

CITY OF SOLANA BEACH

SOLANA BEACH CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY,
PUBLIC FINANCING AUTHORITY, & HOUSING AUTHORITY



AGENDA

Joint REGULAR Meeting
Wednesday, March 22, 2023 * 6:00 p.m.

City Hall / Council Chambers, 635 S. Highway 101, Solana Beach, California

- City Council meetings are video recorded and archived as a permanent record. The [video](#) recording captures the complete proceedings of the meeting and is available for viewing on the City's website.
- Posted Reports & Supplemental Docs contain records up to the cut off time prior to meetings for processing new submittals. Complete records containing meeting handouts, PowerPoints, etc. can be obtained through a [Records Request](#).

PUBLIC MEETING ACCESS

The Regular Meetings of the City Council are scheduled for the 2nd and 4th Wednesdays and are broadcast live. The video taping of meetings are maintained as a permanent record and contain a detailed account of the proceedings. Council meeting tapings are archived and available for viewing on the City's [Public Meetings](#) webpage.

WATCH THE MEETING

- Live web-streaming: Meetings web-stream live on the City's website on the City's [Public Meetings](#) webpage. Find the large Live Meeting button.
- Live Broadcast on Local Govt. Channel: Meetings are broadcast live on Cox Communications - Channel 19 / Spectrum (Time Warner)-Channel 24 / AT&T U-verse Channel 99.
- Archived videos online: The video taping of meetings are maintained as a permanent record and contain a detailed account of the proceedings. Council meeting tapings are archived and available for viewing on the City's [Public Meetings](#) webpage.

AGENDA MATERIALS

A full City Council agenda packet including relative supporting documentation is available at City Hall, the Solana Beach Branch [Library](#) (157 Stevens Ave.), La Colonia Community Ctr., and online www.cityofsolanabeach.org. Agendas are posted at least 72 hours prior to regular meetings and at least 24 hours prior to special meetings. Writings and documents regarding an agenda of an open session meeting, [received](#) after the official posting, and distributed to the Council for consideration, will be made available for public viewing at the same time. In addition, items received at least 1 hour 30 minutes prior to the meeting time will be uploaded online with the agenda posting. Materials submitted for consideration should be forwarded to the [City Clerk's Department](#) 858-720-2400. The designated location for viewing of hard copies is the City Clerk's office at City Hall during normal business hours.

PUBLIC COMMENTS

Written correspondence (supplemental items) regarding an agenda item at an open session meeting should be submitted to the City Clerk's Office at clerkoffice@cosb.org with a) Subject line to include the meeting date b) Include the Agenda Item # as listed on the Agenda.

- Correspondence received after the official posting of the agenda, but two hours prior to the meeting start time, on the meeting day, will be distributed to Council and made available online along with the agenda posting. All submittals received before the start of the meeting will be made part of the record.
- Written submittals will be added to the record and not read out loud.

And/Or

Verbal Comment Participation:

Please submit a speaker slip to the City Clerk prior to the meeting, or the announcement of the Section/Item, to provide public comment. Allotted times for speaking are outlined on the speaker's slip for each agenda section: Oral Communications, Consent, Public Hearings and Staff Reports.

Public speakers have 3 minutes each to speak on each topic. Time may be donated by another individual

who is present at the meeting to allow an individual up to 6 minutes to speak. Group: Time may be donated by two individuals who are present at the meeting allowing an individual up to 10 minutes to speak. Group Hearings: For public hearings only, time may be donated by two individuals who are present at the meeting allowing an individual up to 15 minutes to speak.

SPECIAL ASSISTANCE NEEDED

In compliance with the Americans with Disabilities Act of 1990, persons with a disability may request an agenda in appropriate alternative formats as required by Section 202. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the [City Clerk's office](#) (858) 720-2400 at least 72 hours prior to the meeting.

As a courtesy to all meeting attendees, please set all electronic devices to silent mode and engage in conversations outside the Council Chambers.

<u>CITY COUNCILMEMBERS</u>		
Lesa Heebner Mayor		
David A. Zito Deputy Mayor / Councilmember District 1		Jewel Edson Councilmember District 3
Kristi Becker Councilmember District 2		Jill MacDonald Councilmember District 4

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

SPEAKERS:

Please submit your speaker slip to the City Clerk prior to the meeting or the announcement of the Item. Allotted times for speaking are outlined on the speaker's slip for Oral Communications, Consent, Public Hearings and Staff Reports.

READING OF ORDINANCES AND RESOLUTIONS:

Pursuant to [Solana Beach Municipal Code](#) Section 2.04.460, at the time of introduction or adoption of an ordinance or adoption of a resolution, the same shall not be read in full unless after the reading of the title, further reading is requested by a member of the Council. If any Councilmember so requests, the ordinance or resolution shall be read in full. In the absence of such a request, this section shall constitute a waiver by the council of such reading.

CALL TO ORDER AND ROLL CALL:

CLOSED SESSION REPORT:

FLAG SALUTE:

APPROVAL OF AGENDA:

PROCLAMATIONS/CERTIFICATES: *Ceremonial*

None at the posting of this agenda

PRESENTATIONS: Ceremonial items that do not contain in-depth discussion and no action/direction.

None at the posting of this agenda

ORAL COMMUNICATIONS:

Comments relating to items on this evening's agenda are taken at the time the items are heard. This portion of the agenda provides an opportunity for members of the public to address the City Council on items relating to City business and not appearing on today's agenda by submitting a speaker slip (located on the back table) to the City Clerk. Pursuant to the Brown Act, no action shall be taken by the City Council on public comment items. Council may refer items to the City Manager for placement on a future agenda. The maximum time allotted for each presentation is THREE MINUTES. No donations of time are permitted (SBMC 2.04.190). Please be aware of the timer light on the Council Dais.

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

An opportunity for City Council to make brief announcements or report on their activities. These items are not agendized for official City business with no action or substantive discussion.

A. CONSENT CALENDAR: (Action Items) (A.1. - A.6.)

Items listed on the Consent Calendar are to be acted in a single action of the City Council unless pulled for discussion. Any member of the public may address the City Council on an item of concern by submitting to the City Clerk a speaker slip (located on the back table) before the Consent Calendar is addressed. Those items removed from the Consent Calendar by a member of the Council will be trailed to the end of the agenda, while Consent Calendar items removed by the public will be heard immediately after approval of the Consent Calendar to hear the public speaker.

All speakers should refer to the public comment section at the beginning of the agenda for details. Please be aware of the timer light on the Council Dais.

A.1. Minutes of the City Council.

Recommendation: That the City Council

1. Approve the Minutes of the City Council meetings held on February 22, 2023 and February 25, 2023.

[Item A.1. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

A.2. Register Of Demands. (File 0300-30)

Recommendation: That the City Council

1. Ratify the list of demands for February 25, 2023 – March 03, 2023.

[Item A.2. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

A.3. General Fund Adopted Budget for Fiscal Year 2022/2023 Changes. (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the Fiscal Year 2022/2023 General Fund Adopted Budget.

[Item A.3. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

A.4. Housing Element Annual Progress Report and Housing Successor Annual Report for Fiscal Year 2021/22. (File 0610-10)

Recommendation: That the City Council

1. Adopt **Resolution 2023-039** approving the 2022 Housing Element Annual Progress Report and the 2021/22 Housing Successor Annual Report as submitted and directing City Staff to file the report with the California Department of Housing and Community Development and the Governor's Office of Planning and Research.

[Item A.4. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

A.5. Lomas Santa Fe East Side Construction Contract. (File 0820-15)

Recommendation: That the City Council

1. Adopt **Resolution 2023-035**:
 - a. Authorizing the City Manager to execute an amendment to the Professional Services Agreement, for an increase of \$148,480, with Michael Baker International for the preparation of a set of bid documents for the east side of the project, which would extend from Santa Helena to Highland Drive.
 - b. Appropriating \$148,480 to the Lomas Santa Fe Corridor Improvement CIP project from Gas Tax.
 - c. Authorizing the City Treasurer to amend the Fiscal Year 2022/23 Adopted Budget accordingly.

[Item A.5. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

A.6. Americans with Disability Act (ADA) Pedestrian Ramps Construction Contract. (File 0820-20)

Recommendation: That the City Council

1. Adopt **Resolution 2023-034**:
 - a. Awarding a construction contract to Portillo Concrete in the amount of \$55,000 for the ADA Pedestrian Ramps, Bid No. 2023-02.
 - b. Approving an amount of \$5,500 for construction contingency.
 - c. Authorizing the City Manager to execute the construction contract on behalf of the City.
 - d. Appropriating \$8,926 to the Federal Grants revenue account and to the ADA Pedestrian Ramps CIP project, both in the CDBG fund.
 - e. Appropriating \$5,874 to the ADA Pedestrian Ramps CIP project from Gas Tax.
 - f. Authorizing the City Treasurer to amend the FY 2022/23 Adopted Budget accordingly.

[Item A.6. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

NOTE: The City Council shall not begin a new agenda item after 10:30 p.m. unless approved by a unanimous vote of all members present. (SBMC 2.04.070)

B. PUBLIC HEARINGS: (B.1.)

This portion of the agenda provides citizens an opportunity to express their views on a specific issue as required by law after proper noticing by submitting a speaker slip (located on the back table) to the City Clerk. After considering all of the evidence, including written materials and oral testimony, the City Council must make a decision supported by findings and the findings must be supported by substantial evidence in the record. An applicant or designee(s) for a private development/business project, for which the public hearing is being held, is allotted a total of fifteen minutes to speak, as per SBMC 2.04.210. A portion of the fifteen minutes may be saved to respond to those who speak in opposition. *All other speakers should refer to the public comment section at the beginning of the agenda for time allotment.* Please be aware of the timer light on the Council Dais.

B.1. Public Hearing: 722 W. Solana Circle, Applicant: JWK Holdings, Inc., Case: DRP22-004. (File 0600-40)

The proposed project meets the minimum zoning requirements under the under the Park Del Mar Development regulations and the underlying SBMC, could be found to be consistent with the General Plan and could be found, as conditioned, to meet the discretionary findings required as discussed in this report to approve a DRP. Therefore, Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15303 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt **Resolution 2023-037** conditionally approving a DRP to demolish a single-family residence, construct a replacement one-story, single-family residence with an attached two-car garage and perform associated site improvements at 722 W. Solana Circle.

[Item B.1. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

C. STAFF REPORTS: (C.1. – C.3.)

Submit speaker slips to the City Clerk.

All speakers should refer to the public comment section at the beginning of the agenda for time allotments. Please be aware of the timer light on the Council Dais.

C.1. Mid-Year Budget Adjustments for Fiscal Year 2022/23. (File 0330-30)

Recommendation: That the City Council

1. Adopt **Resolution 2023-023**:
 - a. Authorizing creation of the Principal Human Resources Analyst position and job description.
 - b. Approving adjustments to the Fiscal Year (FY) 2022/23 Executive and Management Salary Schedule (Exhibit B).
 - c. Approving revised appropriations in the FY 2022/23 Adopted Budget.
 - d. Authorize the City Treasurer to amend the FY 2022/23 Adopted Budget accordingly.
 - e. Authorize an adjustment to the FY 2022/23 Executive and Management Salary Schedule to add Principal Human Resources Analyst position at pay grade M4 on the Management Employees' Salary and Classification Plan.
 - f. Authorize the move of the Human Resources Manager position to pay grade M4-A of the Management Employees' Salary and Classification Plan.
 - g. Authorize the move of the Finance Manager position to pay grade M6 of the Management Employees' Salary and Classification Plan.
 - h. Authorize the reclassification of the temporary Help Desk Management Assistant position to a regular/part-time Help Desk Management Assistant position at pay grade MIS-92 on the Miscellaneous Employees' Salary and Classification Plan.

[Item C.1. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

C.2. Age-Friendly Solana Beach Action Plan. (File 0220-30)

Recommendation: That the City Council

1. Adopt **Resolution 2023-038** adopting the Age-Friendly Solana Beach Action Plan.

[Item C.2. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

C.3. Short Term Vacation Rental (STVR) Ordinance Discussion. (File 0610-15)

THIS ITEM HAS BEEN REMOVED FROM THE AGENDA

WORK PLAN COMMENTS:

Adopted June 22, 2022

COMPENSATION & REIMBURSEMENT DISCLOSURE:

GC: Article 2.3. Compensation: 53232.3. (a) Reimbursable expenses shall include, but not be limited to, meals, lodging, and travel. 53232.3 (d) Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency "City" at the next regular meeting of the legislative body.

COUNCIL COMMITTEE REPORTS: [Council Committees](#)

REGIONAL COMMITTEES: (outside agencies, appointed by this Council)

- a. City Selection Committee (meets twice a year) Primary-Heebner, Alternate-Edson
- b. Clean Energy Alliance (CEA) JPA: Primary-Becker, Alternate-Zito
- c. County Service Area 17: Primary-MacDonald, Alternate-Edson
- d. Escondido Creek Watershed Authority: Becker / Staff (no alternate).
- e. League of Ca. Cities' San Diego County Executive Committee: Primary-MacDonald, Alternate-Becker. Subcommittees determined by its members.
- f. League of Ca. Cities' Local Legislative Committee: Primary-MacDonald, Alternate-Becker
- g. League of Ca. Cities' Coastal Cities Issues Group (CCIG): Primary-MacDonald, Alternate-Becker
- h. North County Dispatch JPA: Primary-MacDonald, Alternate-Becker
- i. North County Transit District: Primary-Edson, Alternate-MacDonald
- j. Regional Solid Waste Association (RSWA): Primary-Zito, Alternate-MacDonald
- k. SANDAG: Primary-Heebner, 1st Alternate-Zito, 2nd Alternate-Edson. Subcommittees determined by its members.
- l. SANDAG Shoreline Preservation Committee: Primary-Becker, Alternate-Zito
- m. San Dieguito River Valley JPA: Primary-MacDonald, Alternate-Becker
- n. San Elijo JPA: Primary-Zito, Primary-Becker, Alternate-City Manager
- o. 22nd Agricultural District Association Community Relations Committee: Primary-Edson, Primary-Heebner

STANDING COMMITTEES: (All Primary Members) (Permanent Committees)

- a. Business Liaison Committee – Zito, Edson
- b. Fire Dept. Management Governance & Organizational Evaluation – Edson, MacDonald
- c. Highway 101 / Cedros Ave. Development Committee – Heebner, Edson
- d. Parks and Recreation Committee – Zito, Becker
- e. Public Arts Committee – Edson, Heebner
- f. School Relations Committee – Becker, MacDonald
- g. Solana Beach-Del Mar Relations Committee – Heebner, Edson

CITIZEN COMMISSION(S)

- a. Climate Action Commission – Zito, Becker

ADJOURN:

Next Regularly Scheduled Meeting is April 12, 2023

Always refer to the City's website Event Calendar for an updated schedule or contact City Hall. www.cityofsolanabeach.org 858-720-2400

AFFIDAVIT OF POSTING

I, Angela Ivey, City Clerk of the City of Solana Beach, do hereby certify that this Agenda for the March 22, 2023 Council Meeting was called by City Council, Successor Agency to the Redevelopment Agency, Public Financing Authority, and the Housing Authority of the City of Solana Beach, California, was provided and posted on March 15, 2023 at 3:15 p.m. on the City Bulletin Board at the entrance to the City Council Chambers. Said meeting is held at 6:00 p.m., March 22, 2023, in the Council Chambers, at City Hall, 635 S. Highway 101, Solana Beach, California.

Angela Ivey, City Clerk
City of Solana Beach, CA

UPCOMING CITIZEN CITY COMMISSION AND COMMITTEE MEETINGS:

Regularly Scheduled, or Special Meetings that have been announced, are posted on each Citizen Commission's Agenda webpage. See the [Citizen Commission's Agenda webpages](#) or the City's Events [Calendar](#) for updates.

- **Budget & Finance Commission**
- **Climate Action Commission**
- **Parks & Recreation Commission**
- **Public Arts Commission**
- **View Assessment Commission**

CITY OF SOLANA BEACH
**SOLANA BEACH CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY,
PUBLIC FINANCING AUTHORITY, & HOUSING AUTHORITY**



MINUTES

Joint REGULAR Meeting
Wednesday, February 22, 2023 * 6:00 p.m.

City Hall / Council Chambers, 635 S. Highway 101, Solana Beach, California

Minutes contain a summary of significant discussions and formal actions taken at a City Council meeting.

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CITY COUNCILMEMBERS

Lesa Heebner
Mayor

David A. Zito
Deputy Mayor / Councilmember District 1

Jewel Edson
Councilmember District 3

Kristi Becker
Councilmember District 2

Jill MacDonald
Councilmember District 4

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Mayor Heebner called the meeting to order at 6:00 p.m.

Present: Lesa Heebner, David A. Zito, Jewel Edson, Kristi Becker, Jill MacDonald
Absent: None
Also: Greg Wade, City Manager
Present: Johanna Canlas, City Attorney
Angela Ivey, City Clerk
Dan King, Assistant City Manager
Mo Sammak, City Engineer/Public Works Dir.
Rod Greek, Interim Finance Dir.
Joseph Lim, Community Development Dir.

FLAG SALUTE:

APPROVAL OF AGENDA:

Motion: Moved by Councilmember MacDonald and second by Deputy Mayor Zito to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

Agenda Item A.1.

PROCLAMATIONS/CERTIFICATES: *Ceremonial*

Black History Month

ORAL COMMUNICATIONS: None

Comments relating to items on this evening's agenda are taken at the time the items are heard. This portion of the agenda provides an opportunity for members of the public to address the City Council on items relating to City business and not appearing on today's agenda by submitting a speaker slip (located on the back table) to the City Clerk. Pursuant to the Brown Act, no action shall be taken by the City Council on public comment items. Council may refer items to the City Manager for placement on a future agenda. The maximum time allotted for each presentation is THREE MINUTES. No donations of time are permitted (SBMC 2.04.190). Please be aware of the timer light on the Council Dais.

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

An opportunity for City Council to make brief announcements or report on their activities. These items are not agendized for official City business with no action or substantive discussion.

A. CONSENT CALENDAR: (Action Items) (A.1. - A.8.)

Items listed on the Consent Calendar are to be acted in a single action of the City Council unless pulled for discussion. Any member of the public may address the City Council on an item of concern by submitting to the City Clerk a speaker slip (located on the back table) before the Consent Calendar is addressed. Those items removed from the Consent Calendar by a member of the Council will be trailed to the end of the agenda, while Consent Calendar items removed by the public will be heard immediately after approval of the Consent Calendar to hear the public speaker.

All speakers should refer to the public comment section at the beginning of the agenda for details. Please be aware of the timer light on the Council Dais.

A.1. Minutes of the City Council.

Recommendation: That the City Council

1. Approve the Minutes of the City Council meetings held on January 11, 2023 and January 25, 2023.

Approved Minutes <https://www.cityofsolanabeach.org/en/government/public-meetings/agendas-minutes-videos>

Motion: Moved by Councilmember Edson and second by Councilmember Becker to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.2. Register Of Demands. (File 0300-30)

Recommendation: That the City Council

1. Ratify the list of demands for January 21, 2023 – February 10, 2023.

Item A.2. Report (click here)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Motion: Moved by Councilmember Edson and second by Councilmember Becker to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.3. General Fund Adopted Budget for Fiscal Year 2022/2023 Changes. (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the Fiscal Year 2022-2023 General Fund Adopted Budget.

[Item A.3. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Motion: Moved by Councilmember Edson and second by Councilmember Becker to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.4. Fire Station Generator Replacement – Reject all Bids. (File 0370-38)

Recommendation: That the City Council

1. Adopt **Resolution 2023-025**:
 - a. Rejecting all construction bids received for the Fire Station Emergency Stand-by Generator Replacement, Bid No. 2022-06.
 - b. Authorizing the City Engineer to re-advertise the project for competitive construction bids.

[Item A.4. Report \(click here\)](#)

[Item A.4. Supplemental Docs \(Updated 2-21-23 at 10:45am\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Motion: Moved by Councilmember Edson and second by Councilmember Becker to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.5. California State Lands Commission Lease for United States Army Corps of Engineers (USACE) Encinitas – Solana Beach Coastal Storm Damage Reduction Project. (File 0740-80)

Recommendation: That the City Council

1. Adopt **Resolution 2023-024** authorizing City Manager to act on behalf of the City of Solana Beach, in consultation with the City Attorney, to sign a lease of State Lands with the California State Lands Commission to ensure Project construction begins on schedule in late 2023.
2. Authorize the City Manager to approve expenditures and amend the Fiscal Year (FY) 2022/23 Budget as needed to execute this 50-year lease up to an amount of \$25,000, but not greater than the cost of this lease.

[Item A.5. Report \(click here\)](#)

Motion: Moved by Councilmember Edson and second by Councilmember Becker to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.6. Citywide Landscape Maintenance Services. (File 0750-25)

Recommendation: That the City Council

1. Adopt **Resolution 2023-022:**

- a. Authorizing the City Manager to execute an amendment to the Professional Services Agreement with Nissho of California, Inc., in an amount not to exceed \$427,411, for Citywide Landscape Maintenance Services for Fiscal Year 2022/23.
- b. Appropriating \$25,000 from the General Fund – Undesignated Reserves to the Landscape Maintenance Professional Services Agreement with Nissho.
- c. Authorizing the City Treasurer to amend the Fiscal Year 2022/23 Adopted Budget accordingly.

[Item A.6. Report \(click here\)](#)

Motion: Moved by Councilmember Edson and second by Councilmember Becker to approve.
Approved 5/0. Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.7. Fire Station Door Inspection, Maintenance, and As-Needed Repair Services.

(File 0700-25)

Recommendation: That the City Council

1. Adopt **Resolution 2023-016:**

- a. Authorizing the City Manager to execute a Professional Services Agreement with National Garage Doors in an amount of \$5,900 per year for annual maintenance service, and \$3,000 per year for unforeseen, as-needed repairs, for a total not to exceed amount of \$8,900 per year for Fiscal Year 2022/23.
- b. Authorizing the City Manager to extend the agreement up to four additional one-year terms, at the City's option.
- c. Authorizing the City Manager to approve the one-time purchase and installation of six garage doors for the Solana Beach Fire Station in an amount of \$140,000, and a 15% (\$21,000) contingency amount for unforeseen repairs, for a total not to exceed amount of \$161,000 for FY 2022/23.
- d. Authorizing the City Treasurer to increase the FY 2022/2023 CIP Budget in the amount of \$74,000 and authorizing the transfer of \$74,000 from the Facilities Replacement Fund to the CIP fund.
- e. Authorizing the City Treasurer to amend the FY 2022/23 Adopted Budget accordingly.

[Item A.7. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Motion: Moved by Councilmember Edson and second by Councilmember Becker to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

A.8. Traffic Signal Maintenance Services. (File 0860-55)

Recommendation: That the City Council

1. Adopt **Resolution 2023-017:**
 - a. Authorizing the City Manager to execute Amendment No. 7 to the Professional Services Agreement with Yunex Traffic to increase the compensation to an amount not to exceed \$71,000 for FY 2022/23 to replace a traffic signal pole and associated equipment at the Lomas Santa Fe/Plaza Entrance intersection.
 - b. Appropriating \$45,000 from the General Fund – Undesignated Reserves to the Traffic Safety Operating Budget.
 - c. Authorizing the City Treasurer to amend the FY 2022/23 Adopted Budget accordingly.

[Item A.8. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Motion: Moved by Councilmember Edson and second by Councilmember Becker to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

B. PUBLIC HEARINGS: (B.1. – B.2.)

This portion of the agenda provides citizens an opportunity to express their views on a specific issue as required by law after proper noticing by submitting a speaker slip (located on the back table) to the City Clerk. After considering all of the evidence, including written materials and oral testimony, the City Council must make a decision supported by findings and the findings must be supported by substantial evidence in the record. An applicant or designee(s) for a private development/business project, for which the public hearing is being held, is allotted a total of fifteen minutes to speak, as per SBMC 2.04.210. A portion of the fifteen minutes may be saved to respond to those who speak in opposition. *All other speakers should refer to the public comment section at the beginning of the agenda for time allotment.* Please be aware of the timer light on the Council Dais.

B.1. Public Hearing: 147 S. Rios Ave., Applicant: Betsey Von Summer, Case: DRP22-007, SDP22-005. (File 0600-40)

The proposed project meets the minimum zoning requirements under the SBMC, may be found to be consistent with the General Plan and may be found, as conditioned, to meet the discretionary findings required as discussed in this report to approve a DRP and SDP. Therefore, Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.

2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15303 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt **Resolution 2023-019** conditionally approving a DRP and SDP to construct a new two-story single-family residence with an attached garage and perform associated site improvements at 147 South Rios Avenue, Solana Beach.

[Item B.1. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Tiffany Wade, Assistant Planner, presented a PowerPoint (on file).

Mayor Heebner opened the public hearing.

Council disclosures.

Jennifer Bolyn, Applicant's Architect, presented a PowerPoint (on file).

Motion: Moved by Councilmember Edson and second by Deputy Mayor Zito to close the public hearing. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

Council discussed the Applicant's work with the neighbors, that landscape plans coming before Council should not provide lists of species without specifying vegetation and its locations to assess ultimate height conditions.

Motion: Moved by Councilmember Edson and second by Deputy Mayor Zito to approve including stipulating that two trees that the Applicant offered to remove from the plans. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

B.2. Re-introduce (1st Reading) Ordinance 529 with Amendments – Building Standards Code Amendments. (File 0600-05)

Recommendation: That the City Council:

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15308 CEQA Guidelines
3. Re-Introduce **Ordinance 529** (1st Reading).

[Item B.2. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Greg Wade, City Manager, introduced the item explaining that this was a re-introduction of the ordinance with clarifying amendments to the initial adoption of the ordinance in November 2022 which include elements for solar decarbonization efforts, electrification and electric vehicle

installations. He said that the first reading had three minor amendments to clarify such as where single-family homes would be required to provide an EV charging station for development as well as both commercial and multi-family buildings and that this clarifying language comports with standard language found in the City's code. He said that this amendment would be followed by a second reading after which it would be submitted to the Building Standards Commission for review, that this ordinance would not require review by the California Energy Commission as was required for Ordinance 528 which had been submitted earlier this month for their review.

Council and Staff discussed that page 7 of the Ordinance which says "for each dwelling unit with two or more parking spaces, one EV capable space shall be provided" should be clear and consistent with other places noted in the Ordinance so that it is clear, whether or not parking spaces exist, if parking spaces are required then the EV space is required.

Mayor Heebner opened the public hearing.

Council disclosures.

Motion: Moved by Deputy Mayor Zito and second by Councilmember Edson to close the public hearing. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

Motion: Moved by Deputy Mayor Zito and second by Mayor Heebner to approve with minor amendment requiring that an EV capable space shall be provided if parking spaces are required. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

C. STAFF REPORTS: (C.1. – C.2.)

Submit speaker slips to the City Clerk.

All speakers should refer to the public comment section at the beginning of the agenda for time allotments. Please be aware of the timer light on the Council Dais.

C.1. Annual Comprehensive Financial Report (ACFR) – Fiscal Year 2021-22.

(File 0310-11)

Recommendation: That the City Council

1. Accept and file the City of Solana Beach Annual Comprehensive Financial Report (ACFR) for the Fiscal Year July 1, 2021 – June 30, 2022.
2. Accept and file the Communication of Internal Control Related Matters Identified in an Audit letter.
3. Accept and file The Auditor's Communication with Those Charged with Governance letter.

[Item C.1. Report \(click here\)](#)

[Item C.1. Updated Report #1 \(added 2-21-23\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

Greg Wade, City Manager, introduced the item.

Keili Gonzalez, LSL, presented a PowerPoint (on file) reviewing the overview of the audit.

Rod Greek, Acting Finance Dir., presented a PowerPoint (on file).

Council and Staff discussed that the audit reflected the managing of operations during a challenging environment, and that the material weakness discovered was minor and the recommendations would be implemented.

Motion: Moved by Deputy Mayor Zito and second by Councilmember Edson to approve. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

C.2. 2023 Citizen Commission Appointments. (File 0120-06)

Recommendation: That the City Council

1. Appoint four (4) members to the **Parks and Recreation** Commission nominated/appointed by *Council-at-large* for two-year terms.

Motion: Moved by Councilmember Edson and second by Deputy Mayor Zito to appoint Deborah Sweet, Halle Shilling, Jeanie Grischy, and Vicki Cypherd until 2025 to the Public Arts Commission. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

2. Appoint four (4) members to the **Public Arts** Commission nominated/appointed by *Council-at-large* for two-year terms.

Motion: Moved by Mayor Heebner and second by Deputy Mayor Zito to appoint Sarah Shulkin, Matt Linnik, Debbie Day, and Carol Jensen until 2025, and Shane Naroozi until 2024 to the Parks and Recreation Commission. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

[Item C.2. Report \(click here\)](#)

[Item C.2. Updated Report #1 \(added 2-17-23\)](#)

[Item C.2. Updated Report #2 \(added 2-22-23\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

WORK PLAN COMMENTS:

Adopted June 22, 2022

COMPENSATION & REIMBURSEMENT DISCLOSURE:

GC: Article 2.3. Compensation: 53232.3. (a) Reimbursable expenses shall include, but not be limited to, meals, lodging, and travel. 53232.3 (d) Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency "City" at the next regular meeting of the legislative body.

COUNCIL COMMITTEE REPORTS: [Council Committees](#)

REGIONAL COMMITTEES: (outside agencies, appointed by this Council)

STANDING COMMITTEES: (All Primary Members) (*Permanent Committees*)

CITIZEN COMMISSION(S)

ADJOURN:

Mayor Heebner adjourned the meeting at 7:05 p.m.

CITY OF SOLANA BEACH

SOLANA BEACH CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY,
PUBLIC FINANCING AUTHORITY, & HOUSING AUTHORITY



MINUTES

Joint SPECIAL Meeting

Saturday, February 25, 2023 * 10:00 a.m.

La Colonia Community Center, 715 Valley Ave., Solana Beach, California

This meeting will not be broadcast or recorded.

CITY COUNCILMEMBERS

Lesa Heebner
Mayor

David A. Zito
Councilmember District 1
Kristi Becker
Councilmember District 2

Jewel Edson
Councilmember District 3
Jill MacDonald
Councilmember District 4

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

Mayor Heebner called the meeting to order at 10:37 a.m.

Present: Lesa Heebner, David A. Zito, Jewel Edson, Kristi Becker, Jill MacDonald
Absent: None
Also Greg Wade, City Manager
Present: Mo Sammak, City Engineer/Public Works Dir.
Kirk Wenger, Recreation Manager

C. STAFF REPORTS: None

C.1. La Colonia Park Master Plan Workshop.

Activities Included:	Schedule:
<ul style="list-style-type: none">• Receive Oral Communications• Interactive breakout sessions• Small group discussions• Park design activities	10:00 a.m. Presentation 10:20 a.m. Site Tour 11:00 a.m. Design Activities 12:00 p.m. Event Concludes

ADJOURN:

Mayor Heebner adjourned the meeting at 12:13 p.m.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: March 22, 2023
ORIGINATING DEPT: Finance
SUBJECT: Register of Demands

BACKGROUND:

Section 3.04.020 of the Solana Beach Municipal Code requires that the City Council ratify a register of demands which represents all financial demands made upon the City for the applicable period.

Register of Demands - 02/25/23 through 03/03/23		
Check Register-Disbursement Fund (Attachment 1)	\$	140,452.23
Net Payroll Staff N18		287,771.83
		<hr/>
TOTAL	\$	<u>428,224.06</u>

DISCUSSION:

Staff certifies that the register of demands has been reviewed for accuracy, that funds are available to pay the above demands, and that the demands comply with the adopted budget.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The register of demands for February 25, 2023 through March 3, 2023 reflects total expenditures of \$428,224.06 from various City sources.

WORK PLAN:

N/A

CITY COUNCIL ACTION: _____

OPTIONS:

- Ratify the register of demands.
- Do not ratify and provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council ratify the above register of demands.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Check Register – Disbursement Fund



City of Solana Beach

Register of Demands

2/25/2023 - 3/3/2023

Department Vendor	Description	Date	Check/EFT Number	Amount
100 - GENERAL FUND				
MISSION SQUARE PLAN 302817	Payroll Run 1 - Warrant N18	03/02/2023	9000712	\$19,359.07
SOLANA BEACH FIREFIGHTERS ASSOC	Payroll Run 1 - Warrant N18	03/02/2023	9000717	\$850.00
PRE-PAID LEGAL SERVICES, INC	FEB 23-PPD LEGAL	03/02/2023	103431	\$25.90
MISSION SQUARE RHS 801939	Payroll Run 1 - Warrant N18	03/02/2023	9000713	\$2,110.96
KIMLEY-HORN AND ASSOCIATES, INC.	REFND-BC RENEWAL OVERPAYMENT	03/02/2023	9000715	\$64.00
STERLING HEALTH SERVICES, INC.	N14-17 FSA/DCA CONTRIBUTIONS	03/02/2023	9000718	\$6,204.94
STERLING HEALTH SERVICES, INC.	N14-17 FSA/DCA CONTRIBUTIONS	03/02/2023	9000718	\$2,446.64
FRANCHISE TAX BOARD	Payroll Run 1 - Warrant N18	03/02/2023	103417	\$100.00
SMITH SHADE	REFND-BC RENEWAL OVERPAYMENT	03/02/2023	103439	\$57.00
GREYSTAR	REFND-BC RENEWAL OVERPAYMENT	03/02/2023	103418	\$175.00
PANDA RESTURANT GROUP, INC.	REFND-BC RENEWAL OVERPAYMENT	03/02/2023	103428	\$150.00
LOUISA TRIANDIS	REFND-BC RENEWAL OVERPAYMENT	03/02/2023	103427	\$11.00
HOME DEPOT USA INC	RFND-BC RENEWAL OVERPAYMENT	03/02/2023	103421	\$15.00
TOTAL GENERAL FUND				\$31,569.51
1005100 - CITY COUNCIL				
LEAGUE OF CALIFORNIA CITIES INC	CY 23-LCC ANNUAL DUES	03/02/2023	103424	\$6,546.00
TOTAL CITY COUNCIL				\$6,546.00
1005150 - CITY CLERK				
DEL MAR BLUE PRINT COMPANY, INC.	HARLESS POSTER	03/02/2023	103414	\$65.25
DEL MAR BLUE PRINT COMPANY, INC.	W-2978-PLANS	03/02/2023	103414	\$73.21
PITNEY BOWES GLOBAL FINANCIAL SVC	RED INK	03/02/2023	103430	\$403.08
FEDEX	SHIPPING-01/26/23	03/02/2023	103415	\$42.02
CORODATA RECORDS MANAGEMENT, INC	DEC 22 - STORAGE, SHREDDING	03/02/2023	103412	\$1,083.00
CORODATA RECORDS MANAGEMENT, INC	JAN 23 - STORAGE, SHREDDING	03/02/2023	103412	\$933.70
CODE PUBLISHING COMPANY INC	ANNUAL WEB UPDATE	03/02/2023	103411	\$780.00
CODE PUBLISHING COMPANY INC	MUNICIPAL CODE UPDATE	03/02/2023	103411	\$108.75
TOTAL CITY CLERK				\$3,489.01
1005300 - FINANCE				
LANCE,SOLL & LUNGHARD, LLP	FY22 AUDIT	03/02/2023	103423	\$1,976.90
KFORCE INC.	02/16/23-TEMP SERVICES-FIN	03/02/2023	9000714	\$1,280.00
AMAZON.COM SALES, INC	MOUSE PAD	03/02/2023	103406	\$12.92
FOSTER & FOSTER CONSULTING ACTUARIES,	FY22-GASB 75 REPORT/CITY'S OPEB PLA	03/02/2023	103416	\$4,500.00
TOTAL FINANCE				\$7,769.82
1005350 - SUPPORT SERVICES				
READY REFRESH BY NESTLE	JAN 23-DRINKING WATER-PW	03/02/2023	103433	\$71.65
READY REFRESH BY NESTLE	JAN 23-DRINKING WATER-LC	03/02/2023	103433	\$40.96
READY REFRESH BY NESTLE	JAN 23-DRINKING WATER-CH	03/02/2023	103433	\$392.50
AMAZON.COM SALES, INC	KLEENEX/NOTEPADS/HAND SOAP	03/02/2023	103406	\$122.94
TOTAL SUPPORT SERVICES				\$628.05
1005400 - HUMAN RESOURCES				
PRISM	FY22 EAP JAN-MAR 23	03/02/2023	103432	\$418.08
TOTAL HUMAN RESOURCES				\$418.08

ATTACHMENT 1

1005450 - INFORMATION SERVICES

VERIZON WIRELESS-SD	670601022-12/24/22-01/23/23	03/02/2023	103441	\$114.03
WESTERN AUDIO VISUAL	JAN 23-AUDIO VISUAL MAINTENANCE	03/02/2023	103442	\$499.00
WESTERN AUDIO VISUAL	DEC 22-AUDIO VISUAL MAINTENANCE	03/02/2023	103442	\$499.00
WESTERN AUDIO VISUAL	NOV 22-AUDIO VISUAL MAINTENANCE	03/02/2023	103442	\$499.00
WESTERN AUDIO VISUAL	OCT 22-AUDIO VISUAL MAINTENANCE	03/02/2023	103442	\$499.00
WESTERN AUDIO VISUAL	SEP 22-AUDIO VISUAL MAINTENANCE	03/02/2023	103442	\$499.00
WESTERN AUDIO VISUAL	JUL 22-AUDIO VISUAL MAINTENANCE	03/02/2023	103442	\$499.00
AT&T CALNET 3	9391062899-12/24/22-01/23/23	03/02/2023	103407	\$167.43
AT&T CALNET 3	9391053641-12/24/22-01/23/23	03/02/2023	103407	\$167.43
TING FIBER INC.	JAN 23-SB FACILITIES	03/02/2023	9000720	\$3,249.00
TING FIBER INC.	JAN 23-DEL MAR SHR LG TOWER	03/02/2023	9000720	\$450.00
TING FIBER INC.	JAN 23-TIDE BEACH PK LG TOWER	03/02/2023	9000720	\$450.00
TING FIBER INC.	FEB 23-DEL MAR SHR LG TOWER	03/02/2023	9000720	\$450.00
TING FIBER INC.	FEB 23-SB FACILITIES	03/02/2023	9000720	\$3,249.00
TING FIBER INC.	FEB 23-TIDE BEACH PK LG TOWER	03/02/2023	9000720	\$450.00

TOTAL INFORMATION SERVICES**\$11,740.89****1006120 - FIRE DEPARTMENT**

CULLIGAN OF SAN DIEGO	FEB 23-Culligan reverse osmosis	03/02/2023	103413	\$94.35
ACE UNIFORMS & ACCESSORIES	BELT	03/02/2023	103405	\$21.64
REGIONAL COMMS SYS, MS 056 - RCS	JAN 23-CAP CODE	03/02/2023	103434	\$32.50
AT&T CALNET 3	9391059865-01/01/23-01/31/23	03/02/2023	103407	\$398.21
AT&T CALNET 3	9391059865-12/01/22-12/31/22	03/02/2023	103407	\$395.48
AT&T CALNET 3	9391059865-11/01/22-11/30/22	03/02/2023	103407	\$395.48
AT&T CALNET 3	9391059865-10/01/22-10/31/22	03/02/2023	103407	\$395.48
JAMES HANCOCK	PROMOTION S231 ENGINE BOSS	03/02/2023	103420	\$286.00
L. N. CURTIS & SONS INC	BOOTS	03/02/2023	103426	\$601.05
CHRISTOPHER SCHMIT	RESCUE SYSTEM TECH-09/13/22	03/02/2023	103410	\$1,050.00
AMAZON.COM SALES, INC	KEY TAGS	03/02/2023	103406	\$32.65

TOTAL FIRE DEPARTMENT**\$3,702.84****1006170 - MARINE SAFETY**

CULLIGAN OF SAN DIEGO	FEB 23-Culligan Water-MS	03/02/2023	103413	\$54.32
BILL SMITH FOREIGN CAR SERVICE INC	TOW/FLUID PUMP	03/02/2023	103408	\$934.19

TOTAL MARINE SAFETY**\$988.51****1006530 - STREET MAINTENANCE**

SDG&E CO INC	01/07/23-02/07/23-UTILITIES	03/02/2023	103438	\$963.50
SDG&E CO INC	01/01/23-02/07/23-UTILITIES	03/02/2023	103438	\$448.04
SASE COMPANY LLC	PW SCARIFIER/GRINDER	03/02/2023	103437	\$6,542.47
SASE COMPANY LLC	PW SCARIFIER/GRINDER	03/02/2023	103437	\$30.28

TOTAL STREET MAINTENANCE**\$7,984.29****1006540 - TRAFFIC SAFETY**

SDG&E CO INC	01/07/23-02/07/23-UTILITIES	03/02/2023	103438	\$1,107.55
SDG&E CO INC	01/01/23-02/07/23-UTILITIES	03/02/2023	103438	\$546.79

TOTAL TRAFFIC SAFETY**\$1,654.34****1006570 - PUBLIC FACILITIES**

SDG&E CO INC	01/07/23-02/07/23-UTILITIES	03/02/2023	103438	\$8,642.27
SDG&E CO INC	01/01/23-02/07/23-UTILITIES	03/02/2023	103438	\$1,928.92
JOHNSON CONTROLS FIRE PROTECTION LP	ANNUAL EXTINGUISHER INSPECTION	03/02/2023	103422	\$733.76

TOTAL PUBLIC FACILITIES**\$11,304.95****1205460 - SELF INSURANCE RETENTION**

JULIETTE THAYER	GYM REIMB-22	03/02/2023	9000719	\$159.96
PATRICIA LETTS	FY 23 GYM RIEMB	03/02/2023	103429	\$480.00
TOTAL SELF INSURANCE RETENTION				\$639.96
1255465 - WORKERS COMPENSATION				
TRISTAR RISK MANAGEMENT	FY23 CLAIMS SERVICES-Q1	03/02/2023	103440	\$7,245.46
TRISTAR RISK MANAGEMENT	FY23 CLAIMS SERVICES-Q2	03/02/2023	103440	\$7,245.46
TRISTAR RISK MANAGEMENT	FY23 CLAIMS SERVICES-Q3	03/02/2023	103440	\$7,245.46
TOTAL WORKERS COMPENSATION				\$21,736.38
1355450 - ASSET REPLACEMENT-INFO SYS				
SALIENT NETWORKS (FKA DIAL-PRO)	K9 PHONES	03/02/2023	103435	\$2,684.22
TOTAL ASSET REPLACEMENT-INFO SYS				\$2,684.22
1605360 - OPEB OBLIGATION				
MIDAMERICA	MAR 23-CTYSOLANAG5	03/02/2023	9000716	\$7,320.00
TOTAL OPEB OBLIGATION				\$7,320.00
2037510 - HIGHWAY 101 LANDSC #33				
SDG&E CO INC	01/07/23-02/07/23-UTILITIES	03/02/2023	103438	\$1,932.01
TOTAL HIGHWAY 101 LANDSC #33				\$1,932.01
2047520 - MID 9C SANTA FE HILLS				
SANTA FE IRRIGATION DISTRICT	005979-029 -12/16/22-02/15/23	03/02/2023	103436	\$338.08
TOTAL MID 9C SANTA FE HILLS				\$338.08
2117600 - STREET LIGHTING DISTRICT				
SDG&E CO INC	01/01/23-02/07/23-UTILITIES	03/02/2023	103438	\$8,706.10
TOTAL STREET LIGHTING DISTRICT				\$8,706.10
2135550 - DEVELOPER PASS-THRU- PLANNING				
H.G. FENTON COMPANY	RFND-1714.29/661-781 S NARDO	03/02/2023	103419	\$11.74
TOTAL DEVELOPER PASS-THRU- PLANNING				\$11.74
2556180 - CAMP PROGRAMS				
BOARDRIDERS WHOLESALE, LLC	JG/LG UNIFORMS	03/02/2023	103409	\$5,734.20
BOARDRIDERS WHOLESALE, LLC	JG/LG UNIFORMS	03/02/2023	103409	\$1,735.35
TOTAL CAMP PROGRAMS				\$7,469.55
2706120 - PUBLIC SAFETY- FIRE				
LIFE-ASSIST, INC	CSA.17-OPIOID OVERDOSE KIT BAG	03/02/2023	103425	\$64.80
TOTAL PUBLIC SAFETY- FIRE				\$64.80
5097700 - SANITATION				
LANCE,SOLL & LUNGHARD, LLP	FY22 AUDIT	03/02/2023	103423	\$1,380.10
TOTAL SANITATION				\$1,380.10
5507750 - SOLANA ENERGY ALLIANCE				
LANCE,SOLL & LUNGHARD, LLP	FY22 AUDIT	03/02/2023	103423	\$111.90
TOTAL SOLANA ENERGY ALLIANCE				\$111.90
6527810 - SUCCESSOR AGENCY				
LANCE,SOLL & LUNGHARD, LLP	FY22 AUDIT	03/02/2023	103423	\$261.10
TOTAL SUCCESSOR AGENCY				\$261.10
REPORT TOTAL:				\$140,452.23



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: March 22, 2023
ORIGINATING DEPT: Finance
SUBJECT: Report on Changes Made to the General Fund Adopted Budget for Fiscal Year 2022-23

BACKGROUND:

Staff provides a report at each Council meeting that lists changes made to the current Fiscal Year (FY) General Fund Adopted Budget. The information provided in this Staff Report lists the changes made through March 8, 2023.

DISCUSSION:

The following table reports the revenue, expenditures, and transfers for 1) the Adopted General Fund Budget approved by Council on June 23, 2021 (Resolution 2021-092) and 2) any resolutions passed by Council that amended the Adopted General Fund Budget.

GENERAL FUND - ADOPTED BUDGET PLUS CHANGES As of March 8, 2023							
Date	Action	Description	Revenues	Expenditures	Transfers from GF	Net Surplus	
06/23/2021	Reso 2021-092	Adopted Budget	22,148,385	(20,867,260)	(482,500)	\$ 798,625	
07/14/2021	Reso 2021-097	MS MOU		(11,570)		787,055	
04/13/2022	Reso 2022-034	Keyser Marston		(15,000)		772,055	
06/08/2022	Reso 2022-041	On-Call Repair Svcs		(30,000)		742,055	
06/08/2022	Reso 2022-065	Janitorial		(20,000)		722,055	
06/22/2022	Reso 2022-082	FY23 Budget Update	1,965,100	(615,680)	(1,423,000)	648,475	
08/24/2022	Reso 2022-106	Lew Edwards Group		(36,000)		612,475	
09/14/2022	Reso 2022-102	SBFA MOU		(182,000)		430,475	
12/09/2022	Reso 2022-123	FY22 - Surplus PARS Contribution		(720,000)		(289,525)	
12/09/2022	Reso 2022-123	FY22 - Surplus Pavement Mgmt Prgm		(150,000)		(439,525)	
12/14/2022	Reso 2022-138	Pacific Ave Utility Underground - Pase 2			(42,000)	(481,525)	
02/22/2023	Reso 2023-017	Yunex Traffic		(45,000)		(526,525)	
01/25/2023	Reso 2023-007	CIP - Roof Replacement FCCC and MS Cntr		(120,000)		(646,525)	
01/25/2023	Reso 2023-014	Emanuel Jones and Associates		(150)		(646,675)	
01/25/2023	Reso 2023-015	License Plate Recognition Cameras		(46,064)		(692,739)	
02/22/2023	Reso 2023-022	Nissho Landscape Maint. Services		(25,000)		(717,739)	
03/08/2023	Reso 2023-027	HDL Audit Services		(25,000)		(742,739)	
03/08/2023	Reso 2023-028	USACE Construction Funding		(313,556)		(1,056,295)	
Net General Fund Surplus / (Unreserved Balance Expenditures)							(1,056,295.00)

COUNCIL ACTION:

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA

FISCAL IMPACT:

N/A

WORK PLAN:

N/A

OPTIONS:

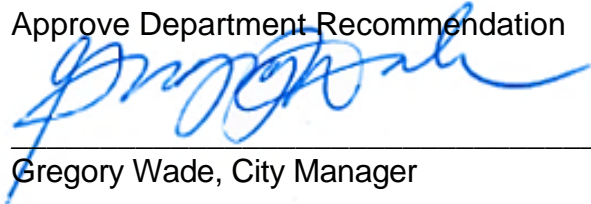
- Receive the report.
- Do not accept the report

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council receive the report listing changes made to the FY 2022-2023 General Fund Adopted Budget.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager



STAFF REPORT

CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: March 22, 2023
ORIGINATING DEPT: Community Development Department
SUBJECT: **City Council Consideration of Resolution 2023-039 Approving the Housing Element Annual Progress Report and Housing Successor Annual Report for Fiscal Year 2021/22 and Directing Submittal to the California Department of Housing and Community Development and the Governor’s Office of Planning and Research**

BACKGROUND:

Government Code¹ Section 65400 requires that each city and county planning agency prepare an annual progress report (APR) on the status of the Housing Element of its General Plan and report on the progress of the implementation of the policies in the Housing Element, using the forms and definitions adopted by the California Department of Housing and Community Development (HCD). A required part of the report is the Housing Successor Annual Report (Housing Successor Report).

The item before City Council (Council) is to consider adoption of Resolution 2023-039 (Attachment 1) ratifying the Housing Element APR (Attachment 2) and Housing Successor Annual Report for Fiscal Year (FY) 2021/22 (Attachment 3) pursuant to California Health and Safety Code Section 34176.1(f). If approved, Staff will submit the final reports to HCD and the Governor’s Office of Planning and Research.

DISCUSSION:

The Housing Element is an important planning policy document. It is used to identify the projected housing needs of the community and establishes policies to support the further development of all types of housing, including affordable housing, within the City.

¹ All references are to the California Government Code unless specified otherwise.

COUNCIL ACTION:

All California municipalities are required to adopt a Housing Element as part of their General Plan. Distinct from the other General Plan elements, the Housing Element is subject to detailed statutory requirements and mandatory review by HCD.

The Council adopted the City of Solana Beach Housing Element 2021-2029 and Negative Declaration by Resolution 2021-041 on April 14, 2021. The document was then submitted to HCD for certification. HCD's certification of the City's Housing Element is pending.

This progress report spans from January 1, 2022 through December 31, 2022 and includes statistics on the production of all housing types, including affordable housing, during the sixth cycle of the Regional Housing Needs Assessment (RHNA) for the San Diego Association of Governments (SANDAG), which began on April 15, 2021 and ends on April 15, 2029. The 2021 Housing Element APR (Attachment 2) contains the information required by state law. The data included in the APR is further described below.

Table A - Housing Development Applications Submitted

As part of the new reporting requirements, cities are required to provide data on housing developments for which an application was submitted (and deemed complete) between January 1, 2022 and December 31, 2022. Housing development applications include an application for a discretionary entitlement, which results in a newly constructed housing unit, or a building permit application when only a ministerial process is required. Only newly constructed housing units are reported. For example, an application for an addition to an existing residence would not be counted; however, an application for a demolition and replacement of a residential structure would be counted. Furthermore, only applications which were "deemed complete" in 2022 were included. Attachment 2, Table A, includes all housing applications deemed complete in 2022, the number of proposed units by affordability level, and the number of units that have been approved by affordability level. In 2022, 35 housing development applications were deemed complete for a combined total of 42 units.

Table A-2 - Annual Building Activity Report Summary

Another new reporting requirement includes the requirement for data on net new housing units and developments that have received any one of the following: an entitlement, a building permit or a certificate of occupancy. The data is included in Attachment 2, Table A2. Only developments that resulted in net new housing units are included in Table A2. For example, an application that included the demolition and replacement of a residential structure would not be counted in this table; however, a new housing application proposed on a vacant lot would be counted.

It is expected that the same projects will be reported in multiple years of APRs. For example, a project will be listed in three separate APRs if it is entitled in one year, receives a building permit next year, and the certificate of occupancy in the following year.

In 2022, 4 development projects that result in net new housing units received entitlements, for a combined total of 11 net new units; 16 development projects received

building permits for a combined total of 17 net new units; and 17 development projects were finalized for a combined total of 17 net new units.

Table B - Regional Housing Needs Assessment (RHNA) Progress Report

On July 10, 2020, SANDAG adopted the RHNA allocations for each jurisdiction within the region for an 8-year cycle, beginning on April 15, 2021 and ending April 15, 2029. The RHNA allocation for all income categories for the City of Solana Beach is 875 units over this 8-year projection period.

Attachment 2, Table B identifies the number of net new dwelling units that were issued building permits from January 1, 2022, through December 31, 2022, based on income category.

As of December 31, 2022, a net total of 78 housing units were issued building permits, leaving a remainder of 797 units in the total RHNA allocation of 875 units for all income types. Of those 78 housing units, 17 were permitted during the 2022 reporting period. A breakdown of the housing units by year is depicted in Attachment 2, Table B.

For the current RHNA cycle, the number of permitted housing units by affordable category is as follows:

- The City's total RHNA allocation for above moderate income units is 240 and 36 units in this category have been permitted.
- The total RHNA allocation for moderate income units is 160 and 42 moderate income units, which are Accessory Dwelling Units, have been permitted.
- The total RHNA allocation for low income units is 159 and 0 units have been permitted.
- The total RHNA allocation for very low income units is 316 and 0 units have been permitted.

Table C – Sites Identified or Rezoned to Accommodate Shortfall Housing Need

Attachment 2, Table C is used to report rezoned or identified sites required by no net loss pursuant to Government Code Section 65863. When a city permits or causes its housing element sites inventory site capacity to be insufficient to meet its remaining unmet RHNA, they are required to identify additional sites to meet the RHNA or if needed, rezone sites to accommodate the unmet RHNA. There were no development projects approved in 2022 that resulted in the City's inability to meet its unmet RHNA; therefore, these reporting requirements do not apply to the City and were left unreported.

Table D – Housing Element Cycle and Implementation Progress Report

Attachment 2, Table D provides an itemized status report on the 2021-2029 Housing Element Implementation for 37 programs, which were adopted with the City's Housing Element. These programs establish the policies of the City Council to encourage the construction of new affordable housing in Solana Beach, additional affordable housing opportunities using existing housing, and new housing in all income categories as identified in the RHNA and the Housing Element itself.

Information on other City regulations, which serve to facilitate affordable housing in the community, is located at the public counter in City Hall. This includes information on the City's density bonus and the City's Affordable Housing and Accessory Dwelling Unit Ordinances.

Table E – Commercial Development Bonus

Attachment 2, Table E is used to report information on commercial development bonuses approved during the reporting period. When an applicant for approval of a commercial development has entered into an agreement for partnered housing to contribute affordable housing through a joint project or two separate projects encompassing affordable housing, the city, county, or city and county shall grant to the commercial developer a development bonus as prescribed in Government Code Section 65915.7. No commercial development bonuses were requested or approved; therefore, these reporting requirements do not apply and were left unreported.

Housing Successor Annual Report

Senate Bill 341 (SB 341), which is codified in Health and Safety Code Section 34176.1 (Section 34176.1) and became effective on January 1, 2014, requires each housing successor that assumed the housing functions of a former redevelopment agency to post a report on its website that contains information regarding the low- and moderate-income housing asset fund (Fund) of the former redevelopment agency for the previous fiscal year. In this case, the City, as the housing successor (Housing Successor), is required to prepare and post the report.

In addition, the Housing Successor is required to conduct and provide to the Council an independent financial audit (Audit) of the Fund within six months of the end of the fiscal year. The Audit may be included as part of the City's independent financial audit.

The Housing Successor assumed the housing functions of the former Solana Beach Redevelopment Agency (RDA) on January 11, 2012. The transfer of the functions included the transfer of formerly designated RDA low- and moderate-income housing funds together with any funds generated by former RDA housing assets. The funds must be maintained by the City in the separate Fund and expended in accordance with Section 34176.1. Allowable expenditures include the development of affordable housing, monitoring and preservation of housing subject to affordability restrictions and covenants, and homelessness prevention and rapid rehousing services for homeless individuals.

To ensure that the monies in the Fund are expended in accordance with the law, Section 34176.1(f) requires an independent financial audit of the Fund within six months of the end of the fiscal year. The Fund has maintained a zero balance for the entirety of the fiscal year. As a result, no audit report was prepared for the fiscal year.

SB 341 also requires annual reporting and website posting of a Housing Successor Report for the fiscal year related to the Fund. The Housing Successor Report for FY 2021/22 includes the following information:

- The Fund's balance for the fiscal year ending June 30, 2021 was \$0 and there was no financial activity for the fiscal year ending June 30, 2022 resulting in a \$0 fund balance for fiscal year ending June 30, 2022.
- The statutory value of assets owned by the Housing Successor was \$0.
- The Fund does not have an "excess surplus" (the aggregate of unencumbered funds deposited into the Fund during the preceding four fiscal years).

After Council approval, the Housing Successor Report (Attachment 3) will be posted on the City's website and submitted to HCD.

In conclusion, Staff recommends that the Council consider approval of Resolution 2023-039 as contained in Attachment 1. Should the Council approve and adopt Resolution 2023-039, it is further recommended that the Council direct City Staff to submit the 2022 Housing Element APR and the 2021/22 Housing Successor Annual Report to HCD as required by state law.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

N/A

WORK PLAN:

Community Character – Land Use & Planning – Housing Element

OPTIONS:


- Approve Staff's recommendation to adopt the 2022 Annual Housing Element Progress Report and the 2021/22 Housing Successor Annual Report and adopt Resolution 2023-039 directing that the reports be submitted to HCD and the Governor's Office of Planning and Research.
- Approve the reports with modifications and adopt Resolution 2023-039 directing Staff to submit the report to HCD and the Governor's Office of Planning and Research.
- Provide other direction to Staff.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2023-039 approving the 2022 Housing Element Annual Progress Report and the 2021/22 Housing Successor Annual Report as submitted and directing City Staff to file the report with the California Department of Housing and Community Development and the Governor's Office of Planning and Research.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Resolution 2023-039
2. 2022 Annual Housing Element Progress Report
3. 2021/22 Housing Successor Annual Report

RESOLUTION 2023-039

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE 2022 HOUSING ELEMENT PROGRESS REPORT AND THE HOUSING SUCCESSOR ANNUAL REPORT FOR FISCAL YEAR 2021/22 AND DIRECTING SUBMITTAL TO THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

WHEREAS, on April 14, 2021, the City Council adopted the City of Solana Beach 2021-2029 Housing Element by Resolution 2021-041; and

WHEREAS, the Housing Element is an important planning tool for the City of Solana Beach in meeting the housing needs of the community. It establishes an action plan to meet these needs pursuant to Government Code Section 65302(c) which sets forth the specific components to be contained in a community's housing element; and

WHEREAS, on July 10, 2020, the San Diego Association of Governments adopted a plan for the Regional Housing Needs Assessment (RHNA) allocating regional housing needs for the sixth RHNA cycle beginning April 15, 2021 and extending to April 15, 2029 to include adoption of Table B located within Attachment 1; and

WHEREAS, the City is required to submit to the California Department of Housing and Community Development (HCD) by April 1, 2022, the 2021 Annual Housing Element Progress Report (Housing Element Report); and

WHEREAS, the Housing Successor Annual Report for Fiscal Year 2021/22 is required by Health & Safety Code Section 34176.1(f) to be submitted to HCD with the Housing Element Report; and

WHEREAS, on March 22, 2023, the City Council adopted the 2022 Annual Housing Element Progress Report and the Housing Successor Annual Report as required under Government Code Section 65400(a)(2)(B); and

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. The 2022 Annual Housing Element Progress Report and the 2021/22 Housing Successor Annual Report are approved.
3. City Staff is directed to submit and file the 2022 Annual Housing

Attachment 1

Element Progress Report and the 2021/22 Housing Successor Annual Report with the State Department of Housing and Community Development Department, and also the Governor's Office of Planning and Research.

PASSED AND ADOPTED this 22nd day of March, 2023, at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

Lesa Heebner, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

Jurisdiction	Solana Beach	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	04/15/2021 - 04/15/2029

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

**Table A
Housing Development Applications Submitted**

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications			Application Status	Notes	
1					2	3	4	5							6	7	8	9	10			11	12
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA, SFD, 2 to 4, 5+, ADU, MH)	Tenure R=Renter O=Owner	Date Application Submitted+ (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Ddi the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Notes*	
Summary Row: Start Data Entry Below							0	0	0	0	0	0	24	18	31	40	0						
	298-162-37	0 Ida Ave	Ida Ave Apartments	17-18-03	5+	R	3/31/2022							8	8	8		No	No	No	Approved	Vacant	
	298-322-10	658 Marsolan	Shlopov	DRP21-018	2 to 4	O	8/24/2022						1	1	2			No	No	No	Pending	Replacement SFR w/ ADU	
	263-160-44	437 Marview Dr	Bertolino	DRP20-005	SFD	O	4/21/2022							1	1	1		No	No	No	Approved	Replacement SFR	
	263-303-12	327 N Acacia Ave	Petre	DRP22-011	2 to 4	O	12/2/2022						1	1	2			No	No	No	Approved	Replacement SFR w/ ADU	
	298-160-03	715 Ida Ave	Crowley	DRP20-008	SFD	O	10/24/2022						1	1	1			No	No	No	Approved	Replacement SFR	
	298-320-30	661 E Solana Cir	Sumner	DRP22-002	SFD	O	10/31/2022						1	1	1			No	No	No	Approved	Replacement SFR	
	263-062-27	601 N Cedros Ave	Jones	17-19-12	2 to 4	O	9/29/2022						1	1	2			No	No	No	Approved	Replacement SFR w/ ADU	
	263-072-19	406 N Rios Ave	Pacas	DRP22-001	2 to 4	O	8/4/2022						1	1	2			No	No	No	Approved	Replacement SFR w/ ADU	
	298-094-02	418 S Granada Ave	Kruger	DRP20-015	SFD	O	3/31/2022						1	1	1			No	No	No	Approved	Replacement SFR	
	263-221-03	237 N Acacia Ave	Hart	DRP21-022	2 to 4	O	7/13/2022						1	1	2			No	No	No	Approved	Replacement SFR w/ ADU	
	298-340-26	721 E Solana Cir	Watson	DRP21-015	SFD	O	3/25/2022						1	1	1			No	No	No	Approved	Replacement SFR	
	263-321-12	222 N Helix Ave	Martin	821-0046	ADU	R	3/22/2022						1		0			No	No	No	Pending	ADU	
	263-393-07	407 Hilmen Pl	Aung	821-0379	ADU	R	4/20/2022						1		0			No	No	No	Approved	ADU	
	298-161-04	721 Castro	Guiney	822-0031	ADU	R	2/28/2022						1		0			No	No	No	Approved	ADU	
	263-031-21	726 Seabright Ln		822-0118	ADU	R	6/8/2022						1		0			No	No	No	Pending	ADU	
	298-162-05	716 Castro St.	McGrath	822-0183	ADU	R	6/22/2022						1		0			No	No	No	Approved	ADU	
	298-073-02	119 S Rios Ave	Mueller	821-0494	ADU	R	2/16/2022						1		0			No	No	No	Approved	ADU	
	263-583-42	545 San Mario Dr.	Cooke	822-0116	ADU	R	3/7/2022						1		0			No	No	No	Approved	ADU	
	298-470-17	1402 Highland Dr.	Ward	822-0178	ADU	R	7/12/2022						1		0			No	No	No	Approved	ADU	
	263-652-28	1126 San Ricardo Ct	Roper	822-0367	ADU	R	9/8/2022						1		0			No	No	No	Pending	ADU	
	263-430-33	441 Dell Ct	Cowles	822-0374	ADU	R	10/13/2022						1		0			No	No	No	Approved	ADU	
	298-161-03	843 Hernandez	Haaland	822-0260	ADU	R	11/4/2022						1		0			No	No	No	Pending	ADU	
	298-470-24	1440 Highland Dr		822-0507	ADU	R	10/12/2022						1		1			No	No	No	Pending	ADU	
	263-094-09	631 Glenmont	Claycomb	822-0585	ADU	R	10/21/2022						1		1			No	No	No	Pending	ADU	
	298-381-22	787 Avocado Ct.	Carty	822-0065	ADU	R	6/3/2022						1		1			No	No	No	Pending	ADU	
	298-162-20	742 Ida Ave		822-0083	ADU	R	10/6/2022						1		1			No	No	No	Pending	ADU	
	298-082-30	309 S Nardo Ave		822-0221	JADU	R	7/21/2022						1		1			No	No	No	Approved	ADU	
	298-094-27	525 S Nardo Ave	Spector ADU	822-0679	ADU	R	44909						1		1			No	No	No	Pending	ADU	
	298-093-23	504 S Rios Ave	Buchanon ADU	822-0407	ADU	R	44763						1		1			No	No	No	Approved	ADU	
	263-631-03	1221 Via Mil Cumbres	VMC ADU	822-0288	ADU	R	44907						1		1			No	No	No	Pending	ADU	

Jurisdiction	Solana Beach	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	04/15/2021 - 04/15/2029

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Income Level		1 RHNA Allocation by Income Level	Projection Period - 06/30/2020- 04/14/2021	2									3 Total Units to Date (all years)	4 Total Remaining RHNA by Income Level
				2021	2022	2023	2024	2025	2026	2027	2028	2029		
Very Low	Deed Restricted	316	-	-	-	-	-	-	-	-	-	-	-	
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	316	
Low	Deed Restricted	159	-	-	-	-	-	-	-	-	-	-	-	
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	159	
Moderate	Deed Restricted	160	-	-	-	-	-	-	-	-	-	-	-	
	Non-Deed Restricted		15	13	14	-	-	-	-	-	-	42	118	
Above Moderate		240	3	30	3	-	-	-	-	-	-	36	204	
Total RHNA		875												
Total Units			18	43	17	-	-	-	-	-	-	78	797	
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5 Extremely low-Income Need		6									7 Total Units Remaining	
				2021	2022	2023	2024	2025	2026	2027	2028	2029		
Extremely Low-Income Units*		158	-	-	-	-	-	-	-	-	-	-	158	

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		Solana Beach	
Reporting Year		2022	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Mixed-Use Development on Commercially-Zoned Sites	Program 1A: Inventory sites and initiate planning, encourage mixed use, look for funding.	Dec-24	The City has recently issued a building permits for a mixed use development, including office, commercial, and 25 multi-family residential units.
Promotion of ADUs and JADUs	Program 1B: Distribute information, evaluate progress, monitor standards and process.	As identified within the program objectives	Anticipated draft ordinance for council consideration in Summer of 2023.
Create ADU Monitoring Program	Program 1C: Track ADU/JADU creation and affordability levels	Dec-24	Monitoring in progress. During this reporting period, the City has issued 14 building permits for ADUs.
Conversion Program of Existing, Non-Permitted Accessory Dwelling Units	Program 1D: Provide a process for converting non-permitted structures into ADUs	ongoing	The City has historically permitted one illegal ADU per year during the 5th cycle and anticipates that they will continue at this pace. 8 ADU conversions are listed in the City's quantified objectives for the 2021-2029 planning period. The City has issued 5 building pemrits for legalizing unpermitted dwelling units this planning period.
Affordable Housing Program	Program 1E: Continue to implement its affordable housing ordinance	ongoing	Staff continues to discuss the inclusionary housing program with all applicants proposing 5 or more units and any interested parties; Staff is currently reviewing an application that includes 2 affordable housing units.
Candidate Sites Used in Previous Housing Elements	Program 1F: Promote affordable housing development	Dec-25	Discussed City's Inclusionary requirements with housing developers interested in infill/redevelopment. Application for multi-family housing project anticipated for site on Stevens Avenue.
Federal and State Funding Programs	Program 1G: Identify housing financing subsidy programs for their potential availability to Solana Beach	Annually	Monitoring on-going. Will continue to participate in SANDAG meetings to identify funding opportunities to develop affordable housing.
Manufactured Housing	Program 1H: Promote manufactured housing development	Dec-24	Anticipated draft ordinance for council consideration in Spring of 2024.
Density Bonus Ordinance	Program 1I: Update Density Bonus Ordinance to be consistent with State Law	Dec-24	Anticipated draft ordinance for council consideration in Spring of 2024.
Ordinance 508 (Accessory Dwelling Units)	Program 1J: Update Solana Beach Municipal Code to be Consistent With Ordinance 508 (Accessory Dwelling Units)	Apr-24	Anticipated draft ordinance for council consideration in Spring of 2024.
Transitional and Supportive Housing	Program 1K: Update Solana Beach Municipal Code Regarding Transitional and Supportive Housing	Apr-24	Staff will amend Table 17.12.020-A of the Solana Beach Municipal Code Regarding Transitional and Supportive Housing. Anticipated draft ordinance for council consideration in Summer of 2022. (expand)
Employee Housing	Program 1L: Amend the Solana Beach Municipal Code to define Employee Housing so that it is compliant with Sections 17021.5 and 17021.6 of the Employee Housing Act	Apr-24	Anticipated draft ordinance for council consideration in Spring of 2024.
Extremely Low-Income Housing and Housing for Individuals with Special Needs	Program 1M: Amend the City's development process to assist in the development of housing for extremely-low households and households and individuals with special needs.	Dec-25	The City will take the following actions to amend the development process to include the following guaranteed incentives that apply solely to development projects that specifically accommodate housing at the extremely low-income level or that accommodate households for individuals with special needs: <ul style="list-style-type: none"> • Adopt a priority processing procedure • Waive city-controlled development impact fees until certificate of occupancy (COA)
Lower and Moderate Income Housing	Program 1N:. Pursue outside funding opportunities for the development of lower and moderate income households.	Review Annually	As opportunities arise, the City will pursue new funding sources for lower and moderate income multi-family housing from available non-profit, local, state, and federal programs. The City will also seek to partner with local agencies that may provide funding opportunities or other resources that can assist in the development of housing affordable at the lower and moderate income levels.
Affordable Housing	Program 1O: Promote Affordable Housing Production on City-Owned Land	The City shall issue the 1st RFP by April 2024 The 2nd RFP by April 2025 The 3rd RFP by April 2026	The City will work directly with interested affordable housing developers who respond to the RFPs to facilitate the development of future affordable housing. The City will use a variety of tools to facilitate affordable housing development, including but not limited to: Providing financial support through the local housing impact fee fund and/or below-market rate land lease or transfer, Providing funding through local housing trust fund, Support applications for other funding sources for affordable housing (e.g. low-income housing tax credits, grants, State funding, Federal funding)
ADU	Program 1P: Promotion of ADU Development East of I-5	As identified within the program objectives	Develop a permit ready ADU program for property owners to have pre-approved ADU plans by December 2024. Streamline ADU permit processing for ADUs that will provide a covenant of affordability. The City will determine the objective criteria needed for qualification for streamlining by December 2024. Develop outreach collateral for public dissemination, including updates to the City's website, information at City Hall and via other appropriate print and digital media. In addition to Citywide distribution, the City will hold one workshop in the northeast quadrant of the City focused on ADU education by December 2023. Make revisions to the development code which make ADU development possible in sensitive areas of the City provided that criteria is met that shows the creation of an ADU will not be a detriment to sensitive habitat or other similar areas. Complete by April 2024. Research regional and State funding sources that may be available to assist property owners in building ADUs. Target 20% of all ADU development to occur in the northeast quadrant of the City, east of I-5 and north of Lomas Santa Fe Drive. This City has issued 2 building permits east of the I-5 this planning period.
Preservation of At-Risk Housing	Program 2A: Preserve Existing Affordable Housing	Annually	The City has reviewed the existing affordable housing developments and determined that no units are currently at risk of converting to market-rate during the planning period. Should this change and existing affordable units become at-risk of converting to market-rate, the City will contact the owners of these properties to explore preservation opportunities such as extending affordability covenants, sale/purchasing these developments, non-profit housing organizations assistance, and applying for financial assistance to preserve these affordable units.
Replacement Housing	Program 2B: Promote Replacement Housing for Demolished or Vacant Residential Units that were Occupied by Lower Income Households	The replacement requirement will be implemented upon adoption of the Housing Element and applied as applications on identified sites are received and processed, and local policy shall be adopted by April 2024	No affordable units lost during this reporting period.

Existing Housing Stock Rehabilitation	Program 2C: Provide Rehabilitation Opportunities for Existing Housing Stock	Dec-24	No rehabilitation projects submitted at this time.
Compliance with SB 35 Provisions	Program 3A:	ongoing	No change to SB-35, the City is not subject to the provisions. Monitoring ongoing.
Public Education	Program 3B: The City shall continue to monitor, and update information related to the development of housing through the continued promotion of public educational materials. The information describes the benefits of affordable housing and the myths and realities of affordable housing through such means as public presentations, newspaper articles, and information posted on the City's website.	Ongoing	Monitoring ongoing.
Water and Sewer Resources	Program 3C: Reporting the housing element to local water and sewer service providers.	Annually	Housing Element shall be provided to local water and sewer providers annually.
Safety Element Update and Adoption of an Environmental Justice Element	Program 3D: SB 1035 requires that the City, after the initial revision of the safety element to identify flood hazards and address the risk of fire in certain lands upon each revision of the housing element, review and, if necessary, revise the safety element to identify new information relating to flood and fire hazards that was not previously available during the previous revision of the safety element	Apr-24	The City is currently in the process of drafting the Safety and Environmental Justice elements.
Amend Parking Requirements for Emergency Shelters	Program 3E: Amend the Municipal Code to be consistent with State law regarding parking requirements for emergency shelters	Apr-24	Anticipated draft ordinance for council consideration in Spring of 2024.
Group Home Definition/Requirements within Municipal Code	Program 3F: Amend the Municipal Code regarding group homes.	Apr-24	Anticipated draft ordinance for council consideration in Spring of 2024.
Definition of Density	Program 3G: The City of Solana Beach will amend the definition of "density" within its Municipal Code to base future density calculations on the "gross acreage" of a parcel instead of the "net acreage". Currently the City defines density as the number of dwelling units per net acre, which excludes land area which will be required for public streets, easements or other areas to be dedicated or reserved for public use or open space (including undevelopable slopes, bluffs, and sensitive lands). Amending the definition to base the calculation on gross acreage would include all those items described above and largely consist of the entire area within the lot lines of a lot or parcel.	Apr-24	Anticipated draft ordinance for council consideration in Spring of 2024.
Building Height	Program 3H: Development Standards Update - Building Height	Apr-24	Anticipated draft ordinance for council consideration in Spring of 2024.
Group Home	Program 3I Objective Design Standards for Group Homes CUP Requirement	Apr-24	The City of Solana Beach's Municipal Code currently requires a conditional use permit for group homes of seven (7) or more people. The City Council and the Director of Community Development are authorized to grant conditional use permits in accordance with the procedures of this section and to impose reasonable conditions. The City of Solana Beach will replace the requirement for a CUP with objective standards that permit group homes administratively and treat parking requirements similar to other residential uses of the same form. The City conducts preliminary discussions with applicants and will make these standards clear as a way to promote approval certainty in the development process.
Affirmatively Further Fair Housing	Program 4A: Take meaningful actions in addition to resisting discrimination, that overcomes patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristic, as defined by California law.	Ongoing	Continue to assess and make modifications to the City's code enforcement process as determined by evaluation of annual code enforcement reports.
Emergency, Transitional and Supportive Housing and Lower Barrier Navigation Centers	Program 4B: Permit Low Barrier Navigation Center development as a matter of right in appropriate zoning districts, subject to requirements of state law.	Dec-24	Preparing update to Municipal Code for City Council consideration as outlined in Program. Draft ordinance for Council consideration anticipated in Summer 2022.
Persons with Physical and Developmental Disabilities	Program 4C: Accommodate the approval of group homes, ADA retrofit efforts, ADA compliance and/or other measures through the implementation of Title 24 as well as amend its procedures to provide more flexibility in the development of accommodations for persons with physical and developmental disabilities by eliminating the need for a variance.	Review Annually	Review Annually.
Section 8 Rental Assistance	Program 4D: Administer the Section 8 Rental Assistance Program, and will continue support the County's application for additional Section 8 allocations.	Annually	Participated in County efforts regarding Section 8 Rental Assistance. Received about 1-2 phone calls each week from interested parties that wished to obtain Section 8 Rental Assistance. Referred to County Housing & Community Development Services and HUD.
Mortgage Credit Certificate (MCC)	Program 4E: Assist low and moderate income first time home buyers	ongoing	Preparing information/handout regarding Mortgage Credit Certificate Program.
Amend the Reasonable Accommodation criteria within the City's Municipal Code	Program 4F	Apr-24	Draft ordinance for Council consideration in Spring of 2024.

Outreach to Developers Focused on Affordable Development and Development for Special Housing Needs Groups	Program 4G: Discuss Affordable Housing opportunity areas within the City and potential outside funding sources.	Annually	Ongoing
Continue to contribute to the Regional Task Force on Homelessness (RTFH) efforts to address the needs of those experiencing homelessness in North San Diego County.	Program 4H:	Annually	The City is exploring additional methods for collaboration with RTFH, including participation in meetings, trainings, or survey efforts.
Energy Conservation	Program 5A: Create Programs to Conserve Energy	ongoing	The City has several existing programs that promote energy conservation and the City continues to explore additional opportunities to promote energy conservation. City Council recently adopted ordinance 528 & 529 regarding building electrification and building standards.

Jurisdiction	Solana Beach	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	04/15/2021 - 04/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Solana Beach	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	04/15/2021 - 04/15/2029

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the checklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Residential Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Solana Beach	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	04/15/2021 - 04/15/2029

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

Table G

Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of

Project Identifier						
1				2	3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	Solana Beach	
Reporting Period	2022	(Jan. 1 - Dec. 31)

NOTE: This table is meant to contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

For San Diego County jurisdictions, please format the APN's as follows:999-999-99-99

Table H

Locally Owned Surplus Sites

Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						

Jurisdiction	Solana Beach	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	04/15/2021 - 04/15/2029

NOTE: SB 9 PROJECTS ONLY. This table only needs to be completed if there were lot splits applied for pursuant to Government Code 66411.7 OR units constructed pursuant to 65852.21. **Units entitled/permitted/constructed must also be reported in Table A2. Applications for these units must be reported in Table A.**

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table I										
Units Constructed Pursuant to Government Code 65852.21 and Applications for Lot Splits Pursuant to Government Code 66411.7 (SB9)										
Project Identifier				Project Type	Date	Unit Constructed				Notes
1				2	3	4				
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Activity	Date	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Notes
Summary Row: Start Data Entry Below										

Jurisdiction	Solana Beach	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	04/15/2021 - 04/15/2029

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table J														
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915														
Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved							Units (Beds/Student Capacity) Granted Density Bonus	Notes
1				2	3	4							5	6
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SH - Student Housing)	Date	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Total Additional Beds Created Due to Density Bonus	Notes
Summary Row: Start Data Entry Below														

Jurisdiction	Solana Beach	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	04/15/2021 - 04/15/2029

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	14
Above Moderate		3
Total Units		17

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	0	2	2
2 to 4	0	2	0
5+	8	0	0
ADU	3	13	15
MH	0	0	0
Total	11	17	17

Housing Applications Summary	
Total Housing Applications Submitted:	30
Number of Proposed Units in All Applications Received:	31
Total Housing Units Approved:	40
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Jurisdiction	Solana Beach	
Reporting Year	2022	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	\$	65,000.00	<i>Total award amount is auto-populated based on amounts entered in rows 15-26.</i>
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Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Environmental Justice Policies	\$7,000.00		In Progress		
Safety Element	\$15,000.00		In Progress		
Affirmatively Furthering Fair Housing	\$8,000.00		In Progress		
Housing Element Policy Program	\$20,000.00		In Progress		
CEQA Analysis	\$15,000.00		In Progress		

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	3
Above Moderate		8
Total Units		11

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	14
Above Moderate		3
Total Units		17

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	16
Above Moderate		1
Total Units		17

**HOUSING SUCCESSOR ANNUAL REPORT
REGARDING THE LOW AND MODERATE INCOME HOUSING ASSET FUND
FOR FISCAL YEAR 2021-22 PURSUANT TO
CALIFORNIA HEALTH AND SAFETY CODE SECTION 34176.1(f) FOR THE
CITY OF SOLANA BEACH, HOUSING SUCCESSOR TO THE FORMER SOLANA BEACH
REDEVELOPMENT AGENCY**

This Housing Successor Annual Report (Report) regarding the Low and Moderate Income Housing Asset Fund (LMIHAF) has been prepared pursuant to California Health and Safety Code Section 34176.1(f). This Report sets forth certain details of the activities of the City of Solana Beach, acting in its capacity as housing successor to the former Solana Beach Redevelopment Agency (Housing Successor), during Fiscal Year 2021-22 (Fiscal Year). The purpose of this Report is to provide the governing body of the Housing Successor an annual report on the housing assets and activities of the Housing Successor under Part 1.85, Division 24 of the California Health and Safety Code, in particular sections 34176 and 34176.1 (Dissolution Law).

The following Report is based upon information prepared by Housing Successor staff and information contained within the independent financial audit of the Low and Moderate Income Housing Asset Fund for Fiscal Year 2021-22 (Fiscal Year). The LMIHAF has maintained a zero balance for the entirety of the Fiscal Year. As a result, no audit report was prepared for the Fiscal Year. Further, this Report conforms with and is organized into sections I. through XI., inclusive, pursuant to Section 34176.1(f) of the Dissolution Law:

I. Amount Deposited into LMIHAF: This section provides the total amount of funds deposited into the LMIHAF during the Fiscal Year. Any amounts deposited for items listed on the Recognized Obligation Payment Schedule (ROPS) must be distinguished from the other amounts deposited.

II. Ending Balance of LMIHAF: This section provides a statement of the balance in the LMIHAF as of the close of the Fiscal Year. Any amounts deposited for items listed on the ROPS must be distinguished from the other amounts deposited.

III. Description of Expenditures from LMIHAF: This section provides a description of the expenditures made from the LMIHAF during the Fiscal Year. The expenditures are to be categorized.

IV. Statutory Value of Assets Owned by Housing Successor: This section provides the statutory value of real property owned by the Housing Successor, the value of loans and grants receivables, and the sum of these two amounts.

V. Description of Transfers: This section describes transfers, if any, to another housing successor agency made in previous Fiscal Year(s), including whether the funds are unencumbered and the status of projects, if any, for which the transferred LMIHAF will be used. The sole purpose of the transfers must be for the development of transit priority projects, permanent supportive housing, housing for agricultural employees or special needs housing.

VI. Project Descriptions: This section describes any project for which the Housing Successor receives or holds property tax revenue pursuant to the ROPS and the status of that project.

VII. Status of Compliance with Section 33334.16: This section provides a status update on compliance with Section 33334.16 for interests in real property acquired by the Former Agency prior to February 1, 2012. For interests in real property acquired on or after February 1, 2012, provide a status update on the project.

VIII. Description of Outstanding Obligations under Section 33413: This section describes the outstanding inclusionary and replacement housing obligations, if any, under Section 33413 that remained outstanding prior to dissolution of the former Solana Beach Redevelopment Agency (Former Agency) as of February 1, 2012 along with the Housing Successor's progress in meeting those prior obligations, if any, of the Former Agency and how the Housing Successor plans to meet unmet obligations, if any.

IX. Income Test: This section provides the information required by Section 34176.1(a)(3)(B), or a description of expenditures by income restriction for five year period, with the time period beginning January 1, 2019 and whether the statutory thresholds have been met. However, reporting of the Income Test is not required until 2024.

X. Senior Housing Test: This section provides the percentage of units of deed-restricted rental housing restricted to seniors and assisted individually or jointly by the Housing Successor, the Former Agency, and the City of Solana Beach within the previous 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted individually or jointly by the Housing Successor, the Former Agency, and the City of Solana Beach within the same time period. For this Report the ten-year period reviewed is January 1, 2017 to January 1, 2027.

XI. Excess Surplus Test: This section provides the amount of excess surplus in the LMIHAF, if any, and the length of time that the Housing Successor has had excess surplus, and the Housing Successor's plan for eliminating the excess surplus.

REPORT

This Report and the former Solana Beach Redevelopment Agency's pre-dissolution Implementation Plan are to be made available to the public on the City's website http://www.ci.solana-beach.ca.us/index.asp?SEC=4459C1D7-9FF7-4988-92FF-D6EC8A2F593E&Type=B_BASIC.

I. AMOUNT DEPOSITED INTO LMIHAF. A total of \$0 was deposited into the LMIHAF during the Fiscal Year. Of the total funds deposited into the LMIHAF, no funds were held for items listed on the ROPS.

II. ENDING BALANCE OF LMIHAF. At the close of the Fiscal Year, the ending balance in the LMIHAF was \$0, of which no funds are held for items listed on the ROPS.

III. DESCRIPTION OF EXPENDITURES FROM LMIHAF. The following is a description of expenditures from the LMIHAF by category

Fiscal Year	
Monitoring & Administration Expenditures	None
Homeless Prevention and Rapid Rehousing Services Expenditures	None
Housing Development Expenditures ➤ Expenditures on Low Income Units ➤ Expenditures on Very-Low Income Units ➤ Expenditures on Extremely-Low Income Units ➤ Total Housing Development Expenditures	None
Total LMIHAF Expenditures in Fiscal Year	None

IV. STATUTORY VALUE OF ASSETS OWNED BY HOUSING SUCCESSOR IN LMIHAF. Under the Dissolution Law and for purposes of this Report, the “statutory value of real property” means the value of properties formerly held by the Former Agency as listed on the housing asset transfer schedule approved by the Department of Finance as listed in such schedule under Section 34176(a)(2), the value of the properties transferred to the Housing Successor pursuant to Section 34181(f), and the purchase price of property(ies) purchased by the Housing Successor. Further, the value of loans and grants receivable is included in these reported assets held in the LMIHAF.

The following provides the statutory value of assets owned by the Housing Successor.

As of End of Fiscal Year	
Statutory Value of Real Property Owned by Housing Authority	0
Value of Loans and Grants Receivable	\$0
Total Value of Housing Successor Assets	\$0

V. DESCRIPTION OF TRANSFERS. The Housing Successor did not make any LMIHAF transfers to other Housing Successor(s) under Section 34176.1(c)(2) during the Fiscal Year.

VI. PROJECT DESCRIPTIONS. The Housing Successor does not receive or hold property tax revenue pursuant to the ROPS.

VII. STATUS OF COMPLIANCE WITH SECTION 33334.16. The Housing Successor has no interests in real property.

VIII. DESCRIPTION OF OUTSTANDING OBLIGATIONS PURSUANT TO SECTION 33413

Replacement Housing: According to the 2009-2014 Implementation Plan for the Former Agency, no Section 33413(a) replacement housing obligations were transferred to the Housing Successor. The Former Agency’s Implementation Plan is posted on the City’s website at http://www.ci.solana-beach.ca.us/index.asp?SEC=4459C1D7-9FF7-4988-92FF-D6EC8A2F593E&Type=B_BASIC

Inclusionary/Production Housing. According to the 2009-2014 Implementation Plan for the Former Agency, the Former Agency was required to construct 2.1 units of very low income housing to meet its inclusionary requirement. The project proposed by the Hitzke Development Corporation and funded in part by the Housing Successor will provide 10 very low income housing units.

IX. EXTREMELY-LOW INCOME TEST. Section 34176.1(a)(3)(B) requires that the Housing Successor must require at least 30% of the LMIHAF to be expended for development of rental housing affordable to and occupied by households earning 30% or less of the AMI. If the Housing Successor fails to comply with the Extremely-Low Income requirement in any five-year report, then the Housing Successor must ensure that at least 50% of the funds remaining in the LMIHAF be expended in each fiscal year following the latest fiscal year following the report on households earning 30% or less of the AMI until the Housing Successor demonstrates compliance with the Extremely-Low Income requirement. This information is not required to be reported until 2024 for the 2019 – 2024 period.

All of the funds in the LMIHAF are committed under an enforceable obligation to the Hitzke Obligation, which will provide ten units of very low income housing. Because the Housing Successor receives minimal interest income, the extremely low-income test does not apply.

X. SENIOR HOUSING TEST. Neither the Housing Successor, the Former Agency nor the City provided funding to deed-restricted rental housing limited to seniors within the past 10 years.

XI. EXCESS SURPLUS TEST. Excess Surplus is defined in Section 34176.1(d) as an unencumbered amount in the account that exceeds the greater of one million dollars (\$1,000,000) or the aggregate amount deposited into the account during the Housing Successor's preceding four Fiscal Years, whichever is greater.

In the previous five fiscal years, a total of \$401 was deposited into the LMIHAF, in the form of interest payments. Therefore, the LMIHAF does not have an Excess Surplus.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: March 22, 2023
ORIGINATING DEPT: Engineering Department
SUBJECT: **City Council Consideration of Resolution 2023-035 Amending the Professional Services Agreement with Michael Baker International to Provide Separate Construction Documents for the East Side of the Lomas Santa Fe Corridor Improvement Project**

BACKGROUND:

The Lomas Santa Fe (LSF) Corridor Improvement Project (the “Project”) has been in the City’s Work Plan for several years. Design Phases I and II of the Project were performed during Fiscal Years (FY) 2016/17 and 2017/2018, respectively. Early phases of the project included a Community Walk Audit, identification of infrastructure deficiencies, preparation of a feasibility analysis, development of design options, several community workshops and two City Council meetings.

After receiving project updates and public input during Design Phases I and II, the City Council directed Staff to move forward with Design Phase III, which included preparation of final design plans of the Project with the specific direction that no roundabouts be studied and that four lanes (two lanes in each direction) be maintained throughout the corridor. Additional direction was later provided to pursue extension of the multiuse trail on the north side of Lomas Santa Fe east of Interstate 5 (I-5) as far west of I-5 as possible.

At the February 19, 2019, City Council (Council) meeting, Council authorized the City Manager to enter into a Professional Services Agreement (PSA) with Michael Baker International (MBI) for preparation of final engineering plans, specifications, and a cost estimate for the Project. Since that time, an Open House was held in May 2019 and a Community Workshop was held in October 2019. The results of the community workshop were shared with the Council on January 22, 2020. Updates on the Project were presented at the September 9, 2020, and the May 26, 2021, City Council meetings. The

CITY COUNCIL ACTION:

Council provided a final review of the project at the October 27, 2021, City Council meeting.

After preparation of the final plans, construction funding in the amount of \$7.0 million became available by Congressman Leven's office and Staff was directed to prepare a set of independent construction plans for the segment of the project from Highland Drive to Santa Helena, Construction Phase I.

This item is before the Council for the consideration of Resolution 2023-035 that would allow for the preparation of a set of bid documents for the east side of the project, which would extend from Santa Helena to Highland Drive.

DISCUSSION:

At the October 27, 2021, City Council meeting, Council provided a final review of the project and provided direction on items such as site furnishings (bus shelters, bike racks, waste receptacles, lighting, etc.) and the timing and synchronization of the traffic signals throughout the corridor including the signals at the I-5 interchange. After that Council meeting, final revisions were made to the plans and specifications based on the input provided by the Council.

In 2022, the City coordinated with Congressman Mike Levin's office to request a grant for construction of the Lomas Santa Fe Corridor Improvement project. A grant was received in the amount of \$7,000,000 through the national Infrastructure Investment and Jobs Act. It was determined that the grant award would allow for the construction of the entire east side of the project, from Santa Helena to Highland Drive.

Although the project that was previously approved by the Council was close to being ready to advertise for construction bids, it has been almost 18 months since final approval was given for the entire project. Additionally, the approved set of plans and specifications were for the entire project, so both documents will have to be separated in order to have the east Lomas Santa Fe Corridor (Santa Helena to Highland Drive) as an independent Plans, Specifications and Estimate (PS&E) package. The east side package also needs to be updated to reflect current design standards and site conditions. Updates will be required to the landscape and irrigation PS&E package, the traffic signal plans, the hydrology and hydraulics study, water quality analysis, the utility coordination, design consultant support during bidding of the project and the traffic control plans in order to apply for an encroachment permit from Caltrans. After negotiating the scope of work and price with MBI, the agreed upon amount for Council's consideration is \$148,480. If approved, at the conclusion of the work being proposed, the east side of the project would be ready to be advertised for construction bids.

CEQA COMPLIANCE STATEMENT:

As part of the design contract with MBI, an environmental analysis was conducted. In October 2020, it was determined that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301(c) of the State CEQA Guidelines. It should be noted that since the funding for the east side of the LSF Corridor Improvements is from federal sources, an additional environmental analysis will have to be conducted that follows the National Environmental Protection Act (NEPA) process.

FISCAL IMPACT:

Full funding for Design Phase III (final design) of the entire Project was identified as part of Resolution 2019-011, which was adopted on February 13, 2019. The funding sources for Phase III include a SANDAG Active Transportation Planning Grant in the amount of \$616,050 and City matching funds in the amount of \$68,450, which were taken from the City's TransNet funds.

Funding for the construction of the east side of the project is provided through a grant from the Infrastructure Investment and Jobs Act obtained through Congressman Levin's office. The amount of the grant is \$7,000,000. The cost for preparation of the final bid documents for the east side only (Construction Phase I), is not to exceed \$148,480. This funding may be provided by the City's annual allocation of Gas Tax funding. It should be noted that the federal funding will require a 20% local match from the City. Therefore, the City will be required to fund up to \$1.4 million of the construction cost, depending upon the amount of the \$7 million utilized. There is no requested appropriation for the 20% match at this time. Sources of funding for the local match include TransNet, Gas Tax and SB1 funding and the General Fund.

WORK PLAN:

This project is consistent with Item B.6 of the Community Character Priorities of the FY 2022/2023 Work Plan.

OPTIONS:

- Approve Staff recommendation.
- Approve Staff recommendation with modifications.
- Provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2023-035:

1. Authorizing the City Manager to execute an amendment to the Professional Services Agreement, for an increase of \$148,480, with Michael Baker International for the preparation of a set of bid documents for the east side of the project, which would extend from Santa Helena to Highland Drive.
2. Appropriating \$148,480 to the Lomas Santa Fe Corridor Improvement CIP project from Gas Tax.
3. Authorizing the City Treasurer to amend the Fiscal Year 2022/23 Adopted Budget accordingly.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2023-035

RESOLUTION 2023-035

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AMENDING THE PROFESSIONAL SERVICES AGREEMENT WITH MICHAEL BAKER INTERNATIONAL TO PROVIDE SEPARATE CONSTRUCTION DOCUMENTS FOR THE EAST SIDE OF THE LOMAS SANTA FE CORRIDOR IMPROVEMENT PROJECT

WHEREAS, the Lomas Santa Fe (LSF) Corridor Improvement Project (the "Project") has been in the City's Work Plan for several years. Phases I and II of the Project were performed during Fiscal Years (FY) 2016/17 and 2017/2018, respectively. Early phases of the project included a Community Walk Audit, identification of infrastructure deficiencies, preparation of a feasibility analysis, development of design options, several community workshops and two City Council meetings; and

WHEREAS, after receiving project updates and public input during Phases I and II, the City Council directed Staff to move forward with Phase III, which included preparation of final design plans of the Project with the specific direction that no roundabouts be studied and that four lanes (two lanes in each direction) be maintained throughout the corridor. Additional direction was later provided to pursue extension of the multiuse trail on the north side of Lomas Santa Fe east of Interstate 5 (I-5) as far west of I-5 as possible; and

WHEREAS, the City Council provided a final review of the project at the October 27, 2021, City Council meeting.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. That the City Council authorizes the City Manager to execute an amendment to the Professional Services Agreement, for an increase of \$148,480, with Michael Baker International for the preparation of a set of bid documents for the east side of the project, which would extend from Santa Helena to Highland Drive.
3. That the City Council appropriates \$148,480 to the Lomas Santa Fe Corridor Improvement CIP project from Gas Tax.

4. That the City Council authorizes the City Treasurer to amend the Fiscal Year 2022/23 Adopted Budget accordingly.

PASSED AND ADOPTED this 22nd day of March 2023 at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: March 22, 2023
ORIGINATING DEPT: Engineering Department
SUBJECT: **City Council Consideration of Resolution 2023-034 Awarding a Construction Contract for Americans with Disability Act (ADA) Pedestrian Ramps**

BACKGROUND:

At the November 10, 2021, City Council (Council) meeting, the Council authorized a Community Development Block Grant (CDBG) Funding application for Americans with Disabilities Act (ADA) pedestrian ramp improvements at various public street intersections. The County of San Diego approved funding for the Fiscal Year (FY) 2022/23 CDBG improvement project and issued a notice to proceed on December 9, 2022.

This item is before the Council to consider approving Resolution 2023-034 (Attachment 1) awarding a construction contract to the lowest responsible and responsive bidder, Portillo Concrete, for the construction of ADA pedestrian ramps at various locations in the City.

DISCUSSION:

Staff prepared the construction documents for the installation of several pedestrian ramps and advertised the project for competitive bidding. The locations for pedestrian ramps included in the bid are listed in Attachment 2.

On March 2, 2023, three bids for ADA Pedestrian Ramps, Bid No. 2023-02, were received and publicly opened by the City Clerk. The bid results are listed on the table on the following page.

CITY COUNCIL ACTION:

Bid Results

Contractors	Base Bid
Portillo Concrete	\$55,000
Quality Construction & Engineering	\$71,925
LC Paving & Sealing	\$98,450

The lowest bid submitted by Portillo Concrete, Inc. was found to be complete and responsive to the bid specifications. Portillo Concrete has successfully completed similar projects for this City. Staff is recommending that Portillo Concrete be awarded the construction contract. The contract duration is 15 working days (three weeks). Staff anticipates the project to be completed in June 2023.

CEQA COMPLIANCE STATEMENT:

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301(c) of the State CEQA Guidelines.

FISCAL IMPACT:

In addition to the \$55,000 contract amount, Staff is recommending a construction contingency of \$5,500 (10%) for unforeseen conditions and unanticipated changes, for a total construction budget of \$60,500. The City received County approval for \$54,626 in CDBG funds for FY 2022/23. The Capital Improvement Plan had appropriated \$45,700 in CDBG funds for FY 2022/23. An additional appropriation of \$8,926 in CDBG funds is requested to match the County approved CDBG funding of \$54,626. Staff is requesting an appropriation of \$5,874 in Gas Tax funding to supplement the CDBG funding.

WORK PLAN:

This project is not identified in the FY 2022/23 Work Plan.

OPTIONS:

- Adopt Staff recommendations and award construction contract.
- Postpone contract award and provide direction to Staff.
- Reject construction bids and provide alternative direction to Staff.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2023-034:

1. Awarding a construction contract to Portillo Concrete in the amount of \$55,000 for the ADA Pedestrian Ramps, Bid No. 2023-02.
2. Approving an amount of \$5,500 for construction contingency.
3. Authorizing the City Manager to execute the construction contract on behalf of the City.
4. Appropriating \$8,926 to the Federal Grants revenue account and to the ADA Pedestrian Ramps CIP project, both in the CDBG fund.
5. Appropriating \$5,874 to the ADA Pedestrian Ramps CIP project from Gas Tax.
6. Authorizing the City Treasurer to amend the FY 2022/23 Adopted Budget accordingly.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2023-034
2. List of ADA Ramp Locations

RESOLUTION 2023-034

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AWARDING A CONSTRUCTION CONTRACT TO PORTILLO CONCRETE FOR AMERICANS WITH DISABILITIES ACT (ADA) PEDESTRIAN RAMPS

WHEREAS, on November 10, 2021, the City Council authorized a Community Development Block Grant (CDBG) application for Americans with Disabilities Act (ADA) pedestrian ramp improvements; and

WHEREAS, the City of Solana Beach has received approval from the County of San Diego Department of Housing and Community Development for a CDBG improvement project in the amount of \$54,626; and

WHEREAS, on March 2, 2023, three bids for ADA Pedestrian Ramps, Bid No. 2023-02, were received and publicly opened by the City Clerk; and

WHEREAS, Portillo Concrete was the lowest responsible bidder with a construction estimate of \$55,000, and Portillo Concrete's bid was complete and responsive to the bid specifications; and

WHEREAS, Staff recommends a construction contingency of \$5,500 for unforeseen changes.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. That the City Council awards the construction contract to Portillo Concrete in the amount of \$55,000 for the ADA Pedestrian Ramps, Bid No. 2023-02.
3. That the City Council approves an amount of \$5,500 for construction contingency.
4. That the City Council authorizes the City Manager to execute the construction contract on behalf of the City.
5. That the City Council appropriates \$8,926 to the Federal Grants revenue account and to the ADA Pedestrian Ramps CIP project, both in the CDBG fund.

6. That the City Council appropriates \$5,874 to the ADA Pedestrian Ramps CIP project from Gas Tax.
7. That the City Council authorizes the City Treasurer to amend the Fiscal Year 2022/23 Adopted Budget accordingly.

PASSED AND ADOPTED this 22nd day of March 2023 at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

List of ADA Ramp Location

FY 2022-23

No.	Cross Streets		Corner(s)
1	San Andres Dr	Las Banderas Dr	NW
2	San Andres Dr	Las Banderas Dr	NE
3	San Andres Dr	Las Banderas Dr	SE
4	Santa Luisa	Santa Petra Dr	NW
5	Santa Luisa	Santa Petra Dr	SW
6	Santa Luisa	Santa Petra Dr	NE
7	Santa Luisa	Santa Petra Dr	SE
8	Santa Victoria	Santa Petra	NE
9	Santa Victoria	Santa Petra	SE
10	Santa Victoria	Santa Carina	NW
11	Santa Victoria	Santa Carina	NE

All locations listed above have non-standard ramps to be removed and replaced with current ADA ramp standards.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: March 22, 2023
ORIGINATING DEPT: Community Development Department
SUBJECT: **Public Hearing: Request for a Development Review Permit for a New Single-Story, Single-Family Residence and Attached Two-Car Garage and Perform Associated Site Improvements at 722 West Solana Circle (Case # DRP22-004; Applicants: JWK Holdings, Inc.; APN: 298-320-17; Resolution 2023-037)**

BACKGROUND:

The Applicant, JWK Holdings, Inc., is requesting City Council (Council) approval of a Development Review Permit (DRP) to demolish an existing single-story, single-family residence and attached garage to construct a replacement 2,354 square-foot single-story, single-family residence and attached two-car garage, and perform associated site improvements. The 4,284 square-foot lot is located at 722 West Solana Circle and is within the Medium Residential (MR) Zone and Park Del Mar Development.

The project would require aggregate grading in the amount of 28 cubic yards. The maximum building height is proposed at 13.78 feet above existing grade and 175.73 feet above mean sea level (MSL). The project requires a DRP for construction in excess of 60 percent of the maximum allowable floor area.

The issue before the Council is whether to approve, approve with conditions, or deny the Applicant's request as contained in Resolution 2023-037 (Attachment 1).

DISCUSSION:

The subject property is located on the east side of West Solana Circle. The 4,284 square-foot lot is a rectangular shape fronting on West Solana Circle to the west, with residential properties to the north, south and east.

CITY COUNCIL ACTION:

The topography of the subject site is relatively flat with a total two-foot change in elevation across the lot which slopes up from West Solana Circle. The finished floor of the existing garage and residence are approximately 1.5 feet higher than the street.

The site is currently developed with a 1,390 square-foot single-story, single-family residence with an attached 355 square-foot two-car garage. The Applicant is proposing to reconstruct a majority of the existing residence in the same footprint as well as the addition of 525 square feet, therefore, the City considers the project to be the construction of a replacement residence. A single-family residence is required to provide two (2) off-street parking spaces pursuant to Solana Beach Municipal Code (SBMC) Section 17.52.040 and the Off-Street Parking Design Manual (OSPDM). The proposed 355 square-foot garage would allow for two (2) conforming parking spaces. Since the parking spaces provided in the proposed garage would comply with the OSPDM, the project would qualify for a 355 square foot floor area exemption. Therefore, the total proposed floor area would be 1,999 square feet. The maximum proposed building height would be 13.78 feet above existing grade. The project would also include associated site improvements including hardscape and landscaping.

The property is zoned MR; however, it is also located in the Park Del Mar Development, which has specific development regulations (Attachment 3) set forth in a Use Permit issued in 1963 by the County of San Diego prior to the City's incorporation. At the request of the Park Del Mar Homeowner's Association, the Solana Beach City Council approved a Conditional Use Permit in 2001 to modify the Use Permit issued by the County to clarify the specific development regulations, which differ from the underlying zone. The Park Del Mar Development regulations, therefore, supersede those of the MR Zone. The primary use of each site in the development is limited to one detached, single-family dwelling with one garage or carport. Each dwelling unit is limited to a maximum of 2,000 square feet and the garage or carport to a maximum of 600 square feet. In addition, the overall square footage on the site cannot exceed 2,400 square feet. In accordance with underlying SBMC Zoning regulations, detached accessory structures are permitted and are deducted from the total allowed garage or carport square footage. The regulations also limit all structure heights to 16 feet above the lower of finished or proposed grade. Specific setback dimensions are also provided for each lot in the community. As proposed, the project complies with the regulations of the Park Del Mar Development. The project plans are provided in Attachment 2.

Table 1 (below) provides a comparison of the Park Del Mar Development regulations with the Applicant's proposed design.

Table 1			
LOT INFORMATION			
Property Address:	722 W Solana Cir.	Zoning Designation:	Park Del Mar (MR)
Lot Size:	4,284 SF	# of Units Allowed:	1 SFR
Max. Allowable Living SF	2,000 SF	# of Units Requested:	1 SFR
Max. Allowable Garage SF	600 SF		
Max. Allowable Total SF	2,400 SF	Setbacks:	Required Proposed
Proposed Total SF	1,999 SF	Front (E)	10' – 0" 17' – 7"
Below Max. SF by	401 SF	Side (N)	2' – 6" 2' – 6"
Max. Allowable Height:	16.00 ft	Side (S)	5' – 0" 8' – 0"
Max. Proposed Height:	13.78 ft	Rear (W)	5' – 0" 5' – 0"
Highest Point/Ridge:	175.73 MSL		
PROPOSED PROJECT INFORMATION			
Square Footage / Floor Area Breakdown:		Required Permits:	
Proposed Living Area:	1,390 SF	DRP: A DRP is required for construction in excess of 60% of the maximum allowable floor area.	
Proposed Garage:	355 SF		
Proposed Addition:	609 SF		
Subtotal:	2,354 SF		
Garage Exemption:	- 355 SF		
Total Proposed Floor Area:	1,999 SF		
Proposed Grading: 28 CY Aggregate Grading			
Proposed Parking: Attached Two-Car Garage		Existing Development:	
Proposed Fences and Walls: Yes		Single-Family Residence and Attached Garage	
Proposed Accessory Dwelling Unit: No			
Proposed Accessory Structure: No			

Development Review Permit Compliance (SBMC Section 17.68.40):

A DRP is required because the total proposed floor area exceeds 60% of the maximum allowable. The total floor area proposed is 1,999 square feet which is 83% of the 2,400 square foot maximum allowable floor area.

In addition to meeting the Park Del Mar Development specific regulations and any other underlying zoning requirements, the project must also be found in compliance with development review criteria. The following is a list of the development review criteria topics:

1. Relationship with Adjacent Land Uses
2. Building and Structure Placement
3. Landscaping
4. Roads, Pedestrian Walkways, Parking, and Storage Areas

5. Grading
6. Lighting
7. Usable Open Space

The following is a discussion of the findings for a DRP as each applies to the proposed project as well as reference to recommended conditions of approval contained in Resolution 2023-037. The Council may approve, or conditionally approve, a DRP only if all of the findings listed below can be made:

1. The proposed development is consistent with the general plan and all applicable requirements of this title, including special regulations, overlay zones, and specific plans.
2. The proposed development complies with the development review criteria.
3. All required permits and approvals issued by the city, including variances, conditional use permits, comprehensive sign plans, and coastal development permits have been obtained prior to or concurrently with the development review permit.
4. If the development project also requires a permit or approval to be issued by a state or federal agency, the city council may conditionally approve the development review permit upon the applicant obtaining the required permit or approval from the other agency.

If any of the above findings cannot be made, the Council shall deny the DRP.

In addition to meeting zoning requirements, the project must also be found in compliance with development review criteria. The following is a discussion of the applicable development review criteria as they relate to the proposed project.

Relationship with Adjacent Land Uses:

The property is located within the MR Zone and Park Del Mar Development. Properties surrounding the lot are located within the same zone and also part of the Park Del Mar Development. They are developed with single-story, single-family residences. The project site is currently developed with a single-story, single-family residence and an attached garage. The Applicant is proposing to construct a replacement residence, replacement garage and associated site improvements.

As designed, the project is consistent with the specific development standards of the Park Del Mar Development as well as the permitted uses of the underlying MR Zone as described in SBMC Sections 17.20.010 and 17.12.020. The proposed development could be found to be consistent with the objectives of the General Plan as it encourages the development and maintenance of healthy residential neighborhoods, the stability of transitional neighborhoods, and the rehabilitation of deteriorated neighborhoods.

The project, as designed, is consistent with the permitted uses for the MR Zone as described in SBMC Sections 17.20.010 and 17.12.020. The property is designated Medium Density Residential in the General Plan and intended for single- and multi-family residential development with a maximum density of five to seven dwelling units per acre. The proposed development could be found to be consistent with the objectives of the General Plan as it encourages the development and maintenance of healthy residential neighborhoods, the stability of transitional neighborhoods, and the rehabilitation of deteriorated neighborhoods.

The property is not located within any of the City's Specific Plan areas. As a condition of project approval, the Applicant would be required to obtain a Coastal Development Permit, Waiver or Exemption from the California Coastal Commission prior to the issuance of a Building Permit.

Building and Structure Placement:

The site is currently developed with a 1,390 square-foot single-story, single-family residence and a 355 square foot garage located on a flat building pad at approximately 1.5 feet above the elevation of the street. The garage will remain in the northeast corner of the lot and would continue to be accessed from the shared driveway on the north side of the property.

The Park Del Mar Development regulations allow reduced setback areas as compared to the underlying MR Zone. They also limit maximum structure height to 16 feet measured from the lower of existing or finished grade. The project would comply with the setbacks and height restrictions set forth in the Park Del Mar Development Regulations.

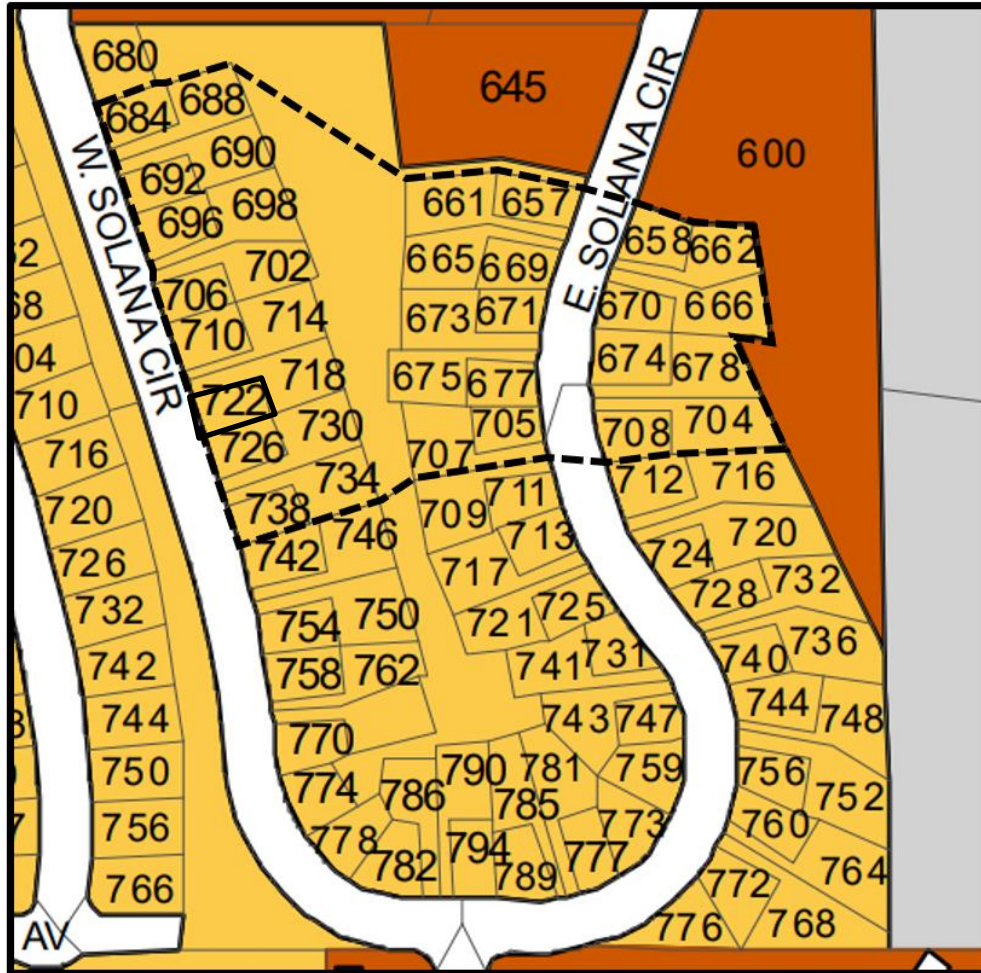
The 1,999 square-foot residence will consist of a great room, kitchen, primary suite, an additional bedroom with an ensuite bathroom, a laundry room, and an attached two car garage. The Applicant is also proposing the construction of a roof deck of approximately 112 square feet in the southwest corner of the proposed roof. The proposed site improvements include hardscape and landscaping.

The SBMC parking regulations require two (2) off-street parking spaces, 9' x 19' clear, per single-family residence. The SBMC indicates that when required spaces are provided in a garage, up to 200 square feet of floor area is exempted for each required space. As designed, the proposed residence would provide two (2) parking spaces in the garage; therefore, the project is afforded a 355 square-foot exemption and the total proposed floor area would be 1,999 square feet, which is 401 square feet under the maximum allowable floor area for the lot pursuant to Park Del Mar Regulations.

The proposed project, as designed, meets the minimum required front-, interior side-, and rear-yard setbacks.

Neighborhood Comparison:

Staff compared the proposed project to 29 other properties within the surrounding area. As shown on the following Zoning Map, they include other properties in the Park Del Mar Development along West Solana Circle and East Solana Circle.



The properties evaluated in this comparison are located in the MR Zone and the Park Del Mar Development. The existing homes range in size from 1,330 square feet to 2,225 square feet, according to the County Assessor records. It should be noted that the County Assessor does not include garages, covered porches, unfinished basements or accessory buildings in the total square footage. Accordingly, the building area of the proposed project has been calculated for comparison purposes by deleting the area of the garage as follows:

Project Gross Building Area:	2,354 ft ²
Delete Covered Patio Area:	-84 ft ²
Delete Garage Area:	-355 ft ²
<hr/> Project Area for Comparison to Assessor's Data	<hr/> 1,915 ft ²

Table 2 is based upon the County Assessor's data and SanGIS data. It contains neighboring lot sizes, the square footage of existing development and the maximum allowable square footage for potential development on each lot.

Table 2						
#	Property Address	Lot Size in ft ² (SanGis)	Existing ft ² (Assessor)	Proposed / Recently Approved ft ²	Max. Allowable ft ²	Zone
1	657 E SOLANA CIRCLE	4,716	1,746		2,400	MR/PDM
2	661 E SOLANA CIRCLE	7,331	1,240	1,831	2,400	MR/PDM
3	665 E SOLANA CIRCLE	7,479	1,847		2,400	MR/PDM
4	669 E SOLANA CIRCLE	4,699	1,822		2,400	MR/PDM
5	671 E SOLANA CIRCLE	3,875	1,528		2,400	MR/PDM
6	673 E SOLANA CIRCLE	7,245	1,674		2,400	MR/PDM
7	675 E SOLANA CIRCLE	6,640	1,604		2,400	MR/PDM
8	677 E SOLANA CIRCLE	4,095	1,358		2,400	MR/PDM
9	705 E SOLANA CIRCLE	3,990	1,330		2,400	MR/PDM
10	707 E SOLANA CIRCLE	7,852	1,518		2,400	MR/PDM
11	658 E SOLANA CIRCLE	4,965	1,472		2,400	MR/PDM
12	662 E SOLANA CIRCLE	6,243	1,456		2,400	MR/PDM
13	666 E SOLANA CIRCLE	8,149	1,949		2,400	MR/PDM
14	670 E SOLANA CIRCLE	4,109	1,479		2,400	MR/PDM
15	674 E SOLANA CIRCLE	5,513	1,426		2,400	MR/PDM
16	678 E SOLANA CIRCLE	7,833	1,456		2,400	MR/PDM
17	704 E SOLANA CIRCLE	8,704	1,404		2,400	MR/PDM
18	708 E SOLANA CIRCLE	4,841	1,591		2,400	MR/PDM
19	684 W SOLANA CIRCLE	4,303	2,225		2,400	MR/PDM
20	688 W SOLANA CIRCLE	6,932	1,969		2,400	MR/PDM
21	690 W SOLANA CIRCLE	7,093	1,512		2,400	MR/PDM
22	692 W SOLANA CIRCLE	3,961	1,632		2,400	MR/PDM
23	696 W SOLANA CIRCLE	4,822	1,404		2,400	MR/PDM
24	698 W SOLANA CIRCLE	8,268	1,930		2,400	MR/PDM
25	702 W SOLANA CIRCLE	6,793	1,518		2,400	MR/PDM
26	706 W SOLANA CIRCLE	4,047	1,591		2,400	MR/PDM
27	710 W SOLANA CIRCLE	4,574	1,719		2,400	MR/PDM
28	714 W SOLANA CIRCLE	7,254	1,814		2,400	MR/PDM
29	718 W SOLANA CIRCLE	7,157	1,479		2,400	MR/PDM
30	722 W SOLANA CIRCLE	4,284	1,390	1,915	2,400	MR/PDM

Fences, Walls and Retaining Walls:

Within the front yard setback area, the SBMC allows fences and walls or any combination thereof, to be no higher than 42 inches in height as measured from existing grade, except

for an additional two feet of fence that is at least 80% open to light. Fences, walls and retaining walls located within the rear and interior side yards are allowed to be up to six feet in height with an additional 24 inches that is 50% open to light and air.

As proposed, a 3.5 foot tall stone veneer pilaster wall is proposed around the front yard north of an existing retaining wall that will remain that ranges in 0.75 feet to 5.5 feet and follows the southern property line. The fences and walls would comply with the fence and wall regulations. If the Applicant decides to modify any of the design of the proposed fences and walls or construct additional fences and walls, a condition of project approval indicates that they would be required to be in compliance with SBMC 17.20.040(O) and 17.60.070(C) and (D).

Landscape:

The project is subject to the current water efficient landscaping regulations of SBMC Chapter 17.56. A Landscape Documentation Package is required for new development projects with an aggregate landscape equal to or greater than 500 square feet requiring a building permit, plan check or development review. The Applicant provided a conceptual landscape plan that has been reviewed by the City's third-party landscape architect, who has recommended approval. The Applicant will be required to submit detailed construction landscape drawings that will be reviewed by the City's third-party landscape architect for conformance with the conceptual plan. In addition, the City's third-party landscape architect will perform inspections during the construction phase of the project. A separate condition has been added to require that native or drought-tolerant and non-invasive plant materials and water-conserving irrigation systems are required to be incorporated into the landscaping to the extent feasible.

Parking:

SBMC Section 17.52.040 and the Off-Street Parking Design Manual require two (2) parking spaces for a single-family residence. The Applicant is proposing to reconstruct the existing garage in the same location. The attached garage would provide two (2) off-street parking spaces that are 9' X 19' and clear of obstruction. Therefore, 355 square feet of the garage area is not included in the calculation of the proposed Floor Area Ratio. In addition, the proposed 355 square-foot garage would be less than 600 square feet which is the maximum area permitted by the Park Del Mar regulations.

Grading:

The proposed project would require 28 cubic yards of excavation for foundations and footings as well as removal and recompaction to be exported off-site.

Lighting:

A condition of project approval includes that all new exterior lighting fixtures comply with the City-Wide Lighting Regulations of the Zoning Ordinance (SBMC 17.60.060). All light

fixtures shall be shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding area.

Usable Open Space:

The project consists of the construction of a replacement single-family residence, attached garage and site improvements; therefore, usable open space and recreational facilities are neither proposed nor required according to SBMC Section 17.20.040.

Public Frontage & Public Right-of-Way Improvements:

The existing property is improved with concrete curb and gutter only. If approved, the Applicant is not required to do any public improvements.

Public Hearing Notice:

Notice of the City Council Public Hearing for the project was published in the Union Tribune more than 10 days prior to the public hearing. The same public notice was mailed to property owners and occupants within 300 feet of the proposed project site on March 10, 2023. As of the date of preparation of this Staff Report, Staff has not received any formal correspondence from neighbors or interested parties in support of, or in opposition to, the proposed project.

CEQA COMPLIANCE STATEMENT:

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15303 of the State CEQA Guidelines. Section 15303 is a Class 3 exemption for new construction or the conversion of small structures. Examples of this exemption include one single-family residence or second dwelling unit in a residential zone. In urbanized areas, up to three-single-family residences may be constructed or converted under this exemption.

FISCAL IMPACT: N/A

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation adopting the attached Resolution 2023-037.
- Approve Staff recommendation subject to additional specific conditions necessary for the City Council to make all required findings for the approval of a DRP.
- Deny the project if all required findings for the DRP cannot be made.

DEPARTMENT RECOMMENDATION:

The proposed project meets the minimum objective requirements under the Park Del Mar Development regulations and the underlying SBMC, could be found to be consistent with the General Plan and could be found, as conditioned, to meet the discretionary findings required as discussed in this report to approve a DRP. Therefore, Staff recommends that the City Council:

1. Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15303 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt Resolution 2023-037 conditionally approving a DRP to demolish a single-family residence, construct a replacement one-story, single-family residence with an attached two-car garage and perform associated site improvements at 722 W. Solana Circle.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2023-037
2. Project Plans
3. Park Del Mar Development Regulations

RESOLUTION 2023-037

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, CONDITIONALLY APPROVING A DEVELOPMENT REVIEW PERMIT FOR THE CONSTRUCTION OF A REPLACEMENT SINGLE-STORY SINGLE-FAMILY RESIDENCE WITH AN ATTACHED TWO-CAR GARAGE AND ASSOCIATED IMPROVEMENTS ON A PROPERTY WITHIN THE PARK DEL MAR DEVELOPMENT, LOCATED AT 722 WEST SOLANA CIRCLE, SOLANA BEACH

APPLICANT: JWK Holdings, Inc.
CASE NO.: DRP 22-004

WHEREAS, JWK Holdings, Inc. (hereinafter referred to as “Applicant”) has submitted an application for a Development Review Permit (DRP) pursuant to Title 17 (Zoning), of the Solana Beach Municipal Code (SBMC); and

WHEREAS, the Public Hearing was conducted pursuant to the provisions of Solana Beach Municipal Code Section 17.72.030; and

WHEREAS, at the Public Hearing on March 22, 2023, the City Council received and considered evidence concerning the proposed application; and

WHEREAS, the City Council of the City of Solana Beach found the application request exempt from the California Environmental Quality Act pursuant to Section 15303 of the State CEQA Guidelines; and

WHEREAS, this decision is based upon the evidence presented at the hearing and any information the City Council gathered by viewing the site and the area as disclosed at the hearing.

NOW THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the foregoing recitations are true and correct.
2. That the project is exempt from the California Environmental Quality Act pursuant to Section 15303 of the State CEQA Guidelines.
3. That the request for a DRP to construct a replacement 1,999 square-foot single-story, single-family residence and attached two-car garage on a 4,284 square-foot lot in the Medium Residential (MR) Zone and Park Del Mar Development, is conditionally approved based upon the following Findings and subject to the following Conditions:

4. FINDINGS

- A. In accordance with Section 17.68.040 (Development Review Permit) of the City

of Solana Beach Municipal Code, the City Council finds the following:

- I. *The proposed project is consistent with the General Plan and all applicable requirements of SBMC Title 17 (Zoning Ordinance), including special regulations, overlay zones, and specific plans.*

General Plan Consistency: The project, as conditioned, is consistent with the City's General Plan designation of Medium Density Residential, which allows for five to seven dwelling units per acre. Further, the proposed development is consistent with the objectives of the General Plan as it encourages the development and maintenance of healthy residential neighborhoods, the stability of transitional neighborhoods, and the rehabilitation of deteriorated neighborhoods.

Zoning Ordinance Consistency: The proposed project is consistent with all applicable requirements of the Zoning Ordinance (Title 17) Permitted Uses and Structures (SBMC 17.20.020), which provides for use of the property as a single-family residence. The proposed project also adheres to the specific development regulations established for the Park Del Mar Development.

The design of the project is consistent with the provisions for minimum setbacks, the maximum floor area ratio (FAR), maximum building height, and parking requirements.

- II. *The proposed development complies with the following development review criteria set forth in Solana Beach Municipal Code Section 17.68.040(F):*

- a. *Relationship with Adjacent Land Uses: The development shall be designed in a manner compatible with and where feasible, complimentary to existing and potential development in the immediate vicinity of the project site. Site planning on the perimeter of the development shall give consideration to the protection of surrounding areas from potential adverse effects, as well as protection of the property from adverse surrounding influences.*

The property is located within the MR Zone and Park Del Mar Development. Properties surrounding the lot are located within the same zone and also part of the Park Del Mar Development. They are developed with single-story, single-family residences. The project site is currently developed with a single-story, single-family residence and an attached garage. The Applicant proposes to remodel a majority of the existing structure and garage constructing a replacement single-story, single-family residence with an attached two-car garage.

As designed, the project is consistent with the specific development standards of the Park Del Mar Development as well as the permitted uses of the underlying MR Zone as described in SBMC Sections 17.20.010 and 17.12.020. The proposed development could be found to be consistent with the objectives of the General Plan as it encourages the development and maintenance of healthy residential neighborhoods, the stability of transitional neighborhoods, and the rehabilitation of deteriorated neighborhoods.

The project, as designed, is consistent with the permitted uses for the MR Zone as described in SBMC Sections 17.20.010 and 17.12.020. The property is designated Medium Density Residential in the General Plan and intended for single- and multi-family residential development with a maximum density of five to seven dwelling units per acre. The proposed development could be found to be consistent with the objectives of the General Plan as it encourages the development and maintenance of healthy residential neighborhoods, the stability of transitional neighborhoods, and the rehabilitation of deteriorated neighborhoods.

The property is not located within any of the City's Specific Plan areas. As a condition of project approval, the Applicant would be required to obtain a Coastal Development Permit, Waiver or Exemption from the California Coastal Commission prior to the issuance of a Building Permit.

- b. Building and Structure Placement: Buildings and structures shall be sited and designed in a manner which visually and functionally enhances their intended use.*

The site is currently developed with a 1,390 square-foot single-story, single-family residence and a 355 square foot garage located on a flat building pad at approximately 1.5 feet above the elevation of the street. The garage will remain in the northeast corner of the lot and would continue to be accessed from the shared driveway on the north side of the property.

The Park Del Mar Development regulations allow reduced setback areas as compared to the underlying MR Zone. They also limit maximum structure height to 16 feet measured from the lower of existing or finished grade. The project would comply with the setbacks and height restrictions set forth in the Park Del Mar Development Regulations.

The 1,999 square-foot residence will consist of a great room, kitchen, primary suite, an additional bedroom with an ensuite

bathroom, a laundry room, and an attached two car garage. The Applicant would also construct a 112 square foot roof deck in the southwest corner of the residence. The proposed site improvements include hardscape and landscaping.

The SBMC parking regulations require two (2) off-street parking spaces, 9' x 19' clear, per single-family residence. The SBMC indicates that when required spaces are provided in a garage, up to 200 square feet of floor area is exempted for each required space. As designed, the proposed residence would provide two (2) parking spaces in the garage; therefore, the project is afforded a 355 square-foot exemption and the total proposed floor area would be 1,999 square feet, which is 401 square feet under the maximum allowable floor area for the lot pursuant to Park Del Mar Regulations.

The proposed project, as designed, meets the minimum required front-, interior side-, and rear-yard setbacks.

- c. *Landscaping: The removal of significant native vegetation shall be minimized. Replacement vegetation and landscaping shall be compatible with the vegetation of the surrounding area. Trees and other large plantings shall not obstruct significant views when installed or at maturity.*

The project is subject to the current water efficient landscaping regulations of SBMC Chapter 17.56. A Landscape Documentation Package is required for new development projects with an aggregate landscape equal to or greater than 500 square feet requiring a building permit, plan check or development review. The Applicant provided a conceptual landscape plan that has been reviewed by the City's third-party landscape architect, who has recommended approval. The Applicant will be required to submit detailed construction landscape drawings that will be reviewed by the City's third-party landscape architect for conformance with the conceptual plan. In addition, the City's third-party landscape architect will perform inspections during the construction phase of the project. A separate condition has been added to require that native or drought-tolerant and non-invasive plant materials and water-conserving irrigation systems are required to be incorporated into the landscaping to the extent feasible.

- d. *Roads, Pedestrian Walkways, Parking and Storage Areas: Any development involving more than one building or structure shall provide common access roads and pedestrian walkways. Parking and outside storage areas, where permitted, shall be screened from view, to the extent feasible, by existing topography, by the*

placement of buildings and structures, or by landscaping and plantings.

SBMC Section 17.52.040 and the Off-Street Parking Design Manual require two (2) parking spaces for a single-family residence. The Applicant is proposing to reconstruct the existing garage in the same location. The attached garage would provide two (2) off-street parking spaces that are 9' X 19' and clear of obstruction. Therefore, 355 square feet of the garage area is not included in the calculation of the proposed Floor Area Ratio. In addition, the proposed 355 square-foot garage would be less than 600 square feet which is the maximum area permitted by the Park Del Mar regulations.

- e. *Grading: To the extent feasible, natural topography and scenic features of the site shall be retained and incorporated into the proposed development. Any grading or earth-moving operations in connection with the proposed development shall be planned and executed so as to blend with the existing terrain both on and adjacent to the site. Existing exposed or disturbed slopes shall be landscaped with native or naturalized non-native vegetation and existing erosion problems shall be corrected.*

The proposed project would require 28 cubic yards of excavation for foundations and footings as well as removal and recompaction to be exported off-site.

- f. *Lighting: Light fixtures for walkways, parking areas, driveways, and other facilities shall be provided in sufficient number and at proper locations to assure safe and convenient nighttime use. All light fixtures shall be appropriately shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding areas per SBMC 17.60.060 (Exterior Lighting Regulations).*

A condition of project approval includes that all new exterior lighting fixtures comply with the City-Wide Lighting Regulations of the Zoning Ordinance (SBMC 17.60.060). All light fixtures shall be shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities as to be detrimental to the surrounding area.

- g. *Usable Open Space: Recreational facilities proposed within required usable open space shall be located and designed to maintain essential open space values.*

The project consists of the construction of a replacement single-family residence, attached garage and site improvements;

therefore, usable open space and recreational facilities are neither proposed nor required according to SBMC Section 17.20.040.

- III. All required permits and approvals issued by the City, including variances, conditional use permits, comprehensive sign plans, and coastal development permits, have been obtained prior to or concurrently with the development review permit.*

All required permits are being processed concurrently with the DRP. As a condition of project approval, the Applicant will be required to obtain approval from the CCC prior to issuance of Building Permits.

The project will not exceed 16 feet above the existing grade; therefore, a Structure Development Permit (SDP) is not required.

- IV. If the development project also requires a permit or approval to be issued by a state or federal agency, the city council may conditionally approve the development review permit upon the applicant obtaining the required permit or approval from the other agency.*

As a condition of project approval, the Applicant will be required to obtain approval from the California Coastal Commission (CCC) prior to the issuance of Building Permits.

5. CONDITIONS

Prior to use or development of the property in reliance on this permit, the Applicant shall provide for and adhere to the following conditions:

A. Community Development Department Conditions:

- I. The Applicant shall pay required Public Facilities Fees, as established by SBMC Section 17.72.020 and Resolution 1987-36.
- II. The Applicant shall pay required Fire Mitigation, Park Development and Public Use Facilities Impact Fees, as established by SBMC Chapter 15.60, Chapter 15.65, Chapter 15.66, and Resolution 2018-147.
- III. Building Permit plans must be in substantial conformance with the plans presented to the City Council on March 22, 2023 and located in the project file with a submittal date of February 14, 2023.
- IV. The residence will not exceed 13.78 feet in height above the existing grade or 175.73 feet above MSL.
- V. Any proposed onsite fences, walls, and retaining walls and any proposed railing located on top, or any combination thereof, shall

comply with applicable regulations of SBMC Section 17.20.040 and 17.60.070 (Fences and Walls).

- VI. The Applicant shall obtain required CCC approval of a Coastal Development Permit, Waiver or Exemption as determined necessary by the CCC, prior to the issuance of a Grading or Building Permit.
- VII. Native or drought tolerant and non-invasive plant materials and water conserving irrigation systems shall be incorporated into any proposed landscaping and compatible with the surrounding area to the extent feasible.
- VIII. Any new exterior lighting fixtures shall be in conformance with the City-Wide Lighting Regulations of SBMC 17.60.060.
- IX. All light fixtures shall be appropriately shielded so that no light or glare is transmitted or reflected in such concentrated quantities or intensities that render them detrimental to the surrounding area.
- X. Construction vehicles shall be parked on the subject property at all times when feasible. If construction activity prohibits parking on the subject property, the Applicant shall ensure construction vehicles are parked in such a way to allow sufficient vehicular access on West Solana Circle and minimize impact to the surrounding neighbors.
- XI. The Applicants shall connect to temporary electrical service as soon as feasible to the satisfaction of the City. The use of gas-powered generator(s) during construction activity is discouraged and shall be limited only to selective use at the discretion of the City.

B. Fire Department Conditions:

- I. **OBSTRUCTION OF ROADWAYS DURING CONSTRUCTION:** All roadways shall be a minimum of 20 feet in width during construction and maintained free and clear, including the parking of vehicles per the 2019 California Fire Code Chapter 5 Section 503.4 and 503.2.1.
- II. **ADDRESS NUMBERS: STREET NUMBERS:** Approved numbers and/or addresses shall be placed on all new and existing buildings and at appropriate additional locations as to be plainly visible and legible from the street or roadway fronting the property from either direction of approach. Said numbers shall contrast with their background, and shall meet the following minimum standards as to size: 4" high with a 1/2" inch stroke width for residential buildings, 8" high with a 1/2" stroke for commercial and multi-family residential buildings, 12" high with a 1" stroke for industrial buildings. Additional numbers shall be required where deemed necessary by the Fire

Marshal, such as rear access doors, building corners, and entrances to commercial centers per the 2019 California Fire Code Chapter 5 Section 505.1.

- III. AUTOMATIC FIRE SPRINKLER SYSTEM-ONE- AND TWO-FAMILY DWELLINGS: Structures shall be protected by an automatic fire sprinkler system designed and installed. Plans for the automatic fire sprinkler system shall be submitted as Deferred Submittal and approved by the Solana Beach Fire Department prior to installation per the Solana Beach Municipal Code Title 15 Building and Construction Chapter 15.32 Fire Code Section 15.32.230 Section 903.2.01. Sprinkler will be required due to the significant modifications to the interior dwelling.
- IV. CLASS "A" ROOF: All structures shall be provided with a Class "A" Roof covering to the satisfaction of the Solana Beach Fire Department and per the 2019 California Building Code Chapter 15 Section 1505.

C. Engineering Department Conditions:

- I. The Applicant is required to obtain an Encroachment Permit in accordance with SBMC Section 11.20 for the frontage improvements mentioned below being done in the public right-of-way. The frontage improvements shall be done to the satisfaction of the City Engineer prior to the occupancy of the proposed project:
- II. Connect the private 4" PVC Storm Drain to the existing curb outlet.
- III. The Applicant shall record the Encroachment Maintenance Removal Agreement (EMRA) with the County of San Diego prior to the release of the Security Deposit/Final Inspection of the Building Permit. EMRA shall be recorded against this property for all private improvements in the Public Right-Of-Way including but not limited to:
 - a. Landscaping
 - b. Artificial Turf
 - c. Curb Outlet
- IV. All construction demolition materials shall be recycled according to the City's Construction and Demolition recycling program and an approved Waste Management Plan shall be submitted.
- V. Construction fencing shall be located on the subject property unless the Applicant has obtained an Encroachment Permit in accordance with chapter 11.20 of the SBMC which allows otherwise.

6. **ENFORCEMENT:** Pursuant to SBMC 17.72.120(B) failure to satisfy any and all of the above-mentioned conditions of approval is subject to the imposition of penalties as set forth in SBMC Chapters 1.16 and 1.18 in addition to any applicable revocation proceedings.
7. **EXPIRATION:** The DRP for the project will expire 24 months from the date of this Resolution, unless the Applicant has obtained building permits and have commenced construction prior to that date, and diligently pursued construction to completion. An extension of the application may be granted by the City Council, subject to SBMC Section 17.72.110.
8. **INDEMNIFICATION AGREEMENT:** The Applicant shall defend, indemnify, and hold harmless the City, its agents, officers, and employees from any and all claims, actions, proceedings, damages, judgments, or costs, including attorney's fees, against the City or its agents, officers, or employees, relating to the issuance of this permit including, but not limited to, any action to attack, set aside, void, challenge, or annul this development approval and any environmental document or decision. The City will promptly notify the Applicant of any claim, action, or proceeding. The City may elect to conduct its own defense, participate in its own defense, or obtain independent legal counsel in defense of any claim related to this indemnification. In the event of such election, the Applicant shall pay all of the costs related thereto, including without limitation reasonable attorney's fees and costs. In the event of a disagreement between the City and Applicant regarding litigation issues, the City shall have the authority to control the litigation and make litigation related decisions, including, but not limited to, settlement or other disposition of the matter. However, the Applicant shall not be required to pay or perform any settlement unless such settlement is approved by the Applicant.

NOTICE TO APPLICANT: Pursuant to Government Code Section 66020, you are hereby notified that the 90-day period to protest the imposition of the fees, dedications, reservations or other exactions described in this resolution commences on the effective date of this resolution. To protest the imposition of any fee, dedications, reservations or other exactions described in this resolution you must comply with the provisions of Government Code Section 66020. Generally the resolution is effective upon expiration of the tenth day following the date of adoption of this resolution, unless the resolution is appealed or called for review as provided in the Solana Beach Zoning Ordinance.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 22nd day of March, 2023, by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSENT: Councilmembers –
ABSTAIN: Councilmembers –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

PROJECT INFORMATION

ADDRESS: 722 W SOLANA CIRCLE, SOLANA BEACH, CA
 LOT NUMBER: 15
 LOT SIZE: 4284 SF
 FINISHED PAD ELEVATION: 162
 AMOUNT OF GRADING: 14.07 CY
 ZONING: MR (SCALED RESIDENTIAL OVERLAY ZONE)
 APN: 298-320-17
 LEGAL DESCRIPTION: LOT 15, PARK DEL MAR, MAP 5070
 NATURAL GAS: THIS PROJECT USES NATURAL GAS
 TYPE OF CONSTRUCTION: V-N
 FIRE SPRINKLERS: NO
 YEAR BUILT: 1968

OWNER/APPLICANT
 JAKE & COURTNEY KENYON
 232 S GRANADOS AVE
 SOLANA BEACH, CA
 JKENYON@KENYONWEB.COM
 858-342-9044

ARCHITECT:
 ANDREW JUNEAU
 2270 CAMINO VIDA ROBLE, SUITE R
 CARLSBAD, CA 92011
 T: (760) 518-5353
 E: andrew@juneauarchitects.com

LANDSCAPE ARCHITECT:
 Angelina Sotelo, ASLA
 Principal, RLA, LEED AP
 2643 Fourth Avenue
 San Diego CA 92103
 [O] 619.544.1977
 [C] 619.719.6756
 http://www.asotelo.com

STRUCTURAL ENGINEER:
 LOVELACE STRUCTURAL ENGINEERS
 10509 Vista Sorrento Parkway, Suite 102
 San Diego, CA 92121
 OSCAR COVARRUBIAS, P.E.
 PH: (858) 535-9111 x102
 EMAIL: Ocovarrubias@lovelaceeng.com

SETBACKS

Front (W): 10'
 Side (N): 2.5'
 Side (S): 5'
 Rear (E): 5'

GRADING

550 Cubic Feet of excavation for new foundation & footings
 200 Cubic feet excavation and recompaction
 TOTAL PROPOSED GRADING: 750 Cubic Feet (28 CY)
 Proposed 28 cubic yards of excavation shall be transported to a legal disposal site in accordance with the Green Book Standards and to the satisfaction of the City Engineer.

VICINITY MAP



722 WEST
SOLANA CIRCLE
 RESIDENCE
 LOT 15, PARK DEL MAR
 MAP NO. 5070
 APN: 298-320-17

juneau

— ARCHITECTS —

2270 CAMINO VIDA ROBLE, SUITE R
 CARLSBAD, CA 92011
 760-518-5353
 juneauarchitects.com
 C 31832: ARCHITECT

SCOPE OF WORK:

1888 SF LIVING
 379 SF GARAGE
 48 SF COVERED PATIO
 2296 SF TOTAL

REVISION 1:

REVISION 2:

REVISION 3:

REVISION 4:

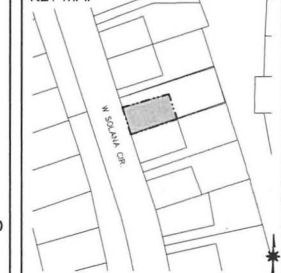
REVISION 5:

REVISION 6:

REVISION 7:

SUBMITTAL:

KEY MAP



PEACOCK JOSEPH &
 DEBRA FAMILY
 SURVIVORS TRUST
 730 W SOLANA CIR
 (APN 298-320-18)

LOT 17

NOTES

- THESE PLANS AND ALL WORK SHALL COMPLY WITH THE CALIFORNIA BUILDING STANDARDS CODE FOUND IN THE STATE OF CALIFORNIA TITLE 24 C.C.R. AS AMENDED & ADOPTED BY THE COUNTY OF SAN DIEGO.
- THIS PROJECT IS TO COMPLY WITH THE COUNTY OF SAN DIEGO LIGHTING ORDINANCE.
- THE FIRST FIVE FEET OF FENCES AND OTHER ITEMS ATTACHED TO A STRUCTURE SHALL BE CONSTRUCTED OF NON-COMBUSTIBLE MATERIAL OR MEET THE SAME FIRE RESISTIVE STANDARDS AS THE EXTERIOR WALLS OF THE STRUCTURE.
- ALL OUTDOOR LIGHTING SHALL BE HIGH-EFFICIENCY LUMINAIRES OR SHALL BE CONTROLLED BY A PHOTO CONTROL/MOTION SENSOR COMBINATION.
- ALL BUILDINGS TO BE FULLY SPRINKLERED PER FIRE CODE. CONSULT WITH THE LOCAL FIRE AGENCY TO DETERMINE FIRE SPRINKLER SYSTEM REQUIREMENTS FOR THIS PROJECT. (COUNTY BUILDING CODE 92.2.R313)
- ALL TRASH ENCLOSURES TO BE SCREENED FROM VIEW.
- ALL DRIVEWAYS TO BE 16" MIN WIDE W/ APPROVED ENTRY RADIUS PER FIRE CODE.
- ALL PLASTER WALLS TO BE SEMI SMOOTH FINISH; LIGHT TAN TO BEIGE IN COLOR.
- ROOF PITCH TO BE 4:12. MATERIAL TO BE TWO PIECE BARREL TILE MUD SET.
- ALL HOME SECURITY EQUIPMENT SHALL BE UL LISTED.
- EXPOSED HEIGHT OF FINISHED WALLS CANNOT EXCEED 6'-0".
- 2'-0" TO 3'-0" EXISTING CMU RETAINING WALL W/ SOLID CMU FENCE ABOVE. HEIGHT VARIES PER PLAN.
- SEE A1.0 DRAINAGE PLAN FOR INFORMATION REGARDING SITE DRAINAGE.
- PROPOSED DRAINAGE TO FOLLOW EXISTING DRAINAGE PATTERNS AND SHEET FLOW TOWARDS WEST SOLANA CIRCLE. SEE A1.0 DRAINAGE PLAN FOR MORE INFORMATION.

SHEET INDEX

- | | |
|----------------------------------|-----------------------------------|
| A1.00 PLOT PLAN & COVER SHEET | A6.1 GREAT ROOM |
| A1.0 DRAINAGE PLAN | A6.2 BEDROOM |
| 10' x 1' SURVEY | A6.3 GARAGE & LAUNDRY ROOM |
| A1.3 SOLAR ORIENTATION | A6.4 KITCHEN |
| A1.4 AREA CALCS & DEMO PLAN | A6.5 MASTER BEDROOM |
| A1.5 BMP PLAN | A6.6 ROOF DECK |
| A2.1 MAIN LEVEL FLOOR PLAN | A7.1 ML REFLECTED CEILING PLAN |
| A2.2 ROOF PLAN | A8.1 DETAILS |
| A2.3 ML FRAMING DIMENSION PLAN | A8.2 DETAILS |
| A2.4 ROOF FRAMING DIMENSION PLAN | A8.3 DETAILS |
| A3.0 3D VIEWS | A8.4 STAR DETAILS |
| A4.1 ELEVATIONS | A8.5 STAR DETAILS |
| A5.1 SECTIONS | A9.1 WINDOW SCHEDULE |
| A5.2 SITE SECTION | A9.2 DOOR SCHEDULE |
| A5.3 PLATE HEIGHT SECTIONS | E1.1 GROUND LEVEL ELECTRICAL PLAN |
| | E1.2 UPPER LEVEL ELECTRICAL PLAN |

KEY NOTES

- COLORED CONCRETE STEPPERS W/ MEXICAN PEBBLES BETWEEN
- COLORED CONCRETE PATIO
- NOT USED
- TUBE STEEL FENCE 3'-0" TALL
- STONE VENEER PILASTER 3" TALL WITH 6" PRECAST CAP(3'-6" TALL TOTAL)
- TUBE STEEL GATE
- NOT USED
- EXTERIOR STAIRCASE TO ROOF DECK
- BUILDING FOOTPRINT
- EXISTING TO REMAIN CONCRETE DRIVE
- EXISTING TO REMAIN RETAINING WALL
- TRASH ENCLOSURE 48" TALL WOOD FENCE. PER LANDSCAPE ARCH.
- DRIVEWAY
- SITE TO FOLLOW EXISTING DRAINAGE PATTERNS
- DOWNSPOUT LOCATIONS

HERS SUMMARY

- HERS VERIFICATION REQUIRED FOR THE FOLLOWING ENERGY EFFICIENCY MEASURES (CBEES 10-103):
- BUILDING-LEVEL VERIFICATIONS
 - QUALITY INSULATION INSTALLATION (QII)
 - COOLING SYSTEMS VERIFICATIONS
 - MINIMUM AIRFLOW
 - FAN EFFICACY WATTS/CFM
 - HVAC DISTRIBUTION VERIFICATIONS
 - DUCT LEAKAGE TESTING

PARKING

2 PARKING SPOTS REQUIRED. 2-CAR GARAGE PROVIDED

BLDG CODES

Project will comply with the following building codes and associated County of San Diego amendments:
 2019 California Residential Code (CRC) and/or 2013 California Building Code (CBC) as applicable
 2019 California Green Building Standards Code (CalGreen)
 2019 California Electrical Code (CEC)
 2019 California Mechanical Code (CMC)
 2019 California Plumbing Code (CPC)
 2019 California Fire Code (CFC)
 2019 California Building Energy Efficiency Standards (CBEES)

EXISTING FIRST FLOOR LIVING AREA	1390 FT²
FIRST FLOOR LIVING AREA ADDITION	525 FT²
EXISTING GARAGE	355 FT²
GARAGE ADDITION	0 FT²
COVERED & ENCLOSED PATIO	84 FT²
ACCESSORY DWELING UNIT (ADU)	0 FT²
SUBTOTAL OF FLOOR AREA	2354 FT²
OFF STREET PARKING EXEMPTION (2 SPACES)	-355 FT²
TOTAL PROPOSED FLOOR AREA	1999 FT²

	EXISTING (SF)	PROPOSED TOTAL (SF)
NON-LANDSCAPED AREA	1439.79 FT²	2269 FT²
NON-IRRIGATED LANDSCAPE	38.32 FT²	65.22 FT²
IRRIGATED LANDSCAPE	2810.89 FT²	1178.77 FT²
WATER FEATURES	0 FT²	0 FT²
DECORATIVE HARDSCAPE	0 FT²	776.01 FT²
TOTAL LOT AREA	4289 FT²	4289 FT²

FLOOR AREA RATIO (F.A.R.) CALCULATION TABLE

(.60) for the first 5,000 square feet of lot area.	2570.4 SF
(.30) for each additional square foot of lot area between 5,000 square feet and 20,000 square feet.	0 SF
(.15) for each additional square foot of lot area above 20,000 square feet.	0 SF
F.A.R. TOTAL	2570.4 SF

**PROPOSED REMODEL/
 ADDITION SFD
 FFE 162.55
 PAD 161.95**

LOT 15
 MAP 5070

1 PLOT PLAN
 SCALE: 3/16"=1'-0"

SOURCE OF SURVEY/TOPOG:
 O'Brien Land Surveying
 1081 Borden Road, Ste 105C
 Escondido, CA 92026
 Cell: (858) 947-8647 www.obrienpls.com

- (P) ADDITION
- (R) REMODEL
- (D) DEMO
- (C) CHIMNEY (ARCH. PROJECTION)
- (G) GARAGE
- (P) COVERED PATIO
- (---) EXISTING BLDG FOOTPRINT
- (—) PROPOSED/EXISTING BLDG FOOTPRINT

ATTACHMENT 2

PLOT PLAN

SHEET:

A1.00

DATE:

2/10/2023



722 WEST
SOLANA CIRCLE

RESIDENCE

LOT 15, PARK DEL MAR
MAP NO. 5070

APN: 298-320-17

juneau

-- ARCHITECTS --

2270 CAMINO VIDA ROBLE, SUITE R
CARLSBAD, CA 92011
760-518-5353
juneauarchitects.com

C 31832: ARCHITECT

SCOPE OF WORK:

1858 SF LIVING
379 SF GARAGE
48 SF COVERED PATIO
2295 SF TOTAL

REVISION 1:

REVISION 2:

REVISION 3:

REVISION 4:

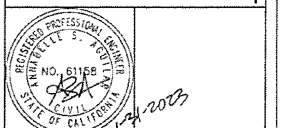
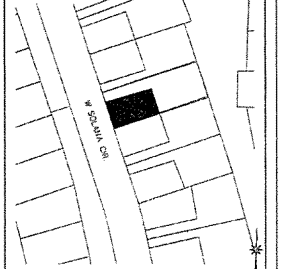
REVISION 5:

REVISION 6:

REVISION 7:

SUBMITTAL:

KEY MAP



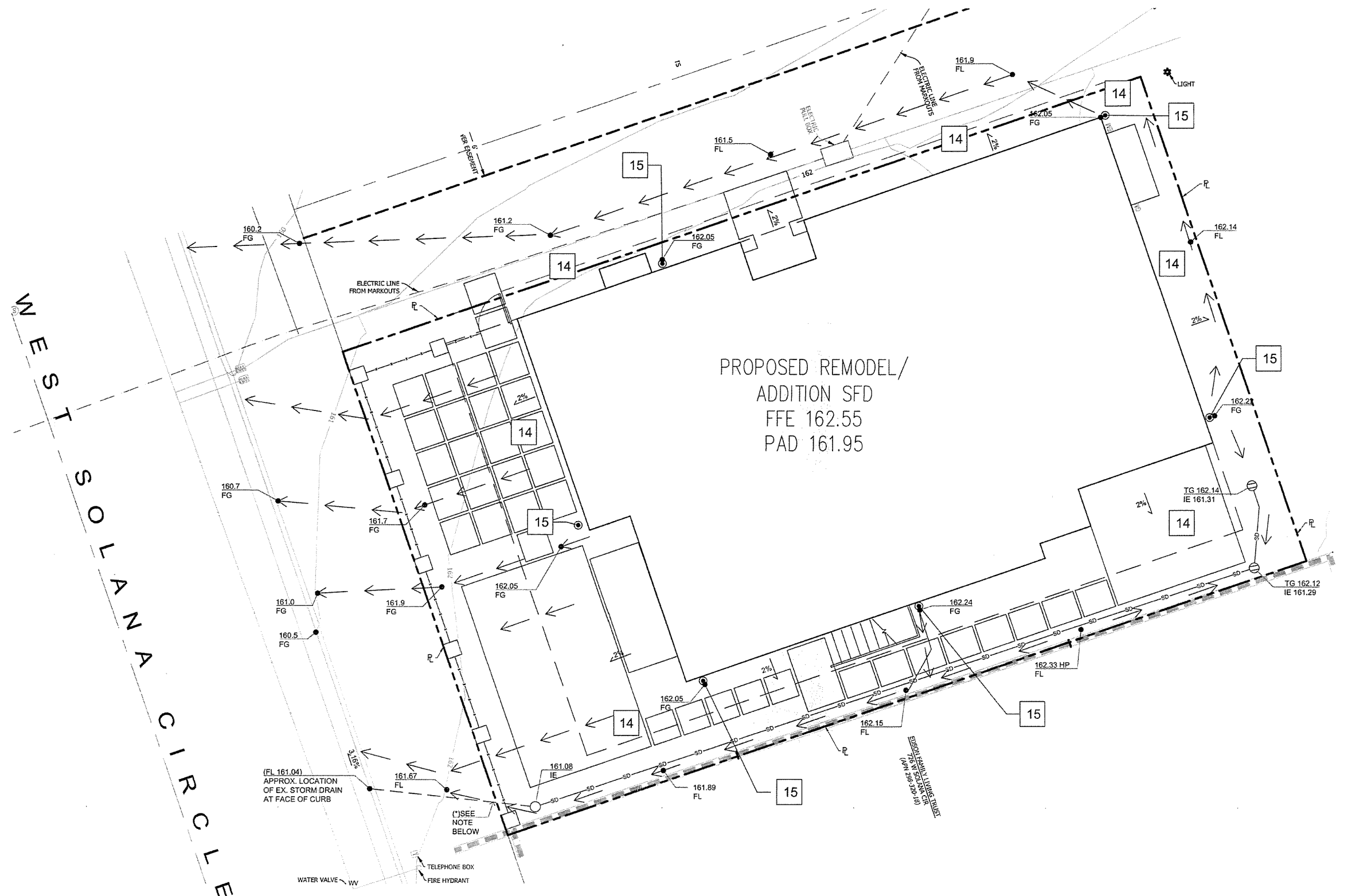
SITE DRAINAGE PLAN

SHEET:

A1.0

DATE:

1/31/2023



PROPOSED REMODEL/
ADDITION SFD
FFE 162.55
PAD 161.95

WEST
SOLANA
CIRCLE

KEY NOTES

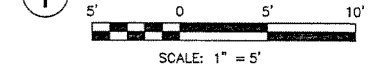
- 14 SITE TO FOLLOW EXISTING DRAINAGE PATTERNS
- 15 DOWNSPOUT LOCATIONS

*TIE INTO EXISTING STORM DRAIN SYSTEM.
CONTRACTOR TO CONFIRM POSITIVE
DRAINAGE TO EXISTING CURB FACE.

LEGEND

- DRAINAGE FLOW PATH ← ←
- PROPOSED ROOF DOWNSPOUT ●
- PROPOSED 4" PVC STORM DRAIN —SD—
- PROPOSED DRAIN GRATE ⊖ (1 TOTAL)
- PROPOSED CLEANOUT (SIMILAT TO SDRSD SC-1) ○ (2 TOTAL)
- SPOT ELEVATION XXX FL ●

1 SITE DRAINAGE PLAN



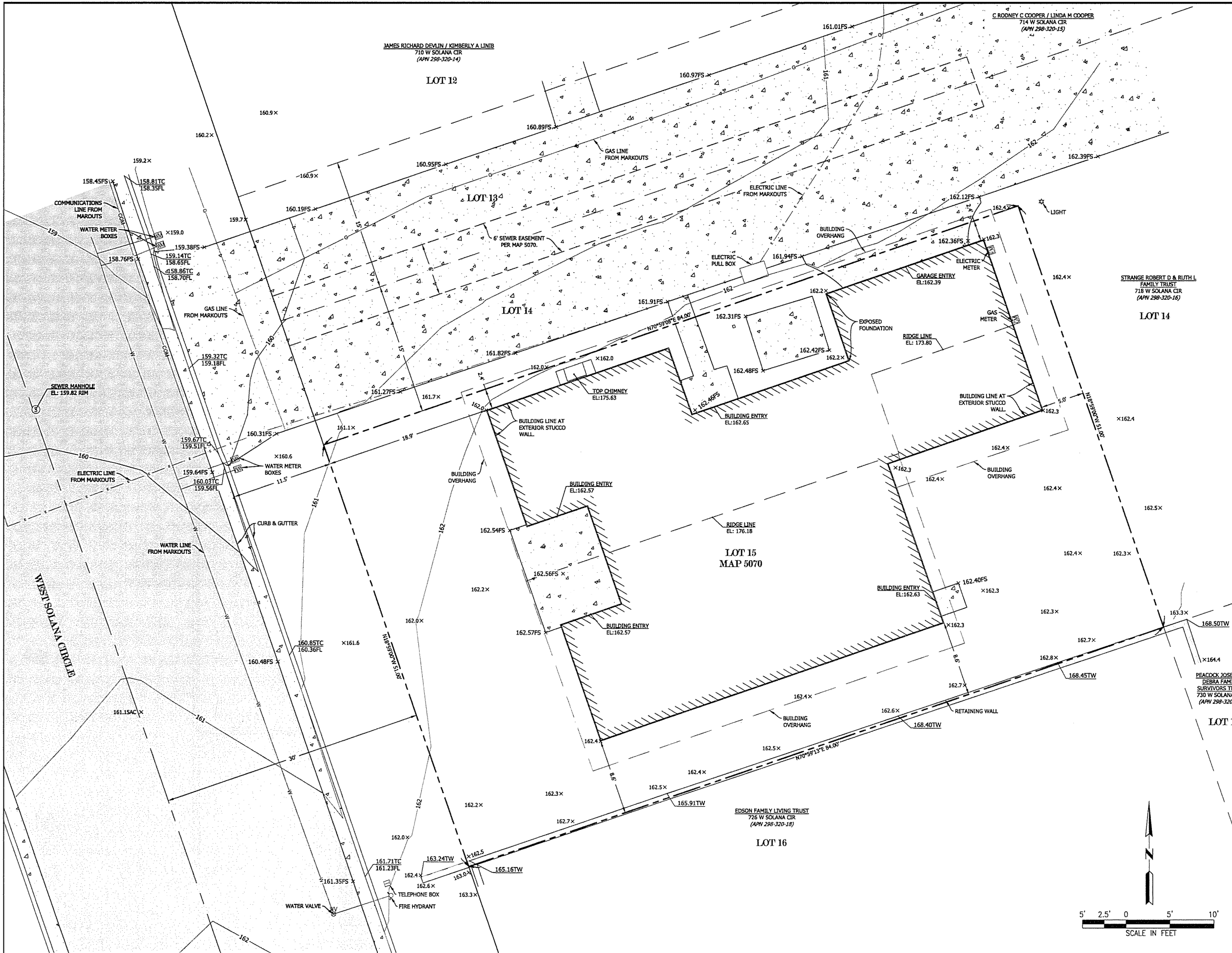
SCALE: 1" = 5'

NOTE: SITE PLAN PROVIDED BY
ARCHITECT. FOR DETAILS, SEE
SITE PLAN ON SHEET A1.0

SAN DIEGUITO ENGINEERING, INC
1911 PALOMAR AIRPORT WAY
Ste. 200 CARLSBAD, CA 92008
PHONE: (858) 345-1149
www.sdeiinc.com

**CIVIL ENGINEERING PLANNING
LAND SURVEYING**

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PROPERTY LEGAL DESCRIPTION
 ALL THAT CERTAIN REAL PROPERTY SITUATED IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

PARCEL 1:
 LOT 15 OF PARK DEL MAR, IN THE CITY OF SOLANA BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO 5070, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, OCTOBER 31, 1962.

PARCEL 2:
 AN UNDIVIDED 1/159TH INTEREST IN AND TO LOTS A, B, 2, 88, 89 AND 90 OF PARK DEL MAR, IN THE CITY OF SOLANA BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 5070, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, OCTOBER 31, 1962.

SURVEYOR'S NOTES

1. THIS SURVEY IS VALID ONLY IF THE DRAWING INCLUDES THE SEAL AND SIGNATURE OF THE SURVEYOR.
2. CERTIFICATION IS MADE TO THE ORIGINAL PURCHASER OF THE SURVEY, IT IS NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNERS.
3. THE BOUNDARY DIMENSIONS SHOWN HEREON ARE BASED ON A FIELD SURVEY. DETAILS REGARDING CONTROLLING MONUMENTS AND THE BOUNDARY SURVEY PROCEDURE ARE AVAILABLE IN THE OFFICE OF THE SURVEYOR.
4. NO EXCAVATIONS WERE MADE DURING THE PROCESS OF THIS SURVEY TO LOCATE UNDERGROUND UTILITIES/STRUCTURES.
5. THERE MAY BE ADDITIONAL EASEMENTS THAT AFFECT THIS PROPERTY. NO TITLE REPORT WAS PROVIDED TO THE SURVEYOR.
6. THIS MAP OF EXISTING TOPOGRAPHY WAS SURVEYED BASED ON REQUIREMENTS FOR DESIGN OF A SPECIFIC PROJECT AND SOME AREAS MAY HAVE GREATER OR LESSER DETAIL THAN OTHER AREAS BASED ON PROJECT REQUIREMENTS.

BASIS OF ELEVATIONS

CITY OF SOLANA BEACH SURVEY CONTROL POINT 2001, BEING A FOUND 2.5" BRASS DISC STAMPED "SOLB-1 L5 7322" SET IN A CONCRETE DRAINAGE INLET ON THE EAST SHOULDER OF HIGHWAY 101, 0.1 MILE SOUTH OF LOMAS SANTA FE DRIVE PER RECORD OF SURVEY NO. 18971.

EL: 69.280 NGVD 29

LEGEND

---	CENTER LINE
---	PROPERTY LINE
---	RIGHT OF WAY LINE
---	EASEMENT LINE AS NOTED
---	WALL
x	DIRT/GROUND COVER SPOT ELEVATION
AC	ASPHALT ELEVATION
FL	FLOWLINE ELEVATION
FS	CONCRETE SURFACE ELEVATION
SNF	SEARCHED FOR MONUMENT NOT FOUND
TC	TOP OF CURB ELEVATION
TB	TOP OF ASPHALT BERM
---	CONCRETE

SURVEYOR'S STATEMENT

THIS SURVEY WAS PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION IN CONFORMANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYORS' ACT.

DATED: 03/04/2021

COLIN T. O'BRIEN L.S. 9296



VICINITY MAP



O'BRIEN LAND SURVEYING
 1081 BORDEN RD., SUITE 105C, ESCONCIDO CA 92026
 (858) 947-8647 | COLIN@OBRLENLS.COM

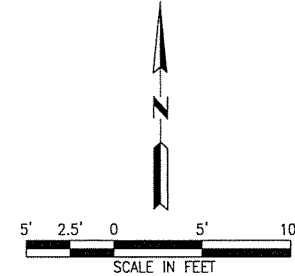
BOUNDARY & TOPOGRAPHIC SURVEY FOR

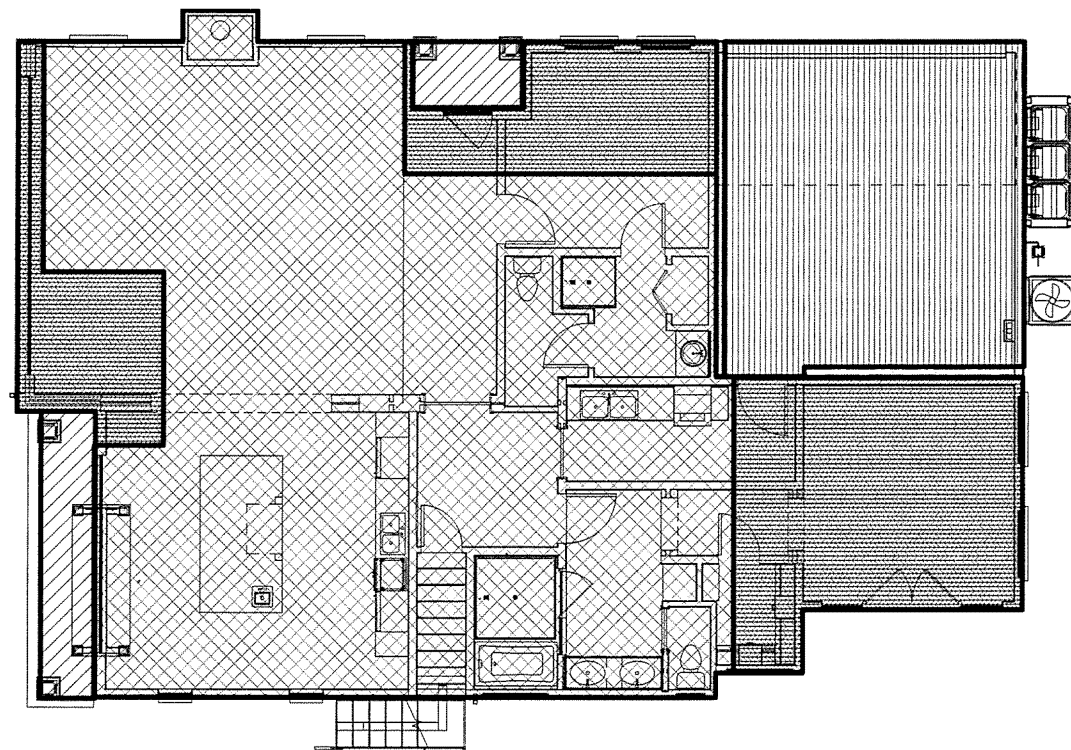
JWK HOLDINGS, INC.

722 W SOLANA CIR, SOLANA BEACH, CA 92075

APN: 298-320-17 SURVEY DATE: 3/2/2021
 SCALE: 1" = 5' DRAWING DATE: 3/15/2021

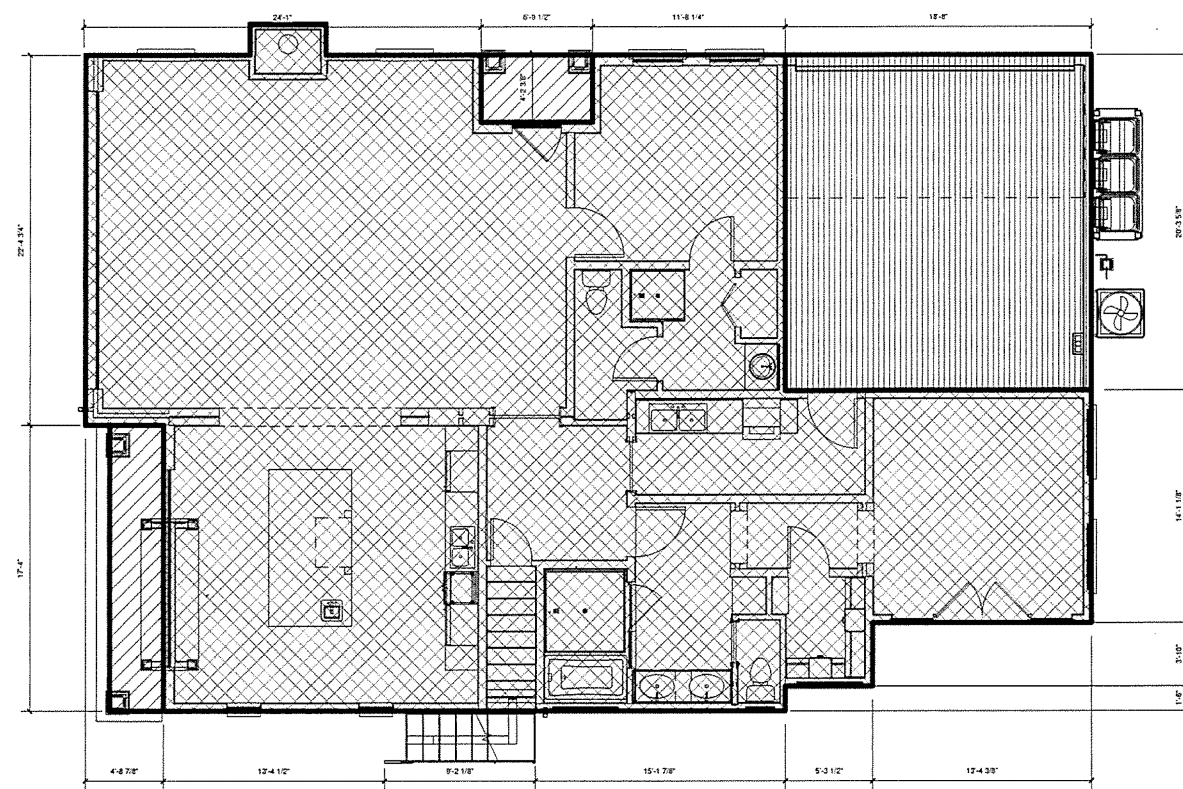
JOB No. 397 SHEET 1 OF 1





PROPOSED AREA BREAKDOWN LEGEND

	EXISTING FIRST FLOOR LIVING AREA	1390 SF
	FIRST FLOOR LIVING AREA ADDITION	525 SF
	EXISTING GARAGE	355 SF
	GARAGE ADDITION	0 SF
	COVERED & ENCLOSED PATIOS	84 SF
	ADU	0 SF
	SUBTOTAL OF FLOOR AREA	2354 SF
	OFF-STREET PARKING EXEMPTION (2 SPACES)	355 SF
	TOTAL PROPOSED FLOOR AREA	1999 SF



ALL DIMENSIONS ARE MEASURED FROM THE EXTERIOR FRAMED WALL SURFACES

③ AREA CALCULATION
3/16" = 1'-0"

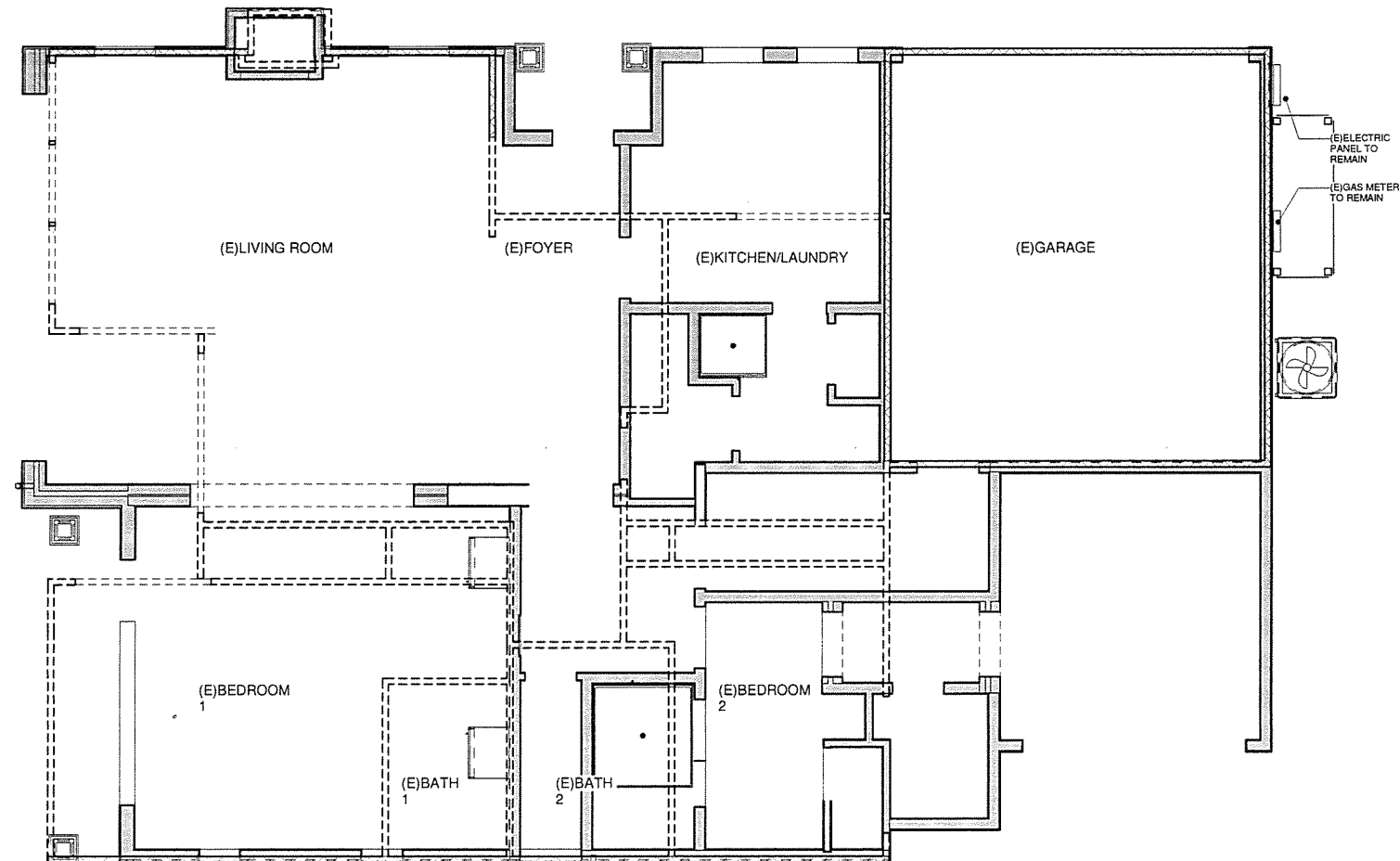
① PROPOSED FLOOR AREA SQUARE FOOT BREAKDOWN
3/16" = 1'-0"

DEMO PLAN LEGEND

	NEW CONSTRUCTION	LINEAR FEET EXTERIOR WALL = 217ft LINEAR FEET INTERIOR WALL = 245ft
	EXISTING TO REMAIN	LINEAR FEET = 0ft
	EXISTING TO BE REBUILT	LINEAR FEET EXTERIOR WALL = 130ft LINEAR FEET INTERIOR WALL = 12ft
	EXISTING TO BE DEMOLISHED	LINEAR FEET EXTERIOR WALL = 103ft LINEAR FEET INTERIOR WALL = 179ft



② DEMO PLAN
1/4" = 1'-0"



722 WEST
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 RESIDENCE
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 LEGAL: LOT 15, PARK DEL MAR
 MAP NO. 5070

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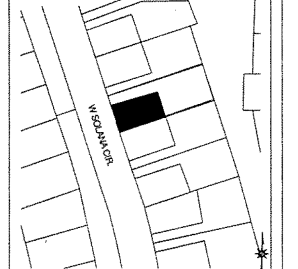
SCOPE OF WORK:

1888 SF TOTAL LIVING
 379 SF GARAGE
 48 SF COVERED PATIO
 2295 SF TOTAL

REVISION

- 1:
- 2:
- 3:
- 4:
- 5:
- 6:
- 7:
- SUBMITTAL

KEY MAP



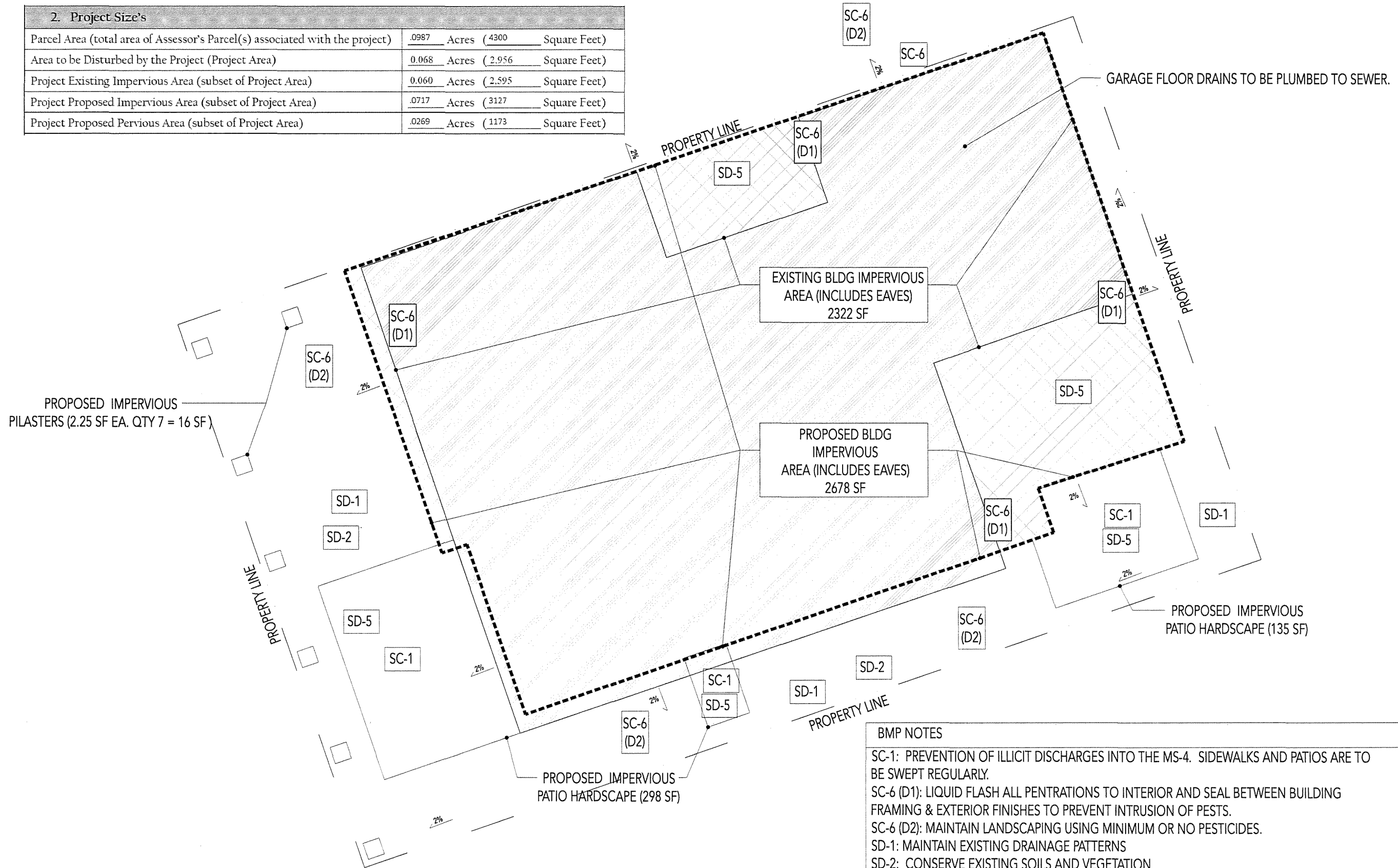
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SHEET:

AREA
 CALCS &
 DEMO PLAN

DATE:
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2. Project Size's		
Parcel Area (total area of Assessor's Parcel(s) associated with the project)	.0987 Acres	(4300 Square Feet)
Area to be Disturbed by the Project (Project Area)	0.068 Acres	(2,956 Square Feet)
Project Existing Impervious Area (subset of Project Area)	0.060 Acres	(2,595 Square Feet)
Project Proposed Impervious Area (subset of Project Area)	.0717 Acres	(3127 Square Feet)
Project Proposed Pervious Area (subset of Project Area)	.0269 Acres	(1173 Square Feet)



BMP NOTES

SC-1: PREVENTION OF ILLICIT DISCHARGES INTO THE MS-4. SIDEWALKS AND PATIOS ARE TO BE SWEEPED REGULARLY.

SC-6 (D1): LIQUID FLASH ALL PENETRATIONS TO INTERIOR AND SEAL BETWEEN BUILDING FRAMING & EXTERIOR FINISHES TO PREVENT INTRUSION OF PESTS.

SC-6 (D2): MAINTAIN LANDSCAPING USING MINIMUM OR NO PESTICIDES.

SD-1: MAINTAIN EXISTING DRAINAGE PATTERNS

SD-2: CONSERVE EXISTING SOILS AND VEGETATION

SD-5: IMPERVIOUS AREA DISPERSION- DRAIN NEWLY CONSTRUCTED IMPERVIOUS SURFACES TO ADJACENT LANDSCAPING.

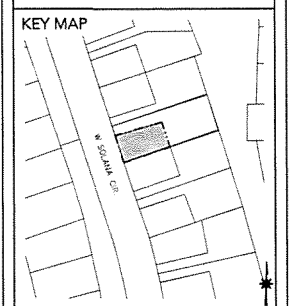
1 BMP PLAN
SCALE: 1/4"=1'-0"

722 WEST
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MAP NO. 5070
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juneauarchitects.com
C 31832: ARCHITECT

SCOPE OF WORK:
1668 SF LIVING
379 SF GARAGE
48 SF COVERED PATIO
2295 SF TOTAL

REVISION 1: HOA SUBMITTAL
REVISION 2:
REVISION 3:
REVISION 4:
REVISION 5:
REVISION 6:
REVISION 7:
SUBMITTAL:



BMP PLAN

SHEET:
A1.5
DATE:
October 27, 2022

ALL ROADWAYS SHALL BE A MINIMUM OF 20 FEET ON WIDTH DURING CONSTRUCTION AND MAINTAINED FREE AND CLEAR, INCLUDING PARKING VEHICLES (2019 CFC 503.4 AND 503.2.1)

MECHANICAL EXHAUST FANS FROM BATHROOMS SHALL COMPLY WITH THE FOLLOWING (CALGREEN 4.506.1):
 A. ENERGY STAR COMPLIANT & DUCTED TO TERMINATE OUTSIDE OF BUILDING CONTROLLED BY READILY ACCESSIBLE HUMIDISTAT-UNLESS FAN FUNCTIONS AS COMPONENT OF WHOLEHOUSE VENTILATION SYSTEM- WITH CONTROLS CAPABLE OF ADJUSTMENT BETWEEN RELATIVE HUMIDITY RANGE OF 50% TO 80%
 B. ENERGY STAR COMPLIANT & DUCTED TO TERMINATE OUTSIDE OF BUILDING CONTROLLED BY READILY ACCESSIBLE HUMIDISTAT-UNLESS FAN FUNCTIONS AS COMPONENT OF WHOLEHOUSE VENTILATION SYSTEM- WITH CONTROLS CAPABLE OF ADJUSTMENT BETWEEN RELATIVE HUMIDITY RANGE OF 50% TO 80%

ANY PORTION OF FENCE OF OTHER STRUCTURE WITHIN FIVE FEET OF BUILDING SHALL BE CONSTRUCTED WITH NON-COMBUSTIBLE MATERIALS, APPROVED EXTERIOR FIRE-RETARDANT TREATED WOOD, OR MATERIAL MEETING SAME FIRE-RESISTIVE STANDARDS AS EXTERIOR WALLS OF BUILDING.

PAINTS, COATINGS, STAINS, OR OTHER SURFACE TREATMENTS ARE NOT ACCEPTABLE MEANS OF COMPLIANCE WITH ANY WILDFIRE-RESISTIVE CONSTRUCTION REQUIREMENTS.

EXTERIOR GARAGE DOORS SHALL RESIST THE INTRUSION OF EMBERS INTO GARAGE BY LIMITING THE SIZE OF ANY GAPS AT THE BOTTOM, SIDES, AND TOP OF THE DOOR TO 1/8" OR LESS USING ONE OF THE FOLLOWING METHODS:

- A. WEATHERSTRIPPING PRODUCTS WITH TENSILE STRENGTH AND FLAMMABILITY RATING PER CMC 708A.4
- B. DOOR OVERLAPS ONTO JAMBS AND HEADERS
- C. GARAGE DOOR JAMBS AND HEADERS COVERED WITH METAL FLASHING

EXTERIOR STAIR CONSTRUCTION TO BE NON-COMBUSTIBLE MATERIALS. I.E. CMU BLOCKS AND POURED IN PLACE CONCRETE.

GARAGE INTERIOR DOOR GASKETING: DOORS BETWEEN GARAGES & OCCUPIED SPACES (ENCLOSED SPACES INCL. HABITABLESPACES, BATHROOMS, CLOSETS, HALLS, STORAGE & UTILITY AREAS, ETC.) SHALL BE GASKETED OR MADE SUBSTANTIALLY AIRTIGHT WITH WEATHER-STRIPPING

ISOKERN MAGNUM 54 ESR-2316. NO LOW VENTS REQUIRED 2" TO COMBUSTIBLE MIN. (BID ALT. 60") MANUFACTURER APPROVED STEEL & TEMPERED GLASS DOORS REQUIRED.

PAPER FACED INSULATION PROHIBITED IN ATTICS OR OTHER VENTILATED SPACED. FOR MORE INFORMATION SEE SAN DIEGO COUNTY BUILDING CODE 92.1.711A.1

COVERED PATIO TO BE MADE FROM NON-COMBUSTIBLE STUCCO AND STONE VENEER CONSTRUCTION ON WALLS. SLAB CONCRETE FLOORING WITH DECORATIVE NON-COMBUSTIBLE STONE FLOORING

LIQUID FLASH TO SEAL ALL SEAMS AND PENETRATIONS TO THE INSULATION

EXTERIOR DOORS (§ CBC 708A.3): APPROVED NONCOMBUSTIBLE CONSTRUCTION OR 20 MINUTE RATED. PLEASE CALL OUT DUAL PANE SINGLE PANE TEMPERED FOR ALL EXTERIOR DOORS WITH GLAZING IN THE DOOR SCHEDULE.

ISOKERN VENTLESS 46" ESR-2316 NO LOW VENTS REQUIRED. 2" TO COMBUSTIBLE MIN. DOORS W TEMPERED GLASS REQUIRED

DIRECT VENT TYPE FP. EXTEND VENTS UP CHIMNEY

LEVEL LANDING TO BE MAX 7 1/2" LOWER THAN TOP OF DOOR

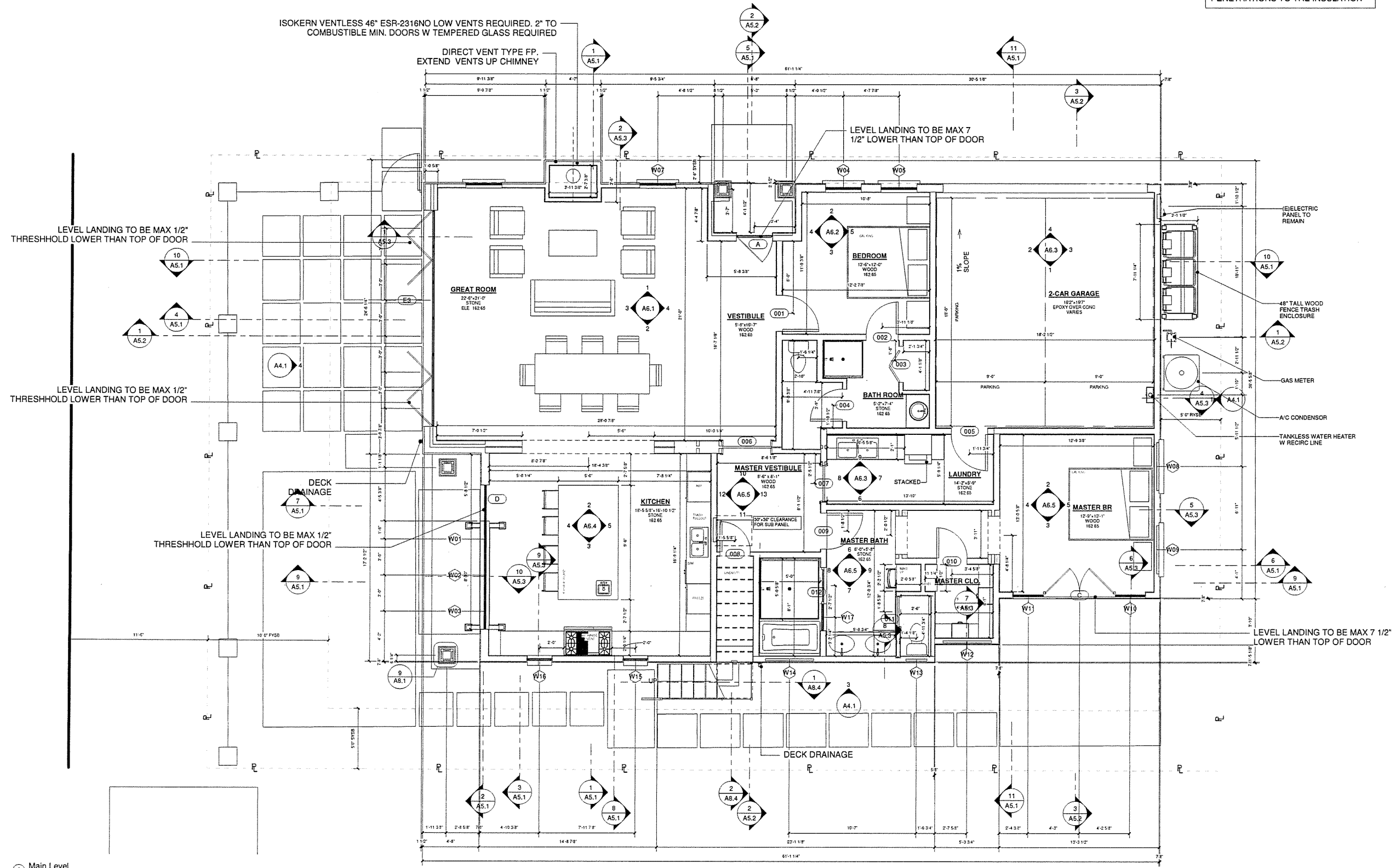
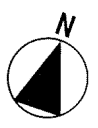
LEVEL LANDING TO BE MAX 1/2" THRESHOLD LOWER THAN TOP OF DOOR

LEVEL LANDING TO BE MAX 1/2" THRESHOLD LOWER THAN TOP OF DOOR

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LEVEL LANDING TO BE MAX 7 1/2" LOWER THAN TOP OF DOOR

W SOLANA CIRCLE



1 Main Level

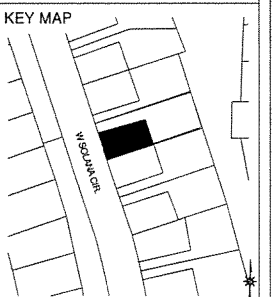
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SCOPE OF WORK:
 1868 SF TOTAL LIVING
 379 SF GARAGE
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REVISION 3:
REVISION 4:
REVISION 5:
REVISION 6:
REVISION 7:
SUBMITTAL:



A2.1
 SHEET:
MAIN LEVEL PLAN

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EXPOSED VALLEY FLASHING SHALL BE CONSTRUCTED WITH NOT LESS THAN .019" (NO. 26 GALVANIZED SHEET GAGE) CORROSION RESISTANT METAL INSTALLED OVER A MINIMUM 36" WIDE UNDERLAYMENT CONSISTING OF ONE LAYER OF NO. 72 ASTM CAP SHEET RUNNING THE FULL LENGTH OF THE VALLEY. FOR MORE INFORMATION SEE SAN DIEGO COUNTY BUILDING CODE 92.1.705A.3

WHERE RIDGE TILES CREATE SPACE BETWEEN ROOF COVERING AND COMBUSTIBLE ROOF DECKING TIGHTLY PACK CEMENT IN VOID TO SERVE AS NON-COMBUSTIBLE BIRD STOP TO PREVENT INTRUSION OF FLAMES AND EMBERS. TYPICAL ENTIRE ROOF ASSEMBLY

ALL VENTS (ROOF, FOUNDATION, COMBUSTION AIR, ETC) SHALL RESIST THE INTRUSION OF FLAMES AND EMBERS. FOR MORE INFORMATION SEE SAN DIEGO COUNTY BUILDING CODE 92.1.706A.1

MANUFACTURER OF VENTS: VULCAN VENTS (<https://vulcanvents.com/>) OR EQUIVILANT PER THE FOLLOWING:

VENTILATION OPENINGS FOR ENCLOSED ATTICS, EAVE SOFFIT SPACES, ENCLOSED RAFTER SPACES FORMED WHERE CEILINGS ARE APPLIED DIRECTLY TO THE UNDERSIDE OF ROOF RAFTERS, UNDERFLOOR VENTILATION OPENINGS, AND VENT OPENINGS IN EXTERIOR WALLS AND EXTERIOR DOORS SHALL BE LISTED TO ASTM E 2886 AND COMPLY WITH ALL OF THE FOLLOWING:

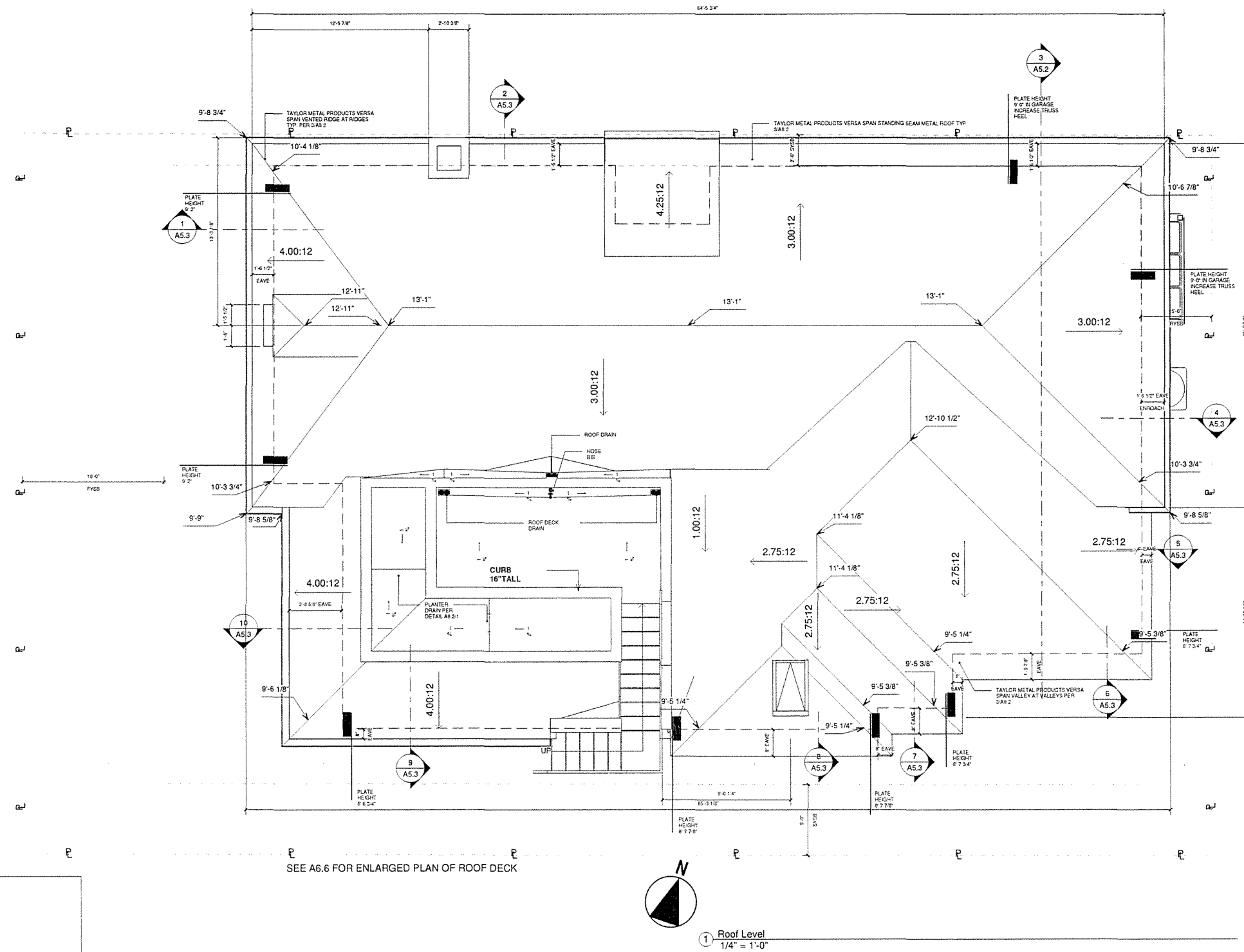
- A. THERE SHALL BE NO FLAMING IGNITION OF THE COTTOM MATERIAL DURING EMBER INTRUSION TEST.
- B. THERE SHALL BE NO FLAMING IGNITION DURING THE INTEGRITY TEST PORTION OF THE FLAME INTRUSION TEST.
- C. THE MAXIMUM TEMPERATURE OF THE UNEXPOSED SIDE OF THE VENT SHALL NOT EXCEED 662 DEGREE FARENHEIT (350 DEGREE CELCIUS)

- A. **ROOFING COVERING & VALLEYS (§ CBC 705A):** SHALL BE CLASS "A" RATED ASSEMBLIES FOR A VERY HIGH FIRE HAZARD ZONE:
 - a. ROOF GUTTERS - PREVENT DEBRIS ACCUMULATION
 - b. BIRD STOPS - PREVENT EMBER INTRUSION
 - c. REPLACEMENT - MORE THAN 50% OR MORE 2,500 SQUARE FEET ROOF AREA
- B. **ATTIC VENTILATION (§ CBC 706A):** PREVENT INTRUSION OF FLAME AND EMBERS (EMBER RESISTANT "ER" APPROVED MODELS ONLY) INTO THE ATTIC.
 - a. PLEASE CALL OUT THE MAKE AND MODEL OF EMBER RESISTANT VENTS BEING USED.
 - b. THE USE OF 1/8" NON-COMBUSTIBLE MESH IS NO LONGER ACCEPTABLE.
- C. **EAVE OR CORNICE VENTS (§ CBC 706A.3):** NOT ALLOWED IN EXTERIOR OVERHANG AREAS.
 - a. EAVE PROTECTION - SHALL BE PROTECTED BY IGNITION RESISTANT MATERIALS
- D. **SPARK ARRESTERS (§ 603.6.6):** ALL BUILDINGS AND STRUCTURES HAVING A CHIMNEY, FLUE OR STOVEPIPE ATTACHED TO A FIREPLACE, STOVE, BARBECUE OR OTHER SOLID OR LIQUID FUEL BURNING EQUIPMENT OR DEVICE SHALL HAVE THE CHIMNEY, FLUE OR STOVEPIPE EQUIPPED WITH AN APPROVED SPARK ARRESTER. AN APPROVED SPARK ARRESTER IS A DEVICE INTENDED TO PREVENT SPARKS FROM ESCAPING INTO THE ATMOSPHERE, CONSTRUCTED OF WELDED OR WOVEN WIRE MESH, 12-GAUGE THICKNESS OR LARGER, WITH OPENINGS NO GREATER THAN 1/2" INCH, OR OTHER ALTERNATIVE MATERIAL THE FAHJ DETERMINES PROVIDES EQUAL OR BETTER PROTECTION.
- E. **SOLAR PATHWAYS TO RIDGE (§ 1204.2.1.1):** AT LEAST TWO 36-INCH-WIDE PATHWAYS ON SEPARATE ROOF PLANES, FROM LOWEST ROOF EDGE TO RIDGE, SHALL BE PROVIDED ON ALL BUILDINGS. AT LEAST ONE PATHWAY SHALL BE PROVIDED ON THE STREET OR DRIVEWAY SIDE OF THE ROOF.
- F. **SOLAR SETBACKS AT RIDGE (§ 1204.2.1.2):** FOR PHOTOVOLTAIC ARRAYS OCCUPYING LESS THAN 33 PERCENT OF THE TOTAL ROOF AREA, A SETBACK OF NOT LESS THAN 18 INCHES WIDE IS REQUIRED ON BOTH SIDES OF THE HORIZONTAL RIDGE. FOR PHOTOVOLTAIC ARRAYS OCCUPYING MORE THAN 33 PERCENT OF THE TOTAL ROOF AREA, A SETBACK OF NOT LESS THAN 36 INCHES WIDE IS REQUIRED ON BOTH SIDES OF THE HORIZONTAL RIDGE. EXCEPTIONS: WHERE AN AUTOMATIC SPRINKLER SYSTEM IS INSTALLED WITHIN THE DWELLING IN ACCORDANCE WITH SECTION 903.3.1.3 SETBACKS AT THE RIDGE SHALL CONFORM TO ONE OF THE FOLLOWING:
 - a. FOR PHOTOVOLTAIC ARRAYS OCCUPYING 66 PERCENT OR LESS OF THE TOTAL ROOF AREA, A SETBACK OF NOT LESS THAN 18 INCHES WIDE IS REQUIRED ON BOTH SIDES OF THE HORIZONTAL RIDGE.
 - b. FOR PHOTOVOLTAIC ARRAYS OCCUPYING MORE THAN 66 PERCENT OF THE TOTAL ROOF AREA, A SETBACK OF NOT LESS THAN 36 INCHES WIDE IS REQUIRED ON BOTH SIDES OF THE HORIZONTAL RIDGE.

A. SKYLIGHTS (§ CBC 708A.2.1): One pane tempered Glass.

ATTIC AREAS	ATTIC SQUARE FEET	APPLIED CODES	SQUARE INCHES NFVA REQUIRED	RIDGE VENT LINEAR FEET (17 S.I. PER LF)	EAVE VENT QTY (24 S.I. EACH)	SQUARE INCHES NFVA PROVIDED
AREA 1	2040	1/300	979.2	52 LF	5	1004
TOTAL	2040	N/A	979.2	52 LF	5	1004

EAVE VENT: VULCAN VE3514-1 (24 S.I. EACH)
 RIDGE VENT: TAYLOR METAL ROOF PRODUCTS VENTED RIDGE (VSRFV) (17 S.I. PER LF)



722 WEST

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MAP NO. 5070

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ARCHITECT: C 31832

SCOPE OF WORK:

1868 SF TOTAL LIVING
378 SF GARAGE
48 SF COVERED PATIO
2295 SF TOTAL

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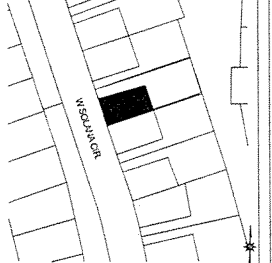
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SUBMITTAL

KEY MAP



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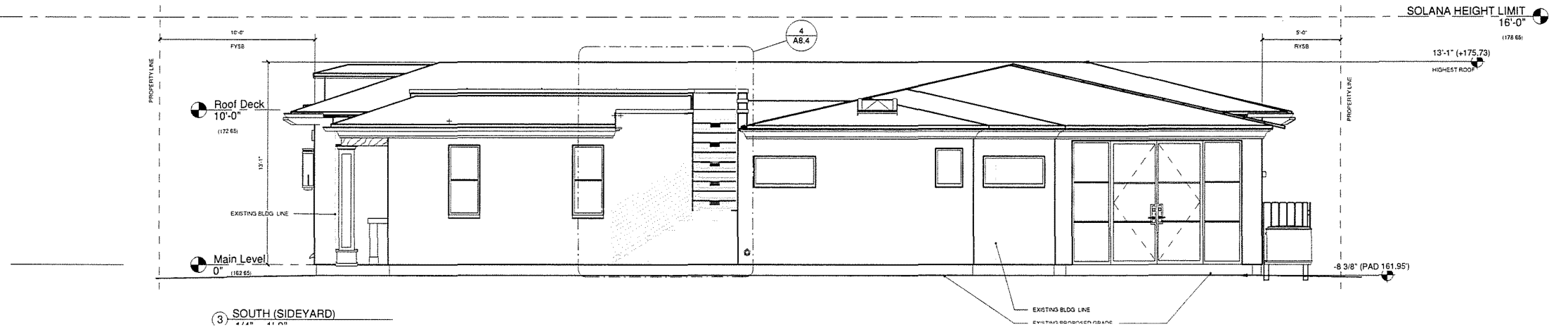
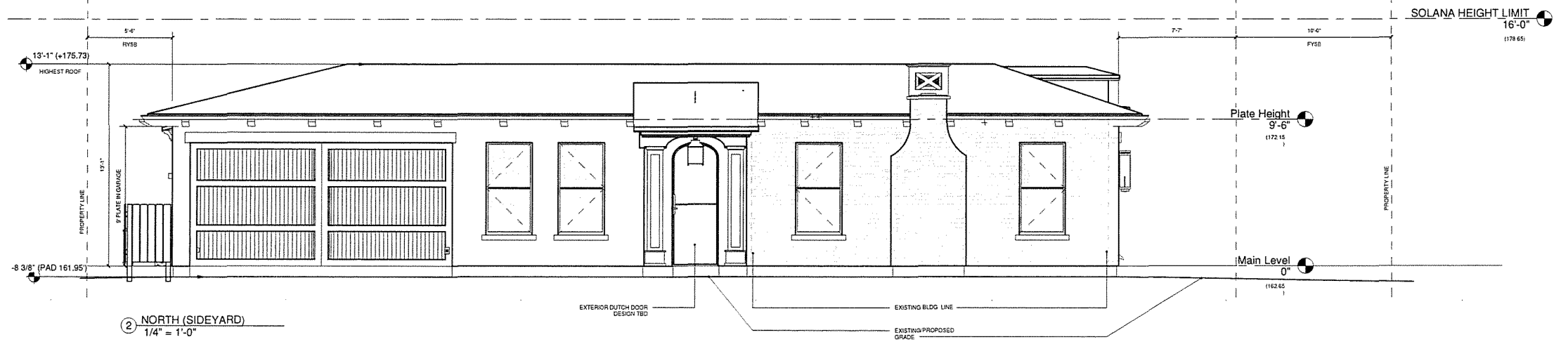
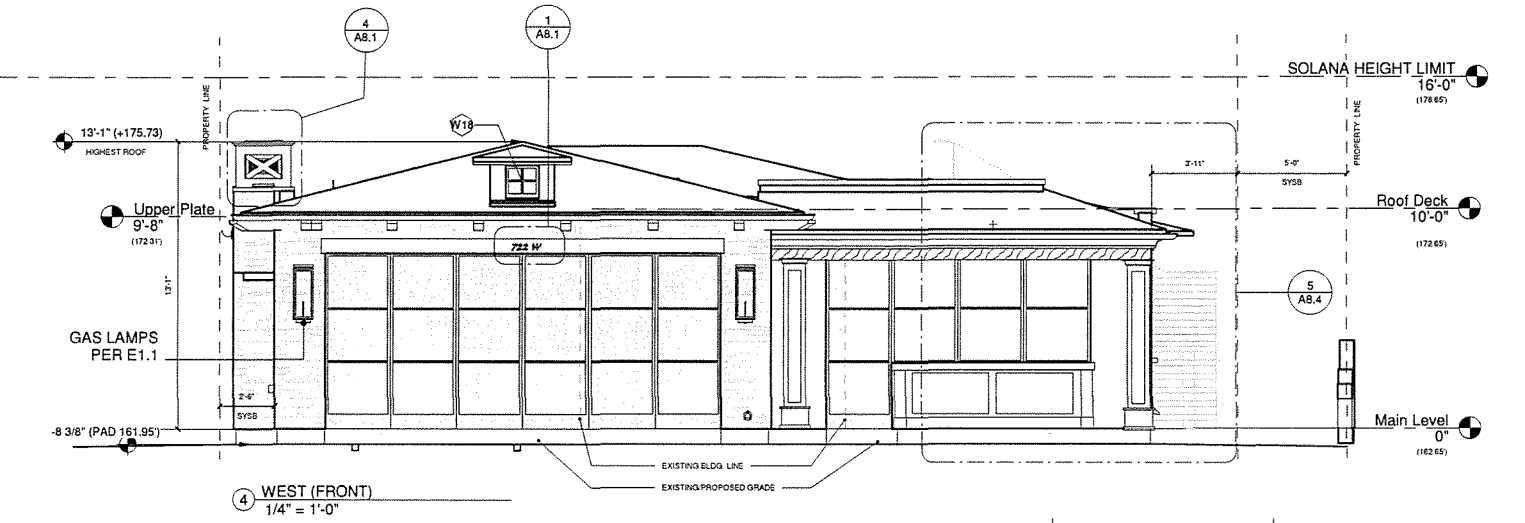
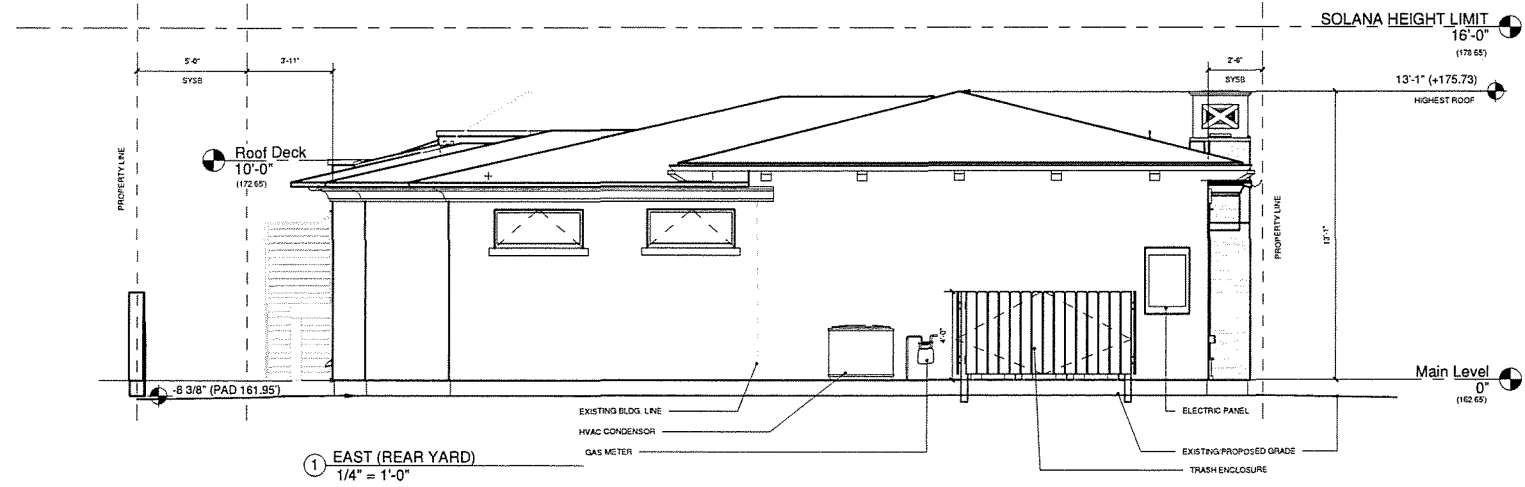
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ROOF PLAN

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APPROVED NUMBERS AND/OR ADDRESSES SHALL BE PLACED ON ALL NEW AND EXISTING BUILDINGS AND AT APPROPRIATE ADDITIONAL LOCATIONS AS TO BE PLAINLY VISIBLE AND LEGIBLE FROM THE STREET OR ROADWAY FRONTING THE PROPERTY FROM EITHER DIRECTION OF APPROACH. SAID NUMBERS SHALL CONTRAST WITH THEIR BACKGROUND, AND SHALL MEET THE FOLLOWING MINIMUM STANDARDS AS TO SIZE: 4" HIGH WITH A 1/2" STROKE WIDTH FOR RESIDENTIAL BUILDINGS, 8" HIGH WITH A MINIMUM 1/2" STROKE FOR COMMERCIAL AND MULTI-FAMILY RESIDENTIAL BUILDINGS, 12" HIGH WITH A 1" STROKE FOR INDUSTRIAL BUILDINGS. ADDITIONAL NUMBERS SHALL BE REQUIRED WHERE DEEMED NECESSARY BY THE FIRE MARSHAL, SUCH AS REAR ACCESS DOORS, BUILDING CORNERS, AND ENTRANCES TO COMMERCIAL CENTERS (2019 CFC 505.1)



722 WEST

SOLANA
CIRCLE

RESIDENCE

APN: 298-320-17

LEGAL: LOT 15, PARK DEL MAR
MAP NO. 5070

juneau

- ARCHITECTS -

2270 CAMINO VIDA ROBLE, SUITE R
CARLSBAD, CA 92011
760-518-5353
juneauarchitects.com

ARCHITECT: C 31832

SCOPE OF WORK:

1868 SF TOTAL LIVING

379 SF GARAGE

48 SF COVERED PATIO

2295 SF TOTAL

REVISION

1:

REVISION

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REVISION

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REVISION

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REVISION

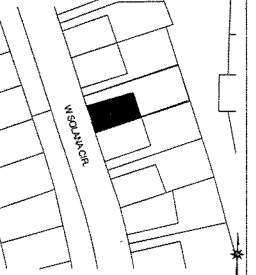
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SUBMITTAL

KEY MAP



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EXTERIOR
ELEVATIONS

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SOLANA CIRCLE

RESIDENCE

APN: 298-320-17

LEGAL: LOT 15, PARK DEL MAR
MAP NO. 5070

juneau

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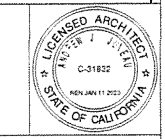
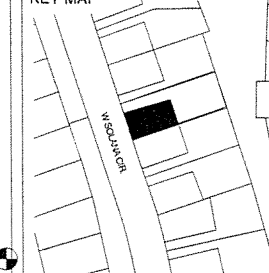
SCOPE OF WORK:

1888 SF TOTAL LIVING
378 SF GARAGE
48 SF COVERED PATIO
2295 SF TOTAL

REVISION

- 1:
- REVISION 2:
- REVISION 3:
- REVISION 4:
- REVISION 5:
- REVISION 6:
- REVISION 7:
- SUBMITTAL :

KEY MAP



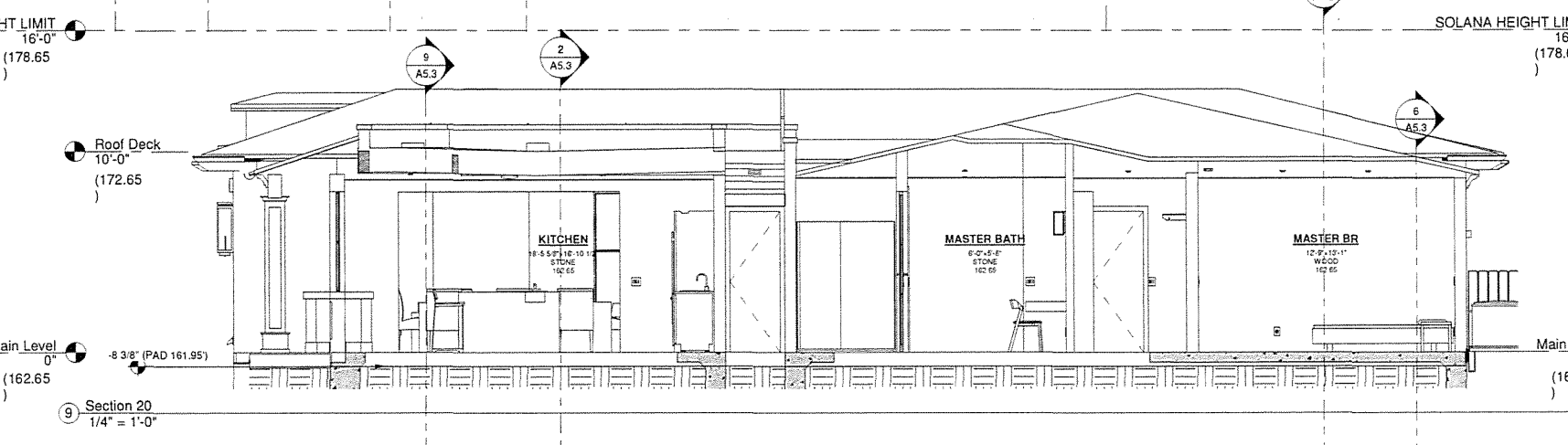
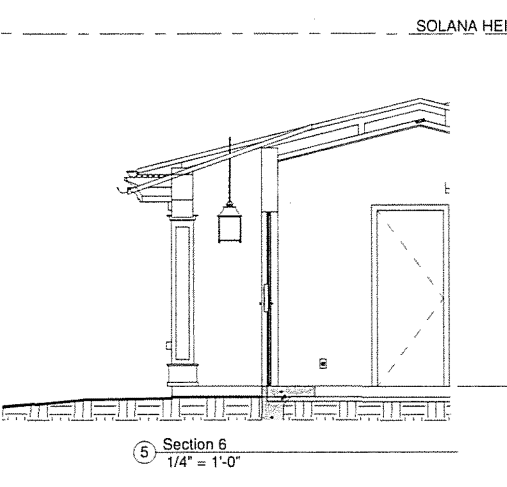
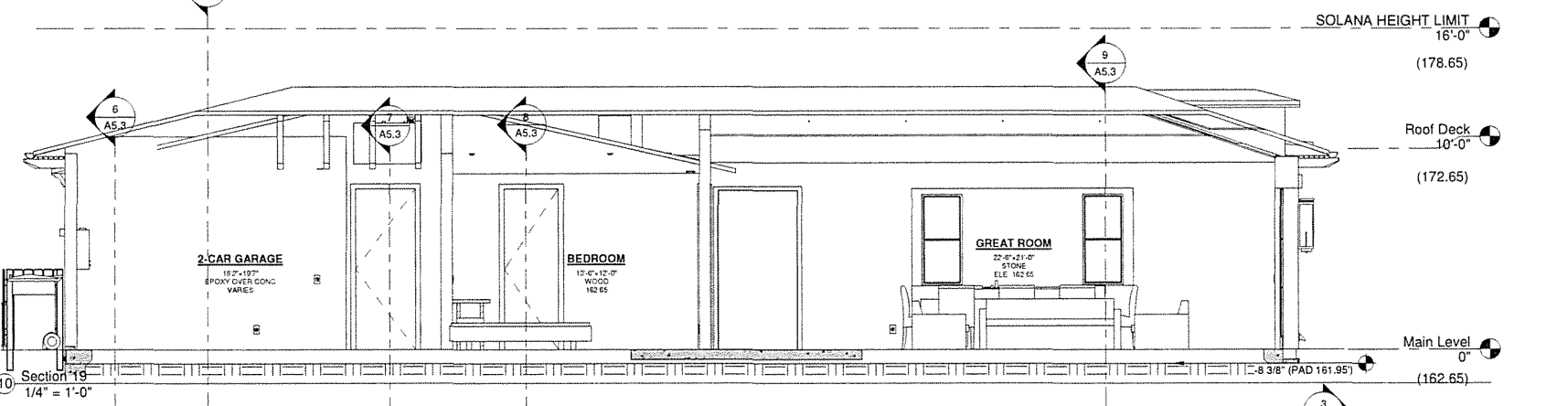
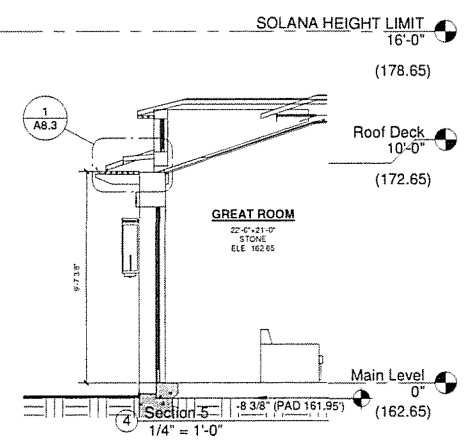
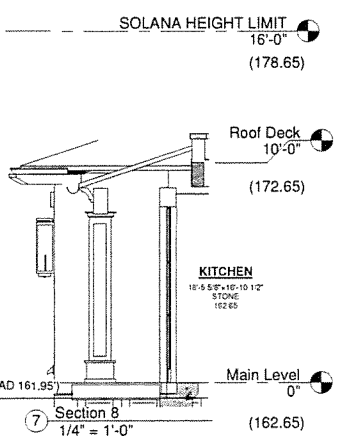
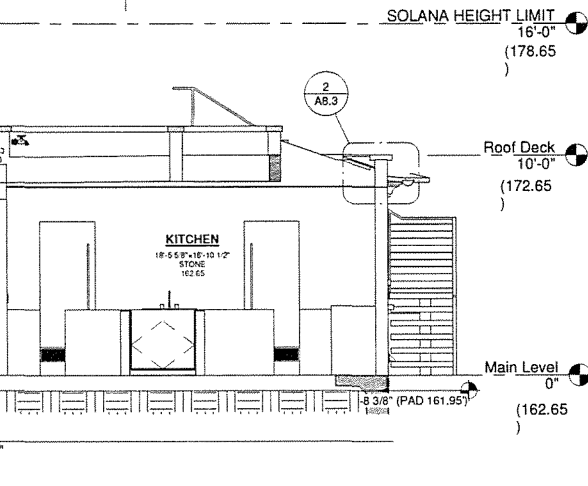
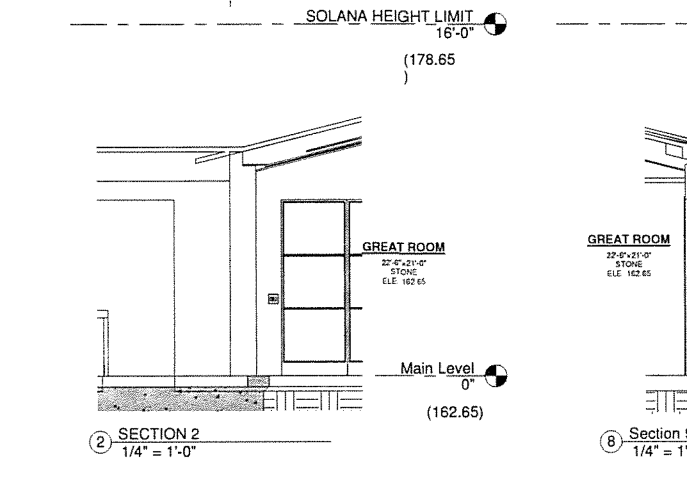
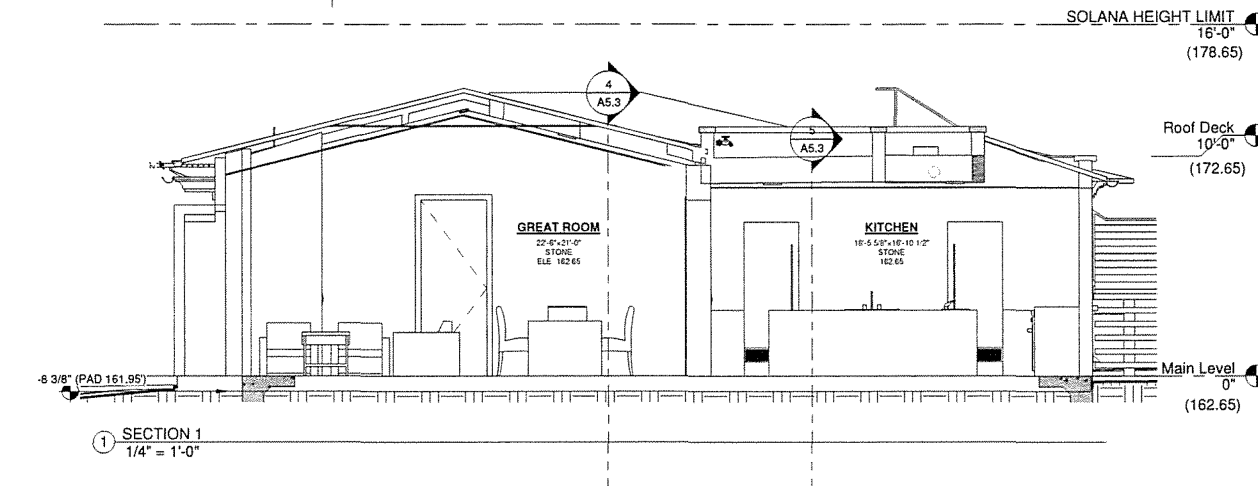
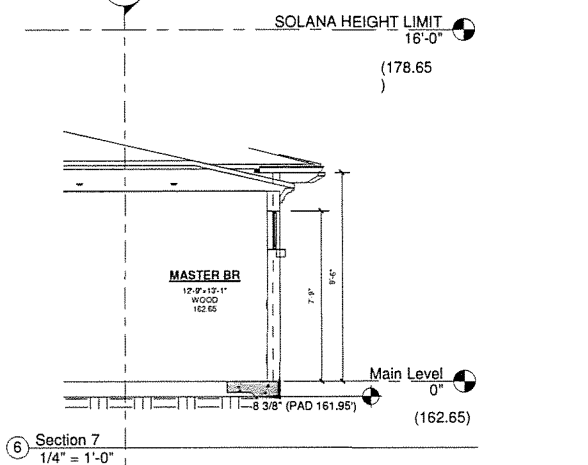
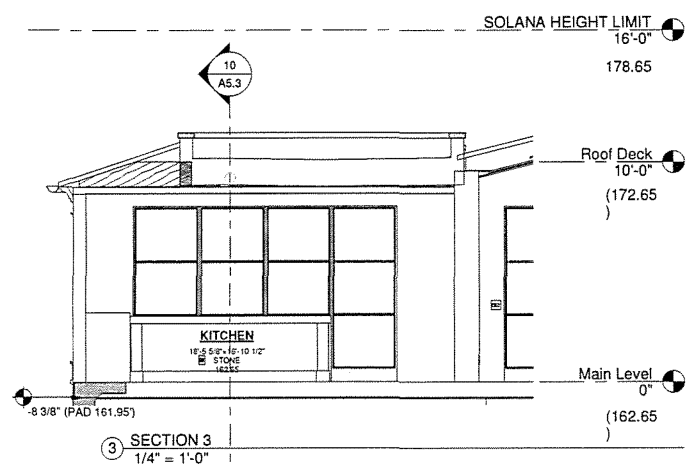
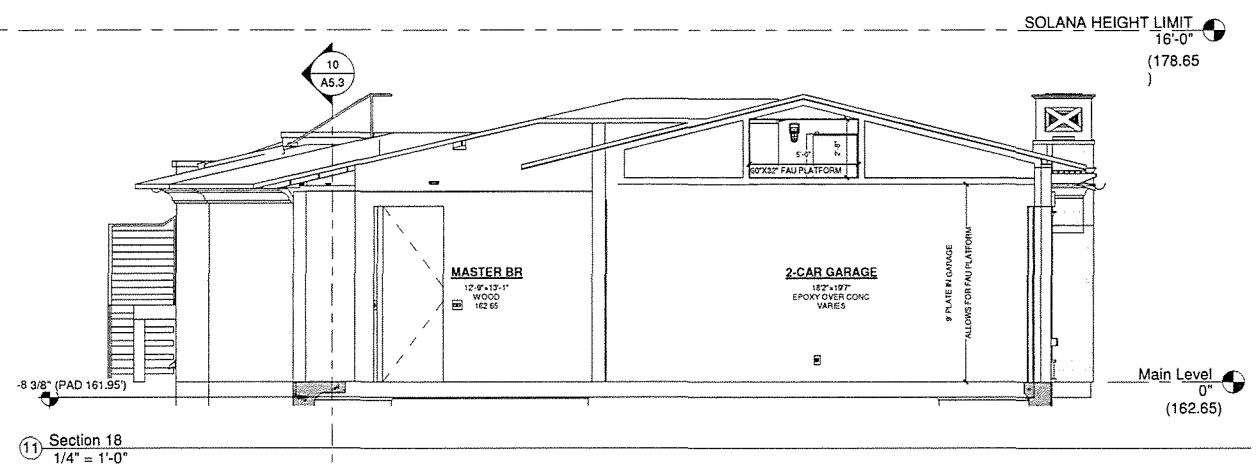
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SECTIONS

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SOLANA CIRCLE

RESIDENCE

APN: 298-320-17

LEGAL: LOT 15, PARK DEL MAR
MAP NO. 5070

juneau

- ARCHITECTS -

2270 CAMINO VIDA ROBLE, SUITE R
CARLSBAD, CA 92011
760-518-5353
juneauarchitects.com

ARCHITECT: C 31832

SCOPE OF WORK:

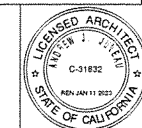
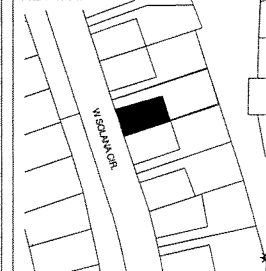
1868 SF TOTAL LIVING
379 SF GARAGE
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REVISION

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SUBMITTAL

KEY MAP

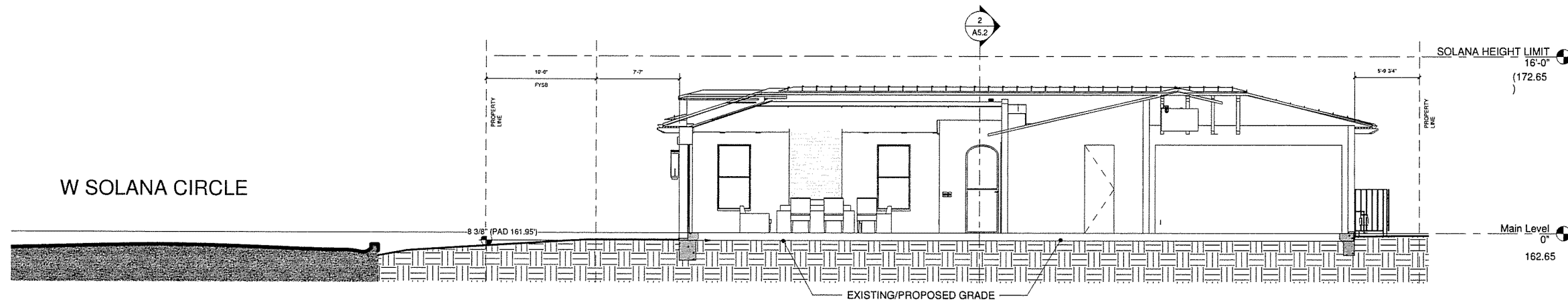


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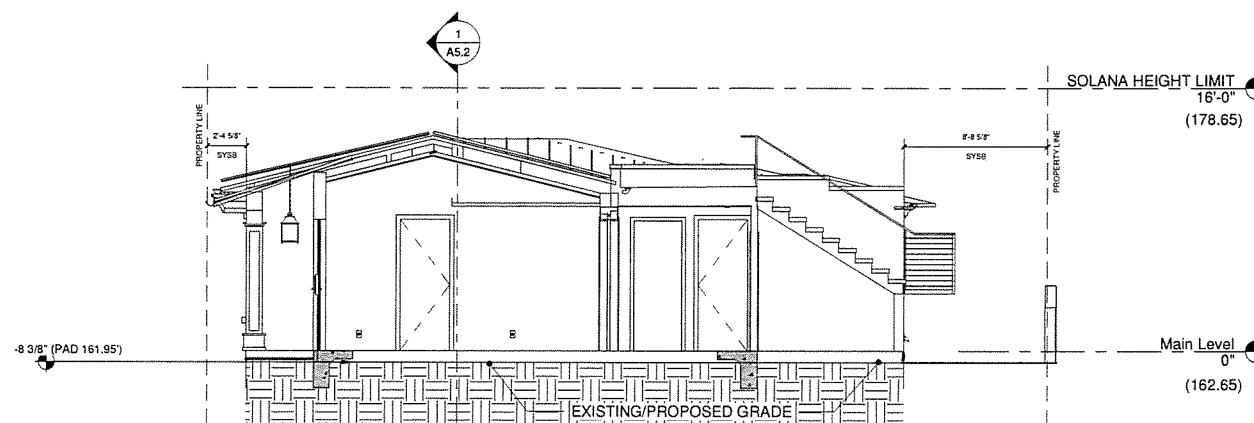
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SITE SECTIONS

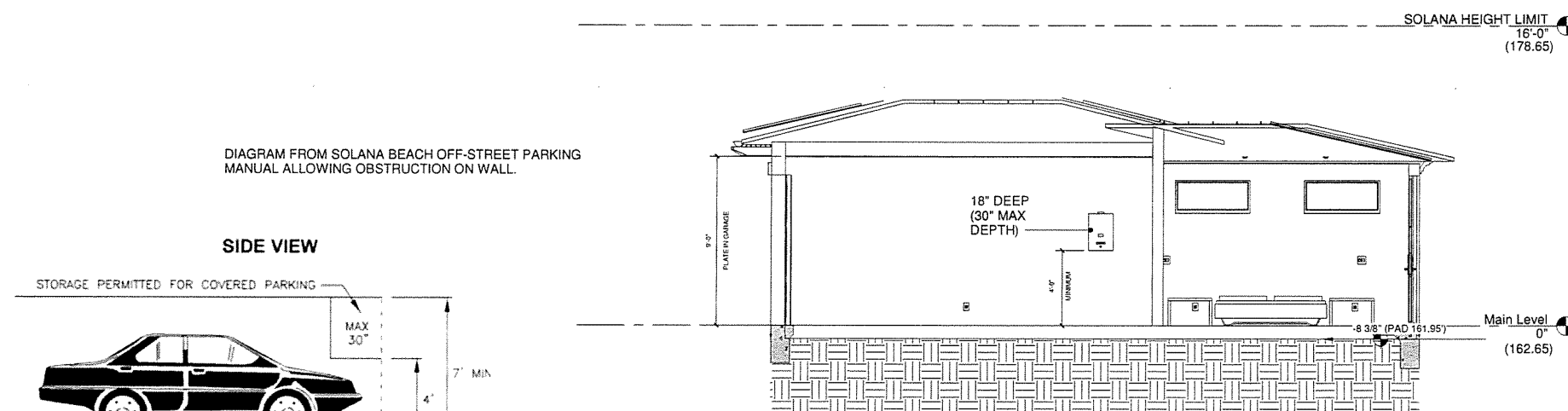
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1 SITE SECTION EAST - WEST
3/16" = 1'-0"



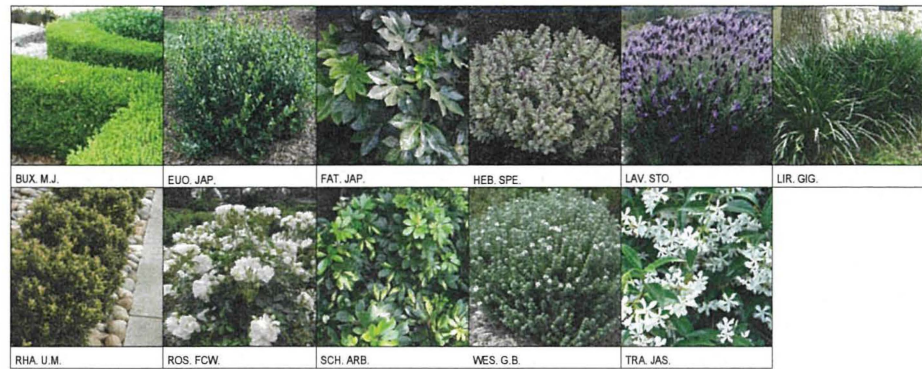
2 SITE SECTION NORTH - SOUTH
3/16" = 1'-0"



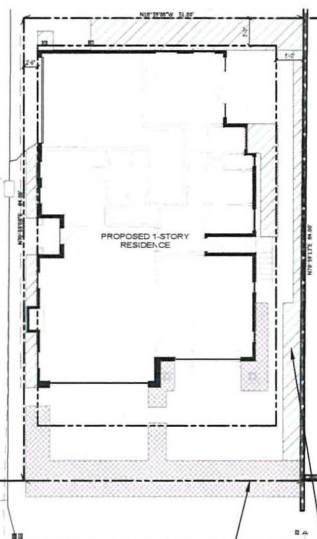
3 GARAGE STORAGE
1/4" = 1'-0"

PLANT LIST

ABBR	SIZE	QTY	SCIENTIFIC NAME	COMMON NAME	W/COLS	FULL HEIGHT
SHRUBS						
BUX. M.J.	5 GAL.	30	BUXUS MICROPHYLLA, JAPONICA	GREEN BEAUTY BOXWOOD	M	6 FT.
EUO. JAP.	5 GAL.	34	EUONYMUS JAPONICUS MICROPHYLLUS	BOXLEAF EUONYMUS	M	1 FT.
FAT. JAP.	15 GAL.	1	FATSIA JAPONICA (POTTED)	JAPANESE ARALIA	M	5 FT.
HEB. SPE.	15 GAL.	2	HEBE SPECIOSA 'VARIEGATA'	VARIEGATED HEBE	M	5 FT.
LAV. STO.	5 GAL.	89	LAVANDULA STOECHAS	SPANISH LAVENDER	L	3 FT.
LIR. GIG.	1 GAL.	3	LIRIOPE GIGANTEA	GIANT LILY TURF	M	1.5 FT.
RHA. U.M.	15 GAL.	44	RHAPHIOLEPIS UMBELLATA 'MINOR'	DWARF YEDDO HAWTHORN	L	4 FT.
ROS. FCW.	5 GAL.	16	ROSA X 'NOASCHNEE' FLOWER CARPET WHITE	FLOWER CARPET WHITE GROUNDCOVER ROSE	M	2.5 FT.
SCH. ARB.	5 GAL.	15	SCHEFFLERA ARBORICOLA 'VARIEGATA'	VARIEGATED DWARF UMBRELLA PLANT	M	20 FT.
WES. G.B.	15 GAL.	8	WESTRINGIA FRUTICOSA 'GREY BOX'	DWARF COAST ROSEMARY	L	3 FT.
VINES						
TRA. JAS.	5 GAL.	4	TRACHELOSPERMUM JASMINOIDES - ESPALIER	STAR JASMINE	M	3-6 FT.



HYDRO-ZONE MAP & WATER CALCS



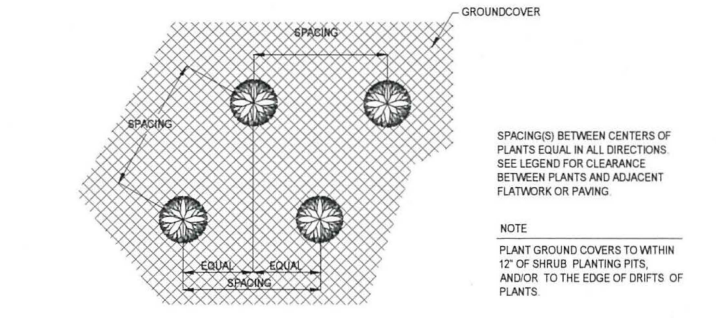
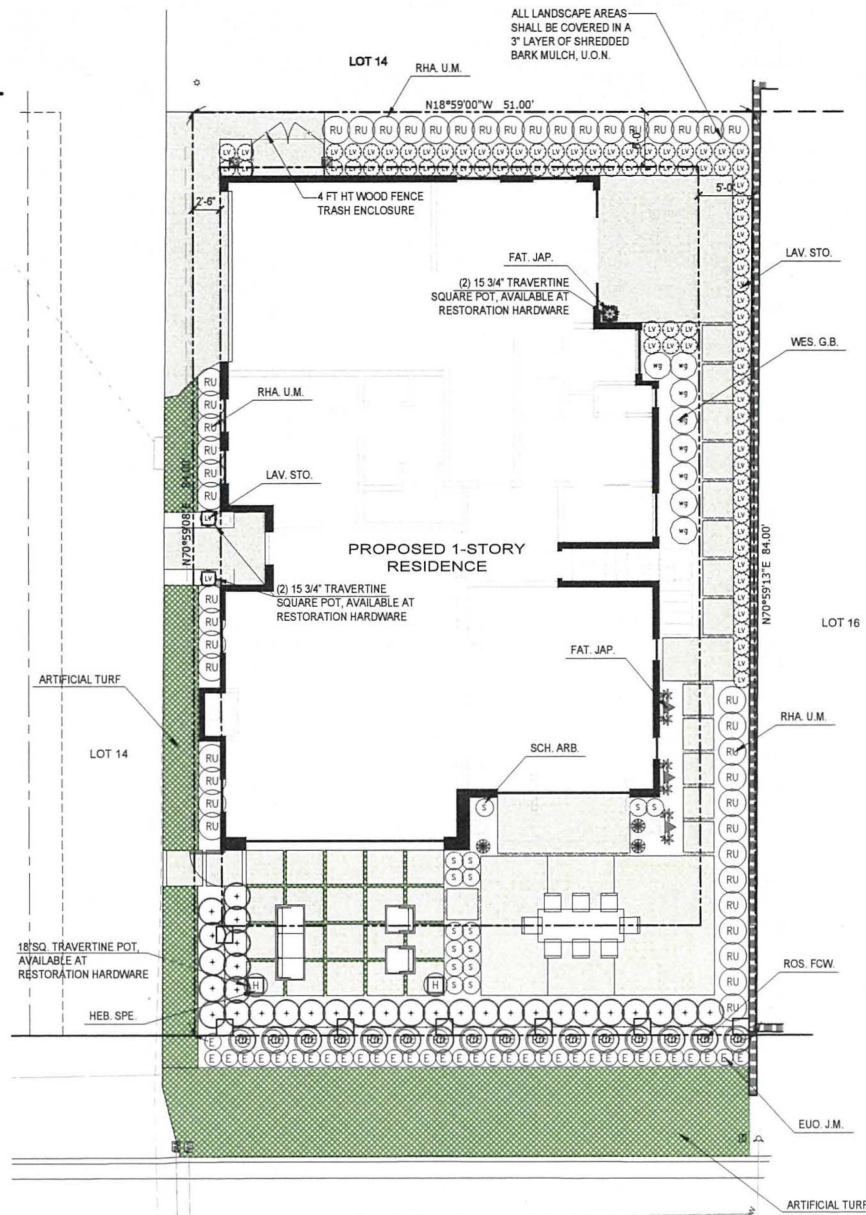
MAXIMUM ALLOWABLE WATER ALLOWANCE (MAWA):
 $(E_t) \times (0.62) \times [(0.55) \times LA]$
 $(41) \times (0.62) \times [(0.55) \times 1,034.07] = 14,457.33$

ESTIMATED TOTAL WATER USE (ETWU):
 $(E_t) \times (0.62) \times [(PF \times HA)/IE]$

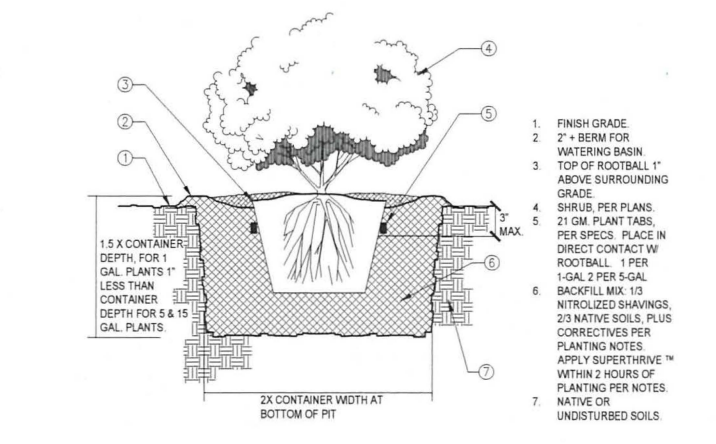
HYDROZONE 1
 LOW WATER USE SHRUBS WITH DRIP IRRIGATION
 $(41) \times (0.62) \times [(0.3 \times 564.45)/0.81] = 5,314.19$

HYDROZONE 2
 MODERATE WATER USE SHRUBS WITH DRIP IRRIGATION
 $(41) \times (0.62) \times [(0.6 \times 469.62)/0.81] = 8,842.77$

ETWU = 14,156.96 > MAWA = 14,457.33



TRIANGULAR SPACING GROUNDCOVERS & SHRUBS



SHRUB PLANTING

POTS

QTY	MFR	MODEL
2	RESTORATION HARDWARE	18" TRAVERTINE SQUARE PLANTER
3	RESTORATION HARDWARE	15 3/4" TRAVERTINE SQUARE PLANTER

18" TRAVERTINE SQUARE PLANTER 15 3/4" SQ. TRAVERTINE PLANTER

MAWA CALCULATION

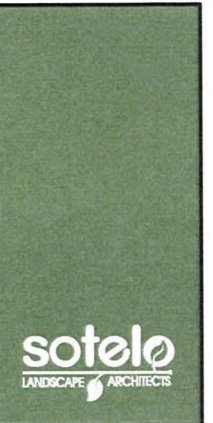
MAXIMUM APPLIED WATER APPLICATION (MAWA) calculation:
 $\frac{25.42}{33.42} \times \frac{0.55}{0.55} \times \frac{1,034.07}{29.14} \times \frac{0.55}{0.81} \times \frac{0.00}{0.00} = 14,457.33$

ETWU WORKSHEET

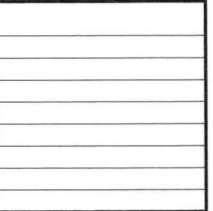
Line	Hydro-zone Number (1-4 Below - use as many labels as necessary to complete all hydrozones)				SLA
	1	2	3	4	
Evapotranspiration Rate (E _t) See "A" below	1	Use 41 (west of I-5) / 47 (east of I-5)			
Conversion Factor - 0.62	2	0.62			
(Line 1 x Line 2)	3	25.42 (west of I-5) / 29.14 (east of I-5)			
Plant Factor (PF) See "B" below	4	0.3	0.6		
Hydrozone Area (HA) - in square feet	5	564.45	469.62		
(Line 4 x Line 5)	6	169.33	281.77		
Irrigation Efficiency (IE) See "C" below	7	0.81	0.81		
(Line 6 x Line 7)	8	207.81	347.86		
TOTAL of all Line 8 boxes = SLA	9	555.67			
Line 9 x Line 5	10	14,156.96			
Estimated Total Water Use - ETWU (gallons per year) Total shall not exceed MAWA below		14,156.96			

PLANTING NOTES

- A SOIL TEST SHALL BE MADE BY LANDSCAPE CONTRACTOR PRIOR TO THE BEGINNING OF WORK AND THE RECOMMENDATIONS MUST BE USED FOR INSTALLATION. SEE PLANTING NOTE 12.
- AN IRRIGATION AUDIT REPORT MAY BE REQUIRED BY THE CITY PRIOR TO CERTIFICATE OF OCCUPANCY. IF A CERTIFICATE OF COMPLETION IS REQUIRED BY THE CITY, PLEASE NOTIFY LANDSCAPE ARCHITECT 48 HOURS BEFORE INSPECTION.
- THE CONTRACTOR SHALL ENSURE THAT ALL PLANTS RECEIVE SUPERTHRIVE VITAMIN SOLUTION AT TIME OF INSTALLATION.
- LANDSCAPE CONTRACTOR SHALL RECEIVE THE SITE WITHIN PLUS OR MINUS .10 FEET OF FINISH GRADE.
- THE PLANTING PLANS ARE DIAGRAMMATIC. MINOR ADJUSTMENTS IN PLANT LOCATIONS AND TYPE MAY BE MADE AT THE DISCRETION OF THE LANDSCAPE ARCHITECT.
- CONTRACTOR TO BE ADVISED THAT CERTAIN CULTIVARS OR SPECIES OF PLANTS FOR THIS PROJECT MAY ONLY BE AVAILABLE THROUGH RETAIL SOURCES (IE: PATENTED MONROVIA SELECTIONS). CONTRACTOR IS FURTHER ADVISED THAT ALL PLANT MATERIAL FOR THIS PROJECT SHALL BE "PREMIUM" NURSERY STOCK.
- ALL PLANT MATERIAL SHALL BE SUBJECT TO THE APPROVAL OF THE LANDSCAPE ARCHITECT AND REPLACED UPON REQUEST BEFORE OR AFTER THE PLANTING.
- THE LANDSCAPE CONTRACTOR WILL COORDINATE HIS WORK WITH THE OTHER TRADES AND MAINTAIN DRAINAGE DURING CONSTRUCTION.
- PLANT QUANTITIES AND AREAS SHOWN ON LEGENDS ARE FOR CONTRACTORS' CONVENIENCE IN ESTIMATING ONLY. CONTRACTOR IS RESPONSIBLE FOR PROVIDING PLANT MATERIALS TO COVER ALL AREAS AS SHOWN ON PLANS.
- SLOPE ALL PLANTING AREAS AWAY FROM BUILDING AT 2% MINIMUM FOR 5 FEET MINIMUM, WHERE APPLICABLE.
- LANDSCAPE ARCHITECT SHALL APPROVE FINAL PLACEMENT OF ALL SHRUBS, AND VINES PRIOR TO PLANTING.
- SHRUB PITS 5 GALLONS AND SMALLER SHALL BE TWO TIMES ROOTBALL DIAMETER WIDE AND 1-1/2 TIMES CONTAINER DEPTH.
- SHRUB PITS 15 GALLONS AND LARGER SHALL BE TWO TIMES ROOTBALL DIAMETER WIDE AND 1" LESS THAN CONTAINER DEPTH.
- DO NOT DAMAGE PLANT ROOTBALL DURING TRANSPORTATION OR PLANTING.
- CONTRACTOR SHALL USE THE FOLLOWING AMENDMENT SCHEDULE FOR BIDDING PURPOSES ONLY. A SOIL TEST SHALL BE MADE BY THE CONTRACTOR AND THE RESULTS SHALL BE SUBMITTED TO THE LANDSCAPE ARCHITECT FOR INCLUSION IN THE LANDSCAPE PLANS, AND THE RECOMMENDED AMENDMENTS SHALL BE USED FOR ACTUAL INSTALLATION.
 100 LBS. OF GYPSUM PER 1000 SQ. FT.
 70 LBS. OF TRI-C (6-2-4 W/ 5% SULFUR) PER 1000 SQ. FT.
 6 LBS. OF IRON SULFATE PER 1000 SQ. FT.
 25 LBS. OF SOIL SULFUR PER 1000 SQ. FT.
 5 CUBIC YARDS OF NITROGENIZED ORGANIC AMENDMENT PER 1000 SQ. FT. (SEE NOTE 16)
- AMENDED SOIL SHALL BE ROTOTILLED TO A DEPTH OF 6".
- NO IRON SULFATE SHALL COME IN CONTACT WITH ANY MASONRY SURFACE.
- NITROGENIZED ORGANIC AMENDMENT SHALL BE HUMIC COMPOST FROM AGRI-SERVICE, LOAMEX™, OR APPROVED EQUAL.
- A PLANTING BACKFILL MIX FOR ALL CONTAINER PLANTS SHALL CONSIST OF 1/3 NITROGENIZED ORGANIC AMENDMENT AND 2/3 EXISTING SOIL, PLUS 2-1/2 LBS. OF SOIL SULFUR, 2 LBS. IRON SULFATE PER CU. YD., 4 LBS. GYPSUM, AND 8 LBS. OF TRI-C (6-2-4 W/ 5% SULFUR) PER CUBIC YARD.
- ALL PLANTED AREAS SHALL BE WATERED IN THOROUGHLY WITH SARVON™, PER MANUFACTURERS SPECIFICATIONS IN ADVANCE OF PLANTING.
- ALL PLANTS SHALL BE WATERED THOROUGHLY WITH SUPERTHRIVE™ WITHIN 1 HOUR OF PLANTING.
- ONE PER 1-GALLON; TWO PER 5-GALLON; FIVE PER 15-GALLON; 12 PER 24" BOXED TREES, 18 PER 36" BOXED TREES (SEE L.A. FOR RATES FOR LARGER STOCK). PLACE TABLETS AT HALF THE DEPTH OF THE PLANTING PIT AND 1" FROM ROOTBALL (BOXED TREES SHALL BE IN 2 LAYERS GOING UP ALONG SIDES OF THE ROOTBALL).
- ALL PLANTS INSTALLED FROM FLATS SHALL RECEIVE ONE AGRIFORM 5-GRAM 20-10-5 TABLET EACH, AND ALL 4" POTS SHALL RECEIVE TWO 5-GRAM TABLETS EACH, MIXED WITH A HANDFUL OF PREPARED BACKFILL PER NOTE 17.
- ALL PLANTS PLANTED FROM CONTAINERS SHALL HAVE THEIR ROOTBALLS SCORED WITH A SHARP TOOL TO A DEPTH OF 1" IN THREE LONGITUDINAL INCISIONS AT LOCATIONS SPACED AROUND THE ROOTBALL BEFORE PLACING PLANT IN PLANTING HOLE.
- ALL TYING MATERIALS AND MARKING TAPES SHALL BE REMOVED AT THE TIME OF PLANTING.
- STAKES SHALL BE REMOVED FROM VINES AND VINES SHALL BE PROVIDED WITH AN APPROVED MEANS OF SUPPORT.
- ALL SHRUB PLANTING AREAS SHALL BE COVERED WITH A 3" DEEP LAYER OF SHREDDED FIR BARK, OR APPROVED EQUAL. ALL BARK TO BE NITROGENIZED WITH 5% NITROGEN WHEN GRAVEL OR COBBLE GROUNDCOVER IS USED. A LANDSCAPE FILTER FABRIC MUST BE INSTALLED, WITH AN OVERLAP OF 12" MIN. BETWEEN ROLLS AND FASTENED WITH STAPLES FLUSH TO THE FABRIC TO PREVENT MOVEMENT.
- IF THE SOIL TEST PREVIOUSLY MENTIONED SHOWS THAT PERMEABILITY RATES ARE LESS THAN 5" PER HOUR, LANDSCAPE ARCHITECT MAY REQUIRE A TREE DRAIN SYSTEM.
- A LANDSCAPE MAINTENANCE PERIOD OF 90 DAYS SHALL BE CONSIDERED PART OF THIS CONTRACT. REFER TO THE PROJECT SPECIFICATIONS FOR DETAILS.



KENYON SOLANA CIRCLE
 722 W SOLANA CIR
 SOLANA BEACH, CA 92075



SHEET
L2.0



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: March 22, 2023
ORIGINATING DEPT: Finance
SUBJECT: **City Council Consideration of Resolution 2023-023 Approving the Adoption of Mid-Year Budget Adjustments for Fiscal Year 2022-23.**

BACKGROUND:

During the course of any year, as new budgetary information becomes available, Staff presents that information to the Council for consideration when adjustments are recommended to the Adopted Budget.

In addition, it is the responsibility of the City Manager to consistently engage in organizational analysis of various City operations to improve efficiency and effectiveness and ensure that the most economical means of conducting business is achieved. Section 2.08.070, Section D, of the Solana Beach Municipal Code (SBMC), "Powers and Duties (of City Manager)" Administrative Reorganization of Offices, states:

It shall be the duty and responsibility of the City Manager to conduct studies and effect such administrative reorganization of offices, positions or units under the City Manager's direction as may be indicated in the interest of efficient, effective, and economical conduct of the City's business.

Staff is recommending the following:

1. Revising appropriations to the Fiscal Year (FY) 2022-23 Annual Budget (Exhibit A).
2. Approval of adjustments to the FY 2022-2023 Management Salary Schedules (Attachment 2).
3. Approval and adoption of a Principal Human Resources Analyst position at pay grade M4 on the Management Employees' Salary and Classification Plan (Schedule 1).

CITY COUNCIL ACTION:

4. Approval of moving the Human Resources Manager position to pay grade M4-A of the Management Employees' Salary and Classification Plan (Schedule 1) to allow for a career path within the Human Resources positions, and the Finance Manager position to pay grade M6 to be more aligned with the market and to attract qualified candidate when recruiting.
5. Approval and reclassification of the temporary Help Desk Management Assistant position to a regular/part-time Help Desk Management Assistant position at pay grade MIS-92 on the Miscellaneous Employees' Salary and Classification Plan (Schedule 3).

This item is before the City Council for consideration of Resolution 2023-023 (Attachment 1) approving the adoption of mid-year budget adjustments for FY 2022-23.

DISCUSSION:

The City of Solana Beach's (City) Operating Budget Policies state that total expenditures of a particular fund may not exceed that which is appropriated by the City Council without a budget amendment. In addition, Section 3.08.040 of the Solana Beach Municipal Code limits the purchases by departments within the total departmental budget appropriations.

Staff is recommending the City Council authorize the Interim Finance Director/City Treasurer to amend the FY 2022-23 Adopted Budget for certain revenue and expenditure appropriations. Additionally, Staff recommends updates to the FY 2022-2023 Executive Management and Management salary schedule (Attachment 2). Specific salary schedule changes and amendments to the FY 2022-23 Adopted Budget are discussed below in detail and categorized by General Fund and other funds.

General Fund Amendments

General Fund – Revenues

Staff analyzed revenues received by the City through December 2022. A trend analysis was performed to compare actual receipts received versus the annual budget. Any significant variances were analyzed in detail and projected through the end of the fiscal year. In a few cases, budget adjustments are being recommended based on other separate analyses or projections.

General Fund Amendments – Revenues

- **Property Tax**
Collections for this revenue category are ahead of estimates through December. The County of San Diego has adjusted the projected collections due to higher than projected collections. Staff is recommending Property Tax revenue be increased by \$200,000 from \$9,420,000 to \$9,620,000.
- **Real Property Transfer Tax**
Collections for this revenue category are coming in under projections through December as compared to original budget estimates. Staff is recommending Real Property Transfer Tax revenue be decreased by \$100,000 from \$325,000 to \$225,000.

- Sales Tax
 Collections of Sales Tax revenue continue to rebound from previous year lows. Staff has met with HDL advisors, who are projecting a steady increase in FY 2022-23 in the restaurant, general consumer goods, and fuel sectors. Based on information from HDL, Staff is recommending Sales Tax revenue be increased by \$200,000 from \$4,296,000 to \$4,496,000.

- Transaction & Use Tax (Measure S)
 Measure S was approved by the voters in November 2022. Collection of Transaction & Use Tax revenue associated with Measure S is anticipated to begin on April 1, 2023. Staff is recommending a conservative addition to the FY 2022-23 Budget of \$750,000 for this Transaction & Use Tax.

- Transient Occupancy Tax
 In the beginning of the year, Staff conservatively estimated revenue from short-term vacation rental transient occupancy tax (TOT). The City continues to experienced higher than anticipated TOT from short-term vacation rentals. Due to this, Staff is recommending short-term vacation rental TOT revenue be increased by \$100,000 from \$650,000 to \$750,000.

- General Fund Transfers-In – ARPA Funds
 The City’s General Fund received the first half of ARPA funds in FY 2021-22 in the amount of \$1,590,350. The remaining \$1,590,350 will be recognized as revenue in FY 2022-23. No changes are being recommended for this as is it budgeted accordingly.

A summary of the recommended changes for General Fund revenues are listed in the table below:

**Proposed Revenue Budget Adjustments
 General Fund - Mid Year
 Fiscal Year 2022-23**

<u>Account</u>	<u>Additions/ (Deletions)</u>
Property Tax	\$ 200,000
Real Property Transfer Tax	(100,000)
Sales & Use Tax	200,000
Measure S - Transaction & Use Tax	750,000
Short Term Vacation Rental TOT	100,000
<i>Operational Revenues</i>	<u>\$ 1,150,000</u>
<i>Total General Fund Revenues</i>	<u>\$ 1,150,000</u>

General Fund Amendments – Expenditures

Staff has analyzed expenditures through January 2022 against budgeted expenditures. Based on this analysis, Staff is recommending a net decrease to General Fund expenditure accounts totaling \$68,117.

Professional Services

The recommended expenditure adjustment is an increase of \$79,000 for professional services. This increase is for services related to Measure S monitoring, Information Systems licensing and account reconciliation services. These increases are in the Finance Department (\$25,000), Information Technology Department (\$30,000) and the Community Development Department (\$24,000).

Equipment and Supplies Expenditures

The recommended expenditure adjustment is an increase of \$58,233 for Equipment & Supply expenditures. Staff recommends an increase of \$34,000 for Park Maintenance and an increase of \$15,873 for Street Maintenance for the purchase of a new concrete grinder and LED stop signs, and an increase of \$8,360 for Public Facilities for the purchase of an air compressor and ergonomic office equipment for Marine Safety.

Salaries & Benefits

The Finance Department has analyzed costs associated with Salaries and Fringe Benefits through the end of January 2023. Staff is recommending an overall reduction in Salaries and Fringe Benefits of \$126,020. The following changes to Salaries and Fringe Benefits are recommended:

- Due to the change of a part-time to full-time position in the City Manager's Department, an increase to the Community Services budget is recommended. Staff recommends an increase to this department in the amount of \$37,000.
- Overall, Staff recommends a reduction of \$110,500 to the Human Resources Department for Salaries and Fringes mainly due to an unfilled vacancy. Embedded in that net reduction and due to increased service needs within the Human Resources Department, there is an operational need to classify the vacant position as a Principal Human Resources Analyst (Attachment 2). This position would provide advanced support to a variety of HR duties, including recruitment, salary and benefit administration, workers compensation, employee relations, etc. The impact in this fiscal year is an addition of \$55,345 in salary and benefits, of which \$52,575 will be allocated to the General Fund.
- Due to increased workload in the Finance Department, Staff is recommending the addition of an Administrative Assistant I position to assist with workload, including cashiering, mail in-take, filing and other administrative functions. The impact in this fiscal year is an addition of \$55,345 in salary and benefits, of which \$52,575 will be in the General Fund. In addition we are requesting an additional \$8,425 to support the continued use of an Interim Finance Director/Treasurer until a permanent replacement begins employment.

Reclassifications

- With an ongoing need for additional Information Technology services, Staff is recommending \$65,135 for the reclassification of the temporary/seasonal Help Desk Management Assistant to a regular/part-time Help Desk Management Assistant (20-hours per week). The position will continue to support the City’s Help Desk operations. Of the total, \$61,880 would be in the General Fund. We are not requesting an increase in the Information Technology budget as there is sufficient savings to offset the current fiscal year increase.

A summary of the recommend changes for General Fund expenditures are listed in the following table:

**Proposed Expenditure Budget Adjustments
 General Fund - Mid Year
 Fiscal Year 2022-23**

Account	Additions/ (Deletions)
Salary and Benefits	
Community Services	\$ 37,000
Finance	61,000
Fire	(217,850)
Human Resources	(110,500)
Community Development	25,000
Professional Services	
Finance	25,000
Information Technology	30,000
Community Development	24,000
Equipment & Supplies	
Park Maintenance	34,000
Public Facilities	8,360
Street Maintenance	15,873
Total Operational Expenditures	\$(68,117)

Other Fund Amendments

The following amendments increasing expenditures to other funds are also recommended. All wage and benefit amendments are allocations for the changes previously discussed in the General Fund Salaries and Benefits section:

Fund Name

Revenue Adjustments	Description	Amount
Fire Mitigation Fees	Increased Revenue	\$ 6,000
COPS Program	Annual Growth Award Increase	65,272
RTCIP	Revenue Received	90,000
Transnet	Transnet Revenue	207,200
Per Capita Grant	ARPA & LC Playground	1,640,343
Public Safety Sp Revenue	OT Salaries Reimbursement	150,000
Park Development Impact	Impact Fees Revenue	120,000
Transportation Impact	Impact Fees Revenue	220,000
Public Use Impact	Impact Fees Revenue	170,000
	Total Revenue Adjustments	\$ 2,668,815

Expenditure Adjustments

Self Insurance	Insurance Premiums & Damage Claims	100,000
Workers Compensation	Insurance Premiums	28,000
Mid 9C Santa Fe Hills	Utilities - Water	42,000
Coastal Business/Visitors	Contributions	15,000
Public Safety Sp Revenue	OT Salaries	150,000
	Total Expenditure Adjustments	\$ 335,000

Total Other Funds

\$ 2,333,815

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA

FISCAL IMPACT:

The adopted FY 2022-23 Budget initially projected a General Fund surplus of \$798,625. In June 2022, the FY 2022-23 Budget was updated and amended to having a net surplus of \$648,475 to begin the Fiscal Year. Throughout the first eight and a half months of the fiscal year, the budget has been adjusted by various resolutions to a projected deficit of \$1,056,295. With the FY 2022-23 mid-year adjustments to revenues and expenditures as discussed above, the General Fund Budget would realize an increase of revenues of \$1,150,000 against a net expenditure decrease of \$68,117, thereby eliminating the deficit, resulting in a projected operating surplus of \$ \$161,822. These changes are shown on the following table:

Adopted General Fund Revenues	\$ 22,148,385
FY2022-23 Budget Update in June 2022	\$ 1,965,100
Budget Adjustments & Transfers	-
Mid-Year Revenue Adjustments	1,150,000
Total General Fund Revenues**	<u><u>\$ 25,263,485</u></u>
Adopted General Fund Expenditures & Transfers	\$ (21,349,760)
FY2022-23 Budget Update in June 2022	\$ (2,038,680)
Budget Adjustments & Transfers	(1,781,340)
Mid-Year Expenditure Adjustments	68,117
Total General Fund Expenditures	<u><u>\$ (25,101,663)</u></u>
Projected FY 2022-23 Surplus(Deficit)	<u><u>\$ 161,822</u></u>

**Note: FY 2022-23 General Fund Revenues include \$1,589,400 of American Rescue Act Plan (ARPA) funds.

WORK PLAN:

Fiscal Sustainability

OPTIONS:

- Approve Staff Recommendation
- Deny Staff Recommendation

DEPARTMENT RECOMMENDATION:

Staff recommends the City Council adopt Resolution 2023-023:

1. Authorizing creation of the Principal Human Resources Analyst position and job description.
2. Approving adjustments to the Fiscal Year (FY) 2022-23 Executive and Management Salary Schedule (Exhibit B).
3. Approving revised appropriations in the FY 2022-23 Adopted Budget.
4. Authorize the City Treasurer to amend the FY 2022-23 Adopted Budget accordingly.
5. Authorize an adjustment to the FY 2022-23 Executive and Management Salary Schedule to add Principal Human Resources Analyst position at pay grade M4 on the Management Employees' Salary and Classification Plan.
6. Authorize the move of the Human Resources Manager position to pay grade M4-A of the Management Employees' Salary and Classification Plan.

7. Authorize the move of the Finance Manager position to pay grade M6 of the Management Employees' Salary and Classification Plan.
8. Authorize the reclassification of the temporary Help Desk Management Assistant position to a regular/part-time Help Desk Management Assistant position at pay grade MIS-92 on the Miscellaneous Employees' Salary and Classification Plan.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Exhibit A - Resolution 2023-023
2. Principal Human Resources Analyst Job Description
3. Executive and Management Salary Schedule 1

RESOLUTION 2023-023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING REVISIONS TO THE FY 2022-23 ADOPTED BUDGET, AUTHORIZING CREATION OF THE PRINCIPLE HUMAN RESOURCES ANALYST POSITION, APPROVING ADJUSTMENTS TO THE FISCAL YEAR (FY) 2022-23 EXECUTIVE AND MANAGEMENT SALARY SCHEDULE, AUTHORIZING RECOMMENDED ADJUSTMENTS TO THE MANAGEMENT EMPLOYEE'S SALARY AND COMPENSATION PLAN, AND AUTHORIZING A RECLASSIFICATION ON THE MISCELLANEOUS EMPLOYEE'S SALARY AND CLASSIFICATION PLAN

WHEREAS, during the course of the fiscal year, new information becomes available to Staff which require adjustments to be made to the adopted budget; and

WHEREAS, Section 3.08.040 of the Solana Beach Municipal Code limits the purchases by departments within the total departmental budget appropriations; and

WHEREAS, the City's Operating Budget Policies state that total expenditures of a particular fund may not exceed that which is appropriated by the City Council, without a budget amendment; and

WHEREAS, the City Manager, in coordination with the Finance Director, reviewed and analyzed the expenditures of the Fiscal Year 2022/23 Adopted Budget and recommend certain amendments be made to the General Fund as well as other funds; and

WHEREAS, the City Council authorizes all salary and compensation plans (Section 8.10 of the City's Personnel Rules and Regulations); and

WHEREAS, the City Council must approve a salary and compensation plan for employees including executive management, mid-management, management and confidential, the Solana Beach Employees Association – Miscellaneous (SBEA-MISC), the Solana Beach Employees Association – Marine Safety Unit (SBEA-MSU), the Solana Beach Fire Association (SBFA), and the Part-Time/Seasonal/Employee groups to coincide with fiscal appropriations each fiscal year; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Solana Beach, California, does hereby resolve as follows:

1. That the above recitations are true and correct.

2. That the City Treasurer is authorized to amend appropriations in the 2022-23 fiscal year budget as further set forth in the attached Exhibit A.
3. That the City Council authorizes the creation of the Principal Human Resources Analyst position and job description.
4. That the City Council Authorizes an adjustment to the FY 2022-2023 Executive and Management Salary Schedule.
5. That the City Council authorizes an adjustment to the Fiscal Year 2022-23 Executive and Management Salary Schedule (Exhibit B) to add Principal Human Resources Analyst position at pay grade M4 on the Management Employees' Salary and Classification Plan.
6. That the City Council authorizes the move of the Human Resources Manager position to pay grade M4-A of the Management Employees' Salary and Classification Plan.
7. That the City Council authorizes the move of the Finance Manager position to pay grade M6 of the Management Employees' Salary and Classification Plan.
8. That the City Council authorizes the reclassification of the temporary Help Desk Management Assistant position to a regular/part-time Help Desk Management Assistant position at pay grade MIS-92 on the Miscellaneous Employees' Salary and Classification Plan.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Solana Beach, California, this 22nd day of March 2023, by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSENT: Councilmembers –
ABSTAIN: Councilmembers –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

Exhibit A
Resolution 2023-023

GENERAL FUND

<u>Revenues</u>	<u>Account</u>	<u>Additions/ (Deletions)</u>
	Property Tax	\$ 200,000
	Real Property Transfer Tax	(100,000)
	Sales & Use Tax	200,000
	Measure S - Transaction & Use Tax	750,000
	Short Term Vacation Rental TOT	100,000
	Operational Revenues	\$ 1,150,000
	Total General Fund Revenues	\$ 1,150,000

<u>Expenditures</u>	<u>Description</u>	
Community Services	Salary and Benefits	\$ 37,000
Finance	Salary and Benefits	61,000
Fire	Salary and Benefits	(217,850)
Human Resources	Salary and Benefits	(110,500)
Community Development	Salary and Benefits	25,000
Finance	Professional Services	25,000
Information Technology	Professional Services	30,000
Community Development	Professional Services	24,000
Park Maintenance	Equipment & Supplies	34,000
Public Facilities	Equipment & Supplies	8,360
Street Maintenance	Equipment & Supplies	15,873
	Total Operational Expenditures	\$ (68,117)

OTHER FUNDS

<u>Revenues</u>	<u>Description</u>	
Fire Mitigation Fees	Increased Revenue	\$ 6,000
COPS Program	Annual Growth Award Increase	\$ 65,272
RTCIP	Revenue Received	\$ 90,000
Transnet	Transnet Revenue	\$ 207,200
Per Capita Grant	ARPA & LC Playground	\$ 1,640,343
Public Safety Sp Revenue	OT Salaries Reimbursement	\$ 150,000
Park Development Impact	Impact Fees Revenue	\$ 120,000
Transportation Impact	Impact Fees Revenue	\$ 220,000
Public Use Impact	Impact Fees Revenue	170,000
	Total Revenue Adjustments	\$ 2,668,815

<u>Expenditure Adjustments</u>		
Self Insurance	Insurance Premiums & Damage Claims	\$ 100,000
Workers Compensation	Insurance Premiums	\$ 28,000
Mid 9C Santa Fe Hills	Utilities - Water	42,000
Coastal Business/Visitors	Contributions	15,000
Public Safety Sp Revenue	OT Salaries	150,000
	Total Expenditure Adjustments	\$ 335,000

	Total Other Funds	\$ 2,333,815
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EXECUTIVE MANAGEMENT AND MANAGEMENT EMPLOYEES
 SALARY SCHEDULE 1
 EFFECTIVE MARCH 25, 2023

Pay Grade	Job Classifications	Frequency	Minimum	25th Percentile	Midpoint	75th Percentile	Maximum
M1	Management Analyst	Annual	\$64,854.40	\$74,568.00	\$84,302.40	\$94,036.80	\$103,750.40
	Human Resources Analyst	Monthly	\$5,405	\$6,214	\$7,025	\$7,836	\$8,646
	Recreation Supervisor	Bi-weekly	\$2,702	\$3,107	\$3,513	\$3,918	\$4,323
	Executive Assistant to City Manager/Council Public Works Supervisor	Hourly	\$31.18	\$35.85	\$40.53	\$45.21	\$49.88
M2	Deputy City Clerk	Annual	\$74,193.60	\$83,470.40	\$92,726.40	\$102,003.20	\$111,280.00
	Senior Human Resources Analyst	Monthly	\$6,183	\$6,956	\$7,727	\$8,500	\$9,273
	Senior Management Analyst	Bi-weekly	\$3,091	\$3,478	\$3,864	\$4,250	\$4,637
		Hourly	\$35.67	\$40.13	\$44.58	\$49.04	\$53.50
M3	Network System Engineer	Annual	\$81,598.40	\$91,811.20	\$102,003.20	\$112,195.20	\$122,408.00
	Senior Accountant	Monthly	\$6,800	\$7,651	\$8,500	\$9,350	\$10,201
	Senior Civil Engineer	Bi-weekly	\$3,400	\$3,825	\$4,250	\$4,675	\$5,100
	Senior Planner	Hourly	\$39.23	\$44.14	\$49.04	\$53.94	\$58.85
M4	Principal Human Resources Analyst	Annual	\$89,772.80	\$100,984.00	\$112,195.20	\$123,427.20	\$135,054.40
	Information Technology Manager	Monthly	\$7,481	\$8,415	\$9,350	\$10,286	\$11,255
	Principal Planner	Bi-weekly	\$3,741	\$4,208	\$4,675	\$5,143	\$5,627
	Public Works Operations Manager Recreation Manager Risk Manager	Hourly	\$43.16	\$48.55	\$53.94	\$59.34	\$64.93
M4-A	Assistant to the City Manager	Annual	\$98,737.60	\$111,092.80	\$123,427.20	\$135,761.60	\$148,096.00
	Finance Manager	Monthly	\$8,228	\$9,258	\$10,286	\$11,313	\$12,341
	Human Resources Manager	Bi-weekly	\$4,114	\$4,629	\$5,143	\$5,657	\$6,171
	Principal Civil Engineer	Hourly	\$47.47	\$53.41	\$59.34	\$65.27	\$71.20
M5	Fire Battalion Chief (2912 annual hours)	Annual	\$102,094.72	\$114,849.28	\$127,632.96	\$140,358.40	\$153,142.08
		Monthly	\$8,508	\$9,571	\$10,636	\$11,697	\$12,762
		Bi-weekly	\$4,254	\$4,785	\$5,318	\$5,848	\$6,381
		Hourly	\$35.06	\$39.44	\$43.83	\$48.20	\$52.59
M6	Marine Safety Captain	Annual	\$108,617.60	\$122,200.00	\$135,761.60	\$149,344.00	\$162,926.40
		Monthly	\$9,051	\$10,183	\$11,313	\$12,445	\$13,577
		Bi-weekly	\$4,526	\$5,092	\$5,657	\$6,223	\$6,789
		Hourly	\$52.22	\$58.75	\$65.27	\$71.80	\$78.33
M6-A	Fire Battalion Chief (2080 annual hours)	Annual	\$112,299.20	\$126,339.20	\$140,379.20	\$154,398.40	\$168,459.20
		Monthly	\$9,358	\$10,528	\$11,698	\$12,867	\$14,038
		Bi-weekly	\$4,679	\$5,264	\$5,849	\$6,433	\$7,019
		Hourly	\$53.99	\$60.74	\$67.49	\$74.23	\$80.99
M7	Deputy Fire Chief	Annual	\$114,878.40	\$132,121.60	\$149,344.00	\$166,587.20	\$183,809.60
		Monthly	\$9,573	\$11,010	\$12,445	\$13,882	\$15,317
		Bi-weekly	\$4,787	\$5,505	\$6,223	\$6,941	\$7,659
		Hourly	\$55.23	\$63.52	\$71.80	\$80.09	\$88.37
M8	Administrative Services Director/Assistant City Manager	Annual	\$126,360.00	\$145,308.80	\$164,278.40	\$183,248.00	\$202,196.80
	City Clerk	Monthly	\$10,530	\$12,109	\$13,690	\$15,271	\$16,850
	City Engineer/Public Works Director Community Development Director	Bi-weekly	\$5,265	\$6,055	\$6,845	\$7,635	\$8,425
	Fire Chief Finance Director/City Treasurer Human Resources Director	Hourly	\$60.75	\$69.86	\$78.98	\$88.10	\$97.21

City of Solana Beach
PRINCIPAL HUMAN RESOURCES ANALYST
At-Will

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction of the Human Resources Director, the Principal Human Resources Analyst Performs complex and specialized human resources work, including planning, organizing, managing and performing significant professional level work in the areas of recruitment and selection, classification and compensation, labor and employee relations, performance evaluation systems, benefits administration, compliance, leave management, Workers' Compensation, training, and other special programs; and other related work as required.

CLASS CHARACTERISTICS

The Principal Human Resources Analyst position is a management level classification and a working supervisor responsible for planning, organizing, and managing the work of assigned staff in the activities of the Human Resources Department. The Principal Human Resources Analyst may be assigned program responsibility for recruitment and selection, classification and compensation, training and development and other HR activities, and provides high level technical support to management relative to complex discipline, performance issues, internal investigations, and grievance matters. Incumbent is expected to exercise considerable initiative and independent judgement in the day- to- day performance of their work. Strong verbal and written communication skills and analytical skills are essential in effectively carrying out the duties of this position.

Employees in the classification are expected to carry out necessary activities without direction, except for new or unusual circumstances. This class is distinguished from that of Human Resources Manager in that the latter has overall responsibility for administering human resources programs. This position receives general direction from the Human Resources Director or designee.

**Principal HR Analyst
City of Solana Beach**

The Principal Human Resources Analyst is a FLSA exempt at-will management position.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- In the absence of the Human Resources Director or Manager, handles the responsibilities of the Human Resources Department.
- Recommends and assist in the implementation of department goals and objectives; establishes performance standards and methods for assigned personnel functions, including recruitment/selection and classification/compensation; develops and implement policies and procedures.
- Directs and participates in recruitment activities and conducts high-level or difficult recruitments; directs and/or personally develops, modern recruitment plans and strategies to attract highly qualified candidates.
- Manages the City's Workers' Compensation program with support from the Human Resources Director, Risk Manager and legal staff.
- Directs and conducts classification studies; develops class concepts based on job analysis, position audits, and organization studies; writes class specifications and recommend salary rates for new classifications.
- Facilitates and participates in conducting a variety of surveys and studies regarding organization, compensation, classification, benefit, and other human resources related issues; personally, analyzes study results and makes recommendations.
- Performs specialized and complex employee relations work relative to employee discipline, contract interpretation, grievance prevention and administration, performance evaluations, and complaints; schedules and conducts meetings with union representatives, research and investigate issues, and recommend corrective action as necessary for resolution.
- Prepares and manages professional services agreements for contractors providing specialized human resources consulting services; manage professional services agreements for temporary staffing agencies.
- Acts as a technical resource to City staff, including human resources staff, and other departmental managers on a variety of matters, including the performance evaluation system, benefits administration, compliance,

**Principal HR Analyst
City of Solana Beach**

training and development, and Workers' Compensation.

- Prepares a variety of written analytical reports, correspondence, policies, procedures, and other written materials.
- Exercises technical and functional supervision over other human resources staff; supervises assigned staff; plans, organizes, assigns, and reviews the work of assigned staff and other human resources staff; trains staff in work procedures; provides policy guidance and interpretation to staff; evaluates employee performance.
- Builds and maintains positive working relationships with co-workers, other City employees, and the public, using principles of good customer service.
- Performs related duties as required.

QUALIFICATIONS GUIDELINES

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, public or business administration or a related field. A Master's degree in human resources, public administration, or a related field is desirable. Professional Human Resources (PHR), Senior Professional Human Resources (SPHR), or other relevant human resources related certification is desired.

Experience:

Four (4) years of progressively responsible professional human resources management experience, including two (2) years of supervisory experience. Experience in a public agency setting is desirable.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Principles and practices of public sector human resources administration, including recruitment and selection, classification/compensation, benefits administration, training and employee and labor relations.
- Research methods, data collection, statistical analysis, including techniques of salary and benefit survey and analysis.

**Principal HR Analyst
City of Solana Beach**

- Principles and practices of public sector labor relations, including effective negotiation techniques, grievance resolution methods and progressive discipline.
- Applicable Federal, State, and District codes, rules, regulations, and guidelines.
- Principles and practices related to supervision, training, and performance evaluations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of management and supervision; the City's personnel policies and Memoranda of Understanding.
- Computer applications related to the work, including Microsoft Suite, and data information and management systems.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with insurance providers, governmental agencies, third-party administrators, and employees.
- Techniques for providing a high level of customer service to City staff, in person and over the telephone.
- Program management, and budgeting techniques.

Ability to:

- Organize, implement, and direct assigned human resources programs and activities.
- Provide professional-level support in complex, sensitive, or difficult human resources-related assignments requiring a high level of independent judgment, strong analytical skills, and sophisticated knowledge of applicable laws, regulations, and contractual agreements.
- Interpret, apply, and explain City and HR policies and procedures.
- Collect, analyze, interpret, and evaluate a variety of complex data.
- Supervise, and provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner and provide lead supervision and technical support to human resources staff on a variety of personnel matters.

**Principal HR Analyst
City of Solana Beach**

- Develop and administer assigned program area budgets; assist in preparation of HR budget.
- Recognize and resolve problems of a sensitive or political nature by analyzing situations, selecting alternatives, drawing sound conclusions, and projecting consequence of decisions and recommendations.
- Communicate clearly and concisely, both orally and in writing; make oral presentations to and conduct training for a variety of groups, including employees, committees, and, as assigned, to the City Council.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow applicable safety rules and regulations.
- Depending upon job assignment, drive a vehicle.
- Travel to alternative work locations and offsite meetings.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Work in a team atmosphere and participate on a variety of departmental and Citywide committees to enhance the provision of all City services.
- Prepare clear, concise, and effective reports, correspondence, and other written materials.
- Make effective oral presentations of complex material to diverse audiences as needed.
- Demonstrate an awareness and appreciation of the cultural diversity of the community and work with diverse populations and maintain an inclusive environment.
- Perform a variety of office support duties following standard guidelines but requiring the use of independent judgment on occasion.
- Establish and maintain effective working relationships with those contacted in the course of work.

Special Requirements:

- Possession of a valid Class "C" California driver's license with a satisfactory driving record.
- Incumbents may be asked to travel on City business, using their own vehicle or a City vehicle, and are required to be in the Department of Motor Vehicles Pull Notice Program.

ADDITIONAL REQUIREMENTS

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

City of Solana Beach employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments with general supervision/direction and within established deadlines.
- Productivity: Incumbents must perform work in an efficient, effective, and timely manner as directed/assigned.
- Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, lift 60 lbs., and push or pull objects up to 100 lbs. and sit, stand, walk for prolonged periods.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.

Principal HR Analyst
City of Solana Beach

- **Environment:** Standard office environment with travel to attend meetings or conduct site investigations. Occasional exposure to temperature swings from indoor to outdoor temperatures; exposure to dust from atmosphere and volumes of paper; infrequent exposure to extreme heat and humidity in un-air-conditioned facilities; extreme noise working at off-site locations; mechanical and electrical hazards of equipment; fumes and odors of burned wiring. Work environment is an 80-hour biweekly work period, with unscheduled breaks. Duties may require working varying hours and days. Work is performed in City Hall and other off-site locations. Work characteristics are both formal and informal; both autonomous and team-oriented; having both routine and variable tasks; with variable pace and pressure.
- **Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment. Continuous fine finger dexterity to manipulate small tools and equipment; Frequent walking, standing, sitting, side-to-side turning of neck; firm grasp to lift and move equipment; Occasional bending and stooping, squatting, reaching at and above shoulder height, pushing/pulling up to 100 lbs., twisting at waist, upward and downward flexion of neck; lifting of objects weighing up to 60 lbs. Infrequent kneeling.
- **Other factors:** Incumbents may be required to work extended hours including evenings, weekends, and holidays. Incumbents may be required to travel outside City boundaries to attend meetings.

EXECUTIVE MANAGEMENT AND MANAGEMENT EMPLOYEES
 SALARY SCHEDULE 1
 EFFECTIVE MARCH 25, 2023

Pay Grade	Job Classifications	Frequency	Minimum	25th Percentile	Midpoint	75th Percentile	Maximum
M1	Management Analyst	Annual	\$64,854.40	\$74,568.00	\$84,302.40	\$94,036.80	\$103,750.40
	Human Resources Analyst	Monthly	\$5,405	\$6,214	\$7,025	\$7,836	\$8,646
	Recreation Supervisor	Bi-weekly	\$2,702	\$3,107	\$3,513	\$3,918	\$4,323
	Executive Assistant to City Manager/Council Public Works Supervisor	Hourly	\$31.18	\$35.85	\$40.53	\$45.21	\$49.88
M2	Deputy City Clerk	Annual	\$74,193.60	\$83,470.40	\$92,726.40	\$102,003.20	\$111,280.00
	Senior Human Resources Analyst	Monthly	\$6,183	\$6,956	\$7,727	\$8,500	\$9,273
	Senior Management Analyst	Bi-weekly	\$3,091	\$3,478	\$3,864	\$4,250	\$4,637
		Hourly	\$35.67	\$40.13	\$44.58	\$49.04	\$53.50
M3	Network System Engineer	Annual	\$81,598.40	\$91,811.20	\$102,003.20	\$112,195.20	\$122,408.00
	Senior Accountant	Monthly	\$6,800	\$7,651	\$8,500	\$9,350	\$10,201
	Senior Civil Engineer	Bi-weekly	\$3,400	\$3,825	\$4,250	\$4,675	\$5,100
	Senior Planner	Hourly	\$39.23	\$44.14	\$49.04	\$53.94	\$58.85
M4	Principal Human Resources Analyst	Annual	\$89,772.80	\$100,984.00	\$112,195.20	\$123,427.20	\$135,054.40
	Information Technology Manager	Monthly	\$7,481	\$8,415	\$9,350	\$10,286	\$11,255
	Principal Planner	Bi-weekly	\$3,741	\$4,208	\$4,675	\$5,143	\$5,627
	Public Works Operations Manager Recreation Manager Risk Manager	Hourly	\$43.16	\$48.55	\$53.94	\$59.34	\$64.93
M4-A	Assistant to the City Manager	Annual	\$98,737.60	\$111,092.80	\$123,427.20	\$135,761.60	\$148,096.00
	Human Resources Manager	Monthly	\$8,228	\$9,258	\$10,286	\$11,313	\$12,341
	Principal Civil Engineer	Bi-weekly	\$4,114	\$4,629	\$5,143	\$5,657	\$6,171
		Hourly	\$47.47	\$53.41	\$59.34	\$65.27	\$71.20
M5	Fire Battalion Chief (2912 annual hours)	Annual	\$102,094.72	\$114,849.28	\$127,632.96	\$140,358.40	\$153,142.08
		Monthly	\$8,508	\$9,571	\$10,636	\$11,697	\$12,762
		Bi-weekly	\$4,254	\$4,785	\$5,318	\$5,848	\$6,381
		Hourly	\$35.06	\$39.44	\$43.83	\$48.20	\$52.59
M6	Finance Manager	Annual	\$108,617.60	\$122,200.00	\$135,761.60	\$149,344.00	\$162,926.40
	Marine Safety Captain	Monthly	\$9,051	\$10,183	\$11,313	\$12,445	\$13,577
		Bi-weekly	\$4,526	\$5,092	\$5,657	\$6,223	\$6,789
		Hourly	\$52.22	\$58.75	\$65.27	\$71.80	\$78.33
M6-A	Fire Battalion Chief (2080 annual hours)	Annual	\$112,299.20	\$126,339.20	\$140,379.20	\$154,398.40	\$168,459.20
		Monthly	\$9,358	\$10,528	\$11,698	\$12,867	\$14,038
		Bi-weekly	\$4,679	\$5,264	\$5,849	\$6,433	\$7,019
		Hourly	\$53.99	\$60.74	\$67.49	\$74.23	\$80.99
M7	Deputy Fire Chief	Annual	\$114,878.40	\$132,121.60	\$149,344.00	\$166,587.20	\$183,809.60
		Monthly	\$9,573	\$11,010	\$12,445	\$13,882	\$15,317
		Bi-weekly	\$4,787	\$5,505	\$6,223	\$6,941	\$7,659
		Hourly	\$55.23	\$63.52	\$71.80	\$80.09	\$88.37
M8	Administrative Services Director/Assistant City Manager	Annual	\$126,360.00	\$145,308.80	\$164,278.40	\$183,248.00	\$202,196.80
	City Clerk	Monthly	\$10,530	\$12,109	\$13,690	\$15,271	\$16,850
	City Engineer/Public Works Director Community Development Director Fire Chief	Bi-weekly	\$5,265	\$6,055	\$6,845	\$7,635	\$8,425
	Finance Director/City Treasurer Human Resources Director	Hourly	\$60.75	\$69.86	\$78.98	\$88.10	\$97.21



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: March 22, 2023
ORIGINATING DEPT: City Manager's Department
SUBJECT: **City Council Consideration of Resolution 2023-038
Approving the Age-Friendly Solana Beach Action Plan**

BACKGROUND:

The City of Solana Beach (City) became part of AARP's Livable Communities Network in 2021 and agreed to explore common challenges across specific domains of livability. This initiative is an affiliate of the World Health Organization's Global Network of Age-Friendly States and Communities, an international effort launched in 2006 to help cities prepare for their own and the world's growing population of older adults. Over the course of the past year and a half, with input from a diverse cross-section of the City's residents, the Age-Friendly Solana Beach team prepared the Age-Friendly Solana Beach Action Plan (Plan) to help make Solana Beach a more vibrant, equitable and livable community for people of all ages.

The City partnered with AARP California, San Diego Foundation and San Diego State University Social Policy Institute to engage and mobilize community organizations and residents to ensure that the community is safe, livable, and better supports people of all ages. The Plan was developed to increase livability with vitality and equity for people of all ages, with particular attention paid to the city's evolving needs based on the percentage of adults over 50 years of age rapidly increasing. The Age-Friendly Solana Beach project team gathered data from the community through a series of Community Conversations (Listening and Action Planning Sessions), a project survey, and several related conversations that provided detail on domains of livability. Additionally, the team analyzed data from the AARP Livability Index for the City, national best practices, and conducted a policy scan from existing City documents and plans.

This item is before the Council for the consideration of Resolution 2023-038 (Attachment 1) adopting the Age-Friendly Solana Beach Plan (Attachment 2).

CITY COUNCIL ACTION:

DISCUSSION:

The goal of the Plan is to improve the quality of life for every resident in Solana Beach as demographics change. The population of the United States is rapidly aging and by 2030, one of every five people in the U.S. will be 65 or older. By 2035, the number of adults older than 65 nationally will be greater than the number of children under 18. Because Solana Beach already skews older than surrounding cities both locally and nationally, this trend will be realized by 2025. People of all ages will benefit from the adoption of policies and programs such as making neighborhoods walkable, increasing transportation options, enabling access to key services, providing opportunities to participate in community activities, and, very importantly, to support housing that is affordable and adaptable. Age-Friendly Solana Beach looks at equity and aims to work to eliminate disparities to fairly serve all residents, especially older adults.

The Plan gave significant consideration to the existing values and City planning efforts that are already in place and has sought to develop an action plan that aligns with, rather than duplicates them, while amplifying the voice of the community. Early in the project, a policy scan was conducted by reviewing existing City plans to map what was already in place in line with AARP's domains of livability. The resulting policy scan aligned Solana Beach assets (defined as positive characteristics or resources) within each domain of livability.

As part of the development of the Plan, a community survey was conducted to identify priorities for helping Solana Beach residents age well and in place. The survey was available from June 1st to June 17th, 2022, and was also distributed at City events and electronically through the City's Weekly Updates and in conjunction with partner organizations. The survey questions focused on various topics such as Outdoor Spaces and Public Places, Transportation, Housing, Social Participation, Respect and Social Inclusion, Work and Civic Engagement, Communications and Information and Community and Health Services.

The City then held three interactive listening sessions on July 27th and July 28th 2022, to help prioritize areas of focus in order to create a vision for Solana Beach to be an age-friendly community. The Listening Sessions were held in both English and Spanish. During these listening sessions, participants shared their thoughts about an Age-Friendly Solana Beach and the priorities they think are most important to help the Solana Beach community age well. This insight and input helped to better understand what is important to the residents and to consider how the City can foster an Age-Friendly Community.

Finally, the City held three interactive Action Planning Sessions on October 25th and October 27th, 2022. Participants learned about feedback provided and helped to create a vision, goals, and action steps to promote an age-friendly community for all. These Action Planning Sessions were held in-person and virtually in English and a session was offered in-person in Spanish. During the Action Planning Sessions, the input received was developed into the following themes of livability:

- **Mobility with Dignity:** Affordable, Accessible, & Environmentally Friendly Transportation Options, Community Education
- **Outreach and Communication:** Clear Messaging, Promote Available Services, City Staff Contact, Outreach to Isolated/Homebound Residents
- **Expand Programming:** Designate a Gathering Place for Older Adults, Intergenerational Activities, Fitness, Lifelong Learning
- **Safety:** Increase Lighting, Install Handrails by the Beach, E-Bike Skills & Safety Training

The culmination of these activities led to the final Draft Age-Friendly Solana Beach Plan that was released to the community on March 1st for review and comments. A copy of the Draft Plan is provided in Attachment 2. Public comments received during the public comment period (March 1st – March 14th) are included in Attachment 3 (comments will be posted when available, after publication of this Staff Report).

CEQA COMPLIANCE STATEMENT:

The adoption of the Age Friendly Solana Beach Action Plan, which outlines general objectives and goals to guide the creation of an age friendly Solana Beach, is not subject to CEQA pursuant to CEQA Guidelines Section 15060(c)(2). The Plan is a policy document and adoption does not constitute approval of any future projects to achieve the Plan's goals and objectives.

FISCAL IMPACT:

Adoption of the Age-Friendly Solana Beach Plan does not have any immediate fiscal impact on the City, as the Plan is a policy document. However, implementation of the Plan will have fiscal impacts that the Council will have to determine on a project by project basis as programs are proposed. It is also recommended in the Plan that the hiring of additional Staff may be necessary to implement portions of the Plan, so this will have to be considered by Council during the Work Plan and Budget discussions.

WORK PLAN:

This project is consistent with Organizational Effectiveness City Initiatives Priority Project D.3 Age-Friendly Communities Action Plan of the FY 2022/2023 Work Plan.

OPTIONS:

- Approve Staff recommendation.
- Approve Staff recommendation with modifications.
- Do not approve Staff recommendation and provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council approve Resolution 2023-038 adopting the Age-Friendly Solana Beach Action Plan.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2023-038
2. Age-Friendly Solana Beach Plan
3. Public Comments (to be added when available)

RESOLUTION 2023-038

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ADOPTING THE AGE FRIENDLY SOLANA BEACH ACTION PLAN

WHEREAS, the City of Solana Beach (City) became part of AARP’s Livable Communities Network in 2021 and agreed to explore common challenges across specific domains of livability; and

WHEREAS, the City partnered with AARP California, The San Diego Foundation and San Diego State University Social Policy Institute to engage and mobilize community organizations and residents to ensure that the community is safe, livable, and better supports people of all ages; and

WHEREAS, the Age Friendly Solana Beach project team gathered data from the community through a series of Community Conversations (Listening and Action Planning Sessions), a project survey, and several related conversations that provided detail on domains of livability; and

WHEREAS, people of all ages will benefit from the adoption of policies and programs such as making neighborhoods walkable, increasing transportation options, enabling access to key services, providing opportunities to participate in community activities, and very importantly to support housing that is affordable and adaptable.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. That the City Council adopts the Age Friendly Solana Beach Action Plan.

PASSED AND ADOPTED this 22nd day of March, 2023 at a meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSENT: Councilmembers –
ABSTAIN: Councilmembers –

LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

Age-Friendly Solana Beach

Action Plan

Public Review Draft

March 1-14, 2023

[Please submit comments here](#)





CITY OF SOLANA BEACH

635 SOUTH HIGHWAY 101 • SOLANA BEACH, CA 92075 • (858) 720-2400 • Fax (858) 720-2455

www.cityofsolanabeach.org

April 2023

As Mayor of the City of Solana Beach, I fully support and intend to champion the Age-Friendly Solana Beach Action Plan. This very important Age-Friendly initiative will assist us in making the community even more welcoming and supportive for people of all ages and will keep Solana Beach a great place to grow up and grow old!

It is becoming widely known that the population of the United States is rapidly aging and in the next seven years one of every five people in the country will be 65 or older. By 2035, the number of adults older than 65 will be greater than the number of children under 18. This pattern of growth in the aging population is reflected locally here in Solana Beach where the most rapidly aging segment is adults 85 years and older. It is vitally important for all of us to prepare for these realities by prioritizing the implementation of this Age-Friendly Solana Beach Action Plan.

In the pages that follow, you will find a clear and compelling vision for Solana Beach to become an Age-Friendly Community for people of all ages. You will also find concrete, realistic action steps to assure that Solana Beach remains a welcoming, inclusive city for all. For me this means that everything we enjoy doing now in our fine city, we can continue to do as we age. This includes being able to get around town and beyond, enjoy the beach, walk one's dog along a tree lined path, meet a friend for lunch, go to the grocery store, and enjoy all the other things that make for a rich and fulfilling life. Becoming an Age-Friendly Community is a key part of all that! The Action Plan presented here is strong and viable and will contribute to the quality of life for everyone who lives and works in Solana Beach for the foreseeable future.

Solana Beach City staff, supported by Planning team members, worked diligently for the past year to create goals and tangible action steps that will improve the health and well-being of our community's residents of all ages. The key to developing this outstanding plan was significant resident participation through online surveys, community group conversations and action planning sessions held in both English and Spanish, and through virtual and in person formats; staff participation from all departments; and ongoing assistance from our partners at the County of San Diego HHS, San Diego State University's Social Policy Institute, and AARP. The project was supported by a generous grant from The San Diego Foundation.

Special thanks go to the City Staff who were essential in making sure the project was relevant, achievable, and honored the history, culture, and vibrancy of Solana Beach. We aim to be a City that meets the challenges and opportunities of an aging population, so they and people of all ages can participate in a fulfilling community life and enjoy robust health and well-being.

It is my hope that each and every one of you who live, learn, work, and spend time in Solana Beach will join in helping to build an even more vibrant and Age-Friendly Solana Beach.

Sincerely,

The Honorable Lesa Heebner
Mayor, City of Solana Beach





CITY OF SOLANA BEACH

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www.cityofsolanabeach.org

Abril 2023

Como la alcaldesa de la Ciudad de Solana Beach, apoyo por completo y pretendo abogar por el Plan de Acción de Comunidades Amistosas para Personas Mayores de Solana Beach. Esta iniciativa tan importante de Comunidades de Personas Mayores nos ayudará a hacer que nuestra comunidad sea aún más acogedora y de gran apoyo para personas de todas las edades y mantendrá a Solana Beach como un gran lugar para crecer y envejecer!

Sabemos ampliamente que la población de los Estados Unidos está envejeciendo de forma muy rápida y en los próximos siete años una de cada cinco personas en el país tendrá 65 años o más. Para el 2035, el número de adultos mayores de 65 años será mayor que el número de niños menores de 18 años. Este patrón de crecimiento en la población de adultos mayores se refleja localmente aquí en Solana Beach donde un gran segmento de la población es de adultos mayores de 85 años. Es de vital importancia que todos nos preparemos ante esta realidad, priorizando la implementación del Plan de Acción de Comunidades Amistosas para Personas Mayores de Solana Beach.

En las siguientes páginas, encontrara una clara y convincente visión para que Solana Beach se vuelva una Comunidad Amistosa para Personas Mayores y para personas de todas las edades. También encontrara pasos concretos y realistas que aseguran que Solana Beach se mantenga como una ciudad acogedora e inclusiva para todos. Para mí esto significa que todo lo que disfrutamos hacer ahorita lo podemos seguir haciendo conforme envejecemos. ¡Ser una Comunidad Amistosa para Personas Mayores es una parte clave de todo eso! El Plan de Acción presentado aquí es sólido y viable y contribuye a la calidad de vida de todos los que vivimos y trabajamos en Solana Beach en un futuro previsible.

El personal de la Ciudad de Solana Beach, apoyados de miembros del equipo de planeación, trabajaron diligentemente todo este último año en crear metas y pasos a seguir tangibles, que mejoraran la salud y el bienestar de los residentes de todas las edades de nuestra comunidad. La clave para desarrollar este plan maravilloso fue la participación sustanciosa de los residentes de la comunidad a través de encuestas en línea, conversaciones grupales comunitarias y sesiones de planeación que se llevaron a cabo de forma presencial y virtual en inglés y español; la participación de personal de todos los departamentos; apoyo constante de nuestros compañeros del Condado de San Diego HHSA, Instituto de Política Social de la Universidad de San Diego, y AARP. Este Proyecto fue apoyado a través de una beca generosa de la Fundación de San Diego.

Quiero dar un agradecimiento especial a todo el personal de la Ciudad que fueron miembros esenciales para que este proyecto sea relevante, lograble y que honre la historia, cultura y vitalidad de Solana Beach.

Es mi deseo que cada uno de ustedes que vive, aprende, trabaja y pasa tiempo en Solana Beach se una y apoye en construir una comunidad aún más Amistosa para Personas Mayores en Solana Beach.

Sinceramente,

La Honorable Lesa Heebner
Alcaldesa, Ciudad de Solana Beach



Executive Summary

Solana Beach, California became part of AARP's Livable Communities Network in 2021. This initiative is an affiliate of the World Health Organization's Global Network of Age-Friendly States and Communities, an international effort launched in 2006 to help cities prepare for their own and the world's growing population of older adults. AARP's Network of Age-Friendly States and Communities targets improvements in eight (8) domains that influence the health and quality of life of older adults. Over the course of the past year, with input from a diverse cross-section of the City of Solana Beach residents, the Age-Friendly Solana Beach project team has prepared this Action Plan to help make the City of Solana Beach a more vibrant, equitable and livable community for all ages.

During the process, residents were asked to complete an online assessment of livability perceptions, then attend one of three (3) listening sessions to provide deeper perspective on what was already working for older adults, and where there are gaps. Results of the survey and listening sessions were presented to residents for verification and additional input, then to City staff so they could prepare to mobilize next steps.

City staff, County staff, and AARP representatives with support of the Age-Friendly Solana Beach project team, determined that the baseline survey results, and initial input pointed to five (5) key domains of livability most relevant to the City of Solana Beach:

- Outdoor Spaces & Buildings
- Housing
- Transportation
- Social Participation with Inclusion
- Communication & Information

During Action Planning Sessions the community gave input on suggested actions to fulfill the proposed goals with recommendations on possible action steps. The themes of livability determined through community input were incorporated into the action plan and may be summarized as:

- **Mobility with Dignity:** Affordable, Accessible, & Environmentally Friendly Transportation Options, Community Education
- **Outreach and Communication:** Clear Messaging, Promote Available Services, City Staff Contact, Outreach to Isolated/Homebound Residents
- **Expand Programming:** Designate a Gathering Place for Older Adults, Intergenerational Activities, Fitness, Lifelong Learning
- **Safety:** Increase Lighting, Install Handrails by the Beach, E-Bike Skills & Safety Training

The draft Action Plan was available for public review and comment from March 1 - March 14, 2023. City staff provided additional input on actions, metrics, and timelines. The Age-Friendly

Solana Beach Action Plan clearly identifies the vision, goals, potential actions and suggested time frames to be accomplished by elected officials, municipal staff, city residents and numerous community/civic organizations working together towards the common goal of making the City of Solana Beach a vibrant, equitable, livable community for all ages.

Oversight and accountability for implementation is contingent on approval by City Council and incorporation into the Council Work Plan. An annual review of implementation progress at an open City Council meeting is called for in the action plan. A summary of the goals and activities is provided below.

Age-Friendly Solana Beach Domain Goals and Actions At-A-Glance

Domain 1: Outdoor Spaces & Buildings

Goals:

1. Residents will have well-maintained, safe, and active public spaces near where they live.
2. Enhance the walkability and wellbeing of Solana Beach for all ages and abilities.

Action Steps:

- Provide information, demonstrations, and opportunities for coaching to the older adult community on how to utilize the City of Solana Beach “My Community” app to report maintenance issues to the City.
- Create and activate additional outdoor amenities, such as pocket parks and community gathering spaces.
- Host age-friendly outdoor events in various locations throughout the city.
- Identify and install additional benches and wayfinding signage throughout the city.
- Replace and repair the handrails to access the beach.
- Identify and increase lighting in public outdoor spaces, where necessary.
- Review and extend pedestrian crossing/audio cues, allowing adequate time to cross intersections in Solana Beach.



Domain 2: Social Participation with Inclusion

Goals:

1. Add new and enhance existing opportunities for intergenerational activities for older adults.
2. Expand recreational and social activities for older adults to support healthy aging.
3. Increase opportunities and improve visibility of services available to Latinx older adults.

Action Steps:

- Compile a list of all intergenerational activities currently being offered in Solana Beach.
- Formulate a specific action plan and allocate resources to support implementation of intergenerational activities within Parks and Recreation programming.
- Utilize technical support from the County of San Diego HHS Aging & Independence Services to expand programmatic reach for intergenerational activities.
- Connect older adults to after school tutoring/mentoring programs, where generations can connect, teach, learn, and support each other.
- Explore opportunities to narrow the digital divide by offering older adults 1:1 training provided by youth.
- Identify the day/time/location that all recreation and social activities are available to older adults in Solana Beach.
- Create or designate a community gathering site (Community Center) to expand connection and offering of older adult activities.
- Develop and host a weekly community walking group through Parks and Recreation.
- Measure event success/satisfaction and identify unmet needs through distributing feedback forms to residents.
- Collaborate and increase the on-going healthy aging programming available for older adult residents.
- Hire additional staff in Parks and Recreation to expand programmatic reach.
- Identify a centralized Latinx community resource distribution location.
- Increase promotion (English & Spanish) and communication strategies for Latinx older adult residents.
- Measure event success/satisfaction and identify unmet needs through distributing feedback forms to Latinx residents.
- Collaborate with the Latinx community and expand the number of culturally inclusive activities hosted in the city.

Domain 3: Housing

Goals:

1. Help ensure all residents have access to housing which is safe and accessible for all ability levels.
2. Neighborhoods are walkable and have accessible services and amenities.
3. Solana Beach is a city with dynamic neighborhoods that creates opportunities for residents to engage neighbors and make meaningful connections in the community.

Action Steps:

- Upgrade and increase lighting in neighborhoods.
- Educate the community on minor home safety modifications for both inside and outside the home.
- Increase knowledge of housing options and housing services in and near Solana Beach.
- Encourage older adult community volunteers, with varying degrees of functionality, to complete a "Walk Audit" from AARP, compile the information and provide data to the City of Solana Beach to inform future improvements.
- Promote and support organizations which provide in-home, long-term wrap around support services for older adults to age-in-place.
- Explore the feasibility of ADA accessible, ADU development for older adults.
- Promote volunteer friendly visitors/ neighbor check-in programs.
- Distribute the County-developed "Get Connected! A Guide to Becoming Engaged in the Community."
- Develop an outreach give-a-way to enhance social networking within Solana Beach to distribute to isolated individuals.

Domain 4: Transportation

Goals:

1. Expand mobility choices throughout Solana Beach, including alternative transportation methods, such as walking, biking, electric vehicles, and public transit.
2. Keep all forms of transit, including active transit (biking, walking, etc.), safe.
3. Increase specialized transportation options for older adults in Solana Beach and promote their use.

Action Steps:

- Communicate and strategize with NCTD to promote and ensure adequate bus routes.
- Offer Public Transit training courses for individuals who are not comfortable/confident in riding public transit.
- Increase the number of Electric Vehicle charging stations in Solana Beach.
- Host safety and skills training workshops for use of e-bikes.
- Advocate on a State level to clearly identify and mark the e-bike classification (1-3).
- Add additional sidewalks to areas that are not safely accessible by walking.
- Increase the amount of curb cuts and accessibility of sidewalks.
- Determine which of the various models of low-cost transportation designed for older adults and individuals with disabilities are best suited for Solana Beach.
- Host a specialized transportation educational workshop for the community in partnership with FACT.
- Promote the County of San Diego's "Ride Well" Transportation guide.
- Expand transportation offerings in Solana Beach.

Domain 5: Communication & Information

Goals:

1. Promote awareness and knowledge of available resources for older adults in Solana Beach.
2. Ensure residents know how to access support services, food, and emergency services.
3. Expand overall integration, visibility, and consideration of older adults in city activities and services.

Action Steps:

- Create and promote a centralized information hub/electronic community database for information distribution, including a schedule for older adults with current clubs, programs, and activities actively running in the community.
- Educate community on 2-1-1 and AIS community resources by hosting informational sessions, listing the resources on the city website, and disseminate marketing information.
- Disseminate San Diego County older adult resources in non-electronic communication mediums: Newspaper, pamphlets/brochures, mailings, post flyers where older adults are-library, grocery store, faith institutions, apartment buildings and city buildings.
- Designate a point of contact within the city for older adult services coordination, promotion, and to collaborate with community organizations.
- Conduct targeted outreach to isolated/homebound individuals, such as door hangers and mailings.
- Collaborate and enhance education about personal emergency preparedness through community organizations.
- Create a unique marketing and outreach guide for the Latinx community.
- Encourage all San Diegans to sign up for County-wide emergency notifications.
- Educate residents on available support services and how to notify services providers to meet the “critical” health needs (i.e., oxygen support) and do not get disrupted during power outages.
- Utilize inclusive marketing strategies- i.e., large print, “all ages welcome!”
- Create a centralized community calendar.
- Launch Older Adult targeted, specific e-blasts, through the city.
- Submit press releases and public service announcements (PSA) to local news medias.

Introduction to the Action Plan

The City of Solana Beach, California became part of AARP’s Network of Age-Friendly States and Communities in 2021 and agreed to engage the community and explore common challenges across the Eight Domains of Livability:

The Social Environment:

- Social Participation
- Respect and Social Inclusion
- Civic Participation and Employment
- Communication and Information
- Community Support and Health Services

The Built Environment:

- Transportation
- Housing
- Outdoor Spaces and Buildings



City of Solana Beach Profile

Solana Beach is a small city located in southern California on the central coast of San Diego County. It overlooks the Pacific Ocean to the west from sandstone bluffs. It is bounded on the north by the San Elijo Lagoon and the city of Encinitas. To the east lies the San Dieguito County Park and unincorporated Rancho Santa Fe. The cities of San Diego and Del Mar form the southern boundary.

A vibrant coastal city, Solana Beach is known for its walkability and is home to numerous scenic trails, welcoming surf breaks, natural tide pools, and a wide variety of eclectic, locally-owned shops and services that are almost all within a 30-minute walk or less from Fletcher Cove, the main beach. Solana Beach is also home to the Cedros Design District, a haven of renowned designers, fine art galleries, trailblazing boutique agencies, and notable restaurants.

The majority of the citizens are year-round residents. There are churches of many denominations, public and private schools and numerous recreational facilities. The City is approximately 95 percent developed and is undergoing reconstruction in a few areas.

Following the development of the nearby community of Rancho Santa Fe, the first community in Solana Beach was formed to house the mostly Mexican American workers required to maintain Rancho Santa Fe’s estates. The neighborhood created by these workers of mostly single-level adobe residences is considered the oldest neighborhood in Solana Beach and is called La Colonia de Eden Gardens.

The community flourished and was home to local food markets and eateries that are still open today and are run by descendants of the original owners. The tightly knit community with deep

roots comes together for many causes to support the community and preserve its multi-generational history and charm including the hosting of an annual Dia de los Muertos celebration. The Tree of Life tiled wall located at the La Colonia Community Center and the Solana Beach Heritage Museum offer glimpses of additional history of the families who lived in La Colonia de Eden Gardens. Many residents of this area today are direct descendants of the first families. For more information on the entire rich history of Solana Beach please refer to <https://www.cityofsolanabeach.org/en/community/about-solana-beach/solana-beach-history>

Projected Demographic Changes

Across the United States, by 2035, the number of adults older than 65 will be greater than the number of children and youth under 18 years of age. Because Solana Beach already skews older than surrounding cities both locally and nationally, this trend is to be realized by 2025; when the SANDAG Series 14 Regional Growth Forecast estimates a population of those under 18 at 2,298 and 65 and older at 2,959. This pattern of growth in the aging population will continue to be reflected locally here in Solana Beach where older adults are estimated to comprise of 26% of the population in 2035. Its overall future population growth will be modest as the community is nearly completely built out. For example, the Solana Beach population was at 12,880 in 2020, an increase of only 1,026 since the 2010 US Census.

Solana Beach Population Trends	
Total Population; % 65 and older	
➤ 2000-	12,137; 16.7%
➤ 2010-	11,854; 17.7%
➤ 2020-	12,880; 16.9%
➤ 2025-	13,051; 22.7%
➤ 2035-	13,172; 26%
➤ 2050-	13,373; 27.2%

Age-Friendly Solana Beach: What is it?

Age-Friendly Solana Beach is part of **AARP’s Network of Age-Friendly States and Communities**. AARP staff and volunteers work throughout the United States, including locally in the San Diego County region, to engage and mobilize communities, share expertise, and deliver technical assistance. Solana Beach’s efforts within the network are part of a program within the larger AARP Livable Communities initiative, assuring that all activities are hands-on and locally determined and directed. In Solana Beach and elsewhere, AARP engages with elected officials, partner organizations and local leaders to guide communities through the age-friendly network’s assessment, planning, implementation, and evaluation processes.

Guiding the development of Age-Friendly Solana Beach is the belief that when the places where people live are more livable and better able to support people of all ages, and when local leaders commit to improving the quality of life for all persons young and old, everyone benefits. People of all ages benefit when policies and programs that make neighborhoods walkable are adopted, when transportation options are expanded, when access to key services is enabled,

when opportunities to participate in community activities are provided, and when support is given to ensure housing options are affordable and adaptable. The City of Solana Beach undertook this initiative with a goal to enhance existing efforts to develop a well-designed, age-friendly community that fosters economic growth and sets the stage for happier, healthier residents of all ages.

Existing Building Blocks for Livability

Throughout the process of becoming an age-friendly community, Solana Beach residents and community partners were clear that they believe the City is already a great place to grow up and grow old. The Age-Friendly Solana Beach initiative considered the values and City planning efforts that are already in place and set their intention to develop an action plan that aligns with the General Plan and other policy and planning tools that currently guide municipal efforts. Wherever possible they sought to align with the voice of the community. Early in the project, a rapid policy scan was conducted by reviewing the existing City plans to gain clarity on what was already in place in line with AARP's domains of livability.

The policy scan was a starting place for aligning Solana Beach assets (defined as positive characteristics or resources) within each domain of livability. The online baseline assessment also identified assets from resident's point of view. Features of Age-Friendly Cities that did not emerge as strong were incorporated into the listening sessions and action planning to elicit ideas on how to strengthen existing efforts and fill gaps. The following is a summary of assets identified:

- Active lifestyle supports for aging with vitality and livability factors are well documented
- Plans to create a stronger recreation infrastructure for older adults are pending
- Recreation services and programming expansion is under discussion
- Basic transit infrastructure and mobility strategies are in place
- Affordable and livable housing resources for older adults exist, but not in sufficient supply
- Some older adult programming and civic engagement opportunities in the City of Solana Beach are aligned with what older adults want and need
- Solana Beach is aware of subpopulation needs and has made some efforts to expand diversity, equity, and inclusion
- Solana Beach residents have managed the health risks of isolation and loneliness, exacerbated by social distancing necessary during the COVID-19 pandemic
- The digital divide is small, but needs to be addressed
- Community partners, including Solana Beach Community Connections, the San Diego County Library – Solana Beach branch, and Solana Beach Presbyterian Church, actively and consistently provide support and programming for older adults

The Strategic Path to an Age-Friendly Solana Beach

The City of Solana Beach agreed to become an Age-Friendly Community and made a commitment to educate, encourage, promote, and recognize improvements that could make Solana Beach more equitable and more livable not only for older residents, but for residents of all ages. This section describes the Blueprint, or process, led by senior staff of the City of Solana Beach, which will result in an Age-Friendly Solana Beach.

Impetus for the Plan

Solana Beach has a long-standing track record of resident involvement that led to their joining the AARP Network of Age-Friendly States and Communities. For example, in 1986, the citizens of Solana Beach voted to incorporate as a city to preserve a way of life and to set out goals for the future. Subsequent to being incorporated, a group of citizens were designated by the City Council to initiate the process for preparing the state-mandated general plan for the city. The resulting general plan evaluates, defines, and sets goals for achieving and sustaining a high quality of life for citizens and visitors alike now and in the future.

In fast forwarding to the present, in the summer of 2021, a group of concerned Solana Beach residents met to discuss the needs of older adults in Solana Beach. This resulted in the establishment of **Solana Beach Community Connections**, a volunteer-driven, 501(c)(3) nonprofit group to assist seniors who seek support to age in place. Solana Beach Community Connections is a volunteer-driven, nonprofit organization that provides information, services and resources to Solana Beach seniors assisting them to age independently in place.

Solana Beach Community Connections (SBCC) leaders felt very strongly that having an Age-Friendly initiative would assist in making the community more welcoming and supportive for people of all ages, keeping Solana Beach a great place to grow up and grow old. SBCC leaders began to explore options for further expansion of their efforts and learned of AARP's Network, as well as the Regional Roundtable of the existing nine (9) Age-Friendly Communities within the San Diego County region.

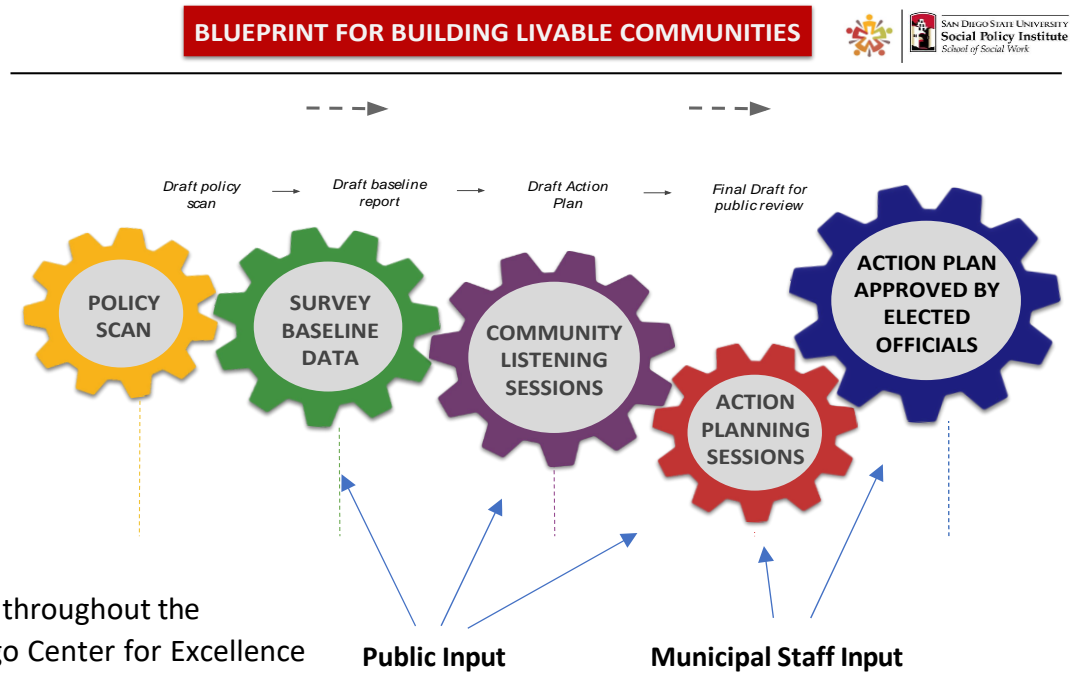
With the full support of the **Del Mar Healthcare, Inc.**, whose Principal Officer is Donald M. Ambrose, AARP and Solana Beach Community Connections leaders reached out to The San Diego Foundation to seek support for the process. The request was highly aligned with the mission of Del Mar Healthcare, which is to support non-profit entities which are organized and operated to meet the housing, health, and financial security needs of the elderly.

The San Diego Foundation believes that everyone who calls San Diego County home should have the opportunity to prosper, thrive, and feel like they belong. To this end they met with municipal partners in the City of Solana Beach to initiate and support this age-friendly effort.

How the Action Plan was Developed

Senior staff of the City of Solana Beach managed the Age-Friendly initiative from its inception. The resulting Action Plan reflects both community and Senior City staff involvement. The actions that result from the plan, once implemented, will make a meaningful difference in the quality of life for all ages, particularly vulnerable populations within the city who were hard-hit by the impact of COVID-19 and/or are challenged with finding and maintaining adequate, affordable housing.

The Age-Friendly Solana Beach project team followed the steps required by AARP for certification, as detailed by San Diego State University Social Policy Institute (SPI). SPI was selected to help with capacity building and guidance throughout the process. The San Diego Center for Excellence in Aging & Longevity (CEAL) developed by SPI, also provided input and guidance.



The Age-Friendly Solana Beach project team solicited input where possible from residents and community partners. The steps of engagement and alignment were accomplished as follows:



BRIEF POLICY SCAN

The Policy Scan was initiated at the beginning of the project and completed with a final review of the General Plan and other supporting documents once the project was underway. The review highlighted the City's key plans and policies which support an Age-Friendly Solana Beach, and also identified where there are gaps.

AGE-FRIENDLY SOLANA BEACH COMMUNITY BASELINE SURVEY

Launched on June 1, 2022 and closed on June 17, 2022, the Age-Friendly Solana Beach Community Baseline Survey collected demographic information on the respondents and provided an opportunity for respondents to provide direct feedback on the various domains of livability. A total of 533 surveys were completed and 466 met criteria to be analyzed from residents 50 years old and older. The survey was available in on-line and paper versions, and was translated into Spanish, however, only 15 surveys were returned in Spanish. Staff distributed the survey at various locations including community events to encourage residents to complete the surveys and to answer any questions. In addition, outreach was completed through a variety of aging network outlets, including: AARP social media blast to City of Solana Beach members, County of San Diego Health and Human Services- Aging & Independence Services, Solana Beach Presbyterian Church Newsletter and Senior Center, St. James, Solana Beach Civic and Historical Society, Friends of Solana Beach Library, La Colonia Community Foundation, Solana Beach Community Connections, and the City of Solana Beach's social media platforms and website.

LISTENING SESSIONS

Age-Friendly Solana Beach Listening Sessions were held during July 2022. A total of three (3) listening sessions were completed. The sessions were a follow up to the Age-Friendly Solana Beach Community Baseline Survey and were designed to gain a deeper understanding of priorities and challenges facing older adults. There was a strong turnout - 33 individuals attended the in-person session (English) which was held at Solana Beach Presbyterian Church. Of note is that some residents indicated they preferred not to attend a meeting at a faith-based institution, and others mentioned health and safety concerns related to COVID-19 recurring waves. Consequently, a virtual Listening Session was planned and 18 attended.

To gain as representative a sample as possible given the scope of the project, oversampling was conducted. This included one focus group conducted in Spanish with seven (7) in attendance. Those present indicated that to some it felt risky to attend because they did not know who was

conducting the meeting, and other stated they were hesitant to attend because they had previously voiced their needs and felt “nothing had happened.” The participants who did come voiced strong praise and appreciation for the mayor, who delivered her remarks in Spanish.

The in-person Listening Sessions were co-hosted with the following partner organizations:

- Solana Beach Presbyterian Church
- La Colonia Community Foundation

“I love to walk the rail trail and the beach, and I feel safe. I feel like that is an important part of what makes Solana Beach a great place to live.”
– Older Adult Listening Session Participant

ACTION PLANNING SESSIONS

SDSU’s Social Policy Institute developed an initial draft vision, goals, and sample actions for the four domains of livability that were highlighted by residents as priorities. The draft’s content was based on feedback from the baseline survey respondents and in-person and virtual participants from the listening sessions. To ensure that Age-Friendly Solana Beach project team accurately “heard” the community and the community was in alignment with the Action Plan recommendations, community members were invited to provide feedback on the draft. The themes of livability determined through community input were incorporated into the action plan and may be summarized as:

- **Mobility with Dignity:** Affordable, Accessible, & Environmentally Friendly Transportation Options, Community Education
- **Outreach and Communication:** Clear Messaging, Promote Available Services, City Staff Contact, Outreach to Isolated/Homebound Residents
- **Expand Programming:** Designate a Gathering Place for Older Adults, Intergenerational Activities, Fitness, Lifelong Learning
- **Safety:** Increase Lighting, Install Handrails by the Beach, E-Bike Skills & Safety Training

A total of 20 residents joined the in-person session, 13 participated in the virtual session, and two (2) residents attended the session advertised in Spanish. (Note, 5 of the 7 residents who attended the Spanish Listening Session came to the English Action Planning Session.) The sessions were an hour and a half long and had a mix of residents that had previously interacted with Age-Friendly Solana Beach, and first-encounter participants.

Overall, the vision, goals, and sample actions for the livability domains were well-received by the residents. Participants indicated which proposed actions were not aligned, which were a priority for them, and added several proposed actions. The resulting actions reflect input from predominantly affluent, White residents. Although outreach was conducted, the voice of marginalized populations (unsheltered, immigrant) is largely missing from this report.

Public Review

Placeholder

Action Plan Oversight and Accountability

Accountability for and sustainability of the Action Plan involves the following steps:

1. Approval (by vote) of the City of Solana Beach City Council
2. Review, adapt and operationalize actions set forth in the Action Plan
3. Convene an implementation team comprised of City Staff, Community Providers, and residents to assist with implementation and monitor progress
4. Assign a city staff position (or contract with an external provider) to implement the Continuous Quality Improvement system developed by the City of Solana Beach by SDSU's Social Policy Institute
5. Calendar and deliver two annual progress reports and a final report to City Council detailing progress made, barriers (if any encountered), unintended innovations, and impact of implementation on residents.

The Age-Friendly Solana Beach Action Plan clearly identifies the vision, goals, potential actions and suggested time frames to be accomplished by elected officials, municipal staff, city residents and numerous community/civic organizations working together towards the common goal of making the City of Solana Beach a vibrant, equitable, livable community for all ages. Although the Goals and Actions Steps are presented at-a-glance in the Executive Summary (pages 1-7), they are elaborated in the context of constituent input within the Action Plan.

Once approved by City Council and if incorporated into the Council Work Plan, Senior City Staff will be accountable to the goals and action steps (with support and assistance as desired by community providers and residents). While many of the potential actions listed were directly suggested by Solana Beach's older adults and align with best practices of other Age-Friendly municipalities, they may be adapted, changed, or added to as the needs and resources of the city warrant. Note that some actions are already underway, others are planned for short-term implementation using existing resources, and a few actions may require bold innovation coupled with new staffing and additional resources as feasible.

Upon review, Senior City Staff may adapt actions and timeline as needed to align with the City's Master Plans (including the California Master Plan on Aging), City of Solana Beach policy priorities and the annual budget and Work Plan cycle. Essential steps in implementation require city staff to operationalize key tasks and calendar for planning purposes and accountability. This will include developing an evaluation plan for regular progress reporting and tracking of metrics, or measures of success.

A continuous quality improvement (CQI) process for the Age-Friendly Solana Beach Action Plan was developed by SDSU's Social Policy Institute, but will need to be applied by a designated city staff or external provider so that resulting data can be used to direct and improve implementation. As a best practice the city should consider convening an implementation team that includes city and community partners to organize and accomplish implementation and accountability tasks.

An annual progress report will be prepared and delivered to the City Council and AARP in April 2024 and 2025 with a final report in April 2026.

Age-Friendly Solana Beach Action Plan Overview

The Age-Friendly Solana Beach Action Plan was developed to increase livability with vitality and equity for people of all ages, with particular attention paid to the City’s evolving needs based on the percentage of adults 50 years old and older of age rapidly increasing. This plan is intended to complement, rather than duplicate existing City and County Plans, as well as California’s Master Plan on Aging.

The Age-Friendly Solana Beach project team gathered data from the community through a series of community engagement activities, including a community baseline survey; in-person and virtual listening sessions; and action planning sessions. Additionally, the team analyzed data from the AARP Livability Index for the City of Solana Beach, national best practices, and conducted a policy scan from adjacent City documents and plans.

Domains of Livability

The pages that follow lay out the plans in each domain area using the following template:

Domain Definition	Details what this domain is/entails; shared language helps to build shared understanding.
Vision	What is desired to happen/be in place once this plan is complete; describes future aspirations.
What We Heard	Key findings from the baseline assessment survey, community listening sessions, policy scan and other relevant existing data.
What We Know	Key assets that are already in place and available to build on; includes programs, services, City plans and facts (data) regarding the population.
What We Will Do	Goals (what we want to achieve) and action steps (what will result or be in place) for each domain.

Outdoor Spaces & Buildings

Definition- Outdoor Spaces & Buildings focuses on the availability of safe and accessible recreation locations and public facilities.

Vision- Solana Beach is a city with beautiful, well-maintained, accessible, and comfortable outdoor active spaces.

What We Heard

Older adults in Solana Beach enjoy the stunning natural beauty of the coastal community, walkability with access to services and trails, display of public art, and want to pursue an active lifestyle because they know it supports their ability to age with vitality. When it comes to outdoor spaces and facilities, older adults particularly need level thoroughways (to help avoid fall risk), well-lit areas (to increase sense of safety), and want to know what is available to them, when, and where.

Active Lifestyle Supports Aging with Vitality

- People love that the weather in Solana Beach is conducive to enjoying the outdoors nearly year-round; they want additional public spaces that are appropriate for older adults to help them do that.
- Walking/hiking is the number one outdoor activity. Additional seating, shade, wayfinding signage, parking, and access to restrooms are all features that would increase comfort.
- Residents would like access to additional parks/ green space within the city.

Enhance the Community Design with Age-Friendly Principles

- Given the increased fall risk for older adults, sidewalks, especially where they are missing (East side of Solana Beach and Lomas Santa Fe) or in disrepair, are a major concern for personal safety and accessing the outdoors.
- Consistent lighting greatly increases a sense of safety for older adults. South Rios was identified as a neighborhood in need of additional streetlights.
- Extend crossing times and visual/audio cues or provide medians in the middle were identified as a concern at two main intersections, Highway 101 and Lomas Santa Fe.

What We Know

The City of Solana Beach is a charming beachside community with 1.7 miles set along the coastline and home to two community centers, one public library, Cedros Design District, and supports a robust Public Arts Program. Although the community centers currently primarily focus on youth activities, the City of Solana Beach is committed to promoting better access to parks and recreation for older adults.

Limited City Recreation Infrastructure in Place

- The City of Solana Beach operates two different parks with community centers in the community: La Colonia Park and Fletcher Cove Park.
- The Parks and Recreation Department is responsible for programming and issuing permits for special events taking place in the city's public areas.
- Several popular outdoor community events are hosted in collaboration with the city annually, such as: Concerts at the Cove, Fiesta Del Sol, and Dia de los Muertos.
- Solana Beach offers a range of activities, including: golf, tennis, hiking trails, parks, beaches, and opportunities for organized and self-directed recreation.
- The City of Solana Beach Parks and Recreation Department currently primarily focus on youth activities.
- San Diego County operates the Solana Beach Branch Library, Monday-Friday, in conjunction with the Friends of Solana Beach Library and Earl Warren Middle School.

What We Will Do

Goal 1: Residents will have well-maintained, safe, and active public spaces near where they live.

Action Steps:

1. Provide information, demonstrations, and opportunities for coaching to the older adult community on how to utilize the City of Solana Beach "My Community" app to report maintenance issues to the City.
2. Create and activate additional outdoor amenities, such as pocket parks and community gathering spaces.
3. Host age-friendly outdoor events in various locations throughout the city.

Goal 2: Enhance the walkability and wellbeing of Solana Beach for all ages and abilities.

Action Steps:

1. Identify and install additional benches and wayfinding signage throughout the city.
2. Replace and repair the handrails to access the beach.
3. Identify and increase lighting in public outdoor spaces, where necessary.
4. Review and extend pedestrian crossing/audio cues, allowing adequate time to cross intersections in Solana Beach.

Social Participation with Inclusion

Definition- Social participation with inclusion focuses on access to leisure and cultural activities, including opportunities for all residents to socialize, engage with the community, promote the valuing of ethnic and cultural diversity, and participate in volunteer activities.

Vision- Solana Beach is a community where older adults have social opportunities to gather, share talents, and meaningfully interact with people of all ages and cultures.

What We Heard

Older adults enjoy and would like more options for leisure and cultural activities in Solana Beach. Individuals seek meaningful connections and are concerned about their homebound, isolated neighbors. Community members appreciate access to elected officials, civic engagement, and volunteer opportunities.

Access to a Variety of Activities is Highly Desired

- Older adults desire a permanent gathering location for regular and consistent participation in leisure, cultural, and healthy aging programming.
- Residents want an increased variety of lifelong learning opportunities, social activities, fitness, and creative arts.
- Cost and access to transportation were noted as factors that influence attendance.
- The reported current top 3 means of participating in activities are: Online programs (53.3%), Community College (49%), and at the library (41%).

Legacy Sharing of Culture, Time, and Talents

- Community elders appreciate opportunities to participate in decision making bodies and connect with a diverse group of people. Consequently, the extensive paperwork and nighttime meetings are seen as a deterrent to participation.
- The Latinx community would like more opportunities to gather, share, and celebrate the Hispanic culture.
- Some intergenerational activities, with various ages (not just children) are viewed as important and good opportunities to share their life experiences and feel connected with the larger community.
- Community members recognize and celebrate that people, regardless of age, can learn from each other.
- Residents are concerned about homebound individuals who are at a higher risk for isolation and loneliness and want a meaningful way to engage and support them.

What We Know

The City of Solana Beach, in conjunction with several community organizations, offers a range of activities for older adults throughout the city. Programming is offered on a limited basis, to promote active aging and valuable opportunities for civic engagement.

Availability of Community Recreation Services and Programming

- Limited adult programming is offered through the City of Solana Beach Parks and Recreation Department.
- Adult education is offered, for a fee, at both Parks and Recreation Community Centers in collaboration with Mira Costa College.
- The Solana Beach Presbyterian Church hosts a weekly Senior Center on Wednesdays. A variety of services are available: Recreation, Lectures, Lunch, Health Insurance Counseling, Legal Services, AARP Tax Assistance, and Care Resources.
- Solana Beach Community Connections (SBCC) is a volunteer-driven, nonprofit organization providing information, programming, and services to assist older adults.
- The Solana Beach Heritage Museum is in La Colonia Park and is operated by the Solana Beach Civic and Historical Society. It is open monthly on the 1st and 3rd Saturdays and offers tours and community events.
- A weekly Farmer’s Market is offered on Sundays, 1-5pm, adjacent to the Cedros Design District.

Civic Engagement

- The City of Solana Beach has adopted a resolution to become a “City of Kindness,” committing to foster a culture of kindness among municipal government, schools, businesses, residents, and visitors.¹
- The voting rate for City of Solana Beach residents (61.4%) is similar to the Median US Neighborhood (61.9%).²
- Residents of the City of Solana Beach have more access to high-speed, competitively priced internet access (94.2%), compared to Median US Neighborhood (93.7%).³
- The City of Solana Beach offers five different Citizen Commissions for residents to participate in: Budget and Finance, Climate Action, Parks and Recreation, Public Arts Advisory, and View Assessment.
- The City of Solana Beach actively recruits community volunteers for the Sheriff’s Department Senior Volunteer Patrol Program.
- The County of San Diego, through the Age Well San Diego Action Plan, adopted several social participation goals in 2018:
 - Create policies and practices that facilitate intergenerational engagement and the development of shared spaces for intergenerational activity.
 - Implement and expand recreational and educational programming that is safe, dementia-friendly, and diverse.
 - Create and implement a targeted social support outreach, engagement, and education plan, especially for those who are isolated.
 - Develop leadership and empowerment opportunities for aging adults.

What We Will Do

Goal 1: Add new and enhance existing opportunities for intergenerational activities for older adults.

Action Steps:

1. Compile a list of all intergenerational activities currently being offered in Solana Beach.
2. Formulate a specific action plan and allocate resources to support implementation of intergenerational activities within Parks and Recreation programming.
3. Utilize technical support from the County of San Diego HHS Aging & Independence Services to expand programmatic reach for intergenerational activities.
4. Connect older adults to after school tutoring/mentoring programs, where generations can connect, teach, learn, and support each other.
5. Explore opportunities to narrow the digital divide by offering older adults 1:1 training provided by youth.

Goal 2: Expand recreational and social activities for older adults to support healthy aging.

Action Steps:

1. Identify the day/time/location that all recreation and social activities are available to older adults in Solana Beach.
2. Create or designate a community gathering site (Community Center) to expand connection and offering of older adult activities.
3. Develop and host a weekly community walking group through Parks and Recreation.
4. Measure event success/satisfaction and identify unmet needs through distributing feedback forms to residents.
5. Collaborate and increase the on-going healthy aging programming available for older adult residents.
6. Hire additional staff in Parks and Recreation to expand programmatic reach.

Goal 3: Increase opportunities and improve visibility of services available to Latinx older adults.

Action Steps:

1. Identify a centralized Latinx community resource distribution location.
2. Increase promotion (English & Spanish) and communication strategies for Latinx older adult residents.
3. Measure event success/satisfaction and identify unmet needs through distributing feedback forms to Latinx residents.
4. Collaborate with the Latinx community and expand the number of culturally inclusive activities hosted in the city.

Housing

Definition - Housing looks at the availability of home modification programs for aging in place as well as a range of age-friendly housing options.

Vision - Solana Beach is a city that supports one's ability to choose a place to age with opportunities for safe and appropriately designed housing in neighborhoods with access to services.

What We Heard

Solana Beach residents enjoy the community they live in and primarily desire to age in their own homes. Housing concerns include affordability, accessibility, and livability of the limited housing stock available in the city. Residents value and believe Solana Beach has quality housing options that are within walking distance to community resources.

Significant Preference to Age in Own Home

- A large majority of individuals want to remain in their own homes to age (also known as Aging in Place/Community) within the communities they are familiar with and connected to (82% Very Important, 17% Somewhat Important).
- Residents identified that having access to a variety of in-home assistance could be very helpful to remain at home as daily functioning begins to decline.
- Home safety modifications are necessary in adapting a home to changing needs, yet older adults report there are not enough trusted and affordable service providers.

Older Adults Need Greater Access to Appropriate Housing

- Individuals want assistance identifying single-story housing options and neighborhoods in which affordable and/or accessible homes are available.
- Older adults are concerned with not having enough income to keep up with rising costs of living in Southern California.
- Some residents are interested in exploring living with a roommate but said that it is difficult to find someone who is a good fit.
- Accessory Dwelling Units (ADUs) sparked a variety of viewpoints from residents. There is a concern about the over-development of Solana Beach and limited parking; and residents also see ADUs as another housing option that could be ideal for older adults looking to downsize, construct an ADA accessible home, or create additional income.

What We Know

The City of Solana Beach is one of the smallest cities, both in population and land, within the County of San Diego. Being a coastal community with near perfect temperatures year around, the cost of living is quite high with a median household income adjusted for inflation of nearly \$100,000.

Livability Factors

- The City of Solana Beach had a 2020 estimated population of nearly 13,000. Of those, 4,621 are over the age of 50, representing 36% of the population.
- The city covers approximately 3.5 square miles along the Pacific Ocean with Del Mar to the south and Encinitas to the north.
- The SANDAG Coordinated Transportation Plan identified creating “Healthy and Complete Communities” as an overarching vision. These complete communities include a supply and variety of housing types, affordable for people of all ages and income levels, in areas with frequent transit service and with access to a variety of services.
- The County of San Diego, through the 2018 Age Well San Diego Action Plan, adopted a housing goal to “develop comprehensive supports associated with housing for successfully aging in community.”

Housing Resources

- According to the 2020 estimated census data, there are 6,079 housing units available in the city.
- The City of Solana Beach General Plan- Housing Element includes policies which strive to create and promote an array of housing options and support programs for vulnerable and special needs populations, for example:
 - Policy H-1.6 Encourage the production of Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) through incentivizing and streamlining development.
 - Policy H-3.2 Explore opportunities to identify alternative financial assistance for the development and/or purchase of housing affordable to extremely low income, very low income, low income, and moderate-income households.
 - Policy H-3.4 Encourage remodeling, maintenance, repair, and rehabilitation of existing housing to meet special needs, prevent deterioration, and ensure that housing is kept in a safe and sanitary condition.
 - Policy H-4.4 Ensure equal access to housing by providing reasonable accommodation for persons with disabilities consistent with Americans with Disabilities Act (ADA) and Fair Housing Act (FHA) requirements.
 - Policy H-4.5 Support efforts to provide services that facilitate aging in place such as senior transportation, recreational activities, and other means to help older adults connect to the services they need to live independently in their own homes.

What We Will Do

Goal 1: Help ensure all residents have access to housing which is safe and accessible for all ability levels.

Action Steps:

1. Upgrade and increase lighting in neighborhoods.
2. Educate the community on minor home safety modifications for both inside and outside the home.
3. Increase knowledge of housing options and housing services in and near Solana Beach.

Goal 2: Neighborhoods are walkable and have accessible services and amenities.

Action Steps:

1. Encourage older adult community volunteers, with varying degrees of functionality, to complete a “Walk Audit” from AARP, compile the information and provide data to the City of Solana Beach to inform future improvements.
2. Promote and support organizations which provide in-home, long-term wrap around support services for older adults to age-in-place.
3. Explore the feasibility of ADA accessible, ADUs development for older adults.

Goal 3: Solana Beach is a city with dynamic neighborhoods that creates opportunities for residents to engage neighbors and make meaningful connections in the community.

Action Steps:

1. Promote volunteer friendly visitors/ neighbor check-in programs.
2. Distribute the County-developed “Get Connected! A Guide to Becoming Engaged in the Community.”
3. Develop an outreach give-a-way to enhance social networking within Solana Beach to distribute to isolated individuals.

Transportation

Definition- Transportation focuses on safe and affordable modes of private and public transportation.

Vision- Solana Beach is a city where all people have accessible transportation that is reliable, affordable, and safe to travel to where they want and need to go.

What We Heard

Many older adults in the City of Solana Beach currently drive themselves or walk to places they want and need to go. However, they are very concerned about having safe, affordable, and easy to access mobility options going forward as they age.

Older Adult Mobility Concerns

- A majority of older adults currently drive themselves in private automobiles and have concerns about the lack of transportation options available to them when they are no longer able to drive safely.
- As mobility declines, accessing the limited public transportation becomes increasingly difficult. Older adults want specialized transit available for door to door, on-demand transit.
- Individuals want to have transit options which are environmentally friendly, flexible, timely, safe, affordable, and accessible.
- Older adults have safety concerns about electric bicycles (E-bikes) that are very popular in Solana Beach.

Inclusive Transportation System

- Roadways, for the most part, are clear of obstacles and have clear signage. Adapting the environment to the increase in older drivers may include additional lighting, signage, and traffic calming measures.
- The community would like to have access to additional electric vehicle charging stations.
- Public transportation is primarily offered up and down the coast in Solana Beach, which is not currently meeting the needs of the community.
- For those who public transportation is available, transit education, including hands-on training, is needed to increase awareness and confidence in the mass transit system.
- While the train is seen as a community asset, there were concerns brought up about when the train returns and that the parking lot is far from the station.

What We Know

The City of Solana Beach has limited public transportation options and many residents rely on a private automobile to move about the city. A few older adult transportation options exist within the city, but often, individuals are unaware of the services that may be limited by hours of operation, type of ride, and the need for enrollment, etc.

Transit Infrastructure & Mobility Strategies

- Interstate 5 runs north and south, which bisects the City of Solana Beach creating west and east regions of the city.
- The average speed limit on streets and freeways is higher at 33.8 miles per hour compared to the Median US Neighborhood of 28 miles per hour.⁴
- The City of Solana Beach General Plan outlines mobility strategies which are designed to enhance pedestrian, rider, and driver experiences.
- The Highway 101 corridor is one of the most heavily used bicycle corridors in the county.

Mass Transit

- North County Transit District (NCTD) provides bus (BREEZE) and rail (COASTER) services.
- There is a Solana Beach Station which is frequented by COASTER and Amtrak Pacific Surfliner trains located at 105 N. Cedros Avenue, 92075.
- Two main bus lines support Solana Beach: 101 and 308. BREEZE 101 connects Oceanside and UTC through coastal communities along Hwy 101; BREEZE 308 connects Solana Beach and Escondido through Rancho Santa Fe.
- The SANDAG Coordinated Transportation Plan outlines many goals towards strengthening the availability and improving the transit experience. A key overarching goal is to “Provide safe, secure, healthy, affordable, and convenient travel choices between the place where people live, work, and play.”

Transit Designed for Individuals with Specialized Mobility Needs

- NCTD provides a paratransit option, LIFT. LIFT is for customers with disabilities who are unable to use the NCTD fixed route bus or SPRINTER services. Eligibility certification is mandatory prior to use.⁵
- NCTD offers Seniors discounted rates for individuals over the age of 65 to ride public transit.⁶
- A limited variety of older adults specialized transportation options exist within the City of Solana Beach. Often, they are limited by hours of operation, type of ride, enrollment, etc.
- The Consolidated Transportation Service Agency (CTSA) in San Diego County is FACT. They are available to help match transit services to individuals’ personal needs.⁷

What We Will Do

Goal 1: Expand mobility choices throughout Solana Beach, including alternative transportation methods, such as walking, biking, electric vehicles, and public transit.

Action Steps:

1. Communicate and strategize with NCTD to promote and ensure adequate bus routes.
2. Offer Public Transit training courses for individuals who are not comfortable/confident in riding public transit.
3. Increase the number of Electric Vehicle charging stations in Solana Beach.

Goal 2: Keep all forms of transit, including active transit (biking, walking, etc.), safe.

Action Steps:

1. Host safety and skills training workshops for use of e-bikes.
2. Advocate on a State level to clearly identify and mark the e-bike classification (1-3).
3. Add additional sidewalks to areas that are not safely accessible by walking.
4. Increase the amount of curb cuts and accessibility of sidewalks.

Goal 3: Increase specialized transportation options for older adults in Solana Beach and promote their use.

Action Steps:

1. Determine which of the various models of low-cost transportation designed for older adults and individuals with disabilities are best suited for Solana Beach.
2. Host a specialized transportation educational workshop for the community in partnership with FACT.
3. Promote the County of San Diego's "Ride Well" Transportation guide.
4. Expand transportation offerings in Solana Beach.

Communication & Information

Definition- Communication & Information focuses on the distribution of information, person-to-person communication, printed information, media, access to and use of technology and the internet.

Vision- Solana Beach is a city where all residents know about resources and services available to practice personal wellness to live their best life.

What We Heard

Staying connected to the Solana Beach community and having an awareness of activities and services is important to the residents. Older adults value access to support services, are mindful of safety, and desire to have service professionals trained and systems designed with them in mind as the end user. Overall, there was minimal awareness of 2-1-1 and the variety of services provided through the County of San Diego Aging & Independence Services (AIS).

Distribution of Information

- Many older adults in Solana Beach are comfortable and frequently use the internet to communicate and gather information (84% Very Comfortable; 13% Somewhat Comfortable). However, there is still a strong desire to have printed information delivered to the home (69% Very Important; 28% Somewhat Important).
- The community values health and wellness screenings.
- Recognizing that falls are a leading cause of injury for older adults, additional fall prevention awareness, training, and resources are needed.
- Conversations about resources and recommendations on where to find them from peers proved to be a dynamic exchange. More structured informational sessions, support, and resource brokerage for older adults will be helpful.
- Older adults would appreciate regular distribution of resource information by the city in the weekly e-newsletter or an e-blast specifically for older adults.

Help Older Adults Access Services

- A majority of older adults in Solana Beach are not aware of the two main resource brokers in San Diego County: 2-1-1 and AIS.
- There is a perception that there are not enough service professionals (medical and community) that are knowledgeable in memory and cognitive impairments to meet the growing demand and shift in our society. Older adults also want to be better informed to prevent, support, and care for individuals with memory and cognitive impairments.
- Older adults are concerned about emergency response and support available for individuals who need additional assistance.
- Outreach and marketing for older adult resources must be conducted by multiple methods, as older adults access information in a variety of ways. Electronic

(Internet), print, in-person communication, community/recreation centers, library, and word-of-mouth were all cited as sources.

What We Know

Solana Beach is a dynamic coastal community with access to a county-wide resource network. The information and referral services strive to connect people to resources and promote a high quality of life for older adults.

Community Resources

- The City of Solana Beach recently updated the website, including community resources, and hosts a community events calendar and ability to stay connected by signing up for regular E-Newsletter communications.
- 2-1-1 San Diego is a free service that connects people of all ages with community, health, and disaster services. Trained call center representatives are available 24 hours per day by calling 2-1-1 or the more than 6,000 community services can be accessed on-line.⁸
- County of San Diego Aging & Independence Services (AIS) operates a free call center, 1-800-339-4661, for assistance with resources for older adults and persons with disabilities.⁹
- The San Diego County Senior Health Report prioritizes cultivating opportunities for all people and communities to grow, connect, and enjoy the highest quality of life.

Health Information

- The social determinants of health that frequently impact older adults are isolation and loneliness.¹⁰
- Alzheimer's disease is the sixth leading cause of death in the U.S. and the third leading cause of death in California and San Diego County.¹¹
- The City of Solana Beach has a lower prevalence rate of smoking (9.7%) as compared to the Median US Neighborhood (18%).¹²
- The City of Solana Beach has a lower obesity rate (21.9%) as compared to the Median US Neighborhood (32.2%).¹³
- The social determinants of health impact both the quality and longevity of life.
- The San Diego County Senior Health Report states that residents must be protected from crime and abuse, neighborhoods are safe, and communities are resilient to disasters and emergencies.

What We Will Do

Goal 1: Promote awareness and knowledge of available resources for older adults in Solana Beach.

Action Steps:

1. Create and promote a centralized information hub/electronic community database for information distribution, including a schedule for older adults with current clubs, programs, and activities actively running in the community.
2. Educate community on 2-1-1 and AIS community resources by hosting informational sessions, listing the resources on the city website, and disseminate marketing information.
3. Disseminate San Diego County older adult resources in non-electronic communication mediums: Newspaper, pamphlets/brochures, mailings, post flyers where older adults are- library, grocery store, faith institutions, apartment buildings and city buildings.
4. Designate a point of contact within the city for older adult services coordination, promotion, and to collaborate with community organizations.
5. Conduct targeted outreach to isolated/homebound individuals, such as door hangers and mailings.

Goal 2: Ensure residents know how to access support services, food, and emergency services.

Action Steps:

1. Collaborate and enhance education about personal emergency preparedness through community organizations.
2. Create a unique marketing and outreach guide for the Latinx community.
3. Encourage all San Diegans to sign up for County-wide emergency notifications.
4. Educate residents on available support services and how to notify services providers to meet the “critical” health needs (i.e., oxygen support) and do not get disrupted during power outages.

Goal 3: Expand overall integration, visibility, and consideration of older adults in city activities and services.

Action Steps:

1. Utilize inclusive marketing strategies- i.e., large print, “all ages welcome!”
2. Create a centralized community calendar.
3. Launch Older Adult targeted, specific e-blasts, through the city.
4. Submit press releases and public service announcements (PSA) to local news medias.

Call to Action

This Action Plan outlines the goals, tasks, potential activities, and timeframes to be accomplished over the next few years by elected officials, municipal staff, city residents and numerous community/civic organizations working together for a common goal—to make the City of Solana Beach an even more vibrant and equitable place to live for all ages. The city has many assets to draw on, including plans, processes, and programs for all ages already in place, a capable and dedicated set of partners who are City staff and community leaders, plus a vibrant older adult population dedicated to bringing the vision to reality.

Once the Age-Friendly Solana Beach Action Plan is approved by City Council, it will be time to move from discussing and planning to collaborating and doing! As noted in the timeline, some actions are already underway, while others will need to be planned for, with strategic implementation to follow. There is a vital role for all City departments and community organizations to work together on the wide variety of tasks, along with community residents.

How can you help build an Age-Friendly Solana Beach?

Civic and Community Leaders:

- Align your organization's five-year vision with this Action Plan
- Direct your agency/department or organization to plan and implement actions that reflect your contribution to the Age-Friendly Solana Beach Action Plan
 - Identify staffing and resources needed to implement specific actions
 - Continue to build on what is working
 - Engage in bold innovation
- Actively coordinate with civic and community leader counterparts for periodic progress report to City Council
- Continue to be informed by the voice and influence of older residents

Residents of all Ages:

- Get involved!
- Make your voice heard!

Please look for meeting announcements so you are informed and can participate. Announcements will be posted online on the City of Solana Beach's website www.cityofsolanabeach.org, via the City's social media outlets, Community Recreation Centers, and the library.

Share the Age-Friendly Solana Beach Action Plan with your family, friends, neighbors and others. A vibrant, equitable, livable Solana Beach serves all ages today, tomorrow and in the years to come. This plan has the potential to shape a bright, optimistic future for everyone.

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