D-4 SHADYRIDGE/HOME ACRES BUFFER ZONE VEHICLE GATES

Approved By:	Issued Date:	Revision Date:	Prior Reference:
City Manager	03/22/2005	04/30/2026	MAP CM-30

PURPOSE

To provide procedures for opening the Shadyridge/Home Acres Buffer Zone vehicle gates (hereinafter referred to as the "Buffer Zone") in the event access to State Route 118 (SR 118) is completely closed to entry or exit from Hitch Boulevard; when Hitch Boulevard is closed due to an emergency situation preventing access to SR 118; or when the Ventura County Fire Protection District and/or Ventura County Sheriff's Office have ordered the evacuation of Home Acres and/or the Shadyridge Drive area.

GUIDELINES

1. Moorpark City staff, Ventura County Sheriff's Office, and the Ventura County Fire Protection District are authorized to open the Buffer Zone vehicle gates in situations outlined in this Administrative Policy.

2. When SR 118 is closed at Hitch Boulevard, preventing vehicles from entering and/or exiting the Home Acres area, the Buffer Zone vehicle gates will be opened.

3. The vehicle gates may also be opened to facilitate the evacuation of the Home Acres or Shadyridge Drive areas in the event of an emergency, including but not limited to flooding, fires, or hazardous material spills.

4. When the vehicle gates are open, access through the gates will be restricted to City staff, Home Acres residents, Moorpark Unified School District (MUSD) school buses, law enforcement and other emergency agencies, and any other entity authorized under an existing agreement with the City or approved at the City's discretion.

5. The City will ensure that the Ventura County Sheriff's Office and the Ventura County Fire Protection District have access to the Buffer Zone vehicle gates by issuing a gate key or maintaining a lock box at the gate.

6. This Administrative Policy is not intended at any time to allow SR 118 traffic to be diverted through the Buffer Zone without meeting certain criteria as outlined in this policy.

PROCEDURES

1. Requests to open the vehicle gates should be directed to the Parks and Recreation Director for action. In the absence of the Parks and Recreation Director, such requests should be directed to the City Manager, Assistant City Manager, Public Works Director, or other available Department Heads. The Moorpark Police Chief or Fire Chief are also authorized to open the Buffer Zone vehicle gates. If a request

to open the Buffer Zone vehicle gates takes place during non-business hours, the staff person who receives the initial request shall notify one of the authorized individuals above or their supervisor.

1.A. – Activation/Closure Notifications (Internal + Partner Agencies)

When opened or closed by City staff, or staff is notified of an opening/closure by an authorized partner agency, the staff member must immediately notify:

1. City Manager / Assistant City Manager (or designee)
2. Police Chief (Ventura County Sheriff's Office), Fire Chief (Ventura County Fire Protection District), and California Highway Patrol (CHP)
3. Parks & Recreation, Public Works (if traffic control/signage needed), and on-call staff
4. City PIO / Communications lead (to prepare messaging if needed)
5. City answering service (so they can answer resident calls consistently)
6. MUSD transportation contact

When opened/closed by the Ventura County Sheriff's Office or Ventura County Fire Protection District personnel, notification to the City Manager / Assistant City Manager (or designee) is required.

Notification to the aforementioned individuals should include the following information:

- Time opened/closed
- Reason (SR-118 closure / evacuation / other)
- Who authorized opening (City vs Sheriff vs Fire)
- Any restrictions (resident-only, buses, emergency traffic)
- Expected duration / next update time (even if "unknown")

2. As soon as vehicle traffic access to Home Acres is restored via SR 118 or Hitch Boulevard, and residents are able to enter and exit Home Acres by at least one direction (either a right or a left turn onto SR 118), the Buffer Zone vehicle gates will be closed to all vehicular traffic. Appropriate closure notification should be communicated as outlined in 1.A. above.

3. When the Buffer Zone vehicle gates are open, a City staff person and/or a Deputy Sheriff may be assigned at the gate to ensure that vehicle passage through the Buffer Zone is consistent with this Administrative Policy. If a City staff person or Ventura County Sheriff's Office personnel are not available, signage may be placed at the gate entrances.

4. When the Buffer Zone vehicle gates are opened pursuant to this Administrative Policy, City staff will post signs as soon as possible (signs are stored at the Moorpark Public Services Facility, 627 Fitch Ave) at the corner of Shadyridge Drive and Mountain Trail Street stating, "Buffer Zone Open - Slow Speeds." When the Buffer Zone vehicle gates are relocked, the "Open" sign will be replaced with a sign stating, "Buffer Zone Vehicle Gates Closed" to alert motorists and discourage

drivers from traveling down Shadyridge Drive when the gates are not open. The "Closed" sign will be removed by the next calendar day, even if that day falls on a holiday or weekend.

5. The California Department of Transportation (Caltrans) or California Highway Patrol (CHP) is required to immediately notify the City of Moorpark, Ventura County Sheriff's Office, Ventura County Fire Protection District, and Moorpark Unified School District (MUSD) when it has information about a closure on SR 118 between Tierra Rejada Road and Hitch Boulevard. MUSD will be requested to notify parents and guardians of affected MUSD students about any changes in school bus routes or procedures as it deems necessary.

6. A copy of this Administrative Policy and any revisions shall be provided to the Moorpark City Council, Police Chief, Ventura County Sheriff's Office Watch Commander, Ventura County Fire Protection District Stations 40 and 42, the Fire Chief, Moorpark Unified School District Superintendent and transportation coordinator, Caltrans, CHP, and the City answering service.

APPENDIX

Immediate Notifications (Sample)

1. City Manager / Assistant City Manager (or designee)
Name/Contact: _____ Time notified: _____ Method: ☐ Call ☐ Text ☐ Email

2. Police Chief (Ventura County Sheriff's Office), Fire Chief (Ventura County Fire Protection District), and CHP

- **Sheriff's Office** — Time: _____ Method: ☐ Call ☐ Text ☐ Email
- **Fire District** — Time: _____ Method: ☐ Call ☐ Text ☐ Email
- **CHP** — Time: _____ Method: ☐ Call ☐ Text ☐ Email

3. Parks or Public Works on-call / Streets (if traffic control/signage needed)
Time: _____ Needed? ☐ Yes ☐ No Method: ☐ Call ☐ Text ☐ Email

4. City PIO / Communications lead (if messaging needed)
Time: _____ Needed? ☐ Yes ☐ No Method: ☐ Call ☐ Text ☐ Email

5. City answering service (consistent resident messaging) (800) 278-3347)
Time: _____ Method: ☐ Call ☐ Email

6. MUSD transportation contact
Time: _____ Method: ☐ Call ☐ Text ☐ Email

B) Partner Agency Open/Close Requirement (when not initiated by City) If opened/closed by CHP / Sheriff / Fire:

Confirmation received that City Manager / Assistant City Manager (or designee) has been notified
By (Agency/Name): _____ Time: _____
Method: ☐ Call ☐ Text ☐ Email

C) Required Information to Include in Every Notification (Opening or Closure)
☐ **Time opened/closed:** _____
☐ **Reason:** ☐ SR-118 closure ☐ Evacuation ☐ Emergency response ☐ Other: _____
☐ **Authorized by:** ☐ City ☐ Sheriff ☐ Fire ☐ CHP ☐ Caltrans (Name/Title if known): _____
☐ **Restrictions (if any):** ☐ None ☐ Resident-only ☐ Buses ☐ Emergency traffic ☐ Other: _____
☐ **Expected duration / next update time:** _____ (or "Unknown; next update at ____")



1" = 186 ft		**01/08/2026**	

This map may represent a visual display of related geographic information. Data provided here is not a guarantee of actual field conditions. To ensure complete accuracy, please contact the responsible staff for the most up-to-date information.