

UNIVERSITY GLEN -- HOMEOWNERS' ADVISORY COUNCIL (HAC)
MEETING MINUTES for MEETING ON TUESDAY, SEPTEMBER 24, 2024
Minutes in Blue Font

This HAC meeting will be held in person in the Town Center Community Room. Live stream will be available on Zoom. Real-time questions via Zoom will not be available. Persons wishing to make public comments may sign up in advance through email to jacob.friesen@seabreezgmt.com or before the meeting in the Community Room. A written submission of comments is optional but assists the HAC in maintaining a complete record and facilitates a response.

UNIVERSITY GLEN -- HOMEOWNERS' ADVISORY COUNCIL (HAC)
TUESDAY, SEPTEMBER 24, 2024
GENERAL SESSION 3:45 PM

Join Zoom Meeting

<https://csuci.zoom.us/j/85352696247>

- I. **Call to Order.** – HAC Chair Mary Kennedy called meeting to order at 3:47 PM.
- II. **Roll Call.**
Present: Gabrielle Powell
Madison Litton
Dillon Tull
Mary Kennedy
Online: Sandy Boyd
- III. **Approval of Meeting Minutes**
As this meeting of the reconstituted HAC is the first meeting since the mass resignation of the HAC in March 2024, there are no meeting minutes to review.
- IV. **Public Comments.** *(This is for public comments for items not already listed on the agenda. Commenters will have up to 3 minutes to address the HAC. The Chair may provide a brief response and/or direct the issue to the appropriate individual for response.)*
There were no public comments about items which are NOT on the agenda.
- V. **Monthly Reports.**
 - A. County Supervisor Lopez or representative
Initially Angel Garcia, representative for Supervisor Lopez was not in attendance. Ms. Kennedy mentioned that she was aware a number of UGlen owners may have contacted the County Board about the problem we had with our second full day of no electricity and shared your concerns with them. we have 2 County Board members who are on the Site Authority Board. So, they should be particularly interested in this. And that's for Supervisor Lopez, who is also our supervisor (District 5) and supervisor, Jeff Correl (District 2).

When Mr. Garcia arrived was made aware of the power pole issue and he said he would look into how safety precautions securing SCE's power pole at W Potrero and Laguna Road can be implemented.

B. Public Safety Report (CSUCI Police representative)

Curtis Diboni, Police Sergeant, stated that on August 31st in the community park the evening a man approached a juvenile talked with them briefly, left, and returned and reported yelling at the juvenile and left. The police were notified, located and talked with the man as he was leaving the property.. The DA's office as notified and is considering filing a complaint.

On the evening of September 10th morning of September 11th a Tacoma truck was stolen at San Diego and Highland Drive. This case is still open.

Gabrielle Powell asked if there has been an uptick in homeless persons in the area of the community park behind the dog park? Powell stated that while working in the community garden she has noted persons with bed rolls sleeping behind the community garden. She mentioned she talked with two persons who were reported to be hungry. She said she directed them to the Dolphin Pantry on campus. Powell is concerned about a potential fire issue because one of these individual was seen smoking. She reported seeing these same persons twice on Monday, September 23rd. She said these individuals seemed nice, but wanted to make sure they were taking advantage of services which may be available to them.

C. Site Authority staff representative (John Lazarus)

John Lazarus reports the Site Authority is conducting a thorough administrative review of our historical record keeping and anticipate presenting the findings when they are available. This presentation was originally planned of this HAC meeting, but more time is required to provide a complete presentation along with next steps.

The SA is pleased the HAC appointed Sandy Boyd and Dillon Tull to the Budget Advisory Group (BAG). A report for the BAG will be later in this HAC meeting. We continue to discuss possible changes to the operations of the BAG.

There's been a request for a special tax hearing group. That group has been assembled, and they will elect a chair amongst themselves, and then schedule meetings and consultation with that homeowner.

The Site Authority continues moving forward with the plan to have the water meters installed in all single family homes and townhomes. Again, that's at the sole expense of the Site Authority.

Sandy Boyd commented that members of the community are opposed to the installation of water meters.

Lazarus stated that if the majority of homeowners are opposed to the installation of water meters on all single families and towns, and if that was the case, he was positive the Site Authority Board would be open to that. Lazarus further stated the date when we have to make a decision regarding the water meters is the middle of November. He stated I think we're all working towards that.

Boyd mentioned that a survey is being developed to assess the interest of UGlen with regard to the installation of water meters.

Lazarus: A notice went out to the community about parking enforcement, there will be no enforcement of parking permits on the roadways in University Glen and Anacapa Canyon from 5:00 p.m. on Fridays until 8:00 a.m. on Mondays; as well as, during official University Holiday, Winter and Summer breaks in the Academic Session, as sort of a temporary measure to alleviate some of the concern about people having guests over the weekend and having to get passes and just alleviating some of that administrative burden.

Lazarus: On the far side of CI Community Park there is sort of a berm on the east side of the park There's an overflow basin that was built originally back in the forties over the last 70 odd years. It's, you know, filled up with silt. And we're looking to get that cleared out. We have to clear before we do any work ongoing. Our current expectation is, it won't be completed until sometime around the middle or the end of 2025.

Lazarus provided an update some changes to governance. The HAC requested and received an email list of the present homeowners in University Glen. Homeowners may “opt out” of receiving communications from the HAC at any time. The HAC will maintain this email list.

The HAC receives monthly statements from the management company. A link to a summary of the monthly operating report is uploaded to the community website shortly after the report is sent to CSUCI/Site Authority on the 10th of each month.

The BAG has requested the agenda for their meetings be posted 10-days before the meeting. The BAG agenda is to include action items. Meeting minutes from the previous meeting will also be included.

The HAC has requested members of the BAG not be limited to standing members of the HAC. Site Authority Staff and the BAG/HAC members are working through the details to secure this clarification. The HAC has requested the BAG operate under Bagley Keene. Lazarus stated B&K is the educational version of the Brown Act which provides for open meetings. The BAG members continue to work to provide openness and communication regarding their meetings/operations.

The HAC continues to discuss the structure of governance in University Glen which would include both University Glen and Anacapa Canyon. The discussion is that UGlen and AC would existing side by side and act cooperatively when possible. The example given was that the communities could agree to reduce the temperature of the pools to save money, but the price of insurance is not open to discussion.

Sasha Strunk, a townhouse owner asked Lazarus to clarify what happens if there is a leak in the water line between the meter box in the street and the exterior paint line of a townhouse. Lazarus stated the townhouse reserves will cover the pipes/drains between the exterior paint line of the townhouse to the meter box or sewer connection in the street. The single-family homes reserve fund pays for piping/drains between the meter box and the street side of the SFH's exclusive use courtyard wall. The townhouse reserve contribution in the FY2024-2025 budget was increased by only the anticipated rate of inflation.

Tom Bokhart, a townhouse owner, asked whether the reserve studies have a line item for the repair/replacement of piping/sewer line from the meter box in the parkway and the exterior of the townhouses. If the line item for the piping replacement is not in the reserve study it needs to be added during the upcoming reserve study process.

Mary Kennedy stated that the discussion that the reserves will pay for the piping/sewer between the exterior of the home and the meter box in the park is a change by the Site Authority from previously discussed.

Gabrielle Powell stated that community members are concerned about any unanticipated repairs to the piping between the meter box and the homes. The question of securing insurance for these events was brought forward.

Sandy Boyd stated that with the proposed installation of water meters owners do not have a clear estimate of what the total overhead costs are going to be and what is the trade off between maintaining the present water billing protocol and instituting separate water meters for each single-family home and townhouse owner would be. Boyd requested having actual hard data so the members of the community can make an informed choice.

John Lazarus mentioned the water rate study which was conducted about 1 ½ years ago has the administrative costs “baked” into the report’s calculations. Lazarus results of the survey taken last year led to the conclusion that the majority of owners responding to the survey wanted water meters installed. G Powell offered that the referenced survey actually stated the majority of the respondents to the survey needed additional information before an informed decision could be given. Lazarus offered installing individual water meters is a “common sense” approach to have those using the utility pay for it. Kennedy stated with regard to administrative costs, she went to the bills of Anacapa Canyon. AC is paying \$3.90/month to generate the bill, on top of that another \$15.33/month for administrative fee for base water and a surcharge (which the billing company’s agent was unable to explain). Adding those together \$19.23/month x 272 homes x 12 months = \$62,766.72 in administrative fees. Maddie Litton added that these charges are before your turn your water on. The costs per year per household would

be \$240. Take that number and divide by the price per gallon of water and you would need to save approximately 119 gallons/month of water to break even before opening your water spigot. Lazarus shared two data points, first for Camrosa, the cost to have a meter is \$47.00. Second, CSUCI purchased their water at a reduced rate compared to the residential Camrosa water rates. Further Lazarus stated that residents in UGlen and AC pay less for water than other residential Camrosa customers. Boyd asked by how much would the water infrastructure fee presently in the FY 2024-2025 budget (\$142.85 /household) would be transferred to the individual owner's monthly charges. Lazarus responded that there would be the cost to generate the bills (approximately \$3.90/household). Lazarus acknowledged there will be an additional administrative costs to install individual water meters. Lazarus boiled the conversation down to the following question: are you better off have the person who uses more water pay a bigger bill and you pay a higher administrative cost or do you like the sustainability aspects of one community water system.

Tom Bokhart mentioned the in the water rate study there is a meter fee which is based on the size of the individual meter. Bokhart requested all aspects of the associated fees for water meters be broken out clearly. Bokhart also mentioned the sewer fee. How will the sewer fee be incorporated into a scenario which installs individual water meters? Lazarus stated that sewer is a proportion of the water in/water out as sewer formula. He mentioned Camrosa tells CSUCI what the sewer charges will be. He stated CSUCI does not "markup" the charges received from Camrosa to East Campus. Powell asked about sewer waste from AC which flows through UGlen and who pays to maintain the sewer lines. Lazarus stated that on the storm drainage/sewer lines below grade are the responsibility of CSUCI Facility Services. CSUCI Facility Services determines the cost to maintain the entire system and distributes those costs to everyone equally. Bokhart requested the whole water/sewer discussion be thought out as a complete system, so no parts are left out. Friesen inserted as a point of reference that the "reclaimed water" is a separate bill from the potable water and sewer. Boyd commented that some of the confusion about is a result of the way the water/sewer bill is presented by Facility Services. The monthly water bill combines the infrastructure fee with the water, sewer, and reclaimed water invoice. Friesen offered that the break of the water bill is on the spreadsheet on the second page of the bill from CSUCI.

D. UGlen Common Area Property Manager (Jake Friesen)

A written copy of the Managers report with attachments is available in the Addendum at the end of these meeting minutes for your review.

In addition to the written comments about the FY 2023-2024 budget reconciliation, the UGlen Common Area Property Management office is working to contact and supply the prorated credit due each Seller of a home in University Glen during FY 2023-2024. Checks will be mailed to these Sellers.

Friesen explained that the timing of the monthly invoice from Seabreeze is established. The UGlen office submits verbiage which shows up on the upper left-hand corner of each invoice by the 6th of each month.

During the discussion of the recent power outage, Powell questioned whether it might be possible for the UGlen community to be patched into the University's solar array during emergency situations where the power is out. No specific action was recommended.

At the playground, the equipment (slide) gets very hot due to the sun. Because the installation of shades is cost prohibitive, we pursued the possibility of planting three trees along the south fence which as they grow will increasingly provide shade for the playground area and equipment. To plant 3-sycamore trees Gothic's proposal quotes \$1,375.00. The question was brought up due to the issues sycamore trees have with their roots, we procured a price to install the sycamore trees with root

barriers. The quote for three sycamore trees with root barriers is in the amount of \$4,972.00. The sycamore tree shall not have pollen issues. Powell suggested that going forward no sycamore shall be planted without a root barrier.

Phase 2 refurbishing project information included the List of Phase 2 addresses to be included, VCFD Defensible Space Guidelines-Standards 515 & 517, and the preliminary plant palette with attention to the defensible space requirements. Powell mentioned her concern about how the single-family homes were going to be held accountable for the defensible space requirements.

Friesen provided a spreadsheet which shows the water leaks in the streets and townhouse slab leak intrusions.

The HAC accepted the manager's report. (See the attached Addendum to these Meeting Minutes for further detailed information.)

- E. **Community Advisory Group (CAG) (Mary Kennedy, HAC Representative)**
Mary Kennedy offered that due to the time constraints she would submit a written report to be included in the HAC's meeting minutes.
- F. **Budget Advisory Group (BAG) (Sandy Boyd, Dillon Tull, Lori Knudsen)**
Dillon Tull reported for the HAC members serving on the BAG. Tull stated that the HAC is absolutely opposed to the election of community members to the BAG. The BAG is a working group which relies on the expertise of persons having interest and experience in budgeting. The HAC suggests that if there are more than two volunteers to service on the BAG a system of alternates will be put in place, so the SFH & TH owners are represented by two members of the community at each BAG meeting. The HAC requests a fixed schedule for BAG meetings, an Agenda ahead of time, and meeting minutes to provide transparency and that ability to keep the community apprised of the BAG's activities. The HAC finds it acceptable for the BAG to meet in executive session and no reason to see the provisions of the Bagley Keene Act as acceptable. The HAC proposes the BAG chair develop and circulate an agenda which is sent to the members of the BAG before the scheduled meeting to assure there is time to modify the agenda as needed. If the Seabreeze contract does not provide for meeting minutes the members of the HAC/community will attend to the minutes providing a record is provided to them. The format of the BAG meetings can be determined by the members of the BAG.
S. Boyd added that the community members who have experience projecting costs. She also mentioned there is a developing protocol where Seabreeze receives approvals on various proposals for work funded by the operating budget in UGlen. She suggested the BAG be the group which reviews and approves these types of proposals.

VI. **HAC Standing Subcommittee Reports** Written reports are requested to assist the HAC maintaining a complete record...

- A. **Garden Committee (Carolyn Phillips, Chair)**
Gabrielle Powell reported that the community garden is moving along swimmingly. The committee is working to update the community garden application. Powell mentioned there are no empty plots available right now. The removal of the herb garden is being investigated which would result in an open plot. It is suggested the herbs would be planted throughout the garden. She stated that 4-years ago there would be no more composting. The area became a fire hazard and the brush and debris was removed. The process now is to fill the burlap blankets provided through Gothic Landscape with clippings and other organic debris and Gothic picks up and removes the filled burlap blankets. She stated there are several gardeners who continue to deposit green waste in a pile adjacent to the garden. The garden committee is requesting guidance from management and the Site Authority regarding the disposal of organic waste at the community garden.

B. Landscape Committee (Creation)

Discussion of establishing a landscape committee is tabled to next month's HAC meeting. The discussion was tabled as there were no objections brought forward.

C. Reserve Management Committee (Creation)

S. Boyd stated that she is interested in establishing a committee of persons who are interested in tracking the investments of the reserve funds by mock tracking of fund investments while having principals protected from loss as is required for any other kind of common interest development. Boyd said she will bring back a formal proposal to establish a Reserve Management Committee to the next HAC meeting.

VII. New Business.

A. Property Improvement Application Review Process

VIII. Next HAC Meeting Date.

IX. Adjournment

To attend the meeting virtually, join using the Zoom link.

For technical assistance before and during the meeting, please contact Jacob Friesen 805-402-1584 or jacob.friesen@seabreezemgmt.com

ADDENDUM

Additional Information Presented at the HAC
meeting on September 24, 2024.

Table of Contents

1. Storytime at Broome Library, Flyer
2. Ventura County Celebration of Books, October 12th, Flyer
3. Food Truck Event on October 6th 4:00-7:30 PM, Flyer
4. Link to August 2024 Monthly Operating Report Summary
5. Gothic Proposal 57597-45541, planting of trees at playground.
6. Ventura County Fire Department—Standard 515
7. Ventura County Fire Department—Standard 517
8. Preliminary Plant Palette for landscape refurbishing project.
9. Spreadsheet showing addresses where there have been slab leaks.
10. List of Townhouse Slab leaks by Townhouse Blocks

Early Childhood Studies & The Library Present

Children's Storytime Tiempo de Cuentos

Broome Library, Children's Section

Storytime + Activity!

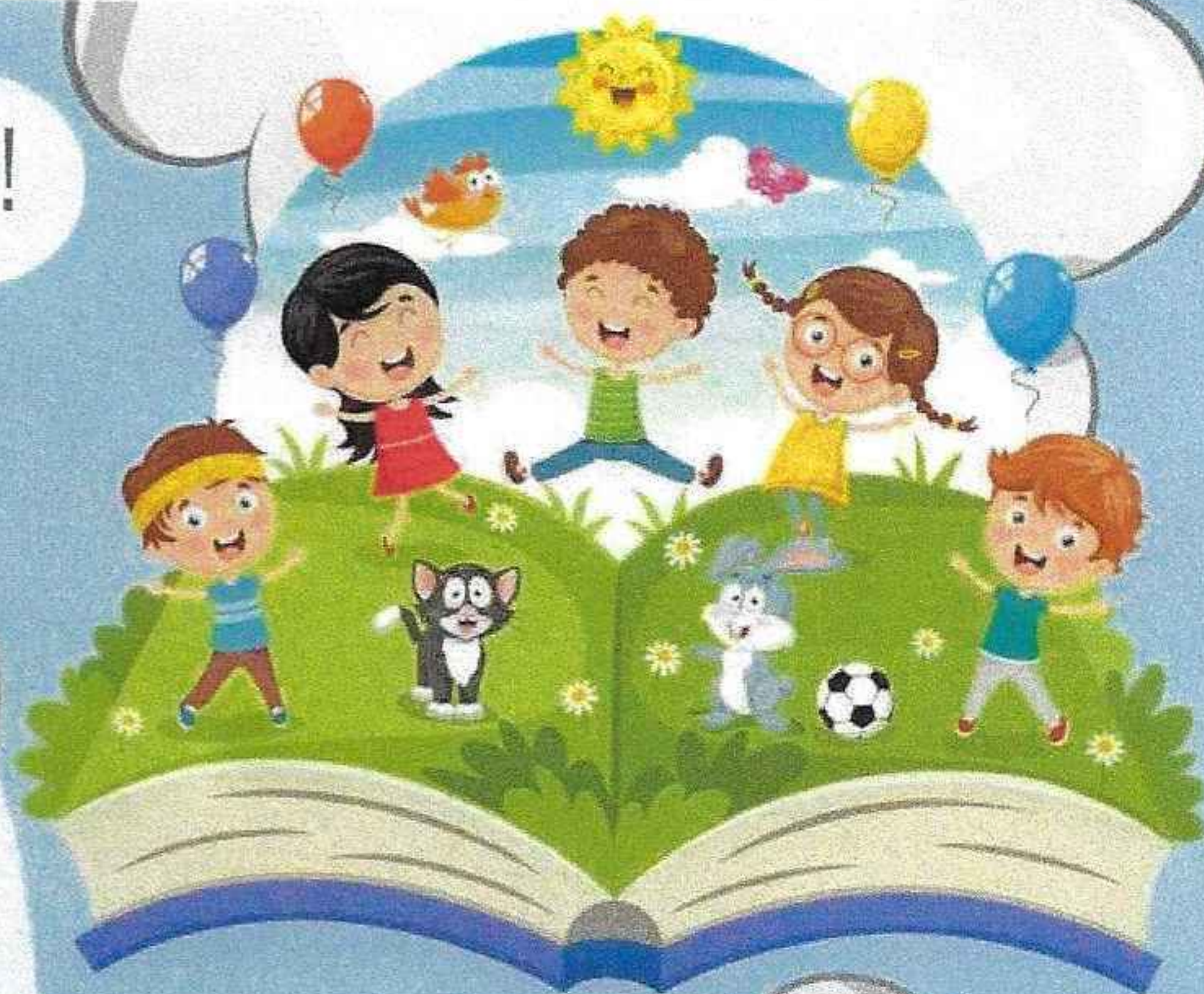
11 a.m. - 12 p.m.

Saturday:

September 21

October 5

November 16



**Open
to the
community!**



California State
University

EARLY
CHILDHOOD
STUDIES
CHANNEL
ISLANDS

The University encourages persons with disabilities to participate in its programs, events and activities. If you anticipate needing any type of accommodation, or have questions about the physical access provided, please contact the respective area below as soon as possible, but no later than seven (7) business days prior to the event/activity: CSUCI Students: accommodations@csuci.edu; CSUCI Employees and Members of the Public: angela.portillo@csuci.edu.



10
12
24

save the date

Join us for this year's

Ventura County **CELEBRATION**
OF BOOKS

On the beautiful campus of
CSU Channel Islands

Saturday, October 12, 2024

1 University Drive, Camarillo, CA 93012

Come hear Dr. Jim O'Connell speak at 2pm!
Dr. O'Connell is the subject of the 2024 One
County, One Book title selection,
***Rough Sleepers* by Tracy Kidder**

Featuring food trucks, family activities, and
additional lectures by CSUCI faculty

Are you a local author, vendor, or non-profit
who would like to participate?

Please contact: email@vclibraryfoundation.org



COUNTY of VENTURA
Library



**JOHN SPOOR
BROOME LIBRARY**
CHANNEL
ISLANDS

UNIVERSITY GLEN



FOOD TRUCKS

OCTOBER 06 | 4:00-7:30PM

CORNER OF CHANNEL ISLANDS / RINCON

FEATURED TRUCKS:

Indulgia

Tacos El Del Gorrito

Daddy_Addy_Bakes

Link to August 2024 Monthly Operating Report—Summary

<https://universityglen.csuci.edu/wp-content/uploads/2024/09/University-Glen-August-2024-Monthly-Operating-Report-COMPLETE-REV02-as-of-280918-SUMMARY.pdf>



Gothic Landscape Maintenance Division

501 Pancho Rd
Camarillo, CA 93012

www.gothiclandscape.com

We develop long-term relationships through team members committed to a culture of extraordinary service.

Account Manager

JOSE DIAZ
Phone: 805-812-9908
jose.diaz@gothiclandscape.com
Job # 57597-500-01
Phase Enhancement - 20

TO: SEABREEZE MANAGEMENT COMPANY
ATTN: JAKE FRIESEN
AT: UNIVERSITY GLEN-COMMON AREA PROPERTY MANAGEMENT
Location: 45 RINCON DRIVE, SUITE 103-3B

Date

9/18/2024

Proposal Number

57597-45541

Tree Installation

- at playground
- To provide future shade to kids slide
- Exact locations will be determined at time of planting

Quantity	UOM	Description	Total Price
3	Each	24" box - Platanus 'Colombia'/London Plane Tree	\$1,372.00
100	Linear Feet	Root barrier installation	\$2,950.00
1	Lump Sum	Irrigation adjustments/additional irrigation to tree installed in play area	\$650.00



Total \$4,972.00

Acceptance of Proposal: The foregoing prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Email Authorization: Gothic will honor, as authorization to proceed with proposed work, either a signed copy of this proposal, or a reply / return email authorizing the work contained in the proposal.

Signature: _____

57597-45541 \$4,972

Title: _____

P.O. #: _____

Date: _____

This bid is good for 90 days from the date of this proposal. In the event that legal action is brought to enforce the terms of this agreement, whether by arbitration or court action, the prevailing party shall be entitled to its reasonable attorneys fees and cost. Proposal includes all labor, materials and equipment.

Please provide P.O.# in order for the work to be performed.

Thank You For Your Business!



STANDARD 515

DEFENSIBLE SPACE AND FUEL MODIFICATION ZONES

The information contained in this standard is provided solely for the convenience of the reader and was being enforced by the Ventura County Fire Protection District (Fire Department) at the time of publication. The Fire Department reserves the right to make changes and improvements to this standard when required by law, or at any time. The Fire Department's current standards will be posted and made available for downloading by the public at the following website: www.vcfd.org.

Please note that the Fire Department assumes no liability for any damages incurred directly or indirectly as a result of any errors, omissions, or discrepancies between this standard and any applicable law. It is the sole responsibility of the person or persons conducting any work pursuant to this standard to ensure the work complies with any applicable codes, ordinances, and regulations.

CHAPTER 1 – ADMINISTRATION

1.1 Purpose. Defensible space and fuel modification zone (FMZ) provisions are intended to mitigate the risk to life and structures from intrusion of fire from wildland fire exposures and fire exposures from adjacent structures. Furthermore, the intent is to prevent fires from spreading to wildland fuels that may threaten to destroy life, overwhelm fire suppression capabilities, or result in large property loss. Proper installation, spacing, and maintenance of plants and landscape is one of the key elements in the survivability of a structure during a wildfire. For information regarding Prohibited Plants, Plant Reference Guide, Defensible Space, and the Fire Hazard Reduction Program (FHRP), please visit VCFHRP.org. For questions regarding this standard, please contact the Fire Department's Fire Hazard Reduction Program Unit at 805-389-9759 or FHRP@ventura.org.

1.2 Scope. This standard provides the general requirements for the installation, maintenance, and spacing for plants, trees, other vegetation and combustible items within a defensible space and fuel modification zone (FMZ) required by the Ventura County Fire Code and state law. Reference: VCFC Chapter 49.

1.3 Applicability. Defensible Space and Fuel Modification Zones (FMZ) located within a State Responsibility Area (SRA), Local Responsibility Area (LRA) Fire Hazard Severity Zone, Wildland-Urban Interface (WUI) area, or any property as determined by Fire Department. Maps of SRA and LRA FHSZs can be viewed at CAL FIRE website. Note: All FHSZs are being updated in 2023.

1.4 Responsibility. Any person owning, leasing, controlling, operating, or maintaining any building in, upon, or adjoining any Wildland-Urban Interface (WUI) area, and any person owning, leasing, or controlling any land adjacent to such buildings shall provide around and adjacent to such building an effective defensible space FMZ for a distance not less than 100-feet from all portions of the building. Distances may be increased by the Fire Department because of a site-specific analysis, based on

local conditions and, when required, based on a Fire Protection Plan. Reference: Public Resource Code (PRC) 4291, Government Code (GC) 51182, and current Ventura County Fire Code.

1.4.1 Clearance Area. Property owners are required to maintain only the portion of the defensible space zone that falls upon their property. If the required defensible space zone crosses property lines, then each affected property owner is responsible only for the portion that occurs on their property, regardless of which property the building is located upon. Reference: Ventura County Fire Code.

1.4.2 Required Clearance. All fuels and vegetation within the 0-100 foot FMZ are subject to defensible space laws and regulations and shall comply with this standard. This includes ornamental plants, cultivated landscape plants, native plants, trees, shrubs, grasses, weeds, and wildland vegetation. Cutting brush, plants, and trees all the way down to dirt is not required.

1.4.3 Disposal. All Fuels and Vegetation cut and or removed to provide the required Defensible Space, including clearing of land for a new building, shall be disposed of in accordance with all applicable Federal, State, and Local Laws and Regulations. Cut and or removed Fuels and Vegetation shall not be relocated outside the required Defensible Space zone. Burning of Fuels and Vegetation for disposal is prohibited.

1.4.4 Other Agency Permits. Any permits required from other regulatory agencies shall be obtained prior to installation and work within the FMZ. This includes any required plan reviews and approvals by Cities and the County. This may also require coordination of plan reviews and approvals.

CHAPTER 2 – DEFINITIONS

Combustible Fencing. Any fencing material or installation that is not IGNITION-RESISTANT MATERIAL (as defined by CBC Chapter 7A). Combustible fencing includes wood, plastic, and other petroleum based, fence materials

Combustible Material. Includes seasonal and recurrent weeds, stubble, brush, dry leaves, mulch, tumbleweeds, rubbish, recyclable material, litter, or flammable materials of any kind.

Deck. A flat surface capable of supporting weight, similar to a floor, constructed outdoors and attached to or located within five (5) feet of a Structure, including porches, balconies, and stairs. A Patio on grade constructed of concrete, stone or similar materials is not a deck.

Defensible Space An area either natural or man-made, where material capable of allowing a fire to spread unchecked has been treated, cleared, or modified to slow the rate and intensity of an advancing wildfire and to create an area for fire suppression operations to occur.

Fire Hazard Severity Zones (FHSZ). Geographical areas designated pursuant to California Public Resources Code, Sections 4201 through 4204, and classified as Very High, High, or Moderate in State Responsibility Areas (SRA) or as Local Responsibility Agency Very High, High or Moderate Fire Hazard Severity Zones designated pursuant to California Government Code, Sections 51175 through 51189.

Fire-Resistant Vegetation. Plants, shrubs, trees and other vegetation that exhibit properties, such as high moisture content, little accumulation of dead vegetation, and low sap or resin content, that make them less likely to ignite or contribute heat or spread flame in a fire than native vegetation typically found in the region.

[Note: The following sources contain examples of types of vegetation that can be considered fire resistant vegetation. (Fire-resistant Plants for Home Landscapes, A Pacific Northwest Extension publication; Home Landscaping for Fire, University of California Division of Agriculture and Natural Resources; Sunset Western Garden Book)]

Fuel. Any combustible material, including petroleum-based products, cultivated landscape plants, grasses, weeds, Ornamental Landscape, and wildland vegetation.

Fuel Break. An area, strategically located for fighting anticipated fires, where the native vegetation has been permanently modified or replaced so that fires burning into it can be more easily controlled. Fuel Breaks divide fire-prone areas into smaller areas for easier fire control and to provide access for firefighting.

Fuel Modification. A method of modifying fuel load by reducing the amount of non-fire-resistive vegetation or altering the type of vegetation to reduce the fuel load.

Fuel Mosaic. A Fuel Modification system that provides for the creation of islands and irregular boundaries to reduce the visual and ecological impact of Fuel Modification.

Hazardous Fire Area (HFA). Land which is covered with grass, grain, brush, or forest, whether privately or publicly owned, which is so situated or is of such inaccessible location that a fire originating upon such land would present an abnormally difficult job of suppression or would result in great and unusual damage through fire or resulting erosion and includes any location within 500 feet of a forest or brush, grass, or grain covered land, exclusive of small individual lots or parcels of land located outside of a brush, forest grass, or grain covered area. Such areas are designated by the Fire Code Official. The Fire Code Official is authorized to utilize, as references, the definition of Wildland-Urban Interface Fire Area, State SRA maps, and LRA Fire Hazard Severity Zone Maps designated pursuant to California Government Code, Sections 51175 through 51189, and the International Wildland-Urban Interface Code. Areas classified as a Hazardous Fire Area are designated as a WUI area

Ladder Fuels. Vegetative fuels which provide vertical continuity, thereby allowing fire to carry from surface fuels into the crowns of trees or shrubs with relative ease.

Ornamental Landscape. All grasses, plants, trees, and other vegetation installed by a property owner. This is usually for aesthetic purposes or privacy screening.

Vegetation. Means all plants, including trees, shrubs, grass, and perennial or annual plants.

Wildfire. Any uncontrolled fire spreading through vegetative fuels that threatens to destroy life, property or resources as defined in Public Resources Code, Sections 4103 and 4104.

Wildfire Exposure. One or a combination of radiant heat, convective heat, direct flame contact and burning embers being projected by vegetation fire to a structure and its immediate environment.

Wildland-Urban Interface (WUI). A geographical area identified by the state as a “Fire Hazard Severity Zone” in accordance with the Public Resources Code, Sections 4201 through 4204, and Government Code, Sections 51175 through 51189, or other areas designated by the enforcing agency to be at a significant risk from wildfires including Hazardous Fire Areas.

CHAPTER 3 – REQUIREMENTS

3.0 Defensible Space Zones. Zones 0, 1 and 2 currently makeup the 100-feet of defensible space required by law. See Figure 1. The requirements for each zone are listed in section 3.1 through 3.7.



Figure 1 – Defensible Space Zones

3.1 Zone 0 – Ember-Resistant Zone

3.1.1 Purpose and Location. Zone 0 reduces the likelihood of structure ignition by reducing the potential for direct ignition of the structure from flame contact, by embers that accumulate at the base of a wall, and/or indirect ignitions when embers ignite vegetation, vegetative debris or other combustible materials located close to the structure that result in either a radiant heat and/or a direct flame contact exposure to the structure.

Zone 0 is the horizontal area within the first five feet around the structure, any outbuildings, and attached decks, and stairs. Zone 0 is measured from the edge of a structure, attached decks, patio covers, balconies, and floor projections above grade, The zone also includes the area under attached decks and stair landings.

3.1.2 Requirements and Allowable Items. This should be a “lean” or no planting zone. It is highly recommended to be a non-combustible zone.

- a. Herbaceous non-woody ground cover not exceeding 3-inches high.
- b. Non-woody small herbaceous or succulent plants not exceeding two (2) feet high. Plants shall be spaced a minimum of 2x the height from other plants.
- c. Plants shall have a minimum clearance of 2x the plant height below and adjacent to windows or other openings into the structure, including vents.
- d. All ground cover and plants shall be set back from structures and decks 1x the height of the plant or 12-inches, whichever is greater.
- e. Vines and climbing plants are not allowed on structures, including decks, patio / shade structures, and any fences within 5 feet of a building.
- f. No combustible landscape mulch or wood chips. Use clear soil, rocks, gravel, or concrete.
- g. No combustible landscape boards and timbers.
- h. Only non-combustible pots and planting boxes at ground level shall be used.
- i. No new window planting boxes shall be attached to the structure.
- j. No new trees. See Section 3.2.2a regarding tree canopy setback from structures.
- k. Firewood is prohibited in Zone 0.
- l. Artificial or synthetic grass is prohibited within Zone 0.
- m. Vegetation is prohibited underneath any deck.
- n. Other fuels underneath decks may be limited and shall not cause an ignition due to embers.
- o. Vegetation on decks shall meet the requirements of Zone 0 regardless of the distance to the structure.
- p. **Landscaped roofs.** Landscape roofs shall meet the requirements of Zone 0 shall also comply with VCFC Section 317,
- q. **Roofs and Gutters.** Roofs and gutters on buildings shall be maintained free of any leaves, needles, or other vegetative combustible materials.

- r. **Roof Clearance.** The vertical clearance distance above any roof shall not be less than 3-feet.
- s. **Eave and Roof Projection Clearance.** A minimum 3-foot clearance shall be provided to the side and above any eave or roof projection from the exterior wall of a building. A minimum 6 foot clearance shall be provided below any eave or roof projection.

Advisory Notice: VCFPD has local Zone 0 requirements currently in effect for new buildings and additions to existing buildings. As required by State Law, Assembly Bill 3074 (Chaptered September 2020), new State regulations for Zone 0, currently under development by the State Board of Forestry and Fire Protection, are scheduled to take effect in late 2023 for all new buildings, and one (1) year thereafter, for all existing buildings. Any State regulation more restrictive than VCFPD ordinance or the requirements of Standard 515-Defensible Space and Fuel Modification Standards, will apply. This may require thinning and or removal of plants, trees, and vegetation, to meet State Law.

3.1.3 Fencing.

3.1.3.1 Scope. This section only applies to fences, including gates within the fencing, within 5 feet of building(s) that are in the WUI area. Reference: VCFC Section 4905.4

3.1.3.2 New fencing. New fencing and gates installed on or after January 1, 2023, shall comply with the following:

1. Combustible fencing shall not be installed back-to-back. Two parallel combustible fences shall be separated by at least 5 feet.
2. There shall be no mulch, combustible vegetation, or any other combustible material lined at the bottom and within 12 inches on each side of combustible fences.
3. Fencing and gates that are not parallel to the building, and are within 5 feet of the building, shall be of non-combustible material.

3.1.3.3 Existing fencing. Fencing installed prior to January 1, 2023, may remain.

Exception: The entire fencing not parallel and within 5 feet of the building, including gates within the fencing, shall be of non-combustible material when any portion of existing fencing within 5 feet is being replaced. Fencing beyond 5 feet from the building is not required to be replaced with non-combustible material.

3.2 Zone 1

3.2.1 Purpose and Location. Zone 1 is the intermediate zone that reduces the likelihood of fire burning directly to the structure. This is accomplished by modifying fuels and creating a discontinuity between planting groups that limits the pathways for fire to burn to the structure and reduces the potential for near-to-building ember generation and radiant heat exposures. An additional purpose of this zone is to provide a defensible area for fire personnel to stage and take direct action.

Zone 1 is the area within 5-30 feet of structures and decks with slopes not greater than 20 percent; 5-50 feet from buildings and decks when slopes are greater than 20 percent.

3.2.2 Requirements and Allowable Items. This is a minimal planting zone and very limited trees of a fire-resistive type and additional spacing.

- a. **Trees:** New trees shall be planted and maintained so that the tree's drip line at maturity is a minimum of 10-feet (3048 mm) from any combustible structure.
- b. **Firewood.** Firewood shall be relocated outside Zone1 unless completely covered in a secured, fire-resistant enclosure or covered with a secured, fire-resistant material, and not exceeding1000-cubic feet.
- c. See **Table 3 - Fire Department FMZ Spacing**, for plant and tree height, width, and space requirements.

3.3 Zone 2.

3.3.1 Purpose and Location. Zone 2 is the extended zone and is designed to reduce the potential behavior of an oncoming fire in such a way as to drop an approaching fire from the crown of trees to the ground, reducing the flame heights, and the potential for ember generation and radiant heat exposure to structures. Additional benefits of the Zone 2 include facilitating direct defense actions and improving the function of Zones 0 and 1. Zone 2 is the area from the outer edge of Zone 1 to 100-feet from structures and decks.

3.2.2 Requirements and Allowable Items. Zone 2 is a reduced fuel zone. Follow Table 3 – Fire Department FMZ Spacing.

3.2.3 Spacing. Spacing of vegetation and trees at the outer edge of Zone 2 shall be based upon the height of the vegetation within Zone 2 or the adjacent area beyond the 100-foot zone, which ever provides for the greater spacing. This may require clearance outside the 100-foot zone or setting back vegetation and trees within Zone 2 away from the 100-foot line.

3.2.3 Firewood. All exposed firewood and lumber piles must have a minimum of 10-feet of clearance, down to bare mineral soil in all directions and shall not exceed 1000 cubic feet.

3.4 Zone 3.

3.4.1 Purpose and Location. Zone 3 is considered a thinning zone and is any FMZ greater than 100-feet from structures and decks. When provided, either by conditions of development, voluntary by the property owner, or required by the Fire Department, this zone is more of a progressive thinning zone to lessen spread of fire as it approaches the primary FMZ adjacent to structures. The amount of fuel reduction and removal should take into consideration the type and density of fuels, aspect, topography, weather patterns, and fire history.

Table 3 – Fire Department FMZ Spacing

Type of Vegetation	Zone	Maximum Height	Maximum Area /diameter	% of Slope / Minimum horizontal Spacing*
Ground Cover	1 & 2	6-inches	Not Applicable	Not Applicable
Mosaic Grouping of Ground Cover (GC)	1	12-inches	Groupings shall not exceed 200 sq. ft. without minimum spacing to next grouping	<20%: 2 x GC height 20%-40%: 4 x GC height >40%: 6 x GC height
	2	18-inches	Groupings shall not exceed 500 sq. ft. without minimum spacing to next grouping	<20%: 2 x GC height 20%-40%: 4 x GC height >40%: 6 x GC height
Single Shrub	1	4-feet	4-foot diameter	<20%: 2 x shrub height 20%-40%: 4 x shrub height >40%: 6 x shrub height
	2	6-feet	4-foot diameter	<20%: 2 x shrub height 20%-40%: 4 x shrub height >40%: 6 x shrub height
Grouping of shrubs	1	Not Allowed	Not Applicable	<20%: 20-feet 20%-40%: 40-feet >40%: Not Allowed
	2	4-feet	Groupings shall not exceed 50 sq. ft. without minimum spacing to next grouping	<20%: 20-feet 20%-40%: 40-feet >40%: Not Allowed
Single Tree	1	Not Applicable	Tree canopy at full maturity not allowed within 10-feet of any structure	<20%: 20-feet 20%-40%: 30-feet >40%: 40-feet
	2	Not Applicable	Not Applicable	<20%: 10-feet 20%-40%: 20-feet >40%: 30-feet

* Table 3 Notes:

- a. Spacing is measured canopy to canopy at maturity. See Chapter 5 examples.
- b. Slopes greater than 20%, For grouping of ground cover and shrubs over 6-inches high, the maximum horizontal distance running with the slope shall not exceed 10-feet before spacing is required to the next grouping.

- c. Use Zone 1 Spacing for plants and trees located between and or overlapping Zone 1 and 2.
- d. Privacy screening using plants and trees must still comply with height, width and spacing requirements of Table 3.

3.5 Additional Requirements all Zones.

3.5.1 Prohibited Plants. Plants and trees listed in Fire Department Guideline 410 – Prohibited Plant List or identified as “*Target” (undesirable) plants and trees in Fire Department Guideline 417 – Plant Reference Guide shall not be planted within any zone. It is highly recommended that no new invasive plants be installed, and that any existing invasive plants be removed.

3.5.2 Grasses. Natural or annual grasses shall be mowed to a maximum height of 3-inch stubble with clippings removed.

3.5.3 Chimney & Stovepipe Clearance. The horizontal and vertical clearance to any chimney outlet or heat-producing device shall not be less than 10-feet.

3.5.4 Ground Clearance of Trees. Trees exceeding 6-feet in height shall be limbed up from the ground 6-feet or 1/3 the height of the tree, whichever is less. Exception: Fruit trees when approved, shall provide a minimum 12-inch clearance above ground. See Chapter 5 example.

3.5.5 Ground cover under tree canopy. When approved ground cover and shrubs are located underneath trees, the vertical clearance to the lowest branch of the tree canopy shall not be less than three times the height of ground cover or shrub under or adjacent to the tree. The horizontal clearance shall be 3-feet from the trunk of the tree. See Chapter 5 example.

3.5.5 Maintenance. All plants and trees, including dried palm fronds, shall be maintained free of dead and dying wood, leaves, and limbs that can increase ability to ignite and/or carry fire.

3.5.6 Tree Litter. Tree litter shall not exceed 2-inches in depth underneath tree canopies and shall be kept back a minimum of 12-inches from any tree trunk.

3.5.7 Mulch and Wood Chips. Combustible mulch and wood chips shall comply with Fire Department Standard 517 and are not allowed within 5-feet of structures.

3.5.8 Continuous Tree Canopies.

3.5.8.1 New Structures. Continuous tree canopies are not allowed. Tree spacing shall be in accordance with Table 3 of this standard.

3.5.8.2 Existing Structures Prior to April 19, 2019. Continuous tree canopies may be allowed as determined by the Fire Code Official but will require the complete removal of any understory and smaller trees to meet requirements for a shaded fuel zone. Any remaining trees shall be limbed up a minimum 12 feet from the ground or 1/3 the tree height, whichever is

less. The intent is to not allow a crown (canopy) fire to spread unchecked to a structure and to bring any crown fire down to the ground level prior to Zone 1.

3.5.9 Accessory Storage Buildings. New accessory buildings of any size install after January 1, 2023 and located within 50-feet of an applicable building on the same parcel shall be constructed of non-combustible materials or of ignition-resistant materials as required in California Building Code (CBC) Section 704A.2.

3.5.10 Erosion Control. Erosion control must be considered when conducting fuel modification / clearance work and when designing / installing new landscape. Contact the local jurisdiction, typically the public works agency, to determine if any specific erosion control is required. Plants and trees selected for erosion control are still required to comply with the VCFC and this Standard.

3.6 General Requirements for Entire Parcel.

3.6.1 Vertical Clearance. Provide a minimum 13-foot 6-inch vertical clearance above all roads, driveways, turnouts, and turnarounds providing fire department access to buildings.

3.6.2 Clearance of brush or vegetative growth from roadways. The Fire Code Official is authorized to require areas within 10 feet (3 048 mm) on each side of portions of Fire Apparatus Access Roads and driveways to be cleared of non-fire-resistive vegetation growth.

Exception: Single specimens of trees, Ornamental Landscape or cultivated ground cover, such as green grass, ivy, succulents, or similar plants used as ground cover, provided they do not form a means of readily transmitting fire or restrict firefighter operations along the road or driveway.

3.6.3 Hydrants. Provide a minimum 3-foot horizontal clearance, and minimum 8-foot vertical clearance, around all fire hydrants and fire department water supply outlets. Provide a minimum 3-foot-wide 8-foot tall pathway from the fire department access road/driveway to all fire hydrants, and fire department water supplies, located more than 3-feet from the access road/driveway.

3.6.4 Spark Arrestor. Provide an approved spark arrestor or screen on all chimney outlets.

3.6.5 Electrical Line Clearance. No new vegetation shall be planted under or adjacent to energized power lines that, at maturity, will grow within 10-feet (3 048 mm) of the energized conductors. The vertical clearance from vegetation and trees underneath overhead electrical facilities shall in accordance with the Ventura County Fire Code.

3.6.6 Outbuildings and LPG Tanks. Outbuildings (Group U storage buildings under 120 sq ft) and Liquid Propane Gas (LPG) storage tanks shall have a minimum 10-feet of clearance to bare mineral soil and no flammable vegetation for an additional 10-feet around their exterior. (Reference: CCR Title 14)

3.6.7 Special Requirements. See Ventura County Fire Code Chapter 49 for special clearance requirements regarding detached accessory buildings, detached photovoltaic systems, ignition sources, prefabricated sea cargo/metal storage containers, LPG tanks, hazardous material storage, fire protection equipment and utilities.

3.7 Modifications. Modifications to this standard may be allowed on a case-by-case basis after review and approval of a planting and maintenance plan. Requests shall be submitted to the Fire Prevention Bureau – FHRP Unit manager.

CHAPTER 4 – EXISTING FMZ INSTALLATIONS

4.1 Compliance. There is no “grandfathering” or exemptions for existing defensible space zones. When required by the Fire Department or State Law, existing defensible space/FMZs shall require retrofitting, including thinning and or removal of plants, trees, and vegetation, to meet this standard and or State Law. Also see note listed in Section 3.1.2 for Zone 0. When new buildings or additions to existing building are constructed on the parcel with existing buildings, the full 100-foot FMZ (or to property line if less than 100-feet) shall be brought into full compliance with this standard prior to final approval of the building construction.

4.1.1 Timing. Upon notification by the Fire Department, work to bring an existing defensible space and FMZ into compliance with this standard may be done over a four-year period. First year, an initial 30-feet from structure(s), then an additional 25-feet for each subsequent year.

CHAPTER 5 – SPACING GRAPHICS

5.0 General. Spacing and vertical clearance is required under State Law and Regulations, and VCFC requirements. The following figures are copied from CalFire and give the user a visual representation of how spacing and vertical clearance shall be measured and applied.

(Continued on next page)

5.1 Vertical Clearance: To determine the proper vertical clearance above the ground, and the separation between shrubs and the lowest branches of trees, use the formula below. (See Figure 2)

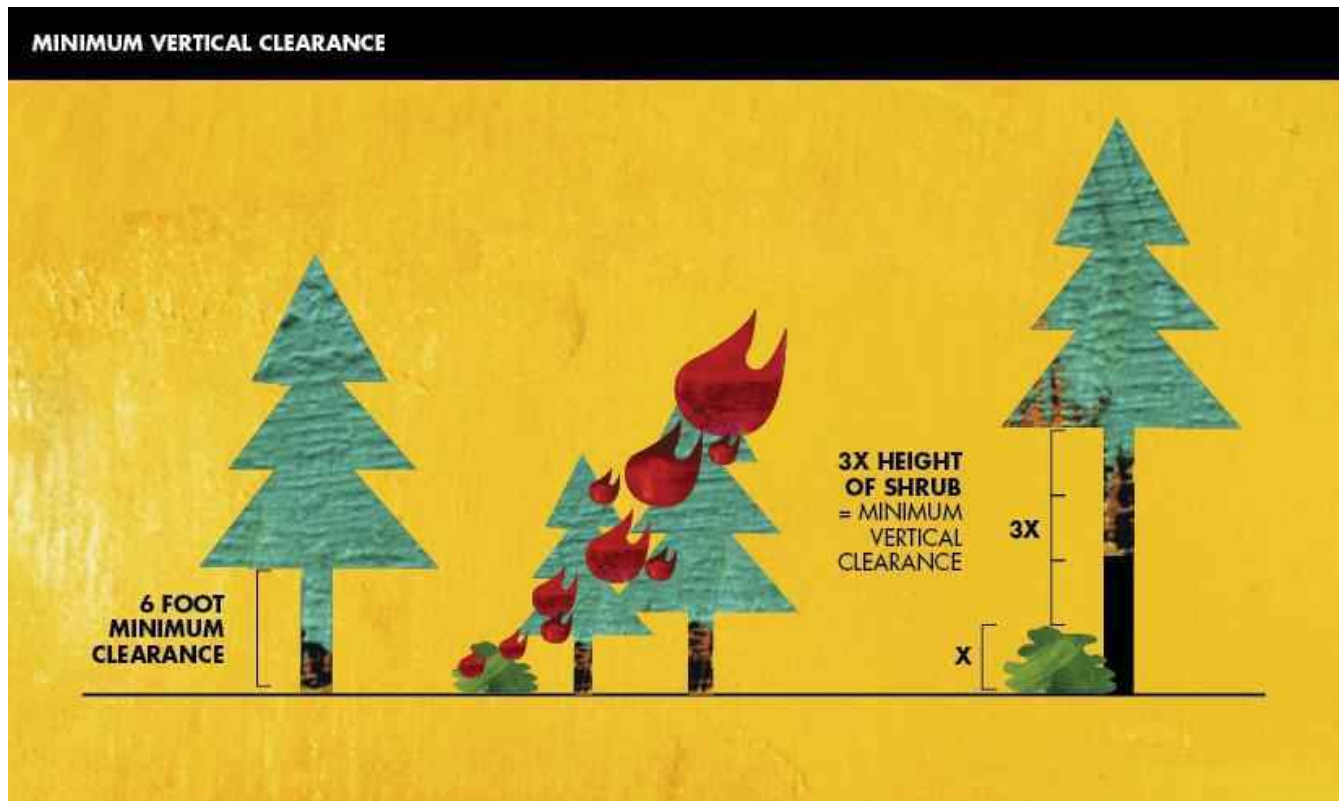


Figure 2 – Vertical Clearance and Separation

Example: A 4-foot shrub is growing near a tree. The vertical separation should be 3 times the height of the shrub. For a 4-foot-tall shrub, the required vertical separation would be 12-feet between the top of the shrub and the lowest tree branch ($4' \times 3 = 12'$).

(Continued on next page)

5.2 Horizontal Spacing:

Horizontal spacing depends on the slope of the land and the height of the shrubs and/or trees. See Figure 3 to determine spacing requirements.

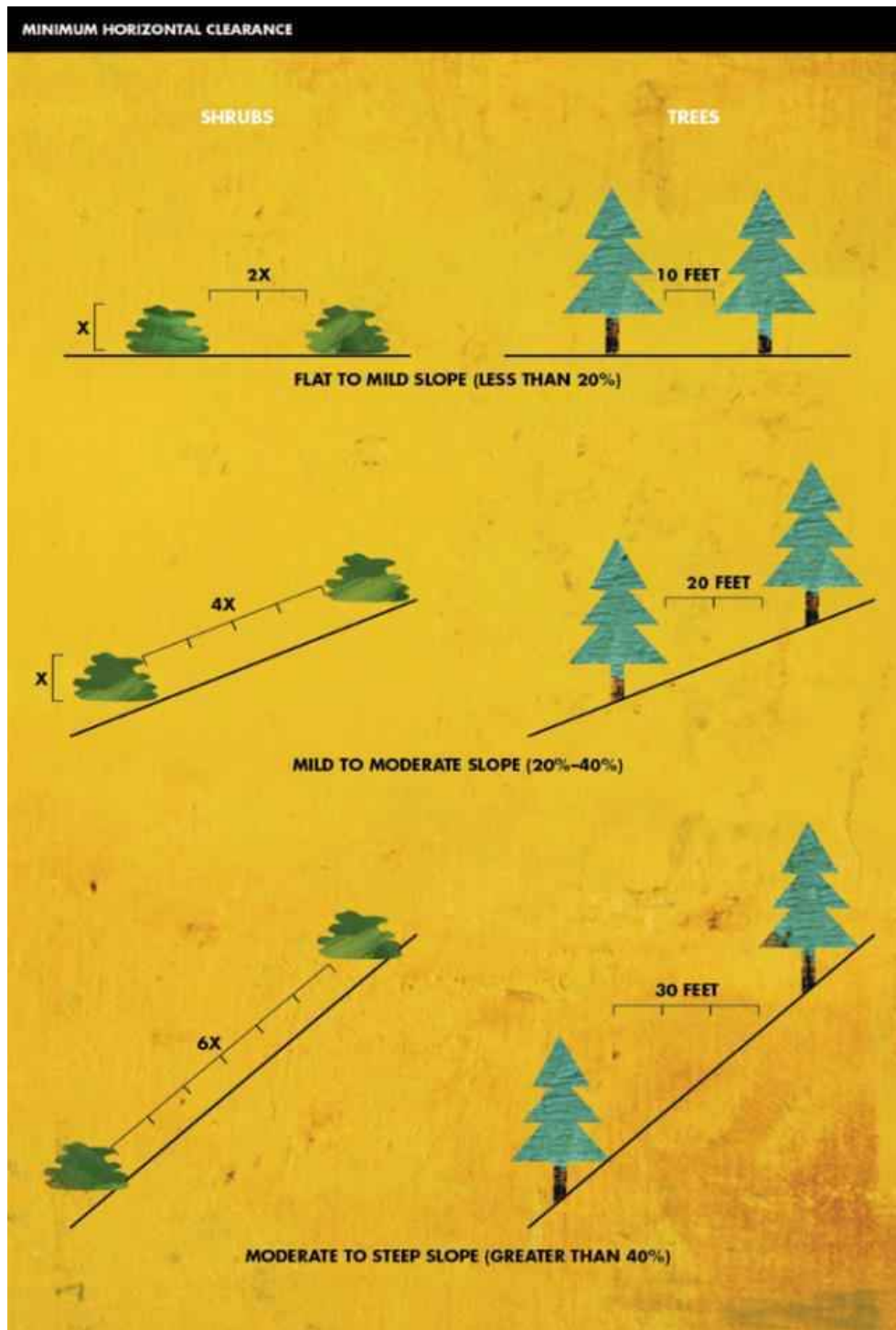


Figure 3 – Horizontal Spacing



STANDARD 517

APPLICATION OF MULCH AND CHIPS IN DEFENSIBLE SPACE

The information contained in this standard is provided solely for the convenience of the reader and was being enforced by the Ventura County Fire Protection District (Fire Department) at the time of its publication. The Fire Department reserves the right to make changes and improvements to this standard as and when required by law, or otherwise, at any time. The Fire Department's current standards will be posted and made available for downloading by the public at the following website: www.vcfd.org.

Please note that the Fire Department assumes no liability for any damages incurred directly or indirectly as a result of any errors, omissions, or discrepancies between this standard and any applicable law. It is the sole responsibility of the person or persons conducting any work pursuant to this standard to ensure the work complies with any and all applicable codes, ordinances, and regulations.

CHAPTER 1 – ADMINISTRATION

1.1 Purpose. This standard addresses the concerns and issues associated with fires starting within or spreading from combustible mulch and wood chips that have been spread within the defensible space around structures. These fires pose hazards to emergency responders, the surrounding communities, and the wildland area. This standard is intended to provide basic fire safety measures that should limit exposure of structures to fire and fire-spread within the defensible space zone. For questions regarding this standard, please contact the Fire Hazard Reduction Program Unit (FHRP) at fhrp@ventura.org or 805-389-9759.

1.2 Scope. This standard provides the requirements of the Fire Department, under Ventura County Fire Code (VCFC). This standard applies to the application of combustible mulch and wood chips in defensible-space zones. This standard, as applicable, shall also be used in conjunction with Ventura County Resource Management Agency (RMA) (Planning & Environmental Health Divisions), Ventura County Agricultural Commissioner, VCFC, Ventura County Ordinance Code (VCOC), and other applicable laws and regulations in effect in incorporated cities. Where any conflict occurs with the requirements of this standard and other laws, regulations, rules, and codes, the most restrictive application shall apply, unless prohibited by law.

1.3 Applicability. Any parcel owner(s) who spread combustible mulch and/or wood chips in any required defensible space are subject to the requirements of the VCFC and this standard.

1.4 Permits. No additional permits or plans are required to spread mulch and/or wood chips within the defensible space.

1.5 Modifications. Increases in the limitations of this standard may be considered on a case-by-case basis. A written request and justification prepared by a qualified expert, acceptable to the Fire Prevention Bureau, that is based upon site-specific conditions shall be submitted and approved prior

to land application. Such written requests shall be made by the property owner of record. Additional measures to prevent the ignition and spread of fire shall be provided as approved by the Fire Prevention Bureau.

CHAPTER 2 – DEFINITIONS

Compost and Compostable Material. Any organic material that when accumulated is capable of rapid decomposition and generating temperatures of at least 122°F.

Contaminants. Pieces of non-compostable solid waste that includes, but not limited to, paper, plastics, metals, glass, clothing, painted or treated wood, plywood, and other similar materials.

Disposal. The final deposition of solid waste onto property. Disposal includes, but is not limited to, the following activities:

- a) Application of mulch exceeding an average of 12 inches in total depth, except as provided for in Section 4704 of the Ventura County Ordinance Code.
- b) Mulch containing contaminants exceeding 0.1% of the total volume at the time of application.
- c) Storing or stockpiling of compostable material on land for a combined period of time greater than six (6) months, or agricultural and green material for 12 months on prime agricultural land as defined in Government Code Section 51201, unless the Regional Water Quality Control Board, in consultation with the Resource Management Agency's Environmental Health Division, makes a written finding that the material may remain within the operations area for a period of time greater than specified.

Hazardous Fire Area (HFA). Land which is covered with grass, grain, brush, or forest, whether privately or publicly owned, which is so situated or is of such inaccessible location that a fire originating upon such land would present an abnormally difficult job of suppression or would result in great and unusual damage through fire or resulting erosion and includes any location within 500 feet of a forest or brush, grass, or grain covered land, exclusive of small individual lots or parcels of land located outside of a brush, forest, grass, or grain covered area. Such areas are designated by the Fire Code Official. The Fire Code Official is authorized to utilize, as references, the definition of Wildland-Urban Interface Fire Area, State SRA maps, Local Agency Fire Hazard Severity Zone Maps designated pursuant to California Government Code, Sections 51175 through 51189, and the International Wildland-Urban Interface Code. Areas classified as a Hazardous Fire Area are designated as a Wildland-Urban Interface (WUI) area.

Invasive Species. A non-indigenous species that adversely affect the habitats they invade economically, environmentally, or ecologically. An inventory of invasive plants is maintained by the California Invasive Plant Council (<https://www.cal-ipc.org/plants/inventory>).

Organic Mulch. A compostable material limited to landscape waste and crop production byproducts consisting of leaves, yard trimmings, wood waste, branches and stumps, and whole plants/trees that have been mechanically reduced in size and have been composted prior to application.

Wood Chips. Shall be from trees only. No hazardous brush, including but not limited to sage, coyote brush, or chamise is allowed. Chips should average two (2) to four (4) inches in length. Wood chips are not required to be composted prior to applications.

CHAPTER 3 – GENERAL REQUIREMENTS

3.1 Type of Material. Combustible mulch and wood chips consisting of invasive species, hazardous trees, non-native vegetation, pine needles, leaves, grass, and inorganic materials, such as shredded rubber, are not allowed within the required defensible space zone. Finely grounded or stringy types of material which can ignite faster and burn more readily shall not be used. These materials include, but are not limited to, Gorilla Hair (shredded redwood or western red cedar) and coconut fiber.

3.2 Land Application Specifications. The land application of combustible mulch and wood chips shall not exceed three (3) inches in depth within the required defensible space. Keep combustible mulch 12-inches away from any tree trunk or combustible fences.

3.3 Composted Material. Organic mulch shall be clean and already composted.

3.4 Contaminants. Organic mulch and wood chips shall be free of any contaminants.

3.5 Delivery for Land Application. Organic mulch and wood chips delivered to a parcel for land application shall be applied within seven (7) days of delivery or placed into piles complying with VCFD Standard 516. At no time shall any pile exceed six (6) feet in height.

3.6 Limitations. Land application within the required defensible space shall be in accordance with Table 3.6. Land application outside the required defensible space shall be in accordance with Ventura County Ordinance Code and VCFD Standard-516, as applicable.

Table 3.6 – Land Application Limitations within Defensible Space of a Structure

Zone	Distance from Structure	Requirement of Application
0	0 - 5 feet	Land application of combustible mulch is prohibited per VCFC. Non-combustible materials, such as gravel and decompose granite (DG) may be used.
1	>5 - 30 feet	Limited non-continuous use of organic mulch is allowed. Wood chips are not allowed. Use a mosaic (non-uniform) pattern with a maximum application area of 20 feet x 20 feet and a minimum 5-foot separation between application areas.
2	>30 - 100 feet	Organic mulch and wood chips are allowed. There is no limitation on application areas.
3	>100 - 200 feet	If additional defensible space is required for the parcel beyond 100 feet, the requirements will be the same as Zone 2, or as determined by the Fire Prevention Bureau.



University Glen

Landscape Refurbishment Project

Phase 2

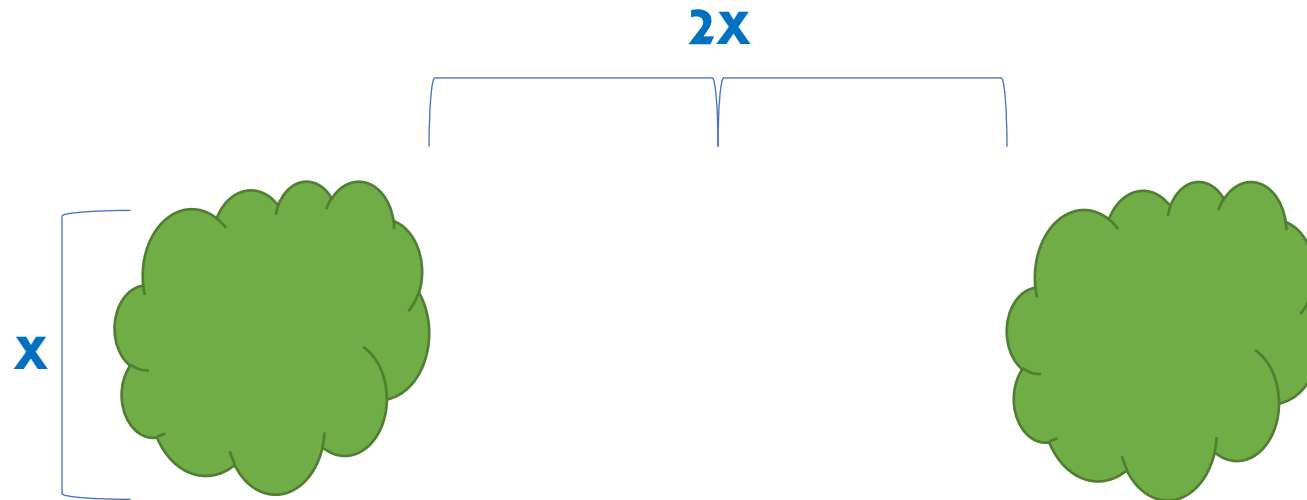
Plant Palette & Installation Guidelines

November 2022

Land Application Limitations within Defensible Space of a Structure

0-5 Feet

- **“Land application of mulch is prohibited. Non-combustible materials, such as gravel and decomposed granite (DG) must be used”** *(Standard 517: Applications of Mulch and Chips in Defensible Space [Ventura County]).*
- **“Very low growing (3-inch high), high-water-content ground cover and few small shrubs (2 feet high). No landscape mulch or wood chips. Use clear soil, rocks, gravel, or concrete. No trees. This is a recommended no planting zone”** *(Standard 515: Defensible Space and Fuel Modification Zones [Ventura County]).*
- **Recommended spacing between shrubs based on dimensions:**



Land Application Limitations within Defensible Space of a Structure

>5- 30 Feet

- **“Limited non-continuous use of organic mulch is allowed. Wood chips are not allowed. Use a mosaic (non-uniform) pattern with a maximum application area of 20 feet x 20 feet and a minimum 5-foot separation between application areas”** *(Standard 517: Applications of Mulch and Chips in Defensible Space [Ventura County]).*
- **“Minimal plantings including ground cover and shrubs. Limited trees of a very fire-resistive type and additional spacing. Trees should be spaced to allow minimum 10-feet of clearance next to a structure”** *(Standard 515: Defensible Space and Fuel Modification Zones [Ventura County]).*

Tree Guidelines

- **Roof clearance: The vertical clearance distance above any roof shall not be less than 3 feet”** *(Standard 515: Defensible Space and Fuel Modification Zones [Ventura County]).*
- ***Trim trees regularly to keep branches a minimum of 10 feet from other trees.*** *(Recommended by CalFire)*

0-5 Foot Defensible Space

**Agave attenuata "Foftail
Agave" (full sun)**



Liriope/Variegated Dianella "Giant Chain Fern" (shade)
*recommended for 0-5, San Mateo County Fire



Woodwardia fimbriata

"Giant Chain Fern" (shade)

*recommended for 0-5, San Mateo County Fire



**Juncus patens "Elk
Blue" (shade)**



**Penstemon spectabilis
"Showy
Penstemon/Beardtongue"
(sun/part shade)**
*limited height/distance

**Clivia (orange
or white, shade
to very shady)**



**Aloe striata
"Coral Aloe"
(full sun)**



0-5 Foot Defensible Space Groundcovers

California Gold $\frac{3}{4}$ "



Mojave Gold $\frac{3}{4}$ "



**Exposed dirt is
another acceptable
option.**



**Senecio
"Blue
Chalksticks"**

**Extremely fire
resistant, this low-
maintenance plant
works well under
larger plantings and
helps prevent
erosion. It is fast-
growing and cold
tolerant to 30
degrees.**

Full to indirect bright light

**Carex Albula "Frosted
Curls" Sedge**



Ideal in shaded areas

**Dichondra (part
sun/shade)**



**If ground
cover is
>6-18
inches in
height,
groupings
shall not
exceed
500 sq. ft.
(i.e., star
jasmine)**



**Dymondia Margaretae
"Silver Carpet"**

Full sun, can tolerate some shade



5-30 Foot Defensible Space



Bird of Paradise



**Helictotrichon
sempervirens
"Blue Oat Grass"**



**Hesperaloe parviflora
"Red Yucca" & "Yellow Yucca"**



**Achillea Moonshine
"Moonshine Yarrow"**



**Kniphofia
"Nancy's Red Hot
Pokers"**

- Drought tolerant once established
- 18-24" tall and wide
- Mostly sun to shade



**Anigozanthos
flavidus
"Kangaroo Paw"
(red & yellow)**

5-30 Foot Defensible Space



**Coleonema
"Sunset Gold"**

*limited
height/distance



**Encelia californica
"Coast Sunflower"**

*limited height/distance (10-
feet)

Domestic Water Leaks (as of September 20, 2024) Prepared by Uglen Common Area Property Management					
		Date #1	Water Leaks in Streets		
		6/20/2020	304 E. Santa Cruz Island Drive		
		6/22/2020	721/731 E Santa Cruz Island		
			415 Channel Islands Drive		
		9/9/2022	329 Smugglers Cove		
		11/15/2022	349 Smugglers Cove		
		12/17/2022	344 Smugglers Cove		
		3/18/2022	240 Landing Cove		
		3/27/2022	200 Landing Cove		
Date #3	Date #2	Date #1	Townhouse Plumbing Leaks	Slab Leak	Other
		12/28/2018	339 Smugglers Cove	X	
		8/21/2019	227 Landing Cove	X	
		6/29/2020	711 E. Santa Cruz Island Drive	X	
9/13/2024	2/9/2022	6/20/2020	226 Smugglers Cove	X	
		6/30/2020	228 Smugglers Cove	X	
	9/23/2021	7/17/2020	309 Smugglers Cove	X	
	11/30/2023	7/12/2022	318 Smugglers Cove	X	Date #2 Pin Hole leak in copper pipe
9/13/2022	9/22/2021	9/13/2022	216 Smugglers Cove	X	
		7/2/2022	326 Smugglers Cove	X	9/1/2020 Cause not determined)
		9/13/2022	355 Channel Islands Drive		X Pipe Leak/not slab leak
		9/22/2022	329 Smugglers Cove	X	
		4/5/2023	348 Smugglers Cove	X	
		7/1/2023	251 Landing Cove		X 2nd Floor toilet leak
		8/29/2023	234 Smugglers Cove		X Slab Leak from neighbor.
		9/14/2023	236 Smugglers Cove	X	
		10/26/2023	354 Smugglers Cove	X	
		9/16/2024	165 Channel Islands Drive	X	No Water Damage
Date #3	Date #2	Date #1	Townhouse Roof Repairs		
		6/15/2023	249 Smugglers Cove		
		6/16/2023	379 Smugglers Cove		
Date #3	Date #2	Date #1	Single-Family Homes		
		2/16/2022	252 Anacapa Island Drive		\$34,500 Proj Cost per Building Permit
		3/15/2023	362 Anacapa Island Drive		No Building Permit Application
		6/21/2023	382 Anacapa Island Drive		\$15,296 Proj Cost per Building Permit
		4/30/2024	303 Anacapa Island Drive		

Building	CAM	Address	Body	Trim and Shutters	Door	
T-1	CAM134	204 Smugglers Cove	D	B	A	BLUE
	CAM135	206 Smugglers Cove	D	B	C	RED
T-2	CAM137	208 Smugglers Cove	B	A	C	RED
	CAM136	214 Smugglers Cove	B	A	B	GREEN
T-3	CAM138	216 Smugglers Cove	C	B	B	GREEN
	CAM139	218 Smugglers Cove	C	B	C	RED
	CAM140	224 Smugglers Cove	C	B	B	GREEN
T-4	CAM144	226 Smugglers Cove	A	A	B	GREEN
	CAM143	228 Smugglers Cove	A	A	A	BLUE
	CAM142	234 Smugglers Cove	A	A	A	BLUE
	CAM141	236 Smugglers Cove	A	A	C	RED
T-5	CAM145	304 Smugglers Cove	B	A	C	RED
	CAM146	306 Smugglers Cove	B	A	C	RED
	CAM147	308 Smugglers Cove	B	A	B	GREEN
	CAM148	314 Smugglers Cove	B	A	C	RED
T-6	CAM152	316 Smugglers Cove	C	B	A	BLUE
	CAM151	318 Smugglers Cove	C	B	C	RED
	CAM150	324 Smugglers Cove	C	B	C	RED
	CAM149	326 Smugglers Cove	C	B	A	BLUE
T-7	CAM153	328 Smugglers Cove	D	B	C	RED
	CAM154	334 Smugglers Cove	D	B	C	RED
	CAM155	336 Smugglers Cove	D	B	A	BLUE
	CAM156	338 Smugglers Cove	D	B	A	BLUE
T-8	CAM160	344 Smugglers Cove	A	A	C	RED
	CAM159	346 Smugglers Cove	A	A	C	RED
	CAM158	348 Smugglers Cove	A	A	C	RED
	CAM157	354 Smugglers Cove	A	A	A	BLUE
T9	CAM133	201 Smugglers Cove	A	A	A	BLUE
	CAM132	207 Smugglers Cove	A	A	B	GREEN
	CAM131	209 Smugglers Cove	A	A	C	RED
	CAM130	219 Smugglers Cove	A	A	C	RED
	CAM129	229 Smugglers Cove	A	A	B	GREEN
	CAM128	239 Smugglers Cove	A	A	C	RED

Building	CAM	Address	Body	Trim and Shutters	Door	
T10	CAM127	249 Smugglers Cove	B	A	A	BLUE
	CAM126	259 Smugglers Cove	B	A	A	BLUE
	CAM125	269 Smugglers Cove	B	A	C	RED
	CAM124	279 Smugglers Cove	B	A	C	RED
	CAM123	289 Smugglers Cove	B	A	C	RED
	CAM122	299 Smugglers Cove	B	A	C	RED
T11	CAM121	301 Smugglers Cove	D	B	C	RED
	CAM120	307 Smugglers Cove	D	B	B	GREEN
	CAM119	309 Smugglers Cove	D	B	C	RED
	CAM118	319 Smugglers Cove	D	B	C	RED
	CAM117	329 Smugglers Cove	D	B	A	BLUE
	CAM116	339 Smugglers Cove	D	B	C	RED
T-12	CAM115	349 Smugglers Cove	C	B	C	RED
	CAM114	359 Smugglers Cove	C	B	B	GREEN
	CAM113	369 Smugglers Cove	C	B	C	RED
	CAM112	379 Smugglers Cove	C	B	A	BLUE
	CAM111	389 Smugglers Cove	C	B	C	RED
	CAM110	399 Smugglers Cove	C	B	A	BLUE
T13	CAM050	201 Landing Cove	D	B	A	BLUE
	CAM051	207 Landing Cove	D	B	B	GREEN
	CAM052	211 Landing Cove	D	B	A	BLUE
	CAM053	217 Landing Cove	D	B	A	BLUE
	CAM054	221 Landing Cove	D	B	A	BLUE
	CAM055	227 Landing Cove	D	B	C	RED
T14	CAM056	231 Landing Cove	B	A	A	BLUE
	CAM057	237 Landing Cove	B	A	C	RED
	CAM058	241 Landing Cove	B	A	A	BLUE
	CAM059	247 Landing Cove	B	A	A	BLUE
	CAM060	261 Landing Cove	B	A	B	GREEN
	CAM061	257 Landing Cove	B	A	C	RED
T15	CAM062	301 Landing Cove	C	B	C	RED
	CAM063	307 Landing Cove	C	B	B	GREEN
	CAM064	311 Landing Cove	C	B	C	RED
	CAM065	317 Landing Cove	C	B	A	BLUE
	CAM066	321 Landing Cove	C	B	C	RED
	CAM067	327 Landing Cove	C	B	C	RED

Building	CAM	Address	Body	Trim and Shutters	Door	
T16	CAM068	331 Landing Cove	B	A	A	BLUE
	CAM069	337 Landing Cove	B	A	A	BLUE
	CAM070	341 Landing Cove	B	A	C	RED
	CAM071	347 Landing Cove	B	A	C	RED
	CAM072	351 Landing Cove	B	A	C	RED
	CAM073	357 Landing Cove	B	A	C	RED
T17	CAM003	105 Channel Islands Dr.	A	A	A	BLUE
	CAM004	115 Channel Islands Dr.	A	A	B	GREEN
	CAM005	125 Channel Islands Dr.	A	A	A	BLUE
T18	CAM049	200 Landing Cove	C	B	C	RED
	CAM048	210 Landing Cove	C	B	A	BLUE
	CAM047	220 Landing Cove	C	B	C	RED
	CAM046	230 Landing Cove	C	B	A	BLUE
T19	CAM045	240 Landing Cove	A	A	C	RED
	CAM044	250 Landing Cove	A	A	C	RED
	CAM043	260 Landing Cove	A	A	A	BLUE
	CAM042	270 Landing Cove	A	A	C	RED
T20	CAM041	300 Landing Cove	B	A	C	RED
	CAM040	310 Landing Cove	B	A	C	RED
	CAM039	320 Landing Cove	B	A	B	GREEN
T-21	CAM038	330 Landing Cove	A	A	A	BLUE
	CAM037	340 Landing Cove	A	A	A	BLUE
	CAM036	350 Landing Cove	A	A	C	RED
	CAM035	360 Landing Cove	A	A	C	RED
T-22	CAM034	370 Landing Cove	D	B	C	RED
	CAM033	380 Landing Cove	D	B	C	RED
T-23	CAM032	405 Channel Islands	C	B	C	RED
	CAM031	415 Channel Islands	C	B	A	BLUE
	CAM030	425 Channel Islands	C	B	C	RED
T-24	CAM006	135 Channel Islands	D	B	A	BLUE
	CAM007	145 Channel Islands	D	B	C	RED
	CAM008	155 Channel Islands	D	B	A	BLUE
	CAM009	165 Channel Islands	D	B	C	RED
T-25	CAM010	205 Channel Islands	B	A	A	BLUE
	CAM011	215 Channel Islands	B	A	A	BLUE

Building	CAM	Address	Body	Trim and Shutters	Door	
T-26	CAM012	225 Channel Islands	C	B	C	RED
	CAM013	235 Channel Islands	C	B	C	RED
	CAM014	245 Channel Islands	C	B	C	RED
	CAM015	255 Channel Islands	C	B	C	RED
T27	CAM016	265 Channel Islands	D	B	C	RED
	CAM017	275 Channel Islands	D	B	A	BLUE
T28	CAM018	305 Channel Islands	C	B	C	RED
	CAM019	315 Channel Islands	C	B	C	RED
T-29	CAM020	325 Channel Islands	B	A	C	RED
	CAM021	335 Channel Islands	B	A	C	RED
	CAM022	345 Channel Islands	B	A	C	RED
	CAM023	355 Channel Islands	B	A	A	BLUE
T-30	CAM024	365 Channel Islands	A	A	C	RED
	CAM025	375 Channel Islands	A	A	A	BLUE
	CAM026	385 Channel Islands	A	A	C	RED
T-31	CAM029	435 Channel Islands	B	A	A	BLUE
	CAM028	445 Channel Islands	B	A	A	BLUE
	CAM027	455 Channel Islands	B	A	A	BLUE
T32	CAM166	701 Santa Cruz Island Dr	B	A	A	BLUE
	CAM165	711 Santa Cruz Island Dr	B	A	A	BLUE
T33	CAM164	721 Santa Cruz Island Dr	D	B	C	RED
	CAM163	731 Santa Cruz Island Dr	D	B	A	BLUE
T34	CAM167	302 E Santa Cruz Island Dr	A	A	C	RED
	CAM168	304 E Santa Cruz Island Dr	A	A	A	BLUE
	CAM169	306 E Santa Cruz Island Dr	A	A	A	BLUE
	CAM170	312 E Santa Cruz Island Dr	A	A	C	RED
T-35	CAM171	314 Santa Cruz Island	C	B	B	GREEN
	CAM172	316 Santa Cruz Island	C	B	A	BLUE
	CAM173	322 Santa Cruz Island	C	B	A	BLUE
T-36	CAM174	324 Santa Cruz	D	B	B	GREEN
	CAM175	326 Santa Cruz	D	B	C	RED
	CAM176	332 Santa Cruz	D	B	A	BLUE

Building	CAM	Address	Body	Trim and Shutters	Door	
T-37	CAM177	334 Santa Cruz	B	A	C	RED
	CAM178	336 Santa Cruz	B	A	A	BLUE
	CAM179	342 Santa Cruz	B	A	A	BLUE
T-38	CAM180	701 Channel Islands	A	A	B	GREEN
	CAM181	711 Channel Islands	A	A	A	BLUE
	CAM182	721 Channel Islands	A	A	A	BLUE
	CAM183	731 Channel Islands	A	A	A	BLUE
T-39	CAM184	741 Channel Islands	C	B	C	RED
	CAM185	751 Channel Islands	C	B	C	RED
	CAM186	761 Channel Islands	C	B	C	RED
T-40	CAM205	801 Channel Islands	D	B	C	RED
	CAM206	811 Channel Islands	D	B	C	RED
	CAM207	821 Channel Islands	D	B	C	RED
	CAM208	831 Channel Islands	D	B	C	RED
	CAM209	841 Channel Islands	D	B	A	BLUE
	CAM210	851 Channel Islands	D	B	A	BLUE
T-41	CAM229	901 Channel Islands	B	A	A	BLUE
	CAM230	911 Channel Islands	B	A	C	RED
	CAM231	921 Channel Islands	B	A	C	RED
	CAM232	931 Channel Islands	B	A	C	RED
	CAM233	941 Channel Islands	B	A	A	BLUE
	CAM234	951 Channel Islands	B	A	A	BLUE
T-42	CAM240	322 Platts Harbor Drive	A	A	C	RED
	CAM239	324 Platts Harbor Drive	A	A	A	BLUE
	CAM238	326 Platts Harbor Drive	A	A	A	BLUE
	CAM237	332 Platts Harbor Drive	A	A	A	BLUE
	CAM236	334 Platts Harbor Drive	A	A	B	GREEN
	CAM235	336 Platts Harbor Drive	A	A	B	GREEN
T-43	CAM246	302 Platts Harbor	C	B	A	BLUE
	CAM245	304 Platts Harbor	C	B	A	BLUE
	CAM244	306 Platts Harbor	C	B	C	RED
	CAM243	312 Platts Harbor	C	B	A	BLUE
	CAM242	314 Platts Harbor	C	B	A	BLUE
	CAM241	316 Platts Harbor	C	B	C	RED

Building	CAM	Address	Body	Trim and Shutters	Door	
T44	CAM247	303 Platts Harbor	B	A	A	BLUE
	CAM248	305 Platts Harbor	B	A	A	BLUE
	CAM249	307 Platts Harbor	B	A	C	RED
	CAM250	313 Platts Harbor	B	A	A	BLUE
	CAM251	315 Platts Harbor	B	A	C	RED
	CAM252	317 Platts Harbor	B	A	A	BLUE
T45	CAM253	323 Platts Harbor	D	B	A	BLUE
	CAM254	325 Platts Harbor	D	B	C	RED
	CAM255	327 Platts Harbor	D	B	B	GREEN
	CAM256	333 Platts Harbor	D	B	C	RED
	CAM257	335 Platts Harbor	D	B	A	BLUE
	CAM258	337 Platts Harbor	D	B	B	GREEN
T46	CAM259	1001 Channel Islands Dr.	C	B	B	GREEN
	CAM260	1011 Channel Islands Dr.	C	B	A	BLUE
	CAM261	1021 Channel Islands Dr.	C	B	B	GREEN
	CAM262	1031 Channel Islands Dr.	C	B	A	BLUE
	CAM263	1041 Channel Islands Dr.	C	B	A	BLUE
	CAM264	1051 Channel Islands Dr.	C	B	C	RED
T47	CAM270	322 Twin Harbor Drive	B	A	C	RED
	CAM269	324 Twin Harbor Drive	B	A	A	BLUE
	CAM268	326 Twin Harbor Drive	B	A	C	RED
	CAM267	332 Twin Harbor Drive	B	A	C	RED
	CAM266	334 Twin Harbor Drive	B	A	A	BLUE
	CAM265	336 Twin Harbor Drive	B	A	B	GREEN
T48	CAM276	302 Twin Harbor Drive	A	A	A	BLUE
	CAM275	304 Twin Harbor Drive	A	A	C	RED
	CAM274	306 Twin Harbor Drive	A	A	B	GREEN
	CAM273	312 Twin Harbor Drive	A	A	C	RED
	CAM272	314 Twin Harbor Drive	A	A	A	BLUE
	CAM271	316 Twin Harbor Drive	A	A	A	BLUE