CITY of LAGUNA WOODS
CITY COUNCIL
AGENDA

Regular Meeting
Wednesday, November 18, 2026
2:00 p.m.

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

www.zoomgov.com ● Meeting ID: 161 548 2089 ● Passcode: 24264

Annie McCary
Mayor

Pearl Lee
Mayor Pro Tem

Cynthia Conners
Councilmember

Shari L. Horne
Councilmember

Carol Moore
Councilmember

Welcome to a meeting of the Laguna Woods City Council!

AMERICANS WITH DISABILITIES ACT ("ADA") NOTICE

The City of Laguna Woods ("City") intends to comply with the ADA.

The public portions of this meeting will be held in the Council Chambers at Laguna Woods City Hall. The Council Chambers is equipped with a hearing loop that can be used by individuals with t-coil or telecoil-enabled hearing aids or cochlear implants. No request for disability-related modification or accommodation is required to use the hearing loop.

Individuals who require disability-related modifications or accommodations to participate in this meeting – including, but not limited to, auxiliary aids or services – may request such modifications or accommodations by emailing cityhall@lagunawoods.gov or calling the City Clerk's Office at (949) 639-0500. Requests can also be made with the assistance of the California Relay Service by calling (800) 735-2929/TTY (800) 735-2922. The City requests at least two business days' notice to effectively facilitate the provision of reasonable modifications or 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.lagunawoods.gov); 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.lagunawoods.gov/email-notifications, email cityhall@lagunawoods.gov, 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.

Mail Distribution: The City of Laguna Woods is able to mail agendas and/or agenda materials if provided with advance payment for postage and printing (if applicable). To request mail distribution, please email cityhall@lagunawoods.gov or contact the City Clerk's Office at (949) 639-0500.

FOR ADDITIONAL INFORMATION

For additional information regarding this agenda, please contact the City Clerk's Office at (949) 639-0500, cityhall@lagunawoods.gov, 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.lagunawoods.gov); 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

11/13/26
Date

I. CALL TO ORDER

Introductory Notes: Members of the public may provide public comments and testimony during this meeting in person, in writing, or remotely using Zoom. The *Laguna Woods City Council Guide to Public Participation* – which is included in the agenda packet for this meeting immediately following the agenda – contains additional information on how to provide public comments and testimony.

Each speaker will have the opportunity to speak for up to three minutes once per agenda item, unless otherwise stipulated by the City Council. Speakers may not yield their time, or any portion thereof, to any other speaker.

Speakers are requested, but not required, to identify themselves.

To ensure each speaker is provided with an uninterrupted opportunity to speak for the full time allotted, the City Council and City staff are asked to reserve any responses they wish to make to public comments until after each speaker has completed their comments. For public hearings, the City Council and City staff are asked to reserve any responses they wish to make to public testimony until after the public hearing is closed.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS AND CEREMONIAL MATTERS

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 once for up to three minutes, unless otherwise stipulated by the City Council.

Please note that, pursuant to state law, the City Council is unable to take action on or discuss items not appearing on this agenda, but may briefly respond to statements made or questions posed by speakers. The City Council may also refer items to City staff for follow up or response, request that City staff report back to the City Council at a subsequent meeting concerning items, or direct City staff to place items on a future agenda.

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 2026.

6.2 Quarterly Financial Report

Recommendation: Receive and file the Quarterly Financial Report for the first quarter of Fiscal Year 2026-27.

VII. CONSENT CALENDAR

About the Consent Calendar: All items appearing on the consent calendar are considered by the City Manager to be 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 any item appearing on the consent calendar at the time the item is considered, regardless of whether or not the item has been removed from the consent calendar.

Items that are removed from the consent calendar will be considered after the items remaining on the consent calendar.

7.1 City Council Minutes

Recommendation: Approve the City Council meeting minutes for the regular meeting on October 21, 2026.

7.2 Payment Register

Recommendation: Approve the payment register dated November 18, 2026 in the amount of $936,047.58.

7.3 Managed Information Technology Services

Recommendation:

1. As permitted by Laguna Woods Municipal Code Section 3.06.100(b), waive the competitive bidding requirements set forth in Laguna Woods Municipal Code Section 3.06.080(c) for an agreement with

General Networks Corporation doing business as GenCare for managed information technology services; and
2. Approve an agreement with General Networks Corporation doing business as GenCare for managed information technology services and authorize the City Manager to execute the agreement, subject to approval as to form by the City Attorney.

7.4 Circulation Improvement Project – Fiscal Year 2025-26

Recommendation:

1. Approve the final record plans and specifications reflecting completion of the "Circulation Improvement Project – Fiscal Year 2025-26" as prepared by the project engineer;
2. Accept project completion of the contract agreement with Bear Electrical Solutions, LLC for the construction of the "Circulation Improvement Project – Fiscal Year 2025-26" 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 2025-26," 35 days following recordation of the notice of completion with the County of Orange, to the extent allowed by state law.

7.5 Aliso Creek Road Regional Traffic Signal Synchronization Project

Recommendation: Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE ORANGE COUNTY TRANSPORTATION AUTHORITY FOR FUNDING UNDER THE 2027 COMPREHENSIVE TRANSPORTATION FUNDING PROGRAMS, PROJECT P – REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROGRAM, FOR THE ALISO CREEK ROAD REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROJECT, AND COMMITTING THE REQUIRED LOCAL MATCH

7.6 Interactions with Immigration Enforcement Policies

Recommendation:

1. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING ADMINISTRATIVE POLICY 3.7 PERTAINING TO ACCESS REQUESTS FROM IMMIGRATION AUTHORITIES, AS REQUIRED BY CALIFORNIA SENATE BILL 580 (DURAZO, CHAPTER 670, STATUTES OF 2025)

AND

2. Adopt a resolution titled:

   A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING ADMINISTRATIVE POLICY 3.8 PERTAINING TO INFORMATION REQUESTS FROM IMMIGRATION AUTHORITIES, AS REQUIRED BY CALIFORNIA SENATE BILL 580 (DURAZO, CHAPTER 670, STATUTES OF 2025)

7.7 Parental Leave for Members of the City Council Policy

Recommendation: Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING ADMINISTRATIVE POLICY 1.7 PERTAINING TO A PROCESS FOR A MEMBER OF THE CITY COUNCIL TO PROVIDE NOTICE OF THEIR TAKING PARENTAL LEAVE, PURSUANT TO CALIFORNIA ASSEMBLY BILL 2134 (ADDIS, CHAPTER 123, STATUTES OF 2026).

7.8 City Manager Professional Development Expenditures

Recommendation: Ratify and authorize expenditures from the existing General Fund budget for registration, hotel lodging for February 10 and 11, 2026, and to reimburse the City Manager for self-parking at the Manchester Grand Hyatt in San Diego, CA, for the City Manager to participate in the League of California Cities (Cal Cities) City Managers Conference, February 10-12, 2026, in San Diego, CA, in a total amount not to exceed $1,500.

7.9 City Council Travel and Expense Reimbursement
(agendized by Mayor McCary)

Recommendation:

1. Authorize expenditures from the existing General Fund 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 SAFE Credit Union Convention Center in Sacramento, CA, for Mayor McCary to participate in the League of California Cities (Cal Cities) Community Services Policy Committee meeting on January 22, 2027, in Sacramento, CA, in a total amount not to exceed $600; and

2. Authorize expenditures from the existing General Fund City Council Department budget for mileage to and from Mayor McCary's home and the Marriott LA Burbank in Burbank, CA, hotel lodging for the evening of March 25, 2026, and to reimburse Mayor McCary for self-parking at the Marriott LA Burbank, for Mayor McCary to participate in the League of California Cities (Cal Cities) Community Services Policy Committee meeting on March 26, 2027, in Burbank, CA, in a total amount not to exceed $400.

VIII. PUBLIC HEARINGS

8.1 Objective Design Standards for Commercial Development

Recommendation:

1. Receive staff report;
2. Resume the public hearing that was continued from the regular meeting of the City Council on October 21, 2026;
3. Receive public testimony;
4. Close the public hearing; and
5. Approve the second reading and adoption of an ordinance – read by title with further reading waived – titled:

   AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADDING SECTION 13.22.060 TO CHAPTER 13.22 OF TITLE 13 (ZONING) OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO THE ESTABLISHMENT OF OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT; ADOPTING OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT IN THE COMMUNITY COMMERCIAL (CC), NEIGHBORHOOD COMMERCIAL (NC), AND PROFESSIONAL AND ADMINISTRATIVE OFFICE (PA) ZONING DISTRICTS; AND, DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

IX. CITY COUNCIL BUSINESS

9.1 City-Owned Streetlights Within Third Laguna Hills Mutual

Recommendation:

1. Approve a first amendment to the streetlight maintenance and operation agreement with Third Laguna Hills Mutual and authorize the Mayor to execute the first amendment, subject to approval as to form by the City Attorney; and
2. Direct the City Manager to include funding in the proposed Fiscal Years 2027-29 Budget for the retrofit of 31 City-owned streetlights within Third Laguna Hills Mutual with light-emitting diode ("LED") lamps, as contemplated by the first amendment to the streetlight maintenance and operation agreement with Third Laguna Hills Mutual.

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

10.2 Orange County Fire Authority
Councilmember Horne

10.3 Orange County Library Advisory Board
Councilmember Moore; Alternate: Mayor McCary

10.4 Orange County Mosquito and Vector Control District
Mayor Pro Tem Lee

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

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

10.7 Other Comments and Reports

XI. CLOSED SESSION

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

XII. CLOSED SESSION REPORT

XIII. ADJOURNMENT

Next Adjourned Regular Meeting: Wednesday, December 9, 2026 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, CA 92637

Next Regular Meeting: Wednesday, December 16, 2026 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, CA 92637

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LAGUNA WOODS CITY COUNCIL
GUIDE TO PUBLIC PARTICIPATION

FOR THE MEETING ON NOVEMBER 18, 2026

FREQUENTLY ASKED QUESTIONS

City's website www.lagunawoods.gov **Laguna Woods City Hall's address** 24264 El Toro Road, Laguna Woods, CA 92637 **City Clerk's Office's telephone number** (949) 639-0500	**Zoom website** www.zoomgov.com **Zoom meeting ID** 161 548 2089 **Zoom passcode** 24264

When and where does the City Council meet regularly?

The City Council meets regularly on the third Wednesday of each month at 2:00 p.m. All meetings are held at Laguna Woods City Hall, unless otherwise indicated on the agenda. A list of upcoming meetings, including dates and times, is available on the City's website and at Laguna Woods City Hall during normal working hours.

When and where are City Council agendas posted?

City Council agendas are posted in accordance with the Ralph M. Brown Act (California Government Code Section 54950, et seq.). For regular meetings, agendas are posted at least 72 hours in advance of each meeting, typically on the preceding Friday. Posting deadlines vary for adjourned, special, and emergency meetings. Agendas are posted on the City's website and at Laguna Woods City Hall.

Are email notifications available for newly posted City Council agendas?

Yes. To sign up for email notifications of newly posted City Council agendas, please visit the City's website, email cityhall@lagunawoods.gov, or call the City Clerk's Office at (949) 639-0500. Please note that the City is not responsible for, and makes no guaranties or warranties related to, the transmission or receipt of email notifications.

HOW TO PROVIDE PUBLIC COMMENTS AND TESTIMONY

IN PERSON

Individuals who would like to provide public comments or testimony 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, when public comments or testimony are called for, for the item. Public comments on items *not* appearing on this agenda will be accepted during Item V.

Each speaker will have the opportunity to speak for up to three minutes once per agenda item, unless otherwise stipulated by the City Council. Speakers may not yield their time, or any portion thereof, to any other speaker.

Speakers are requested, but not required, to identify themselves. Speakers are advised that their names and any other information verbalized, displayed, or provided in writing to the City may be publicly disclosed. No speaker should expect privacy of such information.

Speakers are able to provide printed materials (e.g., documents and photographs) to the City Council in connection with their public comments and testimony. Printed materials must be handed to the City Clerk at or immediately prior to this meeting (the City Clerk's position at the dais is marked by a title plate affixed to the front of the dais). There are five members of the City Council. If fewer than five printed copies are handed to the City Clerk, all members of the City Council will not receive the materials until after this meeting has been adjourned. Eight printed copies are encouraged, but not required (one for each of the five members of the City Council and one each for the City Manager, City Attorney, and City Clerk). Speakers may also provide supplemental materials as written public comments and testimony, following the instructions in the following section titled "IN WRITING."

The City's projectors and audiovisual systems are not available for use in connection with public comments and testimony. Speakers who wish to provide the City Council with pre-recorded audio or video content may do so by email in MP3, MOV, or MP4 formats by following the instructions in the following section titled "IN WRITING."

To ensure each speaker is provided with an uninterrupted opportunity to speak for the full time allotted, the City Council and City staff are asked to reserve any responses they wish to make to public comments until after each speaker has completed their comments. For public hearings, the City Council and City staff are asked to reserve any responses they wish to make to public testimony until after the public hearing is closed.

IN WRITING

Individuals who would like to provide written public comments or written testimony may do so by emailing them to cityhall@lagunawoods.gov, mailing them to Laguna Woods City Hall,

or delivering them to Laguna Woods City Hall during normal working hours. Written public comments and written testimony will be accepted until the respective item is heard.

Written public comments and written testimony received by email no later than 10:00 a.m. the day of this meeting will be forwarded to the City Council prior to or at the beginning of this meeting. All other written public comments and written testimony received by email will be forwarded to the City Council after this meeting has been adjourned. Written public comments and written testimony received by email after 10:00 a.m. the day of this meeting, but before the respective item is heard, will still be part of the meeting record and will be announced to the City Council while the respective item is being heard.

The City Council has discretion whether to have written public comments and written testimony read aloud during this meeting. If written public comments and written testimony are read aloud, the same time limits will apply as apply to verbal public comments and verbal testimony. Individuals will not be able to comment or provide testimony twice on the same item through a combination of verbal public comments or verbal testimony and written public comments or written testimony read aloud.

Individuals are requested, but not required, to identify themselves. Individuals are advised that their names and any other information provided in writing to the City may be publicly disclosed. No individuals should expect privacy of such information.

Individuals who wish to provide the City Council with pre-recorded audio or video content may do so by email in MP3, MOV, or MP4 formats. Pre-recorded audio or video content will not be played, shown, or read aloud during this meeting.

Written public comments and written testimony are not accepted on flash drives or other electronic devices. Individuals seeking to provide large files that cannot be emailed should divide files into several smaller files or consider using a file hosting or transfer service.

REMOTELY BY ZOOM

Public comments and testimony provided remotely by Zoom are subject to the same policies set forth in the preceding section titled “IN PERSON” and those set forth in this section.

Speakers will be allowed to turn on their cameras, but are not required to.

Speakers will not be allowed to share their screens.

Individuals are advised that names, telephone numbers, and any other information provided to or accessible by Zoom – including, but not limited to, audio and video from cameras and microphones – may be publicly visible and/or visible to the City and others. Such information may also be publicly disclosed. No party should expect privacy of such information.

Speakers who wish to provide the City Council with documents, photographs, or other written materials may do so by following the instructions in the preceding section titled "IN WRITING." Speakers who wish to provide the City Council with pre-recorded audio or video content may do so by following the instructions in the preceding section titled "IN WRITING."

The instructions that follow are provided as a courtesy only. Zoom is a third-party software program that is not owned or maintained by the City and, as such, instructions may change from time to time, or vary by application, browser, device, and/or version thereof. Individuals interested in attending and participating in this meeting remotely are advised to familiarize themselves with Zoom in advance of this meeting.

Using a computer, tablet, or similar device

- Visit www.zoomgov.com
- Click the "Join" button (if given an option, select "by meeting ID")
- Enter the following meeting ID: 161 548 2089
- Click the "Join" button
- Open Zoom following the on-screen prompts
- Enter the following meeting passcode: 24264
- Follow any additional on-screen prompts and enter information as required by Zoom
- Click the "Raise Hand" button when public comments or testimony are called for, for the item you wish to provide public comments or testimony on
- Click the "Unmute" button when you are called on to speak

Using a telephone

- Call (669) 216-1590
- Follow the prompts and provide the information required by Zoom
- Enter the following meeting ID: 161 548 2089
- There is no participant ID; follow prompts to bypass
- If asked for a passcode, enter the following passcode: 24264
- Press *9 to "raise your hand" when public comments or testimony are called for, for the item you wish to provide public comments or testimony on
- Press *6 to unmute your microphone when you are called on to speak

HOW TO HEAR AND/OR WATCH THIS MEETING REMOTELY

Audio and video of this meeting will be live streamed on Zoom. Audio will also be available by telephone. For more information on viewing and/or listening to this meeting, please refer to the preceding section titled "REMOTELY BY ZOOM."

The City also plans to:

- Live stream this meeting on YouTube (www.youtube.com/@cityoflagunawoods);

- Post a recording of this meeting on YouTube after this meeting;
- Live broadcast this meeting on Laguna Woods Village television channel 3; and
- Rebroadcast this meeting on Laguna Woods Village television channel 3 at 7:00 p.m. the same day, the following Monday at 8:00 p.m. the second Wednesday after at Noon, and the second Friday after at 1:00 p.m.

Neither public comments nor testimony will be accepted via YouTube or Laguna Woods Village television channel 3. In the event of technical difficulties affecting YouTube and/or Laguna Woods Village television channel 3, this meeting will proceed.

HOW TO VIEW CAPTIONING

The City plans to provide live, human-generated captioning for this meeting on the Laguna Woods Village television Channel 3 live broadcast, YouTube live stream, and recording posted on YouTube after this meeting.

Zoom's automatic captioning function will be activated on the Zoom live steam.

YouTube's automatic captioning function may be activated on the YouTube live stream and recording posted on YouTube after this meeting.

In all cases, individuals may need to enable captioning for captioning to be visible.

HOW TELEPHONIC OR INTERNET SERVICE DISRUPTIONS WILL BE HANDLED

Telephonic or internet service disruptions that prevent members of the public from attending or observing City Council meetings will be handled in accordance with City Administrative Policy 1.4. City Administrative Policy 1.4 is available on the City's website and at Laguna Woods City Hall during normal working hours.

HOW TO REQUEST MODIFICATIONS OR ACCOMODATIONS UNDER THE AMERICANS WITH DISABILITIES ACT ("ADA")

The City intends to comply with the ADA.

This meeting will be held in the Council Chambers at Laguna Woods City Hall. The Council Chambers is equipped with a hearing loop that can be used by individuals with t-coil or telecoil-enabled hearing aids or cochlear implants. No request for disability-related modification or accommodation is required to use the hearing loop.

Individuals who require disability-related modifications or accommodations to participate

in this meeting – including, but not limited to, auxiliary aids or services – may request such modifications or accommodations by emailing cityhall@lagunawoods.gov or calling the City Clerk's Office at (949) 639-0500. Requests can also be made with the assistance of the California Relay Service by calling (800) 735-2929/TTY (800) 735-2922. The City requests at least two business days' notice to effectively facilitate the provision of reasonable modifications or accommodations.

NOTICE REGARDING CHALLENGING QUASI-ADJUDICATIVE DECISIONS

California Code of Civil Procedure Section 1094.6 et seq. sets forth the procedure for judicial review of most quasi-adjudicative decisions of the Laguna Woods City Council, such as decisions regarding development projects. If an interested party wishes to challenge a decision in court, they may be limited to raising only the issues they or someone else raised prior to the Laguna Woods City Council voting on such decision, whether through verbal comments at the Laguna Woods City Council meeting during consideration of the decision and/or in written correspondence delivered to the City Clerk's Office at Laguna Woods City Hall prior to the decision being made. Judicial challenges may also be limited or barred where the interested party has not exhausted all available administrative remedies.

6.1
CITY TREASURER'S REPORT

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CITY OF LAGUNA WOODS

City Treasurer's Report
Monthly Financial Snapshot

October 2026
(prepared 11/13/26)

Financial Assets IN THE BANK as of October 31, 2026

BY FUND

General Fund (Operating) $6,697,422

General Fund (Reserves) $4,762,600

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 $2,994,524

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

Most of these funds are legally restricted for public street purposes.

Total (All Funds) $14,455,846

BY INVESTMENT TYPE

Cash and Cash Equivalents $559,483
3.87% of portfolio

Pooled Money Investment Accounts $7,925,148
54.82% of portfolio

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

Investments - Earning $5,971,215
41.31% of portfolio

This includes certificates of deposit.

Total (All Funds) $14,455,846

Financial Assets HELD IN TRUST FUNDS as of October 31, 2026

California Employers' Pension Prefunding Trust Fund *(CEPPT)* $606,983

- **New Contributions** $0
- **Gain/(Loss) from Month Prior** $5,722

The CEPPT is used to prefund employee pension obligations.

California Employers' Retiree Benefit Trust Fund *(CERBT)* $167,246

- **New Contributions** $0
- **Gain/(Loss) from Month Prior** $3,064

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.*

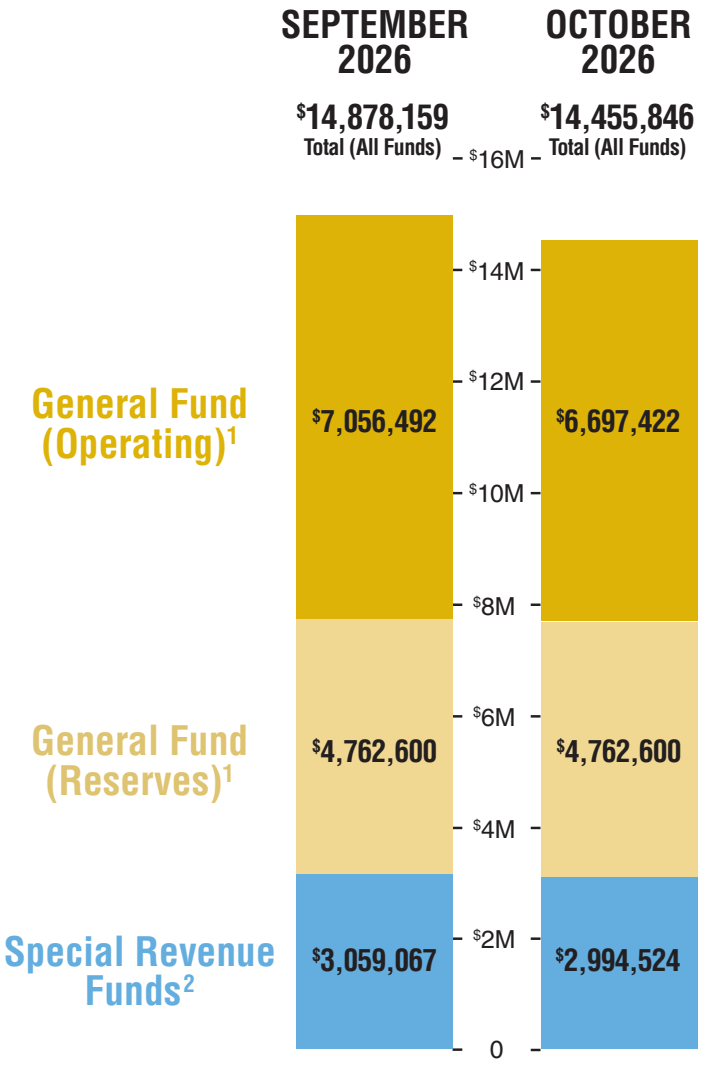
CITY OF LAGUNA WOODS

October 2026
(prepared 11/13/26)

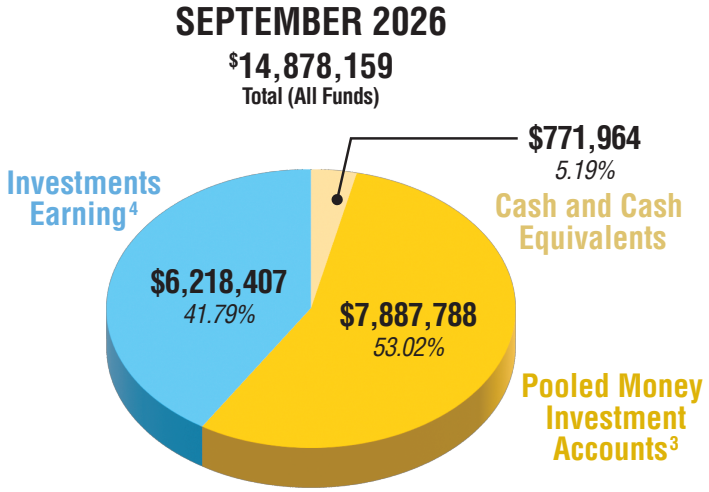
City Treasurer's Report
Monthly Financial Comparison

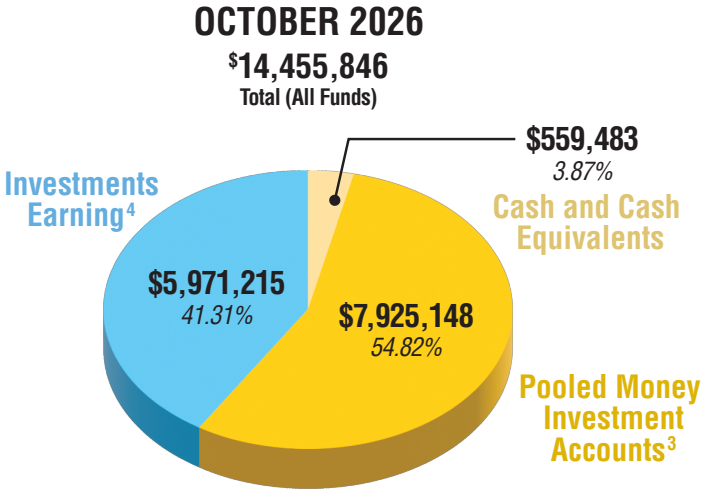
Comparison of Financial Assets IN THE BANK
September 2026 and October 2026

BY FUND



BY INVESTMENT TYPE





[1] General Fund: 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.

[2] Special Revenue Funds: 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.

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

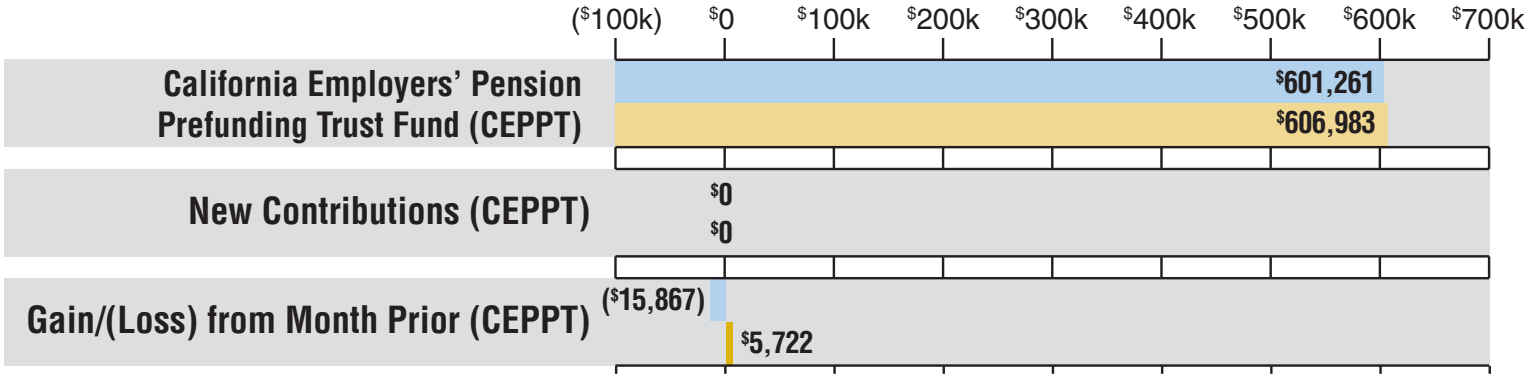
[4] This includes certificates of deposit.

Comparison of Financial Assets HELD IN TRUST FUNDS
September 2026 and October 2026

September 2026 | October 2026

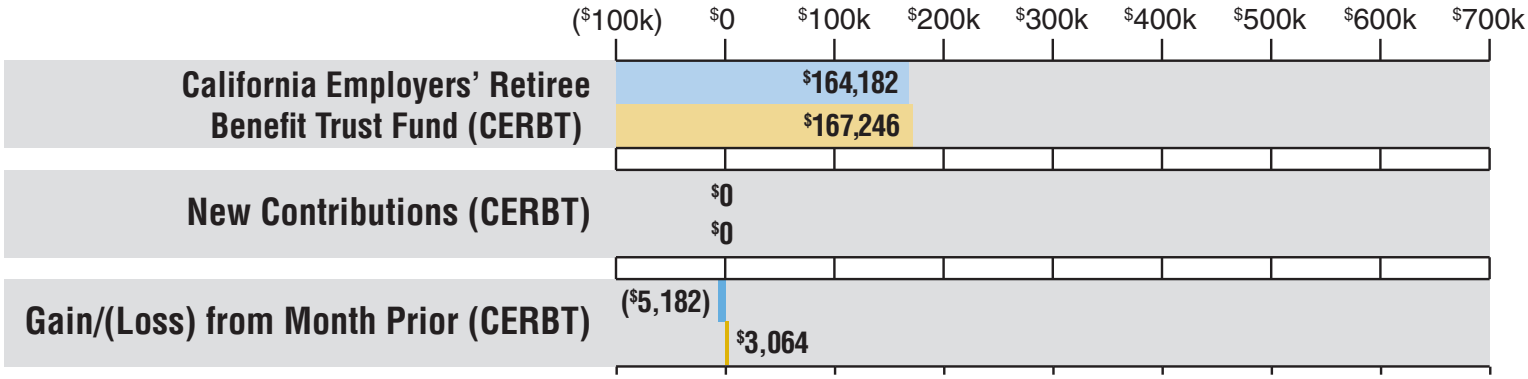
California Employers' Pension Prefunding Trust Fund (CEPPT)

The CEPPT is used to prefund employee pension obligations.



California Employers' Retiree Benefit Trust Fund (CERBT)

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 comparison reflects only revenue known and expenditures paid for the month referenced as of the date prepared. The amounts attributed to the month prior reflect the same amounts included on the monthly financial snapshot for the month prior. 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 comparison, 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, 2026

CASH AND INVESTMENTS

	Beginning Balances As of 09/30/26	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 10/31/26	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
Cash and Cash Equivalents							
Analyzed Checking Account (Note 1)	$ 707,581	$ 475,175	$ (936,048)	$ 242,228	$ 488,937	3.38%	
Money Market Funds, Multi-Bank Securities (MBS) Account (Note 4)	$ 15,941	$ 39,277	$ (16,456)	$ -	$ 38,761	0.27%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	$ 47,135	$ 21,929	$ (39,277)	$ -	$ 29,787	0.21%	
Petty Cash	$ 608	$ 92	$ -	$ -	$ 700	0.00%	
Laguna Woods Civic Support Fund Checking Account	$ 699	$ 600.00	$ -	$ -	$ 1,299	0.01%	
Total Cash and Cash Equivalents	$ 771,964	$ 537,072	$ (991,781)	$ 242,228	$ 559,483	3.87%	100.00%
Pooled Money Investment Accounts							
Local Agency Investment Fund (LAIF - fair value) (Notes 2 and 3)	$ 4,939,969	$ 49,382	$ -	$ (22,020)	$ 4,967,332	34.36%	
California Asset Management Program (CAMP - fair value) (Notes 2 and 3)	$ 2,947,819	$ 9,997	$ -	$ -	$ 2,957,816	20.46%	
Total Pooled Money Investment Accounts	$ 7,887,789	$ 59,379	$ -	$ (22,020)	$ 7,925,148	54.82%	90.00%
Investments - Interest and Income Bearing							
Certificates of Deposit - non-negotiable (fair value) (Note 2)	$ 6,218,407	$ -	$ -	$ (247,191)	$ 5,971,215	41.31%	
Total Investments - Interest and Income Bearing	$ 6,218,407	$ -	$ -	$ (247,191)	$ 5,971,215	41.31%	90.00%
TOTAL	$ 14,878,159	$ 596,451	$ (991,781)	$ (26,983)	$ 14,455,846	100.00%	

Summary of Total Cash, Cash Equivalents, and Investments:

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	$ (2,505,589)	$ 2,994,525	$ 488,937
Money Market Funds, MBS Account	$ 38,761	$ -	$ 38,761
Earned Interest in Transit and Accrued Interest, MBS Account	$ 29,787	$ -	$ 29,787
Petty Cash	$ 700	$ -	$ 700
LAIF	$ 4,967,332	$ -	$ 4,967,332
CAMP	$ 2,957,816	$ -	$ 2,957,816
Certificates of Deposit	$ 5,971,215	$ -	$ 5,971,215
Laguna Woods Civic Support Fund Checking Account	$ -	$ 1,299	$ 1,299
Totals	$ 11,460,022	$ 2,995,824	$ 14,455,846

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

City of Laguna Woods

City Treasurer's Report

For the Month Ended October 31, 2026

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)														
2546733P9	2023-5	CAPITAL ONE NATL ASSN (Note 4)	48 months	03/30/23	04/05/23	245,000	245,439	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	244,640	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	234,565	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	243,150	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	244,076	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	243,591	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	244,635	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	242,979	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	199,562	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	242,009	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	245,490	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	246,857	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	241,376	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	239,282	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	242,996	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	238,694	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	239,159	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	236,312	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	237,456	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	234,112	245,000	3.750	Semi-Annual	04/08/26	Green*	3.750	10/08/30
61776NE82	2025-11	MORGAN STANLEY PRIVATE BANK	60 months	11/13/25	11/19/25	245,000	234,193	245,000	3.800	Semi-Annual	05/19/25	Green***	3.800	11/19/30
59013LKJ2	2026-1	MERRICK BK	60 months	03/27/26	03/31/26	245,000	235,097	245,000	4.000	Monthly	05/01/26	Green*	4.000	03/31/31
949764WZ3	2026-2	WELLS FARGO BK	60 months	05/21/26	05/29/26	245,000	237,172	245,000	4.250	Monthly	06/29/26	Green*	4.250	05/29/31
15118R5L7	2026-3	CELTIC BK	60 months	06/03/26	06/24/26	245,000	236,525	245,000	4.200	Monthly	07/24/26	Green*	4.250	06/24/31
73319FEE5	2026-4	POPPY BK	60 months	09/16/26	09/25/26	245,000	241,847	245,000	4.750	Semi-Annual	03/25/27	Green***	4.750	09/25/31
		Accrued Interest - Month End					29,787							
		Total CDs				**6,070,000**	**6,001,002**	**6,070,000**						

(*) 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	4,994,881	4,967,332	4,994,881	Note 3	Quarterly	N/A	N/A	N/A	N/A
N/A	N/A	California Asset Management Program (CAMP)	N/A	Various	Various	2,957,816	2,957,816	2,957,816	Note 3	Monthly	N/A	N/A	N/A	N/A
		Total PMIA				**7,952,698**	**7,925,148**	**7,952,698**						

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

City of Laguna Woods

City Treasurer's Report

For the Month Ended October 31, 2026

CASH AND INVESTMENTS

	Beginning Balances As of 09/30/26	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 10/31/26
Other Post-Employment Benefits (OPEB) Trust					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (Note 2) (CERBT holds all assets and administers the OPEB Trust)	$ 164,182	$ -	$ (9)	$ 3,073	$ 167,246
Employer Pension Contributions Trust					
CalPERS California Employers' Pension Prefunding Trust (CEPPT) (Note 2) (CEPPT holds all assets and administers the Employer Pension Contributions Trust)	$ 601,261	$ -	$ (118)	$ 5,840	$ 606,983
Total Other Funds - Held in Trust	$ 765,443	$ -	$ (127)	$ 8,913	$ 774,229

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

City of Laguna Woods

City Treasurer's Report

For the Month Ended October 31, 2026

CASH AND INVESTMENTS

Notes:

Note 1 - Analyzed Checking Account / Monthly activity reported does not reflect October 2026 vendor invoicing processed after the date of this report.

Note 2 - During October 2026, transaction activity in pooled money investment accounts, investment accounts and fiduciary trusts included:

LAIF / The City made no deposits to or withdrawals from the LAIF account. The balance, as previously adjusted for fair market value, was adjusted by ($22,019.91) to reflect the fair market value of the investment at September 30, 2026. The total fair market value adjustment of the investment at September 30, 2026 is ($27,549.72).

CAMP / The City made no deposits to or withdrawals from the CAMP account. Interest earned and posted in October 2026 was $9,997.01.

Investments / The City withdrew $245,000 upon maturity of the Centris Federal Credit Union Certificate of Deposit. The amount was transferred to the City's checking account. Investments were adjusted in the amount of ($2,191.10) to report balances at fair market value as of October 31, 2026.

OPEB Trust / The City made no contributions to or withdrawals from the OPEB Trust. The OPEB Trust experienced a net gain of $3,063.95 in October 2026.

Employer Pension Contributions Trust / The City made no contributions to or withdrawals from the CEPPT account. The Trust experienced a net gain of $5,722.08 in October 2026.

Note 3 - Investment earnings on pooled money investment accounts deposited and reported in October 2026 net of related fees were:

Pool	Earnings Post	Prior Period Earnings Deposited	Deposit for Period Ended	Current Month Gross Yield	Current Month / Quarter Earnings Will Post	Notes
LAIF	Quarterly	$49,382.09	See Notes	3.989%	November 2026	The average pool interest yield for October 2026 was 3.989% and the City's yield will be slightly lower based on allocation ratios and administrative fees to be deducted. Earnings are paid on a quarterly basis.
CAMP	Monthly	$9,997.01	October 31, 2026	3.990%	January 2026	The monthly distribution yield for October 2026 was 3.990%. 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 $39,276.98 and transferred out $16,456.27 in Money Market Funds balances to the City's checking account in October 2026. 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, 2026 was 2.93%. The City's portfolio also has $29,786.58 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 (Nov 13, 2026 14:17:33 PST)

Elizabeth Torres, City Treasurer

6.2
QUARTERLY FINANCIAL REPORT

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City of Laguna Woods
Fiscal Year 2026-27 First Quarter Financial Report
Quarter Ended September 30, 2026
(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 @ 09/30/26	Actual % of Budget	Variance Explanation
Revenues:				
Property Tax	$ 3,862,400	$ 37,121	1%	Note 1
Property Transfer Tax	133,100	19,251	14%	Note 2
Sales Tax	1,285,800	258,869	20%	Note 3
Cannabis Business Tax	1,200,000	342,515	29%	
Franchise Fees	892,500	96,622	11%	Note 4
Transient Occupancy Tax	609,200	132,290	22%	
Development Processing Fees	899,300	230,597	26%	
Interest	372,000	111,652	30%	
Miscellaneous	270,900	36,441	13%	
Total Revenues	9,525,200	1,265,358	13%	
Expenditures:				
City Council	28,417	6,060	21%	
General Government	1,714,120	343,289	20%	
Administrative Services	624,543	132,956	21%	
Engineering & Infrastructure Services	529,792	67,545	13%	
Planning & Environmental Services	2,253,690	314,364	14%	
Public Safety Services	4,461,852	924,576	21%	
Information Technology & Cyber Security	177,134	52,500	30%	
Total Expenditures	9,789,548	1,841,290	19%	
Transfers to Other Funds	1,046,052	1,046,052	100%	
Net Change in Fund Balance	(1,310,400)	(1,621,984)		
Beginning Fund Balance	9,785,040	9,785,040		
Ending Fund Balance	$ 8,474,640	$ 8,163,056		

Fund Balance Detail:	June 30, 2026	June 30, 2027	
Nonspendable - Prepaid Items	$ 38,430	$ -	
Restricted			
Employee Benefits	614,657	614,657	
SMIP 5%	3,166	3,166	
SB1473 10%	2,218	2,218	
SB1186 90%	132	132	
Committed			
Waste Diversion	68,883	68,883	
Assigned			
Paid Leave Contingency	209,339	209,339	No change during quarter
Self Insurance Contingency	500,000	500,000	No change during quarter
General Fund Contingency	3,942,261	4,053,261	Equals 50% of budgeted revenues (Three contingency accounts combined)
Unassigned	4,405,954	2,711,400	
Total	$ 9,785,040	$ 8,163,056	

City of Laguna Woods
Fiscal Year 2026-27 First Quarter Financial Report
Quarter Ended September 30, 2026
(25% of Year Elapsed - Unaudited Amounts)

Other Funds

	Amended Budget	YTD Actual @ 09/30/26	Actual % of Budget	Variance Explanation
Fuel Tax				
Revenues	$ 532,800	$ 105,534	20%	Note 5
Expenditures	439,580	82,637	19%	
Net Change	93,220	22,897		
Beginning Fund Balance	837,098	837,098		
Ending Fund Balance	$ 930,318	$ 859,995		
Road Maintenance & Rehabilitation Program				
Revenues	$ 538,200	$ 42,638	8%	Note 6
Expenditures	848,071	12,314	1%	
Net Change	(309,871)	30,324		
Beginning Fund Balance	1,544,710	1,544,710		
Ending Fund Balance	$ 1,234,839	$ 1,575,034		
Measure M2 (OC Go)				
Revenues	$ 341,000	$ 58,610	17%	Note 5
Expenditures	284,878	24,657	9%	
Net Change	56,122	33,953		
Beginning Fund Balance	491,856	491,856		
Ending Fund Balance	$ 547,978	$ 525,809		
Service Authority for Abandoned Vehicles (SAAV)				
Revenues	$ 1,000	$ 66	7%	
Expenditures	-	-	-	
Net Change	1,000	66		
Beginning Fund Balance	43,834	43,834		
Ending Fund Balance	$ 44,834	$ 43,900		
Supplemental Law Enforcement Services Act (SLESA)				
Revenues	$ 205,400	$ 73	0%	Note 10
Expenditures	231,600	57,900	25%	
Net Change	(26,200)	(57,827)		
Beginning Fund Balance	29,414	29,414		
Ending Fund Balance	$ 3,214	$ (28,413)		
Mobile Source Reduction				
Revenues	$ 28,000	$ 6,076	22%	
Expenditures	70,500	60,637	86%	Note 7
Net Change	(42,500)	(54,561)		
Beginning Fund Balance	167,100	167,100		
Ending Fund Balance	$ 124,600	$ 112,539		

City of Laguna Woods
Fiscal Year 2026-27 First Quarter Financial Report
Quarter Ended September 30, 2026
(25% of Year Elapsed - Unaudited Amounts)

	Amended Budget	YTD Actual @ 09/30/26	Actual % of Budget	Variance Explanation
PEG/Cable Television				
Revenues	$ 16,400	$ 156	1%	
Expenditures	15,000	4,368	29%	
Net Change	1,400	(4,212)		
Beginning Fund Balance	103,665	103,665		
Ending Fund Balance	$ 105,065	$ 99,453		
Senior Mobility				
Revenues	$ 102,500	$ 67,738	66%	Note 5
Expenditures	686,906	45,159	7%	
Transfer In from General Fund	406,052	406,052	100%	
Net Change	(178,354)	428,631		
Beginning Fund Balance	55,164	55,164		
Ending Fund Balance	$ (123,190)	$ 483,795		
Community Development Block Grant (CDBG)				
Revenues	$ 500,000	$ -	0%	Note 8
Expenditures	500,000	27,951	6%	
Net Change	-	(27,951)		
Beginning Fund Balance	-	-		
Ending Fund Balance	$ -	$ (27,951)		
State of California Grants				
Revenues	$ 188,000	$ 6	0%	Note 9
Expenditures	6,417	-	0%	
Net Change	181,583	6		
Beginning Fund Balance	(189,825)	(189,825)		
Ending Fund Balance	$ (8,242)	$ (189,819)		
Miscellaneous Special Revenue Fund				
Revenues	$ 400	$ 14	4%	
Expenditures	-	-	-	
Net Change	400	14		
Beginning Fund Balance	686	686		
Ending Fund Balance	$ 1,086	$ 700		

City of Laguna Woods
Fiscal Year 2026-27 First Quarter Financial Report
Quarter Ended September 30, 2026
(25% of Year Elapsed - Unaudited Amounts)

	Amended Budget	YTD Actual @ 09/30/26	Actual % of Budget	Variance Explanation
Capital Projects				
Revenues	$ -	$ -	0%	
Expenditures	3,734,915	218,332	6%	
Transfer In from General Fund	640,000	640,000	100%	
Net Change	(3,094,915)	421,668		
Beginning Fund Balance	3,478,419	3,478,419		
Ending Fund Balance	$ 383,504	$ 3,900,087		

Capital Projects Expenditure Detail:			
City Centre Park Enhancement Project	$ 10,885	$ -	0%
Circulation Improvement Project	1,290	-	0%
Dog Park Expansion Project	90,000	6,094	
CIP - Woods End Wilderness Trail Drainage and Improvement Project	30,377	30,377	100%
Transit Shelter & Street Furniture Project	417,020	5,670	1%
CIP - Paseo De Valencia-Moulton Parkway Confluence Bypass Corridor Project	106,971	-	0%
CIP - Pavement Management 25-26	31,227	-	0%
City Hall Complex Emergency Backup Generator Project	50,000	7,829	16%
Public Works Warehouse Project	50,000	9,797	20%
City Hall Refurb Safety: Ph 4	228,164	-	0%
City Hall Refurb Safety: Ph 5	2,543,809	158,565	6%
City Hall Refurb Safety: Ph 6	150,000	-	0%
City Hall Complex Parking Lot Improvement Project	25,172	-	0%
	$ 3,734,915	$ 218,332	6%

Notes:

1. The first substantial revenue from property tax is received in January
2. Represents the July and August distribution
3. Represents the July distribution received from the State; the August distribution was received in October
4. Represents 1st quarter GRF fees; 1st quarter CR&R and Cox fees are expected to be received in November
5. Represents July and August revenue, received in August and September
6. Represents one month of revenue received in September
7. Two electric vehicles were purchased during the first quarter
8. Reimbursable grant; revenues are received after expenditures are incurred and submitted for reimbursement
9. Reimbursable grant; reimbursement will be submitted during FY 2026-27
10. The first monthly distribution was received in October

7.0
CONSENT CALENDAR SUMMARY

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City of Laguna Woods
AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Christopher Macon, City Manager

FOR: November 18, 2026 City Council Meeting

SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the November 18, 2026 Consent Calendar by single motion and City Council action.

Background

All items appearing on the consent calendar are considered by the City Manager to be 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 any item appearing on the consent calendar at the time the item is considered, regardless of whether or not the item has been removed from the consent calendar.

Items that are removed from the consent calendar will be considered after the items remaining on the consent calendar.

Summary

The November 18, 2026 Consent Calendar contains the following items:

7.1 City Council Minutes

Approval of the City Council meeting minutes for the regular meeting on October 21, 2026.

7.2 Payment Register

Approval of the payment register dated November 18, 2026 in the amount of $936,047.58. A list of payments is included in the agenda packet; detailed information about individual payments is available at or from City Hall.

7.3 Managed Information Technology Services

1. As permitted by Laguna Woods Municipal Code Section 3.06.100(b), waiver of the competitive bidding requirements set forth in Laguna Woods Municipal Code Section 3.06.080(c) for an agreement with General Networks Corporation doing business as GenCare for managed information technology services. The City's procurement regulations generally require competitive bidding when the estimated cost of services is $25,000 or more over the term of the agreement but allow for the waiver of those provisions at the discretion of the City Council. GenCare has provided project-focused information technology services to the City since June 21, 2026, under an agreement approved by the City Manager. GenCare has also provided as-needed technical support services as the City has migrated to a new cloud-based Microsoft 365 tenant. A different division of General Networks Corporation doing business as Compass365 has provided other project-focused information technology services to the City since June 18, 2026, under an agreement approved by the City Council. General Networks Corporation's services to date have been critical in modernizing and securing the City's information technology infrastructure and systems. Due to the continuing need for the services provided and General Network Corporation's performance to date and familiarity with the City's Microsoft 365 tenant, staff recommends waiving competitive bidding requirements for the proposed agreement.

AND

2. Approval of an agreement with General Networks Corporation doing business as GenCare for managed information technology services and authorization for the City Manager to execute the agreement, subject to approval as to form by the City Attorney. The proposed agreement would begin on December 1, 2026 and could be terminated with 30 days' notice at any time. Pricing would be held constant through June 30, 2028 with a 4% annual increase on each July 1st thereafter.

7.4 Circulation Improvement Project – Fiscal Year 2025-26

1. Approval of the final record plans and specifications reflecting completion of the "Circulation Improvement Project – Fiscal Year 2025-26" as prepared by the project engineer;

2. Acceptance of project completion of the contract agreement with Bear Electrical Solutions, LLC for the construction of the "Circulation Improvement Project – Fiscal Year 2025-26" 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 2025-26," 35 days following recordation of the notice of completion with the County of Orange, to the extent allowed by state law.

An agenda report is included with additional information.

7.5 Aliso Creek Road Regional Traffic Signal Synchronization Project

Adoption of a resolution authorizing the submittal of an application to the Orange County Transportation Authority for funding under the 2027 Comprehensive Transportation Funding Programs, Project P – Regional Traffic Signal Synchronization Program, for the Aliso Creek Road Regional Traffic Signal Synchronization Project, and committing the required local match. If awarded funding, the Aliso Creek Road Regional Traffic Signal Synchronization Project would improve traffic signal coordination and operations along Aliso Creek Road from El Toro Road to Moulton Parkway, including at the Aliso Creek Road/El Toro Road intersection in Laguna Woods. The City of Laguna Niguel would serve as the lead agency with participation from the cities of Aliso Viejo and Laguna Woods, as well as the California Department of Transportation ("Caltrans"). The City's required local match is estimated to be $20,602.25. Equipment improvements at the Aliso Creek Road/El Toro Road intersection would include a replacement traffic signal cabinet and the installation of closed-circuit television cameras to monitor traffic flow in real time. The closed-circuit television cameras would be used by traffic engineering and operations personnel; they would not function as automated license plate recognition systems or speed enforcement cameras.

7.6 Interactions with Immigration Enforcement Policies

1. Adoption of a resolution adopting Administrative Policy 3.7 pertaining to access requests from immigration authorities, as required by California Senate Bill 580 (Durazo, Chapter 670, Statutes of 2025); and

2. Adoption of a resolution adopting Administrative Policy 3.8 pertaining to information requests from immigration authorities, as required by California Senate Bill 580 (Durazo, Chapter 670, Statutes of 2025).

California Senate Bill 580 requires all cities to implement policies pertaining to interactions with immigration enforcement, no later than January 1, 2027. The proposed policies are based on, and equivalent to, model policies published by the California Attorney General, as required by California Senate Bill 580. To date, the City has received no requests for access or information from U.S. Immigration and Customs Enforcement or any other immigration enforcement agency. The proposed policies would apply to any future requests.

7.7 Parental Leave for Members of the City Council Policy

Adoption of a resolution adopting Administrative Policy 1.7 pertaining to a process for a member of the City Council to provide notice of their taking parental leave, pursuant to California Assembly Bill 2134 (Addis, Chapter 123, Statutes of 2026). California Assembly Bill 2134 requires all cities to establish a process for a councilmember to notify a designated official, in writing, that they are taking parental leave, no later than January 1, 2027. The proposed policy has been prepared to be consistent with California Assembly Bill 2134.

7.8 City Manager Professional Development Expenditures

Ratification and authorization of expenditures from the existing General Fund budget for registration, hotel lodging for February 10 and 11, 2026, and to reimburse the City Manager for self-parking at the Manchester Grand Hyatt in San Diego, CA, for the City Manager to participate in the League of California Cities (Cal Cities) City Managers Conference, February 10-12, 2026, in San Diego, CA, in a total amount not to exceed $1,500.

An agenda report is included with additional information.

7.9 City Council Travel and Expense Reimbursement
(agendized by Mayor McCary)

1. Authorization of expenditures from the existing General Fund 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 SAFE Credit Union Convention Center in Sacramento, CA, for Mayor McCary to participate in the League of California Cities (Cal Cities) Community Services Policy Committee meeting on January 22, 2027, in Sacramento, CA, in a total amount not to exceed $600; and

2. Authorization of expenditures from the existing General Fund City Council Department budget for mileage to and from Mayor McCary's home and the Marriott LA Burbank in Burbank, CA, hotel lodging for the evening of March 25, 2026, and to reimburse Mayor McCary for self-parking at the Marriott LA Burbank, for Mayor McCary to participate in the League of California Cities (Cal Cities) Community Services Policy Committee meeting on March 26, 2027, in Burbank, CA, in a total amount not to exceed $400.

An agenda report is included with additional information.

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 21, 2026
2:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637

I. CALL TO ORDER

Mayor McCary called the Regular Meeting of the City Council of the City of Laguna Woods to order at 2:04 p.m.

II. ROLL CALL

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

Janelle Atienza, representative from Assemblymember Dixon's Office, led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 California Senate Bill 897 (2025-2026) and California Assembly Bill 113 (2025-2026) – Senator Steven Choi, Ph.D.

Mayor McCary made comments.

Senator Steven Choi, Ph.D., made comments and presented a ceremonial check to the City Council for the purchase and installation of an emergency generator.

4.2 Legislative Update – Assemblymember Diane Dixon

Assemblymember Diane Dixon made comments and presented a commendations to each councilmember for their service.

Councilmembers made comments.

The City Council took photographs with Senator Choi and Assemblymember Dixon.

4.3 Senior Mobility Program Annual Report – Fiscal Year 2025-26

City Manager Macon made a presentation.

Councilmembers discussed the item and staff responded to questions.

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

City Clerk Trippy read written public comments from Mark G regarding Flock surveillance cameras.

City Manager Macon briefly responded to Mark G's comments and a question from Councilmember Moore.

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 2026.

VII. CONSENT CALENDAR

Moved by Councilmember Moore, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to approve Consent Calendar items 7.1-7.11.

7.1 City Council Minutes

Approved the City Council meeting minutes for the regular meeting on September 116, 2026.

7.2 Payment Register

Approved the payment register dated October 21, 2026, in the amount of $739,232.76.

7.3 Investment of Financial Assets Policy and Related Committees

1. Adopted a resolution titled:

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

AND

2. Adopted a resolution titled:

   A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING ADMINISTRATIVE POLICY 1.6 PERTAINING TO THE ESTABLISHMENT AND OPERATION OF AN INVESTMENT COMMITTEE OF THE CITY COUNCIL

7.4 Federal and State Disaster Assistance

Adopted a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 23-04 AND MAKING DESIGNATIONS AND AUTHORIZATIONS RELATED TO APPLICATIONS, ASSURANCES, AND AGREEMENTS FOR FEDERAL AND STATE DISASTER FINANCIAL ASSISTANCE AND GRANT PROGRAMS, INCLUDING, BUT NOT LIMITED TO, AUTHORIZING THE COMPLETION, EXECUTION, AND FILING OF THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES' DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES (OES-FPD-130) FORM

7.5 Conflict of Interest Code

Adopted a resolution titled:

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

7.6 Catch Basin Maintenance Services

Approved an extension of the agreement with United Storm Water, Inc. for catch basin maintenance services and authorized the City Manager to execute the extension, subject to approval as to form by the City Attorney.

7.7 Hazardous Waste Handling Services

1. As permitted by Laguna Woods Municipal Code Section 3.06.100(b), waived the competitive bidding requirements set forth in Laguna Woods Municipal Code Section 3.06.080(c) for an extension of the agreement with WM Curbside, LLC for hazardous waste handling services;
2. Ratified the City Manager's one-month extension of the agreement with WM Curbside, LCC for hazardous waste handling services, from October 1, 2026 through October 31, 2026; and
3. Approved an extension and amendment of the agreement with WM Curbside, LLC for hazardous waste handling services and authorize the City Manager to execute the extension and amendment, subject to approval as to form by the City Attorney.

7.8 Pedestrian Accessibility Improvement Project: Phase 10

1. Approved the Pedestrian Accessibility Improvement Project: Phase 10 plans and specifications as prepared by the project engineer;
2. Approved a notice of exemption for the Pedestrian Accessibility Improvement Project: Phase 10 finding that the project is categorically exempt from the California Environmental Quality Act ("CEQA") and authorized the City Manager to cause the notice of exemption to be filed pursuant to applicable law; and
3. Awarded a contract agreement to Van Engineering, Inc. for the construction of the Pedestrian Accessibility Improvement Project:

7.9 Woods End Wilderness Preserve Trail Drainage and Improvement Project

Adopted a resolution titled:

> A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEAR 2026-27 BUDGET FOR 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

7.10 Traffic Signal Interconnect Conduit License Agreement

Approved a license agreement with the City of Lagun Hills (the "El Toro Road and Moulton Parkway Traffic Signal Interconnect Conduit License Agreement"), granting the City of Laguna Hills a license to use a designated portion of the City of Laguna Woods' signal interconnect conduits to install the City of Laguna Hills' own fiber optic cable to

connect the northern area of the City of Laguna Hills' traffic signal network to the remainder of the City of Laguna Hills' network, and authorized the City Manager to execute the license agreement, subject to approval as to form by the City Attorney.

7.11 Public Safety Grant Program

Adopted a resolution titled:

> A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING MODIFICATIONS TO ADMINISTRATIVE POLICY 5.1 PERTAINING TO THE ESTABLISHMENT OF A PUBLIC SAFETY GRANT PROGRAM AND RELATED FUNDING PROGRAMS, AND MODIFYING ALLOCATIONS OF EXISTING FISCAL YEARS 2025-26 AND 2026-27 GENERAL FUND BUDGET APPROPRIATIONS TO FUNDING PROGRAMS

VIII. PUBLIC HEARINGS

8.1 Objective Design Standards for Commercial Development

City Manager Macon introduced the item.

Andrew Watkins and Adrinee Hutchinson, JZMK Partners, made a presentation.

Mayor McCary opened the public hearing.

Sue Quam, resident, made comments regarding the objective design standards and their potential impact on businesses.

Kathryn Freshley, resident, spoke in support of the item and asked about the applicability of the objective design standards to potential future housing projects.

City Clerk Trippy read written public comments from Jay Laessi regarding the objective design standards.

Moved by Councilmember Moore, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to continue the public hearing to the regular meeting of the City Council on November 18, 2026 at 2 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

City Manager Macon briefly responded to the public comments.

Mr. Watkins, JZMK Partners, briefly responded to Ms. Quam's comments.

Councilmembers discussed the item and staff responded to inquiries.

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

> AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADDING SECTION 13.22.060 TO CHAPTER 13.22 OF TITLE 13 (ZONING) OF THE LAGUNA WOODS MUNICIPIAL CODE PERTAINING TO THE ESTABLISHMENT OF OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT; ADOPTING OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT IN THE COMMUNITY COMMERCIAL (CC), NEIGHBORHOOD COMMERCIAL (NC), AND PROFESSIONAL AND ADMINISTRATIVE OFFICE (PA) ZONING DISTRICTS; AND, DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

8.2 Sign Program Amendment SP-2026-0002, a request by Philip Del Rio on behalf of the Artist Tree for approval of a sign program amendment to amend Sign Program SP-547 to allow for various additional and modified signage at 24330 El Toro Road, Laguna Woods, CA 92637

City Manager Macon made a presentation and noted that staff's recommendation was revised to add: "with the site maps on the following pages revised to correct the location of the non-anchor tenant wall sign to match the depiction of Option 2's south elevation on Exhibit A to the Resolution, Page 5 of 7:

- Exhibit A to the Resolution – Page 2 of 7; and
- Exhibit B to the Resolution – Exhibit A, page 2 of 7 in the Conditions of Approval."

Mayor McCary opened the public hearing.

Kathryn Freshley, resident, expressed concerns regarding the proposed signage on the El Toro Road-facing elevation of the building.

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

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

Councilmembers discussed the item and staff responded to questions.

Philip Del Rio, applicant, made comments and responded to questions.

Moved by Councilmember Horne, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING SIGN PROGRAM AMENDMENT SP-2026-0002, TO AMEND SIGN PROGRAM SP-547, TO ALLOW FOR VARIOUS ADDITIONAL AND MODIFIED SIGNAGE AT 24330 EL TORO ROAD, LAGUNA WOODS, CA 92637, AND DETERMINING AND CERTIFYING THAT THE RESOLUTION IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

with the site maps on the following pages revised to correct the location of the non-anchor tenant wall sign to match the depiction of Option 2's south elevation on Exhibit A to the Resolution, Page 5 of 7:

- Exhibit A to the Resolution – Page 2 of 7; and
- Exhibit B to the Resolution – Exhibit A, page 2 of 7 in the Conditions of Approval.

IX. CITY COUNCIL BUSINESS

9.1 Cannabis Microbusinesses

Councilmember Horne made a presentation.

Councilmembers discussed the item and staff responded to questions.

Moved by Councilmember Horne to:

1. Direct the City Manager to draft an ordinance for future consideration by the City Council that would – if adopted by the City Council at a future meeting – authorize the operation of cannabis microbusinesses (California Department of Cannabis Control License Type 12) of less than 2,000 square feet that engage in the manufacturing (use of nonvolatile solvents, mechanical extraction, and/or infusion only; no volatile solvent extraction), distribution, and non-storefront retail sale (delivery only; no in-person transactions) of cannabis and cannabis products. No cultivation of cannabis would be allowed.; and
2. Direct the City Manager to draft a resolution for future consideration by the City Council that would – if adopted by the City Council at a future meeting – set the rate of the cannabis business tax authorized by Measure T (Ordinance No. 22-01) for microbusinesses at the higher of the following: (a) 10% of gross receipts received or generated from sales for each monthly reporting period, or (b) $35.00 per square foot of floor area (annual tax rate) prorated monthly to one-twelfth of the annual tax rate amount.

Due to lack of a second, the motion died.

X. CITY COUNCIL REPORTS AND COMMENTS

10.1 Coastal Greenbelt Authority

Mayor McCary stated that there had been no meeting since the last City Council meeting and made comments regarding OC Parks.

10.2 Orange County Fire Authority

No report

10.3 Orange County Library Advisory Board

Councilmember Moore made a report.

Mayor McCary made comments.

10.4 Orange County Mosquito and Vector Control District

Mayor Pro Tem Lee made a report.

10.5 San Joaquin Hills Transportation Corridor Agency

Mayor Pro Tem Lee made a report.

10.6 South Orange County Watershed Management Area

Councilmember Moore stated that there had been no meeting since the last City Council meeting and made comments regarding water issues.

10.7 Other Comments and Reports

- League of California Cities (Cal Cities) Annual Conference & Expo, September 23-25, 2026 – Mayor McCary, Mayor Pro Tem Lee, and Councilmember Moore

  Mayor McCary, Mayor Pro Tem Lee, and Councilmember Moore made reports.

- Other Comments and Reports

  Mayor Pro Tem Lee expressed her appreciation to Senator Choi for the emergency generator funding the City received.

  Mayor McCary thanked City Manager Macon for his work in support of the emergency generator funding the City received.

XI. CLOSED SESSION – None

XII. CLOSED SESSION REPORT – None

XIII. ADJOURNMENT

The meeting was adjourned at 4:37 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, November 18, 2026, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

_____
YOLIE TRIPPY, CMC, City Clerk

Approved: November 18, 2026

_____
ANNIE MCCARY, Mayor

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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 18, 2026

This Report Covers the Period 10/01/2026 through 10/31/2026

	Date	Vendor Name	Description	Amount
Debit		***Automatic Bank Debits:***		
Debit	10/01/2026	NAVIA BENEFIT SOLUTIONS, INC.	Employee Benefit Program / September 2026	464.00
Debit	10/01/2026	CALPERS - RETIREMENT	SSA 218 Annual Fee / Fiscal Year 2026-27	90.00
Debit	10/02/2026	CALPERS - RETIREMENT	Retirement Contribution / Pay Period Ended 09/04/26	2,676.55
Debit	10/02/2026	CALPERS - RETIREMENT	Retirement Contribution / Pay Period Ended 09/04/26	7,040.01
Debit	10/02/2026	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program / October 2026	1,020.43
Debit	10/02/2026	GLOBAL PAYMENTS / OPEN EDGE	Credit Card Processing Fees / September 2026	1,371.37
Debit	10/08/2026	NAVIA BENEFIT SOLUTIONS, INC.	Employee Benefit Program / September & October 2026	33.83
Debit	10/08/2026	NAVIA BENEFIT SOLUTIONS, INC.	125 Cafeteria Plan Administration / September 2026	200.00
Debit	10/08/2026	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / October 2026	302,146.58
Debit	10/08/2026	CALPERS - HEALTH	Employee Benefit Program / October 2026	25,168.49
Debit	10/08/2026	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 10/02/26	39,488.43
Debit	10/08/2026	ADP TAX	Payroll Taxes / Pay Period Ended 10/02/26	18,127.74
Debit	10/09/2026	CALPERS - RETIREMENT	Annual GASB 68 Reporting Service Fee / Fiscal Year 2025-26	350.00
Debit	10/09/2026	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 10/02/26	4,087.32
Debit	10/09/2026	ADP PAYROLL SERVICES	Payroll Processing Fees / September 2026	601.00
Debit	10/15/2026	AIRESPRING, INC.	City Hall Internet Service / October 2026	597.64
Debit	10/15/2026	CALPERS - RETIREMENT	Retirement Contribution / Pay Period Ended 09/18/26	7,638.87
Debit	10/15/2026	CALPERS - RETIREMENT	Retirement Contribution / Pay Period Ended 09/18/26	2,676.55
Debit	10/15/2026	NAVIA BENEFIT SOLUTIONS, INC.	Employee Benefit Program / October 2026	278.84
Debit	10/15/2026	U.S. BANK	Bank Service Charges / September 2026	81.94
Debit	10/16/2026	ADP PAYROLL SERVICES	Payroll Processing Fees / September 2026	99.90
Debit	10/22/2026	NAVIA BENEFIT SOLUTIONS, INC	Employee Benefit Program / October 2026	2,387.85
Debit	10/22/2026	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 10/16/26	45,818.95
Debit	10/22/2026	ADP TAX	Payroll Taxes / Pay Period Ended 10/16/26	19,724.51
Debit	10/29/2026	NAVIA BENEFIT SOLUTIONS, INC	Employee Benefit Program / October 2027	430.47
Debit	10/30/2026	CALPERS - RETIREMENT	Retirement Contribution / Pay Period Ended 10/02/26	2,676.55
Debit	10/30/2026	CALPERS - RETIREMENT	Retirement Contribution / Pay Period Ended 10/02/26	7,327.10
Check Number		***Checks:***		
9759	10/02/2026	AT&T	Telephone / 458-3487 / September 2026	59.10
9760	10/02/2026	HINDERLITER DE LLAMAS & ASSOCIATES	Sales & Use Tax Consulting Services / July - September 2026	955.73
9761	10/02/2026	LAGUNA WOODS CIVIC SUPPORT	USA 250 Plaza Clock Contributions	600.00
9762	10/02/2026	MARQUE URGENT CARE	Employee Health Services	150.00
9763	10/02/2026	RICOH USA, INC.	Ricoh Copier	1,759.43
9764	10/02/2026	SHELBY ELECTRIC, INC.	City Hall Maintenance	2,925.00
9765	10/02/2026	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / August 2026	2,371.47
9766	10/02/2026	TALIMAR SYSTEMS, INC.	City Hall Refurbishment & Safety Project: Phase 5	5,172.00
9767	10/02/2026	TONY'S LOCKSMITH & SAFE SERV.	Locksmith Services	563.35
9768	10/02/2026	VISION SERVICE PLAN OF AMERICA	Employee Benefit Program / October 2026	209.32
9769	10/09/2026	AMAZON CAPITAL SERVICES	Office Supplies / September 2026	48.79
9770	10/09/2026	ARC DOCUMENT SOLUTIONS, LLC	Document Scanning	3,646.97
9771	10/09/2026	BUREAU VERITAS NORTH AMERICA, INC.	Plan Check Review Services / August 2026	3,172.50

CITY OF LAGUNA WOODS
PAYMENT REGISTER
November 18, 2026

This Report Covers the Period 10/01/2026 through 10/31/2026

	Date	Vendor Name	Description	Amount
9772	10/09/2026	CALIFORNIA BUILDING STANDARDS COMMISSION	Building Permit Fee Assessment / July - September 2026	710.10
9773	10/09/2026	CALIFORNIA DEPARTMENT OF CONSERVATION	Quarterly SMIP Fees / July - September 2026	1,278.53
9774	10/09/2026	CHASE DESIGN, INC.	Website Maintenance / July 2026	1,875.00
9775	10/09/2026	CHECKERED FLAG LAKE FOREST, LP	Fleet Vehicle Washing / September 2026	165.00
9776	10/09/2026	DIVISION OF THE STATE ARCHITECT	Disability & Access Education Fee / July - September 2026	3.60
9777	10/09/2026	EPIC IO TECHNOLOGIES, INC.	City Hall Internet Service / October 2026	201.45
9778	10/09/2026	FIRST RESPONSE AIR CONDITIONING & HEATING, INC.	City Hall Maintenance	13,680.00
9779	10/09/2026	GENERAL NETWORKS CORPORATION	IT Support Services / September 2026	30,081.35
9780	10/09/2026	INTERWEST CONSULTING GROUP	Planning Services / August 2026	8,140.00
9781	10/09/2026	ITERIS, INC.	Traffic Engineering / August 2026	12,260.00
9782	10/09/2026	LIFTECH ELEVATOR SERVICES, LLC	City Hall Refurbishment & Safety Project: Phase 4	12,395.00
9783	10/09/2026	MINUTEMAN PRESS, INC.	Printing Services	1,293.15
9784	10/09/2026	OCY MANAGEMENT, LLC	Senior Mobility Program Services / August 2026	44,727.70
9785	10/09/2026	ORANGE COUNTY CLERK-RECORDER	Document Recording	50.00
9786	10/09/2026	PARK CONSULTING GROUP, INC.	Software Consulting Services / August 2026	1,556.25
9787	10/09/2026	PETTY CASH	Replenish Petty Cash / September 2026	91.60
9788	10/09/2026	RJM DESIGN GROUP	Landscape Architectural Services / August 2026	14,898.68
9789	10/09/2026	SAFE AND SOUND SECURITY, INC.	Woods End Wilderness Preserve Trail Drainage & Improvement Project	11,680.95
9790	10/09/2026	SHELBY ELECTRIC, INC.	Electrical Services	1,908.00
9791	10/09/2026	SMITH ARCHITECTS	Architectural Services / September 2026	7,500.00
9792	10/09/2026	TONY'S LOCKSMITH & SAFE SERV.	Locksmith Services	199.24
9793	10/16/2026	AETNA BEHAVIORAL HEALTH, LLC	Employee Benefit Program / November 2026	33.06
9794	10/16/2026	ALLIANCE BUILDING MAINTENANCE, LLC	Janitorial Services / September 2026	2,916.00
9795	10/16/2026	AT&T	White Pages / October 2026	4.33
9796	10/16/2026	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / September 2026	17,492.73
9797	10/16/2026	CITY OF LAGUNA BEACH	Animal Control & Shelter Services / October 2026	10,755.00
9798	10/16/2026	CLIFTONLARSONALLEN, LLP	Year-End Financial Audit / Fiscal Year 2025-26	15,750.00
9799	10/16/2026	COUNTY OF ORANGE	800MHz Communication Charges - Cost Allocation / October - December 2026	1,888.44
9800	10/16/2026	EL TORO WATER DISTRICT	Water Service / July & August 2026	15,992.57
9801	10/16/2026	EPIC IO TECHNOLOGIES, INC.	City Hall Internet Service / September 2026	201.45
9802	10/16/2026	IRWIN B BORNSTEIN, CPA	Financial Consulting Services / September 2026	2,712.00
9803	10/16/2026	KARDENT	Public Works Warehouse Project	5,500.00
9804	10/16/2026	KONE, INC.	City Hall Elevator Maintenance / October 2026	239.86
9805	10/16/2026	MICHAEL BAKER INTERNATIONAL	Planning Services / August 2026	13,125.00
9806	10/16/2026	ON POINT LAND SURVEYING, INC.	Survey Document Preparation	4,800.00
9807	10/16/2026	RICOH USA, INC.	Copier Usage / July - September 2026	1,147.41
9808	10/16/2026	SMITH ARCHITECTS	Architectural Services / September 2026	1,000.00
9809	10/16/2026	SOUTHERN CALIFORNIA EDISON	Electric Service / August & September 2026	11,198.79
9810	10/16/2026	SOUTHERN CALIFORNIA GAS COMPANY	Gas Service / September 2026	15.78
9811	10/16/2026	SOUTHERN CALIFORNIA NEWS GROUP	Public Notices / September 2026	5,212.39
9812	10/16/2026	SOUTHERN CALIFORNIA SHREDDING	Shredding Services / September 2026	665.00
9813	10/16/2026	STAPLES	Office & Janitorial Supplies / September 2026	415.72
9814	10/16/2026	SWEEPING CORPORATION OF AMERICA	Street Sweeping Services / September 2026	3,584.40
9815	10/16/2026	U.S. BANK	Credit Card Charges / September 2026	2,382.89

CITY OF LAGUNA WOODS
PAYMENT REGISTER
November 18, 2026

This Report Covers the Period 10/01/2026 through 10/31/2026

	Date	Vendor Name	Description	Amount
9816	10/16/2026	WM CURBSIDE, LLC	HHW Waste & Sharps Program / August & September 2026	7,554.44
9817	10/22/2026	AT&T	Telephone / 581-9821 / September 2026	165.79
9818	10/22/2026	AT&T	Telephone / 583-1105 / September 2026	30.27
9819	10/22/2026	BEAR ELECTRICAL SOLUTIONS, INC.	Traffic Signal Maintenance / September 2026	780.00
9820	10/22/2026	EVERON, LLC	City Hall Refurbishment & Safety Project: Phase 5	1,810.96
9821	10/22/2026	FIRST RESPONSE AIR CONDITIONING & HEATING, INC.	City Hall Maintenance	359.00
9822	10/22/2026	MARC DONOHUE	Administrative Services / September 2026	225.00
9823	10/22/2026	NV5, INC.	Engineering Services / September 2026	43,341.28
9824	10/22/2026	ORKIN	City Hall Maintenance / October 2026	134.00
9825	10/22/2026	PARK CONSULTING GROUP, INC.	Software Consulting Services / September 2026	5,661.25
9826	10/22/2026	RICOH USA, INC.	Copier Lease / November 2026	246.57
9827	10/22/2026	TERMINIX	City Hall Maintenance / October 2026	360.00
9828	10/22/2026	TRIPEPI, SMITH AND ASSOCIATES, INC.	Broadcasting Services / September 2026	1,824.96
9829	10/30/2026	BEAR ELECTRICAL SOLUTIONS, INC.	Traffic Signal Maintenance / September 2026	4,826.00
9830	10/30/2026	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / October 2026	5,625.00
9831	10/30/2026	CALIFORNIA MUNICIPAL STATISTICS, INC.	ACFR Statistical Section Services / Fiscal Year 2025-26	1,200.00
9832	10/30/2026	COASTAL CURRENT ELECTRIC, CORP.	Cancelled Permit Refund	106.00
9833	10/30/2026	MARQUE URGENT CARE	Employee Health Services	150.00
9834	10/30/2026	MISSION SQUARE RETIREMENT	Quarterly 457 Plan Fee / October - December 2026	125.00
9835	10/30/2026	OCY MANAGEMENT, LLC	Senior Mobility Program Services / September 2026	42,090.40
9836	10/30/2026	PRACTICAL DATA SOLUTIONS	IT Support Services / July - September 2026	14,781.47
9837	10/30/2026	SAFE STEP WALK-IN TUB CO.	Cancelled Permit Refund	143.00
9838	10/30/2026	SMITH ARCHITECTS	City Hall Refurbishment & Safety Project: Phase 5	5,500.00
9839	10/30/2026	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / September 2026	2,558.06
9840	10/30/2026	VISION SERVICE PLAN OF AMERICA	Employee Benefit Program / November 2026	232.13
9841	10/30/2026	WL MCFADDEN CONSTRUCTION, INC.	Waste Diversion Deposit Refund	250.00
			Total Bank Debits and Checks:	**$ 936,047.58**
			TOTAL	**$ 936,047.58**

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 2026, 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 18, 2026

This Report Covers the Period 10/01/2026 through 10/31/2026

Date	Vendor Name	Description	Amount
Note 3 - The table below summarizes credit card expenditures paid via Check #9815 to U.S. Bank totaling $2,382.89:			
	Zoom	Software Subscription	$849.90
	Microsoft	Microsoft 365 Business Premium Plan / August 2026	$464.88
	Microsoft	Microsoft 365 Business Basic Plan / September 2026	$8.40
	Sinch Mailgun	Computer Software	$35.00
	Microsoft	Microsoft Entra ID Plan / September 2026	$141.75
	Hightail	Computer Software	$15.00
	ChargePoint	Fleet Vehicle Charging Fees	$440.00
	On Target Indoor Shoot	Firearm Safety Training	$95.00
	Ninja Forms	Website Software	$59.40
	Stamps.com	Postage	$30.99
	National Notary Association	Office Supplies	$33.95
	OC Clerk - Recorder	Notary Renewal	$43.00
	National Notary Association	Credit	($55.03)
	Amazon	Office Supplies	$7.75
	Phresh	Office Supplies	$47.26
	Amazon	City Hall Maintenance	$44.21
	Home Depot	City Hall Maintenance	$121.43
		Total Credit Card Reimbursement:	**$2,382.89**

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 (Nov 13, 2026 14:26:03 PST)

Elizabeth Torres, Administrative Services Director/City Treasurer

7.3
MANAGED INFORMATION TECHNOLOGY SERVICES

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

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3524 Ocean View Boulevard, Glendale, CA 91208 · (818) 249-1962

GENCARE PLUS

MANAGED IT SERVICE AGREEMENT

Prepared for the City of Laguna Woods

AGREEMENT SUMMARY	
Client	City of Laguna Woods
Client Attention	Christopher Macon, City Manager
Service Provider	General Networks Corporation, d/b/a GenCare
Service Program	GenCare PLUS – Business-Hours Managed IT Services
Covered Environment	25 employees, 25 devices, and 1 office/site with firewall
Monthly Program Fee	$3,170.00 per month
One-Time Onboarding Fee	$1,500.00
Rate Lock	Unit rates fixed through June 30, 2028; 4% annual adjustment beginning July 1, 2028
Effective Date	December 1st, 2026
Reference	GenCare Managed IT Services Proposal dated October 7, 2026

This GenCare PLUS Managed IT Service Agreement (the "**Agreement**") is entered into as of the Effective Date set forth above by and between **General Networks Corporation**, a California corporation doing business as GenCare ("**GenCare**" or "**General Networks**"), located at 3524 Ocean View Boulevard, Glendale, California 91208, and the **City of Laguna Woods** ("**Client**" or the "**City**"), located at 24264 El Toro Road, Laguna Woods, CA 92637. GenCare and Client are each referred to herein as a "Party" and collectively as the "Parties."

RECITALS

WHEREAS, GenCare, a division of General Networks, is a provider of network support services, security, and networking solutions;

WHEREAS, GenCare has previously worked with Client to modernize its technology environment, including a Microsoft 365 GCC tenant, multi-factor authentication, and cloud-managed devices through Microsoft Intune and Windows Autopilot;

WHEREAS, Client desires to engage GenCare to provide the GenCare PLUS managed services program to keep that environment secure, current, and supported, as described in the GenCare Managed IT Services Proposal dated October 7, 2026 (the "**Proposal**");

NOW, THEREFORE, in consideration of the promises and the mutual covenants and agreements contained herein, the Parties agree as follows:

ARTICLE 1. SCOPE OF SERVICES

1.1 Covered Environment. GenCare shall provide the GenCare PLUS program ("Program Services") covering twenty-five (25) Client employees, twenty-five (25) devices, and one (1) office, site, and firewall (collectively, the "Covered Environment"). Program Services shall be performed in an expert and workmanlike manner.

1.2 Included Services. Program Services include the following:

- **Help Desk Support:** Unlimited technical support for all covered employees, provided by employee-owners located in the United States.
- **Microsoft 365 Support:** Administration and support of Exchange Online, Microsoft Teams, SharePoint, OneDrive, Microsoft Entra ID, and Microsoft Intune.
- **Endpoint Security and Management:** Anti-virus, Managed Detection and Response (MDR), Identity Threat Detection and Response (ITDR), and Remote Monitoring and Management (RMM) on all covered devices.
- **Patch Management:** Operating system, third-party application, and firmware updates applied during scheduled maintenance windows.
- **Monitoring and Remediation:** Automated monitoring with daily remediation of disk, memory, and CPU alerts.
- **Firewall and Site Support:** Support for one (1) office, site, and firewall.
- **Monthly Validation Report:** A monthly report confirming that patching, security, and supportability standards are being met.
- **Business Reviews:** Quarterly Business Reviews and technology planning between City leadership and the assigned GenCare Account Manager.

1.3 Support Hours and Delivery. Support is provided remotely first, by telephone, email, or online portal ticketing, Monday through Friday, 6:00 a.m. to 6:00 p.m. Pacific Time, excluding major holidays, with a typical (but not guaranteed) response time of fifteen (15) minutes. Issues shall be escalated to on-site support in Southern California when remote support will not remedy the issue, , with escalation initiated within four (4) business hours after determining that remote remediation is not feasible.

1.4 Coverage Matrix. The following matrix summarizes coverage of upkeep, update, and upgrade activities:

Activity	Desktops & Laptops	Servers, Networks & Applications
Upkeep	Included	Included
Update	Included	Included
Upgrade	Included	Not Included (Project Work)

ARTICLE 2. LIMITATIONS OF SUPPORT

2.1 Systems and users must be included in billing to receive support.

2.2 Support will be provided only during the hours of coverage set forth in Section 1.3.

2.3 Support is not provided on major holidays.

2.4 Project work is not covered by this Agreement. Project work includes upgrades to servers, networks, applications, and other shared infrastructure.

ARTICLE 3. SECURITY

3.1 Nature of Program. The GenCare PLUS program is primarily a support program, not a comprehensive security program. While it includes packaged security elements, those elements are not customized based on a hands-on, comprehensive assessment of all risks. The program addresses common threats but does not include policy documentation, audits, or certain advanced security features. No security feature included in the program is guaranteed to prevent every breach of Client's systems.

3.2 Managed Service Provider Risk. GenCare secures its internal systems and processes to a reasonable business standard in order to protect its clients. Client accepts the risks associated with having a managed service provider administer its systems, including, without limitation, the need to maintain certain levels of remote access and to share credentials.

ARTICLE 4. CLIENT ENVIRONMENT REQUIREMENTS

4.1 Service will not be provided on systems no longer supported by their manufacturers ("end-of-life" hardware and software). Client may elect to renew warranty coverage but accepts the risk of support delays and unanticipated costs in doing so.

4.2 Data backup systems must be remotely accessible to GenCare.

4.3 Covered PCs must meet the following minimum specifications: a supported Windows operating system, 16 GB RAM, a solid-state drive, and an Intel Core i3 processor from the last three (3) generations or a processor with an equivalent PassMark rating.

4.4 GenCare cannot service unlicensed software or perform any support that would breach a manufacturer's End User License Agreement (EULA).

ARTICLE 5. EXCLUDED SERVICES

5.1 The following are excluded from Program Services:

- Excluded Sites: _____
- Excluded Systems: _____
- Support during nights and weekends, outside the hours of coverage (see Article 6).
- After-hours system monitoring and response; alerts are handled during business hours.
- Hardware purchases.
- Software licensing purchases not expressly included in this Agreement (anti-virus and management software are included).
- Warranties and support contracts with other vendors.
- Project labor, including office moves, new servers or infrastructure, new applications, new levels of security, and data migrations.
- Cabling services (GenCare can recommend vendor partners).

- Facilities tasks, which are the responsibility of Client's facilities manager, including moving furniture, relocating PCs between desks, mounting monitors, and work in crawlspaces, attics, or on ladders.
- Security camera systems and physical security support (escalations to other vendors are covered).
- Website content updates, maintenance, patching, security, and remediation.
- Service on hardware or software the manufacturer deems end-of-life.
- Technical training.

5.2 Out-of-Scope Work. Any services not covered by this Agreement but within GenCare's capability will be quoted at $175.00 per hour. Client approval will be obtained before work begins and before any invoice is generated.

ARTICLE 6. NIGHTS AND WEEKENDS ELECTION

6.1 Client shall elect one of the following options by initialing below:

Initials	Option
	Prioritize Budget. Decline service on nights and weekends to avoid additional charges.
CM	**Prioritize Systems.** Provide billable service to any authorized caller at any time, billed at $275.00 per hour, minimum 1 hour.

ARTICLE 7. ONBOARDING

7.1 Onboarding Activities. The one-time onboarding fee of $1,500.00 covers the following activities:

- Environment and network documentation, including a physical count of covered devices.
- Creation of the Client site in GenCare's RMM platform and network discovery.
- Deployment of security and RMM agents to covered devices.
- Configuration of patch management maintenance windows and anti-virus.
- Firewall validation.
- Verification that a valid backup is in place.
- Secure collection of credentials for firewall, switch, Wi-Fi, server, DNS, and cloud vendors.
- Ticketing and escalation setup.
- Staff orientation to the GenCare support process, including help desk contact information (helpdesk@gencarenow.com; 818.249.1963).

7.2 No Billing Overlap. GenCare's Program Services billing shall commence after Client's current provider's billing ends, so that Client does not incur overlapping managed-services charges. The Parties shall confirm the service start date in writing.

ARTICLE 8. FEES AND PRICING

8.1 Program Fees. Client shall pay the following fees for Program Services:

Item	Description	Monthly
Supported Employees	25 employees, business-hours support at $95.00 each	**$2,375.00**
Sites & Firewalls	1 office, site, and firewall at $95.00	**$95.00**
Security & Management	Anti-virus, MDR, ITDR, and RMM on 25 devices at $28.00 each	**$700.00**
Total Monthly Fee	GenCare PLUS Program	**$3,170.00**
Onboarding	One-time fee, due upon execution	**$1,500.00**

8.2 Rate Lock. The unit rates set forth in Section 8.1 are fixed for approximately eighteen (18) months and shall not increase prior to July 1, 2028 (the "Rate Lock Period").

8.3 Annual Rate Adjustment. Beginning July 1, 2028, and on each July 1 thereafter, the unit rates shall increase by four percent (4%) over the rates in effect during the immediately preceding period. This fixed annual adjustment replaces any Consumer Price Index (CPI)–based adjustment.

Period	Per Employee	Per Site	Per Device	Monthly Total*
Effective Date – June 30, 2028	$95.00	$95.00	$28.00	**$3,170.00**
July 1, 2028 – June 30, 2029	$98.80	$98.80	$29.12	**$3,296.80**
July 1, 2029 and each July 1 thereafter	Prior-year rates increased by 4%			

** Monthly totals assume 25 employees, 1 site, and 25 devices and will vary with reconciled counts under Section 8.4.*

8.4 Count Reconciliation. Pricing is based on 25 users, 25 devices, and 1 site. Either Party may request a reconciliation of user and device counts every six (6) months. Changes in counts adjust the Monthly Fee, as set forth above, at the unit rates then in effect and do not alter the Rate Lock Period or the annual adjustment schedule.

ARTICLE 9. TERM

9.1 The initial term of this Agreement is ninety (90) days from the Effective Date. Thereafter, this Agreement shall continue on a month-to-month basis until terminated in accordance with Article 23. Client may cancel for any reason upon thirty (30) days' written notice, which allows GenCare the opportunity to remedy any shortcomings where possible.

ARTICLE 10. SERVICES

10.1 This Agreement is designed to provide Client with such technical services for its computer network equipment (the "Network") as are set forth in this Agreement and the Proposal.

10.2 The Network shall include all locations and devices listed in this Agreement and the Proposal. Devices and locations may be added or removed by mutual written agreement between General Networks and Client. Devices and locations not so listed will not be supported under this Agreement.

10.3 All materials, software, equipment, tools, supplies, facilities, services, labor, and supervision required to perform Program Services shall be furnished by GenCare, except as otherwise expressly agreed in writing by the Parties.

10.4 GenCare shall perform Program Services in a good, workmanlike, and timely manner, during the business hours and subject to the response times set forth in this Agreement.

ARTICLE 11. COMPENSATION AND PAYMENT

11.1 Client agrees to pay GenCare the Monthly Fee for Program Services and the one-time onboarding fee set forth in Article 8.

11.2 Invoices for Program Services shall be issued monthly, fifteen (15) days in advance of the month of service, with payment due within ten (10) days (Net 10).

11.3 Services provided outside the scope of the Program ("Supplemental Services"), including maintenance outside normal business hours, shall be charged at the rates set forth in this Agreement. Invoices for Supplemental Services shall be issued at the end of each month, with payment due within thirty (30) days.

11.4 GenCare reserves the right to refuse or suspend service in the event Client fails to timely pay any amount due under this Agreement.

11.5 If Client disputes any charge, Client shall timely pay all undisputed amounts and, no later than the payment due date, notify GenCare in writing of the basis for the dispute. GenCare shall promptly review the notice and inform Client of its determination.

11.6 The Monthly Fee may be adjusted for additions or deletions of locations, hardware, software, hardware support requirements, or level of service, calculated at the unit rates then in effect.

11.7 GenCare may propose modifications to this Agreement upon thirty (30) days' written notice; provided, however, that the Rate Lock Period and annual adjustment schedule in Article 8 may be modified only by a written amendment signed by both Parties.

ARTICLE 12. REPRESENTATIONS AND WARRANTIES

12.1 GenCare represents and warrants that it is duly organized as a corporation under the laws of the State of California and is authorized to enter into this Agreement.

12.2 GenCare further represents and warrants that it possesses the expertise, experience, and resources to perform all Program Services and Supplemental Services (collectively, "Services") in a diligent, timely, and professional manner consistent with the highest standards of the industry, and will at all times supply an adequate number of qualified personnel to perform the work.

12.3 GenCare further represents and warrants that it has received authorization from the developers and manufacturers of all third-party software used by GenCare to deliver the Services. Nothing herein confers upon Client any right of use, license, or authorization with respect to such software, nor extends or transfers to Client any warranties provided by such developers or manufacturers to GenCare.

12.4 Client represents and warrants that it is authorized to enter into this Agreement and, as a condition of receiving Services, that Client will:

- Schedule and provide sufficient time with its staff and Network users for periodic reboots of Network devices, such as firewalls, routers, and servers, as required to apply update patches and configuration changes;
- Perform such backup schemes as GenCare recommends;
- Allow installation of appropriate anti-virus software with current updates; and
- Provide GenCare with secure remote access to Client's Network using such tools as GenCare reasonably requires.

ARTICLE 13. CONDITIONS OF SERVICE

13.1 Client's Network is eligible for monitoring and support under this Agreement provided it is in good condition and meets GenCare's serviceability requirements and site environmental conditions. GenCare reserves the right to inspect the Network at the commencement of the term to create a Network diagram and conduct diagnostic testing.

13.2 GenCare shall not be responsible for loss of use of the Network or for any other liabilities arising from alterations, additions, adjustments, or repairs made to the Network by anyone other than authorized GenCare representatives.

13.3 Client shall promptly notify GenCare of any events or incidents that could affect Client's need for Services. GenCare will respond in a timely manner by telephone, email, remote access, and/or on-site Services as set forth in this Agreement.

13.4 All Services shall be provided during regular GenCare business hours unless otherwise specified. Services requested outside normal business hours shall be provided subject to availability and at the rates set forth in this Agreement. Client shall ensure GenCare has full access to the Network as needed.

13.5 GenCare shall be obligated to provide Services only at the service site(s) covered by this Agreement. Client shall give GenCare at least sixty (60) days' advance notice of any intent to relocate, add, or remove locations. GenCare reserves the right to renegotiate service terms for any relocation or added location, including the right to decline service at a new or relocated site.

13.6 GenCare provides contracted clients with higher-priority response to emergency and non-emergency requests. An emergency exists only when a malfunction of covered equipment causes multiple Client users to lose access to the Network or Network services. Malfunctions affecting a single user are not emergencies.

13.7 GenCare reserves the right to suspend or terminate this Agreement if, in its sole discretion, conditions at a service site pose a health or safety threat to any GenCare representative.

ARTICLE 14. CLIENT RESPONSIBILITIES

14.1 Client shall provide adequate workspace, heat, light, ventilation, electrical current and outlets, Internet access, remote access, and telephone access for use by GenCare representatives.

14.2 Client shall promptly inform GenCare of any modification, installation, or service scheduled or performed on the Network by anyone other than GenCare.

14.3 Client shall designate in writing a managerial-level representative ("Client Representative") to authorize all Services, who may designate additional authorized Client Representatives. Whenever possible, a Client Representative shall be present when a GenCare representative is on site. To protect the security of Client's Network, GenCare will not accept service requests from anyone not designated in writing as a Client Representative. Client shall also designate preferred billing contacts.

ARTICLE 15. SERVICE LIMITATIONS

15.1 The following costs, goods, and work are outside the scope of this Agreement:

- Consumables, replacement parts, hardware, software, Network upgrades, and associated services;
- Parts, labor, and other services covered by a manufacturer's warranty; and
- Forensic data recovery due to system or hardware failure.

15.2 GenCare will provide consultative specification, sourcing guidance, and/or quotations on a time-and-materials or project basis for any out-of-scope work requested by Client. The value of Services covered by this Agreement may not be exchanged for out-of-scope work.

ARTICLE 16. DISCLAIMERS AND LIMITATION OF REMEDIES

16.1 EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, GENCARE MAKES AND CLIENT RECEIVES NO WARRANTY, EXPRESS OR IMPLIED, IN CONNECTION WITH THIS AGREEMENT OR ANY GOODS OR SERVICES PROVIDED HEREUNDER, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE EXPRESSLY EXCLUDED. IN NO EVENT SHALL GENCARE OR ANY OF ITS DIRECTORS, OFFICERS, SHAREHOLDERS, EMPLOYEES, OR AGENTS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING THOSE RESULTING FROM LOST DATA, INCOME, PROFITS, OR GOODWILL, UNDER ANY THEORY OF LIABILITY, EVEN IF GENCARE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Client has accepted this restriction as part of its bargain with GenCare and acknowledges that the Monthly Fee would be higher if GenCare were responsible for Client's consequential damages.

16.2 GenCare is not responsible for correcting errors in software manufactured by Microsoft or any other third party ("Third-Party Software"). Defects in materials or workmanship in any hardware or Third-Party Software used by Client, whether or not provided by GenCare, are covered, if at all, only by the manufacturer's warranty. GenCare expressly disclaims all liability and makes no warranty, express or implied, with respect to such hardware and Third-Party Software.

16.3 Client assumes full responsibility for the overall effectiveness and efficiency of the operating environment in which the Network functions.

ARTICLE 17. CONFIDENTIALITY

17.1 GenCare may, in the course of performing Services, have access to trade secrets or other information that Client treats as confidential ("Confidential Information"). Except as required to perform Services, GenCare

shall not disclose or otherwise use Confidential Information; provided, however, that information shall not be Confidential Information if it: (a) is or becomes generally available to the public through no fault of GenCare; (b) was rightfully in GenCare's possession without an obligation of confidentiality prior to disclosure; (c) is independently developed by GenCare without use of Confidential Information; or (d) is lawfully obtained without an obligation of confidentiality from a third party who has the right to disclose it. This Article shall survive termination of this Agreement.

ARTICLE 18. NON-SOLICITATION

18.1 While this Agreement is in effect and for twelve (12) months following its termination or expiration, neither Party will: (a) solicit for employment any person then employed by the other Party or employed by the other Party during the preceding six (6) months; or (b) otherwise intentionally interfere with any business relationship between such person and the other Party. This provision does not restrict either Party from general solicitation or recruiting through the media.

ARTICLE 19. INDEMNIFICATION

19.1 Subject only to the limitations on liability expressly set forth in this Agreement, each Party ("Indemnitor") shall defend, indemnify, and hold harmless the other Party ("Indemnitee") and its directors, officers, shareholders, employees, and agents from and against any and all third-party claims, judgments, or demands ("Claims") arising out of: (a) Indemnitor's material breach of any representation or warranty herein; or (b) Indemnitor's negligence or willful misconduct, except to the extent Indemnitee's negligence or willful misconduct contributed to such Claims.

ARTICLE 20. ARBITRATION

20.1 Any controversy or claim arising out of or relating to this Agreement, its breach or alleged breach, or the Services shall be settled by final and binding arbitration in accordance with the Arbitration Rules of ADR Services, Inc. ("ADR") in effect at the time the claim is made, and judgment on any award may be entered in any court having jurisdiction. Arbitration shall be filed with ADR and heard by one arbitrator in Los Angeles County, California. California Code of Civil Procedure Section 1283.05 shall apply. The arbitrator shall apply federal or California substantive law and law of remedies, as applicable; shall have no authority to change, extend, modify, or suspend any terms of this Agreement; may order the same injunctive relief as a court of competent jurisdiction; and shall issue a written opinion stating the factual and legal basis for any decision and award. Either Party may bring an action in any court of competent jurisdiction to compel arbitration, obtain preliminary or injunctive relief in support of arbitration, or enforce an award.

ARTICLE 21. INSURANCE

21.1 Prior to commencement of Services, GenCare shall procure and maintain for the life of this Agreement the insurance coverage listed below, evidenced by a Certificate of Insurance providing that coverage will not lapse or terminate without the insurer's written notice to Client, delivered by mail not less than forty-five (45) days prior to such lapse or termination:

Coverage	Minimum Limit
Commercial General Liability	$1,000,000
Comprehensive Automobile Liability	$1,000,000
Professional Liability (Errors & Omissions)	$1,000,000 per occurrence or aggregate
Workers' Compensation	Statutory
Cyber Liability	$2,000,000

ARTICLE 22. INDEPENDENT CONTRACTOR

22.1 GenCare shall be an independent contractor in all its operations and activities. All personnel furnished by GenCare shall be deemed GenCare employees exclusively and shall be paid by GenCare. GenCare shall be responsible for all obligations and reports regarding social security, unemployment insurance, workers' compensation, income tax, and other deductions required by applicable law.

22.2 GenCare shall provide, at its own expense and in its own name, all licenses, permits, registrations, and identification numbers necessary to perform the Services as an independent contractor.

ARTICLE 23. TERMINATION

23.1 Either Party may terminate this Agreement upon at least thirty (30) days' advance written notice.

23.2 Client may terminate this Agreement thirty (30) days after providing GenCare written notice of dissatisfaction with the Services if the issues are not resolved to Client's satisfaction within that period.

23.3 GenCare may terminate this Agreement immediately upon written notice if Client fails to timely pay any amount due.

23.4 All hardware and software installed by GenCare in performing Services remain the sole property of GenCare. Upon termination for any reason, Client shall return all such property and provide GenCare physical access to the Network as necessary to retrieve it.

ARTICLE 24. ASSIGNMENT

24.1 Neither Party shall assign or transfer any interest in this Agreement without the prior written consent of the other Party, which shall not be unreasonably withheld. In the event of any assignment, assignor and assignee shall remain jointly and severally liable hereunder.

ARTICLE 25. SURVIVAL

25.1 The rights and obligations of the Parties under Article 17 (Confidentiality), Article 18 (Non-Solicitation), Article 19 (Indemnification), and Article 20 (Arbitration) shall survive any termination of this Agreement.

ARTICLE 26. WAIVER

26.1 A Party's failure to assert any right or remedy on one or more occasions shall not waive its entitlement to enforce such right or remedy in the future. No waiver shall be enforceable unless in writing and signed by both Parties.

ARTICLE 27. SEVERABILITY

27.1 If any provision of this Agreement is held unenforceable or invalid, such holding shall not affect any other provision, and the affected provision shall be curtailed only to the extent necessary to bring this Agreement within the requirements of the law.

ARTICLE 28. NOTICE

28.1 All notices relating to this Agreement shall be in writing and delivered by electronic mail, directed to Charles Chiu (if to GenCare) or to the primary Client billing contact (if to Client).

ARTICLE 29. GOVERNING LAW

29.1 This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its conflict-of-laws principles. Venue for any legal action arising out of or in connection with this Agreement shall be in Orange County, California.

ARTICLE 30. CONSTRUCTION OF AGREEMENT

30.1 This Agreement is the product of negotiation between the Parties and shall not be interpreted more strongly in favor of either Party by reason of authorship.

ARTICLE 31. ENTIRE AGREEMENT

31.1 This Agreement, together with the Proposal, which is incorporated herein by reference, constitutes the full and complete understanding between GenCare and Client with respect to its subject matter and supersedes all prior understandings and agreements. In the event of any conflict between this Agreement and the Proposal, this Agreement shall control. This Agreement may not be amended, modified, or terminated except in a writing signed by both Parties.

ARTICLE 32. SATISFACTION GUARANTEE

32.1 Within the first ninety (90) days of this Agreement, Client may elect, at its sole discretion, to receive a refund equal to one hundred eleven percent (111%) of the amounts paid for Services, for unsatisfactory service. Upon such election, GenCare shall complete its offboarding procedure within three (3) business days. By accepting the refund, Client acknowledges that GenCare has satisfactorily completed offboarding and that GenCare retains no further responsibility, liability, or service obligation related to Client's Network under this Agreement.

ACCEPTANCE AND EXECUTION

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

CLIENT		GENCARE	
Company	City of Laguna Woods	**Company**	GenCare, a Division of General Networks Corporation
Name	Christopher Macon	**Name**	Charles Chiu
Title	City Manager	**Title**	Director of Technical Services
Signature		**Signature**	
Date		**Date**	

CLIENT:

APPROVED AS TO FORM

_____
Alisha Patterson, City Attorney

7.4
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 Members of the City Council

FROM: Christopher Macon, City Manager

FOR: November 18, 2026 City Council Meeting

SUBJECT: Circulation Improvement Project – Fiscal Year 2025-26

Recommendation

1. Approve the final record plans and specifications reflecting completion of the "Circulation Improvement Project – Fiscal Year 2025-26" as prepared by the project engineer;

2. Accept project completion of the contract agreement with Bear Electrical Solutions, LLC for the construction of the "Circulation Improvement Project – Fiscal Year 2025-26" 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 2025-26," 35 days following recordation of the notice of completion with the County of Orange, to the extent allowed by state law.

Summary

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

The City Council awarded the construction contract agreement for the Project to Bear Electrical Solutions, LLC on November 19, 2025. Construction is now complete.

Documents Available for Review

The final record plans and specifications reflecting completion of the Project as prepared by the project engineer (Iteris, Inc.) are available for public review at City Hall during normal working hours.

Report Prepared With: April Baumgarten, Public Works Administrator

7.5
ALISO CREEK ROAD REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROJECT

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

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CITY OF LAGUNA WOODS
RESOLUTION NO. 26-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE ORANGE COUNTY TRANSPORTATION AUTHORITY FOR FUNDING UNDER THE 2027 COMPREHENSIVE TRANSPORTATION FUNDING PROGRAMS, PROJECT P – REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROGRAM, FOR THE ALISO CREEK ROAD REGIONAL TRAFFIC SIGNAL SYNCHRONIZATION PROJECT, AND COMMITTING THE REQUIRED LOCAL MATCH

WHEREAS, the Orange County Transportation Authority ("OCTA") administers the Comprehensive Transportation Funding Programs ("CTFP"), which include the Measure M2 Project P – Regional Traffic Signal Synchronization Program ("RTSSP"); and

WHEREAS, OCTA has issued the 2027 CTFP Call for Projects inviting eligible local agencies to apply for Project P funding; and

WHEREAS, the City of Laguna Woods is an eligible agency and is participating in the Aliso Creek Road Regional Traffic Signal Synchronization Project ("Project") with the cities of Aliso Viejo and Laguna Niguel and the California Department of Transportation (Caltrans), with the City of Laguna Niguel serving as the lead agency for the application; and

WHEREAS, the Project will improve traffic signal coordination and operations along Aliso Creek Road from El Toro Road to Moulton Parkway, including one (1) signalized intersections within the City of Laguna Woods; and

WHEREAS, the Project P program requires participating agencies to provide a minimum local match of twenty percent (20%) of the total eligible project cost; and

WHEREAS, the City's estimated share of the project cost is $103,011.25, of which the City's twenty percent (20%) local match is $20,602.25, to be funded from Gas Tax (referred to as "Fuel Tax" in the City's budget); and

WHEREAS, the City understands that Measure M2 funds may not be used to supplant existing local commitments for transportation purposes; and

WHEREAS, the City will maintain the synchronized signal timing and associated improvements in accordance with the CTFP Guidelines.

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. The City Council hereby authorizes the submittal of an application, in partnership with the cities of Aliso Viejo and Laguna Niguel and the California Department of Transportation (Caltrans), to OCTA for funding under the 2027 CTFP Project P – Regional Traffic Signal Synchronization Program for the Aliso Creek Road Regional Traffic Signal Synchronization Project.

SECTION 3. The City Council hereby commits to providing a minimum local match of twenty percent (20%) of the City's share of the eligible project cost, estimated at $20,602.25, and to funding any cost overruns within the City's jurisdiction.

SECTION 4. The City agrees to comply with the requirements of the OCTA CTFP Guidelines, including timely use of funds, project reporting, audit requirements and the maintenance of the synchronized timing for the period required by the Guidelines.

SECTION 5. The City Council authorizes the City Manager, or designee, to execute all documents necessary to submit the application and to enter into any related cooperative agreements with OCTA and partner agencies.

SECTION 6. The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED this 18th day of November 2026.

_____
ANNIE MCCARY, 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. 26-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the 18th day of November 2026, by the following vote:

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

_____
YOLIE TRIPPY, CMC, City Clerk

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7.6
INTERACTIONS WITH IMMIGRATION ENFORCEMENT POLICIES

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

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CITY OF LAGUNA WOODS
RESOLUTION NO. 26-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING ADMINISTRATIVE POLICY 3.7 PERTAINING TO ACCESS REQUESTS FROM IMMIGRATION AUTHORITIES, AS REQUIRED BY CALIFORNIA SENATE BILL 580 (DURAZO, CHAPTER 670, STATUTES OF 2025)

WHEREAS, the City Council wishes to adopt an administrative policy to satisfy, in part, the City of Laguna Woods' obligation to implement policies pertaining to interactions with immigration enforcement pursuant to California Senate Bill 580 (Durazo, Chapter 670, Statutes of 2025).

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. The administrative policy attached hereto as Exhibit A is adopted and is a statement of the City's Access Requests from Immigration Authorities policy. The administrative policy attached hereto as Exhibit A replaces and supersedes all previous versions of Administrative Policy 3.7.

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

PASSED, APPROVED AND ADOPTED this 18th day of November 2026.

_____
ANNIE MCCARY, 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. 26-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the 18th day of November 2026, by the following vote:

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

_____
YOLIE TRIPPY, CMC, City Clerk

City of Laguna Woods

ADMINISTRATIVE POLICY 3.7

ACCESS REQUESTS FROM IMMIGRATION AUTHORITIES

3.7.01. Statement of Purpose.

This Administrative Policy is intended to satisfy, in part, the City of Laguna Woods' obligation to implement policies pertaining to interactions with immigration enforcement pursuant to California Senate Bill 580 (Durazo, Chapter 670, Statutes of 2025).

3.7.02. Scope.

This Administrative Policy applies to any facility or space the City of Laguna Woods owns, leases, operates, or otherwise controls, which are hereinafter collectively referred to as the "workplace." Vehicles, regardless of ownership, when used in the conduct of City of Laguna Woods business, are also considered part of the workplace.

This Administrative Policy is one of two administrative policies that are intended to satisfy the City of Laguna Woods' obligation to implement policies pertaining to interactions with immigration enforcement pursuant to California Senate Bill 580. The other is Administrative 3.8 (Information Requests from Immigration Authorities).

3.7.03. Responsibilities.

Immigration Interaction Administrators

All City of Laguna Woods employees who serve in department head-level positions shall serve as Immigration Interaction Administrators ("II Administrators"). In that capacity, they are responsible for ensuring the implementation of this Administrative Policy, facilitating coordination beween employees who are interacting with immigration authorities and the City Attorney's Office, and other duties identified in this Administrative Policy.

City Attorney's Office

The City Attorney or a designee thereof who is also an attorney trained on the legal standards governing physical access to the City of Laguna Woods' facilities, including the distinction between public and non-public areas, the legal effect of administrative versus judicial

process, and the limits imposed by the Fourth Amendment to the United States Constitution and California Assembly Bill 450 (Chiu, Chapter 492, Statutes of 2017) ("City Attorney's Office"), is responsible for coordinating the City of Laguna Woods' response to access requests from immigration authorities and assisting City employees with evaluating and responding to such requests. The City Attorney's Office's responsibilities include, but are not liimited to, evaluating whether documents presented by immigration authorities constitute legally sufficient process and determining whether compliance is required.

For avoidance of doubt, the City Attorney's Office shall have authority to speak for the City of Laguna Woods on matters pertaining to this Administrative Policy.

Supervisors

Within areas of the workplace under their management or oversight, City of Laguna Woods employees who serve in a supervisorial role are responsible for the following:

- Implementing operational safeguards to protect personally identifiable information in public areas including, but not limited to, limiting the visibility from public areas of computer screens, documents, and intake materials, and restricting access to information that is not intended for public disclosure; and

- Maintaining administrative and physical controls that reinforce the distinction between public and non-public areas including, but not limited to, access controls, escort requirements, signage, and visitor protocols.

All Employees

City employees are required to exhibit behaviors that demonstrate respect for others and professionalism at all times in the workplace, including when interacting with immigration authorities. Employees shall conduct themselves in a manner that is non-escalatory, grounded in law, and consistent with this Administrative Policy.

Employees are required to immediately inform an II Administrator of the presence of immigration authorities in the workplace, as well as any requests for access, presentation of legal documents, or attempts to enter non-public areas by immigration authorities.

Employees are advised that the City Attorney's Office is required to evaluate all access requests from immigration authorities. Employees shall not rely on or interpret documents presented by immigration authorities as requiring the City of Laguna Woods' compliance.

Employees are prohibited from doing any of the following:

- Taking any action that would assist or facilitate immigration enforcement, unless directed to by the City Attorney's Office after an evaluation of facts and documents

presented by immigration authorities. This includes, but is not limited to:

  - Identifying individuals to immigration authorities;
  - Confirming with immigration authorities whether an individual is present in the workplace;
  - Calling individuals sought by immigration authorities to the workplace if they are not present in the workplace;
  - Answering questions or fulfilling requests for information from immigration authorities that would include the disclosure of personally identifiable information or non-publicly available information;
  - Providing language interpretation or translation support to immigration authorities;
  - Providing directional or logistical support to immigration authorities. This includes, but is not limited to, assisting immigration authorities in navigating the workplace for immigration enforcement purposes; or
  - Authorizing immigration authorities to enter non-public areas.

- Providing immigration authorities with false information.
- Destroying information requested by immigration authorities. This includes, but is not limited to, the non-routine destruction of documents or other records that an employee knows or perceives to be related to immigration enforcement.
- Concealing any individual sought by immigration authorities.
- Aiding any individual's evasion of immigration authorities.
- Harassing or interfering with immigration authorities. This includes, but is not limited to, using antagonistic language or profanity toward immigration authorities.
- Physically interfering with immigration authorities. This includes, but is not limited to, acts of assault, using force to remove immigration authorities from public areas, or blocking or impeding entry by immigration authorities to non-public areas.

3.7.04. Response Protocol.

When a City of Laguna Woods employee is contacted by immigration authorities or observes

immigration authorities in the workplace, they shall do the following:

1. Notify an II Administrator immediately for situational awareness.

2. To the extent practicable, employees should continue to perform their job duties without disruption. If the presence of immigration authorities causes a delay, denial, or condition on access to any program, project, or service offered by the City of Laguna Woods, employees shall notify an II Administrator.

3. If immigration authorities seek to enter non-public areas, employees shall notify an II Administrator and ask the immigration authorities for official identification and any applicable judicial warrants or court orders. If one or more documents is presented, employees shall ask the immigration authorities if they may scan or photograph the document(s) for the City Attorney's Office to review. Employees shall honor the immigration authorities' response regarding scanning or photography.

    a. If no document is provided or immigration authorities decline to allow the document to be scanned or photographed, employees shall decline to grant immigration authorities entrance to non-public areas.

    b. If a document is provided and immigration authorities allow the document to be scanned or photographed, employees shall do so and email the same to an II Administrator and no other individual. The II Administrator will email the document to the City Attorney's Office for review.

        i. Employees shall ask the immigration authorities to please wait until the City Attorney's Office provides additional direction. Immigration authorities may only wait in public areas.

            1. The City Attorney's Office will not grant immigration authorities entrance to non-public areas when the documents provided consist only of requests for voluntary consent, administrative warrants, notices to appear, or similar documents issued by immigration authorities that do not constitute a judicial warrant or court order.

            2. The City Attorney's Office shall grant immigration authorities entrance to non-public areas when a valid judicial warrant or court order is presented. To determine the validity of a judicial warrant or court order, the City Attorney's Office shall confirm that it was issued by a court, bears a judicial signature, and matches the location for which access is sought.

                a. When entrance to non-public areas is granted, the Ciy

Attorney's Office shall direct employees to:

i. Comply with the judicial warrant or court order only to the extent required by law;

ii. Communicate clearly to immigration authorities that access to non-public areas is limited to the scope of the judicial warrant or court order; and

iii. Not provide access, assistance, or information to immigration authorities beyond what is required by the judicial warrant or court order.

For judicial arrest warrants, employees are not required to, and therefore shall not, inform immigration authorities about the whereabouts of the individual who is the subject of the warrant nor shall they call that indvidual to the workplace if they are not present.

b. When appropriate, the City Attorney's Office may direct employees to accompany immigration authorities in non-public areas to ensure that execution of the judicial warrant or court remains within its authorized scope.

c. After the interaction with immigration authorities concludes, each involved employees shall document the interaction in an email to the City Attorney's Office with the City Manager copied. Any II Administrator or supervisor shall provide employees with the applicable email addresses. Documentation shall include the following information, when known to the employee:

i. The date, time, location, and duration of the interaction;

ii. The names, agencies, identification numbers, and contact information of the immigration authorities;

iii. The names of all employees who communicated with the immigration authorities or otherwise witnessed the interaction;

iv. The purpose asserted by the immigration authorities;

v. The documents presented by the immigration authorities;

vi. Any non-public areas immigration authorities sought to access;

vii. Whether the immigration authorities not being granted immediate access to non-public areas was met with resistance and, if so, what that resistance consisted of;

viii. Actions taken by employees and the immigration authorities;

ix. Communications with the City Attorney's Office and II Administrators;

x. Whether the presence of immigration authorities caused a delay, denial, or condition on access to any City of Laguna Woods program, project, or service; and

xi. The ultimate resolution of the interaction.

3.7.05. Recordkeeping.

The City Attorney's Office shall maintain permanent records of all employee interactions with immigration authorities during which immigration authorities sought access to a non-public area. Documentation shall be maintained in a centralized location and made available to the City Council following majority vote or the City Manager upon request.

3.7.06. Administrative Policy Dissemination.

All employees, members of the City Council, and other local City of Laguna Woods officials shall be provided with and acknowledge receipt of a copy of this Administrative Policy when this Administrative Policy is adopted or amended and as part of their initial orientation with the City of the Laguna Woods.

3.7.07. Attachments.

Attachment A, "Glossary of Terms and Acronyms," is incorporated by reference.

City Council Approval: November XX, 2026

Attachment A, "Glossary of Terms and Acronyms"

This Glossary of Terms and Acronyms contains information to provide individuals with a better understanding of terms used in this Administrative Policy. It is intended to be used as a basic reference only, is not intended to be all inclusive, and should not be treated as a substitute for professional counsel or analysis.

IMMIGRATION AUTHORITIES: Any individual employed by or acting on behalf of a law enforcement agency—whether the United States Department of Homeland Security ("DHS"), United States Immigration and Customs Enforcement ("ICE"), United States Customs and Border Protection ("CBP"), another federal agency, or a state or local law enforcement agency—that enforces, attempts to enforce, or otherwise participates in or facilitates immigration law enforcement.

NON-PUBLIC AREA: A space in the workplace that the general public is not normally free to enter or access including, but not limited to, break rooms, employee-only corridors, file storage rooms, lactation rooms, server rooms, staff-only offices, and areas requiring a badge, key, or escort to enter, regardless of whether those spaces are locked, marked, or otherwise physically secured.

PERSONALLY IDENTIFIABLE INFORMATION: Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual. This includes, but is not limited to, individuals' names, birthdates, driver's licenses, home addresses, identification cards, photographs, physical descriptions, Social Security numbers, and telephone numbers, as well as education, employment, financial, or medical information.

PUBLIC AREA: A space in the workplace that the general public is normally free to enter or access without appointment, escort, or special authorization including, but not limited to, public counters, public lobbies, public parking areas, and public waiting areas. A space is not a "public area" during days and times that the space is not open to the general public, such as nights, weekends, and holidays.

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CITY OF LAGUNA WOODS
RESOLUTION NO. 26-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING ADMINISTRATIVE POLICY 3.8 PERTAINING TO INFORMATION REQUESTS FROM IMMIGRATION AUTHORITIES, AS REQUIRED BY CALIFORNIA SENATE BILL 580 (DURAZO, CHAPTER 670, STATUTES OF 2025)

WHEREAS, the City Council wishes to adopt an administrative policy to satisfy, in part, the City of Laguna Woods' obligation to implement policies pertaining to interactions with immigration enforcement pursuant to California Senate Bill 580 (Durazo, Chapter 670, Statutes of 2025).

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. The administrative policy attached hereto as Exhibit A is adopted and is a statement of the City's Information Requests from Immigration Authorities policy. The administrative policy attached hereto as Exhibit A replaces and supersedes all previous versions of Administrative Policy 3.7.

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

PASSED, APPROVED AND ADOPTED this 18th day of November 2026.

_____
ANNIE MCCARY, 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. 26-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the 18th day of November 2026, by the following vote:

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

_____
YOLIE TRIPPY, CMC, City Clerk

City of Laguna Woods

ADMINISTRATIVE POLICY 3.8

INFORMATION REQUESTS FROM IMMIGRATION AUTHORITIES

3.8.01. Statement of Purpose.

This Administrative Policy is intended to satisfy, in part, the City of Laguna Woods' obligation to implement policies pertaining to interactions with immigration enforcement pursuant to California Senate Bill 580 (Durazo, Chapter 670, Statutes of 2025).

3.8.02. Scope.

This Administrative Policy applies to any facility or space the City of Laguna Woods owns, leases, operates, or otherwise controls, which are hereinafter collectively referred to as the "workplace." Vehicles, regardless of ownership, when used in the conduct of City of Laguna Woods business, are also considered part of the workplace.

This Administrative Policy is one of two administrative policies that are intended to satisfy the City of Laguna Woods' obligation to implement policies pertaining to interactions with immigration enforcement pursuant to California Senate Bill 580. The other is Administrative 3.7 (Access Requests from Immigration Authorities).

3.8.03. Responsibilities.

City Attorney's Office

The City Attorney or a designee thereof who is also an attorney trained on the legal standards governing information sharing with or access by immigration authorities, including the legal effect of administrative versus judicial process, and the limits imposed by the Fourth Amendment to the United States Constitution, California Public Records Act, and California Assembly Bill 450 (Chiu, Chapter 492, Statutes of 2017) ("City Attorney's Office"), is responsible for coordinating the City of Laguna Woods' response to information requests from immigration authorities and assisting City employees with evaluating and responding to such requests. The City Attorney's Office's responsibilities include, but are not limited to, evaluating whether documents presented by immigration authorities constitute legally sufficient process and determining whether compliance is required.

For avoidance of doubt, the City Attorney's Office shall have authority to speak for the City of Laguna Woods on matters pertaining to this Administrative Policy.

Requests for the City Attorney's Office to review and assist with responding to information requests from immigration authorities shall be made by the City Clerk, by email, to the City Attorney with the Assistant City Attorney and Legal Secretary copied.

TO: Alisha Patterson, City Attorney
Email: apatterson@rutan.com
Telephone: (714) 662-4663

CC: Shawna McKee, Assistant City Attorney
Email: smckee@rutan.com
Telephone: (714) 338-1801

Heather Dall, Legal Secretary
Email: hdall@rutan.com
Telephone: (714) 641-5100 x1569

City Clerk

All information requests from immigration authorities shall be directed to the City Clerk. The City Clerk shall forward the same to the City Attorney's Office with the City Manager copied.

Yolie Trippy, City Clerk
Email: ytrippy@lagunawoods.gov
Telephone: (949) 639-0555

Supervisors

Within areas of the workplace under their management or oversight, City of Laguna Woods employees who serve in a supervisorial role are responsible for maintaining and destroying records in accordance with the City of Laguna Woods' record retention policies, as supplemented by the policies set forth in Section 3.8.04 of this Administrative Policy.

All Employees

City employees are required to exhibit behaviors that demonstrate respect for others and professionalism at all times in the workplace, including when interacting with immigration authorities. Employees shall conduct themselves in a manner that is non-escalatory, grounded in law, and consistent with this Administrative Policy.

Employees are required to immediately direct immigration authorities who are requesting information from the City of Laguna Woods to the City Clerk. If information requests are

received in writing, employees are required to immediately forward such requests to the City Clerk without a response to the immigration authorities.

Employees are advised that the City Attorney's Office is required to evaluate all information requests from immigration authorities. Employees shall not rely on or interpret documents presented by immigration authorities as requiring the City of Laguna Woods' compliance.

Employees are prohibited from doing any of the following:

- Providing immigration authorities with false information.

- Destroying information requested by immigration authorities. This includes, but is not limited to, the non-routine destruction of documents or other records that an employee knows or perceives to be related to immigration enforcement.

- Harassing or interfering with immigration authorities. This includes, but is not limited to, using antagonistic language or profanity toward immigration authorities.

- Physically interfering with immigration authorities. This includes, but is not limited to, acts of assault or using force to remove immigration authorities from public areas.

3.8.04. Supplemental Record Retention Policies.

The following policies supplement the City of Laguna Woods' record retention policies:

- Personally identifiable information, citizenship status information, and immigration information shall only be collected from individuals when it is required to support the City of Laguna Woods' programs, projects, or services, or required by law. Such information shall only be maintained for as long as necessary or required by law, at which time it shall be securely destroyed.

- Unless required by federal or state law or a state or federal program unrelated to immigration enforcement (such as a federal benefits program), the City of Laguna Woods shall not inquire specifically about an individuals' citizenship or immigration status or the citizenship or immigration status of any other individual including, but not limited to, other individuals in an individuals' household.

- Unless required by federal or state law or a state or federal program unrelated to immigration enforcement (such as a federal benefits program), the City of Laguna Woods shall not seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate an individual's citizenship or immigration status, such as citizenship papers, consular identification cards, green cards, passports, or proof of voter registration.

- Records that are protected by state or federal health, privacy, student record, or other laws shall only be disclosed in accordance with those laws.

- The City of Laguna Woods shall established role-based access controls to database systems and physical files that restrict who may access personally identifiable information, citizenship status information, or immigration information stored at the City of Laguna Woods facilities, off site, or remotely, inclusive of all individuals with access, regardless of whether they are employed by the City of Laguna Woods or third parties. This includes, but is not limited to, continued restrictions for files housed off-site or with private vendors.

3.8.05. Response Protocol.

When a City of Laguna Woods employee receives an information request from immigration authorities they shall do the following:

1. Direct the immigration authorities to the City Clerk. If information requests are received in writing, employees are required to immediately forward such requests to the City Clerk without a response to the immigration authorities.

    a. For information requests not made in writing, if the City Clerk is unavailable, direct the immigration authorities to the City Manager. If the City Manager is unavailable, direct the immigration authorities to the City Attorney using the contact information in Section 3.8.03 of this Administrative Policy.

    b. For requests made in writing, move to Step 3.

    c. For requests made as part of a federal or state program, move to Step 4.

2. The City Clerk shall ask the immigration authorities for official identification and any applicable judicial subpoena or court order. If one or more documents is presented, the City Clerk shall ask the immigration authorities if they may scan or photograph the document(s) for the City Attorney's Office to review. The City Clerk shall honor the immigration authorities' response regarding scanning or photography.

    a. If no document is provided or immigration authorities decline to allow the document to be scanned or photographed, move to Step 3.

    b. If a document is provided and immigration authorities allow the document to be scanned or photographed, the City Clerk shall do so and email the same to the City Attorney's Office for review with the City Manager copied.

        i. The City Clerk shall ask the immigrations authorities to please wait until the City Attorney's Office provides additional direction.

1. The City Attorney's Office shall approve the fulfillment of information requests from immigration authorities when a valid judicial subpoena or court order is presented. To determine the validity of a judicial subpoena or court order, the City Attorney's Office shall confirm that it was issued by a court, bears a judicial signature, and that there is no reasonable basis for the City of Laguna Woods to move to quash or challenge the judicial subpoena or court order.

    a. When the fulfillment of an information request is approved, the City Attorney's Office shall direct the City Clerk to submit to the City Attorney's Office all records potentially required to be disclosed. The City Attorney's Office shall review those records and ensure that only the records that are specifically required are disclosed and that the City of Laguna Woods has taken reasonable steps to protect confidential or sensitive information.

    b. Move to Step 5.

3. The City Clerk shall treat all information requests from immigration authorities that do not include a judicial subpoena or court order as public records requests under the California Public Records Act. This includes, but is not limited to, requests that are made verbally or in a written form other than a judicial subpoena or court order (e.g., emails, letters, or requests accompanied by administrative subpoenas).

    a. For all information requests from immigration authorities that are treated as public records requests, the City Clerk shall email the requests to the City Attorney's Office for review with the City Manager copied.

        i. The City Clerk shall inform the immigration authorities that the City Attorney's Office will review the request and that state law provides the City of Laguna Woods at least 10 business days to respond. They may either leave contact information with the City Clerk or contact the City Clerk at a later date to inquire as to the status of the request.

            1. The City Attorney's Office shall approve the fulfillment of information requests from immigration authorities when the records requested are not shielded from disclosure by the California Public Records Act, California Assembly Bill 450, or other state law.

                a. When the fulfillment of an information request is approved, the City Attorney's Office shall direct the City

Clerk to submit to the City Attorney's Office all records potentially required to be disclosed. The City Attorney's Office shall review those records and ensure that only the records that are specifically required are disclosed and that the City of Laguna Woods has taken reasonable steps to protect confidential or sensitive information.

4. Information requests from immigration authorities may arise in connection with the City of Laguna Woods' participation in federal or state programs. The City Clerk shall email all such requests to the City Attorney's Office for review with the City Manager copied.

    a. The City Attorney's Office shall approve the fulfillment of information requests from immigration authorities when the records requested are not shielded from disclosure by the California Public Records Act, California Assembly Bill 450, or other state law.

        i. When the fulfillment of an information request is approved, the City Attorney's Office shall direct the City Clerk to submit to the City Attorney's Office all records potentially required to be disclosed. The City Attorney's Office shall review those records and ensure that only the records that are specifically required are disclosed and that the City of Laguna Woods has taken reasonable steps to protect confidential or sensitive information.

5. After the interaction with immigration authorities concludes, each involved employees shall document the interaction in an email to the City Attorney's Office with the City Manager copied. Any II Administrator or supervisor shall provide employees with the applicable email addresses. Documentation shall include the following information, when known to the employee:

    a. The date, time, location, and duration of the interaction;

    b. The names, agencies, identification numbers, and contact information of the immigration authorities;

    c. The names of all employees who communicated with the immigration authorities or otherwise witnessed the interaction;

    d. The purpose asserted by the immigration authorities;

    e. The documents presented by the immigration authorities;

    f. Actions taken by employees and the immigration authorities;

g. Communications with the City Attorney's Office;

h. The ultimate resolution of the interaction, including any records provided to the immigration authorities

3.8.06. Recordkeeping.

The City Attorney's Office shall maintain permanent records of all employee interactions with immigration authorities during which immigration authorities requested information. Documentation shall be maintained in a centralized location and made available to the City Council following majority vote or the City Manager upon request.

3.8.07. Administrative Policy Dissemination.

All employees, members of the City Council, and other local City of Laguna Woods officials shall be provided with and acknowledge receipt of a copy of this Administrative Policy when this Administrative Policy is adopted or amended and as part of their initial orientation with the City of the Laguna Woods.

This Administrative Policy shall be appended to all agreements, contracts, memoranda of understanding, and similar instruments the City of Laguna Woods uses to contract a third-party entity to provide services that involve access to personally identifiable information, citizenship status information, or immigration information. Compliance with this Administrative Policy shall be a requirement of every such instrument.

3.8.08. City Manager's Authority.

In addition to other authority provided by state law, the City Council, and this Administrative Policy, the City Manager shall have the authority to update 3.8.03 to reflect future changes in the names or contact information of the City Attorney's Office or City Clerk.

3.8.09. Attachments.

Attachment A, "Glossary of Terms and Acronyms," is incorporated by reference.

Attachment B, "Sample Documents that Immigration Authorities May Use to Request Information," is incorporated by reference.

City Council Approval: November XX, 2026

Attachment A, "Glossary of Terms and Acronyms"

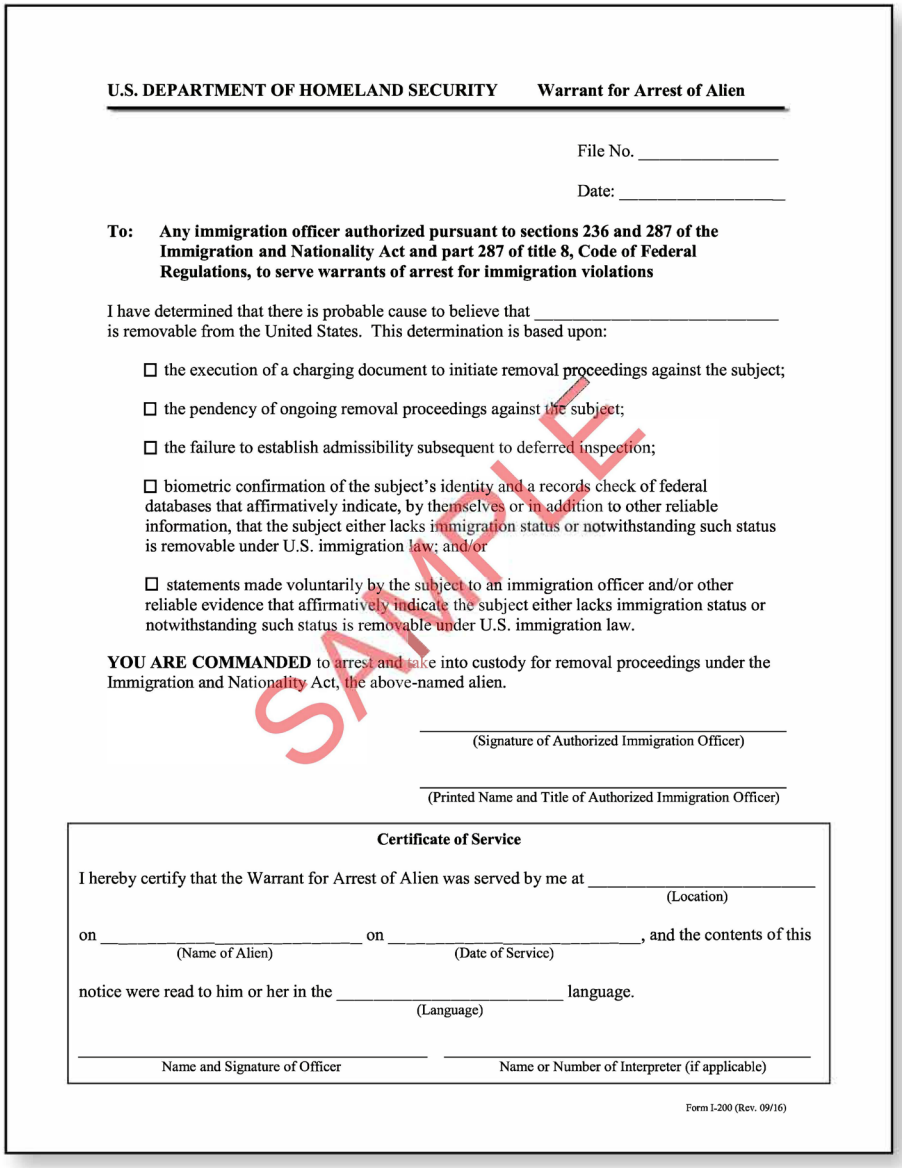
This Glossary of Terms and Acronyms contains information to provide individuals with a better understanding of terms used in this Administrative Policy. It is intended to be used as a basic reference only, is not intended to be all inclusive, and should not be treated as a substitute for professional counsel or analysis.

IMMIGRATION AUTHORITIES: Any individual employed by or acting on behalf of a law enforcement agency—whether the United States Department of Homeland Security ("DHS"), United States Immigration and Customs Enforcement ("ICE"), United States Customs and Border Protection ("CBP"), another federal agency, or a state or local law enforcement agency—that enforces, attempts to enforce, or otherwise participates in or facilitates immigration law enforcement.

PERSONALLY IDENTIFIABLE INFORMATION: Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual. This includes, but is not limited to, individuals' names, birthdates, driver's licenses, home addresses, identification cards, photographs, physical descriptions, Social Security numbers, and telephone numbers, as well as education, employment, financial, or medical information.

Attachment B, "Sample Documents that Immigration Authorities May Use to Request Information"

ICE (Immigrations and Customs Enforcement) "Arrest Warrant" (Form I-200)



U.S. DEPARTMENT OF HOMELAND SECURITY **Warrant for Arrest of Alien**

File No. _____

Date: _____

To: **Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations**

I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon:

☐ the execution of a charging document to initiate removal proceedings against the subject;

☐ the pendency of ongoing removal proceedings against the subject;

☐ the failure to establish admissibility subsequent to deferred inspection;

☐ biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or

☐ statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

SAMPLE

_____
(Signature of Authorized Immigration Officer)

_____
(Printed Name and Title of Authorized Immigration Officer)

Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at _____ (Location)

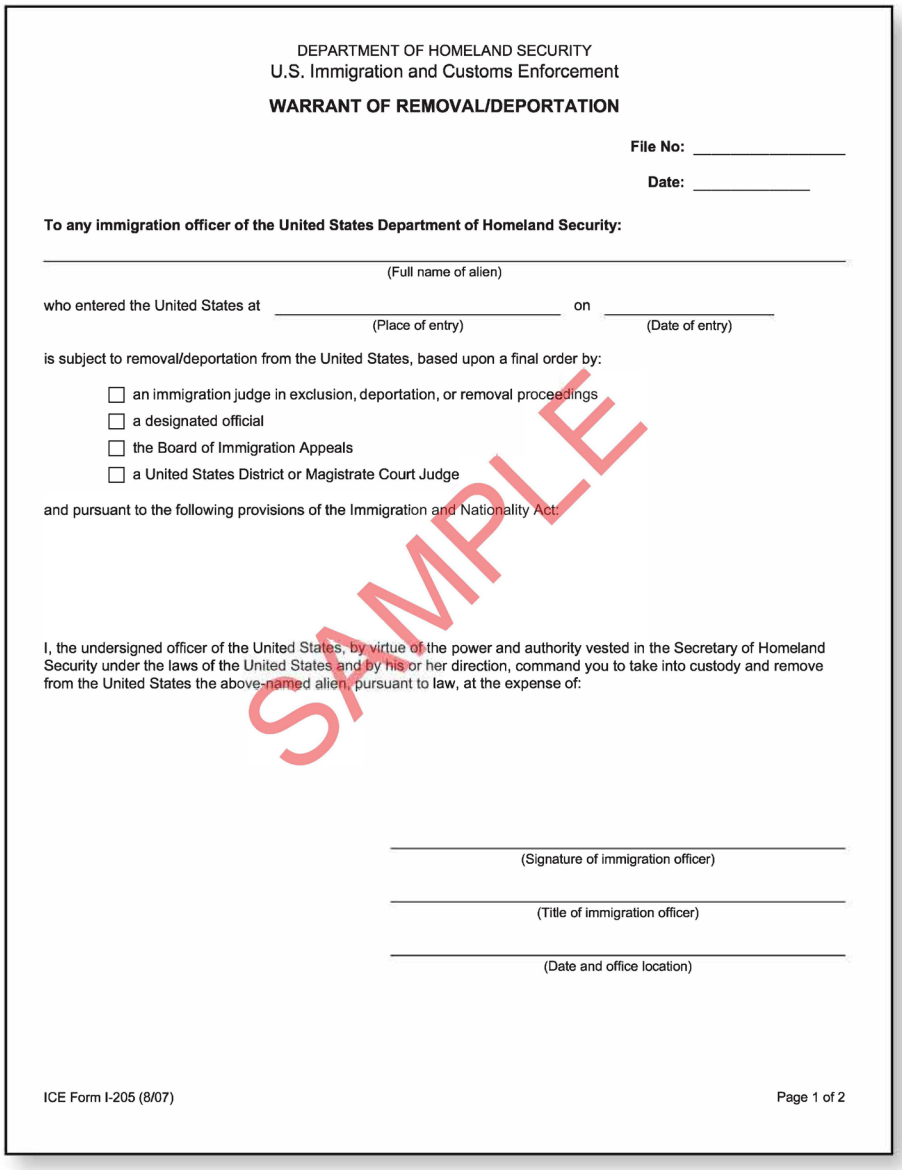
on _____ (Name of Alien) on _____ (Date of Service), and the contents of this notice were read to him or her in the _____ (Language) language.

_____ Name and Signature of Officer

_____ Name or Number of Interpreter (if applicable)

Form I-200 (Rev. 09/16)

ICE (Immigrations and Customs Enforcement) "Removal Warrant" (Form I-205)



DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

WARRANT OF REMOVAL/DEPORTATION

File No: _____

Date: _____

To any immigration officer of the United States Department of Homeland Security:

_____
(Full name of alien)

who entered the United States at _____ (Place of entry) on _____ (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- ☐ an immigration judge in exclusion, deportation, or removal proceedings
- ☐ a designated official
- ☐ the Board of Immigration Appeals
- ☐ a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

SAMPLE

_____
(Signature of immigration officer)

_____
(Title of immigration officer)

_____
(Date and office location)

ICE Form I-205 (8/07) Page 1 of 2

Federal Search and Seizure Warrant (Form AO 93)

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of
(Briefly describe the property to be searched or identify the person by name and address)

Case No.

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the _____ District of _____
(identify the person or describe the property to be searched and give its location):

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal *(identify the person or describe the property to be seized)*:

YOU ARE COMMANDED to execute this warrant on or before _____ *(not to exceed 14 days)*
❒ in the daytime 6:00 a.m. to 10:00 p.m. ❒ at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to _____.
(United States Magistrate Judge)

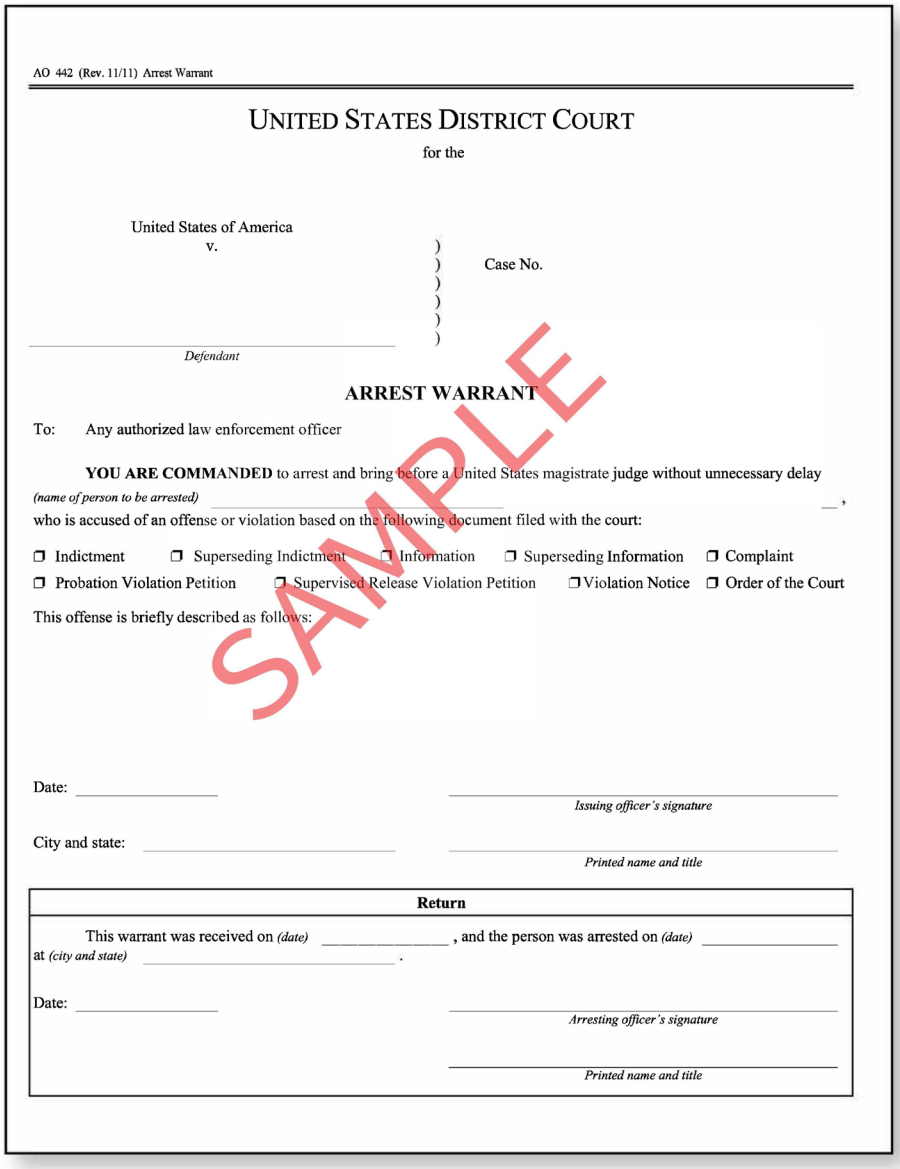
❒ Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized *(check the appropriate box)*
❒ for ____ days *(not to exceed 30)* ❒ until, the facts justifying, the later specific date of _____.

Date and time issued: _____ _____
Judge's signature

City and state: _____ _____
Printed name and title

SAMPLE

Federal Arrest Warrant (Form AO 442)



AO 442 (Rev. 11/11) Arrest Warrant

UNITED STATES DISTRICT COURT

for the

United States of America
v.
) Case No.

Defendant

ARREST WARRANT

To: Any authorized law enforcement officer

YOU ARE COMMANDED to arrest and bring before a United States magistrate judge without unnecessary delay
(name of person to be arrested) _____,
who is accused of an offense or violation based on the following document filed with the court:

❒ Indictment ❒ Superseding Indictment ❒ Information ❒ Superseding Information ❒ Complaint
❒ Probation Violation Petition ❒ Supervised Release Violation Petition ❒ Violation Notice ❒ Order of the Court

This offense is briefly described as follows:

SAMPLE

Date: _____

_____
Issuing officer's signature

City and state: _____

_____
Printed name and title

Return

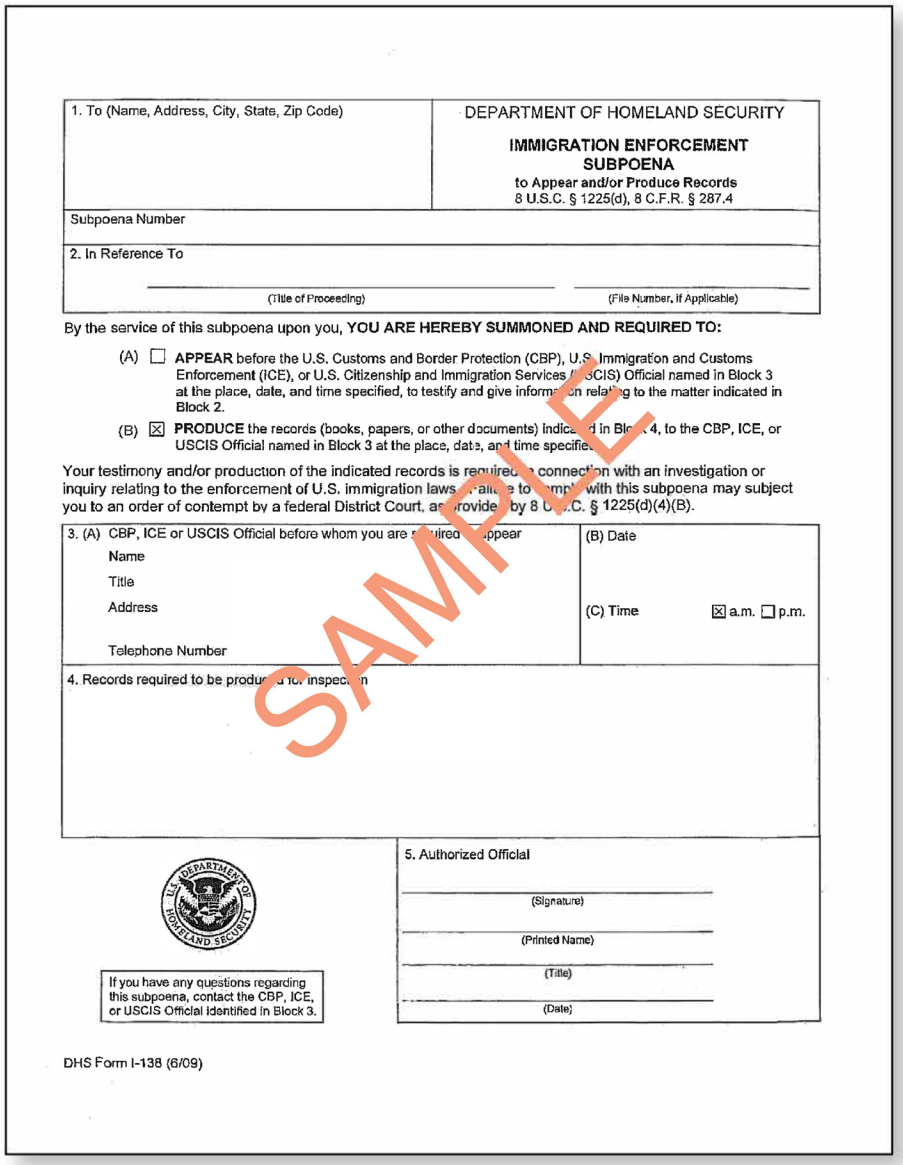
This warrant was received on *(date)* _____, and the person was arrested on *(date)* _____
at *(city and state)* _____.

Date: _____

_____
Arresting officer's signature

_____
Printed name and title

DHS Immigration Enforcement Subpoena (Form I-138)



1. To (Name, Address, City, State, Zip Code)	DEPARTMENT OF HOMELAND SECURITY **IMMIGRATION ENFORCEMENT SUBPOENA** to Appear and/or Produce Records 8 U.S.C. § 1225(d), 8 C.F.R. § 287.4
Subpoena Number	
2. In Reference To (Title of Proceeding) (File Number, if Applicable)	

By the service of this subpoena upon you, **YOU ARE HEREBY SUMMONED AND REQUIRED TO:**

(A) ☐ **APPEAR** before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.

(B) ☒ **PRODUCE** the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.

Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).

3. (A) CBP, ICE or USCIS Official before whom you are required to appear Name Title Address Telephone Number	(B) Date (C) Time ☒ a.m. ☐ p.m.
4. Records required to be produced for inspection	

If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.

5. Authorized Official

(Signature)

(Printed Name)

(Title)

(Date)

DHS Form I-138 (6/09)

SAMPLE

Federal Judicial Subpoena (Form AO 88B)

AO 88B (Rev. 02/14) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action

UNITED STATES DISTRICT COURT
for the

_____)
Plaintiff)
v.) Civil Action No.
_____)
Defendant)

SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION

To: _____
(Name of person to whom this subpoena is directed)

❒ *Production:* **YOU ARE COMMANDED** to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:

Place:	Date and Time:

❒ *Inspection of Premises:* **YOU ARE COMMANDED** to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place:	Date and Time:

SAMPLE

The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

Date: _____

CLERK OF COURT

OR

_____ _____
Signature of Clerk or Deputy Clerk *Attorney's signature*

The name, address, e-mail address, and telephone number of the attorney representing *(name of party)* _____
_____, who issues or requests this subpoena, are:

Notice to the person who issues or requests this subpoena

If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).

7.7
PARENTAL LEAVE FOR MEMBERS OF THE CITY COUNCIL POLICY

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

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CITY OF LAGUNA WOODS
RESOLUTION NO. 26-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING ADMINISTRATIVE POLICY 1.7 PERTAINING TO A PROCESS FOR A MEMBER OF THE CITY COUNCIL TO PROVIDE NOTICE OF THEIR TAKING PARENTAL LEAVE, PURSUANT TO CALIFORNIA ASSEMBLY BILL 2134 (ADDIS, CHAPTER 123, STATUTES OF 2026).

WHEREAS, the City Council wishes to adopt an administrative policy to satisfy the City of Laguna Woods' obligation to establish a process for a member of the City Council to provide notice of their taking parental leave, pursuant to California Assembly Bill 2134 (Addis, Chapter 123, Statutes of 2026).

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. The administrative policy attached hereto as Exhibit A is adopted and is a statement of the City's Parental Leave for Members of the City Council policy. The administrative policy attached hereto as Exhibit A replaces and supersedes all previous versions of Administrative Policy 1.7.

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

PASSED, APPROVED AND ADOPTED this 18th day of November 2026.

_____
ANNIE MCCARY, 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. 26-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the 18th day of November 2026, by the following vote:

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

_____
YOLIE TRIPPY, CMC, City Clerk

City of Laguna Woods

ADMINISTRATIVE POLICY 1.7

PARENTAL LEAVE FOR MEMBERS OF THE CITY COUNCIL

1.7.01. Statement of Purpose.

This Administrative Policy is intended to satisfy the City of Laguna Woods' obligation to establish a process for a member of the City Council to provide notice of their taking parental leave, pursuant to California Assembly Bill 2134 (Addis, Chapter 123, Statutes of 2026).

1.7.02. Background.

California Government Code Section 36513 allows members of the City Council to take parental leave without such leave counting toward the number of allowed absences allotted to each member of the City Council before their office becomes vacant.

Parental leave for members of the City Council is limited to 12 workweeks or the length of time allowed pursuant to the parental leave provided to employees of the City of Laguna Woods, whichever is longer.

1.7.03. Notification Process.

Members of the City Council who take parental leave shall notify the City Clerk, in writing, within 72 hours of the beginning of such parental leave. It is encouraged, but not required, that such notification also include an estimate of the expected length of the parental leave.

Members of the City Council are encouraged, but not required, to also notify the City Clerk, in writing, at least 30 calendar days in advance of any foreseeable need for parental leave.

Upon receipt of any notification contemplated by this Administrative Policy, the City Clerk shall notify the other members of the City Council, City Manager, and City Attorney of the same, in writing. Consistent with the priority that California Assembly Bill 2134 places on protecting the privacy of members of the City Council, the City of Laguna Woods shall publicly and to all employees other than the City Manager, City Attorney, and City Clerk, characterize the leave being taken generally, without reference to it being parental in nature. Records identifying the leave as being parental in nature are subject to redaction prior to public disclosure, pursuant to Section 3 of California Assembly Bill 2134.

Nothing in this Administrative Policy shall be interpreted as requiring any member of the City Council to make any notification or declaration regarding parental leave at a public meeting.

1.7.04. Administrative Policy Dissemination.

All members of the City Council shall be provided with and acknowledge receipt of a copy of this Administrative Policy when this Administrative Policy is adopted or amended and as part of their initial orientation with the City of the Laguna Woods.

1.7.05. Relationship to Federal and State Laws.

Where federal or state laws are more restrictive than or contradict this Administrative Policy, such laws shall take precedence. Where this Administrative Policy is more restrictive than federal or state laws, this Administrative Policy shall take precedence.

1.07.06. Attachments.

Attachment A, "Glossary of Terms and Acronyms," is incorporated by reference.

City Council Approval: November XX, 2026

Attachment A, "Glossary of Terms and Acronyms"

This Glossary of Terms and Acronyms contains information to provide individuals with a better understanding of terms used in this Administrative Policy. It is intended to be used as a basic reference only, is not intended to be all inclusive, and should not be treated as a substitute for professional counsel or analysis.

PARENTAL LEAVE: Leave from active service as a member of the City Council for reasons of the birth of a child of the member of the City Council, or the placement of a child with a member of the City Council in connection with the adoption or foster care of the child by the member of the City Council.

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7.8
CITY MANAGER PROFESSIONAL DEVELOPMENT EXPENDITURES

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 Members of the City Council

FROM: Christopher Macon, City Manager

FOR: November 18, 2026 City Council Meeting

SUBJECT: City Manager Professional Development Expenditures

Recommendation

Ratify and authorize expenditures from the existing General Fund budget for registration, hotel lodging for February 10 and 11, 2026, and to reimburse the City Manager for self-parking at the Manchester Grand Hyatt in San Diego, CA, for the City Manager to participate in the League of California Cities (Cal Cities) City Managers Conference, February 10-12, 2026, in San Diego, CA, in a total amount not to exceed $1,500.

Summary

The League of California Cities hosts an annual City Managers Conference. More information is available at www.calcities.org/education-and-conferences/other-conferences (click on "City Managers Conference"). Registration is $775[1]. Conference group hotel rates are $249 (plus taxes and fees) per night.

In 2027, as President-Elect of the Orange County City Manager Association ("OCCMA"), the City Manager will be responsible for organizing a dinner for Orange County's city managers and other management staff during the City Managers Conference.

[1] As the City Managers Conference regularly sells out, registration was paid on November 6, 2026, during the priority registration period which began on October 27, 2026 and ended on November 9, 2026.

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7.9
CITY COUNCIL TRAVEL AND EXPENSE REIMBURSEMENT
(AGENDIZED BY MAYOR MCCARY)

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 Members of the City Council

FROM: Annie McCary, Mayor

FOR: November 18, 2026 City Council Meeting

SUBJECT: City Council Travel and Expense Reimbursement (agendized by Mayor McCary)

Recommendation

1. Authorize expenditures from the existing General Fund 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 SAFE Credit Union Convention Center in Sacramento, CA, for Mayor McCary to participate in the League of California Cities (Cal Cities) Community Services Policy Committee meeting on January 22, 2027, in Sacramento, CA, in a total amount not to exceed $600; and

2. Authorize expenditures from the existing General Fund City Council Department budget for mileage to and from Mayor McCary's home and the Marriott LA Burbank in Burbank, CA, hotel lodging for the evening of March 25, 2026, and to reimburse Mayor McCary for self-parking at the Marriott LA Burbank, for Mayor McCary to participate in the League of California Cities (Cal Cities) Community Services Policy Committee meeting on March 26, 2027, in Burbank, CA, in a total amount not to exceed $400.

Summary

Mayor McCary was appointed by the 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' 2027 Community Services Policy Committee. 2027 will be Mayor McCary's third consecutive term of service on the Community Services Policy Committee. More information on the Community Services Policy Committee is available at www.calcities.org/get-involved/policy-committees.

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8.1
OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT

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City of Laguna Woods
AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Christopher Macon, City Manager

FOR: November 18, 2026 City Council Meeting

SUBJECT: Objective Design Standards for Commercial Development

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Recommendation

1. Receive staff report;

2. Resume the public hearing that was continued from the regular meeting of the City Council on October 21, 2026;

3. Receive public testimony;

4. Close the public hearing; and

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

   AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADDING SECTION 13.22.060 TO CHAPTER 13.22 OF TITLE 13 (ZONING) OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO THE ESTABLISHMENT OF OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT; ADOPTING OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT IN THE COMMUNITY COMMERCIAL (CC), NEIGHBORHOOD COMMERCIAL (NC), AND PROFESSIONAL AND ADMINISTRATIVE OFFICE (PA) ZONING DISTRICTS; AND, DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Background

The Fiscal Years 2025-27 Budget & Work Plan includes a significant work plan item to refine the City's objective design and development regulations ("objective design standards") for new and redevelopment projects (e.g., architectural and landscape standards).

Staff has contracted with JZMK Partners, an architecture, planning and urban design firm based in Costa Mesa, to assist with the preparation of the commercial objective design standards. 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 visit their website at www.jzmkpartners.com.

Previous Meetings and Activities

On January 26, 2026, the City hosted a community workshop on the Commercial Objective Design Standards Project. The workshop was facilitated by JZMK Partners and included 21 public participants, in addition to members of the City Council and staff.

On February 4, 2026, written public comments regarding the Commercial Objective Design Standards Project were received by the City Council at its special meeting.

On February 24, 2026, the City Council met and discussed the Commercial Objective Design Standards Project. Staff and JZMK Partners received input from members of the City Council and one member of the public.

On July 31, 2026, the City released a public review draft of the Commercial Objective Design Standards. Interested parties were invited to submit comments on the public review draft from July 31, 2026 through August 21, 2026.

On August 12, 2026, the City Council met and discussed the Commercial Objective Design Standards Project. Staff and JZMK Partners received input from members of the City Council and three members of the public.

On October 8, 2026, the proposed ordinance (Attachment A) was made available for public inspection at City Hall and on the City's website. A public notice announcing today's public hearing and the availability of the proposed ordinance was published in the *Laguna Woods Globe* on October 8, 2026 and October 15, 2026. The same public notice was also emailed to two members of the public who signed up to receive such notifications.

On October 21, 2026, the City Council voted unanimously to approve the introduction and first reading of the proposed ordinance. A public hearing was opened and, after receiving public testimony, the public hearing was continued to November 18, 2026.

Discussion

Today's meeting is an opportunity for City Council action and public input on an ordinance pertaining to the establishment of objective design standards for commercial development (Attachment A). Staff recommends that the City Council resume the public hearing and

adopt the proposed ordinance to guide future commercial construction in order to protect and advance Laguna Woods' character and visual quality for the benefit of the City's economic development and quality of life for residents and visitors.

Exhibit B to Attachment A (the "Objective Design Standards for Commercial Development document) has been updated to reflect input received at the August 12, 2026 City Council meeting. Modifications include, but are not limited to, the following:

- Section 1.3.2. Expanded the applicable project types to include the addition of any new structure(s), substantial renovation of canopies, any alternation that increases the number of drive-through lanes or fuel pumps, and discretionary projects for which the City Council conditions its approval on compliance with the standards.

- Section 2.1.5. Added a requirement for permanent seating to be located beneath an awning, building overhang, pergola, or other permanent shading element, or within the projected fifteen-year canopy of a shade tree.

  Reduced the minimum planting ratio for trees in publicly accessible open space from one per 1,000 square feet to 1 per 800 square feet.

- Section 2.4.1. Reduced the minimum planting distance for trees in the first 50 feet of where a pedestrian pathway connects to a public sidewalk from 30 feet to 25 feet.

- Section 3.1.3.1. Increased the minimum dimensions of a major massing break from 3 feet deep by 6 feet wide to 4 feet deep by 6 feet wide.

- Section 4.3. Added a requirement for curved parapet walls to feature a "simple, smooth profile without intricate detailing, jagged edges, or sharp corners." The number of curved parapet walls remains limited to 1 per building.

- Section 4.4. Prohibited window grills.

- Section 4.6. Removed window grills as an allowable decorative accent.

  Added accent grills as an allowable decorative accent. Accent grills are included at San Sebastian Apartments.

  Clarified that, when selected for inclusion in a project, decorative tiles shall be "applied as a border at entrances or entry porticos."

  Clarified that, when selected for inclusion on a project, loggias shall be framed by arches. This is meant to prevent the use of columns and other design elements.

- Section 5.1.4.2. Added a requirement that at least 51% of all trees planted shall be a minimum 36 inch box size at the time of installation. The minimum box size remains 24 inches.

Staff has also prepared a document responding to the comments that were received on the public review draft during the public review period (Attachment B).

If the recommended action is taken at today's meeting, the ordinance would take effect in 30 days (beginning on December 18, 2026).

Fiscal Impact

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

Environmental Review

The City Council is asked to find that the proposed ordinance is not subject to the California Environmental Quality Act (Pub. Resources Code, Sec. 21000 et seq.) ("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 California Code of Regulations, Title 14, Division 6, Chapter 3 ("State CEQA Guidelines"). Section 15378(b)(2) of the State CEQA Guidelines excludes "general policy and procedure making" from its definition of "project" when it does not apply to "specific instances" set forth in Section 15378(a) of the State CEQA Guidelines as is the case here.

The City Council is also asked to find that, even if the proposed ordinance were subject to CEQA, it would be exempt based on Section 15061(b)(3) of the State CEQA Guidelines 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.

All development projects to which the objective design standards for commercial development would apply are speculative at this point. CEQA review of development projects subject to CEQA, including any application of the objective design standards for commercial development to such projects, would be conducted by the City during the prospective processing of such projects.

Documents Available for Review

Related documents – including the proposed ordinance – are open to public inspection at or from the City Clerk's Office during normal working hours. The City Clerk's Office is located at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637 and can be contacted by calling (949) 639-0500. The proposed ordinance is also available for public inspection on the City's website at www.lagunawoods.gov/projects.

Attachments: A – Proposed Ordinance
Exhibit A – Proposed Code Amendments
Exhibit B – Proposed Code Amendments
B – Response to Public Review Period Comments

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CITY OF LAGUNA WOODS
ORDINANCE NO. 26-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADDING SECTION 13.22.060 TO CHAPTER 13.22 OF TITLE 13 (ZONING) OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO THE ESTABLISHMENT OF OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT; ADOPTING OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT IN THE COMMUNITY COMMERCIAL (CC), NEIGHBORHOOD COMMERCIAL (NC), AND PROFESSIONAL AND ADMINISTRATIVE OFFICE (PA) ZONING DISTRICTS; AND, DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, the City Council wishes to establish objective design standards for commercial development ("Code Amendments"); and

WHEREAS, the Code Amendments apply to the Community Commercial (CC), Neighborhood Commercial (NC), and Professional and Administrative Office (PA) zoning districts; and

WHEREAS, the Code Amendments are intended to guide the future construction, alteration, and renovation of businesses, gas stations, office buildings, restaurants, shopping centers, and other commercial properties, in order to protect and advance Laguna Woods' character and visual quality for the benefit of the City's economic development and quality of life for residents and visitors; and

WHEREAS, Goal L-2 in the General Plan Land Use Element is to "promote unique, but visually cohesive development," which is consistent with the purpose and intent of the Code Amendments. For example, Policy Objective L-2.1 in the General Plan Land Use Element calls for the City to "establish and apply standards for development projects to be designed and constructed in a manner that embraces Laguna Woods' aesthetics, character, and sense of place"; and

WHEREAS, at the regular meetings on October 21, 2026 and November 18, 2026, 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 (Pub. Resources Code, Sec. 21000 et seq.) ("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 California Code of Regulations, Title 14, Division 6, Chapter 3 ("State CEQA Guidelines"). Section 15378(b)(2) of the State CEQA Guidelines excludes "general policy and procedure making" from its definition of "project" when it does not apply to "specific instances" set forth in Section 15378(a) of the State CEQA Guidelines as is the case here.

After reviewing the entire project record, the City Council hereby finds that, even if this Ordinance were subject to CEQA, it would be exempt based on Section 15061(b)(3) of the State CEQA Guidelines 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.

All development projects to which the Code Amendments apply are speculative at this point. CEQA review of development projects subject to CEQA, including any application of the Code Amendments to such projects, will be conducted by the City during the prospective processing of such projects.

SECTION 3. Section 13.22.060 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 Objective Design Standards for Commercial Development set forth in Exhibit B, attached to this Ordinance and incorporated herein by this reference, are hereby adopted as if set forth at length in Exhibit A.

SECTION 4. This Ordinance shall take effect and be in full force and operation 30 calendar days after adoption.

SECTION 5. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity of effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

SECTION 6. The Mayor shall sign this Ordinance.

SECTION 7. The City Clerk shall certify to the passage of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

SECTION 8. All of the above-referenced documents and information have been and are on file with the City Clerk of the City.

PASSED, APPROVED AND ADOPTED this XX day of XX 2026.

_____
ANNIE MCCARY, 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. 26-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2026, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2026 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 to Ordinance No. 26-XX

Code Amendments

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EXHIBIT A
CODE AMENDMENTS – SECTION 13.22.060

Section 13.22.060 ("Objective Design Standards for Commercial Development") is added to Chapter 13.22 ("Supplement General Development Regulations") of Title 13 ("Zoning") of the Laguna Woods Municipal Code to read as follows:

Sec. 13.22.060. Objective design standards for commercial development.

(a) *Purpose and intent.* The purpose and intent of this section is to guide the future construction, alteration, and renovation of businesses, gas stations, office buildings, restaurants, shopping centers, and other commercial properties, in order to protect and advance Laguna Woods' character and visual quality for the benefit of the City's economic development and quality of life for residents and visitors.

(b) *Applicability.* This section applies to the Community Commercial (CC), Neighborhood Commercial (NC), and Professional and Administrative Office (PA) zoning districts.

(c) *Standards.* Development shall occur as set forth in the City's Objective Design Standards for Commercial Development document, which is on file with the City Clerk, and which is incorporated by reference into this section as if set forth at length herein.

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Exhibit B to Ordinance No. 26-XX

Code Amendments
Objective Design Standards for Commercial Development document

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CITY OF LAGUNA WOODS

OBJECTIVE DESIGN STANDARDS

FOR COMMERCIAL DEVELOPMENT

PREPARED FOR:

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

PREPARED BY:

JZMK Partners
3080 Bristol Ave, Suite 350
Costa Mesa, CA 92626

JZMK
PARTNERS

ADOPTED BY:

Ordinance No. 26-XX

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INTRODUCTION

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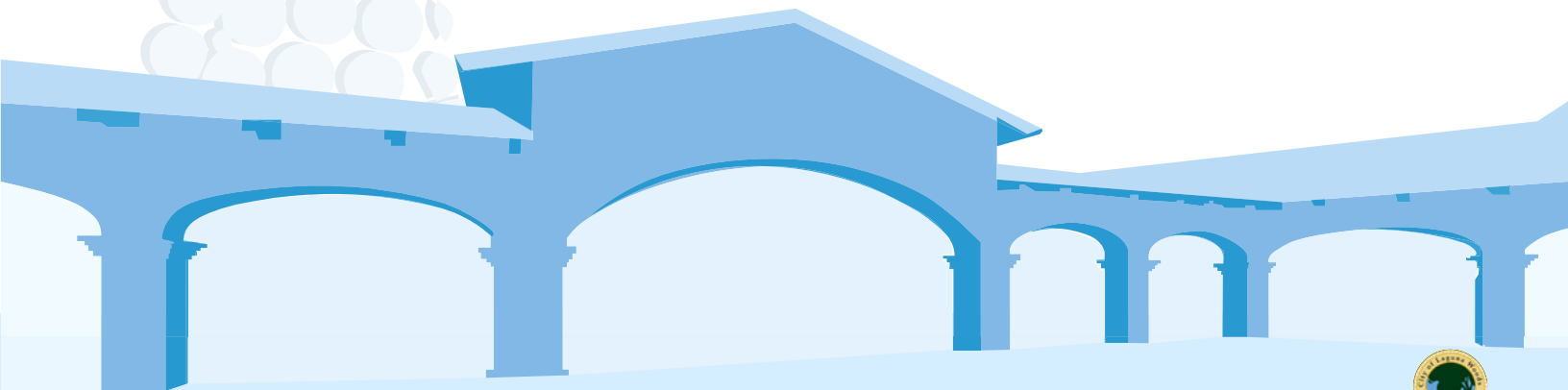
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1 INTRODUCTION

1.1 PURPOSE

1.1.1 OVERVIEW

The development of commercial projects in the City of Laguna Woods ("City"), is regulated by a variety of documents including the Laguna Woods General Plan and the Laguna Woods Municipal Code.

To further support consistent, high-quality commercial development and reinvestment, the City has established Objective Design Standards that provide clear, measurable, and enforceable criteria for project review. These standards are intended to streamline the development review process by reducing ambiguity, facilitating predictable outcomes, and ensuring that projects can be reviewed in an efficient and consistent manner.

The Objective Design Standards apply to commercial development, including new construction and site improvements, and are designed to promote functional site design, high-quality architecture, and cohesive visual character throughout the City. By establishing objective criteria, the City aims to support economic vitality while maintaining and enhancing the community's built environment.

1.1.2 GOALS

The primary goals of the Objective Design Standards are to:

a. Preserve the character of the community by balancing the form and design of existing development with new construction techniques and styles.

b. Encourage human-scaled buildings that promote high quality site and building design.

c. Emphasize a pedestrian-oriented environment where buildings and public realm design are cohesive and complementary of a diverse range of uses.

1.2 ORGANIZATION

The Objective Design Standards are organized into the following five chapters:

1. Introduction
2. Site Design
3. Building Design
4. Architectural Style
5. Landscape

1.3 APPLICABILITY

1.3.1 APPLICABLE ZONING DISTRICTS

These Objective Design Standards apply to the following zoning districts:

1. Community Commercial (CC)
2. Neighborhood Commercial (NC)
3. Professional and Administrative Office (PA)

1.3.2 APPLICABLE PROJECT TYPES

These Objective Design Standards apply to the entire area of projects that include one (1) or more of the following:

1. Addition of any new structure(s)
2. Substantial renovation of any existing structure(s), defined as the demolition, removal, or replacement of fifty percent (50%) or more of exterior walls, roofs, or canopies, when the proposed design, materials or overall appearance differ from the existing conditions
3. Renovation of any existing structure(s) that results in an addition of twenty five percent (25%) or more to the existing square footage or five hundred (500) sq. ft., whichever is less
4. Any alteration that adds one or more new floors
5. Any alteration that increases the number of drive-through lanes or fuel pumps
6. Any discretionary development project for which the City Council has conditioned its approval on compliance with these Objective Design Standards

Exceptions to the applicability of these standards include the following:

1. Routine maintenance activities where the existing materials, design, and form are retained, regardless of the project's square footage
2. Interior renovations that do not modify the footprint or massing of an existing structure

The following provisions further clarify the relationship of these standards to other applicable requirements:

1. These standards supplement the underlying base zoning district. In case of conflict between these standards, the Objective Design Standards will apply
2. All new development projects are required to conform to the architectural style described in Chapter 4 of these Objective Design Standards. All other projects are encouraged to do the same

1.3.3 EXCEPTIONS & EXEMPTIONS

All applicable projects are required to comply with Objective Design Standards. Should a project not be able to or choose not to adhere to the Objective Design Standards, a project may seek approval through the following paths:

1. Minor Exceptions and Exemptions: If an applicant is unable to meet certain Objective Design Standards, the applicant may request up to three (3) exceptions or exemptions. This allows for limited discretionary review and flexibility for projects that may have a physical constraint. The City Manager and/or their designee may approve or deny requests for exceptions or exemptions or refer such determination to the City Council. Determinations made by the City Manager and/or their designee may be appealed to the City Council.

   Requests shall be made by the applicant in writing to the City Manager.

   a. Applicants requesting an exception or exemption shall provide findings on how their project is consistent with the Purpose statements for each chapter where an exception or exemption is requested.

   b. Applicants shall document constraints to meeting the standard.

   c. Exceptions or exemptions to quantitative standards may vary by no more than five percent (5%) above or below the stated requirement.

   d. The City Manager has the discretion to defer determinations to the City Council.

2. Discretionary Review Path: Applicants may choose the Discretionary Review Path if they choose not to meet the Objective Design Standards. Projects utilizing this path will be subject to the applicable discretionary review procedures, including public hearings and extended review timelines, as outlined in Laguna Woods Municipal Code Title 11.

1.3.4 DETERMINATIONS

Prior to approving exceptions or exemptions, the City Manager and/or their designee shall make the following determinations:

1. Approval aligns with the requirements outlined in the vision, intent, and purpose of the objective design standards.
2. Approval does not alter the intent of the objective design standards;
3. Approval constitutes a sound precedent for other similar situations; and
4. The resulting project is consistent with the General Plan.

1.4 USER GUIDE

The Objective Design Standards are intended to be used by applicants, property owners, and the City in connection with the review and approval of applicable projects.

Applicants are encouraged to review the Objective Design Standards, Laguna Woods Municipal Code Title 11 (Buildings and Construction), and Laguna Woods Municipal Code Title 13 (Zoning) prior to designing projects or submitting land use applications to the City. After reviewing those documents, applicants are encouraged to schedule a pre-application meeting with the City's Planning & Environmental Services Department to discuss specific application requirements.

1.5 RELATIONSHIP WITH GENERAL PLAN & ZONING CODE

The Objective Design Standards work as a baseline, creating citywide standards that apply to applicable projects. This document is intended to work in tandem with the Laguna Woods General Plan and Laguna Woods Municipal Code.

- **General Plan.** California Government Code Section 65300 requires each city to adopt a comprehensive, long-term general plan to guide physical development. The Laguna Woods General Plan reflects the City of Laguna Woods' intentions about land use and its relationship to circulation, conservation, housing, noise, open space, and safety. In the event of a conflict between the Laguna Woods General Plan and the Objective Design Standards, the Laguna Woods General Plan shall prevail.
- **Laguna Woods Municipal Code.** The Laguna Woods Municipal Code is a collection of all ordinances adopted by the City Council of a general and permanent nature. The Objective Design Standards were adopted by such an ordinance. Conflicts between the balance of the Laguna Woods Municipal Code and the Objective Design Standards shall be resolved in accordance with applicable laws and City procedures.
- **California Building Standards Code.** The Objective Design Standards do not replace or supercede applicable provisions of the California Building Standards Code. In the event of a conflict between the California Building Standards Code and the Objective Design Standards, the California Building Standards Code shall prevail.

1.6 TERMINOLOGY

The following terms are used throughout the Objective Design Standards and are defined below.

Active Frontage: Active frontages are building frontages with active uses where there is visual engagement between those in the street and those on the ground floor. Active uses include retail stores, restaurants, markets, galleries, libraries, community centers, common areas and offices that generate high pedestrian traffic throughout the day.

Alley: A public thoroughfare used as a secondary vehicular means of access.

Arched: Having a vertical curve where the height of the curve is either (1) exactly half of the width of the curve, or (2) shorter in height than the actual curve.

Awning: An architectural projection that provides weather protection, building identity, or decoration, and is wholly supported by the building to which it is attached. An awning is often comprised of a lightweight frame structure over which a cover is attached.

Belvederes: An architectural feature designed to provide a beautiful view—such as a rooftop pavilion, terrace, balcony, tower, or open-sided structure.

Balcony: An external extension of an upper floor of a building, enclosed by a screen, balusters, or railings.

Block Length: The length of a parcel or series of parcels measuring from the edge of one public right-of-way or public access easement to another.

Balustrade: Multiple balusters supporting a railing on a balcony.

Baluster: A post, upright support, or vertical piece that supports a railing on a balcony.

Building: Has the same meaning as the term defined in Section 13.06.010(c)(130) of the Laguna Woods Municipal Code, as amended from time to time or replaced with a successor statute.

Building Envelope: The physical separator between the interior and exterior of a building, including the foundation, floors, walls, roof, windows, and doors.

Building Facade Length: The overall length of a facade without a full break in the building (see full break definition below).

Building Facade Full Break: A significant interruption or separation in the facade, such as a passageway, courtyard, or a change in building height that visually and structurally divides the building.

Building Projection: The part or feature of a building which extends outside of the enclosing walls. It can be a building feature that is mounted on, and/or extends from the surface of the building wall or facade, typically above ground level.

Carport: Any parking area that is wholly or partially covered by a structure of any kind.

Cart Corral: A designated, anchored structure in a retail or grocery store parking lot designed for customers to return shopping carts. These structures can be metal, often open-ended on one or both sides for easy access, and are strategically placed in parking aisles to encourage shoppers to return carts after loading their vehicles.

Cavity: A wall built of masonry units or of concrete, or a combination of these materials, arranged to provide an airspace within the wall, and in which the inner and outer parts of the wall are tied together with metal ties.

Clerestory: An upper story or row of windows rising above the adjoining parts of the roof, designed to admit light into the inner space of a building.

Connection: A space that links one physical space to another. It may be traversable by pedestrian, bicycle or automobile traffic.

Cornice: The uppermost division of an entablature; a projecting shelf along the top of a wall supported by a series of brackets; the exterior trim at the meeting of a roof and wall, consisting of soffit, fascia, and crown molding.

Development Parcel: Any tract of land on which development can occur. This includes platted lots and un-platted parcels but excludes any public right-of-way.

Dry-Stacked, Surface-Bonded Wall: A wall built of concrete masonry units where the units are stacked dry, without mortar on the bed or head joints, and where both sides of the wall are coated with a surface-bonding mortar.

Exterior: Any outer surface that is or would be visible from any point outside the parcel on which it is located assuming topography was flat and no other buildings, structures, fences, walls, landscaping, or similar visual obstructions were present.

Facade: Any exterior face of a building.

Facade Plane: Any stretch of a building facade existing along the same axis line, regardless of pattern differentiation or change in rhythm.

Facade Composition: The expression of a facade through a variety of techniques such as forms, patterns, fenestration, elements, details, materials, texture, finishes, etc. Facade Composition is used to create the architectural character and design theme of a building.

Facade Modulation: Used to shape a building's exterior massing, facade modulation is a change in building plane though the recess or projection of sections of a facade.

Facade Treatment: Facade Treatment area shall be defined as the total vertical surface area of a building facade, measured in elevation from finished grade to the top of the parapet or eave, and from one end of the facade to the other.

Foot-candle: A measurement of illumination on a one-square foot (ft.) surface from a uniform source of light.

Footprint: Footprint or building footprint provides the outline of a building drawn along the exterior walls, with a description of the exact size, shape, and location of its foundation.

Glass Curtain Wall: Aluminum-framed or other metal-framed window systems that are non-structural and house glass panels.

Gross Floor Area: Has the same meaning as the term is defined in Section 13.06.010(c)(420) of the Laguna Woods Municipal Code, as amended from time to time or replaced with a successor statute.

Ground Floor Office: Ground floor office refers to office uses located at the ground level that are oriented toward a public frontage and designed to contribute to pedestrian activity through elements such as transparent windows, entries facing the public realm, and visible interior activity. While typically less active than storefront commercial uses, ground floor office shall maintain a direct relationship with and visual connection to the adjacent pedestrian environment.

Height: The height of a structure is defined as the vertical distance from finished grade to the highest point of a structure.

Landscaped Area: Surface area dedicated for planting of trees, shrubs, flowers, turf, ground cover, or other horticultural elements.

Landscape Professional: A licensed landscape architect, licensed landscape contractor, or any other person authorized to design a landscape pursuant to California Business and Professions Code §§ 5500.1, 5615, 5641, 5641.1, 5641.2, 5641.3, 5641.4, 5641.5, 5641.6, 6701, 7027.5, California Code of Regulations Tit. 16, § 832.27, or California Food and Agriculture Code § 6721, as amended from time to time or replaced with a successor statute.

Light Box Sign: An illuminated sign that contains mechanisms to encapsulate, suspend, protect and/or display a discrete sheet of backlit film which may include images and/or text, and which is designed to transmit light through the film for increased image brightness, contrast, and/or color saturation.

Main Building Entry: The entrance to a building typically leading to a lobby, courtyard, or other large shared space that is accessed from the primary building frontage.

Neutral Color: A color that is not considered a primary color on any one or more of the following color models: CIE, CMYK, HEX, HSB, HSL, or RGB.

Parapet: A low protective wall or railing along the edge of a roof, balcony, or similar structure; in an exterior wall, the part entirely above the roof.

Parking/**Loading**: An essential zone for people and goods, providing separation between moving vehicles in the travel-way and people in the pedestrian realm. This zone can contain multiple uses along a street including commercial deliveries, parklets, on-street parking, and taxi zones. It can be used for mobility at specific times of the day.

Pedestrian Pathway: A walkway or sidewalk that connects into or through a development.

Perimeter Length: The lineal distance as measured along the perimeter of a building, parcel, lot, etc.

Pilaster: A partial pier or column, often with a base, shaft, and capital, that is embedded in a flat wall and projects slightly; may be constructed as a projection of the wall itself.

Planter: An above grade container for planting.

Primary Building Frontage: The building frontage that abuts the most primary of streets, or Pedestrian Pathway surrounding the building. In the case of a through-lot, the primary building frontage could be on either public right-of-way.

Primary Facade Plane: Majority area of the facade that is in the same plane.

Projection: Projections (or building projection) is the part or feature of a building which extends outside of the enclosing walls. It can be a building feature that is mounted on, and/or extends from the surface of the building wall or facade, typically above ground level.

Private Street: Any street that is not owned by the City. Private streets often have public access easements to allow passage into or through a private development.

Roof Deck: The flat or sloped surface constructed on top of the exterior walls of a building or other supports for the purpose of enclosing the story below, or sheltering an area, to protect it from the elements, not including its supporting members or vertical supports.

Roof Covering: The covering applied to the roof deck for weather resistance, fire classification, or appearance.

Simple Design: A design that uses clean, basic forms with minimal surface decoration, avoids applied ornament such as scrollwork or carvings, and limits the number of different colors and materials used in a single furnishing or element.

Storefront Commercial: Storefront commercial refers to ground-floor retail, restaurant, or service uses that are directly accessible from the public frontage and designed to engage pedestrians through features such as transparent glazing, frequent entrances, and active displays. These uses shall provide a high level of visual and physical interaction between the interior space and the adjacent sidewalk or pedestrian path.

Structural Bay: The horizontal area of a building facade between two adjacent structural supports, such as columns, piers, or load-bearing walls.

Structure: Has the same meaning as the term is defined in Section 13.06.010(d)(790) of the Laguna Woods Municipal Code, as amended from time to time or replaced with a successor statute.

Transparency: The amount of transparent area on a building facade. The percentage of a building facade consisting of clear or lightly tinted glass located within windows, doors, or storefront systems that allows views into and out of the building.

Usable Open Space: The total combined open space areas of publicly accessible and private open spaces.

Wall: A vertical element with a horizontal length- to-thickness ratio greater than three, used to enclose space, whether load bearing or not. “Wall” specifically includes, but is not limited to, cavity walls, dry-stacked, surface-bonded walls, and parapets.

Wall Plane: The surface area that extends from the ground to the top of each wall. “Wall plane” specifically includes, but is not limited to, portions of walls located under eaves and overhangs. Where a single building has multiple wall planes along a single facade, the wall planes are additive and shall be considered a single wall plane.

1.7 MEASUREMENTS

1. Where this document references distances between or within parcels, the distance shall be measured from the outermost boundary lines of the closest parcels.
2. Where this document references distances between or within buildings, the distance shall be measured from the outermost wall of the closest points of each building.
3. Where this document identifies a setback from any parcel, the distance shall be measured from the outermost boundary line of the parcel to the closest point of the design feature or equipment setback which, for parking areas, shall be the edge of the asphalt, paving, or other parking surface closest to the parcel.
4. Where this document identifies a setback from any public street easement or right-of-way, the distance shall be measured from the outermost boundary line of the public street easement or right-of-way to the closest point of the design feature or equipment setback which, for parking areas, shall be the edge of the asphalt, paving, or other parking surface closest to the parcel.
5. Where this document identifies a percentage of landscape screening, the percentage shall be calculated by estimating the expected size and growth of the plantings at twelve (12) months (365 days) after the initial date of planting, as attested to by a landscape professional. Fractional values shall be rounded to the next highest whole number.
6. Where this document identifies the height of any wall or fence, the height shall be measured as set forth in Laguna Woods Municipal Code Section 13.16.230, as amended from time to time or replaced with a successor statute.
7. Where this document identifies the height of any clerestory, the height shall be measured from the exterior base of the wall on which the clerestory is located to the base of the clerestory frame.
8. Where this document identifies the height of any balcony's balustrade or balusters, or openings therein, the height shall be measured from the exterior base of the balustrade or balusters to the top of the balustrade or balusters, or openings therein, as may apply, on the exterior side.
9. Where this document identifies a percentage of roof or wall cover, or number of windows or other design elements, fractional values shall be rounded to the next highest whole number.
10. Where this document identifies a required overhanging eave, the overhang shall be measured from the point the roof extends past the wall plane to the outermost edge of the eave.
11. Where this document identifies a required arched opening, the vertical curve of the arch opening shall be measured from the point the opening begins to curve.
12. Where this document identifies the size of open air gaps in the design of trash enclosures, the gap shall be measured as the area which encloses, with four (4), six (6), or eight (8) perpendicular lines, all points from any angle through which an object measuring more than one (1) in. in length by one (1) in. in width can be placed.

1.8 PROHIBITED DESIGN ELEMENTS

1. Bars installed on the exterior of a building or structure, when such bars (i) are located on or extend over any door, window, gate, or other openable, transparent, semi-transparent, or not fully opaque fixture or surface, and (ii) are spaced less than ten (10) in. apart.
2. Roll-up or rolling exterior doors, except when used for vehicular points of ingress or egress (e.g., entrances to parking garages) or for facilities located in the Residential Community-Maintenance Overlay Zoning District.
3. Chain link, plastic, vinyl, or woven wire fencing or gates including, but not limited to, fencing or gates of any kind with plastic or vinyl privacy inserts, except for temporary fencing during construction when permitted by the City.
4. Barbed tape, barbed wire, wire, razor wire, and similar security treatments on the exterior of a building or structure, or used with or for fencing or gates, except when used in connection with a civic, fire, or police building or structure.
5. Electrical conduits or raceways visible from the exterior of a building or structure, whether such electrical conduits or raceways are located on the interior or exterior of a building or structure.
6. Unfinished metal or wood surfaces (e.g., plywood) on the exterior of a building or structure, or used with or for fencing or gates.
7. Fluorescent, luminescent, neon, or sparkling paint or similar adhesive, dye, or pigment that, after application to a material, adds color, on the exterior of a building or structure, or used with or for fencing or gates.
8. More than three colors of paint or similar adhesive, dye, or pigment that, after application to a material, adds color, on any single exterior wall pane, including all doors, windows, balustrade, balusters, and surfaces on that wall, or any single fence or gate.
9. More than one color of glass within any single exterior window on a building or structure (gradients of color shall be considered multiple colors), or more than two colors of glass within all exterior windows on any single exterior wall pane.
10. Light box signs installed on the exterior of a building or structure, except for light box signs that are not visible from public right-of-way or located within forty (40) ft. of any residential zoned parcel.
11. Glass curtain walls installed as part of any exterior wall system.
12. Wood shingle or shake roofs.
13. Unnaturally colored glass, including mirrored, reflective, or brightly tinted glazing, installed on any exterior window, door, storefront, curtain wall, or other exterior glazing system.

SITE DESIGN 2

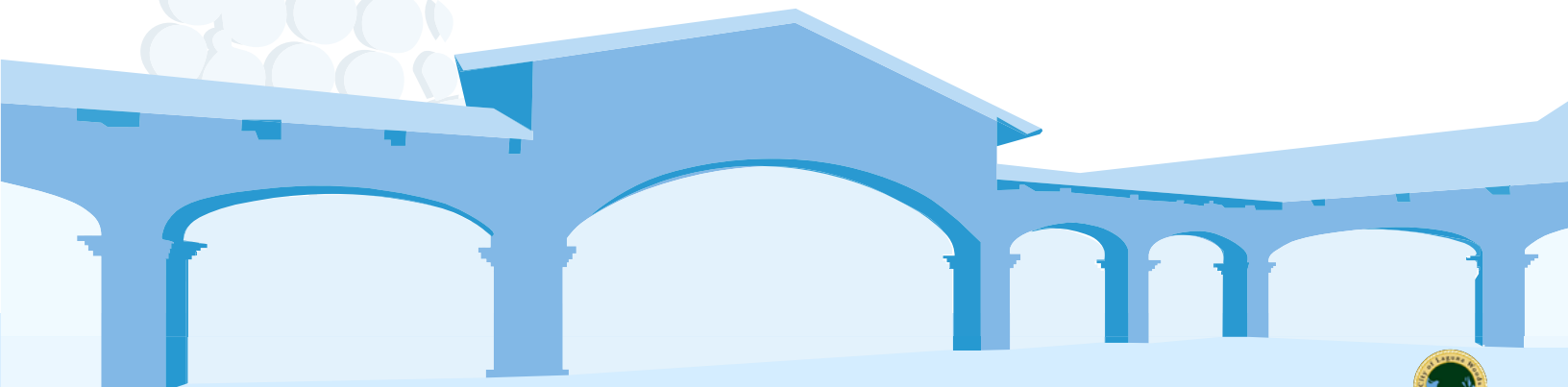
2.1 PUBLICLY ACCESSIBLE OPEN SPACE

2.2 VEHICULAR ACCESS & PARKING

2.3 BICYCLE CIRCULATION & PARKING

2.4 PEDESTRIAN ACCESS & CIRCULATION

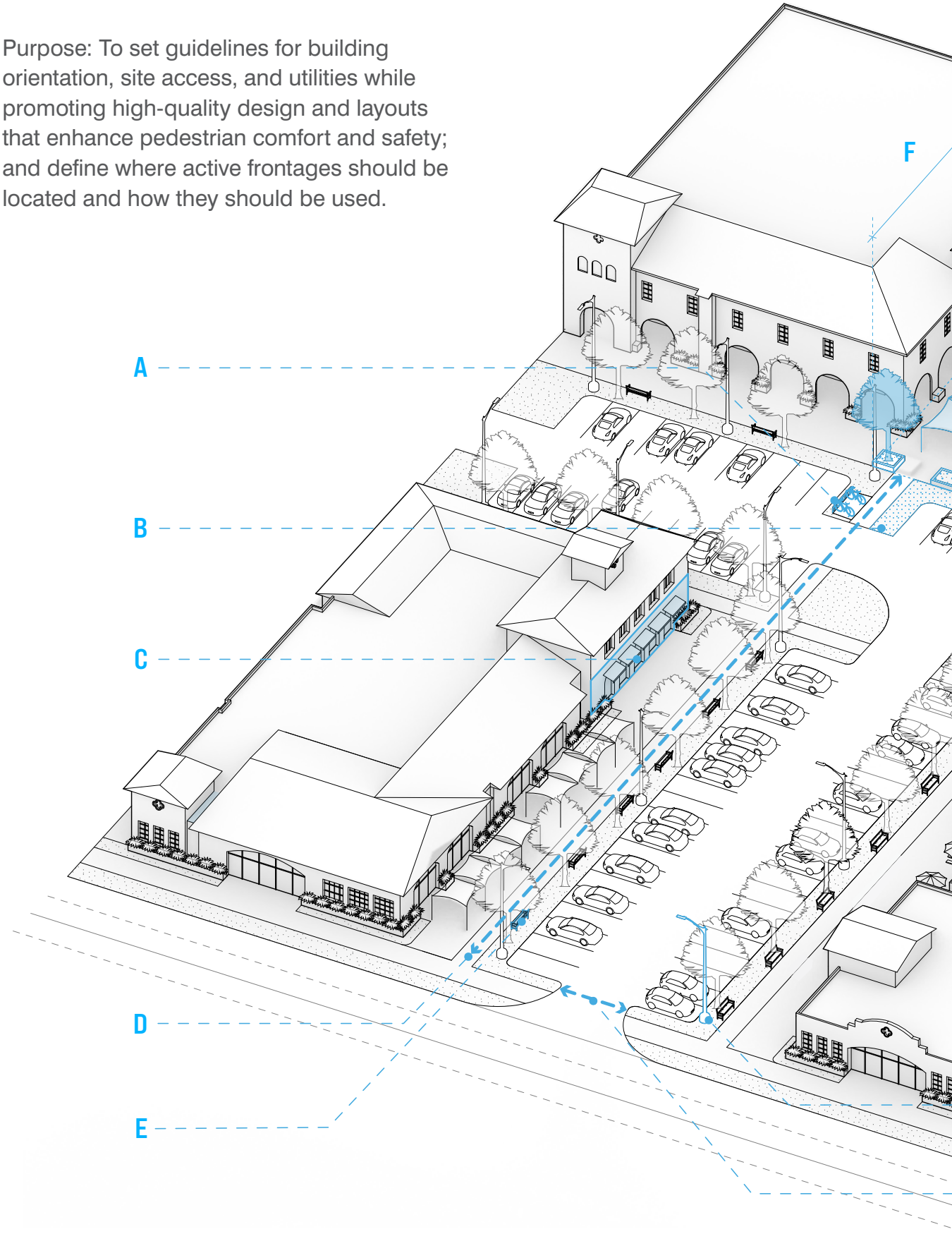
2.5 SITE LIGHTING

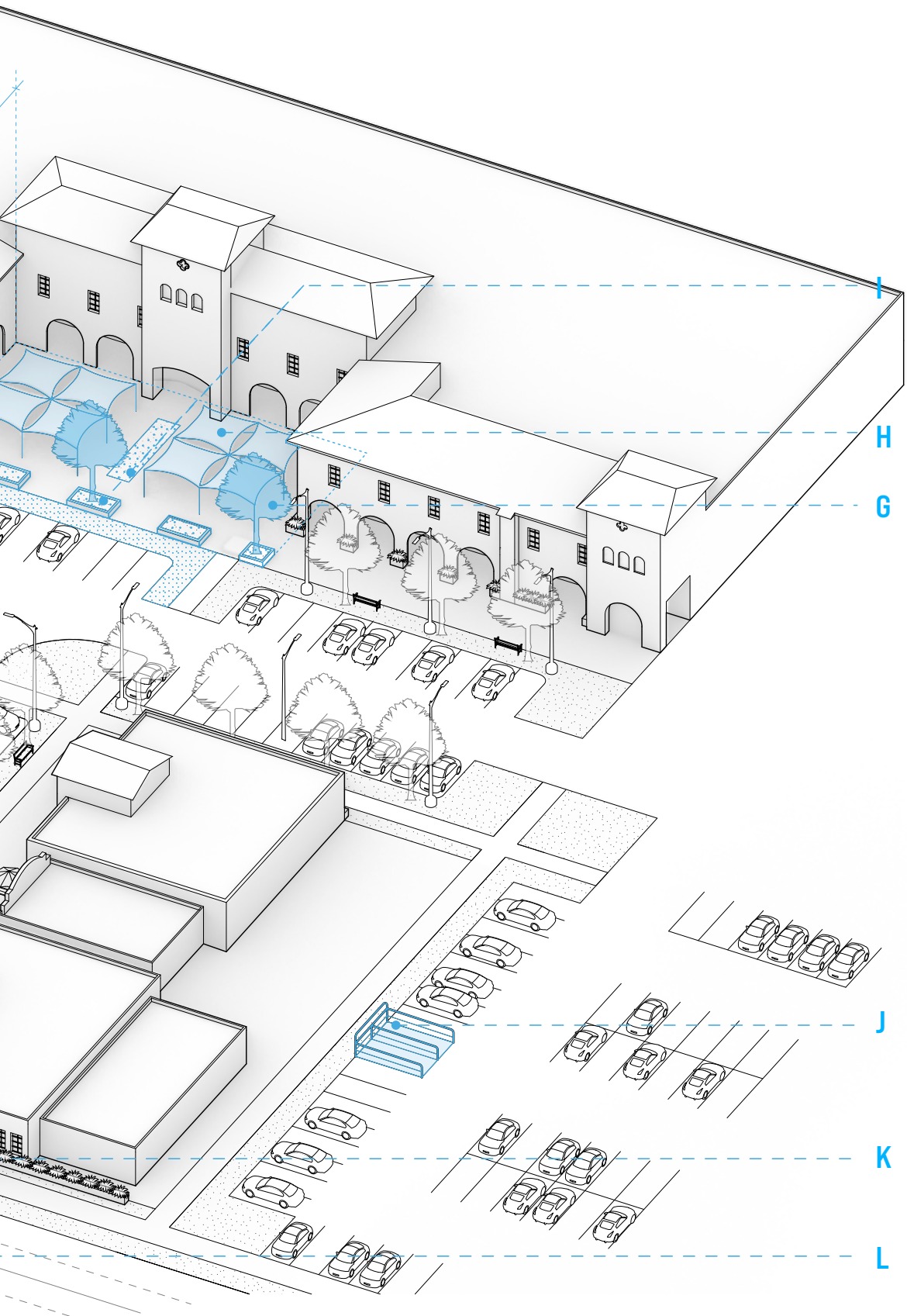


CHAPTER 02

SITE DESIGN

Purpose: To set guidelines for building orientation, site access, and utilities while promoting high-quality design and layouts that enhance pedestrian comfort and safety; and define where active frontages should be located and how they should be used.




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A - Ch. 2.3.1 (4)
Short-term bicycle parking shall be located within two hundred (200) ft. of a visitor entrance or be monitored by a surveillance camera that retains all footage for at least seventy two (72) hours

B - Ch. 2.1.4 (5)
Publicly accessible open space located within or adjacent to parking areas shall be separated from drive aisles by a raised curb or edge with a minimum height of six (6) in., excepting ramps or other openings required by the California Building Standards Code or Laguna Woods Municipal Code, or by a landscaped buffer or landscaped parking island.

C - Ch. 2.1.4 (1)
Open space abutting an active frontage of a building

D - Ch. 2.1.5 (5)
Permanent seating (e.g., seat walls, planter ledges, benches, picnic tables, or seating steps) shall be provided at a minimum rate of one seat per five hundred (500) sq. ft. of publicly accessible open space. A minimum of one seat shall be provided for the first five hundred (500) sq. ft., and one (1) additional seat shall be required for each additional five hundred (500) sq. ft. or fraction thereof. Additionally, a minimum of one (1) wheelchair-accessible space shall be provided per five hundred (500) sq. ft. of open space. Each wheelchair-accessible space shall provide a minimum linear length of twenty four (24) in., a minimum depth of eighteen (18) in., and a minimum height of eighteen (18) in. above adjacent grade. Seating and wheelchair-accessible space elements may be extended in length or depth to satisfy multiple required seats, provided that each twenty four (24) in. of continuous seating length and eighteen (18) in. of depth counts as one seat.

E - Ch. 2.4.1 (8)
New development projects providing hundred (100) or more parking spaces shall provide designated pedestrian corridors connecting parking areas to building entrances, public sidewalks, and/or publicly accessible open space

F - Ch. 2.1.4 (2)
Publicly accessible open spaces shall have a minimum dimension in any direction of eighteen (18) ft.

G - Ch. 2.1.5 (9)
Publicly accessible open space of eight hundred (800) sq. ft. or less shall require at least one tree

H - Ch. 2.1.5 (7)
A minimum of thirty percent (30%) and a maximum of fifty percent (50%) of the publicly accessible open space shall be open to the sky. The remaining area shall incorporate shade elements such as trellises, pergolas, canopies, or similar shade structures to provide relief from sun exposure and support comfortable use of the space. Shade elements may utilize materials and be designed in manners that allow filtered light to pass through while limiting direct sunlight and heat gain and shall be open on at least two sides.

I - Ch. 2.1.5 (8)
A minimum of thirty percent (30%) of the publicly accessible open space shall be landscaped. Landscaping shall primarily consist of trees and other plantings that do not obstruct visibility, avoiding dense shrubs or vegetation where people or animals could hide.

J - Ch. 2.4.2
Cart return areas shall be provided within parking areas serving new and applicable retail uses

K - Ch. 2.5.3.1 (1)
Lighting in parking areas shall be maintained with a minimum of one (1) ft. candle of illumination at the ground level during hours of darkness, with a maximum of seven (7) ft. candles

L - Ch. 2.2.1 (1.a)
Shared driveway with a property abutting the project site

2 SITE DESIGN

2.1 PUBLICLY ACCESSIBLE OPEN SPACE

2.1.1 GENERAL OPEN SPACE REGULATIONS

All required open space shall be usable by all members of the public. This subsection is not intended to limit the rights of property owners under Section 2.2.5(4).

2.1.2 APPLICABILITY

Publicly accessible open space shall be required for all projects greater than or equal to two (2) acres in gross parcel area. These requirements are in addition to minimum provided for in the Laguna Woods Municipal Code Title 13.

2.1.3 REQUIRED QUANTITY

The minimum on-site requirement for any project that qualifies under this section shall be two percent (2%) or more of the gross parcel area.

2.1.4 MINIMUM DESIGN STANDARDS

1. Publicly accessible open space shall be located adjacent to or abutting at least one (1) of the following:
   a. Public right-of-way
   b. An active frontage of a building
   c. A publicly accessible easement

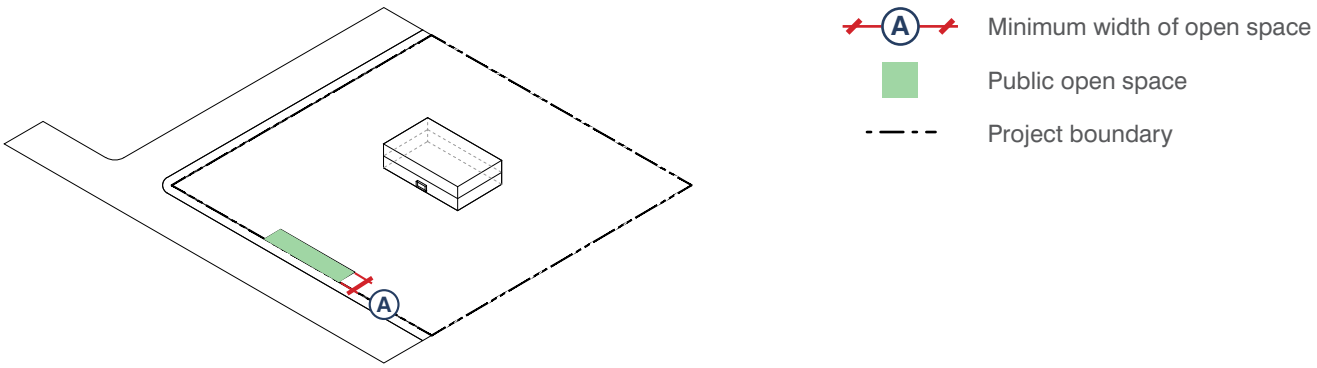


FIGURE 2.1: PUBLIC OPEN SPACE ADJACENT TO OR ABUTTING A PUBLIC RIGHT-OF-WAY

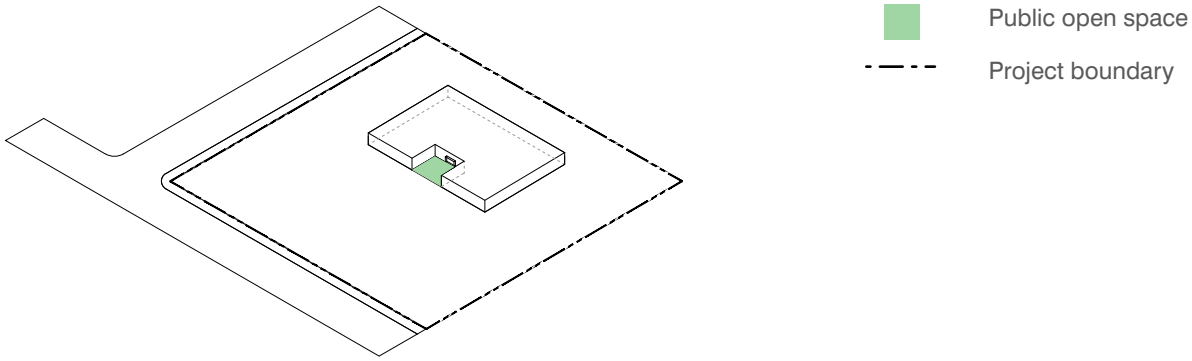


FIGURE 2.2: PUBLIC OPEN SPACE ADJACENT TO OR ABUTTING ACTIVE FRONTAGE OF BUILDING

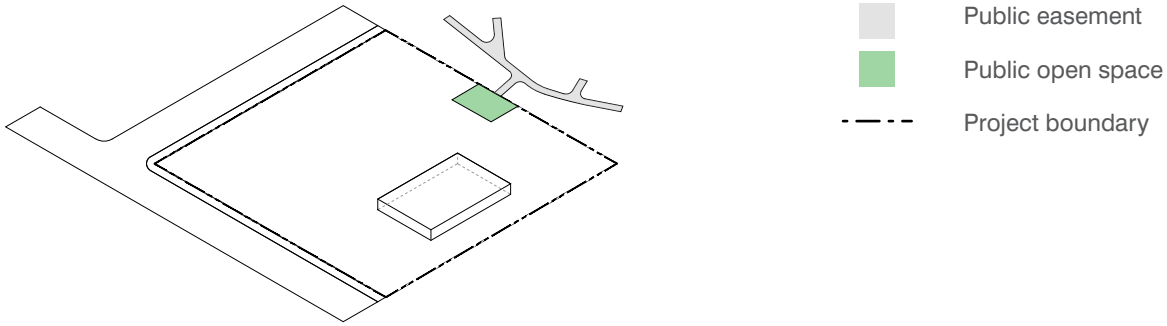


FIGURE 2.3: PUBLIC OPEN SPACE ADJACENT TO OR ABUTTING A PUBLICLY ACCESSIBLE EASEMENT

2. Publicly accessible open spaces shall have a minimum dimension in any direction of eighteen (18) ft.
3. The open space shall be clearly visible from the public realm. Where the open space is adjacent to or abuts an active frontage of a commercial building, it shall be oriented toward the primary entrance of the commercial use occupying that frontage with a direct pedestrian connection between the entrance and the open space.
4. Subdivision of the publicly accessible open space into multiple distinct areas is permitted only where each individual open space area is a minimum of one thousand and seven hundred (1,700) sq. ft. in size and meets all applicable requirements of this section.

5. Publicly accessible open space located within or adjacent to parking areas shall be separated from drive aisles by a raised curb or edge with a minimum height of six (6) in., excepting ramps or other openings required by the California Building Standards Code or Laguna Woods Municipal Code, or by a landscaped buffer or landscaped parking island.

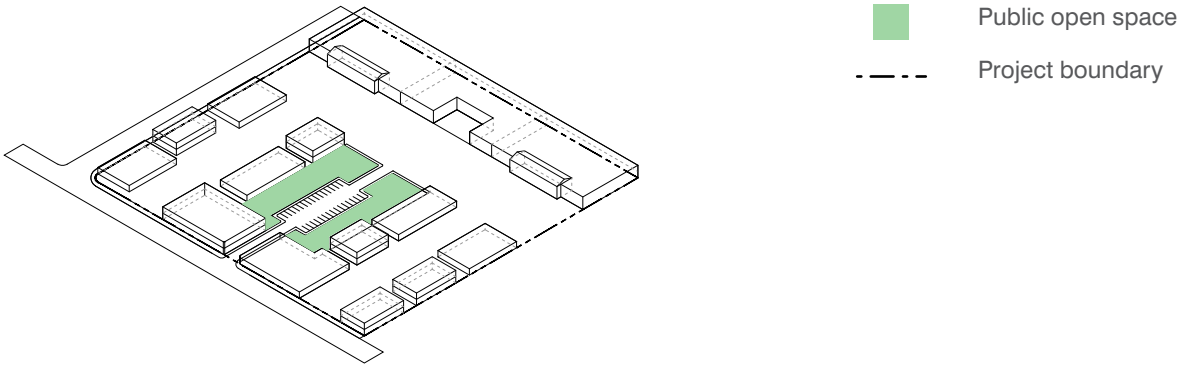


FIGURE 2.4: PUBLIC OPEN SPACE AS AN ENTRY POINT TO THE COMMERCIAL CENTER

2.1.5 ADDITIONAL STANDARDS

Off-street parking and loading areas, driveways, service areas, utility equipment, air conditioner pads, outdoor dining areas, and storage structures shall not be counted as publicly accessible open space.

The following standards shall be met for all publicly accessible open spaces:

1. A public access easement shall be approved by the City Manager and/or their designee and recorded with the Orange County Clerk-Recorder Department for the entire publicly accessible open space.
2. Shall be publicly accessible at a minimum, from 7 am to 7 pm daily during daylight savings time and from 7 am to 5 pm daily during standard time.
3. Shall be accessible from a public right-of-way or publicly accessible easement, with clear signage located at and visible from the public right-of-way or publicly accessible easement identifying the type of open space, hours of access, and amenities. Where the public open space is adjacent to or abuts an active frontage of a commercial building, it shall be accessible by a pedestrian path connecting to a public right-of-way or publicly accessible easement, with signage provided at the entrance to the pedestrian path.
4. Property owners have the authority to establish rules of conduct to ensure appropriate use and safety of the publicly accessible open space including, but not limited to, enforcing trespassing laws.

5. Permanent seating (e.g., seat walls, planter ledges, benches, picnic tables, or seating steps) shall be provided at a minimum rate of one seat per five hundred (500) sq. ft. of publicly accessible open space. A minimum of one seat shall be provided for the first five hundred (500) sq. ft., and one (1) additional seat shall be required for each additional five hundred (500) sq. ft. or fraction thereof. Additionally, a minimum of one (1) wheelchair-accessible space shall be provided per five hundred (500) sq. ft. of open space. Each wheelchair-accessible space shall provide a minimum linear length of twenty four (24) in., a minimum depth of eighteen (18) in., and a minimum height of eighteen (18) in. above adjacent grade. Seating and wheelchair-accessible space elements may be extended in length or depth to satisfy multiple required seats, provided that each twenty four (24) in. of continuous seating length and eighteen (18) in. of depth counts as one seat.

6. Permanent seating shall be located beneath an awning, building overhang, pergola, or other permanent shading element, or within the projected fifteen-year canopy of a shade tree. The trunk of a qualifying shade tree shall be located no more than fifteen (15) feet from the nearest edge of the seating surface. Awnings, overhangs, and other structural shading elements shall extend over the entire seating surface when viewed in plan

7. A minimum of thirty percent (30%) and a maximum of fifty percent (50%) of the publicly accessible open space shall be open to the sky. The remaining area shall incorporate shade elements such as trellises, pergolas, canopies, or similar shade structures to provide relief from sun exposure and support comfortable use of the space. Shade elements may utilize materials and be designed in manners that allow filtered light to pass through while limiting direct sunlight and heat gain and shall be open on at least two sides.

8. A minimum of thirty percent (30%) of the publicly accessible open space shall be landscaped. Landscaping shall primarily consist of trees and other plantings that do not obstruct visibility, avoiding dense shrubs or vegetation where people or animals could hide.

9. Publicly accessible open space of eight hundred (800) sq. ft. or less shall require at least one (1) tree. For any open space area exceeding eight hundred (800) sq. ft., at least one additional tree shall be required for each additional increment or fraction thereof.

10. Hardscape surfaces that are impervious shall not exceed a gradient of 1:12.

2.2 VEHICULAR ACCESS & PARKING

Refer to Laguna Woods Municipal Code Title 13 for off-street parking regulations.

2.2.1 VEHICULAR ACCESS HIERARCHY

1. Parking and service area access shall be provided in the following order, based on site characteristics:
   a. From a driveway shared with a property abutting the site, to the extent that the adjacent property owner(s) agree to such shared access.
   b. From the side/lesser street abutting the site.
   c. In the absence of a side street, from a curb cut/driveway along the primary street frontage.

2.3 BICYCLE CIRCULATION & PARKING

2.3.1 SHORT-TERM BICYCLE PARKING

1. Short-term bicycle parking shall consist of racks that support the bicycle frame at two points and allow for the bicycle frame and one wheel to be locked to the rack with a U-lock. The racks shall be permanently secured to the ground.
2. Short-term bicycle parking space shall be visible to pedestrians along a public right of way.
3. If more than twenty (20) short-term bicycle spaces are provided, at least fifty percent (50%) must be covered by a solid-roofed structure with a minimum height of ten (10) ft. and a one and a half (1.5) ft. overhang beyond the spaces.
4. Short-term bicycle parking shall be located within two hundred (200) ft. of a visitor entrance or be monitored by a surveillance camera that retains all footage for at least seventy-two (72) hours.

2.4 PEDESTRIAN ACCESS & CIRCULATION

2.4.1 PEDESTRIAN PATHWAYS

1. All on-site buildings, entries, facilities, and vehicular and bicycle parking areas shall be internally connected with a minimum five (5) ft. wide pedestrian pathway or pathway network that may include use of the public sidewalk. Portions of public sidewalks used are not required to be expanded to meet the minimum five (5) ft. width. The pedestrian pathway network shall connect to the public sidewalk along each street. The connection to the public sidewalk shall be the shortest distance between the primary entry and sidewalk, and shall not be more than one hundred and twenty five percent (125%) of the straight-line distance.
2. Pedestrian pathways within internal parking areas shall be separated from vehicular circulation by a physical barrier, such as a grade separation or a raised planting strip, of at least six (6) in. in height and at least six (6) ft. in width. A pedestrian pathway is exempt from this standard where it crosses a parking vehicular drive aisle. Additionally, accessible paths of travel inside parking structures are exempt from this requirement.
3. Pedestrian pathways shall be clearly paved to ensure visibility and consistency.
4. Pedestrian pathways shall be constructed of a smooth, firm, and stable surface that is slip-resistant and durable. Surfaces shall be designed to minimize tripping hazards and shall not include loose materials or irregular joints that could impede accessibility.
5. The use of asphalt or uncompacted decomposed granite for a pedestrian path is prohibited.
6. Pedestrian pathways shall maintain a minimum of four (4) ft. of clear zone from parking lots and the building edge, including patios and decks, except where the pathway provides direct access to these spaces.
7. For pedestrian paths exceeding two hundred (200) ft. in length, a minimum of two amenities for rest or shade, including trellises, benches, or trees, shall be provided. The required amenities may be of the same or different types. An additional two amenities shall be required for each subsequent two hundred (200) ft. of path length or fraction therof. All required amenities shall be located within five (5) ft. of the edge of the pedestrian path.

8. New development projects providing one hundred (100) or more parking spaces shall provide designated pedestrian corridors connecting parking areas to building entrances, public sidewalks, and/or publicly accessible open space. A minimum of one pedestrian corridor shall be provided for the first hundred (100) parking spaces, with one additional pedestrian corridor provided for every additional hundred (100) parking spaces. For new development projects with multiple buildings sharing a common parking area, the total number of parking spaces provided for all buildings within the center shall be used to determine whether this requirement applies.

   Where only one pedestrian corridor is required, the corridor shall have a minimum clear width of six (6) ft. Where more than two hundred (200) parking spaces are provided, pedestrian corridors shall have a minimum clear width of ten (10) ft.

   Pedestrian corridors shall be clearly distinguished from vehicle circulation areas through pavement markings, contrasting paving, raised walkways, landscaping, or similar treatments. Pedestrian corridors that cross parking rows or drive aisles shall be designed to improve pedestrian visibility and safety.

   Pedestrian corridors shall be adjacent to planting areas along at least one side of the corridor. Trees shall be provided within these planting areas at intervals not exceeding thirty (30) ft. on center. Planting areas shall include shrubs, groundcover, or other landscape plantings in addition to trees. Where a pedestrian pathway connects to a public sidewalk, within the first fifty (50) feet, trees shall be provided within the planting areas at intervals not exceeding twenty-five (25) ft. on center.

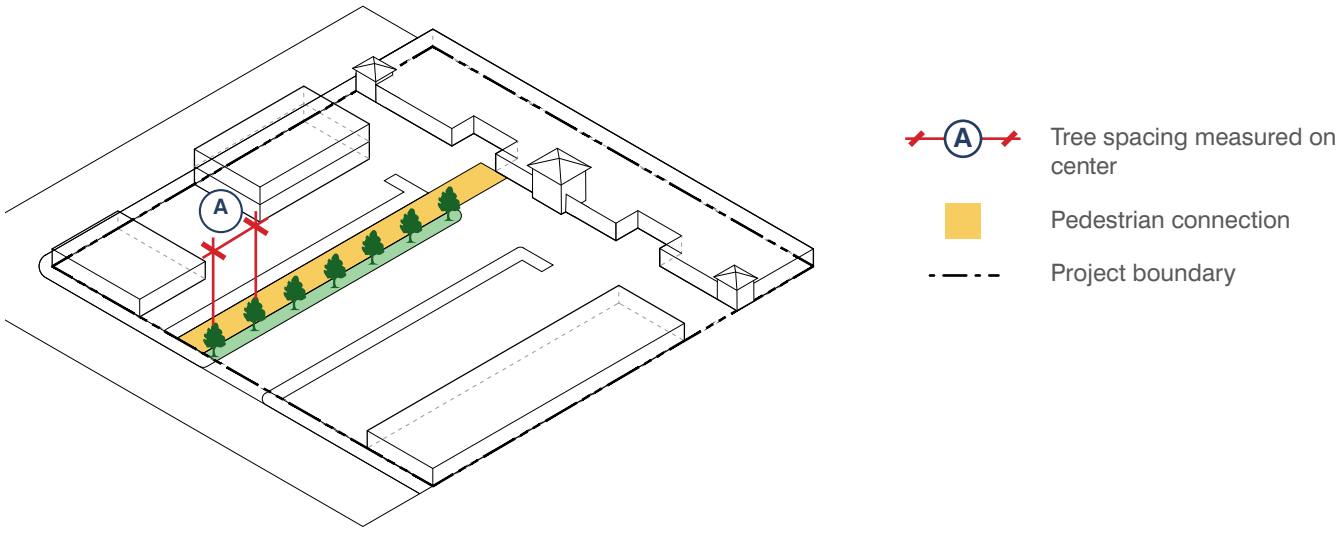


FIGURE 2.5: PUBLIC OPEN SPACE AS AN ENTRY POINT TO THE COMMERCIAL CENTER

2.4.2 CART RETURN AREAS

For new development projects containing land uses that provide shopping carts for customer use, cart return areas shall be provided within parking areas to facilitate convenient cart return, reduce stray carts, and improve pedestrian and vehicular safety.

2.4.2.1 DISTRIBUTION AND LOCATION

1. Cart return areas shall be located within parking rows and shall not obstruct vehicular drive aisles or primary pedestrian pathways.
2. Indoor cart return areas, or cart return areas located in alternate locations (e.g., outside the building entrance) may be requested as an exception to the Objective Design Standards, provided that the property owner enters into an agreement with the City to ensure carts left in parking areas are timely recovered and returned to the cart return areas.

2.4.2.2 CONFIGURATION AND MINIMUM PROVISION

1. Cart return areas shall be oriented parallel to parking stalls and integrated within parking modules.
2. A minimum of one cart return area occupying the equivalent of one parking space, configured as a dual access cart corral, shall be provided for every thirty (30) parking spaces.
3. Dual access cart corrals shall include a permanent divider (such as a metal railing or similar barrier) separating each bay to maintain independent cart storage areas. Each bay shall be designed to accommodate a single row of carts aligned in a straight orientation, such that carts are inserted end-to-end and not from the side.

2.4.2.3 DESIGN

1. Cart return areas shall include durable materials and be defined by either metal railings or similar structural elements, or by perimeter curbing, to provide a protective boundary for cart storage.
2. Signage on cart return areas requires approval as part of a sign program.

2.5 SITE LIGHTING

2.5.1 NUISANCE PREVENTION

1. All lights shall be directed, oriented, and shielded to prevent light trespass or glare onto adjacent properties. No spillover shall be permitted. The light level at property lines shall not exceed 0.3 ft. candles using ninety (90) degrees cutoff downlights.
2. All outdoor light fixtures should be fully shielded to prevent direct upward or outward light spill. This expands the measures related to sign illumination and open space sections (City of Laguna Woods n.d., §§13.12.040, 13.20.060)
3. All lighting shall be designed and installed with fixtures that direct light downward and away from surrounding buildings and properties, using full cut-off fixtures to minimize light trespass and glare.

2.5.2 FIXTURE TYPES

The maximum outdoor light intensity on a site shall not exceed an average value of five (5) ft.candles and all light sources shall have a correlated color temperature of two thousand and seven hundred Kelvin (2,700 K) or less.

2.5.3 MINIMUM LIGHTING REQUIREMENTS

2.5.3.1 PARKING AREAS

1. Lighting in parking areas shall be maintained with a minimum of one (1) ft. candle of illumination at the ground-level during hours of darkness, with a maximum of seven (7) ft. candles.
2. All lighting shall be controlled by a timeclock or photo-sensor system.
3. Illumination color temperature shall be within the range between three thousand to five thousand Kelvin (3,000K - 5,000K).

2.5.3.2 BUILDINGS

1. All exterior doors, including utility doors, shall be illuminated with a minimum of one (1) ft. candle of light during the hours of darkness.
2. All exterior lighting shall be ninety (90) degrees cutoff downlight with illumination not to exceed 0.3 ft. candles. Lighting for awnings shall be from fixtures located above the awnings.
3. Lighting for awnings shall be from fixtures located above the awnings. Backlighting of transparent or translucent awnings are not allowed.

2.5.3.3 PEDESTRIAN SAFETY

Areas used by pedestrians shall be illuminated whenever natural light levels fall below ten (10) ft. candles to ensure safety. This applies during nighttime or in interior spaces, where natural lighting may be insufficient to maintain visibility. Such areas include:

a. Surface parking lots and parking structures (entrances, elevators, and stairwells)

b. Sidewalks, walkways, and plazas

c. Building entrances (including rear and service entrances)

d. Waste disposal areas

e. Alleys

f. Automated Teller Machines (ATMs)

2.5.4 DESIGN OF FIXTURES

2.5.4.1 BUILDING FIXTURES

Fixtures on buildings shall be attached only to walls or eaves, and the top of the fixture shall not exceed the height of the parapet, roof, or eave of the roof.

2.5.4.2 ACCENT LIGHTING

1. Architectural features may be illuminated by up-lighting, provided that the lamps are fully shielded to prevent light spill or upward light trespass, and the lighting intensity is appropriate to the scale of the building. Up-lighting should be directed to highlight features without causing glare or illuminating beyond the intended area.

2. Trees may not be illuminated by up-lighting.

2.5.5 ENERGY EFFICIENCY

1. Outdoor lighting shall utilize energy-efficient fixtures and lamps, such as metal halide, light-emitting diode (LED) or other lighting technology with a minimum luminous efficacy of one hundred (100) lumens per watt.

2. Outdoor lighting shall have a rated average bulb life of at least thirty thousand (30,000) hours, with at least seventy percent (70%) lumen maintenance level.

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BUILDING DESIGN 3

3.1 MASSING

3.2 BUILDING ORIENTATION

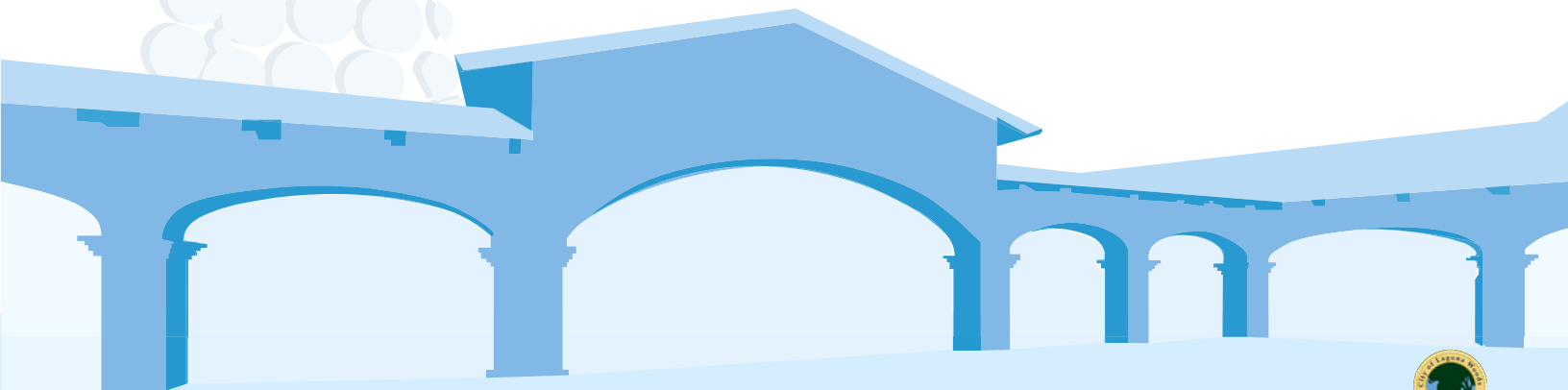
3.3 NEIGHBORHOOD TRANSITION

3.4 FACADE DESIGN

3.5 GROUND FLOOR USES

3.6 STREET FACING TRANSPARENCY

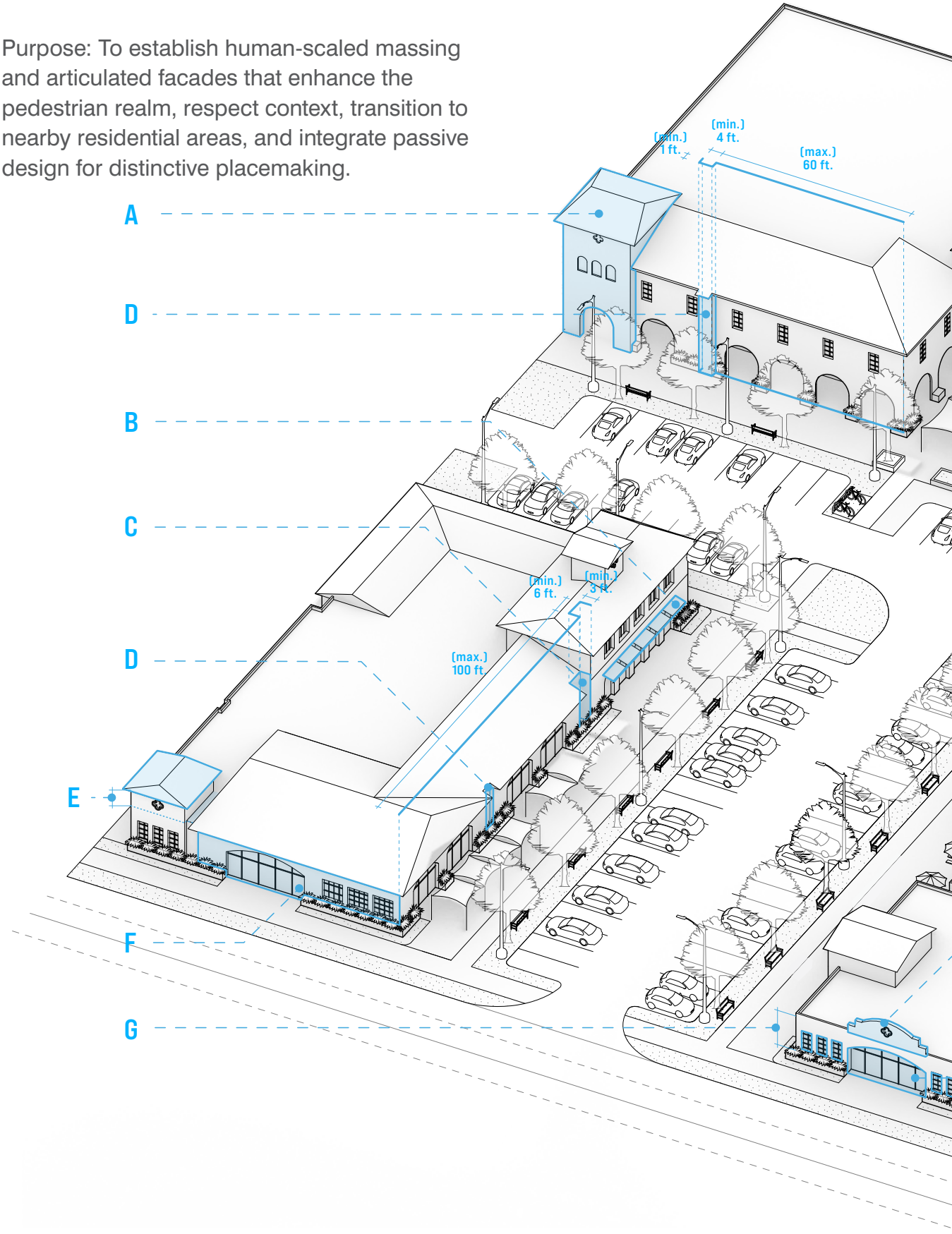
3.7 UTILITIES, SERVICE AREAS & BUILDING EQUIPMENT

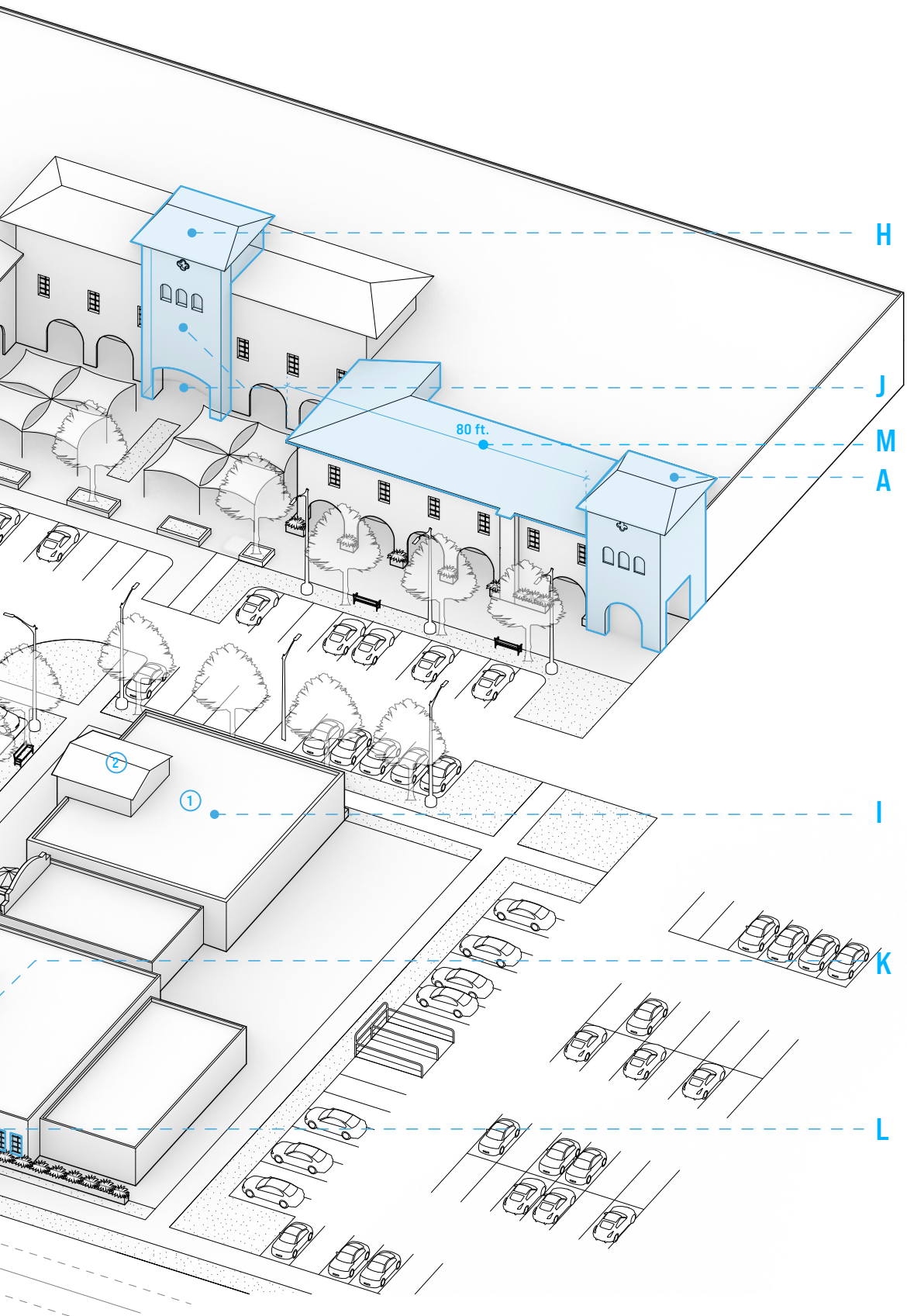


CHAPTER 03

BUILDING DESIGN

Purpose: To establish human-scaled massing and articulated facades that enhance the pedestrian realm, respect context, transition to nearby residential areas, and integrate passive design for distinctive placemaking.




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A - Ch. 3.1.4.6 (2)
Standard Vertical Elements shall have a minimum width of fifteen (15) ft. and shall extend vertically a minimum of six (6) ft. above the adjacent primary roofline, measured to the highest point of the element

B - Ch. 3.1.5 (2.a)
Awnings shall be provided over each storefront, located within the individual structural bays

C - Ch. 3.1.3.1 (2)
A major massing break shall be applied at least every 100 ft. in horizontal building length. The major break shall be a minimum of four (4) ft. deep and six (6) ft. wide, open to the sky, and extend the full height of the building

D - Ch. 3.1.3.1 (1)
A minor massing break shall be applied at least every sixty (60) ft. in horizontal building length. The minor break shall be a minimum of one (1) ft. deep and four (4) ft. wide, open to the sky, and extend the full height of the building

E - Ch. 3.1.4.2 (2)
Change in roof height of at least eighteen (18) in. measured from the highest point of each roof line

F - Ch. 3.5.1 (1)
Active Frontages are required for a minimum of sixty percent (60%) of each building facade facing an arterial, a local or collector public street, a publicly accessible private street, or a publicly accessible pathway with adjacent Primary Building Frontages.

G - Ch. 3.5.1.2
Active Frontage uses shall have a minimum floor-to-floor height of ten (10) ft. for ground floor office and fifteen (15) ft. for a commercial storefront

H - Ch. 3.1.4.6 (3)
Prominent Vertical Elements shall have a minimum width of thirty (30) ft. and shall extend vertically a minimum of ten (10) ft. above the adjacent primary roofline, measured to the highest point of the element

I - Ch. 3.1.4 (5)
Each building shall be limited to four (4) roof types.

① Flat Roof with parapet ② Hip Roof

J - Ch. 3.2.3 (1.a)
At all buildings, entrances shall be marked by a taller mass above, such as a tower, or within a volume that protrudes from the rest of the building surface which, if it meets the applicable dimensional requirements for a vertical element, may count toward compliance with both standards

K - Ch. 3.1.4.1 (4)
Flat roofs shall always be edged with parapet walls measuring at least 36 in. in height; and shall be treated with one (1) or more of the following conditions:

a. An architecturally profiled cornice and/ or expressed parapet cap shall be used to terminate the top of parapet wall.

b. Surface mounted cornices, continuous shade elements, or trellises shall be used to strengthen a parapet wall design.

c. Curved parapets shall be limited to one (1) per building.

L - Ch. 3.6.1
Each applicable facade shall provide no less than the minimum transparency listed by use. For a commercial storefront, the minimum transparency is fifty percent (50%) on the ground floor and forty percent (40%) on the upper levels. For other frontages, the minimum transparency is forty percent (40%) on the ground floor and thirty percent (30%) on the upper levels

M - Ch. 3.1.4.3 (3)
Public-facing facades shall incorporate roof form changes such that no continuous roofline segment exceeds eighty (80) linear ft. without a change in roof form.

3 BUILDING DESIGN

3.1 MASSING

3.1.1 BUILDING TYPE STANDARDS

Although each building type has a maximum prescribed number of stories, the maximum building height governed by the zoning district shall prevail. The name and definition of building types are as follows:

1. (S) Small
   a. Maximum length[1] of eighty (80) ft. on any side
   b. Typical building types may include uses such as cafe/coffee shop, drive-through, kiosk, small restaurant, bank branch, boutique retail, office, medical office, studio, car-wash, auto-related shop, and assembly.
2. (M) Medium
   a. Maximum length[1] of hundred (100) ft. on any side
   b. Typical building types may inlclude uses such as cafe/ coffee shop, drive-through, restaurant, food hall, bank branch, retail, office, medical office, studio, car-wash, auto-related shop, religious assembly, storage, brewery, fitness center, grocery, and hotel.
3. (L) Large
   a. Length exceeding hundred (100) ft.

      Typical building types may include uses such as café/coffee shop, drive-through, restaurant, food hall, bank branch, retail, big-box retail, home improvement stores, large specialty retail, regional or flagship markets, office, medical office, studio, car wash, auto-related uses or auto sales, religious assembly, storage, brewery, fitness center, grocery, and hotel. This may also include multi-tenant shopping centers consisting of multiple tenants within a single, connected building.

[1] Maximum length is measured of the longest facade of the building. The length of the facade is measured excluding a full break, which is a significant interruption or separation in the facade, such as a passageway, courtyard, or a change in building height of at least eighteen (18) in., that visually and structurally divides the building.

3.1.2 MASSING STRATEGIES

Buildings shall follow the minimum quantity of the massing strategies, per the tables below:

1. Modulation,
2. Roof form, or
3. Projections

MASSING STRATEGIES

BUILDING TYPE	MINIMUM REQUIRED STRATEGIES
(S) SMALL	1
(M) MEDIUM	2
(L) LARGE	3

STRATEGIES	BUILDING TYPE		
	(S) SMALL	(M) MEDIUM	(L) LARGE
MODULATION	■	■	■
ROOF FORM	●	●	■
PROJECTIONS	●	●	■
■ REQUIRED			
● OPTIONAL			

TABLE 3.1: MASSING STRATEGIES TABLE

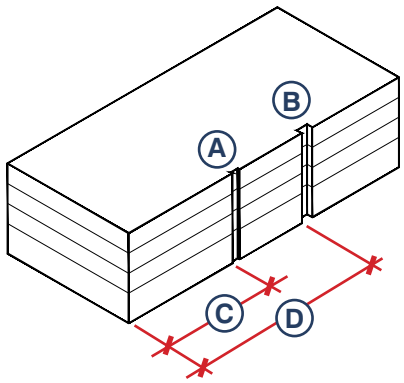
Note: Multi-level parking garages that do not face a public street, public/common open space, or a residential zoning district are exempt from this requirement.

3.1.3 BUILDING MODULATION

3.1.3.1 MASSING BREAKS

Minor and major massing breaks are required along elevations facing a public street, pedestrian-oriented space, publicly accessible outdoor space, or adjacent to a residential zone. Massing breaks shall divide long building elevations into smaller, visually distinct components; reduce perceived building scale and bulk; and create variations in depth, light, and shadow. Required breaks may be formed by insets, bays, notches, or projections. Changes in materials, colors, or architectural detailing may be coordinated with the breaks to further distinguish building components.

1. **Minor Massing Break:** A minor massing break shall be applied at least every sixty (60) ft. in horizontal building length. The minor break shall be a minimum of one (1) ft. deep and four (4) ft. wide, open to the sky, and extend the full height of the building.
2. **Major Massing Break:** A major massing break shall be applied at least every hundred (100) ft. in horizontal building length. The major break shall be a minimum of four (4) ft. deep and six (6) ft. wide, open to the sky, and extend the full height of the building.

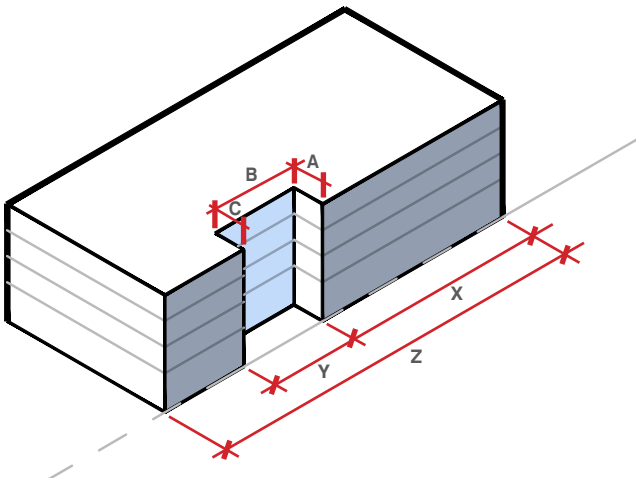


A Minor massing break (min. 1 ft. deep x 4 ft. wide)
B Major massing break (min. 4 ft. deep x 6 ft. wide)
C 60 ft. max.
D 100 ft. max.

FIGURE 3.1: BUILDING MODULATION

3.1.3.2 MAXIMUM CONTINUOUS UNINTERRUPTED BUILDING LENGTH

Buildings over four hundred (400) ft. in length, in addition to applying the minimum required massing breaks, shall apply a horizontal plane change (open to the sky) of at least fifty (50) ft. in depth after every four hundred (400) ft. in length. For this plane change, the total linear horizontal length (A+B+C) shall not be less than two hundred (200) ft., shown in Figure 3.2.



X = MAXIMUM 400 ft. CONTINUOUS UNINTERRUPTED BUILDING LENGTH

Y = HORIZONTAL PLANE CHANGE

Z = TOTAL BUILDING LENGTH

FIGURE 3.2: MAXIMUM CONTINUOUS UNINTERRUPTED BUILDING LENGTH

3.1.3.3 EXEMPTIONS

Building elevations that are less than sixty (60) ft. in length are not required to have a change in plane or a massing break incorporated into their design.

3.1.4 ROOF FORM

Variation in roof forms is required for elevations that face a public street, public easement, publicly accessible open space, or residential zone.

3.1.4.1 ROOFS

1. A minimum of one roof per building shall utilize either a hip or gable roof type.
2. Roofs shall be low-pitched with a slope between 4:12 to 6:12, with broad, overhanging eaves ranging from eighteen (18) to 24 in.
3. Sloped roofs shall utilize clay tile, concrete-tile, or tile-profiled metal roofing. Common shapes include both Spanish (S-shaped) and Mission (half cylindrical/ barrel tile) types.
4. Flat roofs shall always be edged with parapet walls measuring at least 36 in. in height; and shall be treated with one (1) or more of the following conditions:
   a. An architecturally profiled cornice and/or expressed parapet cap shall be used to terminate the top of parapet wall.
   b. Surface mounted cornices, continuous shade elements, or trellises shall be used to strengthen a parapet wall design.
   c. Curved parapets shall be limited to one (1) per building.
5. Interior sides of parapets shall be finished in the same color and materials as the exterior sides thereof.

3.1.4.2 METHODS TO CREATE ROOF FORM VARIATION

A change in roof form shall be implemented using one (1) or a combination of the following methods:

1. A change in roof type, as defined in 3.1.4.4. A minimum of one (1) roof in each building shall utilize either a hip roof type or a gable roof type. Each building is limited to a maximum of four (4) roof types.
2. Change in roof height of at least eighteen (18) in. measured from the highest point of each roof line.
3. Stacked projecting balconies with a minimum depth of five (5) ft. and a minimum length of eight (8) ft., when applied to at least fifty percent (50%) of the upper floors. The full balcony length shall project a minimum of eighteen (18) in. from the primary building facade.
4. Rooftop terrace with a minimum floor area of eighty (80) sq. ft.
5. A change in roof pitch or direction.

3.1.4.3 CALCULATING ROOF FORMS

Roof form changes shall be provided so that no continuous roofline segment exceeds eighty (80) linear ft. without a change in roof form.

1. Each distinct roof form segment shall not exceed eighty (80) linear ft. in length.
2. A new eighty (80) ft. maximum segment shall begin at each roof form change, regardless of the length of the preceding segment.
3. Roof form changes may occur at any interval less than eighty (80) ft.; however, no single roof form shall extend beyond eighty (80) ft. without a change.

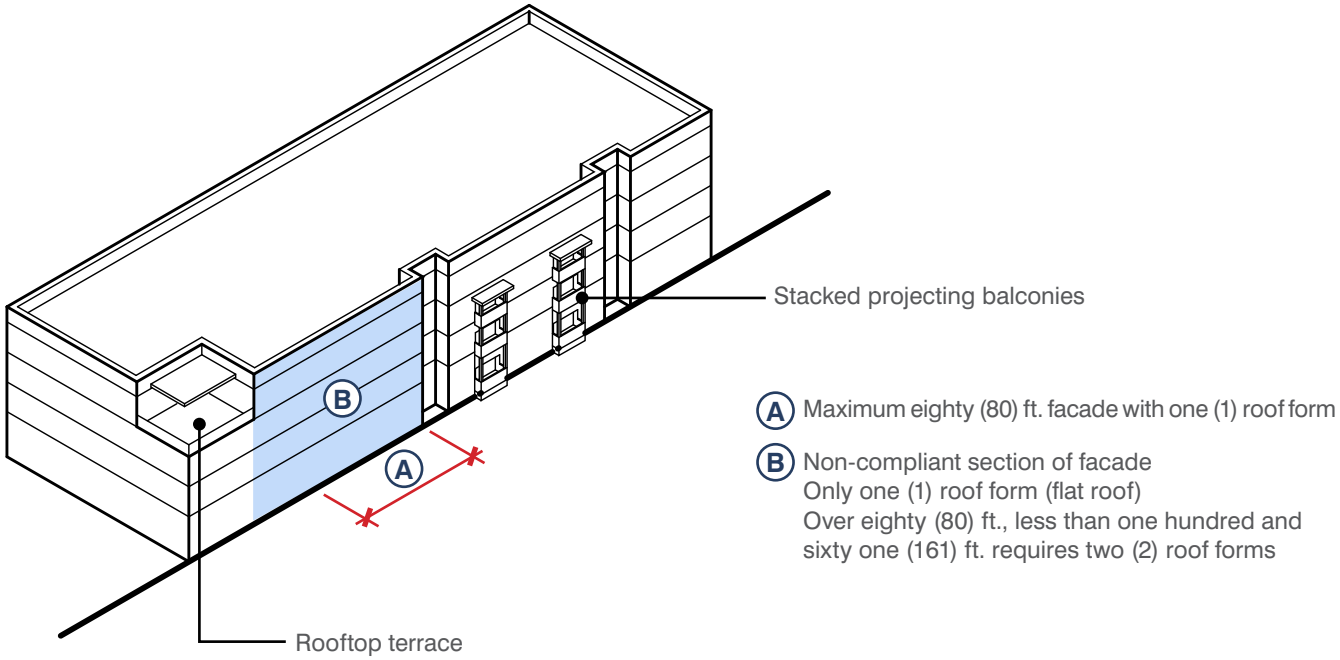


FIGURE 3.3: BUILDING FACADE WITH NON-COMPLIANT SECTION

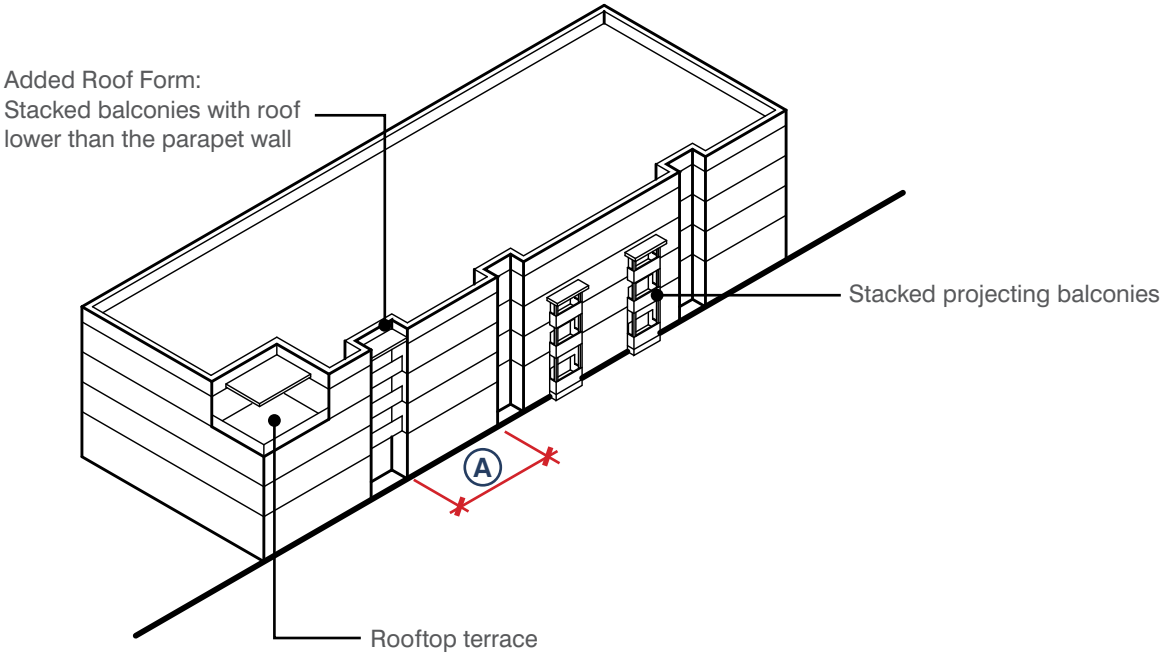


FIGURE 3.4: COMPLIANT BUILDING FACADE

3.1.4.4 CALCULATING COMBINED ROOF TYPES

Combined roof forms occur when two or more roofs intersect.

1. Each distinct change in roof form shall be counted individually, regardless of whether it is the same or a different roof type.
2. Intersecting roofs may be organized in a hierarchy, with a primary roof and additional roof types (see Figure 3.5). Each additional intersecting roof type (e.g., dormers or similar features) shall be counted as a separate roof form in addition to the primary roof (see Figure 3.6).
3. Secondary roof forms located above projecting facade modulations shall each be counted as separate roof forms where they intersect with the primary roof, even when the secondary roof forms utilize the same roof type and are identical in design (see Figure 3.7).
4. Within combined or intersecting roof forms, repeated roof types (e.g., a series of gables or hips, or stepped flat roofs) shall be counted individually for each occurrence (see Figures 3.8 and 3.9).

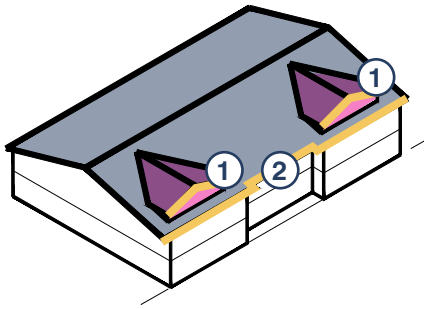


FIGURE 3.5: HIERARCHICAL ROOF FORMS

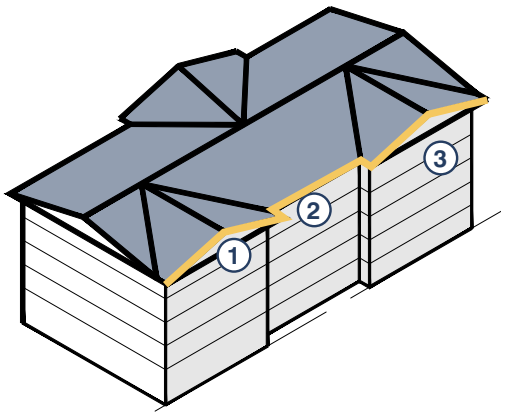


FIGURE 3.6: INTERSECTING ROOF TYPES

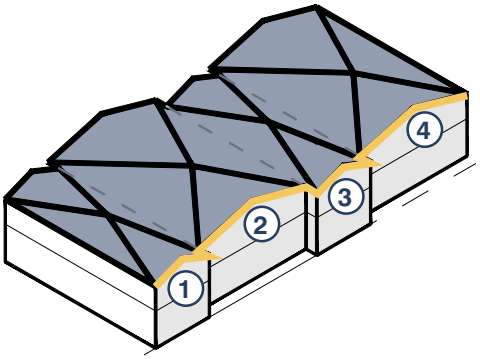


FIGURE 3.7: REPEATED ROOF TYPES: GABLES/ HIP



FIGURE 3.8: REPEATED ROOF TYPES: FLAT ROOF "SAWTOOTH"

3.1.4.5 ACCEPTABLE ROOF TYPES

Roof type is defined as a geometric plane or set of planes which form the top enclosure of a volumetric area below it/them. Each building shall be limited to four (4) roof types. Common types of roof are gabled, hipped, shed, and flat among others. Acceptable roof types are listed in Figure 3.9.

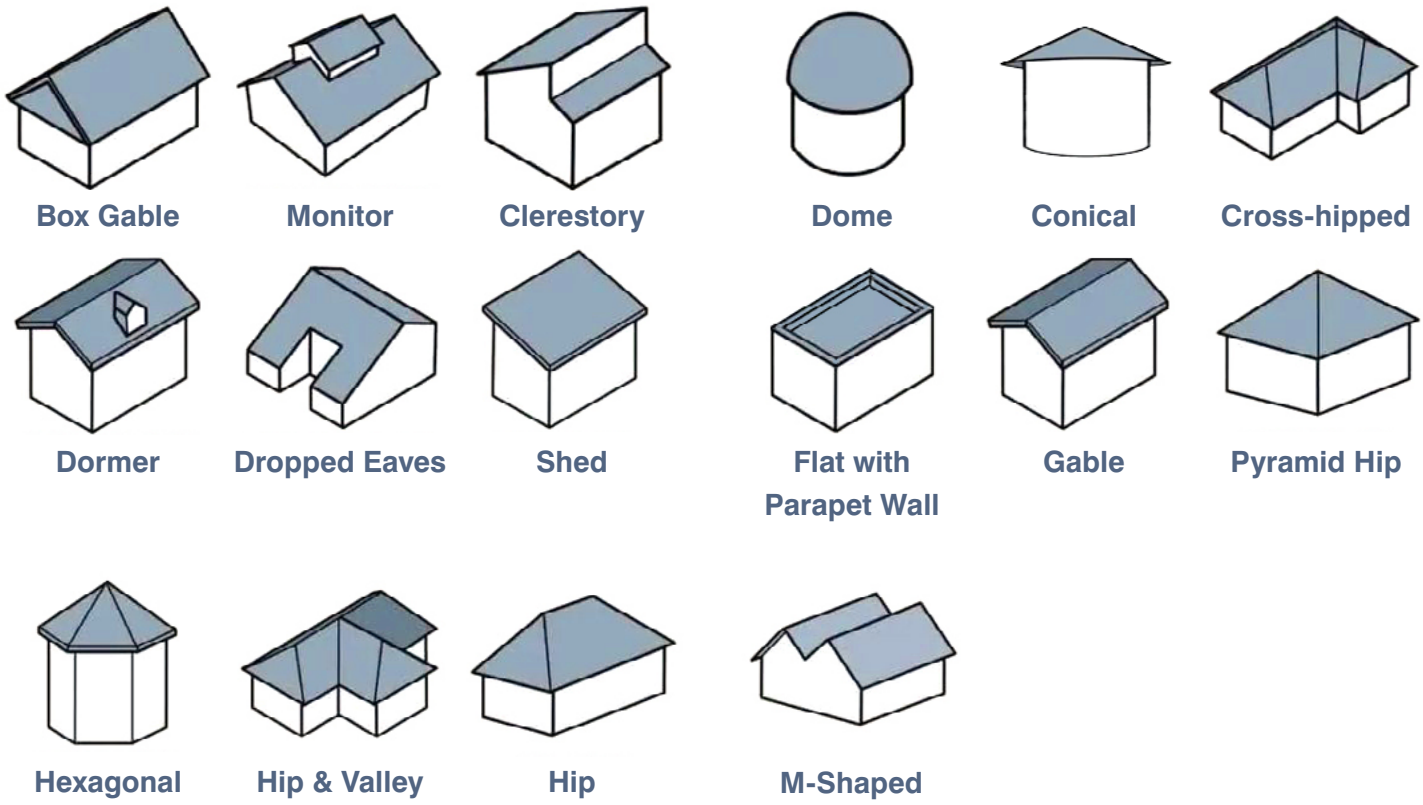


FIGURE 3.9: BUILDING ROOF FORM OPTIONS

3.1.4.6 VERTICAL ELEMENTS

Buildings that are two stories or less, shall incorporate vertical roof variation elements (Vertical Elements) that extend above the primary roofline. Vertical Elements may contain occupiable space or may be purely architectural. Vertical Elements shall include a change in plane from the adjacent wall facade with a minimum depth or projection of three (3) ft. Vertical Elements shall also incorporate a distinct facade treatment that differs from the adjacent building facade, consistent with the requirements of Section 3.4.1.

General Requirements

1. All Vertical Elements shall be located at prominent locations, including primary entrances, corners, building ends, changes in building direction or massing breaks.
2. Standard Vertical Element

   Standard Vertical Elements shall have aw minimum width of fifteen (15) ft. and shall extend vertically a minimum of six (6) ft. above the adjacent primary roofline, measured to the highest point of the element.
3. Prominent Vertical Elements

   Prominent Vertical Elements shall have a minimum width of thirty (30) ft. and shall extend vertically a minimum of ten (10) ft. above the adjacent primary roofline, measured to the highest point of the element.

Required Number and Type by Building Length

1. Medium Buildings (per Section 3.1.1) (see figure 3.10)
   a. A minimum of two (2) Vertical Elements with a minimum spacing of fifteen (15) ft., shall be provided per public facing facade, including:
      i. One (1) Standard Vertical Element
      ii. One (1) Prominent Vertical Element
2. Large Buildings (per Section 3.1.1) (see figure 3.11)
   a. A minimum of two (2) Vertical Elements with a minimum spacing of thirty (30) ft. per public facing facade, shall be provided, including:
      i. One (1) Standard Vertical Element
      ii. One (1) Prominent Vertical Element

b. For buildings greater than one hundred (100) ft. and up to four hundred (400) ft. in length, one (1) additional Standard Vertical Element shall be provided for each additional one hundred (100) ft. of building length, or fraction thereof, beyond the first one hundred (100) ft.

c. For buildings greater than four hundred (400) ft. and up to one thousand (1000) ft. in length, one (1) additional Prominent Vertical Element shall be provided, together with one (1) additional Standard Vertical Element for each additional one hundred (100) ft. of building length or fraction thereof, beyond the first one hundred (100) ft.

d. For buildings greater than one thousand (1,000) ft. in length, an additional three (3) Prominent Vertical Elements shall be provided, together with one (1) additional Standard Vertical Element for each additional one hundred (100) ft. of building length or fraction thereof, beyond the first one hundred (100) ft. of building length.

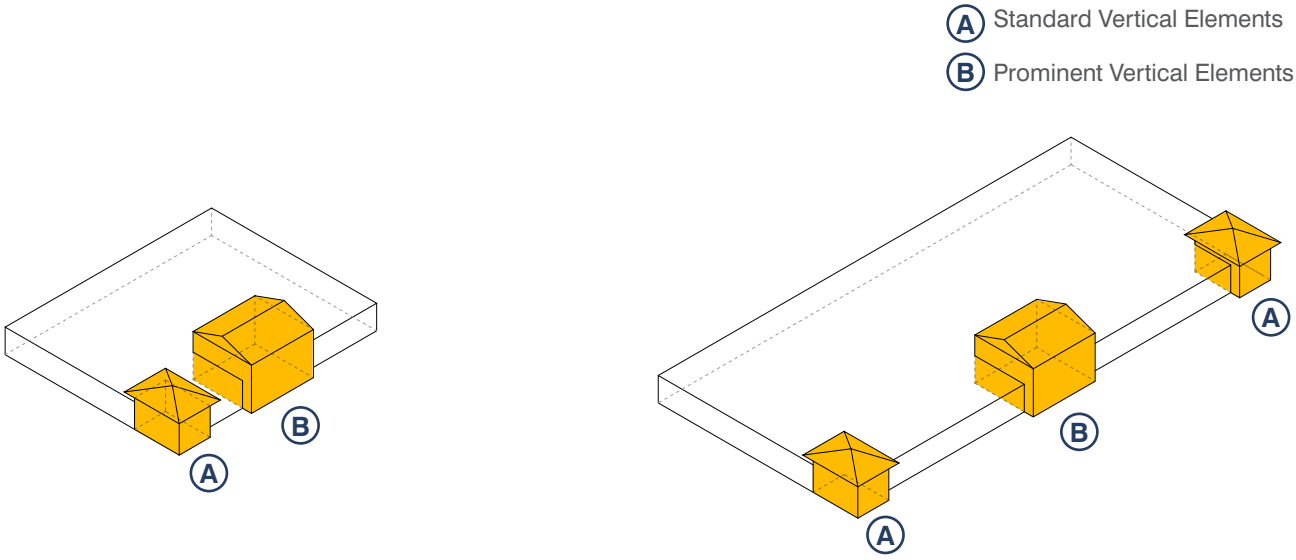


FIGURE 3.10: MEDIUM BUILDINGS

FIGURE 3.11: LARGE BUILDINGS

3.1.4.7 NOTES

Changes in roof form shall not exceed the maximum building heights set forth in Laguna Woods Municipal Code Title 13.

3.1.5 BUILDING PROJECTIONS

Buildings shall use one (1) or more of the following projections:

1. Balconies and Decks
   a. Balconies and Decks shall not project more than six (6) ft. from the facade on elevations directly fronting a primary street or residential zoning district.
   b. The distance between supporting columns, piers, or posts on trellises or balconies shall not exceed their height.
2. Awnings or Canopies
   a. Awnings shall be provided over each storefront, located within the individual structural bays.
   b. Shall not project more than six (6) ft. from the facade.
   c. The height of all awnings above a sidewalk shall be consistent, with a minimum clearance of eight (8) ft. provided between the bottom of the valance and the sidewalk. Valances shall not exceed eighteen (18) in. in height.

3.2 BUILDING ORIENTATION

3.2.1 BUILDING SITING AND ORIENTATION

1. Building frontages shall not orient to parking lots at the sides or rears of buildings.
2. Building facades along the primary street frontage shall contain elevations activated by doors and windows that look into the street and shall contain the most articulated elevations of the building.

3.2.2 CORNER BUILDINGS

For buildings located at intersections, they shall be designed to define and give prominence to the corner on which they are sited, by acknowledging both street facades with facade articulation and detail. At least one (1) of the following techniques shall be used.

1. Creation of a landmark roof form, such as dome, conical, hexagonal or pyramidical roof.
2. Creation of a corner tower.
3. A storefront, building protrusion, bay, porch element or arcade that wraps around the corner.
4. A corner entrance that protrudes or is cut-away from the corner.
5. A change in roofline; such as a gabled end to mark the corner.

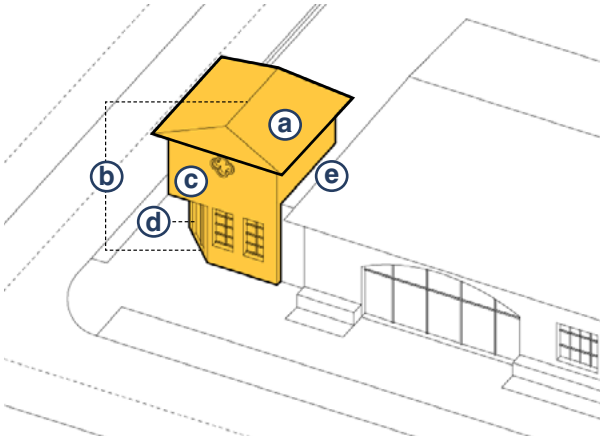


FIGURE 3.12: CORNER TOWER

3.2.3 PRIMARY ENTRANCES

1. Primary entrances to buildings or commercial units shall be designed to be consistent with the overall architecture of the building. At all buildings, entrances shall be located along the primary street facade and shall be clear, easily identifiable and shall use one (1) or more of the following treatments.

   a. Marked by a taller mass above, such as a tower, or within a volume that protrudes from the rest of the building surface which, if it meets the applicable dimensional requirements for a vertical element, may count toward compliance with both standards

   b. Indicated by a projection from the building facade, and covered by means of a building overhang, awning or canopy that projects from the building.

   c. Indicated by a recessed entry. Treatments shall include either special paving materials such as ceramic tile; ornamental ceiling treatments, such as coffering; decorative light fixtures; and attractive decorative pulls, escutcheons, hinges, and other hardware.

   d. Denoted by a single arch or series of arches to indicate entry. Arcaded entry porches are also recommended.

   e. Framed by special architectural elements, such as columns, archways, and overhanging roofs.

   f. Emphasized by a small roof overhang over the entrance, change in roofline or a major break in the surface of the subject wall.

3.3 NEIGHBORHOOD TRANSITION

3.3.1 TRANSITION PLANE

1. Buildings shall not intercept a forty five (45)-degree neighborhood transition plane inclined inward from the underlying setback, starting at a height thirty five (35) ft. above grade.
2. Balconies and decks shall not extend into an underlying setback.
3. The area of roof decks, including any deck on roof area falling under the neighborhood transition plane, shall be set back at least three (3) ft. from the building edge and any railings, shade structures, or accessory structures shall not intersect the required neighborhood transition plane.

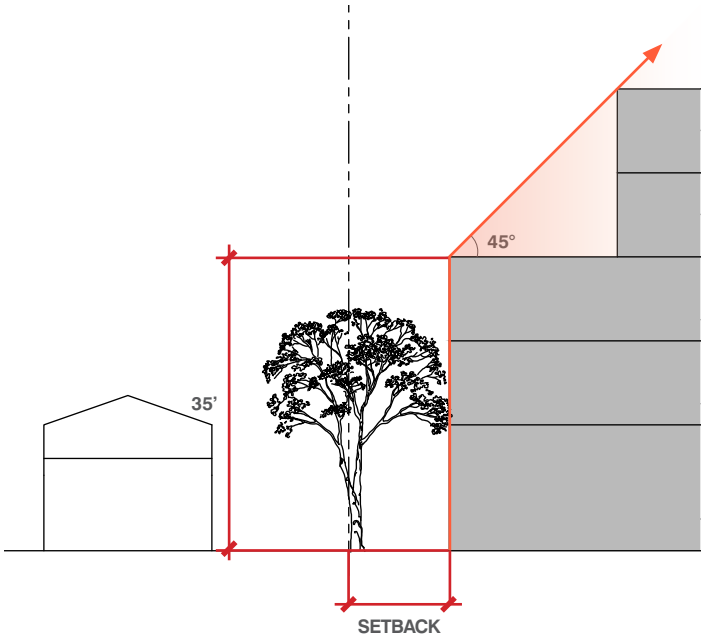


FIGURE 3.13: TRANSITION PLANE

3.4 FACADE DESIGN

3.4.1 FACADE TREATMENT

1. Each building facade between one hundred (100) and one hundred fifty (150) ft in length shall include a minimum of two (2) distinct facade treatments. For facades exceeding 300 ft, three (3) distinct facade treatments shall be required. A building facade shall not have more than three (3) distinct facade treatments, regardless of the length of the facade.
2. Each distinct facade treatment shall have a minimum of twenty percent (20%) of the overall facade area. Additional treatments beyond the maximum are permitted and may be less than twenty percent (20%) of the overall facade area.
3. A change in stucco color may be considered a distinct facade treatment, allowing for up to two (2) variations of facade treatment.

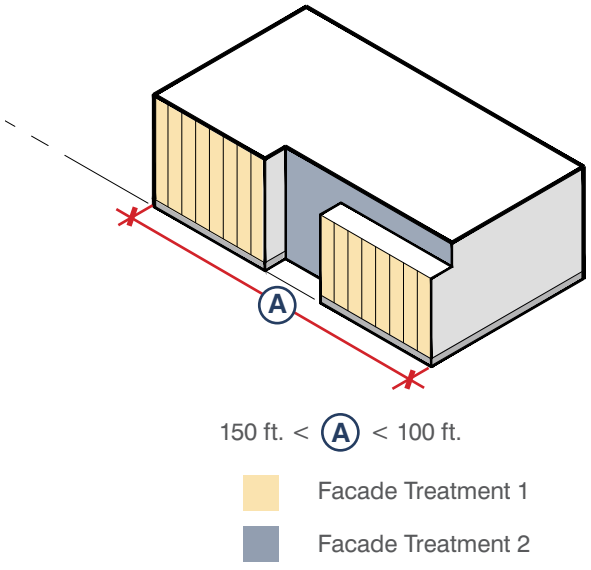


FIGURE 3.14: FACADE TREATMENT DIAMGRAM 1

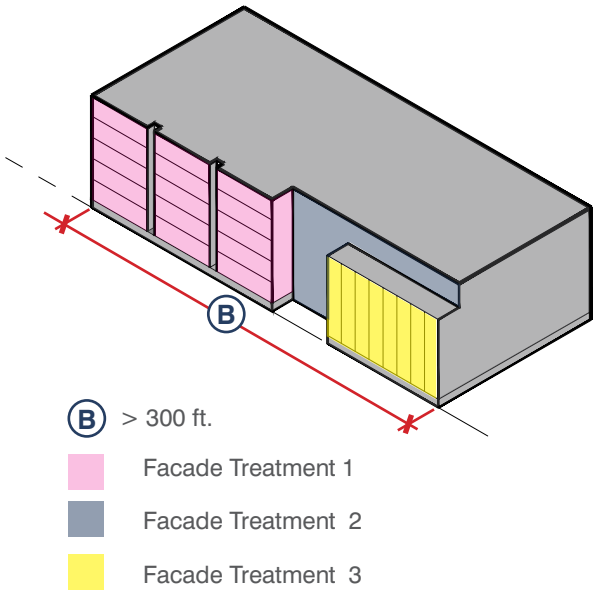


FIGURE 3.15: FACADE TREATMENT DIAGRAM 2

3.4.2 BASE/MIDDLE/TOP

Buildings four (4) stories or taller with a building length on any side greater than fifty (50) ft. measured as the horizontal distance of the building facade, which includes minor and major modulations, shall be designed as specified in this subsection to differentiate a defined base or ground floor, a middle or body, and a top, cornice, or parapet cap. This standard applies to all exterior facades of the building.

1. A building's base shall be defined or differentiated from the middle/body by using one (1) of the following techniques:
   a. Having a distinct facade composition between the base floor(s) and middle/body floors
   b. Having a datum line or cornice between the base floor(s) and middle/body floors that has a minimum height of four (4) in. and a minimum depth of four (4) in.
   c. The ground floor height (measured floor to floor) that is a minimum two (2) ft. greater than middle/body floor-to-floor heights.

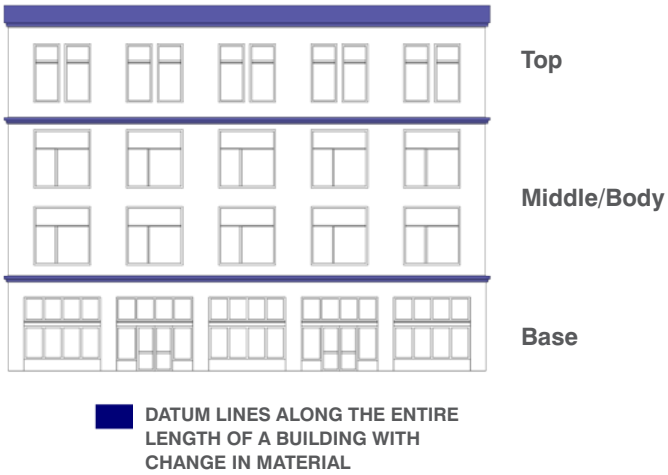


FIGURE 3.15: DATUM LINE DIAGRAM 1

2. A building's top floor(s) shall be defined or differentiated from the middle/body by using two (2) or more of the following techniques:

   a. Have a distinct facade composition from the middle/body floors to the top floor(s)

   b. Datum line or cornice between the middle and top floor(s) that include a minimum height of four (4) in. and a minimum depth of four (4) in.

   c. Distinct roof form or roof line. Apply one (1) of the following:

      i. Cornice or parapet cap that includes a change in material from the facade and a minimum height of eight (8) in. and a minimum depth of four (4) in.

      ii. A variation in roof or building height through building modulation: (examples: Bays that extend above primary facade height)

      iii. The use of at least two roof types

3.4.3 FACADE MATERIALS

1. Building Materials

   a. Stucco, cement plaster or stucco-like finishes are acceptable finishes. Attention should be paid to detail and trim elements for a high quality installation. The pattern of joints shall match the overall facade composition, and sealant colors shall be consistent with surface and other building colors. Stucco surfaces shall have a-half (1/2) to three quarters (3/4) an inch bull-nosed corners.

2. Windows and Doors

   a. Window frames shall not be set flush with walls. Glass shall be inset a minimum of two (2) in. from the exterior wall and/or frame surface.

   b. At least sixty percent (60%) of all windows and doors shall be recessed a minimum of four (4) in. to emphasize wall mass, depth, and shadow.

   c. At deeply inset windows (greater than four (4) in. from the exterior wall); the framing may be simple and relatively unarticulated. At shallower insets (two to four (2-4) in. from the exterior wall), projecting sills, molded surrounds, lintels and/or trim shall be used to frame openings.

   d. Where window mullions are provided, they shall be arranged in simple, regular divisions to create a balanced and orderly window pattern.

   e. Sills and surrounds shall be proportioned to relate to the window size. For windows less than forty eight (48) in. in width, surrounds shall not exceed six (6) in. width. For windows greater than forty eight (48) in. in width, surrounds shall not exceed eight (8) in. in width.

   f. Aluminum sliding windows shall be designed to have substantial framing members, at a minimum width of two (2) in.

   g. Clear glass is preferred. Reflective glazing shall not be used. Non-reflective films, coatings, low emissivity glass, and external and internal shade devices shall be used for heat and glare control.

   h. Deeply tinted glass or applied tinted films shall not be used. If tinted glazing is used, light tints and gray hues are acceptable.

   i. A minimum of one (1) arched door, window, or opening shall be provided along a public-facing facade.

3. Parapet walls shall be terminated with a substantial, integrated cap that conveys the appearance of solid wall construction. Thin, flush-applied caps or edge conditions that appear lightweight or prone to warping are prohibited. Acceptable cap treatments shall consist of stucco, cast stone, concrete, or clay tile, formed with sufficient thickness and a shaped or sloped profile to provide a durable, high-quality finish.

3.5 GROUND FLOOR USES

3.5.1 ACTIVE FRONTAGES

Active frontages are building frontages occupied by active uses that create visual engagement between the ground floor and an adjacent street, public space, or other public-facing area and generate pedestrian activity throughout extended periods of the day. Active uses may include shops, cafes, restaurants, and other social spaces as well as accessory spaces such as lobbies, lounges and shared amenity areas.

1. Active Frontages are required for a minimum of sixty percent (60%) of each building facade facing an arterial, a local or collector public street, a publicly accessible private street, or a publicly accessible pathway with adjacent Primary Building Frontages.
2. On corner parcels, the commercial uses shall turn (wrap around) the corner for a distance of at least fourty (40) ft. The termination of use shall occur at an architectural break in the building.

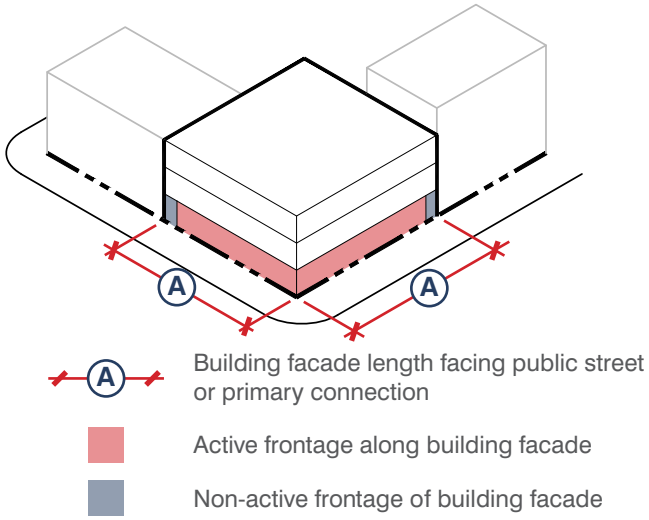


FIGURE 3.16: ACTIVE FRONTAGE DIAGRAM

3. To qualify as Active Frontage, uses shall maintain a minimum depth of 30 ft, while corner parcels shall provide a minimum depth of 40 ft along all frontages.

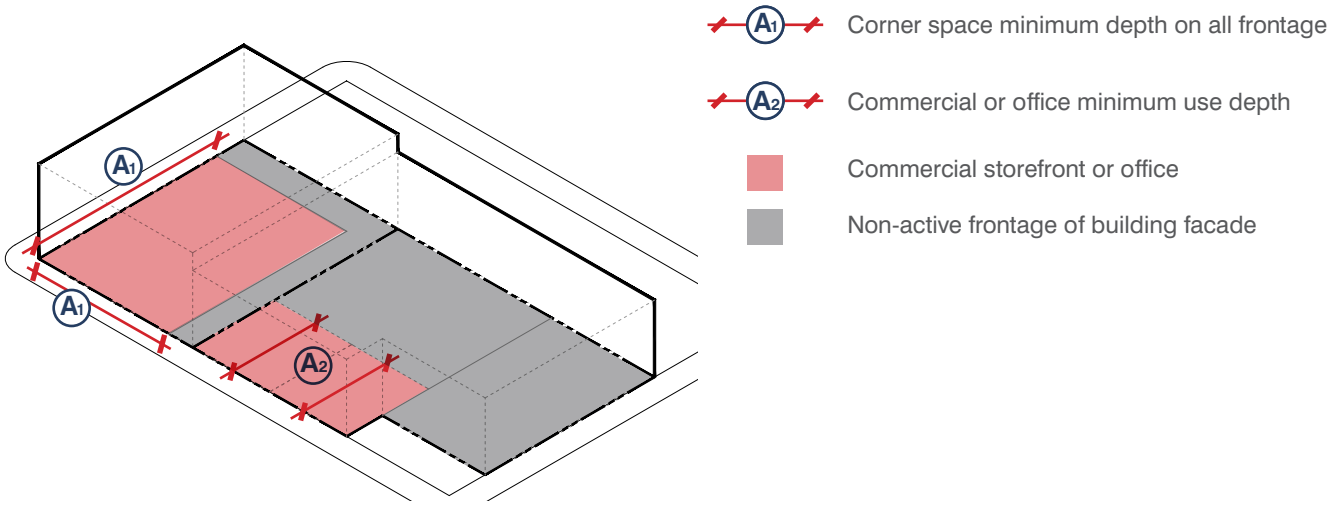


FIGURE 3.17: ACTIVE FRONTAGE MIN. DEPTH DIAGRAM

3.5.1.1 FINISHED FLOOR HEIGHTS OF ACTIVE USES

Active frontage spaces shall have a finished floor height within the following ranges (measured from grade at the back edge of the adjacent sidewalk). All other uses see Standard 3.5.1.2 Variable Finished Floor Heights.

ACTIVE USES FINISHED FLOOR HEIGHT

	MIN. HEIGHT (FT.)	MAX. HEIGHT (FT.)
PRIMARY BUILDING ENTRIES	0 ft.	3 ft.
COMMERCIAL STOREFRONT; OFFICE	0 ft.	1 ft.
BUILDINGS WITH CROSS SLOPE	At no point shall the finished floor height be greater than 2 ft. above or below grade, with a minimum cross slope of 1%	

TABLE 3.2: ACTIVE USES FINISHED FLOOR HEIGHT STANDARD

3.5.1.2 FLOOR TO FLOOR HEIGHTS OF ACTIVE USES

Active Frontage uses shall have a minimum floor-to-floor height by use type as follows:

ACTIVE USES FLOOR TO FLOOR HEIGHT

	MIN. HEIGHT (FT.)
COMMERCIAL STOREFRONT	15 ft.
GROUND FLOOR OFFICE	10 ft.

TABLE 3.3: ACTIVE USES FLOOR TO FLOOR HEIGHT STANDARD

3.6 STREET FACING TRANSPARENCY

3.6.1 TRANSPARENCY

Placement and orientation of doorways, windows, and landscape elements shall create strong, direct relationships with the street. Street-facing facades of all buildings shall incorporate windows and openings providing light to adjacent spaces, rooms and uses. Transparency is measured as a percentage, calculated as the sum of single story transparent area divided by the total single story facade area.

Each applicable facade shall provide no less than the minimum transparency listed by use.

REQUIRED TRANSPARENCY BY FRONTAGE TYPE

FRONTAGE TYPE	TRANSPARENCY (MIN.)	
	GROUND LEVEL	UPPER LEVELS
COMMERCIAL STOREFRONT	50%	40%
OTHER FRONTAGES	40%	30%

TABLE 3.4: REQUIRED TRANSPARENCY BY FRONTAGE TYPE

3.6.1.1 STREET FRONTAGE TRANSPARENCY

Elevations that face a public street, public easement, or publicly accessible open space shall be comprised of windows and/or doorlites with clear unobscured glass as measured from two and a half (2.5) ft. to eight (8) ft. above finished grade where no minimum blank walls occur.

Where facades include windows, glazing shall be provided between two and a half (2.5) ft. and eight (8) ft. above finished grade. Glazing may extend beyond this range, provided it is also present within this required zone.

Within this area, no more than twenty five percent (25%) can be covered by signage, displays, shelving, opaque film or interior partitions. Window coverings, including blinds, curtains, shades, or similar treatments, shall remain operable and shall not be permanently fixed, adhered, or installed in a manner that prevents the window from meeting the required transparency standard.

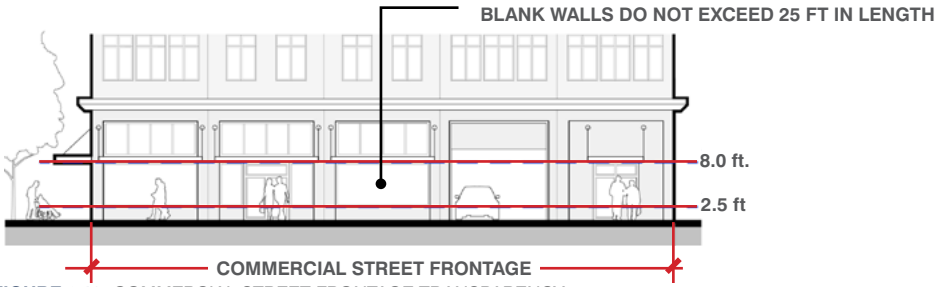


FIGURE 3.18: COMMERCIAL STREET FRONTAGE TRANSPARENCY

3.6.1.2 BLANK WALLS

1. Building facades without the use of windows or doors shall not span a continuous horizontal length greater than twenty five (25) ft. across any story.
2. A break in a blank building wall shall be provided by any of the following:
   a. Doors, windows, or other building openings.
   b. Varying wall planes, where the wall projects or is recessed at least six (6) in. Where the projection or recess also meets the requirements for minor or major massing modulation, it may be counted toward both requirements.
3. The following do not qualify as a break in blank wall:
   a. Variation in exterior building wall color.
   b. Vegetation or landscaping not attached to a building wall.
   c. Commercial or directional signs.
   d. Mechanical appurtenances such as water heaters, vents, or utility meters.

3.7 UTILITIES, SERVICE AREAS & BUILDING EQUIPMENT

3.7.1 SERVICE AREAS, STORAGE, UTILITIES, AND EQUIPMENT

3.7.1.1 UTILITIES

For new development projects, utilities shall be placed in underground or subsurface conduits unless technically infeasible or prohibited by the City or the respective utility provider.

3.7.1.2 LOCATION OF SERVICE AREAS, STORAGE, UTILITIES, AND EQUIPMENT

1. All above-ground utilities and equipment (e.g., electric and gas meters, fire sprinkler valves, backflow prevention devices, etc.), service areas (e .g. garbage collection areas, loading docks, etc.), and storage areas shall be integrated into the building and landscape design, and located to minimize impact on the pedestrian experience and neighboring properties, by following the standards below:

   a. Utilities, equipment, service areas, storage, and non-passenger loading zones shall be located inside buildings or away from the primary building frontage, preferably along alleys, parking areas, or at the rear or side of the building, if not part of the primary frontage, except where such placement would be prohibited by the respective utility provider, conflict with applicable building code requirements, including required access, clearances, and visibility for emergency response and maintenance.

   b. Utilities and equipment, service, storage, and non-passenger loading areas shall be consolidated within a single area. They shall not be located within minimum setback areas, and/or within twenty five (25) ft. of a street corner, unless required by the respective utility provider or applicable building code requirements.

   c. Backflow preventers shall be located within landscaped areas and covered with freeze protection, in a green color (e.g., Hex #013220). Where cages or other enclosures are installed to house or protect backflow preventers, they shall be in a green color.

3.7.1.3 SERVICE, STORAGE, UTILITY, AND EQUIPMENT SCREENING

1. All service and storage areas, utilities, and equipment not housed inside buildings shall meet the following screening standards:

   a. Screening shall consist of solid enclosures, landscaping, and/or architectural elements that are consistent with the building design.

   b. Screening shall follow the same design, colors, and materials as the building walls to maintain visual consistency and complement the overall architectural style.

c. When landscaping is used as screening, it must be a minimum of thirty six (36) in. wide and include dense, evergreen shrubs or small trees that reach a minimum height of four (4) ft. within four (4) years of planting. A minimum spread of two (2) ft. shall be required at time of planting.

3.7.1.4 LOCATION AND SCREENING OF ROOFTOP EQUIPMENT

1. Rooftop elements including roof access, mechanical equipment, and other features needed for the function of the building, shall be located to minimize visual impact by meeting the following requirements. Mechanical equipment less than two (2) ft. in height, solar panels, or wind generators are exempt from these requirements.

   a. Roof-mounted equipment and screening of roof-mounted equipment shall be stepped back from top of parapet a minimum of ten (10) ft. from the parapet or roof edge.

   b. Roof-mounted equipment that extends higher than the parapet wall shall be fully screened by an architectural screen element similar in design and color to the underlying building. Wood lattice is not permitted as a screening device. A pre-manufactured screening device that aligns with the building's architecture may be used as an alternative.

   c. Screening must effectively block views of rooftop equipment from a point six (6) ft. above ground level at the property line, the sidewalk on the opposite side of the street, or from any adjacent property and public rights-of-way.

   d. The location, spacing, materials, and colors of down-spouts, gutters, scuppers, and other drainage components shall be incorporated into the architectural composition of the facade and roof. Downspouts shall be concealed within walls or located to harmonize with window spacing and facade composition.

3.7.2 WASTE ENCLOSURES AND RECEPTACLES

Waste enclosures and receptacles shall be designed and constructed as required by the Laguna Woods Municipal Code.

3.7.3 SECURITY BARRIERS

1. Any security barriers installed on the windows or the doors of the premises shall be installed only on the interior of the building and in compliance with the California Building Standards Code and Laguna Woods Municipal Code.
2. Security barriers shall meet the following criteria:
   a. Only open grill design security systems located on the inside of the building shall be permitted on elevations visible from the street.
   b. Open grill design security systems shall be primarily transparent with not less than seventy five percent (75%) visibility from the street.
   c. Solid roll-down security doors on elevations visible from a public or private street are prohibited unless part of a vehicle loading bay.

ARCHITECTURAL STYLE 4

4.1 OVERVIEW AND APPLICATIONS

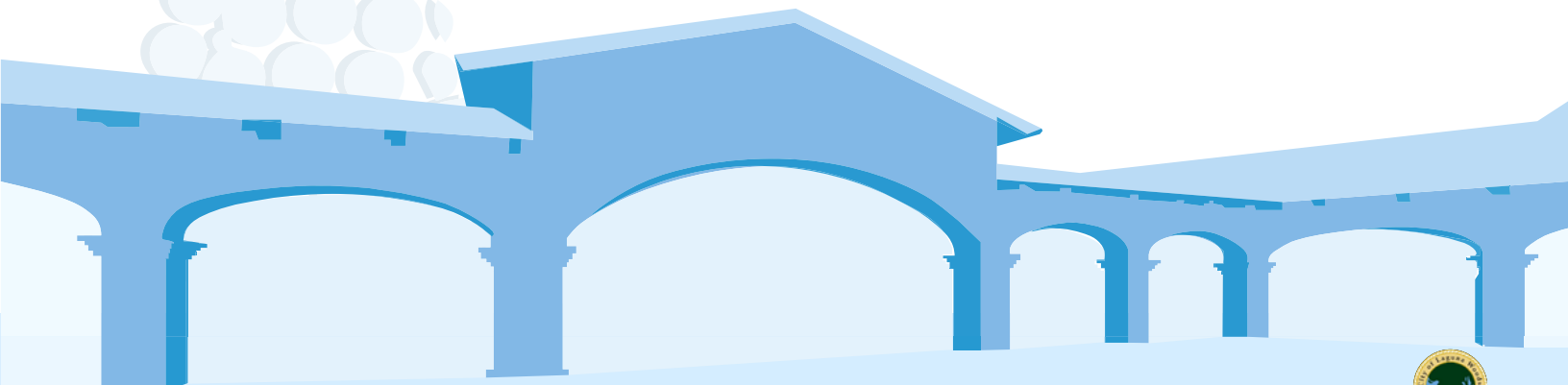
4.2 LAGUNA WOODS REVIVAL

4.3 ROOFS

4.4 WALLS AND WINDOWS

4.5 MATERIALS AND COLORS

4.6 DECORATIVE ACCENTS AND DETAILS



4 ARCHITECTURAL STYLE

4.1 OVERVIEW AND APPLICATION

4.1.1 EXISTING ARCHITECTURAL STYLES MAP

The following map identifies seven (7) existing architectural styles that contribute to the City's character. Future architectural designs shall merge the preferred Mission Revival and Spanish Revival styles into a cohesive "Laguna Woods Revival" identity.



LEGEND

- SPANISH REVIVAL
- MISSION REVIVAL
- SPANISH MODERNIST
- MEDITERRANEAN
- MEDITERRANEAN REVIVAL
- MOUNTAIN CONTEMPORARY
- CONTEMPORARY

4.1.2 APPLICATION

The architectural style provides a clearly defined framework of required and optional architectural features in the categories of roof, walls and windows, materials and colors, and decorative accents and details, providing flexibility for creative expression while ensuring consistency with the main characteristics of the architectural style. The Objective Design Standards also identifies prohibited elements that shall be avoided to maintain the integrity and intended character of the architectural style.

1 REVIEW THE STYLE DESCTIPTION

2 COMPLY WITH ALL FOUR (4) CATEGORIES

The architectural style is divided into four categories: Roof, Walls and Windows, Materials and Colors, and Decorative Accents and Details. All categories must be met to comply with the Architectural Style section of the Objective Design Standards.

1. ROOF
2. WALLS AND WINDOWS
3. MATERIALS AND COLORS
4. DECORATIVE ACCENTS AND DETAILS

3 PROVIDE REQUIRED & OPTIONAL FEATURES

Each category includes three (3) components: required, optional, and prohibited. All required features shall be fulfilled, while the optional component provides a selection of features from which a minimum number must be chosen. Prohibited features identify elements that shall be avoided to maintain the intended architectural character.

REQUIRED: MEET ALL FEATURES

OPTIONAL: SELECT MINIMUM NUMBER OF FEATURES

PROHIBITED: REFRAIN FROM USING

4.2 LAGUNA WOODS REVIVAL

4.2.1 STYLE DESCRIPTION

The proposed architectural style is a blended expression rooted in both Mission Revival and Spanish Revival traditions, adapted to create a cohesive and locally responsive identity for Laguna Woods. Mission Revival architecture draws inspiration from the early California missions established during the Spanish colonial period, emphasizing simplicity, thick stucco walls, smooth plaster surfaces, and iconic features such as shaped parapets and arcades. Spanish Revival, influenced by the architecture of Spain and Latin America, builds upon this foundation with more ornamental detailing, including decorative tilework, decorative metal elements, and articulated facades.

Laguna Woods Revival combines the restrained massing and clarity of Mission Revival with the richness and human-scaled detail of Spanish Revival, resulting in an architectural language that is both timeless and approachable. Buildings typically feature low-pitched clay tile roofs, smooth stucco finishes in light, warm tones, and a composition of simple volumes enhanced by selective ornamentation. Arches, recessed openings, and shaded walkways are commonly incorporated to create depth and visual interest, while maintaining a cohesive and unified appearance.

Recognizable characteristics of this style include articulated rooflines with parapets or modest towers, variation in facade planes to break down building scale, and the integration of outdoor spaces such as courtyards or covered entries that support social interaction and comfort. Decorative elements are used intentionally and sparingly, allowing for visual richness without overwhelming the overall simplicity of the form. The result is a balanced architectural approach that reflects Southern California's historic influences while establishing a distinct and enduring character for the community.

4.2.2 ARCHITECTURAL FEATURES



4.2.3 REPRESENTATIVE PHOTOGRAPHS

















4.3 ROOFS

REQUIRED ELEMENTS

- Low-pitched roofs (between 4:12 to 6:12) with broad, overhanging eaves ranging from eighteen (18) to twenty four (24) in. If conical roof is used, roof pitch must not exceed 4:12
- Clay tile, concrete-tile, or tile-profiled metal roofing. Common shapes include both Spanish (S-shaped) and Mission (half cylinder/barrel tile) types
- A minimum of one roof utilizing hip or gable roof type

OPTIONAL ELEMENTS (CHOOSE AT LEAST 1)

(Not required for buildings that qualify as Small or Medium in Chapter 3.1.2 of this document. If Medium Buildings have identified "Roof Form" as the optional Massing Strategy, then the "Optional Elements" in this section shall apply.)

- Flat roofs with parapets that have an architecturally profiled cornice and/or expressed parapet cap
- A shed roof additive element either on the side or front facing
- Hipped-roof towers or belvederes (square, rectangle or circular in plan)

PROHIBITED ELEMENTS

- Curved parapet walls shall be limited to one (1) per building and shall shall feature a simple, smooth profile without intricate detailing, jagged edges, or sharp corners.
- Each project shall have no more than four (4) roof types
- Exposed galvinized coping or sharp edged metal parapet caps for flat roofs
- Thin, flush-applied caps or edge conditions that appear lightweight or prone to warping



Red clay tile roofing



Low-pitched roofs (between 4:12 to 6:12)



No more than four (4) roof types per development



Curved parapet walls shall be limited to one (1) per building

4.4 WALLS & WINDOWS

REQUIRED ELEMENTS

- A minimum four (4) in. recess for at least sixty percent (60%) of all windows and doors to emphasize wall mass, depth, and shadow
- A minimum of one (1) arched door, window, or opening along a public-facing facade
- At shallower insets (two to four (2-4) in. from the exterior wall), projecting sills, molded surrounds, lintels and/or trim shall be used to frame openings
- Simple divisions of window mullions

OPTIONAL ELEMENTS (CHOOSE AT LEAST 1)

- Mix of large focal windows and smaller rectangular windows
- Minimum of one (1) ft. deep walls for public street, public easement, or residential-facing facades
- Recessed balconies with round arch openings under a separate roof or overhang
- Open balconies over loggias/arcades
- Awnings

PROHIBITED ELEMENTS

(Refer to Chapter 11.10.050(9) of the Municipal Code)

- Exterior wall surfaces shall not include striping, banding, or multi-color linear patterns
- Arch forms supported by narrow, freestanding, or visually detached columns or piers, rather than solid wall-integrated arches or arcades.
- Ornamentation or decorative detailing on columns
- Exterior shutters or window grills



Recessed balconies with arched openings



Awnings



Open balconies over loggias/arcades



Mix of large focal windows and small rectangular windows

4.5 MATERIALS & COLORS

REQUIRED ELEMENTS

- Stucco, cement plaster or stucco-like finishes on exterior walls. Stucco surfaces shall have a-half (1/2) to three quarters (3/4) in. bull-nosed corners
- Light, natural, neutral or muted warm colors for exterior stucco
- Roof colors shall consist of red or brown tones and be darker in value than exterior wall colors to ensure a clear visual contrast between roof and wall surfaces
- Sealant colors shall be consistent with surface and other building colors

OPTIONAL ELEMENTS (CHOOSE AT LEAST 1)

- Composite wood, or wood for railings and handrails on stairs and ramps
- Stone used as a limited accent decorative feature, providing contrast to stucco surfaces
- Sand-finished cement plaster on balcony, porch or arcade ceilings

PROHIBITED ELEMENTS

(Refer to Chapter 11.10.050 of the Municipal Code)

- Multiple primary colors within a single facade composition; wall finishes shall maintain a uniform color per building
- Exposed wooden brackets or decorative wood supports on exterior elevations
- Deeply tinted glass or applied tinted films. If tinted glazing is used, light tints and gray hues are acceptable



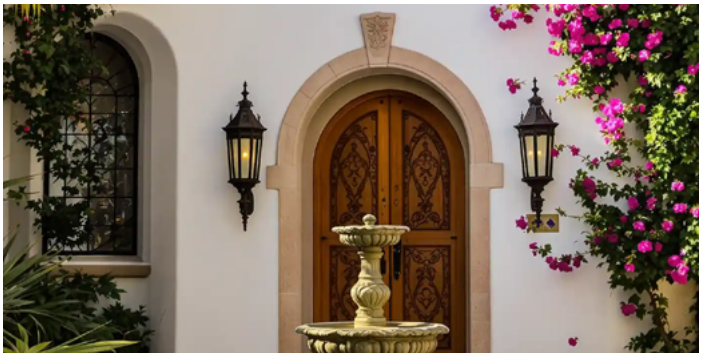
Stucco on exterior walls



Roof colors darker than wall colors



Sand-finished cement plaster on balcony, porch



Stone as a decorative accent

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4.6 DECORATIVE ACCENTS & DETAILS (CHOOSE AT LEAST SIX (6))



ACCENT GRILLES

Wrought iron, black or dark brown painted steel or bronze accent grilles in simple design shall be placed on exterior walls



AWNING

Awnings shall occur at ground floor openings. Visible decorative metal supports are acceptable. Color must be similar to the roof



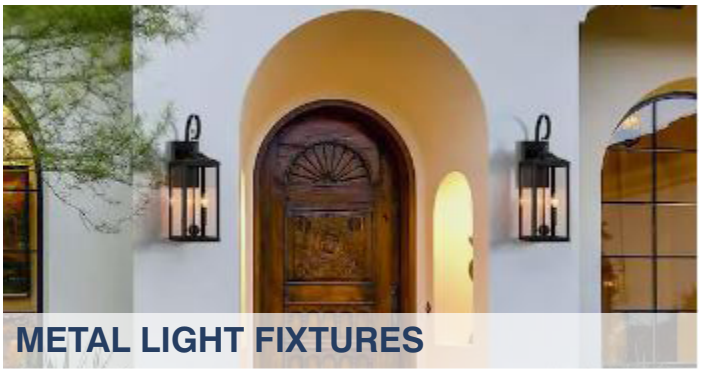
DECORATIVE TILES

Decorative tiles shall be applied as a border at entrances or entry porticos



CLAY/ CONCRETE TILE VENTS

Red clay or concrete tile vents shall occur at gable ends



METAL LIGHT FIXTURES

Wrought iron, black or dark brown painted steel or bronze light fixtures shall occur at building entrances at a minimum of one (1) per two hundred (200) linear ft. of building perimeter



LOGGIAS

Provide recessed loggias framed by arches to create shaded outdoor spaces



ARCADES

Use of arcaded walkways (row of arches supported by solid wall integrated columns)



TOWER ELEMENT

Central raised element



ARCHED OPENINGS

Round-arched doors, windows, or entry openings



METAL STAIRCASE HANDRAIL

These can be used for staircase handrails. Metal can be wrought iron, bronze, or black or dark brown painted tubular steel



CURVED PARAPET WITH QUATREFOIL OPENING

Provide cement plaster or cast surrounds at curved parapet and quatrefoil openings



DOMES

A rounded vault forming the roof of a structure, typically with a circular base

LANDSCAPE 5

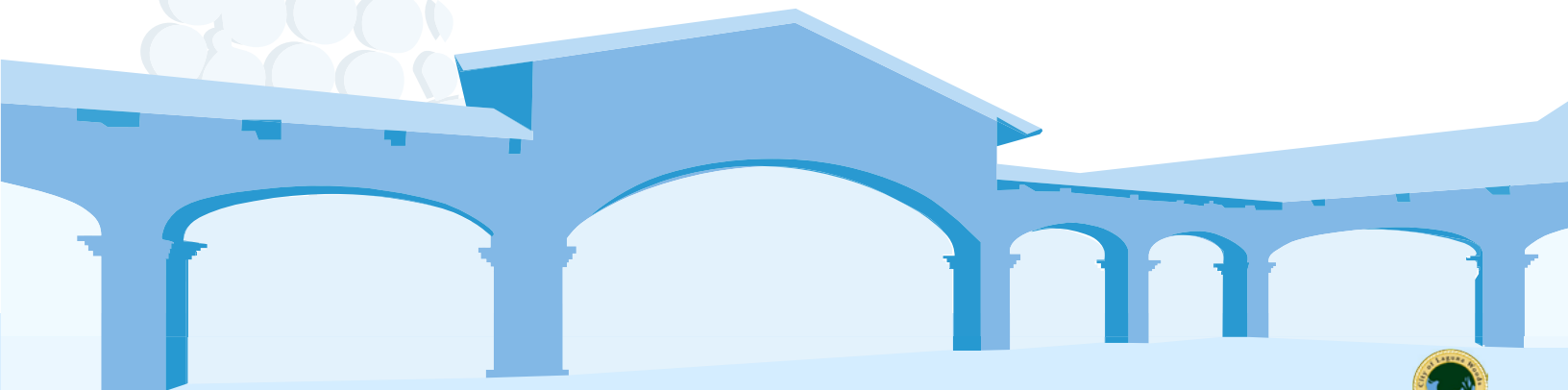
5.1 LANDSCAPE MATERIALS & VEGETATION

5.2 HARDSCAPE

5.3 WALLS & FENCES

5.4 LANDSCAPE LIGHTING

5.5 SITE FURNISHINGS



5 LANDSCAPE

5.1 LANDSCAPE MATERIALS & VEGETATION

5.1.1 LANDSCAPED AREA

1. A minimum of twenty percent (20%) of the lot area not comprised of buildings or required vehicular access and parking areas shall be comprised of pervious surfaces such as landscaping, gravel, rocks, or other similar pervious materials.
2. A minimum of fifty percent (50%) of the length of the property fronting arterial streets shall be maintained as a landscaped area with a minimum depth of five (5) ft. Hardscape areas containing impervious surfaces shall only be used for the purpose of pedestrian and vehicular access.
3. Landscaped areas shall not contain more than ten percent (10%) decomposed granite, gravel, mulch, rock, sand, or similar non-vegetated landscape material, except to the extent groundcover or other vegetation is also planted that will conceal at least ninety percent (90%) of the non-vegetated material upon maturity.
4. The following standards shall apply to all properties with surface parking lots:
   a. A minimum five (5) ft. landscape buffer strip shall be provided between a parking lot and public right-of-way and shall be maintained with a permanent, operable automatic irrigation system.
   b. Parking lot shade trees shall be provided at the ratio of one (1) tree for every five (5) parking spaces.
5. No vehicle shall be parked in a required landscape area.

5.1.2 SOIL DEPTH

Planting in above grade planters or podium landscaped areas shall have a minimum topsoil depth of twelve (12) in. for ground cover, twenty four (24) in. for shrubs, and thirty six (36) in. for trees.

5.1.3 SHRUBS, HEDGES, & GROUNDCOVER

5.1.3.1 GENERAL LANDSCAPE AREA

1. Plants on the Cal-IPC invasive plant inventory are prohibited.
2. Shrubs shall be a minimum size of five (5) gallons. When planted to serve as a hedge or screen, shrubs shall be planted with two (2) ft. or four (4) ft. of spacing, depending on the plant species.
3. Groundcover shall be minimum one (1) gallon or greater in size at time of planting and shall be planted at an on center spacing appropriate to the plant species to ensure complete coverage from plant to plant, (minimum twenty four (24) in. o.c.). Groundcover from cuttings or flats is allowable but shall be spaced at a maximum of twelve (12) in. on center.
4. Landscaping shall comply with the sight clearance triangle requirements set forth in Laguna Woods Municipal Code Title 13, Sec. 13.16.190 (Landscaping) and Sec. 13.16.230 (Fences and walls).

5.1.3.2 TURF AND ARTIFICIAL TURF

1. Turf is prohibited unless it meets the definition of “functional turf,” set forth in California Water Code Section 10608.12.
2. Artificial plants and artificial turf are prohibited.
3. Natural turf areas shall be a minimum ten (10) ft. diameter, or ten (10) ft. width on any side. Use of turf shall be in compliance with the California Model Water Efficient Landscape Ordinance (MWELO).

5.1.3.3 NON-PLANT MATERIALS, SOIL, AND MULCH

1. Landscaped areas where plant material other than turf is present shall be top-dressed with three (3) in. shredded mulch or two (2) in. crushed rock, mulch, pebbles or stones to avoid exposed bare soil.
2. Three (3) in. minimum depth bark mulch must be confined to areas underneath shrubs and trees and shall not count toward the fifty percent (50%) minimum landscape requirement.

5.1.4 TREES

5.1.4.1 TREES TYPES

Trees provided as part of the project shall be selected from the following list:



a. Arbutus Unedo (Strawberry Tree)[1]



b. Cupaniopsis Anacardioides (Carrotwood)[1;2]



c. Cercis Canadensis (Eastern Redbud)



d. Geijera Parviflora (Australian Willow)[1]



e. Koelreuteria Paniculata (Goldenrain Tree)[2]



f. Liriodendron Tulipifera (Tulip Tree)[2]



g. Olea Europaea (Olive Tree)[1]



h. Phoenix Dactylifera (Date Palm)[1]



i. Pinus Canariensis (Canary Island Pine)[1]



j. Platanus Racemosa (California Sycamore)[2]



k. Prosopis Alba 'Colorado' (Argentine Mesquite)[2]



l. Prosopis 'Phoenix' (Phoenix Mesquite)[2]



m. Quercus Agrifolia (Coast Live Oak)[1]



n. Rhus Iancea (African Sumac)[1;2]



o. Syagrus Romanzoffianum (Queen Palm)[1]

[1] Evergreen tree

[2] Shade tree

5.1.4.2 GENERAL LANDSCAPE AREA

1. All tree planting shall be installed at a minimum twenty four (24) in. box size and a maximum distance of thirty (30) ft. on center. A minimum of fifty-one percent (51%) of all trees planted shall be a minimum thirty-six (36) in. box size at the time of installation.
2. Trees planted along pedestrian corridors, paths, walkways, commercial frontages, or public streets shall be spaced at a maximum interval of thirty (30) ft. on center.
3. Projects that are greater than or equal to two (2) acres, or shopping center entrances that serve a cumulative commercial area of over five (5) acres, shall include, along the primary entrance, a landscaped median and landscaped side areas planted with Phoenix Dactylifera (Date Palm) at a maximum spacing of thirty (30) ft. on center, with a minimum ten (10) ft. brown trunk height measured from finished grade to the base of the lowest living frond.
4. Corner sites, defined as properties with frontage along two intersecting public streets, shall plant Syagrus romanzoffiana (Queen Palms) or Phoenix dactylifera (Date Palms) at a maximum spacing of thirty (30) ft. on center, with a minimum ten (10) ft. brown trunk height (BTH), measured from finished grade to the base of the lowest living fond. They shall be planted within the first thirty (30) ft. of each street frontage measured from the corner property line.
5. Publicly accessible open spaces that include trees with a minimum mature canopy spread of twenty five (25) ft., and shall locate trees to shade pedestrian paths, seating areas, and gathering spaces. Trees shall be selected from the following list: Cupaniopsis Anacardioides (Carrotwood), Koelreuteria Paniculata (Goldenrain Tree), Liriodendron Tulipifera (Tulip Tree), Platanus Racemosa (California Sycamore), Prosopis Alba ‘Colorado’ (Argentine Mesquite), Prosopis ‘Phoenix’ (Phoenix Mesquite), Rhus Iancea (African Sumac).
6. Trees planted along pedestrian corridors, paths, and walkways shall be selected from the following species: Cupaniopsis anacardioides (Carrotwood), Koelreuteria paniculata (Goldenrain Tree), Platanus racemosa (California Sycamore), Syagrus romanzoffiana (Queen Palm), or Phoenix dactylifera (Date Palm). Syagrus romanzoffiana (Queen Palm) and Phoenix Dactylifera (Date Palm) shall be planted at a maximum spacing of thirty (30) ft. on center, with a minimum ten (10) ft. brown trunk height measured from finished grade to the base of the lowest living frond.
7. A minimum distance of ten (10) ft. is required between the center of trees to street light standards, water meters, back-flow prevention systems, sewer cleanouts and fire hydrants.
8. A minimum of fifty percent (50%) of all trees planted on the project site shall be evergreen trees.

5.1.4.3 SURFACE PARKING AREA

1. Planter islands or planter fingers shall be provided at the ends of all parking rows.
2. A minimum five (5) ft. planting width is required for all planter islands, planter fingers, and tree wells.
3. A row of side-by-side (contiguous) parking spaces shall not exceed five (5) stalls without a planter island, planter finger or tree well.
4. Trees shall be planted in planter islands, planter fingers, or tree wells at a minimum of every fifty (50) ft. on center.

5.1.4.4 TREE PROTECTION

1. At the time of installation, newly planted trees shall be supported with double stakes and/or guy wires or approved equivalent City standard.
2. Trees planted within ten (10) ft. of a street, sidewalk, paved trail or walkway shall be deeply-rooted species or shall be separated from paved surfaces by a minimum twenty four (24) in. root barrier to prevent physical damage to public improvements.
3. Existing trees that are already established on a project site may be retained at the property owner's discretion, regardless of whether the tree species is included in the approved tree selection list identified in Section 5.1.4.1, Tree Types of this Objective Design Standards. Determination as to whether an existing tree is established shall be determined by a certified arborist.
4. Where an existing tree is removed and replacement planting is required pursuant to Laguna Woods Municipal Code Section 4.26.060(c), Tree Removal- Replacement, of the Laguna Woods Municipal Code, the replacement tree shall be selected from the approved tree selection list identified in Section 5.1.4.1, Tree Types, of these Objective Design Standards.
5. Existing trees to be retained on site shall be appropriately protected during construction and incorporated into the overall landscape design of the project.

5.1.5 RESIDENTIAL BUFFERING

1. Projects abutting residentially zoned properties shall provide a minimum ten (10) ft. wide landscape buffer (A) along the entire length of the shared property line. The buffer shall include one (1) tree every thirty five (35) ft. (B) and a solid masonry wall (C) with a six (6) ft. height along the entire lenth of the abutting property. All walls shall comply with Laguna Woods Municipal Code Section 13.16.230.
2. Whenever a project shares a side or rear property line with any residentially zoned lot, and non-residential uses are located within fifteen (15) ft. of that side or rear property line, a six (6) ft. tall solid masonry wall shall be provided, along or adjacent to all such side and rear lot lines. The wall shall conform to the height regulations applicable to front setback areas of the residentially zoned lot having the common lot line, per Laguna Woods Municipal Code Section 13.16.230. A landscape buffer, with a minimum depth of five (5) ft. shall also be provided along the shared lot lines.

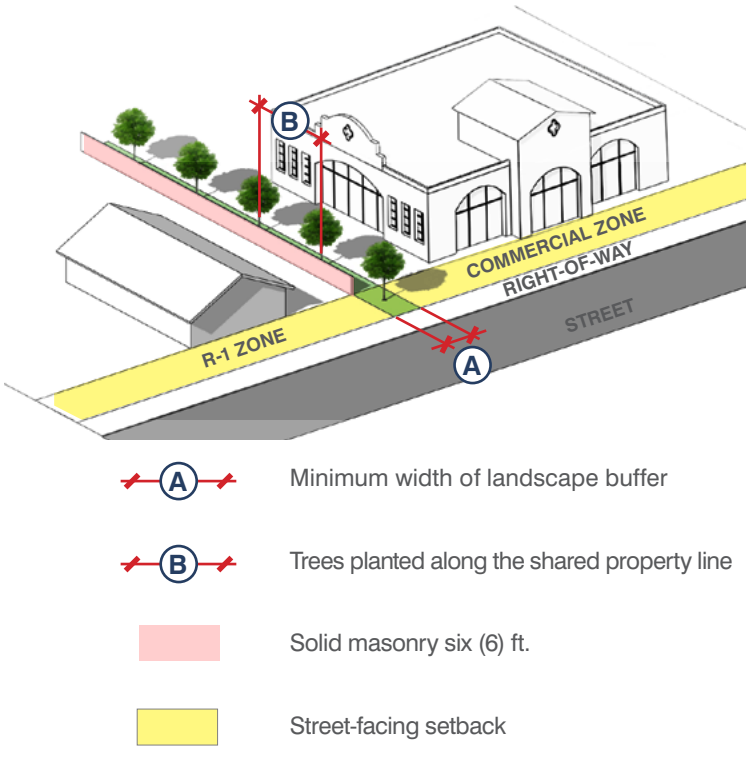


FIGURE 5.1: RESIDENTIAL BUFFERING

5.1.6 DROUGHT TOLERANT & NATIVE PLANT SPECIES

A minimum of fifty percent (50%) of non-turf landscaped areas shall be planted with materials identified as appropriate by the Water Use Classification of Landscape Species (WUCOLS) for Region 3 (South Coastal). Refer to latest WUCOLS recommendations from California Center for Urban Horticulture WUCOLS website <https://ccuh.ucdavis.edu/wucols>.

5.1.7 PROTECTION FROM ENCROACHMENT

1. Landscaping shall be protected from vehicular and pedestrian encroachment by raised planting surfaces, providing appropriately planned walkways, the use of curbs, and installing hedges to direct the flow of pedestrian traffic.
2. At parking stalls, one (1) wheel stop per stall must be provided if a raised planter curb is not present to prevent vehicles from damaging adjacent tree trunks or landscaping.

5.1.8 INTERFERENCE WITH UTILITIES

1. All service areas, storage areas and utility and equipment locations shall be coordinated between landscape architect and civil engineer.
2. Plant materials shall be placed so that they do not interfere with the lighting of the premises or restrict access to emergency apparatus such as fire hydrants or fire alarm boxes.
3. Trees or large shrubs shall not be planted under overhead lines or over underground utilities if their growth might interfere with such public utilities.
4. Plant material setbacks from utilities shall conform to utility company requirements.

5.1.9 SAFETY

All trees should be cut so that no branches or leaves hang lower than ten (10) ft. from the finish surface/ ground plane.

5.2 HARDSCAPE

5.2.1 LOCATION

1. Primary entries to buildings shall provide decorative paving that contrasts in color and texture with the adjacent walkway paving to accentuate the entrances.
2. Asphalt and standard concrete shall be used only in areas of high traffic volume and service areas unseen by the average commercial tenant or visitor.

5.2.2 APPEARANCE & MATERIALS

1. Hardscape materials shall be constructed of firm and slip-resistant materials, see Table 5.2.
2. No stained or stamped concrete shall be used in any area as non-integral colored concrete quickly fades and stamped patterns become unsightly and unrecognizable over time.
3. Integral color concrete shall be non-fading pigment thoroughly mixed into the full concrete depth; no top-layer surfacing color mixture is allowed.

ORDER OF PREFERRED PAVING OPTIONS

VEHICULAR	PEDESTRIAN
1. CONCRETE PAVERS[1]	1. CLAY OR CONCRETE PAVERS[1]
2. INTEGRAL COLORED CONCRETE[2]	2. CONCRETE WITH AGGREGATE
3. ASPHALT	3. INTEGRAL COLORED CONCRETE[2]
	4. STANDARD CONCRETE (NATURAL GRAY)

[1] Pavers shall be installed over a concrete slab to ensure a stable, durable, and level surface.

[2] Using Scofield, Davis Color or City Approved Equivalent.

TABLE 5.1: ORDER OF PREFERRED PAVING OPTIONS

5.3 WALLS & FENCES

5.3.1 APPEARANCE AND INTEGRATION

Walls and fences shall be designed to be consistent with adjacent structures and the surrounding terrain, and shall incorporate landscaping and vegetation to soften their appearance, while complying with Laguna Woods Municipal Code Section 13.16.230.

5.3.1.1 MATERIALS & COLOR

1. Walls and fencing shall consist of solid masonry material, incorporating building colors.
2. Acceptable finish treatments include colored stucco, wood stain, natural or polished stone, slump stone, split-faced concrete block, prefabricated finish texture, or a combination thereof.
3. Open metal fencing may be used in lieu of solid masonry walls where necessary to maintain visibility at driveways, vehicle turning areas, pedestrian paths, public walkways, and similar locations. Such fencing shall provide a minimum of fifty percent (50%) transparency and shall be consistent with the architectural style.

5.3.1.2 VISUAL INTERESTS

1. Walls shall provide a minimum three (3) ft. wide landscaped area to screen and soften the wall base, except where interrupted by required pedestrian access, vehicular access, utilities, or fire access. Planting within the landscaped area shall achieve a minimum height of three (3) ft. at maturity. For walls greater than six (6) ft. in height, planting within the landscaped area shall achieve a minimum height of four (4) ft. at maturity.
2. Evergreen trees shall be used to soften the appearance of blank walls and provide visual screening; a minimum of one (1) tree shall be provided for each blank wall segment up to fifteen (15) ft. in length, and two (2) trees shall be provided for segments up to the maximum permitted length of twenty five (25) ft.

5.3.2 WALL CAPS

Wall caps shall be incorporated as a horizontal design element at the top of walls and shall not exceed four (4) in. in vertical thickness. Decorative capstones on stucco walls shall be implemented to prevent water damage from rainfall and moisture.

5.4 LANDSCAPE LIGHTING

This section supplements the site lighting standards set forth in Section 2.6.

5.4.1 TYPES OF LIGHTING

Landscape architects and electrical engineers shall implement a variety of lighting types shown in the table below to illuminate the project's landscape appropriately.

LANDSCAPE LIGHTING: TYPES

	DEFINITION
SPOTLIGHT	Known as uplights, downlights, directional lights or bullets most commonly used to illuminate trees in the landscape.
PATH & AREA	Path lights illuminate paths and walkways. Area lights increase visibility to the area around the fixture and can be used to light landscape beds.
FLOOD LIGHTS	Flood lights add security and light up property at night. Flood lights commonly have a much higher wattage and wider angle than spotlights.
WALL WASH LIGHTS	This type of flood light is used to provide even illumination across a wide surface.
WELL LIGHTS	Well and in-grade lights are installed below ground (grade) level. The fixture may sit in a turf area or hardscape where foot or vehicular traffic will pass over.
DECK LIGHTS	Deck lights are designed to attach to fence posts and can be mounted on the sides of nearby structures and stairs.
STEP LIGHTS	Step lights illuminate treads and or risers of stairs.
HARDSCAPE LIGHTS	Hardscape lights attach to the underside of capstones and overhangs most commonly floodlight surfaces such as patios, walkways, driveways, stairs, walls and outdoor kitchens or fireplaces.

TABLE 5.2: LANDSCAPE LIGHTING TYPE DEFINITION

5.4.2 LOCATION

1. Accent lighting shall be used to illuminate walkways, parking areas, entries, seating areas, and/or specimen plants and trees.
2. Spotlighting or glare from any site lighting shall be shielded from adjacent properties and directed at a specific on-site object or target area.
3. Landscape lighting fixtures shall be incorporated in water features.
4. Path lights, if used, shall be placed min. twelve (12) to eighteen (18) in. away from edge of paving and be incorporated with landscape rock/boulders or similar objects for protection.

5.4.3 LIGHT COLOR

The color of landscape lighting is essential as it provides appropriate warmth to outdoor spaces, enhancing the atmosphere and overall aesthetic of the project. Thoughtful selection of light color creates a welcoming environment that complements the natural landscape and architectural features. The standard of light color is as follows:

LIGHT COLOR

	MIN.	MAX.
COLOR TEMPERATURE (KELVIN)	3000	2700

TABLE 5.3: LIGHT COLOR TEMPERATURE STANDARD

5.4.4 CONCEALMENTS

Light sources for wall washing and tree lighting shall be hidden.

5.4.5 FIXTURE DESIGN

Lighting fixtures shall complement and be compatible with the overall landscape material palette and design theme, as well as the building's design and architectural style.

5.5 SITE FURNISHINGS

5.5.1 LOCATION

1. Site furnishings within open spaces shall be arranged in coordinated groupings that support the intended use of the space, provide seating in shaded areas, and integrate with features such as plazas or water elements, while minimizing visual clutter within the landscape.
2. The use of benches in the public right-of-way shall be limited; groupings of individual chairs for seating options are preferred.

5.5.2 APPEARANCE & MATERIALS

1. Simple designs, instead of ornate decorations, shall be specified for their timeless appeal and ability to be complimentary to the Laguna Woods Revival architectural style.
2. When wood is used as a furnishing material, the wood products must comply with the Forest Stewardship Council's (FSC's) approved list of products and manufacturers, which regulates environmentally responsible forest management.

5.5.3 PLAN SUBMISSION

Applicant shall submit product cut sheets of each typical piece of furniture for City approval.

5.5.4 POTS

For sites where a landscaping area cannot be provided due to required pedestrian clearances, ADA access, fire access, utility access, drainage, visibility, structural slab conditions, or operational access needs, decorative pottery or planters may be used as an alternative landscape treatment, subject to the following:

1. Pottery shall be used to direct flow of pedestrian traffic or provide an elevation and height design aesthetic in relationship to the adjacent architecture.
2. Selection of plant material placed in pottery shall be appropriate for growing and irrigation conditions of the pot(s).
3. Pottery design, massing, materiality and color shall be complementary to the Laguna Woods Revival architectural style.

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CITY OF LAGUNA WOODS
OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT

Response to Public Review Period Comments
July 31 – August 21, 2026

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WRITTEN COMMENTS #1

From: Jay
Sent: Thursday, July 30, 2026 12:19 PM
To: City Hall - City of Laguna Woods <CityHall@lagunawoods.gov>
Subject: Comment for 7/31/26 City Design Standards Meeting

Dear City,

Please read my comment (in blue below) aloud at the 7/31/26 Design Standards mtg. Thank you. Jay Laessi

City Staff Response 1: No design standards meeting was held on July 31, 2026. Mr. Laessi's comments are being treated as comments submitted during the public review period due to his comments having been read aloud at the City Council meeting on August 12, 2026 during Item 9.1 (Commercial Objective Design Standards Project).

Hello,

My name is Jay Laessi. I'm so happy the City is undertaking this design standards project. It will refine our City's identity into something we can truly enjoy as we walk around and something to be proud off.

Last I knew the Spanish Revival and Mission Revival styles were under consideration. The Mission is a more friendly and approachable look compared to the Spanish which is too palatial. Also, the cost of remodeling into the Mission style would cost less. I favor the Mission style.

City Staff Response 2: Based on City Council input at the February 24, 2026 meeting, Mission Revival and Spanish Revival architecture were combined into a single, unified style: "Laguna Woods Revival." This locally tailored style blends defining elements of both architectural styles to establish a cohesive identity unique to Laguna Woods.

All trees should be at least the 24" box size. That is substantial enough to give immediate curb appeal and get a head-start on providing shade and cooling the spaces. We can see--and hopefully have learned--how the lack of substantial landscape at the new Shell station really makes that corner into an unsightly heat island.

City Staff Response 3: Public Review Draft Section 5.1.4.2(1) required all trees planted with a public street-facing setback to be installed at a minimum 24 inch box size. Section 5.1.4.2(1) has been revised to apply this requirement to all trees planted, not just those in a public street-facing setback. Section 5.1.4.2(1) has also been revised to require at least 51% of all trees planted to be installed at a minimum 36 inch box size.

Thank you.

(END)

WRITTEN COMMENTS #2

From: DennisHarper
Sent: Wednesday, August 12, 2026 2:31 PM
To: Chris Macon <CMacon@lagunawoods.gov>; City Hall - City of Laguna Woods <CityHall@lagunawoods.gov>
Subject: Comments on Community Design Standards

To Christopher Macon, City Manager and the City Council of Laguna Woods:

I would like to preface my comments below with an expression of appreciation for the thoughtful effort so far. I agree with one resident who commented on August 12 that it is a shame that there were no commercial design standards when the City of Laguna Woods was incorporated in 1999.

As a retired architect from Portland OR, I was involved as a member of the urban design & historic preservation committee of the task force that developed the Portland Central City Plan of 1988 as well as a member for five years on the NWDA Planning committee which regularly provided preliminary design review for projects in our historic Northwest Portland neighborhood. So my interest in good urban design continues as a relatively new permanent resident of Laguna Woods.

Following are my review comments on and suggestions for the July 2026 Draft of Objective Design Standards for Commercial Development. I would be happy to clarify my comments in person at a future city council meeting.

Regards,
Dennis Harper, (ret. AIA)

Laguna Woods

P. 28; D - Ch. 2.1.5.5. Permanent seating should always be provided with shade from trees, awnings, or other building shading elements.

City Staff Response 4: Section 2.1.5(6) has been added to read as follows: "Permanent seating shall be located beneath an awning, building overhang, pergola, or other permanent shading element, or within the projected fifteen-year canopy of a shade tree. The trunk of a qualifying shade tree shall be located no more than fifteen (15) feet from the nearest edge of the seating surface. Awnings, overhangs, and other structural shading elements shall extend over the entire seating surface when viewed in plan."

P. 28; G - Ch. 2.1.5.8. Public space trees. Minimum one tree per 800 sq. ft. of open area.

City Staff Response 5: Section 2.1.5(9) has been revised to read as follows: "Publicly accessible open space of eight hundred (800) sq. ft. or less shall require at least one (1) tree. For any open space area exceeding eight hundred (800) sq. ft., at least one additional tree shall be required for each additional increment or fraction thereof."

P. 36-37; 2.4.1 Pedestrian Pathways. Where a pedestrian pathway connects to a public sidewalk, decrease the spacing of shade trees to 25 ft on center.

City Staff Response 6: Section 2.4.1(8) has been revised to add the following: "Where a pedestrian pathway connects to a public sidewalk, within the first fifty (50) feet, trees shall be provided within the planting areas at intervals not exceeding twenty-five (25) ft. on center."

P. 40; 2.5.4.2. Accent Lighting. Why is up-lighting of trees forbidden? In many cases, the up-lighting of large, well-tended trees would be a welcome enhancement of the pedestrian experience. The design of the tree up-lighting can avoid light spillage.

City Staff Response 7: Biologists retained by the City to assist with the development of lighting design standards advise against upward-direct lighting that serves primarily aesthetic purposes or provides minimal functional benefit as it contributes to skyglow, disorients nocturnal wildlife, and increases glare without enhancing safety.

P. 46; C - Ch. 3.1.3.1.2. and 3.1.3.1.1. The description and illustration of the major and minor massing breaks are clumsy and could lead to bad implementation. The intent is to break down long expanses of building facades. I would suggest an explanation of what the goal is. Maybe it could also be accomplished by changing the plane of the building facade in combination with a change of materials.

City Staff Response 8: The first paragraph in Section 3.1.3.1 has been revised to read as follows: "Minor and major massing breaks are required along elevations facing a public street, pedestrian-oriented space, publicly accessible outdoor space, or adjacent to a residential zone. Massing breaks shall divide long building elevations into smaller, visually distinct components; reduce perceived building scale and bulk; and create variations in depth, light, and shadow. Required breaks may be formed by insets, bays, notches, or projections. Changes in materials, colors, or architectural detailing may be coordinated with the breaks to further distinguish building components."

P. 48; 3.1.1. Building Type Standards. Why are drive-through businesses included? New drive-through businesses should not be permitted. In other cities in California and elsewhere, drive-throughs are being banned because of congestion and pollution. Refer to the following link:

https://www.nytimes.com/2026/08/01/us/drive-throughs-california-culver-city-in-n-out.html?unlocked_article_code=1.2FA._OzF.egZ3yMcHDQLL&smid=nytcore-android-share

City Staff Response 9: Whether to allow or disallow drive-through businesses falls outside the scope of the Objective Design Standards for Commercial Development. This is a topic that the City Council could consider separately, if it wishes.

P. 50; 3.1.3.1. Building Modulation - Massing Breaks. The Standards should also encourage minimum 4-foot shifts in the building facade to create a more interesting pedestrian experience. The outdoor space created in front of each recessed storefront would create an opportunity for cafe tables, benches, or outdoor retail activities.

City Staff Response 10: The second sentence in Section 3.1.3.1(2) has been revised to read as follows: "A major massing break shall be applied at least every hundred (100) ft. in horizontal building length. The major break shall be a minimum of four (4) ft. deep and six (6) ft. wide, open to the sky, and extend the full height of the building." A corresponding change has been made to Note B for Figure 3.1.

P. 59; 3.2.2. Corner Buildings. Because of the suburban streetscape of Laguna Woods commercial streets, I am concerned that the regulations to create architectural prominence at corners will fail without creating a better pedestrian environment on sidewalks of commercial streets. Where sidewalks are too narrow and passing vehicle traffic is too close to those on foot, most pedestrians would prefer to NOT to walk there. Wider sidewalks and ample street trees for shade are essential for pedestrian comfort which can lead to foot traffic that will activate commercial corners.

City Staff Response 11: Sidewalks and street trees exist within public rights of way that would not be subject to the Objective Design Standards for Commercial Development. This is a topic that the City Council could consider separately, if it wishes.

P. 76; 4.1.1. Existing Architectural Styles Map. In the opening paragraph, clarify which of the Spanish styles will be blended into the Laguna Woods Revival identity: Spanish Modernist or Spanish Revival?

City Staff Response 12: Section 4.1.1 has been revised to clarify that Laguna Woods Revival merges Mission Revival and Spanish Revival styles.

P. 82; 4.5. Materials & Colors. Under Prohibited Elements, why are wooden brackets and decorative wood supports not allowed? Those are elements that I have seen on historic Mission adobe buildings in Southern California.

City Staff Response 13: Wood brackets and decorative wood supports are not allowed based on City Council input at the August 12, 2026 meeting.

P. 84; 4.6. Decorative Accents & Details. Why should a designer be mandated to incorporate at least six such elements? This feels so prescriptive.

City Staff Response 14: The Objective Design Standards for Commercial Development would provide a ministerial option for design approval. Applicants wishing to incorporate fewer than six decorative accents and details may choose the discretionary review path in lieu of complying with the Objective Design Standards for Commercial Development (see Section 1.3.2).

P. 91; 5.1.4.2. General Landscape Area. In paragraphs 3. and 4. it appears that developments fronting on a commercial street are mandated to have palm trees, which provide very little shade for pedestrians. I think that shade trees should be provided along all sidewalks.

City Staff Response 15: Requirements to incorporate Queen Palms or Date Palms on corner sites and larger commercial developments are the result of feedback received at the community workshop on January 26, 2026, expressing interest in common, prominent trees being planted across commercial properties.

End of Comments

ORAL COMMENTS #1

Commenter: Sue Quam
Date: August 19, 2026
Meeting: City Council
Item: Public Comments on Non-Agenda Items

The other thing I wanted to ask about was it was very interesting at your last board meeting where you talked about the design for buildings being updated that promotes an architectural symmetry. It's a beautiful style, but my question is will this be a little bit more or a lot more expensive for businesses when they update? So, I know people consider that when they think about updating their buildings. So, it's beautiful, but I hope we don't price people out.

City Staff Response 16: Neither staff nor JZMK Partners, Inc. believe that implementing the Objective Design Standards for Commercial Development would result in financial hardship for applicants. If an applicant disagrees, they may choose the discretionary review path in lieu of complying with the Objective Design Standards for Commercial Development (see Section 1.3.2).

The other thing I'd like to talk about is I'd encourage you to allow for muted tile individualization and a tempered use of iron work on windows if you go with that style. As if I was a business owner and required to use this new architectural style, I'd want to highlight and individualize my shop/building as much as possible. So, those were just some comments from the last meeting. Thank you very much.

City Staff Response 17: Decorative tiles are an allowable decorative accent and detail (see Section 4.6). While window grills are proposed to be prohibited based on City Council input at the August 12, 2026 meeting (reflected in Section 4.4), 12 choices of decorative accents and details are provided, of which an applicant is required to select six. If an applicant wishes to further individualize their project, they may choose the discretionary review path in lieu of complying with the Objective Design Standards for Commercial Development (see Section 1.3.2).

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9.1
CITY-OWNED STREETLIGHTS WITHIN THIRD LAGUNA HILLS MUTUAL

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City of Laguna Woods
AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Christopher Macon, City Manager

FOR: November 18, 2026 City Council Meeting

SUBJECT: City-Owned Streetlights Within Third Laguna Hills Mutual

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Recommendation

1. Approve a first amendment to the streetlight maintenance and operation agreement with Third Laguna Hills Mutual and authorize the Mayor to execute the first amendment, subject to approval as to form by the City Attorney; and

2. Direct the City Manager to include funding in the proposed Fiscal Years 2027-29 Budget for the retrofit of 31 City-owned streetlights within Third Laguna Hills Mutual with light-emitting diode ("LED") lamps, as contemplated by the first amendment to the streetlight maintenance and operation agreement with Third Laguna Hills Mutual.

Background

In February 2006, the City entered into an agreement with Third Laguna Hills Mutual for the City to assume payment, maintenance, and operation responsibilities for 31 streetlights within Third Laguna Hills Mutual. The agreement transferred ownership of the 31 streetlights and associated easements to the City.

A map identifying the City-owned streetlights within Third Laguna Hills Mutual is included as Attachment A. All streetlights are located on named streets (i.e., none are in cul-de-sacs) and bear a sticker with the City's logo and contact information.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on a proposed amendment to the streetlight maintenance and operation agreement with Third Laguna Hills Mutual (Attachment B) that would result in the City retrofitting 31 City-owned streetlights with LED lamps. If the proposed amendment is approved, staff recommends

funding the LED retrofits in the upcoming Fiscal Years 2027-29 Budget & Work Plan.

Under the proposed amendment – which has been negotiated with and approved by the Third Laguna Hills Board of Directors – the City and Third Laguna Hills Mutual would agree to clarify various language within the existing agreement. The City would then agree to retrofit its streetlights with LED lamps within 36 months of the effective date of the proposed amendment. The retrofits would be paid for by the City.

Language clarifications would include, but not be limited to:

- Explicitly acknowledging that the City did not design or construct the streetlights and, thus, assumes no liability for claims arising from the location, placement, spacing, design, or capacity limitations of the streetlights.

- Explicitly acknowledging that the City does not have any obligation to increase the number of streetlights, modify the location, placement, spacing, design, or capacity limitations of streetlights, or improve the specific level of lighting, illumination, or performance of the streetlights from that which was existing at the time they were purchased by the City. An exception is included for the proposed LED retrofits.

- Explicitly acknowledging that the City and Third Laguna Hills Mutual intend for the City's obligations and discretion with respect to the streetlights to be governed by the same prevailing legal standards governing the City's provision of street lighting services and facilities on any public street or right of way.

- Explicitly providing access rights for the City to maintain, operate, repair, and retrofit the streetlights.

- Explicitly providing mutual indemnification.

The proposed amendment also includes an option for Third Laguna Hills Mutual to purchase the streetlights at any time for $1.00. Upon transfer of the title of the streetlights, the City's obligations to maintain and operate the streetlights would terminate.

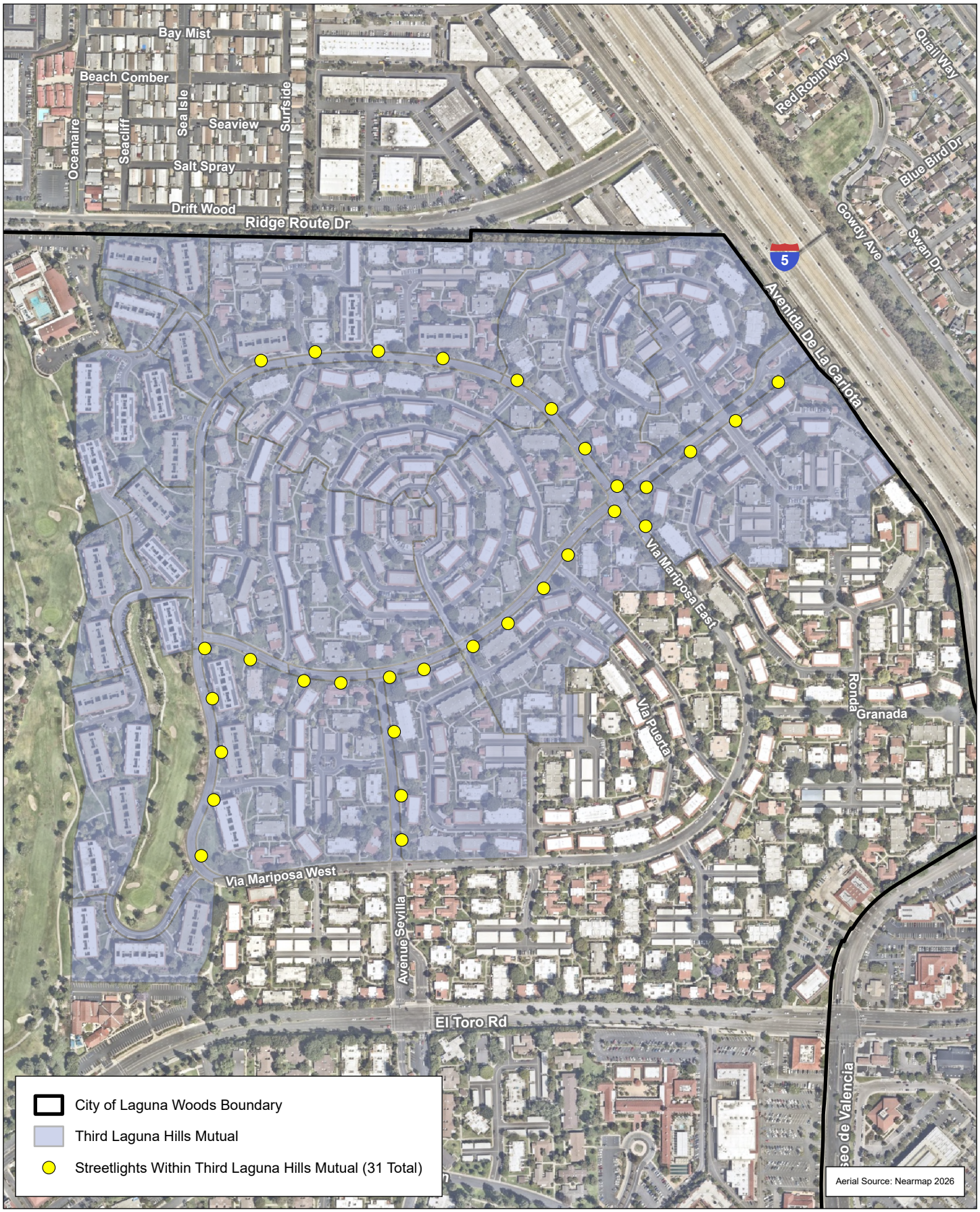
The proposed amendment is substantially similar to the streetlight amendment that the City Council approved with United Laguna Woods Mutual on July 15, 2026. The most notable difference is the inclusion of language in the proposed amendment that addresses Third Laguna Hills Mutual's representation that it did not initially design or construct the 31 streetlights. The City possesses insufficient information to independently verify that representation. The proposed language (refer to the last sentence of the "City's Obligation to Pay for Maintenance of Streetlights" paragraph in Section 5 of Attachment B) acknowledges each party's view and was negotiated by the City Attorney's Office and Third Laguna Hills Mutual's legal counsel. It has been approved by the Third Laguna Hills Board of Directors.

Fiscal Impact

Recommendation #2 would direct the City Manager to include funding for the LED retrofits in the proposed Fiscal Years 2027-29 Budget. The estimated cost of the LED retrofits is less than $50,000, subject to the completion of design documents, construction drawings, and competitive bidding. LED retrofit costs could only be funded using General Fund monies, since the streetlights are located outside of the public roadway system.

Attachments: A – Map of City-Owned Streetlights Within Third Laguna Hills Mutual
B – Proposed First Amendment

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City-Owned Streetlights Within Third Laguna Hills Mutual

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City of Laguna Woods

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FIRST AMENDMENT TO THE STREETLIGHT MAINTENANCE AND OPERATION AGREEMENT BETWEEN THE CITY OF LAGUNA WOODS AND THIRD LAGUNA HILLS MUTUAL

THIS FIRST AMENDMENT TO THE STREETLIGHT MAINTENANCE AND OPERATION AGREEMENT BETWEEN CITY OF LAGUNA WOODS AND THIRD LAGUNA HILLS MUTUAL ("Amendment No. 1") is made and entered into as of _____ day of _____, _____ ("Effective Date of Amendment No. 1"), by and between the City of Laguna Woods, a municipal corporation ("City"), and Third Laguna Hills Mutual, a California nonprofit mutual benefit corporation ("Third Mutual"). City and Third Mutual may be referred to herein individually as a "Party" or collectively as the "Parties."

R E C I T A L S

A. On or about February 2, 2006, City and Third Mutual entered into that certain Streetlight Maintenance and Operation Agreement between City and Third Mutual for payment responsibility for energy costs, maintenance, and operation of certain Streetlights on certain property owned by Third Mutual (the "Agreement").

B. Pursuant to the Agreement, Third Mutual transferred to City all title it held in Streetlights, along with easements permitting Streetlights to remain on Third Mutual's grounds.

C. The precise locations of the Streetlights that are subject to the Agreement and the associated Streetlight maintenance easement that Third Mutual granted to the City are described and depicted in Exhibits "A" (legal descriptions) and Exhibit "B" (engineer's drawings) to the Agreement, which are both incorporated by this reference into this Amendment No. 1 as if set forth in full.

D. The Parties now desire to amend the Agreement to: (1) allow City to retrofit the Streetlights at its own cost with light-emitting diode ("LED") fixtures; and (2) make non-substantive clarifications to existing provisions in the Agreement.

A M E N D M E N T

In consideration of the foregoing Recitals, which are incorporated herein by this reference, and the covenants and promises hereinafter contained, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties hereto agree to amend the Agreement as follows:

1. A new paragraph with the heading "**City's Obligation to Retrofit Streetlights**" is hereby added to read as follows:

> **City's Obligation to Retrofit Streetlights.** City agrees to retrofit the Streetlights with light-emitting diode ("LED") lamps within thirty-six (36) months of the Effective Date of Amendment No. 1. City agrees to pay the costs of retrofitting the Streetlights. City shall be solely responsible for selecting the LED fixtures; however, City agrees to provide Third Mutual an opportunity to review and provide feedback on the LED fixtures prior to

the City making its final selection. Third Mutual shall not charge City any encroachment permit fees or other fees associated with the retrofit of the Streetlights.

2. A new paragraph with the heading "**Third Mutual's Option to Purchase Streetlights**" is hereby added to read as follows:

Third Mutual's Option to Purchase Streetlights. City agrees that Third Mutual, and no other party, has the option to purchase the Streetlights from City for the purchase price of one dollar and no cents ($1.00). Third Mutual may exercise this option at any time in writing. After City transfers to Third Mutual all title that it holds in Streetlights, City's obligations to operate and maintain the Streetlights shall terminate.

3. The paragraph of the Agreement with the heading "**Transfer of Ownership of Streetlights from Third Mutual to City**" is hereby modified as follows (additions shown with underlining and deletions shown with ~~strike through~~):

Transfer of Ownership of Streetlights from Third Mutual to City. Third Mutual agrees to transfer to City all title that it holds in Streetlights, along with easements permitting Streetlights to remain on Third Mutual's grounds ("Transfer"). The effective date of such ~~t~~ Transfer shall be referred to as the "Transfer Date." In ~~C~~ connection with the Transfer, Third Mutual is hereby delivering to City legal descriptions and engineers drawings showing the precise location of each Streetlight maintenance easement on Third Mutual's grounds which ~~is~~ are attached hereto as Exhibits "A" and "B" and incorporated herein by this reference.

4. The paragraph of the Agreement with the heading "**Operation, Maintenance, and Permitted Uses**" is hereby modified as follows (additions shown with underlining and deletions shown with ~~strike through~~):

Operation, Maintenance, and Permitted Uses. After Transfer, City agrees to operate and maintain Streetlights ~~as is necessary and appropriate~~. City agrees that after Transfer, the Streetlights will continue to be used only for their intended purpose of providing illumination and for no other uses.

5. The paragraph of the Agreement with the heading "**City's Obligation to Pay for Maintenance of Streetlights**" is hereby deleted in its entirety and replaced with the following paragraph:

City's Obligation to Pay for Maintenance of Streetlights. City shall operate and maintain Streetlights at its own expense, keeping such Streetlights in good condition and in reasonable working order, and shall operate the Streetlights for their intended purpose of providing illumination

only, and for no other purpose. City and Third Mutual shall cooperate reasonably in identifying any needed replacement or repair of Streetlights, and in the performance of its maintenance City shall strive to coordinate its maintenance and any equipment replacement activities with Third Mutual or its managing agent. City agrees to operate Streetlights for the purpose of lighting the Third Mutual community during evening and nighttime hours or at any other times deemed appropriate by the City. City's operation, maintenance, and retrofitting obligations of Streetlights notwithstanding, City and Third Mutual agree, and Third Mutual specifically acknowledges, that City did not initially design or construct the Streetlights. In entering into Amendment No. 1 to this Agreement, both parties agree that neither party has any obligation under this Agreement or Amendment No. 1 to this Agreement to increase the number of Streetlights, modify the location, placement, spacing, design, or capacity limitations of Streetlights, or improve the specific level of lighting, illumination, or performance of the Streetlights from that which was existing at the time City purchased the Streetlights, except to the extent set forth in Amendment No. 1 to this Agreement, which relates only to lamp type and not to any specific level of lighting, illumination, or performance of the Streetlights. On that basis it is understood by the parties that City makes no promise, representation, nor warranty of any kind to Third Mutual, nor to any party claiming by or through Third Mutual, nor to any third party whatsoever, that it will keep, attain, or maintain any specific level of lighting, illumination, or performance of the Streetlights, other than to maintain operable lighting within each Streetlight, excepting a reasonable level of inoperability related to any needed replacement or repair of Streetlights, and no duty, mandatory or otherwise, is created for the City hereby. In entering into Amendment No. 1 to this Agreement, both parties agree that neither party has any obligation under this Agreement or Amendment No. 1 to this Agreement to install or otherwise provide any additional Streetlights. It is the intention of the parties that the City's obligations and discretion with respect to Streetlights be governed by the same prevailing legal standards governing the City's provision of street lighting services and facilities on any public street or right of way. Both parties acknowledge that City neither initially designed or constructed the Streetlights, and City assumes no responsibility nor liability whatsoever for any deficiencies in safety, performance, or illumination that may arise from the location, placement, spacing, design, or capacity limitations of the Streetlights, now or in the future. Both parties acknowledge that Third Mutual represents that it neither initially designed or constructed the Streetlights and, based on that representation which City possesses insufficient information to independently verify, Third Mutual assumes no responsibility nor liability whatsoever for any deficiencies in safety, performance, or illumination that may arise from the location, placement, spacing, design, or capacity limitations of the Streetlights, now or in the future.

6. The paragraph of the Agreement with the heading "**City's Obligation to Pay for Operating Costs of Streetlights**" is hereby modified as follows (additions shown with underlining and deletions shown with ~~strike through~~):

> **City's Obligation to Pay for Operating Costs of Streetlights.** After Transfer, City agrees to pay all operating costs of Streetlights including but not limited to all electrical bills relating to Streetlights. ~~Furthermore, City agrees to operate Streetlights for the purpose of lighting the Third Mutual community during evening and nighttime hours or at any other times deemed appropriate by the City.~~

7. The paragraph of the Agreement with the heading "**Access Rights**" is hereby deleted in its entirety and replaced with the following paragraph:

> **Access Rights.** Third Mutual grants to City a right of entry to enter onto Third Mutual's private property as may be necessary or beneficial to maintain, operate, repair, and retrofit all Streetlights owned by City within Third Mutual in the easement areas described in Exhibit "A" and depicted in the engineer's drawings in Exhibit "B." In connection with such right of entry, Third Mutual shall be responsible for providing consistent, safe, effective, and unobstructed access to the Streetlights for the City, and for maintaining the landscaping, hardscape, and all other improvements belonging to or maintained by Third Mutual which surround or affect such Streetlights in such a manner as not to obstruct or interfere with the access of City to the Streetlights, nor affect the appearance, performance, or structural integrity of the Streetlights. Such right of entry, and the City's ability to freely exercise same, are and shall be a continuing condition to all of City's maintenance and retrofitting obligations of the Streetlights hereunder. City and Third Mutual agree and mutually acknowledge that in exercising such right of entry, City, and all of its employees, contractors, assignees, or representatives are entering onto Third Mutual's private property, and City specifically reserves any and all privileges and immunities it has under law in connection therewith, including but not limited to those provided by Government Code section 821.8. The Parties likewise agree and acknowledge that the grant of this right of entry does not thereby convert Third Mutual's private roadways into property that is in any way owned or controlled by City, nor in anyway provide or suggest acceptance of such roadways into City's public roadway system by City, and that City's ownership and control extends solely to the Streetlights.

8. The paragraph of the Agreement with the heading "**Indemnity**" is hereby deleted in its entirety and replaced with the following paragraph:

> **Indemnity.** The Parties shall mutually indemnify and hold harmless each other, and their respective employees, contractors, assignees, or representatives officers, agents and appointed or elected directors, from any

claims, demands, or causes of actions, including related expenses, attorneys' fees, and reasonable costs, based on, arising out of, or in any way related to any damage to persons or property caused by or arising out of any negligence or willful misconduct in the performance of the indemnifying Party's performance of its duties, or exercise of any of its rights or obligations under the Agreement and this Amendment No. 1. Notwithstanding such indemnity and hold harmless, both Parties specifically reserve to themselves all privileges and immunities afforded to them as against each other, and as against any third parties hereto, including without limitation all immunities inuring to City under the Government Claims Act, Government Code sections 810 *et seq.*, and all statutory or common law immunities arising under federal, state, or local law. Any claims arising under this Agreement against City shall be required to comply with Laguna Woods Municipal Code Chapter 3.04, as may from time to time be amended, and all claims presentation requirements of City. The Parties do not intend to create, and by this Agreement do not create, any third party beneficiaries under this Agreement, and the rights, privileges, and obligations created hereunder are solely those of the parties, and their respective employees, contractors, assignees, or representatives officers, agents and appointed or elected directors.

9. Defined Terms. All capitalized terms used, but not defined, in this Amendment No. 1 shall have the meanings ascribed to them in the Agreement.

10. Effect of Amendment. Except as expressly provided in this Amendment No. 1, all of the terms, conditions, and provisions set forth in the Agreement shall remain in full force and effect.

11. Effective Date. The effective date of this Amendment No. 1 shall be the later of the dates set forth next to the signatures of the Parties hereto, after both Parties hereto have signed this Amendment No. 1, which date shall be inserted into the preamble to this Amendment No. 1.

12. Legal Counsel. Each Party represents and agrees that it has been represented by, or had the opportunity to be represented by, independent legal counsel of its own choosing, and that it has had the full right and opportunity to consult with its respective legal counsel prior to executing this Amendment No. 1.

13. Representations. The person or persons executing this Amendment No. 1 on behalf of the respective Parties represents and warrants that he/she/they has/have the authority to so execute this Amendment No. 1 and to bind the respective Parties to its obligations hereunder.

14. Counterparts and Electronic Signatures. This Amendment No. 1 may be executed in counterparts, each of which, when both parties hereto have signed this Amendment No. 1, shall be deemed an original. The counterparts of this Amendment No. 1 may be executed and delivered by electronic means by any of the parties to any other Party and the receiving Party may rely on the receipt of such document so executed and delivered by electronic means as if the original had been received.

[END – SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, City and Third Mutual have caused this instrument to be executed on their behalf by their respective officers or agents herein duly authorized as of the date first written above.

"City"

CITY OF LAGUNA WOODS

Dated:_____ By: _____
Annie McCary, Mayor

APPROVED AS TO FORM:

By:_____
Alisha Patterson, City Attorney

"Third Mutual"

THIRD LAGUNA HILLS MUTUAL

Dated:_____ By:_____
Robert Mutchnick, President

[END OF SIGNATURES]