

CAPISTRANO BAY DISTRICT
AGENDA REPORT
August 30, 2011

Administration Office Relocation

ITEM H.1

District Admin Office Return to Beach Road

The District Manager was directed to meet with City officials to obtain written approval on the proposal to bring the existing District admin office back to Beach Road. The Board's request included addressing any handicap accessibility elements the City will require. A first meeting with City officials Kyle Butterwick and Mark Sutton was held in early May where the concept was presented. The city's response was positive and supportive of our plan and at that time the only handicap accessibility issue on the city's part was to provide for a single van-accessible handicap parking stall with the required path of travel to the office front door. A second meeting was held on July 8th with Kyle Butterwick, Director of Community Development, and the District Manager. Mark Sutton, head of Building and Safety was not present. The position of the city had not changed since the first meeting in May and the city continued to be positive and supportive. A few days after the meeting the District received the requested written city approval in the form of an email reply from Kyle Butterwick approving our conceptual plan **and adding a new requirement** for a handicap accessible restroom for the admin office and requesting another meeting to discuss the matter further.

This next (third) meeting was held on July 19th where Mark Sutton made it clear that in order to satisfy the requirements for office buildings there must be a handicap accessible restroom available. The District was given the choice of either renovating the existing guard building restroom OR providing a restroom adjacent to the admin office.

Since it is not possible to remodel the guard building to meet state accessibility codes the only choice is to add a restroom at the admin office. Metrolink/OCTA was contacted two days later on the 21st regarding our proposed revision to the original Metrolink approval. In an email exchange today, the 22nd, with representatives of Metrolink, the District was notified that there may be issues going back to the original project approval for the admin office that was submitted in 2009. A site meeting here with their representatives has been requested by Metrolink but is not yet scheduled. The District Manager has asked for a meeting early next week.

Regarding estimating a cost for a new handicap restroom I have started with getting a price for a sewer tie-in. An option for a restroom would be to purchase a small 8x10 used construction office and remodel the interior and upgrade the exterior to match the admin office. A second option would be to purchase a portable handicap restroom with a holding tank and dispense with the sewer tie-in altogether. This holding-tank option was discussed with the city during the meeting and Mark Sutton was directed to look into any health or environmental codes that might preclude us from this option and report to the District on his findings (see attached email approval from Kyle Butterwick).