



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

AGENDA

Joint REGULAR Meeting

Wednesday, September 24, 2025 * 6:00 p.m.

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

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



PUBLIC MEETING ACCESS

The Regular Meetings of the City Council are held at 6:00pm on Wednesdays and are broadcast live. Please check the City's website for the meeting schedule or any special meetings. The video taping of meetings are maintained as a permanent record and contain a detailed account of the proceedings. Council meeting tapings are archived and available for viewing on the City's [Public Meetings](#) webpage.

WATCH THE MEETING

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

AGENDA MATERIALS

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

PUBLIC COMMENTS

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

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

And/Or

Verbal Comment Participation:

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

Public speakers have 3 minutes each to speak on each topic. Time may be donated by another individual who is present at the meeting to allow an individual up to 6 minutes to speak. Group: Time may be donated by two individuals who are present at the meeting allowing an individual up to 10 minutes to speak. Group Hearings: For public hearings only, time may be donated by two individuals who are present at the meeting allowing an individual up to 15 minutes to speak.

COUNCIL DISCLOSURE

Pursuant to the Levine Act (Gov't Code Section 84308), any party to a permit, license, contract (other than competitively bid, labor or personal employment contracts) or other entitlement before the Council is required to disclose on the record any contribution, including aggregated contributions, of more than \$250 made by the party or the party's agents within the preceding 12 months to any Council Member. Participants and agents are requested to make this disclosure as well. The disclosure must include the name of the party or participant and any other person making the contribution, the name of the recipient, the amount of the contribution, and the date the contribution was made.

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.

CITY COUNCILMEMBERS

Lesa Heebner
Mayor

Kristi Becker
Deputy Mayor / Councilmember District 2

Jill MacDonald
Councilmember District 4

David A. Zito
Councilmember District 1

Jewel Edson
Councilmember District 3

Alyssa Muto
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

SPEAKERS:

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

READING OF ORDINANCES AND RESOLUTIONS:

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

CALL TO ORDER AND ROLL CALL:

CLOSED SESSION REPORT:

FLAG SALUTE:

APPROVAL OF AGENDA:

PROCLAMATIONS/CERTIFICATES: *Ceremonial*

None at the posting of this agenda

PRESENTATIONS: Ceremonial items that do not contain in-depth discussion and no action/direction.
None at the posting of this agenda

ORAL COMMUNICATIONS:

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

CITY COUNCIL COMMUNITY ANNOUNCEMENTS - COMMENTARY:

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

CITY MANAGER / CITY ATTORNEY REPORTS:

An opportunity for the City Manager and City Attorney to make brief announcements or report on various activities. These items are not agendized for official City business with no action or substantive discussion.

A. CONSENT CALENDAR: (Action Items) (A.1. - A.2.)

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 September 03, 2025.

Item A.1. Report (click here)

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

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

Recommendation: That the City Council

1. Ratify the list of demands for August 23, 2025 – September 05, 2025.

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

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

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. Public Hearing: 403-589 N. Cedros Ave., Applicant: Eberle, Application: MOD25-009, APN: 263-062-32 through 263-062-54. (File 0600-40)

The proposed project meets the minimum zoning requirements under the SBMC, may be found to be consistent with the General Plan and may be found, as conditioned, to meet the discretionary findings required as discussed in this report to approve a DRP and PUD. 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 2025-107** conditionally approving a MOD to allow for the construction of exterior decks to encroach into the rear yard setback at 403-589 N. Cedros Ave., Solana Beach.

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

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

B.2. Public Hearing: 1044 Highland Dr., Applicant: Riggio, Application: DRP24-012, APN: 298-390-56. (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 2025-101** conditionally approving a DRP to construct a replacement 4,345 square-foot, one-story single-family residence with an attached two-car garage and perform associated site improvements at 1044 Highland Drive, Solana Beach.

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

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

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. Quarterly Investment Report and Investment Strategy Amendment. (File 0350-44)

Recommendation: That the City Council

1. Accept and file the Cash and Investment Report for the quarter ending June 30, 2025.
2. Adopt **Resolution 2025-110** directing the City Manager to sign the Revised Management Directive

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

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

C.2. Fire Management Services Update. (File 0260-10)

Recommendation: That the City Council

1. Authorize the City Manager to take any and all actions necessary to ensure effective delivery of fire services including exploring other methods and means for management.

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

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

LEGISLATIVE POLICY AND CORRESPONDENCE:

WORK PLAN COMMENTS:

Adopted June 18, 2025

COMPENSATION & REIMBURSEMENT DISCLOSURE:

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

COUNCIL COMMITTEE REPORTS: [Council Committees](#)

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

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

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

- a. Business Liaison Committee – Zito, Edson
- b. Fire Dept. Management Governance & Organizational Evaluation – Edson, MacDonald
- c. Highway 101 / Cedros Ave. Development Committee – Heebner, Edson
- d. Parks and Recreation Committee – Zito, 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 & Resiliency Commission – Zito, Becker

ADJOURN:

Next Regularly Scheduled Meeting is October 22, 2025
Always refer to the City's website for an updated schedule or contact City Hall.
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 September 24, 2025 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 September 18, 2025 at 3:15 p.m. on the City Bulletin Board at the entrance to the City Council Chambers. Said meeting is held at 6:00 p.m., September 24, 2025, 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 & Resiliency Commission**
- **Parks & Recreation Commission**
- **Public Arts Commission**
- **View Assessment Commission**



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

MINUTES

Joint Meeting - Closed Session

Wednesday, September 03, 2025 5:00 p.m.

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

Minutes contain formal actions taken at a City Council meeting.

CALL TO ORDER AND ROLL CALL:

Mayor Heebner called the meeting to order at 5:00 p.m.

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

Absent: None

Also Present: Alyssa Muto, City Manager
Johanna Canlas, City Attorney

PUBLIC COMMENT ON CLOSED SESSION ITEMS (ONLY):

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

CLOSED SESSION:

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9(d)(2)

One (1) Potential case.

No reportable action.

ADJOURN:

Mayor Heebner adjourned the meeting at 5:55 p.m.

Approved: _____
Angela Ivey, City Clerk

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 SPECIAL Meeting

Wednesday, September 3, 2025 * 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](#).



CITY COUNCILMEMBERS

Lesa Heebner
Mayor

Kristi Becker
Deputy Mayor / Councilmember District 2

Jill MacDonald
Councilmember District 4

David A. Zito
Councilmember District 1

Jewel Edson
Councilmember District 3

Alyssa Muto
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

CALL TO ORDER AND ROLL CALL:

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

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

Absent: None

Also Alyssa Muto, City Manager

Present: Johanna Canlas, City Attorney
Angela Ivey, City Clerk
Dan King, Assistant City Manager
Dan Goldberg, City Engineer
Rachel Jacobs, Finance Dir.
Joseph Lim, Community Development Dir.

CLOSED SESSION REPORT: Nothing to Report.

FLAG SALUTE:

APPROVAL OF AGENDA:

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

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.

CITY COUNCIL COMMUNITY ANNOUNCEMENTS - COMMENTARY:

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

CITY MANAGER / CITY ATTORNEY REPORTS:

An opportunity for the City Manager and City Attorney to make brief announcements or report on various 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. Landscape Plan Review and Inspection Services. (File 0600-10)

Recommendation: That the City Council

1. Adopt **Resolution 2025-102** authorizing the City Manager to execute a Professional Services Agreement with VDLA Landscape Architecture.

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

A.2. 2023 Sewer & Storm Drain Rehabilitation Project Completion. (File 1040-36)

Recommendation: That the City Council

1. Adopt **Resolution 2025-099:**
 - a. Authorizing the City Council to accept, as complete, the 2023 Sewer & Storm Drain Rehabilitation Project, Bid 2023-04, performed by Southwest Pipeline and Trenchless Corporation.
 - b. Authorizing the City Clerk to file a Notice of Completion for the project.

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

A.3. League of California Cities' 2025 Annual Business Meeting Voting Delegates Designees. (File 0140-10)

Recommendation: That the City Council

1. Appoint Councilmember MacDonald, primary delegate, City Manager Alyssa Muto, alternate delegate, and Assistant City Manager Dan King as 2nd alternate as the City of Solana Beach voting delegates for the 2025 Annual Business Meeting of the League of California Cities Annual Conference.
2. Authorize the City Clerk to attest to the appointments and submit the Official Voting Form to the League of California Cities.

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

A.4. Dead Animal Disposal and Pest-Rodent Control Services. (File 0200-10)

Recommendation: That the City Council

1. Adopt **Resolution 2025-098** authorizing the City Manager to execute an amendment to the Professional Services Agreement with Habitat Protection, Inc., for pest control, rodent management, and dead animal disposal services during Fiscal Years 2025/26 and 2026/27, increasing the contract by \$8,000 for a total not-to-exceed amount of \$17,960 annually.

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

A.5. Elevator Modernization Project at City Hall. (File 0710-35)

Recommendation: That the City Council

1. Adopt **Resolution 2025-097**:
 - a. Authorizing the City Council to accept, as complete, the FY 2023-24 Elevator Modernization Project, performed by 24-Hour Elevator, Inc.
 - b. Authorizing the City Clerk to file a Notice of Completion for the project.

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

A.6. Financial and Human Resources Software Services – Tyler. (File 0190-60)

Recommendation: That the City Council

1. Adopt **Resolution 2025-096** authorizing the City Manager to execute a 1st extension of the Software as a Service (SaaS) Agreement with Tyler Technologies, Inc. for a cost of \$83,757 annually for an additional five-year term for a maximum contract amount of \$418,785.

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

C. STAFF REPORTS: (C.1. – C.2.)

Submit speaker slips to the City Clerk.

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

C.1. Transparency and Values in Government. (File 0100-00)

Recommendation: That the City Council

1. Receive public input and provide direction to Staff on any follow up actions or programs.

City Manager introduced the item. Mayor Heebner provided opening comments.

Speakers

Congressman Mike Levin, comments read by City Manager Alyssa Muto

Diana Kutlow, State Senator Catherine Blakespear's office

Sarah Shulkin, Representative Tasha Boerner's office

Cipriano Vargas, Supervisor Terra Lawson-Remer's office

Lisa Montes

Ana Escamilla

Tina Zucker

Amy Bryan

Melissa Fischel

Paul Trowse

Tracy Weiss

Susan Arnold

Audrey Critchlow

Council conducted discussion on the item and public comments and directed City Staff to follow up on any discussion items.

Mayor Heebner recessed the meeting for a break at 7:26 p.m. and reconvened at 7:34 p.m.

C.2. New Vehicle Purchase. (File 0370-26)

Recommendation: That the City Council

1. Adopt **Resolution 2025-100** approving the purchase of:
 - a. One (1) model year 2025 Ford F-150 Lightning, EV pickup truck, including upfits, for \$66,677.53.

- b. One (1) model year 2026 Ford F-250 Service Body, gasoline pickup truck, including upfits, for \$79,640.31.
 - c. One (1) model year 2025 Ford Mach E, EV passenger vehicle for \$45,594.65.
2. Authorizing the City Treasurer to amend the FY 2025/2026 Adopted Budget accordingly.

Staff presentation.

Michell Fischell - support

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

ADJOURN:

Mayor Heebner adjourned the meeting at 7:48 p.m. in honor of Darrel Macey.

Approved: _____
Angela Ivey, City Clerk



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Alyssa Muto, City Manager
MEETING DATE: September 24, 2025
ORIGINATING DEPT: Finance – Rachel Jacobs, Finance Director
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: 08/23/25 through 09/05/25

Check Register - Disbursement Fund (Attachment 1)		\$	1,534,441.15
Net Payroll Retiree Health	September 3, 2025		2,955.00
Net Payroll Staff Q05	August 29, 2025		296,135.89
TOTAL		\$	<u>1,833,532.04</u>

DISCUSSION:

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

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The register of demands for August 23, 2025, through September 5, 2025, reflects total expenditures of \$1,833,532.04 from various City sources.

WORK PLAN: N/A

CITY COUNCIL ACTION: _____ _____

OPTIONS:

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

CITY STAFF RECOMMENDATION:

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



Alyssa Muto, City Manager

Attachments:

1. Check Register – Disbursement Fund



City of Solana Beach

Register of Demands

8/23/2025 - 9/5/2025

Department Vendor	Description	Date	Check/EFT Number	Amount
100 - GENERAL FUND				
STERLING HEALTH SERVICES, INC.	Q04 FSA/DCA CONTRIBUTIONS	08/28/2025	9002391	\$2,556.96
STERLING HEALTH SERVICES, INC.	Q04 FSA/DCA CONTRIBUTIONS	08/28/2025	9002391	\$1,572.87
STERLING HEALTH SERVICES, INC.	QC02 FSA CONTRIBUTIONS	08/28/2025	9002391	\$441.67
PAYMENTUS CORPORATION	JULY 2025 TRANSACTION FEES	08/28/2025	9002388	\$473.87
EMPLOYMENT DEVELOPMENT DEPARTMENT	776-5187-5 CY 2025 Q2 SDI OWED	08/28/2025	108755	\$264.50
CURTIS SWORD	FCCC RENTAL 8/17 - SEC DEPOSIT REFUND	08/28/2025	108750	\$500.00
SELF INSURED SERVICES COMPANY	SEPT 25 - LIFE&ADD/SUPP LIFE/LTD	09/05/2025	9002395	\$274.25
SELF INSURED SERVICES COMPANY	SEPT 25 - LIFE&ADD/SUPP LIFE/LTD	09/05/2025	9002395	\$1,311.46
IAFF-MERP	AUG 25 - FF TRUST PAYMENT	09/05/2025	9002409	\$4,850.00
STEPHEN WHITECOTTON	SEC DEPOSIT RFND - FCCC 8/24/25	09/05/2025	108792	\$500.00
CALPERS	QM04 08/19/25 PD (08/28/25 PERS)	08/28/2025	990120375	\$272.25
CALPERS	QC02 08/14/25 PD (09/03/25 PERS)	09/03/2025	990120376	\$929.30
GREGORY SAHAGIAN	FCC RENTAL 8/16 - SEC DEPOSIT REFUND	08/28/2025	108758	\$500.00
MISSION SQUARE PLAN 302817	Payroll Run 1 - Warrant Q05	08/28/2025	9002377	\$11,292.30
FIDELITY SECURITY LIFE INSURANCE COMPANY	SEPTEMBER 25 VISION	08/28/2025	108757	\$501.40
SELF INSURED SERVICES COMPANY	SEPTEMBER 25 DENTAL	08/28/2025	9002370	\$3,436.40
AFLAC	AUGUST 2025	09/05/2025	108772	\$940.04
SELF INSURED SERVICES COMPANY	SEPT 25 - LIFE&ADD/SUPP LIFE/LTD	09/05/2025	9002395	\$1,401.40
TOTAL GENERAL FUND				\$32,018.67
1005100 - CITY COUNCIL				
DEL SOL LIONS FOUNDATION	FY26 - COMMUNITY GRANT (TIAS)	08/28/2025	108753	\$1,500.00
TOTAL CITY COUNCIL				\$1,500.00
1005200 - CITY MANAGER				
KFORCE INC.	TEMP SVS WEEK ENDING 7/24/25 CM	08/28/2025	9002379	\$742.41
KFORCE INC.	TEMP SVS WEEK ENDING 8/21/25 CM	09/05/2025	9002401	\$3,041.81
KFORCE INC.	TEMP SVS WEEK ENDING 8/14/25 CM	08/28/2025	9002379	\$3,382.08
KFORCE INC.	TEMP SVS WEEK ENDING 8/7/25 CM	08/28/2025	9002379	\$2,969.64
KFORCE INC.	TEMP SVS WEEK ENDING 7/31/25 CM	08/28/2025	9002379	\$3,175.89
TOTAL CITY MANAGER				\$13,311.83
1005300 - GENERAL FUND - FINANCE				
HDL COREN & CONE	JULY - SEPT 2025 PROPERTY TAX AUDIT/REPORTING SVC	08/28/2025	9002376	\$3,991.17
EMPLOYMENT DEVELOPMENT DEPARTMENT	776-5187-5 CY 2025 Q2 SDI OWED	08/28/2025	108755	\$41.83
AMAZON.COM SALES, INC	INV:1GK1-JGHT-H44M-CHALK	09/05/2025	9002394	\$4.63
AMAZON.COM SALES, INC	INV:1GK1-JGHT-H44M-CHALKBOARD	09/05/2025	9002394	\$28.57
AMAZON.COM SALES, INC	INV:1GK1-JGHT-H44M - VELCRO TAPE	09/05/2025	9002394	\$5.40
AMAZON.COM SALES, INC	INV:1GK1-JGHT-H44M - HEPA FILTER	09/05/2025	9002394	\$27.34
AMAZON.COM SALES, INC	INV:1GK1-JGHT-H44M - CHALK & FILES	09/05/2025	9002394	\$13.37
KFORCE INC.	TEMP SVS WEEK ENDING 8/21/25 FIN	09/05/2025	9002401	\$1,164.80
KFORCE INC.	TEMP SVS WEEK ENDING 8/7/25 FIN	08/28/2025	9002379	\$582.40
KFORCE INC.	TEMP SVS WEEK ENDING 8/14/25 FIN	08/28/2025	9002379	\$1,123.20
TOTAL GENERAL FUND - FINANCE				\$6,982.71

1005350 - SUPPORT SERVICES

XEROX CORPORATION	JULY 2025 XEROX - ENG/PLANNING	08/28/2025	108770	\$96.87
XEROX CORPORATION	JULY 2025 XEROX - ENG/PLANNING	08/28/2025	108770	\$341.56
XEROX CORPORATION	JULY 2025 XEROX - CLERKS	08/28/2025	108770	\$248.76
XEROX CORPORATION	JULY 2025 XEROX - CLERKS	08/28/2025	108770	\$284.84
XEROX CORPORATION	JULY 2025 XEROX - FINANCE	08/28/2025	108770	\$0.01
XEROX CORPORATION	JULY 2025 XEROX - FINANCE	08/28/2025	108770	\$284.83
XEROX CORPORATION	FIN COPIER USAGE 06/27/25-08/17/25	09/05/2025	108796	\$139.12
AMAZON.COM SALES, INC	INV:1GK1-JGHT-H44M - COFFEE	09/05/2025	9002394	\$132.23
AMAZON.COM SALES, INC	INV:1GK1-JGHT-H44M - HANGING FOLDERS	09/05/2025	9002394	\$30.24
AMAZON.COM SALES, INC	INV:1GK1-JGHT-H44M - CHALK & FILES	09/05/2025	9002394	\$49.03
AMAZON.COM SALES, INC	INV:1GK1-JGHT-H44M-HANGING FOLDERS	09/05/2025	9002394	\$47.94
XEROX CORPORATION	JULY 2025 XEROX - FIERY ENG/PLAN	08/28/2025	108770	\$0.01
XEROX CORPORATION	JULY 2025 XEROX - FIERY ENG/PLAN	08/28/2025	108770	\$195.18
XEROX CORPORATION	JULY 2025 XEROX - FIERY CLERKS	08/28/2025	108770	\$0.01
XEROX CORPORATION	JULY 2025 XEROX - FIERY CLERKS	08/28/2025	108770	\$195.18
XEROX CORPORATION	JULY 2025 XEROX - FIERY FIN	08/28/2025	108770	\$0.01
XEROX CORPORATION	JULY 2025 XEROX - FIERY FIN	08/28/2025	108770	\$195.18

TOTAL SUPPORT SERVICES**\$2,241.00****1005400 - HUMAN RESOURCES**

DEPARTMENT OF JUSTICE	JULY 25 - FINGERPRINT APPS	09/05/2025	108780	\$96.00
-----------------------	----------------------------	------------	--------	---------

TOTAL HUMAN RESOURCES**\$96.00****1005450 - INFORMATION SERVICES**

VERIZON WIRELESS SD	670601022-00001 - 06/24-07/23/25	08/28/2025	108767	\$128.05
COX COMMUNICATIONS INC	0013410039730701-08/19-9/18/25	08/28/2025	108748	\$294.89
TING FIBER INC.	JULY 25 - FIBER SVS	08/28/2025	9002393	\$3,334.86
TING FIBER INC.	AUG 25 - FIBER SVS	08/28/2025	9002393	\$3,334.86
WESTERN AUDIO VISUAL	AUG 25 - AV MAINTENANCE SVC	08/28/2025	108769	\$499.00
WESTERN AUDIO VISUAL	JUL 25 - AV MAINTENANCE SVC	08/28/2025	108769	\$499.00
FISHER INTEGRATED, INC.	JULY 25 - WEB STREAMING SVC	08/28/2025	9002374	\$1,800.00
ENSTAL TECHNOLOGIES LLC	MERAKI ENTERPRISE LICENSE & SUPPORT - 3 YR	08/28/2025	108756	\$4,210.05
MANAGED SOLUTION	AUG 25 - OFFICE 365 LICENSES	09/05/2025	9002402	\$2,731.20
MANAGED SOLUTION	JULY 25 - OFFICE 365 LICENSES	09/05/2025	9002402	\$2,611.50
VERIZON WIRELESS SD	670601022-00001 - 07/24/25-08/23/25	09/05/2025	108794	\$128.05
AMAZON.COM SALES, INC	INV:1GK1-JGHT-H44M: OTTERBOX FOR IPAD	09/05/2025	9002394	\$59.80

TOTAL INFORMATION SERVICES**\$19,631.26****1005560 - BUILDING SERVICES**

ESGIL CORPORATION	JULY 25 - PLAN REVIEW & INSPECTIONS	08/28/2025	9002373	\$67,461.13
-------------------	-------------------------------------	------------	---------	-------------

TOTAL BUILDING SERVICES**\$67,461.13****1006120 - FIRE DEPARTMENT**

ALLSTAR FIRE EQUIPMENT INC	TURNOUT GEAR	08/28/2025	108743	\$4,373.93
CITY OF ENCINITAS FIRE DEPARTMENT	REIMB FY25 FIRSTWATCH, TELESTAFF, TRAINING, KNOX	08/28/2025	108747	\$191.14
CITY OF ENCINITAS FIRE DEPARTMENT	REIMB FY25 FIRSTWATCH, TELESTAFF, TRAINING, KNOX	08/28/2025	108747	\$1,680.00
CITY OF ENCINITAS FIRE DEPARTMENT	REIMB FY25 FIRSTWATCH, TELESTAFF, TRAINING, KNOX	08/28/2025	108747	\$800.00
CITY OF ENCINITAS FIRE DEPARTMENT	REIMB FY25 FIRSTWATCH, TELESTAFF, TRAINING, KNOX	08/28/2025	108747	\$378.00
CITY OF ENCINITAS FIRE DEPARTMENT	REIMB FY25 FIRSTWATCH, TELESTAFF, TRAINING, KNOX	08/28/2025	108747	\$39.21
SIGTRONICS CORPORATION	HEADSETS AND PARTS	09/05/2025	108791	\$1,869.49

L. N. CURTIS & SONS INC	5 GAL PAIL PHOS-CHEK CONCRETE	09/05/2025	108784	\$2,012.00
REGIONAL COMMS SYS MS 056 RCS	AUG 25 - SHERIFF RADIOS	09/05/2025	108788	\$823.50
REGIONAL COMMS SYS MS 056 RCS	AUG 25 - FIRE RADIOS	09/05/2025	108788	\$1,342.00
REGIONAL COMMS SYS MS 056 RCS	AUG 25 - CAP CODES	09/05/2025	108788	\$32.50
AT&T CALNET 3	9391059865-06/01/25-06/30/25	09/05/2025	108776	\$668.21
REGIONAL COMMS SYS MS 056 RCS	FIRE RADIOS - JULY 25	08/28/2025	108766	\$1,342.00
REGIONAL COMMS SYS MS 056 RCS	SHERIFF RADIOS - JULY 25	08/28/2025	108766	\$823.50
REGIONAL COMMS SYS MS 056 RCS	CAP CODES - JULY 25	08/28/2025	108766	\$32.50
AT&T CALNET 3	9391059865-07/01/25-7/31/2025	09/05/2025	108773	\$666.54
FIRE STATS LLC	JULY 25 - DATA ANALYSIS TOOLS	09/05/2025	108783	\$212.50
PARKHOUSE TIRE INC	TIRES - UNIT 237 TRK	09/05/2025	108786	\$1,258.45
CITY OF ENCINITAS FIRE DEPARTMENT	REIMB FY25 FIRSTWATCH, TELESTAFF, TRAINING, KNOX	08/28/2025	108747	\$1,610.00
CITY OF ENCINITAS FIRE DEPARTMENT	REIMB FY25 FIRSTWATCH, TELESTAFF, TRAINING, KNOX	08/28/2025	108747	\$1,370.00
CITY OF ENCINITAS FIRE DEPARTMENT	REIMB FY25 FIRSTWATCH, TELESTAFF, TRAINING, KNOX	08/28/2025	108747	\$169.64
MUNICIPAL EMERGENCY SERVICES, INC	HONEYWELL PRO STRUCTURAL BOOT	08/28/2025	9002383	\$1,505.66
PARKHOUSE TIRE INC	TIRES	08/28/2025	108763	\$2,303.71
DAY WIRELESS SYSTEMS (20)	TECH ISSUE WITH MOBILE RADIO/HEADSET SYSTEM	08/28/2025	108751	\$170.00
TOTAL FIRE DEPARTMENT				\$25,674.48
1006130 - ANIMAL CONTROL				
HABITAT PROTECTION, INC	AUG 25-DEAD ANIMAL REMOVAL	08/28/2025	9002375	\$160.00
HABITAT PROTECTION, INC	AUG 25-BEE REMOVAL	08/28/2025	9002375	\$565.00
HABITAT PROTECTION, INC	AUG 25-DEAD ANIMAL REMOVAL	08/28/2025	9002375	\$50.00
HABITAT PROTECTION, INC	JUL 25-DEAD ANIMAL REMOVAL	08/28/2025	9002375	\$160.00
TOTAL ANIMAL CONTROL				\$935.00
1006170 - MARINE SAFETY				
CULLIGAN OF SAN DIEGO	AUG 25 EQUIPMENT - MS	08/28/2025	108749	\$58.00
PATRICIA T ANDRE	MARINE SAFETY GROUP SHOT AT FLETCHER COVE	08/28/2025	108764	\$1,174.48
TOTAL MARINE SAFETY				\$1,232.48
1006510 - ENGINEERING				
WEST COAST CIVIL, INC	JULY 25 - PROFESSIONAL SVS	09/05/2025	108795	\$5,137.50
DEL MAR BLUE PRINT COMPANY, INC.	GLENCREST DR - 6SQFT FOAM CORE SS	09/05/2025	108779	\$29.36
TOTAL ENGINEERING				\$5,166.86
1006520 - ENVIRONMENTAL SERVICES				
MISSION LINEN & UNIFORM INC	FY26 UNIFORM SERVICES FOR PUBLIC WORKS	08/28/2025	108762	\$31.76
MISSION LINEN & UNIFORM INC	FY26 UNIFORM SERVICES FOR PUBLIC WORKS	08/28/2025	108762	\$16.55
IDRAINS LLC	J & H- STORMDRAIN MAINT AND VIDEO INSPECTIONS	08/28/2025	108742	\$2,375.00
IDRAINS LLC	H- STORMDRAIN MAINT AND VIDEO INSPECTIONS	08/28/2025	108742	\$1,700.00
MIKHAIL OGAWA ENGINEERING, INC.	7/17/24 & 8/21/24 LAB TESTING	08/28/2025	9002381	\$5,825.60
IDRAINS LLC	CCTV INSPECTIONS JUNE 2025	08/28/2025	108742	\$2,680.00
MISSION LINEN & UNIFORM INC	FY26 UNIFORM SERVICES FOR PUBLIC WORKS	09/05/2025	108785	\$16.55
SAN ELIJO JPA	2ND QTR FY26 - O&M & CAPITAL	09/05/2025	108789	\$3,334.00
TOTAL ENVIRONMENTAL SERVICES				\$15,979.46
1006530 - STREET MAINTENANCE				
MISSION LINEN & UNIFORM INC	FY26 UNIFORM SERVICES FOR PUBLIC WORKS	08/28/2025	108762	\$51.97
MISSION LINEN & UNIFORM INC	FY26 UNIFORM SERVICES FOR PUBLIC WORKS	08/28/2025	108762	\$27.09
WEST COAST ARBORISTS INC	FY26 TREE MAINT - GPS TREE INVENTORY	08/28/2025	108768	\$1,500.00
PSC	TCFS 5/15/25	08/28/2025	9002387	\$195.00
NISSHO OF CALIFORNIA	JULY 25-LANDSCAPE MAINTENANCE	08/28/2025	9002384	\$2,427.85

BFS GROUP OF CALIFORNIA LLC	PAINT/RAKE/GLOVES	09/05/2025	108781	\$86.51
MISSION LINEN & UNIFORM INC	FY26 UNIFORM SERVICES FOR PUBLIC WORKS	09/05/2025	108785	\$27.09
SDG&E CO INC	UTILITIES - 07/10/25-08/7/25	09/05/2025	108790	\$823.04
SDG&E CO INC	UTILITIES - 07/10/25-08/7/25	09/05/2025	108790	\$1,047.71
TROY & BANKS, INC	UTILITY AUDIT - PROF SVS	09/05/2025	108797	\$96.87
TOTAL STREET MAINTENANCE				\$6,283.13

1006540 - TRAFFIC SAFETY

ALL CITY MANAGEMENT SERVICES, INC	CROSSING GUARDS 8/3-8/16/2025	08/28/2025	9002369	\$5,245.70
AT&T CALNET 3	9391012279 - 06/24/25-7/23/25	09/05/2025	108774	\$67.45
REDFLEX TRAFFIC SYSTEMS, INC	JULY 25 -RED LIGHT CAMERA ENFORCEMENT	09/05/2025	9002407	\$8,115.87
SDG&E CO INC	UTILITIES - 07/10/25-08/7/25	09/05/2025	108790	\$610.66
SDG&E CO INC	UTILITIES - 07/10/25-08/7/25	09/05/2025	108790	\$1,388.49
TROY & BANKS, INC	UTILITY AUDIT - PROF SVS	09/05/2025	108797	\$123.67
TOTAL TRAFFIC SAFETY				\$15,551.84

1006560 - PARK MAINTENANCE

MISSION LINEN & UNIFORM INC	FY26 UNIFORM SERVICES FOR PUBLIC WORKS	08/28/2025	108762	\$38.97
MISSION LINEN & UNIFORM INC	FY26 UNIFORM SERVICES FOR PUBLIC WORKS	08/28/2025	108762	\$20.32
NISSHO OF CALIFORNIA	LC15 INSTALL 4 POPUPS WITH BUBBLERS	08/28/2025	9002384	\$872.60
BOOT WORLD, INC.	BOOTS	08/28/2025	9002371	\$164.84
JOSE GARCIA	MILEAGE FOR BEACH TRASH 8/16 & 8/17	08/28/2025	9002378	\$84.00
NISSHO OF CALIFORNIA	CONT 15 REPAIR VALVE FOR NEW TREE	09/05/2025	9002404	\$441.85
RANCHO SANTA FE SECURITY SYS INC	SEPT 25 - ALARM MONITORING	09/05/2025	108787	\$405.72
MISSION LINEN & UNIFORM INC	FY26 UNIFORM SERVICES FOR PUBLIC WORKS	09/05/2025	108785	\$20.32
RANCHO SANTA FE PROTECTIVE SERVICES INC	SEPT 25 SECURITY PATROL SERVICES ONLY	09/05/2025	9002406	\$729.75
NISSHO OF CALIFORNIA	JULY 25 - PEST CONTROL MAINT	08/28/2025	9002384	\$2,772.00
NISSHO OF CALIFORNIA	JULY 25 - LANDSCAPE MAINTENANCE	08/28/2025	9002384	\$10,036.19
BFS GROUP OF CALIFORNIA LLC	DISINFECTING WIPES/LEAF RAKE	09/05/2025	108781	\$35.74
TOTAL PARK MAINTENANCE				\$15,622.30

1006570 - PUBLIC FACILITIES

REAL ESTATE CONSULTING & SERVICES INC	FY26 ON-CALL AS-NEEDED HANDYMAN	08/28/2025	9002389	\$894.66
24 HOUR ELEVATOR, INC	AUG 25- ELEVATOR PREVENTATIVE MAINT/REPAIR	08/28/2025	108741	\$214.41
BFS GROUP OF CALIFORNIA LLC	PAINTERS TAPE/DUCK TAPE/GLOVES	08/28/2025	108754	\$98.26
BFS GROUP OF CALIFORNIA LLC	CORNER BRACE/FURNITURE STRAP	08/28/2025	108754	\$17.40
SYMONS FIRE PROTECTION	ELEVATOR RECALL SYSTEM INSTALL	09/05/2025	108793	\$4,980.00
AMAZON.COM SALES, INC	INV:1GK1-JGHT-H44M - PORTABLE POWER STATION	09/05/2025	9002394	\$173.99
SDG&E CO INC	UTILITIES - 07/10/25-08/7/25	09/05/2025	108790	\$9,820.68
W.W. GRAINGER, INC	HAND DRYER/SCREWDRIVER	09/05/2025	9002399	\$601.37
CINTAS CORPORATION NO. 2	FIRST AID SUPPLIES - CH	09/05/2025	108778	\$371.36
TROY & BANKS, INC	UTILITY AUDIT - PROF SVS	09/05/2025	108797	\$699.48
SAN ELIJO JPA	2ND QTR FY26 - O&M & CAPITAL	09/05/2025	108789	\$4,371.00
HABITAT PROTECTION, INC	8/18/25 PEST/RODENT CONTROL - MARINE SAFETY	09/05/2025	9002400	\$78.00
HABITAT PROTECTION, INC	8/18/25 PEST/RODENT CONTROL - SEASCAPE SUR	09/05/2025	9002400	\$47.00
HABITAT PROTECTION, INC	8/18/25 PEST/RODENT CONTROL - DEL MAR SHORES	09/05/2025	9002400	\$47.00
HABITAT PROTECTION, INC	8/18/25 PEST/RODENT CONTROL - FIRE STATION	09/05/2025	9002400	\$46.00
HABITAT PROTECTION, INC	8/18/25 PEST/RODENT CONTROL - CITY HALL	09/05/2025	9002400	\$62.00
SDG&E CO INC	UTILITIES - 07/10/25-08/7/25	09/05/2025	108790	\$4,095.30
BFS GROUP OF CALIFORNIA LLC	CHLORINE TABS/SIMPLE GREEN	09/05/2025	108781	\$93.49
HABITAT PROTECTION, INC	8/20/25 PEST/RODENT CONTROL - PW FAC	09/05/2025	9002400	\$78.00
HABITAT PROTECTION, INC	8/18/25 PEST/RODENT CONTROL - LCCC	09/05/2025	9002400	\$78.00
HABITAT PROTECTION, INC	8/18/25 RODENT CONTROL - TIDE PARK	09/05/2025	9002400	\$71.00
HABITAT PROTECTION, INC	8/18/25 PEST/RODENT CONTROL - FCCC	09/05/2025	9002400	\$78.00

HABITAT PROTECTION, INC	8/18/25 RODENT CONTROL - FLETCHER COVE PARK	09/05/2025	9002400	\$47.00
CINTAS CORPORATION NO. 2	FIRST AID SUPPLIES - PW	08/28/2025	108746	\$182.10
CONSOLIDATED ELECTRICAL DIST INC	TRIM	08/28/2025	9002372	\$372.41
NISSHO OF CALIFORNIA	JULY 25-LANDSCAPE MAINTENANCE	08/28/2025	9002384	\$3,304.80
BFS GROUP OF CALIFORNIA LLC	GLOVES	09/05/2025	108781	\$21.52
TOTAL PUBLIC FACILITIES				\$30,944.23
1007100 - COMMUNITY SERVICES				
CALIFORNIA ASSN OF PUBLIC INFORMATION	MEMBERSHIP RENEWAL - THRU 10/9/26	09/05/2025	108777	\$300.00
TOTAL COMMUNITY SERVICES				\$300.00
1007110 - GF-RECREATION				
1 STOP TONER & INKJET, LLC	TONER FOR LA COLONIA PRINTERS	08/28/2025	9002385	\$166.22
CALIFORNIA OFFICE CLEANING, INC	AUG25 - FLETCHER COVE CC EVENT CLEANINGS	09/05/2025	9002396	\$450.00
ABLE PATROL & GUARD INC	AUG 25 - FCCC GUARD SVS	09/05/2025	108771	\$496.13
TOTAL GF-RECREATION				\$1,112.35
110 - MEASURE S 1% TRANSACTION TAX				
QUALITY CONSTRUCTION & ENGINEERING, INC.	FY24 ANNUAL PAVEMENT RET RELEASE	09/05/2025	9002405	\$55,000.00
TOTAL MEASURE S 1% TRANSACTION TAX				\$55,000.00
1255465 - WORKERS COMPENSATION				
PINNACOL ASSURANCE	FY26 Q2 CO WC PREMIUM	08/28/2025	108765	\$509.00
TOTAL WORKERS COMPENSATION				\$509.00
1356120 - ASSET REPLACEMENT-FIRE				
MOTOROLA SOLUTIONS INC	(2) MHZ PORTABLE RADIOS	08/28/2025	9002382	\$19,688.13
TOTAL ASSET REPLACEMENT-FIRE				\$19,688.13
1356510 - ASSET REPLACEMENT-ENGINEER				
CENTRAL SQUARE	7/27-8/16/25 - GIS SERVICES	09/05/2025	9002397	\$495.00
TOTAL ASSET REPLACEMENT-ENGINEER				\$495.00
1605360 - OPEB OBLIGATION				
FIDELITY SECURITY LIFE INSURANCE COMPANY	COBRA VISION SEPT 25	08/28/2025	108757	\$15.44
SELF INSURED SERVICES COMPANY	SEPTEMBER 25 DENTAL	08/28/2025	9002370	\$90.10
TOTAL OPEB OBLIGATION				\$105.54
2037510 - HIGHWAY 101 LANDSC #33				
NISSHO OF CALIFORNIA	JULY 25-LANDSCAPE MAINTENANCE	08/28/2025	9002384	\$1,803.79
SDG&E CO INC	UTILITIES - 07/10/25-08/7/25	09/05/2025	108790	\$2,884.60
TROY & BANKS, INC	UTILITY AUDIT - PROF SVS	09/05/2025	108797	\$196.29
TOTAL HIGHWAY 101 LANDSC #33				\$4,884.68
2087580 - COASTAL RAIL TRAIL MAINT				
NISSHO OF CALIFORNIA	JULY 25-LANDSCAPE MAINTENANCE	08/28/2025	9002384	\$7,240.55
TOTAL COASTAL RAIL TRAIL MAINT				\$7,240.55
2117600 - STREET LIGHTING DISTRICT				
SDG&E CO INC	UTILITIES - 07/10/25-08/7/25	09/05/2025	108790	\$9,969.87
TROY & BANKS, INC	UTILITY AUDIT - PROF SVS	09/05/2025	108797	\$608.09
TOTAL STREET LIGHTING DISTRICT				\$10,577.96
2135550 - DEVELOPER PASS-THRU- PLANNING				
LAURIE LEVINE	DRP25-010 JULY 25 LANDSCAPE REVIEW	08/28/2025	9002380	\$500.00
LAURIE LEVINE	DRP25-010 JULY 25 LANDSCAPE REVIEW	08/28/2025	9002380	\$25.00
TOTAL DEVELOPER PASS-THRU- PLANNING				\$525.00
2146120 - FIRE MITIGATION FEES				
LINEGEAR FIRE & RESCUE EQUIPMENT	7 PAIRS WILDLAND GOGGLES	08/28/2025	108760	\$475.18
L. N. CURTIS & SONS INC	HELMET	09/05/2025	108784	\$479.56

TOTAL FIRE MITIGATION FEES**\$954.74****250 - COASTAL BUSINESS/VISITORS**

QUALITY CONSTRUCTION & ENGINEERING, INC.	FY24 ANNUAL PAVEMENT RET RELEASE	09/05/2025	9002405	\$548.68
SPRUCE & GANDER, INC	HWY 101 TREE GRATE REPLACEMENT	08/28/2025	9002390	\$12,291.60
DEBBIE DAY	MOVIE NIGHT REIMBURSEMENT	08/28/2025	108752	\$291.21
CHRISTINE ANTONELLI	MOVIE NIGHT REIMBURSEMENT	08/28/2025	108744	\$59.86

TOTAL COASTAL BUSINESS/VISITORS**\$13,191.35****255 - CAMP PROGRAMS**

ASHLEY HIRANO	DAY CAMP REFUND	08/28/2025	108745	\$208.00
HEATHER ROCK	DAY CAMP REFUND	08/28/2025	108759	\$180.00
MICHAEL SCHLEGEL	DAY CAMP REFUND	08/28/2025	108761	\$180.00

TOTAL CAMP PROGRAMS**\$568.00****2556180 - JUNIOR LIFEGUARDS**

ORIGINAL WATERMEN, INC	FY25 JG UNIFORM RESTOCK	08/28/2025	9002386	\$1,551.60
------------------------	-------------------------	------------	---------	------------

TOTAL JUNIOR LIFEGUARDS**\$1,551.60****2706120 - PUBLIC SAFETY- FIRE**

THE COUNSELING TEAM INTERNATIONAL	AUG 25-FIRE MENTAL WELLNESS SVCS	08/28/2025	9002392	\$468.00
CITY OF ENCINITAS FIRE DEPARTMENT	REIMB FY25 FIRSTWATCH, TELESTAFF, TRAINING, KNOX	08/28/2025	108747	\$311.20
THE COUNSELING TEAM INTERNATIONAL	JULY 2025 - FIRE MENTAL WELLNESS SVCS	08/28/2025	9002392	\$468.00
NATIONWIDE MEDICAL SURGICAL INC	CSA17 - AFLURIA SYRINGES	09/05/2025	9002403	\$364.56

TOTAL PUBLIC SAFETY- FIRE**\$1,611.76****4506190 - SAND REPLNSHMNT/RETENTION**

TING FIBER INC.	JULY 25 - TIDE BEACH FIBER	08/28/2025	9002393	\$464.31
TING FIBER INC.	JULY 25 - DEL MAR SHORES FIBER	08/28/2025	9002393	\$464.31
TING FIBER INC.	AUG 25 - DEL MAR SHORES FIBER	08/28/2025	9002393	\$464.31
TING FIBER INC.	AUG 25 - TIDE BEACH FIBER	08/28/2025	9002393	\$464.31

TOTAL SAND REPLNSHMNT/RETENTION**\$1,857.24****4596510 - MISC.CAPITALPROJECTS-ENG**

DOMUSSTUDIO ARCHITECTURE LLP	JULY 25 - 9449.02 MS CENTR PROF SVS	09/05/2025	108782	\$12,800.00
COFFMAN ENGINEERS INC.	FEB 25 - #9397 FIRE STATION GENERATOR DESIGN	09/05/2025	9002398	\$2,963.60

TOTAL MISC.CAPITALPROJECTS-ENG**\$15,763.60****5097700 - SANITATION**

MISSION LINEN & UNIFORM INC	FY26 UNIFORM SERVICES FOR PUBLIC WORKS	08/28/2025	108762	\$21.65
MISSION LINEN & UNIFORM INC	FY26 UNIFORM SERVICES FOR PUBLIC WORKS	08/28/2025	108762	\$11.29
IDRAINS LLC	Y- STORMDRAIN MAINT AND VIDEO INSPECTIONS	08/28/2025	108742	\$1,300.00
IDRAINS LLC	J- STORMDRAIN MAINT AND VIDEO INSPECTIONS	08/28/2025	108742	\$675.00
IDRAINS LLC	Y- STORMDRAIN MAINT AND VIDEO INSPECTIONS	08/28/2025	108742	\$1,300.00
IDRAINS LLC	E- HOTSPOT CLEANING-10,369	08/28/2025	108742	\$6,532.47
US BANK	ACCT: 67122005 SEJPA 2017 WW BOND PRINCIPAL	09/02/2025	359530179	\$200,768.75
SAN ELIJO JPA	2ND QTR FY26 - O&M & CAPITAL	09/05/2025	108789	\$605,189.00
SAN ELIJO JPA	2ND QTR FY26 - O&M & CAPITAL	09/05/2025	108789	\$237,500.00
IDRAINS LLC	I- STORMDRAIN MAINT AND VIDEO INSPECTIONS	08/28/2025	108742	\$475.00
IDRAINS LLC	O- STORMDRAIN MAINT AND VIDEO INSPECTIONS	08/28/2025	108742	\$1,340.00
IDRAINS LLC	VACUUM SEWER MANHOLE FCP 7/3/25	08/28/2025	108742	\$675.00
US BANK	ACCT: 6712205300 - 2017 WW BOND INTEREST	09/02/2025	259530179	\$82,053.13
MISSION LINEN & UNIFORM INC	FY26 UNIFORM SERVICES FOR PUBLIC WORKS	09/05/2025	108785	\$11.29
AT&T CALNET 3	9391012277 - 06/24/25-07/23/25	09/05/2025	108775	\$19.69

TOTAL SANITATION**\$1,137,872.27**

REPORT TOTAL: \$1,534,441.15



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Alyssa Muto, City Manager
MEETING DATE: September 24, 2025
ORIGINATING DEPT: Community Development Department – John Delmer, Assistant Planner
SUBJECT: **Public Hearing: Request for a Modification to a Development Review Permit (DRP) and Planned Unit Development (PUD) to Allow for the Construction of Exterior Decks to Encroach into the Rear Yard Setback at 403-589 N Cedros Ave. (Applicant: Edward Eberle; Application: MOD25-009; APN: 263-062-32 THROUGH 263-062-54; Resolution No. 2025-107)**

BACKGROUND:

The Applicant, Edward Eberle, is requesting City Council approval of a Modification (MOD) to a previously approved Development Review Permit (DRP) and Planned Unit Development (PUD) to allow for the option to construct exterior decks along the western façade of the single-family dwellings within the Cedros Seaside development, located at 403–589 North Cedros Avenue. A Modification is required to allow the proposed decks to encroach into the required 18-foot rear yard setback. Approval of the request would not revise the development’s overall setback standards but would add a provision to allow decks to project into the rear yard setback in compliance with the guidelines outlined in Resolution 2025-107.

The proposed modification applies only to the 22 detached units located at 409–589 North Cedros Avenue and does not include the triplex at 403–407 North Cedros Avenue. If approved, individual property owners would be required to obtain their own building permits should they wish to construct a deck on their property. Two decks have already been constructed without permits at 429 and 511 North Cedros Avenue; if this request is approved, each property owner must obtain building permits to legalize the unpermitted work. Any proposed decks must be attached to the western façade of the dwelling, limited to a maximum height of 16 feet, and allowed to encroach a maximum of 5.5 feet into the rear yard setback. Decks shall extend no wider than the existing structure, except where

COUNCIL ACTION:

stair access is provided; stair access shall not project into the side yard setback. Two access options are proposed: (1) an exterior stairway to the ground within the buildable area, or (2) conversion of a second-level window to a door. There are 4 Unit Types within the 22 detached units that are subject of this modification. Due to site constraints, Unit Types 2 and 3 would not be able to accommodate exterior stair access. Decks would be uncovered, with railing heights limited to 42 inches, and grading would be minimal, requiring approximately 10 cubic yards of excavation for footings.

Any proposed decks, including railings, may not exceed 16 feet in height as measured from the existing grade; therefore, the project is not subject to View Assessment and approval of a Structure Development Permit is not required. As a condition of approval, the Applicant will be required to provide a height certification demonstrating that the decks do not exceed 16 feet in height above existing grade.

The issue before the Council is whether to approve, approve with conditions, or deny the Applicant's request for a Modification to the original project approval as contained in Resolution 2025-107 (Attachment 1). The project plans are included in Attachment 2.

DISCUSSION:

The Cedros Seaside development is located on the west side of North Cedros Avenue, north of East Cliff Street, within the Medium-High Residential (MHR) Zone and the North Cedros District of the Highway 101 Corridor Specific Plan. The surrounding properties are zoned Light Commercial (LC) and Medium Residential (MR) to the east, Low Medium Residential (LMR) to the north, and the North County Transit District (NCTD) railway right-of-way to the west.

On February 20, 2001, the Cedros Seaside Row Homes project was approved by the City Council as a combined DRP/SDP/PUD application. The development consists of 23 structures with five (5) unit types, totaling 25 units. The original PUD approval established the specific development regulations for the project, including setbacks, building height, floor area ratio, lot size and required parking with the adoption of Resolution 2001-13. The proposed modification does not alter these development regulations. The decks, as conditioned, would not create additional floor area, would remain below the established maximum building height, and would maintain required parking and garage access. The proposal allows for limited rear yard encroachments by uncovered decks consistent with the flexibility provisions of SBMC Section 17.68.060, which permits carefully controlled relief from strict application of zoning standards where appropriate within a PUD.

The Applicant shared the proposal with all twenty-three property owners within the Cedros Seaside development and received support from twenty; three did not respond.

Staff has prepared draft findings for approval of the project in the attached Resolution 2025-107 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 Department are incorporated in the Resolution. The Fire and

Engineering Departments have reviewed the proposal and identified no additional conditions 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 2025-107.

Development Review Permit Compliance (SBMC Section 17.68.40):

A Modification is required because the proposed decks would encroach into the required 18-foot rear yard setback. Approval of the request would not alter the development's overall setback standards but would add a provision to allow the proposed decks to project into the setback in compliance with the criteria outlined in the resolution. The Council may approve, or conditionally approve, a DRP only if all the findings listed below can be made. If the findings cannot be made, the Council shall deny the MOD to the DRP. Resolution 2025-107 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 Applicant obtaining the required permit or approval from the other agency.

DRP Finding #1

General Plan Consistency

The proposed modification to the approved DRP/PUD (Case No. 17-01-03), as conditioned, allowing the construction of exterior decks, is consistent with the property's General Plan designation of Medium High Residential density, which allows for the development of single-family and multi-family residences. In addition, the proposed development is consistent with the objectives of the General Plan as it encourages the development and maintenance of healthy residential neighborhoods, the stability of transitional neighborhoods, and the rehabilitation of deteriorated neighborhoods.

Specific Plans and Special Overlays

Highway 101 Specific Plan – North Cedros:

The project is located within the adopted Highway 101 Corridor Specific Plan Area, North Cedros District. The original project design approved under Resolution 2001-13, incorporated the North Cedros District site plan guidelines in the overall project. This proposal does not modify any of the North Cedros District design guidelines described in the adopted Highway 101 Corridor Specific Plan.

Coastal Zone:

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

Zoning Ordinance Consistency

The original PUD approval established the specific development regulations for the project, including setbacks, building height, floor area ratio, lot size and required parking with the adoption of Resolution 2001-13. Condition D.II of Resolution 2001-13 specifically requires that the setbacks, heights, floor area ratios, and building envelopes shown on the approved development plan serve as the zoning standards for this PUD. The proposed modification does not alter these development regulations. The decks, as conditioned, would not create additional floor area, would remain below the established maximum building height, and would maintain required parking and garage access. The proposal allows for limited rear yard encroachments by uncovered decks consistent with the flexibility provisions of SBMC Section 17.68.060, which permits carefully controlled relief from strict application of zoning standards where appropriate within a PUD.

Minimum Yards/Setbacks:

The PUD established minimum setbacks of 10 feet for front yards, 3 feet for side yards, and 18 feet for rear yards. Although the original approval did not allow deck encroachments, the Applicant is requesting a modification to allow decks to encroach up to 5.5 feet into the required rear yard, maintaining a minimum separation of 12.5 feet from the rear property line. This adjustment does not reduce or eliminate the required setback but establishes a limited allowance for decks to encroach into it if they comply with the guidelines outlined in the resolution.

Maximum Floor Area:

For the purposes of calculating gross floor area, uncovered courtyards, porches, patios, decks and balconies open and not enclosed on more than three sides by full sized walls are not included in the building gross floor area. Therefore, as conditioned with the maximum 42" railing height, the decks would not be considered an addition to the floor area.

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 development is located in the Medium High Residential (MHR) Zone. Surrounding properties are zoned Light Commercial (LC) and Medium Residential (MR) to the east, Low Medium Residential (LMR) to the north, and the North County Transit District (NCTD) railway right-of-way to the west. The proposed project, as conditioned, is designed to be compatible with and complementary to existing and potential development in the immediate vicinity. Locating the decks along the western façade, adjacent to the NCTD right-of-way, minimizes potential impacts on neighboring properties.

Building and Structure Placement:

The site layout and design of the proposed project, as conditioned, visually and functionally enhance its intended use as a single-family development and are consistent with the design and orientation of other developments in the MHR Zone. A condition of approval requires that the proposed decks be structurally integrated with the principal structures and constructed of materials visually consistent with the main buildings. The decks are limited to a maximum height of 16 feet and are designed to be compatible with surrounding properties. Their placement along the western façade, adjacent to the NCTD right-of-way rather than neighboring residential or commercial structures, minimizes potential impacts and reinforces compatibility with the neighborhood.

Landscape:

The project is not subject to the current water efficient landscaping regulations of SBMC Chapter 17.56. According to SBMC Section 17.56.040, the regulations apply to modified

landscape areas that exceed 2,500 square feet. The proposed project does not include any modification to landscape areas.

Roads, Pedestrian Walkways, Parking, and Storage Areas:

The existing development is served by established driveways and roadways that are not proposed to be modified. Pursuant to SBMC Section 17.52.040 and the Off-Street Parking Design Manual (OSPDM), each residence within the development is required to provide two off-street parking spaces. Each residence currently satisfies this requirement with two spaces located within the existing garages. As a condition of approval, the proposed decks must maintain a minimum 16-foot-wide driveway between deck supports to ensure adequate vehicular access to the garages. No changes to the existing parking are required or proposed as part of this project.

Grading:

Each deck shall be evaluated individually, with an estimated 10 cubic yards of grading required for footing excavation per deck.

Lighting:

All new exterior lighting fixtures shall 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 allows for the option to construct new decks on lots with existing single-family residences; therefore, usable open space and recreational facilities are neither proposed nor required, pursuant to SBMC Section 17.20.040.

Planned Unit Development Compliance (SBMC 17.68.060)

The project must also be found to comply with all of the requirements for a PUD. The City Council may approve or conditionally approve a PUD only if the following findings are made:

1. The proposed planned unit development conforms to the general plan in terms of general location, density and general standards of development.
2. The development of a harmonious, integrated project in accordance with a precise development plan justifies exceptions, if such are required, to the normal requirements of this title.

PUD Finding #1

The proposed modification, as conditioned, is consistent with the General Plan designation of Medium High Residential density, which allows for the development of single-family and multi-family residences. The project does not alter the overall development pattern or density of the approved subdivision and maintains consistency with the General Plan's objectives to support healthy residential neighborhoods, provide a variety of housing opportunities, and encourage the stability and maintenance of transitional neighborhoods. The original PUD approval established the specific development regulations for the project, including setbacks, building height, floor area ratio, and required parking. The proposed modification does not alter these development regulations. The decks, as conditioned, would not create additional floor area, would remain below the established maximum building height, and would maintain required parking and garage access. The proposal allows for limited rear yard encroachments by uncovered decks consistent with the flexibility provisions of SBMC Section 17.68.060, which encourage creative site design and provide carefully controlled relief from strict application of zoning standards where appropriate within a PUD.

PUD Finding #2

The PUD approval included a development plan for 23 lots, including a mix of single-family rowhomes and one triplex, designed as a cohesive residential neighborhood. The proposed modification maintains the approved development pattern, housing types, and overall architectural character of the community. Allowing decks to encroach into the rear yards of the 22 detached rowhomes is compatible with the scale and design of the neighborhood and does not detract from the integrated, harmonious character of the development. The modification therefore justifies the deck encroachment into the rear yard setback standards and is consistent with the purpose and intent of the PUD regulations to provide a more desirable living environment and encourage creative approaches to land development while preserving neighborhood quality.

Property Frontage and Public Right-of-Way Improvements:

The existing property frontage consists of a 6-inch curb, gutter, and sidewalk. If the project is approved, the Applicant will not be required to make any improvements to the 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 September 10, 2025. Staff has not received correspondence from neighbors regarding the proposed project.

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 2025-107 for Council's consideration

based upon the information in this report. Conditions from the Community Development Department are incorporated in the Resolution.

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 15301 of the State CEQA Guidelines. Class 1 consists of minor alterations of existing public or private structures involving negligible expansion of existing or former use. Examples of this exemption include additions to existing structures provided that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition or 2,500 square feet, whichever is less.

FISCAL IMPACT: N/A

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation adopting the attached Resolution 2025-107.
- Approve Staff recommendation subject to additional specific conditions necessary for the City Council to make all required findings for the approval of a MOD to the DRP and PUD.
- Deny the project if all required findings for the MOD to the DRP and PUD 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 and PUD. 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 2025-107 conditionally approving a MOD to allow for the construction of exterior decks to encroach into the rear yard setback at 403-589 N Cedros Ave., Solana Beach.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Alyssa Muto, City Manager

Attachments:

1. Resolution 2025-107
2. Project Plans

RESOLUTION 2025-107

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, CONDITIONALLY APPROVING A MODIFICATION TO A PREVIOUSLY APPROVED DEVELOPMENT REVIEW PERMIT AND PLANNED UNIT DEVELOPMENT TO ALLOW FOR THE CONSTRUCTION OF EXTERIOR DECKS TO ENCROACH INTO THE REAR YARD SETBACK AT 403-589 N CEDROS AVE., SOLANA BEACH.

APPLICANT: EDWARD EBERLE
CASE NO.: MOD25-009
APN: 263-062-32 THROUGH 263-062-54

WHEREAS, Edward Eberle (hereinafter referred to as “Applicant”), has submitted a request for modification to the original project approval of a Development Review Permit (DRP) and Planned Unit Development (PUD) to allow for the construction of exterior decks to encroach into the rear yard setback at the Cedros Seaside Development located at 403-589 N Cedros Ave. (Case No. 17-01-03 and Resolution No. 2001-13), pursuant to Title 17 (Zoning), of the Solana Beach Municipal Code (SBMC); and

WHEREAS, on September 24, 2025, the City Council held a duly noticed Public Hearing to consider the request for modifications; and

WHEREAS, the Public Hearing was conducted pursuant to the provisions of SBMC 17.72.030 of the Solana Beach Zoning Ordinance; and

WHEREAS, at the Public Hearing, the City Council received and considered evidence concerning the request for a modification; and

WHEREAS, the City Council of the City of Solana Beach found that the project is exempt from the CEQA Guidelines pursuant to Section 15301 of the State CEQA Guidelines, which exempts minor modifications to existing facilities; 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 to modify the DRP and PUD is conditionally approved based on the following Findings, and all terms and conditions of Resolution 2001-13 are in effect

along with the following conditions applicable to the proposed modification:

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:

- 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 proposed modification to the approved DRP/PUD (Case No. 17-01-03), as conditioned, allowing the construction of exterior decks, is consistent with the property's General Plan designation of Medium High Residential density, which allows for the development of single-family and multi-family residences. In addition, the proposed development is consistent with the objectives of the General Plan as it encourages the development and maintenance of healthy residential neighborhoods, the stability of transitional neighborhoods, and the rehabilitation of deteriorated neighborhoods.

Specific Plans and Special Overlays

Highway 101 Specific Plan – North Cedros:

The project is located within the adopted Highway 101 Corridor Specific Plan Area, North Cedros District. The original project design approved under Resolution 2001-13, incorporated the North Cedros District site plan guidelines in the overall project. This proposal does not modify any of the North Cedros District design guidelines described in the adopted Highway 101 Corridor Specific Plan.

Coastal Zone:

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

Zoning Ordinance Consistency: The original PUD approval established the specific development regulations for the project, including setbacks, building height, floor area ratio, lot size and required parking with the adoption of Resolution 2001-13. Condition D.II of Resolution 2001-13 specifically requires that the setbacks, heights, floor area ratios, and building envelopes shown on the approved development plan serve as the

zoning standards for this PUD. The proposed modification does not alter these development regulations. The decks, as conditioned, would not create additional floor area, would remain below the established maximum building height, and would maintain required parking and garage access. The proposal allows for limited rear yard encroachments by uncovered decks consistent with the flexibility provisions of SBMC Section 17.68.060, which permits carefully controlled relief from strict application of zoning standards where appropriate within a PUD.

Minimum Yards/Setbacks:

The PUD established minimum setbacks of 10 feet for front yards, 3 feet for side yards, and 18 feet for rear yards. Although the original approval did not allow deck encroachments, the Applicant is requesting a modification to allow decks to encroach up to 5.5 feet into the required rear yard, maintaining a minimum separation of 12.5 feet from the rear property line. This adjustment does not reduce or eliminate the required setback but establishes a limited allowance for decks to encroach into it if they comply with the guidelines outlined in the resolution.

Maximum Floor Area:

For the purposes of calculating gross floor area, uncovered courtyards, porches, patios, decks and balconies open and not enclosed on more than three sides by full sized walls are not included in the building gross floor area. Therefore, as conditioned with the maximum 42" railing height, the decks would not be considered an addition to the floor area.

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

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

The development is located in the Medium High Residential (MHR) Zone. Surrounding properties are zoned Light Commercial (LC) and Medium Residential (MR) to the east, Low Medium Residential (LMR) to the north, and the North County Transit District (NCTD)

railway right-of-way to the west. The proposed project, as conditioned, is designed to be compatible with and complementary to existing and potential development in the immediate vicinity. Locating the decks along the western façade, adjacent to the NCTD right-of-way, minimizes potential impacts on neighboring properties.

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

The site layout and design of the proposed project, as conditioned, visually and functionally enhance its intended use as a single-family development and are consistent with the design and orientation of other developments in the MHR Zone. A condition of approval requires that the proposed decks be structurally integrated with the principal structures and constructed of materials visually consistent with the main buildings. The decks are limited to a maximum height of 16 feet and are designed to be compatible with surrounding properties. Their placement along the western façade, adjacent to the NCTD right-of-way rather than neighboring residential or commercial structures, minimizes potential impacts and reinforces compatibility with the neighborhood.

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

The project is not subject to the current water efficient landscaping regulations of SBMC Chapter 17.56. According to SBMC Section 17.56.040, the regulations apply to modified landscape areas that exceed 2,500 square feet. The proposed project does not include any modification to landscape areas.

- 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 existing development is served by established driveways and roadways that are not proposed to be modified. Pursuant to SBMC Section 17.52.040 and the Off-Street Parking Design Manual (OSPDM), each residence within the development is required to provide two off-street parking spaces. Each residence currently satisfies this requirement with two spaces located within the existing garages. As a condition of approval, the proposed decks must maintain a minimum 16-foot-wide driveway between deck supports to ensure adequate vehicular access to the garages. No changes to the existing parking are required or proposed as part of this project.

- 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.*

Each deck shall be evaluated individually, with an estimated 10 cubic yards of grading required for footing excavation per deck.

- 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).*

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 allows for the option to construct new decks on lots with existing single-family residences; therefore, usable open space

and recreational facilities are neither proposed nor required, pursuant to SBMC Section 17.20.040.

- 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 MOD.

The proposed decks would not exceed 16 feet in height as measured from the existing grade; therefore, the project is not subject to View Assessment and approval of a Structure Development Permit is not required. As a condition of approval, the Applicant will be required to provide a height certification demonstrating that the decks do not exceed 16 feet in height above existing grade.

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

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

- B. In accordance with Section 17.68.060.G (Planned Unit Development) of the City of Solana Beach Municipal Code, the City Council finds the following:

- I. *The proposed planned unit development conforms to the general plan in terms of general location, density and general standards of development.*

The proposed modification, as conditioned, is consistent with the General Plan designation of Medium High Residential density, which allows for the development of single-family and multi-family residences. The project does not alter the overall development pattern or density of the approved subdivision and maintains consistency with the General Plan's objectives to support healthy residential neighborhoods, provide a variety of housing opportunities, and encourage the stability and maintenance of transitional neighborhoods. The original PUD approval established the specific development regulations for the project, including setbacks, building height, floor area ratio, and required parking. The proposed modification does not alter these development regulations. The decks, as conditioned, would not create additional floor

area, would remain below the established maximum building height, and would maintain required parking and garage access. The proposal allows for limited rear yard encroachments by uncovered decks consistent with the flexibility provisions of SBMC Section 17.68.060, which encourage creative site design and provide carefully controlled relief from strict application of zoning standards where appropriate within a PUD.

- II. *The development of a harmonious, integrated project in accordance with a precise development plan justifies exceptions, if such are required, to the normal requirements of this title.*

The PUD approval included a development plan for 23 lots, including a mix of single-family rowhomes and one triplex, designed as a cohesive residential neighborhood. The proposed modification maintains the approved development pattern, housing types, and overall architectural character of the community. Allowing decks to encroach into the rear yards of the 22 detached rowhomes is compatible with the scale and design of the neighborhood and does not detract from the integrated, harmonious character of the development. The modification therefore justifies the deck encroachment into the rear yard setback standards and is consistent with the purpose and intent of the PUD regulations to provide a more desirable living environment and encourage creative approaches to land development while preserving neighborhood quality.

C. CONDITIONS:

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

A. Community Development Department Conditions:

- I. The Applicant shall comply with all conditions of approval included in Resolutions 2001-13.
- II. Building Permit plans must be in substantial conformance with the plans presented to the City Council on September 24, 2025 and located in the project file with a submittal date of July 29, 2025.
- III. Each deck shall comply with the following:
 1. The Modification applies only to the detached single-family units within the Cedros Seaside Development.
 2. The maximum height of the deck, including the railing, shall not exceed 16 feet in height, measured from existing grade.

3. The deck may encroach a maximum of 5.5 feet into the required rear yard setback.
 4. The deck railing shall not exceed 42 inches, measured from the finished floor of the deck.
 5. The deck width shall not exceed that of the existing residence, except for the portion necessary for ground-level stair access, which may extend beyond the residence as long as it does not encroach into the required side yard setback.
 6. Access to the deck shall be provided from the second level by converting an existing window to a door. Alternatively, Unit types 1 and 4 can provide stair access consistent with all other conditions of approval.
 7. The decks shall be made structurally a part of the principal structure and be composed of materials which are visually compatible with the principal structure.
 8. The deck supports shall not obstruct the minimum 16' driveway to allow for vehicular access to the existing garages.
- IV. Prior to requesting a framing inspection, each building permit applicant shall submit a height certificate prepared by a licensed land surveyor certifying that the deck, including the railing, does not exceed 16 feet in height above the existing grade.
- V. Each building permit applicant shall obtain required CCC approval of a Coastal Development Permit, Waiver or Exemption as determined necessary by the CCC, prior to the issuance of a Building Permit.
- VI. Construction vehicles shall be parked on the subject property at all times when feasible. If construction activity prohibits parking on the subject property, the Applicant shall ensure construction vehicles are parked in such a way to allow sufficient vehicular access on North Cedros Avenue and minimize impact to the surrounding neighbors.

IV. 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.

V. EXPIRATION

The Development Review Permit for the project shall expire 24 months from the date of this Resolution, unless the Applicant has 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.

VI. INDEMNIFICATION AGREEMENT

The Applicant shall defend, indemnify, and hold harmless the City, its agents, officers, and employees from any and all claims, actions, proceedings, damages, judgments, or costs, including attorney's fees, against the City or its agents, officers, or employees, relating to the issuance of this permit including, but not limited to, any action to attack, set aside, void, challenge, or annul this development approval and any environmental document or decision. The City will promptly notify the Applicant of any claim, action, or proceeding. The City may elect to conduct its own defense, participate in its own defense, or obtain independent legal counsel in defense of any claim related to this indemnification. In the event of such election, the Applicant shall pay all of the costs related thereto, including without limitation reasonable attorney's fees and costs. In the event of a disagreement between the City and Applicant regarding litigation issues, the City shall have the authority to control the litigation and make litigation related decisions, including, but not limited to, settlement or other disposition of the matter. However, the Applicant shall not be required to pay or perform any settlement unless such settlement is approved by the Applicant.

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

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 24th day of September 2025, 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

NORTH CEDROS P.U.D. MODIFICATION

409 - 589 N CEDROS AVE.
SOLANA BEACH, CA 92075

GENERAL NOTES

- THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR:
 - ALL DIMENSIONS AND CONDITIONS AT THE SITE.
 - ANY CONDITION WHICH IN HIS OPINION MIGHT ENDANGER THE STABILITY OF THE STRUCTURE.
 - THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ARCHITECT AND THE STRUCTURAL ENGINEER OF ANY DISCREPANCY OR OMISSION BEFORE PROCEEDING WITH THE WORK.
- ALL WORK SHALL CONFORM TO THE MINIMUM STANDARDS OF THE LATEST EDITION OF 2022 CBC BUILDING CODE, AND ALL OTHER REGULATING AGENCIES EXERCISING AUTHORITY OVER ANY PORTION OF THE WORK, INCLUDING THE STATE OF CALIFORNIA, DIVISION OF THE OF THE INDUSTRIAL SAFETY AND CAL/OSHA.
- ALL WORK SHALL CONFORM TO THE BEST PRACTICE PREVAILING IN VARIOUS TRADES COMPRISING THE WORK.
- ANY ASTM DESIGNATIONS SHALL BE AS AMENDED TO DATE.
- THE CONTRACTOR SHALL PROVIDE TEMPORARY ERECTION BRACING AND SHORING FOR ALL STRUCTURAL MEMBERS OR AS REQUIRED FOR STRUCTURAL STABILITY OF THE STRUCTURE DURING ALL PHASES OF CONSTRUCTION.
- THE PROJECT WILL PROVIDE CONSTRUCTION WASTE MANAGEMENT PER 2022 CALGREEN SECTION 4.408 CONSTRUCTION WASTE REDUCTION, DISPOSAL AND RECYCLING.
- THE DISCHARGE OF POLLUTANTS TO ANY STORM DRAINAGE SYSTEM IS PROHIBITED. NO SOLID WASTE, PETROLEUM BYPRODUCTS, SOIL PARTICULATES, CONSTRUCTION WASTE MATERIALS, OR WASTEWATER GENERATED ON CONSTRUCTION SITES OR BY CONSTRUCTION ACTIVITIES SHALL BE PLACED, CONVEYED, OR DISCHARGED INTO THE STREET, GUTTER OR STORM DRAIN SYSTEM.
 - THE FINISH GRADE AND IMPERVIOUS SURFACES SHALL DRAIN AWAY FROM THE FOUNDATION WALLS AT A MINIMUM SLOPE OF 2% OR SHALL FALL 6 INCHES WITHIN THE FIRST TEN FEET WHERE POSSIBLE.
- A FOUNDATION FORMS CERTIFICATION THAT IS CERTIFIED BY A LICENSED LAND SURVEYOR SHALL BE REQUIRED BY THE BUILDING INSPECTOR AT THE FIRST FOOTING INSPECTION.

UNIFORM BUILDING NOTES:

- THE GENERAL NOTES ARE NOT TO BE CONSTRUED AS SPECIFICATIONS FOR CONSTRUCTION, THEIR PURPOSE IS ONE OF INFORMING THE OWNER, CONTRACTOR AND SUB-CONTRACTORS OF SOME SPECIFIC INFORMATION WITH WHICH TO BECOME AWARE AND FAMILIAR.
- THE GENERAL NATURE OF THESE NOTES SHALL IN NO WAY DIMINISH THE CONTRACTOR AND SUB-CONTRACTORS FROM COMPLETING ALL WORK IN STRICT CONFORMANCE WITH ALL ASPECTS OF THE BUILDING CODES AND WITH OTHER RULES, REGULATIONS AND ORDINANCES GOVERNING THE PLACE OF THE BUILDING. EACH SUB-CONTRACTOR SHALL BECOME FAMILIAR WITH ANY PART OF THE AFOREMENTIONED BUILDING CODES, RULES, ECT, THAT MAY AFFECT HIS WORK. SOME CODES THAT MAY AFFECT THE WORK ARE BUT NOT LIMITED TO THE CURRENT EDITION OF THE UNIFORM BUILDING CODE, UNIFORM MECHANICAL CODE, UNIFORM PLUMBING CODE, UNIFORM ELECTRICAL CODE, NATIONAL ELECTRICAL CODE, UNIFORM FIRE CODE, AND ARCHITECTURAL BARRIERS LAWS.
- SCOPE OF PERMIT
 - LIMIT OF AUTHORIZATION: THE ISSUANCE OF A PERMIT IS NOT AN APPROVAL OR AN AUTHORIZATION OF THE WORK SPECIFIED THEREIN. A PERMIT IS MERELY AN APPLICATION FOR INSPECTION, THE ISSUANCE OF WHICH ENTITLED THE PERMITTEE TO INSPECTION OF THE WORK WHICH IS DESCRIBED THEREIN. PERMITS ISSUED UNDER THE REQUIREMENTS OF THIS CODE SHALL NOT RELIEVE THE OWNER OF RESPONSIBILITY FOR SECURING REQUIRED PERMITS FOR WORK TO BE DONE WHICH IS REGULATED BY ANY OTHER CODE, DEPARTMENT OR DIVISION OF THE CITY IN WHICH THE WORK IS PERFORMED.
 - VALIDITY OF OTHER LAWS, NEITHER ISSUANCE OF A PERMIT NOR THE APPROVAL BY THE DEPARTMENT OF ANY DOCUMENT SHALL CONSTITUTE AN APPROVAL OF ANY VIOLATION OF ANY PROVISION OF THIS CODE OR OF ANY OTHER LAW OR ORDINANCE, AND A PERMIT OR OTHER DOCUMENT PURPORTING TO GIVE AUTHORITY TO VIOLATE ANY LAW SHALL NOT BE VALID WITH RESPECT THERETO.
- ALL WORK, CONSTRUCTION AND MATERIALS SHALL COMPLY WITH ALL PROVISIONS OF THE CURRENT EDITION OF THE GOVERNING BUILDING CODE AND WITH OTHER RULES, REGULATIONS, AND ORDINANCES GOVERNING THE PLACE OF THE BUILDING. BUILDING CODE REQUIREMENTS TAKE PRECEDENCE OVER THE DRAWINGS AND LABOR, MATERIALS OR BOTH TO INSTALL HIS WORK IN CONFORMANCE WITH THE BUILDING CODE AND BRING TO THE ATTENTION OF THE ARCHITECT ANY DISCREPANCIES OR CONFLICTS BETWEEN THE REQUIREMENTS OF THE BUILDING CODE AND THE DRAWINGS. DIVISION 1 SHALL APPLY TO ALL DIVISIONS.
- DIMENSIONS AND CONDITIONS AT THE JOB SITE SHALL BE VERIFIED BY THE CONTRACTOR(S). DISCREPANCIES IN THE DRAWINGS OR BETWEEN THE DRAWINGS AND ACTUAL FIELD CONDITIONS SHALL BE REPORTED TO THE DESIGNER. CORRECTED DRAWINGS OR INSTRUCTIONS SHALL BE ISSUED BY THE DESIGNER PRIOR TO THE INSTALLATION OF ANY WORK.

PROJECT INFO

TOTAL SITE AREA:	78,510 SQ. FT.
# OF STRUCTURES:	23
# OF UNITS:	25
UNIT TYPES:	8 (1A, 1B, 2A, 2B, 3A, 3B, 4, TRIPLEX)
RANGE OF ADDRESSES:	403 - 589 N. CEDROS AVE.
AFFECTED ADDRESSES:	409 - 589 N. CEDROS AVE. (ALL DETACHED UNITS EXCLUDING THE TRIPLEX)
RANGE OF APN #'S:	263-062-33-00 THROUGH 263-062-54-00
MAX ALLOWED DECK ENCROACHMENT:	5'-6" INTO SETBACK
MAX WIDTH OF DECK:	BUILDING ENVELOPE (NOT INCLUDING PORTION FOR EXTERIOR ACCESS)
MAX OVERALL HEIGHT:	NO CONSTRUCTION OUTSIDE EXISTING ENVELOPE ABOVE 16'-0"
MAX RAILING HEIGHT:	42"
MIN. CLEARANCE BETWEEN SUPPORTS:	16'-0"
ZONE:	MHRC
OVERLAY ZONES:	HWY 101 CORRIDOR SPECIFIC PLAN
OCCUPANCY:	R-3
CONSTRUCTION TYPE:	V-B (UNSPRINKLERED)
YEAR BUILT:	2005
MINIMUM SETBACKS:	FRONT 10'-0" SIDE 3'-0" REAR 18'-0"

PROJECT NARRATIVE

LEGALIZATION OF EXISTING UNPERMITTED REAR DECK AT 429 N. CEDROS AND P.U.D. MODIFICATION TO ESTABLISH DECK STANDARDS FOR ALL APPLICABLE UNITS WITHIN THE NORTH CEDROS P.U.D. INCLUDES PROJECT-WIDE AND SITE-SPECIFIC PLANS. THE DECKS SHALL BE MADE STRUCTURALLY A PART OF THE PRINCIPAL STRUCTURE AND BE COMPOSED OF MATERIALS WHICH ARE VISUALLY COMPATIBLE WITH THE PRINCIPAL STRUCTURE.

PROJECT DIRECTORY

OWNER:
ED EBERLE
429 N CEDROS AVE
SOLANA BEACH, CA 92075
(248) 514-5045
eberle.ed@gmail.com

ARCHITECT OF RECORD:
MATAN CHAFFEE
SOHO CONSTRUCTION COMPANY
527 N HIGHWAY 101
SOLANA BEACH, CA 92075
(760) 717-7887
matan@sohoconstructioncompany.com

SHEET INDEX

T-1	TITLE SHEET
A1.0	NORTH CEDROS PUD OVERALL SITE PLAN
A1.1	EXISTING UNPERMITTED DECK FLOOR PLANS - UNIT 1B
A2.0	EXISTING UNPERMITTED DECK PLANS & ELEVATIONS - UNIT 1B
A2.1	PROPOSED DECK PLANS & ELEVATIONS - OPTION 1
A2.2	PROPOSED DECK PLANS & ELEVATIONS - OPTION 1R
A2.3	PROPOSED DECK PLANS & ELEVATIONS - OPTION 2
A3.0	EXISTING UNPERMITTED DECK ELEVATIONS - UNIT 1B
A3.1	UNIT TYPE 1A & 1B ELEVATIONS
A3.2	UNIT TYPE 2A & 2B ELEVATIONS
A3.3	UNIT TYPE 3A & 3B ELEVATIONS
A3.4	UNIT TYPE 4 ELEVATIONS
A9.1	EXISTING PHOTOS

SHEET COUNT: 13

APPLICABLE CODES

THIS PROJECT SHALL COMPLY WITH THE FOLLOWING BUILDING CODES AND ASSOCIATED CITY OF SOLANA BEACH AMENDMENTS:

CBC CALIFORNIA BUILDING CODE 2022
CRC CALIFORNIA RESIDENTIAL CODE 2022
CEC CALIFORNIA ELECTRICAL CODE 2022
CMC CALIFORNIA MECHANICAL CODE 2022
CPC CALIFORNIA PLUMBING CODE 2022
CFC CALIFORNIA FIRE CODE 2022
CENC CALIFORNIA ENERGY CODE 2022
CALGREEN CALIFORNIA GREEN BUILDING STANDARDS CODE 2022
SOLANA BEACH MUNICIPAL CODE CHAPTER 15- BUILDINGS AND CONSTRUCTION

PROJECT SITE



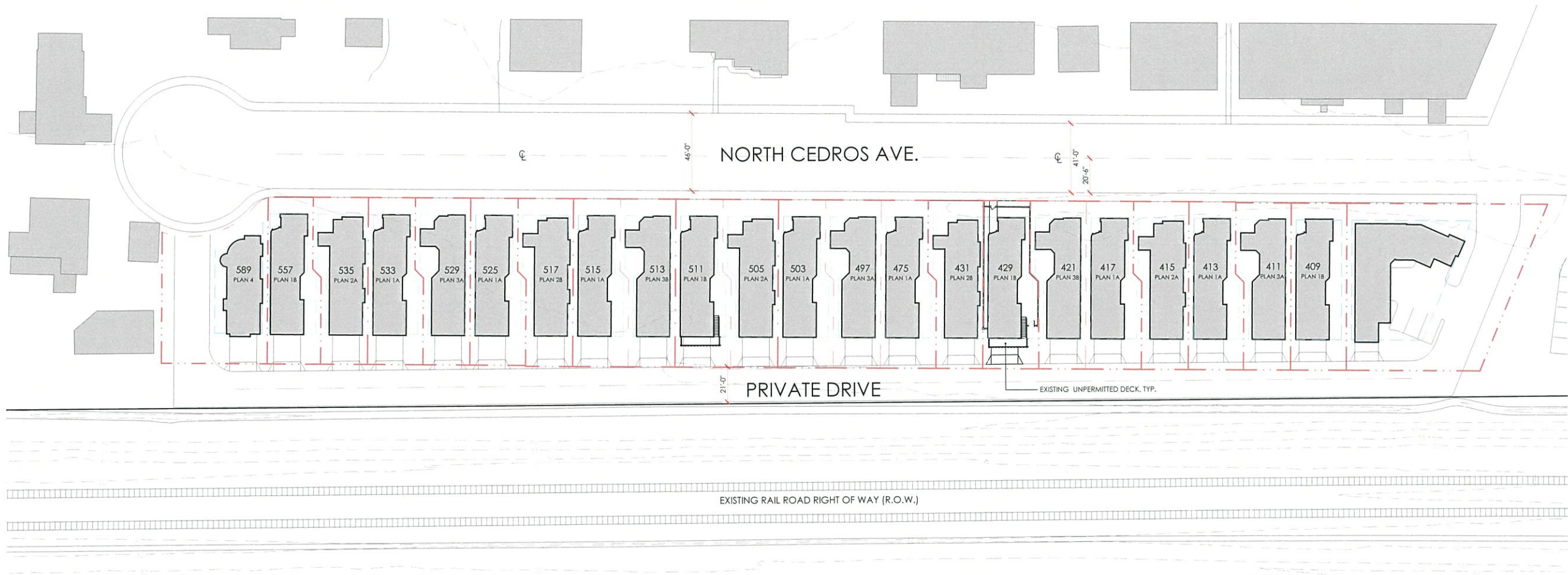
VICINITY MAP
NOT TO SCALE

REVISIONS

△	
△	
△	
△	

DATE:
09/15/2025
SCALE:
N/A
SHEET NO:

T-1



N
① N CEDROS P.U.D. OVERALL SITE PLAN
SCALE: 1/32" = 1'-0"

ESTIMATED GRADING QUANTITIES*:	
EXCAVATION	0 CU. FT.
FILL	0 CU. FT.
EXCAVATION FOR FOOTINGS	9.32 CU. FT.
REMOVAL/ RECOMPACTION	0 CU. FT.
AGGREGATE	0 CU. FT.
EXPORT/ IMPORT	9.32 CU. FT.

* PER DECK

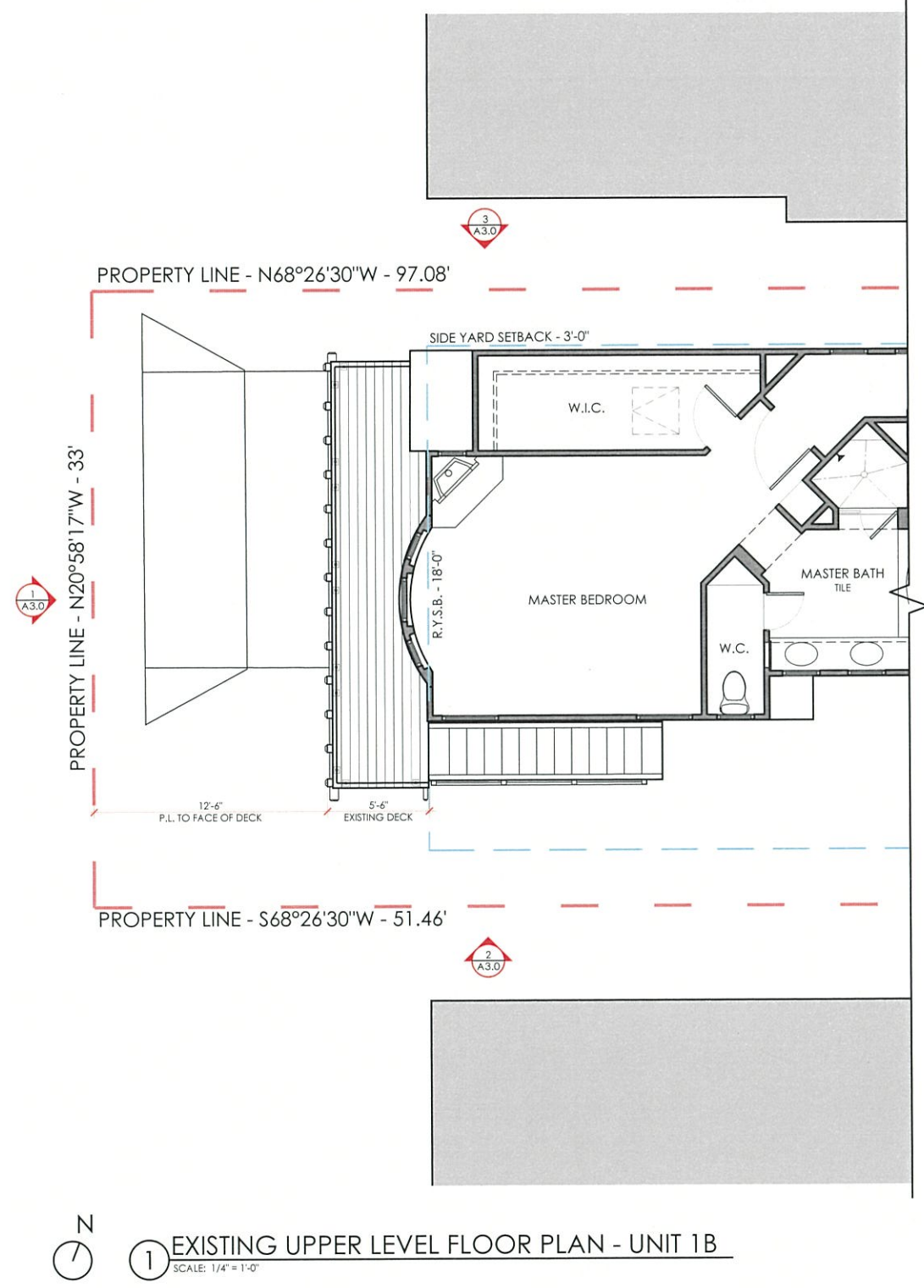
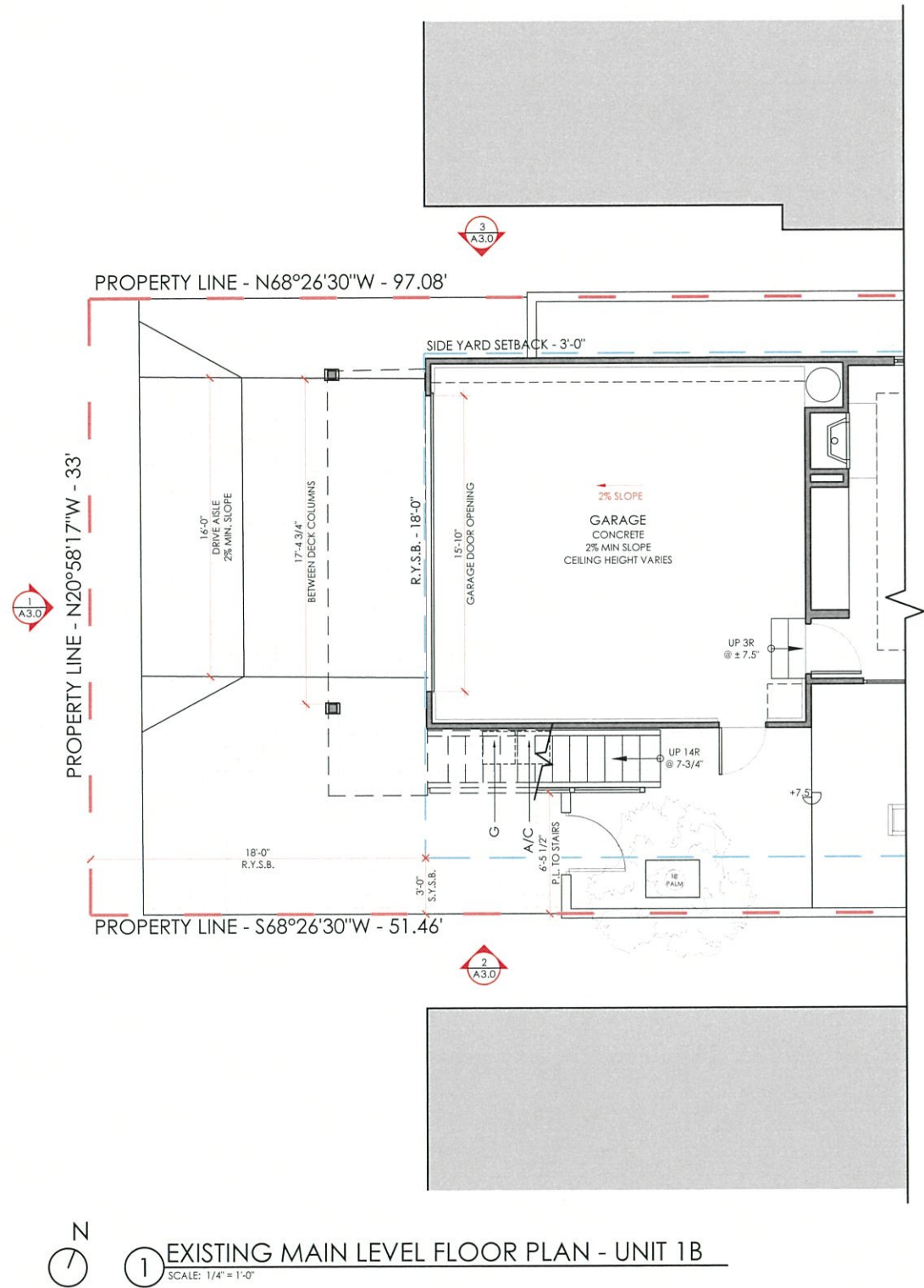
LEGEND:	
—	PROPERTY LINE
—	SETBACK LINE
—	MAJOR TOPO (5')

MASTER PLAN INFORMATION:
ORIGINAL SOLANA BEACH APPROVAL
PLANNED UNIT DEVELOPMENT CASE #17.01.03

PROPERTY INFORMATION:

TOTAL SITE AREA:	78,510 SQ. FT.
# OF STRUCTURES:	23
# OF UNITS:	25
UNIT TYPES:	8 (1A, 1B, 2A, 2B, 3A, 3B, 4, TRIPLEX)
RANGE OF ADDRESSES:	409 - 589 N CEDROS AVE.
AFFECTED ADDRESSES:	409 - 589 N CEDROS AVE. / ALL DETACHED UNITS EXCLUDING THE TRIPLEX (22 STRUCTURES)
RANGE OF APN #'S:	263-062-33-00 THROUGH 263-062-54-00
MAX ALLOWED DECK ENCROACHMENT:	5'-6" INTO SETBACK
MAX WIDTH OF DECK:	BUILDING ENVELOPE (NOT INCLUDING PORTION FOR EXTERIOR ACCESS)
MAX OVERALL HEIGHT:	NO CONSTRUCTION OUTSIDE EXISTING ENVELOPE ABOVE 16'-0"
MAX RAILING HEIGHT:	42"
MIN. CLEARANCE BETWEEN SUPPORTS:	16'-0"

REVISIONS	
1	
2	
3	
4	



LEGEND:

- A/C AIR CONDITIONING UNIT
- G GAS METER
- HOSE BIB
- CONCRETE
- STONE PAVERS
- MULCH / PLANTING
- PROPERTY LINE
- SETBACK LINE

PARKING INFORMATION:

REQUIRED PARKING SPACES: 2
REGULAR CAR PARKING SPACES PROVIDED: 2

SOHO CONSTRUCTION
527 N. HIGHWAY 101, STE. E
SOLANA BEACH, CA 92075
(760) 717-7887
SOHOCONSTRUCTIONCOMPANY.COM

NORTH CEDROS P.U.D. MOD
409-589 N. CEDROS AVE
SOLANA BEACH, CA 92075

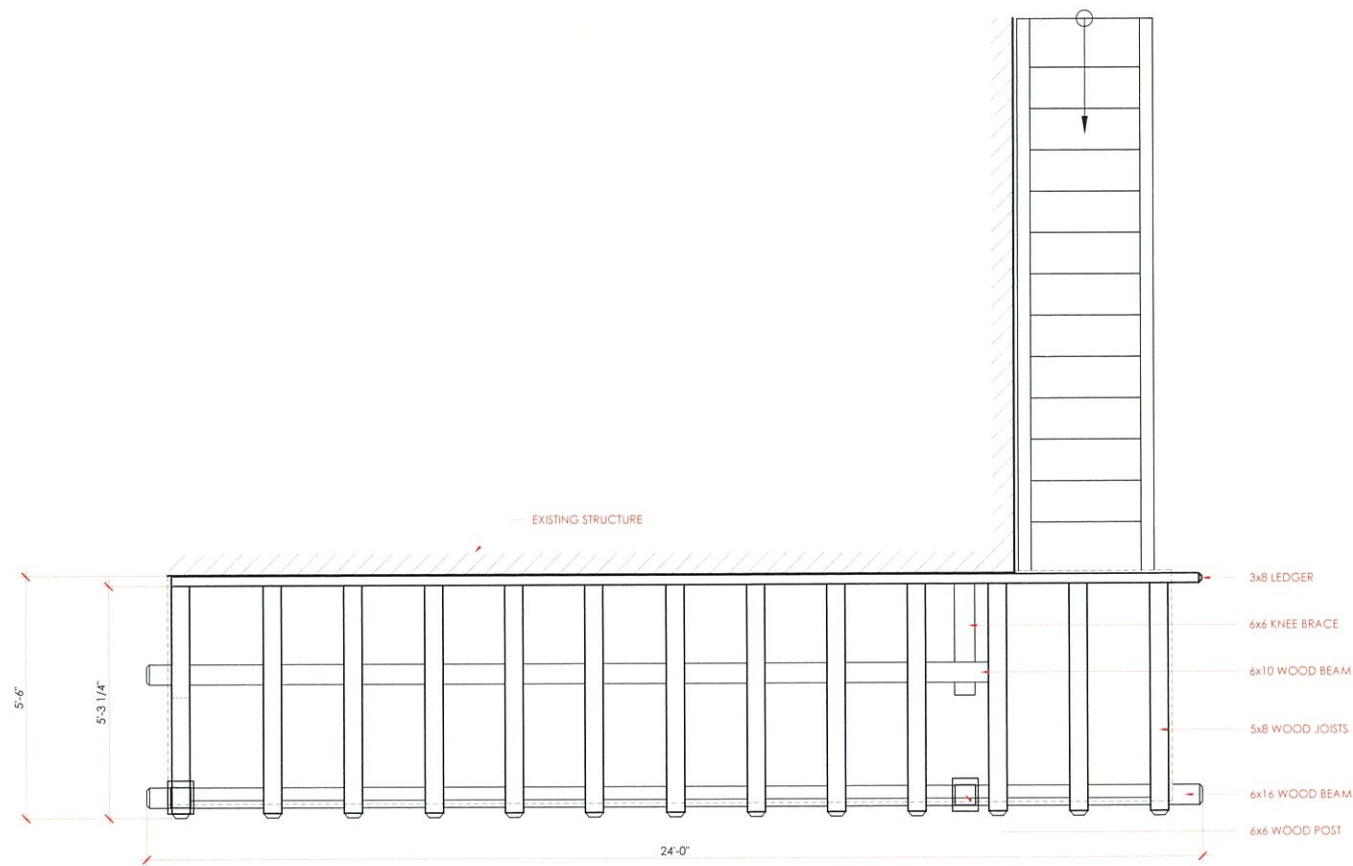
**EXISTING UNPERMITTED
DECK PLANS - UNIT 1B**

REVISIONS	
1	
2	
3	
4	

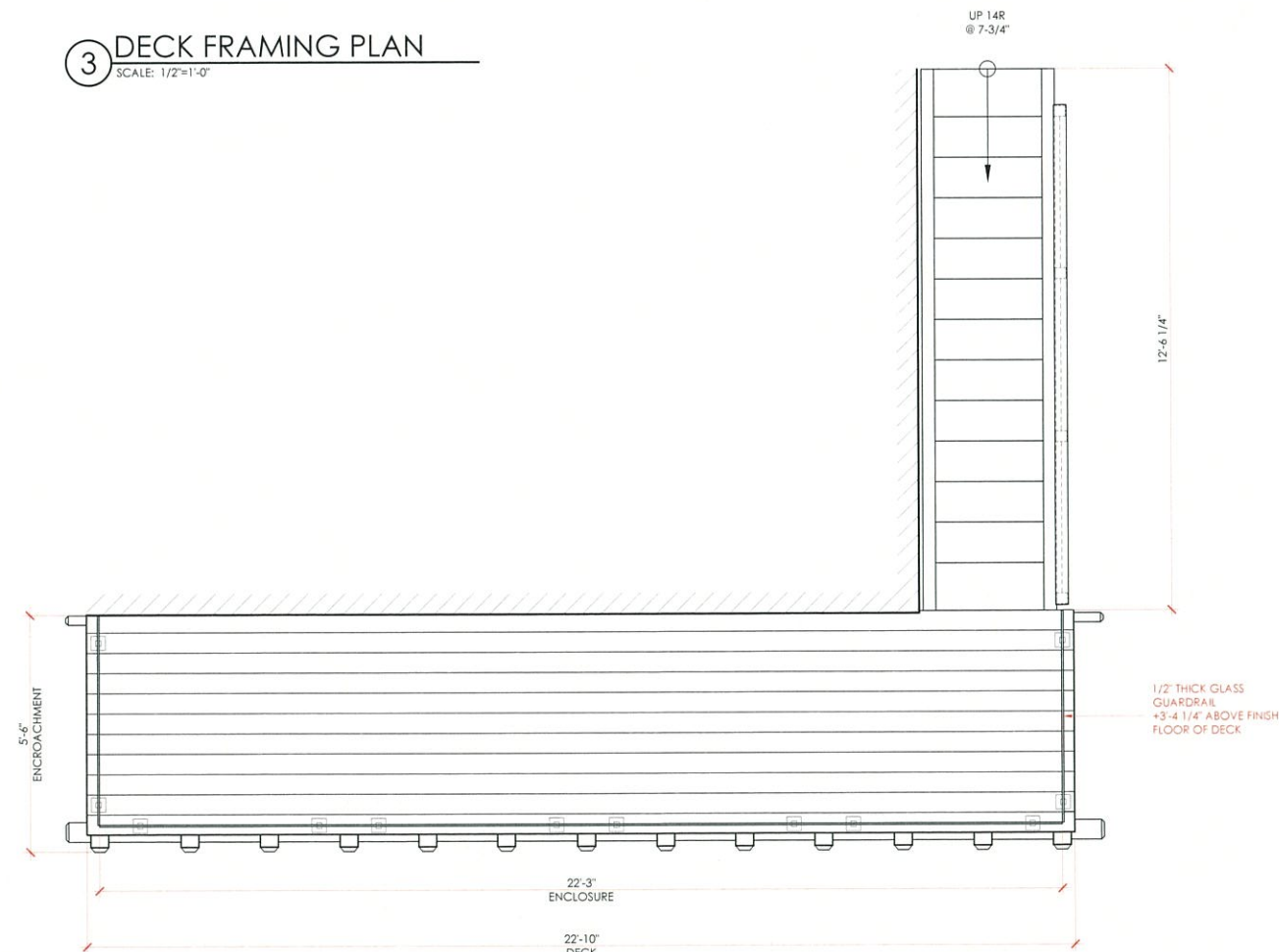
DATE:
09/15/2025

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

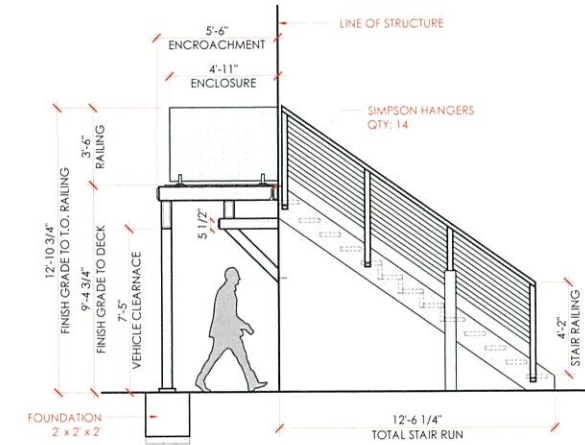
SHEET NO:
A1.1



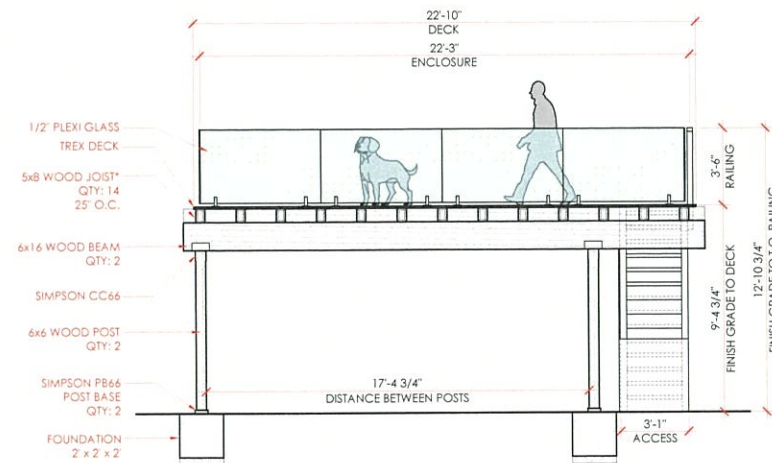
3 DECK FRAMING PLAN
SCALE: 1/2"=1'-0"



4 DECK FLOOR PLAN
SCALE: 1/2"=1'-0"



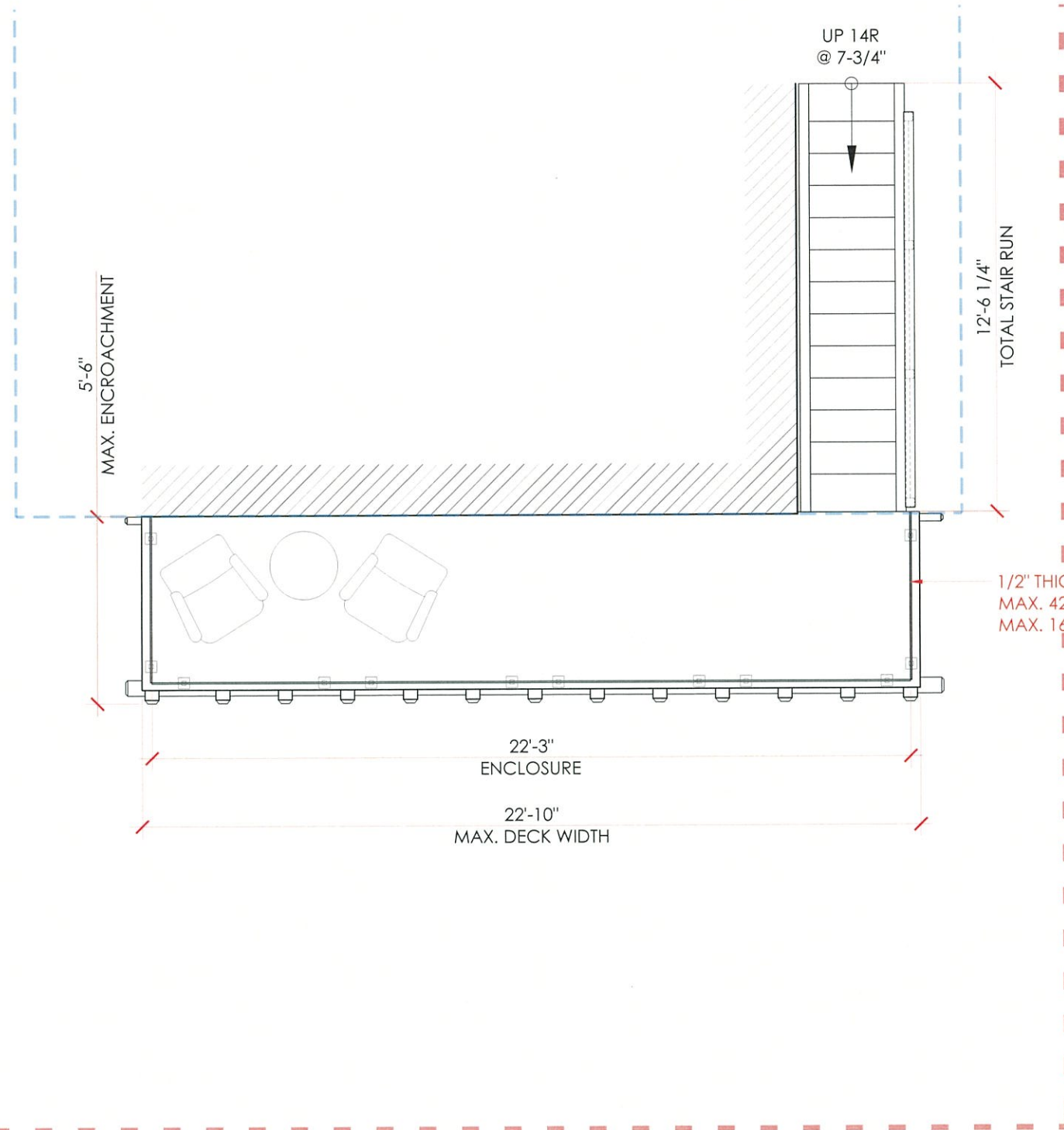
1 SIDE DECK ELEVATION - OPTION 1
SCALE: 1/4"=1'-0"



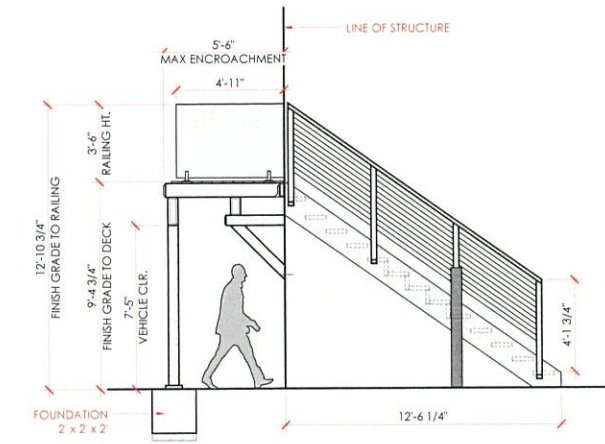
2 FRONT DECK ELEVATION - OPTION 1
SCALE: 1/4"=1'-0"

REVISIONS	
1	
2	
3	
4	

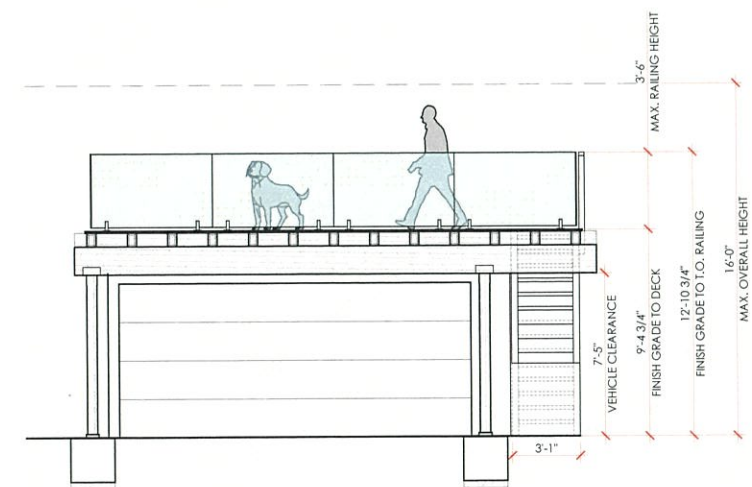
DATE:	09/15/2025
SCALE:	AS NOTED
SHEET NO:	A2.0



3 DECK FLOOR PLAN - OPTION 1
SCALE: 1/2"=1'-0"



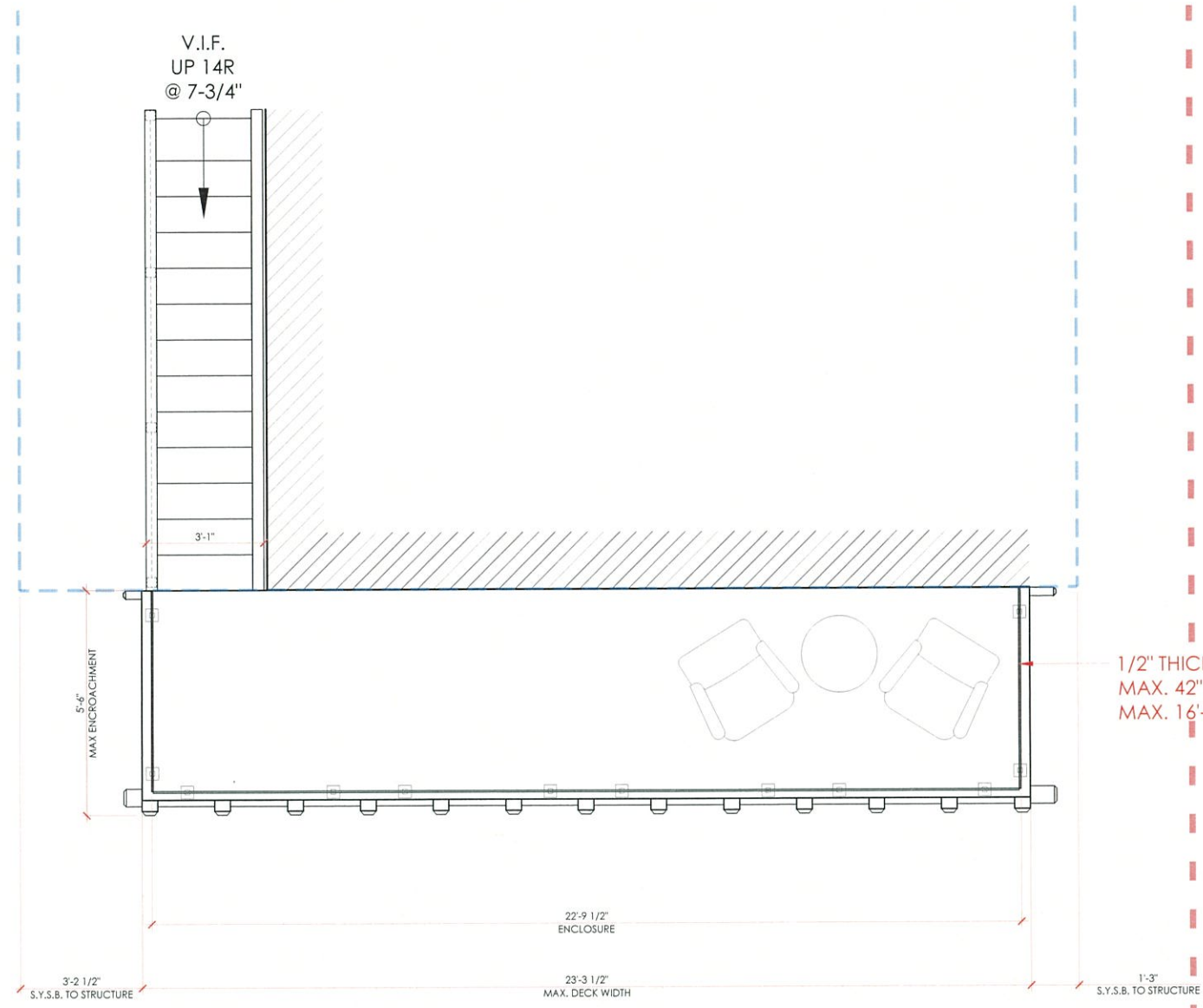
1 SIDE DECK ELEVATION - OPTION 1
SCALE: 1/4"=1'-0"



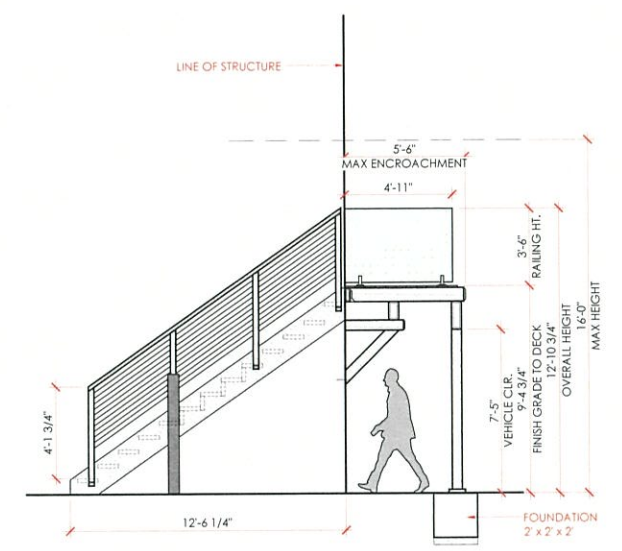
2 FRONT DECK ELEVATION - OPTION 1
SCALE: 1/4"=1'-0"

REVISIONS	
1	
2	
3	
4	

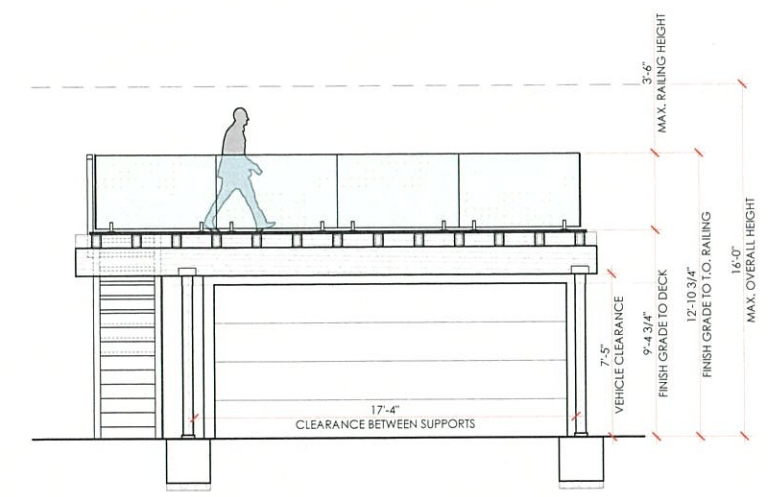
DATE:
09/15/2025
SCALE:
AS NOTED
SHEET NO:



3 DECK FLOOR PLAN - OPTION 1R
SCALE: 1/2"=1'-0"



1 SIDE DECK ELEVATION - OPTION 1R
SCALE: 1/4"=1'-0"

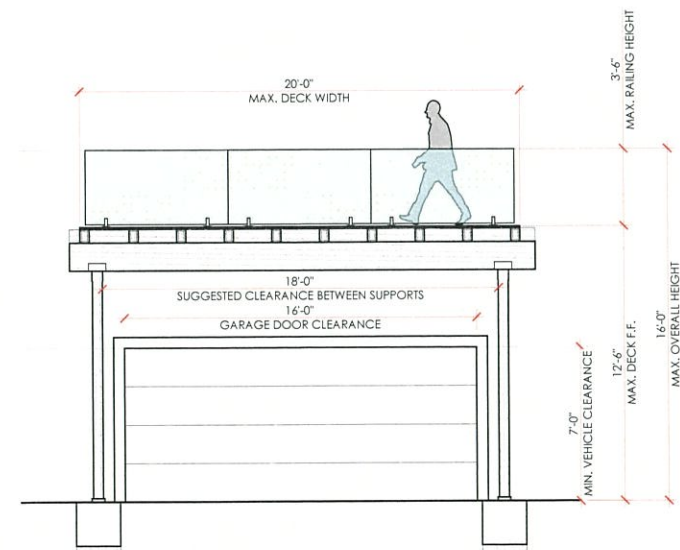
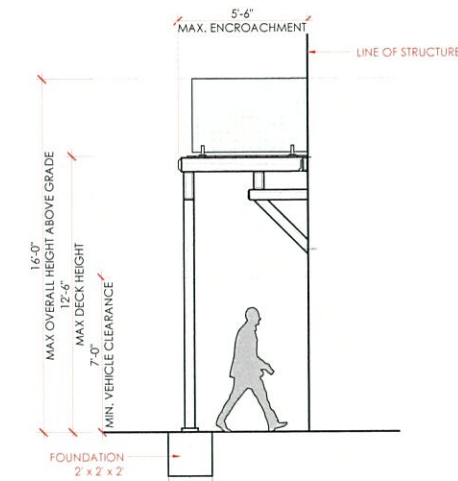
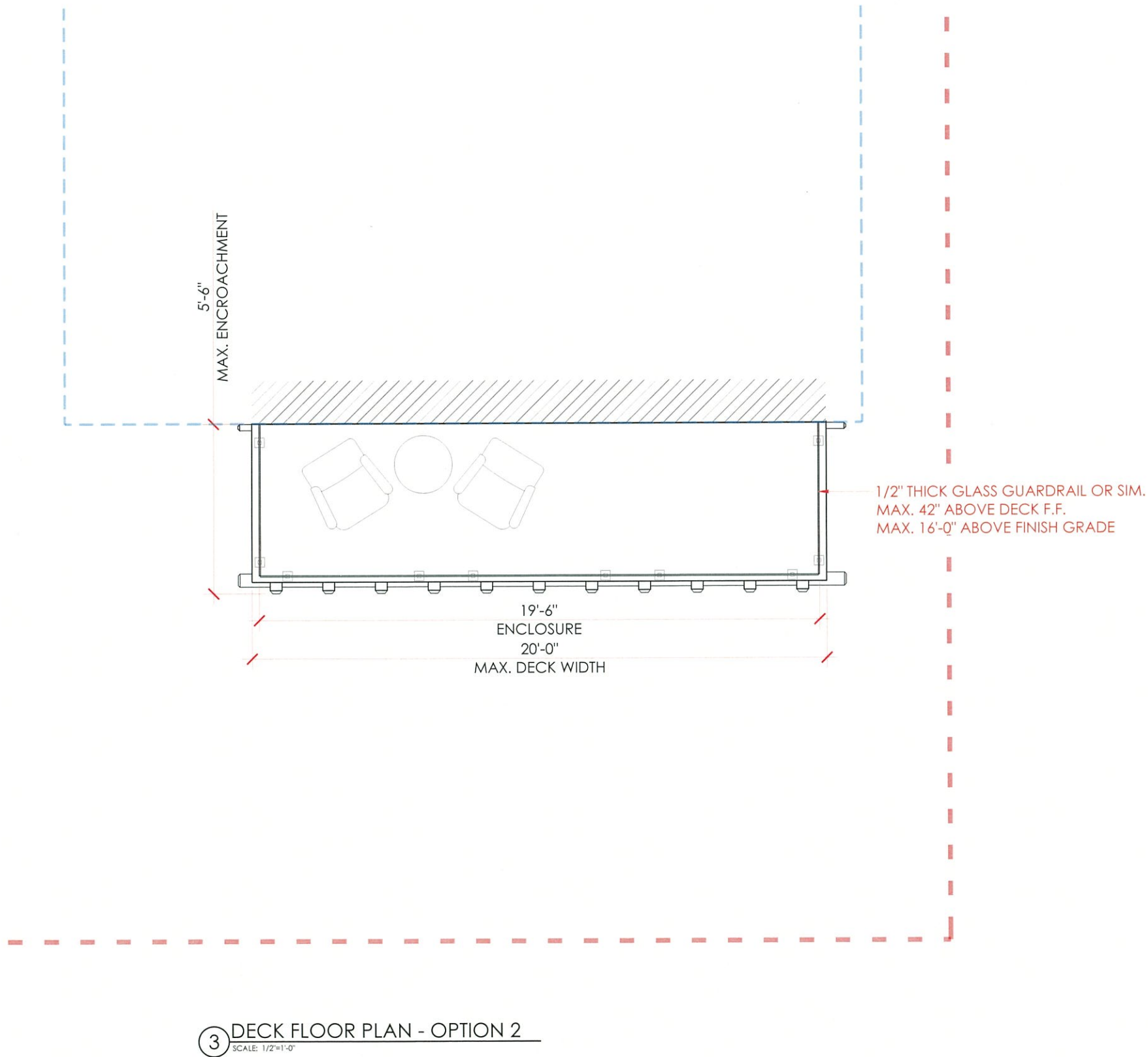


2 FRONT DECK ELEVATION - OPTION 1R
SCALE: 1/4"=1'-0"

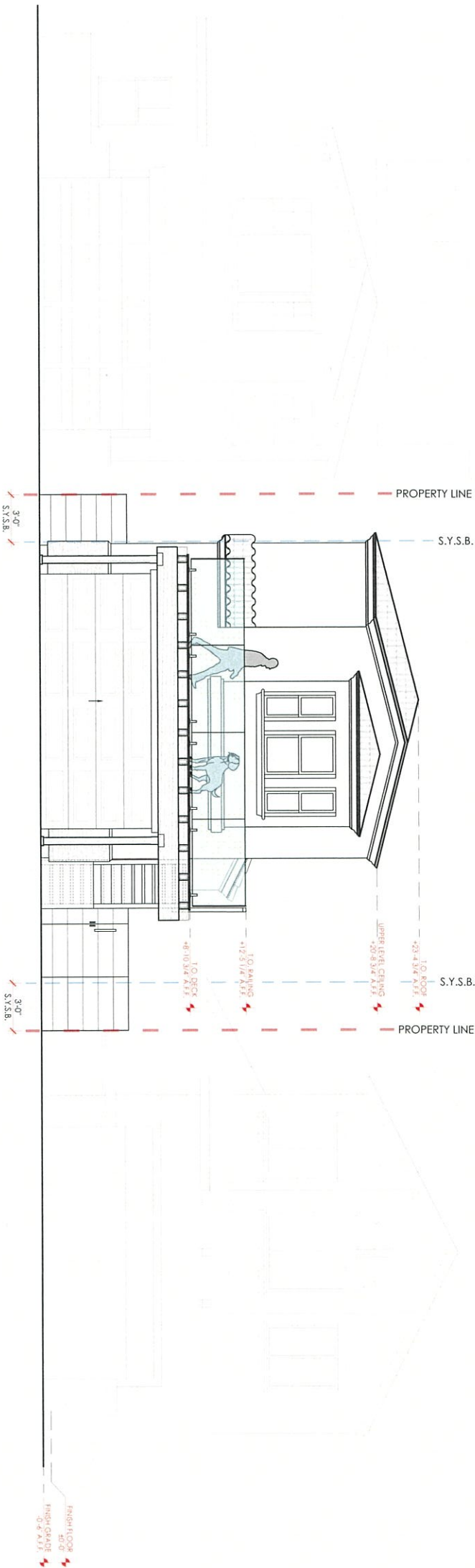
REVISIONS	
1	
2	
3	
4	

DATE:
09/15/2025
SCALE:
AS NOTED
SHEET NO:

A2.2

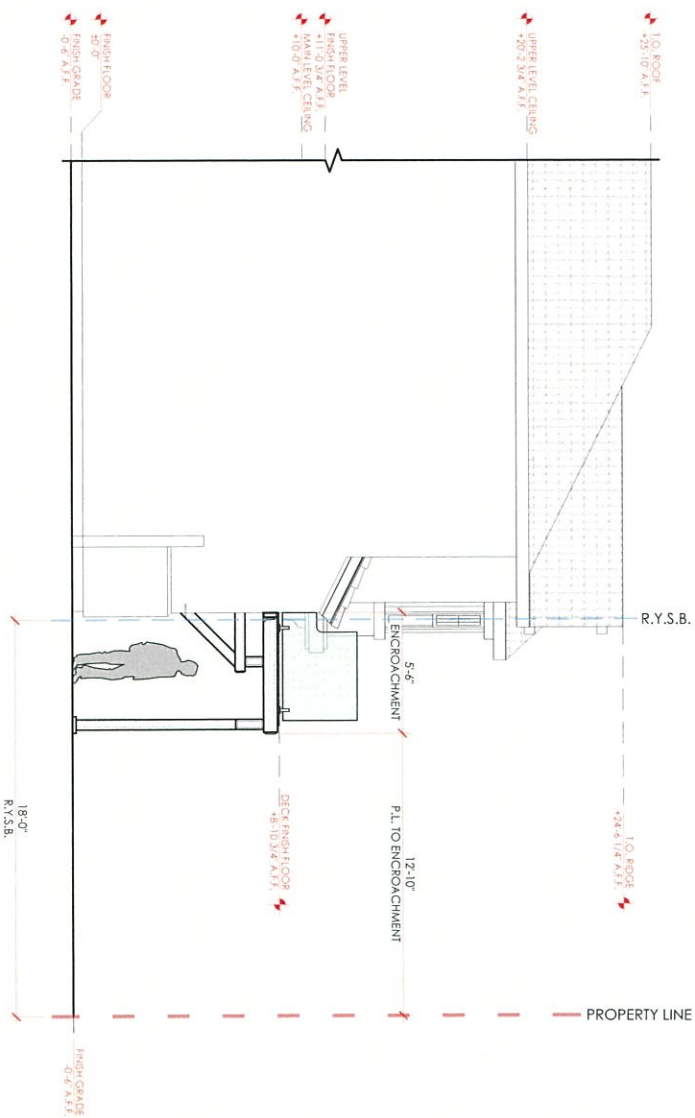


REVISIONS	
Δ	
Δ	
Δ	
Δ	



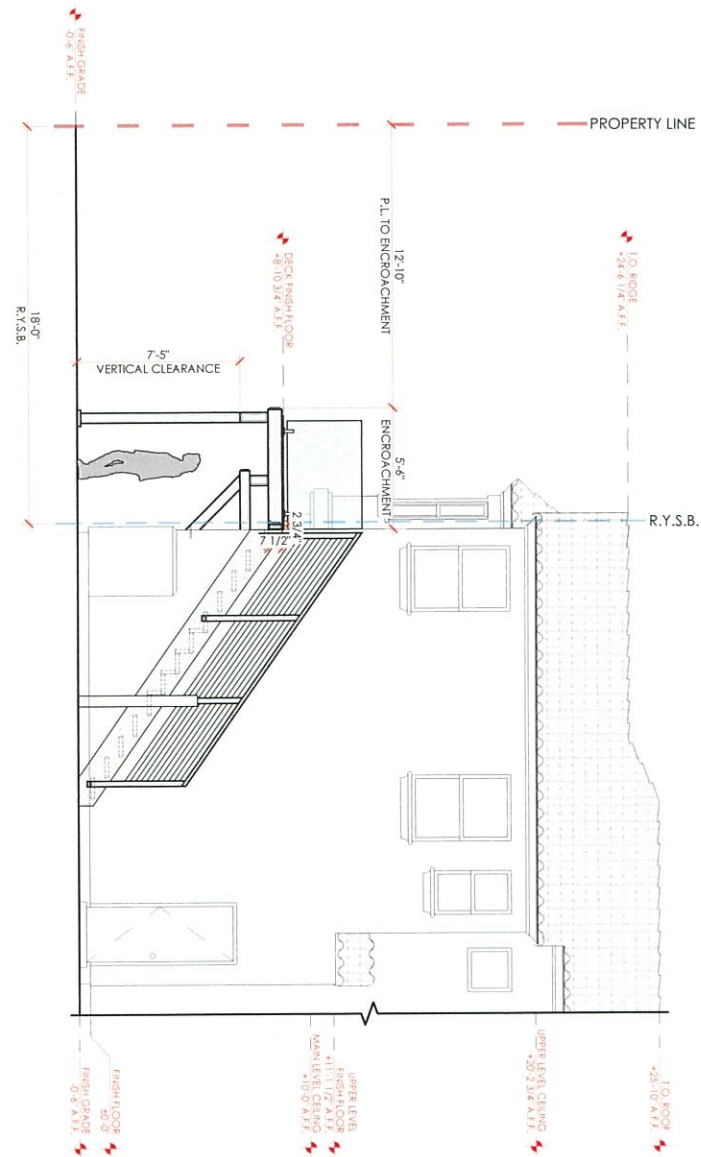
1 REAR ELEVATION (SOUTH)

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



3 SIDE ELEVATION (NORTH)

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



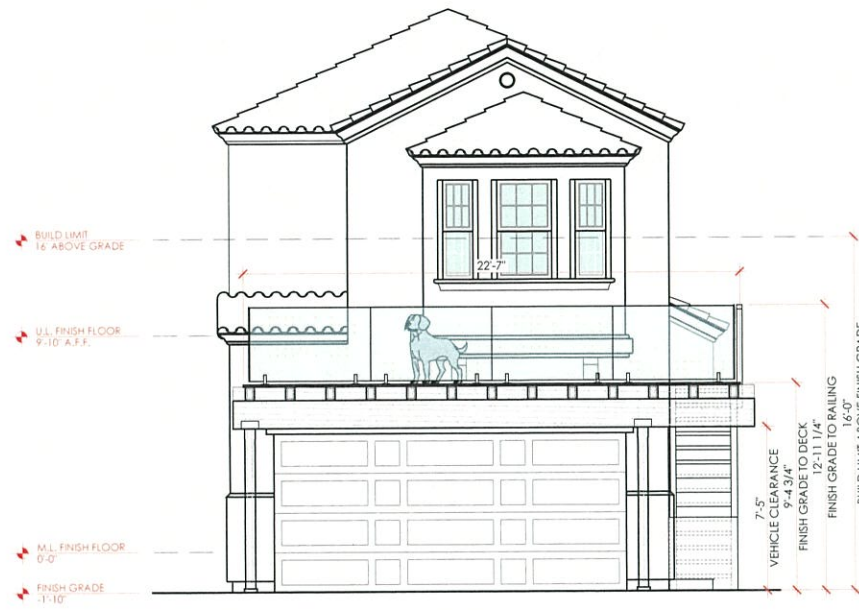
2 SIDE ELEVATION (WEST)

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

REVISIONS	
Δ	
Δ	
Δ	
Δ	



3 UNIT 1A (E) REAR ELEVATION
SCALE: 1/4"=1'-0"



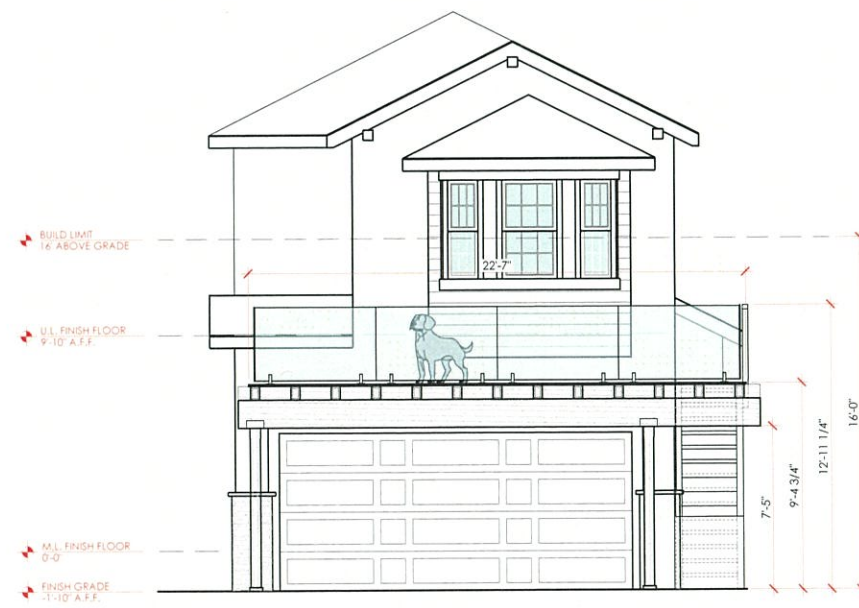
2 UNIT 1A (P) REAR ELEVATION OPTION 1
SCALE: 1/4"=1'-0"



1 UNIT 1A (P) REAR ELEVATION OPTION 2
SCALE: 1/4"=1'-0"



6 UNIT 1B (E) REAR ELEVATION
SCALE: 1/4"=1'-0"



5 UNIT 1B (P) REAR ELEVATION OPTION 1
SCALE: 1/4"=1'-0"



1 UNIT 1B (P) REAR ELEVATION OPTION 2
SCALE: 1/4"=1'-0"

REVISIONS	
1	
2	
3	
4	



2 UNIT 2A (E) REAR ELEVATION
SCALE: 1/4"=1'-0"



1 UNIT 2A (P) REAR ELEVATION OPTION 1
SCALE: 1/4"=1'-0"

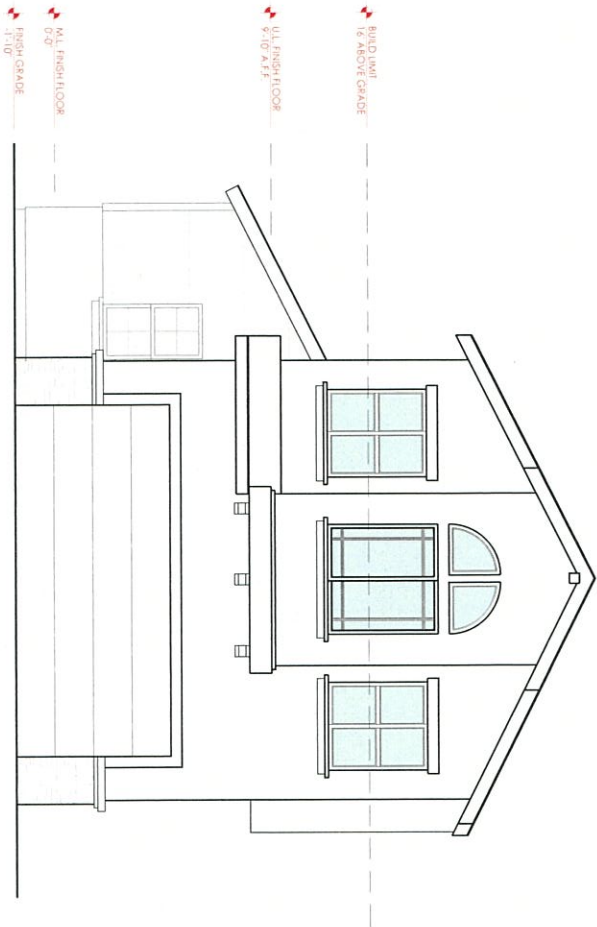


4 UNIT 2B (E) REAR ELEVATION
SCALE: 1/4"=1'-0"



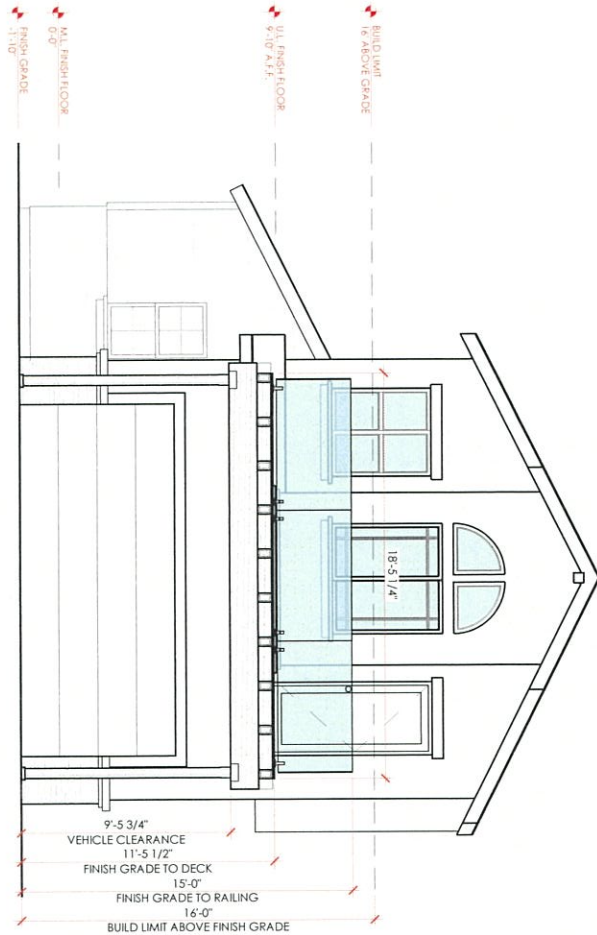
3 UNIT 2B (P) REAR ELEVATION OPTION 1
SCALE: 1/4"=1'-0"

REVISIONS	
1	
2	
3	
4	



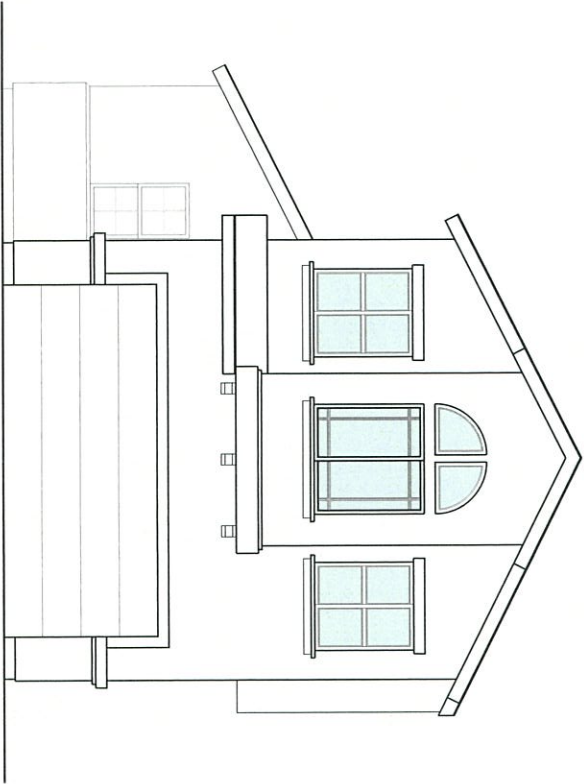
2 UNIT 3A (E) REAR ELEVATION

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



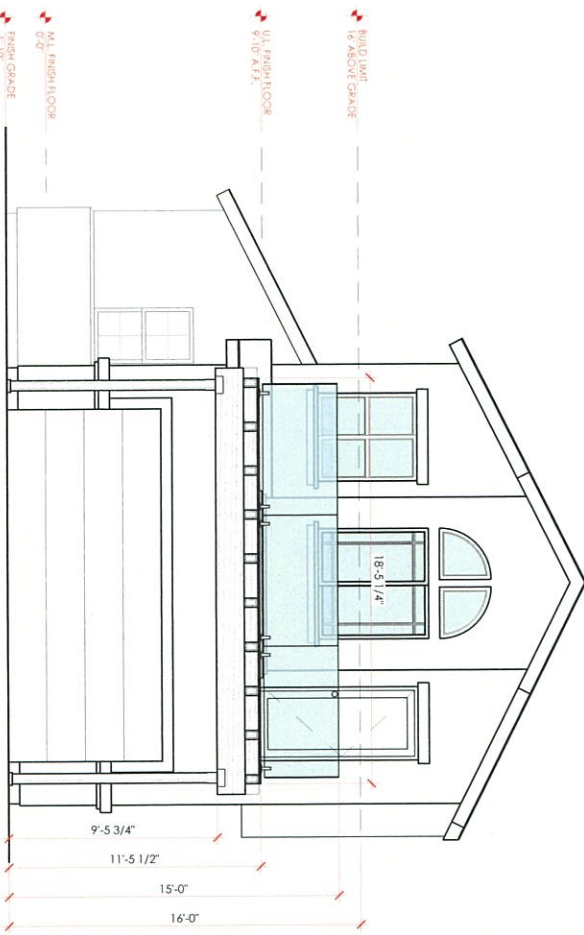
1 UNIT 3A (P) REAR ELEVATION OPTION 1

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



4 UNIT 3B (E) REAR ELEVATION

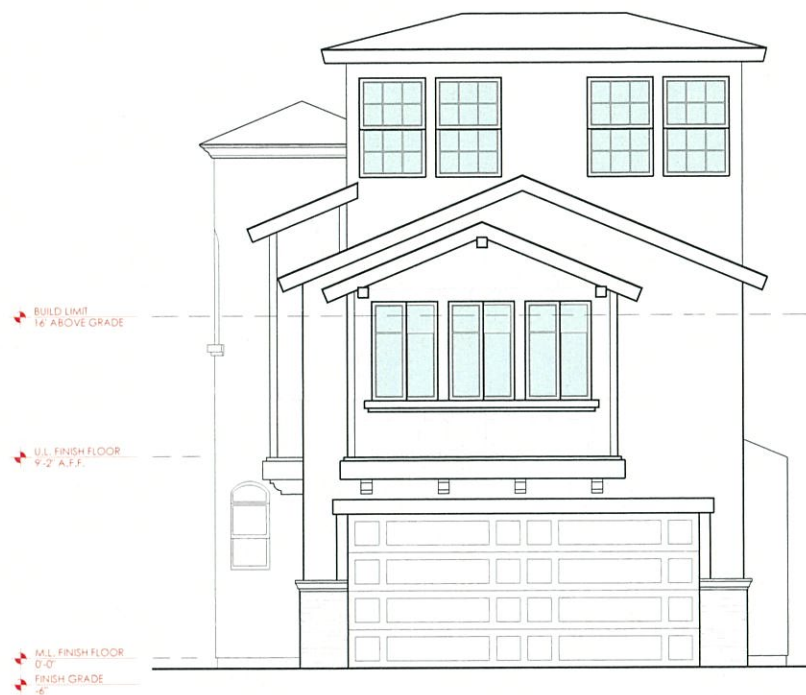
SCALE: 1/4"=1'-0"



3 UNIT 3B (P) REAR ELEVATION OPTION 1

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

REVISIONS				
1				
2				
3				
4				



3 UNIT 4 (E) REAR ELEVATION
SCALE: 1/4"=1'-0"



2 UNIT 4 (P) REAR ELEVATION OPTION 1
SCALE: 1/4"=1'-0"



1 UNIT 4 (P) REAR ELEVATION OPTION 2
SCALE: 1/4"=1'-0"

REVISIONS	
1	
2	
3	
4	

DATE: 09/15/2025
SCALE: 1/4"=1'-0"
SHEET NO: A3.4



③ SIDE ELEVATION (NORTH)
SCALE: N/A



② SIDE ELEVATION (SOUTH)
SCALE: N/A



① REAR ELEVATION (WEST)
SCALE: N/A

REVISIONS	
①	
②	
③	
④	



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Alyssa Muto, City Manager
MEETING DATE: September 24, 2025
ORIGINATING DEPT: Community Development Department – Katie Benson, Senior Planner
SUBJECT: **Public Hearing: Request for a DRP to Construct a Replacement Single-Story Single-Family Residence with Two-Car Garage and Perform Associated Site Improvements at 1044 Highland Drive. (Applicant: Lynn and Joseph Riggio; Application: DRP24-012; APN: 298-390-56; Resolution No. 2025-101)**

BACKGROUND:

The property owners, Lynn and Joseph Riggio (herein referred to as “Applicant”), are requesting City Council (Council) approval of a Development Review Permit (DRP) to construct a replacement 4,345 square-foot, one-story single-family residence with an attached two-car garage and perform associated site improvements, including an aggregate grading quantity of 2,556 cubic yards, on a property at 1044 Highland Drive. This property was previously developed with a single-family residence that was demolished after a housefire. The maximum building height of the proposed residence would be 15.93 feet above the pre-existing grade.

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 Applicant’s request as contained in Resolution 2025-101 (Attachment 1).

COUNCIL ACTION:

DISCUSSION:

The 25,535 square-foot lot is located within the Estate Residential-2 (ER-2) Zone and Dark Sky Area. The flag lot is located on the north side of Highland Drive and is accessed by a shared driveway utilized by the adjacent properties to the south and west. The topography descends gently to the west with elevations ranging from approximately 198 feet above Mean Sea Level (MSL) near the eastern perimeter of the property to 179.5 feet above MSL near the northwest corner of the lot. The property is currently occupied by a small shed, a concrete slab, and concrete driveway and was previously developed with a single-story single-family residence, which was demolished after a housefire in 2023. Following demolition of the fire damaged residence, the Applicant completed unpermitted cut and fill grading work until Code Enforcement issued a Stop Work Notice.

The Applicant is proposing to legalize the unpermitted grading, construct a replacement single-story, single-family residence with a two-car garage, perform additional grading, and perform other site improvements. The Applicant is also voluntarily showing a detached Accessory Dwelling Unit (ADU) in the northwest corner of the property that is not subject to the City Council's purview of the DRP and does not count toward the gross floor area calculation for the project. The project plans are provided in Attachment 2.

Table 1 (below) provides a comparison of the SBMC applicable zoning regulations with the Applicant's proposed design.

Table 1			
LOT INFORMATION			
Property Address:	1044 Highland Dr.	Zoning Designation:	ER-2 (1-2 du/ac)
Lot Size (Gross):	25,535 sf	# Units Allowed:	1 D/U, 1 ADU, 1 JADU
Max. Allowable Floor Area:	8,330 sf	# Units Ex/Proposed:	1 D/U, 1 ADU*
Proposed Floor Area:	4,345 sf	Setbacks: (b)	Required Proposed
Below Max. Floor Area by:	3,985 sf	Front (W)	25 ft 80 ft
Max. Allowable Height:	25 ft	Interior Side (N)	10 ft 23 ft
Max. Proposed Height:	15.93 ft	Interior Side (S)	10 ft 12 ft
Highest Point/Ridge:	206.95 MSL	Rear (E)	40 ft 40 ft
*Proposed 737 sf Detached ADU voluntarily shown and not subject to the DRP or Gross Floor Area			
PROPOSED PROJECT INFORMATION			
Proposed Floor Area Breakdown:		Required Permits:	
Living Area	2,978 sf	DRP for grading in exceedance of 100 cubic yards and proposed total floor area to exceed 60% of maximum allowable floor area for the site.	
Clear Story Areas	332 sf		
Exterior Courtyards	735 sf		
Garage/Storage	700 sf		
Subtotal	4,745 sf		
Off-Street Parking Exemption	- 400 sf		
Total Proposed Floor Area:	4,345 sf		
Required Parking: 2 (SFR), 1 (ADU)		Existing Development: Recently demolished Single-family residence with attached garage	
Proposed Parking: 2 Garage, 1 Exterior			
Proposed Fences and Walls: Yes			
Proposed Accessory Structure: Yes			

Unpermitted Grading: 215 CY of excavation, 281 CY of fill; Proposed Grading: 713 CY of cut, 147 CY fill, 100 CY of excavation for footings, 1,100 CY of removal/recompaction, 703 CY of export. Total (Aggregate) Grading: 2,556 CY

Staff has prepared draft findings for approval of the project in the attached Resolution 2025-101 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 2025-101.

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 2025-101 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 Applicant 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 Estate Residential and is intended for single-family residential development at a maximum density of two 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.

Specific Plans and Special Overlays

The property is located in the Dark Sky Area, which specifies exterior lighting standards. As conditioned, the project will comply with the provisions of the Dark Sky Area. The entire City of Solana Beach is located within the Coastal Zone. As a condition of project approval, the Applicant 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 ER-2 Zone is intended for residential development in areas characterized by single-family homes on semirural estate lots of one-half acre or larger. The estate sized parcels help preserve the natural terrain and minimize grading requirements. SBMC Section 17.20.030 outlines property development regulations, which are analyzed below.

Minimum Yards/Setbacks:

Minimum yard dimensions (setbacks) for the property are determined by the setback designator indicated on the City of Solana Beach official zoning map. The setback designator for the subject property is “b”, which requires a 25-foot front yard setback, 10-foot street and interior side yard setbacks, and a 40-foot rear yard setback. The proposed residence would be located entirely within the buildable area.

Maximum Floor Area Ratio:

The maximum allowable floor area calculation for 25,535 square-foot lot is as follows:

0.60 for first 5,000 sf	3,000 sf
0.3 for 5,000 to 20,000 sf	4,500 sf
0.15 for 20,000 sf and above	830 sf
Maximum Allowable Floor Area:	8,330 sf

The proposed project includes a 2,978 square-foot single-story living area, two clear story areas with vaulted ceiling heights in excess of 15 feet in height totaling 332 square feet, a 735 square-foot uncovered courtyard, and a 700 square-foot two-car garage and storage area. The subtotal of the proposed gross floor area would be 4,745 square feet. The proposal also includes a 737 square-foot detached single-story ADU, which does not count toward the gross floor area calculation.

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

project is afforded a 400 square-foot exemption from gross floor area calculation. With the exemption, the total gross floor area of the project would be 4,345 square feet, which is 3,985 square feet below the maximum allowable for the property.

Maximum Building Height:

The maximum building height for the ER-2 Zone is 25 feet. The maximum building height (or tallest portion) of the proposed residence will be 15.93 feet measured above the pre-existing grade before the property was graded without the benefit of permits. The tallest portion of the structure has a maximum roof elevation of 205.01 feet above MSL and is located at the ridge of the garage on the north elevation, but is not the highest elevation of the residence. The highest portion of the residence is 206.95 feet above MSL and located at the ridge over the foyer, where the pre-existing grade was slightly higher and thus results in a lesser building height of 15.51 feet measured above the pre-existing grade.

As designed, the proposed residence will not exceed 16 feet in height from the pre-existing grade. Therefore, the project is not subject to the requirements of SBMC Chapter 17.63 – View Assessment and the approval of an SDP. As a condition of approval, the Applicant will be required to submit a height certification prior to the framing inspection to ensure the tallest portion of the structure would not exceed 15.93 feet above the pre-existing grade and the highest portion of the structure would not exceed 206.95 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 for the project and two unobstructed 9-foot by 19-foot parking spaces would be accommodated in the proposed garage. The project plans also voluntarily show a detached ADU, for which one uncovered off-street parking space is required and shown to the west of the structure.

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 6-foot-tall perimeter fences along the north and east property lines and maintenance of the existing block wall along the southern property line in compliance with the requirements of SBMC 17.20.040(O) and 17.60.070(C). If the Applicant decides 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 Applicant 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 Applicant will be required to submit detailed construction landscape drawings that will be reviewed by the City's third-party landscape architect for conformance with the 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:

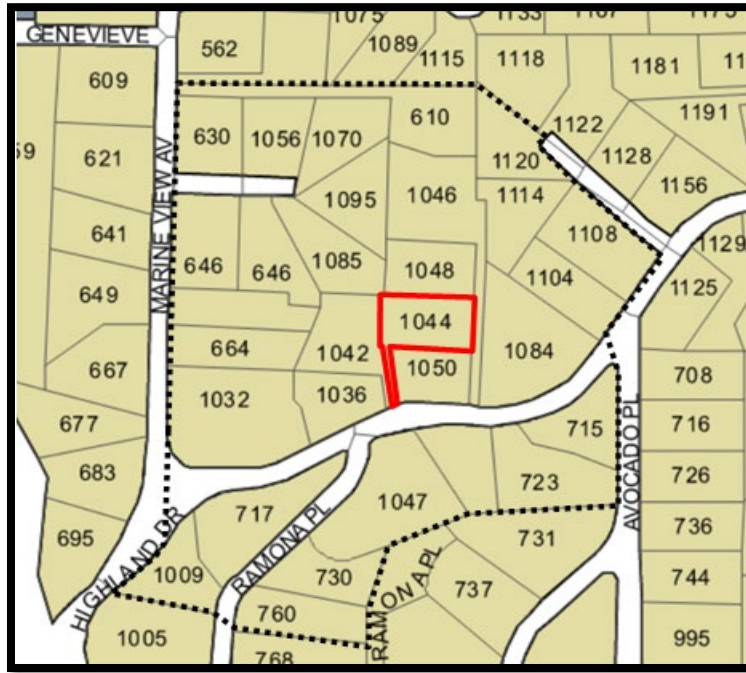
1. Relationship with Adjacent Land Uses
2. Building and Structure Placement
3. Landscaping
4. Roads, Pedestrian Walkways, Parking, and Storage Areas
5. Grading
6. Lighting
7. Usable Open Space

Relationship with Adjacent Land Uses:

The property and the surrounding neighborhood are located in the ER-2 Zone and are developed with one-and two-story single-family residences.

Neighborhood Comparison:

Staff compared the proposed project to 28 nearby properties located on Highland Drive, Woodside Way, Marine View Avenue, Ramona Place, and Avocado Place, as shown on the map on the next page.



The properties evaluated in this comparison are also located in the ER-2 Zone. The surrounding properties are developed primarily with single-family homes ranging in size from 1,456 square feet to 6,391 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 courtyards, 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 clear story area, courtyard area, and the garage:

Project Gross Building Area:	4,345 ft ²
Delete Clear Story Areas	- 332 ft ²
Delete Courtyard	- 735 ft ²
Delete Attached Garage:	- 700 ft ²
Project Area for Comparison to Assessor's Data:	2,978 ft ²

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.

Table 2					
#	Property Address	Lot Size In SF	Existing SF	Proposed / Approved SF	Max. Allowable SF
1	630 Marine View Av	28,124	2,232		8,719
2	1056 Woodside Wy	26,081	3,523		8,412
3	1070 Woodside Wy	23,342	3,110		8,001
4	1095 Woodside Wy	24,375	3,409		8,156
5	1085 Woodside Wy	24,589	3,475		8,188
6	1061 Woodside Wy	24,328	1,944		8,149
7	1051 Woodside Wy	26,503	2,876		8,475

8	0 Marine View Av	22,076			7,811
9	664 Marine View Av	22,466	1,568		7,870
10	1032 Highland Dr	54,492	2,631		12,674
11	1036 Highland Dr	19,913	1,804		7,487
12	1042 Highland Dr	24,496	1,540		8,174
13	1044 Highland Dr	25,535	1,730	2,978*	8,330
14	1050 Highland Dr	16,084	1,653		6,913
15	1048 Highland Dr	21,078	3,521		7,662
16	1046 Highland Dr	41,535	3,247		10,730
17	610 Marine View Av	35,367	1,508		9,805
18	1084 Highland Dr	44,346	2,504		11,152
19	1104 Highland Dr	22,489	4,614		7,873
20	1108 Highland Dr	33,103	4,229		9,465
21	1114 Highland Dr	23,222	2,291		7,983
22	1120 Highland Dr	24,247	4,332		8,137
23	1009 Highland Dr	21,156	2,530		7,673
24	717 Highland Dr	35,680	4,535		9,852
25	760 Ramona Pl	22,365	6,391		7,855
26	730 Ramona Pl	21,534	2,020		7,730
27	1047 Highland Dr	46,836	1,456		11,525
28	0 Highland Dr	20,287			7,543
29	723 Avocado Pl	31,882	4,143		9,282
30	715 Avocado Pl	22,777	3,948		7,917

* Does not include square footage of the proposed ADU

Building and Structure Placement:

The proposed project includes a replacement single-story single-family residence consisting of a slab on grade construction located primarily in the same location of the previous residence toward the rear (east) half of the property and within the buildable area. The two-car garage would be located southwest of the residence and attached to the residence by solid courtyard walls. The proposed development could be found to be appropriately located on the property so as to avoid adverse impacts to adjacent properties due to meeting, and in some areas exceeding, the minimum yard setbacks for the property.

Landscape:

The proposed landscape planting plan includes sweet orange trees both lining the rear property line and located in a small grove on the front side of the property; dracaena and olive trees in planting areas throughout the property; and a variety of shrubs.

Should the Council approve the project, the Applicant would be required to submit a landscape construction plan in substantial conformance with the planting plan presented to the 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 Council in order to be approved ministerially by Staff. Otherwise, increases in trees or shrub mature heights or adding new planting locations would require 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 for the single-family residence would be located within the proposed two-car garage, which would be accessed by a new driveway located along the southern property line that follows down the shared driveway to Highland Drive. The driveway would also extend to the northwest corner of the property, where a third off-street parking space is proposed for the ADU. Pedestrian access to the primary residence would be located in the center of the property from the driveway. Refuse containers would be located behind a site wall on the south side of the garage.

Grading:

After a housefire in 2022, the Applicant obtained a permit to demolish the damaged single-family residence. Following completion of the demo work, the Applicant completed unauthorized grading in the amount of 215 cubic yards of cut and 281 cubic yards of fill. In addition to legalization of the unauthorized grading, the Applicant is requesting to complete additional grading in the amounts of 265 cubic yards of excavation below the footprint of the primary residence; 37 cubic yards of excavation below the footprint of the ADU (which is not subject to the “aggregate grading quantity”); 448 cubic yards of cut outside the footprint of the structures; 147 cubic yards of fill outside the footprint of the structures; 100 cubic yards of excavation for footings; 1,100 cubic yards of removal and recompaction; 703 cubic yards of export; and an aggregate (total) grading quantity of 2,556 cubic yards. The proposed grading follows the pre-existing grade contours and creates flat building pads and usable yard areas.

Lighting:

The property is located within the City’s Dark Sky Area, which has specific lighting regulations to preserve the traditional semirural illumination. These regulations prohibit the outside illumination for aesthetic or dramatic purposes of a building and/or surrounding landscape, including environmentally sensitive habitat areas (public or private). 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 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 Applicant will be required to pay the City's Park Impact Fee.

Property Frontage and Public Right-of-Way Improvements:

No work is proposed in the public right-of-way. If approved, the Applicant will be required to dedicate four feet of property frontage along Highland Drive to the City of Solana Beach for use as public right-of-way. In addition, the Applicant will be required to install improvements both on the subject property and the adjacent property to improve the flow of storm water drainage to the existing drainage structure located north of the property.

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 September 12, 2025. Staff has not received correspondence from neighbors regarding the proposed project. The Applicant's representative prepared a letter to the City Council, which is included in Attachment 3.

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 2025-101 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 2025-101.
- 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 2025-101 conditionally approving a DRP to construct a replacement 4,345 square-foot, one-story single-family residence with an attached two-car garage and perform associated site improvements at 1044 Highland Drive, Solana Beach.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Alyssa Muto, City Manager

Attachments:

1. Resolution 2025-101
2. Project Plans
3. Applicant Letter to Council

RESOLUTION 2025-101

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, CONDITIONALLY APPROVING A DEVELOPMENT REVIEW PERMIT TO CONSTRUCT A REPLACEMENT SINGLE-FAMILY RESIDENCE WITH A TWO-CAR GARAGE AND PERFORM ASSOCIATED SITE IMPROVEMENTS AT 1044 HIGHLAND DRIVE, SOLANA BEACH.

APPLICANT: LYNN AND JOSEPH RIGGIO
CASE NO.: DRP24-012
APN: 298-390-56

WHEREAS, Lynn and Joseph Riggio (hereinafter referred to as “Applicant”), 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 September 24, 2025, 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 construct a replacement 4,345 square-foot, one-story single-family residence with an attached two-car garage and perform associated site improvements, including an aggregate grading quantity of 2,556 cubic yards, on a property at 1044 Highland 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:

- 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 Estate Residential in the General Plan and intended for single-family residential development with a maximum density of two 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.

Specific Plans and Special Overlays: The property is located in the Dark Sky Area, which specifies exterior lighting standards. If approved, the project would be conditioned to comply with provisions the Dark Sky Area.

The entire City of Solana Beach is located within the Coastal Zone. As a condition of project approval, the Applicant 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 ER-2 Zone is intended for residential development in areas characterized by single-family homes on semirural estate lots of one-half acre or larger. The estate sized parcels help preserve the natural terrain and minimize grading requirements. SBMC Section 17.20.030 outlines property development regulations, which are analyzed below.

Minimum Yards/Setbacks:

Minimum yard dimensions (setbacks) for the ER-2 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 "b", which requires 25-foot front, 10-foot street and interior side yard setbacks, and 40-foot rear yard setbacks. The proposed residence would be located entirely within the buildable area.

Maximum Floor Area Ratio:

The maximum allowable floor area calculation for the 25,535 square-foot lot is as follows:

0.60 for first 5,000 sf	3,000 sf
0.3 for 5,000 to 20,000 sf	4,500 sf
0.15 for 20,000 sf and above	830 sf
Maximum Allowable Floor Area:	8,330 sf

The project includes a 2,978 square-foot single-story living area, two clear story areas with ceiling heights in excess of 15 feet in height totaling 332 square feet, a 735 square-foot uncovered courtyard, and a 700 square-foot two-car garage and storage area. The subtotal of the proposed gross floor area is 4,745 square feet. The project also includes a 737 square-foot detached single-story ADU, which does not count toward the gross floor area calculation.

The SBMC parking regulations require two off-street parking spaces per single-family residence. When required spaces are provided in a garage and unobstructed, 200 square feet of floor area is exempted for each required space. The garage will provide two unobstructed parking spaces, and two spaces are required; therefore, the project is afforded a 400 square-foot exemption from gross floor area calculation. With the exemption, the total gross floor area of the project is 4,345 square feet, which is 3,985 square feet below the maximum allowable for the property.

Maximum Building Height:

The maximum building height for the ER-2 Zone is 25 feet. The maximum building height (or tallest portion) of the proposed residence would be 15.93 feet measured above the pre-existing grade before the property was graded without the benefit of permits. The tallest portion of the structure has a maximum roof elevation of 205.01 feet above Mean Sea Level (MSL) and located at the ridge of the garage on the north elevation, but is not the highest elevation of the residence. The highest portion of the residence would be 206.95 feet above MSL and located at the ridge over the foyer, where the pre-existing grade was slightly higher and thus results in a lesser building height of 15.51 feet measured above the pre-existing grade.

As designed, the proposed residence would not exceed 16 feet in height from the pre-existing grade. Therefore, the project is not subject to the requirements of SBMC Chapter 17.63 – View Assessment and the approval of an SDP. As a condition of approval, the Applicant would be required to submit a height certification prior to the framing inspection to ensure the tallest portion of the structure would not exceed 15.93 feet above the pre-existing grade and the highest portion of the structure would not exceed 206.95 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 for the project and two unobstructed 9-foot by 19-foot parking spaces will be accommodated in the proposed garage. A third off-street parking space is

also required for the proposed ADU, but it not subject to the discretion of the City Council.

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 6-foot-tall perimeter fences along the north and east property lines and maintenance of the existing block wall along the southern property line in compliance with the requirements of SBMC 17.20.040(O) and 17.60.070(C). If the Applicant decides 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 Applicant 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 Applicant will be required to submit detailed construction landscape drawings that will be reviewed by the City's third-party landscape architect for conformance with the 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 within the ER-2 Zone as are the properties located in the immediate surrounding neighborhood. The project is consistent with the surrounding single-family semirural developments on large lots.

- 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 project includes a replacement single-story single-family residence consisting of a slab on grade construction located primarily in the same location as the previous residence toward the rear (east) half of the property and within the buildable area. The two-car garage will be located southwest of the residence and attached to the residence by solid courtyard walls. The proposed development is found to be appropriately located on the property so as to avoid adverse impacts to adjacent properties due to meeting, and in some areas exceeding, the minimum yard setbacks for the property.

- 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 landscape planting plan includes sweet orange trees both lining the rear property line and located in a small grove on the front side of the property; dracaena and olive trees in planting areas throughout the property; and a variety of shrubs.

The Applicant is 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 garage, which will be accessed by a replacement driveway located on the southern side of the property that follows down the shared driveway to Highland Drive. The driveway will also extend to the northwest corner of the property, where a third off-street parking space is designated for the ADU. Pedestrian access to the primary residence will be located in the center of the property. Refuse containers will be located behind a site wall on the south side of the garage.

- 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.*

After a housefire in 2022, the Applicant obtained a permit to demolish the damaged single-family residence. Following completion of the demo work, the Applicant completed unauthorized grading in the amount of 215 cubic yards of cut and 281 cubic yards of fill. In addition to legalization of the unauthorized grading, the Applicant has included additional grading in the amounts of 265 cubic yards of excavation below

the footprint of the primary residence; 37 cubic yards of excavation below the footprint of the ADU (which is not subject to the “aggregate grading quantity”); 448 cubic yards of cut outside the footprint of the structures; 147 cubic yards of fill outside the footprint of the structures; 100 cubic yards of excavation for footings; 1,100 cubic yards of removal and recompaction; 703 cubic yards of export; and an aggregate (total) grading quantity of 2,556 cubic yards. The grading will follow the pre-existing grade contours and to create flat building pads and usable yard areas.

- 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).*

The property is located within the City’s Dark Sky Area, which has specific lighting regulations to preserve the traditional semirural illumination. These regulations prohibit the outside illumination for aesthetic or dramatic purposes of a building and/or surrounding landscape, including environmentally sensitive habitat areas (public or private). 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 Applicant 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 Applicant obtaining the required permit or approval from the other agency.*

The Applicant 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 Applicant shall provide for and adhere to the following conditions:

A. Community Development Department Conditions:

- I. The Applicant shall pay required Fire Mitigation, Park Development and Public Use Facilities Impact Fees, as established by SBMC Chapter 15.60, Chapter 15.65, Chapter 15.66, and Resolution 2018-147.
- II. The Building Permit plans must be in substantial conformance with the architectural plans presented to the City Council on September 24, 2025, and located in the project file with a submittal date of September 21, 2025.
- III. Prior to requesting a framing inspection, the Applicant shall be required to submit a height certification, signed by a licensed land surveyor, certifying that the building envelope is in conformance with City Council approval on September 24, 2025, and that the tallest portion of the structure will not exceed 15.93 feet above the pre-existing grade (or 205.01 feet above MSL) and the highest portion of the structure will not exceed 206.95 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 Applicant 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 Applicant 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 September 24, 2025, prior to building and grading permit issuance and consistent with the building construction and grading plans. The Applicant 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 Applicant shall ensure construction vehicles are parked in such a way to allow sufficient vehicular access on the public street and minimize impact to the surrounding neighbors.
- X. The Applicant shall connect to temporary electrical service as soon as feasible to the satisfaction of the City.
- XI. 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.

B. Engineering Department Conditions:

- I. The Applicant shall record the Encroachment Maintenance Removal Agreement (EMRA) with the County of San Diego prior to the release of the Grading Bond and Security Deposit. The EMRA shall be recorded

against this property for all non-standard improvements in the Public Right-Of-Way, including but not limited to:

- a. Portions of the rock entrance wall.
- II. The Applicant shall dedicate 4 feet of property frontage for public right-of-way to the City of Solana Beach prior to release of the Grading Bond and Security Deposit.
- III. The Applicant is responsible for constructing a G-02 concrete curb and gutter, a D-25A curb outlet, along with a G-12 concrete cross gutter according to the San Diego Regional Standard Drawing (SDRSD) manual, to convey storm water discharge from the existing 12-inch storm drain outlet in the southwest to the existing drainage structure in the northwest. A letter of permission will be required from the adjacent property owner to construct improvements within the shared driveway.
- IV. Prior to release of the Grading Bond and Security Deposit, an easement shall be recorded for maintenance of the detention basin by the property owner(s) in perpetuity.
- V. 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.
- VI. Construction fencing shall be located on the subject property unless the Applicant has obtained an Encroachment Permit in accordance with chapter 11.20 of the SBMC which allows otherwise.
- VII. Grading
 - a. The Applicant shall obtain 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 Applicant shall obtain a Soils Report prepared by a Registered Soils 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 Applicant shall provide a Drainage Report prepared by a Registered Civil Engineer. This report shall address the design for the detention basin and corresponding outflow system to ensure the rate of runoff for the proposed development is at or below that of pre-existing condition. All recommendations of this

report shall be incorporated into the 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 Applicant 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 licensed 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 Applicant is 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 Applicant shall obtain a letter of permission from the adjoining property owners. All required letters of permission shall be approved by the City Engineer prior to issuance of the grading permit.
- f. Cut and fill slopes shall be set back from site boundaries and building in accordance with SBMC Section 15.40.140 and to the satisfaction of the City Engineer.
- g. The Applicant 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.
- h. The Applicant shall obtain and submit grading security in a form prescribed by the City Engineer.
- i. The Applicant shall obtain haul permit for import/export of soil. The Applicant shall transport all excavated material to a legal disposal site.
- j. The Applicant shall submit certification from the Engineer of Record and the Soils Engineer that all 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.

- k. An Erosion Prevention and Sediment Control Plan shall be prepared by the Applicant. 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, grading and other construction related activities. Sediment controls shall be used as a supplement to erosion prevention for keeping sediment on site.
- l. The Applicant shall show all proposed onsite private drainage facilities intended to discharge water runoff. 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.
- m. Post Construction Best Management Practices meeting City and RWQCB Order No. R9-2013-001, requirements shall be implemented in the drainage design.
- n. No increased cross lot drainage shall be allowed.
- o. Prior to the foundation inspection, the Applicant 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. GATES: 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 503.6. All Knox Box products shall be purchased through Knox website under the Solana Beach Fire Dept.
- II. CONSTRUCTION MATERIALS: Prior to delivery of combustible building construction materials to the project site all the following conditions shall

be completed to the satisfaction of the Solana Beach Fire Department and per the 2022 California Fire Code Chapter 33:

- a. All wet and dry utilities shall be installed and approved by the appropriate inspecting department or agency; and
 - b. As a minimum, the first lift of asphalt paving shall be in place to provide a permanent all-weather surface for emergency vehicles.
- III. POSTING OR STRIPING ROADWAYS "NO PARKING FIRE LANE": Fire Department access roadways, when required, shall be properly identified as per Solana Beach Fire Department standards. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility per the Solana Beach Municipal Code Title 15 Building and Construction Chapter 15.32 Fire Code Section 503.3 and 503.4.3.
- 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. 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.
- VI. 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 (NEW) or Section 903.2.01 (ADDITIONS, REMODELS) or Section 903.2.02 (NEW COMMERCIAL). Mitigation for not meeting hose pull will be

additional fire sprinklers to include all bathrooms and closets regardless of size.

- VII. 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.
- VIII. 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.

IV. 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.

V. EXPIRATION

The Development Review Permit for the project shall expire 24 months from the date of this Resolution, unless the Applicant has 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.

VI. INDEMNIFICATION AGREEMENT

The Applicant shall defend, indemnify, and hold harmless the City, its agents, officers, and employees from any and all claims, actions, proceedings, damages, judgments, or costs, including attorney's fees, against the City or its agents, officers, or employees, relating to the issuance of this permit including, but not limited to, any action to attack, set aside, void, challenge, or annul this development approval and any environmental document or decision. The City will promptly notify the Applicant of any claim, action, or proceeding. The City may elect to conduct its own defense, participate in its own defense, or obtain independent legal counsel in defense of any claim related to this indemnification. In the event of such election, the Applicant shall pay all of the costs related thereto, including without limitation reasonable attorney's fees and costs. In the event of a disagreement between the City and Applicant regarding litigation issues, the City shall have the authority to control the litigation and make litigation related decisions, including, but not limited to, settlement or other disposition of the matter. However, the Applicant shall not be required to pay or perform any settlement unless such settlement is approved by the Applicant.

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

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Solana Beach, California, held on the 24th day of September, 2025, by the following vote:

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

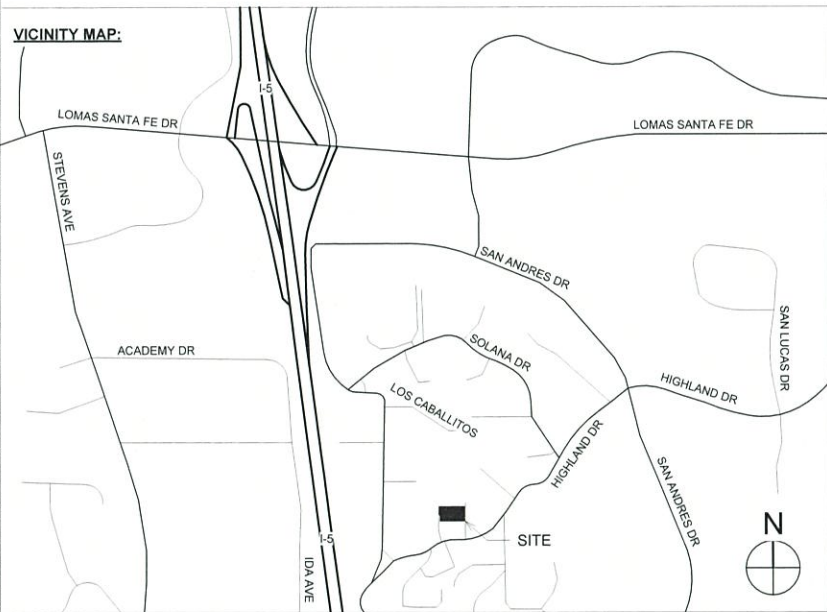
LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



PROJECT TEAM:
OWNER:
JOSEPH M. RIGGIO & LYNN M. RIGGIO
1044 HIGHLAND DRIVE
SOLANA BEACH, CA 92014
T: (408)313-6087
E: jriggio@medline.com
riggiofamily@mac.com

ARCHITECT:
HLLK ARCHITECTS
P.O. BOX 177002
SAN DIEGO, CA 92177
T: 858.255.1561
lindsay@HLLKarchitects.com

STRUCTURAL:
MALEK ENGINEERS, INC
1080 PARK BLVD., SUITE 714
SAN DIEGO, CA 92101
T. 858.453.7339
amalek@malekengineers.com

GEOTECH:
SB CONSULTANTS, INC
5215 LA JOLLA HERMOSA AVE
LA JOLLA, CA 92037
T. 619.922.3302
sburnsrce@gmail.com

ENERGY CONSULTANTS:
WILLCALC TITLE-24 SERVICES
T: 760-846-6480
E: doug@willcalc.com

SHEET LIST:

ARCHITECTURAL

A000 TITLE SHEET
A001 PRE-EXISTING TOPOGRAPHIC SURVEY
C.0 EXISTING TOPOGRAPHIC SURVEY
C.1 DRP SITE PLAN
C.1.1 PRELIMINARY GRADING PLAN SECTIONS
A012 FLOOR AREA DIAGRAM
A100 SITE PLAN
A110 DEMO PLAN
A200 MAIN RESIDENCE FLOOR PLAN
A201 MAIN RESIDENCE CLERESTORY PLAN
A203 MAIN RESIDENCE ROOF PLAN
A210 ADU FLOOR AND ROOF PLAN
A300 MAIN RESIDENCE ELEVATIONS
A301 MAIN RESIDENCE ELEVATIONS
A302 ADU ELEVATIONS
A303 ADU KITCHEN CABINETRY ELEVATION
A400 MAIN RESIDENCE SECTIONS
A401 MAIN RESIDENCE SECTIONS
A402 MAIN RESIDENCE SECTIONS
A403 MAIN RESIDENCE SECTIONS
A404 ADU SECTIONS
A500 COURTYARD & PATIOS PLAN

LANDSCAPE

L1 PLANTING PLAN
L2 PLANT SCHEDULE
L3 HYDROZONE PLAN

GENERAL NOTES:

1. IT IS NOT THE INTENT OF THESE DRAWINGS TO SHOW EVERY DETAIL OF CONSTRUCTION. IT SHALL BE THE BUILDERS RESPONSIBILITY TO CHECK, VERIFY, AND COORDINATE ALL DIMENSIONS, DETAILS, NOTES, AND ALL PHASES AND THE TRADES REQUIRED TO COMPLETE THIS PROJECT. ALL FINISH, FIXTURE, AND EQUIPMENT SELECTIONS SHALL BE VERIFIED WITH THE OWNER OR HIS AUTHORIZED AGENT.

2. ALL WORK IS TO BE PERFORMED IN A FIRST-CLASS WORKMANSHIP LIKE MANNER.

3. FIGURED DIMENSIONS SHALL BE FOLLOWED IN PREFERENCE TO SCALE, AND DETAIL DRAWINGS IN PREFERENCE TO SMALL SCALE DRAWINGS. FIELD VERIFY ALL DIMENSIONS PRIOR TO FABRICATION OR ERECTION OF ANY PORTION OF THIS PROJECT.

4. IF ANY ERRORS, OMISSIONS, OR CONTRADICTIONS APPEAR IN THESE CONSTRUCTION WORKING DRAWINGS, SPECIFICATIONS OR OTHER CONSTRUCTION DOCUMENTS: THE CONTRACTOR SHALL NOTIFY THE ARCHITECT IN WRITING. NO WORK SHALL CONTINUE UNTIL SUCH TIME AS THE ERROR, OMISSION, OR CONTRADICTION HAS BEEN RESOLVED. GIVING SAID NOTICE TO THE ARCHITECT DOES NOT RELIEVE THE CONTRACTOR OF HIS RESPONSIBILITY TO CHECK, VERIFY, AND COORDINATE THE DIMENSIONS OR ANY OTHER PORTION OF THE CONSTRUCTION DOCUMENTS, OR FOR THE COST OF THE SAME.

5. CONSTRUCTION OF THIS BUILDING MUST COMPLY WITH ALL THE REQUIREMENTS AND CONSTRUCTION PRACTICES AS SET FORTH IN THE "CALIFORNIA ENERGY EFFICIENCY CODE FOR BUILDING CONSTRUCTION", LATEST EDITION.

6. CONTRACTORS ARE INSTRUCTED TO ADJUST, VERIFY, AND COORDINATE AND INFORMATION NOTED HEREIN AS "TYPICAL".

7. ALL CONSTRUCTION SHALL BE PERFORMED IN ACCORDANCE WITH ALL CODES, REGULATIONS AND RESTRICTIONS HAVING JURISDICTION OVER THIS PROJECT. THE BUILDER SHALL BE RESPONSIBLE FOR BEING FAMILIAR WITH THE APPLICABLE CODES, REGULATIONS, AND RESTRICTIONS AND THEIR RELEVANCE TO THE PROJECT.

8. GYPSUM WALLBOARD SHALL COMPLY WITH THE PROVISIONS OF THE "SPECIFICATIONS FOR GYPSUM WALLBOARD", ASTM #C-36. GYPSUM WALLBOARD SHALL BE INSTALLED AND FINISHED IN ACCORDANCE WITH THE PROVISIONS OF THE "RECOMMENDED SPECIFICATIONS FOR THE APPLICATION AND FINISHING OF GYPSUM WALLBOARD", GYPSUM ASSOCIATION SPECIFICATION #GA-216.

	Existing (SF)	Proposed Total (SF)
Non-landscaped Area ^a	5,535	6,936
Non-irrigated Landscape ^b	0	0
Irrigated Landscape	6,840	5,209
Water Features ^c	0	117
Decorative Hardscape ^d	0	5,834
Total Lot Area	25,535	

	Area of Work ^e (SF)
Irrigated Landscape	5,209
Water Features ^c	117
Decorative Hardscape ^d	5,834
Aggregate Landscape Area ^f	11,160

RIGGIO RESIDENCE

1044 HIGHLAND DRIVE
SOLANA BEACH, CA 92014

SCOPE OF WORK: (N)1-STORY SINGLE FAMILY DWELLING TO BE BUILT IN PLACE OF (E) SINGLE FAMILY DWELLING THAT BURNT DOWN, (N) DETACHED GARAGE WITH REPLACEMENT DRIVEWAY, (N) DETACHED ADU.
RESOLUTION OF CODE COMPLIANCE CASES CC22-197 & CC23-202.

APPLICATION: DEVELOPMENT REVIEW PERMIT FOR REPLACEMENT SINGLE FAMILY RESIDENCE AND ASSOCIATED SITE IMPROVEMENTS

PROJECT INFORMATION: APN: 298-390-56-00

LEGAL DESCRIPTION: PORTION LOT 4, BLK.4 OF KEENEY'S MARINA VIEW GARDENS, IN THE CITY OF SOLANA BEACH, STATE OF CALIFORNIA, ACCORDING TO MAP NO. 1774.

ZONE: ESTATE RESIDENTIAL 1-2 DU/ACRE

OCCUPANCY: R-3

OVERLAYS: DARK SKY AREA, COASTAL OVERLAY ZONE

YEAR OF ORIGINAL CONSTRUCTION: 1972

USE: SINGLE FAMILY RESIDENTIAL

CONSTRUCTION TYPE: V-B
FIRE SPRINKLERS: REQUIRED

GROSS ACREAGE: 25.535 SF
NET ACREAGE: 22,086 SF

ALLOWABLE HEIGHT: 16' for ADU, 25' for SINGLE FAMILY RESIDENCE
PROPOSED HEIGHT: 16'

ALLOWABLE SETBACKS (MAIN RESIDENCE):

	REQUIRED	PROPOSED
FRONT (W):	25'	25'
REAR (E):	40'	40'
SIDE (N):	10'	5'
SIDE (S):	10'	10'

CALCULATIONS:

ORIGINAL BUILDING SQUARE FOOTAGE:
FIRST FLOOR: 1,730 SF

PROPOSED GROSS FLOOR AREA:	
Living Area	2,978 SF
Clear Story Area	332 SF
Exterior Courtyards	735 SF
Garage/Storage	700 SF
Subtotal	4,745 SF
Off-Street Parking Exemption	- 400 SF
Total Proposed Gross Floor Area	4,345 SF

ADU 737 SF

FLOOR AREA RATIO:
ALLOWABLE FLOOR AREA RATIO

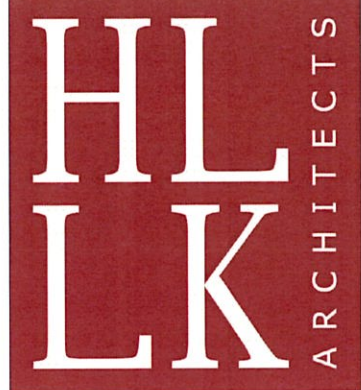
0 SF - 5,000 SF	.6 X 5,000 = 3,000 SF
5,000 SF - 20,000 SF	.3 X 15,000 = 4,500 SF
20,000 SF+	.15 X 5,535 = 830 SF
TOTAL	8,330 SF

LOT COVERAGE:
PROPOSED LOT COVERAGE = 3,943 SF / 25,535 SF = 15.45%

APPLICABLE CODES:
2022 BUILDING STANDARD ADMINISTRATIVE CODE, 2022 CA BUILDING CODE, 2022 CA PLUMBING CODE, 2022 CA MECHANICAL CODE, 2022 CA ELECTRICAL CODE, 2022 CA FIRE CODE, 2022 CA ENERGY CODE, 2022 EXISTING BUILDING CODE, 2022 CA GREEN BUILDING CODE.

RELATED APPROVALS:
NONE

DEFERRED SUBMITTALS:
FIRE SPRINKLERS



5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilary@HLLKarchitects.com



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

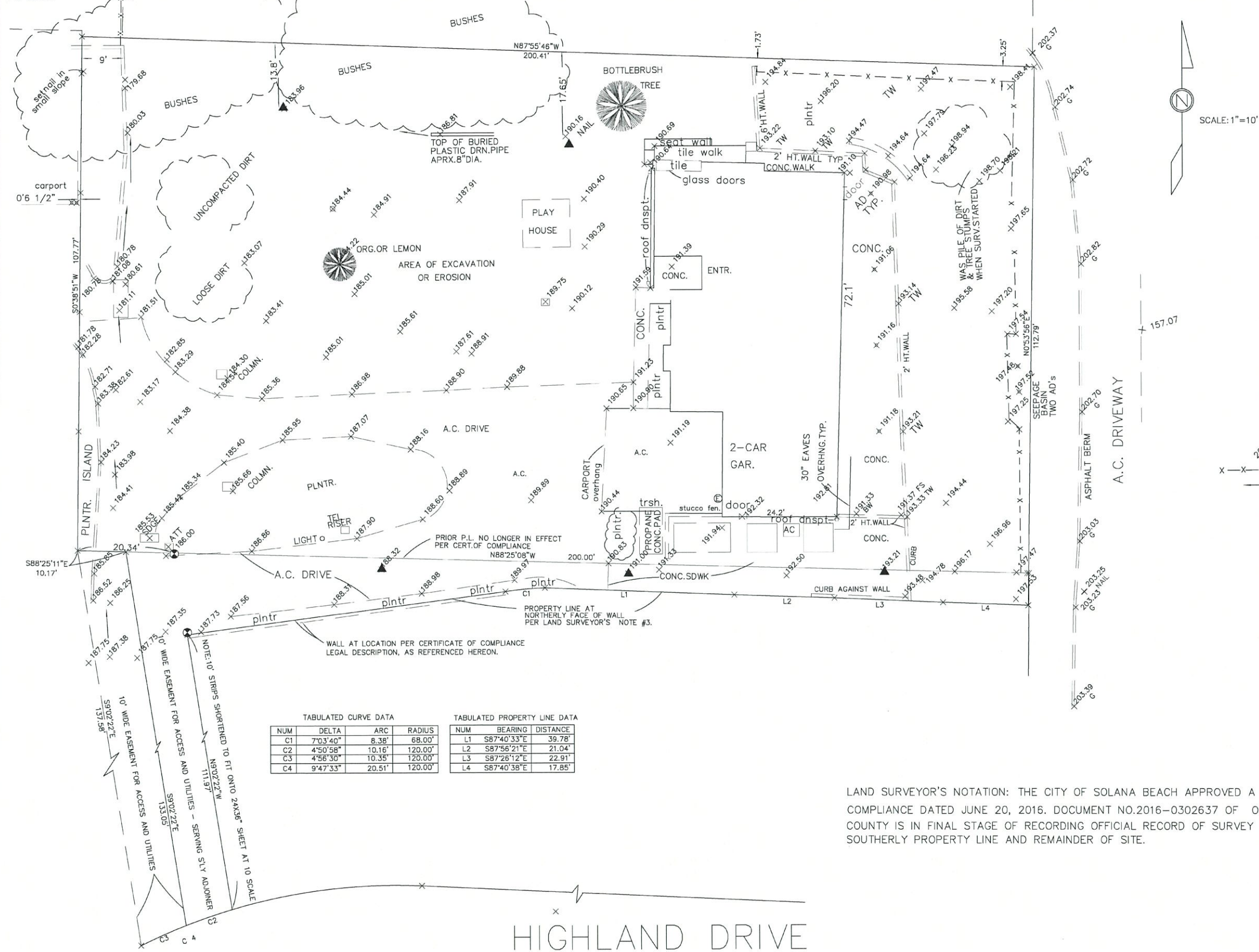
DRP 4TH SUBMITTAL 05/14/2025		
No.	Description	Date

Drawing Title:
TITLE SHEET

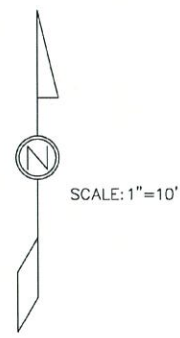
Scale:
As indicated

Sheet Number:
A000

PCL 4
PM 10246



NOTE:
THIS TOPOGRAPHIC SURVEY WAS COMPLETED PRIOR TO THE FIRE,
DEMOLITION OF THE REMAINING RESIDENCE, AND UNPERMITTED
EXCAVATION.



SITE ADDRESS
1044 HIGHLAND DRIVE
SOLANA BEACH, CA.

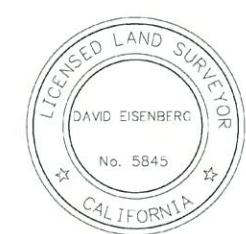
LEGAL DESCRIPTION
PORTION LOT 4, BLK.4 OF KEENEY'S MARINA VIEW GARDENS, IN THE
CITY OF SOLANA BEACH, STATE OF CALIFORNIA, ACCORDING TO
MAP NO. 1774.

COUNTY TAX ASSESSOR PARCEL NO.
298-390-56

- LEGEND
- FS DENOTES EXISTING FINISH SURFACE GRADE
 - TC DENOTES TOP OF CURB
 - G DENOTES GUTTER
 - X DENOTES EXISTING SPOT ELEVATION POINT
 - X-X-X DENOTES WOOD FENCE
 - DENOTES DIRECTION OF DRAINAGE
 - ▲ DENOTES SURVEY CONTROL POINT
 - DENOTES SURVEY MONUMENT PER RECORD OF SURVEYS ON FILE OR TO BE FILED.
- BENCHMARK
- THE VERTICAL CONTROL POINT FOR THIS SURVEY IS THE TOP OF THE IRON PIPE SHOWN WITH ELEVATION 186.00
- THIS ELEVATION WAS DERIVED FROM GPS OBSERVATIONS AT THE SITE USING THE CONTINUOUSLY OPERATING STATION SIO3 LOCATED AT THE SCRIPPS INSTITUTE OF OCEANOGRAPHY.
- ELEVATION 229.653 THIS ORTHOMETRIC HEIGHT IS TAKEN FROM THE NATIONAL GEODETIC SURVEY 2004.0 EPOCH VALUES, WHICH IS A GPS SATELLITE-DERIVED DATUM THAT REPLACED THE OLD M.S.L. OR MEAN SEAL LEVEL DATUMS.

TABULATED CURVE DATA				TABULATED PROPERTY LINE DATA		
NUM	DELTA	ARC	RADIUS	NUM	BEARING	DISTANCE
C1	7°03'40"	8.38'	68.00'	L1	S87°40'33"E	39.78'
C2	4°50'58"	10.16'	120.00'	L2	S87°56'21"E	21.04'
C3	4°56'30"	10.35'	120.00'	L3	S87°26'12"E	22.91'
C4	9°47'33"	20.51'	120.00'	L4	S87°40'38"E	17.85'

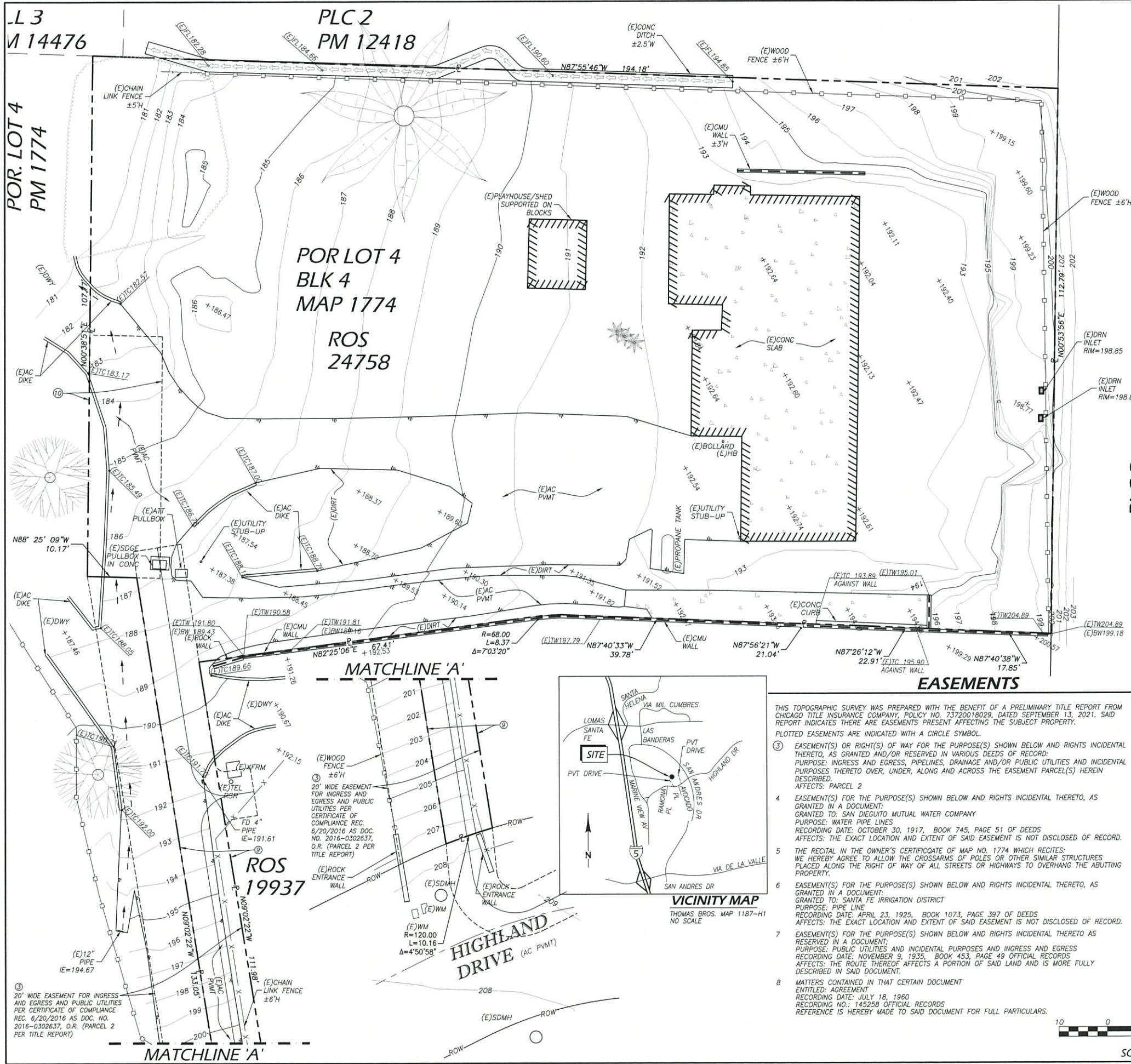
LAND SURVEYOR'S NOTATION: THE CITY OF SOLANA BEACH APPROVED A CERTIFICATE COMPLIANCE DATED JUNE 20, 2016. DOCUMENT NO.2016-0302637 OF OFFICIAL RECORDS COUNTY IS IN FINAL STAGE OF RECORDING OFFICIAL RECORD OF SURVEY FOR SOUTHERLY PROPERTY LINE AND REMAINDER OF SITE.

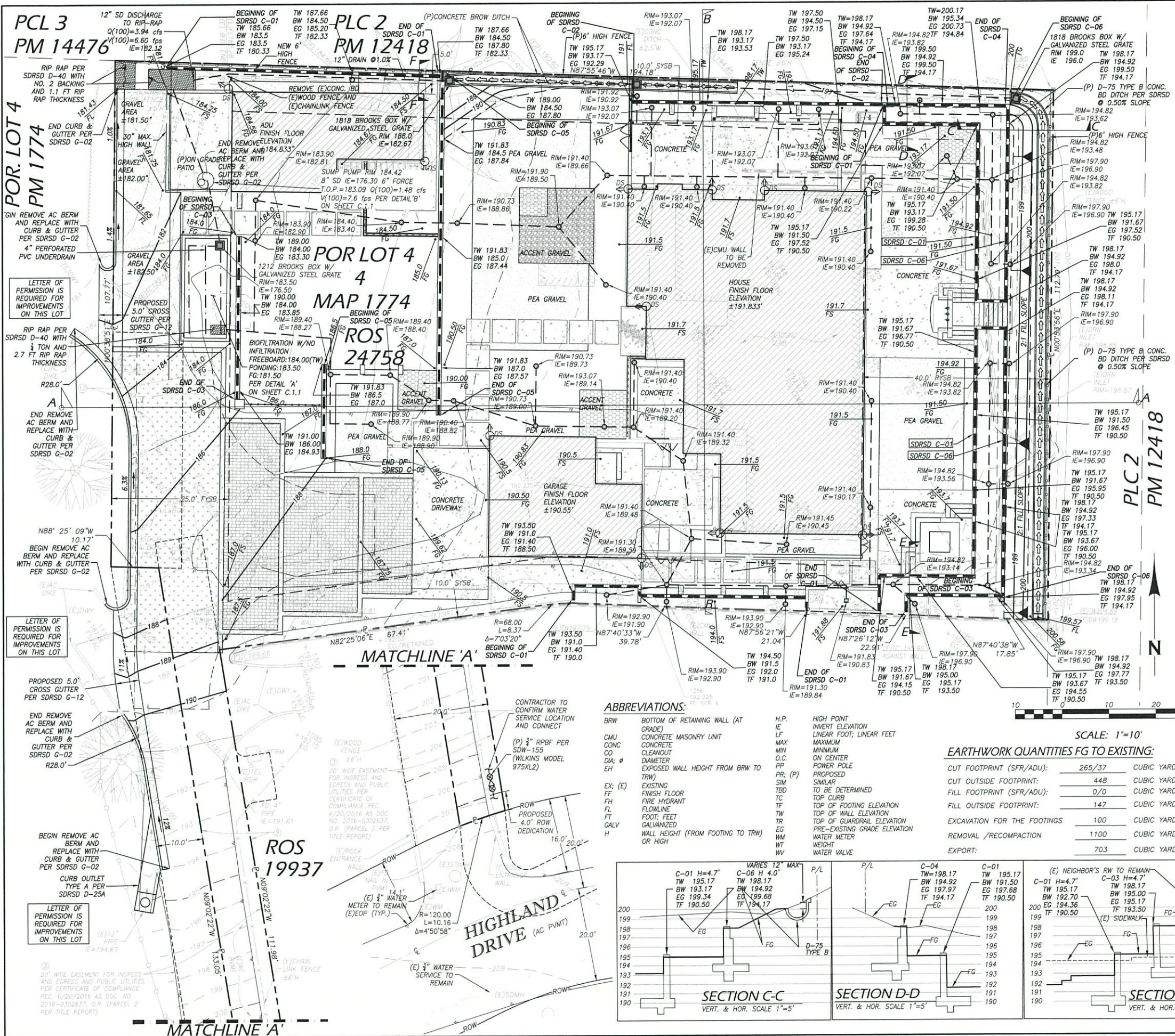


IRON MOUNTAIN LAND SURVEYS
325 W. WASHINGTON ST. #2209
SAN DIEGO, CA 92103
1-619-840-2930

SURVEYED IN MARCH, 2022
LAND SURVEYOR MAINTAINS ORIGINAL SIGNED PRINT.
(WILL SEND SIGNED PRINT WHEN R.O.S. IS FILED)

THE PROPERTY LINE DIMENSIONS ARE CURRENT
AND PER THE OFFICIAL RECORD OF SURVEY
BEING PROCESSED AT COUNTY SAN DIEGO.





LEGEND

DESCRIPTION	SYMBOL
PROPERTY LINE	N45°45'45"W
ROW CENTERLINE	
EX. BUILDING FOOTPRINT	
EXISTING CONTOUR	
EXISTING SPOT ELEVATION	
PROPOSED CONTOUR	
PROPOSED SPOT ELEVATION	
BUILDING FOOTPRINT	
CMU RETAINING WALL (PVT)	
CONCRETE SURFACE	
ASPHALT SURFACE	
PAVERS	
PEA GRAVEL	
ACCENT GRAVEL	
BROW DITCH PER SDRSD D-75 TYPE B	
24" x 24" BROOKS BOX WITH STEEL GRATE	
6" LANDSCAPE DRAIN INLET	
6" CLEANOUT	
6" PVC DRAIN LINE (PVT)	

APPLICANT INFORMATION:

NAME: JOSEPH RIGGIO
PHONE: (408) 313-6087
ADDRESS: 18915 DEVON AVENUE, SARAGOTA, CA 95070
SITE ADDRESS: 1044 HIGHLAND DRIVE, DEL MAR, CA 92014
TAX ASSESSOR'S PARCEL NO.: 298-390-56-00
ZONING DESIGNATION: ESTATE RESIDENTIAL (ER-2)
SPECIAL OVERLAY ZONE: DARK SKY AREAS, COSTAL, HILLSIDE LOT AREA 25,535 SF
TOPOGRAPHIC SOURCE:
COFFEY ENGINEERING, INC.
9666 BUSINESSPARK AVENUE, SUITE 210
SAN DIEGO, CA 92131 (858) 831-0111
info@coffeysengineering.com GROUND SURVEY DATE: OCTOBER 12, 2022

BENCH MARK:

"SD GPS 195" (POINT NO. 2006) 2" IRON PIPE WITH 2.5" CITY OF SAN DIEGO BRASS DISC ON THE SOUTH SIDE OF VIA DE LA VALLE, 260 FEET EASTERLY OF SAN ANDRES DRIVE NEAR A CHAIN LINK FENCE CORNER, DOWN 0.8 FEET FROM SURFACE
ELEVATION = 32.572, NAVD88, CITY OF SOLANA BEACH SURVEY CONTROL (ROS 18971)

LEGAL DESCRIPTION:

PARCEL 1:
THAT PORTION OF LOT 4 IN BLOCK 4 OF KEENEY'S MARINA VIEW GARDENS, IN THE CITY OF SOLANA BEACH, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 1774, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, DECEMBER 31, 1923,
PARCEL 2:
AN EASEMENT FOR INGRESS AND EGRESS AND PUBLIC UTILITIES OVER A CERTAIN 20.00 FOOT STRIP OF LAND

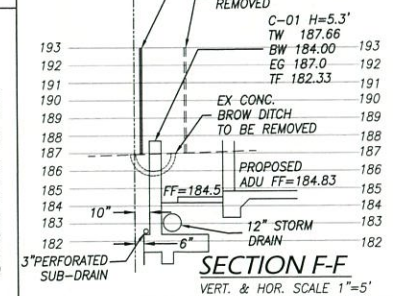
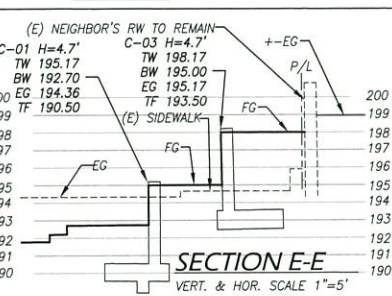
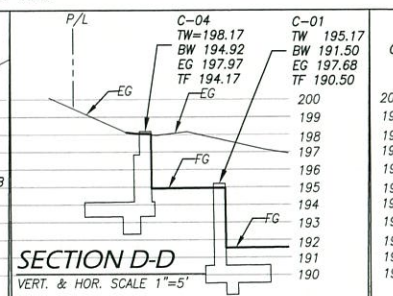
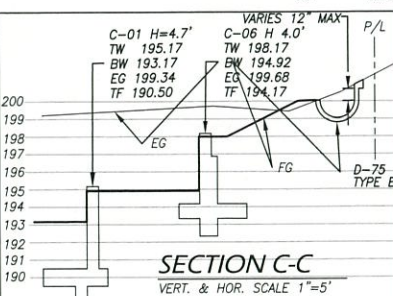
PRE-EXISTING CONDITIONS 2022		
CATEGORY	AREA (SF)	C-VALUE
A. IMPERVIOUS AREA	9,892	0.90
B. PERVIOUS AREA	14,296	0.14
C. TOTAL AREA	24,188	0.45
EXISTING CONDITIONS 2024		
CATEGORY	AREA (SF)	C-VALUE
A. IMPERVIOUS AREA	8,227	0.90
B. PERVIOUS AREA	15,961	0.14
C. TOTAL AREA	24,188	0.40
PROPOSED AREA CONDITIONS		
CATEGORY	AREA (SF)	C-VALUE
A. IMPERVIOUS AREA	11,458	0.90
B. PERVIOUS AREA	12,730	0.14
C. TOTAL AREA	24,188	0.50

ABBREVIATIONS:

BRW	BOTTOM OF RETAINING WALL (AT GRADE)	H.P.	HIGH POINT
CMU	CONCRETE MASONRY UNIT	I.E.	INVERT ELEVATION
CONC	CONCRETE	L.F.	LINEAR FOOT; LINEAR FEET
CO	CLEANOUT	MAX	MAXIMUM
DIA	DIAMETER	MIN	MINIMUM
EH	EXPOSED WALL HEIGHT FROM BRW TO TRW	O.C.	ON CENTER
EX	EXISTING	PP	POWER POLE
FF	FINISH FLOOR	PR	PROPOSED
FL	FIRE HYDRANT	PR (P)	PROPOSED SIMILAR
FT	FOOT, FEET	TBD	TO BE DETERMINED
GALV	GALVANIZED	TC	TOP CURB
H	WALL HEIGHT (FROM FOOTING TO TRW) OR HIGH	TF	TOP OF FOOTING ELEVATION
		TR	TOP OF WALL ELEVATION
		TR	TOP OF GUARDRAIL ELEVATION
		EG	PRE-EXISTING GRADE ELEVATION
		WM	WATER METER
		WT	WATER VALVE
		WW	WATER VALVE

EARTHWORK QUANTITIES FG TO EXISTING:

CUT FOOTPRINT (SFR/ADU):	265/37	CUBIC YARDS
CUT OUTSIDE FOOTPRINT:	448	CUBIC YARDS
FILL FOOTPRINT (SFR/ADU):	0/0	CUBIC YARDS
FILL OUTSIDE FOOTPRINT:	147	CUBIC YARDS
EXCAVATION FOR THE FOOTINGS	100	CUBIC YARDS
REMOVAL /RECOMPACTION	1100	CUBIC YARDS
EXPORT:	703	CUBIC YARDS



COFFEY ENGINEERING, INC.
9666 BUSINESSPARK AVENUE, SUITE 210, SAN DIEGO, CA 92131
PH (858) 831-0111 FAX (858) 831-0179



PRELIMINARY

RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
DEL MAR, CA 92014

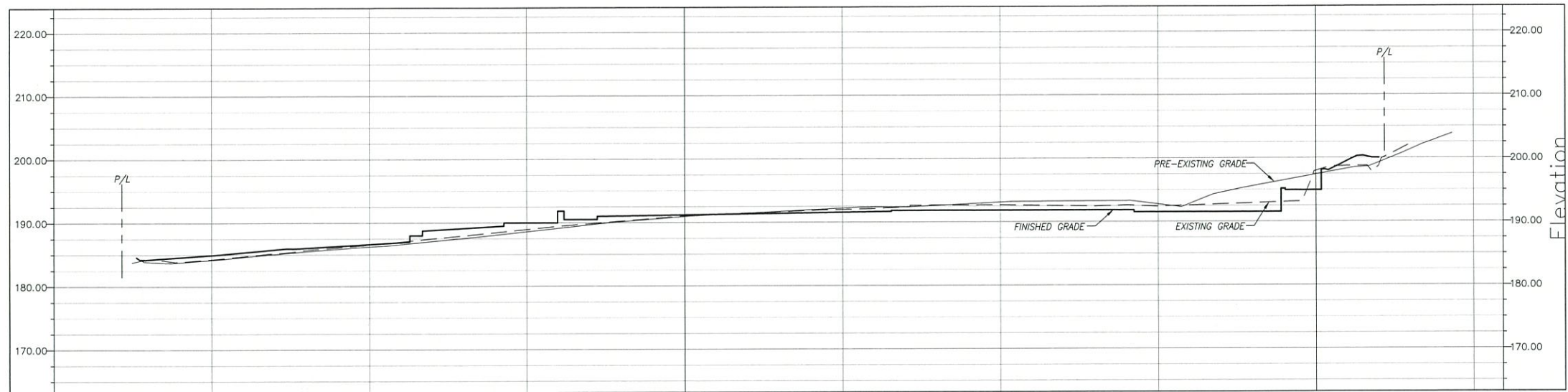
DRAWN BY: FR
CHECKED BY: MK
ORIGINAL 07/17/2025
REVISION 1
REVISION 2
REVISION 3
REVISION 4
REVISION 5

PRELIMINARY GRADING PLAN

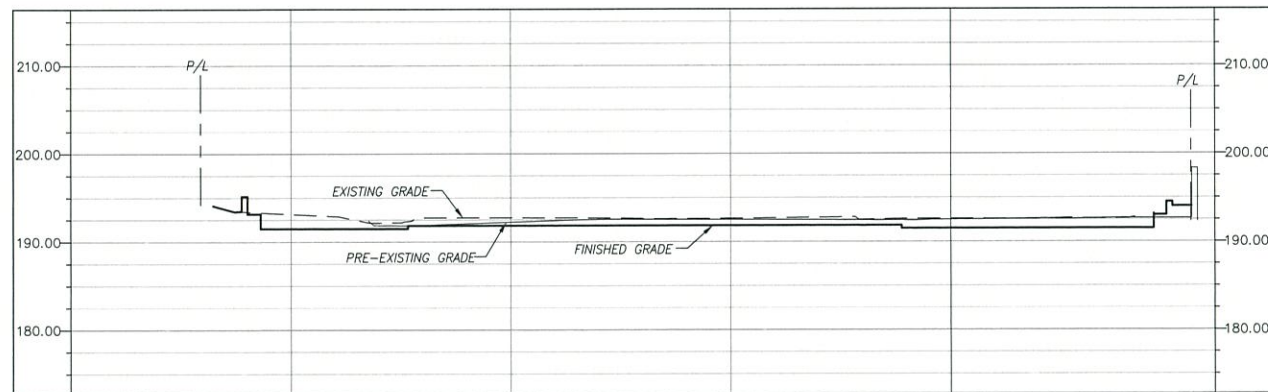
SCALE: 1" = 10'

C.1

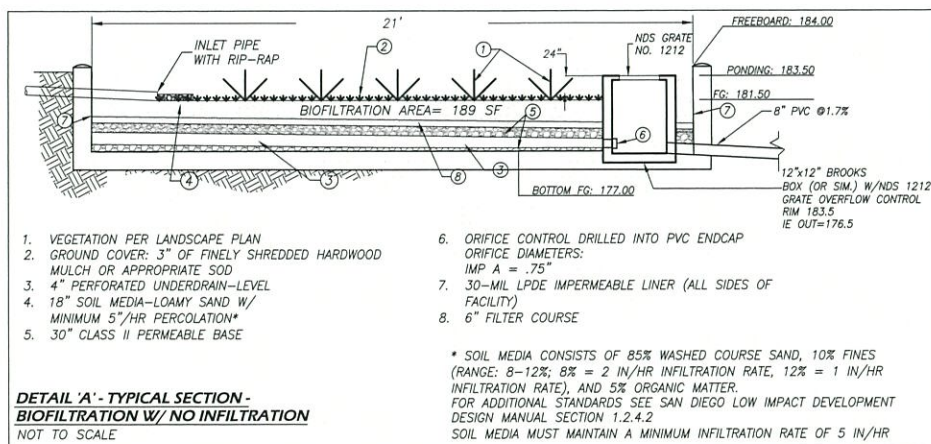
SHT 1 OF 1 SHTS



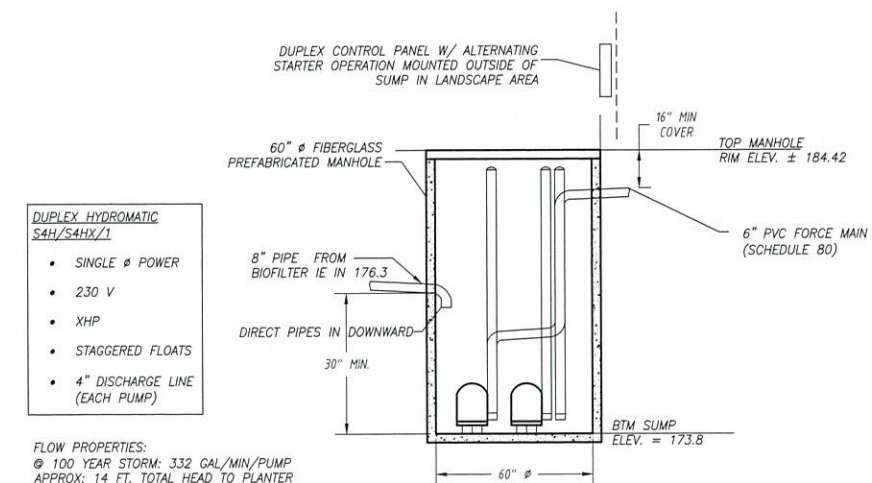
SECTION A-A
VERT. & HOR. SCALE 1"=10'



SECTION B-B
VERT. & HOR. SCALE 1"=10'



BACKUP GENERATOR WHICH MEETS POWER STANDARD FOR BOTH PUMPS RUNNING TOGETHER, IS REQUIRED TO BE STORED AT ALL TIMES BEAT BY THE DUPLEX SUMP PUMP



DETAIL 'B'
SUMP WITH DUPLEX PUMP SYSTEM
NO SCALE

THIS IS NOT A COMPLETE COMPONENT AND INSTALLATION DETAIL - SEE COMPANION PUMP & SYSTEMS SPECS FOR MORE INFO.
CONTACT JAMES @ BARRETT PUMPS @ (619) 232-7867 & REFERENCE: HOWE



PRELIMINARY

RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
DEL MAR, CA 92014

DRAWN BY: FR
CHECKED BY: MK
ORIGINAL 05/09/2025
REVISION 1
REVISION 2
REVISION 3
REVISION 4
REVISION 5

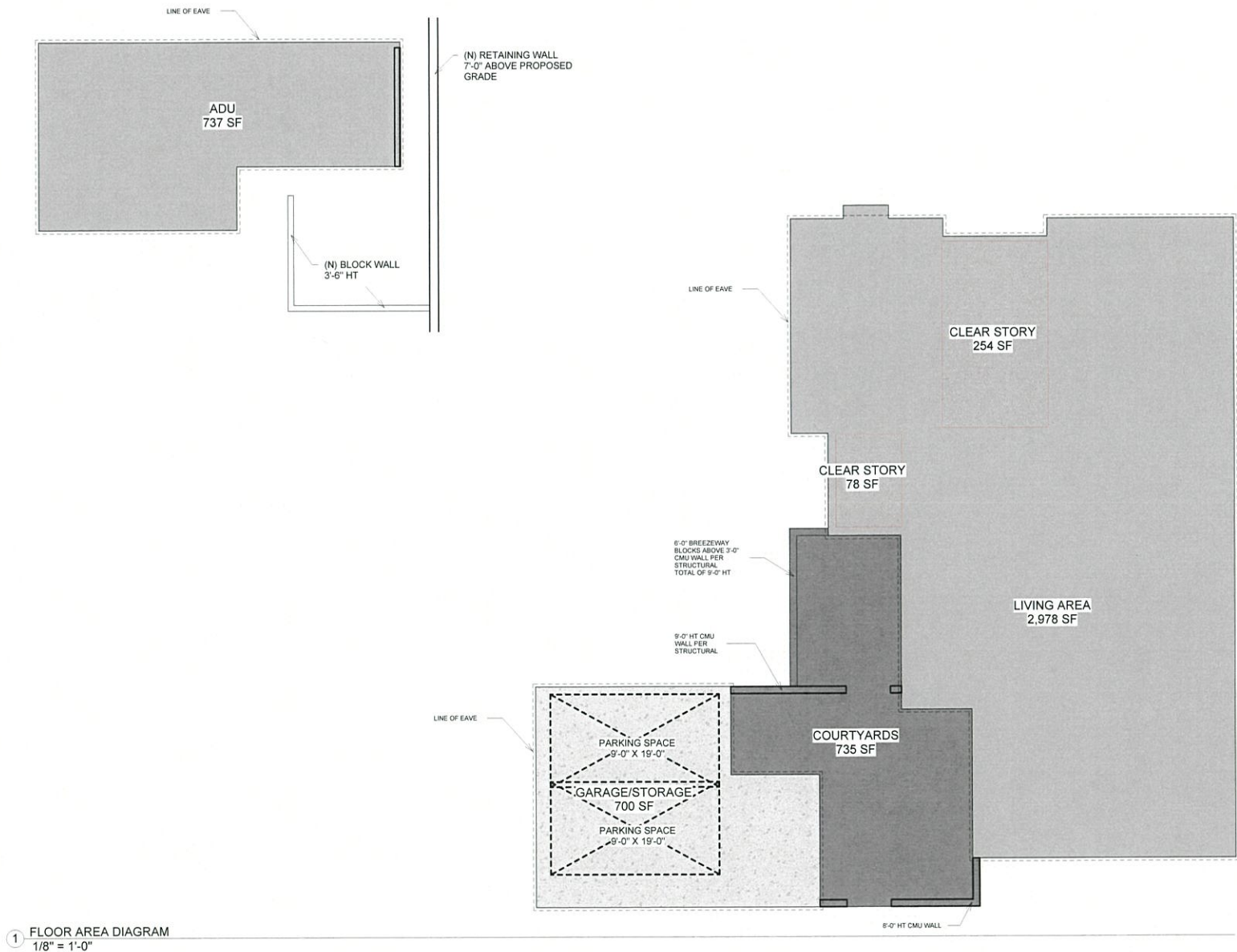
PRELIMINARY
GRADING PLAN
SECTIONS

SCALE: 1" = 10'

C.1.1

SHT 1 OF 1 SHTS

COPYRIGHT 2024 HLLK ARCHITECTS. ALL RIGHTS RESERVED. Any plan neither annotated nor used for any other work except by agreement with the Architect. Written dimensions take precedence over scaled dimensions & shall be verified in the field. Any discrepancy shall be brought to the attention of the Architect prior to commencement of any work. These drawings & related project instruments of service are the property of the Architect.



1 FLOOR AREA DIAGRAM
1/8" = 1'-0"

LEGEND

	LIVING AREA
	CLEAR STORY
	COURTYARD / PATIO
	GARAGE / STORAGE
	ROOF PROJECTIONS

CALCULATIONS

FLOOR AREA RATIO: MAX. ALLOWABLE FLOOR AREA RATIO	
0 SF - 5,000 SF	.6 X 5,000 = 3,000 SF
5,000 SF - 20,000 SF	.3 X 15,000 = 4,500 SF
20,000 SF+	.15 X 5,535 = 830 SF
TOTAL	8,330 SF

PROPOSED GROSS FLOOR AREA:	
Living Area	2,978 SF
Clear Story Area	332 SF
Exterior Courtyards	735 SF
Garage/Storage	700 SF
Subtotal	4,745 SF
Off-Street Parking Exemption	- 400 SF
Total Proposed Gross Floor Area	4,345 SF
ADU	737 SF

NOTES

ALL DIMENSIONS ARE MEASURED FROM THE EXTERIOR WALL SURFACE



5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilary@HLLKarchitects.com



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

DRP 4TH SUBMITTAL
05/14/2025

No.	Description	Date

Drawing Title:
**FLOOR AREA
DIAGRAM**

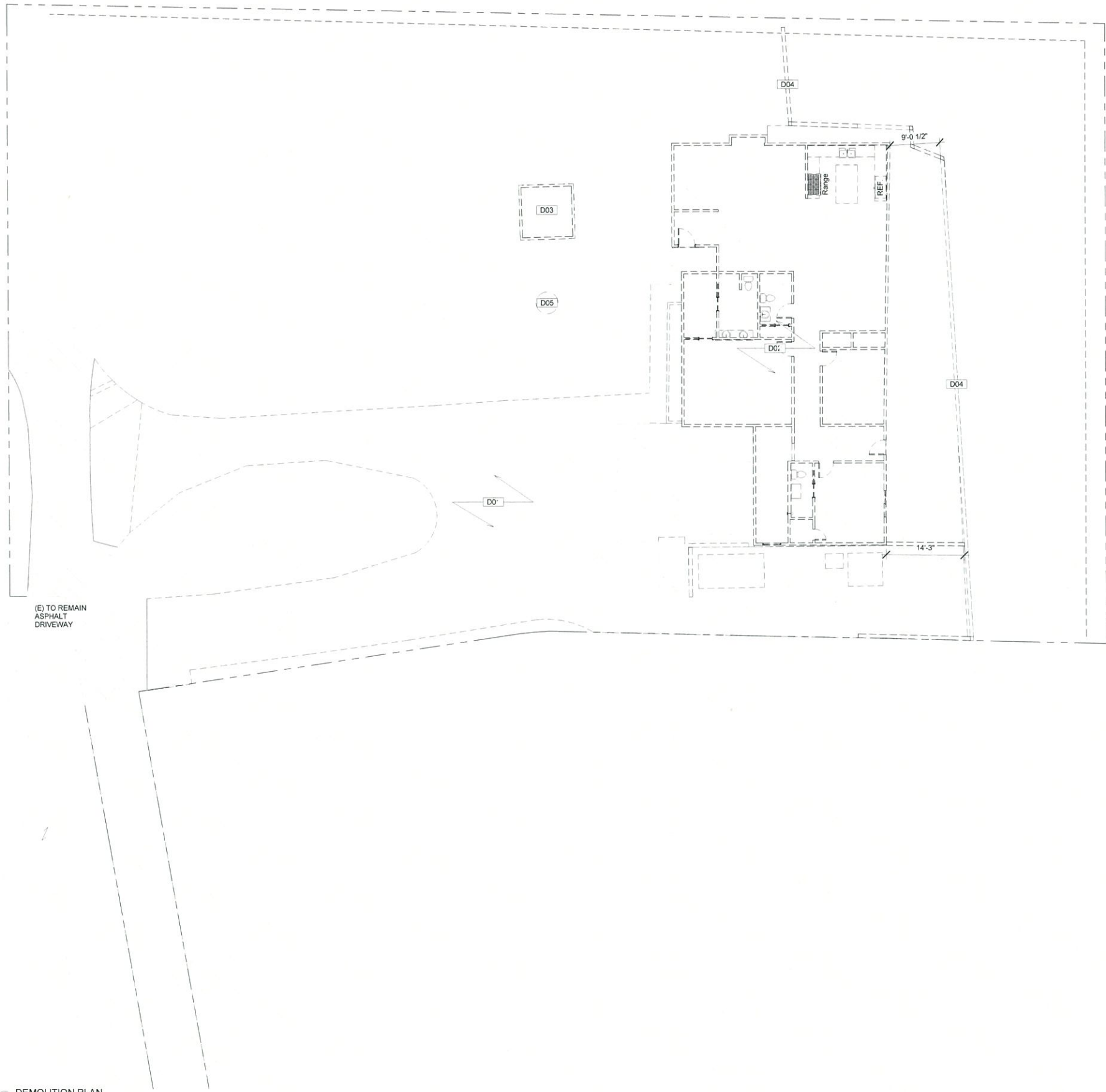
Scale:
As indicated

Sheet Number:
A012

5/16/2025 12:56:09 PM



COPYRIGHT 2024 HLLK ARCHITECTS. ALL RIGHTS RESERVED. These drawings & related project instruments of service are the property of the Architect. They shall neither be used for any other work, except by agreement with the Architect, without the Architect's prior written consent. Any reproduction or use of these drawings without the Architect's prior written consent shall be deemed to be a violation of the Architect's professional seal and shall be subject to the attention of the Architect prior to commencement of any work.



1 DEMOLITION PLAN
1" = 10'-0"



LEGEND

- EXISTING TO BE DEMOLISHED
- EXISTING TO REMAIN
- LIMIT OF WORK
- PROPERTY LINE

KEYNOTES

D01	DEMO (E) DRIVEWAY
D02	DEMO ENTIRE (E) RESIDENCE COMPLETED PER PERMIT #B23-0340. DEMO EXISTING SLAB & FOUNDATIONS.
D03	REMOVE (E) SHED PER CODE VIOLATION NOTICE #CC22-197
D04	DEMO ALL (E) RETAINING WALLS
D05	(E) SEPTIC TANK

NOTES

- THE CONTRACTOR SHALL VERIFY AND ACQUAINT THEMSELVES WITH THE EXISTING CONDITIONS PRIOR TO CONSTRUCTION, INCLUDING BUT NOT LIMITED TO INVESTIGATION OF EXISTING FOOTINGS, FOUNDATION WALLS, RAISED FLOORS AND SLABS.
- CONTRACTOR TO VERIFY FIELD CONDITIONS WITH ARCHITECTURE AND STRUCTURAL PLANS AND SPECIFICATIONS.
- VERIFY IN FIELD WITH ARCHITECT WALLS AND STRUCTURAL ELEMENTS TO BE REMOVED.
- THE OWNER SHALL REMOVE OR IDENTIFY ITEMS THAT THEY WILL RETAIN PRIOR TO THE START OF DEMOLITION. THE REMAINING ITEMS DEMOLISHED BECOME THE PROPERTY OF THE CONTRACTOR AND MUST BE DISPOSED OF PROPERLY OFF-SITE.
- CONTRACTOR SHALL ALLOW FOR CONNECTIONS TO EXISTING PLUMBING AND SEWER LOCATIONS.
- REMOVE ALL LANDSCAPE/HARDSCAPE WHERE INDICATED FOR NEW CONSTRUCTION. PROTECT IN PLACE ALL EXISTING LANDSCAPE/HARDSCAPE TO REMAIN.
- REMOVE ALL EXISTING CONSTRUCTIONS AND FINISHES NECESSARY FOR THE COMPLETION OF THE WORK AS DEPICTED ON THE DRAWINGS, INCLUDING BUT NOT LIMITED TO, ITEMS SHOWN ON THE PLANS TO BE DEMOLISHED. NECESSARY DISCONNECTS AND ALTERATIONS TO EXISTING MECHANICAL AND ELECTRICAL SYSTEMS SHALL BE INCLUDED. CAP OFF OR TIE OFF TO INSURE THE SAFETY OF INDIVIDUALS IN THIS AREA. PATCH AS REQUIRED ALL CONSTRUCTIONS TO REMAIN IN ACCORDANCE WITH THE CONTRACT DRAWINGS.
- THE CONTRACTOR SHALL PROTECT OCCUPIED AREA FROM DUST AND DEBRIS. MAINTAIN BUILDING SYSTEMS NECESSARY TO SUPPORT OCCUPIED AREAS.
- PROTECT IN PLACE ALL EXISTING TO REMAIN. THE CONTRACTOR SHALL PROVIDE ADEQUATE PROTECTION TO ALL EXISTING WORK, FURNISHINGS, AND FIXTURES / APPLIANCES THAT ARE TO BE RETAINED TO PREVENT DAMAGE.
- PATCH ALL FINISHES TO MATCH EXISTING. VERIFY MATCH WITH OWNER AND/OR ARCHITECT.
- ALL DEMOLISHED ITEMS AND MATERIALS TO BE REMOVED FROM SITE AND SAFELY DISPOSED OF IN ACCORDANCE WITH APPLICABLE LAWS AND REGULATIONS, UNLESS SPECIFIED OTHERWISE BY OWNER.
- A MINIMUM OF 65 PERCENT OF THE CONSTRUCTION WASTE GENERATED AT THE SITE IS DIVERTED TO RECYCLE OR SALVAGE PER CGBSC SECTION 4.408.1 AND CITY ORDINANCE.



5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilary@HLLKarchitects.com



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

DRP 4TH SUBMITTAL
05/14/2025

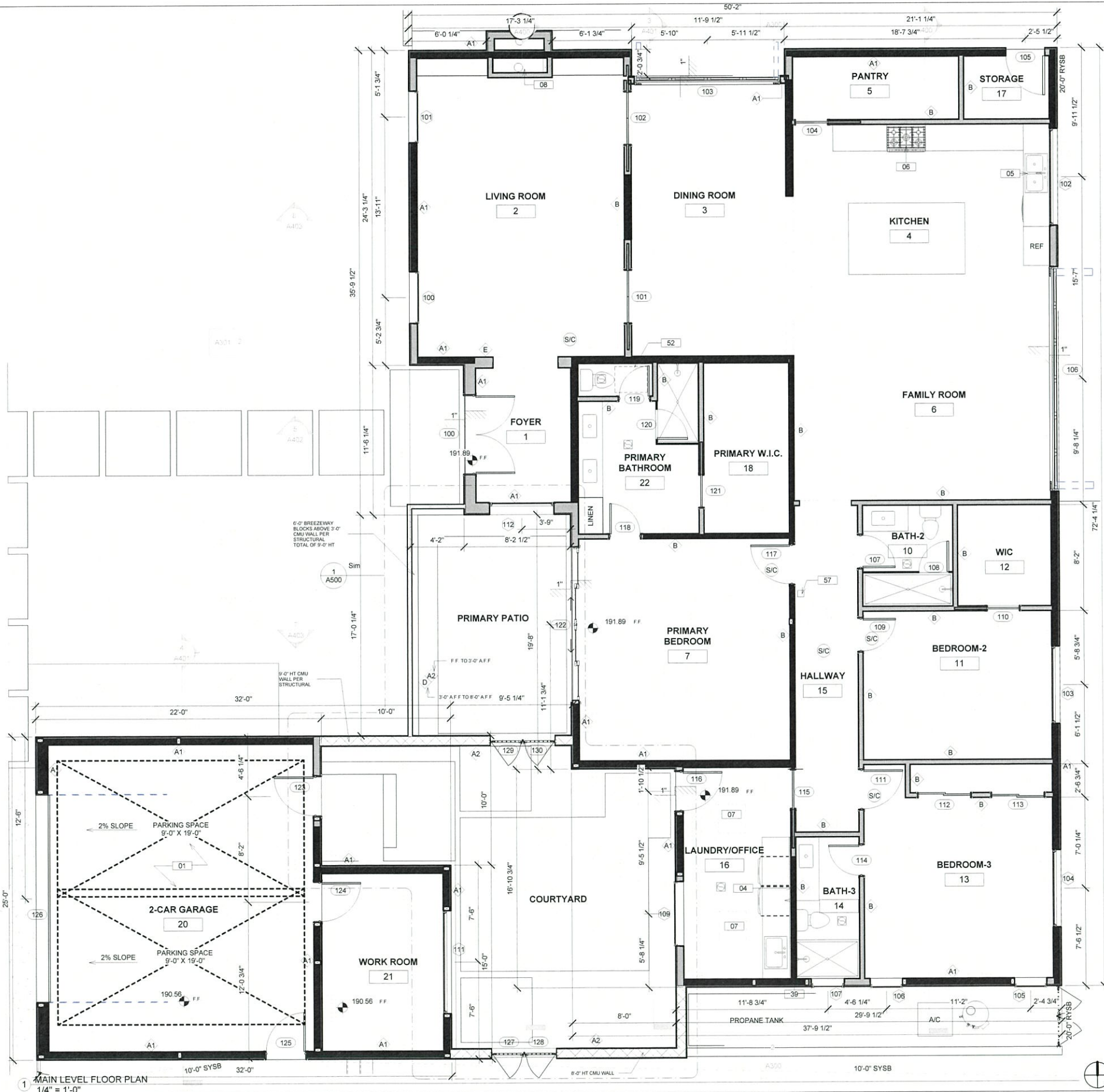
No.	Description	Date

Drawing Title:
DEMO PLAN

Scale:
As indicated

Sheet Number:
A110

COPYRIGHT 2024 HLLK ARCHITECTS. ALL RIGHTS RESERVED.
These drawings & related project instruments of service are the property of the Architect. They shall not be reproduced or used for any other work without the written consent of the Architect. Any dimensions that are in conflict with the notes shall be updated in the field. Any discrepancies and be brought to the attention of the Architect prior to commencement of any work.



LEGEND

	NEW WALLS
	SHEER WALL
	PROPERTY LINE
	WINDOW TAG, REFER TO SCHEDULE
	DOOR TAG, REFER TO SCHEDULE
	WALL TAG, REFER TO SCHEDULE
	SMOKE DETECTOR / CARBON MONOXIDE
	EXHAUST FAN

KEYNOTES

01	(N) SLAB PER STRUCTURAL
04	WALL LOCATION OF WASHER/DRYER HOOKUP
05	(N) FULL-SIZE KITCHEN SINK
06	(N) RANGE HOOD WITH MINIMUM CAPACITY OF 110 CFM
07	(N) SKYLIGHTS ABOVE
08	(N) INDOOR/OUTDOOR FIREPLACE
39	(N) 4" ROUND CLOTHES DRYER VENT TO TERMINATE AT EXTERIOR WALL
52	ATTIC ACCESS
57	(N) INDOOR AIR QUALITY (IAQ) FAN - 115 CFM.

NOTES

- ALL DISCREPANCIES IN DIMENSIONS SHALL BE REPORTED TO THE ARCHITECT. ALL CHANGES / CLARIFICATIONS SHALL BE MADE BY THE ARCHITECT'S REPRESENTATIVE.
- ALL FIRE & CARBON MONOXIDE ALARMS TO BE ON A DEDICATED CIRCUIT.
- ALL ROOFING TO BE SPANISH TILE ROOFING.
- ALL FLAT ROOFS TO HAVE MINIMUM SLOPE OF 1/4" : 12".
- NEW SMALL INSTANTANEOUS WATER HEATER .5 GALLON W/ .92 ENERGY FACTOR AND <=200 KBTU/HR.
- EXHAUST DUCTS AND DRYER VENTS SHALL BE EQUIPPED WITH BACK-DRAFT DAMPERS.
- ENVIRONMENTAL AIR DUCTS AND EXHAUST TERMINATIONS SHALL TERMINATE NOT LESS THAN 3' FROM A PROPERTY LINE AND 3' FROM OPENINGS INTO THE BUILDING
- ATTIC/UNDERFLOOR INSTALLATION MUST COMPLY WITH SECTIONS 904, 908, AND 909 OF THE CALIFORNIA MECHANICAL CODE (CMC)
- PROVIDE R-21 INSULATION @ 2x6 WALLS & R-30 INSULATION @ (N) ROOFS PER ENERGY CALCS. R-13 @ INTERIOR OF CONCRETE WALL
- INTERIOR SPACES INTENDED FOR HUMAN OCCUPANCY SHALL BE PROVIDED WITH A SPACE-HEATING SYSTEM CAPABLE OF MAINTAINING A MIN. INDOOR TEMPERATURE OF 86 DEGREES F.
- VENTILATION FANS TO PROVIDE A MINIMUM OF 50 CFMS.
- ALL DIMENSIONS ARE MEASURED FROM THE EXTERIOR WALL SURFACES.



5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilary@HLLKarchitects.com



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

DRP 4TH SUBMITTAL
05/14/2025

No.	Description	Date

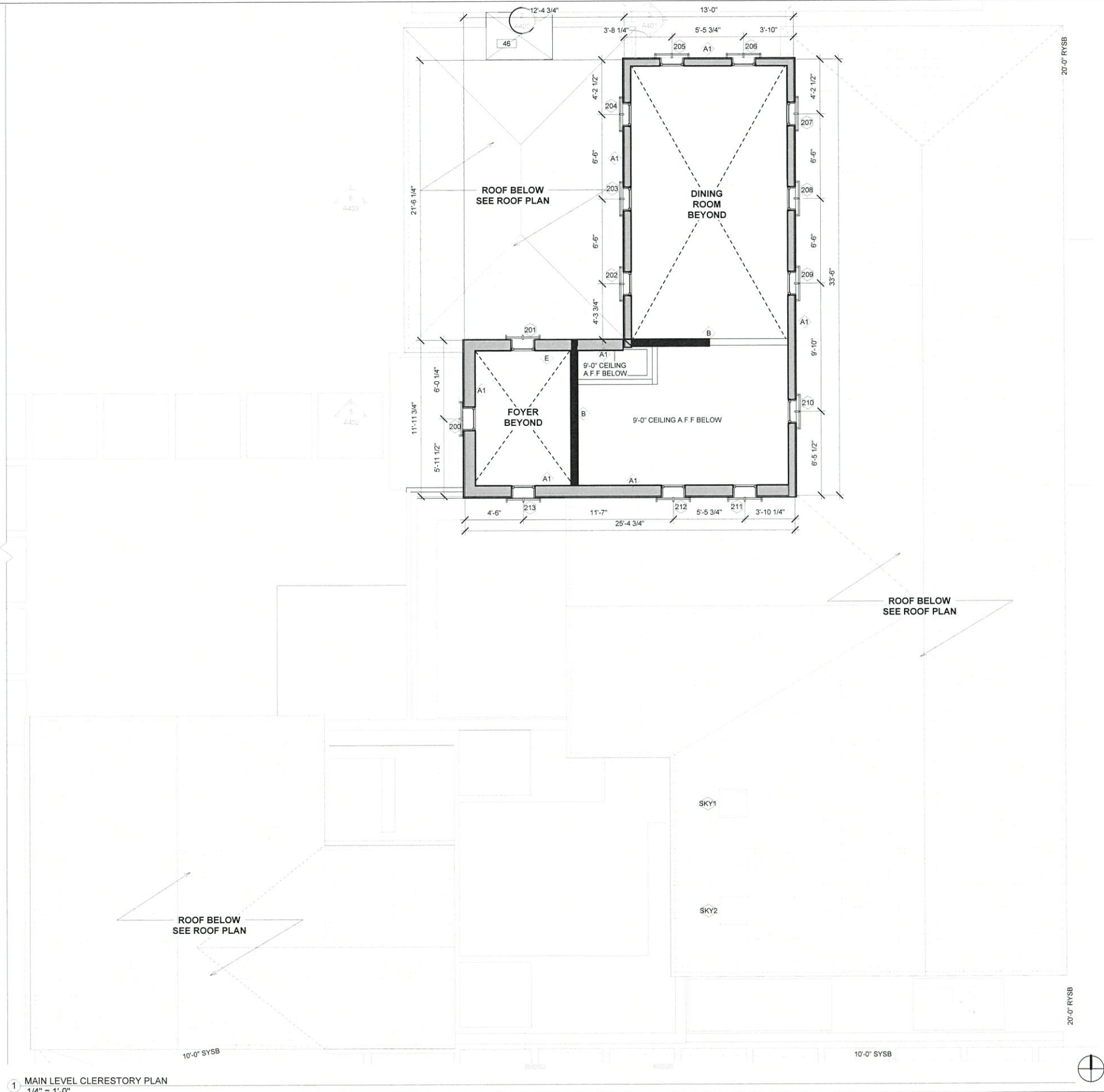
Drawing Title:
**MAIN RESIDENCE
FLOOR PLAN**

Scale:
1/4" = 1'-0"

Sheet Number:
A200

5/16/2025 12:56:15 PM

Copyright 2024 HLLK Architects. All rights reserved. These drawings are the property of HLLK Architects. Any and all other work except by agreement with the Architect. Written dimensions take precedence over scaled dimensions and shall be verified in the field. Any discrepancy shall be brought to the attention of the Architect prior to commencement of any work.



LEGEND

	NEW WALLS
	SHEER WALL
	PROPERTY LINE
	WINDOW TAG, REFER TO SCHEDULE
	DOOR TAG, REFER TO SCHEDULE
	WALL TAG, REFER TO SCHEDULE
	SMOKE DETECTOR / CARBON MONOXIDE
	EXHAUST FAN

KEYNOTES

46 (N) CHIMNEY

NOTES

1. ALL DISCREPANCIES IN DIMENSIONS SHALL BE REPORTED TO THE ARCHITECT. ALL CHANGES / CLARIFICATIONS SHALL BE MADE BY THE ARCHITECT'S REPRESENTATIVE.
2. ALL FIRE & CARBON MONOXIDE ALARMS TO BE ON A DEDICATED CIRCUIT.
3. ALL ROOFING TO BE SPANISH TILE ROOFING.
4. ALL FLAT ROOFS TO HAVE MINIMUM SLOPE OF 1/4" : 12".
5. NEW SMALL INSTANTANEOUS WATER HEATER. .5 GALLON W/ .92 ENERGY FACTOR AND <=200 KBTU/HR.
6. EXHAUST DUCTS AND DRYER VENTS SHALL BE EQUIPPED WITH BACK-DRAFT DAMPERS.
7. ENVIRONMENTAL AIR DUCTS AND EXHAUST TERMINATIONS SHALL TERMINATE NOT LESS THAN 3' FROM A PROPERTY LINE AND 3' FROM OPENINGS INTO THE BUILDING
8. ATTIC/UNDERFLOOR INSTALLATION MUST COMPLY WITH SECTIONS 904, 908, AND 909 OF THE CALIFORNIA MECHANICAL CODE (CMC)
9. PROVIDE R-21 INSULATION @ 2x6 WALLS & R-30 INSULATION @ (N) ROOFS PER ENERGY CALCS. R-13 @ INTERIOR OF CONCRETE WALL
10. INTERIOR SPACES INTENDED FOR HUMAN OCCUPANCY SHALL BE PROVIDED WITH A SPACE-HEATING SYSTEM CAPABLE OF MAINTAINING A MIN. INDOOR TEMPERATURE OF 66 DEGREES F.
12. VENTILATION FANS TO PROVIDE A MINIMUM OF 50 CFMS.
13. ALL DIMENSIONS ARE MEASURED FROM THE EXTERIOR WALL SURFACES.



5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilary@HLLKarchitects.com



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

DRP 4TH SUBMITTAL
05/14/2025

No.	Description	Date

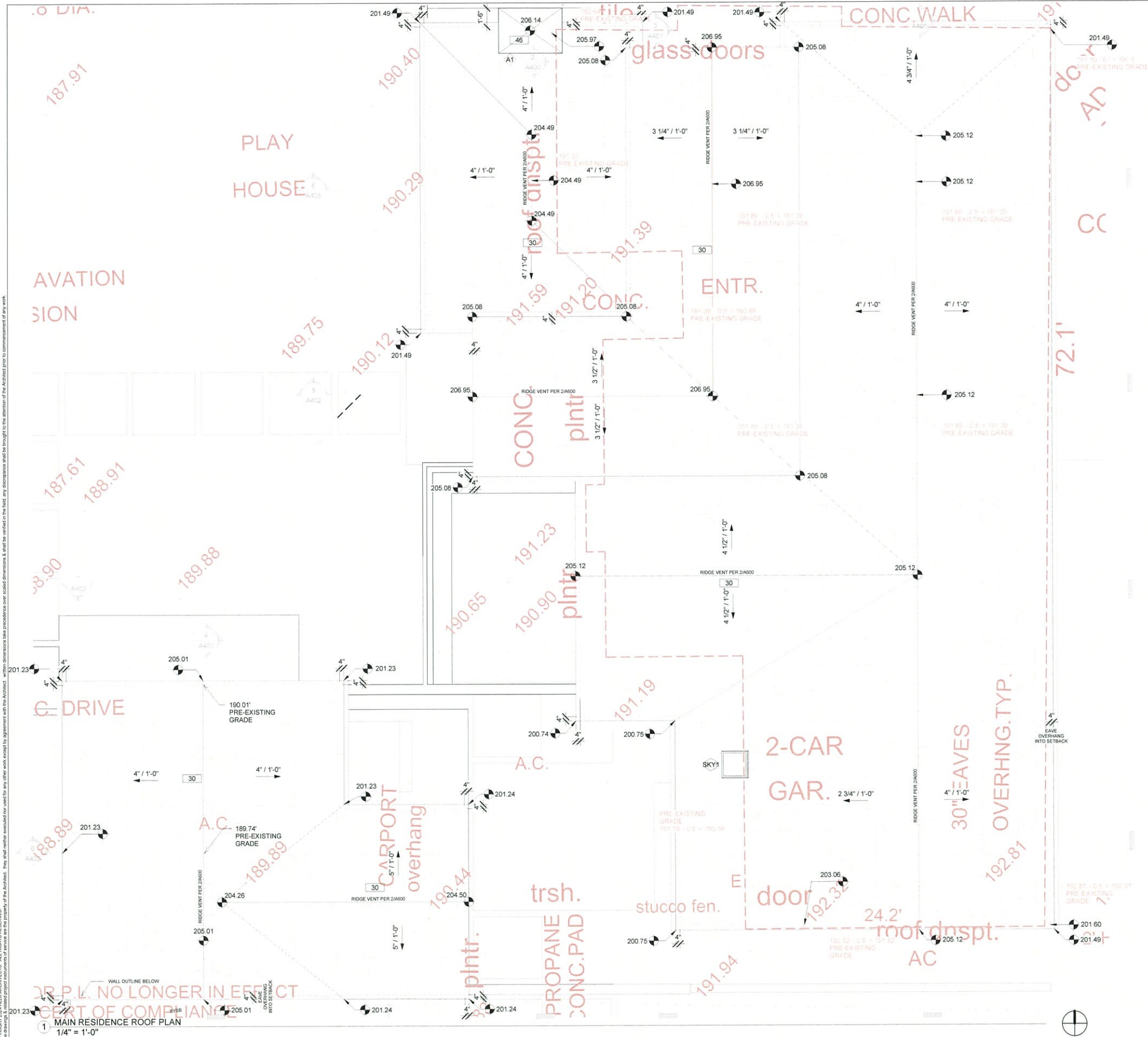
Drawing Title:
**MAIN RESIDENCE
CLERESTORY PLAN**

Scale:
1/4" = 1'-0"

Sheet Number:
A201

5/16/2025 12:56:16 PM

Copyright 2024 HLLK Architects. All rights reserved. This drawing is the property of HLLK Architects and is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of HLLK Architects. Any other work, used by agreement with the Architect, without the prior written permission of HLLK Architects, shall be voided in the field. Any discrepancies shall be brought to the attention of the Architect prior to commencement of any work.



LEGEND

- SLOPE DIRECTION
- PROPERTY LINE
- OUTLINE OF WALL BELOW
- LINE OF PREVIOUS BUILDING

KEYNOTES

30	(N) SPANISH TILE ROOF ESR#
46	(N) CHIMNEY

NOTES

1. ALL DISCREPANCIES IN DIMENSIONS SHALL BE REPORTED TO THE ARCHITECT. ALL CHANGES / CLARIFICATIONS SHALL BE MADE BY THE ARCHITECT'S REPRESENTATIVE.
2. FIRE SPRINKLERS ARE NOT REQUIRED FOR THIS PROJECT.
3. ALL FIRE & CARBON MONOXIDE ALARMS TO BE ON A DEDICATED CIRCUIT.
4. ALL ROOFING TO BE 'CLASS A'.
5. ALL FLAT ROOFS TO HAVE MINIMUM SLOPE OF 1/4" : 12".
6. EXHAUST DUCTS AND DRYER VENTS SHALL BE EQUIPPED WITH BACK-DRAFT DAMPERS.
7. ENVIRONMENTAL AIR DUCTS AND EXHAUST TERMINATIONS SHALL TERMINATE NOT LESS THAN 3' FROM A PROPERTY LINE AND 3' FROM OPENINGS INTO THE BUILDING.
8. ATTIC/UNDERFLOOR INSTALLATION MUST COMPLY WITH SECTIONS 904, 908, AND 909 OF THE CALIFORNIA MECHANICAL CODE (CMC).
9. PROVIDE R-13 INSULATION @ (N) WALLS, R-19 INSULATION @ (N) CRAWLSPACE & (N) FLOORS, & R-30 INSULATION @ (N) ROOFS PER ENERGY CALCS.
10. INTERIOR SPACES INTENDED FOR HUMAN OCCUPANCY SHALL BE PROVIDED WITH A SPACE-HEATING SYSTEM CAPABLE OF MAINTAINING A MIN. INDOOR TEMPERATURE OF 66 DEGREES F.
11. PROVIDE (N) HVAC UNIT PER ENERGY CALCS.
12. VENTILATION FANS TO PROVIDE A MINIMUM OF 50 CFMS.

ROOF VENT CALCS:

MAIN RESIDENCE ROOF AREA:

VENTED SPACE:
2968 SF

REQUIRED VENTILATION:
2968/ 150 SF = 19.78 = 2,849.28 SQ IN

RIDGE VENTS:

GARAGE ROOF AREA:

VENTED SPACE:
700 SF

REQUIRED VENTILATION:
700/ 150 SF = 19.78 = 672.48 SQ IN

VENTS:



5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilarly@HLLKarchitects.com



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

DRP 4TH SUBMITTAL
05/14/2025

No.	Description	Date

Drawing Title:

**MAIN RESIDENCE
ROOF PLAN**

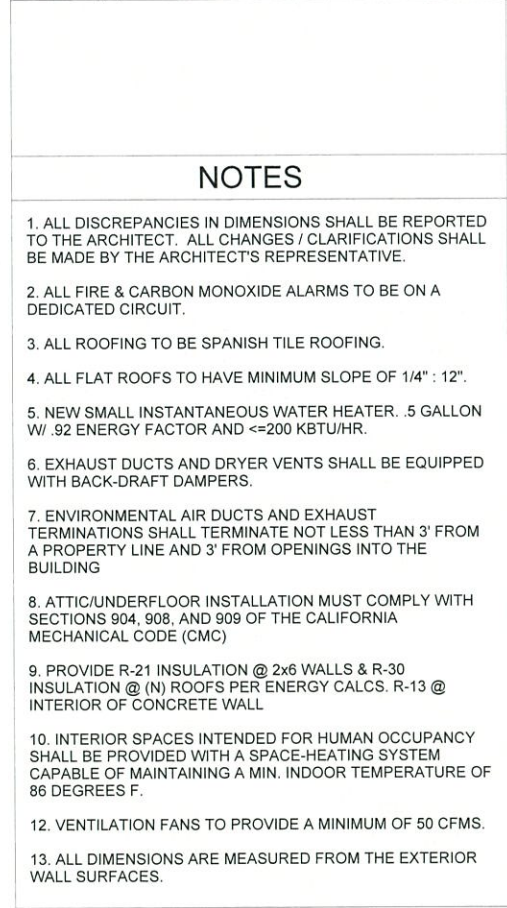
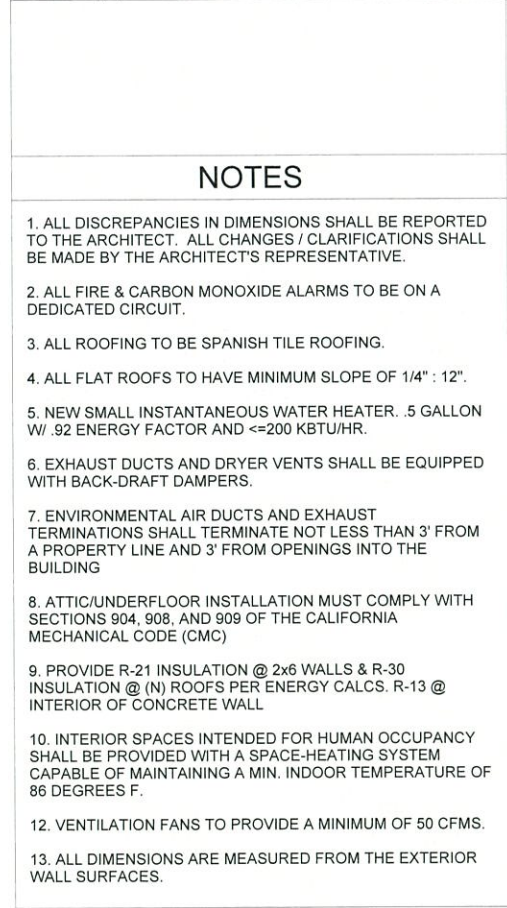
Scale:

As indicated

Sheet Number:

A203

5/16/2025 12:56:18 PM



HLLK

ARCHITECTS

5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilary@HLLKarchitects.com

LICENSED ARCHITECT
LINDSAY KING
L. King
C-37358
07.31.2025
RENEWAL DATE
STATE OF CALIFORNIA

RIGGIO RESIDENCE

1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

DRP 4TH SUBMITTAL
05/14/2025

No.	Description	Date

Drawing Title:

ADU FLOOR AND ROOF PLAN

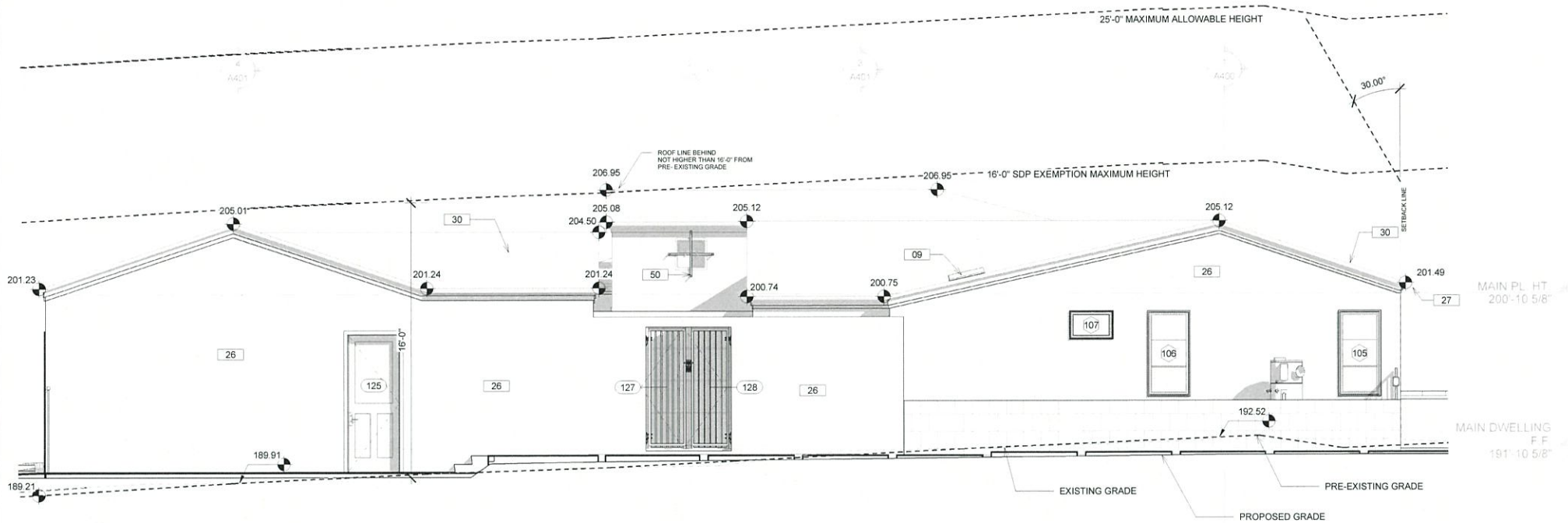
Scale:

1/4" = 1'-0"

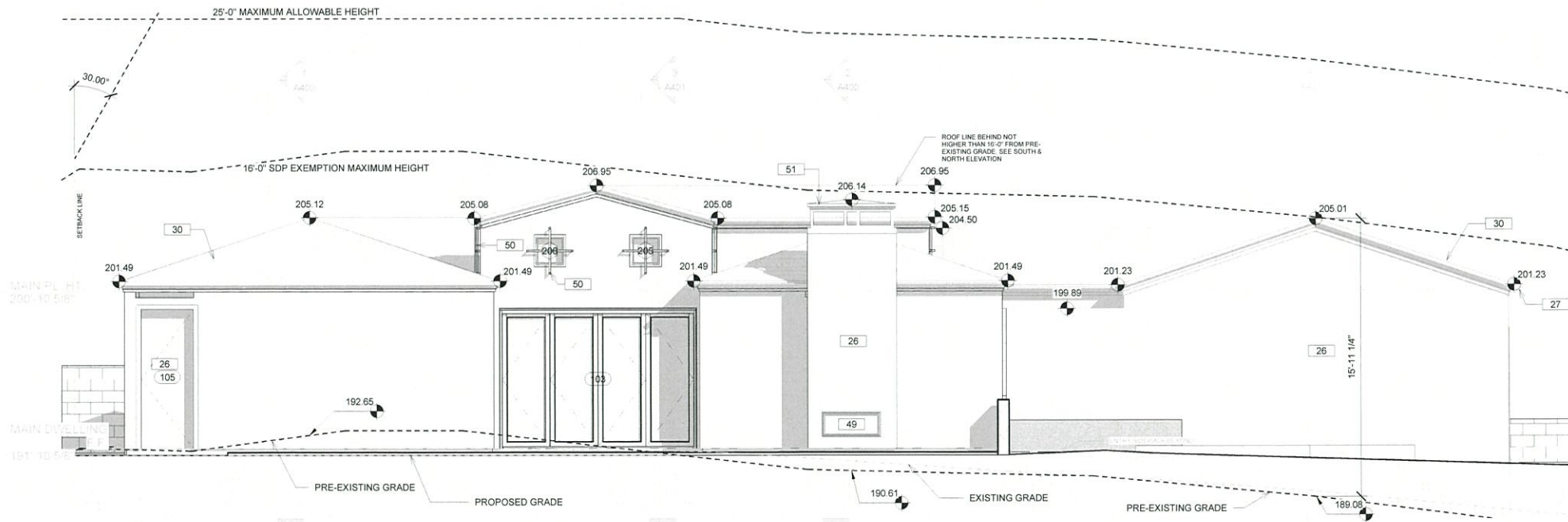
Sheet Number:

A210

COPYRIGHT 2024 HLLK ARCHITECTS. ALL RIGHTS RESERVED.
These drawings are the property of the Architect. Any and all other work created for any other work except by agreement with the Architect, within documents shall precedence over stated dimensions & shall be verified in the field. Any discrepancy shall be brought to the attention of the Architect prior to commencement of any work.



2 SOUTH ELEVATION
1/4" = 1'-0"



1 NORTH ELEVATION
1/4" = 1'-0"

LEGEND

	WALL/ROOF CEILING CUT SECTION
	ATTIC AREA
	PROPERTY LINE
	HEIGHT LIMIT
	SLOPE ARROW
	WINDOW TAG, REFER TO SCHEDULE
	DOOR TAG, REFER TO SCHEDULE
	WALL TAG, REFER TO SCHEDULE
	PRE-EXISTING GRADE (ORIGINAL GRADE)
	EXISTING GRADE (MODIFIED GRADE)
	PROPOSED GRADE

NOTES

1. THE CONTRACTOR SHALL VERIFY AND ACQUAINT THEMSELVES WITH THE EXISTING CONDITIONS PRIOR TO CONSTRUCTION, INCLUDING BUT NOT LIMITED TO INVESTIGATION OF EXISTING FOOTINGS, FOUNDATION WALLS, RAISED FLOORS AND SLABS.
2. ALL ROOFING TO BE 'CLASS A'
3. ALL FLAT ROOFS TO HAVE MINIMUM SLOPE OF 1/4" : 12"
4. PROVIDE R-21 INSULATION @ 2x6 WALLS & R-30 INSULATION @ (N) ROOFS PER ENERGY CALCS. R-13 @ INTERIOR OF CONCRETE WALL

KEYNOTES

09	(N) SKYLIGHT
26	(N) SANTA BARBARA SMOOTH STUCCO
27	(N) HALF ROUND GUTTER
30	(N) SPANISH TILE ROOF ESR#
49	(N) OUTDOOR FIREPLACE
50	(N) DECORATIVE WROUGHT IRON
51	(N) CHIMNEY SHROUD



5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilary@HLLKarchitects.com



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

DRP 4TH SUBMITTAL
05/14/2025

No.	Description	Date

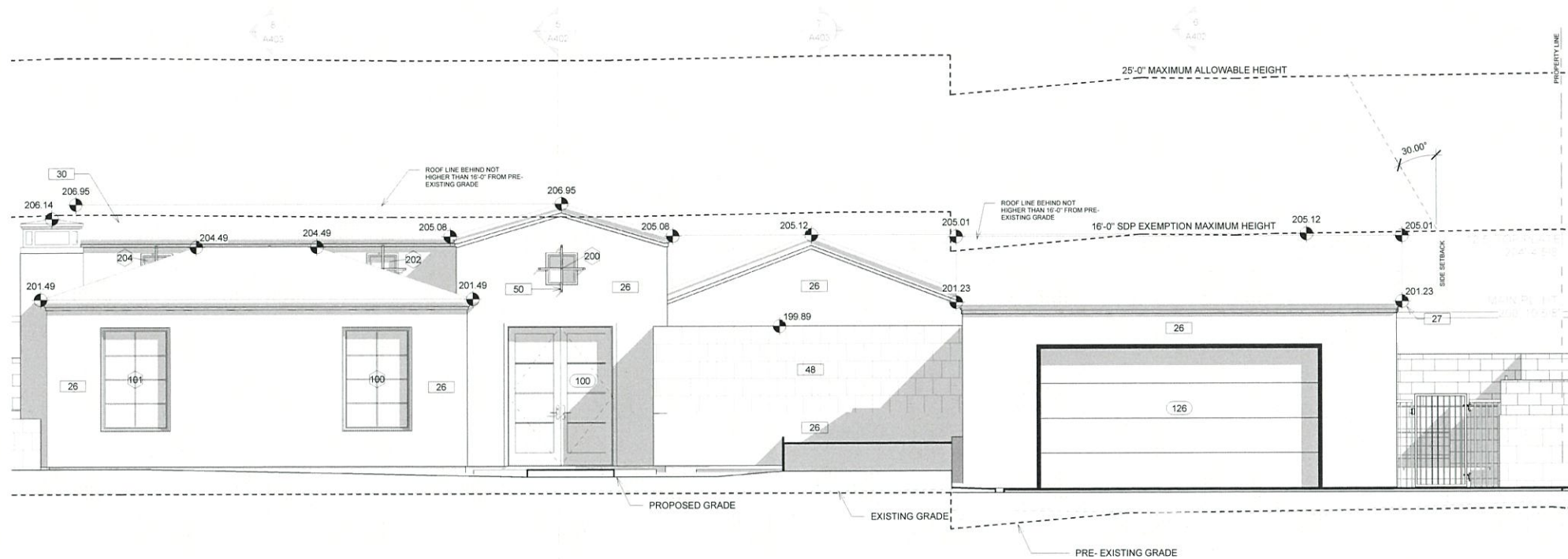
Drawing Title:
**MAIN RESIDENCE
ELEVATIONS**

Scale:
1/4" = 1'-0"

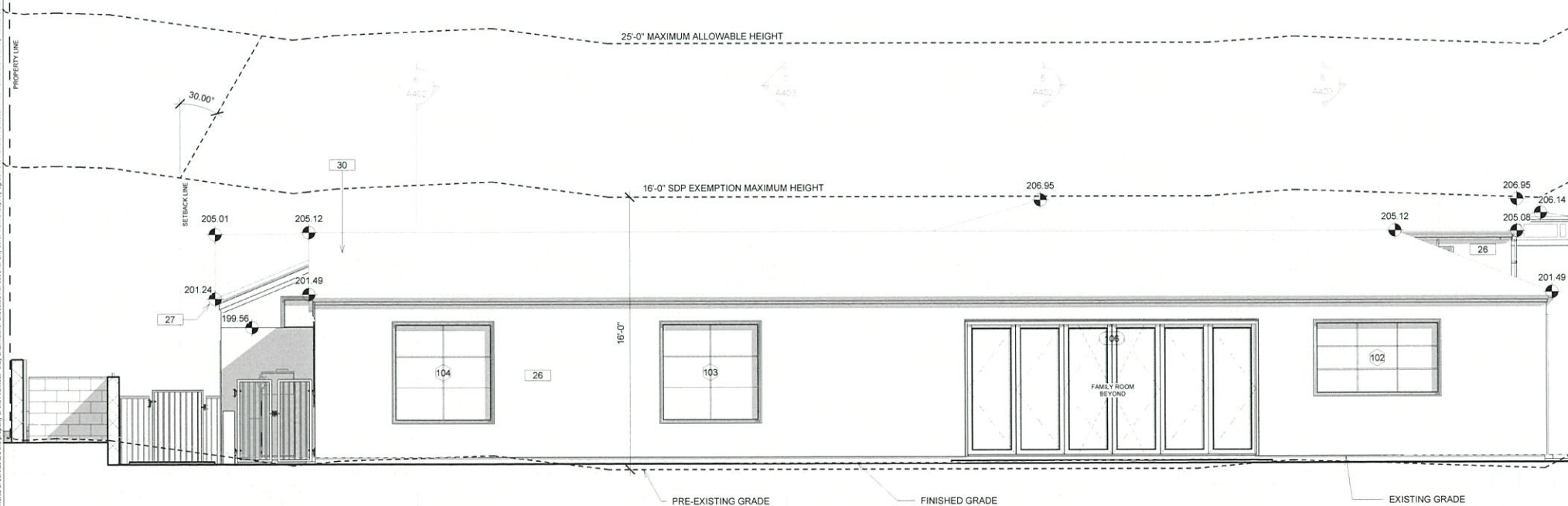
Sheet Number:
A300

5/16/2025 12:56:27 PM

COPYRIGHT 2024 HLLK ARCHITECTS. ALL RIGHTS RESERVED.
These drawings are the property of the Architect. They shall not be reproduced or used for any other work except by agreement with the Architect. Written dimensions take precedence over scaled dimensions & shall be verified in the field. Any discrepancy shall be brought to the attention of the Architect prior to commencement of any work.



2 WEST ELEVATION
1/4" = 1'-0"



1 EAST ELEVATION
1/4" = 1'-0"

LEGEND

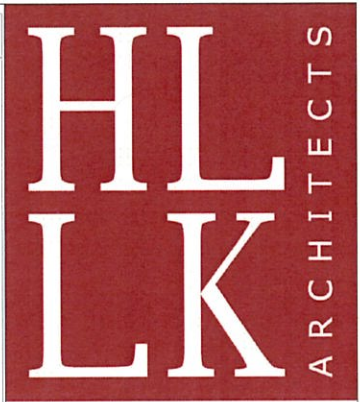
- WALL/ROOF CEILING CUT SECTION
- ATTIC AREA
- PROPERTY LINE
- HEIGHT LIMIT
- SLOPE ARROW
- WINDOW TAG, REFER TO SCHEDULE
- DOOR TAG, REFER TO SCHEDULE
- WALL TAG, REFER TO SCHEDULE
- PRE-EXISTING GRADE (ORIGINAL GRADE)
- EXISTING GRADE (MODIFIED GRADE)
- PROPOSED GRADE

NOTES

1. THE CONTRACTOR SHALL VERIFY AND ACQUAINT THEMSELVES WITH THE EXISTING CONDITIONS PRIOR TO CONSTRUCTION; INCLUDING BUT NOT LIMITED TO INVESTIGATION OF EXISTING FOOTINGS, FOUNDATION WALLS, RAISED FLOORS AND SLABS.
2. ALL ROOFING TO BE 'CLASS A'
3. ALL FLAT ROOFS TO HAVE MINIMUM SLOPE OF 1/4" : 12"
4. PROVIDE R-21 INSULATION @ 2x6 WALLS & R-30 INSULATION @ (N) ROOFS PER ENERGY CALCS. R-13 @ INTERIOR OF CONCRETE WALL

KEYNOTES

26	(N) SANTA BARBARA SMOOTH STUCCO
27	(N) HALF ROUND GUTTER
30	(N) SPANISH TILE ROOF ESR#
48	(N) BREEZEWAY BLOCK WALL
50	(N) DECORATIVE WROUGHT IRON



5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilary@HLLKarchitects.com



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

DRP 4TH SUBMITTAL
05/14/2025

No.	Description	Date

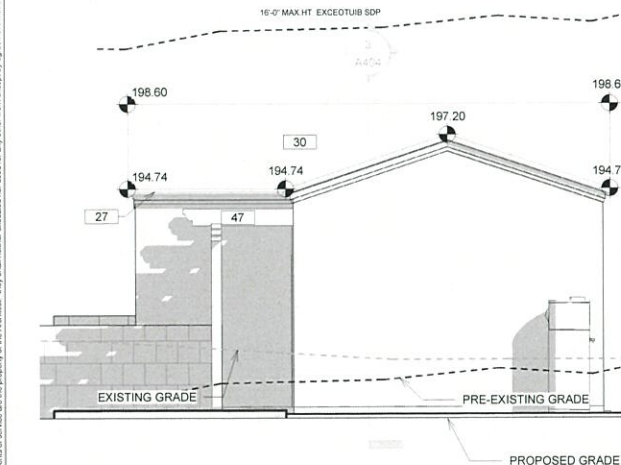
Drawing Title:
MAIN RESIDENCE
ELEVATIONS

Scale:
1/4" = 1'-0"

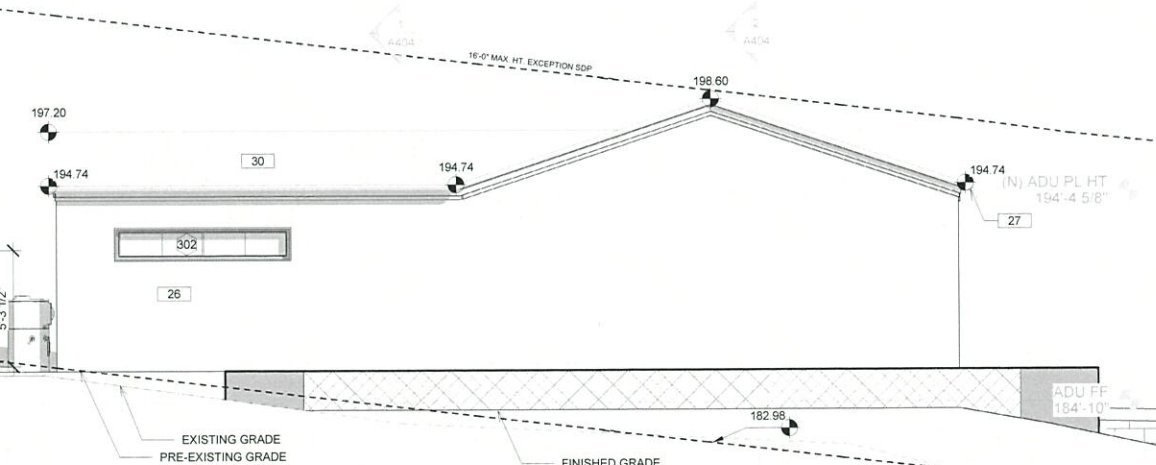
Sheet Number:
A301

5/16/2025 12:56:33 PM

COPYRIGHT 2024 HLLK ARCHITECTS. ALL RIGHTS RESERVED.



③ ADU EAST ELEVATION
1/4" = 1'-0"



① ADU NORTH ELEVATION
1/4" = 1'-0"

WALL/ROOF CEILING CUT SECTION
ATTIC AREA
PROPERTY LINE
HEIGHT LIMIT
SLOPE ARROW
WINDOW TAG, REFER TO SCHEDULE
DOOR TAG, REFER TO SCHEDULE
WALL TAG, REFER TO SCHEDULE
PRE-EXISTING GRADE (ORIGINAL GRADE)
EXISTING GRADE (MODIFIED GRADE)
PROPOSED GRADE

1. THE CONTRACTOR SHALL VERIFY AND ACQUAINT THEMSELVES WITH THE EXISTING CONDITIONS PRIOR TO CONSTRUCTION; INCLUDING BUT NOT LIMITED TO INVESTIGATION OF EXISTING FOOTINGS, FOUNDATION WALLS, RAISED FLOORS AND SLABS.
2. ALL ROOFING TO BE 'CLASS A'
3. ALL FLAT ROOFS TO HAVE MINIMUM SLOPE OF 1/4" : 12"
4. PROVIDE R-21 INSULATION @ 2x6 WALLS & R-30 INSULATION @ (N) ROOFS PER ENERGY CALCS. R-13 @ INTERIOR OF CONCRETE WALL

26	(N) SANTA BARBARA SMOOTH STUCCO
27	(N) HALF ROUND GUTTER
30	(N) SPANISH TILE ROOF ESR#
47	(N) ADU TRELLIS PER STRUCTURAL



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

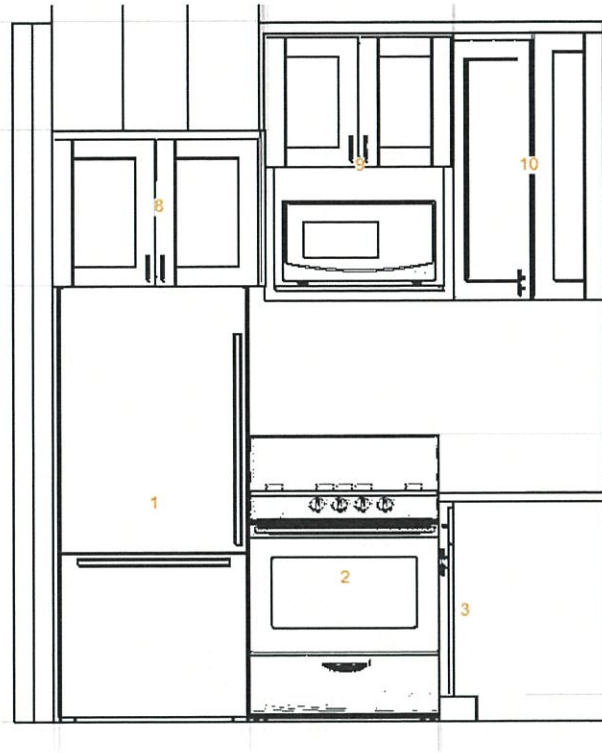
[illegible]

A302

COPYRIGHT 2024 HLLK ARCHITECTS. ALL RIGHTS RESERVED.
These drawings & related project instruments of service are the property of the Architect. They shall neither be reproduced nor used for any other work except by agreement with the Architect. Written dimensions take precedence over scaled dimensions & shall be verified in the field. Any discrepancy shall be brought to the attention of the Architect prior to commencement of any work.



3 ADU Peninsula View Elevation
1 1/2" = 1'-0"



2 ADU Range View Elevation
1 1/2" = 1'-0"



1 ADU Sink view elevation
1 1/2" = 1'-0"



6 ADU Kitchen 3D View3
1 1/2" = 1'-0"



4 ADU Kitchen 3D view 2
1 1/2" = 1'-0"



5 ADU Kitchen 3d View1
1 1/2" = 1'-0"

HLLK ARCHITECTS

5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilary@HLLKarchitects.com



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

DRP 4TH SUBMITTAL
05/14/2025

No.	Description	Date

Drawing Title:

**ADU KITCHEN
CABINETRY
ELEVATION**

Scale:

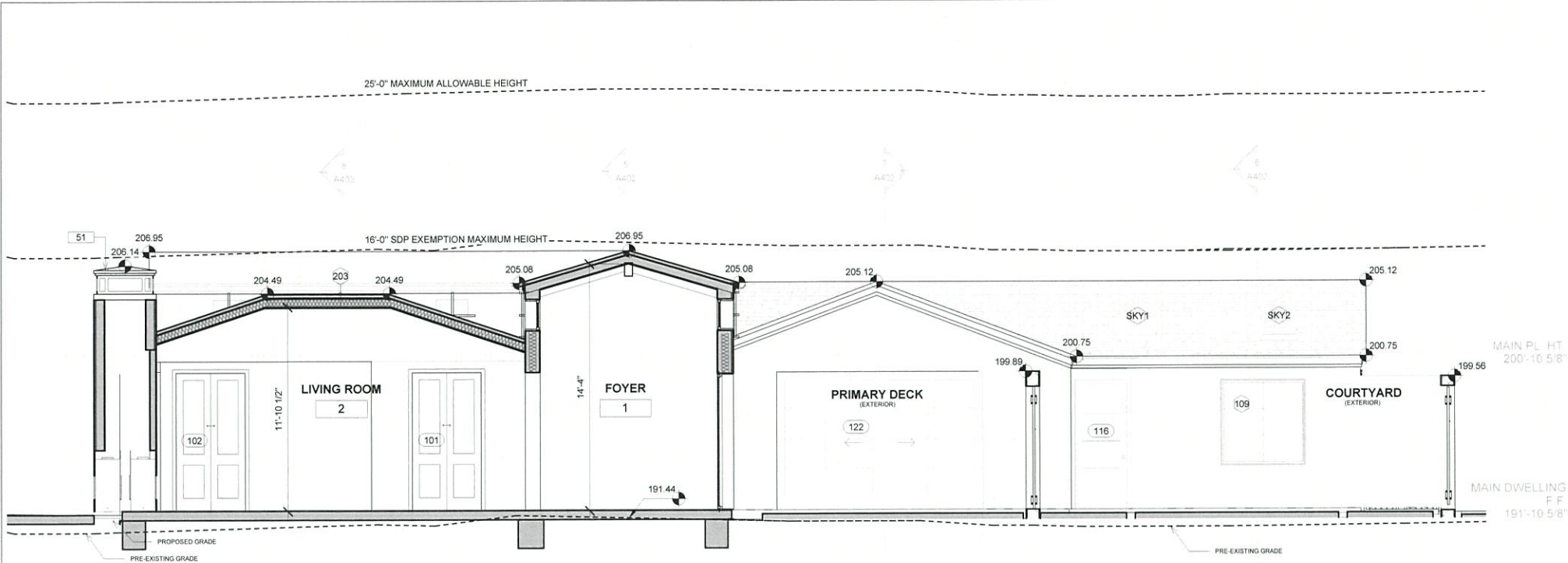
1 1/2" = 1'-0"

Sheet Number:

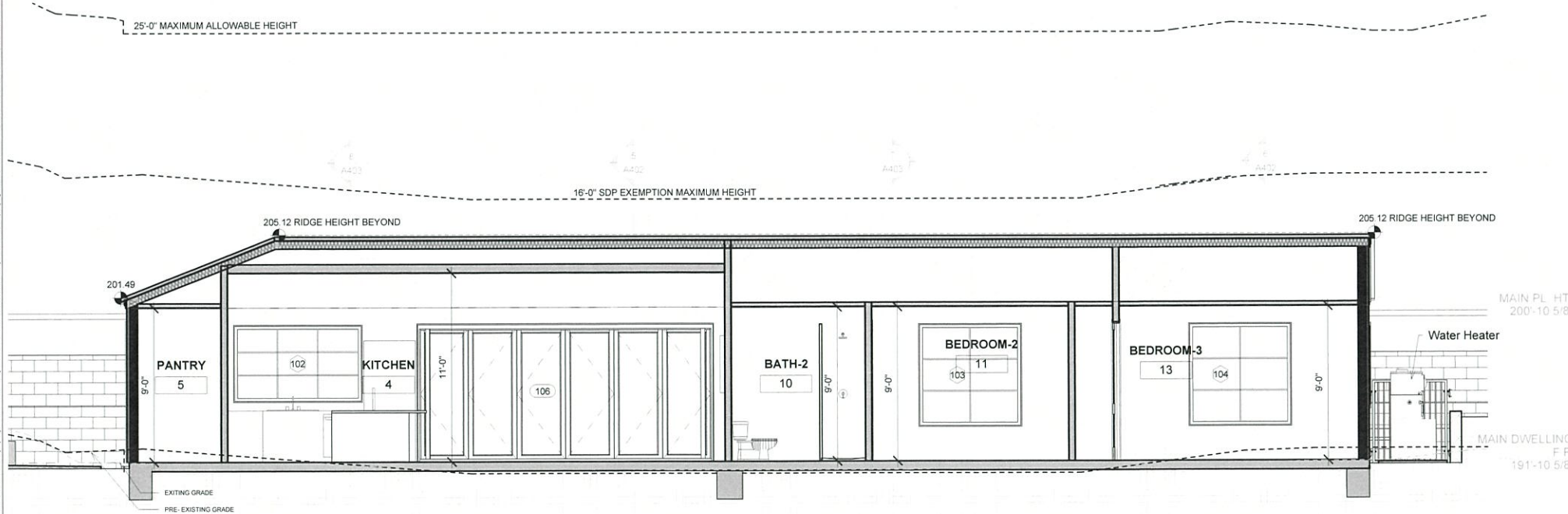
A303

5/16/2025 12:56:30 PM

COPYRIGHT 2024 HLLK ARCHITECTS. ALL RIGHTS RESERVED.
These drawings & related project instruments of service are the property of the Architect. They shall neither be reproduced nor used for any other work except by agreement with the Architect. Written dimensions take precedence over scaled dimensions & shall be verified in the field. Any discrepancy shall be brought to the attention of the Architect prior to commencement of any work.



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



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

LEGEND

- WALL/ROOF CEILING CUT SECTION
- ATTIC AREA
- PROPERTY LINE
- HEIGHT LIMIT
- SLOPE ARROW
- WINDOW TAG, REFER TO SCHEDULE
- DOOR TAG, REFER TO SCHEDULE
- WALL TAG, REFER TO SCHEDULE
- PRE-EXISTING GRADE (ORIGINAL GRADE)
- EXISTING GRADE (MODIFIED GRADE)
- PROPOSED GRADE

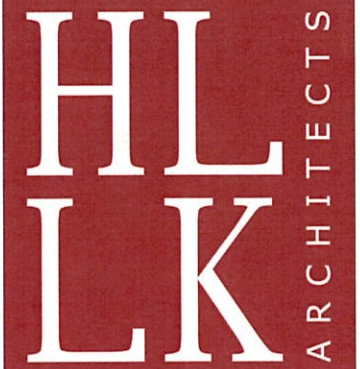
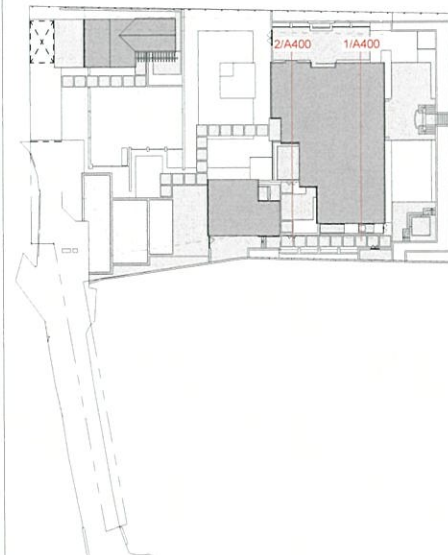
NOTES

- THE CONTRACTOR SHALL VERIFY AND ACQUAINT THEMSELVES WITH THE EXISTING CONDITIONS PRIOR TO CONSTRUCTION, INCLUDING BUT NOT LIMITED TO INVESTIGATION OF EXISTING FOOTINGS, FOUNDATION WALLS, RAISED FLOORS AND SLABS.
- ALL ROOFING TO BE 'CLASS A'
- ALL FLAT ROOFS TO HAVE MINIMUM SLOPE OF 1/4" : 12"
- PROVIDE R-21 INSULATION @ 2x6 WALLS & R-30 INSULATION @ (N) ROOFS PER ENERGY CALCS. R-13 @ INTERIOR OF CONCRETE WALL

KEYNOTES

51 (N) CHIMNEY SHROUD

SECTION KEY MAP



5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilary@HLLKarchitects.com



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

DRP 4TH SUBMITTAL
05/14/2025

No.	Description	Date

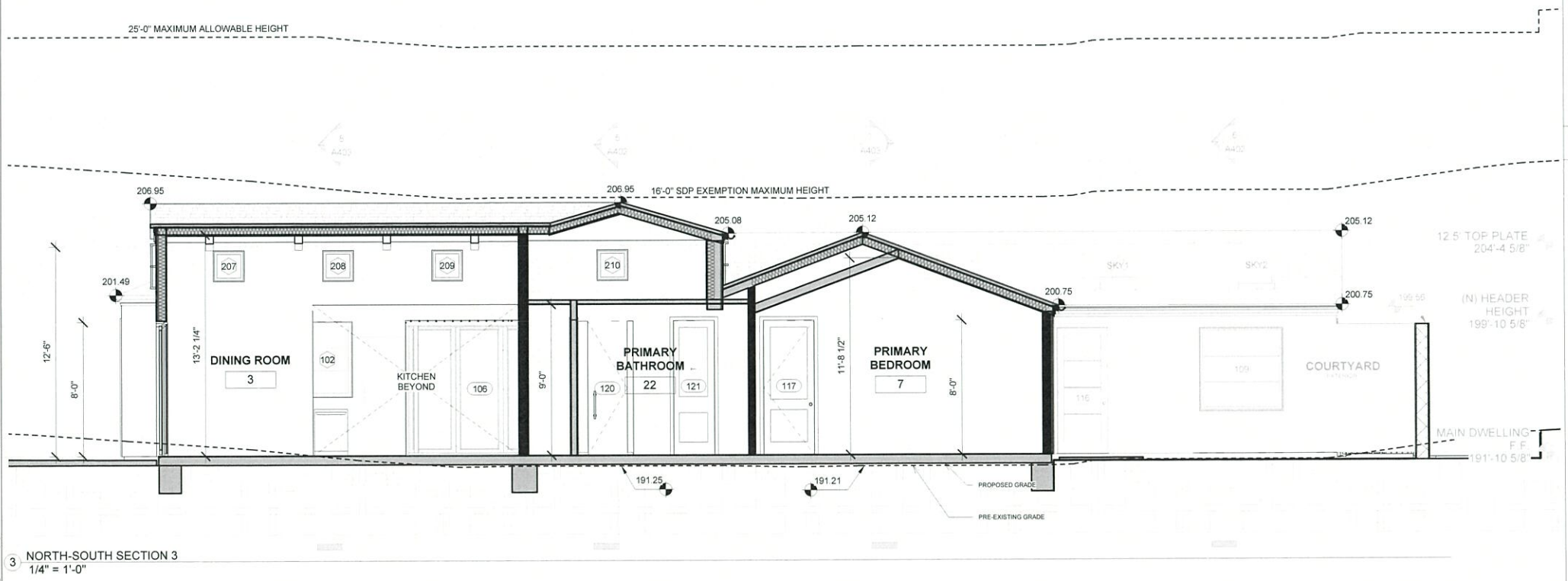
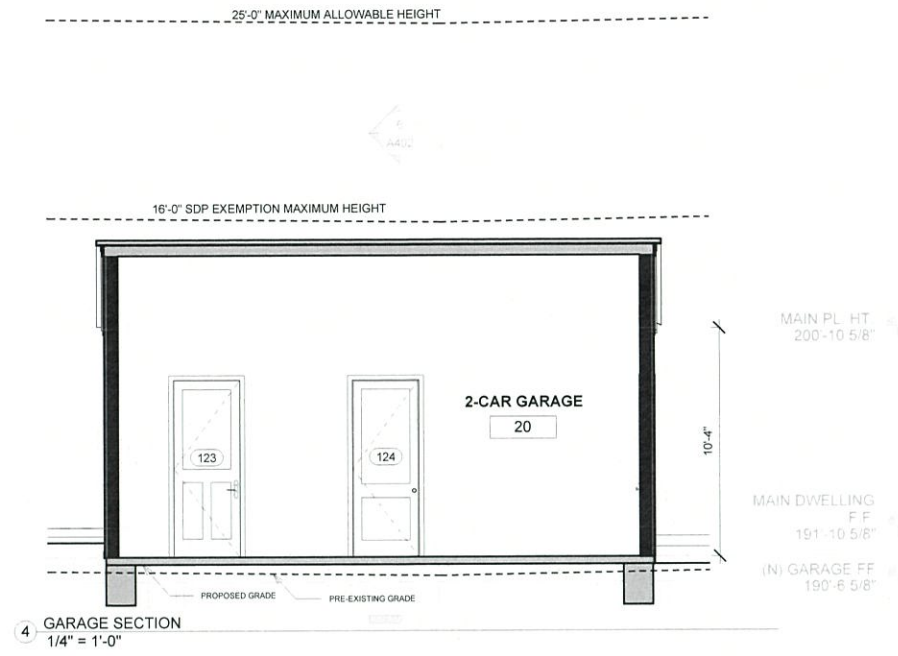
Drawing Title:
**MAIN RESIDENCE
SECTIONS**

Scale:
As indicated

Sheet Number:
A400

5/16/2025 12:55:41 PM

COPYRIGHT 2024 HLLK ARCHITECTS. ALL RIGHTS RESERVED. These drawings & related project instruments of service are the property of the Architect. They shall neither be used nor used for any other work except by agreement with the Architect. Written dimensions take precedence over scaled dimensions & shall be verified in the field. Any discrepancy shall be brought to the attention of the Architect prior to commencement of any work.



LEGEND

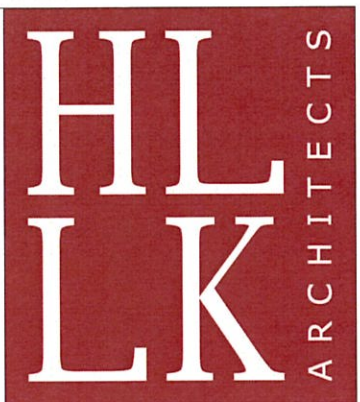
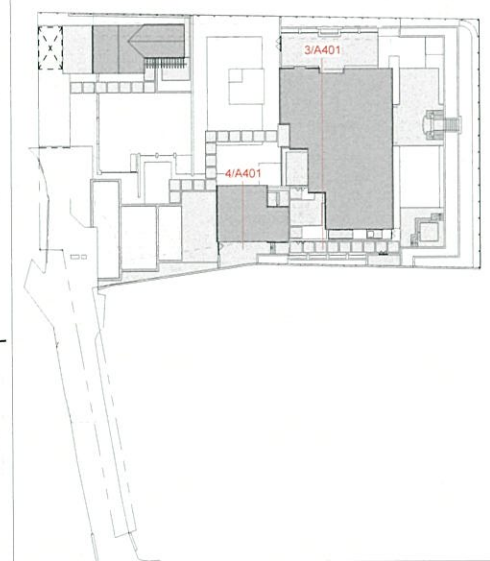
- WALL/ROOF CEILING CUT SECTION
- ATTIC AREA
- PROPERTY LINE
- HEIGHT LIMIT
- SLOPE ARROW
- WINDOW TAG, REFER TO SCHEDULE
- DOOR TAG, REFER TO SCHEDULE
- WALL TAG, REFER TO SCHEDULE
- PRE-EXISTING GRADE (ORIGINAL GRADE)
- EXISTING GRADE (MODIFIED GRADE)
- PROPOSED GRADE

NOTES

1. THE CONTRACTOR SHALL VERIFY AND ACQUAINT THEMSELVES WITH THE EXISTING CONDITIONS PRIOR TO CONSTRUCTION, INCLUDING BUT NOT LIMITED TO INVESTIGATION OF EXISTING FOOTINGS, FOUNDATION WALLS, RAISED FLOORS AND SLABS.
2. ALL ROOFING TO BE 'CLASS A'
3. ALL FLAT ROOFS TO HAVE MINIMUM SLOPE OF 1/4" : 12"
4. PROVIDE R-21 INSULATION @ 2x6 WALLS & R-30 INSULATION @ (N) ROOFS PER ENERGY CALCS. R-13 @ INTERIOR OF CONCRETE WALL

KEYNOTES

SECTION KEY MAP



5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilary@HLLKarchitects.com



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

DRP 4TH SUBMITTAL
05/14/2025

No.	Description	Date

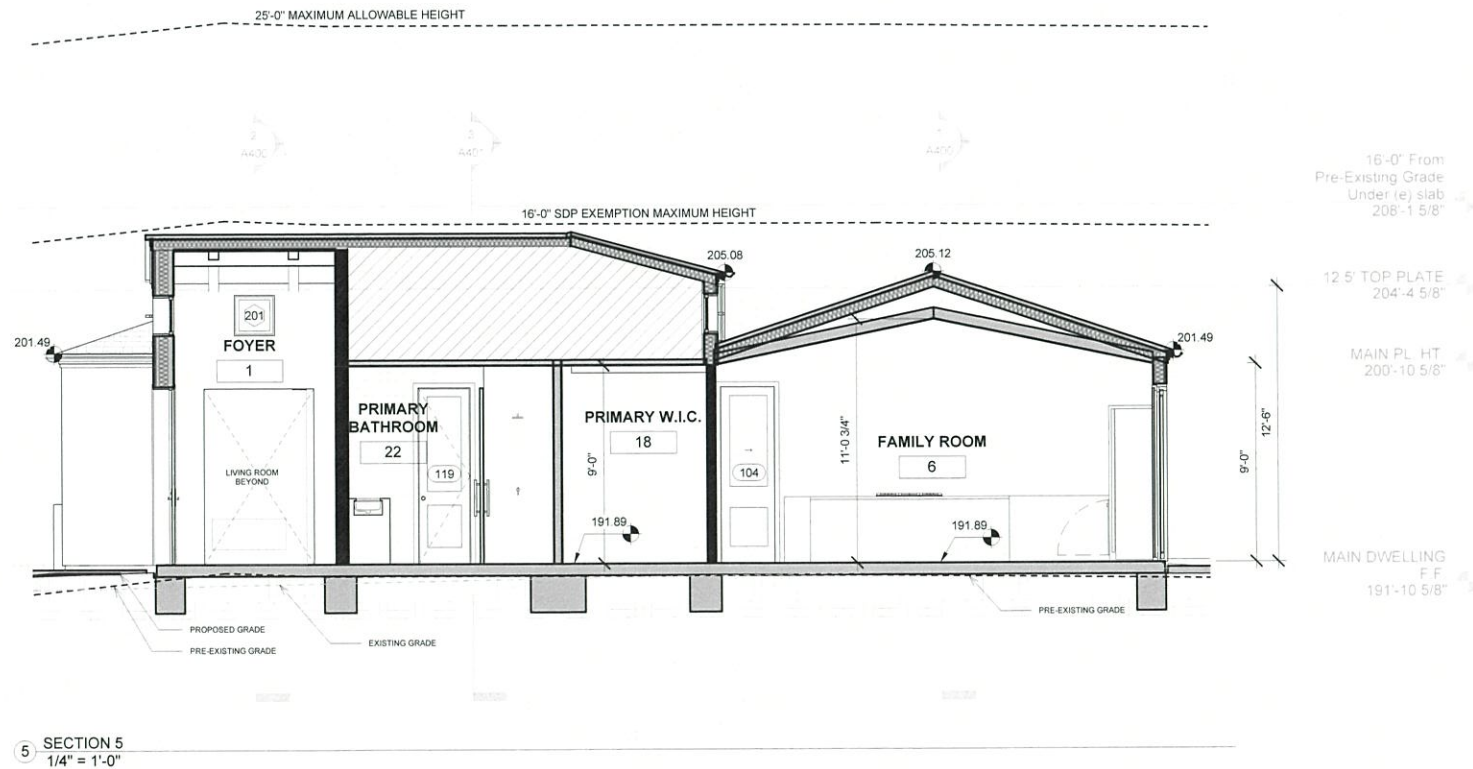
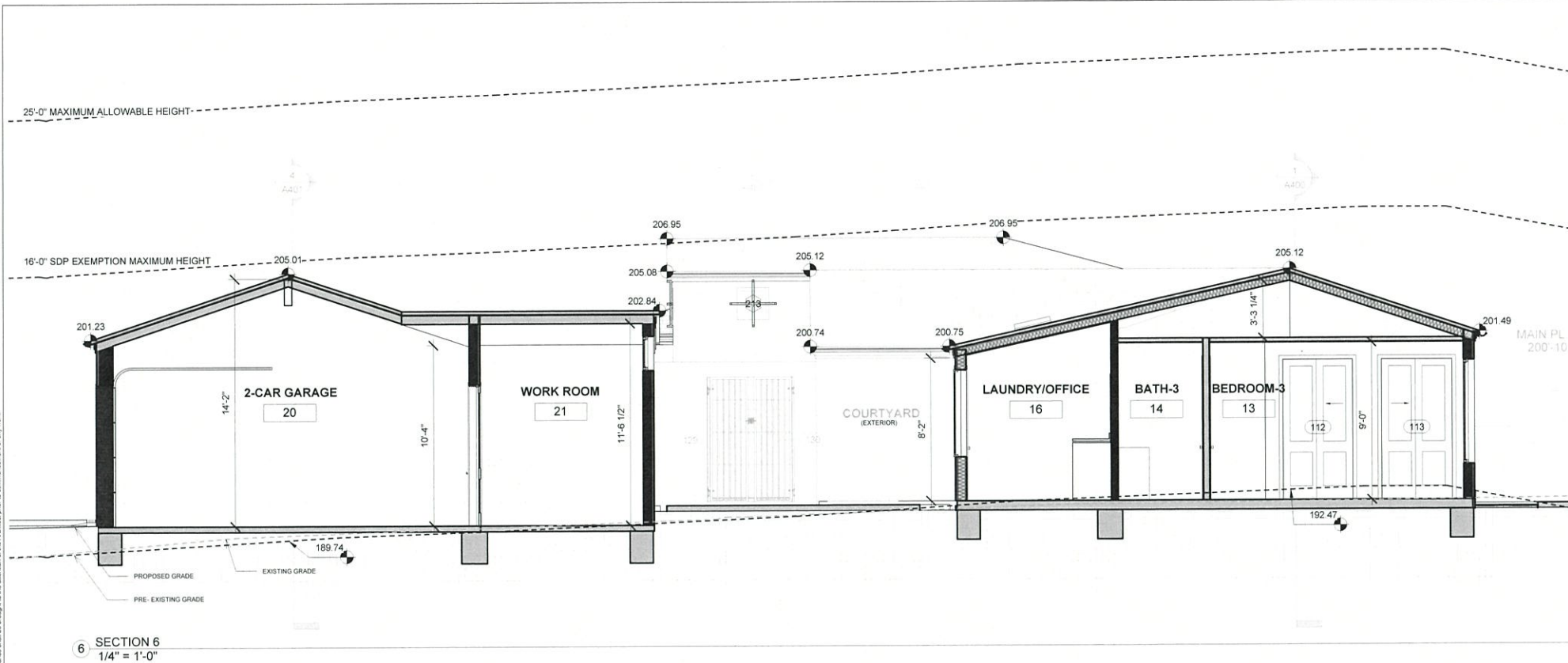
Drawing Title:
MAIN RESIDENCE SECTIONS

Scale:
As indicated

Sheet Number:
A401

5/16/2025 12:56:43 PM

COPYRIGHT 2024 HLLK ARCHITECTS. ALL RIGHTS RESERVED.
These drawings are related project instruments of service and are the property of the Architect. They shall neither be used nor used for any other work except by agreement with the Architect. Written dimensions take precedence over scaled dimensions and shall be verified in the field. Any discrepancy shall be brought to the attention of the Architect prior to commencement of any work.



LEGEND

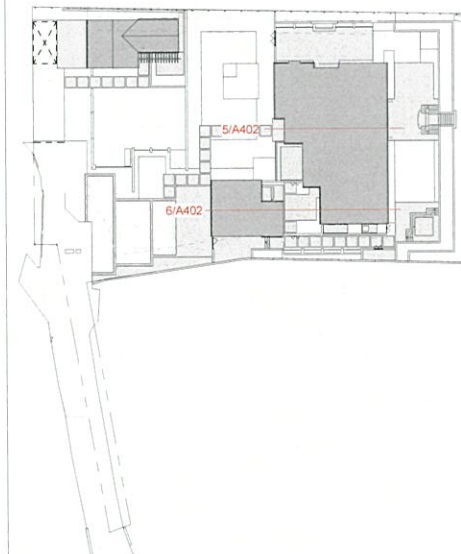
- WALL/ROOF CEILING CUT SECTION
- ATTIC AREA
- PROPERTY LINE
- HEIGHT LIMIT
- SLOPE ARROW
- WINDOW TAG, REFER TO SCHEDULE
- DOOR TAG, REFER TO SCHEDULE
- WALL TAG, REFER TO SCHEDULE
- PRE-EXISTING GRADE (ORIGINAL GRADE)
- EXISTING GRADE (MODIFIED GRADE)
- PROPOSED GRADE

NOTES

1. THE CONTRACTOR SHALL VERIFY AND ACQUAINT THEMSELVES WITH THE EXISTING CONDITIONS PRIOR TO CONSTRUCTION, INCLUDING BUT NOT LIMITED TO INVESTIGATION OF EXISTING FOOTINGS, FOUNDATION WALLS, RAISED FLOORS AND SLABS.
2. ALL ROOFING TO BE 'CLASS A'
3. ALL FLAT ROOFS TO HAVE MINIMUM SLOPE OF 1/4" : 12"
4. PROVIDE R-21 INSULATION @ 2x6 WALLS & R-30 INSULATION @ (N) ROOFS PER ENERGY CALCS. R-13 @ INTERIOR OF CONCRETE WALL

KEYNOTES

SECTION KEY MAP



5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilary@HLLKarchitects.com



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

DRP 4TH SUBMITTAL
05/14/2025

No.	Description	Date

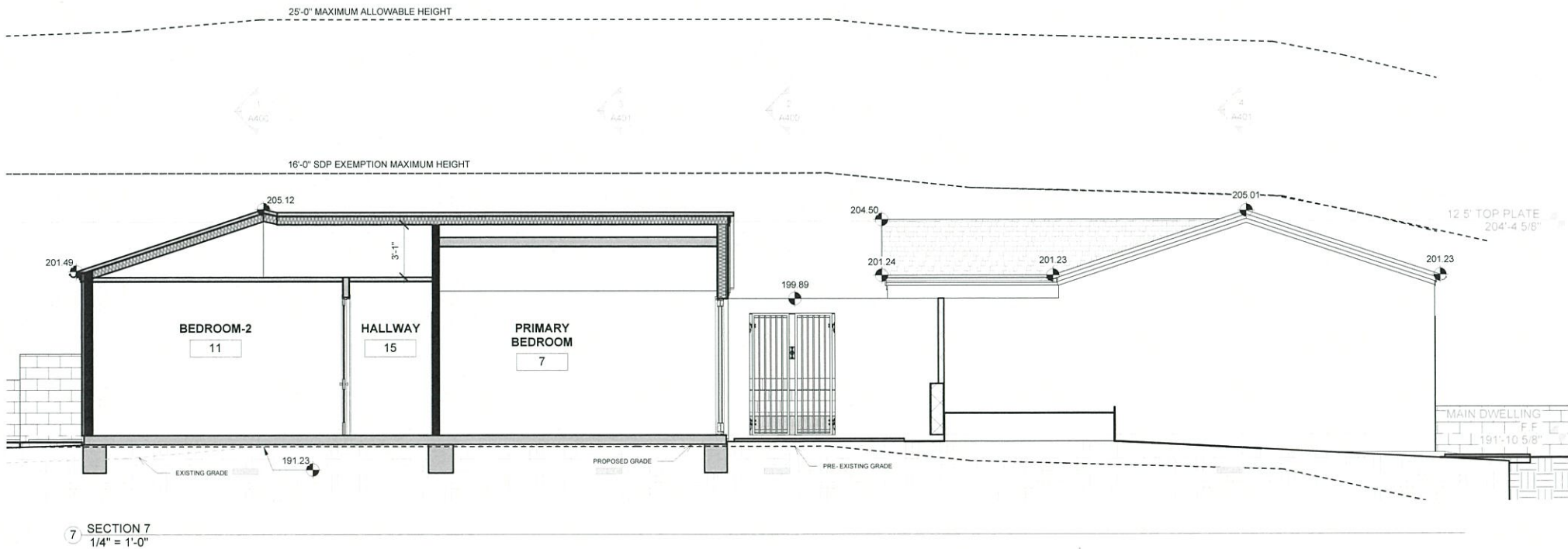
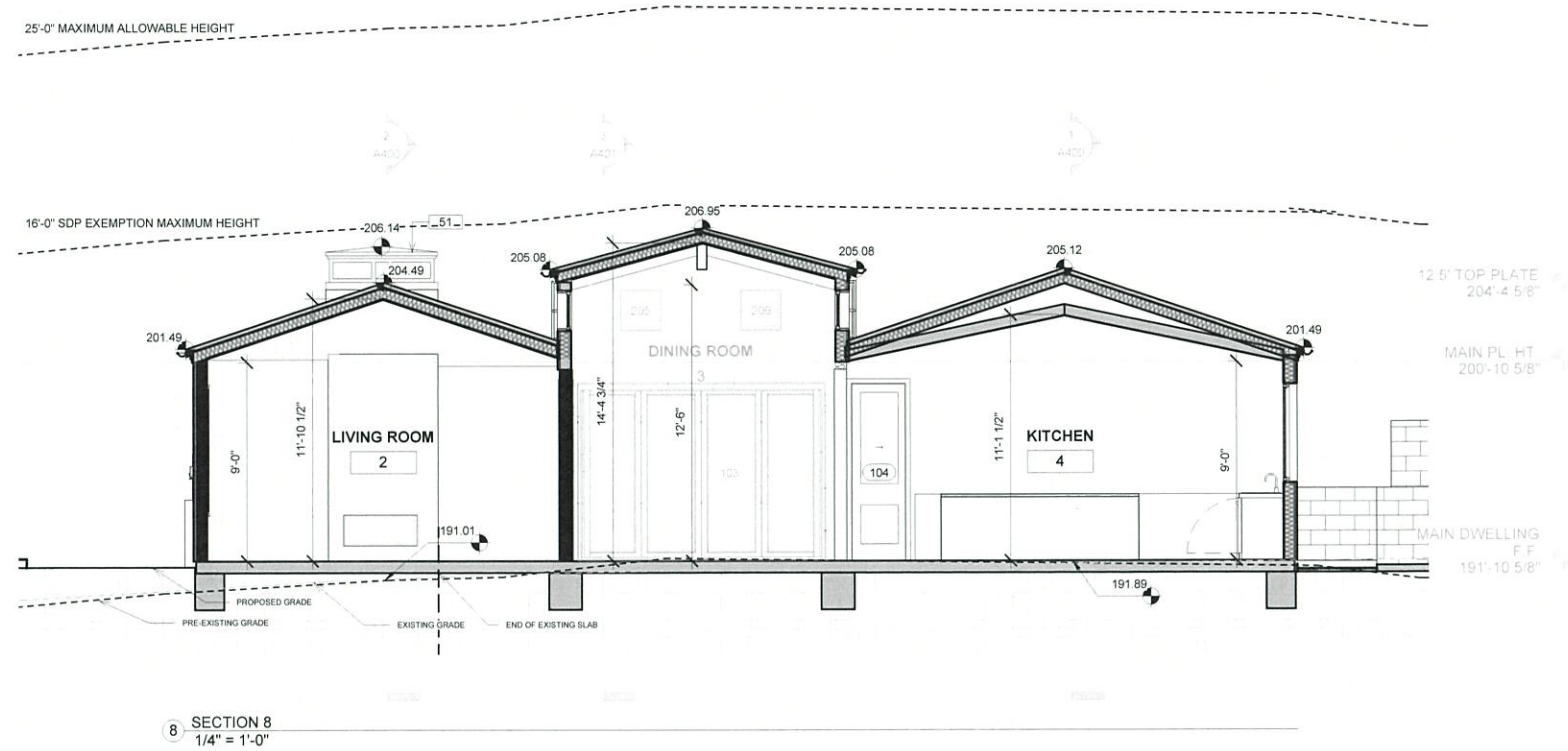
Drawing Title:
**MAIN RESIDENCE
SECTIONS**

Scale:
As indicated

Sheet Number:
A402

5/16/2025 12:56:45 PM

COPYRIGHT 2024 HLLK ARCHITECTS. ALL RIGHTS RESERVED. These drawings are related project instruments of service and are the property of the Architect. They shall neither be used for any other work except by agreement with the Architect, written permission shall be provided over sealed dimensions and shall be verified in the field. Any discrepancy and be brought to the attention of the Architect prior to commencement of any work.



LEGEND

- WALL/ROOF CEILING CUT SECTION
- ATTIC AREA
- PROPERTY LINE
- HEIGHT LIMIT
- SLOPE ARROW
- WINDOW TAG, REFER TO SCHEDULE
- DOOR TAG, REFER TO SCHEDULE
- WALL TAG, REFER TO SCHEDULE
- PRE-EXISTING GRADE (ORIGINAL GRADE)
- EXISTING GRADE (MODIFIED GRADE)
- PROPOSED GRADE

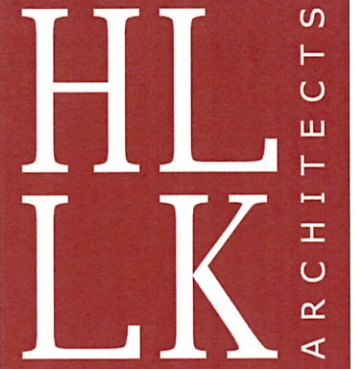
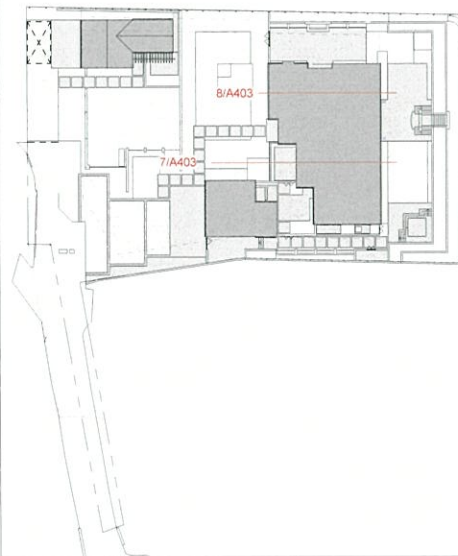
NOTES

1. THE CONTRACTOR SHALL VERIFY AND ACQUAINT THEMSELVES WITH THE EXISTING CONDITIONS PRIOR TO CONSTRUCTION; INCLUDING BUT NOT LIMITED TO INVESTIGATION OF EXISTING FOOTINGS, FOUNDATION WALLS, RAISED FLOORS AND SLABS.
2. ALL ROOFING TO BE 'CLASS A'
3. ALL FLAT ROOFS TO HAVE MINIMUM SLOPE OF 1/4" : 12"
4. PROVIDE R-21 INSULATION @ 2x6 WALLS & R-30 INSULATION @ (N) ROOFS PER ENERGY CALCS. R-13 @ INTERIOR OF CONCRETE WALL

KEYNOTES

51 (N) CHIMNEY SHROUD

SECTION KEY MAP



5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilary@HLLKarchitects.com



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

DRP 4TH SUBMITTAL
05/14/2025

No.	Description	Date

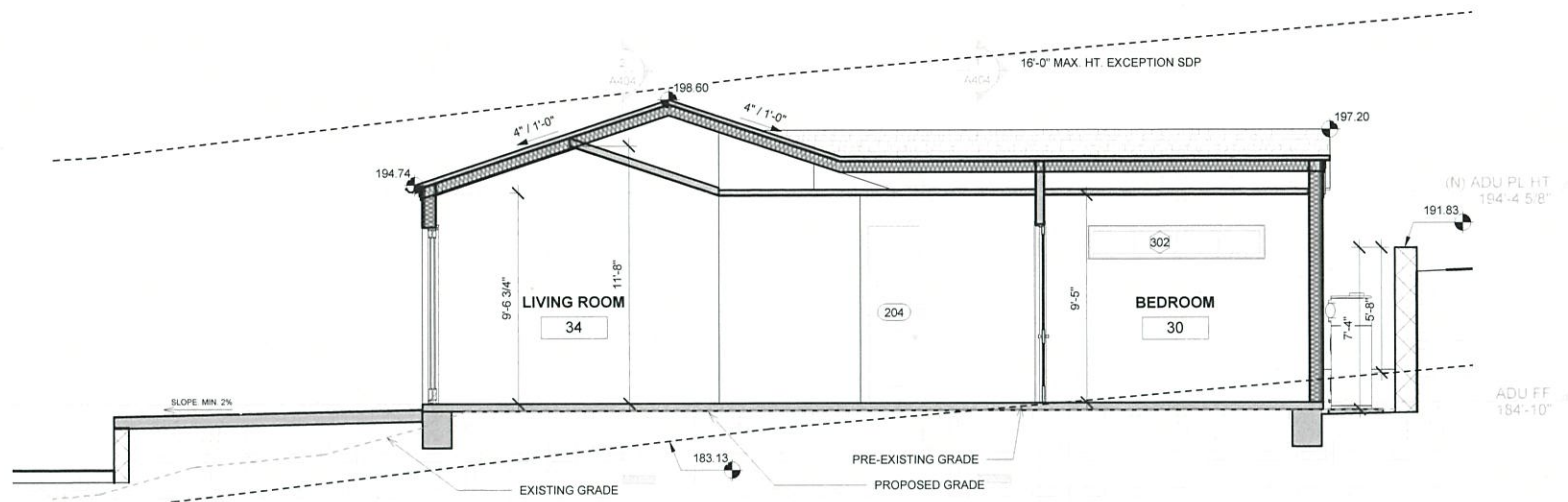
Drawing Title:
**MAIN RESIDENCE
SECTIONS**

Scale:
As indicated

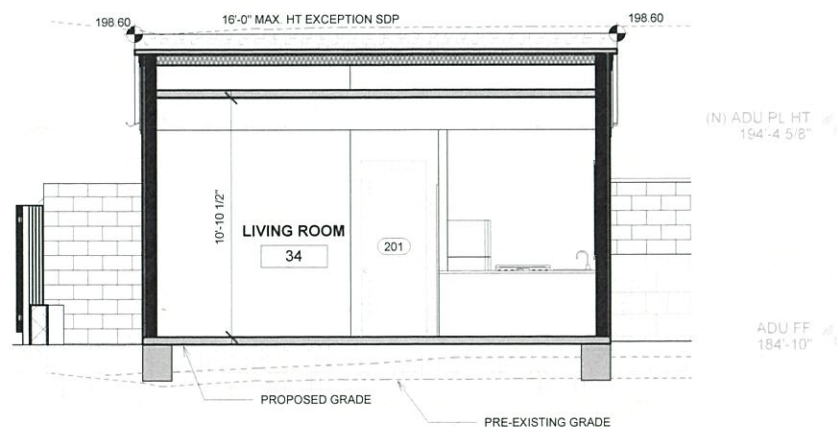
Sheet Number:
A403

5/16/2025 12:56:46 PM

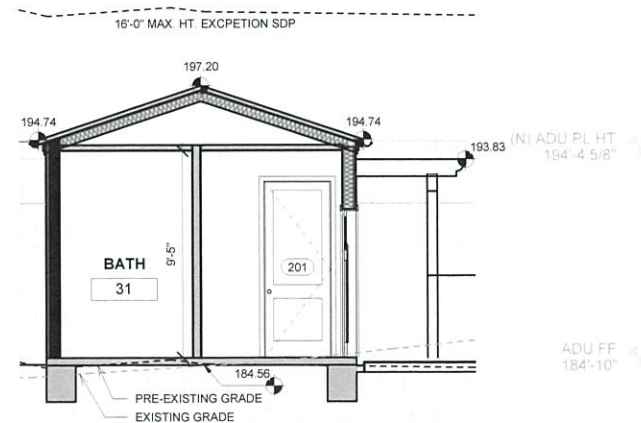
COPYRIGHT 2024 HLLK ARCHITECTS. ALL RIGHTS RESERVED.
These drawings & related project instruments of service are the property of the Architect. They shall neither be used nor used for any other work without the written consent of the Architect. Written dimensions take precedence over scaled dimensions and shall be verified in the field. Any discrepancies shall be brought to the attention of the Architect prior to commencement of any work.



3 ADU SECTION 3
1/4" = 1'-0"



2 ADU SECTION 2
1/4" = 1'-0"



1 ADU SECTION 1
1/4" = 1'-0"

LEGEND

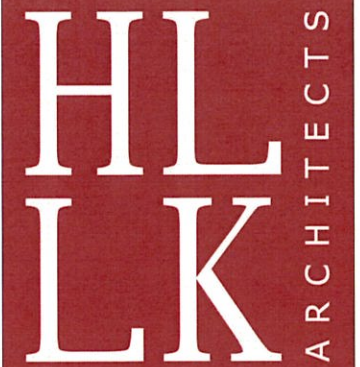
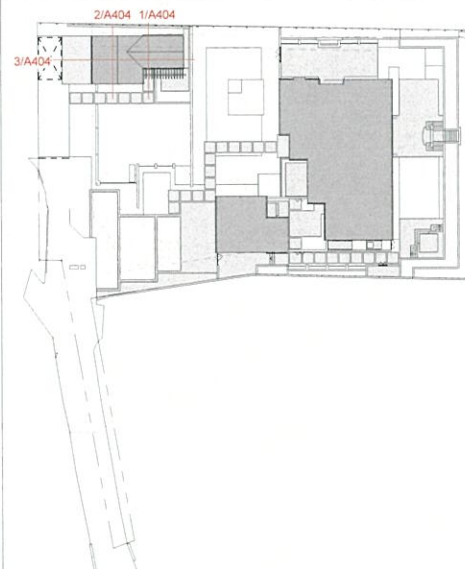
- WALL/ROOF CEILING CUT SECTION
- ATTIC AREA
- PROPERTY LINE
- HEIGHT LIMIT
- SLOPE ARROW
- WINDOW TAG, REFER TO SCHEDULE
- DOOR TAG, REFER TO SCHEDULE
- WALL TAG, REFER TO SCHEDULE
- PRE-EXISTING GRADE (ORIGINAL GRADE)
- EXISTING GRADE (MODIFIED GRADE)
- PROPOSED GRADE

NOTES

- THE CONTRACTOR SHALL VERIFY AND ACQUAINT THEMSELVES WITH THE EXISTING CONDITIONS PRIOR TO CONSTRUCTION; INCLUDING BUT NOT LIMITED TO INVESTIGATION OF EXISTING FOOTINGS, FOUNDATION WALLS, RAISED FLOORS AND SLABS.
- ALL ROOFING TO BE 'CLASS A'
- ALL FLAT ROOFS TO HAVE MINIMUM SLOPE OF 1/4" : 12"
- PROVIDE R-21 INSULATION @ 2x6 WALLS & R-30 INSULATION @ (N) ROOFS PER ENERGY CALCS. R-13 @ INTERIOR OF CONCRETE WALL

KEYNOTES

SECTION KEY MAP



5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilary@HLLKarchitects.com



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

DRP 4TH SUBMITTAL
05/14/2025

No.	Description	Date

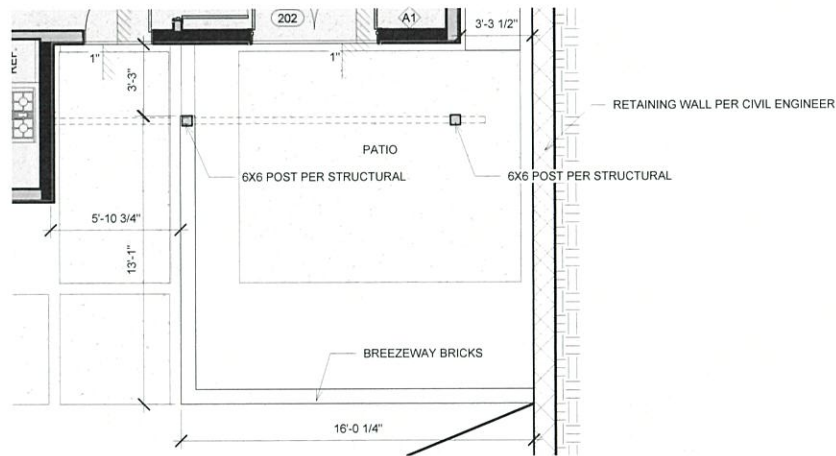
Drawing Title:
ADU SECTIONS

Scale:
As indicated

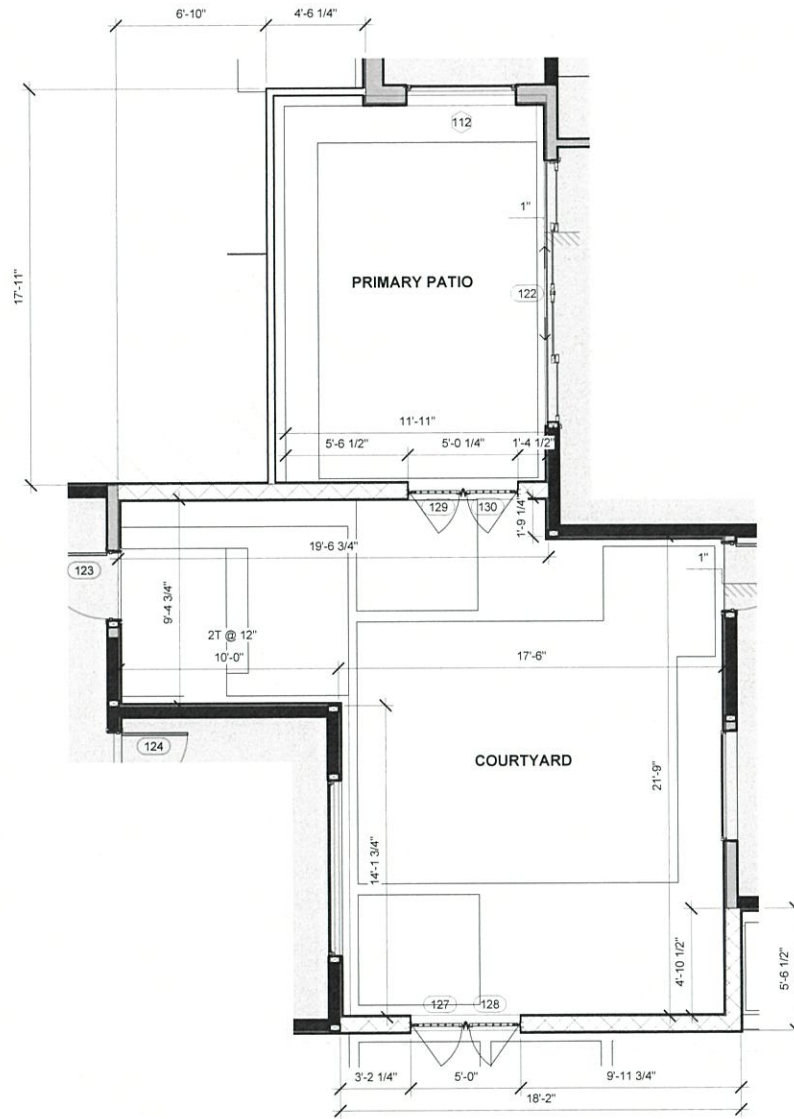
Sheet Number:
A404

5/16/2025 12:56:48 PM

COPYRIGHT 2024 HLLK ARCHITECTS. ALL RIGHTS RESERVED. These drawings are related project instruments of service and are the property of the Architect. They shall remain unaltered and not be used for any other work except by agreement with the Architect. When dimensions take precedence over scaled dimensions, all shall be verified in the field. Any discrepancies shall be brought to the attention of the Architect prior to commencement of any work.



2 ADU PATIO
1/4" = 1'-0"



1 COURTYARD AND PRIMARY PATIO
1/4" = 1'-0"



5727 La Jolla Blvd,
La Jolla, California, 92037
858.255.1561
lindsay@HLLKarchitects.com
hilary@HLLKarchitects.com



RIGGIO RESIDENCE
1044 HIGHLAND DRIVE
SOLANA BEACH, CALIFORNIA

DRP 4TH SUBMITTAL
05/14/2025

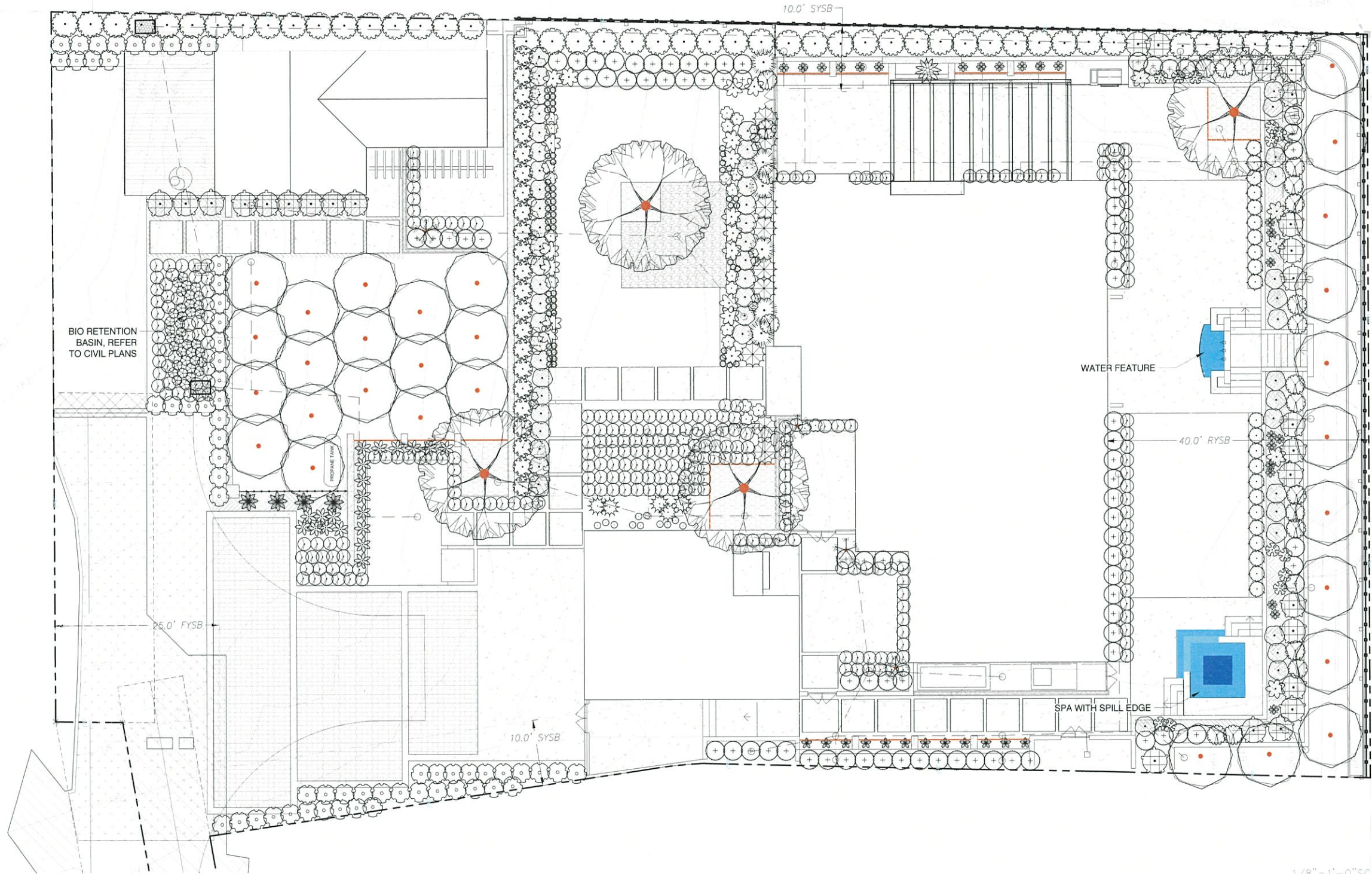
No.	Description	Date

Drawing Title:
**COURTYARD &
PATIOS PLAN**

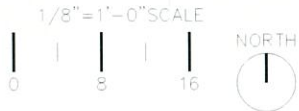
Scale:
1/4" = 1'-0"

Sheet Number:
A500

5/16/2025 12:56:49 PM



SEE PLANT SCHEDULE, SHEET L2



200 N. CEDROS AVE.
SOLANA BEACH, CA 92075
760 • 518 • 7106 PH
DESIGN@GROUNDED.COM
All ideas and designs represented in this drawing are the property of Grounded Landscape Architecture and shall not be duplicated, used, or disclosed directly or indirectly, in whole or in part, without the full knowledge and written permission of Grounded Landscape Architecture.
© 2025
Grounded Landscape Architecture



SUBMISSIONS:

**Mr. & Mrs. Riggio
Residence**
1044 Highland Dr.
Solana Beach, CA 92014

DATE: 05/16/25

PLANTING
PLAN

L1

PLANT SCHEDULE

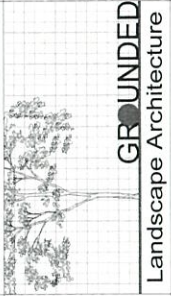
SYMBOL	CODE	BOTANICAL NAME	COMMON NAME	SIZE	WUCOLS	QTY	REMARKS
TREES							
	CIT SWE	Citrus x sinensis 'Valencia'	Sweet Orange	24" Box	M	29	HT: 15'-25'
	DRA MAR	Dracaena marginata	Dracaena	15 gal.	L	4	HT: 15'
	OLE MUL	Olea europaea	Olive Multi-Trunk	36" BOX	L	4	HT: 25-35'
SHRUBS							
	AEO URB	Aeonium urbicum	Dinner Plate Aeonium	5 gal.	L	26	
	AEO ZWT	Aeonium x 'Zwartkop'	Zwartkop Aeonium	1 gal.	L	12	
	AGA SUP	Agave attenuata 'Super Nova'	Super Nova Foxtail Agave	5 gal.	L	22	
	AGA BLG	Agave x 'Blue Glow'	Blue Glow Agave	5 gal.	VL	20	
	ALO BLU	Aloe x 'Blue Elf'	Blue Elf Aloe	1 gal.	L	59	
	CAR DIV	Carex divulsa	European Grey Sedge	1 gal.	L	275	
	CEP SEN	Cephalocereus senilis	Old man Cactus	5 gal.	VL	11	
	CHO ELC	Chondropetalum tectorum 'El Campo'	El Campo Cape Rush	5 gal.	L	23	
	DUD BRI	Dudleya brittonii	Giant Chalk Dudleya	1 gal.	VL	23	
	ECH AFT	Echeveria x 'Afterglow'	Afterglow Echeveria	1 gal.	L	12	
	ECH GRU	Echinocactus grusonii	Golden Barrel Cactus	5 gal.	VL	5	
	HES PAR	Hesperaloe parviflora 'Brake Lights'	Brake Lights Red Yucca	1 gal.	VL	22	
	JUN ELK	Juncus patens 'Elk Blue'	Spreading Rush	1 gal.	L	37	
	KNI HRA	Kniphofia x 'Poker Face'	Poker Face Red Hot Poker	1 gal.	L	25	
	LEO LIO	Leonotis leonurus	Lion's Tail	5 gal.	L	6	
	LEU EB8	Leucadendron x 'Ebony'	Ebony Conebush	15 gal.	L	26	
	LEU SC2	Leucospermum x 'Scarlet Ribbon'	Scarlet Ribbon Pincushion	15 gal.	L	9	
	LOM SYG	Lomandra longifolia 'Roma 13'	Platinum Beauty® Variegated Mat Rush	5 gal.	L	86	
	MUH DUB	Muhlenbergia dubia	Pine Muhly	5 gal.	L	62	
	MYR CAL	Myrica californica	Pacific Wax Myrtle	15 gal.	L	47	HT: 10-30'
	PHO EVE	Phormium x 'Evening Glow'	Evening Glow New Zealand Flax	5 gal.	L	21	
	SAL BAR	Salvia leucantha 'Santa Barbara'	Santa Barbara Mexican Bush Sage	5 gal.	L	53	
	YUC GLO	Yucca gloriosa	Spanish Dagger	15 gal.	VL	1	HT: 10'
	YUC SAP	Yucca rostrata 'Sapphire Skies'	Sapphire Skies Beaked Blue Yucca	15 gal.	VL	4	HT: 12-15'

SYMBOL	CODE	BOTANICAL NAME	COMMON NAME	SIZE	WUCOLS	SPACING	QTY	REMARKS
--------	------	----------------	-------------	------	--------	---------	-----	---------

GROUND COVERS

	SEN SER	Senecio serpens	Blue Chalksticks	flat	L	12" o.c.	39 flats	
--	---------	-----------------	------------------	------	---	----------	----------	--

NOTES:
CONTRACTOR TO APPLY A 3" LAYER OF MULCH TO ALL PLANTING AREAS. MULCH TBS, AVAILABLE FROM AGRISERVICE INC. IN OCEANSIDE.



200 N. CEDROS AVE.
SOLANA BEACH, CA 92075
760 • 518 • 7106 PH
DESIGNGROUNDED.COM
All ideas and designs represented in this drawing are the property of Grounded Landscape Architecture and shall not be duplicated, used, or disclosed directly or indirectly, in whole or in part, without the full knowledge and written permission of Grounded Landscape Architecture
© 2025
Grounded
Landscape Architecture



SUBMISSIONS:

Mr. & Mrs. Riggio
Residence
1044 Highland Dr.
Solana Beach, CA 92014

DATE: 05/16/25

PLANT
SCHEDULE

L2



All ideas and designs represented in this drawing are the property of Grounded - Landscape Architecture and shall not be duplicated, used, or disclosed directly or indirectly, in whole or in part, without the full knowledge and written permission of Grounded - Landscape Architecture.

Solana Beach, CA 92014

L3

DRP24-012(5) Project Plans 07.21.25.pdf



Riggio Residence Rebuild
1044 Highland Drive, Solana Beach California

August 28, 2025

City of Solana Beach
635 S. Highway 101
Solana Beach, CA 92075

Meeting Agenda

Subject: Development Review Permit (DRP Narrative and Support for Proposed Residential Rebuild

Dear Honorable Members of the City Council,

We respectfully submit this letter in support of our Development Review Permit application for the proposed reconstruction of a single-family residence located at 1044 Highland Drive, a property that was tragically lost to fire. Our goal is to restore the site with a thoughtful, well-integrated residential project that reflects the character of the neighborhood, complies fully with city regulations, and contributes positively to the community fabric of Solana Beach.

This project is not simply a rebuild—it is a renewal. We have approached the design with care and intention, ensuring that the new structures comply with the Solana Beach Municipal Code, resolve all open code enforcement issues, and meet the long-term needs of the owners. HLLK Architects is proud of the design we've created to bring the owners' vision to life and help them return home.

We have provided an attached page that includes a brief outline / summary of the project.

We appreciate the Council's thoughtful review of our application and the opportunity to present a project that reflects both personal resilience and civic responsibility. We are proud to contribute to the architectural and cultural landscape of Solana Beach and look forward to your support in approving the Development Review Permit.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. King'.

Lindsay King
Architect, Co-Owner
HLLK Architects

A handwritten signature in blue ink, appearing to read 'Lyla Spohn'.

Lyla Spohn
Project Manager
HLLK Architects

Project Overview

We propose to construct a new one-story single-family home to replace the previous residence that was destroyed by fire. The scope of work includes:

- A new 2,978 sq. ft. single-family dwelling (original residence was 1,730 sf)
- The new residence is sited in the same footprint as the existing with additions along the westerly façade.
- A new 700 sq. ft. detached garage with a workroom/storage area
- A new 737 sq. ft. detached Accessory Dwelling Unit (ADU)
- A 735 sq. ft. exterior courtyard situated between the main residence and the garage
- Replacement of the driveway
- Resolution of existing code compliance cases CC22-197 and CC23-202

Development Approach

Our objective is to rebuild the site in a manner that enhances functionality, complements the neighborhood, and fully complies with all city regulations. The entire project is designed so that all structures remain under 16 feet in height, which qualifies the project for a Structure Development Permit (SDP) exemption under the City of Solana Beach Municipal Code. The materials, colors, and architectural style of the home, garage, and ADU will be cohesive and consistent with the surrounding community.

Communication with the Neighborhood

Although we have not yet had the opportunity to communicate with the neighbors, our project is designed to protect privacy, reduce potential noise, and maintain a respectful relationship with adjacent properties. We are committed to being good neighbors and creating a project that contributes positively to the community.

Compliance with Review Criteria

This project meets all applicable requirements of the City of Solana Beach Development Review Criteria and Municipal Code, including:

- Zoning and Permitted Uses: All proposed uses are permitted under the current zoning regulations.
- SDP Exemption: All structures are under 16 feet in height, qualifying for a Structure Development Permit exemption.
- Design and Massing: The one-story layout aligns with the scale of surrounding homes and avoids massing that could negatively impact neighbors.
- Parking and Access: The new driveway and garage will provide compliant off-street parking according to the Municipal Code. Additionally, the driveway has been designed to accommodate fire truck access, meeting emergency vehicle clearance requirements and enhancing overall site safety. This is especially important because the property was previously affected by a fire, and improved emergency access will help ensure faster response times in the future. The new driveway will also be accessible to the adjacent property, allowing them to benefit from better access and emergency vehicle clearance.
- Code Compliance Resolution: This project resolves code compliance cases CC22-197 and CC23-202, bringing the site into full legal and zoning compliance.

DRP Findings

- HLLK Architects, Coffey Engineering, and Grounded Landscape Architects have collaborated closely with City staff since August 2024 to ensure that the proposed project is fully consistent with the General Plan and all applicable requirements, including overlay zones, special regulations, and specific plans
- The proposed residential use is compatible with existing and surrounding development and meets all Development Review Criteria. Each of the three proposed structures—the main residence, detached garage, and ADU—is under 16 feet in height, qualifying the project for a Structure Development Permit exemption. The massing, bulk, and scale are carefully calibrated to reflect the character of neighboring homes, and the structures have been strategically sited to complement the natural topography of the lot. The landscape and hardscape design incorporate native plantings, minimize irrigation demands, and include bio-filtration areas to support stormwater management. The site layout integrates pedestrian, vehicular, and emergency access in a cohesive and functional manner. In coordination with City Engineering and the Fire Department, we have designed an enhanced shared driveway that serves both 1044 and 1042 Highland Drive, improving access and safety for both properties. All proposed storage areas are located within the buildings, courtyards, or screened by architectural fencing. While the project will require a grading permit, we have worked diligently with our design and engineering team to minimize grading and preserve the site's natural contours. Lighting has been thoughtfully designed to illuminate walkways, parking areas, and driveways while minimizing impacts on neighboring properties and local wildlife.
- No variances, conditional use permits, comprehensive sign plans, or coastal development permits are required for this project.
- There are no required approvals from state or federal agencies.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Alyssa Muto, City Manager
MEETING DATE: September 24, 2025
ORIGINATING DEPT: Finance – Rachel Jacobs, Finance Director
SUBJECT: **Quarterly Investment Report 6/30/25 and Resolution 2025-110 Amending Management Directive for the City's Investment Strategy with Chandler**

BACKGROUND:

California Government Code Section 53600 *et seq.* requires timely reporting of local agency investment transactions and portfolio to the agency's legislative body.

This item is before City Council to:

1. Accept and file the Cash and Investment Report for the quarter ended June 30, 2025 (Attachment 1)
2. Consider Resolution 2025-110 (Attachment 6) directing the City Manager to sign the revised management directive with Chandler Asset Management to change the City's investment strategy from 1-3 year to the 1-5 year investment strategy.

DISCUSSION:

The investment objectives for the City of Solana Beach are 1) to provide safety to ensure the preservation of capital in the overall portfolio, 2) to provide sufficient liquidity for cash needs and 3) to generate a market rate of return consistent with the Investment Policy. The performance objective for the portfolio is to earn a total rate of return through a market cycle that is equal to or above the return on the benchmark yield. In order to achieve this objective, the portfolio invests in high-quality fixed income securities that comply with the Investment Policy and all applicable regulations governing the funds.

The attached Quarterly Cash and Investment Report ensures that the City complies with Section 53600 *et seq.* The City's investment portfolio complies with the City's Investment Policy that is approved annually by the City Council. The majority of City funds are

CITY COUNCIL ACTION:

invested in Chandler Asset Management (Chandler), Public Agency Retirement Services (PARS), and Local Agency Investment Fund (LAIF).

On August 25, 2025, the City Budget & Finance Commission received its last Quarterly Investment Report from Chandler. At that time, the Commission Members expressed a desire to have the City consider switching the portfolio strategy from the 1-3 year to the 1-5 year investment strategy and have submitted a memorandum of support (Attachment 5).

After detailed consultation with Chandler's investment team, the Finance Director/City Treasurer recommends the City switch its portfolio strategy from the 1-3 year Limited Maturity to the 1-5 year Short Term Bond investment strategy. Both strategies invest in a well-diversified portfolio of security sector allocations, however, the 1-5 year strategy offers the option for longer duration and maturity holds.

CEQA COMPLIANCE STATEMENT:

Provision of this quarterly financial report is not a "project" as defined by CEQA because it is not an activity that will cause a direct or indirect physical change in the environment.

FISCAL IMPACT:

While the action of receiving the quarterly investment report does not have a fiscal outcome, the proposed change to the 1-5 year investment strategy is expected to result in increased investment income. This quarterly investment report shows the current state of our cash and investment accounts and the actual investment revenue being received and posted to various funds. This revenue is included in the City's budgets and is updated as needed at the mid-year and end-of-year budget updates.

WORK PLAN:

This item is in the Fiscal Year 2025/26 Work Plan under General Governance and Fiscal Responsibility as it relates to our investment practices.

OPTIONS:

- Receive the reports
- Direct City Manager to sign the revised Management Directive
- Provide direction

CITY STAFF RECOMMENDATION:

1. Staff recommends that the City Council accepts and files the attached Cash and Investment Report for the quarter ending June 30, 2025.

2. Staff recommends that the City Council adopt Resolution 2025-110 (Attachment 6), directing the City Manager to sign the Revised Management Directive (Attachment 4).



Alyssa Muto, City Manager

Attachments:

1. Cash and Investment Report – June 30, 2025
2. Chandler Asset Quarterly Investment Report – June 30, 2025
3. PARS Trust Monthly Statement – June 30, 2025
4. Revised Management Directive
5. Budget & Finance Commission Memo
6. Resolution 2025-110 – Approving Amendment to Management Directive

**City of Solana Beach
Cash and Investment Report
June 30, 2025**

Type of Investment	Custodian	Maturity	Percent of Portfolio	Cost Value (Rounded)	Market Value (Rounded)	Quarter Interest Earned (Rounded)	Fiscal Year to Date Interest Earned (Rounded)
General Checking Account	US Bank	On Demand ⁽¹⁾	16.36%	\$ 12,741,335	\$ 12,741,335	N/A	N/A
Payroll Account	US Bank	On Demand ⁽¹⁾	0.73%	571,822	571,822	N/A	N/A
Worker's Comp - Checking	US Bank	On Demand ⁽¹⁾	0.04%	32,774	32,774	N/A	N/A
Successor Agency - Checking	US Bank	On Demand ⁽¹⁾	0.31%	242,264	242,264	N/A	N/A
Local Agency Investment Fund	State of CA	On Demand ⁽¹⁾	27.93%	21,748,140	21,748,140 ⁽²⁾	238,274	977,047
Chandler Asset Management (CMA) Investment Portfolio	US Bank	1 to 3 years	42.78%	33,307,317	33,826,290 ⁽⁵⁾	334,902 ⁽⁶⁾	1,073,635 ⁽⁶⁾
Public Agency Retirement Services (PARS)	US Bank	Varied	11.84%	9,217,514	9,595,222 ⁽³⁾	50,922 ⁽⁶⁾	1,002,445 ⁽⁶⁾
Total Cash and Investments			100.00%	<u>\$ 77,861,167</u>	<u>\$ 78,757,848</u>	<u>\$ 624,098</u>	<u>\$ 3,053,126</u>

⁽¹⁾ Funds may be withdrawn with 24 hours notice

⁽²⁾ Source: Monthly Pooled Money Investment Account Market Valuation as reported by LAIF (if available)

⁽³⁾ Source: US Bank Asset Summary

⁽⁴⁾ Source: Fiscal agent month-end statements

⁽⁵⁾ Source: US Bank

⁽⁶⁾ Includes realized investment gains/losses of current quarter

I certify that this report accurately reflects all pooled investments and is in compliance with Government Code Section 53640-53646 as amended January 1, 1996, as well as the investment policy of the City of Solana Beach as approved annually by the City Council.

Furthermore, I certify that sufficient investment liquidity and anticipated revenues are available to meet the City's budgeted expenditure requirements for the next six months.

Date 09/08/2025

Rachel E. Jacobs
Approved by:
Rachel Jacobs
Finance Director/Treasurer

INVESTMENT REPORT

City of Solana Beach | As of June 30, 2025

CHANDLER ASSET MANAGEMENT | chandlerasset.com

Chandler Team:

For questions about your account, please call (800) 317-4747,
or contact clientservice@chandlerasset.com

ATTACHMENT 2

[ECONOMIC UPDATE](#)

[ACCOUNT PROFILE](#)

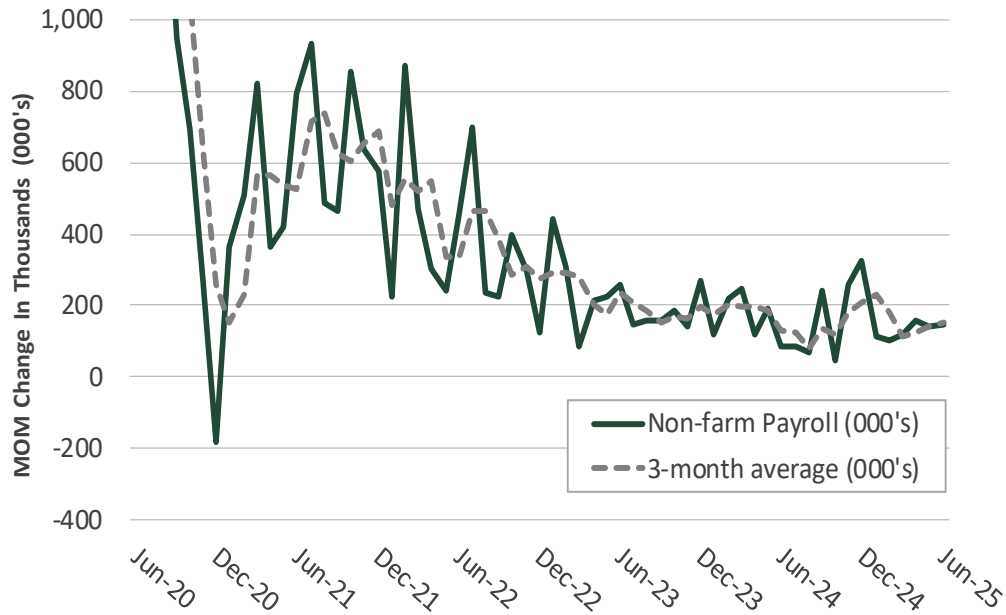
ECONOMIC UPDATE

- Recent economic data suggest slower growth in 2025 and greater market uncertainty as the effects of fiscal policy unfold. Inflationary trends have subsided, but some components remain sticky, and core levels remain above the Fed's target. The labor market reflects improved balance between supply and demand for workers. While job creation has moderated, the unemployment rate remains low; however, continuing jobless claims remain elevated implying a less robust labor market. Given the economic outlook, we expect gradual normalization of monetary policy and a steepening yield curve.

- As broadly anticipated, the Federal Open Market Committee (FOMC) left the Federal Funds Rate unchanged at the range of 4.25 - 4.50% at the June meeting. Fed Chair Powell continued to emphasize the Committee's "wait and see" approach amidst economic uncertainty that remains elevated but diminished. Federal Reserve officials continued to pencil in two rate cuts in 2025.

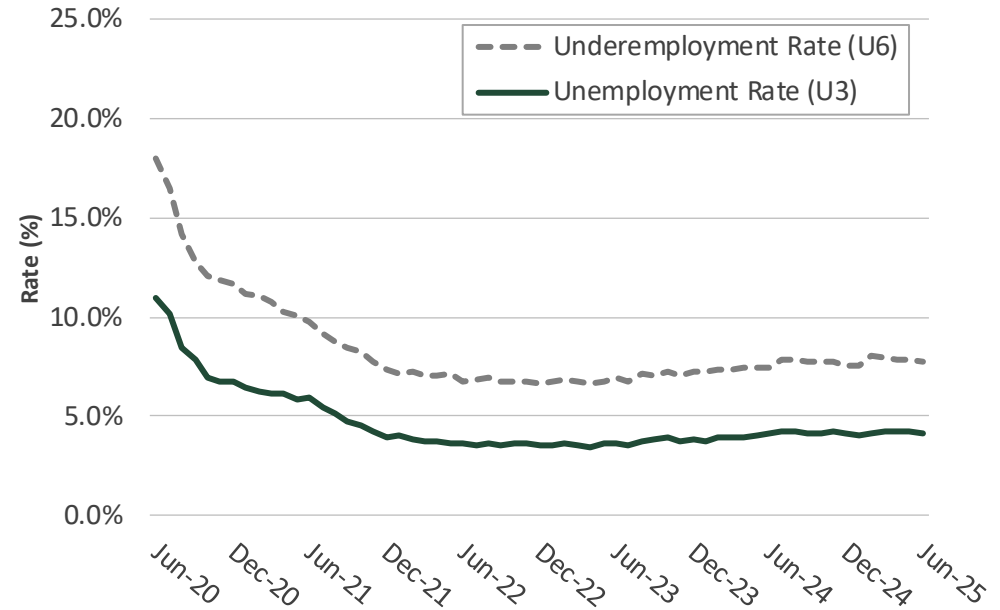
- US Treasury yields declined in June. The 2-year Treasury yield fell 18 basis points to 3.72%, the 5-year Treasury dropped 17 basis points to 3.80%, and the 10-year Treasury yield also declined 17 basis points to 4.23%. The spread between the 2-year and 10-year Treasury yield points on the curve edged up to +51 basis points at June month-end versus +50 basis points at May month-end. The spread between the 2-year Treasury and 10-year Treasury yield one year ago was -36 basis points. The spread between the 3-month and 10-year Treasury yield points on the curve was -7 basis points in June, versus -6 basis points in May.

Nonfarm Payroll (000's)



Source: US Department of Labor

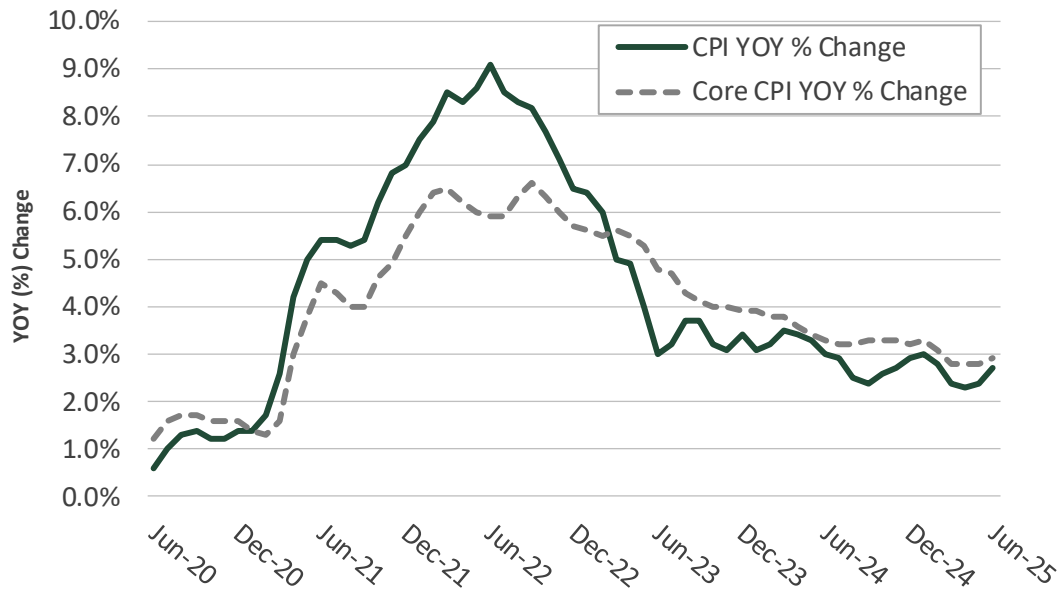
Unemployment Rate



Source: US Department of Labor

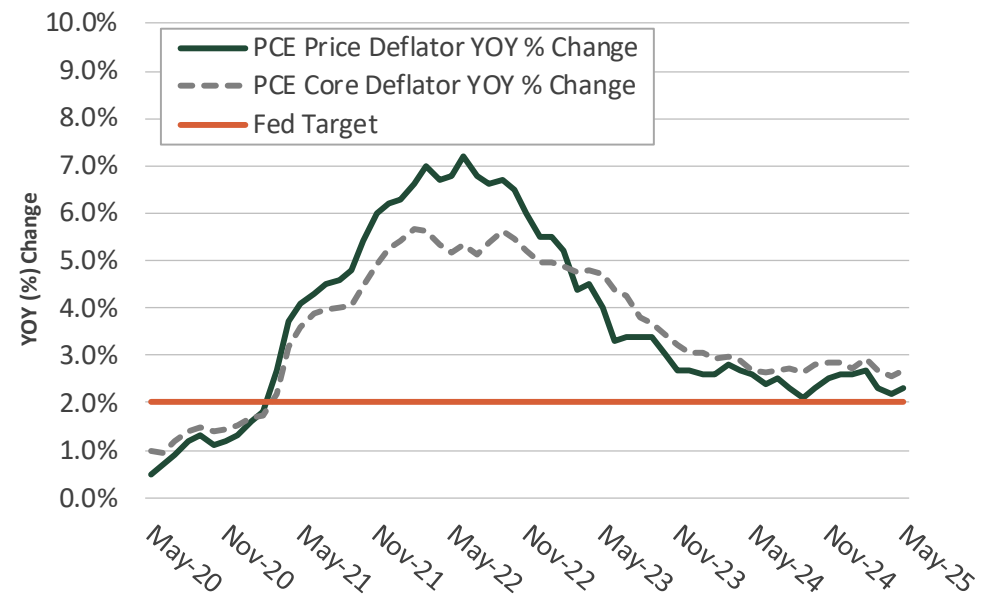
The U.S. economy added 147,000 jobs in June, exceeding consensus expectations, and the last two months were revised up by 16,000. Gains were primarily driven by state and local government education, while job growth in service sectors languished. The three-month moving average and six-month moving average payrolls totaled 150,000 and 130,000 respectively. The unemployment rate declined to 4.1% in June from 4.2% in May, due to a shrinking labor force. The labor participation rate dipped to 62.3%, remaining below the pre-pandemic level of 63.3%. The U-6 underemployment rate, which includes those who are marginally attached to the labor force and employed part time for economic reasons dropped to 7.7% in June. Average hourly earnings fell slightly, marking a 3.7% year-over-year increase.

Consumer Price Index (CPI)



Source: US Department of Labor

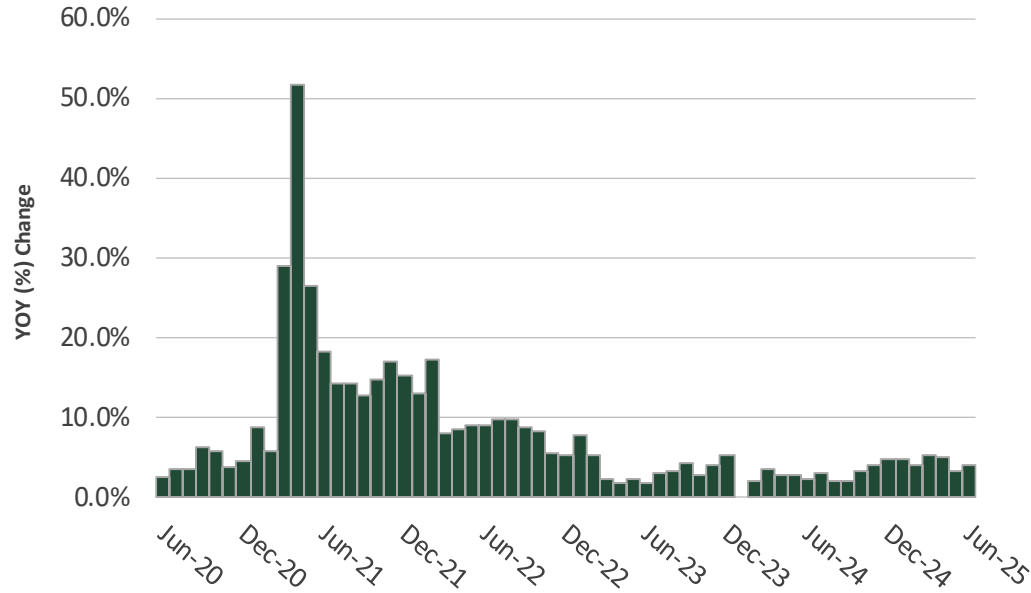
Personal Consumption Expenditures (PCE)



Source: US Department of Commerce

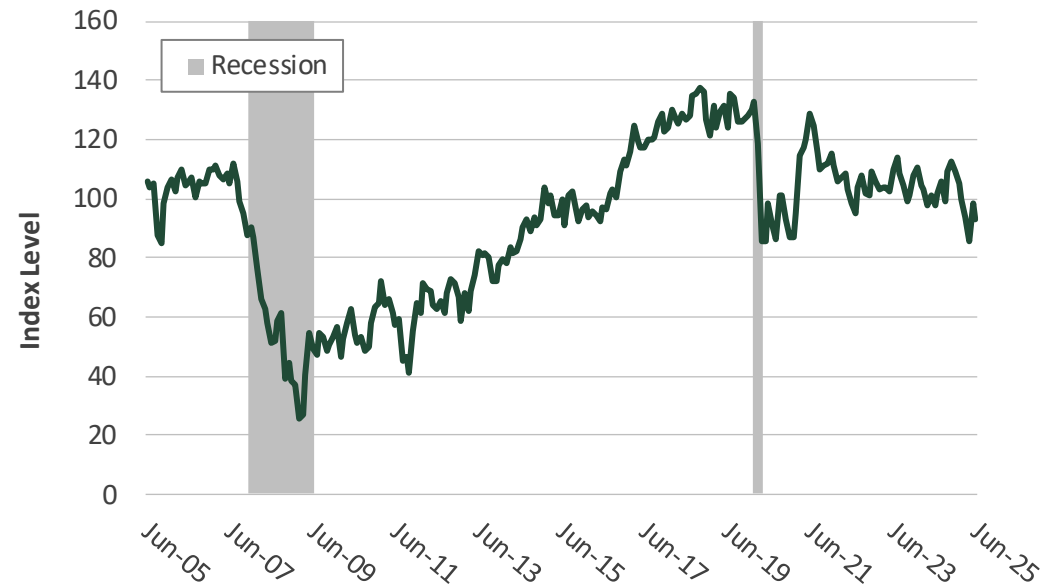
In June, the Consumer Price Index (CPI) increased 0.3% month-over-month and rose 2.7% year-over-year, while the Core CPI rose 0.2% month-over-month and 2.9% year-over-year. The Personal Consumption Expenditures (PCE) price index increased 0.1% month-over-month and rose 2.3% year-over-year in May. The Core PCE deflator, which excludes food and energy and is the Fed's preferred gauge, increased 0.2% month-over-month and 2.7% year-over-year, up from April's 2.6% year-over-year increase. Although inflation has trended toward the Federal Reserve's 2% target, the overall impact of tariff policy has not yet fully flowed through to the US economy.

Retail Sales YOY % Change



Source: US Department of Commerce

Consumer Confidence



Source: The Conference Board

All time high is 144.70 (1/31/00); All time low is 25.30 (2/28/09)

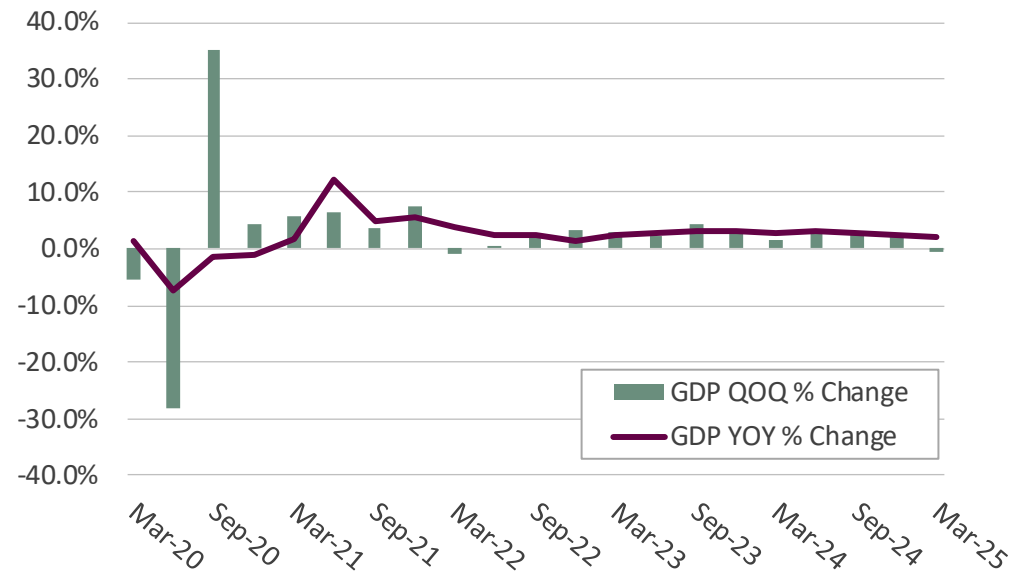
Advance Retail Sales were up 0.6% month-over-month in June, rebounding from a 0.9% decline in May and exceeding consensus forecasts. Auto sales led the increase. Control group sales, which feed into GDP, increased by 0.5%. On a year-over-year basis, Retail Sales grew 3.9% in June, following a 3.3% increase in May. The Conference Board's Consumer Confidence Index dropped to 93.0 in June from 98.4 in May, as consumers' assessment of both the current situation and future expectations for income and labor markets soured. While the consumer has been resilient, elevated inflation expectations, concerns about trade policies and tariffs, and general economic and policy uncertainty could pose potential risks to future spending.

GROSS DOMESTIC PRODUCT (GDP)

Components of GDP	6/24	9/24	12/24	3/25
Personal Consumption Expenditures	1.9%	2.5%	2.7%	0.3%
Gross Private Domestic Investment	1.5%	0.2%	-1.0%	3.9%
Net Exports and Imports	-0.9%	-0.4%	0.3%	-4.6%
Federal Government Expenditures	0.3%	0.6%	0.3%	-0.3%
State and Local (Consumption and Gross Investment)	0.3%	0.3%	0.3%	0.2%
Total	3.0%	3.1%	2.5%	-0.5%

Source: US Department of Commerce

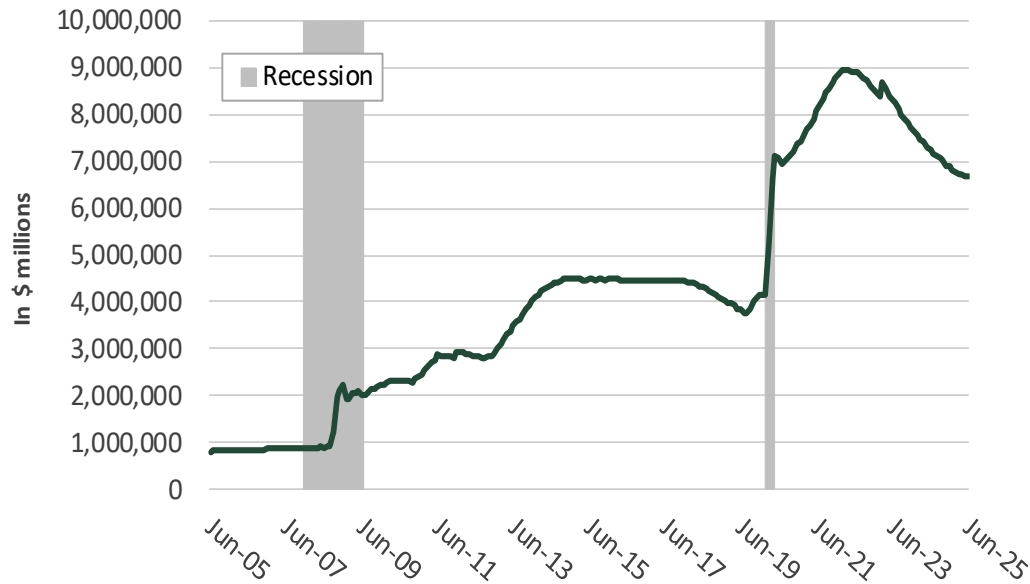
Gross Domestic Product (GDP)



Source: US Department of Commerce

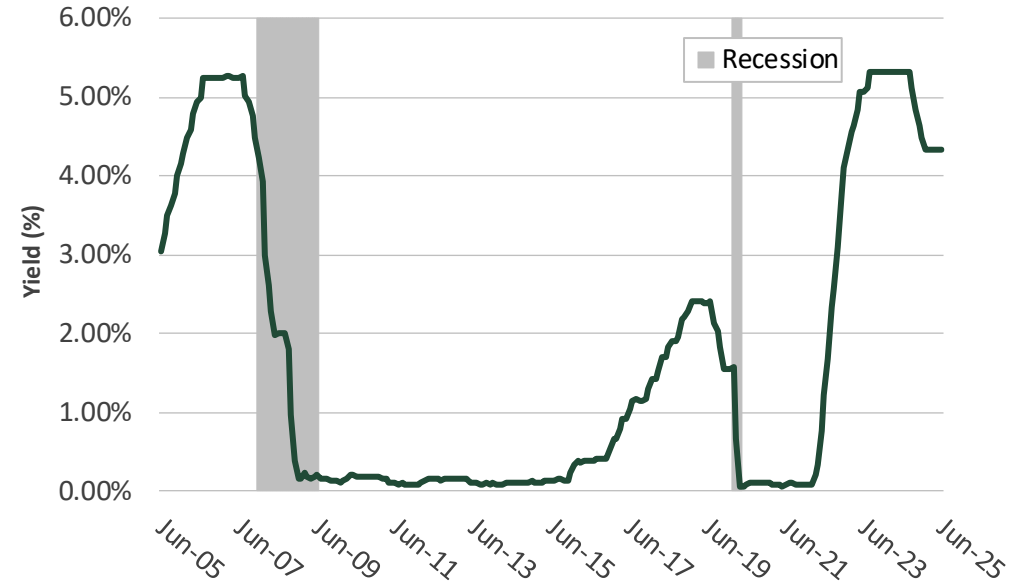
Real GDP decreased at an annualized rate of 0.5% in the first quarter of 2025, according to the third and final estimate from the Bureau of Economic Analysis, a downward revision from the previously estimated 0.2% decline. This marks the first negative quarter since 2022. The primary driver of the downward revision was weaker personal consumption expenditures. Net exports remained the primary drag on growth, as imports rose sharply in anticipation of higher tariffs. Gross investment contributed positively, powered by business decisions to get ahead of possible cost increases. The consensus projection calls for 2.1% growth for the second quarter and 1.5% for the full year 2025.

Federal Reserve Balance Sheet Assets



Source: Federal Reserve

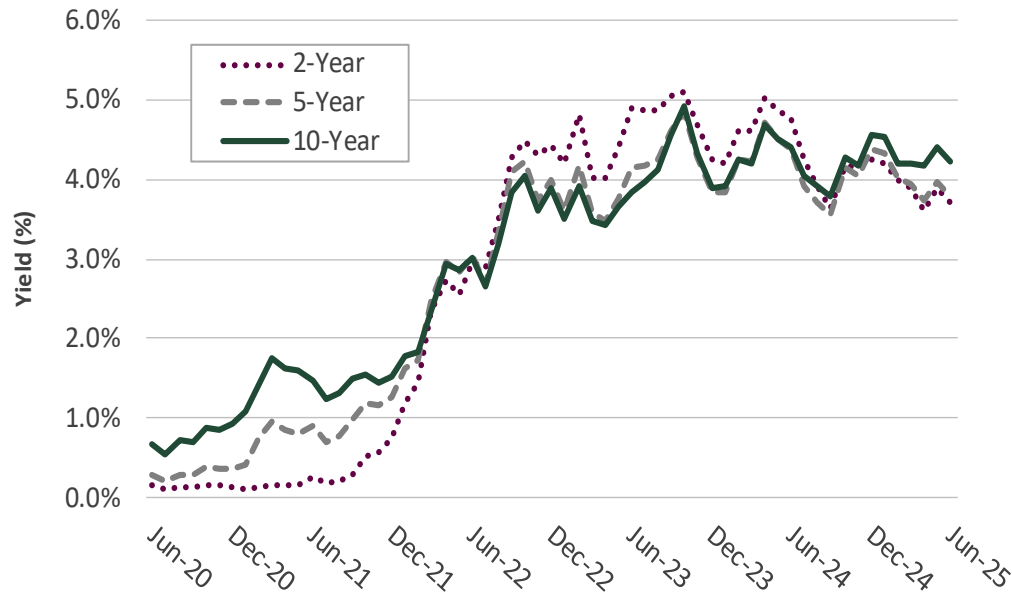
Effective Federal Funds Rate



Source: Bloomberg

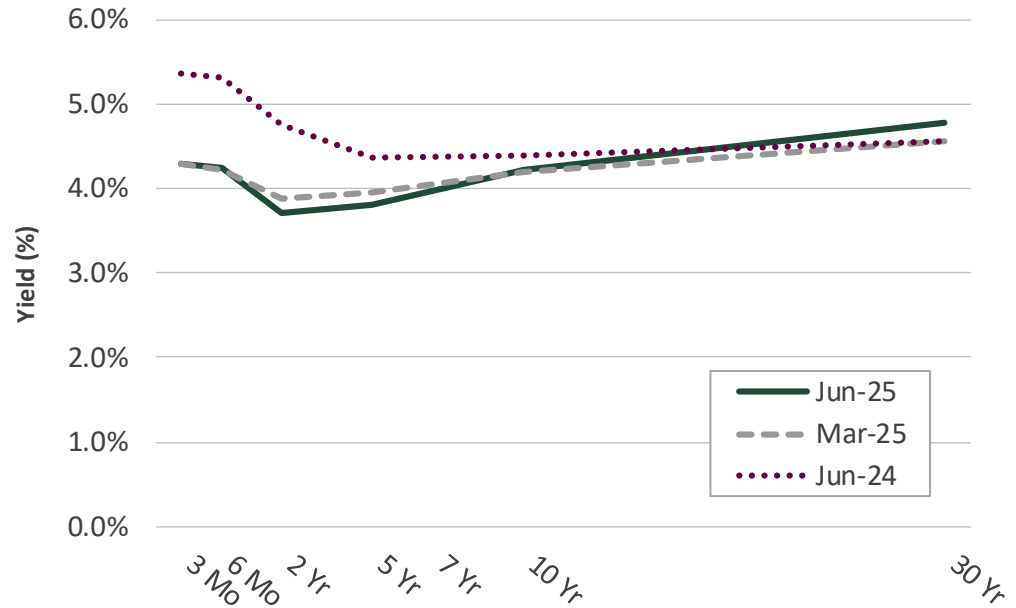
As broadly anticipated, the Federal Open Market Committee (FOMC) left the Federal Funds Rate unchanged at the range of 4.25 - 4.50% at the June meeting. In the Summary of Economic Projections (SEP), Federal Reserve officials continued to pencil in two rate cuts in 2025, while downgrading estimates for economic growth and raising forecasts for both unemployment and inflation this year. The statement indicated that uncertainty about the economic outlook remained elevated but had diminished. The monthly redemption cap on Treasuries will remain at \$5 billion, while the cap on agencies and mortgage-backed securities will be maintained at \$35 billion. Since the Fed began its Quantitative Tightening campaign in June 2022, securities holdings have declined by about \$2.2 trillion to approximately \$6.7 trillion.

US Treasury Note Yields



Source: Bloomberg

US Treasury Yield Curve



Source: Bloomberg

At the end of June, the 2-year Treasury yield was 103 basis points lower, and the 10-Year Treasury yield was 17 basis points lower, year-over-year. The spread between the 2-year and 10-year Treasury yield points on the curve edged up to +51 basis points at June month-end versus +50 basis points at May month-end. The recent yield curve inversion which began in July 2022 was historically long. The average historical spread (since 2005) is about +99 basis points. The spread between the 3-month and 10-year Treasury yield points on the curve was -7 basis points in June, versus -6 basis points in May.

ACCOUNT PROFILE

Investment Objectives

The investment objectives for the City of Solana Beach, in order of priority, are to provide safety to ensure the preservation of capital in the overall portfolio, provide sufficient liquidity for cash needs, and a market rate of return consistent with the investment program.

Chandler Asset Management Performance Objective

The performance objective for the portfolio is to earn a total rate of return through a market cycle that is equal to or above the return on the benchmark index.

Strategy

In order to achieve this objective, the portfolio invests in high-quality fixed income securities that comply with the investment policy and all regulations governing the funds.

STATEMENT OF COMPLIANCE

City of Solana Beach | Account #10471 | As of June 30, 2025

Rules Name	Limit	Actual	Compliance Status	Notes
AGENCY MORTGAGE SECURITIES (CMOS)				
Max % (MV)	20.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
ASSET-BACKED SECURITIES (ABS)				
Max % (MV)	20.0	9.9	Compliant	
Max % Issuer (MV)	5.0	1.0	Compliant	
Max Maturity (Years)	5	4	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
BANKERS' ACCEPTANCES				
Max % (MV)	40.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Days)	180	0.0	Compliant	
Min Rating (A-1 by 1 or A- by 1)	0.0	0.0	Compliant	
CERTIFICATE OF DEPOSIT PLACEMENT SERVICE (CDARS)				
Max % (MV)	30.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
COLLATERALIZED TIME DEPOSITS (NON-NEGOTIABLE CD/TD)				
Max % (MV)	20.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
COMMERCIAL PAPER				
Max % (MV)	25.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Days)	270	0.0	Compliant	
Min Rating (A-1 by 1 or A- by 1)	0.0	0.0	Compliant	
CORPORATE MEDIUM TERM NOTES				
Max % (MV)	30.0	26.0	Compliant	
Max % Issuer (MV)	5.0	1.5	Compliant	

STATEMENT OF COMPLIANCE

City of Solana Beach | Account #10471 | As of June 30, 2025

Rules Name	Limit	Actual	Compliance Status	Notes
Max Maturity (Years)	5	3	Compliant	
Min Rating (A- by 1)	0.0	0.0	Compliant	
FDIC INSURED TIME DEPOSITS (NON-NEGOTIABLE CD/TD)				
Max % (MV)	20.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
FEDERAL AGENCIES				
Max % (MV)	100.0	23.3	Compliant	
Max % Issuer (MV; Agencies & Agency CMOs)	30.0	11.0	Compliant	
Max Callables (MV)	20.0	0.0	Compliant	
Max Maturity (Years)	5	3	Compliant	
LOCAL AGENCY INVESTMENT FUND (LAIF)				
Max Concentration (MV)	75.0	0.0	Compliant	
MONEY MARKET MUTUAL FUNDS				
Max % (MV)	20.0	1.4	Compliant	
Max % Issuer (MV)	20.0	1.4	Compliant	
Min Rating (AAA by 2)	0.0	0.0	Compliant	
MORTGAGE-BACKED SECURITIES (NON-AGENCY)				
Max % (MV)	20.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
MUNICIPAL SECURITIES (CA, LOCAL AGENCY)				
Max % (MV)	30.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
Min Rating (A- by 1)	0.0	0.0	Compliant	
MUNICIPAL SECURITIES (OTHER STATES)				
Max % (MV)	30.0	0.0	Compliant	

STATEMENT OF COMPLIANCE

City of Solana Beach | Account #10471 | As of June 30, 2025

Rules Name	Limit	Actual	Compliance Status	Notes
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
Min Rating (A- by 1)	0.0	0.0	Compliant	
MUTUAL FUNDS				
Max % (MV)	20.0	0.0	Compliant	
Max % Issuer (MV)	10.0	0.0	Compliant	
Min Rating (AAA by 2)	0.0	0.0	Compliant	
NEGOTIABLE CERTIFICATES OF DEPOSIT (NCD)				
Max % (MV)	30.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
Min Rating (A-1 by 1 or A- by 1 if > FDIC Limit)	0.0	0.0	Compliant	
REPURCHASE AGREEMENTS				
Max Maturity (Years)	1.0	0.0	Compliant	
SRI PROHIBITED INVESTMENTS				
Prohibited Investment - Fossil Fuels	0.0	0.0	Compliant	
SUPRANATIONAL OBLIGATIONS				
Max % (MV)	30.0	3.9	Compliant	
Max % Issuer (MV)	10.0	3.0	Compliant	
Max Maturity (Years)	5	4	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
U.S. TREASURIES				
Max % (MV)	100.0	35.4	Compliant	
Max Maturity (Years)	5	4	Compliant	

PORTFOLIO CHARACTERISTICS



City of Solana Beach | Account #10471 | As of June 30, 2025

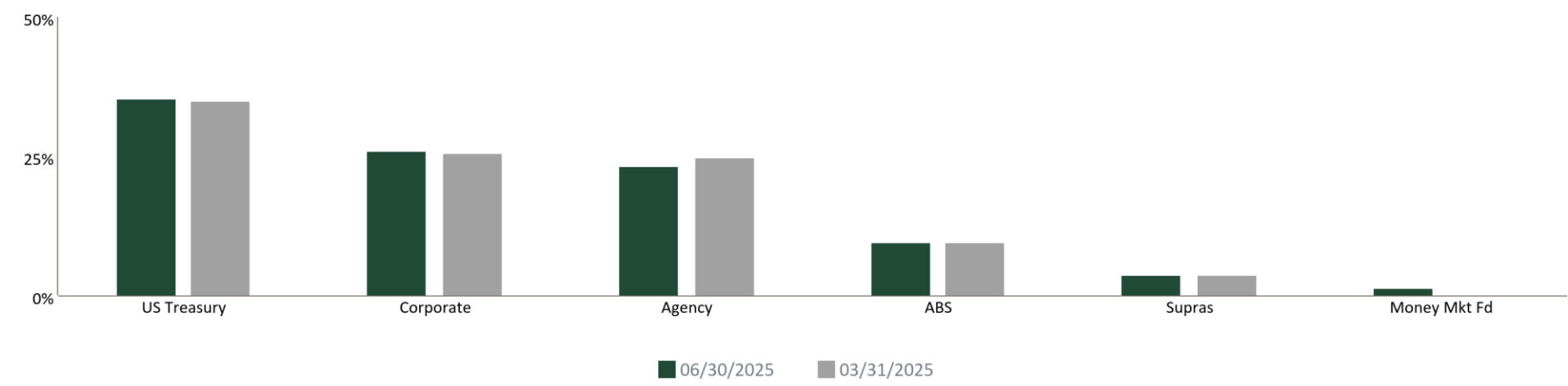
	Benchmark*	6/30/2025 Portfolio	3/31/2025 Portfolio
Average Maturity (yrs)	1.85	2.23	2.18
Average Modified Duration	1.76	1.83	1.81
Average Purchase Yield		4.23%	4.08%
Average Market Yield	3.80%	4.03%	4.17%
Average Quality**	AA+	AA	AA+
Total Market Value		34,112,843	33,667,731

*Benchmark: ICE BofA 1-3 Year US Treasury & Agency Index
**The credit quality is a weighted average calculation of the highest of S&P, Moody's and Fitch.

SECTOR DISTRIBUTION



City of Solana Beach | Account #10471 | As of June 30, 2025



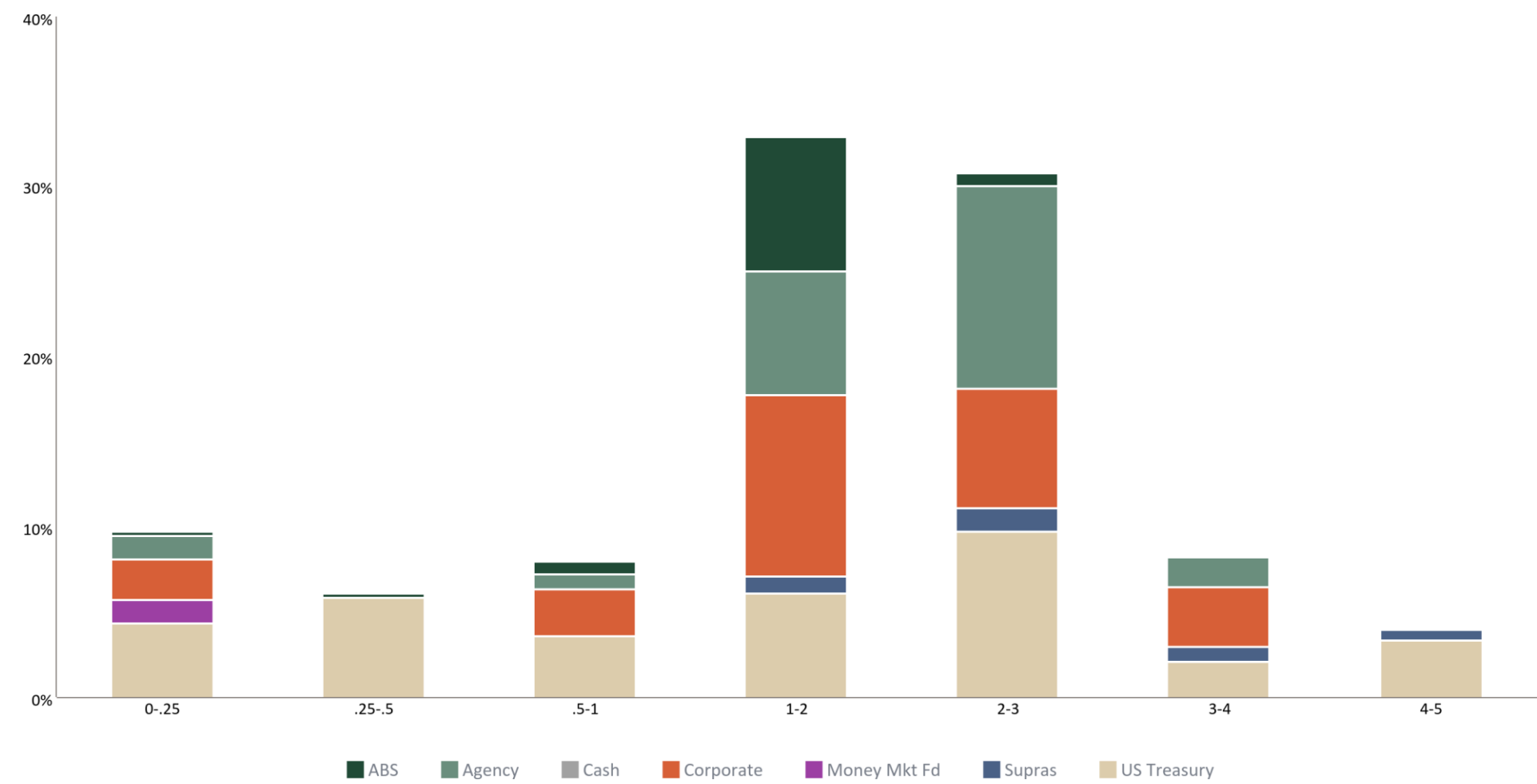
Sector as a Percentage of Market Value

Sector	06/30/2025	03/31/2025
US Treasury	35.42%	34.98%
Corporate	26.04%	25.61%
Agency	23.35%	25.08%
ABS	9.90%	9.92%
Supras	3.89%	3.92%
Money Mkt Fd	1.39%	0.49%

DURATION ALLOCATION



City of Solana Beach | Account #10471 | As of June 30, 2025



	0-25	.25-.5	.5-1	1-2	2-3	3-4	4-5	5-7	7+
06/30/2025	9.7%	6.1%	8.0%	33.0%	30.9%	8.3%	4.1%	0.0%	0.0%

ISSUERS

City of Solana Beach | Account #10471 | As of June 30, 2025

Issuer	Investment Type	% Portfolio
Government of The United States	US Treasury	35.42%
Farm Credit System	Agency	10.96%
Federal Home Loan Banks	Agency	10.91%
International Bank for Recon and Dev	Supras	2.95%
Toyota Motor Corporation	Corporate	1.49%
FNMA	Agency	1.47%
First American Govt Oblig fund	Money Mkt Fd	1.39%
Bank of America Corporation	Corporate	1.35%
PepsiCo, Inc.	Corporate	1.35%
JPMorgan Chase & Co.	Corporate	1.24%
The Progressive Corporation	Corporate	1.23%
The PNC Financial Services Group, In	Corporate	1.22%
GM Financial Securitized Term	ABS	1.21%
Caterpillar Inc.	Corporate	1.20%
The Home Depot, Inc.	Corporate	1.20%
Cisco Systems, Inc.	Corporate	1.20%
Mastercard Incorporated	Corporate	1.19%
Northern Trust Corporation	Corporate	1.18%
Chubb Limited	Corporate	1.17%
Amazon.com, Inc.	Corporate	1.16%
Walmart Inc.	Corporate	1.12%
BMW Vehicle Owner Trust	ABS	1.10%
Chase Issuance Trust	ABS	1.04%
Wells Fargo & Company	Corporate	1.04%
U.S. Bancorp	Corporate	1.04%
UnitedHealth Group Incorporated	Corporate	1.01%
International Finance Corporation	Supras	0.94%
Royal Bank of Canada	Corporate	0.90%
WF Card Issuance Trust	ABS	0.79%
PACCAR Inc	Corporate	0.75%

ISSUERS

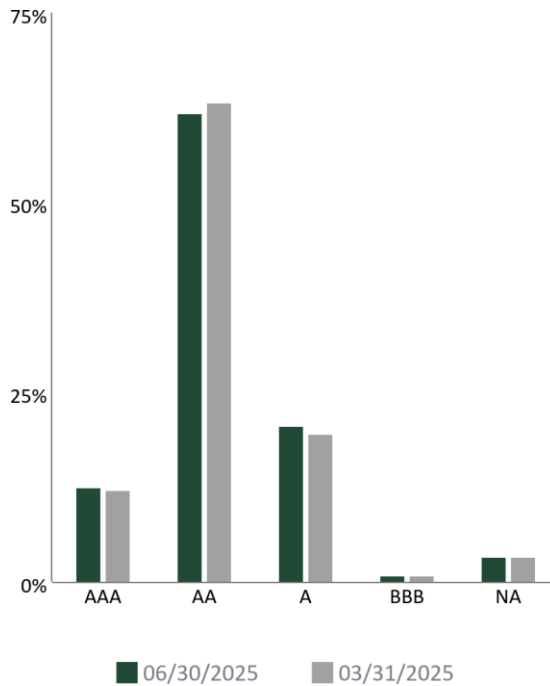
City of Solana Beach | Account #10471 | As of June 30, 2025

Issuer	Investment Type	% Portfolio
Deere & Company	Corporate	0.74%
Verizon Master Trust	ABS	0.74%
BMW Vehicle Lease Trust	ABS	0.74%
Morgan Stanley	Corporate	0.74%
Honda Auto Receivables Owner Trust	ABS	0.73%
Prologis, Inc.	Corporate	0.71%
BlackRock, Inc.	Corporate	0.70%
John Deere Owner Trust	ABS	0.65%
Mercedes-Benz Auto Lease Trust	ABS	0.64%
Eli Lilly and Company	Corporate	0.62%
Ford Credit Auto Owner Trust	ABS	0.58%
Bank of America Credit Card Trust	ABS	0.48%
The Toronto-Dominion Bank	Corporate	0.48%
American Express Credit Master Trust	ABS	0.47%
Hyundai Auto Receivables Trust	ABS	0.45%
GM Financial Automobile Leasing Trus	ABS	0.27%
Cash	Cash	0.01%
TOTAL		100.00%

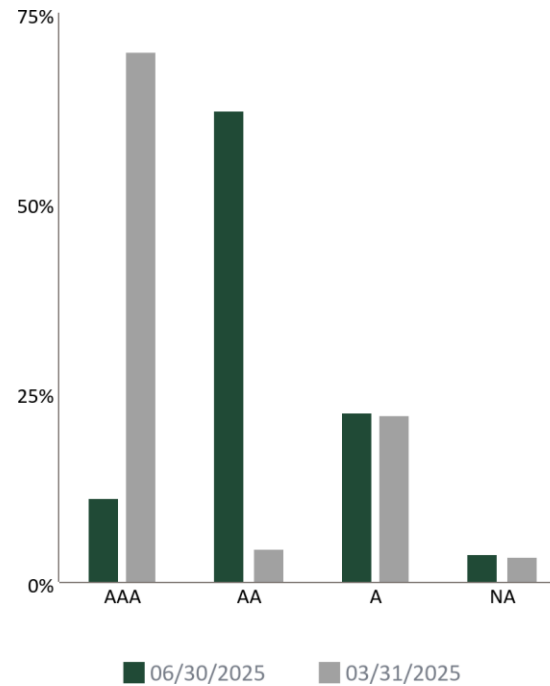
QUALITY DISTRIBUTION

City of Solana Beach | Account #10471 | As of June 30, 2025

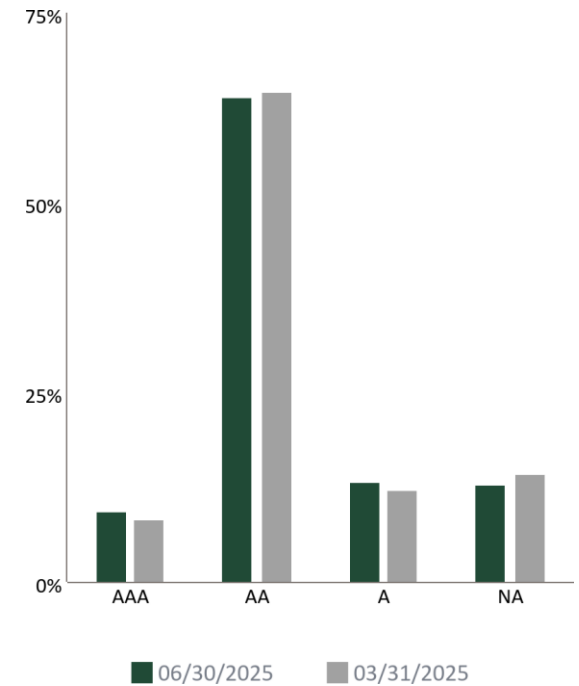
S&P Rating



Moody's Rating



Fitch Rating



Rating	06/30/2025	03/31/2025
AAA	12.60%	12.25%
AA	62.06%	63.42%
A	20.89%	19.64%
BBB	1.06%	1.05%
NA	3.40%	3.64%

Rating	06/30/2025	03/31/2025
AAA	11.29%	69.93%
AA	62.27%	4.42%
A	22.60%	22.11%
NA	3.85%	3.54%

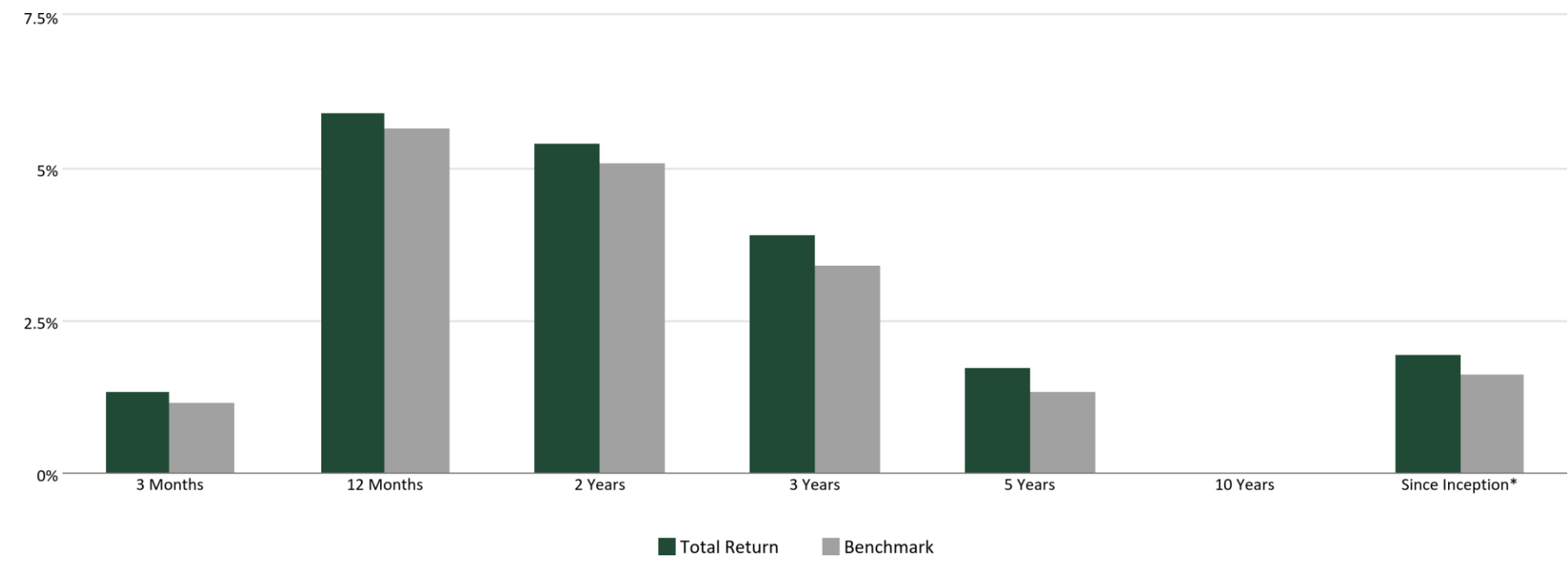
Rating	06/30/2025	03/31/2025
AAA	9.50%	8.55%
AA	64.15%	64.78%
A	13.29%	12.23%
NA	13.06%	14.45%

INVESTMENT PERFORMANCE



City of Solana Beach | Account #10471 | As of June 30, 2025

Total Rate of Return : Inception | 04/01/2016



	3 Months	12 Months	2 Years	3 Years	5 Years	10 Years	Since Inception
TOTAL RATE OF RETURN							
City of Solana Beach	1.35%	5.93%	5.41%	3.93%	1.75%		1.98%
Benchmark	1.18%	5.67%	5.10%	3.42%	1.37%		1.66%

*Periods over 1 year are annualized.
Benchmark: ICE BofA 1-3 Year US Treasury & Agency Index
Total rate of return: A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending market value; it includes interest earnings, realized and unrealized gains and losses in the portfolio.

INVESTMENT COMPARISON



City of Solana Beach | As of June 30, 2025

	LAIF EARNINGS ESTIMATE*	GROSS INCOME EARNED CHANDLER-MANAGED PORTFOLIO	INCOME EARNED CHANDLER-MANAGED PORTFOLIO**
Apr 2016 - Dec 2016	\$113,770	\$185,849	\$169,455
2017	\$327,563	\$439,162	\$410,891
2018	\$628,152	\$553,633	\$524,542
2019	\$716,012	\$600,606	\$573,809
2020	\$339,385	\$513,751	\$488,476
2021	\$78,472	\$361,519	\$336,824
2022	\$323,555	\$327,223	\$301,127
2023	\$1,009,794	\$516,542	\$489,439
2024	\$1,443,258	\$944,782	\$916,603
Jan 2025	\$124,605	\$95,070	\$92,676
Feb 2025	\$112,208	\$95,643	\$93,237
Mar 2025	\$124,644	\$98,020	\$95,602
Apr 2025	\$120,387	\$100,675	\$98,245
May 2025	\$124,421	\$101,616	\$99,180
Jun 2025	\$120,812	\$106,098	\$103,656
Total:	\$5,707,038	\$5,040,189	\$4,793,762

*LAIF earnings estimate calculated using daily yield

**Income earned net of Chandler fees

IMPORTANT DISCLOSURES



2025 Chandler Asset Management, Inc, An Independent Registered Investment Adviser.

Information contained herein is confidential. Prices are provided by ICE Data Services Inc (“IDS”), an independent pricing source. In the event IDS does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

Performance results are presented gross-of-advisory fees and represent the client’s Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

Source ICE Data Indices, LLC (“ICE”), used with permission. ICE permits use of the ICE indices and related data on an “as is” basis; ICE, its affiliates and their respective third party suppliers disclaim any and all warranties and representations, express and/or implied, including any warranties of merchantability or fitness for a particular purpose or use, including the indices, index data and any data included in, related to, or derived therefrom. Neither ICE data, its affiliates or their respective third party providers guarantee the quality, adequacy, accuracy, timeliness or completeness of the indices or the index data or any component thereof, and the indices and index data and all components thereof are provided on an “as is” basis and licensee’s use it at licensee’s own risk. ICE data, its affiliates and their respective third party do not sponsor, endorse, or recommend chandler asset management, or any of its products or services.

This report is provided for informational purposes only and should not be construed as a specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of publication, but may become outdated or superseded at any time without notice. Any opinions or views expressed are based on current market conditions and are subject to change. This report may contain forecasts and forward-looking statements which are inherently limited and should not be relied upon as indicator of future results. Past performance is not indicative of future results. This report is not intended to constitute an offer, solicitation, recommendation or advice regarding any securities or investment strategy and should not be regarded by recipients as a substitute for the exercise of their own judgment.

Fixed income investments are subject to interest, credit and market risk. Interest rate risk: the value of fixed income investments will decline as interest rates rise. Credit risk: the possibility that the borrower may not be able to repay interest and principal. Low rated bonds generally have to pay higher interest rates to attract investors willing to take on greater risk. Market risk: the bond market in general could decline due to economic conditions, especially during periods of rising interest rates.

Ratings information have been provided by Moody’s, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities (“MBS”) reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest.

Benchmark	Disclosure
ICE BofA 1-3 Yr US Treasury & Agency Index	The ICE BofA 1-3 Year US Treasury & Agency Index tracks the performance of US dollar denominated US Treasury and nonsubordinated US agency debt issued in the US domestic market. Qualifying securities must have an investment grade rating (based on an average of Moody’s, S&P and Fitch). Qualifying securities must have at least one year remaining term to final maturity and less than three years remaining term to final maturity, at least 18 months to maturity at time of issuance, a fixed coupon schedule, and a minimum amount outstanding of \$1 billion for sovereigns and \$250 million for agencies.

Monthly Account Report for the Period
06/01/2025 to 06/30/2025

Kristine Pratt

CITY OF SOLANA BEACH
City of Solana Beach PARS PAPEBT

Plan Summary

Beginning Plan Value as of 06/01/2025	\$9,315,916.56
Change in Plan Value	\$279,305.65
Ending Plan Value as of 06/30/2025	\$9,595,222.21

Activity Summary by Source

Source	Balance on 06/01/2025	Contributions	Earnings	Expenses	Distributions	Transfers	Balance on 06/30/2025
OPEB	\$2,159,260.62	\$0.00	\$65,724.23	\$(986.25)	\$0.00	\$0.00	\$2,223,998.60
PENSION	\$7,156,655.94	\$0.00	\$217,836.48	\$(3,268.81)	\$0.00	\$0.00	\$7,371,223.61
Totals	\$9,315,916.56	\$0.00	\$283,560.71	\$(4,255.06)	\$0.00	\$0.00	\$9,595,222.21

Transactions for the Period

Source	Date	Description	Amount
OPEB	06/26/2025	TRUST ADMINISTRATOR FEES	\$(449.85)
OPEB	06/30/2025	ACCOUNT GAINS/(LOSSES)	\$65,724.23
OPEB	06/30/2025	ASSET MGMT FEES	\$(536.40)
PENSION	06/26/2025	TRUST ADMINISTRATOR FEES	\$(1,490.97)
PENSION	06/30/2025	ACCOUNT GAINS/(LOSSES)	\$217,836.48
PENSION	06/30/2025	ASSET MGMT FEES	\$(1,777.84)

Investment Selection

Source	Selected Investment
OPEB	Moderate - Strategic Blend
PENSION	Moderate - Strategic Blend

Investment Objective

Selected Investment	Description
Moderate - Strategic Blend	The dual goals of the Moderate Strategic Blend Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally impor

**Monthly Account Report for the Period
06/01/2025 to 06/30/2025**

Kristine Pratt

**CITY OF SOLANA BEACH
City of Solana Beach PARS PAPEBT**

Investment Performance

Source	1-Month	3-Month	1-Year	Annualized Return			Inception Date
				3-Years	5-Years	10-Years	
OPEB	3.04%	5.63%	10.04%	9.70%	6.83%	-	03/01/2016
PENSION	3.04%	5.63%	10.04%	9.70%	6.83%	-	03/01/2016

Information as provided by US Bank, Trustee for PARS. Investments are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal. Past performance does not guarantee future results. Account balances are inclusive of Trust Administration, Trustee and Investment Management fees if applicable. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Annualized Return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return. Information is deemed reliable but may be subject to change. The plan's Rate of Return may differ from the rate of return in the above linked document. Reasons for the difference may include the timing of transactions into and out of the plan, the duration of time the plan's funds reside in the sweep account and differences in the methodology used to calculate performance.



CITY OF SOLANA BEACH

635 SOUTH HIGHWAY 101 • SOLANA BEACH • CALIFORNIA 92075-2215 • (858) 720-2400
www.cityofsolanabeach.org

September 27, 2025

Chandler Asset Management
9255 Towne Centre Drive, Ste 600
San Diego, CA 92121

RE: Revised Management Directive on Managing the City’s Investments

To Whom It May Concern:

The City of Solana Beach entered into a discretionary agreement in March 2016 with Chandler Asset Management, an SEC-registered investment advisor, to manage a portion of the City’s portfolio in a disciplined, active manner that complies with the City’s investment policy and stated objectives of safety, liquidity and yield.

After detailed consultation with Chandler’s investment team, the City elected to switch its portfolio strategy from the 1-3 year Limited Maturity to the 1-5 year Short Term Bond investment strategy. The strategy invests in a well-diversified portfolio of securities. Chandler will make best efforts to maintain the City’s market risk as measured by modified duration within +/- 10% of the duration of the strategy benchmark.

Strategy	Benchmark
1-5 Year Investment Strategy	ICE BofA 1-5 Year US Treasury & Agency Index

The same index will be used as the benchmark against which the performance in Chandler’s portion of the portfolio will be measured.

The portfolio is prohibited from purchasing securities issued by fossil fuel companies that directly source the majority of their revenue from oil, gas and/or coal production.

This directive is in effect as of September XX, 2025. It will remain in effect until replaced by a revised directive.

Sincerely,

Alyssa Muto
City Manager

To: City of Solana Beach Council

From: Budget & Finance Commission

Chris Maulik

Scott Hermes

Larry Marmon

Ken Zito

Jeff Lyle

Date: September 2, 2025

Re: Recommendation to change Chandler's benchmark from the BofA 1-3 year Treasury/Agency Index to the BofA 1-5 year Treasury/Agency Index.

At the Budget and Finance Commission meeting on 2/24/2025, we discussed some pros/cons of switching the Chandler benchmark from the 1-3 year index to the 1-5 year index. Given uncertainty about upcoming tariffs, inflation, and the economy as well as the uncertainty of the timing of any Federal Reserve moves, we agreed it made sense to not recommend changing the benchmark.

At the Budget and Finance Commission meeting on 8/25/2025, we had a follow up discussion with Chandler. Here's a summary of the discussion:

Economy

- Tariffs: The impact on inflation has so far been somewhat muted.
- Economic Data: Suggests slower growth the rest of 2025.
- Jobs: Chandler also noted job growth is slowing.
- Consensus View: Given the above, the market believes the Federal Reserve will lower rates in September and possibly one more time this year.

CoSB Portfolio Considerations

- The duration for the 1-3 year index is about 1.8 years. It's about 2.5 years for the 1-5 year index. Investment firms would consider both indexes as short term and conservative.
- Longer maturity bonds would provide higher coupon rates (assuming a normal yield curve) and, if the Federal Reserve lowers rates, opportunities for capital gains. That said, bond prices have likely largely factored in the September rate cut so the CoSB would not have significant near term opportunities to enhance capital gains in the

near term. The City would still be able to capture income from higher average yields and capital gains from additional rate cuts.

- The current Chandler portfolio does not have significant trading due to its relatively short duration. Many securities are held to maturity. This means capital gains and losses are typically reported (accounting) as “unrealized” and captured over time to maturity.
- Benchmarking to the 1-5 year index would result in more trading and this would result in more realized gains and losses. Note that since the CoSB does not pay capital gains taxes, this is more of an accounting issue and not a return issue.
- Chandler indicated about 50-60% of the cities it works with use the 1-5 year benchmark. We asked Chandler to verify this.

For these reasons, the Budget and Finance Commission recommends changing the benchmark to the 1-5 year index.

RESOLUTION 2025-110

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING AN AMENDMENT TO THE MANAGEMENT DIRECTIVE FOR THE CITY'S INVESTMENT STRATEGY WITH CHANDLER

WHEREAS, the City Council approved the FY 2025-26 Investment Policy at its June 18, 2025 Council meeting; and

WHEREAS, the City of Solana Beach desires to achieve maximum investment portfolio performance; and

WHEREAS, after detailed consultation with Chandler's investment team, the Finance Director/City Treasurer recommends the City switch its portfolio strategy from the 1-3 year Limited Maturity to the 1-5 year Short Term Bond investment strategy; and

WHEREAS, the Chandler Asset Management, under the direction of the City Treasurer, has prepared a revised Management Directive that would allow the City more flexibility to invest in longer maturity durations.

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

1. That the above recitations are true.
2. That the City Manager is hereby authorized and directed to execute the revised Management Directive with Chandler Asset Management to change the City's investment strategy from a 1-3 year strategy to the 1-5 year strategy.

PASSED AND ADOPTED this 24th day of September 2025, 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: Alyssa Muto, City Manager
MEETING DATE: September 24, 2025
ORIGINATING DEPT: City Manager's Department
SUBJECT: **Fire Management Services Update**

BACKGROUND:

The City of Solana Beach (City) is in a Fire Department Management Services Cooperative Agreement (Agreement) with the cities of Encinitas and Del Mar for fire management services. This Agreement (Attachment 1), entered into in 2009, consolidated fire executive leadership and administrative functions into a shared structure between the three cities to improve operational efficiency, cost sharing, and improved coordination. While initially the agreement included Rancho Santa Fe Fire Protection District (RSF FPD); in 2013, the cooperative agreement was amended when RSF FPD withdrew from the Agreement.

Since 2009, there have been five (5) amendments (Attachment 2) to the original Agreement to make changes to the administrative structure, roles and responsibilities, and budgets. Currently, all shared fire management staff, including the Fire Chief, Deputy Chief, Battalion Chiefs, Fire Training Captain, Fire Marshal, and additional fire management support staff are employees of the City of Encinitas. Del Mar and Solana Beach directly employ Fire Captains, Fire Engineers, and Firefighter Paramedics. In Solana Beach, there are 18 fire suppression employees that staff one fire station, with one Fire Prevention Specialist and a partial FTE for administrative assistance.

The total budgeted cost for Solana Beach Fire Services in Fiscal Year (FY) 2025-26 is \$6,597,374, of which approximately \$595,000 is for costs related to the Agreement and shared fire management services. Depending on overtime costs for Battalion Chief staff, annual fire management costs can range from \$585,000 to \$615,000 annually. This has increased approximately 9.6% since 2023, at the time of the last amendment to the agreement (Refer to Attachment 2 for most current Amendment).

COUNCIL ACTION:

DISCUSSION:

During a special meeting of the Encinitas City Council on June 11, 2025, a resolution was approved by the Encinitas City Council 5-0 to formally begin the process of withdrawing from the Cooperative Fire Management Agreement, initiating the 90-day notice to withdraw. A copy of the notice received from the City of Encinitas City Manager, dated June 18, 2025, is included for reference (Attachment 3). The letter documents that the City of Encinitas plans to leave the Cooperative structure by March 31, 2026, and commits to its obligations under the Agreement during the notice period to ensure an orderly and coordinated transition of fire management responsibilities for the additional time needed for the cities of Solana Beach and Del Mar to identify an alternative for fire management services.

Since receiving notice from the City of Encinitas, the Solana Beach and Del Mar City Managers have been working cooperatively to identify alternative options for fire management services including, but not limited to, formation of a Solana Beach Fire Department or another cooperative structure with Del Mar, to contracting with another established fire agency through a similar structure or other organizational approach. In this effort, Solana Beach, along with Del Mar, has been committed to maintaining exceptional fire and emergency response services for our residents, while prioritizing and supporting our fire professionals as we determine the best fire management structure for our respective communities moving forward.

In addition to staff-led meetings between Solana Beach, Del Mar and Encinitas on the operational transitional needs, the Fire Governance Board, made up of two Council representatives and the City Managers from each of the three participating cities, along with the Fire Chief, have been meeting on a monthly basis to continue the necessary coordination between the three cities. The Solana Beach representatives on this committee, Councilmember MacDonald and Councilmember Edson, have also been engaged for regular updates on the coordination and communication that the City Manager is having with the other agencies and Solana Beach Fire personnel.

This item is to provide an update to the Council and public on this Agreement and the City of Encinitas' action, an overview of the options under exploration for fire organization and management services, and potential next steps. The City Manager is requesting that the Council authorize the City Manager to take any and all actions necessary to ensure effective delivery of fire services including exploring other methods and means for management. This includes providing notice to Del Mar and Encinitas consistent with Section 7.2 of the Agreement, indicating that Solana Beach may exit the agreement between January 1, 2026 through March 31, 2026, or an alternative date thereafter as may be agreed upon by the parties. Staff will return to Council with any organization and/or cost proposal for consideration.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

There is no fiscal impact as a result of the action tonight. This item is to provide an update to the Council and public on this Agreement and the City of Encinitas' action, an overview of the options under exploration for fire organization and management services, and potential next steps. Once these options are more thoroughly explored and there are recommendations for next steps, Staff will return to Council with any potential cost implications for consideration.

WORK PLAN:

This item is not included in the City's Work Plan, as it was not anticipated that Encinitas was going to opt-out of the Agreement at the time of adoption. However, values and priorities outlined under Organizational Effectiveness, including Staff Engagement and Effectiveness, are incorporated into the engagement and communication efforts employed by the City Manager and the Executive Staff to prioritize Fire personnel and continued exceptional fire and emergency response services for our residents.

OPTIONS:

- Approve Staff recommendation.
- Provide alternative direction to Staff.

CITY STAFF RECOMMENDATION:

Authorize the City Manager to take any and all actions necessary to ensure effective delivery of fire services including exploring other methods and means for management.



Alyssa Muto, City Manager

Attachments:

1. Original Cooperative Agreement
2. Cooperative Agreement Amendments
3. City of Encinitas' Notice to Withdrawal Letter

AGREEMENT FOR COOPERATIVE MANAGEMENT SERVICES

This Agreement is made and entered this 15th day of October, 2009, by and between the CITY OF DEL MAR, CITY OF ENCINITAS, RANCHO SANTA FE FIRE PROTECTION DISTRICT and the CITY OF SOLANA BEACH (hereinafter collectively referred to as "PARTIES"), all of which are public agencies organized and existing under and by virtue of the laws of the State of California.

RECITALS

WHEREAS, each party is charged with providing fire prevention and suppression activities, emergency medical services ("EMS") and emergency/disaster management as provided for in California Health and Safety Code §13862 and Government Code Chapter 7, within their respective boundaries;

WHEREAS, due to their proximity to one another and similar organizational elements, the PARTIES wish to cooperate in sharing fire management functions;

WHEREAS, sharing the functions of organizational direction and control, supervision of operations, training, fire prevention, administrative, fiscal management and disaster preparedness can provide effective leadership to multiple agencies, eliminating redundancy, duplication of effort and provide opportunities for current cost savings and an increased level of service for each party, while avoiding the full cost of completely independent fire administration;

WHEREAS, all employees of PARTIES performing pursuant to this Agreement shall remain employees of their respective jurisdiction and no express or implied employment contract exists for the same as a result of this Agreement,

WHEREAS, this Agreement provides a cost effective option for sharing said functions between the PARTIES.

NOW THEREFORE, the parties agree as follows:

1. **Purpose.** This Agreement when executed shall constitute an agreement by the PARTIES to cooperate in sharing certain management services relating to fire prevention and suppression activities, EMS and emergency/disaster management. The Parties desire to

maximize the use of existing resources, create cost containment opportunities, maintain local control and continue to deliver fire emergency medical services at a high level of service. During the duration of this Agreement, the Parties will continue to explore further opportunities to work jointly in delivering efficient emergency and fire-related services to the public.

2. **Management Services.** Each party shall furnish or contract for the management services identified in Exhibit "A" ("Description of Services").

2.1. In providing the services listed in Exhibit "A", PARTIES agree that the minimum hours to be provided by each parties' personnel shall be the amount necessary to maintain the overall level of services contemplated by the Agreement upon its effective date.

3. **Employees of PARTIES.** All personnel hired by each party for their respective fire departments, shall be and remain employees of said party and shall at all times be subject to the direction, supervision and control of said party directly or by other agencies acting on behalf of said party pursuant to this Agreement. Each party shall have sole responsibility of paying the salaries, taxes, including, but not limited to Federal Social Security Taxes, Federal, California and Employment taxes and all other employee related expenses including but not limited to Workers' Compensation Insurance and Retirement Benefits regarding their respective employees.

4. **Compliance with Applicable Statutes, Ordinance and Regulations.**

In performing the management services required under this Agreement, each party shall comply with all applicable federal, state, and county statutes, ordinance and regulations.

5. **Insurance**

a. Each party shall furnish and keep in full force and effect during all times of the Agreement the following insurance:

i. Workers' Compensation insurance covering all employees exercising duties pursuant to this Agreement.

ii. Comprehensive Liability insurance to include general liability, automotive liability, and public officials and professional liability for any and all property claims or suits for damages arising out of their respective employees' duties pursuant to this Agreement including officers, agents, representatives, subcontractors or volunteers. These policies shall provide coverage for bodily injury and property damage in an amount not less than one million dollars (\$1,000,000) combined single limit per occurrence and shall name the PARTIES as an additional insured. No cancellation or change of coverage shall be effective until thirty (30) day written notice has been given to the PARTIES.

6. **Compensation.** Those PARTIES receiving fire management services agree to pay for the services herein to be performed, during the term of this Agreement. The fees for fire management services shall be calculated using the total actual cost of salaries and benefits for personnel providing the services identified in Exhibit "A" during the term of this Agreement and apportioned to reflect the extent to which the PARTIES utilize fire management services, based on the following formula:

10% equally shared

20% by population (based on the most recent figures from the State of California
Department of Finance

20% by area served

20% by number of annual calls for service (based on the most recent figures
from North County Dispatch Joint Powers Authority)

30% by number of fire suppression personnel

The apportionment will be calculated annually using the most recent statistics required for the above-mentioned formula.

Payment to PARTIES to render the services described in Exhibit "A" hereunder shall be set forth in Exhibit "B" which is attached hereto and incorporated herein as though fully set forth at length. The total payment shall be made in quarterly installments.

The compensation provided to the Rancho Santa Fe Fire Protection District (RSF) for the services herein shall increase each year by the actual increase in salary and benefits for the Battalion Chiefs (3) of RSF for that fiscal year.

The compensation provided to the City of Encinitas (ENC) for services herein shall increase each year by the actual increase in salary and benefits of the positions providing the personnel services to that particular party for that fiscal year.

PARTIES rendering the services described in Exhibit A will not be compensated for the cost of fuel, vehicle maintenance, future vehicle replacement, office equipment, information technology, office supplies or incidentals incurred as a result of the performance of this Agreement.

6.1 Adjustment to Compensation. PARTIES must be notified of any changes to the compensation structure, as provided for in Paragraph 6, no later than May 1st in order to facilitate the next fiscal year's budget planning process. In the event such changes cannot be made available by May 1st as a result of protracted labor negotiations, PARTIES agree to work in good faith to provide best estimates until such time the changes are final. PARTIES agree to exercise due diligence to finalize the changes for timely notification.

7. **Duration of Agreement.**

7.1 The term of this Agreement shall commence on October 15, 2009, and shall continue in full force and effect for a period of two years (2) years. This Agreement shall automatically renew on an annual basis after the initial two (2) year term.

7.2 Termination without Cause. Each party may terminate this AGREEMENT, without cause, by giving written notice to PARTIES. Such termination shall be effective ninety (90) days following receipt of the written notice.

7.3 Termination for Cause. Should any party be in default of any covenant or condition hereof, the other party may immediately terminate this AGREEMENT for cause if the defaulting party fails to cure the default within ten (10) calendar days of receiving a written notice of the default.

7.4 Performance after Termination. Should either the CITY OF DEL MAR or the CITY OF SOLANA BEACH terminate this Agreement pursuant to section 7.2 or 7.3, above, this Agreement

shall continue in full force and effect for the remaining PARTIES without a reduction in the services set forth in Exhibit A for the remaining PARTIES or an increase in the compensation due under Exhibit B except as specifically provided for in this Agreement.

8. **Joint Services**. The PARTIES agree to meet and confer in good faith to further explore joint efficiencies and effectiveness in providing services.

9. **Non-assignability**. This Agreement shall not be assigned by any party without first obtaining the express written consent of PARTIES.

10. **Notices**. Any and all notices or other communications required or permitted by this Agreement or by law to be served on or given to the PARTIES shall be in writing and shall be deemed duly served and given when personally delivered to the party whom directed or in lieu of such personal services when deposited in the United States mail, postage pre-paid to:

City of Del Mar
1050 Camino Del Mar
Del Mar, CA 92014
Attn: City Manager
Telephone: (858) 755-9313

City of Encinitas
505 S. Vulcan Avenue
Encinitas, CA 92024
Attn: Fire Chief
Telephone: (760)633-2800

Rancho Santa Fe Fire Protection District,
P.O. Box 410
Rancho Santa Fe, Ca 92067
Attn: Fire Chief
Telephone (858) 756-5971

City of Solana Beach
635 South Highway 101
Solana Beach, CA 92075
Attn: City Manager

Telephone: (858)720-2434

11. **Indemnification.** Each party agrees to defend, indemnify, and save all other parties harmless from any and all claims arising out of said party's employees' negligent acts, errors, omissions or willful misconduct while performing pursuant to this Agreement.

Each party hereby agrees to defend itself from any claim, action or proceeding arising out of the concurrent acts or omissions of their employees. In such cases, each party agrees to retain their own legal counsel, bear their own defense costs, and waive their right to seek reimbursement of such costs.

Notwithstanding the above, where a trial verdict or arbitration award allocates or determines the comparative fault of the members, the members may seek reimbursement and/or reallocation of defense costs, settlement payments, judgments and awards, consistent with said comparative fault.

For purposes of this section, the terms "employee" or "employees" shall refer to and include employees, officers, agents, representatives, subcontractors or volunteers. Notwithstanding the foregoing, no employee, officer, agent, representative, subcontractor or volunteer of any party to this Agreement shall be considered an "employee" of any other party to this Agreement for purposes of indemnification.

12. **Legal Representation and Advice.** Each party employee shall rely upon and consult with its respective jurisdiction's legal counsel regarding legal matters or issues related to the employee's performance pursuant to this Agreement. In the event that a legal matter or issue relates to two or more employees of differing jurisdictions, said jurisdictions shall meet and confer on appropriate legal representation and apportionment of costs, if applicable.

For purposes of this section, the terms "employee" or "employees" shall refer to and include employees, officers, agents, representatives, subcontractors or volunteers. Notwithstanding the foregoing, no employee, officer, agent, representative, subcontractor or volunteer of any party to this Agreement shall be considered an "employee" of any other party to this Agreement for purposes of legal representation and advice.

13. **Entire Agreement.** PARTIES agree that this Agreement constitutes the sole and only Agreement between them representing the management services and correctly sets forth their obligations and duties with respect to each other.

14. **Amendment.** This Agreement may be amended only by written consent of the PARTIES to the Agreement.

15. **Subject Headings** The subject heading of the Paragraphs in this Agreement are included solely for the purposes of convenience and references, and shall not be deemed to explain, modify, limit, amplify or aid in the meaning, construction or interpretation of any provision of this Agreement.

16. **No Interpretation Against Drafting.** This Agreement has been negotiated at arm's length between PARTIES hereto. Accordingly, any rule or law (including California Civil Code §1635 et seq.) or legal decisions that would require interpretation of any ambiguities in this Agreement against the party that has drafted the applicable provisions, is not applicable and is waived. The provisions of this Agreement shall be interpreted in a reasonable manner to effect the purpose of the PARTIES.

17. **Execute in Counterparts.** The parties hereto agree that there shall be ^{two} originals of this agreement which shall be identical in all respects, including form and substance. The parties may execute this Agreement in two or more counterparts, which shall, in the aggregate, be deemed an original, but all of which, together, shall constitute one and the same instrument.

18. **Governing Law.** This Agreement shall be construed in accordance with and governed by the laws of the State of California.

Executed at San Diego, California on the date and year first appearing above.

City of Del Mar
a Municipal Corporation

By: [Signature]
Name: Daren P. Brust
Its: City Manager

City of Encinitas
a Municipal Corporation

By: [Signature]
Name: D E Cotton
Its: City Manager

Rancho Santa Fe Fire Protection District

By: [Signature]
Name: James H. Ashcraft
Its: President, Board of Directors

City of Solana Beach
a Municipal Corporation

By: [Signature]
Name: David OIT
Its: City Manager

EXHIBIT A

Description of Services

The **Rancho Santa Fe Fire Protection District (RSF)** will furnish the following services:

1. Duty Coverage.

The Rancho Santa Fe Fire Protection District will furnish the management services that include the positions of Shift Battalion Chiefs (3) to the City of Del Mar, City of Encinitas and City of Solana Beach in order to provide supervision of operations for their Fire Departments. Said management services shall include the following:

- a. Provide emergency incident command officer coverage.*
- b. Perform a management role and assume command of field operations as well as direct assigned personnel at the scene of emergencies involving fire, all types of accidents, gas leaks, flooded structures, hazardous materials and life saving and rescue work.
- c. Make decisions on the utilization and practical application of agency resources to ensure proper emergency coverage is maintained.
- d. Effectuate policies, orders, rules and regulations. Enforce agency rules and regulations and recommend and takes disciplinary action when necessary.
- e. Assure agency health and safety guidelines are followed, and exercise discretion to ensure a safe working environment is maintained.
- f. Respond to incidents requiring a chief officer, when necessary.
- g. Daily supervision of personnel. Supervise adherence to agency policies and procedures (i.e., personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies, etc.).
- h. Conduct morning briefings with all shift personnel at the fire stations.
- i. Communicate daily activities with each Operations Chief and disseminate critical information.
- j. Meet with company officers in each station to explain new orders, answer questions, discuss policies and procedures, and ensure proper awareness of new standards.
- k. Receive and relay and pertinent information; deliver interdepartmental mail.
- l. Assist the Operation Chief with company officers' evaluations.
- m. Assist Company Officer with counseling and coaching of subordinates when there is a performance or personnel problem, if necessary.

- n. Participate in training activities and observe companies as they participate in drills.
- o. Act as initiating official for investigations and citizen's complaints; Analyze information obtained and handle as appropriate, or develop a report for further consideration.
- p. Maintain records and review RMS reports per developed program.
- q. Participate in captains' meetings when on duty
- r. Participate in agency scheduled operations or staff meetings.

*Should RSF personnel at or above the Battalion Chief level be unavailable to respond, the Cities of Del Mar, Encinitas and Solana Beach will use shared duty officers from other cooperating agencies or choose to provide their own "Duty Officer"

The **Encinitas Fire Department** will furnish the following services:

1. Management services for Del Mar

The Encinitas Fire Department will furnish the management services that include the positions of Fire Chief (1), Deputy Chiefs (3), Fire Marshal (1) and Management Analyst (1) to the City of Del Mar in order to manage its Fire Department. Said management services shall include the following:

- a. Under the Direction and supervision of the City Manager of Del Mar, provide broad policy guidance, fire management expertise and leadership to Del Mar fire personnel.
- b. Confer with Del Mar Fire Department personnel when required to ascertain the needs and evaluate the efficiency of the services provided by the Del Mar Fire Department to its citizens.
- c. As directed by the City Manager, respond to citizen complaints regarding personnel or services, requests for services, and inquires.
- d. Provide support to major incidents.
- e. Promote a harmonious working relationship between fire prevention and suppression personnel of each respective agency while striving to uphold each Fire Departments Mission Statements.
- f. Coordinate assignment and maintenance programs of fire apparatus and equipment.
- g. Supervise and provide direction when needed for fire prevention suppression, and EMS activities for the City of Del Mar.
- h. Supervise personnel of the Del Mar Fire Department. Supervise adherence to Del Mar policies and procedures (i.e., personnel rules, administrative policies,

purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies, etc.).

- i. As directed by the City Manager, attend and represent the Del Mar Fire Department and implement Del Mar's policies and directives at various local and regional meetings [i.e., City Council (when required), City Manager staff meetings, County Fire Chiefs, North Zone, CSA-17, UDC, etc.].
- j. Supervise the purchasing of materials and equipment within the budgetary constraints of Del Mar.
- k. Provide overhead supervision for safety, command and control functions on an as needed basis.
- l. Provide support personnel dependent upon nature and location of incident for Emergency Operation Center (EOC) activities, during activation.
- m. Assist in the maintenance of the Cities' emergency plans and coordinate training for Del Mar staff.
- n. Administer grant programs and submit applications for grants
- o. Prepare and review budgets and facilitate cost recovery.

2. Training Services for Del Mar

The Encinitas Fire Department will furnish training services of a Deputy Chief (Training Officer) to Del Mar in order to train, and assist in the training management of Del Mar's Fire Department. Said training services shall include the following:

- a. Under direction of the Fire Chief, coordinate the training program for the members of the Del Mar Fire Department.
- b. Prepare and oversee said training program.
- c. Monitor required annual training attendance records.
- d. Ensure annual state and federal training mandates are met.
- e. Ensure that all firefighters are instructed in the same firefighter techniques (North Zone Operations and Training Manual).
- f. Provide training guidance and management to Del Mar fire personnel.
- g. Establish training standards and develop curriculum and lesson plans.
- h. Develop a master training schedule including multi-company drills on a regular basis.
- i. Training shall include the development of a training academy for new hires.
- j. Evaluate training effectiveness and periodically review training records for completeness.
- k. Represent Del Mar at Zone and County training activities.

3. Management Services for Solana Beach

The Encinitas Fire Department proposes to furnish the management services that include the positions of Fire Chief (1) and Deputy Chiefs (2) to the City of Solana Beach in order to manage its Fire Department. Said management services shall include the following:

- a. Under the Direction and supervision of the City Manager of Solana Beach, provide broad policy guidance, fire management expertise and leadership to Solana Beach fire personnel.
- b. Confer with Solana Beach Fire Department personnel when required to ascertain the needs and evaluate the efficiency of the services provided by the Solana Beach Fire Department to its citizens.
- c. At the direction of the City Manager, respond to citizen complaints regarding personnel or services, requests for services, and inquires.
- d. Provide support to major incidents.
- e. Promote a harmonious working relationship between fire prevention and suppression personnel of each respective agency while striving to uphold each Fire Departments Mission Statements.
- f. Coordinate assignment and maintenance programs of fire apparatus and equipment.
- g. As directed by the City Manager, attend and represent the Solana Beach Fire Department and implement Solana Beach's policies and directives at various local and regional meetings [i.e., City Council (when required), City Manager staff meetings, County Fire Chiefs, North Zone, CSA-17, UDC, etc.].
- h. Supervise the purchasing of materials and equipment within the budgetary constraints of Solana Beach.
- i. Provide overhead supervision for safety, command and control functions on an as needed basis.
- j. Provide support personnel, dependent upon nature and location of incident for Emergency Operation Center (EOC) activities, during activation.

4. Training Services for Solana Beach

The Encinitas Fire Department will furnish training services of a Deputy Chief (Training Officer) to Solana Beach in order to train, and assist in the training management of Solana Beach's Fire Department. Said training services shall include the following:

- a. Under direction of the Fire Chief, coordinate the training program for the members of the Solana Beach Fire Department.
- b. Prepare and oversee said training program.
- c. Monitor required annual training attendance records.
- d. Ensure annual state and federal training mandates are met.

- e. Ensure that all firefighters are instructed in the same firefighter techniques (North Zone Operations and Training Manual).
- f. Provide training guidance and management to Solana Beach fire personnel.
- g. Establish training standards and develop curriculum and lesson plans.
- h. Develop a master training schedule including multi-company drills on a regular basis.
- i. Training shall include the development of a training academy for new hires.
- j. Evaluate training effectiveness and periodically review training records for completeness.
- k. As designated by the City Manager, represent Solana Beach at Zone and County training activities.

EXHIBIT B

Annual Payment for Services

October 15, 2009 – October 14, 2010

	DMR	SOL	ENC	RSF	Total (Salary & Benefits)
DIRECTOR PS/ FIRE CHIEF	\$ 28,576	\$ 44,762	\$ 149,573	\$ -	\$ 222,911
DEPUTY CHIEF (TRAINING) ¹	\$ 25,525	\$ 39,983	\$ 133,602	\$ -	\$ 199,110
DEPUTY CHIEF (ADMIN/SUPPORT SERVICES) ¹	\$ 25,525	\$ 39,983	\$ 133,602	\$ -	\$ 199,110
DEPUTY CHIEF (OPS) ¹	\$ 33,675	\$ -	\$ 165,435	\$ -	\$ 199,110
BATTALION CHIEF (3) ²	\$ 52,876	\$ 80,437	\$ 234,229	\$ 209,874	\$ 577,416
FIRE MARSHAL	\$ 24,748	\$ -	\$ 121,577	\$ -	\$ 146,325
MANAGEMENT ANALYST (DP, GRANTS)	\$ 19,504	\$ -	\$ 95,819	\$ -	\$ 115,323
SUBTOTAL - ENC REVENUE	\$ 157,553	\$ 124,727	N/A	N/A	
SUBTOTAL - RSF REVENUE	\$ 52,876	\$ 80,437	\$ 234,229	N/A	
TOTAL	\$ 210,429	\$ 205,164	\$1,033,838	\$ 209,874	\$ 1,659,304

Cost Allocation	DMR	SOL	ENC	RSF
Fire Chief/Training Officer/Deputy Chief	12.82%	20.08%	67.10%	
Battalion Chiefs	9.16%	13.93%	40.57%	36.35%
Ops Chief/Fire Marshal/Analyst	16.91%		83.09%	

¹ MOU with Encinitas Deputy Chiefs expires 6/30/10 and total salary and benefits cost does not reflect any possible salary increase effective 7/1/10.

² Total salary and benefits cost for Rancho Santa Fe FPD Battalion Chiefs does not reflect any possible salary increase effective 7/1/10.

FIRST AMENDMENT TO
AGREEMENT FOR COOPERATIVE MANAGEMENT SERVICES

This Amendment ("**Amendment**") is entered into the 15th day of September, 2010 ("**Effective Date**") regarding that certain AGREEMENT FOR COOPERATIVE MANAGEMENT SERVICES dated October 15, 2009 by and between CITY OF DEL MAR, CITY OF ENCINITAS, RANCHO SANTA FE FIRE PROTECTION DISTRICT and the CITY OF SOLANA BEACH (collectively the "**Parties**") ("**Agreement**").

Recitals

WHEREAS, Section 14 of the Agreement permits amendment of the Agreement by a writing signed by the Parties;

WHEREAS, the Parties agree to amend the Agreement as more fully stated herein.

NOW, THEREFORE, the Parties agree as follows:

1. Exhibit "A" (Description of Services) is hereby deleted and a new Exhibit "A" (Description of Services) attached hereto as Attachment "1" is substituted in its place.
2. Exhibit "B" (Annual Payments for Services) is hereby deleted and a new Exhibit "B" (Annual Payments for Services) attached hereto as Attachment "2" is substituted in its place.
3. This Amendment may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
4. Except as specifically provided herein, all terms shall have the same meaning as defined in the Agreement.
5. Except as specifically amended herein, the Agreement shall remain in full force and effect.

[Signatures on Next Page]

Executed the first day and year appearing above at San Diego, California.

City of Del Mar
a Municipal Corporation

By: Mark Delin

Name: Mark Delin

Its: Assistant City Manager

City of Encinitas
a Municipal Corporation

By: Mark A. Muir

Name: MARK A. MUIR

Its: FIRE CHIEF for City Manager

Rancho Santa Fe Fire Protection District
a Special District

By: James H. Ashcraft

Name: James H. Ashcraft

Its: President, Board of Directors

City of Solana Beach
a Municipal Corporation

By: David Ott

Name: David Ott

Its: City Manager

ATTACHMENT 1

EXHIBIT A

Description of Services

The **Rancho Santa Fe Fire Protection District (RSF)** will furnish the following services:

1. Duty Coverage.

The Rancho Santa Fe Fire Protection District will furnish the management services that include the positions of Shift Battalion Chiefs (3) to the City of Del Mar, City of Encinitas and City of Solana Beach in order to provide supervision of operations for their Fire Departments. Said management services shall include the following:

- a. Provide emergency incident command officer coverage.*
- b. Perform a management role and assume command of field operations as well as direct assigned personnel at the scene of emergencies involving fire, all types of accidents, gas leaks, flooded structures, hazardous materials and life saving and rescue work.
- c. Make decisions on the utilization and practical application of agency resources to ensure proper emergency coverage is maintained.
- d. Effectuate policies, orders, rules and regulations. Enforce agency rules and regulations and recommend and takes disciplinary action when necessary.
- e. Assure agency health and safety guidelines are followed, and exercise discretion to ensure a safe working environment is maintained.
- f. Respond to incidents requiring a chief officer, when necessary.
- g. Daily supervision of personnel. Supervise adherence to agency policies and procedures (i.e., personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies, etc.).
- h. Conduct morning briefings with all shift personnel at the fire stations.
- i. Communicate daily activities with each Operations Chief and disseminate critical information.
- j. Meet with company officers in each station to explain new orders, answer questions, discuss policies and procedures, and ensure proper awareness of new standards.
- k. Receive and relay and pertinent information; deliver interdepartmental mail.
- l. Assist the Operation Chief with company officers' evaluations.
- m. Assist Company Officer with counseling and coaching of subordinates when there is a performance or personnel problem, if necessary.
- n. Participate in training activities and observe companies as they participate in drills.

- o. Act as initiating official for investigations and citizen's complaints; Analyze information obtained and handle as appropriate, or develop a report for further consideration.
- p. Maintain records and review RMS reports per developed program.
- q. Participate in captains' meetings when on duty.
- r. Participate in agency scheduled operations or staff meetings.

*Should RSF personnel at or above the Battalion Chief level be unavailable to respond, the Cities of Del Mar, Encinitas and Solana Beach will use shared duty officers from other cooperating agencies or choose to provide their own "Duty Officer"

The **Encinitas Fire Department** will furnish the following services:

1. Management Services for Del Mar

The Encinitas Fire Department will furnish the management services that include the positions of Fire Chief (1), Deputy Chiefs (2), Fire Marshal (1) and Management Analyst (1) to the City of Del Mar in order to manage its Fire Department. Said management services shall include the following:

- a. Under the direction and supervision of the City Manager of Del Mar, provide broad policy guidance, fire management expertise and leadership to Del Mar fire personnel.
- b. Confer with Del Mar Fire Department personnel when required to ascertain the needs and evaluate the efficiency of the services provided by the Del Mar Fire Department to its citizens.
- c. As directed by the City Manager, respond to citizen complaints regarding personnel or services, requests for services, and inquiries.
- d. Provide support to major incidents.
- e. Promote a harmonious working relationship between fire prevention and suppression personnel of each respective agency while striving to uphold each Fire Department's Mission Statement.
- f. Coordinate assignment and maintenance programs of fire apparatus and equipment.
- g. Supervise and provide direction when needed for fire prevention, suppression, and EMS activities for the City of Del Mar.
- h. Supervise personnel of the Del Mar Fire Department. Supervise adherence to Del Mar policies and procedures (i.e. personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies).
- i. As directed by the City Manager, attend and represent the Del Mar Fire

Department and implement Del Mar's policies and directives at various local and regional meetings [i.e. City Council (when required), City Manager staff meetings, County Fire Chiefs, North Zone, CSA-17, UDC].

- j. Supervise the purchasing of materials and equipment within the budgetary constraints of Del Mar.
- k. Provide overhead supervision for safety, command and control functions on an as needed basis.
- l. Provide support personnel dependent upon nature and location of incident for Emergency Operation Center (EOC) activities, during activation.
- m. Assist in the maintenance of the Cities' emergency plans and coordinate training for Del Mar staff.
- n. Administer grant programs and submit applications for grants.
- o. Prepare and review budgets and facilitate cost recovery.

2. Management Services for Solana Beach

The Encinitas Fire Department proposes to furnish the management services that include the positions of Fire Chief (1), Deputy Chiefs (2), Fire Marshal (1) and Management Analyst (1) to the City of Solana Beach in order to manage its Fire Department. Said management services shall include the following:

- a. Under the direction and supervision of the City Manager of Solana Beach, provide broad policy guidance, fire management expertise and leadership to Solana Beach fire personnel.
- b. Confer with Solana Beach Fire Department personnel when required to ascertain the needs and evaluate the efficiency of the services provided by the Solana Beach Fire Department to its citizens.
- c. At the direction of the City Manager, respond to citizen complaints regarding personnel or services, requests for services, and inquiries.
- d. Provide support to major incidents.
- e. Promote a harmonious working relationship between fire prevention and suppression personnel of each respective agency while striving to uphold each Fire Department's Mission Statement.
- f. Coordinate assignment and maintenance programs of fire apparatus and equipment.
- g. Supervise and provide direction when needed for fire prevention, suppression, and EMS activities for the City of Solana Beach.
- h. Supervise personnel of the Solana Beach Fire Department. Supervise adherence to Solana Beach policies and procedures (i.e. personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies).
- i. As directed by the City Manager, attend and represent the Solana Beach Fire Department and implement Solana Beach's policies and directives at various local and regional meetings [i.e., City Council (when required), City Manager

- staff meetings, County Fire Chiefs, North Zone, CSA-17, UDC, etc.].
- j. Supervise the purchasing of materials and equipment within the budgetary constraints of Solana Beach.
 - k. Provide overhead supervision for safety, command and control functions on an as needed basis.
 - l. Provide support personnel, dependent upon nature and location of incident for Emergency Operation Center (EOC) activities, during activation.
 - m. Assist in the maintenance of the Cities' emergency plans and coordinate training for Del Mar staff.
 - n. Administer grant programs and submit applications for grants.
 - o. Prepare and review budgets and facilitate cost recovery.

The **Solana Beach Fire Department** will furnish the following services:

1. Training Services for Encinitas and Del Mar

The Solana Beach Fire Department will furnish training services of a Deputy Chief - Training Officer (1) to the Encinitas and Del Mar Fire Departments in order to train and assist in the training management of the Encinitas and Del Mar Fire Departments. Said training services shall include the following:

- a. Under direction of the Fire Chief, coordinate the training program for the members of the Encinitas and Del Mar Fire Departments.
- b. Prepare and oversee said training program.
- c. Monitor required annual training attendance records.
- d. Ensure annual state and federal training mandates are met.
- e. Ensure that all firefighters are instructed in the same firefighter techniques (North Zone Operations and Training Manual).
- f. Provide training guidance and management to Encinitas and Del Mar fire personnel.
- g. Establish training standards and develop curriculum and lesson plans.
- h. Develop a master training schedule including multi-company drills on a regular basis.
- i. Training shall include the development of a training academy for new hires.
- j. Evaluate training effectiveness and periodically review training records for completeness.
- k. Represent Encinitas and Del Mar Fire Departments at Zone and County training activities, as well as Unified Disaster Council (UDC) meeting.
- l. Provide oversight of the Department(s) Community Emergency Response Team (CERT) program(s).

ATTACHMENT 2

EXHIBIT B

Annual Payment for Services

September 15, 2010 – September 14, 2011

	DMR	SOL	ENC	RSF	Total (Salary & Benefits)
DIRECTOR PS/ FIRE CHIEF	\$ 29,725	\$ 46,339	\$ 156,632	\$ -	\$ 232,695
DEPUTY CHIEF (TRAINING)	\$ 23,711	\$ 36,964	\$ 124,942	\$ -	\$ 185,617
DEPUTY CHIEF (ADMIN/SUPPORT SERVICES)	\$ 26,231	\$ 40,893	\$ 138,223	\$ -	\$ 205,348
DEPUTY CHIEF (OPS)	\$ 26,231	\$ 40,893	\$ 138,223	\$ -	\$ 205,348
BATTALION CHIEF (3) ¹	\$ 54,870	\$ 83,331	\$ 238,509	\$ 223,739	\$ 600,448
FIRE MARSHAL	\$ 20,185	\$ 31,467	\$ 106,363	\$ -	\$ 158,016
MANAGEMENT ANALYST (DISASTER PREP, GRANTS)	\$ 15,156	\$ 23,627	\$ 79,863	\$ -	\$ 118,645
TOTAL	\$ 196,109	\$ 303,514	\$ 982,755	\$ 223,739	\$ 1,706,117

ENC REVENUE	\$ 117,529	\$ 183,219	N/A	N/A
RSF REVENUE	\$ 54,870	\$ 83,331	\$ 238,509	N/A
SOL REVENUE	\$ 23,711	N/A	\$ 124,942	N/A

Cost Allocation	DMR	SOL	ENC	RSF
ENC Fire Chief/ENC Deputy Chief/SOL Training Officer/Fire Marshal/Analyst	12.77%	19.91%	67.31%	
RSF Battalion Chiefs	9.14%	13.88%	39.72%	37.26%

¹ Total salary and benefits cost for Rancho Santa Fe FPD Battalion Chiefs does not reflect any possible salary increase effective 7/1/11.

SECOND AMENDMENT TO
AGREEMENT FOR COOPERATIVE MANAGEMENT SERVICES

This Amendment ("**Amendment**") is entered into the 15th day of November, 2010 ("**Effective Date**") regarding that certain AGREEMENT FOR COOPERATIVE MANAGEMENT SERVICES dated October 15, 2009 by and between CITY OF DEL MAR, CITY OF ENCINITAS, RANCHO SANTA FE FIRE PROTECTION DISTRICT and the CITY OF SOLANA BEACH (collectively the "**Parties**") ("**Agreement**").

Recitals

WHEREAS, Section 14 of the Agreement permits amendment of the Agreement by a writing signed by the Parties;

WHEREAS, the Parties agree to amend the Agreement as more fully stated herein.

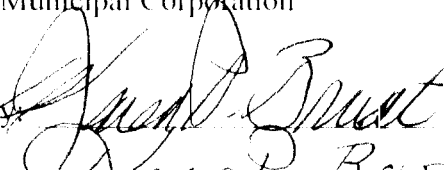
NOW, THEREFORE, the Parties agree as follows:

1. Exhibit "A" (Description of Services) is hereby deleted and a new Exhibit "A" (Description of Services) attached hereto as Attachment "1" is substituted in its place.
2. Exhibit "B" (Annual Payments for Services) is hereby deleted and a new Exhibit "B" (Annual Payments for Services) attached hereto as Attachment "2" is substituted in its place.
3. This Amendment may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
4. Except as specifically provided herein, all terms shall have the same meaning as defined in the Agreement.
5. Except as specifically amended herein, the Agreement shall remain in full force and effect.

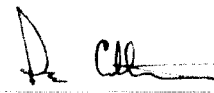
[Signatures on Next Page]

Executed the first day and year appearing above at San Diego, California.

City of Del Mar
a Municipal Corporation

By: 
Name: Garen P. Brust
Its: City Manager

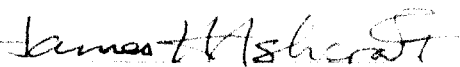
City of Encinitas
a Municipal Corporation

By: 

Name: Phil Cotton

Its: City Manager

Rancho Santa Fe Fire Protection District
a Special District

By: 
Name: James H. Ashcraft
Its: President, Board of Directors

City of Solana Beach
a Municipal Corporation

By: 

Name: 12/14/10

Its: _____

ATTACHMENT 1

EXHIBIT A

Description of Services

The **Rancho Santa Fe Fire Protection District (RSF)** will furnish the following services:

I. Duty Coverage.

The Rancho Santa Fe Fire Protection District will furnish the management services that include the positions of Shift Battalion Chiefs (3) to the City of Del Mar, City of Encinitas and City of Solana Beach in order to provide supervision of operations for their Fire Departments. Said management services shall include the following:

- a. Provide emergency incident command officer coverage.*
- b. Perform a management role and assume command of field operations as well as direct assigned personnel at the scene of emergencies involving fire, all types of accidents, gas leaks, flooded structures, hazardous materials and life saving and rescue work.
- c. Make decisions on the utilization and practical application of agency resources to ensure proper emergency coverage is maintained.
- d. Effectuate policies, orders, rules and regulations. Enforce agency rules and regulations and recommend and takes disciplinary action when necessary.
- e. Assure agency health and safety guidelines are followed, and exercise discretion to ensure a safe working environment is maintained.
- f. Respond to incidents requiring a chief officer, when necessary.
- g. Daily supervision of personnel. Supervise adherence to agency policies and procedures (i.e., personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies, etc.).
- h. Conduct morning briefings with all shift personnel at the fire stations.
- i. Communicate daily activities with each Operations Chief and disseminate critical information.
- j. Meet with company officers in each station to explain new orders, answer questions, discuss policies and procedures, and ensure proper awareness of new standards.
- k. Receive and relay and pertinent information; deliver interdepartmental mail.
- l. Assist the Operation Chief with company officers' evaluations.

- a. Assist Company Officer with counseling and coaching of subordinates when there is a performance or personnel problem, if necessary.
- n. Participate in training activities and observe companies as they participate in drills.
- o. Act as initiating official for investigations and citizen's complaints; Analyze information obtained and handle as appropriate, or develop a report for further consideration.
- p. Maintain records and review RMS reports per developed program.
- q. Participate in captains' meetings when on duty.
- r. Participate in agency scheduled operations or staff meetings.

*Should RSF personnel at or above the Battalion Chief level be unavailable to respond, the Cities of Del Mar, Encinitas and Solana Beach will use shared duty officers from other cooperating agencies or choose to provide their own "Duty Officer"

Training Officer

Encinitas Fire Protection District will furnish the management services of a non-Battalion Chief (1) to oversee the training function of the Encinitas, Del Mar and Solana Beach Fire Departments. Said management services shall include the following:

- a. Under direction of the Fire Chiefs, coordinate the training program for the members of the Encinitas, Del Mar and Solana Beach Fire Departments.
- b. Prepare and oversee said training program.
- c. Monitor required annual training attendance records.
- d. Ensure annual state and federal training mandates are met.
- e. Ensure that all firefighters are instructed in the same firefighter techniques (North Zone Operations and Training Manual).
- f. Provide training guidance and management to Encinitas, Del Mar and Solana Beach fire personnel.
- g. Establish training standards and develop curriculum and lesson plans.
- h. Develop a master training schedule including multi-company drills on a regular basis.
- i. Training shall include the development of a training academy for new hires.
- j. Evaluate training effectiveness and periodically review training records for completeness.
- k. Represent the Encinitas, Del Mar and Solana Beach Fire Departments at Zone and County training activities and meetings.

- l. Provide oversight of the Department(s) Community Emergency Response Team (CERT) program(s).
- m. Oversee firefighter recruitment, testing (including promotional) and hiring.

The **Encinitas Fire Department** will furnish the following services:

1. Management Services for Del Mar

The Encinitas Fire Department will furnish the management services that include the positions of Fire Chief (1), Deputy Chiefs (2), Fire Marshal (1) and Management Analyst (1) to the City of Del Mar in order to manage its Fire Department. Said management services shall include the following:

- a. Under the direction and supervision of the City Manager of Del Mar, provide broad policy guidance, fire management expertise and leadership to Del Mar fire personnel.
- b. Confer with Del Mar Fire Department personnel when required to ascertain the needs and evaluate the efficiency of the services provided by the Del Mar Fire Department to its citizens.
- c. As directed by the City Manager, respond to citizen complaints regarding personnel or services, requests for services, and inquiries.
- d. Provide support to major incidents.
- e. Promote a harmonious working relationship between fire prevention and suppression personnel of each respective agency while striving to uphold each Fire Department's Mission Statement.
- f. Coordinate assignment and maintenance programs of fire apparatus and equipment.
- g. Supervise and provide direction when needed for fire prevention, suppression, and EMS activities for the City of Del Mar.
- h. Supervise personnel of the Del Mar Fire Department. Supervise adherence to Del Mar policies and procedures (i.e. personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies).
- i. As directed by the City Manager, attend and represent the Del Mar Fire Department and implement Del Mar's policies and directives at various local and regional meetings [i.e. City Council (when required), City Manager staff meetings, County Fire Chiefs, North Zone, CSA-17, UDC].
- j. Supervise the purchasing of materials and equipment within the budgetary constraints of Del Mar.
- k. Provide overhead supervision for safety, command and control functions on an as needed basis.

- l. Provide support personnel dependent upon nature and location of incident for Emergency Operation Center (EOC) activities, during activation.
- m. Assist in the maintenance of the Cities' emergency plans and coordinate training for Del Mar staff.
- n. Administer grant programs and submit applications for grants.
- o. Prepare and review budgets and facilitate cost recovery.

2. Management Services for Solana Beach

The Encinitas Fire Department proposes to furnish the management services that include the positions of Fire Chief (1), Deputy Chiefs (2), Fire Marshal (1) and Management Analyst (1) to the City of Solana Beach in order to manage its Fire Department. Said management services shall include the following:

- a. Under the direction and supervision of the City Manager of Solana Beach, provide broad policy guidance, fire management expertise and leadership to Solana Beach fire personnel.
- b. Confer with Solana Beach Fire Department personnel when required to ascertain the needs and evaluate the efficiency of the services provided by the Solana Beach Fire Department to its citizens.
- c. At the direction of the City Manager, respond to citizen complaints regarding personnel or services, requests for services, and inquiries.
- d. Provide support to major incidents.
- e. Promote a harmonious working relationship between fire prevention and suppression personnel of each respective agency while striving to uphold each Fire Department's Mission Statement.
- f. Coordinate assignment and maintenance programs of fire apparatus and equipment.
- g. Supervise and provide direction when needed for fire prevention, suppression, and EMS activities for the City of Solana Beach.
- h. Supervise personnel of the Solana Beach Fire Department. Supervise adherence to Solana Beach policies and procedures (i.e. personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies).
- i. As directed by the City Manager, attend and represent the Solana Beach Fire Department and implement Solana Beach's policies and directives at various local and regional meetings [i.e., City Council (when required), City Manager staff meetings, County Fire Chiefs, North Zone, CSA-17, UDC, etc.].
- j. Supervise the purchasing of materials and equipment within the budgetary constraints of Solana Beach.
- k. Provide overhead supervision for safety, command and control functions on an as needed basis.

- l. Provide support personnel, dependent upon nature and location of incident for Emergency Operation Center (EOC) activities, during activation.
- m. Assist in the maintenance of the Cities' emergency plans and coordinate training for Del Mar staff.
- n. Administer grant programs and submit applications for grants.
- o. Prepare and review budgets and facilitate cost recovery.

3. Management Services for the Rancho Santa Fe Fire Protection District

The Encinitas Fire Department proposes to furnish the management services that include the positions of Deputy Chiefs (2) in order to manage the operations and administrative services functions of its Fire Department. Said management services shall include the following:

- a. Under the direction and supervision of the Fire Chief of the Rancho Santa Fe Fire Protection District (RSFFPD), provide broad policy guidance, fire management expertise and leadership to Rancho Santa Fe fire personnel.
- b. Confer with Rancho Santa Fe Fire Department personnel when required to ascertain the needs and evaluate the efficiency of the services provided by the RSFFPD to its citizens.
- c. As directed by the Fire Chief, respond to citizen complaints regarding personnel or services, requests for services and inquiries.
- d. Provide support to major incidents.
- e. Promote a harmonious working relationship between fire prevention and suppression personnel of each respective agency while striving to uphold each Fire Department's Mission Statement.
- f. Supervise and provide direction when needed for fire suppression and EMS activities of the RSFFPD.
- g. Supervise personnel of the RSFFPD. Supervise adherence to RSFFPD policies and procedures (i.e. personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies).
- h. As directed by the Fire Chief, attend and represent the RSFFPD and implement its policies and directives at various local and regional meetings [i.e. Board of Directors (when required), staff meetings, County Fire Chiefs, North Zone, CSA-17, UDC].
- i. Supervise the purchasing of materials and equipment within the budgetary constraints of RSFFPD.
- j. Provide overhead supervision for safety, command and control functions on an as needed basis.
- k. Assume the duties of Public Information Officer (PIO), as necessary.
- l. Serve as Safety Officer, as necessary.

- m. Oversee and manage the RSFFPD participation in the Regional Communications System (RCS) and Computer Aided Dispatch (CAD) and Records Management Systems (RMS) and coordinate support to RSFFPD personnel for these systems.
- n. Oversee and manage special projects, as assigned by the Fire Chief.

The **Solana Beach Fire Department** will furnish the following services:

1. Support Services for Del Mar, Encinitas and the Rancho Santa Fe Fire Protection District

The Solana Beach Fire Department will furnish a Deputy Chief (1) to oversee the support services function of the Del Mar, Encinitas and Rancho Santa Fe Fire Departments. Said support services shall include the following:

- a. Coordinate assignment and maintenance programs of fire apparatus and equipment.
- b. As directed by the Fire Chiefs, attend and represent the RSFFPD and implement its policies and directives at various local and regional meetings [i.e. Board of Directors (when required), staff meetings, County Fire Chiefs, North Zone, CSA-17, UDC].
- c. Oversee and manage special projects, as assigned by the Fire Chiefs.
- d. Oversee maintenance program for fire stations and serve as point of contact for fire personnel for facility maintenance or procurement requests.
- e. Direct the forecast of funds needed for staffing, equipment, materials and supplies.
- f. Monitor and approve expenditures and request budget adjustments.

ATTACHMENT 2

EXHIBIT B

Annual Payment for Services

November 1, 2010 – October 30, 2011

November 15, 2010 - November 14, 2010

	DMR	SOL	ENC	RSF	Total (Salary & Benefits)
DIRECTOR PS/ FIRE CHIEF	\$ 29,725	\$ 46,339	\$ 156,631	\$ -	\$ 232,695
DEPUTY CHIEF (OPERATIONS)	\$ 18,765	\$ 28,498	\$ 81,568	\$ 76,517	\$ 205,348
DEPUTY CHIEF (ADMINISTRATIVE SERVICES)	\$ 18,765	\$ 28,498	\$ 81,568	\$ 76,517	\$ 205,348
DEPUTY CHIEF (SUPPORT SERVICES)	\$ 16,962	\$ 25,760	\$ 73,730	\$ 69,165	\$ 185,617
BATTALION CHIEF (TRAINING) ¹	\$ 17,959	\$ 27,275	\$ 78,066	\$ 73,231	\$ 196,531
BATTALION CHIEF (3) ¹	\$ 54,870	\$ 83,331	\$ 238,509	\$ 223,738	\$ 600,448
FIRE MARSHAL	\$ 20,185	\$ 31,467	\$ 106,364	\$ -	\$ 158,016
MANAGEMENT ANALYST	\$ 15,156	\$ 23,627	\$ 79,862	\$ -	\$ 118,645
TOTAL	\$ 192,387	\$ 294,795	\$ 896,298	\$ 519,168	\$ 1,902,648

ENC REVENUE	\$ 102,596	\$ 158,430	N/A	\$ 153,033
RSF REVENUE	\$ 72,829	\$ 110,605	\$ 316,574	N/A
SOL REVENUE	\$ 16,962	N/A	\$ 73,730	\$ 69,165

Cost Allocation	DMR	SOL	ENC	RSF
ENC Fire Chief/Fire Marshal/Analyst	12.77%	19.91%	67.31%	
RSF Battalion Chiefs/ ENC Deputy Chiefs / SOL Deputy Chief	9.14%	13.88%	39.72%	37.26%

¹ Total salary and benefits cost for Rancho Santa Fe FPD Battalion Chiefs does not reflect any possible salary increase effective 7/1/11.

Contract costs are shaded.

THIRD AMENDMENT TO
AGREEMENT FOR COOPERATIVE MANAGEMENT SERVICES

This Amendment ("**Amendment**") is entered into the 1st day of July, 2018 ("**Effective Date**") regarding that certain AGREEMENT FOR COOPERATIVE MANAGEMENT SERVICES dated October 15, 2009 by and between CITY OF DEL MAR, CITY OF ENCINITAS, RANCHO SANTA FE FIRE PROTECTION DISTRICT and the CITY OF SOLANA BEACH (collectively the "**Parties**") ("**Agreement**").

Recitals

WHEREAS, Section 14 of the Agreement permits amendment of the Agreement by a writing signed by the Parties;

WHEREAS, the Parties agree to amend the Agreement as more fully stated herein.

NOW, THEREFORE, the Parties agree as follows:

1. Section 6.0 (Compensation) in the original agreement is hereby deleted and a revised Section 6.0 (Compensation) provided below is substituted in its place.

6. **Compensation.** Those PARTIES receiving fire management services agree to pay for the services herein to be performed, during the term of this Agreement. The fees for fire management services shall be calculated using the total actual cost of salaries and benefits for personnel providing the services identified in Exhibit "A" during the term of this Agreement and apportioned to reflect the extent to which the PARTIES utilize fire management services, based on the following formula:

10% equally shared

20% by population (based on the most recent figures from the State of California Department of Finance)

20% by area served

20% by number of annual calls for service (based on the most recent figures from North County Dispatch Joint Powers Authority)

30% by number of fire suppression personnel

The apportionment will be calculated annually using the most recent statistics required for the above-mentioned formula.

The total payment to Parties to render the services described in Exhibit "A" shall be made in quarterly installments.

The compensation provided to the Parties for services herein shall increase each year by the actual increase in salary and benefits of the positions providing the personnel services to that particular party for that fiscal year.

An administrative fee agreeable to all parties will be assessed annually.

[Section 6.1 is still in effect without modification]

2. Pursuant to Section 7.2 of the Agreement, the Rancho Santa Fe Fire Protection District has terminated this Agreement without cause and is no longer party to this Agreement. Effective July 1, 2013, the Parties to the Agreement shall constitute and be defined as the City of Del Mar, City of Encinitas and City of Solana Beach.

3. Exhibit "A" (Description of Services) is hereby deleted and a new Exhibit "A" (Description of Services) attached hereto as Attachment "1" is substituted in its place.

4. Exhibit "B" (Annual Payments for Services) is hereby deleted. The annual payments for services are determined when the final personnel costs and administrative fees are known for the fiscal year and by the cost apportionment method described in Section 6. The City of Encinitas will distribute a final cost allocation to the Parties reflecting actual costs for providing personnel services for the fiscal year, when final costs are known.

5. This Amendment may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

6. Except as specifically provided herein, all terms shall have the same meaning as defined in the Agreement.

7. Except as specifically amended herein, the Agreement shall remain in full force and effect.

[Signatures on Next Page]

Executed the first day and year appearing above at San Diego, California.

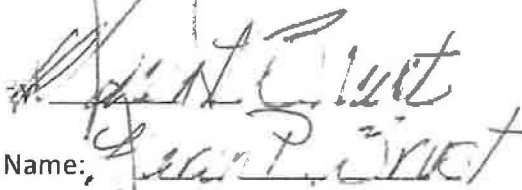
City of Del Mar
a Municipal Corporation

By: 

Name: Scott W. Huth

Its: City Manager

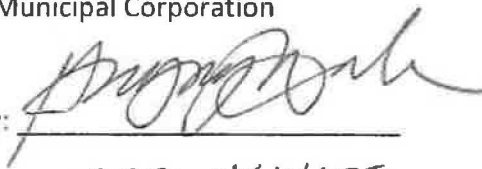
City of Encinitas
a Municipal Corporation

By: 

Name: Grant P. Ewert

Its: City Manager

City of Solana Beach
a Municipal Corporation

By: 

Name: GREGORY WADE

Its: CITY MANAGER

ATTACHMENT 1

EXHIBIT A

Description of Services

The **Encinitas Fire Department** will furnish the management services that include the positions of Fire Chief (1), Fire Marshal (1), and Management Analyst (1), to the Cities of Del Mar and Solana Beach in order to manage all Fire Departments. All other Chief Officers may be furnished by any of the three cities.

If there is a change to the allocation of positions noted above, all three cities agree to re-evaluate the cost allocation structure.

If the Fire Chief determines that an employee of this management services agreement is being utilized excessively by one party of this agreement, then the Parties agree that all three City Managers shall meet to re-balance the workload or discuss other appropriate remedies.

Cooperatively, said management services shall include the following:

1. Management Services

- a. Under the direction and supervision of the City Managers of Del Mar, Encinitas, and Solana Beach, provide broad policy guidance, fire management expertise and leadership to Del Mar, Encinitas, and Solana Beach fire personnel.
- b. Confer with Del Mar, Encinitas, and Solana Beach Fire Department personnel when required to ascertain the needs and evaluate the efficiency of the services provided by all Departments to their respective citizens.
- c. As directed by the City Managers, respond to citizen complaints regarding personnel or services, requests for services, and inquiries.
- d. Provide support to major incidents.
- e. Promote a harmonious working relationship between fire prevention and suppression personnel of each respective agency while striving to uphold each Fire Department's Mission Statement.
- f. Coordinate assignment and maintenance programs of fire apparatus and equipment.
- g. Oversee maintenance program for fire stations and serve as point of contact for fire personnel for facility maintenance or procurement requests.
- h. Supervise and provide direction when needed for fire prevention, suppression, and EMS activities for the Cities of Del Mar, Encinitas, and Solana Beach.

- i. Supervise personnel of the Del Mar, Encinitas, and Solana Beach Fire Departments. Supervise adherence to Del Mar, Encinitas, and Solana Beach Department policies and procedures (i.e. personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies).
- j. As directed by the City Managers, attend and represent the Del Mar, Encinitas, and Solana Beach Fire Departments and implement each City's policies and directives at various local and regional meetings [i.e. City Council (when required), City Manager staff meetings, County Fire Chiefs, North Zone, CSA-17, UDC].
- k. Supervise the purchasing of materials and equipment within the budgetary constraints of each Department.
- l. Direct the forecast of funds needed for staffing, equipment, materials and supplies.
- m. Monitor and approve expenditures and request budget adjustments.
- n. Provide overhead supervision for safety, command, and control functions on an as needed basis.
- o. Provide support personnel dependent upon nature and location of incident for Emergency Operation Center (EOC) activities, during activation.
- p. Assist in the maintenance of the Cities' emergency plans and coordinate training for each City's staff.
- q. Administer grant programs and submit applications for grants.
- r. Prepare and review budgets and facilitate cost recovery.

2. Duty Coverage.

- a. Provide emergency incident command officer coverage.
- b. Perform a management role and assume command of field operations as well as direct assigned personnel at the scene of emergencies involving fire, all types of accidents, gas leaks, flooded structures, hazardous materials and life saving and rescue work.
- c. Make decisions on the utilization and practical application of agency resources to ensure proper emergency coverage is maintained.
- d. Effectuate policies, orders, rules and regulations. Enforce agency rules and regulations and recommend and takes disciplinary action when necessary.
- e. Assure agency health and safety guidelines are followed, and exercise discretion to ensure a safe working environment is maintained.
- f. Respond to incidents requiring a chief officer, when necessary.
- g. Daily supervision of personnel. Supervise adherence to agency policies and procedures (i.e., personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies, etc.).

- h. Conduct morning briefings with all shift personnel at the fire stations.
- i. Communicate daily activities with each Operations Chief and disseminate critical information.
- j. Meet with company officers in each station to explain new orders, answer questions, discuss policies and procedures, and ensure proper awareness of new standards.
- k. Receive and relay any pertinent information; deliver interdepartmental mail.
- l. Perform annual evaluations of company officers assigned to shift and ensure annual evaluations are complete for all members assigned to shift.
- m. Assist Company Officer with counseling and coaching of subordinates when there is a performance or personnel problem, if necessary.
- n. Participate in training activities and observe companies as they participate in training/drills.
- o. Act as initiating official for investigations and citizen's complaints; Analyze information obtained and handle as appropriate, or develop a report for further consideration.
- p. Maintain records and review RMS reports per developed program.
- q. Participate in captains' meetings when on duty.
- r. Participate in agency scheduled operations or staff meetings.
- s. Review FirstWatch response data at the end of every shift.
- t. Review Monthly Activity Reports.

3. Training Officer

- a. Under direction of the Fire Chief, coordinate the training program for the members of the Del Mar, Encinitas, and Solana Beach Fire Departments.
- b. Prepare and oversee said training program.
- c. Monitor required annual training attendance records.
- d. Ensure annual state and federal training mandates are met.
- e. Ensure that all firefighters are instructed in the same firefighter techniques (North Zone Operations and Training Manual).
- f. Provide training guidance and management to Del Mar, Encinitas, and Solana Beach fire personnel.
- g. Establish training standards and develop curriculum and lesson plans.
- h. Develop a master training schedule including multi-company drills on a regular basis.
- i. Training shall include the development of a training academy for new hires.
- j. Evaluate training effectiveness and periodically review training records for completeness.

- k. Represent the Del Mar, Encinitas, and Solana Beach Fire Departments at Zone and County training activities and meetings.
- l. Provide oversight of the Department(s) Community Emergency Response Team (CERT) program(s).
- m. Oversee firefighter recruitment, testing (including promotional) and hiring.

FOURTH AMENDMENT TO
AGREEMENT FOR COOPERATIVE MANAGEMENT SERVICES

This Amendment ("**Amendment**") is entered into the 1st day of July, 2019 ("**Effective Date**") regarding that certain AGREEMENT FOR COOPERATIVE MANAGEMENT SERVICES dated October 15, 2009 by and between CITY OF DEL MAR, CITY OF ENCINITAS, RANCHO SANTA FE FIRE PROTECTION DISTRICT and the CITY OF SOLANA BEACH (collectively the "**Parties**") ("**Agreement**").

Recitals

WHEREAS, Section 14 of the Agreement permits amendment of the Agreement by a writing signed by the Parties;

WHEREAS, the Parties agree to amend the Agreement as more fully stated herein.

NOW, THEREFORE, the Parties agree as follows:

1. Exhibit "A" (Description of Services) is hereby deleted and a new Exhibit "A" (Description of Services) attached hereto as Attachment "1" is substituted in its place.
2. This Amendment may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
3. Except as specifically provided herein, all terms shall have the same meaning as defined in the Agreement.
4. Except as specifically amended herein, the Agreement shall remain in full force and effect.

[Signatures on Next Page]

Executed the first day and year appearing above at San Diego, California.

City of Del Mar
a Municipal Corporation

By: [Signature]

Name: Scott W. Huth

Its: City Manager

City of Encinitas
a Municipal Corporation

By: [Signature]

Name: Daren P. Brust

Its: City Manager

Approved As To Form:

[Signature] 6/26/19
Glenn Sabine, City Attorney Date

City of Solana Beach
a Municipal Corporation

By: [Signature]

Name: GREGORY WADE

Its: CITY MANAGER

ATTACHMENT 1

EXHIBIT A

Description of Services

The **Encinitas Fire Department** will furnish the management services that include the positions of Fire Chief (1), Fire Marshal (1), Senior Deputy Fire Marshal (1), and Management Analyst (1), to the Cities of Del Mar and Solana Beach in order to manage all Fire Departments. All other Chief Officers may be furnished by any of the three cities.

If there is a change to the allocation of positions noted above, all three cities agree to re-evaluate the cost allocation structure.

If the Fire Chief determines that an employee of this management services agreement is being utilized excessively by one party of this agreement, then the Parties agree that all three City Managers shall meet to re-balance the workload or discuss other appropriate remedies.

Cooperatively, said management services shall include the following:

1. Management Services

- a. Under the direction and supervision of the City Managers of Del Mar, Encinitas, and Solana Beach, provide broad policy guidance, fire management expertise and leadership to Del Mar, Encinitas, and Solana Beach fire personnel.
- b. Confer with Del Mar, Encinitas, and Solana Beach Fire Department personnel when required to ascertain the needs and evaluate the efficiency of the services provided by all Departments to their respective citizens.
- c. As directed by the City Managers, respond to citizen complaints regarding personnel or services, requests for services, and inquiries.
- d. Provide support to major incidents.
- e. Promote a harmonious working relationship between fire prevention and suppression personnel of each respective agency while striving to uphold each Fire Department's Mission Statement.
- f. Coordinate assignment and maintenance programs of fire apparatus and equipment.
- g. Oversee maintenance program for fire stations and serve as point of contact for fire personnel for facility maintenance or procurement requests.
- h. Supervise and provide direction when needed for fire prevention, suppression, and EMS activities for the Cities of Del Mar, Encinitas, and Solana Beach.

- i. Supervise personnel of the Del Mar, Encinitas, and Solana Beach Fire Departments. Supervise adherence to Del Mar, Encinitas, and Solana Beach Department policies and procedures (i.e. personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies).
- j. As directed by the City Managers, attend and represent the Del Mar, Encinitas, and Solana Beach Fire Departments and implement each City's policies and directives at various local and regional meetings [i.e. City Council (when required), City Manager staff meetings, County Fire Chiefs, North Zone, CSA-17, UDC].
- k. Supervise the purchasing of materials and equipment within the budgetary constraints of each Department.
- l. Direct the forecast of funds needed for staffing, equipment, materials and supplies.
- m. Monitor and approve expenditures and request budget adjustments.
- n. Provide overhead supervision for safety, command, and control functions on an as needed basis.
- o. Provide support personnel dependent upon nature and location of incident for Emergency Operation Center (EOC) activities, during activation.
- p. Assist in the maintenance of the Cities' emergency plans and coordinate training for each City's staff.
- q. Administer grant programs and submit applications for grants.
- r. Prepare and review budgets and facilitate cost recovery.

2. Duty Coverage.

- a. Provide emergency incident command officer coverage.
- b. Perform a management role and assume command of field operations as well as direct assigned personnel at the scene of emergencies involving fire, all types of accidents, gas leaks, flooded structures, hazardous materials and life saving and rescue work.
- c. Make decisions on the utilization and practical application of agency resources to ensure proper emergency coverage is maintained.
- d. Effectuate policies, orders, rules and regulations. Enforce agency rules and regulations and recommend and takes disciplinary action when necessary.
- e. Assure agency health and safety guidelines are followed, and exercise discretion to ensure a safe working environment is maintained.
- f. Respond to incidents requiring a chief officer, when necessary.
- g. Daily supervision of personnel. Supervise adherence to agency policies and procedures (i.e., personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies, etc.).

- h. Conduct morning briefings with all shift personnel at the fire stations.
- i. Communicate daily activities with each Operations Chief and disseminate critical information.
- j. Meet with company officers in each station to explain new orders, answer questions, discuss policies and procedures, and ensure proper awareness of new standards.
- k. Receive and relay any pertinent information; deliver interdepartmental mail.
- l. Perform annual evaluations of company officers assigned to shift and ensure annual evaluations are complete for all members assigned to shift.
- m. Assist Company Officer with counseling and coaching of subordinates when there is a performance or personnel problem, if necessary.
- n. Participate in training activities and observe companies as they participate in training/drills.
- o. Act as initiating official for investigations and citizen's complaints; Analyze information obtained and handle as appropriate, or develop a report for further consideration.
- p. Maintain records and review RMS reports per developed program.
- q. Participate in captains' meetings when on duty.
- r. Participate in agency scheduled operations or staff meetings.
- s. Review FirstWatch response data at the end of every shift.
- t. Review Monthly Activity Reports.

3. Training Officer

- a. Under direction of the Fire Chief, coordinate the training program for the members of the Del Mar, Encinitas, and Solana Beach Fire Departments.
- b. Prepare and oversee said training program.
- c. Monitor required annual training attendance records.
- d. Ensure annual state and federal training mandates are met.
- e. Ensure that all firefighters are instructed in the same firefighter techniques (North Zone Operations and Training Manual).
- f. Provide training guidance and management to Del Mar, Encinitas, and Solana Beach fire personnel.
- g. Establish training standards and develop curriculum and lesson plans.
- h. Develop a master training schedule including multi-company drills on a regular basis.
- i. Training shall include the development of a training academy for new hires.
- j. Evaluate training effectiveness and periodically review training records for completeness.

- k. Represent the Del Mar, Encinitas, and Solana Beach Fire Departments at Zone and County training activities and meetings.
- l. Provide oversight of the Department(s) Community Emergency Response Team (CERT) program(s).
- m. Oversee firefighter recruitment, testing (including promotional) and hiring.

**FIFTH AMENDMENT TO
AGREEMENT FOR COOPERATIVE MANAGEMENT SERVICES**

This Fifth Amendment to the Agreement ("Fifth Amendment") is entered into and effective the 5th day of September, 2023, ("Effective Date"), by and between the City of Del Mar, City of Encinitas, and City of Solana Beach (collectively the "Parties").

RECITALS

WHEREAS, on October 15, 2009, the cities of Del Mar, Encinitas, and Solana Beach and the Rancho Santa Fe Fire Protection District entered into that certain Agreement for Cooperative Management Services ("Agreement"); and

WHEREAS, effective July 1, 2013, the Rancho Santa Fe Protection District is no longer a party to the Agreement, and the Agreement was amended to reflect that the cities of Del Mar, Encinitas, and Solana Beach are the remaining parties to the Agreement; and

WHEREAS, Section 14 of the Agreement allows for the Agreement to be amended only by written consent of the Parties to the Agreement; and

WHEREAS, the Parties now wish to amend the Agreement to add an Administrative Fire Captain to the list of positions to be furnished by the Encinitas Fire Department.

NOW, THEREFORE, the Parties agree as follows:

1. Exhibit "A" (Description of Services) is hereby deleted and a new Exhibit "A" (Description of Services) adding an Administrative Fire Captain position is attached hereto as Attachment "1" is substituted in its place.
2. This Amendment may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
3. Except as specifically provided herein, all terms shall have the same meaning as defined in the Agreement.
4. Except as specifically amended herein, the Agreement and any prior amendments shall remain in full force and effect.

[Signatures on Next Page]

IN WITNESS WHEREOF, the Parties have caused this Fifth Amendment to be effective as of the date first written above.

City of Del Mar,
a municipal corporation

DocuSigned by:
By: Ashley Jones
A90EDB7ADB9F426...
Ashley Jones, City Manager

City of Encinitas,
a municipal corporation

DocuSigned by:
By: Pamela Antil
375134745D1849B...
Pamela Antil, City Manager

City of Solana Beach,
a municipal corporation

DocuSigned by:
By: Gregory Wade
C2E084E41CB74FB...
Gregory Wade, City Manager

ATTACHMENT 1

EXHIBIT A

Description of Services

The **Encinitas Fire Department** will furnish the management services that include the positions of Fire Chief (1), Administrative Fire Captain (1), Fire Marshal (1), Senior Deputy Fire Marshal (1), and Management Analyst (1), to the Cities of Del Mar and Solana Beach in order to manage all Fire Departments. All other Chief Officers may be furnished by any of the three cities.

If there is a change to the allocation of positions noted above, all three cities agree to re-evaluate the cost allocation structure.

If the Fire Chief determines that an employee of this management services agreement is being utilized excessively by one party of this agreement, then the Parties agree that all three City Managers shall meet to re-balance the workload or discuss other appropriate remedies.

Cooperatively, said management services shall include the following:

1. Management Services

- a. Under the direction and supervision of the City Managers of Del Mar, Encinitas, and Solana Beach, provide broad policy guidance, fire management expertise and leadership to Del Mar, Encinitas, and Solana Beach fire personnel.
- b. Confer with Del Mar, Encinitas, and Solana Beach Fire Department personnel when required to ascertain the needs and evaluate the efficiency of the services provided by all Departments to their respective citizens.
- c. As directed by the City Managers, respond to citizen complaints regarding personnel or services, requests for services, and inquires.
- d. Provide support to major incidents.
- e. Promote a harmonious working relationship between fire prevention and suppression personnel of each respective agency while striving to uphold each Fire Department's Mission Statement.
- f. Coordinate assignment and maintenance programs of fire apparatus and equipment.
- g. Oversee maintenance program for fire stations and serve as point of contact for fire personnel for facility maintenance or procurement requests.

- h. Supervise and provide direction when needed for fire prevention, suppression, and EMS activities for the cities of Del Mar, Encinitas, and Solana Beach.
- i. Supervise personnel of the Del Mar, Encinitas, and Solana Beach Fire Departments. Supervise adherence to Del Mar, Encinitas, and Solana Beach Department policies and procedures (i.e. personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency operations policies, memorandum of understanding, vacation, and sick leave policies).
- j. As directed by the City Managers, attend and represent the Del Mar, Encinitas, and Solana Beach Fire Departments and implement each City's policies and directives at various local and regional meetings [i.e. City Council (when required), City Manager staff meetings, County Fire Chiefs, North Zone, CSA-17, UDC].
- k. Supervise the purchasing of materials and equipment within the budgetary constraints of each Department.
- l. Direct the forecast of funds needed for staffing, equipment, materials and supplies.
- m. Monitor and approve expenditures and request budget adjustments.
- n. Provide overhead supervision for safety, command, and control functions on an as needed basis.
- o. Provide support personnel dependent upon nature and location of incident for Emergency Operation Center (EOC) activities, during activation.
- p. Assist in the maintenance of the Cities' emergency plans and coordinate training for each City's staff.
- q. Administer grant programs and submit applications for grants.
- r. Prepare and review budgets and facilitate cost recovery.

2. Duty Coverage

- a. Provide emergency incident command officer coverage.
- b. Perform a management role and assume command of field operations as well as direct assigned personnel at the scene of emergencies involving fire, all types of accidents, gas leaks, flooded structures, hazardous materials and life saving and rescue work.
- c. Make decisions on the utilization and practical application of agency resources to ensure proper emergency coverage is maintained.
- d. Effectuate policies, orders, rules and regulations. Enforce agency rules and regulations and recommend and takes disciplinary action when necessary.
- e. Assure agency health and safety guidelines are followed, and exercise discretion to ensure a safe working environment is maintained.
- f. Respond to incidents requiring a chief officer, when necessary.
- g. Daily supervision of personnel. Supervise adherence to agency policies and procedures (i.e., personnel rules, administrative policies, purchasing and budget policies, budget administration, department emergency

operations policies, memorandum of understanding, vacation, and sick leave policies, etc.).

- h. Conduct morning briefings with all shift personnel at the fire stations.
- i. Communicate daily activities with each Operations Chief and disseminate critical information.
- j. Meet with company officers in each station to explain new orders, answer questions, discuss policies and procedures, and ensure proper awareness of new standards.
- k. Receive and relay any pertinent information; deliver interdepartmental mail.
- l. Perform annual evaluations of company officers assigned to shift and ensure annual evaluations are complete for all members assigned to shift.
- m. Assist Company Officer with counseling and coaching of subordinates when there is a performance or personnel problem, if necessary.
- n. Participate in training activities and observe companies as they participate in training/drills.
- o. Act as initiating official for investigations and citizen's complaints; Analyze information obtained and handle as appropriate, or develop a report for further consideration.
- p. Maintain records and review RMS reports per developed program.
- q. Participate in captains' meetings when on duty.
- r. Participate in agency scheduled operations or staff meetings.
- s. Review FirstWatch response data at the end of every shift.
- t. Review Monthly Activity Reports.

3. Training Officer

- a. Under direction of the Fire Chief, coordinate the training program for the members of the Del Mar, Encinitas, and Solana Beach Fire Departments.
- b. Prepare and oversee said training program.
- c. Monitor required annual training attendance records.
- d. Ensure annual state and federal training mandates are met.
- e. Ensure that all firefighters are instructed in the same firefighter techniques (North Zone Operations and Training Manual).
- f. Provide training guidance and management to Del Mar, Encinitas, and Solana Beach fire personnel.
- g. Establish training standards and develop curriculum and lesson plans.
- h. Develop a master training schedule including multi-company drills on a regular basis.
- i. Training shall include the development of a training academy for new hires.

- j. Evaluate training effectiveness and periodically review training records for completeness.
- k. Represent the Del Mar, Encinitas, and Solana Beach Fire Departments at Zone and County training activities and meetings.
- l. Provide oversight of the Department(s) Community Emergency Response Team (CERT) program(s).
- m. Oversee firefighter recruitment, testing (including promotional) and hiring.

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Encinitas:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: msalmon@cityofencinitas.org

To advise City of Encinitas of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at msalmon@cityofencinitas.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Encinitas

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to msalmon@cityofencinitas.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Encinitas

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to msalmon@cityofencinitas.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Encinitas as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Encinitas during the course of your relationship with City of Encinitas.



*City of
Encinitas*

June 18, 2025

Via Certified Mail and Email

Ashley Jones, City Manager
City of Del Mar
1050 Camino Del Mar
Del Mar, CA 92014

Alyssa Muto, City Manager
City of Solana Beach
635 South Highway 101
Solana Beach, CA 92075

Subject: Notice of Withdrawal from the Cooperative Fire Management Services Agreement

Dear City Managers,

Pursuant to Section 7.2 of the Cooperative Fire Management Services Agreement dated October 15, 2009, as amended June 2023, the City of Encinitas hereby provides formal notice of its intent to withdraw from the Agreement.

This notice serves as the required written notification that the City of Encinitas will terminate its participation in the Cooperative Fire Management Services Agreement, *effective March 31, 2026*. The City of Encinitas will continue to fulfill its obligations under the Agreement during the notice period to ensure an orderly and coordinated transition of fire management responsibilities.

The decision to withdraw was made by the Encinitas City Council at a publicly noticed meeting held on June 11, 2025 following thorough evaluation of the city's evolving operational needs, increased service demands, and long-term strategic direction.

Encinitas remains committed to maintaining strong interagency relationships and regional collaboration through continued mutual aid participation, cooperative training opportunities, and emergency response coordination.

We appreciate the years of partnership and collaboration shared through this agreement and look forward to working closely with your cities to support a smooth transition.

ATTACHMENT 3

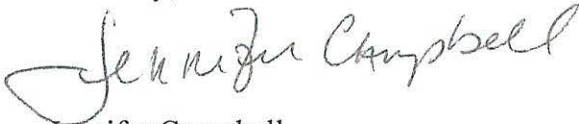
Page 2

Notice of Withdrawal Fire Management Services Agreement

Please direct all correspondence regarding this matter to:

Joshua L. Gordon
Fire Chief
City of Encinitas
jgordon@encinitasca.gov
Phone: 760 633-2801

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Campbell". The signature is written in dark ink and is positioned above the printed name and title.

Jennifer Campbell
City Manager
City of Encinitas