



CITY OF ATASCADERO CITY COUNCIL AGENDA

With the reopening of California and removal of meeting capacity restrictions, the City of Atascadero has returned to in-person meetings for City Council. Residents now have the option to attend the meeting in person or to participate remotely.

HOW TO OBSERVE THE MEETING REMOTELY:

To participate remotely, residents can livestream the meeting on SLO-SPAN.org, on Spectrum cable Channel 20 in Atascadero, and listen live on KPRL Radio 1230AM and 99.3FM. The video recording of the meeting will repeat daily on Channel 20 at 1:00 am, 9:00 am, and 6:00 pm and will be available through the City's website or by visiting https://us02web.zoom.us/webinar/register/WN_ZwJ7a031S3KXauEym9ehaA.

HOW TO SUBMIT PUBLIC COMMENT:

Individuals who wish to provide public comment in person may attend the meeting in the City Council Chambers. Unvaccinated individuals will be required to wear a mask while in the building. Individuals who wish to provide public comment remotely may call **805-538-2888** to listen and provide public comment via phone, or submit written public comments to cityclerk@atascadero.org by 12:00 pm on the day of the meeting. The phone line will open just prior to the start of the closed session meeting and again prior to the start of the meeting. Emailed **comments must identify the Agenda Item Number in the subject line of the email**. The comments will be forwarded to the City Council and made a part of the administrative record. If a comment is received after the deadline for submission but before the close of the meeting, the comment will still be included as a part of the administrative record of the meeting but will be forwarded to the City Council the next business day. ***Please note, email comments will not be read into the record.***

AMERICAN DISABILITY ACT ACCOMMODATIONS:

Any member of the public who needs accommodations should contact the City Clerk's Office at cityclerk@atascadero.org or by calling 805-470-3400 at least 48 hours prior to the meeting or time when services are needed. The City will use their best efforts to provide reasonable accommodations to afford as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

City Council agendas and minutes may be viewed on the City's website: www.atascadero.org.

Copies of the staff reports or other documentation relating to each item of business referred to on the Agenda are on file in the office of the City Clerk and are available for public inspection on our website, www.atascadero.org. Contracts, Resolutions and Ordinances will be allocated a number once they are approved by the City Council. The Minutes of this meeting will reflect these numbers. All documents submitted by the public during Council meetings that are either read into the record or referred to in their statement will be noted in the Minutes and available for review by contacting the City Clerk's office. All documents will be available for public inspection by appointment during City Hall business hours.



CITY OF ATASCADERO CITY COUNCIL

AGENDA

Tuesday, August 10, 2021

**City Hall Council Chambers, 4th floor
6500 Palma Avenue, Atascadero, California**

<u>City Council Closed Session:</u>	5:00 P.M.
<u>City Council Regular Session:</u>	6:00 P.M.

COUNCIL CLOSED SESSION: 5:00 P.M.

- 1. ROLL CALL**
- 2. CLOSED SESSION -- PUBLIC COMMENT**
- 3. COUNCIL LEAVES TO BEGIN CLOSED SESSION**
- 4. CLOSED SESSION -- CALL TO ORDER**
 - a. Conference with Real Property Negotiators** (Govt. Code 54956.8)
Real Property: 6009 Del Rio Road (APN 049141038 – City Property), 2000 Ramona Road (APN 049141039 – City Property), 2455 El Camino Real (APN 049151056 – People Self Help Housing Property), 6105 Olmeda Avenue (APN 029091001 – State of California Property), Atascadero, California, 93422
Agency Negotiator: Rachelle Rickard, City Manager
Negotiating Parties: People Self Help Housing and State of California
Subject of Negotiations: Purchase price and/or terms of payment.
 - b. Conference with Labor Negotiators** (Govt. Code Sec. 54957.6)
Agency designated representatives: Rachelle Rickard, City Manager
Employee Organizations: Atascadero Professional Firefighters, Local 3600; Atascadero Police Association; Service Employees International Union, Local 620; Mid-Management/Professional Employees; Non-Represented Professional and Management Workers and Confidential Employees

5. CLOSED SESSION – ADJOURNMENT

6. COUNCIL RETURNS

7. CLOSED SESSION – REPORT (IF ANY)

a. July 13, 2021

b. August 10, 2021

Announcement(s) of any reportable action(s) taken in Closed Session that occur(s) after the adjournment of Regular Session will be made at the beginning of the next Regular City Council meeting as Closed Session is not recorded or videotaped.

REGULAR SESSION – CALL TO ORDER: 6:00 P.M.

PLEDGE OF ALLEGIANCE: Mayor Moreno

ROLL CALL: Mayor Moreno
Mayor Pro Tem Newsom
Council Member Bourbeau
Council Member Dariz
Council Member Funk

APPROVAL OF AGENDA: Roll Call

Recommendation: Council:

1. Approve this agenda; and
2. Waive the reading in full of all ordinances appearing on this agenda, and the titles of the ordinances will be read aloud by the City Clerk at the first reading, after the motion and before the City Council votes.

PRESENTATIONS: None.

A. CONSENT CALENDAR: (All items on the consent calendar are considered to be routine and non-controversial by City staff and will be approved by one motion if no member of the Council or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the Consent Calendar and will be considered in the listed sequence with an opportunity for any member of the public to address the Council concerning the item before action is taken.)

1. City Council Draft Action Minutes – July 13, 2021

- Recommendation: Council approve the July 13, 2021 Draft City Council Regular Meeting Minutes. [City Clerk]

2. June 2021 Accounts Payable and Payroll

- Fiscal Impact: \$2,703,659.29
- Recommendation: Council approve certified City accounts payable, payroll and payroll vendor checks for June 2021. [Administrative Services]

3. **Designation of Voting Delegate - League of California Cities' Annual Conference**
 - Fiscal Impact: None.
 - Recommendation: Council designate Council Member Funk as the voting delegate for the Annual Business Meeting of the League of California Cities' Annual Conference in September 2021 and direct the City Clerk to inform the League of the designation. [City Clerk]
4. **Approve Final Map for Tract 3141 - Grand Oaks Micro Community (4711 El Camino Real)**
 - Fiscal Impact: None.
 - Recommendation: Council adopt Draft Resolution approving Final Map for Tract 3141 and accepting the offer of dedication for a public pedestrian easement on behalf of the public. [Public Works]
5. **Community Facilities District 2005-1 Annexation No. 23**
 - Fiscal Impact: None.
 - Recommendation: Council adopt on second reading, by title only, Draft Ordinance, authorizing the levy of special taxes in Community Facilities District 2005-1 for certain annexation territory identified as Annexation No. 23. [Community Development]
6. **Mobile and Portable Radio Replacement**
 - Fiscal Impact: \$480,700.00 of budgeted General Fund Measure D-20 funds.
 - Recommendation: Council authorize the City Manager to execute a contract with Motorola Solutions for a total of \$480,700.00 for the purchase of mobile and portable radios for the Police and Fire & Emergency Services Departments. [Information Technology]
7. **Objective Design and Small-Lot Subdivision Standards Project Contract Award**
 - Fiscal Impact: \$114,705.00 in grant funding.
 - Recommendation: Council authorize the City Manager to execute a contract for \$114,705.00 with MIG, Inc. to provide planning consultant services for the preparation of the Objective Design and Small-Lot Subdivision Standards Project. [Community Development]

UPDATES FROM THE CITY MANAGER: (The City Manager will give an oral report on any current issues of concern to the City Council.)

COMMUNITY FORUM: (This portion of the meeting is reserved for persons wanting to address the Council on any matter not on this agenda and over which the Council has jurisdiction. Speakers are limited to three minutes. Please state your name for the record before making your presentation. Comments made during Community Forum will not be a subject of discussion. A maximum of 30 minutes will be allowed for Community Forum, unless changed by the Council. Any members of the public who have questions or need information may contact the City Clerk's Office, between the hours of 8:30 a.m. and 5:00 p.m. at (805) 470-3400, or cityclerk@atascadero.org.)

B. PUBLIC HEARINGS:

1. Cascabel Accessory Structure Use Permit (USE 21-0035) Appeal – 5075 Cascabel Road

- Fiscal Impact: The proposed project includes construction of accessory structures on the residential property. The City will gain slight increases in property tax from improvements to the property.
- Recommendations: Council:
 1. Adopt Draft Resolution A affirming the Planning Commission's approval of the Use Permit, subject to findings and conditions of approval.

OR

2. Adopt Draft Resolution B reversing the Planning Commission's action and denying the Use Permit subject to findings. [Community Development]

2. Confirming Cost of Vegetative Growth and/or Refuse Abatement

- Fiscal Impact: The City will receive \$66,983.19 from the 2021/2022 property tax rolls in weed abatement / refuse abatement assessments.
- Recommendations: Council adopt Draft Resolution, confirming the cost of vegetative growth (weeds) and/or refuse (rubbish) abatement. [Fire Department]

C. MANAGEMENT REPORTS:

1. 2021 Sales Tax Measure D-20 Annual Report

- Fiscal Impact: Distribution of the 2021 Measure D-20 Annual Report is estimated to cost about \$5,000 in budgeted General Funds.
- Recommendation: Council approve the 2021 Sales Tax Measure D-20 Annual Report. [Administrative Services]

D. COUNCIL ANNOUNCEMENTS AND COMMITTEE REPORTS: (On their own initiative, Council Members may make a brief announcement or a brief report on their own activities. The following represent standing committees. Informative status reports will be given, as felt necessary):

Mayor Moreno

1. City Selection Committee
2. County Mayors Round Table
3. Regional Economic Action Coalition (REACH)
4. SLO Council of Governments (SLOCOG)
5. SLO Regional Transit Authority (RTA)

Mayor Pro Tem Newsom

1. City / Schools Committee
2. Design Review Committee
3. League of California Cities – Council Liaison
4. Visit SLO CAL Advisory Committee

Council Member Bourbeau

1. City of Atascadero Finance Committee
2. City / Schools Committee
3. Integrated Waste Management Authority (IWMA)
4. SLO County Water Resources Advisory Committee (WRAC)

Council Member Dariz

1. Air Pollution Control District
2. California Joint Powers Insurance Authority (CJPIA) Board
3. City of Atascadero Finance Committee

Council Member Funk

1. Atascadero Basin Ground Water Sustainability Agency (GSA)
2. Design Review Committee
3. Homeless Services Oversight Council

- E. INDIVIDUAL DETERMINATION AND / OR ACTION:** (Council Members may ask a question for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda. The Council may take action on items listed on the Agenda.)

1. City Council
2. City Clerk
3. City Treasurer
4. City Attorney
5. City Manager

ADJOURN

Please note: Should anyone challenge any proposed development entitlement listed on this Agenda in court, that person may be limited to raising those issues addressed at the public hearing described in this notice, or in written correspondence delivered to the City Council at or prior to this public hearing. Correspondence submitted at this public hearing will be distributed to the Council and available for review in the City Clerk's office.



CITY OF ATASCADERO CITY COUNCIL

DRAFT MINUTES

Tuesday, July 13, 2021

**City Hall Council Chambers, 4th floor
6500 Palma Avenue, Atascadero, California**

City Council Closed Session: 5:00 P.M.

City Council Regular Session: 6:00 P.M.

COUNCIL CLOSED SESSION: 5:00 P.M.

Mayor Moreno called Closed Session to order at 5:04 p.m.

1. ROLL CALL

Present: **By Teleconference** - Council Members Bourbeau, Dariz and Funk, Mayor Pro Tem Newsom, and Mayor Moreno

Absent: None

Others Present: None

Staff Present: **By Teleconference** – City Manager Rachelle Rickard, Administrative Services Director Jeri Rangel, Deputy City Manager/City Clerk Lara Christensen, and IT Manager Luke Knight

2. CLOSED SESSION -- PUBLIC COMMENT – None

3. COUNCIL LEAVES TO BEGIN CLOSED SESSION

IT Manager Luke Knight did not attend this portion of the meeting.

4. CLOSED SESSION -- CALL TO ORDER

- a. **Conference with Real Property Negotiators** (Govt. Code 54956.8)
Real Property: 6009 Del Rio Road (APN 049141038 – City Property), 2000 Ramona Road (APN 049141039 – City Property), 2455 El Camino Real (APN 049151056 – People Self Help Housing Property), 6105 Olmeda Avenue (APN 029091001 – State of California Property), Atascadero, California, 93422
Agency Negotiator: Rachelle Rickard, City Manager
Negotiating Parties: People Self Help Housing and State of California
Subject of Negotiations: Purchase price and/or terms of payment.
- b. **Conference with Labor Negotiators** (Govt. Code Sec. 54957.6)
Agency designated representatives: Rachelle Rickard, City Manager
Employee Organizations: Atascadero Professional Firefighters, Local 3600; Atascadero Police Association; Service Employees International Union, Local 620; Mid-Management/Professional Employees; Non-Represented Professional and Management Workers and Confidential Employees

5. CLOSED SESSION – ADJOURNMENT

6. COUNCIL RETURNS

7. CLOSED SESSION – REPORT

City Attorney Pierik reported that there was no reportable action from Closed Session on June 22, 2021.

Mayor Moreno noted that more time would be needed to complete the discussion on the Closed Session items and that Council would be recessing Closed Session until after the close of Regular Session.

REGULAR SESSION – CALL TO ORDER: 6:00 P.M.

Mayor Moreno called the meeting to order at 6:01 p.m. and Council Member Dariz led the Pledge of Allegiance.

ROLL CALL:

Present: **By Teleconference** - Council Members Bourbeau, Dariz and Funk, Mayor Pro Tem Newsom, and Mayor Moreno

Absent: None

Others Present: None

Staff Present: **By Teleconference** – City Manager Rachelle Rickard, Administrative Services Director Jeri Rangel, Community Development Director Phil Dunsmore, Public Works Director Nick DeBar, City Attorney Brian Pierik, Deputy City Manager/City Clerk Lara Christensen, Deputy Community Development Director Loreli Cappel and IT Manager Luke Knight

APPROVAL OF AGENDA:

- MOTION:** By Council Member Funk and seconded by Council Member Bourbeau to:
1. Approve this agenda; and,
 2. Waive the reading in full of all ordinances appearing on this agenda, and the titles of the ordinances will be read aloud by the City Clerk at the first reading, after the motion and before the City Council votes.
- Motion passed 5:0 by a roll-call vote.*

PRESENTATIONS:

1. Proclamation declaring July 2021 as Parks Make Life Better month

The Council presented the Proclamation to Recreation Supervisor Jennifer Fanning.

A. CONSENT CALENDAR:

1. City Council Draft Action Minutes – June 22, 2021

- Recommendation: Council approve the June 22, 2021 Draft City Council Regular Meeting Minutes. [City Clerk]

2. Approve Parcel Map AT 19-0052 (7850 Curbaril Avenue)

- Fiscal Impact: None.
- Recommendations: Council:
 1. Approve Parcel Map AT 19-0052.
 2. Accept, on behalf of the public, the offer of dedication for a six-foot Public Utility Easement. [Public Works]

3. Memorandum of Understanding for Service Employees International Union Local 620

- Fiscal Impact: Changes to the MOU will result in an estimated \$256,000 cost increase for 2021-2022, another \$144,000 for FY 2022-2023 and another \$138,000 for FY 2023-2024 and thereafter. These costs are budgeted as part of the 2021-2023 adopted budget.
- Recommendation: Council approve the Memorandum of Understanding for Service Employees International Union Local 620. [City Manager]

4. Property Acquisitions from M P Annex, LLC – Del Rio Road @ US 101 Interchange Improvements Project

- Fiscal Impact: Adopting the Draft Resolution will result in payment of \$70,200 to M P Annex, LLC for the acquisition of the additional right-of-way and wall maintenance easement. This expenditure, along with closing costs, is included in the adopted Budget as part of the Del Rio Road at US 101 Interchange Improvements project and is funded by the Circulation System Fees Fund.
- Recommendation: Council adopt Draft Resolution approving compensation payment and a right-of-way agreement with escrow instructions for property acquisitions with M P Annex, LLC (APNs 049-131-050 and 049-131-083) for

Del Rio Road and El Camino Real improvements in the vicinity of US 101 interchange project. [Public Works]

5. Central Coast Regional Pre-Approved Accessory Dwelling Unit Project Contract Award

- Fiscal Impact: Award of the contract will use \$158,300 in budgeted Assembly Bill 101 REAP Regional Grant funds. Staff time costs associated with management of this contract and project are anticipated to be covered by the regional REAP funding allocation, not to exceed the total grant award of \$181,000.
- Recommendation: Council authorize the City Manager to execute a contract for \$158,300.00 with Workbench, Inc. to provide planning consultant services for the preparation of the Central Coast Regional Pre-Approved Accessory Dwelling Unit Project. [Community Development]

MOTION: By Council Member Dariz and seconded by Council Member Bourbeau to approve the Consent Calendar with corrections noted to Consent Calendar Item #A-1. (#A-3: Contract No. 2021-018) (#A-4: Resolution No. 2021-060) (#A-5: Contract No. 2021-019)
Motion passed 5:0 by a roll-call vote.

UPDATES FROM THE CITY MANAGER:

City Manager Rachelle Rickard gave an update on projects and issues within the City.

COMMUNITY FORUM:

The following citizens spoke by telephone or through the webinar on this item: None.

Mayor Moreno closed the COMMUNITY FORUM period.

B. PUBLIC HEARINGS:

1. Community Facilities District 2005-1 Annexation No. 23

- Fiscal Impact: Assessments are estimated to be between \$45,000 - \$47,000 annually beginning in fiscal year 2022-2023, and adjusted each year for inflation. Deed restricted affordable units are exempt from the special tax.
- Recommendations: Council:
 1. Conduct the public hearing for the proposed annexation.
 2. Adopt Draft Resolution A; authorizing the territory identified in City Council Resolution 2021-030 to be annexed into Community Facilities District No. 2005-1, authorizing the levy of a special tax and submitting the levy of a special tax to qualified electors.
 3. Direct the City Clerk to conduct a landowner vote of annexation and collect and count the ballots.

Council to recess until ballots are counted

4. Adopt Draft Resolution B, declaring the results of a special annexation landowner election, determining the validity of prior proceedings and directing the recording of an amendment to the notice of special tax lien.
5. Introduce for first reading, by title only, Draft Ordinance, authorizing the levy of special taxes in Community Facilities District 2005-1 for certain annexation territory identified as Annexation No. 23. [Community Development]

Ex Parte Communications

The Council Members reported having no communications on this item.

Community Development Director Dunsmore gave the staff report and answered questions from the Council.

PUBLIC COMMENT:

The following citizens spoke by telephone or through the webinar on this item: None.

Mayor Moreno closed the Public Comment period.

MOTION: By Mayor Pro Tem Newsom and seconded by Council Member Funk to:

1. Adopt Resolution No. 2021-061; authorizing the territory identified in City Council Resolution 2021-030 to be annexed into Community Facilities District No. 2005-1, authorizing the levy of a special tax and submitting the levy of a special tax to qualified electors.
2. Direct the City Clerk to conduct a landowner vote of annexation and collect and count the ballots.

Motion passed 5:0 by a roll-call vote.

Deputy City Manager/City Clerk Christensen announced that four votes (one ballot) were received and were all in favor.

MOTION: By Council Member Bourbeau and seconded by Council Member Funk to:

1. Adopt Resolution No. 2021-062, declaring the results of a special annexation landowner election, determining the validity of prior proceedings and directing the recording of an amendment to the notice of special tax lien.
2. Introduce for first reading, by title only, Draft Ordinance, authorizing the levy of special taxes in Community Facilities District 2005-1 for certain annexation territory identified as Annexation No. 23.

Deputy City Manager/City Clerk Christensen read the title of the Ordinance:

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF ATASCADERO, CALIFORNIA, AUTHORIZING THE LEVY OF
SPECIAL TAXES IN COMMUNITY FACILITIES DISTRICT NO. 2005-1 (PUBLIC
SERVICES), INCLUDING CERTAIN ANNEXATION TERRITORY**

Motion passed 5:0 by a roll-call vote.

C. MANAGEMENT REPORTS:

1. Pickleball Courts at Colony Park Construction Award

- Fiscal Impact: Award of the bid to Kirk Construction will result in the expenditure of \$173,143 and a potential total project cost of \$240,000. Funding sources are expected to include \$150,000 in Parkland Facilities Impact Fees, \$30,000 in donations from the Atascadero Pickleball Club and \$60,000 in funds to be identified by the Council at the meeting.
- Recommendations: Council:
 1. Reject the bid protest of R. Burke Corporation and award a contract to Kirk Construction for \$173,143 to construct the Pickleball Courts at Colony Park Project and authorize the City Manager to execute the contract on behalf of the City Council.
 2. Discuss and direct staff on desired alternative for funding sources for amounts exceeding appropriated amount for the Pickleball Courts at Colony Park Project.
 3. Authorize the Director of Administrative Services to appropriate \$60,000 for the Pickleball Courts at Colony Park Project from a funding source to be identified. [Public Works]

Public Works Director DeBar gave the staff report and answered questions from the Council.

PUBLIC COMMENT:

The following citizens spoke by telephone or through the webinar on this item: Barbara Sims and Geoff Auslen

Mayor Moreno closed the Public Comment period.

MOTION: By Council Member Dariz and seconded by Council Member Funk to reject the bid protest of R. Burke Corporation and award a contract to Kirk Construction for \$173,143 to construct the Pickleball Courts at Colony Park Project and authorize the City Manager to execute the contract on behalf of the City Council.
Motion passed 5:0 by a roll-call vote.

MOTION: By Mayor Moreno and seconded by Council Member Funk to:

1. Authorize the Director of Administrative Services to appropriate \$60,000 for the Pickleball Courts at Colony Park Project as follows:
 - a. Appropriate \$45,770 in Parkland Facilities Fees covering construction contingency of \$34,030 and 50/50 split of remaining fund shortfall of \$11,740

- b. Appropriate \$14,240 from donations covering payment for MidCoast of \$2,500 and 50/50 split of remaining fund shortfall of \$11,740
2. Authorize City Manager to draft and execute an agreement with the Pickleball Club for the 50/50 split of the remaining fund shortfall between the Pickleball Club and the City and require payment of \$30,000 by the Pickleball Club prior to the signing of the contract.
- Motion passed 5:0 by a roll-call vote.*

2. Del Rio Ranch General Plan, Zoning Map, and Specific Plan Amendments and Master Plan of Development (AMND21-0020)

- Fiscal Impact: The proposed project is a large scale retail and lodging focused development which is expected to bring in significant revenues, especially to lodging uses. The development is required to annex into the city-wide CFD. With annexation into the CFD, overall, the project will be fiscally positive.
- Recommendation: Council adopt on second reading, by title only, Draft Ordinance approving a Zoning Map Amendment and amendments to the Del Rio Road Commercial Area Specific Plan, based on findings. [Community Development]

Deputy City Manager/City Clerk Christensen briefed the City Council on the staff report.

PUBLIC COMMENT:

The following citizens spoke by telephone or through the webinar on this item: None

Mayor Moreno closed the Public Comment period.

MOTION: By Council Member Funk and seconded by Mayor Pro Tem Newsom to adopt on second reading, by title only, Ordinance No. 648 approving a Zoning Map Amendment and amendments to the Del Rio Road Commercial Area Specific Plan, based on findings.

Motion passed 5:0 by a roll-call vote.

3. General Plan Update Preliminary Discussion (GPA21-0067)

- Fiscal Impact: The City has budgeted \$450,000 for FY 2021-22 and \$635,000 for FY 2022-23. Staff will be continuing to seek grant funding opportunities to cover project costs.
- Recommendation: Council receive report on the overview of the upcoming Citywide General Plan update. [Community Development]

Deputy Community Development Director Loreli Cappel gave the staff report and answered questions from the Council.

PUBLIC COMMENT:

The following citizens spoke by telephone or through the webinar on this item: Randy Lawrence

Mayor Moreno closed the Public Comment period.

The Council received and filed the report.

Mayor Moreno recessed the meeting at 8:22 p.m.

Mayor Moreno reconvened the meeting with all present at 8:30 p.m.

4. Improvement and Reimbursement Agreement with M P Annex, LLC – Del Rio Road @ US 101 Interchange Improvements Project

- Fiscal Impact: The latest cost estimate for the Reimbursable Improvements is \$733,000 and includes a 20% contingency. Actual costs will be based on actual work completed, similar to many City capital improvement projects, and is anticipated not to exceed this amount. This work and related expenditures were planned to be part of the Del Rio Road and El Camino Real Improvements in the vicinity of US 101 Interchange Project. This expenditure is included in the adopted Budget as part of the Del Rio Road at US 101 Interchange Improvements project and is funded by the Circulation System Fees Fund.
- Recommendation: Council approve the Improvement and Reimbursement Agreement with M P Annex, LLC to construct a portion of the Del Rio Road and El Camino Real Improvements in the vicinity of US 101 Interchange Project. [Public Works]

Public Works Director DeBar gave the staff report and answered questions from the Council.

PUBLIC COMMENT:

The following citizens spoke by telephone or through the webinar on this item: Geoff Auslen

Mayor Moreno closed the Public Comment period.

MOTION: By Council Member Bourbeau and seconded by Council Member Funk to approve the Improvement and Reimbursement Agreement with M P Annex, LLC to construct a portion of the Del Rio Road and El Camino Real Improvements in the vicinity of US 101 Interchange Project (Contract No. 2021-020).
Motion passed 5:0 by a roll-call vote.

D. COUNCIL ANNOUNCEMENTS AND COMMITTEE REPORTS:

The following Council Members made brief announcements and gave brief update reports on their committees since their last Council meeting:

Mayor Pro Tem Newsom

1. Design Review Committee

Council Member Bourbeau

1. Integrated Waste Management Authority (IWMA)

Council Member Funk

1. Atascadero Basin Ground Water Sustainability Agency (GSA)
2. Design Review Committee
3. Homeless Services Oversight Council

E. INDIVIDUAL DETERMINATION AND / OR ACTION: None.

F. ADJOURN

Mayor Moreno recessed the Regular Meeting at 8:55 p.m. and reconvened the Closed Session Meeting at 9:00 p.m.

The meeting was adjourned at 9:45 pm; no reportable action.

MINUTES PREPARED BY:

Lara K. Christensen
City Clerk

APPROVED:



Atascadero City Council

Staff Report - Administrative Services Department

June 2021 Accounts Payable and Payroll

RECOMMENDATION:

Council approve certified City accounts payable, payroll and payroll vendor checks for June 2021.

DISCUSSION:

Attached for City Council review and approval are the following:

Payroll

Dated	6/10/21	Checks # 35156 - 35169	\$	12,346.69
		Direct Deposits		298,740.34
Dated	6/24/21	Checks # 35170 - 35177		12,871.65
		Direct Deposits		337,016.85

Accounts Payable

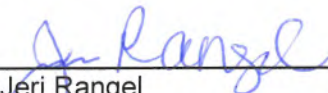
Dated 6/1/21-6/30/21	Checks # 167696 - 167925 & EFTs 4057 - 4086	2,042,683.76
	TOTAL AMOUNT	\$ 2,703,659.29

FISCAL IMPACT:

Total expenditures for all funds is \$ 2,703,659.29

CERTIFICATION:

The undersigned certifies that the attached demands have been released for payment and that funds are available for these demands.



Jeri Rangel
Director of Administrative Services

ATTACHMENT:

June 2021 Eden Warrant Register in the amount of \$ 2,042,683.76

City of Atascadero
Disbursement Listing

For the Month of June 2021

ITEM NUMBER: A-2
DATE: 08/10/21
ATTACHMENT: 1

Check Number	Check Date	Vendor	Description	Amount
4057	06/01/2021	RABOBANK, N.A.	Payroll Vendor Payment	48,701.05
4058	06/01/2021	EMPLOYMENT DEV DEPARTMENT	Payroll Vendor Payment	14,464.86
4059	06/01/2021	EMPLOYMENT DEV. DEPARTMENT	Payroll Vendor Payment	2,611.52
167696	06/04/2021	13 STARS MEDIA	Accounts Payable Check	1,109.91
167697	06/04/2021	A SUPERIOR CRANE, LLC	Accounts Payable Check	540.00
167698	06/04/2021	ADAMSKI,MOROSKI,MADDEN,	Accounts Payable Check	1,450.00
167699	06/04/2021	AGM CALIFORNIA, INC.	Accounts Payable Check	350.00
167700	06/04/2021	ALPHA ELECTRIC SERVICE	Accounts Payable Check	437.50
167701	06/04/2021	ALTHOUSE & MEADE, INC.	Accounts Payable Check	397.50
167702	06/04/2021	AMERICAN WEST TIRE & AUTO INC	Accounts Payable Check	795.09
167703	06/04/2021	KELLY AREBALO	Accounts Payable Check	651.12
167704	06/04/2021	ASCAP	Accounts Payable Check	368.17
167706	06/04/2021	AT&T	Accounts Payable Check	815.58
167707	06/04/2021	AT&T	Accounts Payable Check	101.04
167708	06/04/2021	ATASCADERO GLASS, INC.	Accounts Payable Check	3,678.75
167709	06/04/2021	ATASCADERO HAY & FEED	Accounts Payable Check	1,145.71
167710	06/04/2021	AVILA TRAFFIC SAFETY	Accounts Payable Check	103.87
167711	06/04/2021	BASSETT'S CRICKET RANCH,INC.	Accounts Payable Check	258.64
167712	06/04/2021	BEAR MARKET RIOT, LLC	Accounts Payable Check	300.00
167713	06/04/2021	KEITH R. BERGHER	Accounts Payable Check	337.50
167714	06/04/2021	BERRY MAN, INC.	Accounts Payable Check	508.40
167715	06/04/2021	BRANCH SMITH PROPERTIES	Accounts Payable Check	362.00
167716	06/04/2021	BUREAU VERITAS NORTH AMERICA	Accounts Payable Check	10,972.76
167717	06/04/2021	VOID	Accounts Payable Check	0.00
167718	06/04/2021	CALPORTLAND COMPANY	Accounts Payable Check	138.95
167719	06/04/2021	CARQUEST OF ATASCADERO	Accounts Payable Check	137.71
167720	06/04/2021	CHARTER COMMUNICATIONS	Accounts Payable Check	214.97
167721	06/04/2021	CLEVER CONCEPTS, INC.	Accounts Payable Check	47.95
167722	06/04/2021	CRYSTAL SPRINGS WATER	Accounts Payable Check	20.00
167723	06/04/2021	DAKOS LAND SURVEYS, INC.	Accounts Payable Check	3,950.00
167724	06/04/2021	NICHOLAS DEBAR	Accounts Payable Check	300.00
167725	06/04/2021	JOE DEBRUIN, PH.D.	Accounts Payable Check	360.00
167726	06/04/2021	DESTINATION TRAVEL NETWORK	Accounts Payable Check	325.00
167727	06/04/2021	DIAMOND A EQUIPMENT, LLC	Accounts Payable Check	96,787.50
167728	06/04/2021	PHILIP DUNSMORE	Accounts Payable Check	300.00
167729	06/04/2021	EARTH SYSTEMS PACIFIC	Accounts Payable Check	9,067.50
167730	06/04/2021	ELECTRICRAFT, INC.	Accounts Payable Check	113.00
167731	06/04/2021	EMERGENCY MANAGEMENT DYNAMICS	Accounts Payable Check	375.00
167732	06/04/2021	FASTENAL COMPANY	Accounts Payable Check	213.53

City of Atascadero
Disbursement Listing

For the Month of June 2021

ITEM NUMBER: A-2
DATE: 08/10/21
ATTACHMENT: 1

Check Number	Check Date	Vendor	Description	Amount
167733	06/04/2021	FERRAVANTI GRADING & PAVING	Accounts Payable Check	112,823.03
167734	06/04/2021	FGL ENVIRONMENTAL	Accounts Payable Check	879.00
167735	06/04/2021	FRANCHISE TAX BOARD	Accounts Payable Check	340.00
167736	06/04/2021	G. SOSA CONSTRUCTION, INC.	Accounts Payable Check	88,789.43
167737	06/04/2021	RYAN GABBARD	Accounts Payable Check	230.00
167738	06/04/2021	GAS COMPANY	Accounts Payable Check	713.18
167739	06/04/2021	GIERLICH-MITCHELL, INC.	Accounts Payable Check	1,305.00
167740	06/04/2021	HAAKER EQUIPMENT COMPANY INC.	Accounts Payable Check	39.52
167741	06/04/2021	BRETT HILDEBRAND	Accounts Payable Check	179.00
167743	06/04/2021	HOME DEPOT CREDIT SERVICES	Accounts Payable Check	4,211.35
167744	06/04/2021	JK2 APPAREL	Accounts Payable Check	1,350.25
167745	06/04/2021	JK'S UNLIMITED, INC.	Accounts Payable Check	11,599.75
167746	06/04/2021	JON JONES	Accounts Payable Check	2,031.66
167747	06/04/2021	JORGENSEN COMPANY	Accounts Payable Check	565.97
167748	06/04/2021	KIRK CONSTRUCTION	Accounts Payable Check	193,445.81
167749	06/04/2021	LEE WILSON ELECTRIC CO. INC	Accounts Payable Check	1,428.00
167750	06/04/2021	LIFE ASSIST, INC.	Accounts Payable Check	218.31
167751	06/04/2021	LARISSE LOPEZ	Accounts Payable Check	580.08
167752	06/04/2021	JAMIE MALESZA	Accounts Payable Check	64.30
167753	06/04/2021	MARBORG INDUSTRIES	Accounts Payable Check	62.28
167754	06/04/2021	MCMASTER-CARR SUPPLY CO.	Accounts Payable Check	358.03
167755	06/04/2021	MID-COAST MOWER & SAW, INC.	Accounts Payable Check	112.33
167756	06/04/2021	MIDLAND CERRO ROBLE, LLC	Accounts Payable Check	2,583.17
167758	06/04/2021	MINER'S ACE HARDWARE	Accounts Payable Check	1,265.21
167759	06/04/2021	MISSION UNIFORM SERVICE	Accounts Payable Check	477.02
167760	06/04/2021	MNS ENGINEERS, INC.	Accounts Payable Check	6,360.00
167761	06/04/2021	JULIAN A. MORA	Accounts Payable Check	950.00
167762	06/04/2021	NORTH COUNTY PLUMBING & DRAIN	Accounts Payable Check	2,300.00
167764	06/04/2021	PACIFIC GAS AND ELECTRIC	Accounts Payable Check	31,605.16
167765	06/04/2021	PASO ROBLES SAFE & LOCK, INC.	Accounts Payable Check	726.49
167766	06/04/2021	SUSAN PERRY	Accounts Payable Check	465.50
167767	06/04/2021	PERRY'S PARCEL & GIFT	Accounts Payable Check	160.13
167768	06/04/2021	SCOTT E. PIPAN	Accounts Payable Check	744.56
167769	06/04/2021	POCOCK BREWING CO.	Accounts Payable Check	918.00
167770	06/04/2021	PRAXAIR DISTRIBUTION, INC.	Accounts Payable Check	58.48
167771	06/04/2021	PROCARE JANITORIAL SUPPLY, INC.	Accounts Payable Check	1,446.34
167772	06/04/2021	PROSOUND BUSINESS MEDIA, INC.	Accounts Payable Check	99.00
167773	06/04/2021	PRP COMPANIES	Accounts Payable Check	376.59
167774	06/04/2021	PRW STEEL SUPPLY, INC.	Accounts Payable Check	17.07

City of Atascadero
Disbursement Listing

For the Month of June 2021

ITEM NUMBER: A-2
DATE: 08/10/21
ATTACHMENT: 1

Check Number	Check Date	Vendor	Description	Amount
167775	06/04/2021	QUINCY ENGINEERING, INC.	Accounts Payable Check	40,132.92
167776	06/04/2021	RAINSCAPE, A LANDSCAPE SVC CO.	Accounts Payable Check	7,242.00
167777	06/04/2021	RAMINHA CONSTRUCTION, INC.	Accounts Payable Check	158,035.11
167778	06/04/2021	JERI RANGEL	Accounts Payable Check	300.00
167779	06/04/2021	READYREFRESH BY NESTLE	Accounts Payable Check	682.04
167780	06/04/2021	RACHELLE RICKARD	Accounts Payable Check	500.00
167781	06/04/2021	SAMUEL RODRIGUEZ	Accounts Payable Check	1,681.24
167782	06/04/2021	SERVICE SYSTEMS ASSC, INC.	Accounts Payable Check	2,500.00
167783	06/04/2021	SITEIMPROVE, INC.	Accounts Payable Check	3,319.42
167784	06/04/2021	STANLEY CONVERGENT SECURITY	Accounts Payable Check	287.46
167785	06/04/2021	STAPLES CREDIT PLAN	Accounts Payable Check	73.68
167786	06/04/2021	STRYKER SALES CORPORATION	Accounts Payable Check	4,840.46
167787	06/04/2021	SUNLIGHT JANITORIAL, INC.	Accounts Payable Check	2,661.00
167788	06/04/2021	TENT CITY BEER COMPANY	Accounts Payable Check	720.00
167789	06/04/2021	TERRA VERDE ENVIRONMENTAL CONS	Accounts Payable Check	308.83
167790	06/04/2021	TURF STAR, INC.	Accounts Payable Check	255.99
167791	06/04/2021	VAN BEURDEN INSURANCE SVC, INC	Accounts Payable Check	9,511.00
167792	06/04/2021	VERIZON WIRELESS	Accounts Payable Check	957.60
167793	06/04/2021	VILLAGE ORIGINALS, INC.	Accounts Payable Check	525.80
167794	06/04/2021	VINO VICE, INC.	Accounts Payable Check	396.00
167795	06/04/2021	WALLACE GROUP	Accounts Payable Check	8,909.17
167796	06/04/2021	WCJ PROPERTY SERVICES	Accounts Payable Check	1,020.00
167797	06/04/2021	WECK LABRATORIES, INC.	Accounts Payable Check	930.00
167798	06/04/2021	WEX BANK - 76 UNIVERSL	Accounts Payable Check	9,971.89
167799	06/04/2021	WEX BANK - WEX FLEET UNIVERSAL	Accounts Payable Check	7,592.89
167800	06/04/2021	WINE COUNTRY BALANCE	Accounts Payable Check	490.00
167801	06/04/2021	ZOO MED LABORATORIES, INC.	Accounts Payable Check	1,084.46
167802	06/08/2021	ANTHEM BLUE CROSS HEALTH	Payroll Vendor Payment	193,851.20
167803	06/08/2021	LINCOLN NATIONAL LIFE INS CO	Payroll Vendor Payment	1,868.49
167804	06/08/2021	MEDICAL EYE SERVICES	Payroll Vendor Payment	1,757.99
167805	06/08/2021	PREFERRED BENEFITS INSURANCE	Payroll Vendor Payment	8,569.70
4060	06/10/2021	ANTHEM BLUE CROSS HSA	Payroll Vendor Payment	11,949.21
167806	06/10/2021	ATASCADERO MID MGRS ORG UNION	Payroll Vendor Payment	80.00
167807	06/10/2021	ATASCADERO POLICE OFFICERS	Payroll Vendor Payment	1,787.50
167808	06/10/2021	ATASCADERO PROF. FIREFIGHTERS	Payroll Vendor Payment	1,027.05
167809	06/10/2021	MASS MUTUAL WORKPLACE SOLUTION	Payroll Vendor Payment	10,225.85
167810	06/10/2021	NATIONWIDE RETIREMENT SOLUTION	Payroll Vendor Payment	512.06
167811	06/10/2021	NAVIA BENEFIT SOLUTIONS	Payroll Vendor Payment	2,626.87
167812	06/10/2021	SEIU LOCAL 620	Payroll Vendor Payment	828.42

City of Atascadero
Disbursement Listing

For the Month of June 2021

ITEM NUMBER: A-2
DATE: 08/10/21
ATTACHMENT: 1

Check Number	Check Date	Vendor	Description	Amount
167813	06/10/2021	VANTAGEPOINT TRNSFR AGT 106099	Payroll Vendor Payment	357.85
167814	06/10/2021	VANTAGEPOINT TRNSFR AGT 304633	Payroll Vendor Payment	4,853.47
167815	06/10/2021	VANTAGEPOINT TRNSFR AGT 706276	Payroll Vendor Payment	321.00
4061	06/11/2021	STATE DISBURSEMENT UNIT	Payroll Vendor Payment	467.07
4062	06/11/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	22,217.91
4063	06/11/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	30,260.22
4064	06/11/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,052.30
4065	06/11/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,670.96
4066	06/11/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	5,056.85
4067	06/11/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	8,134.62
4068	06/11/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	8,233.99
4069	06/11/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	14,056.60
4070	06/15/2021	RABOBANK, N.A.	Payroll Vendor Payment	57,236.84
4071	06/15/2021	EMPLOYMENT DEV DEPARTMENT	Payroll Vendor Payment	18,065.34
4072	06/15/2021	EMPLOYMENT DEV. DEPARTMENT	Payroll Vendor Payment	2,719.11
167816	06/15/2021	CLEMENTINE CUPCAKE COMPANY	Accounts Payable Check	189.00
167817	06/18/2021	13 STARS MEDIA	Accounts Payable Check	1,616.50
167818	06/18/2021	A.P.S. AUTOMOTIVE	Accounts Payable Check	359.63
167819	06/18/2021	AGP VIDEO, INC.	Accounts Payable Check	2,577.50
167820	06/18/2021	AMERICAN WEST TIRE & AUTO INC	Accounts Payable Check	1,381.74
167822	06/18/2021	AT&T	Accounts Payable Check	1,121.01
167823	06/18/2021	AT&T	Accounts Payable Check	671.93
167824	06/18/2021	ATASCADERO HAY & FEED	Accounts Payable Check	805.13
167826	06/18/2021	ATASCADERO MUTUAL WATER CO.	Accounts Payable Check	21,761.90
167827	06/18/2021	AURORA WORLD, INC.	Accounts Payable Check	2,808.53
167828	06/18/2021	BASSETT'S CRICKET RANCH, INC.	Accounts Payable Check	388.20
167829	06/18/2021	JOSE R. BENITEZ	Accounts Payable Check	120.00
167830	06/18/2021	BERRY MAN, INC.	Accounts Payable Check	683.25
167831	06/18/2021	BREZDEN PEST CONTROL, INC.	Accounts Payable Check	170.00
167832	06/18/2021	BURKE, WILLIAMS, & SORENSON LLP	Accounts Payable Check	20,000.00
167833	06/18/2021	CALIFORNIA JPIA	Accounts Payable Check	157,000.00
167834	06/18/2021	CARQUEST OF ATASCADERO	Accounts Payable Check	147.42
167835	06/18/2021	CED CONSOLIDATED ELECTRICAL	Accounts Payable Check	7,141.67
167836	06/18/2021	CHARTER COMMUNICATIONS	Accounts Payable Check	4,326.38
167837	06/18/2021	COASTAL COPY, INC.	Accounts Payable Check	212.46
167838	06/18/2021	COUNTY OF SAN LUIS OBISPO	Accounts Payable Check	62.00
167839	06/18/2021	CRYSTAL SPRINGS WATER	Accounts Payable Check	20.00
167840	06/18/2021	CULLIGAN/CENTRAL COAST WTR TRT	Accounts Payable Check	70.00
167841	06/18/2021	DEPARTMENT OF JUSTICE	Accounts Payable Check	735.00

City of Atascadero
Disbursement Listing

For the Month of June 2021

ITEM NUMBER: A-2
DATE: 08/10/21
ATTACHMENT: 1

Check Number	Check Date	Vendor	Description	Amount
167842	06/18/2021	DRIVE CUSTOMS	Accounts Payable Check	31,147.88
167843	06/18/2021	EIKHOF DESIGN GROUP, INC.	Accounts Payable Check	4,923.40
167844	06/18/2021	FERRELL'S AUTO REPAIR	Accounts Payable Check	965.53
167845	06/18/2021	FRANCHISE TAX BOARD	Accounts Payable Check	252.00
167846	06/18/2021	RYAN GABBARD	Accounts Payable Check	230.00
167847	06/18/2021	GAS COMPANY	Accounts Payable Check	132.83
167848	06/18/2021	HAMNER, JEWELL & ASSOCIATES	Accounts Payable Check	7,152.18
167850	06/18/2021	HOME DEPOT CREDIT SERVICES	Accounts Payable Check	1,968.62
167851	06/18/2021	DIEGO R. IMANA	Accounts Payable Check	6,600.00
167852	06/18/2021	IRON MOUNTAIN RECORDS MGMNT	Accounts Payable Check	128.18
167853	06/18/2021	ANN JUTRAS	Accounts Payable Check	393.66
167854	06/18/2021	K & M INTERNATIONAL	Accounts Payable Check	6,961.46
167855	06/18/2021	DAREN KENNETT	Accounts Payable Check	173.95
167856	06/18/2021	L.N. CURTIS & SONS	Accounts Payable Check	544.54
167857	06/18/2021	COLETTE LAYTON	Accounts Payable Check	309.81
167858	06/18/2021	LIFE ASSIST, INC.	Accounts Payable Check	3,019.77
167859	06/18/2021	LONE MADRONE, BRISTOLS CIDER	Accounts Payable Check	1,080.00
167860	06/18/2021	MADRONE LANDSCAPES, INC.	Accounts Payable Check	506.52
167861	06/18/2021	MARBORG INDUSTRIES	Accounts Payable Check	62.28
167862	06/18/2021	CRAIG MARTINEAU	Accounts Payable Check	230.00
167863	06/18/2021	MCCLATCHY SHARED SERVICES, LLC	Accounts Payable Check	107.00
167864	06/18/2021	WILLIAM D. MEHRING	Accounts Payable Check	2,200.00
167865	06/18/2021	MICHAEL K. NUNLEY & ASSC, INC.	Accounts Payable Check	9,308.36
167866	06/18/2021	MID-COAST MOWER & SAW, INC.	Accounts Payable Check	15.64
167867	06/18/2021	MINER'S ACE HARDWARE	Accounts Payable Check	309.42
167868	06/18/2021	MISSION UNIFORM SERVICE	Accounts Payable Check	305.87
167869	06/18/2021	MONSOON CONSULTANTS	Accounts Payable Check	455.00
167870	06/18/2021	MV TRANSPORTATION, INC.	Accounts Payable Check	11,824.86
167871	06/18/2021	MWI ANIMAL HEALTH	Accounts Payable Check	210.44
167872	06/18/2021	NASSAU-SOSNICK DISTRIBUTION CO	Accounts Payable Check	277.52
167873	06/18/2021	NORTH COAST ENGINEERING INC.	Accounts Payable Check	812.50
167874	06/18/2021	OFFICE DEPOT INC.	Accounts Payable Check	120.54
167875	06/18/2021	PACIFIC CNTRL COAST HLTH CTRS	Accounts Payable Check	430.60
167876	06/18/2021	PACIFIC GAS AND ELECTRIC	Accounts Payable Check	18,152.05
167877	06/18/2021	PAPA JOE'S SPICY PRODUCTS	Accounts Payable Check	125.00
167878	06/18/2021	PASO ROBLES SAFE & LOCK, INC.	Accounts Payable Check	835.53
167879	06/18/2021	PEAKWIFI, LLC	Accounts Payable Check	650.00
167880	06/18/2021	PRAXAIR DISTRIBUTION, INC.	Accounts Payable Check	302.84
167881	06/18/2021	PROCARE JANITORIAL SUPPLY,INC.	Accounts Payable Check	98.19

City of Atascadero
Disbursement Listing

For the Month of June 2021

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167882	06/18/2021	PRP COMPANIES	Accounts Payable Check	304.44
167883	06/18/2021	BILL RAINWATER	Accounts Payable Check	157.68
167884	06/18/2021	READYREFRESH BY NESTLE	Accounts Payable Check	87.13
167885	06/18/2021	ROB REYNOLDS CONSTRUCTION, INC	Accounts Payable Check	59,594.98
167886	06/18/2021	SAFARI PROGRAMS, INC.	Accounts Payable Check	555.96
167887	06/18/2021	SERVICE SYSTEMS ASSC, INC.	Accounts Payable Check	2,500.00
167888	06/18/2021	SCOTT SIMONS	Accounts Payable Check	193.55
167889	06/18/2021	SOUTH COAST EMERGENCY VEH SVC	Accounts Payable Check	1,308.87
167890	06/18/2021	SPEAKWRITE, LLC.	Accounts Payable Check	156.77
167891	06/18/2021	SPECIALIZED EQUIPMENT REPAIR	Accounts Payable Check	438.37
167892	06/18/2021	STANLEY CONVERGENT SECURITY	Accounts Payable Check	366.09
167893	06/18/2021	SWIBCO	Accounts Payable Check	140.08
167894	06/18/2021	THRIVE TRAINING CENTER, INC.	Accounts Payable Check	73.00
167898	06/18/2021	U.S. BANK	Accounts Payable Check	20,446.42
167899	06/18/2021	ULTREX BUSINESS PRODUCTS	Accounts Payable Check	61.33
167900	06/18/2021	ULTREX LEASING	Accounts Payable Check	263.18
167901	06/18/2021	VERDIN	Accounts Payable Check	13,018.24
167902	06/18/2021	VERIZON WIRELESS	Accounts Payable Check	1,380.82
167903	06/18/2021	WALLACE GROUP	Accounts Payable Check	8,034.25
167904	06/18/2021	WALSH ENGINEERING	Accounts Payable Check	121.00
167905	06/18/2021	WARM FUZZY TOYS	Accounts Payable Check	1,188.46
167906	06/18/2021	WATER SYSTEMS CONSULTING, INC.	Accounts Payable Check	2,112.50
167907	06/18/2021	TED E. WATERHOUSE	Accounts Payable Check	300.00
167908	06/18/2021	WCJ PROPERTY SERVICES	Accounts Payable Check	756.00
167909	06/18/2021	JOHN P. AND LORRAINE H. WELLS	Accounts Payable Check	2,200.00
167910	06/18/2021	WEST COAST AUTO & TOWING, INC.	Accounts Payable Check	155.00
167911	06/18/2021	WHITLOCK & WEINBERGER TRANS.	Accounts Payable Check	6,261.25
167912	06/18/2021	WILKINS ACTION GRAPHICS	Accounts Payable Check	423.26
167913	06/18/2021	ISRAEL WINGATE	Accounts Payable Check	200.00
167914	06/18/2021	ZOOM IMAGING SOLUTIONS, INC.	Accounts Payable Check	986.91
4073	06/24/2021	ANTHEM BLUE CROSS HSA	Payroll Vendor Payment	10,899.21
167915	06/24/2021	ATASCADERO MID MGRS ORG UNION	Payroll Vendor Payment	80.00
167916	06/24/2021	ATASCADERO POLICE OFFICERS	Payroll Vendor Payment	1,741.50
167917	06/24/2021	ATASCADERO PROF. FIREFIGHTERS	Payroll Vendor Payment	1,027.05
167918	06/24/2021	CHRISTOPHER HESTER	Accounts Payable Check	434.45
167919	06/24/2021	MASS MUTUAL WORKPLACE SOLUTION	Payroll Vendor Payment	13,255.71
167920	06/24/2021	NATIONWIDE RETIREMENT SOLUTION	Payroll Vendor Payment	727.77
167921	06/24/2021	NAVIA BENEFIT SOLUTIONS	Payroll Vendor Payment	2,626.87
167922	06/24/2021	SEIU LOCAL 620	Payroll Vendor Payment	794.23

City of Atascadero
Disbursement Listing

For the Month of June 2021

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Check Number	Check Date	Vendor	Description	Amount
167923	06/24/2021	VANTAGEPOINT TRNSFR AGT 106099	Payroll Vendor Payment	357.85
167924	06/24/2021	VANTAGEPOINT TRNSFR AGT 304633	Payroll Vendor Payment	5,153.47
167925	06/24/2021	VANTAGEPOINT TRNSFR AGT 706276	Payroll Vendor Payment	621.00
4074	06/25/2021	STATE DISBURSEMENT UNIT	Payroll Vendor Payment	467.07
4075	06/28/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	21,677.13
4076	06/28/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	29,364.51
4077	06/28/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	1,923.56
4078	06/28/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,665.79
4079	06/28/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	5,056.85
4080	06/28/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	8,774.78
4081	06/28/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	9,440.14
4082	06/28/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	7,036.34
4083	06/28/2021	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	10,137.63
4084	06/29/2021	RABOBANK, N.A.	Payroll Vendor Payment	69,870.92
4085	06/29/2021	EMPLOYMENT DEV DEPARTMENT	Payroll Vendor Payment	22,683.67
4086	06/29/2021	EMPLOYMENT DEV. DEPARTMENT	Payroll Vendor Payment	2,978.99
				<u>\$ 2,042,683.76</u>



Atascadero City Council

Staff Report – City Clerk

Designation of Voting Delegate - League of California Cities' Annual Conference

RECOMMENDATION:

Council designate Council Member Funk as the voting delegate for the Annual Business Meeting of the League of California Cities' Annual Conference in September 2021 and direct the City Clerk to inform the League of the designation.

DISCUSSION:

This year's League of California Cities' Annual Conference is scheduled for Wednesday, September 22 through Friday, September 24, 2021 in Sacramento. One very important aspect of the Annual Conference is the Annual Business Meeting when the membership takes action on conference resolutions. Annual Conference resolutions guide cities and the League in their efforts to improve the quality, responsiveness and vitality of local government in California.

Each City Council is asked to designate a voting representative who will be present at the Annual Business Meeting. The Council may also appoint an alternate for the voting delegate, if they desire. League bylaws provide that each city is entitled to one vote in matters affecting municipal or League policy. Council Member Funk will be attending the annual conference and would be available to serve as delegate.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



Atascadero City Council

Staff Report – Public Works Department

Approve Final Map for Tract 3141 Grand Oaks Micro Community 4711 El Camino Real

RECOMMENDATION:

Council adopt Draft Resolution approving Final Map for Tract 3141 and accepting the offer of dedication for a public pedestrian easement on behalf of the public.

DISCUSSION:

Tract 3141, generally known as Grand Oaks Micro Community, is located at 4711 El Camino Real and is comprised of 31 lots with one common area lot. This subdivision has small lots ranging between 932 to 3,046 square feet and will principally be occupied by “micro homes”. The City Council approved a Conditional Use Permit (Resolution 2019-082) for a Master Plan of Development and Vesting Tentative Tract Map on November 12, 2019. Staff has coordinated with the subdivider (Cal Coastal Holding, LLC) to ensure that conditions of approval have been satisfied. As reference, a copy of the Tract Map (Exhibit A) is attached to the Draft Resolution (Attachment 1).

Easements

An offer of dedication for a Public Pedestrian Access Easement, to accommodate an accessible sidewalk behind the development’s single driveway approach, is included on the Tract Map. Staff recommends that this offer of a public pedestrian access easement be accepted. Consistent with other public sidewalks in town, it will be the responsibility of the adjacent property owner (HOA) to maintain this public pedestrian access. Acceptance of this easement benefits the public.

Subdivision Improvement Agreement

The subdivider has decided to move forward with the recordation of the Map prior to completion of the subdivision improvements. Therefore, they have entered into a Subdivision Improvement Agreement to bond for all improvements as determined by the approved engineer’s estimate of \$945,500 on file at the office of the City Engineer. Although a good portion of the subdivision improvements are complete, this estimate includes all necessary common improvements to serve the subdivision.

CC&Rs

The Declaration of Covenant, Conditions and Restrictions for Tract 3141, Grand Oaks Paseo Homeowners Association, was also reviewed by staff.

Affordable Housing Agreement

The Affordable Housing Agreement for Tract 3141, Grand Oaks Paseo Homeowners Association, was also reviewed and approved by staff.

The Subdivision Improvement Plans, Subdivision Improvement Agreement, CC&Rs, and Affordable Housing Agreement are on file at the office of the City Engineer.

The City Engineer and Community Development Director have reviewed the Tract Map and Conditions of Approval and find the Tract Map to be in substantial conformance with the approved Vesting Tentative Tract Map.

Pursuant to California Government Code Title 7, Division 2, the approving legislative body (City Council) shall not deny a Tract Map provided it finds the Tract Map is in substantial conformance with the previously approved Vesting Tentative Subdivision Map. If adopted, the Tract Map will be delivered to the County Recorder's Office for recordation within ten business days.

FISCAL IMPACT:

None.

ATTACHMENT:

Draft Resolution with Final Map for Tract 3141 (Exhibit A)

DRAFT RESOLUTION

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, APPROVING FINAL MAP FOR TRACT 3141 AND ACCEPTING A PUBLIC UTILITY EASEMENT AND A PUBLIC PEDESTRIAN ACCESS EASEMENT ON BEHALF OF THE PUBLIC

WHEREAS, the Vesting Tentative Subdivision Map for Tract 3141, Grand Oaks Micro Community, was originally approved by the Atascadero Planning Commission on October 1, 2019 (PC Resolution 2019-0026), concurrently with Amendment of Title 9, Article 28, and Planned Development Overlay District #27 (9-3.672) (PC Resolution 2019-0025); and

WHEREAS, and Condition Use Permit (Master Plan of Development) and Vesting Tentative Subdivision Map (Tract 3141) was approved by Atascadero City Council on November 12, 2019; and

WHEREAS, the Subdivider, Cal Coastal Properties, LLC, desires to have the final map for Tract 3141 recorded prior to completion of subdivision improvements and has executed a Subdivision Improvement Agreement with the City and provided security bonds; and

WHEREAS, the City Engineer and Community Development Director have reviewed the final map for Tract 3141 and accompanying documents, fees, and materials for recordation, and determined they are in substantial compliance with the approved tentative map and conditions of approval.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. The Final Map for Tract 3141, attached hereto and incorporated herein by this reference as Exhibit A, is hereby approved.

SECTION 2. The offers of dedication shown on Tract 3141 for a Public Pedestrian Access Easement are accepted on behalf of the public.

SECTION 3. The City Manager is hereby authorized to execute the Subdivision Improvement Agreement with Cal Coastal Properties, LLC.

SECTION 4. The City Engineer is hereby authorized to release Subdivision Improvement Agreement security bonds for Tract 3141 upon successful completion of subdivision improvements.

PASSED AND ADOPTED at a regular meeting of the City Council held on the ____ day of _____, 2021.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney

OWNER'S STATEMENT

WE, THE UNDERSIGNED, HEREBY STATE THAT WE ARE ALL THE OWNERS OF, AND ALL RECORDHOLDERS OF SECURITY INTEREST IN, AND ALL PARTIES HAVING ANY RECORD TITLE INTEREST IN THE REAL PROPERTY INCLUDED WITHIN THE SUBDIVISION AND PROJECT SHOWN ON THIS MAP, AND THAT EACH OF US DOES HEREBY CONSENT TO THE FILING AND/OR RECORDATION OF THIS MAP.

THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR PUBLIC PURPOSES: THE EASEMENT FOR PUBLIC PEDESTRIAN ACCESS PURPOSES SO DESIGNATED ON THIS MAP AND ALL USES INCIDENT THERETO.

WE HEREBY RESERVE TO OURSELVES, OUR HEIRS AND ASSIGNS FOR THE USE AND BENEFIT OF THE SEVERAL PUBLIC UTILITY COMPANIES WHICH ARE AUTHORIZED TO SERVE IN SAID SUBDIVISION, EASEMENTS FOR PUBLIC UTILITY PURPOSES, DELINEATED ON SAID MAP AS "PUBLIC UTILITY EASEMENT" OR "P.U.E."

WE ALSO HEREBY RESERVE TO OURSELVES, OUR HEIRS AND ASSIGNS CERTAIN PRIVATE DRAINAGE EASEMENTS FOR THE USE AND BENEFIT OF THE PRESENT OR FUTURE OWNERS OF THE LOTS AFFECTED BY SUCH EASEMENTS AS DELINEATED ON SAID MAP.

Cal Coastal Holding LLC, a California limited liability company

SIGNED _____
PRINTED _____
TITLE _____

ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

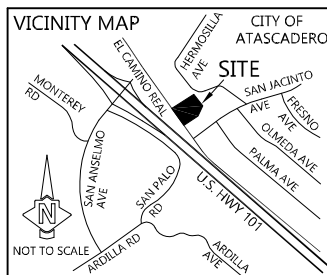
STATE OF CALIFORNIA)
COUNTY OF _____)
ON _____ BEFORE ME, _____
PERSONALLY APPEARED _____

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY SIGNATURE _____ NAME PRINTED _____
COUNTY OF _____ COMMISSION EXPIRES _____
NOTARY COMMISSION NUMBER _____



SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF Cal Coastal Holding LLC, a California limited liability company IN OCTOBER, 2019. I HEREBY STATE THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP. I ALSO HEREBY STATE THAT ALL THE MONUMENTS SHOWN HEREON WILL BE SET IN THE POSITIONS INDICATED WITHIN ONE YEAR OF THE RECORDATION OF THIS MAP, AND WILL BE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

MARC D. DAKOS, LS 8769 _____ DATE _____

CITY ENGINEER'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THE ANNEXED MAP ENTITLED TRACT 3141, THAT THE SUBDIVISION SHOWN HEREON IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP, IF REQUIRED, AND ANY APPROVED ALTERATIONS THEREOF AND THAT ALL THE PROVISIONS OF THE SUBDIVISION MAP ACT OF THE STATE OF CALIFORNIA AND OF ANY LOCAL ORDINANCES APPLICABLE AT THE TIME OF THE APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH.

NICHOLAS D. DEBAR, R.C.E. 89291 _____ DATE _____
CITY OF ENGINEER
CITY OF ATASCADERO, CALIFORNIA

I, JOHN R. SANDERS, ACTING ON BEHALF OF THE CITY ENGINEER OF THE CITY OF ATASCADERO, DO HEREBY STATE THAT I HAVE EXAMINED THE MAP SHOWN HEREON AND THAT I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT.

JOHN R. SANDERS, ACTING CITY SURVEYOR _____ DATE _____
LS 5812

SIGNATURE OMISSIONS

PURSUANT TO SECTION 66436, SUBSECTION (a)-(3)-(A)-(i) OF THE CALIFORNIA SUBDIVISION MAP ACT, THE SIGNATURES OF THE FOLLOWING EASEMENT HOLDERS HAVE BEEN OMITTED, AS THEIR INTEREST CANNOT RIPEN INTO A FEE TITLE AND SAID SIGNATURES ARE NOT REQUIRED BY THE GOVERNING BODY.

ATASCADERO MUTUAL WATER COMPANY, EASEMENT HOLDER PER DEED RECORDED NOVEMBER 18, 1916 IN BOOK 113, PAGE 56 OF DEEDS.

MARGARET R. ATWOOD, AND NETTIE R. LEWIS, OF HACKENSACK, NEW JERSEY, EASEMENT HOLDER PER DOCUMENT RECORDED OCTOBER 11, 1917 IN BOOK 119, PAGE 3 OF DEEDS.

STATE OF CALIFORNIA, EASEMENT HOLDER PER DOCUMENT RECORDED NOVEMBER 20, 1929 IN VOL. 78, PG. 99 OF OFFICIAL RECORDS.

SOUTHERN CALIFORNIA GAS COMPANY, A CALIFORNIA CORPORATION, EASEMENT HOLDER PER DOCUMENT RECORDED SEPTEMBER 29, 2020 AS INST. NO. 2020-053924 OF OFFICIAL RECORDS.

UNPLOTTABLE EASEMENTS

THERE ARE CERTAIN UNPLOTTABLE EASEMENTS AFFECTING THIS PROPERTY.

EASEMENT(S) FOR ATASCADERO MUTUAL WATER COMPANY PURPOSES PER DEED RECORDED NOVEMBER 18, 1916 IN BOOK 113, PAGE 56 OF DEEDS.

EASEMENT(S) FOR UTILITIES, IRRIGATION DITCHES, INGRESS AND EGRESS AND INCIDENTAL PURPOSES PER DOCUMENT RECORDED OCTOBER 11, 1917 IN BOOK 119, PAGE 3 OF DEEDS.

EASEMENT(S) FOR SOUTHERN CALIFORNIA GAS COMPANY, A CALIFORNIA CORPORATION PURPOSES PER DOCUMENT RECORDED SEPTEMBER 29, 2020 AS INST. NO. 2020-053924 OF OFFICIAL RECORDS.



CITY PLANNING COMMISSION'S STATEMENT

THIS IS TO STATE THAT I HAVE EXAMINED THIS MAP AND HAVE DETERMINED THAT SAID MAP SUBSTANTIALLY CONFORMS TO THE TENTATIVE MAP AS APPROVED BY THE CITY OF ATASCADERO ON NOVEMBER 12, 2019 AND THE CONDITIONS IMPOSED THEREON.

PHIL DUNSMORE _____ DATE _____
COMMUNITY DEVELOPMENT DIRECTOR
CITY OF ATASCADERO, CALIFORNIA

CITY COUNCIL'S STATEMENT

I HEREBY STATE THAT THIS SUBDIVISION WAS DULY ADOPTED AND APPROVED AND THE OFFER OF DEDICATION FOR PUBLIC PEDESTRIAN ACCESS EASEMENT WAS ACCEPTED ON BEHALF OF THE PUBLIC BY THE COUNCIL OF THE CITY OF ATASCADERO ON _____, 20____, AND THAT THE CITY CLERK WAS DULY AUTHORIZED AND DIRECTED TO ENDORSE HEREON ITS APPROVAL OF THE SAME.

LARA K. CHRISTENSEN, CITY CLERK _____ DATE _____
CITY OF ATASCADERO, CALIFORNIA

COUNTY RECORDER'S STATEMENT

FILED THIS _____ DAY OF _____, 20____, AT _____ M., IN BOOK _____
OF MAPS, AT PAGES _____, AT THE REQUEST OF MARC D. DAKOS.

DOCUMENT NO: _____

FEE: _____

SIGNED: _____

BY: _____
DEPUTY

RECORDER'S DISCLAIMER:
THE TABULATION, LISTING, AND NUMBERING OF ANY SEPARATE DOCUMENTS AUTHORIZED TO BE RECORDED CONCURRENTLY WITH THIS MAP HAVE BEEN PROVIDED BY THE SUBDIVIDER OR LOCAL AGENCY APPROVING THE MAP. THE COUNTY RECORDER MAKES NO REPRESENTATIONS REGARDING THE ACCURACY OF THE TABULATION, LISTING, AND NUMBERING OF ANY SEPARATE DOCUMENTS REFERRED TO ON THIS MAP.

THE FOLLOWING DOCUMENTS ARE RECORDED CONCURRENTLY WITH THIS MAP.

- 1) DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS DOC. NO. _____
2) SUBDIVISION IMPROVEMENT AGREEMENT DOC. NO. _____



7500 Momo Road
Atascadero, CA 93422
www.DakosLandSurveys.com
Ph: (805) 466-2445
info@dakoslandsurveys.com

TRACT 3141			
Requested by:	Cal Coastal Holding LLC, a California limited liability company		
SUBDIVISION OF LOT 65A, BLOCK N-C, AMENDMENT "D" TO MAP OF ATASCADERO, IN THE CITY OF ATASCADERO, COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA PER 4/MB/62A.			
APN(S):	029-271-001		
DATE:	JULY 16, 2021		
FILENAME:	20-045 Cal Coastal Prop ECR FM		
Drafter: DD	Project: 19-130	Job: 20-045	Sheet: 1 of 4

FIRST AMERICAN TITLE: 4001-6128338 (LI)

BENEFICIARY'S STATEMENT

ROBERT J. MILLER, TRUSTEE OF THE MILLER FAMILY TRUST DATED DECEMBER 6, 1989, AS TO AN UNDIVIDED 500,000/1,000,000 INTEREST; JOHN S. KEESE, TRUSTEE OF THE JOHN S. KEESE FAMILY TRUST DATED MAY 22, 2002, AS TO AN UNDIVIDED 500,000/1,000,000 INTEREST, AS BENEFICIARY UNDER A DEED OF TRUST RECORDED JUNE 25, 2020 AS INSTRUMENT NO. 2020-031344 OF OFFICIAL RECORDS AND AS MODIFIED BY DOCUMENT RECORDED AUGUST 17, 2020 AS INSTRUMENT NO. 2020-043112 OF OFFICIAL RECORDS OF SAN LUIS OBISPO COUNTY, CALIFORNIA.

ROBERT J. MILLER, TRUSTEE OF THE MILLER FAMILY TRUST

JOHN S. KEESE, TRUSTEE OF THE JOHN S. KEESE FAMILY TRUST

ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA)
COUNTY OF)
ON) BEFORE ME,)
PERSONALLY APPEARED)

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY SIGNATURE) NAME PRINTED)
COUNTY OF) COMMISSION EXPIRES)
NOTARY COMMISSION NUMBER)

ACKNOWLEDGMENT

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STATE OF CALIFORNIA)
COUNTY OF)
ON) BEFORE ME,)
PERSONALLY APPEARED)

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

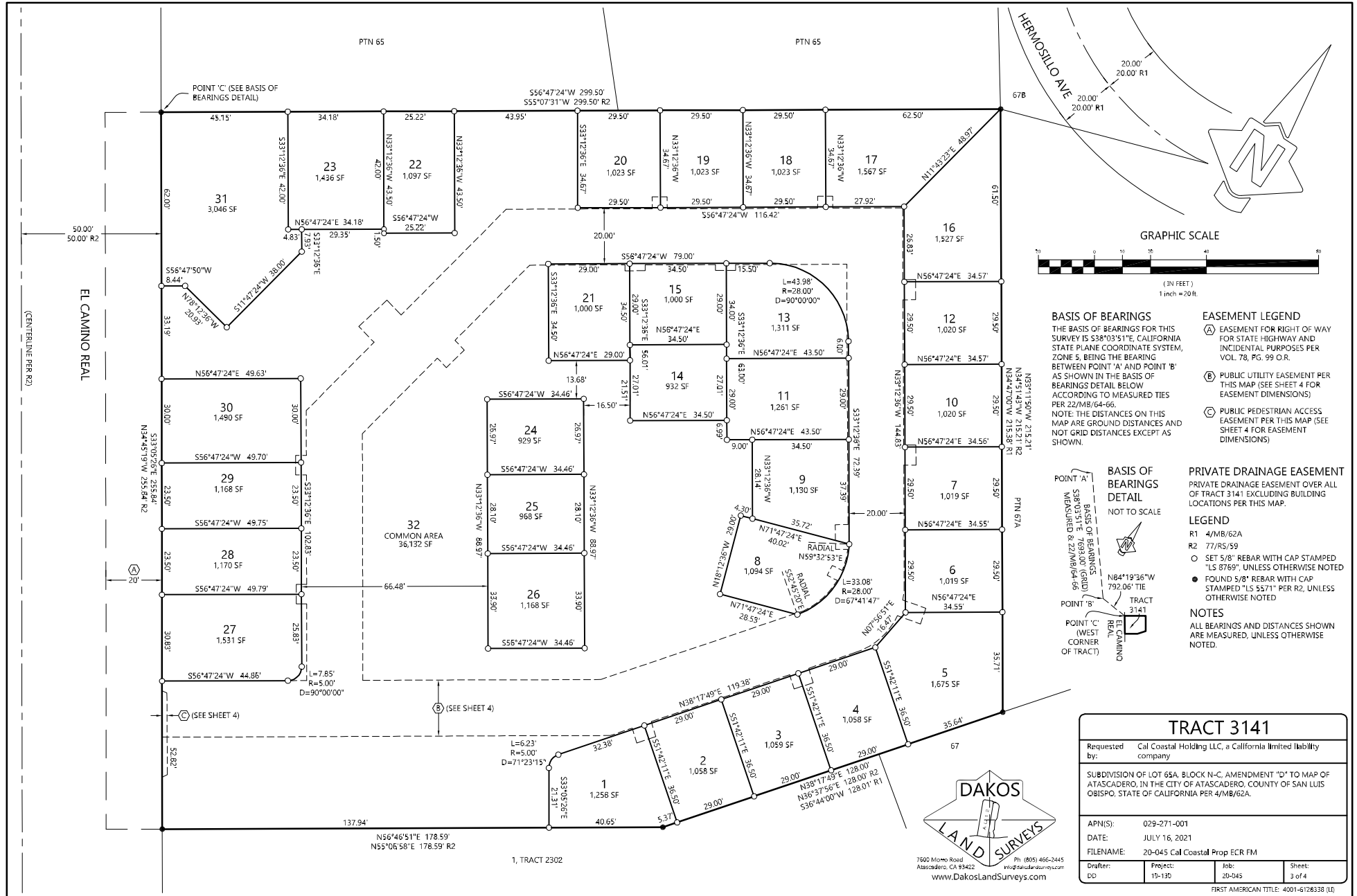
WITNESS MY HAND AND OFFICIAL SEAL.

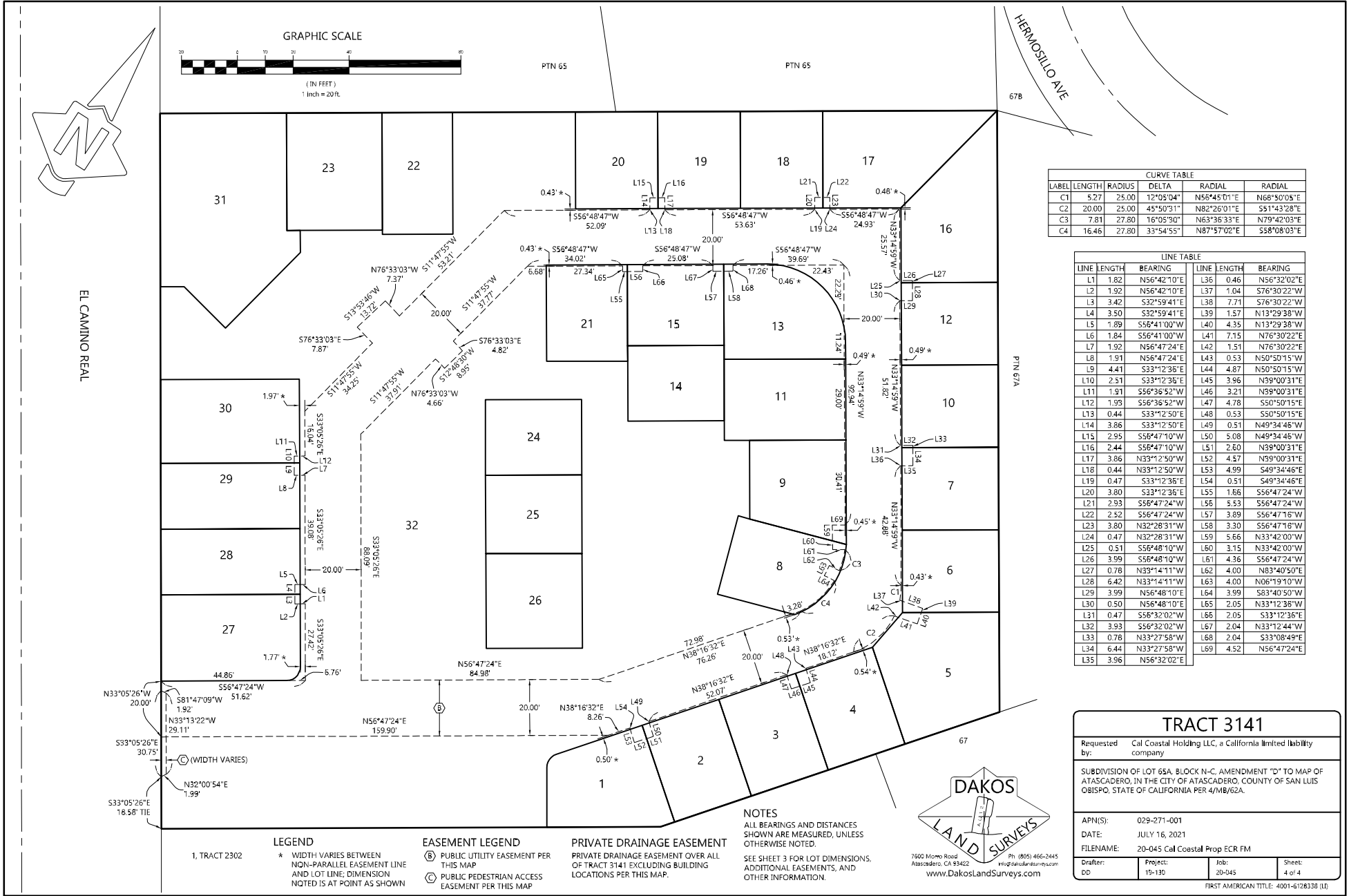
NOTARY SIGNATURE) NAME PRINTED)
COUNTY OF) COMMISSION EXPIRES)
NOTARY COMMISSION NUMBER)



TRACT 3141			
Requested by:	Cal Coastal Holding LLC, a California limited liability company		
SUBDIVISION OF LOT 65A, BLOCK N-C, AMENDMENT "D" TO MAP OF ATASCADERO, IN THE CITY OF ATASCADERO, COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA PER 4/MB/62A.			
APN(S):	029-271-001		
DATE:	JULY 16, 2021		
FILENAME:	20-045 Cal Coastal Prop ECR FM		
Drafter: DO	Project: 19-130	Job: 20-045	Sheet: 2 of 4

FIRST AMERICAN TITLE: 4001-6128338 (LI)







Atascadero City Council

Staff Report – Community Development Department

Community Facilities District 2005-1 Annexation No. 23

RECOMMENDATION:

Council adopt on second reading, by title only, Draft Ordinance, authorizing the levy of special taxes in Community Facilities District 2005-1 for certain annexation territory identified as Annexation No. 23.

DISCUSSION:

This action consists of authorizing the levy of special taxes in Community Facilities District (CFD) 2005-1 to a newly annexed area known as the 10850 El Camino Real (formerly known as "Hartberg") Subdivision (Annexation No. 23). This is a second reading of the proposed Ordinance and is required to formalize the annexation.

On July 13, 2021, the City Council held a public hearing on annexing the territory identified as Annexation No. 23 into the City's Community Facilities District 2005-1. After the close of the public hearing, the City Council adopted Resolution No. 2021-061 (presented as Draft Resolution A as part of the July 13, 2021 staff report). This annexation was authorized by Council on a 5-0 vote. A landowner election was then held, and the landowners elected to authorize a special CFD tax and approved the annexation. The Draft Ordinance (Attachment 1) that was introduced for first reading at the July 13, 2021 meeting to authorize the levy of a CFD fee to all future property owners residing in Annexation No. 23 territory, is before the Council for final approval tonight.

The Special Tax levied against Single-Family Residential parcels for Fiscal Year 2020-2021 was \$706.68 per parcel, which is subject to an annual escalator to pay for the service expansion needed to serve these additional residential units. The money collected can only be used to fund new public services authorized to be funded by the State Mello-Roos Act and identified within the Rate and Method of Apportionment, and cannot be used to support existing services. Adoption of this Ordinance, on second reading, will complete the CFD process and allow for the Final Map to be recorded.

ATTACHMENT:

Draft Ordinance

DRAFT ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, AUTHORIZING THE LEVY OF SPECIAL TAXES IN COMMUNITY FACILITIES DISTRICT NO. 2005-1 (PUBLIC SERVICES), INCLUDING CERTAIN ANNEXATION TERRITORY

WHEREAS, the City of Atascadero (the “City”) has conducted proceedings pursuant to the “Mello-Roos Community Facilities Act of 1982”, being Chapter 2.5, Part 1 Division 2, Title 5 of the Government Code of the State of California (the “Act”) and the City of Atascadero Community Facilities District No. 2005-1 (Public Services) Ordinance enacted pursuant to the powers reserved by the City of Atascadero under Sections 3, 5, and 7 of Article XI of the Constitution of the State of California (the “CFD Ordinance”) (the Act and the CFD Ordinance may be referred to collectively as the “Community Facilities District Law”), to establish the City of Atascadero Community Facilities District No. 2005-1 (Public Services) (the “District”) for the purpose of financing police services, fire protection and suppression services, and park services (the “Services”) as provided in the Act; and

WHEREAS, the rate and method of apportionment of special tax for the District is set forth in Exhibit B to the City Council Resolution entitled “A Resolution of the City Council of the City of Atascadero, California, For the Formation of Community Facilities District No. 2005-1 (Public Services) (the “Resolution of Formation”), which was adopted on May 24, 2005; and

WHEREAS, the City has conducted proceedings to annex territory into the District and, with respect to the proceedings, following an election of the qualified electors in the territory proposed for annexation (the “Annexation Territory”), the City Council, on July 13, 2021, adopted a Resolution entitled “Resolution of the City Council of the City of Atascadero, California, Declaring the Results of Special Annexation Landowner Election, Determining Validity of Prior Proceedings, and Directing the Recording of an Amendment to Notice of Special Tax Lien.”

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF ATASCADERO HEREBY ORDAINS AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. By the passage of this Ordinance, the City Council hereby authorizes and levies the special tax within the District, including the Annexation Territory, pursuant to the Community Facilities District Law, at the rate and in accordance with the rate and method of apportionment of special tax set forth in the Resolution of Formation, which rate and method is by this reference incorporated herein. The special tax has previously been levied in the original territory of the District beginning in Fiscal Year 2006-07 pursuant to Ordinance No. 478 passed and adopted by the City Council on July 12, 2005 and the special tax is hereby levied commencing in Fiscal Year 2021-22 in the District, including the Annexation Territory, and in each fiscal year thereafter to pay for the Services for the District and all costs of administering the District.

SECTION 3. The City's Finance Director or designee or employee or consultant of the City is hereby authorized and directed each fiscal year to determine the specific special tax to be levied for the next ensuing fiscal year for each parcel of real property within the District, including the Annexation Territory, in the manner and as provided in the Resolution of Formation.

SECTION 4. Exemptions from the levy of the special tax shall be as provided in the Resolution of Formation and the applicable provisions of the Community Facilities District Law. In no event shall the special tax be levied on any parcel within the District in excess of the maximum special tax specified in the Resolution of Formation.

SECTION 5. All of the collections of the special tax shall be used as provided in the Community Facilities District Law and in the Resolution of Formation, including, but not limited to, the payment of the costs of the Services, the payment of the costs of the City in administering the District, and the costs of collecting and administering the special tax.

SECTION 6. The special tax shall be collected in the same manner as ordinary ad valorem taxes are collected and shall have the same lien priority, and be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for ad valorem taxes; provided, however, that the City Council may provide for other appropriate methods of collection by resolution(s) of the City Council. The Finance Director of the City is hereby authorized and directed to provide all necessary information to the auditor/tax collector of the County of San Luis Obispo in order to effect proper billing and collection of the special tax, so that the special tax shall be included on the secured property tax roll of the County of San Luis Obispo for Fiscal Year 2021-22 and for each fiscal year thereafter until no longer required to pay for the Services or until otherwise terminated by the City.

SECTION 7. If for any reason any portion of this Ordinance is found to be invalid, or if the special tax is found inapplicable to any particular parcel within the District, including the Annexation Territory, by a court of competent jurisdiction, the balance of this Ordinance and the application of the special tax to the remaining parcels within the District, including the Annexation Territory, shall not be affected.

SECTION 8. A summary of this ordinance, approved by the City Attorney, together with the ayes and noes, shall be published twice: at least five days prior to its final passage in the Atascadero News, a newspaper published and circulated in the City of

Atascadero, and; before the expiration of fifteen (15) days after its final passage, in the Atascadero News, a newspaper published and circulated in the City of Atascadero. A copy of the full text of this ordinance shall be on file in the City Clerk's Office on and after the date following introduction and passage and shall be available to any interested member of the public.

SECTION 9. This Ordinance shall take effect 30 days from the date of final passage.

INTRODUCED at a regular meeting of the City Council held on July 13, 2021 and **PASSED
APPROVED** and **ADOPTED** by the City Council of the City of Atascadero, State of California,
on _____.

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney



Atascadero City Council

Staff Report – Information Technology Division

Mobile and Portable Radio Replacement

RECOMMENDATION:

Council authorize the City Manager to execute a contract with Motorola Solutions for a total of \$480,700.00 for the purchase of mobile and portable radios for the Police and Fire & Emergency Services Departments.

DISCUSSION:

Radio equipment is critical infrastructure that allows emergency personnel to communicate with the emergency dispatch center, other field units and allied agencies during routine and emergency operations. Replacement radios are needed to ensure interoperability, encryption compliance and standardization. Mobile radios are those which are installed in emergency vehicles, while portable radios are handheld radios that emergency personnel carry on their person. All radios scheduled to be replaced with this purchase have reached the end of their lifespan.

The federal government has mandated that all law enforcement radios have digital P-25 capability. The mandate allows interoperability between agencies during emergencies. The current Police radios are not P-25 capable and, therefore, are out of compliance with the mandate.

On January 1, 2021, the California Department of Justice instituted a requirement that all Personal Identifying Information (PII) broadcast over law enforcement radios be encrypted (DOJ Bulletin 20-09-CJIS). The Police Department's current mobile and portable radios do not have encryption capabilities. Based on a December 2020 quote, it would cost \$105,039.36 (without labor) to upgrade current radios with encryption and P-25 (required in order to encrypt) capabilities.

The Fire Department currently uses Motorola radios and the Police Department uses Kenwood radios. Purchasing one brand of radios will allow staff to focus on one system, thus increasing efficiency.

Below is the distribution of units to be purchased:

Police:

Mobile Radios: 25

Portable Radios: 46

Fire:

Mobile Radios: 8

Portable Radios: 40

The standardization requirement for this purchase required staff to review the two radio vendors currently in use, Motorola and Kenwood. As allowed under Section III-3.1 of the Purchasing Policy, staff formed a selection committee made up of Police, Fire and Technology personnel and determined that Motorola offers equipment that best enables and enhances emergency communication in Atascadero. Staff then negotiated a reasonable quote with Motorola.

Motorola Solutions' quote includes a discount of \$1,000 per radio if a purchase order was secured by June 30, 2021. The total for all requested radio purchases is \$480,700 with that discount. Without the discount, the purchase would total \$599,700. Staff spent significant time with Motorola to trim the quoted equipment as much as possible to keep costs down. Due to this negotiating period, staff was unable to secure a quote and resulting PO to present to Council for authorization prior to the June 30th deadline. In order to secure this significant savings of \$119,000, staff authorized the PO prior to receiving Council authorization.

The purchase of these radios was included in the 2021-2023 adopted budget and the budget was adopted prior to the issuance of the purchase order. The discounted amounts of \$227,700 and \$253,000 were included in the Police and Fire capital budgets respectively for fiscal year 2021-2022.

FISCAL IMPACT:

The total (discounted) cost of mobile and portable radios and related equipment is \$480,700. These are budgeted General Fund Measure D-20 funds, \$227,700 of which will be allocated from the Police capital budget and \$253,000 of which will be allocated from the Fire capital budget.

ATTACHMENT:

Quote from Motorola Solutions

ITEM NUMBER: A-6
 DATE: 08/10/21
 ATTACHMENT: 1



QUOTE-1439240
 Atascadero PD Subscribers

Billing Address:
 ATASCADERO, CITY OF
 6500 PALMA AVE
 ATASCADERO, CA 93422
 US

Quote Date: 03/19/2021
 Expiration Date: **06/30/2021**
 Quote Created By:
 Lauren Kirkland
 Sr. Account Manager
 Lauren.Kirkland@
 motorolasolutions.com
 619-405-7100

End Customer:
 ATASCADERO, CITY OF

Contract: 18105 - LA COUNTY , CA

Summary:

Pricing below includes an additional \$1,000 off each subscriber if the order is received by **June 30, 2021**.

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 8000 Series	APX8000				
1	H91TGD9PW7AN	APX 8000 ALL BAND PORTABLE MODEL 3.5	10	\$8,292.00	\$3,253.85	\$32,538.50
1a	Q58AL	ADD: 3Y ESSENTIAL SERVICE	10	\$115.00	\$115.00	\$1,150.00
1b	QA05507AA	DEL: DELETE 7/800 MHZ BAND	10	-\$800.00	-\$413.71	-\$4,137.10
1c	H35BT	ADD: CONVENTIONAL OPERATION	10	\$800.00	\$413.71	\$4,137.10
1d	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	10	\$515.00	\$266.33	\$2,663.30
1e	Q629AH	ENH: AES ENCRYPTION AND ADP	10	\$475.00	\$245.64	\$2,456.40
1f	H869BW	ENH: MULTIKEY	10	\$330.00	\$170.66	\$1,706.60
2	PMNN4486A	BATT IMPRES 2 LIION R IP67 3400T	12	\$163.00	\$92.37	\$1,108.44
3	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	10	\$157.00	\$88.97	\$889.70
	APX™ 6000 Series	APX6000				



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 Motorola Solutions, Inc., 500 West Monroe, United States - 60661 - #: 36-1115900



QUOTE-1439240
Atascadero PD Subscribers

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
4	H08SDH9PW7BN	APX6000 UHF R2 MODEL 3.5 PORTABLE	36	\$3,455.00	\$1,786.72	\$64,321.92
4a	C58AL	ADD: 3Y ESSENTIAL SERVICE	36	\$115.00	\$115.00	\$4,140.00
4b	H35BU	ADD: CONVENTIONAL OPERATION	36	\$500.00	\$258.57	\$9,308.52
4c	C806BM	ADD: ASTRO DIGITAL CAI OPERATION	36	\$515.00	\$266.33	\$9,587.88
4d	C629AK	ENH: AES ENCRYPTION AND ADP	36	\$475.00	\$245.64	\$8,843.04
4e	H869BZ	ENH: MULTIKEY	36	\$330.00	\$170.66	\$6,143.76
5	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	36	\$157.00	\$88.97	\$3,202.92
	APX™ 6500 / Enh Series	APX6500				
6	M25SSS9PW1AN	APX6500 UHF R2 MID POWER MOBILE	4	\$2,438.00	\$1,260.79	\$5,043.16
6a	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	4	\$60.00	\$31.03	\$124.12
6b	G843AH	ADD: AES ENCRYPTION AND ADP	4	\$475.00	\$245.64	\$982.56
6c	G90AC	ADD: NO MICROPHONE NEEDED APX	4	\$0.00	\$0.00	\$0.00
6d	G510AB	ADD:ANT LOW PROFILE 450-512 MHZ	4	\$50.00	\$25.86	\$103.44
6e	G72AD	ADD: APX O3 HANDHELD CH	4	\$946.00	\$489.22	\$1,956.88
6f	G67BB	ADD: REMOTE MOUNT O3 MID POWER	4	\$297.00	\$153.59	\$614.36
6g	G806BE	ADD: ASTRO DIGITAL CAI OPERATION	4	\$515.00	\$266.33	\$1,065.32
6h	GA00235AA	ADD: NO GPS ANTENNA NEEDED APX	4	\$0.00	\$0.00	\$0.00
6i	G444AE	ADD: APX CONTROL HEAD SOFTWARE	4	\$0.00	\$0.00	\$0.00



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Motorola Solutions, Inc., 500 West Monroe, United States - 60661 - #: 36-1115900



QUOTE-1439240
Atascadero PD Subscribers

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
6j	G48BD	ENH: CONVENTIONAL OPERATION APX6500	4	\$500.00	\$258.57	\$1,034.28
6k	W969BG	ADD: MULTIKEY OPERATION	4	\$330.00	\$170.66	\$682.64
6l	G78AT	ENH: 3 YEAR ESSENTIAL SVC	4	\$168.00	\$168.00	\$672.00
	APX™ 6500 / Enh Series	APX6500				
7	M25SSS9PW1AN	APX6500 UHF R2 MID POWER MOBILE	18	\$2,438.00	\$1,260.79	\$22,694.22
7a	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	18	\$60.00	\$31.03	\$558.54
7b	G843AH	ADD: AES ENCRYPTION AND ADP	18	\$475.00	\$245.64	\$4,421.52
7c	G510AB	ADD: ANT LOW PROFILE 450-512 MHZ	18	\$50.00	\$25.86	\$465.48
7d	G806BE	ADD: ASTRO DIGITAL CAI OPERATION	18	\$515.00	\$266.33	\$4,793.94
7e	GA00235AA	ADD: NO GPS ANTENNA NEEDED APX	18	\$0.00	\$0.00	\$0.00
7f	G444AE	ADD: APX CONTROL HEAD SOFTWARE	18	\$0.00	\$0.00	\$0.00
7g	G48BD	ENH: CONVENTIONAL OPERATION APX6500	18	\$500.00	\$258.57	\$4,654.26
7h	W969BG	ADD: MULTIKEY OPERATION	18	\$330.00	\$170.66	\$3,071.88
7i	G78AT	ENH: 3 YEAR ESSENTIAL SVC	18	\$168.00	\$168.00	\$3,024.00
7j	W22BA	ADD: STD PALM MICROPHONE APX	18	\$72.00	\$37.23	\$670.14
7k	G67EG	ADD: REMOTE MOUNT E5 MID POWER	18	\$297.00	\$153.59	\$2,764.62
7l	GA01670AA	ADD: APX E5 CONTROL HEAD	18	\$572.00	\$295.80	\$5,324.40
	APX™ 6500 / Enh Series	APX6500				
8	M25SSS9PW1AN	APX6500 UHF R2 MID POWER MOBILE	3	\$2,438.00	\$1,260.79	\$3,782.37



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Motorola Solutions, Inc., 500 West Monroe, United States - 60661 - #: 36-1115300



QUOTE-1439240
Atascadero PD Subscribers

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
8a	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	3	\$60.00	\$31.03	\$93.09
8b	G843AH	ADD: AES ENCRYPTION AND ADP	3	\$475.00	\$245.64	\$736.92
8c	G510AB	ADD:ANT LOW PROFILE 450-512 MHZ	3	\$50.00	\$25.86	\$77.58
8d	G806BE	ADD: ASTRO DIGITAL CAI OPERATION	3	\$515.00	\$266.33	\$798.99
8e	GA00235AA	ADD: NO GPS ANTENNA NEEDED APX	3	\$0.00	\$0.00	\$0.00
8f	G444AE	ADD: APX CONTROL HEAD SOFTWARE	3	\$0.00	\$0.00	\$0.00
8g	G48BD	ENH: CONVENTIONAL OPERATION APX8500	3	\$500.00	\$258.57	\$775.71
8h	W969BG	ADD: MULTIKEY OPERATION	3	\$330.00	\$170.66	\$511.98
8i	G78AT	ENH: 3 YEAR ESSENTIAL SVC	3	\$168.00	\$168.00	\$504.00
8j	G67EG	ADD: REMOTE MOUNT E5 MID POWER	3	\$297.00	\$153.59	\$460.77
8k	GA01670AA	ADD: APX E5 CONTROL HEAD	3	\$572.00	\$295.80	\$887.40
8l	W22BA	ADD: STD PALM MICROPHONE APX	3	\$72.00	\$37.23	\$111.69
9	PMMN4099B	AUDIO ACCESSORY- REMOTE SPEAKER MICROPHONE,IP68 REMOTE SPEAKER MICROPHONE,3.5MM,UL	46	\$145.00	\$82.17	\$3,779.82
	APX™ 8000 Series	APX8000XE				
10	H91TGD9PW7AN	APX 8000 ALL BAND PORTABLE MODEL 3.5	40	\$6,292.00	\$3,253.85	\$130,154.00
10a	H869BW	ENH: MULTIKEY	40	\$330.00	\$170.66	\$6,826.40
10b	G806CB	ADD: ASTRO DIGITAL CAI OPERATION	40	\$515.00	\$266.33	\$10,653.20
10c	QA02006AC	ENH: APX8000XE RUGGED RADIO	40	\$800.00	\$413.71	\$16,548.40



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QUOTE-1439240
Atascadero PD Subscribers

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
10d	Q58AL	ADD: 3Y ESSENTIAL SERVICE	40	\$115.00	\$115.00	\$4,600.00
10e	QA05507AA	DEL: DELETE 7/800 MHZ BAND	40	-\$800.00	-\$413.71	-\$16,548.40
10f	Q53AF	ADD: FRONT PANEL PROGRAMMING & CLONING	40	\$150.00	\$77.57	\$3,102.80
10g	H35BT	ADD: CONVENTIONAL OPERATION	40	\$800.00	\$413.71	\$16,548.40
10h	Q629AH	ENH: AES ENCRYPTION AND ADP	40	\$475.00	\$245.64	\$9,825.60
10i	QA01427AG	ALT: APX8000/XE HOUSING GREEN	40	\$25.00	\$12.93	\$517.20
11	HKVN4289A	APX CPS DOWNLOAD - CURRENT VERSION*	1	\$299.00	\$201.22	\$201.22
12	PMMN4107C	XE500 REMOTE SPKR MIC WITHOUT CHANNEL KNOB, HIGH IMPACT GREEN	10	\$550.00	\$311.66	\$3,116.60
13	NNTN8844A	CHARGER, MULTI-UNIT, IMPRES 2, 6-DISP, NA/LA-PLUG, ACC USB CHGR	1	\$1,315.00	\$745.16	\$745.16
APX™ 8500						
14	M37TSS9PW1AN	APX8500 ALL BAND MP MOBILE	8	\$4,770.00	\$2,466.76	\$19,734.08
14a	G48BB	ENH: CONVENTIONAL OPERATION APX	8	\$800.00	\$413.71	\$3,309.68
14b	GA01513AB	ADD: ALL BAND MOBILE ANTENNA (7/8W/U)	8	\$95.00	\$49.13	\$393.04
14c	Q53AL	ADD: FPP & CLONE APX	8	\$150.00	\$77.57	\$620.56
14d	GA05507AA	DEL: DELETE 7/800MHZ BAND	8	-\$800.00	-\$413.71	-\$3,309.68
14e	G78AT	ENH: 3 YEAR ESSENTIAL SVC	8	\$168.00	\$168.00	\$1,344.00
14f	GA01806AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	8	\$0.00	\$0.00	\$0.00
14g	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	8	\$60.00	\$31.03	\$248.24



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QUOTE-1439240
Atascadero PD Subscribers

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
14h	G843AH	ADD: AES ENCRYPTION AND ADP	8	\$475.00	\$245.64	\$1,965.12
14i	G444AH	ADD: APX CONTROL HEAD SOFTWARE	8	\$0.00	\$0.00	\$0.00
14j	G67EH	ADD: REMOTE MOUNT E5 MP	8	\$297.00	\$153.59	\$1,228.72
14k	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED	8	\$0.00	\$0.00	\$0.00
14l	G806BL	ENH: ASTRO DIGITAL CAI OP APX	8	\$515.00	\$266.33	\$2,130.64
14m	GA01670AA	ADD: APX E5 CONTROL HEAD	8	\$572.00	\$295.80	\$2,366.40
14n	W22BA	ADD: STD PALM MICROPHONE APX	8	\$72.00	\$37.23	\$297.84
14o	W969BG	ADD: MULTIKEY OPERATION	8	\$330.00	\$170.66	\$1,365.28
Subtotal						\$840,517.00
Total Discount Amount						\$397,229.44
						\$37,412.44
Grand Total				\$480,700.00(USD)		

Notes:

* Additional information is required for one or more items on the quote for an order.

- PD Subtotal = \$210,159.77
PD Tax = \$17,540.23
PD Total = \$227,700.00

Fire Subtotal = \$233,127.34
Fire Tax = \$19,872.66
Fire Total = \$253,000.00



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Motorola Solutions, Inc., 500 West Monroe, United States - 60661 - N: 36-1115900



Atascadero City Council

Staff Report – Community Development Department

Contract Award Objective Design and Small-Lot Subdivision Standards Project

RECOMMENDATION:

Council authorize the City Manager to execute a contract for \$114,705.00 with MIG, Inc. to provide planning consultant services for the preparation of the Objective Design and Small-Lot Subdivision Standards Project.

DISCUSSION:

In 2020, the City of Atascadero adopted its 6th Cycle 2021-2028 Housing Element which included polices designed to streamline housing production, provide for flexible lot size standards, and ensure high quality design standards in by-right, non-discretionary projects. In May, 2021 the City of Atascadero requested qualified design professionals to assist the City in developing a set of Objective Design Standards, to help meet HCD mandates for by-right projects. The request for proposals (RFP) also requested a potential amendment to the City's Subdivision Regulations and Zoning Standards to allow for small lot subdivision standards that can be used to allow for ownership projects within multi-family zones without having to create planned developments or airspace condominiums.

A combination of State grant programs such as SB2, Local Early Action Planning (LEAP) and Regional Early Action Planning (REAP) will assist in the funding of this work effort. All project costs are anticipated to be covered by these secured grant sources.

The Consultant's proposal of \$114,705.00 is consistent for this type of work. The scope of work will include public outreach and opportunities for Planning Commission and City Council to weigh in on the details of the policy updates. Although the objective design standards are necessary in order to respond to "by-right" housing policy mandates, the small lot subdivision standards are an optional update designed to complement the objective standards. Both the objective design standards and the potential small lot subdivision standards will be brought to the City Council for discussion and direction early in the process as part of the work effort. The updates are designed to streamline zoning, reduce staff time, comply with Housing Element policies, and maintain quality features in future housing projects.

FISCAL IMPACT:

This project was approved as part of the City's REAP and SB2 grant award. All consultant costs will be covered by the grant. Staff time may be reimbursed based on available funding after all City grant objectives are met. Overall, the adoption of Objective Design and Small-Lot Subdivision Standards is anticipated to reduce staff review time for project review while helping to ensure project quality and consistency.

ALTERNATIVES:

Council may direct staff to modify the scope of work as appropriate.

ATTACHMENT:

MIG, Inc. Proposal including scope of work



CITY OF ATASCADERO

Objective Design and Small-Lot Subdivision Standards



537 S. RAYMOND AVENUE | PASADENA, CA 91105
(626) 744-9872 | WWW.MIGCOM.COM

In association with:
PULTS & ASSOCIATES



537 S. Raymond Avenue
Pasadena, CA 91105
P (626) 744-9872
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www.migcom.com

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OREGON

PORTLAND

TEXAS

SAN ANTONIO

WASHINGTON

SEATTLE

June 22, 2021

John Holder, Associate Planner
City of Atascadero
6500 Palma Avenue
Atascadero, CA 93422

ITEM NUMBER: A-7
DATE: 08/10/21
ATTACHMENT: 1

Re: Proposal for Objective Design and Small-Lot Subdivision Standards

Dear Mr. Holder and Members of the Selection Committee:

MIG, Inc. was honored to recently work with the City of Atascadero to prepare its sixth cycle Housing Element. Several programs in the element identified desired changes to the City's zoning and subdivision regulations to facilitate housing production—and production of affordable ownership housing in particular. This proposal responds to the City's Request for Proposals to implement two key Housing Element programs: 1) creation of objective design standards to allow for by-right approvals of multi-family housing and 2) development of small-lot subdivision standards. MIG is pleased to submit this proposal and continue working with you to address critical housing needs in a manner suited specifically to the community's sensibilities and character.

In response to State law, all jurisdictions in California are required to adopt objective design standards. MIG currently is working with several cities on such pursuits. What we have learned from this work is that the standards must be carefully tailored to achieve each city's particular objectives. Atascadero has good design guidance documents in place already, such as the Downtown Design Standards and Appearance Review Manual, both of which will inform development of the objective design standards. However, we will also want to look to projects approved in the past few years to understand the design issues of most importance that the City wishes to address in all multi-family and mixed-use projects.

Regarding the small-lot subdivision standards, these new regulations will create a much easier process for developers to produce needed ownership housing on properties zoned for multi-family use by avoiding costly and time-consuming discretionary planned development applications. Our team includes in-house residential architects, former city planners, and civil engineers who have experience designing and working with standards for compact subdivisions. For Atascadero, we will create standards for both the layout of subdivisions and the design features required of homes within these new neighborhoods.

This work program will be led by Project Manager Genevieve Sharrow, who recently worked with you on the Housing Element. Genevieve brings expertise preparing zoning regulations and objective design standards for cities in diverse environments. From her work in Atascadero, Paso Robles, and San Luis Obispo, she has developed a keen sense of the Central Coast environment and residents' expectations regarding housing types and qualities.



ITEM NUMBER: A-7
DATE: 08/10/21
ATTACHMENT: 1

Please feel free to contact Genevieve or me with any questions you may have about MIG's qualifications or approach.

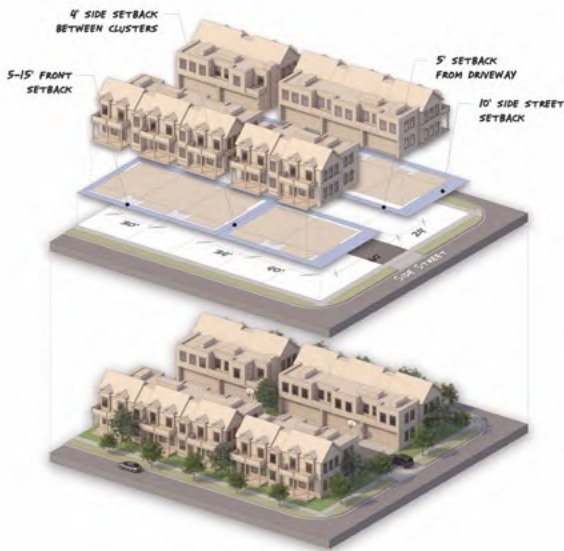
Genevieve Sharrow
genevieves@migcom.com
(734) 709-0042

Laura Stetson
lstetson@migcom.com
(818) 388-4286

Regards,

A handwritten signature in blue ink that reads "Laura R. Stetson".

Laura R. Stetson, AICP
Principal



CONTENTS

1. Firm Qualifications	1
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4. Budget	29
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1. Firm Qualifications

Critical thinking. Strategic focus. Innovative solutions. Since our founding in 1982, MIG has focused on planning, designing, and sustaining environments that support human development. We look beyond convention to produce meaningful plans and durable solutions that meet our world's increasing social, economic, and environmental challenges. Our team of professionals has assisted public agencies throughout the western U.S. and nationwide in developing innovative plans and designs. Our plans produce results.

About MIG

MIG, Inc. is a multidisciplinary firm that offers a full range of services, including preparation of Development Codes, Zoning Ordinances, and General Plans; policy planning and development; site planning; streetscape design; conceptual design; and transit-oriented development planning. Our work is characterized by a dedication to quality, a flexible approach, creativity in planning and design, and a commitment to completing projects on time and within budget. We have worked extensively with public agencies and municipalities locally and nationally on design and planning for future change.

The diversity of our staff provides a base of knowledge that bridges technical expertise and values, and facilitates the exchange of information among all parties engaged in the planning and design process. Staff backgrounds encompass urban and regional planning, urban design, strategic planning, public participation, environmental science, design and research, landscape architecture, communications, graphic design, and public policy. MIG also provides contract staffing services. This provides our staff insights into the day-to-day workings of local government and how to prepare zoning and design regulations that are easily used by planning staff and the public.

MIG's unique combination of planning and design expertise allows us to conduct planning in a highly interactive process involving key constituent groups. This process generates a clear and collective vision of development and growth in a dynamic, yet stable environment. Through MIG's participatory planning process, client goals and stakeholder interests work together to frame key issues. Plans and codes created through this approach enjoy broad-based support and are readily implemented.

AREAS OF EXPERTISE

- » Design standards and guidelines
- » Development codes and zoning ordinances
- » General plans and specific plans
- » Sustainability and healthy community planning
- » Visioning and community-based planning
- » Community outreach and involvement
- » Facilitation and consensus building
- » Urban design, design guidelines and streetscapes
- » Mapping and GIS analysis
- » Stakeholder and issues identification
- » Strategic planning
- » Environmental planning and analysis
- » Strategic communications and graphic design
- » Landscape architecture, natural areas, and greenways
- » Development entitlement services
- » Contract staffing services

GENERAL PLANS AND ZONING

At MIG, every project is viewed as a new opportunity to apply our expertise and to collaborate on new approaches and techniques that advance the sustainability, livability, and economic vibrancy of a community. MIG's experience in creating integrated, forward-thinking and implementable plans and codes has resulted in noticeable, positive change for our client communities.

Our zoning experts are also recognized for their exemplary writing skills—we write codes in succinct, plain English that is clear and easy to understand. This technical text is accompanied by graphics and tables to help the user quickly orient to the material and understand how the regulations apply.

Key staff associated with this project are not only expert code writers, but also serve as contract staff to jurisdictions, answering questions at the counter and implementing the codes that they write. This hands-on knowledge is key to understanding how codes work on an everyday basis, and supports the development of user-friendly and practical regulations.

COMMUNITY OUTREACH AND PUBLIC ENGAGEMENT

MIG designs and implements multileveled, well-documented community engagement programs aimed at increasing public confidence in decisionmaking. Our process is transparent and designed to be accessible to all, using succinct, easily understood information to ensure that the community and stakeholders understand pertinent issues and that agencies receive meaningful community input. Our public engagement approach enables the community to contribute ideas, solutions, and strategies for addressing issues, which results in supported and successful projects.



We have worked with many jurisdictions to have productive discussions around housing to develop innovative solutions, including special studies and regional studies to identify housing innovations and processes to encourage new housing development. Housing team members are also experts in zoning regulations to ensure effective implementation of housing policy.

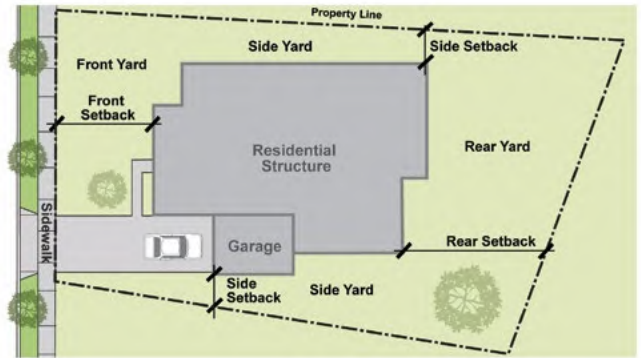
MIG utilizes a wide variety of well-proven public engagement techniques, including individual stakeholder/ focus group check-ins, user surveys, and community workshops to ensure that the plan builds on the people’s needs. Our interactive community workshops use illustrative graphic recording, interactive break-out group exercises, comment cards, and notation to meaningfully engage the community. MIG documents input and methodically analyzes results to ensure a responsive and complete process.

Our media and communications work crosses all media (print, internet, video, and multimedia) and includes brochures, news releases, display boards, PowerPoint presentations, streaming video and audio, interactive CDs, clickable PDF files, HTML newsletters, and sophisticated flash products.

We work interactively with clients to create web environments that engage, inform, and stimulate the visitor, as well as reflect our client’s goals in a creative way. We have extensive experience in all aspects of web design, including site architecture, navigation design, user profiling, disabled accessibility, and interactive design and web animation.

GRAPHIC/VISUAL SIMULATION

Our mission is to empower people to make informed decisions about their communities by providing accurate and easy-to-comprehend graphics. We use 3D simulations, models, and renderings to tell a story, knitting together pixels and polygons built from real world data. These graphics assist the planning and design process, allowing us to explore, design, and envision a community alongside its stakeholders and decision makers.



Our Subconsultant

PULTS & ASSOCIATES, LLP

Founder Steven D. Pults created Pults & Associates in 1980 to offer clients a full range of quality architectural design services for all types of construction needs. Integrating design sensibility with technical experience, Pults & Associates brings a combination of practical knowledge and innovative solutions to each and every project.

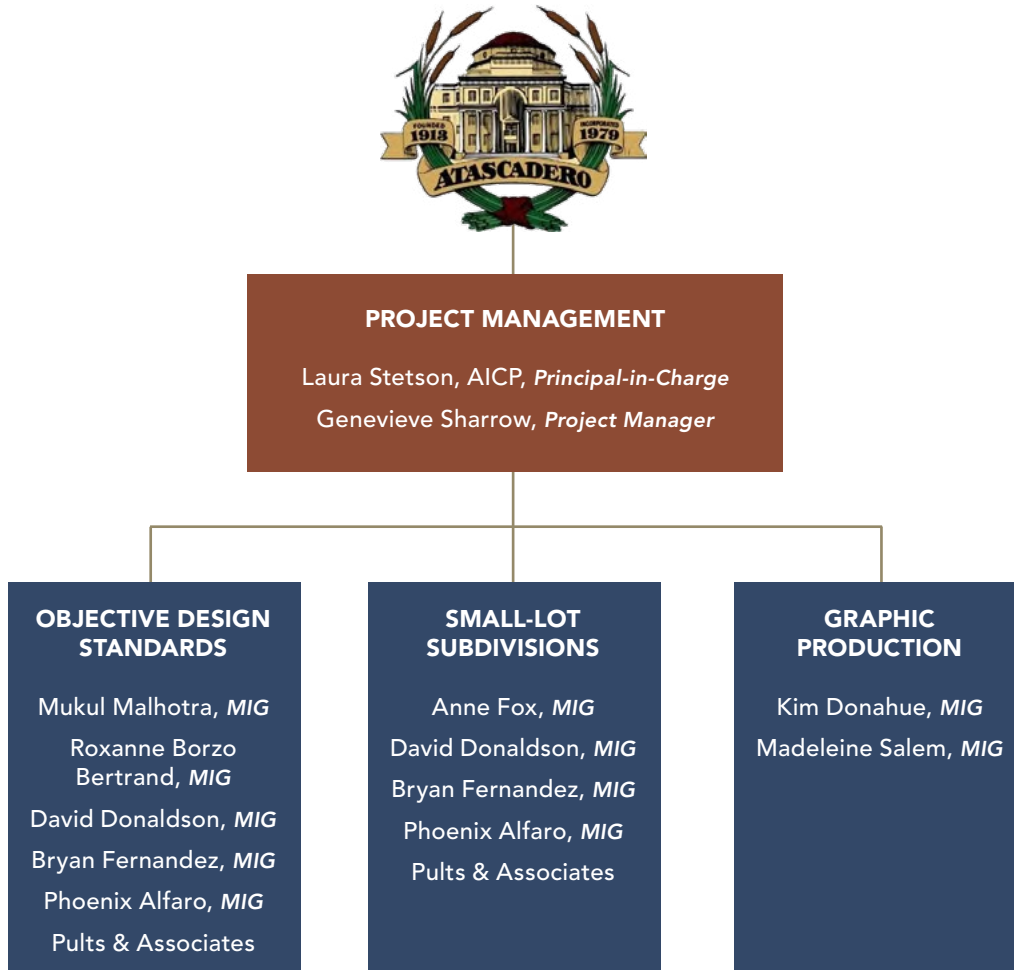
Since its inception, Pults & Associates has grown to be a highly regarded, full-service design, project management, and construction management firm. Their expertise in large-scale residential projects, office and commercial projects, retail, medical, and wineries has established the firm as one of the premier architectural firms on the Central Coast.

Sensitivity to project context, site, client needs, program, design, and detail is the hallmark of Pults & Associates’ development approach. Clients can count on years of experience as well as the firm’s standard of excellence in design, construction, and project management. Their visionary design philosophy, coupled with practical application and use of evolving technology, has led them into their fourth decade, earning multiple design awards along the way. Environmental stewardship, energy efficiency, and appropriate material selections are integral components in all of their designs.

Key Personnel Resumes

The chart below identifies MIG staff who will work with Atascadero on the three program components. Their resumes are presented on the following pages.

In response to the City's request to identify the overall commitment of each team member, please refer to the budget in Section 4, in which we identify anticipated hours for each person by program task.



Laura R. Stetson, AICP

PRINCIPAL-IN-CHARGE

AREAS OF EXPERTISE

- » Land Use Planning
- » Zoning and Development Codes
- » General Plans
- » Specific Plans
- » Meeting Facilitation

EDUCATION

- » BS, Environmental Earth Science, Stanford University
- » Graduate Coursework in Public Administration, American University

PROFESSIONAL AFFILIATIONS

- » American Planning Association (APA)
- » American Institute of Certified Planners (AICP)
- » California Planning Roundtable

AWARDS

- » Redwood City General Plan, American Planning Association, California Chapter, Outstanding Achievement for Small Jurisdiction Planning Effort
- » Riverside General Plan, American Planning Association Award, California Chapter

Laura Stetson's leadership and award-winning expertise in land use planning and zoning has contributed to the thoughtful revitalization of many cities throughout California. It all started with Laura's fascination for maps and the stories they tell about cities. Understanding the spatial layout of a community and its human impacts enables her to use policy to positively shape the environment. In turn, the policy documents she helps to craft—general plans, specific plans, zoning codes, and CEQA documents—guide positive change for the people in those communities. A self-defined “fixer,” Laura uses her management and facilitation skills to engage clients and stakeholders in collaborative problem-solving. She methodically analyzes and synthesizes the potential implications and outcomes associated with policies that regulate not only how land will be used, but what, where, and how desirable new construction occurs. Laura strives to ensure that plans meet multiple objectives and are adaptable to changing circumstances. With her 30+ years of experience, she offers a deep reservoir of knowledge to assist communities of every size and variety find the right path forward.

SELECTED PROJECT EXPERIENCE

- | | |
|---|---|
| » San Luis Obispo Zoning Regulations, San Luis Obispo, CA | » Baldwin Park Zoning and Subdivision Codes, Baldwin Park, CA |
| » Paso Robles Housing Element, Paso Robles, CA | » Duarte Development Code, Duarte, CA |
| » Atascadero Housing Element, Atascadero, CA | » Garden Grove Mixed Use Regulations, Garden Grove, CA |
| » San Mateo Objective Design Standards, San Mateo, CA | » La Mirada Zoning Code, La Mirada, CA |
| » Hemet Objective Design and Development Standards, Hemet, CA | » La Puente Zoning Code, La Puente, CA |
| » Burlingame Zoning Code, Burlingame, CA | » Loma Linda Sign Regulations, Loma Linda, CA |
| » Temple City Sign Code, Temple City, CA | » Los Alamitos Zoning and Subdivision Code Comprehensive Update, Los Alamitos, CA |
| » Arcadia Zoning and Subdivision Codes, Arcadia, CA | |

Genevieve Sharrow

PROJECT MANAGER

AREAS OF EXPERTISE

- » Project Management
- » Housing Policy
- » Zoning Codes
- » General Plans
- » Specific Plans
- » CEQA Analysis

EDUCATION

- » MA, Urban Planning,
University of California, Los Angeles
- » BA, Social Anthropology,
University of Michigan

PROJECT AWARDS

- » Duarte Town Center Specific Plan – APA, California Chapter, 2017
- » Baldwin Chapter Health and Sustainability Element – APA, California Chapter, 2016
- » Redwood City General Plan – APA, California Chapter, 2012

Genevieve Sharrow is a highly versatile planner and project manager who has worked with communities throughout California on a diverse range of issues, including housing, land use, parks and recreation, and development codes. For nearly 15 years, Genevieve has proven her strength in organizing teams and bringing together the collective knowledge and energy of clients, technical experts, and community members to craft implementable and supported plans and policies.

Genevieve's experience in public and private sector community planning focuses on creating local housing policy, context-sensitive zoning codes, and action-oriented and visionary specific plans and general plans. Genevieve has prepared over 20 housing elements, zoning regulations for diverse locales, and award-winning General Plans and Specific Plans for jurisdictions throughout the state and is skilled in leading community outreach efforts as an integral component of projects.

SELECTED PROJECT EXPERIENCE

- | | |
|---|---|
| » Arcadia Development Code, Arcadia, CA | » Lincoln Avenue Specific Plan, Pasadena, CA |
| » Baldwin Park Development Code, Baldwin Park, CA | » Duarte Station Specific Plan Amendment, Duarte, CA |
| » Burlingame Zoning Code, Burlingame, CA | » Baldwin Park General Plan Health and Sustainability Element, Baldwin Park, CA |
| » Duarte Development Code, Duarte, CA | » La Palma General Plan, La Palma, CA |
| » Garden Grove Mixed Use Regulations, Garden Grove, CA | » Redwood City General Plan, Redwood City, CA |
| » Redwood City Mixed Use Zones, Redwood City, CA | » Atascadero Housing Element and Inclusionary Housing Options, Atascadero, CA |
| » San Bernardino Sign Regulations, San Bernardino, CA | » Gateway Cities Council of Governments Housing Assessment, CA |
| » San Luis Obispo Zoning Regulations, San Luis Obispo, CA | » Half Moon Bay Special Study of Housing Options, Half Moon Bay, CA |
| » Vernon Zoning Amendments, Vernon, CA | |
| » Duarte Town Center Specific Plan, Duarte CA | |

Mukul Malhotra

DIRECTOR OF URBAN DESIGN

AREAS OF EXPERTISE

- » Urban Planning and Design
- » Land Use Planning
- » Downtown Revitalization
- » Community Development
- » Transit-Oriented Development
- » Streetscapes

EDUCATION

- » MUD, University of California, Berkeley
- » Diploma in Architecture, Sushant School of Art and Architecture, Gurgaon, India

Mukul Malhotra is an award-winning urban designer and nationally recognized expert and innovator in complete streets. Originally an architect, Mukul gravitated toward urban design because it yields greater impact beyond just the physical environment – urban design sets the stage for public life affecting how people live, work, play, and move around. He is committed to not only advancing the communities he works in around the country, but to moving the dial up a notch on the profession itself. As one of the creators of MIG's re:Streets Initiative, he leads a multidisciplinary collaboration on exploring what America's roadways would be like if they were designed for living instead of just driving. Mukul leads projects from the germination of a vision through the cultivation of consensus into final design execution. His projects have addressed issues related to urban development and revitalization, streetscape design and planning, pedestrian- and transit-oriented design, and preservation of neighborhood and city character. An avid walking advocate, he also serves as the President of the Board of Directors at America Walks and Walking College Mentor. From downtowns and historic districts to new communities and university campuses, Mukul's creativity and interdisciplinary approach have given shape and form to countless places and spaces from California to Massachusetts and Texas to Idaho.

SELECTED PROJECT EXPERIENCE

- | | |
|--|--|
| » San Pablo Avenue Specific Plan, El Cerrito and Richmond, CA | » Northeast Line Light Rail Stations, Sacramento, CA |
| » Upper Market Street Community Vision and Design Plan, San Francisco, CA | » West Capitol Avenue Streetscape Master Plan, West Sacramento, CA |
| » Brisbane Parkside Area Precise Plan, Brisbane, CA | » R Street Urban Design and Development Plan, Sacramento, CA |
| » San Jose Urban Village Plans, San Jose, CA | » Gold Line TOD Plans and Market Studies, Los Angeles, CA |
| » San Antonio Tomorrow Area Plans Phase I, San Antonio, TX | » Ankeny/Burnside Urban Design Plan, Portland, OR |
| » Atlantic and Washington Boulevards Corridor Specific Plans, Commerce, CA | » Denver TOD Plans, Denver, CO |
| » Barrio Logan Community Plan, San Diego, CA | » National Western Center Campus Placemaking Study, Denver, CO |
| | » Sunol Town Center Pedestrian Improvements for a Livable Community, Sunol, CA |

Phoenix Alfaro

PROJECT ASSOCIATE

AREAS OF EXPERTISE

- » GIS Mapping
- » Data Analysis
- » Housing Policy and Planning
- » Community Engagement and Outreach
- » Multimodal Street Design
- » Graphic Design

EDUCATION

- » Master of City Planning, University of California, Berkeley
- » BA, Urban Studies and Geography, The University of Texas at Austin

Phoenix Alfaro is an urban planner and designer who bridges data and design to facilitate the development of equitable communities. With experience in the non-profit, public, and private sectors, he has assisted and managed projects ranging from public space activation strategies to regional housing and transportation analyses.

Phoenix works on a variety of projects that include evaluating existing conditions with GIS and secondary data sources, determining housing capacity with Urban Footprint, producing community engagement materials and documents with the Adobe Suite, and designing 3D models with Sketchup. In all his work, his goal is to effectively communicate technical terms and concepts to facilitate conversations with community members and build consensus.

SELECTED PROJECT EXPERIENCE

- | | |
|--|---|
| » San Mateo Objective Design Standards, San Mateo, CA | » Monrovia Housing Needs Assessment, Monrovia, CA |
| » San Carlos General Plan Update, San Carlos, CA | » Priority Development Area (PDA) and One Bay Area Grant Program (OBAG) Program Assessment, Bay Area, CA* |
| » Wood Village Middle Housing Assessment, Wood Village, OR | » Senter Road Multimodal Safety Study, San Jose, CA* |
| » Lutheran Legacy Campus Master Plan, Wheat Ridge, CO | » Port of San Francisco Waterfront Plan Update, San Francisco, CA* |
| » Donner Pass Road Innovate Gateway, Truckee, CA | » Pier 27 and 29 Activation Strategy, San Francisco, CA* |
| » Charlotte Center City Plan, Charlotte, NC | |

**Work completed prior to MIG*

Roxanne Borzo Bertrand

PROJECT ASSOCIATE/URBAN PLANNER

AREAS OF EXPERTISE

- » Urban Planning
- » General Plans, Housing Elements, and Zoning
- » Urban Design
- » Design Standards and Guidelines
- » Transportation Planning and Design
- » Community Engagement
- » Park and Recreation Master Planning

EDUCATION

- » MA, Urban & Regional Planning, University of Colorado Denver
- » MA, Urban Design, University of Colorado Denver
- » BA, Environmental Science, Saint Louis University

PROFESSIONAL AFFILIATIONS

- » American Planning Association (APA)
- » Urban Land Institute

Roxanne Borzo Bertrand has contributed to a broad range of projects for public agencies, nonprofit organizations, and private firms with work centered around community-driven planning, equity, advocacy, policy, research, and design. Roxanne has worked on a variety of planning teams engaging stakeholders and community members.

Roxanne's passion lies at the intersection of land use policy and the built environment. She is driven by looking at the whole picture, integrating urban design, active transportation, environmental conservation, and social issues such as housing affordability into policy. Utilizing GIS, Adobe Illustrator, and other programs, Roxanne depicts the analysis of existing site conditions with compelling infographics, maps, and site plans that engage clients and communities.

Roxanne is an advocate for change committed to creating spaces that inspire curiosity, facilitate active living, address social issues, and enable policy change. Roxanne is a design thinker, addressing urban challenges and constraints by questioning common assumptions with plans and designs grounded in sound data and well-researched analysis.

SELECTED PROJECT EXPERIENCE

- | | |
|---|--|
| » Burlingame General Plan and Zoning Ordinance, Burlingame, CA | » Lake Elsinore Housing Element Update, Lake Elsinore, CA |
| » Covina Town Center Specific Plan, Covina, CA | » Whittier Housing Element Update, Whittier, CA |
| » Duarte Station Specific Plan Amendment, Duarte, CA | » Pasadena General Plan Implementation Community Outreach, Pasadena, CA |
| » Santa Fe Springs General Plan, Santa Fe Springs, CA | » Los Angeles MRCA River Center, Los Angeles, CA |
| » Monterey Park General Plan Update, Monterey, CA | » Los Angeles County Department of Parks and Recreation Regional Recreation Needs Assessment, Los Angeles County, CA |
| » Commerce General Plan and Zoning Ordinance Update, Commerce, CA | » Gardens of Golden Gate Park Partnership, San Francisco, CA |
| » Whittier General Plan, Whittier, CA | » Burlingame Parks Master Plan, Burlingame, CA |
| » Garden Grove Housing Element Update, Garden Grove, CA | |

Anne Fox

SENIOR PLANNER

AREAS OF EXPERTISE

- » Project Management
- » Entitlement Processing
- » CEQA Review
- » Contract Staffing
- » General Plan and Zoning Ordinance Updates
- » Specific Plans

EDUCATION

- » BS, Urban and Regional Planning, California State Polytechnic University, Pomona, CA

Anne Fox's experience in the field of planning can equally serve the needs of the public sector and private developers. She has engaged in a variety of planning assignments within small and large municipalities – carrying out daily and long-range objectives of those agencies.

She has assisted with enacting interim policies of an Agency, including transforming those policies into regulatory ordinances. Her knowledge and experience with Planning and Zoning Law, CEQA requirements, the Subdivision Map Act, Development Agreements, Specific Plans, the Coastal Act, combined with her ability to work effectively with city staff, developers, residents, and special interest groups, ensures added value in projects in which she is involved.

Anne has specific knowledge working with the unique needs of coastal communities – analyzing projects and related technical studies (geotechnical, wave run-up, water quality) in conjunction with the issuance of Coastal Development Permits for bluff top, beach, and harbor properties. She has prepared and supervised the preparation of environmental documentation as part of the entitlement process, providing direct guidance and coordination of supporting technical studies (traffic, parking, noise, etc.) for implementation of mitigation measures.

She is particularly effective in meeting Agency deadlines and objectives; and is sought after as a Project Manager for high profile projects and focused updates to policies and regulatory compliance in various communities. She has the ability to quickly assess a project or problem, achieve quality solutions while adhering to desired schedules/timeframes. Anne is specifically requested by many of our clients for her seasoned experience, effective multi-tasking, and her enthusiastic attention to the details.

SELECTED PROJECT EXPERIENCE

- | | |
|---|---|
| » Loma Linda Objective Design Standards, Loma Linda, CA | » City of Hawaiian Gardens ADU Ordinance Update, Hawaiian Gardens, CA |
| » Folsom Zoning Code (Comprehensive Update), Folsom, CA | » Avalon Calabasas Neighborhood Preservation Plan, Avalon Bay, CA |
| » Desert Hot Springs Zoning Update to Correlate with General Plan, Desert Hot Springs, CA | » Burlingame General Plan Implementation Program, Burlingame, CA |

Bryan Fernandez

SENIOR ASSOCIATE PLANNER

AREAS OF EXPERTISE

- » Entitlement and Permitting

EDUCATION

- » Master of Public Policy, University of California, Los Angeles, CA
- » BA, Political Science, University of California, Los Angeles, CA

PROFESSIONAL AFFILIATIONS

- » American Planning Association (APA) California

Bryan Fernandez has over 10 years of professional planning experience in Southern California. He has managed the entitlement and permitting process for simple to complex planning projects for governmental, commercial, industrial, and residential projects, including high-rise office park campus redevelopments and condominium developments. He is adept at planning entitlements, such as specific plans, tract maps, conditional use permits, land-use permits, sign programs, and variances. He has a strong background in architectural review and conformance with design guidelines both explicit and implied. He has experience with hillside development for both residential and non-residential projects.

Bryan has prepared development, conditional use, and special event permits. He has worked with the public at the counter, coordinated projects through various departments and public agencies, and has prepared staff reports and resolutions with findings of fact and conditions of approval. He has prepared and made graphic and oral presentations at Planning Commission and City Council hearings. He has processed and implemented specific plans for both new developments and for redeveloped projects

Bryan has strong CEQA experience and has written environmental determinations for various projects including the preparation of Negative Declarations, Mitigated Negative Declarations, including developing the mitigation measures. He is experienced in GIS mapping and database preparation.

SELECTED PROJECT EXPERIENCE

- | | |
|---|---|
| » Hemet Objective Design Standards, Hemet, CA | » Cielo Vista Area Plan, County of Orange, CA |
| » West Valley Specific Plan, Walnut, CA | » Apollo Rosecrans Project, El Segundo, CA |
| » Monrovia Avalon Specific Plan, Monrovia, CA | » Pacific Corporate Towers, El Segundo, CA |
| » Agua Mansa Commerce Center Specific Plan, Jurupa Valley, CA | » Coto de Caza General Store & Mercantile, County of Orange, CA |
| » Downtown Barstow Route 66 Specific Plan, Barstow, CA | » Burlingame Zoning Ordinance Update, Burlingame, CA |

David Donaldson

PROJECT ARCHITECT

AREAS OF EXPERTISE

- » Architecture
- » Urban Environments
- » Sustainable Design
- » Accessible Design

EDUCATION

- » MArch, University of Oregon
- » BS, Architectural Engineering, University of Kansas

REGISTRATIONS / CERTIFICATIONS

- » Licensed Architect: WA, OR

PROFESSIONAL AFFILIATIONS

- » American Institute of Architects

PRESENTATIONS

- » "Universal Design is Sustainable Design," Northwest Green Building Slam + Summit, October 2018
- » "Beyond ADA: Universal Design for Business, A Case Study," B Local PDX, September 2019

David Donaldson is a highly versatile architect whose design approach revolves around forming relationships. As a steward for the client's vision, he believes the best way to add value through architecture is to maximize the quality of experience in the day-to-day lives of both the end-user and the general public. David gravitates towards projects which contribute to the community fabric, are both environmentally and socially sustainable, and contain a high level of quality in material and craftsmanship. He has spent a portion of his career working and volunteering with groups that advocate for underserved segments of the population, including service as a Peace Corps volunteer in Romania, and work with international branches of Habitat for Humanity.

SELECTED PROJECT EXPERIENCE

- | | |
|---|--|
| <ul style="list-style-type: none"> » Portland Chinatown/Japantown Historic District Design Guidelines, Portland, OR* » PDC (Prosper Portland) Storefront Improvement Program, Portland, OR* » 118 W Mercer Apartments, Seattle, WA* » Fuller Station Workforce Housing (TOD), Clackamas, OR* » Taylor 1509 Co-Living, Hood River, OR* » Mt. Hood Kiwanis Camp Dormitory Concept, Rhododendron, OR* » Seven Corners Collaborative, Portland, OR* » Kutak Rock Law Offices, Omaha, NE* » OHSU Auditorium Building Master Planning & Renovations, Portland, OR* | <ul style="list-style-type: none"> » OHSU School of Nursing Courtyard Improvements, Portland, OR* » Oregon State University Finley Hall Renovations, Corvallis, OR* » Eastern Oregon University Loso Hall Renovations, La Grande, OR* » Northwest Children's Theater Master Planning, Portland, OR* » Multnomah Arts Center Seismic Assessment and Improvements, Portland, OR* » YCTC Community Center Concept, Yamhill, OR* » UNMC Ruth & Bill Scott Student Plaza, Omaha, NE* |
|---|--|

**Project completed prior to MIG*

Madeleine Salem

GRAPHICS/VISUAL ARTS DESIGNER

AREAS OF EXPERTISE

- » Graphic Design
- » Branding and Identity
- » Illustration
- » Social Media
- » Advertising

EDUCATION

- » BA, Design, Visual Communication Emphasis, University of California, Davis
- » BA, Psychology, University of California, Davis

Madeleine Salem is an accomplished designer of print and web products, with experience in long-form document development, information hierarchy, and template creation to support clients' communication goals. Madeleine's broad range of expertise includes illustration, branding and identity development, advertising for print, outdoor and online media, and hand-lettering. Her work is grounded in making information more accessible and inviting for end-users so that people can easily enter into the processes that affect their communities. Prior to working at MIG, Madeleine supported web product design in print and online media.

Madeleine's background in psychology informs her human-centered design approach and she enjoys staying up-to-date with design trends and technology. She is involved in all phases of the design process from concept design to delivery of the final product.

SELECTED PROJECT EXPERIENCE

- » San José Clean Energy, Marketing and Outreach, San José, CA
- » RecycleSmart, Newsletter and Behavior Change Marketing Materials, Contra Costa County, CA
- » Clipper Card, Branding and Marketing, Metropolitan Transportation Commission, San Francisco Bay Area, CA
- » Watsonville Specific Plan Inforgraphics, Watsonville, CA
- » Curb Management Strategy, San Francisco Municipal Transportation Agency, San Francisco, CA
- » Vision Zero SF, Social Marketing Campaign, San Francisco Municipal Transportation Authority, San Francisco, CA
- » Early Learning SF, Branding and Marketing, San Francisco Office of Early Care and Education, San Francisco, CA
- » Callexico Outreach Maps, Callexico, CA
- » City of Salinas, Guiding Principles Brochure/Booklet, Salinas, CA
- » 3C-REN Branding and Marketing, Tri-County Regional Energy Network, Ventura, CA

Kimberly Donahue

PRODUCTION MANAGER

AREAS OF EXPERTISE

- » Production Artist
- » Publishing
- » Media Buying
- » Multimedia Production

EDUCATION

- » BS in Communications, Ithaca College, New York

Kim Donahue has more than 15 years of experience in design, publishing, and multimedia production. She serves as a Project Manager and Production Manager for MIG’s Communications and Media division. Since joining MIG in 2000, her management skills have ensured on-time, on-budget delivery of products.

Kim is responsible for scheduling work and project management, managing workflow among designers, budgeting and cost estimation, and overseeing the printing and manufacture of products. She also oversees the production and distribution of MIG’s publications and books, including liaison with authors, scheduling of design and production work, and interacting with printers on budget and production schedules.

SELECTED PROJECT EXPERIENCE

- | | |
|--|---|
| » parkLINK Shuttle Marketing and Advertising Program, Santa Monica, CA | » Washoe County Department of Water Resources, Reno, NV |
| » Metropolitan Transportation Commission Regional Transportation Marketing Program, San Francisco Bay Area, CA | » Newport Beach General Plan Update, Newport Beach, CA |
| » SBC Pacific Bell Employee Incentive Campaigns, Statewide, CA | » El Camino Real Initiative Development Project, San Carlos, CA |
| » San Leandro General Plan, San Leandro, CA | » South Merced Strategic Plan Summary, South Merced, CA |
| » Laguna Beach Vision Framework, Laguna Beach, CA | » Solano Napa Commuter Information Marketing Campaign, Solano, CA |
| » Jacob Ebby Memorial Play Lot, San Jose, CA | » San Jose Strong Neighborhoods Initiative, San Jose, CA |
| | » Alameda County Congestion Management Agency On-Call Graphic Design, Oakland, CA |

Ion Webster

PULTS & ASSOCIATES

EDUCATION

- » BArch, College of Architecture and Environmental Design, California Polytechnic State University, San Luis Obispo
- » BS, Computer Science, College of Engineering, California Polytechnic State University, San Luis Obispo

Ion Webster contributes a wide array of both experience and knowledge to Pults & Associates—a synthesis of organizational logistics and teamwork earned as a combat veteran, and technological expertise obtained by operating an on-demand IT service company.

In the 20 years Ion has been a member of the firm, he has been involved in all aspects of commercial, residential, and industrial projects. He is familiar with processing projects through agencies for both planning approvals and building permits. While involved in all aspects of the project, he is also the firm's specialist in interior and exterior rendering for projects, for both agency submittals, as well as client review.

Ion's office responsibilities include being the CAD manager, maintaining templates and tools to ensure the standards of the office continue to produce the high-quality drawings for which Pults & Associates is known.

Andres Eulate

PULTS & ASSOCIATES

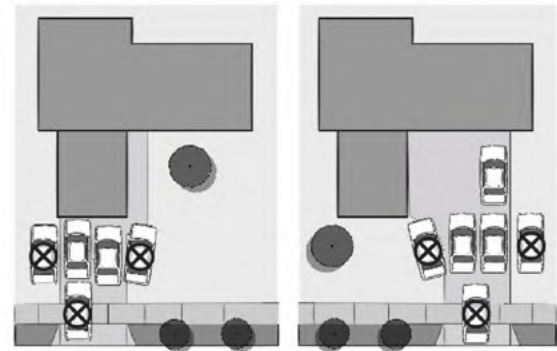
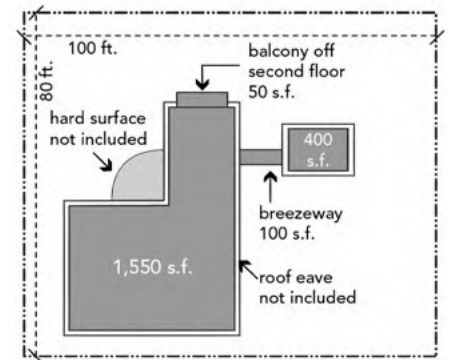
EDUCATION

- » MArch, University of California, Berkeley
- » BArch, University of Washington, Seattle

Andres Eulate has a broad range of experience beginning with working on multi-family urban infill projects in San Francisco and Oakland and later, while working as a sole proprietor, concentrating on residential design and consulting on construction defect assessment. Since joining Pults & Associates, he has continued to be responsible for a diverse spectrum of projects spanning from large-scale wineries to commercial, retail and residential work. Andres is involved in all levels of the process from initial design to the production of construction documents and project administration during the construction process.

Project References

ITEM NUMBER: A-7
DATE: 08/10/21
ATTACHMENT: 1



San Luis Obispo Zoning Regulations



SAN LUIS OBISPO, CA

The City of San Luis Obispo retained MIG to comprehensively update its Zoning Regulations following adoption of a new General Plan Land Use and Circulation Element (LUCE). While initially the City focused on revising the Zoning Regulations to ensure consistency with the LUCE, MIG recommended—and the City concurred—that an overhaul was needed to improve code administration and more comprehensively address concerns of residents and the business community. Substantive changes involved writing new parking regulations to encourage a 20% mobility mode shift, addressing land use interface issues, modernizing land use regulations, and simplifying administrative procedures. Extensive discussion revolved around the issue of tiny homes and how best to accommodate them to expand the supply of affordable housing.

The project involved community workshops and joint City Council/ Planning Commission study sessions to explore options for implementing LUCE policy.

PROJECT DETAILS

Reference: Michael Codron,
Director, Community
Development Department
City of San Luis Obispo
(805) 781-7187
mcodron@slocity.org

Dates: 2016 - 2018

A. SITE PLANNING - VERTICAL MIXED USE



- A1** Buildings placed close to front and side property lines
- A2** Setback area used for usable common space
- A3** Mid-block pedestrian path/connection
- A4** Primary parking located behind main structure

D. OFFICE USE CONSIDERATIONS



D1. Office Location. Place active office spaces in mixed-use buildings, such as entrance lobby, meeting spaces, etc., along active street frontages.

- 1** Office Locations along ground-floor active street frontages

A. SITE PLANNING - VERTICAL MIXED USE

ITEM NUMBER:
DATE:
ATTACHMENT:

A-7
08/10/21
1



A5. Building Orientation. Orient buildings towards public streets with the primary entrance to the site or building directly accessible from an adjacent sidewalk. Buildings with their primary entrances oriented toward a public space may be allowed if they enhance the pedestrian experience. The primary entrance to a building shall not be oriented towards surface parking.

- A5** Buildings oriented toward frontages

A6. Ground-Floor Uses. Encourage ground-floor spaces fronting primary streets to be primarily occupied by retail, restaurant, and personal service uses that generate pedestrian activity in vertical mixed-use buildings.

- A6** Active ground floors with open facades and active space

These uses should be located along interior paseos, plazas or buffered from the streetscape when adjacent to **Multimodal Corridors**.

A7. Sidewalk Activation. Ensure that buildings with high pedestrian traffic uses (e.g., retail, services, restaurants, etc.) face public streets and engage the sidewalk to create an active and enjoyable pedestrian environment.



Santa Cruz County Objective Design Standards

M I G

COUNTY OF SANTA CRUZ, CA

MIG worked with the County of Santa Cruz to create objective design standards and development regulations along a major commercial corridor, transit thoroughfares, and residential streets. The design standards advance concepts described in previous general plans neighborhood plans and multimodal corridor plans.

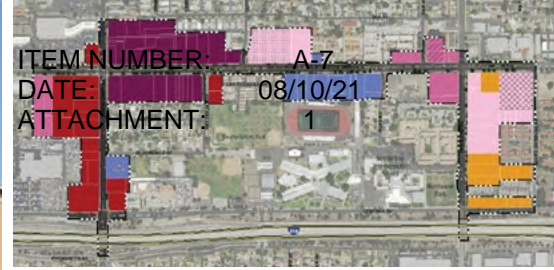
The standards provide county staff and private developers with a graphically rich, user-friendly document for different types of development along the corridor, including single-family and multi-family residential, vertical and horizontal mixed-use, work flex and residential flex. The project uses a hybrid form-based approach to present standards and guidelines for residential, retail, office, mixed-use, public facilities, parks, and open spaces. These standards were tested in catalytic opportunity sites across the county.

For this three-year project, MIG provided a full range of outreach and communications services, including design charrettes with County staff and community workshops in the Pleasure Point community to test different development concepts and standards.

PROJECT DETAILS

Reference: Kathy Molloy
Planning Director,
Santa Cruz County
Planning Department
Kathy.Molloy@santacruzcounty.us
(831) 454-2580

Dates: 2019 - 2021



Duarte Town Center Specific Plan

M I G
DUARTE, CA

With no historic town center or central gathering spot, the City of Duarte lacked “sense of place.” Residents desired a pedestrian-oriented place to comfortably shop or stroll along storefronts, relax with friends in a plaza, or come together for community events. In response, the City initiated work in the early 2000s on a Town Center Concept Plan with MIG to foster the eventual development of such a place. Adopted by the City Council in 2003, the Town Center Concept Plan envisioned a community-oriented, walkable, mixed-use activity center in the heart of Duarte. In 2012, the City hired MIG to prepare a specific plan to implement that Vision.

The specific plan was envisioned as the mechanism to encourage and promote mixed-use development and set forth a plan for streetscape improvements along an approximate one-mile stretch of Huntington Drive creating Duarte’s core town center area. This area will be enhanced and activated through a variety of public and private sector improvements. With the opening of the Duarte Metro Gold Line Station, the original Town Center concept has been expanded to also include Highland Avenue in this new planning effort. The expansion accommodates enhanced mobility options to and from the Gold Line station area, as well as promotes additional transit-oriented development opportunities in Duarte.

The Duarte Town Center Specific Plan is an action-oriented plan that sets standards and guidelines for new building forms, as well as land use and mobility regulations for activities within the Town Center. The Plan seeks to create a memorable, accessible and economically vibrant Town Center. The Specific Plan is the result of extensive community engagement, planning, and design efforts.

PROJECT DETAILS

Reference: Craig Hensley, AICP,
Director, Community
Development Department
(626) 357-7931
chensely@accessduarte.com

Dates: 2016 - 2018

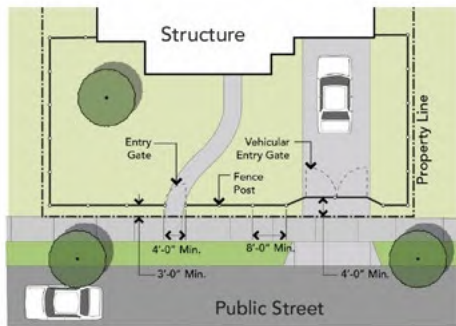
Awards: 2017 APA California
Chapter award for comprehensive
planning for a small jurisdiction

List of Similar Projects

» Arcadia Development Code

Arcadia, CA

Reference: Lisa L. Flores , Planning & Community Development Administrator, City of Arcadia
(626) 574-5445 | lflores@ArcadiaCA.gov



Arcadia Development Code

» Agoura Hills Objective Design Standards

Agoura Hills, CA

Reference: Allison Cook, AICP
Assistant Planning Director, City of Agoura Hills
(818) 597-7310 | acook@agourahillscity.org

» Burlingame Zoning Ordinance and Objective Design Standards

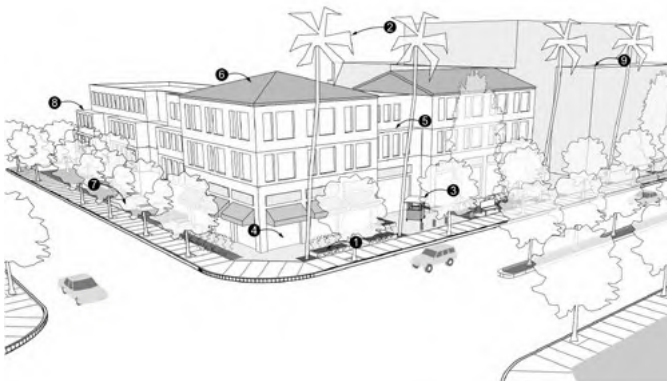
Burlingame, CA

Reference: Ruben Hurin, Planning Manager
Community Development Department – Planning Division, City of Burlingame
(650) 558-7256 | rhurin@burlingame.org

» Garden Grove Mixed-Use Zoning Regulations

Garden Grove, CA

Reference: Lee Marino, Planning Manager,
Planning Division, City of Garden Grove
(714) 741-5302 | leem@ci.garden-grove.ca.us



Garden Grove Mixed-Use Zoning Regulations

» Hemet Objective Design Standards

Hemet, CA

Reference: H.P. Kang, Community Development Director, City of Hemet
(951) 765-2456 | hkang@hemetca.gov

» Lincoln City Design Standards

Lincoln City, OR

Reference: Alison Robertson, City of Lincoln City
(541) 996-1095 | ARobertson@LincolnCity.org

» Loma Linda Focused Zoning Code Update

Loma Linda, CA

Reference: Lorena Matarrita, Associate Planner
Community Development Department
(909) 299-2839 | lmatarrita@lomalinda-ca.gov

» San Mateo Objective Design Standards

San Mateo, CA

Reference: Wendy Lao, AICP
Associate Planner, Community Development Department, City of San Mateo
(650) 522-7219 | wlao@cityofsanmateo.org



San Pablo Ave Specific Plan

» San Pablo Avenue Specific Plan

El Cerrito, CA

Reference: Melanie Mintz, Environmental Services Division Manager, City of El Cerrito
(510) 215-4330 | mmintz@ci.el-cerrito.ca.us

2. Understanding and Approach

The City of Atascadero is committed to a balanced approach to providing housing opportunities for all community members. In Fall of 2020, the City completed a Housing Element update which outlines clear policy directives to remove constraints to residential development, provide for flexible lot size standards, ensure high-quality design standards for by-right, non-discretionary projects, and address the City Council's directive to identify ways to encourage affordability by design.

MIG's recent work on the Housing Element and leading the City Council through brainstorming sessions on inclusionary housing options will help us to work efficiently and contribute inside knowledge for this critical implementation effort. Our key staff includes experts in community engagement and consensus building, zoning codes, and housing element implementation. We have significant experience in the region (working with Paso Robles, Atascadero, Grover Beach, and the City of San Luis Obispo) and also recognize that Atascadero's existing conditions are unique to both California and the region. As such, we have teamed with Pults & Associates, a local architecture firm, to provide in-depth knowledge and understanding of local site design considerations and the nuances of unit marketability. In addition, our proposed scope of work includes informational interviews with local developers and property owners who fully understand unique local conditions and impediments and can help recommend approaches tailored for Atascadero. This local information will be supplemented by our own team of designers' experiences throughout the country.

Key outcomes of this process will be objective design standards for by-right residential and mixed-use projects and small-lot subdivision standards that result in streamlined review and predictability in the development process. We will also identify appropriate strategies to encourage missing middle housing, micro-units (where appropriate), multi-family housing in infill spaces, and affordability by design.



Objective Design Standards

As directed in the Housing Element, the City's goal is to provide clear guidance to project applicants regarding site design and architecture for by-right multi-family projects permitted by State Law, including affordable housing projects and ministerially approved residential projects. In addition, the standards will provide guidance for both applicants and decision makers for minor discretionary housing projects such as small-lot subdivisions and conditional use permits. Important features to address will be private open space, quality design features, density, unit size, parking, and ensuring quality and neighborhood compatibility in architecture and site design.

Small-lot Subdivisions

The City's current process for permitted small-lot subdivisions is through a Planned Development process. This rezoning process is time consuming (and thus costly) for housing production. Through this work program, the City seeks to create Small-Lot Subdivision Standards that will allow for flexibility in minimum lot size and creativity with site design, thereby providing more options for homeownership for all income segments of the community. Important aspects of small-lot subdivision standards will be criteria for shared communal spaces and variations for smaller lot sizes.

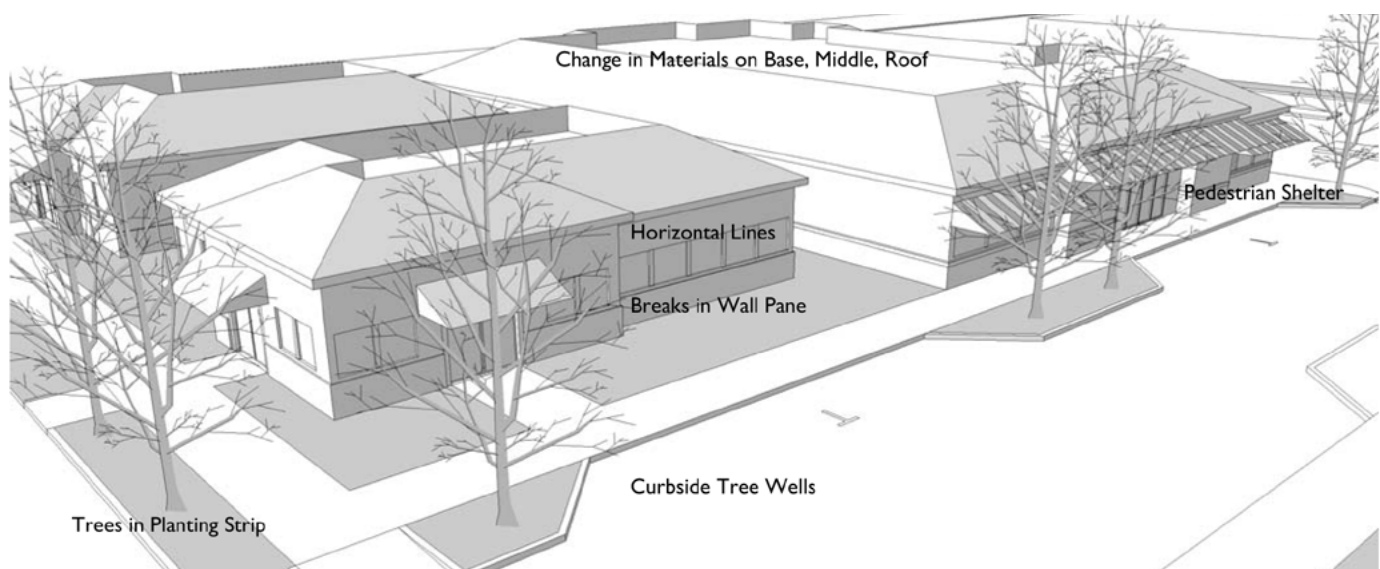
Unique Considerations

Atascadero has a unique climate of considerations for site planning that will need to be carefully addressed for this project.

- » Much of the community contains hillsides and steep slopes.
- » Limited transit and narrow streets will affect parking standards.
- » Limited access to sewer systems on many sites that are not located along major corridors can limit development density.
- » Mixed use must be carefully considered to ensure the City retains sufficient commercial development to contribute to the tax base.

Affordability By Design

Through recent City Council and Planning Commission strategy sessions, staff and decision-makers have identified the need for clear standards to encourage affordability by design. Atascadero's recent affordable-by-design project, the Grand Oaks Micro Homes project, includes 30 new micro-homes for moderate-income households. This program will analyze ways to encourage this type of development, as well as other development types affordable by design in more areas of the city; this will be a focus for the crafting of all standards.



User-friendly Applicant Guide

An important piece of this work effort will be translating the final regulations into a clear Applicant Guide. MIG's in-house graphic design and multimedia team has extensive experience producing attractive and easy-to-understand and use materials to help communicate complex concepts and issues to a wide range of audiences. This work is directly reflected in our zoning codes and specific plans, where complex technical development standards are visually presented in a clear and comprehensible way.

CEQA

Please note that our work scope does not include CEQA review, as the City did not include this task in the RFP. If requested, we can provide a separate proposal for CEQA compliance documents.

Scope of Work

In the Request for Proposals (RFP), the City outlines very clear work program objectives and deliverables, as well as an approach that involves significant fact finding and development of design concepts, plus testing with the Design Review Committee. The following is a slightly modified approach, which includes stakeholder interviews. If we are selected to work with you, the following scope and budget can be refined to reflect work you have already initiated, the optimum community engagement strategy, and any other changes you think are needed to fully achieve City objectives.

TASK A: PROJECT KICKOFF, COORDINATION, AND MANAGEMENT

Task A.1: Project Kick-off Meeting

The project will commence with a kick-off meeting after contract execution. The kick-off meeting will focus on initiating the project, confirming the project approach and objectives, discussing strategies for project activities and desired outcomes, refining the project schedule, and determining communication protocols.

This meeting will include a review of current projects and may include a site visit to local development projects in Atascadero. MIG will prepare an agenda and a summary that includes an analysis and recommendations for options and timelines moving forward based on staff discussion.

Task A.2: Project Management, Project Team Meetings, and Phone Calls

The purpose of this task is to ensure project management meets City expectations and keeps the program moving forward, including contract administration, invoicing, scheduling, and the timely delivery of products. We will prepare monthly invoices and have a biweekly phone call/video conference with the City's project manager to monitor and review project progress and results. In addition to these regularly scheduled calls, broader City/MIG Team calls and virtual meetings will be conducted as needed to review draft materials. Given ongoing COVID-19 restrictions and to be cost effective, we anticipate that project coordination will be conducted via phone and video conferencing.

Task A Deliverables:

- » Kick-off meeting agenda and summary (electronic)
- » Meeting agendas and summaries (electronic)
- » Monthly invoices (electronic)

TASK B: INITIAL RESEARCH

Task B.1: Analysis of Existing Municipal Code / General Plan / Policy Documents

MIG will review the City's current municipal code regulations (Title 9, Planning and Zoning, and Title 11, Subdivision Regulations) to identify current standards and areas requiring update, including streamlining processing criteria. MIG will also review applicable City policy documents such as the El Camino Plan, General Plan, and Appearance Review Manual for understanding context. MIG will prepare a summary memo that identifies areas of consistency and update needs.

Task B.2: Stakeholder Interviews

To understand the concerns the development community and other stakeholders may have about the current Zoning Code, as well as the development standards that will work to support the housing types the City is interested in given current economics, MIG will conduct an intensive series of interviews with community stakeholders and developer interest groups. These will consist of one-on-one and group meetings with individuals and groups identified by City staff (in consultation with the MIG Team). Persons or groups who may be interviewed include architects and developers, local builders and contractors, and property owners. City staff will be responsible for meeting logistics and scheduling meetings. We have assumed one full day of approximately one-hour individual and group interviews, to be attended by two members of the MIG Team. We have budgeted for these to be conducted as teleconferences.

Following completion of the interviews, we will prepare a summary memorandum for City staff's review identifying key takeaways from the stakeholder interviews.

Task B Deliverables:

- » Summary memo of existing documents and codes and sections requiring modification (electronic)
- » Stakeholder Interviews summary memo (electronic)

TASK C: DRAFT OBJECTIVE AND SMALL-LOT SUBDIVISION DESIGN CONCEPTS

Building from Task B, MIG will prepare a series of design concepts and options for creating the Objective Design Standards and Small-Lot Subdivision Standards, with suggested standards and preliminary graphics to explain concepts as needed. Design concepts will be tailored to meet the project objectives (to streamline the development review and subdivision process for multi-family projects and increasing housing ownership options to create housing options that are affordable-by-design) and provide options as appropriate to present to decision makers for direction.

We have budgeted for two rounds of review: first and second administrative drafts. City staff will provide all comments to the MIG Team using the track changes function in Microsoft Word, with all comments consolidated into a single document.

Task C Deliverables:

- » Administrative Draft Design Concepts #1 (electronic)
- » Administrative Draft Design Concepts #2 (electronic)

TASK D: COMMUNITY OUTREACH/ DESIGN REVIEW COMMITTEE MEETING

MIG will attend one Design Review Committee (DRC) meeting to gain community and committee input on Draft Design Concepts and Options (Task C). MIG will prepare a PowerPoint presentation and materials as needed to facilitate public outreach efforts, including review of a staff report for accuracy and content, and will facilitate the discussion to answer questions received from staff, the DRC, and the public. As indicated in the RFP, follow-up meetings beyond the initial design review meeting may be the responsibility of City staff unless consultant presence is requested. Meetings must comply with appropriate County of San Luis Obispo COVID-19 safety protocols and are expected to be virtual but may be in person depending on changes in safety guidance.

Task D Deliverables:

- » One PowerPoint Presentation (electronic)
- » Review and Edits to City-drafted Staff Report (electronic)
- » Meeting summary notes (electronic)

TASK E: ADMIN DRAFT CODE AMENDMENTS AND DRAFT APPLICANT DESIGN GUIDELINE HANDOUT

Task E.1: Admin Draft Code Amendments

MIG will draft code language and graphics for necessary updates to the municipal code related to Objective Design Standards and Small-Lot Subdivision Regulations. The draft code language will be formatted consistent with the City's existing municipal code and shall include graphics as necessary to provide clarity. Draft code text shall include all sections requiring update, repeal, or replacement.

The Objective Design Standards will include ways to incentivize affordability by design, consistent with the City Council's affordable housing strategy. Standards are expected to modify existing code regulations including, but not limited to the following:

- » Height limitations
- » Parking requirements and parking area design standards
- » Minimization of private garages
- » Common and Private Open Space Standards to ensure quality outdoor use areas for all projects with particular attention to porches and balconies for private open spaces that does not detract from the visual quality of the project
- » Bedroom and/or unit size based density limitations
- » Architectural quality, including windows, exterior treatment, massing, articulation, and roof forms
- » Landscape standards for multifamily projects
- » Fences and gates
- » Utility and service areas
- » Lighting
- » Pedestrian connectivity/paths

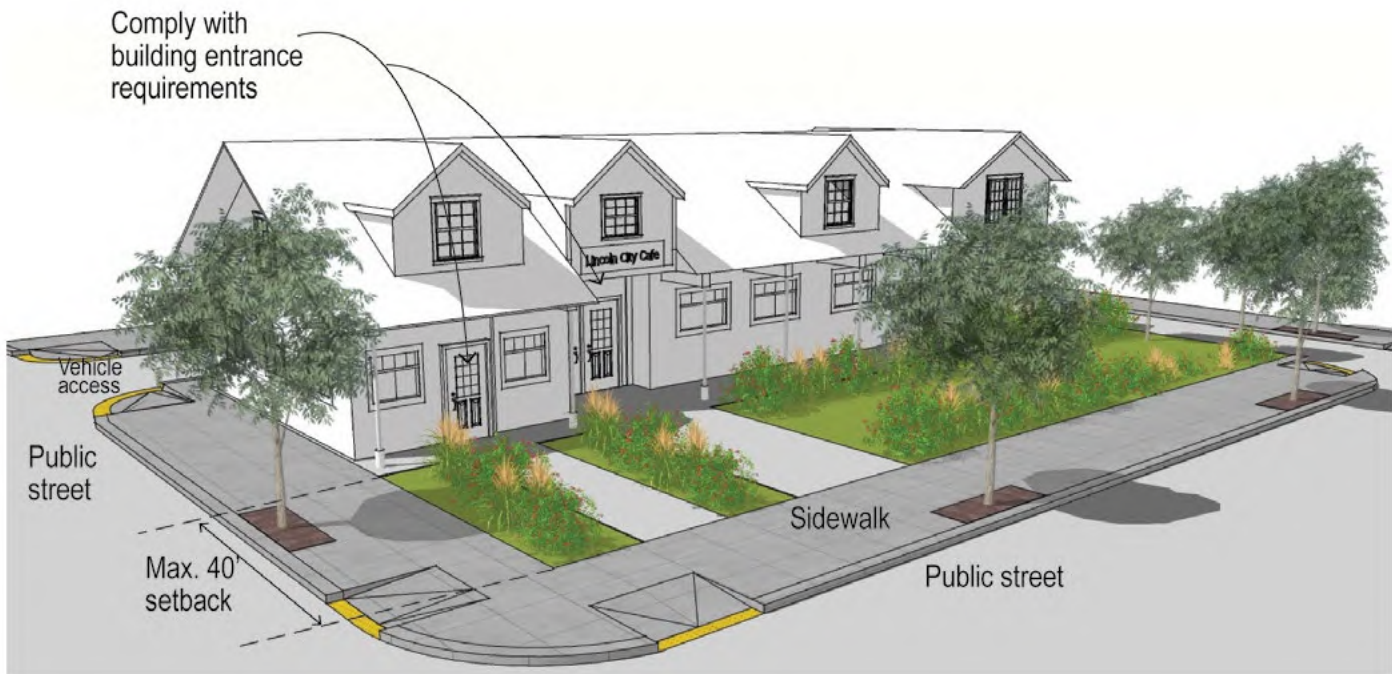
For the Small-Lot Subdivision Standards, the amendment will require an update to both the Subdivision Regulations and the Zoning Standards, replacing the Planned Development (PD) process for multi-family districts. Updates to the Subdivision regulations will also be identified to bring the City's code into compliance with State laws. It is envisioned that the standards may be tiered depending on subdivision size to allow flexibility for smaller projects. Standards should include, but are not limited to, the following:

- » Common open-space standards
- » Landscape standards
- » Minimum lot size standards/density-based standards
- » Private yard standards
- » Private improvement standards / shared access standards
- » Shared amenity standards
- » Lighting
- » Signage
- » Parking

We have budgeted for two rounds of review: first and second administrative drafts. City staff will provide all comments to the MIG Team using the track changes function in Microsoft Word with all comments consolidated into a single document.

Task E.2: Draft Applicant Design Guideline Handout

MIG's graphic designers will develop a draft Applicant Design Guideline Handout that details objective design standards for residential and mixed-use development and small-lot standards in an easy-to-read format. The handout will include graphics and images to further readability, understanding, and clarity and to assist staff and decision makers with implementation of development standards. Standards may be combined into one handout or may be separated depending on overlap and readability.



We have budgeted for one round of review. City staff will provide comments to the MIG Team with all edits/revisions direction consolidated into a single document.

Task E Deliverables:

- » Administrative Draft Municipal Code Amendments #1 (electronic)
- » Administrative Draft Municipal Code Amendments #2 (electronic)
- » Public Review Draft Municipal Code (electronic)
- » Administrative Draft Applicant Design Guideline Handout (electronic)
- » Revised Draft Applicant Design Guideline Handout (electronic)

TASK F: PLANNING COMMISSION AND CITY COUNCIL HEARINGS

MIG will attend one Planning Commission hearing and up to two City Council hearings. MIG will prepare a PowerPoint presentation for the meetings and will be prepared to answer questions from the Commission, Council, and members of the public. MIG will also assist with staff reports (provision of graphics and review draft staff report).

Task F Deliverables:

- » Staff report materials/graphics (electronic)
- » PowerPoint Presentation (electronic)

TASK G: FINAL MUNICIPAL CODE AMENDMENTS AND APPLICANT DESIGN GUIDELINE HANDOUT(S)

Task G.1: Final Municipal Code Amendments

MIG will provide updated code sections as needed to reflect final City Council direction. We have budgeted an allowance for this task since the scope of final revisions cannot be known at this time. This will be the version for the Final Municipal Code Amendments for second reading.

Task G.2: Final Applicant Design Guideline Handout

In response to any final edits resulting from the hearing process that would affect the Applicant Design Guideline Handout, MIG will revise the handout accordingly.

Task G Deliverables:

- » Final Municipal Code Amendments (electronic)
- » Final Applicant Design Guideline Handout(s) (electronic)

3. Schedule for Completion

We understand that the City would like to complete the public review drafts of the amendments by January 2022 to allow for public hearings in early 2022. The table below identifies our proposed schedule to accomplish this work.

TASK	TIMEFRAME/DUE DATE
A. Project Kick-off Meeting and Ongoing Coordination and Management	» Kickoff late July 2021 » Coordination through end of program
B1. Initial Research	» Draft – late August 2021
B2. Stakeholder Interviews	» August 2021
C. Draft Design Concepts	» Draft #1 – September 2021 » Two weeks for City review/two weeks for MIG revisions » Draft #2 – October 2021
D. Community Outreach/Design Review Committee Meeting	» October 2021
E1. Administrative Draft Code Amendments	» Administrative Draft #1 – early December 2021 » Two weeks for City review/2 weeks for MIG revisions » Administrative Draft #2 – January 2022 » One week for City review/1 week for MIG revisions » Public Review Draft #3 – late January 2022
E2. Draft Applicant Design Guideline Handout	» Administrative Draft – January 2022 » Two weeks for City review/2 weeks for MIG revisions » Revised Draft – February 2022
F1. Planning Commission and City Council Hearings	» February/March 2022
G1. Final Code Amendments and Applicant Design Guidelines Handout(s)	» March 2022



4. Budget

This budget matrix identifies the costs associated with completing each task described in the scope of services. Both scope and budget can be adjusted to meet your specific objectives.

The budget matrix identifies the costs associated with completing each task described in the scope of services. Both scope and budget can be adjusted to meet your specific objectives.																	
		L. Stetson Principal HRS @ \$225		G. Sharrow Project Manager HRS @ \$145		Mukul Malhotra Design Principal HRS @ \$295		David Donaldson Design Lead HRS @ \$170		Senior Associate/Graphics HRS @ \$140		Associate HRS @ \$115		Admin. HRS @ \$95		MIG Total	
Task A: Project Kick-off, Coordination, and Management																	
A.1	Project Kick-Off Meeting		\$ -	12	\$ 1,740		\$ -	4	\$ 680		\$ -	12	\$ 1,380	1	\$ 95	29	\$3,895
A.2	Project Management, Team Meetings and Calls	2	\$ 450	56	\$ 8,120	2	\$ 590	8	\$ 1,360	2	\$ 280	8	\$ 920	10	\$ 950	88	\$12,670
	Subtotal	2	\$ 450	68	\$ 9,860	2	\$ 590	12	\$ 2,040	2	\$ 280	20	\$ 2,300	11	\$ 1,045	117	\$ 16,565
Task B: Initial Research																	
B.1	Analysis of Existing Municipal Code / General Plan / Policy Documents		\$ -	2	\$ 290	2	\$ 590	8	\$ 1,360	4	\$ 560	32	\$ 3,680	4	\$ 380	52	\$6,860
B.2	Stakeholder Interviews	1	\$ 225	10	\$ 1,450		\$ -	8	\$ 1,360		\$ -	10	\$ 1,150	2	\$ 190	31	\$4,375
	Subtotal	1	\$ 225	12	\$ 1,740	2	\$ 590	16	\$ 2,720	4	\$ 560	42	\$ 4,830	6	\$ 570	83	\$ 11,235
Task C: Draft Objective Design and Small Lot Subdivision Design Concepts																	
	Draft Objective Design and Small Lot Subdivision Design Concepts	8	\$ 1,800	12	\$ 1,740	8	\$ 2,360	40	\$ 6,800	8	\$ 1,120	62	\$ 7,130	2	\$ 190	140	\$21,140
	Subtotal	8	\$ 1,800	12	\$ 1,740	8	\$ 2,360	40	\$ 6,800	8	\$ 1,120	62	\$ 7,130	2	\$ 190	140	\$ 21,140
Task D: Community Outreach/Design Review Committee Meeting																	
	Design Review Committee Meeting	4	\$ 900	12	\$ 1,740		\$ -		\$ -	4	\$ 560	24	\$ 2,760		\$ -	44	\$5,960
	Subtotal	4	\$ 900	12	\$ 1,740	-	\$ -	-	\$ -	4	\$ 560	24	\$ 2,760	-	\$ -	44	\$ 5,960
Task E: Admin Draft Code Amendments and Draft Applicant Design Guideline Handout																	
E.1	Admin Draft Code Amendments	8	\$ 1,800	24	\$ 3,480	2	\$ 590	60	\$ 10,200	40	\$ 5,600	60	\$ 6,900	6	\$ 570	200	\$29,140
E.2	Draft Applicant Design Guideline Handout	2	\$ 450	8	\$ 1,160	2	\$ 590	4	\$ 680	20	\$ 2,800	4	\$ 460	8	\$ 760	48	\$6,900
	Subtotal	10	\$ 2,250	32	\$ 4,640	4	\$ 1,180	64	\$ 10,880	60	\$ 8,400	64	\$ 7,360	14	\$ 1,330	248	\$ 36,040
Task F: Planning Commission and City Council Hearings																	
	Planning Commission Hearing (1) + Staff Report Support	1	\$ 225	12	\$ 1,740		\$ -		\$ -		\$ -	20	\$ 2,300	2	\$ 190	35	\$4,455
	City Council Hearing (2)		\$ -	24	\$ 3,480		\$ -		\$ -		\$ -	2	\$ 230		\$ -	26	\$3,710
	Subtotal	1	\$ 225	36	\$ 5,220	-	\$ -	-	\$ -	-	\$ -	22	\$ 2,530	2	\$ 190	61	\$ 8,165
Task G: Final Municipal Code Amendments and Applicant Design Guideline Handout(s)																	
G.1	Final Code Text Amendments (allowance)	2	\$ 450	4	\$ 580		\$ -		\$ -		\$ -	8	\$ 920		\$ -	14	\$1,950
G.2	Final Applicant Design Guideline Handout (allowance)		\$ -	4	\$ 580		\$ -		\$ -	6	\$ 840	2	\$ 230		\$ -	12	\$1,650
	Subtotal	2	\$ 450	8	\$ 1,160	-	\$ -	-	\$ -	6	\$ 840	10	\$ 1,150	-	\$ -	26	\$ 3,600
SUBTOTAL OF PRIMARY TASKS		28	\$ 6,300	180	\$ 26,100	16	\$ 4,720	132	\$ 22,440	84	\$ 11,760	244	\$ 28,060	35	\$ 3,325	719	\$ 102,705
Pults & Associates																	\$ 10,000
Direct Costs																	\$ 2,000
PROJECT TOTAL																	
\$ 114,705																	

5. Fees and Insurance

As shown in the Certificate of Insurance on the following page, MIG meets the City of Atascadero's insurance requirements for this project.

Additionally, MIG proposes a not-to-exceed fee of \$115,000 for this project.



CERTIFICATE OF LIABILITY INSURANCE

ITEM NUMBER:

A-7

DATE:

08/10/21 DATE (MM/DD/YYYY)

ATTACHMENT:

1 11/16/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dealey, Renton & Associates P. O. Box 12675 Oakland CA 94604-2675	CONTACT NAME: Jo Lusk PHONE (A/C, No, Ext): 510-465-3090 E-MAIL: certificates@dealeyrenton.com ADDRESS: certificates@dealeyrenton.com	FAX (A/C, No): 510-452-2193
INSURED MIG, Inc. 800 Hearst Ave Berkeley CA 94710	INSURER(S) AFFORDING COVERAGE INSURER A: Berkley Insurance Company INSURER B: Travelers Property Casualty Company of America INSURER C: The Travelers Indemnity Company of Connecticut INSURER D: INSURER E: INSURER F:	NAIC # 32603 25674 25682

License#: 0020739
MIGINC0-01**COVERAGES****CERTIFICATE NUMBER:** 165887229**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab <input type="checkbox"/> Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	6801H899998	8/31/2020	8/31/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	BA6K931299	8/31/2020	8/31/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0	Y	Y	CUP0H758762	8/31/2020	8/31/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	UB2L553909	8/31/2020	8/31/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			AEC903908702	8/31/2020	8/31/2021	Each Claim \$3,000,000 Annual Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Umbrella Liability policy is a follow-form underlying General Liability/Auto Liability/Employers Liability.

FOR PROPOSALS. An Actual Certificate will be issued upon the request of the Named Insured.

CERTIFICATE HOLDER**CANCELLATION 30 Days Notice of Cancellation**

Sample

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Atascadero City Council

Staff Report - Community Development Department

Appeal Cascabel Accessory Structure Use Permit USE 21-0035

5075 Cascabel Rd

**(Wetzel: Applicant)
(Derevan: Appellant)**

RECOMMENDATIONS:

Council:

1. Adopt Draft Resolution A affirming the Planning Commission's approval of the Use Permit, subject to findings and conditions of approval.

OR

2. Adopt Draft Resolution B reversing the Planning Commission's action and denying the Use Permit subject to findings.

REPORT-IN-BRIEF:

The Council has been asked to consider an appeal of the Planning Commission's approval of a new residential accessory structure at 5075 Cascabel Rd. The Planning Commission voted 6-0 to approve the Conditional Use Permit on May 18, 2021. Commissioner McIntyre was absent.

DISCUSSION:

Background

The City allows up to two accessory structures per property. Additional accessory structures may be allowed with the approval of a conditional use permit. On or around February 2021 the owners of 5075 Cascabel constructed a new 24' x 24' equine cover that qualifies as a third accessory structure. The City was contacted by a concerned party as the structure was constructed without permits. The owner was notified and submitted

applications to bring the property into compliance with all required approvals, including a use permit application to allow for more than two accessory structures.

The property currently has two accessory structures: the unpermitted equine cover and a trellis adjacent to the pool which houses a solar hot water heater system. Through the owner's contact with City staff, it was determined that the unpermitted equine structure does not meet the minimum setbacks from the property line required for structures that house farm animals. The equine structure is located approximately 10 feet from the property line, while the Zoning code requires animal structures to be located at least 25 feet from the property line. The owners decided to propose a second equine cover and convert the unpermitted structure into hay and equipment storage in compliance with code required setback standards. As a non-agricultural building that does not house animals, the minimum setback is 5-feet. The owners also discussed their intent to construct an additional new metal storage building on the property in the near future, and based on the use permit requirement, it was determined that the new additional metal structure should be included as part of the application to avoid future hearings. The proposed new building will be constructed 5 feet from the property line, which is the minimum side yard setback. Therefore, the use permit hearing examined the completion of three new accessory structures in addition to the existing solar support trellis.

Summary Project Description

The Planning Commission staff report from the May 18, 2021 hearing (Attachment 3) provides a more complete project overview and analysis. However, the following summary highlights the project components and applicable City policies. The use permit was approved by the Planning Commission to allow for a total of four (4) accessory structures on the property in addition to the primary and secondary dwelling units. The applicants are proposing two agricultural accessory structures (one already built and one new), one existing trellis/solar heating support adjacent to the pool, and one new future 999 square-foot workshop/garage.

None of the existing or proposed structures exceed the code allowances for residential accessory structures, however, the total number of structures requires use permit review to ensure that the residential character of the property is retained. Current code requires use permit approval for more than two accessory structures on a residential lot. Accessory dwelling units are not included in determining the number of accessory structures. Accessory structures are defined as any structures greater than 120 square-feet. This includes trellis structures and animal shelters regardless of whether the structures are closed or open sided.

Current code allows accessory structures to be a maximum of 50% of the size of the primary structure. Larger structures, up to 100% of the primary structure size, are allowed with architectural enhancements and site placement requirements. The proposed future storage/workshop building is proposed to be 999 square-feet, less than 50% the size of the main house (3,241 square-feet). The pool equipment/solar structure does not have solid sides, is not used for storage or occupancy and simply supports the pool's solar heating system. The equine cover is a simple, small structure that is open on at least two sides. The pool equipment/solar structure and the equine cover do qualify as accessory structures even though their site impact is minimal.

In approving a minor conditional use permit, findings must be made that the use is consistent with the General Plan and Zoning Ordinance, and that it will not be inconsistent with the character of the immediate neighborhood. The neighborhood is characterized by rural residential uses on 0.8 to 4.5 acre lots.

Findings

In order to support or deny a conditional use permit, specific findings must be made. Most importantly, findings must be made to support neighborhood compatibility, General Plan consistency, and findings that ensure that the use will not be detrimental to the health, safety or welfare of the community. The attached Draft Resolutions (Attachments 1 & 2) provide a complete list of findings to support or deny the use permit. The inability to make any one of the findings is grounds to deny a use permit, while all findings must be made in the affirmative to approve a use permit.

1. FINDING: *The proposed project or use is consistent with the General Plan.*
2. FINDING: *The proposed project or use satisfies all applicable provisions of the Zoning Code (Title 9 – Planning and Zoning).*
3. FINDING: *The establishment, and subsequent operation or conduct of the use will not, because of the circumstances and conditions applied in the particular case, be detrimental to the health, safety or welfare of the general public or persons residing or working in the neighborhood of the use, or be detrimental or injurious to property or improvements in the vicinity of the use.*
4. FINDING: *The proposed project or use will not be inconsistent with the character of the immediate neighborhood or contrary to its orderly development.*
5. FINDING: *The proposed use or project will not generate a volume of traffic beyond the safe capacity of all roads providing access to the project, either existing or to be improved in conjunction with the project, or beyond the normal traffic volume of the surrounding neighborhood that would result from full development in accordance with the land use element.*
6. FINDING: *The proposed project is in compliance with any pertinent City policy or criteria adopted by ordinance or resolution of the City Council.*

Conclusion

The attached Planning Commission staff report analyzes the proposed use permit application and provides information related to required findings. There are several options available to the City Council with this land use decision as a conditional use permit is a discretionary action. The Council may also choose to add, delete, or modify project conditions that were approved by the Planning Commission in order to help support the findings.

If the Council takes action to uphold the Planning Commission's approval of the project, all findings must be made to support the use permit as detailed in Draft Resolution A (Attachment 1). As noted above, conditions may be added to enhance the project's compatibility with the General Plan and with the compatibility with the neighborhood.

If Council takes action to overturn the Planning Commission's approval of the project, they must make a determination that the project does not meet at least one of the findings as detailed in Draft Resolution B (Attachment 2). If the Council overturns the Planning Commission's approval and denies the project, the Council will need to state the reason(s) for denial which will then be included in Draft Resolution B.

ALTERNATIVE:

The City Council may continue the item for further discussion and direction. The City Council should provide clear direction to staff or the project applicant on specific information needed to return for review.

FISCAL IMPACT:

The proposed project includes construction of accessory structures on the residential property. The City will gain slight increases in property tax from improvements to the property.

ATTACHMENTS:

1. Draft Resolution A
2. Draft Resolution B
3. Planning Commission staff report & attachments – 05/18/21
4. Planning Commission Meeting Minutes - 05/18/21
5. Appeal letter by Richard and Kathleen Derevan, Sally Derevan

DRAFT RESOLUTION A

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ATASCADERO, CALIFORNIA,
AFFIRMING THE PLANNING COMMISSION'S APPROVAL OF A
CONDITIONAL USE PERMIT TO ALLOW MORE THAN TWO
ACCESSORY STRUCTURES ON A RESIDENTIAL PROPERTY
AT APN 054-091-019**

**5075 CASCABEL ROAD
WETZEL
(USE21-0035)**

WHEREAS, an application was received from Tim and Darcy Wetzel (owner), at 5075 Cascabel Road, Atascadero, CA 93422, for a minor conditional use permit to allow for more than 2 accessory structures on a residential property; and

WHEREAS, the property is in the Suburban Estates (SE) General Plan designation; and

WHEREAS, the property is in the Residential Suburban (RS) zoning district; and

WHEREAS, Approval of a minor conditional use permit is required to allow more than two accessory structures to be constructed on a single-family property; and

WHEREAS, the laws and regulations relating to the preparation and public notice of environmental documents, as set forth in the State and local guidelines for implementation of the California Environmental Quality Act (CEQA) have been adhered to; and

WHEREAS, a timely and properly noticed Public Hearing upon the subject minor conditional use permit application was held by the Planning Commission of the City of Atascadero at which hearing evidence, oral and documentary, was admitted on behalf of said minor conditional use permit; and

WHEREAS, the Planning Commission, at a regular meeting held on May 18, 2021, studied and considered the proposed minor conditional use permit application and considered testimony and reports from staff, the applicants, and the public; and

WHEREAS, the Planning Commission of the City of Atascadero approved the project on a 6-0 vote at the May 18, 2021 hearing; and

WHEREAS, the Planning Commission determined that the proposed project is Categorically Exempt (Class 3) from the provisions of the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.) CEQA pursuant to CEQA Guidelines Section 15303, for new construction of accessory structures; and

WHEREAS, an appeal was filed for review of the Planning Commission's action by the City Council on May 27, 2021 in accordance with the provisions of Atascadero Municipal Code Section 9-1.111; and

WHEREAS, the City Council held a duly noticed public hearing to consider the appeal on August 10, 2021 at 6:00 p.m. in accordance with the provisions of Atascadero Municipal Code Section 9-1.110 and considered testimony and reports from staff, the applicants, and the public.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. Recitals: The above recitals are true and correct.

SECTION 2. Public Hearing. The City Council of the City of Atascadero, in a regular meeting assembled on August 10, 2021, resolved to affirm the Planning Commission's action to approve a conditional use permit to allow more than 2 accessory structures on a residential property subject to conditions of approval as show in Exhibits A through C, attached hereto and incorporated herein by this reference.

SECTION 3. Findings. The City Council makes the following findings, determinations and approvals with respect to the Conditional Use Permit:

A. Findings for Affirming the Planning Commission's Approval of a Conditional Use Permit

1. **FINDING:** The proposed project or use is consistent with the General Plan

FACT: Detached accessory structures are consistent with the Residential Single Family land use designation of the General Plan. Land Use, Open Space and Conservation Element Program 1.1.6 requires the size, use and appearance of accessory structures in the residential zoning districts to be compatible with the surrounding neighborhood. The proposed structures have an appearance compatible with the rural nature of the surrounding area.

2. **FINDING:** The proposed project or use satisfies all applicable provisions of the Zoning Ordinance.

FACT: As proposed, the project will allow the property to meet setback, height and other site design requirements. The use of the structure will be limited to uses permitted by the Zoning Ordinance. The project, with Planning Commission approval of this minor conditional use permit, satisfies all applicable provisions of the Zoning Ordinance related to residential accessory structures.

3. **FINDING:** The establishment and subsequent operation or conduct of the use will not, because of the circumstances and conditions applied in the particular case, be detrimental to the health, safety or welfare of the general public or persons residing or working in the neighborhood of the use, or be detrimental or injurious to property or improvements in the vicinity of the use.

FACT: The use of the accessory structures will be for accessory storage, agricultural purposes, and a residential workshop. This is a typical use in residential single-family neighborhoods. The proposed structures will be constructed to meet the standards of the building code.

4. FINDING: The proposed project or use will not be inconsistent with the character of the immediate neighborhood or contrary to its orderly development.

FACT: The proposed structures will be towards the middle of the property and behind the primary residential structure. The structures are residential in character and fit into the neighborhood.

5. FINDING: The proposed use or project will not generate a volume of traffic beyond the safe capacity of all roads providing access to the project, either existing or to be improved in conjunction with the project, or beyond the normal traffic volume of the surrounding neighborhood that would result from full development in accordance with the land use element.

FACT: Residential accessory structures do not contribute additional traffic above those for the primary residential use. The use of the structure will be similar to uses currently onsite and no additional residential units will be added.

SECTION 4. Approval. The City Council of the City of Atascadero, in a regular session assembled on August 10, 2021, resolved to affirm the Planning Commission's action to approve Conditional Use Permit USE21-0035, subject to the following:

EXHIBIT A: Conditions of Approval
EXHIBIT B: Site Plan
EXHIBIT C: Elevations

PASSED AND ADOPTED at a regular meeting of the City Council held on the ____th day of _____, 2021.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

ITEM NUMBER:
DATE:
ATTACHMENT:

B-1
08/10/21
1

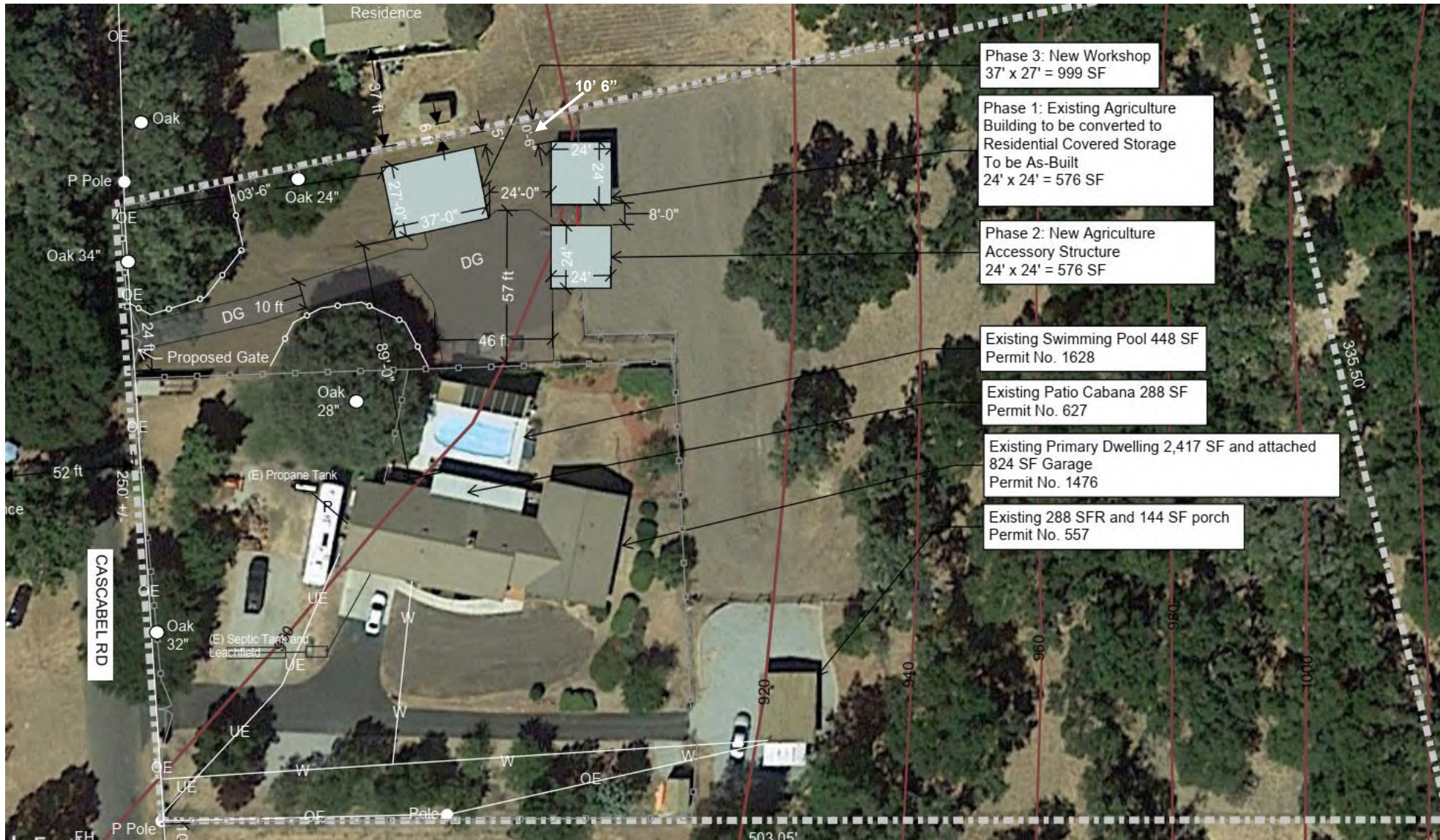
APPROVED AS TO FORM:

Brian Pierik, City Attorney

Conditions of Approval USE21-0035 5075 Cascabel Road.	Timing BL: Business License GP: Grading Permit BP: Building Permit FI: Final Inspection TO: Temporary Occupancy FO: Final Occupancy
Planning Services Conditions	
1. This Conditional Use Permit shall allow the accessory structures described in the attached exhibits and located on APN 054-091-019	Ongoing
2. The approval of this use permit shall become final and effective for the purposes of issuing building permits fourteen (14) days following the Planning Commission approval unless an appeal to the decision is filed as set forth in Section 9-1.111(b) of the Zoning Ordinance.	Ongoing
3. The Community Development Department shall have the authority to approve the following minor changes to the project that (1) modify the site plan project by less than 10%, (2) result in a superior site design or appearance, and/or (3) address a construction design issue that is not substantive to the Master Plan of Development. The Planning Commission shall have the final authority to approve any other changes to the Master Plan of Development and any associated Tentative Maps unless appealed to the City Council.	BP
4. Approval of this Conditional Use Permit shall be valid for twenty-four (24) months after its effective date. Building permits must be sought for Phase I and Phase II within 24 months. Permits for Phase III must be applied for within 60 months of the date of approval. The project is approved with the following phases: <ul style="list-style-type: none"> Phase 1 - Convert an existing 576 animal shelter into a storage structure (immediate) Phase 2 - Construct a new 576 square foot animal shelter in compliance with AG building setbacks. (within 24 months) Phase 3 - Construct a new detached workshop. (within 5 years) At the end of the periods listed above, the approval shall expire and become null and void unless the phases have applied for a building permit within the designated timeframes.	BP
5. The applicant shall defend, indemnify, and hold harmless the City of Atascadero or its agents, officers, and employees against any claim or action brought to challenge an approval by the City, or any of its entities, concerning the construction or use of the detached accessory structure.	Ongoing
6. Architectural elevations shall be consistent with the Exhibit B and C. Exterior building and roof colors and materials shall be consistent with existing structures on site as approved by the Planning Commission.	BP
7. All utilities servicing the accessory structure, if any, shall be installed underground.	BP
8. Building Height shall comply with the standards of the Zoning Ordinance.	BP
9. The workshop shall comply with size and code standards in affect at the time of permit submittal.	BP
10. All site access and driveways shall meet Fire Department and City zoning code standards.	BP

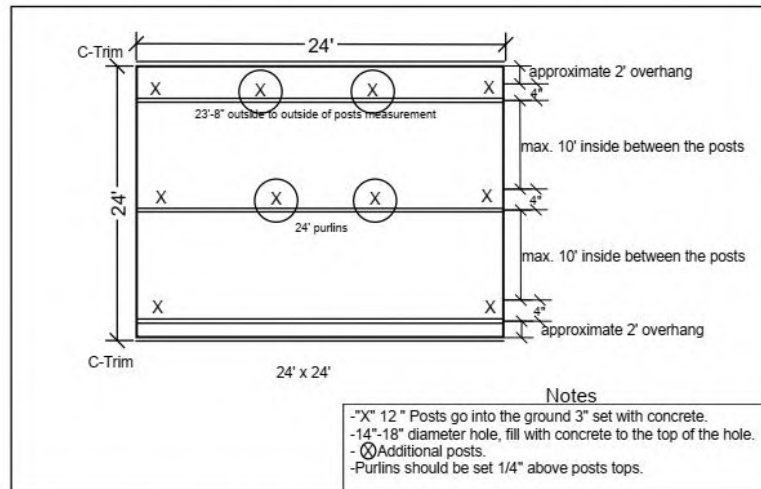
ITEM NUMBER:
DATE:
ATTACHMENT:

B-1
08/10/21
1B



ITEM NUMBER:
DATE:
ATTACHMENT:

B-1
08/10/21
1C



Future Agriculture Structure Post Cover
EQ-Wine Covers



Example of Metal Workshop
27'x37' = 999 SF



Front Elevation: Existing Agriculture Building to be converted to Residential Covered Storage (New Ag structure will be same style, material and size)



Side/Front Elevation: Existing Agriculture Building to be converted to Residential Covered Storage (New Ag structure will be same style, material and size)



Rear Elevation: Existing Agriculture Building to be converted to Residential Covered Storage (New Ag structure will be same style, material and size)

DRAFT RESOLUTION B

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ATASCADERO, CALIFORNIA,
REVERSING THE PLANNING COMMISSION'S ACTION AND
DENYING A CONDITIONAL USE PERMIT TO ALLOW MORE THAN
TWO ACCESSORY STRUCTURES ON A RESIDENTIAL PROPERTY
AT APN 054-091-019**

**5075 CASCABEL ROAD
WETZEL
(USE21-0035)**

WHEREAS, an application was received from Tim and Darcy Wetzel (owner), at 5075 Cascabel Road, Atascadero, CA 93422, for a minor conditional use permit to allow for more than 2 accessory structures on a residential property; and

WHEREAS, the property is in the Suburban Estates (SE) General Plan designation; and

WHEREAS, the property is in the Residential Suburban (RS) zoning district; and

WHEREAS, approval of a minor conditional use permit is required to allow more than two accessory structures to be constructed on a single-family property; and

WHEREAS, the laws and regulations relating to the preparation and public notice of environmental documents, as set forth in the State and local guidelines for implementation of the California Environmental Quality Act (CEQA) have been adhered to; and

WHEREAS, a timely and properly noticed Public Hearing upon the subject minor conditional use permit application was held by the Planning Commission of the City of Atascadero at which hearing evidence, oral and documentary, was admitted on behalf of said minor conditional use permit; and

WHEREAS, the Planning Commission, at a regular meeting held on May 18, 2021, studied and considered the proposed minor conditional use permit application and considered testimony and reports from staff, the applicants, and the public; and

WHEREAS, the Planning Commission of the City of Atascadero approved the project on a 6-0 vote at the May 18, 2021 hearing; and

WHEREAS, the Planning Commission determined that the proposed project is Categorically Exempt (Class 3) from the provisions of the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.) CEQA pursuant to CEQA Guidelines Section 15303, for new construction of accessory structures; and

WHEREAS, an appeal was filed for review of the Planning Commission's action by the City Council on May 27, 2021 in accordance with the provisions of Atascadero Municipal Code Section 9-1.111; and

WHEREAS, the City Council held a duly noticed public hearing to consider the appeal on August 10, 2021 at 6:00 p.m. in accordance with the provisions of Atascadero Municipal Code Section 9-1.110 and considered testimony and reports from staff, the applicants, and the public.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. Recitals: The above recitals are true and correct.

SECTION 2. Public Hearing. The City Council of the City of Atascadero, in a regular meeting assembled on August 10, 2021, resolved to reverse the Planning Commission's action to approve a conditional use permit for more than 2 accessory structures on a residential property.

SECTION 3. Findings. The City Council makes the following findings, determinations and approvals with respect to the Conditional Use Permit:

A. Findings for Denial of a Conditional Use Permit

1. FINDING: The proposed project or use is inconsistent with the General Plan.

FACT:

2. FINDING: The proposed project or use satisfies all applicable provisions of the Zoning Ordinance.

FACT:

3. FINDING: The establishment and subsequent operation or conduct of the use will not, because of the circumstances and conditions applied in the particular case, be detrimental to the health, safety or welfare of the general public or persons residing or working in the neighborhood of the use, or be detrimental or injurious to property or improvements in the vicinity of the use.

FACT:

4. FINDING: The proposed project or use will not be inconsistent with the character of the immediate neighborhood or contrary to its orderly development.

FACT: The number of accessory structures does not maintain the residential character of the property.

5. FINDING: The proposed use or project will not generate a volume of traffic beyond the safe capacity of all roads providing access to the project, either existing or to be improved in conjunction with the project, or beyond the normal traffic volume of the surrounding neighborhood that would result from full development in accordance with the land use element.

FACT:

SECTION 4. Denial. The City Council of the City of Atascadero, in a regular session assembled on August 10, 2021, resolved to reverse the Planning Commission's action and deny Conditional Use Permit USE21-0035.

PASSED AND ADOPTED at a regular meeting of the City Council held on the ____th day of _____, 2021.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian Pierik, City Attorney



Atascadero Planning Commission

Staff Report – Community Development Department

USE 21-0035

Conditional Use Permit to allow

Multiple Residential Accessory Structures

RECOMMENDATION(S):

Staff Recommends: The Planning Commission (PC) adopt draft Resolution approving a Conditional Use Permit (USE21-0035) to allow more than two (2) accessory structures on a residential property, subject to findings and conditions of approval.

Project Info In-Brief:

PROJECT ADDRESS:	5075 Cascabel Road	Atascadero, CA	APN	054-091-019
PROJECT PLANNER	John Holder Associate Planner	470-3448	jholder@atascadero.org	
PROPERTY OWNER	Tim and Darcy Wetzel			
GENERAL PLAN DESIGNATION:	ZONING DISTRICT:	SITE AREA	EXISTING USE	PROPOSED USE
Rural Estate (RE)	Residential Suburban (RS)	3.22 acres	Single-Family Residence	Single-Family Residential
ENVIRONMENTAL DETERMINATION				
<input type="checkbox"/> Environmental Impact Report SCH: _____				
<input type="checkbox"/> Negative / Mitigated Negative Declaration No. _____				
<input checked="" type="checkbox"/> Categorical Exemption CEQA – Guidelines Section 15303				
<input type="checkbox"/> Statutory Exemption §§ 21000, et seq & _____				
<input type="checkbox"/> No Project – Ministerial Project				

ADDITIONAL INFORMATION MAY BE OBTAINED BY CONTACTING THE ATASCADERO
COMMUNITY DEVELOPMENT DEPARTMENT AT

<http://www.atascadero.org>
6500 PALMA AVENUE | ATASCADERO, CA 93422 | (805) 461-5000

Existing Surrounding Uses / Parcel Configurations:

Proposed location of
accessory structures
(5075 Cascabel)

Summary:

The project site is an approximately 3.3-acre parcel located within the Residential Suburban (RS) zoning district and contains native oak trees on a steep slope towards the rear of the property. The property currently contains a single-family residence, an Accessory Dwelling Unit (ADU) constructed in 1981 (Permit no. 557), and a trellis structure that houses solar heating for the pool. One driveway provides access from Cascabel Road to the primary residence and the existing ADU, and an additional decomposed granite (DG) driveway of approximately 10 feet in width provides access to the accessory structures on site.

The applicants recently constructed an open sided equine shelter without construction permit approval as they were unaware that this type of structure requires a permit. The applicants contacted the City upon being notified of the permit requirement and were advised to submit a Conditional Use Permit application to allow the non-permitted structure to be brought into compliance and allow for additional structures to accommodate a new code compliant animal shelter and future workshop. The Atascadero Municipal Code currently allows for a maximum of 2 accessory structures without use permit approval and requires a 25-foot minimum setback from the property line for animal shelters. The non-permitted structure is approximately eight (8) feet from the property line, making it unusable as an animal shelter. The applicants are requesting a total of four accessory structures on the property. (It is important to note

that the ADU does not count toward the maximum number of accessory structures allowed on a residential property).

Based on these code requirements, the applicants are proposing to convert the existing non-permitted structure (animal shelter) into a storage use and construct an additional structure to shelter their horses that complies with all required setbacks. In addition, the applicant would like to include an additional future workshop in this use permit approval to be constructed within the next 5 years as outlined in the phasing summary below:

- Phase 1 - Convert an existing 576 animal shelter into a storage structure (immediate)
- Phase 2 - Construct a new 576 square foot animal enclosure in compliance with agricultural building setbacks. (within the next year)
- Phase 3 - Construct a new detached workshop. (within 5 years)

Analysis:

According to Atascadero Municipal Code (AMC) Section 9-6.106, up to two non-habitable residential accessory structures are permitted within Residential Single-Family zoning districts and are limited to a floor area no greater than fifty percent (50%) of the gross floor area of the principle structure on the property. This rule does not apply to the existing ADU but does apply to the pool trellis and equine shelter. The proposed additional equine shelter and workshop trigger the review of a use permit for neighborhood compatibility.

All proposed structures on site will be less than fifty percent of the 3,251 square-foot primary residence on site in compliance with current municipal code limitations. However, a condition has been added to allow for an increase in the square-footage of the workshop building to allow flexibility based on code text amendments currently in process. Staff is currently processing a code text amendment that would allow for accessory structures up to 100% of the size of the primary residence based on design standards. The proposed workshop is conditioned to comply with standards in effect at the time of permit application.

AMC section 9-6.109 contains standards for agricultural accessory buildings, including a side and rear setback of twenty-five (25) feet. The existing 576 square foot equine shelter does not meet these setback standards as the current setback is approximately eight (8) feet from the property line. Therefore, the applicant is proposing to convert this existing structure into accessory storage and construct a new animal shelter in compliance with the setbacks. The new shelter will be the same as the existing non-permitted structure and will be open on two sides. A condition has been included that all access meet City engineering and fire department access standards.

Neighborhood Compatibility



The surrounding parcels are generally developed with single-family residences on 3 to 5 acre lots that contain agricultural uses, accessory structures, and large single family homes. The new equine shelter will be the same as the existing agricultural accessory structure on site and have a red, wooden exterior. The workshop is proposed to be a pre-manufactured metal building typical of accessory structures in Atascadero. The structure will be required to meet all municipal code standards, including any new standards adopted for larger structures should the applicant choose to exceed 50% of the house size at the time of permit submittal. The proposed workshop is setback five (5) feet from the side property line (minimum 5-foot required by code). The Planning Commission has the option to add any landscape screening or architectural features as needed to achieve neighborhood compatibility.

The accessory structures on site are considered to be compatible with the character of the immediate parcels and pattern of development in the area.

ENVIRONMENTAL DETERMINATION:

The proposed project is Categorically Exempt (Class 3) from the provisions of the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.) CEQA pursuant to CEQA Guidelines Section 15303, because it is an accessory (appurtenant) structure and will not require any grading on slopes over 20%.

FINDINGS:

To approve the Conditional Use Permit, the Planning Commission must make the following findings. These findings and the facts to support these findings are included in the attached PC Resolution 2021 A.

Conditional Use Permit (AMC Section 9-2.110(b).(3).(iv)

1. The proposed project or use is consistent with the General Plan;
2. The proposed project or use satisfies all applicable provisions of this title;
3. The establishment, and subsequent operation or conduct of the use will not, because of the circumstances and conditions applied in the particular case, be detrimental to the health, safety or welfare of the general public or persons residing or working in the neighborhood of the use, or be detrimental or injurious to property or improvements in the vicinity of the use;
4. That the proposed project or use will not be inconsistent with the character of the immediate neighborhood or contrary to its orderly development; and
5. That the proposed use or project will not generate a volume of traffic beyond the safe capacity of all roads providing access to the project, either existing or to be improved in conjunction with the project, or beyond the normal traffic volume of



the surrounding neighborhood that would result from full development in accordance with the land use element.

ALTERNATIVES:

1. The Planning Commission may include modifications to the project and/or Conditions of Approval for the project. Any proposed modifications, including Conditions of Approval, should be clearly re-stated in any vote on any of the attached resolutions.
2. The Planning Commission may determine that more information is needed on some aspect of the project and may refer the item back to the applicant and staff to develop the additional information. The Commission should clearly state the type of information that is required. A motion, and approval of that motion, is required to continue the item to a future date.
3. The Planning Commission may deny the project. The Commission must specify what findings cannot be made, and provide a brief oral statement, based on the Staff Report, oral testimony, site visit, correspondence, or any other rationale introduced and deliberated by the Planning Commission.

ATTACHMENTS:

1. Draft PC Resolution



**ATTACHMENT 1: Draft PC Resolution
USE21-0035**

DRAFT PC RESOLUTION

**A RESOLUTION OF THE PLANNING COMMISSION OF THE
CITY OF ATASCADERO, CALIFORNIA,
APPROVING USE21-0035, TO ALLOW MORE THAN TWO ACCESSORY
STRUCTURES ON A RESIDENTIAL PROPERTY AT APN 054-091-019**

**5075 CASCABEL ROAD
WETZEL**

WHEREAS, an application was received from Tim and Darcy Wetzel (owner), at 5075 Cascabel Road, Atascadero, CA 93422, for a minor conditional use permit to allow for more than 2 accessory structures on a residential property; and

WHEREAS, the property is in the Suburban Estates (SE) General Plan designation; and

WHEREAS, the property is in the Residential Suburban (RS) zoning district; and

WHEREAS, Approval of a minor conditional use permit is required to allow more than two accessory structures to be constructed on a single-family property; and

WHEREAS, the laws and regulations relating to the preparation and public notice of environmental documents, as set forth in the State and local guidelines for implementation of the California Environmental Quality Act (CEQA) have been adhered to; and

WHEREAS, a timely and properly noticed Public Hearing upon the subject Minor Conditional Use Permit application was held by the Planning Commission of the City of Atascadero at which hearing evidence, oral and documentary, was admitted on behalf of said minor conditional use permit; and

WHEREAS, the Planning Commission reviewed the proposed minor conditional use permit application and considered testimony and reports from staff, the applicants, and the public.

NOW THEREFORE, the Planning Commission of the City of Atascadero, California, takes the following actions:

SECTION 1. CEQA. The Planning Commission finds as follows:

1. The proposed project is Categorically Exempt (Class 3) from the provisions of the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.) CEQA pursuant to CEQA Guidelines Section 15303, for new construction of accessory structures.

SECTION 2. Findings for approval of Conditional Use Permit. The Planning Commission finds as follows:

1. The proposed project or use is consistent with the General Plan



Fact: Detached accessory structures are consistent with the Residential Single Family land use designation of the General Plan. Land Use, Open Space and Conservation Element Program 1.1.6 requires the size, use and appearance of accessory structures in the residential zoning districts to be compatible with the surrounding neighborhood. The proposed structures have an appearance compatible with the rural nature of the surrounding area.

2. The proposed project or use satisfies all applicable provisions of the Zoning Ordinance

Fact: As proposed, the project will allow the property to meet setback, height and other site design requirements. The use of the structure will be limited to uses permitted by the Zoning Ordinance. The project, with Planning Commission approval of this minor conditional use permit, satisfies all applicable provisions of the Zoning Ordinance related to residential accessory structures.

3. The establishment and subsequent operation or conduct of the use will not, because of the circumstances and conditions applied in the particular case, be detrimental to the health, safety or welfare of the general public or persons residing or working in the neighborhood of the use, or be detrimental or injurious to property or improvements in the vicinity of the use

Fact: The use of the accessory structures will be for accessory storage, agricultural purposes, and a residential workshop. This is a typical use in residential single-family neighborhoods. The proposed structures will be constructed to meet the standards of the building code.

4. The proposed project or use will not be inconsistent with the character of the immediate neighborhood or contrary to its orderly development

Fact: The proposed structures will be towards the middle of the property and behind the primary residential structure. The structures are residential in character and fit into the neighborhood.

5. The proposed use or project will not generate a volume of traffic beyond the safe capacity of all roads providing access to the project, either existing or to be improved in conjunction with the project, or beyond the normal traffic volume of the surrounding neighborhood that would result from full development in accordance with the land use element.

Fact: Residential accessory structures do not contribute additional traffic above those for the primary residential use. The use of the structure will be similar to uses currently onsite and no additional residential units will be added.

SECTION 3. Approval. The Planning Commission of the City of Atascadero, in a regular session assembled on May 18, 2021, resolved to approve Conditional Use Permit USE21-0035, subject to the following:

- EXHIBIT A: Conditions of Approval
EXHIBIT B: Site Plan
EXHIBIT C: Elevations



On motion by Commissioner _____, and seconded by Commissioner _____, the foregoing resolution is hereby adopted in its entirety by the following roll call vote:

AYES: ()

NOES: ()

ABSENT: ()

ABSTAINED: ()

ADOPTED:

CITY OF ATASCADERO, CA

Jeff van den Eikhof
Planning Commission Chairperson

ATTEST:

Phil Dunsmore
Planning Commission Secretary



EXHIBIT A: Conditions of Approval USE21-0035

Conditions of Approval USE21-0035 5075 Cascabel Road.	Timing BL: Business License GP: Grading Permit BP: Building Permit FI: Final Inspection TO: Temporary Occupancy FO: Final Occupancy
Planning Services Conditions	
1. This Conditional Use Permit shall allow the accessory structures described in the attached exhibits and located on APN 054-091-019	Ongoing
2. The approval of this use permit shall become final and effective for the purposes of issuing building permits fourteen (14) days following the Planning Commission approval unless an appeal to the decision is filed as set forth in Section 9-1.111(b) of the Zoning Ordinance.	Ongoing
3. The Community Development Department shall have the authority to approve the following minor changes to the project that (1) modify the site plan project by less than 10%, (2) result in a superior site design or appearance, and/or (3) address a construction design issue that is not substantive to the Master Plan of Development. The Planning Commission shall have the final authority to approve any other changes to the Master Plan of Development and any associated Tentative Maps unless appealed to the City Council.	BP
4. Approval of this Conditional Use Permit shall be valid for twenty-four (24) months after its effective date. Building permits must be sought for Phase I and Phase II within 24 months. Permits for Phase III must be applied for within 60 months of the date of approval. The project is approved with the following phases: <ul style="list-style-type: none"> Phase 1 - Convert an existing 576 animal shelter into a storage structure (immediate) Phase 2 - Construct a new 576 square foot animal shelter in compliance with AG building setbacks. (within 24 months) Phase 3 - Construct a new detached workshop. (within 5 years) At the end of the periods listed above, the approval shall expire and become null and void unless the phases have applied for a building permit within the designated timeframes.	BP
5. The applicant shall defend, indemnify, and hold harmless the City of Atascadero or its agents, officers, and employees against any claim or action brought to challenge an approval by the City, or any of its entities, concerning the construction or use of the detached accessory structure.	Ongoing
6. Architectural elevations shall be consistent with the Exhibit B and C. Exterior building and roof colors and materials shall be consistent with existing structures on site as approved by the Planning Commission.	BP
7. All utilities servicing the accessory structure, if any, shall be installed underground.	BP
8. Building Height shall comply with the standards of the Zoning Ordinance.	BP
9. The workshop shall comply with size and code standards in affect at the time of permit submittal.	BP
10. All site access and driveways shall meet Fire Department and City zoning code standards.	BP

ADDITIONAL INFORMATION MAY BE OBTAINED BY CONTACTING THE ATASCADERO
COMMUNITY DEVELOPMENT DEPARTMENT AT

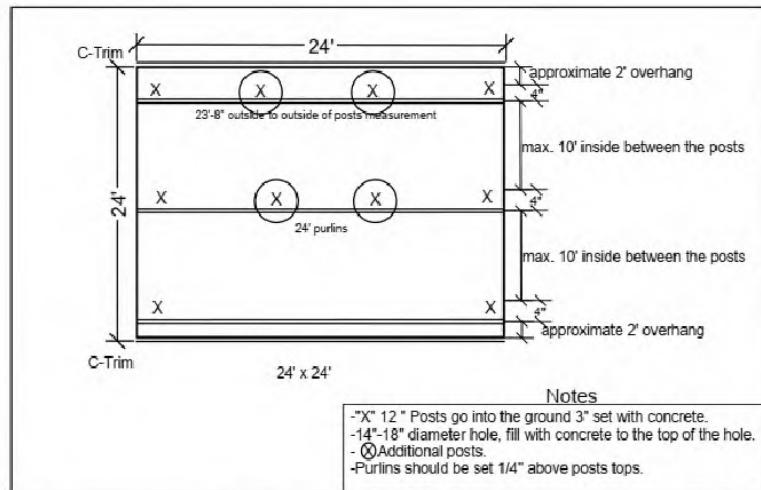
<http://www.atascadero.org>
6500 PALMA AVENUE | ATASCADERO, CA 93422 | (805) 461-5000

**EXHIBIT B: Site Plan
 USE21-0035**



ADDITIONAL INFORMATION MAY BE OBTAINED BY CONTACTING THE ATASCADERO COMMUNITY DEVELOPMENT DEPARTMENT AT
<http://www.atascadero.org>
 6500 PALMA AVENUE | ATASCADERO, CA 93422 | (805) 461-5000

**EXHIBIT C: Elevations
 USE21-0035**



Future Agriculture Structure Post Cover
 EQ-Wine Covers



Example of Metal Workshop
 27'x37' = 999 SF



Front Elevation: Existing Agriculture Building to be converted to Residential Covered Storage (New Ag structure will be same style, material and size)



Side/Front Elevation: Existing Agriculture Building to be converted to Residential Covered Storage (New Ag structure will be same style, material and size)



Rear Elevation: Existing Agriculture Building to be converted to Residential Covered Storage (New Ag structure will be same style, material and size)



CITY OF ATASCADERO PLANNING COMMISSION

MINUTES

**Regular Meeting – Tuesday, May 18, 2021 – 6:00 P.M.
City Hall (Teleconference)
6500 Palma Avenue, Atascadero, California**

CALL TO ORDER - 6:00 p.m.

Chairperson van den Eikhof called the meeting to order at 6:00 p.m. and Commissioner Keen led the Pledge of Allegiance.

ROLL CALL

Present: **By Teleconference** - Commissioners Anderson, Carranza, Hughes, Schmidt, Vice Chairperson Keen and Chairperson van den Eikhof

Absent: Commissioner McIntyre (excused absence)

Vacant: None

Others Present: **By Teleconference** - Recording Secretary, Annette Manier

Staff Present: **By Teleconference** –
Community Development Director, Phil Dunsmore
Senior Planner, Kelly Gleason
Associate Planner, John Holder
Assistant Planner, Mariah Gasch

APPROVAL OF AGENDA

MOTION: **By Commissioner Anderson and seconded by Vice Chairperson Keen to approve the Agenda.**

Motion passed 6:0 by a roll-call vote.

PUBLIC COMMENT

None

Chairperson van den Eikhof closed the Public Comment period.

CONSENT CALENDAR

1. APPROVE THE DRAFT MINUTES OF MAY 4, 2021

- Recommendation: Commission approve the May 4, 2021, Minutes.

MOTION: By Vice Chairperson Keen and seconded by Commissioner Carranza to approve the Consent Calendar.

Motion passed 6:0 by a roll-call vote.

PLANNING COMMISSION BUSINESS

None.

COMMUNITY DEVELOPMENT STAFF REPORTS

None.

PUBLIC HEARINGS

2. CONDITIONAL USE PERMIT FOR 9081 LA PAZ ROAD

The proposed project is to allow an oversized accessory structure. This project qualifies for a Class 3 Categorical Exemption under CEQA Section 15303 for new construction of small structures.

Ex Parte Communications:

Recommendation: Approve the project based on findings and conditions (USE21-0034)

EX PARTE COMMUNICATIONS

Commissioner Schmidt – Looked up the parcel on Google Earth and the surrounding area.

Planner Gasch presented the staff report, and stated that staff has added a condition to add additional landscaping, which is included in the Resolution.

PUBLIC COMMENT

The following member of the public spoke: Chris Towers.

Chairperson van den Eikhof closed the Public Comment period.

MOTION: By Commissioner Anderson and seconded by Commissioner Hughes to adopt PC Draft Resolution approving a Conditional Use Permit to allow the construction of an oversized accessory structure, located at 9081 La Paz (APN 031-161-004) based on findings and subject to conditions of approval.

Motion passed 6:0 by a roll-call vote.

3. CONDITIONAL USE PERMIT FOR 5075 CASCABEL ROAD

The proposed project is to allow more than two accessory structures. This project qualifies for a Class 3 Categorical Exemption under CEQA Section 15303 for new construction of small structures.

Ex Parte Communications:

Recommendation: Approve the project based on findings and conditions. (USE21-0035)

EX PARTE COMMUNICATIONS

None

Planner Holder presented the staff report and answered questions from the Commission.

PUBLIC COMMENT

The following members of the public spoke: Tim Wetzel, Rick Derevan, and Sally Derevan.

All public comment received in advance of the meeting was forwarded to the Commission and will be made part of the administrative record by Recording Secretary Manier. The following emails were read into the record by Recording Secretary Manier:

Rick Derevan (Exhibit A)

Darcy Wetzel (Exhibit B)

Chairperson van den Eikhof closed the Public Comment period.

MOTION: By Commissioner Hughes and seconded by Vice Chairperson Keen to adopt the PC Resolution approving USE 21-0035 to allow more than two accessory structures on a residential property at 5075 Cascabel Road (APN 054-091-019), based on findings and subject to conditions of approval with a modified condition #4 to state that all phases (Phases 1, 2, and 3) shall be valid for 24 months, and that if after 24 months, the applicant can apply for an extension.

Motion passed 6:0 by a roll-call vote.

COMMISSIONER COMMENTS AND REPORTS

Commissioner van den Eikhof stated that he might be absent from the next meeting.

Commissioner Carranza stated that she is excited about the Equality Mural Projects that were recently approved in the downtown area.

DIRECTOR'S REPORT

Director Dunsmore gave an update on the next hearing, which will include the Del Rio Ranch project.

Director Dunsmore stated that it is possible that the City might start opening meetings back up in person, on or around mid-June, as Covid-19 requirements change through the State. More details will be coming soon.

ADJOURNMENT – 7:56 p.m.

The next regular meeting is scheduled for June 1, 2021, at City Hall, Council Chambers, 6500 Palma Avenue, Atascadero.

MINUTES PREPARED BY:

Annette Manier, Recording Secretary
Administrative Assistant

The following exhibits are available in the Community Development Department:

Exhibit A (Rick Derevan)
Exhibit B (Darcy and Tim Wetzel)

Adopted 6/1/21

**RICK AND KATHI DEREVAN
5005 CASCABEL
ATASCADERO, CA 93422**

Hon. Heather Moreno
Hon. Heather Newsom
Hon. Charles Bourbeau
Hon. Mark Dariz
Hon. Susan Funk
Atascadero City Hall
6500 Palma Avenue
Atascadero, CA 93422



Re: Appeal from Planning Commission resolution 2021-0008
(Wetzel property, 5075 Cascabel)

Dear Mayor and council persons:

Introduction

The planning commission decision from which this appeal is taken permits a pasture adjacent to objectors' property to be eliminated by permitting three separate structures, a driveway, and a parking area to be installed. Making matters worse, the decision allows the largest of the buildings—a large metal workshop inconsistent with the neighborhood—to be located immediately adjacent to one of the objectors' bedrooms even though it could be installed elsewhere on applicants' property. And the icing on the cake is that none of these buildings is visible from applicants' home, but are highly visible from objectors' property and the public street. The commission decision thus elevated applicants' arbitrary preferences and claims of convenience over the good of the neighbors, the neighborhood, and the city. This appeal explains why the decision is wrong, against the law, against good sense, and should be reversed.

The property in question

The applicants, Tim and Darcy Wetzel, bought the approximately 3.2 acres at 5075 Cascabel Road five years ago. Near the street, the property is relatively flat. Part way back, the property is hillside. The residence is perpendicular to the street so that it does not face the street. The rear of residence faces north, towards the objectors' property. In between applicants' residence and the

property line is a swimming pool area and a small pasture (approx. 1/2 acre). A fence and large trellis structure with solar panels divides the swimming pool area from the pasture. The trellis acts as a screen between the pasture and the pool area. On the pasture property line nearest objectors' property, the applicants installed a pole fence with no-climb wire. See maps attached.

Applicants' property currently has a principal residence, an accessory dwelling unit, and at least two accessory buildings (the trellis with solar panels and an unpermitted stable they built that violates zoning setback requirements because it is too close to objectors' property line).

Objectors, Rick and Kathi Derevan, and Sally Derevan, own and live on property immediately adjacent to the Wetzel property. It is one parcel, with two addresses, 5005 Cascabel and 5015 Cascabel. Sally Derevan has lived there since 1999; Rick and Kathi Derevan since 2006.

The Wetzels' application

The applicants, Tim and Darcy Wetzel, applied for a conditional use permit to do the following things:

1. Convert the existing, unpermitted stable into "residential" storage, for which a lesser setback requirement applies.
2. Add a new stable, adjacent to the unpermitted stable, that does comply with setback requirements.
3. Add a metal workshop, 27' x 37' (999 square feet), near the two stables. Importantly, applicants want to site the metal workshop just five feet from the objectors' property line at point that is very close the bedroom in the residence at 5015 Cascabel.
4. The Wetzels asked for two years to complete items one and two; and five years to complete item 3.

So, why did they need a conditional use permit? City code limits a parcel to two accessory buildings, and with their application, the Wetzels want to have at least four, double the legal limit: (i) the existing tall trellis structure that has solar panels; (ii) the existing unpermitted stable to be converted; (iii) the new stable, and (iv) the new workshop. And they want to cram all these buildings into the small pasture obscured from their view that is adjacent to the residence at 5015 Cascabel where Sally Derevan resides and in plain view from that residence.

Planning Commission approval

The planning commission report contains no discussion whatsoever of alternative siting for the planned buildings. It simply accepts the applicants' plan where to place the buildings, despite having received objections from objectors even before applicants sought a permit.¹ The planning commission approved the CUP with one change. It declined to allow the CUP for the workshop to be valid for five years as requested, but limited it two years. Its decision allows the workshop to be located on top of the 5015 residence despite other feasible locations. The planning commission did not impose any conditions relating to noise, screening, fire suppression, location, lighting, or the like. It gives the Wetzels carte blanche.

Why this appeal should be granted

1. The approval is illegal. At the time the planning commission voted, City ordinance 9-6.106 limited accessory structures to no more than 50% of the square footage of the principal residence. The planning commission staff report claims the principal residence is 2,417 square feet, plus a garage of 824 square feet for a total of 3,241 square feet. That means that accessory buildings cannot exceed 1,620 square feet if the garage "counts" as part of the principal residence for square footage purposes, and 1,208 square feet if it doesn't. (The ordinance is unclear in objectors' opinion whether the garage square footage should be included.) But the applicant seeks a total of 2,439 square feet of accessory buildings, well over either limit:

Trellis	288 square feet
Unpermitted Stable	576 square feet
New Stable	576 square feet
Workshop	999 square feet
Total:	2,439 square feet

¹¹ In February 2021, before applicants submitted their application to the city, objectors and the applicants had a discussion in the pasture about a second unpermitted building applicants had started building. Following that discussion, objectors sent an e-mail to applicants requesting that the second building (which applicants said would be for storage) be sited further away from objectors' property. Applicants never replied to that e-mail, never advised objectors they would be seeking a CUP, and never advised objectors they would be seeking approval of a 999 square foot workshop. Because applicants did not advise objectors of their plans following the pasture meeting and follow-up e-mail, objectors inquired of the city whether there were plans to develop the pasture and sent a copy of that e-mail to the city as background for the request.

2. The proposed development will change the character of the neighborhood and be unduly detrimental to objectors. Objector Sally Derevan has lived on the adjoining parcel since 1999; Rick and Kathi Derevan since 2006. The small pasture is immediately adjacent to the home at 5015 Cascabel; the bedroom of the 5015 residence is on the pasture side of the structure. Applicants seek to cram into this small space three buildings, a driveway, and a parking area. In other words, they want to convert the most of the remaining relatively flat undeveloped area of their property into a small “village” of structures and a parking lot. These structures are *not*, as the planning commission resolution states, in the middle of applicants’ property; they are immediately adjacent to objectors’ property. And though the resolution claims the proposed structures are “behind” applicants’ home, the resolution does not clarify that applicants’ home is perpendicular to the street, so “behind,” means they are *between* applicants’ home and objectors’ property. Indeed, none of these structures is visible from the applicant’s home because they are screened by the trellis between applicants’ house and the pasture; all are visible from objectors’ property. In other words, the pasture is no longer a pasture and it is objectors who will bear the burden, not applicants. That is hardly in keeping with the rural character of this area and entirely different from the open space that has been in place even before objectors bought their property more than 20 years ago. Moreover, though there are a few metal structures on the street, none is close a neighbor’s property and they are further from the street than the proposed workshop. *This* metal structure is out of keeping with the neighborhood.

3. The planning commission failed to impose any conditions, let alone appropriate conditions. Objectors do not concede that the planning commission properly approved application. But if the project is to be approved, it cannot be approved without conditions:

a. There was discussion at the public hearing that applicants deliberately proposed a 999 sq. foot workshop to avoid the 1,000 square foot threshold where fire suppression sprinklers are required. Since applicant is required to get a conditional use permit, the commission could—and should—have required a sprinkler system as a condition of approval. Remember, the proposed site for the workshop is 5 feet from objectors’ property line and approximately 50 feet from the residence at 5015 Cascabel. The workshop is much further away from applicants’ home, meaning any fire hazard will affect objectors much more than applicants.

b. The commission had authority to require the workshop to be sited at another location on applicants’ property, but never even discussed that possibility despite it being raised both before and at the hearing by objectors. True, the code requires only a five-foot setback for nonagricultural accessory

buildings, but since this building requires a CUP, the commission undoubtedly had authority to require it to be sited further from the property at 5015 Cascabel, and not on top of its bedroom. Objectors proposed that the workshop be sited on the opposite side of the pasture, or on the far side of applicants' principal residence where the neighbors are further away. The commission gave no consideration to these possibilities and did not even discuss it.

c. The commission did not impose any noise abatement conditions for the metal workshop, such as requiring sound insulation, placing openings away from the 5015 residence, or the like.

d. The commission did not impose any screening requirements to block the view of the structures, the workshop in particular. When the question of screening the workshop by planting vegetation came up, the commission briefly discussed that it would be difficult for applicants to plant within the five-foot setback area between the proposed workshop and the boundary fence. Instead, the commission thought the burden should be on objectors to endure the cost of screening by installing vegetation on their side of the fence.

4. What is most disheartening about the commission's decision is the manner in which they made it. Staff did not discuss any issues with respect to alternative siting of the workshop and neither did the commission. Staff did not discuss imposing conditions of approval with respect to noise, openings of the workshop, or screening. Neither staff nor the commission discussed the adverse effect on property values changing a small open field into a parking area and building complex would have on objectors' property. Who would prefer to live next to a workshop, stable, storage building, and parking area instead of small open pasture? No one. This project will harm objectors' property values.

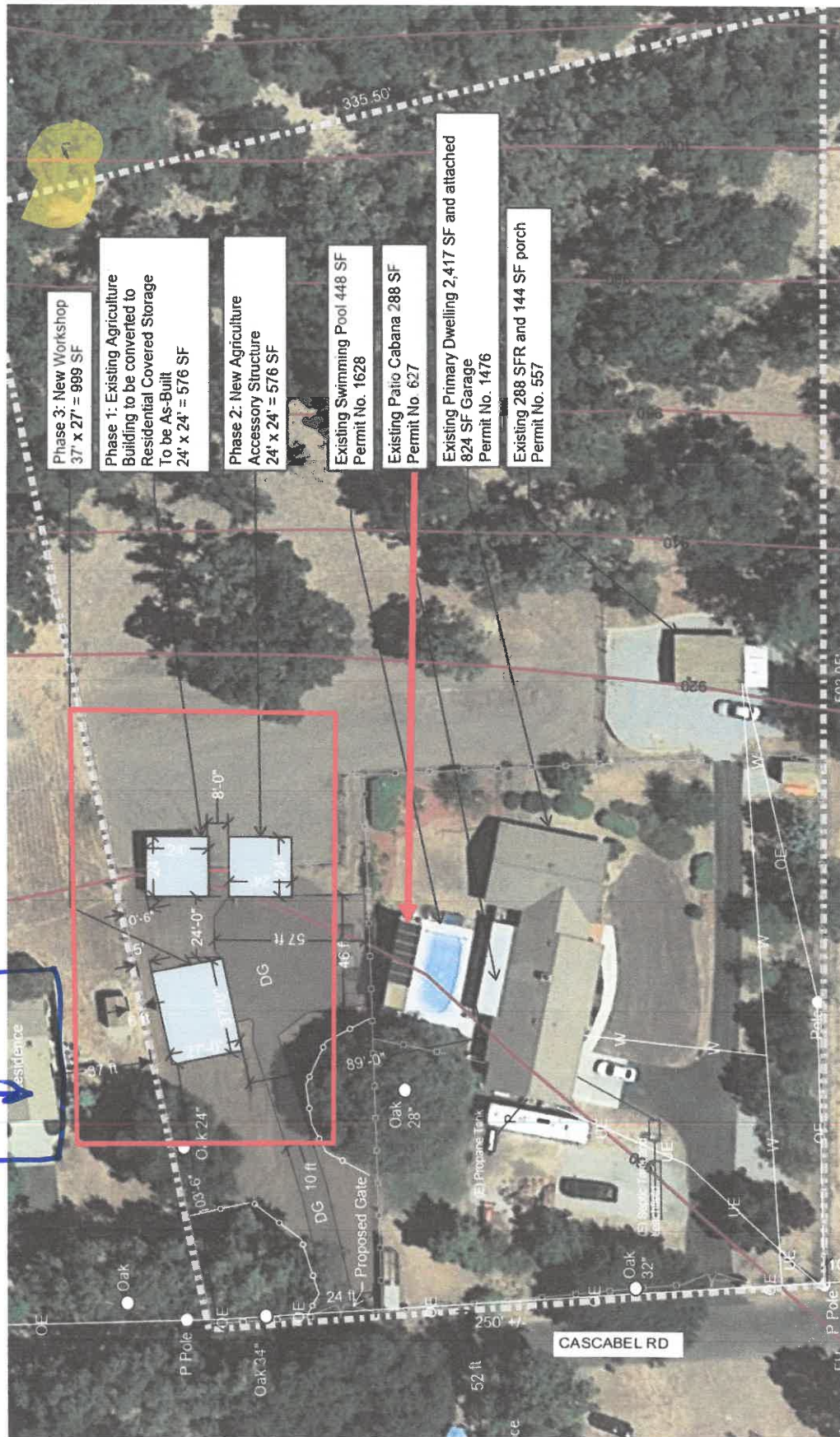
In short, the commission paid no attention to the adverse effects the project would have on objectors and required no changes. Instead, the commission seemed to think that applicants—who moved here just five years ago—could do anything on their property based on their own convenience without regard to the very real burdens they are imposing on objectors who have lived on their property for 20 years. But the zoning code does not exist to facilitate solely the convenience of a single property owner. It exists to protect neighbors, the neighborhood, and the city. The planning commission utterly failed to accommodate—or even consider—the very real concerns of objectors.

This decision must be overturned. It allows a pasture highly visible from the street and objectors' property to be converted to three buildings, a driveway, and a parking lot. That is not consistent with the neighborhood. Period.

Richard and Kathleen Derevan
Sally Derevan

5015
RESIDENCE

EXHIBIT B: Site Plan
USE21-0035



ADDITIONAL INFORMATION MAY BE OBTAINED BY CONTACTING THE ATASCADERO COMMUNITY DEVELOPMENT DEPARTMENT AT

<http://www.atascadero.org>
6500 PALMA AVENUE | ATASCADERO, CA 93422 | (805) 461-5000





Atascadero City Council

Staff Report – Fire Department

Confirming the Cost of Vegetative Growth and/or Refuse Abatement

RECOMMENDATION:

Council adopt Draft Resolution, confirming the cost of vegetative growth (weeds) and/or refuse (rubbish) abatement.

DISCUSSION:

On April 13, 2021 Council adopted Resolution No. 2021-005 declaring vegetative growth and/or refuse a public nuisance, and authorizing the Fire Chief to proceed with the abatement process. On April 28, 2021 notices were mailed to property owners, informing them of the City's abatement requirements.

A total of 53 parcels were abated by the City this year. The Fire Department continues to educate the public on the importance of weed abatement compliance in order to minimize the number of parcels abated. Our goal is to have zero parcels needing the City's mowing services. A review of the table below shows the results of our efforts over the last five years:

Year	Number of Parcels Abated by the City
2016	27
2017	19
2018	25
2019	19
2020	21
2021	53

Initial weed inspection was conducted in the month of April and the list of parcels determined to be an existing, future or "potential" hazard was posted in the City Clerk's Office and at Atascadero Fire & Emergency Services, Fire Station 1. On May 11, 2021, a public hearing was held to hear objections to the vegetative growth & refuse abatement. A final inspection was conducted in June and an itemized list of those properties with abatement assessments were posted with the City Clerk and at Fire Station 1 on July 28, 2021.

The amount the City will receive is based on the actual cost of the work of abatement plus a 166% Administrative fee and a \$260 Flat fee. This fee was approved by Council in 2019 and is designed to recover only the cost of the properties that do not comply. The City fee schedule was updated July 27th, 2020 to 166% Administrative Fee and a \$267 Flat fee. The Fire Department did not make the change to the increased fee when Council passed the resolution declaring vegetative growth a nuisance on April 13th, 2021. Because the initial fee was in the Resolution and mailed to those properties out of compliance, the City will only recover the 2019 fee amount. This results in a loss of \$371 in costs recovered.

FISCAL IMPACT:

The City will receive \$66,983.19 from the 2021/2022 property tax rolls in weed abatement / refuse abatement assessments.

ATTACHMENTS:

1. Draft Resolution
2. Abatement Assessments Co Tax Roll 21/22

DRAFT RESOLUTION

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, CONFIRMING THE COST OF VEGETATIVE GROWTH/REFUSE ABATEMENT

WHEREAS, the Government Code of the State of California, Section 39500, et seq., provides that cities may declare vegetative growth (weeds) and refuse (rubbish) a public nuisance for the purpose of vegetative growth (weeds) and refuse (rubbish) abatement; and

WHEREAS, Atascadero Fire & Emergency Services did abate said nuisances within the provision of the Government Code, Section 39500, et seq.; and

WHEREAS, the cost of the work of abatement, including a 166% administrative fee as well as \$260.00 flat fee, as shown on the Preliminary Special Tax Listing for 2021/2022 Tax Roll was submitted in accordance with Government Code Section 39574; and

WHEREAS, the Council of the City of Atascadero received the cost report and held a hearing to receive objections of any property owners liable to be assessed for the work of abatement.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. That the report of abatement costs is confirmed as presented.

SECTION 2. That the costs of abatement constitutes a special assessment against the described parcels and shall be a lien on the property in accordance with Government Code Section 39577.

SECTION 3. That the City Clerk is hereby directed to transmit to the proper officials of the County, a certified copy of the report for filing.

PASSED AND ADOPTED at a regular meeting of the City Council held on the 26th day of January, 2021.

On motion by Council Member ____ and seconded by Council Member ____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ITEM NUMBER:
DATE:
ATTACHMENT:

B-2
08/10/21
1

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney

Abatement Date	APN	Contractor Cost	Admin Fee	Total Cost of Abatement	County Fee	Total Assessed
Book 28						
7/15/2021	028-322-015	\$ 377.18	\$ 886.12	\$ 1,263.30	\$ 2.00	\$ 1,265.30
	Total (Book 28)	\$ 377.18	\$ 886.12	\$ 1,263.30	\$ 2.00	\$ 1,265.30
Book 29						
7/16/2021	029-071-032	\$ 150.87	\$ 510.44	\$ 661.31	\$ 2.00	\$ 663.31
7/16/2021	029-253-031	\$ 75.44	\$ 385.23	\$ 460.67	\$ 2.00	\$ 462.67
7/15/2021	029-301-047	\$ 226.31	\$ 635.67	\$ 861.98	\$ 2.00	\$ 863.98
7/17/2021	029-322-009	\$ 301.74	\$ 760.89	\$ 1,062.63	\$ 2.00	\$ 1,064.63
7/15/2021	029-361-023	\$ 150.87	\$ 510.44	\$ 661.31	\$ 2.00	\$ 663.31
	Total (Book 29)	\$ 905.23	\$ 2,802.68	\$ 3,707.91	\$ 10.00	\$ 3,717.91
Book 30						
7/16/2021	030-011-004	\$ 301.74	\$ 760.89	\$ 1,062.63	\$ 2.00	\$ 1,064.63
6/26/2021	030-041-005	\$ 150.87	\$ 510.44	\$ 661.31	\$ 2.00	\$ 663.31
7/7/2021	030-041-006	\$ 528.05	\$ 1,136.56	\$ 1,664.61	\$ 2.00	\$ 1,666.61
7/7/2021	030-041-009	\$ 150.87	\$ 510.44	\$ 661.31	\$ 2.00	\$ 663.31
7/15/2021	030-172-017	\$ 150.87	\$ 510.44	\$ 661.31	\$ 2.00	\$ 663.31
7/15/2021	030-172-019	\$ 226.31	\$ 635.67	\$ 861.98	\$ 2.00	\$ 863.98
7/21/2021	030-233-009	\$ 150.87	\$ 510.44	\$ 661.31	\$ 2.00	\$ 663.31
7/6/2021	030-511-001	\$ 301.74	\$ 760.89	\$ 1,062.63	\$ 2.00	\$ 1,064.63
7/17/2021	030-491-021	\$ 1,088.42	\$ 2,066.78	\$ 3,155.20	\$ 2.00	\$ 3,157.20
	Total (Book 30)	\$ 3,049.74	\$ 7,402.57	\$ 10,452.31	\$ 18.00	\$ 10,470.31
Book 31						
7/15/2021	031-012-011	\$ 75.44	\$ 385.23	\$ 460.67	\$ 2.00	\$ 462.67
7/9/2021	031-101-003	\$ 528.05	\$ 1,136.56	\$ 1,664.61	\$ 2.00	\$ 1,666.61
7/15/2021	031-102-013	\$ 75.44	\$ 385.23	\$ 460.67	\$ 2.00	\$ 462.67
6/30/2021	031-114-001	\$ 301.74	\$ 760.89	\$ 1,062.63	\$ 2.00	\$ 1,064.63
7/1/2021	031-051-338	\$ 226.31	\$ 635.67	\$ 861.98	\$ 2.00	\$ 863.98
7/1/2021	031-051-044	\$ 226.31	\$ 635.67	\$ 861.98	\$ 2.00	\$ 863.98
7/1/2021	031-051-043	\$ 75.44	\$ 385.23	\$ 460.67	\$ 2.00	\$ 462.67
7/1/2021	031-183-043	\$ 226.31	\$ 635.67	\$ 861.98	\$ 2.00	\$ 863.98
7/1/2021	031-183-042	\$ 301.74	\$ 760.89	\$ 1,062.63	\$ 2.00	\$ 1,064.63
7/1/2021	031-251-002	\$ 754.35	\$ 1,512.22	\$ 2,266.57	\$ 2.00	\$ 2,268.57
7/6/2021	031-381-001	\$ 301.74	\$ 760.89	\$ 1,062.63	\$ 2.00	\$ 1,064.63
7/2/2021	031-183-028	\$ 603.48	\$ 1,261.78	\$ 1,865.26	\$ 2.00	\$ 1,867.26
	Total (Book 31)	\$ 3,696.35	\$ 9,255.94	\$ 12,952.29	\$ 24.00	\$ 12,976.29
Book 45						
7/14/2021	045-331-014	\$ 1,180.03	\$ 2,218.85	\$ 3,398.88	\$ 2.00	\$ 3,400.88
7/9/2021	045-371-001	\$ 452.61	\$ 1,011.33	\$ 1,463.94	\$ 2.00	\$ 1,465.94
	Total (Book 45)	\$ 1,632.64	\$ 3,230.18	\$ 4,862.82	\$ 4.00	\$ 4,866.82
Book 49						
7/15/2021	049-052-001	\$ 75.44	\$ 385.23	\$ 460.67	\$ 2.00	\$ 462.67
7/17/2021	049-201-014	\$ 32.33	\$ 313.67	\$ 346.00	\$ 2.00	\$ 348.00
6/10/2021	049-221-064	\$ 1,357.83	\$ 2,514.00	\$ 3,871.83	\$ 2.00	\$ 3,873.83
	Total (Book 49)	\$ 1,465.60	\$ 3,212.90	\$ 4,678.50	\$ 6.00	\$ 4,684.50

Abatement Date	APN	Contractor Cost	Admin Fee	Total Cost of Abatement	County Fee	Total Assessed
Book 50						
6/7/2021	050-081-001	\$ 1,282.40	\$ 2,388.78	\$ 3,671.18	\$ 2.00	\$ 3,673.18
7/16/2021	050-091-004	\$ 75.44	\$ 385.23	\$ 460.67	\$ 2.00	\$ 462.67
7/16/2021	050-101-012	\$ 301.74	\$ 760.89	\$ 1,062.63	\$ 2.00	\$ 1,064.63
7/8/2021	050-121-017	\$ 75.44	\$ 385.23	\$ 460.67	\$ 2.00	\$ 462.67
7/16/2021	050-182-006	\$ 678.92	\$ 1,387.01	\$ 2,065.93	\$ 2.00	\$ 2,067.93
6/21/2021	050-242-016	\$ 980.66	\$ 1,887.90	\$ 2,868.56	\$ 2.00	\$ 2,870.56
6/24/2021	050-201-007	\$ 603.48	\$ 1,261.78	\$ 1,865.26	\$ 2.00	\$ 1,867.26
7/8/2021	050-211-001	\$ 150.87	\$ 510.44	\$ 661.31	\$ 2.00	\$ 663.31
7/8/2021	050-251-012	\$ 754.35	\$ 1,512.22	\$ 2,266.57	\$ 2.00	\$ 2,268.57
	Total (Book 50)	\$ 4,903.30	\$ 10,479.48	\$ 15,382.78	\$ 18.00	\$ 15,400.78
Book 54						
7/21/2021	054-111-033	\$ 528.05	\$ 1,136.56	\$ 1,664.61	\$ 2.00	\$ 1,666.61
7/19/2021	054-111-039	\$ 75.44	\$ 385.23	\$ 460.67	\$ 2.00	\$ 462.67
7/19/2021	054-121-039	\$ 75.44	\$ 385.23	\$ 460.67	\$ 2.00	\$ 462.67
	Total (Book 54)	\$ 678.93	\$ 1,907.02	\$ 2,585.95	\$ 6.00	\$ 2,591.95
Book 55						
6/15/2021	055-161-032	\$ 603.48	\$ 1,261.78	\$ 1,865.26	\$ 2.00	\$ 1,867.26
6/15/2001	055-161-033	\$ 678.92	\$ 1,387.01	\$ 2,065.93	\$ 2.00	\$ 2,067.93
6/16/2021	055-161-035	\$ 754.35	\$ 1,512.22	\$ 2,266.57	\$ 2.00	\$ 2,268.57
7/21/2021	055-181-022	\$ 75.44	\$ 385.23	\$ 460.67	\$ 2.00	\$ 462.67
7/21/2021	055-191-003	\$ 226.31	\$ 635.67	\$ 861.98	\$ 2.00	\$ 863.98
7/20/2021	055-461-002	\$ 301.74	\$ 760.89	\$ 1,062.63	\$ 2.00	\$ 1,064.63
	Total (Book 55)	\$ 2,640.24	\$ 5,942.80	\$ 8,583.04	\$ 12.00	\$ 8,595.04
Book 56						
7/19/2021	056-261-013	\$ 75.44	\$ 385.23	\$ 460.67	\$ 2.00	\$ 462.67
7/17/2021	056-371-031	\$ 199.37	\$ 590.95	\$ 790.32	\$ 2.00	\$ 792.32
7/20/2021	056-402-010	\$ 377.18	\$ 886.12	\$ 1,263.30	\$ 2.00	\$ 1,265.30
	Total (Book 56)	\$ 651.99	\$ 1,862.30	\$ 2,514.29	\$ 6.00	\$ 2,520.29
	Grand Total	\$20,001.20	\$46,981.99	\$66,983.19	\$106.00	\$67,089.19



Atascadero City Council

Staff Report – Administrative Services Department

2021 Sales Tax Measure D-20 Annual Report

RECOMMENDATION:

Citizens' Sales Tax Oversight Committee and Finance Committee recommend:

Council approve the 2021 Sales Tax Measure D-20 Annual Report.

REPORT-IN-BRIEF:

Atascadero has historically had one of the lowest per capita General Fund revenues in the County. The City manages resources in a fiscally responsible manner, consistently protecting and stretching taxpayer's dollars as far as possible. Unfortunately, there were many needs that weren't able to be met within those revenue constraints. As part of the Council's 2019 strategic priority to foster financial stability, the first action identified in the 2019 Action Plan was to consider placing a tax measure on the November 2020 ballot. Subsequently, the City: conducted a public outreach campaign to hear about priorities from the community and to educate community members about fiscal realities; conducted scientific polling to learn community thoughts on priorities, fiscal choices and receptiveness to additional taxes to fund priorities; explored different types and levels of tax measures to determine which would best be suited for the ballot measure; and held public hearings and prepared tax measure language.

Ultimately in November 2020, Atascadero voters approved Sales Tax Measure D-20. This general purpose sales tax measure adds an additional one-cent "transaction" tax. Atascadero's Measure D-20 was effective April 1, 2021, and is intended to provide funding for fire protection, paramedics, 911 emergency response, police, crime prevention and investigations, maintenance of parks, public facilities and infrastructure, graffiti removal, recreation, community services and other general city services. This is the first of the annual reports on Measure D-20 funds. This Annual Report highlights how funds will be spent. Future years' Annual Reports will include metrics and a narrative on what the funds were used for and what was accomplished with the funds.

DISCUSSION:

The recently adopted 2021-2023 Operating and Capital Budget is the basis of the Measure D-20 spending plan, and is the result of significant team work involving the Council, the Commissions, the Community, and staff. Developing an effective budget that attempts to

spend Measure D-20 in the manner the community expects, maintain the Council goals, and continue to provide the City's core services during these economic times is a difficult task. It took significant participation and cooperation from the residents, Council, committees, and staff to create a spending plan that makes the best of the City's resources.

The City has a comprehensive approach to budget development. The City has developed a Comprehensive Financial Plan and the Financial Reserve Policy. This information is used as a foundation for the Council in their policy-making role. The City Council then conducts an annual assessment of the organization and prior goals in a Strategic Planning Workshop, where the product is a new set of goals and priorities for the coming year or years. The Community has the ability to share their thoughts about the City's goals at the goal-setting session and at regularly scheduled council meetings.

Public engagement in the budget process is an important and continuous ongoing dialog between City Council, City staff and the community. The City's budget process is purposely structured to receive public input on where funds are spent. Members of the public can speak at City Council meetings, reach out to Council Members outside of the meeting setting, and talk with City staff. In preparation for the 2021-2023 budget cycle, the Council expanded public outreach even further. After commissioning a Revenue Measure Feasibility Study that took place in January 2020, Council approved a tax measure to appear on the November 2020 ballot. Atascadero voters approved the Sales Tax Measure D-20. Council understood the importance of transparency and the need to insure that the public would have multiple opportunities to provide input on the City's priorities and the expenditure of both the tax measure funds and other City funds, and planned a series of 20 public outreach meetings to discuss the funding.

The formal kickoff session for the public outreach meetings was held at the January 12, 2021, Council meeting. Staff is charged with providing services to the community on a day to day basis and has a deep understanding of the existing resource constraints that are barriers to providing services at levels that the community would like to see. In preparation for the January 12th meeting, staff identified the following key categories of existing resource deficiencies:

- Equipment Replacement and Additions
- Vehicles / Apparatus Replacement
- Fire Stations Rehabilitation
- Staffing Levels
- Employee Retention
- Deferred Maintenance
- Concerns Related to Transients and the population of unhoused residents
- Unfunded Infrastructure
- Economic Development
- Underfunded Operations
- Operational Efficiencies

Following the January 12th meeting, the City held nine separate study sessions. At each of the study sessions the participants viewed a video prepared by staff on the priorities that had been identified at the January 12th meeting. The participants were given a brief opportunity to ask questions about the video and then were broken into smaller breakout groups. Each breakout group was led by a minimum of two senior staff members and the participants were asked to brainstorm and answer a series of questions.

Overall, there were over 130 people that attended at least some portion of a session and about 100 separate individuals who were able to engage for an entire session. Those sessions generated 150 pages of input and were provided to Council and the public in preparation for the Council Strategic Planning Session. At their Goal Setting Workshop in February 2021, Council, staff and interested members of the public got together to determine the priorities for not only the expenditure of Measure D-20 funds, but also the priorities for the expenditure of all funds. Based upon the input received, City staff began the work of preparing operating budgets, refining revenue projections, identifying deficiencies, researching solutions for areas of prioritization, developing cost projections, and generally gathering information.

The City department head team worked with a consultant to develop an action plan. For each key focus area under the four strategic priorities, actions that would advance the key focus areas were brainstormed and categorized into those actions that could be accomplished within the two-year budget time frame and those actions that would take longer to accomplish. Council adopted the Action Plan a regularly scheduled Council meeting on April 27, 2021.

Once the action plan was adopted, then began the arduous task of looking at all \$25 million in staff-generated supplemental budget requests to determine which were most effective at advancing the Key Focus areas. All of the budget requests were for much needed repairs, staffing, equipment, priorities and programs; however, there was not enough available revenue to fund all of the items on the list, nor was that list exhaustive of those items needed to serve the community. The City's Executive Management team refined the list. The City's Finance Committee met at six different publicly held meetings in April and May 2021 to review and approve each section of the budget. The supplemental budget requested items were incorporated into the adopted 2021-2023 budget document and represent continued focus for implementation of the Council's goals and priorities.

Key Priorities

During the Council's Goal Setting Workshop in February 2021, four categories of priorities and related key focus areas were determined for the upcoming budget cycle. The four categories are:

- 1) **Economic and Community Vibrancy:** *Creating the environment and services to nurture quality and diverse economic, recreational, and community connections that create prosperity and enrich our genuine, authentic community.*
- 2) **Fiscal and Infrastructure Efficiency and Sustainability:** *Continuing to be responsible and accountable stewards of our resources now and into the future by efficiently and effectively investing in modern and reliable infrastructure and equipment and maintaining financial stability regardless of economic conditions. Staff has the tools, technology and resources they need to do their jobs.*
- 3) **Ensuring Public Safety and Providing Exceptional City Services:** *That staff has the tools, resources, and professional staffing necessary to create and maintain an environment where our community (residents, businesses, visitors, and staff) feels safe, served, and mutually respected.*

- 4) **Quality of Life.** *We are embracing our warm, friendly atmosphere and building on our sense of community by providing attractions, open spaces, outdoor interactions, and a variety of things to do for all. Atascadero: Where everybody knows your name and is willing to lend a hand.*

The 2021-2023 budget is focused on the actions to achieve the strategic priorities related to these four focus areas.

Economic and Community Vibrancy

- **Key Focus Area:** *Recreation and Events*
 - **Year 1-2 Action Items**
 - Restart events
 - Plan and execute events at the new Zoo Event Center
 - Design events around new plaza
 - Hold new/recurring events in Centennial Plaza to ensure the space is shared by all in the community
 - Encourage events on privately owned vacant properties downtown (interim until developed)
 - Encourage more events that focus on downtown (Music, Food, Host a stage)
- **Key Focus Area:** *Downtown*
 - **Year 1-2 Action Items**
 - Pursue funding and complete construction documents for Downtown Infrastructure Enhancement Plan
 - Assist development of new restaurants
 - Explore ways to reduce start-up costs
 - Maximize utilization of the plazas (food trucks, etc.)
 - Look for funding and opportunities to fix existing street trees & sidewalks in the downtown
 - Pursue opportunities along East Mall
 - Develop land use options for the adapted re-use options of the City-owned property near Centennial Plaza
 - Explore programs such as infrastructure assistance, parking flexibility, and zoning changes to promote new desired development of underutilized space
 - Promote the preservation of the theater in Colony Square
 - Pursue the Armory site as a potential location for replacement of Fire Station #1
 - Develop and implement a plan to increase utilization of parking in City-owned alleys
 - Communicate collaboratively with businesses to encourage a sense of pride, ownership, positive attitude, and harmony that promotes downtown vibrancy

- **Key Focus Area:** *Safe and Hospitable Business / Work Environment*
 - **Year 1-2 Action Items**
 - Work to enhance broadband infrastructure
 - Evaluate areas for restricted time parking
 - Expand the Outreach for Underrepresented Residents (OUR)Team
 - Increase pedestrian safety/access downtown through the Downtown Infrastructure Enhancement Plan
 - Commence citywide General Plan Update
- **Key Focus Area:** *Business Infrastructure, Technology and Support*
 - **Year 1-2 Action Items**
 - Creatively support development at Del Rio, Dove Creek & San Anselmo nodes
 - Implement an online payment and tracking system for City fees and tax payments
 - Discuss potential policies related to wastewater capacity charges and other development fees that may discourage desired business types
 - Look for opportunities and grants to fund infrastructure
 - Create and incentivize a new customer satisfaction survey for permit/planning processes
 - Support expansion of Bridgeworks through SB1090
 - Update City Engineering Standards to provide safe and consistent public improvements
 - Perform critical third-party review of permitting process towards essentialism
 - Explore Community Choice Energy (February 2022)

Fiscal and Infrastructure Efficiency and Sustainability

- **Key Focus Area:** *Asset Management / Replacement / Modernization*
 - **Year 1-2 Action Items**
 - Purchase and implement an asset management system
 - Prepare a detailed inventory w/condition assessment
 - Develop a sustainable replacement plan for City assets
 - Begin funding vehicle, technology, equipment, infrastructure and facility reserves
 - Replace failing/vulnerable and vital equipment and facilities and citywide apparatus
 - Begin Replacement of Fire Station #1
 - Prepare needs assessment
 - Explore use of Armory site for Fire Station #1 replacement project
 - Complete design phase and engineer's estimates
 - Prepare financing plan
 - Ensure that the resources (tools, equipment, facilities) are available to assist staff and to build staff capacity.
 - Identify and invest in equipment and facilities to increase long-term operational efficiencies

- **Key Focus Area:** *Asset Management / Replacement / Modernization (continued)*
 - **Year 1-2 Action Items (continued)**
 - Use technology where appropriate/right technology applications to save staff time
 - Expand energy infrastructure (back-up generators, redundancy)
 - Consider sidewalk repair amnesty or other limited assistance program
- **Key Focus Area:** *Financial Strategies*
 - **Year 1-2 Action Items**
 - Develop responsible reserves for unfunded liabilities (non-asset)
 - Explore and consider funding Section 115 Trust for pension
 - Consider additional payments for unfunded pension liability (UAL)
 - Look for ways to fund reserve for future State and Federal mandates
 - Adopt budgets and fiscal strategies that:
 - Continue conservative Council/general fiscal strategy
 - Prepare the City for changing economic conditions
 - Consider and plan for lifecycle costs and long-term cost savings/cost-effectiveness
 - Develop balanced strategy of operational expenditures vs. capital/one-time expenditures that will accommodate future growth for Measure D-20 funds
 - Implement opportunities, strategies and plans to grow the organization as the community grows
 - Identify and modestly invest in programs to increase long-term operational efficiencies
 - Capitalize on grant opportunities to accomplish action plan goals
 - Explore public and private partnerships to achieve action plan goals
- **Key Focus Area:** *Transparency and Accountability*
 - **Year 1-2 Action Items**
 - Use technology for transparency and accountability
 - Overhaul/modernize/simplify/make more efficient website
 - Develop and implement strategy to maintain website and accessibility
 - Implement records management program to facilitate access to public records
 - Prepare, publicize and widely distribute an annual report on the use of Measure D-20 funds. While the Measure D-20 annual report will not include detailed accounting of spending, it should include information on the general areas where the funding was targeted, the goals to be achieved with the Measure D-20 funding, and objective metrics for measuring the success in achieving those goals.

Ensuring Public Safety and Providing Exceptional City Services

- **Key Focus Area:** *Staffing*
 - **Year 1-2 Action Items**
 - Hire and retain an adequate number of staff to achieve our priorities
 - Complete an essentialism evaluation of each department

- Provide competitive salaries/benefits and appropriate classifications for all employees
- Provide opportunities for employee growth & succession
- Explore other retention and attraction strategies
- Provide training and professional development opportunities
- Hire for heart
- Encourage growth and development of local workforce
 - Expand police department explorer program
- Explore a wider City employee recognition/commendation program
- Work to insure that employees have the tools necessary to do their job
- **Key Focus Area: *Unhoused Population***
 - **Year 1-2 Action Items**
 - Train and educate staff and community members on available support resources for our unhoused population
 - Train and educate staff and community members on compassionate interactions with our underrepresented residents
 - Establish needed Outreach for Underrepresented Residents (OUR) Team (formerly known as CAT)
 - Support partner non-government organizations outreach efforts
 - Support regional combined approach related to unhoused population
 - Perform regular clean-ups of problem encampments
 - Perform vegetation management activities in the Downtown District
 - Implement strategies to encourage existing unhoused residents to reduce trash and litter in public and sensitive environmental areas
 - Implement strategies for ongoing areas of public concern including design of public spaces
 - Provide staff resources to maximize effectiveness (use technology)
 - Look for opportunities and grants to provide resources to respond to future opportunities to support underrepresented residents
- **Key Focus Area: *Community Engagement***
 - **Year 1-2 Action Items**
 - Hold more public safety outreach events
 - Ensure that all messaging is accessible and consistent across all media platforms
 - Look for more opportunities for public engagement
 - Continue online and in-person engagement in decision-making discussions
 - Improve emergency planning communications with business community through the fire inspection program

Quality of Life

- **Key Focus Area: *Things to Do***
 - **Year 1-2 Action Items**
 - See Action Items under the “Economic and Community Vibrancy” section

- Discuss long-term capital needs of the Zoo and the viability of continuing AZA accreditation
- Begin to address key deferred maintenance issues in parks and public spaces
- Fund lake quality program to mitigate algae blooms
- **Key Focus Area: *Welcoming and Inclusive***
 - **Year 1-2 Action Items**
 - Work with and support community partners and volunteers to advance diversity, inclusion, and community beautification
 - Use technology to facilitate volunteer opportunities
 - See Action Items under “Ensuring Public Safety and Providing Exceptional City Services”
- **Key Focus Area: *Supporting Families***
 - **Year 1-2 Action Items**
 - Encourage regional organizations that bring attention to childcare needs in the community
 - Continue on-going successful partnerships with organizations such as ECHO, LINK, and AUD
 - Remain involved in regional efforts to improve broadband access to residents and businesses
 - Educate staff and community members of availability of mental health resources that are available in the community
 - Continue to implement affordable housing policies of the General Plan Housing Element including minimum densities, objective design standards, small lot standards, ADU ordinance, and inclusionary housing ordinance
 - Explore Community Choice Energy (February 2022)
 - See “Economic and Community Vibrancy” section for other action items

Measure D-20 funds were budgeted primarily on Public Safety, City staff retention and attraction, the population of unhoused residents, and infrastructure investments.

Public Safety

Historically, the community has strongly supported investing in Police and Fire services for the safety of the residents. This priority has become even more evident throughout the public outreach and budget processes, and therefore, the budget reflects this priority. The Police Department, in particular, has been experiencing exceptional difficulty in recruiting Police Officers and Public Safety Dispatchers. The nationwide negative attitude toward law enforcement has sharply reduced the number of potential candidates interested in a career in law enforcement. Agencies across the nation are having similar challenges filling vacancies due to a lack of qualified candidates. The City’s Police Department competes with other local agencies for job candidates. Because Atascadero has historically had the one of the lowest per capita General Fund revenues, the City couldn’t offer salaries as high as other, more well-funded agencies. The limited budget also restricted the number of officer positions budgeted. For example, as of fiscal year 2019, Atascadero had less than 1 officer per thousand residents. Morro Bay had over 1.5, San Luis Obispo had about 1.3, and Paso Robles had about 1.1 officers per one thousand residents. That meant that

officers in Atascadero essentially had a heavier work load and lower pay than other agencies. That made it difficult to recruit and retain quality employees. In order to attract recruits, police departments across the nation have now transitioned to sponsoring police officer candidates through the Police Academy. This shifts more costs onto the City and extends the period between hiring and getting the officer on the street. However, even finding quality recruits to sponsor has been an issue.

The passage of Measure D-20 has provided much needed funding to support public safety. The 2021-2023 budget includes the addition of four officers for general rotation, one additional officer to be part of the Outreach for Underrepresented Residents (OUR) Team (formerly known as the Community Action Team, or "CAT"), funding to contract with a mental health worker and a community outreach representative as part of the OUR Team, and an additional Public Safety Dispatcher. Revenues are also able to increase salaries to be more competitive with other agencies, to try to keep the great officers that are currently part of the department, and to attract more similar quality individuals.

Fire safety is also an important priority to the residents. Measure D-20 revenue was able to fund the cost of a Battalion Chief. The City was able to secure a three-year Staffing for Adequate Fire and Emergency Response (SAFER) grant beginning in fiscal year 2019 that would pay part of the cost of a firefighter. During the course of this grant, the City was able to add one firefighter for the three-year period, and also transition one employee up to a Battalion Chief position. Measure D-20 revenue allowed the City to keep the Battalion Chief position even after the expiration of the grant.

Additionally, the costs of public outreach and maintenance for the Zonehaven program are being funded through Measure D-20 revenues. Atascadero has a significant wildland/urban interface, meaning that there are many areas of the City with high fire potential. Zonehaven is an online program that provides rapid, accurate communication and exit paths to residents that may be threatened by various types of emergencies or natural disasters, including wildland fires.

More ongoing and one-time Police and Fire related necessities were also included in the budget such as funds for vehicle and equipment replacement, along with replacement of Fire Station #1.

Funding was also allocated for Public Works related public safety items including radio, vehicle and equipment replacement.

Staffing Retention and Attraction

The City has been able to stay within its limited financial constraints with the cooperation of its employees. The employees are used to doing more with less and this often carries over into salaries and wages. As with the Police Department, there is significant competition from other agencies whom are able to offer more generous salaries than Atascadero is able to. The market for labor is tight and employers are competing, and it is difficult to match salaries to other agencies.

While there are some differences in benefit packages between jurisdictions, the City is consistently amongst the lowest total compensation for most positions at the City. While compensation is often not the only reason an employee chooses to work for an employer,

when there are significant differences in pay, it is an important consideration. Because the cost of living is high in the area, and neighboring jurisdictions are able to pay more, the City's low wages are often a barrier to attracting, hiring and most importantly, retaining professional employees. This has a large effect on City operations as vacancies lead to even lower staffing levels, inefficiencies and additional incurred costs as new employees are trained.

This challenge is not uncommon throughout the City. There have been recruitments in several departments where the City did not receive a single qualified applicant. In these cases, after sometimes two or more recruitments, the City has chosen to re-organize, find a way to contract out, or hire someone at a lower level and provide a lot of training. The inability to offer competitive salaries with neighboring agencies has resulted in the loss of many quality, experienced employees from every department in the City. Losses of key employees with institutional knowledge cause delays, inefficiencies and additional overtime costs in order to complete the work needed to provide service to the City.

Revenue from Measure D-20 has been allocated to increasing salaries citywide, in an effort to bring those salaries more in line with other comparable agencies. The intention is to increase staff efficiencies, provide improved service to the public, and to reduce long-term costs by attracting and retaining qualified professional employees.

Population of Residents that are Unhoused

The human impact of the unhoused population crisis is tragic and must be addressed. People should not have to live unprotected from the elements. Solving the unhoused population crisis will take an enormous amount of resources and coordination from all sectors of the nation. While not as heartbreaking, there is also a very real impact to government services and in particular local services as cities that were never designed, nor funded to provide social services, deal with the inherent conflicts and problems of people living on the streets, creeks, riverbeds and parks.

Atascadero, like many other cities throughout California and the rest of the nation, were not intended or equipped to handle the additional workload associated with the unhoused crisis. It is important to note that individuals are not being classified because of their housing status. The reference is to those people who are engaged in behavior that precipitates a call for service for public safety or other City resources.

The influx of people who are living on the streets have impacted every department in the City. Many of those living in these areas are suffering from mental health issues and/or substance abuse problems. Many of these individuals have underlying health problems. The Fire Department is frequently called to treat and assist everything from a minor cut to shortness of breath, a stroke or mental illness. This takes one of the two on-duty engine companies out of service. When further treatment is necessary for the individual, they are transported to a local hospital, taking an ambulance out of service for an extended time.

The impact to the Police Department has also been significant. In 2018, the department received 513 calls for service related to illegal camping and 81 calls for panhandling. The Department coordinated with County Behavioral Health and partnered a County social worker with a department detective to form a part-time Community Action Team (now known as the Outreach for Underrepresented Residents Team). These teams have been highly successful in other communities. The goal of the team is to identify those

individuals who would benefit from available resources and be the intermediary so those services are utilized. The program has been successful in Atascadero as well, and with the additional funding from Measure D-20, has now been expanded.

The illegal camps throughout the City have a significant impact on the environment and the general quality of life for the neighborhoods. The creeks, rivers, underpasses and other areas of encampment were never designed to be someone's home. The homeless crisis/addiction issues have led people to establish camps where there are no sanitary services, no heat, no water and no other basic necessities for life. The camps contain a large amount of trash and personal refuse. Legally, notices must be posted at the camps before cleanup and property removed must be retained for a substantial period of time before disposal. Clean-up of these camps is also a fairly time consuming job as clean-up workers must be extremely cautious as dirty needles and other bio hazards are often found amongst the camp debris. The workload involved in the cleanups and debris removal must be balanced with the workload and primary responsibilities of a Public Works Department that is already stretched thin. Measure D-20 revenue has allowed some funding to mitigate some of the issues discussed here, such as for Camp Cleanup and a community Trash Cleanup program.

Investments in Infrastructure

Infrastructure includes the basic facilities and assets needed to run the City. It includes the basic underlying capital assets needed for the day-to-day operations of the City including computers, software, radios, breathing apparatus, police cars, tractors, fire engines, and other equipment and tools. It also includes public infrastructure such as roads, storm drains, street lights, traffic signals, sidewalks, bridges, wastewater collection and treatment, other large capital items needed to support households, businesses, and industries, and facilities such as fire stations, police station, parks, the Charles Paddock Zoo, the Pavilion on the Lake, City Hall and other large capital assets that are needed to provide services to the public.

Each department has specialized vehicles equipment that assists employees in performing their duties as expected. Office staff need office machines such as computers, police officers need radios and radio repeaters, fire fighters need breathing apparatuses and jaws of life, and parks employees need mowers and irrigation equipment. While Staff does their best to keep existing equipment running for the maximum amount of time, eventually equipment ceases to be effective. Often times, specific items of equipment must be replaced to comply with new regulations or safety requirements.

Additionally, Fire Station #1 is 70 years old and is showing sign of its age. Water-stained ceiling tiles, masonry cracks throughout the station flooring, driveway and exterior columns, diesel exhaust stained walls, small rooms and limited storage all speak to the underlying issues that the current budget has been unable to fix. Safety items to be addressed include the structural stability and earthquake retrofit of both the roof structure and the hose tower. Ongoing costs of \$750,000 a year have been allocated toward expected financing costs for full replacement of Fire Station #1.

Park facilities are in need of replacement including parking lots, sidewalks, benches, picnic tables, playgrounds, restrooms, and athletic facilities. The shoreline retaining walls and dock on Atascadero Lake needs significant work, and the lake requires costly periodic dredging to keep it healthy.

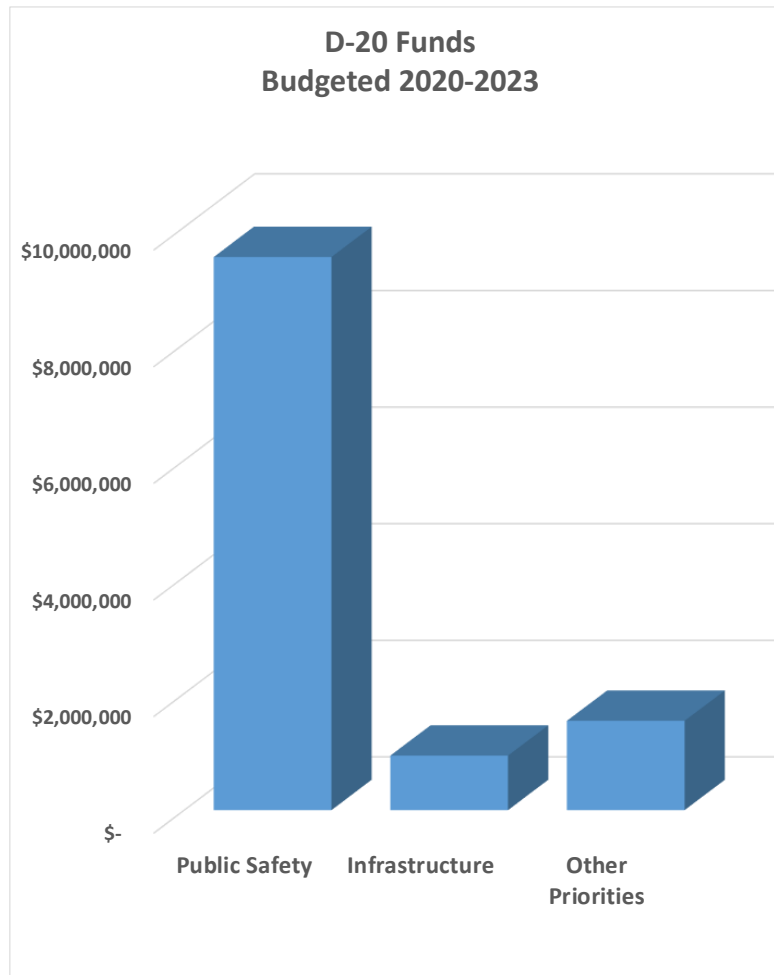
Replacing and repairing these assets has historically been put off in order to make ends meet. Revenues from Measure D-20 has been able to fund many of these infrastructure items that are so critical to effective day-to-day operations of the City.

Revenue from Measure D-20 allows the City to fund many of the community's and Council's key priorities, and was an important component of building the 2021-2023 budget. Measure D-20 revenue is expected to total just under \$12 million, for three fiscal years (beginning with the first quarter it became effective, April 1, 2021 through June 30, 2021, and for the 2021-22 and 2022-23 fiscal years.) The following chart outlines the strategic priorities that are possible to fund due to the revenues from the new Measure. Each funded item listed in the left column is linked to one or more of the Action Items as discussed in the Key Priorities section above.

Supplemental Budget Requests- Measure D20 Tier 1

		Strategic Priorities					Sorting			D-20			
Description		Economic Vibrancy	Fiscal Strategies	Public Safety & Exceptional City Services	Quality of Life	Mandatory	D-20	High	Medium	2020-2021	2021-2022	2022-2023	Other Fund
1	Police Staffing- 4 officers & 1 dispatcher			X			*	*		\$ -	\$ 521,850	\$ 696,760	\$ 160,000
2	OUR Team (previously known as "CAT" Team)			X			*	*		-	254,820	342,320	69,000
3	CAD/RMS System Replacement		X				*	*		-	600,000	-	
4	Handheld Police radio replacement		X				*	*		-	227,700	-	-
5	Battalion Chief and SAFER Firefighter- Staff Laborcost			X			*	*		-	247,200	279,180	65,000
6	Fire Station #1 Rebuild		X				*	*		-	750,000	750,000	-
7	Increase Fire Operating Budget Items			X			*	*		-	30,000	30,000	-
8	Zonehaven maintenance			X			*	*		-	9,500	9,500	-
9	Emergency Planning			X			*	*		10,000	5,000	5,000	-
10	Fire Radio Repeater Replacement		X				*	*		-	180,000	-	-
11	Handheld Fire radio replacement		X				*	*		-	253,000	-	-
12	Replacement of Ambulance		X				*	*		-	60,000	-	-
13	Jaws of Life Replacement		X				*	*		-	-	-	180,000
14	Life Pak ECG Modern		X			X	*	*		4,800	-	-	-
15	Fire Equipment Replacement Deficit		X				*	*		645,010	-	-	-
16	Replace Chain Saws		X				*	*		4,910	-	-	-
17	Patch Fire Station #2 Roof		X				*	*		4,000	-	-	-
18	Vehicle Replacement Increase - Public Safety		X				*	*		-	240,020	240,020	-
19	Compensation Changes - Public Safety			X			*	*		-	760,230	1,066,010	-
20	Vehicle Reserves Deficit		X				*	*		158,120	-	-	-
21	Annual Equipment Reserve - Public Safety		X				*	*		-	225,000	225,000	-
22	Equipment Reserves- Radio Repeater equipment Deficit		X				*	*		-		104,230	-
23	Equipment Reserves- Other Public Safety Equipment Deficit						*	*				236,500	-
24	Generator for Templeton repeater		X				*	*		-	-	-	100,000
25	Public Works Radio Repeater Replacement		X				*	*		-	90,000	-	-
26	Vegetation Management in Downtown Creek area	X		X			*	*		-	55,000	55,000	-
27	Camp Cleanups	X		X			*	*		-	50,000	50,000	-
28	Trash community cleanup program	X		X			*	*		-	5,000	5,000	-
29	Vehicle Replacement Increase - Public Works		X				*	*		-	38,230	38,230	-
30	Building Maint and Replacement Reserves		X				*	*		-	250,000	250,000	-
31	Parks Replacements- dock, benches, sidewalk repairs, etc		X		X		*	*		-	150,000	-	-
32	Equipment Reserves- Parks Deficit		X		X		*	*		-	59,580	118,240	-
33	Compensation Changes- Other		X				*	*		-	628,530	886,690	-
34	Asset Management System		X				*	*		-	-	30,000	420,000
35	NeoGov		X				*	*		-	3,500	12,320	-
Totals										\$ 826,840	\$ 5,694,160	\$ 5,430,000	\$ 994,000

Of the \$12 million in projected Measure D-20 revenue, about \$9.5 million will be used for Public Safety (including items related to unhoused residents), \$1 million will be used for infrastructure investments, and \$1.5 million will go toward other priorities, including staff retention and attraction.



The 2021 Measure D-20 Annual Report includes the list of supplemental budget request items that were funded with the new transaction tax, and also has a narrative of the manner in which the residents worked with City Council, Committees, and staff to identify the key priorities for the most important areas to focus funding. The Citizens' Sales Tax Oversight Committee and the Finance Committee recommend Council approve the Annual Report be finalized and distributed via U.S. mail to all properties in the City. The Report will also be made available at City Hall and on the City's website.

FISCAL IMPACT:

Distribution of the 2021 Measure D-20 Annual Report is estimated to cost about \$5,000 in budgeted General Funds.

ATTACHMENT:

2021 Sales Tax Measure D-20 Annual Report

20
PUBLIC MEETINGS

150
PAGES OF
INPUT, IDEAS
& SOLUTIONS

130
PEOPLE
ATTENDED

*PUBLIC
OUTREACH
2021*

- * Ensuring Public Safety and Providing Exceptional City Services
- * Fiscal and Infrastructure Efficiency and Sustainability
- * Economic and Community Vibrancy
- * Quality of Life



City of Atascadero
6500 Palma Avenue
Atascadero CA 93422



City of Atascadero

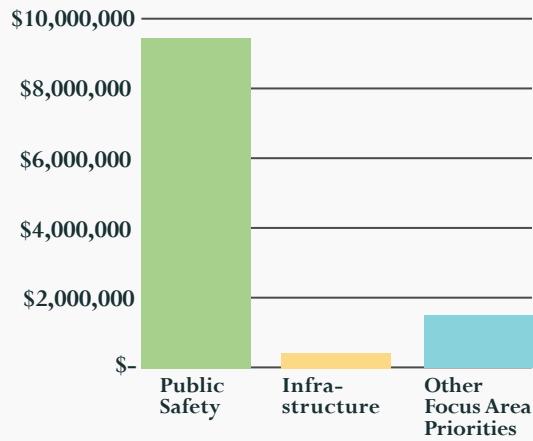
Measure D-20



Approved August 2021

Measure D-20 Revenue

Measure D-20 Funds
4/1/21-6/30/23



Revenue from Measure D-20 allows the City to fund many of the community's and Council's key priorities. Measure D-20 revenue is expected to total just under \$12 million for the first three fiscal years (April 1, 2021 through June 30, 2023.) The list to the right outlines the action items that are possible to fund due to the revenues from the new Measure. Each funded item on the list is linked to one or more of the Strategic Priorities.

Of the \$12 million in projected Measure D-20 revenue, about \$9.5 million will be used for Public Safety, \$1 million will be used for infrastructure investments, and \$1.5 million will go toward other priorities, including staff retention and attraction.

For more information visit:
www.atascadero.org/D20

In November 2020, 58.6% of Atascadero voters supported Sales Tax Measure D-20. This Measure added an additional one cent to Atascadero's sales tax rate. The new amount became effective April 2021. Twenty public meetings were held between January 2021 and June 2021 in order to stimulate robust dialogs regarding the priorities of the community and how these funds should be best spent. Over 130 community members attended at least one of the nine related budget study sessions, and over 150 pages of input were recorded from those meetings. From there, the Council held a series of priority setting sessions and along with community members, created four organizational priorities and supporting focus areas.

City staff worked with a consultant to develop an Action Plan to advance the key focus areas of each of the four priorities. The Council adopted this plan at their April 27, 2021, meeting.

Staff developed the budget to fund those activities that were adopted in the Action Plan, and reviewed them with the Finance Committee. The Council adopted the final 2021-2023 budget on June 8, 2021. The list in this report details those specific items in the adopted budget that will use the Measure D-20 funds.

SALES TAX MEASURE D-20 BUDGETED EXPENDITURES													
Description		STRATEGIC PRIORITIES					SORTING			D-20			Other Funds
		Economic Vibrancy	Fiscal Strategies	Public Safety Exceptional City Services	Quality of Life	Mandatory	D-20	High	Medium	2020-2021	2021-2022	2022-2023	
1	Police Staffing- 4 officers & 1 dispatcher			X			*	*		\$ -	\$ 521,850	\$ 696,760	\$ 160,000
2	OUR Team (previously known as "CAT" Team)			X			*	*		-	254,820	342,320	69,000
3	CAD/RMS System Replacement		X				*	*		-	600,000	-	-
4	Handheld Police radio replacement		X				*	*		-	227,700	-	-
5	Battalion Chief and SAFER Firefighter- Staff Laborcost			X			*	*		-	247,200	279,180	65,000
6	Fire Station #1 Rebuild		X				*	*		-	750,000	750,000	-
7	Increase Fire Operating Budget Items			X			*	*		-	30,000	30,000	-
8	Zonehaven maintenance			X			*	*		-	9,500	9,500	-
9	Emergency Planning			X			*	*		10,000	5,000	5,000	-
10	Fire Radio Repeater Replacement		X				*	*		-	180,000	-	-
11	Handheld Fire radio replacement		X				*	*		-	253,000	-	-
12	Replacement of Ambulance		X				*	*		-	60,000	-	-
13	Jaws of Life Replacement		X				*	*		-	-	-	180,000
14	Life Pak ECG Modem		X			X	*	*		4,800	-	-	-
15	Fire Equipment Replacement Deficit		X				*	*		645,010	-	-	-
16	Replace Chain Saws		X				*	*		4,910	-	-	-
17	Patch Fire Station #2 Roof		X				*	*		4,000	-	-	-
18	Vehicle Replacement Increase - Public Safety		X				*	*		-	240,020	240,020	-
19	Compensation Changes - Public Safety			X			*	*		-	760,230	1,066,010	-
20	Vehicle Reserves Deficit		X				*	*		158,120	-	-	-
21	Annual Equipment Reserve - Public Safety		X				*	*		-	225,000	225,000	-
22	Equipment Reserves- Radio Repeater equipment Deficit		X				*	*		-	-	104,230	-
23	Equipment Reserves- Other Public Safety Equipment Deficit						*	*		-	-	236,500	-
24	Generator for Templeton repeater		X				*	*		-	-	-	100,000
25	Public Works Radio Repeater Replacement		X				*	*		-	90,000	-	-
26	Vegetation Management in Downtown Creek area	X		X			*	*		-	55,000	55,000	-
27	Camp Cleanups	X		X			*	*		-	50,000	50,000	-
28	Trash community cleanup program	X		X			*	*		-	5,000	5,000	-
29	Vehicle Replacement Increase - Public Works		X				*	*		-	38,230	38,230	-
30	Building Maint and Replacement Reserves		X				*	*		-	250,000	250,000	-
31	Parks Replacements- dock, benches, sidewalk repairs, etc		X		X		*	*		-	150,000	-	-
32	Equipment Reserves- Parks Deficit		X		X		*	*		-	59,580	118,240	-
33	Compensation Changes- Other		X				*	*		-	628,530	886,690	-
34	Asset Management System		X				*	*		-	-	30,000	420,000
35	NeoGov		X				*	*		-	3,500	12,320	-
Totals										\$ 826,840	\$ 5,694,160	\$ 5,430,000	\$ 994,000