



## **Rancho Santa Fe Association**

### **Board of Directors Meeting**

#### **Staff Report – Request for Board Action**

**Date: December 5, 2019**

**By: Maryam Babaki, Building Commissioner**

**Item: Amendment to Rancho Santa Fe Regulatory Code, Section 31.03.05  
Roofs**

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#### **Executive Summary:**

In response to the new fire regulations and to promote safe building materials, in 1997 Rancho Santa Fe Board approved an amendment to the Regulatory Code for a Master permit for pre-approved roof materials. This streamlined, no fee permit was intended to expedite the process of converting wood shake roofs to other fire-retardant roof materials. Since then, most wood shake roofs have been eliminated and the Building Department is proposing to remove the pre-approved list and amend the code to subject roof applications to regular CDRC review and approval.

#### **Background / Discussion:**

In the years following the devastating impacts of the 1991 Oakland fires, the State of California, as well as many local jurisdictions began to adopt strict fire regulations for new buildings. In Rancho Santa Fe, the Rancho Santa Fe Fire Protection Board passed stricter building codes for new developments to mitigate the fire risk. Specifically, untreated wood shake roofs were banned in most new construction. Recognizing the safety risks, and in order to comply with the stricter building codes, the Rancho Santa Fe Board of Directors amended Chapter 31, Major Construction Regulation of Rancho Santa Fe Regulatory Code to create a streamlined process for the replacement of wood shake roofs. The amendment established an administrative Master permit to provide for an expeditious process for fire safe materials to replace the wood shake roofs.

The amended Regulatory Code Section 31.0305.2 addresses the master permit as follows:

*The conversion of wood shake or wood shingle roofs to a roof of simulated wood roofing products, while found to constitute “Major Construction”, is nonetheless approved by the Art Jury and the Board of Directors as a master permission constituting a Building Permit on January 2, 1997, where the following conditions are met:*

- a. The simulated wood material, style and color have been considered by the Art Jury and placed on a list of approved materials which list may be updated from time to time, and,*
- b. The material is installed in a manner as prescribed by the Art Jury, which installation specifications may be updated by the Art Jury from time to time, and,*
- c. The property owner shall have filed an application with the Manager, acknowledging the foregoing with such application being exempt from the requirements of Chapter 30, and for which no application fees shall be charged by the Association.*

### **Analysis:**

Since 1997 many of residences with the wood shake roofs have converted to fire retardant roofing. As such, the immediate need for conformance to the fire code has long passed and there is no need to continue the process of for a pre-approved list. This recommendation also comes with the recognition that roof materials deliver a significant influence to the character and aesthetics of the Rancho Santa Fe community. Therefore, the Building Department is requesting that CDRC have an opportunity to review the roof applications and that the Regulatory Code § 31.0305.02 be amended to read as follows:

*Roofs. The entire roof covering of every existing structure where more than 50 percent of the total roof area is replaced within any one-year period, every new structure, and any roof covering applied in the alteration, repair, addition or replacement of the roof of every existing structure, shall constitute “major construction.”*

*Exception: re-roofing with the same roofing material shall be excepted from classification as “major construction” but only if the original roofing material being replaced is a fire-retardant roof covering of a class as required under Health & Safety Code §13132.7.*

*The material and installation are subject to Art Jury/CDRC review.*

### **Code Amendment Process:**

Upon approval by the Board, the notice of amendment will be posted for 30 days in a prominent location that is accessible to all Members, which has been designated for the posting of general notices by the Rancho Santa Fe Association in the annual policy statement. The locations designated for posting of a “General Notice” or notice by “General Delivery” are:

- (1) The Association Office: 17022 Avenida de Acacias, Rancho Santa Fe, California 92067
- (2) The Rancho Santa Fe Post Office: 16956 Via de Santa Fe, Rancho Santa Fe, California 92067

Notice should include purpose and effect, text of rules and set a deadline for written comments at least 28 days later.

At the Board meeting following the completion of the 30-day notice period, the Board must open the floor to Member input regarding the proposed amendment. This item must be on the agenda. The Board is to consider all comments, and vote to approve or not. Since this is a proposed amendment to a governing document, it must get owner votes. If the proposed amendment is approved, the Board must send notice to the whole community of the details within 15 days of the decision.

### **Fiscal Impact:**

The current master permit process does not charge any fees. It is expected that the new process will generate fees (\$150) as part of the application process.

### **Recommendation:**

Staff recommends that the Board approve Code Amendment as proposed and authorize staff to notice the amendment.