

CAPISTRANO BAY DISTRICT
AGENDA REPORT
April 28, 2015

Admin Office

ITEM 10

District Admin Office

The Board has worked out the details of maintaining the District Admin Office on Beach Road and is now able to begin organizing the final placement and completion of the office project over the next two months.

The proposed plan is to relocate the office onto the grassy area just to the south of the community entrance. There will be some slight grading required and concrete footings placed to support the structure in its new location. The exact location will be more to the south of the flagpole, about midway between the flagpole and the last palm tree on the grass.

Also proposed will be a new raised roof and exterior improvements similar to the existing guard building which includes:

- wood trim at windows and doors
- lava stone veneer
- concrete walkway and ramp
- partially covered front deck
- repositioned landscape accent lighting and vegetation

Drawings are currently undergoing some minor revision regarding exact positioning of the office on the grass. Next will be solicitation of bids for the improvements and then actual construction.