



**JEFF GORELL**  
Supervisor, 2<sup>nd</sup> District

**ISRAEL RODRIGUEZ**  
Field Representative  
Supervisor Jeff Gorell

# REGULAR MEETING

## MEMBERS OF THE BOARD

- BRENDON GARCIA,  
CHAIR
- DEBBIE HANNA
- SCOTT HORN
- ROB ALVIDREZ
- RICHARD GAZ

# AGENDA OCTOBER 9, 2025 6:00 PM

Municipal Advisory Council  
Casa Conejo, California

Walnut Elementary School  
Multipurpose Room  
581 Dena Drive  
Newbury Park, CA 91320

### WEB ACCESS

At: [ventura.org/casaconejomac](http://ventura.org/casaconejomac)

MAC Calendar, Agenda, and Minutes

Welcome to the meeting of the Casa Conejo Municipal Advisory Council (MAC), an advisory council for the unincorporated area of Casa Conejo to Ventura County Supervisor Jeff Gorell.

## LEGAL NOTICES

Persons who require accommodation for any audio, visual, language, or other disability to review an agenda or to participate in a meeting of the Casa Conejo Municipal Advisory Council per the American Disabilities Act (ADA), may obtain assistance by requesting such accommodation by calling (805) 214-2510 or e-mailing [israel.rodriquez@ventura.org](mailto:israel.rodriquez@ventura.org). Any such request for accommodation should be made at least 48 hours prior to the scheduled meeting for which assistance is requested.

All agenda reports and supporting data, including those filed in accordance with Government Code Section 54957.5 (b) (1) and (2) are available from Ventura County Supervisor Jeff Gorell's office at 2100 E Thousand Oaks Blvd, Suite E, Thousand Oaks, CA 91362. The same materials will be available and attached with each associated agenda item, when received, at the following website: [ventura.org/casaconejomac](http://ventura.org/casaconejomac).

Documents including staff materials, comment emails and letters, photos, etc., distributed to the Casa Conejo Municipal Advisory Council regarding any agenda item during an open session or after the meeting concluded, are posted online, and made available for public inspection at [ventura.org/casaconejomac](http://ventura.org/casaconejomac).

## PUBLIC COMMENT

Public comment is an opportunity for members of the public to participate in meetings by addressing the Casa Conejo Municipal Advisory Council in connection with one or more agenda or non-agenda items. Public comments by a member of the public at a single meeting are limited to a cumulative total of five minutes at such meeting unless the time allotment is increased or decreased by the Chair depending on the number of speakers. The public comment period during the opening part of the meeting to address non-agenda items is limited to 30 minutes total for all speakers; this 30-minute limit does not apply to items on the agenda.

To maintain a public meeting environment conducive and welcoming to receiving public comments from all members of the public, the audience is discouraged from engaging in displays of support or opposition to staff reports or public comments, including clapping, yelling, booing, hissing or cheering, that may create a disruptive environment for members of the public wishing to participate. Any person who disrupts or impedes the orderly conduct of a meeting will be instructed to cease the disruptive conduct. Failure to do so may result in that person being removed from the meeting.

Members of the public who would like to augment their comments with visual or audio presentations must submit their materials to the [israel.rodriquez@ventura.org](mailto:israel.rodriquez@ventura.org) for review at least 48 hours before the meeting. The review will be conducted to determine only whether the materials are on matters within the jurisdiction of the Municipal Advisory Council, which would be disruptive of the meeting, or would foster illegality, such as

identity theft. If it is determined that materials are about matters not within the Municipal Advisory Council's jurisdiction, or would be disruptive of the meeting, or would foster illegality, use of County-provided equipment will not be allowed.

### **Email or Mail Public Comment in Advance of the Meeting**

If you wish to make a comment on a specific agenda item by email or mail, please submit your comment by 12:00 p.m. on the day prior to the meeting. Indicate in the Subject Line the Agenda item number (e.g., Item No. 9) on which you are commenting. Your email or written comment will be distributed to the Municipal Advisory Council and placed on the item's record for the minutes of the meeting. Public Comments submitted in writing are public records and subject to disclosure. An unredacted version is made available when records are requested by a Public Records Act request. Please do not submit personal contact information if you do not want it to be made public. Please submit your comment to [israel.rodriguez@ventura.org](mailto:israel.rodriguez@ventura.org) or mail to:

Casa Conejo Municipal Advisory Council  
Ventura County Supervisor Jeff Gorell  
2100 E Thousand Oaks Blvd Suite E  
Thousand Oaks, CA 91362

### **In-Person Public Comment**

If you would like to provide a verbal comment **in person** during the meeting, upon arrival at the meeting location, check in with staff and complete a comment card. When your name is called for public comment, please proceed to the podium. If you do not wish to pre-register but would like to provide in-person comments at the meeting, you must check in with the staff prior to the agenda item being called.

## **OPENING**

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance to the Flag of the United States of America.
4. Approval of the Minutes of the meeting of the Casa Conejo Municipal Advisory Council held on Thursday, July 10, 2025.
5. Agenda Review.
6. Approval of the Consent Agenda Items
  - a. Ventura County Fire Department: Report included as part of the final agenda packet.

- b. Ventura County Sheriff Department Report: Report will be provided at the MAC meeting.
  - c. California Highway Patrol Report: Report will be provided at the MAC meeting.
7. Public Comments – Citizen presentations regarding Casa Conejo Municipal Advisory Council related matters NOT appearing on this agenda. (See Guidelines above).
8. Office of Ventura County Supervisor Jeff Gorell’s Comments – Brief announcements and report on County activities.
9. Council Comments – Comments by Council members on matters they deem appropriate. A Council member may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. A Council member may also provide a reference to staff or other resources for information, or request staff to report back to the body at a subsequent meeting concerning any matter. The Council may also direct staff to place a matter of business on the future agenda.

### **REGULAR AGENDA**

**Regular Agenda items are heard at the Council’s discretion and may be heard at any time during the meeting.**

**10. Ventura County Public Works Update & Presentation – Casa Conejo Pavement Overlay Project 2026:** PWA staff will provide a presentation on which streets will be reserviced as part of the Casa Conejo pavement project plan in the Fall of 2026.

**11. Community Emergency Response Team (CERT) Presentation –** Thousand Oaks CERT Representative, Paul Weinstein will make a presentation on program elements, requirements, and the advantages of community CERT program.

**12. Presentation of the 2026 Calendar MAC Meetings –** District Representative Israel Rodriguez will submit the 2026 MAC meeting Calendar for review, discussion and approval. Dates for the Casa Conejo Day to be discussed and added to the 2026 calendar.

**13. Community Ad-Hoc Committee Reports** – MAC members to provide an update on work being done within the subcommittees and Ad-Hoc committees since the last MAC meeting in the following areas:

- **Public Health & Safety**
  - Ad-Hoc Committee Report: MAC Chair Brendon Garcia to provide a report on recent activities and progress with the Firewise Committee.
  - Ad-Hoc Committee Report: MAC Member Rob Alvidrez to provide a report on recent activities and progress with the Neighborhood Watch Committee.
- **Planning & Public Works**
  - No formal report will be provided. However, discussions on future goals, objectives, and tasks will be discussed.
- **Community Relations**
  - Ad-Hoc Committee Report: MAC Vice Chair Debbie Hanna to provide a report on recent activities and progress regarding the Casa Conejo Newsletter.

### **CLOSING**

13. Adjournment of the Casa Conejo Municipal Advisory Council meeting to the next meeting TBD for 2026 at Walnut Elementary School, 581 Dena Drive, Newbury Park, CA 91320



**JEFF GORELL**  
Supervisor, 2<sup>nd</sup> District

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# REGULAR MEETING

## MEMBERS OF THE BOARD

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CHAIR
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- SCOTT HORN
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# MINUTES July 10, 2025 6:00 PM

Municipal Advisory Council  
Casa Conejo, California

Walnut Elementary School  
Multipurpose Room  
581 Dena Drive  
Newbury Park, CA 91320

### WEB ACCESS

At: [ventura.org/casaconejomac](http://ventura.org/casaconejomac)  
MAC Calendar, Agenda, and Minutes

## OPENING

### **1. Call to Order**

- a. Chair Bredon Garcia called the meeting to order at 6:02 p.m.

### **2. Roll Call Roll**

- a. Roll call was conducted by Chair Brendon Garcia. Brendon Garcia, Debbie Hanna, Scott Horn, Rob Alvidrez, and Richard Gaz were present. Quorum was met.

### **3. Pledge of Allegiance to the Flag of the United States of America**

- a. Led by Chair Brendon Garcia

### **4. Approval of the Minutes of the meeting of the Casa Conejo Municipal Advisory Council (MAC) held on Thursday, April 10, 2025**

- a. Some corrections to the minutes were made by Scott Horn. Motion to approve the minutes was made by Debbie Hanna, seconded by Rob Alvidrez. The motion passed unanimously.

### **5. Agenda Review - No Changes**

### **6. Approval of Consent Agenda Items**

- a. Ventura County Fire Department: Report will be provided at the MAC meeting.
- b. Ventura County Sheriff's Department Report: Report will be provided at the MAC meeting.
- c. California Highway Patrol Report: Report will be provided at the MAC meeting.

Motion to approve the Consent Agenda was made by Rob Alvidrez, seconded by Debbie Hanna. The motion passed unanimously.

### **7. Public Comments**

**Speaker 1:** Requested that Ventura County outlaw the sale of fireworks countywide. Requested to send a letter to the state to outlaw the sale of fireworks. Stated it would be beneficial for the Board of Supervisors to say that there was no need for the state to end all sales, as fireworks posed too much of a fire risk. Suggested people could enjoy firework shows instead of doing fireworks themselves. Also raised concerns about people trying to make left turns when people were parking on corners, making it impossible to see around corners. Requested that law enforcement should actively ticket these people parking on corners, as pedestrians and cars could not be seen.

**Speaker 2: Wendy Zimmerman:** Raised concerns about young kids riding electric bikes. Reported seeing a kid riding with one foot on the seat and the other in the air, warning that kids would be killed. Stated that nobody without a driver's license should be able to ride a throttle bike. Noted that kids were becoming more aggressive and suggested law enforcement should be impounding the bikes of kids who were riding bikes recklessly.

**Speaker 3: Jay Spergen:** Asked what the enforcement policy was for homeless RV parking in Casa Conejo. Note that worn trailers came and went for periods of time.

**Brendon Garcia:** Asked Israel Rodriguez to address how they could not reply to this issue.

**Israel Rodriguez:** Explained the 72-hour Brown Act rule for items not on the agenda. Noted that the Supervisor had put in an oversized vehicle ordinance two years ago. Mentioned a California caveat that says handicap license plates are exempt from this measure, which one person was using. Stated that condemned cars had been removed and that the vehicle ordinance could be enforced by CHP. Believed the individual being referred had a handicap placard.

**Chair Garcia:** Noted that public comments were the perfect time to air grievances and suggested making it a discussion item for the next agenda.

Member of public: Stated they had fixed fire hazards but were still considered in the red zone. Asked what science had backed this criterion and noted there were inconsistencies in the Zone Zero analysis.

## **8. Office of Ventura County Supervisor Jeff Gorell's Comments- Brief announcements and report on County activities.**

Comments delivered by Israel Rodriguez on behalf of Supervisor Gorell. Israel expressed being very happy with Casa Conejo Day. Thanked the MAC and Scott because the creek walk was a success. Noted it was very good for six weeks of planning and that next year would be even better. Mentioned that D2 awards honored members of the public to recognize people who had never received recognition but had done great work.

## **9. Council Comments -**

- A. Scott Horn:** Discussed the D2 awards, noting that Amgen was bigger and better and the award show was nice. Stated the recipients were amazing people and the event was well received. Mentioned, the Amgen CEO said he was overwhelmed by how full the theater was happy about the turnout. Noted it was very good to recognize people in the community. Raised concerns that the website did not represent the accomplishments of previous MACs and that the story of the MAC had

been lost. Stated that specific position papers were not on there and no Zoom meetings were listed. Recalled the first Gorell MAC meeting at NPHS and noted that when he checked the website, the original information from the previous administration was there but now it was not.

**Israel Rodriguez:** Asked if Scott Horn had seen that his Borchard position document was now there. Acknowledged there was still lots of work to be done and that they did not have all the former materials from the past.

**Scott Horn:** Noted that many past reports and accomplishments were not listed.

**Israel Rodriguez:** Stated they would post all documents if they could provide them.

b. **Rob Alvidrez:** Reported that a resident had called CHP for an oversized vehicle and CHP never responded. Asked if anyone else had experienced this.

**Israel Rodriguez:** Requested to be emailed directly so he could get this sorted out if there was no response.

c. **Debbie Hanna:** Noted that people were driving faster down the street. Stated that speed bumps were costly but there should be speed limits on the street itself, which might help. Noted that speeding was out of control. Stated she did not mind sparklers fireworks, but the big ones were a problem and should be addressed.

**Scott Horn:** Asked if there was any recourse to ask the Board of Supervisors why Fillmore was allowed to do fireworks.

**Israel Rodriguez:** Asked if Scott Horn would like to agendize this, explaining that the process required a board letter and three signatures.

**Scott Horn:** Declined.

**Brendon Garcia:** Noted this would be the appropriate time to ask for this.

**Scott Horn:** Stated they would be onto a new challenge next week.

**Israel Rodriguez:** Offered to bring this up to Supervisor Gorell if desired.

d. **Brendon Garcia:** Discussed subcommittees and ad hoc committees addressing particular topics. Proposed an idea for moving forward to maintain ad hoc committees: if there was no report from an ad hoc committee, then the committee would go away, or else the committee would not create action. Brendon noted that the reports today did not have huge updates but were still active.

## Regular Agenda

**10. Preparedness Community Presentation- Office of Emergency Services & VCFD.** This presentation provided an overview of the wildfire problem within the county, and the mitigations that can reduce the impact of fires in the County and Casa Conejo.

### **Portion of Presentation by OES Kim Dellacourt**

**Scott Horn:** Stated that the three-day prep kit was not enough. Mentioned his brother-in-law from VCFD said there should be three weeks of supplies and asked if that was more realistic.

**Answer:** If you could afford to buy and store three weeks of emergency supplies, then yes, that would be good, and you could help neighbors too. Dellacourt recommended getting to know your neighbors.

**Israel Rodriguez:** Noted that a CERT representative would be at the next meeting.

**Kim Dellacourt:** Asked if there were any further questions.

**Scott Horn:** Asked if she could speak on how the state ranked Newbury Park among the 10% worst evacuation routes.

**Answer:** Stated there were a few areas in the county that would be challenged in overcrowded evacuation situations. Many situations involved living with decisions that were made many years ago that had proved to have problems that could only be fixed if there was a complete infrastructure overhaul. Noted they had made many plans to manage an evacuation and resources through the county emergency agencies.

### **Portion of Presentation by County Fire Marshal Joe Morelli**

**Question:** Asked if new construction needed fire-proof eaves and if they needed fire-proof roofs and eaves.

**Answer:** Stated that wrapping the eaves with non-combustible construction was required for new construction but depended on the building code of the respective area.

**Question:** Asked how to report a rain gutter that was full of pine needles and could be a fire risk.

**Answer:** Stated that it could certainly be a fire risk, and if they were in the CAL FIRE maps red zone, to call VCFD and they would enforce the 100-foot defensible space.

### **Casa Conejo Day**

**Scott Horn:** Reported it was a lot of fun with a great band and dozens of participants. Noted sold-out food vendors, though the weather could have been better. Scott stated the creek walk was a very nice portion and they had a native plant giveaway. It worked out well and they wanted to do it again.

**Chair Garcia:** Discussed things they wanted to bring back for next year and things to add. Brendon encouraged people to get involved if they would like to help.

**11. Re-cap Report of the Casa Conejo Day Community Event on May 3, 2025.**

- **MAC Members Brendon Garcia, Debbie Hanna and Scott Horn** provided a report on the Casa Conejo Day event, held on May 3, 2025. Members of the MAC and Israel Rodriguez believe that the event was a great success for such a short time period for planning. The live music by Sundae Funk added a great atmosphere. The date for next year's event is still being considered.

**12. Community Ad-Hoc Committee Reports:** MAC members provide an update on work being done within the subcommittees and Ad-Hoc committees since the last MAC meeting in the following areas:

**a. Public Health & Safety**

- Ad-Hoc Committee Report: **MAC Chair Brendon Garcia** provided a report on recent activities and progress with the Firewise Committee: Firewise is going strong, and it is great that the MAC had a presentation from VCFD and OES. Noted that the renewal of FireWise was coming up again, so that would be some work that could be helped with.
- Ad-Hoc Committee Report: **MAC Member Rob Alvidrez** provided a report on Neighborhood Watch Committee: The formation of a Neighborhood Watch is taking baby steps. Three or four neighbors were starting a watch on Kitty Street. The issue was getting the word out to get people to join. It would be good to get the word out in the MAC newsletter.

**b. Planning & Public Works**

- No formal report was provided. However, discussion on future goals, objectives, and tasks were discussed.

**c. Community Relations**

- Ad-Hoc Committee Report: **MAC Vice Chair Debbie Hanna** provided a report on recent activities and progress regarding the Casa Conejo Newsletter: 60 emails had been gathered, and the newsletter would be coming out shortly.
- **Israel Rodriguez:** Encouraged people to come forward and let them know if they wanted to be on a committee.

**CLOSING**

Chair Garcia adjourned the meeting at 8:01 p.m.



Website: [VCFD.org](http://VCFD.org)  
Twitter: [@VCFD](https://twitter.com/VCFD)  
Facebook: [The @VenturaCountyFire](https://www.facebook.com/VenturaCountyFire)  
Instagram: [@VenturaCountyFire](https://www.instagram.com/VenturaCountyFire)

Contact: Scott Thomsen  
*Director of Communications and Public Affairs*  
Phone: **(805) 914-8502**  
Email: [scott.thomsen@ventura.org](mailto:scott.thomsen@ventura.org)

Oct. 6, 2025

Attn: Supervisor Jeff Gorell and Municipal Advisory Committees

- We are now in Fire Prevention Week, which runs from Oct. 5-11. This year's national focus is on lithium-ion battery safety. Improper use, charging, storage or disposal can lead to intense fires that are difficult to put out. Some key tips: Take batteries off the charger once the charging cycle is complete. Recycle batteries (even the small ones) rather than throwing them in the trash. Inspect batteries if they fall or get dropped, and immediately recycle any that are damaged. VCFD staff are sharing these safety messages at events across the county this week and through our social media channels.
- The Ventura County Fire Department supported the Ventura County Human Services Agency by hosting a Fall Prevention Forum. Participants learned about the serious risks fall pose, especially for seniors, and strategies for avoiding them. They also had the opportunity to get a health screening and participate in Zumba demonstrations. Emergency medical services account for about 75% of the calls VCFD responds to and falls make up the biggest share of those calls.
- The Office of Traffic Safety has approved VCFD for a new Child Passenger Safety Grant in the amount of \$95,000. With approval from the Board of Supervisors to accept the grant, it would continue to provide training for new parents on how to properly install child car seats. It also would provide car seats for income-eligible families in Ventura County.

Sincerely,

Scott Thomsen  
Director of Communications and Public Affairs  
Ventura County Fire Department



COUNTY OF VENTURA  
PUBLIC WORKS AGENCY

MEMORANDUM

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**DATE:** September 30, 2025  
**TO:** Supervisor Jeff Gorell, District 2  
**FROM:** Anitha Balan, Director Roads & Transportation *AB*  
**SUBJECT:** **Pavement Resurfacing Notification in the Casa Conejo Area  
Project No 50641, RD26-04**

Supervisor Gorell:

This memo provides background information regarding the Pavement Resurfacing project in the Casa Conejo Area. The project includes asphalt overlay, sidewalk repairs, driveway approach replacements, and removal of 10 trees within the Casa Conejo Neighborhood as part of project RD26-04 Pavement Resurfacing Project – Lesser, Jenny, and Ruth Drive (50641).

Property owners are responsible for the maintenance of sidewalk, driveway, and street trees in the unincorporated area of the County per County of Ventura Ordinance Code Section 12701-12703, California Streets and Highway Code (Chapter 22, Section 5600-56300), and the 1968 Ventura County Resolution Establishing Policy for Planting, Trimming and Removing Landscaping Encroaching into the County Road Right of Way.

During the design of this Paving Project, Public Works Agency (PWA) assessed sidewalk repairs and tree removal to confirm compliance with the necessary ADA requirements. The decision to remove trees was not made lightly. An arborist report was prepared to evaluate the condition of the trees. The report identified ten (10) trees recommended for removal prior to sidewalk repairs. The arborist report is included as an attachment.

The following considerations were reviewed:

- **Public Safety:** Trees identified as unstable or diseased pose risks to pedestrians, vehicles, utilities, and nearby properties.
- **Infrastructure Impacts:** Roots have caused damage to sidewalks, curbs, or underground utilities requiring repair.
- **Environmental Health:** Diseased or invasive species may negatively affect surrounding vegetation and the long-term sustainability of the neighborhood. There are a total of 50 properties that will require sidewalk repairs such as grinding and/or replacement of concrete slabs. There are also 2 properties that would require the driveway approach to be replaced. Attached is a list of properties that are impacted.

There are a total of 7 Property owners who will be impacted by tree removals, and they will be notified in advance of construction. The property owners will be given the option of having the County's contractor remove the tree(s) or do it themselves within 30 days of the notice. If completed by the County's Contractor, the property owner will be billed in accordance with the current County Policy.

Tree Removal Locations are listed below:

Location	Height
610 Gerst Dr, along Lesser Dr	44'
887 Jenny Dr	44'
591 Jenny Dr	24'
579 Jenny Dr	28'
410 Jenny Dr	43
410 Jenny Dr	44
3495 William Dr, along Jenny Dr	28'
3495 William Dr, along Jenny Dr	30'
3490 Henry Dr, along Jenny Dr	14'
3490 Henry Dr, along Jenny Dr	22'

The bids are scheduled to be opened on October 14, 2025. Once bids are received and the lowest responsible bidder is identified, we will then know the exact contract unit cost for sidewalk repair, driveway repairs, and tree removal. Formal notification letters to property owners will then be issued within 30 days notifying the property owners of the estimated cost for the work and their options.

Should you have any questions, feel free to contact me at (805) 654-2077 or [Anitha.Balan@venturacounty.gov](mailto:Anitha.Balan@venturacounty.gov).

Attachments:

- Sidewalk and Street Tree Maintenance Brochure
- Inaba Arborist Report 09/19/2025
- Sidewalk Repair and Driveway Approach Replacement List

# SIDEWALK AND STREET TREE MAINTENANCE

Public Works Agency  
Roads & Transportation  
800 S. Victoria Avenue  
Ventura, CA 93009-1620



## INTRODUCTION

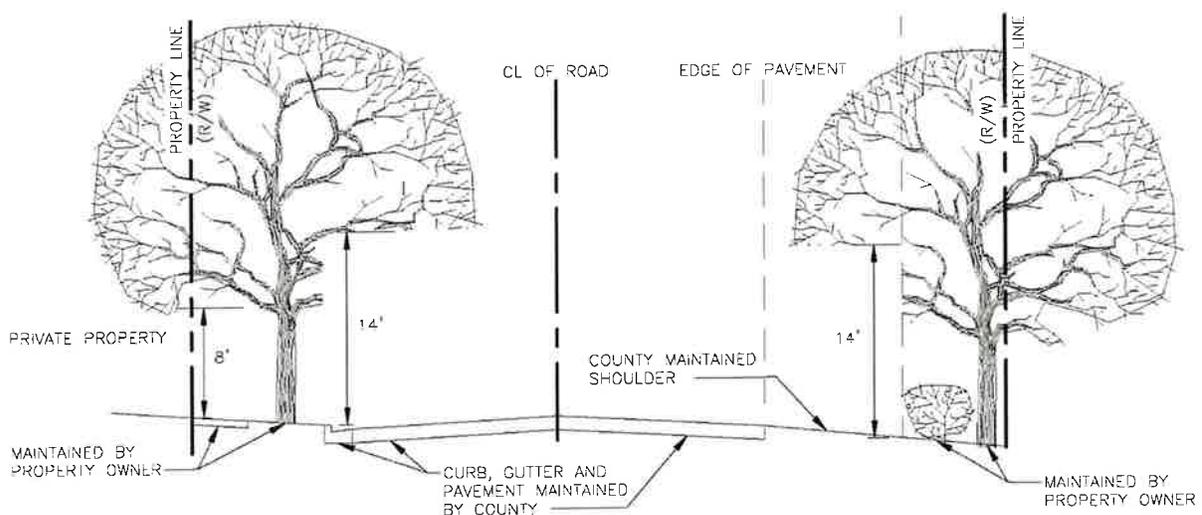
Sidewalks and trees benefit communities. Sidewalks provide a safe path for pedestrians, and trees are recognized as contributing to the environment and improving air quality.

Property owners are responsible for the maintenance of sidewalks and street trees in unincorporated Ventura County per Ventura County Ordinance Code Sections 12701-12703, California Streets and Highways Code (Chapter 22, Sections 5600-5630), and the 1968 Ventura County Resolution Establishing Policy for Planting, Maintaining, Trimming and Removing Landscaping Encroaching into County Road Rights of Way.

## DEFINITIONS

**Encroachment** – An encroachment is any obstruction, structure or object placed in the road right-of-way (R/W). Sidewalks and trees are considered encroachments. Per Ventura County Ordinance Code Division 12 the County may permit or deny encroachments in the road R/W. The County may require removal of any encroachment that endangers the public or restricts public R/W use or access.

**Road Right-of-Way** – The width of the R/W varies. Generally, the County road R/W extends 30 feet to each side of the road center line for a two-lane road. The R/W generally includes more than the area covered by asphalt or concrete. To find out the width of a road, use the county's software located here: <http://gis.ventura.org/PWA-Transportation/>.



A typical delineation is shown on the sketch above.

Sidewalk and Parkway Strip – The sidewalk and parkway strip is the area between the property line and the back of curb and may include trees, bushes, other vegetation, sidewalks, or other encroachments.

Roadway Shoulder – On rural roadways the area between the property line and the edge of pavement and may include trees, bushes, vegetation or other encroachments.

Sidewalk and Street Tree Maintenance – Sidewalk maintenance can be done by repair or replacement of the sidewalks and is required to ensure safe pedestrian access. Maintenance of vegetation includes tree trimming, root pruning, trimming of shrubs and/or ground cover or other actions necessary and required for safe vehicle and pedestrian access and safe sight distance for all users. Placement and maintenance of any vegetation must allow adequate sight distance. Please refer to the Fact Sheet titled “Sight Distance – A Clear View” for more information.

Property Owners – The legal owner of lots or portions of lots adjacent to or fronting on any portion of sidewalk between the property line and the street line.

## **RESPONSIBILITIES**

Public Works Agency Roads & Transportation – Periodically inspects R/W and notifies property owners if sidewalks require repairs or maintenance and if vegetation in the parkway strips or roadway shoulders needs maintenance.

Property Owners – Maintain and repair the sidewalk and maintain all trees and landscaping in the parkway strip and shoulder. If a property owner is issued a written notice and fails to complete the sidewalk repair or vegetation maintenance in the allotted time, the County will cause the repairs to be completed and the property owner will be billed for all costs incurred by the County to complete the maintenance or repair action.

## **FREQUENTLY ASKED QUESTIONS (FAQ'S)**

- Q. Do I need a permit to trim or remove a tree in the parkway or repair the sidewalk in the R/W?
- A. Yes. The permit application can be found at:  
<http://vcpublicworks.org/transportation-department/road-encroachment-permit>
- Q. Do I have to replace a tree removed from the road R/W?
- A. No. Although trees are beneficial to the environment, current County regulations do not require you to replace the tree. If you want to plant a tree, the tree must be from the approved tree list on Page 37 of this document:  
<http://pwportal.ventura.org/ESD/ESD/docs/Landscape%20Design%20Criteria.pdf>.  
More information regarding protected trees and permits for trees in the R/W or on private property can be found here: <http://vcrma.org/planning/permits/tree/tree.html>.
- Q. My tree has been identified for removal by VCPWA-RT. Can I keep my tree by using alternative repair methods or rerouting the sidewalk?
- A. Any tree in the R/W that is deemed a public safety or public access concern must be removed. Sidewalks cannot be rerouted. Any deviation from this policy would require evaluation by an Arborist and acceptance of liability for the tree by the property owner.

- Q. If I receive a Repair Notice from VCPWA-RT, then how much time do I have to respond and repair the sidewalk?
- A. Corrective work should be completed within the time specified on the Notice and no later than the Completion Date on the Encroachment Permit.
- Q. What happens if I receive a Repair Notice from VCPWA-RT and I do not comply with the Notice?
- A. VCPWA-RT will perform the work and bill the property owner. For unpaid bills, the County will pursue a lien on the property to recover the costs associated with the repair.
- Q. Are there sidewalk repair standards?
- A. Yes. Repair work must comply with the Repair Standards found here: <https://www.vcpwaworks.org/wp-content/uploads/2023/02/2022-12-20-FINAL-Sidewalk-Stds.pdf>.
- Q. What are the requirements for maintaining tree/vegetation?
- A. Where there is a curb and no sidewalk, all vegetation/landscaping and trees must be trimmed to the back of the curb to provide a minimum fourteen feet (14') vertical clearance above the roadway.

Where there is a sidewalk, all vegetation/landscaping and trees must be trimmed to provide a minimum of 8 feet (8') vertical clearance above the sidewalk.

Where there is a dirt shoulder, all vegetation/landscaping and trees must be trimmed to the back of maintained shoulder/ditch to provide a minimum fourteen feet (14') vertical clearance above the shoulder/ditch.

The stability of the tree must not be compromised during or after maintenance of the tree. Extensive tree or root trimming may require the property owner to get an Arborist report prior to trimming.

### **REQUESTS AND INQUIRIES**

If you have questions, contact Roads & Transportation Permits section.

Phone: (805) 654-2055

Email: [PWA.TransPermits@ventura.org](mailto:PWA.TransPermits@ventura.org).

[PWA Roads & Transportation - Home](#)

## Tree #1

*Shamel Ash (Fraxinus uhdei)*

610 Gerst Drive (along Lesser)

APN: 668-0-134-055

Girth (inches): **72"**Height x Width: **44' x 32'**Health x Aesthetics: **C / C**

Apparent birds' nests: 0



Existing tree and infrastructure concerns: Several chronic tree/ pavement conflicts include lifted sidewalk sections, cracked and displaced sidewalk, exposed roots in the asphalt gutter, and raised asphalt in the traffic lane.

Existing tree condition: The tree is in poor to fair condition with co-dominant branching common to the species, crossing/conflicting branches, tip die-back, and generally deferred care. Several large exposed roots are present, suggesting compacted soils.

Discussion: The species is known for shallow rooting especially near turf. Under existing conditions, the extent of root pruning required to restore the pavement curb and gutter would lead to further tree decline. The proximity of large root removal close to the trunk could lead to tree failure. Considering that this sidewalk has been replaced before, and the roadway cannot be repaired without major root alteration, tree removal should be considered.

Recommendations: I recommend removal of this tree and conflicting surface roots to allow for standard pavement site preparation. The remaining root plate should be removed as necessary to prepare for replanting a suitable species, beyond the scope of this work and at the owner's discretion.



**Tree #3**

Girth (inches): **77" @ 44"**

Common mulberry (*Morus alba*)

Height x Width: **44' x 55'**

887 Jenny Drive  
 APN: 668-0-101-025

Health x Aesthetics: **C / C**

Apparent birds' nests: 0

Existing tree and infrastructure concerns: The subject tree has outgrown available space. Root have heaved the gutter asphalt, resulting in ponding water. Sections of the sidewalk are lifted, and some panels have been previously replaced indicating this tree has already been root pruned.

Existing tree condition: This tree shows a history of branch failure and topping, but is otherwise healthy. Surface roots are damaged.

Discussion: Most mulberry species and varieties are not compatible with street tree use due to fast, rank growth and heavy, low limbs. These characteristics often lead to deferred and low-quality pruning as a strategy to limit costs of maintenance. Required repairs prompt tree removal as a basis for site preparation. The property owner should consider additional root removal as necessary for replanting a more suitable tree species to replace lost benefits while improving tree longevity and reducing costs of maintenance, beyond the scope of this work.

Recommendations: I recommend the removal of this tree and conflicting roots as required for repair of the pavement, gutter and curb.

## Tree #6

Brazilian pepper (*S. terebinthifolius*)

591 Jenny Drive  
 APN: 668-0-161-025

Girth (inches): **63", 48"**

Height x Width: **24' x 28'**

Health x Aesthetics: **B / C**

Apparent birds' nests: 0



Existing tree and infrastructure concerns: Tree roots have heaved the sidewalk panels after the previous repairs, requiring additional repairs. Water ponds in the damaged asphalt gutter north of the tree.

Existing tree condition: This tree is in poor to fair health, likely in part due to lack of lawn watering. It previously received significant root removal due to exposed buttress roots conflicting with the sidewalk. The canopy is thin and in poor condition, with tip die-back. Pruning wounds show signs of termite activity.

Discussion: This species is often too large for narrow sidewalk planters. Significant root alteration and root removal is again required for pavement repairs. Additional root removal would leave the tree in poor condition and at increasing risk of failure, prompting tree removal in advance of proposed repairs.

Recommendations: This tree and its conflicting roots should be removed as required to prepare the site for pavement repairs. Any replanting should consider removal of additional roots to prepare the site, at the owner's discretion.



**Tree #7**

Girth (inches): **62.5"**

Common mulberry (*Morus alba*)

Height x Width: **28' x 44'**

579 Jenny Drive  
 APN: 668-0-161-045

Health x Aesthetics: **C- / C-**

Apparent birds' nests: 0

Existing tree and infrastructure concerns: The subject tree has heaved the sidewalk. The asphalt gutter begins here and extends north, with ponding from root damage. The asphalt gutter will be replaced with concrete, which will require significant root removal.

Existing tree condition: This tree shows a history of branch failure and decay in the north scaffold adjacent to a 12 inch limb over the sidewalk. The triple primary branch union has included bark. The pruning history shows pollard cuts and flush cuts, suggesting poor and inconsistent quality tree service. A central secondary branch shows weeping from a bark infection. Exposed roots conflict with required repairs.

Discussion: Most mulberry species and varieties are not compatible with street tree use due to fast, rank growth and heavy, low limbs. This typically results in poor quality service in attempt to reduce costs. These pruning defects limit tree performance, and, combined with root pruning increase the likelihood of tree decline, and branch or tree failure. Required repairs prompt tree removal as a basis for site preparation.

Recommendations: This tree should be removed in advance of construction. Remove all roots from the pavement area following the published sidewalk standards. The owner should consult the list of recommended street trees prior to tree selection and site preparation, beyond the scope of this work.



**Tree #8a**

Girth (inches): **45.5"**

Common mulberry (*Morus alba*)

Height x Width: **28' x 32'**

3495 Willam Drive (along Jenny)  
 APN: 668-0-172-105

Health x Aesthetics: **C / C**

Apparent birds' nests: 0

Existing tree and infrastructure concerns: The subject tree is lifting the sidewalk. Previous major root pruning was required for curb and gutter replacement, leading to decay of the support root. Current repair needs prompt replacement of the sidewalk, and pruning of roots opposite the decay.

Existing tree condition: Exposed roots suggest compacted soils, and previous turf irrigation supported surface roots and the resulting pavement conflicts. This tree also shows a history of severe pruning and branch failure, and branches conflicting with vehicles.

Discussion: Most mulberry species and varieties are not compatible with street tree use due to fast, rank growth and heavy, low limbs. This typically results in poor quality service in attempt to reduce costs. These pruning defects limit tree performance, and, combined with root pruning increase the likelihood of tree decline, and branch or tree failure. Removal of this tree is consistent with goals of reduced pavement maintenance and improved tree performance following "right tree, right place".

Recommendations: This tree should be removed in advance of construction. Remove all roots from the pavement area following the published sidewalk standards. The owner should consult the list of recommended street trees prior to tree selection and site preparation, beyond the scope of this work.



**Tree #8b**

Girth (inches): **61"**

Common mulberry (*Morus alba*)

Height x Width: **30' x 38'**

3495 William Drive (along Jenny)  
 APN: 668-0-172-015

Health x Aesthetics: **C- / C-**

Apparent birds' nests: 0

Existing tree and infrastructure concerns: This tree has advanced decay in the trunk and support roots. Exposed roots run parallel to and adjacent the curb. The sidewalk is heaved, requiring replacement.

Existing tree condition: This tree shows canopy die-back and a history of root zone alteration. Exposed roots conflict with pedestrian use adjacent the sidewalk (exiting or entering vehicles). Given the structural defects and prior root removals, decay, and surface conflicts, major root removal will be required to restore safe conditions.

Discussion: Most mulberry species and varieties are not compatible with street tree use due to fast, rank growth and heavy, low limbs. Required repairs prompt tree removal as a basis for site preparation.

Recommendations: This tree should be removed in advance of construction. Remove all roots from the pavement area following the published sidewalk standards. The owner should consult the list of recommended street trees prior to tree selection and site preparation, beyond the scope of this work.

## Tree #9a

Jacaranda (*J. mimosaeifolia*)

3490 Henry Drive (Along Jenny)  
 APN: 668-0-183-075

Girth (inches): **27.5, 18.5, 21.5, 14"**

Height x Width: **14' x 15'**

Health x Aesthetics: **C- / C-**

Apparent birds' nests: 0



Existing tree and infrastructure concerns: This tree is located 28 feet north of tree 9b, below. Since my last inspection and report, one conflicting tree was removed, with stump sprouts growing up. These trees are located in a narrow taper of planter adjacent the bridge, with little room for normal growth or mature size, conflicting with pedestrian use. One trunk is encroaching the sidewalk space (inset). As such, without timely maintenance for public space, these trees are no longer suitable for preservation.

Existing tree condition: This tree is healthy, but poorly structured, producing epicormic growth and branches in the way of foot traffic. Severe pruning (stub cuts) damaged the tree while overlooking basic pruning needs.

Discussion: The narrow sidewalk situation is partly due to the tree, but also due to the leaning and failing stone fence. With the narrowed passage, people may avoid the tree but bump into the stone fence, increasing risk. Removal of the tree is part of the solution, and necessary to grind the sidewalk to restore safe surface conditions. The stone fence may also need to be corrected, beyond the scope of this work.

Recommendations: Remove the tree and roots as required to improve pedestrian clearance, and cross-cut or treat the stumps in this planter to reduce the chances of re-sprouting.

## Tree #9b

Mimosa (*Albizia julibrissin*)

3490 Henry Drive (Along Jenny)  
APN: 668-0-183-075

Girth (inches): **27"**

Height x Width: **22' x 28'**

Health x Aesthetics: **D / D**

Apparent birds' nests: 0



Existing tree and infrastructure concerns: This tree is located at the narrow, south end of the planter near the bridge, with the crumbling stone fence opposite. Since my last report, the tree was pruned, but it is still developing conflict with the limited planter, as this tree species typically develops a trunk exceeding available space. The roots are lifting the sidewalk, prompting sidewalk replacement.

Existing tree condition: This tree is of poor to fair health, and a poor choice for this extremely limited location.

Discussion: The poor condition of the tree is a function of the limiting planter and lacking maintenance. It may be better to pave the end of the planter taper, rather than support a complicated planting and maintenance requirement.

Recommendations: Remove the tree and roots as necessary ahead of sidewalk replacement, and cross-cut the stumps to reduce the chances of re-sprouting. Consider complete tree removal and paving this end of the planter strip to avoid conflicting uses and outcomes.



		<b>A</b>	<b>B</b>
Tree #10a and 10b	Girth (inches):	<b>61.5"</b>	<b>74"</b>
London plane ( <i>Platanus hispanicus</i> )	Height x Width:	<b>43' x 36'</b>	<b>43' x 40'</b>
410 Jenny Drive	Health x Aesthetics:	<b>C / C</b>	<b>C / C</b>
APN: 668-0-183-055	Apparent birds' nests:	0	

Existing tree and infrastructure concerns: The subject trees' roots are heaving the sidewalk, exceeding the published sidewalk standards, prompting complete replacement of the sidewalk and curb/gutter.

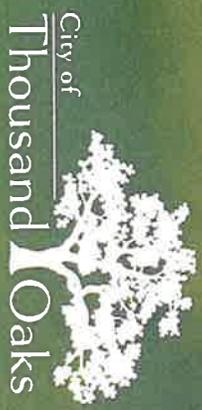
Existing tree condition: Both trees remain in fair to good structure and vigor. Normal growth now conflicts with the other trees (crowding), and the roots have invaded the lawn.

Discussion: Because these trees have exceeded available space, and canopy control would require major restructuring pruning, tree removal is a reasonable option. This option is common for narrow planter strips, due to the desire to use otherwise good tree species and varieties that, in maturity, will outgrow the space. Tree removal prompts other actions, per owner. The adjacent birch and liquidambar trees will require minor pruning for the new exposure, and they may require irrigation and protection from sunburn next year. The turf has many surface roots from the London planes, and these should be removed to restore safe grade, and to eliminate root-sucker growth. Irrigation should be repaired and adjusted to compensate for the amount the London planes used. Turf should be restored. These topics can be handled by a competent arborist and most landscapers, the specifics are beyond the scope of this work.

Recommendations: Remove the London plane trees as required to prepare the site for sidewalk and curb/gutter replacement.

**Location and Quantities for Sidewalk Replacement, Sidewalk Grinding, and Driveway Approach Replacement**

Location ID	Address	Sidewalk Replacement 4" Thick			Sidewalk Replacement 6" Thick			Sidewalk Grinding	Driveway Approach		
		Length (ft)	Width (ft)	Area (sf)	Length (ft)	Width (ft)	Area (sf)	Length (ft)	Length (ft)	Width (ft)	Area (sf)
<b>Along Jenny Drive</b>											
1	3499 Frankie Drive (Jenny Drive)	36	4	144				3			
2	887 Jenny Drive	45	4	180							
3	3500 Frankie Drive (Jenny Drive)	44	4	176	21	5	105				
4	863 Jenny Drive	21	4	84					17	5.5	93.5
5	851 Jenny Drive							2	17	5.5	93.5
6	784 Jenny Drive							2			
7	815 Jenny Drive							4			
8	779 Jenny Drive							4			
9	701 Jenny Drive	10	4	40							
10	591 Jenny Drive							5			
11	595 Jenny Drive							5			
12	579 Jenny Drive	35	4	140							
13	3495 William Drive (Jenny Drive)	50	4	200							
14	491 Jenny Drive	12	4	48							
15	479 Jenny Drive							4			
16	449 Jenny Drive							4			
17	3490 Hendry Drive (Jenny Drive)	30	4	120				10			
18	3494 William Drive (Jenny Drive)							6			
19	370 Jenny Drive							2			
20	410 Jenny Drive	55	4	220							
21	430 Jenny Drive	10	4	40							
22	425 Jenny Drive							4			
23	391 Jenny Drive							4			
24	309 Jenny Drive							4			
<b>Along Lesser Drive</b>											
25	615 Jenny Drive (Lesser Drive)							5			
26	599 Jenny Drive (Lesser Drive)	48	4.5	216							
27	3458 Lesser Drive							10			
28	3470 Lesser Drive	14.5	4	58							
29	3490 Lesser Drive	16	4	64				4			
30	3471 Lesser Drive							15			
31	3437 Lesser Drive							4			
32	3424 Lesser Drive							4			
33	3388 Lesser Drive							8			
34	610 Gerst Drive (Lesser Drive)	17	4.5	76.5				4			
35	647 Rudman Drive (Lesser Drive)							8			
36	3309 Lesser Drive							8			
37	3289 Lesser Drive	10	4.5	45							
<b>Along Ruth Drive</b>											
38	3257 Frankie Drive (Ruth Drive)							6			
39	900 Ruth Drive							10			
40	868 Ruth Drive							4			
41	852 Ruth Drive							4			
42	3257 Gloria Drive (Ruth Drive)	23	4	92							
43	817 Ruth Drive							4			
44	777 Ruth Drive	8	4	32				8			
45	749 Ruth Drive							2			
46	721 Ruth Drive							6			
47	760 Ruth Drive							6			
48	788 Ruth Drive							2			
49	836 Ruth Drive							8			
50	630 Ruth Drive	8	4	32				4			

The logo for the Community Emergency Response Team (CERT) features the word "CERT" in large, bold, green letters with black outlines. The letters are set against a black background that contains white silhouettes of buildings and trees. Below the letters, the text "COMMUNITY EMERGENCY RESPONSE TEAM" is written in white, bold, uppercase letters.

**CERT**  
**COMMUNITY EMERGENCY  
RESPONSE TEAM**



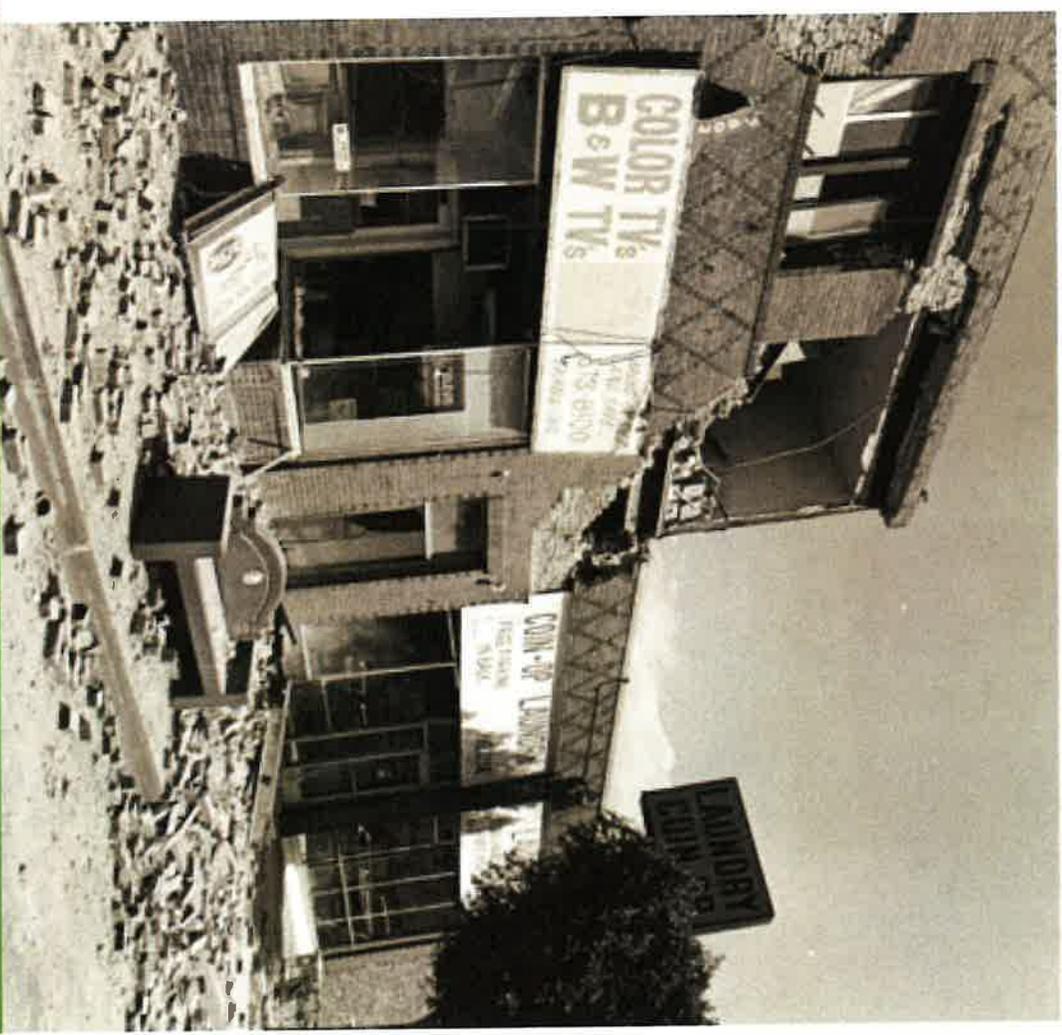
# What is CERT?

## Community **E**mergency **R**esponse **T**eam

- A program that educates residents on disaster preparedness and trains them in basic response skills, including:
  - Fire Safety
  - Light Search and Rescue
  - Team Organization
  - Disaster Medical Operations
- CERT focuses on readiness, people helping people, rescuer safety, and doing the greatest good for the greatest number.

## History of CERT

- The Community Emergency Response Team (CERT) concept originated from a Los Angeles Fire Department (LAFD) trip to Mexico City in 1985, after the devastating Mexico City Earthquake that killed over 10,000 people.
- LAFD officials recognized the need for citizen preparedness, which led to the development of a pilot program in 1986 to train community members in basic emergency skills, forming the foundation of what would become CERT.



## History of CERT

- The Emergency Management Institute (EMI), in partnership with the Los Angeles Fire Department (LAFD), expanded the Community Emergency Response Team (CERT) materials to make them applicable to all hazards.
- The expansion occurred in 1993, which led Federal Emergency Management Agency (FEMA) to make the program available nationwide

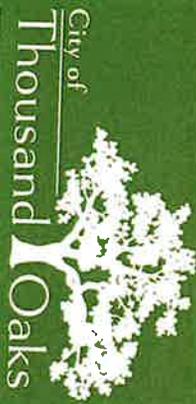


# FEMA



## Why did FEMA take over?

- ❖ FEMA and the EMI wanted to create a nationwide approach to volunteer training and organization that professional responders can rely on during disaster situations.
- ❖ Each program is unique to its community and are essential to building a Culture of Preparedness in the United States.
- ❖ All 50 States as well as 6 foreign countries are now offering CERT training.

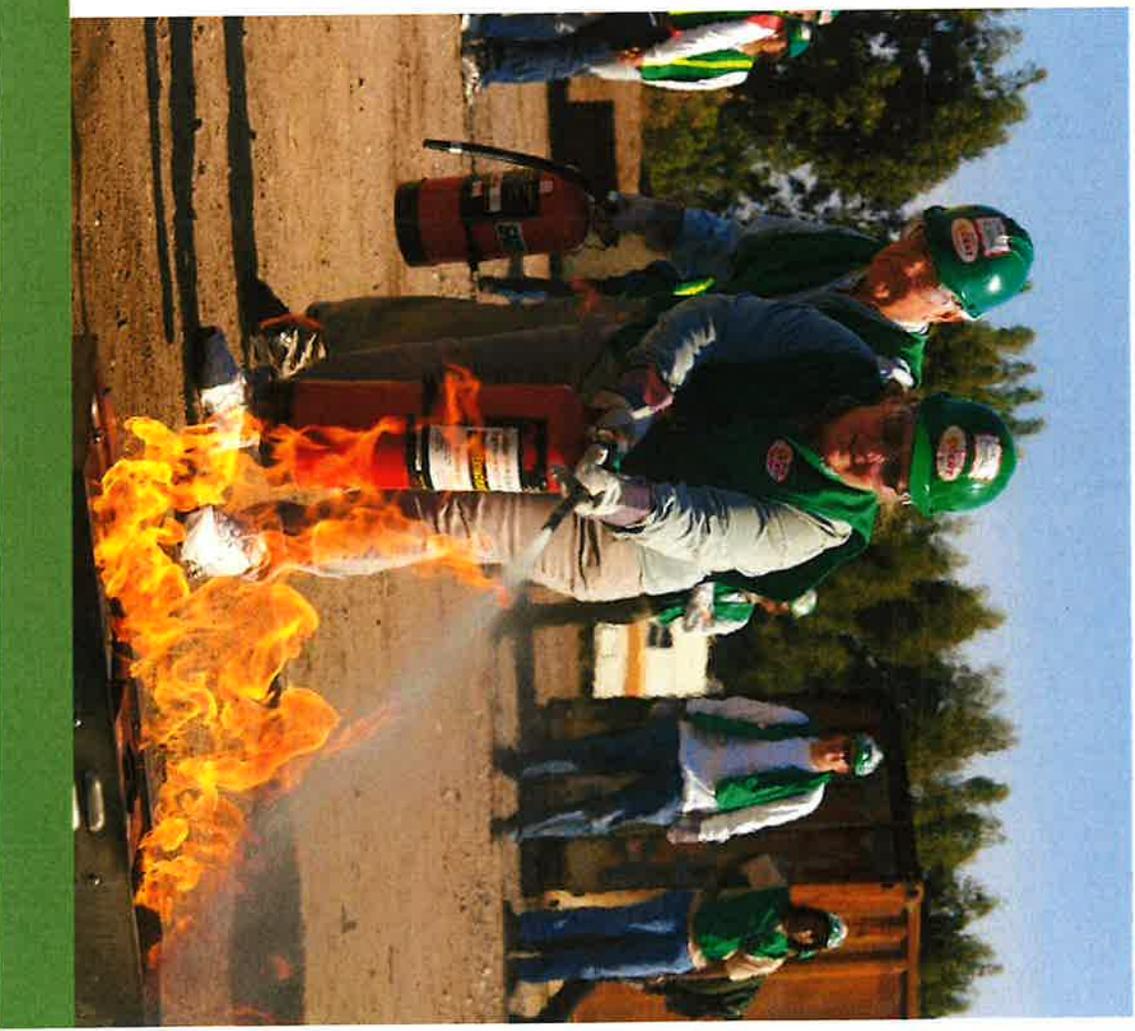


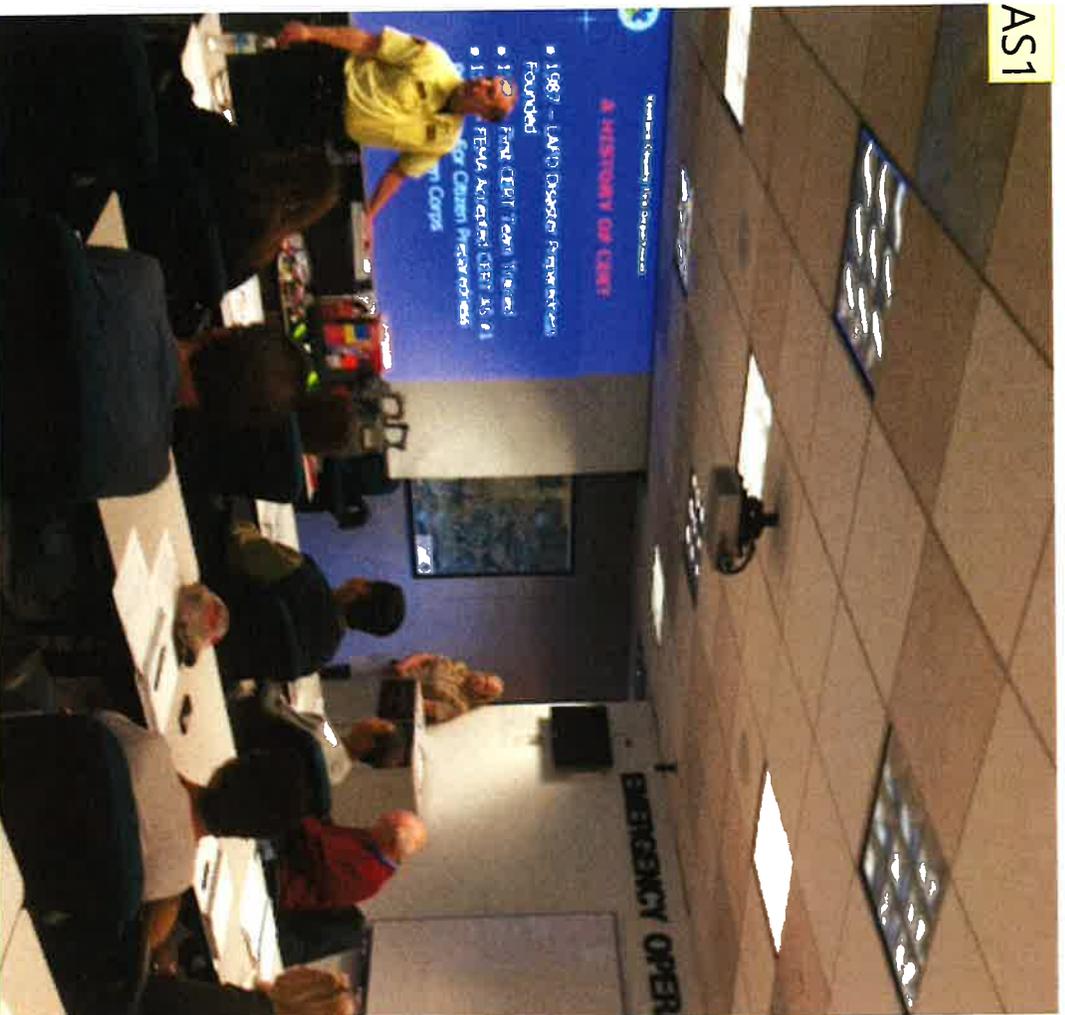
## **Through training, residents learn to:**

- ❖ **Manage Their Utilities**
- ❖ **Put Out Small Fires**
- ❖ **Treat The Wounded By Managing Airways, Control Bleeding, and Addressing Shock.**
- ❖ **Provide Basic Medical Aid**
- ❖ **Search And Rescue**

## Thousand Oaks CERT

- ❖ The program was started in 2016.
- ❖ More than 500 T.O. residents have been trained through the CERT program.
- ❖ Training is offered for free through a collaboration between the City and the Ventura County Fire Department.
- ❖ All classes are conducted by certified fire department instructors or emergency responders.





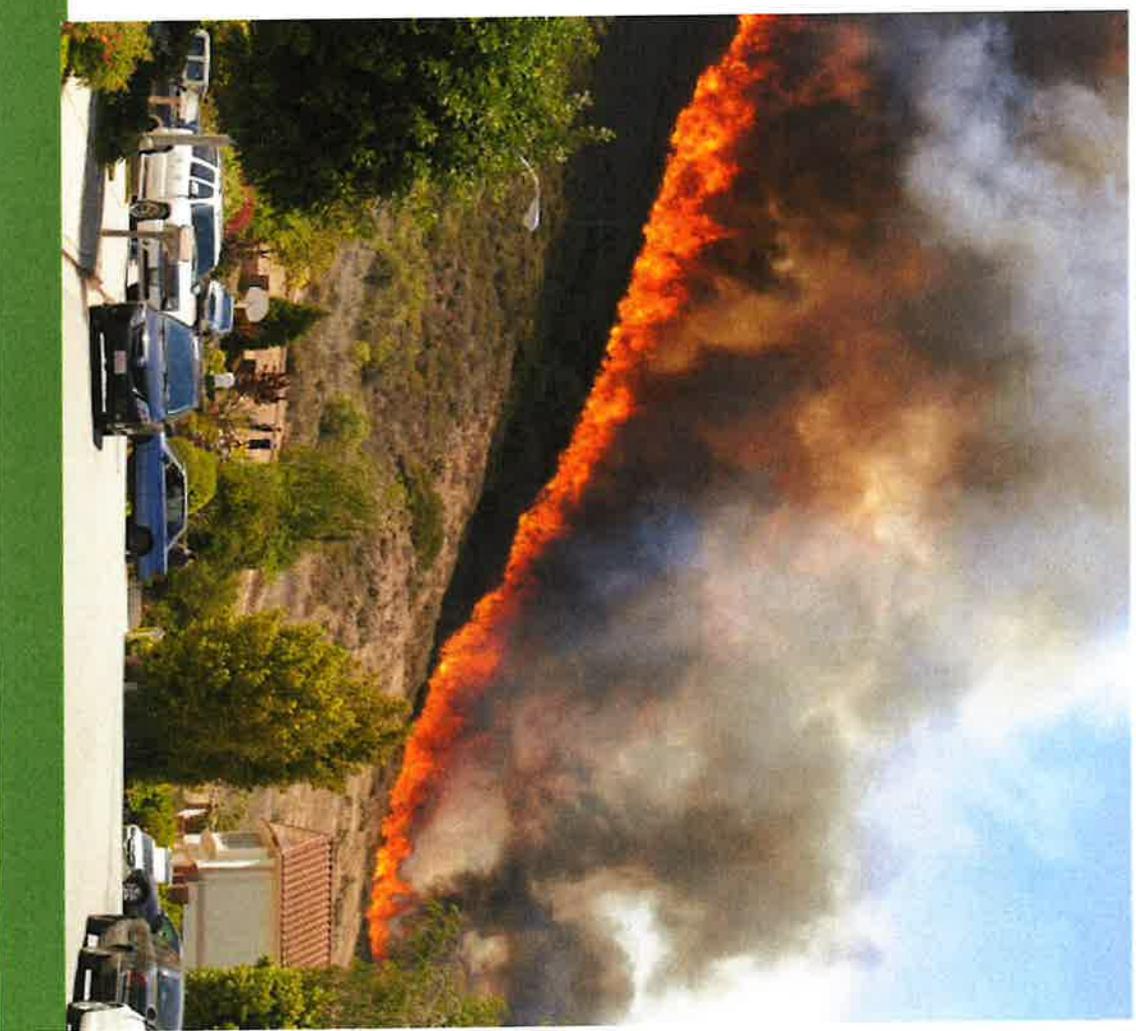
## Program Schedule

Six Consecutive Classes with a final Drill at the Fire Department's Training Facility in Camarillo:

1. Introduction and Disaster Preparedness
2. CERT Organization / Disaster Psychology
3. Disaster Medical Operations – Bandaging, Patient Care, Hands Only CPR
4. Disaster Medical Operations – START Triage, Treatment Area Set Up
5. Fire Safety and Utility Controls, Small Fire Suppression, Terrorism & CERT Kit Distribution.
6. Light Search and Rescue, Cribbing & Lifting, Patient Movement, Course Review and Drill Introduction
7. Final Exam / Disaster Simulation

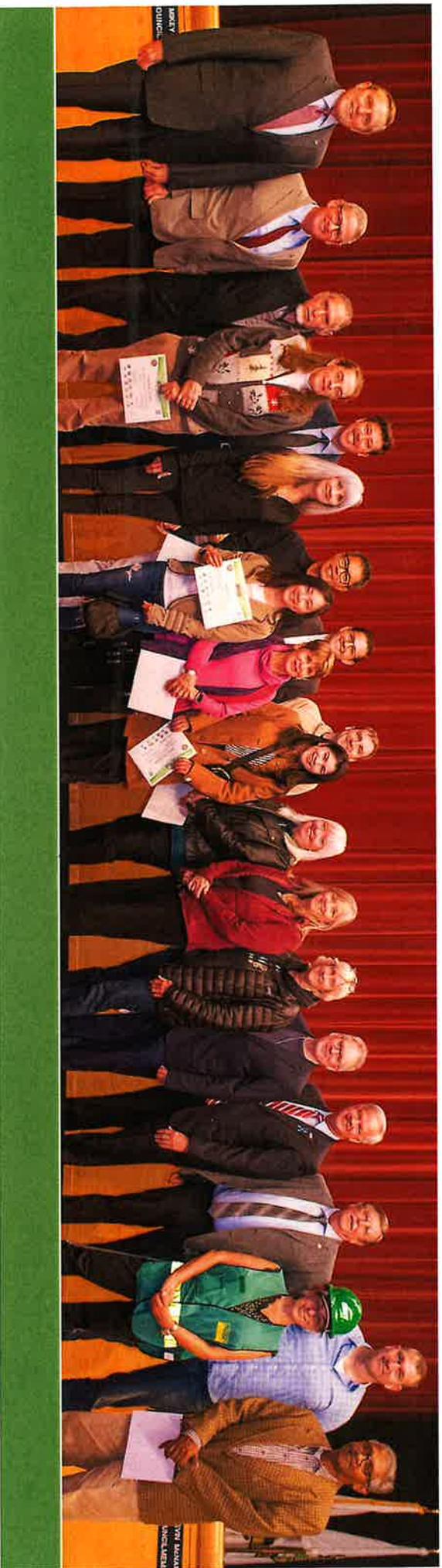
## Implementing CERT Training in Thousand Oaks

- ❖ CERT members can assist neighbors and coworkers following an emergency event when professional responders are not immediately available.
- ❖ CERT members are encouraged to actively support public safety and community emergency preparedness.



# What happens after I am CERT Certified?

- ❖ No formal commitments after the course
- ❖ May be “activated” by local emergency managers
- ❖ Local organizations may offer volunteer opportunities:
  - Ventura County Medical Response Corps (MRC)
  - Ventura County Voluntary Organization Active in Disaster (VC VOAD)



# 2025 CERT Schedule

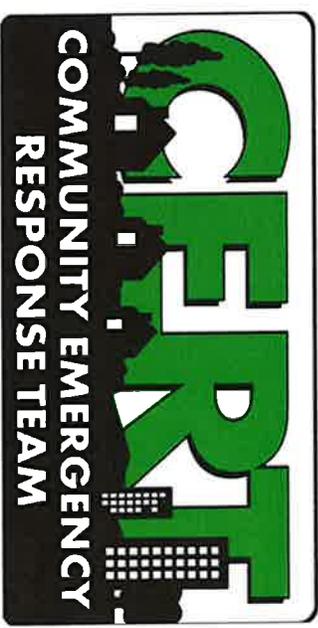
**Thousand Oaks  
Civic Arts Plaza  
or the Ventura  
County Fire District  
Headquarters**  
**Wednesday Nights  
6:00 pm - 9:00 pm**

**Cohort #1:**  
**April 2, 9, 16,  
23, 30, & May 7  
(completed)**

**Cohort #2:**  
**September 3, 10,  
17, 24, & Oct 1, 8  
(cancelled)**



## Contact Info:

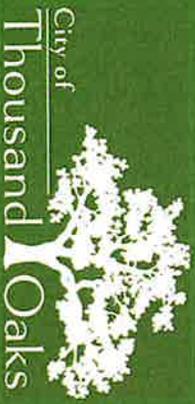


 805-449-2459

 2100 E. Thousand Oaks Blvd, Thousand Oaks, CA 91362

 [pweinstein@toaks.gov](mailto:pweinstein@toaks.gov)

 [www.toaks.gov/CERT](http://www.toaks.gov/CERT)



**Thank you!**  
**Any Questions?**



# Casa Conejo MAC 2026 Meeting Calendar

- Meetings are quarterly.
- Meetings take place on the second Thursday of the first month of each quarter.
- Meetings begins at 6:00 PM

JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY

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24	25	26	27	28	29	30
31						

SEPTEMBER

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27	28	29	30			

FEBRUARY

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JUNE

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28	29	30				

OCTOBER

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MARCH

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29	30	31				

JULY

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NOVEMBER

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29	30					

APRIL

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AUGUST

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER

S	M	T	W	T	F	S
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# 2026