



CITY COUNCIL AGENDA

City of Canyon Lake, California

Wednesday, December 10, 2025
Closed Session Meeting at 5:00 P.M.
Regular Meeting at 6:30 P.M.

City Hall Council Chambers
31516 Railroad Canyon Road
Canyon Lake, CA 92587

CITY COUNCIL MEMBERS:

Mayor Mark Terry
Mayor Pro Tem Kasey Castillo
Council Member Jeremy Smith
Council Member Joshua Steeber
Council Member Dale Welty

Public Comment: Any person wishing to address the City Council on any matter within the jurisdiction of the City, whether or not it appears on this agenda, is asked to complete a speaker card and provide it to the City Clerk prior to the start of public comment. The City Council has adopted a time limit of three (3) minutes per person. Comments on specific agenda items will be heard when the item is called. Please note that if you are addressing the City Council on items NOT on the agenda, the Brown Act does not allow discussion of such items. Therefore, the City Council may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response. Electronic comments may be submitted to cityclerk@canyonlakeca.gov. Comments submitted electronically will be provided to the City Council and included in the official record but will not be read aloud during the meeting.

CEQA Notice: Unless stated otherwise on the agenda, every item on the agenda is exempt from CEQA Guidelines sections 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resources Code section 21065.

Council Agendas: The designated office for inspection of records is the Office of the City Clerk, Canyon Lake City Hall, 31516 Railroad Canyon Road, Canyon Lake, CA 92587. Complete agenda packets are available for public review at City Hall during normal business hours and on the City's website at www.canyonlakeca.gov.

ADA Notice: In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting or if you need agenda documents provided in an alternate format, please contact the City Clerk's Office at (951) 244-2955 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made.

CLOSED SESSION

CALL TO ORDER:

ROLL CALL:

Castillo, Smith, Steeber, Welty, Terry

PUBLIC COMMENT (3 MINUTES):

Members of the public wishing to address the City Council on any matter listed on the Closed Session agenda are asked to complete a speaker card and provide it to the City Clerk prior to the start of public comment. Comments are limited to Closed Session items only. Each speaker is allowed (3) minutes to speak.

DISCUSSION ITEMS:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957: Title: City Manager

REGULAR SESSION

CALL TO ORDER:

INVOCATION:

FLAG SALUTE:

ROLL CALL:

Castillo, Smith, Steeber, Welty, Terry

CLOSED SESSION REPORT:

CEREMONIAL MATTERS:

Student of the Month

Canyon Lake Junior Golf

PRESENTATIONS:

Elsinore Valley Municipal Water District

Canyon Lake Property Owners Association

Canyon Lake Chamber of Commerce

Canyon Lake Fire Department

Canyon Lake Police Department

Non-Profit Spotlight

PUBLIC COMMENT (3 MINUTES):

Members of the public wishing to address the City Council on any matter within the City's jurisdiction are asked to complete a speaker card and provide it to the City Clerk prior to the start of public comment. Comments on specific agenda items will be heard when the item is called. Comments on Consent Calendar items will be heard prior to the City Council's consideration of that calendar. Each speaker is allowed (3) minutes to speak.

CONSENT CALENDAR:

All items listed on the Consent Calendar are considered to be routine in nature and may be enacted in one motion. Individual items may be removed by a Council Member for separate discussion immediately after the adoption of the balance of the Consent Calendar. All ordinance titles are deemed to be read in their entirety and further reading waived on any ordinance listed on the Consent Calendar.

1. Approve Claims and Demands of the City

Recommendation:

Adopt Resolution No. 2025-51 Approving Claims and Demands of the City.

2. Approval of City Council Meeting Minutes

Recommendation:

Approve the minutes of the November 12 and December 1, 2025, City Council meetings.

3. Adopt a Resolution Acknowledging Receipt of a Report made by the Fire Chief of the Canyon Lake Fire Department Regarding Compliance with the Annual Inspection of Certain Occupancies Pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code

Recommendation:

Adopt Resolution No. 2025-52 acknowledging receipt of a report made by the Fire Chief of the Canyon Lake Fire Department regarding compliance with the annual inspection of certain occupancies pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code.

4. Second Reading and Adoption of Ordinance No. 266 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 9 (Planning and Zoning), Chapter 9.30 (Mixed Use Zones), Section 9.30.030 (Zones Established) of the Canyon Lake Municipal Code

Recommendation:

Conduct second reading and adopt Ordinance No. 266 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 9 (Planning and Zoning), Chapter 9.30 (Mixed Use Zones), Section 9.30.030 (Zones Established) of the Canyon Lake Municipal Code.

5. Second Reading and Adoption of Ordinance No. 268 - An Ordinance of the City Council of the City of Canyon Lake, California Adopting by Reference the 2025 California Building Standards Code (Title 24, California Code of Regulations) with Local Amendments and Repealing Conflicting Ordinances

Recommendation:

Conduct second reading and adopt Ordinance No. 268 - An Ordinance of the City Council of the City of Canyon Lake, California Adopting by Reference the 2025 California Building Standards Code (Title 24, California Code of Regulations) with Local Amendments and Repealing Conflicting Ordinances.

6. Second Reading and Adoption of Ordinance No. 269 -- An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 4.20 (Commercial Cannabis Businesses) of the Canyon Lake Municipal Code to a Vacancy-Based Best Value Permitting Process

Recommendation:

Conduct second reading and adopt Ordinance No. 269 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 4.20 (Commercial Cannabis Businesses) of the Canyon Lake Municipal Code to a Vacancy-Based Best Value Permitting Process.

7. Acceptance of a Notice of Completion for the Canyon Lake Police Department Construction Project

Recommendation:

That the City Council: (1) accept the project as complete; and (2) authorize the City Clerk to execute and record the Notice of Completion.

8. Adopt a Resolution Amending the City's Public Agency Retirement Services (PARS) Plan to Include the Canyon Lake Police Department

Recommendation:

Adopt Resolution No. 2025-53 Authorizing an Amendment to the City's Public Agency Retirement System (PARS) Defined Contribution Plan to include all full-time City Police employees.

PULLED CONSENT CALENDAR ITEMS:

Items removed from the Consent Calendar for separate discussion will be considered at this time.

PUBLIC HEARINGS:

9. Consideration of a Conditional Use Permit for the Establishment of a Body Art Business in the C-1 General Commercial Zone, located in the Eastport Market Shopping Center, located at 24370 Canyon Lake Drive, Suite/Unit 9

Recommendation:

(1) Find the proposed Zoning Ordinance amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the 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; and (2) approve Resolution No. 2025-54 (Conditional Use Permit 25-03), subject to the attached Findings and Conditions of Approval.

BUSINESS ITEMS:

10. City Council Reorganization and Selection of Mayor and Mayor Pro Tem

Recommendation:

Recognition of Mayor Terry and selection of Mayor and Mayor Pro Tem to serve for 2026.

11. Appointment of Council Members to City Committees for 2026

Recommendation:

Review the list of current committees and authorize the Mayor to dissolve existing committees, establish new committees, and appoint Council Members to serve for calendar year 2026; and adopt Resolution No. 2025-55 rescinding Resolution No. 2022-54 Re-Establishing City Council Committees.

12. Appointment of Council Members to Regional Agencies for 2026

Recommendation:

Review the current list of regional agency assignments and authorize the Mayor to appoint City Council delegates and alternates to serve for 2026.

CITY COUNCIL AND COMMITTEE REPORTS / COMMENTS:

CITY MANAGER COMMENTS:

ANNOUNCEMENTS:

The next regular City Council meeting will be held on January 14, 2026.

ADJOURNMENT:

AFFIDAVIT OF POSTING: I, Sheryl L. Garcia, City Clerk of the City of Canyon Lake, California, do hereby declare that the foregoing agenda was posted as of the date noted below, at least seventy-two (72) hours prior to the meeting per Government Code 54954.2, and as required by Resolution 2019-42.

Sheryl L. Garcia, MMC, CPM
City Clerk
Dated: December 4, 2025



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Arron Brown, City Manager
BY: Elizabeth Luna, Accounting Specialist
DATE: 12/10/2025
SUBJECT: Approve Claims and Demands of the City

Recommendation:

Adopt Resolution No. 2025-51 Approving Claims and Demands of the City.

Background/Analysis:

All claims and demands are reported and summarized for review and approval by the City Council on a routine basis at each City Council meeting. The attached claims represent the paid claims and demands since the City Council meeting of November 12, 2025.

Fiscal Impact Yes/No: No

Additional Fiscal Information:

All claims and demands are paid from appropriated funds or authorized resources of the City and have been recorded in accordance with the City's policies.

Attachments:

- 1 - Resolution
- 2 - Claims and Demands November 2025

RESOLUTION NO. 2025-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ALLOWING CERTAIN CLAIMS AND DEMANDS AS SET FORTH IN EXHIBIT A

WHEREAS, the Finance & Planning Committee of the City of Canyon Lake reviewed Exhibit A at their regularly scheduled meeting on December 10, 2025; and

WHEREAS, Exhibit A was presented at the regular meeting of the City Council on December 10, 2025, at which all present, were given an opportunity to comment.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. Demands are approved as shown on the Demand\Warrant Register of December 10th, in the amount of \$579,836.62 as follows:

Payroll Earnings (Direct Deposit)	\$167,938.71	(For Month of November)
Payroll Processing Fees	\$402.57	(For Month of November)
Payroll Taxes - Employer & Employee	\$41,581.85	(For Month of November)
Payroll CLFAD	\$738.56	(For Month of November)
Payroll CS	\$795.04	(For Month of November)
On-line Retirement	\$13,187.88	(For Month of November)
On-line Health	\$26,770.63	(For Month of November)
Nationwide Deferred Comp.	\$7,381.59	(For Month of November)
General	\$321,039.79	(For Month of November)
Total	\$579,836.62	

Section 3. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 4. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

Section 5. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 10th day of December 2025.

Mark Terry, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Villalobos	Payroll Paycheck 10/19/25 to 11/03/25	1,507.01
	Vacation Payout 2025	<u>636.64</u>
Report Total		<u><u>2,143.65</u></u>

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
2 Hot Uniforms	Fire Station Collar Brass-Sasse	19.58
Amazon	Fire Station Supplies to Repair Fuel Pump	12.98
ANIMAL FRIENDS	Animal Control Services Month of November 2025	3,677.19
Anthony Wade	Reserve Stipend for October 2025	100.00
Arron Brown	Reimbursement for ICMA Conference Car Rental	351.31
AT&T	Sheriff's Office Phone Ping Fees for Open Investigation	375.00
BIO-TOX	Blood Analysis, 9/22/2025	90.00
Blacks Towing	Sheriff's Office Open Investigation Towing Fees, 8/24/25	595.00
Brianna Hemsley	Tuition Reimbursement Masters Degree FY 2025-26	2,500.00
Canyon Lake Auto Tire	Repairs for City Vehicle 2018 Toyota Highlander	1,536.52
Cintas	Fire Station Weekly Mat Service, 10/21/2025	49.08
	Fire Station Weekly Mat Service, 10/28/2025	49.08
Clark Pest	Fire Station Monthly Pest Control October 2025	89.00
Cole Huber	Attorney Services/General July 2025	9,270.05
	Attorney Services/Litigation July 2025	5,143.00
Control Pump	Landscape Booster Monitor Station Report Sept 2025	421.31
Country Star Entertainment	Live Music for Pumpkin Bash 2025	700.00
Curtis	Fire Station Replacement Light on E-201	261.34
	Fire Station Wildland Face Shields	1,027.46
Decker, Sean	Reserve Stipend for October 2025	200.00
Elsinore High School JROTC	Patriotic Presentation for 2025 Veterans Day Event	300.00
Hernandez, Oscar	Reserve Stipend for October 2025	200.00
hipprint	Fire Station Business Cards-Captain Garcia	76.02
ICG	CL-001 General Engineering Services 9/1/25-9/30/25	126.25
Inland Fleet	Fire Station Biannual Service E-1	1,172.91
Jeremy Smith	Reimbursement for 2025 Cal Cities Conference Parking	38.00
LaTendresse	Mileage Reimbursement for 2025 Cal Cities Seminar	97.02
	Per Diem for 2025 Cal Cities Fire Chief Seminar	210.00
Longobardo	Reserve Stipend for October 2025	200.00
Luke Jackson	Reserve Stipend for October 2025	200.00
PERMA	Q2 FY 2025-26 Liability Trust Account Deposit	1,600.00
PORAC RMT	PORAC Contributions for October 2025	600.00
POSITIVE PROMO	Fire Station Pub Ed Supplies for 2025 Pumpkin Bash	469.22
RAMS	Accounting Services for September 2025	7,588.60
SUN BADGE	Fire Station Badge-Captain Garcia	158.35
The Thomsen Company, Inc.	Survey Staking New Median Barrier RRCR-HSIP Project	4,533.00
Thundar Cares Fund	Donation from City of Canyon Lake (Smith & Welty)	200.00

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City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Welty	Reimbursement for 2025 Cal Cities Conference Parking	38.00
Report Total		<u>44,275.27</u>

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
CL PROPERTY OWNERS	2025 State of the City Venue	6,168.90
CORT	Police Department Office Desks	8,453.48
FC Safety	AED Program for City and Police Dept.	17,770.50
Lowe	Retention Payment on CLPD Construction Project	31,865.42
SDRMA	Dental and Vision Insurance December 2025	2,409.13
STAPLES	City Hall & Admin Office Supplies	669.44
Report Total		<u>67,336.87</u>

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

<u>Vendor ID</u>	<u>Invoice Description</u>	<u>Cash Required</u>
Red White & Blue	60% Deposit for HVAC Filter Roof Racks-31600 RRCR Rental	1,274.81
	60% Deposit for HVAC Filter Roof Racks-31516 RRCR City Hall	2,669.63
	60% Deposit to Install New Duct Line-31542 RRCR Rental Bldg	450.00
	60% Deposit for HVAC Filter Roof Racks-31542 RRCR Rental	2,974.57
Report Total		<u>7,369.01</u>

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
ABI	Fire Station Background Check for Lyndberg, Ramirez, Edwards	338.90
ABILA	Accounting Software 11/1/2025-11/30/2025	674.01
Amazon	Fire Station Supplies	157.43
AMERICAN FORENSIC	Sheriff's Blood Draw, 10/16/2025	144.00
American Legal	October 2025 S-16 Editing	1,075.84
	October 2025 S-16 Online Code Editing	99.90
	Internet Renewal Period: 12/11/25-12/11/26 (ALS)	300.00
Audacy Operations	2025 Pumpkin Bash Onsite Music, Line Dancing & Advertising	4,000.00
Brianna Hemsley	Reimbursement for Hotel, Mileage, and Per Diem-MMASC Confere	1,021.86
CBSC	Permit Valuation July through September 2025	176.40
Cintas	Fire Station Weekly Mat Service, 11/4/2025	35.00
CL PROPERTY OWNERS	Firehouse Note Payment 23	9,359.57
Clark Pest	Pest Control for Rental-31542 RRCR	260.00
	Fire Station Monthly Pest Control November 2025	89.00
	Pest Control for Fire Station Storage Units	99.00
	Pest Control for City Hall, 10/31/25	109.00
Cole Huber	Attorney Services/Labor and Employment Sept 2025	1,973.80
	Attorney Services/Beck v. City of Canyon Lake Sept 2025	1,056.40
	Attorney Services/Litigation Sept 2025	639.40
	Attorney Services/General Sept 2025	9,102.00
Concentra	Fire Station Medical Exam for New Reserve-Edwards	351.00
Control Pump	Landscape Booster Monitor Station Report Sept 2025	421.31
Corelogic	Database for Code Enforcement October 2025	208.90
CTAI	Landscape for Fire Station November 2025	263.00
DATA TICKET	Monthly Parking Fees September 2025	100.00
	Code Enforcement Processing September 2025	100.00
	Miscellaneous Fees on Invoices September 2025	100.00
	EMS Response Fee September 2025	100.00
DEPT OF CONSER	Strong Motion Instrumentation and Seismic Hazard Jul-Sept 25	519.36
DOJ	Fire Station Live Scans for Edwards & Lyndberg	64.00
Fire Smart	Fire Station Pub Ed Supplies	1,123.85
FRIDAY FLYER	Housing Element Mixed Use Zone PH Notice	67.50
	Housing Element GPA1 2025 PH Notice	70.00
	Facility Use Notice of Public Hearing	60.00
	Ordinance No. 266 First Reading	55.00
	Ordinance No. 268 First Reading	50.00
	Ordinance No. 263 Second Reading	45.00
	Ordinance No. 265 Second Reading	52.50
GMAT, Inc. dba Inland	Fire Station Biannual Apparatus Door Service	625.00

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City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
GREENHALGH	Retiree Health Insurance December 2025	284.25
HdL Coren	Contract Services Property Tax: October-December 2025	3,437.50
John Hancock	EE & ER Contributions for Check Date 11/7/2025	5,698.17
Lawson	Partial Refund for Canceled Permit #20240055	249.00
Life-Assist	Fire Station Medical Supplies	142.33
Lowe	Police Dept. Construction Project Change Order	79,356.00
Ninyo & Moore	Geotech Services for RRCR HSIP Project, 11/12/25	882.50
PARS	Monthly Administrative Fees Ending September 2025	400.00
Pitney Bowes	Pitney Bowes Meter Lease 9/13/2025-12/12/2025	175.02
PZL, Inc.	Planning Services for October 2025	7,910.00
RAMS	Accounting Services for October 2025	10,741.40
Red White & Blue	Replaced Compressor Kitchen Area for Rental Bldg-31542 RRCR	475.15
Ritchie	Ads for 2025 State of the City and 2025 Pumpkin Bash	419.00
SWRCB	Regional Annual Permit Fee 7/1/25-6/30/26	10,920.00
The Thomsen Company, Inc.	Survey Staking For New Median Barrier RRCR HSIP Project	3,880.00
VC3, Inc	Established Internet Point from City Hall to Marquee Sign	2,960.00
	Microsoft 365 & Office Extra File Storage November 2025	1,389.60
Verizon Wireless Services	Sheriff's Office Phone Ping/Tracking for Open Case, 9/24/25	150.00
Report Total		164,557.85

City of Canyon Lake
Invoices Selected for Payment - COUNCIL CHECK REPORT

Vendor ID	Invoice Description	Cash Required
Red White & Blue	60% Deposit for HVAC Compressor Replacement-31600 RRCR	4,081.19
Report Total		<u>4,081.19</u>

City of Canyon Lake
Check/Voucher Register - Checks Prior Month
From 11/1/2025 Through 11/30/2025

Check Number	Vendor Name	Effective Date	Check Amount
EFT 1548	CA Dept of tax and Fee Administration	11/3/2025	80.00
EFT 1549	SOUTHERN CALIFORNIA EDISON	11/3/2025	2,042.35
EFT 1550	SOUTHERN CALIFORNIA EDISON	11/3/2025	239.09
EFT 1551	SOUTHERN CALIFORNIA EDISON	11/3/2025	710.55
EFT 1552	Cintas	11/3/2025	59.26
EFT 1553	Aflac	11/3/2025	807.50
EFT 1554	Standard Insurance Company	11/3/2025	0.10
EFT 1555	Standard Insurance Company	11/3/2025	44.99
EFT 1556	Standard Insurance Company	11/3/2025	160.43
EFT 1557	Standard Insurance Company	11/3/2025	139.31
EFT 1558	Standard Insurance Company	11/3/2025	27.90
EFT 1559	Standard Insurance Company	11/3/2025	27.90
EFT 1560	Standard Insurance Company	11/3/2025	377.00
EFT 1561	SOUTHERN CALIFORNIA EDISON	11/10/2025	16.17
EFT 1562	SOUTHERN CALIFORNIA EDISON	11/10/2025	134.94
EFT 1563	SOUTHERN CALIFORNIA EDISON	11/10/2025	789.06
EFT 1564	SOUTHERN CALIFORNIA EDISON	11/10/2025	450.05
EFT 1565	SOUTHERN CALIFORNIA EDISON	11/10/2025	481.61
EFT 1566	Pitney Bowes Bank Inc. Purchase Power	11/10/2025	300.00
EFT 1567	Cintas	11/10/2025	59.26
EFT 1568	Cintas	11/10/2025	59.26
EFT 1569	SC Fuels	11/13/2025	558.54
EFT 1570	SC Fuels	11/13/2025	146.62
EFT 1571	Charter Communications	11/17/2025	5.30
EFT 1572	The Gas Company	11/17/2025	8.95
EFT 1573	The Gas Company	11/17/2025	42.23
EFT 1574	SOUTHERN CALIFORNIA EDISON	11/17/2025	342.78
EFT 1575	ELSINORE VALLEY MUNI WATER DIS	11/17/2025	128.71
EFT 1576	ELSINORE VALLEY MUNI WATER DIS	11/17/2025	113.70
EFT 1577	ELSINORE VALLEY MUNI WATER DIS	11/17/2025	167.85
EFT 1578	ELSINORE VALLEY MUNI WATER DIS	11/17/2025	1,714.81
EFT 1579	ELSINORE VALLEY MUNI WATER DIS	11/17/2025	263.23
EFT 1580	Cintas	11/17/2025	106.16
EFT 1581	Bankcard Center	11/17/2025	405.85
EFT 1582	Bankcard Center	11/17/2025	2,991.70
EFT 1583	Bankcard Center	11/17/2025	217.48
EFT 1584	Bankcard Center	11/17/2025	256.15
EFT 1585	Elan	11/17/2025	14,431.63
EFT 1586	Toshiba America Business Solutions	11/18/2025	729.46
EFT 1587	Toshiba America Business Solutions	11/18/2025	96.98
EFT 1588	SC Fuels	11/20/2025	345.05
EFT 1589	SC Fuels	11/20/2025	47.08
EFT 1590	Toshiba Financial Services	11/24/2025	742.04
EFT 1591	Toshiba Financial Services	11/24/2025	120.83
EFT 1592	CR&R	11/24/2025	223.18
EFT 1593	CR&R	11/24/2025	62.91
Report Total			31,275.95



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Arron Brown, City Manager
BY: Sheryl Garcia, Administrative Services Director/City Clerk
DATE: 12/10/2025
SUBJECT: Approval of City Council Meeting Minutes

Recommendation:

Approve the minutes of the November 12 and December 1, 2025, City Council meetings.

Background/Analysis:

Minutes of City Council meetings are prepared by the City Clerk to serve as the official record of City Council actions. City Council approval of the minutes ensures the accuracy of the record before they are entered into the City's permanent archives.

Fiscal Impact Yes/No: No

Attachments:

- 1 - 11-12-25 Minutes
- 2 - 12-1-25 Minutes

**MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Canyon Lake City Hall
31516 Railroad Canyon Road
Canyon Lake, CA 92587
Wednesday, November 12, 2025**

Closed Session – 5:00 p.m.

CALL TO ORDER

Mayor Terry called the meeting to order at 5:00 p.m.

ROLL CALL

Present: Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry.

Absent: None.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION, Significant Exposure - Pursuant to Government Code Section 54956.9(d)(2): Claimant: M. Borja
2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Pursuant to Government Code Section 54956.9(d)(2): Significant Exposure to Litigation, One case
3. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION - Pursuant to Government Code Section 54956.9(d)(4): One case
4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957: Title: City Manager

The City Council entered Closed Session at 5:00 p.m.

Open Session – 6:30 p.m.

CALL TO ORDER

Mayor Terry called the meeting to order at 6:30 p.m.

INVOCATION

The Invocation was led by Council Member Smith.

FLAG SALUTE

The Flag Salute was conducted.

ROLL CALL

Present: Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry.

Absent: None.

CLOSED SESSION REPORT

Deputy City Attorney Nashad reported that as to Item 1, no reportable action was taken. As to Item 2, settlement direction was given by consensus. As to Item 3, settlement direction was given by consensus. As to Item 4, no reportable action was taken.

CEREMONIAL MATTERS

Mayor Pro Tem Castillo recognized Jenni Isaacson as Citizen of the Quarter.

Council Member Steeber recognized Zachary Wagoner as Student of the Month.

Mayor Terry recognized the Canyon Lake Quilters who presented a quilt to Lindsay Clark.

PRESENTATIONS

Director Darcy Burke provided an update on behalf of the Elsinore Valley Municipal Water District.

Lt. Julio Olguin provided an update on behalf of the Riverside County Sheriff's Department.

Fire Chief LaTendresse provided an update on fire statistics.

Mayor Terry provided a non-profit spotlight on behalf of the Rose Again Foundation.

PUBLIC COMMENT

Chief LaTendresse talked about the incoming storm and noted sand and sandbags had been ordered.

Gale Bjelland spoke about the "Giving Machines," red vending machines that allow individuals to donate tangible items to those in need. She noted that the machines will be located at the Galleria Mall near Macy's from November through December. The Church of Jesus Christ of Latter-day Saints covers all operational and credit card transaction costs, ensuring that participating nonprofits receive 100 percent of the proceeds.

CONSENT CALENDAR

City Manager Brown commented on Item 10, noting the amount is about \$19,000 over budget and while the change falls under the City Manager's authority, it was shared for transparency. He highlighted the collaborative effort with the architect, Lowe Construction, and City staff, and noted that some unforeseen items, such as specialized equipment for the Level 4 building, were normal for a project of this type.

Motion and second by Council Member Welty/Council Member Smith to approve Consent Calendar Items 1-10.

Motion carried 5-0, with Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry voting aye.

1. Approve Claims and Demands of the City

Action taken: The City Council adopted Resolution No. 2025-42 approving Claims and Demands of the City for September 2025 and adopted Resolution No. 2025-43 approving Claims and Demands of the City for October 2025.

2. Approval of City Council Meeting Minutes

Action taken: The City Council approved the minutes of the September 23 and October 2, 2025, City Council meetings.

3. Adopt a Resolution Setting the Regular City Council Meeting Schedule for Calendar Year 2026

Action taken: The City Council adopted Resolution No. 2025-44 setting the regular City Council meeting schedule for calendar year 2026.

4. Adopt a Resolution Approving a Fire Department Position Reclassification

Action taken: The City Council adopted Resolution No. 2025-45 approving the conversion of one (1) part-time Fire Engineer position to one (1) part-time Fire Captain/Paramedic position within the Fire Department; and approved the corresponding amendment to the City's Salary Schedule to include the new part-time Fire Captain/Paramedic classification and pay range.

5. Approve the Fifth Amended and Restated Joint Powers Agreement for the Southwest Communities Financing Authority

Action taken: The City Council approved the Fifth Amended and Restated Joint Powers Agreement for the Southwest Communities Financing Authority.

6. Second Reading and Adoption of Ordinance No. 263 - An Ordinance of the City Council of the City of Canyon Lake, California, Repealing Sections 3.26.090 (Water Users' Tax) and 3.26.100 (Sewer Users' Tax) of the Canyon Lake Municipal Code

Action taken: The City Council adopted Ordinance No. 263 - An Ordinance of the City Council of the City of Canyon Lake, California, Repealing Sections 3.26.090 (Water Users' Tax) and 3.26.100 (Sewer Users' Tax) of the Canyon Lake Municipal Code.

7. Second Reading and Adoption of Ordinance No. 265 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Ordinance No. 260 to Appoint the Chief of Police as the Administrative Head of the Police Department

Action taken: The City Council adopted Ordinance No. 265 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Ordinance No. 260 to Appoint the Chief of Police as the Administrative Head of the Police Department.

8. Receive and File the Quarterly Investment Report for the Quarter Ended September 30, 2025

Action taken: The City Council received and filed the Quarterly Investment Report for the quarter ended September 30, 2025, in compliance with the City's Investment Policy.

9. Adopt a Resolution Approving Budget Adjustments for the City's Rental Fund

Action taken: The City Council adopted Resolution No. 2025-45 approving budget adjustments for the City's Rental Fund.

10. Consideration of a Change Order for the Canyon Lake Police Department Construction Project in the Amount of \$79,356.00

Action taken: The City Council approved a change order in the amount of \$79,356.00 for the Canyon Lake Police Department Construction Project.

PULLED CONSENT CALENDAR ITEMS

None.

PUBLIC HEARINGS

11. Adopt a Resolution Adopting a General Plan Amendment (GPA 25-01) Amending the City of Canyon Lake Housing Element for the 6th Cycle, Years 2021 to 2029

Mayor Terry opened the public hearing at 7:36 p.m.

City Attorney Graham provided a presentation.

There was no public testimony.

Mayor Terry closed the public hearing at 7:41 p.m.

Motion and second by Council Member Smith/Council Member Steeber to adopt Resolution No. 2025-47 amending the City of Canyon Lake General Plan Housing Element to meet the requirements of the 6th Cycle Housing Element requirements of State law and the California Department of Housing and Community Development, adopting the Addendum to the previous Negative Declaration for the Housing Element, adopted February 9, 2022, and a finding that no substantial changes have occurred in the proposed Project due to new significant information, new environmental effects or new information of substantial importance, consistent with the California Environmental Quality Act (CEQA).

Motion carried 5-0, with Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry voting aye.

12. Introduction and First Reading of Ordinance No. 266 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 9 (Planning and Zoning), Chapter 9.30 (Mixed Use Zones), Section 9.30.030 (Zones Established) of the Canyon Lake Municipal Code

Mayor Terry opened the public hearing at 7:43 p.m.

City Attorney Graham provided a presentation.

There was no public testimony.

Mayor Terry closed the public hearing at 7:45 p.m.

Motion and second by Council Member Welty/Mayor Terry Member to: (1) find the proposed Zoning Ordinance amendment is exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the 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; and (2) waive full reading and introduce by title only Ordinance No. 266 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 9 (Planning and Zoning), Chapter 9.30 (Mixed Use Zones), Section 9.30.030 (Zones Established) of the Canyon Lake Municipal Code.

Motion carried 5-0, with Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry voting aye.

13. Adopt a Resolution Approving a Facility Use Policy and Associated Fee Schedule for the Use of City Council Chambers

Mayor Terry opened the public hearing at 7:46 p.m.

City Manager Brown provided a presentation.

There was no public testimony.

Mayor Terry closed the public hearing at 7:50 p.m.

Motion and second by Council Member Smith/Mayor Pro Tem Castillo to adopt Resolution No. 2025-48 approving a Facility Use Policy and fee schedule governing the use of City Council Chambers.

Motion carried 5-0, with Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry voting aye.

BUSINESS ITEMS

14. Adopt Urgency Ordinance No. 267 Adopting by Reference the 2025 California Building Standards Code (Title 24, California Code of Regulations), Including the 2025 California Fire Code, with Local Amendments; Repealing Conflicting Ordinances; and Declaring the Urgency Thereof; and Introduction and First Reading of Ordinance No. 268 Adopting by Reference the 2025 California Building Standards Code (Title 24, California Code of Regulations) with Local Amendments and Repealing Conflicting Ordinances

City Attorney Graham provided a presentation.

There were no public comments.

Motion and second by Council Member Smith/Mayor Terry to: (1) adopt Urgency Ordinance No. 267 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, Adopting by Reference the 2025 California Building Standards Code (Title 24, California Code of Regulations), Including the 2025 California Fire Code, with Local Amendments; Repealing Conflicting Ordinances; and Declaring the Urgency Thereof.” by at least a four-fifths vote of the City Council; and (2) introduce and read by title only Ordinance No. 268 - An Ordinance of the City Council of the City of Canyon Lake, California Adopting by Reference the 2025 California Building Standards Code (Title 24, California Code of Regulations) with Local Amendments and Repealing Conflicting Ordinances.

Motion carried 5-0, with Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry voting aye.

COMMITTEE AND COUNCIL REPORTS/COMMENTS

Council Member Smith shared the WRCOG traffic study report highlighting Riverside County traffic trends and statistics. He noted attendance at the SCAG meeting, community events, and “Coffee with the Mayor,” and expressed appreciation for seeing the community at Veterans Day.

Council Member Welty reported on the SCAG meeting, discussing traffic, population growth, housing, and heat islands. He highlighted strategies such as reflective pavement and tree canopies for shade. He also summarized a T-Now presentation by the Sheriff on e-bikes and the use of drones.

Council Member Steeber reported on a tour of CR&R in Perris and attendance at the Cal Cities annual meeting in Long Beach. He thanked staff for organizing Pumpkin Bash, and noted attendance at a joint Chamber event. He recognized veterans for their service and reminded the community about the upcoming turkey and blanket drive.

Mayor Pro Tem Castillo congratulated Mayor Terry and staff on the State of the City and expressed appreciation for Pumpkin Bash. She also thanked Mayor Terry for attending youth sports events in Eastvale and expressed gratitude for the City Council, staff and the community.

Mayor Terry thanked staff member Maddie Gonzales for her work on City events. He reported that he and Mayor Pro Tem Castillo participated in a video with the Junior Women’s Club to encourage contributions to the turkey and blanket drive benefiting Helping Hands and Animal Friends of the Valley. He noted the JWC approved \$500 for turkeys, announced the collection event on November 20.

CITY MANAGER COMMENTS

City Manager Brown provided an update on the HSIP project, noting that it is going well. He stated the contractor is doing a great job and that the project will make the median safer, calling it a much-needed improvement.

ANNOUNCEMENTS

Mayor Terry announced that the next regular City Council meeting will be held on December 10, 2025.

ADJOURNMENT

At 8:20 p.m., Mayor Terry adjourned the meeting.

Respectfully submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk

**MINUTES
SPECIAL MEETING OF THE
CANYON LAKE CITY COUNCIL
Canyon Lake City Hall
31516 Railroad Canyon Road
Canyon Lake, CA 92587
Monday, December 1, 2025**

Special Session – 5:00 p.m.

CALL TO ORDER

Mayor Terry called the meeting to order at 5:00 p.m.

Council Member Smith, appearing via teleconference, confirmed he was traveling on agency business, could see and hear the meeting and no one over the age of 18 was in the room with him.

FLAG SALUTE

The flag salute was conducted.

ROLL CALL

Present: Mayor Pro Tem Castillo, Council Member Smith (via teleconference), Council Member Steeber, Council Member Welty and Mayor Terry.

Absent: None.

PUBLIC COMMENTS

There were no public comments.

BUSINESS ITEMS

1. Authorization to Negotiate and Execute Purchase and Sale Agreement for Approximately 34.99 Acres of Vacant Land (APN 354-030-013) – Northwest Side of Railroad Canyon Road at Canyon Hills Road

City Manager Brown provided a presentation.

Darcy Burke spoke in support of the item and thanked the City Council for moving forward in a way she believes is in the community's interest.

Joe Kamashian asked if there were any plans to modify the City's ridgeline ordinance.

Motion and second by Council Member Smith/Mayor Pro Tem Castillo to: (1) adopt Resolution No. 2025-49 authorizing the City Manager to negotiate and execute a Purchase and Sale Agreement for the acquisition of approximately 34.99 acres of vacant land located on the northwest side of Railroad Canyon Road at Canyon Hills Road (APN 354-030-013), in an amount not to exceed \$1,500,000; (2) authorize the City Manager to take all further actions and execute such documents as are necessary to effectuate the purchase, including related escrow, title, due diligence, and closing documents, provided that all documents are approved as to form by the City Attorney; and (3) authorize up to an additional five percent (5%) of the purchase price for costs associated with the transaction.

Motion carried 5-0, with Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry voting aye.

2. Introduction and First Reading of Ordinance No. 269 - An Ordinance of the City of Cayon Lake, California, Amending Chapter 4.20 (Commercial Cannabis Businesses) of the Canyon Lake Municipal Code to a Vacancy-Based Best Value Permitting Process and Adoption of a Resolution Reducing the Maximum Number of Authorized Commercial Cannabis Retail Permits from Two to One

City Manager Brown provided a presentation.

There were no public comments.

Motion and second by Council Member Smith/Mayor Terry to: (1) waive full reading and introduce by title only Ordinance No. 269 - An Ordinance of the City of Cayon Lake, California, Amending Chapter 4.20 (Commercial Cannabis Businesses) of the Canyon Lake Municipal Code to a Vacancy-Based Best Value Permitting Process; and (2) adopt Resolution No. 2025-50 reducing the maximum number of authorized commercial cannabis retail permits from two (2) to one (1).

Motion carried 5-0, with Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry voting aye.

ADJOURNMENT

At 5:27 p.m., Mayor Terry adjourned the meeting.

Respectfully submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Jeff LaTendresse, Fire Chief

DATE: 12/10/2025

SUBJECT: Adopt a Resolution Acknowledging Receipt of a Report made by the Fire Chief of the Canyon Lake Fire Department Regarding Compliance with the Annual Inspection of Certain Occupancies Pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code

Recommendation:

Adopt Resolution No. 2025-52 acknowledging receipt of a report made by the Fire Chief of the Canyon Lake Fire Department regarding compliance with the annual inspection of certain occupancies pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code.

Background/Analysis:

In 2018, California Health and Safety Code Section 13146.4 was added and became effective January 1, 2019. Section 13146.4 requires all fire departments that provide fire protection services to report annually to their administrating authority on their compliance with Health and Safety Code Section 13146.2 and 13146.3. Section 13146.2 and 13146.3 require annual inspections of every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building and fire standards.

Fiscal Impact Yes/No: No

Additional Fiscal Information:

None.

Attachments:

- 1 - Resolution
- 2 - California Health and Safety Code Section 13146.2 and Section 13146.3
- 3 - 2025 Canyon Lake Fire Department State Mandated Inspection Report

RESOLUTION NO. 2025-52

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE CANYON LAKE FIRE DEPARTMENT REGARDING COMPLIANCE WITH THE ANNUAL INSPECTION OF CERTAIN OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE

WHEREAS, on September 27, 2018, the Governor signed into law Senate Bill No. 1205 (Chapter 854) adding Sections 14146.2 and 14146.3 to the California Health and Safety Code, which became effective on January 1, 2019; and

WHEREAS, California Health and Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Canyon Lake Fire Department, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards as provided; and

WHEREAS, The City of Canyon Lake Fire Department has prepared an annual report titled “2025 Canyon Lake Fire Department State Mandated Inspection Report” and dated December 1, 2025, on compliance with the statutory requirement to perform certain annual inspections as required under California Health and Safety Code Sections 13146.2 and 13146.3; and

WHEREAS, Senate Bill No. 1205 requires administering authorities to acknowledge receipt of annual reports on the compliance with the requirement to perform annual inspections.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. Educational Group E occupancies, for the purposes of this Resolution, are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. The Canyon Lake Fire Department completed 100% of the annual inspections of the identified Group E buildings, structures, and/or facilities in the City of Canyon Lake

Section 3. Educational Group E occupancies, for the purposes of this Resolution, are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. The Canyon Lake Fire Department completed 100% of the annual inspections of the identified Group E buildings, structures, and/or facilities in the City of Canyon Lake

Section 4. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 5. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

Section 6. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 10th day of December, 2025.

Mark Terry, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

licensed pursuant to Section 1596.80, in order to coordinate a consistent interpretation and application of the regulations among local fire enforcement agencies.

(Amended by Stats. 1989, Ch. 993, Sec. 5.)

13145. The State Fire Marshal, the chief of any city, county, or city and county fire department or district providing fire protection services, or a Designated Campus Fire Marshal, and their authorized representatives, shall enforce in their respective areas building standards relating to fire and panic safety adopted by the State Fire Marshal and published in the California Building Standards Code and other regulations that have been formally adopted by the State Fire Marshal for the prevention of fire or for the protection of life and property against fire or panic.

(Amended by Stats. 2010, Ch. 370, Sec. 2. (AB 2021) Effective January 1, 2011.)

13146. (a) The responsibility for enforcement of building standards adopted by the State Fire Marshal and published in the California Building Standards Code relating to fire and panic safety and other regulations of the State Fire Marshal shall be as follows:

(1) The city, county, or city and county with jurisdiction in the area affected by the standard or regulation shall delegate the enforcement of the building standards relating to fire and panic safety and other regulations of the State Fire Marshal as they relate to R-3 dwellings, as described in Section 310.5 of Part 2 of the California Building Standards Code, to either of the following:

(A) The chief of the fire authority of the city, county, or city and county, or the chief's authorized representative.

(B) The chief building official of the city, county, or city and county, or the official's authorized representative.

(2) The chief of any city, county, or city and county fire department or of any fire protection district, and their authorized representatives, shall enforce within its jurisdiction the building standards and other regulations of the State Fire Marshal, except those described in paragraph (1) or (4).

(3) The State Fire Marshal shall have authority to enforce the building standards and other regulations of the State Fire Marshal in areas outside of corporate cities and districts providing fire protection services.

(4) The State Fire Marshal shall have authority to enforce the building standards and other regulations of the State Fire Marshal in corporate cities and districts providing fire protection services upon request of the chief fire official or the governing body.

(5) The State Fire Marshal shall enforce the building standards and other regulations of the State Fire Marshal on all University of California campuses and properties administered or occupied by the University of California and on all California State University campuses and properties administered or occupied by the California State University. For each university campus or property the State Fire Marshal may delegate that responsibility to the person of the State Fire Marshal's choice who shall be known as the Designated Campus Fire Marshal.

(b) A fee may be charged pursuant to the enforcement authority of this section but shall not exceed the estimated reasonable cost of providing the service for which the fee is charged, pursuant to Section 66014 of the Government Code.

(Amended by Stats. 2019, Ch. 31, Sec. 7. (SB 85) Effective June 27, 2019.)

13146.1. (a) Notwithstanding Section 13146, the State Fire Marshal, or the State Fire Marshal's authorized representative, shall inspect every jail or place of detention for persons charged with or convicted of a crime, unless the chief of any city, county, or city and county fire department or fire protection district, or that chief's authorized representative, indicates in writing to the State Fire Marshal, by June 30 of each applicable year pursuant to subdivision (b), that inspections of jails or places of detention, therein, shall be conducted by the chief, or the chief's authorized representative, and submits the reports as required in subdivision (c).

(b) The inspections shall be made at least once every two years for the purpose of enforcing the regulations adopted by the State Fire Marshal, pursuant to Section 13143, and the minimum standards pertaining to fire and life safety adopted by the Board of State and Community Corrections, pursuant to Section 6030 of the Penal Code.

(c) Reports of the inspections shall be submitted to the official in charge of the facility, the local governing body, the State Fire Marshal, and the Board of Corrections within 30 days of the inspections.

(d) The State Fire Marshal, or the State Fire Marshal's authorized representative, who performs an inspection pursuant to subdivision (a) may charge and collect a fee for the inspection from the local government. Any fee collected pursuant to this subdivision shall be in an amount, as determined by the State Fire Marshal, sufficient to pay the costs of that inspection or those related fire and life safety activities.

(Amended by Stats. 2019, Ch. 31, Sec. 8. (SB 85) Effective June 27, 2019.)

13146.2. (a) Every city, county, or city and county fire department or district providing fire protection services required by Sections 13145 and 13146 to enforce building standards adopted by the State Fire Marshal and other regulations of the State Fire Marshal shall, annually, inspect all structures subject to subdivision (b) of Section 17921, except dwellings, for compliance with building standards and other regulations of the State Fire Marshal.

(b) A city, county, or city and county fire department or district providing fire protection services that inspects a structure pursuant to subdivision (a) may charge and collect a fee for the inspection from the owner of the structure in an amount, as determined by the city, county, or city and county fire department or district providing fire protection services, sufficient to pay the costs of that inspection.

(c) A city, county, or city and county fire department or district providing fire protection services that provides related fire and life safety activities for structures subject to subdivision (b) of Section 17921, such as plan review, construction consulting, fire watch, and investigation, may charge and collect a fee from the owner of the structure in an amount, as determined by the city, county, city and county, or district, sufficient to pay the costs of those related fire and life safety activities.

(d) The State Fire Marshal, or the State Fire Marshal's authorized representative, who inspects a structure subject to subdivision (b) of Section 17921, except dwellings, for compliance with building standards and other regulations of the State Fire Marshal, may charge and collect a fee for the inspection from the owner of the structure. The State Fire Marshal may also charge and collect a fee from the owner of the structure for related fire and life safety activities, such as plan review, construction consulting, fire watch, and investigation. Any fee collected pursuant to this subdivision shall be in an amount, as determined by the State Fire Marshal, sufficient to pay the costs of that inspection or those related fire and life safety activities.

(Amended by Stats. 2019, Ch. 31, Sec. 9. (SB 85) Effective June 27, 2019.)

13146.3. (a) A city, county, or city and county fire department or district providing fire protection services shall inspect every building used as a public or private school within its jurisdiction, for the purpose of enforcing regulations promulgated pursuant to Section 13143, not less than once each year. The State Fire Marshal and the State Fire Marshal's authorized representatives shall make these inspections not less than once each year in areas outside of corporate cities and districts providing fire protection services.

(b) A city, county, or city and county fire department or district that, or the State Fire Marshal or the State Fire Marshal's authorized representative who, inspects a structure pursuant to subdivision (a) may charge and collect a fee for the inspection in an amount sufficient to pay the costs of that inspection.

(Amended by Stats. 2019, Ch. 31, Sec. 10. (SB 85) Effective June 27, 2019.)

13146.4. (a) Every city or county fire department, city and county fire department, or district required to perform an annual inspection pursuant to Sections 13146.2 and 13146.3 shall report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3.

(b) The report made pursuant to subdivision (a) shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.

(c) The administering authority shall acknowledge receipt of the report made pursuant to subdivision (a) in a resolution or a similar formal document.

(d) For purposes of this section, "administering authority" means a city council, county board of supervisors, or district board, as the case may be.

(Added by Stats. 2018, Ch. 854, Sec. 1. (SB 1205) Effective January 1, 2019.)

13146.5. The provisions of Sections 13145, 13146 and 13146.3 shall, so far as practicable, be carried out at the local level by persons who are regular full-time members of a regularly organized fire department of a city, county, or district providing fire protection services, and shall not be carried out by other persons pursuant to Section 34004 of the Government Code.

(Amended by Stats. 1980, Ch. 118.)



CANYON LAKE FIRE DEPARTMENT

MEMORANDUM

DATE: December 1, 2025

TO: City Council

THROUGH: Arron Brown, City Manager

FROM: Jeff LaTendresse

SUBJECT: 2025 Canyon Lake Fire Department State Mandated Inspections Report

Health and Safety Code Section 13146.4 was created by Senate Bill 1205 in 2018. The new section requires the Canyon Lake Fire Department to report on the completion rates of state mandated annual inspections.

The state already required annual fire department inspections for all Educational (E), Residential (R-1 and R-2), transient multi-family and non-transient multifamily occupancies in compliance with Health and Safety Code Section 13146.2 and 13146.3. This includes all public and private schools, apartments, condominiums, hotels, and motels. Last year nine properties were identified and inspected by the Canyon Lake Fire Department that meet the State mandate and the same nine were inspected this year. All have received their initial inspections, and staff is working on any remaining follow-up items.

Additionally, the Fire Department continues our commercial inspection program and thus far this year we have completed an additional 85 inspections. There are a few remaining inspections in the Towne Center, Eastport, and POA properties that still need to be inspected.

The new code section requires that the completion report be presented to the City Council annually by the Canyon Lake Fire Department.

Canyon Lake Fire Department 2025 State Mandated Inspection Report December 1, 2025 Total Occupancy Inspections Required: 9		
Occupancy Type	Total # of Occupancies	Inspected in 2025
Group E (Schools)	1	1
Group R-1 (Hotels)	1	1
Group R-2 (Apts./Condos)	7	7
Total E, R-1, and R-3	9	9



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Steven Graham, City Attorney

DATE: 12/10/2025

SUBJECT: Second Reading and Adoption of Ordinance No. 266 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 9 (Planning and Zoning), Chapter 9.30 (Mixed Use Zones), Section 9.30.030 (Zones Established) of the Canyon Lake Municipal Code

Recommendation:

Conduct second reading and adopt Ordinance No. 266 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 9 (Planning and Zoning), Chapter 9.30 (Mixed Use Zones), Section 9.30.030 (Zones Established) of the Canyon Lake Municipal Code.

Background/Analysis:

At the November 12, 2025, City Council meeting, the City Council approved the first reading of Ordinance No. 266 amending mixed use zones.

The Towne Center Specific Plan (TCSP) provides the details for the development of the Center as a mixed-use project with multi-story residential and ground floor commercial in specific areas of the property. The TCSP references certain components of the Housing Element, since the development of residential uses on the property is intended to meet the Regional Housing Needs Allocation (RHNA) housing units established by the State Department of Housing and Community Development.

The State Department of Housing and Community Development has indicated, as part of the State's Certification of the Housing Element, an amendment to the Mixed Use needs to occur to ensure the types of housing developed in the Towne Center will meet the parameters contained in the Housing Element. State HCD has reviewed the Ordinance and requested certain modifications, which are listed below:

- Development can occur "By Right". This refers to the method of evaluating projects as Ministerial or Non-Discretionary, in which no public hearing is required, the conditions of approval are standard measures typically applied to projects, no environmental action is required, and Staff could approve the Project, if it is consistent with the adopted Ordinance and Specific Plan. An example of a Discretionary Project would be a Conditional Use Permit in which the City has the ability to establish special conditions related to a particular use at a special geographic location. Note: A grant was obtained from State HCD to financially assist the City in the preparation of the TCSP and the required environmental documentation with the intention of reducing the future development review processing time and cost, thereby expediting project construction, including the elimination or reduction in discretionary review.
- Minimum Density Standards. HCD has requested each of the four residential development sites achieve a minimum density of 20 units per acre. The original intent of the TCSP was to have an

overall density of over 20 units per acre, although the density of each individual site would vary. It is the philosophy of the State that this level of density will increase the potential for achieving more affordable housing. This level of density is achievable within the current Plan design.

- **Minimum Development Criteria.** At least 50 percent of the total floor area of the mixed-use buildings shall be residential if intended to accommodate all of the very low- and low-income housing needs. The ordinance change would also permit 100 percent residential uses. Please be aware the adopted Towne Center Specific Plan currently has three buildings with a mixture of residential and ground floor commercial uses, specifically designed for the purpose of achieving the required number of units allotted to the City by the State. Should a design change occur in which one or more of these buildings no longer retains ground floor commercial uses, a specific plan amendment may be required depending upon the extent of the change.

In addition to the changes listed above, a reference to the Village Overlay area is to be eliminated, since it was included in the original Mixed Use Ordinance as part of the last Housing Element Cycle (5th Cycle). It is no longer necessary and would conflict with the purpose of the subsequently adopted Towne Center Specific Plan and the 6th Cycle Housing Element.

Subsequent City Council Action

City Staff believes the changes proposed as part of the Mixed Use Zone amendment should also be incorporated into the Towne Center Specific Plan (TCSP). Typically, an adopted Specific Plan is the primary focus of any development review process. Amending the TCSP with similar language will ensure both documents reflect the same information and ensure a consistent level of review. However, amending the TCSP requires an extended process under the Government Code. As such, changes to the TCSP will occur later to comply with this requirement.

Fiscal Impact Yes/No: No

Attachments:

1 - Ordinance

ORDINANCE NO. 266

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING TITLE 9 (PLANNING AND ZONING), CHAPTER 9.30 (MIXED USE ZONES), SECTION 9.30.030 (ZONES ESTABLISHED) OF THE CANYON LAKE MUNICIPAL CODE

WHEREAS, the City of Canyon Lake (“City”) is a municipal corporation, duly organized and existing under the Constitution and laws of the State of California; and

WHEREAS, the City’s Municipal Code establishes regulations to guide land use and development within the City consistent with the goals, policies, and objectives of the General Plan; and

WHEREAS, Section 9.30.030 of the Municipal Code provides standards and requirements applicable to Canyon Lake Towne Center (“Towne Center”), and the City Council has determined that amendments to this section are necessary to provide further detail for implementing the adopted Specific Plan applicable to the site; and

WHEREAS, this Ordinance seeks to implement regulations to achieve compliance with the City’s Housing Element; and

WHEREAS, the City Council finds that the proposed amendment will not be detrimental to the public interest, health, safety, convenience, or general welfare of the City; and

WHEREAS, the City Council finds that the proposed amendment will further the orderly development of Towne Center while maintaining consistency with the City’s General Plan and ensuring protection of the public interest.

THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES ORDAIN AS FOLLOWS:

Section 1. Incorporation. The above recitals are all true and correct and are incorporated herein by this reference.

Section 2. CEQA Exemption. The adoption of this Ordinance is exempt from California Environmental Quality Act (“CEQA”) pursuant to Section 15061(b)(3) of the 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.

Section 3. Municipal Code Amendment. Title 9, Chapter 9.30, Section 9.30.030 (Zones established) is hereby amended to read as follows:

(c) Village Overlay.

(1) The Village Overlay area is currently undeveloped land within an existing hillside. The General Plan Land Use Element designates this area for Mixed Use Development. ~~The Housing~~

~~Element of the General Plan requires that a portion of land within this area be developed for a mixture of housing types at a minimum of 20 dwelling units per acre in order to accommodate the City's share of the regional housing need for the 2013-2021 time period. The balance of the land can be developed for nonresidential and other types of residential land uses.~~

(d) Towne Center. The Canyon Lake Towne Center is currently a fully developed commercial shopping center. The purpose of utilizing Mixed Use Zone within the shopping center is to: (1) incorporate multifamily residential development within the existing or any future development design of the Center; (2) enhance the Center's commercial viability and attractiveness; and (3) provide upgraded amenities and design features. Mixed Use development in the Towne Center is subject to the approval of a Towne Center Specific Plan, as may be amended, and as described in Section 9.30.040 and rezoning of the property to and in compliance with the Mixed Use Zone.

(1) To implement the 6th Cycle (Housing Element) and achieve compliance with the City's Regional Housing Needs Assessment (RHNA), the Towne Center was rezoned to Mixed Use and the Towne Center Specific Plan (TCSP) was adopted. The TCSP permits owner-occupied and rental multifamily uses by-right for developments in which 20 percent or more of the units are affordable to lower-income households, notwithstanding applications pursuant to density bonus law (Government Code Section 65915), as amended. As such, a conditional use permit, planned unit development permit, or other discretionary review or approval of housing development is not required for new development.

(2) Residential development within the Specific Plan must achieve the following criteria:

- i. The density requirements for individual housing sites shall be a minimum of 20 units per acre.
- ii. At least 50 percent of the total floor area of the mixed-use buildings shall be residential.
- iii. 100 percent residential use is permitted.
- iv. Housing within the mixed-use buildings shall be established through a Memorandum of Understanding (MOU) or Development Agreement.

(e) Additional Mixed Use Locations.

(1) The General Plan Mixed Use land use designations established throughout the City are intended to provide development opportunities for a mixture of multifamily residential and commercial development and to incorporate unique design requirements and features that are tailored to the site specific needs of each location. ~~The Village Overlay and Towne Center are either specifically referenced in the Housing Element for multiple family development or currently operate an existing use without residential development.~~

(3) It is acknowledged in the Housing Element and the TCSP that modifications to the existing parcel design and the parcel numbers identified in the Housing Element Sites Inventory, may occur to reflect new building arrangements. As such, multiple existing parcels currently identified within each of the four Site areas listed above could subsequently include 100 percent residential use within a new consolidated parcel.

Section 4. Concluding Facts and Reasons. Based on the substantial evidence presented to the City Council during the public hearing on the Ordinance, and the specific findings set forth in the Recitals, and Sections 1 and 2, above, the City Council hereby concludes that the proposed Amendment to the City of Canyon Lake Municipal Code is consistent with the goals, policies, plans, and exhibits of the General Plan. Staff has thoroughly reviewed the proposed Municipal Code Amendment and the conditions under which it will be implemented and has determined the proposed Municipal Code provisions to be consistent with the applicable goals, policies, plans, and exhibits of the General Plan. Additionally the City Council finds that the proposed Amendment to the City of Canyon Lake Municipal Code would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City. Lastly, the proposed amendment is consistent with the existing intent and development criteria applied to the Towne Center site by providing further detail to achieve the implementation of the adopted Specific Plan, thereby not resulting in an increase in development potential that could result in an environmental impact.

Section 5. Clerical Errors. The City Council directs the City Clerk to correct any clerical errors found in this Ordinance including, but not limited to, typographical errors, irregular numbering and incorrect section references.

Section 6. Severability. Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid, unenforceable, or unconstitutional.

Section 7. Effective Date. In accordance with California Government Code section 36937, this Ordinance shall take effect and be in force thirty (30) days from passage and adoption.

Section 8. Publication. The Mayor shall sign this Ordinance and the City Clerk shall certify as to the adoption and shall cause the ordinance or a summary thereof to be published in accordance with state law.

PASSED APPROVED AND ADOPTED this 10th day of December 2025.

Mark Terry, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM
City Clerk

Steven Graham, City Attorney



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Steven Graham, City Attorney

DATE: 12/10/2025

SUBJECT: Second Reading and Adoption of Ordinance No. 268 - An Ordinance of the City Council of the City of Canyon Lake, California Adopting by Reference the 2025 California Building Standards Code (Title 24, California Code of Regulations) with Local Amendments and Repealing Conflicting Ordinances

Recommendation:

Conduct second reading and adopt Ordinance No. 268 - An Ordinance of the City Council of the City of Canyon Lake, California Adopting by Reference the 2025 California Building Standards Code (Title 24, California Code of Regulations) with Local Amendments and Repealing Conflicting Ordinances.

Background/Analysis:

At the November 12, 2025, City Council meeting, the City Council approved the first reading of Ordinance No. 268 adopting by reference the 2025 California Building Standards Code. At the same meeting, the City Council also adopted Urgency Ordinance No. 267. As the City's building and fire regulations are a core life-safety program; without an effective update by January 1, 2026, the City could experience: (i) enforcement uncertainty at the turn of the year for plan checks and permits spanning December--January; (ii) delays in applying updated life-safety provisions (e.g., structural, fire and WUI, egress, energy systems, and critical equipment requirements); and (iii) administrative inefficiencies for builders and staff navigating two different standards. Adoption of the Urgency Ordinance ensured continuous, up-to-date standards apply to all applications and inspections and provides clear notice to applicants as of January 1, 2026.

Every three years, the California Building Standards Commission (CBSC) adopts a new edition of the California Building Standards Code (the "Code" or "Title 24, CCR"). The 2025 edition has been published to take effect statewide on January 1, 2026. To maintain seamless enforcement and align the Canyon Lake Municipal Code (CLMC) with current State standards, staff prepared two coordinated ordinances: (1) an Urgency Ordinance that becomes effective immediately upon a 4/5ths vote, and (2) a companion regular (non-urgency) ordinance that follows the standard two-reading process and becomes effective 30 days after adoption. Taking both actions ensures there is no gap in enforceability across the year-end transition and that the City's codified provisions reflect the 2025 Code moving forward.

State Adoption Cycle and City Authority

Title 24 is the State's minimum building standard. Cities must enforce it and may adopt reasonable local amendments where climatic, geological, or topographical conditions justify departures from the State text. Adoption "by reference" is expressly authorized for the uniform codes. The proposed ordinances satisfy these requirements by (a) adopting the full 2025 California Building Standards Code (Title 24) and expressly including the 2025 California Fire Code, and (b) incorporating Canyon Lake's local

amendments supported by written findings tied to local conditions.

Local Amendments and Findings

The Fire Chief and Deputy Building Official have reviewed the 2025 Code and identified targeted local amendments based on Canyon Lake's local climatic, geological, and topographical conditions.

CEQA

Adoption of State-mandated building standards with limited, health-and-safety local amendments does not result in a reasonably foreseeable physical change in the environment and is therefore not a project under CEQA Guidelines § 15061(b)(3). Any future, site-specific development remains subject to project-level CEQA review, as applicable.

Fiscal Impact Yes/No: No

Attachments:

1 - Ordinance

ORDINANCE NO. 268

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, ADOPTING BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODE (TITLE 24, CALIFORNIA CODE OF REGULATIONS), INCLUDING THE 2025 CALIFORNIA FIRE CODE, WITH LOCAL AMENDMENTS; REPEALING CONFLICTING ORDINANCES

WHEREAS, the California Building Standards Commission has adopted the 2025 edition of the California Building Standards Code, California Code of Regulations, Title 24 (the “2025 Code”), which becomes effective statewide on January 1, 2026; and

WHEREAS, the California Health and Safety Code requires the City to enforce the California Building Standards Code and authorize the City to make reasonable local amendments to the State standards based on local climatic, geological, or topographical conditions, supported by express findings; and

WHEREAS, Government Code section 50022.2 provides that “[a] local agency ordinance may adopt a code, the adoption of which is expressly required or permitted as a condition of compliance with a state statute, by reference without complying with the procedures and requirements of this article,” and the City’s adoption by reference of the 2025 California Building Standards Code (Title 24, California Code of Regulations) is expressly required and permitted to comply with State law; and

WHEREAS, the City Council desires to adopt by reference the 2025 Code including, without limitation, the 2025 California Building Code, Residential Code, Electrical Code, Mechanical Code, Plumbing Code, Fire Code, Energy Code, Historical Building Code, Existing Building Code, and Green Building Standards Code and to adopt local amendments reasonably necessary to address Canyon Lake’s unique local climatic, geological, and topographical conditions; and

WHEREAS, the Fire Chief and Deputy Building Official have recommended, and the City Council has considered, local amendments and corresponding findings; and

WHEREAS, the City Council finds and determines that each local amendment to the 2025 Code is reasonably necessary due to local climatic, geological, or topographical conditions, and directs that the required findings be filed with the California Building Standards Commission; and

WHEREAS, adoption of State building standards with limited health-and-safety local amendments does not constitute a project under the California Environmental Quality Act (“CEQA”) because it can be seen with certainty that it will not have a reasonably foreseeable direct or indirect physical change in the environment (CEQA Guidelines § 15061(b)(3)); and

WHEREAS, to ensure continuity of life-safety regulation and to avoid uncertainty for permit applicants and inspectors across the year-end transition, the City Council desires to adopt an urgency ordinance effective immediately and, in tandem, to introduce a regular ordinance that will become effective 30 days after its adoption; and

WHEREAS, upon the effective date of this regular ordinance, the urgency ordinance will be superseded and of no further force and effect, and all ordinances or parts of ordinances in conflict herewith shall be repealed to the extent of such conflict.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Chapter 8.02 of the Canyon Lake Municipal Code is repealed and readopted to read as follows:

**Chapter 8.02
Adoption of California Building Standards Codes**

Section

- 8.02.010 Adoption by Reference; Purpose**
- 8.02.020 Codes and Editions Adopted; Appendices**
- 8.02.030 Precedence; Conflicts**
- 8.02.040 Transitional Application**
- 8.02.050 Permit Exemptions Not Authorization to Violate Law**

8.02.010 Adoption by Reference; Purpose.

Pursuant to Health and Safety Code sections 17958, 17958.5, 17958.7, and 18941.5, and Government Code section 50022.2, the City adopts by reference the California Building Standards Code, California Code of Regulations, Title 24, 2025 Edition (the “2025 Code”), together with local amendments set forth in this Chapter, for the purpose of prescribing regulations for the erection, construction, enlargement, alteration, repair, improvement, removal, conversion, demolition, occupancy, equipment use, height, and area of buildings and structures within the City of Canyon Lake.

8.02.020 Codes and Editions Adopted; Appendices.

- A. Title 24 Parts. The following Parts of the 2025 California Building Standards Code are adopted by reference, including the editions and base model codes indicated, and as limited or expanded by each Part’s matrix adoption tables:
 - 1. Part 1. California Administrative Code (2025).
 - 2. Part 2. California Building Code (CBC), 2025, including Chapter 1, Division II, and Appendix J, based on the 2024 International Building Code (ICC).
 - 3. Part 2.5. California Residential Code (CRC), 2025, including Appendices J and V, based on the 2024 International Residential Code (ICC).
 - 4. Part 3. California Electrical Code (CEC), 2025, based on the 2023 National Electrical Code (NFPA 70).

5. Part 4. California Mechanical Code (CMC), 2025, based on the 2024 Uniform Mechanical Code (IAPMO).
 6. Part 5. California Plumbing Code (CPC), 2025, based on the 2024 Uniform Plumbing Code (IAPMO).
 7. Part 6. California Energy Code, 2025.
 8. Part 8. California Historical Building Code, 2025.
 9. Part 10. California Existing Building Code, 2025.
 10. Part 11. California Green Building Standards Code (CALGreen), 2025.
 11. Part 12. California Referenced Standards Code, 2025.
- B. Supplemental Codes. To the extent not preempted by Title 24 and for purposes of property maintenance and the abatement of dangerous buildings as public nuisances, the City adopts:
1. International Property Maintenance Code, 2021 Edition (ICC).
 2. Uniform Code for the Abatement of Dangerous Buildings, 1997 Edition (ICC).
- These codes apply only where not superseded by Title 24 or by this Chapter and may be enforced through the City's nuisance and code-enforcement procedures.
- C. Matrix Adoption Tables and Appendices. Adoption is subject to each Part's matrix adoption tables, including inclusions/exclusions therein. The specific appendices expressly identified in subsections A(2) and A(3) are adopted; other appendices are not adopted unless expressly stated in this Chapter.

8.02.030 Precedence; Conflicts.

- A. The provisions of the Codes adopted by this Chapter, as locally amended herein, constitute the Building Regulations of the City of Canyon Lake.
- B. Where any conflict exists between (i) a City-adopted supplemental code and (ii) Title 24 or a local amendment thereto, Title 24 and the local amendment control.
- C. Where any conflict exists between (i) unamended model code text referenced in a California Code Part and (ii) California amendments contained in that Part, the California amendments control.
- D. Where the California Code of Regulations and the California Building Standards Codes differ from any sections of the Construction Codes, State regulations prevail.

8.02.040 Transitional Application.

- A. Effective Date. The 2025 Code becomes effective on January 1, 2026, or as otherwise provided by State law.
- B. Applications and Permits.
 - 1. Building permit applications deemed complete on or after the effective date above shall comply with the 2025 Code as adopted and amended by this Chapter.
 - 2. Building permit applications deemed complete before the effective date above may be reviewed and permitted under the codes in effect at the time the application was deemed complete, unless State law requires otherwise, all at the discretion of the Building Official and applicable law.

Nothing herein authorizes work in violation of State law or reduces any minimum life-safety standard.

8.02.050 Permit Exemptions Not Authorization to Violate Law.

Exemptions from permit requirements within any adopted Code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of any adopted Code, this Chapter, or any other applicable laws or ordinances of this jurisdiction.

Section 2. The City Council of the City of Canyon Lake, California, hereby makes the following findings in support of local amendments to the 2025 California Fire Code:

The City of Canyon Lake may establish more restrictive standards reasonably necessary to provide fire protection for life and property because of local climatic, geological, or topographical conditions.

1. Climatic Conditions:

The City of Canyon Lake is located in southern California and in western Riverside County. This part of the County is subject to high temperatures, high velocity wind conditions which may reach or exceed 70 m.p.h., and extended periods with little to no precipitation. These dry climatic conditions and high winds cause drying of vegetation and building materials and contribute to rapid spread of fires leading to a need for increased levels of protection.

After many years of drought there are times when significant rainfall can affect the City. The runoff from this rainfall can cause flooding and mudslides putting lives and property at risk and cause emergency response delays. Frequent periods of drought and low humidity add to the fire danger. This predisposes the area to large destructive fires (conflagrations) which necessitates rapid identification, locating, and extinguishment of all fires in the smallest stage possible. In addition to directly damaging or destroying buildings, these fire are also prone to disrupt utility services

throughout the County. Obstacles generated by a strong wind, such as fallen trees, street lights, and utility poles, will greatly impact the response time to reach in incident scene.

Water demand in densely populated southern California far exceeds the quantity supplied by natural precipitation; and although the population continues to grow, the already-taxed water supply does not. California is projected to increase in population by nearly 10 million residents over the next quarter of a century with 50 percent of that growth centered in southern California. Due to storage capacities and consumption, and a limited amount of rainfall, future water allocation is not fully dependable. This necessitates the need for additional and on-site fire protection features. It would also leave tall buildings vulnerable to uncontrolled fire due to a lack of available water and an inability to pump sufficient quantities of available water to upper floors in a fire.

2. Topographical Conditions:

Traffic and circulation congestion, along with limited access routes to the area, contribute to increased response times to emergencies. These conditions increase response times and makes it necessary to require additional life safety requirements to protect lives and property.

3. Geological Conditions:

The City of Canyon Lake is located in an area of substantial seismic activity. Several faults, including the San Andreas, San Jacinto, and Elsinore Fault, are located near the City. These faults can be expected to have a major impact on the City of Canyon Lake and pose a threat to lives and property. Bridges are particularly vulnerable to collapse, and dam failure may generate major downstream flooding. Buildings vary in susceptibility, dependent upon construction and the types of soils on which they are built. Earthquakes destroy power and telephone lines; gas, sewer, or water mains; which in turn may set off fires and/or hinder firefighting or rescue efforts. Ground shaking may occur in areas 65 miles or more from the epicenter (the point of ground surface about the focus). Ground shaking can change the mechanical properties of some fine grained, saturated soils, where upon they liquefy and act as a fluid (liquefaction). Damage to building construction, bridges, gas lines, water, and sewer lines would have a catastrophic impact on the community and City resources would be taxed beyond capabilities.

Previous earthquakes in southern California have been accompanied by disruption of traffic flow and fires. A severe seismic event has the potential to negatively impact any rescue or fire suppression activities because it is likely to create obstacles similar to those indicated under the high wind section above. With the probability of strong aftershocks there exists a need to provide increased protection for anyone on upper floors of buildings.

Road circulation features located throughout the County and City of Canyon Lake also make amendments reasonably necessary. Located through the County and the City of Canyon Lake are major roadways, highways, and flood control channels that create barriers and slow response times. Hills, slopes, street and storm drain design, accompanied with occasional heavy rainfall, causes roadway flooding and landslides and at times may make an emergency access route

impassable. There are areas in Riverside County that naturally have extended emergency times that exceed our seven minute forty-five second response time goal.

California Health and Safety Code Sections 17958.7 and 18941.5 require that the modification or change be expressly marked and identified as to which each finding refers. Therefore, the City Council finds that the following table sets forth the 2025 California Fire Code sections that have been modified and the associated local climatic, geological, and/or topographical conditions described above supporting the modification.

2025 CA Fire Code Section	Title/Subject	Findings
1.1.1	Title	Administrative
101.4	Severability	Administrative
102.5	Application of Residential Code	1, 2 & 3
103.1	Creation of Agency	Administrative
104.1.1	Authority of Fire Chief and Fire Department	Administrative
104.7	Liability	Administrative
104.12	Authority to close hazardous fire areas	Administrative
105.5.5	Carnivals, fairs, and special events	1, 2 & 3
105.5.60	General use permit	Administrative
108.1	Fees	Administrative
108.2	Schedule of Permit Fees	Administrative
108.4.1	Fees for Working or Performing W/out Permits	Administrative
108.7	Cost recovery	Administrative
108.8	Expense recovery	Administrative
110.7	Occupant count	Administrative
112.1	Board of Appeals established	Administrative
112.2	Limitations on Authority	Administrative
112.3	Qualifications	Administrative
113.4	Violation penalties	Administrative
114.4	Failure to comply	Administrative
202	Definitions	Administrative
307	Open Burning, Recreational Fires, Outdoor Fireplaces	1, 2 & 3
307.1.1	Prohibited Open Burning	1, 2 & 3
307.6	Outdoor Fireplaces, Fire Pits, or other similar devices used at Group R Occupancies	1, 2 & 3
307.6.1	Gas Fueled Devices	1, 2 & 3
307.6.2	Where Prohibited	1, 2 & 3
307.6.3	Outdoor Fireplaces Utilizing Wood or Solid	1, 2, & 3
308.1.7	Sky lanterns	1, 2 & 3
324	Mid-Rise Buildings	1, 2 & 3
501.1	Scope	1, 2 & 3
503.1	Fire Apparatus Access Roads	1, 2 & 3

503.1.2	Additional Access	1, 2 & 3
503.2.1	Dimensions	Administrative
503.2.2	Authority	Administrative
503.2.3	Surface	1, 2 & 3
503.6.1	Automatic Opener	Administrative
503.7	Loading Areas and Passenger Drop-Off Areas	Administrative
504.1	Required Access	Administrative
505.1	Address Numbers	Administrative
507.5.1.1	Hydrant for Fire Department Connections	1 & 2
507.5.7	Fire Hydrant Size and Outlets	1 & 2
507.5.8	Fire Hydrant Street Marker	1 & 2
508.1	General	1, 2 & 3
508.1.1	Location and Access	1, 2 & 3
508.1.3	Size	1, 2 & 3
508.1.6	Required Features	1, 2 & 3
509.2.1	Minimum Clearances	A, 2 & 3
608.11.1.2	Manual Operation	1 & 2
903.2	Where Required	1 & 2
903.2.8	Group R	1, 2 & 3
903.2.10	Group S-2 Parking Garages	1 & 2
903.2.10.1	Commercial Parking Garages	1 & 2
903.3.5.3	Hydraulically Calculated Systems	1, 2 & 3
907.1.6	Fire Alarm Control Panel	1 & 2
907.5.1	Occupant Notification Systems Required in Multi-tenant Buildings	1 & 2
914.12	General	Administrative
914.12.1	Automatic Fire Sprinkler and Standpipes	1, 2 & 3
914.12.2	Smoke Detection	1, 2 & 3
914.12.3	Fire Alarm System	1, 2 & 3
914.12.4	Emergency Voice Alarm Signaling System	1, 2 & 3
914.12.5	Fire Command Center	1, 2 & 3
914.12.6	Elevators	1, 2 & 3
914.12.7	Fire Department Communication System	1, 2 & 3
914.12.8	Means of Egress	1, 2 & 3
914.12.8.1	Extent of the Enclosure	1, 2 & 3
914.12.8.2	Pressurized Enclosures and Stairways	1, 2 & 3
914.12.8.3	Vestibules	1, 2 & 3
914.12.8.4	Pressure Differences	1, 2 & 3
914.12.8.5	Locking of Stairway Doors	1, 2 & 3
3204.2.1	Minimum Requirements for Client Leased or Occupant Owned Warehouses	Administrative
5601.7	Seizure of Fireworks	Administrative
5608.2	Firing	Administrative
5614	Explosives and Blasting	Administrative

5701.1	General	Administrative
Appendix B	Fire-flow requirements for buildings	1, 2 & 3
Appendix C	Fire hydrant locations and distribution	1, 2 & 3

The additional requirements included herein are necessary to properly protect the health, safety, and welfare of the residents and workers of the City of Canyon Lake.

Revenue shortages make it difficult to locate additional fire stations and provide staffing sufficient to control fires in single and multi-story retail, commercial, and industrial buildings, making enhanced built in protection necessary.

The purpose of this ordinance is to adopt the 2025 California Fire Code, California Code of Regulations, Title 24, Part 9, as amended, to govern the safeguarding of life and property from fire, explosion hazards, and hazardous conditions, and to regulate the issuance of permits and collection of fees.

This ordinance is adopted pursuant to Health and Safety Code Sections 17958 and 17958.7 which allow City adoption of modifications or changes to the California Fire Code that are reasonably necessary because of local climatic, geological, and topographical conditions.

The sections of the California Fire Code may be referred to by the same number used in said published compilation preceded by the words “City of Canyon Lake Fire Code Section” or “California Fire Code Section” or “Fire Code Section.”

Notwithstanding the provisions of this Ordinance, the City of Canyon Lake reserves the right to determine the extent and level of its fire services.

Section 3. Chapter 8.12 of the Canyon Lake Municipal Code is repealed and readopted to read as follows:

**Chapter 8.12
Adoption of the California Fire Code as Amended**

- | | |
|-----------------|---|
| Section | |
| 8.12.010 | Adoption. |
| 8.12.020 | Alternative Materials and Methods. |
| 8.12.030 | Title. |
| 8.12.040 | Severability. |
| 8.12.050 | Application of Residential Code. |
| 8.12.060 | Creation of agency. |
| 8.12.070 | Authority of Fire Chief and the Fire Department. |
| 8.12.080 | Authority of Fire Chief to close Hazardous Fire Areas. |
| 8.12.090 | Carnivals, Fairs, and Special Events. |
| 8.12.100 | General Use Permit. |
| 8.12.110 | Fees. |
| 8.12.120 | Schedule of Permit fees. |

- 8.12.130 Fees for Working or Performing without Necessary Permits.
- 8.12.140 Cost Recovery.
- 8.12.150 Expense Recovery.
- 8.12.160 Occupant Count.
- 8.12.170 Board of Appeals Established.
- 8.12.180 Limitations on Authority.
- 8.12.190 Qualifications.
- 8.12.200 Violation Penalties.
- 8.12.210 Failure to Comply.
- 8.12.220 Definitions.
- 8.12.230 Open Burning, Recreational Fires, Fire Pits, Fire Rings, and Portable Outdoor Fireplaces.
- 8.12.240 Prohibited Open Burning.
- 8.12.250 Outdoor Fireplaces, Fire Pits, Fire Rings, or other similar devices used at Group R Occupancies.
- 8.12.260 Gas Fueled Devices.
- 8.12.270 Where Prohibited.
- 8.12.280 Outdoor Fireplaces Utilizing Wood or Solid Fuels.
- 8.12.290 Sky Lanterns.
- 8.12.300 Mid-Rise Buildings.
- 8.12.310 Scope.
- 8.12.320 Fire Apparatus Access Roads.
- 8.12.330 Additional Access.
- 8.12.340 Dimensions.
- 8.12.350 Authority.
- 8.12.360 Surface.
- 8.12.370 Automatic Opener.
- 8.12.380 Loading Areas and Passenger Drop-off Areas.
- 8.12.390 Required Access.
- 8.12.400 Address Numbers.
- 8.12.410 Hydrant for Fire Department Connections.
- 8.12.420 Fire Hydrant Size and Outlets.
- 8.12.430 Fire Hydrant Street Marker.
- 8.12.440 General.
- 8.12.450 Location and Access.
- 8.12.460 Size.
- 8.12.470 Required Features.
- 8.12.480 Minimum Clearances.
- 8.12.490 Manual Operation.
- 8.12.500 Where Required.
- 8.12.510 Group R.
- 8.12.520 Group S-2 Parking Garages.
- 8.12.530 Commercial Parking Garages.
- 8.12.540 Hydraulically Calculated Systems.
- 8.12.550 Sprinkler System Supervision and Alarms.
- 8.12.560 Fire Alarm Control Panel.

- 8.12.570** **Occupant Notification Systems Required in Multi-tenant Buildings.**
- 8.12.580** **General.**
- 8.12.590** **Automatic Fire Sprinkler Systems and Standpipes.**
- 8.12.600** **Smoke Detection.**
- 8.12.610** **Fire Alarm Systems.**
- 8.12.620** **Emergency Voice Alarm Signaling System.**
- 8.12.630** **Fire Command Center.**
- 8.12.640** **Elevators.**
- 8.12.650** **Fire Department Communication System.**
- 8.12.660** **Means of Egress.**
- 8.12.670** **Extent of the Enclosure.**
- 8.12.680** **Pressurized Enclosures and Stairways.**
- 8.12.690** **Vestibules.**
- 8.12.700** **Pressure Differences.**
- 8.12.710** **Locking of Stairway Doors.**
- 8.12.720** **Minimum Requirements for Client Leased/Occupant Owned Warehouses.**
- 8.12.730** **Prohibition.**
- 8.12.740** **Seizure of Fireworks.**
- 8.12.750** **Firing.**
- 8.12.760** **Explosives and Blasting.**
- 8.12.770** **General.**
- 8.12.780** **Appendix B.**
- 8.12.790** **Appendix C.**

- 8.12.010** **Adoption.**

The City Council of the City of Canyon Lake does hereby adopt the California Fire Code, as amended. Except as stated in this Section or as amended below in this Ordinance, all of the provisions and appendices of the 2025 California Fire Code, inclusive of all of the inclusions and exclusions set for in each chapter's matrix, are hereby adopted and shall apply to the City of Canyon Lake. In addition, the following provisions that are excluded in the 2025 California Fire Code are hereby adopted - Chapter 1, Division II of the California Fire Code is hereby adopted, except that Section 111.3 is not adopted, and Chapters 3, 25, and Sections 403.11, 503, 510.2, and 1103.2, and 5707 are adopted. One copy of this Code has been and is now filed in the office of the Fire Chief of the City of Canyon Lake Fire Department and the same is hereby adopted and incorporated.

8.12.020 Alternative Materials and Methods.

The fire code official is authorized to render interpretations of this code and to make and enforce rules and supplemental regulations and to develop fire protection standards to carry out the application and intent of its provisions. Requirements that are essential for the public safety of an existing or proposed activity, building or structure, or for the safety of occupants thereof, which are not specifically provided for by this code, shall be determined by the fire code official

8.12.030 Title.

Section 1.1.1 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 1.1.1 Title. These regulations shall be known as the Fire Code of the City of Canyon Lake, hereinafter referred to as “this Code.”

8.12.040 Severability.

Section 101.4 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 101.4 Severability. If any provision, clause, sentence or paragraph of this ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

8.12.050 Application of Residential Code.

Section 102.5 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 102.5 Application of residential code. Where structures are designed and constructed in accordance with the California Residential Code, the provisions of this code shall apply as follows:

1. Construction and design provisions of this code pertaining to the exterior of the structure shall apply including, but not limited to, premises identification, fire apparatus access, and water supplies. Where interior or exterior systems or devices are installed, construction permits required by Section 105.6 of this code shall apply.
2. Administrative, operational, and maintenance provisions of this code shall apply.
3. Automatic fire sprinkler system requirements of this code shall apply to detached accessory buildings 3,600 square feet or greater in accordance with Section 903.2. The provisions contained in Section 903.2.18 of the California Fire Code or Section R309.6 of the California Residential Code may be used for the design of the automatic fire sprinkler system for detached private garages or similar uses.

8.12.060 Creation of Agency.

Section 103.1 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 103.1. Creation of agency. The Canyon Lake Fire Department is hereby created and the official in charge thereof shall be known as the fire code official. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code.

8.12.070 Authority of the Fire Chief and Fire Department.

Section 104.1.1 is added to Section 104 of the California Fire Code to read as follows:

Section 104.1.1. Authority of the Fire Chief and the Canyon Lake Fire Department.

1. The Fire Chief is authorized and directed to enforce all applicable State fire laws and provisions of this ordinance and to perform such duties as directed by the Canyon Lake City Council.
2. The Fire Chief is authorized to administer, interpret, and enforce this ordinance. Under the Fire Chief's direction, the Canyon Lake Fire Department is authorized to enforce ordinances of the City of Canyon Lake pertaining to the following:
 - 2.1. The prevention of fires.
 - 2.2. The suppression or extinguishment of dangerous or hazardous fires.
 - 2.3. The storage, use, and handling of hazardous materials.
 - 2.4. The installation and maintenance of automatic, manual, and other private fire alarm systems and fire extinguishing equipment.
 - 2.5. The maintenance and regulation of fire escapes.
 - 2.6. The maintenance of fire protection and the elimination of fire hazards on land, in buildings, structures and other property, including those under construction.
 - 2.7. The maintenance of means of egress.
 - 2.8. The investigation of the cause, origin, and circumstances of fire, and unauthorized releases of hazardous materials.
3. The following persons are hereby authorized to interpret and enforce the provisions of this code and to make arrests and issue citations as authorized by law:
 - 3.1. The Fire Chief, Fire Marshal, Battalion Chief, and all members of the Canyon Lake Fire Department.
 - 3.2. The Canyon Lake Police Department, Police Chief, Lieutenant, and all members of the Canyon Lake Police Department.

- 3.3 The Riverside County Sheriff and any Deputy Sheriff.
- 3.4. Officers of the California Highway Patrol.
- 3.5. Code Enforcement Officers of the City of Canyon Lake Code Enforcement Department.
- 3.6. Peace Officers of the California Department of Parks and Recreation.
- 3.7. The law enforcement officers of the Federal Bureau of Land Management.

8.12.080 Authority of the Fire Chief to Close Hazardous Fire Areas.

Section 104.12 is added to Section 104 of the California Fire Code to read as follows:

Section 104.12. Authority of the Fire Chief to close hazardous fire areas. Except upon National Forest Land, the Fire Chief is authorized to determine and announce the closure of any hazardous fire area or portion thereof. Any closure by the Fire Chief for a period of more than fifteen (15) calendar days must be approved by the Canyon Lake City Council within thirty (30) calendar days of the Fire Chief’s original order of closure. Upon such closure, no person shall go in or be upon any hazardous fire area, except upon the public roadways and inhabited areas. During such closure, the Fire Chief shall erect and maintain at all entrances to the closed area sufficient signs giving notice of closure. This section shall not prohibit residents or owners of private property within any closed area, or their invitees, from going in or being upon their lands. This section shall not apply to any entry, in the course of duty, by a peace officer, duly authorized public officer or fire department personnel. For the purpose of this section, “hazardous fire area” shall mean public or private land that is covered with grass, grain, brush, or forest and situated in a location that makes suppression difficult resulting in great damage. Such areas are designated on Hazardous Fire Area maps filed with the Canyon Lake Fire Department.

8.12.090 Carnivals, Fairs, and Special Events.

Section 105.5.5 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 105.5.5 Carnivals, fairs, and special events. An operational permit is required to conduct a carnival, fair, or special event. A detailed plan must be submitted, and an operational permit issued, to conduct a carnival, fair, or special event.

8.12.100 General Use Permit.

Section 105.5.60 is added to Section 105 of the California Fire Code to read as follows:

Section 105.5.60 General Use Permit. A General Use Permit shall be required for any activity or operation not specifically described in this section, which in the judgement of the fire code official is likely to produce conditions hazardous to life or property.

8.12.110 Fees.

Section 108.1 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 108.1 Fees. For each and every permit issued (or amended) pursuant to this code, there shall be paid to the City of Canyon Lake a fee in such amount as established by the agency issuing the permit or providing the service. Failure to pay such fees shall be cause for revocation of the permit.

8.12.120 Schedule of Permit Fees.

Section 108.2 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 108.2 Schedule of permit fees. Fees for services and operational permits shall be set forth in the City of Canyon Lake fee schedule.

8.12.130 Fees for Working or Performing Without Necessary Permits

Section 108.4.1 is added to Section 108 of the California Fire Code to read as follows:

Section 108.4.1 Fees for working or performing without necessary permits. A person who commences any construction work regulated by the Fire Code within the City before first obtaining necessary construction permits may be fined as follows:

1. First offense is double fees for each building or permit required to be issued that is in violation and a complaint is filed to the Contractors State License Board.
2. Second offense is double fees as indicated in item 1 above plus a \$500.00 fine and a complaint filed to the Contractors State License Board.
3. Third offense is double fees as indicated in item 1 above plus a \$1,000.00 fine and a complaint filed to the Contractors State License Board.
4. Fourth or subsequent violations will result in a misdemeanor citation and/or additional legal action for failing to comply with the requirement of the Fire Code.

8.12.140 Cost Recovery.

Section 108.7 is added to Section 108 of the California Fire Code to read as follows:

Section 108.7 Cost Recovery. Fire suppression, investigation, rescue, or emergency medical costs are recoverable in accordance with Health and Safety Code Sections 13009 and 13009.1, as may be amended from time to time. Additionally, any person who negligently, intentionally, or in violation of law causes an emergency response, including, but not limited to, a traffic accident, spill of toxic or flammable fluids, or chemicals, or any individual who is under the

influence of an alcoholic beverage or any drug or the combined influence of an alcoholic beverage and drug, and whose operation of a motor vehicle, boat or vessel caused by that influence proximately cause any incident, is liable for the costs of securing such emergency, including those costs pursuant to Government Code Section 53150, et seq, as may be amended from time to time. Any expense incurred by the City of Canyon Lake or the Canyon Lake Fire Department for securing such emergency shall constitute a debt of such person and shall be collectable by the City of Canyon Lake in the same manner as in the case of an obligation under contract, express or implied.

8.12.150 Expense Recovery.

Section 108.8 is added to Section 108 of the California Fire Code to read as follows:

Section 108.8 Expense Recovery. The fire code official may impose a fee for recovery of expenses incurred to enforce the provision of the Fire Code including approved third-party billing.

8.12.160 Occupant Count.

Section 110.7 is added to Section 110 of the California Fire Code to read as follows:

Section 110.7 Occupant Count. The supervisor of each place of assembly shall have an effective system to maintain a count of the number of occupants present in order to keep the number at or below the allowable occupant load. If the fire code official determines at any time that an accurate count of occupants is not being maintained, the occupancy shall be cleared to obtain an accurate count.

8.12.170 Board of Appeals Established.

Section 112.1 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 112.1 Board of appeals established. The Board of Appeals shall be the City Manager. If he or she determines an outside board is needed, he or she shall designate an outside hearing officer to hear the appeal. The Fire Chief or designee shall be notified of any appeal and the Fire Chief or designee shall be in attendance at the appeal hearing. Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the Board of Appeals.

8.12.180 Limitations on Authority.

Section 112.2 Limitations on authority is hereby deleted in its entirety.

8.12.190 Qualifications.

Section 112.3 Qualifications is hereby deleted in its entirety.

8.12.200 Violation Penalties.

Section 113.4 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 113.4 Violation penalties. It shall be unlawful for any person, firm, corporation or association of persons to violate any provision of this ordinance, or to violate the provisions of any permit granted pursuant to this code or ordinance. Punishments and penalties for violations shall be in accordance with the City of Canyon Lake ordinances, City fee schedule, and Health and Safety Code Sections 17995 through 17995.5.

8.12.210 Failure to Comply.

Section 114.4 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 114.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be in violation of this Code and be subject to citations and penalties in amounts as determined by the Canyon Lake City Council as identified in the City's Fee Schedule.

8.12.220 Definitions.

Section 202 Definitions. The following definitions are amended/added to Section 202 of the California Fire Code and reads as follows:

ALL WEATHER DRIVING SURFACE. An all-weather driving surface is a concrete, asphalt, or other approved systems to support heavy fire apparatus (approximately 75,000 gross vehicle weight) with a grade of no more than fifteen percent (15%) and a minimum width of twenty-four (24) feet, unless approval for a lesser amount is obtained from the Fire Code official.

FIRE CHIEF. The Fire Chief of the Canyon Lake Fire Department or designee.

FIRE HAZARD. Any condition, arrangement, or act which will increase, or may cause an increase of, the hazard or menace of fire to a greater degree than customarily recognized as normal by persons in the public service of preventing, suppressing or extinguishing fire; or which may obstruct, delay, or hinder, or may become the cause of obstruction, delay or hindrance to the prevention, suppression, or extinguishment of fire.

FUEL MODIFICATION ZONE. A strip of land where combustible vegetation has been thinned or modified or both and partially or totally replaced with approved fire resistant and/or irrigated plants to provide an acceptable level of risk from vegetation fires. Fuels modification reduces the radiant and convective heat on a structure and provides valuable defensible space for firefighter to make a stand against an approaching fire front.

HAZARDOUS FIRE AREA. Includes all areas identified within Section 4906.2 and other areas as determined by the Fire Code Official due to the presence of combustible vegetation or the proximity of property to an area that contains combustible vegetation.

MID-RISE BUILDING. A building four or more stories high but not exceeding 75 feet in height and not defined as a high-rise building by section 202 of the California Building Code. Measurements shall be made from the underside of the roof or floor above the topmost space that may be occupied to the lowest fire apparatus access road level.

JURISDICTION. The City of Canyon Lake and/or the Canyon Lake Fire Department.

8.12.230 Open Burning, Recreational Fires and Portable Outdoor Fireplaces

Section 307 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 307. Open Burning, Recreational Fires, Fire Pits, Fire Rings, and Portable Outdoor Fireplaces.

8.12.240 Prohibited Open Burning.

Section 307.1.1 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 307.1.1. Open burning shall be prohibited within the jurisdictional boundaries of the City of Canyon Lake.

8.12.250 Outdoor Fireplaces, Fire Pits, Fire Rings, or other similar devices used at Group R Occupancies.

Section 307.6 is added to Section 307 of the California Fire Code to read as follows:

Section 307.6 Outdoor Fireplaces, Fire Pits, Fire Rings, or other similar devices used at Group R Occupancies. Outdoor fireplaces, fire pits, fire rings, or similar exterior devices shall comply with this section.

Exception. Barbeques, grills, and other portable devices intended solely for cooking.

8.12.260 Gas Fueled Devices.

Section 307.6.1 is added to Section 307 of the California Fire Code to read as follows:

Section 307.6.1 Gas Fueled Devices. Outdoor fireplaces, fire pits, and similar devices fueled by natural gas or liquefied-petroleum gas are allowed when approved by the Building and Fire Departments and the device is designed to only burn a gas flame and not wood or other solid fuel. At R-3 occupancies, combustible construction and flammable vegetation shall not be located

within 10 feet. At other R occupancies, the minimum distance shall be 20 feet. Where chimneys or vents are installed, they shall have a spark arrester as defined in California Mechanical Code Section 221.

8.12.270 Where Prohibited.

Section 307.6.2 is added to Section 307 of California Fire Code to read as follows:

Section 307.6.2 Where Prohibited. The burning of wood and other solid fuels shall not be conducted within the very high fire hazard severity zone, fuel modification zones, wildfire risk areas, or the wildland urban interface or intermix, or in locations where conditions could cause the spread of fire to the wildfire risk area or wildland urban interface/intermix. No burning of any type shall occur during declared “Red Flag” conditions within the City of Canyon Lake.

8.12.280 Outdoor Fireplaces Utilizing Wood or Solid Fuels.

Section 307.6.3 is added to Section 307 of the California Fire Code to read as follows:

Section 307.6.3 Outdoor fireplaces utilizing wood or solid fuels. Permanent outdoor fireplaces burning wood or other solid fuel shall be constructed in accordance with the California Building Code with clearance from combustible construction and building openings as required therein. Fires in a fireplace shall be contained within a firebox with an attached chimney. The opening in the face of the firebox shall have an installed and maintained method of arresting sparks. Chimneys shall have an approved spark arrester as defined in California Mechanical Code, Section 221.

8.12.290 Sky Lanterns.

Section 308.1.7 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 308.1.7 Sky lanterns or similar devices. A person shall not release or cause to be released a sky lantern or similar device.

8.12.300 Mid-Rise Buildings.

Section 324 of the California Fire Code is added to read as follows:

Section 324 Mid-Rise Buildings.

Section 324.1 General. A newly constructed mid-rise building or mid-rise building which undergoes a complete renovation that requires the building to be completely vacated shall comply with this section.

Exception:

1. Buildings used exclusively as an open parking garage.
2. Buildings where all floors above the fourth floor level are used exclusively as an open parking garage.
3. Building such as a power plant, lookout tower, steeple, grain house, and other similar structures with intermittent human occupancy.

Section 324.1.1 Automatic fire sprinkler systems and standpipes. Mid-rise buildings shall be protected throughout by an automatic fire sprinkler system designed and installed in conformance with the latest edition of NFPA 13 and in accordance with the following:

1. A shut-off valve and a water flow alarm shall be provided for each floor. Each shut-off valve and water flow alarm shall be electronically supervised.
2. Mid-rise building shall be provided with a class I standpipe system that is interconnected with the automatic fire sprinkler system. The system shall consist of 2 ½-inch hose valves located in each stair enclosure on every floor. Two hose outlets shall be located on the roof outside of each stair enclosure which penetrates the roof. The standpipe system shall be designed, installed, and tested in accordance with the latest edition of NFPA 14.
3. Fire department standpipe connections and valves serving each floor shall be located in the vestibule and located in a manner so as not to obstruct egress when hose lines are connected and charged.

Section 324.1.2 Smoke Detection. Smoke detectors shall be provided in accordance with this section. Smoke detectors shall be connected to an automatic fire alarm system and shall be installed in accordance with the latest edition of NPFA 72. The actuation of any device required by this sections shall operate the emergency voice alarm signal system and shall operate all equipment necessary to prevent the circulation of smoke through air return and exhaust ductwork. smoke detectors shall be located as follows:

1. In every mechanical equipment, electrical, transformer, telephone equipment, unstaffed computer equipment, elevator machinery or similar room and in all elevator lobbies. elevator lobby detectors shall be connected to an alarm verification zone or be listed as a releasing device.
2. In the main return air and exhaust air plenum of each air conditioning system. The smoke detector shall be located in a serviceable area downstream of the last duct inlet.
3. At each connection to a vertical duct or riser serving two or more stories from a return air duct or plenum of an air conditioning system. In Group R, Division 1 and 2 occupancies, an approved smoke detector is allowed to be used in each return air riser

carrying not more than 5,000 cubic feet per minute and not serving more than 10 air inlet openings.

4. For Group R, Division 1 and 2 occupancies, in all corridors serving as a means of egress for an occupant load of 10 or more persons.

Section 324.1.3 Fire alarm system. An approved and listed, automatic and manual, fully addressable and electronically-supervised fire alarm system shall be provided in conformance with this code, the California Building Code, and the latest edition of NFPA 72.

Section 324.1.4 Emergency voice alarm signaling system. The operation of any automatic fire detector or water flow device shall automatically sound an alert tone followed by a pre-recorded voice instruction giving appropriate information and direction on a general or selective basis to the following terminal areas:

1. Elevators
2. Elevator lobbies
3. Corridors
4. Exit stairways
5. Rooms and tenant spaces
6. Dwelling units
7. Hotel guest rooms
8. Areas designated as safe refuge within a building

Section 324.1.5 Fire Command Center. A fire command center for fire department operations shall be provided for single structures in excess of 300,000 square feet in size. The location and accessibility of the fire command center shall be approved by the fire department. The room shall be separated from the remainder of the building by not less than a 1-hour fire barrier. The room shall be a minimum of 200 square feet with a minimum dimension of 10 feet. It shall contain the following facilities at a minimum:

1. Voice alarm and public address panels
2. Fire department communications panel
3. Fire alarm enunciator panel
4. Elevator enunciator panel (when building exceeds 55 feet in height)

5. Status indicators and controls for air-handling systems (stairwell pressurization)
6. Controls for unlocking stairwell doors
7. Fire pump status indicators (if required)
8. Set of complete building plans
9. Elevator control switches for switching emergency power
10. Work table
11. Access keys for all building spaces

Section 324.1.6 Annunciation identification. Control panels in the central control station shall be permanently identified as to their function. Water flow, automatic fire detection, and manually-activated fire alarms, and supervisory and trouble signals shall be monitored by an approved UL-listed central monitoring station and annunciated in the fire command center by means of an audible and visual indicator. For the purposes of annunciation, zoning shall be in accordance with the following:

1. When the system serves more than one building, each building shall be a separate zone.
2. Each floor in a building shall be a separate zone, and coincide with the floor level.
3. When one or more risers serve the same floor, each riser shall be a separate zone.

Section 324.1.7 Elevators. Elevators and elevator lobbies shall comply with Chapter 30 of the California Building Code. At least one elevator cab shall be assigned for fire department use and shall serve all floors of the building. The cab shall be provided large enough to accommodate an ambulance-type stretcher in accordance with section 3002.4 of the California Building Code.

Section 324.1.8 Fire Department Communications Systems. An approved two-way fire department communication system designed and installed in accordance with the latest edition of NFPA 72 shall be provided for fire department use per section 907.2.13.2.

Section 324.1.9 Means of Egress. In addition to the requirements of Chapter 10, egress components of mid-rise buildings shall comply with section 324.1.9.1 through 324.1.9.5.

Section 324.1.9.1 Extent of Enclosure. Stairway enclosures shall be continuous and shall fully enclose all portions of the stairway. Exit enclosures shall exit directly to the exterior of the building or include an exit passageway on the ground floor leading to the exterior of the building. Each exit enclosure shall extend completely through the roof and be provided with a door that leads onto the roof.

Section 324.1.9.2 Pressurized Enclosures and Stairways. All required stairways and enclosures in a mid-rise building shall be pressurized as specified in section 909. Pressurized stairways shall be designed to exhaust smoke manually when needed.

Section 324.1.9.3 Vestibules. Pressurized stairway enclosures serving a mid-rise building shall be provided with a pressurized entrance vestibule on each floor that complies with section 909.

Section 324.1.9.4 Pressure Differences. The minimum pressure difference between a vestibule and adjacent areas shall comply with section 909.

Section 324.1.9.5 Locking of Stairway Doors. All stairway doors that are locked to prohibit access from the interior of the stairway shall have the capability of being unlocked simultaneously, without unlatching, upon a signal from the fire command center. Upon failure of normal electrical service or activation of any fire alarm, the locking mechanism shall automatically retract to the unlocked position.

A telephone or other two-way communication system connected to an approved emergency service which operates continuously shall be provided at not less than every third floor in each required exit stairway vestibule.

Approved signage stating doors are locked shall be provided in each stairwell vestibule on each floor in which entry may be made and on each floor in which a telephone is located. Hardware for locking stairway vestibules doors shall be State Fire Marshal listed and approved by the Fire Chief by permit before installation. Stairway doors located between the vestibules and the stairway shaft shall not be locked.

8.12.310 Scope.

Section 501.1 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 501.1 Scope. Fire service features for buildings, structures, and premises shall comply with this chapter. All features shall be in accordance with this code, national standards, the Canyon Lake Fire Department Guidelines for Fire Department Access and Water Requirements for Commercial and Residential Development.

8.12.320 Fire Apparatus Access Roads.

Section 503.1 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 503.1 Where Required. Fire apparatus access roads, including private residential driveways, shall be required for every building hereafter constructed when any portion of an exterior wall of the first story is located more than 150 feet from the closest point of an approved fire department vehicle access.

Fire apparatus access roads, except private residential driveways serving two homes or less, shall be provided and maintained for purposes of rapid and reliable fire apparatus access for an unobstructed traffic circulation for evacuation or relocating of civilians during a wildfire or other emergency. Fire apparatus access roads shall be provided and maintained in compliance with this section and the most recent edition and any amendments thereto, of public and private road standards as adopted by the City of Canyon Lake. The fire code official may modify the requirements of this section if the modification provides equivalent access.

8.12.330 Additional Access.

Section 503.1.2 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 503.1.2 Additional Access. The fire code official is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of the terrain, climatic conditions, or other factors that could limit access. When additional fire apparatus access roads are necessary, the additional fire apparatus access road must be remote from the primary fire apparatus access road and be approved by the fire code official.

8.12.340 Dimensions.

Section 503.2.1 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 24-feet, exclusive of shoulders, except for single-family residential driveways serving no more than two (2) single family dwellings, which shall have a minimum of 14-feet of unobstructed improved width. Any of the following, which have separated lanes of one-way traffic: gated entrances with card readers, guard stations or center medians, are allowed, provided that each lane is not less than 16-feet wide.

Fire apparatus access roads serving commercial, industrial, or buildings greater than two stories shall have an unobstructed improved width of not less than 26 feet to accommodate aerial fire apparatus. The fire code official may require additional access road improvements necessary to accommodate aerial fire apparatus.

All fire apparatus access roads shall have an unobstructed vertical clearance of not less than 13 feet 6 inches.

Vertical clearances or road widths shall be increased when the fire code official determines that vertical clearances or road widths are not adequate to provide fire department access.

Vertical clearances or road width may be reduced when the fire code official determines the reduction does not impair access by fire apparatus. In cases where the vertical clearance has

between reduced, approved signs shall be installed and maintained indicating the amount of vertical clearance.

8.12.350 Authority.

Section 503.2.2 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 503.2.2 Authority. The fire code official shall be the only authority authorized to designate fire apparatus access roads and fire lanes and to modify the minimum fire lane access widths for fire or rescue operations.

8.12.360 Surface.

Section 503.2.3 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 503.2.3 Surface. Fire apparatus access road shall be designed and maintained to support the imposed loads of fire apparatus at 75,000 pounds and shall be paved or concrete so as to provide an all-weather driving capability. Pervious pavers may be used when designed, installed, and maintained to hold the imposed loads of fire apparatus at 75,000 pounds and are approved by the fire code official. In rural areas, all-weather surfaces may be utilized for fire apparatus access roads where slopes permit. All-weather surfaces must be maintained to engineered standards, failure to do so will result in violations as outlined in 8.12.200.

8.12.370 Automatic Opener.

Section 503.6.1 is added to Section 503 of the California Fire Code to read as follows:

Section 503.6.1 Automatic Opener. New motorized gates shall be provided with means to be automatically opened remotely by emergency vehicles in accordance with the requirements of the Canyon Lake Fire Department.

Exception: Gates serving individual one and two-family dwelling parcels do not need to have the automatic opener but are required to have a Canyon Lake Fire Department override “Knox” key switch.

8.12.380 Loading Areas and Passenger Drop-Off Areas.

Section 503.7 is added to Section 503 of the California Fire Code to read as follows:

Section 503.7 Loading areas and passenger drop-off areas. On private properties, where fire apparatus access roads are utilized for loading or unloading, or utilized for passenger drop-off or pick-up, an additional eight (8) feet of width shall be added to the minimum required width for the fire apparatus access road.

8.12.390 Required Access.

Section 504.1 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 504.1 Required access. Exterior doors and openings required by this code or the California Building Code shall be maintained with ready access for emergency access by the fire department. An approved access walkway leading from the fire apparatus access road from the street of the address of the property, to exterior openings, shall be provided. The walkway shall not exceed slope and any steps/stairs and surface materials shall be approved by the fire code official.

8.12.400 Address Numbers.

Section 505.1 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 505.1 Address numbers. Approved numbers and/or addresses shall be placed on all new and existing building and at appropriate additional locations, plainly visible and legible from the street or roadway fronting the property when approaching from either direction. All commercial addressing shall be illuminated, either internally or externally, to be visible from the street at all hours. Single-family residential numbers shall contrast with their background and shall meet the following minimum size standards: 4” high with a ½” stroke. Numbers shall not be spelled out. For commercial buildings up to 25 feet in height, address numbers shall be a minimum of 12” high with a minimum 2” stroke. For building(s) 25 feet in height or taller, address numbers shall be a minimum of 24” in height with a minimum 4” stroke and be placed on all sides of the structure. Additional numbers shall be required where deemed necessary by the fire code official, such as rear access doors, building corners, and entrances to commercial centers. Where access is by means of a private road and the building cannot be viewed by the public ay, an approved monument, pole, or other approved sign or means shall be used to identify the structure. Address identification shall be maintained.

8.12.410 Hydrant for Fire Department Connections.

Section 507.5.1.1 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 507.5.1.1 Hydrant for Fire Department Connections. Building equipped with a fire sprinkler and/or a fire standpipe system installed in accordance with Section 905 shall have a fire hydrant within 100 feet of the fire department connections.

8.12.420 Fire Hydrant Size and Outlets.

Section 507.5.7 is added to Section 507 of the California Fire Code to read as follows:

Section 507.5.7 Fire Hydrant size and outlets. As determined by the fire code official, fire hydrant sizes and outlets shall be based on the following:

1. Residential Standard – one (1) four (4) inch outlet and one (1) two and one-half (2 ½) inch outlet.
2. Super Hydrant Standard – one (1) four (4) inch outlet and two (2) two and one-half (2 ½) inch outlet.
3. Super Hydrant Enhanced – two (2) four (4) inch outlets and one (1) two and one-half (2 ½) inch outlet.

8.12.430 Fire Hydrant Street Marker.

Section 507.5.8 is added to Section 507 of the California Fire Code to read as follows:

Section 507.5.8 Fire hydrant street marker. Fire hydrant locations shall be visually identified as required by the fire code official. Fire hydrants may be identified by a reflectorized blue marker with a minimum dimension of 3 inches, in the center of the travel lane and adjacent the water source, or by other methods approved by the fire code official. At intersections, a reflectorized blue marker may be required on each cross street. Any hydrant marker damaged or removed during the course of street construction or repair shall be immediately replaced by the contractor, developer, or person responsible for removal or damage.

8.12.440 General.

Section 508.1 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 508.1 General. Where required by other sections of this code and in all buildings classified as high-rise by the California Building Code, and mid-rise buildings as defined and Group I-2 Occupancies having occupied floors located more than 55 feet above the lowest level of fire department vehicle access and in all F-1 and S-1 Occupancies with a building footprint greater than 300,000 square feet, a fire command center for fire department operations shall be provided and comply with Section 508.1.1 through 508.1.8.

8.12.450 Location and Access.

Section 508.1.1 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 508.1.1 Location and access. The fire command center shall be located adjacent to the main lobby and shall be accessible from fire department vehicular access or as approved by the fire code official. The room shall have direct access from the building exterior at the lowest level of fire department access.

8.12.460 Size.

Section 508.1.3 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 508.1.3 Size. The fire command center shall be not less than 0.015 percent of the total building area of the facility served or 200 square feet in area, whichever is greater, with a minimum dimension of 0.7 Times the square root of the room area or 10 feet, whichever is greater.

Where a fire command center is required for a group F-1 and S-1 Occupancies with a footprint greater than 300,000 square feet, the fire command center shall have a minimum size of 96 square feet with a minimum dimension of 8 feet, where approved by the fire code official.

8.12.470 Required Features.

Section 508.1.6 of the California Fire Code is amended to include the following exception:

Section 508.1.6 Required features.

Exception: A fire command center solely required because a building is greater than 300,000 square feet in area shall comply with NFPA 72 and contain the features set forth in Subsection 508.1.6, subsection 5, 8, 10, 12, 13, and 14. The features set forth in Section 508.1.6 subsections 1, 2, 3, 4, 6, 9, 11, 15, 16, 17, 18, and 19 shall be required when such building contains systems or functions related to these features.

8.12.480 Minimum Clearances.

Section 509.2.1 is added to Section 509 of the California Fire Code to read as follows:

Section 509.2.1 Minimum clearances. A 3-foot clear space shall be maintained around the circumference of exterior fire protection system control valves, or any other exterior fire protection system component that may require immediate access, except as otherwise required or approved.

8.12.490 Manual Operation.

Section 608.11.1.2 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 608.11.1.2 Manual operation. When required by the fire code official, automatic crossover valves shall be capable of manual operation. The manual valves shall be located in an approved location immediately outside of the machinery room in a secure metal box or equivalent and marked as Emergency Controls.

8.12.500 Where Required.

Section 903.2 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 903.2 Where required. Approved automatic fire sprinkler systems, regardless of the occupancy classification, shall be provided throughout new buildings and structures which are 3,600 square feet or greater in size or more than two or more stories in height.

Exception: Group R Occupancies shall comply with section 903.2.8.

1. Regardless of the occupancy classification. Where sections of the California Fire Code require more restrictive requirements than those listed below, the more restrictive requirement shall take precedence.
2. The elimination of fire sprinkler protection in the following areas is subject to approval by the fire code official. Spaces or areas in telecommunications buildings used exclusively for telecommunications equipment, associated electrical power distribution equipment, batteries, and standby engines, provided those spaces or areas are equipped throughout with an automatic fire alarm system and are separated from the remainder of the building by fire barriers consisting of not less than 1-hour fire -resistance-rated walls and 2-hour fire resistance-rated floor/ceiling assemblies.

Unless required elsewhere in the code or the California Building Code, automatic fire sprinkler systems shall not be required for the following:

1. Detached Group U Occupancies used for agricultural or livestock purposes, less than 5,500 square feet, and having setback distances of 50 feet or more from the property line and other buildings.
2. Detached non-combustible equestrian area shade canopies that are open on all sides and used for riding only – no commercial, assembly, or storage usages.
3. Detached fabric or non-combustible shade structures that are open on all sides and used to shade playground equipment, temporary storage of vehicles, and dining areas with no cooking. Detached Group U occupancies used for agricultural purposes constructed in accordance with the California Building Code.
4. Detached non-combustible equestrian arena shade canopies that are open on all sides and used for riding only - no commercial, assembly, or storage uses.
5. Detached fabric or non-combustible shade structures that are open on all sides and used to shade playground equipment, temporary storage of vehicles, and dining areas with no cooking.
6. Detached Group U Occupancy greenhouses less than 5,500 square feet.

7. When determined by the Fire Chief that no major life safety hazard exists, and the fuel load does not pose a significant threat to firefighter safety or to other structures or property, automatic fire sprinklers may be exempted.

One and two family dwellings shall have an automatic fire sprinkler system regardless of square footage in accordance with the California Residential Code. Fire sprinkler systems shall be installed in mobile homes, manufactured homes, and multifamily manufactured homes with two dwelling units in accordance with Title 25 of the California Code of Regulations.

Fire sprinkler systems are required in existing residential buildings under the following conditions:

1. Additions are made to a building equipped with an automatic sprinkler system whether or not the building was required to have a sprinkler system.
2. When an addition is 33% or more of the existing building area, and the resulting building area exceeds 5,000 square feet.
3. When an addition exceeds 2,000 square feet and the resulting building area exceeds 5,000 square feet.
4. An additional story is added above the second floor regardless of fire areas or allowable area.
5. When additions, alterations or repairs are done where the building would be required to be sprinklered after the additions, alterations or repairs are completed and the additions, alterations, or repairs have a valuation of 50% or more of the building's valuation prior to the additional, alterations or repairs. The cumulative value of additions, alterations, and repairs done within any three year period is the valuation used to determine the 50% threshold compliance with this section. The valuation used for existing building and for the additions, alterations, and repairs is the valuations established in the City's resolution for computation of building permit fees.

The following exceptions in the California Fire Code shall not be allowed:

1. Exception in section 903.2.3
2. Exception in section 903.2.11.3

8.12.510 Group R.

Section 903.2.8 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 903.2.8 Group R. An automatic sprinkler system installed in accordance with section 903.3 shall be provided throughout all buildings with a Group R fire area as follows:

1. New Buildings: An automatic sprinkler system shall be installed throughout.
2. Existing Buildings: An automatic sprinkler system shall be installed throughout when one of the following conditions exists:
 - a. Additions are made to a building equipped with an automatic sprinkler system whether or not the building was required to have a sprinkler system.
 - b. When the addition is 33% or more of the existing building area as defined in Section 202, and greater than 1,000 square feet within a two-year period.
 - c. When an existing Group R occupancy is being substantially renovated, and where the scope of the renovation is such that the Building Code Official or Fire Code Official determines that the complexity of installing a sprinkler system would be similar as in a new building.
 - d. Additions, alterations, or repairs are done where the additions, alterations, or repairs have a valuation of 50% or more of the buildings valuation prior to the additions, alterations, or repairs. The cumulative value of additions, alterations, and repairs done within any three-year period is the valuation used to determine the 50% threshold compliance with this section. The valuations used for existing building and for the additions, alterations, and repairs is the valuations established in the City's resolution for computation for building permit fees.

Automatic fire sprinkler systems located in Group R Occupancies shall be installed with a passive purge system connected to the domestic water supply at least one toilet. The fire sprinkler systems shall be looped and have no dead end lines.

For the purposes of this section, firewalls, fire barriers, or fire partitions shall define separate buildings.

Exceptions:

1. Existing Group R-3 occupancies converted to R-3.1 occupancies not housing bedridden clients, not housing non-ambulatory clients above the fire floor, and not housing clients above the second floor.
2. Existing Group R-3 occupancies converted to Group R-3.1 occupancies housing only one bedridden client and complying with Section 435.8.3.3 of the California Building Code.
3. Pursuant to Health and Safety Code, Section 13113, occupancies housing ambulatory children only, none of whom are mentally ill children or children with intellectual disabilities, and the building or portions thereof in which such children are housed are

not more than two stories in height, and building or portions thereof house such children have an automatic fire alarm system active by approved smoke detectors.

4. Pursuant to Health and Safety Code, Section 13143.6, occupancies licensed for protective social care which house ambulatory clients only, none of whom is a child (under the age of 18 years), or who is elderly (65 years of age or over).

8.12.520 Group S-2 Parking Garages.

Section 903.2.10 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 903.2.10 Group S-2 Parking Garages. An automatic fire sprinkler system shall be provided throughout buildings classified as parking garages.

8.12.530 Commercial Parking Garages.

Section 903.2.10.1 Commercial Parking Garages. This section is hereby deleted in its entirety and without replacement.

8.12.540 Hydraulically Calculated Systems.

Section 903.3.5.3 is added to Section 903 of the California Fire Code to read as follows:

Section 903.3.5.3 Hydraulically calculated systems. The design of hydraulically calculated fire sprinkler systems shall not exceed 90% of the water supply capacity.

8.12.550 Sprinkler System Supervision and Alarms.

Section 903.4 of the California Fire Code is hereby amended to read as follows:

Section 903.4 Sprinkler system supervision and alarms. Sprinkler system supervision and alarms is hereby amended by modifying items 1 and 2, deleting items 5 and 8, and renumbering the exceptions as follows:

1. Automatic sprinkler systems protecting one and two-family dwellings.
2. Limited area sprinkler systems serving fewer than 20 sprinklers.
3. Automatic sprinkler systems are installed in accordance with NFPA 13R where the common supply main is used to supply both the domestic and automatic sprinkler system, and a separate shutoff valve for the automatic sprinkler system is not provided.
4. Jockey pump control valves that are sealed or locked in the open position.

5. Valves controlling the fuel supply to fire pump engines that are sealed or locked in the open position.
6. Trim valves to pressure switches in dry, pre-action, and deluge sprinkler systems that are sealed or locked in the open position.

8.12.560 Fire Alarm Control Panel.

Section 907.1.6 is added to section 907 of the California Fire Code to read as follows:

Section 907.1.6 Fire alarm control panel. The main fire alarm control panel (FACP) shall be located in the same room as, and sharing the same access as the fire sprinkler riser unless an alternate location is approved by the fire code official. The FACP shall have a minimum 36 inches of face clearance and 6 inches side clearance from any other wall or equipment.

8.12.570 Occupant Notification Systems Required in Multi-tenant Buildings.

Section 907.5.1 is added to section 907 of the California Fire Code to read as follows:

Section 907.5.1 Occupant notification system required in multi-tenant buildings. In multi-tenant buildings where the automatic fire sprinkler bell cannot be heard within the tenant space shall upon tenant improvement(s) requiring a building permit for that tenant space add one audio/visual device to alert occupants of an activation of one of the fire protection systems identified in section 907.5.

8.12.580 General.

Section 914.12 is added to section 914 of the California Fire Code to read as follows:

Section 914.12 General. A newly constructed mid-rise building shall comply with this section.

Exceptions:

1. Building used exclusively as an open parking garage.
2. Building where all floors above the fourth-floor are used exclusively as an open parking garage.
3. Building such as a power plant, lookout tower, steeple, grain house, and other similar structures with intermittent human occupancy.

8.12.590 Automatic Fire Sprinkler Systems and Standpipes.

Section 914.12.1 is added to section 914 of the California Fire Code to read as follows:

Section 914.12.1 Automatic fire sprinkler systems and standpipes. Mid-rise building shall be protected throughout by an automatic fire sprinkler system designed and installed in conformance with the latest edition of NFPA 13 and in accordance with the following:

1. A shut-off valve and a water flow alarm shall be provided for each floor. Each shut-off valve and water flow alarm shall be electronically supervised.
2. Mid-rise building shall be provided with a Class I standpipe system that is interconnected with the automatic fire sprinkler system. The system shall consist of 2.5-inch valves located in each stair enclosure on every floor. Two hose outlets shall be located on the roof outside of each stair enclosure that penetrates the roof. The standpipe system shall be designed, installed, and tested in accordance with the latest edition of NFPA 14.
3. Fire department standpipe connections and valves servicing each floor shall be located in the vestibule and located in a manner so as not to obstruct egress when hose lines are connected and charged.

8.12.600 Smoke Detection.

Section 914.12.2 is added to section 914 of the California Fire Code to read as follows:

Section 914.12.2 Smoke detection. Smoke detectors shall be provided in accordance with this section. Smoke detectors shall be connected to an automatic fire alarms system and shall be installed in accordance with the latest edition of NFPA 72. The actuation of any device required by this section shall operate the emergency voice alarm signal system and shall operate all equipment necessary to prevent the circulation of smoke through air returns and exhaust ductwork. Smoke detectors shall be located as follows:

1. In every mechanical equipment, electrical, transformer, telephone equipment, unmanned computer equipment, elevator machinery, or similar room and in all elevator lobbies. Elevator lobby detectors shall be connected to an alarm verification zone or be listed as a releasing device.
2. In the main return air and exhaust air plenum of each air conditioning system. The smoke detector shall be located in a serviceable area downstream of the last duct inlet.
3. At each connection to a vertical duct or riser serving no more than 4 stories from a return air duct or plenum of an air conditioning system. In Group R, Division 1 and 2 Occupancies, an approved smoke detector is allowed to be used in each return air riser carrying not more than 5,000 cubic feet per minute and not serving more that 10 air inlet openings.
4. For Group R, Division 1 and 2 Occupancies, in all corridors serving as a means of egress for an occupant load of 10 or more persons.

8.12.610 Fire Alarm System.

Section 914.12.3 is added to section 914 of the California Fire Code to read as follows:

Section 914.12.3 Fire alarm system. An approved and listed, automatic and manual, fully addressable, and electronically supervised fire alarm system shall be provided in accordance with the provisions of this code and NFPA 72.

8.12.620 Emergency Voice Alarm Signaling System.

Section 914.12.4 is added to section 914 of the California Fire Code to read as follows:

Section 914.12.4 Emergency voice alarm signaling system. The operation of any automatic fire detector or water flow device shall automatically sound an alert tone followed by a pre-recorded voice instruction giving appropriate information and direction on a general or selective basis to the following terminal areas:

1. Elevators
2. Elevator lobbies
3. Corridors
4. Exit stairways
5. Rooms and tenant spaces
6. Dwelling units
7. Hotel guest rooms
8. Areas designated as safe refuge within the building

8.12.630 Fire Command Center.

Section 914.12.5 is added to section 914 of the California Fire Code to read as follows:

Section 914.12.5 Fire command center. A fire command center for fire department operations shall be provided for mid-rise buildings, as defined in Section 202 of this ordinance, in accordance with section 508.

8.12.640 Elevators.

Section 914.12.6 is added to section 914 of the California Fire Code to read as follows:

Section 914.12.6 Elevators. Elevators and elevator lobbies shall comply with Chapter 30 of the California Building Code. At least one elevator cab shall be assigned for fire department use and shall service all floors of the building. This cab shall be provided large enough to accommodate an ambulance-type stretcher in accordance with section 3002.4 of the California Building Code.

8.12.650 Fire Department Communication System.

Section 914.12.7 is added to section 914 of the California Fire Code to read as follows:

Section 914.12.7 Fire department communication system. An approved two-way fire department communication system designed and installed in accordance with the adopted edition of NFPA 72, shall be provided for fire department use per section 907.2.13.2.

8.12.660 Means of Egress.

Section 914.12.8 is added to section 914 of the California Fire Code to read as follows:

Section 914.12.8 Means of egress. In addition to the requirements of Chapter 10, egress components of mid-rise building shall comply with section 914.12.8.1 through 914.12.8.5.

8.12.670 Extent of the Enclosure.

Section 914.12.8.1 is added to section 914 of the California Fire Code to read as follows:

Section 914.12.8.1 Extent of the enclosure. Stairway enclosures shall be continuous and shall fully enclose all portions of the stairway. Exit enclosures shall exit directly to the exterior of the building or include an exit passageway on the ground floor leading to the exterior of the building. Each exit enclosure shall extend completely through the roof and be provided with a door that leads onto the roof.

8.12.680 Pressurized Enclosures and Stairways.

Section 914.12.8.2 is added to section 914 of the California Fire Code to read as follows:

Section 914.12.8.2 Pressurized enclosures and stairways. All required stairways and enclosures in a mid-rise building shall be pressurized as specified in Section 909. Pressurized stairways shall be designed to exhaust smoke manually.

8.12.690 Vestibules.

Section 914.12.8.3 is added to section 914 of the California Fire Code to read as follows:

Section 914.12.8.3 Vestibules. Pressurized stairway enclosures serving a mid-rise building shall be provided with a pressurized entrance vestibule on each floor that complies with section 909.

8.12.700 Pressure Differences.

Section 914.12.8.4 is added to section 914 of the California Fire Code to read as follows:

Section 914.12.8.4 Pressure differences. The minimum pressure difference between a vestibule and adjacent area shall comply with section 909.

8.12.710 Locking of Stairway Doors.

Section 914.12.8.5 is added to section 914 of the California Fire Code to read as follows:

Section 914.12.8.5 Locking of stairway doors. All stairway doors that are locked to prohibit access from the interior of the stairway shall have the capability of being unlocked simultaneously, without unlatching, upon a signal from the fire command center. Upon failure of normal electrical service or activation of any fire alarm, the locking mechanism shall automatically unlock.

8.12.720 Minimum Requirements for Client Leased or Occupant Owned Warehouses.

Section 3204.2.1 is added to Section 3204 of the California Fire Code to read as follows:

Section 3204.2.1 Minimum requirements for client leased or occupant owned warehouses. Designs of an automatic sprinkler system for client leased or occupant owned buildings containing high pile storage shall be based on the requirements of NFPA 13. The responsible fire protection engineer shall perform a survey of the building to determine commodity classification, storage configuration, building height, and other information related to the development of an appropriate sprinkler system design. The fire protection engineer shall also make reasonable efforts to meet with the building owner or operator to understand seasonal or customer related fluctuations to the stored commodities, storage height, and configuration. The sprinkler design shall be based on the most demanding requirements determined through the onsite survey and discussions with the building owner or operator. The technical report shall describe the basis for determining the commodity and sprinkler design selection, how the commodities will be isolated or separated, and include references to the design document(s). If a specific fire test is used as the basis of design, a copy of the fire test report shall be provided at the time of plan review.

8.12.730 Prohibition.

Section 5601.3.1 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 5601.3.1 Prohibition. No person shall have in his or her possession, or keep, store, use, shoot, discharge, set off, ignite, explode, manufacture, sell, offer to sell, give or transport any fireworks, dangerous fireworks, or safe and sane fireworks, except for use as agricultural and wildlife fireworks or for use in a public display of fireworks pursuant to a permit obtained from the Canyon Lake Fire Department under the provisions of California Health and Safety Code

section 12640 – 12654 and the municipal code adopted by the City of Canyon Lake. Any storage, use, sale, possession, and handling of fireworks 1.4G (commonly referred to as Safe and Sane) and fireworks 1.3G is strictly prohibited.

Exception. Fireworks 1.4G and fireworks 1.3G may be part of an electrically fired display when permitted by the Canyon Lake Fire Department and conducted by a California licensed pyrotechnic operator.

8.12.740 Seizure of Fireworks

Section 5601.7 of the California Fire Code is deleted in its entirety and replaced with the following:

Section 5601.7 Seizure of Fireworks. The fire code official and his or her designee shall have the authority to seize, take, and remove all fireworks stored, sold, offered for sale, used, or handled in violation of the provisions of Title 19 CCR, Chapter 6. Any seizure or removal pursuant to this section shall be in compliance with applicable statutory, constitutional, and decisional law.

8.12.750 Firing.

Section 5608.2 is added to Section 5608 of the California Fire Code to read as follows:

Section 5608.2 Firing. All fireworks displays shall be electrically fired.

8.12.760 Explosives and Blasting.

Section 5614 is added to a new section 5614 of the California Fire Code to read as follows:

Section 5614 Explosives and blasting. Explosives shall not be possessed, kept, stored, sold, offered for sale, given away, used, discharged, transported, or disposed of except by permit from the fire code official.

8.12.770 General.

Section 5701.1 is deleted in its entirety from the California Fire Code and replaced with the following:

Section 5701.2 General. On-demand mobile fueling operations that dispense Class I, II, and III liquids into fuel tanks of motor vehicles shall be prohibited.

5707.2 – 5707.6 are hereby deleted without replacement

8.12.780 Appendix B.

Appendix B, Table 105.2 of the California Fire Code is amended to read as follows:

TABLE B105.2 – REQUIRED FIRE FLOW FOR BUILDINGS OTHER THAN ONE- AND TWO-FAMILY DWELLINGS, GROUP R-3 AND R-4 BUILDINGS AND TOWNHOUSES

AUTOMATIC SPRINKLER SYSTEM (Design Standard)	MINIMUM FIRE FLOW (gallons per minute)	FLOW DURATION (hours)
No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2)
Section 903.3.1.1 of the <i>California Fire Code</i>	50% of the value in Table B105.1(2) ^a	Duration in Table B105.1(2) at the reduced flow rate
Section 903.3.1.2 of the <i>California Fire Code</i>	50% of the value in Table B105.1(2) ^b	Duration in Table B105.1(2) at the reduced flow rate

For SI: 1 gallon per minute = 3.785 L/m.

- a. The reduced fire-flow shall be not less than 1,000 gallons per minute.
- b. The reduced fire-flow shall be not less than 1,500 gallons per minute.

8.12.790 Appendix C.

Section C103.1 of the California Fire Code is amended to read as follows:

Section C103.1 Hydrant spacing. Fire apparatus access roads and public streets providing required access to buildings in accordance with Section 503 of the California Fire Code shall be provided with one or more fire hydrants, as determined by Section C102.1. Where more than one fire hydrant is required, the distance between required fire hydrants shall be in accordance with Sections C103.2 and C103.3. Fire Hydrants shall be provided at street intersections.

Section 4. California Environmental Quality Act. The City Council finds that this Ordinance is not a project under the California Environmental Quality Act (“CEQA”) because it can be seen with certainty that it will not have a reasonably foreseeable direct or indirect physical change in the environment (CEQA Guidelines § 15061(b)(3)).

Section 5. Adoption by Reference; Government Code § 50022.2. This Ordinance adopts by reference the 2025 California Building Standards Code (Title 24, CCR) and related codes as a condition of compliance with State law. Pursuant to Government Code § 50022.2, this adoption by reference is exempt from the procedures and requirements of Government Code §§ 50022.1–50022.10.

Section 6. Effective Date; Supersession by Regular Ordinance. This Ordinance shall take effect on the 31st day following adoption by a majority of the City Council. As of that date, the companion urgency ordinance shall be superseded and of no further force or effect.

Section 7. Filing of Local Amendment Findings. Within 15 days after adoption, the City Clerk shall file a copy of this Ordinance and the City’s local-conditions findings with the California

Building Standards Commission and shall transmit a courtesy copy to the Office of the State Fire Marshal with respect to amendments to the California Fire Code.

Section 8. **Publication.** The Mayor shall sign this Ordinance and the City Clerk shall certify as to the adoption and shall cause the ordinance or a summary thereof to be published in accordance with state law.

Section 9. **Severability.** Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid, unenforceable, or unconstitutional.

Section 10. **Repeal of Inconsistent Provisions; Continuity.** All ordinances or parts of ordinances in conflict with this Ordinance are repealed to the extent of such conflict. The repeal of any inconsistent provision shall not affect any right, penalty, or action already accrued or taken under the ordinances so repealed.

Section 11. **Codification; Authority of the City Clerk.** The City Council intends the provisions of Chapter 8.02 and Chapter 8.12 as amended herein to be codified. The City Clerk, in consultation with the City Attorney, is authorized to make non-substantive edits and numbering, section, chapter, and title designations to effectuate such codification.

Section 12. **Administrative Direction.** The Fire Chief and Deputy Building Official are directed to implement this Ordinance, issue administrative bulletins concerning effective dates and submittal cut-offs, and take all actions necessary to carry out the purpose of this Ordinance.

PASSED APPROVED AND ADOPTED this 10th day of December 2025.

Mark Terry, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM
City Clerk

Steven Graham, City Attorney



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Steven Graham, City Attorney

DATE: 12/10/2025

SUBJECT: Second Reading and Adoption of Ordinance No. 269 -- An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 4.20 (Commercial Cannabis Businesses) of the Canyon Lake Municipal Code to a Vacancy-Based Best Value Permitting Process

Recommendation:

Conduct second reading and adopt Ordinance No. 269 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 4.20 (Commercial Cannabis Businesses) of the Canyon Lake Municipal Code to a Vacancy-Based Best Value Permitting Process.

Background/Analysis:

At the December 1, 2025, City Council meeting, the City Council approved the first reading of Ordinance No. 269, amending the City's commercial cannabis ordinance to a vacancy-based "best value" permitting system administered by the City Manager. The City Council also adopted Resolution No. 2025-50 reducing the maximum number of authorized commercial cannabis retail permits from two to one.

In 2021, the City Council adopted Ordinance No. 215, adding Chapter 4.20 (Commercial Cannabis Businesses) to the Canyon Lake Municipal Code to regulate commercial cannabis activities within the City. Chapter 4.20 established, among other things, a competitive application and selection process for commercial cannabis business permits that relied on objective scoring, ranking, and a comparison of proposed community benefits under Sections 4.20.100 and 4.20.110. Those provisions were subsequently amended by Ordinance No. 246 but retained the basic competitive framework.

Separately, on April 10, 2024, the City Council adopted Resolution No. 2024-13 authorizing up to two commercial cannabis retailers to operate within the City at any given time. Together, these actions created a regulatory structure that both capped the number of retail permits and required a formal, competitive process to award them.

The amended ordinance modernizes and streamlines the permitting procedures in Chapter 4.20 by removing the outdated formal scoring and ranking system and replacing it with a vacancy-based, "best value" permitting process administered by the City Manager or designee. The ordinance clarifies that the numerical caps in Section 4.20.090 establish the maximum number of permits that may be issued, but do not require issuance of all available permits. The City Council retains its legislative authority to amend those caps by ordinance or resolution, while individual permit decisions are treated as administrative determinations made by the City Manager.

Revised Section 4.20.100 authorizes the City Manager to adopt administrative procedures governing

the form, content, and timing of commercial cannabis business permit applications, and allows applications to be accepted on a rolling basis or during defined application periods. The City Manager or designee is required to conduct an initial completeness and eligibility review to ensure that the proposed business and location can comply with Chapter 4.20, the Municipal Code, and applicable state law. The City's existing reservation of rights is preserved, making clear that the City may reject any or all applications and may modify, postpone, or cancel the program at any time prior to permit issuance, to the extent allowed by law.

The ordinance expressly states that the City Manager is not required to conduct a competitive, point-based, or ranked evaluation among all pending applications, nor to consider all applications simultaneously. The City Manager may issue a permit to an applicant who provides best value at the time a vacancy exists, may defer action on one or more applications, or may decline to issue any permit if doing so would not provide best value or would not be in the City's best interests. The ordinance also continues to require that all land use approvals and CEQA compliance be obtained before a permit is issued, confirms that a commercial cannabis business permit is not a land use entitlement, and maintains the 12-month permit term subject to renewal.

The ordinance further clarifies how transfers are handled by amending Section 4.20.200(b). Proposed transferees are reviewed under the same eligibility and best-value considerations that apply to new applicants, with flexibility for the City Manager to limit the scope of review to matters related to the change in ownership or control, and to impose reasonable conditions on the transfer consistent with the Chapter and the underlying permit.

Finally, the ordinance amends Section 4.20.160 to confirm that appeals from decisions of the City Manager or designee are conducted as prescribed in Chapter 4.20 and that no appeal lies to the City Council. This makes explicit that the City Council does not act as the appellate body for cannabis permitting decisions and that these decisions are administrative in nature. The ordinance includes standard provisions for clerical corrections, severability, effective date, and publication.

Resolution No. 2025-50, adopted by the City Council on December 1, 2025, addresses the permitted number of commercial cannabis retailers. Under Resolution No. 2024-13, up to two retail permits are currently authorized. The proposed resolution reduces that maximum to one. The resolution finds that limiting the number of commercial cannabis retailers to one will better protect the public health, safety, and welfare and is consistent with the City's policy objectives and police power authority. The resolution further provides that, to the extent it conflicts with Resolution No. 2024-13 or any prior resolution on this subject, this new limitation controls, and directs staff to update implementing procedures and application materials to reflect a single retail permit cap. The resolution does not itself approve any particular permit holder, location, or project; instead, individual permits will continue to be issued under Chapter 4.20 as amended by the ordinance.

Fiscal Impact Yes/No: No

Attachments:

1 - Ordinance

ORDINANCE NO. 269

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AMENDING CHAPTER 4.20 (COMMERCIAL CANNABIS BUSINESSES) OF THE CANYON LAKE MUNICIPAL CODE TO A VACANCY-BASED BEST VALUE PERMITTING PROCESS

WHEREAS, in 2021 the City Council adopted Ordinance No. 215, adding Chapter 4.20 (Commercial Cannabis Businesses) to the Canyon Lake Municipal Code to regulate commercial cannabis activities within the City, and subsequently amended those provisions by Ordinance No. 246; and

WHEREAS, Chapter 4.20 currently includes competitive application and selection procedures for commercial cannabis business permits, including objective scoring, ranking, and community-benefit comparison of applicants under Sections 4.20.100 (Initial Application Procedure) and 4.20.110 (Permittee Selection Process); and

WHEREAS, the City has completed its initial cannabis permitting cycle using those competitive procedures, and the City's experience implementing Chapter 4.20 has shown that the formal scoring and ranking framework is no longer necessary to administer the limited number of permits authorized by the City Council; and

WHEREAS, the City Council now desires to modernize and streamline Chapter 4.20 by replacing the competitive scoring and ranking system with a vacancy-based "best value" permitting approach administered by the City Manager or their designee; and

WHEREAS, under this approach, when a vacancy exists within the maximum number of permits authorized by the City Council, the City Manager or their designee may review one or more pending applications and issue a permit based on overall best value to the City, taking into account compliance with law, qualifications and experience, financial capacity, security and neighborhood compatibility, and proposed community benefits; and

WHEREAS, the City Council further desires to clarify that individual commercial cannabis business permitting decisions are administrative in nature, will be made by the City Manager or their designee, and are not subject to appeal to the City Council, while preserving the existing administrative appeal procedures set forth in Chapter 4.20; and

WHEREAS, these amendments do not increase the number of commercial cannabis business permits authorized in the City, do not expand the zones or locations where such uses may be established, and instead clarify and refine the administrative procedures by which existing permit caps may be filled; and

WHEREAS, the City Council finds that the amendments adopted by this Ordinance will promote regulatory clarity, improve administrative efficiency, and ensure that commercial cannabis business permits are issued in a manner that protects the public health, safety, and welfare and remains consistent with the City's police power authority.

THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

Section 1. **Incorporation.** The above recitals are all true and correct and are incorporated herein by this reference.

Section 2. **CEQA.** The adoption of this Ordinance is not subject to the California Environmental Quality Act because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment.

Section 3. **Municipal Code Amendment.**

3.1 **4.20.090(b) is hereby amended to read as follows:**

“Section 4.20.090(a) is only intended to create a maximum number of commercial cannabis businesses that may be issued permits to operate in the City under each category. Nothing in this Chapter creates a mandate that the City Manager issue any or all of the commercial cannabis business permits if, in the City Manager’s discretion, one or more applicants do not satisfy the requirements of this Chapter or do not provide best value to the City. The City Council retains its legislative authority to amend, increase, decrease, or eliminate the number or type of commercial cannabis business permits authorized under this Chapter by ordinance or resolution, but shall not act as the decisionmaker on individual commercial cannabis business permit applications.”

3.2 **Section 4.20.100 is hereby amended to read as follows:**

- (a) The City Manager or their designee may adopt administrative procedures, governing the form and content of commercial cannabis business permit applications, the timing and method for accepting applications, and the manner in which decisions will be made regarding the issuance, denial, or conditional approval of any commercial cannabis business permits.
- (b) Applications may be accepted on a rolling basis or during application periods established by the City Manager or their designee. At a minimum, the application procedures shall include:
 - (1) Submission of a complete application on forms approved by the City Manager or their designee, including all information necessary to demonstrate compliance with this Chapter and applicable state and local law;
 - (2) Payment of an application fee established by resolution of the City Council, if any; and
 - (3) Authority for the City Manager or their designee to request such additional information as deemed reasonably necessary to evaluate the application and determine whether issuance of a commercial cannabis business permit would provide best value to the City.

- (c) The City Manager or their designee shall conduct an initial completeness and eligibility review of each application to determine whether the application:
 - (1) Is complete and in the form required by the City;
 - (2) Demonstrates that the proposed business and location can comply with this Chapter, the Canyon Lake Municipal Code, and applicable state law; and
 - (3) Meets any minimum threshold or objective criteria established by the City Manager or their designee pursuant to this Chapter.
- (d) The City’s reservation of rights. The City reserves the right to reject any or all applications. Prior to permit issuance, the City may modify, postpone, or cancel the acceptance or processing of applications, or the entire commercial cannabis business permit program under this Chapter, at any time without liability, obligation, or commitment to any party, firm, or organization, to the extent permitted under California law. Persons submitting applications assume the risk that all or any part of the program, or any particular category of permit potentially authorized under this Chapter, may be cancelled or modified at any time prior to permit issuance.
- (e) In addition to a failure to comply with other requirements in this Chapter, an application risks being rejected for any of the following reasons:
 - (1) The application was received after any designated deadline established by the City Manager or their designee;
 - (2) The application did not contain the required elements, exhibits, or was not organized in the required format; or
 - (3) The application was substantially incomplete or otherwise not responsive to the requirements of this Chapter.
- (f) The City Manager or their designee may waive minor informalities or immaterial irregularities in an application that are a matter of form and not of substance, or that can be corrected or waived without prejudice to other applicants. In such cases, the City Manager or their designee shall provide the applicant an opportunity to cure the deficiency or may waive the deficiency.

3.3 Section 4.20.110 is hereby amended to read as follows:

- (a) For purposes of this Section, a “vacancy” exists when the number of active commercial cannabis business permits issued and in good standing for a particular category of commercial cannabis business is less than the maximum number authorized by the City Council for that category pursuant to Section 4.20.090.
- (b) When a vacancy exists, the City Manager or their designee may review one or more complete applications then on file and/or solicit new applications, as determined

appropriate in the City Manager’s discretion, to determine whether one or more applicants should be issued a commercial cannabis business permit.

- (c) In deciding whether to issue a commercial cannabis business permit and, if so, to which applicant, the City Manager or their designee shall consider which applicant(s) provide “best value” to the City. For purposes of this Chapter, “best value” means the overall combination of:
 - (1) Demonstrated ability to comply with this Chapter, the Canyon Lake Municipal Code, and applicable state law;
 - (2) Experience, qualifications, and past performance of the applicant and its principals in operating compliant commercial cannabis or similar regulated businesses;
 - (3) Financial capacity and stability to establish and maintain the proposed operations in a safe and lawful manner;
 - (4) Site design, security, and neighborhood compatibility, including the ability to avoid or mitigate potential adverse impacts on surrounding properties and uses;
 - (5) The nature and extent of community benefits proposed to be provided to the City, including but not limited to those contemplated in Section 4.20.300(c); and
 - (6) Any other factors the City Manager or their designee reasonably determines are relevant to protecting the public health, safety, and welfare and furthering the purposes of this Chapter.
- (d) The City Manager or their designee is not required to conduct a competitive, point-based, or ranked evaluation among all pending applications, nor to consider all applications simultaneously. The City Manager may, in their discretion, issue a permit to an applicant that provides best value to the City at the time a vacancy exists, defer action on one or more applications, or decline to issue any permit if the City Manager determines that doing so would not provide best value or would not be in the best interests of the City.
- (e) Prior to issuing a commercial cannabis business permit, the City Manager or their designee may negotiate and require execution of a community benefit agreement and/or neighborhood compatibility agreement consistent with this Chapter and Section 4.20.300(c), and may impose such additional, reasonable conditions on the permit as the City Manager determines are necessary or appropriate to ensure compliance with applicable laws and protection of the public health, safety, or welfare.

- (f) Issuance of a commercial cannabis business permit shall be conditioned upon the selected applicant obtaining all required land use approvals and entitlements. After the City Manager identifies an applicant for permit issuance, the City Manager shall transmit the applicant's information to the Planning Department. The applicant shall then apply for and obtain all required land use approvals or entitlements for the proposed location, including compliance with all applicable provisions of CEQA.
- (g) Issuance of a commercial cannabis business permit does not create a land use entitlement. The commercial cannabis business permit shall only be for a term of 12 months and shall expire at the end of the 12-month period unless it is renewed as provided herein. No permittee may begin operations, notwithstanding the issuance of a permit, unless and until all applicable state and local laws and regulations, including but not limited to the requirements of this Chapter, the permit, and state licensing requirements, have been satisfied.
- (h) Notwithstanding anything in this Chapter to the contrary, the City Manager may reject any or all applications if the City Manager determines, in their discretion, that doing so is in the best interests of the City, taking into account any health, safety, welfare, or policy impacts on the community. Applicants shall have no vested right to a commercial cannabis business permit until a permit is actually issued, and then only for the duration of the permit term.
- (i) If an application is denied, the City Manager or their designee shall provide written notice of the denial and the reasons therefor. A new application from the same applicant for the same location may not be filed for one year from the date of denial, unless the City Manager or their designee determines, in writing, that material changes in circumstances or the application justify an earlier re-application.
- (j) Each person granted a commercial cannabis business permit shall be required to pay the permit fee established by resolution of the City Council, to cover the costs of administering the commercial cannabis business permit program created in this Chapter, prior to commencing business in the City.
- (k) The City Manager shall periodically provide informational reports to the City Council regarding the status of the commercial cannabis business permit program and permits issued under this Chapter. Such reports are for information only and do not confer any appeal right to, or decision-making authority upon, the City Council with respect to individual permit applications.

3.4 Section 4.20.200(b) shall be amended to read as follows:

- (b) The City Manager or their designee shall conduct a review, and may conduct a hearing, to determine whether the proposed transferee satisfies all requirements applicable to an original permittee under this Chapter, including but not limited to the background check requirements and the best value considerations set forth in Section 4.20.110. The transferee's application shall be evaluated as if it were an application for a new commercial cannabis business permit for purposes of eligibility and best value, but the City Manager may, in their discretion, limit the scope of review to those matters reasonably related to the change in ownership or control. Following the review or hearing, the City Manager must approve the transfer in order for it to be authorized. If the transfer involves a lesser percentage change in ownership than the threshold cited in subsection (d), the review or hearing may be administrative in nature.

3.5 Section 4.20.160 is hereby amended to read as follows:

Unless specifically provided elsewhere to the contrary, whenever an appeal is provided for in this Chapter from a decision of the City Manager or their designee(s), the appeal shall be conducted as prescribed in this Chapter. No appeal shall lie to the City Council from any action or decision taken by the City Manager or their designee(s) under this Chapter, and the City Council shall not serve as the appellate body for any such decisions.

Section 4. Clerical Errors. The City Council directs the City Clerk to correct any clerical errors found in this Ordinance, including, but not limited to, typographical errors, irregular numbering, and incorrect section references.

Section 5. Severability. Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid, unenforceable, or unconstitutional.

Section 6. Effective Date. This Ordinance shall take effect and be in force thirty (30) days from passage and adoption.

Section 7. Publication. The City Clerk shall cause the Ordinance or a summary thereof to be published in accordance with state law.

PASSED APPROVED AND ADOPTED this 10th day of December 2025.

Mark Terry, Mayor

ATTEST:

APPROVED AS TO FORM:

Sheryl Garcia, MMC, CPM
City Clerk

Steven Graham, City Attorney



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Sheryl Garcia, Administrative Services Director/City Clerk

DATE: 12/10/2025

SUBJECT: Acceptance of a Notice of Completion for the Canyon Lake Police Department Construction Project

Recommendation:

That the City Council: (1) accept the project as complete; and (2) authorize the City Clerk to execute and record the Notice of Completion.

Background/Analysis:

On August 13, 2025, the City Council authorized the City Manager to negotiate and execute all documents necessary to implement the Canyon Lake Police Department Construction Project. The project was awarded to Lowe Construction, Inc.

The scope of work for the project included the following, at a project cost of \$637,230.00:

- Interior build-out of the lower level of City Hall, including administrative offices, an interview room, armory, and evidence room
- Installation of security infrastructure
- Electrical and HVAC system upgrades
- Restroom retrofits and addition of shower and locker rooms
- Renovation of the existing Code Enforcement office to accommodate Community Service Officers

Construction began on August 18, 2025, and was completed on November 21, 2025. During the course of the project it was determined by the engineer of record that certain additional work needed to be performed. A change order for the additional work in the amount of \$79,356.00 was approved by the City Council on November 12, 2025, bringing the total project cost to \$716,586.

Fiscal Impact Yes/No: No

Additional Fiscal Information:

There is no fiscal impact associated with the approval of the Notice of Completion. The project was funded from the \$1.2 million in police department start-up funds approved by the City Council on August 13, 2025, taken from general fund reserves.

Attachments:

1 - Notice of Completion

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:

City of Canyon Lake
Attn: City Clerk
31516 Railroad Canyon Road
Canyon Lake, CA 92587

EXEMPT FROM FILING FEES PER GOV. CODE SECTION 6103

SPACE ABOVE LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion.

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is City of Canyon Lake
3. The full address of the owner is 31516 Railroad Canyon Road, Canyon Lake, CA 92587
4. The nature of the interest or estate of the owner is: In fee.

(if other than Fee, strike "In fee" and insert, for example, "purchaser under contract of purchase", or "lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
-------	-----------

None

6. The full names and addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:

NAMES

ADDRESSES

None

7. A work of improvement on the property hereinafter described was substantially completed on: November 21, 2025

8. The work done was: Canyon Lake Police Department Construction Project

9. The names of the contractor, if any, for such work of improvement was: Lowe Construction, Inc. August 13, 2025

(If no contractor for work of improvement as a whole, insert "None")

(Date of Contract)

10. The property on which said work of improvement was completed is in the City of Canyon Lake, County of Riverside, State of California, and is described as follows: Canyon Lake Police Department Construction Project

11. The street address of said property is 31516 Railroad Canyon Road, Canyon Lake, CA 92587

(If no street address has been officially assigned, insert "none".)

Executed on December 10, 2025, at Canyon Lake, CA

Arron Brown, City Manager

(Signature of Owner or corporate officer of Owner named in paragraph 2, or agent)

VERIFICATION

I, the undersigned, say: I am the City Clerk of the City of Canyon Lake, the declarant of the foregoing Notice of Completion. I have read said Notice of Completion and know the contents thereof; the same is true to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct. Executed on December 10, 2025, at Canyon Lake, CA.

Sheryl Garcia, City Clerk



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Kayla Malin, Administrative Services Senior Analyst

DATE: 12/10/2025

SUBJECT: Adopt a Resolution Amending the City's Public Agency Retirement Services (PARS) Plan to Include the Canyon Lake Police Department

Recommendation:

Adopt Resolution No. 2025-53 Authorizing an Amendment to the City's Public Agency Retirement System (PARS) Defined Contribution Plan to include all full-time City Police employees.

Background/Analysis:

The City of Canyon Lake participates in the California Public Employee Retirement system (CalPERS) which provides retirement benefits for non-public safety full-time employees and part-time employees working 1,000 hours or more. The City currently contributes 11.94% and 7.96% of the participant's annual salary for Classic and PEPRCA CalPERS members into the CalPERS system. Part-time employees working less than 1000 hours per year contribute to a Nationwide 457 OBRA plan. The City of Canyon Lake does not participate in the Social Security System and per the City's contract with CalPERS, City public safety employees are not eligible to participate in CalPERS, therefore the City is currently providing retirement benefits to fire personnel through the Public Agency Retirement System (PARS), a Defined Contribution Plan.

In 1990, Congress enacted the Omnibus Budget Reconciliation Act (OBRA 90) which mandates that all public employees who are not members of their employer's existing retirement system be covered by Social Security or an alternate plan.

On September 1, 2021, City Council adopted Resolution No. 2021-39 authorizing the City Manager to enter into an agreement with the Public Agency Retirement Services (PARS) to provide a Defined Contribution Plan for all full-time eligible Fire Safety personnel.

Currently all full-time City Fire personnel are covered by the City's PARS Defined Contribution Plan. This amendment would add coverage for the new City Police Department full-time personnel at the same rates and with the same tiers as the existing Fire contract with PARS. Those rates and tiers that were adopted by the City Council with Resolution No. 2023-40 on November 8, 2023, will be amended to cover all public safety personnel as follows:

Tier 1

Employee Classification	Hired on or After	Length of Employment	Employer Contribution Rate	Employee Contribution Rate
Fire Safety Management	12/1/2021	N/A	15%	0%
Police Safety Management	9/25/2025	N/A	15%	0%

Tier 2

Employee Classification	Hired on or After	Length of Employment	Employer Contribution Rate	Employee Contribution Rate
Fire Safety Non-Management	12/1/2021	1+ Years	12.5%	2.5%
Police Safety Non-Management	9/25/2025	1+ Years	12.5%	2.5%

Tier 3

Employee Classification	Hired on or After	Length of Employment	Employer Contribution Rate	Employee Contribution Rate
Fire Safety Non-Management	7/1/2023	<1 Year	7.5%	7.5%
Police Safety Non-Management	9/25/2025	<1 Year	7.5%	7.5%

Fiscal Impact Yes/No: Yes

Additional Fiscal Information:

Providing PARS for the approved positions for the City Police Department will cost the City 15% of the new police management personnel salaries and 7.5% of the new police safety personnel salaries. Funding for PARS for fiscal year 2025/26 is included in the City Police Department fiscal year 2025/26 budget.

Attachments:

- 1 - Resolution
- 2 - Exhibit A

RESOLUTION NO. 2025-53

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, AUTHORIZING AN AMENDMENT TO THE CITY’S PUBLIC AGENCY RETIREMENT SERVICES (PARS) DEFINED CONTRIBUTION PLAN FOR POLICE SAFETY EMPLOYEES

WHEREAS, the City of Canyon Lake (the “Employer”) has previously adopted the City of Canyon Lake Public Agency Retirement System (PARS) Defined Contribution Plan (the “Plan”) effective December 1, 2021, to provide a defined contribution program for the benefit of Eligible Employees; and

WHEREAS, the Employer reserves the right to amend the Plan from time to time pursuant to Section 7.3 of the Plan; and

WHEREAS, the Employer desires to amend the Plan to extend eligibility to full-time police safety management employees hired on or after September 25, 2025, and to full-time regular police safety employees hired on or after September 25, 2025, and to apply such eligible employees with the same employee and employer contribution rates as are currently applicable to Fire Safety employees under the Plan.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The City Council authorizes the amendment of the Plan to: (a) include all full-time police management employees and all full-time regular police employees.

Section 3. As Plan Administrator, the City Manager is hereby authorized to execute the Plan amendment substantially in the form attached as Exhibit “A”, with any modifications that the City Manager deems necessary or appropriate to reflect the intent of the City and this resolution.

Section 4. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 5. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

Section 6. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 10th day of December, 2025.

Mark Terry, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

EXHIBIT “A”

Amendment to the City of Canyon Lake PARS Defined Contribution Plan

[Attached]

AMENDMENT TO THE
CITY OF CANYON LAKE
PARS DEFINED CONTRIBUTION PLAN

WHEREAS, the City of Canyon Lake (the “Employer”) has previously adopted the City of Canyon Lake PARS Defined Contribution Plan (the “Plan”) effective December 1, 2021, for the benefit of eligible employees; and

WHEREAS, the Employer reserves the right to amend the Plan from time to time pursuant to Section 7.3 of the Plan; and

WHEREAS, the Employer desires to amend the Plan to extend eligibility to full-time Police Safety Management Employees, hired on or after September 25, 2025, and full-time, regular Police Safety Employees, hired on or after September 25, 2025, and to apply such eligible employees with the same Employee and Employer contribution rates as are currently applicable to Fire Safety Employees under the Plan.

NOW, THEREFORE BE IT RESOLVED, the Plan is hereby amended effective September 25, 2025, as follows:

- 1. Article I, Section 1.1, Eligibility for Participation, is hereby amended in its entirety as follows:

1.1 Eligibility for Participation

An Eligible Employee shall participate in this Plan if he or she meets the eligibility requirements under one of the following tiers:

Tier I

- (a) is a full-time, fire management Employee of the Employer, on or after December 1, 2021, or a full-time police safety management Employee of the Employer, hired on or after September 25, 2025; and
- (b) is not eligible to participate under Tier II or Tier III of this Plan.

Tier II

- (a) is a full-time, regular fire safety Employee of the Employer, on or after December 1, 2021, or a full-time, regular police safety Employee of the Employer hired on or after September 25, 2025;
- (b) employed by the Employer for a period of one or more years; and
- (c) is not eligible to participate under Tier I or Tier III of this Plan.

Tier III

- (a) is a full-time, regular fire safety Employee of the Employer hired on or after July 1, 2023, or a full-time, regular police safety Employee of the Employer hired on or after September 25, 2025;
- (b) employed by the Employer for a period of less than one year; and
- (c) is not eligible to participate under Tier I or Tier II of this Plan.

- 2. All other provisions of the Plan shall remain in full force and effect.

IN WITNESS THEREOF, this Amendment is hereby adopted effective as of the date executed below.

CITY OF CANYON LAKE

By: _____
Arron Brown

Its: City Manager

Date: _____



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Arron Brown, City Manager

DATE: 12/10/2025

SUBJECT: Consideration of a Conditional Use Permit for the Establishment of a Body Art Business in the C-1 General Commercial Zone, located in the Eastport Market Shopping Center, located at 24370 Canyon Lake Drive, Suite/Unit 9

Recommendation:

(1) Find the proposed Zoning Ordinance amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the 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; and (2) approve Resolution No. 2025-54 (Conditional Use Permit 25-03), subject to the attached Findings and Conditions of Approval.

Background/Analysis:

The City Council has taken action to approve several tattoo/body art businesses in the Towne Center since 2023, with the latest action occurring in August 2025. Although this type of use is not listed in the Zoning Ordinance, it has been found similar to other uses, such as massage parlors, health centers, and similar personal establishments. No prior concerns have been expressed about previously approved body art uses by the City Council or the public. This proposal would be the first such business to request a location outside the Towne Center.

Tattoo businesses regulated under the umbrella listing of "Body Art". Body Art and its place of operation are defined in the California Health and Safety Code, Section 119301, as follows:

- "Body art" means body piercing, tattooing, branding, or application of permanent cosmetics.
- "Body art facility" means the specified building, section of a building, or vehicle in which a practitioner performs or demonstrates for the purpose of instruction body art, including reception areas, the procedure area, and the decontamination and sterilization area. "Body art facility" does not include a facility that only pierces the ear with a disposable, single-use, presterilized clasp and stud or solid needle that is applied using a mechanical device to force the needle or stud through the ear.

County Health Department Requirements

Body Art establishments must register with the "local enforcement agency", (Section 119306 of the California Health and Safety Code) which in this instance is the Riverside County Department of Environmental Health. To permit the operation of this use requires approval from both the City, to permit the use, and the County Health Department, to license the use and operation. The County will conduct an inspection of the facility upon its completion. Any individual operators within the business must also be properly licensed to perform that function.

The applicant operates other facilities in Lake Elsinore and Anaheim and is familiar with agency permitting requirements.

Staff Review Requirements

The application was distributed for review to the City's Fire and Building Departments, and discussed with the new City Police Chief. Riverside County Department of Environmental Health was also contacted by phone. Their comments are provided below.

Fire Department

- A fire and life safety inspection of the facility, with sufficient time to make any updates, is required prior to opening,

Building Department

- No concerns were noted.

Police Department

- Did not identify any law enforcement concerns nor was contact with the Sheriff's Department deemed necessary.

Health Department

- Phone contact with the Department found an application has not yet been received, since the use has not been approved. However, the applicant's Lake Elsinore facility complies with all County requirements for licensing and operations.

Public Hearing

As a Conditional Use Permit, the application is subject to a public hearing. A hearing notice has been advertised in the Friday Flyer and landowners within 300 feet have been notified, via the U.S. Postal Service. The 10-day distribution period was provided, since the use was not a change in use, requiring a 20-day notice. As of the date of this report, no comments have been received.

Fiscal Impact Yes/No: No

Attachments:

- 1 - Resolution
- 2 - Conditions of Approval

RESOLUTION NO. 2025-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 25-03 TO PERMIT THE ESTABLISHMENT OF A BODY ART BUSINESS IN THE GENERAL COMMERCIAL C-1 ZONE, LOCATED AT 24370 CANYON LAKE DRIVE, SUITE 9, CANYON LAKE, CA 92587 (APN 355-404-001)

WHEREAS, Sandy Castaneda, the applicant, has filed an application with the City of Canyon Lake for Conditional Use Permit No. 25-03 to establish a Body Art use, consistent with Section 9.1 C and E of the City of Canyon Lake Zoning Ordinance, located at 24370 Canyon Lake Drive, Suite 9, (Assessor's Parcel Number: 355-404-001) within the Eastport Market Shopping Center, City of Canyon Lake, California; and

WHEREAS, the General Commercial C-1 Zone allows uses not specifically listed in the C-1 General Commercial Zone to be deemed compatible with other listed uses, as provided for in Section 9.1 E of the Zoning Ordinance; and

WHEREAS, contact with the City Fire, Building, and Police Departments, and Riverside County Health Department identified appropriate conditions of approval for this type of operation; and

WHEREAS, notice of a public hearing of the City Council of the City of Canyon Lake to consider Applicant's application was given in accordance with applicable law; and

WHEREAS, the City Council has considered the staff report and all of the information, testimony, and evidence presented during the City Council hearing; and

WHEREAS, the establishment of a body art business is permitted with the approval of a Conditional Use Permit; and

WHEREAS, this application is to approve a Conditional Use Permit to permit a body art use within the Eastport Market Shopping Center at 24370 Canyon Lake Drive, Suite/Unit 9, Canyon Lake, CA 92587; and

WHEREAS, Canyon Lake's Land Use Ordinance No. 348, Section 18.28 (e) provides that, in order for a conditional use permit to be granted, the applicant must demonstrate that the proposed use will not be detrimental to the health, safety or general welfare of the community; and

WHEREAS, a parking analysis was conducted of the existing businesses in the shopping center to determine whether adequate parking spaces are available for existing uses, and it was determined the subject use would require at least 12 parking spaces, based upon the simultaneous use of up to six workstations, requiring two spaces for each station, ensuring adequate parking exists for all current uses in the Center; and

WHEREAS, in order to allow this use, there must be conditions which mitigate any such impacts on public health, safety and welfare.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. This approval is found to be categorically exempt from the California Environmental Quality Act (CEQA), Section 15061(b)(3) of the 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, since it will operate as part of an existing business, which has a City issued Business License. No further environmental review is necessary.

Section 3. That based upon the following findings, a conditional use permit is approved as described above and in compliance with the conditions set forth herein.

a. The proposed project complies with the zoning requirements and may be allowed in its proposed location within the C-1 General Commercial Zone with a Conditional Use Permit, based upon findings in Section 9.1. E of the Zoning Ordinance and is consistent with the General Plan.

b. Conditions have been included to protect the health, safety or general welfare of the community, including conditions having to do with enforcement, cleanliness, litter, hours of operation, visual access, special events and noise.

Section 4. That based upon applicant's acceptance of and compliance with the conditions set out in *Exhibit A*, attached and incorporated as set forth herein, Conditional Use Permit 25-03 to permit the establishment of a body art use at 24370 Canyon Lake Drive, Suite/Unit 9, (Assessor's Parcel Number: 355-404-001) will not be detrimental to the public health, safety and welfare in that the use is consistent with the General Plan and Zoning Ordinance of the City of Canyon Lake.

Section 5. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 6. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

Section 5. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 10th day of December, 2025.

Mark Terry, Mayor

ATTEST:

Sheryl L. Garcia, MMC, CPM
City Clerk

EXHIBIT “A”

Conditions of Approval

[Attached]

Exhibit A

Conditions of Approval for Conditional Use Permit 25-03

Approval Date: December 10, 2025
Effective Date: December 10, 2025
Expiration Date: December 10, 2026

These conditions apply to a Conditional Use Permit to allow the establishment of a Body Art use, as defined in Section 119301 of the California Health and Safety Code, within the Eastport Market Center, located at 24370 Canyon Lake Drive (Assessor's Parcel Number: 355-404-001), Suite/Unit 9. Any change of use or expansion of use area shall require approval of a revised application.

The use shall not be considered legal until all conditions of this Conditional Use Permit application have been met.

This approved Conditional Use Permit shall become null and void if all conditions have not been completed or undertaken, such as those required to occur within a certain specified time period or initiated in a continuous manner, within one (1) year of the effective date. Extensions of time of up to one (1) year may be granted upon submittal of the required application and fee at least thirty (30) days prior to the expiration date. This Conditional Use Permit (CUP) is allowed continued operations if undertaken in compliance with the conditions of approval, but shall terminate if the use ceases for a period provided in the Canyon Lake Municipal Code, unless as a result of a natural disaster.

As used herein, "Operator" includes the applicant and the owner as well as the operator

GENERAL CONDITIONS OF APPROVAL:

- 1. City Regulations.** Any development on the property shall be in compliance with all applicable provisions of the City's Municipal Code, including but not limited to the Zoning Ordinance, as well as all applicable provisions of the adopted Building Codes. All new construction shall obtain a building permit and comply with all requirements of the Building and Fire Departments, and Riverside County Health Department. The Fire Department shall be contacted in advance of the scheduled opening date and with sufficient time to complete an inspection and ensure any required updates are completed.
- 2. Indemnification.** Applicant shall indemnify, protect, hold harmless and defend the City (with counsel chosen by City) and any agency or instrumentality thereof, and any of its officers, employees and agents from any and all claims, actions, or proceedings against the City to attack, set aside, void, annul, seek monetary

damages resulting from the approval of this CUP and/or the Exemption. City shall promptly notify both the applicant of any claim, action, or proceeding to which this condition is applicable and shall further cooperate fully in the defense of the action. The City reserves its right to take any and all action the City deems to be in the best interest of the City and its citizens in regard to such defense.

3. **Acceptance of Conditions.** The Conditions of Approval for this project shall become final on December 10, 2025, upon City Council adoption.
4. **Addition/Expansion.** Any future addition or expansion of the current floor space and/or operation utilized for this business will require a modification to this conditional use permit and issuance of appropriate permits from the Planning Department as well as any other applicable City Departments or public agency(ies).
5. **Applicable Legislation.** The Operator shall comply with all applicable Federal, State, and Local laws and regulations regarding the establishment, operation and use of this business.
6. **Business Space.** The proposed use shall be confined to the existing 500 square foot space encompassing existing Suite/Unit 9 and will serve as the baseline to determine any changes requiring amendment of this application.

ON-GOING CONDITIONS:

7. **Business Operation.** The operation of a Body Art business is permitted provided it is undertaken and continued consistent with all applicable requirements and agency approvals.
8. **Licensing Requirements.** All licensing requirements of the Riverside County Department of Environmental Health for the business and any individual operators shall be obtained and remain valid while the business is in operation.
9. **Enforcement.** City may enter Premises at any reasonable time during hours of operation, without notice, to confirm compliance with these conditions. Operator shall be responsible for all costs of enforcement of this CUP, which costs shall be collected by the City as allowed by law.
10. **Cleanliness.** Operator shall ensure access to restrooms are available during business hours and, if not, notify the appropriate party should they be used in common with other businesses.
11. **Hours of Operation.** Standard business hours are 9:00 am to 8:00 pm. However, the operational times can vary, as they are made by appointment only.

12. **Litter.** Operator shall work with the owner to keep the parking lot used by patrons litter free.
13. **Visual Access.** The applicant shall keep the windows free from any obstructions that may inhibit visual access inside the building, aside from window tinting and advertising.
14. **Noise.** The applicant/operator shall comply with the City of Canyon Lake Municipal Code, Section 11.15 - Noise requirements.
15. **Special Events.** Approval of this CUP does not constitute approval of events covered by the City's special events ordinance or not included within the use described here. The Operator shall meet the requirements of Canyon Lake City Municipal Code regarding special events when applicable, specifically addressing parking concerns for such special events. Special events shall meet the requirements of Canyon Lake City Code Section 11.25 regarding special event as defined in that ordinance, as this section may be amended from time to time.
16. **Agreement.** This Conditional Use Permit constitutes an agreement between the operator and the City.
17. **Parking.** A parking analysis was conducted of the existing businesses in the shopping center to determine whether adequate space is available for the existing use. It was determined that the use would require at least 12 spaces, based upon the simultaneous use of up to six workstations, requiring two spaces for each station. The Zoning Ordinance does not identify the specific parking requirements for Body Art uses. Based upon this analysis, parking within the Center is adequate to meet the needs of all current uses.



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Sheryl Garcia, Administrative Services Director/City Clerk

DATE: 12/10/2025

SUBJECT: City Council Reorganization and Selection of Mayor and Mayor Pro Tem

Recommendation:

Recognition of Mayor Terry and selection of Mayor and Mayor Pro Tem to serve for 2026.

Background/Analysis:

Each year, the City Council conducts its annual reorganization to select the Mayor and Mayor Pro Tem for the upcoming year. Pursuant to Section 3.1 of Resolution No. 2019-42, at the December City Council meeting of non-election years, the Council chooses one of its members to serve as Mayor and one to serve as Mayor Pro Tem. Each selection requires three or more affirmative votes; failure to reach this threshold results in the incumbent(s) remaining in office.

As part of the reorganization, Mayor Terry will be recognized for his leadership and contributions over the past year. Following recognition, the City Council will proceed with the selection of the Mayor and Mayor Pro Tem for the coming year.

Fiscal Impact Yes/No: No



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Sheryl Garcia, Administrative Services Director/City Clerk

DATE: 12/10/2025

SUBJECT: Appointment of Council Members to City Committees for 2026

Recommendation:

Review the list of current committees and authorize the Mayor to dissolve existing committees, establish new committees, and appoint Council Members to serve for calendar year 2026; and adopt Resolution No. 2025-55 rescinding Resolution No. 2022-54 Re-Establishing City Council Committees.

Background/Analysis:

Following the annual reorganization of the City Council, the Mayor and City Council Members review all standing and ad hoc committees to ensure the committee structure supports current City Council goals and priorities. Committees may be dissolved, new committees established and appointments made as appropriate. Below is the list of current committees:

COMMITTEE NAME	TYPE	CURRENT MEMBERS
Finance and Planning	Standing	Castillo, Terry
Public Safety	Ad Hoc	Castillo, Smith
LEUSD Articulation	Ad Hoc	Castillo, Steeber
Canyon Lake POA Articulation	Ad Hoc	Smith, Welty
Economic Development	Ad Hoc	Terry, Welty
Community Engagement	Ad Hoc	Castillo, Steeber

The City currently maintains one standing committee, the Finance and Planning Committee, which was re-established by Resolution No. 2022-54. To ensure the most effective use of City Council time, it is recommended that the Finance and Planning Committee be transitioned to an ad hoc committee, allowing meetings to be scheduled only when substantive items arise. A resolution rescinding Resolution No. 2022-54 is attached.

Fiscal Impact Yes/No: No

Attachments:

1 - Resolution

RESOLUTION NO. 2025-55

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, RESCINDING RESOLUTION NO. 2022-54 AND DISSOLVING THE FINANCE AND PLANNING COMMITTEE

WHEREAS, on September 14, 2022, the City Council adopted Resolution No. 2022-54, which re-established City Council committees, including the Finance and Planning Committee, and set committee functions, meeting dates, and times; and

WHEREAS, the City Council now desires to restructure the City Council’s committee framework and finds it appropriate to dissolve the existing standing Finance and Planning Committee; and

WHEREAS, rescinding Resolution No. 2022-54 is necessary to formally discontinue the committee and remove outdated committee structure provisions.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. Resolution No. 2022-54 is hereby rescinded in its entirety.

Section 3. The Finance and Planning Committee established under Resolution No. 2022-54 is hereby disbanded. The City Council may, at its discretion, appoint an ad hoc committee to address specific finance- or planning-related matters.

Section 4. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 5. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

Section 6. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 10th day of December 2025.

ATTEST:

_____, Mayor

Sheryl L. Garcia, MMC, CPM
City Clerk



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Arron Brown, City Manager

BY: Sheryl Garcia, Administrative Services Director/City Clerk

DATE: 12/10/2025

SUBJECT: Appointment of Council Members to Regional Agencies for 2026

Recommendation:

Review the current list of regional agency assignments and authorize the Mayor to appoint City Council delegates and alternates to serve for 2026.

Background/Analysis:

Each year following the reorganization of the City Council, the Mayor and City Council Members review the list of regional agency assignments to determine if any changes or additions are appropriate and to make appointments for the upcoming calendar year. Below is the list of current appointments:

ORGANIZATION	CURRENT REPRESENTATIVES
City Selection Committee (County of Riverside)	Terry *Delegate must be the Mayor
Lake Elsinore San Jacinto Watersheds Authority (LESJWA)	Smith (Delegate) Castillo (Alternate)
Northwest Mosquito & Vector Control District (NWMVCD)	Welty (Delegate) Smith (Alternate)
Riverside County Transportation Commission (RCTC)	Smith (Delegate) Castillo (Alternate)
Riverside Transit Agency (RTA)	Smith (Delegate) Welty (Alternate)
Southern California Association of Governments Transportation Committee (SCAG)	Smith (Delegate) Terry (Alternate)
Southwest Communities Finance Authority (SCFA) JPA (Animal Friends of the Valley)	Steeber (Delegate) Terry (Alternate)
Western Riverside Council of Governments (WRCOG) Executive Committee	Terry (Delegate) Welty (Alternate)
Western Riverside County Regional Conservation Authority (RCA)	Welty (Delegate) Steeber (Alternate)

Following the City Council's selection of representatives, the City Clerk will notify the various agencies of any changes and update the Fair Political Practices Commission (FPPC) Form 806 (Agency Report of Public Official Appointments), which is available on the City's website.

Fiscal Impact Yes/No: No