



# COUNTY OF SAN DIEGO

## AGENDA ITEM

### BOARD OF SUPERVISORS

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First District

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Second District

TERRA LAWSON-REMER  
Third District

MONICA MONTGOMERY STEPPE  
Fourth District

JIM DESMOND  
Fifth District

**DATE:** June 9, 2026

**08**

**TO:** Board of Supervisors

### **SUBJECT**

**GENERAL SERVICES - APPROVE THIRD AMENDMENT TO LEASE AGREEMENT FOR THE SANTEE BRANCH LIBRARY AND CEQA EXEMPTION (DISTRICT: 2)**

### **OVERVIEW**

On May 14, 1985 (12), the County of San Diego (County) Board of Supervisors (Board) approved a lease for approximately 5,250 square feet of space for the Santee Branch Library at 9225 Carlton Hills Boulevard, Santee, CA 92071. The premises were eventually expanded to 9,300 square feet through a Board-approved lease amendment in 2006. The current lease expired on May 31, 2026, and there are no more options to extend the term. It is currently in holdover status, which constitutes a month-to-month tenancy.

Site acquisition, design and construction for a new library in Santee is identified on the County's Capital Improvement Needs Assessment (CINA), a five-year forecast of capital projects requiring approval and funding. The current Santee Branch Library facility is lacking critical elements to support the community. The existing facility is constrained by space limitations, including building and parking lot capacity. The Library Master Plan recommends a minimum 15,000 square foot facility for the Santee Branch Library. As an interim solution until construction of a new library, the Board approved in principle the lease of a new facility on October 22, 2024 (13) to replace the existing Santee Branch Library facility. Since a suitable replacement facility has not been located, the County Library needs to continue operating the Santee Branch Library in its current location. Staff from the Department of General Services have negotiated an amendment that will extend the term of the lease through May 31, 2029. Today's request is for Board approval of the proposed lease amendment.

### **RECOMMENDATION(S)**

#### **CHIEF ADMINISTRATIVE OFFICER**

1. Find the proposed lease amendment for the Santee Branch Library is categorically exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to State CEQA Guidelines Section 15301.
2. Approve and authorize the Director, Department of General Services, or designee, to execute the proposed lease amendment for the Santee Branch Library.

**SUBJECT:** GENERAL SERVICES – APPROVE THIRD AMENDMENT TO LEASE AGREEMENT FOR THE SANTEE BRANCH LIBRARY AND CEQA EXEMPTION (DISTRICT: 2)

**EQUITY IMPACT STATEMENT**

The Santee Branch Library supports the community in its current location, but the current facility is lacking critical elements. A larger library would benefit this underserved community by addressing the lack of space for adequate materials, programs, and resources. It would provide equitable access to educational classes, literacy development opportunities, online and paper study materials, and recreational reading at no cost to the community and its members. The County Library also provides access to broadband internet and computers so that customers can access the digital services they need to meet their goals of learning, connecting, job-seeking, and acquiring safety-net services. The Santee Branch Library will ensure continued support services for all groups that benefit from library services until a larger location is secured.

**SUSTAINABILITY IMPACT STATEMENT**

Implementing effective sustainability objectives is crucial to ensuring safe and healthy communities and contributing to the overall success of the region. The approval of this lease amendment supports the County’s Strategic Initiative of Sustainability to ensure the capability to respond to immediate needs for individuals, families, and the region.

**FISCAL IMPACT**

Funds for this request are included in the Fiscal Year (FY) 2025-26 Operational Plan and FY 2026-27 CAO Recommended Operational Plan for the County Library. If approved, this request will result in estimated costs and revenue of approximately \$30,593 in FY 2025-26 based on an amendment commencement of June 1, 2026. Fiscal Year 2026-27 costs are estimated at \$368,383, which includes a 3% rent adjustment to go into effect June 1, 2027. Funds for the remaining contract term and for each option year, if exercised, will be included in future years’ operational plan for the County Library. The funding source is Library Property Tax Revenues. There will be no change in net General Fund cost and no additional staff years.

**BUSINESS IMPACT STATEMENT**

N/A

**ADVISORY BOARD STATEMENT**

N/A

**BACKGROUND**

The County of San Diego (County) Santee Branch Library has been operating out of a leased facility located at 9225 Carlton Hills Boulevard in Santee since 1985. The original lease, approved by the Board of Supervisors (Board) on May 14, 1985 (12), has been amended to expand the facility and extend the term through a series of Board-approved leases and amendments. The current lease expired on May 31, 2026, and there are no options to extend the term.

Site acquisition, design and construction for a new library in Santee is identified on the County’s Capital Improvement Needs Assessment (CINA), a five-year forecast of capital projects requiring approval and funding. On October 22, 2024 (13), as an interim solution until the new library is constructed, the Board approved in principle the lease of a new facility to replace the existing

**SUBJECT: GENERAL SERVICES – APPROVE THIRD AMENDMENT TO LEASE AGREEMENT FOR THE SANTEE BRANCH LIBRARY AND CEQA EXEMPTION (DISTRICT: 2)**

Santee Branch Library facility. Staff have been unable to locate a suitable replacement site in Santee to lease for this use.

The Santee Branch Library facility is approximately 9,300 square feet and is lacking critical elements to support the community. The Library Master Plan, completed in 2022, recommends a minimum 15,000 square foot facility. The existing facility is constrained by space limitations, including building and parking lot capacity. Since a suitable replacement facility has not been located, the County Library needs to continue operating the Santee Branch Library in its current location. Staff from the Department of General Services have negotiated an amendment to the lease that will extend the term of the lease through May 31, 2029, and provide one two-year option to further extend the term for a potential expiration date of May 31, 2031. Library plans to continue operating the Santee Branch from its current location until a new library is approved through the CINA process.

Details of the proposed third amendment to the lease are as follows:

<b>LEASE PROVISION</b>	<b>EXISTING LEASE</b>	<b>PROPOSED AMENDMENT</b>
LESSOR	Carlton Oaks Plaza, LP	No change
PREMISES	9,300 square feet	No change
TERM	3 years	3 years
OPTIONS TO EXTEND	None remaining	One two-year option
RENT ADJUSTMENTS	3% annually	No change
EARLY TERMINATION*	None	Any time after October 1, 2027, with a 90-day notice
UTILITIES	Lessor provides	No change
MAINTENANCE	Lessor provides	No change
CUSTODIAL	County provides	No change
MONTHLY OCCUPANCY COST		
Rent	\$25,959 (\$2.79/sq. ft.)	\$29,499 (\$3.17/sq. ft.)
Utilities	\$0	\$0
Maintenance	\$0	\$0
Custodial	\$1,094 (\$0.12/sq. ft.)	\$1,126 (\$0.12/sq. ft.)
TOTAL OCCUPANCY COST PER MONTH	\$27,053 (\$2.91/sq. ft.)	\$30,625 (\$3.29/sq. ft.)

\* The lease includes an early termination provision, which can be exercised after October 1, 2027, with 90 days' advance notice and payment of an early termination fee. The early termination fee will have to be appropriated by the Board.

**ENVIRONMENTAL STATEMENT**

The proposed lease amendment is categorically exempt from environmental review pursuant to Section 15301 of the California Environmental Quality Act (CEQA) Guidelines because it

**SUBJECT:** GENERAL SERVICES – APPROVE THIRD AMENDMENT TO LEASE AGREEMENT FOR THE SANTEE BRANCH LIBRARY AND CEQA EXEMPTION (DISTRICT: 2)

involves amending an existing lease for use of an existing building, involving no expansion of the existing use or facility. Additionally, no exceptions listed in CEQA Guidelines Section 15300.2 apply to the project. See Attachment A for Notice of Exemption.

**LINKAGE TO THE COUNTY OF SAN DIEGO STRATEGIC PLAN**

Today’s proposed action to approve the lease amendment for the Santee Branch Library supports the Community Initiative in the County of San Diego’s 2026-2031 Strategic Plan by providing programs and services that enhance the community through increasing the well-being of our residents.

Respectfully submitted,

Handwritten signature of Ebony N. Shelton, consisting of a stylized 'B' followed by a signature that appears to be 'Ebony N. Shelton'. Below the signature is the word 'for'.

EBONY N. SHELTON  
Chief Administrative Officer

**ATTACHMENT(S)**

Attachment A: Notice of Exemption