



CITY of CALABASAS

## PUBLIC SAFETY COMMISSION AGENDA REPORT

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**DATE:** FEBRUARY 1, 2024

**TO:** MEMBERS OF THE PUBLIC SAFETY COMMISSION

**FROM:** MICHAEL DYER, PUBLIC SAFETY AND PREPAREDNESS DIRECTOR  
DEBBIE LARSON, PUBLIC SAFETY COORDINATOR

**SUBJECT:** HOA SECURITY GATES WITH SECONDARY ACCESS IN THE CITY OF CALABASAS

**MEETING  
DATE:** FEBRUARY 5, 2024

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### **SUMMARY RECOMMENDATION:**

Review the report on HOA security gates with secondary access in the City of Calabasas prior to submission to Council.

### **BACKGROUND:**

The purpose of this report is to brief the Public Safety Commission about staff's efforts to work with Homeowners Associations to develop emergency procedures to open secondary security gates and allow access and egress by citizens in the event of a mandatory evacuation or as a short-term traffic alternative if the main access/egress route is closed due to an emergency.

In the recently approved Safety Element of the Calabasas General Plan, the City has identified several communities that have secondary access routes and are restricted by gated entry. These communities pose logistical challenges when coordinating disaster response by first responders and necessary egress for residents when requested.

The communities identified with secondary access/egress security gates are:

- A. The Estates at the Oaks: Parkway Calabasas Gate.** This is an unmanned mechanical gate providing access from the Oaks into The Estates at the Oaks. The guard house has control of this gate, and should be opened to allow Oaks residents access through The Estates at the Oaks to the Prado del Grandioso gate.

- B. The Estates at the Oaks: Prado del Grandioso Gate.** This allows emergency traffic flow from The Oaks and The Estates at the Oaks to Calabasas Park Estates, which is accessed via an unmanned emergency gate on Normans Way.
- C. Calabasas Park Estates: Normans Way Gate.** This allows emergency traffic from the Oaks traveling through The Estates at the Oaks then down through Calabasas Park Estates out to Dry Canyon Cold Creek.
- D. Calabasas Park Estates: Cordova Gate.** This allows emergency traffic from Calabasas Park Estates to Dry Canyon Cold Creek Road.
- E. Calabasas Park Estates: Paseo Primario Gate:** This is a 24/7 guarded gate at Calabasas Park Estates that allows Calabasas Hills residents to enter and evacuate through Calabasas Park Estates on Paseo Primario Dr to Cordova Dr to the Cordova Gate.
- F. Westridge/Vista Pointe: Park Granada Gate.** This allows emergency traffic flow from Vista Pointe through Westridge and Westridge out to Vista Pointe to Parkway Calabasas if needed.

**DISCUSSION/ANALYSIS:**

During emergencies that impact major transportation routes, traffic management is critical, for both the regularly occurring travelers already on the road, and especially for anyone suddenly traveling out of an area that has been ordered evacuated due to an emergency. Traffic management also plays a key role as an emergency comes under control and transitions from response to recovery.

**Long Term Partial or Complete Closure of Parkway Calabasas**

**Partial Closure**

A complete closure of Parkway Calabasas should be avoided. Closing just one side of Parkway Calabasas at a time would still allow one lane of through traffic in both directions on either the East or West side. Calabasas Public Works would assist LASD with the required cones, signs and contracted security personnel as needed to direct the flow of traffic.

**Complete Closure**

In the event that both the East and West sides of Parkway Calabasas must be closed, a **temporary** traffic flow plan shall be implemented with the cooperation of several adjoining communities by opening their respective secondary access gates.

**Status**

On Saturday, February 4, 2023, the Las Virgenes Municipal Water District experienced a break on a 16-inch steel water transmission main along Parkway Calabasas that resulted in the complete closure of both eastbound and westbound lanes for approximately 8 hours.

Since the watermain break in February 2023, staff has met with HOA representatives from Westridge, The Estates at the Oaks, The Oaks, Calabasas Hills, and Calabasas Park Estates to discuss emergency procedures for the opening of the secondary access gates and maintaining security.

Draft Emergency Traffic Management Plans and security gate maps have been shared with Westridge HOA Board members, The Estate at the Oaks Executive Board, The Oaks HOA President and General Manager, and Calabasas Park Estates HOA President. Follow up discussions are needed to institutionalize emergency procedures and exercise opening of the gates.

A previous training exercise to have the Westridge HOA open the Westridge secondary access gate was concluded in June 2023.

**Recommendations**

1. In order to ensure the safety of all affected residents, the process of opening the identified emergency gates shall be exercised on an annual basis.
2. Knox boxes and locks will also be checked to ensure they are present and operational and will coincide with the City's annual Emergency Operations Center Exercises.
3. Staff will collaborate with security companies to have emergency procedures in place to open primary access and secondary access security gates if requested during an evacuation or emergency.
4. Staff will collaborate with HOAs to provide the City with updated contact information of designated security companies, board members and property management representatives who have the combination lock code or key for their respective gates.
5. City staff to notify residents via Finalsite (Blackboard) Connect about access and egress routes and areas to avoid in the event of an emergency.
6. Achieve HOA cooperation in opening of secondary access gates during emergencies.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Currently, there is no fiscal impact.

**REQUESTED ACTION:**

Review the report on HOA security gates with secondary access in the City of Calabasas.

**ATTACHMENT:**

Map Secondary Access/Ingress Emergency Evacuation Gates