemption for the "Circulation Improvement Project – Fiscal Year 2025-26" finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorize the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

3. Award a contract agreement to Bear Electrical Solutions, LLC for the construction of the "Circulation Improvement Project – Fiscal Year 2025-26", in the amount of $126,535.00, plus authorized change orders not to exceed 15% ($18,980.25) 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.

7.7 Public Nuisance – 24351 Moulton Parkway, Laguna Woods, CA 92637

Recommendation: Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, FINDING AND DECLARING CONDITIONS PRESENT AT 24351 MOULTON PARKWAY, LAGUNA WOODS, CA 92637 TO BE A PUBLIC NUISANCE AND ORDERING THE ABATEMENT THEREOF PURSUANT TO THE CALIFORNIA CIVIL CODE AND THE LAGUNA WOODS MUNICIPAL CODE

7.8 League of California Cities (Cal Cities) Policy Committee Travel

Recommendation: Authorize expenditures from the City's existing City Council Department budget for airfare to and from John Wayne Airport and Sacramento International Airport, and taxi or other ground transportation to and from Sacramento International Airport and the Sacramento Convention Center, for Mayor Pro Tem McCary to participate in the League of California Cities' Community Services Policy Committee meeting on January 22, 2026, in a total amount not to exceed $600.

VIII. PUBLIC HEARINGS

8.1 2025 California Building Standards Code and Local Amendments

Recommendation:

1. Receive staff report.

AND

2. Resume the public hearing that was continued from the regular meeting of the City Council on October 15, 2025.

AND

3. Receive public testimony.

AND

4. Close the public hearing.

AND

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

   AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING TITLE 10 OF THE LAGUNA WOODS MUNICIPAL CODE (BUILDINGS AND CONSTRUCTION) AND ADOPTING BY REFERENCE THE 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 second reading and adopt an ordinance – read by title with further reading waived – titled:

   AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING TITLE 10 (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 second reading and adopt an ordinance – read by title with further reading waived – titled:

   AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING TITLE 10 (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-2023-0004, a request by Philip Bellafaire for approval of a conditional use permit amending Conditional Use Permit CUP-559 to allow for outdoor storage and alternative provisions to off-street parking regulations resulting in a reduction in off-street parking stalls at the property located at 23252 Via Campo Verde, Laguna Woods, CA 92637

Recommendation:

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Approve a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT CUP-2023-0004 TO AMEND CONDITIONAL USE PERMIT CUP-559 TO ALLOW FOR OUTDOOR STORAGE AND ALTERNATIVE PROVISIONS TO OFF-STREET PARKING REGULATIONS RESULTING IN A REDUCTION IN OFF-STREET PARKING STALLS AT THE PROPERTY LOCATED AT 23252 VIA CAMPO VERDE, LAGUNA WOODS, CA 92637, AND DETERMINING THAT THE CONDITIONAL USE PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15301 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

8.3 Conditional Use Permit CUP-2025-0002, a request by Temple Judea of Laguna Hills for approval of a conditional use permit amending Conditional Permit CP-1531 and any applicable prior approvals to allow for the establishment of a small group learning and tutoring services use at the property located at 24512 Moulton Parkway, Laguna Woods, CA 92637

Recommendation:

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Approve a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT

CUP-2025-0002 TO AMEND CONDITIONAL PERMIT CP-1531 AND ANY APPLICABLE PRIOR APPROVALS TO ALLOW FOR THE ESTABLISHMENT OF A SMALL GROUP LEARNING AND TUTORING SERVICES USE AT THE PROPERTY LOCATED AT 24512 MOULTON PARKWAY, LAGUNA WOODS, CA 92637, AND DETERMINING THAT THE CONDITIONAL USE PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

IX. CITY COUNCIL BUSINESS

9.1 Potential lease of a portion of the real property commonly known as City Centre Park located at 24121 Moulton Parkway, Laguna Woods, CA 92637

Recommendation:

1. Adopt a resolution titled:

   A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DECLARING THE PORTION OF THE REAL PROPERTY COMMONLY KNOWN AS CITY CENTRE PARK LOCATED AT 24121 MOULTON PARKWAY, LAGUNA WOODS, CA 92637 (ORANGE COUNTY ASSESSOR'S PARCEL NUMBER 616-012-18) THAT WOULD BE LEASED TO THE ORANGE COUNTY FIRE AUTHORITY FOR THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF A NEW FIRE STATION AND FOR PUBLIC SAFETY PURPOSES TO BE "EXEMPT PUBLIC LAND" AS THAT PHRASE IS DEFINED IN THE CALIFORNIA SURPLUS LAND ACT

   AND

2. Discuss and provide feedback to staff on the proposed ground lease agreement with the Orange County Fire Authority for the lease of a portion of the real property commonly known as City Centre Park located at 24121 Moulton Parkway, Laguna Woods, CA 92637 (Orange County Assessor's Parcel Number 616-012-18) to the Orange County Fire Authority for the construction, operation, and maintenance of a new fire station and for public safety purposes.

9.2 Objective Design and Development Regulations
(agendized by Councilmember Moore)

Recommendation: Provide direction to staff on the preparation and adoption of objective design and development regulations for new development and redevelopment projects.

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 of Laguna Woods and meetings attended at the expense of the City of Laguna Woods 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 Conners

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

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

Regular Meeting: Wednesday, December 17, 2025 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, CA 92637

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4.1
FAMILY CAREGIVERS MONTH – NOVEMBER 2025
(AGENDIZED BY MAYOR HORNE)

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City of Laguna Woods

Family Caregivers Month
November 2025

Proclamation

WHEREAS, every day in homes across the country, individuals with chronic or terminal illnesses, functional impairment, or disabilities receive compassionate care and support from family members and loved ones; and

WHEREAS, family caregivers play an essential role in ensuring the health and wellbeing of those most in need – managing medications, doctor appointments, and balancing work and home; and

WHEREAS, family caregivers provide a vital lifeline of connection and hope to loved ones during challenging and uncertain days, devoting immeasurable time, energy, resources; and

WHEREAS, family caregivers spend their days caring for others, while balancing the responsibilities of their own lives, including employment and raising children; and

WHEREAS, caregiving can be overwhelming and with the responsibility of family caregivers growing every year, it is important to encourage and support family caregivers as they carry out this important work.

NOW, THEREFORE, BE IT RESOLVED that the Laguna Woods City Council does hereby proclaim November 2025 as "Family Caregivers Month" in the City of Laguna Woods in recognition of the selfless sacrifices made by loved ones to care for one another.

Dated this 19th day of November 2025.

Shari L. Horne
Mayor

Attest: Yolie Trippy
City Clerk

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6.1
CITY TREASURER'S REPORT

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CITY OF LAGUNA WOODS

City Treasurer's Report
Monthly Financial Snapshot

October 2025
(prepared 11/13/25)

Financial Assets IN THE BANK as of October 31, 2025

BY FUND

General Fund (Operating) **$5,995,281**

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 **$3,131,729**

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) **$13,778,610**

BY INVESTMENT TYPE

Cash and Cash Equivalents **$525,338**
3.81% of portfolio

Pooled Money Investment Accounts **$6,670,186**
48.41% of portfolio

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

Investments - Earning **$6,583,086**
47.78% of portfolio

This includes certificates of deposit.

Total (All Funds) **$13,778,610**

Financial Assets HELD IN TRUST FUNDS as of October 31, 2025

California Employers' Pension Prefunding Trust Fund *(CEPPT)* **$313,762**

- **New Contributions** **$0**
- **Gain/(Loss) from Month Prior** **$2,542**

The CEPPT is used to prefund employee pension obligations.

California Employers' Retiree Benefit Trust Fund *(CERBT)* **$159,027**

- **New Contributions** **$0**
- **Gain/(Loss) from Month Prior** **$1,237**

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 October 31, 2025

CASH AND INVESTMENTS

	Beginning Balances As of 9/30/25	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 10/31/25	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
Cash and Cash Equivalents							
Analyzed Checking Account (Note 1)	$ 889,288	$ 565,977	$ (1,260,472)	$ 260,000	$ 454,793	3.30%	
Money Market Funds, Multi-Bank Securities (MBS) Account (Note 4)	$ 20,717	$ 33,755	$ (21,709)	$ -	$ 32,763	0.24%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	$ 45,717	$ 23,581	$ (33,755)	$ -	$ 35,543	0.26%	
Petty Cash	$ 800	$ -	$ -	$ -	$ 800	0.01%	
Laguna Woods Civic Support Fund Checking Account	$ 1,439	$ -	$ -	$ -	$ 1,439	0.01%	
Total Cash and Cash Equivalents	$ 957,961	$ 623,313	$ (1,315,936)	$ 260,000	$ 525,338	3.81%	100.00%
Pooled Money Investment Accounts							
Local Agency Investment Fund (LAIF - fair value) (Notes 2 and 3)	$ 3,728,140	$ 70,494	$ -	$ (750,000)	$ 3,048,634	22.13%	
California Asset Management Program (CAMP - fair value) (Notes 2 and 3)	$ 3,608,495	$ 13,057	$ -	$ -	$ 3,621,552	26.28%	
Total Pooled Money Investment Accounts	$ 7,336,635	$ 83,551	$ -	$ (750,000)	$ 6,670,186	48.41%	90.00%
Investments - Interest and Income Bearing							
Certificates of Deposit - non-negotiable (fair value) (Note 2)	$ 6,095,966	$ -	$ -	$ 487,120	$ 6,583,086	47.78%	
Total Investments - Interest and Income Bearing	$ 6,095,966	$ -	$ -	$ 487,120	$ 6,583,086	47.78%	90.00%
TOTAL	$ 14,390,562	$ 706,864	$ (1,315,936)	$ (2,880)	$ 13,778,610	100.00%	

Summary of Total Cash, Cash Equivalents, and Investments:

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	$ (2,675,497)	$ 3,130,290	$ 454,793
Money Market Funds, MBS Account	$ 32,763	$ -	$ 32,763
Earned Interest in Transit and Accrued Interest, MBS Account	$ 35,543	$ -	$ 35,543
Petty Cash	$ 800	$ -	$ 800
LAIF	$ 3,048,634	$ -	$ 3,048,634
CAMP	$ 3,621,552	$ -	$ 3,621,552
Certificates of Deposit	$ 6,583,086	$ -	$ 6,583,086
Laguna Woods Civic Support Fund Checking Account	$ -	$ 1,439	$ 1,439
Totals	$ 10,646,881	$ 3,131,729	$ 13,778,610

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

City of Laguna Woods

City Treasurer's Report

For the Month Ended October 31, 2025

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	245,252	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	245,235	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	200,842	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	246,161	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	246,786	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	244,096	245,000	3.150	Monthly	07/24/22	Green*	3.150	06/24/26
15643VAH5	2025-9	CENTRIS FED CR UN	12 months	09/26/25	10/03/25	245,000	245,502	245,000	3.900	Monthly	11/03/25	Green*	3.900	10/05/26
2546733P9	2023-5	CAPITAL ONE NATL ASSN (Note 4)	48 months	03/30/23	04/05/23	245,000	248,793	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	246,159	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	236,128	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	243,373	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	246,835	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	246,512	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	248,722	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	246,877	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	204,102	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	246,774	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	253,293	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	256,559	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	249,435	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	247,198	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	252,453	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	247,279	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	249,182	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	246,446	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	248,085	245,000	4.050	Monthly	06/22/25	Green***	4.050	05/22/30
38151PAL5	2025-10	GOLDMAN SACHS BK	60 months	09/30/25	10/08/25	245,000	245,010	245,000	3.750	Semi-Annual	04/08/26	Green*	3.750	10/08/30
		Accrued Interest - Month End					35,543							
		Total CDs				**6,515,000**	**6,618,629**	**6,515,000**						

(*) 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	3,039,360	3,048,634	3,039,360	Note 3	Quarterly	N/A	N/A	N/A	N/A
N/A	N/A	California Asset Management Program (CAMP)	N/A	Various	Various	3,621,552	3,621,552	3,621,552	Note 3	Monthly	N/A	N/A	N/A	N/A
		Total PMIA				**6,660,912**	**6,670,186**	**6,660,912**						

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

City of Laguna Woods

City Treasurer's Report

For the Month Ended October 31, 2025

CASH AND INVESTMENTS

	Beginning Balances As of 9/30/25	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 10/31/25
Other Post-Employment Benefits (OPEB) Trust					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (Note 2) (CERBT holds all assets and administers the OPEB Trust)	$ 157,789	$ -	$ (10)	$ 1,247	$ 159,027
Employer Pension Contributions Trust					
CalPERS California Employers' Pension Prefunding Trust (CEPPT) (Note 2) (CEPPT holds all assets and administers the Employer Pension Contributions Trust)	$ 311,220	$ -	$ (61)	$ 2,603	$ 313,762
Total Other Funds - Held in Trust	$ 469,009	$ -	$ (71)	$ 3,850	$ 472,788

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

City of Laguna Woods

City Treasurer's Report

For the Month Ended October 31, 2025

CASH AND INVESTMENTS

Notes:

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

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

LAIF / The City made no deposits to the LAIF account and withdrew $750,000, which was transferred to the City's checking account for cash flow purposes. 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 made no deposits to or withdrawals from the CAMP account. Interest earned and posted in October 2025 was $13,056.83.

Investments / There were no maturities of investments. The City invested $490,000 cash balance in two Certificates of Deposit: $245,000 in a Centris Federal Credit Union Certificate of Deposit for a 12-month term at a 3.900% yield rate and $245,000 in a Goldman Sachs Bank Certificate of Deposit for a 60-month term at a 3.750% yield rate. Investments were adjusted in the amount of ($2,879.65) to report balances at fair market value as of October 31, 2025.

OPEB Trust / The City made no contributions to or withdrawals from the OPEB Trust. The OPEB Trust experienced a net gain of $1,237.11 in October 2025.

Employer Pension Contributions Trust / The City made no contributions to or withdrawals from the CEPPT account. The Trust experienced a net gain of $2,541.85 in October 2025.

Note 3 - Investment earnings on pooled money investment accounts deposited and reported in October 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	$70,494.21	See Notes	4.150%	January 2026	The pool interest yield for October 2025 was 4.150% and the City's yield will be slightly lower based on allocation ratios and administrative fees to be deducted.
CAMP	Monthly	$13,056.83	October 31, 2025	4.260%	November 2025	The monthly distribution yield for October 2025 was 4.260%. 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 $33,755.07 and transferred out $21,708.90 in Money Market Funds balances to the City's checking account in October 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 October 31, 2025 was 3.17%. The City's portfolio also has $35,542.52 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

6.2
QUARTERLY FINANCIAL REPORT

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City of Laguna Woods
Fiscal Year 2025-26 Fourth Quarter Financial Report
Quarter Ended September 30, 2025
(25% of Year Elapsed - Unaudited Amounts)

As required by Administrative Policy 2.9, "the Administrative Services Director/City Treasurer shall prepare and submit a quarterly budget report to the City Council within 60 days of the end of each quarter. The report shall include actual year-to-date revenue projections or anticipated expenditures by fund; information regarding any change in revenue projections or anticipated expenditures that is likely to impact the ability to carry out budgeted activities; and, notification of all expenditures made from the Paid Leave Contingency Fund and Self-Insurance Contingency Fund during the subject quarter."

General Fund

	Amended Budget	YTD Actual @ 9/30/25	Actual % of Budget	Variance Explanation
Revenues:				
Property Tax	$ 3,705,800	$ 34,946	1%	Note 1
Property Transfer Tax	130,000	24,875	19%	
Sales Tax	1,239,000	164,174	13%	Note 2
Cannabis Business Tax	1,200,000	280,886	23%	
Franchise Fees	883,200	20,000	2%	Note 3
Transient Occupancy Tax	597,900	123,350	21%	Note 4
Development Processing Fees	887,000	226,175	25%	
Interest	395,000	32,095	8%	Note 5
Miscellaneous	265,300	10,365	4%	
Total Revenues	9,303,200	916,866	10%	
Expenditures:				
City Council	22,167	3,905	18%	
General Government	1,329,036	317,048	24%	
Administrative Services	593,935	122,579	21%	
Engineering & Infrastructure Services	470,600	52,222	11%	
Planning & Environmental Services	2,263,799	320,128	14%	
Public Safety Services	3,907,119	860,157	22%	
Information Technology & Cyber Security	42,869	898	2%	
Total Expenditures	8,629,525	1,676,937	19%	
Transfers from Other Funds	265,914	265,914	100%	
Transfers to Other Funds	2,266,052	2,266,052	100%	
Net Change in Fund Balance	(1,326,463)	(2,760,209)		
Beginning Fund Balance	11,070,164	11,070,164		
Ending Fund Balance	$ 9,743,701	$ 8,309,955		

Fund Balance Detail:	June 30, 2025	June 30, 2026	
Nonspendable - Prepaid Items	$ 31,869	$ -	
Restricted			
Employee Benefits	298,114	298,114	
SMIP 5%	2,942	2,942	
SB1473 10%	1,921	1,921	
SB1473 10%	24	24	
Committed			
Waste Diversion	63,083	63,083	
Assigned			
Paid Leave Contingency	147,189	147,189	No change during quarter
Self Insurance Contingency	50,000	500,000	Note 6
General Fund Contingency	3,556,511	4,004,411	Equals 50% of budgeted revenues (Three contingency accounts combined)
Unassigned	6,918,511	3,292,271	
Total	$ 11,070,164	$ 8,309,955	

City of Laguna Woods
Fiscal Year 2025-26 Fourth Quarter Financial Report
Quarter Ended September 30, 2025
(25% of Year Elapsed - Unaudited Amounts)

Other Funds

	Amended Budget	YTD Actual @ 9/30/25	Actual % of Budget	Variance Explanation
Fuel Tax				
Revenues	$ 529,000	$ 88,991	17%	Note 7
Expenditures	404,557	24,335	6%	
Net Change	124,443	64,656		
Beginning Fund Balance	572,737	572,737		
Ending Fund Balance	$ 697,180	$ 637,393		
Road Maintenance & Rehabilitation Program				
Revenues	$ 510,600	$ 39,241	8%	Note 8
Expenditures	530,817	155	0%	
Net Change	(20,217)	39,086		
Beginning Fund Balance	1,398,055	1,398,055		
Ending Fund Balance	$ 1,377,838	$ 1,437,141		
Measure M2 (OC Go)				
Revenues	$ 332,600	$ 55,424	17%	Note 7
Expenditures	267,780	48,425	18%	
Net Change	64,820	6,999		
Beginning Fund Balance	296,758	296,758		
Ending Fund Balance	$ 361,578	$ 303,757		
Service Authority for Abandoned Vehicles (SAAV)				
Revenues	$ 1,000	$ -	-	
Expenditures	-	-	-	
Net Change	1,000	-		
Beginning Fund Balance	42,209	42,209		
Ending Fund Balance	$ 43,209	$ 42,209		
Supplemental Law Enforcement Services Act (SLESA)				
Revenues	$ 200,400	$ 13,312	7%	Note 8
Expenditures	231,600	57,900	25%	
Net Change	(31,200)	(44,588)		
Beginning Fund Balance	56,672	56,672		
Ending Fund Balance	$ 25,472	$ 12,084		
Mobile Source Reduction				
Revenues	$ 28,000	$ 5,969	21%	
Expenditures	10,000	-	-	
Net Change	18,000	5,969		
Beginning Fund Balance	138,757	138,757		
Ending Fund Balance	$ 156,757	$ 144,726		

City of Laguna Woods
Fiscal Year 2025-26 Fourth Quarter Financial Report
Quarter Ended September 30, 2025
(25% of Year Elapsed - Unaudited Amounts)

	Amended Budget	YTD Actual @ 9/30/25	Actual % of Budget	Variance Explanation
PEG/Cable Television				
Revenues	$ 16,400	$ -	0%	
Expenditures	15,000	-	0%	
Net Change	1,400	-		
Beginning Fund Balance	86,417	86,417		
Ending Fund Balance	$ 87,817	$ 86,417		
Senior Mobility				
Revenues	$ 424,900	$ 17,829	4%	Note 7
Expenditures	652,598	48,765	7%	
Transfer In from General Fund	406,052	406,052	100%	
Net Change	178,354	375,116		
Beginning Fund Balance	24,021	24,021		
Ending Fund Balance	$ 202,375	$ 399,137		
Community Development Block Grant (CDBG)				
Revenues	$ 500,000	$ -	0%	Note 9
Expenditures	500,000	15,826	3%	
Net Change	-	(15,826)		
Beginning Fund Balance	-	-		
Ending Fund Balance	$ -	$ (15,826)		
Federal Grants Programs Fund				
Revenues	$ 277,000	$ -	0%	Note 10
Expenditures	233,233	-	0%	
Net Change	43,767	-		
Beginning Fund Balance	-	-		
Ending Fund Balance	$ 43,767	$ -		
State of California Grants				
Revenues	$ 388,000	$ -	0%	Note 9
Expenditures	274,924	18,365	7%	
Net Change	113,076	(18,365)		
Beginning Fund Balance	(200,374)	(200,374)		
Ending Fund Balance	$ (87,298)	$ (218,739)		
Miscellaneous Special Revenue Fund				
Revenues	$ 400		-	
Expenditures	-	-	-	
Net Change	400	-		
Beginning Fund Balance	362	362		
Ending Fund Balance	$ 762	$ 362		

City of Laguna Woods
Fiscal Year 2025-26 Fourth Quarter Financial Report
Quarter Ended September 30, 2025
(25% of Year Elapsed - Unaudited Amounts)

	Amended Budget	YTD Actual @ 9/30/25	Actual % of Budget	Variance Explanation
Capital Projects				
Revenues	$ 85,000	$ -	-	
Expenditures	2,547,100	20,310	1%	
Transfer In from General Fund	1,860,000	1,860,000	100%	
Net Change	(602,100)	1,839,690		
Beginning Fund Balance	1,224,372	1,224,372		
Ending Fund Balance	$ 622,272	$ 3,064,062		

Capital Projects Expenditure Detail:			
City Centre Park Enhancement Project	$ 66,936	$ 5,104	8%
Circulation Improvement Project	25,838	1,550	6%
CIP - Woods End Wilderness Trail Drainage and Improvement Project	34,673	3,929	11%
Transit Shelter & Street Furniture Project	75,000	-	0%
CIP - Paseo De Valencia-Moulton Parkway Confluence Bypass Corridor Project	109,946	-	0%
Pavement Management Plan Project FY 25-26	85,000	-	0%
Public Works Warehouse Project	50,000	-	0%
City Hall Refurb Safety: Ph 4	445,360	5,102	1%
City Hall Refurb Safety: Ph 5	1,604,347	4,625	0%
City Hall Complex Parking Lot Improvement Project	50,000	-	0%
	$ 2,547,100	$ 20,310	1%

Notes:

1. The first substantial revenue from property tax is received in January
2. Represents the July distribution received from the State; the August distribution was received in October
3. Represents 1st quarter CR&R fees; 1st quarter GRF and Cox fees are expected to be received in November
4. Represents the July and August payments; the September payment was received in October
5. Interest rates are beginning to decrease; amount represents two months of interest received
6. Reserve amount was increased with City Council approval on August 20, 2025 with Resolution #25-25
7. Represents July and August revenue, received in August and September
8. Represents one month of revenue received in September
9. Reimbursable grant; revenues are received after expenditures are incurred and submitted for reimbursement
10. Revenues are recognized when all expenditures are incurred

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: November 19, 2025 Regular Meeting

SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the November 19, 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 November 19, 2025 Consent Calendar contains the following items:

7.1 Approval of the City Council meeting minutes for the regular meeting on October 15, 2025.

7.2 Approval of the payment register dated November 19, 2025 in the amount of $1,260,471.63. 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 an amendment to the agreement with Econolite Systems, Inc. for Centracs® Mobility services and authorization for the City Manager to execute the amendment, subject to approval as to form by the City Attorney. On March 20, 2024, the City Council approved an agreement with Econolite Systems for an advanced transportation management solution (Centracs® Mobility) to manage the City's traffic signals. Centracs® Mobility was implemented in January 2025 and is performing well. Econolite Systems has notified the City of increased annual subscription fees for Centracs® Mobility services for the 2026, 2027, and 2028 calendar years. The proposed amendment would update the existing agreement to reflect the increased annual subscription fees. The fiscal impact of the increased annual subscription fees is less than $5,600 paid over three calendar years.

7.4 [1] Approval of the final record plans and specifications reflecting completion of the "Circulation Improvement Project – Fiscal Year 2024-25" as prepared by the project engineer (Iteris, Inc.). The final record 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.

AND

[2] Acceptance of project completion of the contract agreement with Bear Electrical Solutions, LLC for the construction of the "Circulation Improvement Project – Fiscal Year 2024-25" and authorization for 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] Authorization for the City Manager to release the contract retention payment withheld per state law, and exonerate project posted bonds, for the "Circulation Improvement Project – Fiscal Year 2024-25," 35 days following recordation of the notice of completion with the County of Orange, to the extent allowed by state law.

The Circulation Improvement Project – Fiscal Year 2024-25 is included in the Fiscal Years 2025-36 Capital Improvement Program. The City Council awarded the construction contract agreement to Bear Electrical Solutions,

LLC on November 20, 2024. Construction is now complete.

7.5 [1] Approval of the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9B" specifications as prepared by the project engineer.

AND

[2] Approval of a notice of exemption for the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9B" finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorization for the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

[3] Award of a contract agreement to Hardy & Harper, Inc. for the construction of the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9B", including all six alternative bid items included in the bid solicitation, in the amount of $83,578.00, plus authorized change orders not to exceed 20% ($16,715.60) of the base amount; and authorization for the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney.

An agenda report is included with additional information.

7.6 [1] Approval of the "Circulation Improvement Project – Fiscal Year 2025-26" specifications as prepared by the project engineer.

AND

[2] Approval of a notice of exemption for the "Circulation Improvement Project – Fiscal Year 2025-26" finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorization for the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

[3] Award of a contract agreement to Bear Electrical Solutions, LLC for the construction of the "Circulation Improvement Project – Fiscal Year 2025-26", in the amount of $126,535.00, plus authorized change orders not to exceed 15% ($18,980.25) of the base amount; and authorization for the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney.

An agenda report is included with additional information.

7.7 Adoption of a resolution finding and declaring conditions present at 24351 Moulton Parkway, Laguna Woods, CA 92637 to be a public nuisance and ordering the abatement thereof pursuant to the California Civil Code and the Laguna Woods Municipal Code. The City is engaged in legal action to abate nuisance conditions at the property commonly known as the Rossmoor Electric building. The proposed resolution is a procedural step necessary to obtain Superior Court authorization to abate a houseboat that is stored on the property in a manner that presents a danger to the health, property, safety, and welfare of the public. The City Manager, acting as the Administrative Hearing Officer, previously declared the houseboat to be a public nuisance.

7.8 Authorization of expenditures from the City's existing City Council Department budget for airfare to and from John Wayne Airport and Sacramento International Airport, and taxi or other ground transportation to and from Sacramento International Airport and the Sacramento Convention Center, for Mayor Pro Tem McCary to participate in the League of California Cities' Community Services Policy Committee meeting on January 22, 2026, in a total amount not to exceed $600. Mayor Pro Tem McCary was appointed by David Penaloza, President of the Orange County Division of the League of California Cities, to serve as one of two Orange County Division representatives on the League of California Cities' 2026 Community Services Policy Committee. Information on the League of California Cities' Community Services Policy Committee is available at the following link: https://www.calcities.org/get-involved/policy-committees.

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
October 15, 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:	Conners, Lee, Moore, McCary, Horne
	ABSENT:	-

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 Conners led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS

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

City Clerk Trippy read the proclamation.

Councilmembers made comments.

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

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

Mike Summers, Division Chief, Orange County Fire Authority, made comments.

Councilmembers discussed the item and staff responded to questions.

Kathryn Freshley, resident, commented on the City's role and importance of coordination between the City and Laguna Woods Village in the event of an emergency.

City Manager Macon and councilmembers briefly responded to Ms. Freshley's comment.

Allyson Vincent, resident, commented on Laguna Woods Village's Disaster Preparedness Task Force and emergency preparedness and response.

City Manager Macon briefly responded to Ms. Vincent's comment.

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 Councilmember Conners, and carried unanimously on a 5-0 vote, to receive and file the City Treasurer's Report for the month of September 2025.

VII. CONSENT CALENDAR

Moved by Councilmember Moore, seconded by Mayor Pro Tem McCary, and carried unanimously on a 5-0 vote, to approve Consent Calendar items 7.1-7.4.

7.1 City Council Minutes

Approved 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

Approved the payment register dated October 15, 2025 in the amount of $723,457.78.

7.3 Countywide Mass Notification System

Approved 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 authorized 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

Adopted a resolution titled:

> A RESOLUTION OF THE CITY COUNCIL FO 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 QUALITYA ACT

VIII. PUBLIC HEARINGS

8.1 2025 California Building Standards Code and Local Amendments

City Manager Macon made a presentation.

Mayor Horne opened the public hearing.

Kathryn Freshley, resident, asked questions about changes in the 2025 California Building Standards Code.

City Manager Macon and Councilmember Lee briefly responded to Ms. Freshley's comments.

There were no other requests to speak from members of the public.

Councilmembers discussed the item and staff, including Building Official Chris Seely, responded to questions.

Moved by Councilmember Conners, seconded by Councilmember Moore, and carried on unanimously a 5-0 vote, to:

1. 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

2. 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

3. 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

4. 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 24264 El Toro Road, Laguna Woods, California 92637

City Manager Macon made a presentation.

Mayor Horne opened the public hearing.

Kathryn Freshley, resident, expressed disappointment in the proposed design.

City Manager Macon briefly responded to Ms. Freshley's comments.

With no other requests to speak, the public hearing was closed.

Councilmembers discussed the item. Staff and Ahmad Ghaderi, A&S Engineering, responded to questions.

Councilmember Moore left the meeting at 3:27 p.m. and returned at 3:29 p.m.

City Manager Macon proposed amending the recommended action to include an additional condition of approval reading: "19. The fuel island canopy columns shall include a stucco and brick shroud to match the building."

Mr. Ghaderi expressed support for the proposed additional condition of approval.

Moved by Councilmember Conners, seconded by Councilmember Moore, and carried on unanimously a 5-0 vote, to 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

with the addition of an additional condition of approval reading: "19. The fuel island

canopy columns shall include a stucco and brick shroud to match the building."

IX. CITY COUNCIL BUSINESS

9.1 Woods End Wilderness Preserve Trail Drainage and Improvement Project

City Manager Macon made a presentation.

Mayor Horne left the meeting at 3:42 p.m. and returned at 3:45 p.m.

Councilmembers discussed the item and staff responded to questions.

Vicki Johnson, resident, asked questions about the cost of the project and signage.

City Manager Macon briefly responded to Ms. Johnson's comments.

Councilmembers discussed the item and staff responded to questions.

Moved by Councilmember Conners, seconded by Councilmember Moore, and carried on unanimously a 5-0 vote, to:

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

10.1 Coastal Greenbelt Authority

Mayor Pro Tem McCary stated that the next meeting will be in November 2025.

10.2 Orange County Fire Authority

Mayor Horne provided a report, including a video and visual content.

10.3 Orange County Library Advisory Board

Councilmember Moore provided a report.

At Councilmember Moore's request, City Manager Macon provided information on an upcoming safe driving workshop at City Hall.

10.4 Orange County Mosquito and Vector Control District

Mayor Pro Tem McCary stated that the next meeting is on October 16, 2025.

10.5 San Joaquin Hills Transportation Corridor Agency

Councilmember Lee provided a report.

10.6 South Orange County Watershed Management Area

Councilmember Moore provided a report.

10.7 Liaisons to Community Bridge Builders

Mayor Horne provided a report.

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, Councilmember Conners, Councilmember Lee, and Councilmember Moore provided reports.

- League of California Cities (Cal Cities) Annual Conference and Expo, General Assembly – October 8-10, 2025

  Mayor Pro Tem McCary provided a report and responded to a question from Councilmember Moore.

- Other Comments and Reports

  Councilmember Lee commented on a recent senior summit event.

XI. CLOSED SESSION – None

XII. CLOSED SESSION REPORT – None

XIII. ADJOURNMENT

The meeting was adjourned at 4:42 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, November 19, 2025, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

_____
YOLIE TRIPPY, CMC, City Clerk

Approved: November 19, 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
November 19, 2025

This Report Covers the Period 10/01/2025 through 10/31/2025

	Date	Vendor Name	Description	Amount
Debit		***Automatic Bank Debits:***		
Debit	10/02/2025	NAVIA BENEFIT SOLUTIONS, INC	Employee Benefit Program / September 2025	35.00
Debit	10/02/2025	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program / October 2025	970.77
Debit	10/02/2025	GLOBAL PAYMENTS / OPEN EDGE	Credit Card Processing Fees / September 2025	1,437.88
Debit	10/03/2025	CALPERS - RETIREMENT	SSA 218 Annual Fee / Fiscal Year 2025-26	120.00
Debit	10/07/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 10/03/2025	3,703.36
Debit	10/07/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 10/03/2025	7,224.89
Debit	10/22/2025	ADP TAX	Payroll Taxes / Pay Period Ended 10/13/2025	21,767.91
Debit	10/22/2025	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 10/13/2025	45,972.79
Debit	10/10/2025	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Periods Ended 09/05/2025 & 09/19/2025	582.64
Debit	10/10/2025	NAVIA BENEFIT SOLUTIONS, INC	125 Cafeteria Plan Administration / September 2025	200.00
Debit	10/10/2025	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 10/03/2025	3,803.00
Debit	10/14/2025	CALPERS - HEALTH	Employee Benefit Program / October 2025	21,791.46
Debit	10/15/2025	U.S. BANK	Bank Service Charges / September 2025	61.05
Debit	10/16/2025	NAVIA BENEFIT SOLUTIONS, INC	Employee Benefit Program / October 2025	715.40
Debit	10/17/2025	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / October 2025	298,335.20
Debit	10/17/2025	ADP PAYROLL SERVICES	Payroll Processing Fees / September 2025	95.40
Debit	10/21/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 10/17/2025	3,703.36
Debit	10/21/2025	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 10/17/2025	7,672.71
Debit	10/22/2025	ADP TAX	Payroll Taxes / Pay Period Ended 10/17/2025	45,474.22
Debit	10/22/2025	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 10/17/2025	21,569.56
Debit	10/23/2025	NAVIA BENEFIT SOLUTIONS, INC	Employee Benefit Program / October 2025	139.50
Debit	10/24/2025	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 10/17/2025	2,553.00
Check Number		***Checks:***		
8796	10/03/2025	AETNA BEHAVIORAL HEALTH, LLC	Employee Benefit Program / October 2025	34.80
8797	10/03/2025	AT&T	Telephone / 458-3487 / September 2025	61.27
8798	10/03/2025	BEAR ELECTRICAL SOLUTIONS, INC.	Traffic Signal Maintenance / August 2025	7,915.50
8799	10/03/2025	CITY OF LAGUNA BEACH	Animal Control & Shelter Services / August 2025	10,366.00
8800	10/03/2025	HDL COREN & CONE	ACFR Statistical Package / Fiscal Year 2024-25	795.00
8801	10/03/2025	HINDERLITER DE LLAMAS & ASSOCIATES	Sales & Use Tax Consulting Services / July - September 2025	925.20
8802	10/03/2025	INTERNATIONAL CODE COUNCIL	Building Code Publications	1,755.16
8803	10/03/2025	KARDENT	City Hall Refurbishment & Safety Project: Phase 5	2,575.00
8804	10/03/2025	LIFTECH ELEVATOR SERVICES, LLC	City Hall Refurbishment & Safety Project: Phase 4	70,651.50
8805	10/03/2025	LSA ASSOCIATES, INC.	Planning Services / July 2025	11,742.50
8806	10/03/2025	MARQUE URGENT CARE	Employee Health Services	300.00
8807	10/03/2025	OCY MANAGEMENT, LLC	Senior Mobility Program Services / August 2025	47,476.60
8808	10/03/2025	ON POINT LAND SURVEYING, INC	Survey Document Preparation	7,200.00
8809	10/03/2025	RINGCENTRAL, INC.	Telephone Services / September - October 2025	1,236.82
8810	10/03/2025	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / August 2025	2,156.98
8811	10/03/2025	STAPLES	Office & Janitorial Supplies	787.86
8812	10/03/2025	VISION SERVICE PLAN OF AMERICA	Employee Benefit Program / October 2025	232.13
8813	10/03/2025	WILLDAN ENGINEERING	Code Enforcement Services / August 2025	7,000.00

CITY OF LAGUNA WOODS
PAYMENT REGISTER
November 19, 2025

This Report Covers the Period 10/01/2025 through 10/31/2025

	Date	Vendor Name	Description	Amount
8814	10/10/2025	AIRESPRING INC	City Hall Internet Services / October 2025	626.62
8815	10/10/2025	BEAR ELECTRICAL SOLUTIONS, INC.	Circulation Improvement Project	118,200.74
8816	10/10/2025	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / September 2025	16,819.93
8817	10/10/2025	CALIFORNIA BUILDING STANDARDS COMMISSION	Building Permit Fee Assessment / July - September 2025	662.90
8818	10/10/2025	COUNTY OF ORANGE	Document Recording Fees	50.00
8819	10/10/2025	DEPARTMENT OF CONSERVATION	Strong Motion Instrumentation & Seismic Hazard Mapping Fee / July - September 2025	1,044.40
8820	10/10/2025	EPIC IO TECHNOLOGIES, INC.	City Hall Internet Services / October 2025	201.45
8821	10/10/2025	EVERON, LLC	City Hall Maintenance	5,727.00
8822	10/10/2025	HARDY & HARPER, INC	Pavement Management Plan Project	101,000.20
8823	10/10/2025	IRWIN B BORNSTEIN, CPA	Financial Consulting Services / September 2025	1,347.50
8824	10/10/2025	LSA ASSOCIATES, INC.	Planning Services / August 2025	3,416.25
8825	10/10/2025	NUVIS	Landscape Architectural Services	700.00
8826	10/10/2025	PARK CONSULTING GROUP, INC	Software Consulting Services / August 2025	956.25
8827	10/10/2025	PRACTICAL DATA SOLUTIONS	IT Support Services / August 2025	8,552.07
8828	10/10/2025	PV MAINTENANCE INC	Street, City Hall & Park Maintenance / August 2025	20,497.52
8829	10/10/2025	SMITH ARCHITECTS	City Hall Refurbishment & Safety Project: Phase 5	10,000.00
8830	10/10/2025	SOUTHERN CALIFORNIA EDISON	Electric Services / August - September 2025	10,474.13
8831	10/10/2025	SWEEPING CORPORATION OF AMERICA	Street Sweeping Services / September 2025	4,350.00
8832	10/10/2025	TRIPEPI, SMITH AND ASSOCIATES, INC.	Broadcasting Services / March & September 2025	1,596.04
8833	10/10/2025	VERIZON COMMUNICATIONS INC.	Fleet Software / September 2025	199.63
8834	10/17/2025	AETNA BEHAVIORAL HEALTH, LLC	Employee Benefit Program / November 2025	33.06
8835	10/17/2025	ALISO CREEK MINUTEMAN PRESS	Printing Services	100.21
8836	10/17/2025	ALLIANCE BUILDING MAINTENANCE, LLC	Janitorial Services / September 2025	2,916.00
8837	10/17/2025	ARC DOCUMENT SOLUTIONS, LLC.	Document Scanning	4,511.87
8838	10/17/2025	AT&T	Telephone / 581-9821 / September 2025	131.37
8839	10/17/2025	AT&T	White Pages / October 2025	4.30
8840	10/17/2025	AT&T	Telephone / 583-1105 / September 2025	31.41
8841	10/17/2025	BEAR ELECTRICAL SOLUTIONS, INC.	Traffic Signal Maintenance / September 2025	1,250.00
8842	10/17/2025	CHECKERED FLAG LAKE FOREST LP	Fleet Vehicle Washing / September 2025	90.00
8843	10/17/2025	CSMFO	Budget Award Application Fiscal Years 2025-27	175.00
8844	10/17/2025	FOSTER & FOSTER CONSULTING ACTUARIES, INC.	GASB 68 Report / Fiscal Year 2024-25	1,700.00
8845	10/17/2025	KONE INC.	City Hall Elevator Maintenance / October 2025	239.86
8846	10/17/2025	LIFTECH ELEVATOR SERVICES, LLC	City Hall Refurbishment & Safety Project: Phase 4	47,101.00
8847	10/17/2025	MARC DONOHUE	Administrative Services / September 2025	125.00
8848	10/17/2025	ORANGE COUNTY REGISTER-NOTICES	Public Notices / September 2025	1,710.13
8849	10/17/2025	PSOMAS	Planning Services / July - August 2025	1,062.50
8850	10/17/2025	PV MAINTENANCE INC	Street, City Hall & Park Maintenance / September 2025	12,583.81
8851	10/17/2025	RICOH USA, INC.	Copier Usage / July - September 2025	1,160.48
8852	10/17/2025	RICOH USA, INC.	Copier Lease / November 2025	246.57
8853	10/17/2025	RJM DESIGN GROUP	Landscape Architectural Services / August 2025	10,741.33
8854	10/17/2025	SOUTHERN CALIFORNIA GAS COMPANY	Gas Service - City Hall / September 2025	14.30
8855	10/17/2025	SOUTHERN CALIFORNIA SHREDDING,	Shredding Services / September 2025	620.00
8856	10/17/2025	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 3)	4,220.14
8857	10/17/2025	VOID	VOID	-

CITY OF LAGUNA WOODS
PAYMENT REGISTER
November 19, 2025

This Report Covers the Period 10/01/2025 through 10/31/2025

	Date	Vendor Name	Description	Amount
8858	10/17/2025	VERIZON WIRELESS	Building iPads Data Plans / September 2025	120.03
8859	10/17/2025	WM CURBSIDE, LLC	HHW & Sharps Program / September 2025	3,337.78
8860	10/17/2025	CHRISTOPHER M. CHAIRES	Payroll / Pay Period Ended 10/17/2025	2,934.72
8861	10/24/2025	BUREAU VERITAS NORTH AMERICA INC	Building Plan Review Services / September 2025	7,400.21
8862	10/24/2025	CAPTIONING UNLIMITED	Closed Captioning / October 2025	500.00
8863	10/24/2025	CLIFTONLARSONALLEN, LLP	Financial Audit Services / Fiscal Year 2024-25	13,125.00
8864	10/24/2025	KIMLEY HORN & ASSOCIATES, INC	Traffic Engineering Services	2,950.00
8865	10/24/2025	LSA ASSOCIATES, INC.	Planning Services / September 2025	2,298.50
8866	10/24/2025	MISSION SQUARE RETIREMENT	Quarterly Plan Fee / October - December 2025	125.00
8867	10/24/2025	NV5, INC.	Engineering Services / September 2025	22,352.79
8868	10/24/2025	OCY MANAGEMENT, LLC	Senior Mobility Program Services / September 2025	40,745.90
8869	10/24/2025	PRACTICAL DATA SOLUTIONS	IT Support Services / September 2025	5,525.62
8870	10/24/2025	RJM DESIGN GROUP	Landscape Architectural Services / September 2025	9,914.87
8871	10/24/2025	SMITH ARCHITECTS	City Hall Refurbishment & Safety Project: Phase 4	2,400.00
8872	10/24/2025	VIDIFLO, LLC	Broadcasting Audio Services	1,200.00
8873	10/31/2025	ALISO CREEK MINUTEMAN PRESS	Printing Services	118.53
8874	10/31/2025	APRIL BAUMGARTEN	Educational Assistance Program Reimbursement / Fiscal Year 2025-26	1,886.87
8875	10/31/2025	CITY OF LAGUNA BEACH	Animal Control & Shelter Services / September 2025	10,366.00
8876	10/31/2025	HARDY & HARPER, INC	Pavement Management Plan Project	17,249.75
8877	10/31/2025	LSA ASSOCIATES, INC.	Planning Services / September 2025	303.25
8878	10/31/2025	NADIA COOK	Waste Enclosures Signage Hardware Reimbursement	483.30
8879	10/31/2025	NV5, INC.	Engineering Services / August 2025	22,633.55
8880	10/31/2025	PV MAINTENANCE INC	Waste Enclosures Signage Installation	13,492.64
8881	10/31/2025	RUTAN & TUCKER, LLP	Legal Services / April, August, and September 2025	7,345.00
8882	10/31/2025	SAFE AND SOUND SECURITY, INC.	City Hall Refurbishment & Safety Project: Phase 4	9,760.05
8883	10/31/2025	SHARESQUARED, INC.	Microsoft SharePoint Consulting / September 2025	195.00
8884	10/31/2025	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / September 2025	2,321.37
8885	10/31/2025	STAPLES	Office & Janitorial Supplies / October 2025	821.38
8886	10/31/2025	VISION SERVICE PLAN OF AMERICA	Employee Benefit Program / November 2025	232.13
			Total Bank Debits and Checks:	**$ 1,260,471.63**

TOTAL **$ 1,260,471.63**

NOTES:

Note 1 - City Councilmembers are eligible to receive either a salary or vehicle reimbursement allowance in the amount of $300 per month ($3,600 per year). Such compensation is included in the City's regular payroll (see "ADP Payroll Services" under "Automatic Bank Debits"), unless waived by the Councilmember. For the month of October 2025, the following Councilmembers received compensation in the amount of $300: Conners, 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.

CITY OF LAGUNA WOODS
PAYMENT REGISTER
November 19, 2025

This Report Covers the Period 10/01/2025 through 10/31/2025

Date	Vendor Name	Description	Amount
Note 3 - The table below summarizes credit card expenditures paid via Check #8856 to U.S. Bank totaling $4,220.14:			
	Microsoft	Office 365 Online Services	$135.00
	Microsoft	Office 365 Online Subscription / August 2025	$512.50
	Sinch Mailgun	Computer Software	$35.00
	Zoom	Video Conferencing	$31.98
	Hightail	Computer Software	$15.00
	Amazon	Credit - Fleet Vehicles Equipment	($14.52)
	League of California Cities	Annual Conference Registration / McCary	$725.00
	League of California Cities	Annual Conference Registration / Lee	$725.00
	League of California Cities	Credit - Cancellation / Annual Conference Registration / Lee	($725.00)
	Zoom	Video Conferencing Subscription	$159.90
	Zoom	Video Conferencing Subscription	$690.00
	Stamps.com	Postage	$30.99
	OMNI	Lodging for CJPIA Risk Management Educational Forum / McCary	$299.97
	OMNI	Lodging for CJPIA Risk Management Educational Forum / Moore	$299.97
	OMNI	Lodging for CJPIA Risk Management Educational Forum / Lee	$299.97
	OMNI	Lodging for CJPIA Risk Management Educational Forum / Conners	$299.97
	GoDaddy.com	Website Domain Renewal	$199.71
	Home Depot	City Hall Maintenance	$140.71
	Fire House Subs	Staff Luncheon	$215.48
	Pizza Guys	Staff Luncheon	$122.01
	Stater Brothers	Staff Luncheon	$21.50
		Total Credit Card Reimbursement:	**$4,220.14**

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

7.3
ADVANCED TRANSPORTATION MANAGEMENT SOLUTION

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

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AMENDMENT OF THE
CENTRACS® MOBILITY SERVICES AGREEMENT
BETWEEN THE
CITY OF LAGUNA WOODS
AND
ECONOLITE SYSTEMS, INC.

This AMENDMENT of the CENTRACS® MOBILITY SERVICES AGREEMENT ("AGREEMENT") that was entered into on March 26, 2024, by and among the City of Laguna Woods, a California municipal corporation ("CITY") and Econolite Systems, Inc. ("CONSULTANT"), is made and entered into this _____ by and among the CITY and CONSULTANT.

WHEREAS, Exhibit C of the AGREEMENT establishes an annual subscription fee for Centracs® mobility services of $3,320, which is payable by CITY under terms set forth in the AGREEMENT; and

WHEREAS, Section 12.8 of the AGREEMENT includes the following provision: "No supplement, modification or amendment of this Agreement or waiver of the provisions thereof shall be binding unless executed in writing by [CITY] and [CONSULTANT]"; and

WHEREAS, CONSULTANT has notified CITY of increased subscription fees for CENTRACS® mobility services for the 2026, 2027, and 2028 calendar years; and

WHEREAS, CITY and CONSULTANT wish to amend the AGREEMENT to include the increased subscription fees for Centracs® Mobility services.

NOW THEREFORE, the parties amend the AGREEMENT as follows:

1. CITY and CONSULTANT hereby agree to an AMENDMENT of the AGREEMENT consisting only of the modifications shown on page 2 of this AMENDMENT.

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

CITY OF LAGUNA WOODS:

By_____
Christopher Macon, City Manager

Approved as to Form:

_____
Alisha Patterson, City Attorney

CONSULTANT:

By_____

Name: _____ Title: _____

AMENDMENT TEXT

Exhibit C ("Fee, Term, Scope") of the AGREEMENT is amended to read as follows (additions shown with underlining and deletions shown with ~~strike through~~):

EXHIBIT C

FEE, TERM, SCOPE

1. Subscription Fee: $3,320 is the annual Subscription Fee under this Agreement for calendar years 2024 and 2025. The Subscription Fee for calendar year 2026 is $4,982. The Subscription Fee for calendar year 2027 is $5,181. The Subscription Fee for calendar year 2028 is $5,388. ~~[Enter the annual subscription fee for all traffic signal controllers]~~

2. System Set Up Fee: The System Set Up Fee shall be $28,750.

3. Invoice Cycle: The annual subscription fee for the Term shall be invoiced on a yearly basis.

4. Term: The Subscription Term of this Agreement is for a period of 12 months commencing on the date the first intersection/device is brought online in Mobility or 30 days after the Mobility website becomes active, whichever comes first. However, in no circumstance shall the Mobility service period commence later than 90-days from the issuance of PO for Mobility service.

5. Renewal Term: This Agreement will renew for successive periods of 12 months unless either party refuses such renewal by written notice of thirty (30) or more days before the expiration of the Subscription Term or Renewal Term.

6. Scope: This Agreement authorizes the use of the System with 14 traffic signal controllers.

7.4
CIRCULATION IMPROVEMENT PROJECT – FISCAL YEAR 2024-25 *(NO REPORT)*

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

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7.5
AMERICANS WITH DISABILITIES ACT (ADA) PEDESTRIAN ACCESSIBILITY IMPROVEMENT PROJECT: PHASE 9B

For additional information on this item, please refer to Item 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: November 19, 2025 Regular Meeting

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

Recommendation

1. Approve the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9B" specifications as prepared by the project engineer.

AND

2. Approve a notice of exemption for the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9B" finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorize the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

3. Award a contract agreement to Hardy & Harper, Inc. for the construction of the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9B", including all six alternative bid items included in the bid solicitation, in the amount of $83,578.00, plus authorized change orders not to exceed 20% ($16,715.60) 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.

Background

The Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9 ("project") is included in the Fiscal Years 2025-36 Capital Improvement Program. Due to lower than anticipated costs, the project has been split into two phases – 9 and 9B – both of which are funded by a federal grant.

- Phase 9 involves the reconstruction of the following driveway crossings: (1) El Toro Road adjacent to the Lutheran Church of the Cross and (2) Santa Maria Avenue adjacent to Polly's Pies Restaurant & Bakery. A contract agreement to construct Phase 9 was awarded by the City Council on September 25, 2025; construction is currently underway.

- Phase 9B involves removing and constructing concrete sidewalk panels, as well as traffic control, adjusting utility manholes and water valves to grade, re-establishing survey monuments, and replacing impacted existing pavement, painted striping, and pavement markings.

The project is intended to improve the ease and safety of pedestrian travel, while also promoting compliance with the federal Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973. The improvements are also called for in the General Plan Housing Element as part of Goal H-3 *(Administer housing and community development programs and activities in a manner to affirmatively further fair housing for all persons)* and Policy Objective H-3.1 *(Enhance access to housing)*.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on the Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9B.

Staff recommends that the City Council take the following three actions to allow construction to proceed:

Recommendation 1

Approval of the project plans and specifications as prepared by the project engineer (NV5, Inc.). 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.

Recommendation 2

Approval of a notice of exemption for the project (Attachment A) finding that the project is categorically exempt from the California Environmental Quality Act ("CEQA") and authorization for the City Manager to cause the notice of exemption to be filed pursuant to applicable law. For additional CEQA information, please refer to the Environmental Review section of this agenda report.

Recommendation 3

Award of a contract agreement to Hardy & Harper, Inc. for the construction of the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9B", including all six alternative bid items included in the bid solicitation, in the amount of $83,578.00, plus authorized change orders not to exceed 20% ($16,715.60) of the base amount; and authorization for the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney.

Bids to construct the project were solicited from October 9, 2025 through November 6, 2025. Six bids were received (see Table 1). After review, Hardy & Harper, Inc. is the lowest cost responsible bidder[1].

The recommendation includes the base bid and all six alternative bids.

Table 1: Bids Received

Bidder	Base Bid Amount	Alternative Bid Amounts*
Carter Enterprises Group, Inc. DBA Pavement Rehab Company	$68,804.00	1: $1,330.00 2: $686.00 3: $4,620.00 4: $588.00 5: $4,452.00 6: $2,520.00

[1] In accordance with California Public Contract Code Section 20103.8, the lowest cost responsible bidder was identified based on the lowest base bid amount without consideration of the alternative bid amounts.

		Total: $14,196.00
EBS General Engineering, Inc.	$105,202.87	1: $3,420.00 2: $3,430.00 3: $3,420.00 4: $3,360.00 5: $5,724.00 6: $5,184.00 Total: $24,538.00
Gentry General Engineering, Inc.	$88,130.00	1: $3,990.00 2: $3,724.00 3: $6,270.00 4: $3,696.00 5: $6,042.00 6: $4,500.0 Total: $28,222.00
Hardy & Harper, Inc.	$61,270.00	1: $2,090.00 2: $1,078.00 3: $7,260.00 4: $924.00 5: $6,996.00 6: $,3960.00 Total: $22,308.00
Premo Construction, Inc.	$118,540.00	1: $2,565.00 2: $1,323.00 3: $8,745.00 4: $1,134.00 5: $8,427.00 6: $4,860.00 Total: $27,054.00
SAVI Construction, Inc.	$71,850.00	1: $1,425.00 2: $735.00 3: $4,950.00 4: $630.00 5: $4,770.00 6: $2,700.00 Total: $15,210.00

* The Alternative Bid Amounts are for various sidewalk replacements.

It is anticipated that construction would be complete within 30 calendar 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 January 5, 2026.

Environmental Review

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

Fiscal Impact

Sufficient funds to support this project are included in the City's Community Development Block Grant (CDBG) Fund budget for Fiscal Year 2025-26.

Report Prepared With: April Baumgarten, Public Works Administrator

Attachment: A – Proposed Notice of Exemption

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

Exemption Code 6103

NOTICE OF EXEMPTION

To: County of Orange Orange County Clerk-Recorder P.O. Box 238 Santa Ana, CA 92701	**From:** City of Laguna Woods 24264 El Toro Road Laguna Woods, CA 92637 (949) 639-0500

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

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

Project Location – Specific: The project is located within the City of Laguna Woods' public right-of-way in the following locations:

- Westbound Santa Maria Avenue between Moulton Parkway and San Remo Drive (San Remo Drive is a public street located in Laguna Hills, County of Orange, California)
- Westbound Santa Maria Avenue between San Remo Drive and Santa Vittoria Drive (San Remo Drive and Santa Vittoria Drive are public streets located in Laguna Hills, County of Orange, California)
- Northbound Moulton Parkway between Calle Cortez and Via Campo Verde (Calle Cortez is a public street located in Aliso Viejo, County of Orange, California)
- Southbound Moulton Parkway between Calle Cortez and Via Campo Verde (Calle Cortez is a public street located in Aliso Viejo, County of Orange, California)
- Eastbound El Toro Road between Paseo De Valencia and Avenida Sevilla (Paseo De Valencia is a public street located in Laguna Hills, County of Orange, California)
- Eastbound El Toro Road between Avenida Sevilla and the signalized intersection at Lutheran Church/Catholic Church

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

Description of Nature, Purpose, and Beneficiaries of Project: The project involves removing and constructing concrete sidewalk panels. The work also includes traffic control, adjusting utility manholes and water valves to grade, re-establishing survey monuments, and replacing impacted existing pavement, painted striping, and pavement markings.

NOTICE OF EXEMPTION
AMERICANS WITH DISABILITIES ACT (ADA) PEDESTRIAN ACCESSIBILITY IMPROVEMENT PROJECT: PHASE 9B
CITY OF LAGUNA WOODS

The project is intended to improve the ease and safety of pedestrian travel, while also promoting compliance with the federal Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

The improvements are also called for in the General Plan Housing Element as part of Goal H-3 *(Administer housing and community development programs and activities in a manner to affirmatively further fair housing for all persons)* and Policy Objective H-3.1 *(Enhance access to housing)*.

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

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

The project consists only of repair, maintenance, and minor alteration work within the City of Laguna Woods' public right-of-way for existing public streets and arterial highways. The project does not expand the existing or former use of any public street or arterial highway.

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

[SIGNATURE ON NEXT PAGE]

NOTICE OF EXEMPTION
AMERICANS WITH DISABILITIES ACT (ADA) PEDESTRIAN ACCESSIBILITY IMPROVEMENT PROJECT: PHASE 9B
CITY OF LAGUNA WOODS

Lead Agency Contact Person:

Signature: _____ Date: _____

Justin 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.

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7.6
CIRCULATION IMPROVEMENT PROJECT – FISCAL YEAR 2025-26

For additional information on this item, please refer to Item 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: November 19, 2025 Regular Meeting

SUBJECT: Circulation Improvement Project – Fiscal Year 2025-26

Recommendation

1. Approve the "Circulation Improvement Project – Fiscal Year 2025-26" specifications as prepared by the project engineer.

AND

2. Approve a notice of exemption for the "Circulation Improvement Project – Fiscal Year 2025-26" finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorize the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

3. Award a contract agreement to Bear Electrical Solutions, LLC for the construction of the "Circulation Improvement Project – Fiscal Year 2025-26", in the amount of $126,535.00, plus authorized change orders not to exceed 15% ($18,980.25) 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 Circulation Improvement Project – Fiscal Year 2025-26 ("project") is included

in the Fiscal Years 2025-36 Capital Improvement Program and involves the installation of traffic safety lighting and conduit, as well as various traffic signal components such as backplates, visors, and illuminated street name signs.

Safety Light Additions

- (1) El Toro Road/Lutheran Church & Catholic Church
- (1) El Toro Road/Avenida Sevilla

Traffic Signal Backplate and Visor Replacements
Illuminated Street Name Sign Replacements

- El Toro Road/Lutheran Church & Catholic Church

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on the Circulation Improvement Project – Fiscal Year 2025-26.

Staff recommends that the City Council take the following three actions to allow construction to proceed:

Recommendation 1

Approval of the project plans and specifications as prepared by the project engineer (Iteris, Inc.). 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.

Recommendation 2

Approval of a notice of exemption for the project (Attachment A) finding that the project is categorically exempt from the California Environmental Quality Act ("CEQA") and authorization for the City Manager to cause the notice of exemption to be filed pursuant to applicable law. For additional CEQA information, please refer to the Environmental Review section of this agenda report.

Recommendation 3

Award of a contract agreement to Bear Electrical Solutions, LLC for the

construction of the "Circulation Improvement Project – Fiscal Year 2025-26", in the amount of $126,535.00, plus authorized change orders not to exceed 15% ($18,980.25) of the base amount; and authorization for the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney.

Bids to construct the project were solicited from October 16, 2025 through November 13, 2025. Two bids were received (see Table 1). After review, Bear Electrical Solutions, LLC is the lowest cost responsible bidder.

Table 1: Bids Received

Bidder	**Bid Amount**
Bear Electrical Solutions, LLC	$126,535.00
California Professional Engineering, Inc.	$139,520.00

It is anticipated that construction would be complete within 90 calendar 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 January 12, 2026. Actual construction time would be limited to 30 calendar days.

Environmental Review

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

Fiscal Impact

Sufficient funds to support this project are included in the City's Community Development Block Grant (CDBG) Fund budget for Fiscal Year 2025-26.

Report Prepared With: April Baumgarten, Public Works Administrator

Attachment: A – Proposed Notice of Exemption

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

Exemption Code 6103

NOTICE OF EXEMPTION

To: County of Orange Orange County Clerk-Recorder P.O. Box 238 Santa Ana, CA 92701	**From:** City of Laguna Woods 24264 El Toro Road Laguna Woods, CA 92637 (949) 639-0500

Project Title: Circulation Improvement Project – Fiscal Year 2025-26

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

Project Location – Specific: The project is located within the City of Laguna Woods' public right-of-way in the following locations:

- Intersection of El Toro Road/Lutheran Church & Catholic Church
- Intersection of El Toro Road/Avenida Sevilla

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

Description of Nature, Purpose, and Beneficiaries of Project: The project involves the installation of traffic safety lighting and conduit, as well as various traffic signal components such as backplates, visors, and illuminated street name signs.

The project is intended to (1) replace deteriorated traffic signal backplates and visors, (2) improve the visibility of pedestrians and other users of the public sidewalk system, including in crosswalks, and (3) improve the visibility and awareness of traffic signals for motorists.

By replacing deteriorated infrastructure and improving visibility, the project will facilitate better management of the public right of way and protect public safety and welfare.

Name of Public Agency Approving Project: City of Laguna Woods

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

Exempt Status:

NOTICE OF EXEMPTION
CIRCULATION IMPROVEMENT PROJECT – FISCAL YEAR 2025-26
CITY OF LAGUNA WOODS

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

Reasons Why Project is Exempt: The project is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to California Code of Regulations, Title 14 (the State CEQA Guidelines) Section 15301 (Class 1, Existing Facilities). Section 15301 exempts from environmental review the "the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use."

Subsection (c) of Section 15301 provides the following as non-exclusive examples of types of "existing facilities": "Existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities (this includes road grading for the purpose of public safety, and other alterations such as the addition of bicycle facilities, including but not limited to bicycle parking, bicycle-share facilities and bicycle lanes, transit improvements such as bus lanes, pedestrian crossings, street trees, and other similar alterations that do not create additional automobile lanes)."

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 includes maintenance and minor alterations to existing infrastructure within the City of Laguna Woods' public right-of-way for an existing public street and arterial highway (El Toro Road). This work does not expand or change the existing or former use of El Toro Road. The new overhead safety lights and poles are intended to work in conjunction with existing crosswalks at the intersections of (1) El Toro Road/Lutheran Church & Catholic Church and (2) El Toro Road/Avenida Sevilla by increasing their visibility and the visibility of pedestrians and other users thereof. The modifications of the traffic signals at the intersection of El Toro Road/Lutheran Church & Catholic Church are intended to increase their visibility to motorists. The replaced traffic signal backplates, visors, and illuminated street name signs are intended to address instances of minor deterioration not resulted from an environmental hazard such as earthquake, landslide, or flood. The replaced traffic signal backplates will include new retroreflective borders for increased visibility to motorists. The replaced illuminated street name signs will serve navigational and

public safety purposes in conjunction with roadway use and operation. The project will enhance the visibility of existing facilities for the purpose of protecting public safety and welfare.

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

Lead Agency Contact Person:

Signature: _____ Date: _____

Justin 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.

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7.7
PUBLIC NUISANCE – 24351 MOULTON PARKWAY, LAGUNA WOODS, CA 92637

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, FINDING AND DECLARING CONDITIONS PRESENT AT 24351 MOULTON PARKWAY, LAGUNA WOODS, CA 92637 TO BE A PUBLIC NUISANCE AND ORDERING THE ABATEMENT THEREOF PURSUANT TO THE CALIFORNIA CIVIL CODE AND THE LAGUNA WOODS MUNICIPAL CODE

WHEREAS, City of Laguna Woods ("City") personnel have conducted inspections of the premises at 24351 Moulton Parkway, Laguna Woods, CA 92637 (the "Property"); and

WHEREAS, said inspections revealed that violations of the Laguna Woods Municipal Code exist on the Property; and

WHEREAS, specifically, City personnel have observed a houseboat measuring approximately 14 feet in width and 53 feet in length that has been stored on the Property since at least July 2022 (hereinafter, the "Vessel"). The Vessel is a fiberglass structure situated on an aluminum hull. The Vessel is stored in the gated rear yard and rests on wooden blocks that are dry-rotted and leaning. The Vessel's fiberglass is punctured with numerous holes both inside and outside, and the visible framing shows significant dry rot. The interior has been exposed to the elements and contains evidence of human habitation, including excrement and urine. The Vessel previously contained active beehives, which the City had professionally removed because they posed a safety hazard. The engines remain in place, and there is a likelihood that residual petrochemicals, such as gasoline and oil, remain in the engine and fuel tank; and

WHEREAS, the City has determined that it is not safe to relocate the Vessel. While the aluminum hull appears intact, the deck and walls, which are constructed of fiberglass-wrapped wood, are badly deteriorated. Given the condition of the walls, floors, and ceilings, the City has determined that the Vessel would likely not withstand the vibration and stress of transport. Accordingly, attempting to move the Vessel would likely cause structural failure and collapse, posing significant danger to the public. For this reason, the City has concluded that the safest method is to dismantle and remove the Vessel in sections on the Property itself; and

WHEREAS, the City has further determined that before dismantling of the Vessel can occur, environmental testing is required to determine whether hazardous

materials such as asbestos, lead, polychlorinated biphenyls ("PCBs"), or universal wastes like fuel and oils are present. If asbestos-containing materials are found, notification must be provided to the South Coast Air Quality Management District before abatement may proceed; and

WHEREAS, the City has made multiple efforts to obtain voluntary compliance from the owner of the Property to abate this nuisance condition, including issuing multiple notices of violations; and

WHEREAS, neither the owner of the Property nor any representatives thereof have been responsive to the City's efforts to resolve this matter; and

WHEREAS, Laguna Woods Municipal Code sections 1.08.010 and 1.08.030, in combination, define a public nuisance; and

WHEREAS, specifically, the following subsections of section 1.08.010 apply with respect to the Vessel: (12) maintenance of property in such condition as to be detrimental to the public health, safety or general welfare or in such manner as to constitute a public nuisance; and (19) neglect or maintenance of property in a condition which contributes substantially to the deterioration and unsightliness of the community, the appreciable depreciation of property values in the surrounding neighborhood, or the prevalence and attraction of social, economic and criminal maladjustments; and

WHEREAS, California Civil Code Section 3480 provides that "[a] public nuisance is one which affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal"; and

WHEREAS, Laguna Woods Municipal Code Section 1.08.080 provides that after providing the owner notice and a hearing, the City Council may adopt a resolution declaring a property a public nuisance and ordering abatement thereof; and

WHEREAS, California Health & Safety Code Section 17980.10 likewise provides that upon the City Council adopting a resolution declaring that a property constitutes a public nuisance, the City acquires jurisdiction to abate any such violation; and

WHEREAS, on December 16, 2024 at 11:00 a.m., the City of Laguna Woods held a duly noticed administrative hearing, pursuant to Laguna Woods Municipal

Code Section 1.08.050 et seq. At such administrative hearing, the owner of the Property failed to appear. After hearing testimony at the administrative hearing and receiving written evidence from the City of Laguna Woods, the Property was found to constitute a public nuisance on the merits; and

WHEREAS, subsequent to the administrative hearing, the Administrative Hearing Officer provided written notice to the owner of the Property that the Property was declared by the City of Laguna Woods a public nuisance and abatement of the public nuisance was so ordered. The owner was notified that failure to abate the public nuisance within 30 days of the date of such written notice would result in the City of Laguna Woods seeking a court order to compel the same. The owner was further notified of their rights to appeal the decision of the Administrative Hearing Officer; and

WHEREAS, the owner of the Property did not respond to the written notice provided subsequent to the administrative hearing or appeal the decision of the Administrative Hearing Officer.

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

SECTION 1. The forgoing recitals are true and correct and the City Council so finds and determines.

SECTION 2. The City Council finds and declares that the above-referenced conditions in the recitals that exist on the Property present a danger to the health, property, safety, and welfare of the public and therefore constitute public nuisance as defined in California Civil Code Section 3480 and the Laguna Woods Municipal Code.

SECTION 3. The City Council orders the owner of the Property to contact the City within ten (10) days of the date of this resolution with a written plan that complies with applicable law to remove the Vessel from the Property. Thereafter, the owner of the Property shall abate the nuisances within thirty (30) days by (1) removing the Vessel from the Property in compliance with all applicable laws; and (2) following completion of the aforementioned corrective work and within the same thirty (30) day period, the owner or his/her/their representatives shall have the City inspect the Property to verify compliance.

SECTION 4. A copy of this resolution of the City Council ordering the abatement of the nuisance shall be served upon the owner. The service shall be made by mail, addressed to the owner of the Property at the last known address of the owner and by posting a copy on the Property. Any owner shall have the right to have the nuisances abated in accordance with this resolution and at his/her/their own expense, provided the same is completed prior to the expiration of the 30-day abatement deadline.

SECTION 5. If the owner of the Property fails to timely take the actions ordered by the City Council herein, the City shall be authorized to cause the same (in full or in part) to be abated by City personnel or private contract, and the personnel or persons under contract are expressly authorized to enter upon the Property for such purposes. Both the owner of the Property and the owner of the Vessel, if different, shall be jointly and severally liable to the City for all costs of the abatement, including administrative costs and attorneys' fees.

SECTION 6. In accordance with the provisions of Laguna Woods Municipal Code Section 1.08.110, the City Council directs City staff to maintain an itemized account of all costs incurred by the City in abating the nuisances, including all administrative and legal costs and expenses. City staff shall submit to the City Council for confirmation an itemized written report showing the costs. The City Council may modify the report if it is deemed necessary and shall then confirm the report by motion or resolution. Pursuant to California Government Code sections 38773.1 and 38773.5, the total cost, fees, and expenses of abatement, including all administrative costs, shall constitute a lien or a special assessment against the parcel on which the Property is located and shall be collected in accordance with applicable state and City laws.

SECTION 7. 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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7.8
LEAGUE OF CALIFORNIA CITIES (CAL CITIES) POLICY COMMITTEE TRAVEL *(NO REPORT)*

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

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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: November 19, 2025 Regular Meeting

SUBJECT: 2025 California Building Standards Code and Local Amendments

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Recommendation

1. Receive staff report.

AND

2. Resume the public hearing that was continued from the regular meeting of the City Council on October 15, 2025.

AND

3. Receive public testimony.

AND

4. Close the public hearing.

AND

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

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

CONSTRUCTION) AND ADOPTING BY REFERENCE THE 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 second reading and adopt an ordinance – read by title with further reading waived – titled:

   AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING TITLE 10 (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 second reading and adopt an ordinance – read by title with further reading waived – titled:

   AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING TITLE 10 (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.

At the regular meeting on October 15, 2025, the City Council opened the public hearing, received public testimony, and voted unanimously to continue the public hearing to today's meeting and approve the introduction and first reading of the ordinances included with this agenda report as Attachments A, B, and C.

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 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.~~

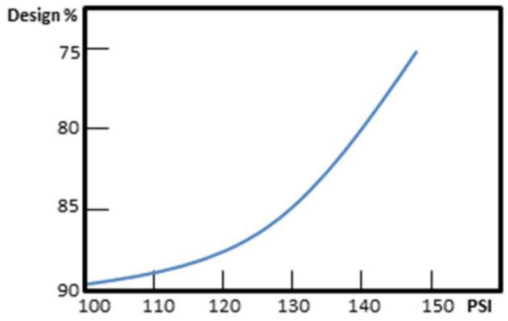
~~Section 903.3.5.3 Hydraulically calculated systems is hereby added as follows:~~

> ~~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.~~

~~Chapt**er 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.**~~

~~**Secs. 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.

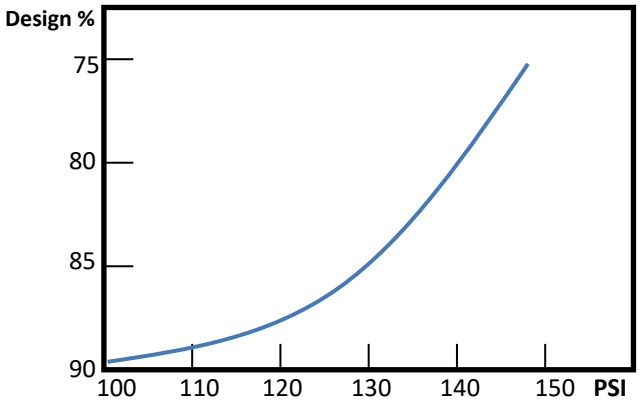
The ***exceptions*** *in this section remain unchanged.*

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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Guideline B-01 January 01, 2026

Orange County Fire Authority
Community Risk Reduction
1 Fire Authority Road, Building A, Irvine, CA 92602 www.ocfa.org 714-573-6100

Fire Master Plans for Commercial & Residential Development

Guideline B-01

Serving the Cities of Aliso Viejo • Buena Park • Cypress • Dana Point • Garden Grove • Irvine • Laguna Hills • Laguna Niguel • Laguna Woods
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

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

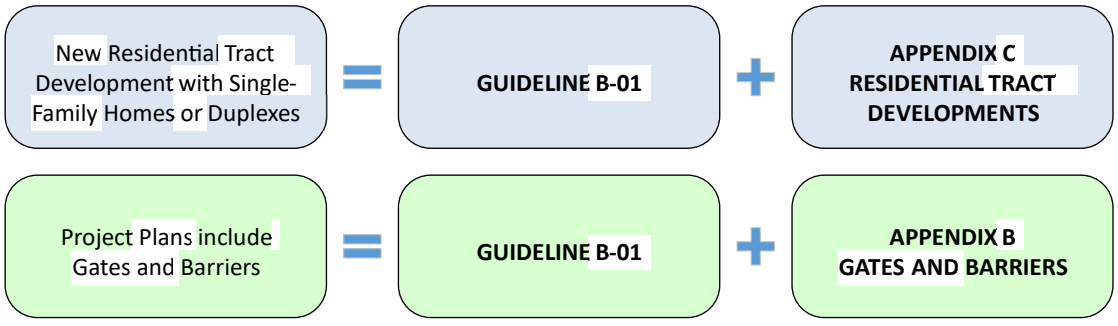
This guideline applies to fire apparatus access roads which provide access to new, reconstructed, relocated residential or commercial structures, developments, and facilities.

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.

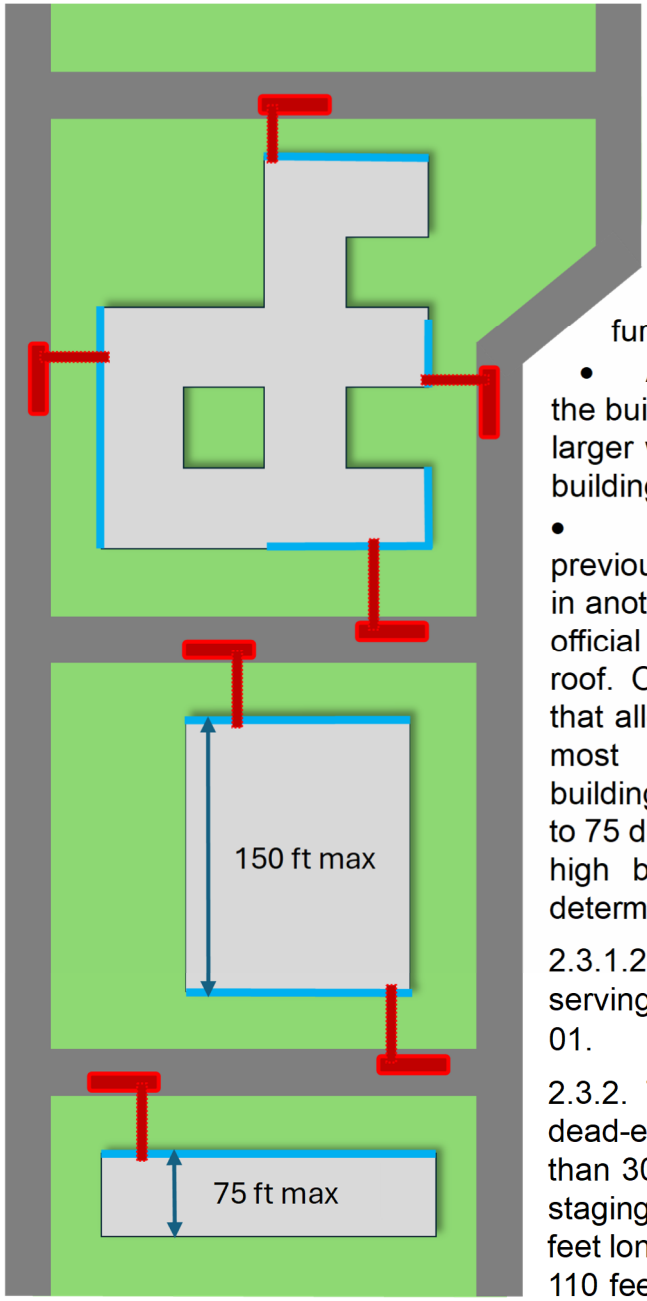
- A minimum of two vehicle access points is required for any area containing 150 or more residential dwelling units, including new and existing dwelling units.
- A minimum of two vehicle access points is required for any multi-family residential structure containing 200 or more dwelling units.
- A secondary 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.

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):

Figure 1 - Aerial Truck Laddering



- 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.

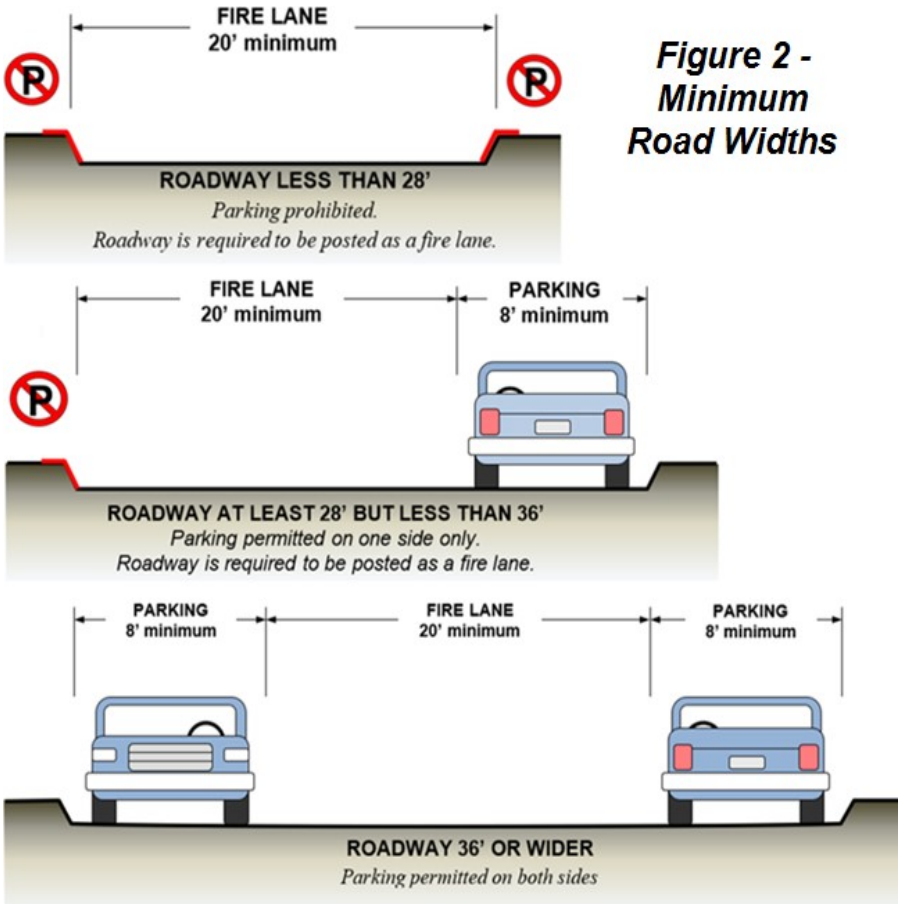


Figure 2 - Minimum Road Widths

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%.

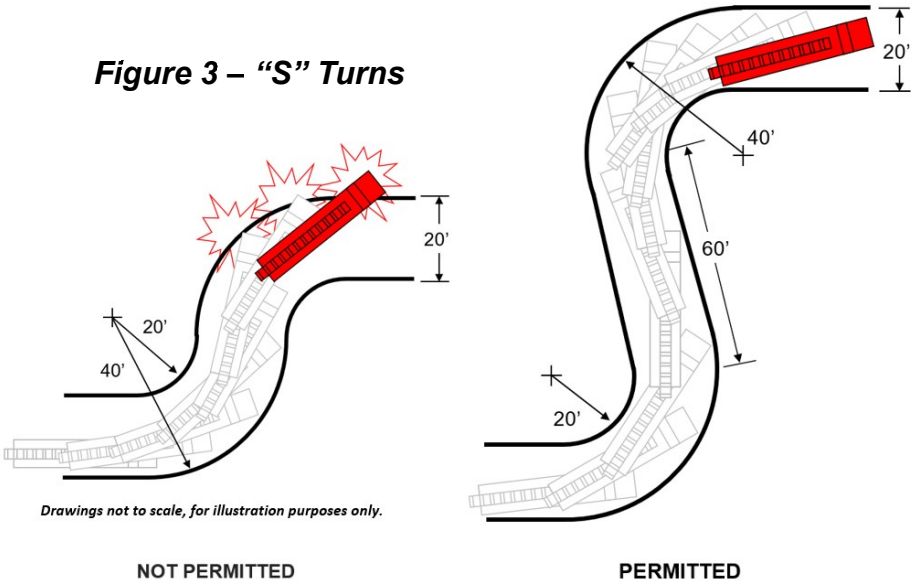
For fire lanes serving aerial truck laddering locations, the grade shall not exceed 6%.

The angle of approach and departure for fire lanes shall not exceed 14% (8 degrees).

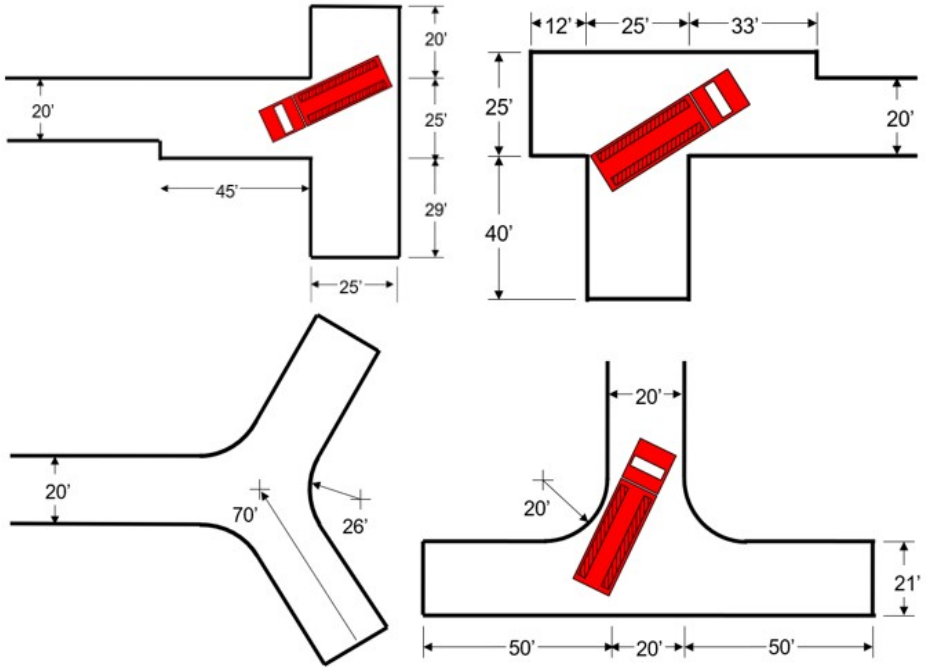
2.8. **Turning Radii -** The inside turning radius for a fire lane shall be 20 feet. The outside turning radius for an fire lane shall be 40 feet or greater. A 60-foot straight section of

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.

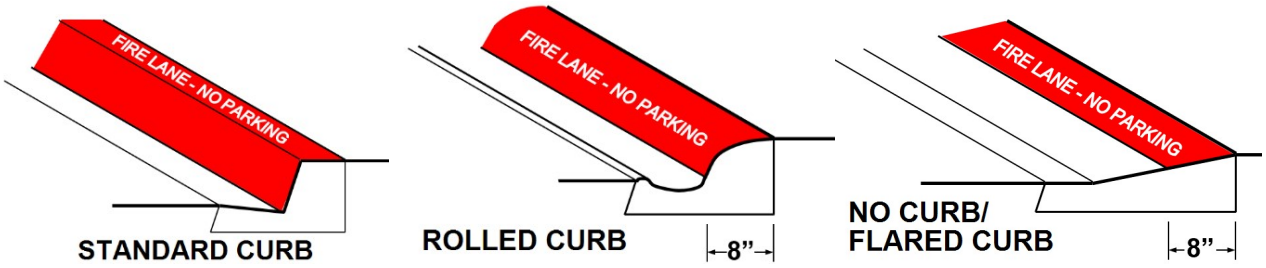
SECTION 3: FIRE LANE IDENTIFICATION

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

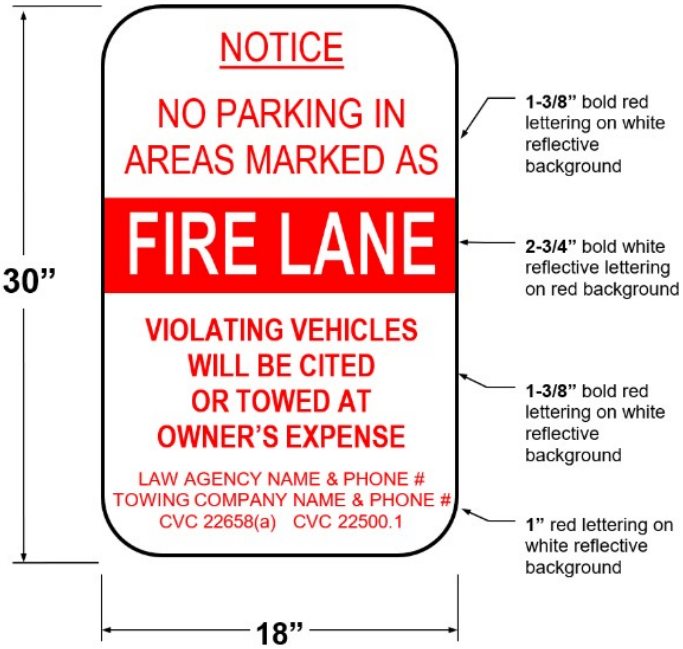


with fire lanes is limited, all such vehicle entrances to the designated area shall be posted with approved fire lane entrance signs (Figure 7).

3.2. **Fire Lane Entrance Signs -** Fire lane entrance signs must meet the following specifications:

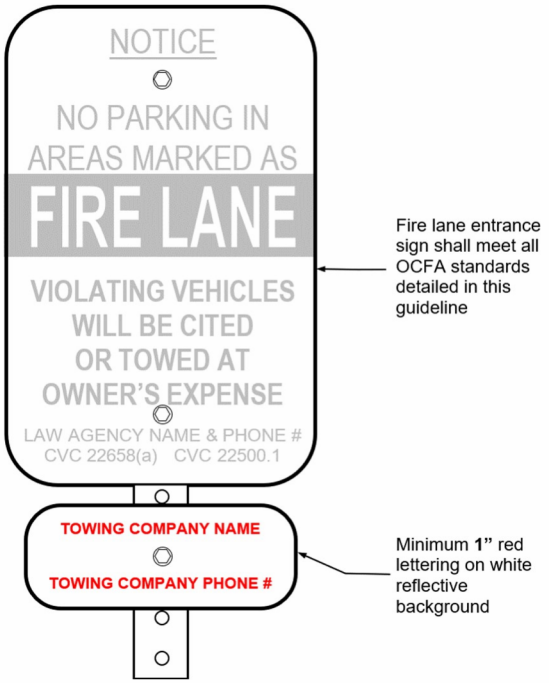
- Fire lane entrance signs are to be used only at vehicle entry points to areas that contain "Fire Lane – No Parking" signs or red curbs.
- The sign shall be posted at all vehicle entrances to areas marked with either red curbs or fire lane "No Parking" signs. Signs shall be securely mounted facing the 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-desac 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).

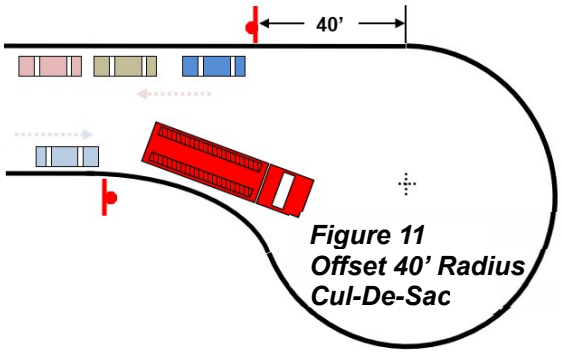


Figure 11
Offset 40’ Radius
Cul-De-Sac

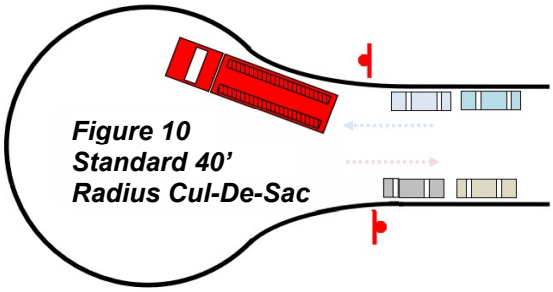


Figure 10
Standard 40’
Radius Cul-De-Sac

Figure 12 – Specifications for Cul-de-Sac Fire Lane No Parking Signs

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 extend of the no parking zone. Signs shall be securely mounted facing the direction of travel and clearly visible to oncoming traffic entering the designated area. Signs shall be made of durable material and installed per OCFA mounting specifications. Where signposts are not practical, signs may be mounted on a wall or fence and are allowed to be oriented parallel to the length of the fire lane. OCFA inspectors will determine if additional signs or sign locations are required.

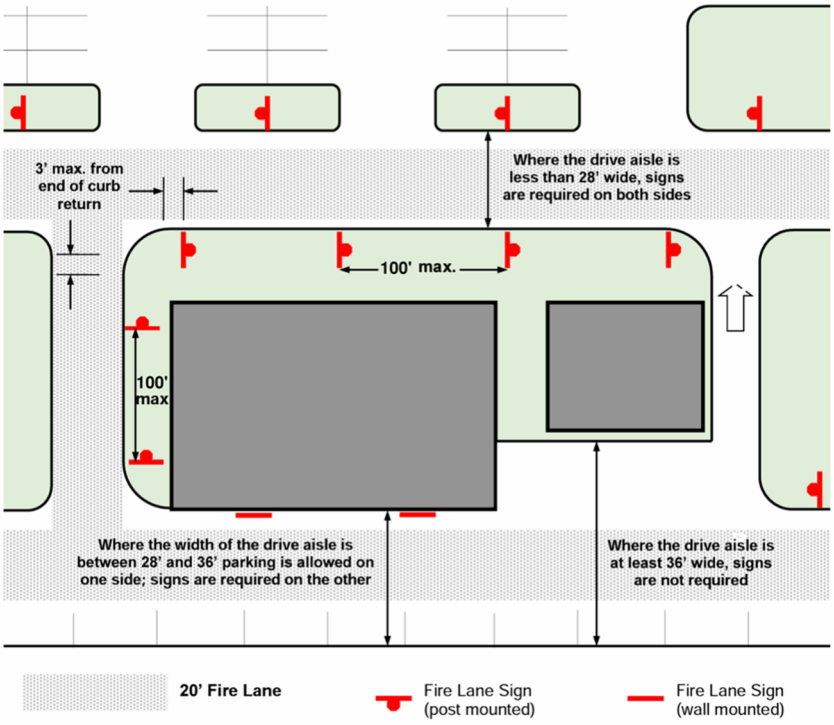
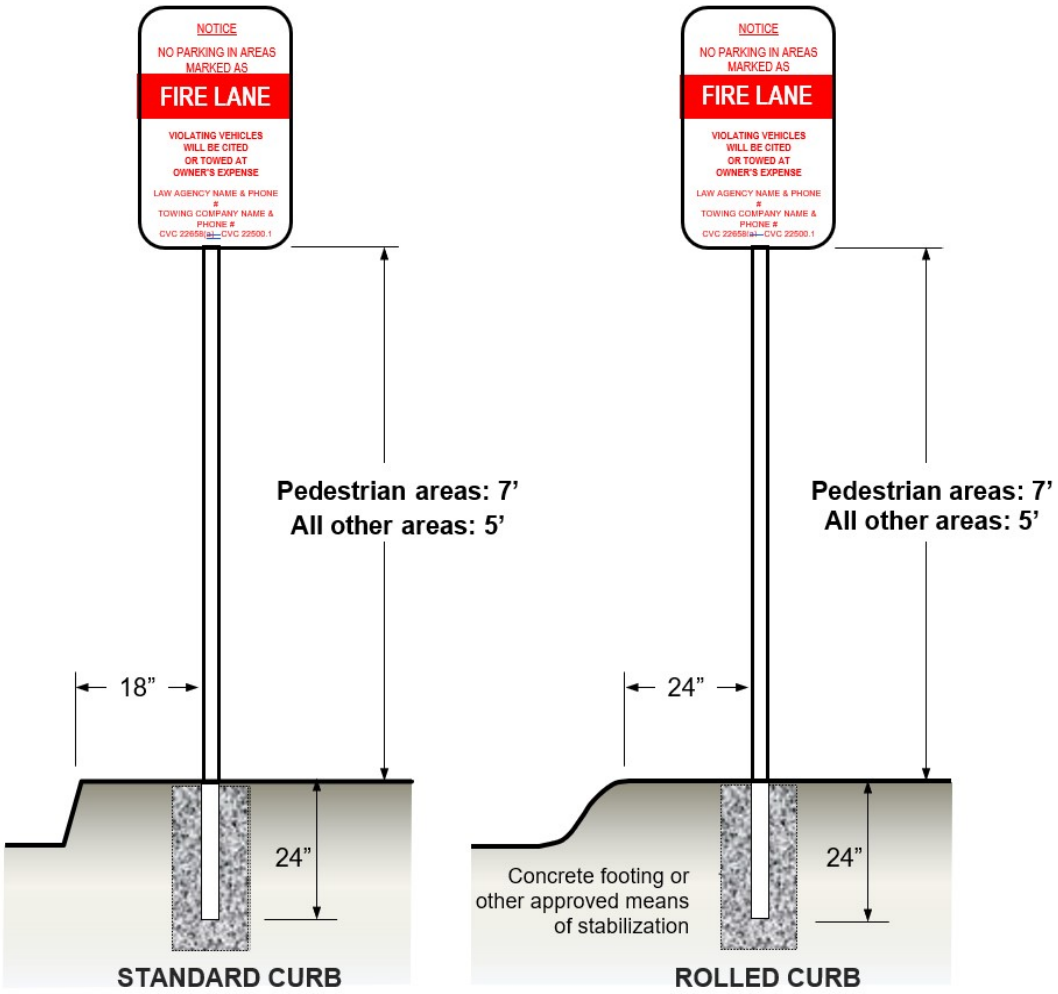


Figure 13 – Fire Lane No Parking Sign Locations

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.

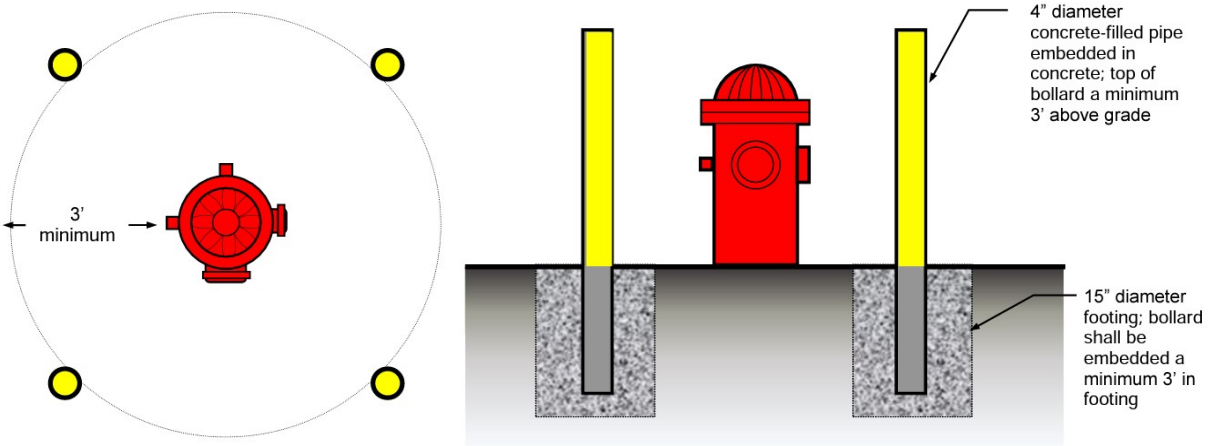
5.3.5. Hydrants and fire department connections shall not be located behind parking stalls or in other locations where they are likely to be blocked by vehicles or other objects. Whenever possible, hydrants shall be placed at street and drive aisle intersections in preference to mid-block locations. 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.

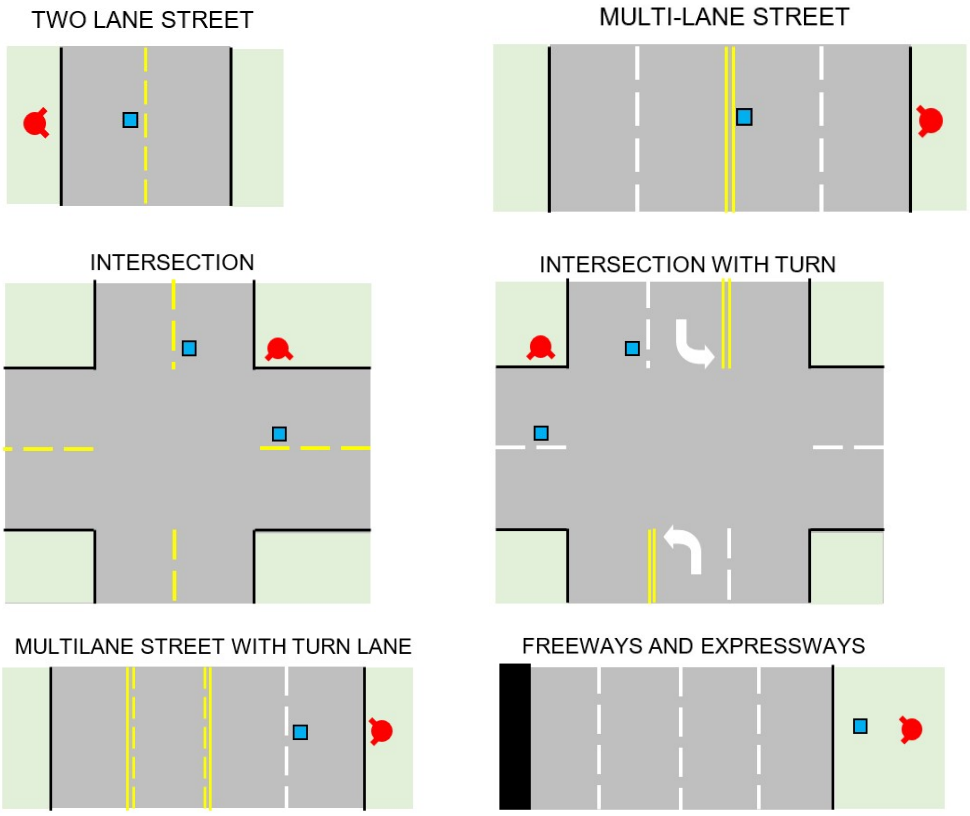
5.4.2. Hydrants may not require protection by bollards if they are located such that the potential for collision is minimal or if they are sufficiently protected by a standard concrete curb of at least six inches in height.

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).

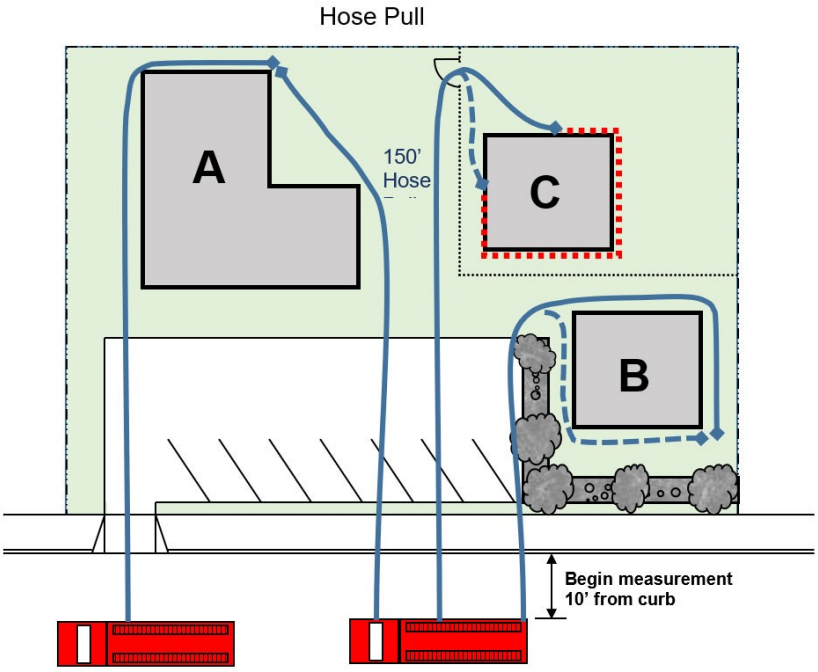
Figure 17 – Hose Pull

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

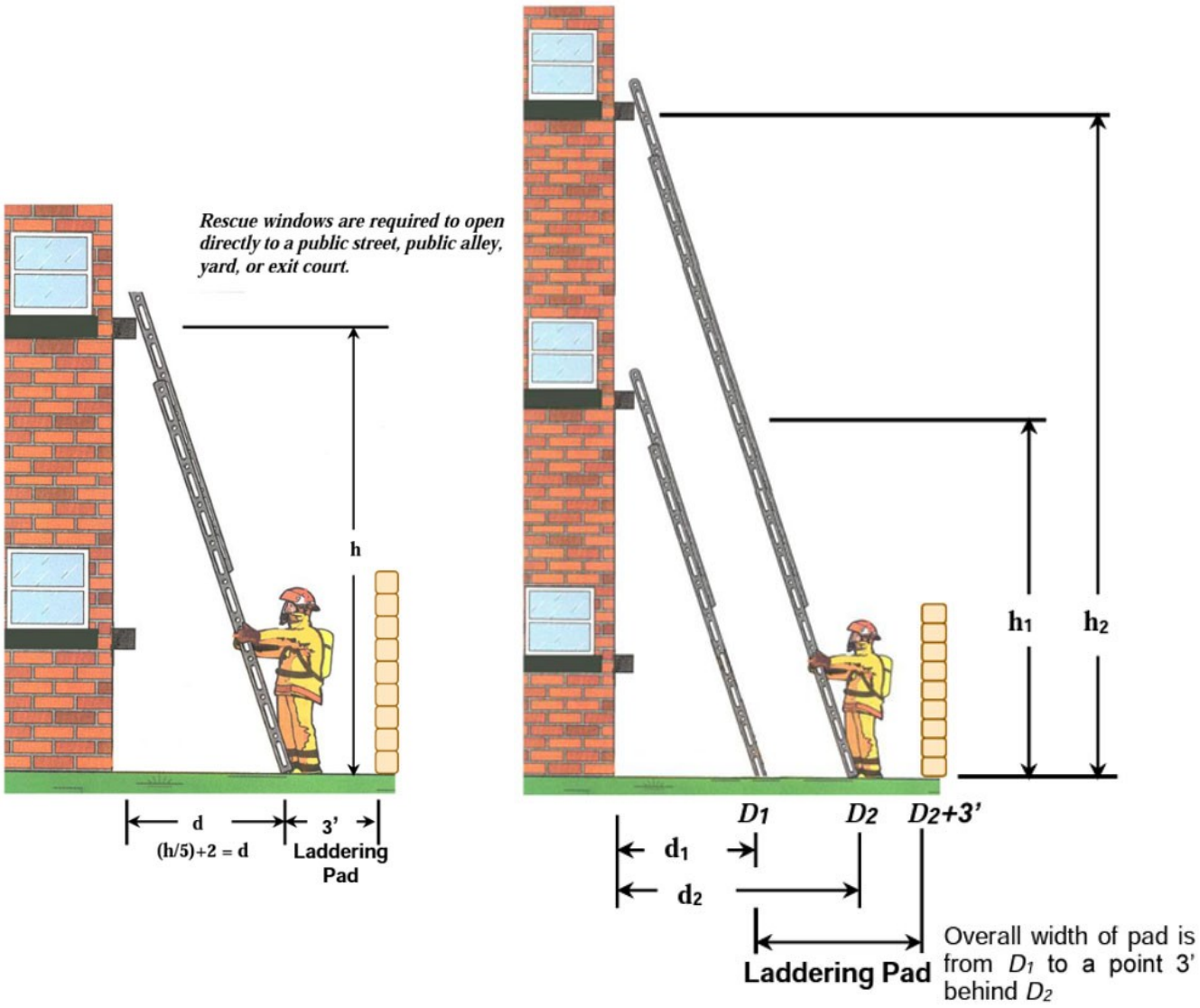
d = The distance in feet from the edge of the pad nearest the building to a point on the ground directly beneath the rescue window sill or balcony edge.

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?	☐	Yes				
Conditional Use Permit conditions included with submittal?	☐	Yes	☐	N/A (CUP was not required by city/county)		
Tract/Tentative Tract/Parcel Map Number has been provided?	☐	Yes				
Standard OCFA fire master plan notes are included?	☐	Yes (Notes are tailored to this project, where applicable)				
Building area, construction, occupancy, sprinkler type noted on plan?	☐	Yes				
Allowable area calculation provided on plan?	☐	Yes	☐	No (<6,000 sf unsprinklered; <18,000 w/ sprink.)		
Sheets not relevant to fire master plan removed from plan set?	☐	Yes				
Access/hydrant phasing plan provided?	☐	Yes	☐	N/A (No phasing of access/hydrant installation)		

WATER AND HYDRANTS

Water availability form completed and provided?	☐	Yes	☐	No (in progress)	☐	No (no change in demand)
All hydrants within 350' of the site are shown on plan?	☐	Yes				
Are hydrants provided/spaced per Guideline B-01, Attachment 3?	☐	Yes				

ACCESS AND ROADWAYS

Extent of the access roadway is clearly shown on the plan?	☐	Yes				
Turning radii and width (incl. road sections) shown on the plan?	☐	Yes				
Exterior of all structures within 150' hose pull distance?	☐	Yes	☐	No (AM&M proposed)	☐	No (sprinklered R-3)
Engineer's certification provided for new paving?	☐	Yes	☐	N/A (No new paving)		
Walkable surface provided to required openings?	☐	Yes				
Road and walkway grades >10% shown on plan	☐	Yes	☐	N/A (Grade <10%)		

FIRE LANE IDENTIFICATION

Red curbs are identified on plan with bold, dashed, or red lines?	☐	Yes	☐	N/A ("Fire Lane—No Parking" signs provided)
Location of each "Fire Lane—No Parking" sign shown?	☐	Yes	☐	N/A (Red curbs provided)
Fire lane entrance sign provided at each vehicle entrance?	☐	Yes	☐	N/A (All roads at least 36 feet wide)
Drawings of red curbs/"No Parking"/entrance signs provided?	☐	Yes	☐	N/A (All roads at least 36 feet wide)

GATES AND OBSTRUCTIONS

Are all gates, fences, and planters shown?	☐	Yes		
Are vehicle gates identified as manual or electric?	☐	Yes	☐	N/A (No gates proposed)
Gate operator specs showing emergency operation provided?	☐	Yes	☐	N/A (No electric gates proposed)
Manual vehicle gates have "No Parking" sign noted?	☐	Yes	☐	N/A (No manual gates proposed)
Knox boxes/locks/switches are noted on plans?	☐	Yes	☐	N/A (No gates proposed)
OCFA gate notes/specifications included on plan?	☐	Yes	☐	N/A (No gates proposed)

OTHER REQUIREMENTS

AM&M request letter scanned onto plan?	☐	Yes	☐	N/A (No alternate methods proposed)
Premises ID/address monument location shown on plan?	☐	Yes	☐	N/A (Single family homes)
Trash enclosures are located at least 5' from buildings?	☐	Yes	☐	No (Enclosures are existing or sprinklered)
Two entry points provided for 150 or more residences?	☐	Yes	☐	N/A (Non-residential project)
Buildings >75' to highest occupiable floor called out?	☐	Yes	☐	N/A (No high-rise structures)
Parking enforcement letter provided?	☐	Yes	☐	N/A (Public streets only)
Project located in methane zone(s) (portions of Yorba Linda, Buena Park, Seal Beach, San Clemente, and Unincorporated Orange County)?	☐	Yes	☐	No

NOTE: *This is only a listing of basic fire master plan submittal requirements. Other information or requirements may be necessary, depending on conditions specific to each project.*

Attachment 2 – CVC, Fire Lane Parking Violations

The California Fire Code (CFC) and California Vehicle Code (CVC) specify rules of the road for stopping, standing, and parking in fire lanes or near fire hydrants.

A. Section 22500.1 states that no person shall stop, park, or leave standing any vehicle whether attended or unattended, in any location designated as a fire lane by the Fire Authority except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or official traffic control device. Vehicles illegally parked in a fire lane may be towed per CVC 22953(b).

B. There shall be no parking of any vehicles other than fire department vehicles within 15 feet of either side of a fire hydrant in accordance with CVC 22514(c). Such vehicles may be towed per CVC 22651(e).

C. CVC 22658(a) permits the owner or person in lawful possession of any private property, subsequent to notifying local law enforcement, to cause the removal of a vehicle parked on such property to the nearest public garage, if a sign is displayed in plain view at all entrances to the property specifying:

   1. The ordinance prohibiting public parking, a notation indicating that vehicles will be removed at the owner's expense, and the telephone number of the local traffic law enforcement agency, or;

   2. The lot or parcel upon which the vehicle is parked has a single-family dwelling.

D. CFC 503.4 states that the required width of a fire apparatus access road shall not be obstructed in any manner, including parking of vehicles. Minimum required widths and clearances shall be maintained at all times.

E. CFC 507.5.4 states that vehicles and other obstructions shall not be placed or kept near fire hydrants, fire department inlet connections or fire-protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately discernible. The fire department shall not be deterred or hindered from gaining immediate access to fire-protection equipment or hydrants.

Attachment 3 – Hydrant Quantity and Spacing in OCFA Jurisdiction

SINGLE FAMILY RESIDENCES/DUPLEXES/TOWNHOUSES *with* SPRINKLERS

Flow Requirement	Minimum Number of Hydrants	Maximum Distance to a Hydrant		Maximum Distance between Hydrants [1]		Average Distance between Hydrants[1]	
		Thru road	*Dead-end*	Thru road	*Dead-end*	Thru road	*Dead-end*
500 - 1750	1	300	*250*	600	*500*	600	*500*
1751+	Use the table below						

ALL OTHER STRUCTURES

Flow Requirement	Minimum Number of Hydrants	Maximum Distance to a Hydrant		Maximum Distance between Hydrants [1,2]		Average Distance between Hydrants[1,2]	
		Thru road	*Dead-end*	Thru road	*Dead-end*	Thru road	*Dead-end*
1000 - 1750	1	250	*200*	500	*400*	500	*400*
1751 - 2250	2	225	*175*	450	*350*	450	*350*
2251 - 2500	3	225	*175*	450	*350*	450	*350*
2501 - 3000	3	225	*175*	450	*350*	400	*300*
3001 - 4000	4	210	*160*	420	*320*	350	*250*
4001 - 5000	5	180	*130*	360	*260*	300	*200*
5001 - 5500	6	180	*130*	360	*260*	300	*200*
5501 - 6000	6	150	*100*	300	*200*	250	*150*
6001 - 7000	7	150	*100*	300	*200*	250	*150*
7001+	1 per 1000 gpm or fraction thereof	120	*70*	240	*140*	200	*100*

All distances are in feet.

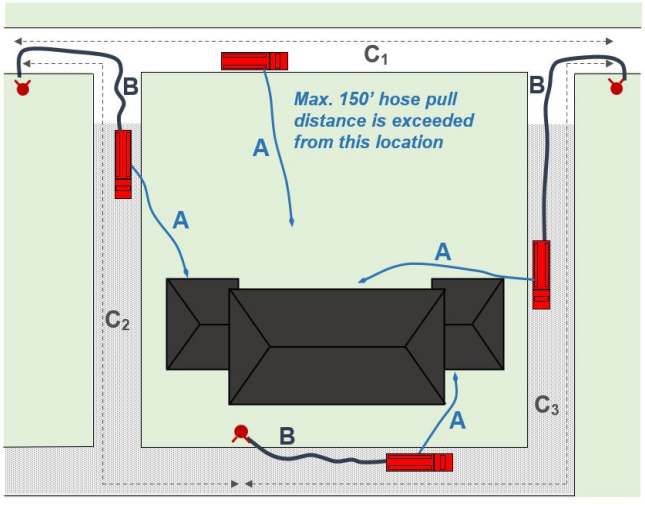
[1] Where streets are provided with median dividers which cannot be crossed by fire fighters pulling hose lines, or where arterial streets are provided with four or more traffic lanes and have a traffic count of more than 30,000 vehicles per day, hydrant spacing shall average 500 feet on each side of the street and be arranged on an alternating basis.

[2] Where new water mains are extended along streets where hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided at spacing not to exceed 1,000 feet to provide for transportation hazards.

A: HOSE PULL – In the diagram, firefighters would be able to reach the entire perimeter of the building by pulling no more than 150' of hose from one or more fire engines staged in the shaded portion of the fire lane; the unshaded roadway has a hose pull distance greater than 150 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)
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	
22701-30200	12701-17000	8201-10900	5901-7900	3601-4800	1750	875		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	NS: 2 S: 1	2250	1500	2
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		3000	1500	
83701-97700	47101-54900	30101-35200	21801-25900	13401-15600	3250	1625	NS: 3 S: 1	3250	1625	3
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		3750	1875	
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	NS: 4 S: 1	5750	2875	
295901+	166501+	106501-115800	77001-83700	47401-51500	6000	3000		6000	3000	4
		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.

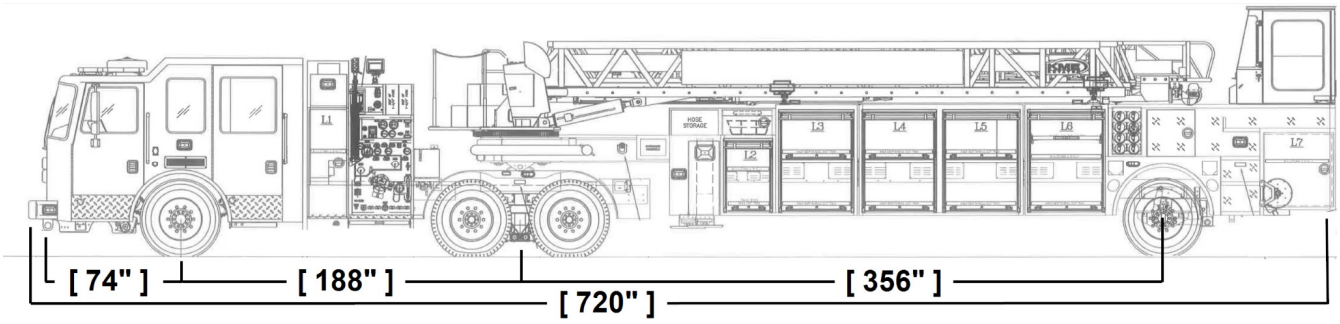
State Responsibility Area (SRA) - Land where the State of California has primary financial responsibility for the prevention and suppression of wildland fires. All SRA land is located within County unincorporated areas; SRA does not include lands within city boundaries or in federal ownership. *(Refer 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 caseby-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

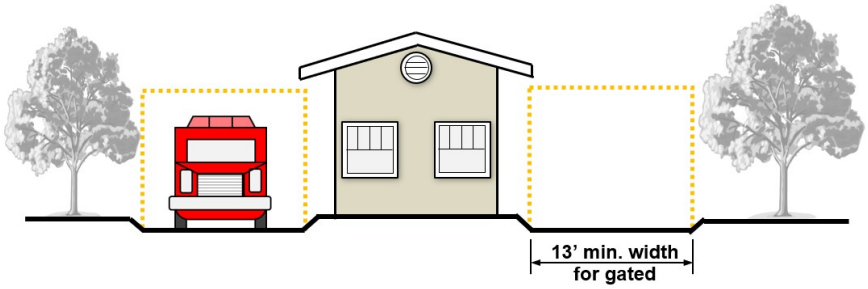
This appendix contains information related to gates and barriers shown on the Fire Master Plan. In addition to the generic information listed in Guideline B-01, the information in this appendix must be provided with your plan if your plan incorporates gates and barriers. **Note: This information may 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:

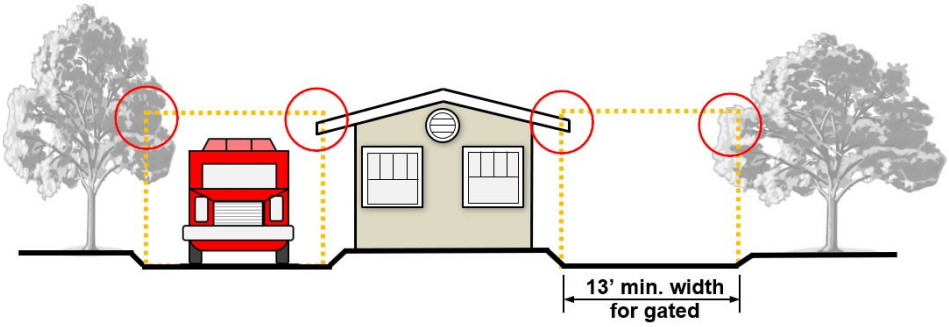
B1.1. **Clear Width** – Gated openings for vehicle egress and ingress of vehicles shall have at least 13-feet of clear width when serving a single 13-foot-wide fire lane designed for traffic travelling in one direction and 20-feet clear for a 20-foot-wide fire lane serving traffic travelling in two directions. 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.

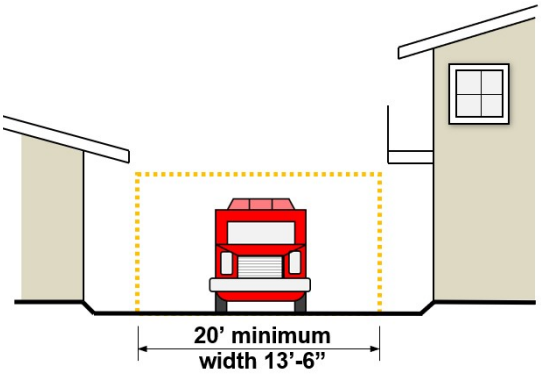


PROPER CLEARANCE PROVIDED
Eaves and vegetation do not encroach upon the 13'-wide by 13'-6" high minimum dimensions allowed for the fire access roadway next to the guard house.



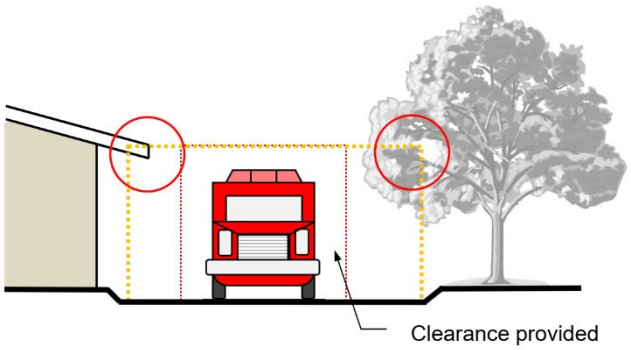
INSUFFICIENT CLEARANCE
While a 13'-wide access roadway is provided next to the guard house, eaves and vegetation encroach upon the minimum clear height of the fire lane.

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.



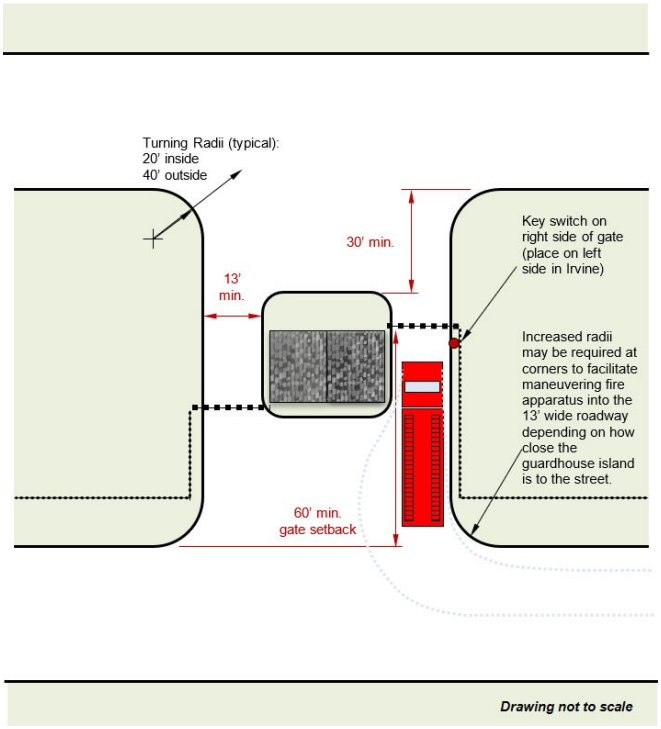
INSUFFICIENT CLEARANCE

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.

Figure B3 – Minimum Gate Setbacks



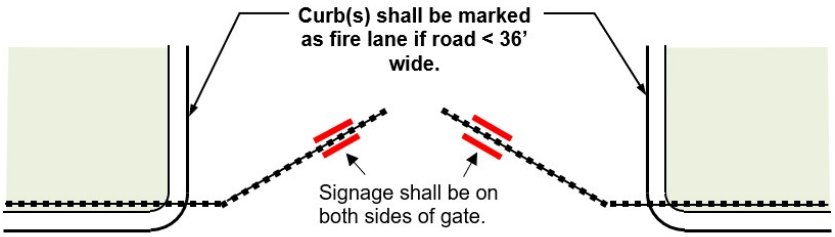
B1.4. **Setbacks from First Interior Turn** – A 30-foot minimum setback is required from a gate to the first turn.

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 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.

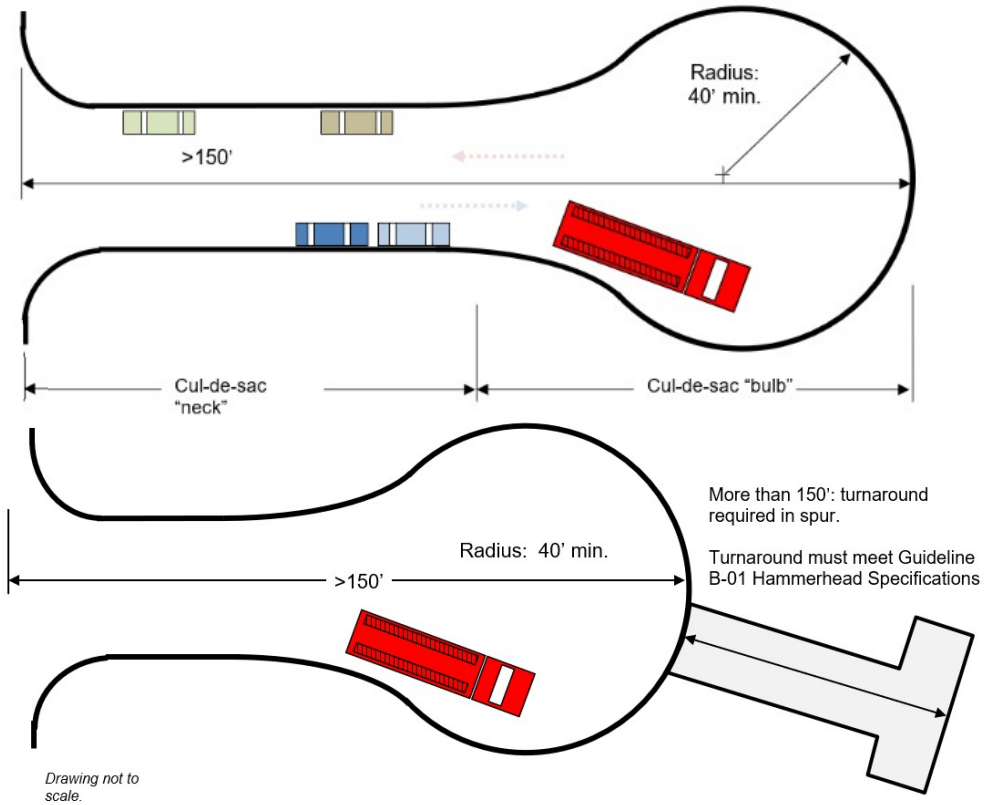
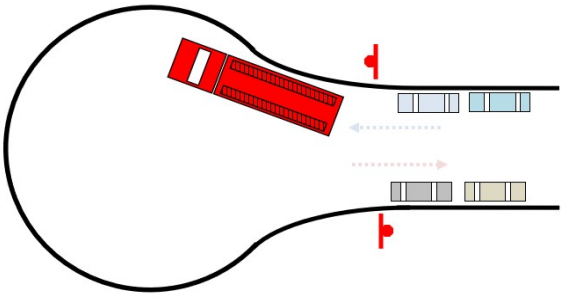


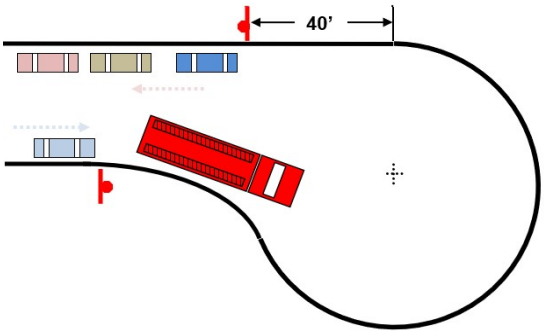
Figure C1 - Cul-de-Sacs and Dead-End Roadways

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.

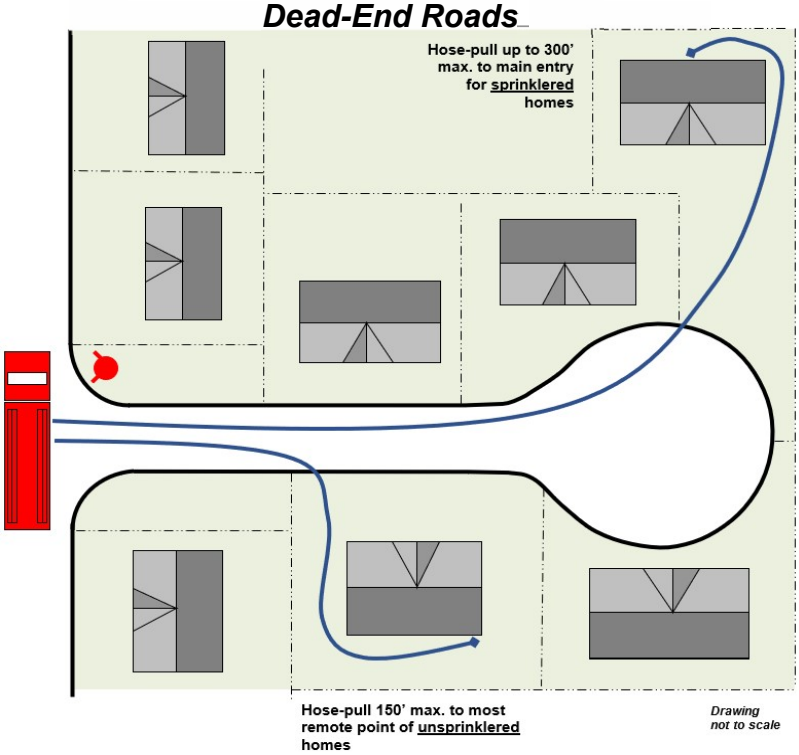
C3.2. When there are not more than two Group R3 and two Group U occupancies on a single-family residential lot, the fire lane serving a detached single-family home or duplex, or related accessory structure (pool house, casita, garage, workshop, barn, etc.) is protected through by an approved NFPA 13-D, 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.

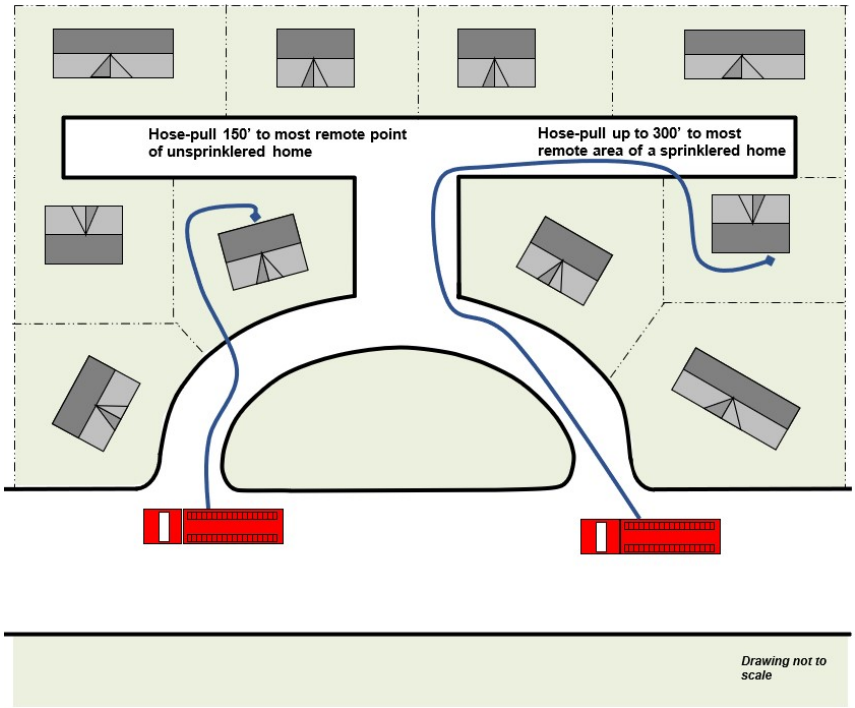
C3.4. **Short Cul-de-sacs and Dead-End Roads -** If hose-pull distance can be satisfied without fire apparatus entering the cul-de-sac or dead-end road, and the road is not otherwise required to be a fire lane as determined by the fire code official, the street is not required to have a bulb or hammerhead with minimum OCFA turning radii or meet other standard fire lane requirements. (Figure C3)

Figure C3 – Short Cul-de-sacs and Dead-End Roads



C3.5. **Eyebrows -** If the eyebrow does not meet OCFA's minimum turning radius and width requirements, fire department access will be measured from the nearest available fire lane around the island and any other obstructions. If 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)

Figure C4 – Eyebrows

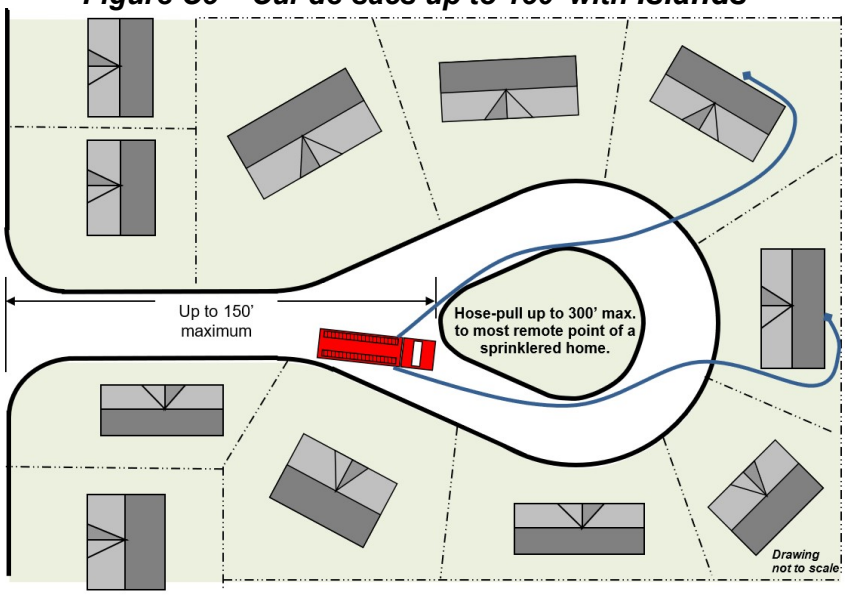


C3.6. ***Cul-de-Sacs up to 150' with Islands -*** Cul-de-sacs up to 150 feet in length containing an island (Figure C5) will have access to the homes measured along an approved route around the island and any other obstructions in the path of travel from the point of where the island begins to impede fire apparatus.

C3.6.1. If all homes are in access from the area preceding the island, the portion of the bulb beyond the island is not required to comply with OCFA fire lane requirements.

C3.6.2. If the hose-pull to the most remote point of a sprinklered home exceeds 300 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 • 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

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

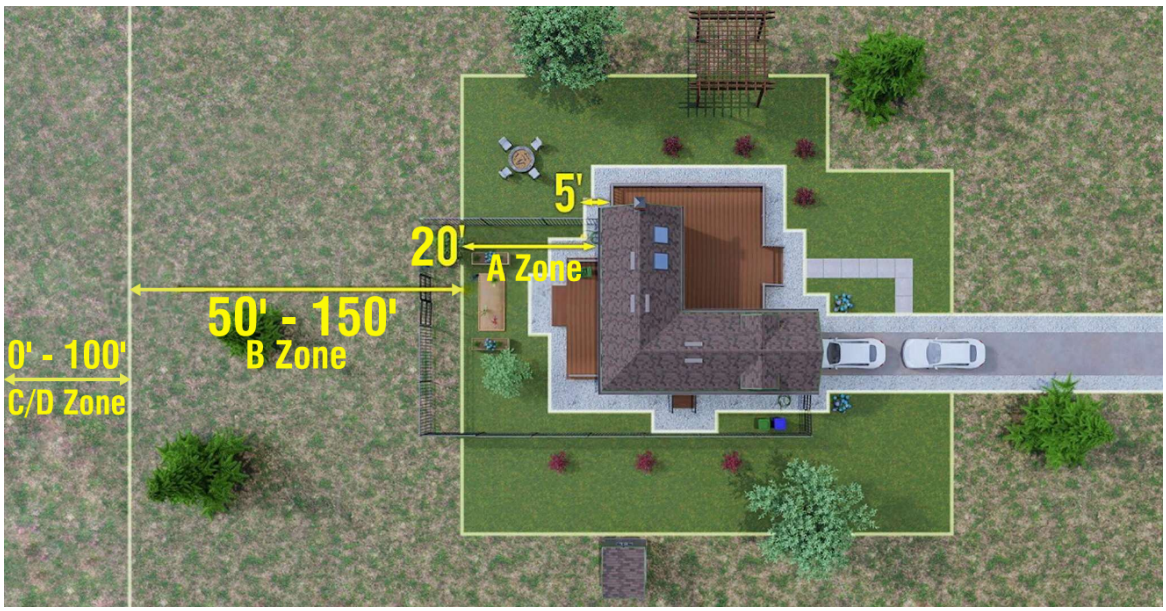
3. Required Inspections (OCFA must be contacted at 714-573-6150 to schedule)

- **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.

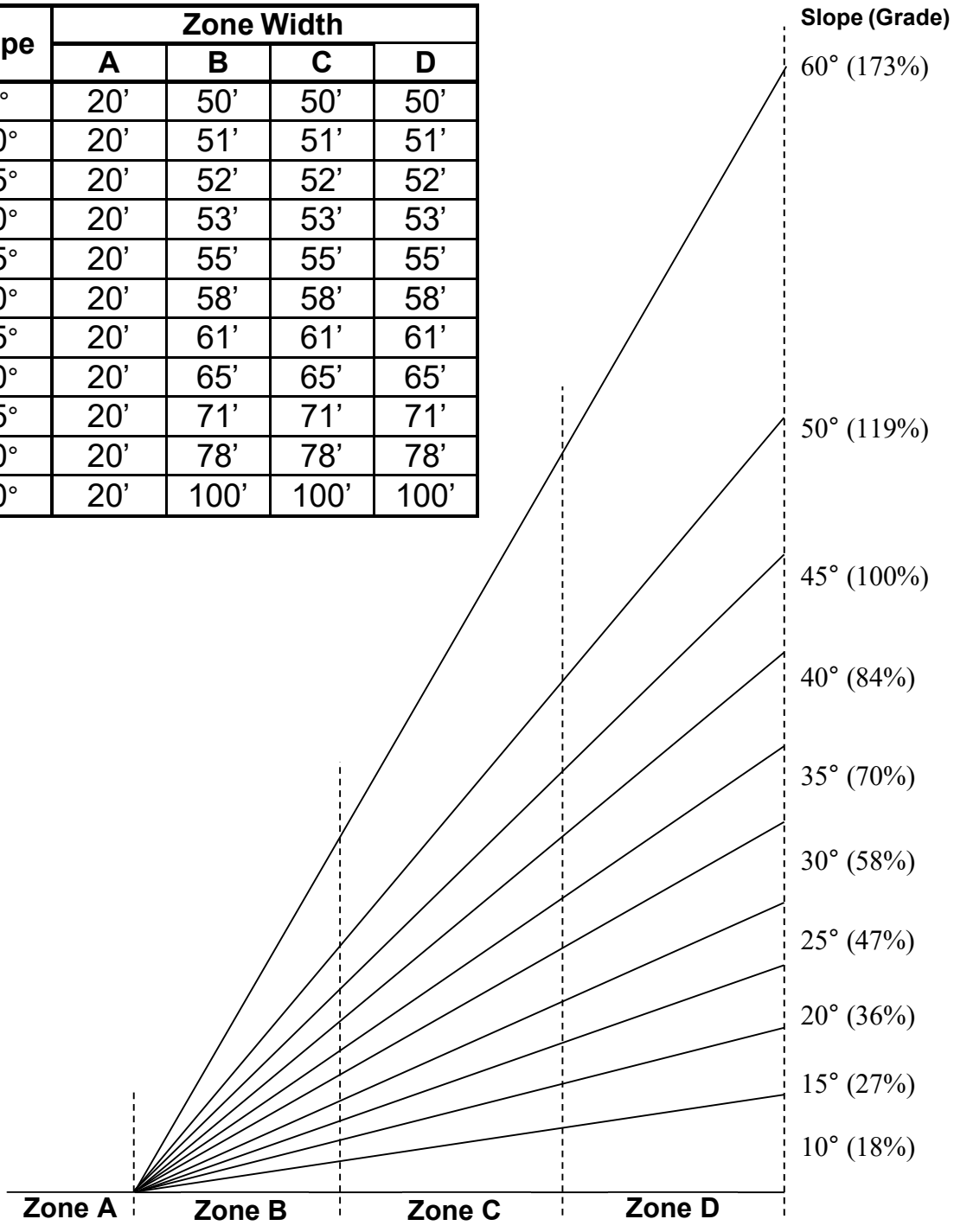
Where there is no approved fuel modification plan, ongoing maintenance of vegetation in wildfire risk areas shall be in accordance with the currently posted OCFA Vegetation Management Recommendations/Requirements for Homeowners document at www.ocfa.org.

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.

Slope	Zone Width			
	A	B	C	D
0°	20’	50’	50’	50’
10°	20’	51’	51’	51’
15°	20’	52’	52’	52’
20°	20’	53’	53’	53’
25°	20’	55’	55’	55’
30°	20’	58’	58’	58’
35°	20’	61’	61’	61’
40°	20’	65’	65’	65’
45°	20’	71’	71’	71’
50°	20’	78’	78’	78’
60°	20’	100’	100’	100’

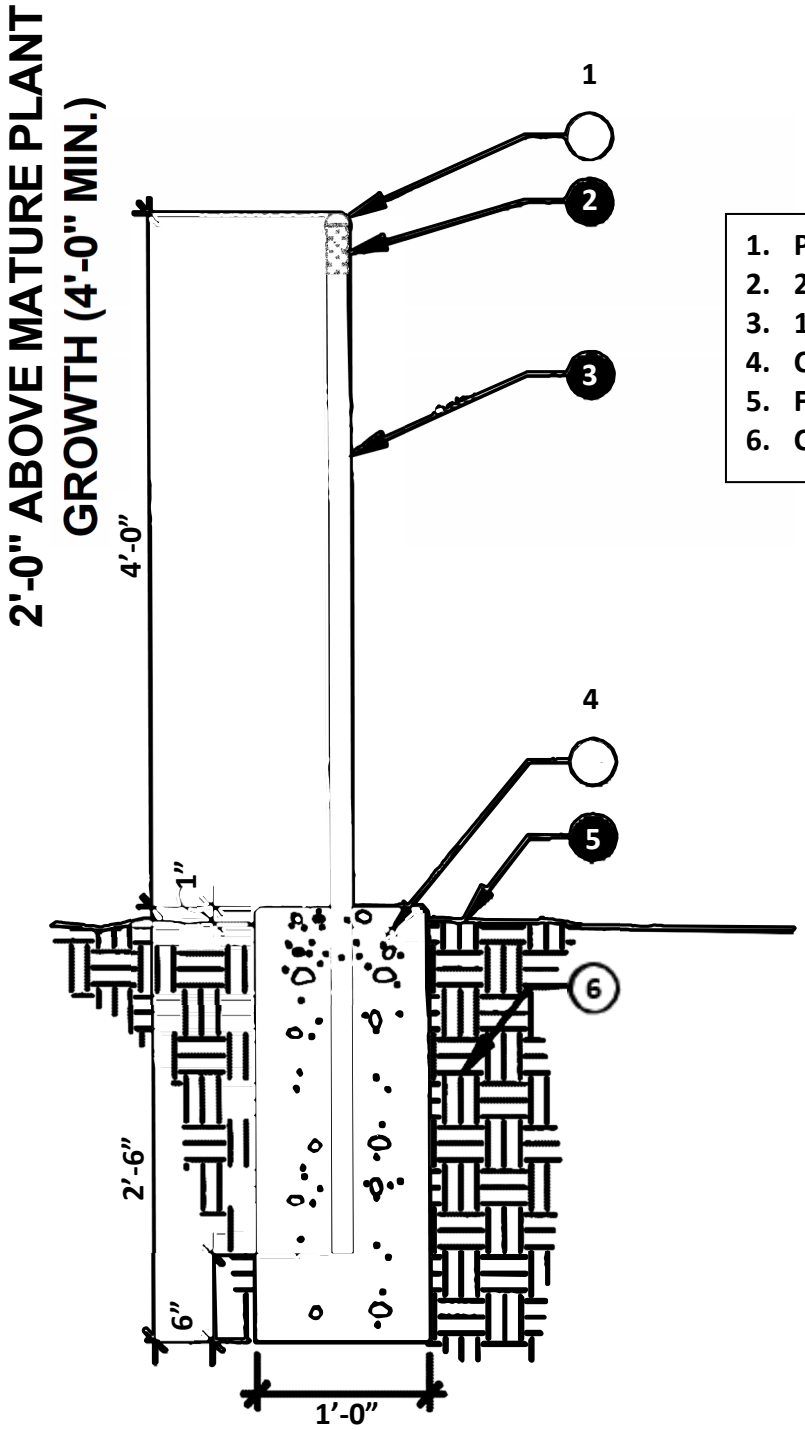


ATTACHMENT 4

Zone Marker Details

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.).



1. **POST CAP**
2. **2"X5" ZONE INDICATOR**
3. **1 ½" DIAMETER GALVANIZED POST**
4. **CONCRETE FOOTING 2500 PSI @ 28 DAYS**
5. **FINISH GRADE**
6. **COMPACTED SUBGRADE**

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").

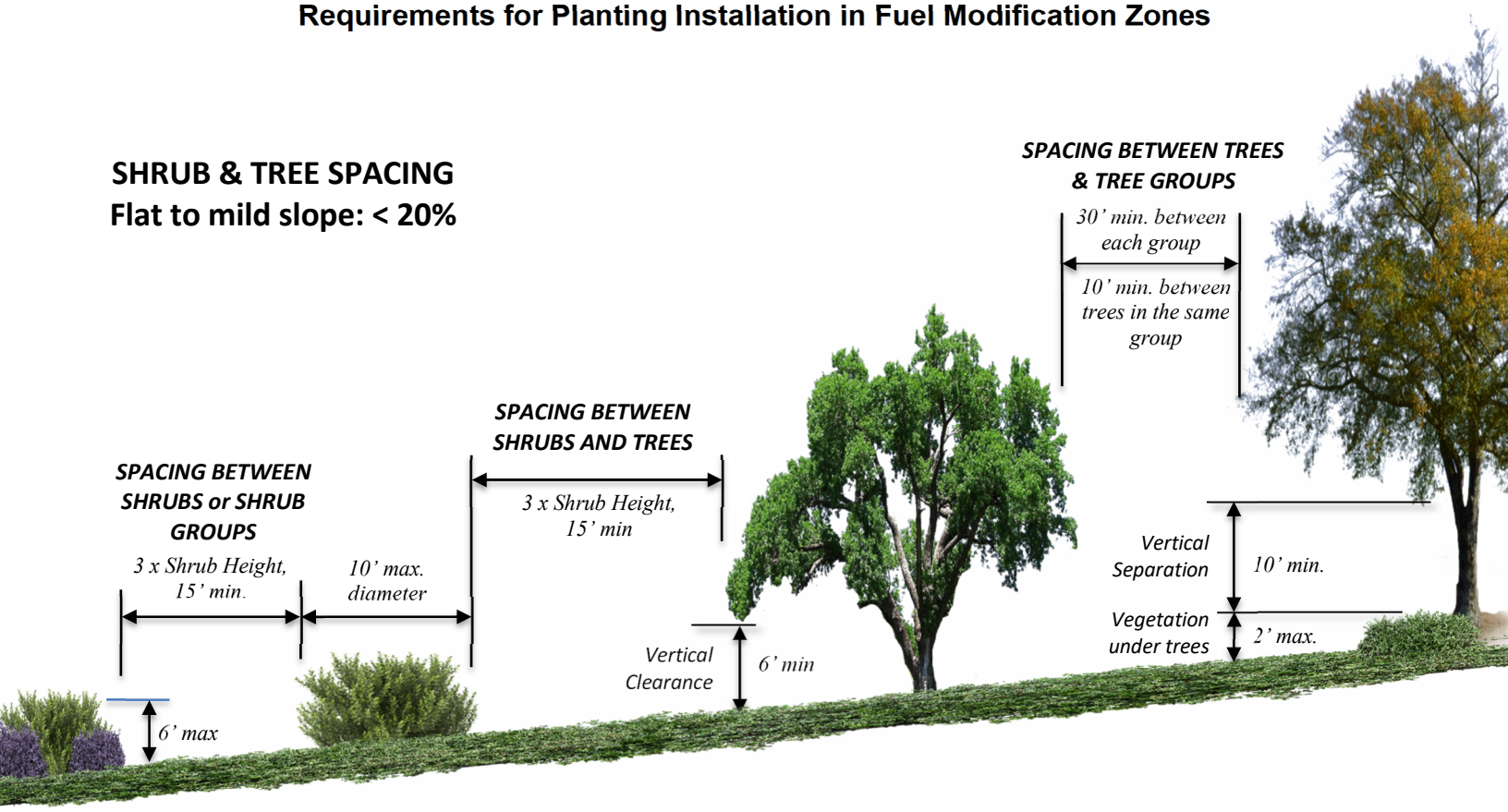
2. As used herein, "Fire Prevention Maintenance" shall mean the following:
    a. All portions of the Association Property or Common Area that constitute FMZs or designated interior/manufactured slopes shall be regularly maintained by the HOA on a year-round basis in accordance with the fuel modification 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



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.

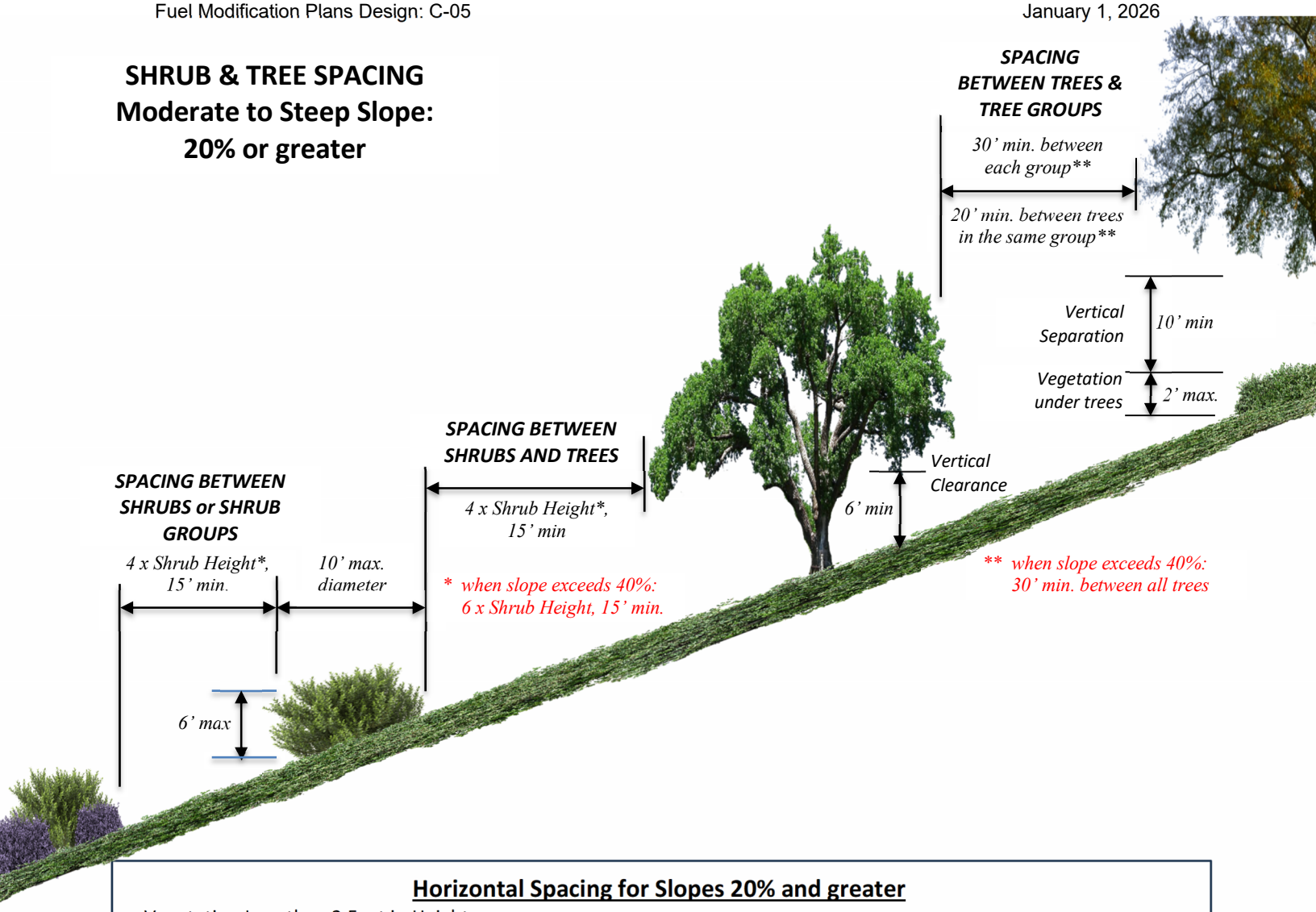
Vegetation exceeding 6 feet in Height:

- 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 Bigelevil	Indian Tobacco
Nicotiana Glauca	Tree Tobacco
Pennisetum alopecuroides	Fountain Grass
Ricinus Communis	Castor Bean Plant
Sacsola Austails	Russian Thistle/Tumbleweed
Salvia Mellifera	Black Sage
Silybum Marianum	Milk Thistle
Tamarix Ramosissima	Salt Cedar
Urtica Urens	Burning Nettle
Ornamental:	
Arecaceae *(all palm species)	Palms * ***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 chammissonis	Beach Bur-Sage	Perennial

	Code	Botanical Name	Common Name	Plant Form
20.	o	Amorpha fruticosa	Western False Indigobush	Shrub
21.	W	Anigozanthus flavidus	Kangaroo Paw	Perennial/accent
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 Artesmisia	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 cheiranthifiloa	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

	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	Califiornia Coreopsis	Annual
76.	W	Coreopsis lanceolata	Coreopsis	Ground Cover
77.	N	Corea pulchella	Australian Fuscia	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

	Code	Botanical Name	Common Name	Plant Form
101.	o	Eriodictycon 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	Fremontondendron 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	Lamprathus 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 tulipfera	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

	Code	Botanical Name	Common Name	Plant Form
183.	W	Myoporum parvilfolium	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	Nemophilia menziesii	Baby Blue Eyes	Annual
188.	X	Nerium Oleander	Oleander	Shrub
189.	o	Nolina cismontana	Chapparal Nolina	Shrub
190.	N	Nolina species	Mexican Grasstree	Shrub
191.	W	Oenothera belandieri	Mexican Evening Primrose	Ground Cover
192.	N	Oenothera hookeri	California Evening Primrose	Flower
193.	W	Oenothera speciosa	Show Evening Primrose	Perennial
194.	X	Ophiopogon japonicus	Mondo Grass	Ground Cover
195.	o *	Opuntia littoralis	Prickly Pear	Cactus
196.	o *	Opuntia oricola	Oracle Cactus	Cactus
197.	o *	Opuntia prolifera	Coast Cholla	Cactus
198.	W	Osmanthus fragrans	Sweet Olive	Shrub
199.	X	Osteospermum fruticosum	Training African Daisy	Ground Cover
200.	X	Parkinsonia aculeata	Mexican Palo Verde	Tree
201.	W	Pelargonium peltatum	Ivy Geranium	Ground Cover
202.	X	Penstemon species	Beard Tongue	Shrub
203.	W	Photinia fraseria	no common name	Shrub
204.	W	Pistacia chinesis	Chinese Pistache	Tree
205.	X	Pittosporum undulatum	Victorian Box	Tree
206.	o	Plantago erecta	California Plantain	Annual
207.	**	Plantago insularis	Woolly Plantain	Annual
208.	X	Plantago sempervirens	Evergreen Plantain	Ground Cover
209.	W	Plantanus racemosa	California Sycamore	Tree
210.	W	Plumbago auritulata	Plumbago Cape	Shrub
211.	o	Popolus fremontii	Western Cottonwood	Tree
212.	X	Portulacaria afra	Elephant's Food	Shrub
213.	o	Potentilla glandulosa	Sticky Cinquefoil	Subshrub
214.	X	Potentilla tabernaemontanii	Spring Cinquefoil	Ground Cover
215.	X	Prunus caroliniana	Carolina Cherry Laurel	Shrub/Tree
216.	o	Prunus ilicifolia ssp. Ilicifolia	Holly Leafed Cherry	Shrub
217.	X	Prunus lyonii	Catalina Cherry	Shrub/Tree
218.	N	Punica granatum	Pomegranate	Shrub/Tree
219.	W	Puya species	Puya	Succulent/Shrub
220.	W	Pyracantha species	Firethorn	Shrub
221.	o	Quercus agrifolia	Coast Live Oak	Tree
222.	o n *	Quercus berberdifolia	California Scrub Oak	Shrub
223.	o n *	Quercus dumosa	Coastal Scrub Oak	Shrub
224.	X	Quercus engelmannii	Engelmann Oak	Tree

	Code	Botanical Name	Common Name	Plant Form
225.	X	Quercus suber	Cork Oak	Tree
226.	X	Rhamnus alaternus	Italian Buckthorn	Shrub
227.	o	Rhamnus californica	California Coffee Berry	Shrub
228.	o	Rhamnus crocea	Redberry	Shrub
229.	o	Rhamnus crocea ssp. Ilicifolia	Hollyleaf Redberry	Shrub
230.	N	Rhaphiolepis species	Indian Hawthorne	Shrub
231.	o	Rhus integrifolia	Lemonade Berry	Shrub
232.	N	*Searsia Lancea*	African Sumac	Tree
233.	o n	Rhus ovata	Sugar bush	Shrub
234.	o	Ribes aureum	Golden Currant	Shrub
235.	o	Ribes indecorum	White Flowering Currant	Shrub
236.	o	Ribes speciosum	Fuschia Flowering Gooseberry	Shrub
237.	W	Ribes viburnifolium	Evergreen currant	Shrub
238.	o *	Romneya coulteri	Matilija Poppy	Shrub
239.	X	Romneya coulteri 'White Cloud'	White Cloud Matilija Poppy	Shrub
240.	W n	Rosmarinus officinalis	Rosemary	Shrub
241.	W n	Salvia greggii	Autums Sage	Shrub
242.	W n	Salvia sonomensis	Creeping Sage	Ground Cover
243.	o	Sambucus mexicana	Mexican Elderberry	Tree
244.	W	Santolina chamaecyparissus	Lavender Cotton	Ground Cover
245.	W	Santolina virens	Green Lavender Cotton	Shrub
246.	o	Satureja chandleri	San Miguel Savory	Perennial
247.	o	Scirpis scutus	Hard Stem Bulrush	Perennial
248.	o	Scirpus californicus	California Bulrush	Perennial
249.	X	Sedum acre	Goldmoss Sedum	Ground Cover
250.	X	Sedum album	Green Stonecrop	Ground Cover
251.	X	Sedum confusum	no common name	Ground Cover
252.	X	Sedum lineare	no common name	Ground Cover
253.	X	Sedum x rubrotinctum	Pork and Beans	Ground Cover
254.	X	Senecio serpens	no common name	Ground Cover
255.	o	Sisyrinchium bellum	Blue Eyed Grass	Ground Cover
256.	o	Solanum douglasii	Douglas Nightshade	Shrub
257.	o	Solanum xantii	Purple Nightshade	Perennial
258.	W	Stenicarpus sinuatus	Firewheel Tree	Tree
259.	W	Strelitzia nicolai	Giant Bird of Paradise	Perennial
260.	W	Strelitzia reginae	Bird of Paradise	Perennial
261.	o	Symphoricarpos mollis	Creeping Snowberry	Shrub
262.	W	Tecoma stans (Stenolobium stans)	Yellow Bells	Shrub/Small Tree
263.	X	Tecomaria capensis	Cape Honeysuckle	Ground Cover
264.	N	Teucarium chamedrys	Germander	Ground Cover
265.	N	Thymus serpyllum	Lemon Thyme	Ground Cover
266.	N	Trachelospermum jasminoides	Star Jasmine	Shrub

	Code	Botanical Name	Common Name	Plant Form
267.	o	Trichosstems lanatum	Woolly Blue Curls	Shrub
268.	X	Trifolium hirtum 'Hyron'	Hyron Rose Clover	Ground Cover
269.	X	Trifolium fragerum 'O'Connor's'	O'Connor's Legume	Ground Cover
270.	o	Umbellularia californica	California Laurel	Tree
271.	o	Verbena lasiostachys	Western Vervain	Perennial
272.	N	Verbena peruviana	no common name	Ground Cover
273.	X	Verbena species	Verbena	Ground Cover
274.	X	Vinca minor	Dwarf Periwinkle	Ground Cover
275.	o	Vitis girdiana	Desert Wild Grape	Vine
276.	X	Vulpia myuros 'Zorro'	Zorro Annual Fescue	Grass
277.	W	Westringia fruticosa	no common name	Shrub
278.	W	Xannithorrhoea 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 LD_{50} 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
- Amount Stored
- Open System Use Amount
- Closed System Use Amount
- Location of Storage
- Location of Use
- Totals for Interior Storage
- Totals for Exterior Storage
- Totals for Open System Use
- 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	OpenUse	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 #3

FL-IB:

Interior Storage:	20 gal
Exterior Storage:	55 gal
Open Use:	14 gal
Closed Use Use:	

CL-II:

Interior Storage:	
Exterior Storage:	110 gal
Open System Use:	60 gal
Closed System Use:	

FLG:

Interior Storage:	200 cf
Exterior Storage:	
Open Use:	
Closed Use Use:	200 cf

OXY-1:

Interior Storage:	55 gal, 50 lbs
Exterior Storage:	
Open System Use:	
Closed System Use:	10 gal, 10 lbs

WR-1

Interior Storage:	55 gal, 50 lbs
Exterior Storage:	
Open Use:	0 gal, 7 lbs
Closed Use Use:	15 gal, 0 lbs

UR-1

Interior Storage:	200 cf
Exterior Storage:	
Open System Use:	
Closed System Use:	200 cf

TOX:

Interior Storage:	55 gal
Exterior Storage:	110 gal
Open Use:	55 gal
Closed Use Use:	15 gal

HTOX:

Interior Storage:	50 lbs
Exterior Storage:	
Open System Use:	10 lbs
Closed System Use:	

COR:

Interior Storage:	425 gal, 50 lbs
Exterior Storage:	
Open Use:	15 gal, 20 lbs
Closed Use Use:	70 gal, 0 lbs

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 *new* 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

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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
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	*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 CWUIC CODE SECTION	*2022 Code Section*	TITLE/SUBJECT	COMMENTS/JUSTIFICATION	STATUS
Chapter 6 - Fire Protection Requirements				
602.4	*CFC 4903.3*	**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-2023-0004, A REQUEST BY PHILIP BELLAFAIRE FOR APPROVAL OF A CONDITIONAL USE PERMIT AMENDING CONDITIONAL USE PERMIT CUP-559 TO ALLOW FOR OUTDOOR STORAGE AND ALTERNATIVE PROVISIONS TO OFF-STREET PARKING REGULATIONS RESULTING IN A REDUCTION IN OFF-STREET PARKING STALLS AT THE PROPERTY LOCATED AT 23252 VIA CAMPO VERDE, LAGUNA WOODS, CA 92637

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City of Laguna Woods
Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: November 19, 2025 Regular Meeting

SUBJECT: Conditional Use Permit CUP-2023-0004, a request by Philip Bellafaire for approval of a conditional use permit amending Conditional Use Permit CUP-559 to allow for outdoor storage and alternative provisions to off-street parking regulations resulting in a reduction in off-street parking stalls at the property located at 23252 Via Campo Verde, Laguna Woods, CA 92637

Recommendation

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT CUP-2023-0004 TO AMEND CONDITIONAL USE PERMIT CUP-559 TO ALLOW FOR OUTDOOR STORAGE AND ALTERNATIVE PROVISIONS TO OFF-STREET PARKING REGULATIONS RESULTING IN A REDUCTION IN OFF-STREET PARKING STALLS AT THE PROPERTY LOCATED AT 23252 VIA CAMPO VERDE, LAGUNA WOODS, CA 92637, AND DETERMINING THAT THE CONDITIONAL USE PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15301 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

Background

Philip Bellafaire ("Applicant") has submitted a land use application seeking approval of Conditional Use Permit CUP-2023-0004, which would amend Conditional Use Permit CUP-559 to allow for outdoor storage and alternative provisions to off-street parking regulations resulting in a reduction in off-street parking stalls at the property located at 23252 Via Campo Verde, Laguna Woods, CA 92637.

The project location is currently occupied by Saddleback Golf Cars, a golf car/cart retail sales and services business. It is located generally west of Moulton Parkway between Via Campo Verde and Calle Cortez (in the City of Aliso Viejo). The Orange County Assessor's Parcel Number ("APN") for the project location is 621-131-26 and the property owner is Semit Properties LLC, a California limited liability company.

A vicinity map is included as Attachment C.

Table 1: Surrounding Land Uses

General Location	General Plan Land Use Designation	Land Use
North	Commercial / Open Space	Willow Tree Center / Via Campo Verde (private road)
South	Open Space Open Space	Golden Rain Foundation of Laguna Woods property principally used for equestrian, mulch production, storage,

		and open space purposes
East	Commercial / Open Space	Willow Tree Center / Golden Rain Foundation of Laguna Woods property principally used for equestrian and open space purposes
West	Open Space	Via Campo Verde (private road) and Golden Rain Foundation of Laguna Woods property principally used for equestrian, mulch production, storage, and open space purposes

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).

Conditional Use Permit CUP-559 was approved by the City Council on September 16, 2009 to allow for the operation of a golf car/cart retail sales and service use at the project location. 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-2023-0004 and, thereafter, consider approval of the same (Attachment A). Staff recommends approval, 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).

The proposed conditional use permit would:

- Reduce the number of required off-street parking stalls from 45 to 12 based on a parking study provided by the Applicant and reviewed by the City[1]. The

[1] The parking study provided by the Applicant recommended 10 parking stalls. Staff and the Applicant subsequently agreed that 12 parking stalls would be provided.

proposed parking plan includes adding one new van accessible parking stall closest to the building in place of two existing, standard parking stalls. The proposed parking plan complies with the 2022 California Building Standards Code and Laguna Woods Municipal Code. Staff agrees that a requirement to provide 12 off-street parking stalls is appropriate for the current use of the property, subject to the proposed conditions of approval.

- Allow golf carts and low-speed vehicles to be stored around the northern and eastern perimeter of the main building, in the former loading dock area (the Applicant does not use the loading dock for loading purposes), and in certain other designated areas outside of the building.

- Designate areas outside of the building for storage, trailer parking (including vehicles to tow trailers), and pick-up and delivery activities.

- Require a roof to be installed over the existing trash enclosure.

The proposed site plan includes a fire lane, red painted curbs, and related signage and striping developed in consultation with the Orange County Fire Authority.

The proposed conditional use permit would apply to the applicant's current use of the property (Saddleback Golf Cars, a golf car/cart retail sales and services business), 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 15301 of Title 14 of the California Code of Regulations, in that it consists of the operation, repair, maintenance, permitting, or minor alteration of existing private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. Section 15301(c) of Title 14 of the California Code of Regulations identifies "existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities" as examples of a categorically exempt project. Section 15301(f) of Title 14 of the California Code of Regulations identifies the "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" as examples of a categorically exempt project. Section 15301 of Title 14

of the California Code of Regulations states explicitly that the "key consideration [in determining whether such an exemption applies to a project] is whether the project involves negligible or no expansion of use."

The project relates to an existing commercial property and specifically involves the installation of signage and painting of pavement and curb striping, markings, and legends for an existing surface parking lot to implement a new exterior site plan that provides for outdoor storage and a reduction in off-street parking stalls. The existing building would not be expanded in size and there would be no modification of its currently approved use. The project designates areas for certain outdoor storage of merchandise, trailers, and equipment, which would occur as part of the golf car/cart retail sales and services business use already permitted at the project location by the Laguna Woods Municipal Code and Conditional Use Permit CUP-559. Proposed conditions of approval for the project would require the addition of a roof over an existing trash enclosure, maintenance of certain minimum clearances, and painting of various pavement and curb striping, markings, and legends to promote public health and safety, as well as navigation, and to comply with requirements of the Laguna Woods Municipal Code and Orange County Fire Authority.

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-559 – 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 Project Plans
C – Vicinity Map

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RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT CUP-2023-0004 TO AMEND CONDITIONAL USE PERMIT CUP-559 TO ALLOW FOR OUTDOOR STORAGE AND ALTERNATIVE PROVISIONS TO OFF-STREET PARKING REGULATIONS RESULTING IN A REDUCTION IN OFF-STREET PARKING STALLS AT THE PROPERTY LOCATED AT 23252 VIA CAMPO VERDE, LAGUNA WOODS, CA 92637, AND DETERMINING THAT THE CONDITIONAL USE PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15301 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

WHEREAS, Philip Bellafaire ("Applicant") submitted an application for Conditional Use Permit CUP-2023-0004 to amend Conditional Use Permit CUP-559 to allow for outdoor storage and alternative provisions to off-street parking regulations resulting in a reduction in off-street parking stalls at the property located at 23252 Via Campo Verde, Laguna Woods, California 92637 ("project" or "proposed project"); and

WHEREAS, on November 19, 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-2023-0004; 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-2023-0004, 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-2023-0004 has been determined to be categorically exempt pursuant to Section 15301 (Existing Facilities) 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 does not increase the size of any existing buildings and, therefore, does not affect conformance with the General Plan's maximum floor area ratio of 0.30 for the Commercial land use designation. 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-559 (September 16, 2009) to modify previous approvals related to outdoor storage and parking. The principal use of the project location will not change. The proposed outdoor storage of golf carts and low-speed vehicles 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-559. 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.*" A golf car/cart retail sales and services business was previously approved for the project location as part of Conditional Use Permit CUP-559. Since the approval of Conditional Use Permit CUP-559, the Laguna Woods Zoning Code was amended to explicitly permit a similar use – "Golf Cart Sales/Service" – in the Community Commercial (CC) zoning district as a principally permitted use. The proposed project's location at a signalized intersection of an arterial highway (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 for All Discretionary Permits below and incorporated herein by this reference), which further promote consistency with the provisions of the Laguna Woods Zoning Code.

Laguna Woods Zoning Code Section 13.18.080 expressly permits alternative provisions to any of the off-street parking regulations, subject to the approval of a conditional use permit.

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 15301 (Existing Facilities) 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 project location is currently used for a golf car/cart retail sales and services business, pursuant to Conditional Use Permit CUP-559. Since the approval of Conditional Use Permit CUP-559, the Laguna Woods Zoning Code was amended to explicitly permit a similar use – "Golf Cart Sales/Service" – in the Community Commercial (CC) zoning district as a principally permitted use. The proposed project will amend Conditional Use Permit CUP-559 to modify previous approvals related to outdoor storage and parking. The principal use of the project location will not change. There is no history of incompatibility between the existing use and the permitted uses in the vicinity, apart from violations of prior approvals that have been addressed through the City's code enforcement process. The project location is fronted by one public street (Moulton Parkway) and one private street (Via Campo Verde). The project location is otherwise surrounded by various open space uses. There is another commercial property that was formerly

used for utility purposes and is now used for miscellaneous business uses located directly across the adjacent private street from the project location. Several properties used for maintenance purposes (including similar vehicle service purposes) and open space uses, are located generally west of the project location. The private street is owned by the same property owner as the nearby properties used for maintenance and open space purposes.

The physical modifications included as part of the proposed project are limited to the installation of signage and painting of pavement and curb striping, markings, and legends for an existing surface parking lot to implement a new exterior site plan that provides for outdoor storage and a reduction in off-street parking stalls. The project designates areas for certain outdoor storage of merchandise, trailers, and equipment. Proposed conditions of approval for the project will require the addition of a roof over an existing trash enclosure, maintenance of certain minimum clearances, and painting of various pavement and curb striping, markings, and legends to promote public health and safety, as well as navigation, and to comply with requirements of the Laguna Woods Municipal Code and Orange County Fire Authority. Several of the conditions of approval relate to the appearance and condition of the physical modifications and outdoor storage. For example, Condition of Approval #32 requires signage and painted pavement and curb striping, markings, and legends, as well as all paint on the roof and any posts supporting the roof of the trash enclosure, to be maintained in good working order, free from visible damage or defects, and free from fading, peeling, chipping, or other deterioration. Conditions of Approval #23 and #29, require golf carts, low-speed vehicles, trailers, and vehicles that are stored in locations more visible from adjacent public or private streets and surrounding properties to be "*operable*," as defined. The definition of "*operable*" includes, but is not limited to, being "*in good working order, free from visible damage or defects, and regularly cleaned (e.g. washed, no beehives, no cobwebs, no excessive dust or accumulation of leaves, etc.)*."

The proposed project includes a reduction in the number of required off-street parking stalls from 45 to 12 based on a parking study provided by the Applicant and reviewed by the City[1]. The area presently occupied by the off-

[1] The parking study provided by the Applicant (dated December 10, 2024 and signed by a registered professional engineer on behalf of Infrastructure Group, Inc.) recommended 10 parking stalls (nine standard and one accessible) based on peak demand of seven parking

street parking stalls that would no longer be required would be repurposed for certain outdoor storage of merchandise, trailers, and equipment. No paved or hardscaped surfaces would be removed or added as a result. Staff has confirmed that the proposed project's site plan (attached to the proposed conditions of approval as Exhibit A) complies with the 2022 California Building Standards Code and Laguna Woods Municipal Code.

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. Several conditions of approval contain requirements specific to the outdoor storage of golf carts and low-speed vehicles including, but not limited to, Condition of Approval #18, which requires certain clearances from each exterior door to the nearest public right-of-way; and, Condition of Approval #22, which prohibits stacking of golf carts and low-speed vehicles, as well as requires golf carts and low-speed vehicles to be regularly cleaned and not leaking oil, gasoline, or any other fluid. The proposed project's site plan (attached to the proposed conditions of approval as Exhibit A) includes a fire lane, red painted curbs, and related signage and striping developed in consultation with the Orange County Fire Authority specifically to aid in fire prevention and response.

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

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stalls identified by a two-day parking generation survey. Staff and the Applicant subsequently agreed that 12 parking stalls (11 standard and one accessible) would be provided.

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.

Findings for Alternatives to Off-Street Parking Regulations.

1. Applicable off-street parking requirements are excessive or inappropriate due to the nature of the specific use involved or because of special circumstances applicable to the property.

   Conditional Use Permit CUP-559 requires that the project location provide 45 parking stalls. 45 parking stalls is excessive and inappropriate given the parking study provided by the Applicant, including a peak demand of seven parking stalls identified by a two-day parking generation survey. Additional information is contained in the analysis above for Finding #4 for All Discretionary Permits and incorporated herein by this reference.

2. The proposed off-street parking facilities comply with the intent of the Zoning Code related to parking requirements.

   Laguna Woods Zoning Code Section 13.18.020 describes the intent of the City's off-street parking requirements as follows: "*The intent of the off-street parking regulations is to provide for the on-site, off-street parking of motor vehicles that are attracted by the use or uses on the premises. […] It is intended that these regulations will result in the installation of properly designed parking facilities of sufficient capacity to minimize traffic congestion, enhance public safety, generally provide for the parking of motor vehicles at locations other than on the streets, and for safe passage of pedestrians to and from parked vehicles*."

   The parking study provided by the Applicant confirms that the current off-street parking requirements are excessive and inappropriate, and that the proposed off-street parking requirements will better reflect the actual use of the project location. Several of the conditions of approval for the proposed project relate to public health, safety, and general welfare. Additional information is contained in the analysis above for Findings #4 and #5 for All Discretionary Permits and incorporated herein by this reference.

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 15301 of Title 14 of the California Code of Regulations, in that it consists of the operation, repair, maintenance, permitting, or minor alteration of existing private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. Section 15301(c) of Title 14 of the California Code of Regulations identifies "existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities" as examples of a categorically exempt project. Section 15301(f) of Title 14 of the California Code of Regulations identifies the "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" as examples of a categorically exempt project. Section 15301 of Title 14 of the California Code of Regulations states explicitly that the "key consideration [in determining whether such an exemption applies to a project] is whether the project involves negligible or no expansion of use."

The project relates to an existing commercial property and specifically involves the installation of signage and painting of pavement and curb striping, markings, and legends for an existing surface parking lot to implement a new exterior site plan that provides for outdoor storage and a reduction in off-street parking stalls. The existing building will not be expanded in size and there will be no modification of its currently approved use. The project designates areas for certain outdoor storage of merchandise, trailers, and equipment, which will occur as part of the golf car/cart retail sales and services business use already permitted at the project location by the Laguna Woods Municipal Code and Conditional Use Permit CUP-559. Proposed conditions of approval for the project will require the addition of a roof over an existing trash enclosure, maintenance of certain minimum clearances, and painting of various pavement and curb striping, markings, and legends to promote public health and safety, as well as navigation, and to comply with requirements of the Laguna Woods Municipal Code and Orange County Fire Authority.

SECTION 3. The City Council hereby approves Conditional Use Permit CUP-2023-0004 (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

City of Laguna Woods

Conditions of Approval for Conditional Use Permit CUP-2023-0004

Conditional Use Applicant (Applicant): Philip Bellafaire
Conditional Use Address: 23252 Via Campo Verde, Laguna Woods, CA 92637
Conditional Use Assessor's Parcel Number: 621-131-26
Property Owner of Assessor's Parcel Number 621-131-26 (Owner): Semit Properties 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-2023-0004 ("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-559, which was approved by the City Council on September 16, 2009. The conditions of approval for Conditional Use Permit CUP-559 continue to apply and are incorporated herein by this reference. The conditions of approval for Conditional Use Permit CUP-559 are supplemented by these additional conditions of approval for Conditional Use Permit CUP-2023-0004.

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 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 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, 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 of 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-2023-0004" 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

Note: The use of "storage" and "display" are synonymous in this conditional use permit.

Note: For this conditional use permit, the term "golf cart" is defined by California Vehicle Code Section 345 and the term "low-speed vehicle" is defined by California Vehicle Code Section 385.5(a).

15. Exhibit A (Site Plan) is attached hereto and incorporated by reference including, without exception, all of the requirements set forth therein as notes, standards, and details. Full compliance with Exhibit A is required.

16. This conditional use permit shall become null and void (A) upon failure to comply with all minimum clearances and fire lanes required by Exhibit A and these conditions of approval by 11:59 p.m. on November 21, 2025, irrespective of whether signage and painted pavement and curb striping, markings, and legends have been installed and the other deadlines included in this condition, (B) upon failure to install all signage and painted pavement and curb striping, markings, and legends shown on or required by Exhibit A, in full compliance with Exhibit A and these conditions of approval, by 11:59 p.m. on February 28, 2026, or (C) upon failure to install a roof on the existing trash enclosure generally located in the southwest corner of the property to which this conditional use permit applies, in full compliance with Exhibit A and these conditions of approval, by 11:59 p.m. on May 31, 2026.

17. This conditional use permit approves alternative provisions to off-street parking regulations resulting in a reduction in off-street parking stalls at the property to which this conditional use permit applies. Specifically, the off-street parking requirements that were approved as part of Conditional Use Permit CUP-559 are repealed and replaced with a requirement to provide 12 off-street parking stalls in the dimensions and configuration shown in Exhibit A. All 12 off-street parking stalls shall be kept free and available exclusively for active vehicle parking at all times. Use of any required

parking space for storage, operations, long-term or inoperative vehicle storage, or any purpose other than active vehicle parking is prohibited. All 12 off-street parking stalls shall be completely free and available exclusively for active vehicle parking between the hours of 10 p.m. and 5 a.m., Monday through Sunday, unless occupied by vehicles driven by individuals present on-site at the property. All on-site employee, customer, visitor, and service technician parking must occur within the 12 off-street parking stalls. Parking is prohibited at all other locations on the property, except as specifically provided herein (e.g., in the "Trailer Parking" area, subject to these conditions of approval).

18. Irrespective of what is shown or indicated on the application, plans, or drawings for this conditional use permit, all exterior doors on the building on the property to which this conditional use permit applies including, without exception, exterior doors principally serving the areas marked as "**Cart Display Area**" and "**Cart Storage Area**" on the site plan attached hereto as Exhibit A must be unobstructed at all times with three feet[1] of paved surfaces remaining clear from each exterior door to the nearest public right-of-way (landscape surfaces, including, without exception, the areas marked as "**Landscape Area at Building Perimeter**" on the site plan attached hereto as Exhibit A, shall not be considered for purposes of ingress, egress, or pedestrian circulation clearance requirements). All exterior doors shall be able to open 180 degrees at all times. Temporary and/or permanent obstructions of any kind – whether whole, partial, and/or intermittent – of exterior doors and/or the minimum widths required to remain clear by this condition are prohibited. There is no amount of obstruction of any exterior door or three-foot[1] path from each exterior door to the nearest public right-of-way, whether temporary or permanent, that is allowed. For the purpose of this condition, "obstruction" shall include, without exception, the extension into any area required to be maintained clear and unobstructed of any golf cart, low-speed vehicle, merchandise, or equipment associated with the principally permitted use on the property to which this conditional use permit applies. This condition does not apply to the roll-up garage door located at the end of the "Cart Storage Area."

19. The outdoor storage of golf carts and low-speed vehicles is permitted only in the areas marked as "**Cart Display Area**," "**Cart Storage Area**," or "**Cart and Equipment Storage**" on the site plan attached hereto as Exhibit A, up to a maximum height of seven feet from the concrete or asphalt-paved surface below, subject to compliance with all other conditions of approval. Nothing else may be stored in the "Cart Display Area," "Cart Storage Area," or "Cart and Equipment Storage" except as

[1] Clearance greater than three feet shall be provided if required by the California Building Standards Code or any federal, state, or local law, rule, or regulation including, but not limited to, the Americans with Disabilities Act. This conditional use permit does not waive or provide any exemption from complying with the California Building Standards Code or any applicable federal, state, or local law, rule, and regulation.

explicitly allowed by Conditions of Approval #24 and #25, subject to compliance with all other conditions of approval.

20. Irrespective of what is shown or indicated on the application, plans, or drawings for this conditional use permit, the areas marked as "**Cart Display Area**" and "**Cart Storage Area**" on the site plan attached hereto as Exhibit A are limited to concrete-paved surfaces only. No asphalt-paved or landscape surfaces are a part of either the "Cart Display Area" or "Cart Storage Area" including, without exception, the areas marked as "**Landscape Area at Building Perimeter**" on the site plan attached hereto as Exhibit A. This condition does not apply to the areas marked as "Cart and Equipment Storage" on the site plan attached hereto as Exhibit A.

21. Golf carts and low-speed vehicles that are stored in the areas marked as "**Cart Display Area**" and "**Cart Storage Area**" on the site plan attached hereto as Exhibit A shall not be placed on top of any surface, or in any other place, other than a concrete surface authorized by this conditional use permit. For the purpose of this condition, a golf cart or low-speed vehicle shall only be considered to be placed on a concrete surface if all of its tires are in direct contact with such concrete surface. This condition does not apply to the areas marked as "Cart and Equipment Storage" on the site plan attached hereto as Exhibit A.



(Note that in the photograph above, the golf cart on the right is shown extending beyond the concrete-paved portion of the "Cart Storage Area" and onto an asphalt-paved surface. Under this conditional use permit, outdoor storage is not permitted to

occur on, nor extend onto, the asphalt-paved surface adjoining the "Cart Storage Area." As such, the placement of the golf cart on the right, as shown in the photograph above, would constitute a violation of these conditions of approval).

22. Golf carts and low-speed vehicles that are stored in the areas marked as "**Cart Display Area**," "**Cart Storage Area**," or "**Cart and Equipment Storage**" on the site plan attached hereto as Exhibit A shall not be stacked on top of one another and shall be (1) regularly cleaned (e.g. washed, no beehives, no cobwebs, no excessive dust or accumulation of leaves, etc.) and (2) not leaking oil, gasoline, or any other fluid.

23. Golf carts and low-speed vehicles that are stored in the area marked as "**Cart Display Area**" on the site plan attached hereto as Exhibit A shall be operable at all times during such storage. For the purpose of this condition, "operable" shall mean that each golf cart and low-speed vehicle (1) is in good working order, free from visible damage or defects, and regularly cleaned (e.g. washed, no beehives, no cobwebs, no excessive dust or accumulation of leaves, etc.), (2) has an engine or motor that turns on and off in the manner intended for regular customer use by the manufacturer of the golf cart or low-speed vehicle (e.g., by turning a key in an ignition) without the need for any maintenance, repairs, or mechanical or electrical assistance, prior to or in the course of doing so, (3) is not missing any light bulbs and no light bulbs are broken, (4) is not missing any tires and all tires are properly inflated, (5) is not missing any parts, and (6) is not leaking oil, gasoline, or any other fluid.

24. The outdoor storage of operable equipment used to maintain or repair golf carts or low-speed vehicles is permitted only in the areas marked as "**Cart and Equipment Storage**" on the site plan attached hereto as Exhibit A, up to a maximum height of seven feet from the asphalt-paved surface below, subject to compliance with all other conditions of approval. The outdoor storage of equipment that is not used to maintain or repair golf carts or low-speed vehicles is prohibited. For the purpose of this condition, "operable" shall mean that each piece of equipment (1) is in good working order, free from visible damage or defects, and regularly cleaned (e.g. washed, no beehives, no cobwebs, no excessive dust or accumulation of leaves, etc.), (2) can be readily used in the manner intended for regular customer use by the manufacturer of the equipment (e.g., by turning a key in an ignition or pressing a button to start) without the need for any maintenance, repairs, or mechanical or electrical assistance (except for connecting the equipment to a power source in the manner intended for regular customer use by the manufacturer of the equipment, if applicable), prior to or in the course of doing so, (3) (if the equipment has light bulbs) is not missing any light bulbs and no light bulbs are broken, (4) (if the equipment has tires) is not missing any tires and all tires are properly inflated, (5) is not missing any parts, and (6) is not leaking oil, gasoline, or any other fluid.

25. The outdoor storage of items used in the course of the business operations of the principally permitted use on the property to which this conditional use permit applies

is permitted only in the areas marked as "**Cart and Equipment Storage**" on the site plan attached hereto as Exhibit A, up to a maximum height of seven feet from the asphalt-paved surface below, subject to compliance with all other conditions of approval. For the purpose of this condition, "items used in the course of business operations" does not include golf carts, low-speed vehicles, trailers, or vehicles of any kind (whether operable or not) nor parts thereof. "Items used in the course of business operations" also does not include any equipment used to maintain or repair golf carts or low-speed vehicles or parts thereof, merchandise, packing materials, pallets, sediment stockpiles, or waste (including, without exception, trash and used oil/engine filters for collection). Items used in the course of business operations may only be stored in "Cart and Equipment Storage" areas for periods of 30 calendar days or less and shall not be available or offered for sale or lease to customers or others. To illustrate the intent of this condition, examples of the storage contemplated by this condition include (1) a remodeling of the office or workshop areas on the property might require temporarily moving furniture out of those spaces until the work is completed and (2) a new gate for the trash enclosure on the property might need to be temporarily stored while the old gates are dismantled. It is not the intent of this condition to allow, for example, (1) the storage of merchandise that does not fit inside the building or designated outdoor storage areas, (2) the storage of bicycles, electric bicycles, buses, or trolleys (whether operable or not), or (3) the activities allowed in the areas marked as "Pick Up & Delivery Zone." This condition does not preclude storage explicitly allowed by any other condition of approval.

26. Except as provided by Conditions of Approval #24 and #25, this conditional use permit does not authorize the outdoor storage of any items other than golf carts and low-speed vehicles. The outdoor storage of parts, supplies, equipment, and other loose items related to, but not physically attached to golf carts or low-speed vehicles in a manner intended by the manufacturer of the golf cart or low-speed vehicle, is specifically prohibited. No outdoor storage is permitted except as specifically authorized by these conditions of approval. This condition supersedes any prior approval allowing the outdoor storage of any items other than golf carts and low-speed vehicles including, without exception, Conditional Use Permit CUP-559.

27. This conditional use permit does not authorize the construction of any permanent fixtures or high-piled storage on the property to which this conditional use permit applies.

28. The areas marked as "**Pick Up & Delivery Zone**" on the site plan attached hereto as Exhibit A shall be painted with yellow striping and used only for temporary loading and unloading of merchandise and other equipment associated with the principally permitted use on the property to which this conditional use permit applies. Each "Pick Up & Delivery Zone" shall be completely clear and unobstructed between the hours of 10 p.m. and 5 a.m., Monday through Sunday.

29. The area marked as "**Trailer Parking**" on the site plan attached hereto as Exhibit A shall be used only to park trailers and vehicles used to move golf carts, low-speed vehicles, merchandise, or equipment associated with the principally permitted use on the property to which this conditional use permit applies. All such trailers and vehicles shall be operable at all times when parked. For the purpose of this condition, "operable" shall mean that each trailer and vehicle (1) is in good working order, free from visible damage or defects, and regularly cleaned (e.g. washed, no beehives, no cobwebs, no excessive dust or accumulation of leaves, etc.), (2) is not missing any light bulbs and no light bulbs are broken, (3) is not missing any tires and all tires are properly inflated, (4) is not missing any parts, and (5) is not leaking oil, gasoline, or any other fluid. Each vehicle shall additionally have an engine or motor that turns on and off in the manner intended for regular customer use by the manufacturer of the vehicle (e.g., by turning a key in an ignition) without the need for any maintenance, repairs, or mechanical or electrical assistance, prior to or in the course of doing so.

30. No later than 11:59 p.m. on May 31, 2026, a roof shall be installed over the entire existing trash enclosure generally located in the southwest corner of the property to which this conditional use permit applies. The roof shall provide at least seven and one-half feet, but no more than eight feet, unobstructed vertical clearance and be constructed only after first obtaining all necessary building permits from the City. The roof shall be made of solid corrugated metal. The roof and all posts supporting the roof shall be painted with the same single-color, rust-inhibitive paint color matched to the main building on the property (gradients of colors shall be considered multiple colors and are prohibited). The roof and all posts supporting the roof shall be routinely repainted at least as frequently as every time the main building on the property is repainted to ensure color matching at all times.

31. 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. Storage of exterior waste receptacles anywhere else on the property to which this conditional use permit applies is prohibited.

32. All signage and painted pavement and curb striping, markings, and legends shown on or required by Exhibit A, as well as all paint on the roof and any posts supporting the roof of the trash enclosure, shall be maintained in good working order, free from visible damage or defects, and free from fading, peeling, chipping, or other deterioration.

    Signage, striping, markings, and legends shall be replaced or repainted by the Owner or his/her/their designee within 10 weekdays (Monday through Friday) of notification by City staff to the Owner as to City staff's determination that any of the same are not in good working order or show signs of damage, defect, fading or other deterioration.

To ensure timely compliance with this condition, the City strongly advises the Owner to maintain, or caused to be maintained, a stockpile of replacement signs and paint of the required type and color (and/or "standby" contract agreements with third party contractors to provide the same within the timeframes required) so as to effectuate rapid replacement or repainting.

[EXHIBIT A FOLLOWS]

EXHIBIT A – PAGE 1 OF 3

Note: A larger version of this exhibit is available at or from City's City Clerk's Office.

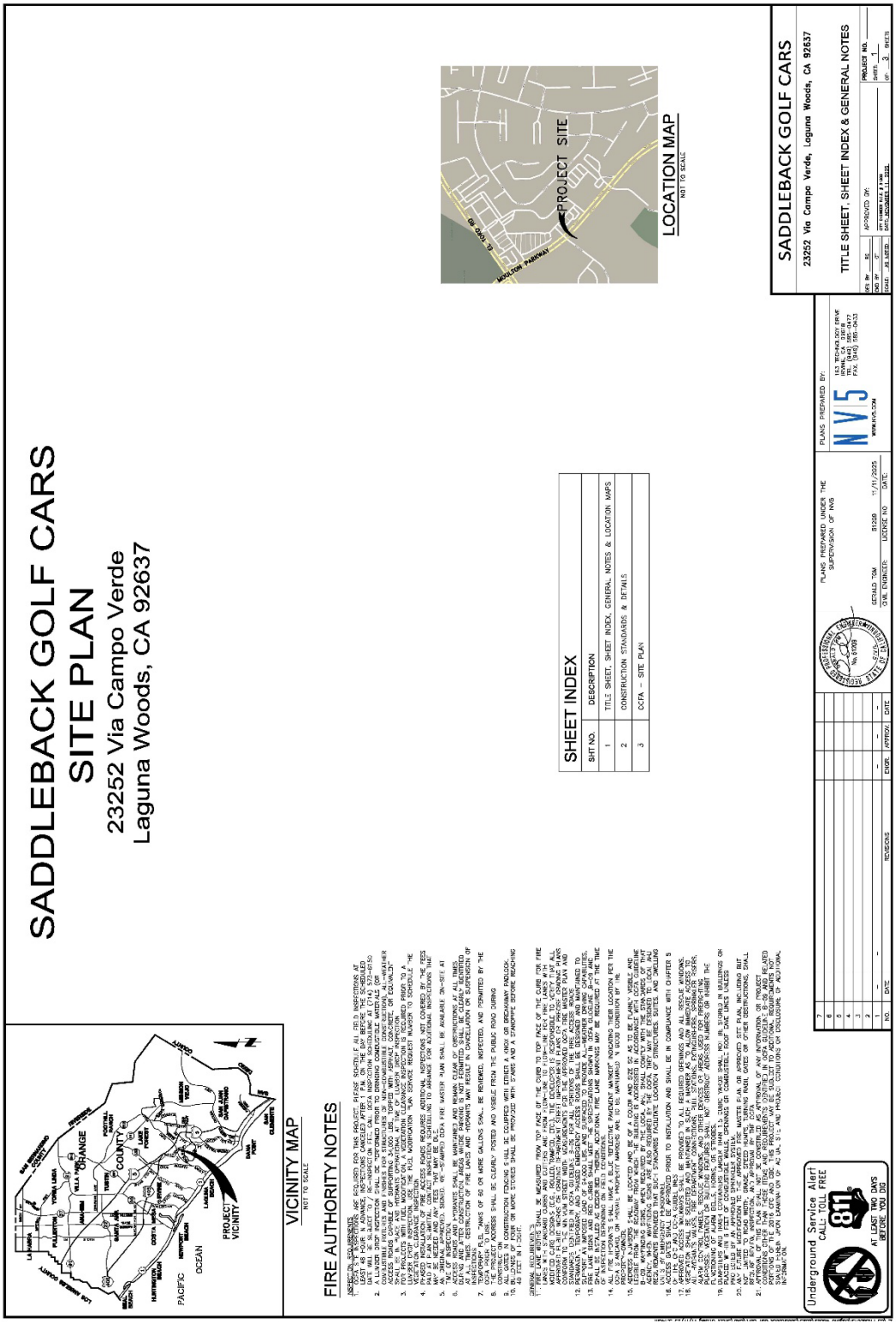


EXHIBIT A – PAGE 2 OF 3

Note: A larger version of this exhibit is available at or from City's City Clerk's Office.

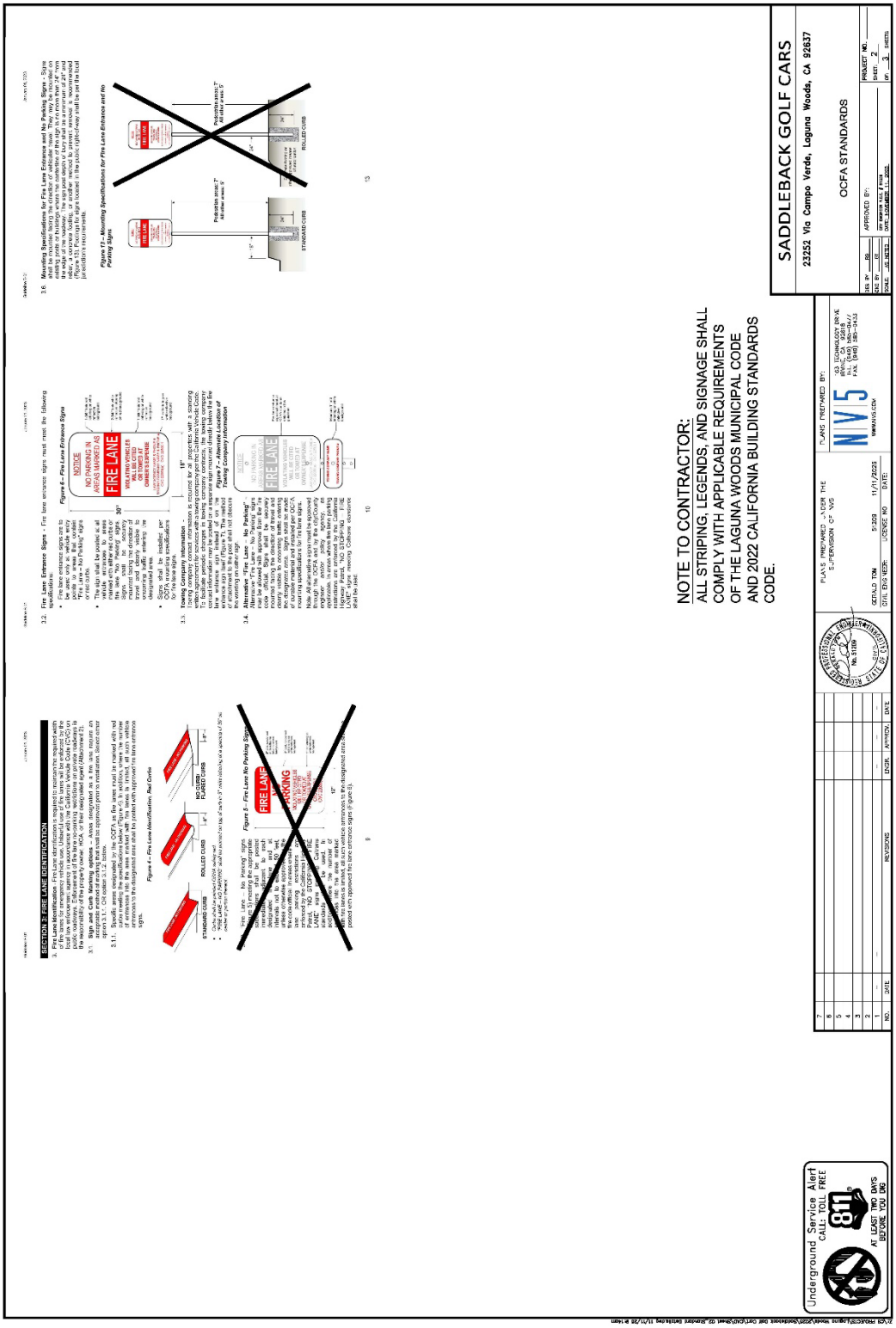
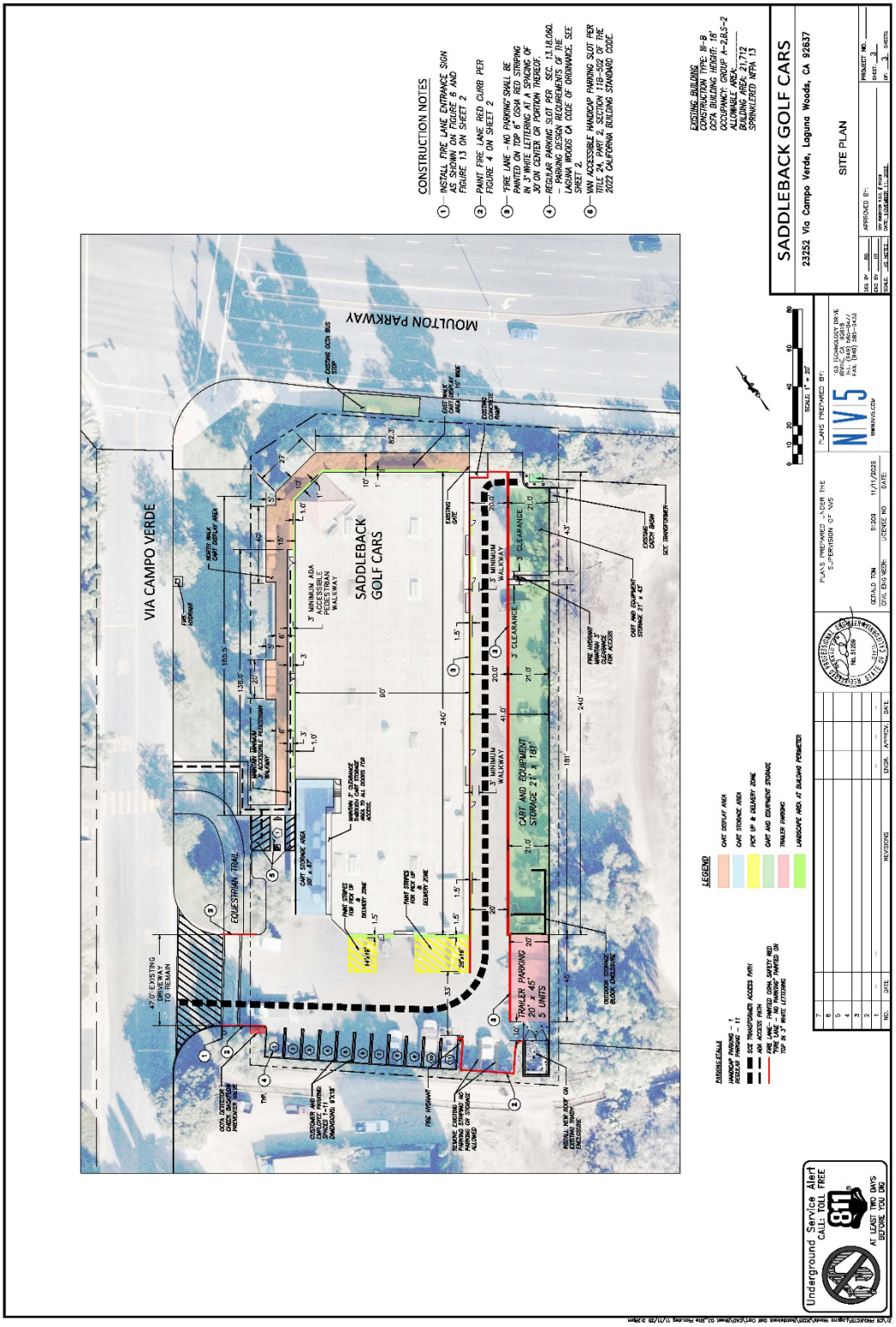


EXHIBIT A – PAGE 3 OF 3

Note: A larger version of this exhibit is available at or from City's City Clerk's Office.



OWNER ACKNOWLEDGEMENT OF CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT CUP-2023-0004 ("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-2023-0004 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-2023-0004, which "run with the land." References to "Owner" in the Conditions of Approval for Conditional Use Permit CUP-2023-0004 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's 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-2023-0004, 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 – Semit Properties LLC, a California limited liability company

Signature: _____ Date: _____

Full Name: _____ Title: _____

SIGNATURE MUST BE NOTARIZED; ATTACH ACKNOWLEDGEMENT.

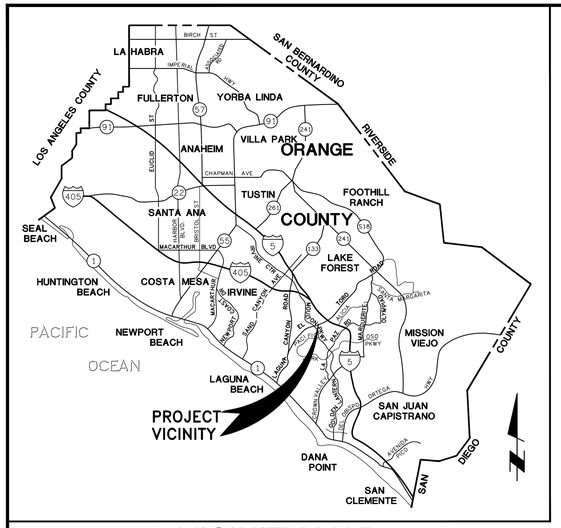
ITEM 8.2
Attachment B

Proposed Project Plans

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SADDLEBACK GOLF CARS
SITE PLAN

23252 Via Campo Verde
Laguna Woods, CA 92637



VICINITY MAP

NOT TO SCALE

FIRE AUTHORITY NOTES

INSPECTION REQUIRENENTS

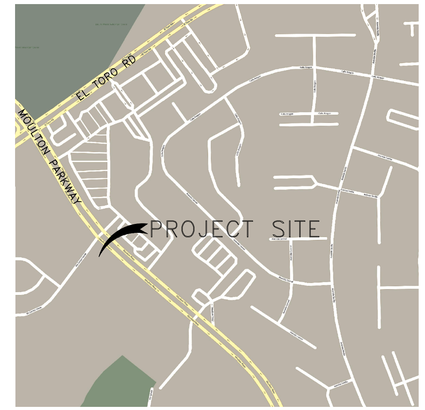
1. OCFA SITE INSPECTIONS ARE REQUIRED FOR THIS PROJECT. PLEASE SCHEDULE ALL FIELD INSPECTIONS AT LEAST 48 HOUR: N ADVANCE, INSPECTIONS CANCELED AFTER 1 P.M. ON THE DAY BEFORE THE SCHEDULED DATE WILL BE SUBJECT TO / RE-INSPECTION FEE. CALL OCFA INSPECTION SCHEDULING AT (714) 573-6150
2. A LUMBER DROP INSPECTION SHALL BE PERFORMED PRIOR TO BRINGING COMBUSTIBLE MATERIALS (OR COMBUSTIBLE FIXTURES AND FINISHES FOR STRUCTURES OF NON-COMBUSTIBLE CONSTRUCTION), ALL-WEATHER ACCESS ROADS CAPABLE OF SUPPORTING 34,000 LBS., TOPPED WITH ASPHALT, CONCRETE, OR EQUIVALENT SHALL BE IN PLACE AND HYDRANTS OPERATIONAL AT TIME OF LUMBER DROP INSPECTION
3. FOR PROJECTS WITH FUEL MODIFICATION, A VEGETATION CLEARANCE INSPECTION IS REQUIRED PRIOR TO A LUMBER DROP INSPECTION. USE THE FUEL MODIFICATION PLAN SERVICE REQUEST NUMBER TO SCHEDULE THE VEGETATION CLEARANCE INSPECTION
4. PHASED INSTALLATION OF FIRE ACCESS ROADS REQUIRES ADDITIONAL INSPECTIONS NOT COVERED BY THE FEES PAID AT PLAN SUBMITTAL. CONTACT INSPECTION SCHEDULING TO ARRANGE FOR ADDITIONAL INSPECTIONS THAT MAY BE NEEDED AND ANY FEES THAT MAY BE DUE.
5. AN ORIGINAL APPROVED. SIGNED. WET-STAMPED OCFA FIRE MASTER PLAN SHALL BE AVAILABLE ON-SITE AT TIME OF INSPECTION.
6. ACCESS ROADS AND HYDRANTS SHALL BE MAINTAINED AND REMAIN CLEAR OF OBSTRUCTIONS AT ALL TIMES DURING AND AFTER CONSTRUCTION. AREAS WHERE PARKING IS NOT PERMITTED SHALL BE CLEARLY IDENTIFIED AT ALL TIMES. OBSTRUCTION OF FIRE LANES AND HYDRANTS MAY RESULT IN CANCELLATION OR SUSPENSION OF INSPECTIONS.
7. TEMPORARY FUEL TANKS OF 60 OR MORE GALLONS SHALL BE REVIEWED, INSPECTED, AND PERMITTED BY THE OCFA PRIOR TO USE.
8. THE PROJECT ADDRESS SHALL BE CLEARLY POSTED AND VISIBLE FROM THE PUBLIC ROAD DURING CONSTRUCTION
9. ALL GATES IN CONSTRUCTION FENCING SHALL BE EQUIPPED WITH EITHER A KNOX OR BREAKAWAY PADLOCK.
10. BUILDINGS OF FOUR OR MORE STORIES SHALL BE PROVIDED WITH STAIRS AND A STANDPIPE BEFORE REACHING 40 FEET IN HEIGHT.

GENERAL REQUIREMENTS

11. FIRE LANE WIDTHS SHALL BE MEASURED FROM TOP FACE OF THE CURB TO TOP FACE OF THE CURB FOR FIRE LANES WITH STANDARD CURBS AND GUTTERS AND FROM FLOW-LINE TO FLOW-LINE FOR FIRE LANES WITH MODIFIED CURB DESIGNS (E.G., ROLLED,"RAMPED, ETC.). THE DEVELOPER IS RESPONSIBLE TO VERIFY THAT ALL APPROVED PUBLIC WORKS OR GRADING DEPARTMENT STREET IMPROVEMENT PLANS OR PRECISE GRADING PLANS CONFORM TO THE MINIMUM STREET WIDTH MEASUREMENTS PER THE APPROVED OCFA FIRE MASTER PLAN AND STANDARDS IDENTIFIED IN OCFA GUIDELINE B-09 FOR ALL PORTIONS OF THE FIRE ACCESS ROADS
12. PERMANENT, TEMPORARY, AND PHASED EMERGENCY ACCESS ROADS SHALL BE DESIGNED AND MAINTAINED TO SUPPORT AN IMPOSED LOAD OF 94,000 LBS. AND SURFACED TO PROVIDE ALL-WEATHER DRIVING CAPABILITIES,
13. FIRE LANE SIGNS AND RED CURBS SHALL MEET THE SPECIFICATIONS SHOWN IN OCFA GUIDELINE ,B-09 AND SHALL BE INSTALLED AS DESCRIBED THEREIN. ADDITIONAL FIRE LANE MARKINGS MAY BE REQUIRED AT THE TIME OF INSPECTION DEPENDING ON FIELD CONDITIONS.
14. ALL FIRE HYDRANTS SHALL HAVE A BLUE REFLECTIVE PAVEMENT MARKER" INDICATING THEIR LOCATION PER THE OCFA STANDARD, ON PRIVATE PROPERTY MARKERS ARE TO BE MAINTAINED IN GOOD CONDITION BY THE PROPERTY-OWNER.
15. ADDRESS NUMBERS SHALL BE LOCATED AND BE OF A COLOR AND SIZE SO AS TO BE PLAINLY VISIBLE AND LEGIBLE FROM THE ROADWAY FROM WHICH THE BUILDING IS ADDRESSED IN ACCORDANCE WITH OCFA GUIDELINE B-09. WAYFINDING SIGNS, WHEN REQUIRED BY THE LOCAL AHJ, SHALL COMPLY WITH THE STANDARDS OF THAT AGENCY, WHEN WAYFINDING SIGNS ARE ALSO REQUIRED BY THE OCFA, THEY MAY BE DESIGNED TO LOCAL AHJ REQUIREMENTS PROVIDED THAT SUCH STANDARDS FACILITATE LOCATION OF STRUCTURES. SUITES. AND DWELLING UNITS BY EMERGENCY PERSONNEL
16. ACCESS GATES SHALL BE APPROVED PRIOR TO INSTALLATION AND SHALL BE IN COMPLIANCE WITH CHAPTER 5 OF THE CFC AND OCFA GUIDEL INES
17. APPROVED ACCESS WALKWAYS SHALL BE PROVIDED TO ALL REQUIRED OPENINGS AND ALL RESCUE WINDOWS.
18. VEGETATION SHALL BE SELECTED AND MAINTAINED IN SUCH A MANNER AS TO ALLOW IMMEDIATE ACCESS TO ALL HYDRANTS VALVES, FIRE DEPARTMENT CONNECTIONS, PULL STATIONS, EXTINGUISHERS, SPRINKLER RISERS, ALARM CONTROL PANELS, RESCUE WINDOWS, AND OTHER DEVICES OR AREAS USED FOR FIREFIGHTING PURPOSES. VEGETATION OR BUILDING FEATURES SHALL NOT OBSTRUCT ADDRESS NUMBERS OR INHIBIT THE FUNCTIONING OF ALARM BELLS, HORNS, OR STROBES.
19. DUMPSTERS AND TRASH CONTAINERS LARGER THAN 1.5 CUBIC YARDS SHALL NOT BE STORED IN BUILDINGS OR PLACED WITHIN 5 FEET OF COMBUSTIBLE WALLS, OPENINGS OR COMBUSTIBLE ROOF EAVE LINES UNLESS PROTECTED BY AN APPROVED SPRINKLER SYSTEM.
20. ANY FUTURE MODIFICATION TO THE APPROVED FIRE MASTER PLAN OR APPROVED SITE PLAN, INCLUDING BUT NOT LIMITED TO ROAD WIDTH, GRADE, SPEED HUMPS, TURNING RADII, GATES OR OTHER OBSTRUCTIONS, SHALL REQUIRE REVIEW, INSPECTION, AND APPROVAL BY THE OCFA
21. APPROVAL OF THIS PLAN SHALL NOT BE CONSTRUED AS APPROVAL OF ANY INFORMATION OR PROJECT CONDITIONS OTHER THAN THOSE ITEMS AND REQUIREMENTS IDENTIFIED IN OCFA GUIDELINE B-09 AND RELATED PORTIONS OF THE 2016 CFC AND CBC. THIS PROJECT MAY BE SUBJECT TO ADDITIONAL REQUIREMENTS NOT STATED HEREIN UPON EXAMINATION OF ACTUAL SITE AND PROJECT CONDITIONS OR DISCLOSURE OF ADDITIONAL INFORMATION.

SHEET INDEX

SHT NO.	DESCRIPTION
1	TITLE SHEET, SHEET INDEX, GENERAL NOTES & LOCATION MAPS
2	CONSTRUCTION STANDARDS & DETAILS
3	OCFA – SITE PLAN



LOCATION MAP

NOT TO SCALE

Underground Service Alert
CALL: TOLL FREE
811
AT LEAST TWO DAYS BEFORE YOU DIG

NO.	DATE	REVISIONS	ENGR.	APPROV.	DATE
7					
6					
5					
4					
3					
2					
1	–	–	–	–	–

REGISTERED PROFESSIONAL ENGINEER GERALD TOM No. 51209 CIVIL STATE OF CALIFORNIA

PLANS PREPARED UNDER THE SUPERVISION OF NV5

GERALD TOM | 51209 | 11/11/2025

CIVIL ENGINEER: | LICENSE NO | DATE:

PLANS PREPARED BY:

NV5
WWW.NV5.COM

163 TECHNOLOGY DRIVE
IRVINE, CA 92618
TEL. (949) 585-0477
FAX. (949) 585-0433

SADDLEBACK GOLF CARS

23252 Via Campo Verde, Laguna Woods, CA 92637

TITLE SHEET, SHEET INDEX & GENERAL NOTES

DES BY RG | CKD BY GT | SCALE: AS NOTED

APPROVED BY:

CITY ENGINEER R.C.E. # 51209
DATE: NOVEMBER 11, 2025

PROJECT NO.

SHEET: 1

OF: 3 SHEETS

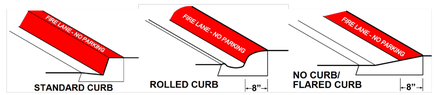
SECTION 3: FIRE LANE IDENTIFICATION

3. **Fire Lane Identification** - Fire Lane identification is required to maintain the required width of fire lanes for emergency vehicle use. Unlawful use of fire lanes will be enforced by the local law enforcement agency in accordance with the California Vehicle Code (CVC) on public roadways. Enforcement of fire lane no-parking restrictions on private roadways is the responsibility of the property owner, HOA, or their designated agent (Attachment 2).

3.1. **Sign and Curb Marking options** – Areas designated as a fire lane require an acceptable method of marking that shall be approved prior to installation. Select either option 3.1.1. OR option 3.1.2. below.

3.1.1. Specific areas designated by the OCFA as fire lanes must be marked with red curbs meeting the specifications below (Figure 4). In addition, where the number of entrances into the area marked with fire lanes is limited, all such vehicle entrances to the designated area shall be posted with approved fire lane entrance signs.

Figure 4 – Fire Lane Identification, Red Curbs



- *Curbs shall be painted OSHA safety red.*
- *"FIRE LANE – NO PARKING" shall be painted on top of curb in 3" white lettering at a spacing of 30' on center or portion thereof.*

3.2. "Fire Lane – No Parking" signs (Figure 5) meeting the appropriate specifications shall be posted immediately adjacent to each designated fire lane and at intervals not to exceed 50 feet, unless otherwise approved by the fire code official. In areas where fire lane parking restrictions are enforced by the California Highway Patrol, "NO STOPPING – FIRE LANE" signs meeting Caltrans standards shall be used. In addition, where the number of entrances into the area marked with fire lanes is limited, all such vehicle entrances to the designated area shall be posted with approved fire lane entrance signs (Figure 6).

Figure 5 – Fire Lane No Parking Signs



3.2. **Fire Lane Entrance Signs -** Fire lane entrance signs must meet the following specifications:

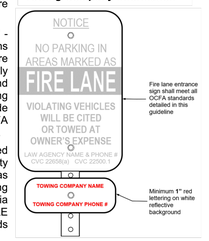
- Fire lane entrance signs are to be used only at vehicle entry points to areas that contain "Fire Lane – No Parking" signs or red curbs.
- The sign shall be posted at all vehicle entrances to areas marked with either red curbs or fire lane "No Parking" signs. Signs shall be securely mounted facing the direction of travel and clearly visible to oncoming traffic entering the designated area.
- Signs shall be installed per OCFA mounting specifications for fire lane signs.

Figure 6 – Fire Lane Entrance Signs



3.3. **Towing Company Information** - Towing company contact information is required for all properties with a standing written agreement for services with a towing company per the California Vehicle Code. To facilitate periodic changes in towing company contracts, the towing company contact information may be posted on a separate sign mounted directly below the fire lane entrance sign instead of on the entrance sign itself (Figure 7). The method of attachment to the post shall not obscure the wording on either sign.

Figure 7 – Alternate Location of Towing Company Information

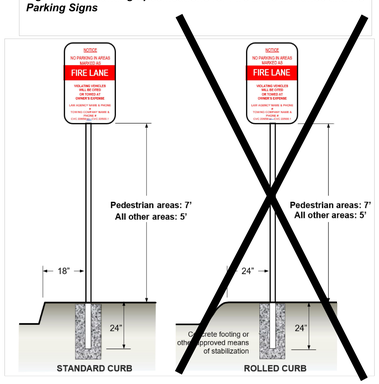


3.4. **Alternative "Fire Lane – No Parking"** - Alternative "Fire Lane – No Parking" signs may be allowed with approval from the fire code official. Signs shall be securely mounted facing the direction of travel and clearly visible to oncoming traffic entering the designated area. Signs shall be made of durable material and installed per OCFA mounting specifications for fire lane signs.

Note: All alternative signs must be approved through the OCFA and by the city/County engineer and/or policy agency, as applicable. In areas where fire lane parking restrictions are enforced by the California Highway Patrol, "NO STOPPING – FIRE LANE" signs meeting Caltrans standards shall be used.

3.6. **Mounting Specifications for Fire Lane Entrance and No Parking Signs -** Signs shall be mounted facing the direction of vehicular travel. They may be mounted on existing posts or buildings where the centerline of the sign is no more than 24" from the edge of the roadway. The sign post depth of bury shall be a minimum of 24" and rebar, a concrete footing, or another method to prevent removal is recommended (Figure 13). Footings for signs located in the public right-of-way shall be per the local jurisdiction's requirements.

Figure 13 – Mounting Specifications for Fire Lane Entrance and No Parking Signs



NOTE TO CONTRACTOR:

ALL STRIPING, LEGENDS, AND SIGNAGE SHALL COMPLY WITH APPLICABLE REQUIREMENTS OF THE LAGUNA WOODS MUNICIPAL CODE AND 2022 CALIFORNIA BUILDING STANDARDS CODE.

Underground Service Alert
CALL: TOLL FREE 811
AT LEAST TWO DAYS BEFORE YOU DIG

NO.	DATE	REVISIONS	ENGR.	APPROV.	DATE
7					
6					
5					
4					
3					
2					
1	–	–	–	–	–

REGISTERED PROFESSIONAL ENGINEER – GERALD TOM – No. 51209 – CIVIL – STATE OF CALIFORNIA

PLANS PREPARED UNDER THE SUPERVISION OF NV5

GERALD TOM 51209 11/11/2025
CIVIL ENGINEER: LICENSE NO DATE:

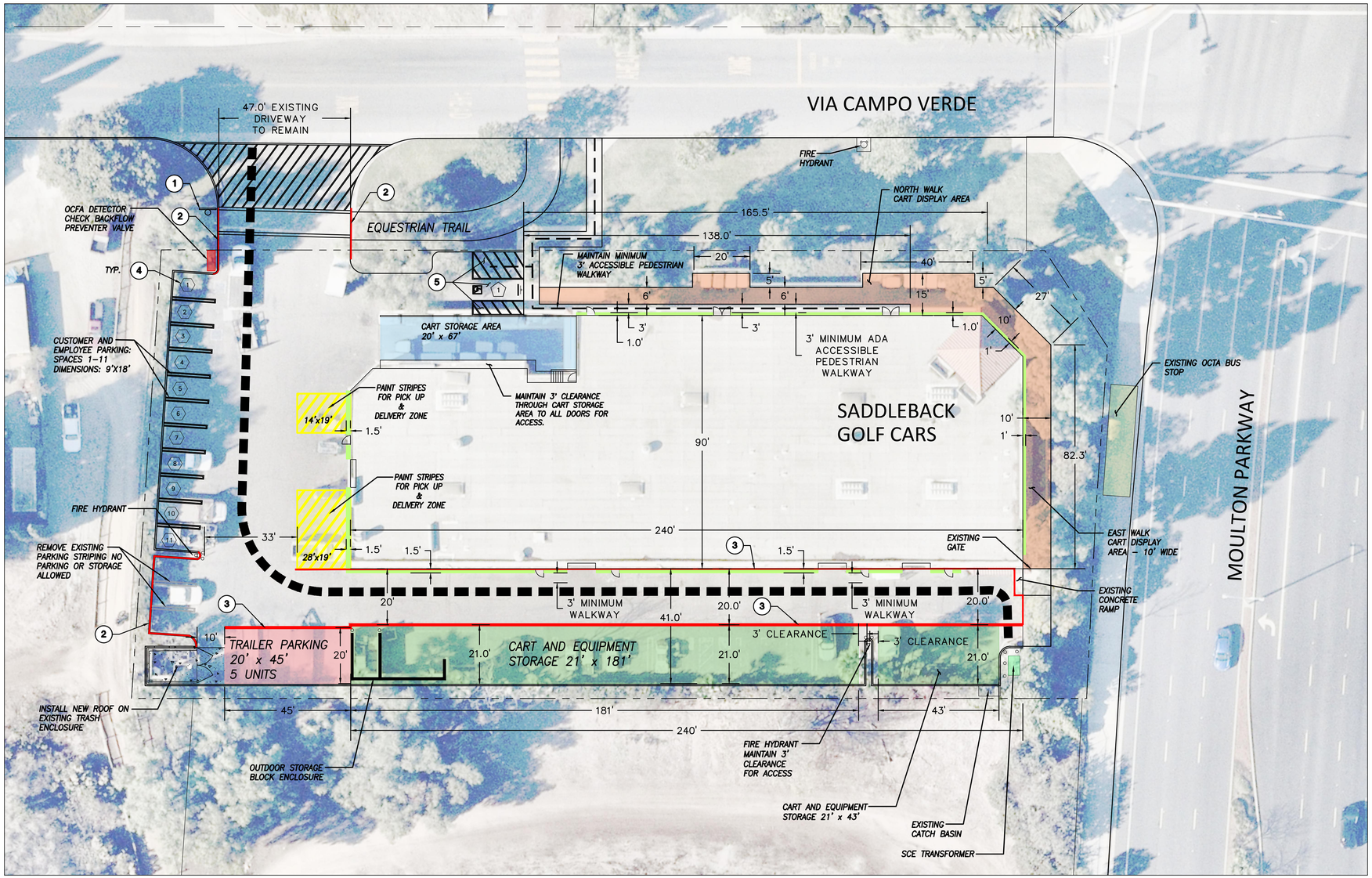
PLANS PREPARED BY:
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FAX. (949) 585-0433
WWW.NV5.COM

SADDLEBACK GOLF CARS
23252 Via Campo Verde, Laguna Woods, CA 92637

OCFA STANDARDS

DES BY RG
CKD BY GT
SCALE: AS NOTED
APPROVED BY:
CITY ENGINEER R.C.E. # 51209
DATE: NOVEMBER 11, 2025
PROJECT NO.
SHEET: 2
OF: 3 SHEETS

Z:\VS PROJECTS\Laguna Woods\2025\Saddleback Golf Cart\CAD\Sheet 02_Standard Details.dwg 11/11/25, 9:14am



CONSTRUCTION NOTES

1. INSTALL FIRE LANE ENTRANCE SIGN AS SHOWN ON FIGURE 6 AND FIGURE 13 ON SHEET 2
2. PAINT FIRE LANE RED CURB PER FIGURE 4 ON SHEET 2
3. "FIRE LANE – NO PARKING" SHALL BE PAINTED ON TOP 6" OSHA RED STRIPING IN 3" WHITE LETTERING AT A SPACING OF 30' ON CENTER OR PORTION THEREOF.
4. REGULAR PARKING SLOT PER SEC. 13.18.060. – PARKING DESIGN REQUIREMENTS OF THE LAGUNA WOODS CA CODE OF ORDINANCE. SEE SHEET 2.
5. VAN ACCESSIBLE HANDICAP PARKING SLOT PER TITLE 24, PART 2, SECTION 11B–502 OF THE 2022 CALIFORNIA BUILDING STANDARD CODE.

PARKING STALLS

HANDICAP PARKING – 1
REGULAR PARKING – 11

- SCE TRANSFORMER ACCESS PATH
- ADA ACCESS PATH
- FIRE LANE– PAINTED OSHA SAFETY RED "FIRE LANE – NO PARKING" PAINTED ON TOP IN 3" WHITE LETTERING

LEGEND

- CART DISPLAY AREA
- CART STORAGE AREA
- PICK UP & DELIVERY ZONE
- CART AND EQUIPMENT STORAGE
- TRAILER PARKING
- LANDSCAPE AREA AT BUILDING PERIMETER

SCALE: 1" = 20'

EXISTING BUILDING
CONSTRUCTION TYPE: III–B
OCFA BUILDING HEIGHT: 18'
OCCUPANCY: GROUP A–2,B,S–2
ALLOWABLE AREA:_____
BUILDING AREA: 21,712
SPRINKLERED NFPA 13

Underground Service Alert
CALL: TOLL FREE 811
AT LEAST TWO DAYS BEFORE YOU DIG

NO.	DATE	REVISIONS	ENGR.	APPROV.	DATE
7					
6					
5					
4					
3					
2					
1	–	–	–	–	–

REGISTERED PROFESSIONAL ENGINEER – GERALD TOM – No. 51209 – CIVIL – STATE OF CALIFORNIA

PLANS PREPARED UNDER THE SUPERVISION OF NV5

GERALD TOM | 51209 | 11/11/2025
CIVIL ENGINEER: | LICENSE NO | DATE:

PLANS PREPARED BY:

NV5
163 TECHNOLOGY DRIVE
IRVINE, CA 92618
TEL. (949) 585-0477
FAX. (949) 585-0433
WWW.NV5.COM

SADDLEBACK GOLF CARS

23252 Via Campo Verde, Laguna Woods, CA 92637

SITE PLAN

DES BY RG | CKD BY GT | SCALE: AS NOTED

APPROVED BY:
CITY ENGINEER R.C.E. # 51209
DATE: NOVEMBER 11, 2025

PROJECT NO. _____
SHEET: 3
OF: 3 SHEETS

Z:\GS PROJECTS\Laguna Woods\2025\Saddleback Golf Cart\CAD\Sheet 03_Site Plan.dwg 11/11/25 3:28pm

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City of Laguna Woods

0 100 200 Feet

Source: Nearmap, City of Laguna Woods

Vicinity Map for Conditional Use Permit CUP-2023-0004

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8.3
CONDITIONAL USE PERMIT CUP-2025-0002, A REQUEST BY TEMPLE JUDEA OF LAGUNA HILLS FOR APPROVAL OF A CONDITIONAL USE PERMIT AMENDING CONDITIONAL PERMIT CP-1531 AND ANY APPLICABLE PRIOR APPROVALS TO ALLOW FOR THE ESTABLISHMENT OF A SMALL GROUP LEARNING AND TUTORING SERVICES USE AT THE PROPERTY LOCATED AT 24512 MOULTON PARKWAY, LAGUNA WOODS, CA 92637

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City of Laguna Woods
Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: November 19, 2025 Regular Meeting

SUBJECT: Conditional Use Permit CUP-2025-0002, a request by Temple Judea of Laguna Hills for approval of a conditional use permit amending Conditional Permit CP-1531 and any applicable prior approvals to allow for the establishment of a small group learning and tutoring services use at the property located at 24512 Moulton Parkway, Laguna Woods, CA 92637

Recommendation

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT CUP-2025-0002 TO AMEND CONDITIONAL PERMIT CP-1531 AND ANY APPLICABLE PRIOR APPROVALS TO ALLOW FOR THE ESTABLISHMENT OF A SMALL GROUP LEARNING AND TUTORING SERVICES USE AT THE PROPERTY LOCATED AT 24512 MOULTON PARKWAY, LAGUNA WOODS, CA 92637, AND DETERMINING THAT THE CONDITIONAL USE PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

Background

Temple Judea of Laguna Hills ("Applicant") has submitted a land use application seeking approval of Conditional Use Permit CUP-2025-0002, which would amend Conditional Permit CP-1531 and any applicable prior approvals to allow for the establishment of a small group learning and tutoring services use[1] at the property located at 24512 Moulton Parkway, Laguna Woods, CA 92637.

The project location is currently occupied by a temple. It is located generally east of Moulton Parkway between Via Campo Verde and Calle Cortez (in the City of Aliso Viejo) within the Temple Judea of Laguna Hills property. The Orange County Assessor's Parcel Number ("APN") for the project location is 621-121-18 and the property owner is Temple Judea of Laguna Hills, a California corporation.

A vicinity map is included as Attachment C.

Table 1: Surrounding Land Uses

General Location	General Plan Land Use Designation	Land Use
North	Community Facilities /	Laguna Country United Methodist Church /

[1] For the purpose of the proposed conditional use permit, "small group learning and tutoring services use" means an educational use that provides instruction, tutoring, and enrichment services to persons 18 years of age and younger as a supplement to homeschooling or any public or private schooling that such persons receive in locations other than the location to which the proposed conditional use permit applies. The proposed small group learning and tutoring use is a separate legal entity leasing space from the Applicant.

	Residential Community	Laguna Woods Village
South	Residential Community / City of Aliso Viejo	Laguna Woods Village / Religious institutions
East	Residential Community	Laguna Woods Village
West	Community Facilities / City of Aliso Viejo	Laguna Country United Methodist Church / Religious institutions

The project location is within the Community Facilities-Private (CF-P) zoning district. Community Facilities-Private designates areas to "allow for the development of public and private community uses that serve residents, visitors, property owners, and workers in the City. Examples of permitted land uses include schools, hospitals, cultural venues, churches, temples and places of worship" (Laguna Woods Municipal Code Section 13.13.010).

Laguna Woods Municipal Code Section 13.13.020 requires the approval of a conditional use permit prior to the establishment of certain uses 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-2025-0002 and, thereafter, consider approval of the same (Attachment A). Staff recommends approval, 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 13.13 (Community Facilities Districts).

The proposed conditional use permit would allow a small group learning and tutoring services use to operate within existing buildings. The proposed use would operate entirely indoors no more than four days a week between the hours of 9 a.m. and 2 p.m. No more than 50 clients, all of whom must be 18 years of age or younger, would be permitted to be present at any given time.

No physical modifications are proposed as part of this conditional use permit and adherence with all applicable federal, state, and local laws including, but not limited to, maximum building and room occupancies, would be required.

The proposed conditional use permit would apply to the Applicant's proposed use of the property (Creative Steam, a provider of small group learning and tutoring services), as well as eligible successors, at the project location.

Environmental Review

The City Council is asked to find that the 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.

The City Council is also asked to find that, even if the project were subject to CEQA, it would be categorically exempt pursuant to Section 15301 of Title 14 of the California Code of Regulations, in that it consists of the operation or permitting of existing private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. Section 15301 of Title 14 of the California Code of Regulations states explicitly that the "key consideration [in determining whether such an exemption applies to a project] is whether the project involves negligible or no expansion of use."

The project does not include any construction and only allows the establishment of a small group learning and tutoring services use at the project location. The principal use of the project location is as a temple which, in the course of such operation, provides instruction and other small group activities substantially similar to those that would be provided in connection with the proposed small group learning and tutoring services use. All activities associated with the project would occur within existing structures and facilities with the use of existing mechanical equipment and no change to topographical features. No new structures, facilities, mechanical equipment, or topographical features would be constructed or expanded as part of the project.

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 Permit CP-1531 – 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 – Vicinity Map

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RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT CUP-2025-0002 TO AMEND CONDITIONAL PERMIT CP-1531 AND ANY APPLICABLE PRIOR APPROVALS TO ALLOW FOR THE ESTABLISHMENT OF A SMALL GROUP LEARNING AND TUTORING SERVICES USE AT THE PROPERTY LOCATED AT 24512 MOULTON PARKWAY, LAGUNA WOODS, CA 92637, AND DETERMINING THAT THE CONDITIONAL USE PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

WHEREAS, Temple Judea of Laguna Hills ("Applicant") submitted an application for Conditional Use Permit CUP-2025-0002 to amend Conditional Permit CP-1531 and any applicable prior approvals to allow for the establishment of a small group learning and tutoring services use at the property located at 24512 Moulton Parkway, Laguna Woods, CA 92637 ("project" or "proposed project"); and

WHEREAS, on November 19, 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-2025-0002; 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-2025-0002, 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-2025-0002 has been determined to not be subject to the California Environmental Quality Act ("CEQA"); however, even if the project were subject to CEQA, it would be categorically exempt pursuant to Section 15301 of 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 Community Facilities land use designation of the General Plan, which is intended to allow for "*public, institutional, and private uses that provide a variety of government and social services to the community*." The proposed project does not increase the size of any existing buildings and, therefore, does not affect conformance with the General Plan's maximum floor area ratio of 0.30 for the Community Facilities land use designation. 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 allows for the establishment of a small group learning and tutoring services use which, while not necessarily commercial in nature (depending on how the small group learning and tutoring services use is organized and operated), will nevertheless help to meet local needs and interests by making available a small group learning and tutoring services use to serve local and surrounding communities.

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

   The proposed use is consistent with the purpose and intent of the Community Facilities–Private (CF-P) 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 does not explicitly address small group learning and tutoring services uses. In accordance with Laguna Woods Municipal Code sections 13.02.050 and 13.02.060, the Director[1] has made the following findings: "(1) The proposed use is consistent with the goals and policies of the General Plan. (2) The proposed use is consistent with the purpose and intent of the district in which it is to be located. (3) The proposed use is similar to other uses that are

[1] Pursuant to Laguna Woods Municipal Code Section 13.06.010 (c)(15), "Director," as used in this resolution, means the City Manager.

permitted in the district in which it is to be located. (4) The proposed use will not adversely affect the health, safety or welfare of residents or other persons in the vicinity of the use." The Director has determined that the establishment of a small group learning and tutoring services use in the Community Facilities–Private (CF-P) zoning district requires approval of a conditional use permit as it is similar to an "educational institution" or "day care nursery," which also require approval of a conditional use permit. The project location has previously housed a religious school and the adjacent church currently houses a day care nursery. The project location is principally used as a temple which, in the course of such operation, provides instruction and other small group activities substantially similar to those that will be provided by the proposed project. There is no history of incompatibility between the previous religious school or the current day care nursery or temple and the nearest residential uses. No incompatibilities with the nearest residential uses were identified as a result of the review of the Applicant's application for this conditional use permit. 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 not be subject to the California Environmental Quality Act ("CEQA"); however, even if the proposed project were subject to CEQA, it would be categorically exempt pursuant to Section 15301 of CEQA. 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 does not include any physical modification of the project location. This conditional use permit does not authorize any physical modification of the project location. The small group learning and tutoring services use will operate entirely indoors within existing buildings. The Director has determined that small group learning and tutoring services uses are similar to "educational institutions" and "day care nurseries." The project

location has previously housed a religious school and the adjacent church currently houses a day care nursery. The project location is principally used as a temple which, in the course of such operation, provides instruction and other small group activities substantially similar to those that will be provided by the proposed project. There is no history of incompatibility between the previous religious school or the current day care nursery or temple and the nearest residential uses. No incompatibilities with other permitted uses in the vicinity were identified as a result of the review of the Applicant's application for this conditional use permit. Existing access and internal circulation improvements appear to be sufficient to handle traffic generation by the proposed project, which is limited to 50 clients being present at the project location at any given time (Condition of Approval #18) and is required to adhere to maximum occupancies (Condition of Approval #19). The conditions of approval for the proposed project will ensure that appropriate measures are taken to avoid conditions or situations that may be incompatible with other permitted uses in the vicinity.

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 13.13. 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 #19 states explicitly that maximum occupancies apply to the proposed project ("*The small group learning and tutoring services use shall not result in any exceedance of any maximum building or room occupancy established by applicable law or regulation, either on its own or when considered in conjunction with all other uses occurring at the property to which this conditional use permit applies.*")

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 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.

After reviewing the entire project record, the City Council also hereby determines and certifies that, even if the project were subject to CEQA, it would be categorically exempt pursuant to Section 15301 of Title 14 of the California Code of Regulations, in that it consists of the operation or permitting of existing private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. Section 15301 of Title 14 of the California Code of Regulations states explicitly that the "key consideration [in determining whether such an exemption applies to a project] is whether the project involves negligible or no expansion of use."

The project does not include any construction and only allows the establishment of a small group learning and tutoring services use at the project location. The principal use of the project location is as a temple which, in the course of such operation, provides instruction and other small group activities substantially similar to those that will be provided in connection with the small group learning

and tutoring services use. All activities associated with the project will occur within existing structures and facilities with the use of existing mechanical equipment and no change to topographical features. No new structures, facilities, mechanical equipment, or topographical features will be constructed or expanded as part of the project.

SECTION 3. The City Council hereby approves Conditional Use Permit CUP-2025-0002 (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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City of Laguna Woods

Conditions of Approval for Conditional Use Permit CUP-2025-0002

Conditional Use Applicant (Applicant): Temple Judea of Laguna Hills
Conditional Use Address: 24512 Moulton Parkway, Laguna Woods, CA 92637
Conditional Use Assessor's Parcel Number: 621-121-18
Property Owner of Assessor's Parcel Number 621-121-18 (Owner): Temple Judea of Laguna Hills, a California corporation
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-2025-0002 ("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 allows all of the following:

   - Establishment of a small group learning and tutoring services use

   This conditional use permit amends Conditional Permit CP-1531, which was approved by the County of Orange prior to the City's incorporation. The conditions of approval for Conditional Permit CP-1531 continue to apply and are incorporated herein by this reference. The conditions of approval for Conditional Permit CP-1531 are supplemented by these additional conditions of approval for Conditional Use Permit CUP-2025-0002.

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 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 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, 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 of 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-2025-0002" 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. This conditional use permit is for a small group learning and tutoring services use only. It does not authorize any private or public elementary school, secondary school, college, university, business school, trade school, or technical school. It also does not authorize any "day care center" or other use required to be licensed by the State of California Department of Social Services. For the purpose of this conditional use permit, "small group learning and tutoring services use" means an educational use that provides instruction, tutoring, and enrichment services to persons 18 years of age and younger as a supplement to homeschooling or any public or private schooling that such persons receive in locations other than the location to which this conditional use permit applies.

16. This conditional use permit does not authorize any physical modification of the property to which this conditional use permit applies. The small group learning and tutoring services use shall operate entirely indoors.

17. The small group learning and tutoring services use may operate on Mondays, Tuesdays, Thursday, and Fridays during hours not to exceed 9:00 a.m. to 2:00 p.m. No operation is permitted on Wednesdays, Saturdays, or Sundays.

18. No more than 50 clients of the small group learning and tutoring services use may be present at the location to which this conditional use permit applies at any given time. All clients shall be 18 years of age or younger. For the purpose of this condition, "client" includes any person receiving educational instruction, tutoring, and/or enrichment services from the small group learning and tutoring services use. If parents, guardians, and/or chaperones are permitted to be present at the location to

which this conditional use permit applies, all parents, guardians, and chaperones present at the location shall be counted toward the maximum of 50 clients for purposes of this condition.

19. The small group learning and tutoring services use shall not result in any exceedance of any maximum building or room occupancy established by applicable law or regulation, either on its own or when considered in conjunction with all other uses occurring at the property to which this conditional use permit applies.

20. The small group learning and tutoring services use is located on a parcel with other uses and utilizes a parking lot that is shared by other uses located on the same parcel, as well as uses located on an adjacent parcel. The small group learning and tutoring services use shall not be operated in a manner that results in a reduction of the number of available off-street parking spaces existing as of the date of this approval (264 spaces) – either permanently or temporarily – except as may be necessary for employee and customer parking, or as may be authorized pursuant to permits approved by the City. Any such permits shall require the written consent of all other property owners sharing the parking lot.

21. Irrespective of the Applicant's submittals to obtain this conditional use permit, no parking spaces shall be marked, striped, or signed as "reserved" or for exclusive use of the small group learning and tutoring services use.

[SIGNATURE ON NEXT PAGE]

OWNER ACKNOWLEDGEMENT OF CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT CUP-2025-0002 ("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-2025-0002 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-2025-0002, which "run with the land." References to "Owner" in the Conditions of Approval for Conditional Use Permit CUP-2025-0002 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's 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-2025-0002, 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.

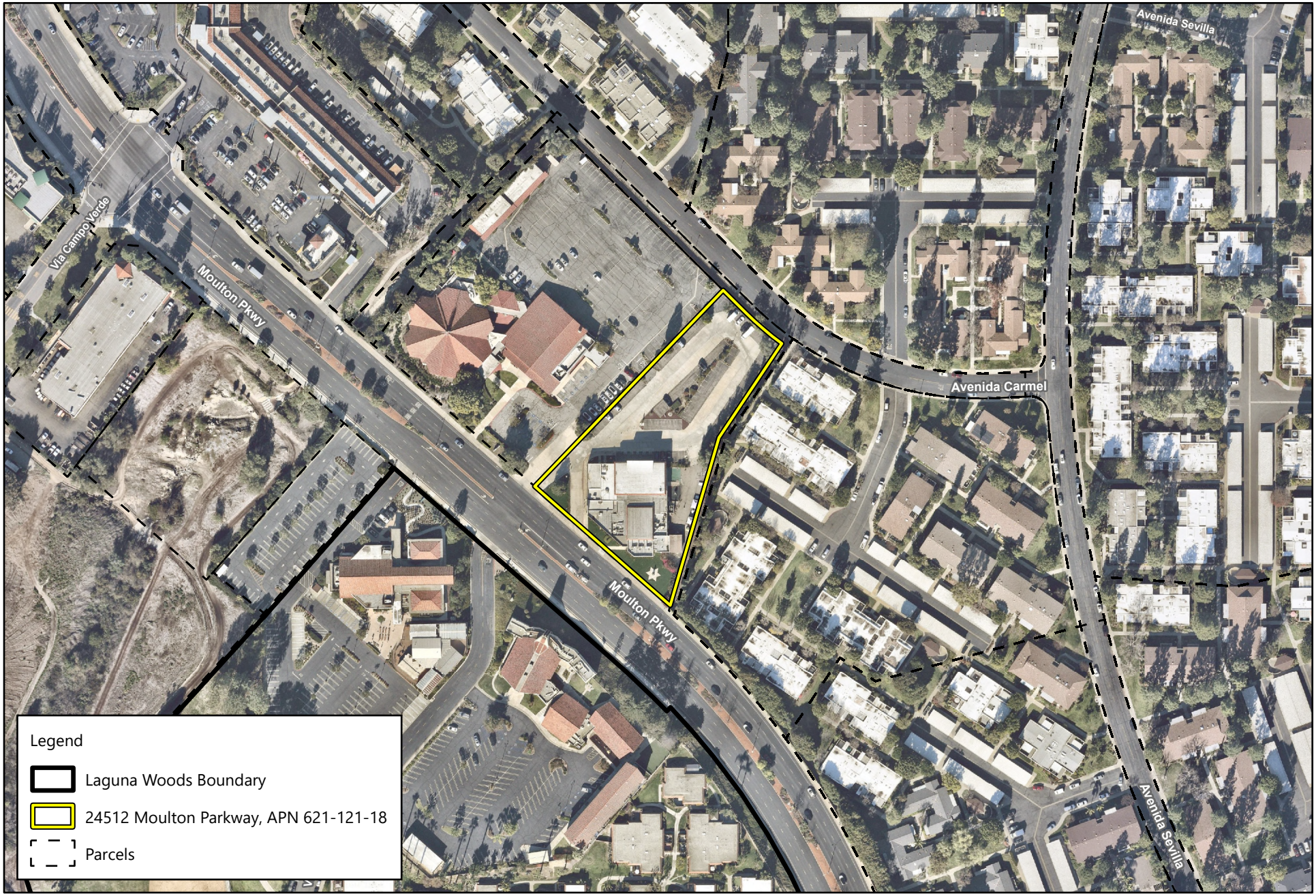
5. SEVERABILITY. If any term, condition or covenant of this ACKNOWLEDGEMENT is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this ACKNOWLEDGEMENT shall not be affected thereby and the ACKNOWLEDGEMENT shall be read and construed without the invalid, void or unenforceable provision(s).

Property Owner – Temple Judea of Laguna Hills, a California corporation

Signature: _____ Date: _____

Full Name: _____ Title: _____

SIGNATURE MUST BE NOTARIZED; ATTACH ACKNOWLEDGEMENT.



City of Laguna Woods

0 100 200 Feet

Source: Nearmap, City of Laguna Woods

Vicinity Map for Conditional Use Permit CUP-2025-0002

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9.1
POTENTIAL LEASE OF A PORTION OF THE REAL PROPERTY COMMONLY KNOWN AS CITY CENTRE PARK LOCATED AT 24121 MOULTON PARKWAY, LAGUNA WOODS, CA 92637

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City of Laguna Woods
Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: November 19, 2025 Regular Meeting

SUBJECT: Potential lease of a portion of the real property commonly known as City Centre Park located at 24121 Moulton Parkway, Laguna Woods, CA 92637

Recommendation

1. Adopt a resolution titled:

   A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DECLARING THE PORTION OF THE REAL PROPERTY COMMONLY KNOWN AS CITY CENTRE PARK LOCATED AT 24121 MOULTON PARKWAY, LAGUNA WOODS, CA 92637 (ORANGE COUNTY ASSESSOR'S PARCEL NUMBER 616-012-18) THAT WOULD BE LEASED TO THE ORANGE COUNTY FIRE AUTHORITY FOR THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF A NEW FIRE STATION AND FOR PUBLIC SAFETY PURPOSES TO BE "EXEMPT PUBLIC LAND" AS THAT PHRASE IS DEFINED IN THE CALIFORNIA SURPLUS LAND ACT

   AND

2. Discuss and provide feedback to staff on the proposed ground lease agreement with the Orange County Fire Authority for the lease of a portion of the real property commonly known as City Centre Park located at 24121 Moulton Parkway, Laguna Woods, CA 92637 (Orange County Assessor's Parcel Number 616-012-18) to the Orange County Fire Authority for the construction, operation, and maintenance of a new fire station and for public

safety purposes.

Note Regarding Potential Action: Due to the California Surplus Land Act, the City Council is unable to act on a motion to approve the proposed ground lease agreement at today's meeting.

Background

Potential New Fire Station Project

On September 21, 2022, the City Council conceptually approved, in non-binding concept, a series of actions that, if implemented, would result in the long-term lease of approximately 0.32 acres of the 0.56 acre City Centre Park property (24121 Moulton Parkway, Laguna Woods, CA 92637; Orange County Assessor's Parcel Number: 616-012-18) for use as a new Orange County Fire Authority ("OCFA") fire station. In doing so, the City Manager and City Attorney were authorized to take actions and incur costs necessary to:

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

(b) Unencumber the property of deed restrictions that would otherwise preclude the construction and operation of a fire station;

(c) Negotiate – for future consideration by the City Council – agreements with the OCFA for the construction and operation of a fire station including, but not limited to, a long-term land-lease agreement;

(d) Partner with the OCFA to contact surrounding property owners to discuss a potential new fire station and solicit input on factors to be considered during any future design, construction, and operation;

(e) Coordinate with the OCFA on matters affecting the design of a fire station including, but not limited to, modifications and easements related to traffic control devices, medians, sidewalks, and other City property, and public access to the remaining portion of City Centre Park; and

(f) Negotiate and enter into cost recovery agreements with the OCFA to reimburse the City for those costs associated with this project which are

mutually agreed upon as the OCFA's responsibility.

On September 30, 2023, California Senate Bill 475 (Min, Chapter 287, Statutes of 2023) ("SB 475") was signed into law by Governor Newsom. SB 475 authorizes the City to use a portion of the City Centre Park property as a fire station and for public safety purposes. Obtaining the State's authorization was necessary due to the property having been previously improved using grant monies from Proposition 40 (2002), the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002. Staff notes that then-Senator Min's authorship of SB 475 and Assemblymember Dixon's support as a co-author were crucial in moving SB 475 forward. City Manager Macon and the OCFA's then-Legislative Affairs Manager provided testimony in support of SB 475 at the California Senate Committee on Governance and Finance meeting in Sacramento on April 26, 2023.

As a condition of removing a portion of the City Centre Park property from park use, SB 475 requires that $212,000 in capital improvements be made to the portion of the property that would remain a park. The capital improvements are required to enhance the recreational utility of the park. As required by SB 475, the City held two community meetings (August 12 and August 15, 2024) to solicit input on the capital improvements. The City Council approved a conceptual plan for the capital improvements on September 18, 2024, which was submitted to the California Department of Parks and Recreation on October 17, 2024. That same day, the California Department of Parks and Recreation confirmed receipt of the conceptual plan. While the California Department of Parks and Recreation has yet to provide feedback on the conceptual plan, in the interest of time, staff has proceeded with formal design of the "City Centre Park Enhancement Project" and anticipates soliciting competitive bids for construction in January 2026.

On August 21, 2024, the City Council voted to accept a quitclaim deed from the Golden Rain Foundation of Laguna Woods conveying to the City the interest in a portion of a sewer easement at the City Centre Park property. Accepting the quitclaim deed unencumbered the City Centre Park property of a deed restriction that might otherwise complicate or preclude the potential future construction and operation of a fire station on the property. Staff notes, with appreciation, the Golden Rain Foundation of Laguna Woods and Village Management Services' support in successfully addressing this sewer easement matter.

On December 18, 2024, the City Council voted to accept a grant of non-exclusive conditional easement from the El Toro Water District providing for use of the El

Toro Water District's existing utility roadway and driveway leading to its P-1 Pump Station in connection with the potential construction of a fire station at the City Centre Park property. The easement contemplates that future improvements to the El Toro Water District's property may be necessary and establishes a deadline for the City and El Toro Water District to enter into a separate agreement for such improvements prior to any construction and no later than December 31, 2026. Staff notes, with appreciation, the El Toro Water District's support in ensuring that sufficient area is available to facilitate the potential construction of a fire station.

City Manager Macon and OCFA Division Chief Summers made a presentation on the potential construction of a fire station at the City Centre Park property to the Golden Rain Foundation of Laguna Woods Board of Directors on August 5, 2025. City Manager Macon made a similar presentation to the Third Laguna Hills Mutual Board of Directors on August 19, 2025. Both boards of directors were supportive of the potential construction of a fire station at the City Centre Park property.

Staff made several attempts to meet with Ayres Hotel management regarding the potential construction of a fire station at the City Centre Park property (due to the adjacency of their hotel) but were unsuccessful in confirming a meeting date. Staff remain willing to meet with Ayres Hotel management.

California Surplus Land Act

The California Surplus Land Act (California Government Code sections 54220-54234) sets forth regulations pertaining to land owned in fee simple by any city or other local agency for which the local agency's governing body determines is not necessary for the local agency's use. The California Surplus Land Act requires that cities and other local agencies declare land to be either "surplus land" or "exempt surplus land," as supported by written findings, before taking any action to lease or otherwise dispose of such land consistent with a local agency's policies or procedures. Land declared to be "surplus land" is generally required to be offered to other public agencies and housing sponsors first, while land declared to be "exempt public land" may be more readily disposed of.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on a proposed resolution declaring the portion of the City Centre Park property that would be leased to the OCFA for the construction, operation, and maintenance of a

new fire station and for public safety purposes to be "exempt public land" as that phrase is defined in the California Surplus Land Act (Attachment A). The City Council and members of the public are also invited to provide feedback on the proposed ground lease agreement with the OCFA (Attachment B).

"Exempt Public Land" Declaration

California Surplus Land Act Section 54221(f)(1)(B) allows cities and other local agencies to declare land to be "exempt surplus land" if the land is "less than one-half acre in area and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes." Staff advises that such an exemption applies to the proposed ground lease agreement due to the land being approximately 0.32 acres in area. While there is contiguous land that is owned by a local agency (the El Toro Water District), it is used for water infrastructure purposes rather than open space or housing.

California Surplus Land Act Section 54221(f)(1)(D) allows cities and other local agencies to declare land to be "exempt surplus land" if the "local agency is transferring [such surplus land] to another local, state, or federal agency, or to a third-party intermediary for future dedication for the receiving agency's use, or to a federally recognized California Indian tribe." Staff advises that such an exemption applies to the proposed ground lease agreement due to the land being transferred to another local agency (the OCFA, a California joint powers authority) for the OCFA's use (for the construction, operation, and maintenance of a new fire station) with some use for public safety purposes by the City (office space for the Orange County Sheriff's Department (or successor law enforcement provider) and City of Laguna Beach Police Department (or successor animal services provider)).

If the City Council adopts the proposed resolution at today's meeting, staff would submit the resolution to the California Department of Housing and Community Development ("HCD"), as required by the California Surplus Land Act. HCD would then have 30 days to consider and make findings as to whether the proposed ground lease agreement would violate the California Surplus Land Act. The City Council is unable to act on a motion to approve the proposed ground lease agreement until HCD's 30-day review period has lapsed but may discuss the proposed ground lease agreement and provide feedback to staff.

If HCD provides the City with a findings letter that the proposed ground lease would not violate the California Surplus Land Act prior to the December 17, 2025

City Council meeting, the City Council could consider approval of the proposed ground lease agreement on December 17, 2025. If HCD takes its full 30-day review period to make such a finding, staff will ask the City Council to schedule an adjourned regular meeting for some time after its meeting on December 17, 2025.

Key Terms of the Proposed Ground Lease Agreement

- Lease Premises: OCFA to lease approximately 0.32 acres oriented toward the Moulton Parkway side of the property (approximately 0.24 acres would remain a park). City to remain the underlying property owner.

- Term: 99 years (December 23, 2025 through December 22, 2124).

- Rent: None.

- Consideration (payments from OCFA to City): One-time payment for pre-development costs: $200,000, reimbursement for up to $750,000 in costs associated with the City Centre Park Enhancement Project.

- Noise Control: Prohibitions of (1) testing and all other non-emergency use of sirens on the Lease Premises and (2) non-emergency, outdoor use of stereos, public address systems, and other amplified sound.

- Public Sidewalk: OCFA to construct a minimum five-foot-wide sidewalk connecting Moulton Parkway to City Centre Park. City to own and maintain the sidewalk following construction. There is insufficient space to construct a wider multimodal trail to accommodate golf cart traffic.

- City Use: OCFA to construct facilities inside the fire station for use by City's law enforcement and animal services providers (the Orange County Sheriff's Department and City of Laguna Beach Police Department). The facilities include lockers for at least eight people, a kitchenette, a single-occupancy accessible restroom, a janitorial closet with a floor service sink, office space, and storage, as well as the provision of all necessary utilities and services and two dedicated parking stalls. OCFA to allow City to install and maintain pole-mounted surveillance cameras on the Lease Premises to surveil the sidewalk, park, and public right-of-way.

- Landscaping: Beginning 180 days after completion of the City Centre Park Enhancement Project, OCFA to perform certain ongoing park maintenance activities related to mulch and decomposed granite surfaces.

- El Toro Water District: OCFA required to comply with the easement entered into between the City and El Toro Water District. The easement is attached as Exhibit B to the proposed lease agreement.

- Insurance/Indemnification: OCFA to provide insurance and indemnification subject to terms that have been reviewed by the City Attorney's Office and the California Joint Powers Insurance Authority ("CJPIA").

- Termination: City may terminate the ground lease agreement with 30 days' written notice if the OCFA (1) has not obtained City's approval of the site development permit contemplated in the ground lease agreement by June 30, 2027 or (2) has not commenced operation of a fire station on the Lease Premises by December 31, 2029.

- Ownership of Improvements: The fire station and other OCFA-constructed improvements remaining on the Lease Premises shall become City property upon expiration or earlier termination of the ground lease agreement.

Other Required Approvals and Permits

The proposed lease agreement would require the OCFA to obtain various other approvals and permits, including:

- Building permits, encroachment permits, grading permits, and sign permits from the City, as well as any other required approvals and permits from the City, El Toro Water District, and other agencies (Sections 7.a, 10.a, 10.c, and 10.d) *[Note: Depending on the proposed signage, the OCFA may be required to obtain the City Council's approval of a sign program (Section 10.c).]*

- City Manager's approval to relocate, replace, or otherwise modify the existing irrigation controller (Section 1)

- City Engineer's approval of the public sidewalk design and an encroachment permit for construction of the same (Section 4.d)

- City Manager's approval of the location of, design of, and finish selections for the City's facilities inside the fire station (Section 6.c)

- City Manager and City Engineer's approval of the construction and alteration of traffic control devices, driveways, public right-of-way, and other circulation infrastructure (including the timing and programming thereof) (Section 10.a) *[Note: This would include the modification of medians and traffic signals necessary to allow fire engines to make left turns onto El Toro Road.]*

- City's approval of a site development permit including, but not limited to, the design of all buildings, structures, and facilities (Section 10.a) *[Note: Due to significant public interest in this project, the City Manager would defer approval of the site development permit to the City Council.]*

- City Manager's approval of a landscape documentation package concurrent with approval of the required site development permit (Section 10.b)

Temporary Construction Fence

A temporary construction fence would be installed around the Lease Premises shortly after the effective date of the ground lease agreement until construction of the new fire station is complete. This is consistent with SB 475's requirement for the Lease Premises to be removed from public recreation use by January 1, 2026.

Fiscal Impact

The proposed ground lease agreement would have a generally positive impact on the City's finances. Payments from the OCFA for pre-development costs and the costs of designing and constructing the City Centre Park Enhancement Project would total as much as $950,000. The City's maintenance responsibilities for City Centre Park would decrease due to the reduced size of the park and the OCFA's assumption of certain maintenance responsibilities. The City would incur new costs associated with furnishing its facilities inside the fire station and providing janitorial services for the same, but those costs would be significantly less than the costs the City would have incurred to construct those facilities.

Attachments: A – Proposed Resolution
B – Proposed Ground Lease Agreement

RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DECLARING THE PORTION OF THE REAL PROPERTY COMMONLY KNOWN AS CITY CENTRE PARK LOCATED AT 24121 MOULTON PARKWAY, LAGUNA WOODS, CA 92637 (ORANGE COUNTY ASSESSOR'S PARCEL NUMBER 616-012-18) THAT WOULD BE LEASED TO THE ORANGE COUNTY FIRE AUTHORITY FOR THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF A NEW FIRE STATION AND FOR PUBLIC SAFETY PURPOSES TO BE "EXEMPT PUBLIC LAND" AS THAT PHRASE IS DEFINED IN THE CALIFORNIA SURPLUS LAND ACT

WHEREAS, the California Surplus Land Act (California Government Code sections 54220-54234) sets forth regulations pertaining to land owned in fee simple by any city or other local agency for which the local agency's governing body determines is not necessary for the local agency's use; and

WHEREAS, the California Surplus Land Act requires that cities and other local agencies declare land to be either "surplus land" or "exempt surplus land," as supported by written findings, before taking any action to lease or otherwise dispose of such land consistent with a local agency's policies or procedures; and

WHEREAS, California Surplus Land Act Section 54221(f)(1)(B) allows cities and other local agencies to declare land to be "exempt surplus land" if the land is "less than one-half acre in area and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes"; and

WHEREAS, California Surplus Land Act Section 54221(f)(1)(D) allows cities and other local agencies to declare land to be "exempt surplus land" if the "local agency is transferring [such surplus land] to another local, state, or federal agency, or to a third-party intermediary for future dedication for the receiving agency's use, or to a federally recognized California Indian tribe"; and

WHEREAS, the City Council intends to take action on whether to lease an approximately 0.32 acre portion of the real property commonly known as City Centre Park located at 24121 Moulton Parkway, Laguna Woods, CA 92637 (Orange County Assessor's Parcel Number 616-012-18) ("Premises") to the Orange County Fire Authority for the construction, operation, and maintenance of

a new fire station and for public safety purposes. The legal description of the Premises and a plat map exhibit are included in Exhibit A attached hereto and incorporated herein by this reference; and

WHEREAS, as part of any potential lease of the Premises to the Orange County Fire Authority, the City Council plans to require that the City to allowed to use portions of the Premises within the fire station as office space for the Orange County Sheriff's Department (or successor law enforcement provider) and City of Laguna Beach Police Department (or successor animal services provider).

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

SECTION 1. The above recitals are true and correct.

SECTION 2. The City Council hereby declares the Premises to be exempt surplus land pursuant to California Surplus Land Act Section 54221(f)(1)(B). In doing so, the City Council finds that the exemption is true and correct due to the land being less than one-half acre in area (approximately 0.32 acres). While there is contiguous land that is owned by a local agency (the El Toro Water District), it is used for water infrastructure purposes rather than open space or housing. None of the land contiguous to the Premises is owned by a state or local agency and used for open-space or low- and moderate-income housing purposes.

SECTION 3. The City Council hereby declares the Premises to be exempt surplus land pursuant to California Surplus Land Act Section 54221(f)(1)(D). In doing so, the City Council finds that the exemption is true and correct due to the land being transferred to another local agency (the Orange County Fire Authority, a California joint powers authority) for the Orange County Fire Authority's use (for the construction, operation, and maintenance of a new fire station) with some use for public safety purposes by the City (office space for the Orange County Sheriff's Department (or successor law enforcement provider) and City of Laguna Beach Police Department (or successor animal services provider)).

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

[SIGNATURES ON NEXT PAGE]

PASSED, APPROVED AND ADOPTED on this XX day of XX 2025.

_____
ANNIE MCCARY, Mayor Pro Tem

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

EXHIBIT A – Page 1 of 2

EXHIBIT "A"
LEGAL DESCRIPTION

BEING A PORTION OF PARCEL 5 OF PARCEL MAP IN THE CITY OF LAGUNA WOODS, COUNTY OF ORANGE, STATE OF CALIFORNIA, AS PER MAP FILED IN BOOK 103, PAGES 38 THROUGH 41, INCLUSIVE OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEING A PORTION OF PARCEL 2, LOT LINE ADJUSTMENT LL94-028, RECORDED SEPTEMBER 3, 1996 AS INSTRUMENT NO. 19960448212, OFFICIAL RECORDS OF THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHERLY CORNER OF SAID PARCEL 2;

THENCE SOUTH 60°31'26" EAST, ALONG THE NORTHEASTERLY LINE OF SAID PARCEL 2, A DISTANCE OF 62.00 FEET TO THE EASTERLY CORNER OF SAID PARCEL 2;

THENCE SOUTH 29°28'37" WEST, ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL 2, A DISTANCE OF 154.56 FEET TO THE BEGINNING OF A TANGENT CURVE, CONCAVE EASTERLY AND HAVING A RADIUS OF 170.00 FEET;

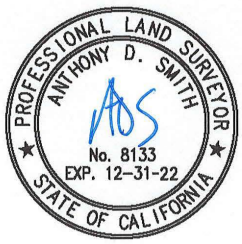
THENCE SOUTHERLY ALONG SAID CURVE AND THE EASTERLY LINE OF SAID PARCEL 2 A DISTANCE OF 50.24 FEET AND THROUGH A CENTRAL ANGLE OF 16°55'55";

THENCE SOUTH 90°00'00" WEST 79.68 FEET TO THE NORTHWESTERLY LINE OF SAID PARCEL 2;

THENCE NORTH 29°28'34" EAST, ALONG THE NORTHWESTERLY LINE OF SAID PARCEL 2, A DISTANCE OF 243.28 FEET TO THE **TRUE POINT OF BEGINNING**.

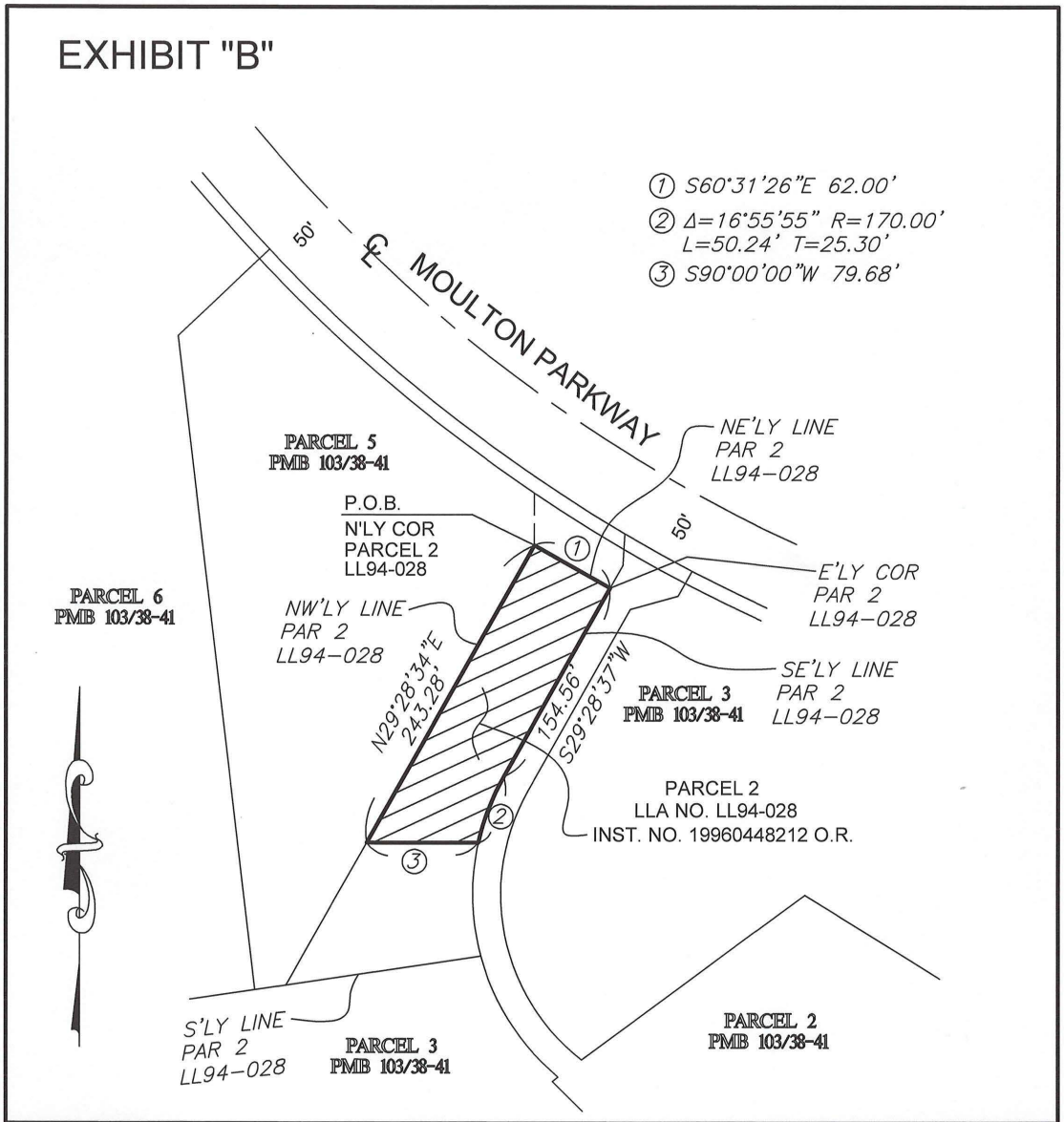
SAID DESCRIPTION CONTAIN 14,132 SQUARE FEET, MORE OR LESS.

ON POINT LAND SURVEYING, INC.
PREPARED BY: _____
ANTHONY D. SMITH, PLS 8133
DATE: 5/26/2021



PAGE 1 OF 1

EXHIBIT A – Page 2 of 2



PROFESSIONAL LAND SURVEYOR
ANTHONY D. SMITH
No. 8133
EXP. 12-31-22
STATE OF CALIFORNIA

EXHIBIT "B"

PREPARED AT THE REQUEST OF THE CITY OF LAGUNA WOODS

THIS PLAT IS SOLELY AN AID IN LOCATING THE PARCEL(S) DESCRIBED IN THE ATTACHED DOCUMENT. IT IS NOT A PART OF THE WRITTEN DESCRIPTION THEREIN.

PREPARED BY: _____

DATE: 5/26/2021

PREPARED BY: ON POINT LAND SURVEYING, INC.

SCALE: 1"=100'

DATE: MAY 2021

SHEET 1 OF 1

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GROUND LEASE – FIRE STATION NO. 12

This Ground Lease (this "Lease") is made and entered into this _____ day of _____, 2025 ("Execution Date") by and between the City of Laguna Woods, a California municipal corporation ("City") and the Orange County Fire Authority, a California joint powers authority ("Authority").

RECITALS

A. City is fee owner of the real property commonly known as City Centre Park located at 24121 Moulton Parkway, Laguna Woods, CA 92637 ("Park Property"); and

B. City desires to lease to Authority and Authority desires to lease from City a portion of the Park Property for the construction, operation, and maintenance of a new fire station.

NOW THEREFORE, for good and valuable consideration, City hereby leases to Authority and Authority hereby leases from City a portion of the Park Property hereinafter described upon all of the following terms and conditions:

1. PREMISES. The legal description of the "Premises" and a plat map exhibit are included in Exhibit A attached hereto and incorporated herein by this reference. Any improvements existing on the Premises at the Effective Date of this Lease shall become Authority's property; provided, however, that the irrigation controller located within the Premises shall remain City's property, and City shall retain access and control over the use of the irrigation controller and associated wires, pipes, conduits, and tubes ("Irrigation Controller"), for use in connection with City-maintained landscaping on the Premises. If Authority needs to relocate, replace, or otherwise modify Irrigation Controller, Authority shall obtain the prior written approval of City's City Manager. Authority may use, sell, demolish, remove, or otherwise dispose of the existing improvements, except for Irrigation Controller, following the Effective Date of this Lease. City shall receive no compensation for the improvements other than the performance of Authority's covenants expressed in this Lease.

2. TERM. The term of this Lease shall be ninety-nine (99) years, commencing on December 23, 2025 ("Effective Date") and ending at 11:59 p.m. on December 22, 2124.

3. CONSIDERATION.

a. *One-Time Payment – Pre-Development Costs*. Authority shall pay to City as consideration for the execution of this Lease and the actions taken by City, at City's expense, to secure the legislative and easement approvals necessary to allow for the construction, operation, and maintenance of a fire station on the Premises and complete the conceptual design for City's City Centre Park Enhancement Project, a one-time payment of Two Hundred Thousand Dollars and Zero Cents ($200,000.00) payable

within thirty (30) calendar days following City's approval of the site development permit contemplated in Section 10.a of this Lease.

b. *One-Time Payment – City Centre Park Enhancement Project*. Authority shall reimburse City for all actions taken by City, at City's expense, beginning January 1, 2025 and ending December 31, 2026, to design and construct the capital improvements contemplated in California Senate Bill 475 (Min, Chapter 287, Statutes of 2023) and as City deems necessary to complete its City Centre Park Enhancement Project, up to a maximum of Seven Hundred and Fifty Thousand Dollars and Zero Cents ($750,000.00) payable within thirty (30) calendar days of each invoice submitted by City to Authority, which shall be submitted no more frequently than every thirty (30) days. Authority's obligation to pay City's invoices contemplated in this section shall begin on the date City approves the site development permit contemplated in Section 10.a of this Lease.

4. CERTAIN FIRE STATION AND VEHICLE REQUIREMENTS.

a. *Site Security During Pre-Construction and Construction*. No later than thirty (30) calendar days from the Effective Date of this Lease, Authority shall install a temporary construction fence around the Premises to prevent entry by any unauthorized persons. Such temporary construction fence shall be made of steel chain link, outfitted with a green fabric privacy windscreen in good condition, securely fastened at all corners of each fence panel, and remain locked at all times when not attended. The temporary construction fence shall be removed upon the completion of construction of the new fire station contemplated by this Lease.

b. *Fire Station 12*. For the duration of this Lease, Authority shall do all of the following at the fire station to be constructed on the Premises ("Fire Station 12"):

i. Exterior signage shall identify no city other than "City of Laguna Woods."

ii. Due to the limited confines of the Premises, no public events, giveaways, or other functions that could be reasonably seen to encourage members of the public to visit the Premises shall occur including, but not limited to, open houses, toy drives, and sandbag giveaways.

iii. Prohibit testing and all other non-emergency use of sirens on engines, ladder trucks, and other vehicles on the Premises.

iv. Prohibit the use of stereos, public address systems, and other amplified sound outside of any fully enclosed buildings on the Premises, except as may be required for emergency use (including, but not limited to, in connection with any outdoor exercise areas).

v. Allow City to install and maintain poles and surveillance cameras mounted on such poles on the Premises for the purpose of surveilling the public sidewalk contemplated in Section 4.d and the public right-of-way and public park property adjacent to the Premises, free of consideration and subject only to the approval of Authority's Fire Chief or his/her/their designee, whose approval shall not be unreasonably withheld.

c. *Vehicles Regularly Assigned to Fire Station 12*. Before placing any vehicles regularly assigned to Fire Station 12 into service, Authority shall do all of the following:

i. For vehicle signage (text and graphics) on all engines, ladder trucks, and other vehicles regularly assigned to Fire Station 12, such signage shall identify "City of Laguna Woods" before any other city. Vehicle signage shall be maintained in this manner for the duration of this Lease.

d. *Access from Moulton Parkway to City Centre Park*. No later than the date City issues a certificate of occupancy to Authority for Fire Station 12, Authority shall construct a public sidewalk of at least five (5) feet in width connecting the sidewalk along the east side of Moulton Parkway to City Centre Park in accordance with County of Orange OC Public Works Department Standard Plan(s) #1204 and/or #1205 (as applicable). Authority shall obtain the written approval of City's City Engineer prior to beginning work and shall reimburse City for its plan review and construction inspection costs of the same. Authority shall obtain an encroachment permit from City prior to the commencement of work, staging, or traffic control for the work on City property and shall pay to City all applicable fees therefore. Ownership of the sidewalk shall be as set forth by Section 13.b of this Lease.

5. TAXES AND ASSESSMENTS. All taxes and assessments which become due and payable upon the Premises shall be the full responsibility of City, and City shall cause said taxes and assessments to be paid promptly.

6. USE.

a. *Authority's Use*. Subject to the provisions of this Lease and in full compliance with all applicable standards, regulations, and requirements set forth in the Laguna Woods Municipal Code, including amendments thereto, Authority shall use the Premises primarily for the construction, operation and maintenance of a fire station and may also use the Premises for fire suppression, fire prevention, and the provision of emergency medical services.

b. *Noise*. For the purpose of this Lease, City agrees that noise generated by Authority's use of the Premises (including, but not limited, during the construction, operation, and maintenance of the fire station) shall not be considered a nuisance unless such noise fails to comply with applicable noise standards in the Laguna Woods Municipal Code, including amendments thereto. Notwithstanding the foregoing,

Authority agrees to reasonably cooperate with City to monitor and evaluate noise associated with Authority's use of the Premises including, but not limited to, allowing City to place and access noise monitors on the Premises for the purpose of evaluating compliance with the noise standards in the Laguna Woods Municipal Code.

c. *City Use of Premises.* Authority shall allow City to use portions of the Premises within the fire station as office space for the Orange County Sheriff's Department (or successor law enforcement provider) and City of Laguna Beach Police Department (or successor animal services provider). The gross floor area allocated to City's use of portions of the Premises shall be no less than 515 square feet (exclusive of hallways and similar circulation space) and shall be located on the ground floor of fire station, unless otherwise approved by City's City Manager. The location of, design of, and finish selections for the area allocated to City's use of portions of the Premises shall be subject to the approval of City's City Manager and shall generally include lockers for at least eight (8) persons, a kitchenette, a single-occupancy accessible restroom, a janitorial closet with a floor service sink, office space, and storage, as well as the provision of all necessary utilities and services and two (2) dedicated parking stalls.

7. UTILITIES AND SERVICES.

a. *Utilities*. Authority shall arrange for, and pay before delinquency the expenses of, the provision of utilities to the Premises, including water, electricity and/or other power, waste management, gas, telephone, and internet access. Authority's obligations under this section shall apply both to its use of the Premises and City's use of portions of the Premises, unless Authority constructs separately metered utilities for City's use of portions of the Premises, and except that the costs of installing and maintaining secure and/or dedicated internet lines required City or its law enforcement or animal services providers shall be paid for by City. Authority shall install and maintain a wireless internet network and allow City, its law enforcement and animal services providers, and its janitorial services provider, to use such network at no cost. At its sole cost and expense, Authority shall obtain all necessary permits, licenses, and other authorizations required for the lawful and proper installation and maintenance upon the Premises of wires, pipes, conduits, tubes, and other equipment and appliances for use in supplying any service to and upon the Premises.

b. *Janitorial*. Authority shall arrange for, and pay before delinquency, the expenses of janitorial services for the Premises. Authority's obligations under this section shall apply only to its use of the Premises (which, for the purpose of this section only, shall be deemed to include hallways and other circulation space with shared access by Authority and City). City shall provide janitorial services for its portions of the Premises contemplated in Section 8.d, except as noted in this section.

c. *Landscaping*. Authority shall arrange for, and pay before delinquency the expenses of, all landscaping services to the Premises as it may require, regardless of whether such services are expressly contemplated herein. Authority's obligations under this section shall include, but not be limited to, the landscaping services identified in

Exhibit C attached hereto and incorporated herein by this reference

d. *Other*. Authority shall arrange for, and pay before delinquency the expenses of, all other services to the Premises as it may require, regardless of whether such services are expressly contemplated herein.

8. AS-IS, WHERE-IS CONDITION. Authority acknowledges that it has had sufficient opportunity to inspect and investigate the Premises and all aspects thereof and documents pertaining thereto and it is familiar with the Premises and the condition thereof. Authority covenants and agrees that it is relying upon its own inspections, examinations, studies, and inquiries with respect to the Premises and has not relied upon any representation, warranty, or statement of City, or its agents or employees. For purposes of this Lease, the term "Hazardous Materials" shall mean any hazardous or toxic substance, material, product, byproduct, or waste which is or shall become regulated by any governmental entity, including, without limitation, the County of Orange, the State of California, or the United States government. Authority shall, upon the execution of this Lease, be deemed to have disclaimed and waived any and all objections to the physical and environmental characteristics and conditions of the Premises, including, without limitation, any underground pipelines, underground utilities, and/or any Hazardous Materials located therein or thereon and the condition of title thereto, whether or not such conditions would be disclosed by a reasonable and diligent inspection. Authority acknowledges that neither City nor any of its officers, directors, employees, agents, or representatives has made any representations, warranties, or agreements to Authority as to any matters concerning the Premises, the present use thereof, or the existence of any Hazardous Materials thereon. Authority agrees that City shall have no responsibility for any patent or latent defect or physical or environmental condition of the Premises, whether or not known or discovered. The Premises is being leased to Authority "AS-IS," "WHERE-IS," "WITH ALL FAULTS" without representation or warranty expressed or implied by City, by operation of law, or otherwise. This Lease is made subject to and without liability to City because of or resulting from any of the foregoing conditions or any or any other condition of the Premises or adjacent property. City expressly disclaims, which Authority acknowledges and accepts, any implied warranty or condition, and Authority, for itself, and its officers, employees, agents, representatives, affiliates, successors, and assigns, hereby releases and forever discharges on, habitability, merchantability, or fitness for a particular purpose or use.

9. QUIET ENJOYMENT. City warrants that, subject to the terms, covenants, and conditions of this Lease (including City's use of portions of the Premises), Authority may, upon observing and complying with all the terms, covenants, and conditions of this Lease, peaceably and quietly occupy the Premises. Authority's use of the Premises shall not interfere with City's right to peaceably and quietly occupy portions of the Premises as contemplated in Section 6.c.

10. IMPROVEMENTS.

a. Authority agrees to obtain a site development permit from City for the

establishment of the fire station before initiating any demolition or construction activity on the Premises. Such site development permit shall include, but not be limited to, the design of all buildings, structures, and facilities associated with the establishment of the fire station and uses contemplated under this Lease. Authority acknowledges and agrees that the construction and alteration of property owned by the El Toro Water District is subject to separate approval of the El Toro Water District, and the construction and alteration of traffic control devices, driveways, public right-of-way, and other circulation infrastructure (including the timing and programming thereof) is subject to separate approval of City's City Manager and City Traffic Engineer. Authority shall obtain the aforementioned separate approvals, in writing, prior to obtaining a site development permit from City and shall include all such separately approved improvements and evidence of approvals in its application to City to obtain a site development permit. Authority shall pay City's fees for applying for and obtaining a site development permit.

b. All landscaping on the Premises shall comply with the newly installed landscape standards set forth in Laguna Woods Municipal Code Chapter 10.03 (Water Efficient Landscapes), irrespective of the applicability provisions set forth therein. Additionally, no ornamental turf grass or decorative water features shall be included in the landscape design. Authority agrees to obtain the approval of City's City Manager of a landscape documentation package concurrent with obtaining the site development permit contemplated in Section 10.a of this Lease. City shall waive its fees for Authority's obligations under this Section 10.b.

c. All signage on the Premises shall comply with the sign regulations set forth in Laguna Woods Municipal Code Chapter 13.20. If Authority chooses to pursue approval of a sign program as described therein, Authority shall pay City's fees for applying for and obtaining a sign program.

d. At its sole cost and expense, Authority agrees to obtain all approvals and permits required by law or regulation before construction or alternation of or on the Premises.

e. City shall reasonably cooperate with Authority in obtaining any approvals and permits required by law or regulation for construction or alteration of or on the Premises. Nothing herein shall constitute an approval of any permit or other entitlement.

f. For the purpose of serving only the Premises, City shall reasonably consider and process requests from public entities or public service corporations for rights-of-way or easements on or over the Premises for poles or conduits, or both, for telephone, electricity, water, sanitary or storm sewers, or both, and for other utilities and municipal or special district services, and agrees to reasonably consider and process requests to dedicate any portions of the Premises that may be required in connection with the construction or alteration of improvements and the operation and maintenance of the fire station on the Premises.

g. Authority shall pay or cause to be paid the total cost and expense of all works of improvement constructed by Authority pursuant to this Lease. Authority agrees that it will pay, or cause to be paid, all cost of labor, services or material supplied in the prosecution of any work done, or caused to be done, pursuant to this Lease. Authority shall keep the Premises and all other property on which improvements are constructed free and clear of all mechanics liens and other liens on account of work done for Authority or person claiming under Authority.

h. Authority shall provide to City all "as-built" and "record" drawings for all works of improvement constructed by Authority pursuant to this Lease.

11. COMPLIANCE WITH NON-EXCLUSIVE CONDITIONAL EASEMENT. Authority acknowledges and agrees to comply with the terms of the Grant of Non-Exclusive Conditional Easement recorded January 3, 2025, as Instrument No. 2025000001928 in the Official Records of Orange County, California, attached hereto as Exhibit B (the "Easement") and incorporated herein by this reference. In addition to the indemnification provisions in Section 17, Authority shall indemnify and save harmless City and its officers, officials, agents, and employees from and against any and all claims, demands, losses or liabilities of any kind or nature which City and/or its officers, officials, agents and/or employees may sustain or incur or which may be imposed upon them or any of them for injury to or death of persons or damage to property as a result of or arising out of the negligence or willful misconduct of Authority, its officers, officials, agents, or employees, invitees, or licensees in connection with Authority's use of the Easement Area, as that term is defined in the Easement.

12. APPLICABLE LAWS. Authority hereby covenants and warrants that Authority shall comply with all applicable laws, rules, regulations, building codes, statutes, and orders as they are applicable on the Effective Date, and as they may be subsequently amended, including, without limitation, City's rules and regulations, in connection with its construction and operations on the Premises. Included in this provision, without limitation, is compliance with the Americans with Disabilities Act (the "ADA") and all other federal, state, and local codes, statutes, and orders relating to disabled access as they are applicable on the Effective Date, and as they may be subsequently amended, and all regulations issued by the U.S. Attorney General or other agencies under the authorization of the ADA. City shall not be responsible for any ADA violations resulting from construction, alterations, improvements, or fixtures made or installed by Authority or the placement of Authority's furniture, equipment, supplies, and materials.

13. OWNERSHIP OF IMPROVEMENTS.

a. *On Premises*. All improvements constructed on the Premises by Authority as permitted by this Lease shall be owned by Authority until expiration of the term or sooner termination of this Lease. Authority is permitted to modify improvements on the Premises in its sole discretion, provided that such modifications comply with the terms of this Lease and applicable laws. Upon termination or expiration of this Lease, the ownership of on premises improvements shall be governed by Section 27 of this Lease.

b. *Off Premises*. All improvements constructed on the Park Property or within City's public right-of-way, except for improvements constructed entirely within the Premises, by Authority subject to Section 10.a shall become property of City upon the effective date of Authority's notice of completion filed with the County of Orange Clerk-Recorder for such work. Authority shall execute grant deeds and/or such other documentation as City may reasonably request to formally transfer ownership of such improvements from Authority to City.

c. *Easement*. The ownership of all improvements constructed within the Easement Area, as that term is defined in the Easement, shall be governed by the terms of the Easement.

14. ASSIGNMENT OR SUBLEASE. Authority shall not assign, sublease, or otherwise transfer Authority's interest in this Lease to any person or entity without City's prior written consent, which consent shall not be unreasonably withheld.

15. TITLE. No part of this Lease shall be interpreted as conveying any portion of the title to the Premises or the Park Property to Authority. Authority acknowledges and agrees to the sufficiency of a ground lease for purposes of construction and operation of a fire station. Authority acknowledges and agrees that Authority has no governmental need to hold title to any portion of the Premises or the Park Property.

16. INSURANCE.

a. *Fire and Extended Coverage*. Authority shall, at no cost or expense to City, insure or self-insure the fire station and all other improvements constructed upon the Premises against loss or damages by fire and risks customarily covered by an extended coverage endorsement, and vandalism and malicious mischief, in amounts not less than 90% of the actual replacement cost of said improvements, exclusive of the cost of excavations, foundations, and footings.

b. *Public Liability Insurance*. City and Authority shall each maintain in force throughout the term of this Lease a policy of general liability insurance or self-insurance providing combined single limit bodily injury and property damage insurance against any liability arising out of the use, occupancy or maintenance of the Premises in an amount not less than $2,000,000 per occurrence.

c. *Policies and Certificates of Insurance*. All insurance provided for in this section shall be evidenced by certificates of self-insurance, or valid and enforceable policies issued by insurers of recognized responsibility, qualified to do business in California. Upon the execution of this Lease by Authority and thereafter not less than 30 calendar days prior to the expiration dates of the expiring policies furnished pursuant to this section, City and Authority shall deliver to each other certificates evidencing the insurance each party is required to carry as provided by Sections 16.a and 16.b above. Said certificates shall provide the following:

i. Authority's policies shall include City, its officers, officials, agents, employees, council members, and servants as additional insureds; and

ii. City's policies shall include Authority, its officers, officials, agents, employees, board and committee members, and servants as additional insureds; and

iii. Such policies shall not be cancelled or materially changed without at least thirty (30) calendar days prior written notice to the additional insureds; and

iv. Each policy shall contain a cross-liability endorsement; and

v. All insurance policies pursuant to this section shall be written as primary policies and shall not contribute to or be in excess of any coverage which City or Authority may carry; and

vi. Any loss shall be payable to the additional insureds not withstanding any act or negligence of the policyholder which might otherwise result in forfeiture of said insurance.

Notwithstanding anything above to the contrary, City's insurance obligations hereunder may be met through its participation in a risk sharing pool, or other form of self-insurance.

17. INDEMNIFICATION.

a. Notwithstanding the limits of any insurance, Authority shall indemnify and save harmless City and its officers, officials, agents, and employees from and against any and all claims, demands, losses or liabilities of any kind or nature which City and/or its officers, officials, agents and/or employees may sustain or incur or which may be imposed upon them or any of them for injury to or death of persons or damage to property as a result of or arising out of the negligence or willful misconduct of Authority, its officers, officials, agents, employees, invitees, or licensees in connection with Authority's use of the Premises.

b. Notwithstanding the limits of any insurance, City shall indemnify and save harmless Authority and its officers, officials, agents, and employees from and against any and all claims, demands, losses or liabilities of any kind or nature which Authority and/or its officers, officials, agents and/or employees may sustain or incur or which may be imposed upon them or any of them for injury to or death of persons or damage to property as a result of or arising out of the negligence or willful misconduct of City, its officers, officials, agents, employees, invitees, or licensees in connection with City's ownership of the Premises and/or City's use of the Premises as described in Section 6.c of this Lease.

18. DEFAULTS AND REMEDIES.

a. *Events of Default*. City shall be deemed to be in default under the terms of this Lease if City fails to perform or observe any material covenant, condition, or agreement to be performed by City under this Lease and City has not commenced remedial action to cure such condition of default within thirty (30) calendar days after written notice from Authority to City specifying the type and nature of each material breach.

Likewise, Authority shall be deemed to be in default under the terms of this Lease if Authority fails to perform or observe any material covenant, condition, or agreement to be performed by Authority under this Lease and Authority has not commenced remedial action to cure such condition of default within thirty (30) calendar days after written notice from City to Authority specifying the type and nature of each material breach.

b. *Remedies*. In the event of material default by City, Authority shall notify City of such default in writing. If City has not commenced remedial action to cure such default within thirty (30) calendar days after receipt of said written notice, and thereafter has not diligently pursued to complete such cure, Authority may commence legal action against City seeking strict performance of all covenants and conditions contained herein.

Likewise, in the event of a material default by Authority, City shall notify Authority of such default in writing. If Authority has not commenced remedial action to cure such default within thirty (30) calendar days after receipt of said written notice, and thereafter has not diligently pursued to complete such cure, City may commence legal action against Authority seeking strict performance of all covenants and conditions contained herein.

The remedies of City and Authority as herein provided are cumulative and in addition to and not exclusive of any remedy of either party herein given or which may be permitted by law. However, neither party shall terminate this Lease as a remedy for default by the other party.

19. CONDEMNATION. If the Premises or any portion thereof are taken under the power of eminent domain or sold under the threat of the exercise of said power (collectively, “Condemnation”), this Lease shall terminate as to the part intended to be taken as of the date that is thirty (30) calendar days after a public agency submits to City a written notice of intent to have any portion of the Premises appraised or adopts a resolution of necessity regarding any portion of the Premises, whichever occurs first. Condemnation awards and/or payments shall be the property of City, whether such award shall be made as compensation for diminution in value of the leasehold, the value of the part taken or for severance damages. Authority hereby waives any and all rights it might otherwise have pursuant to Section 1265.130 of the California Code of Civil Procedure, or any similar or successor laws.

20. FORCE MAJEURE. Any prevention, delay, nonperformance, or stoppage due to any of the following causes shall excuse nonperformance for a period equal to any such prevention, delay, nonperformance, or stoppage, except the obligations imposed by this Lease for the payment of rent, taxes, insurance, or obligations to pay money that are treated as rent. The causes referred to above are: Strikes, lockouts, labor disputes, failure of power, irresistible superhuman cause, acts of public enemies of this state or of the United States, riots, insurrections, civil commotion, inability to obtain labor or materials or reasonable substitutes for either, governmental restrictions or regulations or controls (except those reasonably foreseeable in connection with the uses contemplated by this Lease), and casualties not contemplated by insurance provisions of this Lease.

21. AMENDMENT. This Lease sets forth the entire agreement between the parties hereto. Any modification to this Lease must be in the form of a written amendment duly executed by all parties.

22. NOTICE. As used in this Lease, notice includes but is not limited to the communication of notice, request, demand, approval, statement, report, acceptance, consent, waiver, and appointment. Unless the provisions of this Lease on consideration direct otherwise, consideration shall be sent in a manner provided for giving notice.

All notices must be given in writing provided no writing other than the check or other instrument representing the consideration payment itself need accompany the payment of rent.

Notice is considered given either (a) when delivered in person to the recipient named as below, or (b) on the date shown on the return receipt after deposit in the United States mail in a sealed envelope or container, either registered or certified mail, return receipt requested, postage and postal charges prepaid, addressed by name and address to the party or person intended as follows:

Notice to City: CITY OF LAGUNA WOODS
ATTN: City Manager
City of Laguna Woods
24264 El Toro Road
Laguna Woods, CA 92637

Notice to Authority: ORANGE COUNTY FIRE AUTHORITY
ATTN: Fire Chief
Orange County Fire Authority
1 Fire Authority Road
Irvine, CA 92602

With a Copy to:

OCFA General Counsel

c/o Woodruff & Smart
555 Anton Boulevard, Suite 1200
Costa Mesa, CA 92626

Either party may, by notice given at any time or from time-to-time, require subsequent notices to be given to another individual person, whether a party or an officer or representative, or to a different address, or both. Notices given before actual receipt of notice of change shall not be invalidated by the change. Each recipient named must be an individual person. If more than one recipient is named, delivery of notice to any one such recipient is sufficient. If none of the recipients named in the latest designation of recipient is available for delivery in person, and if the notice addressed by mail to each recipient named in the latest designation of recipient is returned to the sender undelivered, notice shall be sufficient if sent by mail as above to the party as named in this Lease, unless the name or identity of the party has changed as permitted in this Lease and proper notice of the change has been given, in which event the notice shall be sufficient if sent by mail as above to the party named in the latest notice designating the party, and the notice is considered given when the first attempt to give notice was properly made.

23. WAIVER OF RIGHTS. The failure of City or Authority to insist upon strict performance of any of the terms, conditions, and covenants in this Lease shall not be deemed a waiver of any right or remedy that City or Authority may have, and shall not be deemed a waiver of any right or remedy for a subsequent breach or default of the terms, conditions, and covenants set forth in this Lease.

24. SEVERABILITY. If any term, covenant, condition, or provision of this Lease 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.

25. HOLDING OVER. In the event Authority shall continue in possession of the Premises after the term of this Lease, such possession shall not be considered a renewal of this Lease but a tenancy from month to month and shall be governed by the terms, conditions, and covenants contained in this Lease.

26. SUCCESSORS. Subject to the provisions of this Lease on assignment and subletting, each and all of the covenants and conditions of this Lease shall be binding on and shall inure to the benefit of the heirs, successors, executors, administrators, assigns, and personal representatives of the respective parties.

27. EXPIRATION AND TERMINATION. Authority may terminate this Lease at any time, with thirty (30) days' written notice. City may terminate this Lease, with thirty (30) days' written notice, if Authority (i) has not obtained City's approval of the site development permit contemplated in Section 10.a of this Lease by 11:59 p.m. on June 30, 2027 or (ii) has not commenced operation of a fire station on the Premises by 11:59 p.m. on December 31, 2029; City shall reasonably cooperate with Authority in doing so

as set forth in Section 10.e. At the expiration or earlier termination of the term, Authority shall surrender to City the possession of the Premises. All improvements constructed by Authority on the Premises shall become the property of City. Authority shall have the right to remove any or all fixtures and personal property items belonging to Authority from the Premises, including but not limited to equipment, shelving, partitions, furniture, and office equipment. If, after thirty (30) calendar days after expiration or termination of this Lease, Authority has not removed its fixtures and personal property items, any such remaining items shall become property of City, and City may thereafter use or dispose of such items. Authority shall leave the surrendered Premises and any other property in good and broom-clean condition except as provided to the contrary in provisions of this Lease on maintenance and repair of improvements. All property that Authority is required to surrender shall become City's property at termination of the Lease. All property that Authority is not required to surrender but that Authority does abandon by leaving on the Premises for a period of more than thirty (30) calendar days following the expiration or earlier termination of this Lease shall, at City's election, become City's property at termination. Authority shall execute grant deeds and/or such other documentation as City may reasonably request to formally transfer ownership of surrendered and/or abandoned improvements from Authority to City.

28. HEADINGS. The various headings in this Lease, the numbers thereof, and the organization of the Lease into separate sections and paragraphs are for purposes of convenience only and shall not be considered otherwise.

29. AUTHORIZATION. The persons executing the Lease below on behalf of Authority or City warrant that they have the power and authority to bind Authority or City to this Lease.

30. RELATIONSHIP BETWEEN THE PARTIES. It is hereby acknowledged that this Lease does not create a relationship between City and Authority of a partnership or a joint venture and that this Lease does not confer authority on either City or Authority to be the agent of the other.

31. NO THIRD-PARTY BENEFICIARIES. There are no intended third-party beneficiaries under this Lease, and no such third parties shall have any rights or obligations hereunder.

32. GOVERNING LAW AND VENUE. This Lease 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 agreement, 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.

33. COUNTERPARTS. This Lease may be executed in several counterparts, each of which shall be an original but all of which shall constitute one and the same instrument. The counterparts of this Lease may be electronically executed and/or

delivered by electronic means and the receiving party may rely on the receipt of such document so executed and/or delivered as if the original had been received.

[SIGNATURE PAGE FOLLOWS IMMEDIATELY]

IN WITNESS WHEREOF, the parties hereto have executed this Lease on the date first written above.

ORANGE COUNTY FIRE AUTHORITY,
a California Joint Powers Authority

By: _____
Brian Fennessy
Fire Chief

Approved as to Form

By: _____
David Kendig
General Counsel

CITY OF LAGUNA WOODS,
a California Municipal Corporation

By: _____
Christopher Macon
City Manager

Approved as to Form

By: _____
Alisha Patterson
City Attorney

Exhibit “A”

Legal Description of the Premises

(2 pages follow)

EXHIBIT "A"
LEGAL DESCRIPTION

BEING A PORTION OF PARCEL 5 OF PARCEL MAP IN THE CITY OF LAGUNA WOODS, COUNTY OF ORANGE, STATE OF CALIFORNIA, AS PER MAP FILED IN BOOK 103, PAGES 38 THROUGH 41, INCLUSIVE OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEING A PORTION OF PARCEL 2, LOT LINE ADJUSTMENT LL94-028, RECORDED SEPTEMBER 3, 1996 AS INSTRUMENT NO. 19960448212, OFFICIAL RECORDS OF THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHERLY CORNER OF SAID PARCEL 2;

THENCE SOUTH 60°31'26" EAST, ALONG THE NORTHEASTERLY LINE OF SAID PARCEL 2, A DISTANCE OF 62.00 FEET TO THE EASTERLY CORNER OF SAID PARCEL 2;

THENCE SOUTH 29°28'37" WEST, ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL 2, A DISTANCE OF 154.56 FEET TO THE BEGINNING OF A TANGENT CURVE, CONCAVE EASTERLY AND HAVING A RADIUS OF 170.00 FEET;

THENCE SOUTHERLY ALONG SAID CURVE AND THE EASTERLY LINE OF SAID PARCEL 2 A DISTANCE OF 50.24 FEET AND THROUGH A CENTRAL ANGLE OF 16°55'55";

THENCE SOUTH 90°00'00" WEST 79.68 FEET TO THE NORTHWESTERLY LINE OF SAID PARCEL 2;

THENCE NORTH 29°28'34" EAST, ALONG THE NORTHWESTERLY LINE OF SAID PARCEL 2, A DISTANCE OF 243.28 FEET TO THE **TRUE POINT OF BEGINNING**.

SAID DESCRIPTION CONTAIN 14,132 SQUARE FEET, MORE OR LESS.

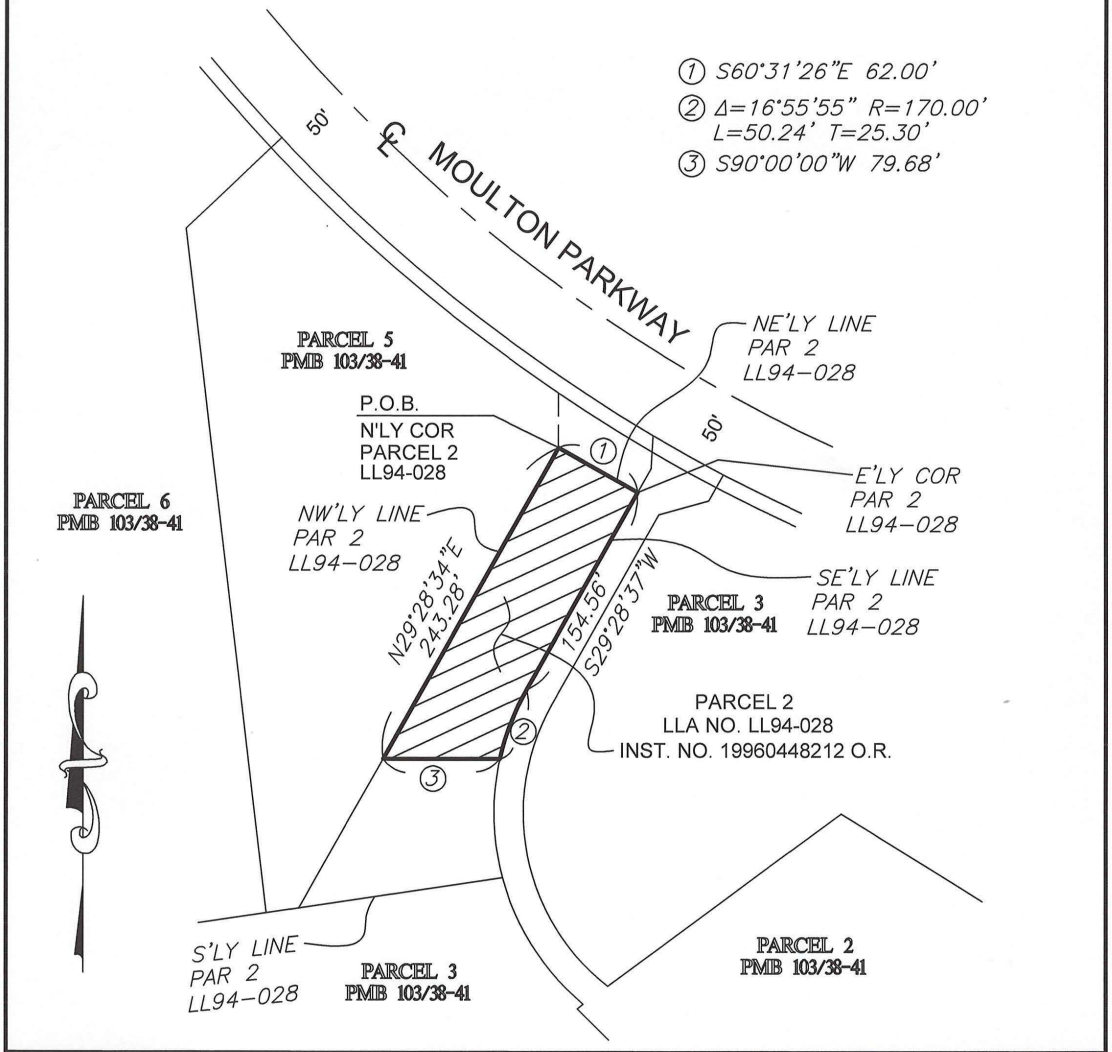
ON POINT LAND SURVEYING, INC.
PREPARED BY: _____

ANTHONY D. SMITH, PLS 8133
DATE: 5/26/2021



PAGE 1 OF 1

EXHIBIT "B"



PROFESSIONAL LAND SURVEYOR
ANTHONY D. SMITH
No. 8133
EXP. 12-31-22
STATE OF CALIFORNIA

EXHIBIT "B"

PREPARED AT THE REQUEST OF THE CITY OF LAGUNA WOODS

THIS PLAT IS SOLELY AN AID IN LOCATING THE PARCEL(S) DESCRIBED IN THE ATTACHED DOCUMENT. IT IS NOT A PART OF THE WRITTEN DESCRIPTION THEREIN.

PREPARED BY: _____

DATE: 5/26/2021

PREPARED BY:
ON POINT LAND
SURVEYING, INC.

SCALE: 1"=100'

DATE: MAY 2021

SHEET 1 OF 1

Exhibit "B"

Grant of Non-Exclusive Conditional Easement recorded January 3, 2025, as Instrument No. 2025000001928 in the Official Records of Orange County, California

(11 pages follow)

90

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

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

Recorded in Official Records, Orange County
Hugh Nguyen, Clerk-Recorder
NO FEE
* $ R 0 0 1 5 3 2 8 7 6 4 $ *
2025000001928 1:47 pm 01/03/25
90 CR-SC06 E01 11
0.00 0.00 0.00 0.00 30.00 0.00 0.000.000.00 0.00

Exempt from Recording Fee
Pursuant to Government Code Section 6103

Exempt from Documentary Transfer Tax
Pursuant to R&T Code § 11922

(Space above this line for Recorder's use)

ANP 273&3

APN: [616-012-02]
FULL [ ] PORTION [X]

GRANT OF NON-EXCLUSIVE CONDITIONAL EASEMENT

TT
11P
nf

For valuable consideration, receipt of which is hereby acknowledged, EL TORO WATER DISTRICT, a public agency of the State of California ("Grantor"), hereby grants to the CITY OF LAGUNA WOODS, a municipal corporation ("Grantee") a Non-Exclusive Conditional Easement ("Easement") in, on, over, along, through, upon, under, and across Grantors' existing utility roadway and driveway leading to Grantor's P-1 Pump Station site described on Exhibit "A" and depicted on Exhibit "B" ("Easement Area") attached hereto and incorporated herein by this reference, and subject to the following purposes, terms and conditions:

SECTION 1 - PURPOSE

The sole purpose of this Easement is to provide for road and driveway passage to the site of the proposed construction, operation and maintenance of a fire station and public safety/municipal services building ("Fire Station & Ancillary Building") to be located on the lower portion of Grantee's "City Centre Park" property; and for construction, maintenance, relocation, and removal of improvements within the Easement Area subject to approval of the Grantor's Board of Directors or duly authorized representative thereof. For purposes of this Easement, "road and driveway passage" does not include parking, but does allow for reasonable vehicle and pedestrian passage, drainage, and utility purposes, including all uses of the Easement Area for purposes incident to the stated purposes herein, including but not limited to underground and above ground utilities and appurtenances, cable communication and telecommunication facilities, curbs, gutters, drainage, water and sewage facilities, and access control; provided, however, Grantee shall not obstruct Grantor's vehicular and Grantor's invitees' access from Moulton Parkway through the Easement Area to the balance of APN 616-012-02 (Grantor's property). Any and all stated and anticipated modifications to the Easement Area are subject to Grantor's written consent as set forth in Section 5 of this Easement and shall be at Grantee's sole cost and expense.

SECTION 2 - LICENSING, PERMITTING AND ALLOWABLE PEDESTRIAN PASSAGE

Conditional and subject to Grantor and Grantee entering into the Agreement contemplated as set forth in Section 5 of this Easement, Grantee may thereafter allow access to Easement Area as follows:

(a) Licensing – Grantee may grant a license for road and driveway passage over the Easement Area to the City of Laguna Beach, the County of Orange, and/or the Orange County Fire Authority inclusive of their employees, agents, vendors, and contractors. Other licenses contemplated by Grantee shall require the Grantor's written consent.

(b) Permitted Passage – Grantee may permit reasonable road and driveway passage over the Easement Area to Grantee's employees, agents, vendors and contractors without Grantor's consent.

(c) Pedestrian Passage – Grantee may allow reasonable pedestrian passage over the Easement Area without Grantor's consent.

Grantee agrees that any such Licensing, Permitting or Allowable Pedestrian Usage shall subject and bind Grantee to the indemnification provisions in Section 4 of this Easement.

SECTION 3 - NONASSIGNABILITY

This Easement shall not be assigned. Any purported assignment of this Easement shall be void and of no effect.

SECTION 4 - INDEMNIFICATION

Grantee agrees to the fullest extent permitted by law, to indemnify and hold Grantor, Grantor's directors, officers, employees and agents harmless from and against damages, liability, and costs (including reasonable attorneys' fees and costs of defense) to the extent caused by Grantee's licensees', permittees', and/or pedestrians' usage of the Easement Area.

Grantee's obligation to hold harmless and indemnify Grantor as set forth above shall not be restricted by any insurance proceeds.

SECTION 5 - CONDITIONS SUBSEQUENT

Prior to the initiation of construction of the proposed Fire Station & Ancillary Building, Grantor and Grantee agree to negotiate in good faith and fair dealing, all of the specific terms and conditions of an agreement ("Agreement") which shall include for the benefit of Grantor at Grantee's sole cost and expense, provisions for insurance, indemnification, and construction and maintenance of the Easement Area and Fire Station & Ancillary Building. In the event Grantor and Grantee do not mutually agree on the terms and conditions of such an Agreement on or before December 31, 2026, this Easement shall terminate and be null and void.

IN WITNESS WHEREOF, the Grantor and Grantee hereto have caused this GRANT OF NON-EXCLUSIVE CONDITIONAL EASEMENT to be effective as of the date of the last signature below.

GRANTOR:

EL TORO WATER DISTRICT, a public agency of the State of California

By: Mark J. Monin
President

Date: 12-30-2024

GRANTEE:

CITY OF LAGUNA WOODS, a municipal corporation

By:
Mayor

Date: 12-18-24

-3-

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange)

On December 30, 2024 before me, Marisol Melendez, Notary Public
(insert name and title of the officer)

personally appeared Mark L. Monin,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

MARISOL MELENDEZ
Notary Public - California
Orange County
Commission # 2496627
My Comm. Expires Aug 5, 2028

Signature MMelendez (Seal)

"EL TORO WATER DISTRICT" NOTARY ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
COUNTY OF ORANGE)

On December 18, 2024 before me, Y. Trippy, Notary Public
(Here insert name and title of the officer)

personally appeared Shari L. Horne,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Y. TRIPPY
COMM. # 2468374
NOTARY PUBLIC-CALIFORNIA
ORANGE COUNTY
MY COMM. EXP. NOV 22, 2027

Y. Trippy
Signature of Notary

CERTIFICATE OF ACCEPTANCE

GRANT OF NON-EXCLUSIVE CONDITIONAL EASEMENT

This is to certify that the interest in real property conveyed by the GRANT OF NON-EXCLUSIVE CONDITIONAL EASEMENT dated December 30, 2024 from El Toro Water District, to the City of Laguna Woods, a municipal corporation, is hereby accepted by order of the City of Laguna Woods City Council on December 18, 2024, and the grantee consents to recordation thereof by its duly authorized officer.

GRANTEE:

CITY OF LAGUNA WOODS,
a municipal corporation

Dated 12-18-24

Mayor

Approved as to ~~Form~~:

Alisha Patterson
City Attorney

"CITY OF LAGUNA WOODS" NOTARY ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
COUNTY OF ORANGE)

On December 18, 2024, before me, Y. Trippy, Notary Public
(here insert name and title of the officer)

personally appeared Shari L. Horne,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Y. Trippy
Signature of Notary

RRS2 Y. TRIPPY COMM. # 2468374 NOTARY PUBLIC-CALIFORNIA ORANGE COUNTY MY COMM. EXP. NOV 22, 2027 RRS2

EXHIBIT "A"

EXHIBIT "A"
LEGAL DESCRIPTION

BEING A PORTION OF PARCEL 2, PARCEL MAP IN THE CITY OF LAGUNA WOODS, COUNTY OF ORANGE, STATE OF CALIFORNIA, AS PER MAP FILED IN BOOK 103, PAGE 38 THROUGH 41, INCLUSIVE, OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT BEING THE MOST NORTHERLY CORNER OF SAID PARCEL 2, SAID POINT BEING THE BEGINNING OF A CURVE CONCAVE NORTHERLY AND HAVING A RADIUS OF 1160.00 FEET, A RADIAL LINE TO SAID POINT BEARS NORTH 30°13'03" EAST, SAID CURVE BEING THE NORTHEASTERLY LINE OF SAID PARCEL 2 AND BEING PARALLEL WITH AND DISTANT 60.00 FEET SOUTHWESTERLY OF THE CENTERLINE OF MOULTON PARKWAY AS SHOWN ON SAID PARCEL MAP;

THENCE SOUTHEASTERLY ALONG SAID CURVE 50.01 FEET AND THROUGH A CENTRAL ANGLE OF 02°28'13";

THENCE SOUTH 29°28'34" WEST, ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL 2, A DISTANCE OF 10.49 FEET;

THENCE SOUTH 74°28'34" WEST, CONTINUING ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL 2, A DISTANCE OF 35.37 FEET;

THENCE SOUTH 29°28'34" WEST, CONTINUING ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL 2, A DISTANCE OF 148.37 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE EASTERLY AND HAVING A RADIUS OF 150.00 FEET;

THENCE SOUTHERLY ALONG SAID CURVE AND CONTINUING ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL 2, A DISTANCE OF 118.97 FEET AND THROUGH A CENTRAL ANGLE OF 45°26'41" TO A NON-TANGENT LINE;

THENCE SOUTH 81°35'16" WEST, ALONG SAID NON-TANGENT LINE, 20.15 FEET TO A POINT IN THE NORTHWESTERLY LINE OF SAID PARCEL 2, SAID POINT BEING THE BEGINNING OF A NON-TANGENT CURVE CONCAVE EASTERLY AND HAVING A RADIUS OF 170.00 FEET, A RADIAL LINE TO SAID POINT BEARS NORTH 74°55'29" EAST;

THENCE NORTHERLY ALONG SAID CURVE AND ALONG SAID NORTHWESTERLY LINE OF SAID PARCEL 2, A DISTANCE OF 132.19 FEET AND THROUGH A CENTRAL ANGLE OF 44°33'05";

THENCE NORTH 29°28'34" EAST, ALONG SAID NORTHWESTERLY LINE OF SAID PARCEL 2, A DISTANCE OF 173.37 FEET;

THENCE NORTH 03°03'50" EAST, ALONG SAID NORTHWESTERLY LINE OF SAID PARCEL 2, A DISTANCE OF 11.23 FEET TO THE **POINT OF BEGINNING**.

SAID DESCRIPTION CONTAINS 6,771 SQUARE FEET, MORE OR LESS.

SEE ATTACHED PLAT AS EXHIBIT "B" AND BY THIS REFERENCE MADE A PART HEREOF.

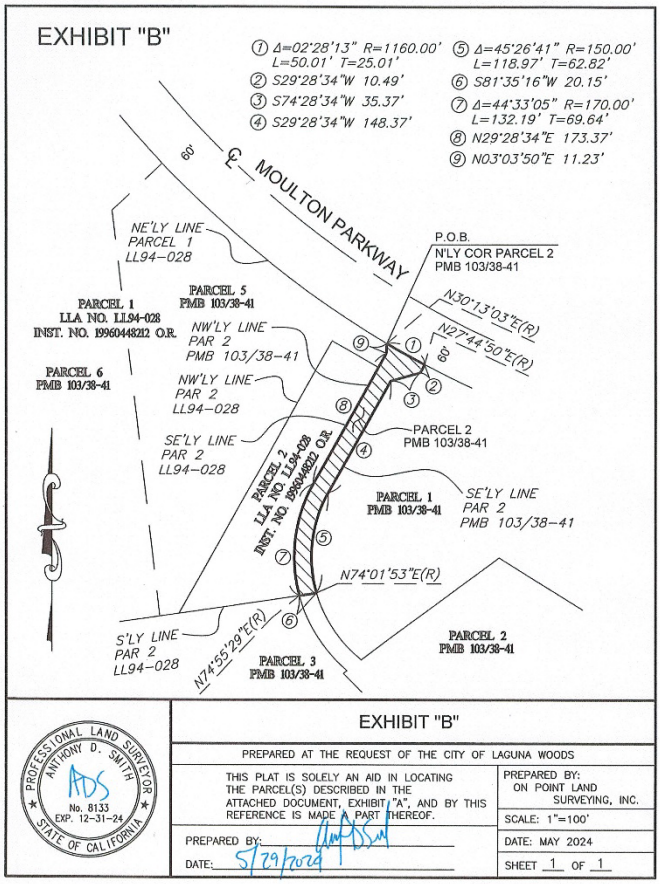
ON POINT LAND SURVEYING, INC.
PREPARED BY:

ANTHONY D. SMITH, PLS 8133
DATE: 5/29/2024



EXHIBIT "A"
-2-

EXHIBIT "B"


EXHIBIT "B"
① Δ=02°28'13" R=1160.00' L=50.01' T=25.01'
② S29°28'34"W 10.49'
③ S74°28'34"W 35.37'
④ S29°28'34"W 148.37'
⑤ Δ=45°26'41" R=150.00' L=118.97' T=62.82'
⑥ S81°35'16"W 20.15'
⑦ Δ=44°33'05" R=170.00' L=132.19' T=69.64'
⑧ N29°28'34"E 173.37'
⑨ N03°03'50"E 11.23'
60'
℄ MOULTON PARKWAY
NE'LY LINE PARCEL 1 LL94-028
P.O.B.
N'LY COR PARCEL 2 PMB 103/38-41
N30°13'03"E(R)
N27°44'50"E(R)
PARCEL 1 LLA NO. LL94-028 INST. NO. 19960448212 O.R.
PARCEL 5 PMB 103/38-41
NW'LY LINE PAR 2 PMB 103/38-41
PARCEL 6 PMB 103/38-41
NW'LY LINE PAR 2 LL94-028
SE'LY LINE PAR 2 LL94-028
PARCEL 2 PMB 103/38-41
PARCEL 2 LLA NO. LL94-028 INST. NO. 19960448212 O.R.
PARCEL 1 PMB 103/38-41
SE'LY LINE PAR 2 PMB 103/38-41
N74°01'53"E(R)
S'LY LINE PAR 2 LL94-028
N74°55'29"E(R)
PARCEL 3 PMB 103/38-41
PARCEL 2 PMB 103/38-41
PROFESSIONAL LAND SURVEYOR
ANTHONY D. SMITH
No. 8133
EXP. 12-31-24
STATE OF CALIFORNIA
EXHIBIT "B"
PREPARED AT THE REQUEST OF THE CITY OF LAGUNA WOODS
THIS PLAT IS SOLELY AN AID IN LOCATING THE PARCEL(S) DESCRIBED IN THE ATTACHED DOCUMENT, EXHIBIT "A", AND BY THIS REFERENCE IS MADE A PART THEREOF.
PREPARED BY:
DATE: 5/29/2024
PREPARED BY: ON POINT LAND SURVEYING, INC.
SCALE: 1"=100'
DATE: MAY 2024
SHEET 1 OF 1

SMARTPRINT.TXT

On Point Land Surveying, Inc.
Closure Report
Date: 05/29/2024 at 6:57 AM
Project:
Description:
Created by: tonyd

Traverse of: Lot 3 - SUBJECT PARCEL

Bearing	Distance		Northing	Easting
	Starting	at	2169398.0864	6112820.2661
N 30 13 03 E (R)	1160.00'	to	2170400.4669	6113404.0754
Delta = 02 28 13	Radius =	1160.00'	Length =	50.01'
Chord = S 61 01 04 E		50.01'	Tangent =	25.01'
S 27 44 50 W (R)	1160.00'	to	2169373.8546	6112864.0133
S 29 28 34 W	10.49'	to	2169364.7312	6112858.8565
S 74 28 34 W	35.37'	to	2169355.2647	6112824.7769
S 29 28 34 W	148.37'	to	2169226.0996	6112751.7698
S 60 31 26 E (R)	150.00'	to	2169152.2905	6112882.3540
Delta = 45 26 41	Radius =	150.00'	Length =	118.97'
Chord = S 06 45 14 W		115.88'	Tangent =	62.82'
S 74 01 53 W (R)	150.00'	to	2169111.0238	6112738.1418
S 81 35 16 W	20.15'	to	2169108.0759	6112718.2086
N 74 55 29 E (R)	170.00'	to	2169152.2909	6112882.3580
Delta = 44 33 05	Radius =	170.00'	Length =	132.19'
Chord = N 07 12 02 E		128.88'	Tangent =	69.64'
N 60 31 26 W (R)	170.00'	to	2169235.9395	6112734.3628
N 29 28 34 E	173.37'	to	2169386.8687	6112819.6713
N 03 03 50 E	11.23'	to	2169398.0826	6112820.2715

Error of closure North = 0.00378283 East = 0.00547853
Bearing N 55 22 32 W Distance = 0.0067
Area = 6,771.30 SF 0.155 Acres
Perimeter = 700.14' Precision = 1 : 105163

Page 1

EXHIBIT "B"
-2-

Exhibit “C”

Certain Landscape Maintenance Activities

(2 pages follow)

The following applies to the Park Property exclusive of the Premises (i.e., the portion of the Park Property used by City as City Centre Park) ("Park"), beginning one hundred and eighty (180) calendar days after City's City Council accepts the City Centre Park Enhancement Project as complete. City shall notify Authority, in writing, of such date, within ten (10) calendar days thereafter.

City and Authority shall coordinate to schedule the landscape maintenance activities set forth herein for mutually agreeable dates and times.

MULCH

1. For the purpose of this section, "mulch" means shredded bark, wood chips, and/or rock mulch to match treatments identified by City on the record construction drawings and/or specifications for the City Centre Park Enhancement Project. City reserves the right to require Authority to modify the specific treatments, at City's discretion, if a product is discontinued or unavailable. City shall provide notice of such modifications to Authority in writing. Authority acknowledges and agrees that such modifications may result in increased or modified costs.

2. Authority shall apply mulch twice per year (once between each February and April, and once between each September and November) to maintain a depth of three (3) inches within shrub areas and two (2) inches within groundcover areas. City shall provide Authority with a diagram delineating shrub versus groundcover areas. Additionally, Authority shall apply mulch in such a manner that all PVC pipes within any mulched area shall be fully covered by each mulch application, which may require applying mulch in excess of the specified depths where necessary.

3. Authority shall inspect mulch that it plans to apply prior to application to ensure it is free of disease, weed seeds, and other pests and pathogens.

4. Authority shall only apply mulch that complies with the recovered organic waste product procurement requirements set forth in California Senate Bill 1383 (Lara, Chapter 395, Statutes of 2016) ("SB 1383"). Prior to application, Authority shall provide City with documentation from the mulch supplier, in form sufficient to City, verifying that the mulch to be applied complies with SB 1383. Authority shall not commence mulch application until after City has reviewed and accepted the aforementioned compliance documentation in writing.

DECOMPOSED GRANITE SURFACES

1. For the purpose of this section, "decomposed granite" ("DG") means decomposed granite to match treatments identified by City on the record construction drawings and/or specifications for the City Centre Park Enhancement Project. City reserves the right to require Authority to modify the specific treatments, at City's discretion, if a product is discontinued or unavailable. City shall provide notice of such modifications to Authority in writing. Authority acknowledges and agrees that such

modifications may result in increased or modified costs.

2. Authority shall maintain all DG surfaces in a manner that supports pedestrian safety, accessibility, and long-term durability. All DG maintenance activities shall comply with applicable Americans with Disabilities Act ("ADA") standards and be performed using generally accepted best practices for DG surface preservation, with an emphasis on maintaining a firm, stable, and slip-resistant pedestrian surface in compliance with ADA standards.

3. *Regrading and Recompaction*. Authority shall regrade and recompact all DG surfaces twice per year (once between each March and May, and once between each September and November) to restore cross-slope (maximum two percent (2%)) and running-slope (less than five percent (5%)) conformity. Regraded DG shall be compacted to a minimum of ninety percent (90%) relative compaction using a weighted roller to ensure a smooth, stable surface and eliminate any ruts, depressions, or uneven transitions.

4. *Topdressing*. Authority shall apply DG topdressing twice per year (once between each April and May, and once between each September and November) to maintain a four (4) inch surface depth. DG topdressing shall be compacted to a minimum of ninety percent (90%) relative compaction using a weighted roller to ensure a smooth, stable surface and eliminate any ruts, depressions, or uneven transitions. DG topdressing shall be blended with existing material to produce a uniform surface appearance.

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9.2
OBJECTIVE DESIGN AND DEVELOPMENT REGULATIONS
(AGENDIZED BY COUNCILMEMBER MOORE)

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City of Laguna Woods
Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: November 19, 2025 Regular Meeting

SUBJECT: Objective Design and Development Regulations (agendized by Councilmember Moore)

Recommendation

Provide direction to staff on the preparation and adoption of objective design and development regulations for new development and redevelopment projects.

Overview

At Councilmember Moore's request, staff will provide an update on the "Objective Design and Development Regulations" significant work plan item included in the Fiscal Years 2025-27 Budget & Work Plan.

ID	Description	Priority Alignment
13	**Objective Design and Development Regulations** – Refine the City's objective design and development regulations for new and redevelopment projects (e.g., architectural and landscape standards). Regulations applicable to housing projects will not conflict with California Senate Bill 9 (Atkins, Chapter 162, Statutes of 2021).	*High in quality of life* *Economically prosperous*
Lead Department:	Planning & Environmental Services	
Scheduling Consideration:	-	

Staff plans to retain JZMK Partners, an architecture, planning and urban design firm based in Costa Mesa, to assist with the preparation of objective design and development regulations. JZMK Partners has relevant experience providing similar services to other cities, including Laguna Hills and Mission Viejo, both of which adopted objective design standards for residential projects with JZMK Partners' technical assistance. For additional information on JZMK Partners, please refer to Attachment A or visit their website at www.jzmkpartners.com.

Today's meeting is one of several opportunities for input on this project. Staff plans to host a community workshop in January 2026, followed by a City Council study session in February 2026. Both would include JZMK Partners.

At today's meeting, staff is specifically interested in receiving preliminary input on buildings that are representative of a "look" (or "looks") favorably identified with Laguna Woods. As the current focus is on the preparation of objective design and development regulations for commercial projects (e.g., newly constructed or redeveloped businesses and offices), staff would like to begin to identify specific buildings that speak to the aesthetic desired for commercial zoning districts.

The shopping centers that comprise most commercially zoned property are:

- Home Depot Center (Home Depot, Stater Bros., etc.)
- Plaza Laguna Woods (Public Storage, etc.)
- Town Centre (Ayres Hotel, Village Community Center, etc.)
- Valencia Center (CVS, Mother's Market, etc.)
- Willow Tree Center (ALDI, Dollar Tree, Olive Garden, etc.)

Additional commercially zoned properties are located:

- At the Moulton Parkway/Ridge Route Drive intersection (Starbucks)
- At the El Toro Road/Moulton Parkway intersection (ARCO Station/ampm, Mobil Station, Shell Station (under construction), Starbucks)
- West of the Moulton Parkway/Via Campo Verde intersection (Rossmoor Electric building, Saddleback Golf Cars)
- East of the Moulton Parkway/Calle Aragon intersection (The Artist Tree building, Ivy Park of Wellington (formerly Las Palmas)[1], McCormick & Son

[1] Ivy Park of Wellington is the only residential use currently located in a commercial zoning district. All other residential uses are located in non-commercial zoning districts.

Mortuary, Palm Terrace Healthcare and Rehabilitation)
- Northwest of the El Toro Road/Paseo De Valencia intersection (Chase Bank)
- West of the Paseo De Valencia/Calle De La Plata intersection (Bank of America, former Century 21 and Wells Fargo buildings)
- Northwest of the Paseo De Valencia /Laguna Hills Drive intersection (the Laguna Hills Dental Plaza building)

Attachment: A – JZMK Partners Information

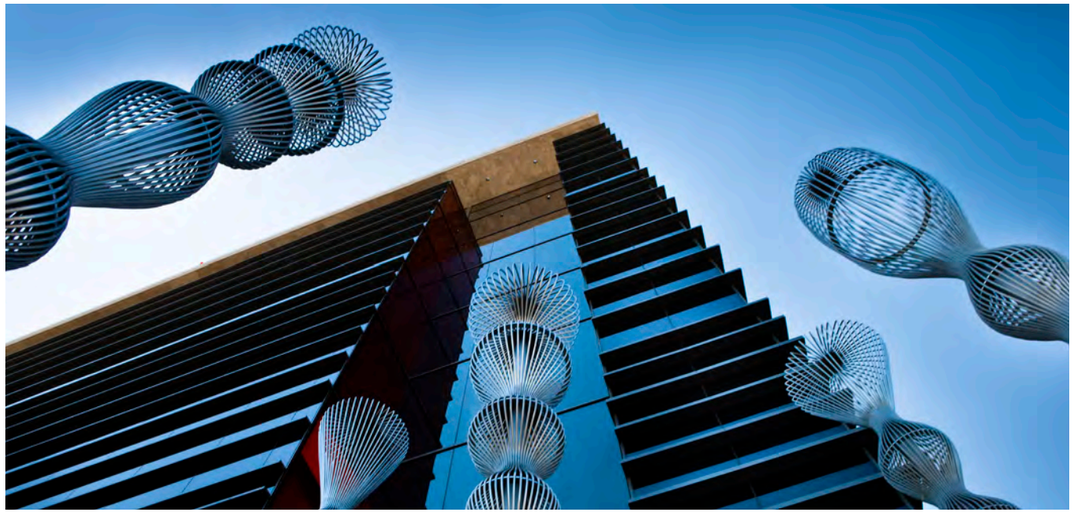
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FIRM IDENTITY

WE LISTEN. WE COLLABORATE. WE SOLVE. WE CREATE.

JZMK PARTNERS IS A FUSION OF INSPIRED PEOPLE AND DYNAMIC PROCESSES. We address clients and community needs with planning and design solutions that bring together proven methods and innovative technologies. We engage the team. We consider every outcome.

COLLABORATIVE APPROACH TO PROBLEM SOLVING.



THE BEST CLIENTS ARE PARTNERS. Working together as a team, we challenge each other to think outside of the box. Our clients share our **VISION** and **VALUES**, and they believe in the power of the collaborative process of design. This process ultimately yields designs that provide **LONG-TERM VALUE** and effect **POSITIVE CHANGE** to the built environment. We seek clients who are willing to participate in the planning and design process, and we are grateful for those **OPPORTUNITIES**.

OUR CORE VALUES

MUTUAL RESPECT

CREATIVE ENERGY

DO THE RIGHT THING

SPIRIT OF PARTNERSHIP

COMMUNITY SERVICE

YOUR VISION.

TEAM DESIGN.

A LASTING LEGACY.

Our diverse talent enhances **COLLABORATION**. Embracing this collaborative spirit, our multi-disciplinary teams emphasize balance of environmental ethos with development objectives. With their fingers on the pulse of emerging industry trends, our highly skilled professionals are sought-out speakers across the country. Committed to giving back, we take pride in maintaining a visible and active role in a variety of civic, charitable and professional organizations.



PLANNING & URBAN DESIGN





SERVICES

- Community Planning and Design
- Master Planning
- Programming
- Visioning / Consensus Building
- Site Design
- Feasibility Studies

PLACEMAKING IS AN ART.

Starting with a **VISION**, we develop plans for how our built environments relate to natural systems and how they enhance the human habitat. It's the synthesis of "visioning," design, planning and environments that creates **SUSTAINABLE COMMUNITIES** and finds the pragmatic balance between practicality and the pursuit of art. It takes **CREATIVE PROBLEM SOLVING**. Success is achieved when land is transformed into livable cities, communities and neighborhoods.

ARCHITECTURE




SERVICES

- Architectural Design
- Programming
- Construction Documents
- Graphic Design

BUILDINGS ARE SUCCESSFUL

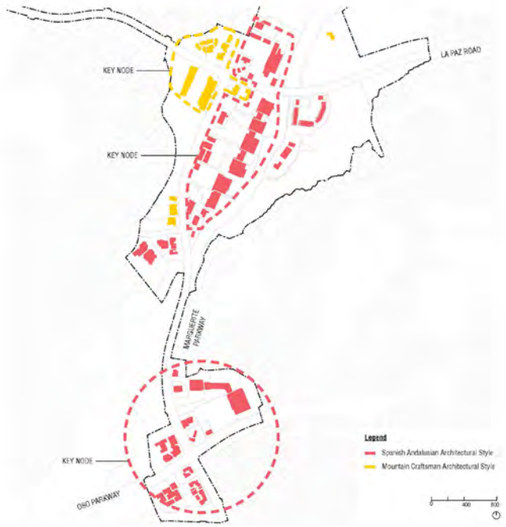
when they contribute to the qualitative nature of both the private and the public realm. We understand the **RELATIONSHIP** between built form and building a **STRONG COMMUNITY IDENTITY**. Whether we are designing a custom home, a new educational facility, a mixed-use urban center or a world-class resort, we employ our **TECHNICAL EXPERTISE** to provide design solutions that are **INNOVATIVE AND INSPIRATIONAL**, striving to create places that dignify human existence.

JZMK PARTNERS

LOCATION MISSION VIEJO, CA
CLIENT CITY OF MISSION VIEJO

MISSION VIEJO CORE AREA DESIGN GUIDELINES

Architectural Style Strategy



Landscape Framework
Guidelines



Public Realm Guidelines
Site Strategies

1 Connecting the Core Area with the village green and existing creek

2 Adding gathering spaces and green plazas

3 Enhancing existing trails through multiple user interactions with Oso Creek

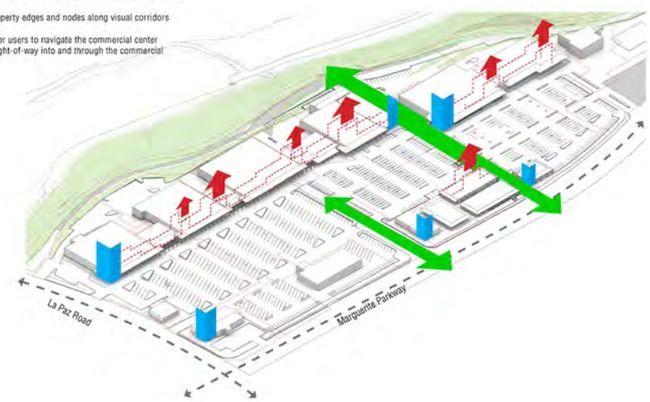


Architectural Massing
Site Strategies

1 Creating more articulation and visual interest for storefront facades

2 Anchoring the property edges and nodes along visual corridors

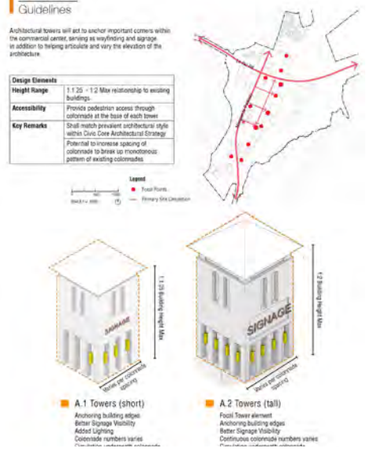
3 Visual corridors for users to navigate the commercial center from the public right-of-way into and through the commercial center



Towers
Guidelines

Architectural towers will act to anchor important corners within the commercial center, serving as wayfinding and signage. In addition to helping articulate and vary the elevation of the architecture.

Design Elements	
Height Range	1:1.25 - 1:2 Max relationship to existing buildings.
Accessibility	Provide pedestrian access through colonnade at the base of each tower.
Key Remarks	Shall match prevalent architectural style within Civic Core Architectural Strategy Potential to increase spacing of colonnade to break up monotonous pattern of existing colonnades



A.1 Towers (short)
Anchoring building edges
Better Signage Visibility
Added Lighting
Colonnade numbers varies

A.2 Towers (tall)
Focal Tower element
Anchoring building edges
Better Signage Visibility
Continuous colonnade numbers varies

Architectural Massing
Site Strategies*

Towers
Lighting
Signage
Colonnade enhancement

Facade Treatments
Parapets
Additional Building Massing
Signage

Additional Floors
Second Floor Addition

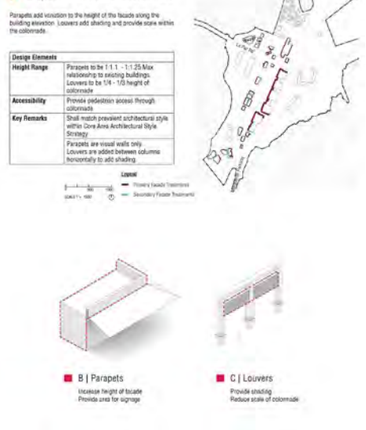


* Diagrams are conceptual in nature, actual developments should meet the spirit and intent of these concepts.

Facades
Parapets + Louvers Guidelines

Parapets add variation to the height of the facade along the building elevation. Louvers add shading and provide eave widths the colonnade.

Design Elements	
Height Range	Parapets to be 1:1.1 - 1:1.25 Max relationship to existing buildings. Louvers to be 1/4 - 1/5 height of colonnade
Accessibility	Provide pedestrian access through colonnade.
Key Remarks	Shall match prevalent architectural style within Core Area Architectural Style Strategy Parapets are visual walls only. Louvers are added between columns horizontally to add shading



B | Parapets
Increase height of facade
Provide area for signage

C | Louvers
Provide shading
Reduce scale of colonnade

***COMPLETED BY ANDREW WATKINS WHILE A PRINCIPAL AT SWA GROUP**

PROJECT TYPE	DOWNTOWN DESIGN GUIDELINES DEVELOPMENT STANDARDS
SIZE	261 ACRES
REFERENCE	ELAINE LISTER DIRECTOR OF COMMUNITY DEVLEOPMENT 949-470-3053 ELISTER@CITYOFMISSIONVIEJO.ORG
FEE/DATE	$48,000 / JANUARY 2020

The Design Guidelines have been prepared as a tool to implement the Vision Plan, to guide property owners and prospective architects and developers as they upgrade and improve properties in the Core Area. The Design Guidelines are particularly important because of the multiple property owners in the Core Area, and thus the reduced likelihood of one developer renovating the entire area at one time. The Design Guidelins provide a harmonious and cohesive design concept for both the individual buildings and outdoor realm.

CONTEMPORARY STYLE



MOUNTAIN STYLE



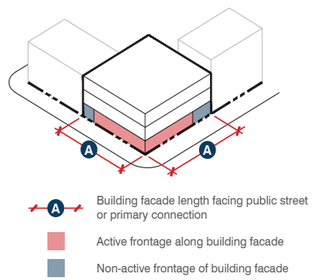
LOCATION MISSION VIEJO
CLIENT CITY OF MISSION VIEJO

MISSION VIEJO OBJECTIVE DESIGN STANDARDS



ACTIVE FRONTAGES

	MIN. %	MAX. %
ACTIVE FRONTAGE OF BUILDING FACADE	80	--
NON-ACTIVE FRONTAGE OF BUILDING FACADE	--	20



ACTIVE FRONTAGES MIN DEPTH

	MIN. DEPTH (FT)
STOREFRONT COMMERCIAL[1/3]	20
GROUND FLOOR OFFICE[3]	30
LIVE/WORK[2/3]	15
GROUND FLOOR RESIDENTIAL[3]	16
GROUND FLOOR RESIDENTIAL ACCESSORY SPACES[3]	20

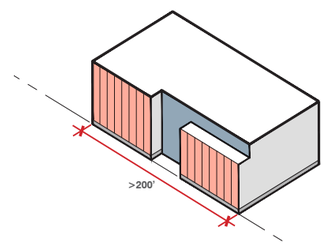
[1]A minimum of 50% of frontage shall have a minimum depth greater than 40'; Corner spaces shall have a minimum depth of 40'.

[2]"Work" space shall equal 15' depth min. or 50% of unit frontage, whichever is greater

[3]Corner Space shall have a minimum depth of 40' on all sides

4.4.1 FAÇADE COMPOSITION

1. Each building façade greater than 100' in length shall include a minimum of two (2) distinct façade compositions. For every additional 100' of building façade, an additional 1 distinct façade composition is required.



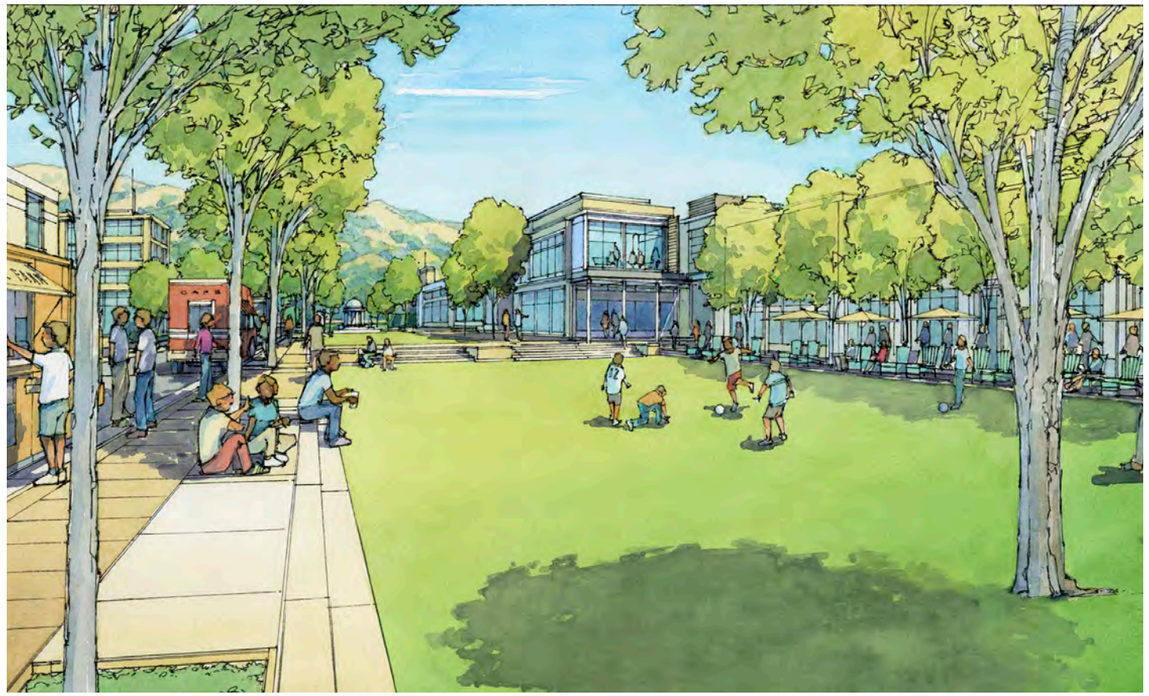
PROJECT TYPE OBJECTIVE DESIGN STANDARDS
DATE JUNE 2023

The Mission Viejo Objective Design Standards (ODS) provides additional objective design and development standards for residential development within the City of Mission Viejo. Responding to recent state legistlation the ODS establishes an agreed upon level of quality from the City that gives developers clear direction for their development projects. The code include chapters covering site planning, site design, building design, architectural styles and landscape.

JZMK PARTNERS

LOCATION MISSION VIEJO, CA
CLIENT CITY OF MISSION VIEJO

MISSION VIEJO DOWNTOWN VISION PLAN











***COMPLETED BY ANDREW WATKINS WHILE A PRINCIPAL AT SWA GROUP**

PROJECT TYPE	DOWNTOWN MASTER PLAN PUBLIC ENGAGEMENT
SIZE	261 ACRES
REFERENCE	ELAINE LISTER DIRECTOR OF COMMUNITY DEVLEOPMENT 949-470-3053 ELISTER@CITYOFMISSIONVIEJO.ORG
FEE/DATE	$230,000 / MARCH 2017

Mission Viejo's Downtown contains a mix of civic, commercial, and recreational uses. The master plan includes a series of flexible development options that each creates an exceptional public realm framework responding to diverse market conditions, community visions and development opportunity. The goal is to connect the community to its civic and commercial core, while also creatively engaging the project area's topography and exposing its hidden gem – the Oso Creek.

MEDITERRANEAN STYLE



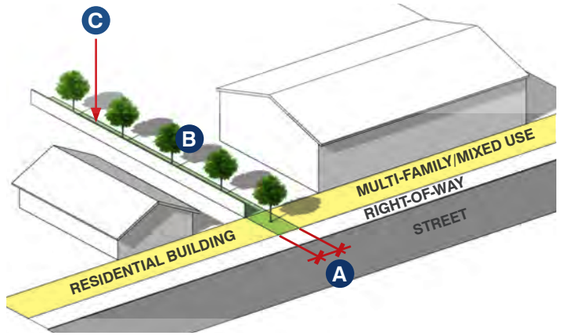
RANCH STYLE



LOCATION LAGUNA HILLS, CALIFORNIA
CLIENT CITY OF LAGUNA HILLS

LAGUNA HILLS OBJECTIVE DESIGN STANDARDS





- A — Min. 10' wide landscape buffer
- B — Tree planting along the shared property line
- C — Solid masonry 6' privacy wall except in front setback, where 42" walls are permitted.

- Build-to zone
- Front setback
- Minimum % of building frontage within the build-to zone
- Building frontage outside of the build-to zone

PROJECT TYPE OBJECTIVE DESIGN STANDARDS
DATE IN PROGRESS

The Mission Viejo Objective Design Standards (ODS) provides additional objective design and development standards for residential development within the City of Mission Viejo. Responding to recent state legistlation the ODS establishes an agreed upon level of quality from the City that gives developers clear direction for their development projects. The code include chapters covering site planning, site design, building design, architectural styles and landscape.

EXISTING ARCHITECTURAL STYLES

LEGEND
CONTEMPORARY
SPANISH
MEDITERRANEAN
TRANSITIONAL/CRAFTSMAN



SPANISH STYLE



JZMK PARTNERS

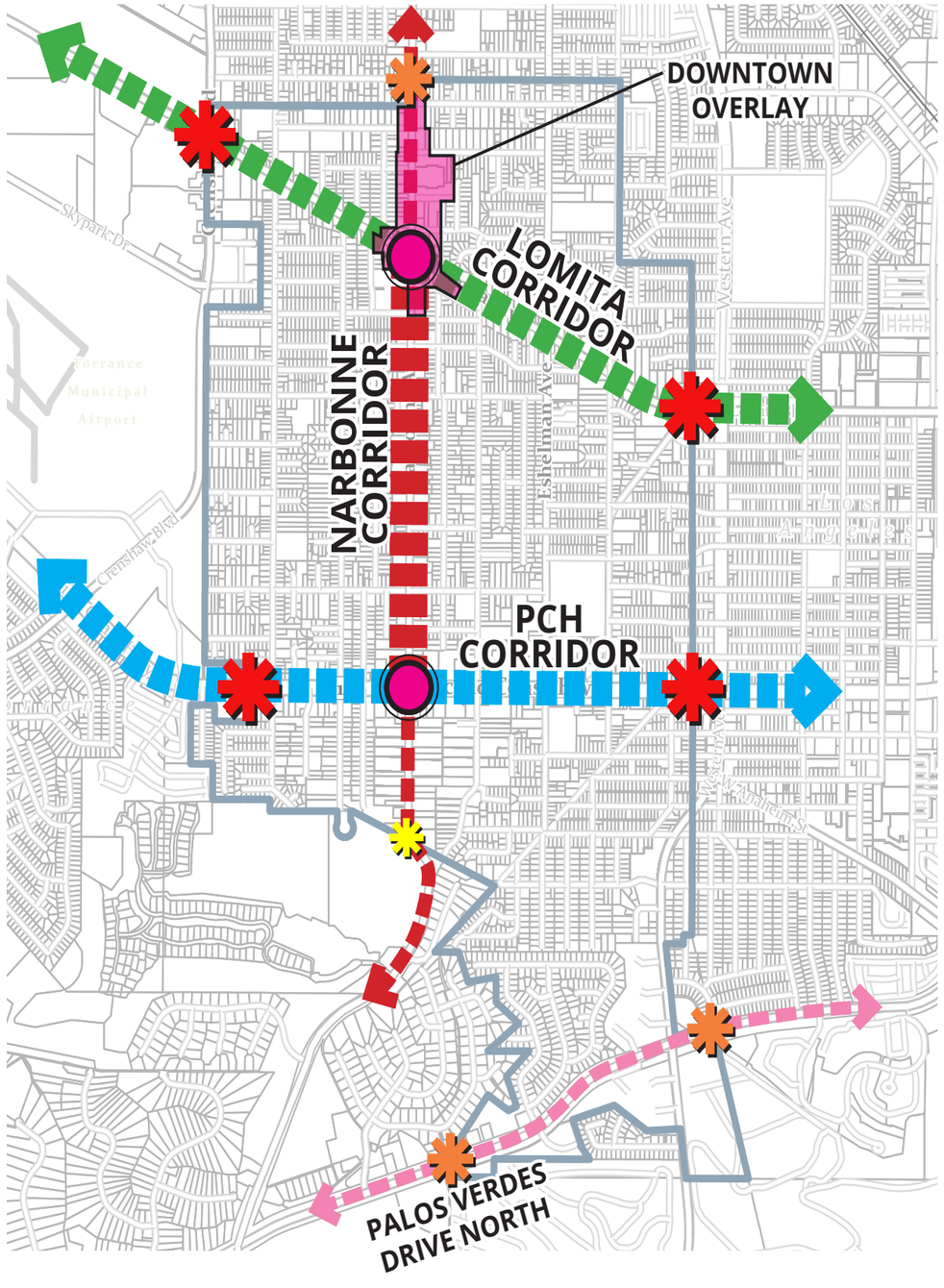
LOCATION BRENTWOOD, CA
CLIENT CITY OF BRENTWOOD

BRENTWOOD OBJECTIVE DESIGN STANDARDS



PROJECT TYPE OBJECTIVE DESIGN STANDARDS
DATE IN PROGRESS

The Brentwood Objective Design Standards (ODS) provides additional objective design and development standards for residential development within the City of Brentwood. Responding to recent state legistlation the ODS establishes an agreed upon level of quality from the City that gives developers clear direction for their development projects. The code include chapters covering site planning, site design, building design, architectural styles and landscape.

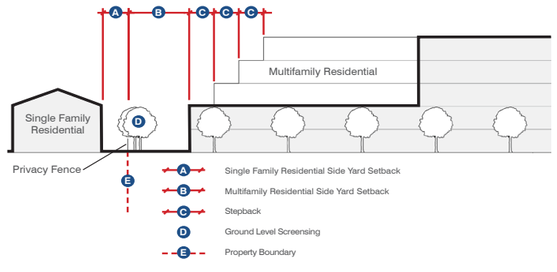


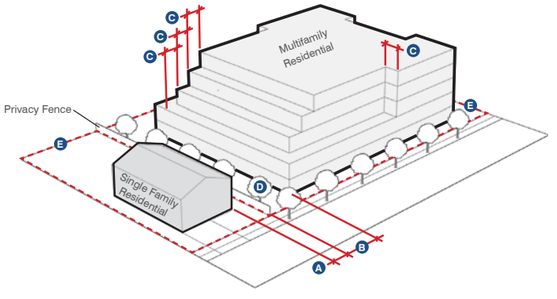
JZMK PARTNERS

LOCATION LOMITA, CALIFORNIA
CLIENT CITY OF LOMITA

LOMITA GENERAL PLAN AND OBJECTIVE DESIGN STANDARDS







PROJECT TYPE GENERAL PLAN AND OBJECTIVE DESIGN STANDARDS

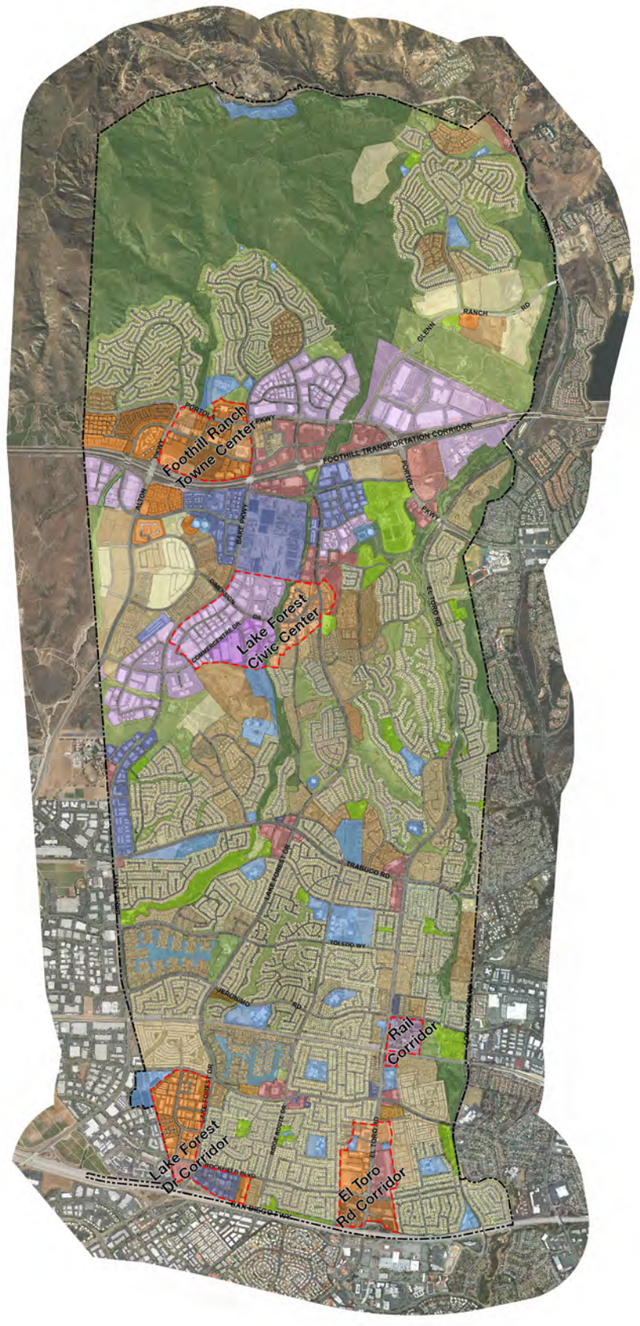
DATE IN PROGRESS

JZMK provided urban design and planning services in support of the Lomita General Plan. This included planning analysis, land use studies, zoning code modifications and the development of Objective Design Standards (ODS). The ODS establishes an agreed upon level of quality from the City that gives developers clear direction for their development projects. The code include chapters covering site design, building design, architectural styles and landscape.

JZMK PARTNERS

LOCATION LAKE FOREST, CA
CLIENT CITY OF LAKE FOREST

LAKE FOREST GENERAL PLAN



Legend

- FOCUS AREAS
- CITY BOUNDARY

LAND USE DESIGNATION

- LOW DENSITY RESIDENTIAL
- LOW-MEDIUM DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL
- COMMERCIAL
- MIXED-USE 25
- MIXED-USE 43
- MIXED-USE 60
- BUSINESS PARK
- MIXED-USE - OFFICE
- PROFESSIONAL OFFICE
- LIGHT INDUSTRIAL
- URBAN INDUSTRIAL 25
- URBAN INDUSTRIAL 43
- PUBLIC FACILITY
- COMMUNITY PARK/OPEN SPACE
- REGIONAL PARK/OPEN SPACE
- OPEN SPACE
- LAKE
- TRANSPORTATION CORRIDOR



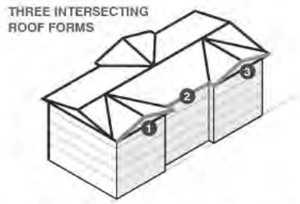




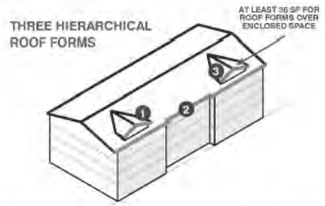
***COMPLETED BY ANDREW WATKINS WHILE A PRINCIPAL AT SWA GROUP**

PROJECT TYPE	GENERAL PLAN
PROJECT LEAD	DE NOVO PLANNING GROUP
AWARDS	2021 APA ORANGE COUNTY COMPREHENSIVE PLAN OF THE YEAR
REFERENCE	GAYLE ACKERMAN DIRECTOR OF DEVELOPMENT SERVICES 949-461-3460 GACKERMAN@LAKEFORESTCA.GOV
FEE/DATE	$133,000 / JUNE 2020

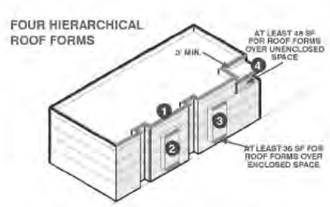
Urban design and planning services were provided for the City of Lake Forest General Plan Update. Lake Forest was pursuing a modern General Plan that would reflect contemporary values and priorities — and provide the framework to balance quality of life with improved economic and fiscal conditions. As part of the larger General Plan Land Use Map, five focus areas were identified as potential locations for future growth, to support economic development, maintain fiscal sustainability, and help create activity nodes.



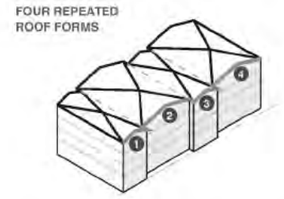
Roof Forms Combinations & Quantities Diagram 1



Roof Forms Combinations & Quantities Diagram 2

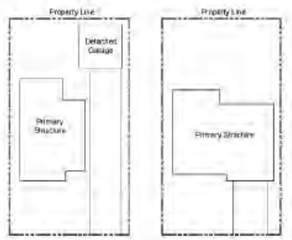


Roof Forms Combinations & Quantities Diagram 3



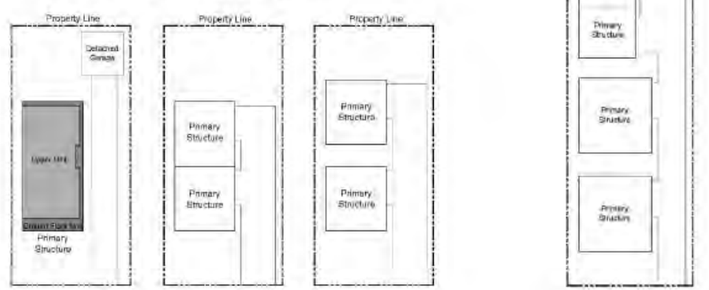
Roof Forms Combinations & Quantities Diagram 4

1. Typical Lot Configurations



Rear Detached Garage Front Attached Garage

Typical R-1 Lot Configuration

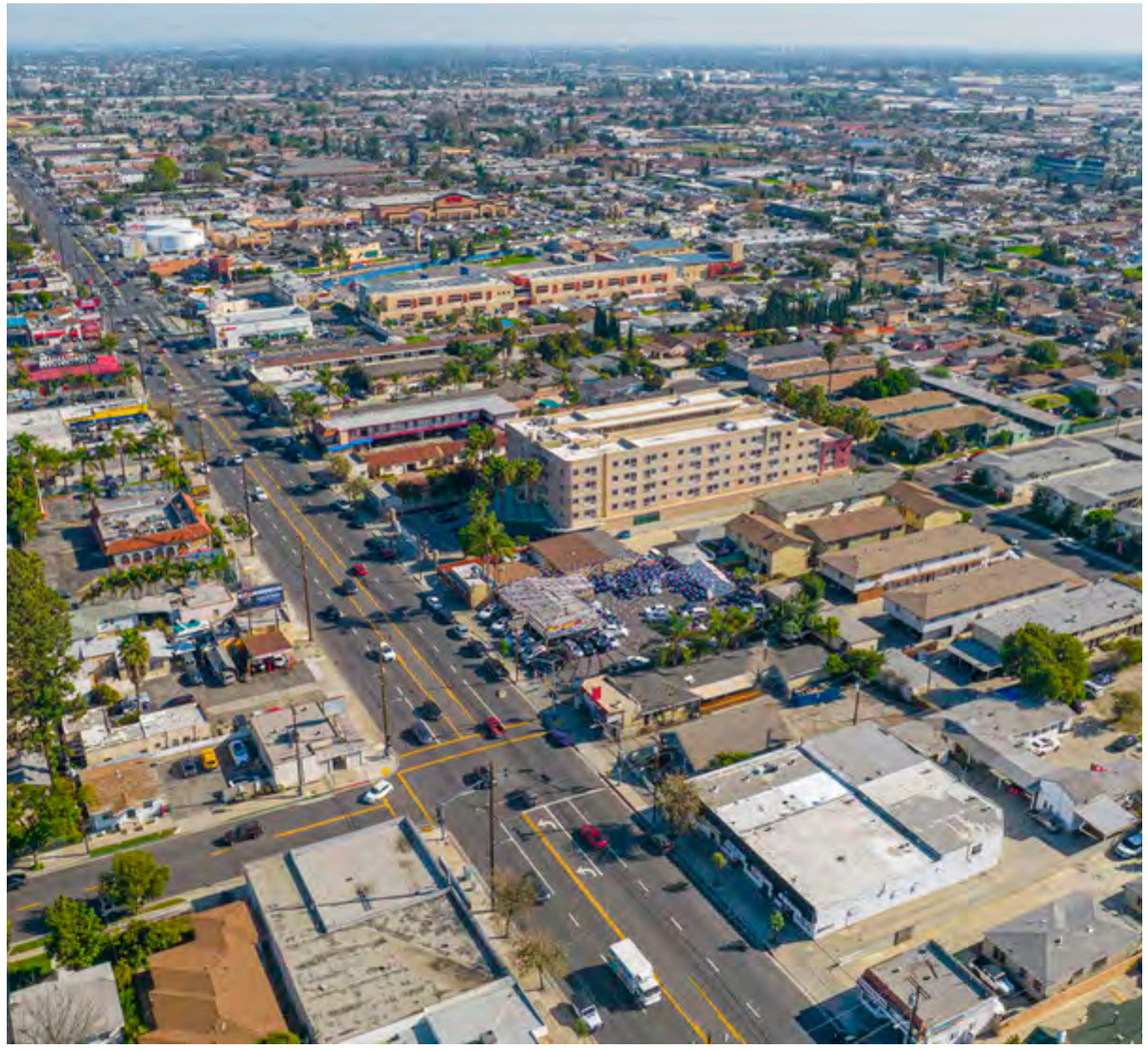


Stacked Flats Attached Duplex Side Yard Frontage Detached Units Side Yard Frontage Detached / Attached Units Side Yard Frontage

JZMK PARTNERS

LOCATION BELL, CA
CLIENT CITY OF BELL

BELL COMPREHENSIVE ZONING CODE



PROJECT TYPE ZONING CODE
DATE IN PROGRESS

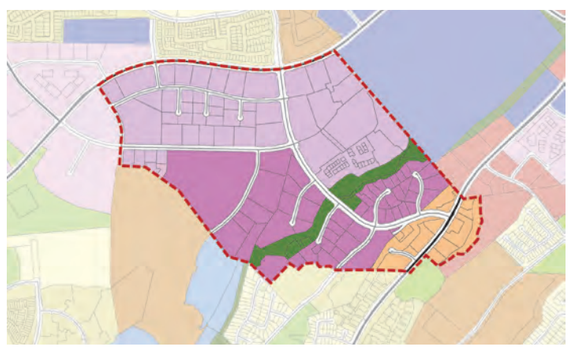
JZMK provided urban design and planning services for a comprehensive update to the City of Bell's Zoning Code. This included planning analysis, a complete overhaul of the City's zoning code to improve structure and readability and coordination with two specific plans to align them with the new zoning code.

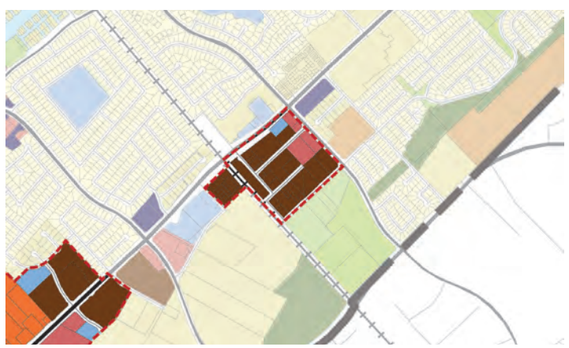
LOCATION LAKE FOREST, CA
CLIENT CITY OF LAKE FOREST

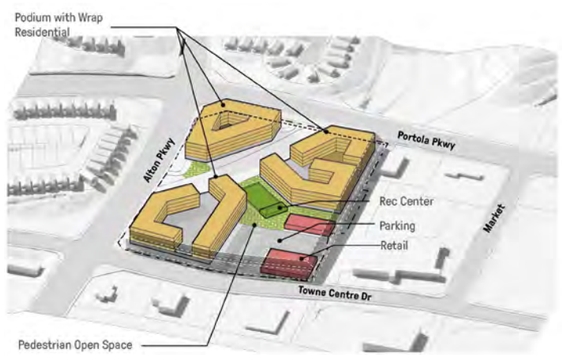
LAKE FOREST MIXED USE ZONING CODE



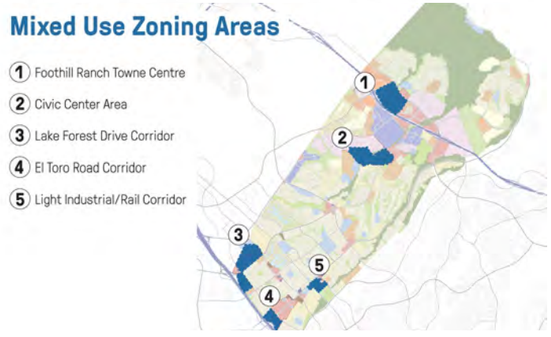




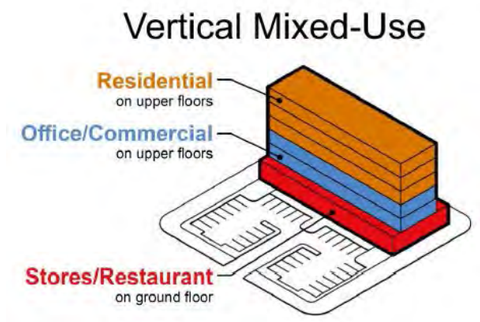


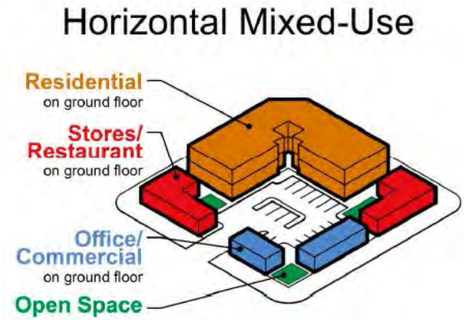


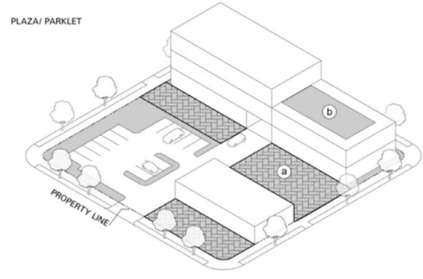


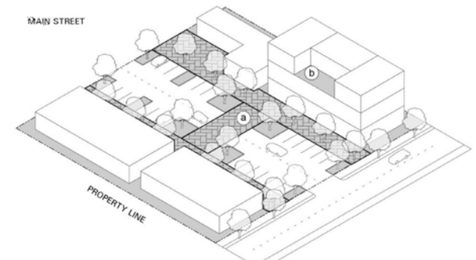


	DU/Ac	FAR
Mixed-Use 32	32	1.0
Mixed-Use 43	43	1.2
Mixed-Use Office	-	1.5
Urban Industrial 25	25	1.0
Urban Industrial 43	43	1.2









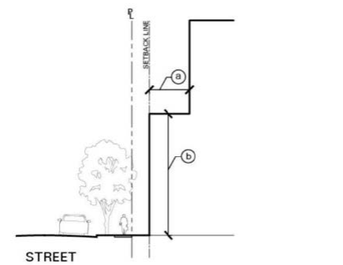


Figure 9.80.031 Required Stepback from Arterial, Collector and Local Street:
a. Minimum Stepback Distance – refer to Table 9.80.030 Mixed Use Development Standards.
b. Maximum Height at Setback Line – Table 9.80.030 Mixed Use Development Standards.

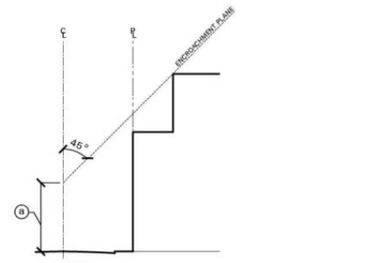


Figure 9.80.032 Required Stepback from Alley at MU32, MU43 and MUO:
a. Maximum Encroachment Plane Height – refer to Table 9.80.030 Mixed Use Development Standards.

***COMPLETED BY ANDREW WATKINS WHILE A PRINCIPAL AT SWA GROUP**

PROJECT TYPE
ZONING CODE
DEVELOPMENT STANDARDS
FEASIBILITY STUDIES

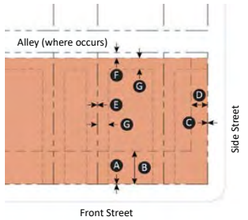
REFERENCE
GAYLE ACKERMAN
DIRECTOR OF DEVELOPMENT SERVICES
949-461-3460
GACKERMAN@LAKEFORESTCA.GOV

FEE/DATE
$125,000 / JULY 2022

The Lake Forest Mixed Use Zoning Code builds on the City's recently adopted General Plan Update 2040 by developing new codes for five mixed-use activity centers/ focus areas. The code include five distinct types of mixed-use designations that focus on high quality public realms and allow for a blend of residential and non-residential uses at varying densities and intensities. The new mixed-use development areas will provide diverse housing options as well as the flexibility to attract new and desirable development typologies.

Mixed-Use Core

The Mixed-Use Core is adjacent to more intense commercial uses providing a transition to more sensitive uses, such as residential. This district includes a mixture of commercial office, retail, personal services, and residential.



Capacity

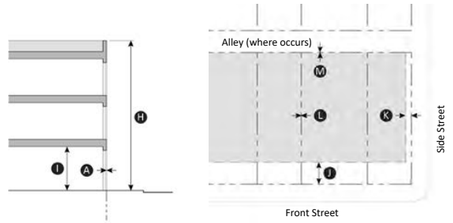
	Min.	Max.
Multi-Family or Mixed-Use Density	12 DU/Ac	39 DU/Ac 50 DU/Ac* with the inclusion of ground floor commercial along the front street
Commercial FAR	Refer to Exhibit 30-3XX.X. for frontages that requrie ground floor commercial	2.0

* If a development application includes the State Density Bonus under Section 65915 et seq. AND ground floor commercial, an additional 50% of the State Density Bonus that is achieved may be added in excess of the 50 DU/Ac.

Setbacks

	Min. (ft.)	Max. (ft.)
Front Street	0 (A)	30 (B)
Side Street	0 (C)	15 (D)
Side (Interior)	0 (E)	-
Rear Yard	5 (F)	-
Stepback**	10 (G)	

** Applies to Rear and Side (Interior) at 35' high, when adjacent to a different district designation.



Building Form

Frontage Coverage	50% Min.
Height	55 ft. Max. (H)
Ground Floor Commercial Height	12 ft. Min. (I)

Allowed Frontage Types

Building frontages shall conform to the following:

- Forecourt
- Shopfront
- Arcade
- Gallery
- Stoop
- Porch
- Dooryard

Refer to Section XX for more information

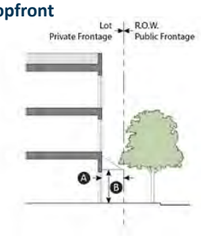
Parking

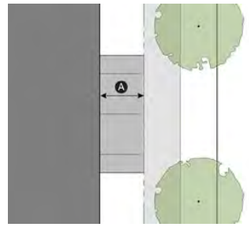
	Required Spaces
Studio or 1 bedroom	1 per unit
2+ bedrooms	1.5 per unit
Non-Residential Uses	35% of cumulative parking requirements per FMC

On-site above-ground parking and access shall be located in compliance with the following setback requirements:

	Min. (ft.)
Front Street	20 (J)
Side Street	5 (K)
Side (Interior)	- (L)
Rear Yard	- (M)

Shopfront





In the Shopfront Frontage Type, the main facade of the building is at or near the frontage line with an at-grade entrance along the public way. This Type is intended for retail and other commercial uses. It has substantial glazing at the sidewalk level and may include an awning that may overlap the sidewalk. It may be used in conjunction with other frontage types.

Size

Ground Floor Transparency	80% Min.
Shopfront recessed from PL	10 ft. Min.

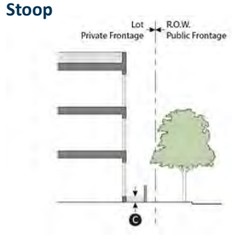
Awning

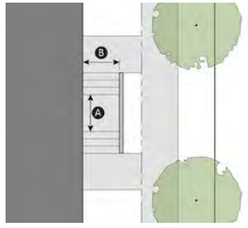
Depth	4 ft. Min. (A)
Setback from curb	2 ft. Min.
Height, clear	8 ft. Max. (B)

Design Standard

Shopfront glass shall be clear without reflective glass frosting or dark tinting. Shopfront windows may be clerestory windows (horizontal panels) between the shopfront and second floor/top of single-story parapet. Glass clerestory may be of a character to allow light, while moderating it such as stained glass, glass block, painted glass, or frosted glass. Shopfronts with accordion-style doors/windows or other operable windows that allow the space to open to the street are encouraged. Operable awnings are encouraged.

Stoop





In the Stoop Frontage Type, the main facade of the building is near the frontage line and the elevated stoop engages the sidewalk. The stoop shall be elevated above the sidewalk to ensure privacy within the building. Stairs or ramps from the stoop may lead directly to the sidewalk or may be side-loaded. This Type is appropriate for residential uses with small setbacks.

Size

Width	5 ft. Min./ 8 ft. Max. (A)
Depth	5 ft. Min./ 8 ft. Max. (B)
Finish level above sidewalk	18 in. Min. (C)

Design Standard

Stairs may be perpendicular or parallel to the building façade. Ramps shall be parallel to façade or along the side of the building. The entry doors are encouraged to be covered or recessed to provide shelter from the elements.

LOCATION FONTANA, CA
CLIENT CITY OF FONTANA

DOWNTOWN HOUSING PLAN & ZONING CODE

Podium Apartments

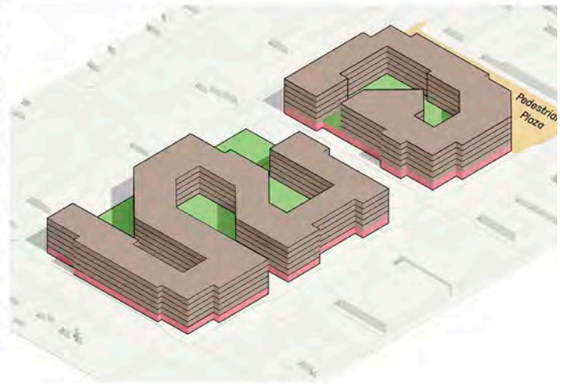
Development Potential

Units	
Type	Apartment
Count	400
Lot Size	-
Avg. Unit Size	1,500 FT²
Height	5 Stories
Density	64.1 DU/Ac
Gross Bldg. Area	857,000 FT²

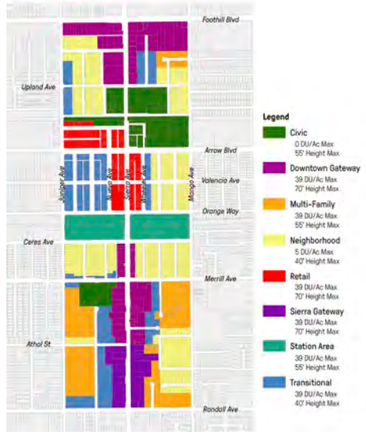
Parking	
Type	Podium
Min. Ratio	1.5 per DU
Height	2 Stories
Stalls Required	600
Stalls Provided	624

Amenities	
Features	Pools & Courtyards
Area	115,000 FT²
Ground Level	34,000 FT²
Podium Level	81,000 FT²

Retail	
Area	20,000 FT²

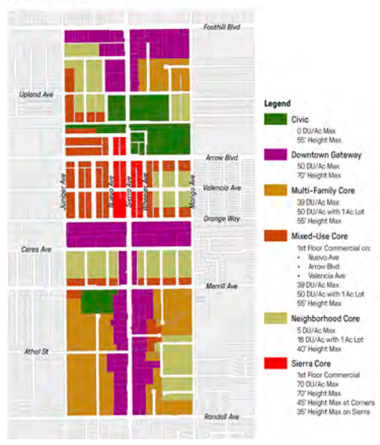


Existing FBC





Recommended



***COMPLETED BY ANDREW WATKINS WHILE A PRINCIPAL AT SWA GROUP**

PROJECT LEAD DE NOVO PLANNING GROUP
PROJECT TYPE FEASIBILITY STUDIES
ZONING CODE UPDATE
PUBLIC ENGAGEMENT
SIZE 320 ACRES
REFERENCE PATTY NEVINS, PLANNING DIRECTOR
909-350-7625
PNEVINS@FONTANA.ORG
FEE/DATE $128,000 / NOVEMBER 2022

Located in the heart of the rapidly developing Inland Empire, and along the Metrolink San Bernadino rail line, Fontana is seeking to jump-start redevelopment in its historic downtown core. Governed by a Form Based Code, the Downtown District has seen limited growth due to the code's complexities and restrictions. This project works to streamline the Form Based Code, incentivize development — especially new housing — that is in scale with the historic character, and better define the structure and public realm of downtown.

LOCATION SACRAMENTO, CA
CLIENT GRANDPARK, LLC

GRANDPARK SPECIFIC PLAN









***COMPLETED BY ANDREW WATKINS WHILE A PRINCIPAL AT SWA GROUP**

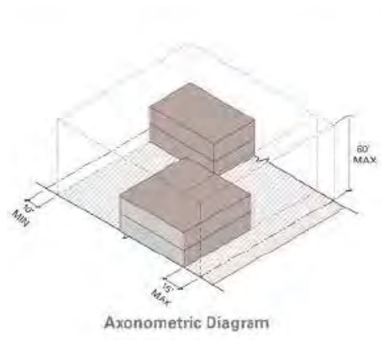
PROJECT TYPE SPECIFIC PLAN
SIZE 5,690 AC

Located between downtown Sacramento and the Sacramento International Airport, the Grandpark property is comprised primarily of agricultural land within the Natomas Basin. The Grandpark Specific Plan lays the foundation to transform existing rice fields into an ecologically rich, bike-focused, forested, multi-density community connected by greenbelts and in close proximity to parks, schools and civic uses. A large open space corridor and floodplain acts as the central organizing framework, preserves the area's agricultural character, and creates a scenic, user-friendly community setting.

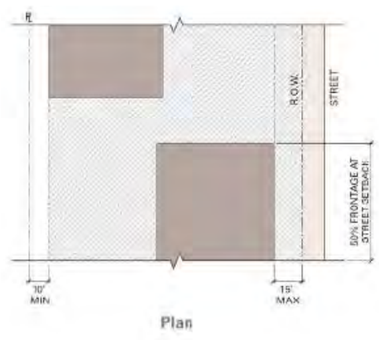
LOCATION SACRAMENTO, CA
CLIENT GRANDPARK, LLC

GRANDPARK MIXED USE ZONING

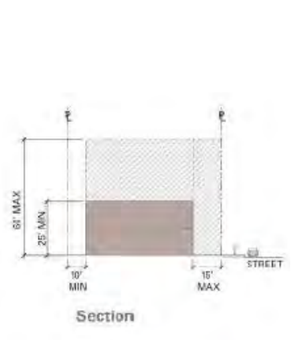




Axonometric Diagram



Plan



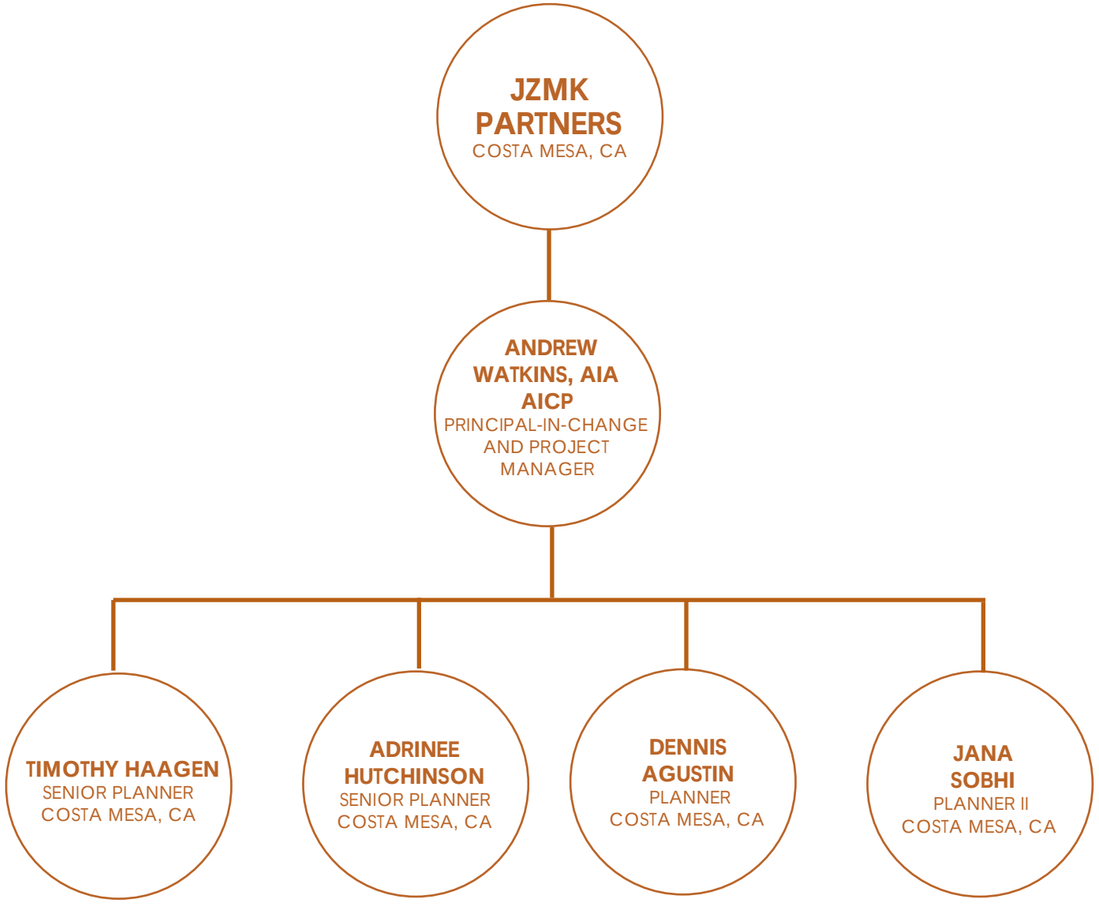
Section

***COMPLETED BY ANDREW WATKINS WHILE A PRINCIPAL AT SWA GROUP**

PROJECT TYPE ZONING & DEVELOPMENT STANDARDS

The Grandpark Specific Plan includes establishment of four new mixed-use designations: community, neighborhood, office, and health and hospitality uses. These zoning districts help reinforce a series of community nodes that are accessible by an extensive bicycle and pedestrian network. While each district envisions a different series of uses and adjusts development standards accordingly, they all seek to encourage a pedestrian friendly public realm.

ORGANIZATION CHART





ANDREW WATKINS, AIA AICP

PRINCIPAL / DIRECTOR OF URBAN DESIGN & PLANNING

YEARS EXPERIENCE	21
EDUCATION	MASTERS IN ARCHITECTURE IN URBAN DESIGN, HARVARD UNIVERSITY
	BACHELOR OF ARCHITECTURE, SYRACUSE UNIVERSITY SCHOOL OF ARCHITECTURE
AFFILIATIONS	AIA, AICP, LEED AP, WELL AP, ULI, BIA
CONTACT	awatkins@jzmkpartners.com

Andrew Watkins is an architect, urban designer, and planner with over 20 years of professional experience. Andrew is licensed in California and Massachusetts.

As a principal at JZMK, his work focuses on large-scale urban design projects that explore the confluence of ecology and urbanism. Andrew has led the design of community plans, urban design and new city planning projects in diverse locales, the United States, China, Indonesia, India, South Africa, Botswana, Ethiopia, Germany, Italy, Armenia and Mexico.

Andrew's work focuses on place making and creating high-quality public realms. His project experience includes urban and suburban revitalization as well as green-field development, with new community work totaling over 20,000 acres of development featuring more than 50,000 homes, retail, commercial and light industrial districts.

Andrew has particular interests in projects that engage wellness and the ecological systems of food, mobility, waste, shelter and water.

A Full Member of ULI, he is part of the national Residential Neighborhood Development Council, Health Leaders Network and serves locally as part of the Building Healthy Places Council and For Sale Housing Council. Andrew holds a Bachelors of Architecture from Syracuse University and a Masters of Architecture in Urban Design from the Graduate School of Design at Harvard University.

PROFESSIONAL EXPERIENCE

MISSION VIEJO OBJECTIVE DESIGN STANDARDS
CLIENT: CITY OF MISSION VIEJO
LOCATION: MISSION VIEJO, CALIFORNIA
The Mission Viejo Objective Design Standards (ODS) provides additional objective design and development standards for residential development within the City of Mission Viejo. Responding to recent state legistlation the ODS establishes an agreed upon level of quality from the City that gives developers clear direction for their development projects. The code include chapters covering site planning, site design, building design, architectural styles and landscape.

LOMITA GENERAL PLAN AND OBJECTIVE DESIGN STANDARDS
CLIENT: CITY OF LOMITA
LOCATION: LOMITA, CA
JZMK Partners provided urban design and planning services in support of the Lomita General Plan. This included planning analysis, land use studies, zoning code modifications and the development of Objective Design Standards (ODS).The ODS establishes an agreed upon level of quality from the City that gives developers clear direction for their development projects. The code include chapters covering site design, building design, architectural styles and landscape.

BRENTWOOD OBJECTIVE DESIGN STANDARDS
CLIENT: CITY OF BRENTWOOD
LOCATION: BRENTWOOD, CA
The Brentwood Objective Design Standards (ODS) provides additional objective design and development standards for residential development within the City of Brentwood. Responding to recent state legistlation the ODS establishes an agreed upon level of quality from the City that gives developers clear direction for their development projects. The code include chapters covering site planning, site design, building design, architectural styles and landscape provide a harmonious and cohesive design concept for both the individual buildings and outdoor realm.



TIM HAAGEN

ASSOCIATE / SENIOR PLANNER

ROLE ON PROJECT DAILY PROJECT MANAGER & CODE ORGANIZER AND LEAD WRITER

YEARS EXPERIENCE 20

EDUCATION BACHELOR OF LANDSCAPE ARCHITECTURE
UNIVERSITY OF IDAHO

CONTACT thaagen@jzmkpartners.com

Tim Haagen brings 20 years of experience in urban design, planning and landscape architecture to JZMK.

Following completion of his Bachelors of Landscape Architecture from the University of Idaho in 2002, Tim spent several years working for a landscape architecture office specializing in built residential landscapes and community design. There he practiced the art of landscape architecture taking a project from a blank canvas through design development to final build-out through construction documents and construction administration.

Tim furthered his career as Project Planner and Landscape Designer at globally recognized hospitality-based design firm WATG in the planning studio for nearly a decade where he constantly collaborated with architects, landscape architects and interior designers to craft the stories and visions for hospitality-based master planning projects (luxury resorts, hotels, high-end residential), urban design,thematic parks and design, site planning for hotels and commercial spaces and golf course-centric projects. Tim's wide-reaching body of work includes projects in China, Korea, the Middle East, South, Central and North America and in exotic locales like the Caribbean, Mediterranean, Azerbaijan, Panama, Hawaii and the Phillipines.

At JZMK Tim has expanded his portfolio to include domestic urban design and local residential-based infill development. With his training and experience in landscape architecture working at a smaller scale, Tim is able to contribute a detail oriented perspective while thinking critically at a master planning scale.

PROFESSIONAL EXPERIENCE

BRENTWOOD OBJECTIVE DESIGN STANDARDS
CLIENT: CITY OF BRENTWOOD
LOCATION: BRENTWOOD, CA
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MISSION VIEJO OBJECTIVE DESIGN STANDARDS
CLIENT: CITY OF MISSION VIEJO
LOCATION: MISSION VIEJO, CALIFORNIA
The Mission Viejo Objective Design Standards (ODS) provides additional objective design and development standards for residential development within the City of Mission Viejo. Responding to recent state legistlation the ODS establishes an agreed upon level of quality from the City that gives developers clear direction for their development projects. The code include chapters covering site planning, site design, building design, architectural styles and landscape.

BELL COMPREHENSIVE ZONING
CLIENT: CITY OF BELL
LOCATION: BELL, CALIFORNIA
JZMK Partners provided urban design and planning services for a comprehensive update to the City of Bell's Zoning Code. This included planning analysis, a complete overhaul of the City's zoning code to improve structure and readability and coordination with two specific plans to align them with the new zoning code.



ADRINEE HUTCHINSON

SENIOR PLANNER

YEARS EXPERIENCE 8

EDUCATION COLUMBIA UNIVERSITY
MASTERS IN ARCHITECTURE & URBAN DESIGN

WOODBURY UNIVERSITY
BACHELORS IN ARCHITECTURE

CONTACT ahutchinson@jzmkpartners.com

Adrinee Hutchinson brings over eight years of experience in urban design, master planning, and mixed-use redevelopment to JZMK. Her work spans large-scale international initiatives and local infill developments, with a focus on equitable land use, housing, and sustainable growth.

Following the completion of her Master of Science in Architecture and Urban Design from Columbia University in 2016, Adrinee began her career at Johnson Fain, contributing to transformative projects such as Promenade 2035, reimagining a regional mall into a vibrant, transit-oriented district. There she developed expertise in multifamily housing, site design and biotech campus planning, producing feasibility studies, phasing strategies, and long-range master plans. During her time at Johnson Fain, Adrinee was part of the urban design team supporting the NEOM Regional Master Plan, a high-profile development in Saudi Arabia. Her work contributed to the integration of international conservation frameworks into zoning, infrastructure, and tourism planning strategies.

Adrinee furthered her career as Associate Designer at PlaceWorks, leading zoning research, site feasibility studies, and land strategy for infill and redevelopment projects across Southern California. Her ability to pair data-driven research with visual storytelling elevates proposal wins and advances equitable, innovative urban solutions. She brings an interdisciplinary perspective to each project—bridging policy, design, and strategy to help shape cities that are livable, inclusive, and adaptive. Passionate about visual communication and systems thinking, she is driven by the belief that meaningful design begins with understanding both people and place.

PROFESSIONAL EXPERIENCE

BRENTWOOD OBJECTIVE DESIGN STANDARDS
CLIENT: CITY OF BRENTWOOD
LOCATION: BRENTWOOD, CALIFORNIA
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RANCHO MISSION VIEJO PA3 PLANNING
CLIENT: RANCHO MISSION VIEJO
LOCATION: ORANGE COUNTY, CA
JZMK is currently working on a feasibility study for Planning Area 8 within Rancho Mission Viejo. This site, adjacent to Camp Pendleton, presents numerous challenges including noise mitigation, grading and habitat preservation.



DENNIS AGUSTIN

PLANNER

ROLE ON PROJECT PROJECT PLANNER

YEARS EXPERIENCE 25

EDUCATION BACHELOR OF ARCHITECTURE
UNIVERSITY OF SANTO TOMAS, PHILLIPINES

CONTACT dagustin@jzmkpartners.com

Dennis Agustin brings almost 30 years of experience to urban design, planning and landscape architectural projects. He graduated from the University of Santo Tomas in the Philippines with a Bachelor's Degree in Architecture and is a licensed landscape architect in the State of Nevada.

Dennis initially became a licensed architect in the Philippines before working almost a decade in Singapore for Peridian Asia. There, he worked on landscape architecture and master planning projects including residential communities and luxury resorts. Over 20 years ago Dennis moved to Southern California to assist on international projects for Peridian's U.S. office before joining JZMK in 2010.

At JZMK he works on a wide range of projects, from urban infill developments to master planned communities, both domestically and internationally. He has experience working across the United States in addition to China, Russia, Egypt, Abu Dhabi, Oman, and Dubai. Dennis has a strong multi-disciplinary background, bringing a comprehensive and effective approach to urban design and planning projects.

PROFESSIONAL EXPERIENCE

BELL COMPREHENSIVE ZONING
CLIENT: CITY OF BELL
LOCATION: BELL, CALIFORNIA
JZMK Partners provided urban design and planning services for a comprehensive update to the City of Bell's Zoning Code. This included planning analysis, a complete overhaul of the City's zoning code to improve structure and readability and coordination with two specific plans to align them with the new zoning code.

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MISSION VIEJO OBJECTIVE DESIGN STANDARDS
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LOCATION: MISSION VIEJO, CALIFORNIA
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JANA SOBHI

PLANNER

ROLE ON PROJECT PROJECT PLANNER

YEARS EXPERIENCE 3

EDUCATION BACHELOR OF SCIENCE
GERMAN UNIVERSITY OF TECHNOLOGY

CONTACT jsobhi@jzmkpartners.com

Jana Sobhi graduated from German University of Technology in Oman with a Bachelor's degree in Design in Urban Planning and Architecture. Before moving to the United States she worked for several years in Oman as a junior architect and planner with a strong background in master planning. There she gained expertise in Middle East projects including multi-family homes, residential properties, converting residential units into commercial and mixed-use projects.

At JZMK Jana works on urban design and planning projects. She has experience working in the United States, Egypt and Abu Dhabi with projects ranging in size from a few acres to thousands. She has worked on project types that include city expansions, master planned communities and urban infill

Jana enjoys problem solving, graphic representation and creating great urban environments. She is skilled at project visioning, 3D representation and GIS. Outside of urban design and planning Jana is an amateur photographer.

PROFESSIONAL EXPERIENCE

LAGUNA HILLS OBJECTIVE DESIGN STANADARDS
CLIENT: CITY OF LAGUNA HILLS
LOCATION: LAGUNA HILL, CA
The Laguna Hills Objective Design Standards (ODS) provides additional objective design and development standards for residential development within the City of Laguna Hills. Responding to recent state legistlation the ODS establishes an agreed upon level of quality from the City that gives developers clear direction for their development projects. The code include chapters covering site design, building design, architectural styles and landscape.

LOMITA GENERAL PLAN AND OBJECTIVE DESIGN STANDARDS
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