

## CITY OF SANTA BARBARA WATERFRONT DEPARTMENT

### MEMORANDUM

**Date:** January 18, 2018  
**To:** Harbor Commission  
**From:** Scott Riedman, Waterfront Director  
**Subject:** **Proposed Lease Agreement with Harbor Mail Center**

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#### RECOMMENDATION:

That Harbor Commission review and recommend to City Council approval of a five-year lease agreement with David Villazana, doing business as Harbor Mail Center, at an initial base rent of \$481.90 per month for the 140 square foot lease space located at 125 Harbor Way #6.

#### DISCUSSION:

Mr. Villazana has worked at the Harbor Mail Center for many years and most recently became owner in March 2016. The Harbor Mail Center is an important component of the working harbor, offering general mail services as well as UPS and FedEx delivery for visiting boaters and the public, and even 180 PO Boxes for rent. His customers include local businesses, slip permittees, harbor organizations, and owners of commercial fishing boats. Mr. Villazana has made some cosmetic improvements to the site and has provided longer business hours for his clientele since taking ownership of the business.

The basic lease terms of the proposed lease are as follows:

- **Term:** Five years commencing April 01, 2018;
- **Rent:** \$481.90 per month (\$3.44 per sq. ft.); and,
- **Annual Rent Adjustment:** Consumer Price Index.

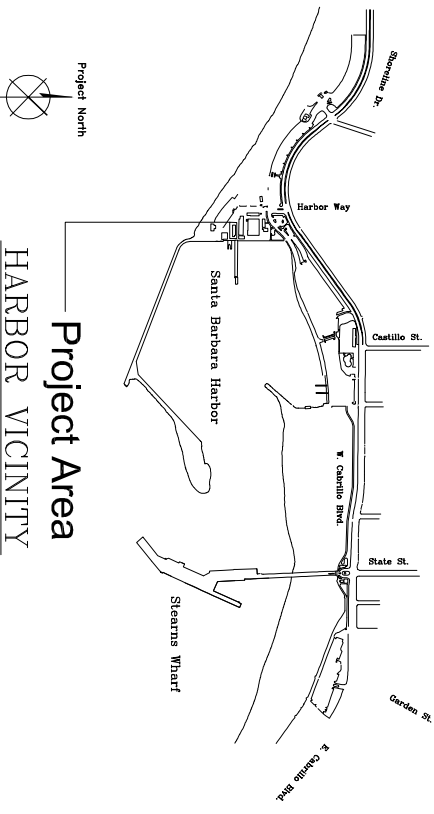
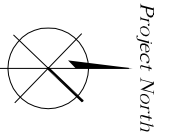
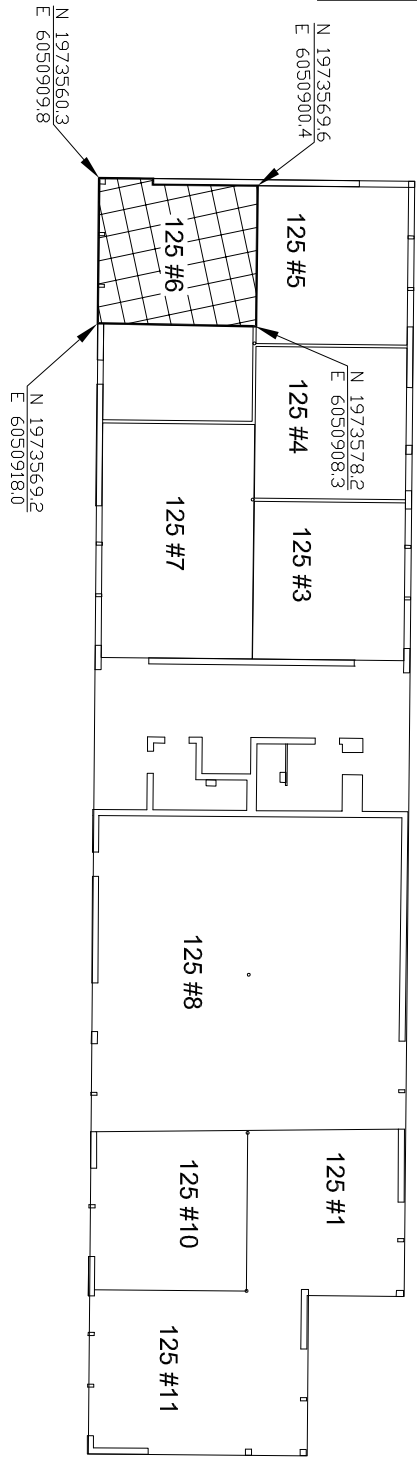
The proposed lease agreement will allow David Villazana to continue operate the mail center and serve the harbor community. The Harbor Mail Center is specifically identified in Appendix E of the Harbor Master Plan as an ocean-related use.

A copy of the proposed lease is available for review at the Waterfront Department Administration office.

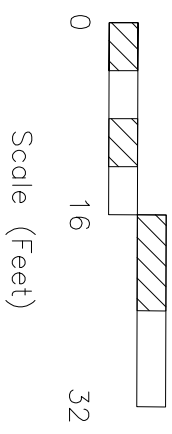
Attachment: Site Map

Prepared by: Brian J. Bosse, Waterfront Business Manager

**First Floor Plan**  
**125 Harbor Way Suite 6**  
**140 Square Feet**  
**Harbor Mail Center**



**Project Area**  
**HARBOR VICINITY**  
 NTS



Scale (Feet)

**Lease Area**  
**Exhibit A**

REVISIONS		DATE:	APPROVED BY:	DRAWN BY:
		1/22/2016		T.Lamler
		ADDRESS:	125 Harbor Way #6	
		City of Santa Barbara		
		Waterfront Department		
		SHEET NO.	1 of 1	
		DRAWING NO.	1250-029	