
LAND USE PLANNING WORKGROUP MEETING

Meeting Minutes – Tuesday, May 20, 2025



Committee Members Present

Michael Maguire, Office of Land Use & Climate Innovation
Clay Kerchof, Department of Housing & Community Development
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 (virtual)
Sean McGlynn, League of California Cities
Tracy Rhine, Rural County Representatives of California (virtual)
Catherine Freeman, California State Association of Counties
Steve Hawks, Insurance Institute for Business and Home Safety
Victoria LaMar-Hass, CalOES (virtual)

Other Attendees

Jamie Sammut, CAL FIRE
Jillian Fisher, CAL FIRE
Danh Dao, CAL FIRE
Carrie Lewis, CAL FIRE
Madison Nicholas, CAL FIRE

1. CALL TO ORDER

A. Welcome

Michael Maguire

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

B. Introductions/Roll Call

The committee members introduced themselves. A quorum was established with eight committee members present in-person and three attending virtually.

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

Motion:	Sean McGlynn moved to accept the April 15, 2025 meeting minutes; J. Lopez seconded the motion.
Action:	All members voted unanimously to approve the motion.

D. Approval of the May 20, 2025, Agenda (**Motion Required**) – Michael Maguire

Motion:	Matt Damon moved to accept the May 20, 2025 meeting agenda; Steve Hawks seconded the motion.
Action:	All members voted unanimously to approve the motion.

2. OLD BUSINESS

A. Establish a Recurring Meeting Schedule

- 1) This item will establish a future meeting schedule. There must be a majority of the members in attendance but the group can meet both in person and virtually.
 - a. It was established that the meetings would continue to follow WMAC.
 - b. Meetings will begin promptly at 3:05 PM and end no later than 4:00 PM

B. Work Group Charter Review

- 1) Suggested edits from the last meeting have been made.
- 2) Steve Hawks requested that IBHS be changed to Insurance Institute for Business & Home Safety
- 3) Change meeting start time to 3:05pm

Motion:	J. Lopez moved to accept the workgroup charter with the edits above and reserving the right to modify as needed; Tony Marino seconded the motion.
Action:	All members voted unanimously to approve the motion.

C. Library or Wildfire Planning Resources

- 1) Matt Damon presented the Statewide Clearinghouse
- 2) Ben McMahan presented an overview of the Adaptation Clearinghouse under the ICARP program at LCI.

D. Workgroup Monthly Discussion Topics

- 1) Potential future topics:
 - a. ADUs and Structure Density
 - b. Scaling Home Hardening to Conform with Chapter 7A
 - c. Wildfire Prepared Home Standards
 - d. Wildfire Prepared Homes and Communities
 - e. Dixon Trail Development
 - f. Vegetation Management
 - g. Ember Pass Models
 - h. Fire Hazard Severity Zones
 - i. Lessons from the California Wildfire Mitigation Program
 - j. Community Perspectives – What Was it Like to go Through a Home Hardening Exercise
- 2) Future guest speakers:
 - a. Planners or Emergency Managers
 - b. Each member to submit ideas to Michael Maguire and Clay Kerchof, copying Matt Damon

3. ROUNDTABLE

- a. Steve Hawks, IBHS – Dr. Ross will be giving a presentation in July on the research around structure separation and structure fire spread starting with large sheds. Also presenting the research on accessory dwelling units.

4. PUBLIC COMMENT

- a. There was no public comment

5. UPCOMING MEETING

- A. June 17, 2025, 3:05-4:00pm
CNRA Building, Room 2-221
- B. 2025 Meetings:
Every third Tuesday of the month, 3:05-4:00pm

8. MEETING ADJOURNED 4:19 PM