



CITY OF HUNTINGTON BEACH

Department of Community Development

January 5, 2026

Jonathan Bailey
Golf Realty Fund
1 Upper Newport Plaza
Newport Beach, CA 92660

**SUBJECT: CONDITIONAL USE PERMIT NO. 22-011/COASTAL DEVELOPMENT
PERMIT NO. 22-009 (HUNTINGTON CLUB REMODEL AND BUNGALOWS)**

Dear Jonathan,

In order to assist you with your development proposal, staff has reviewed the project and identified applicable city policies, standard plans, and development and use requirements, excerpted from the City of Huntington Beach Zoning & Subdivision Ordinance and Municipal Codes. This list is intended to help you through the permitting process and various stages of project implementation. It should be noted that this requirement list is in addition to any "conditions of approval" adopted by the Planning Commission/City Council. Please note that if the design of your project or site conditions change, the list may also change.

If you would like a clarification of any of these requirements, an explanation of the Huntington Beach Zoning & Subdivision Ordinance and Municipal Codes, or believe some of the items listed do not apply to your project, and/or you would like to discuss them in further detail, please contact me at (714) 547-1547 or via email at Joanna.Cortez@surfcity-hb.org and/or the respective source department as noted on the attached code requirements memos.

Sincerely,

Joanna Cortez
Principal Planner

c: Ricky Ramos, Planning Manager
 Steve Boghart, Public Works Dept.
 Mehdi Taheri, Building Division
 Jacob Worthy, Fire Dept.



CITY OF HUNTINGTON BEACH

PROJECT IMPLEMENTATION CODE REQUIREMENTS

DATE: DECEMBER 6, 2025

PROJECT NAME: HUNTINGTON CLUB REMODEL AND BUNGALOWS

PLANNING APPLICATION NO.: PLANNING APPLICATION NO. 22-059

ENTITLEMENTS: CONDITIONAL USE PERMIT NO. 22-011 AND COASTAL DEVELOPMENT PERMIT NO. 22-009

DATE OF PLANS: NOVEMBER 6, 2025

PROJECT LOCATION: 6501 PALM AVE., 92648 NORTH SIDE OF PALM AVE., BETWEEN GOLDENWEST ST. AND SEAPOINT ST.)

PROJECT PLANNER: JOANNA CORTEZ, PRINCIPAL PLANNER

PLAN REVIEWER:

TELEPHONE/E-MAIL: (714) 374-1547/ joanna.cortez@surfcity-hb.org

PROJECT DESCRIPTION: TO REMODEL AN EXISTING PRIVATE GOLF AND TENNIS CLUB FACILITY INCLUDING REMOVING AND REPLACING A SWIMMING POOL, TWO-STORY TENNIS CLUBHOUSE AND ADD FOUR DETACHED BUNGALOWS AND TWO LOFT ON THE SECOND FLOOR OF THE REMODELED CLUBHOUSE FOR LODGING FOR CLUB MEMBERS.

The following is a list of code requirements deemed applicable to the proposed project based on plans stated above. The list is intended to assist the applicant by identifying requirements which must be satisfied during the various stages of project permitting and implementation. A list of conditions of approval adopted by the Planning Commission in conjunction with the requested entitlement(s), if any, will also be provided upon final project approval. If you have any questions regarding these requirements, please contact the Plan Reviewer.

1. The site plan, floor plans, and elevations approved by the Planning Commission shall be the conceptually approved design.
2. Prior to issuance of grading permits, the following shall be completed:
 - a. A Landscape and Irrigation Plan, prepared by a Licensed Landscape Architect shall be submitted to the Community Development Department for review and approval. **(HBZSO Section 232.04)**
 - b. "Smart irrigation controllers" and/or other innovative means to reduce the quantity of runoff shall be installed. **(HBZSO Section 232.04.D)**
 - c. Standard landscape code requirements apply. **(HBZSO Chapter 232)**

- d. All landscape planting, irrigation and maintenance shall comply with the City Arboricultural and Landscape Standards and Specifications. **(HBZSO Section 232.04.B)**
 - e. Landscaping plans should utilize native, drought-tolerant landscape materials where appropriate and feasible. **(HBZSO Section 232.06.A)**
 - f. A Consulting Arborist (approved by the City Landscape Architect) shall review the final landscape tree-planting plan and approve in writing the selection and locations proposed for new trees. Said Arborist signature shall be incorporated onto the Landscape Architect's plans and shall include the Arborist's name, certificate number and the Arborist's wet signature on the final plan. **(Resolution No. 4545)**
 - g. Existing mature trees that are to be removed must be replaced at a 2 for 1 ratio with a 36" box tree or palm equivalent (13'-14' of trunk height for Queen Palms and 8'-9' of brown trunk). (CEQA Categorical Exemption Section 15304)
 - h. In order to comply with the Migratory Bird Treaty Act (MBTA), the Project Applicant/Contractor shall conduct pre-construction nesting bird surveys three days prior to vegetation removal during the nesting bird season (February 1 through August 31).
3. Prior to submittal for building permits, the following shall be completed:
- a. A minimum of 14 days prior to submittal for building permits, an application for address assignment, along with the corresponding application processing fee and applicable plans (as specified in the address assignment application form), shall be submitted to the Community Development Department. **(City Specification No. 409)**
4. Prior to issuance of building permits, the following shall be completed:
- a. All new commercial and industrial development and all new residential development not covered by Chapter 254 of the Huntington Beach Zoning and Subdivision Ordinance, except for mobile home parks, shall pay a park fee, pursuant to the provisions of HBZSO Section 230.20 – *Payment of Park Fee*. The fees shall be paid and calculated according to a schedule adopted by City Council resolution. **(City of Huntington Beach Community Development Department Fee Schedule)**
5. During demolition, grading, site development, and/or construction, the following shall be adhered to:
- a. All Huntington Beach Zoning and Subdivision Ordinance and Municipal Code requirements including the Noise Ordinance. All activities including truck deliveries associated with construction, grading, remodeling, or repair shall be limited to Monday - Saturday 7:00 AM to 7:00 PM. Such activities are prohibited Sundays and Federal holidays. **(HBMC 8.40.090)**
6. The use shall comply with the following:
- a. All activities or uses shall comply with Exterior Noise Standards of Chapter 8.40 of the Municipal Code **(HBMC 8.40.50)**
 - b. Parking lot striping shall comply with Chapter 231 of the Zoning and Subdivision Ordinance and Title 24, California Administrative Code. **(HBZSO Chapter 231)**

- c. The site plan shall include all utility apparatus, such as but not limited to, backflow devices and Edison transformers. Utility meters shall be screened from view from public right-of-ways. Electric transformers in a required front or street side yard shall be enclosed in subsurface vaults. Backflow prevention devices shall be not be located in the front yard setback and shall be screened from view. **(HBZSO Section 230.76)**
- d. All exterior mechanical equipment shall be screened from view on all sides. Rooftop mechanical equipment shall be setback a minimum of 15 feet from the exterior edges of the building. Equipment to be screened includes, but is not limited to, heating, air conditioning, refrigeration equipment, plumbing lines, ductwork and transformers. Said screening shall be architecturally compatible with the building in terms of materials and colors. If screening is not designed specifically into the building, a rooftop mechanical equipment plan showing proposed screening must be submitted for review and approval with the application for building permit(s). **(HBZSO Section 230.76)**
- e. The site plan and elevations shall include the location of all gas meters, water meters, electrical panels, air conditioning units, mailboxes (as approved by the United States Postal Service), and similar items. If located on a building, they shall be architecturally integrated with the design of the building, non-obtrusive, not interfere with sidewalk areas and comply with required setbacks. **(HBZSO Section 230.76)**
- f. All parking area lighting shall be energy efficient and designed so as not to produce glare on adjacent residential properties. Security lighting shall be provided in areas accessible to the public during nighttime hours, and such lighting shall be on a time-clock or photo-sensor system. **(HBZSO 231.18.C)**
- g. Bicycle parking facilities shall be provided in accordance with the provisions of HBZSO Section 231.20 – *Bicycle Parking*. **(HBZSO Section 231.20)**
- h. A Certificate of Occupancy must be approved by the Community Development Department. **(HBMC 17.04.036)**
- i. Signage shall be reviewed and approved under separate permits. **(HBZSO Chapter 233)**
- j. All permanent, temporary, or promotional signs shall conform to Chapter 233 of the HBZSO. Prior to installing any new signs, changing sign faces, or installing promotional signs, applicable permit(s) shall be obtained from the Community Development Department. Violations of this ordinance requirement may result in permit revocation, recovery of code enforcement costs, and removal of installed signs. **(HBZSO Chapter 233)**
- k. Outdoor storage and display of merchandise, materials, or equipment shall be subject to approval of Conditional Use Permit. **(HBZSO Section 230.74)**
- l. Complete all improvements as shown on the approved grading, landscape and improvement plans. **(HBMC 17.05)**
- 7. Conditional Use Permit No. 22-011 and Coastal Development Permit No. 22-009 shall become null and void unless exercised within two (2) years of the date of final approval which is January 27, 2028. An extension of time may be granted by the Community Development Director pursuant to a written request submitted to the Planning Division a minimum 60 days prior to the expiration date. **(HBZSO Section 251.14 and 251.16)**

8. The (development/subdivision) shall comply with all applicable requirements of the Municipal Code, Community Development Department, and Fire Department, as well as all applicable local, State and Federal Codes, Ordinances and standards, except as noted herein. **(City Charter, Article V)**
9. The project shall comply with all applicable requirements of the Municipal Code, Community Development Department and Fire Department, as well as applicable local, State and Federal Fire Codes, Ordinances, and standards, except as noted herein. **(City Charter, Article V)**
10. The applicant shall submit a check in the amount of \$50 for the posting of a Notice of Determination at the County of Orange Clerk's Office. The check shall be made out to the County of Orange and submitted to the Planning Division within two (2) days of the City Council's action. **(California Code Section 15094)**
11. All landscaping shall be maintained in a neat and clean manner, and in conformance with the HBZSO. Prior to removing or replacing any landscaped areas, check with the Departments of Community Development and Public Works for Code requirements. Substantial changes may require approval by the Planning Commission. **(HBZSO Section 232.04)**



CITY OF HUNTINGTON BEACH

PROJECT IMPLEMENTATION CODE REQUIREMENTS

DATE: 03/26/2025

PROJECT NAME: Health and wellness center

PLANNING APPLICATION NO.: PA-2022-0059

ENTITLEMENTS:

PROJECT LOCATION: Huntington Beach, CA 92648

PLAN REVIEWER: Mehdi Taheri, PE, PhD

TELEPHONE/E-MAIL: (714) 374-1538 / Mehdi.Taheri@surfcity-hb.org

The following is a list of code requirements deemed applicable to the proposed project based on plans stated above. The list is intended to assist the applicant by identifying requirements which must be satisfied during the various stages of project permitting and implementation. A list of conditions of approval adopted by the Planning Commission in conjunction with the requested entitlement(s), if any, will also be provided upon final project approval. If you have any questions regarding these requirements, please contact the Plan Reviewer.

➤ **REQUIREMENT:**

1. Development Impact Fees will be required for new construction and commercial/industrial additions.
2. Submit separate plans for all disciplines. If hard copies are submitted, please provide Building 3 sets and MEP 2 sets each
3. Landscape plan is a separate submittal for irrigation and plants only. No accessory structures or flat work will be reviewed on the landscape plans.
4. **All site work for accessibility will be reviewed and inspected based on the approved architectural plans.**
5. All accessory and minor accessory structures including site MEP will be on separate permits.

➤ **CODE REQUIREMENTS BASED ON PLANS & DRAWINGS SUBMITTED:**

1. Project shall comply with the current State building codes adopted by the City at the time of permit application submittal. Currently they are the **2022** California Building Code (CBC), 2022 California Mechanical Code, 2022 California Plumbing Code, 2022 California Electrical Code, 2022 California Energy Code, 2022 California Green Building Standards

Code, and the Huntington Beach Municipal Code (HBMC). Compliance to all applicable state and local codes is required prior to issuance of building permit.

2. Provide all project implementation code requirements and conditions of approval on the approved building plans
3. Project shall comply with the requirements of 2022 CBC for type of construction, allowable area, height, number of stories, occupancy group requirements, exterior wall ratings, and means of egress per the 2022 CBC.
4. Review and provide compliance with Title 17 of the City of Huntington Beach Municipal Code, Building and Construction. This document can be found online at the city's website.
5. For projects that will include multiple licensed professions in multiple disciplines, i.e. Architect and professional engineers for specific disciplines, a Design Professional in Responsible Charge will be requested per the 2022 CBC, Section 107.3.4.
6. In addition to all of the code requirements of the 2022 California Green Building Standards Code, specifically address Construction Waste Management per Sections 4.408.2, 4.408.3, 4.408.4, 5.408.1.1, 5.408.1.2, 5.408.1.3 and Building Maintenance and Operation, Section 5.410. Prior to the issuance of a building permit, the permittee will be required to describe how they will comply with the sections described above. Prior to Building Final Approval, the City will require a Waste Diversion Report per Sections 4.408.5 and 5.408.1.4.
7. The City of Huntington Beach has adopted the 2022 California Green Building Standards Code entirely. Please review Sections 4.106.4.1 for Electric Vehicle (EV) Charging for New Construction, and 5.106.5.3 Electric Vehicle (EV) Charging.
8. The City of Huntington Beach has adopted the 2022 California Green Building Standards Code including section 301.1.1 where all non-compliant fixtures shall be replaced with water conserving fixtures as described in section 403.3.1. Non-compliant fixtures are defined in section 1101.3(c) of the California Civil Code.
9. Where applicable, provide short term and long term bicycle parking spaces (anchored bicycle racks within 200 feet of the visitor's entrance, readily visible to passers-by) [CGBC 5.106.4.1.1 & 5.106.4.1.2 & 5.106.4.1.3].
10. Project must comply with the requirements of 2022 CBC, Chapter 11A and/or 11B for disabled accessibility. A Certified Access Specialist (CAsp) report is recommended and shall be incorporated onto the plans.
11. Complete and provide on the Building Plans the City of Huntington Beach Accessibility Unreasonable Hardship Request Forms (Form A and Form B), based on valuation of the job both forms may be required. The provisions of Section 11B-202.4 Exception 8, apply to existing buildings or facilities used as public buildings, public accommodations, commercial buildings or public housing. When these buildings or facilities undergo alterations, structural repairs, or additions, an accessible path of travel must be provided to the specific area of construction.
12. Minimum required plumbing fixture is per 2022 California Plumbing Code Section 422.1: Which includes number of required water closets, lavatories, urinals, service sinks, and drinking fountains. The total occupant load and occupancy classification shall be determined in accordance with the California Building Code. See 2022 CBC Section 1004 for occupant load calculation.

13. Each building or structure shall be provided with toilet facilities for employees and customers. Requirements for customers and employees shall be permitted to be met with a single set of restrooms accessible to both groups (CPC 422.4).
14. **Exiting Plan & Analysis:** Plans should include an occupant load analysis on the plans and provide an "Exit Plan" to show a clear and dimensioned Means of Egress system that provides a continuous, unobstructed exit from any occupied point in the building to a public way.
15. **Fire-rated Construction:** Plans should clearly identify the locations of the Fire Areas, Fire Walls, Fire Barriers, Fire Partitions, and all Occupancy separations. Provide complete legends and details on the plans.
16. Third party inspection by an independent certified deputy inspector for fire-stopping, fire-resistant.
17. If number of existing parking counts changes between previously approved and proposed plans, a minimum number of parking spaces complying with Section 11B-502 shall be provided in accordance with Table 11B-208.2 (11B-208.2). Accessible parking spaces must meet parking spaces requirements of CBC Chapter 11B.
18. Geotechnical investigation and soils report are required.



CITY OF HUNTINGTON BEACH

PUBLIC WORKS INTERDEPARTMENTAL COMMUNICATION

PROJECT IMPLEMENTATION CODE REQUIREMENTS

DATE: DECEMBER 4, 2025

PROJECT NAME: HUNTINGTON CLUB NEW CLUBHOUSE AND BUNGALOWS

ENTITLEMENTS: CUP 2022-011, CDP 2022-009

PLNG APPLICATION NO. PA-2022-0059

DATE OF PLANS: OCTOBER 6, 2025

PROJECT LOCATION: 6501 PALM AVENUE

PROJECT PLANNER: JOANNA CORTEZ, PRINCIPAL PLANNER

PLAN REVIEWER: STEVE BOGART, SENIOR CIVIL ENGINEER 

TELEPHONE/E-MAIL: 714-374-1692 / SBOGART@SURFCITY-HB.ORG

PROJECT DESCRIPTION: REMODEL AN EXISTING COMMERCIAL RECREATION AND ENTERTAINMENT USE AND CONSTRUCT A NEW THREE-STORY FITNESS CENTER WITH LOFTS ABOVE THE GROUND FLOOR, FOUR DETACHED BUNGALOW UNITS AND A NEW POOL AT AN EXISTING MEMBERSHIP COUNTRY CLUB

The following is a list of code requirements deemed applicable to the proposed project based on plans as stated above. The items below are to meet the City of Huntington Beach's Municipal Code (HBMC), Zoning and Subdivision Ordinance (ZSO), Department of Public Works Standard Plans (Civil, Water and Landscaping) and the American Public Works Association (APWA) Standards Specifications for Public Works Construction (Green Book), and the Orange County Drainage Area management Plan (DAMP). The list is intended to assist the applicant by identifying requirements which shall be satisfied during the various stages of project permitting, implementation and construction. If you have any questions regarding these requirements, please contact the Plan Reviewer or Project Planner.

THE FOLLOWING DEVELOPMENT REQUIREMENTS SHALL BE COMPLETED PRIOR TO ISSUANCE OF A GRADING PERMIT:

1. A Precise Grading Plan, prepared by a Licensed Civil Engineer, shall be submitted to the Public Works Department for review and approval. (MC 17.05/ZSO 230.84) The plans shall comply with Public Works plan preparation guidelines and include the following improvements on the plan:
 - a. Reconstruction of the existing curb ramps at the club's main driveway on Palm Avenue to current ADA standards, per Caltrans Standard Plan A88A. (ZSO 230.84, ADA)
 - b. Reconstruction of the damaged cross gutter at the club's main driveway on Palm Ave, per City Standard Plan 205. (ZSO 230.84, ADA)
 - c. The existing sewer lateral may potentially be utilized if it is of adequate size, conforms to current Public Works Standards and is determined to be in serviceable condition by submitting a video of the existing lateral (to the City Public Works Department for review). If the sewer is

determined to be inadequate, a new sewer lateral shall be installed, connecting to the existing City sewer main in Palm Avenue, per Public Works Standards. (ZSO 230.84)

- d. The existing domestic water services currently serving the existing development may potentially be utilized if they are of adequate size, conform to current standards, and are in working condition as determined by the Water Inspector. If the property owner elects to utilize the existing water service), any non-conforming water services, meters, and backflow protection devices shall be upgraded to conform to the current Water Division Standards. Alternatively, new separate domestic water services, meters and backflow protection devices may be installed per Water Division Standards and shall be sized to meet the minimum requirements set by the California Plumbing Code (CPC) and Uniform Fire Code (UFC) (ZSO 230.84)
2. A Hydrology and Hydraulics Report shall be submitted for Public Works review and approval (10, 25, and 100-year storms shall be analyzed). The drainage improvements shall be designed and constructed as required by the Department of Public Works to mitigate impact of increased runoff due to development, or deficient, downstream systems. Design of all necessary drainage improvements shall provide mitigation for all rainfall event frequencies up to a 100-year frequency. The Hydrology and Hydraulic Report shall include, but not be limited to facilities sizing, limits of attenuation, downstream impacts and other related design features. Runoff shall be limited to existing 25-year flows, which must be established in the hydrology study. If the analyses shows that the City's current drainage system cannot meet the volume needs of the project runoff, the developer shall be required to attenuate site runoff to an amount not to exceed the existing 25-year storm as determined by the hydrology study. As an option, the developer may choose to explore low-flow design alternatives, onsite attenuation or detention, or upgrade the City's storm water system to accommodate the impacts of the new development, at no cost to the City. (ZSO 230.84)
3. Prior to the issuance of any grading or building permits for projects that will result in soil disturbance of one or more acres of land, the applicant shall demonstrate that coverage has been obtained under the Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction and Land Disturbance Activities (Order No. 2009-0009-DWQ) [General Construction Permit] by providing a copy of the Notice of Intent (NOI) submitted to the State of California Water Resources Control Board and a copy of the subsequent notification of the issuance of a Waste Discharge Identification (WDID) Number. Projects subject to this requirement shall prepare and implement a Stormwater Pollution Prevention Plan (SWPPP) conforming to the current National Pollution Discharge Elimination System (NPDES) requirements shall be submitted to the Department of Public Works for review and acceptance. A copy of the current SWPPP shall be kept at the project site and another copy to be submitted to the City. (DAMP)
4. A Project Water Quality Management Plan (WQMP) conforming to the current Waste Discharge Requirements Permit for the County of Orange (Order No. R8-2009-0030) [MS4 Permit] prepared by a Licensed Civil Engineer, shall be submitted to the Department of Public Works for review and acceptance. The WQMP shall address Section XII of the MS4 Permit and all current surface water quality issues.
5. The project WQMP shall include the following:
 - a. Discusses regional or watershed programs (if applicable).
 - b. Addresses Site Design BMPs (as applicable) such as minimizing impervious areas, maximizing permeability, minimizing directly connected impervious areas, creating reduced or "zero discharge" areas, and conserving natural areas.
 - c. Identifies selected Low Impact Development (LID) and Hydromodification (as applicable) BMPS.

- d. Incorporates the *Guidelines for Use of Drywells in Stormwater Management Applications* (if applicable).
 - e. Incorporates the applicable Routine Source and Structural Control BMPs as defined in the Drainage Area Management Plan. (DAMP)
 - f. Incorporates GIS or GPS coordinates for all structural and LID BMPs.
 - g. Describes the long-term operation and maintenance requirements for the Structural and Treatment Control BMPs, including maintenance of BMPs as shown on the landscape plans and are described in the WQMP.
 - h. Identifies the entity that will be responsible for long-term operation, maintenance, repair and/or replacement of the Structural and Treatment Control BMPs.
 - i. Describes the mechanism for funding the long-term operation and maintenance of all the Structural and Treatment Control BMPs.
 - j. Includes an Operations and Maintenance (O&M) Plan for all structural and Treatment Control BMPs including anticipated maintenance costs.
 - k. Vector Control Clearance letter from the Orange County Vector Control stating that they have reviewed the project WQMP and proposed BMPs.
 - l. After incorporating plan check comments of Public Works, three final WQMPs (signed by the owner and the Registered Civil Engineer of record) shall be submitted to Public Works for acceptance. After acceptance, two copies of the final report shall be returned to applicant for the production of a single complete electronic copy of the accepted version of the WQMP on CD media that includes:
 - i. The 11" by 17" Site Plan in .TIFF format (400 by 400 dpi minimum).
 - ii. The remainder of the complete WQMP in .PDF format including the signed and stamped title sheet, owner's certification sheet, Inspection/Maintenance Responsibility sheet, appendices, attachments and all educational material.
 - m. The applicant shall return one CD media (with a copy of the approved WQMP) to Public Works for the project record file.
6. Indicate the type and location of Water Quality Treatment Control Best Management Practices (BMPs) on the Grading Plan consistent with the Project WQMP. The WQMP shall follow the City of Huntington Beach; Project Water Quality Management Plan Preparation Guidance Manual dated June 2008. The WQMP shall be submitted with the first submittal of the Grading Plan.
7. A suitable location, as approved by the City, shall be depicted on the grading plan for the necessary trash enclosure(s). The area shall be paved with an impervious surface, designed not to allow run-on from adjoining areas, designed to divert drainage from adjoining roofs and pavements diverted around the area, and screened or walled to prevent off-site transport of trash. The trash enclosure area shall be covered or roofed with a solid, impervious material. Connection of trash area drains into the storm drain system is prohibited. (DAMP)
8. The development project shall include adequate, accessible, and convenient areas for collecting and loading recyclable materials. Dimensions of trash/recycling enclosure shall accommodate receptacles sufficient to meet the recycling needs of the tenants/occupants, employees, contractors, and customers. Identify on plan where trash collection service will be provided. Provide trash enclosure space to accommodate a sufficient number of commercial dumpsters (82 X 42) for trash, for recycling and for food waste/organics to service all building occupants. Depending on configuration, allow 36-in. between containers if users must walk between bins to deposit refuse.

Allow a minimum of 6-in clearance between containers and enclosure walls. Trash chutes should not be used for food waste/organics. (CA Pub Res Code § 42905, § 42911 (2023)) (HBMC 8.21.175, 8.22.030) (14 CCR 18982)

9. A soils report, prepared by a Licensed Engineer shall be submitted for reference only. (MC 17.05.150)
10. The applicant's grading/erosion control plan shall abide by the provisions of AQMD's Rule 403 as related to fugitive dust control. (AQMD Rule 403)
11. The name and phone number of an on-site field supervisor hired by the developer shall be submitted to the Planning and Public Works Departments. In addition, clearly visible signs shall be posted on the perimeter of the site every 250 feet indicating who shall be contacted for information regarding this development and any construction/grading-related concerns. This contact person shall be available immediately to address any concerns or issues raised by adjacent property owners during the construction activity. That person will be responsible for ensuring compliance with the conditions herein, specifically, grading activities, truck routes, construction hours, noise, etc. Signs shall include the applicant's contact number, regarding grading and construction activities, and "1-800-CUTSMOG" in the event there are concerns regarding fugitive dust and compliance with AQMD Rule No. 403.
12. The applicant shall notify all property owners and tenants within 300 feet of the perimeter of the property of a tentative grading schedule at least 30 days prior to such grading.

**THE FOLLOWING DEVELOPMENT REQUIREMENTS SHALL BE COMPLIED WITH DURING
GRADING OPERATIONS:**

13. An Encroachment Permit is required for all work within the City's right-of-way. (MC 12.38.010/MC 14.36.030)
14. The developer shall coordinate the development of a truck haul route with the Department of Public Works if the import or export of material in excess of 5000 cubic yards is required. This plan shall include the approximate number of truck trips and the proposed truck haul routes. It shall specify the hours in which transport activities can occur and methods to mitigate construction-related impacts to adjacent residents. These plans must be submitted for approval to the Department of Public Works. (MC 17.05.210)
15. Water trucks will be utilized on the site and shall be available to be used throughout the day during site grading to keep the soil damp enough to prevent dust being raised by the operations. (California Stormwater BMP Handbook, Construction Wind Erosion WE-1)
16. All haul trucks shall arrive at the site no earlier than 8:00 a.m. or leave the site no later than 5:00 p.m., and shall be limited to Monday through Friday only. (MC 17.05)
17. Wet down the areas that are to be graded or that is being graded, in the late morning and after work is completed for the day. (WE-1/MC 17.05)
18. The construction disturbance area shall be kept as small as possible. (California Stormwater BMP Handbook, Construction Erosion Control EC-1) (DAMP)
19. All haul trucks shall be covered or have water applied to the exposed surface prior to leaving the site to prevent dust from impacting the surrounding areas. (DAMP)
20. Prior to leaving the site, all haul trucks shall be washed off on-site on a gravel surface to prevent dirt and dust from leaving the site and impacting public streets. (DAMP)
21. Comply with appropriate sections of AQMD Rule 403, particularly to minimize fugitive dust and noise to surrounding areas. (AQMD Rule 403)

22. Wind barriers shall be installed along the perimeter of the site. (DAMP)
23. All construction materials, wastes, grading or demolition debris and stockpiles of soils, aggregates, soil amendments, etc. shall be properly covered, stored and secured to prevent transport into surface or ground waters by wind, rain, tracking, tidal erosion or dispersion. (DAMP)

**THE FOLLOWING DEVELOPMENT REQUIREMENTS SHALL BE COMPLETED PRIOR TO
ISSUANCE OF A BUILDING PERMIT:**

24. A Precise Grading Permit shall be issued. (MC 17.05)
25. A drainage fee for the subject development shall be paid at the rate applicable at the time of Building Permit issuance. The current rate of \$16,798.73 per gross acre is subject to periodic adjustments. This project consists of 6.364 gross acres (including its tributary area portions along the half street frontages) for a total required drainage fee of \$106,907.12. City records indicate the previous use on this property never paid this required fee. Per provisions of the City Municipal Code, this one-time fee shall be paid for all subdivisions or development of land. (MC 14.48)
26. The applicable Orange County Sanitation District Capital Facility Capacity Charge shall be paid to the City Department of Public Works. (Ordinance OCSD-57)

**THE FOLLOWING DEVELOPMENT REQUIREMENTS SHALL BE COMPLETED PRIOR TO FINAL
INSPECTION OR OCCUPANCY:**

27. Complete all improvements as shown on the approved grading improvement plans. (MC 17.05)
28. All new utilities shall be undergrounded. (MC 17.64)
29. All applicable Public Works fees shall be paid at the current rate unless otherwise stated, per the Public Works Fee Schedule adopted by the City Council and available on the city web site at http://www.surfcity-hb.org/files/users/public_works/fee_schedule.pdf. (ZSO 240.06/ZSO 250.16)
30. Prior to grading or building permit close-out and/or the issuance of a certificate of use or a certificate of occupancy, the applicant shall:
 - a. Demonstrate that all structural Best Management Practices (BMPs) described in the Project WQMP have been constructed and installed in conformance with approved plans and specifications.
 - b. Demonstrate all drainage courses, pipes, gutters, basins, etc. are clean and properly constructed.
 - c. Demonstrate that applicant is prepared to implement all non-structural BMPs described in the Project WQMP.
 - d. Provide certifications from the Engineer of Record or Landscape Architect that the LID BMPs were constructed and installed per the approved project plans and specifications. The certifications shall be included in the final WQMP.
 - e. Demonstrate that an adequate number of copies of the approved Project WQMP are available for the future occupiers.
 - f. Demonstrate that the preparer of the WQMP has reviewed the BMP maintenance requirements in Section V of the WQMP with the responsible person and that a copy of the WQMP has been provided to that person. A certification letter from the WQMP preparer may be used to satisfy this condition.

HUNTINGTON BEACH FIRE DEPARTMENT PLANNING COMMENTS

DESCRIPTION: Request is to remodel an existing commercial recreation and entertainment use (The Huntington Club) and construct a new three-story fitness center with loft accommodations above the ground floor and four detached bungalow units.

ADDRESS: 6495 Palm

PA #: 2022-0059

DATE: 11/19/2025

REVIEWER: Jacob Worthy, Deputy Fire Marshal
Jacob.Worthy@surfcity-hb.org

The following is a list of code requirements deemed applicable to the proposed project based on the conceptual plans provided. The list is intended to assist the applicant by identifying requirements which must be satisfied during the various stages of project permitting and implementation. A list of conditions of approval adopted by the Planning Commission in conjunction with the requested entitlement(s), if any, will also be provided upon final project approval. If you have any questions regarding these requirements, please contact the Plan Reviewer.

PRIOR TO DEMOLITION, GRADING, SITE DEVELOPMENT, ISSUANCE OF GRADING PERMITS, BUILDING PERMITS, AND/OR CONSTRUCTION, THE FOLLOWING SHALL BE REQUIRED:

No Changes from comments provided May 2025.

1. Fire Master Plan

The [Fire Master Plan](#) shall be completed and approved prior to precise grading plan or building plan approval.

A separate Fire Master Plan is required for submittal to the HBFD. It shall be a site plan reflecting all the following fire department related items:

- Fire hydrant locations, public and private.
- FDC locations.
- Dimensions from FDC's to hydrants.
- DCDA locations.
- Fire sprinkler riser locations and location of system serving.
- FACP locations.
- Knox box and knox switch locations.
- Gate locations, and opticoms if required.
- Fire lane locations, dimensions, lengths, turning radii at corners and circles/cul-de-sacs
- Fire lane signage and striping.
- Property dimensions or accurate scale.
- Building locations and heights.
- Building addresses and suite addresses. **(FD)**

2. Environmental

City Specification # 429 and 431-92 Soil Clean-Up Standards testing is required. Due to the site having a former oil wells is located less than 200 feet feet from the site, the HBFD will require soil testing conforming to City Specification # 429 and 431-92 Soil Clean-Up Standards is required.

All soils shall conform to City Specification #429 and 431-92 Soil Clean-Up Standards prior to the issuance of a building permit. Building plans shall reference that "All soils shall conform to City Specification # 431-92 Soil Clean-Up Standards" in the plan notes.

Discovery of soil contamination/pipelines, etc., must be reported to the Fire Department immediately and an approved remedial work plan submitted. **(FD)**

Remediation Action Plan. If soil contamination is identified, the applicant must provide a Fire Department approved Remediation Action Plan (RAP) based on requirements found in Huntington Beach *City Specification #431-92, Soil Cleanup Standard*. Upon remediation action plan approval, a rough grading permit may be issued. **(FD)**

Imported Soil Plan. All imported soil shall meet *City Specification #431-92, Soil Cleanup Standards*. An "Imported Soil Work Plan" must be submitted to the Fire Department for review and approval prior to importing any soil from off site. Once approved, the soil source can be sampled per the approved work plan, then results sent to the HBFD for review. No rough grade will be approved prior to the actual soil source approval. Multiple soil sources required separate sampling as per the approved work plan, with no soil being imported until each source has been verified to meet the CS #431-92 requirements. **(FD)**

3. Fire Apparatus Access

The following items shall be completed prior to rough or precise grading plan approval.

Fire Access Roads shall be provided and maintained in compliance with [City Specification # 401](#), *Minimum Standards for Fire Apparatus Access*. Driving area shall be capable of supporting a fire apparatus (75,000 lbs and 12,000 lb point load). Minimum fire access road width is twenty-four feet (24') wide, with thirteen feet six inches (13' 6") vertical clearance. Fire access roads fronting commercial buildings shall be a minimum width of twenty-six feet (26') wide, with thirteen feet six inches (13' 6") vertical clearance. For Fire Department approval, reference and demonstrate compliance with City Specification # 401 *Minimum Standards for Fire Apparatus Access* on the plans. **(FD)**

HBFD Note: The proposed new drive aisle to access the bungalows appears to meet city spec 401.

Maximum Grade for Fire Apparatus Access Roads shall not exceed 10%. (FD)

No Parking shall be allowed in the designated 24 foot wide fire apparatus access road or supplemental fire access per City Specification # 415. For Fire Department approval, reference and demonstrate compliance with City Specification # 415 *Minimum Standards for Fire Apparatus Access* on the plans. (FD)

Fire Lanes, as determined by the Fire Department, shall be posted, marked, and maintained per [City Specification #415](#), *Fire Lanes Signage and Markings on Private, Residential, Commercial and Industrial Properties*. The site plan shall clearly identify all red fire lane curbs, both in location and length of run. The location of fire lane signs shall be depicted. No parking shall be allowed in the designated 24 foot wide fire apparatus access road or supplemental fire access per City Specification # 415. For Fire Department approval, reference and demonstrate compliance with City Specification # 401 *Minimum Standards for Fire Apparatus Access* on the plans. (FD)

Hose Pull Lengths – The fire apparatus access road shall comply with the requirements of Section [503.1.1](#) of the Huntington Beach Fire Code. All access roads shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

HBFD Note: Portions of the new proposed bungalows appear to be more than 150 feet from the proposed fire access road. **If exceeding 150, but remaining below 200 feet, per 503.1.1 as adopted by HBFD, compliance will need to be shown with all require items. Architectural plans will need to show the hose pull distances.**

4. Fire Suppression Systems

The following items shall be completed prior to issuance of a certificate of occupancy.

Fire Extinguishers shall be installed and located in all areas to comply with California Fire Code. The minimum required dry chemical fire extinguisher size is 2A 10BC and shall be installed within 75 feet travel distance to all portions of the building. Extinguishers are required to be serviced or replaced annually. (FD)

Fire Alarm System is required. A building fire alarm system is required. For Fire Department approval, shop drawings shall be submitted to the Fire Department as separate plans for permits and approval. For Fire Department approval, reference and demonstrate compliance with CFC Chapter 9 and NFPA 72 on the plans. A C-10 electrical contractor, certified in fire alarm systems, must certify the system is operational annually. (FD)

Automatic Fire Sprinklers are required. NFPA13 Automatic fire sprinkler systems are required per Huntington Beach Fire Code for new buildings with “fire areas” 5000 square feet or more or for buildings 10,000 square feet or more. An addition of square footage to an existing building also triggers this requirement.

Separate plans (two sets) shall be submitted to the Fire Department for permits and approval.

Automatic fire sprinkler systems must be maintained operational at all times, with maintenance inspections performed quarterly and the system serviced every five years by a state licensed C-16 Fire Protection Contractor.

For Fire Department approval, reference that a fire sprinkler system will be installed in compliance with the California Fire Code, NFPA 13, and City Specification # 420 - *Automatic Fire Sprinkler Systems* in the plan notes.

NOTE: When buildings under construction are more than one (1) story in height and required to have automatic fire sprinklers, the fire sprinkler system shall be installed and operational to protect all floors lower than the floor currently under construction. Fire sprinkler systems for the current floor under construction shall be installed, in-service, inspected and approved prior to beginning construction on the next floor above. Exception: Buildings entirely of Type 1 or Type 2 construction. **(FD)**

Fire Department Connections (FDC) to the automatic fire sprinkler systems shall be located to the front of the building, at least 10 feet from and no farther than 100 feet of a properly rated fire hydrant. **(FD)**

Commercial Food Preparation Fire Protection System required for commercial cooking. Plans (three sets) shall be submitted to the Fire Department as separate plans for permits and approval. Reference compliance with CFC Chapter 9 and *City Specification # 412 Protection Of Commercial Cooking Operations* in the plan notes. **(FD)**

Smoke alarms and Carbon Monoxide alarms are required per CBC and CFC Sections 907.2.11 and 915, respectively.

Emergency Responder Radio Coverage is required throughout all portions of the structure(s) as per Chapter 5 of the CFC. A separate plan must be submitted to the HBFD for method of addressing this requirement. System must be tested, certified and then inspected once building construction is primarily complete but before the certificate of occupancy will be issued. **(FD)**

5. Fire Hydrants and Water Systems

The following items shall be completed prior to issuance of a certificate of occupancy.

Fire Hydrant(s) are required. Hydrants must be portrayed on the site plan. Hydrants shall be installed and in service **before** combustible construction begins. Installation of hydrants and service mains shall meet NFPA 13 and 24, 2022 Edition, Huntington Beach Fire Code Appendix B and C, and [City Specification # 407](#) Fire Hydrant Installation Standards requirements. Private fire hydrants shall not be pressurized by Fire Department Connections to the sprinkler system. The system design shall ensure that recirculation of pressurized water from the hydrant, thru the FDC and back through the sprinkler system supply to the hydrant does not occur. Installation of the private fire service main, including fire department connections, shall meet NFPA 13 and 24, 2022 Edition requirements. Maximum allowed velocity of fire flow in supply piping is 12 fps. The maintenance of private fire hydrants is the responsibility of the owner or facility association. Shop drawings shall be submitted to and approved by the Fire Department. For Fire Department approval, portray the fire hydrants and reference compliance with City Specification #407 Fire Hydrant Installation Standards in the plan notes. **(FD)**

Note: The new area servicing the Bungalows would be the primary area in need of additional fire hydrant(s).

Connection to the Public Water Supply - Separate plans shall be submitted to the Public Works Department detailing the connection, piping, valves and back-flow prevention assembly (DCDA) for approval and permits. Approval by Public Works and the Fire Department must be completed prior to issuance of a grading permit. The dedicated private fire water service off-site improvements shall be shown on a precise grading plan, prepared by a Licensed Civil Engineer. **(FD)**

6. Fire Personnel Access

Main Secured Building Entries shall utilize a KNOX® Fire Department Access Key Box, installed and in compliance with [City Specification #403](#), Fire Access for Pedestrian or Vehicular Security Gates & Buildings. Please reference the [Knox Box ordering Guide](#) for how to purchase. Reference compliance with City Specification #403 - KNOX® Fire Department Access in the building plan notes. **(FD)**

Fire Sprinkler System Controls access shall be provided, utilizing a KNOX® Fire Department Access Key Box, installed and in compliance with City Specification #403, Fire Access for Pedestrian or Vehicular Security Gates & Buildings. The approximate location of the system controls shall be noted on the plans. Reference compliance in the plan notes. **(FD)**

Elevators shall be sized to accommodate an ambulance gurney. Minimum interior dimensions are 7 feet (84") wide by 4 feet 3 inches (51") deep. Minimum door opening dimensions are 3 feet 6 inches (42") wide right or left side opening. Center opening doors require a 4 feet 6 inches (54") width. For Fire Department approval, reference and demonstrate compliance on the building plans. **(FD)**

7. Addressing and Street Names

The following items shall be completed prior to issuance of a certificate of occupancy.

Structure or Building Address Assignments. The Planning Department shall review and make address assignments. The individual dwelling units shall be identified with numbers per [City Specification # 409](#) Street Naming and Address Assignment Process. For Fire Department approval, reference compliance with City Specification #409 Street Naming and Address Assignment Process in the plan notes. **(FD)**

8. Building Construction

The following items shall be completed prior to issuance of a certificate of occupancy.

Emergency Responder Radio Coverage is required throughout all portions of the structure(s) as per Chapter 5 of the CFC. A separate plan must be submitted to the HBFD for method of addressing this requirement. System must be tested, certified and then inspected once building construction is primarily complete but before the certificate of occupancy will be issued. **(FD)**

Emergency Escape and Rescue openings shall be demonstrated for residential occupancies meeting the requirements in CFC 1030.

Stairwell Required Minimum Widths. Standpipe systems in stairwell areas shall not impede code required minimum widths. **(FD)**

Fire Control Room required. Provide a dedicated room for the Fire Department to observe and monitor all systems operations from an integrated annunciator panel. They shall be located in an exterior location that is at grade level and has clear-to-the sky access. **(FD)**

Exit Signs And Exit Path Markings will be provided in compliance with the Huntington Beach Fire Code and Title 24 of the California Administrative Code. Reference compliance in the plan notes. **(FD)**

Gates and Barriers shall be able to open without the use of a key or any special knowledge or effort. Gates and barriers in a means of egress shall not be locked, chained, bolted, barred, latched or otherwise rendered unable to open at times when the building or area served by the means of egress is occupied, and shall swing in the direction of travel when required by the Building Code for exit doors. **(FD)**

Posting Of Room Occupancy is required. Any room having an occupant load of 50 or more where fixed seats are not installed, and which is used for assembly purposes, shall have the capacity of the room posted in a conspicuous place near the main exit per CFC Chapter 10. **(FD)**

Egress Illumination/Emergency Exit Lighting with emergency back-up power is required. Provide means of egress illumination per CBC 1003.2.9. **(FD)**

Exit Ways and Aisles Plan is required for this project. Plans shall be submitted indicating the seating arrangement, location and width of exit ways and aisles for approval and an approved copy of the plan shall be kept on display on the premises. **(FD)**

THE FOLLOWING CONDITIONS SHALL BE MAINTAINED DURING CONSTRUCTION:

- a. [Fire/Emergency Access](#) and [Site Safety](#) shall be maintained during project construction phases in compliance with CFC Chapter 33, Fire Safety During Construction And Demolition. **(FD)**
- b. For buildings higher than a single story above grade, and under construction, an approved automatic sprinkler system shall be installed and shall be fully functional up to one floor below the highest point of construction having secured decking or flooring. [17.56.450](#) **(FD)**

OTHER:

- a. Discovery of additional soil contamination or underground pipelines, etc., must be reported to the Fire Department immediately and the approved work plan modified accordingly in compliance with [City Specification #431-92](#) Soil Clean-Up Standards. **(FD)**
- b. Outside City Consultants: The Fire Department review of this project and subsequent plans may require the use of City consultants. The Huntington Beach City Council approved fee schedule allows the Fire Department to recover consultant fees from the applicant, developer or other responsible party. **(FD)**
- c. **Please note that these comments are based on the limited, conceptual plans provided. There may be additional comments and requirements upon receipt of further information and/or at the time of full architectural plan submittal.**

Fire Department City Specifications may be obtained
through the City's website at:

www.huntingtonbeachca.gov/hbfd-city-specifications

If you have any questions, please contact the Fire Prevention Division at (714) 536-5411.