



**CITY OF WILDOMAR  
CITY COUNCIL REGULAR MEETING  
GENERAL BUSINESS  
Agenda Staff Report # 3.6  
Meeting Date: June 10, 2026**

**SUBJECT:** Approval of an Agreement for Planning and Development Review Services Between the City of Wildomar and the City of Canyon Lake

**SUBMITTED BY:** Robert Flores, Community Development Director

**PREPARED BY:** Robert Flores, Community Development Director

**ACTION:**

1. Approve the Agreement for Planning and Development Review Services between the City of Wildomar and the City of Canyon Lake; and
2. Authorize the City Manager to execute the Agreement.

**SUMMARY:**

The proposed Professional Planning Services Agreement would allow the City of Wildomar to provide planning and development review support services to the City of Canyon Lake, where the majority of the work is anticipated to be performed remotely. Wildomar has qualified planning staff capable of providing these services while maintaining its own operational priorities.

The Agreement is structured to provide fifty percent (50%) cost recovery to Wildomar for personnel, benefits, retirement, and overhead expenses, with Fiscal Year 2026-27 compensation estimated not to exceed \$75,000 (50% of the fully burdened cost of an Associate Planner at Step F).

Staff has determined that the Agreement promotes regional cooperation, provides needed planning assistance to a neighboring jurisdiction, and establishes clear responsibilities, performance expectations, and compensation provisions that protect the interests of both agencies.

**BACKGROUND:**

The City of Canyon Lake has requested professional planning and development review assistance from the City of Wildomar. Canyon Lake currently requires additional planning resources to assist with the administration of land use, zoning, development review, permit processing, limited environmental review, and related planning functions.

**DISCUSSION:**

Wildomar maintains qualified planning personnel with experience in municipal planning, zoning administration, development review, environmental review, and customer service. The proposed Agreement establishes a framework whereby Wildomar can provide professional

planning support services to Canyon Lake, mostly remotely, while maintaining Wildomar's operational priorities and staffing requirements.

Under the Agreement, Wildomar would provide services that may include:

- Review of zoning clearances, business registrations, sign permits, and development applications;
- Review of residential, commercial, industrial, and mixed-use development proposals;
- Preparation of planning comments, correction letters, and technical memoranda;
- Assistance with staff reports, conditions of approval, and public hearing materials;
- Limited environmental review and CEQA-related assistance;
- Remote public counter and customer service support; and
- Other planning-related functions identified in Exhibit A of the Agreement.

The Agreement expressly provides that Canyon Lake retains all final authority regarding land use approvals, permit issuance, permit denial, CEQA determinations, enforcement actions, appeals, and other discretionary decisions for the City of Canyon Lake. Wildomar's role is limited to professional planning review and support services.

The proposed Agreement includes an initial term beginning July 1, 2026, with provisions allowing limited extensions and termination by either party upon notice. Compensation is structured as 50% cost recovery to Wildomar to include the fully burdened cost of one planning professional position, including salary, benefits, retirement costs, and overhead. The Agreement also contains provisions addressing performance standards, records retention, public records compliance, indemnification, insurance, staffing continuity, dispute resolution, and termination procedures.

The City of Wildomar had previously identified the need to fill one Associate Planner position. This previously planned position will now be shared with the City of Canyon Lake. The City of Wildomar will then create a new Planning Technician position, which will not be shared. Between the shared Associate Planner position and the new Planning Technician position, the City of Wildomar will be able to significantly reduce the amount of hours being paid to outside consultants for overflow Planning work.

Staff has reviewed the Agreement and determined that the proposed arrangement provides an opportunity for regional cooperation while allowing Wildomar to recover all costs associated with providing the services. The Agreement further provides flexibility for both agencies and establishes clear expectations regarding service delivery, compensation, and responsibilities.

### **ENVIRONMENTAL ANALYSIS:**

Approval of the Agreement is not a project pursuant to Section 15378 of the California Environmental Quality Act (CEQA) Guidelines because it involves organizational and administrative activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment. Alternatively, the action is exempt under CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that approval of the Agreement may have a significant effect on the environment.

**FISCAL IMPACT:**

The Agreement is structured to provide 50% cost recovery to the City of Wildomar. Compensation paid by the City of Canyon Lake is based upon the fully burdened cost of one planning position, including salary, benefits, retirement costs, and applicable overhead.

For Fiscal Year 2026-27, compensation is estimated not to exceed \$75,000, unless otherwise approved in writing pursuant to the terms of the Agreement. Future annual adjustments are authorized to reflect salary step increases, negotiated labor agreement changes, benefit cost increases, and CalPERS contribution changes.

No General Fund subsidy is anticipated as a result of this Agreement for services provided to the City of Canyon Lake.

**ATTACHMENTS:**

[Attachment A - CYNLK WLDR PLANNING SERVICES AGREEMENT.pdf](#)