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Del Mar City Council Meeting Agenda

City of Del Mar, Town Hall
1050 Camino del Mar, Del Mar, California

Civility Works: The Del Mar Code of Civil Discourse: Together we will promote inclusion; listen to understand; show respect; be clear and fair; and focus on the issue.

**Regular Meeting
Monday, May 5, 2025 at 4:30 PM**

Terry Gaasterland
Mayor

Tracy Martinez
Deputy Mayor

Dan Quirk
Council Member

John W. Spelich
Council Member

Ashley Jones
City Manager

Leslie E. Devaney
City Attorney

Sarah Krietor
Administrative Services
Manager/City Clerk

Public Participation/Comment: Members of the public can participate in City Council meetings in-person or via written comment (Red Dot). Anyone may address the City Council for up to three minutes, at the Mayor's discretion, on items on the agenda. Members of the public wishing to speak on items not on the agenda may do so under Public Oral Communications. Agenda items may be addressed in any order at the discretion of the Mayor. When addressing the Council, please state your name for the record. Any electronic presentations must be received before 9 a.m. on the date of the Council meeting. No PowerPoint presentations can be loaded during the meeting.

In-Person Participation: Please submit a completed "Speaker Slip", including the item number you wish to speak on, to the City Clerk prior to the Mayor announcing the agenda item. The forms are located near the door at the rear of the Meeting Room. When called to speak, please approach the podium and state your name for the record.

Written Comments: Members of the public can participate in the meeting by submitting a written red dot comment via email to cityclerk@delmar.ca.us. The deadline to submit written comments is 12 p.m. on the day of the meeting and the subject line of your email should clearly state the agenda item you are commenting on.

Viewing the Meeting and Access to Agenda Materials: Members of the public can watch the meeting live on the City's website at: <http://delmar.12milesout.com/Video/Live> and on Cable TV Spectrum Ch. 24, AT&T Ch. 99 starting at 4:30 PM. Agenda materials and communications from the public on agenda items, "Red Dots", are available on the City's website: <http://www.delmar.ca.us/AgendaCenter> and a hard copy of the agenda materials are available at Del Mar City Hall and the Del Mar Library during their business hours.

Assistance for Persons with Disabilities: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administrative Services Department at 1050 Camino del Mar or by calling (858) 755-9313. Notification of at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

- I. CALL TO ORDER/ROLL CALL
- II. CITY ATTORNEY CLOSED SESSION REPORT
- III. PLEDGE OF ALLEGIANCE
- IV. PUBLIC ORAL COMMUNICATIONS

Each person wishing to speak before the City Council on any matter not on the agenda shall submit a "Speaker Slip" to the City Clerk when Public Oral Communication is announced. Each speaker will have up to three (3) minutes to speak at the discretion of the Mayor and may be asked clarifying questions. Information received during Public Oral Communication may be received, placed on a future agenda, or referred to the City Manager by the City Council. State law generally precludes the City Council from discussing or acting upon any topic presented during oral communications that is not described on the posted agenda.

Note: there is a time limit of 30 minutes for this section of public communications and each speaker will be heard in the order of the submission of their speaker slip. Speakers who have turned in a speaker slip prior to the time oral communications was called on the agenda, but were not heard during the initial time period shall be called to speak at the end of the agenda.

- V. COMMUNITY ANNOUNCEMENTS
- VI. CITY MANAGER'S REPORT
- VII. PRESENTATIONS
 - 1. **Proclamation Honoring Linda Chisari as the Del Mar Community Connections Volunteer of the Year**

Recommended Action: Mayor Terry Gaasterland will present a proclamation to Linda Chisari.

Reference: Clerk's File No. 1201-5

- VIII. CONSENT CALENDAR

All items listed on the Consent Calendar are considered to be routine and will be acted upon with one motion. There will be no separate discussion of these items unless a member of the City Council or the public so requests, in which event, the item will be pulled from the Consent Calendar and considered separately after the motion to approve the Consent Calendar. If you wish to remove an item from the Consent Calendar, please submit a "Speaker Slip" to the City Clerk.

- 2. **Approval of Minutes: April 21, 2025 Regular and Special Meeting**

Recommended Action: Approve Minutes.

Reference: Clerk's Minutes Book

3. Ratification of List of Demands dated May 5, 2025

Recommended Action: Ratify the List of Demands.

Reference: Clerk's File No. 201-3

4. Waiver of Reading of Ordinances on Agenda

Recommended Action: Waive Reading of Ordinances.

Reference: Clerk's File No. 401-4

5. Second Reading and Adoption of an Ordinance to Accept California Coastal Commission (CCC) Modifications to Ordinance No. 1002 Adopted by the City Council on December 18, 2023, to Amend Del Mar Municipal Code (DMMC) Chapters 30.91 (Accessory Dwelling Unit Regulations) and 30.75 (Coastal Development Permits) in the Local Coastal Program (LCP) for Consistency with the March 13, 2025, CCC Conditional Certification Decision

Recommended Action: Staff recommends the City Council adopt the Ordinance (Attachment A) to accept changes required by the CCC as a condition of final certification of the Local Coastal Program Amendment (LCPA), which amends the Accessory Dwelling Unit (ADU) regulations in DMMC Chapter 30.91 and Coastal Development Permit regulations in DMMC Chapter 30.75.

Reference: Clerk's File No. 303-1, 401-4, 401-9

IX. COMMISSION AND COMMITTEE INTERVIEWS

6. Design Review Board Interviews and Appointment

Recommended Action: Staff recommends that the City Council review the Citizen Interest Forms (Attachment A), interview the applicants, and appoint up to two residents to serve as a voting member(s) on the Design Review Board for a full four-year term effective May 5, 2025, and expiring on May 31, 2029.

Reference: Clerk's File No. 401-5

X. COUNCIL MEETING RECESS

XI. CITY COUNCIL OTHER BUSINESS

7. Jimmy Durante Boulevard Bluff Stabilization Project Informational Update

Recommended Action: Staff recommends that the City Council receive an informational update on the Jimmy Durante Boulevard Bluff Stabilization Project.

Reference: Clerk's File No. 803-3

8. Initial Recommendations from the Committee Streamlining Taskforce

Recommended Action: The Committee Streamlining Taskforce (Taskforce) recommends that the City Council: 1) Adopt the Resolution (Attachment A) implementing changes to the committee structure related to membership categories and committee size; 2) Adopt the Resolution (Attachment B) dissolving the Arts Advisory Committee; 3) Approve bi-annual and otherwise as-needed meeting schedule for the Traffic and Parking Advisory Committee; 4) Direct staff to return to the City Council with an Ordinance to eliminate ex-officio positions on the Design Review Board; and 5) Provide additional feedback and direction to staff as appropriate.

Reference: Clerk's File No. 401-5

9. Recap of the 2025 City Council Goals and Priorities Setting Workshop and Council Approved FY 2025-26 and FY 2026-27 City Work Plan

Recommended Action: Staff recommends that the City Council receive this report, which includes the approved Fiscal Year (FY) 2025-26 and FY 2026-27 City Work Plan reflecting Council feedback from the 2025 City Council Goals and Priorities Setting Workshop, and provide direction to staff as appropriate.

Reference: Clerk's File No. 401-1

10. Fiscal Year 2025-2026 Advisory Committee Work Plans

Recommended Action: Staff requests that the City Council: 1) Review the proposed Fiscal Year (FY) 2025-2026 work plans for the City's advisory committees (Attachment A); 2) Consider the work plan recommendations provided by staff included in Attachment B; and 3) Provide direction to staff as may be needed to approve the FY 2025-2026 advisory committee work plans.

Reference: Clerk's File No. 401-5

XII. REGIONAL ORGANIZATION REPORTS

A Councilmember assigned as a liaison to a regional organization may make a written or oral report. State law precludes the Council from commenting on, discussing, or acting on a report unless the item of business within the report is described in the agenda.

- A. Clean Energy Alliance JPA (CEA) Board of Directors (Spelich/Gaasterland)
- B. CSA-17 Ambulance District Advisory Board (Martinez/Quirk)
- C. Fire Governance Board, Solana Beach/Del Mar/Encinitas (Martinez/Spelich)
- D. League of California Cities – San Diego Chapter (Gaasterland/Martinez)
- E. North County Transit District (NCTD) (Martinez/Spelich)
- F. Regional Solid Waste Association (Spelich/Quirk)
- G. San Diego Association of Governments Board (SANDAG)
(Gaasterland/Martinez/Spelich)
- H. SANDAG Borders Committee
- I. SANDAG Regional Planning Committee
- J. SANDAG Shoreline Preservation Working Group
(Spelich/Gaasterland/Martinez)
- K. SANDAG LOSSAN Executive Task Force (Gaasterland/Martinez)
- L. San Diego Metropolitan Wastewater Commission/JPA (Worden)
- M. San Dieguito River Valley Regional Open Space Park JPA –Executive Committee
(Gaasterland/Martinez)
- N. Other Regional Organization Reports

XIII. COUNCIL COMMITTEES/SUBCOMMITTEES/COMMUNITY ORG REPORTS

A Councilmember assigned as a liaison to a City Committee, Council Subcommittee OR Community Organization may make a written or oral report. State law precludes the Council from commenting on, discussing, or acting on a report, unless the item of business within the report is described in this agenda.

- A. Arts Advisory Committee (Gaasterland/Spelich)
- B. Del Mar Community Connections (Martinez/Spelich)
- C. Del Mar Village Association (Gaasterland/Martinez)
- D. Finance Committee (Gaasterland/Spelich)
- E. Housing Subcommittee (Gaasterland/Martinez)
- F. Human Resources Subcommittee (Gaasterland/Martinez)
- G. Legislative Subcommittee (Gaasterland/Martinez)
- H. Measure Q Citizen Oversight Committee (Quirk/Gaasterland)
- I. Parks and Recreation Committee (Martinez/Quirk)
- J. Del Mar Railroad Subcommittee (Gaasterland/Martinez)
- K. Lagoon Committee (Gaasterland/Spelich)
- L. Planning Process Subcommittee (Includes Sea-Level Rise Adaptation Plan
Implementation (Gaasterland/Spelich)
- M. Shores Advisory Committee
- N. Sustainability Advisory Committee (Martinez/Gaasterland)
- O. Traffic and Parking Advisory Committee (Quirk/Spelich)
- P. Undergrounding Program Advisory Committee (Gaasterland/Spelich)
- Q. Other Committee-Subcommittee Reports

XIV. UPCOMING AGENDA ITEMS

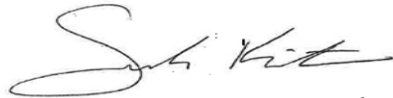
The following topics/items are tentatively planned for upcoming agendas. The title, wording, and planned date for these items are subject to change. Final agendas are posted at City Hall 72 hours in advance of the meetings and are

also posted on our web site with the accompanying staff report. Please watch our web site: www.delmar.ca.us for City Council Agendas.

| May 19, 2025 |
|--|
| 2025 Fair Presentation |
| Amendments to Reclaimed Water Agreements with San Elijo JPA and 22nd District Agricultural Association |
| Introduction of Ordinance to Accept CCC Mods to SB 9 LCPA (HE Program 6B) |
| First Reading/Introduction of Bike/E-Bike Ordinance |
| Undergrounding Program Financing (Borrower's Resolution) |
| Weber Amending Map - Continued from April 21 |

XV. CERTIFICATION

I, Sarah Krietor, Administrative Services Manager/City Clerk for the City of Del Mar, hereby certify that a copy of this agenda was posted at City Hall on the 30th day of April, 2025 at approximately 03:30 p.m.



Sarah Krietor, Administrative Services Manager/
City Clerk

4/30/2025
Date



**DEL MAR CITY COUNCIL
SPECIAL MEETING MINUTES
CLOSED SESSION**

APRIL 21, 2025

City of Del Mar Town Hall
1050 Camino del Mar, Del Mar, California

CALL TO ORDER

Deputy Mayor Martinez called the meeting to order at 3:45 P.M.

ROLL CALL

Present: Mayor Gaasterland (present for only Item A2); Deputy Mayor Tracy Martinez; Councilmembers Dan Quirk (present for only Item A1) and John Spelich

Absent: Mayor Gaasterland was absent for item A1, and Councilmember Quirk was absent for item A2.

CLOSED SESSION

A) Conference with Legal Counsel - Significant Exposure to Litigation

Number of Cases: Two

1) Weber parcel map amendment

Authority: Government Code Section 54956.9(d)(2)

Reportable Action: None.

The City Council adjourned into open session at 5:00 P.M. following Item A1, and resumed closed session at approximately 10:00 P.M. to discuss Item A2.

2) Meet with Special Counsel related to risks to City for possible violations of the City Manager's employment contract from public statements by Councilmember Quirk

Authority: Government Code Section 54956.9(d)(2)

Reportable Action: None.

ADJOURNMENT

Mayor Gaasterland adjourned the meeting at 10:30 P.M.

Sarah Krietor, Administrative Services Manager/
City Clerk



**CITY OF DEL MAR
CITY COUNCIL REGULAR MEETING MINUTES
APRIL 21, 2025
City of Del Mar Town Hall
1050 Camino del Mar, Del Mar California 92014**

The minutes set forth the actions taken by the City Council on the matters stated. Audio/video recordings of the City Council proceedings are retained for a period of ten years, in accordance with the City's Records Retention Schedule. Audio/video recordings, as well as written materials presented to the City Council, including Red Dots (materials provided to the City Council after the agenda has published), are available on the City's website at www.delmar.ca.us/AgendaCenter or by contacting the Administrative Services Department at (858) 755-9313.

CALL TO ORDER

Mayor Gaasterland called the Regular Meeting to order at 5:01 p.m.

ROLL CALL

Present: Mayor Terry Gaasterland; Deputy Mayor Tracy Martinez; Councilmembers Dan Quirk and John Spelich

CITY ATTORNEY CLOSED SESSION REPORT

City Attorney Devaney reported on April 17, 2025, Closed Session. There was no quorum for Closed Session as Councilmember Quirk did not attend and Mayor Gaasterland did not attend due to a work conflict. Deputy Mayor Martinez and Councilmember Spelich were briefed by special counsel regarding risks to the City for possible violations of the City Manager's employment contract from public statements by Councilmember Quirk. No actions were taken, and no direction was given at that meeting. Mayor Gaasterland attended a briefing on the same topic on April 17, 2025, at 5:45 p.m. No direction was given, and no action was taken at that briefing.

City Attorney Leslie Devaney reported that Councilmember Quirk was recused from participating in the majority of Item A2 for the April 21, 2025, City Council Closed Session meeting. She reported that there were no legally reportable actions for Item A1, which was heard by the Council prior to open session. City Attorney Devaney advised the public that for Item A1 due to continuing questions that need to be researched by the City Attorney's Office, staff is recommending the City Council continue the item date certain, in consultation with the applicant. She reported that Item A2 will occur after open session when the Council adjourns back into Closed Session.

PLEDGE OF ALLEGIANCE

Mayor Gaasterland led the Pledge of Allegiance.

PUBLIC ORAL COMMUNICATIONS

Mayor Gaasterland opened public oral communication and the following people spoke:

- 1) Jon Imperato
- 2) Deborah Groban with one donation of time from Stephen Groban
- 3) Diana Kutlow
- 4) Jas Grewal
- 5) Karl Willert
- 6) Janet Wilson

- 7) Tate Scott
- 8) Greg Rothnem

Mayor Gaasterland Closed public oral communication.

CITY COUNCIL COMMENTS & COMMUNITY ANNOUNCEMENTS

Mayor Gaasterland expressed appreciation to staff and the City Manager and provided comments on the Staff Appreciation Event that was hosted by members of the community on April 9, 2025.

CITY MANAGER'S REPORT

City Manager Ashley Jones reported an update on the Del Mar Bluff 5 Project. Council questions focused on the decomposed granite road that is part of the project.

PRESENTATIONS

ITEM 1: DEL MAR PUBLIC SAFETY PRESENTATION (SHERIFF/FIRE) (CLERK'S FILE NO. 1101-2, 1101-8)

City Manager Jones introduced the item. A presentation was provided by Sheriff Captain Shane Watts and Fire Chief Josh Gordon.

City Council questions focused on e-bike speed limits in downhill areas; schedule for additional traffic enforcement motorcycle patrol from the Sheriff; and areas around the City where excessive speeding is a concern.

Mayor Gaasterland opened the item to public comment and Greg Rothnem spoke. Mayor Gaasterland closed the item to public comment.

Council discussion focused on whether and why a fire engine always responds to medical aids; most common cases of lithium battery structure fires; upcoming community workshop on fire prevention/preparedness scheduled for May 20, 2025, at 5:30p.m. in the Town Hall; clarification on the agency responsible for responding to a wildfire in Crest Canyon; relationship between the City's Fire Department and CalFire when fighting wildfire; how other communities are addressing their fire departments responding to so many medical aid calls; Fire Department's efforts to address lithium battery fires and frequency of incidents; and the revised wildfire high risk map and the process for residents to make comments.

Mayor Gaasterland opened the item to public comment and Janet Wilson spoke. Mayor Gaasterland closed the item to public comment.

ITEM 2: FY 2023-24 MEASURE Q CITIZEN OVERSIGHT COMMITTEE REVIEW (CLERK'S FILE NO. 401-5)

City Manager Jones introduced the item. A presentation was provided by Measure Q Citizen Oversight Committee Chair Alan Lonbom.

City Council questions focused whether the items selected for review were for undergrounding projects and difference between Measure Q and general sales tax collected by the City.

There were no public speakers for this item.

Council discussion focused on appreciation of the committee for their work.

CONSENT CALENDAR

Administrative Services Manager/City Clerk Sarah Krietor read the titles of the items included on the Consent Calendar. There were no public speakers for the consent calendar items.

IT WAS MOVED BY MAYOR GAASTERLAND, SECONDED BY DEPUTY MAYOR MARTINEZ TO APPROVE THE CONSENT CALENDAR ITEMS 3 THROUGH 8 AND ITEM 10 WITH ITEM 7 CONTINUED TO A FUTURE DATE AND ITEM 10 CONTINUED TO A DATE CERTAIN OF MAY 19, 2025. (VOTE 4-0)

Ayes: Mayor Gaasterland; Deputy Mayor Tracy Martinez; Councilmembers Dan Quirk and John Spelich; Noes: 0; Recuse: 0; Absent: 0; Abstain: 0.

ITEM 3: APPROVAL OF MINUTES: APRIL 7, 2025 REGULAR AND SPECIAL MEETING (CLERK’S MINUTES BOOK)

Council approved the minutes, on consent.

ITEM 4: RATIFICATION OF LIST OF DEMANDS, DATED APRIL 21, 2025 (CLERK’S FILE NO. 201-3)

Council approved the list of demands, on consent.

ITEM 5: WAIVER OF READING OF ORDINANCES ON AGENDA (CLERK’S FILE NO. 401-4)

Council waived the reading of ordinances, on consent.

ITEM 6: SECOND READING AND ADOPTION OF AN ORDINANCE TO ACCEPT CALIFORNIA COASTAL COMMISSION (CCC) MODIFICATIONS TO AMEND DEL MAR MUNICIPAL CODE (DMMC) CHAPTERS 30.22 (CENTRAL COMMERCIAL ZONE) AND 30.31 (PUBLIC FACILITIES ZONE) IN LOCAL COASTAL PROGRAM AMENDMENT ORDINANCE NO. 1006 ADOPTED BY THE CITY COUNCIL ON APRIL 15, 2024, FOR CONSISTENCY WITH THE FEBRUARY 6, 2025, COASTAL COMMISSION CONDITIONAL CERTIFICATION DECISION (CLERK’S FILE NO. 303-1, 401-4, 401-9, 1502-14)

Council adopted Ordinance 1016, “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, AMENDING THE DEL MAR MUNICIPAL CODE (ZONING CODE) CHAPTER 30.22 CENTRAL COMMERCIAL (CC) ZONE REGULATIONS AND CHAPTER 30.31 PUBLIC FACILITIES (PF) ZONE AS ADOPTED BY PROSPECTIVE ORDINANCE NO. 1006; AND AMENDING THE CITY’S CERTIFIED LOCAL COASTAL PROGRAM (LCP) BY AMENDING THE LCP LAND USE DESIGNATIONS/ALLOWED USES” LIST IN THE LCP LAND USE PLAN; AND AMENDING THE LCP “ZONING USE DESIGNATIONS/ALLOWED USES” LIST IN THE LCP IMPLEMENTATION PLAN; ALL RELATING TO AMENDMENTS REQUIRED BY THE CALIFORNIA COASTAL COMMISSION AS A CONDITION OF APPROVAL FOR THE CITY TO OBTAIN FINAL CERTIFICATION OF THE ORDINANCES NEEDED FOR IMPLEMENTATION OF THE 6TH CYCLE HOUSING ELEMENT PROGRAMS 1C (CC ZONE) AND 1H (PF ZONE), to increase local housing capacity, on consent.

ITEM 7: APPOINTMENT TO THE SUSTAINABILITY ADVISORY COMMITTEE (CLERK'S FILE NO. 401-5)

This item was continued to a future date, on consent.

ITEM 8: APPROVAL OF GRANT AGREEMENTS WITH THE DEL MAR FOUNDATION TO PURCHASE SCUBA EQUIPMENT AND AUTOMATED EXTERNAL DEFIBRILLATORS (CLERK'S FILE NO. 201-3, 1202-11)

Council accepted grant funds from the Del Mar Foundation in the amount of \$6,500 for new SCUBA equipment and \$17,500 for seven new automated external defibrillators; authorized the City Manager to execute the necessary grant agreements; and amended the Fiscal Year 2024- 2025 Operating and Capital Budget to reflect the grant funds, on consent.

PUBLIC HEARING

ITEM 9: INTRODUCTION OF AN ORDINANCE TO ACCEPT CALIFORNIA COASTAL COMMISSION (CCC) MODIFICATIONS TO ORDINANCE NO. 1002 ADOPTED BY THE CITY COUNCIL ON DECEMBER 18, 2023, TO AMEND DEL MAR MUNICIPAL CODE (DMMC) CHAPTERS 30.91 (ACCESSORY DWELLING UNIT REGULATIONS) AND 30.75 (COASTAL DEVELOPMENT PERMITS) IN THE LOCAL COASTAL PROGRAM FOR CONSISTENCY WITH THE MARCH 13, 2025, CCC CONDITIONAL CERTIFICATION DECISION (CLERK'S FILE NO. 303-1, 401-4, 401-9)

An introduction to the item was provided by Mayor Gaasterland. A presentation was provided by Principal Planner Amanda Lee. Planning & Community Development Director Karen Brindley and Associate Planner Adriana Jaramishian were available to answer questions.

Council questions and discussion focused on parking impacts associated with accessory dwelling units (ADUs) and emergency vehicles access on narrow roads where parking is allowed on both sides; low income ADU goal in the 6th Cycle Housing Element; community survey related to low income ADUs, the City's amnesty and incentive programs; appreciation to staff for this work on this item; clarification on Housing and Community Developments (HCDs) role in the process following California Coastal Commission (CCC) final certification of the ordinance; whether staff is planning to mail flyers to all residents regarding the survey; and why the cities of Encinitas and Solana Beach were able to receive credit for low income ADUs from HCD as part of their approved housing elements.

There were no public speakers for this item.

IT WAS MOVED BY DEPUTY MAYOR MARTINEZ, SECONDED BY COUNCILMEMBER SPELICH TO CONFIRM STAFF'S DETERMINATION THAT THIS ACTION IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO VARIOUS STATUTORY AND CATEGORICAL EXEMPTIONS IN THE CEQA GUIDELINES AND PRIOR ENVIRONMENTAL ANALYSIS IN THE 6TH CYCLE HOUSING ELEMENT PROGRAM ENVIRONMENTAL IMPACT REPORT AS FURTHER DESCRIBED IN THE ENVIRONMENTAL IMPACT STATEMENT IN THE AGENDA REPORT; AND INTRODUCED THE PROPOSED ORDINANCE. (VOTE 4-0)

Ayes: Mayor Gaasterland; Deputy Mayor Tracy Martinez; Councilmembers Dan Quirk and John Spelich;
Noes: 0; Recuse: 0; Absent: 0; Abstain: 0.

ITEM 10: REQUEST TO ADOPT A MITIGATED NEGATIVE DECLARATION AND ASSOCIATED MITIGATION MONITORING AND REPORTING PROGRAM; AND TO APPROVE REVISION MAP RM22-001 AND COASTAL DEVELOPMENT PERMIT CDP24-012 RELATED TO AMENDING RECORDED PARCEL MAP (TPM-77-03) FOR PURPOSES OF REDUCING THE AREA OF AN EXISTING SCENIC EASEMENT ON THE PROPERTY LOCATED AT 1201 CUCHARA DRIVE, DEL MAR.

APPLICANTS/OWNERS: MARK AND LAURA WEBER TRUST DATED APRIL 2009
ASSESSOR PARCEL NUMBER (APN): 300-143-38-00
PROPERTY LOCATION: 1201 CUCHARA DRIVE, DEL MAR
(CLERK'S FILE NO. 301-18)

The item was continued to a date certain of May 19, 2025, on consent.

COUNCIL MEETING RECESS:

The City Council took a meeting recess from approximately 7:00 to 7:20 p.m.

CITY COUNCIL OTHER BUSINESS

ITEM 11: UNDERGROUNDING PROGRAM UPDATE, UTILITY UNDERGROUNDING DISTRICT 1A (STRATFORD COURT SOUTH) SAN DIEGO GAS & ELECTRIC COST AGREEMENT, APPROVAL OF TASK ORDER AMENDMENT WITH UTILITY SPECIALISTS SOUTHWEST, INC. FOR UTILITY UNDERGROUNDING DISTRICT X1A (CREST CANYON), AND FIRST AMENDMENT TO THE AGREEMENT WITH UTILITY SPECIALISTS SOUTHWEST, INC. (CLERK'S FILE NO. 1001-2)

A presentation was provided by Principal Engineer Martin Boyd. City Attorney Leslie Devaney provided an overview on the Councilmember conflict analysis and noted that Mayor Gaasterland was recused from the portion of the presentation related to District 1A due to living within the district.

Council questions related to Stratford Court South (1A) focused on the estimated cost for Crest Canyon (X1A) based on new SDG&E cost data for 1A; clarification on the actual cost for 1A; timing for the Council will receive a cash flow update; whether there is a correlation between linear foot of trenching and project cost; clarification on the scope of work completed by SDG&E; status of laterals for 1A; lessons learned related to reviewing historic drawings of abandoned utilities; clarification on the cable pulls included in the design; whether SDG&E provides the materials for their portion of the project; and request for SDG&E to provide their materials costs to the City.

There were no public speakers for the item.

Council discussion focused on appreciation of staff for their work on this item.

IT WAS MOVED BY COUNCILMEMBER SPELICH, SECONDED BY COUNCILMEMBER QUIRK TO APPROVE THE SAN DIEGO GAS & ELECTRIC (SDG&E) COST AGREEMENT FOR UUD 1A (STRATFORD COURT SOUTH) WITH A COST OF \$1,592,881; AUTHORIZE THE CITY MANAGER TO EXECUTE THE SDG&E COST AGREEMENT; AND AMEND THE FISCAL YEAR 2024-2025 OPERATING AND CAPITAL BUDGET AS DESCRIBED IN THE FISCAL IMPACT SECTION OF THE AGENDA REPORT. (VOTE 3-0-1 WITH MAYOR GAASTERLAND RECUSED)

Ayes: Deputy Mayor Tracy Martinez; Councilmembers Dan Quirk and John Spelich; Noes: 0; Recuse: Mayor Gaasterland; Absent: 0; Abstain: 0.

Council questions related to Crest Canyon (X1A) focused on the timing of an upcoming Request for Proposal to be issued by the City and scope of services to be included; whether the incumbent consultant will need to submit a proposal to be considered for the RFP; clarification on the timing for financing X1A Stratford Court North (1B); soonest staff could return to City Council for contract award; status of San Dieguito Drive Improvement Project; time estimate to complete X1A; and considerations regarding long laterals for certain property owners.

Mayor Gaasterland opened the item to public comment and Greg Rothnem spoke. Mayor Gaasterland closed public comment.

IT WAS MOVED BY COUNCILMEMBER SPELICH, SECONDED BY COUNCILMEMBER QUIRK TO APPROVE A TASK ORDER AMENDMENT WITH UTILITY SPECIALISTS SOUTHWEST, INC. FOR UUD X1A PRE-CONSTRUCTION SERVICES; APPROVE THE FIRST AMENDMENT TO THE AGREEMENT WITH UTILITY SPECIALISTS SOUTHWEST, INC. FOR AS-NEEDED SPECIALIZED ELECTRICAL ENGINEERING SERVICES (ATTACHMENT C); AND AUTHORIZE THE CITY MANAGER TO EXECUTE UTILITY SPECIALISTS TASK ORDER AND AGREEMENT AMENDMENT. (VOTE 4-0)

Ayes: Mayor Gaasterland; Deputy Mayor Tracy Martinez; Councilmembers Dan Quirk and John Spelich;
Noes: 0; Recuse: 0; Absent: 0; Abstain: 0.

ITEM 12: RECAP OF THE 2025 CITY COUNCIL GOALS AND PRIORITIES SETTING WORKSHOP AND COUNCIL APPROVED FY 2025-26 AND FY 2026-27 CITY WORK PLAN (CLERK'S FILE NO. 401-1)

ITEM 13: FISCAL YEAR 2025-2026 ADVISORY COMMITTEE WORK PLANS (CLERK'S FILE NO. 401-5)

IT WAS MOVED BY DEPUTY MAYOR MARTINEZ, SECONDED BY MAYOR GAASTERLAND TO CONTINUE ITEMS 12 AND 13 TO MAY 5, 2025. (VOTE 4-0)

Ayes: Mayor Gaasterland; Deputy Mayor Tracy Martinez; Councilmembers Dan Quirk and John Spelich;
Noes: 0; Recuse: 0; Absent: 0; Abstain: 0.

REGIONAL ORGANIZATION AND COUNCIL COMMITTEES/SUBCOMMITTEES/COMMUNITY ORGANIZATION REPORTS

None

ADJOURNMENT

Mayor Gaasterland adjourned the meeting into closed session at 9:58 p.m.

Sarah Krietor, Administrative Services Manager/
City Clerk



LIST OF DEMANDS
CITY OF DEL MAR
for
City Council Meeting
May 5, 2025

| | |
|---------------------------------|-------------------------------|
| Vendor Payment Checks | \$ 1,444,980.78 |
| Voids | - |
| Electronic Fund Transfers (EFT) | 345,090.25 |
| Electronic Wires | 105,240.05 |
| Total | <u><u>\$ 1,895,311.08</u></u> |

Approved by: 

Marco Camacho
Finance Manager/Treasurer

Date: 4/29/25

Approved by: _____

Terry Gaasterland
Mayor

Date: _____

Attachments: Check Registers

Bank : qusbk GENERAL ACCOUNT US BANK

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total | |
|---|-----------|----------|--------------------------|-----------|-------------|----------------------------|-------------------|-----------|
| 4107 | 4/18/2025 | irs01 | IRS, UNITED STATES TREAS | Ben179794 | 4/18/2025 | FEDERAL TAX: PAYMENT | 37,660.15 | 37,660.15 |
| | | Voucher: | 4107 | | | | | |
| 4108 | 4/18/2025 | per01 | PERS | Ben179796 | 4/18/2025 | PERS CONTRIBUTIONS: PAYMEN | 54,204.21 | 54,204.21 |
| | | Voucher: | 4108 | | | | | |
| 4109 | 4/18/2025 | edd01 | EMPLOYMENT DEVELOPME | Ben179798 | 4/18/2025 | STATE TAX: PAYMENT | 10,526.22 | 10,526.22 |
| | | Voucher: | 4109 | | | | | |
| 4110 | 4/18/2025 | per02 | PERS 457 | Ben179800 | 4/18/2025 | CALPERS 457 DEFERRED COMF | 2,630.13 | 2,630.13 |
| | | Voucher: | 4110 | | | | | |
| 4111 | 4/18/2025 | ida01 | IDAHO STATE TAX COMMISS | Ben179802 | 4/18/2025 | IDAHO STATE TAX COMMISSION | 219.34 | 219.34 |
| | | Voucher: | 4111 | | | | | |
| Sub total for GENERAL ACCOUNT US BANK: | | | | | | | 105,240.05 | |

Bank : eusbnk EFT GENERAL ACCOUNT US BANK

| <u>Check #</u> | <u>Date</u> | <u>Vendor</u> | <u>Invoice</u> | <u>Inv Date</u> | <u>Description</u> | <u>Amount Paid</u> | <u>Check Total</u> |
|---|-------------|---------------|-------------------------------------|-----------------|------------------------------|--------------------|--------------------|
| 6769 | 4/18/2025 | mis07 | 107413 STATE ST BANK & TF Ben179790 | 4/18/2025 | 401A PLAN: PAYMENT | 539.00 | 539.00 |
| | | Voucher: | 6769 | | | | |
| 6770 | 4/18/2025 | mis08 | 303845 STATE ST BANK & TF Ben179782 | 4/18/2025 | MISSION SQUARE 457B: PAYMEI | 9,586.68 | 9,586.68 |
| | | Voucher: | 6770 | | | | |
| 6771 | 4/18/2025 | mis09 | 803808 STATE ST BANK & TF Ben179792 | 4/18/2025 | RETIREMENT HEALTH SAVINGS | 721.88 | 721.88 |
| | | Voucher: | 6771 | | | | |
| 6772 | 4/18/2025 | uni21 | DEL MAR CITY EMPLOYEES Ben179784 | 4/18/2025 | DMCEA DUES: PAYMENT | 299.00 | 299.00 |
| | | Voucher: | 6772 | | | | |
| 6773 | 4/18/2025 | nat15 | NATIONAL BENEFIT SERVICE Ben179788 | 4/18/2025 | SEC. 125 FLEXIBLE SAVINGS AC | 1,339.10 | 1,339.10 |
| | | Voucher: | 6773 | | | | |
| 6774 | 4/18/2025 | par21 | U.S. BANK PARS FFC 674602 Ben179786 | 4/18/2025 | PUBLIC AGENCY RETIREMENT S | 1,895.65 | 1,895.65 |
| | | Voucher: | 6774 | | | | |
| Sub total for EFT GENERAL ACCOUNT US BANK: | | | | | | | 14,381.31 |

11 checks in this report.

Grand Total All Checks: 119,621.36



Bank : eusbnk EFT GENERAL ACCOUNT US BANK

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total | |
|---------|-----------|--------|-------------------------|-------------|-------------|-----------------------------|-------------|-----------|
| 6775 | 4/22/2025 | zep01 | ACUITY SPECIALTY PRODUC | 9011048518 | 4/8/2025 | CLEANING SUPP FIRE | 576.15 | 576.15 |
| | Voucher: | 6775 | | | | | | |
| 6776 | 4/22/2025 | civ02 | CIVIC SOLUTIONS INC | 105757 | 4/1/2025 | CONSULTING SRVCS - MAR | 13,440.00 | 13,440.00 |
| | Voucher: | 6776 | | | | | | |
| 6777 | 4/22/2025 | phi01 | CLEAN EARTH | 72404249782 | 12/16/2024 | HSHLD HAZ WASTE - NOV | 506.48 | |
| | Voucher: | 6777 | | 72404303718 | 4/8/2025 | HSHLD HAZ WASTE - MAR | 254.48 | |
| | | | | 72404286125 | 3/4/2025 | HSHLD HAZ WASTE - FEB | 251.92 | 1,012.88 |
| 6778 | 4/22/2025 | coa21 | COAST NEWS GROUP | 00156165 | 2/28/2025 | AD - ADMIN HEARING | 108.50 | |
| | Voucher: | 6778 | | 00156493 | 3/28/2025 | AD - ADMIN HEARING | 104.63 | |
| | | | | 00156679 | 4/11/2025 | AD - NOTICE LCPA | 100.75 | |
| | | | | 00156677 | 4/11/2025 | COAST NEWS - LEGAL ADVERTII | 50.38 | |
| | | | | 00156575 | 4/4/2025 | AD - PUBLIC HEARING | 379.75 | |
| | | | | 00156678 | 4/11/2025 | AD - PUBLIC HEARING | 201.50 | |
| | | | | 00156030 | 2/21/2025 | AD - PUBLIC HEARING | 186.00 | |
| | | | | 00156322 | 3/14/2025 | AD - PUBLIC HEARING | 182.13 | |
| | | | | 00156496 | 3/28/2025 | AD - PUBLIC HEARING | 170.50 | |
| | | | | 00155638 | 1/10/2025 | AD - PUBLIC HEARING | 162.75 | |
| | | | | 00156321 | 3/14/2025 | AD - PUBLIC HEARING | 155.00 | |
| | | | | 00156017 | 2/14/2025 | AD - PUBLIC HEARING | 155.00 | |
| | | | | 00156018 | 2/14/2025 | AD - PUBLIC HEARING | 143.38 | |
| | | | | 00156016 | 2/14/2025 | AD - PUBLIC HEARING | 143.38 | 2,243.65 |
| 6779 | 4/22/2025 | dev02 | DEVANEY PATE MORRIS & C | 10301 | 4/7/2025 | CITY ATTORNEY - MAR | 39,855.50 | |
| | Voucher: | 6779 | | 10305 | 4/7/2025 | LEGAL FEES - MAR | 13,272.00 | |
| | | | | 10306 | 4/7/2025 | LEGAL FEES - MAR | 2,340.00 | |
| | | | | 10298 | 4/7/2025 | LEGAL FEES - MAR | 1,430.00 | |
| | | | | 10307 | 4/7/2025 | LEGAL FEES - MAR | 575.85 | |
| | | | | 10304 | 4/7/2025 | LEGAL FEES - MAR | 219.60 | 57,692.95 |
| 6780 | 4/22/2025 | dix01 | DIXIELINE LUMBER CO | 06-0587896 | 2/18/2025 | OPERATING SUPP PW | 6.35 | 6.35 |
| | Voucher: | 6780 | | | | | | |
| 6781 | 4/22/2025 | lif01 | LIFE-ASSIST | 1588403 | 4/9/2025 | AMBULANCE SUPP FIRE | 184.77 | 184.77 |
| | Voucher: | 6781 | | | | | | |
| 6782 | 4/22/2025 | mik03 | MIKHAIL OGAWA ENGINEER | 11962 | 4/2/2025 | CLEAN WATER SRVCS - MAR | 17,910.10 | |
| | Voucher: | 6782 | | 11963 | 4/3/2025 | SAN DIEGUITO TMDL - MAR | 721.09 | 18,631.19 |

Bank : eusbnk EFT GENERAL ACCOUNT US BANK (Continued)

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total | |
|---|-----------|----------|-------------------------|------------------|-------------|-------------------------|-------------|------------|
| 6783 | 4/22/2025 | mit03 | mitsubishi electric pwr | CPSD-M0022369 | 4/4/2025 | COMPUTER MAINT CH | 1,731.00 | 1,731.00 |
| | | Voucher: | 6783 | | | | | |
| 6784 | 4/22/2025 | nor13 | north county dispatch | 202425-205 | 4/1/2025 | DISPATCH - FIRE Q4 | 9,485.70 | 9,485.70 |
| | | Voucher: | 6784 | | | | | |
| 6785 | 4/22/2025 | nce01 | north county evs inc | 8909 | 4/10/2025 | FIRE ENGINE MAINT #E238 | 1,663.71 | 1,663.71 |
| | | Voucher: | 6785 | | | | | |
| 6786 | 4/22/2025 | pru01 | prudential overall sup | 132308130 | 4/4/2025 | UNIFORMS PW - 4/4 | 116.54 | |
| | | Voucher: | 6786 | 132308128 | 4/4/2025 | MATS PW - 4/4 | 15.47 | |
| | | | | 132308129 | 4/4/2025 | SHOP TOWELS - 4/4 | 4.93 | 136.94 |
| 6787 | 4/22/2025 | red04 | redflex traffic system | INV0096896 | 3/31/2025 | RED LIGHT CAMERA - MAR | 5,283.00 | 5,283.00 |
| | | Voucher: | 6787 | | | | | |
| 6788 | 4/22/2025 | tru09 | true north compliance | DM25-01/02/03 | 4/3/2025 | BLDG CODE PC INSP Q3 | 58,487.09 | 58,487.09 |
| | | Voucher: | 6788 | | | | | |
| 6789 | 4/22/2025 | wex01 | wex bank | 04996-00496530-7 | 4/6/2025 | GAS & OIL PW - MAR | 4,078.82 | 4,078.82 |
| | | Voucher: | 6789 | | | | | |
| Sub total for EFT GENERAL ACCOUNT US BANK: | | | | | | | | 174,654.20 |

Bank : qusbnk GENERAL ACCOUNT US BANK

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total | |
|---------|-----------|-----------------|----------------------------|------------------|-------------|--------------------------|-------------|------------|
| 139554 | 4/22/2025 | cal67 | CALIFORNIA BUILDING STAM | 04152025 | 4/15/2025 | BLDG STNDRDS FEE JAN/MAR | 153.00 | 153.00 |
| | | Voucher: 139554 | | | | | | |
| 139555 | 4/22/2025 | cla14 | CLARK, KATHERINE | 04142025 | 4/14/2025 | PHCC EVENT REFUND | 800.00 | 800.00 |
| | | Voucher: 139555 | | | | | | |
| 139556 | 4/22/2025 | cli04 | CLIFTONLARSONALLEN LLP | L251206682 | 4/13/2025 | AUDIT SERVICES - FY24 | 4,820.00 | 4,820.00 |
| | | Voucher: 139556 | | | | | | |
| 139557 | 4/22/2025 | coa10 | COASTAL LIVESCAN SERVIC | 43446 | 3/31/2025 | LIVESCAN SRVCS - MAR | 310.00 | 310.00 |
| | | Voucher: 139557 | | | | | | |
| 139558 | 4/22/2025 | cou08 | COUGHLAN & VINEL, LLP IO | 04212025 | 4/21/2025 | CLAIM SETTLEMENT | 350,000.00 | 350,000.00 |
| | | Voucher: 139558 | | | | | | |
| 139559 | 4/22/2025 | del94 | DEL MAR WOMENS GIVING, | 04092025 | 4/9/2025 | PHCC EVENT REFUND | 800.00 | 800.00 |
| | | Voucher: 139559 | | | | | | |
| 139560 | 4/22/2025 | dep07 | DEPT OF CONSERVATION | 04152025 | 4/15/2025 | SMIP FEES JAN/MAR | 480.07 | 480.07 |
| | | Voucher: 139560 | | | | | | |
| 139561 | 4/22/2025 | gal02 | GALLS LLC | 030913256 | 4/1/2025 | UNIFORMS - CS | 331.65 | |
| | | Voucher: 139561 | | 030836525 | 3/25/2025 | UNIFORMS - CS | 72.76 | |
| | | | | 030895812 | 3/31/2025 | UNIFORMS - CS | 36.19 | |
| | | | | 030872413 | 3/28/2025 | UNIFORMS - CS | 32.45 | 473.05 |
| 139562 | 4/22/2025 | gol16 | GOLDFARB & LIPMAN LLP | 481645 | 3/17/2025 | LEGAL FEES - MAR | 136.00 | 136.00 |
| | | Voucher: 139562 | | | | | | |
| 139563 | 4/22/2025 | boh02 | NANCY K. BOHL INC. DBA:, T | INV104071 | 4/10/2025 | EAP SERVICES - APR | 390.00 | 390.00 |
| | | Voucher: 139563 | | | | | | |
| 139564 | 4/22/2025 | nct01 | NCTD | 717597 | 3/7/2025 | ANNUAL LIC FEE MAR | 226.00 | 226.00 |
| | | Voucher: 139564 | | | | | | |
| 139565 | 4/22/2025 | con17 | OCCUPATIONAL HEALTH CT | 86377479 | 3/29/2025 | LIVESCAN SRVCS MAR/APR | 519.00 | 519.00 |
| | | Voucher: 139565 | | | | | | |
| 139566 | 4/22/2025 | ost05 | OSTARI INC | 502573 | 4/1/2025 | FIREWALL SRVCS - APR/JUN | 462.00 | 462.00 |
| | | Voucher: 139566 | | | | | | |
| 139567 | 4/22/2025 | por05 | PORTILLO CONCRETE INC | 2501-2971 | 4/8/2025 | PAVING SERVICES | 4,475.36 | 4,475.36 |
| | | Voucher: 139567 | | | | | | |
| 139568 | 4/22/2025 | sdg02 | SAN DIEGO GAS & ELECTRI | 0066 5392 2766 7 | 4/7/2025 | UTILITIES MAR | 963.96 | |
| | | Voucher: 139568 | | 0099 5222 5392 9 | 4/3/2025 | UTILITIES MAR | 25.54 | 989.50 |
| 139569 | 4/22/2025 | sde01 | SD ELECTRIC BIKE LLC, DB/ | 220000041060 | 4/1/2025 | ELEC BIKE MAINT CS | 307.76 | 307.76 |
| | | Voucher: 139569 | | | | | | |

Bank : qusbk GENERAL ACCOUNT US BANK (Continued)

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total | |
|---|-----------|-----------------|-------------------------|----------------|-------------|----------------------------|-------------|---------------------|
| 139570 | 4/22/2025 | sig12 | SIGNA DIGITAL SOLUTIONS | 39839753 | 4/11/2025 | COPIER CH APR | 812.64 | 812.64 |
| | | Voucher: 139570 | | | | | | |
| 139571 | 4/22/2025 | sig12 | SIGNA DIGITAL SOLUTIONS | AR-S327090 | 4/10/2025 | COPIER CS - MAR | 222.67 | 222.67 |
| | | Voucher: 139571 | | | | | | |
| 139572 | 4/22/2025 | sou08 | SOUTHWEST SIGNAL SERVI | 84137 | 3/31/2025 | TRAFFIC SIGNAL MAINT - MAR | 1,691.29 | |
| | | Voucher: 139572 | | 84135 | 3/31/2025 | PM SIGNAL INSP - MAR | 472.50 | |
| | | | | 84136 | 3/31/2025 | TRAFFIC SIGNAL MAINT - MAR | 268.75 | 2,432.54 |
| 139573 | 4/22/2025 | tei02 | TEICHERT ENERGY & UTILI | 04092025 | 4/9/2025 | UUD - 1A STRATFORD CT | 953,440.90 | 953,440.90 |
| | | Voucher: 139573 | | | | | | |
| 139574 | 4/22/2025 | ter11 | TERMINIX COMMERCIAL | 458414323 | 4/8/2025 | PEST CONTROL SRVCS CH | 159.00 | |
| | | Voucher: 139574 | | 455665835 | 1/14/2025 | PEST CONTROL SRVCS PW | 133.00 | |
| | | | | 458414466 | 4/8/2025 | PEST CONTROL SRVCS CS | 128.26 | |
| | | | | 458414422 | 4/8/2025 | PEST CONTROL SRVCS LIBRAR' | 113.26 | |
| | | | | 458414366 | 4/8/2025 | PEST CONTROL SRVCS PHCC | 109.18 | 642.70 |
| 139575 | 4/22/2025 | vis07 | VISTA PAINT CORPORATION | 2025-875549-00 | 4/4/2025 | TRAFFIC PAINT PW | 220.78 | 220.78 |
| | | Voucher: 139575 | | | | | | |
| 139576 | 4/22/2025 | woo01 | WOOLLEY, ELIZABETH A. | 04142025 | 4/14/2025 | PHCC EVENT REFUND | 800.00 | 800.00 |
| | | Voucher: 139576 | | | | | | |
| Sub total for GENERAL ACCOUNT US BANK: | | | | | | | | 1,323,913.97 |

38 checks in this report.

Grand Total All Checks: 1,498,568.17



Bank : eusbnk EFT GENERAL ACCOUNT US BANK

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total | |
|---------|-----------|--------|---------------------------|---------------|-------------------------|------------------------|-------------|------------|
| 6790 | 4/29/2025 | als02 | ALS GROUP USA CORP | 522502494 | 4/16/2025 | WATER SAMPLING - APR | 496.00 | 496.00 |
| | Voucher: | 6790 | | | | | | |
| 6791 | 4/29/2025 | cha71 | CHARTER COMM HOLDINGS | 189125601 | 4/14/2025 | INTERNET CH APR | 1,311.74 | |
| | Voucher: | 6791 | | | | | | |
| | | | 189112801 | 4/14/2025 | VIDEO TRANSPORT/PEG APR | 335.35 | | |
| | | | 189123801 | 4/14/2025 | LFGRD FIBER APR | 335.35 | | |
| | | | 189125701 | 4/14/2025 | CH FIBER TO FIRE APR | 335.35 | | |
| | | | 189125801 | 4/14/2025 | VIDEO TRANSPORT/PEG APR | 335.35 | | |
| | | | 8448 41 006 0171 | 4/13/2025 | PUBLIC WIFI PHCC APR | 166.25 | | |
| | | | 189125401 | 4/14/2025 | DMTV INTERNET APR | 119.99 | | |
| | | | 189125501 | 4/14/2025 | PUBLIC WIFI CH APR | 119.99 | | 3,059.37 |
| 6792 | 4/29/2025 | del02 | DEL MAR BLUE PRINT CO, IN | 616966 | 2/19/2025 | PRINTING SRVCS PW | 14.84 | 14.84 |
| | Voucher: | 6792 | | | | | | |
| 6793 | 4/29/2025 | dev02 | DEVANEY PATE MORRIS & C | 10302 | 4/7/2025 | LEGAL FEES - MAR | 536.80 | |
| | Voucher: | 6793 | | 10303 | 4/7/2025 | LEGAL FEES - MAR | 219.60 | 756.40 |
| 6794 | 4/29/2025 | dix01 | DIXIELINE LUMBER CO | 06-0593923 | 4/8/2025 | OPERATING SUPP PW | 61.75 | |
| | Voucher: | 6794 | | 06-0593266 | 4/8/2025 | OPERATING SUPP PW | 28.36 | |
| | | | | 06-0593474 | 4/3/2025 | OPERATING SUPP PW | 26.40 | |
| | | | | 06-0594534 | 4/11/2025 | MAINT/REPAIR SUPP PW | 7.30 | 123.81 |
| 6795 | 4/29/2025 | duk01 | DUDEK & ASSOCIATES | 202502241 | 4/14/2025 | HOSKA/STRM DRN IMPVTS | 2,160.00 | 2,160.00 |
| | Voucher: | 6795 | | | | | | |
| 6796 | 4/29/2025 | man12 | MANERI TRAFFIC CONTROL | 23448 | 4/11/2025 | MAINT/REPAIR SUPP PW | 978.75 | 978.75 |
| | Voucher: | 6796 | | | | | | |
| 6797 | 4/29/2025 | pac28 | PACIFIC MOBILE STRUCTUF | INV-00446968 | 5/1/2025 | MOBILE OFFICE PW - MAY | 246.75 | 246.75 |
| | Voucher: | 6797 | | | | | | |
| 6798 | 4/29/2025 | par51 | PARKWOOD LANDSCAPE M | 109257 | 3/31/2025 | LANDSCAPING SRVCS CH | 6,050.00 | |
| | Voucher: | 6798 | | 109256 | 3/31/2025 | LANDSCAPING SRVCS PHCC | 1,000.00 | 7,050.00 |
| 6799 | 4/29/2025 | pru01 | PRUDENTIAL OVERALL SUP | 132309279 | 4/11/2025 | UNIFORMS PW - 4/11 | 121.82 | 121.82 |
| | Voucher: | 6799 | | | | | | |
| 6800 | 4/29/2025 | san03 | SAN DIEGO COUNTY WATEF | 0325-2 | 4/8/2025 | RAW WATER - MAR | 140,847.00 | 140,847.00 |
| | Voucher: | 6800 | | | | | | |
| 6801 | 4/29/2025 | gan04 | WILLIAM GANDER, DBA RES | DM-RT20250404 | 4/4/2025 | SOLAR MONITORING - APR | 200.00 | 200.00 |
| | Voucher: | 6801 | | | | | | |

Sub total for EFT GENERAL ACCOUNT US BANK: 156,054.74

Bank : qusbk GENERAL ACCOUNT US BANK

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|---------|-----------|-----------------|---|-----------|---------------------------------|-------------|-------------|
| 139577 | 4/29/2025 | ame16 | AMERICAN BATTERY CORP A 125228 | 3/4/2025 | VEH MAINT SUPP PW | 2,062.40 | 2,062.40 |
| | | Voucher: 139577 | | | | | |
| 139578 | 4/29/2025 | ame13 | AMERICAN PUBLIC WORKS 000877596 | 6/1/2025 | MBRSHP BRIDE PW | 294.00 | 294.00 |
| | | Voucher: 139578 | | | | | |
| 139579 | 4/29/2025 | sbc03 | AT&T 9391031506 | 4/20/2025 | TELEPHONE APR | 61.75 | 61.75 |
| | | Voucher: 139579 | | | | | |
| 139580 | 4/29/2025 | azt02 | AZTEC LANDSCAPING INC, I J2036 | 4/3/2025 | JANITORIAL SUPP CH | 662.63 | |
| | | Voucher: 139580 | J2037 | 4/3/2025 | JANITORIAL SUPP PW | 378.72 | 1,041.35 |
| 139581 | 4/29/2025 | ber21 | BERT W. SALAS, INC 04142025 | 4/14/2025 | HOSKA/STORM DRN PROJ | 83,931.63 | 83,931.63 |
| | | Voucher: 139581 | | | | | |
| 139582 | 4/29/2025 | res01 | CALWEN INC, DBA RESCUE 136418 | 4/15/2025 | LIFEGUARD TOOLS CS | 1,997.30 | 1,997.30 |
| | | Voucher: 139582 | | | | | |
| 139583 | 4/29/2025 | can08 | CANTEEN SAN117163 | 4/23/2025 | COFFEE SUPPLIES CH | 294.58 | 294.58 |
| | | Voucher: 139583 | | | | | |
| 139584 | 4/29/2025 | cin02 | CINTAS 5263902202 | 4/10/2025 | FIRST AID KIT SUPP PW | 200.45 | 200.45 |
| | | Voucher: 139584 | | | | | |
| 139585 | 4/29/2025 | cit07 | CITY OF SAN DIEGO 1000415348 | 4/3/2025 | WATER TREATMENT - FEB | 19,052.08 | 19,052.08 |
| | | Voucher: 139585 | | | | | |
| 139586 | 4/29/2025 | csm03 | CSMFO 300017973 | 4/23/2025 | CSMFO MBRSHP | 150.00 | 150.00 |
| | | Voucher: 139586 | | | | | |
| 139587 | 4/29/2025 | csm03 | CSMFO 200027629 | 4/22/2025 | CHAPTER MTG KRIETOR/CAMAC | 100.00 | 100.00 |
| | | Voucher: 139587 | | | | | |
| 139588 | 4/29/2025 | dyn02 | DYNAMITE ELECTRIC BIKES 375 | 4/23/2025 | ELEC BIKE BATTERY CS | 706.88 | 706.88 |
| | | Voucher: 139588 | | | | | |
| 139589 | 4/29/2025 | gal02 | GALLS LLC 030923038 | 4/2/2025 | UNIFORMS - CS | 114.14 | |
| | | Voucher: 139589 | 030923045 | 4/2/2025 | UNIFORMS - CS | 36.16 | |
| | | | 030923213 | 4/2/2025 | UNIFORMS - CS | 17.35 | 167.65 |
| 139590 | 4/29/2025 | int09 | GREGORY CONLEY, DBA IN1 463 | 4/3/2025 | SCADA MAINT JAN/MAR | 715.55 | 715.55 |
| | | Voucher: 139590 | | | | | |
| 139591 | 4/29/2025 | hom01 | HOME DEPOT CREDIT SRVC 6035 3225 0103 7 | 3/28/2025 | OPERATING SUPP PW | 662.01 | 662.01 |
| | | Voucher: 139591 | | | | | |
| 139592 | 4/29/2025 | kin02 | KING GRAPHICS 48258 | 4/17/2024 | UNIFORMS CS | 412.60 | |
| | | Voucher: 139592 | 50062 | 4/15/2025 | UNIFORMS CS | 238.50 | 651.10 |
| 139593 | 4/29/2025 | con17 | OCCUPATIONAL HEALTH CT 86443291 | 3/31/2025 | Concentra - Occupational health | 844.00 | 844.00 |
| | | Voucher: 139593 | | | | | |

Bank : qusbnk GENERAL ACCOUNT US BANK (Continued)

| Check # | Date | Vendor | Invoice | Inv Date | Description | Amount Paid | Check Total |
|---|-----------|-----------------|--|-----------|--------------------------|-------------|-------------------|
| 139594 | 4/29/2025 | pat11 | PATRIOT ENV LAB SRVCS IN 310512 | 3/24/2025 | FACILITY MAINT - FIRE | 1,795.00 | 1,795.00 |
| | | Voucher: 139594 | | | | | |
| 139595 | 4/29/2025 | por10 | PORTABLE STORAGE CORP 165963 | 4/22/2025 | STORAGE CS MAY | 176.00 | 176.00 |
| | | Voucher: 139595 | | | | | |
| 139596 | 4/29/2025 | rus01 | RUSTY DEL MAR 0425 | 4/28/2025 | PATCHES CS | 291.11 | 291.11 |
| | | Voucher: 139596 | | | | | |
| 139597 | 4/29/2025 | sdq02 | SAN DIEGO GAS & ELECTRI 0092 4576 5583 8 | 4/14/2025 | UTILITIES APR | 79.68 | 79.68 |
| | | Voucher: 139597 | | | | | |
| 139598 | 4/29/2025 | sig12 | SIGNA DIGITAL SOLUTIONS 39112397 | 3/12/2025 | COPIER PW - MAR | 138.74 | |
| | | Voucher: 139598 | 39845445 | 4/11/2025 | COPIER PW - APR | 138.74 | 277.48 |
| 139599 | 4/29/2025 | sta36 | STANDARD PLUMBING SUPI YKJX12 | 4/14/2025 | WATER METER PARTS | 40.84 | 40.84 |
| | | Voucher: 139599 | | | | | |
| 139600 | 4/29/2025 | ste08 | STEPHEN DALTON ARCHITE 2040-03 | 2/18/2025 | 2040 DM ARCHITECT SRVCS | 725.00 | 725.00 |
| | | Voucher: 139600 | | | | | |
| 139601 | 4/29/2025 | uni31 | UNITED SITE SRVCS OF, CA 114-14042251 | 4/4/2025 | PORTABLE RESTROOM SRVCS | 1,450.85 | |
| | | Voucher: 139601 | 114-14042254 | 4/4/2025 | PORTABLE RESTROOM SRVCS | 565.25 | 2,016.10 |
| 139602 | 4/29/2025 | ver03 | VERIZON WIRELESS 570653198-00008 | 4/18/2025 | TELEPHONE MAY | 390.65 | 390.65 |
| | | Voucher: 139602 | | | | | |
| 139603 | 4/29/2025 | wax02 | WAXIE'S ENTERPRISES, LLC 83153113 | 4/8/2025 | JANITORIAL SUPPLIES | 1,374.38 | |
| | | Voucher: 139603 | 83169374 | 4/15/2025 | JANITORIAL SUPPLIES | 894.90 | |
| | | | 83033579 | 4/9/2025 | JANITORIAL SUPP REFUND | -83.18 | 2,186.10 |
| 139604 | 4/29/2025 | act03 | WILLIAMS SCOTSMAN INC 9023514897 | 4/15/2025 | MOBILE OFFICE PW APR/MAY | 156.12 | 156.12 |
| | | Voucher: 139604 | | | | | |
| Sub total for GENERAL ACCOUNT US BANK: | | | | | | | 121,066.81 |

40 checks in this report.

Grand Total All Checks: 277,121.55

LESLIE CARRILLO
4/28/2025



City of Del Mar Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Amanda Lee, Principal Planner
Karen Brindley, Planning and Community Development Director
Via Ashley Jones, City Manager

DATE: May 5, 2025

SUBJECT: Second Reading and Adoption of an Ordinance to Accept California Coastal Commission (CCC) Modifications to Ordinance No. 1002 Adopted by the City Council on December 18, 2023, to Amend Del Mar Municipal Code (DMMC) Chapters 30.91 (Accessory Dwelling Unit Regulations) and 30.75 (Coastal Development Permits) in the Local Coastal Program (LCP) for Consistency with the March 13, 2025, CCC Conditional Certification Decision

REQUESTED ACTION/RECOMMENDATION:

Staff recommends the City Council adopt the Ordinance (Attachment A) to accept changes required by the CCC as a condition of final certification of the Local Coastal Program Amendment (LCPA), which amends the Accessory Dwelling Unit (ADU) regulations in DMMC Chapter 30.91 and Coastal Development Permit regulations in DMMC Chapter 30.75.

BACKGROUND:

State ADU law requires local jurisdictions to allow ADU development in all zones that allow residential use, including mixed-use zones. This includes overlay zones such as the Floodplain Overlay Zone and Bluff, Slope, and Canyon Overlay Zone where the proposed development meets all specified criteria for permit approval. Like other residential development, ADU's are also allowed in High Fire Hazard Severity Areas where the applicant demonstrates that wildland fire safety precautions are integrated into construction of the unit to mitigate potential hazards. This includes compliance with the California Building Code requirements for use of non-flammable building materials and other requirements that provide mitigation in fire hazard severity areas (i.e., off-street parking for proposed ADU development on a narrow street with an improved street width less than 20 feet).

On December 18, 2023, the City Council adopted Ordinance No. 1002, amending the City's Local Coastal Program (LCP), as necessary for compliance with State ADU Law and the City's certified 6th Cycle Housing Element (2021-2029) potential sites for low-income units and housing programs including Program 2F (Tiny Homes) and Program 6B (Affirmatively Furthering Fair Housing). Following approval by the City Council, the Ordinance was submitted to the CCC for certification as required.

City Council Action:

Additional background regarding the Local Coastal Program amendments may be accessed in the following links to City Council Agenda reports for December 4 and December 18, 2023:

<https://www.delmar.ca.us/AgendaCenter/ViewFile/Agenda/12042023-3343>

<https://www.delmar.ca.us/AgendaCenter/ViewFile/Agenda/12182023-3353>

On March 13, 2025, the CCC conditionally certified the City's ADU Regulations LCPA. The CCC staff report (Item Th18c) may be accessed in the following link:
<https://www.coastal.ca.gov/meetings/agenda/>

On April 21, 2025, the City Council introduced an Ordinance to accept changes required by the CCC as a condition of final certification of the ADU Regulations Ordinance/LCPA. The City Council Agenda report (Item 9) may be accessed in the following link:
<https://www.delmar.ca.us/AgendaCenter/ViewFile/Agenda/04212025-3661>

DISCUSSION/ANALYSIS:

The proposed Ordinance incorporates CCC's required modifications, which are intended to ensure consistency with the City's certified LCP and Coastal Act as follows:

- Clarifies tiny homes are not allowed in the Beach Commercial (BC) or Visitor Commercial (VC) Zones because these zones do not allow housing.
- Clarifies that an exemption from a CDP for ADU development only applies where:
 - An ADU or JrADU is created through conversion of existing habitable space in a primary structure that will not remove or replace major structural components (i.e., roofs, exterior walls, foundations), or
 - A proposed ADU is attached to an existing single dwelling unit and complies with the CDP exemption provisions in Coastal Commission Section 13250 in the California Code of the regulations.
- Maintains the existing requirement for the owner to record a deed restriction acknowledging the applicable use limitations that shall run with the land and that the deed restriction shall include information regarding the sale, occupancy, and rental of the unit consistent with State law. The CCC modification adds that the required deed restriction must also include notification disclosure of Overlay Zoning designation(s) for the property.
- Clarifies the standard for proposed redevelopment of nonconforming structures to build ADUs and JrADUs. An existing nonconforming structure may be modified to

accommodate an ADU or JrADU. The resulting redeveloped structure cannot be in a geologic setback, public scenic view, public coastal access, or wetland buffer.

- The existing standard for ADUs on duplex lots applies a maximum height of 16 feet. Similar to what applies to single dwelling unit lots, the CCC modification allows ADUs on duplex lots at a second story level if there is not sufficient buildable area on the ground floor level of the lot and if necessary to minimize potential impacts to the greatest extent (i.e., to maintain parking on-site in parking impacted locations).
- Clarifies that replacement parking (i.e., where existing garage, carport, or covered parking is demolished or converted to an ADU) shall only be required if loss of the off-street parking would have a significant effect on public access to the shoreline. Also, clarifies that no off-street parking requirements shall be required for ADUs proposed within one-half mile of a major transit stop, unless the ADU is in the CCC Appeals area and lack of parking would have a significant effect on public access to the shoreline.
- Removes requirement for replacement parking for JrADUs created within converted attached garages.
- Modifies the floodplain standard to require consideration of sea level rise in design. This codifies existing California Coastal Act regulations within the local ADU regulations in the certified LCP.
- Incorporates minor corrections to section references throughout to update outdated section references.

The proposed Ordinance will allow the City to obtain final certification approval from the CCC. The adopted regulations will take effect on the date CCC grants final certification approval, which typically occurs at the first available CCC hearing following City Council adoption. During this interim period, staff will be applying the standards set forth in this Ordinance reflecting CCC's modifications read in combination with the previously adopted ADU Ordinance No. 1002, until the CCC grants final certification.

FISCAL IMPACT:

There is no fiscal action to be taken by the City Council for this agenda item.

ENVIRONMENTAL IMPACT:

Pursuant to the California Environmental Quality Act (CEQA), the Ordinance has been analyzed and determined to be Exempt from CEQA as follows:

- Statutory exemption per Public Resources Code Section 21080.17 and CEQA Guidelines Section 15282(h) applicable to the adoption of an ADU Ordinance; and

- Statutory exemption per CEQA Guidelines Section 15265 because the proposed action constitutes an amendment to the City's certified Local Coastal Program (LCP) and this section shifts the burden of CEQA compliance from the local agency to the California Coastal Commission (CCC) as set forth in Section 21080.9 of the Public Resources Code for the activities necessary for the preparation and adoption of an LCP amendment in compliance with the Coastal Act. The proposed amendments to the City's Zoning Code are part of the certified City of Del Mar LCP as certified under Section 21080.5 of the Public Resources Code; and
- Categorical exemption per CEQA Guidelines Class 1 exemption per Section 15301 (Existing Facilities).

Notwithstanding applicability of the Statutory Exemptions and Categorical Exemptions identified above, the proposed actions have been the subject of prior environmental analysis in the 6th Cycle Housing Element Update Final Program Environmental Impact Report (SCH No. 2020029064) certified by the City Council on October 5, 2020 (Resolution 2020-52), which analyzed and disclosed anticipated impacts of future housing development. Refer to the Final 6th Cycle PEIR: www.delmar.ca.us/DocumentCenter/View/7171/Final-PEIR-91020

No new or substantially greater impacts would result. As such, pursuant to CEQA Guidelines Sections 15162 and 15163, and based on the entire record, the Ordinance does not require a subsequent EIR or further environmental review.

HOUSING IMPACT:

The ADU regulations will facilitate development of new housing options consistent with the City's certified 6th Cycle Housing Element, the California Government Code mandatory provisions for ADUs, the City's certified LCP, and other applicable State Housing Law and Coastal Act requirements. ADUs are a key component of the City's adopted, balanced housing strategy which identifies a target to create 15 low income ADU units through the City's ADU Incentive and Amnesty Programs, provisions for Tiny Homes, and other strategies to preserve existing units in the community that provide more affordable housing options.

NEXUS TO CITY COUNCIL GOALS AND PRIORITIES:

Implementation of the ADU Regulations Ordinance in compliance with the Housing Element is a Tier 1 (Highest) City Council priority work plan item for Fiscal Year 2024-2025.

ATTACHMENT:

Attachment A – Proposed Ordinance Accepting CCC Modifications to Ordinance No. 1002

ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, AMENDING THE DEL MAR MUNICIPAL CODE (ZONING CODE) CHAPTER 30.91 ACCESSORY DWELLING UNIT (ADU) REGULATIONS AND CHAPTER 30.75 COASTAL DEVELOPMENT PERMIT REGULATIONS AS ADOPTED BY PROSPECTIVE ORDINANCE NO. 1002; ALL RELATING TO AMENDMENTS REQUIRED BY THE CALIFORNIA COASTAL COMMISSION AS A CONDITION OF APPROVAL FOR THE CITY TO OBTAIN FINAL CERTIFICATION OF THE ADU ORDINANCE FOR IMPLEMENTATION OF THE 6TH CYCLE HOUSING ELEMENT PROGRAMS 2F (TINY HOMES) AND 6B (AFFIRMATIVELY FURTHERING FAIR HOUSING)

WHEREAS, the City of Del Mar is a charter City and State Housing law applies to all general law and charter cities in the State of California; and

WHEREAS, the State legislature declared that “Housing is a statewide concern”, that California faces a housing crisis, and that local jurisdictions are mandated to comply with applicable State housing laws; and

WHEREAS, the City of Del Mar is located entirely within the “Coastal Zone” boundary and is therefore subject to full compliance with the California Coastal Act; and

WHEREAS, State Accessory Dwelling Unit (ADU) law is one example of a State law that still applies the Coastal Act protections for environmental resources, public scenic views, coastal access, and public safety in coastal hazard areas to ensure they will not be compromised by housing development; and

WHEREAS, State ADU law provides that the California Coastal Act is not superseded, in any way altered, or lessened by its application (Cal. Gov. Code. Sec. Section 66310 et. seq. as amended); and

WHEREAS, the City has significant coastal resources that require protection under the Coastal Act, including but not limited to, the protection of scenic public coastal views which are found throughout the community, preservation of public access and recreation opportunities that must be assured including public access to the beach, viewpoints, and trail connections to the bluffs, lagoons, and open space preserve areas along the shoreline, and protection of environmentally sensitive habitat areas and coastal resources such as coastal bluffs, sandstone bluffs, wetlands, lagoons, river inlets, and protected tree species native to the City including Torrey Pines and Monterrey Cypress trees; and

WHEREAS, in order to effectively implement applicable State housing laws, the City must harmonize the Coastal Act and the City’s LCP policies and regulations with the State’s housing laws to ensure protection of sensitive coastal habitats and resources,

public coastal view sheds, coastal parking for public access, and public health and safety; and

WHEREAS, City staff engaged in public outreach to encourage public participation in formulating these draft regulations, which included articles posted on the City's website, multiple announcements made in the City's weekly updates, and multiple announcements made during public meetings including the Planning Commission and City Council meetings; and

WHEREAS, the Notice of Availability and Notice of Planning Commission public hearing for the Amendments to the Zoning Ordinance and LCP was published in the Del Mar Times on August 24, 2023, and individual mailed notices were sent to all interested parties; and

WHEREAS, on September 12, 2023, the Planning Commission recommended approval of the ADU Ordinance to the City Council by a vote of 3-2 including modifications to 1) Require all ADUs be used for dwelling unit purposes and subject to deed restrictions; and 2) In R1 zones, prioritize ADUs at the first story level before second story ADU if buildable area is available on the first story level of the lot; and

WHEREAS, on October 2, 2023, the notice of City Council public hearing was published in the San Diego Union Tribune and mailed notices were sent to all interested parties including those who participated through the Planning Commission hearing on September 12, 2023; and

WHEREAS, on December 4, 2023, the City Council held a duly noticed public hearing and voted to introduce the ADU Ordinance; and

WHEREAS, on December 18, 2023, the City Council voted to adopt the ADU Ordinance; and

WHEREAS, on December 21, 2023, the City submitted the adopted ADU Ordinance/LCPA submittal to the Coastal Commission for certification review; and

WHEREAS, on March 13, 2025, the California Coastal Commission considered the City's ADU Ordinance/LCPA application and voted to conditionally certify with modifications imposed as a condition of approval; and

WHEREAS, on April 21, 2025, the Del Mar City Council held a duly noticed public hearing to consider whether to accept the CCC's required modifications and introduce this Ordinance; and

WHEREAS, the CCC modifications have been incorporated herein; and

WHEREAS, adoption of this Ordinance will amend the Del Mar Municipal Code Title 30 Zoning Code and certified Local Coastal Program to implement the 6th Cycle

Housing Element commitments in order to maintain compliance with State law and avoid decertification of the Housing Element.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Del Mar, California, based on substantial evidence in the whole of the administrative record, hereby finds and declares the above stated Recitals are true and correct and are incorporated by reference into this action.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the City Council of the City of Del Mar hereby ordains as follows:

SECTION ONE: That DMMC Section 30.75.080 for the Coastal Development Permit Regulations in the certified Local Coastal Program shall be amended per CCC Modification #1 to read as follows:

30.75.080 Coastal Development Permits Issued by the City—Issuing Authority, Public Hearing Required.

[A. through D. No change in text]

E. The Director of Planning and Community Development shall serve as the Issuing Authority to render a determination on applications for Coastal Development Permits for the following:

[1. through 2. No change in text]

3. An application for an Accessory Dwelling Unit in accordance with Subsection 30.91.030.E that is not otherwise exempt from a Coastal Development Permit.

[E.4. through F. No change in text]

SECTION TWO: That DMMC Section 30.91.010 for the ADU Regulations (Purpose) shall be amended per CCC Modification #2 to read as follows:

30.91.010 Purpose

The purpose of this Chapter is to provide regulations and procedures for the establishment of Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JrADUs) on lots zoned to allow single unit and multi-unit residential uses which include a proposed or existing dwelling in accordance with California Government Code Section 66310 (et seq) as amended, and without superseding or in any way altering or lessening the effect or application of the California Coastal Act of 1976 (Division 20 commencing with Section 3000) and the City's Local Coastal Program.

SECTION THREE: That DMMC Section 30.91.020 (Zones Where Accessory Dwelling Units and Junior Accessory Dwelling Units are Permitted) shall be amended per CCC Modification #3 to read as follows:

30.91.020 Zones Where Accessory Dwelling Units and Junior Accessory Dwelling Units are Permitted

[A. Through B. No change in text]

- C. Tiny homes are permitted on any lot that allows an ADU. A tiny home may also be developed in non-residential zones, except the Beach Commercial and Visitor Commercial Zones, if the tiny home is deed restricted affordable for a lower income household for a term of at least 30 years.

[D. No change in text]

SECTION FOUR: That DMMC Section 30.91.030 (Permits and Processing of Accessory Dwelling Units and Junior Accessory Dwelling Units) shall be amended per CCC modifications #4 and #5 to read as follows:

30.91.030 Permits and Processing of Accessory Dwelling Units and Junior Accessory Dwelling Units

[A. Through D. No change in text]

- E. Approval of an ADU requires issuance of an Administrative Coastal Development permit implemented in accordance with DMMC Chapter 30.75, to harmonize State Housing law with the Coastal Act and ensure protection of coastal resources as follows:
 - 1. California Government Code section 65852.21 provides that the Accessory Dwelling Unit statutes do not supersede or in any way alter or lessen the effect or application of the California Coastal Act, except that the City shall not be required to hold public hearings for Coastal Development Permit applications for ADUs.
 - 2. A proposed ADU or JrADU development is exempt from an Administrative Coastal Development Permit where it is:
 - a. Created through conversion of entirely existing legally established habitable space contained in an existing primary structure that will not involve removal or replacement of major structural components (e.g., roofs, exterior walls, or foundations); or

- b. Directly attached to an existing single-family residence, if the ADU otherwise qualifies as exempt development pursuant to Section 13250 of the Coastal Commission's regulations.

[3. No change in text]

- 4. Where an Administrative Coastal Development Permit is required by Section 30.91.030(E)(3), it shall be processed in accordance with the following procedures:

- a. Consistent with the public participation provisions found in the City's certified LCP, a Notice of Application informing the public of the filing of an application for an Administrative Coastal Development Permit for an ADU shall be posted at the project site on a notice card provided by staff of the City of the City of Del Mar Department of Planning and Community Development. The notice of application shall advise interested persons that plans are available for public review at Del Mar City Hall. The notice, however, will stipulate that the application is required to be administratively approved by the Department of Planning and Community Development and that no public hearings will be held.

[b. No change in text]

- c. A Notice of Administrative Coastal Development Approval stating that the Coastal Development Permit has been approved shall be posted at City Hall and on the City's website, and shall be mailed within five working days of the final action as follows:

[i. No change in text]

- ii. Notice shall be transmitted by any acceptable delivery means pursuant to state law to the San Diego Coast District office of the California Coastal Commission.

[iii. No change in text]

- d. Within five (5) working days of a final decision of approval or denial by the Planning and Community Development Director, the notice of final action shall be transmitted by any acceptable delivery means pursuant to state law to the San Diego Coast District office of the Coastal Commission and provided to any interested parties who requested notice in writing in accordance with Section 30.75.100.
- e. If the ADU qualifies as appealable development pursuant to Chapter 30.75, the Planning and Community Development Director's

decision to approve a Coastal Development Permit may be appealed to the San Diego District office of the Coastal Commission within ten (10) working days in accordance with Section 30.75.110(A) and (B).

[F. through H. No change in text]

- I. Prior to issuance of a building permit for an ADU or JrADU on private property, the owner shall record a deed restriction with the County Recorder and file the recorded deed restriction with the City, acknowledging the applicable use limitations that shall run with the land, and shall include notification to all occupants of any overlay zones in which the property is located. The deed restriction shall include information regarding the sale, occupancy, and rental of the unit, consistent with State law.

[J. No change in text]

SECTION FIVE: That DMMC Section 30.91.040 (Accessory Dwelling Unit Development Regulations) shall be amended per CCC Modifications #6 through #20 to read as follows:

30.91.040 Accessory Dwelling Unit Development Regulations

[A. through C. No change in text]

- D. The ADU shall be designed and operated in compliance with the regulations of the zone, except as otherwise specified in this Chapter, as a residential use dwelling unit that is subordinate to the primary dwelling unit on the property. One primary residential unit shall be designated on a lot which an Accessory Dwelling Unit or Junior Accessory Dwelling Unit is permitted.

1. The ADU shall be designed to comply with Government Code Section 66314, as amended, definition of ADU by including permanent provisions for living, sleeping, eating, cooking, and sanitation. This is typically demonstrated by identifying that the ADU includes a fully functioning: Bathroom consisting of a toilet, sink, a bathtub or shower; and a kitchen. The kitchen includes a cooking appliance (not a hotplate), refrigeration, and other appliances, food storage cabinets, and a countertop or similar food preparation area. The kitchen area is to be proportional to the size of the ADU.

[2. through 4. No change in text]

5. In accordance with Section 30.91.030(I), the owner shall record a deed restriction with the County Recorder and file the recorded deed restriction with the City, acknowledging the applicable use limitations that shall run with the land, including notification to all occupants of any overlay zones in

which the property is located. The deed restriction shall include information regarding the sale, occupancy, and rental of the unit, consistent with State law.

- E. The ADU may be rented but shall not be sold or conveyed separately from the primary dwelling unit on the property, except that the City or qualified non-profit corporation per Government Code section 66341, as amended, may sell a deed restricted ADU to an eligible low-income owner.
- F. If rented, the term for rental of an ADU in a residential zone shall be for a term longer than 30 consecutive days per Government Code section 66315, as amended.
- G. In accordance with California Government Code Section 66321(b)(3), as amended, the City shall accommodate an ADU at least 800 square feet in size, which is also known as the “universal” ADU size provision. If the size of a proposed ADU exceeds 800 square feet, the remaining square footage beyond 800 square feet shall be subject to review against the applicable Floor Area Ratio (FAR) and lot coverage development standards of the zone. Additionally, should the combined total size of a proposed ADU greater than 800 square feet and the primary residence exceed the maximum FAR or lot coverage allowed for the site location, then the primary residence shall be required to reduce its square footage accordingly so as to preserve the ability to build at least an 800 square foot ADU. For the purpose of this section:

[1. through 6. No change in text]

- 7. In order to comply with the mandates of the California Coastal Act and the provisions of the certified LCP, the City is required to protect coastal access and coastal resources, which may require modification of the proposed ADU location and size to demonstrate conformity. The City shall approve a proposed ADU meeting the universal size provision of at least 800 square feet in size, unless the project would result in impacts to coastal resources or public access protected by the LCP, in which case, the City will prepare written findings and, where applicable, mitigation measures to alleviate such impacts as necessary to accommodate a proposed ADU at least 150 square feet in size that meets the definition of an efficiency unit as defined by California Government Code Section 66313, as amended.

[8. No change in text]

[H. through J. No change in text]

- K. The following identifies the maximum building height for construction of an ADU:

[1. through 2. No change in text]

3. Attached ADUs must share a common wall horizontally with the primary dwelling unit. The maximum height for attached ADUs in single dwelling unit zones is as follows:
 - a. For consistency with local conditions and the certified LCP, attached ADUs in single dwelling unit zones shall be proposed at the first story level if sufficient buildable area is available on the first story level of the lot. The maximum building height for an ADU attached horizontally sharing a common wall with the existing primary dwelling unit at the first story level is 16 feet.
 - b. Attached ADUs may be proposed at a second story level only if there is not sufficient buildable area available on the lot and if necessary to accommodate an ADU up to 800 square feet on the lot as an alternative that minimizes potential impacts to the greatest extent in compliance with the certified LCP. The maximum building height for a proposed attached ADU that horizontally shares a common wall with the primary dwelling unit at a second story level shall not exceed 25 feet above grade, or the base zoning requirements, whichever is lower, and in no case shall exceed two stories.

[4. through L. No change in text]

- M. Where an accessory dwelling unit is attached to a nonconforming residential structure that is nonconforming with regard to geologic setbacks, public view encroachment, coastal access, or wetland and habitat preserve buffers, and where development of the accessory dwelling unit will result in redevelopment of the nonconforming structure, the City shall require the correction of these nonconforming conditions in the redeveloped structure consistent with the standards for approval of a new ADU in accordance with Section 30.91.040.

For purposes of this section, redevelopment shall mean alterations to the residential structure resulting from construction of the accessory dwelling unit that consist of (1) additions to an existing structure, or (2) exterior or interior renovations, or (3) demolition or replacement of an existing principal structure, or portions thereof, any of which results in replacement (including demolition, renovation or alteration) of 50 percent or more of major structural components including exterior walls, floor, roof structure or foundation, or a 50 percent increase in gross floor area.

- N. A side and rear setback of four (4) feet shall be required for a new ADU structure, except as follows:
 1. An existing legal non-conforming structure, such as a garage or accessory building, may be converted to an ADU and maintain the non-conforming setback, where the structure complies with the building and safety

standards of the California Building Code and California Fire Code and the minimum setbacks specified in Section 30.91.040 (N)(3).

[2. through 4. No change in text]

5. In all cases, including the conversion of non-habitable, legal conforming structures noted in Section 30.91.040(N)(1), the ADU shall comply with coastal resource protections that require the following additional setback requirements:

a. The required minimum coastal bluff setback in the Coastal Bluff Overlay Zone as required by DMMC Chapter 30.55.

[b. through e. No change in text]

O. The parking requirements for ADUs are provided in Section 30.91.040(O) and (P). Where an existing garage, carport, or covered parking, is demolished or converted to an ADU, replacement off-street parking shall be required and all required off-street parking for the primary dwelling unit shall be maintained or replaced on-site only if the loss of the off-street parking supply has a significant effect on public access to the shoreline.

[1. No change]

2. The location of replacement parking shall be consistent with all wetland habitat buffers, environmentally sensitive habitat buffers, steep slope and geologic stability setbacks, and public scenic view protection regulations contained in the certified LCP.

[3. No change]

4. No off-street parking requirements apply to any ADUs proposed within one-half mile of a major transit stop regardless of whether the ADU would be located within the Commission's appellate jurisdiction.

P. The following parking requirements are specific to properties located along the shoreline or on the hillside within areas of high wildfire risk:

1. The ADU shall provide one off-street parking space (covered or uncovered), except as follows:

[No change to subsections a. through c.]

d. The ADU would be located on a property within one-half mile walking distance of public transit, including a bus stop, train station, or paratransit service, if applicable. This exemption does not apply to those lots within the Coastal Commission Appeals Jurisdiction where

the on-street parking supply has a significant effect on public access to the shoreline.

[No change to subsections e. and f.]

[2. No change in text.]

- Q. ADUs are required to comply with the same building and safety requirements as the primary dwelling unit in accordance with the California Building Code and California Fire Code. Special construction standards that would not otherwise apply to the single dwelling unit as a whole shall not be required. Pursuant to the California Code of Regulations Section 13250 and Public Resources Code Section 30610(a), a proposed ADU or JrADU development shall not be eligible for ministerial approval if it includes improvements to expand or construct water wells, sewer, fire protection capacities, or septic systems, which is a class of development that requires a discretionary coastal development permit per the Coastal Act because it involves a risk of adverse environmental effects.

[R. through S. No change in text]

- T. For consistency with the certified LCP, scenic views shall be protected as follows:
1. Projects shall be designed to ensure that no scenic views from public vantage points are obstructed, unless there is no feasible alternative siting which eliminates or significantly reduces the obstruction, and that bulk and scale of the proposed structure have been minimized to the greatest extent feasible commensurate with preserving the physical characteristics of the site.

[2. through 3. No change in text]

- U. Any additional accessory mechanical equipment or exterior building features that are not otherwise required by Section 30.91.040, or for a dwelling unit per the California Building Code, shall be subject to Design Review in accordance with Chapter 23.08.
- V. ADUs shall not be located or approved where the ADU is located on: a beach, a wetland or its buffer, seaward of the mean high tideline, in an environmentally sensitive habitat area or its buffer, within a coastal bluff setback, or in an area designated as highly scenic area as determined by the City's certified Local Coastal Program.
- W. The owner of an ADU is requested to provide information to the City annually upon request for reporting to the State as to whether during the prior 12 months the ADU was rented to a tenant qualifying as low income, rented to a tenant qualifying as moderate income, occupied but not rented, or unoccupied.

- X. Pursuant to the California Code of Regulations Section 13250 and Public Resources Code Section 30610(a), ADU development shall not create significant alterations to landforms, which is a class of development that requires a discretionary coastal development permit because it involves a risk of adverse environmental effects. The following objective standards apply to proposed ADU development for protection of the public health and safety through the regulation of excavation and grading and protection of steep slopes and coastal resources consistent with the certified Local Coastal Program:

[1. through 5. No change in text]

- Y. If a proposed ADU is located on a parcel that falls entirely or partially within the special flood hazard areas identified on the 2019 FEMA Flood Insurance Rate Map (FIRM) or its updated versions, the following shall apply as a requirement for the administrative Coastal Development Permit:

1. Development shall be located and designed, including elevation and flood proofing, to minimize flood damage and avoid flood hazards, including with consideration of sea level rise.
2. Proposed development shall comply with the certified Local Coastal Program.

SECTION SIX: That DMMC Section 30.91.050 (Junior Accessory Dwelling Unit Development Regulations) shall be amended per CCC Modifications #21 through #24 to read as follows:

30.91.050 Junior Accessory Dwelling Unit Development Regulations

[A. No change in text]

- B. A JrADU that is designed to meet all of the requirements in Section 30.91.050 shall be issued a permit in accordance with Section 30.91.030. The City is preempted by State Law from requiring a public hearing.

[C. through F. No change in text]

- G. Where a junior accessory dwelling unit is created within a nonconforming residential structure that is nonconforming with regard to geologic setbacks, public view encroachment, coastal access, or wetland and habitat preserve buffers, and where development of the junior accessory dwelling unit will result in redevelopment of the nonconforming structure, the City shall require the correction of these nonconforming conditions in the redeveloped structure consistent with the standards for approval of a new JrADU in accordance with Section 30.91.050.

For purposes of this section, redevelopment shall mean alterations to the residential structure resulting from construction of an accessory dwelling unit or

junior accessory dwelling unit that consist of (1) additions to an existing structure, or (2) exterior or interior renovations, or (3) demolition or replacement of an existing principal structure, or portions thereof, any of which results in replacement (including demolition, renovation or alteration) of 50 percent or more of major structural components including exterior walls, floor, roof structure or foundation, or a 50 percent increase in gross floor area.

[H. through L. No change.]

- M. If a proposed JrADU is subject to approval of an Administrative Coastal Development Permit, and is located on a parcel that falls entirely or partially within the special flood hazard areas identified on the 2019 FEMA Flood Insurance Rate Map (FIRM) or its updated versions, the permit approval shall be subject to the requirements in Section 30.91.040.Y.

SECTION SEVEN: That DMMC Section 30.91.060 (Regulations for ADUs on Lots with Multiple Dwelling Units) shall be amended per CCC Modifications #25 through #27 to read as follows:

30.91.060 Regulations for ADUs on Lots with Multiple Dwelling Units

- A. In a zone that allows two primary dwelling units per lot, a lot with two existing dwelling units is allowed up to two ADUs in accordance with the regulations in Section 30.91.040 and the following:

[1. through 4. No change in text]

5. For consistency with local conditions and the certified LCP, ADUs shall be proposed at the first story level. An ADU may be proposed at a second story level only if there is not sufficient buildable area available on the lot; and if necessary to accommodate an alternative that minimizes potential impacts to the greatest extent in compliance with the certified LCP. The maximum possible square footage shall be placed at the first story level.

[B. No change in text]

- C. Up to two detached ADUs are permitted on a lot with existing multiple dwelling units in addition to the ADUs allowed within the existing multiple dwelling unit structure per Section 30.91.060(B) subject to the following:

1. The City shall accommodate proposed ADUs meeting the universal size provision of at least 800 square feet in size, unless the California Coastal Act supersedes this minimum size requirement due to impacts to protected coastal resources or otherwise impedes public access to the coast. In such a case, the City will prepare written findings and, where applicable,

mitigation measures to alleviate such impacts as necessary to accommodate ADUs at least 150 square feet in size that meet the definition of an efficiency unit as defined per California Government Code Section 66313, as amended.

[2. No change in text]

3. A detached ADU shall comply with the required street fronting setbacks of the applicable zone, but otherwise may be located within 4 feet of the side or rear property lines, except that in all cases, including conversion of non-habitable, legal, non-conforming structures noted in Section 30.91.040(N)(1), the ADU shall comply with the following additional setback requirements.

a. The coastal bluff setback in the Coastal Bluff Overlay Zone as required by Chapter 30.55.

[b. through e. No change in text]

SECTION SEVEN:

The Coastal Commission conditionally certified the Ordinance/LCPA on March 13, 2025, and the City scheduled the introduction hearing for the amending ordinance on the first available date for the associated public hearing of the City Council.

SECTION EIGHT:

This Ordinance was introduced by the City Council on April 21, 2025.

SECTION NINE:

The City Clerk is directed to prepare and have published a summary of this Ordinance no less than five days prior to the consideration of its adoption and again within 15 days following adoption indicating votes cast.

SECTION TEN:

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION ELEVEN:

Upon adoption, the Ordinance will be submitted to the California Coastal Commission for final certification of the Local Coastal Program Amendment. The Ordinance will take effect and be in force on the date that the Coastal Commission takes action to unconditionally certify the Local Coastal Program Amendment.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California at the Regular Meeting held on the 5th day of May, 2025.

Terry Gaasterland, Mayor
City of Del Mar

APPROVED AS TO FORM:

Leslie E. Devaney, City Attorney
City of Del Mar

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO
CITY OF DEL MAR

I, SARAH KRIETOR, Administrative Services Manager/City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY, that the foregoing is a true and correct copy of Ordinance NoXXXX, which has been published pursuant to law, and adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 5th day of May, 2025, by the following vote:

AYES:

NOES:

RECUSE:

ABSENT:

ABSTAIN:

Sarah Krietor, Administrative Services
Manager/City Clerk
City of Del Mar



City of Del Mar Agenda Report

TO: Honorable Mayor and City Council Members

FROM: Denise Galvan, Management Analyst
Sarah Krietor, Administrative Services Manager/City Clerk
Via Ashley Jones, City Manager

DATE: May 5, 2025

SUBJECT: Design Review Board Interviews and Appointment

REQUESTED ACTION/RECOMMENDATION:

Staff recommends that the City Council review the Citizen Interest Forms (Attachment A), interview the applicants, and appoint up to two residents to serve as a voting member(s) on the Design Review Board for a full four-year term effective May 5, 2025, and expiring on May 31, 2029.

DISCUSSION/ANALYSIS:

The Design Review Board (DRB) evaluates planning applications for their consistency with the provisions of the Del Mar Community (General) Plan, Zoning Ordinance and the applicable design review standards included in the Design Review Ordinance (DRO).

There are two voting member vacancies on the DRB due to Greg Rothnem and Tina Thomas term expirations on April 5, 2025. The City advertised the vacancies and received three Citizen Interest Forms from Adam Wallace, Steve Mitgang and Tina Thomas (Attachment A). The three applicants have indicated that they meet the requirements of the Del Mar Municipal Code (DMMC) Section 2.38.020 (Attachment B) to serve as voting members on the DRB.

Staff recommends that the City Council review the Citizen Interest Forms, interview the applicants, and vote to appoint up to two applicants to serve on the DRB as voting members for full four-year term(s) beginning on May 5, 2025, and expiring on May 31, 2029.

Pursuant to Council Policy 200 "Committees – City Council Advisory Committees, Boards and Commissions" (Attachment C), an applicant must receive three affirmative votes in order to be appointed. If three affirmative votes are not received, the Council can choose to vote again or to direct staff to reopen the vacancy to solicit additional interest.

If the vacancies are filled, the DRB will have a full roster of voting members, with two ex-officio (non-voting member) vacancies.

ATTACHMENTS:

Attachment A - Citizen Interest Form
Attachment B - Del Mar Municipal Code Section 2.38.020
Attachment C - City Council Policy 200

City Council Action:

DEL MAR CITIZEN INTEREST FORM



I. APPLICANT INFORMATION

Wallace _____ Adam _____
 Last Name First Name Middle Initial

_____ Del Mar, CA
 Home Street Address* City, State

**Applicants are required to provide a physical residency address. Mailing addresses or Post Office boxes will not be accepted. The City will maintain all residency addresses strictly confidential.*

_____ City, State
 Business Street Address (if applicable)

_____ _____ _____
 Home Phone Number Business Phone Number E-mail Address

II. APPLICATION DETAILS

I am interested in serving on the following Committees, Board(s) or Commission(s) in order of preference (indicate 1st, 2nd choice, etc.):

- Arts Advisory Committee
- Parks and Recreation Committee
- 1 Design Review Board
- Planning Commission
- Finance Committee
- Sustainability Advisory Committee
- Lagoon Committee
- Traffic and Parking Advisory Committee
- Measure Q Citizen Oversight Committee
- Undergrounding Project Advisory Committee
- Other(s) (please indicate): _____

Qualifications for appointment and/or reasons for application (attach additional pages as needed):

20+ years of experience as a strategy and operations executive, deep experience in leadership, organizational transformations, and strategic planning across a wide variety of industries, including energy, technology, defense, and healthcare. Currently, I own a holding company and serve as a fractional executive in fast growth companies.

Education:

MFA in Technical Production from University of Delaware (Recruited on a full academic scholarship and stipend to the three-year graduate conservatory)
 BS in Management from MTSU

Relevant Experience (job or volunteer etc.):

Multi-decade experience partnering with fortune 100 executive leadership teams to led strategy and cultural pivots, including US military and government contractors. These experiences have honed my ability to navigate complex challenges and guide organizations through periods of transformation.

Name all of the Del Mar Committees/Boards/Commissions that you now serve on:

Undergrounding

Please name all the Boards/Commissions/Committee/Task Forces that you have served on in the past, and if you can, the dates of your service:

TGN Consulting - Board Member
 Collective Equities - Investment Committee
 GDx Marketing - Advisory Board

Optional: Please list three Del Mar residents who can provide a reference:**

| NAME | STREET NAME (no house number) | Phone Number |
|--------------|-------------------------------|--------------|
| Bobby Ocampo | Stratford Ct | |
| Bill Gerhard | Ocean Ave (Fmr.) | |
| Beth McGinty | 10th St | |

***Due to Brown Act limitations that restrict communications between Councilmembers regarding upcoming actions of the City Council, please do not include a current sitting Councilmember as a reference for your appointment.*

Residency

| | Month | Year |
|---|-------|-------------|
| I have been a resident of California since: | Jan | 2012 / 2023 |
| I have been a resident of San Diego County since: | Jan | 2012 / 2023 |
| I have been a resident of Del Mar since: | Jan | 2012 / 2023 |

What part of town do you live in? Geographic diversity is desirable and will be taken into account. Check the [neighborhood map](#) to verify your neighborhood.

- North Bluff
- North Beach
- South Beach
- Village Center
- South Bluff
- South Hills
- North Hills
- Valley

Are you a full-time or part-time resident of Del Mar? Full-time Part-time

Is Del Mar your primary place of residence? Yes No

Are you a registered voter in Del Mar? Yes No

III. COMMITTEE SPECIFIC QUESTIONS

The following are additional questions related to specific committees. Please answer the questions only for the committee(s) you are applying for.

1. **Arts Advisory Committee**

Membership on the Arts Advisory Committee is set by category. Which membership category do you best fit in? Select all that apply. (Note that City staff, consultants, and vendors are precluded from serving on the Arts Advisory Committee.)

- Resident with an art background
- Resident without an art background
- Business Owner- Art related business
- Del Mar Foundation Representative
- Del Mar Village Association Representative
- Ex-Officio (non-voting) – with Art related expertise
- Other (please explain): _____

Describe your experience and skills as they relate to the world of community art and fine art.

Why in your opinion is public art valuable to the Del Mar community?

What is your public art philosophy?

2. **Finance Committee**

The Finance Committee is looking for applicants with financial expertise and background.

Please describe your experience reviewing financial reports, conducting financial studies or any related experience. Please include any experience specific to public entities.

What aspects of the City's finances most interest you and why?

3. [Measure Q Citizen Oversight Committee](#)

Membership on the Measure Q Citizen Oversight Committee is set by category. Which membership category do you best fit in? (Select all that apply)

- Current (or within past 5 years) Finance Committee Member
- Business Community Member
- At-large Resident Member
- Other (please explain): _____

4. [Traffic and Parking Advisory Committee](#)

Which membership category do you best fit in? (Select all that apply)

- Business representative (can be a non-resident)
- Resident
- Other (please explain): _____

Do you have any special expertise or experience related to traffic and parking? If yes, please explain:

5. [Parks and Recreation Committee](#)

The Parks and Recreation Committee is looking for applicants with an interest in the City's parks and open spaces.

Please describe your personal or professional experience related to parks, open spaces, trails, public recreation or any similar experience.

What aspects of the City's parks and recreation most interest you and why?

6. [Lagoon Committee](#)

The Lagoon Committee is looking for applicants interested in the preservation of the lagoon and surrounding area.

What aspect(s) of being on the Lagoon Committee most interest you and why?

7. [Shores Advisory Committee](#)

The Shores Advisory Committee is looking for applicants interested in the Shores Park property and planning process.

What aspects of being on the Shores Advisory Committee most interest you and why?

Please describe your vision for the future of Shores Park.

8. [Sustainability Advisory Committee](#)

The Sustainability Advisory Committee members are community leaders on environmental issues.

In what ways would you like to contribute to a more sustainable world either in your personal life or on a broader community level?

Please describe any outreach or public education efforts you have participated in related to environmental issues or in other areas. Do you have skills or experience in outreach that you could bring to the Sustainability Advisory Committee?

9. [Undergrounding Project Advisory Committee](#)

The Undergrounding Project Advisory Committee is seeking applicants with an interest in the citywide undergrounding project.

Is your utility service undergrounded? What involvement did you have, if any?

What aspects of being on the Utility Undergrounding Advisory Committee most interest you?

10. [Design Review Board](#) and/or [Planning Commission](#)

Briefly describe your qualifications and experience as it relates to serving on the Design Review Board or Planning Commission. The required qualifications for each can be found in the Del Mar Municipal Code (DMMC) [Chapters 2.34](#) and [2.38](#). You will be able to provide more information at a City Council public meeting during an open interview process.

Engineering and construction experience, legal training, and years designing governance systems and structures for large organizations. Day to day I regularly manage trade offs between originating intent, as lived application, and consistent governance oversight.

11. **For All Committees:** Thank you for completing the Citizen Interest Form. Is there anything else you would like to add to your application for the City Council to consider?

IV. SIGNATURE AND ACKNOWLEDGEMENT

Please review the important information below before signing and submitting your application. Please note that recommendations for appointments to City advisory committees (other than the Planning Commission and Design Review Board) are made by the [Council Liaisons to that Committee](#). The appointments are then placed on the consent calendar for consideration for approval by the full City Council at the next available City Council meeting. For reasons of privacy, the individual candidates are not discussed at the meeting.

Additionally, the Del Mar Conflict of Interest Code requires that members of the Design Review Board, Planning Commission, and Finance Committee file Conflict of Interest Statements with the Administrative Services Department in conformance with the Fair Political Practices Commission and the City's Conflict of Interest Code. Other advisory committee members are not required to file Conflict of Interest Statements.

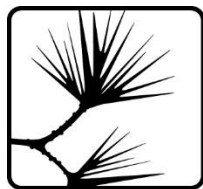
By signing below, you are acknowledging that you have reviewed the Committee webpage for which you are applying and that you understand the conflict of interest filing requirement, if applicable. Part of your service may include ethics and anti-harassment training upon appointment and bi-annually. Visit the [City's Conflict of Interest Code](#) webpage to learn more about the requirement.

By submitting this application, you are signing under penalty of perjury that the information you are providing, is true and correct to the best of your knowledge.

April 3rd 2025

Date

Within three (3) business days you will receive a confirmation email that your application is received. If you have questions, please email cityclerk@delmar.ca.us or call (858) 755-9313 and a staff member will get back to you promptly.



CITY OF DEL MAR

CITIZEN INTEREST FORM

IMPORTANT: Save the form on your computer prior to filling it out. Do not fill out the form in the Internet browser.

Thank you for your interest in serving the Del Mar Community. Please use this Citizen Interest Form to apply to serve on a City of Del Mar advisory committee, Planning Commission, or Design Review Board. The City of Del Mar greatly values the many talented citizens who volunteer to serve in city government. We encourage you to get involved. Please indicate whether you are seeking to serve on the Del Mar Planning Commission, Design Review Board, or one or more of the City's many advisory committees, and please note your order of preference indicating 1st, 2nd choice, etc.

Before making your selection, we encourage you to spend some time learning about what each entity does, what its mission is, and what your role would be if you were appointed. Please note that in addition to the general questions below to be answered by all applicants, there are also specific questions tailored to service on the Planning Commission, Design Review Board, or an advisory committee to be answered as well.

Before applying, you are encouraged to attend or watch a [committee meeting](#) and review recent committee [agendas and meeting minutes](#). If appointed, you will be expected to attend the meetings, which typically last about 2 hours in length, or more depending on the agenda, and require about 1 hour of preparation time for each meeting. Please note that in accordance with City Council Policy 200, committee members must not miss more than three meetings in a given calendar year. Committee meeting times vary, so please review the website calendar to make sure the meeting times for the committee you are applying for work for your schedule: [Public Meeting Calendar](#).

You can also view current [committee webpages, charters, and member rosters](#) to get more information about each committee. In accordance with *Council Policy 200- City Council Advisory Committees, Boards and Commissions* members of the public may serve on two boards, committees or commissions concurrently except in special circumstances as determined by the Council. Additionally, the number of consecutive terms that an individual may serve on a committee is two unless the City Council makes an exception if they feel it is to the benefit of the committee to re-appoint an individual to a third term. Please note that ex-officio members are non-voting and may be non-residents.

Form Submittal: Citizen Interest Forms must be submitted by the [published deadline](#). Forms can be submitted in-person or by mail at: Del Mar City Hall, 1050 Camino del Mar, Del Mar 92014; or via email: cityclerk@delmar.ca.us.

DEL MAR CITIZEN INTEREST FORM

I. APPLICANT INFORMATION

Mitgang _____ Steve _____ R _____
Last Name First Name Middle Initial

_____ Del Mar, CA
Home Street Address* City, State

**Applicants are required to provide a physical residency address. Mailing addresses or Post Office boxes will not be accepted. The City will maintain all residency addresses strictly confidential.*

_____ City, State
Business Street Address (if applicable)

_____ E-mail Address
Home Phone Number Business Phone Number

II. APPLICATION DETAILS

I am interested in serving on the following Committees, Board(s) or Commission(s) in order of preference (indicate 1st, 2nd choice, etc.):

- Arts Advisory Committee
- Design Review Board
- Finance Committee
- Lagoon Committee
- Measure Q Citizen Oversight Committee
- Other(s) (please indicate): _____
- Parks and Recreation Committee
- Planning Commission
- Sustainability Advisory Committee
- Traffic and Parking Advisory Committee
- Undergrounding Project Advisory Committee

Qualifications for appointment and/or reasons for application (attach additional pages as needed):

- I have lived in 90214 for 30 years and am sensitive to the special aspects of what Del Mar is and means to both residents and visitors. I built a new home on Crest Rd in 2022/2023.

- My wife and I just went through the DRB process to start and complete our new home on Crest. Hence, I am very familiar with the various needs of the city and as a resident related to the process of building a home in the area and adjacent to a sensitive area.

- As a serial Tech CEO, I am sensitive to serving many constituents with competing interests and have run many complex projects in business - and familiar with real estate projects that also included sensitive areas. The next few years will have many complex commercial and residential projects in Del Mar, needing a deft hand to adhere to the City's values regarding preserving our unique community. While allowing appropriate development.

- I have a very positive reputation in the business community as someone who has built many successful companies and am thought to be a great listener who can uniquely

understand the needs of multiple constituents, and always treat people with candor and transparency.

- I will be a DRB member who is actively engaged, will visit planned sites and critically their adjacent properties/owner sites. I am passionate about privacy and view corridors, while equally passionate about running an objective and fact-based process.
- I will pay attention to the details and look beyond the obvious such as property owners who have stayed silent or projects in the (ADR) administrative review lane.
- I have a few ideas to help the City Council create a framework for interviewing prospective DRB members to assess their character and decision-making spectrum.
- I will also ask many questions to understand our roll and areas for improvement, such as how to ensure that post construction all parties remain aligned to the spirit of the approvals received.

Education:

AB Architecture UC Berkeley 1983

Relevant Experience (job or volunteer etc.):

- I am serial Tech Start Up CEO (retired) where having a strategic plan and listening to many constituents with conflicting needs is core to the job responsibility
- Each start up I led in San Diego (4) has had various real estate needs and processes that range from complete newly built structures to major retrofits. One was in a bluff sensitive area. I had to deal with commercial and residential zoning and regulations.
- My recent new construction in Del Mar on Crest Rd., within a sensitive bluff and fire zone, and going through the DRB and community process has provided valuable experience. My own DRB experience will help create empathy with various constituents.
- I have built two homes from scratch in the last 20 years.
- I have worked with various departments within the city related to our build process: planning, public works, finance, etc.

Name all of the Del Mar Committees/Boards/Commissions that you now serve on:

- None

Please name all the Boards/Commissions/Committee/Task Forces that you have served on in the past, and if you can, the dates of your service:

NA

Optional: Please list three Del Mar residents who can provide a reference:**

| NAME | STREET NAME (no house number) | Phone Number |
|-------------------------|-------------------------------|--------------|
| Katherine Holiday -Sohn | Beach Colony | On request |
| Beth Levine | Crest Rd. | On request |
| Charlie Gaylord | Ocean Front | On request |

***Due to Brown Act limitations that restrict communications between Councilmembers regarding upcoming actions of the City Council, please do not include a current sitting Councilmember as a reference for your appointment.*

Residency

| | Month | Year |
|--|-----------------------|--------------|
| I have been a resident of California since: | July | 1970 |
| I have been a resident of San Diego County since: | July | 1991 |
| I have been a resident of 90214 Crest Rd July 2023 | July Crest Rd July | 1991 2023 |

What part of town do you live in? Geographic diversity is desirable and will be taken into account. Check the [neighborhood map](#) to verify your neighborhood.

- | | |
|---|---|
| <input type="checkbox"/> North Bluff | <input type="checkbox"/> South Bluff |
| <input type="checkbox"/> North Beach | <input type="checkbox"/> South Hills |
| <input type="checkbox"/> South Beach | <input checked="" type="checkbox"/> North Hills |
| <input type="checkbox"/> Village Center | <input type="checkbox"/> Valley |

Are you a full-time or part-time resident of Del Mar? Full-time Part-time

Is Del Mar your primary place of residence? Yes No

Are you a registered voter in Del Mar? Yes No

III. COMMITTEE SPECIFIC QUESTIONS

The following are additional questions related to specific committees. Please answer the questions only for the committee(s) you are applying for.

1. Arts Advisory Committee

Membership on the Arts Advisory Committee is set by category. Which membership category do you best fit in? Select all that apply. (Note that City staff, consultants, and vendors are precluded from serving on the Arts Advisory Committee.)

- Resident with an art background
- Resident without an art background
- Business Owner- Art related business
- Del Mar Foundation Representative
- Del Mar Village Association Representative
- Ex-Officio (non-voting) – with Art related expertise
- Other (please explain): _____

Describe your experience and skills as they relate to the world of community art and fine art.

Why in your opinion is public art valuable to the Del Mar community?

What is your public art philosophy?

2. Finance Committee

The Finance Committee is looking for applicants with financial expertise and background.

Please describe your experience reviewing financial reports, conducting financial studies or any related experience. Please include any experience specific to public entities.

What aspects of the City's finances most interest you and why?

3. Measure Q Citizen Oversight Committee

Membership on the Measure Q Citizen Oversight Committee is set by category. Which membership category do you best fit in? (Select all that apply)

- Current (or within past 5 years) Finance Committee Member
- Business Community Member
- At-large Resident Member

Other (please explain): _____

4. [Traffic and Parking Advisory Committee](#)

Which membership category do you best fit in? (Select all that apply)

Business representative (can be a non-resident)

Resident

Other (please explain): _____

Do you have any special expertise or experience related to traffic and parking? If yes, please explain:

5. [Parks and Recreation Committee](#)

The Parks and Recreation Committee is looking for applicants with an interest in the City's parks and open spaces.

Please describe your personal or professional experience related to parks, open spaces, trails, public recreation or any similar experience.

What aspects of the City's parks and recreation most interest you and why?

6. [Lagoon Committee](#)

The Lagoon Committee is looking for applicants interested in the preservation of the lagoon and surrounding area.

What aspect(s) of being on the Lagoon Committee most interest you and why?

7. [Shores Advisory Committee](#)

The Shores Advisory Committee is looking for applicants interested in the Shores Park property and planning process.

What aspects of being on the Shores Advisory Committee most interest you and why?

Please describe your vision for the future of Shores Park.

8. [Sustainability Advisory Committee](#)

The Sustainability Advisory Committee members are community leaders on environmental issues.

In what ways would you like to contribute to a more sustainable world either in your personal life or on a broader community level?

Please describe any outreach or public education efforts you have participated in related to environmental issues or in other areas. Do you have skills or experience in outreach that you could bring to the Sustainability Advisory Committee?

9. [Undergrounding Project Advisory Committee](#)

The Undergrounding Project Advisory Committee is seeking applicants with an interest in the citywide undergrounding project.

Is your utility service undergrounded? What involvement did you have, if any?

What aspects of being on the Utility Undergrounding Advisory Committee most interest you?

10. [Design Review Board](#) and/or [Planning Commission](#)

Briefly describe your qualifications and experience as it relates to serving on the Design Review Board or Planning Commission. The required qualifications for each can be found in the Del Mar

Municipal Code (DMMC) [Chapters 2.34](#) and [2.38](#). You will be able to provide more information at a City Council public meeting during an open interview process.

- I have lived in the Del Mar for 30 years (Mira Montana Dr. In the Heights) and am sensitive to the special aspects of what Del Mar is and means to both residents and visitors. I have lived in Del Mar proper since July, 2023
- My wife and I just went through the DRB process to start and complete our new home on Crest. Hence, I am very familiar with the various needs of the city and as a resident related to the process of building a home in the area and adjacent to a sensitive area.
- I have a degree in Architecture from UC Berkeley and have run many complex projects in business. I have led real estate projects also including sensitive areas.
- I have personally designed and built two homes. The home on Crest Rd was designed by Brian Church.
- I have a very positive reputation in the business community as someone who has built many successful companies and am thought to be a great listener who can uniquely understand the needs of multiple constituents, and always treat people with candor and transparency.

11. For All Committees: Thank you for completing the Citizen Interest Form. Is there anything else you would like to add to your application for the City Council to consider?

I appreciate the needs of complex processes and constituents and have a great reputation as a strong communicator and leader. Having just gone through the DRB process, I can be empathetic to the questions and issues being raised and also help create focus and streamline process where appropriate.

IV. SIGNATURE AND ACKNOWLEDGEMENT

Please review the important information below before signing and submitting your application. Please note that recommendations for appointments to City advisory committees (other than the Planning Commission and Design Review Board) are made by the [Council Liaisons to that Committee](#). The appointments are then placed on the consent calendar for consideration for approval by the full City Council at the next available City Council meeting. For reasons of privacy, the individual candidates are not discussed at the meeting.

Additionally, the Del Mar Conflict of Interest Code requires that members of the Design Review Board, Planning Commission, and Finance Committee file Conflict of Interest Statements with the Administrative Services Department in conformance with the Fair Political Practices Commission and the City’s Conflict of Interest Code. Other advisory committee members are not required to file Conflict of Interest Statements.

By signing below, you are acknowledging that you have reviewed the Committee webpage for which you are applying and that you understand the conflict of interest filing requirement, if applicable. Part of your service may include ethics and anti-harassment training upon appointment and bi-annually. Visit the [City’s Conflict of Interest Code](#) webpage to learn more about the requirement.

By submitting this application, you are signing under penalty of perjury that the information you are providing, is true and correct to the best of your knowledge.



Signature

September 29, 2024.
Date

Within three (3) business days you will receive a confirmation email that your application is received. If you have questions, please email cityclerk@delmar.ca.us or call (858) 755-9313 and a staff member will get back to you promptly.



CITIZEN INTEREST FORM

RECEIVED

By Skrietor at 3:15 pm, 4/4/25

CITY OF DEL MAR

IMPORTANT: Save the form on your computer prior to filling it out. Do not fill out the form in the Internet browser.

Thank you for your interest in serving the Del Mar Community. Please use this Citizen Interest Form to apply to serve on a City of Del Mar advisory committee, Planning Commission, or Design Review Board. The City of Del Mar greatly values the many talented citizens who volunteer to serve in city government. We encourage you to get involved. Please indicate whether you are seeking to serve on the Del Mar Planning Commission, Design Review Board, or one or more of the City's many advisory committees, and please note your order of preference indicating 1st, 2nd choice, etc.

Before making your selection, we encourage you to spend some time learning about what each entity does, what its mission is, and what your role would be if you were appointed. Please note that in addition to the general questions below to be answered by all applicants, there are also specific questions tailored to service on the Planning Commission, Design Review Board, or an advisory committee to be answered as well.

Before applying, you are encouraged to attend or watch a [committee meeting](#) and review recent committee [agendas and meeting minutes](#). If appointed, you will be expected to attend the meetings, which typically last about 2 hours in length, or more depending on the agenda, and require about 1 hour of preparation time for each meeting. Please note that in accordance with City Council Policy 200, committee members must not miss more than three meetings in a given calendar year. Committee meeting times vary, so please review the website calendar to make sure the meeting times for the committee you are applying for work for your schedule: [Public Meeting Calendar](#).

You can also view current [committee webpages, charters, and member rosters](#) to get more information about each committee. In accordance with *Council Policy 200- City Council Advisory Committees, Boards and Commissions* members of the public may serve on two boards, committees or commissions concurrently except in special circumstances as determined by the Council. Additionally, the number of consecutive terms that an individual may serve on a committee is two unless the City Council makes an exception if they feel it is to the benefit of the committee to re-appoint an individual to a third term. Please note that ex-officio members are non-voting and may be non-residents.

Form Submittal: Citizen Interest Forms must be submitted by the [published deadline](#). Forms can be submitted in-person or by mail at: Del Mar City Hall, 1050 Camino del Mar, Del Mar 92014; or via email: cityclerk@delmar.ca.us. **Please note:** City Hall is closed to the public for in-person services on Fridays, and Citizen Interest Forms should be submitted via email only on Fridays. Citizen Interest Forms can be submitted in-person or via email Monday through Thursday.

DEL MAR CITIZEN INTEREST FORM

I. APPLICANT INFORMATION

Thomas Last Name
Tina First Name
R Middle Initial
[Redacted] Home Street Address
Del Mar, CA City, State

**Applicants are required to provide a physical residency address. Mailing addresses or Post Office boxes will not be accepted. The City will maintain all residency addresses strictly confidential.*

[Redacted] ss (if applicable)
[Redacted] Home Phone Number [Redacted] Business Phone Number

II. APPLICATION DETAILS

I am interested in serving on the following Committees, Board(s) or Commission(s) in order of preference (indicate 1st, 2nd choice, etc.):

- Arts Advisory Committee
- Design Review Board
- Finance Committee
- Lagoon Committee
- Measure Q Citizen Oversight Committee
- Other(s) (please indicate): _____
- Parks and Recreation Committee
- Planning Commission
- Sustainability Advisory Committee
- Traffic and Parking Advisory Committee
- Undergrounding Program Advisory Committee

Qualifications for appointment and/or reasons for application (attach additional pages as needed):

I have been through the DRB personally & sat on the DRB for 4 years. I believe in the DRB & Community Plan & believe with the new guidelines the DRB is working well together, respectful of the process. I would like to continue serving the city as I believe my experience as an applicant & member is beneficial.

Education:

BA. Arch. UC Berkeley

Relevant Experience (job or volunteer etc.):

applicant to DRB for my home
 Architectural degree
 DRB for 4 years

Name all of the Del Mar Committees/Boards/Commissions that you now serve on:

DRB

Please name all the Boards/Commissions/Committee/Task Forces that you have served on in the past, and if you can, the dates of your service:

Optional: Please list three Del Mar residents who can provide a reference:**

| NAME | STREET NAME (no house number) | Phone Number |
|-----------------|-------------------------------|--------------|
| Aimée Marnde | | |
| Tom Collins | | |
| Laura Glatthorn | | |

***Due to Brown Act limitations that restrict communications between Councilmembers regarding upcoming actions of the City Council, please do not include a current sitting Councilmember as a reference for your appointment.*

Residency

| | Month | Year |
|---|-------|------|
| I have been a resident of California since: | 6 | 1961 |
| I have been a resident of San Diego County since: | 5 | 1985 |
| I have been a resident of Del Mar since: | 5 | 2019 |

What part of town do you live in? Geographic diversity is desirable and will be taken into account. Check the [neighborhood map](#) to verify your neighborhood.

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> North Bluff | <input type="checkbox"/> South Bluff |
| <input checked="" type="checkbox"/> North Beach | <input type="checkbox"/> South Hills |
| <input type="checkbox"/> South Beach | <input type="checkbox"/> North Hills |
| <input type="checkbox"/> Village Center | <input type="checkbox"/> Valley |

Are you a full-time or part-time resident of Del Mar? Full-time Part-time

Is Del Mar your primary place of residence? Yes No

Are you a registered voter in Del Mar? Yes No

III. COMMITTEE SPECIFIC QUESTIONS

The following are additional questions related to specific committees. Please answer the questions only for the committee(s) you are applying for.

1. Arts Advisory Committee

Membership on the Arts Advisory Committee is set by category. Which membership category do you best fit in? Select all that apply. (Note that City staff, consultants, and vendors are precluded from serving on the Arts Advisory Committee.)

- Resident with an art background
- Resident without an art background
- Business Owner- Art related business
- Del Mar Foundation Representative
- Del Mar Village Association Representative
- Ex-Officio (non-voting) – with Art related expertise
- Other (please explain): _____

Describe your experience and skills as they relate to the world of community art and fine art.

Why in your opinion is public art valuable to the Del Mar community?

What is your public art philosophy?

2. Finance Committee

The Finance Committee is looking for applicants with financial expertise and background.

Please describe your experience reviewing financial reports, conducting financial studies or any related experience. Please include any experience specific to public entities.

What aspects of the City's finances most interest you and why?

3. Measure Q Citizen Oversight Committee

Membership on the Measure Q Citizen Oversight Committee is set by category. Which membership category do you best fit in? (Select all that apply)

- Current (or within past 5 years) Finance Committee Member
- Business Community Member
- At-large Resident Member
- Other (please explain): _____

4. Traffic and Parking Advisory Committee

Which membership category do you best fit in? (Select all that apply)

- Business representative (can be a non-resident)
- Resident
- Other (please explain): _____

Do you have any special expertise or experience related to traffic and parking? If yes, please explain:

5. Parks and Recreation Committee

The Parks and Recreation Committee is looking for applicants with an interest in the City's parks and open spaces.

Please describe your personal or professional experience related to parks, open spaces, trails, public recreation or any similar experience.

What aspects of the City's parks and recreation most interest you and why?

6. Lagoon Committee

The Lagoon Committee is looking for applicants interested in the preservation of the lagoon and surrounding area.

What aspect(s) of being on the Lagoon Committee most interest you and why?

7. [Shores Advisory Committee](#)

The Shores Advisory Committee is looking for applicants interested in the Shores Park property and planning process.

What aspects of being on the Shores Advisory Committee most interest you and why?

Please describe your vision for the future of Shores Park.

8. [Sustainability Advisory Committee](#)

The Sustainability Advisory Committee members are community leaders on environmental issues.

In what ways would you like to contribute to a more sustainable world either in your personal life or on a broader community level?

Please describe any outreach or public education efforts you have participated in related to environmental issues or in other areas. Do you have skills or experience in outreach that you could bring to the Sustainability Advisory Committee?

9. [Undergrounding Program Advisory Committee](#)

The Undergrounding Program Advisory Committee is seeking applicants with an interest in the citywide undergrounding project.

Is your utility service undergrounded? What involvement did you have, if any?

What aspects of being on the Utility Undergrounding Advisory Committee most interest you?

10. Design Review Board and/or Planning Commission

Briefly describe your qualifications and experience as it relates to serving on the Design Review Board or Planning Commission. The required qualifications for each can be found in the Del Mar Municipal Code (DMMC) [Chapters 2.34](#) and [2.38](#). You will be able to provide more information at a City Council public meeting during an open interview process.

I understand the ordinances & guidelines & believe they serve the city & applicant well. I understand design, scaling & pricing both through my education & work & volunteer experience.

11. For All Committees: Thank you for completing the Citizen Interest Form. Is there anything else you would like to add to your application for the City Council to consider?

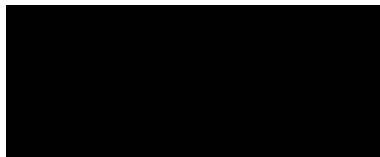
IV. SIGNATURE AND ACKNOWLEDGEMENT

Please review the important information below before signing and submitting your application. Please note that recommendations for appointments to City advisory committees (other than the Planning Commission and Design Review Board) are made by the [Council Liaisons to that Committee](#). The appointments are then placed on the consent calendar for consideration for approval by the full City Council at the next available City Council meeting. For reasons of privacy, the individual candidates are not discussed at the meeting.

Additionally, the Del Mar Conflict of Interest Code requires that members of the Design Review Board, Planning Commission, and Finance Committee file Conflict of Interest Statements with the Administrative Services Department in conformance with the Fair Political Practices Commission and the City's Conflict of Interest Code. Other advisory committee members are not required to file Conflict of Interest Statements.

By signing below, you are acknowledging that you have reviewed the Committee webpage for which you are applying and that you understand the conflict of interest filing requirement, if applicable. Part of your service may include ethics and anti-harassment training upon appointment and bi-annually. Visit the [City's Conflict of Interest Code](#) webpage to learn more about the requirement.

By submitting this application, you are signing under penalty of perjury that the information you are providing, is true and correct to the best of your knowledge.



4-4-25
Date

Within three (3) business days you will receive a confirmation email that your application is received. If you have questions, please email cityclerk@delmar.ca.us or call (858) 755-9313 and a staff member will get back to you promptly.

Del Mar Municipal Code – Design Review Board Membership

2.38.020 - Membership.

A. The Design Review Board shall consist of seven members who are registered voters of the City of Del Mar and maintain residency within the City's municipal boundaries. Residency shall be maintained for no less than six months prior to appointment and if a Board Member ceases to reside within the City during their membership on the Design Review Board, the appointment of such person shall be deemed to have been terminated. For the purposes of this section, residency shall mean someone who maintains residence and is physically present in the City of Del Mar for no less than six months per calendar year.

B. Members shall serve staggered, four-year terms.

C. The members shall be persons who, by experience, training, education, or occupation, have demonstrated talent and interest in developing the aesthetics of environmentally sensitive design within the framework of practical considerations.

D. The Design Review Board shall also include an eighth, ex-officio member and an ex-officio alternate, both appointed to a two-year term by a majority of the City Council.

1. The ex-officio member and alternate shall be appointed based on their professional experience in architecture, landscape architecture, planning or urban design.

2. The ex-officio member, or alternate, shall assist the Design Review Board members in their deliberations as to whether an application for a Design Review Permit is consistent with the applicable standards of review. As requested, the ex-officio member, or alternate, shall also assist the members in a determination of the existence of feasible design alternatives. However, neither the ex-officio member, nor alternate, shall participate in the votes on applications.


3. The ex-officio member, or alternate, shall not be counted for purposes of determining the existence of a quorum of the Design Review Board.

4. The ex-officio member and alternate should preferably be residents of the City but neither is required to be a resident of the City.

5. The ex-officio alternate shall serve in the absence of the ex-officio member.

6. The ex-officio member and alternate shall comply with all City of Del Mar Conflict of Interest regulations.

(Ord. No. 767; Ord. No. 785; Ord. No. 793; Ord. No. 825; Ord No. [931](#), § 1, 9-18-2017)

| | | | |
|---|--|---|---|
|  | | CITY OF DEL MAR CITY COUNCIL POLICY BOOK | |
| | | 200 | CITY COUNCIL ADVISORY COMMITTEES, BOARDS AND COMMISSIONS |

POLICY:

A. Vacancies

It is the City Council policy to advertise vacancies of the City Council advisory committees, Design Review Board, and Planning Commission on the City website for a minimum of 10 calendar days, and at least once in the Del Mar Weekly and/or through CivicSend eblast. Upcoming vacancies may also be announced by the City Manager or Council Members at City Council meetings. The deadline for interested citizens to file a Citizen Interest Form (application) is by the close of business (4:30 p.m.) on a Friday.

B. Council Appointments to City Council Advisory Committees

1. It shall be the policy of the City Council to direct its liaisons to each Council advisory committee to make recommendations to the full Council regarding appointments to City Council advisory committees.
2. If by the application deadline, the number of applications received by the City for such committees is equal to the number of vacancies, or less than the number of vacancies when recruiting for multiple vacancies, the Council liaisons to the specific committee shall determine whether to extend the deadline or review the Citizen Interest Form(s) and/or interview the applicant(s), and make a recommendation to Council that the applicant(s) be appointed to serve on the committee.
3. If by the application deadline, the number of applications received by the City for such committees is more than the number of vacancies, then the Council liaisons to the specific committee shall review the Citizen Interest Forms and/or interview the applicant(s). Council liaisons shall then make a recommendation to Council as to which applicant(s) should be appointed to serve on the committee. If the Council liaisons determine the applicants are not qualified or do not meet the needs of the committee, the application period may be reopened by the Council liaisons in order to solicit additional interest.
4. If the Council liaisons to a committee cannot agree on a recommendation for appointment(s), they shall direct staff to prepare an agenda report for the next available City Council meeting where the City Council will vote on the appointment without discussion. Three affirmative votes are needed in order for the City Council to make an appointment. If an applicant does not receive the necessary votes, the Council may re-vote or may direct staff to reopen the vacancy to solicit additional interest.



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5. Applicants nominated to serve on a Council advisory committee are encouraged, but not required, to attend the City Council meeting when the City Council is scheduled to consider their appointment to serve on the Committee.
6. In the event that there is only one Council liaison to an advisory committee, the Mayor will act as the second Council liaison for the purposes of reviewing Citizen Interest Forms to recommend to the City Council for appointment.
7. Prior to the City Council meeting where the Council will vote on an appointment, any Council member can request an un-redacted copy of all qualified Citizen Interest Forms in order to review applicant information and contact interested applicant(s) prior to the meeting if so desired.
8. In accordance with Del Mar Municipal Code Chapter 2.30 “Commissions, Boards and Committees: General Provisions”, it shall be the City Council’s policy to select for appointment the candidates who received three affirmative votes by the City Council. In the case where a candidate does not receive three affirmative votes, the Council may re-vote or direct the City Clerk to re-advertise the vacancy.
9. When there are open vacancies for City Council advisory committees, other than Planning Commission or Design Review Board, the City Clerk will bring forward to the City Council the names of the candidates, the number of vacancies, and the liaison recommendation(s). The City Council will then vote on the recommendation to fill the vacancies. When the Council liaisons to a committee agree on a recommendation for appointment, the item will be included on the consent calendar. When the Council liaisons to a committee do not agree on the recommendation for appointment, the item will be brought forward as a Council Business item as described in Section B(4) of this policy.
10. If the spouse or significant other of a City Council member is an applicant to fill a vacancy on an advisory committee, the City Council member must recuse themselves from voting on that appointment.

C. Council Appointments to the Design Review Board and Planning Commission

1. The City Council shall make appointments to the Planning Commission and Design Review Board in accordance with the membership requirements of Chapter 2.34 “Planning Commission” and 2.38 “Design Review Board” of the Del Mar Municipal Code, respectively.



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2. It shall be the policy of the City Council to hold interviews for appointments to the Planning Commission and Design Review Board only when applications received for such commission or board exceed the number of vacancies.
3. Interviews shall be public and televised as part of the City Council meeting.
4. If, by the application deadline, the number of applications received by the City for such board or commission equals or is less than the number of vacancies, then there shall be an automatic extension of time to accept applications.
5. Prior to the City Council meeting where the Council will vote on an appointment, an un-redacted copy of all qualified Citizen Interest Forms will be provided to the full City Council in order to allow the full Council to review applicant information and contact interested applicant(s) prior to the meeting if so desired.
6. In accordance with Del Mar Municipal Code Chapter 2.30 “Commissions, Boards and Committees: General Provisions”, it shall be the City Council’s policy to select for appointment the candidates who received three affirmative votes by the City Council. In the case where a candidate does not receive three affirmative votes, the Council may re-vote or direct the City Clerk to re-advertise the vacancy.
7. When there are advertised vacancies for Planning Commission or Design Review Board, the City Clerk will bring forward to the City Council the names of the candidates and the number of vacancies. After interviewing candidates in a public forum, the City Council will vote on the candidates to fill the vacancies. The City Clerk will read aloud the vote of each Council member.
8. Because of conflicts of interest which might exist, or which might give the appearance to the public of existing, and in order to preserve public confidence in the City’s vital planning processes and avoid questions of fairness and bias, prejudice or influence, the immediate family member, of a City Council member, Design Review Board Member or Planning Commissioner may not serve or be appointed to serve simultaneously on the Design Review Board or Planning Commission. For purposes of this policy, immediate family member is defined as an individual’s parent, child, spouse, significant other, or sibling living.
9. In accordance with Section C(8) of this policy, should an immediate family member of a Design Review Board Member or Planning Commissioner be elected to serve on the City Council, said Board Member or Commissioner shall be required to resign from their position no later than the day prior to the day the City Council member’s term of office commences.



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D. City Advisory Committee Membership Categories

1. Subject to the membership limits set forth in Section E(6) of this policy, the City Council may designate seat(s) for ex-officio members in a committee’s charter. Ex-officio members are non-voting subject matter experts who may be residents or non-residents.
2. Subject to the membership limits set forth in Section E(6) of this policy, the City Council may designate membership categories for business representatives in a committee’s charter. Business representatives are business owners or operators whose business has a physical entity within the City of Del Mar and who have a current City of Del Mar business license.

E. Concurrent Committee Assignments, Term Limits and Length, Membership Size and Rotation of Chair and Vice Chair

1. It shall be the policy of the City Council to limit the number of concurrent appointments that any one individual has to City Council advisory committees, Design Review Board, and Planning Commission. The limit of concurrent appointments shall be two. If an individual has two concurrent appointments, they will not be eligible to serve on ad hoc committees, except in special circumstances as determined by the Council or Council liaisons.
2. The number of consecutive terms an individual may serve on a committee is two, as further described in Section E(5) below. However, the City Council has the flexibility to make an exception if they feel it is to the benefit of the committee to re-appoint an individual for a third term. Committee members who would like to continue to serve another term once their appointed term has expired must re-apply by filing a Citizen Interest Form prior to the advertised deadline for applications. Former committee members must wait one year from the expiration of their second consecutive term before being appointed to the same committee.
3. The term length for all City Council advisory committees shall be three years. Terms will expire on the last day of the month.
4. The term length for voting members of the Planning Commission and Design Review Board shall be four years, in accordance with Del Mar Municipal Code Sections 2.34.020 and 2.38.020, respectively. The term length for ex-officio members on the Design Review Board shall be two years, in accordance with Del Mar Municipal Code Section 2.38.020.



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5. In order to ensure that terms remain appropriately staggered, individuals appointed to fill an unexpired vacancy shall finish the remainder of the term of the vacating committee member. If the balance of the vacant term is less than six (6) months, it shall not count as a term towards the two-consecutive-term limit.

6. All City advisory committees have a maximum committee membership of seven (7) to nine (9) total members, including ex-officio members, at the recommendation of the committee’s Council liaisons and approval of the full City Council. If a committee membership size is to be reduced via attrition, attrition shall not affect members who complete their first term and are eligible and wiling to serve a second term. However, such members must be recommended for reappointment by the committee’s Council liaisons, and their reappointment shall be confirmed by the full Council at a Council meeting.

7. It shall be the policy of the City Council that the members of each advisory committee appoint a chair, vice chair and secretary at the last meeting of the calendar year, with the new chair serving at the first meeting of the new year, and that the these positions rotate annually among all the committee members. It is recommended that the vice chair assist with committee responsibilities and provide for a succession plan for chairing the committee. In the event a committee does not have volunteers to serve as chair and vice chair, then the committee has the flexibility to allow consecutive appointments to the chair/vice chair or secretary positions, i.e. rotation of such positions among the members is not required if there are no volunteers to serve in those positions. At the discretion of the committee, the vice chair and secretary positions may be filled by the same committee member.

8. It shall be the policy of the City Council that the members of the Design Review Board and Planning Commission appoint a chair and vice chair at the last meeting of the calendar year, with the new chair serving at the first meeting of the new year, and that the these positions should rotate annually among all the members. The functions of a secretary for the Design Review Board and Planning Commission, such as preparing minutes, will be managed by City staff.

F. Incumbents to Serve Until New Appointments Confirmed

It shall be the policy of the City Council to allow an incumbent on a City Council advisory committee, Design Review Board, or Planning Commission, whose term has expired to continue to officially serve until the vacancy is filled or three months has passed, whichever occurs sooner.



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G. Attendance Policy for Boards, Commissions, and Committees

In accordance with Del Mar Municipal Code Chapter 2.30, if a member of a City advisory committee, Design Review Board, or Planning Commission is absent from three regular, adjourned, or special meetings within a 12-month period without cause, the term of said member is automatically vacated. Council liaisons to the commission, board, or committee shall determine whether the absence was for cause. If an advisory committee, which does not include the Design Review Board or Planning Commission, does not have two Council liaisons, then the Mayor and the Deputy Mayor shall act as liaisons to that commission, board, or committee for this purpose. If the liaisons do not agree about whether the absences were without cause so as to warrant removal, the item will be presented to the full City Council to make the determination.

H. Formation and Dissolution of Boards, Commissions, and Committees

1. New committees must be formed by Resolution of the City Council and must include a committee charter detailing, the committee mission/purpose, type of committee (standing or ad-hoc), membership requirements, conflict of interest requirements, and open meeting requirements.
2. If the newly formed committee is an ad-hoc committee, the Resolution and charter should include a sunset date. The sunset date can be extended by Council action, if necessary.
3. Committees may be dissolved by Resolution of the City Council at any time or during the annual review of the City Council Local Appointments. Ad hoc committees shall automatically be dissolved on their sunset date unless extended in advance by the City Council.

I. City Council Review of City Board, Commission, and Committee System

At least every four (4) years the City Council shall establish a subcommittee or alternative process to review the City's boards, commission and committee system to provide recommendations to improve committee efficiencies to the City Council. However, the City Council may, in its discretion, elect to review the City's boards, commission and committee system outside of the four (4) year review as it deems necessary.



City of Del Mar Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Joe Bride, Public Works Director
Polly Robertson, Management Analyst
Via Ashley Jones, City Manager

DATE: May 5, 2025

SUBJECT: Jimmy Durante Boulevard Bluff Stabilization Project Informational Update

REQUESTED ACTION/RECOMMENDATION:

Staff recommends that the City Council receive an informational update on the Jimmy Durante Boulevard Bluff Stabilization Project.

BACKGROUND:

On April 21, 2019, a significant bluff failure occurred between Jimmy Durante Boulevard (JDB) and several homes along Seaview Avenue resulting in earthen debris covering the eastern sidewalk and roadway. City Council approved an emergency response contract, which resulted in stabilizing the bluff and the construction of a temporary retaining structure with 50-foot steel beams and timber lagging to prevent future failures. The City processed two Emergency Coastal Development Permits (E-CDP19-010/E-CDP19-011) as required to complete the emergency work.

After the temporary retaining structure was complete, Jimmy Durante Boulevard was re-opened on May 29, 2019. Since then, the private property located just above the failure at 1970 Seaview Avenue has been redeveloped and regraded, incorporating a series of retaining walls and landscaping that resulted in less loading on the City property below.

As authorized by the Council in September 2023, Michael Baker International (MBI) subsequently performed survey mapping of the new topographic conditions and the City's as-needed geotechnical consultant, NOVA Services, Inc., performed a geotechnical stability analysis of the City property and the three adjacent properties to the west located at 1956, 1970, and 1974 Seaview Avenue. Results indicate that the existing retaining structure provides adequate stability factors of safety for the City property west of 1974 and 1970 Seaview Avenue and should be extended 45 feet to the south to proactively provide an adequate stability factor for the City property west of 1956 Seaview Avenue.

City Council Action:

DISCUSSION/ANALYSIS:

In August 2024, the City Council authorized staff to proceed with engineering design, landscape architecture, bid packet preparation and environment permitting for the project.

Recently, MBI completed the 60% design phase that included Civil Engineering Drawings, Structural Engineering Calculations, Landscape/Irrigation Plans, and a “draft” California Environmental Quality Act Notice of Exemption. MBI also provided a cost estimate of approximately \$550,000 (construction management services included) based on 60% design for the project. The City reviewed and commented on the 60% design phase package and MBI is proceeding with the 90% design and subsequent final deliverables. An updated project cost estimate will be provided as part of the 90% design.

The next steps include: 1) Processing an Administrative Coastal Development Permit, 2) Preparing a construction bid package, 3) Awarding a City Council-approved construction contract, and 4) Starting construction in approximately September 2025. A conceptual drawing is included as Attachment A, which shows the wall is designed to match the existing wall.

FISCAL IMPACT:

There is no fiscal action to be taken by the City Council related to this agenda item. To date, \$331,360 in funding has been allocated to this project. The remaining required funds will be included in the proposed 2-year budget for Council consideration. The City will request insurance reimbursement for any eligible expenditures related to this project. It is staff’s understanding that only expenditures related to the 2019 Jimmy Durante Bluff Failure will be covered. The City is not eligible for reimbursement for expenditures related to extending the retaining structure 45 feet to the south to proactively provide an adequate stability factor for the City property west of 1956 Seaview Avenue.

ENVIRONMENTAL IMPACT:

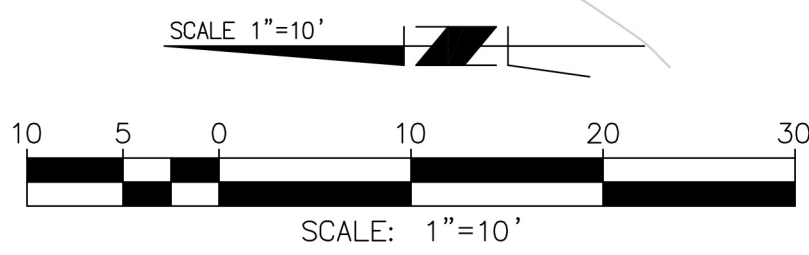
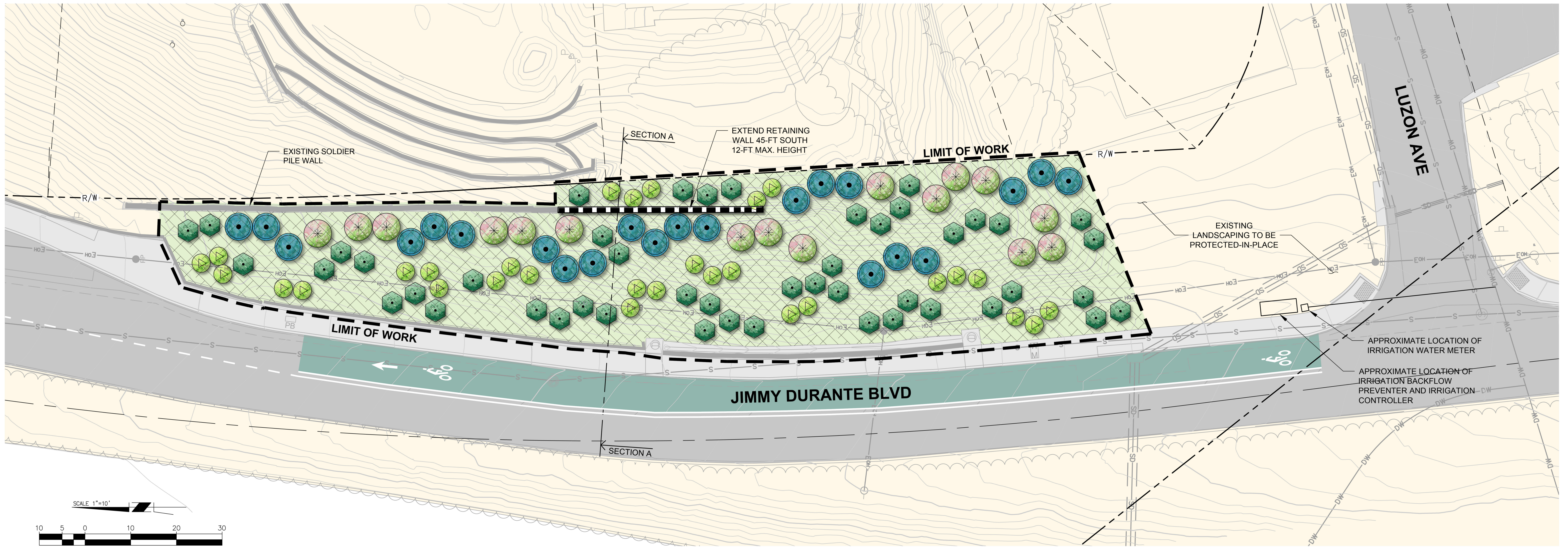
The information update to the City Council does not constitute a “project” under the definition set forth in California Environmental Quality Act (CEQA) Guidelines Section 15378 because it will not have a potential to result in a direct or indirect physical change in the environment and is, therefore, not subject to CEQA.

NEXUS TO CITY COUNCIL GOALS AND PRIORITIES:

The Jimmy Durante Boulevard Bluff Project is a Tier 1 City Council priority project for FY 2025-2026.

ATTACHMENTS:

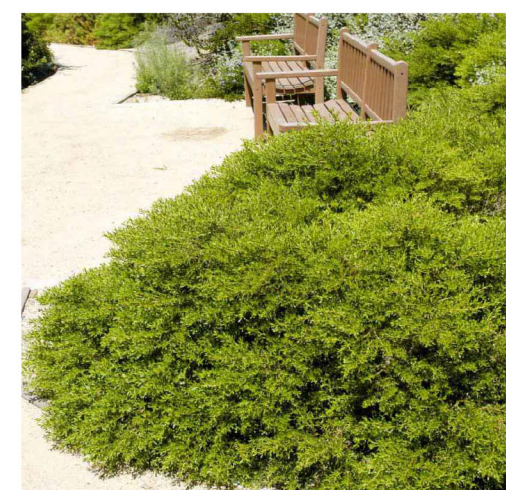



Attachment A – JDB Bluff Stabilization Project Conceptual Drawing



SECTION A

NOT TO SCALE

PLANT LEGEND

| | | | |
|--|--|---|--|
|  |  |  |  |
| BACCHARIS PILULARIS / COYOTE BRUSH LOW WATER USE 5 GAL CONTAINER SIZE SPACING 5' O.C. TYP. QTY: 47 | ENCELIA CALIFORNICA / BUSH SUNFLOWER LOW WATER USE 5 GAL CONTAINER SIZE SPACING 4' O.C. TYP. QTY: 30 | HETEROMELES ARBUTIFOLIA / TOYON LOW WATER USE 5 GAL CONTAINER SIZE SPACING 6' O.C. TYP. QTY: 16 | RHUS INTEGRIFOLIA / LEMONADE BERRY LOW WATER USE 5 GAL CONTAINER SIZE SPACING 6' O.C. TYP. QTY: 22 |

HYDROSEED MIX

| BOTANICAL NAME/ COMMON NAME | LBS/ AC |
|--|---------|
| ACMISPON GLABER/ DEER WEED | 4.00 |
| ARTEMISIA CALIFORNICA/ CALIFORNIA SAGEBRUSH | 2.00 |
| CAMISSONIA CHEIRANTHIFOLIA/ BEACH EVENING PRIMROSE | 2.00 |
| CLEOMELLA ARBOREA/ COAST BLADDERPOD | 3.00 |
| COLLINSIA HETEROPHYLLA/ CHINESE HOUSES | 1.00 |
| ENCELIA CALIFORNICA/ BUSH SUNFLOWER | 3.00 |
| ERIOGONUM FASCICULATUM/ CALIFORNIA BUCHWHEAT | 3.00 |
| ERIOGONUM PARVIGOLIUM/ SEACLIFF BUCKWHEAT | 3.00 |
| ERIOPHYLLUM CONFERTIFLORUM/ GOLDEN YARROW | 2.00 |
| ISOCOMA MENZIEZII 'SEDOIDES'/ SAN DIEGO GOLDENBUSH | 3.00 |
| MIMULUS AURANTIACUS 'PUNICEUS'/ MISSION RED MONKEYFLOWER | 2.00 |
| STIPA PULCHRA/ PURPLE NEEDLEGRASS | 3.00 |

6,415 SF (0.147 AC)

RETAINING WALL



MATCH EXISTING SOLDIER PILE WALL W/ TIMBER LAGGING

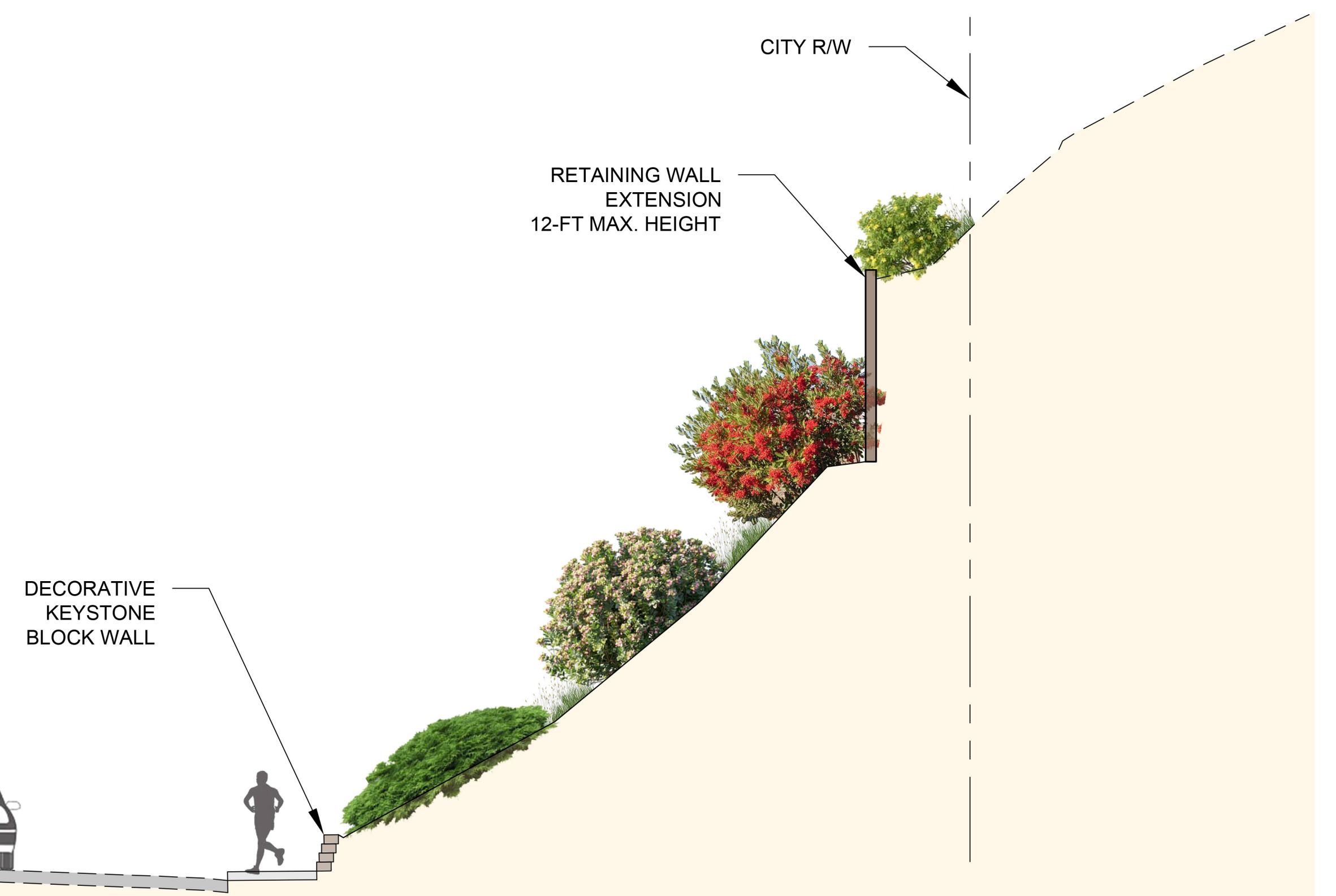
IRRIGATION STATEMENT

THE IRRIGATION SYSTEM SHALL BE FULLY AUTOMATIC, ELECTRONICALLY CONTROLLED, PERMANENT, BELOW-GRADE SYSTEM THAT COMPLIES WITH WATER CONSERVATION REQUIREMENTS WILL BE SHOWN ON THE CONSTRUCTION DOCUMENTS SUBMITTAL. LOW PRECIPITATION RATE SPRAY HEADS AT 20'-30' ON-CENTER, A RAIN SENSOR, AND A WEATHER BASED SMART IRRIGATION CONTROLLER TO PROMOTE WATER CONSERVATION. SIZE AND TYPE OF WATER METER, BACKFLOW PREVENTER, AND IRRIGATION CONTROLLER WILL BE SHOWN ON THE CONSTRUCTION DOCUMENTS SUBMITTAL.

WATER USE CALCULATIONS:
TOTAL LANDSCAPE AREA (LA) = 6,415 SF

MAXIMUM APPLIED WATER ALLOWANCE (MAWA)
MAWA = ETO X 0.45 X LA X 0.62 = GALLONS PER YEAR
MAWA = 41.6 X 0.45 X 6,415 X 0.62 = 74,455 GALLONS PER YEAR

ESTIMATED TOTAL WATER USE (ETWU)
ETWU = ETO X KL X LA X 0.62 / IE
ETWU = 41.6 X 0.3 X 6,415 X 0.62 / 0.75 = 66,182 GALLONS PER YEAR





City of Del Mar Agenda Report

TO: City Councilmembers

FROM: Mayor Terry Gaasterland and Deputy Mayor Tracy Martinez
Via Ashley Jones, City Manager
Prepared by Sarah Krietor, Administrative Services Manager/City Clerk

DATE: May 5, 2025

SUBJECT: Initial Recommendations from the Committee Streamlining Taskforce

REQUESTED ACTION/RECOMMENDATION:

The Committee Streamlining Taskforce (Taskforce) recommends that the City Council: 1) Adopt the Resolution (Attachment A) implementing changes to the committee structure related to membership categories and committee size; 2) Adopt the Resolution (Attachment B) dissolving the Arts Advisory Committee; 3) Approve bi-annual and otherwise as-needed meeting schedule for the Traffic and Parking Advisory Committee; 4) Direct staff to return to the City Council with an Ordinance to eliminate ex-officio positions on the Design Review Board; and 5) Provide additional feedback and direction to staff as appropriate.

BACKGROUND:

The City of Del Mar benefits greatly from a robust advisory committee system made up of talented volunteers. In addition to the quasi-judicial Design Review Board (DRB) and Planning Commission (PC), the City currently has seven active advisory committees including Finance, Measure Q Citizen Oversight, Parks & Recreation, Lagoon, Traffic & Parking, Sustainability, and Undergrounding Program. The Arts and Shores Parks advisory committees are currently on hold.

Advisory committee membership currently varies from five to seven members depending on the committee, with each committee meeting from two to five times per year depending on the mission and work plan of the committee.

Advisory committee operations are governed by Council-approved committee charters, Del Mar Municipal Code (DMMC) Chapter 2.30, City Council Policy 200 - City Council Advisory Committees, Board and Commissions (Policy 200), City Council Policy 204 - Advisory Committee Work Plans, and City Council approved Standard Operating Procedures (SOP) for Advisory Committees.

At the 2025 City Council Goals and Priorities Workshop, the City Council identified the review of the City's existing committee system as a priority Council-proposed project. The City Council assigned Mayor Terry Gaasterland and Deputy Mayor Tracy Martinez to serve on the Committee Streamlining Taskforce (Taskforce) to complete the review. Additionally, Policy 200 Section I requires that the Council review the City's advisory committee structure at least every four years.

City Council Action:

The last review was completed in December 2022, making this review process timely under the City's policy requirements.

DISCUSSION/ANALYSIS:

The Taskforce is in process of a comprehensive review of the City's committee system and is making recommendations on how it could be more efficient and more consistent with the committee structure of other public agencies in San Diego County. At this point in the process, it is necessary for the Taskforce to bring initial recommendations related to membership size, membership categories, and status and meeting frequency of certain committees to the City Council for consideration to avoid operational issues with committee appointments in the interim.

Membership Categories

Certain committees, boards, and commissions have membership categories consisting of ex-officio and business representatives. These categories are also described in Policy 200 Section D - Advisory Committee Membership Categories. The Taskforce reviewed these membership categories and proposes the following changes.

Ex-Officio Members

The City has a history of including ex-officio members on the DRB and certain advisory committees. While ex-officio means "from the office" in Latin and commonly refers to someone who serves on a committee because of another title or position they hold rather than being elected or appointed, for the City of Del Mar ex-officio has meant an expert non-voting member appointed to the committee to advise members on certain subject matters.

Design Review Board: Provisions governing the DRB membership requirements are set forth in DMMC Chapter 2.38. The DRB is comprised of seven voting members, a non-voting ex-officio primary member, and a non-voting ex-officio alternate member. The ex-officio positions rotate annually, and ex-officio members serve a two-year term while voting DRB member serve four-year terms.

In recent years, it has been difficult to fill ex-officio vacancies on the DRB with qualified experts (professional architect or planner as required by DMMC 2.38.020(D)). The City has been recruiting to fill the ex-officio positions on DRB unsuccessfully for over a year, with both positions remaining vacant to this day.

Staff recommends the City Council provide direction whether to return with an ordinance amending DMMC Chapter 2.38 to remove the ex-officio DRB positions. If directed, staff would return with an ordinance for Council consideration at a meeting in May 2025 and would close the current DRB ex-officio member recruitments on the City's website.

Sustainability Advisory Committee (SAC): The SAC is the only active City committee to still have ex-officio positions. The current SAC membership structure is five voting members and two ex-officio, non-voting members.

The Taskforce recommends the City Council adopt a Resolution (Attachment A) eliminating non-voting, ex-officio positions from the SAC and removing references to ex-officio members from Policy 200. This change will allow all residents interested in serving on advisory committees to do

so in a capacity that allows them to vote. It will also allow committees to receive guidance, during meetings or subcommittee meetings, from expert staff, consultants, outside stakeholders, non-profits, and members of the public with more flexibility and responsive to the committee's work plan, which changes each year as Council priorities change.

Business Representative Members

Currently, the Traffic and Parking Advisory and the Measure Q Citizen Oversight Committees are the only active committees to have a seat designated for a business representative. Council Policy 200 Section D defines business representative as "business owners or operators whose business has a physical entity within the City of Del Mar and who have a current City of Del Mar business license." Historically, these seats have been difficult to fill as local business owners have not frequently applied to serve.

Currently, the Measure Q Citizen Oversight Committee charter specifies that it is the Council's "goal that one (1) [member] is from the Del Mar business community." This gives the City the flexibility to recruit any resident to fill the vacancy with a preference for a business representative.

The Traffic and Parking Advisory Committee (TPAC) has one seat for a business representative; however, unlike Measure Q, TPAC's charter requires the seat to be filled by business representative. While the City benefits greatly from the service of its current TPAC business representative who also currently serves as TPAC Chair, this seat has been historically difficult to fill due to the business representation requirement.

For consistency between committees and flexibility when recruiting, the Taskforce recommends the Council adopt the Resolution (Attachment A) to amend TPAC's charter to make it clear it is preferred, but not required, that one voting member seat be filled by a business representative and to approve similar revisions to Council Policy 200.

Membership Size

The City Council discussed optimal committee membership size in 2022, during its last review of the committee structure. At that time, optimal membership size from five to nine members was considered, with some Councilmembers expressing a desire to reduce committee membership to five members. At the time, some committees had as many as eleven members.

The City Council settled on a committee membership of seven to nine total members, including ex-officio members, at the recommendation of the committee's Council liaisons and approval of the full City Council (Council Policy 200 Section E6). Additionally, it was decided that if a committee membership size is to be reduced via attrition, attrition shall not affect members who complete their first term and are eligible and willing to serve a second term. However, such members must be recommended for reappointment by the committee's Council liaisons, and their reappointment shall be confirmed by the full Council at a Council meeting.

Currently, Finance, Lagoon, Undergrounding Program, Parks & Recreation, and Traffic & Parking Advisory committees have seven voting members. Measure Q Citizen Oversight and SAC have five voting members, with SAC having two additional non-voting ex-officio members as referenced above.

Based on several factors including scheduling considerations, staff time spent on committee recruitments, various studies (such as Hackman and Vidmar; Ivan Steiner; American Psychological Association) that show optimal group size for collaborative work efforts, and lower numbers of applicants to serve on advisory committees in recent years, the Taskforce recommends the City Council adopt a Resolution (Attachment A) amending Policy 200 to revise the maximum committee membership to five members for the following committees: Finance, Parks & Recreation, Lagoon, Sustainability, and Traffic & Parking. If approved by the City Council, the membership for each committee would be reduced to five members over time through attrition.

The resolution will also authorize and direct the City Clerk to revise the membership section of the committee charters accordingly. Due to its robust work plan and its aim to include members from districts just completed, districts underway and districts to follow, it is recommended that the Undergrounding Program Advisory Committee (UPAC) membership remain at seven active members. With this change, all committees would have five voting members except UPAC. The redlined version of Policy 200 showing the recommended revisions is included with this agenda report as Attachment C for Council's reference.

As discussed above, the Taskforce is recommending the elimination of ex-officio positions on SAC, which will bring the committee membership to five voting members consistent with the Taskforce's membership size recommendation. The ex-officio positions on the SAC either are or will soon be expiring so this recommended action is well timed with these positions being vacated.

Arts Advisory Committee

The Arts Advisory Committee was created in 2017, when the City Council adopted City Council Policy 113- Public Art Policy. The mission of the Arts Advisory Committee is to review proposed art placements, plan and propose art events, and/or consign or commission works for placement in public or private places, in accordance with the Public Art Policy, and any other policies related to the temporary or permanent placement of public art.

The Arts Committee has not met since February 2, 2023, and is currently on hold due to a lack of members (less than a quorum) and work plan items. There are no arts-related items on the City Council's FY 2024-2025 or FY 2025-2026 and 2026-2027 Work Plans. For these reasons, the Taskforce recommends the City Council adopt the Resolution (Attachment B) dissolving the Arts Advisory Committee.

Traffic and Parking Advisory Committee Meeting Frequency

The Traffic and Parking Advisory Committee (TPAC) meets on a quarterly basis like other advisory committees. However, TPAC's annual work plan has been historically driven by as-needed emerging traffic and parking issues brought by staff, such as changes to the City parking code and evaluation of citizens' traffic and parking concerns. Other TPAC work plan items are more cyclical in nature, such as receiving annual speed surveys and traffic reports, annual review of low-income beach parking pass program, and review of traffic accidents and enforcement data. Therefore, TPAC's work plan can typically be completed in two scheduled meetings per year, with additional meetings scheduled as-needed in response to emerging traffic and parking issues that may be unknown at the time the work plan is developed.

As such, the Taskforce recommends the TPAC meeting frequency be reduced from quarterly to bi-annual meetings with additional special meetings as-needed. This will increase efficiency without compromising the committee's ability to complete the work plan items identified for the year. This will also allow the committee to be more flexible, responsive, and timely when reviewing traffic and parking concerns, as meetings will be scheduled promptly in response to these issues. If the recommendation is approved by the City Council, staff will implement the change and make the related meeting frequency amendment in TPAC's charter.

Next Steps

Staff will implement City Council direction, which may include revising committee charters to reduce membership to five members through attrition; preparing an ordinance to eliminate the DRB ex-officio positions; eliminating advisory committees ex-officio positions and related policy references; and dissolving the Arts Advisory Committee.

The Taskforce will continue its review of the advisory committee structure focusing next on the scope and mission of each committee and the overall number of committees; assess the potential for combining certain committees where it makes sense; and conduct a review of advisory committee related policies and make recommendations to the City Council for consideration. It is anticipated that these recommendations will be presented to the City Council for consideration in August or September 2025.

ATTACHMENTS:

Attachment A - Resolution revising City Council Policy 200 and Directing Staff to Revise Advisory Committee Charters related to Membership Size and Ex-Officio and Business Representative Membership

Exhibit A to Attachment A – Revised City Council Policy 200 (Clean)

Attachment B - Resolution Dissolving the Arts Advisory Committee

Attachment C - Revised City Council Policy 200 (Redline)

RESOLUTION NO. 2025-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, AMENDING COUNCIL POLICY 200 COMMITTEES - CITY COUNCIL ADVISORY COMMITTEES, BOARDS, AND COMMISSIONS TO IMPLEMENT CHANGES TO THE COMMITTEE STRUCTURE RELATED TO MEMBERSHIP CATEGORIES, COMMITTEE SIZE, AND MEETING FREQUENCY AND DIRECTING CITY CLERK TO AMEND ADVISORY COMMITTEE CHARTERS

WHEREAS, the establishment and updating of City Council policies provides a mechanism for articulating methods and procedures for the conduct of City Council business; and

WHEREAS, the City of Del Mar has maintained a City Council Policy Book, adopted and utilized by the City Council for many years; and

WHEREAS, it is beneficial to periodically review and revise policies that govern the operational processes, procedures, and regulations that apply to the City's advisory committees, boards and commissions; and

WHEREAS, on September 15, 2014, the City Council adopted Resolution No. 2014-70 establishing Council Policy 200 - City Council Advisory Committees, Boards, and Commissions (Council Policy 200) which has since been revised several times; and

WHEREAS, the City Council now desires to amend Council Policy 200 to eliminate ex-officio non-voting member category from all advisory committees; reduce membership size to five voting members for all advisory committees with the exception of the Undergrounding Program Advisory Committee that shall consist of seven members; reducing the meeting frequency of the Traffic and Parking Advisory Committee to two meetings per year and as needed; and making the business representative member category preferred but not required.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Del Mar, California, hereby amends Council Policy 200: City Council Advisory Committees, Boards, and Commissions as shown in Exhibit A to this resolution.

BE IT FURTHER RESOLVED that the amendments to Council Policy 200 shall be incorporated into the City Council Policy Book.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to implement the changes and amend the advisory committee charters in accordance with the Policy 200 revisions and the recitals in this resolution.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, at a Regular Meeting held this 5th day of May, 2025.

Terry Gaasterland, Mayor
City of Del Mar

APPROVED AS TO FORM:

Leslie E. Devaney, City Attorney
City of Del Mar

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO
CITY OF DEL MAR

I, SARAH KRIETOR, Administrative Services Manager/City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY, that the foregoing is a true and correct copy of Resolution No. 2025-XX, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 5th day of May 2025, by the following vote:

AYES:


NOES:

RECUSE:

ABSENT:

ABSTAIN:

Sarah Krietor, Administrative Services
Manager/City Clerk
City of Del Mar

| | | |
|--|---|---|
|  CITY OF DEL MAR CITY COUNCIL POLICY BOOK | | |
| 200 | CITY COUNCIL ADVISORY COMMITTEES, BOARDS AND COMMISSIONS | DATE REVISED: 5/5/2025 BY RESOLUTION: 2025-XX PAGES: PAGE 1 OF 6 |

POLICY:

A. Vacancies

It is the City Council policy to advertise vacancies of the City Council advisory committees, Design Review Board, and Planning Commission on the City website for a minimum of 10 calendar days, and at least once in the Del Mar Weekly and/or through CivicSend eblast. Upcoming vacancies may also be announced by the City Manager or Council Members at City Council meetings. The deadline for interested citizens to file a Citizen Interest Form (application) is by the close of business (4:30 p.m.) on a Friday.

B. Council Appointments to City Council Advisory Committees

1. It shall be the policy of the City Council to direct its liaisons to each Council advisory committee to make recommendations to the full Council regarding appointments to City Council advisory committees.
2. If by the application deadline, the number of applications received by the City for such committees is equal to the number of vacancies, or less than the number of vacancies when recruiting for multiple vacancies, the Council liaisons to the specific committee shall determine whether to extend the deadline or review the Citizen Interest Form(s) and/or interview the applicant(s), and make a recommendation to Council that the applicant(s) be appointed to serve on the committee.
3. If by the application deadline, the number of applications received by the City for such committees is more than the number of vacancies, then the Council liaisons to the specific committee shall review the Citizen Interest Forms and/or interview the applicant(s). Council liaisons shall then make a recommendation to Council as to which applicant(s) should be appointed to serve on the committee. If the Council liaisons determine the applicants are not qualified or do not meet the needs of the committee, the application period may be reopened by the Council liaisons in order to solicit additional interest.
4. If the Council liaisons to a committee cannot agree on a recommendation for appointment(s), they shall direct staff to prepare an agenda report for the next available City Council meeting where the City Council will vote on the appointment without discussion. Three affirmative votes are needed in order for the City Council to make an appointment. If an applicant does not receive the necessary votes, the Council may re-vote or may direct staff to reopen the vacancy to solicit additional interest.



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5. Applicants nominated to serve on a Council advisory committee are encouraged, but not required, to attend the City Council meeting when the City Council is scheduled to consider their appointment to serve on the Committee.
6. In the event that there is only one Council liaison to an advisory committee, the Mayor will act as the second Council liaison for the purposes of reviewing Citizen Interest Forms to recommend to the City Council for appointment.
7. Prior to the City Council meeting where the Council will vote on an appointment, any Council member can request an un-redacted copy of all qualified Citizen Interest Forms in order to review applicant information and contact interested applicant(s) prior to the meeting if so desired.
8. In accordance with Del Mar Municipal Code Chapter 2.30 “Commissions, Boards and Committees: General Provisions”, it shall be the City Council’s policy to select for appointment the candidates who received three affirmative votes by the City Council. In the case where a candidate does not receive three affirmative votes, the Council may re-vote or direct the City Clerk to re-advertise the vacancy.
9. When there are open vacancies for City Council advisory committees, other than Planning Commission or Design Review Board, the City Clerk will bring forward to the City Council the names of the candidates, the number of vacancies, and the liaison recommendation(s). The City Council will then vote on the recommendation to fill the vacancies. When the Council liaisons to a committee agree on a recommendation for appointment, the item will be included on the consent calendar. When the Council liaisons to a committee do not agree on the recommendation for appointment, the item will be brought forward as a Council Business item as described in Section B(4) of this policy.
10. If the spouse or significant other of a City Council member is an applicant to fill a vacancy on an advisory committee, the City Council member must recuse themselves from voting on that appointment.

C. Council Appointments to the Design Review Board and Planning Commission

1. The City Council shall make appointments to the Planning Commission and Design Review Board in accordance with the membership requirements of Chapter 2.34 “Planning Commission” and 2.38 “Design Review Board” of the Del Mar Municipal Code, respectively.



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2. It shall be the policy of the City Council to hold interviews for appointments to the Planning Commission and Design Review Board only when applications received for such commission or board exceed the number of vacancies.
3. Interviews shall be public and televised as part of the City Council meeting.
4. If, by the application deadline, the number of applications received by the City for such board or commission equals or is less than the number of vacancies, then there shall be an automatic extension of time to accept applications.
5. Prior to the City Council meeting where the Council will vote on an appointment, an un-redacted copy of all qualified Citizen Interest Forms will be provided to the full City Council in order to allow the full Council to review applicant information and contact interested applicant(s) prior to the meeting if so desired.
6. In accordance with Del Mar Municipal Code Chapter 2.30 “Commissions, Boards and Committees: General Provisions”, it shall be the City Council’s policy to select for appointment the candidates who received three affirmative votes by the City Council. In the case where a candidate does not receive three affirmative votes, the Council may re-vote or direct the City Clerk to re-advertise the vacancy.
7. When there are advertised vacancies for Planning Commission or Design Review Board, the City Clerk will bring forward to the City Council the names of the candidates and the number of vacancies. After interviewing candidates in a public forum, the City Council will vote on the candidates to fill the vacancies. The City Clerk will read aloud the vote of each Council member.
8. Because of conflicts of interest which might exist, or which might give the appearance to the public of existing, and in order to preserve public confidence in the City’s vital planning processes and avoid questions of fairness and bias, prejudice or influence, the immediate family member of a City Council member, Design Review Board Member or Planning Commissioner may not serve or be appointed to serve simultaneously on the Design Review Board or Planning Commission. For purposes of this policy, immediate family member is defined as an individual’s parent, child, spouse, significant other, or sibling.
9. In accordance with Section C(8) of this policy, should an immediate family member of a Design Review Board Member or Planning Commissioner be elected to serve on the City Council, said Board Member or Commissioner shall be required to resign from their position no later than the day prior to the day the City Council member’s term of office commences.



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D. City Advisory Committee Membership Categories

1. Subject to the membership limits set forth in Section E(6) of this policy, the City Council may designate membership categories for business representatives in a committee's charter. Business representation may be desired but shall not be a requirement for any member. Business representatives are business owners or operators whose business has a physical entity within the City of Del Mar and who have a current City of Del Mar business license.

E. Concurrent Committee Assignments, Term Limits and Length, Membership Size and Rotation of Chair and Vice Chair

1. It shall be the policy of the City Council to limit the number of concurrent appointments that any one individual has to City Council advisory committees, Design Review Board, and Planning Commission. The limit of concurrent appointments shall be two. If an individual has two concurrent appointments, they will not be eligible to serve on ad hoc committees, except in special circumstances as determined by the Council or Council liaisons.
2. The number of consecutive terms an individual may serve on a committee is two, as further described in Section E(5) below. However, the City Council has the flexibility to make an exception if they feel it is to the benefit of the committee to re-appoint an individual for a third term. Committee members who would like to continue to serve another term once their appointed term has expired must re-apply by filing a Citizen Interest Form prior to the advertised deadline for applications. Former committee members must wait one year from the expiration of their second consecutive term before being appointed to the same committee.
3. The term length for all City Council advisory committees shall be three years. Terms will expire on the last day of the month.
4. The term length for voting members of the Planning Commission and Design Review Board shall be four years, in accordance with Del Mar Municipal Code Sections 2.34.020 and 2.38.020, respectively. The term length for ex-officio members on the Design Review Board shall be two years, in accordance with Del Mar Municipal Code Section 2.38.020.
5. In order to ensure that terms remain appropriately staggered, individuals appointed to fill an unexpired vacancy shall finish the remainder of the term of the vacating



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committee member. If the balance of the vacant term is less than six (6) months, it shall not count as a term towards the two-consecutive-term limit.

6. With the exception of the Undergrounding Program Advisory Committee, all other City advisory committees have a maximum committee membership of five (5) total members at the recommendation of the committee’s Council liaisons and approval of the full City Council. If a committee membership size is to be reduced via attrition, attrition shall not affect members who complete their first term and are eligible and willing to serve a second term. However, such members must be recommended for reappointment by the committee’s Council liaisons, and their reappointment shall be confirmed by the full Council at a Council meeting.

7. It shall be the policy of the City Council that the members of each advisory committee appoint a chair, vice chair and secretary at the last meeting of the calendar year, with the new chair serving at the first meeting of the new year, and that these positions rotate annually among all the committee members. It is recommended that the vice chair assist with committee responsibilities and provide for a succession plan for chairing the committee. In the event a committee does not have volunteers to serve as chair and vice chair, then the committee has the flexibility to allow consecutive appointments to the chair/vice chair or secretary positions, i.e. rotation of such positions among the members is not required if there are no volunteers to serve in those positions. At the discretion of the committee, the vice chair and secretary positions may be filled by the same committee member.

8. It shall be the policy of the City Council that the members of the Design Review Board and Planning Commission appoint a chair and vice chair at the last meeting of the calendar year, with the new chair serving at the first meeting of the new year, and that these positions should rotate annually among all the members. The functions of a secretary for the Design Review Board and Planning Commission, such as preparing minutes, will be managed by City staff.

F. Incumbents to Serve Until New Appointments Confirmed

It shall be the policy of the City Council to allow an incumbent on a City Council advisory committee, Design Review Board, or Planning Commission, whose term has expired to continue to officially serve until the vacancy is filled or three months has passed, whichever occurs sooner.



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G. Attendance Policy for Boards, Commissions, and Committees

In accordance with Del Mar Municipal Code Chapter 2.30, if a member of a City advisory committee, Design Review Board, or Planning Commission is absent from three regular, adjourned, or special meetings within a 12-month period without cause, the term of said member is automatically vacated. Council liaisons to the commission, board, or committee shall determine whether the absence was for cause. If an advisory committee, which does not include the Design Review Board or Planning Commission, does not have two Council liaisons, then the Mayor and the Deputy Mayor shall act as liaisons to that commission, board, or committee for this purpose. If the liaisons do not agree about whether the absences were without cause so as to warrant removal, the item will be presented to the full City Council to make the determination.

H. Formation and Dissolution of Boards, Commissions, and Committees

1. New committees must be formed by Resolution of the City Council and must include a committee charter detailing, the committee mission/purpose, type of committee (standing or ad-hoc), membership requirements, conflict of interest requirements, and open meeting requirements.
2. If the newly formed committee is an ad-hoc committee, the Resolution and charter should include a sunset date. The sunset date can be extended by Council action, if necessary.
3. Committees may be dissolved by Resolution of the City Council at any time or during the annual review of the City Council Local Appointments. Ad hoc committees shall automatically be dissolved on their sunset date unless extended in advance by the City Council.

I. City Council Review of City Board, Commission, and Committee System

At least every four (4) years the City Council shall establish a subcommittee or alternative process to review the City's boards, commission and committee system to provide recommendations to improve committee efficiencies to the City Council. However, the City Council may, in its discretion, elect to review the City's boards, commission and committee system outside of the four (4) year review as it deems necessary.

RESOLUTION NO. 2025-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, DISSOLVING THE ARTS ADVISORY COMMITTEE

WHEREAS, on May 15, 2017, the City Council adopted Resolution No. 2017-32 establishing the Arts Advisory Committee tasked with review, commissioning, consigning and/or recommending art for section for display in public and private places in accordance with the Public Art Policy; and

WHEREAS, on January 10, 2022, the City Council adopted Resolution No. 2022-06 repealing in its entirety Resolution No. 2017-32 and amending and restating the Arts Advisory Committee charter; and

WHEREAS, the City Council has determined that the Arts Advisory Committee has fulfilled its purpose and completed its tasks; and

WHEREAS, it is the Council's desire to dissolve the Arts Advisory Committee due to a lack of membership constituting a quorum and lack of work plan items; and

WHEREAS, the City Council thanks the volunteers on the Arts Advisory Committee for their efforts toward assisting the City with the temporary placement of public art, hosting of many successful art shows and events, and other activities completed during their tenure.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Del Mar, California, does hereby dissolve the Arts Advisory Committee by rescinding Resolution No. 2017-32.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, at a Regular Meeting held this 5th day of May, 2025.

Terry Gaasterland, Mayor
City of Del Mar

APPROVED AS TO FORM:

Leslie E. Devaney, City Attorney
City of Del Mar

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO
CITY OF DEL MAR

I, SARAH KRIETOR, Administrative Services Manager/City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2025-xx, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 5th day of May, 2025, by the following vote:

AYES:


NOES:

RECUSE:

ABSENT:

ABSTAIN:

Sarah Krietor, Administrative Services
Manager/City Clerk
City of Del Mar

| | | | |
|---|--|---|---|
|  | | CITY OF DEL MAR CITY COUNCIL POLICY BOOK | |
| | | 200 | CITY COUNCIL ADVISORY COMMITTEES, BOARDS AND COMMISSIONS |

POLICY:

A. Vacancies

It is the City Council policy to advertise vacancies of the City Council advisory committees, Design Review Board, and Planning Commission on the City website for a minimum of 10 calendar days, and at least once in the Del Mar Weekly and/or through CivicSend eblast. Upcoming vacancies may also be announced by the City Manager or Council Members at City Council meetings. The deadline for interested citizens to file a Citizen Interest Form (application) is by the close of business (4:30 p.m.) on a Friday.

B. Council Appointments to City Council Advisory Committees

1. It shall be the policy of the City Council to direct its liaisons to each Council advisory committee to make recommendations to the full Council regarding appointments to City Council advisory committees.
2. If by the application deadline, the number of applications received by the City for such committees is equal to the number of vacancies, or less than the number of vacancies when recruiting for multiple vacancies, the Council liaisons to the specific committee shall determine whether to extend the deadline or review the Citizen Interest Form(s) and/or interview the applicant(s), and make a recommendation to Council that the applicant(s) be appointed to serve on the committee.
3. If by the application deadline, the number of applications received by the City for such committees is more than the number of vacancies, then the Council liaisons to the specific committee shall review the Citizen Interest Forms and/or interview the applicant(s). Council liaisons shall then make a recommendation to Council as to which applicant(s) should be appointed to serve on the committee. If the Council liaisons determine the applicants are not qualified or do not meet the needs of the committee, the application period may be reopened by the Council liaisons in order to solicit additional interest.
4. If the Council liaisons to a committee cannot agree on a recommendation for appointment(s), they shall direct staff to prepare an agenda report for the next available City Council meeting where the City Council will vote on the appointment without discussion. Three affirmative votes are needed in order for the City Council to make an appointment. If an applicant does not receive the necessary votes, the Council may re-vote or may direct staff to reopen the vacancy to solicit additional interest.



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5. Applicants nominated to serve on a Council advisory committee are encouraged, but not required, to attend the City Council meeting when the City Council is scheduled to consider their appointment to serve on the Committee.
6. In the event that there is only one Council liaison to an advisory committee, the Mayor will act as the second Council liaison for the purposes of reviewing Citizen Interest Forms to recommend to the City Council for appointment.
7. Prior to the City Council meeting where the Council will vote on an appointment, any Council member can request an un-redacted copy of all qualified Citizen Interest Forms in order to review applicant information and contact interested applicant(s) prior to the meeting if so desired.
8. In accordance with Del Mar Municipal Code Chapter 2.30 “Commissions, Boards and Committees: General Provisions”, it shall be the City Council’s policy to select for appointment the candidates who received three affirmative votes by the City Council. In the case where a candidate does not receive three affirmative votes, the Council may re-vote or direct the City Clerk to re-advertise the vacancy.
9. When there are open vacancies for City Council advisory committees, other than Planning Commission or Design Review Board, the City Clerk will bring forward to the City Council the names of the candidates, the number of vacancies, and the liaison recommendation(s). The City Council will then vote on the recommendation to fill the vacancies. When the Council liaisons to a committee agree on a recommendation for appointment, the item will be included on the consent calendar. When the Council liaisons to a committee do not agree on the recommendation for appointment, the item will be brought forward as a Council Business item as described in Section B(4) of this policy.
10. If the spouse or significant other of a City Council member is an applicant to fill a vacancy on an advisory committee, the City Council member must recuse themselves from voting on that appointment.

C. Council Appointments to the Design Review Board and Planning Commission

1. The City Council shall make appointments to the Planning Commission and Design Review Board in accordance with the membership requirements of Chapter 2.34 “Planning Commission” and 2.38 “Design Review Board” of the Del Mar Municipal Code, respectively.



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2. It shall be the policy of the City Council to hold interviews for appointments to the Planning Commission and Design Review Board only when applications received for such commission or board exceed the number of vacancies.
3. Interviews shall be public and televised as part of the City Council meeting.
4. If, by the application deadline, the number of applications received by the City for such board or commission equals or is less than the number of vacancies, then there shall be an automatic extension of time to accept applications.
5. Prior to the City Council meeting where the Council will vote on an appointment, an un-redacted copy of all qualified Citizen Interest Forms will be provided to the full City Council in order to allow the full Council to review applicant information and contact interested applicant(s) prior to the meeting if so desired.
6. In accordance with Del Mar Municipal Code Chapter 2.30 “Commissions, Boards and Committees: General Provisions”, it shall be the City Council’s policy to select for appointment the candidates who received three affirmative votes by the City Council. In the case where a candidate does not receive three affirmative votes, the Council may re-vote or direct the City Clerk to re-advertise the vacancy.
7. When there are advertised vacancies for Planning Commission or Design Review Board, the City Clerk will bring forward to the City Council the names of the candidates and the number of vacancies. After interviewing candidates in a public forum, the City Council will vote on the candidates to fill the vacancies. The City Clerk will read aloud the vote of each Council member.
8. Because of conflicts of interest which might exist, or which might give the appearance to the public of existing, and in order to preserve public confidence in the City’s vital planning processes and avoid questions of fairness and bias, prejudice or influence, the immediate family member of a City Council member, Design Review Board Member or Planning Commissioner may not serve or be appointed to serve simultaneously on the Design Review Board or Planning Commission. For purposes of this policy, immediate family member is defined as an individual’s parent, child, spouse, significant other, or sibling.
9. In accordance with Section C(8) of this policy, should an immediate family member of a Design Review Board Member or Planning Commissioner be elected to serve on the City Council, said Board Member or Commissioner shall be required to resign from their position no later than the day prior to the day the City Council member’s term of office commences.



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D. City Advisory Committee Membership Categories

~~1. Subject to the membership limits set forth in Section E(6) of this policy, the City Council may designate seat(s) for ex-officio members in a committee's charter. Ex-officio members are non-voting subject matter experts who may be residents or non-residents.~~

2.1. Subject to the membership limits set forth in Section E(6) of this policy, the City Council may designate membership categories for business representatives in a committee's charter. Business representation may be desired but shall not be a requirement for any member. Business representatives are business owners or operators whose business has a physical entity within the City of Del Mar and who have a current City of Del Mar business license.

E. Concurrent Committee Assignments, Term Limits and Length, Membership Size and Rotation of Chair and Vice Chair

1. It shall be the policy of the City Council to limit the number of concurrent appointments that any one individual has to City Council advisory committees, Design Review Board, and Planning Commission. The limit of concurrent appointments shall be two. If an individual has two concurrent appointments, they will not be eligible to serve on ad hoc committees, except in special circumstances as determined by the Council or Council liaisons.
2. The number of consecutive terms an individual may serve on a committee is two, as further described in Section E(5) below. However, the City Council has the flexibility to make an exception if they feel it is to the benefit of the committee to re-appoint an individual for a third term. Committee members who would like to continue to serve another term once their appointed term has expired must re-apply by filing a Citizen Interest Form prior to the advertised deadline for applications. Former committee members must wait one year from the expiration of their second consecutive term before being appointed to the same committee.
3. The term length for all City Council advisory committees shall be three years. Terms will expire on the last day of the month.
4. The term length for voting members of the Planning Commission and Design Review Board shall be four years, in accordance with Del Mar Municipal Code Sections 2.34.020 and 2.38.020, respectively. The term length for ex-officio members on the



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Design Review Board shall be two years, in accordance with Del Mar Municipal Code Section 2.38.020.

5. In order to ensure that terms remain appropriately staggered, individuals appointed to fill an unexpired vacancy shall finish the remainder of the term of the vacating committee member. If the balance of the vacant term is less than six (6) months, it shall not count as a term towards the two-consecutive-term limit.
6. With the exception of the Undergrounding Program Advisory Committee, aAll other City advisory committees have a maximum committee membership of five (5) ~~seven (7) to nine (9)~~ total members ~~, including ex-officio members,~~ at the recommendation of the committee’s Council liaisons and approval of the full City Council. If a committee membership size is to be reduced via attrition, attrition shall not affect members who complete their first term and are eligible and wiling to serve a second term. However, such members must be recommended for reappointment by the committee’s Council liaisons, and their reappointment shall be confirmed by the full Council at a Council meeting.
7. It shall be the policy of the City Council that the members of each advisory committee appoint a chair, vice chair and secretary at the last meeting of the calendar year, with the new chair serving at the first meeting of the new year, and that these positions rotate annually among all the committee members. It is recommended that the vice chair assist with committee responsibilities and provide for a succession plan for chairing the committee. In the event a committee does not have volunteers to serve as chair and vice chair, then the committee has the flexibility to allow consecutive appointments to the chair/vice chair or secretary positions, i.e. rotation of such positions among the members is not required if there are no volunteers to serve in those positions. At the discretion of the committee, the vice chair and secretary positions may be filled by the same committee member.
8. It shall be the policy of the City Council that the members of the Design Review Board and Planning Commission appoint a chair and vice chair at the last meeting of the calendar year, with the new chair serving at the first meeting of the new year, and that the these positions should rotate annually among all the members. The functions of a secretary for the Design Review Board and Planning Commission, such as preparing minutes, will be managed by City staff.

F. Incumbents to Serve Until New Appointments Confirmed

It shall be the policy of the City Council to allow an incumbent on a City Council advisory committee, Design Review Board, or Planning Commission, whose term has expired to



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continue to officially serve until the vacancy is filled or three months has passed, whichever occurs sooner.

G. Attendance Policy for Boards, Commissions, and Committees

In accordance with Del Mar Municipal Code Chapter 2.30, if a member of a City advisory committee, Design Review Board, or Planning Commission is absent from three regular, adjourned, or special meetings within a 12-month period without cause, the term of said member is automatically vacated. Council liaisons to the commission, board, or committee shall determine whether the absence was for cause. If an advisory committee, which does not include the Design Review Board or Planning Commission, does not have two Council liaisons, then the Mayor and the Deputy Mayor shall act as liaisons to that commission, board, or committee for this purpose. If the liaisons do not agree about whether the absences were without cause so as to warrant removal, the item will be presented to the full City Council to make the determination.

H. Formation and Dissolution of Boards, Commissions, and Committees

1. New committees must be formed by Resolution of the City Council and must include a committee charter detailing, the committee mission/purpose, type of committee (standing or ad-hoc), membership requirements, conflict of interest requirements, and open meeting requirements.
2. If the newly formed committee is an ad-hoc committee, the Resolution and charter should include a sunset date. The sunset date can be extended by Council action, if necessary.
3. Committees may be dissolved by Resolution of the City Council at any time or during the annual review of the City Council Local Appointments. Ad hoc committees shall automatically be dissolved on their sunset date unless extended in advance by the City Council.

I. City Council Review of City Board, Commission, and Committee System

At least every four (4) years the City Council shall establish a subcommittee or alternative process to review the City's boards, commission and committee system to provide recommendations to improve committee efficiencies to the City Council. However, the City Council may, in its discretion, elect to review the City's boards, commission and committee system outside of the four (4) year review as it deems necessary.



City of Del Mar Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Ashley Jones, City Manager
Clem Brown, Assistant City Manager
Kseniia Izgarskaia, Senior Management Analyst

DATE: May 5, 2025

SUBJECT: Recap of the 2025 City Council Goals and Priorities Setting Workshop and Council Approved FY 2025-26 and FY 2026-27 City Work Plan

REQUESTED ACTION/RECOMMENDATION:

Staff recommends that the City Council receive this report, which includes the approved Fiscal Year (FY) 2025-26 and FY 2026-27 City Work Plan reflecting Council feedback from the 2025 City Council Goals and Priorities Setting Workshop, and provide direction to staff as appropriate.

DISCUSSION/ANALYSIS:

On March 5, 2025, the City Council held a Goals and Priorities Setting Workshop (Workshop) to review and update the City Work Plan for FY 2025-26 and FY 2026-27, in preparation for the upcoming two-year budget process. At the Workshop, the City Council received an update on the work plan items that have or will be completed in FY 2024-25; reviewed and provided feedback on the FY 2025-26 and FY 2026-27 City Work Plan; and considered Council-proposed work plan items.

The City Council was supportive of the proposed updates to the FY 2025-26 and FY 2026-27 City Work Plan as presented by staff at the Workshop. The Fiscal Years 2025-26 and 2026-27 City Work Plan (Attachment A) reflects some Tier 3 work plan items added by the City Council as follows: 1) Added an item to evaluate increasing the City's solar capacity on City owned property; and 2) Added an item to create a new City Facilities Gas Appliances Inventory, evaluate the replacement of City gas-powered vehicles and equipment with electric as feasible, and for staff to work on a policy that prioritizes the purchase of electric appliances when possible for recommendation by Sustainability Advisory Committee and consideration by the City Council.

Throughout the year, staff will update the FY 2025-26 and FY 2026-27 City Work Plan as may be needed to reflect any new work plan items approved by the City Council.

Much of the workshop discussion focused on new work plan items proposed by individual Councilmembers for consideration by the full Council. Council consensus was to remove the following Council-proposed items from the list for future consideration: Shores Park

City Council Action:

Community Garden; 2050 Vision for Del Mar; reactivating the upper deck expansion project at the Powerhouse Community Center; and Cannabis/CBD Retail Sales/Stores Ordinance.

The City Council also discussed the remaining items on the FY 2025-26 Council-proposed Work Plan Items list and directed staff to return with more information on each item at a future meeting. A summary of the Council direction provided on these items along with a staff response for each is included in Attachment B.

FISCAL IMPACT:

There is no fiscal impact or action to be taken by the City Council related to this agenda item. Funding needed for any approved FY 2025-26 and FY 2026-27 work plan items will be incorporated into the proposed FY 2025-26 and FY 2026-27 Operating and Capital Budget for the Council's consideration during the May 2025 City Council Budget Workshop.

ENVIRONMENTAL IMPACT:

The proposed City Council action does not constitute a "project" under the definition set forth in California Environmental Quality Act (CEQA) Guidelines Section 15378 because it will not have a potential to result in a direct or indirect physical change in the environment and is, therefore, not subject to CEQA. No further action under CEQA is required.

NEXUS TO CITY COUNCIL GOALS AND PRIORITIES:

The purpose of this item is to memorialize the FY 2025-26 and FY 2026-27 City Council Goals and Priorities/City Work Plan.

ATTACHMENTS:

Attachment A - Final FY 2025-26 and FY 2026-27 City Council Goals and Priorities
Attachment B - Summary of Proposed Council-Initiated Work Plan Items

TIER 1: Essential/Non-Discretionary Services (State Mandated/Legally or Contractually Required)

| Reference No. | Item Name | Description | Status | Fiscal Year(s) | Department(s) |
|---------------|---|---|---|------------------------------|--|
| 1 | Short-Term Rentals (STR) Regulation Administration <i>(New)</i> | Issue RFP and complete implementation of an STR administration platform including registration and permitting, maintaining an STR database, monitoring STR activity, compliance and code enforcement support, community outreach, and TOT remittance and auditing. | Staff is in the process of preparing a Request for Proposals (RFP) to hire a consultant who would manage short-term rental (STR) administration with the City. The City aims to initiate contractor services as soon as possible with "go live" coordinated to begin when the California Coastal Commission (CCC) approves the City's STR regulations (anticipated to be in late 2025). | FY2025-2026 | Administrative Services Planning |
| 2 | City Website ADA Compliance <i>(New)</i> | Evaluate City Website ADA compliance and implement solutions to maintain compliance and meet the newly released DOJ mandate by April 2027 as required by law. | Staff is working with its website hosting vendor to analyze current state of compliance and evaluate solutions. | FY2025-2026 FY2026-2027 | Administrative Services Information Systems |
| 3 | Participation in Multiple SANDAG Major Projects: - San Diego LOSSAN Rail Realignment - DM Bluff Stabilization 5 - DM Bluffs Access Improvements - San Dieguito Double Track & Special Events Platform | On-going coordination and work with SANDAG and the public on significant CIP projects happening in parallel, including the San Diego LOSSAN Rail Realignment Project; Del Mar Bluff Stabilization Project 5; Del Mar Bluffs Access Improvements Project (informed by the Coastal Connections Conceptual Planning Study); and the San Dieguito Double Track and Special Events Platform project, which involves relocation of City water/wastewater utility lines, a pedestrian undercrossing, license agreements, and an encroachment permit. | Coordination and participation with SANDAG on various SANDAG projects affecting Del Mar is ongoing and involves a substantial amount of City staff time from multiple departments. | FY 2025-2026 FY 2026-2027 | City Manager's Office Public Works Planning City Attorney |
| 4 | Senate Bill 9 (SB 9) Implementing Ordinance/LCPA | Ordinance/LCPA is in process to implement State law provisions consistent with CCC guidance to harmonize housing law with the Coastal Act. SB 9 provisions took effect January 1, 2022; however, the CCC confirmed that any application submitted prior to processing of the LCPA must be processed in accordance with the existing certified LCP to ensure protection of coastal resources. Coastal Commission certification is pending. | In-process. City Council adopted Ordinance in June 2023. CCC certification action is pending. Final certification to complete project is anticipated summer 2025. | FY2025-2026 | Planning |
| 5 | ADU Ordinance/LCPA for Consistency with State Law | Ordinance/LCPA is in process for consistency with State law as needed to harmonize State housing law and the Coastal Act and address inconsistencies previously identified. Prepare and process amending Ordinance/LCPA with CCC modifications for City Council action as needed for Coastal Commission final certification. | In-process. City Council adopted Ordinance in December 2023. CCC certification action is pending. Final certification to complete project is anticipated summer 2025. | FY2025-2026 | Planning |
| 6 | Tiny House Regulations (6th Cycle Housing Element Program 2F) | Ordinance/LCPA is in process to clarify that tiny houses are allowed in accordance with the ADU regulations. Prepare and process amending Ordinance/LCPA with CCC modifications for City Council action as needed for Coastal Commission final certification. | In-process with ADU Ordinance. City Council adopted December 2023. CCC certification action is pending. Final certification to complete project is anticipated summer 2025. | FY2025-2026 | Planning |

TIER 1: Essential/Non-Discretionary Services (State Mandated/Legally or Contractually Required)

| Reference No. | Item Name | Description | Status | Fiscal Year(s) | Department(s) |
|---------------|--|--|---|----------------------------|--|
| 7 | Amend Central Commercial (CC) Zone (6th Cycle Housing Element Program 1C) | Ordinance/LCPA is in process to allow 20 du/ac density to create adequate sites and facilitate affordable housing. City must prepare and process amending Ordinance/LCPA with CCC modifications for City Council action as needed for Coastal Commission final certification. | In-process. City Council adopted Ordinance April 2024. CCC conditionally certified the LCPA February 2025. Final certification to complete project is anticipated by June 2025. | FY2025-2026 | Planning |
| 8 | Process Ordinances to create incentives and an Affordable Housing Overlay Zone - (6th Cycle Housing Element Program 1D and 1I) | Utilize data from Phase II studies completed January 2023 to prepare Ordinance/LCPA creating an overlay zone to apply objective design standards and provide site-specific incentives for affordable housing projects on sites relied upon for the 6th Cycle Housing Element. Will involve discussion of potential options related to scale and compatibility of development that could occur. Action is required per Housing Element Program 1D due to production of less than 30 lower income units by April 2025. | In-process. Will require Planning Commission recommendation, City Council introduction and adoption of Ordinance, and Coastal Commission certification. | FY2025-2026 FY2026-2027 | Planning |
| 9 | Prepare Fair Housing Materials (6th Cycle Housing Program 6B) | Prepare and publish Fair Housing Materials in English and Spanish in order to implement a component of Program 6B, Affirmatively Furthering Fair Housing. Materials will be made available on the City's website and local non-profits. | In-process. Will coordinate with implementation of Housing Element Programs 4A/4B. | FY2025-2026 | Planning |
| 10 | Fairgrounds Housing Strategy (6th Cycle Housing Element Program 3A) | Secured Exclusive Negotiating Rights Agreement (ENRA) with 22nd District Agricultural Association (DAA) in March 2024. City is utilizing findings of Phase I feasibility studies to assist DAA with preparation and processing of task orders and other tasks specified in the ENRA for site selection and negotiation of a lease agreement that aligns with the Fairgrounds strategic planning process. | In-process. Continue to implement terms of ENRA, which was approved by Fair Board February 20, 2024 and Del Mar City Council March 4, 2024. Next steps include the 22nd DAA site selection, with feasibility studies continuing through March 2026 to facilitate site selection and other due diligence studies for solicitation of affordable housing developer. | FY2025-2026 FY2026-2027 | Planning City Manager's Office |
| 11 | Affordable Housing on City-Owned Properties at 10th Street and 28th Street (6th Cycle Housing Element Program 3B) | Pursue Cycle 6 Smart Growth Incentive Program (SGIP) funds to facilitate completion of feasibility and due diligence studies (supplemental economic studies, mobility access, environmental assessment, site design feasibility, view corridor analysis, infrastructure and utilities assessment); affordable housing developer selection, planning, engineering, and building plans; CEQA documentation and entitlements for City development project on City-owned vacant lot on 10th Street to develop 4-8 units for lower income households per Housing Element Program 3B. Additionally, staff will evaluate next steps for the 28th Street site. | In-process and requires multiple steps. Preparation of City Council Resolution is in process for City Council March/April 2025 to request authorization for SGIP grant submittal, which is due to SANDAG by April 11, 2025. Grant funding will facilitate items included in description. | FY2025-2026 FY2026-2027 | Planning |
| 12 | STR Permit Fee Ordinance <i>(New)</i> | Prepare and process Ordinance to establish a STR Permit Fee. Coordinate with consultant to identify the associated cost for implementation of STR permit issuance, monitoring, and enforcement. | In-process. RFP process to select consultant is in process. Ordinance adoption anticipated summer 2025. | FY2025-2026 | Planning, Administrative Services, City Attorney |

TIER 1: Essential/Non-Discretionary Services (State Mandated/Legally or Contractually Required)

| Reference No. | Item Name | Description | Status | Fiscal Year(s) | Department(s) |
|---------------|---|--|---|----------------------------|----------------------------|
| 13 | Short Term Rental Regulations/Preservation of Existing Housing Stock (6th Cycle Housing Element Program 5C) | Process Ordinance/LCPA to regulate short term rentals. Update correlates with NC Zone Referendum Settlement Agreement. | In-process. City Council adoption September 2024. Coastal Commission certification review of Ordinance/LCPA is pending and CCC certification action is anticipated in fall 2025. | FY2025-2026 FY2026-2027 | Planning City Attorney |
| 14 | General Plan Update: Safety Element Update (6th Cycle Housing Element Program 6H) | City must update the Safety Element per Housing Element and State law. Update correlates with other required updates relating to Environmental Justice Element and Open Space Element updates, Fire Hazard Severity Zone Map Update, and ADU Regulations Update. | In-process. Planning staff is working with CalFire to finalize a draft for public review and processing. Will require Planning Commission recommendation and City Council approval to complete. | FY2025-2026 | Planning |
| 15 | General Plan Update: New Environmental Justice Element (6th Cycle Housing Element Program 6E) | City must create a new Environmental Justice Element per Housing Element. Update correlates with other required updates relating to the Safety Element and Open Space Element updates. | In-process. Planning staff is preparing a draft document for public review and processing. Will require Planning Commission recommendation and City Council approval to complete. | FY2025-2026 | Planning |
| 16 | General Plan Update: Open Space Element Update (SB 1425) | By January 1, 2026, City must update Open Space Element to address specified climate resilience and rewinding criteria to provide coordinated mitigation of impacts to new development. Correlates with Environmental Justice Element and Safety Element updates. | Not yet started. | FY2025-2026 FY2026-2027 | Planning |
| 17 | Residential Care Facilities (6th Cycle Housing Element Program 4A) | Prepare and process Ordinance/LCPA to clarify this land use type and bring the regulations into compliance with State law. City is using HAP Grant funds to implement by March 2026. | In-process. Will require Planning Commission recommendation, City Council approval, and Coastal Commission certification to complete. | FY2025-2026 FY2026-2027 | Planning and City Attorney |
| 18 | Emergency Shelters, Transitional Housing, Supportive Housing, and Low Barrier Navigation Centers (6th Cycle Housing Element Program 4B) | Prepare and process Ordinance/LCPA for compliance with State law. Develop procedures and informational handouts to connect people to resources. City is using HAP grant funds to implement by March 2026. | In-process. Will require Planning Commission recommendation, City Council approval, and Coastal Commission certification to complete. | FY2025-2026 FY2026-2027 | Planning and City Attorney |
| 19 | Mid Cycle ADU Production Evaluation (6th Cycle Housing Element Program 2E) <i>(New)</i> | Prepare Mid Cycle ADU Production Evaluation that accounts for data collected in the 2024 APR report to HCD (March 2025) and identifies potential new opportunities to create low income ADUs, which may involve future processing and consideration of amendments to existing incentive programs adopted in December 2023. | Not yet started. | FY2025-2026 | Planning |
| 20 | Reasonable Accommodation Regulation Zone Code Amendment <i>(New)</i> | Prepare and process an Ordinance to create a new Del Mar Municipal Code Chapter that will update regulations for reasonable accommodation requests consistent with applicable State and Federal Fair Housing regulations. Relates to Housing Element Program 7F. | Not yet started. | FY2025-2026 | Planning and City Attorney |

TIER 1: Essential/Non-Discretionary Services (State Mandated/Legally or Contractually Required)

| Reference No. | Item Name | Description | Status | Fiscal Year(s) | Department(s) |
|---------------|--|---|--|----------------------------|---------------------------------------|
| 21 | Update to Building and Fire Codes <i>(New)</i> | Prepare and Process Ordinance to adopt the latest California Building and Fire Codes and incorporate local modifications as desired. Routine update processed every three years. New Codes will be effective January 1, 2026. | Not yet started. | FY2025-2026 | Planning and City Attorney |
| 22 | Annual Water System Priority Improvements | Water System repairs and improvements. | Preparing bid documents to complete high priority valve repairs throughout City. Construction anticipated in spring 2026. | FY2025-2026 FY2026-2027 | Public Works |
| 23 | Annual Wastewater System Priority Improvements | Wastewater System repairs and improvements. | Project modified once USEPA FY24 Community Grants Project Funding received. Preparing application documents for federal review. Design to be completed in FY2025-2026. | FY2025-2026 FY2026-2027 | Public Works |
| 24 | Annual Storm Drain System Priority Improvement | Replace storm drain facilities that have surpassed their useful life. | Project modified once USEPA FY24 Community Grants Project Funding received. Preparing application documents for federal review. Design to be completed in FY2025-2026. | FY2025-2026 FY2026-2027 | Public Works |
| 25 | Annual Bike Route Repairs | Repair bike lanes on major arterials; CDM, JDB, Via de la Valle, Carmel Valley Road. | Work to be completed as part of Annual Pavement Management Program. | FY2025-2026 FY2026-2027 | Public Works |
| 26 | Annual Pavement Management Program (baseline) | Annual Roadway Repairs to Major Arterials and Residential Streets. | City staff is working with Del Mar Fairgrounds staff to consider striping and pavement improvements on Jimmy Durante Blvd. | FY2025-2026 FY2026-2027 | Public Works |
| 27 | Annual Small Area Pavement Repair Contract | Citywide small area asphalt paving/repairs. | Occurs twice per year depending on repair quantities. | FY2025-2026 FY2026-2027 | Public Works |
| 28 | Camino del Mar Bridge Replacement Project | Replace Camino del Mar Bridge over San Dieguito River in accordance within Federal Highway Bridge Program requirements. | Design documents are at 65% complete and most resource agency permits are completed. Design will be completed by December 2025. Caltrans review for construction approval and Construction Management procurement will begin in early 2026. Project construction scheduled to begin December 2026. | FY2025-2026 FY2026-2027 | Public Works Planning |
| 29 | Riverpath Del Mar Phase 3 | Extend Riverpath Del Mar from Grand Avenue Bridge to Crest Canyon. | Continuing to work on grants to secure construction funding. Construction targeted for September 2025, but may need to be pushed to 2026 due to uncertainty with various grant funding timelines; timing will need to be coordinated with Crest Canyon Undergrounding to avoid construction overlap. | FY2025-2026 FY2026-2027 | Public Works Planning |
| 30 | Utility Undergrounding District 1A (Stratford South) | Undergrounding of above ground dry utilities into joint trench and underground service laterals. | City Construction substantial completion by March 2025. Final paving to be completed after Utility companies construction. Homeowner Service Laterals estimated completion May 2025. Utility Companies estimated completion by end of 2025. | FY2025-2026 FY2026-2027 | Public Works City Manager's Office |
| 31 | Utility Undergrounding District X1A (Crest Canyon) | Undergrounding of above ground dry utilities into joint trench and underground service laterals. | Design and permitting completed March 2025. SDG&E IFC bidding phase another 5 months. Construction targeted to begin Fall 2025 and last approximately 18 months. | FY2025-2026 FY2026-2027 | Public Works City Manager's Office |
| 32 | Utility Undergrounding District 1B (Stratford North) | Undergrounding of above ground dry utilities into joint trench and underground service laterals. | SDG&E preliminary design completion February 2025. Design and permitting currently paused until FY 2026-2027. Construction targeted to begin in Early 2029. Final decision pending City Council. | FY2025-2026 FY2026-2027 | Public Works City Manager's Office |

TIER 1: Essential/Non-Discretionary Services (State Mandated/Legally or Contractually Required)

| Reference No. | Item Name | Description | Status | Fiscal Year(s) | Department(s) |
|---------------|--|---|--|----------------------------|--|
| 33 | Utility Undergrounding District 25th Street (20A) <i>(New)</i> | Undergrounding of above ground dry utilities into joint trench and underground service laterals. Funding included as part of Rule 20A. | District formation completed August 2024. Design targeted to start FY 2025-2026. Construction needs to be completed by December 2030 to use 20A funds. | FY2025-2026 FY2026-2027 | Public Works City Manager's Office |
| 34 | Water Valve Replacement Project | Replace broken water valves as identified in maintenance program. | Occurs annually usually around April of each year. | FY2025-2026 FY2026-2027 | Public Works |
| 35 | Major Facility Repairs | Essential building (City Hall, Library, Public Works, Community Services, etc.) repairs including exterior, doors/windows, electrical, plumbing, HVAC, fire and security systems. | Work will occur throughout each fiscal year. | FY2025-2026 FY2026-2027 | Public Works |
| 36 | Storm Drain Capture Devices | A "storm drain capture device" is a system installed at a storm drain inlet designed to catch and trap debris, primarily trash, before it enters the storm drain system and flows into waterways. This is required by California Regional Water Quality Control Board. The City installs/replaces approximately 7 storm drain capture devices per year. The exact number and locations of the devices are determined based on the results of annual inspection and the proximity to sensitive ocean reception points. | Occurs annually usually around or by June of each year. | FY2025-2026 FY2026-2027 | Public Works Clean Water Consultant |
| 37 | Jimmy Durante Boulevard Bike Lane Modification Project <i>(New)</i> | Safety enhancements to modify four curb inlets along northbound Jimmy Durante Boulevard between Luzon Avenue and San Dieguito Drive. | Engineering evaluation complete. Recommended remove and replacing the existing five (5) Type C Curb inlets and Concrete Aprons with modified Type B Curb inlets. | FY2025-2026 | Public Works |
| 38 | Amendment to City of San Diego Wastewater Transportation and Disposal Agreements | Identify options to amend Metropolitan Wastewater Commission Treatment and City of San Diego Wastewater Transportation Agreements for Council consideration. The City currently transports majority of its wastewater to the San Elijo Joint Powers Authority water reclamation facility in Encinitas via Solana Beach's system. | Amendment discussions with City of San Diego and Regional Wastewater Commission JPA underway. | FY2025-2026 FY2026-2027 | Public Works City Manager's Office |
| 39 | Jimmy Durante Boulevard Bluff Repair Project | Design and construct improvements to permanently protect bluff in City right of way along Jimmy Durante Boulevard. | 60% Engineering Design and draft CEQA Notice of Determination Complete. Scheduled informational Item at April 7, 2025 City Council Meeting. | FY2025-2026 | Public Works Planning |

TIER 2: Important Items that Support City Operations/Values (Not Mandated/Legally Required)

| Reference No. | Item Name | Description | Status | Fiscal Year(s) | Department(s) |
|---------------|---|--|--|----------------------------|---|
| 1 | Enterprise Resource Planning (ERP) System Selection Process | The City's current financial system will sunset on March 1, 2027. To ensure timely selection and implementation of new financial system, the solicitation process for a replacement ERP system began in mid-2024. | Began reviewing options and pricing of new system in 2023. Vendor selection and contract approval are planned for Council consideration in April-May 2025 with project initiation anticipated in May-June 2025 | FY2025-2026 FY2026-2027 | Administrative Services |
| 2 | Cost Allocation Plan Update | The last update to the City's cost allocation plan was completed internally in 2016, and needs to be updated (best practice is to complete every 5 years). This is a multi-year process that is expected to begin in July 2025 and involves issuing a Request for Proposal (RFP) to hire a consultant to assist with this effort. | Goal is to start the process by issuing a RFP for consulting services in FY 2025-26, with the goal of completing an updated Cost Allocation Plan by end of FY 2026-27. | FY2025-2026 FY2026-2027 | Administrative Services |
| 3 | Civic Center Operations Guide | Comprehensive update to the City's facility use policies, including proposed updates to the list of eligible non-profits. | Staff brought an initial discussion item to Council on January 22, 2024. Staff continues working on the item in collaboration with the Council subcommittee with plans to return to the Council with recommended changes in 2025. | FY2025-2026 | Administrative Services |
| 4 | Climate Action Plan Update | With support from a consultant, staff will update the City's 2016 Climate Action Plan, Greenhouse Gas (GHG) Inventory, and mitigation strategies to align with other CAPs in the region and industry best practices. | Staff will issue an RFQ in FY2024-2025 to hire a technical consultant to assist the City developing new GHG inventories, updating the CAP, associated mitigation strategies, and monitoring. In FY2024-2025, staff will apply for Cycle 6 SGIP grant funds to complete the update (April 2025). The CAP Update will be completed in FY2025-2026. | FY2025-2026 | City Manager |
| 5 | Solar Energy Partnership (6th Cycle Housing Element Program 6D) | Partner with programs like CEA or the Center for Sustainable Energy to install solar on multi-unit, lower income housing to meet renewable energy goals in Climate Action Plan. | Staff is analyzing available programs, but has not yet entered into a partnership. | FY2025-2026 | City Manager Planning |
| 6 | Citywide Curbside Management Inventory <i>(New)</i> | Staff has identified a need to conduct a comprehensive curbside management inventory of all existing red curbs and "no parking" areas along public streets. Working with the City's traffic Engineer, MBI, staff will coordinate with the Fire Department to review intersections for accessibility and validate the City's existing red curbs. Finally, the data will be used to calculate the City's available parking supply to assist with compliance reporting requirements of the City's Coastal Development Permit. | MBI has developed a scope of work totaling \$135,500 to complete this work. If approved, the project would be completed in FY 2025-2026. | FY2025-2026 | City Manager Planning Public Works Community Services Fire Department |
| 7 | Housing Acceleration Program (HAP) Grant Funding - Cycle 2 | SANDAG awarded Cycle 2 HAP grant funding (October 2023) for implementation of the City's Housing Element including \$1.5 million capital funds for Fairgrounds Housing project and \$181,000 planning funds for Objective Design Standards and 4A/4B Supportive Housing Ordinance. Funding applies to work starting January 1, 2024. HAP grant funds must be expended by March 2026. | In-process through March 2026. | FY2025-2026 | Planning |

TIER 2: Important Items that Support City Operations/Values (Not Mandated/Legally Required)

| Reference No. | Item Name | Description | Status | Fiscal Year(s) | Department(s) |
|---------------|--|--|--|----------------------------|---|
| 8 | Tree, Scenic Views, and Sunlight Ordinance (TSVS) Update | Prepare and process and amendment to the TSVS Ordinance. | In-process. The City Council identified Guiding Principles and Objectives in September 2024 and staff is preparing the Ordinance. Will require Planning Commission recommendation (anticipated March 2025), City Council introduction and adoption (anticipated May 2025). | FY2025-2026 | Planning |
| 9 | Comprehensive Tree Policy and Regulatory Standards Update | Revise existing City tree policies for both public and private trees, with an overall goal of protecting and enhancing the City's urban forest tree canopy while managing the City's wildfire risk. | Anticipated to start summer of 2025. | FY2025-2026 | Planning |
| 10 | Amend Sand Compatibility Opportunistic Use Program (SCOUP) Permits with Resource Agencies to Account for Change in San Dieguito Lagoon Conditions <i>(New)</i> | Prepare and process permit applications with United States Army Corps of Engineers (USACE) and Regional Water Quality Control Board (RWQCB) to amend the existing SCOUP permits to allow the City to accept beach quality sand for beach nourishment when available. The permit issued by USACE in July 2024 impacted the feasibility of City implementation due to the restrictive limits on sediment quantities imposed and USACE's large volume sand placement in Encinitas and Solana Beach in 2024. | Work has not yet started. | FY2025-2026 | Planning |
| 11 | San Dieguito Lagoon Shoreline Protection Planning Project (Levee/Trails) and Implementation of State Parks Grant Funding <i>(New)</i> | City and San Dieguito River Park JPA are coordinating on a joint project to develop living levees and trails along the north and south banks of the San Dieguito River. State Parks awarded \$500,000 grant funding to City and \$1.3 million to the SDRP JPA. The City executed task orders with Dudek (\$500,000) and kicked off work in January 2025 to complete environmental, engineering, and permitting task orders. A MOU with SDRP JPA will be executed to facilitate completion of additional task orders using grant funds through June 2027. This effort correlates to new City CIP project. | In-process through June 2027. | FY2025-2026 FY2026-2027 | Planning Public Works |
| 12 | Review and Update the Carmel Valley Precise Plan (CVPP) | Comprehensive review and potential updates to the CVPP, through the appropriate process (entitlements, environmental review, public participation, etc.), as may be recommended by staff/City Attorney's office. | The City Attorney initiated the review of the CVPP. Should the CVPP need to be updated, a completion date of Fall 2026 is anticipated. | FY2025-2026 FY2026-2027 | Planning City Attorney |
| 13 | Evaluate updating Del Mar Municipal Code Chapter 24.70 (lot line adjustments) <i>(New)</i> | Evaluate updating lot line adjustment/lot consolidation regulations, with consideration of requiring a lot line adjustment parcel map for any lot line adjustments or lot consolidation. Update would require processing a Zone Code Amendment and preparing an Ordinance; Planning Commission recommendation and City Council introduction and adoption of Ordinance. | Work has not yet started. | FY2026-2027 | Planning and Engineering |
| 14 | San Dieguito Drive Improvements | Construction of San Dieguito Drive between Racetrack View Drive and Oribia Road as part of an approved assessment district. | Construction anticipated after Work Zone 1 of UUD X1A (Crest Canyon) in FY 2025-2026. | FY2025-2026 | Public Works City Manager's Office Planning |

TIER 2: Important Items that Support City Operations/Values (Not Mandated/Legally Required)

| Reference No. | Item Name | Description | Status | Fiscal Year(s) | Department(s) |
|---------------|---|--|--|----------------------------|--------------------------|
| 15 | 29th Street Seawall and Beach Access | Design and permit the northern half of the sea wall and beach access. | Conceptual design and cost estimate is proceeding FY 2024-2025. Design and permitting is targeted to begin FY 2025-2026 and construction in FY2026-2027. | FY2025-2026 FY2026-2027 | Public Works |
| 16 | Caltrans Bridge Inspection Program Recommended Bridge Repairs | Critical bridge infrastructure repairs recommended by CALTRANS as a result of annual inspection of the City's five bridges. | Bridge inspections identified concrete and miscellaneous repairs needed at three City bridges. Project will need to be designed and put out for public bid. Project on hold until after programmatic EIR is completed in 2025. | FY2025-2026 | Public Works |
| 17 | Stratford Court South Pavement Improvements | Paving improvements for the Stratford Court South area following the undergrounding project. Grind & overlay improvements for low PCI (Pavement Condition Index) streets of Stratford Court from 4th St to 12th St, Little Orphan Alley, and Melanie Way. Pavement sealing application for other streets within the Stratford Court South UUD 1A District with trench lines. | Construction targeted after UUD 1A (Stratford Ct South) in FY 2025-2026. | FY2025-2026 | Public Works |
| 18 | Crest Canyon Pavement Improvements <i>(New)</i> | Paving Improvments for the Crest Canyon area following the undergrounding project. Grind & overlay improvements for portions of low PCI (Pavement Condition Index) streets of Zuni Dr, Avenida Primavera, and Serpentine Dr. Pavement sealing application for Crest Road and adjacent streets with trench lines. | To be included as alternative bid item with UUD X1A (Crest Canyon). Construction targeted after UUD X1A (Crest Canyon) end of FY 2026-2027. | FY2026-2027 | Public Works |
| 19 | Public Right of Way (ROW) Vegetation Maintenance Regulations <i>(New)</i> | Development of an Ordinance regulating the maintenance of private property vegetation and trees by private property owners, if the vegetation encroaches on the City's right-of-way. | Work has not yet started. The Ordinance would make clear that maintenance and related liability of vegetation originating from private property in the public ROW is the responsibility of the property owner who owns the vegetation, not the City. | FY2025-2026 | Public Works Planning |

TIER 3: Discretionary/Non-Essential Work Plan Items That Could be Differed or Eliminated (Not Required)

| Reference No. | Item Name | Description | Status | Fiscal Year(s) | Department(s) |
|---------------|--|---|--|----------------------------|---|
| 1 | California Municipal Treasurers Association (CMTA) Investment Policy Certification Program | Pursue CMTA Investment Policy Certification. CMTA program provides professional guidance and assistance in developing and/or improving investment policies that meet industry best practices for California's public sector agencies. | Begin certification process in July/August 2025. Will solicit feedback from the City's Finance Committee. | FY2025-2026 | Administrative Services |
| 2 | Citywide Plaque Policy | Development of a City plaque policy that is consistent with the City's branding guide for consideration by the City Council in FY 2025-26. | The item is on the Parks & Recreation Committee Work Plan for FY2025-26. | FY2025-2026 | City Manager's Office Planning Public Works |
| 3 | Del Mar Foundation Proposal to Plant 40 Trees in Del Mar | The Del Mar Foundation has proposed to plant 40 trees throughout Del Mar to commemorate their 40th Anniversary. The Council referred the proposal to staff and the Parks and Recreation Committee for further vetting and a recommendation. | Del Mar Foundation's proposal includes trees on private property, City replacement trees, and new trees in public spaces. DMF has paid to replace 15 City trees and plant 8 additional private trees. The Parks & Recreation Committee has recommended for approval new City trees. City staff has recommended DMF complete community outreach and further refine the proposal, if necessary, before moving forward to City Council. | FY2025-2026 | Public Works |
| 4 | Major Arterial Median Improvements | Design of drought tolerant landscaping and irrigation efficiency enhancements along major arterial median segments, currently planned for four locations as Phase I of project. CDM 15th Street to San Dieguito River Bridge; Jimmy Durante Blvd/Via De La Valle Triangle; Jimmy Durante Roundabout to CDM Merge; and CDM 4th to 9th Street. | Landscaping palette and conceptual design is currently underway for FY 2024-2025. Final design is anticipated FY2025-2026 with construction in FY2026-2027. Work will continue on this project as time permits based on CIP project management staff capacity. | FY2025-2026 FY2026-2027 | Public Works |
| 5 | Native American Plaque | Development of a proposal for content and location for placement of a sign honoring the Native American history in Del Mar by the Parks and Recreation Committee in FY 2024-25 for City Council consideration in FY 2025-26. | Parks & Recreation Committee has reviewed work for a panel at Grand Avenue Bridge. Second proposal for smaller rock or monument along Riverpath trail forthcoming. | FY2025-2026 | Public Works City Manager's Office |
| 6 | Solar Capacity on City Owned property | Evaluate the possibility of increasing the City's solar capacity on City owned property. | The work will commence in FY 2025-2026. the Sustainability Advisory Committee (SAC) will support staff in research funding prospects to support City electrification and the expansion of solar on City facilities. Staff will work with the Public Works Department on more technical components of understanding facility capacity. | FY2025-2026 FY2026-2027 | City Manager's Office |
| 7 | City Facilities Gas Appliances Inventory | Development of a policy that prioritizes the purchase of electric appliances when possible for recommendation by Sustainability Advisory Committee and consideration by the City Council. | The work will commence in FY 2025-2026. | FY2025-2026 | Public Works City Manager's Office |

**FY 2025-26 City Council Goals & Priorities Workshop
List of Council-Identified Proposed Work Plan Items**

1) Turn the Design Review Guidelines into Design Review Ordinances

There was Council consensus to move forward with turning the design review guidelines into design review ordinances.

Staff Follow-Up: This effort will first require obtaining clear direction from the City Council regarding its expectation. Once that information is obtained, it is anticipated that staff will either be 1) drafting an ordinance to amend DMMC Chapter 23.08 (Design Review) to incorporate the Design Guidelines into that Chapter as regulatory “standards of review” for DRB permit approval; or 2) incorporating the Design Guidelines into Title 30 of the DMMC (Zoning Code) as regulatory development regulations. Staff will need to study the alternatives in consultation with the City Attorney to determine the most appropriate way to proceed and what procedural changes to the development review/permitting process should be considered, if any. If it is determined that incorporating the Design Guidelines in the Zoning Code would be most beneficial to the development review process, processing a Local Coastal Program Amendment (LCPA) with the Coastal Commission will be required. It should be noted that the Design Guidelines are divided into three sections, Single-Family Residential, Multi-Family Residential, and Commercial.

No outside consultants will be required for the drafting of an ordinance to amend the Municipal Code. However, it is estimated that approximately 30 hours of City Attorney time will be required.

Given the priority placed on special projects currently underway and staff capacity, it is anticipated that this work effort could commence at the beginning of 2026 (Jan./Feb.) and would take approximately 6-8 months to complete the City process. There would be an estimated additional 12-18 months of processing time if LCPA is required.

Because the Design Guidelines are already incorporated heavily into the discretionary development review process but in a less “regulatory” fashion, staff would suggest that City Council categorize this as a Tier 2 or Tier 3 priority item and not delay or defer any other item currently on the Planning Department’s workplan in order to start this one sooner.

2) Reconsider Advisory Committee Structure

Council consensus was to form a subcommittee of Mayor Gaasterland and Deputy Mayor Martinez to evaluate potential revisions to the City’s advisory committee structure with the goal of bringing any proposed changes to the City Council for consideration before the end of the calendar year with changes going into effect in 2026.

Staff Follow-Up: Council directed a subcommittee comprised of Mayor Gaasterland and Deputy Mayor Martinez to work with City staff to evaluate potential revisions to the City’s advisory committee structure and related policies/practices. The initial recommendations will be presented to City Council on May 5, 2025, with the goal of bringing any additional proposed changes to the Council for consideration before the end of the calendar year. This item is expected to have minimal cost impacts, and it is estimated to require approximately 10-20 staff hours.

3) Amend City Appeals Procedure Consider Modifications to the Del Mar Municipal Code.

Council consensus was to direct staff to work with the City Attorney’s Office to evaluate the appeal procedure for administrative approvals with the goal of streamlining the process to put the appeal decision in front of the right decision-making body.

Staff Follow-Up: This effort will involve staff collecting and reviewing appeal procedures from neighboring agencies and other coastal agencies of a similar size. Staff will then work with the City Attorney’s Office to identify options for Council consideration of potential code revisions that would be effective for Del Mar. If the Council decides to proceed with code changes, staff will prepare an ordinance for City Council’s consideration and adoption. It is anticipated that this effort will include conducting the research, preparing and presenting options to Council, and drafting a related ordinance, all of which will take approximately 25 staff and City Attorney hours.

4) LOSSAN Rail Realignment Lobbying

There was Council consensus to for staff to work with the City’s consultant Townsend Public Affairs to get cost estimates and more information about what would be involved in the LOSSAN Rail Realignment lobbying effort as proposed by Council.

Staff Follow-Up: Staff will work with Council to understand how Townsend Public Affairs (TPA) and/or other outside consulting resources could support LOSSAN Rail Realignment advocacy, obtain estimated costs, and determine next steps.

5) Options to Obtain Resident Input on How/Whether to Continue Undergrounding Program

There was Council consensus in support of having staff gather more information about the various options (ballot measure, survey, etc.) for the Council to receive resident input on whether to continue with the Citywide Undergrounding Program.

Staff Follow-Up: The City Council could consider various options for receiving resident input on the Citywide Undergrounding Program including conducting an informal survey distributed by staff, conducting a formal community survey led by a specialized consultant, holding community workshops or public City Council discussions to solicit feedback, and/or placing a measure on the November 2026, General Municipal Election ballot. These options vary in cost and staff time.

As an example, a city-initiated ballot measure is estimated to cost \$30,000-\$40,000 and would take approximately 50 staff and City Attorney hours, and the last formal third-party community survey conducted by the City in 2016 cost \$21,000.

6) Bike Lanes Safety Improvements

The Council discussed looking for opportunities to improve bike lane safety when possible, such as through the existing Jimmy Durante Bike Lane Improvement workplan item.

Staff Follow-Up: Staff proactively works with City traffic engineers and bicycle advocacy groups to identify bicycle lane safety improvements. The physical improvements are typically integrated into the City’s Pavement Management Program because fresh asphalt pavement is the City’s best opportunity to install the improvements with new thermoplastic striping.

For example, staff has been working with the City’s Traffic Engineer, Del Mar Fairgrounds (including Del Mar Thoroughbred Club), and bicycle advocacy groups to improve bicycle safety along Jimmy Durante Boulevard. The improvements are targeted for installation after Jimmy Durante Boulevard receives a fresh asphalt grind and overlay in late 2025/early 2026. Previous bicycle lane improvements along the City’s major arterials include narrower vehicle lanes, wider bicycle lanes, and green conflict zone striping.

The cost of this work is included in the funding for the City’s Pavement Management Program. The City also budgets an additional \$60,000 annually for major arterial bike route repairs. This work is ongoing and operational.

7) Traffic Speed Calming

Council consensus was for staff to work with the City’s contract Traffic Engineer to weigh in on whether the City can reduce the speed by 5mph without a speed study; evaluate other traffic calming measures for major arterials; and if necessary, complete speed surveys which would allow the City to set the speed limit within 5 mph of the 85th percentile and then reduce it further by 5 mph.

Staff Follow-Up: Staff proactively works with City traffic engineers and the Traffic Parking Advisory Committee (TPAC) to conduct speed surveys and post the lowest possible enforceable speed limits in compliance with California Vehicle Code. As an annual work plan item, staff works with TPAC to identify major arterial roadway segments to conduct speed surveys with a goal to lower posted speed limits. TPAC’s proposed FY 2025-26 Workplan includes a speed survey item where: 1) TPAC will identify major arterial segments for staff to conduct speed surveys; 2) Staff will conduct the speed surveys and round the 85% percentile to the nearest 5 mph limit; and 3) then potentially reduce the posted speed limit by an additional 5 mph as recommended by the City Traffic Engineer.

The City also proactively identifies and installs traffic calming measures along major arterials such as narrower vehicle lanes, wider bicycle lanes, green conflict zone striping, pedestrian bulb outs, pedestrian activated flashing crosswalks, proactive traffic striping, and retro-reflectivity traffic signage.

These activities are ongoing and routine, and funded annually through the City's approved operating budget or incorporated into capital improvement projects as appropriate.

8) Smoke Free City Signs to Enforcement Ordinance

Council consensus was for staff to explore potential enforcement options including following up with apartment complexes where people smoke outside; increasing enforcement activities by the City's Beach and Community Patrol Officers (BCPO); partnership with Del Mar Village Association (DMVA); and consideration to place additional no smoking signage in key areas, including the Del Mar Plaza.

Staff Follow-Up: Signs in one of the areas discussed, 4th Street and Stratford Court, were recently replaced based on a recommendation from Community Services due to several recent contacts on the sidewalk adjacent to the high-density housing complex noted in the Goals and Priorities discussion. Community Services will perform an assessment of current signage, most of which is in City parks and public beach accesses, and refresh or replace the existing inventory. The two areas noted by Council were the 4th Street and Stratford Court location and the public sidewalk adjacent to the Plaza along the 1500 block of Camino Del Mar. Community Services will identify potential locations for signage in the public ROW to add non-intrusive "No Smoking" signage in accordance with the City's municipal code related to smoking. Other areas of the City with frequent complaints or recommended by Council may also be considered. Staff does not anticipate additional costs beyond the City's approved operating budget to provide enforcement and add or replace signage, as needed.

9) Electrification Incentivization

Council consensus was for staff to look for opportunities to incentivize the implementation of electrification specifically for new construction or major remodels.

Staff Follow-Up: Staff and the Sustainability Advisory Committee (SAC) will continue to research and gather information about high-performance reach codes similar to one recently adopted by the City of Encinitas. Staff has not been directed by the Council to develop a high-performance reach code, as the City Attorney continues to advise a "wait and see" approach to any electrification ordinance (i.e., a high-performance reach code) due to recent court rulings that have challenged and overturned ordinance that require building electrification.

It is estimated that moderate staff time would be needed to research high-performance reach codes and to coordinate with SAC and organizations that offer electrification incentives. Given that staff's primary focus for FY 2025-26 will be on the City's Climate Action Plan update, it is anticipated that staff can bring an informational update on this topic to the Council by the end of calendar year 2025.

10) City Facilities Gas Appliances Inventory

Council consensus was to add creation of a City Facilities Gas Appliances Inventory to the FY 2025-2026 Citywide Work Plan as a Tier 3 Priority; to add the item to the Sustainability Advisory Committee (SAC) FY 25-26 Workplan; and for staff to work on a policy that prioritizes the purchase of electric appliances and vehicles when possible for recommendation by SAC and consideration by the City Council.



City of Del Mar Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Sarah Krietor, Administrative Services Manager/City Clerk
Kseniia Izgarskaia, Senior Management Analyst
Via Ashley Jones, City Manager

DATE: May 5, 2025

SUBJECT: Fiscal Year 2025-2026 Advisory Committee Work Plans

REQUESTED ACTION/RECOMMENDATION:

Staff requests that the City Council: 1) Review the proposed Fiscal Year (FY) 2025-2026 work plans for the City's advisory committees (Attachment A); 2) Consider the work plan recommendations provided by staff included in Attachment B; and 3) Provide direction to staff as may be needed to approve the FY 2025-2026 advisory committee work plans.

BACKGROUND:

Each year, the City Council goes through an annual Goals and Priorities Setting process to establish and update the City's Work Plan and inform the City's budget and allocation of resources. As a kickoff to the upcoming two-year budget cycle, the City Council held a Goals and Priorities Setting Workshop on March 5, 2025, to establish the City's FY 2025-2026 and 2026-2027 Work Plan. An update on the FY 2025-2026 and 2026-2027 Work Plan will be discussed under a separate agenda item for the City Council Meeting on April 21, 2025.

In accordance with the Standard Operating Principles for Advisory Committees (Attachment C) and City Council Policy 204 - Advisory Committee Work Plans (Attachment D), advisory committees met in early 2025 to prepare draft FY 2025-2026 work plans for City Council consideration and approval.

The next step in the goal setting and budgeting process is for the City Council to evaluate the proposed committee work plans against the Council's Goals and Priorities to see where they overlap and/or align. The City's current practice is to align advisory committee work plans with the City's approved Work Plan that will inform the next two-year budget.

DISCUSSION/ANALYSIS:

Following the Council Goals & Priorities Setting Workshop, staff reviewed the proposed advisory committee work plans and organized work plan items into three categories: 1) Work plan items related to City operations (routine in nature and/or relate to the City's daily operations); 2) Work plan items with a direct nexus to the Council's Goals and Priorities/City Work Plan; and 3) Work items that are not directly related to the Council's Goals and Priorities/City Work Plan for the upcoming fiscal year (2025-2026).

City Council Action:

Taking into consideration the City's operations, Council-approved City Work Plan items, and limited staff capacity for FY 2025-2026, staff provided recommendations on the proposed committee work plan items, which are included in Attachment B. It should be noted that most of the committee work plan items are being recommended by staff (highlighted in green) or recommended with an amendment, with one exception highlighted in pink.

Staff is seeking City Council feedback on the proposed FY 2025-2026 advisory committee work plans. If the Council approves the proposed work plan item not recommended by staff, staff will need to evaluate the impacts of adding this item on the Council-approved City Work Plan and report back to Council at a future meeting.

Next Steps

As a next step in the budget process, staff is working to prepare a preliminary FY 2025-2026 and 2026-2027 Operating and Capital Budget for City Council feedback at the Budget Workshop scheduled for Tuesday, May 27, 2025, at 1:30 p.m. in the Town Hall. The budget will be informed by the City's FY 2025-2026 and 2026-2027 Work Plan, including any advisory committee requested work plan items approved by the City Council for inclusion on the Work Plan.

ATTACHMENTS:

- Attachment A – Proposed FY 2025-2026 Advisory Committee Work Plans
- Attachment B – Summary of Proposed Committee Work Plans & Staff Recommendations
- Attachment C – Standard Operating Principles for Advisory Committees
- Attachment D – Council Policy 204, Advisory Committee Work Plans



CITY OF DEL MAR

FINANCE COMMITTEE FISCAL YEAR 2025-2026 PROPOSED WORK PLAN

The Finance Committee, in coordination with staff and Council liaisons, prepared the following proposed FY2025-2026 Work Plan, which was approved by the Committee at their March 25, 2025, meeting.

Item #1: Review FY 2025-2026 Budget Update and Related Financial Reports

- **Description:** Review the Final FY 2024-25 Annual Financial Report; Mid-year FY 2025-26 Financial Report; and proposed budget update for the City's Fiscal Year 2026-27 Operating and Capital Budget and provide feedback and recommendations to the City Council.
- **Subcommittee:** None.
- **Resources Requested:** None.
- **Additional Information:** None.
- **Priority:** High

Item #2: Review Quarterly Treasurer's Reports

- **Description:** Review quarterly Treasurer's report and provide feedback and recommendations to the City Council.
- **Subcommittee:** None.
- **Resources Requested:** None.
- **Additional Information:** None
- **Priority:** High

Item #3: Review CalPERS Actuarial Valuation Reports

- **Description:** Review CalPERS Actuarial Valuation Reports and City staff's calculated unfunded liability balance to be used internally to determine the annual funding reserve requirement. Provide feedback to City Council related to funding levels.
- **Subcommittee:** Pension Reserve Subcommittee.
- **Resources Requested:** None.
- **Additional Information:** None.
- **Priority:** High

Item #4: Review Updated Capital Reserve Policy (Finnell Plan)

- **Description:** Review updated capital reserve policy and provide feedback and a recommendation to the City Council related to the Policy and proposed funding levels.
- **Subcommittee:** None.
- **Resources Requested:** None.
- **Additional Information:** None.
- **Priority:** High

Item #5: Review Updated Cost Allocation Plan

- **Description:** Review updated Cost Allocation Plan and provide feedback to the City Council related to changes to the plan.
- **Subcommittee:** None.
- **Resources Requested:** None.
- **Additional Information:** None.
- **Priority:** High

Item #6: Receive Undergrounding Financing Update

- **Description:** Receive update on items related to Undergrounding financing including meeting updates related to actions taken by UPAC Financing Subcommittee, UPAC, and City Council.
- **Subcommittee:** None.
- **Resources Requested:** None.
- **Additional Information:** None.
- **Priority:** High



CITY OF DEL MAR

LAGOON COMMITTEE FISCAL YEAR 2025-2026 PROPOSED WORK PLAN

The Lagoon Committee, in coordination with staff and Council liaisons, prepared the following proposed Fiscal Year 2025-2026 Work Plan, which was approved by the committee at its March 4, 2025, Special Meeting for City Council consideration.

Item #1: Receive Updates and Provide Comments on Lagoon Health

- **Description:** Receive updates and review reports on dredging, water quality, wildlife, and plant life, including the City's new bi-annual water quality monitoring program for the San Dieguito Lagoon. Determine how the Committee can receive additional water quality monitoring data for the lagoons from other agencies and make requests for data. Receive annual lagoon report update provided by consultants working for SCE & SDGE as required by the Coastal Permit for Lagoon restoration. Provide questions and comments on reports to City staff and Council Liaisons at committee meetings. Organize outside speakers to attend meetings and present on the health of the lagoons.
- **Subcommittee:** Water Quality & Sand Dredging Subcommittee
- **Resources Requested:** Staff time to prepare updates for regularly scheduled committee meetings. Reports forwarded to committee members for review.
- **Additional Information:** Coordinate requests for data and speakers from the following agencies: California Department of Fish and Wildlife, Los Peñasquitos Lagoon Foundation, San Dieguito River Park JPA, San Dieguito River Valley Conservancy, California Coastal Commission, and Coastal Environments (consultant for Southern California Edison's San Dieguito Lagoon Restoration Project), Wildcoast, and Surfrider.
- **Priority: 1 (highest)**

Item #2: Development/Projects Adjacent to or Impacting the Lagoons

- **Description:** Receive updates and presentations on pending developments and/or projects that are adjacent to or may impact the lagoon (e.g., Camino del Mar Bridge Replacement Project, Riverpath Del Mar Extension Phase 3, San Dieguito Lagoon Shoreline Protection Planning Project, San Dieguito Doubletrack Project, LOSSAN Rail Realignment Project, Watermark development projects, Del Mar Fairgrounds east parking lot, San Dieguito River Park JPA Coast to Crest Trail, and City of San Diego's El Camino Real bridge project. Provide questions and comments to City staff and Council Liaisons at committee meetings.
- **Subcommittee:** N/A
- **Resources Requested:** None
- **Additional Information:** N/A
- **Priority: 2**

Item #3: Lagoon Related Outreach

- **Description:** Coordinate with City staff using currently available communication tools to raise awareness about the lagoons and trails within the City of Del Mar through education, field work, and outreach. Participate at outside agency events involving the lagoon as representatives of the Lagoon Committee.
- **Subcommittee:** Education & Outreach Subcommittee
- **Resources Requested:** Currently available City communication tools and staff time for review of any electronic publications or materials that would be handed out at events.
- **Additional Information:** N/A
- **Priority:** 5

Item #4: Blue Carbon Collaborative

- **Description:** Lagoon Committee members to participate in the Blue Carbon Collaborative sponsored by WILDCOAST and Coastal Quest. Provide report out of activities at quarterly committee meetings.
- **Subcommittee:** Restoration & Blue Carbon Subcommittee
- **Resources Requested:** None
- **Additional Information:** N/A
- **Priority:** 6

Item #5: Monitor Condition of Trails Surrounding Lagoons

- **Description:** Monitor trails surrounding the lagoons within the City of Del Mar. Provide updates, questions and comments to City staff and Council liaisons to share with the Parks and Recreation Committee, or, if there are potential follow up actions, work with Council liaisons to obtain City Council approval (if not on City staff's annual work plan). Request presentations from the San Dieguito River Park JPA on their "Reach the Beach" trail project.
- **Subcommittee:** Trails Subcommittee
- **Resources Requested:** None
- **Additional Information:** N/A
- **Priority:** 4

Item #6: San Dieguito River Park Citizen's Advisory Committee Meetings

- **Description:** Appoint a Lagoon Committee member to participate in monthly San Dieguito River Park Citizen's Advisory Committee meetings and provide summary of meetings at quarterly committee meetings.
- **Subcommittee:** Appointed Lagoon Committee Member
- **Resources Requested:** None
- **Additional Information:** N/A
- **Priority:** 7

Item #7: Attend San Dieguito River Valley Conservancy Meetings

- **Description:** Lagoon Committee members to attend monthly San Dieguito River Valley Conservancy meetings and provide summary of meetings at quarterly committee meetings.
- **Subcommittee:** Lagoon Committee Members
- **Resources Requested:** None
- **Additional Information:** N/A
- **Priority: 8 (lowest)**

Item #8: Fishing in the San Dieguito Lagoon

- **Description:** Seek to understand how fishing is impacting the San Dieguito Lagoon. Engage with other stakeholder agencies (SDRP JPA and California Department of Fish and Wildlife) to understand how fishing impacts them. Receive education and provide outreach about fishing rules, regulations, current usage, and seasonal considerations. Receive a presentation from MPA Collaborative. Discuss potential recommendations to City Council.
- **Subcommittee:** Fishing Subcommittee
- **Resources Requested:** None
- **Additional Information:** N/A
- **Priority: 3**



CITY OF DEL MAR

MEASURE Q CITIZEN OVERSIGHT COMMITTEE FISCAL YEAR 2025-2026 PROPOSED WORK PLAN

Given that the scope of the Measure Q Citizen Oversight Committee is narrowly focused on review of Measure Q funds, staff prepared the Proposed FY2025-2026 Work Plan for City Council for consideration.

Item #1: Review Revenue and Expenditures related to the Use of Measure Q Funds

- **Description:** Identify revenue and expenditure key risks; review differences between general sales tax and Measure Q tax results; review revenue and expenditure financial transactions; and report annual results to City Council.
- **Subcommittee:** None
- **Resources Requested:** Staff will provide committee with: Major Industry Groups Comparison Report; Measure Q revenue and expenditure detail reports; committee randomly selected Measure Q revenue remittance reports; Measure Q expenditure invoices and supporting documents; and if applicable any documentation related to authorized transfers.
- **Additional Information:** None
- **Priority:** High/Operational



CITY OF DEL MAR

PARKS & RECREATION COMMITTEE FISCAL YEAR 2025-2026 PROPOSED WORK PLAN

The Parks & Recreation Committee, in coordination with staff and Council liaisons, prepared the following proposed FY2025-2026 Work Plan, which was approved by the Committee at their February 12, 2025, meeting.

Item #1: Update Website Map to Include Additional Information on Regional Trails

- **Description:** Update City's interactive map to include more information on regional trails <https://www.delmar.ca.us/240/Parks-Recreation-Committee>
- **Subcommittee:** Website Subcommittee - members TBD
- **Resources Requested:** 80 staff hours to update website
- **Additional Information:** Operational Item
- **Priority:** medium

Item #2: Provide Guidance on Other Website Updates Related to Parks

- **Description:** Committee to review the existing website and recommend updates for the Parks and Recreation information on the City's website
- **Subcommittee:** Website Subcommittee - members TBD
- **Resources Requested:** 40 staff hours to review wording and update website
- **Additional Information:** Operational Item
- **Priority:** medium

Item #3: Annual Survey of Paths and Trails

- **Description:** City staff will prepare a shortened list of feasible paths and trails that are easily accessed. Once the list is finalized, the committee and staff will visit the public paths and trails, complete the survey form including a summary of recommended maintenance, and request work orders. Surveys are not a requirement of all committee members
- **Subcommittee:** N/A
- **Resources Requested:** 40 staff hours to perform surveys, prepare work orders, and Public Works staff time to complete work orders
- **Additional Information:** Operational Item
- **Priority:** high

Item #4: Annual Survey of Parks

- **Description:** Committee to create a checklist of things to observe during park surveys. Once completed, visit the public parks, complete the survey form, prepare a summary of recommended maintenance, and request work orders. Surveys are not a requirement of all committee members
- **Subcommittee:** Need a short-term committee to create a checklist – members TBD.
- **Resources Requested:** 40 staff hours to participate in surveys, prepare work orders, and Public Works staff time to complete work orders
- **Additional Information:** Operational Item
- **Priority:** medium

Item #5: Annual Survey of Adopt-A-Spot Locations

- **Description:** Visit the approved Adopt-A-Spot locations to review conditions. Request improvements from resident or work orders from City, as appropriate.
- **Subcommittee:** Mary to lead
- **Resources Requested:** TBD
- **Additional Information:** Operational Item
- **Priority:** medium

Item #6: Provide Recommendations for Wording and Location for Native American Plaque in a Public Location

- **Description:** Prepare a proposal for a plaque to honor the Native American history in the Del Mar region. Proposal to include draft wording, size, location, materials, cost, and any necessary details. Engage with interested community members and Native American tribe representatives as appropriate. Proposal to be presented to the City Council for consideration of approval.
- **Subcommittee:** not applicable
- **Resources Requested:** TBD
- **Additional Information:** City Council Tier 3 Priority
- **Priority:** low

Item #7: Review Adopt-A-Spot Application Requests

- **Description:** Review and comment on proposed Adopt-A-Spot requests and provide recommendation
- **Subcommittee:** not applicable
- **Resources Requested:** None
- **Additional Information:** Operational Item
- **Priority:** medium

Item #8: **Respond to Parks & Recreation needs throughout City, including beach, as directed by the City Council and/or staff**

- **Description:** Review and comment on various requests for changes at City parks and beaches, as they are received from committee members or the public. This includes CIP projects, such as Median Improvements and Shores Park Improvements
- **Subcommittee:** not applicable
- **Resources Requested:** TBD
- **Additional Information:** Operational Item
- **Priority:** low

Item #9: **Review Draft Policy for Plaques in Public Parks, Once Prepared by City Staff**

- **Description:** Staff will be working on a plaque policy for Del Mar that provides guidance on who or what is memorialized in plaques in public parks, how big the plaque can be, what it looks like, where it goes, etc. Once staff prepare a draft policy, the Committee will review and provide feedback on the policy prior to City Council consideration.
- **Subcommittee:** not applicable
- **Resources Requested:** TBD
- **Additional Information:** Operational Item
- **Priority:** low



CITY OF DEL MAR

SUSTAINABILITY ADVISORY COMMITTEE FISCAL YEAR 2025-2026 PROPOSED WORK PLAN

The Sustainability Advisory Committee, in coordination with staff and Council liaisons, prepared the following proposed Fiscal Year 2025-2026 Work Plan, which was approved by the committee at its March 18, 2025, Special Meeting for City Council consideration.

Item #1: Urban Tree Recommendations

- **Description:** SAC will make recommendations on tree issues including how the City and residents can obtain free trees offered by local and regional programs. SAC will receive an update and provide feedback on the City's Tree Policy Manual; Tree Ordinance (Del Mar Municipal Code Chapter 23.50); and Trees, Scenic View and Sunlight Ordinance (Del Mar Municipal Code Chapter 23.51) in Fiscal Year 2025-2026 prior to City Council consideration. SAC will receive an update about the City of San Diego's LiDAR tree study, which was conducted in 2022 and includes regional analysis and comparison to 2014 data.
- **Subcommittee:** Tree Subcommittee
- **Resources Requested:** Staff time to coordinate presentations.
- **Additional Information:** N/A
- **Priority:** 4

Item #2: General Outreach on Solid Waste and Sustainability Issues

- **Description:** SAC will make suggestions and draft general outreach content on solid waste and diversion programs (above and beyond what is provided by the City's franchise waste hauler), sustainability-related and new plastics ordinances, and sustainability issues on the City Council-approved citywide work plan in consultation with staff and SAC's Council Liaisons. This includes:
 1. Reviewing the "Go Green Del Mar" section of the City's website to ensure it is up to date;
 2. Drafting "Green Papers" (one per month) for publication in the Del Mar Weekly and on the City's website;
 3. SAC member attendance at up to six (6) community events during the year to provide outreach on SAC work plan items;
 4. Recommend guest speakers to present on pertinent issues at SAC meetings or at public workshops to be organized by SAC in conjunction with City staff; and
 5. Drafting content for SAC's ongoing series "Trash Talk" in the Del Mar Weekly.
- **Subcommittee:** Outreach Subcommittee & Plastics/Zero Waste Subcommittee
- **Resources Requested:** Staff time to review and publish material on behalf of the SAC. Staff time to organize SAC member attendance at community events in a Brown Act compliant manner and to review associated collateral. Staff time to coordinate relevant speakers at SAC meetings.
- **Additional Information:** N/A
- **Priority:** 3

Item #3: Energy Efficiency

- **Description:** SAC will review and provide feedback on a draft City Council policy for gas appliance inventorying and replacement when cost effective. SAC recommends the City adopt a high-performance reach code. SAC will also monitor funding opportunities to improve energy efficiency of City facilities and current legal challenges and State guidance related to building electrification regulations and make recommendations for City Council work plan consideration as appropriate.
- **Subcommittee:** Energy Efficiency/Solar Subcommittee
- **Resources Requested:** Staff and City Attorney time to draft and review the new City Council policy and a potential high-performance reach code.
- **Additional Information:** N/A
- **Priority:** 2

Item #4: Climate Action Plan Update

- **Description:** SAC will review and provide feedback on an update to the City's Climate Action Plan and accompanying greenhouse gas inventories prior to City Council consideration, and will support CAP-related outreach activities. SAC recommends that adaptation, resilience, equity, and new approaches like micromobility are considered in the CAP Update process.
- **Subcommittee:** Climate Action Plan Update Subcommittee
- **Resources Requested:** Staff time to provide updates to SAC.
- **Additional Information:** N/A
- **Priority:** 1



CITY OF DEL MAR

TRAFFIC AND PARKING ADVISORY COMMITTEE FISCAL YEAR 2025-2026 PROPOSED WORK PLAN

The Traffic & Parking Advisory Committee, in coordination with staff and Council liaisons, prepared the following proposed FY2025-2026 Work Plan, which was approved by the Committee at their January 28, 2025, meeting.

Item #1: Speed Survey & Traffic Studies

- **Description:** Speed Survey and traffic studies of major arterial segments as selected by TPAC.
- **Subcommittee:** N/A
- **Resources Requested:** Approximately \$18k plus 60 staff hours.
- **Additional Information:** N/A
- **Priority:** Medium

Item #2: Review and Advise City Council on Coastal Development Permit Citywide Paid Parking Facilities and Low-Income Beach Parking Pass Program

- **Description:** Required by the City's California Coastal Commission Coastal Development Permit; condition of approval. Annual program evaluation.
- **Subcommittee:** N/A
- **Resources Requested:** Monitoring is ongoing; 10 staff hours for TPAC.
- **Additional Information:** N/A
- **Priority:** High

Item #3: Provide Input and Recommendations on City Workplan or Operational items as identified by Council or City Staff

- **Description:** Provide input and recommendations on City workplan or operational items as determined by City staff. For example: changes to City parking code.
- **Subcommittee:** TBD
- **Resources Requested:** TBD
- **Additional Information:** N/A
- **Priority:** TBD

Item #4: Evaluate Concerns or Citizen Requests Related to City Major Arterials as Brought Forward for Consideration by City staff

- **Description:** Consider requests from citizens or evaluate safety concerns raised about the City's major arterials as deemed appropriate and brought forward by City staff.
- **Subcommittee:** N/A
- **Resources Requested:** TBD
- **Additional Information:** N/A
- **Priority:** TBD

Item #5: Quarterly Comprehensive Citywide Accidents / Enforcements / Violations data

- **Description:** Quarterly review of data on citywide accidents, traffic enforcement, and traffic violations.
- **Subcommittee:** N/A
- **Resources Requested:** TBD
- **Additional Information:** N/A
- **Priority:** TBD

Item #6: Participate in the Development of the Citywide Red Curb Program

- **Description:** TPAC to participate in the development of a comprehensive red curb program
- **Subcommittee:** N/A
- **Resources Requested:** TBD
- **Additional Information:** N/A
- **Priority:** TBD

Item #7: Comprehensive Traffic/Pedestrian Intersection Analysis of Via de la Valle and Camino del Mar

- **Description:** TPAC to receive and review a comprehensive traffic, bicycle, and pedestrian analysis related to the intersection of Via de la Valle and Camino del Mar
- **Subcommittee:** N/A
- **Resources Requested:** TBD
- **Additional Information:** N/A
- **Priority:** TBD



CITY OF DEL MAR

UNDERGROUNDING PROGRAM ADVISORY COMMITTEE (UPAC) FISCAL YEAR 2025-2026 PROPOSED WORK PLAN

The Undergrounding Program Advisory Committee, in coordination with staff and Council liaisons, prepared the following proposed FY2025-2026 Work Plan, which was approved by the Committee at their April 10, 2025, meeting.

Item #1: Prepare Recommendations Related to Utility Undergrounding District (UUD) 1A (Stratford Court South)

- **Description:** Develop recommendations and provide feedback (i.e. budget, schedule, communications, etc.) related to Utility Undergrounding District (UUD) 1A for City Council consideration.
- **Subcommittee:** N/A
- **Resources Requested:** There is no fiscal impact specifically related to UPAC's work on this item.
- **Additional Information:** N/A
- **Priority:** High

Item #2: Prepare Recommendations Related to UUD X1A (Crest Canyon)

- **Description:** Develop recommendations and provide feedback (i.e. budget, schedule, communications, etc.) related to Utility Undergrounding District (UUD) X1A for City Council consideration.
- **Subcommittee:** N/A
- **Resources Requested:** There is no fiscal impact specifically related to UPAC's work on this item.
- **Additional Information:** N/A
- **Priority:** High

Item #3: Prepare Recommendations Related to UUD 1B (Stratford Court North)

- **Description:** Develop recommendations and provide feedback (i.e. budget, schedule, communications, etc.) related to Utility Undergrounding District (UUD) 1B for City Council consideration.
- **Subcommittee:** N/A
- **Resources Requested:** There is no fiscal impact specifically related to UPAC's work on this item.
- **Additional Information:** N/A
- **Priority:** High

Item #4: Prepare Recommendations Related to UUD 25th Street

- **Description:** Develop recommendations and provide feedback (i.e. budget, schedule, communications, etc.) related to Utility Undergrounding District 25th Street for City Council consideration.
- **Subcommittee:** N/A
- **Resources Requested:** There is no fiscal impact specifically related to UPAC's work on this item.
- **Additional Information:** N/A
- **Priority:** High

Item #5: Prepare Recommendations Related to Undergrounding Program Financing

- **Description:** Develop recommendations and provide feedback related to the Undergrounding Program Financing for City Council consideration.
- **Subcommittee:** Financing Subcommittee
- **Resources Requested:** There is no fiscal impact specifically related to UPAC's work on this item.
- **Additional Information:** N/A
- **Priority:** High

Item #6: Development of a Utility Undergrounding Program Cash Flow Analysis

- **Description:** Project financing subcommittee to work with staff to develop and monitor a long-term project schedule/cash-flow analysis to ensure financial resources are available when needed throughout the life of the citywide Utility Undergrounding Program.
- **Subcommittee:** Financing Subcommittee
- **Resources Requested:** There is no fiscal impact specifically related to UPAC's work on this item.
- **Additional Information:** N/A
- **Priority:** High

Item #7: Review of Property Owner Communications Procedures

- **Description:** Subcommittee to review and provide feedback to staff on processes/protocols for communications with property owners.
- **Subcommittee:** Property Owner Communications Subcommittee
- **Resources Requested:** There is no fiscal impact specifically related to UPAC's work on this item.
- **Additional Information:** N/A
- **Priority:** High

Fiscal Year 2025-2026 Advisory Committee Proposed Work Plans

| ARTS ADVISORY COMMITTEE | | | |
|--|--|---|---|
| Item N | Proposed Work Plan Items | Alignment with City Council Goals/City Operations | Staff Recommendation |
| N/A | N/A | N/A | N/A |
| FINANCE COMMITTEE | | | |
| Item N | Proposed Work Plan Items | Alignment with City Council Goals/City Operations | Staff Recommendation |
| 1 | Review FY 2025-2026 Budget Update and Related Financial Reports | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 2 | Review Quarterly Treasurer's Reports | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 3 | Review CalPERS Actuarial Valuation Reports | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 4 | Review Updated Capital Reserve Policy (Finnell Plan) | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 5 | Review Updated Cost Allocation Plan | Tier 2 City Council priority | Recommended - Consistent with Committee Charter and purpose. |
| 6 | Receive Undergrounding Financing Update | Operational | Recommended - Consistent with Committee Charter and purpose. |
| LAGOON COMMITTEE | | | |
| | Proposed Work Plan Items | Alignment with City Council Goals/City Operations | Staff Recommendation |
| 1 | Receive updates, reports and provide comments on Lagoon Health | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 2 | Development/Projects Adjacent to or Impacting the Lagoons | Operational/Tier 1 City Council priority (related to review of SANDAG projects) | Recommended - Consistent with Committee Charter and purpose. |
| 3 | Lagoon Related Outreach | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 4 | Blue Carbon Collaborative | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 5 | Monitor Condition of Trails Surrounding Lagoons | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 6 | San Dieguito River Park Citizen's Advisory Committee Meetings | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 7 | Attend San Dieguito River Valley Conservancy Meetings | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 8 | Fishing in the San Dieguito Lagoon | Operational | Recommended - Consistent with Committee Charter and purpose. |
| MEASURE Q CITIZENS OVERSIGHT COMMITTEE | | | |
| | Proposed Work Plan Items | Alignment with City Council Goals/City Operations | Staff Recommendation |
| 1 | Review Revenue and Expenditures related to the Use of Measure Q Funds | Operational | Recommended - Consistent with Committee Charter and purpose. |
| PARKS & RECREATION COMMITTEE | | | |
| | Proposed Work Plan Items | Alignment with City Council Goals/City Operations | Staff Recommendation |
| 1 | Update Website Map to Include Additional Information on Regional Trails | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 2 | Provide Guidance on Other Website Updates Related to Parks | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 3 | Annual Survey of Paths and Trails | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 4 | Annual Survey of Parks | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 5 | Annual Survey of Adopt-A-Spot Locations | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 6 | Provide Recommendations for Wording and Location for Native American Plaque in a Public Location | Tier 3 City Council priority | Recommended - Council approved City Work Plan item. |
| 7 | Review Adopt-A-Spot Application Requests | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 8 | Respond to Parks & Recreation needs throughout City, including beach, as directed by the City Council and/or staff | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 9 | Review Draft Policy for Plaques in Public Parks, Once Prepared by City Staff | Tier 3 City Council priority | Recommended - Council approved City Work Plan item. |

SUSTAINABILITY ADVISORY COMMITTEE

| | Proposed Work Plan Items | Alignment with City Council Goals/City Operations | Staff Recommendation |
|---|---|--|---|
| 1 | Urban Tree Recommendations | Tier 2 City Council priority | Recommended - Council approved City Work Plan item. |
| 2 | General Outreach on Solid Waste and Sustainability Issues | Operational | Recommended with an Amendment - Staff recommends removing the language regarding scheduling guest speakers. Staff's recommendation is that scheduling is done through the Staff Liaison, as is the practice with other committees. Item consistent with Committee Charter and purpose. |
| 3 | Energy Efficiency | Tier 3 City Council priority | Recommended with an Amendment - Staff recommends removing the language regarding adopting a high-performance reach code based on current City Attorney guidance and limited staff capacity outside of Climate Action Plan Update. Council approved City Work Plan item. |
| 4 | Climate Action Plan Update | Tier 2 City Council priority | Recommended - Council approved City Work Plan item. |

TRAFFIC & PARKING ADVISORY COMMITTEE

| | Proposed Work Plan Items | Alignment with City Council Goals/City Operations | Staff Recommendation |
|---|--|--|--|
| 1 | Speed Survey & Traffic Studies | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 2 | Review and Advise City Council on Coastal Development Permit Citywide Paid Parking Facilities and New Low Income Beach Parking Pass Program Monitoring | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 3 | Provide Input and Recommendations on City Workplan or Operational items as identified by Council or City Staff | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 4 | Evaluate Concerns or Citizen Requests Related to City Major Arterials as Brought Forward for Consideration by City staff | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 5 | Quarterly Comprehensive Citywide Accidents / Enforcements / Violations data Reporting | Operational | Recommended with an Amendment - Staff recommends annual comprehensive updates (instead of quarterly) on traffic enforcement data in order to have a longer timeframe for data collection. Consistent with Committee Charter and purpose. |
| 6 | Participate in the Development of the Citywide Red Curb Program | Tier 2 City Council priority | Recommended with an Amendment - Staff will develop a Citywide Curbside Management Inventory & Program and will bring to TPAC for review and feedback prior to being presented to the Council. Council approved City Work Plan item; Tier 2. |
| 7 | Comprehensive Traffic / Pedestrian Intersection Analysis of Via de la Valle and Camino del Mar | Not on Council Approved City Work Plan | Not Recommended at this time - Due to the upcoming Double Track SANDAG project and the City's Camino Del Mar Bridge replacement project substantial expected impacts to the intersection in the next few years, a comprehensive analysis on the intersection would be more appropriate after both projects are completed. |

UNDERGROUNDING PROGRAM ADVISORY COMMITTEE

| | Proposed Work Plan Items | Alignment with City Council Goals/City Operations | Staff Recommendation |
|---|---|--|---|
| 1 | Prepare Recommendations Related to Utility Undergrounding District (UUD) 1A (Stratford Court South) | Tier 1 City Council priority | Recommended - Council approved City Work Plan item. |
| 2 | Prepare Recommendations Related to UUD X1A (Crest Canyon) | Tier 1 City Council priority | Recommended - Council approved City Work Plan item. |
| 3 | Prepare Recommendations Related to UUD 1B (Stratford Court North) | Tier 1 City Council priority | Recommended - Council approved City Work Plan item. |
| 4 | Prepare Recommendations Related to UUD 25th Street | Tier 1 City Council priority | Recommended - Council approved City Work Plan item. |
| 5 | Prepare Recommendations Related to Undergrounding Program Financing | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 6 | Development of a Utility Undergrounding Program Financing / Cash Flow Analysis | Operational | Recommended - Consistent with Committee Charter and purpose. |
| 7 | Review of Property Owner Communications Procedures | Operational | Recommended - Consistent with Committee Charter and purpose. |

RESOLUTION NO. 2022-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, AMENDING STANDARD OPERATING PRINCIPLES FOR DEL MAR ADVISORY COMMITTEES AND BOARDS

WHEREAS, the City of Del Mar (“City”) has an exceptional pool of talented residents who are willing to contribute their time and efforts on committees established to benefit the Del Mar community; and

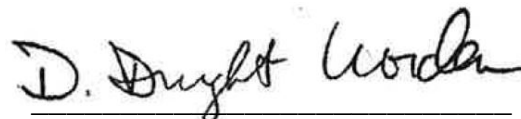
WHEREAS, on February 3, 2014, the City Council adopted Resolution No. 2014-08 establishing Standard Operating Principles for all Del Mar Advisory Committees and Boards; and

WHEREAS, on November 19, 2018, the City Council adopted Resolution No. 2018-81 amending Standard Operating Principles for all Del Mar Advisory Committees and Boards; and

WHEREAS, the City Council now desires to update and amend the Standard Operating Principles.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Del Mar, California, that the Standard Operating Principles for Advisory Boards and Committees are hereby amended as shown in Exhibit A of this resolution.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, at a Regular Meeting held this 10th day of January 2022.



Dwight Worden, Mayor
City of Del Mar

APPROVED AS TO FORM:



Leslie E. Devaney, City Attorney
City of Del Mar

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO
CITY OF DEL MAR

I, SARAH KRIETOR, Acting City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY, that the foregoing is a true and correct copy of Resolution No. 2022-08, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 10th day of January 2022, by the following vote:

AYES: Mayor Worden, Deputy Mayor Martinez, Council Members Druker, Gaasterland, and Quirk
NOES: None
ABSENT: None
ABSTAIN: None



Sarah Krietor, Acting City Clerk
City of Del Mar



CITY OF DEL MAR

STANDARD OPERATING PRINCIPLES FOR ADVISORY COMMITTEES

Del Mar relies on a robust and important system of advisory committees and ad hoc task forces staffed by appointed volunteers to help the City achieve its goals, engage the community in City affairs, and take advantage of the deep bench of talent in the Del Mar community.

The following standard operating principles are provided for all City of Del Mar advisory committees to help guide committees in best practices for common areas, in accordance with [Del Mar Municipal Code Chapter 2.30](#).

I. MEMBERSHIP

- a. The membership composition of Del Mar advisory committees shall be adopted for each committee by resolution of the City Council.
- b. All Del Mar advisory committee members will be residents of the City of Del Mar, unless otherwise specified.
- c. All Del Mar advisory committees will consist of voting members selected by a majority (three or more) of the total authorized City Council membership.
- d. One or two City Council members, as appointed by a majority of the City Council, will act as Council liaison(s) to each Del Mar advisory committee.
- e. One City staff member, as designated by the City Manager, will act as a staff liaison to each Del Mar advisory committee. Additional City staff support for committees shall be allocated based upon: (1) any direction given in the committee charter; (2) consistent with the adopted City budget and pursuant to the City Manager's management of staff resources; and (3) the annual work plan approved by the City Council.

II. AGENDAS

- a. The designated City staff liaison to the committee will prepare the agenda in the City's standard format, with the assistance of the committee Chair and Council liaison(s). Once the meeting agenda is finalized, the agenda will be posted by City staff in accordance with California's Open Meetings Law (the Ralph M. Brown Act, Gov. Code § 54950 et seq.).
- b. The agenda shall include the following:
 - i. The name of the committee;
 - ii. A summary of the Code of Civil Discourse
 - iii. The date, time and place of the meeting;
 - iv. A general description of each agenda item that will be discussed, including a time set aside for oral communications as described in Section IV(g).
 - v. Any other information that may be required by law.

- c. Items can be placed on a committee agenda in one or more of the following ways:
 - i. City staff;
 - ii. Council liaison(s);
 - iii. By committee direction, or the committee can agree to let the committee Chair place an item on the agenda;
 - iv. If a member of the public or a committee member other than the Chair requests an agenda item, it should go the Chair, City staff, or Council liaison(s) for approval to place it on the agenda.

III. PUBLIC COMMUNICATION ON AGENDA ITEMS

Del Mar advisory committees do not follow the red dot process. Instead, public communications should be sent to the staff liaison for distribution via email to the committee prior to the meeting. The communications will not be posted on the City's website but will be distributed to the committee members, Council liaisons, and staff liaisons, and the communication will be made available to the public and filed with the official record for the meeting.

IV. CONDUCT OF MEETINGS

- a. **Regular Meetings.** Advisory committees should establish regular meeting times and place in accordance with the Brown Act. The frequency of a committee's meetings will be set by the Council, preferably in the committee charter. The Council may modify the time, place, and frequency of a committee's meetings from time to time as appropriate. To assist with agenda planning, the standard meetings length will be two hours, which may be extended by a majority vote of the committee.
- b. **Changing Regular Meetings.** Committee members can propose a new regular meeting time or date by having the item placed on a committee agenda, with the majority of the members voting in favor of changing the regular meeting time. Council, staff liaisons, and meeting room availability should be considered when changing the regular meeting time or date. Meeting time or date changes must be approved by the Council liaisons and City staff.
- c. **Selection of Officers.** All established Del Mar advisory committees will have an agenda item to select a Chair, Vice Chair, and Secretary from among its members at the last meeting of the calendar year, with the new Chair serving at the first meeting of the new year. It is encouraged that these positions rotate annually among the committee members.
- d. **Quorum.** A quorum (1/2 or more of the committee membership) of voting membership must be present to transact business. If less than a quorum is present, those present may still discuss matters, but may not take action on any item.
- e. **Duties of Secretary.** All Del Mar advisory committees will select a Secretary from among its members. The Secretary will prepare action minutes of the committee meetings for the committee's approval and shall file a copy of the approved minutes with the Administrative Services Department within ten (10) business days of the meeting when the minutes were approved.

- f. **Brown Act (Open Meetings).** All Del Mar advisory committees will conduct their affairs in full compliance with California's Open Meetings Law (Ralph M. Brown Act, Gov. Code § 54950 et seq.). A copy of the Open Meetings Law will be provided to all new committee members. Members of the public can communicate with the committee prior to the meeting through the process described in Section III – Public Communication on Agenda Items.
- g. **Discussion Limited to Agenda Items.** Only matters listed on the posted agenda for a regular or special committee meeting may be discussed at that meeting. An opportunity for the public to speak on items not on the agenda will be provided at all Del Mar advisory committee meetings through a time set aside for oral communications and also during each agenda item before action is taken. Advisory committees are not required to use speaker slips; however, they may use speaker slips if there are large number of speakers for a given item. The committee Chair should remind public speakers to state their name for the record.
- h. **Meetings not Recorded.** Advisory committee meetings are not typically recorded or televised. Council liaison(s) can recommend that the full City Council approve in advance an advisory committee meeting be televised. Committees can work with City staff to audio record a meeting through the Town Hall dais recording system or as otherwise may be possible.
- i. **Public Participation Encouraged.** All Del Mar advisory committees will encourage the public to offer ideas and suggestions that contribute to the mission/scope of the committee. Working closely with their Council liaison(s), committees will determine if any suggestions or ideas should be brought forward to the City Council.
- j. **Attendance.** All Del Mar advisory committee members will make every attempt to attend all regular and special meetings of the committee, according to the Del Mar Municipal Code Section 2.30.020.
- k. **Continuance of Meetings.** There are special procedures for continuing meetings. Committees should work with the Council liaison(s) and City staff to properly notice and continue meetings.
- l. **Remote Attendance.** There are special procedures for patching in absent members by phone or online platform. Participation by phone or online platform should be approved by a Council liaison and should only be used for special circumstances. Participation by phone or online platform is not the City's standard practice. Participation by phone should be coordinated with City staff in advance of the agenda going out, as there are special noticing requirements for remote attendance.
- m. **Brown Act Assistance.** If uncertain what Brown Act requirements might apply to particular situations, please ask the City staff liaison or the Council liaison(s) for help, in advance.
- n. **Recusals.** Committee members designated in the City's Conflict of Interest Code must follow the applicable State laws related to recusals and must recuse themselves from items in which they have a personal, financial interest. These committee members should consult City staff for guidance when needed.

Committee members not designated in the City's Conflict of Interest Code should avoid participating in items in which they have a real or perceived bias. For example, a member of the Traffic and Parking Advisory Committee should recuse themselves on a vote for an item in very close proximity to their home.

- o. **Meeting Locations.** All committee or sub-committee meetings that have staff attending should be held at the Civic Center either at City Hall or in the Town Hall. Regular meetings of the full committee will be at the Civic Center or as directed by Council. Subcommittee meetings where staff are not attending can be held at a location other than the Civic Center or City Hall, provided that, if the sub-committee is subject to the Brown Act, the location is in compliance with Brown Act requirements.

- V. **SUBCOMMITTEES.** Committees may establish through consensus informal subcommittees of limited scope and duration that are made up of less than a quorum of the committee members. Subcommittees may be used to keep committee work plan items moving between formal committee meetings. Informal subcommittees may meet with residents, volunteers, and City staff, but may not discuss committee related information with other committee members outside of a public meeting. Informal subcommittees are generally not subject to the Brown Act (open meeting law); however, certain committee actions related to subcommittees may trigger Brown Act requirements. Committees should seek guidance from City staff and Council liaisons when establishing informal subcommittees.

VI. HELPFUL TIPS FOR RUNNING A GOOD MEETING

The job of the committee Chair is to keep things on track and ensure the following:

- a. Make everyone feel welcome.
- b. Meetings should start promptly at the assigned start time.
- c. Make sure everyone is treated with respect: committee members, public, and staff.
- d. When taking public testimony:
 - 1) Announce in advance any time limits and procedures to be followed.
 - 2) It may be helpful to let members of the public know that their comments will be heard but often there is no dialog between the committee and the public during the public comment portion of the meeting and that, generally, discussion of comments raised on items not on the agenda are not allowed.
 - 3) When appropriate, remind speakers that they may simply say, "I agree with the prior speaker."
 - 4) The Chair and all committee members should give each speaker their undivided attention.
- e. Make sure everyone on the committee or in the audience is heard once before anyone is heard twice. The Chair typically speaks last.
- f. The Chair's role is to consolidate the committee's discussion and find consensus among the members.
- g. Ensure that questions from members of the public are addressed only to the Chair and not to other committee members, Council or staff liaisons, or other members of the public.

- h. The Chair should take the lead on enforcing the Code of Civil Discourse and Supplemental Policy Related to the Code of Civil Discourse regarding committee member and public conduct at the meeting.
- i. Absent unusual circumstances, the following process for running a meeting is recommended:
 - i. Staff or sub-committee report to present the item;
 - ii. Take questions from committee members — this is the time for questions, not stating opinions;
 - iii. Take public testimony; and
 - iv. Committee discussion and action - this is the time for committee members to express opinions. Generally, the Chair will speak last.

VII. WORK TASKS AND TAKING ACTIONS

Taking action on an item is one of the most important things an advisory committee does. When doing so, the following guidelines should be followed:

- a. Make sure the proposed action item has been properly noticed and placed on the agenda.
- b. Make sure it falls within the scope of the committee's mission and any applicable City goals and priorities.
- c. Recognize that, normally, all committee actions seeking City action or commitments will be in the form of a recommendation to Council.
- d. Review the proposed action with City staff and Council liaison(s) in advance, especially if it requires a commitment of City staff time or resources.
- e. Remember that the committee is advisory to the City Council and should not undertake to act independently.
- f. If there is a new item the committee would like to work on, send a request to the Council through the Council liaisons(s) for approval before starting work.
- g. If the committee wants to comment to an outside agency or person, for example on an environmental document, send the committee's draft comments via the Council liaison(s) to the City Council for approval, recognizing only the City Council can speak for the City.
- h. Advisory committee requests to staff or outside agencies should be submitted directly to the Council liaison(s).
- i. If an advisory committee receives a request from an outside organization, the request should be forwarded to the City staff and Council liaison(s). The advisory committee should not respond directly to the requestor without authorization from the Council liaison(s).

VIII. REPORTING/RECORDS

A. Records

Committees shall record actions taken at their meetings by producing meeting minutes, which should include the following:

- a. The name of the committee.
- b. The date, time and place of the meeting.
- c. The time the meeting began.
- d. The names of those committee members in attendance.
- e. The names of those Council liaison(s) and staff in attendance.

- f. Approval of the previous meeting minutes.
- g. A brief summary of the discussion for each agenda item and a description of the actions taken by and recommendations of the committee.
- h. The hour of adjournment.
- i. Names of public speakers and a brief summary of their input.

The Administrative Services Department will maintain the final approved minutes for the City's official record. The minutes, records, reports, and documents of the committee are public record.

B. Reporting

- a. All advisory committees will briefly report on their activities to the City Council annually. This may be done in-person (typically by the Chair) at a City Council meeting, or in writing and included in the City Council agenda packet as a report related to the standing Committee Update section of the City Council agenda.
- b. All advisory committees will use their Council approved charter and City Council Goals and Priorities as a guide in developing an annual work plan and schedule for Council consideration. At the conclusion of work, a summary report will be submitted to the City Council by the Chair to document the findings or rationale of the concluded work. If the committee has both a majority and minority opinion, both reports may be submitted to the City Council for consideration. The summary report may be presented to the Council liaison(s), or to the full Council, and will be filed with the Administrative Services Department for the City's official record.
- c. Only Del Mar advisory committee members designated in the Del Mar Conflict of Interest Code will file Conflict of Interest Statements with the Administrative Services Department in accordance with the regulations of the California Fair Political Practices Commission and the Del Mar Conflict of Interest Code.

IX. WORKING WITH COUNCIL LIAISONS

Council liaison(s) are there to assist committees by:

- a. Providing a communication channel between the committee and the Council.
- b. Advocating to Council in support of committee recommendations.
- c. Helping committees to interface with City liaisons.
- d. Assisting and advising on proper meeting procedures, answering questions, and in other respects as the committee carries on its work.

More information about the role of City Council liaisons can be found in City Council Policy 202 – Responsibilities and Expectations of Council Liaisons to City Advisory Committees and of Council Representatives to Outside Agencies

RESOLUTIONS: 2014-08; 2018-81; 2022-08

RESOLUTION NO. 2022-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, ADOPTING A CITY COUNCIL POLICY 204 ADVISORY COMMITTEE WORK PLANS

WHEREAS, the City of Del Mar has established various advisory committees to advise the City Council of topics of importance to the City; and

WHEREAS, the Standard Operating Principles for Advisory Committees requires committees prepare an annual work plan for City Council approval; and

WHEREAS, the City Council wishes to clarify in a City Council Policy the City's procedures for advisory committee work plans, allow advisory committees to work on committee generated items, and set expectations for the use of City staff and financial resources related to advisory committee work plans; and

WHEREAS, the City Council has reviewed City Council Policy 204 Advisory Committee Work Plans and wishes to adopt the policy.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Del Mar, California, hereby ratifies and approves City Council Policy 204 as set forth in Exhibit A to this resolution; and

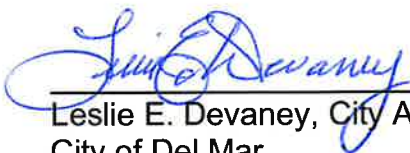
BE IT FURTHER RESOLVED that City Council Policy 204 be incorporated into the City Council Policy Book.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, at a Regular Meeting held the 4th day of April, 2022.



Dwight Worden, Mayor
City of Del Mar

APPROVED AS TO FORM:



Leslie E. Devaney, City Attorney
City of Del Mar

ATTEST AND CERTIFICATION:
STATE OF CALIFORNIA
COUNTY OF SAN DIEGO
CITY OF DEL MAR

I, SARAH KRIETOR, Acting City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY, that the foregoing is a true and correct copy of Resolution No. 2022-23, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 4th day of April, 2022, by the following vote:

AYES: Mayor Worden, Deputy Mayor Martinez, Council Members Druker, Gaasterland, and Quirk

NOES: None

ABSENT: None

ABSTAIN: None



Sarah Krietor, Acting City Clerk
City of Del Mar



**CITY OF DEL MAR
CITY COUNCIL POLICY BOOK**

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|------------|--|-----------------------|------------|
| 204 | ADVISORY COMMITTEE WORK PLANS | DATE ADOPTED: | 04/04/2022 |
| | | BY RESOLUTION: | 2022-23 |
| | | PAGES: | 1 OF 3 |

PURPOSE:

The City of Del Mar (City) has various committees established to advise the City Council on topics of importance to the City. The City benefits greatly from the many committee members who volunteer their time serving their community. The purpose of this Policy is to provide committee members and Council and staff liaisons with additional procedures related to committee work plans to effectively engage advisory committees and manage City financial and staff resources.

Advisory committee efforts are directed by each committee's Council approved charter and annual work plan. Committee activities fall within the scope of their respective charter and may include educational outreach and events; drafting documents for City Council consideration; preparing recommendations or comments for City Council consideration; and assisting with approved City operational (routine in nature and/or relate to the City's daily operations), special projects, and Capital Improvement Program (CIP) work plan items (collectively referred to as the City Workplan) as may be appropriate. The amount of staff time and/or City financial resources required for committee work plan items ranges from significant to minimal.

The City Council established this Policy to set clear expectations for committee members, ensure committee work plan efforts are managed consistently from committee to committee, and to guide committee efforts to encourage alignment with established City Council Goals & Priorities (Council Goals) and the approved City Workplan.

POLICY:

The following procedures should be followed when preparing proposed advisory committee annual work plans and for ongoing management of committee work plan items and related City resources.

A. Advisory Committee Annual Work Plans

1. In accordance with the Standard Operating Principles for Advisory Committees, each committee will develop a proposed work plan for City Council approval annually.
2. Each year, committee chairs shall meet with the committee's Council and staff liaisons to draft a proposed committee work plan for committee consideration at the first meeting of the calendar year. The proposed work plan shall include a description of each work plan item, estimate of staff hours and City resources required, priority level, nexus to Council Goals and/or the City Workplan, and any additional pertinent information the committee would like to include. The City Clerk's Office will provide committees with standardized format for drafting annual work plans.
 - a. City Council will review and approve and/or modify committee work plans annually.



**CITY OF DEL MAR
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- b. Committee work plan items will be allocated City resources as described in Section B of this Policy.
3. Committees can amend their work plan throughout the year with approval of the committee and Council liaisons in order to adapt and be responsive to changing circumstances so long as the new work plan item does not require additional City resources. New work plan items requiring additional City resources must receive City Council approval as described in Section B(4)b of this policy.
4. In accordance with the Standard Operating Principles for Advisory Committees, at the conclusion of any work plan items, a summary report will be submitted to the City Council by the Chair to document the completion of the work and findings. If the committee has both a majority and minority opinion, both reports may be submitted to the City Council for consideration. The summary report may be presented to the Council liaison(s), or to the full Council, and will be filed with the Administrative Services Department for the City's official record.

B. Allocation of Resources for Committee Work Plan Items

1. Committee efforts should be focused on work plan items related to established Council Goals and approved City Workplan or on work plan items as designated by Council liaisons and City staff. Resources for committee workplan items related to Council Goals and/or the City Workplan are allocated as part of the budget process.
2. Wherever possible, committees should prioritize items that relate to Council Goals and/or the City Workplan where the work will result in a tangible lasting change or public benefit.
3. Minor committee efforts or work plan items that fall outside of Council Goals and/or the City Workplan and require little or no staff time and/or City resources, such as organizing speakers or developing informational materials, may be approved by the committee's Council liaisons. The Council and staff liaisons for each committee will provide guidance on the types of items requiring minimal or no staff time.
4. Committee members may volunteer their time to complete items that are not specifically related to current Council Goals or on the City Workplan but fall within the scope of the committee's charter, so long as the item does not require staff time and/or City resources and is approved by the committee's Council liaisons.
 - a. If the item reaches a point where staff time and/or City resources are required to proceed, the committee's Council liaison may choose to recommend the City Council consider options related to the committee generated item.



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- b. City Council approval is required to allocate resources to any committee generated items, including any new work plan items, that fall outside of the approved City Workplan. This will ensure the item can be considered in the context of the City's overall work plan, staff capacity, and financial position.
- c. City Council may take action related to committee generated work plan items including determining the item be added to the City Workplan, deferring the item for consideration as part of a future City Workplan, modifying the work plan item, providing additional direction to the committee, or not pursuing the item further.
- d. Committees will be notified of the City Council meeting when the proposed committee work plan item will be considered and the outcome of the City Council decision.