**STAFF REPORT**

**MEETING DATE:** October 29, 2025

**PREPARED FOR:** Sleepy Hollow Fire Protection District, Board of Directors

**PREPARED BY:** Robert Bastianon, Ross Valley Fire Department, Sr. Fire Inspector

**SUBJECT:** Introduce, Waive First Reading, and Read by Title Only Ordinance 2025-4 to Adopt The 2025 Edition of the California Fire Code and Portions of the 2024 International Fire Code with Certain Local Amendments and Additions.

**RECOMMENDATION**

1. That the Board of Directors introduce, waive first reading and read by title only, the proposed ordinance.
2. That the Board of Directors schedule a public hearing for November 20, 2025 regarding the adoption of the ordinance.

**DISCUSSION**

This item involves consideration of an ordinance, which would adopt the 2025 Edition of the California Fire Code and 2024 International Fire Code with certain local amendments and additions. This adoption process is required by the Board of Directors to stay current with the minimum requirements of the State of California building and fire standards as determined by the California Building Standards Commission.

Every three years the California Building Standards Commissions publishes model codes such as the California Fire Code, Building Code, Mechanical Code, Plumbing Code, etc. Once published, local agencies have 180 days to make additions or amendments based on local conditions. If no changes are made during this 180-day window, the model codes become effective. Based on the 180-day cycle, we have until January 1, 2026 to make local changes.

For the last nine code adoption cycles, the Marin County Fire Prevention Officers have met and cooperatively reviewed the model code. This proposed ordinance represents a cooperative effort to develop standard ordinance language. While some minor changes occur between jurisdictions, the end result is a more consistent and cooperative approach to fire safety issues, making it easier for contractors and developers to work with each jurisdiction. The local amendments included in the ordinance do not represent any significant changes from the current Code.

**Summary Text of Ordinance**

Other than the new code references, there are no significant changes in the proposed Ordinance language as compared to the last Ordinance 2022-8 adopted by the Board of Directors in 2022. The Fire Code is arranged and organized to follow sequential steps that generally occur during plan review or inspection. The 2024 International Fire Code (IFC), which California adopts with amendments as the 2025 California Fire Code, has again been organized into 7 parts. Each part represents a broad subject matter and includes the chapters that logically fit under the subject matter of each part. The 2024 IFC was organized to allow for future chapters to be conveniently and logically expanded without requiring a major renumbering. Therefore this code adoption, as in past adoptions, results in some renumbering.

Proposed new changes to the Ordinance include:

* Adoption of the 2025 Edition of the California Fire Code and 2024 International Fire Code with certain local amendments and additions.
* (New) Amend Chapter 5, Section 503.2.1 requiring 15 feet of vertical clearance over fire lanes.
* (New) Amend Chapter 5, Section 510.1 by deleting Exception #4. Emergency responder radio coverage in single story buildings less than 12,000 square feet.
* (New) Adopt Appendix D - Fire Apparatus Access Roads

**FISCAL IMPACT**

None

**CALIFORNIA ENVIRONMENTAL QUALITY ACT**

The Board of Directors has determined that adoption of the proposed ordinance is exempt from the California Environmental Quality Act because it has no potential for causing a significant effect on the environment (California Code of Regulations, Title 14, § 15061(b)(3)).

**ATTACHMENTS**

Draft Ordinance# 2025-4