
LAND USE PLANNING WORKGROUP MEETING

Meeting Minutes – Tuesday, April 15, 2025



Committee Members Present

Michael Maguire, Office of Land Use & Climate Innovation (Chair)
Clay Kerchof, Department of Housing & Community Development (Vice Chair) (virtual)
Matt Damon, CAL FIRE, Office of the State Fire Marshal
Tony Marino, Office of Energy Infrastructure Safety
J. Lopez, State Board of Forestry & Fire Protection
Nick Cammarota, California Building Industry Association
Sean McGlynn, League of California Cities

Members Absent

Victoria LaMar-Hass, CalOES
Deborah Halberstadt, Department of Insurance
Yana Valachovic, California Fire Science Consortium
Lisa Lien Mager, California Natural Resources Agency
Catherine Freeman, California State Association of Counties

Other Attendees

Tristan Lanza, Department of Housing & Community Development (virtual)
Kevin Reinertson, Riverside County Fire
Steve Hawks, Insurance Industry
Jamie Sammut, CAL FIRE
Carrie Lewis, CAL FIRE
Jillian Fisher, CAL FIRE
Danh Dao, CAL FIRE
Madison Nicholas, CAL FIRE

1. CALL TO ORDER

A. Welcome

The meeting was called to order at 3:15 PM by Michael Maguire.

Michael Maguire

B. Introductions/Roll Call

The committee members introduced themselves. A quorum was not established with six committee members present in-person and one attending virtually.

C. Approval of April 15, 2025, Agenda (**Motion Required**) – Michael Maguire

The April 15, 2025, agenda was not approved as there was not a quorum.

2. FUTURE MEETING SCHEDULE

- A. The goal is to establish a reoccurring meeting schedule with the majority +1 attending in person. The following was agreed upon:

- i. Meetings will take place on the third Tuesday of the month (following the Wildfire Mitigation Advisory Committee) beginning at 3:15pm.
- ii. Meetings will follow the requirements of the Bagley-Keene Act.
- iii. Advisory Committees of a State body may convene virtually until January 2026 per Bagley-Keene and it's believed that only one location needs to be noticed. Jamie Sammut, CAL FIRE Sr. Staff Counsel, will provide written rules prior to the next meeting.
- iv. Administrative support will be provided by the CAL FIRE Support Services Division.
- v. Consider adding "or at the call of the Chair" to the bottom of the charter to allow more flexibility.
- vi. Under "Agenda Items", the workgroup cannot discuss or act on items that are not on the agenda.
- vii. Under "Process", the deadline for the agenda should be longer than 10 days since 10 days is the Bagley-Keene deadline for noticing the agenda. A legal review of the agendas will be required so they will need to be finalized and ready to review 15 days prior to the Bagley-Keene deadline.

3. WORKGROUP CHARTER (Motion Required)

- A. The workgroup charter was reviewed including membership. The deliverables will be updated once they are more solidified.
- B. Add Steve Hawks to the membership.
- C. Edit meetings section to reflect that they will be held both in person and virtually.
- D. Can the TBDs under membership be removed to make it easier to achieve a quorum?
- E. Can the quorum be 50% +1 of the seated members vs. all seats where some don't have assigned members yet?
- F. Under "Objectives", change "home hardening" to "structural hardening".
- G. Remove bullet 4 under "Objectives"
- H. Add ADUs being built before main residences and not being added to the total square footage to a future agenda.
- I. The charter will be circulated again prior to the next meeting.

The Workgroup Charter was not approved as there was not a quorum.

4. LIBRARY OF WILDFIRE PLANNING RESOURCES

- A. It was recommended that a library be developed to keep Land Use Planning documents and resources, to be housed on the CAL FIRE website. This would be a repository for decision making resources, the latest science and guidance, specific wildfire planning documents, etc.
- B. Matt Damon, CAL FIRE Staff Chief, commented that CAL FIRE already has exactly this type of repository called the "Clearinghouse" that can be used for this purpose. Items can be posted in just a matter of minutes and can be tagged as a WMAC/Land Use Planning item.

5. WORKGROUP MONTHLY DISCUSSION TOPICS

- A. ADUs
- B. Green building code vs. building and fire codes

- C. Housing requirements vs. wildland restrictions or enhancements
- D. Density (separation between structures)
- E. Local design standards
- F. How WUI neighborhoods can serve as buffers and what that means
- G. Bring in a planner from the California chapter of the American Planning Association to speak on splitting lots and existing homes vs. new developments
- H. Alignment with safety and housing elements

6. WORKGROUP DELIVERABLES

- A. No objections to the noted deliverables.
- B. Ensure there's a clear nexus between the purpose and goals of the group and the deliverables.

7. PUBLIC COMMENT

- A. There was no public comment

8. UPCOMING MEETING

- A. May 20, 2025, 3:15-4:15pm
CNRA Building, Room 2-221
- B. 2025 Meetings:
Every third Tuesday of the month, 3:15-4:15pm

8. MEETING ADJOURNED 4:15 PM