



# City of Del Mar Staff Report



TO: Honorable Mayor and City Council Members

FROM: Kathleen A. Garcia, Planning and Community Development Director  
Via Scott W. Huth, City Manager  
Prepared by Joseph Smith, AICP, Senior Planner

DATE: February 16, 2016

SUBJECT: Lot Consolidation and Boundary Adjustment to Reconfigure the Parcels  
Associated with the City Hall Site Located at 1050 Camino Del Mar (BA15-002)  
Applicant: City of Del Mar  
APNs: 300-093-02 & 300-093-03

## REQUESTED ACTION/RECOMMENDATION:

That the City Council conduct a public hearing and adopt the proposed resolution (Attachment A) to approve a lot consolidation and boundary adjustment to reconfigure the parcels associated with the City Hall site in the Public Facilities Zone located at 1050 Camino del Mar.

## EXECUTIVE SUMMARY:

The current City Hall site is composed of eight parcels pursuant to the original subdivision map filed with the County of San Diego in 1885 – four parcels along 10<sup>th</sup> Street and four parcels along 11<sup>th</sup> Street (Attachment B). Each grouping of four parcels is designed under one Assessor Parcel Number (APN) pursuant to County Assessor records (which makes it “appear” that there are only two parcels that comprise the City Hall site). Therefore, staff is requesting that the City Council adopt the proposed resolution to consolidate the eight parcels into two parcels to match the Assessor Parcel Map and adjust the common boundary between the two resulting lots so that it would run north-south between 10<sup>th</sup> and 11<sup>th</sup> Street rather than east-west.

The subject request is related to the City Hall/Town Hall/Plaza Project where, on January 19, 2016, the City Council approved the entitlements for the project by way of Resolution 2016-08. As part of the resolution, Special Condition SV-4 required that a lot line adjustment (composed of a lot consolidation and boundary adjustment) be completed prior to the issuance of Building Permits. Subsequent to this action, one larger parcel would contain the planned City Hall, Town Hall, plaza and parking garage, with the second smaller parcel containing the planned surface parking lot and

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## City Council Action:

Expansion Area C (4,500 square-foot portion in the southwest corner of the site. Both parcels are entirely within the Public Facilities (PF) Zone.

An aerial photo of the site is included as Attachment C. The proposed plat map and legal description are included as Attachment D. An exhibit showing how the proposed parcels affect the planned City Hall/Town Hall/Plaza Project layout is included as Attachment E.

**DISCUSSION/ANALYSIS:**

This type of request is processed as a lot line adjustment as outlined in Del Mar Municipal Code (DMMC) Chapter 24.70. As part of the request, eight parcels would be consolidated into two parcels with a common boundary that would run north-south between 10<sup>th</sup> and 11<sup>th</sup> Street. The larger parcel would contain the planned City Hall, Town Hall, plaza and parking garage, as approved by the City Council on January 19, 2016, with a second smaller parcel containing the surface parking lot and Expansion Area C (4,500 square-foot portion in the southwest corner of the site).

The current parcels are sized as follows:

<b>Current Parcels</b>	<b>Area (sq ft)</b>	<b>Width (ft)</b>	<b>Depth (ft)</b>
1	8,509	50	170
2	8,509	50	170
3	8,509	50	170
4	8,509	50	170
5	8,509	50	170
6	8,509	50	170
7	8,509	50	170
8	8,509	50	170

Subsequent to the request, the parcels would be sized as follows:

<b>Revised Parcels</b>	<b>Area (sq ft)</b>	<b>Width (ft)</b>	<b>Depth (ft)</b>
1	24,167	71	340
2	43,905	129	340

Note that the PF Zone does not specify a minimum/maximum lot area, width, or depth. As a result, none of the findings described in DMMC §24.70.040 to disapprove the request were identified by staff.

*Boundary Adjustment Process:*

Under the provisions of Section 66412(d) of the State Subdivision Map Act, a lot line adjustment may be approved between two or more existing adjacent parcels where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed is not thereby created. In general, to accomplish a lot line adjustment within the City of Del Mar, it is necessary to prepare a Boundary Adjustment Plat and Certificate of Compliance (C.O.C.). The Boundary Adjustment Plat and accompanying information are submitted to the Planning Department for review for conformance with City Codes, including applicable lot design and configuration criteria.

The proposed lot line adjustment is then reviewed by the City staff for conformance with City codes. If the proposed lot line adjustment is deemed to be in compliance with the DMMC, the Planning and Community Development Director issues written conceptual conditional approval (or denial if the request does not comply) and the Lot Line Adjustment Plat is filed in the official records of the City. The lot line adjustment would not become final until recordation of the associated Certificate of Compliance. As in the case of this request, because it is related to the City Hall/Town Hall/Plaza Project which is considered a public project, the authority to conditionally approve or deny is that of the City Council. As such, staff recommends approval of the request subject to the suggested standard conditions of approval in the proposed resolution (Attachment A).

CORRESPONDENCE: No correspondence has been received on this item.

RECOMMENDATION: Staff recommends that the City Council adopt the proposed resolution.

FISCAL IMPACT: Components of the City Hall/Town Hall/Plaza Project are funded in the adopted FY 2015 - 2016 and 2016 – 2017 Operating and Capital Budget.

ENVIRONMENTAL REVIEW: On January 4, 2016, a Final Environmental Impact Report (EIR) was certified by resolution of the City Council for the City Hall/Town Hall/Plaza Project (State Clearinghouse SCH#2015051067; reference City Environmental Assessment EA15-002), pursuant to the regulations of the California Environmental Quality Act (CEQA).

ATTACHMENTS:

- Attachment A – Proposed Resolution
- Attachment B – Original Subdivision Map from 1885
- Attachment C – Location Map
- Attachment D – Proposed Legal Description and Plat Map
- Attachment E – Effect on Planned City Hall Project

## Attachment A – Draft Resolution

### RESOLUTION NO. 2016-\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR APPROVING A LOT CONSOLIDATION AND BOUNDARY ADJUSTMENT (BA15-002) TO RECONFIGURE THE PARCELS ASSOCIATED WITH THE CITY HALL SITE IN THE PUBLIC FACILITIES ZONE LOCATED AT 1050 CAMINO DEL MAR, IN THE CITY OF DEL MAR, CALIFORNIA

WHEREAS, the City of Del Mar (Applicant) requested a lot consolidation and boundary adjustment (BA15-002), as required by Title 24 of the Del Mar Municipal Code (DMMC), to reconfigure the parcels associated with the City Hall site in the Public Facilities (PF) Zone located at 1050 Camino del Mar (APNs 300-093-02 and 300-093-03), in the City of Del Mar, California; and

WHEREAS, the lot consolidation and boundary adjustment request is related to the City Hall/Town Hall/Plaza Project and would consolidate the eight parcels into two parcels and adjust the common boundary between the two resulting lots so that it would run north-south between 10<sup>th</sup> and 11<sup>th</sup> Street; and

WHEREAS, on January 19, 2016, the City Council approved the entitlements for the City Hall/Town Hall/Plaza Project by way of Resolution 2016-08, which included as a special condition (SV-4) that a lot line adjustment (comprised of a lot consolidation and boundary adjustment) be completed prior to the issuance of Building Permits; and

WHEREAS, on January 4, 2016, a Final Environmental Impact Report (EIR) was certified by resolution of the City Council for the City Hall/Town Hall/Plaza Project (State Clearinghouse SCH#2015051067; reference City Environmental Assessment EA15-002), pursuant to the regulations of the California Environmental Quality Act (CEQA); and

WHEREAS, on February 16, 2016, the City Council of the City of Del Mar conducted a public hearing on the request, which was duly noticed, 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. Oral testimony from Staff, the applicant, and the public.
- d. Staff report, dated February 16, 2016, which was incorporated by this reference as though fully set forth herein.
- e. Additional information submitted during the hearing; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Del Mar that with regard to lot consolidation and boundary adjustment application (BA15-002), the City Council makes the following findings:

1. The proposed lot consolidation from eight lots to two lots and the boundary

adjustment of the common lot line between the two resulting parcels would not result in an irregular lot configuration and, therefore, a Suspension of Design Requirement is not required.

2. The proposed boundary adjustment is consistent with provisions for approval contained in DMMC Chapter 24.70.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Del Mar that, based upon the above referenced findings, application BA15-002 is approved with the following conditions:

1. *[Development Authorization Limited to Plat]*

This approval is granted based on the submitted plat dated **February 4, 2016** and so identified by the staff of the Del Mar Planning Department. Revisions to this plat shall require review and prior authorization from the appropriate entities of the City of Del Mar.

2. *[Authorization Expiration]*

This authorization/permit shall expire three years from the date of approval, on **February 16, 2019** unless a Certificate of Compliance for the Plat is submitted to and approved by the City of Del Mar as being in compliance with DMMC Section 24.70.100, and is recorded prior to that date.

3. *[Code Compliance]*

Approval of this application shall not waive the requirement for compliance with the provisions of the Del Mar Municipal Code or other applicable City regulations in effect at the time of recordation of the required Certificate of Compliance, unless specifically waived in this authorization/permit.

4. *[Monumentation]*

The applicant shall prepare and install, to the City Engineer's satisfaction, permanent property corner monumentation that reflects the approved Plat.

5. *[Certificate of Compliance]*

The applicant shall receive approval for and record a Certificate of Compliance reflecting the legal description of the lot lines authorized by the approved Plat.

6. *[Grant Deeds]*

The applicant shall submit copies of the revised grant deeds for City records.

PASSED AND ADOPTED by the City Council of the City of Del Mar at a regular meeting held this 16<sup>th</sup> day of February, 2016.

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SHERRYL PARKS, MAYOR  
City of Del Mar

APPROVED AS TO FORM:

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Leslie E. Devaney, City Attorney  
City of Del Mar

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA  
COUNTY OF SAN DIEGO  
CITY OF DEL MAR

I, Connie Smith, Deputy City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY, that the foregoing is a true and correct copy of Resolution No. 2016-\_\_\_\_\_, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 16<sup>th</sup> day of February, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Connie Smith, Deputy City Clerk  
City of Del Mar

# Attachment B - 1885 Subdivision Map

## MAP OF IDELMAR SAN DIEGO CO. CAL.

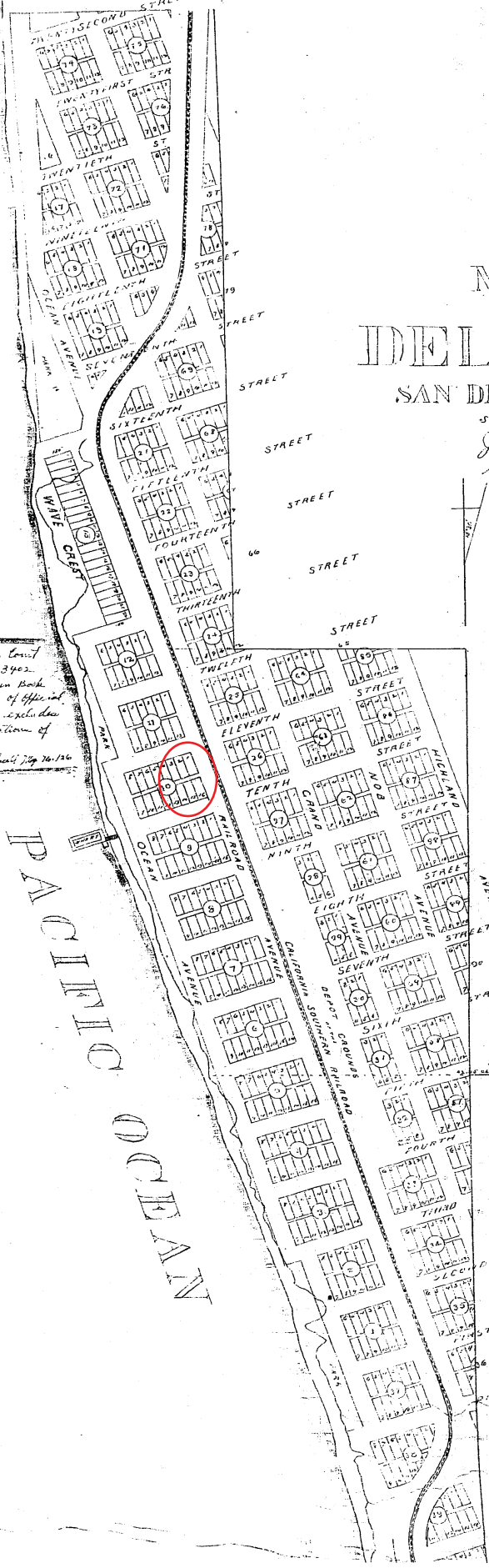
Surveyed July 1880  
by  
Jas. C. Taylor & Co.  
Engineers & Architects

Well  
All Lots are 50 ft in width by metes in length  
All alleys are 10 ft in width  
All surfaces and streets are 100 ft in width  
All lots in the Main Cross Street are 50 ft  
in width by metes in length

Filed Oct. 10th 7<sup>th</sup> 1885  
at 9 in A.M. at request  
of J. S. Taylor  
County Recorder

Handy copy of this plan for owners copy  
of this plan may be purchased in the County  
Recorder's Office Henry P. Ryan  
Owner

See Superior Court  
Records Vol. 73492.  
Filed 2/10/83 in Book  
157 page 730 of Official  
Records which excludes  
and states position of  
this map.  
Shown by Record 73492-736



SEC 17 SEC 13  
SEC 23 SEC 24  
7. 14 S R 4 W S.B.M.

# Attachment C - Aerial



# Attachment D - Proposed Legal & Plat Map

PLEASE COMPLETE THIS INFORMATION.

RECORDING REQUESTED BY:

CITY CLERK

AND WHEN RECORDED MAIL TO:

CITY OF DEL MAR  
1050 CAMINO DEL MAR  
DEL MAR, CA 92014

THIS SPACE FOR RECORDER'S USE ONLY

## CITY OF DEL MAR CERTIFICATE OF COMPLIANCE COC \_\_\_\_\_

Pursuant to the provisions of the subdivision Map Act (Sec. 66410 et. seq., Government Code, State of California) and the City of Del Mar Subdivision Ordinance, (Title 24 of the City of Del Mar Municipal Code) I hereby certify that I have reviewed the application for Certificate of Compliance for the property described below and found the property to be in conformance with all requirements of the Subdivision Map Act and of the City of Del Mar Municipal Subdivision Ordinance. Pursuant to this review, I hereby certify that the referenced property is a legal lot of record. (City of Del Mar reference files: COC \_\_\_\_\_)

PROPERTY OWNER: \_\_\_\_\_

LEGAL DESCRIPTION OF PARCELS: *SEE EXHIBIT "A" (ATTACHED)*

PLAT OF PARCELS: *SEE EXHIBIT "B" (ATTACHED)*

BY: \_\_\_\_\_  
Kathleen A. Garcia  
Director of Planning and Community Development

Date: \_\_\_\_\_

**This Certificate of Compliance shall in no way affect the requirements, or application thereof, of any City, County, State, Federal or local agency that regulates the development of real property.**

THIS PAGE ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION  
(Additional recording fee applies)

**EXHIBIT "A"**

**LEGAL DESCRIPTION**

THOSE PORTIONS OF BLOCK 26 ACCORDING TO THE MAP OF DEL MAR, NO. 368 FILED OCTOBER 07, 1885 IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, STATE OF CALIFORNIA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**PARCEL 1:**

LOTS 1, 2, 11, 12 AND THE EASTERLY 29.00 FEET OF LOTS 3 AND 10.

ALSO THE SOUTHERLY 20.00 FEET OF 11<sup>TH</sup> STREET ADJOINING SAID LOTS 1, 2, AND THE EASTERLY 29.00 FEET OF LOT 3 ON THE NORTH; AND THE NORTHERLY 20.00 FEET OF 10<sup>TH</sup> STREET ADJOINING SAID LOTS 11, 12 AND THE EASTERLY 29.00 FEET OF LOT 10 ON THE SOUTH AS VACATED BY ORDER OF THE BOARD OF SUPERVISORS OF SAN DIEGO COUNTY, APRIL 12, 1926.

ALSO TOGETHER WITH THAT PORTION OF THE ALLEY LYING BETWEEN SAID LOTS 1, 2 AND THE EASTERLY 29.00 FEET OF LOT 3 AND LOTS 11, 12 AND THE EASTERLY 29.00 FEET OF LOT 10. VACATED AND APPROVED BY THE CITY OF DEL MAR, FEBRUARY 19<sup>TH</sup>, 2016.

CONTAINING AN AREA OF 1.008 ACRES (43,905 SQUARE FEET) MORE OR LESS

**PARCEL 2:**

LOTS 4, 9 AND THE WESTERLY 21.00 FEET OF LOTS 3 AND 10.

ALSO THE SOUTHERLY 20.00 FEET OF 11<sup>TH</sup> STREET ADJOINING SAID LOT 4 AND THE WESTERLY 21.00 FEET OF LOTS 3 ON THE NORTH; AND THE NORTHERLY 20.00 FEET OF 10<sup>TH</sup> STREET ADJOINING SAID LOT 9 AND THE WESTERLY 21.00 FEET OF LOT 10 ON THE SOUTH AS VACATED BY ORDER OF THE BOARD OF SUPERVISORS OF SAN DIEGO COUNTY, APRIL 12, 1926.

ALSO THAT PORTION OF THE ALLEY LYING BETWEEN SAID LOTS 4, 9 AND THE WESTERLY 21.00 FEET OF LOTS 3 AND 10 AS VACATED AND APPROVED BY THE CITY OF DEL MAR, FEBRUARY 19<sup>TH</sup>, 2016.

CONTAINING AN AREA OF 0.555 ACRES (24,167 SQUARE FEET) MORE OR LESS

REFERENCE IS MADE TO EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF.

**EXHIBIT "A"**

**LEGAL DESCRIPTION**

PREPARED BY: DANIEL J. MCCROSKEY, PLS  
CERTIFICATION NUMBER: L 7098  
EXPIRATION DATE: 12/31/2016

SIGNATURE: *Daniel J. McCroskey*  
DATE: *02/08/2016*

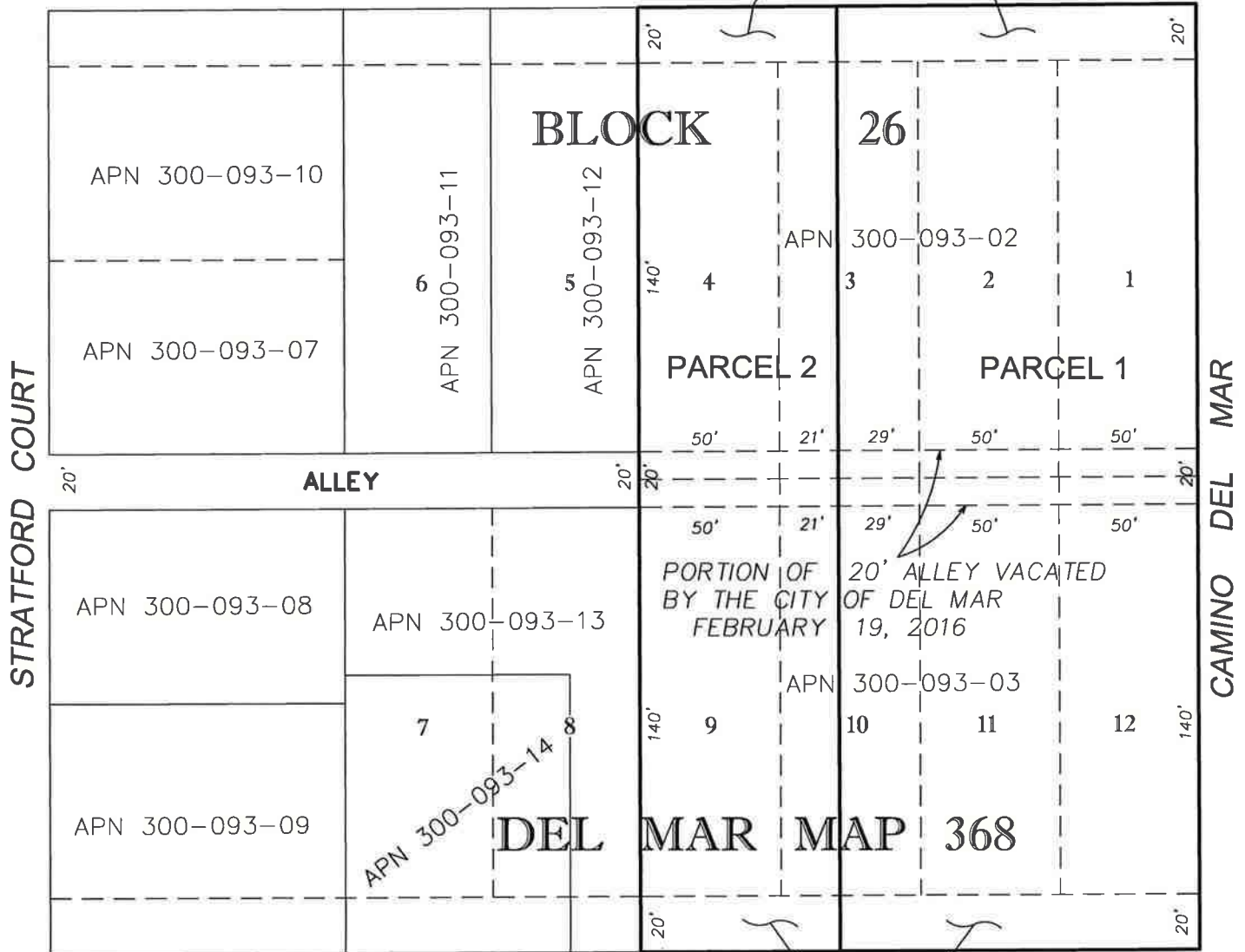
SEAL:



# EXHIBIT "B"

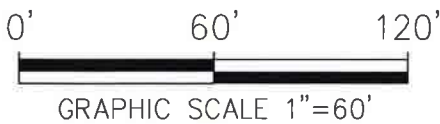
20' OF 11TH ST. VACATED BY THE BOARD OF SUPERVISORS OF SAN DIEGO COUNTY APRIL 12, 1926

30' 11TH STREET



20' OF 10TH ST. VACATED BY THE BOARD OF SUPERVISORS OF SAN DIEGO COUNTY APRIL 12, 1926

30' 10TH STREET



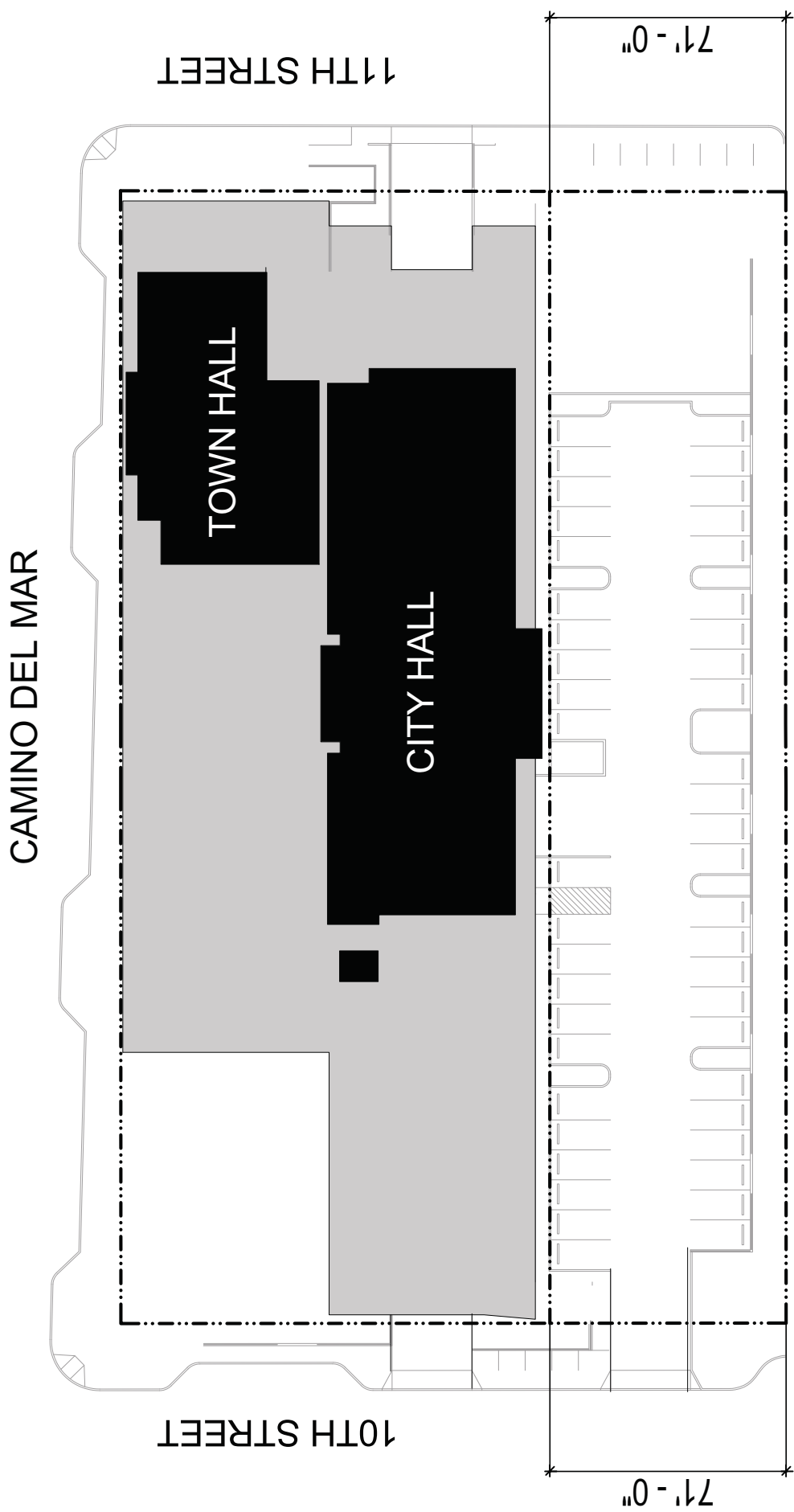
*Daniel J. McCroskey* 02/08/2016  
 DANIEL J. McCROSKEY, PLS 7098 DATE  
 TOWILL, INC.



**TOWILL** | Surveying, Mapping and GIS Services  
 8799 Balboa Avenue, Suite 140  
 San Diego, CA 92123  
 858.384.0088 / Fax 858.571.2030

ALLEY VACATION  
 A PORTION OF BLOCK 26 OF MAP 368  
 APN 300-093-02 & APN 300-093-03  
 City of Del Mar  
 County of San Diego State of California

Date: 02/08/2016  
 Drawn: AMB  
 Checked: D.J.M.  
 J.N.: 14616  
 Sheet 3 of 3



**DEL MAR CIVIC CENTER LOT LINE ADJUSTMENT**

EXHIBIT PREPARED 08 FEB 2016