



## CITY OF MORRO BAY PUBLIC WORKS ADVISORY BOARD MEETING AGENDA

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The City of Morro Bay is dedicated to the preservation and enhancement of the quality of life. The City shall be committed to this purpose and will provide a level of municipal service and safety consistent with and responsive to the needs of the public.

**Wednesday, March 16, 2016**  
**Veterans Memorial Building - 5:30 P.M.**  
**209 Surf Street, Morro Bay, CA**

Steven Shively, Vice-Chair Janith Goldman	Marlys McPherson, Chair Christopher Parker David Sozinho	Deborah Owen Stewart Skiff
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ESTABLISH QUORUM AND CALL TO ORDER  
MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE  
ANNOUNCEMENTS  
PRESENTATIONS – None

### PUBLIC COMMENT PERIOD

Members of the audience wishing to address the Board on City business matters other than scheduled items may do so at this time. To increase the effectiveness of the Public Comment Period, the following rules shall be followed:

- When recognized by the Chair, please come forward to the podium and state your name and address for the record. Board meetings are audio and video recorded and this information is voluntary and desired for the preparation of minutes.
- Comments are to be limited to three minutes.
- All remarks shall be addressed to the Board, as a whole, and not to any individual member thereof.
- The Board respectfully requests that you refrain from making slanderous, profane or personal remarks against any elected official, commission and/or staff.
- Please refrain from public displays or outbursts such as unsolicited applause, comments or cheering.
- Any disruptive activities that substantially interfere with the ability of the Board to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.
- Your participation in Board meetings is welcome and your courtesy will be appreciated.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Works Department at (805) 772-6262. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

### A. CONSENT CALENDAR

- A-1 Approval of Minutes of February 17, 2016 Meeting  
Recommendation: Approve minutes.

### B. BUSINESS ITEMS

- B-1 Directors Report – Informational summary of current Public Works Activities  
Recommendation: Information item, no action needed.

B-2 Modifications to Morro Bay Municipal Code (MBMC) §13.20 – Building Limitation  
Recommendation: Review changes to MBMC §13.20 and provide any recommendations regarding the changes to staff for consideration in the final ordinance to be approved by the City Council.

B-3 FY 2016/2017 PWAB Work Program  
Recommendation: Review the draft 2016/2017 PWAB work program and provide comments in anticipation of the joint meeting with City Council.

C. FUTURE AGENDA ITEMS - No Staff Report

D. ADJOURNMENT

Adjourn to the Public Works Advisory Board meeting at the Veteran's Memorial Building, 209 Surf Street, on Wednesday, April 20, 2016 at 5:30 p.m.

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This agenda is subject to amendment up to 72 hours prior to the date and time set for the meeting. Please refer to the agenda posted at the Public Works Department, 955 Shasta Avenue, for any revisions or call the department at 772-6262 for further information.

Materials related to an item on this Agenda are available for public inspection during normal business hours in the Public Works Department at 955 Shasta, City Hall at 595 Harbor, Mill's/ASAP at 495 Morro Bay Boulevard, or the Morro Bay Library at 695 Harbor, Morro Bay, CA 93442.

This agenda may be found on the Internet at: [www.morrobayca.gov/pwab](http://www.morrobayca.gov/pwab) or you can subscribe to Notify Me for email notification when the Agenda is posted on the City's website. To subscribe, go to [www.morrobayca.gov/notifyme](http://www.morrobayca.gov/notifyme) and follow the instructions.

Materials related to an item on this agenda submitted to the Board after publication of the agenda packet are available for inspection at the Public Works Department during normal business hours or at the scheduled meeting.

MINUTES - PUBLIC WORKS ADVISORY BOARD (PWAB)  
REGULAR MEETING – FEBRUARY 17, 2016  
VETERAN’S MEMORIAL HALL – 5:30P.M.

PRESENT:	Marlys McPherson	Chair
	Steve Shively	Vice-Chair
	Chris Parker	Board Member
	David Sozinho	Board Member
	Deborah Owen	Board Member
	Janith Goldman	Board Member
	Stu Skiff	Board Member
STAFF:	Rob Livick	Public Works Director
	Kay Merrill	Administrative Utilities Technician

ESTABLISH QUORUM, CALL TO ORDER AND MOMENT OF SILENCE

The meeting was called to order at 5:33 p.m., a quorum was present and there was a moment of silence.

ANNOUNCEMENTS - None

PRESENTATIONS - None

PUBLIC COMMENT

The public comment period was opened, seeing none, the public comment period was closed.

A. CONSENT AGENDA

<https://youtu.be/2NB4a1yMBuc?t=1m20s>

A-1 Approval of Minutes from the PWAB Meeting of January 20, 2016

MOTION:

Steve Shively moved to approve Item A-1. The motion was seconded by Stu Skiff and carried unanimously, 7-0.

B. OLD BUSINESS

B-1 Directors Report – Informational summary of current Public Works Activities

<https://youtu.be/2NB4a1yMBuc?t=1m43s>

The committee asked questions of the staff and commented on the current Public Works Activities Directors Report.

Steve Shively requested to add the following item on agendas: Future Agenda Items.

Rob Livick stated this will be discussed at a City Council meeting and he will bring back information to a future PWAB meeting.

B-2 Discussion of Solid Waste Collection in Public Areas

<https://youtu.be/2NB4a1yMBuc?t=27m22s>

Rob Livick presented the staff report.

The public comment period was opened, seeing none, the public comment period was closed.

C. ADJOURNMENT

The meeting adjourned at 6:43p.m.to a regular PWAB meeting to be held on Wednesday, March 16, 2016 at 5:30 p.m. at the Veteran's Memorial Hall, 209 Surf Street, Morro Bay, California



AGENDA NO: B-1

MEETING DATE: March 16, 2016

## Staff Report

**TO: Public Works Advisory Board**                      **DATE: March 7, 2016**  
**FROM: Rob Livick, PE/PLS – Public Works Director/City Engineer**  
**SUBJECT: Director’s Report / Information Items**

Please contact the individual staff members prior to the meeting, if possible, for more detailed information.

**Notify Me:** Sign up for Notify Me on the City’s Website [www.morrobayca.gov/notifyme](http://www.morrobayca.gov/notifyme) for notification of Council, Board’s and Commission’s agendas and minutes.

**Service Requests:** The City has a feature to the City’s website, Service Requests [www.morrobayca.gov/905/Service-Requests](http://www.morrobayca.gov/905/Service-Requests), where citizens can report a concern to the City for predetermined issues without the need to phone the City during business hours (for example: reporting a pothole).

Staff can also add Service Requests for someone over the phone or in the office if they do not have access to a computer. Each category in Service Requests is assigned to the appropriate staff member to handle so citizens don't have to figure out what department to contact for an issue they need to report on.

### **COLLECTION SYSTEM CAPITAL PROJECTS – Collection System**

Staff Contact: Bruce Keogh  
Rick Sauerwein  
Jarrod Whelan

- Renovation of Lift Station#1 (Near Cloisters Park) is complete.

### **CONSOLIDATED MAINTENANCE**

Staff Contact: Mike Wilcox

Storm watch and the potential impact to City functionality and operations are at the forefront of all maintenance activities this winter. Staff was vigilant in their approach to storm drain clearing, berm repairs, and sand bag preparations and street tree hazard reduction this season. If at any point residence's feel that private or public property is in danger of, or has been the victim of storm damage, please call 911 immediately.

Additional winter maintenance projects include the retro-fitting public urinals and toilets to ultra-low flow government standards, the installation of synthetic turf in key high water use, high maintenance locations, and the installation of a rain water harvesting system ant Centennial Parkway restrooms. All three projects are directed at water conservation, public education, and fiscal responsibility.

Staff is making great progress toward kicking off the first component of a multi-component energy efficiency project funded by a low interest loan approved by City Council on 6/10/2014.

Although approved in 2014, the California Energy Commission wasn't able to release the loan due to State funding. The first phase, HVAC upgrades, has been bid and ready for contract approval by Council. The second phase, Photovoltaic Panel Installation will follow shortly after and likely complete by late August early September.

Recent warm weather has allowed staff the rare opportunity for Winter hot asphalt patching. Staff installed nearly 25 tons of hot asphalt along the bike path between Atascadero Road and Azure Street in addition to 32 tons at multiple other location for pothole and berm repairs.

Street & Sidewalk Maintenance, Fleet Maintenance, Street Tree, Street Lighting, Storm Drain and Creek, Facility Maintenance, and Park Maintenance are all part of the Public Works Department and no longer with the Recreation Department.

If you have maintenance requests please call 772-6261 or use the City's Service Requests online system on our website [www.morrobayca.gov/905/Service-Requests](http://www.morrobayca.gov/905/Service-Requests). Upon receipt, the electronic requests will be reviewed and assigned to the appropriate staff for action. In the future, the City will be upgrading to a fully integrated maintenance work order system that will allow you to view the progress of your requests.

### **SIDEWALK INSTALLATION**

Staff Contact: Rick Sauerwein

2016 CDBG ADA Accessibility project: The new 2016 grant application was submitted October 23. The City Council will review this item in December and the County Board of Supervisors after the first of the year. We are still awaiting word from SLO Co. regarding a supplemental allocation of funds. 2015 funds have been received and expended for new sidewalks on Monterey Ave. @ Harbor, Dunes St. west of Main, and Morro Ave south of Dunes.

### **SOLID WASTE – Beverage Container Buy Back Recycling Facilities**

Staff Contact: Janeen Burlingame

A large recycler closed almost 200 certified recycling centers throughout the state effective January 31 and 2 of those facilities were located in Morro Bay. City staff began receiving numerous phone calls inquiring about the closures. In California, distributors that sell eligible beverage containers to retailers make California redemption payments to CalRecycle. The cost of these payments is passed on to consumers at the point of sale. Consumers are paid California Refund Value (CRV) when they return empty beverage containers to certified recycling centers like those that were operated in Morro Bay until recently.

State law requires CalRecycle to identify convenience zones (areas within a one-half mile radius around supermarkets listed in the Progressive Grocers Guide with total sales of at least \$2 million annually) and that these zones are required to have a certified recycling center in the zone or each supermarket within the zone's boundaries that sells beverages must redeem containers within the store or make a daily payment to the State.

Staff spoke with Bill Worrell at the IWMA and he noted several of these redemption centers in SLO county have closed as commodities pricing has gone down and the State is paying these recycling facilities less than they had been previously. He indicated the State has just sent, or is about to send, letters to the grocery stores regarding the requirements and one of four possible outcomes would occur (and could take up to 5-6 months to resolve):

1. The store provides for a certified recycling center like was previously operated;
2. The store provides for redemption through collection in-store;
3. The store requests and CalRecycle grants an exemption from the regulation; or
4. The store is required to pay a daily fee to the State (essentially a fine).

Mr. Worrell also requested the State include the IWMA in any notifications regarding the any exemption requests requested so they can provide comments to the State (essentially urging no exemptions be granted).

The CalRecycle website ([www.calrecycle.ca.gov](http://www.calrecycle.ca.gov)) has a link to Beverage Containers where a resident can look up what facilities are operating in the county. The next nearest buy back recycling center is near the Target store in San Luis Obispo.

### **SOLID WASTE – Spring Clean Up Week**

Staff Contact: Janeen Burlingame

Spring Clean Up Week is around the corner so start making plans now to clean up your garage, yard or house. The FREE clean up week will be held April 11-15. For more information, call Morro Bay Garbage at (805) 543-0875 or visit the City's website at <http://www.morro-bay.ca.us/springcleanup>.

Spring Clean Up week is a community service provided FREE to single family residential garbage customers in Morro Bay. You can place up to 2 cubic yards at the curb on your collection day to be picked up by Morro Bay Garbage for FREE. There will also be a discount price for bulky items that need to be collected.

### **STREET TREES – Urban Forest Management Plan**

Staff Contact: Damaris Hanson

The City is currently in Nesting season from February 1<sup>st</sup> to July 1<sup>st</sup> no City right-of-way trees shall be trimmed or removed unless in the case of an emergency during nesting season.

During storm events especially rain and high winds, we are experiencing limb and debris falling out of our trees. City crews are working diligently to clean up the debris after a storm event, in case we missed a downed limb you can let us know through the Cities Service Request online at: [www.morrobayca.gov/905/Service-Requests](http://www.morrobayca.gov/905/Service-Requests)

### **STORM WATER – Storm Preparation**

Staff Contact: Rick Sauerwein and Damaris Hanson

City maintenance staff has visited all priority City storm drains to clear and clean them in preparation of the upcoming months.

The City does not own any creek property except for those areas that fall within City parks or in the public right of way such as bridges and roads that cross creeks. If a large tree or debris were to get stuck at a bridge that we maintain then we would remove it, otherwise any other downed trees or vegetation is the responsibility of the property owner. The City does maintain the storm drain system i.e. curb inlets and outlets. As for the sections of the creeks that are on private property the City has performed "creek clearing" in the past, with property owner permission, waiver of liability and payment for the work performed. The City does not currently possess the necessary permits to perform such work. If a property owner wants to remove trees and debris from the portion of the creek that is on their property it is the property owners' responsibility to acquire the required permit from California Department of Fish and Wildlife and any other necessary agency.

### **STORM WATER**

Staff Contact: Damaris Hanson

The Wasteload Allocation Attainment Plan (WAAP) sampling for wet weather is planned for early March. The City is required per our WAAP to sample twice during the wet weather season at various locations.

**WATER – Chorro Stream Gauge**

Staff Contact: Rick Sauerwein and Pamela Newman

Mitigated Negative Declaration has been completed and County Permitting is on hold until we receive property owner permission from San Luis Coastal Resource Conservation District (SLC-RCD).

Continue to work with the SLC-RCD and The USDA for permission to install gage on RCD property within the NRCS easement.

**WATER – Nutmeg Tank Replacement**

Staff Contact: Rick Sauerwein  
Jarrod Whelan

No change in status: Mitigated Negative Declaration has been revised and County Permitting is in progress.

**WATER – Operations**

Staff Contact: Rob Livick  
Jamie James  
Damaris Hanson

MNS Engineers has started work on our 2015 UWMP. The plan is tentatively scheduled to go to PWAB on May 18<sup>th</sup>.

The City plans to review the first four chapters of the 2015UWMP in early March.

**WATER – Water Conservation**

Staff Contact: Damaris Hanson

Water conservation rebates available; Cash for grass, rain barrel, irrigation retrofit, SMART irrigation controller, toilet retrofit and Energy star washing machine.

**State rebates** now available for removing grass (up to \$2 per sq ft) and replacing a toilet that flushed more than 1.6 gallons per flush (\$100). Go to [www.saveourwaterrebates.com](http://www.saveourwaterrebates.com)

Current rebate to date:

**Rain Barrels:** 40 Participants and 4,336 gallons of stormwater capacity, \$2000 provided as rebates

**Cash for Grass:** 20 Participants and 13,152 sq. ft. of turf removed, \$7,132 provided in rebates

**Smart Irrigation Controllers:** 3 participants, \$300 provided in rebates

**Irrigation retrofit:** 1 participant, \$100 provided in rebates

**Toilets:** 86, \$8600 provided in rebates

**Washing Machines:** 34, \$3,400 provided in rebates

**WASTEWATER – Collections**

Staff Contact: Bruce Keogh, Dave Zevely & Jarrod Whelan

The City's five-person field crew in wastewater collections section performed 13,009 feet of sewer main cleaning, revised and trained on a site specific Lock Out/Tag Out safety program, observed Video Inspection Specialists (contractor) CCTV Main Street and Embarcadero sewer mainlines, programmed an inline flowmeter at Lift Station 1, inspected three food service establishments, and assisted the Water Department at two water service installations. For the month of February, no sanitary sewer overflows were reported in City main lines and the Collection's crew responded to four private sewer lateral backups. Also, Collections and WWTP staff replaced a digester gas line in the WWTP, and Engineering and Wastewater staff reviewed and commented on portions of the SSMP Audit that is due June 2016.

### **WASTEWATER – Major Maintenance Repair Program (MMRP)**

Staff Contact: Bruce Keogh, Rick Sauerwein & Jarrod Whelan

The following discussion provides an update of the FY 15/16 MMRP projects that are currently on-going or have been recently completed.

#### **Metering Vault Removal and Blending Valve Replacement Project**

The City Council and Sanitary District Board awarded the contract to the lowest responsible bidder, Pacific Coast Excavation, Inc. of Santa Maria, in the amount of \$90,238.00 at their respective regularly meetings of October 13 and 15, 2015. Staff expects to issue a Notice to Proceed in early to mid-April depending on weather conditions, with construction expected to take 14 to 21 calendar days. Pacific Coast Excavations was on-site to perform exploratory potholing on December 8 to verify site conditions.

#### **Rehabilitation of the Secondary Clarifier #2**

Staff is in the process of developing a work plan for the needed repairs. Plant staff drained, cleaned, and inspected the secondary clarifier on October 14, 2015. Overall, the tank looked to be in satisfactory condition, with areas of corrosion observed at the air water interface on the equipment located within the tank. MKN staff was on-site and provided a memo on their observations and recommendations. This will assist staff with prioritizing the work plan for correcting any problem areas. Plant staff has also begun the repair process for the catwalk. These repairs include chipping away corroded areas and repairing and coating these areas to prevent or minimize corrosion. Ultimately, this project could include repairs to the catwalk, repairs to the metal framework on the flights and skimmer cage assembly, repair and replacement of piping and valving, and other associated work. Staff will rely on their recent experience performing similar repairs on the primary clarifiers to refine the work schedule and process. It should be noted, draining the secondary clarifier required numerous operational changes to ensure adequate time to drain, inspect, and perform any critical repairs while ensuring the plant stayed in compliance with the requirements of the NPDES permit.

#### **Chlorine Contact Basin Improvements**

The repairs to the chlorine contact basin were completed on Wednesday, April 15, 2015. A detailed description of the work was included in the May 12, 2015 MMRP Update. On January 20, 2016, staff received a Notice of Violation from the RWQCB that includes a minimum mandatory penalty of \$3,000 for violation of the total chlorine residual limit on April 15, 2015 when the chlorine contact was bypassed to complete the repairs to the chlorine contact tank. Staff completed additional work within the chlorine contact in November to deal with a noted issue concerning the increased accumulation of solids on the floor of the two contact chambers. It appears the corrective actions have resolved the issue noted above.

### Purchase and Installation of New Distributor Arms and Biofilter Improvement Project

Staff will continue to work with City Public Works Engineering staff and MKN for the purchase and installation of new distributor arms on biofilter #2 and replacement of the main bearing on the turntable. Staff requested quotes from several manufacturers and was waiting the quotes at the time this report was prepared. Upon receipt, the quotes will be reviewed and a vendor selected. It appears there will be a long lead time of sixteen to twenty weeks for receipt of the equipment once a purchase order is issued, so this project may extend into the next fiscal year.

### Flood Control Measures at the Biofilters and Interstage Pumping Station

CML Construction completed the construction of masonry block walls around the periphery of the two biofilters to prevent inundation during a flooding event. The City and District executed a contract with CML Construction and construction of the masonry block walls was completed for a fee of \$39,109.04. Plant staff has continued to implement cost effective flood control measures at the interstage pump station and other various locations throughout the plant. Staff will continue to work with Public Works Engineering staff and MKN on any remaining cost effective flood control measures in accordance with the requirements of the existing and anticipated NPDES permits.

### WASTEWATER – NEW WRF

Staff Contact: Rob Livick

Additional information on the WRF project is available on the City's website ([www.morrobayca.gov/newwrf](http://www.morrobayca.gov/newwrf)).

### **Schedule**

City Council to Update Site Recommendation:

Brought to WRFCAC on March 1, then going to Council March 8

Once Site is selected:

Facility Master Plan (FMP) to be completed for preferred site

CEQA/NEPA review will focus on preferred site

Schedule: Still on track for 2021 delivery

### **Upcoming WRF Meetings**

Next WRFCAC Meeting on April 5, 2016 at 3:00 p.m. in the in the Vets Hall



AGENDA NO: B-2

MEETING DATE: March 16, 2016

## Staff Report

**TO: Public Works Advisory Board**                      **DATE: March 6, 2016**  
**FROM: Rob Livick, PE/PLS – Public Works Director/City Engineer**  
**SUBJECT: Modifications to Morro Bay Municipal Code (MBMC) 13.20 – Building Limitation**

### **RECOMMENDATION**

Staff recommends the Public Works Advisory Board review the changes to MBMC 13.20 and provide any recommendations, regarding the changes, to staff for consideration in the final ordinance to be approved by the City Council.

### **FISCAL IMPACT**

There is no fiscal impact as a result of this action.

### **BACKGROUND/ DISCUSSION**

The intent of this MBMC chapter 13.20 is to regulate the addition of new water users to the City's water system, whether new construction, expansions or new occupancies, to ensure that demand for water shall not exceed available supply and that the pace of allocating the available water supply to new users is reasonable and orderly.

As true as it was when this section was developed in 1985 by the Council adoption of Ordinance 265, the City has a limited amount of water resources; this fact is not only recognized by the City but also by the State of California. Therefore, new water users must be regulated, accordingly, to ensure that demand does not exceed supply and that the pace of development using available water is orderly and reasonable. This regulation may limit the number of housing units which may be constructed on an annual basis, but such limitation is necessary to protect the public health, safety and welfare. If water use exceeded supply and adequate water were not available to users, there could result in increased fire hazard, adverse impacts on commerce, industry and recreation, and the public health, safety and welfare would generally be jeopardized.

This chapter of the code has been modified a number of times since its adoption in 1985 by the following ordinances: Ord. 443 (part), 1995; Ord. 435 § 2, 1994; Ord. 433, 1993; Ord. 430 (part), 1993; Ord. 425 § 2, 1992; Ord. 423 § 2, 1992; Ord. 394 § 2, 1991; Ord. 390, 1990; Ord. 377, 1990; Ord. 375, 1990; Ord. 305, 1987; Ord. 291, 1986 and Ord. 273, 1985.

There are three general issues with this chapter of the MBMC:

1. The code does not reflect the timing of when the water data is generally available. The requirements call for the City Council to allocate available water by January of each year. Generally, the data to make that allocation is not available until February, including the final State Water allocation amounts. Recommendation: Bring the recommendations to PWAB and Planning Commission in May for Council action in June; setting the water available for development for the next fiscal year based on the data from the previous calendar year.
2. Modify the WEU table to reflect current water use which has decreased 35-percent since the

WEU tables were last modified in 1990. Recommendation: Adjust WEU table to reflect current water use.

3. Miscellaneous changes reflecting the current organization of the City. Recommendation: Make miscellaneous non-substantive changes.

### **ATTACHMENTS**

1. MBMC 13.30 –Redlined
2. Revised WEU Table

Chapter 13.20 - BUILDING LIMITATION\*

**Sections:**

13.20.010 - Intent and findings.

- A. The intent of this chapter is to regulate the addition of new water users to the [cityCity](#)'s water system, whether new construction, expansions or new occupancies, to ensure that demand for water shall not exceed available supply and that the pace of allocating the available water supply to new users is reasonable and orderly.
- B. The [cityCity](#) of Morro Bay presently has a limited amount of water resources; this fact is not only recognized by the [cityCity](#) but also by the state of California in various actions of the California Coastal Commission limiting new development within the [cityCity](#) limits. New water users must be regulated, accordingly, to ensure that demand does not exceed supply and that the pace of development using available water is orderly and reasonable.

The regulations established by this chapter may effectively limit the number of housing units which may be constructed on an annual basis, but such limitation is necessary to protect the public health, safety and welfare. If water use exceeded supply and adequate water were not available to users, there could result in increased fire hazard, adverse impacts on commerce, industry and recreation, and the public health, safety and welfare would generally be jeopardized.

By "development that occurs in an orderly fashion" is meant development which can be served by public utilities, including but not limited to water resources and delivery systems; which encourages infill in existing developed parts of the [cityCity](#) rather than in large undeveloped areas along the perimeter of the community; and, which helps to implement the policies and priorities articulated in the [cityCity](#) general plan and local coastal program.

Similarly, the public health, safety and welfare is promoted by regulating the pace of new development so that it occurs in an orderly fashion. Such development helps preserve the community's character, enhances the attractiveness of the [cityCity](#), better implements adopted plans, policies and priorities for the physical growth of the [cityCity](#), and tends toward a more efficient use of available resources including but not necessarily limited to water and water delivery systems.

(Ord. 265 (part), 1985)

13.20.020 - Definitions.

The following definitions shall be used for interpreting this chapter:

- A. "Project" means new construction, additions to existing facilities, changes or intensification of use or occupancies in an existing facility, or demolition and replacement of existing facilities.
- B. "Water equivalency program" means a program adopted each year that establishes the total number of water equivalency units to be allocated for the coming [fiscal -](#) year, and the method of dispersing and administering water equivalency units through the year.
- C. "Water equivalency table" means a table that indicates the average annual water use of different land uses that is used in calculating how many water equivalency units a proposed project needs.

"Water equivalency units" means a unit of measure for water use equal to the average amount of water used by a single-family residence over the period of one year.

Water equivalency units are established to assist the [cityCity](#) in regulating the addition of new water users to the [cityCity](#)'s limited water system.

Since ~~1977~~2016, one water equivalency unit has been considered as equal to ~~ten-six~~ thousand ~~seven-three~~ hundred ~~eighty-forty-four~~ cubic feet of water per year ([130 gal/day](#)).

(Ord. 265 (part), 1985)

Item B-2  
Attachment 1

13.20.030 - Responsibilities of the ~~public services director~~Public Works Director.

The ~~public services director~~Public Works Director is charged with:

- A. Submitting an annual water report to the ~~Ceity Ceouncil~~, Public Works Advisory Board and Planning Ceommission;
- B. Calculating the water equivalency units required by individual projects;
- C. Monitoring the water equivalency program during each year;
- D. Periodically updating the basis for a water equivalency unit and the water equivalency table and adjusting them based on significant changes of water consumption by land use type;
- E. Developing operating procedures for the administration of the water equivalency program and allocating water equivalency units established for the year to projects, in accordance with the water equivalency program.

(Ord. 515 (part), 2006: Ord. 265 (part), 1985)

13.20.040 - Submission of annual report by the ~~public services director~~Public Works Director.

- A. In ~~January-May~~ of each year, and subsequently in the following year based on a significant change in the water availability situation or recalculation of use by type of activity, the ~~public services director~~Public Works Director shall submit a report to the ~~city council~~City Council, Public Works Advisory Board and ~~planning commission~~Planning Commission outlining the number of uses receiving equivalencies the previous year, the number of equivalencies distributed, and the number of water equivalency units to be allocated for that year to projects.
- B. The Planning Commission and Public Works Advisory Board shall consider this report and forward it to the City Council with its recommendations. The City Council shall thereafter hold a public hearing and shall take action to adopt a water equivalency program for the year.
- BC. The ~~city council~~City Council shall consider the annual report at a regularly scheduled ~~Ceouncil~~ meeting and make any changes to the annual water report and operating procedures for the administration of the water equivalency program, as it deems appropriate.

(Ord. 515 (part), 2006: Ord. 265 (part), 1985)

13.20.050 - Responsibilities of the ~~city council~~City Council.

- A. By ~~January-June~~ 15th of each year, the ~~city council~~City Council shall adopt a water equivalency program for ~~that the next calendar-fiscal~~ year by resolution.
- B. The ~~city council~~City Council shall also review the operating procedures for administration of the water equivalency program developed by the ~~planning-Public Works Director~~director.

(Ord. 265 (part), 1985)

13.20.060 - ~~Submission of annual report by the planning director.~~Reserved

- ~~A. In December of each year, and subsequently in the following year based on a significant change in the water availability situation or recalculation of use by type of activity, the planning director shall submit a report to the city council and planning commission outlining the number of uses receiving equivalencies that year and the number of equivalencies distributed.~~
- ~~B. The annual water equivalency program shall not conflict with the Authorized Water Recovery Allocation Model as approved by the California Coastal Commission, while said model remain in effect.~~

Item B-2  
Attachment 1

~~C. The planning commission shall consider this report and forward it to the city council with its recommendations. The city council shall thereafter hold a public hearing and shall take action to adopt a water equivalency program for the year.~~

~~(Ord. 265 (part), 1985)~~

13.20.070 - Water equivalency table.

The water equivalency table shown in Table 13.20.070 indicates the average annual water use of different land uses and building types relative to that of a single-family dwelling. The water equivalency table shall be followed when calculating the water equivalency units needed by individual projects or to be credited to existing or discontinued land uses as set forth in Section 13.20.080. The water equivalency table shall be periodically reviewed and modified to reflect changes in water use.

**WATER EQUIVALENCY TABLE**

Revised ~~October 1990~~ March 2016

Morro Bay ~~Community Development~~ Public Works Department

Revised Table Attached

	Average Water Use Rate		Unit Factor
	Cubic Feet Per Year Per Unit Factor	Usage Equated to Water Equivalency Per Unit Factor	Per 1000 Sq. Ft./or Seat/or Unit/* or Site**
<u>Land Use</u>			
<u>Automotive Services</u>			
Auto Garage (no gas)	1,800	.17	sq. ft.
Service Sta. w/mini mkt	9,900	.92	sq. ft.
Service Sta. w/o mkt	7,200	.67	sq. ft.
<u>Banks &amp; Financial Inst.</u>			
Banks & Savings & Loan	4,200	.39	sq. ft.
<u>Bldg. Mat'ls &amp; Lumber Yard</u>			
Lumber Yard	16,700	1.55	Site
Plant Nurseries	2,300	.21	Sales Area/sq. ft.

Item B-2  
Attachment 1

Eating & Drinking Places			
Bars	7,400	.69	sq. ft. or
	400	.04	seat
Restaurants	22,200	2.06	sq. ft. or
	800	.07	seat
24 Hour Restaurant	39,300	3.65	sq. ft. or
	1,700	.16	seat
Fast Food (Take-Out)	41,700	3.80	sq. ft. or
	1,400	.13	seat
Pizza (Take-Out Only)	3,200	.30	sq. ft.
Food Stores			
Bakeries/Ice Cream	4,600	.43	sq. ft.
Supermarkets (over 10,000 sq. ft.)	2,200	.20	sq. ft.
Mini-Markets	4,100	.38	sq. ft.
Liquor Stores	2,700	.25	sq. ft.
Health Services			
Medical Dr. Offices	6,100	.57	sq. ft.
Misc. Medical (Chiropractor, Optometrist)	2,800	.26	sq. ft.
Mixed Medical	4,900	.45	sq. ft.

Item B-2  
Attachment 1

Veterinarians	9,500	.88	sq. ft.
<hr/>			
Hotels & Motels			
<hr/>			
With Manager's quarters			
on-site	5,400	.50	unit
<hr/>			
Without Manager's quarters			
on-site	5,200	.48	unit
<hr/>			
Industrial/Storage			
<hr/>			
Industrial Laundry	85,400	7.92	sq. ft.
<hr/>			
Light Industrial	1,000	.09	sq. ft.
<hr/>			
Storage/Mini-storage	500	.05	sq. ft.
<hr/>			
Upholstery Shops	3,000	.28	sq. ft.
<hr/>			
Institutions & Organizations			
<hr/>			
Churches	300	.03	site/sq. ft.
<hr/>			
Fraternal Organizations	2,500	.23	sq. ft.
<hr/>			
Yacht Club	11,500	1.05	sq. ft.
<hr/>			
Marine Oriented			
<hr/>			
Marine Service/Supply	4,100	.38	sq. ft.
<hr/>			
Seafood Processors			
w/saltwater use	33,600	3.13	sq. ft.

Item B-2  
Attachment 1

w/o saltwater use	47,800	4.43	sq. ft.
<b>Offices (Non-Medical)</b>			
Offices—General	1,600	.15	sq. ft.
Offices—Complex	1,600	.15	sq. ft.
Real Estate Offices	1,600	.15	sq. ft.
<b>Personal Services</b>			
Barber/Beautician	8,000	.74	sq. ft.
Car Washes (Self-serve)	17,400	1.61	bay
Dry Cleaners (Off-site)	10,800	1.00	sq. ft.
Laundromats	102,800	9.54	sq. ft.
Mortuaries	10,000	.93	site
<b>Residential (No Change)</b>			
Single-family Home	10,780	1.00	unit
Duplex Unit	8,400	.78	unit
Condominium Unit	6,900	.64	unit
Apartment Unit	5,800	.54	unit
Trailer/Mobile Home	6,500	.46	unit
One-bedroom and Studio	4,900	.45	unit
Apartment Unit, 600 sq.			

Item B-2  
Attachment 1

ft. or less for elderly/ handicapped only			
Retail			
Art Supply Store/Studio	1,600	.15	sq. ft.
Auto Parts & Supplies	1,600	.15	sq. ft.
Candle Shops	1,600	.15	sq. ft.
Gifts & Clothing	1,600	.15	sq. ft.
Florists	1,600	.15	sq. ft.
Furniture/Antiques	1,600	.15	sq. ft.
Hardware/Related	1,600	.15	sq. ft.
Pharmacies	1,600	.15	sq. ft.
Variety	1,600	.15	sq. ft.
Misc. Similar Retail	1,600	.15	sq. ft.
Farm & Feed Supply	800	.07	sq. ft.
Pet Stores	4,100	.38	sq. ft.
Social Services			
Day Care Facilities	15,500	1.44	sq. ft.
Misc. Uses			
Theater	100	.01	seat

Item B-2  
Attachment 1

Printer/Newspaper	2,400	.22	sq.-ft.
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\* UNIT FACTOR is defined as follows:  
Per 1,000 square feet: Generally, the square foot ratio refers to the gross building area, unless otherwise indicated.

Per Seat: Seating refers to the number of actual seats, not the maximum capacityCity.

Per Unit: Unit refers to each individual residential unit or motel room.

Per Site: The site refers to the gross area to be occupied by the land use, including buildings, parking areas and landscaping.

\*\* WATER EQUIVALENCY is defined as the average amount of water used by a single-family residence—currently 10,780 cubic feet, rounded to the nearest hundreds for cubic feet and hundredths for water equivalencies.

(Ord. 442, 1992; Ord. 406 § 1, 1991; Ord. 385 § 2, 1990: Ord. 265 (part), 1985)

13.20.080 - Allocation of water equivalency units to projects.

A. No project as defined in this chapter shall be permitted unless it is first reviewed by the ~~community development director~~Public Works Director to ascertain whether it will increase likely water usage and thereby needs water equivalencies. The director shall use the "water equivalency table" contained in Section 13.20.070 for determining water equivalencies for various uses. If a particular use is not listed on the table, the director shall estimate equivalencies for that use. Generally, the water usage records of a sample of like uses already operating in the cityCity shall be used if available. The time frame for the sampling should be at least seven years of use if available. Any other relevant information may be used in making a reasonable estimate. The director's decisions regarding estimates of water usage may be appealed to the ~~planning commission~~Planning Commission. If a proposed project, as defined in this chapter, is found to require water equivalencies, it shall not be approved for construction, or in cases of changes to, or the expansion or intensification of, existing uses, the occupancy shall not be approved until and unless the required water equivalencies have been obtained in accordance with the annual water equivalency program, except as provided in this section.

B. The following types of projects shall not be required to obtain equivalencies through the equivalency program:

1. Projects which involve the demolition of a building where the number of water equivalencies required by the new uses is less than or equal to those credited to the demolished building(s). Water equivalencies credited to demolished buildings shall be limited to the highest number of water equivalencies credited to legally permitted uses which have existed in the building since January 1, 1977, based upon the most current water equivalency table contained in Section 13.20.070 of this code. Any building demolished prior to January 1, 1977 shall not be credited with equivalencies. "Legally permitted" buildings, uses or occupancies shall mean: any building, use or occupancy for which any required use permit, building permit or business license had been secured and validated, or any legal nonconforming use.

2. Projects which involve the replacement of a use or occupancy where the number of water equivalencies required by the new use or occupancy is less than or equal to those credited to the highest number of water equivalencies credited to legally permitted, non-temporary uses, which have existed in the building since January 1, 1977, based upon the most current water equivalency table contained in Section 13.20.070 of this code. Any use or occupancy discontinued prior to 1977 shall not be credited with equivalencies;

Item B-2  
Attachment 1

3. A project which is an addition to an existing facility and includes the retrofit of existing fixtures in that existing facility such that the equivalencies saved by the retrofit is greater than or equal to the equivalencies required by the new use. The planning director shall estimate the equivalencies saved by a proposed retrofit; the director may request the project proponent to supply whatever information is deemed necessary to help estimate water savings;
  4. a. In order to allow business to more easily establish or relocate in Morro Bay, the existence of a maximum fifteen-hundredths w.e.u. per thousand square feet above the amount listed on the most current water equivalency table set out in Section 13.20.070 is recognized to allow for an expansion in use or occupancy where no building expansion is proposed and the following is met:
    - i. Where an existing building, industrial or commercial (except motels, hotels, campgrounds and other commercial uses for which equivalencies are based on the number of units), is located within an industrial or commercial district, and
    - ii. The building is in compliance with Ordinance No. 352 (low-flow fixtures).
  - b. Said fifteen-hundredths shall be recognized by letter from the ~~community development~~Public Works Department upon receipt of a formal request from the property owner and inspection of structure.
  - c. Said fifteenth-hundredths is exempt from water/sewer availability fees.
  - d. Water savings achieved through compliance with Ordinance No. 352 may also be applied to the building or for building expansions in accordance with Section 13.20.080(B)(2).
  - e. This provision shall become void on January 1, 1996, unless extended by the ~~city council~~City Council;
5. Additions or expansions to residential uses, motels, hotels, campground or other uses for which equivalencies are based on number of units so long as such additions or expansion does not involve an increase in number of units.
  6. Family day care homes, as defined in Section 17.12.272 of this code.
- C. A project proponent may obtain equivalencies for the project by implementation of an approved off-site retrofit program of existing water fixtures or other water conservation measure, subject to the following provisions:
1. All proposals for off-site retrofit programs or other water conservation measures shall be submitted to the planning director who shall estimate the number of equivalencies such proposal would save. Additionally, if retrofit is proven to be infeasible, payment of an in-lieu fee in the amount approved by the City Council will satisfy this requirement.
  2. Any such proposal ~~shall~~may be subject to review and approval by the ~~city council~~City Council and, if deemed necessary, by the California Coastal Commission; provided, however, that if a proposal complies with the guidelines prepared pursuant to this section and approved by the ~~city council~~City Council, it may be approved by the ~~planning commission~~Public Works Director.
  3. In order to allow a large margin of error in estimated savings and to help reduce overall demand on the ~~city~~City's already constrained water resources, no more than one-half of the water savings from a project resulting from a retrofit proposal may be credited to a new use or development project.
  4. This option shall not include replacement by private developers of leaky water mains.
  5. In order to better implement ~~city~~City objectives and policies to promote infill development, only projects defined as infill pursuant to the definition adopted in the operating procedures shall be eligible to obtain equivalencies pursuant to this section.
  6. The director shall prepare guidelines for the administration of retrofit program which shall be reviewed at least once a year by the ~~city council~~City Council and which shall be subject to council's approval.

Item B-2  
Attachment 1

7. Once a year, in ~~January~~May, the director shall submit a report to the ~~city council~~City Council summarizing the experience to date of all retrofit proposals. Prior to submission to the council, such reports shall be reviewed by the ~~water advisory board~~Public Works Advisory Board (PWAB), and all recommendations made by the PWAB shall be included among the materials submitted to the ~~C~~council. Based on these reports and PWAB recommendations, the ~~C~~council may modify the guidelines for the program as deemed appropriate.
  8. In any program under which the ~~city~~City assists developers in locating structures to be retrofitted, priority shall be given to residences of low-income households.
- D. If a project needs to obtain water equivalencies pursuant to the equivalency program, the project proponent shall make application for the equivalency in the form of a completed application for a building permit and shall be submitted to the ~~community development department~~City, provided, however, that for projects which do not require a building permit, a letter requesting the required equivalencies shall be submitted to the department instead. The director shall determine the number of water equivalency units needed by the proposed project. The director shall periodically forward requests to the ~~planning commission~~Planning Commission for allocation of available water equivalency units, in accordance with the annual water equivalency program.
- E. The ~~planning commission~~Planning Commission shall allocate the required water equivalency units to the proposed project only if it can make the following findings:
1. The project is consistent with ~~city~~City planning regulations; all applicable local discretionary permits shall be approved prior to a project's being eligible to receive equivalencies;
  2. There are enough water equivalency units available to be allocated to the specific type of use for which application has been made;
  3. A water equivalency unit allocation to the proposed project is consistent with the water equivalency program adopted for the year;
- F. Applications for equivalencies will be reviewed by the planning department and considered for water equivalency allocations on the basis of time and the date of receipt of the completed application by the community development department.

(Ord. 443 (part), 1995; Ord. 435 § 2, 1994; Ord. 430 (part), 1993; Ord. 425 § 2, 1992; Ord. 423 § 2, 1992; Ord. 394 § 2, 1991; Ord. 305, 1987; Ord. 273, 1985; Ord. 265 (part), 1985)

13.20.083 - Priority for affordable housing developments.

- A. For the purpose of this section, moderate, low and very low income persons shall be defined as set forth in California Health and Safety Code Sections 50079.5 and 50105. "Affordable housing" means housing affordable to persons and families with moderate, low and very low incomes.
- B. In any given year at the time water allocations are authorized by the ~~city council~~City Council, priority on the residential building permit waiting list shall be given for developments which provide a minimum of fifty percent of housing which will be guaranteed to be affordable to persons and families with moderate, low and very low incomes; provided, however, that not more than fifty percent of the building permits allocated each year for single-family dwellings or multifamily dwellings by the ~~city council~~City Council pursuant to Ordinance No. 266 shall be so prioritized. Developments which provide a minimum of fifty percent of affordable housing including a minimum of twenty-five percent affordable to low and very low income families shall have a priority over projects for affordable housing which do not provide units for low and very low income families. Also, developments which provide one hundred percent affordable housing shall have a priority over projects which provide fifty percent affordable housing.  
  
The remaining permits shall be allocated in accordance with the existing waiting list.
- C. An applicant desiring low income housing priority shall submit to the community development department a written request for such priority, listing the applicant/owner, the address and legal description of the project property, and written deed restrictions and agreements as approved by the ~~city~~City attorney, restricting the sale and/or occupancy of the affordable units in the project to

Item B-2  
Attachment 1

moderate, low or very low income persons for a period of thirty years after completion of the housing project. Upon receipt of this information and agreements, the applicant's property will be placed on a separate low-income housing waiting list for either single-family or multiple-family projects in the order in which the requests are received by the [cityCity](#) to be eligible for priority in the following year's water allocation.

- D. If a project due to be awarded water fails to qualify and/or submit sufficient deed restrictions and agreements as required in this section prior to the award of water, or voluntarily withdraws, the project shall be removed from the priority list and shall be returned to its original position on the long-term building allocation waiting list.
- E. The [cityCity](#), at its option, may contract with a nonprofit housing agency to provide for administration of various aspects of deed restrictions, agreements and other procedures to ensure the effectiveness of this program to provide long-term low income housing. Costs for such services shall be borne by the applicant/developer.

(Ord. 408 § 2, 1991; Ord. 377 § 2 (part), 1990)

13.20.085 - Special building allocation.

- A. During any ~~calendar~~-fiscal year in which the ~~city council~~[City Council](#) determines not to award all of the water allocations permitted by Ordinance 266, the ~~city council~~[City Council](#) may by resolution, authorize building permits to be issued for new uses within the limits established in Ordinance 266 to those projects which because they have pre-existing water equivalencies on-site, have no necessity for new water allocation from the [cityCity](#).
- B. Proposals for residential projects which are being converted from former nonresidential uses or for residential redevelopment projects which increase the number of residential units on the property may be eligible to be considered for a special building allocation when those projects:
  - 1. Have sufficient pre-existing water equivalencies on-site due to prior water use on that property; and
  - 2. Are consistent with the annual building allocation established by the council as required by Ordinance 266;
  - 3. Will not require more water equivalencies than the amount set forth in the "water equivalency table" contained in Section 13.20.070 (Exhibit A) for the current use to be converted.
- C. Upon receipt of a redevelopment application, and verification by the planning director that the proposal conforms to the above requirements and all other requirements of this code, the application will be processed in the normal manner required for any necessary discretionary approvals. The planning director on a quarterly basis, shall provide the ~~city council~~[City Council](#) a list of all redevelopment projects having obtained all necessary discretionary approvals during that quarter. The council may authorize the chief building official to issue building permits to such projects in accordance with the limitations of the special building allocation for that calendar year. During each quarterly authorization, those projects highest on the long-term waiting list shall have priority over other applicants for access to the available special allocation permits, except as set forth in subsection D of this section.
- D. In accordance with and subject to the provisions of Section 13.20.090 of this code, and as subsequently amended, projects which qualify as "low and very low income housing" developments shall be given priority to special building allocation permits over other applications.
- E. Special building allocations will have no unit carryovers from one calendar year to the next; therefore, in the event that a project requires more units than the number of remaining units available through the allocation, the project proponent may reduce the number of units proposed, or the next project in line that can be satisfied shall receive the award.
- F. Applicants applying to participate in a special building allocation but who fail to meet the criteria above, fail to obtain any required approvals, or who meet the criteria but withdraw their request, shall be returned to their original relative position on the long-term building allocation list.

Item B-2  
Attachment 1

(Ord. 393 § 2, 1991)

13.20.100 - Nontransferability of water equivalency units.

- A. A water equivalency unit shall be awarded only to a specific project in a specific location. Minor amendments to projects which do not change the type or intensity of use may be approved without loss of equivalencies so long as the project and site do not change.
- B. A water equivalency unit that has been allocated to a specific project cannot be transferred to another project or property.
- C. A project proponent must be the record owner of a property in order to be eligible to obtain water equivalencies.
- D. Equivalencies shall run with the project and the property. New owners of properties which have received water equivalency unit credits shall notify the [cityCity](#) within forty-five days of close of escrow.
- E. The limitations outlined in this section shall be effective as of September 27, 1993.

(Ord. 433, 1993; Ord. 377 § 2 (part), 1990; Ord. 291 Exh. A, 1986; Ord. 265 (part), 1985)

13.20.110 - Time limit for using water equivalency units.

- A. If water equivalency units have been awarded to a project by the ~~planning commission~~[Planning Commission](#), that award shall remain in force for the period in which all applicable (related) discretionary and/or ministerial or administrative approvals are valid.
- B. Any extensions granted to such permits prior to their expiration shall automatically extend the water equivalency award to the new expiration date. Expiration of a project's conditional use permit or coastal development permit or other ministerial or administrative approval shall result in the expiration of water equivalency units awarded the project. Allocation of water equivalency units expiring in this manner cannot be reinstated. In such cases, new water allocations must be obtained for new or reactivated projects on a property.
- C. For existing commercial uses, industrial uses and other nonresidential uses, retrofit of on-site facilities may be credited on that property for potential further expansions or new nonresidential uses pursuant to the following standards:
  - 1. The water equivalency units earned by the retrofit must be maintained on-site and cannot be transferred to another property; and
  - 2. The water equivalency units earned are all from on-site retrofit of that property pursuant to a retrofit program approved by the director consistent with these regulations and shall be valid for five years from the date of the retrofit; and
  - 3. This retrofit need not be tied to any specific current projects but may apply to any future nonresidential expansions and or more intensive nonresidential use on-site; and
  - 4. In the event of the contemplated sale of the subject property, the retrofit application and replacement work shall be initiated and completed prior to the time of sale; sale defined as last condition precedent to the sale being satisfied.
  - 5. The retrofit water equivalency units earned can be transferred to a new owner but must remain with the same property (see subsection (C)(1)).

(Ord. 430 (part), 1993; Ord. 377 § 2 (part), 1990; Ord. 375 § 2, 1990; Ord. 265 (part), 1985)

13.20.120 - Limitations on allocations of water.

- A. The [cityCity](#) shall not allocate water to new use on the basis of:
  - 1. Any project performed by the [cityCity](#) or on [cityCity](#)-managed property;

Item B-2  
Attachment 1

2. Any water savings that was not derived from, or accomplished by, a specific [cityCity](#)-approved and [cityCity](#)-contracted project;
  3. Any project, or part thereof, that has previously earned water savings credit for allocation. Thus, a toilet facility, whose retrofit had earned allotment credit, shall not become a factor in a subsequent retrofit by another fixture replacement;
  4. Past, present or future replacement of the [cityCity](#) water pipes;
  5. An excess of fifty percent of that water saved from any project. No more than one half of the savings from a project shall be so allocated;
  6. An increase in the amount originally contracted for allocation from a project; or
  7. Mandated projects, measures or procedures, including compulsory retrofitting of private property and forced rationing of water use.
- B. The word "project," as used in this section, shall denote any measure, act, process or procedure by which the consumption of potable [cityCity](#) water may be assumed, or expected, to decrease and thereby legally permit the allocation of [cityCity](#) water to new use.
- C. Any water allotment to nonprofit public facilities which are supported by public funds shall be exempt from subdivisions 1, 2 and 3 of subsection A of this section.

(Ord. 390 § 1, 1990)

Item B-2  
Attachment 2

Land Use	Typical Water Use Rate		Unit Factor
	Cubic Feet Per Year Per Unit Factor	Usage in Water Equivalency (WEU) Per Unit Factor	Per 1000 Sq. Ft./ or Seat/ or Unit/* or Site**
<b>Automotive Services</b>			
Auto Garage (no gas)	720	0.11	sq. ft.
Service Sta. w/mini mkt	3,960	0.62	sq. ft.
Service Sta. w/o mkt	2,880	0.45	sq. ft.
<b>Banks &amp; Financial Inst.</b>			
Banks & Savings & Loan	1,680	0.26	sq. ft.
<b>Bldg. Mat'ls &amp; Lumber Yard</b>			
Lumber Yard	6,680	1.05	Site
Plant Nurseries	920	0.14	Sales Area/sq. ft.
<b>Eating &amp; Drinking Places</b>			
Bars	2960	0.47	sq. ft. or
	160	0.03	seat
Restaurants	8880	1.40	sq. ft. or
	320	0.05	seat
24 Hour Restaurant	15720	2.48	sq. ft. or
	680	0.11	seat
Fast Food (Take-Out)	16680	2.63	sq. ft. or
	560	0.09	seat
Pizza (Take-Out Only)	1280	0.20	sq. ft.
<b>Food Stores</b>			
Bakeries/Ice Cream	1840	0.29	sq. ft.
Supermarkets (over 10,000 sq. ft.)	880	0.14	sq. ft.
Mini-Markets	1640	0.26	sq. ft.
Liquor Stores	1080	0.17	sq. ft.
<b>Health Services</b>			
Medical Dr. Offices	2440	0.38	sq. ft.
Misc. Medical (Chiropractor, Optometrist)	1120	0.18	sq. ft.
Mixed Medical	1960	0.31	sq. ft.
Veterinarians	3800	0.60	sq. ft.
<b>Hotels &amp; Motels</b>			
With Manager's quarters on-site	2160	0.34	unit
Without Manager's quarters on-site	2080	0.33	unit

Item B-2  
Attachment 2

<b>Industrial/Storage</b>			
Industrial Laundry	34160	5.38	sq. ft.
Light Industrial	400	0.06	sq. ft.
Storage/Mini-storage	200	0.03	sq. ft.
Upholstery Shops	1200	0.19	sq. ft.
<b>Institutions &amp; Organizations</b>			
Churches	120	0.02	site/sq. ft.
Fraternal Organizations	1000	0.16	sq. ft.
Yacht Club	4600	0.72	sq. ft.
<b>Marine Oriented</b>			
Marine Service/Supply	1640	0.26	sq. ft.
Seafood Processors			
w/saltwater use	13440	2.12	sq. ft.
w/o saltwater use	19120	3.01	sq. ft.
<b>Offices (Non-Medical)</b>			
Offices - General	640	0.10	sq. ft.
Offices - Complex	640	0.10	sq. ft.
Real Estate Offices	640	0.10	sq. ft.
<b>Personal Services</b>			
Barber/Beautician	3200	0.50	sq. ft.
Car Washes (Self-serve)	6960	1.10	bay
Dry Cleaners (Off-site)	4320	0.68	sq. ft.
Laundromats	41120	6.48	sq. ft.
Mortuaries	4000	0.63	site
<b>Residential (No Change)</b>			
Single-family Home	6345	1	unit
Duplex Unit	5076	0.8	unit
Condominium Unit	4124	0.65	unit
Apartment Unit	3490	0.55	unit
Trailer/Mobile Home	3490	0.55	unit
One-bedroom and Studio Apartment Unit, 500 sq. ft. or less	1269	0.5	unit
<b>Retail</b>			
Art Supply Store/Studio	640	0.10	sq. ft.
Auto Parts & Supplies	640	0.10	sq. ft.
Candle Shops	640	0.10	sq. ft.
Gifts & Clothing	640	0.10	sq. ft.

Item B-2  
Attachment 2

Florists	640	0.10	sq. ft.
Furniture/Antiques	640	0.10	sq. ft.
Hardware/Related	640	0.10	sq. ft.
Pharmacies	640	0.10	sq. ft.
Variety	640	0.10	sq. ft.
Misc. Similar Retail	640	0.10	sq. ft.
Farm & Feed Supply	320	0.05	sq. ft.
Pet Stores	1640	0.26	sq. ft.
<b>Social Services</b>			
Day Care Facilities	6200	0.98	sq. ft.
<b>Misc. Uses</b>			
Theater	40	0.01	seat
Printer/Newspaper	960	0.15	sq. ft.



**AGENDA NO: B-3**

**MEETING DATE: March 16, 2016**

## Staff Report

**TO: Public Works Advisory Board                      DATE: March 6, 2016**  
**FROM: Rob Livick, PE/PLS – Public Works Director/City Engineer**  
**SUBJECT: FY 2016/2017 PWAB Work Program**

### **RECOMMENDATION**

Staff recommends the Public Works Advisory Board (PWAB) review the draft 2016/17 PWAB work program and provide comments in anticipation of the joint meeting with City Council.

### **FISCAL IMPACT**

There is no fiscal impact as a result of this action.

### **BACKGROUND/ DISCUSSION**

On December 8, 2015, the City Council adopted Resolution 79-15 which set forth the 2016 meeting schedule and work plan development structure. The Council will hold joint meetings with each advisory body either on Tuesday, March 29th or Tuesday, April 12th (prior to the regular City Council meeting) to discuss FY 16/17 work plans based on the adopted City Goals & Objectives.

The attached draft work Program distills the approved City Goals & Objectives into those required to be reviewed by the PWAB and also provides a tentative schedule for those items.

### **ATTACHMENTS**

1. Draft Work Program

Item	Description	Proposed PWAB Meeting
<b>City Council 2016/17 Objectives</b>		
<b>Street Summit</b>	Plan and execute a “streets summit” to inform residents and work various street improvement approaches including financing and a possible funding revenue measure on the Nov. 2018 ballot.	Sep-16
<b>Traffic Calming</b>	Consider 2-3 traffic calming projects at appropriate locations as dictated by the circulation element of the general plan. Include San Jacinto/Main for primary consideration.	Sep-16
<b>41/Main Street Intersection Funding</b>	Research options and bring to Council for decision the required 50-percent local match (~ \$2M) to the Highway 41, Main Street and Highway 1 (ramp) Intersection improvement project. (Moved from Goal 4, otherwise unchanged.)	Sep-16
<b>Bike Needs</b>	Complete specific items from the unmet bike needs list that are funded in the FY16/17 budget process. Include Highway 1 and Yerba Buena, Bike Parking at public buildings, and traffic calming on San Jacinto for primary consideration. (If not completed in 2015/16, also complete the Class 1 path from Lemos to Cloisters, San Jacinto and Main bike safety, and installation of Bike Friendly Community signs.)	Sep-16
<b>Construction Timing</b>	Research and bring to council for consideration actions to remove existing City-imposed restrictions on timing of street work so that some paving, patching and painting work can be performed at appropriate times during shoulder and summer seasons.	Sep-16
<b>Market Street Bluff / Centennial Parkway Area Revitalization</b>	Begin a public process and bring to Council ideas for revitalization of the city owned properties adjacent to Centennial Parkway, including the Front Street parking lot, the Branigan’s / Distasio’s building, and the City-owned parking lot at Market and Pacific.	Oct-16
<b>Implementation of Concept Plans</b>	Depending on public input and funding, complete design, research funding tools and begin implementation work on various projects including Centennial Parkway revitalization and the Embarcadero Promenade concept	Oct-16
<b>ADA Compliance Improvements</b>	Following the ongoing ADA compliance assessment, complete \$50K of ADA compliance improvements, or as set by the FY2016/17 budget	Nov-16
<b>Harbor Maintenance</b>	Evaluate transferring Harbor maintenance functions to Public Works.	Nov-16
<b>Improve Trash Collection and Public Restroom Cleaning</b>	Research and bring to Council for funding proposals to increase the frequency of public trash collection in public areas and the cleaning of public restrooms	Jan-17
<b>Tree Trimming</b>	Research and bring to Council for direction a proposal to increase the frequency of tree trimming in the downtown from ~5 years to ~2 ½ years, while continuing City tree management and planting consistent with the Urban Forest Management plan.	Feb-17
<b>Vehicle Replacement</b>	Determine City vehicle requirements, then determine replacement costs over a 15-year period to estimate the total costs required to fund replacements on an annual basis.	Mar-17

Item B-3  
Attachment 1

<b>Facility Maintenance Program</b>	Update the Facility Maintenance Program using priority setting in time to influence the 2017/18 budget cycle	Apr-17
<b>State Water Planning</b>	Assess the long-term requirements for continued participation in the State Water Project, conduct initial determination what level of participation is appropriate, and identify timeline for contract renewal.	May-17
<b>“One Water” Planning</b>	In concert with the GP/LCP update, complete Master Plans for Water Supply, Water System, Wastewater Collection, and stormwater as a “One Water” Plan.	May-17
<b>Desal Location</b>	Research and bring to Council for decision options to relocate the City desal plant.	May-17
<b>Routine Items</b>		
<b>Elections</b>	Election of Chair and Vice Chair	Feb-17
<b>WEU Evaluation</b>	Evaluation and Recommendations to Council regarding WEU allocations	May-17