



# STAFF REPORT

## CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Alyssa Muto, City Manager  
**MEETING DATE:** February 26, 2025  
**ORIGINATING DEPT:** Public Works/Engineering Department – Dan Goldberg,  
Acting Public Works Director/City Engineer  
**SUBJECT:** **Glencrest Drive Sidewalk Improvements Update – Lomas  
Santa Fe Drive to Dell Street**

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### **BACKGROUND:**

The construction of sidewalks along both sides of Glencrest Drive from Lomas Santa Fe Drive to Dell Street (Project) is a high priority project as identified in the City's Comprehensive Active Transportation Strategies (CATS), as well as the City's Safe Routes to School (SRTS) program. Staff previously provided an update to the City Council on May 22, 2024, to get further feedback from Council on the design prior to further direct engagement with the property owners and hosting a public meeting on the designs.

This item is before the City Council to provide an update on the community outreach and feedback that has occurred, and to present the preliminary design for any final comments on items such as parking areas, placement of sidewalks, curb extensions for driveways and mailbox locations prior to initiating work on the engineering design package for construction bid and contracting. As part of this update, the City Council will be asked to consider approving the design layout plans for the Glencrest Sidewalk Improvement Project and authorizing the City Engineer to advertise the project for construction bids.

### **DISCUSSION:**

In June 2015, the City completed the Comprehensive Active Transportation Strategies (CATS) and in February 2023, the City completed the Safe Routes to School (SRTS) Study. Both of these documents focused on active transportation opportunities within the community. One of the primary routes that connects the northwestern neighborhoods to nearby schools runs along Glencrest Drive and received support from the Council as an item in Work Plan. Staff is presently applying for project funding through the San Diego Association of Governments (SANDAG) Smart Growth Incentive Program grant program. This project was previously considered for outsourcing the design and engineering.

COUNCIL ACTION:

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However, recent Staffing changes have allowed the design to be performed in-house by City Engineering Staff.

The proposed SRTS project has been designed to provide a dedicated pedestrian walkway on both sides of the street, while maintaining as much on street parking as possible. The preliminary design includes the construction of a concrete curb, gutter, and sidewalk on both sides of Glencrest Drive, from Lomas Santa Fe Drive to Dell Street. There are 20 homes located along both sides of this segment of the street. Improvements to private driveways have been included to provide transitions with the sidewalk to account for changes in slope. All work required for driveway transitions will occur within the existing public right of way. On-street parking will remain substantially the same with approximately 30 parking spaces for continued residential use.

The City held a workshop at Skyline Elementary School on September 19, 2024, where Staff presented a conceptual plan to those in attendance that showed the location of parking areas, driveways and sidewalks. Along with the Mayor, Staff answered questions about the proposed project. The preliminary design plan (Attachment 1) was presented and on display at the workshop.

At the Workshop, sign-up sheets were provided so residents could schedule meetings with Staff at their residence to discuss the specific improvements proposed along their street frontage. Approximately six residents contacted Staff and were individually met with at their properties to go over the proposed design. Feedback from residents was generally positive and informed refinements to the design at the individual properties.

While there were no objections shared with the City on the proposed project, residents shared that they do not want private landscaping and other private improvements impacted by this project. As a result, the project has been designed to minimize the impacts to private landscaping and other private improvements in the public right of way to the extent possible without sacrificing sight visibility and other safety concerns related to pedestrian use of the proposed sidewalks.

Since the workshop, Staff has also met with the Solana Beach Post Office to discuss their criteria for the location of mailboxes. Post Office representatives emphasized that implementing the street improvements cannot make the mail delivery less efficient or less safe. Additionally, depending on the design, the U.S. Post Office may choose to cluster mailboxes to improve and streamline delivery service. Staff has revised the prior designs to ensure the postal workers can continue to drive up to the mailboxes for mail delivery. The road width at the mailbox locations has also been designed to be similar, allowing the mail trucks to move over in the right-of-way (to the right) to also minimize impacts to circulation. Staff is continuing to work with the Post Office on mailbox locations and will share any changes with regard to clustering if that is determined by the Post Office to be necessary.

The designs before the Council today include all of the above feedback, as well as input from previous community and council engagement. With the final comments received at this hearing, Staff will move forward with the next steps, which are as follows:

- Complete the final Plans Specifications, and Estimate (PS&E) package
- Advertise for construction bids
- Award of a construction contract by the City Council
- Start construction

**CEQA COMPLIANCE STATEMENT:**

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301(c) of the State CEQA Guidelines.

**FISCAL IMPACT:**

The construction cost for this project will be prepared when the final design is prepared. The preliminary construction cost is estimated between \$300,000 to \$400,000 depending on many factors such as timing of the construction, number, and nature of driveway improvements to be removed and reconstructed. The Fiscal Year 2024/25 CIP budget allocated \$75,000 for project design, which has not been used as part of the design phase due to use of in-house engineering staff.

**WORK PLAN:**

The project is included in the 2024/25 Work Plan under Community Character Priorities, Item B.17.


**OPTIONS:**

- Receive report.
- Adopt Resolution authorizing Staff to advertise the project for construction bids.
- Provide direction to Staff.

**CITY STAFF RECOMMENDATION:**

Receive this report, provide direction to Staff and adopt Resolution 2025-017:

1. Approving the design layout plans for the Glencrest Sidewalk Improvement Project.
2. Authorizing the City Engineer to advertise the Glencrest Sidewalk Improvement Project for construction bids.



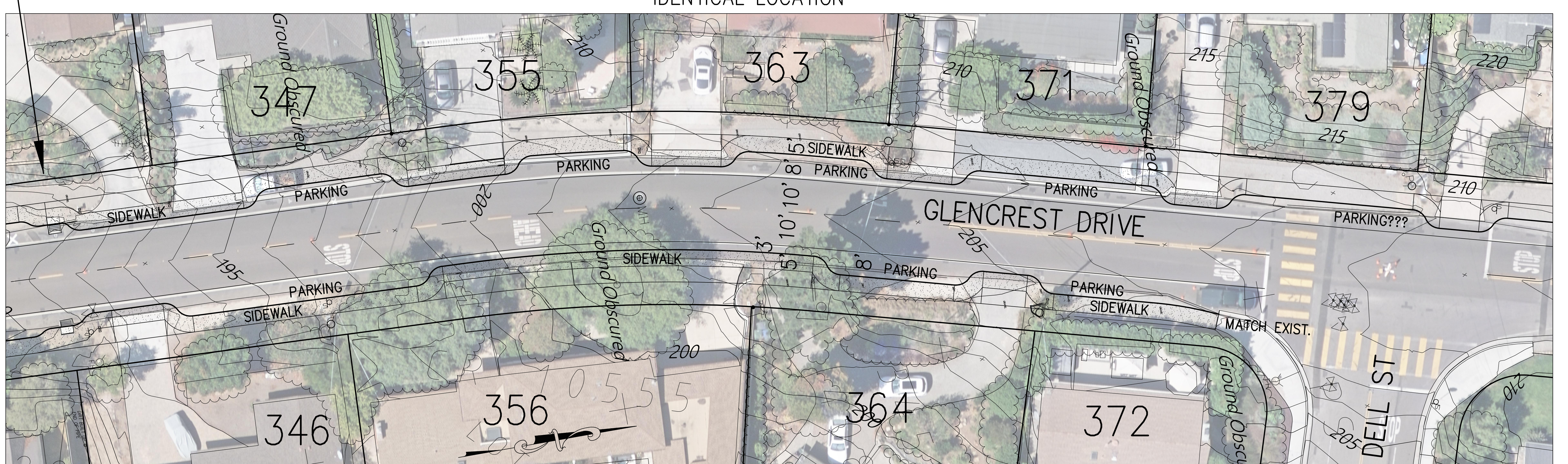
Alyssa Muto, City Manager

Attachments:

1. Glencrest Sidewalks Preliminary Design Plan
2. Resolution 2025-017



IDENTICAL LOCATION



Attachment 1

# GLENCREST DRIVE PROPOSED SIDEWALKS

9/19/2024

## RESOLUTION 2025-017

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE DESIGN FOR THE GLENCREST SIDEWALK IMPROVEMENT PROJECT AND AUTHORIZING THE CITY ENGINEER TO ADVERTISE FOR CONSTRUCTION BIDS

**WHEREAS**, the construction of sidewalks along both sides of Glencrest Drive from Lomas Santa Fe Drive to Dell Street (Project) is a high priority project as identified in the City's Comprehensive Active Transportation Strategies (CATS), as well as the City's Safe Routes to School (SRTS) programs; and

**WHEREAS**, Staff previously provided an update to the City Council on May 22, 2024, to get further feedback from Council on the design prior to further direct engagement with the property owners and hosting a public meeting on the designs; and

**WHEREAS**, the proposed SRTS project has been designed to provide a dedicated pedestrian walkway on both sides of the street, while maintaining as much on street parking as possible. The preliminary design includes the construction of a concrete curb, gutter, and sidewalk on both sides of Glencrest Drive, from Lomas Santa Fe Drive to Dell Street; and

**WHEREAS**, there are 20 homes located along both sides of this segment of the street. Improvements to private driveways have been included to provide transitions with the sidewalk to account for changes in slope. All work required for driveway transitions will occur within the existing public right of way. On-street parking will remain substantially the same with approximately 30 parking spaces for continued residential use; and

**NOW, THEREFORE**, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. That the project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301(c) of the State CEQA Guidelines
3. That the City Council approves the design layout plans for the Glencrest Sidewalk Improvement Project.

4. That the City Council authorizes the City Engineer to advertise the Glencrest Sidewalk Improvement Project for construction bids.

**PASSED AND ADOPTED** this 26th day of February 2025, at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –  
NOES: Councilmembers –  
ABSTAIN: Councilmembers –  
ABSENT: Councilmembers –

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LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

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JOHANNA N. CANLAS, City Attorney

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ANGELA IVEY, City Clerk