

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



# AGENDA

**Joint REGULAR Meeting**  
**Wednesday, December 13, 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](#).

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## **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](http://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](mailto: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.

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

- **Legislative Priorities**

**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.*

**C. STAFF REPORTS: (C.1.)**

*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 Deputy Mayor Appointment. (File 0410-85)**

Recommendation: That the City Council

- 1. Review and designate an appointment of the 2024 Deputy Mayor for a term of December 13, 2023 to December 11, 2024.

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

**A. CONSENT CALENDAR: (Action Items) (A.1. - A.7.)**

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 November 8, 2023.

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

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

Recommendation: That the City Council

- 1. Ratify the list of demands for November 10, 2023 – November 24, 2023.

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

**A.3. General Fund Adopted Budget for Fiscal Year 2023/2024 Changes.** (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the Fiscal Year 2023-2024 General Fund Adopted Budget.

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

**A.4. Fixed Asset Administrative Policy.** (File 0380-10)

Recommendation: That the City Council

1. Adopt **Resolution 2023-125** approving and directing the City Manager to amend current policies to include this Fixed Asset Capitalization and Inventory Policy.

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

**A.5. City Hall Exterior Painting and Stucco Repairs.** (File 0710-20)

Recommendation: That the City Council

1. Adopt **Resolution 2023-131**:
  - a. Awarding a construction contract for City Hall Exterior Painting and Stucco Repairs, Bid No. 2023-10, in the amount of \$47,745, to Polychrome Construction, Inc.
  - b. Approving an amount of \$7,161 (15%) for construction contingency.
  - c. Authorizing the City Manager to execute the construction contract on behalf of the City.
  - d. Authorizing the City Manager to approve cumulative change orders up to the construction contingency amount.

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

**A.6. Telecommunications Services.** (File 190-60)

Recommendation: That the City Council

1. Adopt **Resolution 2023-130**, authorizing the City Manager to execute an agreement with CallTower for 3 years with two allowable 1-year extensions for a total contract amount of \$113,358.21.

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

**A.7. City Manager Recruitment Services.** (File 0550-50)

Recommendation: That the City Council

1. Adopt **Resolution 2023-133** approving the Professional Services Agreement for City Manager Recruitment Services between the City of Solana Beach and Alliance Resource Consulting LLC and authorizing the Mayor to execute the agreement.

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

**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. – 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. Schedule of User Fees and Charges Update.** (File 0390-23)

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. Adopt **Resolution 2023-124** updating the Schedule of Fees and Charges effective January 1, 2024.

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

**B.2. Public Hearing: 654 Glenmont Dr., Applicant: Saik, Case: DRP22-024.** (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. 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 2023-132** conditionally approving a DRP to demolish a single-story single-family residence, construct a replacement 2,861 square-foot, single-story single-family residence built above a 2,060 square-foot basement living area with an 899 square-foot basement-level two-car garage, and perform associated improvements at 654 Glenmont Dr., Solana Beach.

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

**C. STAFF REPORTS:** (C.2. – C.4.)

*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.2. Army Corps Beach Sand Project Presentation.**

No recommendation or report.

**C.3. Adopt (2<sup>nd</sup> Reading) Ordinance 525 – Accessory Dwelling Unit.** (File 0610-10)

Recommendation: That the City Council

1. Adopt **Ordinance 525** (2<sup>nd</sup> Reading) amending the City's Accessory Dwelling Unit Ordinance Provisions.

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

**C.4. Council Boards, Committees, Commissions Mid-Term Review.** (File 0410-05)

Recommendation: That the City Council

1. Review the Regional Boards/Commissions/Committees and make alternate appointments, if necessary.
2. Review Council Standing Committees and make alternate appointments, if Necessary

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

**WORK PLAN COMMENTS:**

*Adopted June 28, 2023*

**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, 1<sup>st</sup> Alternate-Zito, 2<sup>nd</sup> 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. 22<sup>nd</sup> 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, Edson
- 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 January 10, 2024***

*Always refer to the City’s website Event Calendar for an updated schedule or contact City Hall. [www.cityofsolanabeach.org](http://www.cityofsolanabeach.org) 858-720-2400*

**AFFIDAVIT OF POSTING**

STATE OF CALIFORNIA  
 COUNTY OF SAN DIEGO } §  
 CITY OF SOLANA BEACH }

I, Angela Ivey, City Clerk of the City of Solana Beach, do hereby certify that this Agenda for the December 13, 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 December 6, 2023 at 3:45 p.m. on the City Bulletin Board at the entrance to the City Council Chambers. Said meeting is held at 6:00 p.m., December 13, 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**



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** December 13, 2023  
**ORIGINATING DEPT:** City Clerk's Office  
**SUBJECT:** Annual Deputy Mayor Appointment

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## **BACKGROUND:**

On July 10, 2018, the City Council adopted Ordinance 488 establishing a By-District Election Process in four Council Districts and an Elective Office of Mayor. The November 3, 2020 General Election was the first election transitioning to district elections and a separately elected Mayor, for a full term of four years. On December 14, 2022, Councilmember David Zito was appointed Deputy Mayor for the term of December 14, 2022 through December 13, 2023.

Thus, an annual appointment of Deputy Mayor is needed to act in the Mayor's absence. Resolution 2023-057 (Attachment 1) provides a guide for rotation of the Deputy Mayor. It states that the City Council shall appoint a Deputy Mayor on an annual basis at the first City Council meeting of December. The Deputy Mayor shall be selected by the affirmative vote of not less than three members of the City Council.

This item is before Council to appoint a Deputy Mayor for the term of December 13, 2023 through December 11, 2024.

## **DISCUSSION:**

Pursuant to Resolution 2023-057, the Council shall proceed with the nomination and appointment of the 2024 Deputy Mayor.

This is a summary of Resolution 2023-057 which provides some general guidelines for making an appointment of the Deputy Mayor:

- Each Councilmember has a specified position in the rotation sequence based on their electoral district. These districts are seated in the following sequence: District 1, District 3, District 2, District 4. Districts 1 and 3 are elected at the same election, whereas Districts 2 and 4 are elected at the next election. In any given year, the

CITY COUNCIL ACTION:



first person seated after the Mayor is typically selected as Deputy Mayor, subject to a majority vote.

- In non- election years, the presiding Deputy Mayor typically moves to the end of the rotation sequence on the dais and the remaining three councilmembers move forward in their current order.
- In election years, the newly elected, re-elected, or appointed Councilmembers are seated at the end of the dais in the sequence as stated above.
- After the Council has been seated, the City Council will proceed with appointing a Deputy Mayor.
- A Councilmember may decline to serve as Deputy Mayor. In this case, the office would pass to the next Councilmember in the dais seating sequence, pursuant to a majority vote.
- The Council may choose to appoint a person to the position of Deputy Mayor based on factors other than those set forth in the resolution.
- To the extent possible, each Councilmember shall be given the opportunity to serve as Deputy Mayor.

**CEQA COMPLIANCE STATEMENT:** N/A

**FISCAL IMPACT:** N/A

**WORK PLAN:** N/A

**OPTIONS:**

- Approve Staff recommendation and make necessary appointment.
- Approve Staff recommendation with alternative amendments / modifications.

**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council review and designate an appointment of the 2024 Deputy Mayor for a term of December 13, 2023 to December 11, 2024.

**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation



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Gregory Wade, City Manager

Attachments:

1. Resolution 2023-057 - Guidelines regarding the Annual Appointment of the Deputy Mayor.

## RESOLUTION 2023-057

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ESTABLISHING GUIDELINES REGARDING APPOINTMENT OF THE DEPUTY MAYOR

**WHEREAS**, the City Council is authorized and directed by Government Code Section 36801 to meet after a general municipal election and choose one of its members as Deputy Mayor; and

**WHEREAS**, the City of Solana Beach has historically made an appointment of Deputy Mayor on an annual basis; and

**WHEREAS**, the City of Solana Beach refers to the Mayor Pro Tempore as the Deputy Mayor; and

**WHEREAS**, the City Council has determined that it is in the best interest of the City of Solana Beach to establish guidelines regarding the appointment of the Deputy Mayor; and

**WHEREAS**, starting in November 2020, the election of District 1 and District 3 took place, and in November 2022 District 2 and District 4 were elected. The seating at the dais is in the following order: District 1, District 3, District 2, and District 4; and

**WHEREAS**, the Deputy Mayor is appointed by the City Council for a one-year term at a December City Council meeting. In an election year, it will occur at a meeting following the declaration of the election results for a general municipal election. (Gov. Code § 36801.); and

**WHEREAS**, to be eligible for appointment as Deputy Mayor, a Councilmember ideally would have completed at least one year of his or her current term on the Council. Experience as a Councilmember will assist those who are selected to serve as Deputy Mayor, and that it is in the City's best interest that these selections be made in a manner that acclimates the Deputy Mayor to the roll and task prior to assuming the respective office; and

**WHEREAS**, the City Council wishes to amend the selection process of the Deputy Mayor as was adopted per Resolution 1996-17, since an elected Mayor would no longer be included, as well as to consider the electoral districts.

**NOW, THEREFORE**, the City Council of the City of Solana Beach California, resolves as follows:

1. The mayor pro tempore shall be referred to as the Deputy Mayor.

2. The City Council shall appoint a Deputy Mayor on an annual basis.
3. The Deputy Mayor shall be selected by a majority vote of the City Council, or not less than three members of the City Council.
4. In the absence of the Mayor, the Deputy Mayor shall serve and perform the functions of the Mayor. If both the Mayor and Deputy Mayor are absent from a City Council meeting, the Councilmembers present shall select a Councilmember from those present to perform the functions of Mayor at that meeting.
5. Selection of the Deputy Mayor:
  - a. Each Councilmember has a specified position in the rotation sequence based on their electoral district. These districts are seated in the following sequence: District 1, District 3, District 2, District 4. Districts 1 and 3 are elected at the same election, whereas Districts 2 and 4 are elected at the next election. In any given year, the first person seated after the Mayor is typically selected as Deputy Mayor, subject to a majority vote.
    - i. In non-election years, the presiding Deputy Mayor typically moves to the end of the rotation sequence on the dais and the remaining three Councilmembers move forward in their current order.
    - ii. In election years, the newly elected, re-elected, or appointed Councilmembers are seated at the end of the dais in the sequence as stated above.
    - iii. After the Council has been seated, the City Council will proceed with appointing a Deputy Mayor.
  - b. If an appointment is made to fill a mid-term vacancy, the newly appointed Councilmember will be seated in the vacant seat. If that vacancy was the current Deputy Mayor, the Council may determine the experience of the appointed member or move this position to the end of the dais.
  - c. A Councilmember may decline to serve as Deputy Mayor. In this case, the office would pass to the next Councilmember in the dais seating sequence, pursuant to a majority vote.
  - d. If a member accepts a shared term of at least six months as Deputy Mayor, that term shall be deemed a full term as Deputy Mayor.
  - e. If a Deputy Mayor is not able to complete their term as Deputy Mayor, and a member is called upon to fill in for the remainder of the term and serves longer than six months, this Deputy Mayor may not be considered to have served a full term. The member called upon under such a situation may be allowed to continue serving as Deputy Mayor for the next full term, subject to a majority vote.
  - f. The Council may choose to appoint a person to the position of Deputy Mayor based on factors other than those set forth in this resolution.
6. To the extent possible, each Councilmember shall be given the opportunity to serve as Deputy Mayor.

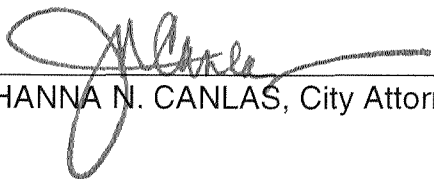
7. This resolution shall supersede all prior resolutions concerning this matter.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of May 2023, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

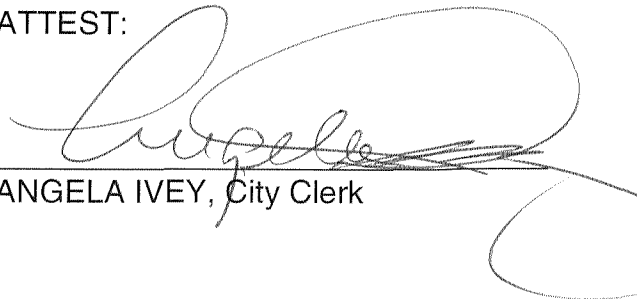
AYES: Councilmembers – Heebner, Zito, Edson, Becker, MacDonald  
NOES: Councilmembers – None  
ABSTAIN: Councilmembers – None  
ABSENT: Councilmembers – None

  
\_\_\_\_\_  
LESA HEEBNER, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
JOHANNA N. CANLAS, City Attorney

ATTEST:


  
\_\_\_\_\_  
ANGELA IVEY, City Clerk



## RESOLUTION CERTIFICATION

STATE OF CALIFORNIA }  
COUNTY OF SAN DIEGO } SS.  
CITY OF SOLANA BEACH }

I, ANGELA IVEY, City Clerk of the City of Solana Beach, California, **DO HEREBY CERTIFY** that the foregoing is a full, true and correct copy of **Resolution 2023-057** *establishing guidelines regarding appointment of the Deputy Mayor* as duly passed and adopted at a Regular Solana Beach City Council meeting held on the 10<sup>th</sup> day of May, 2023 and is the original on file in the City Clerk's Office.

  
\_\_\_\_\_  
ANGELA IVEY, CITY CLERK

CERTIFICATION DATE: May 17, 2023

# CITY OF SOLANA BEACH

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



## MINUTES

Joint Meeting - Closed Session

Wednesday, November 8, 2023 at 5:00 p.m.

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

### CITY COUNCILMEMBERS

**Lesa Heebner**

Mayor

**David A. Zito**

Deputy Mayor / 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 5:00 p.m.

Present: Lesa Heebner, David A. Zito, Jewel Edson, Kristi Becker, Jill MacDonald  
Absent: None  
Also Present: Greg Wade, City Manager  
Johanna Canlas, City Attorney

### **PUBLIC COMMENT ON CLOSED SESSION ITEMS (ONLY):** None

*Report to Council Chambers and submit speaker slips to the City Clerk before the meeting recesses to closed session.*

### **CLOSED SESSION:**

#### **1. PUBLIC EMPLOYEE**

Pursuant to Government Code Section 54957  
City Manager

#### **2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Pursuant to Government Code Section 54956.9(d)(2)  
One (1) Potential case(s).

**ACTION:** Gregory Wade, City Manager, agreed to extend the date of his resignation to January 31, 2024.

### **ADJOURN:**

Mayor Heebner adjourned the meeting at 5:45 p.m.

Angela Ivey, City Clerk

Council Approved:

**AGENDA ITEM A.1.**

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



# MINUTES

**Joint REGULAR Meeting**

**Wednesday, November 8, 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.**



- 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.
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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

**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:**

Mayor Heebner called the meeting to order at 6:00 pm

Present: Lesa Heebner, David A. Zito, Jewel Edson, Kristi Becker, Jill MacDonald

Absent: None

Also Present: 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.

Joseph Lim, Community Development Dir.

**CLOSED SESSION REPORT:**

Mayor Heebner reported that Gregory Wade, City Manager, had agreed to extend the date of his resignation to January 31, 2024.

**FLAG SALUTE:**

**PROCLAMATIONS/CERTIFICATES:** *Ceremonial*

**United Against Hate Week**

Mayor Heebner read the proclamation.

Yousef Miller, North County Equity and Justice Coalition, and member of San Diego County Anti-Hate Crimes Coalition, spoke about the importance of this issue and talking to youth and colleagues to unify all from different persuasions, ethnicities, genders, and identities.

**APPROVAL OF AGENDA:**

**Motion:** Moved by Deputy Mayor Zito and second by Councilmember Becker to approve.

**Approved 5/0:** Ayes: Heebner, Harless, Zito, Edson, Becker. Noes: None. Motion carried unanimously.

**ORAL COMMUNICATIONS:** None

**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 October 11, 2023.

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

**Motion:** Moved by Councilmember Edson and second by Deputy Mayor Zito to approve.

**Approved 5/0:** Ayes: Heebner, Harless, Zito, Edson, Becker. 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 October 07, 2023 – October 20, 2023.

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

**Motion:** Moved by Councilmember Edson and second by Deputy Mayor Zito to approve.

**Approved 5/0:** Ayes: Heebner, Harless, Zito, Edson, Becker. Noes: None. Motion carried unanimously.

**A.3 General Fund Adopted Budget for Fiscal Year 2023/2024 Changes.** (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the Fiscal Year 2023-2024 General Fund Adopted Budget.

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

**Motion:** Moved by Councilmember Edson and second by Deputy Mayor Zito to approve.

**Approved 5/0:** Ayes: Heebner, Harless, Zito, Edson, Becker. Noes: None. Motion carried unanimously.

**A.4. Fletcher Cove Tot Lot Replacement Project – Notice of Completion.** (File 0730-40)

Recommendation: That the City Council

1. Adopt **Resolution 2023-123:**
  - a. Authorizing the City Council to accept, as complete, the Fletcher Cove Tot Lot Replacement, Bid No. 2023-01, constructed by R.E. Schultz Construction, Inc.
  - b. Authorizing the City Clerk to file a Notice of Completion.

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

**Motion:** Moved by Councilmember Edson and second by Deputy Mayor Zito to approve.

**Approved 5/0:** Ayes: Heebner, Harless, Zito, Edson, Becker. Noes: None. Motion carried unanimously.

**A.5. Regional Transportation Improvement Program (RTIP) Amendment.** (File 0840-30)

Recommendation: That the City Council

1. Adopt **Resolution 2023-122** approving an amendment to the SANDAG 2023 Regional Transportation Improvement Program (RTIP) of projects for Fiscal Years 2023 through 2027, to add a Traffic Signal Equipment Replacements and Upgrades project, and to program Regional Transportation Congestion Improvement Program (RTCIP) funds.
2. Appropriate \$25,000 to the Traffic Signal Upgrades Phase 1 CIP project from the RTCIP fund and reduce Gas Tax funding by \$25,000.
3. Authorize the City Treasurer to amend the Fiscal Year 2023-24 Adopted Budget accordingly.

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

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

**A.6. Firefighter Self Contained Breathing Apparatus and Rapid Intervention Team Paks.** (File 0260-40)

Recommendation: That the City Council

1. Adopt **Resolution 2023-127:**
  - a. Authorizing the purchase of firefighter self contained breathing apparatus and rapid intervention team paks in the amount of \$189,743.68.
  - b. Authorizing the appropriation of \$189,743.68 from Asset Replacement – Fire Equipment Expenditure account (1356120.66400).
  - c. Authorizing the City Treasurer to amend the Fiscal Year 2023/2024 Adopted Budget accordingly.

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

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

**B. PUBLIC HEARINGS:** (B.1. – B.3.)

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: 611 Seabright Ln., Applicant: Boat, Case: DRP22-017, SDP22-015.** (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. 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 15301 of the State CEQA Guidelines; and
3. If the City Council makes the requisite findings and approves the project, adopt **Resolution 2023-112** conditionally approving a DRP and SDP to construct a 119 square-foot second-floor addition with associated improvements to two-story single-family residence at 611 Seabright Lane, Solana Beach.

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

[Item B.1. Updated Report #1 \(added 11-08-23 at 3:45pm\)](#)

[Item B.1. Supplemental Docs \(updated 11-02-23 at 5:15pm\)](#)

Deputy Mayor Zito recused himself due to property interest within 500 ft. of the project property.

This public hearing was continued from October 25, 2023.

Greg Wade, City Manager, introduced the item.

Katie Benson, Senior Planner, presented a PowerPoint (on file).

Council disclosures.

**Motion:** Moved by Councilmember Edson and second by Councilmember Becker to close the public hearing. **Approved 4/0/1.** Ayes: Heebner, Edson, Becker, MacDonald. Noes: None. Absent: Zito (Recused). Motion carried.

**Motion:** Moved by Mayor Heebner and second by Councilmember Edson to approve. **Approved 4/0/1.** Ayes: Heebner, Edson, Becker, MacDonald. Noes: None. Absent: Zito (Recused). Motion carried.

**B.2. Public Hearing: 312 N. Rios Ave., Applicant: Wadley, Case: DRP23-004, SDP23-005.** (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. 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 2023-126** conditionally approving a DRP and SDP to demolish a single-family residence, construct a 2,236 square-foot split-level single-family residence with an attached 535 square-foot two-car garage, and perform associated site improvements at 312 North Rios Avenue, Solana Beach.

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

[Item B.2. Updated Report #1 \(added 11-08-23 at 3:45pm\)](#)

[Item B.2. Supplemental Docs \(updated 11-08-23 at 3:45pm\)](#)

Greg Wade, City Manager, introduced the item.

Katie Benson, Senior Planner, presented a PowerPoint (on file).

Mayor Heebner opened the public hearing.

Council disclosures.

Craig Friehauf, Architect, said he did not have a presentation.

Council and Mr. Friehauf discussed working with the neighbors, height reduction, considering alternative plantings to mature to a height maximum of 12 ft., and whether the pavers would be allowed from the driveway to the roadside frontage.

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

**Motion:** Moved by Mayor Heebner and second by Councilmember Edson to approve with a condition to allow the driveway material to extend to the street. **Approved 4/0/1.** Ayes: Heebner, Edson, Becker, MacDonald. Noes: None. Absent: Zito (Recused). Motion carried.

**B.3. Introduce (1<sup>st</sup> Reading) Ordinance 525 – Accessory Dwelling Unit (ADU).** (File 0610-10)

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. Consider introduction of **Ordinance 525 – Accessory Dwelling Unit Ordinance.**

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

[Item B.3. Supplemental Docs \(updated 11-08-23 at 9:20am\)](#)

Greg Wade, City Manager, introduced the item.

Joseph Lim, Community Development Dir., presented a PowerPoint (on file) stating that it would provide an update on Programs of the Housing Element and update the City's Municipal Code with several state laws relating to ADUs since the last adoption.

Mayor Heebner opened the public hearing.

Council disclosures.

Council and Staff discussed a few typos on the ordinance that would be corrected, that development in sensitive areas including the overlay zone would be allowed if they met the overlay zone regulations, and that the City would not allow ADUs to be sold separately.

Randall Peterson submitted a handout of a picture of his property area and said that he lived in a hillside overlay zone and wanted to build an ADU on his property.

Council discussed considering reducing the deed restriction from 99 years to 25 years, that they could be deed restricted for low income, low-to-moderate income, and moderate income, that moderate income was 80% of the area median income which would be \$106,900 at this time, that RHNA credit would be dependent on meeting the state law deed restriction for

affordable rentals ranging from 35-55 years, to develop a program that encouraged well balanced locations for ADUs, incentivizing applicants to add ADUs to their projects, that condominiums had their own rules, that HOA's may have rules as long as they don't prohibit ADUs, that all regulations proposed would have to be reviewed by the California Department of Housing and Community Development, and that ADU state laws did not require low income.

**Motion:** Moved by Deputy Mayor Zito and second by Councilmember Becker 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 Councilmember Edson to approve with a change to the deed restriction year requirement to match state law to obtain affordable unit credit. **Approved 5/0.** Ayes: Heebner, Zito, Edson, Becker, MacDonald. Noes: None. Motion carried unanimously.

Mayor Heebner adjourned for a break at 7:16 pm and reconvened at 7:23 pm

### **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. Marine Safety Center Revised Design and Photo Simulations.** (File 0730-30)

Recommendation: That the City Council

1. Receive the report and provide input and direction on how to address the revised potential residential view impacts with the revised design of the Marine Safety Center.

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

[Item C.1. Updated Report #1 \(added 11-06-23 at 11:30am\)](#)

[Item C.1. Supplemental Docs \(updated 11-08-23 at 3:45pm\)](#)

Greg Wade, City Manager, presented a PowerPoint (on file).

Council and Staff discussed and reviewed the renderings to better clarify the differences between the prior and revised plan.

Council, Staff, and Consultant discussed the retaining wall, the roofline mimicking the slope of the bluff, the appearance of overhang covering the parking garage entrances, the proposed walkway that may or may not be glassed in to protect an operational area, the former and current views from certain units, and the ceiling heights of each floor.

Mary Odgers said she was the owner of Unit 5 and that she was happy to see the updates in these plans and that it would be an improvement, that she appreciates the Council's efforts, and that pulling it to the east as much as possible would be ideal.

Maureen Finkelstein said that she owned Unit 6 and that that she was concerned about the blocking of any of her view, the tower that was sticking up from the building, and would ask that the story poles be put up again for this new plan.

Ron Kassan (time donated by Dana Kassan), owners of 100 Pacific Ave., said that they appreciated taking time to view the project from his residence and all the efforts, that the new proposal was an improvement, that 5,000 sq. ft. is a large building and wondered if the office space portion needs to use that much space, that this new design blocked about 25% of his view rather than 50% of his view in the prior design, that he suggested a single story structure and dismissed the argument of a "line of sight" view, that a single story had worked for 80 years, that there were portable life guard stations already used, that if it had to be a second story that it not take up the horizon view, that the current rate of erosion could be 20 ft. in 50 years which would create a problem for this development, and asked that the project be downsized and be moved further east.

Council, Staff, and Consultant discussed the utilities proposed to be placed on top adding a foot to the ceiling, considering shallowing the pitch, the need for a second-floor observation tower, the location of the tower ideally be in the center but has been moved to the north to minimize view impacts, that other locations would cut off line-of-site view for optimal safety, returning to Council with information about what is contained inside of the buildings as well staffing levels, that in the last calendar year the Marine Safety personnel have made several hundred rescues and 20,000-30,000 safety contacts, that surrounding cities needed more room for their new stations soon after they were built, that the current building at Fletcher Cove was maxed out in space, that current storage was being placed in the rafters of the building, that visitors have increased in the last several years causing the need for more staffing and extending into the fall and winter months, that the roof may be pulled back and flattened which would improve the views, and that there was support for Solana Beach in providing a local and regional responsibility of safety.

**C.2. Coastal Rail Trail – Discussion on Bicycle, Electric Bicycle and Pedestrian Safety Signage.** (File 0840-35)

Recommendation: That the City Council

1. Discuss the new signage options and provide direction to Staff on the preferred signage, and locations, for installation on the CRT.

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

[Item C.2. Supplemental Docs \(updated 11-08-23 at 9:20am\)](#)

Greg Wade, City Manager, introduced the item.

Dan King, Assistant City Manager, presented a PowerPoint (on file).

Council and Staff discussed the signage options and reached consensus on the dark blue colors and a CRT speed limit of 8 mph.

**WORK PLAN COMMENTS:**

*Adopted June 28, 2023*

Council discussed considering fading out gas-powered leaf blowers and that some Palm trees were being addressed by landscapers for beetle disease.

**COMPENSATION & REIMBURSEMENT DISCLOSURE: None**

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 9:05 pm



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** December 13, 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: 11/10/2023 through 11/24/2023**

Check Register - Disbursement Fund (Attachment 1)		\$	536,580.08
Net Payroll Staff O10	November 10, 2023		306,091.71
Net Payroll Staff O11	November 24, 2023		260,938.91
<b>TOTAL</b>		<b>\$</b>	<b><u>1,103,610.70</u></b>

## **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 November 10, 2023 through November 24, 2023 reflects total expenditures of \$1,103,610.70 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.



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Gregory Wade, City Manager

Attachments:

1. Check Register – Disbursement Fund



# City of Solana Beach

## Register of Demands

11/10/2023 - 11/24/2023

Department Vendor	Description	Date	Check/EFT Number	Amount
<b>100 - GENERAL FUND</b>				
MISSION SQUARE PLAN 302817	Payroll Run 1 - Warrant O11	11/22/2023	9001156	\$17,228.36
SOLANA BEACH FIREFIGHTERS ASSOC	Payroll Run 1 - Warrant O11	11/22/2023	9001161	\$900.00
RICHARD & LYNN FREELAND	RFND-FCCC-11/05/23	11/17/2023	104739	\$500.00
KELLY HARLESS	RFND-FCCC-11/12/23	11/22/2023	104768	\$500.00
DOUG APP	RFND-GRD20-0005	11/17/2023	104736	\$9,501.00
SHILLING PARADISE CORP	RFND-ENC23-0046	11/17/2023	104757	\$813.00
STERLING HEALTH SERVICES, INC.	O09FSA/DCA CONTRIBUTIONS	11/17/2023	9001152	\$1,442.97
STERLING HEALTH SERVICES, INC.	O09FSA/DCA CONTRIBUTIONS	11/17/2023	9001152	\$611.68
STERLING HEALTH SERVICES, INC.	O10 FSA/DCA CONTRBUTIONS	11/17/2023	9001152	\$1,442.97
STERLING HEALTH SERVICES, INC.	O10 FSA/DCA CONTRBUTIONS	11/17/2023	9001152	\$611.68
STERLING HEALTH SERVICES, INC.	OC5 FSA CONTRIBUTION	11/17/2023	9001152	\$216.67
PAYMENTUS CORPORATION	SEPTEMBER 23	11/17/2023	104748	\$308.69
PAYMENTUS CORPORATION	OCTOBER 23	11/17/2023	104748	\$692.24
PEMBERTON SMITH	RFND-ENC23-0056	11/17/2023	104749	\$571.00
<b>TOTAL GENERAL FUND</b>				<b>\$35,340.26</b>
<b>1005100 - CITY COUNCIL</b>				
US BANK	COUNCIL SUPPLIES	11/17/2023	104727	\$192.73
US BANK	COUNCIL SUPPLIES	11/17/2023	104727	\$210.05
US BANK	COUNCIL SUPPLIES	11/17/2023	104727	\$113.44
XEROX CORPORATION	OCT 23-XEROX CLERK	11/17/2023	104763	\$79.41
<b>TOTAL CITY COUNCIL</b>				<b>\$595.63</b>
<b>1005150 - CITY CLERK</b>				
US BANK	CITY CLERKS ASSOC MEMBERSHIP	11/17/2023	104727	\$250.00
US BANK	TRAINING WORKSHOP	11/17/2023	104727	\$75.00
US BANK	TRANSCRIPT SERVICE	11/17/2023	104727	\$41.75
GRANICUS INC	FY 24-RECORD REQUEST SOFTWARE	11/17/2023	104742	\$4,819.66
CORODATA RECORDS MANAGEMENT, INC	OCT 23-STORAGE	11/17/2023	104731	\$2,372.18
STAPLES CONTRACT & COMMERCIAL	BATTERIES/LETTER OPENER	11/17/2023	104759	\$38.90
STAPLES CONTRACT & COMMERCIAL	DOLLY	11/17/2023	104759	\$84.15
<b>TOTAL CITY CLERK</b>				<b>\$7,681.64</b>
<b>1005200 - CITY MANAGER</b>				
US BANK	GET WELL FLOWERS	11/17/2023	104727	\$85.25
US BANK	CAL-CITES CONF	11/17/2023	104727	\$397.97
KEYSER MARSTON ASSOCIATES, INC	OCT 23-KMA CONSULTING SERVICES	11/17/2023	104744	\$545.00
CARRIER JOHNSON	AUG 23-PARKING STUDY	11/17/2023	104728	\$6,174.34
CARRIER JOHNSON	SEPT 23-PARKING STUDY	11/17/2023	104728	\$13,089.33
CARRIER JOHNSON	OCT 23-PARKING STUDY	11/17/2023	104728	\$5,586.33
<b>TOTAL CITY MANAGER</b>				<b>\$25,878.22</b>
<b>1005300 - FINANCE</b>				
US BANK	FINANCE OFFICE FURNITURE & PARTITION WALL	11/17/2023	104727	\$3,133.88
PILLSBURY WINTHROP SHAW PITTMAN LLP	OCT 23-PROF SVC	11/17/2023	104751	\$737.00
PILLSBURY WINTHROP SHAW PITTMAN LLP	OCT 23-PROF SVC	11/17/2023	104751	\$0.00

KFORCE INC.	TEMP SERVICES-11/02/23	11/17/2023	9001144	\$1,280.00
GOVERNMENT TAX SEMINARS, LLC	WEBINAR-12/5/23-12/6/23	11/17/2023	104741	\$495.00
GOVERNMENT TAX CONSULTING, LLC	DATA ANALYSIS & CALCULATIONS-COVID LEAVE	11/17/2023	104740	\$3,263.00
<b>TOTAL FINANCE</b>				<b>\$8,908.88</b>
<b>1005350 - SUPPORT SERVICES</b>				
XEROX CORPORATION	OCT 23-XEROX CLERK	11/17/2023	104763	\$271.68
XEROX CORPORATION	OCT 23-XEROX PLN/ENG	11/17/2023	104763	\$80.42
XEROX CORPORATION	OCT 23-XEROX PLN/ENG	11/17/2023	104763	\$546.78
XEROX CORPORATION	OCT 23-XEROX UPSTAIRS	11/17/2023	104763	\$201.09
XEROX CORPORATION	OCT 23-XEROX UPSTAIRS	11/17/2023	104763	\$298.25
XEROX CORPORATION	OCT 2-XEROX FIERY-PLN	11/17/2023	104763	\$132.61
XEROX CORPORATION	OCT 23-XEROX FIERY-UPSTRS	11/17/2023	104763	\$132.61
XEROX CORPORATION	OCT 23-XEROX FIERY-CLK	11/17/2023	104763	\$122.84
READY REFRESH BY NESTLE	OCT 23 DRINKING WATER-PW	11/17/2023	9001147	\$13.35
READY REFRESH BY NESTLE	OCT 23- DRINKING WATER-LC	11/17/2023	9001147	\$59.51
READY REFRESH BY NESTLE	OCT 23- DRINKING WATER-CH	11/17/2023	9001147	\$385.54
<b>TOTAL SUPPORT SERVICES</b>				<b>\$2,244.68</b>
<b>1005400 - HUMAN RESOURCES</b>				
SHARP REES-STEALY MEDICAL GROUP	PRE-EMPLOYMENT SCREENING	11/17/2023	9001149	\$66.00
US BANK	INTERVIEW PANEL LUNCH	11/17/2023	104727	\$108.64
US BANK	INTERVIEW PANEL LUNCH	11/17/2023	104727	\$110.54
US BANK	INTERVIEW PANEL SUPPLIES	11/17/2023	104727	\$9.16
US BANK	CONFERENCE TRANSPORTATION	11/17/2023	104727	\$36.90
US BANK	CONFERENCE MEAL	11/17/2023	104727	\$22.36
US BANK	CONFERENCE MEAL	11/17/2023	104727	\$11.78
US BANK	CONFERENCE TRANSPORTATION	11/17/2023	104727	\$19.92
US BANK	CONFERENCE MEAL	11/17/2023	104727	\$7.48
US BANK	CONFERENCE AIRPORT PARKING	11/17/2023	104727	\$68.00
US BANK	CONFERENCE HOTEL	11/17/2023	104727	\$500.00
US BANK	LC WEBINAR	11/17/2023	104727	\$75.00
US BANK	OFFICE CHAIR	11/17/2023	104727	\$152.24
US BANK	INTERVIEW PANEL SUPPLIES	11/17/2023	104727	\$36.65
US BANK	BOSS' DAY SUPPLIES	11/17/2023	104727	\$200.00
US BANK	NAME PLATES	11/17/2023	104727	\$16.31
ALTA LANGUAGE SERVICES, INC	LANGUAGE TEST	11/17/2023	9001139	\$68.00
<b>TOTAL HUMAN RESOURCES</b>				<b>\$1,508.98</b>
<b>1005450 - INFORMATION SERVICES</b>				
CDW GOVERNMENT INC	AGOV ACADLT SOFTWARE	11/17/2023	9001141	\$1,499.97
CDW GOVERNMENT INC	ADO ACRO PRO SOFTWARE	11/17/2023	9001141	\$184.95
CDW GOVERNMENT INC	VMWARE SERVERS	11/17/2023	9001141	\$4,194.74
CDW GOVERNMENT INC	ADOBE LICENSES	11/17/2023	9001141	\$8,875.39
US BANK	CONSTANT CONTACT	11/17/2023	104727	\$86.00
AT&T CALNET 3	9391012278 - 08/24/23-09/23/23	11/17/2023	104725	\$3,354.45
AT&T CALNET 3	9391062899 - 08/24/23-09/23/23	11/17/2023	104725	\$154.88
AT&T CALNET 3	9391012282 - 08/24/23-09/23/23	11/17/2023	104725	\$27.10
AT&T CALNET 3	9391053641 - 08/24/23-09/23/23	11/17/2023	104725	\$154.88
FISHER INTEGRATED, INC.	SEPT 23-WEB STREAMING SVC	11/17/2023	9001142	\$800.00
FISHER INTEGRATED, INC.	OCT 23-WEB STREAMING SVC	11/17/2023	9001142	\$800.00
FISHER INTEGRATED, INC.	WEB STREAMING SVC	11/17/2023	9001142	\$800.00
<b>TOTAL INFORMATION SERVICES</b>				<b>\$20,932.36</b>
<b>1005550 - PLANNING</b>				

UT SAN DIEGO - NRTH COUNTY	PUB HRNG-INTRO ORD 525 AMEND 17.20.040D	11/17/2023	104760	\$305.90
BUSINESS PRINTING COMPANY INC	BUSINESS CARDS	11/17/2023	104726	\$246.54
CONSTRUCTION TESTING & ENGINEERING, INC.	AUG 23-COSB SAND CALCS	11/17/2023	9001153	\$2,830.00
<b>TOTAL PLANNING</b>				<b>\$3,382.44</b>
<b>1005560 - BUILDING SERVICES</b>				
ESGIL CORPORATION	SEP 23-BUILDING AND SAFETY PLAN REVIE	11/17/2023	104737	\$38,125.38
STAPLES CONTRACT & COMMERCIAL	COLOR PAPER/RUBBERBANDS/TAPE	11/17/2023	104759	\$57.08
<b>TOTAL BUILDING SERVICES</b>				<b>\$38,182.46</b>
<b>1005590 - CODE ENFORCEMENT</b>				
BUSINESS PRINTING COMPANY INC	BUSINESS CARDS	11/17/2023	104726	\$121.43
WEX FLEET UNIVERSAL	10/08/23-11/07/23-AUTO FUEL	11/17/2023	104762	\$191.16
<b>TOTAL CODE ENFORCEMENT</b>				<b>\$312.59</b>
<b>1006120 - FIRE DEPARTMENT</b>				
SANTA FE IRRIGATION DISTRICT	005512-000-09/02/23-11/01/23	11/22/2023	104770	\$882.07
US BANK	FS SUPPLIES	11/17/2023	104727	\$705.99
US BANK	PRINTER TONER	11/17/2023	104727	\$45.56
US BANK	VOLTAGE CONTECTORS	11/17/2023	104727	\$85.89
US BANK	GAS STRUT SHOCKS	11/17/2023	104727	\$43.95
US BANK	GAS STRUT SHOCKS	11/17/2023	104727	\$110.13
US BANK	FUNDAMENTALS OF FIRE FIGHTER SKLS	11/17/2023	104727	\$212.48
US BANK	ACADEMY TRAINING SUPPLIES	11/17/2023	104727	\$45.65
US BANK	FIRE TRUCK MEDICATION	11/17/2023	104727	\$194.46
US BANK	FS SUPPLIES	11/17/2023	104727	\$745.23
US BANK	FS OFFICE SUPPLIES	11/17/2023	104727	\$36.49
US BANK	DRYER REPAIR KIT	11/17/2023	104727	\$35.88
PALOMAR COLLEGE	FALL 23 FIRE CLASS-71811	11/17/2023	104747	\$852.00
SOUTH COAST EMERGENCY VEHICLE SVC	PIE-1675092-0001 GAUGE 3.55	11/17/2023	9001151	\$239.94
FIRE ETC.	BALL SHUT OFF/BALL VALVE/WORKING FIRE TIP	11/17/2023	104738	\$1,835.16
REGIONAL COMMS SYS, MS 056 - RCS	OCT 23-CAP CODE	11/17/2023	104754	\$32.50
WEX BANK	SEPT 23-FUEL/CR TAX	11/17/2023	104761	\$2,647.22
WEX BANK	SEPT 23-FUEL/CR TAX	11/17/2023	104761	\$601.19
ROADONE INC	OPEN HOUSE CARS-FS	11/17/2023	104755	\$700.00
ALLSTAR FIRE EQUIPMENT, INC	GLOVES	11/17/2023	104724	\$1,318.11
AFECO INC	TURNOUT CLEANING	11/17/2023	104758	\$28.50
WEX FLEET UNIVERSAL	10/08/23-11/07/23-AUTO FUEL	11/17/2023	104762	\$126.03
<b>TOTAL FIRE DEPARTMENT</b>				<b>\$11,524.43</b>
<b>1006170 - MARINE SAFETY</b>				
CULLIGAN OF SAN DIEGO	NOV 23-CULLIGAN WATER	11/17/2023	104733	\$54.32
AT&T CALNET 3	FY 23-9391019469 - 03/20/23-04/19/23	11/17/2023	104725	\$26.04
AT&T CALNET 3	9391019469 - 08/20/23-09/19/23	11/17/2023	104725	\$29.00
AT&T CALNET 3	9391053651 - 08/25/23-09/24/23	11/17/2023	104725	\$279.20
AT&T CALNET 3	9391019469 - 09/20/23-10/19/23	11/17/2023	104725	\$29.19
AT&T CALNET 3	9391012281 - 08/25/23-09/24/23	11/17/2023	104725	\$92.33
WEX FLEET UNIVERSAL	10/08/23-11/07/23-AUTO FUEL	11/17/2023	104762	\$903.19
<b>TOTAL MARINE SAFETY</b>				<b>\$1,413.27</b>
<b>1006510 - ENGINEERING</b>				
DEL MAR BLUE PRINT COMPANY, INC.	5-BOND PAPER	11/17/2023	104734	\$113.05
VERIZON WIRELESS-SD	362455526-10/02/23-1/01/23	11/22/2023	104773	\$53.51
UNDERGROUND SVC ALERT OF SOCAL INC	OCT 23-DIG ALERT	11/17/2023	9001154	\$99.25
1 STOP TONER & INKJET, LLC	TONER-PW/ENG	11/17/2023	9001146	\$678.78
WEX FLEET UNIVERSAL	10/08/23-11/07/23-AUTO FUEL	11/17/2023	104762	\$178.54

**TOTAL ENGINEERING****\$1,123.13****1006520 - ENVIRONMENTAL SERVICES**

MISSION LINEN & UNIFORM INC	LAUNDRY FOR PW	11/22/2023	104769	\$13.12
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PW	11/17/2023	104745	\$13.13
SANTA FE IRRIGATION DISTRICT	005506-014-10/03/23-11/01/23	11/22/2023	104770	\$256.07
MIKHAIL OGAWA ENGINEERING, INC.	OCT 23-MANAGING THE STORMWATER PROG	11/22/2023	9001158	\$11,898.97
VERIZON WIRELESS-SD	362455526-10/02/23-1/01/23	11/22/2023	104773	\$53.50
SOLANA CENTER FOR ENVIRONMENTAL	OCT 23-SB1383 INSPECTION & EDUCATION	11/17/2023	9001150	\$1,523.75
IDRAINS LLC	H-STORMDRAIN MAINT	11/22/2023	104764	\$1,700.00
IDRAINS LLC	K-STORMDRAIN MAINT	11/22/2023	104764	\$1,700.00
WEX FLEET UNIVERSAL	10/08/23-11/07/23-AUTO FUEL	11/17/2023	104762	\$519.39

**TOTAL ENVIRONMENTAL SERVICES****\$17,677.93****1006530 - STREET MAINTENANCE**

MISSION LINEN & UNIFORM INC	LAUNDRY FOR PW	11/22/2023	104769	\$21.33
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PW	11/17/2023	104745	\$21.33
DIXIELINE LUMBER CO INC	POWER MIXER BLADE/PAINT	11/22/2023	104767	\$169.97
SANTA FE IRRIGATION DISTRICT	011695-000-10/03/23-11/01/23	11/22/2023	104770	\$93.71
US BANK	PUMP FILTER	11/17/2023	104727	\$36.96
US BANK	PRESURE WASHER GUN	11/17/2023	104727	\$65.24
US BANK	FUEL PUMP	11/17/2023	104727	\$268.00
US BANK	PW OFFICE SUPPLIES	11/17/2023	104727	\$30.75
US BANK	TIRES TRASH TRUCK	11/17/2023	104727	\$632.58
VERIZON WIRELESS-SD	362455526-10/02/23-1/01/23	11/22/2023	104773	\$53.50
NISSHO OF CALIFORNIA	OCT 23-CITY-WIDE LANDSCAPE MAINTENANCE SERVICES	11/22/2023	9001159	\$2,178.12
TRAFFIC SUPPLY, INC	ASPHALT/ADHESIVE	11/22/2023	9001162	\$385.64
JOSE GARCIA	MILEAGE-11/10/23-11/11/23	11/22/2023	9001157	\$39.30
WEX FLEET UNIVERSAL	10/08/23-11/07/23-AUTO FUEL	11/17/2023	104762	\$470.71

**TOTAL STREET MAINTENANCE****\$4,467.14****1006540 - TRAFFIC SAFETY**

VERIZON WIRELESS-SD	362455526-10/02/23-1/01/23	11/22/2023	104773	\$38.22
ALL CITY MANAGEMENT SERVICES, INC	08/20/23-09/02/23- CROSSING GUARD SERVICES	11/17/2023	9001138	\$11,706.19
ALL CITY MANAGEMENT SERVICES, INC	09/17/23-09/30/23- CROSSING GUARD SERVICES	11/17/2023	9001138	\$11,802.81

**TOTAL TRAFFIC SAFETY****\$23,547.22****1006550 - STREET CLEANING**

SANTA FE IRRIGATION DISTRICT	011695-000-10/03/23-11/01/23	11/22/2023	104770	\$55.04
PRIDE INDUSTRIES	OCT 23-TRASH ABATEMENT SERVICES	11/17/2023	104753	\$1,684.75
SCA OF CA, LLC	OCT 23- STREET SWEEPING	11/22/2023	9001160	\$3,988.39

**TOTAL STREET CLEANING****\$5,728.18****1006560 - PARK MAINTENANCE**

MISSION LINEN & UNIFORM INC	LAUNDRY FOR PW	11/22/2023	104769	\$15.59
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PW	11/17/2023	104745	\$15.59
DIXIELINE LUMBER CO INC	PROPANE EXCHANGE	11/22/2023	104767	\$52.18
DIXIELINE LUMBER CO INC	GOLVES	11/17/2023	104735	\$66.51
SANTA FE IRRIGATION DISTRICT	005506-018-ONE MONTH-OCT 23	11/22/2023	104770	\$541.21
SANTA FE IRRIGATION DISTRICT	005506-019-ONE MONTH-OCT 23	11/22/2023	104770	\$908.35
SANTA FE IRRIGATION DISTRICT	005506-000-SEP-OCT 23	11/22/2023	104770	\$127.36
SANTA FE IRRIGATION DISTRICT	005506-001-SEP-OCT 23	11/22/2023	104770	\$94.48
SANTA FE IRRIGATION DISTRICT	005979-001-SEP-OCT 23	11/22/2023	104770	\$111.78
SANTA FE IRRIGATION DISTRICT	012448-000-SEP-OCT 23	11/22/2023	104770	\$150.40
SANTA FE IRRIGATION DISTRICT	012448-001-SEP-OCT 23	11/22/2023	104770	\$99.18

SANTA FE IRRIGATION DISTRICT	005506-009-SEP-OCT 23	11/22/2023	104770	\$94.48
SANTA FE IRRIGATION DISTRICT	005506-010-SEP-OCT 23	11/22/2023	104770	\$219.37
SANTA FE IRRIGATION DISTRICT	005506-011-SEP-OCT 23	11/22/2023	104770	\$371.65
SANTA FE IRRIGATION DISTRICT	005506-012-SEP-OCT 23	11/22/2023	104770	\$1,761.73
SANTA FE IRRIGATION DISTRICT	005506-013-SEP-OCT 23	11/22/2023	104770	\$148.78
SANTA FE IRRIGATION DISTRICT	005506-002-SEP-OCT 23	11/22/2023	104770	\$409.66
SANTA FE IRRIGATION DISTRICT	005506-004-SEP-OCT 23	11/22/2023	104770	\$94.48
SANTA FE IRRIGATION DISTRICT	005506-005-SEP-OCT 23	11/22/2023	104770	\$249.04
SANTA FE IRRIGATION DISTRICT	005506-006-SEP-OCT 23	11/22/2023	104770	\$150.40
SANTA FE IRRIGATION DISTRICT	005506-007-SEP-OCT 23	11/22/2023	104770	\$116.20
SANTA FE IRRIGATION DISTRICT	005506-015-09/16/23-11/015/23	11/22/2023	104770	\$238.08
SANTA FE IRRIGATION DISTRICT	005506-016-09/16/23-11/015/23	11/22/2023	104770	\$1,027.20
SANTA FE IRRIGATION DISTRICT	005979-003-09/16/23-11/015/23	11/22/2023	104770	\$794.36
US BANK	AP-12V LED POWER SUPPLY	11/17/2023	104727	\$30.32
US BANK	METAL CLEANER	11/17/2023	104727	\$64.65
US BANK	BLACK BEACH ROCKS	11/17/2023	104727	\$25.81
US BANK	RECYCLE BAGS	11/17/2023	104727	\$167.86
VERIZON WIRELESS-SD	362455526-10/02/23-1/01/23	11/22/2023	104773	\$76.43
NISSHO OF CALIFORNIA	OCT 23-CITY-WIDE LANDSCAPE MAINTENANCE SERVICES	11/22/2023	9001159	\$12,186.33
THE HOME DEPOT PRO	BLEACH	11/22/2023	104772	\$115.49
COAST RECREATION, INC	CASCATA BELLS CABLE/WASHERS/GROMETS	11/22/2023	104766	\$165.94
WEX FLEET UNIVERSAL	10/08/23-11/07/23-AUTO FUEL	11/17/2023	104762	\$97.38
<b>TOTAL PARK MAINTENANCE</b>				<b>\$20,788.27</b>

**1006570 - PUBLIC FACILITIES**

SEASIDE HEATING & AIR CONDITIONING	OCT 23- HVAC SERVICES-FS	11/22/2023	104771	\$210.00
SEASIDE HEATING & AIR CONDITIONING	OCT 23- HVAC SERVICES-CH	11/22/2023	104771	\$360.00
DIXIELINE LUMBER CO INC	GOLVES/ROLLER/BRUSHES	11/22/2023	104767	\$45.25
DIXIELINE LUMBER CO INC	KNEELING MAT/GLOVES	11/17/2023	104735	\$45.65
DIXIELINE LUMBER CO INC	HAND TORCH GAS CYLINDER	11/17/2023	104735	\$33.69
DIXIELINE LUMBER CO INC	CIRCUIT BREAKER PLUG MOUNT/GLOVES	11/17/2023	104735	\$31.84
DIXIELINE LUMBER CO INC	FLY TRAP/ACRYLIC PANEL	11/17/2023	104735	\$43.51
DIXIELINE LUMBER CO INC	GLOVES/ANT KILLER/BAIT/TOILET CLEANER/CLEANER	11/17/2023	104735	\$49.11
DIXIELINE LUMBER CO INC	PLUMB BOB/TWISTED NYLN SEINE	11/17/2023	104735	\$16.91
SANTA FE IRRIGATION DISTRICT	005506-008-SEP-OCT 23	11/22/2023	104770	\$507.40
US BANK	CEILING TILES	11/17/2023	104727	\$92.88
US BANK	CEILING TILES	11/17/2023	104727	\$185.77
US BANK	ENTRANCE FLOOR MAT	11/17/2023	104727	\$280.58
US BANK	STRING TRIMMER	11/17/2023	104727	\$21.63
US BANK	HAND SANITIZER	11/17/2023	104727	\$43.50
US BANK	F-250 MESSAGE BOARD	11/17/2023	104727	\$29.84
US BANK	WASHING MACHINE HOSES	11/17/2023	104727	\$26.52
US BANK	TIRE INFLATOR WITH PRESURE GAUGE	11/17/2023	104727	\$32.52
US BANK	CAR FRESHENERS	11/17/2023	104727	\$51.68
US BANK	DRILL BIT SOCKET SET	11/17/2023	104727	\$46.73
NISSHO OF CALIFORNIA	OCT 23-CITY-WIDE LANDSCAPE MAINTENANCE SERVICES	11/22/2023	9001159	\$3,228.44
24 HOUR ELEVATOR, INC	NOV 23- ELEVATOR MAINT	11/17/2023	104723	\$194.48
CINTAS CORPORATION NO. 2	FIRST AID SUPPLIES-PW	11/17/2023	104729	\$151.82
CINTAS CORPORATION NO. 2	FIRST AID SUPPLIES-PW	11/17/2023	104729	\$138.41
CINTAS CORPORATION NO. 2	FIRST AID SUPPLIES-CH	11/22/2023	104765	\$296.34
CALIFORNIA OFFICE CLEANING, INC	OCT 23- JANITORIAL/CUSTODIAL SVC	11/17/2023	9001140	\$6,920.00

PRIDE INDUSTRIES	OCT 23-TRASH ABATEMENT SERVICES	11/17/2023	104753	\$1,684.75
JT LEWIS INC.	FY24 DOOR MAINT	11/17/2023	104746	\$1,860.31
JT LEWIS INC.	FY24 DOOR MAINT	11/17/2023	104746	\$884.47
WEX FLEET UNIVERSAL	10/08/23-11/07/23-AUTO FUEL	11/17/2023	104762	\$162.31
<b>TOTAL PUBLIC FACILITIES</b>				<b>\$17,676.34</b>
<b>1007100 - COMMUNITY SERVICES</b>				
US BANK	STORAGE BASKET	11/17/2023	104727	\$23.91
US BANK	CLOCK	11/17/2023	104727	\$16.30
US BANK	COURTYARD STRING LIGHTS	11/17/2023	104727	\$188.70
US BANK	COURTYARD DIMMER SWITCH	11/17/2023	104727	\$30.33
<b>TOTAL COMMUNITY SERVICES</b>				<b>\$259.24</b>
<b>1007110 - GF-RECREATION</b>				
US BANK	TREE LIGHTING SUPPLIES	11/17/2023	104727	\$579.59
US BANK	TACOS WITH COPS EVENT	11/17/2023	104727	\$31.01
US BANK	TACOS WITH COPS EVENT	11/17/2023	104727	\$38.53
US BANK	TACOS WITH COPS EVENT	11/17/2023	104727	\$38.11
WEX FLEET UNIVERSAL	10/08/23-11/07/23-AUTO FUEL	11/17/2023	104762	\$59.33
<b>TOTAL GF-RECREATION</b>				<b>\$746.57</b>
<b>1205460 - SELF INSURANCE RETENTION</b>				
GEORGE HILLS COMPANY, INC.	SEP 23-2308.MACDONALD-GL CLAIMS SERVICES	11/17/2023	9001143	\$114.80
PACIFIC INSURANCE NETWORK SYSTEMS, INC	FY24 INSURANCE SOFTWARE	11/17/2023	104752	\$4,300.00
<b>TOTAL SELF INSURANCE RETENTION</b>				<b>\$4,414.80</b>
<b>1255465 - WORKERS COMPENSATION</b>				
CORVEL ENTERPRISE COMP INC.	JUL 23- CLAIMS SERVICES	11/17/2023	104732	\$2,650.00
CORVEL ENTERPRISE COMP INC.	FY 24- ANNUAL ADMIN FEE	11/17/2023	104732	\$10,000.00
CORVEL ENTERPRISE COMP INC.	JUL 23- MAINT FEE	11/17/2023	104732	\$250.00
CORVEL ENTERPRISE COMP INC.	JUL 23- MEDICARE REPORTING SETUP FEE	11/17/2023	104732	\$750.00
CORVEL ENTERPRISE COMP INC.	JUL 23- CLAIMS	11/17/2023	104732	\$8,075.00
<b>TOTAL WORKERS COMPENSATION</b>				<b>\$21,725.00</b>
<b>1356120 - ASSET REPLACEMENT-FIRE</b>				
US BANK	MATTRESS REFUND	11/17/2023	104727	(\$361.07)
US BANK	MATTRESS REFUND	11/17/2023	104727	(\$360.45)
US BANK	MATTRESSES	11/17/2023	104727	\$934.48
US BANK	MATTRESS REFUND	11/17/2023	104727	(\$467.24)
US BANK	GYM EQUIPMENT	11/17/2023	104727	\$747.33
<b>TOTAL ASSET REPLACEMENT-FIRE</b>				<b>\$493.05</b>
<b>1406510 - FACILITIES MAINT-CIP</b>				
UT SAN DIEGO - NRTH COUNTY	NTC-BID. 2023-10	11/17/2023	104760	\$425.86
<b>TOTAL FACILITIES MAINT-CIP</b>				<b>\$425.86</b>
<b>2037510 - HIGHWAY 101 LANDSC #33</b>				
SANTA FE IRRIGATION DISTRICT	005979-000-SEP-OCT 23	11/22/2023	104770	\$528.52
SANTA FE IRRIGATION DISTRICT	005979-004-09/16/23-11/015/23	11/22/2023	104770	\$539.48
SANTA FE IRRIGATION DISTRICT	007732-000-09/16/23-11/015/23	11/22/2023	104770	\$193.84
NISSHO OF CALIFORNIA	OCT 23-CITY-WIDE LANDSCAPE MAINTENANCE SERVICES	11/22/2023	9001159	\$1,803.79
<b>TOTAL HIGHWAY 101 LANDSC #33</b>				<b>\$3,065.63</b>
<b>2047520 - MID 9C SANTA FE HILLS</b>				
SANTA FE IRRIGATION DISTRICT	005979-025-ONE MONTH-OCT 23	11/22/2023	104770	\$587.63
SANTA FE IRRIGATION DISTRICT	005979-026-ONE MONTH-OCT 23	11/22/2023	104770	\$722.67
SANTA FE IRRIGATION DISTRICT	005979-019-ONE MONTH-OCT 23	11/22/2023	104770	\$458.15

SANTA FE IRRIGATION DISTRICT	005979-020-ONE MONTH-OCT 23	11/22/2023	104770	\$895.69
SANTA FE IRRIGATION DISTRICT	005979-021-ONE MONTH-OCT 23	11/22/2023	104770	\$1,212.19
SANTA FE IRRIGATION DISTRICT	005979-022-ONE MONTH-OCT 23	11/22/2023	104770	\$849.27
SANTA FE IRRIGATION DISTRICT	005979-023-ONE MONTH-OCT 23	11/22/2023	104770	\$735.33
SANTA FE IRRIGATION DISTRICT	005979-024-ONE MONTH-OCT 23	11/22/2023	104770	\$735.33
SANTA FE IRRIGATION DISTRICT	005979-014-ONE MONTH-OCT 23	11/22/2023	104770	\$807.07
SANTA FE IRRIGATION DISTRICT	005979-015-ONE MONTH-OCT 23	11/22/2023	104770	\$524.33
SANTA FE IRRIGATION DISTRICT	005979-016-ONE MONTH-OCT 23	11/22/2023	104770	\$781.75
SANTA FE IRRIGATION DISTRICT	005979-017-ONE MONTH-OCT 23	11/22/2023	104770	\$48.81
SANTA FE IRRIGATION DISTRICT	005979-018-ONE MONTH-OCT 23	11/22/2023	104770	\$150.09
SANTA FE HILLS HOA	OCT 23-SANTA FE HILLS HOA	11/17/2023	9001148	\$18,250.00
SANTA FE HILLS HOA	SEP 23-SANTA FE HILLS HOA	11/17/2023	9001148	\$18,250.00
<b>TOTAL MID 9C SANTA FE HILLS</b>				<b>\$45,008.31</b>
<b>2057530 - MID 9E ISLA VERDE</b>				
ISLA VERDE HOA	OCT 23-ISLA VERDE HOA	11/17/2023	104743	\$433.33
ISLA VERDE HOA	SEP 23-ISLA VERDE HOA	11/17/2023	104743	\$433.33
<b>TOTAL MID 9E ISLA VERDE</b>				<b>\$866.66</b>
<b>2077550 - MID 9H SAN ELIJO #2</b>				
SAN ELIJO HILLS II HOA	OCT 23-SAN ELIJO HILLS HOA	11/17/2023	104756	\$10,850.00
SAN ELIJO HILLS II HOA	SEP 23-SAN ELIJO HILLS HOA	11/17/2023	104756	\$10,850.00
<b>TOTAL MID 9H SAN ELIJO #2</b>				<b>\$21,700.00</b>
<b>2087580 - COASTAL RAIL TRAIL MAINT</b>				
DIXIELINE LUMBER CO INC	RECEPTCAL/COVER/CLOTH/WIRE WHEEL/CUTTING DISKS	11/17/2023	104735	\$92.95
SANTA FE IRRIGATION DISTRICT	005506-020-ONE MONTH-OCT 23	11/22/2023	104770	\$866.90
SANTA FE IRRIGATION DISTRICT	005506-003-SEP-OCT 23	11/22/2023	104770	\$150.40
US BANK	CRT ARCHES SUPPLIES	11/17/2023	104727	\$188.56
NISSHO OF CALIFORNIA	OCT 23-CITY-WIDE LANDSCAPE MAINTENANCE SERVICES	11/22/2023	9001159	\$7,356.05
<b>TOTAL COASTAL RAIL TRAIL MAINT</b>				<b>\$8,654.86</b>
<b>2117600 - STREET LIGHTING DISTRICT</b>				
VERIZON WIRELESS-SD	362455526-10/02/23-1/01/23	11/22/2023	104773	\$15.28
<b>TOTAL STREET LIGHTING DISTRICT</b>				<b>\$15.28</b>
<b>2135550 - DEVELOPER PASS-THRU- PLANNING</b>				
MICHAEL BAKER INTERNATIONAL, INC	SEPT 23-PEER REVIEW OF BIO STUDY AT ID	11/17/2023	9001145	\$3,500.00
<b>TOTAL DEVELOPER PASS-THRU- PLANNING</b>				<b>\$3,500.00</b>
<b>2706120 - PUBLIC SAFETY- FIRE</b>				
US BANK	CSA.17 SUPPLIES	11/17/2023	104727	\$48.90
US BANK	CSA.17 SUPPLIES	11/17/2023	104727	\$68.87
PHARMALINK, INC	CSA.17-ECOLINK	11/17/2023	104750	\$150.00
<b>TOTAL PUBLIC SAFETY- FIRE</b>				<b>\$267.77</b>
<b>3207220 - CAPITAL LEASE FUND</b>				
CITY NATIONAL BANK	CHVRON #12-015: 12/08	11/17/2023	104730	\$30,167.07
CITY NATIONAL BANK	CHVRON #12-015: 12/08	11/17/2023	104730	\$5,019.94
<b>TOTAL CAPITAL LEASE FUND</b>				<b>\$35,187.01</b>
<b>4506190 - SAND REPLNSHMNT/RETENTION</b>				
WARWICK GROUP CONSULTANTS, LLC	OCT 23-CONSULTING SERVICES	11/17/2023	9001155	\$5,833.00
WARWICK GROUP CONSULTANTS, LLC	OCT 23-CONSULTING SERVICES	11/17/2023	9001155	\$5,833.00
<b>TOTAL SAND REPLNSHMNT/RETENTION</b>				<b>\$11,666.00</b>
<b>5097700 - SANITATION</b>				



MISSION LINEN & UNIFORM INC	LAUNDRY FOR PW	11/22/2023	104769	\$8.21
MISSION LINEN & UNIFORM INC	UNIFORM SERVICES FOR PW	11/17/2023	104745	\$8.20
SANTA FE IRRIGATION DISTRICT	005506-014-10/03/23-11/01/23	11/22/2023	104770	\$768.21
VERIZON WIRELESS-SD	362455526-10/02/23-1/01/23	11/22/2023	104773	\$15.28
JOSE GARCIA	MILEAGE-11/10/23-11/11/23	11/22/2023	9001157	\$39.30
IDRAINS LLC	C- SEWER-MAINT-33,252	11/22/2023	104764	\$20,948.76
IDRAINS LLC	E-SEWER-10,024	11/22/2023	104764	\$6,315.12
IDRAINS LLC	J-SEWER MAINT	11/22/2023	104764	\$675.00
IDRAINS LLC	FY24 SEWER-STORMDRAIN MAINT	11/22/2023	104764	\$525.00
IDRAINS LLC	URINAL MAINT	11/22/2023	104764	\$525.00
WEX FLEET UNIVERSAL	10/08/23-11/07/23-AUTO FUEL	11/17/2023	104762	\$194.77

**TOTAL SANITATION****\$30,022.85****652 - SUCCESSOR AGENCY**

COMPUTERSHARE CORPORATE TRUST	INT/PRIN/CREDIT-2017 TAR BONDS: 12/01	11/22/2023	9001163	(\$255.98)
COMPUTERSHARE CORPORATE TRUST	INT/PRIN/CREDIT-2017 TAR BONDS: 12/01	11/22/2023	9001163	\$34,203.12
COMPUTERSHARE CORPORATE TRUST	INT/PRIN/CREDIT-2017 TAR BONDS: 12/01	11/22/2023	9001163	\$65,700.00

**TOTAL SUCCESSOR AGENCY****\$99,647.14****REPORT TOTAL:****\$536,580.08**



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** December 13, 2023  
**ORIGINATING DEPT:** Finance  
**SUBJECT:** Report on Changes Made to the General Fund Adopted Budget for Fiscal Year 2023-24

**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 November 29, 2023.

**DISCUSSION:**

The following table reports the revenue, expenditures, and transfers for 1) the Adopted General Fund Budget approved by Council on June 28, 2023 (Resolution 2023-089) and 2) any resolutions passed by Council that amended the Adopted General Fund Budget.

GENERAL FUND - ADOPTED BUDGET PLUS CHANGES As of 11/29/2023						
General Fund - Operations						
Date	Action	Description	Revenues	Expenditures	Transfers from GF	Net Surplus
06/28/2023	Reso 2023-089	Adopted Budget	24,472,918	(23,078,124)	(980,000)	\$ 414,794
11/29/2023	Reso 2023-128	Engineering Survey Services		(100,000)		\$ 314,794
						<b>314,794</b>
General Fund - Measure S						
Date	Action	Description	Revenues	Expenditures	Transfers from GF	Net Surplus
06/28/2023	Reso 2023-089	Adopted Budget	4,400,000	(1,124,000)	(733,400)	\$ 2,542,600
						<b>2,542,600</b>
Combined General Fund Net Surplus						<b>\$ 2,857,394</b>

**CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA.

**COUNCIL ACTION:**

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**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 2023-2024 General Fund Adopted Budget.

**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation



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Gregory Wade, City Manager



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** City Manager's Office  
**MEETING DATE:** December 13, 2023  
**ORIGINATING DEPT:** Finance Department  
**SUBJECT:** **Consideration of Administrative Policy for Fixed Asset Capitalization and Inventory**

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## **BACKGROUND:**

The City does not currently have an established fixed asset or inventory policy. The purpose of this policy is to establish efficient and effective procedures for the proper accounting and capitalization of fixed assets and control on inventory to comply with GFOA and best practices suggestions.

This item is before the Council to consider adopting Resolution 2023-125 (Attachment 1) approving and directing the City Manager to amend current policies to include this Fixed Asset Capitalization and Inventory Policy.

## **DISCUSSION:**

The proposed Administrative Fixed Asset Capitalization and Inventory Policy (Policy) is establishes a guideline to account for, and report, fixed assets in financial reports issued to external reporting agencies, granting agencies, and to the public. Additionally, this Policy formalizes a capitalization policy that contains the capitalization threshold in excess of \$5,000 and with an expected life in excess of one year. Finally, the Policy establishes policies with the intention of meeting the following goals:

1. To help safeguard the City's investment in fixed assets;
2. To establish responsibility for custody of fixed assets;
3. To provide financial data for financial reporting of fixed assets;

The Draft Policy is included in Attachment 1 and includes procedures under which all the City's Fixed Assets shall be valued and depreciated for reporting in the City's Annual Comprehensive Financial Report (ACFR).

COUNCIL ACTION:

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**CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA.

**FISCAL IMPACT:**

N/A

**WORK PLAN:**

N/A

**OPTIONS:**

- Approve Staff recommendation.
- Approve Staff recommendation with alternative amendments / modifications.
- Provide direction.

**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council consider and, if acceptable, adopt Resolution 2023-125 approving and directing the City Manager to amend current policies to include this Fixed Asset Capitalization and Inventory Policy.

**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation.



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Gregory Wade, City Manager

Attachments:

1. Resolution 2023-125

**RESOLUTION 2023-125**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING ADMINISTRATIVE POLICY NO. XX – FIXED ASSET CAPITALIZATION AND INVENTORY POLICY**

**WHEREAS**, the City does not currently have an established fixed asset or inventory policy; and

**WHEREAS**, our external auditors, Davis & Farr, have recommended adopting a written Fixed Asset policy; and

**WHEREAS**, this Policy establishes efficient and effective procedures for the proper accounting and capitalization of fixed assets and control on inventory to comply with GFOA and best practices suggestions.

**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 approves Administrative Policy No. XX – Fixed Asset Capitalization & Inventory Policy.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of December 2023, at a regularly scheduled 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 HEEBER, City Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
JOHANNA N. CANLAS, City Attorney

\_\_\_\_\_  
ANGELA IVEY, City Clerk

<p style="text-align: center;"><b>CITY OF SOLANA BEACH ADMINISTRATIVE POLICY</b></p>	<p><b>Policy No.</b></p> <p><b>Effective Date:</b></p> <p><b>Date Revised:</b></p> <p><b>Updated:</b></p> <p><b>Updated:</b></p>
<p><b>Subject:</b></p> <p style="text-align: center;"><b>Fixed Asset Capitalization and Inventory Policy</b></p>	<p><b>Approved By:</b> <b>CITY COUNCIL</b></p> <p><b>Approved By City Manager:</b></p>

**POLICY STATEMENT**

To establish efficient and effective procedures for the proper accounting and capitalization of fixed assets and control on inventory to comply with Government Finance Officers Association (GFOA) and best practices suggestions.

**POLICY OBJECTIVE**

- This Policy establishes a guideline to account for, and report, fixed assets in financial reports issued to external reporting agencies, granting agencies, and to the public.
- This Policy formalizes a capitalization policy that contains the capitalization threshold in excess of \$5,000 and with an expected life in excess of one year.
- The Policy establishes policies with the intention of the following goals to be met:
  1. To help safeguard the City’s investment in fixed assets;
  2. To establish responsibility for custody of fixed assets;
  3. To provide financial data for financial reporting of fixed assets;

**DEFINITIONS**

**A. Controllable Fixed Assets:** Tangible assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year. Certain purchases made by the City do not meet the criteria established for designation as a capital asset; by their nature, however, should be monitored for proper use and disposal, even though their value does not substantially impact the overall value of City assets and will not be considered in the reporting of the City’s Annual

Comprehensive Financial Report (ACFR). These controllable assets either render a critical function or put the City at risk by their absence (e.g. office equipment).

**B. Capital Fixed Assets:** Tangible assets of long-term nature such as land, building, machinery, furniture, and other equipment that is recorded financially as an asset rather than an expense. Asset that is capitalized must meet two criteria: 1) Exceeds capitalization threshold of \$5,000; and 2) Expected life in excess of one year. The annual value of such assets is reported in the ACFR.

**C. Depreciation:** The systematic and rational allocation of the estimated or actual historical cost, or fair value at date of donation (of donated assets) over the asset's estimated useful service life. Estimated useful lives are based upon Governmental Accounting Standards Board's recommendations unless a different life is determined by the Finance Director with approval of the City Manager, based on the facts and circumstances applicable to that asset or class of assets.

## **POLICY PROCEDURES**

Acquiring of all Fixed Assets shall comply with the City's Purchasing Ordinance and Purchasing Policy.

### **Capitalization Policy**

Fixed Assets will be divided into one of the categories below:

<b>Category</b>	<b>Capitalized (Y/N)</b>
Land	Y
Structures	Y
Improvements	Y
Equipment	Y
Vehicles	Y
Infrastructure	Y
Furniture	N
Electronics	N

The Capitalization limit is \$5,000 and refers to the original cost of the asset. The limit also is applied to individual units of fixed assets. The threshold will generally not be applied to components of an asset, unless large equipment is installed as part of a larger capital project. Repairs to existing fixed assets will generally not be subject to capitalization.

Capitalization will occur once per Fiscal Year reflecting the depreciation of the asset and shall be reflected in the ACFR.

### **Inventory Control Policy**

Department Heads are responsible for safeguarding fixed assets under their control. However, the Finance Department is responsible for establishing and managing systems and procedures that enable the Department Heads to properly safeguard assets. In general, inventory control is applied to movable fixed assets. A reconciliation of City movable fixed assets shall be held every five years by the Finance Department.



### **Disposal of Surplus property**

Any City asset, which is no longer required for use by the City, and thus surplus, shall dispose of the asset pursuant to Chapter 2.52 titled *Disposal of Surplus City Supplies, Equipment or Personal Property* of the City Municipal Code. Methods of Asset Disposition include auction and discard/disposal. Auctions of assets shall be managed by the Finance Department.



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** December 13, 2023  
**ORIGINATING DEPT:** Public Works Department  
**SUBJECT:** **City Council Consideration of Resolution 2023-131 Awarding a Construction Contract for Exterior Painting and Stucco Repairs at City Hall with Polychrome Construction, Inc.**

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## **BACKGROUND:**

The City of Solana Beach City Hall is in need of exterior painting and stucco repairs. City Hall was last painted in 2007. Due to the coastal environment, exterior painting and stucco repairs have now become necessary so that City Hall, which provides essential services to the community, is maintained in a respectable condition for our community.

This item is before the City Council for the consideration of Resolution 2023-131 (Attachment 1) that would award a construction contract to Polychrome Construction, Inc. (Polychrome), for the City Hall exterior painting and stucco repairs in the amount of \$54,906, which includes a construction contingency of 15% (\$7,161) for unforeseen changes.

## **DISCUSSION:**

As part of the Fiscal Year 2023/2024 Capital Improvements Program, a project was included to paint the exterior surfaces and repair stucco surfaces of City Hall and adjacent walls.

In October 2023, Staff issued a Request for Bids (RFB), Bid No. 2023-10, via an electronic bid site to solicit proposals from firms qualified to provide painting and stucco repair services. Seven bids were received by the closing date of November 14, 2023. On November 14, 2023, at 2:00 p.m., the City Clerk's Office opened the bids and read them publicly. The bids are summarized below in Table 1.

CITY COUNCIL ACTION:

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**Table 1: Bid Results**

<b>Contractor</b>	<b>Bid Price</b>
Polychrome Construction	\$47,745
Optimum Building Company	\$54,000
Harbor Coating & Restoration	\$63,730
Color New Co.	\$64,000
Anemos Enterprises, Inc.	\$67,800
Brad L. Stoner Painting	\$75,000
Perfection Painting Corp.	\$145,000

The Public Works Department reviewed the bid submitted by Polychrome Construction, Inc., for responsiveness. Staff found their bid proposal complete and responsive to the bid specifications. Upon checking the contractor's references with other local agencies, Staff is satisfied that the contractor is competent to perform the work. In addition, their contractor's license has been found to be current and active. Staff is recommending that a construction contract be pursued with Polychrome Construction, Inc. The intent is to paint an re-stucco portions of the building in the same colors and textures as the current color and texture.

**CEQA COMPLIANCE STATEMENT:**

Exempt pursuant to Section 15301(a) of the State CEQA Guidelines.

**FISCAL IMPACT:**

The Adopted Budget for Fiscal Year 2023/2024 appropriated \$125,000 in the Capital Improvement Program (CIP) for exterior painting and stucco repairs for City Hall.

The City Council is being asked to consider approval of a competitively bid construction contract with Polychrome Construction, Inc. The compensation under consideration is \$47,745, and the recommended contingency amount is \$7,161 (15%), for a total amount of \$54,906 to be charged to CIP, Construction Account #4596510-66610.

After completion of the project, a complete and more accurate construction cost accounting will be reported to the City Council as part of filing the Notice of Completion. Any remaining funds will be returned to the CIP fund for reallocation to future projects.

**WORK PLAN:**

Since this project was listed in the Capital Improvement Program section of the Fiscal Year 2023/2024 Adopted Budget, this project is consistent with the item in the Workplan for "Capital Project Construction Management".

**OPTIONS:**

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

**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution 2023-131:

1. Awarding a construction contract for City Hall Exterior Painting and Stucco Repairs, Bid No. 2023-10, in the amount of \$47,745, to Polychrome Construction, Inc.
2. Approving an amount of \$7,161 (15%) for construction contingency.
3. Authorizing the City Manager to execute the construction contract on behalf of the City.
4. Authorizing the City Manager to approve cumulative change orders up to the construction contingency amount.

**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation.



\_\_\_\_\_  
Gregory Wade, City Manager

Attachments:

1. Resolution 2023-131

## RESOLUTION 2023-131

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO AWARD A CONSTRUCTION CONTRACT TO POLYCHROME CONSTRUCTION, INC. FOR THE EXTERIOR PAINTING AND STUCCO REPAIRS AT CITY HALL

**WHEREAS**, the City of Solana Beach City Hall needs exterior painting and stucco repairs, in order to meet the needs and expectations of the community. City Hall was last painted in 2007; and

**WHEREAS**, a Request for Bids for the project was advertised in October 2023, as Bid No. 2023-10. Seven proposals were received by the closing date of November 14, 2023. On November 14, 2023, at 2:00 p.m., the City Clerk's Office opened the bids and read them publicly; and

**WHEREAS**, Staff determined the lowest bid submitted by Polychrome Construction, Inc., in the amount of \$47,745 was complete and responsive to the bid specifications; and

**WHEREAS**, Staff recommends a construction contingency amount of \$7,161 (15%) for unforeseen changes; and

**WHEREAS**, the 2022-2023 Adopted Budget has allocated \$125,000 for this project in the City Capital Improvement Program (CIP) fund.

**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 City Council awards a construction contract for the City Hall Facility Exterior Painting and Stucco Repairs, Bid No. 2023-10, in the amount of \$47,745, to Polychrome Construction, Inc.
3. That the City Council approves an amount of \$7,161 (15%) 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 authorizes the City Manager to approve cumulative change orders up to the construction contingency amount.

**PASSED AND ADOPTED** this 13th day of December 2023, at a regularly scheduled 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



# STAFF REPORT

## CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** December 13, 2023  
**ORIGINATING DEPT:** City Manager's Department  
**SUBJECT:** **City Council Consideration of Resolution 2023-130 Authorizing an Agreement with CallTower for Unified Telecommunications Services**

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### **BACKGROUND:**

Unified Communication (UC) systems are the convergence of voice and data networks, advancing digital communication tools, and increasing the effectiveness of mobile devices. It addresses the inefficiencies of managing separate communication channels by integrating various tools like voice calls, email, instant messaging, and video conferencing into a unified platform. Cloud computing has further facilitated the deployment of UC solutions. Today, UC is essential for organizations, promoting seamless communication, collaboration, and adaptability in a dynamic work environment.

The City's current phone system operates on an on-premises model, with various components managed by the Information Technology (IT) department. These components include end-user phone hardware, call processing, setting up of extensions or direct-inward-dialing (DID) connections, voicemail, interactive voice recording (IVR), and the management of phone-line providers. Additionally, the servers supporting these critical functions are either reaching or have already reached the end-of-life support phase, posing potential risks and limitations to the system's performance and security. To address these challenges, Staff has taken proactive steps and initiated a Request for Proposals (RFP) to identify and choose a single qualified vendor capable of delivering a modern, integrated communication solution.

This item is before the City Council to consider approval of Resolution 2023-130 (Attachment 1) authorizing the City Manager to execute an Agreement for Unified Telecommunications Services with CallTower.

### **DISCUSSION:**

Since the City's phone system is on-premises, there are limitations to its capabilities. Upgrading the City's phone system from Cisco's Call Manager to the cloud offers scalability, flexibility, and cost efficiency over time. Cloud-based systems reduce upfront capital expenses, allow easy scalability, and support remote work. Automatic updates, disaster recovery, and enhanced features for the environment are additional benefits. Maintenance overhead is reduced as tasks are outsourced. The cloud enables seamless integration with other services and is more

CITY COUNCIL ACTION: \_\_\_\_\_  
\_\_\_\_\_

efficient. This efficiency allows the department to consolidate the City’s voicemail vendor (Xmedius), phone system support (Salient), phone service provider (AT&T – CalNet), and call center system (Akaddian). Furthermore, consolidation of services and vendor support services from 4 to 1 improves fiscal operations and customer service support for the end-users. Overall, this migration enhances efficiency, reduces costs, and future-proofs communication for the City.

Staff performed a needs assessment and developed the RFP to retain specified services that can meet the City's current and future needs. These services involve upgrading and consolidating the telephone system into a cloud-based service.

Pursuant to Solana Beach Municipal Code (SBMC) section 3. 08. 140, because of their unique nature, it is in the best interest of the public, as allowed by state law, that contracts for professional services such as computer consultants, engineers, or other professional or consultant services of a similar nature, or at the discretion of the purchasing officer, be selected on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, negotiated between parties rather than on the basis of cost alone. Therefore, the City is not limited to awarding professional services contracts to the lowest responsible bidder, but rather on the basis of demonstrated competence and qualifications for the types of service to be performed at a fair and reasonable price.

The RFP for these service needs was advertised for a total of four (4) weeks. Staff advertised on August 25, 2023, and provided the RFP to all service providers that it could identify that may be capable of performing the work. Five (5) service providers submitted proposals: CallTower, NTS Communications, Salient Solutions, Spectrum, and Vonage. Below we have provided a cost breakdown as identified by each service provider.

<b>Vendor</b>	<b>Monthly Recurring</b>	<b>Non-Recurring Cost</b>	<b>Total for 5 years</b>
CallTower	\$2,044.70	\$2,944.41	\$125,626.41
Salient Solutions	\$4,097.33*	N/A	\$225,839.88
Spectrum	\$2,257.50	\$2,250.00	\$137,700.00
Vonage	\$2,017.74	\$2,250.00	\$123,314.40
NTS Communications	Did not specify	Did not specify	Did not specify

*\*Salient’s monthly recurring cost decreases to \$3,264, after the initial 36 months. This decrease is reflected in the total for 5 years.*

Staff carefully evaluated all proposals and unanimously selected the proposal submitted by CallTower as the one that would best suit the City’s needs. CallTower demonstrated the competence and professional qualifications necessary for satisfactory performance of the services required by the City. Additionally, CallTower presented a better understanding of the City's needs, has a better customer service program, and has highly qualified experts readily available upon request. CallTower is currently providing Unified Communication Services to organizations in over 70 countries, including public and private organizations, as well as residents and businesses.



While the RFP evaluation was solely based on the qualifications of the service providers at a fair and reasonable price, the cost of the Unified Communication services offered by CallTower is less than the cost for the same services offered by the other proposals overall. Five submissions were provided in total during the RFP process and included both one-time, non-recurring charges, and a monthly service charge. CallTower's submission was the second lowest monthly charge. However, while the charges to the monthly rate may not have been the lowest, the non-recurring charge setup would have been significantly more for the lowest monthly proposal as it would require a complete overhaul of every existing phone within the City facilities, whereas the solution by CallTower does not require the immediate overhaul of many phone devices. Furthermore, providing such a different solution would have created a much bigger disruption for both IT and the end-users, who would have to learn a completely new solution platform.

Staff is recommending that Council authorize the City Manager to execute an agreement with CallTower for 3 years with two 1-year allowable extensions.

**CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA.

**FISCAL IMPACT:**

The total cost of the agreement is \$125,626.41 for 3 years with two 1-year allowable extensions. The impact of this agreement for Fiscal Year 2023/24 will be \$15,212.61, as is outlined below. There are sufficient funds available in the adopted Fiscal Year 2023/24 IT Asset Replacement Budget (135-5450-6640).

<b><u>Fiscal Year</u></b>	<b><u>Total Yearly Cost</u></b>
2023-24	\$ 15,212.61
2024-25	\$ 24,536.40
2025-26	\$ 24,536.40
2026-27	\$ 24,536.40
2027-28	\$ 24,536.40
<u>2028-29*</u>	<u>\$ 12,268.20</u>
<b>Total contract Cost</b>	<b>\$125,626.41</b>

*\*FY2028-29 reflects a 6-month cost to be consistent with a 60-month agreement.*

As mentioned above, this agreement will reduce the costs associated with other services/ vendors originally proposed for FY 2024/25 budget. The costs associated with the City's voicemail vendor (Xmedium), phone system support (Salient), phone service provider (AT&T – CalNet), and call center system (Akaddian) result in nearly \$67,000 of expenditures to the IT General Fund (100-5450) per fiscal year. Therefore, the cost reduction to the IT General Fund Budget (100-5450) due to consolidation of services/ vendors are sufficient to cover the expense of this agreement in each future Fiscal Year.

**WORK PLAN:**

Organizational Effectiveness – Communications & Technology Priority Item 3 - Unified Communications.

**OPTIONS:**

- Approve Staff recommendation.
- Approve Staff recommendation with modifications.
- Deny Staff recommendation and provide direction, as needed.

**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution 2023-130, authorizing the City Manager to execute an agreement with CallTower for 3 years with two allowable 1-year extensions for a total contract amount of \$125,626.41.

**CITY MANAGER RECOMMENDATION:**

Approve Department Recommendation



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Gregory Wade, City Manager

Attachments:

1. Resolution 2023-130

## RESOLUTION 2023-130

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING AND AUTHORIZING AN AGREEMENT WITH CALLTOWER FOR UNIFIED TELECOMMUNICATIONS SERVICES

**WHEREAS**, the City's current phone system operates on an on-premises model, with various components managed by the Information Technology (IT) department and limitations to its capabilities, including servers that are either reaching or have already reached the end-of-life support phase, posing potential risks and limitations to the system's performance and security; and

**WHEREAS**, upgrading the City's phone system to the cloud offers scalability, flexibility, and greater efficiency; and

**WHEREAS**, pursuant to Solana Beach Municipal Code (SBMC) section 3.08.140, because of their unique nature, it is in the best interest of the public, as allowed by state law, that contracts for professional services such as computer consultants, engineers, or other professional or consultant services of a similar nature, or at the discretion of the purchasing officer, be selected on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, negotiated between parties rather than on the basis of cost alone. Therefore, the City is not limited to awarding professional services contracts to the lowest responsible bidder, but rather on the basis of demonstrated competence and qualifications for the types of service to be performed at a fair and reasonable price; and

**WHEREAS**, to improve the current phone system, the purchasing officer determined and City Council confirms that it is in the best interest of the public that a service provider be selected pursuant to SBMC 3.08.140. City Staff developed a needs assessment, prepared a Request for Proposal (RFP) dated August 25, 2023, and advertised for selection of a unified communications service provider. The RFP was posted and distributed to all service providers that Staff was able to identify and allowed for a duration of 4 weeks to submit proposals, resulting in submissions from five service providers; and

**WHEREAS**, City Staff carefully evaluated all proposals and unanimously selected the proposal submitted by CallTower as superior compared to the other submissions. CallTower demonstrated the competence and professional qualifications necessary for satisfactory performance of the services required by the City at a fair and reasonable price; and

**WHEREAS**, funding for a unified communications system has been budgeted for Fiscal Year (FY) 2023/24 in the Information Technology Asset Replacement Budget.

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

1. That the above recitations are true and correct.

2. That CallTower has demonstrated competence and the professional qualifications for satisfactory performance of the services required by the City.
3. That CallTower's proposal is at a fair and reasonable price and is the most cost-effective proposal received.
4. That the City Council authorizes the City Manager to execute an Agreement with CallTower for unified communication services at a total contract amount not to exceed \$125,626.41 during an initial 3 year term with two 1-year allowable extensions.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Solana Beach, California, held on the 13<sup>th</sup> day of December 2023, by the following vote:

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

\_\_\_\_\_  
LESA HEEBNER, City 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:** Johanna N. Canlas, City Attorney  
**MEETING DATE:** December 13, 2023  
**ORIGINATING DEPT:** City Attorney  
**SUBJECT:** **Resolution 2023-133 – Approval of Professional Services Agreement for City Manager Recruitment Services**

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## **BACKGROUND:**

The City Manager announced he will be resigning his position. The City desires to utilize a consultant to assist in recruiting and screening candidates for the City Manager position. The City received and evaluated three proposals from professional search firms.

This item is before the City Council to approve the professional services agreement with Alliance Resource Consulting LLC (Alliance) for City Manager Recruitment Services and authorize the Mayor to execute the agreement.

## **DISCUSSION:**

Alliance has nationwide experience recruiting well-qualified individuals for government agencies and submitted a proposal to assist the City to recruit talented individuals for the City Manager position within the City's desired timeframe. Alliance, in coordination with the City Attorney and Human Resources Director, can handle all the details of the recruitment process, including: strategy development, active recruitment, candidate evaluation and progress report meeting, interview and final reports, and background checks and negotiations. Alliance proposed a fixed fee of \$32,000 for the scope of services, which includes up to three main meetings: one to develop the Recruitment Profile, one to present a Progress Report, and one to attend the first round of candidate interviews. It is anticipated the recruitment process will take between 12-16 weeks to complete.

Utilizing Alliance will enable the City to expand its reach and find the most qualified candidates for the City Manager position.

CITY COUNCIL ACTION:

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**CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA.

**FISCAL IMPACT:**

The agreement with Alliance is for a fixed fee of \$32,000. Half of the proposed fee would be billed after the first meeting and the remaining amount would be billed after interviews are complete. The City will be responsible for reimbursing candidates' travel and accommodation costs for the interviews. There are funds available in the FY 2023-24 budget to cover the recruitment costs.

**WORK PLAN:** N/A

**OPTIONS:**

- Approve Staff recommendation.
- Provide direction.

**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution 2023-133 approving the Professional Services Agreement for City Manager Recruitment Services between the City of Solana Beach and Alliance Resource Consulting LLC and authorizing the Mayor to execute the agreement.

**STAFF RECOMMENDATION:**

Approve Department Recommendation



\_\_\_\_\_  
Johanna N. Canlas, City Attorney

Attachments:

1. Resolution No. 2023-133

## RESOLUTION 2023-133

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH ALLIANCE RESOURCE CONSULTING LLC, FOR CITY MANAGER RECRUITMENT SERVICES

**WHEREAS**, the City Manager announced he will be resigning his position; and

**WHEREAS**, the City desires to utilize a consultant to assist in recruiting and screening candidates for the City Manager position; and

**WHEREAS**, Alliance Resource Consulting LLC has nationwide experience recruiting well-qualified individuals for government agencies and submitted a proposal to assist the City to recruit talented individuals for the position within the City's desired timeframe; and

**WHEREAS**, utilizing Alliance Resource Consulting LLC will enable the City to expand its reach and find the most qualified candidates for the City Manager position.

**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 approves an agreement with Alliance Resource Consulting LLC for City Manager Recruitment Services in the amount not to exceed \$32,000.
3. That the City Council authorizes the Mayor to execute the Professional Services Agreement with Alliance Resource Consulting LLC on behalf of the City of Solana Beach.

**PASSED AND ADOPTED** this 13th day of December 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:** December 13, 2023  
**ORIGINATING DEPT:** Finance  
**SUBJECT:** **Public Hearing: City Council Consideration of Resolution 2023-124 Updating the City's User Fees and Charges Schedule**

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### **BACKGROUND:**

A Comprehensive Fee Study and Cost Allocation Plan (Fee Study) was initiated by the City of Solana Beach (City) in January 2017. The Fee Study was presented to the City Council on July 11, 2018, for consideration and discussion. The Fee Study was also presented to the Budget and Finance Commission on August 6, 2018, for their review and input.

On November 28, 2018, the City Council adopted Resolution 2018-148 approving the update of the City's Schedule of Fees for FY 2018/19. As part of Resolution 2018-148, a provision was included that the schedule of fees be adjusted annually effective July 1st of each fiscal year based on the Consumer Price Index (All Urban Consumers – San Diego Region) for the prior calendar year period January through December. Since the Fee Study and fees adopted by Council by Resolution 2018-148 were based on the Fiscal Year (FY) 2017/18 Adopted Budget, the first adjustment of the Schedule of Fees was to be effective July 1, 2019.

On April 22, 2020, as part of the City Council's actions to provide economic relief to the community due to COVID-19 pandemic, the City Council directed Staff to waive the Calendar Year 2020 Business Certificate Renewal Fees and to charge the Calendar Year 2020 Short Term Vacation Rental Permit Renewal Fee at the FY 2018 rate of \$17.

On November 18, 2020, City Council approved Resolution 2020-141, waiving the annual CPI increase and Business Certificate renewal fees for 2021.

COUNCIL ACTION:

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On December 8, 2021, City Council approved Resolution 2021-136 approving the increase of the City's Schedule of Fees by 2.5% effective January 1, 2022.

On December 14, 2022, City Council approved Resolution 2022-131 approving the increase of the City's Schedules of Fees by 2.5% effective January 1, 2023.

This item is before the City Council to consider adoption of Resolution 2023-124 (Attachment 1) approving the City's Schedule of Fees effective January 1, 2024.

## **DISCUSSION:**

User fees and charges are collected to recover some or all costs incurred in providing a specific service from which one or more individuals (i.e. permit applicants) obtain a benefit. It is a best practice for cities to perform a comprehensive update of their cost allocation plans every 5 years and to review their schedule of user fees and charges annually.

One of the Council's Work Plan goals is to enhance the City's long-term fiscal sustainability. Adopting a fee methodology and resulting fee adjustments that realigns user fees to more efficiently utilize general revenues (taxes) for services and programs such as public safety, infrastructure maintenance, parks and recreation improvements and economic development can help the City achieve this Work Plan goal.

The California Constitution (Propositions 13, 218 and 26) and various state laws have placed both substantive and procedural limits on cities' ability to impose fees and charges. Proposition 26 contains a more general articulation of the cost of service principle and includes a requirement that the local government bear the burden of proof that "1) a levy, charge, or other exaction is not a tax; 2) that the amount is no more than necessary to recover the reasonable costs of the government activity; and 3) that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burden on, or benefits received from, the governmental activity." (Cal. Const. art. XIII C, § (e)). It is important to note that rental charges for rooms or facilities, fines, penalties and late charges are not technically user fees and are not required to be based on actual costs. Instead, these types of charges are more typically governed by market rates, reasonableness and other policy driven factors and can legally exceed the cost.

In January 2017, the City released a Request for Proposals (RFP) for an independent consultant with expertise in municipal finance to update the City's cost allocation plan and conduct a review of its user fee schedule. Revenue & Cost Specialists, LLC (RCS) was selected to provide the requested services.

The Fee Study was carried out in two phases. The first phase was to prepare an updated cost allocation plan, which spreads the cost of general government and support services across the direct services provided to the public. This phase was completed in February 2018. The second phase, a User Fee Analysis, included a thorough analysis of the total cost of providing services, including all applicable direct, indirect and overhead costs associated with specific services. This was a coordinated effort among all City departments and included many meetings between RCS and City Staff to review updates

and provide feedback.

The Fee Study was presented to the City Council on July 11, 2018, for consideration and discussion. The Fee Study was also presented to the Budget and Finance Commission on August 6, 2018, for their review and input. On November 28, 2018, the City Council adopted Resolution 2018-148 approving the update of the City's Schedule of Fees for FY 2018/19.

### Annual Fee Adjustment

A provision was included in Resolution 2018-148 that the schedule of fees be adjusted annually effective July 1<sup>st</sup> of each fiscal year based on the Consumer Price Index (All Urban Consumers – San Diego Region) for the prior calendar year period January through December. Since the Fee Study and fees were based on the FY 2017/18 Adopted Budget, the first adjustment of the Schedule of Fees was to be effective July 1, 2019.

In July 2019, the City implemented its new permitting and land management software, TRAKiT, and continued using the calendar year in the numbering system for plans and permits as was done in the City's old system. Using the calendar year as part of the numbering system allows Staff to better track plans and permits. Subsequent to the software implementation, Staff learned that TRAKiT is only able to accommodate a fee schedule change based on the calendar year with the City's numbering system.

On November 13, 2019, the City Council approved Resolution 2019-149 approving the update of the City's Schedule of Fees for Calendar Year 2020. As part of Resolution 2019-149, a provision was included that the schedule of fees be adjusted by inflation annually effective January 1 of each calendar year via a new fee resolution and shall be based on the San Diego-Carlsbad CPI, All Items, for All Urban Consumers (CPI-U) Index, not to exceed 2.5% annually, for the prior twelve-month period June through May.

The San Diego-Carlsbad CPI-U Index for the prior twelve-month period June 2022 to May 2023 was 5.2%, therefore, the adjustment being recommended in the fee update effective January 1, 2024 is 2.5%.

The recommended adjustment of 2.5% has been applied to all fees on the Schedule of Fees effective January 1, 2024 (Schedule of Fees – Attachment 2) except for the following fees:

- View Assessment fee (S-040) for Claimant and Applicant remains at \$600 per application
- Fees that require deposits with charges at the fully allocated hourly rates for City personnel (S-021A, S-100A, S-110A, S-110B, S-111A, S-111B, S-115A, S-115B, S-116A, S-116B and S-125A)
- Fees set by ordinance or State law – SMIP fee (S-290), State Building Standards Fee (S-291), SB1186 Fee (S-628), False Alarm fees (S-470), and certain City Clerk fees (S-711, S-720, S-721 and S-760)
- The Transportation Impact Fees (S-322) are adjusted annually based on City Ordinance 479

- Developer Pass-Thru fees (S-305 through S-315 and S-350 through S-355)
- Golf Cart Permit fee (S-660) remains at \$10 per permit

The fees listed above that are not adjusted by 2.5% are highlighted in brown on the Schedule of Fees shown in Attachment 2.

Per Ordinance 479, the Transportation Impact Fees are adjusted annually based on the Los Angeles Construction Cost Index. The adjustment is based on the prior annual period October 2022 through October 2023. The Index for this period calculation resulted in a 15.22% increase.

The following rounding factor has been applied to the adjusted fees so that the new fees are in whole dollars:

- Any fee in the amount of \$0.01 to \$0.99 round up to \$1.00 (unless it is as part of a multiplier charge. i.e. x.xx per each additional x).
- Any fee more than \$1.00 with cents totaling from \$0.01 to \$0.49 round down to the nearest whole dollar.
- Any fee more than \$1.00 with cents totaling from \$0.50 to \$0.99 round up to the nearest whole dollar.

All fees that have been adjusted are highlighted in green on the Schedule of Fees in Attachment 2.

The following fees have been added to the proposed schedule as follows:

- S-480 Marine Safety Junior Guard Apparel & Accessories
- S-640 Administrative Citation Fee per Municipal Code Section 1.18.030
- S-645 STVR Permit Violation Penalties per Municipal Code Section 4.47.070
- S-336 Sand Mitigation Impact Fee per the 2013 LCP LUP
- S-338 Public Recreation Impact Fee per Resolution 2018-140
- S-490 Junior Lifeguard and S-522 Day Camp program fees

The Marine Safety Junior Guard Apparel & Accessories are being sold at cost which includes the wholesale price plus 25% to cover city costs to manage/administer the sales of the items. The Junior Lifeguard and Day Camp programs were previously set by Council Resolution 2020-23, which outlined 4 years of increases with CY2023 being the last year. These fees have been adjusted by the 2.5% and will be included in the annual increases based on the CPI, capped at 2.5% going forward. The remaining fees listed have been previously approved by City Council and are being listed here for full disclosure and ease of identifying the fees.

### **CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA.

**FISCAL IMPACT:**

An adjustment to the City's Fee Schedule based on cost-of-living changes helps to maintain user fees at a level sufficient to more adequately and efficiently utilize general revenues (taxes) for costs incurred to provide essential City services, programs and projects such as public safety services, infrastructure maintenance, and a variety of public works projects.

**WORK PLAN:**

Fiscal Sustainability

**OPTIONS:**

- Adopt the proposed fee resolution recommendations as presented in Resolution 2023-124
- Do not approve the fee resolution and keep all Fees and Charges unchanged for Calendar Year 2024
- Provide alternative direction to Staff

**DEPARTMENT RECOMMENDATION:**

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. Adopt Resolution 2023-124 updating the Schedule of Fees and Charges effective January 1, 2024

**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation.



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Gregory Wade, City Manager

Attachments:

1. Resolution 2023-124 - 2024 Schedule of Fees Update
2. Proposed Schedule of Fees effective January 1, 2024
3. Proposed Building Permit Fee Schedule effective January 1, 2024
4. Proposed Impact Fee Schedule effective January 1, 2024

## RESOLUTION 2023-124

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AMENDING THE SCHEDULE OF FEES EFFECTIVE JANUARY 1, 2024

**WHEREAS**, the City of Solana Beach has conducted an extensive and exhaustive analysis of its services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and the City desires to provide a review process for landscape plans and site inspections for landscaping of development projects; and

**WHEREAS**, it is the intention of the City Council to conduct such analysis at least every five years to ensure fees are set appropriately to recover costs reasonably borne for providing services; and

**WHEREAS**, the City established a policy for recovering the full costs reasonably borne for providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such special services; and

**WHEREAS**, pursuant to Government Code Section 66016 the specific fees to be charged for services must be adopted by the City Council by Resolution, after providing notice and holding a public hearing; and

**WHEREAS**, notice of public hearing has been provided per California Government Code Section 6062, oral and written presentations made and received, and the required public hearing held; and

**WHEREAS**, a schedule of fees and charges to be paid by those requesting such special services need be adopted so that the City might carry into effect its policies; and

**WHEREAS**, it is the intention of the City Council to update the schedule of fees annually effective January 1 of each calendar year based on the San Diego-Carlsbad CPI, All Items, for All Urban Consumers (CPI-U) Index, not to exceed 2.5% annually, for the prior twelve month period June through May; and

**WHEREAS**, the City Council recognizes that special circumstances may support the waiving of fees depending upon the nature of the situation; and

**WHEREAS**, pursuant to California Government Code Section 6062, a general explanation of the hereinafter contained schedule of fees and charges has been published as required; and

**WHEREAS**, all requirements of California Government Code Section 66016 are hereby found to have been complied with.

**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. **Fee Schedule Adoption.** The attached schedule of fees and charges (Exhibit A) are hereby directed to be computed by and applied by the various City departments, and to be collected by the City Finance Department for the herein listed special services when provided by the City or its designated contractors.
3. **Separate Fee for Each Process.** All fees set forth by this resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.
4. **Added Fees and Refunds.** Where additional fees need to be charged and collected for completed staff work, or where a refund of excess deposited monies is due, and where such charge or refund is ten dollars (\$10.00) or less, a charge or refund need not be made, consistent with California Government Code Section 29375.1 and amendments thereto.
5. **Listing of Fees and Phase In.** The attached list of fees shall be charged and collected for the enumerated services as scheduled.
6. **Interpretations.** This Resolution may be interpreted by the several City department heads in consultation with the City Manager and, should there be a conflict between two fees, then the lower in dollar amount of the two shall be applied.
7. **Adjustments to Fees.** It is the intention of the City Council to conduct an extensive analysis of its services periodically and review the fees and charges as determined and set out herein based on the City's Annual Budget and all the City's costs reasonably borne as established at that time and, if warranted, to revise such fees. Inflation adjustments made between such periodic review shall be done annually effective January 1 of each calendar year via a new fee resolution and shall be based on the San Diego-Carlsbad CPI, All Items, for All Urban Consumers (CPI-U) Index, not to exceed 2.5% annually, for the prior twelve-month period June through May. The Transportation Impact Fees are adjusted annually based on the Los Angeles Construction Cost Index for the prior 12-month period October through October with no not-to-exceed percentage.

8. **Adjustment to Fees effective January 1, 2024:** The San Diego-Carlsbad CPI, All Items, for All Urban Consumers (CPI-U) Index, for the twelve-month period June 2022 through May 2023 is 5.2%, therefore, the adjustment in fees effective January 1, 2024 will be an adjustment of 2.5%.

The Los Angeles Construction Cost Index for the twelve-month period October 2022 through October 2023 is 15.22%, therefore the adjustment to the Transportation Impact Fees effective January 1, 2024 will be an adjustment of 15.22%.

9. **Rounding of Fees:** The following rounding factor has been applied to the adjustment of fees so that the adjusted fees are in whole dollars:
- a. Any fee in the amount of \$0.01 to \$0.99 round up to \$1.00.
  - b. Any fee more than \$1.00 with cents totaling from \$0.01 to \$0.49 round down to the nearest whole dollar.
  - c. Any fee more than \$1.00 with cents totaling from \$0.50 to \$0.99 round up to the nearest whole dollar.

10. **Waiver of Fees:** The City Manager shall have the authority to waive fees for non-profit organizations located within the City and for City sponsored events. All other fee waiver requests shall be reviewed by the City Council.

11. **Constitutionality:** If any portion of this Resolution is declared invalid or unconstitutional then it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of December 2023, at a regularly scheduled 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



**CITY OF SOLANA BEACH  
Proposed Schedule of Fees  
Effective January 1, 2024**

Service Code #	Dept	Description of Service	Fee for Service Effective 01/01/24	Fee Instructions/Notes	2023 Fee
<b>COMMUNITY DEVELOPMENT SERVICES</b>					
S-001	Community Dev	Conditional Use Permit - Processing	All CUPs: \$9326.00	Per application. Bluff retention device CUPs will include deposit based on estimated costs for third-party geotechnical review, consultant review, and legal services. Optional: expediting fee and CEQA document preparation fee, upon request.	\$ 9,326
S-001A			<u>Bluff Retention Device CUPs &amp; Wireless Communication Facility CUPs</u> Require addtl deposit for various third-party reviews at Cost + 15% (see Service Code S-350)		
S-002	Community Dev	Conditional Use Permit - Revise/Modify	\$3,361	Per application	\$ 3,279
S-003	Community Dev	Conditional Use Permit - Time Extension	\$2,506	Per application	\$ 2,445
S-004	Community Dev	Community Development Directors Use Permit	\$3,113	Per application (Other)	\$ 3,037
S-004A			\$2,870	Per application (Wireless)	\$ 2,800
S-004B			Wireless Communications Facility-requires additional deposit for third party reviews plus 15% (see Service Code S-350)		
S-005	Community Dev	Community Development Dir. Use Permit - Revision	\$1,585	Per application	\$ 1,546
S-006	Community Dev	Community Development Dir. Use Permit - Time Extension	\$1,341	Per application	\$ 1,308
S-008	Community Dev	Minor Exception - Review Process	\$1,280	Per application	\$ 1,249
S-011	Community Dev	Temporary Use Permit - Processing	\$1,639	Per application	\$ 1,599
S-012	Community Dev	Temporary Use Permit - Time Extension	\$801	Per application	\$ 781
S-013	Community Dev	Zoning Letter	\$171	Per letter	\$ 167
S-014	Community Dev	Variance - Processing	\$7,235	Per application	\$ 7,059
S-016	Community Dev	Pre-application review	\$3,052	Per application. 50% of the fee to be credited against future fees if the project actually goes forward.	\$ 2,978
S-017	Community Dev	Appeal to the City Council	Resident \$1,805	Per appeal	\$ 1,761
			Others \$4,514		\$ 4,404
S-018	Community Dev	General Plan Amendment	\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs as determined by Service Code S-350. City staff will track time related to the project so that 100% of costs are recovered.		
S-019	Community Dev	Rezoning Review/Specific Plan	\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs as determined by Service Code S-350. City staff will track time related to the project so that 100% of costs are recovered.		
S-020	Community Dev	Zoning Text Amendment	\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs as determined by Service Code S-350. City staff will track time related to the project so that 100% of costs are recovered.		
S-021	Community Dev	Development Review Permit - Processing	Level I Resident \$5,630 Non-Resident \$11,275	Per application	\$ 5,493
			Level II - \$18,893 per application		\$ 11,000
S-021A			or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs as determined by Service Code S-350		\$ 18,432
S-022	Community Dev	Development Review Permit - Revise/Modify	\$3,498	Per application	\$ 3,413
S-023	Community Dev	Development Review Permit - Time Extension	\$2,285	Per application	\$ 2,229
S-024	Community Dev	Major Subdivision - Tentative Map	\$15,454	Per application	\$ 15,077
S-025	Community Dev	Major Subdivision - Final Map	\$5,359	Per application	\$ 5,228
S-026	Community Dev	Major Subdivision - Amend. Of Condition	\$4,514	Per application	\$ 4,404
S-027	Community Dev	Major Subdivision - Time Extension	\$4,173	Per application	\$ 4,071

**CITY OF SOLANA BEACH  
Proposed Schedule of Fees  
Effective January 1, 2024**

Service Code #	Dept	Description of Service	Fee for Service Effective 01/01/24	Fee Instructions/Notes	2023 Fee
S-028	Community Dev	Minor Subdivision - Tentative Map	\$11,839	Per application	\$ 11,550
S-029	Community Dev	Minor Subdivision - Parcel Map	\$4,343	Per application	\$ 4,237
S-030	Community Dev	Minor Subdivision - Amend. Of Condition	\$3,556	Per application	\$ 3,469
S-031	Community Dev	Minor Subdivision - Time Extension	\$3,439	Per application	\$ 3,355
S-032	Community Dev	Environmental Documentation	Deposit for third-party review at Cost + 15% Admin Fee (see Service Code S-350)	Per application	
S-035	Community Dev	Environmental Impact Report	Deposit for third-party review at Cost + 15% Admin Fee (see Service Code S-350)	Per application	
S-036	Community Dev	Structure Develop. Permit - Processing	\$3,963	Per application.	\$ 3,866
S-036A	Community Dev	Structure Develop. Permit - Processing (with S-021)	\$1,189	If in conjunction with a Development Review Permit (S-021), the S-036 fee will instead be \$1,077 per application (30% of the total S-036 fee)	\$ 1,160
S-036D	Community Dev	Structure Develop. Permit - Processing (with multiple entitlements)	\$3,368	If in conjunction with multiple entitlements, a discount of 15% is applied to the lower cost entitlements, and the S-036 will instead be \$3,052 per application	\$ 3,286
S-037	Community Dev	Structure Develop. Permit Waiver/Time Extension	\$607	Per application. This fee will not be charged in conjunction with a Development Review Permit-Time Extension (S-023)	\$ 592
S-037A	Community Dev	Structure Develop. Permit Waiver/Time Extension (with S-023)	\$0		
S-040	Community Dev	View Assessment - Claimant	\$600 view assessment - claimant	Per application Full refund of application fee will be made if parties settle 2 weeks before a scheduled VAC hearing and a refund of \$300 if parties settle within the 2 week period before a VAC hearing	
	Community Dev	View Assessment - Applicant	\$600 view assessment - applicant		
S-041	Community Dev	View Assessment Committee (VAC) - Appeal to City Council	\$1,937	Per application	\$ 1,890
S-042	Community Dev	View Assessment - Community Development Director Appeal to City Council	This fee would be charged as an Appeal to the City Council (S-017) and not as a separate fee.	Per application	
S-050	Community Dev	Standard Sign Permit - Processing	\$364	Per application	\$ 355
S-051	Community Dev	Comprehensive Sign Plan - Review Process	\$1,038	Per application	\$ 1,013
S-051A			plus 100% fine of original sign permit if the sign was built without a permit.		
S-052	Community Dev	Comprehensive Sign Plan - Amendment	\$546	Per application	\$ 533
S-053	Community Dev	Temporary Sign/Banner	\$122	Per application	\$ 119
S-060	Community Dev	Landscape Plan Review/Inspection	Deposit for third-party review at Cost + 15% Admin Fee (see Service Code S-350)	Per application	
S-065	Community Dev	Street Address Change	\$270 for first five addresses plus \$59 for each additional five addresses	Per application	\$263 \$58
S-067	Community Dev	Planning Public Noticing	\$590 per notice plus actual mailing and newspaper costs If a project has more than one notice, this fee would be charged for each notice.	Per notice	\$ 576
	Community Dev	Multi-permit discount of 15%	A multi-permit discount of 15% is available for each additional Planning Department permit service filed on the same project at the same time as the first permit service. For example, if a Conditional Use Permit (CUP) (\$9,099) is filed simultaneously with a Development Review Permit (DRP) (\$5,359), the required fee would be \$9,099 plus \$5,359 minus 15% of \$5,359, or \$4,555 for the DRP (the discount is applied to the lower cost fee).		

**CITY OF SOLANA BEACH  
Proposed Schedule of Fees  
Effective January 1, 2024**

Service Code #	Dept	Description of Service	Fee for Service Effective 01/01/24	Fee Instructions/Notes	2023 Fee
<b>ENGINEERING SERVICES</b>					
S-100	Engineering	Lot Line Adj./Cert. Of Compliance. - Review	\$2,025 per application	Per application	\$ 1,976
S-100A			or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs as determined by S-350.		
S-110	Engineering	Grading Plan Check	Construction Valuation *: (\$1,102 minimum fee) \$0-\$10,000: \$1,102 \$10,001-\$20,000: \$1,102 + \$11.02 for each additional \$100 or fraction thereof of the construction value over \$10,000 \$20,001-\$80,000: \$2,204 + \$3.33 for each additional \$100 or fraction thereof of the construction value over \$20,000 \$80,001-\$200,000: \$4,203 + \$11.02 for each additional \$1000 or fraction thereof of the construction value over \$80,000 \$200,001+: \$5,525 + \$11.02 for each \$1000 or fraction thereof of the construction value over \$200,000	Per application	\$1,075 Min \$ 1,075 \$1,075 + \$10.75 \$2,150 + \$3.25 \$4,100 + \$10.75 \$5,390 + \$10.75
S-110A			* Per Resolution 2001-85, the City of San Diego Cost Estimate Unit Price List is used for determining valuation		
S-110B			or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.		
			<u>Bluff Projects</u> - Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.		
S-111	Engineering	Grading Permit/Inspection	Construction Valuation *: (\$1,102 minimum fee) \$0-\$20,000: \$1,102 \$20,001-\$80,000: \$1,102+ \$16.55 for each additional \$1,000 or fraction thereof of the construction value over \$20,000 \$80,001-\$200,000: \$2,095 + \$11.02 for each additional \$1,000 or fraction thereof of the construction value over \$80,000 \$200,001+: \$3,417 + \$10.76 for each \$1000 or fraction thereof of the construction value over \$200,000	Per permit/inspection	\$ 1,075 \$ 1,075 \$1,075 + \$16.15 \$2,044 + \$10.75 \$3,334 + \$10.50
S-111A			* Per Resolution 2001-85, the City of San Diego Cost Estimate Unit Price List is used for determining valuation		
S-111B			or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.		
			<u>Bluff Projects</u> - Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.		
S-112	Engineering	Grading Deposits	Based on an Engineer's Estimate of the work performed under the permit. Per Resolution 2001-85, the City of San Diego Cost Estimate Unit Price List is used for determining security amount	Per permit/inspection	
S-115	Engineering	Public Improvement Plan Check	Construction Valuation *: (\$1,102 minimum fee) \$0-\$10,000: \$1,102 \$10,001-\$20,000: \$1,102 + \$11.02 for each additional \$100 or fraction thereof of the construction value over \$10,000 \$20,001-\$80,000: \$2,204 + \$3.33 for each additional \$100 or fraction thereof of the construction value over \$20,000 \$80,001-\$200,000: \$4,203 + \$11.02 for each additional \$1000 or fraction thereof of the construction value over \$80,000 \$200,001+: \$5,525 + \$11.02 for each \$1000 or fraction thereof of the construction value over \$200,000	Per application	\$1,075 Min \$ 1,075 \$1,075 + \$10.75 \$2,150 + \$3.25 \$4,100 + \$10.75 \$5,390 + \$10.75
			* Per Resolution 2001-85, the City of San Diego Cost Estimate Unit Price List is used for determining valuation		

**CITY OF SOLANA BEACH  
Proposed Schedule of Fees  
Effective January 1, 2024**

Service Code #	Dept	Description of Service	Fee for Service Effective 01/01/24	Fee Instructions/Notes	2023 Fee
S-115A			or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.		
S-115B			<b>Bluff Projects</b> - Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.		
S-116	Engineering	Public Improvement Permit/ Inspection	<p>Construction Valuation *: (\$1,102 minimum fee)</p> <p>\$0-\$20,000: \$1,102</p> <p>\$20,001-\$80,000: \$1,102+ \$16.55 for each additional \$1,000 or fraction thereof of the construction value over \$20,000</p> <p>\$80,001-\$200,000: \$2,095 + \$11.02 for each additional \$1,000 or fraction thereof of the construction value over \$80,000</p> <p>\$200,001+: \$3,417 + \$10.76 for each \$1000 or fraction thereof of the construction value over \$200,000</p>	Per permit/inspection	1,075 1,075 \$1,075 + \$16.15 \$2,044 + \$10.75 \$3,334 + \$10.50
			* Per Resolution 2001-85, the City of San Diego Cost Estimate Unit Price List is used for determining valuation		
S-116A			or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.		
S-116B			<b>Bluff Projects</b> - Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.		
S-117	Engineering	Public Improvement Deposits	Based on an Engineer's Estimate of the work performed under the permit. Per Resolution 2001-85, the City of San Diego Cost Estimate Unit Price List is used for determining security amount	Per permit/inspection	
S-120	Engineering	Geotechnical Plan Review/Inspection	Deposit for third-party review at Cost + 15% Admin Fee	Per application	
S-115	Engineering	Encroachment Permit	Street Cut - \$833 Standard - \$585	Per permit	\$ 813 \$ 571
S-116	Engineering	Encroachment Permit Deposit	SBMC 11.20.230 - twice the estimated cost of removing the encroachment, but in no case less than \$50.00	Per permit	-
S-120	Engineering	Miscellaneous Engineering Permit/Inspection	\$244	Per permit/inspection	\$ 238
S-125			\$1,893		\$ 1,847
S-125A	Engineering	Easement Abandon/Street Vacation	or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.	Per application	-
S-127	Engineering	Easement/R.O.W Dedication	\$524	Per application	\$ 511
S-130	Engineering	Subdivision Monuments	security deposit is based on estimate provided by surveyor to set the monuments.	Per application	
S-135			Future Capacity = 50%		
S-135A	Engineering	Sewer Connection Fees	Ocean Outfall = 27%	Per total of \$4,500 per 1.0 EDU	
S-135B			Existing Facility = 23%		
S-140	Engineering	Marine Safety Permit	Deposit collected for: Ramp Fee - \$6 per round trip Trip Fee - \$3 per ton plus \$31 per day for days 1-30 and \$57 per day for 31 and subsequent days plus actual staffing costs (4 hour min)	Per Permit	\$6 \$3 \$30 \$56

**CITY OF SOLANA BEACH  
Proposed Schedule of Fees  
Effective January 1, 2024**

Service Code #	Dept	Description of Service	Fee for Service Effective 01/01/24	Fee Instructions/Notes	2023 Fee
<b>BUILDING SERVICES</b>					
S-210 TO S-265	Community Dev	Building Plan - Plan Check & Permit/Inspection	See attached valuation tables Attachments A & B	Per application & permit/inspection	
S-270	Community Dev	CalGreen Building Plan Check	0-50,000 SF - 3% of Building Permit Plan Check Above 50,001 - 1% of Building Permit Plan Check	Per plan check	
S-272	Community Dev	CalGreen Building Permit/Inspection	0-50,000 SF - 3% of Building Inspection Fee Above 50,001 - 1% of Building Inspection Fee	Per permit/inspection	
S-275	Community Dev	Commercial Photovoltaic Plan Check	Based on the Project Valuation \$0-\$100,000: \$383 \$100,000-\$500,000: \$477 \$500,000- 1,000,000: \$524 Above \$1,000,000: \$618	Per plan check	\$ 374 \$ 465 \$ 511 \$ 603
S-277	Community Dev	Commercial Photovoltaic Permit/Inspection	Based on the Project Valuation \$0-\$100,000: \$383 \$100,000-\$500,000: \$477 \$500,000- 1,000,000: \$524 Above \$1,000,000: \$618	Per permit/inspection	\$ 374 \$ 465 \$ 511 \$ 603
S-278	001-4715	Single Family Single Family Residential Solar Plan Check	\$38 (25% of Single Trade Electrical Permit Fee- Attachment B)	Per plan check	\$ 37
S-279	001-4320	Single Family Single Family Residential Solar Permit/Inspection	\$204 (Single Trade Electrical Permit Fee- Attachment B)	Per permit/inspection	\$ 199
S-280	Community Dev	Building Permit Extension Review	\$254	Per application	\$ 248
S-285	Community Dev	Violation of Building Permit	equal to total of building permit fee that was required (in addition to building permit fee)	Per violation	-
S-290	Community Dev	SMIP Fee	per Section 2705 of the Public Resources Code		-
S-291	Community Dev	State Building Standards Fee	per HSC Section 18931.6		-

**CITY OF SOLANA BEACH  
Proposed Schedule of Fees  
Effective January 1, 2024**

Service Code #	Dept	Description of Service	Fee for Service Effective 01/01/24	Fee Instructions/Notes	2023 Fee
<b>DEVELOPMENT IMPACT FEES &amp; DEVELOPER PASS-THRU</b>					
S-305	Community Dev	Regional Transportation Congestion Program RTCIP Fee	Single family \$3,623 per dwelling unit	Per application; fee set by SANDAG and adjusted annually, no less than 2% per year.	
			Multi-family \$2,899 per dwelling unit		
S-310	Community Dev	Public Facilities Fee	1% of project valuation		
S-315	Community Dev	Master Art Policy Fee	0.5% of project valuation	Per application; commercial projects with valuation of \$500,000 or more with 5 or more dwelling units; deposit	
S-320	Community Dev	Affordable Housing Impact Fee	\$27.22 per SF		\$ 26.56
S-322	Engineering	Transporation Impact Fee (TIF)	See Attachment C		
S-330	Fire	Fire Mitigation Impact Fee (FMIF)	See Attachment C		
S-332	Community Dev	Park Development Impact Fee (PDIF)	See Attachment C		
S-334	Community Dev	Public Use Facilities Impact Fee (PUFIF)	See Attachment C		
S-350A	Various	Third Party Review	Landscape Review	+ 15% of Third Party Review Cost (S-355)	
S-350B			Wireless Review		
S-350C			Geotechnical Review		
S-350D			Biological Review		
S-350E			Special Counsel Review		
S-350F			Stormwater Review		
S-350G.			Traffic Review		
S-350H			Environmental Review		
S-350I			Shoreline Development Review		
S-350J			Noise Review		
S-350K			Cultural Resources Review		
S-350L			Bluff Retention		
S-355	Various	Third Party Review Admin	Third Party Review Admin Fee	15% of Third Part Review Cost (S-350)	

**CITY OF SOLANA BEACH  
Proposed Schedule of Fees  
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Service Code #	Dept	Description of Service	Fee for Service Effective 01/01/24	Fee Instructions/Notes	2023 Fee
<b>PUBLIC SAFETY</b>					
S-410	Fire	Fire Building Plan Check & Permit/Inspection	Commercial: Plan Check - \$220 per plan	Per plan check. & permit/inspection	\$ 215
S-411			Permit/Inspection - \$149 per inspection		\$ 145
S-412			Residential: Plan Check - \$149 per plan		\$ 145
S-413			Permit/Inspection - \$112 per inspection		\$ 109
S-414			Reinspection (3rd Inspection) - \$112 per reinspection		\$ 109
S-420	Fire	Fire Sprinkler Plan Check & Permit (Commercial)	Plan Check: Tenant Improvement - \$73 New - Actual Costs	Per plan check	\$ 71
S-421			Permit/Inspection: Tenant Improvement - \$149 New - \$579	Per permit/inspection	\$145 \$565
S-422	Fire	Fire Sprinkler Plan Check & Inspection (Residential)	Plan Check: 0-2,500 Sq. Ft: \$112 2,501-5,000 Sq. Ft: \$142 5,001-7,000 Sq. Ft: \$149 7,001+ Sq. Ft: \$220	Per plan check	\$109 \$139 \$145 \$215
S-423			Permit/Inspection: 0-2,500 Sq. Ft: \$112 2,501-5,000 Sq. Ft: \$149 5,001-7,000 Sq. Ft: \$181 7,001-10,000 Sq. Ft: \$220 10,000+ Sq. Ft: \$254	Per permit/inspection	\$109 \$145 \$177 \$215 \$248
S - 424	Fire	Fire Alarm System - Plan Check & Inspection	Plan Check - \$149 or actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	Per plan check	\$ 145
S - 425			Permit/Inspection - \$475	Per permit/inspection	\$ 463
S - 426	Fire	Fire Specialty Protection System Plan Check & Permit/Inspection	Plan Check - \$142	Per plan check	\$ 139
S - 427			Permit/Inspection - \$78	Per permit/inspection	\$ 76
S-430	Fire	Fire Solar System Plan Check & Permit/Inspection	Single Family Residential - included as part of Building fees	N/A	
S - 431			Multi-Family, Commercial, or Industrial: Plan Check - \$146	Per plan check	\$ 142
S - 432			Permit/Inspection - \$146	Per permit/inspection	\$ 142
S-440	Fire	Fire Alt. Materials & Methods Rev	\$293 per application plus actual costs at the fully allocated hourly rates for all time after two hours	Per application	\$ 286
S-442	Fire	Underground Tank Installation - Removal P.C. Inspection	\$442	Per permit	\$ 431
S-444	Fire	New Development Flow Test	This service is provided by the Water District.		
S-446	Fire	Miscellaneous Fire Inspection	\$149/hour	Per inspection	\$ 145
S-447	Fire	After Hour Inspection	Actual cost using fully allocated hourly rates (\$293 minimum)	Per inspection	\$ 286
S-448	Fire	Standby Charge	Actual cost using fully allocated hourly rates (\$662 minimum)	Per request	\$ 646
S-460	Fire	Business Fire Safety Inspection	<u>B, R2, R2.1 Occupancies:</u> 0-1,000 SF - \$112 1,001-3,500 SF - \$220 3,501-10,000 SF - \$293 10,001 SF - \$877 <u>All Other Occupancies:</u> 0-1,000 SF - \$220 1,001-3,500 SF - \$442 3,501-10,000 SF - \$585 10,001 SF - \$1,171	Per in-City business certificate application (S-620) & renewal (S-626)	\$109 \$215 \$286 \$856 \$215 \$431 \$571 \$1,142

**CITY OF SOLANA BEACH  
Proposed Schedule of Fees  
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Service Code #	Dept	Description of Service	Fee for Service Effective 01/01/24	Fee Instructions/Notes	2023 Fee
S-470	Community Dev (Codes)	False Alarm	1. \$50 for the first excessive false alarm; 2. \$100 for the second excessive false alarm; 3. \$150 for the third and each successive excessive false alarm	SBMC 4.36	
S-480	Marine Safety	Marine Safety Junior Lifeguard Apparel & Accessories	Cost plus 25% for administrative fee rounded to the nearest \$1 dollar price increment		
S-490	Marine Safety	Marine Safety Junior Lifeguard	2-week sessions (4 - AM & 4 - PM) Groms (age 7-8) and Junior Lifeguards (ages 9-16) Resident \$359/per session & Non-Resident \$410/per session		\$350 res \$400 non



**CITY OF SOLANA BEACH**  
**Proposed Schedule of Fees**  
**Effective January 1, 2024**

Service Code #	Dept	Description of Service	Fee for Service Effective 01/01/24	Fee Instructions/Notes	2023 Fee
<b>COMMUNITY SERVICES</b>					
S-510	Community Serv	Special Event Permit	\$51 Resident/Non-profit \$270 Non-resident \$826 for street closure	Per permit; Block Parties are exempt from street closure rate	\$50 \$263 \$806
S-515	Community Serv	Sound Permit	\$10	per application	\$ 10
S-519	Finance	Liability Insurance	set by City's Insurance Broker	Per event or rental	
S-520	Community Serv	Contract Enrichment Classes	100% cost recovery	Per class; Class instructor receives 70% of the class fee and the City receives 30% of the class fee.	
S-522	Community Serv	Day Camp Program (weekly rates)	Day Camp: age 5-11 Resident - \$172, Non-Resident - \$223 Day Camp After Care: age 5-11 Resident - \$50, Non-Resident - \$76 Leader in Training: age 13-17 - \$43		\$168/218 \$49/74 \$42
S-524	Community Serv	Sports Field Admin	Residents \$0 Non-residents \$23	Per hour	\$ 23
S-526	Community Serv	Facility Rental (Community Center)	\$68 Resident \$73 Non-resident	Per hour	\$66 \$71
S-530	Community Serv	Fletcher Cove Community Center Facility Rental	Friday 5pm -10pm & Sat/Sun 11am-10pm Resident \$50/hr, Non-resident \$150/hr Non refundable cleaning fee - \$90 Refundable Security Deposit - \$500 Trained Contract Staff - \$28/hr City Purchased Insurance - \$101.15 City Purchased Insurance w Alcohol - \$164.15	Per SBMC 11.40.140	
S-540	Community Serv	Public Art Consignment Fee	\$112 + 25% of sale price if sold	Per application for requests from artists to display their art in the public right of way per the MAP guidelines.	\$ 109

**CITY OF SOLANA BEACH  
Proposed Schedule of Fees  
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Service Code #	Dept	Description of Service	Fee for Service Effective 01/01/24	Fee Instructions/Notes	2023 Fee
<b>PERMIT REGISTRATION SERVICES</b>					
S-610	Finance	Short Term Vacation Rental Permit	New - \$112 per permit Late Fee - \$112 plus the cost of the Permit Renewal - \$59 per permit Late Fees - 31-90 days late - \$112 plus renewal fee 91+ days late - Per SBMC 4.02.230	Per permit	\$109 \$109 \$58 \$109
S-620	Finance	New/Changed Business Certificate	Home Base/Located outside the City - \$112 per application Business located within the City - \$249 per application Late Fees: 90 days late - \$112 plus the cost of the Certificate 91+ days late - Per SBMC 4.02.230	Per application + S-460 for Business located within the City	\$109 \$243 \$109
S-626	Finance	Business Certificate Renewal	\$51 per renewal Plus 100% late fee if received 31 to 90 days late Thereafter Administrative Citation Process	Per renewal + S-460 for Business located within the City	\$ 50
S-628	Finance	SB 1186	\$4.00 SB 1186 Fee to be paid by all business certificate, regulatory, and STVR applicants	Per application/renewal	\$ 4
S-629	Finance	Business Certificate/STVR Permit Duplicate	\$24	Per duplicate	\$ 23
S-630	Community Dev (Codes)	Amusement Permit	New - \$264 per permit, plus \$67 per Device, plus DOJ and other State fees Renewal - \$149 per permit plus DOJ and other State fees	Per Permit	\$258 \$65 \$ 145
S-631	Community Dev (Codes)	Dance Permit	New - \$264 per permit plus DOJ and other State fees Renewal - \$149 per permit plus DOJ and other State fees	Per Permit	\$ 258 \$ 145
S-632	Community Dev (Codes)	Entertainment Permit	New - \$264 per permit plus DOJ and other State fees Renewal - \$149 per permit plus DOJ and other State fees	Per Permit	\$ 258 \$ 145
S-633	Community Dev (Codes)	Firearms Permit	New - \$264 per permit plus DOJ and other State fees Renewal - \$149 per permit plus DOJ and other State fees	Per Permit	\$ 258 \$ 145
S-634	Community Dev (Codes)	Massage Establishment Permit	New - \$264 per permit plus DOJ and other State fees Renewal - \$149 per permit plus DOJ and other State fees	Per Permit	\$ 258 \$ 145
S-635	Community Dev (Codes)	Secondhand Dealer Permit	New - \$264 per permit plus DOJ and other State fees Renewal - \$149 per permit plus DOJ and other State fees	Per Permit	\$ 258 \$ 145
S-636	Community Dev (Codes)	Solicitors Permit	New - \$264 per permit plus \$114 for each additional solicitor plus DOJ and other State fees Renewal - \$149 per permit plus DOJ and other State fees	Per Permit	\$258 \$111 \$ 145
S-637	Community Dev (Codes)	Taxi Business Permit	New - \$383 per permit plus \$24 for each cab plus DOJ and other State fees Renewal - \$205 per permit plus \$24 for each cab plus DOJ and other State fees	Per Permit	\$374 \$23 \$200 \$23
S-638	Community Dev (Codes)	Tobacco Sales Permit	New - \$264 Renewal - \$149 per permit plus DOJ and other State fees Late Fee - Renewal fee + 10%	Per Permit	\$ 258 \$ 145
S-639	Community Dev (Codes)	Newsstand/News Rack Permit	\$36	Per Permit	35
S-660	Engineering	Golf Cart Permit	\$10	Per permit	\$ 10

**CITY OF SOLANA BEACH  
Proposed Schedule of Fees  
Effective January 1, 2024**

Service Code #	Dept	Description of Service	Fee for Service Effective 01/01/24	Fee Instructions/Notes	2023 Fee
<b>ADMINISTRATIVE SERVICES</b>					
S-640	Finance	Administrative Citation	Fines shall be assessed in the amounts specified by resolution of the city council, or, where no amount is specified: A fine not exceeding \$100.00 for a first violation; A fine not exceeding \$200.00 for a second violation of the same ordinance, term, or condition within one year from the date of the first violation; A fine not exceeding \$500.00 for each additional violation of the same ordinance, term or condition within one year from the date of the first violation. (Ord. 283 § 2, 2002)	SBMC 1.18.030	-
S-645	Finance	STVR - Permit Violation Penalties	First Violation in 12-month period - \$500 Second Violation in 12-month period - \$1,000 Third Violation in 12-month period - Permit revocation and hearing pursuant to SBMC 4.04.110	SBMC 4.47.070	
S-711	City Clerk	Notary Public Service	\$15 per Signature	Per signature; limited to \$15 by State law.	\$ 15
S-712	City Clerk	Document Certification	\$43	Per item	\$ 42
S-715	City Clerk	Audio/Video Tape Reproduction	Audio CD - \$25 DVD - \$25	Per item	\$ 24
			Convert VHS to DVD - \$45 Convert Audio Cassette to CD/MP4 - Actual Costs		\$ 44
S-716	City Clerk	Annual Agenda Mailing Subscription	\$359 staff costs plus \$64 copying/ mailing costs = \$423 per subscriber per year	Per Annual Subscription	\$350 \$62 \$412
S-717	City Clerk	Annual Agenda Packet Mailing Subscription	\$1,054 staff costs plus \$662 copying/ mailing costs = \$1,716 per subscriber per year	Per Annual Subscription	\$1,028 \$646 \$1,674
S-718	City Clerk	Special Notice Subscription	\$54 staff costs plus \$4 copying/ mailing costs = \$58 per subscriber per year	Per Annual Subscription	\$53 \$4 \$57
S-719	City Clerk	Document Print/Copy	All Copies - First 10 pages - No Charge \$0.21 per page for every page thereafter	Per request	\$0.20 \$0.15 \$8 \$71
			Document Imaging - First 10 pages - No Charge		
			\$0.15 per page for every page thereafter		
			Data Copy - \$8 per device Agenda Packet - \$73 Maps/Blueprints - Actual Costs		
S-720	City Clerk	Candidate Processing	\$25	Per application; fee set by the State	\$ 25
S-721	City Clerk	Initiative Processing	\$200	Per initiative; fee set by the State	\$ 200
S-722	City Clerk	Verification of Residency	\$19	Per request	\$ 19
S-740	Finance	NSF Check	\$58	Per incident	\$ 57
S-750	Finance	Credit Card Convenience Fee	set by City's Third-Party Credit Card Processor	Per credit card charge	
S-760	Various	Technology Surcharge	Charge 1.0% of all Plan Check and Permit fees and Entitlements (except Impact Fees)		

**ATTACHMENT "3"  
BUILDING PERMIT FEE SCHEDULE**

Service Code #	TOTAL VALUATION *	BASE BUILDING PERMIT FEE *	2023 Fee
S-210	\$1.00 to \$500.00	\$30.00	\$ 29.00
	\$500.01 to \$2,000.00	\$30.00 for the first \$500 plus \$3.86 for each additional \$100, or fraction thereof, to and including \$2,000.00	\$29.00 + \$3.77
	\$2,000.01 to \$25,000.00	\$87.69 for the first \$2,000.00 plus \$17.76 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00	\$85.55 + \$17.33
	\$25,000.01 to \$50,000.00	\$496.24 for the first \$25,000.00 plus \$12.83 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00	\$484.14 + \$12.52
	\$50,000.01 to \$100,000.00	\$817.07 for the first \$50,000.00 plus \$8.89 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00	\$797.14 + \$8.67
	\$100,000.01 to \$500,000.00	\$1,261.41 for the first \$100,000.00 plus \$7.11 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00	\$1,230.64 + \$6.94
	\$500,000.01 to \$1,000,000.00	\$4,106.81 for the first \$500,000.00 plus \$6.03 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00	\$4,006.64 + \$5.88
	\$1,000,000.01+	\$7,120.31 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00, or fraction thereof	\$6,946.64 + \$3.90

**ASSOCIATED FEES**

S-212	Permit Issuance Fee	\$50.00	\$ 49.00
S-220	Individual Plumbing Permit	\$153.00	\$ 149.00
S-230	Individual Electrical Permit	\$153.00	\$ 149.00
S-240	Individual Mechanical Permit	\$153.00	\$ 149.00
S-233	Water Heater Permit	\$77.00	\$ 75.00

***In Combination with Building Permit***

S-222	Plumbing Permit	7% of Base Permit Fee	
S-232	Electrical Permit	7% of Base Permit Fee	
S-242	Mechanical Permit	7% of Base Permit Fee	
S-250	Energy Surcharge Fee	15% of Base Permit Fee	
S-252	Disabled Access Surcharge Fee	10% of Base Permit Fee	
	(Disabled Access fee applies to Commercial, Industrial, Assembly, Educational and Multi-Family type projects as required by State Building Code)		
S-255	Plan Check Fee	85% of Building Permit Fee	
	(Residential sub-division or tract development projects may have production units that are duplicates of the model units reduced to 30% of the permit fee)		

**NOTES:**

	A Building Permit shall include only a single issuance fee if the permit has a combination of activities (i.e.: Building/Plumbing/Electrical/Mechanical.)	
S-260	Projects requiring plan revisions or having a new scope of work shall be charged a fee determined by using the current preferred hourly rate as established by EsGil Corporation.	
S-262	Expedited processing is only available for unusual circumstances as deemed appropriate by City Staff. Charges for expedited services shall be determined by using an hourly rate of two times the current preferred hourly rate as established by EsGil Corporation.	
S-265	Projects requiring special inspections or additional re-inspections shall be charged a fee determined by using the current preferred hourly rate as established by EsGil Corporation.	
*	Upon initial submittal to the City, permit fees based on valuations will be calculated using the valuations listed in Attachment A of the Fee Schedule. This will be the minimum fee charged for the permit. If upon a subsequent submittal, the valuation decreases, no refund based on the decreased valuation will be provided to the applicant. If the valuation increases, additional permit fees will be calculated based on the difference between the valuation used to calculate the minimum fee and the increased valuation.	

**ATTACHMENT "4"**  
**IMPACT FEE SCHEDULE**  
**Calendar Year 2024**

**Service  
Code #**

CY2023  
Fee

**S-322 Transportation Impact Fee: Ordinance 479**

<u>Fee Rate Category</u>	<u>Fee Rate</u>		
Residential: Single Family	\$ 18,924.00	Per Unit	\$ 16,424.00
Residential: Condo & Multi-Family	\$ 13,496.00	Per Unit	\$ 11,713.00
Residential: ADU	\$ 4,732.00	Per Unit	\$ 4,107.00
Retail, Commercial & Shopping	\$ 20,561.00	Per 1,000 SF	\$ 17,845.00
Office & Employment Center	\$ 12,662.00	Per 1,000 SF	\$ 10,989.00
Industrial	\$ 3,718.00	Per 1,000 SF	\$ 3,227.00
Lodging & Resort	\$ 13,210.00	Per 1,000 SF	\$ 11,465.00
Educational & Institutional	\$ 11,131.00	Per 1,000 SF	\$ 9,661.00
Other	\$ 159.88	Per TDU	\$ 138.76
Residential: Single Family	\$ 18,924.00	Per Unit	\$ 16,424.00
Residential: Condo & Multi-Family	\$ 13,496.00	Per Unit	\$ 11,713.00
Residential: ADU	\$ 4,732.00	Per Unit	\$ 4,107.00
Retail, Commercial & Shopping	\$ 20,561.00	Per 1,000 SF	\$ 17,845.00
Office & Employment Center	\$ 12,662.00	Per 1,000 SF	\$ 10,989.00
Industrial	\$ 3,718.00	Per 1,000 SF	\$ 3,227.00
Lodging & Resort	\$ 13,210.00	Per 1,000 SF	\$ 11,465.00
Educational & Institutional	\$ 11,131.00	Per 1,000 SF	\$ 9,661.00
Other	\$ 159.88	Per TDU	\$ 138.76

**S-330 Fire Mitigation Impact Fee (FMIF): Ordinance 492/Resolution 2018-147**

Detached Dwelling	\$ 1,848.00	Per Unit	\$ 1,803.00
Attached Dwelling	\$ 260.00	Per Unit	\$ 254.00
Hotels/Motels	\$ 874.00	Per Keyed Room	\$ 853.00
Commercial/Service	\$ 0.13	Per Sq Ft	\$ 0.13
Office/Professional	\$ 0.14	Per Sq Ft	\$ 0.14
Light Industrial	\$ 0.10	Per Sq Ft	\$ 0.10
Public/Institutional Uses	\$ 0.05	Per Sq Ft	\$ 0.05
Residential Remodel	\$ 0.71	Per Sq Ft	\$ 0.69

**S-332 Park Development Impact Fee (PDIF): Ordinance 493/Resolution 2018-147**

Detached Dwelling	\$ 7,263.00	Per Unit	\$ 7,086.00
Attached Dwelling	\$ 5,255.00	Per Unit	\$ 5,127.00
Residential Remodel			
New Bedroom	\$ 19.48	Per Sq Ft	\$ 19.00
Less, Bedroom Demo	\$ (19.48)	Per Sq Ft	\$ (19.00)

**S-334 Public Use Facilities Impact Fee (PUFIF): Ordinance 496/Resolution 2018-147**

Detached Dwelling	\$ 672.00	Per Unit	\$ 656.00
Attached Dwelling	\$ 487.00	Per Unit	\$ 475.00
Residential Remodel			
New Bedroom	\$ 1.80	Per Sq Ft	\$ 1.76
Less, Bedroom Demo	\$ (1.80)	Per Sq Ft	\$ (1.76)

**S-336 Sand Mitigation Impact Fee (SMIF): 2013 LCP LUP**

Bluff Property Line	\$ 1,000.00	Per Linear Ft	\$ 1,000.00
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**S-338 Public Recreation Impact Fee (PRIF): Resolution 2018-140**

Initial Area	\$ 139.00	Per Sq Ft	\$ 139.00
Bluff Retreat	\$ 874.00	Per Linear Ft	\$ 874.00



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** December 13, 2023  
**ORIGINATING DEPT:** Community Development Department  
**SUBJECT:** **Public Hearing: Request for a DRP to Demolish a Single-Family Residence and Construct a Replacement Single-Family Residence with a Basement and Attached Garage at 654 Glenmont Drive. (Applicants: Barrett and Debra Saik; Application: DRP22-024; APN: 263-095-17; Resolution No. 2023-132)**

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## **BACKGROUND:**

The Applicants, Barrett and Debra Saik, are requesting City Council approval of a Development Review Permit (DRP) to demolish a single-story single-family residence, construct a replacement 2,861 square-foot, single-story single-family residence built above a 2,060 square-foot basement living area with an 899 square-foot basement-level two-car garage, and perform associated improvements. The project proposes 1,050 cubic yards of excavation for the basement, 190 cubic yards of excavation outside of the building footprint, 220 cubic yards of fill, 175 cubic yards of excavation for footings and remedial grading, 1,020 cubic yards of export, for 1,635 cubic yards of aggregate (total) grading. The maximum building height of the proposed residence would be 15.83 feet above the pre-existing grade (or 222.48 feet above Mean Sea Level (MSL)), 21.88 feet above the proposed grade (or 220.90 feet above MSL), and the maximum roof ridge would be 222.91 feet above MSL. The 8,507 square-foot lot is located within the Low-Medium Residential (LMR) Zone and the Scale Residential Overlay Zone (SROZ).

A DRP is required for grading in excess of 100 cubic yards and a proposed development in excess of 60 percent of the maximum allowable floor area. The project would not exceed 16 feet in height measured from the pre-existing grade; therefore, the project is not subject to View Assessment and approval of a Structure Development Permit is not required.

The issue before the Council is whether to approve, approve with conditions, or deny the Applicants' request as contained in Resolution 2023-132 (Attachment 1).

COUNCIL ACTION:

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**DISCUSSION:**

The subject property is located on the east side of Glenmont Drive and developed with a single-story single-family residence. The topography slopes gently up approximately nine feet from Glenmont Drive to the rear (east) property line. The Applicants are proposing to demolish the existing residence and construct a replacement single-family residence with a basement living area and garage and construct associated site improvements including grading, drainage, hardscape improvements, a spa, and landscaping. The project plans are provided in Attachment 2.

Table 1 (below) provides a comparison of the SBMC applicable zoning regulations with the Applicants’ proposed design.

<b>Table 1</b>			
<b>LOT INFORMATION</b>			
<b>Property Address:</b>	654 Glenmont Dr.	<b>Zoning Designation:</b>	LMR (4 du/ac)
<b>Lot Size (Gross):</b>	8,507 sf	<b># Units Allowed:</b>	1 D/U, 1 ADU, 1 JADU
<b>Max. Allowable Floor Area:</b>	3,439 sf	<b># Units Ex/Proposed:</b>	1 D/U
<b>Proposed Floor Area:</b>	3,268 sf	<b>Setbacks:</b>	<b>Required</b> <b>Proposed</b>
<b>Below Max. Floor Area by:</b>	171 sf	Front (W)	20 ft      21 ft
<b>Max. Allowable Height:</b>	25 ft	Interior Side (N)	5 ft      5 ft
<b>Max. Proposed Height:</b>	*15.83 ft	Interior Side (S)	5 ft      5 ft
	**21.88 ft	Rear (E)	25 ft      25 ft
<b>Highest Point/Ridge:</b>	222.91 MSL		
*Measured above pre-existing grade. **Measured above proposed grade			
<b>PROPOSED PROJECT INFORMATION</b>			
<b>Proposed Floor Area Breakdown:</b>		<b>Required Permits:</b>	
Main Level Living Area	2,861 sf	<b>DRP</b> for grading in exceed of 100 cubic yards and proposed total floor area to exceed 60% of maximum allowable floor area for the site.	
Basement Living Area	2,060 sf		
Basement Garage/Storage	899 sf		
Covered/Enclosed Exterior Area	146 sf		
Subtotal	5,966 sf	<b>Basement Garage Exemption Calculation</b>	
Off-Street Parking Exemption	- 400 sf	Linear Exposure: 26.2 ft	
Basement Garage Exemption	- 238 sf	899 – 400 = 499	
SROZ Basement Exemption	- 2,060 sf	26.2 * 0.02 * 499 = 261.5 (SF included in FAR)	
<b>Total Proposed Floor Area:</b>	<b>3,268 sf</b>	899 – 400 – 261.5 = 238 (SF exempt from FAR)	
<b>Required/Proposed Parking:</b> 2 (SFR) / 2 Garage		<b>Existing Development:</b> Single-family residence	
<b>Proposed Fences and Walls:</b> Yes		with a detached one-car garage to be demolished	
<b>Proposed Accessory Structure:</b> No			
<b>Proposed Grading:</b> 1,050 cy of excavation for the basement, 190 cy of excavation outside of the building footprint, 220 cy of fill, 175 cy of excavation for footings and remedial grading, 1,020 cy of export, and 1,635 cy of aggregate (total)			

Staff has prepared draft findings for approval of the project in the attached Resolution 2023-132 for Council’s consideration based upon the information in this report. The applicable SBMC sections are provided in italicized text and conditions from the Community Development, Engineering, and Fire Departments are incorporated in the Resolution of Approval. The Council may direct Staff to modify the Resolution to reflect the findings and conditions it deems appropriate as a result of the Public Hearing process.

If the Council determines the project is to be denied, Staff will prepare a Resolution of Denial for adoption at a subsequent Council meeting.

The following is a discussion of the findings for a DRP as each applies to the proposed project as well as references to recommended conditions of approval contained in Resolution 2023-132.

**Development Review Permit Compliance (SBMC Section 17.68.40):**

A DRP is required because the aggregate grading quantity would exceed 100 cubic yards and the total proposed floor area would exceed 60 percent of the maximum allowable for the property. The Council may approve, or conditionally approve, a DRP only if all of the findings listed below can be made. If the findings cannot be made, the Council shall deny the DRP. Resolution 2023-132 provides a full discussion of the findings.

1. The proposed development is consistent with the general plan and all applicable requirements of the zoning ordinance 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 Applicants obtaining the required permit or approval from the other agency.

**DRP Finding #1**

**General Plan Consistency**

The proposed project may be found consistent with the General Plan, which designates the property as Low Medium Density Residential and is intended for single-family residential development at a maximum density of four 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.

**Specific Plans and Special Overlays**

The property is located in the SROZ, which specifies development standards to preserve and enhance the existing community character and aesthetic quality of the City of Solana Beach, by providing regulations to ensure and protect the character, traditional scale, and



seaside orientation of established residential neighborhoods. The project, as designed, complies with the SROZ maximum allowable floor area, including the SROZ basement provisions.

The entire City of Solana Beach is located within the Coastal Zone. As a condition of project approval, the Applicants will be required to obtain a Coastal Development Permit, Waiver, or Exemption from the California Coastal Commission prior to the issuance of building or grading permits.

### Zoning Ordinance Consistency

SBMC Section 17.20.010(C) specifies that the LMR Zone is intended for residential development in areas characterized primarily by detached single-family homes on both older and newer subdivided lots. SBMC Section 17.20.030 outlines property development regulations, which are analyzed below.

#### Minimum Yards/Setbacks:

Minimum yard dimensions (setbacks) for the LMR Zone are determined by the setback designator indicated on the City of Solana Beach official zoning map. The setback designator for the subject property is “d”, which requires 25-foot front and rear yard setbacks and 5-foot street and interior side yard setbacks. When a property fronts on a right-of-way 55 feet or greater in width, the front yard shall be reduced to 20 feet. The subject property fronts on a public right-of-way that is 60 feet wide, therefore, the required front yard setback is reduced to 20 feet. The proposed residence would be located entirely within the buildable area.

#### Maximum Floor Area Ratio:

The maximum allowable floor area calculation for 8,507 square-foot lot is as follows:

0.50 for first 6,000 sf	3,000 sf
0.175 for 6,000 to 15,000 sf	439 sf
Maximum Allowable Floor Area:	3,439 sf

The Applicants are proposing to demolish all existing structures and construct a replacement 2,861 square-foot, single-story single-family residence built above a 2,060 square-foot basement living area with an 899 square-foot basement-level two-car garage with a 26.2-foot-wide exposure to the driveway on the west side. The project also includes a 146 square-foot area adjacent to the garage door that would be covered and enclosed on three sides and, therefore, count toward the gross floor area. The combined total of gross floor area is 5,966 square feet. The project is afforded three exemptions of floor area for meeting specific off-street parking and SROZ basement criteria.

According to SBMC 17.48.040.C, the proposed subterranean level is considered a “Basement Attached to a Garage” in which the basement living area is exempt from the calculation of floor area as long as the garage is permanently separated from the residential living floor area, except for a standard size door, and there are no exposed

sides of the residential living area. A building side is considered exposed when the finished floor of the living area directly above the basement (at any point) is more than three feet above the adjacent natural or finished grade, whichever is lower.

The only exposure of the basement level is for the garage door and is 26.2 feet wide. The 899 square-foot garage and attached storage area are completely separated from the 2,060 square-foot living area except for a standard door. Therefore, the proposed basement living area of 2,060 square feet is exempt from the calculation of floor area.

The SBMC parking regulations require two off-street parking spaces per single-family residence. When required spaces are provided in a garage, 200 square feet of floor area is exempted for each required space. The proposed 899 square-foot garage and storage area would provide two unobstructed parking spaces; therefore, 400 square feet of the garage is exempt from the calculation of floor area.

The remaining floor area in the partially subterranean garage and storage area would be subject to the two percent formula described in SBMC 17.48.040.C because it has one exposed side. After the application of the off-street parking exemption, the remaining basement-level garage square footage is multiplied by the linear exposure and two percent. The result is the amount of square footage of the proposed garage to be included in the calculation of floor area. The exemption value is determined by subtracting the result of the two percent calculation and the off-street parking exemption from the total square footage of the garage and attached storage area. The off-street parking and two percent basement exemption calculations for this project would be as follows:

$$\begin{aligned} 899 \text{ sf} - 400 \text{ sf} &= 499 \text{ sf} \\ 499 \text{ sf} * 26.2 \text{ ft} * 0.02 &= 261.5 \text{ sf} \\ 899 \text{ sf} - 400 \text{ sf} - 261.5 \text{ sf} &= 238 \text{ sf} \end{aligned}$$

The applicable floor area exemptions afforded to the project would include 2,060 square feet for the basement living area, 400 square-feet for the two-car garage, and 238 square feet for the basement-level garage in the SROZ. With the applicable exemptions, the total proposed floor area of the project would be 3,268 square feet, which is 171 square feet below the maximum allowable floor area for the property.

#### Maximum Building Height:

The maximum building height for the LMR Zone is 25 feet. The maximum building height measured above the pre-existing grade would be 15.83 feet as measured at the southwest corner of the residence. Since the proposed residence would not exceed 16 feet in height from the pre-existing grade, the project is not subject to the requirements of SBMC Chapter 17.63 – View Assessment and the approval of an SDP. Accordingly, certified story poles were not installed with the project. However, the Applicants have certified the existing grade in order to verify that the proposed project, as proposed, would not exceed 16 feet in height.

The maximum building height or tallest portion of the proposed residence would be 21.88 feet measured above the proposed grade (or 220.90 feet above MSL) and measured from

the entry roof to the proposed grade at the basement-level garage. The highest roof ridge would be 222.91 feet above MSL and located on the north side of the residence above the primary bathroom.

As a condition of approval, the Applicants will be required to certify that the maximum height of the structure would not exceed 15.83 feet above the pre-existing grade (or 222.48 feet above MSL), the tallest portion of the structure will not exceed 21.88 feet measured above the proposed grade (or 220.90 feet above MSL), and the highest roof ridge will not exceed 222.91 feet above MSL.

#### Required Off-Street Parking:

A single-family residence requires two off-street parking spaces, pursuant to SBMC Section 17.52.040 and the Off-Street Parking Design Manual (OSPDM). A total of two off-street parking spaces are required by the project and two unobstructed 9-foot by 19-foot parking spaces would be accommodated in the proposed basement-level garage.

#### Fences, Walls and Retaining Walls:

Within the front yard setback, the SBMC Section 17.20.040(O) 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 2 feet 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 6 feet in height with an additional 2 feet that is 50% open to light and air. Fence and wall height is measured from the pre-existing grade.

Currently, the plans show replacement perimeter fencing that would enclose the side and rear yards. The horizontal wood fence would step with the existing grade and consist of a six-foot solid wood fence or combination solid fence and retaining wall with an additional two feet of wooden fencing open 50 percent to light and air. The perimeter fencing would continue into the front yard along both sides of the property and consist of a 42-inch-high solid horizontal wood fence. Additional stepped retaining walls would terrace the front yard and accommodate the descending driveway and ascending entry walkway.

In coordination with the adjacent property owners to the south, Rik and Carol Floyd, the Applicants have agreed to maintain the existing site wall located along a portion of the southern property line in lieu of constructing a replacement fence and wall with the project. This site wall is approximately 34 feet in length and extends from the existing detached garage to the rear property line. A condition of approval has been included to require the construction drawings to reflect the proposed preservation of the site wall.

The proposed fences comply with the requirements of SBMC 17.20.040(O) and 17.60.070(C). If the Applicants decide to modify any of the fences and walls or construct additional fences and walls on the project site, a condition of project approval indicates that they would be required to comply with the Municipal Code.

### Water Efficient Landscape:

The project is subject to the current Water Efficient Landscape Ordinance (WELO) 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 Applicants provided a conceptual landscape plan that has been reviewed by the City's third-party landscape architect, who has recommended approval. If the project is approved, the Applicants 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 approved plan and the WELO. In addition, the City's consultant will perform an inspection during the construction phase of the project to verify compliance.

### **DRP Finding #2**

The development review criteria topics referenced in DRP Finding #2 are listed below with further discussion as to how they relate to the proposed Project:

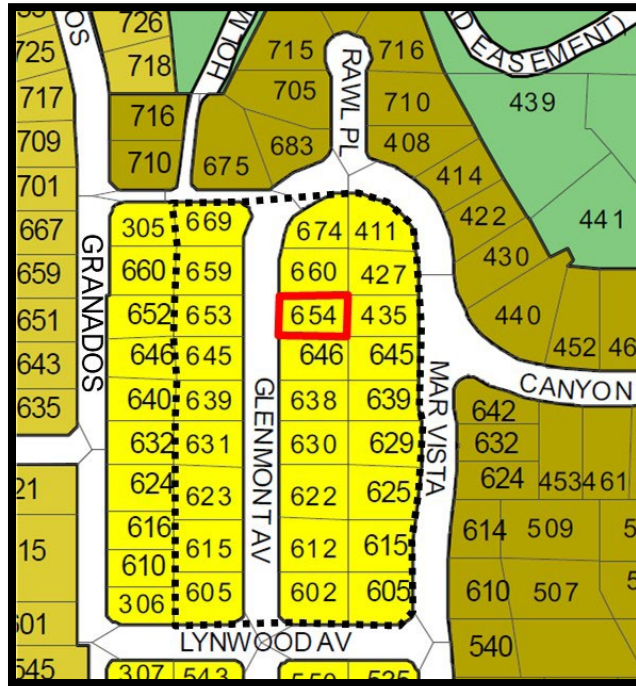
1. Relationship with Adjacent Land Uses
2. Building and Structure Placement
3. Landscaping
4. Roads, Pedestrian Walkways, Parking, and Storage Areas
5. Grading
6. Lighting
7. Usable Open Space

### **Relationship with Adjacent Land Uses:**

The property is located in the LMR Zone. The surrounding neighborhood consists of properties also located in the LMR Zone and properties in the Low Residential (LR) Zone. All nearby properties are developed with a mix and one- and two-story single-family residences.

### Neighborhood Comparison:

Staff compared the proposed project to 26 nearby properties located on Glenmont Drive, Marvista Drive, and Canyon Drive, as shown on the map on the following page.



The properties evaluated in this comparison are located in the LMR and LR Zones. The surrounding properties are developed primarily with single-family homes ranging in size from 894 square feet to 4,151 square feet. The existing square footage information is obtained through the County Assessor records. It should be noted that the County Assessor does not include garages, covered patios or enclosed exterior areas, accessory buildings, or unfinished basements 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 and covered and enclosed exterior area from the project’s gross building area or the subtotal of gross floor area:

Project Gross Building Area:	5,966 sf
Delete Attached Garage/Storage:	- 899 sf
Delete Covered/Enclosed Exterior Area:	- 146 sf
<hr/>	
Project Area for Comparison to Assessor’s Data:	4,921 sf

Table 2, below, 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.

#	Property Address	Lot Size in ft <sup>2</sup> (GIS)	Existing ft <sup>2</sup> Onsite (Assessor’s)	Proposed / Recently Approved ft <sup>2</sup>	Max. Allowable ft <sup>2</sup>	Zone
1	674 Glenmont Dr	8,560	1,722		3,448	LMR
2	660 Glenmont Dr	9,483	1,416		3,610	LMR
3	654 Glenmont Dr	8,507	1,806	4,921	3,439	LMR
4	646 Glenmont Dr	8,809	1,834		3,492	LMR

#	Property Address	Lot Size in ft2 (GIS)	Existing ft2 Onsite (Assessor's)	Proposed / Recently Approved ft <sup>2</sup>	Max. Allowable ft <sup>2</sup>	Zone
5	638 Glenmont Dr	8,662	1,074		3,466	LMR
6	630 Glenmont Dr	9,166	2,945		3,554	LMR
7	622 Glenmont Dr	10,838	1,708		3,847	LMR
8	612 Glenmont Dr	11,050	3,554		3,884	LMR
9	602 Glenmont Dr	10,731	2,703		3,828	LMR
10	605 Glenmont Dr	10,505	894		3,788	LMR
11	615 Glenmont Dr	10,790	1,606		3,838	LMR
12	623 Glenmont Dr	10,898	2,500		3,857	LMR
13	631 Glenmont Dr	9,090	2,918		3,541	LMR
14	639 Glenmont Dr	8,663	2,332		3,466	LMR
15	645 Glenmont Dr	8,490	2,514		3,436	LMR
16	653 Glenmont Dr	8,500	1,829		3,438	LMR
17	659 Glenmont Dr	9,600	2,781		3,630	LMR
18	669 Glenmont Dr	10,200	2,557		3,735	LMR
19	411 Canyon Dr	8,892	2,858		3,506	LMR
20	427 Canyon Dr	8,989	1,576	3,303	3,523	LMR
21	435 Canyon Dr	8,422	3,017		3,424	LMR
22	645 Marvista Dr	8,844	2,934		3,498	LMR
23	639 Marvista Dr	3,350	2,533		2,536	LMR
24	629 Marvista Dr	9,644	4,151		3,638	LMR
25	625 Marvista Dr	10,824	2,658		3,844	LMR
26	615 Marvista Dr	10,005	3,645		3,701	LMR
27	605 Marvista Dr	9,759	2,652		3,658	LMR

**Building and Structure Placement:**

The proposed project includes a replacement single-family residence that would utilize the majority of the buildable area of the property. The proposed 2,861 square-foot main level finished floor would not exceed three feet above the pre-existing grade and would be approximately 2.92 feet above the pre-existing grade on the front side visible from the street. The residence would appear to be a single-story built above a basement-level two-car garage with a linear exposure width of 26.2 feet. The remainder of the basement area would be located below the existing and proposed grades. There would be unenclosed covered patios on the front (west) and rear (east) sides of the main level of the residence that do not contribute to the gross floor area.

**Landscape:**

The proposed landscape plan includes one ten-foot-tall Satsuma Tangerine tree located in the northeast corner of the property, a variety of shrubs including a 10-foot tall Purple

Lemon Bottlebrush located along the rear property line, and a Buffalo Grass lawn area in the northeast rear yard. As proposed, the replacement landscaping would not exceed the height of the proposed residence and could be found to avoid obstruction of significant views from nearby properties.

Should the City Council approve the project, the Applicants would be required to submit a landscape construction plan in substantial conformance with the planting plan presented to the City Council. Generally, any alternative tree and shrub species proposed during the plan check or construction phase shall have the same (or lesser) mature height and location as the conceptual plan approved by the City Council in order to be approved ministerially by Staff. Otherwise, increases in trees or shrub mature heights or adding new planting locations would require City Council approval of a Modification to the DRP. Additionally, any replaced plant species must be consistent with the water use requirements of the plants replaced, provided that the replaced vegetation does not result in mixing high water use plants with low water use plants in the same hydro-zone. A condition has also 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.

#### Roads, Pedestrian Walkways, Parking, and Storage Areas:

The two required off-street parking spaces would be located within the basement-level garage, which would be accessed by a new descending driveway located on the southern side of the property from Glenmont Drive. Pedestrian access to the property would be located immediately south of the driveway. Refuse containers would be located behind a fence and in an uncovered alcove on the south side of the residence.

#### Grading:

The Applicants are proposing 1,050 cubic yards of cut to excavate the basement below the footprint of the residence and 190 cubic yards of cut to excavate the area of the driveway and areas outside of the building footprint. The project also includes 220 cubic yards of fill to raise the grade on the south side of the residence where the existing driveway is located. There would be 175 cubic yards of excavation for footings and remedial grading associated with the project. The project would result in 1,020 cubic yards of export off site and 1,635 cubic yards of aggregate (total) grading.

The proposed grading would accommodate a significant portion of the proposed residence to be built into the existing grade and could result in a reduction of the appearance of bulk and mass. The proposed grading located outside the footprint of the residence could be found to blend with the surrounding properties.

#### Lighting:

A condition of project approval requires 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 with a basement and a basement-level garage on a developed residential lot, therefore, usable open space and recreational facilities are neither proposed nor required according to SBMC Section 17.20.040. As a condition of project approval, the Applicants will be required to pay the applicable Park Development Fee.

**Property Frontage and Public Right-of-Way Improvements:**

The existing property frontage is improved with a nonstandard asphalt area. If approved, the Applicants will be required to remove the nonstandard asphalt area and construct the City standard nine-inch concrete mountable curb and a ten-foot-wide graded Decomposed Granite (DG) pathway along the entire property frontage.

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 November 30, 2023. Staff has discussed the project with surrounding neighbors throughout the course of reviewing the proposal. However, no formal correspondence has been received regarding the final proposal prior to the publication of this report.

In conclusion, the proposed project, as conditioned, could be found to be consistent with the Zoning regulations and the General Plan. Staff has prepared draft findings for approval of the project in the attached Resolution 2023-132 for Council's consideration based upon the information in this report. Conditions from the Community Development, Engineering, and Fire Departments are incorporated in the Resolution of Approval.

The Council may direct Staff to modify the Resolution to reflect the findings and conditions it deems appropriate as a result of the Public Hearing process. If the Council determines the project is to be denied, Staff will prepare a Resolution of Denial for adoption at a subsequent Council meeting.

**CEQA COMPLIANCE STATEMENT:**

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15303 of the State CEQA Guidelines. Class 3 consists of construction and location of limited numbers of new, small facilities or 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 2023-132.
- 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 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. 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 2023-132 conditionally approving a DRP to demolish a single-story single-family residence, construct a replacement 2,861 square-foot, single-story single-family residence built above a 2,060 square-foot basement living area with an 899 square-foot basement-level two-car garage, and perform associated improvements, Solana Beach.

**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation.



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Gregory Wade, City Manager

Attachments:

1. Resolution 2023-132
2. Project Plans

## RESOLUTION 2023-132

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, CONDITIONALLY APPROVING A DEVELOPMENT REVIEW PERMIT TO DEMOLISH A SINGLE-FAMILY RESIDENCE, CONSTRUCT A REPLACEMENT SINGLE-FAMILY RESIDENCE BUILT ABOVE A BASEMENT LIVING AREA AND GARAGE, AND PERFORM ASSOCIATED IMPROVEMENTS AT 654 GLENMONT DRIVE, SOLANA BEACH.**

**APPLICANTS: BARRETT AND DEBRA SAIK  
CASE NO.: DRP22-024  
APN: 263-095-17**

**WHEREAS**, Barrett and Debra Saik (hereinafter referred to as “Applicants”), have 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 December 13, 2023, the City Council received and considered evidence concerning the proposed application; and

**WHEREAS**, the City Council 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:

- I. That the foregoing recitations are true and correct.
- II. That the request for a DRP to demolish a single-story single-family residence, construct a replacement 2,861 square-foot, single-story single-family residence built above a 2,060 square-foot basement living area with an 899 square-foot basement-level two-car garage, and perform associated improvements at 654 Glenmont Drive, is conditionally approved based upon the following Findings and subject to the following Conditions:
- III. 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:

**Attachment 1**

- 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 Low Medium Density Residential in the General Plan and intended for single-family residential development with a maximum density of four dwelling units per acre. The development is also 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.

Specific Plans and Special Overlays: The property is located in the Scale Residential Overlay Zone (SROZ), which specifies development standards to preserve and enhance the existing community character and aesthetic quality of the City of Solana Beach, by providing regulations to ensure and protect the character, traditional scale, and seaside orientation of established residential neighborhoods. The project, as designed, complies with the SROZ maximum allowable floor area, including the SROZ basement provisions.

The entire City of Solana Beach is located within the Coastal Zone. As a condition of project approval, the Applicants will be required to obtain a Coastal Development Permit, Waiver, or Exemption from the California Coastal Commission prior to the issuance of building or grading permits.

Zoning Ordinance Consistency: SBMC Section 17.20.010(C) specifies that the LMR Zone is intended for residential development in areas characterized primarily by detached single-family homes on both older and newer subdivided lots. SBMC Section 17.20.030 outlines property development regulations, which are analyzed below.

**Minimum Yards/Setbacks:**

Minimum yard dimensions (setbacks) for the LMR Zone are determined by the setback designator indicated on the City of Solana Beach official zoning map. The setback designator for the subject property is "d", which requires 25-foot front and rear yard setbacks and 5-foot street and interior side yard setbacks. When a property fronts on a right-of-way 55 feet or greater in width, the front yard shall be reduced to 20 feet. The subject property fronts a public right-of-way that is 60 feet wide, therefore, the required front yard setback is reduced to 20 feet. The proposed residence would be located entirely within the buildable area.

**Maximum Floor Area Ratio:**

The maximum allowable floor area calculation for 8,507 square-foot lot is as follows:

0.50 for first 6,000 sf	3,000 sf
0.175 for 6,000 to 15,000 sf	439 sf
<u>Maximum Allowable Floor Area:</u>	<u>3,439 sf</u>

The Applicants are proposing to demolish all existing structures and construct a replacement 2,861 square-foot, single-story single-family residence built above a 2,060 square-foot basement living area with an 899 square-foot basement-level two-car garage with a 26.2-foot-wide exposure to the driveway on the west side. The project also includes a 146 square-foot area adjacent to the garage door that would be covered and enclosed on three sides and therefore, count toward the gross floor area. The sub-total of the gross floor area is 5,966 square feet. The project is afforded three exemptions of floor area for meeting specific off-street parking and SROZ basement criteria.

According to SBMC 17.48.040.C, the proposed subterranean level is considered a “Basement Attached to a Garage” in which the basement living area is exempt from the calculation of floor area as long as the garage is permanently separated from the residential living floor area, except for a standard size door, and there are no exposed sides of the residential living area. A building side is considered exposed when the finished floor of the living area directly above the basement (at any point) is more than three feet above the adjacent natural or finished grade, whichever is lower.

In the proposed design, the only exposure of the basement level is for the garage door and is 26.2 feet wide. The 899 square-foot garage and attached storage area are completely separated from the 2,060 square-foot living area except for a standard door. Therefore, the proposed basement living area of 2,060 square feet is exempt from the calculation of floor area.

The SBMC parking regulations require two off-street parking spaces per single-family residence. When required spaces are provided in a garage, 200 square feet of floor area is exempted for each required space. The proposed 899 square-foot garage and storage area includes two unobstructed parking spaces; therefore, 400 square feet of the garage is exempt from the calculation of floor area.

The remaining floor area in the partially subterranean garage and storage area is subject to the two percent formula described in SBMC 17.48.040.C because it has one exposed side. After the application of the off-street parking exemption, the remaining basement-level garage square footage is multiplied by the linear exposure and two percent. The result is the

amount of square footage of the proposed garage to be included in the calculation of floor area. The exemption value is determined by subtracting the result of the two percent calculation and the off-street parking exemption from the total square footage of the garage and attached storage area.

The off-street parking and two percent basement exemption calculations for this project is as follows:

$$\begin{aligned}899 \text{ sf} - 400 \text{ sf} &= 499 \text{ sf} \\499 \text{ sf} * 26.2 \text{ ft} * 0.02 &= 261.5 \text{ sf} \\899 \text{ sf} - 400 \text{ sf} - 261.5 \text{ sf} &= 238 \text{ sf}\end{aligned}$$

The applicable floor area exemptions afforded to the project include 2,060 square feet for the basement living area, 400 square-feet for the two-car garage, and 238 square feet for the basement-level garage in the SROZ. With the applicable exemptions, the total proposed floor area of the project is 3,268 square feet, which is 171 square feet below the maximum allowable for the property.

#### Maximum Building Height:

The maximum building height for the LMR Zone is 25 feet. The maximum building height of the proposed project measured above the pre-existing grade is 15.83 feet and located in the southwest corner of the residence. Since the proposed residence is below 16 feet in height from the pre-existing grade, the project is not subject to the requirements of SBMC Chapter 17.63 – View Assessment and the approval of an SDP. Accordingly, certified story poles were not installed with the project. However, the Applicants have certified the existing grade in order to verify that the proposed project, as proposed, would not exceed 16 feet in height.

The maximum building height or tallest portion of the proposed residence is 21.88 feet measured above the proposed grade (or 220.90 feet above MSL) and measured from the entry roof to the proposed grade at the basement-level garage. The highest roof ridge is 222.91 feet above MSL and located on the north side of the residence above the primary bathroom.

As a condition of approval, the Applicants will be required to certify that the maximum height of the structure would not exceed 15.83 feet above the pre-existing grade (or 222.48 feet above MSL), the tallest portion of the structure will not exceed 21.88 feet measured above the proposed grade (or 220.90 feet above MSL), and the highest roof ridge will not exceed 222.91 feet above MSL.

#### Required Off-Street Parking:

A single-family residence requires two off-street parking spaces, pursuant to SBMC Section 17.52.040 and the Off-Street Parking Design Manual (OSPDM). A total of two off-street parking spaces are required by the project and two unobstructed 9-foot by 19-foot parking spaces will be accommodated in the proposed basement-level garage.

#### Fences, Walls and Retaining Walls:

Within the front yard setback, the SBMC Section 17.20.040(O) 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 2 feet 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 6 feet in height with an additional 2 feet that is 50% open to light and air. Fence and wall height is measured from the pre-existing grade.

The project includes replacement perimeter fencing to enclose the side and rear yards. The horizontal wood fence will step with the existing grade and consist of a six-foot solid wood fence or combination solid fence and retaining wall with an additional two feet of wooden fencing open 50 percent to light and air. The perimeter fencing will continue into the front yard along both sides of the property and consist of a 42-inch-high solid horizontal wood fence. Additional stepped retaining walls will terrace the front yard and accommodate the descending driveway and ascending entry walkway.

The proposed fences comply with the requirements of SBMC 17.20.040(O) and 17.60.070(C). If the Applicants decide to modify any of the fences and walls or construct additional fences and walls on the project site, a condition of project approval indicates that they would be required to comply with the Municipal Code.

#### Water Efficient Landscape:

The project is subject to the current Water Efficient Landscape Ordinance (WELO) 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 Applicants provided a conceptual landscape plan that has been reviewed by the City's third-party landscape architect, who has recommended approval. If the project is approved, the Applicants 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 approved plan and the WELO. In addition, the City's consultant will perform an inspection during the construction phase of the project to verify compliance.

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 complementary to existing development in the immediate vicinity of the project site and the surrounding neighborhood. The development as proposed shall also be compatible in scale, apparent bulk, and massing with such existing development in the surrounding neighborhood. Site planning on or near the perimeter of the development shall give consideration to the protection of surrounding areas from potential adverse effects.*

The property is located in the LMR Zone. The surrounding neighborhood consists of properties also located in the LMR Zone and properties in the Low Residential (LR) Zone. All nearby properties are developed with a mix and one-and two-story single-family residences. The proposed residence is consistent in size with existing and recently approved residences in the surrounding neighborhood.

- b. *Building and Structure Placement: Buildings and structures shall be sited and designed to minimize adverse impacts on the surrounding properties and designed in a manner which visually and functionally enhance their intended use and complement existing site topography. Multi-family residential buildings shall be sited to avoid crowding and to allow for a functional use of the space between buildings.*

The proposed project includes a replacement single-family residence that will utilize the majority of the buildable area of the property. The proposed 2,861 square-foot main level finished floor will not exceed three feet above the pre-existing grade and will be approximately 2.92 feet above the pre-existing grade on the front side visible from the street. The residence will appear to be a single-story built above a basement-level two-car garage with a linear exposure width of 26.2 feet. The remainder of the basement area will be located below the existing and proposed grades and will not add to the appearance of bulk and mass. There will be unenclosed covered patios on the front (west) and rear (east) sides of the main level of the residence that do not contribute to the gross floor area.

- 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. To the*

*maximum extent practicable, landscaping and plantings shall be used to screen parking areas, storage areas, access roads, and other service uses of the site. Trees and other large plantings shall not obstruct significant views when installed or at maturity. Drought tolerant plant materials and water conserving irrigation systems shall be incorporated into all landscaping plans.*

The proposed landscape plan includes one ten-foot-tall Satsuma Tangerine tree located in the northeast corner of the property, a variety of shrubs including a 10-foot tall Purple Lemon Bottlebrush located in a planter along the rear property line, and a Buffalo Grass lawn area in the northeast rear yard. The replacement landscaping is found to be consistent with the surrounding area and would not obstruct significant views from nearby properties.

The Applicants are required to submit a landscape construction plan in substantial conformance with the planting plan presented to the City Council. Generally, any alternative tree and shrub species proposed during the plan check or construction phase shall have the same (or lesser) mature height and location as the conceptual plan approved by the City Council in order to be approved ministerially by Staff. Otherwise, increases in trees or shrub mature heights or adding new planting locations would require City Council approval of a Modification to the DRP. Additionally, any replaced plant species must be consistent with the water use requirements of the plants replaced, provided that the replaced vegetation does not result in mixing high water use plants with low water use plants in the same hydro-zone. A condition has also 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.*

The two required off-street parking spaces will be located within the basement-level garage, which would be accessed by a new descending driveway located on the southern side of the property from Glenmont Drive. Pedestrian access to the property would be located immediately south of the driveway. Refuse



containers would be located behind a fence and in an uncovered alcove on the south side of the residence.

- 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 project includes 1,050 cubic yards of cut to excavate the basement below the footprint of the residence and 190 cubic yards of cut to excavate the area of the driveway and areas outside of the building footprint. There will be 220 cubic yards of fill to raise the grade on the south side of the residence where the existing driveway is located. There will be 175 cubic yards of excavation for footings and remedial grading associated with the project. The project will result in 1,020 cubic yards of export off site and 1,635 cubic yards of aggregate (total) grading.

The proposed grading will accommodate a significant portion of the proposed residence to be built into the existing grade and result in a reduction of the appearance of bulk and mass. The proposed grading located outside the footprint of the residence will blend with the surrounding properties.

- 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 requires 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 single-family residence with an attached garage on a developed residential lot. Usable open space and recreational facilities are neither proposed nor required according to SBMC Section 17.20.040. As a condition of approval, the Applicants will be required to pay the City's Park Impact Fee.

- III. *All required permits and approvals 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 Development Review Permit.

- 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 Applicants obtaining the required permit or approval from the other agency.*

The Applicants shall obtain approval from the California Coastal Commission prior to issuance of Building or Grading Permits.

#### V. CONDITIONS:

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

##### A. Community Development Department Conditions:

- I. The Applicants 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.
- II. The building, grading, and landscape construction plans shall be in substantial conformance with the project plans presented to the City Council on December 13, 2023, and located in the project file with a submittal date of December 4, 2023.
- III. Prior to requesting a framing inspection, the Applicants shall submit a height certification, signed by a licensed land surveyor, certifying that the building envelope is in conformance with City Council approval on December 13, 2023, the maximum height of the structure would not exceed 15.83 feet above the pre-existing grade (or 222.48 feet above MSL), the tallest portion of the structure will not exceed 21.88 feet measured above the proposed grade (or 220.90 feet above MSL), and the highest roof ridge will not exceed 222.91 feet above MSL.

- IV. 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).
- V. The Applicants shall obtain required California Coastal Commission (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.
- VI. The Applicants shall provide a full Landscape Documentation Package in compliance with SBMC Chapter 17.56 and in substantial conformance with the conceptual landscape plan included in the project plans presented to the City Council on December 13, 2023, prior to Building Permit issuance and consistent with the building construction and grading plans. The Applicants shall obtain and submit landscape security in a form prescribed by the City Engineer in addition to the grading security. The landscape plan and installation will be reviewed and inspected by the City's third-party landscape professional. The landscape security deposit shall be released when applicable regulations have been satisfied and the installation has passed inspection by the City's third-party landscape professional.
- 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. All new exterior lighting fixtures shall be in conformance with the City-wide lighting regulations of the Zoning Ordinance (SBMC 17.60.060). 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 area.
- IX. Construction vehicles shall be parked on the subject property at all times when feasible. If construction activity prohibits parking on the subject property, the Applicants shall ensure construction vehicles are parked in such a way to allow sufficient vehicular access on Glenmont Drive and minimize impact to the surrounding neighbors.
- X. The Applicants shall connect to temporary electrical service as soon as feasible to the satisfaction of the City.
- IV. Pursuant to SBMC 17.68.040 subsection K, the signed final development plan shall be the official site layout for the property and shall be attached to any application for a building permit for the subject property. Any subsequent revisions or changes to the final development

plan as approved by the Council will require an amendment to the approved DRP.

- V. Building and Grading Permits shall be issued concurrently.
- VI. The building, grading, and landscape construction plans shall reflect the agreement between the Applicants and the neighbors to the south to maintain the existing site wall located along the rear 34 feet of the southern property line.

B. Engineering Department Conditions:

- I. The Applicants are required to obtain an Encroachment Permit in accordance with SBMC Section 11.20 for below frontage improvements 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:
  - a. Construction of the 9" X 9" X 12" concrete curb along the property frontage with transitions to the existing improvements on both ends to the satisfaction of the City Engineer.
  - b. Construction of the SDRSD driveway approach with 2:1 transitions to the proposed DG pathway.
  - c. Construction of a minimum 10-foot-wide DG area compacted and graded at a maximum 2 percent towards the flow line for walking and parking purposes and 5 feet of landscaping subject to execution of an Encroachment Maintenance Removal Agreement (EMRA) to the satisfaction of the City Engineer.
  - d. Construction of 48-inch PCC swales.
  - e. Construction of the modular retaining wall.
  - f. Installation of the fire service water line.
  - g. Relocation of the water service line.
- II. The Applicants shall record an Encroachment Maintenance Removal Agreement (EMRA) with the County of San Diego prior to the release of the Grading Bond and Security Deposit/Final Inspection of the Building Permit. The EMRA shall be recorded against this property for all private improvements in the Public Right-Of-Way including but not limited to the drainage swales, modular retaining wall, landscaping and DG pathway.
- III. No grading/work is allowed outside the property limits without a letter of permission from the adjacent property owner, including but not limited

to, the existing three-foot-tall fence on top of a three-foot-tall block wall located outside the easterly property line.

- 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 Applicants have obtained an Encroachment Permit in accordance with chapter 11.20 of the SBMC which allows otherwise.
- VI. The project involves adding a lower floor below street level, which will be vulnerable to potential flooding from storm water intrusion and sewer backflows. The property owner shall record a document holding the City of Solana Beach harmless in case of storm water entering the property from the city streets, or sanitary sewer backup due to blockage in the sewer main. A sewer backflow prevention device shall be installed on private property. The Applicants shall coordinate with Public Works to inspect the sewer backflow preventer prior to backfilling.
- VII. The Applicants shall obtain a Grading Permit in accordance with Chapter 15.40 of the Solana Beach Municipal Code. Conditions prior to the issuance of a grading permit shall include, but not be limited to, the following:
  - a. The Applicants shall submit a grading plan prepared by a Registered Civil Engineer and approved by the City Engineer. On-site grading design and construction shall be in accordance with Chapter 15.40 of the Solana Beach Municipal Code.
  - b. The Applicants shall obtain a Soils Report prepared by a Registered Soils/Geotechnical Engineer and approved by the City Engineer. All necessary measures shall be taken and implemented to assure slope stability, erosion control, and soil integrity. The grading plan shall incorporate all recommendations contained in the soils report.
  - c. The Applicants shall provide a Drainage Report prepared by a Registered Civil Engineer. This report shall address, if required, the design for a detention basin and corresponding outflow system to ensure the rate of runoff for the proposed development is at or below the rate of runoff for the pre-existing condition. All recommendations of this drainage report shall be incorporated into the Preliminary Grading Plan. A detention basin easement(s) shall be recorded for maintenance of the detention basins by the property owner(s) in perpetuity, prior to the release of the Grading

Bond and Security Deposit.

- d. The Applicants shall show all retaining walls and drainage structures. Retaining walls shown on the grading plan shall conform to the San Diego Regional Standards or be designed by a registered civil engineer. Engineering calculations for all designed walls with a surcharge and nonstandard walls shall be submitted at grading plan check. Retaining walls may not exceed the allowable height within the property line setback as determined by the City of Solana Beach Municipal Code. Contact the Community Development Department for further information.
- e. The Applicants are responsible to protect the adjacent properties during construction. If any grading, construction activity, access or potential construction-related impacts are anticipated beyond the property lines, as determined by the City Engineer, the Applicants shall obtain a letter of permission from the adjoining property owners. All required letters of permission shall be submitted to the City Engineer prior to the issuance of the grading permit.
- f. The Applicants shall pay a grading plan check fee in accordance with the current Engineering Fee Schedule at initial grading plan submittal. Inspection fees shall be paid prior to issuance of the grading permit.
- g. The Applicants shall obtain and submit grading security in a form prescribed by the City Engineer.
- h. The Applicants shall obtain haul permit for import / export of soil. The Applicants shall transport all excavated material to a legal disposal site.
- i. The Applicants shall submit certification from the Engineer of Record and the soils engineer that all public or private drainage facilities and finished grades are functioning and are installed in accordance with the approved plans. This shall be accomplished by the Engineer of Record incorporating as-built conditions on the Mylar grading plans and obtaining signatures of the Engineer of Record and the soils engineer certifying the as-built conditions.
- j. An Erosion Prevention and Sediment Control Plan shall be prepared by the Applicants. Construction Best Management Practices shall be developed and implemented to manage storm water and non-storm water discharges from the site at all times during excavation and grading activities. Erosion prevention shall be emphasized as the most important measure for keeping sediment on site during excavation and grading activities.

Sediment controls shall be used as a supplement to erosion prevention for keeping sediment on site.

- k. The Applicants shall show all proposed on-site private drainage facilities intended to discharge water run-off. Elements of this design shall include a hydrologic and hydraulic analysis verifying the adequacy of the facilities and identify any easements or structures required to properly convey the drainage. The construction of drainage structures shall comply with the standards set forth by the San Diego Regional Standard Drawings.
- l. Post-Construction Best Management Practices meeting City and RWQCB Order No. R9-2013-001 requirements shall be implemented in the drainage design.
- m. No increased cross lot drainage shall be allowed.
- n. Prior to the foundation inspection, the Applicants shall submit a building pad certification statement from a soils engineer and an engineer or land surveyor licensed in Land Surveying per SBMC 15.40.230E.

C. Fire Department Conditions:

- I. This property is located within the Very High Fire Hazard Severity Zone and shall comply with the current California Building Code Chapter 7A requirements.
- II. In lieu of the 150-foot hose pull requirement, fire sprinklers are required to be on the exterior patios/decks, in the attic space, and in all rooms/spaces regardless of size or use. See Fire Note #4 on SDP 1.
- III. BUILDINGS AND FACILITIES: Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility per the 2022 California Fire Code Chapter 5 Section 503.1.1. Hose pull exceeds 150 feet. Mitigation for not meeting hose pull will be additional fire sprinklers to include all bathrooms and closets regardless of size.
- IV. 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.

- V. **FUEL MODIFICATION ZONES/FIRE BREAKS:** The Applicants shall provide and maintain fire/fuel breaks to the satisfaction of the Solana Beach Fire Department and the County of San Diego Defensible Space requirements. Fire/fuel breaks size and composition shall be shown on the improvement /grading plans and final map and building plans.
- VI. **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 ½” inch stroke width for residential buildings, 8” high with a ½” 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.
- VII. **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.
- VIII. **FIRE RESISTIVE CONSTRUCTION REQUIREMENTS FOR THE VERY HIGH FIRE HAZARD SEVERITY ZONE:** Structures shall meet all wildland/urban interface standards to the satisfaction of the Solana Beach Fire Department. Structures shall comply per the 2019 California Building Code Chapter 7A.
- IX. **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.
- X. **BASEMENT:**
  - a. All basements shall be designed and equipped with emergency exit systems consisting of operable windows, window wells or exit door that's leads directly outside via staircase and exit door or exit door at grade.
  - b. Window wells/light wells that intrude into side yard or backyard setbacks of five feet or less, shall require a hinged grating covering the window well/lightwell opening. The grating shall be capable of supporting a weight of 250lb person; yet must be



able to be opened by someone of minimal strength with no special knowledge, effort or use of key or tool. Any modification of previously approved plans related to this condition shall be subject to re-submittal and review by City Staff (Fire, Building, Planning).

- XI. SOLAR PHOTOVOLTAIC INSTALLATIONS (Solar Panels): Solar Photovoltaic systems shall be installed per Solana Beach Fire Department requirements and per the 2022 California Fire Code Chapter 12 Section 1205.

D. City Council Conditions:

- I. N/A

VII. 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 1.1.6 and 1.18 in addition to any applicable revocation proceedings.

VIII. EXPIRATION

The Development Review Permit for the project shall expire 24 months from the date of this Resolution, unless the Applicants have obtained building permits and has commenced construction prior to that date, and diligently pursued construction to completion. An extension of the application may be granted by the City Council according to SBMC 17.72.110.

IX. INDEMNIFICATION AGREEMENT

The Applicants 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 Applicants 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 Applicants 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 Applicants 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 Applicants shall not be required to pay or perform any settlement unless such settlement is approved by the Applicants.

**NOTICE TO APPLICANTS:** 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 13<sup>th</sup> day of December, 2023, by the following vote:

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

\_\_\_\_\_  
LESA HEEBNER, Mayor

APPROVED AS TO FORM:

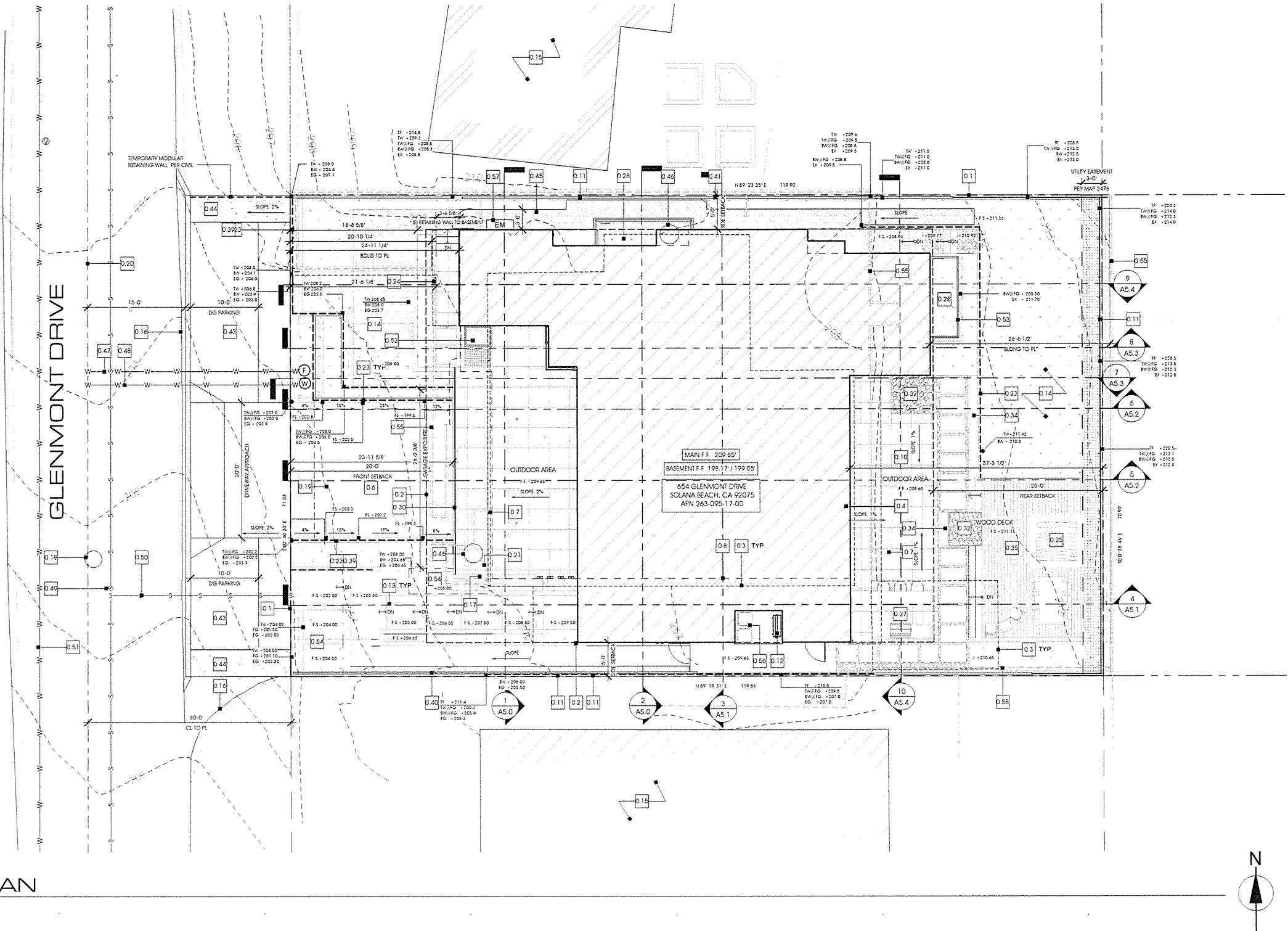
ATTEST:

\_\_\_\_\_  
JOHANNA N. CANLAS, City Attorney

\_\_\_\_\_  
ANGELA IVEY, City Clerk







**SITE PLAN**

1/8" = 1'-0"

**FIRE NOTES**

1. ALL GATES OR OTHER STRUCTURES OR DEVICES, WHICH COULD OBSTRUCT FIRE ACCESS ROADWAYS OR OTHERWISE HINDER EMERGENCY OPERATIONS, ARE PROHIBITED UNLESS THEY MEET STANDARDS APPROVED BY THE FIRE DEPARTMENT. AN APPROVED EMERGENCY KEY-OPERATED SWITCH AND/OR AN APPROVED EMERGENCY TRAFFIC CONTROL, ACTIVATING STROBE LIGHT SENSOR SHALL BE INSTALLED PER THE SOLANA BEACH MUNICIPAL CODE TITLE 15 BUILDING AND CONSTRUCTION CHAPTER 15.32 FIRE CODE SECTION 503.0.
2. CONSTRUCTION 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 FOR THE 2019 CALIFORNIA FIRE CODE CHAPTER 5, SECTION 503.4 AND 503.2.1.
3. 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 LOCAL 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. ADDITIONAL NUMBERS SHALL BE REQUIRED WHERE DEEMED NECESSARY BY THE FIRE MARSHAL.
4. IN LIEU OF THE 150FT HOSE ROLL REQUIREMENT FIRE SPRINKLERS ARE REQUIRED TO BE INSTALLED ON THE EXTERIOR PATIOS/DECKS, IN THE ATTIC SPACE, AND IN ALL ROOMS REGARDLESS OF SIZE OR USE IN THE MAIN HOUSE AND THE DETACHED ACCESSORY DWELLING UNIT.
5. AUTOMATIC FIRE SPRINKLER SYSTEM-ONE- AND TWO-FAMILY DWELLINGS. STRUCTURES SHALL BE PROVIDED WITH 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.
6. 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.
7. SOLAR PHOTOVOLTAIC INSTALLATIONS (SOLAR PANELS). SOLAR PHOTOVOLTAIC SYSTEMS SHALL BE INSTALLED PER SOLANA BEACH FIRE DEPARTMENT REQUIREMENTS AND PER THE 2019 CALIFORNIA FIRE CODE CHAPTER 12 SECTION 1204.
8. ALL BASEMENTS SHALL BE DESIGNED AND EQUIPPED WITH EMERGENCY EXIT SYSTEMS CONSISTING OF OPERABLE WINDOWS, WINDOW WELLS OR EXIT DOOR THAT LEADS DIRECTLY OUTSIDE VIA STAIRCASE AND EXIT DOOR OR EXIT DOOR AT GRADE.
9. WINDOW WELLS/LIGHT WELLS THAT INTERLOCK INTO SIDE WARD OR BACKWARD SETBACKS OF FIVE FEET OR LESS SHALL REQUIRE A HINGED GRATING COVERING THE WINDOW WELLS/LIGHTWELL OPENING. THE GRATING SHALL BE CAPABLE OF SUPPORTING A WEIGHT OF 250LB PERSON, YET MUST BE ABLE TO BE OPENED BY SOMEONE OF MINIMAL STRENGTH WITH NO SPECIAL KNOWLEDGE, EFFORT OR USE OF KEY OR TOOL. ANY MODIFICATION OF PREVIOUSLY APPROVED PLANS RELATED TO THIS CONDITION SHALL BE SUBJECT TO RE-SUBMITTAL AND REVIEW BY CITY STAFF (FIRE, BUILDING, PLANNING).
10. THE MINIMUM HORIZONTAL AREA OF THE WINDOW WELL SHALL BE 9 SQUARE FEET (0.84 M<sup>2</sup>), WITH A MINIMUM DIMENSION OF 36 INCHES (914 MM). THE AREA OF THE WINDOW WELL SHALL ALLOW THE EMERGENCY ESCAPE AND RESCUE OPENINGS TO BE FULLY OPENED.
11. WINDOW WELLS WITH A VERTICAL DEPTH OF MORE THAN 44 INCHES (1118 MM) SHALL BE EQUIPPED WITH AN APPROVED PERMANENTLY AFFIXED LADDER OR STEPS. LADDERS OR RUNGS SHALL HAVE AN INSIDE WIDTH OF NOT LESS THAN 12 INCHES (305 MM), SHALL PROJECT NOT LESS THAN 3 INCHES (76 MM) FROM THE WALL AND SHALL BE SPACED NOT MORE THAN 18 INCHES (457 MM) ON CENTER (O.C.) VERTICALLY FOR THE FULL HEIGHT OF THE WINDOW WELL. THE LADDER OR STEPS SHALL NOT ENCRUSH INTO THE REQUIRED DIMENSIONS OF THE WINDOW WELL BY MORE THAN 6 INCHES (152 MM). THE LADDER OR STEPS SHALL NOT BE OBSTRUCTED BY THE EMERGENCY ESCAPE AND RESCUE OPENING.

**KEYNOTES**

- |   |  |   |  |
|---|--|---|--|
| 0.1 PROPERTY LINE, TYP.   | 0.16 EDGE OF AC PAVING, PER CIVIL DRAWINGS                                   | 0.35 WOOD DECK PER CIVIL & LANDSCAPE PLAN                 | 0.53 42" HIGH GUARDRAIL  |
| 0.2 SETBACK LINE, TYP.  | 0.17 EXISTING WATER METER, PER CIVIL DRAWINGS                                | 0.39 BOARD FORMED CONCRETE WALL PER CIVIL & LANDSCAPE     | 0.54 EMERY PLANTERS TO COMPLY WITH MAX HEIGHT FOR FENCE/WALLS IN FRONT YARD SETBACK, 42" MAX WITH ADDITIONAL 24" OPEN 80% TO LIGHT |
| 0.3 LINE OF EXISTING RESIDENCE AND DETACHED GARAGE TO BE DEMOLISHED   | 0.18 EXISTING SEWER MANHOLE PER CIVIL DRAWINGS                               | 0.40 42" SOLID HORIZONTAL WOOD FENCE W/24" OPEN EXTENSION | 0.55 EXISTING RETAINING WALL, PER CIVIL DRAWINGS   |
| 0.4 LINE OF PROPOSED RESIDENCE  | 0.19 EXISTING TOPOGRAPHY PER SURVEY  | 0.41 75" SOLID HORIZONTAL WOOD FENCE W/24" OPEN EXTENSION | 0.56 TRASH & RECYCLING LOCATION  |
| 0.6 CONCRETE DRIVEWAY PER CIVIL DRAWINGS  | 0.20 CENTER LINE OF THE STREET   | 0.43 DG PARKING   | 0.57 (N) ELECTRIC METER LOCATION   |
| 0.7 LINE OF ROOF/ OVERHANG ABOVE  | 0.21 EXISTING GAS METER TO BE RELOCATED, PER CIVIL DRAWINGS                  | 0.44 48" IMPERVIOUS PCC SWALE                             | 0.58 EXISTING RETAINING WALL TO REMAIN, PROTECT IN PLACE   |
| 0.8 LINE OF BASEMENT LEVEL  | 0.23 NEW RETAINING WALL PER CIVIL AND LANDSCAPE PLANS, FINISH PER ELEVATIONS | 0.45 3'-0" UNOBSTRUCTED PATH AROUND RESIDENCE             |  |
| 0.10 HANDSCAPE PER CIVIL AND LANDSCAPE DRAWINGS   | 0.24 HORIZONTAL CUSTOM WOOD SLAT SIDING                                      | 0.46 SUMP PUMP LOCATION, PER CIVIL DRAWINGS               |  |
| 0.11 FENCE & GATE PER LANDSCAPE PLANS NOT TO EXCEED 6FT IN HEIGHT IN SIDE SETBACKS, AND 42" IN FRONT SETBACK WITH AN ADDITIONAL 24" ALLOWABLE ABOVE IF AT LEAST 80% OPEN TO LIGHT & AIR | 0.25 SPA   | 0.47 PROPOSED FIRE WATER SERVICE, PER CIVIL DRAWINGS      |  |
| 0.12 AC UNITS LOCATION  | 0.27 BARBECUE AREA, PER LANDSCAPE PLAN                                       | 0.48 PROPOSED POT. WATER SERVICE, PER CIVIL DRAWINGS      |  |
| 0.13 FLOATING CONCRETE STAIR AT ENTRY, PER LANDSCAPE AND CIVIL DRAWINGS   | 0.28 LIGHTWELL PER PLAN  | 0.49 EXISTING SEWER MAIN, PER CIVIL DRAWINGS              |  |
| 0.14 LANDSCAPE PER LANDSCAPE DRAWINGS   | 0.30 42" HIGH GLASS GUARDRAIL  | 0.50 EXISTING SEWER LATERAL, PER CIVIL DRAWINGS           |  |
| 0.15 ADJACENT PROPERTY, NAP   | 0.32 6" METAL PLANTER, PER LANDSCAPE PLAN                                    | 0.51 EXISTING WATER MAIN, PER CIVIL DRAWINGS              |  |
|   | 0.34 WOOD BENCH PER LANDSCAPE DRAWINGS                                       | 0.52 GLASS FLOOR  |  |

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2023-10-17 DRP 6TH SUBMITTAL
2023-12-04 CITY COUNCIL
PHASE
PL SET
DATE
10-04-2023
JOB NO.
22-04
PROJECT NO.
DRP22-024

SITE PLAN
SP1

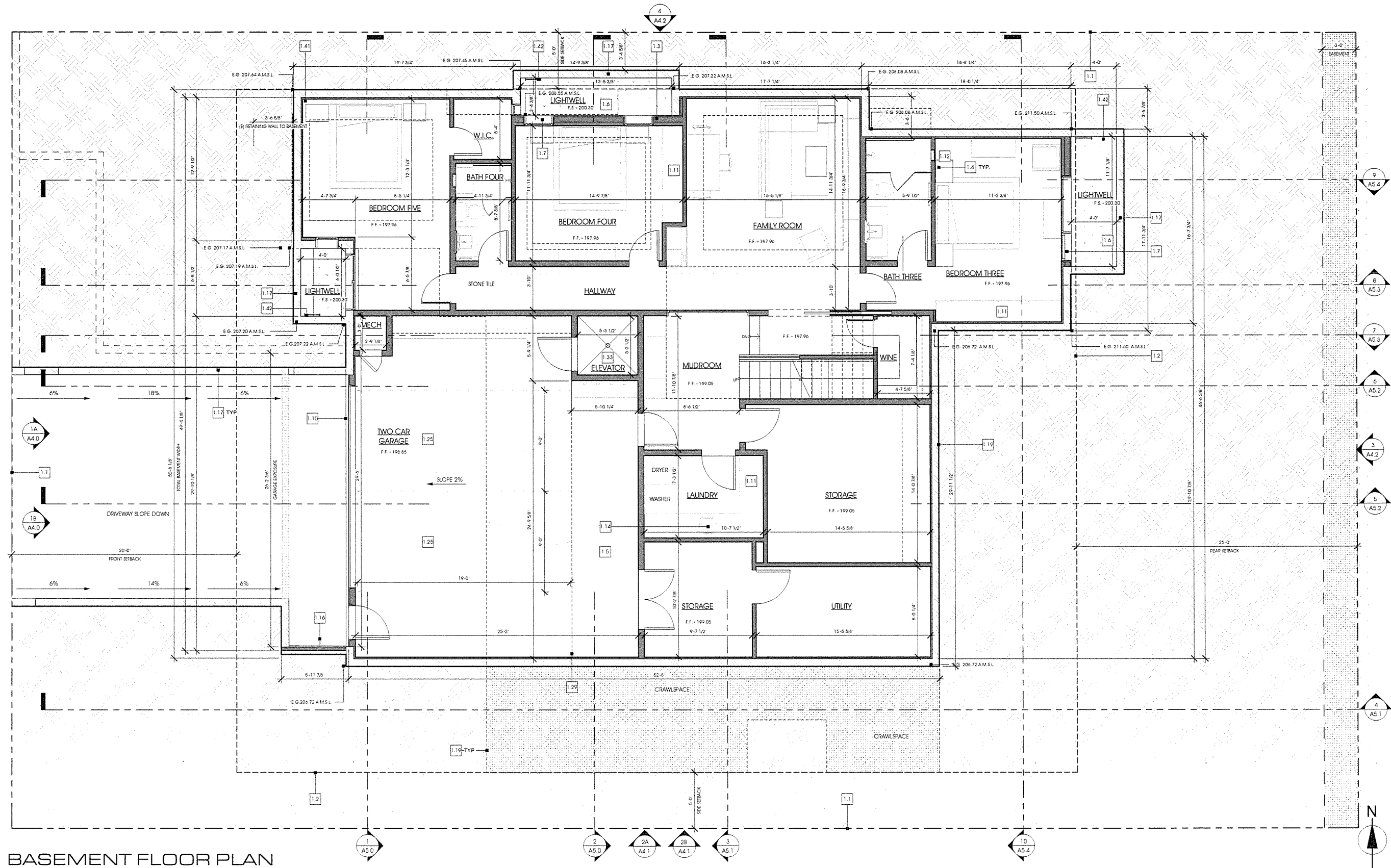


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BASEMENT FLOOR PLAN

A1.0



BASEMENT FLOOR PLAN

1/4" = 1'-0"

NOTES
1. ALL BASEMENTS SHALL BE DESIGNED AND EQUIPPED WITH EMERGENCY EXIT SYSTEMS CONSISTING OF OPERABLE WINDOWS, WINDOW WELLS OR EXIT DOOR THAT LEADS DIRECTLY OUTSIDE VIA STAIRCASE AND EXIT DOOR OR EXIT DOOR AT GRADE.
2. WINDOW WELLS/LIGHTWELLS THAT INTRUDE INTO SIDE YARD OR BACKYARD SETBACKS OF FIVE FEET OR LESS, SHALL REQUIRE A HINGED GRATING COVERING THE WINDOW WELL/LIGHTWELL OPENING. THE GRATING SHALL BE CAPABLE OF SUPPORTING A WEIGHT OF 250LB PERSON, YET MUST BE ABLE TO BE OPENED BY SOMEONE OF MINIMAL STRENGTH WITH NO SPECIAL KNOWLEDGE, EFFORT OR USE OF KEY OR TOOL. ANY MODIFICATION OF PREVIOUSLY APPROVED PLANS RELATED TO THIS CONDITION SHALL BE SUBJECT TO RE-SUBMITTAL AND REVIEW BY CITY STAFF (FIRE, BUILDING, PLANNING).
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4. WINDOW WELLS WITH A VERTICAL DEPTH OF MORE THAN 44 INCHES (1118 MM) SHALL BE EQUIPPED WITH AN APPROVED PERMANENTLY AFFIXED LADDER OR STEPS. LADDERS OR RUNGS SHALL HAVE AN INSIDE WIDTH OF NOT LESS THAN 12 INCHES (305 MM), SHALL PROJECT NOT LESS THAN 3 INCHES (76 MM) FROM THE WALL AND SHALL BE SPACED NOT MORE THAN 18 INCHES (457 MM) ON CENTER (O.C.) VERTICALLY FOR THE FULL HEIGHT OF THE WINDOW WELL. THE LADDER OR STEPS SHALL NOT ENCRUSH INTO THE REQUIRED DIMENSIONS OF THE WINDOW WELL BY MORE THAN 6 INCHES (152 MM). THE LADDER OR STEPS SHALL NOT BE OBSTRUCTED BY THE EMERGENCY ESCAPE AND RESCUE OPENING.

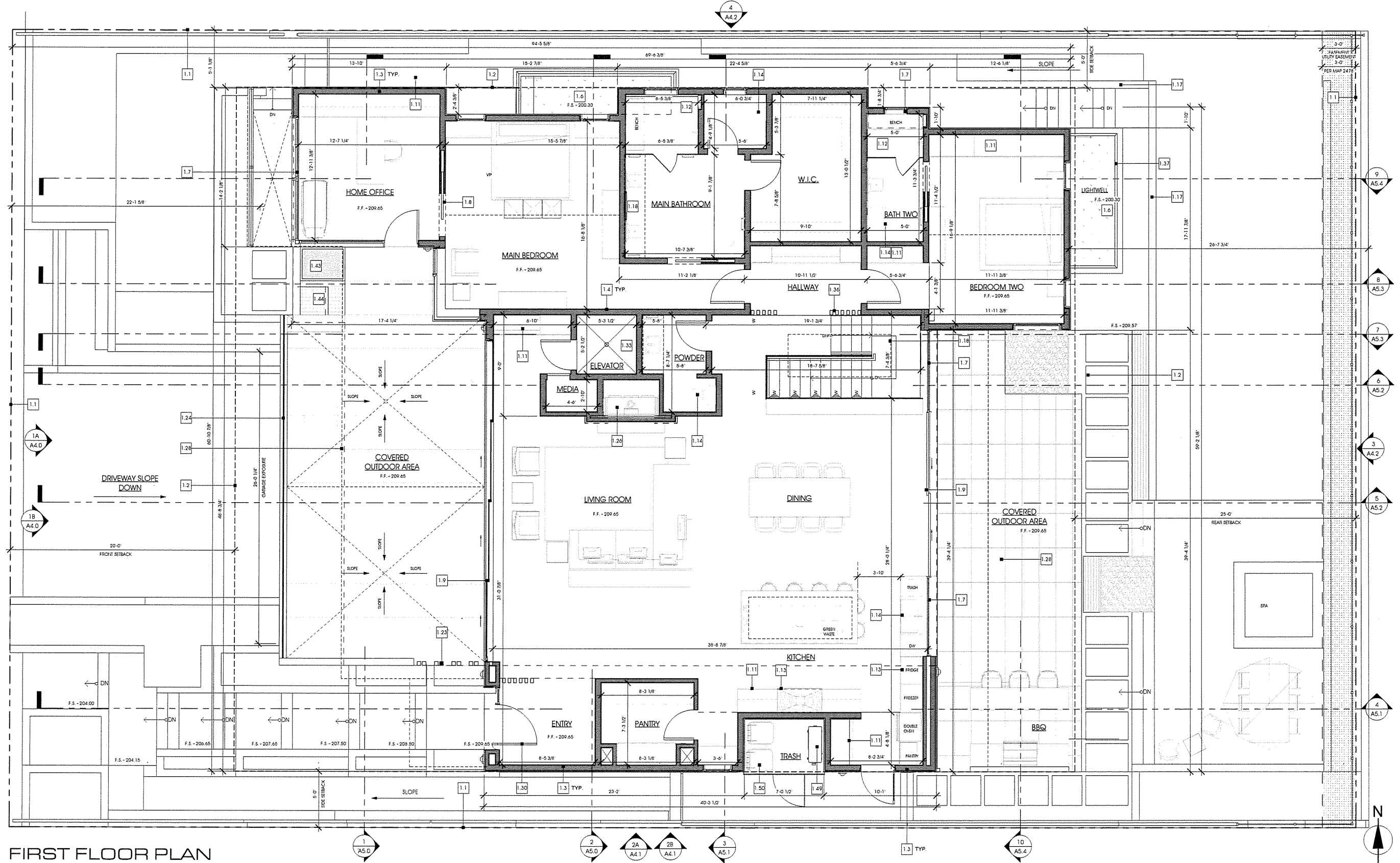
KEYNOTES		
1.1 PROPERTY LINES, TYP.	1.10 GARAGE DOOR	1.29 LINE OF SOFFIT/CEILING/BEAM ABOVE
1.2 SETBACK LINE, TYP.	1.11 BUILT-IN CABINETS	1.33 ELEVATOR
1.3 EXTERIOR WALL: 2x WOOD STUD FRAMING EXTERIOR FINISH PER EXTERIOR ELEVATIONS (O) 2 LAYERS MIN. GRADE 'O' BUILDING PAPER.	1.12 WALK-IN SHOWER	1.41 TRENCH DRAIN
1.4 INTERIOR WALL: 2x WOOD STUD FRAMING	1.14 PLUMBING FIXTURES PER OWNER	1.42 LIGHTWELL LADDER LOCATION
1.5 PROVIDE 5/8" TYPE 'X' GYP. BOARD (1-HOUR CONSTRUCTION) AT THE WALLS AND CEILINGS OF ATTACHED GARAGE ASSEMBLY SUPPORTIVE HABITABLE SPACE, MECHANICAL SPACES, AND ACCESSIBLE UNDER STAIRS.	1.16 OUTDOOR SHOWER AND DRAIN	
1.6 LIGHTWELL WITH EMERGENCY EGRESS, SEE NOTES FOR FURTHER INFORMATION.	1.17 RETAINING WALL	
1.7 WINDOW, TYP.	1.19 LINE OF FIRST FLOOR ABOVE	
	1.25 PARKING SPACES TO BE 19' X 9' CLEAR	

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FIRST FLOOR PLAN

A1.1



NOTES
1. ALL BASEMENTS SHALL BE DESIGNED AND EQUIPPED WITH EMERGENCY EXIT SYSTEMS CONSISTING OF OPERABLE WINDOWS, WINDOW WELLS OR EXIT DOOR THAT LEADS DIRECTLY OUTSIDE VIA STAIRCASE AND EXIT DOOR AT GRADE.
2. WINDOW WELLS/SAFETY WELLS THAT INTRUDE INTO SIDE YARD OR BACKYARD SETBACKS OF FIVE FEET OR LESS, SHALL REQUIRE A HINGED GRATING COVERING THE WINDOW WELLS/LIGHTWELL OPENINGS. THE GRATING SHALL BE CAPABLE OF SUPPORTING A WEIGHT OF 250LB PERSON; YET MUST BE ABLE TO BE OPENED BY SOMEONE OF MINIMAL STRENGTH WITH NO SPECIAL KNOWLEDGE, EFFORT OR USE OF KEY OR TOOL. ANY MODIFICATION OF PREVIOUSLY APPROVED PLANS RELATED TO THIS CONDITION SHALL BE SUBJECT TO RE-SUBMITTAL AND REVIEW BY CITY STAFF (FIRE, BUILDING, PLANNING)
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KEYNOTES			
1.1 PROPERTY LINES, TYP	1.11 BUILT-IN CABINETS	1.26 FIREPLACE - ORTAL FRONT FACING 51(130H) OVERVIEW - 50 51(6)W X 21 5(8)H	1.49 AC UNITS LOCATION
1.2 SETBACK LINE, TYP	1.12 WALK-IN SHOWER	1.28 LINE OF ROOF OVERHANG ABOVE	1.50 TRASH & RECYCLING LOCATION
1.3 EXTERIOR WALL: 2x WOOD STUD FRAMING EXTERIOR FINISH PER EXTERIOR ELEVATIONS O/ 2 LAYERS MIN. GRADE 'D' BUILDING PAPER	1.13 APPLIANCE PER OWNER	1.30 ENTRY DOOR	
1.4 INTERIOR WALL: 2x WOOD STUD FRAMING	1.14 PLUMBING FIXTURES PER OWNER	1.33 ELEVATOR	
1.6 LIGHTWELL WITH EMERGENCY EGRESS, SEE NOTES FOR FURTHER INFORMATION	1.17 RETAINING WALL	1.36 INTERIOR VERTICAL WOOD TRELLIS	
1.7 WINDOW, TYP	1.18 LINE OF SKYLIGHT ABOVE	1.37 42" STEEL CABLE GUARDRAIL	
1.8 DOOR, TYP	1.23 EXTERIOR VERTICAL WOOD TRELLIS 50% OPEN MIN	1.43 GLASS FLOOR	
1.9 SLIDING DOOR	1.24 42" HIGH GLASS GUARDRAIL	1.44 FLOOR GRATE	



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F.A.R.

F.A.R.

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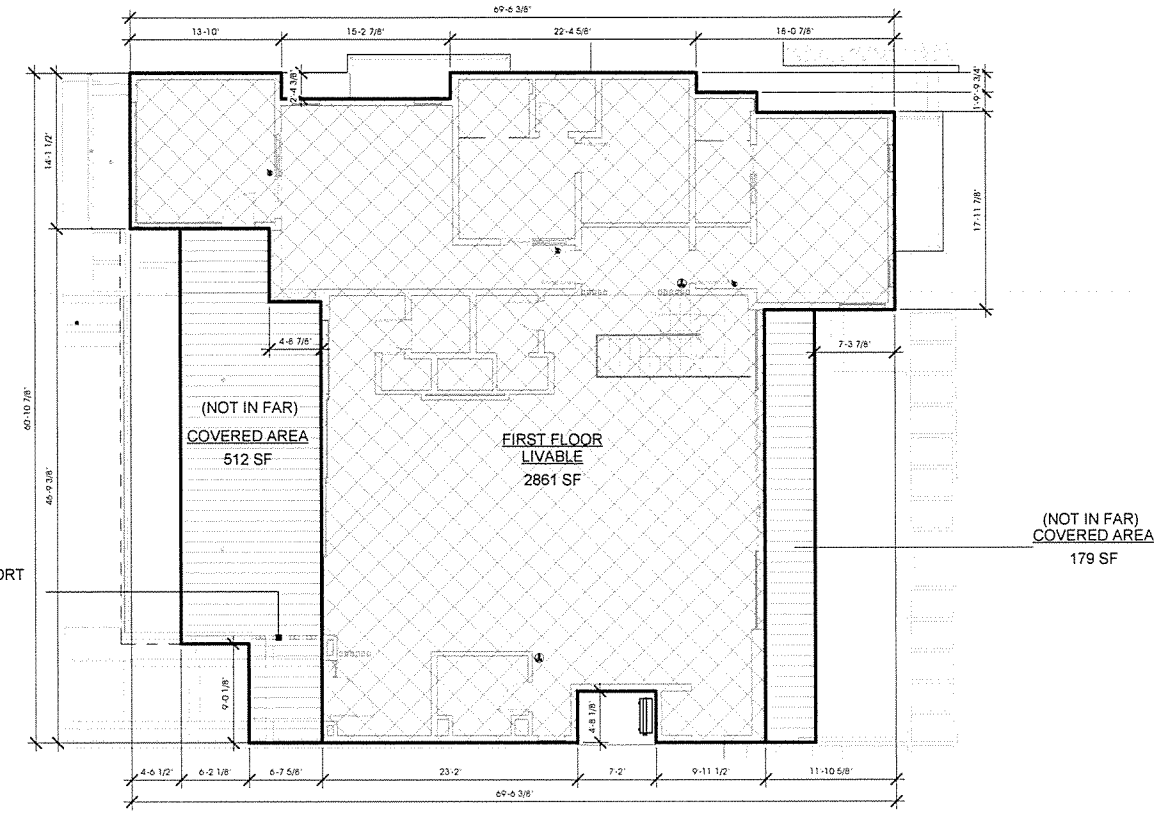
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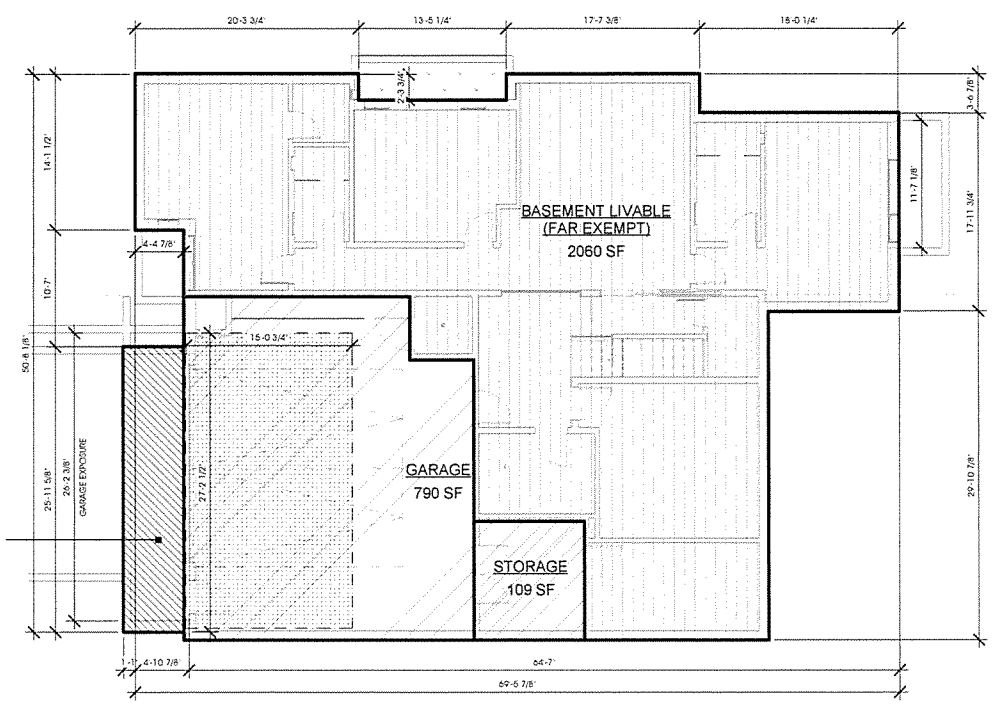
F.A.R.

F.A.R.

F.A.R.



FIRST FLOOR LEVEL FAR DIAGRAM  
1/8" = 1'-0"



BASEMENT LEVEL/GARAGE FAR DIAGRAM  
1/8" = 1'-0"

**GARAGE EXPOSURE CALCULATION**  
 TOTAL GARAGE/STORAGE AREA = 899 SF  
 OFF-STREET PARKING EXEMPTION = 400 SF  
 TOTAL BUILDING WIDTH = 50.68 FT  
 TOTAL EXPOSURE WIDTH = 29.20 FT (57.63%)  
 GARAGE/STORAGE (899 SF) - PARKING EXEMPTION (400 SF) = 499 SF  
 COUNT TOWARDS FLOOR AREA = 499 SF X 26.20 FT X 2% = 261.50 SF  
 BASEMENT GARAGE EXEMPTION = 899 SF - 400 SF - 261.50 = 237.50 SF

**TOTAL BASEMENT EXPOSURE CALCULATION**  
 BASEMENT PERIMETER 263 - 3.50'  
 GARAGE EXPOSURE 26 - 2.38'  
 BEDROOM 3 LIGHTWELL 11 - 7.13'  
 BEDROOM 4 LIGHTWELL 13 - 5.25'  
 TOTAL BASEMENT LIGHTWELL EXPOSURE 51 - 2.78'  
 PERCENTAGE OF EXPOSURE 20%

PROJECT INFORMATION

SCOPE OF WORK:	NEW ONE STORY OVER PARTIAL BASEMENT, SINGLE FAMILY RESIDENCE WITH ATTACHED TWO CAR GARAGE, COVERED OUTDOOR AREA, AND ASSOCIATED LANDSCAPE, HARDSCAPE AND RETAINING WALLS
LEGAL:	LOT 1 IN BLOCK F, MARVIEW HEIGHTS NO 2 IN THE CITY OF SOLANA BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 2478, FILED IN THE OFFICE OF APN: 263-095-17-00
A.P.N.:	263-095-17-00
EXISTING/PROPOSED USE:	RESIDENTIAL
ZONE:	LRMD, SROZ
SPRINKLERED:	YES, PER CFC SECTION 903 2.1.1 AND INSTALLED PER NFPA 13D
PROPOSED GRADING:	PER CIVIL DRAWINGS
GROSS LOT SIZE:	6,507 SF (0.20 ACRES)
NET LOT SIZE:	8,470 SF (0.19 ACRES)
HEIGHT LIMIT:	25'-0"
PROPOSED HEIGHT:	16'-0" MAX
FAR ALLOWABLE:	FIRST 6,000 SF 50% X 6,000 SF = 3,000 SF NEXT 6,001-15,000SF 17.5% X 2,570 SF = 439 SF TOTAL BUILDING AREA ALLOWABLE = 3,439 SF

F.A.R. CALCULATION

BUILDING AREA	2,060 SF
BASEMENT LEVEL	2,060 SF
FIRST FLOOR LEVEL	2,861 SF
COVERED AND ENCLOSED AREA	146 SF
GARAGE/STORAGE	899 SF
<b>SUBTOTAL</b>	<b>5,966 SF</b>
OFF-STREET PARKING EXEMPTION (OSDFM)	- 400 SF
GARAGE BASEMENT EXEMPTION	- 238 SF
BASEMENT EXEMPTION	- 2,060 SF
<b>TOTAL GROSS FLOOR AREA</b>	<b>3,268 SF</b>
ALLOWABLE FLOOR AREA	3,439 SF
AMOUNT UNDER FLOOR AREA	171 SF
<b>TOTAL COVERED/OFFEN PATIO AREA</b>	<b>691 SF</b>
SETBACKS	
FRONT YARD SETBACK	REQUIRED 20'-0" PROPOSED 23'-11 1/8"
INTERIOR SIDE YARD SETBACK (NORTH)	5'-0" 5'-0"
INTERIOR SIDE YARD SETBACK (SOUTH)	5'-0" 5'-0"
REAR YARD SETBACK	25'-0" 25'-4 3/4"
NOTES	ALL DIMENSIONS ARE MEASURED FROM THE EXTERIOR WALL SURFACES

LOT COVERAGE

EXISTING IMPERVIOUS AREA	5,167 SF
EXISTING PERVIOUS AREA	3,340 SF
PROPOSED IMPERVIOUS AREA	4,896 SF
PROPOSED PERVIOUS AREA	3,611 SF
GRADING	
GRADING ASSOCIATED WITH PROJECT	
CUT	190 CY
FILL	220 CY
	665 CY
TOTAL GRADING EXCAVATION FOR FOOTINGS	15 CY
VOLUME OF RE-COMPACTION	160 CY
BASEMENT EXCAVATION	1,050 CY
MAX CUT	9.5 FT
MAX FILL	3.0 FT
LANDSCAPE	
NON-LANDSCAPED AREA	EXISTING 5,167 SF PROPOSED 6,185 SF
NON-IRRIGATED LANDSCAPE	EXISTING 3,340 SF PROPOSED 0 SF
IRRIGATED LANDSCAPE	EXISTING 0 SF PROPOSED 1,854 SF
WATER FEATURE	EXISTING 0 SF PROPOSED 34 SF
DECORATIVE HARDSCAPE	EXISTING 0 SF PROPOSED 434 SF
TOTAL LOT AREA	EXISTING 8,507 SF PROPOSED 8,507 SF
IRRIGATED LANDSCAPE	AREA OF WORK 1,854 SF
WATER FEATURES	43 SF
DECORATIVE HARDSCAPE	2,880 SF
AGGREGATE LANDSCAPE AREA	4,173 SF

LEGEND

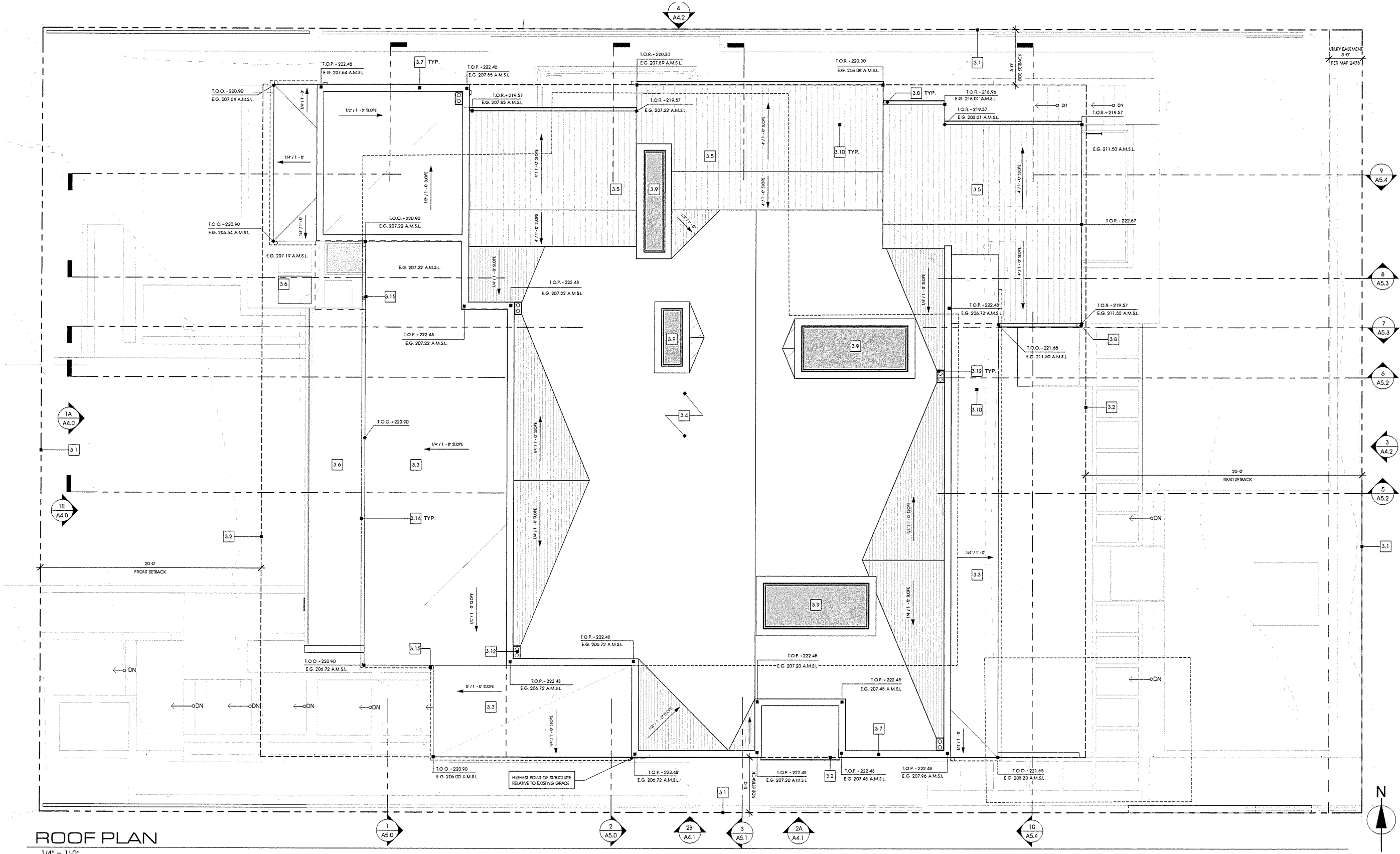
	LIVABLE AREA		COVERED AREA NOT IN FAR
	GARAGE AREA		BASEMENT LIVABLE FAR EXEMPT
	BASEMENT GARAGE 2% EXPOSURE AREA		COVERED AREA INCLUDED IN FAR
	BASEMENT STORAGE		

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2022-10-21 DRP 1ST SUBMITTAL
2023-02-02 DRP 2ND SUBMITTAL
2023-03-27 DRP 3RD SUBMITTAL
2023-06-27 DRP 4TH SUBMITTAL
2023-08-21 DRP 5TH SUBMITTAL
2023-10-17 DRP 6TH SUBMITTAL
2023-12-04 CITY COUNCIL

PHASE
PL SET
DATE
10-04-2023
JOB NO.
22-04
PROJECT NO.
DRP22-024

ROOF PLAN

A3.0



**ROOF PLAN**  
1/4" = 1'-0"

**KEYNOTES**

NOTE:  
T.O.P. INDICATES TOP OF PARAPET  
T.O.O. INDICATES TOP OF OVERHANGS  
T.O.R. INDICATES TOP OF ROOF STRUCTURE  
I.O.S. INDICATES TOP OF STRUCTURE

- |                         |                                     |
|-------------------------|-------------------------------------|
| 3.1 PROPERTY LINE, TYP. | 3.10 LINE OF BUILDING BELOW         |
| 3.2 SETBACK LINE, TYP.  | 3.12 ROOF DRAIN                     |
| 3.3 OVERHANG            | 3.14 DASHED LINE INDICATES GUTTER   |
| 3.4 B.U.R. ROOFING      | 3.15 RAIN CHAIN DIRECTLY TO PLANTER |
| 3.5 METAL ROOF          |                                     |
| 3.6 DECK BELOW          |                                     |
| 3.7 PARAPET WALL        |                                     |
| 3.8 DOWNSPOUT LOCATION  |                                     |
| 3.9 SKYLIGHT            |                                     |

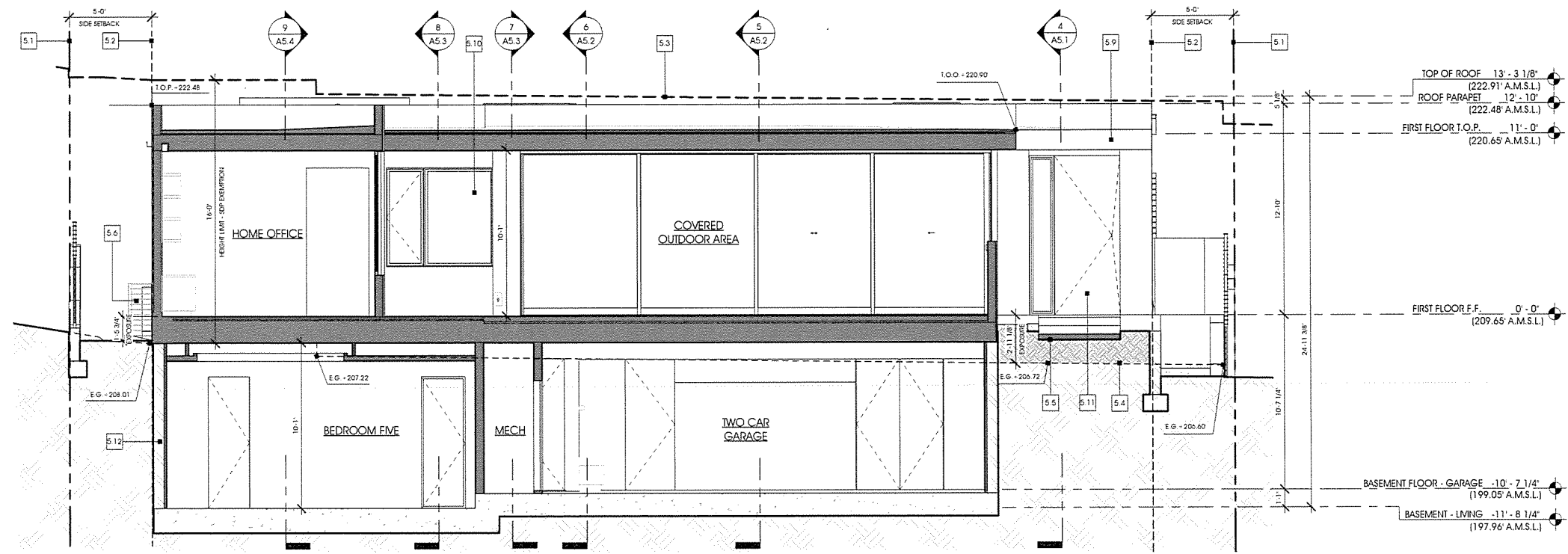




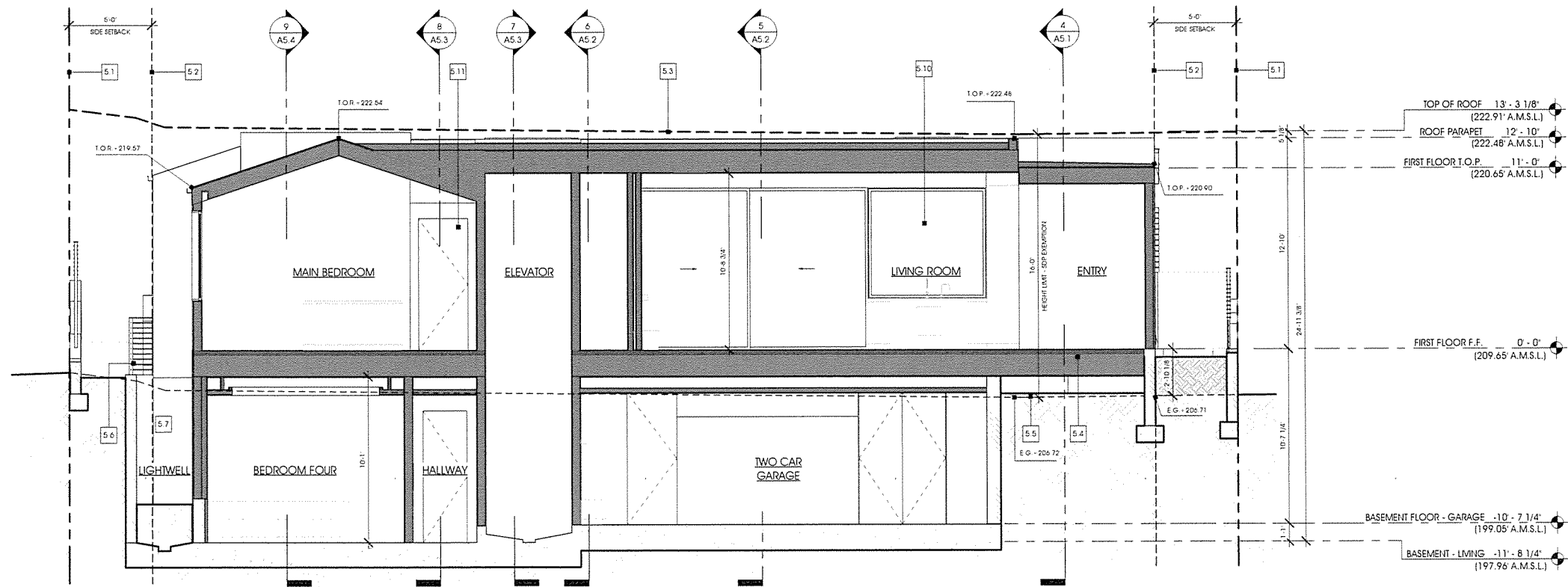




REVISIONS
2022-10-21 DRP 1ST SUBMITTAL
2023-02-02 DRP 2ND SUBMITTAL
2023-03-27 DRP 3RD SUBMITTAL
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**1** BUILDING SECTION  
1/4" = 1'-0"



**2** BUILDING SECTION  
1/4" = 1'-0"

**KEYNOTES**

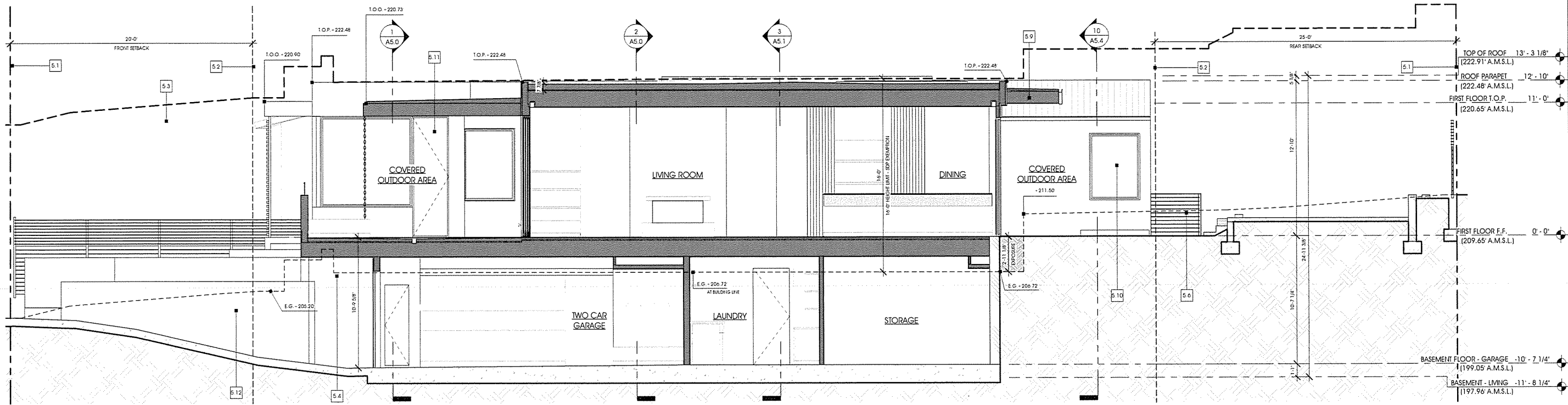
- |   |                     |
|---|---------------------|
| 5.1 PROPERTY LINE, TYP  | 5.9 OVERHANG        |
| 5.2 SETBACK LINE, TYP   | 5.10 WINDOW, TYP    |
| 5.3 LINE OF 16'-0" HEIGHT LIMIT FROM EXISTING GRADE FOR SDP EXEMPTION | 5.11 DOOR, TYP      |
| 5.4 LINE OF EXISTING GRADE AT BUILDING LINE                           | 5.12 RETAINING WALL |
| 5.5 LINE OF PROPOSED GRADE AT BUILDING LINE                           |                     |
| 5.6 42" HIGH GUARDRAIL  |                     |
| 5.7 LIGHTWELL   |                     |

BUILDING SECTIONS

**A5.0**

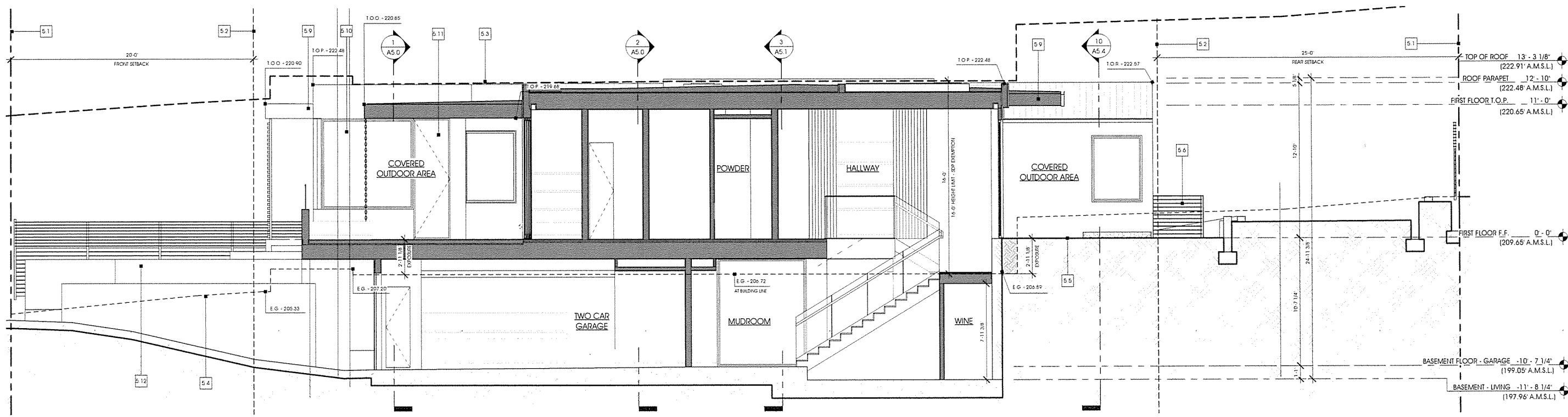






**5 BUILDING SECTION**  
1/4" = 1'-0"

All work, design, and construction shall conform to the applicable building codes and regulations of the City of San Diego and the State of California. The architect shall be responsible for obtaining all necessary permits and approvals. The architect shall not be responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the contractor. The architect shall not be responsible for the accuracy of the information provided by the contractor.



**6 BUILDING SECTION**  
1/4" = 1'-0"

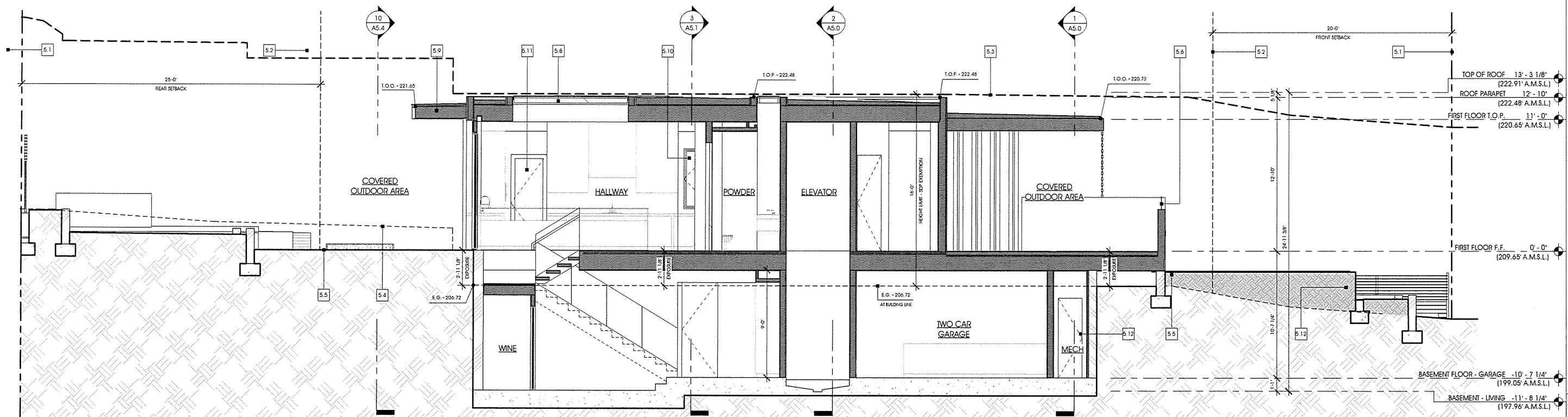
SAIK CUSTOM RESIDENCE  
654 GLENMONT DRIVE  
SOLANA BEACH, CA 92075

REVISIONS
2022-10-21 DRP 1ST SUBMITTAL
2023-02-02 DRP 2ND SUBMITTAL
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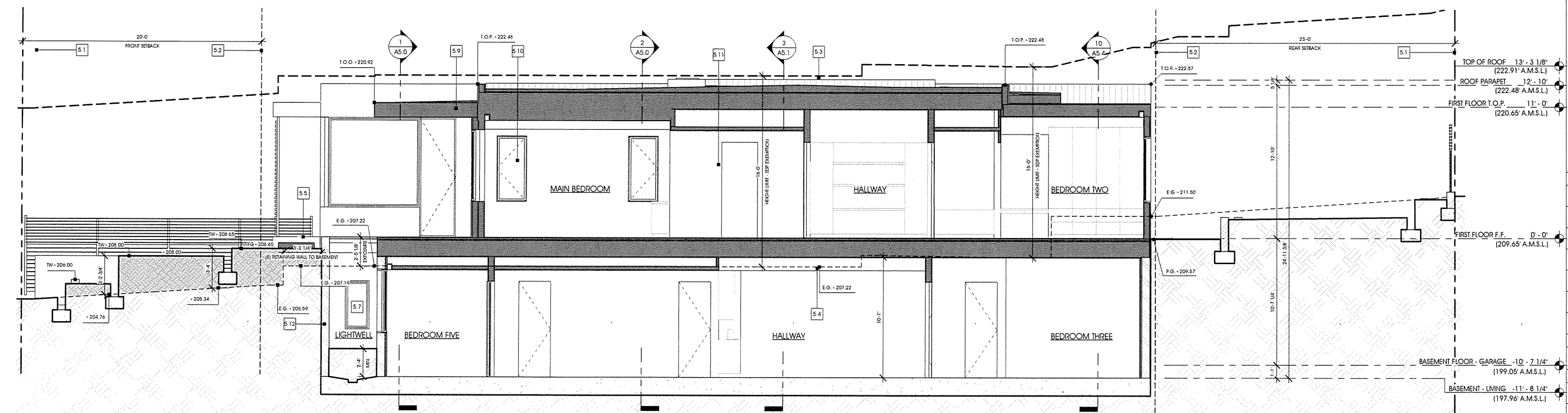
**KEYNOTES**

5.1 PROPERTY LINE, TYP.	5.10 WINDOW, TYP.
5.2 SETBACK LINE, TYP.	5.11 DOOR, TYP.
5.3 LINE OF 16'-0" HEIGHT LIMIT FROM EXISTING GRADE FOR SDP EXEMPTION	5.12 RETAINING WALL
5.4 LINE OF EXISTING GRADE AT BUILDING LINE	
5.5 LINE OF PROPOSED GRADE AT BUILDING LINE	
5.6 42" HIGH GUARDRAIL	
5.9 OVERHANG	

BUILDING SECTIONS  
**A5.2**



**7 BUILDING SECTION**  
1/4" = 1'-0"



**8 BUILDING SECTION**  
1/4" = 1'-0"

**KEYNOTES**

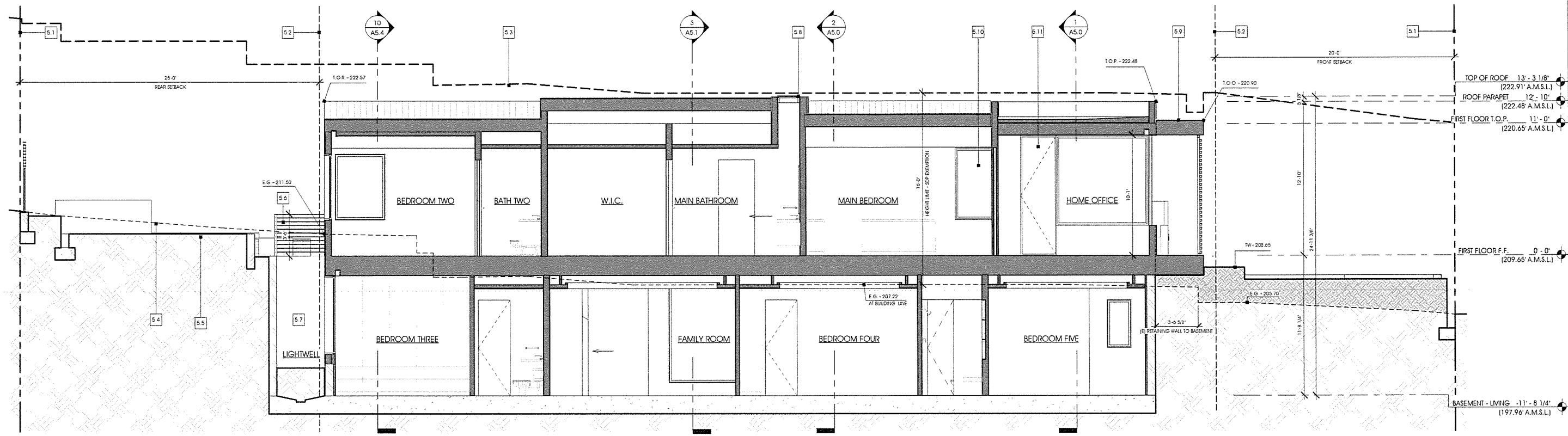
- |   |                     |
|---|---------------------|
| 5.1 PROPERTY LINE, TYP.   | 5.8 SKYLIGHT        |
| 5.2 SETBACK LINE, TYP.  | 5.9 OVERHANG        |
| 5.3 LINE OF 16'-0" HEIGHT LIMIT FROM EXISTING GRADE FOR SDP EXEMPTION | 5.10 WINDOW, TYP.   |
| 5.4 LINE OF EXISTING GRADE AT BUILDING LINE                           | 5.11 DOOR, TYP.     |
| 5.5 LINE OF PROPOSED GRADE AT BUILDING LINE                           | 5.12 RETAINING WALL |
| 5.6 42" HIGH GUARDRAIL  |                     |
| 5.7 LIGHTWELL   |                     |

All work, design, and arrangement of this project shall be in accordance with the applicable codes and regulations of the City of San Diego. The architect shall be responsible for the design and construction of the project. The architect shall not be responsible for the design and construction of the project if the design and construction are not in accordance with the applicable codes and regulations of the City of San Diego.

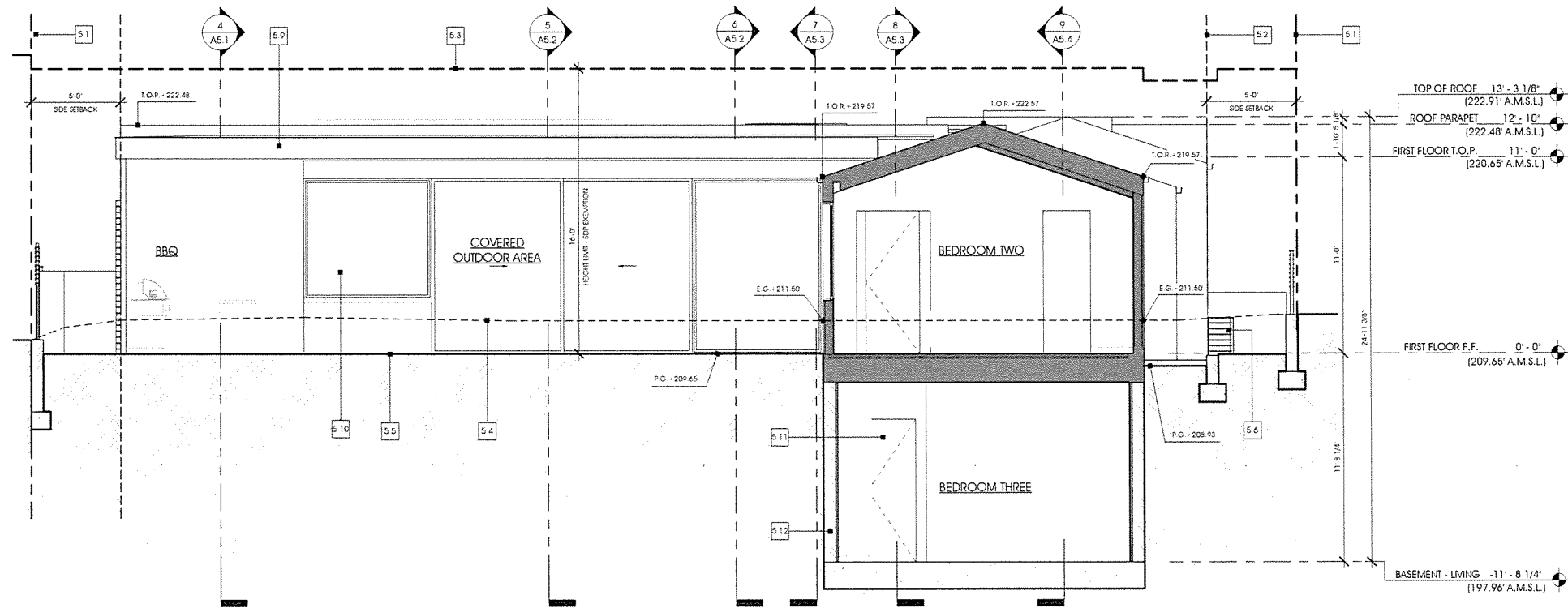
SAIK CUSTOM RESIDENCE  
654 GLENMONT DRIVE  
SOLANA BEACH, CA 92075

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22-04
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DRP22-024

BUILDING SECTIONS  
**A5.3**



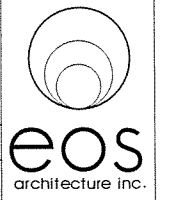
9 BUILDING SECTION  
1/4" = 1'-0"



10 BUILDING SECTION  
1/4" = 1'-0"

KEYNOTES

- 5.1 PROPERTY LINE, TYP.
- 5.2 SETBACK LINE, TYP.
- 5.3 LINE OF 16'-0" HEIGHT LIMIT FROM EXISTING GRADE FOR SDP EXEMPTION
- 5.4 LINE OF EXISTING GRADE AT BUILDING LINE
- 5.5 LINE OF PROPOSED GRADE AT BUILDING LINE
- 5.6 42" HIGH GUARDRAIL
- 5.7 LIGHTWELL
- 5.8 SKYLIGHT
- 5.9 OVERHANG
- 5.10 WINDOW, TYP.
- 5.11 DOOR, TYP.
- 5.12 RETAINING WALL



7542 FAY AVENUE  
LA JOLLA CA 92037  
PH: 858.459.0575  
EMAIL: eos@eosarc.com

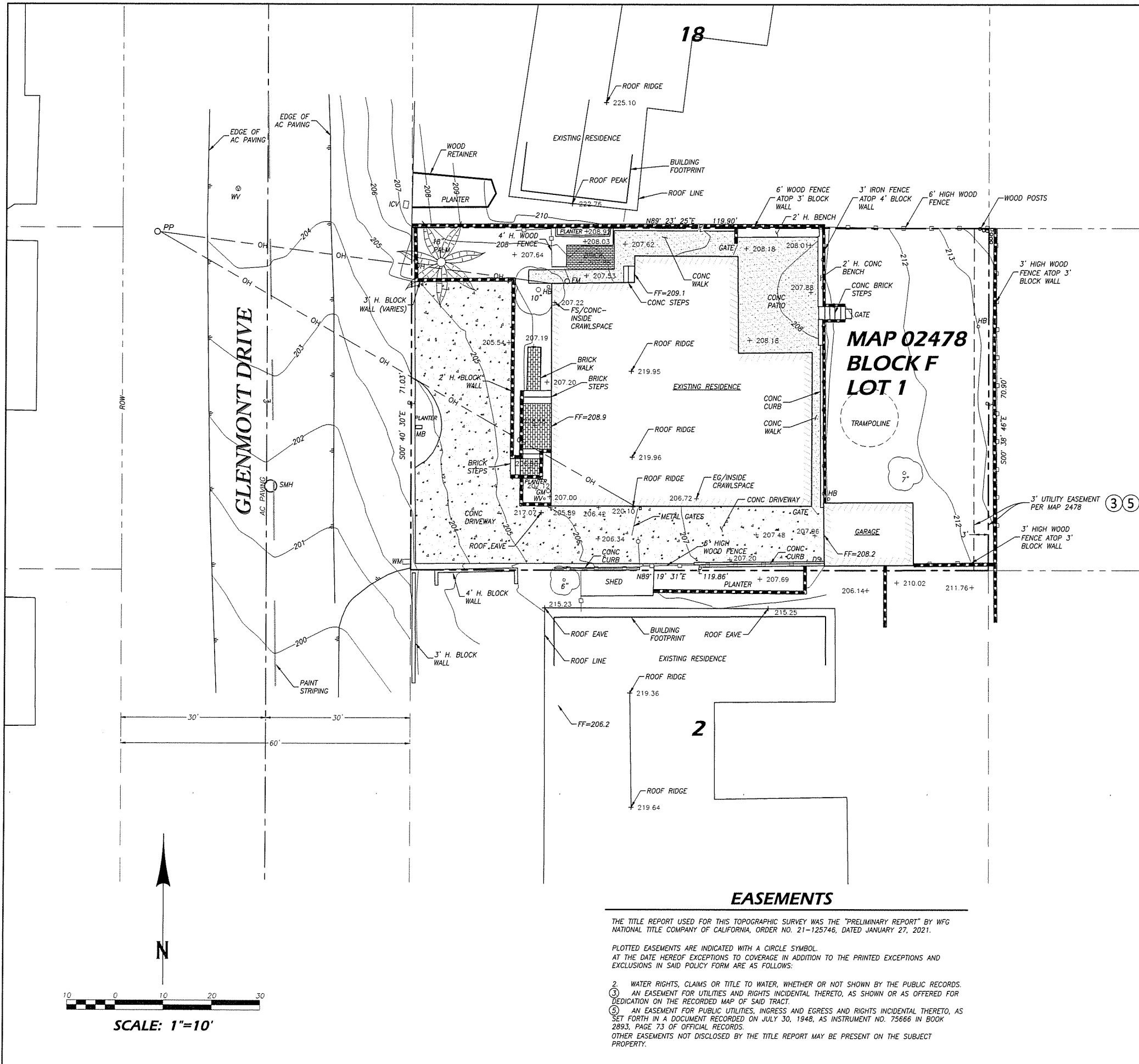
JENNIFER BOLYN  
Architect

SAIK CUSTOM RESIDENCE  
654 GLENMONT DRIVE  
SOLANA BEACH, CA 92075

REVISIONS
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BUILDING SECTIONS

A5.4



**LEGEND**

DESCRIPTION	STD. DWG	SYMBOL
PROPERTY LINE (RECORD)		N45°45'45"W
PROPERTY LINE - OFFSITE		---
STREET CENTERLINE		—+—
EXISTING CONTOUR		90
LOT LINE (OFFSITE)		---
OVERHEAD UTILITIES		OH
EDGE OF PAVING		—+—
EXISTING SPOT ELEVATION		100.00
BUILDING FOOTPRINT		[Shaded Area]
WOOD FENCE		—x—
CHAIN LINK FENCE		—x—x—
IRON FENCE		—x—x—
FREE STANDING WALL		—x—x—
RETAINING WALL		—x—x—
TREE; PLANT; PALM		[Tree Symbol]
POWER POLE		PP

**ABBREVIATIONS**

AC	ASPHALTIC CONCRETE	FLD BK	FIELD BOOK
A.C.	ASBESTOS CEMENT	GM	GAS METER
BLK	BLOCK	H	HIGH
BRK	BRICK	ICV	IRRIGATION CONTROL VALVE
BW	GRADE AT BOTTOM OF WALL	L.P.	LOW PRESSURE
CL	CENTER LINE	PLTR	PLANTER
C, CONC	CONCRETE	PVMT	PAVEMENT
C.O.	CLEANOUT	SCO	SEWER CLEANOUT
EL	ELECTRIC	SMH	SEWER MANHOLE
ELEV	ELEVATION	TEL	TELEPHONE
EM	ELECTRIC METER	TW	GRADE AT TOP OF WALL
FF	FINISH FLOOR	TYP	TYPICAL
E; FL	FLOW LINE	WM	WATER METER

**NOTES**

1. THIS TOPOGRAPHIC SURVEY WAS PERFORMED FOR THE PURPOSES OF A SPECIFIC PROJECT, AND SOME AREAS MAY HAVE GREATER OR LESSER DETAIL BASED ON PROJECT REQUIREMENTS. CHANGES TO THE SCOPE, DESIGNER, OR LOCATION OF WORK MAY REQUIRE THAT ADDITIONAL SURVEYING BE PERFORMED TO SATISFY THE NEW REQUIREMENTS.
2. THIS IS A TOPOGRAPHIC SURVEY, NOT A BOUNDARY SURVEY OR RECORD OF SURVEY. THE PROPERTY LINES DEPICTED ON THIS PLAN ARE GENERATED FROM EXISTING PUBLIC RECORD MAPS, DRAWINGS, OR DESCRIPTIONS. THE PROPERTY LINES AND/OR EASEMENTS SHOWN HEREON HAVE BEEN INCLUDED TO REPRESENT THEIR APPROXIMATE LOCATIONS RELATIVE TO THE TOPOGRAPHIC FEATURES.
3. THE LOCATIONS OF UTILITIES, IF ANY, SHOWN ON THIS PLAN ARE GENERATED FROM RECORDS PROVIDED BY UTILITY/GOVERNING AGENCIES AND/OR FIELD DATA COLLECTED DURING THE SURVEY. THE PLOTTING OF UTILITIES ON THIS PLAN DOES NOT CONSTITUTE A GUARANTEE OF THEIR LOCATION, DEPTH, SIZE, OR TYPE.

**LEGAL DESCRIPTION**

LOT 1 IN BLOCK F, MARVIEW HEIGHTS NO. 2, IN THE CITY OF SOLANA BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP NO. 2478, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, JUNE 21, 1948.  
 APN: 263-095-17-00

**BENCHMARK**

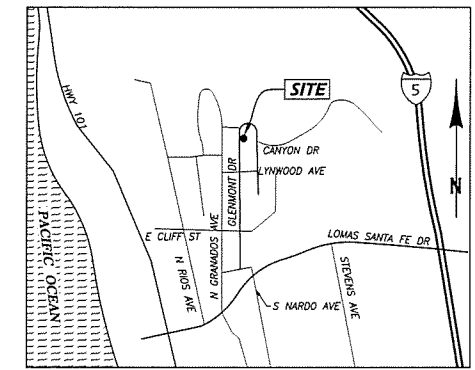
FOUND 3.5" NGS DISK IN HEADWALL, 0.2 MILES NORTH OF SOLANA VISTA DRIVE ON EAST SIDE OF NORTHBOUND HIGHWAY 101, 3 FEET OFF SHOULDER AND 6 FEET WEST OF CADDIS BY THE SIGN.  
 ELEV = 34.670; DATUM: NAVD 88; SOURCE: CITY OF SOLANA SURVEY CONTROL.

**EASEMENTS**

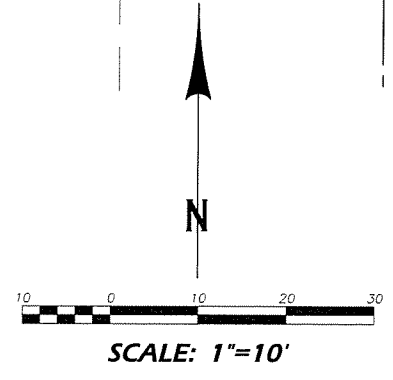
THE TITLE REPORT USED FOR THIS TOPOGRAPHIC SURVEY WAS THE "PRELIMINARY REPORT" BY WFG NATIONAL TITLE COMPANY OF CALIFORNIA, ORDER NO. 21-125746, DATED JANUARY 27, 2021.

PLOTTED EASEMENTS ARE INDICATED WITH A CIRCLE SYMBOL. AT THE DATE HEREOF EXCEPTIONS TO COVERAGE IN ADDITION TO THE PRINTED EXCEPTIONS AND EXCLUSIONS IN SAID POLICY FORM ARE AS FOLLOWS:

2. WATER RIGHTS, CLAIMS OR TITLE TO WATER, WHETHER OR NOT SHOWN BY THE PUBLIC RECORDS.
  3. AN EASEMENT FOR UTILITIES AND RIGHTS INCIDENTAL THERETO, AS SHOWN OR AS OFFERED FOR DEDICATION ON THE RECORDED MAP OF SAID TRACT.
  5. AN EASEMENT FOR PUBLIC UTILITIES, INGRESS AND EGRESS AND RIGHTS INCIDENTAL THERETO, AS SET FORTH IN A DOCUMENT RECORDED ON JULY 30, 1948, AS INSTRUMENT NO. 75666 IN BOOK 2893, PAGE 73 OF OFFICIAL RECORDS.
- OTHER EASEMENTS NOT DISCLOSED BY THE TITLE REPORT MAY BE PRESENT ON THE SUBJECT PROPERTY.



**VICINITY MAP**  
 THOMAS BROS. MAP 1167-F6  
 NO SCALE



**COFFEY ENGINEERING, INC.**  
 9466 BUSINESSPARK AVENUE, SUITE 210, SAN DIEGO, CA 92131  
 PH (619)831-0111 FAX (619)831-0179



4/26/22  
*[Signature]*

**Saik Residence**  
 654 Glenmont Drive  
 San Diego, CA 92075

**TOPOGRAPHIC SURVEY**  
 DATE OF SURVEY: 4/17/2022  
 SURVEY CREW CHIEF: E. Meermans

DRAWN BY:	EM/GC
CHECKED BY:	JC
ORIGINAL	4/26/22
REVISION 1	
REVISION 2	
REVISION 3	
REVISION 4	
REVISION 5	

Topographic Survey

SCALE: 1"=10'

**C.O.**

SHT 1 OF 1 SHTS

**GENERAL NOTES**

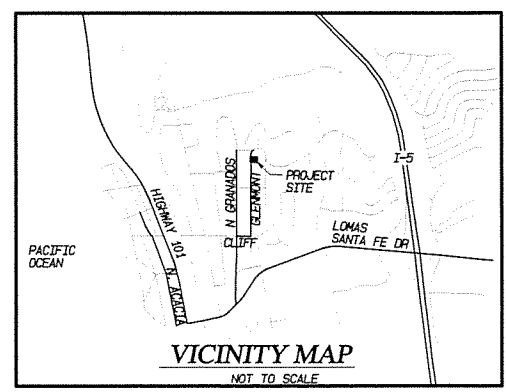
- APPROVAL OF THIS GRADING PLAN DOES NOT CONSTITUTE APPROVAL OF VERTICAL OR HORIZONTAL ALIGNMENT OF ANY PRIVATE ROAD SHOWN HEREIN FOR PUBLIC ROAD PURPOSES.
- FINAL APPROVAL OF THESE GRADING PLANS IS SUBJECT TO FINAL APPROVAL OF THE ASSOCIATED IMPROVEMENT PLANS WHERE APPLICABLE. FINAL CURB GRADE ELEVATIONS MAY REQUIRE CHANGES IN THESE PLANS.
- IMPORT MATERIALS SHALL BE LEGALLY OBTAINED.
- A SEPARATE PERMIT FROM THE CITY ENGINEER WILL BE REQUIRED FOR ANY WORK IN THE PUBLIC RIGHT-OF-WAY.
- ALL SLOPES OVER THREE (3) FEET IN HEIGHT SHALL BE LANDSCAPED AND IRRIGATED.
- THE CONTRACTOR SHALL VERIFY THE EXISTENCE AND LOCATION OF ALL UTILITIES BEFORE COMMENCING WORK. NOTICE OF PROPOSED WORK SHALL BE GIVEN TO THE FOLLOWING AGENCIES:  
UNDERGROUND S.A.  
811  
THE SOILS REPORTS SHALL BE PROVIDED AS REQUIRED BY THE CITY OF SOLANA BEACH PRIOR TO ISSUANCE OF A GRADING PERMIT
- APPROVAL OF THESE PLANS BY THE CITY ENGINEER DOES NOT AUTHORIZE ANY WORK OR GRADING TO BE PERFORMED UNTIL THE PROPERTY OWNER'S PERMISSION HAS BEEN OBTAINED AND A VALID GRADING PERMIT HAS BEEN ISSUED.
- THE CITY ENGINEER'S APPROVAL OF THESE PLANS DOES NOT CONSTITUTE THE BUILDING OFFICIAL'S APPROVAL OF ANY FOUNDATION FOR STRUCTURES TO BE PLACED ON THE AREA COVERED BY THESE PLANS. NO WAIVER OF THE GRADING ORDINANCE REQUIREMENTS CONCERNING MINIMUM COVER OVER EXPANSIVE SOILS IS MADE OR IMPLIED.
- ALL OPERATIONS CONDUCTED ON THE PREMISES, INCLUDING THE WARNING UP, REPAIR, ARRIVAL, DEPARTURE OF TRUCKS, EARTHMOVING EQUIPMENT, CONSTRUCTION EQUIPMENT AND ANY OTHER ASSOCIATED GRADING EQUIPMENT SHALL BE LIMITED TO THE PERIOD BETWEEN 7:00 a.m. AND 6:00 p.m. EACH DAY, MONDAY THROUGH FRIDAY, AND NO EARTHMOVING OR GRADING OPERATIONS SHALL BE CONDUCTED ON THE PREMISES ON SATURDAYS, SUNDAYS OR HOLIDAYS WITHOUT THE WRITTEN PERMISSION OF THE CITY ENGINEER.
- ALL MAJOR SLOPES SHALL BE ROUNDED INTO EXISTING TERRAIN TO PRODUCE A CONTIGUOUS TRANSITION FROM CUT OR FILL FACES TO NATURAL GROUND AND ABUTTING CUT OR FILL FACES.
- NOTWITHSTANDING THE MINIMUM STANDARDS SET FORTH IN THE THE GRADING ORDINANCE, AND NOTWITHSTANDING THE APPROVAL OF THESE GRADING PLANS, THE PERMITTEE IS RESPONSIBLE FOR THE PREVENTION OF DAMAGE TO THE ADJACENT PROPERTY. NO PERSON SHALL EXCAVATE ON LAND SO CLOSE TO THE PROPERTY LINE AS TO ENDANGER ANY ADJOINING PUBLIC STREET, SIDEWALK, ALLEY, FUNCTION OF ANY SEWAGE DISPOSAL SYSTEM, OR ANY OTHER PUBLIC OR PRIVATE PROPERTY WITHOUT SUPPORTING AND PROTECTING SUCH PROPERTIES FROM SETTLING, CRACKING, EROSION, SILTING SCOUR OR OTHER DAMAGE WHICH MIGHT RESULT FROM THE GRADING DESCRIBED ON THIS PLAN. THE CITY WILL HOLD THE PERMITTEE RESPONSIBLE FOR CORRECTION ON NON-DEDICATED IMPROVEMENTS WHICH DAMAGE ADJACENT PROPERTY.
- SLOPE RATIOS: CUT 2:1 FILL 2:1  
CUT: 190 CY FILL 220 CY IMPORT 30 CY  
REMEDIAL GRADING: 160 CY REMOVAL/RECOMPACTION  
(NOTE: A SEPARATE VALID PERMIT MUST EXIST FOR OFFSITE IMPORT OR EXPORT AREAS.)  
\*\* THE QUANTITIES ESTIMATED ABOVE ARE FOR PERMIT PURPOSES ONLY AND SHOULD NOT BE USED FOR CONSTRUCTION BIDS. CONTRACTORS ARE RESPONSIBLE FOR THEIR OWN EARTHWORK QUANTITIES.
- SPECIAL CONDITIONS: IF ANY ARCHAEOLOGICAL RESOURCES ARE DISCOVERED ON THE SITE OF THIS GRADING DURING GRADING OPERATIONS, SUCH OPERATIONS WILL CEASE IMMEDIATELY, AND THE PERMITTEE WILL NOTIFY THE CITY ENGINEER OF THE DISCOVERY. GRADING OPERATIONS WILL NOT COMMENCE UNTIL THE PERMITTEE HAS RECEIVED WRITTEN AUTHORITY FROM THE CITY ENGINEER TO DO SO.
- ALL GRADING SHOWN ON THIS PLAN SHALL BE COMPLETED AS A SINGULAR UNIT WITH NO PROVISION FOR STAGING. ALL GRADING SHALL BE ANTICIPATED THAT A PORTION OF THIS PROJECT BE COMPLETED SEPARATELY. A SEPARATE PLAN AND PERMIT APPLICATION SHALL BE SUBMITTED FOR APPROVAL.
- THE CONTRACTOR SHALL NOTIFY THE CITY OF SOLANA BEACH 858.720.2470 24 HOURS BEFORE GRADING OPERATIONS BEGIN.
- FINISHED GRADING AND PLANTING SHALL BE ACCOMPLISHED ON ALL SLOPES PRIOR TO OCTOBER 1, OR IMMEDIATELY UPON COMPLETION OF ANY SLOPES GRADED BETWEEN OCTOBER 1 AND APRIL 1. PRIOR TO ANY PLANTING, ALL LANDSCAPING SHALL BE APPROVED BY THE PLANNING DEPARTMENT AT THE DEVELOPMENT REVIEW STAGE, OR BY SEPARATE LANDSCAPE PLAN.
- ALL OFF-SITE HAUL ROUTES SHALL BE SUBMITTED BY THE CONTRACTOR TO THE CITY ENGINEER FOR APPROVAL 72 HOURS PRIOR TO THE BEGINNING OF WORK.
- UPON FINAL COMPLETION OF THE WORK UNDER THE GRADING PERMIT, BUT PRIOR TO FINAL GRADING APPROVAL AND/OR FINAL RELEASE OF SECURITY, AS AS-GRADED CERTIFICATE SHALL BE PROVIDED STATING: "THE GRADING UNDER PERMIT NO. 658-216 HAS BEEN PERFORMED IN SUBSTANTIAL CONFORMANCE WITH THE APPROVED GRADING PLAN OR AS SHOWN ON THE ATTACHED AS-GRADED PLAN". THIS STATEMENT SHALL BE FOLLOWED BY THE DATE AND SIGNATURE OF THE CIVIL ENGINEER WHO CERTIFIES SUCH A GRADING OPERATION.
- THE CONTRACTOR SHALL DESIGN, CONSTRUCT, AND MAINTAIN ALL SAFETY DEVICES INCLUDING SHORING, AND SHALL BE RESPONSIBLE FOR CONFORMING TO ALL LOCAL, STATE, AND FEDERAL SAFETY AND HEALTH STANDARDS, LAWS AND REGULATIONS.

**EROSION CONTROL NOTES**

- STORM WATER AND NON-STORM WATER DISCHARGE CONTROL: BEST MANAGEMENT PRACTICES SHALL BE DEVELOPED AND IMPLEMENTED TO MANAGE STORM WATER AND NON-STORM WATER DISCHARGES FROM THE SITE AT ALL TIMES DURING EXCAVATION AND GRADING ACTIVITIES.
- EROSION AND SEDIMENT CONTROL: EROSION PREVENTION SHALL BE EMPHASIZED AS THE MOST IMPORTANT MEASURE FOR KEEPING SEDIMENT ON SITE DURING EXCAVATION AND GRADING ACTIVITIES. SEDIMENT CONTROLS SHALL BE USED AS A SUPPLEMENT TO EROSION PREVENTION FOR KEEPING SEDIMENT ON SITE.
- EROSION CONTROL ON SLOPES SHALL BE MITIGATED BY INSTALLING LANDSCAPING AS PER APPROVED LANDSCAPE PLANS AS REQUIRED BY THE DEVELOPMENT REVIEW CONDITIONS, OR BY TEMPORARY EROSION CONTROL CONFORMING TO THE FOLLOWING:  
NON-IRRIGATED HYDROSEED MIX WITH A FIBER MATRIX APPLIED AT 4,000 LB/ACRE.

LBS/ACRE	% PURITY/ACRE	SEED SPECIES
20	70% PLUS	ATRIPLEX GLAUCA
50		PLANTAGE INSULARIS
8		ENCELIS FARINOSA
6	SCARIFIED	LOTUS SCOPARIUS
7	50% PLUS	EXCHSCHOLTZIA CALIF.
91		

- THE TOPS OF ALL SLOPES TALLER THAN 5' SHALL BE DIKED OR TRENCHED TO PREVENT WATER FLOWING OVER CRESTS OF SLOPES.
- CATCH BASINS, DESILTING BASINS, AND STORM DRAIN SYSTEMS SHALL BE INSTALLED TO THE SATISFACTION OF THE CITY ENGINEER.
- SAND BAG CHECK DAMS, SILT FENCES, FIBER ROLLS OR OTHER APPROVED BMP'S SHALL BE PLACED IN UNPAVED AREAS WITH GRADIENTS IN EXCESS OF 2%, AS WELL AS AT OR NEAR EVERY POINT WHERE CONCENTRATED FLOW LEAVE THE SITE.
- SAND BAGS SHALL BE PLACED ON THE UPSTREAM SIDE OF ALL DRAINAGE INLETS TO MINIMIZE SILT BUILDUP IN THE INLETS AND PIPES.
- THE CONTRACTOR SHALL REPAIR ANY ERODED SLOPES AS DIRECTED BY THE OFFICE OF THE CITY ENGINEER.
- THE CONTRACTOR SHALL SWEEP ROADWAYS AND ENTRANCES TO AND FROM THE SITE ON A REGULAR BASIS TO KEEP FREE OF SOIL ACCUMULATION AND AT ALL OTHER TIMES DIRECTED BY THE CITY ENGINEER.
- THE CONTRACTOR SHALL WATER SITE ON A CONTINUOUS BASIS TO MINIMIZE AIR BORNE DUST CREATED FROM GRADING AND HAULING OPERATIONS OR EXCESSIVE WIND CONDITIONS, AND AT ALL TIMES DIRECTED BY THE CITY ENGINEER.
- IN THE EVENT SILT DOES ENTER THE EXISTING PUBLIC STORM DRAIN SYSTEM, REMOVAL OF THE SILT FROM THE THE SYSTEM WILL BE DONE AT THE DEVELOPER'S EXPENSE.



**PRELIMINARY GRADING PLAN**

**LEGAL DESCRIPTION**

LOT 1 IN BLOCK F, MARVINE HEIGHTS NO. 2, IN THE CITY OF SOLANA BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 2478, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, JUNE 21, 1948.

**A.P.N.**

263-095-17

**SITE ADDRESS**

654 GLENMONT DRIVE  
SOLANA BEACH, CA 92075

**OWNER/PERMITTEE**

DEBRA & BARRETT SAIK  
654 GLENMONT DRIVE  
SOLANA BEACH, CA 92075

**TOPOGRAPHIC SURVEY**

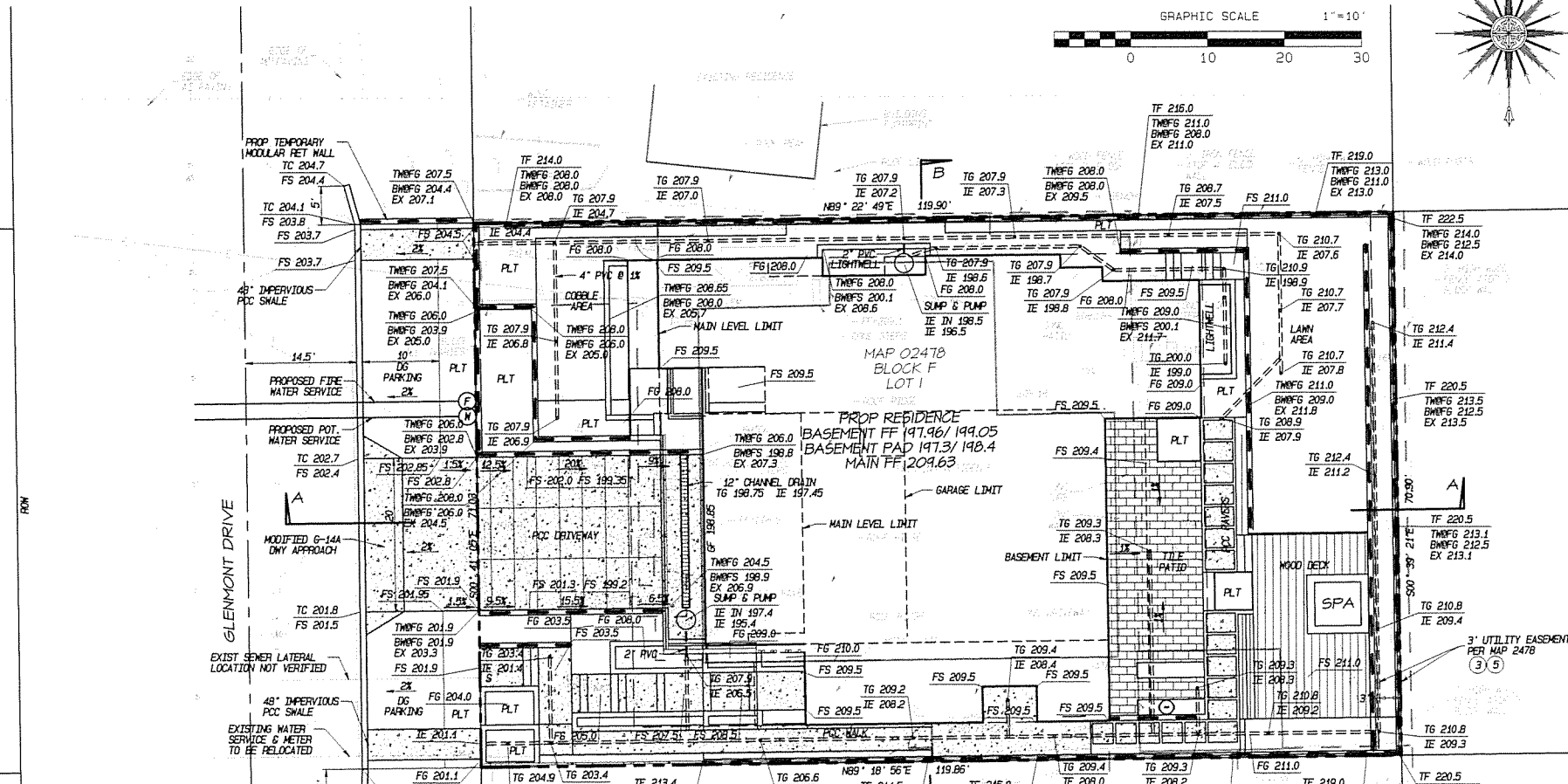
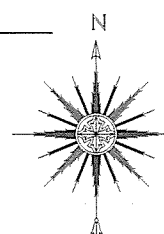
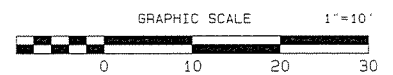
COFFEY ENGINEERING, INC.  
9666 BUSINESS PARK AVE, SUITE 210  
SAN DIEGO, CA 92131  
858.631.0111

**OWNER'S CERTIFICATE**

I, AS OWNER/DEVELOPER OF THE PROPERTY DESCRIBED HEREIN ACKNOWLEDGE THESE PLANS HAVE BEEN PREPARED AT MY DIRECTION WITH MY FULL CONSENT. I FULLY UNDERSTAND AND ACCEPT THE TERMS AND CONDITIONS CONTAINED HEREIN AND AS ATTACHED BY REFERENCE ON THIS GRADING PLAN.  
IT IS AGREED THAT FIELD CONDITIONS MAY REQUIRE CHANGES TO THESE PLANS.  
IT IS FURTHER AGREED THAT THE OWNER (DEVELOPER) SHALL HAVE A REGISTERED CIVIL ENGINEER MAKE SUCH CHANGES, ALTERATIONS OR ADDITIONS TO THESE PLANS WHICH THE CITY ENGINEER DETERMINES ARE NECESSARY AND DESIRABLE FOR THE PROPER COMPLETION OF THE IMPROVEMENTS.  
I FURTHER AGREE TO COMMENCE WORK ON ANY IMPROVEMENTS SHOWN ON THESE PLANS WITHIN EXISTING CITY RIGHT-OF-WAY WITHIN 60 DAYS OF THE CONSTRUCTION PERMIT AND TO PURSUE SUCH WORK ACTIVELY ON EVERY NORMAL WORKING DAY UNTIL COMPLETED, IRRESPECTIVE AND INDEPENDENT OF ANY OTHER WORK ASSOCIATED WITH THIS PROJECT OR UNDER MY CONTROL.

DEBRA & BARRETT SAIK  
654 GLENMONT DRIVE  
SOLANA BEACH, CA 92075

DATE



**WORK TO BE DONE**

THE IMPROVEMENTS CONSIST OF THE FOLLOWING WORK TO BE DONE ACCORDING TO THESE PLANS AND THE LATEST EDITIONS OF:  
**STANDARD SPECIFICATIONS**  
(1) STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION INCLUDING THE REGIONAL SUPPLEMENTAL AMENDMENTS.  
(2) CALIFORNIA DEPARTMENT OF TRANSPORTATION "MANUAL OF TRAFFIC CONTROLS FOR CONSTRUCTION AND MAINTENANCE WORK ZONES"  
(3) STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS

**STANDARD DRAWINGS**

(1) SAN DIEGO REGIONAL STANDARD DRAWINGS  
(2) STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION STANDARD PLANS

No.	ITEM DESCRIPTION	STD. DWS.	SYMBOL
1.	MASONRY RETAINING WALL	C-1	

**LEGEND**

ITEM DESCRIPTION	SYMBOL
PROPERTY BOUNDARY	
EXISTING CONTOURS	
PROPOSED CONTOURS	
PROPOSED LIMIT OF GRADING	
FLOWLINE DIRECTION	
SETBACK LINE	
PROPOSED RETAINING WALL	
PROPOSED DETENTION/ BMP AREA	

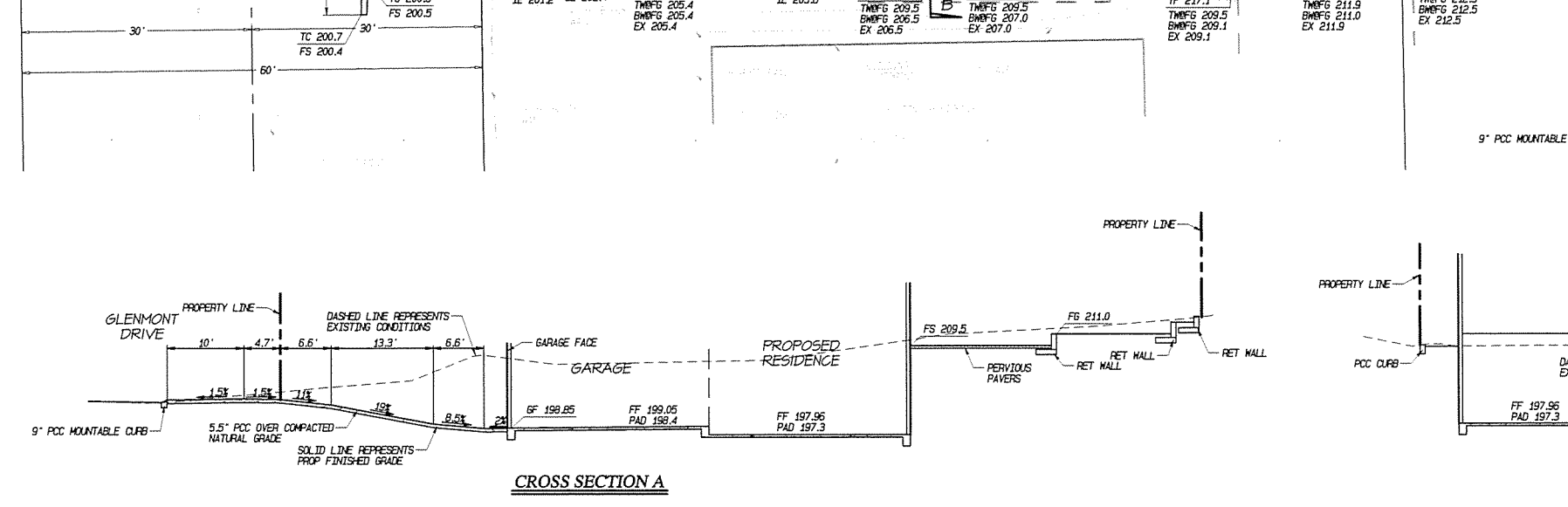
**EARTHWORK QUANTITIES:**

- M: EXCAVATION FOR FOOTINGS: 15 CY
- X: REMOVAL/RECOMPACTION FOR SLABS: 160 CY
- Y: GRADING ASSOCIATED WITH PROJECT: 190 CY CUT & 220 CY FILL
- Z: TOTAL GRADING: 665 CY
- \* EARTHWORK QUANTITIES ARE ESTIMATED FOR PERMIT PURPOSES ONLY AND REPRESENT COMPACTED (IN PLACE) VOLUMES ONLY. THESE VALUES ARE CALCULATED ON A THEORETICAL BASIS. ACTUAL QUANTITIES MAY VARY DUE TO OBSERVED SHRINKAGE AND/OR SWELL FACTORS.

**DECLARATION OF RESPONSIBLE CHARGE**

I HEREBY DECLARE THAT I AM THE ENGINEER OF WORK FOR THIS PROJECT, THAT I HAVE EXERCISED RESPONSIBLE CHARGE OVER THE DESIGN OF THE PROJECT AS DEFINED IN SECTION 6703 OF THE BUSINESS AND PROFESSIONS CODE, AND THE DESIGN IS CONSISTENT WITH CURRENT STANDARDS AND THE CITY OF SOLANA BEACH RESOLUTION NO. 2014-063.  
I UNDERSTAND THAT THE CHECK OF PROJECT DRAWINGS AND SPECIFICATIONS BY THE CITY OF SOLANA BEACH IS CONFINED TO A REVIEW ONLY AND DOES NOT RELIEVE ME OF RESPONSIBILITIES FOR PROJECT DESIGN.

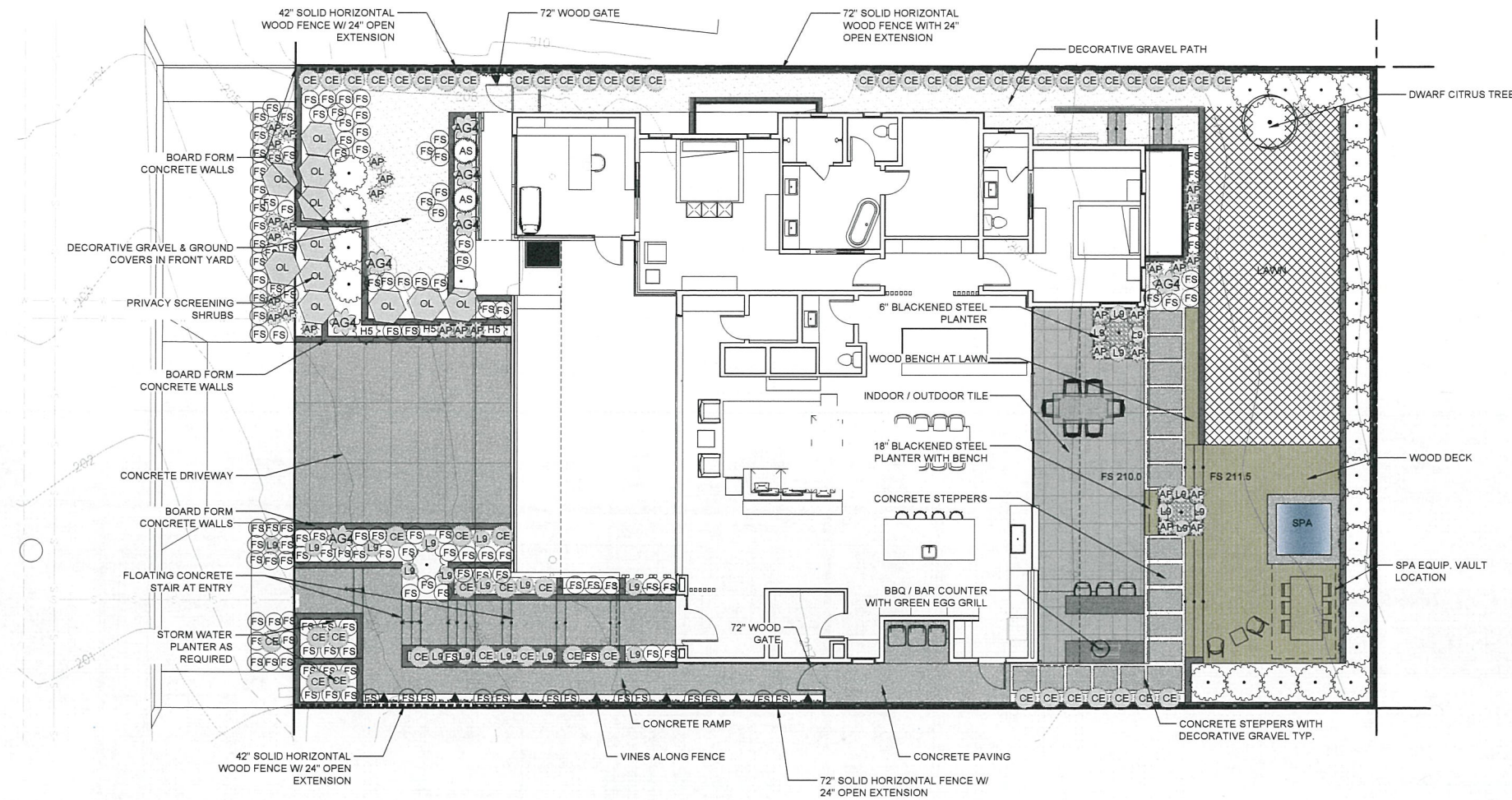
BY: BRIAN ARDOLINO  
RCE No. 71651 EXP 12/31/2023  
ARDOLINO COASTAL ENGINEERING



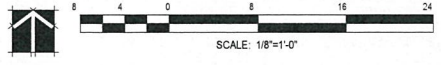
CROSS SECTION A

CROSS SECTION B

ENGINEER OF WORK		CITY APPROVED CHANGES		APPD DATE	RECOMMENDED FOR APPROVAL	APPROVED FOR CONSTRUCTION	BENCH MARK	CITY OF SOLANA BEACH		DRAWING NO.
By: BMA	Date:				By: Review Engineer	Date:	DESCRIPTION: 3.5" HSS DISK IN HEADHALL LOCATION: 0.2 MI NORTH OF SOLANA VISTA DRIVE ON EAST SIDE OF HWY 101, 37' SHADER RECORD FROM CITY OF SOLANA SURVEY CONTROL ELEV: 34.670 DATE: NAD83-88	PRELIMINARY GRADING PLAN FOR <b>654 GLENMONT AVENUE</b>		SHEET 1 OF 1
By: BRIAN ARDOLINO R.C.E. 71651	Date: Exp: 12/31/23				By: City Engineer	Date: Exp:		COASTAL COMMISSION PERMIT NO.		



HARDSCAPE AREAS	3025 SF
IRRIGATED LANDSCAPE AREA	1819 SF
WATER FEATURES	34 SF



**PLANT SCHEDULE**

TREES	QTY	BOTANICAL NAME	COMMON NAME	CONTAINER	MATURE SIZE (HXW)	WUCOLS
	1	Citrus reticulata 'Satsuma'	Satsuma Tangerine	15 gal.	10 x 10	MEDIUM
SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	CONTAINER	MATURE SIZE(HXW)	WUCOLS
	7	Agave attenuata 'Nova'	Blue Clone	5 GAL	5 X 5	LOW
	2	Agave shawii	Coastal Agave	1 GAL	13'x3'	VERY LOW
	3	Aloe marlothii	Mountain Aloe	36" BOX	10'X5'	LOW
	8	Antigonon leptopus 'Alba'	White Coral Vine	5 GAL	FENCE HEIGHT	LOW
	29	Aristida purpurea	Purple Threawn	1 GAL	3 X 3	VERY LOW
	29	Callistemon citrinus 'Jeffersii'	Purple Lemon Bottlebrush	5 gal.	10 x 5	LOW
	133	Carex tumulicola	Foothill Sedge	1 GAL	1x1	LOW
	55	Chondropetalum tectorum 'El Campo'	El Campo Small Cape Rush	5 GAL	3 X 3	LOW

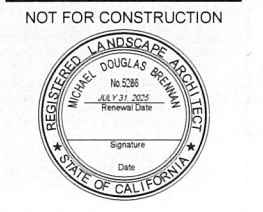
**PLANT SCHEDULE**

SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	CONTAINER	MATURE SIZE(HXW)	WUCOLS	
	3	Hesperaloe parviflora 'Brakelights' TM	Brakelights Red Yucca	5 GAL	4X6	LOW	
	23	Lygeum spartum	False Esparto Grass	1 GAL	2 X VARIES	LOW	
	11	Olea europaea 'Little Ollie' TM	Little Ollie Olive	5 GAL	6X6	LOW	
	1	Westringia fruticosa 'Morning Light'	Morning Light Coast Rosemary	1 gal.	4 x 5	LOW	
GROUND COVERS	QTY	BOTANICAL NAME	COMMON NAME	CONTAINER SIZE	MATURE SIZE(HXW)	WUCOLS	SPACING
	541 sf	Buchloe dactyloides	Buffalo Grass	sod	6"x6"	MEDIUM	6" o.c.

**CDLA**  
 Carson Douglas  
 Landscape Architecture  
 619.955.1306  
 cd-la.com

SHEET TITLE:  
**CONCEPT PLAN**

PROJECT | CLIENT:  
**SAIK RESIDENCE**  
 LANDSCAPE CONCEPT PLAN  
 654 GLENMONT DRIVE  
 SOLANA BEACH, CA 92075  
 APN 263-095-17-00



NOT FOR CONSTRUCTION

revisions	REVISION	DATE
	REVISION	02-01-23
	REVISION	03-21-23
	REVISION	06-06-23
	REVISION	08-23-23
	REVISION	09-06-23
	REVISION	10-12-23
	PLANTING REVISION	12-04-23
	drawing prepared by -	CDLA
	sheet plot date -	12-04-23
	carson douglas job number -	22-027
	design start date -	SEPT 2022

**L-1**



### ESTIMATED TOTAL WATER USE (ETWU) WORKSHEET

The project's Estimated Total Water Use is calculated using the following formula:

$$ETWU = (ETo)(0.62) \left( \frac{PF \times HA}{IE} + SLA \right)$$

- ETWU = Estimated total water use per year (gallons per year)
- ETo = Evapotranspiration rate (inches per year)
- PF = Plant Factor from WUCOLS (see Definitions)
- HA = Hydro-zone Area (square feet): Define hydro-zones by water use; very low, low, moderate and high
- SLA = Special Landscape Area (square feet): Edible plants, irrigated with recycled water, & turf used for active play
- 0.62 = Conversion Factor (to gallons per square foot)
- IE = Irrigation Efficiency

CITY OF SOLANA BEACH ESTIMATED TOTAL WATER USE (ETWU) WORKSHEET					
Line	Hydro-zone Number (1 - 4 Below - use as many tables as necessary to complete all hydrozones)				
	1	2	3	4	5
Evapotranspiration Rate (ETo) See "A" below	Use 41 (west of I-5) / 47 (east of I-5)				
Conversion Factor - .62	0.62				
(Line 1 x Line 2)	25.42 (west of I-5) / 29.14 (east of I-5)				
Plant Factor (PF) See "B" below	.3	1	.3	.6	.6
Hydrozone Area (HA) - in square feet	1211	34	54	13	541
(Line 4 x Line 5)	363.3	34	16.2	7.8	324.6
Irrigation Efficiency (IE) See "C" below	.81	1	.75	.75	.81
(Line 6 x Line 7)	448.5	34	21.6	10.4	400.7
TOTAL of all Line 8 boxes + SLA	915.2				
Line 3 x Line 9 Estimated Total Water Use - ETWU (gallons per year) Total shall not exceed MAWA below	23,264				
A - Evapotranspiration rate = 41 (west of I-5) / 47 (east of I-5)		B - Plant Factor - Use WUCOLS values to determine the category for each species used. The highest water use PF must be used when more than one PF is shown in a hydro-zone. 0.1 - VLW - Very Low Water Use Plants 0.3 - LW - Low Water Use Plants 0.6 - MW - Moderate Water Use Plants 1.0 - HW - High Water Use Plants		C - Irrigation Efficiency Sprinkler = .55 Rotor = .70 Bubbler = .75 MP riser = .75 Drip & Micro-sprinkler = .81	

#### MAXIMUM APPLIED WATER APPLICATION (MAWA) calculation:

$$.55 \left[ \frac{25.42}{.2542 \text{ or } 29.14} \left( (ETAF \times 1853) + (1-ETAF \times 0) \right) \right] = \text{MAWA } 25,906.8$$

25.42 or 29.14 Total Landscape Area Evapotranspiration adjustment factor (ETAF) use .55 residential .45 non-residential

#### NOTES:

- ALL PLANTING AREAS SHALL BE COVERED WITH A 3" LAYER OF DECORATIVE ROCK OR 3" LAYER OF BARK MULCH UNLESS SHOWN OTHERWISE ON PLAN.
- ALL SUCCULENTS REQUIRE CACTUS MIX OR OTHER APPROVED SOIL TYPE TO BE PLACED MIN. 12" AROUND THE BASE OF EACH PLANT.
- ALL TREES PLANTED WITHIN 5' OF HARDSCAPE MUST BE INSTALLED WITH A ROOT BARRIER ALONG THE HARDSCAPE EDGE SPANNING OUT 5' IN EACH DIRECTION FROM THE CENTER OF THE TREE FOR A TOTAL LENGTH OF 10'.
- REFER TO HYDROZONE PLAN FOR IRRIGATION RECOMMENDATIONS.
- ALL LANDSCAPE AND IRRIGATION SHALL CONFORM TO THE STANDARDS OF THE COUNTY-WIDE LANDSCAPE REGULATIONS AND THE CITY OF SOLANA BEACH LANDSCAPE REGULATIONS AND ALL OTHER APPLICABLE LANDSCAPE RELATED COUNTY AND REGIONAL STANDARDS.
- CONTRACTOR TO SETUP A PRE-CONSTRUCTION WALKTHROUGH TO TAG ANY EXISTING PLANTS TO REMAIN AND EXISTING PLANTS TO BE DEMOLISHED.
- CONTRACTOR TO ENSURE THAT NEW TREE LOCATIONS ARE SPOTTED PER LANDSCAPE ARCHITECT'S SITE DIRECTION. TREE INSTALLATION SHALL ALSO INCLUDE COORDINATION OF DELIVERY, PROTECTION OF TREES PRIOR TO INSTALLATION, KNOWLEDGE OF UNDERGROUND UTILITIES, PROPER DRAINAGE, AND STAKING PER STANDARD DETAIL.
- ALL HARDSCAPE ELEMENTS SHOWN ON THE PLAN HAVE BEEN DRAWN WITH AN ARTISTIC CONCEPTUALIZATION. SOME ELEMENTS MAY BE REFINED OR SIMPLIFIED IN SUBSEQUENT DESIGN DEVELOPMENT STAGES FOR REASONS OF FEASIBILITY OR FURTHER STAKEHOLDER INPUT.
- PROPOSED LANDSCAPING SHALL MAINTAIN REQUIRED CLEARANCES FROM MECHANICAL EQUIPMENT AND UTILITY APPURTENANCES, WHILE STILL SCREENING THEM FROM VIEW.






#### LANDSCAPE LIGHTING NOTES:

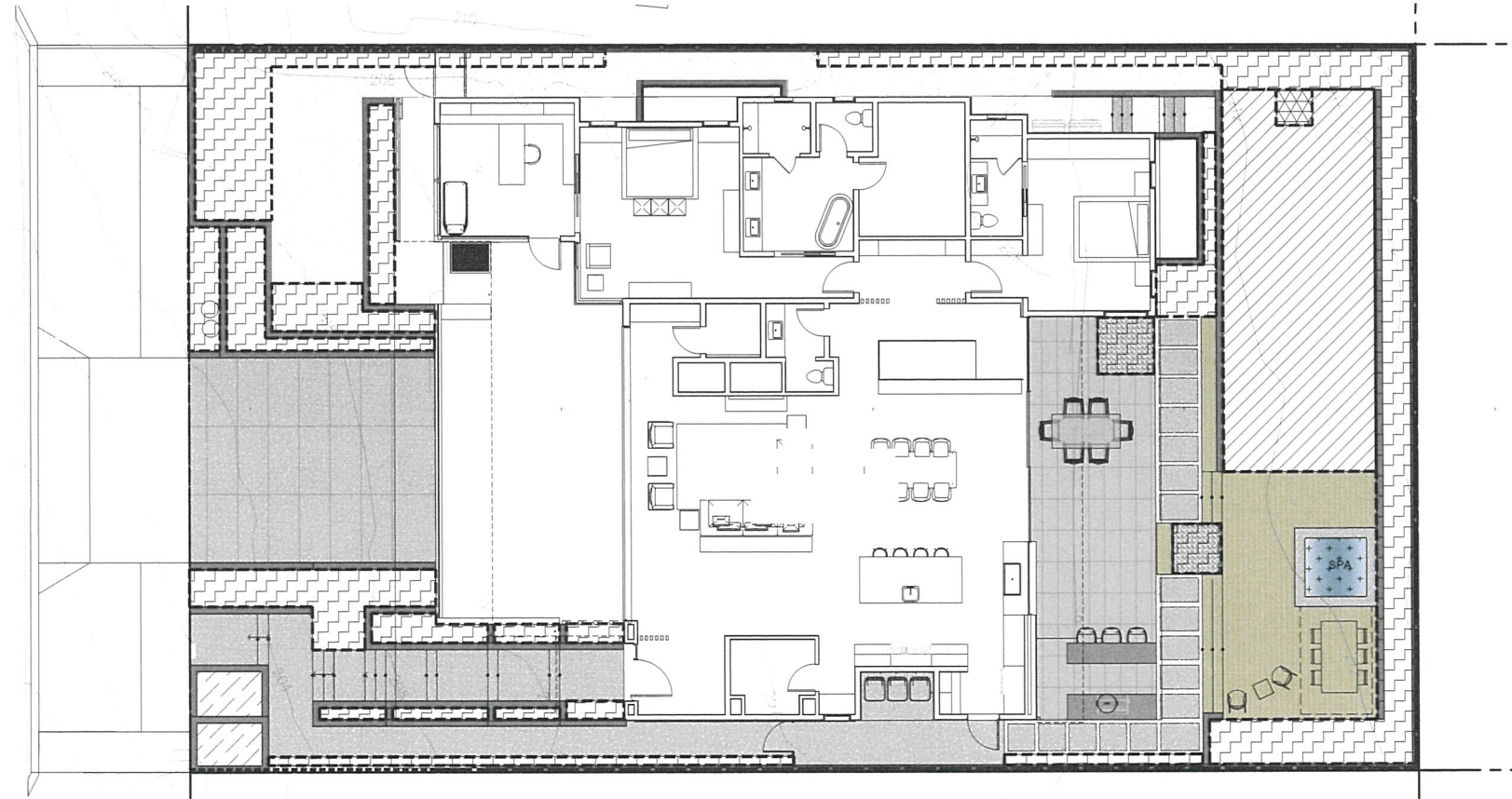
LIGHT FIXTURES FOR ALL LANDSCAPE AREAS SHALL BE PROVIDED IN SUFFICIENT NUMBERS AND AT PROPER LOCATIONS TO ASSURE SAFE AND CONVENIENT NIGHTTIME USE. ALL LIGHT FIXTURES SHALL BE APPROPRIATELY SHIELDED SO THAT NO LIGHT OR GLARE IS TRANSMITTED OR REFLECTED IN SUCH CONCENTRATED QUANTITIES OR INTENSITIES AS TO BE DETRIMENTAL TO THE SURROUNDING AREA. ALL EXTERIOR LIGHTING, INCLUDING LIGHTING IN DESIGNATED "DARK SKY" AREAS, SHALL BE IN CONFORMANCE WITH EXTERIOR LIGHTING REGULATIONS.

APPLICANTS STATEMENT OF COMPLIANCE  
I AM FAMILIAR WITH THE REQUIREMENTS FOR LANDSCAPE AND IRRIGATION PLANS CONTAINED IN THE CITY'S WATER EFFICIENT LANDSCAPE REGULATIONS. I HAVE PREPARED THIS PLAN IN COMPLIANCE WITH THOSE REGULATIONS AND THE LANDSCAPE DESIGN MANUAL. I CERTIFY THAT THE PLAN IMPLEMENTS THOSE REGULATIONS TO PROVIDE EFFICIENT USE OF WATER.

  
APPLICANT SIGNATURE  
12/04/23  
DATE

#### HYDROZONE LEGEND:

-  HYDROZONE 1 LOW WATER USE - 1211 SF
-  HYDROZONE 2 WATER FEATURE - 34 SF
-  HYDROZONE 3 BIO BASIN - 54 SF
-  HYDROZONE 4 MODERATE WATER USE TREES IRRIGATED BY BUBBLER - 13 SF
-  HYDROZONE 5 MODERATE WATER USE SHRUBS OR LAWN - 541 SF



SHEET TITLE:  
**HYDROZONE MAP**

PROJECT CLIENT:  
**SAIK RESIDENCE**  
LANDSCAPE CONCEPT PLAN  
654 GLENMONT DRIVE  
SOLANA BEACH, CA 92075  
APR 2023-095-17-00

NOT FOR CONSTRUCTION



revisions	
REVISION	02-01-23
REVISION	03-21-23
REVISION	06-06-23
REVISION	08-23-23
REVISION	09-06-23
REVISION	10-12-23
PLANTING REVISION	12-04-23
drawing prepared by -	CDLA
sheet plot date -	12-04-23
carson douglas job number -	22-027
design start date -	SEPT 2022

# L-2



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Gregory Wade, City Manager  
**MEETING DATE:** December 13, 2023  
**ORIGINATING DEPT:** Community Development Department/City Attorney's Office  
**SUBJECT:** **Accessory Dwelling Unit Ordinance 525 Adoption – 2<sup>nd</sup> Reading**

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## **BACKGROUND:**

On November 29, 2023, the City Council introduced Ordinance 525 (Attachment 1), which is now before Council for a second reading and adoption to update the City's Accessory Dwelling Unit Ordinance.

This item is before the City Council to consider adopting Ordinance 525 approving the proposed Accessory Dwelling Unit Ordinance.

## **DISCUSSION:**

City Council (Council) has expressed support for encouraging development of accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) as one of several tools to provide additional housing options throughout the City and to meet the City's Regional Housing Needs Allocation (RHNA). Adoption of Ordinance 525 would complete Program 1B of the City's 6<sup>th</sup> Cycle Housing Element.

## **CEQA COMPLIANCE STATEMENT:**

The amendment of the City's ADU Ordinance is exempt from the California Environmental Quality Act under the common sense exemption Section 15061(b)(3) of CEQA Guidelines, since there would be no possibility of a significant effect on the environment; and under Section 15281(h) of the CEQA Guidelines, which exempts from CEQA the adoption of an ordinance regarding accessory dwelling units in a single-

COUNCIL ACTION:

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family, two family or multiple-family dwelling residential zone to implement Section 65852.2 or Section 65852.22 of the Government Code.

**FISCAL IMPACT:**

There are no direct fiscal impacts related to this item.

**WORK PLAN:**

Adoption of an updated Ordinance allowing ADU development on properties with sensitive areas will further the City's Work Plan - Community Character Priority Item 1.

**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council adopt Ordinance 525 (2<sup>nd</sup> Reading) amending the City's Accessory Dwelling Unit Ordinance provisions.

**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation.



\_\_\_\_\_  
Gregory Wade, City Manager

Attachment:

1. Ordinance 525 – Accessory Dwelling Unit Ordinance

## ORDINANCE 525

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, REPEALING SECTION 17.20.040(D) AND ADOPTING A REVISED SECTION 17.20.040(D) OF THE SOLANA BEACH MUNICIPAL CODE TO PROVIDE FOR REGULATIONS CONCERNING JUNIOR AND ACCESSORY DWELLING UNITS**

**WHEREAS**, the City Council of the City of Solana Beach seeks to implement SB 13 (2019), SB 897 (2022), AB 68 (2019), AB 345 (2021), AB 881 (2019), AB 2221 (2022), AB 3182 (2020), and AB 976 (2023) through the adoption of regulations concerning accessory dwelling units; and

**WHEREAS**, Section 65852.150 of the California Government Code provides that the Legislature's intent with the aforementioned Bills was that local agencies adopt an ordinance relating to matters including unit size, parking, fees, and other requirements, that are not arbitrary, excessive, or burdensome so as to unreasonably restrict the ability of homeowners to create accessory dwelling units in zones in which they are authorized by local ordinance; and

**WHEREAS**, the proposed regulations and standards are intended to be consistent with state law and are intended to incentivize and promote the creation of ADUs that can offer affordable rents for all household income levels; and

**WHEREAS**, the proposed amendments are consistent with and implement a portion of Sixth Cycle Housing Element Program 1B; and

**WHEREAS**, ADU and/or JADU development will assist the City in satisfying a portion of the housing units allocated to the City through the Regional Housing Needs Allocation; and

**WHEREAS**, the proposed provisions are consistent with the policies and programs of the City's General Plan and the certified Land Use Plan of the City's Local Coastal Plan; and

**WHEREAS**, the proposed regulations include objective standards for development of ADUs and JADUs that protect the health, safety and welfare of the community; and

**WHEREAS**, the City Council of the City of Solana Beach seeks to update the Accessory Dwelling Unit Regulations to comply with the Housing Policies and Programs outlined in the Housing Element Housing Plan.

**NOW, THEREFORE**, the City Council of the City of Solana Beach hereby ordains as follows:

Section 1. All of the above statements are true and correct and are hereby incorporated into this Ordinance by reference; and

Section 2. Section 17.08.030 Definitions. Shall be amended to add the following definitions:

**ACCESSORY DWELLING UNIT** – a residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence, which may be a single dwelling unit or a multifamily dwelling.

An accessory dwelling unit shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel that the primary residence is or will be situated. An accessory dwelling unit also includes an efficiency unit or a manufactured home, as defined in Section 18007 of the Health and Safety Code.

**ACCESSORY DWELLING UNIT, ATTACHED** - an accessory dwelling unit that is physically attached to a primary residence and share an interior wall or as an additional story above the primary dwelling unit.

**ACCESSORY DWELLING UNIT, DETACHED** - an accessory dwelling unit that is not an attached accessory dwelling unit.

**JUNIOR ACCESSORY DWELLING UNIT** - shall have the meaning defined in Section 65852.22 of the California Government Code. An interior unit that is 500 square feet or less and built entirely within a single-family home shall be considered a junior accessory dwelling unit.

Section 3. Section 17.20.040(D) of the Solana Beach Municipal Code is amended to read as follows:

**17.20.040 Specific requirements.**

D. Accessory Dwelling Units. The purpose of this subsection is to provide regulations for the establishment of accessory dwelling units in residential zones and to define an approval process for such accessory dwelling units. The intent of this subsection is to provide opportunities for more affordable housing in areas where adequate public facilities and services are available, and impacts upon the residential neighborhoods directly affected would be minimized. It is the goal of the council that accessory dwelling units be equitably distributed throughout the city.

1. Junior and accessory dwelling units are residential uses consistent with the uses permitted in zones that allow for residential or mixed-use residential development.
2. All development standards contained in the underlying zoning district or overlay shall apply to accessory dwelling units unless they are inconsistent with the provisions of this Section 17.20.040.D, in which case the standards of this Section 17.20.040.D shall apply.
3. Junior and accessory dwelling units developed pursuant to the requirements of this subsection shall not cause the lot upon which the accessory dwelling unit is located to exceed the allowable density otherwise permitted for the lot. Therefore, the ADU/JADU shall not count as units when calculating density of the lot.
4. Junior and accessory dwelling units shall be permitted in zones which allow residential or mixed-use residential development and shall comply with the following standards:
  - a. A detached primary single-family dwelling unit shall exist or be proposed on the lot, or existing multifamily dwelling units shall exist on the lot.
  - b. The accessory dwelling unit may be created within the existing walls of a primary residence or accessory structure (an "interior" accessory unit), may be created by an addition attached to an existing or proposed primary residence (an "attached" accessory dwelling unit), or may be a new structure detached from the primary residence (a

"detached" accessory dwelling unit). It must be located on the same lot as the existing or proposed single family home or multifamily dwelling.

c. Any construction of a junior or accessory dwelling unit shall conform to all property development regulations of the zone in which the property is located including, but not limited to, height limits, setback, lot coverage, landscape, and floor area ratio (FAR), as well as all fire, health, safety and building provisions of this title, subject to the following exceptions:

i. No setback is required for an existing living area converted to a junior or accessory dwelling unit or for an existing accessory structure converted to an accessory dwelling unit, or for a new accessory dwelling unit constructed in the same location and built to the same dimensions as an existing structure.

ii. For all other accessory dwelling units, a minimum setback of four feet is required from the rear and side property lines.

iii. Limits on lot coverage, floor area ratio, open space, and size must permit at least an eight hundred (800) square feet detached or attached accessory dwelling unit with four-foot side and rear yard setbacks, if the proposed accessory dwelling unit is in compliance with all other development standards.

iv. Architectural features, such as eaves, awnings, canopies, bay windows, and balconies attached to a junior or accessory dwelling unit may project two feet from the exterior side of the structure. These architectural features shall not be allowed to project into the required side or rear yard setback.

v. Attached or detached accessory structures (such as decks, patio covers, carports, and architectural features greater than two feet measured from the exterior side of the unit) associated with a junior or accessory dwelling unit shall comply to the underlying zoning regulations. These structures shall not project into the required side or rear yard setback nor be located on the roof.

d. No more than one junior accessory dwelling unit or one accessory dwelling unit shall be permitted per single-family lot, except as permitted in subsection 5(b) below.

e. For a junior accessory dwelling unit or an accessory dwelling unit, there shall be a separate entrance from the main entrance to the proposed or existing single-family residence.

f. The floor area of an attached or detached accessory dwelling unit shall not exceed 850 square feet for a studio or one bedroom or one thousand (1,000) square feet for a unit that contains more than one bedroom. No accessory dwelling unit may be smaller than the size required to allow an efficiency unit as defined in Section 17958.1 of the Health & Safety Code.

g. A new structure or an addition to an existing structure for an accessory dwelling unit shall not exceed the following height limitations measured from pre-existing grade or finished grade, whichever is lower, to the highest point of the roof.

- i. A height of 16 feet for a detached accessory dwelling unit on a lot with an existing or proposed single family or multifamily dwelling unit.
  - ii. A height of 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed single family or multifamily dwelling unit that is within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code. An additional two feet in height shall be allowed to accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the primary dwelling unit.
  - iii. A height of 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed multifamily, multistory dwelling.
  - iv. A height of 25 feet or the height limitation in the local zoning ordinance that applies to the primary dwelling, whichever is lower, for an accessory dwelling unit that is attached to a primary dwelling. This clause shall not allow an accessory dwelling unit to exceed two stories.
- h. Junior and accessory dwelling units shall only be used for rentals of terms of 30 consecutive days or more.
- i. The following provisions are applicable to junior accessory dwelling units:
- i. A junior accessory dwelling unit shall not exceed 500 square feet in size and shall contain at least an efficiency kitchen which includes cooking appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the junior accessory dwelling unit.
  - ii. The junior accessory dwelling unit shall include access to sanitation facilities.
  - iii. Parking is not required for a junior accessory dwelling unit.
  - iv. One of the dwellings on the lot must be the bona fide principal residence of at least one legal owner of the lot, as evidenced at the time of approval and upon demand thereafter of the junior accessory dwelling unit by appropriate documents of title and residency.
  - v. Prior to issuance of a building permit for a junior accessory dwelling unit, the owner shall record a covenant in a form prescribed by the city attorney, which shall run with the land and provide for the following:
    - (a) A prohibition on the separate ownership, sale, transfer, or other conveyance of the junior accessory dwelling unit separate from the sale of the single-family residence;
    - (b) A restriction on the size and attributes of the junior accessory dwelling unit consistent with this section;

- (c) A prohibition against renting the junior accessory dwelling unit for fewer than 30 consecutive calendar days; and
- (d) A requirement that either the primary residence or the junior accessory dwelling unit be the owner's bona fide principal residence, unless the owner is a governmental agency, land trust, or housing organization.

j. One off-street parking space shall be provided for the accessory dwelling unit, which may be provided as tandem parking on an existing driveway and shall be permitted in setback areas in locations determined by the director of community development or the director's designee unless the director of community development or the director's designee makes specific findings that parking in setback areas or tandem parking is not feasible based upon specific site topographical or fire and life safety conditions. No off-street parking shall be required for the accessory dwelling unit in any of the following instances:

- i. The accessory dwelling unit is located within one-half mile walking distance of a public transit stop.
- ii. The accessory dwelling unit is located within an architecturally and historically significant historic district.
- iii. The accessory dwelling unit is part of the existing primary residence or an existing accessory structure.
- iv. The accessory dwelling unit is located in an area of the city where on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.
- vi. The accessory dwelling unit is located within one block of a car share vehicle pick-up location, as established by the city.

k. Design.

- i. A junior accessory dwelling unit or accessory dwelling unit, whether attached or detached, shall utilize the same architectural style, exterior materials, and colors as the existing or proposed primary dwelling, and the quality of the materials shall be the same or exceed that of the primary dwelling.
- ii. The primary entrance to the junior accessory dwelling unit or accessory dwelling unit shall not be visible from the street adjacent to the front yard setback.
- iii. A minimum building separation of six feet shall be maintained (eave to eave) between the primary residence and a detached accessory dwelling unit. A minimum building separation of 10 feet shall be maintained (eave to eave) from the entrance of an accessory dwelling unit if it is facing the wall of another structure on the property.
- iv. Accessory dwelling unit parking in setback areas visible from the street shall be screened by vegetation that has a maximum maturity height of 42 inches.

l. Except as provided in subparagraph (m) below, accessory dwelling units shall provide a new or separate utility connection directly between the accessory dwelling unit and the utility. The connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed accessory dwelling unit, based upon either its size in square feet or the number of its plumbing fixtures, upon the water or sewer system; provided, however, that this fee or charge shall not exceed the reasonable cost of providing this service. A sub-meter may be allowed to meet this requirement.

m. The installation of a new or separate utility connection directly between the accessory dwelling unit and the utility shall not be required, and a related connection fee or capacity charge shall not be imposed for the following:

i. Junior accessory dwelling unit.

ii. Accessory dwelling unit meeting the requirements of Section 5(a)

n. Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.

o. No impact fees may be imposed on a junior or accessory dwelling unit that is less than seven hundred fifty (750) square feet in size. For purposes of this section, "impact fees" include the fees specified in Sections 66000 and 66477 of the Government Code, but do not include utility connection fees or capacity charges. For accessory dwelling units that have a floor area of seven hundred fifty (750) square feet or more, impact fees shall be charged proportionately in relation to the square footage of the primary dwelling unit.

5. The following types of accessory dwelling units are required to be permitted. Other accessory dwelling units, including attached and detached accessory dwelling units, are also permitted if they conform to the requirements of subsection (4):

a. One junior accessory dwelling unit or accessory dwelling unit within the existing space of a single-family dwelling or accessory structure or the proposed space of a single-family structure, if all the following apply:

i. In an accessory structure an expansion beyond the existing physical structure is limited to 150 square feet and is permitted solely to accommodate ingress and egress.

ii. The unit has exterior access separate from the existing or proposed single family dwelling.

iii. The side and rear setbacks are sufficient for fire and safety.

iv. Any junior accessory dwelling unit complies with Section (D)(4)(i).

b. One new detached accessory dwelling unit not larger than eight hundred (800) square feet or more than the height limitations allowed under Section (D)(4)(g), with side and rear yard setbacks of at least four (4) feet on a lot with an existing or proposed single-family dwelling. A junior accessory dwelling unit complying with Section (D)(4)(i) may be developed on the same lot.

c. Accessory dwelling units within the portions of an existing multifamily dwelling structure

that are not used as livable space, provided that each unit complies with state building standards for dwellings. An accessory dwelling unit shall not be created within any portion of the habitable area of an existing dwelling unit in a multifamily structure. Up to 25 percent of the number of existing multifamily units in the building, but at least one unit, shall be allowed.

d. Up to two detached accessory dwelling units on a lot with an existing multifamily dwelling structure, provided that the height does not exceed the height limitations allowed under Section (D)(4)(g) and that four-foot side and rear yard setbacks are maintained.

6. Applications for junior and accessory dwelling units conforming to the requirements of subsection (D)(4) or (5) of this section shall be considered ministerially without discretionary review or a hearing, and the director of community development shall approve or deny such applications within sixty (60) days after receiving a complete application. Incomplete applications will be returned with an explanation of what additional information is required. The city shall grant a delay in processing if requested by the applicant. If the permit application is submitted with a permit application to create a new single-family dwelling on the lot, the application for the junior or accessory dwelling unit shall not be acted upon until the application for the new single-family dwelling is approved, but thereafter shall be ministerially processed within sixty (60) days of receipt of a complete application and approved if it meets the requirements of this section. Occupancy of the junior or accessory dwelling unit shall not be allowed until the city approves occupancy of the primary dwelling.

7. In cases of conflict between this section and any other provision of this title, the provisions of this section shall prevail. To the extent that any provision of this section is in conflict with State law, the applicable provision of State law shall control, but all other provisions of this section shall remain in full force and effect.

8. The city may offer incentives to encourage development of accessory dwelling units. If owners of accessory units elect to record a twenty-five (25) year deed restriction, consistent with State Law, to rent the unit to lower income households, the city will consider waiving fees, reducing parking and development standards, or approving other forms of assistance specified in Chapter 4.3 (commencing with Section 65915) of Division 1 of Title 7 of the Government Code. Receipt of such incentives shall require the owner to:

a. Rent the accessory dwelling unit to a low income household, as defined annually by the State Department of Housing and Community Development at a rate that shall not exceed an amount which is equal to thirty (30) percent of the gross monthly income of a low-income household, at eighty (80) percent of the San Diego County median income, adjusted for household size.

b. File an annual agreement with the city's community development department documenting the household's eligibility to occupy the accessory unit.

c. Record a covenant specifying the property restrictions on the accessory dwelling unit for the twenty-five (25) year term.

d. Assign the covenant using a form of assignment and assumption approved by the director of community development in the director's reasonable direction in the event that the property is transferred or sold.



Section 4. Section 17.20.020(B)(1)(d) of the Solana Beach Municipal Code is amended to read as follows:

d. Accessory dwelling units shall be allowed as an accessory use in the (ER-1), (ER-2), (LR), (LMR), (MR), (MHR), and (HR) zones subject to the requirements set forth in SBMC 17.20.040(D).

Section 5. Section 17.20.020(B)(2) of the Solana Beach Municipal Code is removed.

Section 6. Table 17.12.020 of the Solana Beach Municipal Code is amended to read as follows (changes shown in underline and strikeout):

	USE	ZONE																
		ER-1	ER-2	LR	LMR	MR	MHR	HR	C	SC	LC	OP	PI	LI	A	OSR	ROW	
	1. RESIDENTIAL USES																	
13	<del>Guest Houses</del>	<del>PL</del>	<del>PL</del>	<del>PL</del>	<del>E</del>	<del>E</del>	<del>E</del>	<del>E</del>	<del>E</del>	<del>E</del>	<del>E</del>	<del>E</del>	<del>E</del>	<del>E</del>	<del>PL</del>	<del>E</del>	<del>E</del>	<del>13</del>
14	<del>Accessory Living Units</del>	<del>PL</del>	<del>PL</del>	<del>PL</del>	<del>PL</del>	<del>PL</del>	<del>C</del>	<del>C</del>	<del>E</del>	<del>E</del>	<del>E</del>	<del>E</del>	<del>E</del>	<del>E</del>	<del>PL</del>	<del>E</del>	<del>E</del>	<del>14</del>
13	Accessory Dwelling Units	P	P	P	P	P	P	P	PL	PL	PL	E	E	E	E	E	E	13

Section 7. Section 17.12.010(D)(1)(k) of the Solana Beach Municipal Code is amended to read as follows:

k. Accessory Dwelling Unit. A residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence, which may be a single dwelling unit or a multifamily dwelling. An accessory dwelling unit shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel that the primary residence is or will be situated. An accessory dwelling unit also includes an efficiency unit or a manufactured home, as defined in Section 18007 of the Health and Safety Code.

Section 8. Section 17.12.010(D)(1)(l) Accessory Living Unit. of the Solana Beach Municipal Code shall be removed.

Section 9. Section 17.24.020(B)(3)(c) of the Solana Beach Municipal Code shall be added to read as follows:

c. Accessory Dwelling Units shall be permitted as an accessory use to an existing or proposed residential structure.

Section 10. Section 17.48.040(C)(1)(c) of the Solana Beach Municipal Code shall be modified to read as follows:

c. Required parking within garages (200 square feet per space up to a maximum of 400 square feet for a single-family residence) shall be excluded from the calculation of floor area ratio.

Section 11. Section 17.52.040(A) "Accessory Living Units" shall be removed.

Accessory            ~~1 space in addition to those~~  
living units        ~~required for primary~~  
                             ~~residence.~~

Section 12. The City Council finds that this Ordinance is exempt from the provisions of the California Environmental Quality Act ("CEQA") pursuant to Section 21080.17 of the Public Resources Code relating to the construction of second units, which exempts the adoption of an ordinance by a city to implement the provisions of Government Code Section 65852.2. The City Council further finds that the Ordinance is exempt from CEQA pursuant to Section 15305 of the CEQA Guidelines, which exempts minor alterations in land use limitations that will not result in any changes in land use or density. The Ordinance updates the provisions of the City's Municipal Code to conform with state law requirement relating to development of ADUs and Junior ADUs, and it does not change permitted land uses on any property nor increase the density of residential uses that property owners are permitted to develop on their property. Further, none of the exceptions to the Section 15305 exemption included in Section 15300.2 of the CEQA Guidelines are applicable. Therefore, adoption of the Ordinance is exempt from the provisions of CEQA.

Section 13. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Chapter, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Chapter, or its application to any other person or circumstance. The City Council declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

**EFFECTIVE DATE:** This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the City Clerk of the City of Solana Beach shall cause this Ordinance to be published pursuant to the provisions of Government Code Section 36933.

**INTRODUCED AND FIRST READ** at a regular meeting of the City Council of the City of Solana Beach, California, on the 29<sup>th</sup> day of November, 2023; and

**THEREAFTER ADOPTED** at a regular meeting of the City Council of the City of Solana Beach, California, on the \_\_\_ day of \_\_\_\_\_, 202\_\_, 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:** December 13, 2023  
**ORIGINATING DEPT:** City Clerk's Department  
**SUBJECT:** **Council Boards, Committees, & Commissions Mid-Term Review**

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## **BACKGROUND:**

Members of the City Council (Council) serve on a variety of Boards, Committees and Commissions. City Council Policy No. 2 (Attachment 1) establishes guidelines for the Council to appoint Councilmembers to share in the Council's representation on standing committees and outside agencies. The policy states that appointments will be made for two-year terms, unless otherwise stated by the Boards/Committees/Commissions, following each election. In non-election years, the City Council conducts a mid-term review for any changes. Therefore, an annual report is submitted for review in alternate years to perform any desired modifications of appointments as well as to reaffirm all positions for those agencies that request annual confirmation.

This Staff Report is before Council to provide an opportunity to make any desired mid-term changes to the Council Boards, Committees & Commissions.

## **DISCUSSION:**

### *Regional Committee Terms*

Regional committee terms may be set pursuant to their respective bylaws. Council Policy No. 2 states that any change of an appointee at mid-term shall complete the existing two-year term for which they are appointed. Therefore, a mid-term change to an existing appointment will result in the appointed Councilmember completing the remainder of the term for which they have been appointed.

CITY COUNCIL ACTION:

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*Appointment Review*

Council historically reviews appointments annually and makes changes as needed and for the following events:

<b>Events Triggering Appointment Review</b>	<b>Annually Review</b>	<b>Bi-annually Appointments</b>
Agencies requiring annual confirmation of appointees (new, re-appointed, or no changes) i.e. SANDAG	x	
Reviewing any potential conflicts, changes in Councilmember schedules, or the desire to change current appointments.	x	
Term Expirations: Regional and Council Standing Committees (2 year terms)		x
General Election: Council reorganization of leaving and/or new members.		x

*Regional Committees (Attachment 2)*

The Regional Chart (Attachment 2) contains the City Council’s Regional Agencies which are appointed by Council. Appointments were last made to these committees in December 2022 for the terms beginning in January 2023. Therefore, these appointments do not expire until January 2025, following the next election cycle. Council may review appointments to these external agencies at this time and, if necessary, modify any current appointments.

*Stipend/Compensated Appointment Positions (identified on Attachment 2)*

Certain agencies’ bylaws provide for a stipend paid for each meeting’s attendance. Appointments made by a governing body of elected or appointed members to serve as an officer of a board for additional pay require disclosures when the nominated member participates in the vote for their own appointment. Subsequently, pursuant to Fair Political Practices Commission (FPPC) Regulation 18702.5, appointments providing additional compensation or a stipend of \$500 or more, within a 12-month period, must be disclosed on the Form 806 (Agency Report of Public Official Appointments). The City complies with the requirements of Form 806, which is monitored, updated, and posted by the City Clerk, including making updates promptly when triggered. This procedure allows the governing body to operate with the entire body present, rather than members recusing their participation for each individual appointment, which could risk the presence of a quorum needed to complete the appointment process.

*Standing Committees (Attachment 3)*

Council Standing Committee appointments are for two-year expiring terms, thus, new appointments, or re-appointments, are not required at this time. The current appointments were made in January 2023 and can remain unless Council desires to make changes.

All appointments must be approved by a City Council majority vote.

**CEQA COMPLIANCE STATEMENT:** N/A

**FISCAL IMPACT:** N/A

**WORK PLAN:** N/A

**OPTIONS:**

- Approve Staff recommendation and review current appointments.
- Review and make any changes to existing positions.

**DEPARTMENT RECOMMENDATION:**

Staff recommends that the City Council:

1. Review the Regional Boards/Commissions/Committees and make alternate appointments, if necessary.
2. Review Council Standing Committees and make alternate appointments, if necessary.

**CITY MANAGER'S RECOMMENDATION:**

Approve Department Recommendation



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Gregory Wade, City Manager

Attachments:

1. Council Policy No. 2
2. Council Regional (*external*) Committee Chart
3. Council Standing (*internal*) Committee Chart

<b>CITY OF SOLANA BEACH</b>	<b>Policy No. 2</b>
<b>COUNCIL POLICY</b>	Date Issued: January 19, 1988 Revised: January 23, 2008 by Resolution 2008-22
<b>GENERAL SUBJECT:</b> Boards, Commissions & Committees	
<b>SPECIFIC SUBJECT:</b> Appointments of Councilmembers to Boards, Commissions and Committees	

**PURPOSE**

The purpose of this policy is to establish guidelines for appointment of Councilmembers to various Boards, Commissions and Committees.

- Council Regional Committees – not established by this Council.
- Council Standing Committees – established by the City Council.
- Council Ad Hoc Committees – established by the City Council.

**POLICY**

I. Regional Boards, Commissions or Committees (Outside Agencies)

1. The City Council shall divide appointments of the various Boards, Commissions or Committees so that all Councilmembers share in the representation on outside agencies.
2. The appointment shall be made by vote of at least three members of the City Council.
3. Appointments shall be made only at regularly scheduled Council Meetings.
4. Appointments shall generally be for a term of two years unless the regulations of the body to which the appointment is made requires a different term.
5. Appointments will be reviewed bi-annually in even numbered years to address expiring terms. This cycle is tied into the November Election cycle in consideration of Council reorganization.
6. When appointments are required at a different time than the even numbered year cycle, the appointments will follow the two year term, unless it is changed by Council reorganizations.
7. These guidelines do not prevent Council from annual reviews and changes at any other time, as determined by Council.

II. Council Standing Committees

(City sponsored committees that are ongoing and permanent in nature).

1. Council shall make appointments to Standing Committees sharing

- the responsibility among the members.
2. The appointment shall be made by vote of a majority of the City Council.
  3. Council shall make appointments to Standing Committees for a two year term.
  4. Appointments will be reviewed bi-annually in even numbered years to address expiring terms. This cycle is tied into the November Election cycle in consideration of Council reorganization.
  5. When appointments are required at a different time than the even numbered year cycle, the appointments will follow the two year term, unless it is changed by Council reorganizations.
  6. These guidelines do not prevent Council from annual reviews and changes at any other time, as determined by Council.

### III. Council Ad Hoc Committees

(City sponsored committees that are temporary and are not intended to have a permanent existence).

1. Council shall make appointments to Ad Hoc Committees sharing the responsibility among the members.
2. The appointment shall be made by vote of a majority of the City Council.
3. The term of an appointment shall be for the duration of the Ad Hoc Committee, unless Council majority changes the appointment prior to the expiration of the committee.

IV. A Councilmember may serve any number of terms.

V. If a Councilmember chooses to relinquish an appointment during a term, the alternate shall serve as the regular appointee for the remainder of the term, unless a new appointment is made by the Council majority.

VI. The City Clerk shall maintain a list of Boards, Commissions or Committees with the meeting time and locations. The City Clerk shall periodically advise the Council of vacancies on all Boards, Commission and Committees.



**Solana Beach City Council Regional Boards/Committees/Commissions/JPAs** (external agencies)

Listing only includes those positions required to be appointed by the Solana Beach City Council

	Committee	Primary Member / Alternate	Appointed	Current Term (per Policy No. 2, unless otherwise required)	Agency Term	General Regular Meeting Schedule	Meeting Location unless otherwise noticed	Committee Contact	Mailing Address	Stipend	Agency Type
1	<b>City Selection Committee</b>	<b>Heebner</b> Edson (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025	Annual	2nd Mon of Oct. 11:00am (or called as needed)	Held at League of California Cities Mtgs or SANDAG Mtgs	Grace Andoh grace.andoh@sdcountry.ca.gov 619-531-4870	County of San Diego 1600 Pacific Hwy, Room 402 San Diego, CA 92101	N/A	External agency
2	<b>Clean Energy Alliance (CEA)</b> Joint Powers Authority (JPA)	<b>Becker</b> Zito (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025	2-Year Terms (Begins following each election cycle; replacements follow existing term)	Last Thurs. month 2:00pm	San Marcos City Hall	Susan Caputo - Clerk Services Susan@Bayshorecgl.com Barb Boswell - CEO barbara@bayshorecgl.com	5857 Owens Ave, 3rd Floor Carlsbad, CA 92008 (833) 232-3110		Joint Partnership
3	<b>CSA 17</b> <b>County Service Area</b> Form 700 original signature	<b>MacDonald</b> Edson (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		1st Tues : 4:00-6:00pm Quarterly (Feb, May, Aug, Nov)	Solana Beach City Hall	Nicole del Toro 619-285-6476 Nicole.deltoro@sdcountry.ca.gov	5560 Overland Avenue, Suite 400 San Diego, CA 92123 619-455-1819 www.sdcountyfire.org www.sandiegocountyems.com	N/A	External agency
4	<b>Escondido Creek Watershed Alliance (ECWA)</b>	<b>Becker / Staff</b>	Jan 2023 Jan 2023	Jan 2023 - Jan 2025		No Reg. Mtg. Schedule As Needed	Varies (provided on agenda)	Teresa Chase 760-632-4641 tchase@olivenhain.com	1966 Olivenhain Road Encinitas, CA 92024 http://escondidocreek.org/	N/A	External agency
5	<b>League Ca. Cities</b> <b>Exec. Committee</b> (SD County division)	<b>MacDonald</b> Becker (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		2nd Mon 11:30am-1:00pm	Four Points Sheraton Hotel 8110 Aero Dr. San Diego, CA	Catherine Hill 619-733-1751 chill@cacities.org	P.O. Box 82081 San Diego, CA 92138 www.californiacities.org	N/A	External agency
6	<b>League Ca. Cities</b> <b>Legislative Subcommittee</b> <i>not currently active</i>	<b>MacDonald</b> Becker (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		when Mtg called, usually 2nd Mon - Quarterly 10:30-11:30am	Four Points Sheraton Hotel 8110 Aero Dr. San Diego, CA	Catherine Hill 619-733-1751 chill@cacities.org	P.O. Box 82081 San Diego, CA 92138 www.californiacities.org	N/A	External agency
7	<b>League of Ca. Cities</b> <b>Coastal Cities Group</b>	<b>MacDonald</b> Becker (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		No Reg. Mtg. Schedule As Needed	By conference call	Derek Dolfie 916-658-8218 ddolfie@cacities.org Caroline Cirrincione 916-658-8250 ccirrincione@cacities.org	1400 K Street Ste. 400 Sacramento, CA 95814 www.cacities.org/Member-Engagement/Coastal-Cities-Group-(CCG)	N/A	External agency
8	<b>North County Dispatch (NCDJ)</b> <b>Joint Powers Authority (JPA)</b> Form 700 online filing using their e-system	<b>MacDonald</b> Becker (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		4th Thur 10:00am Quarterly (Feb, May, Aug, Nov/Dec)	Encinitas City Hall 505 S Vulcan Ave, Encinitas, CA 92024	Larissa Patros lpatros@ncdjpa.org Gina Medina gmedina@ncdjpa.org Christopher Herren cherren@ncdjpa.org Sonia Jackson sjackson@ncdjpa.org	P.O. Box 1206 Rancho Santa Fe, CA 92067-1206 www.ncdjpa.org	\$50	Joint Partnership
9	<b>North County Transit District</b> Form 700 online filing using their e-system	<b>Edson</b> MacDonald (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		3rd Thurs : 2:00pm Dark in August	810 Mission Ave. Oceanside CA 92054	Suheil Rodriguez, Clerk of Brd & Mgr of Administration 760-966-6696 clerk@nctd.org	810 Mission Ave. Oceanside, CA 92054 www.gonctd.com	\$150 / Mtg not to exceed \$750 / month	External agency
10	<b>Regional Solid Waste Assoc. - RSWA</b> Joint Powers Authority (JPA) Form 700 online filing using their e-system	<b>Zito</b> MacDonald (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		1st Thursday 9:00am-10:30am Quarterly (Jan, April, July, Oct)	Fletcher Cove Community Center	James H. Eggart 714-415-1062 jeggart@wss-law.com Susan M. Morilla 714-415-1020 smorilla@wss-law.com	James H. Eggart, General Manager c/o Woodruff, Spradlin & Smart 555 Anton Boulevard, Ste. 1200 Costa Mesa, CA 92626 RSWA.org	\$150 up to a max of 3 mgs per month	Joint Partnership
11	<b>SANDAG</b> <b>Board of Directors</b> Form 700 online filing	<b>Heebner</b> Zito (1st alternate) Edson (2nd alternate)	Jan 2023 Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		Business (4th Fri) 9:00am-12:00pm Policy Board (2nd Fri) 10:00am-12:00pm	401 B Street, Suite 800 (7th floor Brd Rm) San Diego, CA 92101	Francesca Webb, Clerk of the Board clerkoftheboard@sandag.org 619-977-9294 401 B Street, Suite 800, San Diego, CA 92101	401 B St. Ste. 800 San Diego, CA 92101 www.sandag.org	\$150 Business \$100 Policy	External agency
12	<b>SANDAG</b> <b>Shoreline Preservation</b> <b>Working Group</b>	<b>Becker</b> Zito (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		1st Thurs : 11:30am Quarterly (Mar, June, Sept, Dec)	401 B Street, Suite 800 (7th floor Brd Rm) San Diego, CA 92101	Sarah Pierce 619-699-7312 sarah.pierce@sandag.org Anna Lowe 619-595-5603 anna.lowe@sandag.org	401 B St. Ste. 800 San Diego, CA 92101 www.sandag.org	N/A	External agency
13	<b>San Dieguito River Park</b> Joint Powers Authority (JPA) aka San Dieguito River Park Form 700 original hard copy signature	<b>MacDonald</b> Becker (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		3rd Friday 11:00am-12:30pm	County of San Diego 1600 Pacific Hwy Rm 302/303 San Diego, CA 92101	Christal Ames 858-674-2270 x10 christal@sdrp.org	18372 Sycamore Creek Rd. Escondido, CA 92025 www.sdrp.org	N/A	Joint Partnership
14	<b>San Elijo JPA (SEJPA)</b> <b>Joint Powers Authority (JPA)</b> Form 700 online <a href="https://www.southtechhosting.com/SanDiegoCounty/eDisclosure">https://www.southtechhosting.com/SanDiegoCounty/eDisclosure</a>	<b>Zito</b> <b>Becker</b> City Manager (alternate)	Jan 2023 Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025 By Laws		3rd Tuesday : 8:30am	2695 Manchester Ave. Cardiff by the Sea / Encinitas	Mike Thornton 760-753-6203 thornton@sejpa.org	P.O. Box 1077 Cardiff by the Sea, CA 92007 www.sejpa.org	\$160	Joint Partnership
15	<b>22nd District Agricultural Association</b> <b>Community Relations</b>	<b>Edson</b> <b>Heebner</b>	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		2nd Tues : 10:30pm Unless otherwise scheduled. Held on the same day as the 22nd DAA Brd Mtg. If no 22nd DAA mtg, then no CRC meeting	Del Mar Fairgrounds Admin. Conf. Rm (2nd floor) Jimmy Durante Blvd. Del Mar, CA	Donna O'Leary 858-792-4490 doleary@sdfair.com	22nd Agricultural Association District 2260 Jimmy Durante Blvd. Del Mar, CA 92014 www.delmarfairgrounds.com	N/A	External agency

Stipends are per meeting unless noted. If "alternate" is not indicated, both councilmembers will serve as equal "primary" members. // Form 700 online filings refers to that agency's electronic online filing system.

**COUNCIL COMMITTEES** (Councilmembers Appointed to Solana Beach Council Committees and Citizen Commission)

**COMMITTEES - 2 year terms / On-Going Committees (Brown Act Compliant)**

**SUBJECT TO  
the "Brown Act "**

Standing Committee		Primary Members	Appointed Date	Mtg Date/Time	Location	Contact	Established Date
1	<b>Business Liaison</b> The purpose of the Business Liaison Committee is to coordinate and communicate with the Chamber of Commerce, Cedros Merchants Associations, and Village walk (Highway 101) Association on City/Business issues.	<b>Zito Edson</b>	Jan 2023 - 2025 Jan 2023 - 2025	Regular Schedule Quarterly 3rd Mon 5:00pm (Jan, Apr, July, Oct)	Solana Beach City Hall	City Mgr	Reso 2005-146 10-26-2005
2	<b>Fire Department Management Governance &amp; Organizational Evaluation</b> This committee explores and evaluates potential fire department governance and organizational structural opportunities, possibly with other participating entities involved in the Agreement for Cooperative (Fire) Management Services.	<b>Edson MacDonald</b>	Jan 2023 - 2025 Jan 2023 - 2025	As Needed	Encinitas or TBD	City Mgr	Reso 2017-012 1-25-17
3	<b>Highway 101/Cedros Avenue Development Committee</b> This committee shall coordinate and communicate with the Highway 101 Village Walk Association regarding funding mechanisms to revitalize the Highway 101 corridor, address landscape issues in these areas, and review general business development.	<b>Heebner Edson</b>	Jan 2023 - 2025 Jan 2023 - 2025	As Needed	Solana Beach City Hall	City Mgr	Reso 2007-059 05-23-2007
4	<b>Parks and Recreation</b> This committee acts as a liaison to the Parks & Recreation Citizen Commission to discuss issues that will come before Council, consider work plan task, consideration of impact fees, long and short term objectives, and use of the Parks and Recreation reserve account.	<b>Zito Edson</b>	Jan 2023 - 2025 Jan 2023 - 2025	As Needed	Solana Beach City Hall	City Mgr	Reso 2011-023 02-09-2011
5	<b>Public Arts</b> This committee acts as a liaison to the Public Arts Citizen Commission to consider work plan tasks associated with public arts such as the Public Art Master Plan, Temporary Art Installations, Art Gallery, and other public arts projects that will come before Council.	<b>Edson Heebner</b>	Jan 2023 - 2025 Jan 2023 - 2025	As Needed	Solana Beach City Hall	City Mgr	Reso 2005-146 10-26-2005
6	<b>School Relations</b> This committee shall handle relations with San Dieguito Union High School District, Solana Beach School District and Solana Beach and private schools located within the Solana Beach boundaries.	<b>Becker MacDonald</b>	Jan 2023 - 2025 Jan 2023 - 2025	Regular Schedule Quarterly 1st Thurs 7:30 am (Mar, June, Sept, Dec)	Solana Beach City Hall	City Mgr	Reso 2007-011 01-10-2007
7	<b>Solana Beach - Del Mar Relations</b> To discuss and address items of mutual interest of each City.	<b>Heebner Edson</b>	Jan 2023 - 2025 Jan 2023 - 2025	As Needed	TBD	City Mgr	Reso 2017-148 9-27-2017
Citizen Commission(s) Councilmember(s) Appointed To/Serving On Citizen Commissions		Members	Appointed Date	Mtg Date/Time	Location	Contact	Established Date
1	<b>Climate Action Commission</b> This committee shall assist in developing a Climate Action Plan, including updating the City's Greenhouse Emissions Inventory, setting reduction targets, implementing mitigation measures and performing periodic monitoring, verification and evaluations.	<b>Zito (primary) Becker (alternate)</b>	Jan 2023 - 2025 Jan 2023 - 2025	Regular Schedule Monthly 3rd Wed. 5:30pm	Solana Beach City Hall	City Mgr	Reso 2015-127 11-04-2015

**SUBJECT TO the "Brown Act"**

\* Not required to establish a regular mtg schedule.  
\* If a regular mtg schedule is established, formally adopted, agendas must be posted 72 hrs prior to the regular meeting.  
\* Otherwise, non-regular mtgs shall meet required noticing for special meetings (24 hrs. prior to meeting)  
\* All Standing Committee Mtgs are Open to the Public