

CAPISTRANO BAY DISTRICT  
AGENDA REPORT  
April 29, 2014

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District Administration Office

## ITEM H.1

### Progress Report

Over the past several months homeowner Dave Gutierrez has been proactive with the Planning Dept. at the City in expressing his concern over the future of the District Admin Office presently located within the community near the entrance.

Board President Masto and Manager Russell met with Mr. Gutierrez this month in an effort to resolve his concern. As a result the District now has a better sense of how to proceed with maintaining the office onsite while at the same time reducing the potential for future objections and criticism.

The general concept being proposed is as follows:

*1. Relocate the office over onto the grassy area by the flagpole*

This was the original proposed location four years ago when the entry improvement project was being designed. This setting takes advantage of existing landscaping, moves the office closer to the electrical and cable sources, creates a more permanent, professional and established appearance to the District office and returns three parking spaces back to the community.

*2. Improvements to office exterior to match the Guard Building*

- Raised roof structure with copper or sheet metal covering
- Lava stone veneer
- Wood trim around all windows and doors
- Possibly replace existing steel door with a full-glass store-front type
- Front porch deck with walk-up ramp
- Wood post columns at front door similar to those on the guard bldg.
- Possible wood trellis or canvas window/door awnings

*3. Cost*

A rough estimate of cost to prepare the grassy area, move the building and improve the exterior according to the general description above can run from \$45,000 to \$60,000. With direction from the Board and a more defined scope of work, drawings can be produced and a more accurate cost can be evaluated.