

CAPISTRANO BAY DISTRICT  
AGENDA REPORT  
December 10, 2013

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*District Administration Office*

## ITEM H.1

### Relocation of Admin. Office to the Northgate Maintenance Yard

After exhausting several administrative remedies to permit the District admin. office to remain in its present location, the Board is now commencing an effort to move the office to the northgate yard.

Citing various zoning restrictions and conditions, etc., the City has stated for the record that the zone designation in our maintenance yard allows for the use we are proposing for our admin. office.

Prior to actually moving the structure, there needs to be a point of electric power, telephone and internet communications to immediately connect to in order to reduce the actual down time of the office move.

To this end, SDGE has been contacted for initiating the installation of a power source. The problem here is that an address has to be assigned. An electric meter installation must be associated with an actual street address. This has to be assigned by the City and in discussing this with them they can clearly see that our intent is to move the office into that location after a power source is installed. So, they're on to us before we even begin.

There is nothing more to gain by trying to avoid the required permitting process that may include a Coastal Development Permit. A separate, free standing meter cabinet installation is going to cost about \$1200.

The recommendation is to go into the City and apply for the necessary permits and go through the proper entitlement process and save the \$1200 on the free-standing meter pedestal installation.

No matter which way we want to go on this, we have to present drawings to the City in order to be assigned an address to get a power source and we'll need an engineer to create an accurate site map. The map should indicate the location of the admin. office so the City can see what our intent is.