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# Del Mar Design Review Board 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.***

**Glenn Warren**  
Chair

**Arlene Prater**  
Vice Chair

**John Goodkind**  
Board Member

**Linda Judd**  
Board Member

**Tina Thomas**  
Board Member

**Henrik Jensen**  
Board Member

**Vacant**  
Board Member

**Karen Brindley**  
Planning and Community  
Development Director

**Matt Bator**  
Principal Planner

## **Regular Meeting** **Wednesday, July 23, 2025, at 6:00 PM**

It is the intention of your Design Review Board to be receptive to your concerns about your community. Your participation in local government will assure a responsible and efficient City of Del Mar.

**Public Participation/Comment:** Members of the public can participate in Design Review Board meetings in-person or via written comment (Red Dot). Anyone may address the Design Review Board for up to three minutes, at the Chair's discretion, on items on the agenda. Members of the public wishing to speak on items not on the agenda may do so under Oral Communications. Agenda items may be addressed in any order at the discretion of the Chair. When addressing the Design Review Board, please state your name for the record. Any electronic presentations must be received before 12 p.m. on the date of the Design Review Board 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 City staff prior to the Chair 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 [planning@delmar.ca.us](mailto:planning@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 6:00 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.

As a courtesy to all meeting attendees, **please set cellular phones to silent mode** and engage in conversations outside the Town Hall.

**Regular Meetings** of the Design Review Board are generally held on the fourth Wednesday of the month, beginning at 6:00 p.m. For further information regarding the scheduling of meetings or meeting agendas, check the City's website at [www.delmar.ca.us](http://www.delmar.ca.us), or call the Planning Department's office at 858-755-9313. A full Design Review Board agenda packet with all backup information is available at City Hall, the Del Mar Library, and on the City's website the Wednesday before each Design Review Board meeting.

**Meeting will end no later than 11:00 p.m.**, unless extended by a majority vote of the Board Members. If all the items on the agenda are not heard, the remaining items will be heard the following Wednesday (if facilities are available) at 1050 Camino Del Mar.

**Consent Calendar:** The Consent Calendar is considered by the Design Review Board near the beginning of the agenda. Items placed on the Consent Calendar will be approved in accordance with the staff recommendations for the item unless removed from the Consent Calendar by the Board Members, staff, or a member of the public. If you wish to keep an item from being placed on the Consent Calendar, please submit an email to [planning@delmar.ca.us](mailto:planning@delmar.ca.us) or to the staff member prior to the meeting by 3:30 p.m. the day of the meeting.

**Final action.** The decision of the Design Review Board is final unless a written appeal is filed with the City Clerk, accompanied with a processing fee, within ten (10) working days from the date of notice of the action taken on the application. An approved permit shall not be valid until the 10-day appeal period has expired. The appeal is then forwarded to the City Council, which determines at the Initial Consideration whether to reject the appeal, thereby upholding the Design Review Board's decision, or to set the matter for a subsequent date for a new (de novo) public hearing review. If a de novo public hearing is set by the City Council, an additional fee will be required.

**Meeting Decorum:** All persons attending the Design Review Board meeting shall conduct themselves in a courteous and respectful manner. Comments shall be directed to the members of the Design Review Board rather than to others in attendance at the meeting. The Chairperson (or Vice Chair or Chair pro-tem in their absence), is designated as the parliamentarian for the meeting. As deemed appropriate, they may interrupt a speaker with instruction to redirect their remarks to relevant points on the agenda item before the Board Members. They may also terminate a speaker's oral presentation if comments continue to be non-relevant or become disrespectful.

**Note:** The entirety of the City of Del Mar is located within the Coastal Zone. Some of the development projects listed on this agenda, as noted, require the receipt of a Coastal Development Permit. Some of these projects may also lie in what is known as the “Coastal Development Appeals Area”. For the projects located in the appeals area, the City’s action on the requested Coastal Development Permit may be appealed to the California Coastal Commission. An appeal may be filed with the Coastal Commission within the ten calendar days following the Coastal Commission’s receipt of a notice from the City of its final action on the Coastal Development Permit application. However, before an appeal may be filed with the Coastal Commission, the City’s action on the CDP application must be final, meaning that all of the City’s [separate and internal] appeals processes must first be exhausted.

**ROLL CALL**

**APPROVAL OF MINUTES**

1. Design Review Board Hearing Minutes of June 25, 2025.

**UPDATE**

**HEARING FROM THE AUDIENCE ON ITEMS NOT LISTED ON THE AGENDA (Oral Communications)**

**DESIGN REVIEW BOARD/STAFF DISCUSSION (Non-Application Items)**

**DISCUSSION AND BRIEFING (Application Items)**

1. Setback Seawall Permit (SSP25-002): Design Review Board recommendation on the design/visual aesthetics of a new seawall proposed adjacent to a single-family residence located at 2936 Camino Del Mar.

**CONSENT CALENDAR:**

The Design Review Board at the beginning of the meeting can place any item on the agenda upon the Consent Calendar. Consent Calendar items are not subject to public testimony. If you have a concern and wish to present information to the DRB, you must be present at the beginning of the meeting to ensure the item will not be placed on consent or write a letter to the DRB prior to the meeting expressing why the application should be taken off the Consent Calendar.

**NEW APPLICATION:**

**ITEM 1**  
**DRB24-012**

**APN:** 299-020-44-00

**Location:** 2998 Sandy Lane

**Owner/Applicant:** Andrew Donnor, Donnor 2002 Trust 05-01-02

**Owner's Representative:** Rich Bokal, Bokal and Sneed Architects

**Zone:** R1-10B

**Overlay Zone:** Floodplain and Lagoon

**Environmental Status:** Exempt

**Staff Contact:** Jean Crutchfield, Associate Planner

**Project Description:** A request for Design Review Permit to remodel the exterior of an existing two-story residence to include: demolition of three (3) detached bedrooms/bathrooms located on the eastern side of the residence consisting of 655 square feet of floor area; construction of two (2) attached bedrooms/bathrooms and an attached two-car garage totaling 1,113 square feet of floor area on the first level of the eastern side of the residence; installation of two (2) new AC condensing units with screening located on the roof of the new bedroom addition; and new exterior light fixtures associated with the proposed addition.

**ADJOURNMENT**

I, Brisa Smith, Assistant Planner for the City of Del Mar, certify that a copy of the foregoing was posted at the Del Mar City Hall on Wednesday, July 16, 2025.



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Brisa Smith  
Assistant Planner



**CITY OF DEL MAR  
DESIGN REVIEW BOARD REGULAR MEETING  
ACTION MINUTES  
June 25, 2025  
Del Mar Town Hall  
1050 Camino Del Mar, Del Mar, California**

The minutes set forth the actions taken by the Design Review Board on the matters stated. Audio/video recordings of the Design Review Board 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 Design Review Board, including Red Dots (materials provided to the Design Review Board after the agenda has published), are available on the City's website at [www.delmar.ca.us/AgendaCenter](http://www.delmar.ca.us/AgendaCenter) or by contacting the Planning Department at (858) 755-9313.

**CALL TO ORDER**

Vice Chair Arlene Prater called the Regular Meeting to order at 6:00 p.m.

**ROLL CALL**

Present: Vice Chair Arlene Prater, Board Members Greg Rothnem, Linda Judd, Tina Thomas and John Goodkind.

Absent: Chair Glenn Warren and Board Member Henrik Jensen.

Staff Members Present: Principal Planner Matt Bator, Assistant Planner Brisa Smith, and Assistant City Attorney Wendy House (Remote).

**APPROVAL OF MINUTES**

Design Review Board Hearing Minutes of April 23, 2025.

**IT WAS MOVED BY BOARD MEMBER ROTHNEM, SECONDED BY VICE CHAIR PRATER TO APPROVE DRB HEARING MINUTES OF APRIL 23, 2025. (4-0-2-1)**

Design Review Board Hearing Minutes of May 28, 2025.

**IT WAS MOVED BY BOARD MEMBER ROTHNEM, SECONDED BY VICE CHAIR PRATER TO APPROVE DRB HEARING MINUTES OF MAY 28, 2025. (4-0-2-1)**

## **UPDATES**

Principal Planner Matt Bator provided the following updates:

1. At the upcoming regular City Council meeting on July 7, the Council will hold a de novo hearing on the appeal of the Board's decision for DRB24-006 at 483 Avenida Primavera and will also interview candidates for the open voting position on the Design Review Board.

## **DESIGN REVIEW BOARD/STAFF DISCUSSION (Non-application Items)**

None.

## **HEARING FROM AUDIENCE ON ITEMS NOT LISTED ON THE AGENDA (ORAL COMMUNICATIONS)**

None.

## **DISCUSSION AND BRIEFING (Application Items)**

Principal Planner Matt Bator indicated that Item #1 was not eligible for the consent calendar as it was an Administrative Design Review project that had been elevated to the Board.

## **CONTINUED ADMINISTRATIVE APPLICATION:**

**ITEM 1**            **APN:** 300-142-07-00  
**ADR23-066**        **Location:** 675 Rimini Road  
                         **Owner/Applicant:** Voss-Brown 1997 Revocable Trust  
                         **Owner's Representative:** Bob Scott (Agent), Paul Vaughan (Architect)  
                         **Zone:** R1-10  
                         **Environmental Status:** Exempt  
                         **Staff Contact:** Brisa Smith, Assistant Planner  
                         **Project Description:** A request for an Administrative Design Review Permit to construct a new fence at the north property line.

Assistant Planner Brisa Smith gave a staff presentation.

The Board provided disclosures.

Bob Scott (Applicant's Agent) gave a presentation.

The Board asked questions related to the design, the location, and if it would follow the contours of the land.

Mr. Scott provided further clarifying information to the Board.

Vice Chair Prater opened the item for public hearing.

Additional Public Speakers included:  
James Vangelis (553/555 Rimini Road)

The Applicants' team provided a rebuttal to the public's comments.

Vice Chair Prater closed public hearing.

The Board discussed the various factors presented. After clarifying the scope of their purview, they generally agreed that the proposed fence did not violate any Design Review Ordinances and were therefore prepared to approve the project.

**MOTION BY BOARD MEMBER GOODKIND, SECONDED BY BOARD MEMBER THOMAS, TO APPROVE ADR23-066 SUBJECT TO THE CONDITIONS OF APPROVAL. (5-0-0-2)**

Vice Chair Prater called the role for the vote for this item.

Ayes: Vice Chair Prater, Board Members John Goodkind, Greg Rothnem, Tina Thomas, and Linda Judd.

Noes: None.

Recused: None.

Absent: Chair Glenn Warren and Board Member Henrik Jensen.

**ADJOURNMENT**

Meeting adjourned at 6:59 p.m.



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Brisa Smith  
Assistant Planner



# City of Del Mar Staff Memo

To: Members of the Design Review Board and Interested Parties

From: Jean Crutchfield, Associate Planner

Date: July 23, 2025

Subject: Recommendation to the Planning Commission for a Setback Seawall Permit (SSP25-002) to remove existing rock revetment and construct a new seawall located at 2936 Camino Del Mar

Applicant: Oceans Investments LLC, APN: 299-020-12-00)

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## Background:

In April, 1988, the voters of Del Mar approved Measure D, the Beach Preservation Initiative (BPI) which was incorporated into the Del Mar Municipal Code as the Beach Overlay Zone (Chapters 30.50 and 30.51). The provisions of the BPI are also incorporated into the City's certified Local Coastal Program (LCP) (Hazard Control and Coastal Access). The purpose of the BPI is to regulate uses of the Del Mar beach area (shoreline development) and provide regulations for the construction of new shoreline protection devices on private and public property. The regulations address balancing the need for protecting private properties from erosion while maximizing public access opportunities along the shoreline. Construction of new shoreline protection structures, depending on their location and proximity to the Shoreline Protection Area (SPA) line, may be authorized by the City Council through the issuance of a Shoreline Protection Permit (for shoreline protective devices located seaward/west of the SPA line) in accordance with DMMC 30.50 or by the Planning Commission through the issuance of a Setback Seawall Permit (for shoreline protective devices located landward/east of the SPA line) in accordance with DMMC 30.51. The SPA line typically coincides with the western property line of beachfront properties. However, within the area located between 29<sup>th</sup> Street and the San Dieguito river mouth, the western property line extends to the Mean High Tide Line and the SPA line adjacent to the subject property is located east of the subject property's existing rock revetment and BPI non-compliant seawall (see Exhibit A aerial photo and map).

The City Council on November 14, 1988, based on input from the BPI Advisory Committee, adopted Implementation Guidelines for the Beach Preservation Initiative. Section 6 of the Guidelines states, in part:

“...All protective structures shall be submitted to the Design Review Board as required pursuant to Chapter 23.08 of the Del Mar Municipal Code.”

The Design Review Board is to focus its review only on design-related matters associated with Shoreline Protection Permits. The Board serves as an advisory body to the City Council/Planning

Commission to ensure the use of good design which encompasses the use of harmonious materials and colors.

Project Description:

The property owner is proposing to remove existing non-compliant BPI shoreline protection devices located on their property that consist of existing rock revetment and seawall, and replacing them with a proposed BPI compliant seawall. The applicant has provided plans for the Board's review.

The new seawall would be located along the full width of the property (total length of 80-feet) and would align with the SPA line. Therefore, in accordance with DMMC Section 30.50.170 and 30.51.030 the seawall would require a Setback Seawall Permit and, as previously discussed, would be subject to review and approval by the Planning Commission, whose action can be appealed to the City Council.

The justifications for the location, height and design of the seawalls are also fully analyzed in Geotechnical Reports prepared for each of the seawalls, which discuss the geotechnical, coastal engineering and design parameters for the projects. The Geotechnical Reports have been reviewed by the City's consulting geotechnical engineers and determined to be technically acceptable.

The proposed seawall is designed as a vertical sheet-pile wall with reinforced concrete caps. The new seawalls would not require any rip rap (rock revetment) element. The removed rock revetment would return approximately 1,000 square feet of sandy beach which would then be available for the public's use and enjoyment. This type of seawall design complies with the requirements of the LCP, and DMMC Chapters 30.50 and 30.51 and would be similar to the majority of the more recently constructed seawalls along the Del Mar shoreline. The steel sheet-pile would extend down to an elevation, along its vertical face, of -24.2 feet NGVD (National Geodetic Vertical Datum). The concrete cap is a structural feature of the wall and supports the sheet-pile. The cap would extend down to an elevation of +3.8 feet NGVD. The top of the concrete cap would be +14.8 feet NGVD. For reference, the 29<sup>th</sup> Street elevation is at approximately +12 feet NGVD. Typically, during normal summer beach profiles, the only portion of the wall visible would be the concrete cap. The new seawall would include an engineered cut-out with concrete steps at the northern end to allow the owner beach access from their patio deck. A movable barrier (stop log) would allow the access to be closed off during storm events and protect the property.

Recommendation:

Based on review of the review of the documents and plans submitted, staff has determined that the subject seawall's proposed design, materials and colors appear to be harmonious with the adjacent (BPI compliant) seawalls and the beach environment. Therefore, staff recommends that the DRB forward the subject application to the Planning Commission with a favorable recommendation.

DESIGN REVIEW BOARD  
STAFF MEMO (SSP25-002 2936 Camino Del Mar)  
July 23, 2025  
Page 3 of 3

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jean Crutchfield".

Jean Crutchfield  
Associate Planner

Exhibit A – Aerial photo

**EXHIBIT A**





# City of Del Mar Staff Report

DESIGN REVIEW BOARD  
STAFF REPORT  
July 23, 2025

APPLICATION: DRB24-012

REQUEST: A request for approval of a Design Review Permit to remodel the exterior of an existing two-story residence to include: demolition of three (3) detached bedrooms/bathrooms located on the eastern side of the residence consisting of 655 square feet of floor area; construction of two (2) attached bedrooms/bathrooms and an attached two-car garage totaling 1,113 square feet of floor area on the first level of the eastern side of the residence; installation of two (2) new air conditioner condensing units with screening located on the roof of the new bedroom addition; and new exterior light fixtures associated with the proposed addition.

APPLICANT/OWNER: Andrew Donner, Donnor Trust 2002 UAD 05-02-2002

AGENT: Rich Bokal, Bokal and Sneed Architects

SITE LOCATION: 2998 Sandy Lane

ASSESSOR PARCEL NUMBER: 299-020-44-00

COMMUNITY PLAN DESIGNATION: Low Density Residential-Beach

ZONE: R1-10B

OVERLAY ZONE: Floodplain Overlay Zone, Lagoon Overlay Zone

ENVIRONMENTAL STATUS:

Pursuant to requirements of the California Environmental Quality Act (CEQA), the Project has been determined to be Categorically Exempt per Section 15301 Class 1 (e) (1) (Existing Facilities) and Section 15303 Class 3(a) and (e)- New Construction or Conversion of Small Structures, in that the Project proposes the construction of an addition to the existing residence which is less than 2,500 square feet, and further; it has been determined that none of the six exceptions to the use of a Categorical Exemption are applicable (Guidelines Section 15300.2).

HOUSING IMPACT:

This project would propose improvements to an existing single-unit dwelling in the "Low Density Residential - Beach (R1-10B) Zone. Therefore, approval of the requested discretionary

development application would have no impact on the City of Del Mar's housing supply or housing affordability.

COMMUNITY PLAN AND ZONING DESIGNATIONS:

The Community Plan designates R1-10B Zone for Low Density Residential – Beach and is designed to provide for an area of one-family residential development at a density level of 1-4 units/net acre. The standards of the zone are intended to preserve an open and uncrowded character and protect the unique residential environment of Del Mar. The standards are intended to promote and protect those special amenities associated with a district of single-family homes.

The site is located within the Floodplain Overlay Zone and is composed of those properties located within the 100-year floodplains of the San Dieguito River and the Los Penasquitos Lagoon which have been identified by the Federal Insurance Administration as being subject to periodic inundation due to flooding. The purpose of the regulations of this Chapter is to promote the public health, safety and general welfare by ensuring that new development, is appropriately sited and constructed so as to avoid hazards to those who will occupy the development; and to avoid damage or hazards to the surrounding area.

The site is also located within the Lagoon Overlay Zone and is composed of properties which are located directly in, or in proximity to the Los Penasquitos and San Dieguito Lagoons. The purpose of the Lagoon Overlay Zone is “to protect the wetland resources of these lagoon areas and their sensitive upland habitats by requiring that all development activities taking place in the zone are designed and implemented in a manner that is consistent with wetland habitat protection and enhancement.”

BACKGROUND:

The project site is located at 2998 Sandy Lane, in the R1-10B Zone, Floodplain Overlay Zone, and Lagoon Overlay Zone. The property is one of twelve properties which comprise the Del Mar Sandy Lane Association, a gated community located on the west side of Camino del Mar and south of the San Dieguito River. The property is accessed via Sandy Lane, a private road located just west of Camino del Mar that serves the Association. The property has a common vehicular access easement for the HOA roadway located across the southern and western sides of the property. A private driveway easement is located on the eastern side of the lot that provides vehicular access to the property to the north at 3004 Sandy Lane. The property is 10,945 square feet in area (gross lot) inclusive of all road easements. Surrounding development in the HOA are predominantly two-story residences. An aerial photograph of the subject site and surrounding properties have been included as Exhibit A.

The property is currently developed with a two-story single dwelling unit which was designed with five detached structures all connected through various walkways and decks. Buildings 1 through 4 contain bedroom/bathroom suites and Building 5 contains the garage and storage room on the

ground floor and main living area on the upper floor (See Existing Site Plan, DRB plansheet A1). Garage access for the subject residence is currently located on the west side of the lot. The existing residence conforms to the development standards of the R1-10 Zone and FEMA Floodplain Development.

### Floodplain Overlay Zone

Del Mar Municipal Code (DMMC) Section 30.56.040 (Floodplain Overlay Zone) requires the issuance of a Floodplain Development Permit (FDP) for the construction of new enclosed floor area or the substantial improvement of an existing structure (greater than fifty percent of the existing structure value).

In most cases, the Planning and Community Development Director serves as the issuing authority for FDPs. The permits are reviewed and conditioned to protect the health, safety, and general welfare of the public by regulating the development of real property subject to floodwaters. A Floodplain Development Permit for the proposed development was reviewed by the Planning Director at an Administrative Hearing on March 11, 2025.

To meet the requirements of the Floodplain Overlay Zone, the “lowest floor” of the proposed residence (habitable/non-garage space) must be raised a minimum of one-foot above the Base Flood Elevation (BFE) of 12 feet NAVD88/ 9.9 feet NGVD29, which is approximately the adjoining grade elevation of the lot. As conditionally approved through the FDP, the project would be consistent with the floodplain design standards required by the Federal Emergency Management Agency (FEMA) and the Del Mar Municipal Code (DMMC).

### Lagoon Overlay Zone

Del Mar Municipal Code (DMMC) Section 30.53-070 (Lagoon Overlay Zone) requires the issuance of a Conditional Use Permit (CUP) and Coastal Development Permit (CDP) for any development, to include grading, excavation, and clearance of vegetation. Typically, a 100-foot wetland buffer is required, and may be reduced to no less than 50-feet with the approval of the Department of Fish and Wildlife and the Planning Commission (PC). Discussion on the applicant’s CUP and CDP application request and the PC review process is included towards the end of this report.

## ANALYSIS:

### Project Description

The Applicant is proposing to demolish 655 square-feet of floor area located on the eastern half of the residence (see Demolition Plan, DRB plan sheet A1). Buildings 1 and 4 would be demolished and each contain a bedroom/bathroom. Building 4 is constructed on an open pier foundation and is located on the upper level; access is via a deck and walkway which connects to the roof deck on

Building 2 and also into the upper-level main living area of Building 5. The walkway/deck for Building 4 would be demolished, but the roof deck on Building 2 would be retained. The bedroom of Building 2 would be demolished, but the bathroom would be retained.

Following the demolition, the Applicant proposes 1,116 square feet of new construction on the lower-level that would include two bedroom suites and a 2-car garage. Exterior building materials would match the existing residence. The new bedrooms would be separately accessed from adjacent yards. Vehicular access for the new garage would be via the existing driveway located on the east side of the property. Two new air conditioning condensing units with screening walls are proposed on the roof of the new northern bedroom. New exterior building light fixtures for the project would be downward directed dark sky compliant light fixtures (see Building Elevations, DRB plan sheet A2).

**Plate and Roof Heights:**

The proposed bedroom suites would have 9-foot plate heights and the new garage would have a 10-foot plate height. This is consistent with the Design Guideline recommendation to not exceed plate height of 10-feet. The maximum building height for the new addition would be 14’-4”, measured pursuant to the DMMC.

**Grading and Site Improvements:**

No grading would occur outside the building footprint, and therefore, the project would be exempt from the requirements of a Land Conservation Permit (DMMC 23.33). Minimal grading (25 cubic yards of cut and 9 cubic yards of fill grade) would occur inside the new structures at less than 1-foot to allow the new finished floors to transition to the existing adjoining grade outside the new structure (see Drainage Plan, DRB plansheet C-1). The finished floor of the garage and habitable spaces would be elevated above the BFE and would comply with FEMA floodplain development requirements (see Building Sections, DRB plansheet A2).

Additional hardscape is proposed and would include: the Building Code requirement for an exterior landing to be located outside the exterior bedroom doors; a new section of driveway located between the new garage and existing driveway; and a new walkway leading from the new garage to connect to the existing walkway located south of Buildings 2 and 3.

Summary of the Applicant’s proposal:

Existing first floor living	668 sq. ft.
Existing second floor living	706 sq.ft.
Existing garage	256 sq. ft.
Existing storage	365 sq.ft.
Proposed first floor living	668 sq. ft.
Proposed garage	445 sq.ft.
<b>Total FAR</b>	<b>3,108 sq. ft.</b>

Applicable Development Standards:

The following table illustrates the project's relationship with the development standards of the R1-10B Zone:

STANDARDS	R1-10B ZONE	PROJECT
Min. Lot Size	10,000 sq.ft.	10,945 sq.ft. (gross lot)
Frontyard Setback (east)	10 ft.	43- ft.
Rearyard Setback (west)	10 ft.	19’-2”
Sideyard Setback (north)	5ft.	5 ft.
Sideyard Setback (south)	5ft.	25’-10”
Max. FAR	30%	29%
Max. Lot Coverage	45%	30%
Max. Height	26 ft.	Proposed Addition: 14’-4” Existing: 26 ft (no proposed changes)
Parking	2 garage spaces and 1 open onsite space	3 garage spaces

\*Typically, net lot area is used where a private road or easement provides vehicular access to five or more dwelling units. However, the property at 2998 Sandy Lane was found to provide public benefit under approved “Determination of Public Benefits” application DPB-12-01 and is therefore able to utilize gross lot area for the purposes of determining floor area and lot coverage.

As displayed in the comparison table, the project conforms with the standards of the underlying R1-10B Zone.

CORRESPONDENCE:

The Applicant’s architect submitted correspondence to the Board, see Exhibit B. The City has not received any correspondence from the public regarding this application.

PROJECT’S CONSISTENCY WITH THE DESIGN REVIEW ORDINANCE:

The proposed project has been reviewed to evaluate consistency with DMMC Chapter 23.08 (Design Review) also referred to as the Design Review Ordinance (DRO), which states that an application shall be approved unless the Design Review Board makes findings of fact based upon the information presented during the hearing that support one or more of the regulatory conclusions contained in the Chapter.

The project is a relatively low impact development that does not appear to have any unreasonable impacts on neighboring properties or the community in general. The project included demolition of a larger/taller structure and replacement of a lower one-story structure. The new garage would be

accessed via an existing driveway located on the subject site and would not impact traffic and circulation for neighboring properties. No site grading is proposed that would alter the existing landform and new hardscape is proposed for only the minimal amount necessary to serve the new addition. Based upon the staff's analysis the project appears to be consistent with the City's Design Guidelines and does not appear to be in conflict with any of the regulatory conclusions of the DRO.

PROJECT'S CONSISTENCY WITH THE R1-10B ZONING REGULATIONS:

In addition to the standards of the DRO, the Board should consider the standards of review of the R1-10B Zoning regulations, specifically Section 30.13.060, which states:

**All development in the R1-10B Zone shall be subject to design review by the Design Review Board pursuant to the provisions of this Code. In reviewing said development, the Design Review Board shall, in addition to the criteria specified elsewhere in this Code, consider siting alternatives, building size and bulk constraints, landscaping requirements, and other design improvements as may be reasonably required to preserve and enhance the integrity, public use, enjoyment, and public visibility to and from public open spaces, the beach, and the beach bluffs.**

The proposed project involves the remodeling of a two-story residence to include demolition of a larger/taller structure consisting of 2 bedrooms and bathrooms and construction of a one-story addition to include 2 bedrooms and bathrooms and a 2-car garage on the lot. The project is mostly screened by existing vegetation and block wall located on the easterly property line abutting Camino Del Mar. Based on staff's review, it appears that the project is consistent with the surrounding scale of neighboring developments of existing one and two-story single-family residences.

COASTAL DEVELOPMENT PERMIT/ CONDITIONAL USE PERMIT:

The project is located within the Coastal Commission's Appeals jurisdiction and includes proposed floor area increase by more than 10% of the existing building floor area. Therefore, the project requires a Coastal Development Permit (CDP). The project is also located within the Lagoon Overlay Zone and all development would require a Conditional Use Permit (CUP) and Coastal Development Permit (CDP).

While the subject parcel is located within the L-OZ, the property and residence is not located within any wetlands of the San Dieguito Lagoon. The applicant submitted a Biological Resources Technical Memorandum prepared by SWCA Environmental Consultants, dated April 2025, that depicts the offsite wetland delineation, biological inventory of the nearby wetlands, an analysis of proposed project, and recommendations for mitigation measures incorporated for the project. The applicant's biologists determined the property is located 68-feet from the wetlands (see Exhibit C), and the applicant would be requesting this reduced wetland buffer with the PC. The report concludes that the proposed project, with mitigation incorporated, would avoid adverse impacts to

the wetland resources in the San Dieguito Lagoon. The Department of Fish and Wildlife reviewed the applicant's request for a reduced wetland buffer of 68-feet associated with the project and has approved the request.

The Applicant has submitted the necessary materials and the CDP and CUP application has been grouped together with the proposed home and will be reviewed by the Planning Commission, subsequent to the decision on the DRB application for the proposed remodel. The property is located with the Coastal Commission's appeal jurisdiction, therefore, the City's final action on the CDP is appealable to the Coastal Commission.

### RECOMMENDATION

The Design Review Board should review the project for consistency with the applicable provisions of the Design Review Ordinance and R1-10B Zoning- Design Review Standards. Planning Department Staff have provided analysis pertaining to the project's compliance with the referenced Chapters and no correspondence has been received to date as noted within the body of this report. The project as designed appears to be consistent with the standards of review. Therefore, it is Staff's recommendation that the Design Review Board adopt the attached resolution (Exhibit D), thus approving the project.

Respectfully Submitted,

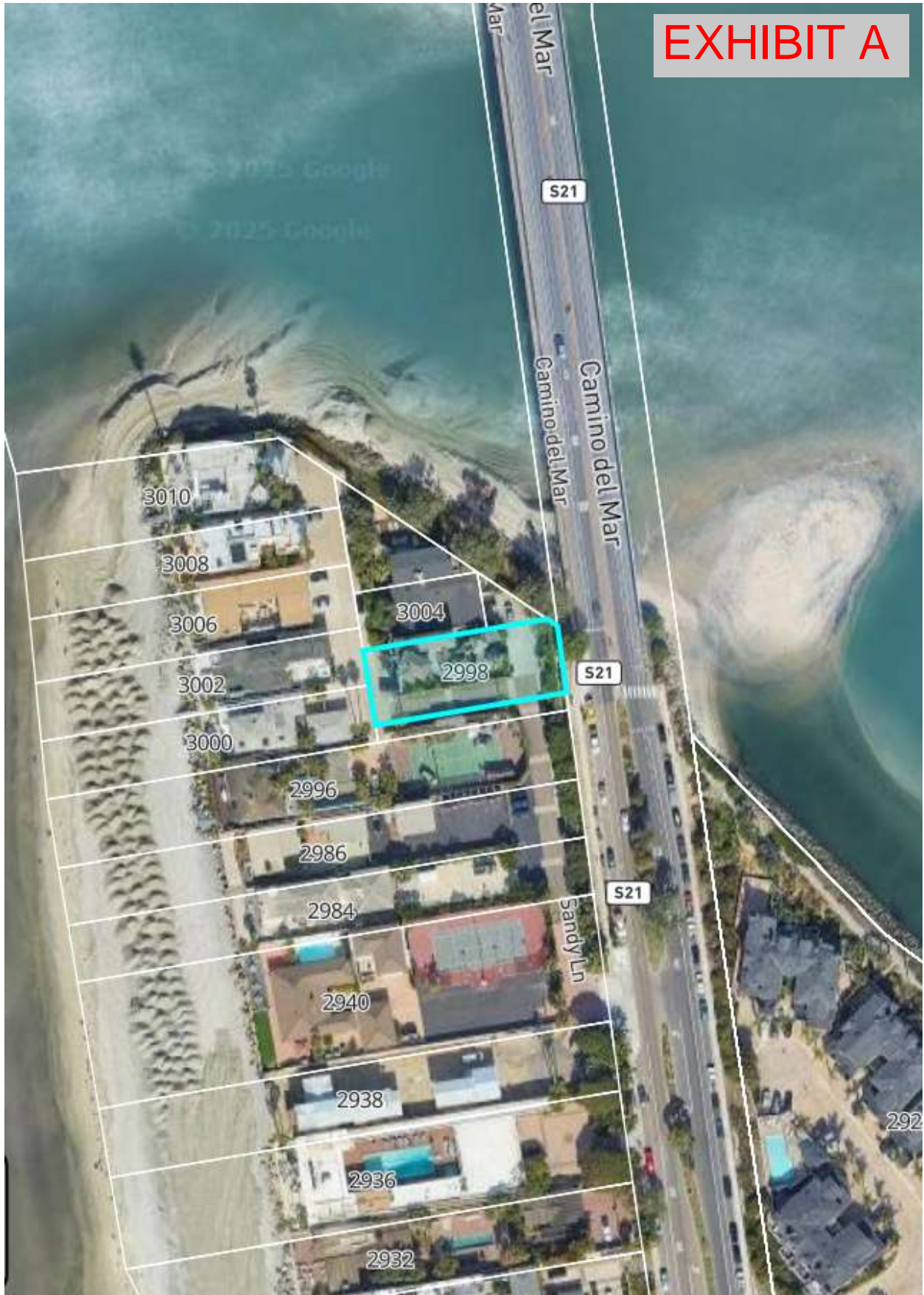


Jean Crutchfield  
Associate Planner

### Attachments:

- Attachment A- Aerial Map
- Attachment B- Applicant's Correspondence
- Attachment C- Wetlands Buffer Aerial Map
- Attachment D- Draft Resolution

EXHIBIT A



July 9, 2025

Del Mar Design Review Board  
C/o Jean Crutchfield, Associate Planner  
City of Del Mar  
1050 Camino del Mar  
Del Mar CA 92014

RE: The Donner Remodel  
2998 Sandy Lane  
Andrew and Belinda Donner/ Applicants / Owners  
DRB24-012

Dear Jean and the Design Review Board,

Andrew and Belinda Donner are the owners of 2998 Sandy Lane and are proposing to remodel and add to their existing home. The existing house has an unconventional floor plan in that none of the bedrooms have an enclosed connection to the living room or the kitchen dining area. That character will be maintained when we remove 3 bedrooms (one of which is sitting 9' up in the air on four concrete columns) and replace them with two bedrooms and a two-car garage. The new construction will all be at the first-floor level and in primarily the same location as the portions of the building being removed.

The design aesthetic of the existing building(s) will be continued in the addition. The exterior will include wood shingles, a standing seam metal roof and windows to match.

In summary, this project should be a welcome addition to Sandy Lane and to the neighborhood. The story poles have been in place since March (we were originally scheduled for a DRB hearing in April) and we have heard no concerns from any neighbors. We think it is a project worthy of the DRB's approval and hope that you agree.

If you would like to schedule a time to visit the property and see the story poles, please reach out and I will make myself available. If you prefer to go on your own, let me know and I will share the gate code.

Thank you,



Richard D Bokal  
BOKAL & SNEED ARCHITECTS  
rbokal@bokalandsneed.com  
619-990-2679 cell



Figure 2. Vicinity and Study Area on aerial base map.

A RESOLUTION OF THE DESIGN REVIEW BOARD OF THE CITY OF DEL MAR APPROVING DESIGN REVIEW PERMIT (DRB24-012) TO REMODEL THE EXTERIOR OF AN EXISTING TWO-STORY RESIDENCE TO INCLUDE: DEMOLITION OF THREE (3) DETACHED BEDROOMS/BATHROOMS LOCATED ON THE EASTERN SIDE OF THE RESIDENCE CONSISTING OF 655 SQUARE FEET OF FLOOR AREA; CONSTRUCTION OF TWO (2) ATTACHED BEDROOMS/BATHROOMS AND AN ATTACHED TWO-CAR GARAGE TOTALING 1,113 SQUARE FEET OF FLOOR AREA ON THE FIRST LEVEL OF THE EASTERN SIDE OF THE RESIDENCE; INSTALLATION OF TWO (2) NEW AIR CONDITIONER CONDENSING UNITS WITH SCREENING LOCATED ON THE ROOF OF THE NEW BEDROOM ADDITION; AND NEW EXTERIOR LIGHT FIXTURES ASSOCIATED WITH THE PROPOSED ADDITION FOR PROPERTY LOCATED AT 2998 SANDY LANE, DEL MAR, CALIFORNIA

APN: 299-020-44-00

WHEREAS, Andrew Donnor, Trustee of the Donnor Trust 2002 UAD 05-02-2002 (Applicant), is the owner of real property commonly referred to as 2998 Sandy Lane. (APN: 299-020-44-00); and

WHEREAS, the Applicant filed an application for Design Review Permit (DRB24-012) to remodel the exterior of an existing two-story residence to include: demolition of three (3) detached bedrooms/bathrooms located on the eastern side of the residence consisting of 655 square feet of floor area; construction of two (2) attached bedrooms/bathrooms and an attached two-car garage totaling 1,113 square feet of floor area on the first level of the eastern side of the residence; installation of two (2) new AC condensing units with screening located on the roof of the new bedroom addition; and new exterior light fixtures associated with the proposed addition located in the R1-10B Zone, Floodplain Overlay Zone and Lagoon Overlay Zone for property located at 2998 Sandy Lane, Del Mar, California; and

WHEREAS, pursuant to the California Environmental Quality Act (CEQA) and the City's adopted CEQA Supplemental Regulations, this project is listed among the classes of projects determined to have less than significant adverse effect on the environment and therefore, is exempt from the provisions of CEQA pursuant to CEQA Guidelines Section 15301(e)(1) Existing Facilities and CEQA Guidelines Section 15303 Class 3(a) and (e)- New Construction or Conversion of Small Structures in the project involves demolition of a portion of the existing residence totaling 655 square feet in area and construction of a new residential addition to include a two-car garage and two bedroom and bathrooms totaling 1,113 square feet of floor area. It has been further determined that none of the six exceptions to the use of a categorical exemption would apply to this project (CEQA Guidelines Section 15300.2); and

WHEREAS, on July 23, 2025, the Design Review Board of the City of Del Mar held a duly noticed public hearing on application DRB24-012 to review the referenced entitlements, and at which time all persons desiring to be heard were heard; and

WHEREAS, evidence was submitted and considered to include without limitation:

- a. Plans submitted by the Applicant.
- b. Written information submitted with the application.
- c. Staff Report, dated **July 23, 2025** which is incorporated by this reference as though fully set forth herein; and
- d. Oral testimony from City staff, the Applicant and the public (if any)
- e. Additional information submitted during the hearing (if any); and

WHEREAS, Del Mar Municipal Code (DMMC) Section 23.08.070 (Design Review) (also herein referred to as “DRO”) states:

23.08.070 Design Regulations. An application shall be approved unless the Design Review Board makes findings of fact based upon the information presented during the hearing that support one or more of the Regulatory Conclusions contained in this Chapter; and

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the City of Del Mar that based upon the project proposal (and if applicable, substantial evidence presented at the public hearing including written and oral staff reports), public written testimony, Applicant’s and Applicant’s representative’s written and oral testimony, and in accordance with DMMC Section 23.08.070, the Design Review Board of the City of Del Mar finds that the Project, as conditioned, will not be detrimental to the Community based on the Regulatory Conclusions Sections of DMMC Chapter 23.08 (Design Review).

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Design Review Board of the City of Del Mar that application DRB24-012 is hereby approved subject to the conditions listed on the following pages;

*[Note: The conditions listed below may have gaps in numbering or lettering. These gaps are intentional.]*

**GENERAL CONDITIONS:**

G-1 *[Business License]*

Prior to commencement of any work on site, all contractors and subcontractors shall obtain a valid City of Del Mar Business License. The general contractor shall be responsible for ensuring that all subcontractors obtain required Business License and shall retain copies of said permits on site for verification by City staff.

G-2 *[Utility Undergrounding Threshold]*

If the total cost of new construction exceeds \$7,500 (as determined by the Building Department), all new utility service connections shall be placed underground consistent with the provisions of DMMC Section 30.86.210.

G-3 *[Development Authorization Limited to Plan Set]*

This permit is granted based on submitted plans dated **July 14, 2025** and so identified by the staff of the Del Mar Planning and Community Development Department. Revisions to

these plans and/or any proposals for modification shall require review and prior authorization from the appropriate entities of the City of Del Mar.

G-4 *[Encroachment Permit for Work in Right-of-Way]*

Any work proposed or required within a City of Del Mar public right-of-way or access easement, or required within a public right-of-way or access easements pursuant to the conditions of approval of this Permit, shall be subject to the prior receipt of a City of Del Mar Encroachment Permit. Applications for Encroachment Permits shall include plans depicting all proposed private and public improvements including, but not limited to, improvements involving drainage, grading and/or public utilities. The required Encroachment Permit shall be subject to review and approval by the City of Del Mar in accordance with the procedures set forth in the DMMC and may include requirements for inspections and/or submittal of a security deposit(s). Please note that DRB of plans indicating right-of-way improvements does not constitute approval of the separately required Encroachment Permit.

G-5 *[Requirement for Building Permits]*

Prior to commencement of work, the applicant or agent shall obtain all required Building Permits.

G-6 *[Construction and Demolition Waste Recycling Requirement]*

Owners and builders generating any construction and demolition debris on a project must comply with the minimum requirements regarding recycling or reuse for salvage set forth in the 2016 California Green Building Standards Code, Title 24, Part 11. This includes, but is not limited to, the submittal of a Construction Waste Management Plan and a minimum diversion of 65% of non-hazardous construction and demolition waste. Signage shall be posted on-site with information identifying materials to be diverted.

G-7 *[Code Compliance]*

Approval of this application shall not waive the requirement for compliance with the provisions of the DMMC or other applicable City regulations in effect at the time of Building Permit issuance, unless specifically waived in this Permit authorization.

G-8 *[Height and Setback Certifications Prior to Framing Sign Off]*

Prior to sign-off on the framing inspection for the project, the applicant shall provide a statement from a Licensed Surveyor certifying that the building height and setbacks are in conformance with the approved plans for the project. The survey required herein shall be prepared using City of Del Mar approved vertical benchmarks for building height certification and reported to 0.01 of a foot. The setback certification shall be based on surveyed property corners as necessary to establish property lines and reported to 0.01 of a foot.

G-9 *[Fence/wall Height Limitations]*

All fencing, walls, and gates shall conform with all applicable fence height and pool security fencing requirements of the DMMC.

G-10 *[Story Pole Removal]*

Story poles shall be removed from the property within ten days following the final date of the City's action on the project application.

G-11 *[Plan for Construction-Phase Impacts]*

Prior to issuance of Building Permits or commencement of project implementation (whichever comes first), the Applicant shall provide a plan to the Planning Department for construction-phase parking and equipment/materials storage for the project. The plan must include the following:

- a. Identification of an on-site material storage location;
- b. Identification of an on-site equipment storage location;
- c. Identification of at least two on-site parking space which will remain available throughout the duration of the project;
- d. Location of any temporary sanitary facilities;
- e. A note stating that "If on-street parking is utilized, a minimum street access clearance of 20ft. will be maintained";
- f. Map displaying any/all haul routes; and
- g. Contact information (phone number and Email) for the on-site supervisor(s);
  1. This information must also be posted on-site in a location which is readily visible from the public right-of-way for the duration of the project.

The plan required herein shall be subject to the review and written approval of the Planning and Community Development Director, working in consultation with Community Services/Parking Enforcement and Public Works Departments. Haul routes and work and/or storage of material or equipment within a City right-of-way will require the receipt of an Encroachment Permit. The requirements mentioned above may be modified by the Planning and Community Development Director, or their designee, upon a determination that sufficient alternatives have been proposed which achieve a similar level of compliance.

G-11A In addition to the submittal of a Construction Phase Impact Plan, the applicant must place a Construction Parking Placard in all vehicles associated with the project which will be parked off-site. The placard must remain in plain view on the dashboard of the vehicle throughout the duration of the project. A Construction Parking Placard can be obtained from the City of Del Mar Planning Department.

G-12 *[Receipt of Demolition Permit]*

Prior to the demolition or removal of any structures on the project site, the applicant shall apply for and gain approval for: a Demolition Permit, as required pursuant to the DMMC; and an accompanying Coastal Development Permit, as applicable.

G-13 *[Permit Expiration]*

This Permit shall expire three years from the date of approval, on **July 23, 2028** unless a Building Permit has been issued (if required by the DMMC) and substantial construction has been accomplished in reliance upon the permit. Pursuant to the DMMC, substantial construction is defined as: completion of a minimum of 10% of the total amount of construction authorized by the permit, based on the monetary value of construction costs

including grading, site preparation and construction but specifically excluding all costs associated with the acquisition of interest in the project site and all costs associated with the preparation and processing of permits or plans.

G-14 *[Preconstruction Meeting]*

Prior to any demolition, construction, and/or land disturbances occurring on-site, a pre-construction meeting shall be held. Attendees to this meeting shall include representatives from the City of Del Mar's Planning and Community Development Department, City Engineer, the Project Contractor/Superintendent, the Project Architect, the Project Engineer, the property owner and any others essential for the proper implementation and completion of this project. At a minimum, the following issues shall be reviewed at this meeting:

- a. City of Del Mar inspection requirements.
- b. Process for requests for plan modification and determinations of substantial conformance.
- c. Discretionary permit conditions and requirements.
- d. Construction hour limitations and noise standards.
- e. Construction access and parking including equipment/materials storage and maintenance.
- f. Work within public rights-of-way and/or easements.
- g. Stormwater Best Management Practices.
- h. Tree-preservation requirements.
- i. Demolition permit requirements.
- j. Signage requirements/limitations.
- k. Neighborhood impact issues.
- l. Key contact information.
- m. Business license requirements.
- n. Construction and demolition waste diversion requirements
- o. Any other pertinent construction related activities and or information.

G-16 *[Compliance with City Noise Regulations]*

The applicant and all parties involved with implementation of the project shall comply with the regulations of the DMMC with regard to construction noise. The regulations stipulate that all construction activities are limited to the following periods: between 7:00 a.m. and 7:00 p.m. / Monday through Friday and between 9:00 a.m. and 7:00 p.m. on Saturdays. Construction activities are prohibited during other hours and on Sundays and City Holidays. The City's Noise Ordinance, Chapter 9.20 of the Del Mar Municipal Code, includes the dates of City Holidays, and can be viewed on the City's web page ([www.delmar.ca.us](http://www.delmar.ca.us)).

G-17 *[Dig Alert]*

Prior to excavation or trenching, the applicant shall call Underground Service Alert of Southern California (Dig Alert- 1-800-227-2600) for a mark out of service utilities.

G-18 *[Rules for Construction-related Signage]*

All construction-related signage posted at the project site shall comply with DMMC Chapter 30.84 (Signs). The pertinent sections of the Sign Chapter allow installation of a total 5.5 square feet of temporary signage on a residential property (that is cumulative of all signs posted). Such signs may be posted for a maximum of sixty (60) days in a calendar year.

The restrictions noted above do not apply to the Development Pending, Construction Noise Notice and Building Permit signs required by the City as part of the project review process.

All construction related signage, including City required signs, shall be removed prior to final approval of the project.

## **FLOODPLAIN**

### FP-1 *[Plan review Federal Emergency Management Agency (FEMA) compliance]*

Prior to the issuance of Building Permits, the project plans shall be subject to the review and approval of the City Building Official for conformance with all applicable flood protection requirements. The plans required herein shall reference the NAVD 88 datum. Plans shall address the following:

#### FP-1 A *[Mechanical equipment elevation]*

No machinery or equipment shall be installed within the attached garage, (including, but not limited to furnaces, air conditioners, heat pumps, hot water heaters, washers, dryers, elevator lift equipment, electrical junction and circuit breaker boxes, or food freezers), shall be placed, installed, or constructed below the level of the base flood elevation of [12 feet] NAVD 88.

#### FP-1 B *[Restriction on improvements below base flood elevation]*

All interior wall, floor, and ceiling materials located below the base flood elevation of [12 feet] NAVD 88 shall be unfinished and resistant to flood damage

#### FP-1 C *[Flotation/lateral movement construction]*

The walls of any enclosed area below the base flood elevation of [12 feet] NAVD 88 shall be constructed in a manner to prevent flotation, collapse, and lateral movement of the structure.

#### FP-1 D *[Flood proofing]*

The walls of any enclosed area below the base flood elevation of [12 feet] feet NAVD 88 shall be constructed and flood-proofed so as to be in conformance with FEMA regulation #44 CFR 60.3(c)(5).

### FP-2 *[Finished floor certification]*

Per the requirements of the Federal Emergency Management Agency, prior to final approval/Certificate of Occupancy, the applicant shall submit an Elevation Certificate prepared by a licensed surveyor or registered civil engineer, certifying the elevation of the lowest floor elevation(s) of the structure.

**ENGINEERING CONDITIONS:**

E-1 *[Separate Permits for Off-site Work]*

All improvements to off-site facilities, including the provision of access road and/or utility lines as proposed or required pursuant to the conditions of this Permit, shall be subject to the receipt of separate City permits, as applicable.

E-2 *[Drainage Plan]*

Prior to issuance of Building Permits, the applicant shall provide a detailed Drainage Plan for the project prepared by a Registered Civil Engineer or Licensed Architect. The Plan shall be prepared in accordance with the latest edition of the City's "Applicant's Guide to Procedures for a Grading Permit" and shall be subject to the review and approval of the Planning and Community Development Department Director in consultation with the City Engineer. The Plan required herein shall be prepared to minimize the amount of impervious surface area of the development and to maximize the on-site dissipation of storm water run-off. The Plan shall be in compliance with applicable National Pollutant Discharge Elimination System (NPDES) stormwater requirements and shall incorporate the use of "Best Management Practices" (BMPs) to control runoff or discharge onto the City rights-of-way and to avoid run-off onto adjacent private properties.

In addition to the considerations listed above, the Plan shall also address/incorporate the following:

E-2A A topographical map indicating property lines, topographic features and existing and/or proposed structures prepared by a Registered Civil Engineer or a Licensed Land Surveyor. Said map shall include two-foot contour lines and/or sufficient spot elevations to clearly represent existing and proposed topographical features, and existing and proposed drainage patterns. Said map shall also show entire property boundary including any assumed found monuments, and bearings and distances based on record information. Survey shall extend minimum 25 feet beyond limits of property line and adjoining right-of-way;

E-2B The location of all existing or proposed easements within the property boundary;

E-2C The location of all roof down-spouts and any proposed collection system, with information regarding pipe alignments, invert elevations, slopes, sizes, and the discharge location of said collection system;

E-2D The manner in which landscaped areas will be drained. The Plans shall ensure that no area drains will be installed within landscape areas which are subjected to irrigation run-off;

- E-2E The methods for providing temporary erosion control during the construction phase of the project, complete with the inclusion of standard grading and erosion control notes on the plans;
- E-2F The manner in which drainage shall be controlled to eliminate the discharge of nuisance water and to ensure that existing or proposed private pipe outlets will not convey or discharge nuisance water onto adjacent properties or into the private access road;
- E-2G Depict the existing sewer and water mains and laterals serving the existing and proposed residence;
- E-2H All Retaining walls along property lines shall be depicted in plan and profile. The limits of retaining wall footings shall be depicted in the plan view;
- E-2I Include storm drain run-off "Best Management Practices" that minimize the volumes of urban run-off discharge to City rights-of-way, as acceptable to the City Engineer. Indicate how the proposed bio-infiltration/retention area or bio-swale will discharge off-site without causing erosion. Depict the location of erosion control devices to be implemented in the event of rainfall;
- E-2J Ensure that the development will minimize the amount of impervious surface area and maximize the on-site dissipation of storm water run-off;
- E-2K Provide elevations and slope call-outs to clarify how water will drain around the proposed patio hardscape, with assurances the runoff will not cause damage of flooding to existing or proposed residence;
- E-2L Include landscaping plans with characteristics that maximize infiltration, provide retention, reduce irrigation and storm water run-off, use efficient irrigation, and minimize the use of fertilizers, herbicides and pesticides;
- E-2M Include a Hydrology/Hydraulic Report prepared by a Registered Engineer that addresses how storm water will be adequately collected and conveyed on and across the subject property. The report shall also address the tributary area for run-off directed to and across the subject property. The report shall Address"
  - a) The tributary area for run-off directed to and across the subject property.
  - b) Calculations and details demonstrating that if proposed inlets/outlets, etc. are plugged or overloaded, the site is capable of conveying storm flows in a manner that is not detrimental (including flooding and erosion) to surrounding properties.
  - c) Shall address both existing and proposed conditions.

d) Shall provide calculations for the 2-year and 100-year events for pre and post conditions.

e) Proper sizing of drywell or other drainage features.

E-2N Incorporate all recommendations pursuant to the Hydrology/Hydraulic Report prepared for the project. This includes the detailing in the plan set of any bio retention/infiltration facilities which are proposed. Mitigate for any increase in runoff generated by this development;

E-2O If the project involves demolition of any existing structure or surface improvements, the grading and erosion control plans shall be approved by the City Engineer prior to the issuance of a demolition permit. No demolition shall be permitted without an approved erosion control plan;

E-2P Following construction completion, the project designer shall inspect as-built improvements. Significant discrepancies, if any, between the approved plans and as-built conditions shall be brought to the attention of the Planning and Community Development Department and City Engineer. An as-built plan prepared by the project designer will be required. Prior to final sign-off by the City Engineer, the project designer shall sign the as-built plan indicating that the project was completed in accordance with said plan.

E-3 *[Engineering Fee]*

Prior to issuance of Building Permits, the applicant shall provide fees as delineated in the City's Engineering Review Fee Schedule as funds necessary for Engineering Department review of the proposed site improvements. If additional review beyond the scope outlined in the Engineering Review Fee Schedule becomes necessary, a supplemental deposit(s) will be required.

E-4 *[Private Drains]*

E-4A Unless specifically authorized in permit plans, drains in landscape areas discharging to private street shall not be allowed. Drains discharging into private access roadway may be authorized, subject to review by the City Engineer and HOA. In such cases, design elements shall be incorporated into the plans which reduce the potential for stormwater pollution and nuisance drainage to the maximum extent practicable. All hardscape drains, roof drains, wall drains and other private drains shall be shown in detail on the plans; and

E-4B Site drainage shall be designed such that, in the event of plugged or overloaded inlets/outlets, storm flows will be conveyed in a manner that is not detrimental to the site or other properties.

E-5 *[Geotechnical Report Requirement]*

Prior to issuance of Building Permits, the applicant shall provide a Geotechnical Report for the project. The Report shall be prepared, signed and sealed by a Certified Engineering Geologist and a Geotechnical Engineer or Registered Civil Engineer. This Report shall be

subject to review and approval by the City Engineer, City Building Department, and if deemed necessary, a third-party with expertise in geotechnical issues. The report required herein shall:

- E-5A Include all standard information as required by the City’s Grading Ordinance;
  - E-5B Evaluate existing site constraints;
  - E-5C Evaluate potential effect of proposed construction on sandy soil;
  - E-5D Include a geotechnical evaluation of the long term stability of proposed structure on sandy soil;
  - E-5E Provide any mitigation measures if necessary;
  - E-5F Include the preparation of field tests to be performed at the site during construction, so as to ensure that field conditions are suitable for the approved construction. The results of such tests may necessitate revisions to the project with such revisions subject to review by the appropriate City entities;
  - E-5I Address the feasibility of long-term infiltration of stormwater runoff onsite, and if subdrains will be required for any proposed infiltration BMPs;
  - E-5J Address the presence of groundwater and the need to provide subdrains for groundwater extraction. If extracted groundwater is discharged to surface waters, the project must comply with State RWQCB Order No. R9-2008-0002; and
  - E-5K Provide recommendations for any special construction methods as necessary.
- E-6 *[Authorization for Off-site Work]*
- E-6A Prior to the issuance of Building Permits, the applicant shall obtain letters of permission from the HOA and any affected property owners if construction or construction access is required across property lines; and
  - E-6B The following note shall be included on the plans for the Permit: “No grading shall occur outside the limits of the approved grading plan unless prior written authorization is obtained from the City and the owners of any other affected properties.”; and
  - E-6C Engineer of Work shall depict the proposed haul route to and from the site within the limits of the City of Del Mar, if required.
- E-7 *[Grading – Separate Permits for Borrow or Disposal Site]*
- A separate Grading Plan shall be submitted and approved and a separate Grading Permit issued for any off-site borrow or disposal site, if located within City limits. An Encroachment Permit will be required to identify the haul route proposed for this purpose. If the borrow or disposal site is located outside of the City, the applicant shall provide

evidence of receipt of required permits/authorizations. A haul route shall be submitted and approved by the City Engineer.

E-7A A log documenting the dates of hauling and the number of trips (i.e. trucks) per day shall be available on the job site at all times;

E-7B The applicant shall identify a construction manager and provide a telephone number for any inquiries or complaints from residents regarding construction activities. The telephone number shall be posted at the site readily visible to any interested party during site preparation, grading and construction;

E-7C Trucks shall be spaced so as to discourage a convoy effect; and

E-7D There shall be no staging of hauling trucks on any streets adjacent to the project, unless specifically approved as a condition of an approved haul route.

E-8 *[Hold Harmless Agreement for Off-site Drainage]*

Prior to issuance of Development Permits, the applicant shall process, execute, and record a hold harmless Agreement with the City of Del Mar regarding off-site drainage associated with the project. The form and content of said agreement shall be prepared to the satisfaction of the City Engineer and the Planning and Community Development Director.

E-9 *[Soil Stabilization]*

The applicant shall utilize sediment controls only as a supplement to erosion prevention for keeping sediment on-site during construction – NEVER as a single or primary method.

E-9A The applicant shall clear and grade only the areas on the project site that are necessary for construction. These areas shall be clearly denoted on the plans;

E-9B The applicant shall minimize exposure time of disturbed soil areas;

E-9C The applicant shall submit a schedule to the City for review and approval, with proposed dates, demonstrating the minimization of grading during the wet season and coinciding the grading with dry weather periods, permanent revegetation and landscaping as early as feasible, temporary stabilization and reseeding of disturbed soil areas as early as feasible;

E-9D The applicant shall stabilize the site per City approved method; and

E-9E The contractor is required to provide periodic and continuous maintenance of all Best Management Practices (BMP) devices/facilities listed in the City approved Water Quality Management Plan (WQMP) for the project. This includes but is not limited to, filter material replacement and sediment removal, as required to assure peak performance of all BMPs.

E-10 *[Required Backflow Prevention Valve]*

If the project authorized by this permit will involve installation or retention of any plumbing drainage fixtures at a level below that of the **PUBLIC** sewer main serving the project site, the applicant shall install a private backflow prevention device on their private lateral per the requirements shown below.

The plans shall be submitted prior to the issuance of Building Permits and shall be according to the Uniform Plumbing Code and subject to the review and written approval of the Planning and Community Development Director and City Engineer. Once installed, the private backflow prevention device(s) shall be subject to inspection by the City Engineer prior to final sign off for the project.

E-11 *[Access to Water Meters]*

Access to proposed or existing water meters located on or immediately adjacent to the property shall remain open and unobstructed at all times. Prior to the issuance of Building Permits, the applicant shall demonstrate that no structure or vegetation is proposed so as to restrict access to the water meter. In the event access is blocked by project implementation, the applicant shall be responsible for the removal any obstruction at his/her expense or shall pay for the cost of relocating the water meter to allocation acceptable to the Public Works Department.

E-12 *[Updated Title Report]*

Prior to the issuance of Building Permits, the applicant shall prepare an updated title report for the property.

E-13 *[Compliance with City of Del Mar JURMP]*

This project shall conform to the construction component in the latest edition of the City's Jurisdictional Urban Runoff Management Program (JURMP).

E-14 *[Compliance with Floodplain Regulation]*

Prior to issuance of Building Permits, project plans shall be designed to comply with all the requirements and terms of the City's Floodplain Overlay Zone and Federal Emergency Management Agency (FEMA) regulations, and shall be subject to the review and approval of the City Engineer and Planning and Community Development Department Director.

E-15 *[Sewer Service]*

The existing Sewer lateral shall be videoed and certified clear of obstructions or damage by a licensed plumber. Should the lateral be damaged, a new lateral shall be installed to service the residence.

E-16 *[Stormwater Management Plan]*

The applicant must submit an updated SWMP for Standard Projects. A BMP Site Plan must be included and attached to the SWMP.

E-17 [Stormwater Compliance]

Stormwater compliance requirements are subject to change based on adoption of revisions to state and local regulations. Recent changes to the regulations include the following: revised Priority Development Project definitions, additional/revised hydromodification mitigation requirements, and increased emphasis on on-site retention/re-use. These changes could significantly impact the design, type, and size of BMPs necessary for compliance. The new regional MS4 Permit (Order No. R9-2013-0001) was adopted May 8, 2013.

E-18 *[Existing Easements]*

Prior to issuance of Building Permits the applicant must provide a letter from any easement holder authorizing the proposed improvements within the existing easement, if needed.

E-19 *[Material Hauling]*

For material delivery vehicles equal to, or larger than two-axle, six-tire single unit truck (SU) size or larger as defined by FHWA Standards, the applicant shall submit a truck hauling route that conforms to City of Del Mar Municipal Code or to the approval of the City Engineer. A letter from the applicant confirming the intention to use this hauling route shall be submitted to the Department of Public Works and the City Engineering Department, and approved, prior to the issuance of any City permits. All material hauling activities including but not limited to, adherence to the approved route, hours of operation, staging of materials, dust control and street maintenance shall be the responsibility of the applicant. All storage and office trailers will be kept off the public right-of-way. Tracking of dirt onto City streets and walks will not be allowed. The applicant must provide an approved method of cleaning tires and trimming loads on-site. Any job-related dirt and/or debris that impacts the public right-of-way shall be removed immediately. No wash down of dirt into storm drains will be allowed. All material hauling activities shall be done in accordance with applicable City ordinances and conditions of approval. Violation of such may be cause for suspension of work.

E-20 *[Construction Worker Parking]*

The applicant shall provide a construction-parking plan that minimizes the effect of construction worker parking in the neighborhood and shall include an estimate of the number of workers that will be present on the site during the various phases of construction and indicate where sufficient off-street parking will be utilized and identify any locations for off-site material deliveries. Said plan shall be approved by the Department of Public Works and the City Engineer prior to issuance of City permits and shall be enforced during construction. Failure to enforce the parking plan may result in suspension of the City permits.

E-21 *[Site conditions]*

E-21A The applicant shall restrict hours of work for the use of heavy equipment during grading and improvements between the hours of 7AM to 7PM Monday -Friday and 9 AM- 7PM Saturdays, this includes the warmup of equipment. Sunday and City holiday work is prohibited;

E-21B Any relocation or under grounding of SDG&E facilities or other utilities shall be done at the applicant's expense;

E-21C All construction activities undertaken shall comply with the City's General Plan and Municipal Code. In cases of conflict between the City's Municipal Code, these standard conditions of approval, the governing priority shall be, to the extent legally permitted, as follows: 1) City's Municipal Code regulations; 2) City's General Plan; 3) Standard Conditions; and

E-21D No storage of trash cans or recycling bins shall be permitted within the access road, unless permission is given by HOA.

E-22 *[Revisions to plans]*

Any proposed change to the approved layout/use/activity on the site or any increase in the developed area of the site or any expansion or modification to the approved development, including changes to structures building locations, elevations, parking allocation, or landscaping shall require that a construction change be submitted to City for review and approval.

E-23 *[Survey Monuments]*

E-23A

The perpetuation of survey monuments is required and intended to protect both public and private property rights in accordance with federal and state law. Monument perpetuation shall be performed with every Drainage/Grading Plan and Street Improvement Plan. A land surveyor shall, upon completion of Drainage/Grading Plan, or new improvements, reset any monuments that have been destroyed due to the construction of the project and must file a post-construction Corner Record or Record of Survey with the County Surveyor.

E-24 *[Archaeological]*

The permittee shall cease work on-site if any archaeological resources that are revealed. The City shall be notified immediately. A qualified archaeologist, retained by the permittee, will evaluate the situation, and make recommendations to the City concerning the continuation of the work.

**FIRE DEPARTMENT:**

F-1 *[Class "A" Roof]*

All structures shall be provided with a Class "A" Roof covering to the satisfaction of the California Building and Fire Code. NO wood shake shingles are allowed.

F-10 *[Address Numbers]*

**STREET NUMBERS:** Approved numbers and/or addresses shall be placed on all new and existing buildings and at appropriate additional locations as to be plainly visible and legible from the street or roadway fronting the property from either direction of approach. Said numbers shall contrast with their background, and shall meet the following minimum standards as to size: 4" high with a 3/8" stroke for residential buildings, 8" high with a 1/2"

stroke for commercial and multi-family residential buildings, 12” high with a 1” stroke for industrial buildings. *Additional numbers shall be required in following locations;* where deemed necessary by Fire Marshal, such as rear access doors, building corners, and entrances to commercial centers. *ALSO;* where structures are located off a roadway on long easements/driveways, a monument marker shall be placed at the entrance where the easement/driveway intersects the main roadway. Permanent address numbers with height conforming to Fire Department standards shall be affixed to this marker.

F-12 [*Automatic Fire Sprinkler System-Commercial, Multi-Family And Residential Structures And Garages; Fire Department Connections For Multi-Family And Commercial Sprinkler Systems And Related Control Valves*]

All structures shall be protected by an automatic fire sprinkler system designed and installed to the satisfaction of the California Fire Code and Del Mar Municipal Code 10.04. Plans for the automatic fire sprinkler system shall be submitted prior to start of construction and approved by the City designated fire plans examiner prior to any on site building construction inspection (other than slab, grading inspection) by a building official.

Fire Department Connections (FDC) for fire sprinkler and standpipe systems shall meet the following requirements: shall be mounted at the following height(s); 36 to 42 inches above finished grade, to the top of connection.

- If FDC is installed separate from the Backflow/Double Detector Check, it shall be located a minimum of 5 feet from the Backflow/DDC valve.
- When an FDC is attached to Backflow/DDC, the FDC mounting height shall still be 36 to 42 inches max above finished grade
- If the Backflow/DDC is installed without an FDC, both OS&Y valve handles shall be mounted 36 to 42 inches above finished grade.
- Bushes, trees and similar foliage shall not be located within a radius of 5 feet of an FDC or Backflow/DDC valve assembly. Ground cover landscape is acceptable.”

F-13 [*Smoke and CO Detection*]

Smoke alarms and carbon monoxide alarms shall be installed, as required by California Building or Fire Codes.

F-18 [*Roadway Clearance During Construction*]

In accordance with the California Fire Code and California Vehicle Code, during Project construction, all roadways shall maintain a minimum travel clearance width of 20 feet, with such area free of Project equipment or materials, including the parking of construction-related vehicles.

**CONDITIONAL USE PERMIT/ COASTAL DEVELOPMENT PERMIT**

**CC-1 [Conditional Use Permit and Coastal Development Permit]**

Prior to the issuance of Building Permits, the applicant shall obtain a Conditional Use Permit and Coastal Development Permit for the project as required by the Municipal Code. All applicable conditions of approval shall be completed to the satisfaction of the Planning Director prior to issuance of Building Permits.

**PASSED AND ADOPTED** by the Design Review Board of the City of Del Mar, this **23<sup>rd</sup> day of July 2025** by the following vote:

AYES:

NOES:

RECUSED:

ABSENT:

ABSTAIN:

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Glenn Warren, Chair  
Design Review Board  
City of Del Mar, California

ATTEST:

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Karen Brindley  
Planning and Community Development Director  
City of Del Mar, California