NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, December 21, 2022, 6:00 P.M.

Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

The Council will not begin consideration of any item on this agenda later than 10:00 p.m. unless such consideration is approved. Any items on this agenda not considered this evening will be continued to a future meeting.

Copies of the agenda packet are available for review at the Pacific Grove Library, in the Finance Department, and electronically at www.cityofpacificgrove.org/agendas. The most effective method of communication with the City Council is by sending an email to citycouncil@cityofpacificgrove.org. In order to allow the City Council adequate time to review communication related to an agenda item, it is recommended that the communication be sent no later than 9:00 AM on the day prior to the City Council meeting.

THIS MEETING WILL BE HELD IN PERSON AND VIRTUALLY (HYBRID).

CHAMBER CAPACITY SEATING IS LIMITED AND PROVIDED ON A FIRST COME, FIRST SERVED BASIS.

THE VIRTUAL MEETING IS COMPLIANT WITH THE GOVERNOR'S EXECUTIVE ORDERS ALLOWING FOR A DEVIATION OF TELECONFERENCE RULES REQUIRED BY THE BROWN ACT.

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:
https://us02web.zoom.us/j/209579290

To participate telephonically, call any number below:

888 788 0099 US (Toll-free)
877 853 5247 US (Toll-free)
669 900 9128
669 219 2599

Webinar ID: 209 579 290#
If prompted to enter a participant ID, press #.

Help Line 831-648-3128

MEETING INSTRUCTIONS

The public may also view the meeting on the Peninsula Channel 25.

AGENDA

CALL TO ORDER

A. Remote Teleconference - AB 361 ***Action required by 11/2/2022*** **PG 7**

Reference: Kerry Lindstrom, Deputy City Clerk

Recommended Action: Ratify Resolution No. 21-029 Emergency Teleconferencing authorizing remote teleconference meetings of all City legislative bodies for the following 30 days in accord with the Ralph M. Brown Act.

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

PLEDGE OF ALLEGIANCE: Councilmember Coletti

1. **APPROVAL OF AGENDA**

2. **PRESENTATIONS**

3. **COUNCIL AND STAFF ANNOUNCEMENTS (City-Related Items Only)**

A. Report on Closed Session by City Attorney

B. Other

4. **GENERAL PUBLIC COMMENT**

General Public Comment must deal with matters subject to the jurisdiction of the City and the Council that are not on the Regular Agenda. This is the appropriate place to comment as to items on the Consent Agenda, only if you do not wish to have the item pulled for individual consideration by the Council. Comments from the public will be limited to three minutes and will not receive Council action. Comments regarding items on the Regular Agenda shall be heard prior to Council's consideration of such items at the time such items are called. Whenever possible, written correspondence should be submitted to the Council in advance of the meeting, to provide adequate time for its consideration.

CONSENT AGENDA

The Consent Agenda deals with routine and non-controversial matters, and may include action on resolutions, ordinances, or other public hearings for which testimony is not anticipated. The vote on the Consent Agenda shall apply to each item that has not been removed. Any member of Council, staff, or the public may remove an item from the Consent Agenda for individual consideration. When items are pulled for discussion, they will be automatically placed at the end of their respective section within the Regular Agenda. One motion shall be made to adopt all non-removed items on the Consent Agenda.

5. **APPROVAL OF CITY COUNCIL MEETING MINUTES**
Items pulled from this section will be placed under 12. Unfinished and Ongoing Business

A. Minutes of the December 7, 2022 City Council Special and Regular Meetings **PG 12**
Reference: Sandra Kandell, City Clerk
Recommended Action: Approve minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

6. **RESOLUTIONS**
Items pulled from this section will be placed under 12. Unfinished and Ongoing Business or 13. New Business

7. **ORDINANCES**
Items pulled from this section will be placed under 11. Public Hearings

8. **REPORTS – INFORMATION ONLY**
Items pulled from this section will be placed under 12. Unfinished and Ongoing Business or 13. New Business

A. Check Register report - November 2022 **PG 21**
Reference: Audrey Cray, Finance & Risk Manager
Recommended Action: Receive the report.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Core Revenue Report for November 2022 **PG 68**
Reference: Audrey Cray, Finance & Risk Manager
Recommended Action: Receive the report.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

9. **REPORTS – REQUIRING ACTION**
Items pulled from this section will be placed under 12. Unfinished and Ongoing Business or 13. New Business

A. Ratification of New Local Emergency Actions **PG 71**
Reference: Ben Harvey, City Manager
Recommended Action: Receive report of emergency directives/modifications.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Legal Services Agreement with Renee Public Law Group **PG 73**
Reference: Brian A. Pierik, City Attorney
Recommended Action: Motion to authorize the Mayor to sign a Legal Services Agreement with Renee Public Law Group.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

C. Agreement with Renee Public Management Group **PG 79**
Reference: Brian A. Pierik, City Attorney
Recommended Action: Motion to authorize the Mayor to sign Agreement with Renee Public Management Group.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

10. **MEETING MINUTES OF COMMISSIONS, BOARDS, AND COMMITTEES**
Items pulled from this section will be placed under 13. New Business

A. Diversity, Equity, and Inclusion Meeting Minutes: November 14, 2022 **PG 84**
Reference: Sandra Kandell, City Clerk/DEI Coordinator
Recommended Action: Receive the minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Planning Commission Meeting Minutes: September 1, 2022 **PG 87**
Reference: Joseph Sidor, Contract Planner
Recommended Action: Receive the minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

REGULAR AGENDA

11. **PUBLIC HEARINGS**
For public hearings involving a quasi-judicial determination by the Council, the proponent of an item may be given 10 minutes to speak and others in support of the proponent's position may be given three minutes each. A designated spokesperson for opposition to the item may be given 10 minutes to speak and all others in opposition may be given three minutes each. Very brief rebuttal and surrebuttal may be allowed in the sole discretion of the Council. In public hearings not involving a quasi-judicial determination by the Council, all persons may be given three minutes to speak on the matter. Public hearings on non-controversial matters or for which testimony is not anticipated may be placed on the Consent Agenda, but shall be removed if any person requests a staff presentation or wishes to be heard on the matter.

12. **UNFINISHED AND ONGOING BUSINESS**

A. Coastal Wildlife Protection Subcommittee Recommendations **PG 90**

Reference: Joe Amelio, Councilmember and Luke Coletti, Councilmember

Recommended Action:

1. Direct Staff to return to City Council with a Request for Qualifications for consultant services to assist with the proposed Local Coastal Program amendments and corrections.
2. Direct Staff to return to City Council with a comprehensive report describing the use of Community Service Officers to provide wildlife protection and code enforcement services throughout the entire city.
3. Direct the Beautification and Natural Resources Commission to form a standing Wildlife Subcommittee that will provide guidance and oversight regarding wildlife protection issues and code enforcement efforts throughout the entire city.

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Parklet Program **PG 220**

Reference: Laurel O'Halloran, Planner & Economic Development Coordinator

Recommended Action:

1. Receive recommendations from Traffic Safety and Planning Commissions.
2. Receive Proposed Draft Parklet Program Manual and provide feedback.
3. Provide direction to City staff to move forward with a program based on Title 15, Encroachment Permits, and Director of Public Works approval.

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

13. **NEW BUSINESS**

A. 2023 Chevrolet Tahoe Police Vehicle Purchase **PG 321**

Reference: Jocelyn Francis, Police Administrative Services Manager

Recommended Action: Authorize the City Manager to award a purchase order with Premier Chevrolet of Seaside for the purchase of (1) 2023 Chevrolet Tahoe Police Vehicle in an amount not-to-exceed $76,500.

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

ADJOURNMENT

NOTICE OF ADA COMPLIANCE: Pursuant to Title II of the Americans with Disabilities Act (Codified At 42 United States Code Section 12101 and 28 Code of Federal Regulations Part 35), and Section 504 of the Rehabilitation Act of 1973, the City of Pacific Grove does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or sexual orientation in the provision of any services, programs, or activities. The City of Pacific Grove does not discriminate against persons with disabilities. City Hall is an accessible facility. A limited number of assisted listening devices will be available at this meeting. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting or provide the requested agenda format.

CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Kerry Lindstrom, Deputy City Clerk
MEETING DATE:	December 21, 2022
SUBJECT:	Remote Teleconference - AB 361 ***Action required by 11/2/2022***
CEQA:	Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION
Ratify Resolution No. 21-029 Emergency Teleconferencing authorizing remote teleconference meetings of all City legislative bodies for the following 30 days in accord with the Ralph M. Brown Act.

DISCUSSION
Governor Newsom signed AB 361 into law on September 16, 2021 to become effective on October 1, 2021. AB 361 extends the provisions of the Governor's Executive Order N-29-20 and Executive Order N-35-20 and is effective until January 1, 2024. AB 361 amends sections of the Brown Act to allow legislative bodies to continue to hold teleconference meetings during a state of emergency if the legislative body finds that as a result of the proclaimed state of emergency, meeting in person would present imminent risks to the health or safety of attendees.

Assembly Bill 361 requires the City within 30 days of holding a virtual meeting for the first time, and every 30 days thereafter, to make findings ratifying the state of emergency.

The exact language of the Bill is as follows:

If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

At its October 6, 2021 meeting, Council approved Resolution No. 21-029 Proclaiming a Local Emergency, Ratifying the State of Emergency Proclaimed on March 4, 2020, and Authorizing Remote

Teleconference Meetings of All City Legislative Bodies for the Following 30 days in Accord wth the Ralph M. Brown Act. Resolution No. 21-029 has effect for only 30 days. The Council has ratified that resolution each month since and must now renew the effect of the resolution by ratifying it again or adopting another.

This item will be added to the Council's first meeting of the month as the first item of business.

OPTIONS

Take no action and resume in person meetings.

FINANCIAL IMPACT:

There is no fiscal impact.

GOAL ALIGNMENT: Transparency, Accountability and Communication: Implement programs, processes, revisions, and training to improve and advance the City's efforts.

Attachments

Reso 21-029

DocuSign Envelope ID: 8F875A48-8FB2-4F57-8F21-7F649254EB77

RESOLUTION NO. 21-029

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE STATE OF EMERGENCY PROCLAIMED ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF ALL CITY LEGISLATIVE BODIES FOR THE FOLLOWING 30 DAYS IN ACCORD WITH THE RALPH M. BROWN ACT

FACTS

1. The City of Pacific Grove (City) is a charter city and public entity established under the laws of the State of California.

2. The City is committed to preserving and nurturing public access and participation in meetings of the City Council and all its Boards and Commissions; and

3. All meetings of City legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and observe City legislative bodies conduct business; and

4. The Brown Act, Government Code section 54953(e), enables remote teleconferencing participation in meetings by members of a legislative body, without strict compliance with requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

5. One required condition is that a state of emergency has been declared by the Governor of the State of California pursuant to Government Code section 8625, proclaiming existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

6. A proclamation is made that there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the City's jurisdiction, caused by natural, technological, or human-caused disasters; and

7. State or local officials have imposed or recommended measures to promote social distancing, or that having the legislative body meet in person would present imminent risks to the health and safety of attendees; and

8. The City Council affirms these conditions now exist in the City. Specifically, on March 4, 2020, the Governor proclaimed a State of Emergency to exist as a result of the threat of COVID-19. That Proclamation has not been terminated by either the Governor or the Legislature pursuant to Government Code section 8629; and

9. Despite sustained efforts to remedy this circumstance, the City determines that meeting in person poses an imminent risk to health and safety of attendees due to the COVID-19 virus and its variants; and

10. The City Council finds the emergency created by the COVID-19 virus and its variants has caused, and will continue to cause, conditions of peril to the safety of persons within the City that are likely to be beyond the control of services, personnel, equipment, and facilities of the City, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor and similar local health orders that require social distancing; and

11. As a consequence of the local emergency, the City Council determines that all legislative bodies of the City of Pacific Grove are required to conduct their meetings without full compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that those City legislative bodies shall comply with the requirements to provide public access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

12. Each City legislative body shall continue to conduct meetings with public access available via call-in or internet-based service options and the public shall be allowed to address the legislative body directly in real time; and

13. This Resolution shall authorize the City Manager to establish and maintain platforms necessary for each City legislative body to hold teleconference meetings and provide an avenue for real-time public comments for such meetings; and

14. The City Council finds the introduction and adoption of this resolution is not subject to the California Environmental Quality Act (CEQA) as the activity is not a project as defined in Section 15378) of the CEQA Guidelines.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE:

SECTION 1. RECITALS. The foregoing Findings are true and correct and are adopted by the City Council as though set forth in full.

SECTION 2. PROCLAMATION OF LOCAL EMERGENCY. The Council hereby proclaims that a local emergency now exists throughout the City, and meeting in person would present imminent risk as a result of the COVID-19 virus and its variants.

SECTION 3. RATIFICATION OF PROCLAMATION OF A STATE OF EMERGENCY. The Council hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

SECTION 4. REMOTE TELECONFERENCE MEETINGS. The City Manager and legislative bodies of City of Pacific Grove are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

SECTION 5. EFFECTIVE DATE OF RESOLUTION. This Resolution shall take effect immediately upon its adoption and shall be remain in effect for a period of 30 days, or until such time the City Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which City legislative bodies may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 6th day of October 2021, by the following vote:

AYES: Mayor Peake, Mayor Pro Tem Smith, Councilmembers Amelio, Coletti, McAdams, Poduri, and Tomlinson.

NOES: None.

ABSENT: None.

APPROVED:

DocuSigned by:
Bill Peake
2E6E9DE48137414...
BILL PEAKE, Mayor

ATTEST:
DATED: 10/25/2021

DocuSigned by:
Sandra Kandell
4E11A61C650B4E1...
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

DocuSigned by:
David C. Laredo
F06545E32D2646E...
DAVID C. LAREDO, City Attorney

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Sandra Kandell, City Clerk/DEI Coordinator

MEETING DATE: December 21, 2022

SUBJECT: Minutes of the December 7, 2022 City Council Special and Regular Meetings

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve minutes.

Attachments

Draft Minutes

DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING

Wednesday, December 7, 2022, 6:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

**THIS MEETING WILL BE HELD IN PERSON AND VIRTUALLY (HYBRID).
CHAMBER CAPACITY SEATING IS LIMITED AND PROVIDED ON A
FIRST COME, FIRST SERVED BASIS.
THE VIRTUAL MEETING IS COMPLIANT WITH THE GOVERNOR'S EXECUTIVE
ORDERS ALLOWING FOR A DEVIATION OF
TELECONFERENCE RULES REQUIRED BY THE BROWN ACT.**

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:
https://us02web.zoom.us/j/209579290

CALL TO ORDER
Mayor Peake called the meeting to order at 6:00 p.m. City Clerk Kandell conducted roll call with the following Council present in Chamber: Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Coletti, McAdams, Poduri, Smith, and Tomlinson.

A. Remote Teleconference - AB 361 ***Action required by 11/2/2022***
No public comment was received.

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember Smith, Council voted to ratify Resolution No. 21-029 Emergency Teleconferencing authorizing remote teleconference meetings of all City legislative bodies for the following 30 days in accord with the Ralph M. Brown Act.

Motion carried 7-0, by the following roll call vote:

AYES:	Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Coletti, McAdams, Poduri, Smith, and Tomlinson.
NOES:	None.
ABSENT:	None.

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

PLEDGE OF ALLEGIANCE
Mayor Pro Tem Amelio led the pledge of allegiance.

1. **APPROVAL OF AGENDA**

Action: Upon motion by Councilmember Smith and seconded by Mayor Pro Tem Amelio, the Council voted to approve the agenda.

Motion carried 7-0, by the following roll call vote:

AYES:	Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Coletti, McAdams, Poduri, Smith, and Tomlinson.
NOES:	None.
ABSENT:	None.

2. **CERTIFICATION OF RESULTS / OATHS OF OFFICE / PRESENTATIONS**

A. Declaring Results of the November 8, 2022 General Election
No public comment was received.

Action: Upon motion by Councilmember Smith and seconded by Councilmember McAdams, the Council voted to approve Resolution No. 22-052 declaring the results of the November 8, 2022, General Election.

Motion carried 7-0, by the following roll call vote:

AYES:	Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Coletti, McAdams, Poduri, Smith, and Tomlinson.
NOES:	None.
ABSENT:	None.

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Oaths of Office for Elected Officials ***At the request of the Mayor, this item was heard after 2C Certificates of Appreciation.***
No public comment was received.

Action: No Council action required. Oaths were administered by the Deputy City Clerk to our elected Mayor and Council Members.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

C. Certificates of Appreciation ***At the request of the Mayor, this item was heard prior to 2B Oaths of Office for Elected Officials.***
Public comment was received from Mark Chakwin, Andrew Gonzalez, Nadja Mark, and Darla Vining.

Action: Outgoing Council Members McAdams and Tomlinson received certificates.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

3. **ADDITIONAL COMMENTS / PUBLIC PARTICIPATION / COUNCIL AND STAFF ANNOUNCEMENTS (City-Related Items Only)**

4. **GENERAL PUBLIC COMMENT**
General public comment was received from Nancy Parsons, Peggy Gibbs, Vince Tuminello, Mike Gibbs, and Kim Akeman.

A. Public Comment
Action: Received public comment, if applicable.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

CONSENT AGENDA

Action: Consent Agenda item 9B was pulled and heard as Regular Agenda item 12A. Consent Agenda item 9C was pulled and heard as Regular Agenda item 13G.

Action: Upon motion by Councilmember Smith and seconded by Mayor Pro Tem Amelio, Council voted to approve the Consent Agenda as amended.

Motion carried 7-0, by the following roll call vote:

AYES:	Mayor Peake, Councilmembers Amelio, Beck, Coletti, McDonnell, Poduri, and Smith.
NOES:	None.
ABSENT:	None.

5. **APPROVAL OF CITY COUNCIL MEETING MINUTES**

A. Minutes of the November 16, 2022 City Council Special and Regular Meetings
Action: Approved minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

6. **RESOLUTIONS**

A. A Resolution of the City Council of the City of Pacific Grove Supporting the Blue Zones Project Monterey County
Action: Adopted Resolution No. 22-053 supporting the Blue Zones Project Monterey County.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. A Resolution of the City Council of the City of Pacific Grove in Support of Net Energy Metering
Action: Adopted Resolution No. 22-054 in support of Net Energy Metering and transmit copies to Governor Gavin Newsom, State Senator Nancy Skinner, Assemblymember Buffy Wicks, and members of the California Public Utilities Commission Board (CPUC).
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

7. **ORDINANCES**

A. Second Reading of an Ordinance to Amend the Salary Schedule (Minimum Wage)
Action: Held second reading and adopted Ordinance No. 22-020 amending the salary classification schedule, modifying the salary range for Cashier, Intern, Lighthouse Docent Coordinator, Recreation Assistant I, Recreation Assistant II and Recreation Supervisor; and approving the amendment.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Second Reading of an Ordinance Amending the Fiscal Year 2022-23 Operating and Capital Improvement Budget
Action: Held second reading and adopted Ordinance No. 22-021 Amending the Fiscal Year 2022-23 Operating and Capital Improvement Budget
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

8. **REPORTS – INFORMATION ONLY**

A. Governor Newsom's Executive Order N-16-22
Action: Received the DEI November 8, 2022 Agenda Report with Governor Newsom's Executive Order N-16-22 Attachment
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Monterey-Salinas Transmit Meeting Minutes of October 17, 2022
Action: Received minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

9. **REPORTS – REQUIRING ACTION**

A. Ratification of New Local Emergency Actions
Action: Received report of emergency directives/modifications.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Proposed Schedule of City Council Meetings for 2023 and 2024 ***This item was pulled and considered as Regular Agenda 12A.***
Reference: Sandra Kandell, City Clerk/DEI Coordinator
Recommended Action: Adopt the proposed schedule of City Council Meetings for 2023 and 2024.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

C. Pacific Grove Museum of Natural History Roof Repair Project ***This item was pulled and considered as Regular Agenda item 13G.***
Reference: Joyce Halabi, Deputy Public Works Director
Recommended Action: Authorize an agreement with Scudder Roofing for the Pacific Grove Museum of Natural History Roof Repair Project in an amount not to exceed

$49,285 plus a 20% contingency.
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

D. Appointments to Regional Agencies and Liaisons
Action: Approved appointments to regional boards and endorsed liaisons effective immediately.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

10. **MEETING MINUTES OF COMMISSIONS, BOARDS, AND COMMITTEES**

A. Beautification and Natural Resources Commission Minutes: August 16, 2022 and September 20, 2022
Action: Received minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Traffic Safety Commission Meeting Minutes: October 22, 2022
Action: Received minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

REGULAR AGENDA

11. **PUBLIC HEARINGS**

12. **UNFINISHED AND ONGOING BUSINESS**

A. Proposed Schedule of City Council Meetings for 2023 and 2024 ***This item was pulled from the Consent Agenda.***
No public comment was received.

Action: Upon motion by Councilmember Smith and seconded by Councilmember Coletti, Council adopted the proposed schedule of City Council Meetings for 2023 and 2024 adding a Goal Setting Session for January 25, 2023 at 6:00 p.m. and a Budget Workshop for March 8, 2023 at 6:00 p.m.

Motion carried 7-0, by the following roll call vote:

AYES:	Mayor Peake, Mayor Pro Tem Amelio, Councilmembers Beck, Coletti, McDonnell, Poduri, and Smith.
NOES:	None.
ABSENT:	None.

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

13. **NEW BUSINESS**

A. Mayor Pro Tempore
Public comment was received from Sally Moore and Inge Lorentzen Daumer.

Action: Select a Mayor Pro Tempore in accordance with the Charter through nominations from City Council.

Action: Mayor Peake nominated Councilmember Smith.

Action: No further nominations were made, and the nomination period was closed.

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Mayor Peake, Council voted to approve Councilmember Smith as Mayor Pro Tem for a two year term.

Motion carried 7-0, by the following roll call vote:

AYES:	Mayor Peake, Councilmembers Amelio, Beck, Coletti, McDonnell, Poduri, and Smith.
NOES:	None.
ABSENT:	None.

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Mayor Pro Tempore Role and Appointment
Public comment was received from Inge Lorentzen Daumer.

Action: Upon motion by Councilmember Poduri and seconded by Mayor Pro Tem Smith, Council voted to direct the City Attorney to return with a draft ordinance to amend Chapter 2.05 of the Pacific Grove Municipal Code codifying the role and appointment of the Mayor pro tempore.

Motion carried 7-0, by the following roll call vote:

AYES:	Mayor Peake, Mayor Pro Tem Smith, Councilmembers Amelio, Beck, Coletti, McDonnell, and Poduri.
NOES:	None.
ABSENT:	None.

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

C. Presentation of the Council Goals and Tactics Section of the City's New Transparency Software
Public comment was received from Andrew Kubica.

Action: Council received the presentation.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

D. Council Goals 2023-2024
No public comment was received.

Action: Due to lack of a motion, no action was taken to appoint a subcommittee to draft Council goals for 2023-2024.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

E. Small Business Recovery Action Plan
Public comment was received from Mike Gibbs, Vince Tuminello, and Andrew Kubica.

Action: Council received the report and provided the Economic Development Commission with feedback regarding the report's recommendations.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

F. Cannabis Retail License
Public comment was received from Mike Gibbs, Kelly, Vince Tuminello, Inge Lorentzen Daumer, and Darla Vining.

Action: Upon motion by Councilmember Coletti and seconded by Mayor Pro Tem Smith, Council voted to direct the City Manager and City Attorney to create a cannabis license program to authorize one cannabis retail license under the following conditions:

1. Location may be determined following award of license and subject to restrictions described in Nov. 8 general election Measure M.
2. Objective license conditions.

Motion carried 7-0, by the following roll call vote:

AYES:	Mayor Peake, Mayor Pro Tem Smith, Councilmembers Amelio, Beck, Coletti, McDonnell, and Poduri.
NOES:	None.
ABSENT:	None.

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

G. Pacific Grove Museum of Natural History Roof Repair Project ***This item was pulled from the Consent Agenda.***
Public comment was taken from Andrew Kubica.

Action: Upon motion by Councilmember Amelio and seconded by Mayor Pro Tem Smith, Council voted to authorize an agreement with Scudder Roofing for the Pacific Grove Museum of Natural History Roof Repair Project in an amount not to exceed $49,285 plus a 20% contingency.

Motion carried 7-0, by the following roll call vote:

AYES: Mayor Peake, Mayor Pro Tem Smith, Councilmembers Amelio, Beck, Coletti, McDonnell, and Poduri.
NOES: None.
ABSENT: None.

CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

A. Public Employment, (Government Code § 54957)
Title: City Manager Performance Evaluation
No public comment was received.

Action: Received report and will report out, if any, during the next regular meeting.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

ADJOURNMENT

Council paused the regular meeting at 9:34 p.m. to commence Closed Session agenda item 15A. Closed Session adjourned at 10:45 p.m. A report out, if any, will occur at the next regular meeting.

Respectfully Submitted,

Sandra Kandell
City Clerk

Approved by Mayor: _____Date_____

Attest by City Manager: _____Date_____

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Audrey Cray, Finance & Risk Manager

MEETING DATE: December 21, 2022

SUBJECT: Check Register report - November 2022

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the report.

DISCUSSION

The check register is a detailed account of monthly expenditures. It provides budgetary insight and promotes transparency. It is an excellent counterpart to the City's monthly Core Revenue Report; and is a practice followed by many other local jurisdictions.

The check register is produced from the City's financial system. The report groups the checks by the respective city fund and vendor. The check register includes the check number, the check issue date, the name of the vendor, and a description of the purchase and the amount of the check.

Attached is the check register report for November 2022.

The monthly total is provided on the last page of the report.

OPTIONS

N/A - This is an informational report only.

FINANCIAL IMPACT:

There is no fiscal impact. This is informational only.

GOAL ALIGNMENT: Financial Stability: Develop a strategic plan to better address current and future City expenditure and revenue needs.

Attachments

Check Register - November 2022

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104241	11/04/22	2952	AFLAC	01	202	DED:5291 AFLAC P/T	0.00	69.24
101	104241	11/04/22	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	678.09
101	104241	11/04/22	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,709.54
TOTAL CHECK								0.00	2,456.87
101	104242	11/04/22	2935	CALIF LAW ENFORCMEN	01	202	DED:3200 LTD PD	0.00	567.00
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:531 HEALTH	0.00	350.62
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:2074 HEALTH	0.00	911.50
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:118 HEALTH	0.00	911.60
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:109 HEALTH	0.00	1,015.82
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:120 HEALTH	0.00	1,015.82
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:1 HEALTH	0.00	1,057.01
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:2225 HEALTH INS	0.00	1,057.01
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:0563 HEALTH FAM	0.00	1,114.18
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:2072 HEALTH	0.00	1,725.00
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:110 HEALTH	0.00	2,031.62
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:2071 HEALTH	0.00	2,397.00
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:103 HEALTH	0.00	2,454.34
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:105 HEALTH	0.00	2,734.80
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:102 HEALTH	0.00	2,748.24
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:533 HEALTH	0.00	3,646.40
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	3,699.57
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:2073 HEALTH FAM	0.00	4,438.00
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:104 HEALTH	0.00	6,311.07
101	104243	11/04/22	1	CALPERS HEALTH	01	202	DED:100 HEALTH	0.00	6,342.12
TOTAL CHECK								0.00	45,961.72
101	104244	11/04/22	3134	CITY OF PACIFIC GRO	01	202	DED:3300 AFLAC DEP	0.00	348.00
101	104244	11/04/22	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	2,241.48
TOTAL CHECK								0.00	2,589.48
101	104245	11/04/22	3393	EFT	01	202	DED:*FM MEDICARE	0.00	10,678.54
101	104245	11/04/22	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	16,826.18
101	104245	11/04/22	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	45,374.71
TOTAL CHECK								0.00	72,879.43
101	104246	11/04/22	9589	FOREMAN FINANCIAL,	01	202	DED:7506 WAGE ORDER	0.00	555.29
101	104247	11/04/22	3404	FRANCHISE TAX BOARD	01	202	DED:7502 WAGE GARN	0.00	100.00
101	104248	11/04/22	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	760.00
101	104249	11/04/22	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	765.00
101	104249	11/04/22	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	9,543.57
TOTAL CHECK								0.00	10,308.57
101	104250	11/04/22	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	236.30
101	104251	11/04/22	2949	PACIFIC GROVE MANAG	01	202	DED:7203 ASSOC DUES	0.00	30.00
101	104252	11/04/22	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	19.97

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104252	11/04/22	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	61.80
101	104252	11/04/22	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,324.43
101	104252	11/04/22	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	3,012.51
101	104252	11/04/22	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	6,454.63
TOTAL CHECK								0.00	10,873.34
101	104253	11/04/22	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	44.13
101	104254	11/04/22	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	132.65
101	104254	11/04/22	2053	CITY OF PACIFIC GRO	01	202	DED:201 DENTAL	0.00	187.95
101	104254	11/04/22	2053	CITY OF PACIFIC GRO	01	202	DED:202 DENTAL	0.00	189.64
101	104254	11/04/22	2053	CITY OF PACIFIC GRO	01	202	DED:2102 DENTAL	0.00	375.90
101	104254	11/04/22	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	568.50
101	104254	11/04/22	2053	CITY OF PACIFIC GRO	01	202	DED:2103 DENTAL FAM	0.00	616.33
TOTAL CHECK								0.00	2,070.97
101	104255	11/04/22	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	132.70
101	104256	11/04/22	2133	PERS	01	202	DED:0000 PERS	0.00	-874.22
101	104256	11/04/22	2133	PERS	01	202	DED:0019 PERS RT SF	0.00	-3.25
101	104256	11/04/22	2133	PERS	01	202	DED:0025 PERS RT MS	0.00	13.01
101	104256	11/04/22	2133	PERS	01	202	DED:0004 SURV BEN	0.00	87.42
101	104256	11/04/22	2133	PERS	01	202	DED:0022 PERS SP MS	0.00	98.51
101	104256	11/04/22	2133	PERS	01	202	DED:08 PERS OTHER	0.00	396.79
101	104256	11/04/22	2133	PERS	01	202	DED:0018 PERS SP SF	0.00	486.23
101	104256	11/04/22	2133	PERS	01	202	DED:0009 PERS OTHER	0.00	806.56
101	104256	11/04/22	2133	PERS	01	202	DED:2001 PERS	0.00	880.32
101	104256	11/04/22	2133	PERS	01	202	DED:2000 PERS EMPLY	0.00	1,179.00
101	104256	11/04/22	2133	PERS	01	202	DED:0002 PERS	0.00	5,670.87
101	104256	11/04/22	2133	PERS	01	202	DED:07 PERS CITY	0.00	5,784.56
101	104256	11/04/22	2133	PERS	01	202	DED:0017 PERS RG SF	0.00	5,962.65
101	104256	11/04/22	2133	PERS	01	202	DED:0011 PERS ER SF	0.00	6,336.53
101	104256	11/04/22	2133	PERS	01	202	DED:0021 PERS REG M	0.00	8,389.92
101	104256	11/04/22	2133	PERS	01	202	DED:0020 PERS ER M3	0.00	9,408.27
101	104256	11/04/22	2133	PERS	01	202	DED:0006 PERS CITY	0.00	11,200.61
101	104256	11/04/22	2133	PERS	01	202	DED:01 PERS	0.00	11,428.49
TOTAL CHECK								0.00	67,252.27
101	104257	11/04/22	2943	POLICE OFFICERS ASS	01	202	DED:7204 ASSOC DUES	0.00	7.00
101	104257	11/04/22	2943	POLICE OFFICERS ASS	01	202	DED:7205 ASSOC DUES	0.00	931.24
TOTAL CHECK								0.00	938.24
101	104258	11/04/22	2940	LEGAL SHIELD	01	202	DED:6100 LEGAL SVC	0.00	14.95
101	104259	11/04/22	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	4,056.81
101	104260	11/04/22	8211	STANDARD INSURANCE	01	202	DED:3500 LIFE INS	0.00	1,401.75
101	104261	11/04/22	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	627.08
101	104262	11/04/22	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	528.38

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104263	11/04/22	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	41.88
101	104263	11/04/22	632	VISION SERVICE PLAN	01	202	DED:302 VISION	0.00	60.00
101	104263	11/04/22	632	VISION SERVICE PLAN	01	202	DED:301 VISION	0.00	135.00
101	104263	11/04/22	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	216.38
101	104263	11/04/22	632	VISION SERVICE PLAN	01	202	DED:2503 VISION FAM	0.00	270.01
TOTAL CHECK								0.00	723.27
101	104265	11/03/22	2133	PERS	131	5145	OCT 2022 UAL	0.00	11,500.00
101	104265	11/03/22	2133	PERS	401	5145	OCT 2022 UAL	0.00	11,583.33
101	104265	11/03/22	2133	PERS	201	5145	OCT 2022 UAL	0.00	13,833.33
101	104265	11/03/22	2133	PERS	505	5145	OCT 2022 UAL	0.00	18,583.33
101	104265	11/03/22	2133	PERS	351	5145	OCT 2022 UAL	0.00	99,750.00
101	104265	11/03/22	2133	PERS	301	5145	OCT 2022 UAL	0.00	118,603.25
101	104265	11/03/22	2133	PERS	513	5145	OCT 2022 UAL	0.00	250.00
101	104265	11/03/22	2133	PERS	101	5145	OCT 2022 UAL	0.00	500.00
101	104265	11/03/22	2133	PERS	133	5145	OCT 2022 UAL	0.00	2,583.33
101	104265	11/03/22	2133	PERS	502	5145	OCT 2022 UAL	0.00	2,916.67
101	104265	11/03/22	2133	PERS	501	5145	OCT 2022 UAL	0.00	3,583.33
101	104265	11/03/22	2133	PERS	421	5145	OCT 2022 UAL	0.00	5,416.67
101	104265	11/03/22	2133	PERS	121	5145	OCT 2022 UAL	0.00	10,000.00
101	104265	11/03/22	2133	PERS	503	5145	OCT 2022 UAL	0.00	10,166.67
TOTAL CHECK								0.00	309,269.91
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	297.25
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	324.01
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	503	5802	SUNSET SR. - LOAN	0.00	338.81
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	351	5222	FIRE DEPARTMENT - 2	0.00	494.66
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	401	5222	550 CENTRAL AVE	0.00	641.88
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPARTMENT -	0.00	886.26
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	301	5802	580 PINE AVE - LOAN	0.00	1,046.81
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	1,088.44
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	301	5222	580 PINE AVE	0.00	1,420.11
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	351	5222	FIRE DEPT	0.00	153.17
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPT	0.00	155.61
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	186.68
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	201	5222	CEDD - 9.5%	0.00	195.80
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	121	5222	CITY MANAGER - 9.5%	0.00	195.80
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	226.03
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	261.81
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	131	5222	FINANCE - 7%	0.00	144.28
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	17 MILE DRIVE	0.00	148.60
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	CALEDONIA PK LIGHTS	0.00	-68.40
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	-68.24
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	-62.97
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	-60.27
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	-57.96
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKLR	0.00	-56.49
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	BEACH BOAT STORAGE	0.00	-49.83
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	503	5222	PHONE BOOTH-BERWICK	0.00	-38.47
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	CONCESSION STAND	0.00	-19.84
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	CALEDONIA ST	0.00	0.01
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	0.10

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	2.58
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION ROOM	0.00	4.03
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	201	5222	101 CITY HALL/CEDD	0.00	4.05
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	131	5222	101 CITY HALL/FIN -	0.00	4.06
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	5.03
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKLR	0.00	6.00
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	8.11
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	300 16TH ST.	0.00	8.52
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	14.83
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	501	5222	CORP YARD SUNSET DR	0.00	15.05
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	503	5222	BERWICK PARK AT	0.00	15.20
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	503	5222	PARKING LOT LIGHT	0.00	15.77
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	16.13
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	501	5222	CORP YARD DM & 5TH	0.00	17.37
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	18.43
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	OCEANVIEW & 17TH	0.00	9.99
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	411	5222	165 FOREST AVE	0.00	23.02
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	GRAND AV & PK PL	0.00	23.73
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	PIEDMONT & MORELAND	0.00	25.48
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	620 OCEAN VIEW POOL	0.00	32.08
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	101	5222	CITY COUNCIL - 3%	0.00	61.83
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	RECREATION - 3%	0.00	61.83
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	67.26
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	131	5222	300 FOREST AVE	0.00	71.51
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	162 16TH STREET	0.00	79.38
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	80.27
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	81.46
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	97.62
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	44.97
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	47.08
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	125.14
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	411	5222	FOREST & CENTRAL DR	0.00	130.37
TOTAL CHECK								0.00	8,941.83
101	104267	11/10/22	8330	AMAZON CAPITAL SERV	501	5309	SIGNS FOR GATE	0.00	42.57
101	104267	11/10/22	8330	AMAZON CAPITAL SERV	505	5309	STREET LIGHTS	0.00	53.15
TOTAL CHECK								0.00	95.72
101	104268	11/10/22	106	AMERICAN SUPPLY COM	503	5305	CLEANING SUPPLIES	0.00	119.45
101	104268	11/10/22	106	AMERICAN SUPPLY COM	503	5305	CLEANING SUPPLIES	0.00	606.61
101	104268	11/10/22	106	AMERICAN SUPPLY COM	503	5305	CLEANING SUPPLIES	0.00	1,965.71
101	104268	11/10/22	106	AMERICAN SUPPLY COM	503	5305	CLEANING SUPPLIES	0.00	211.90
TOTAL CHECK								0.00	2,903.67
101	104269	11/10/22	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN AN	0.00	114.85
101	104270	11/10/22	213	BAKER & TAYLOR COMP	401	5301	BOOKS & MATERIALS	0.00	5.28
101	104270	11/10/22	213	BAKER & TAYLOR COMP	401	5301	BOOKS & MATERIALS	0.00	11.12
101	104270	11/10/22	213	BAKER & TAYLOR COMP	401	5301	BOOKS & MATERIALS	0.00	22.37
101	104270	11/10/22	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	73.36
101	104270	11/10/22	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	161.19
101	104270	11/10/22	213	BAKER & TAYLOR COMP	401	5301	BOOKS & MATERIALS	0.00	242.57

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104270	11/10/22	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	353.16
101	104270	11/10/22	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	3,209.17
TOTAL CHECK								0.00	4,078.22
101	104271	11/10/22	230	BARRY'S CARPET SERV	401	5223	CARPET CLEANING	0.00	4,850.00
101	104272	11/10/22	9716	WHITSON JANITORIAL	503	5201	FY22/23 JANITORIAL	0.00	2,100.00
101	104273	11/10/22	5303	VERIZON BUSINESS	301	5206	VERIZON PORT ACCESS	0.00	178.45
101	104274	11/10/22	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	26.22
101	104274	11/10/22	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	66.40
101	104274	11/10/22	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	161.64
TOTAL CHECK								0.00	254.26
101	104275	11/10/22	4467	WM.J. CLARK TRUCKIN	505	5309	DG BASE	0.00	1,145.84
101	104275	11/10/22	4467	WM.J. CLARK TRUCKIN	505	5309	DG BASE	0.00	1,186.92
101	104275	11/10/22	4467	WM.J. CLARK TRUCKIN	505	5309	DG BASE	0.00	2,289.88
TOTAL CHECK								0.00	4,622.64
101	104276	11/10/22	8737	COYOTE VALLEY NURSE	503	5223	PERKINS PARK ICE PL	0.00	726.51
101	104278	11/10/22	3451	DE LAY & LAREDO	121	5205	LEGAL SERVICES	0.00	3,203.20
101	104279	11/10/22	926	EWING IRRIGATION PR	503	5223	PERKINS IRRIGATION	0.00	263.11
101	104280	11/10/22	952	FEDERAL EXPRESS COR	301	5211	SHIPPING	0.00	74.70
101	104281	11/10/22	6342	FIELD OF DREAMS DES	501	5291	PUBLIC WORKS HATS	0.00	1,065.19
101	104282	11/10/22	592	FOREST HILL ACE HAR	503	5223	PERKINS PARK	0.00	46.40
101	104283	11/10/22	1199	HAYWARD LUMBER COMP	503	5223	B&G SUPPLIES	0.00	20.76
101	104283	11/10/22	1199	HAYWARD LUMBER COMP	401	5223	LIBRARY SUPPLIES	0.00	26.65
101	104283	11/10/22	1199	HAYWARD LUMBER COMP	401	5223	LIBRARY SUPPLIES	0.00	36.92
101	104283	11/10/22	1199	HAYWARD LUMBER COMP	501	5309	PW ADMIN SUPPLIES	0.00	38.22
101	104283	11/10/22	1199	HAYWARD LUMBER COMP	401	5223	LIBRARY SUPPLIES	0.00	52.99
101	104283	11/10/22	1199	HAYWARD LUMBER COMP	505	5309	STREETS SUPPLIES	0.00	54.39
101	104283	11/10/22	1199	HAYWARD LUMBER COMP	505	5309	STREETS SUPPLIES	0.00	949.39
101	104283	11/10/22	1199	HAYWARD LUMBER COMP	505	5309	STREETS	0.00	1,709.52
101	104283	11/10/22	1199	HAYWARD LUMBER COMP	503	5223	B&G SUPPLIES	0.00	214.42
TOTAL CHECK								0.00	3,103.26
101	104284	11/10/22	4321	HOME DEPOT CREDIT S	505	5309	FILTER	0.00	28.24
101	104284	11/10/22	4321	HOME DEPOT CREDIT S	505	5309	STREET SUPPLIES	0.00	338.15
TOTAL CHECK								0.00	366.39
101	104285	11/10/22	1266	HOWARD'S UPHOLSTERY	505	5227	UNIT 12	0.00	975.07
101	104285	11/10/22	1266	HOWARD'S UPHOLSTERY	503	5227	UNIT 53	0.00	975.07
TOTAL CHECK								0.00	1,950.14
101	104286	11/10/22	7433	IPS GROUP, INC	301	5213	IPS PARKING METER B	0.00	1,442.05

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104287	11/10/22	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	85.17
101	104287	11/10/22	3521	KIMBALL MIDWEST	502	5322	MECH STOCK	0.00	490.21
TOTAL CHECK								0.00	575.38
101	104288	11/10/22	8999	INTERNATIONAL BUSIN	301	5201	FTO SOFTWARE	0.00	1,092.73
101	104289	11/10/22	3304	MIDWEST TAPE	401	5303	BOOKS & MATS	0.00	43.49
101	104289	11/10/22	3304	MIDWEST TAPE	401	5303	BOOKS & MATS	0.00	48.92
TOTAL CHECK								0.00	92.41
101	104290	11/10/22	3443	MONTEREY BAY PEST C	503	5223	PW YARD PEST CONTRO	0.00	490.00
101	104290	11/10/22	3443	MONTEREY BAY PEST C	503	5223	PW YARD PEST CONTRO	0.00	490.00
TOTAL CHECK								0.00	980.00
101	104291	11/10/22	3807	MONTEREY COUNTY WEE	101	5221	LEGAL AD RE VACANCI	0.00	108.81
101	104291	11/10/22	3807	MONTEREY COUNTY WEE	101	5221	SAFE PARKING 2ND RE	0.00	108.81
101	104291	11/10/22	3807	MONTEREY COUNTY WEE	101	5221	MAYOR SIGN AUTH 2ND	0.00	108.81
101	104291	11/10/22	3807	MONTEREY COUNTY WEE	101	5221	ROADWORK RESTRICION	0.00	108.81
101	104291	11/10/22	3807	MONTEREY COUNTY WEE	201	5221	PH-1352 LIGHTHOUSE	0.00	163.22
101	104291	11/10/22	3807	MONTEREY COUNTY WEE	201	5221	PH-1631 SUNSET - NA	0.00	181.35
TOTAL CHECK								0.00	779.81
101	104292	11/10/22	1958	ODP BUSINESS SOLUTI	401	5301	LIBRARY SUPPLIES	0.00	-11.49
101	104292	11/10/22	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	32.42
101	104292	11/10/22	1958	ODP BUSINESS SOLUTI	401	5301	LIBRARY SUPPLIES	0.00	55.88
101	104292	11/10/22	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	74.99
101	104292	11/10/22	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	114.75
TOTAL CHECK								0.00	266.55
101	104293	11/10/22	9576	O'REILLY AUTO ENTER	301	5227	PD STOCK	0.00	354.66
101	104293	11/10/22	9576	O'REILLY AUTO ENTER	503	5227	UNIT 34	0.00	172.48
TOTAL CHECK								0.00	527.14
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	7.20
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	7.20
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	7.20
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	502	5309	MECH SUPPLIES	0.00	7.41
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM SUPPLIES	0.00	7.64
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	301	5223	PD B&G SUPPLIES	0.00	7.64
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	7.83
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	8.29
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM SUPPLIES	0.00	8.73
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	8.73
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM SUPPLIES	0.00	8.73
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	9.14
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	9.16
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	9.38
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY SUPPLIES	0.00	9.38
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	9.78
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	CASH DISC STMT 10/2	0.00	-177.58
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	0.32

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	1.88
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	2.14
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	2.17
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY SUPPLIES	0.00	2.58
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	2.61
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	301	5227	PD VEHICLE SUPPLIES	0.00	2.82
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	5.00
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM SUPPLIES	0.00	5.01
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	301	5227	PD VEHICLE SUPPLIES	0.00	5.43
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	10.93
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY SUPPLIES	0.00	11.76
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM SUPPLIES	0.00	12.65
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	301	5227	PD VEHICLE SUPPLIES	0.00	13.07
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	301	5227	PD VEHICLE SUPPLIES	0.00	19.64
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	21.74
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	21.84
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	301	5223	PD B&G SUPPLIES	0.00	21.84
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	24.11
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	25.76
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	26.08
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	505	5309	STREETS SUPPLIES	0.00	26.18
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM SUPPLIES	0.00	26.33
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	26.41
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM SUPPLIES	0.00	26.60
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	28.15
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	30.57
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	30.58
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	15.23
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	301	5223	PD B&G SUPPLIES	0.00	15.27
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5227	B&G VEHICLE SUPPLIE	0.00	15.28
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	301	5227	PD VEHICLE SUPPLIES	0.00	34.95
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5227	B&G VEH	0.00	35.87
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	38.42
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM SUPPLIES	0.00	43.69
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	45.87
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM SUPPLIES	0.00	48.03
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	502	5309	MECH SUPPLIES	0.00	49.13
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	50.64
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM SUPPLIES	0.00	50.88
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	51.31
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	53.14
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	59.80
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	61.78
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	63.34
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	64.42
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	75.38
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	91.48
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	505	5309	STREETS SUPPLIES	0.00	118.03
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	161.38
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	503	5223	B&G SUPPLIES	0.00	202.44
TOTAL CHECK								0.00	1,835.82

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104300	11/10/22	8887	PENINSULA BUSINESS	301	5291	CSO DESKTOPS	0.00	1,067.57
101	104301	11/10/22	2276	BECKS SHOES AND REP	501	5275	NATHAN'S WORKBOOTS	0.00	204.30
101	104302	11/10/22	4468	RENTAL DEPOT MONTER	503	5223	STUMP CUTTER	0.00	195.00
101	104303	11/10/22	6520	RINCON CONSULTANTS,	225	5209	ENVIRONMENTAL IMPAC	0.00	826.50
101	104303	11/10/22	6520	RINCON CONSULTANTS,	225	5209	ENVIRONMENTAL IMPAC	0.00	9,192.25
TOTAL CHECK								0.00	10,018.75
101	104304	11/10/22	3828	SAME DAY SHRED	301	5291	SHREDDING SERVICE	0.00	45.00
101	104305	11/10/22	2448	SENTRY ALARM SYSTEM	505	5291	TRASH SHOOT SPKLR	0.00	150.00
101	104306	11/10/22	2533	SOUTH BAY REG. PUBL	301	5215	CIT/BALLASH	0.00	80.00
101	104307	11/10/22	6038	SPEAK WRITE BILLING	301	5201	TRANSCRIPTION SERVI	0.00	692.27
101	104309	11/10/22	2680	TOPE'S TREE SERVICE	351	5227	MONTEREY PINE TREES	0.00	183.12
101	104309	11/10/22	2680	TOPE'S TREE SERVICE	513	5201	FY22/23 TREE MAINTE	0.00	7,520.00
101	104309	11/10/22	2680	TOPE'S TREE SERVICE	513	5201	FY22/23 TREE MAINTE	0.00	20,880.00
TOTAL CHECK								0.00	28,583.12
101	104310	11/10/22	4042	TRI COUNTY BUSINESS	505	5309	CONCRETE MIX	0.00	1,364.26
101	104311	11/10/22	7867	UPS	301	5211	SHIPPING	0.00	28.55
101	104312	11/10/22	2772	VALLEY SAW & GARDEN	505	5309	CHAINSAW	0.00	533.02
101	104313	11/10/22	2786	VERIZON WIRELESS	301	5206	WIRELESS MOBILE CON	0.00	513.22
101	104315	11/10/22	9752	ANNA NILSON	421	4469	CLASS CANCELLED 10/	0.00	11.25
101	104315	11/10/22	9752	ANNA NILSON	421	4469	SESSION 5A FEE ADJU	0.00	23.00
TOTAL CHECK								0.00	34.25
101	104316	11/10/22	9786	ANTHONY SUH	01	214	DAMAGE DEPOSIT REFU	0.00	196.00
101	104317	11/10/22	9761	BETH HUBBS	421	4469	CLASS CANCELLED 10/	0.00	12.50
101	104317	11/10/22	9761	BETH HUBBS	421	4469	SESSION 5A FEE ADJU	0.00	25.00
TOTAL CHECK								0.00	37.50
101	104318	11/10/22	9763	CARLY ADAMS	421	4469	CLASS CANCELLED 10/	0.00	11.25
101	104318	11/10/22	9763	CARLY ADAMS	421	4469	SESSION 5A FEE ADJU	0.00	23.00
TOTAL CHECK								0.00	34.25
101	104319	11/10/22	9789	CHANDRA WEAVER	421	4469	CLASS CANCELLED 10/	0.00	11.25
101	104320	11/10/22	9785	ELIZABETH LETLOW	01	214	DAMAGE DEPOSIT REFU	0.00	189.00
101	104321	11/10/22	9425	ERIN BOYDSTON	421	4469	CLASS CANCELLED 10/	0.00	12.50
101	104321	11/10/22	9425	ERIN BOYDSTON	421	4469	SESSION 5A FEE ADJU	0.00	25.00
TOTAL CHECK								0.00	37.50

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104322	11/10/22	8975	HEIHACHIRO TAKARABE	421	5208	TAI CHI CLASSES	0.00	112.00
101	104323	11/10/22	9095	HERA BURNS	421	4469	CLASS CANCELLED 10/	0.00	11.25
101	104324	11/10/22	9755	JACKIE SEITZ	421	4469	SESSION 5A FEE ADJU	0.00	23.00
101	104325	11/10/22	9666	JEANNE KERR	421	4469	CLASS CANCELLED 10/	0.00	11.25
101	104325	11/10/22	9666	JEANNE KERR	421	4469	SESSION 5A FEE ADJU	0.00	23.00
TOTAL CHECK								0.00	34.25
101	104326	11/10/22	9790	JULIE MELLIN	421	4469	CLASS CANCELLED 10/	0.00	12.50
101	104327	11/10/22	9768	JULIE MORALES	421	4469	CLASS CANCELLED 10/	0.00	12.50
101	104328	11/10/22	9791	LINDA BILECI	421	4469	CLASS CANCELLED 10/	0.00	12.50
101	104329	11/10/22	9788	MANDI ACKERMAN	421	4469	CLASS CANCELLED 10/	0.00	11.25
101	104330	11/10/22	9787	MARIA QUARTAROLO	421	4469	CLASS CANCELLED 10/	0.00	11.25
101	104330	11/10/22	9787	MARIA QUARTAROLO	421	4469	SESSION 5A FEE ADJU	0.00	23.00
TOTAL CHECK								0.00	34.25
101	104331	11/10/22	9771	MELISSA FERNANDEZ	421	4469	CLASS CANCELLED 10/	0.00	22.50
101	104331	11/10/22	9771	MELISSA FERNANDEZ	421	4469	SESSION 5A FEE ADJU	0.00	46.00
TOTAL CHECK								0.00	68.50
101	104332	11/10/22	9772	MICHELLE ERICKSEN	421	4469	SESSION 5A FEE ADJU	0.00	23.00
101	104333	11/10/22	9171	MOLLIE COLLYER	421	4469	CLASS CANCELLED 10/	0.00	11.25
101	104333	11/10/22	9171	MOLLIE COLLYER	421	4469	SESSION 5A FEE ADJU	0.00	23.00
TOTAL CHECK								0.00	34.25
101	104334	11/10/22	9689	NIKITA MCKINDER	421	4469	SESSION 5A FEE ADJU	0.00	23.00
101	104335	11/10/22	9678	SHIANNE MATTOX	421	4469	CLASS CANCELLED 10/	0.00	12.50
101	104335	11/10/22	9678	SHIANNE MATTOX	421	4469	SESSION 5A FEE ADJU	0.00	25.00
TOTAL CHECK								0.00	37.50
101	104336	11/10/22	2506	ANN SMALLWOOD	421	4469	CLASS CANCELLED 10/	0.00	12.50
101	104336	11/10/22	2506	ANN SMALLWOOD	421	4469	SESSION 5A FEE ADJU	0.00	25.00
TOTAL CHECK								0.00	37.50
101	104337	11/10/22	8814	STEPHANIE DRISCOLL	421	4469	CLASS CANCELLED 10/	0.00	11.25
101	104337	11/10/22	8814	STEPHANIE DRISCOLL	421	4469	CLASS CANCELLED 10/	0.00	12.50
TOTAL CHECK								0.00	23.75
101	104338	11/10/22	9773	SUSAN CORPUS	421	4469	CLASS CANCELLED 10/	0.00	10.00
101	104339	11/10/22	5621	ACCENT CLEAN & SWEE	504	5201	FY22/23 STREET SWEE	0.00	13,266.00
101	104339	11/10/22	5621	ACCENT CLEAN & SWEE	504	5201	FY22/23 STREET SWEE	0.00	17,100.00
101	104339	11/10/22	5621	ACCENT CLEAN & SWEE	504	5201	FY22/23 STREET SWEE	0.00	17,100.00

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104339 V	11/10/22	5621	ACCENT CLEAN & SWEE	504	5201	FY22/23 STREET SWEE	0.00	-17,100.00
101	104339 V	11/10/22	5621	ACCENT CLEAN & SWEE	504	5201	FY22/23 STREET SWEE	0.00	-17,100.00
101	104339 V	11/10/22	5621	ACCENT CLEAN & SWEE	504	5201	FY22/23 STREET SWEE	0.00	-13,266.00
TOTAL CHECK								0.00	0.00
101	104382	11/10/22	9792	ADEPT ELECTRICAL SE	401	5223	ELECTRICAL WORK	0.00	524.00
101	104383	11/10/22	8643	AMANDA BALTIERRA	301	5215	2022 CMPA CONFERENC	0.00	207.50
101	104383	11/10/22	8643	AMANDA BALTIERRA	301	5215	PC 832 LAW OF ARRES	0.00	370.00
TOTAL CHECK								0.00	577.50
101	104384	11/10/22	8317	ANDREW BUTLER	201	5215	MILEAGE REIM 694@.6	0.00	433.75
101	104386	11/10/22	6329	BURKE, WILLIAMS & S	111	5203	CITY ATTORNEY SERVI	0.00	40,920.00
101	104387	11/10/22	5303	VERIZON BUSINESS	301	5206	VERIZON PORT ACCESS	0.00	575.87
101	104389	11/10/22	8763	CATHY MADALONE	301	5215	WOMEN LEADERSHIP LA	0.00	174.50
101	104390	11/10/22	6309	COLANTUONO, HIGHSMI	111	5205	PG&E UUT LEGAL SERV	0.00	103.20
101	104391	11/10/22	9742	CUSTOM INK	121	5236	EMPLOYEE TRAINING D	0.00	4,589.47
101	104393	11/10/22	7433	IPS GROUP, INC	301	5224	IPS METER MAINTENAN	0.00	628.28
101	104394	11/10/22	6679	IWORQ SYSTEMS	501	5201	IWORQ - ANNUAL PERM	0.00	1,887.50
101	104394	11/10/22	6679	IWORQ SYSTEMS	503	5201	IWORQ - ANNUAL PERM	0.00	1,887.50
101	104394	11/10/22	6679	IWORQ SYSTEMS	505	5201	IWORQ - ANNUAL PERM	0.00	1,887.50
101	104394	11/10/22	6679	IWORQ SYSTEMS	201	5229	IWORQ - ANNUAL PERM	0.00	5,375.00
101	104394	11/10/22	6679	IWORQ SYSTEMS	201	5229	IWORQ - ANNUAL PERM	0.00	7,900.00
TOTAL CHECK								0.00	18,937.50
101	104395	11/10/22	9794	JERRY GRAHAM'S AUTO	301	5227	PD UNIT #4	0.00	1,361.28
101	104396	11/10/22	9695	JODY GARRY	421	4469	CLASS CANCELLED 10/	0.00	12.57
101	104397	11/10/22	9758	LANA WILSON	421	4469	CLASS CANCELLED 10/	0.00	10.71
101	104399	11/10/22	1788	MONTEREY COUNTY CON	101	5261	07/01-09/30/22	0.00	37,175.00
101	104399	11/10/22	1788	MONTEREY COUNTY CON	101	5261	10/1-12/31/2022	0.00	37,175.00
TOTAL CHECK								0.00	74,350.00
101	104400	11/10/22	9510	MICHAEL MINE	301	5215	BASIC SWAT COURSE 2	0.00	558.63
101	104400	11/10/22	9510	MICHAEL MINE	301	5215	BASIC SWAT COURSE 1	0.00	560.68
TOTAL CHECK								0.00	1,119.31
101	104401	11/10/22	8559	MICHAELA BASANESE	301	5215	CAPE ONE DAY TRAINI	0.00	56.00
101	104402	11/10/22	3443	MONTEREY BAY PEST C	503	5223	PEST CONTROL	0.00	490.00
101	104403	11/10/22	1958	ODP BUSINESS SOLUTI	121	5301	OFFICE SUPPLIES	0.00	72.62
101	104403	11/10/22	1958	ODP BUSINESS SOLUTI	101	5301	OFFICE SUPPLIES	0.00	72.63

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	145.25
101	104404	11/10/22	9799	OLGA BARABANOVA	421	5208	PIANO INSTRUCTOR OC	0.00	252.00
101	104405	11/10/22	7054	ORLANDO PEREZ	301	5215	SLI 499	0.00	373.76
101	104406	11/10/22	2024	PACIFIC GAS & ELECT	501	5222	PW 9/28-10/26 11212	0.00	744.58
101	104406	11/10/22	2024	PACIFIC GAS & ELECT	421	5222	REC 9/27-10/25 4030	0.00	220.64
TOTAL CHECK								0.00	965.22
101	104410	11/10/22	9305	WATSONVILLE FORD	301	5227	PD UNIT 2	0.00	722.47
101	104411	11/10/22	6216	MONTEREY BAY TREEWO	513	5201	FY22/23 ARBORIST SE	0.00	3,200.00
101	104412	11/10/22	8989	WEX BANK	301	5311	FUEL	0.00	63.56
101	104415	11/10/22	5621	ACCENT CLEAN & SWEE	504	5201	FY22/23 STREET SWEE	0.00	13,266.00
101	104415	11/10/22	5621	ACCENT CLEAN & SWEE	504	5201	FY22/23 STREET SWEE	0.00	17,100.00
101	104415	11/10/22	5621	ACCENT CLEAN & SWEE	504	5201	FY22/23 STREET SWEE	0.00	17,100.00
TOTAL CHECK								0.00	47,466.00
101	104417	11/14/22	6552	REGAN BIOLOGICAL	501	5275	MONARCH SANCTURAY	0.00	1,000.00
101	104419	11/14/22	8866	LEGAL NOTIFICATION	301	5201	ISUBPOENA NOV22-OCT	0.00	1,199.75
101	104419 V	11/14/22	8866	LEGAL NOTIFICATION	301	5201	ISUBPOENA NOV22-OCT	0.00	-1,199.75
TOTAL CHECK								0.00	0.00
101	104420	11/14/22	2541	SPCA OF MONTEREY CO	301	5201	ANIMAL SHELTER SERV	0.00	525.00
101	104421	11/14/22	7867	UPS	301	5211	SHIPPING	0.00	11.05
101	104421	11/14/22	7867	UPS	301	5211	SHIPPING	0.00	12.00
TOTAL CHECK								0.00	23.05
101	104422	11/18/22	2952	AFLAC	01	202	DED:5291 AFLAC P/T	0.00	69.24
101	104422	11/18/22	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	678.09
101	104422	11/18/22	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,709.54
TOTAL CHECK								0.00	2,456.87
101	104423	11/18/22	2935	CALIF LAW ENFORCMEN	01	202	DED:3200 LTD PD	0.00	567.00
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:2074 HEALTH	0.00	911.50
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:118 HEALTH	0.00	911.60
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:109 HEALTH	0.00	1,015.82
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:120 HEALTH	0.00	1,015.82
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:531 HEALTH	0.00	1,051.86
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:1 HEALTH	0.00	1,057.01
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:2225 HEALTH INS	0.00	1,057.01
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:0563 HEALTH FAM	0.00	1,114.18
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:2072 HEALTH	0.00	1,725.00
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:110 HEALTH	0.00	2,031.62
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:2071 HEALTH	0.00	2,397.00
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:103 HEALTH	0.00	2,454.34

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:105 HEALTH	0.00	2,734.80
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:102 HEALTH	0.00	2,748.24
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:533 HEALTH	0.00	3,646.40
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	3,699.57
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:2073 HEALTH FAM	0.00	4,438.00
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:104 HEALTH	0.00	6,311.07
101	104424	11/18/22	1	CALPERS HEALTH	01	202	DED:100 HEALTH	0.00	6,342.12
TOTAL CHECK								0.00	46,662.96
101	104425	11/18/22	3134	CITY OF PACIFIC GRO	01	202	DED:3300 AFLAC DEP	0.00	348.00
101	104425	11/18/22	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	2,241.48
TOTAL CHECK								0.00	2,589.48
101	104426	11/18/22	3393	EFT	01	202	DED:*FM MEDICARE	0.00	10,936.38
101	104426	11/18/22	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	17,451.66
101	104426	11/18/22	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	46,008.48
TOTAL CHECK								0.00	74,396.52
101	104427	11/18/22	9589	FOREMAN FINANCIAL,	01	202	DED:7506 WAGE ORDER	0.00	555.29
101	104428	11/18/22	3404	FRANCHISE TAX BOARD	01	202	DED:7502 WAGE GARN	0.00	97.85
101	104429	11/18/22	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	760.00
101	104430	11/18/22	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	765.00
101	104430	11/18/22	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	9,543.57
TOTAL CHECK								0.00	10,308.57
101	104431	11/18/22	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	236.30
101	104432	11/18/22	2949	PACIFIC GROVE MANAG	01	202	DED:7203 ASSOC DUES	0.00	30.00
101	104433	11/18/22	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	19.72
101	104433	11/18/22	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	64.35
101	104433	11/18/22	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,338.23
101	104433	11/18/22	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	2,988.25
101	104433	11/18/22	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	6,768.82
TOTAL CHECK								0.00	11,179.37
101	104434	11/18/22	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	44.13
101	104435	11/18/22	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	132.65
101	104435	11/18/22	2053	CITY OF PACIFIC GRO	01	202	DED:201 DENTAL	0.00	187.95
101	104435	11/18/22	2053	CITY OF PACIFIC GRO	01	202	DED:202 DENTAL	0.00	189.64
101	104435	11/18/22	2053	CITY OF PACIFIC GRO	01	202	DED:2102 DENTAL	0.00	375.90
101	104435	11/18/22	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	606.40
101	104435	11/18/22	2053	CITY OF PACIFIC GRO	01	202	DED:2103 DENTAL FAM	0.00	616.33
TOTAL CHECK								0.00	2,108.87
101	104436	11/18/22	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	135.55
101	104437	11/18/22	2133	PERS	01	202	DED:0019 PERS RT SF	0.00	-3.25

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104437	11/18/22	2133	PERS	01	202	DED:0004 SURV BEN	0.00	87.42
101	104437	11/18/22	2133	PERS	01	202	DED:0022 PERS SP MS	0.00	183.40
101	104437	11/18/22	2133	PERS	01	202	DED:08 PERS OTHER	0.00	441.47
101	104437	11/18/22	2133	PERS	01	202	DED:0018 PERS SP SF	0.00	702.07
101	104437	11/18/22	2133	PERS	01	202	DED:2001 PERS	0.00	880.32
101	104437	11/18/22	2133	PERS	01	202	DED:0009 PERS OTHER	0.00	1,000.12
101	104437	11/18/22	2133	PERS	01	202	DED:2000 PERS EMPLY	0.00	1,179.00
101	104437	11/18/22	2133	PERS	01	202	DED:0002 PERS	0.00	5,670.87
101	104437	11/18/22	2133	PERS	01	202	DED:07 PERS CITY	0.00	5,888.34
101	104437	11/18/22	2133	PERS	01	202	DED:0017 PERS RG SF	0.00	5,962.65
101	104437	11/18/22	2133	PERS	01	202	DED:0011 PERS ER SF	0.00	6,548.70
101	104437	11/18/22	2133	PERS	01	202	DED:0021 PERS REG M	0.00	8,387.86
101	104437	11/18/22	2133	PERS	01	202	DED:0020 PERS ER M3	0.00	9,485.57
101	104437	11/18/22	2133	PERS	01	202	DED:0006 PERS CITY	0.00	11,535.29
101	104437	11/18/22	2133	PERS	01	202	DED:01 PERS	0.00	11,595.97
TOTAL CHECK								0.00	69,545.80
101	104438	11/18/22	2943	POLICE OFFICERS ASS	01	202	DED:7204 ASSOC DUES	0.00	7.00
101	104438	11/18/22	2943	POLICE OFFICERS ASS	01	202	DED:7205 ASSOC DUES	0.00	931.24
TOTAL CHECK								0.00	938.24
101	104439	11/18/22	2940	LEGAL SHIELD	01	202	DED:6100 LEGAL SVC	0.00	14.95
101	104440	11/18/22	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	4,143.97
101	104441	11/18/22	8211	STANDARD INSURANCE	01	202	DED:3500 LIFE INS	0.00	1,417.50
101	104442	11/18/22	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	627.08
101	104443	11/18/22	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	543.55
101	104444	11/18/22	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	41.88
101	104444	11/18/22	632	VISION SERVICE PLAN	01	202	DED:302 VISION	0.00	60.00
101	104444	11/18/22	632	VISION SERVICE PLAN	01	202	DED:301 VISION	0.00	135.00
101	104444	11/18/22	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	230.34
101	104444	11/18/22	632	VISION SERVICE PLAN	01	202	DED:2503 VISION FAM	0.00	270.01
TOTAL CHECK								0.00	737.23
101	104446	11/23/22	4458	A TO Z RENTAL CENTE	121	5236	EE TRAINING-TABLES	0.00	595.96
101	104447	11/23/22	5621	ACCENT CLEAN & SWEE	504	5201	FY22/23 STREET SWEE	0.00	17,100.00
101	104449	11/23/22	9807	ALEX OTHON	201	5221	REIMBURSEMENT	0.00	52.50
101	104450	11/23/22	3970	ALHAMBRA & SIERRA S	421	5201	WATER SERVICE	0.00	139.31
101	104451	11/23/22	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	450.00
101	104452	11/23/22	9809	AMANDA MOORE	01	214	DEPOSIT REFUND	0.00	196.00
101	104453	11/23/22	8330	AMAZON CAPITAL SERV	501	5291	TREE LIGHTING EVENT	0.00	27.97
101	104453	11/23/22	8330	AMAZON CAPITAL SERV	501	5275	BIKE LIGHTS	0.00	48.05

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104453	11/23/22	8330	AMAZON CAPITAL SERV	501	5301	OFFICE SUPPLIES	0.00	48.58
101	104453	11/23/22	8330	AMAZON CAPITAL SERV	501	5291	SPEAKER CORD	0.00	54.61
TOTAL CHECK								0.00	179.21
101	104454	11/23/22	3905	AMERICAN LOCK & KEY	503	5223	KEYS	0.00	27.31
101	104454	11/23/22	3905	AMERICAN LOCK & KEY	503	5223	ENTRY DOOR KNOB	0.00	34.96
TOTAL CHECK								0.00	62.27
101	104455	11/23/22	106	AMERICAN SUPPLY COM	503	5305	FACE MASKS	0.00	185.73
101	104455	11/23/22	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	26.44
101	104455	11/23/22	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	71.56
101	104455	11/23/22	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	923.55
101	104455	11/23/22	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	2,096.56
101	104455	11/23/22	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	329.61
TOTAL CHECK								0.00	3,633.45
101	104456	11/23/22	9685	ANASTACIA WYATT	201	5291	REIM AUTH PURCH CDD	0.00	43.49
101	104457	11/23/22	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN AN	0.00	114.85
101	104457	11/23/22	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN AN	0.00	114.85
101	104457	11/23/22	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN AN	0.00	114.85
TOTAL CHECK								0.00	344.55
101	104458	11/23/22	6154	AT&T	133	5212	ADMN ALM 237 841-13	0.00	33.97
101	104458	11/23/22	6154	AT&T	421	5212	REC ALM 237 351-629	0.00	33.97
TOTAL CHECK								0.00	67.94
101	104459	11/23/22	9805	AT&T	133	5206	LH INTRNT 10/29-11/	0.00	90.24
101	104460	11/23/22	5363	AT&T CALNET 3	133	5212	ADMIN	0.00	24.07
101	104461	11/23/22	8476	AT&T MOBILITY	301	5206	AT&T FIRSTNET DEPAR	0.00	2,296.50
101	104462	11/23/22	9399	ATHENA MEDICAL GROU	121	5236	COVID SWAB	0.00	320.00
101	104463	11/23/22	213	BAKER & TAYLOR COMP	401	5301	LIB SUPPLIES	0.00	29.62
101	104463	11/23/22	213	BAKER & TAYLOR COMP	401	5301	LIB SUPPLIES	0.00	30.99
101	104463	11/23/22	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	379.93
101	104463	11/23/22	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	401.06
TOTAL CHECK								0.00	841.60
101	104464	11/23/22	9515	KYLE BAUM	301	5215	COURSE TUITION	0.00	175.00
101	104464	11/23/22	9515	KYLE BAUM	301	5215	RESILIENCY & WELLNE	0.00	74.00
TOTAL CHECK								0.00	249.00
101	104465	11/23/22	7061	BEACH HOUSE BAR AND	503	5201	CLEANING CONTRACT	0.00	2,400.00
101	104468	11/23/22	402	CA DEPT OF JUSTICE	121	5201	CRIMIAL BACKGROUND	0.00	32.00
101	104468	11/23/22	402	CA DEPT OF JUSTICE	121	5201	CRIMIAL BACKGROUND	0.00	32.00
101	104468	11/23/22	402	CA DEPT OF JUSTICE	121	5201	CRIMINAL BACKGROUND	0.00	128.00
101	104468	11/23/22	402	CA DEPT OF JUSTICE	301	5201	DOJ LIVESCANS	0.00	1,120.00
TOTAL CHECK								0.00	1,312.00

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104470	11/23/22	8763	CATHY MADALONE	301	5215	IACP CONFERENCE	0.00	396.75
101	104471	11/23/22	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATS	0.00	33.20
101	104471	11/23/22	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATS	0.00	66.40
101	104471	11/23/22	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATS	0.00	55.91
TOTAL CHECK								0.00	155.51
101	104472	11/23/22	2993	CENTRALSQUARE TECHN	131	5201	FINANCE SOFTWARE	0.00	4,296.93
101	104473	11/23/22	5198	CODE PUBLISHING, IN	101	5201	CODE UPDATE	0.00	155.25
101	104474	11/23/22	6309	COLANTUONO, HIGHSMI	111	5205	LEGAL ASSISTANCE -	0.00	375.00
101	104475	11/23/22	5171	COMCAST	133	5206	INTERNET PD 0387836	0.00	151.23
101	104475	11/23/22	5171	COMCAST	133	5206	INTERNET REC	0.00	103.75
101	104475	11/23/22	5171	COMCAST	133	5206	INTERNET PW 0389527	0.00	110.98
101	104475	11/23/22	5171	COMCAST	133	5206	INTERNET PW 0194117	0.00	238.76
TOTAL CHECK								0.00	604.72
101	104476	11/23/22	669	CPOA	301	5261	CPOA PROF MEMEBERSH	0.00	100.00
101	104476	11/23/22	669	CPOA	301	5261	CPOA DEPT MEMEBERSH	0.00	750.00
TOTAL CHECK								0.00	850.00
101	104477	11/23/22	9499	CSI HR GROUP	121	5237	TRAINING - EE	0.00	320.00
101	104478	11/23/22	698	CSMFO	131	5261	POPE MEMBERSHIP 202	0.00	50.00
101	104479	11/23/22	819	DOCTORS ON DUTY MED	501	5291	516644 ALCARAZ DMV	0.00	150.00
101	104480	11/23/22	9810	ELIZABETH SHAMMAS	01	214	DEPOSIT REFUND	0.00	531.00
101	104481	11/23/22	3342	EVA RASUL	301	5215	COURSE TUITION	0.00	175.00
101	104481	11/23/22	3342	EVA RASUL	301	5215	RESILIENCY & WELLNE	0.00	74.00
TOTAL CHECK								0.00	249.00
101	104482	11/23/22	926	EWING IRRIGATION PR	503	5223	PERKINS PARK	0.00	106.58
101	104483	11/23/22	592	FOREST HILL ACE HAR	503	5223	SIGN	0.00	24.02
101	104483	11/23/22	592	FOREST HILL ACE HAR	503	5223	RECEPTACLE	0.00	16.35
TOTAL CHECK								0.00	40.37
101	104484	11/23/22	7127	GACHINA LANDSCAPE M	503	5201	LANDSCAPE NOV-FEB	0.00	639.63
101	104485	11/23/22	7884	GARDAWORLD	131	5202	NOV 2022	0.00	86.32
101	104487	11/23/22	1105	GRANITE ROCK COMPAN	505	5309		0.00	580.83
101	104490	11/23/22	1138	GROVE MARKET	421	5361	PROGRAM SUPPLIES CA	0.00	20.66
101	104491	11/23/22	1266	HOWARD'S UPHOLSTERY	503	5227	UNIT 52	0.00	975.07

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104492	11/23/22	8993	HR & ASSOCIATES	225	5201	ATC PLANNING SERVIC	0.00	787.50
101	104493	11/23/22	1298	IACP	301	5261	IACP MEMBERSHIP	0.00	525.00
101	104494	11/23/22	4123	INTERSTATE TRAFFIC	505	5331	STREET STRIPING PAI	0.00	5,755.51
101	104495	11/23/22	7672	JUSTIN HANKES	301	5215	COURSE TUITION	0.00	175.00
101	104495	11/23/22	7672	JUSTIN HANKES	301	5215	RESILIENCY & WELLNE	0.00	74.00
TOTAL CHECK								0.00	249.00
101	104496	11/23/22	4367	KELLY MOORE PAINT C	301	5223	PAINT & SUPPLIES	0.00	30.44
101	104496	11/23/22	4367	KELLY MOORE PAINT C	301	5223	PAINT & SUPPLIES	0.00	345.55
101	104496	11/23/22	4367	KELLY MOORE PAINT C	301	5223	PAINT SUPPLIES	0.00	458.37
TOTAL CHECK								0.00	834.36
101	104497	11/23/22	3521	KIMBALL MIDWEST	502	5309	PUMP FOR CAR WASH	0.00	167.94
101	104497	11/23/22	3521	KIMBALL MIDWEST	502	5309	CAR WASH SUPPLIES	0.00	91.88
101	104497	11/23/22	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	301.38
101	104497	11/23/22	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	529.32
TOTAL CHECK								0.00	1,090.52
101	104498	11/23/22	9811	KORA SAMBRANO	01	214	DEPOSIT REFUND	0.00	185.00
101	104499	11/23/22	5000	LIBRARICA LLC	401	5201	CONTRACT SERVICE	0.00	298.50
101	104500	11/23/22	8738	LIFTOFF LLC	133	5229	OFFICE 360 LICENSES	0.00	315.00
101	104501	11/23/22	3684	AMI LONSINGER	301	5215	COURSE TUITION	0.00	175.00
101	104501	11/23/22	3684	AMI LONSINGER	301	5215	RESILIENCY & WELLNE	0.00	74.00
TOTAL CHECK								0.00	249.00
101	104502	11/23/22	8647	MAIN STREET SIGNS	505	5309	SIGNS	0.00	94.02
101	104504	11/23/22	8559	MICHAELA BASANESE	301	5215	COURSE TUITION	0.00	175.00
101	104504	11/23/22	8559	MICHAELA BASANESE	301	5215	RESILIENCY & WELLNE	0.00	74.00
TOTAL CHECK								0.00	249.00
101	104505	11/23/22	3304	MIDWEST TAPE	401	5303	BOOKS & MATS	0.00	32.76
101	104505	11/23/22	3304	MIDWEST TAPE	401	5303	BOOKS & MATS	0.00	43.69
101	104505	11/23/22	3304	MIDWEST TAPE	401	5303	BOOKS & MATS	0.00	54.61
101	104505	11/23/22	3304	MIDWEST TAPE	401	5303	BOOKS & MATS	0.00	98.30
TOTAL CHECK								0.00	229.36
101	104506	11/23/22	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	13.34
101	104506	11/23/22	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	13.34
101	104506	11/23/22	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	13.34
101	104506	11/23/22	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	13.34
101	104506	11/23/22	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	72.88
101	104506	11/23/22	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	72.88
101	104506	11/23/22	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	72.88
101	104506	11/23/22	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	72.88
TOTAL CHECK								0.00	344.88

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104507	11/23/22	3807	MONTEREY COUNTY WEE	201	5221	PH-1631 SUNSET CORR	0.00	181.35
101	104507	11/23/22	3807	MONTEREY COUNTY WEE	201	5221	PH-HRI REMOVAL 11-1	0.00	199.49
101	104507	11/23/22	3807	MONTEREY COUNTY WEE	201	5221	2ND READ BUILD CODE	0.00	108.81
101	104507	11/23/22	3807	MONTEREY COUNTY WEE	101	5221	ADOPT OF ORD 22-017	0.00	108.81
101	104507	11/23/22	3807	MONTEREY COUNTY WEE	101	5221	ADOPTION 22-018	0.00	108.81
101	104507	11/23/22	3807	MONTEREY COUNTY WEE	101	5221	ADOPTION ORD 22-016	0.00	108.81
TOTAL CHECK								0.00	816.08
101	104508	11/23/22	1775	MONTEREY FIRE EXTIN	503	5223	FIRE EXTINGUISHER S	0.00	60.00
101	104508	11/23/22	1775	MONTEREY FIRE EXTIN	503	5223	FIRE EXTINGUISHER S	0.00	84.00
101	104508	11/23/22	1775	MONTEREY FIRE EXTIN	503	5223	FIRE EXTINGUISHER S	0.00	96.00
101	104508	11/23/22	1775	MONTEREY FIRE EXTIN	503	5223	FIRE EXTINGUISHER S	0.00	112.20
TOTAL CHECK								0.00	352.20
101	104509	11/23/22	1798	MONTEREY ONE WATER	411	5222	09/01-10/31/22 0011	0.00	197.92
101	104510	11/23/22	1786	MONTEREY PENINSULA	505	5309	STRM WTR WRK-OVB	0.00	3,500.00
101	104511	11/23/22	1802	CITY OF MONTEREY	351	5201	FY 22/23 FIRE SERVI	0.00	235,786.16
101	104512	11/23/22	2986	MUNICIPAL MAINTENAN	301	5227	PE UNIT 2	0.00	517.09
101	104514	11/23/22	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	201.56
101	104514	11/23/22	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	18.56
101	104514	11/23/22	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	27.30
101	104514	11/23/22	1958	ODP BUSINESS SOLUTI	121	5301	OFFICE SUPPLIES	0.00	74.20
TOTAL CHECK								0.00	321.62
101	104515	11/23/22	9576	O'REILLY AUTO ENTER	501	5227	PW UNIT 69	0.00	54.60
101	104515	11/23/22	9576	O'REILLY AUTO ENTER	503	5227	B&G UNIT 53	0.00	104.81
101	104515	11/23/22	9576	O'REILLY AUTO ENTER	505	5227	UNIT 28	0.00	107.07
101	104515	11/23/22	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	240.34
TOTAL CHECK								0.00	506.82
101	104516	11/23/22	7054	ORLANDO PEREZ	301	5215	SLI 499 5 OF 8	0.00	26.29
101	104516	11/23/22	7054	ORLANDO PEREZ	301	5215	SLI 499 6 OF 8	0.00	308.64
TOTAL CHECK								0.00	334.93
101	104517	11/23/22	5567	OVERDRIVE, INC.	401	5303	BOOKS & MATS	0.00	8.97
101	104518	11/23/22	9528	PACIFIC CHESS ACADE	421	5208	CONTRACTOR PAYMENT	0.00	2,083.20
101	104519	11/23/22	2024	PACIFIC GAS & ELECT	411	5802	MUSEUM 1932414440-1	0.00	270.67
101	104521	11/23/22	2034	PACIFIC GROVE HARDW	301	5291	SPARE KEY PST LOCKE	0.00	3.27
101	104521	11/23/22	2034	PACIFIC GROVE HARDW	301	5291	DRILL BIT SET	0.00	18.67
TOTAL CHECK								0.00	21.94
101	104522	11/23/22	2062	PACIFIC WEST WATER	131	5301	OFFICE SUPPLIES	0.00	42.85
101	104522	11/23/22	2062	PACIFIC WEST WATER	201	5301	OFFICE SUPPLIES	0.00	42.85
TOTAL CHECK								0.00	85.70

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104523	11/23/22	9803	PAUL BLACK	121	5202	AERIAL PHOTOGRAPHY	0.00	1,800.00
101	104524	11/23/22	8285	PAUL NAGAMINE	301	5215	COURSE TUITION	0.00	175.00
101	104524	11/23/22	8285	PAUL NAGAMINE	301	5215	RESILIENCY & WELLNE	0.00	74.00
TOTAL CHECK								0.00	249.00
101	104525	11/23/22	8383	POWER DMS	301	5201	CALEA DOC MANAGEMEN	0.00	625.00
101	104526	11/23/22	2219	PURE WATER	501	5309	WATER SVC	0.00	24.65
101	104526	11/23/22	2219	PURE WATER	502	5309	WATER SVC	0.00	24.65
101	104526	11/23/22	2219	PURE WATER	503	5309	WATER SVC	0.00	24.65
101	104526	11/23/22	2219	PURE WATER	505	5309	WATER SVC	0.00	24.65
TOTAL CHECK								0.00	98.60
101	104527	11/23/22	9815	RANDLE J KASHUBA	01	4203	REFUND CC & PLAN FE	0.00	36.00
101	104528	11/23/22	7621	READY REFRESH	301	5291	WATER SERVICE	0.00	189.39
101	104529	11/23/22	4468	RENTAL DEPOT MONTER	503	5223	PERKINS PARK	0.00	487.73
101	104530	11/23/22	9802	ROBERT HALF INTERNA	131	5201	CARRILLO TEMP EMP M	0.00	7,290.00
101	104531	11/23/22	4887	ROOTER KING	01	4203	REFUND PERMIT 22108	0.00	82.50
101	104531	11/23/22	4887	ROOTER KING	01	4203	REFUND PMTS 221106-	0.00	316.80
TOTAL CHECK								0.00	399.30
101	104532	11/23/22	2360	RYDIN DECAL	01	220	RES PARKING PERMITS	0.00	27.06
101	104532	11/23/22	2360	RYDIN DECAL	301	5291	RES PARKING PERMITS	0.00	319.38
TOTAL CHECK								0.00	346.44
101	104533	11/23/22	2448	SENTRY ALARM SYSTEM	503	5223	GOLF LINKS	0.00	180.00
101	104533	11/23/22	2448	SENTRY ALARM SYSTEM	503	5223	GENERATOR ROOM	0.00	180.00
101	104533	11/23/22	2448	SENTRY ALARM SYSTEM	401	5223	LIBRARY	0.00	200.33
101	104533	11/23/22	2448	SENTRY ALARM SYSTEM	351	5223	FIRE DEPT	0.00	348.00
TOTAL CHECK								0.00	908.33
101	104535	11/23/22	2541	SPCA OF MONTEREY CO	301	5201	ANIMAL SHELTER SERV	0.00	175.00
101	104536	11/23/22	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	13.10
101	104536	11/23/22	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	31.66
101	104536	11/23/22	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	66.62
101	104536	11/23/22	2567	STAPLES CREDIT PLAN	301	5301	OFFICE SUPPLIES	0.00	97.84
TOTAL CHECK								0.00	209.22
101	104537	11/23/22	1768	STURDY OIL COMPANY	421	5311	FUEL DIST OCT 2022	0.00	21.37
101	104537	11/23/22	1768	STURDY OIL COMPANY	503	5311	FUEL DIST OCT 2022	0.00	1,042.99
101	104537	11/23/22	1768	STURDY OIL COMPANY	301	5311	FUEL DIST OCT 2022	0.00	2,274.42
101	104537	11/23/22	1768	STURDY OIL COMPANY	01	111	FUEL DIST OCT 2022	0.00	3,834.03
101	104537	11/23/22	1768	STURDY OIL COMPANY	505	5311	FUEL DIST OCT 2022	0.00	521.49
TOTAL CHECK								0.00	7,694.30

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104538	11/23/22	9796	TAMIE ACEVES	01	4401	PERMIT NOT REQ	0.00	1,667.05
101	104539	11/23/22	1758	THE MONTEREY COUNTY	101	5221	DEI CONSULTANT RFQ	0.00	162.30
101	104540	11/23/22	4650	TORO PETROLEUM CORP	351	5311	FIRE DEPT 600 PINE	0.00	1,785.44
101	104541	11/23/22	8379	TRANSUNION RISK AND	301	5201	4170441/TLO	0.00	75.00
101	104542	11/23/22	9148	TRI COUNTY CONCRETE	505	5331	CONCRETE	0.00	1,364.26
101	104542	11/23/22	9148	TRI COUNTY CONCRETE	505	5331	JEWELL & 19TH	0.00	405.09
TOTAL CHECK								0.00	1,769.35
101	104543	11/23/22	7360	UNIVERSITY CORP AT	501	5291	SUSTAIN CITY JUNE20	0.00	1,654.11
101	104544	11/23/22	7867	UPS	301	5211	SHIPPING	0.00	8.71
101	104545	11/23/22	2786	VERIZON WIRELESS	121	5212	CM	0.00	19.34
101	104545	11/23/22	2786	VERIZON WIRELESS	133	5212	ADMIN	0.00	51.30
101	104545	11/23/22	2786	VERIZON WIRELESS	351	5212	FIRE	0.00	62.16
101	104545	11/23/22	2786	VERIZON WIRELESS	301	5212	PD	0.00	63.96
101	104545	11/23/22	2786	VERIZON WIRELESS	201	5212	CDD	0.00	71.58
101	104545	11/23/22	2786	VERIZON WIRELESS	421	5212	REC	0.00	87.58
101	104545	11/23/22	2786	VERIZON WIRELESS	501	5212	PW	0.00	546.69
TOTAL CHECK								0.00	902.61
101	104547	11/23/22	8531	VINCENT GARCIA	301	5215	GENETEC RECERT	0.00	245.00
101	104548	11/23/22	9305	WATSONVILLE FORD	503	5223	PD UNIT PE #2	0.00	281.06
101	104549	11/23/22	6216	MONTEREY BAY TREEWO	513	5201	INV000532 PAID TWIC	0.00	-3,200.00
101	104549	11/23/22	6216	MONTEREY BAY TREEWO	513	5201	10/17-10/28/2022	0.00	1,200.00
101	104549	11/23/22	6216	MONTEREY BAY TREEWO	513	5201	10/31-11/11/2022	0.00	2,100.00
TOTAL CHECK								0.00	100.00
101	104550	11/23/22	8136	WELLS FARGO VENDOR	501	5225	FY 22/23 KONIKA LEA	0.00	134.66
101	104550	11/23/22	8136	WELLS FARGO VENDOR	401	5225	FY 22/23 KONIKA LEA	0.00	167.20
101	104550	11/23/22	8136	WELLS FARGO VENDOR	121	5225	FY 22/23 KONIKA LEA	0.00	177.68
101	104550	11/23/22	8136	WELLS FARGO VENDOR	131	5225	FY 22/23 KONIKA LEA	0.00	177.78
101	104550	11/23/22	8136	WELLS FARGO VENDOR	301	5225	FY 22/23 KONIKA LEA	0.00	177.78
101	104550	11/23/22	8136	WELLS FARGO VENDOR	201	5225	FY 22/23 KONIKA LEA	0.00	209.26
TOTAL CHECK								0.00	1,044.36
101	104552	11/23/22	2894	WILSON'S PLUMBING &	503	5223	FURNACE WORK	0.00	207.37
101	104552	11/23/22	2894	WILSON'S PLUMBING &	503	5223	PLUMBING SUPPLIES	0.00	18.26
101	104552	11/23/22	2894	WILSON'S PLUMBING &	503	5223	REPAIR GAS LINE GOL	0.00	682.47
101	104552	11/23/22	2894	WILSON'S PLUMBING &	301	5223	POLICE DEPT PLUMBIN	0.00	818.57
101	104552	11/23/22	2894	WILSON'S PLUMBING &	301	5223	POLICE DEPT PLUMBIN	0.00	440.96
TOTAL CHECK								0.00	2,167.63
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	106 7TH ST PARK	0.00	38.38
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	765 LIGHTHSE IRRIG	0.00	38.39
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	748 LIGHTHSE IRRG	0.00	38.39

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104554	11/23/22	438	CALIFORNIA AMERICAN	131	5222	300 FOREST IRRIG	0.00	38.39
101	104554	11/23/22	438	CALIFORNIA AMERICAN	131	5222	308 16TH ST.	0.00	38.39
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	800 LIGHTHSE PLANTE	0.00	38.40
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	792 LIGHTHSE IRRIG	0.00	38.40
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	840 LIGHTHSE PLANTE	0.00	38.40
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	850 LIGHTHSE PLANTE	0.00	38.40
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	882 LIGHTHSE PLANTE	0.00	38.40
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	2100 SUNSET DRIVE	0.00	38.42
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	582 LIGHTHSE IRRIG	0.00	38.42
101	104554	11/23/22	438	CALIFORNIA AMERICAN	131	5222	300 FOREST FIRE-50%	0.00	23.78
101	104554	11/23/22	438	CALIFORNIA AMERICAN	201	5222	300 FOREST FIRE-50%	0.00	23.78
101	104554	11/23/22	438	CALIFORNIA AMERICAN	501	5222	MECH 5%	0.00	24.08
101	104554	11/23/22	438	CALIFORNIA AMERICAN	351	5222	643 HYDRANTS HYDT	0.00	36.56
101	104554	11/23/22	438	CALIFORNIA AMERICAN	421	5222	CENTRAL 4 IN FIRE	0.00	47.56
101	104554	11/23/22	438	CALIFORNIA AMERICAN	351	5222	600 PINE AVE FIRE	0.00	47.56
101	104554	11/23/22	438	CALIFORNIA AMERICAN	411	5222	165 FOREST AVE FIRE	0.00	47.56
101	104554	11/23/22	438	CALIFORNIA AMERICAN	421	5222	139 GRAND AVE	0.00	61.37
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	100 OCEANVW IRRIG	0.00	186.19
101	104554	11/23/22	438	CALIFORNIA AMERICAN	421	5222	980 PIEDMONT BALL P	0.00	186.19
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	196 OCEANVW IRRIG	0.00	186.19
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	429 LIGHTHOUSE IRRG	0.00	186.24
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	619 OCEANVIEW IRRIG	0.00	186.29
101	104554	11/23/22	438	CALIFORNIA AMERICAN	131	5222	300 FOREST AVE	0.00	186.42
101	104554	11/23/22	438	CALIFORNIA AMERICAN	421	5222	616 OCEANVIEW IRRG	0.00	193.88
101	104554	11/23/22	438	CALIFORNIA AMERICAN	421	5222	611 CENTRAL AVE	0.00	214.74
101	104554	11/23/22	438	CALIFORNIA AMERICAN	501	5222	SUNSET-CORPYARD18%	0.00	86.69
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	130 LIGHTHOUSE IRRI	0.00	93.81
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	585 LAUREL	0.00	93.92
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	B & G 15%	0.00	72.24
101	104554	11/23/22	438	CALIFORNIA AMERICAN	201	5222	304 16TH ST FIRE	0.00	79.78
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	165 FOREST-MUSEUM	0.00	239.33
101	104554	11/23/22	438	CALIFORNIA AMERICAN	351	5222	600 PINE	0.00	244.44
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	391 OCEANVW-BERWICK	0.00	297.16
101	104554	11/23/22	438	CALIFORNIA AMERICAN	201	5222	304 16TH ST BDOM-FI	0.00	307.61
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	707 OCEANVIEW-NAIAD	0.00	313.74
101	104554	11/23/22	438	CALIFORNIA AMERICAN	421	5222	515 JUNIPERO	0.00	329.68
101	104554	11/23/22	438	CALIFORNIA AMERICAN	301	5222	580 PINE	0.00	343.34
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	1025 MORSE-PLATT PK	0.00	368.05
101	104554	11/23/22	438	CALIFORNIA AMERICAN	131	5222	300 FOREST	0.00	374.02
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	711 OCEANVIEW IRRG	0.00	567.86
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	1051 OCEANVIEW IRRG	0.00	599.35
101	104554	11/23/22	438	CALIFORNIA AMERICAN	401	5222	550 CENTRAL	0.00	834.86
101	104554	11/23/22	438	CALIFORNIA AMERICAN	421	5222	114 CALEDONIA PK	0.00	859.61
101	104554	11/23/22	438	CALIFORNIA AMERICAN	421	5222	616 OCEANVW-SWIM PL	0.00	912.15
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	263 GROVE ACRES	0.00	922.15
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	863 OCEANVIEW IRRG	0.00	938.31
101	104554	11/23/22	438	CALIFORNIA AMERICAN	421	5222	150 FOREST-JEWELL P	0.00	1,888.45
101	104554	11/23/22	438	CALIFORNIA AMERICAN	421	5222	230 17-MILE DRIVE	0.00	2,307.18
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	930 SINEX	0.00	941.94
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	610 OCEANVW IRRIGPK	0.00	964.05
101	104554	11/23/22	438	CALIFORNIA AMERICAN	503	5222	620 OCEANVIEW/BATH	0.00	1,267.58
TOTAL CHECK								0.00	18,546.47

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104556	11/23/22	4943	US BANK	201	5291	WYATT CC OCT 2022	0.00	6.00
101	104556	11/23/22	4943	US BANK	133	5306	KHASIMI CC OCT 2022	0.00	14.99
101	104556	11/23/22	4943	US BANK	501	5261	GHO CC OCT 2022	0.00	15.96
101	104556	11/23/22	4943	US BANK	121	5301	LIVIAN CC OCT 2022	0.00	20.75
101	104556	11/23/22	4943	US BANK	131	5291	FRATI CC OCT 2022	0.00	21.85
101	104556	11/23/22	4943	US BANK	301	5306	FRANCIS CC OCT 2022	0.00	32.29
101	104556	11/23/22	4943	US BANK	121	5309	LIVIAN CC OCT 2022	0.00	38.23
101	104556	11/23/22	4943	US BANK	131	5291	HANNAH CC OCT 2022	0.00	49.95
101	104556	11/23/22	4943	US BANK	301	5261	PD TRAVEL CC OCT 20	0.00	52.00
101	104556	11/23/22	4943	US BANK	301	5211	PD TRAVEL CC OCT 20	0.00	52.54
101	104556	11/23/22	4943	US BANK	121	5236	LINDSTROM CC OCT 20	0.00	54.58
101	104556	11/23/22	4943	US BANK	121	5217	HARVEY CC OCT 2022	0.00	61.60
101	104556	11/23/22	4943	US BANK	301	5291	MADALONE CC OCT 202	0.00	61.97
101	104556	11/23/22	4943	US BANK	121	5261	LINDSTROM CC OCT 20	0.00	68.00
101	104556	11/23/22	4943	US BANK	501	5291	GHO CC OCT 2022	0.00	126.26
101	104556	11/23/22	4943	US BANK	501	5215	GHO CC OCT 2022	0.00	150.00
101	104556	11/23/22	4943	US BANK	301	5224	FRANCIS CC OCT 2022	0.00	160.00
101	104556	11/23/22	4943	US BANK	401	5223	GODWIN CC OCT 2022	0.00	165.00
101	104556	11/23/22	4943	US BANK	101	5291	LINDSTROM CC OCT 20	0.00	232.59
101	104556	11/23/22	4943	US BANK	133	5307	KHASIMI CC OCT 2022	0.00	247.81
101	104556	11/23/22	4943	US BANK	101	5291	HARVEY CC OCT 2022	0.00	260.17
101	104556	11/23/22	4943	US BANK	301	5291	FRANCIS CC OCT 2022	0.00	275.88
101	104556	11/23/22	4943	US BANK	401	5301	GODWIN CC OCT 2022	0.00	276.51
101	104556	11/23/22	4943	US BANK	121	5236	GODWIN CC OCT 2022	0.00	309.93
101	104556	11/23/22	4943	US BANK	133	5212	KHASIMI CC OCT 2022	0.00	387.17
101	104556	11/23/22	4943	US BANK	133	5301	KHASIMI CC OCT 2022	0.00	411.11
101	104556	11/23/22	4943	US BANK	121	5216	KANDEL CC OCT 2022	0.00	500.00
101	104556	11/23/22	4943	US BANK	133	5224	KHASIMI CC OCT 2022	0.00	536.89
101	104556	11/23/22	4943	US BANK	401	5303	WEIRICK CC OCT 2022	0.00	643.70
101	104556	11/23/22	4943	US BANK	201	5215	WYATT CC OCT 2022	0.00	687.63
101	104556	11/23/22	4943	US BANK	301	5215	MADALONE CC OCT 202	0.00	909.35
101	104556	11/23/22	4943	US BANK	301	5291	PD TRAVEL CC OCT 20	0.00	927.08
101	104556	11/23/22	4943	US BANK	421	5301	CLARK CC OCT 2022	0.00	971.44
101	104556	11/23/22	4943	US BANK	421	5361	CLARK CC OCT 2022	0.00	1,028.04
101	104556	11/23/22	4943	US BANK	121	5215	HARVEY CC OCT 2022	0.00	1,413.64
101	104556	11/23/22	4943	US BANK	131	5221	HANNAH CC OCT 2022	0.00	1,520.28
101	104556	11/23/22	4943	US BANK	301	5215	SANTOS CC OCT 2022	0.00	1,732.54
101	104556	11/23/22	4943	US BANK	101	5211	FRANCIS CC OCT 2022	0.00	1,835.97
101	104556	11/23/22	4943	US BANK	121	5236	LIVIAN CC OCT 2022	0.00	2,505.36
101	104556	11/23/22	4943	US BANK	301	5215	PD TRAVEL CC OCT 20	0.00	3,774.51
TOTAL CHECK								0.00	22,539.57
101	104557	11/28/22	9814	ROGERS JOSEPH O'DON	111	5205	LEGAL SERVICES	0.00	7,178.00
101	104581	11/30/22	2133	PERS	121	5145	NOV 2022 UAL	0.00	10,000.00
101	104581	11/30/22	2133	PERS	503	5145	NOV 2022 UAL	0.00	10,166.67
101	104581	11/30/22	2133	PERS	131	5145	NOV 2022 UAL	0.00	11,500.00
101	104581	11/30/22	2133	PERS	401	5145	NOV 2022 UAL	0.00	11,583.33
101	104581	11/30/22	2133	PERS	201	5145	NOV 2022 UAL	0.00	13,833.33
101	104581	11/30/22	2133	PERS	505	5145	NOV 2022 UAL	0.00	18,583.33
101	104581	11/30/22	2133	PERS	351	5145	NOV 2022 UAL	0.00	99,750.00

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104581	11/30/22	2133	PERS	301	5145	NOV 2022 UAL	0.00	118,603.25
101	104581	11/30/22	2133	PERS	513	5145	NOV 2022 UAL	0.00	250.00
101	104581	11/30/22	2133	PERS	101	5145	NOV 2022 UAL	0.00	500.00
101	104581	11/30/22	2133	PERS	133	5145	NOV 2022 UAL	0.00	2,583.33
101	104581	11/30/22	2133	PERS	502	5145	NOV 2022 UAL	0.00	2,916.67
101	104581	11/30/22	2133	PERS	501	5145	NOV 2022 UAL	0.00	3,583.33
101	104581	11/30/22	2133	PERS	421	5145	NOV 2022 UAL	0.00	5,416.67
TOTAL CHECK								0.00	309,269.91
101	V112222	11/22/22	9196	DIANNE LYLE	421	5208	DANCE CLASSES	0.00	886.51
101	V112322	11/23/22	7708	BENJAMIN JENNINGS H	121	5261	ANNUAL SUBSCRIPTION	0.00	139.99
101	V112322	11/23/22	7708	BENJAMIN JENNINGS H	121	5428	CELL PHONE REIMB AU	0.00	122.33
101	V112322	11/23/22	7708	BENJAMIN JENNINGS H	121	5428	CELL PHONE REIMB NO	0.00	126.79
101	V112322	11/23/22	7708	BENJAMIN JENNINGS H	121	5428	CELL PHONE REIMB OC	0.00	126.79
101	V112322	11/23/22	7708	BENJAMIN JENNINGS H	121	5428	CELL PHONE REIMB SE	0.00	126.90
TOTAL CHECK								0.00	642.80
101	V112324	11/23/22	2987	HARRIS & ASSOCIATES	201	5202	CONTRACT PLANNING S	0.00	15,180.00
101	V1110221	11/10/22	8974	ALENA RACHELLE WAGR	421	5208	BALLET CLASSES	0.00	514.50
TOTAL CASH ACCOUNT								0.00	1,759,262.38
TOTAL FUND								0.00	1,759,262.38

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 07 - LIBRARY BLDG & EQUIP FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104277	11/10/22	8532	CROZIER STUDIOS	402	5291	ART CURATION/INSTAL	0.00	6,440.00
TOTAL CASH ACCOUNT								0.00	6,440.00
TOTAL FUND								0.00	6,440.00

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 08 - MUSEUM IMPROVEMENT FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104534	11/23/22	9793	SIGNATURE GLASS & W	412	6021	WINDOW REPLACEMENT-	0.00	1,383.00
101	104534	11/23/22	9793	SIGNATURE GLASS & W	412	6021	WINDOW REPLACEMENT-	0.00	9,600.00
TOTAL CHECK								0.00	10,983.00
TOTAL CASH ACCOUNT								0.00	10,983.00
TOTAL FUND								0.00	10,983.00

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 09 - DOWNTOWN BUSINESS DISTRIC

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104520	11/23/22	2028	PACIFIC GROVE CHAMB	103	5201	BID MAR-NOV 2022	0.00	23,281.89
TOTAL CASH ACCOUNT								0.00	23,281.89
TOTAL FUND								0.00	23,281.89

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 10 - HOSPITALITY IMPRVMT DIST.

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104399	11/10/22	1788	MONTEREY COUNTY CON	104	5201	HID JULY-SEPT	0.00	71,455.80
101	104408	11/10/22	2028	PACIFIC GROVE CHAMB	104	5201	HID JULY-SEPT	0.00	71,455.79
TOTAL CASH ACCOUNT								0.00	142,911.59
TOTAL FUND								0.00	142,911.59

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 12 - FIRE EMERG EQUIP FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104466	11/23/22	3400	BOUND TREE MEDICAL,	355	5309	MEDICAL SUPPLIES	0.00	3,541.13
101	104466	11/23/22	3400	BOUND TREE MEDICAL,	355	5309	MEDICAL SUPPLIES	0.00	9.77
TOTAL CHECK								0.00	3,550.90
101	104546	11/23/22	7563	VIA HEART PROJECT	355	5371	LIFEPACK CR BATTERY	0.00	180.30
TOTAL CASH ACCOUNT								0.00	3,731.20
TOTAL FUND								0.00	3,731.20

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 15 - HOUSING FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104265	11/03/22	2133	PERS	204	5145	OCT 2022 UAL	0.00	916.67
101	104581	11/30/22	2133	PERS	204	5145	NOV 2022 UAL	0.00	916.67
TOTAL CASH ACCOUNT								0.00	1,833.34
TOTAL FUND								0.00	1,833.34

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 18 - GAS TAX FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104265	11/03/22	2133	PERS	508	5145	OCT 2022 UAL	0.00	1,833.33
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	33.16
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	13.26
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	18.59
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	17.58
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	-31.06
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	0.51
TOTAL CHECK								0.00	52.04
101	104308	11/10/22	2635	TAMC	508	5331	CONTRIBUTION FY 22/	0.00	4,925.00
101	104445	11/23/22	8890	4LEAF	508	5201	FY22/23 ON-CALL TRA	0.00	3,993.75
101	104469	11/23/22	467	CALTRANS	508	5331	SIGNALS & LIGHTING	0.00	728.03
101	104537	11/23/22	1768	STURDY OIL COMPANY	508	5311	FUEL DIST OCT 2022	0.00	521.49
101	104542	11/23/22	9148	TRI COUNTY CONCRETE	508	5331	OVB CONCRETE WORK	0.00	405.09
101	104554	11/23/22	438	CALIFORNIA AMERICAN	508	5222	ST FUND 50%	0.00	240.81
101	104581	11/30/22	2133	PERS	508	5145	NOV 2022 UAL	0.00	1,833.33
TOTAL CASH ACCOUNT								0.00	14,532.87
TOTAL FUND								0.00	14,532.87

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 24 - STILLWELL CHILDREN'S POOL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104268	11/10/22	106	AMERICAN SUPPLY COM	425	5309	POOL CLEANING	0.00	445.88
TOTAL CASH ACCOUNT								0.00	445.88
TOTAL FUND								0.00	445.88

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 27 - LIGHTHOUSE MAINT.& IMPV.

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	5.06
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	-57.84
TOTAL CHECK								0.00	-52.78
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE SUPPLIES	0.00	18.56
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE SUPPLIES	0.00	14.72
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE SUPPLIES	0.00	2.60
TOTAL CHECK								0.00	35.88
101	104453	11/23/22	8330	AMAZON CAPITAL SERV	413	5223	BOOKS FOR GIFTSHOP	0.00	167.04
101	104453	11/23/22	8330	AMAZON CAPITAL SERV	413	5223	BOOKS FOR GIFTSHOPS	0.00	55.68
TOTAL CHECK								0.00	222.72
101	104460	11/23/22	5363	AT&T CALNET 3	413	5212	CH GEN ALM LINE	0.00	24.68
101	104554	11/23/22	438	CALIFORNIA AMERICAN	413	5222	90 ASILOMAR	0.00	63.90
TOTAL CASH ACCOUNT								0.00	294.40
TOTAL FUND								0.00	294.40

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 40 - POETRY PROMOTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104299	11/10/22	3884	GARY A BALEY	405	5291	POETRY PROMOTION	0.00	200.00
101	104556	11/23/22	4943	US BANK	405	5291	GODWIN CC OCT 2022	0.00	167.69
101	V1110223	11/10/22	9604	DANIEL B. SUMMERHIL	405	5291	PEOTRY PROMOTION 11	0.00	800.00
TOTAL CASH ACCOUNT								0.00	1,167.69
TOTAL FUND								0.00	1,167.69

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 41 - YOUNT INCOME FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104265	11/03/22	2133	PERS	510	5145	OCT 2022 UAL	0.00	166.67
101	104392	11/10/22	9506	DUDEK	510	6031	GWP MANAMGENET PLAN	0.00	311.25
101	104392	11/10/22	9506	DUDEK	510	6031	GWP MANAMGENET PLAN	0.00	2,396.25
TOTAL CHECK								0.00	2,707.50
101	104581	11/30/22	2133	PERS	510	5145	NOV 2022 UAL	0.00	166.67
TOTAL CASH ACCOUNT								0.00	3,040.84
TOTAL FUND								0.00	3,040.84

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 43 - SLESF FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	V112323	11/23/22	9033	ENTERPRISE FM TRUST	304	5225	LEASED VEHICLES	0.00	2,135.37
101	V112323	11/23/22	9033	ENTERPRISE FM TRUST	304	5225	LEASED VEHICLES	0.00	2,135.37
TOTAL CHECK								0.00	4,270.74
TOTAL CASH ACCOUNT								0.00	4,270.74
TOTAL FUND								0.00	4,270.74

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 46 - STRONG DISBURSEMENT FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104385	11/10/22	9444	BUREAU VERITAS TECH	461	6021	CIP20-19 FINAL INV	0.00	3,777.50
TOTAL CASH ACCOUNT								0.00	3,777.50
TOTAL FUND								0.00	3,777.50

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 63 - CAPITAL IMPROV PROJ FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104513	11/23/22	1896	NEILL ENGINEERS COR	631	6041	CIP23-01	0.00	23,650.00
101	104513	11/23/22	1896	NEILL ENGINEERS COR	631	6041	CIP22-01	0.00	2,562.00
TOTAL CHECK								0.00	26,212.00
101	104551	11/23/22	9401	WILLIAMS SCOTSMAN,	631	6021	PW CONST. TRAILER L	0.00	1,225.46
101	104553	11/23/22	9325	ZANDER DESIGN	631	6031	POINT PINOS CONSTRU	0.00	640.00
TOTAL CASH ACCOUNT								0.00	28,077.46
TOTAL FUND								0.00	28,077.46

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 70 - EMP BENEFIT FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104265	11/03/22	2133	PERS	703	5123	ADMIN FEE	0.00	200.00
101	104414	11/10/22	1	CALPERS HEALTH	703	5123	NOV 2022 PREMIUMS	0.00	6,037.77
101	104416	11/10/22	9360	STANDARD INSURANCE	703	5234	OCT 2022 PREMIUMS	0.00	5,643.36
101	104418	11/14/22	8211	STANDARD INSURANCE	703	5123	NOV 2022 PREMIUMS	0.00	2,463.12
101	104558	11/28/22	5025	EMPLOYMENT DEVELOPM	703	5235	3RD QTR 2022	0.00	213.00
101	V1110222	11/10/22	9163	CLAREMONT BEHAVIORA	703	5213	SEPTEMBER 2022	0.00	648.15
101	V1110222	11/10/22	9163	CLAREMONT BEHAVIORA	703	5123	OCTOBER 2022	0.00	648.15
101	V1110222	11/10/22	9163	CLAREMONT BEHAVIORA	703	5123	NOVEMBER 2022	0.00	648.15
TOTAL CHECK								0.00	1,944.45
TOTAL CASH ACCOUNT								0.00	16,501.70
TOTAL FUND								0.00	16,501.70

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 71 - WORKERS COMP FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104265	11/03/22	2133	PERS	701	5145	OCT 2022 UAL	0.00	666.67
101	104581	11/30/22	2133	PERS	701	5145	NOV 2022 UAL	0.00	666.67
TOTAL CASH ACCOUNT								0.00	1,333.34
TOTAL FUND								0.00	1,333.34

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 72 - LIABILITY INS FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104265	11/03/22	2133	PERS	702	5145	OCT 2022 UAL	0.00	500.00
101	104581	11/30/22	2133	PERS	702	5145	NOV 2022 UAL	0.00	500.00
TOTAL CASH ACCOUNT								0.00	1,000.00
TOTAL FUND								0.00	1,000.00

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 74 - LOCAL WATER PROJECT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104406	11/10/22	2024	PACIFIC GAS & ELECT	741	5222	LWP 9/29-10/27 0792	0.00	9,202.50
101	104409	11/10/22	7716	PERC WATER CORPORAT	741	5201	FY22/23 LWP O&M	0.00	26,384.84
101	104554	11/23/22	438	CALIFORNIA AMERICAN	741	5222	1313 OCEAN VIEW BLV	0.00	939.87
TOTAL CASH ACCOUNT								0.00	36,527.21
TOTAL FUND								0.00	36,527.21

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 75 - CEMETERY FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104265	11/03/22	2133	PERS	601	5145	OCT 2022 UAL	0.00	1,333.33
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY	0.00	-30.70
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	601	5222	CREST & RIPPLE	0.00	18.84
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY - 1%	0.00	20.61
TOTAL CHECK								0.00	8.75
101	104279	11/10/22	926	EWING IRRIGATION PR	601	5309	IRRIGATION SUPPLIES	0.00	78.25
101	104279	11/10/22	926	EWING IRRIGATION PR	601	5309	IRRIGATION SUPPLIES	0.00	15.45
TOTAL CHECK								0.00	93.70
101	104283	11/10/22	1199	HAYWARD LUMBER COMP	601	5309	CEMETERY SUPPLIES	0.00	194.62
101	104283	11/10/22	1199	HAYWARD LUMBER COMP	601	5309	CEMETERY SUPPLIES	0.00	64.95
101	104283	11/10/22	1199	HAYWARD LUMBER COMP	601	5309	CEMETERY SUPPLIES	0.00	63.71
101	104283	11/10/22	1199	HAYWARD LUMBER COMP	601	5309	CEMETERY SUPPLIES	0.00	110.54
101	104283	11/10/22	1199	HAYWARD LUMBER COMP	601	5309	CEMETERY SUPPLIES	0.00	36.93
TOTAL CHECK								0.00	470.75
101	104284	11/10/22	4321	HOME DEPOT CREDIT S	601	5309	WIRE ROPE	0.00	34.94
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	601	5309	CEMETERY SUPPLIES	0.00	93.92
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	601	5309	CEMETERY SUPPLIES	0.00	32.76
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	601	5309	CEMETERY SUPPLIES	0.00	5.45
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	601	5309	CEMETERY SUPPLIES	0.00	9.82
TOTAL CHECK								0.00	141.95
101	104388	11/10/22	7679	CA ASSOCIATION OF P	601	5291	MEMBERSHIP	0.00	299.00
101	104398	11/10/22	9798	LYNNE FONDA	601	5502	BURIAL SITES	0.00	3,368.40
101	104413	11/10/22	5629	WHITED CEMETERY SER	601	5309	LINERS	0.00	3,466.00
101	104497	11/23/22	3521	KIMBALL MIDWEST	601	5309	TOOLS	0.00	59.60
101	104503	11/23/22	9812	MICHAEL CLARKSON	601	5502	BURIAL SITE	0.00	1,684.20
101	104515	11/23/22	9576	O'REILLY AUTO ENTER	601	5227	UNIT CEM 68	0.00	16.37
101	104537	11/23/22	1768	STURDY OIL COMPANY	601	5311	FUEL DIST OCT 2022	0.00	23.61
101	104554	11/23/22	438	CALIFORNIA AMERICAN	601	5222	1254 DELMONTECEM70%	0.00	226.39
101	104554	11/23/22	438	CALIFORNIA AMERICAN	601	5222	CEM 4%	0.00	19.26
TOTAL CHECK								0.00	245.65
101	104581	11/30/22	2133	PERS	601	5145	NOV 2022 UAL	0.00	1,333.33
TOTAL CASH ACCOUNT								0.00	12,579.58
TOTAL FUND								0.00	12,579.58

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104265	11/03/22	2133	PERS	611	5145	OCT 2022 UAL	0.00	10,416.67
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	11.57
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	12.42
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	19.17
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	39.28
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP 17TH & OCNVW	0.00	44.49
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	48.74
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	17TH & OCNVW	0.00	52.07
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	360 OCEAN VIEW BLVD	0.00	100.43
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	-30.14
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	8.70
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	OCEANVIEW BLVD & 8T	0.00	6.13
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	6.30
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP STATION	0.00	-56.73
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	-36.13
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	O V 9TH PUMP #2	0.00	136.36
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	141.51
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	-43.56
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	-40.39
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	217.63
TOTAL CHECK								0.00	637.85
101	104294	11/10/22	6239	OWEN EQUIPMENT SALE	611	5227	UNIT 47	0.00	164.39
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	611	5309	SEWER SUPPLIES	0.00	43.69
101	104298	11/10/22	2034	PACIFIC GROVE HARDW	611	5309	SEWER SUPPLIES	0.00	37.54
TOTAL CHECK								0.00	81.23
101	104314	11/10/22	6777	WALLACE GROUP	611	5201	SSMP 5 YEAR UPDATE	0.00	1,989.50
101	104392	11/10/22	9506	DUDEK	612	6051	ARCHEOLOGICAL MONIT	0.00	3,557.50
101	104394	11/10/22	6679	IWORQ SYSTEMS	611	5201	IWORQ - ANNUAL PERM	0.00	1,887.50
101	104406	11/10/22	2024	PACIFIC GAS & ELECT	611	5222	PW 0601805126-5	0.00	962.53
101	104458	11/23/22	6154	AT&T	611	5212	PW SEWER 237 841-13	0.00	33.97
101	104458	11/23/22	6154	AT&T	611	5212	PW SEWER 237 841-13	0.00	33.97
101	104458	11/23/22	6154	AT&T	611	5212	PW SEWER 237 841-13	0.00	33.97
101	104458	11/23/22	6154	AT&T	611	5212	PW SEWER 237 841-13	0.00	33.97
TOTAL CHECK								0.00	135.88
101	104488	11/23/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	802.50
101	104488	11/23/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	1,352.48
101	104488	11/23/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	1,354.62
101	104488	11/23/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	1,365.32
101	104488	11/23/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	2,037.28
101	104488	11/23/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	2,088.64
101	104488	11/23/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	2,328.32
101	104488	11/23/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	2,468.49
101	104488	11/23/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	2,743.48

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104488	11/23/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	3,346.96
101	104488	11/23/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	3,483.92
101	104488	11/23/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	3,839.16
101	104488	11/23/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	4,205.10
101	104488	11/23/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	4,530.38
101	104488	11/23/22	3378	DON CHAPIN CO., INC	611	5207	FY22/23 SANITARY SE	0.00	4,893.11
TOTAL CHECK								0.00	40,839.76
101	104489	11/23/22	3409	GREEN RUBBER-KENNED	611	5309	BALL VALVE	0.00	76.82
101	104489	11/23/22	3409	GREEN RUBBER-KENNED	611	5309	SPRAY GUN	0.00	190.07
TOTAL CHECK								0.00	266.89
101	104510	11/23/22	1786	MONTEREY PENINSULA	611	5201	SEWER WORK BALBOA&O	0.00	3,875.00
101	104512	11/23/22	2986	MUNICIPAL MAINTENAN	611	5227	UNIT 47	0.00	102.17
101	104513	11/23/22	1896	NEILL ENGINEERS COR	612	6051	CIP22-01	0.00	1,830.00
101	104513	11/23/22	1896	NEILL ENGINEERS COR	612	6051	CIP23-01	0.00	2,714.00
TOTAL CHECK								0.00	4,544.00
101	104515	11/23/22	9576	O'REILLY AUTO ENTER	611	5227	UNIT 47	0.00	226.44
101	104526	11/23/22	2219	PURE WATER	611	5309	WATER SVC	0.00	24.65
101	104537	11/23/22	1768	STURDY OIL COMPANY	611	5311	FUEL DIST OCT 2022	0.00	316.03
101	104552	11/23/22	2894	WILSON'S PLUMBING &	611	5291	PLUMBING SVC 245 OV	0.00	409.29
101	104552	11/23/22	2894	WILSON'S PLUMBING &	611	5291	PLUMBING SVC 245 OV	0.00	409.29
TOTAL CHECK								0.00	818.58
101	104554	11/23/22	438	CALIFORNIA AMERICAN	611	5222	1273 CRESPI POND 50	0.00	62.22
101	104554	11/23/22	438	CALIFORNIA AMERICAN	611	5222	100 OCEANVW IRRIG	0.00	38.38
101	104554	11/23/22	438	CALIFORNIA AMERICAN	611	5222	SEWER 8%	0.00	38.53
TOTAL CHECK								0.00	139.13
101	104581	11/30/22	2133	PERS	611	5145	NOV 2022 UAL	0.00	10,416.67
101	V112324	11/23/22	2987	HARRIS & ASSOCIATES	612	6051	IS/MND -PHASE 9 CIP	0.00	7,987.50
TOTAL CASH ACCOUNT								0.00	89,389.87
TOTAL FUND								0.00	89,389.87

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 77 - GOLF FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	625	5802	77 ASILOMAR - LOAN	0.00	294.94
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	6.84
101	104266	11/10/22	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	38.57
TOTAL CHECK								0.00	340.35
101	104407	11/10/22	7474	PACIFIC GROVE CAPIT	622	6061	2020/Q4 COURSECO	0.00	10,922.31
101	104407	11/10/22	7474	PACIFIC GROVE CAPIT	622	6061	2018/Q3 COURSECO	0.00	12,531.31
101	104407	11/10/22	7474	PACIFIC GROVE CAPIT	622	6061	2020/Q3 COURSECO	0.00	14,934.43
101	104407	11/10/22	7474	PACIFIC GROVE CAPIT	622	6061	2020/Q1 COURSECO	0.00	6,757.64
101	104407	11/10/22	7474	PACIFIC GROVE CAPIT	622	6061	2020/Q2 COURSECO	0.00	8,529.31
101	104407	11/10/22	7474	PACIFIC GROVE CAPIT	622	6061	2018/Q4 COURSECO	0.00	8,658.43
TOTAL CHECK								0.00	62,333.43
101	104554	11/23/22	438	CALIFORNIA AMERICAN	625	5222	77 ASILOMAR GOLF HS	0.00	1,375.15
101	104554	11/23/22	438	CALIFORNIA AMERICAN	621	5222	1273 CRESPI POND 50	0.00	62.23
101	104554	11/23/22	438	CALIFORNIA AMERICAN	621	5222	77 ASILOMAR FIRE SV	0.00	79.79
101	104554	11/23/22	438	CALIFORNIA AMERICAN	621	5222	1254 DELMONTEGOLF30	0.00	97.02
TOTAL CHECK								0.00	1,614.19
TOTAL CASH ACCOUNT								0.00	64,287.97
TOTAL FUND								0.00	64,287.97

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 84 - AMERICAN RESCUE PLAN-ARPA

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104448	11/23/22	9806	AIR EXCHANGE, INC	841	6021	RETROFIT FIRE DEPAR	0.00	18,177.74
101	104467	11/23/22	9704	BOWMAN CONSULTING G	841	6031	PURPLE PIPE FEASIBI	0.00	8,482.50
101	104513	11/23/22	1896	NEILL ENGINEERS COR	841	6041	CIP23-21	0.00	4,708.00
TOTAL CASH ACCOUNT								0.00	31,368.24
TOTAL FUND								0.00	31,368.24

SELECTION CRITERIA: transact.ck_date between '20221101 00:00:00.000' and '20221130 00:00:00.000'
ACCOUNTING PERIOD: 6/23

FUND - 93 - KOO ESTATE DONATION

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	104486	11/23/22	9542	GHD INC	931	6031	LP PIER PROJECT - F	0.00	41,503.80
TOTAL CASH ACCOUNT								0.00	41,503.80
TOTAL FUND								0.00	41,503.80
TOTAL REPORT								0.00	2,298,542.49

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Audrey Cray, Finance & Risk Manager

MEETING DATE: December 21, 2022

SUBJECT: Core Revenue Report for November 2022

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the Core Revenue Report for November 2022.

DISCUSSION

The City of Pacific Grove's General Fund revenues are primarily derived from Property Tax, Transient Occupancy Tax, and Sales and Use Tax revenues. In the Fiscal Year 22/23 Adopted Budget, these three revenue sources were estimated to generate $20.3 million. These revenues account for approximately 70% of the General Fund's on-going revenues.

Details on the budgeted amounts and revenues to date are included in Attachments 1.

OPTIONS

N/A - This is informational only.

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

GOAL ALIGNMENT: Financial Stability: Develop a strategic plan to better address current and future City expenditure and revenue needs.

Attachments

Core Revenue Report November 2022

Core Revenue Report
Fiscal Year 2022/23 - November 2022

The following tables include the FY22/23 budget and year to date revenues. The receipts represent funds received to date.

PROPERTY TAX

Property Tax is the first largest source of the General Fund revenue. The City typically receives property tax payments in December, April, and June. Unlike other tax revenues, property taxes were not impacted by COVID-19. The following table presents Fiscal Year 2022/23 budget, and revenues received to date.

Property Tax	Adopted Budget	YTD Receipts	% of Adopted Budget
FY22/23	8,840,000	-	0.0%

TRANSIENT OCCUPANCY TAX (TOT)

Transient Occupancy Tax (TOT) is the General Fund's second largest source of revenue which the City receives on a monthly basis. Unlike property taxes, TOT was significantly impacted by COVID-19 in Fiscal Years 2019/20 and 2020/21. The following table presents Fiscal Year 2022/23 budget and revenues received to date.

Transient Occupancy Tax	Adopted Budget	YTD Receipts	% of Adopted Budget
FY22/23	5,867,000	2,846,053	49%

The City receives transient occupancy tax in the month following the stay. The revenues received in November are for the October lodging period.

The following table shows a monthly breakdown of TOT revenues when compared to the same month last year. The reduction in the 2020/21 TOT in December and January primarily resulted from temporary COVID-19 restrictions.

Lodging Period	2020/21	2021/22	2022/23	Net Difference
July (1)	289,435	673,475	797,756	124,281
August	340,019	730,578	818,939	88,361
September	327,958	578,129	639,644	61,515
October	347,103	475,290	589,714	114,424
November	216,516	431,862	-	-
December	90,066	378,655	-	-
January	109,118	314,248	-	-
February	205,512	412,711	-	-
March	334,004	476,041	-	-
April	379,613	568,275	-	-
May	428,612	612,496	-	-
June	518,002	621,212	-	-
Total	3,585,958	6,272,972	2,846,053	388,581
November 2022 revenues are anticipated to be received in late December.				

SALES AND USE TAX

Sales and Use tax are the third largest source of the City's General Fund revenues. The City receives a 1% Bradley Burns Tax and a 1% Measure U Transactions and Use Tax.

The Fiscal Year 22/23 Adopted Budget reflects the addition of Measure A revenues, a 0.50% Transactions and Use Tax. This tax becomes effective on October 1, 2022. Three quarters of Measure A funds have been incorporated into the annual projections. The first Measure A revenues will not be received until the end of December. These revenues should appear on this report in January 2023.

The impact of COVID-19 on the Sales and Use tax revenues was less significant when compared to TOT. The following table presents Fiscal Year 22/23 budget and revenues received to date.

Sales and Use Tax	Adopted Budget	YTD Receipts	% of Adopted Budget
FY22/23	5,616,000	1,190,768	21.2%

The following table presents Fiscal Year 2022/23 budget and revenues received to date.

Lodging Period	2020/21	2021/22	2022/23	Net Difference
July Advance	358,945	303,144	350,801	47,657
August Advance	427,105	507,200	364,694	(142,506)
September True-up	243,269	287,224	475,273	188,049)
October Advance	343,188	311,118	-	-
November Advance	333,869	324,181	-	-
December True-up	302,359	479,810	-	-
January Advance	281,830	260,937	-	-
February Advance	339,550	316,738	-	-
March True-up	239,864	471,617	-	-
April Advance	314,606	329,326	-	-
May Advance	395,212	436,035	-	-
June True-Up	481,058	513,452	-	-
	4,060,855	4,540,782	1,190,768	93,200
November 2022 payments are anticipated to be received in late December as the State pays the City two months in arrears				

CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Ben Harvey, City Manager
MEETING DATE: December 21, 2022
SUBJECT: Ratification of New Local Emergency Actions
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION
Receive report of emergency directives/modifications.

DISCUSSION
The City Manager during this Local Emergency is authorized to directly mitigate effects of the Local Emergency to protect life or property.

This report apprises the City Council of emergency directives taken under the continuing local emergency proclaimed by Resolution 20-007. This report fulfills the City Council's review obligation under that Resolution and Government Code 8630. This agenda item also enables ratification of select actions taken since the City Council's last review.

City expenditures for legal services related to COVID-19 issues (specifically to related to COVID 19-COM (Communications); COVID 19-TRN (Training); COVID 19-LAW (Legal Support); and COVID-19 (Other)) are eligible for State and Federal Emergency Service reimbursement, including but not limited to FEMA or other emergency grant funding.

Actions not subject to Ratification. Since the time of the revised Monterey County Shelter in Place Order issued Friday, April 3, 2020, the City Manager has taken the following new or modified actions pursuant to the Emergency Proclamation:

- None to report at this time.

No action is necessary with respect to the above new or modified measures, as each is responsive to requirements of the revised Monterey County Shelter in Place Order falling within the regular management discretion of the City Manager.

Actions subject to Ratification. Certain mitigation measures that have been enacted by the City Manager in response to the Monterey County Shelter in Place Order issued Friday, May 8, 2020, and in accord with Council's Local Emergency under Article 19, subparagraph l, of the Pacific Grove City Charter, and Chapter 3.20 of the Pacific Grove Municipal Code (PGMC), are subject to ratification. Any mitigation measures that qualify are subject to ratification as required by Government Code 8630

and City Council Resolution 20-007, and are listed below:

1. None to report at this time.

Discussion of Circumstances Needing Emergency Response. The discussion part of this item allows comment on circumstances which may benefit from further or different emergency responses. Matters identified will be referred to the City Manager for appropriate consideration in accord with the Emergency Management System protocols set by PGMC Chapter 3.20. These delegate exclusive emergency management response authority to the City Manager.

CEQA Exemption. Actions taken to prevent or mitigate an emergency are exempt from CEQA pursuant to section 15260 of the CEQA Guidelines.

OPTIONS

Actions not subject to ratification are reported for information only.

FINANCIAL IMPACT:

There is no financial impact in receiving the report.

GOAL ALIGNMENT: Not Applicable.

CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Brian A. Pierik, City Attorney
MEETING DATE:	December 21, 2022
SUBJECT:	Legal Services Agreement with Renee Public Law Group
CEQA:	Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION
Motion to authorize the Mayor to sign a Legal Services Agreement with Renee Public Law Group.

DISCUSSION
The attached proposed Legal Services Agreement is with the Renee Public Law Group which is available to provided legal services to the City regarding labor, employment and related legal services.

This Legal Services Agreement would be effective from January 1, 2023 through December 31, 2023 and shall not exceed $90,000.

OPTIONS
Do not approve the proposed Legal Services Agreement with the Renee Public Law Group

FINANCIAL IMPACT:
The funds to support this contract have not been included in the Fiscal Year 22/23 Budget. Prior to any mid-year adjustments, the Fiscal Year 22/23 estimated ending General Fund balance is anticipated to be approximately $10.5 million; with the amount available above reserve policy levels projected at $376,000. It is anticipated there will be sufficient funds available to cover the contract costs of up to $90,000.

If this item is approved, an ordinance will be brought forward at the next Council Meeting to amend the budget.

GOAL ALIGNMENT: Not Applicable.

Attachments
Legal Services Agreement with Renee Public Law Group

RPLG Renne Public Law Group®
350 Sansome Street | Suite 300
San Francisco, CA 94104

Jenica Maldonado
415-848-7200
jmaldonado@publiclawgroup.com

December 15, 2022

Sent Via Email to bpierik@bwslaw.com

Bill Peake
Mayor
City of Pacific Grove
300 Forest Ave
Pacific Grove, CA 93950

Brian Pierik
City Attorney
City of Pacific Grove
300 Forest Ave
Pacific Grove, CA 93950

Re: *City of Pacific Grove*
Legal Services Agreement, effective January 1, 2023 through December 31, 2023

Dear Mayor Peake & City Attorney Pierik:

Thank you for retaining Renne Public Law Group ("RPLG") to provide legal services on behalf of the City of Pacific Grove. We appreciate the opportunity to serve as Special Outside Legal Counsel and look forward to working with you on this matter.

This Legal Services Agreement ("Agreement") sets forth our agreement concerning the legal services we will provide and our fee and expense reimbursement arrangements for those services. This Agreement supersedes the parties' prior Legal Services Agreement, dated July 14, 2022. Please read the entire Agreement before signing and returning it to us.

1. Term. This Agreement is effective as of January 1, 2023 through December 31, 2023 unless extended by the parties, and is subject to a Not to Exceed of $90,000, unless approved by the City Council.

2. Scope of Engagement. This Agreement authorizes RPLG to provide the City with legal advice relating to labor, employment, and related government legal services, as assigned by the City Council or the City Attorney. I will serve as the primary attorney providing legal work in connection with such services. Our work is limited to such services. If we are requested to and agree to provide legal services on other discrete matters unrelated to labor, employment, or related government legal services, we will confirm the engagement and bill separately for such services.

3. Fees and Personnel. As compensation for our services, my hourly fee at Partner Rate will be $405. To the extent required, we will bill other members of my firm at the following hourly rates: Managing Partner, Jon Holtzman at $425; Of Counsel and Senior Counsel at $385; Associates at $295, Paralegals at $180, and Consultants at $215 to $300. Rates will generally be increased annually on January 1 by the greater of 3% or the relevant local CPI increase over the prior 12-month period, rounded to the nearest $5.

In the unlikely event of a dispute over fees, the parties agree that the dispute will be submitted to arbitration pursuant to the State Bar's Mandatory Fee Arbitration Program.

4. Billing and Payment Responsibilities. We will send monthly statements which are due within 30 days of receipt. If you have any questions about an invoice, please promptly telephone or write me so that we may discuss these matters. Billing is done in 1/10ths of an hour increments.

In addition, the firm charges separately for certain costs incurred in the representation, as well as for any disbursements to third parties made on a client's behalf. Such costs and disbursements include, for example, the following: travel (at the IRS rate in effect at the time the travel occurs), computer-assisted research, transcription, overnight delivery and messenger services. For major disbursements to third parties, invoices may be sent directly to you for payment. The firm also bills for time spent traveling on a client's behalf at our normal hourly rates.

Our Statement of Fee and Billing Information, which sets forth the details of our disbursement and expense policy, is attached.

5. Contract Duration and Termination of Services. This Agreement is effective January 1, 2023 through December 31, 2023, subject to extension based upon the mutual written agreement of the parties. You may terminate RPLG's services at any time by written notice. After receiving such notice, we will cease providing services. We will cooperate with you in the orderly transfer of all related files and records to your new counsel.

RPLG may terminate its services for any reason upon reasonable written notice, consistent with the Rules of Professional Responsibility. If we terminate our services, you agree to execute a substitution of attorneys promptly and otherwise cooperate in effecting that termination.

Termination of our services, whether by you or by us, will not relieve the obligation to pay for services rendered and costs incurred before our services formally ceased.

6. No Guarantee of Outcome. Any comments made by us about the potential outcome of this matter are expressions of opinion only and are not guarantees or promises about any outcome or results.

RPLG Renne Public Law Group®
350 Sansome Street | Suite 300
San Francisco, CA 94104

7. Governing Law. This Agreement shall be governed by and construed in accordance with the law as applicable.

8. Entire Agreement; Full Understanding; Modifications in Writing. This letter contains our entire agreement about our representation. Any modifications or additions to this Agreement must be made in writing.

9. Joint Representation. Our firm maintains Of Counsel agreements with certain legal specialists. Because these individuals are deemed independent contractors under the applicable provisions of the tax laws and not employees of the firm, it is necessary that you consent to dual representation by the firm and the specialist in the event the matter which you have engaged us to handle requires the use of that specialist. This arrangement has no effect whatsoever on the cost of your legal services, rather it is an ethical requirement that we disclose this fact and that you consent. You are consenting by signing this letter.

It is our pleasure to have the opportunity to serve the City of Pacific Grove. We look forward to working with you.

Very truly yours,

Jenica Maldonado
Partner

Approved:

Jonathan Holtzman
Managing Partner

Attachment: Statement of Fee and Billing Information

cc: Angie Perez
RPLG Billing Department

These terms are accepted and agreed to as of the date of this letter.

Print Name: Mayor Bill Peake

By: _____

Date: _____

RPLG Renne Public Law Group®
350 Sansome Street | Suite 300
San Francisco, CA 94104

ATTACHMENT A

PUBLIC SECTOR FEE SCHEDULE EFFECTIVE JANUARY 1, 2022 TO DECEMBER 31, 2022

Partners:	$395 - $575
Of Counsel:	$350 - $450
Associates:	$295 - $350
Law Clerks:	$195 - $295
Paralegals:	$145 - $225
Analysts:	$125 - $275
Consultants:	$195 - $475

Our rates adjust by the greater of 3% or the relevant local CPI increase over the prior 12 month period, rounded to the nearest $5.

RPLG Renne Public Law Group®
350 Sansome Street | Suite 300
San Francisco, CA 94104

ATTACHMENT 2

STATEMENT OF FEE AND BILLING INFORMATION

The following is a general description of our fee and billing policies. These general policies may be modified by the specific engagement letter or agreement to which this summary is attached.

Professional Fees. Our fees for professional services are based on the fair value of the services rendered. To help us determine the value of our services, our attorneys and paralegals maintain time records for each client and matter. Our attorneys and paralegals are assigned hourly rates which are based on years of experience, specialization, training and level of professional attainment. We adjust our rates periodically (usually at the beginning of each year) to take into account inflation and the increased experience of our professional personnel.

To keep professional fees at a minimum, legal work that does not require more experienced attorneys will be performed, where feasible, by attorneys with lower billing rates. Of course, the quality of the work is paramount, and we do not sacrifice quality to economy.

Before undertaking a particular assignment, we will, if requested, provide you with a fee estimate to the extent possible. Estimates are not possible for some matters, however, and cannot be relied on in many others because the scope of our work will not be clear at the outset. When a fee estimate is given, it is only an estimate; it is not a maximum or minimum fee quotation. The actual fee may be more or less than the quoted estimate.

Billing and Payment Procedures. Unless other arrangements are made at the time of the engagement, invoices will be sent monthly. Invoices for outside services exceeding $100 may be billed separately. Occasionally, however, we may defer billing for a given month or months if the accrued fees and costs do not warrant current billing or if other circumstances would make it appropriate to defer billing.

Our invoices contain a brief narrative description of the work performed; if requested, the initials of the attorney who performed the work will appear on the statement. The invoice will include a line item reflecting in-house administrative costs. The firm's in-house administrative costs include duplicating, facsimile charges, telephone charges, e-mail, postage, mileage and other administrative expenses.

In addition, the Firm charges separately for certain costs incurred in the representation, as well as for any disbursements to third parties made on a client's behalf. Such costs and disbursements include, for example, the following: travel (at the IRS rate in effect at the time the travel occurs), computer-assisted research, transcription, overnight delivery and messenger services. For major disbursements to third parties, invoices may be sent directly to you for payment. The Firm also bills for time spent traveling on a client's behalf at our normal hourly rates.

If you have any questions regarding an invoice, the Billing Coordinator or Accounting Manager is available to answer your questions. For any unresolved matters, the Bar Association has an arbitration mechanism that can be used to resolve such matters.

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Brian A. Pierik, City Attorney
MEETING DATE:	December 21, 2022
SUBJECT:	Agreement with Renee Public Management Group
CEQA:	Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Motion to authorize the Mayor to sign Agreement with Renee Public Management Group.

DISCUSSION

The attached proposed Agreement is with the Renee Public Management Group which is available to assist the City with the City Manager performance evaluation and goal setting and strategic planning services.

This Agreement would be effective from January 1, 2023 through December 31, 2023 and shall not exceed $90,000.

OPTIONS

Do not approve the proposed Agreement with the Renee Public Management Group

FINANCIAL IMPACT:

The funds to support this contract have not been included in the Fiscal Year 22/23 Budget. Prior to any mid-year adjustments, the Fiscal Year 22/23 estimated ending General Fund balance is anticipated to be approximately $10.5 million; with the amount available above reserve policy levels projected at $376,000. It is anticipated there will be sufficient funds available to cover the contract costs of up to $90,000.

If this item is approved, an ordinance will be brought forward at the next Council Meeting to amend the budget.

GOAL ALIGNMENT: Not Applicable.

Attachments

Agreement with Renee Public Management Group

RPMG
MANAGEMENT GROUP
350 Sansome Street | Suite 300
San Francisco, CA 94104

December 15, 2022

To: Mayor Bill Peake
City of Pacific Grove
bpeake@cityofpacificgrove.org

From: Nelson Fialho
Executive Director
Renne Public Management Group
nfialho@publiclawgroup.com

Cc: Brian Pierik, City Attorney
Jenica Maldonado, Partner, RPLG

Re: Professional Services Agreement

Dear Mayor Peake,

Thank you for retaining the Renne Public Law Group LLP, dba Renne Public Management Group ("RPMG"), to provide consulting services for the City of Pacific Grove. We appreciate the opportunity to assist the City with the City Manager performance evaluation facilitation and Goal Setting and Strategic Planning for the City Council.

RPMG is a non-attorney consulting arm wholly owned by Renne Public Law Group, LLP (RPLG). Although RPLG is a law firm, and some ancillary services under this agreement may on occasion be performed by attorneys, this contract is not for legal services.

The RPMG Team, including Executive Director Nelson Fialho (RPMG), Consultant Wendy Sommer (RPMG) and other staff members from RPMG or RPLG (as reflected in section 3 of this Agreement), will perform the professional consultant services under this agreement. As RPLG's Managing Partner, Jonathan Holtzman has the authority to bind our firm in a professional service contract agreement. If any amendments, addendum, or alterations to this service agreement were to be made, Jonathan Holtzman or another RPLG partner with signing authority must execute said agreement.

1. Scope of Engagement

City of Pacific Grove ("CLIENT") seeks the services of RPMG ("CONSULTANT") for consulting services to assist the City with City Manager performance evaluation facilitation and Goal Setting and Strategic Planning for the City Council.

2. Terms

This agreement is effective as of **January 1, 2023, through December 31, 2023, and shall not exceed $90,000.** The parties may agree to extend the Not to Exceed amount based upon the mutual written agreement.

3. Fees and Personnel

As compensation for services, our fees are based on our billing rate for the personnel performing services under this agreement at the time such services are rendered. RPMG on occasion relies on RPLG employees to support the provision of consulting services. Nelson Fialho will be primarily responsible for providing City Manager Performance Evaluation consulting services. Wendy Sommer will be primarily responsible for providing Goal Setting and Strategic Planning consulting services. The following RPMG or RPLG team members will work for the City of Pacific Grove under this engagement at the following hourly billing rates:

- Nelson Fialho, Executive Director, $300
- Wendy Sommer, Consultant, $300
- Jake Freitas, Associate Attorney, $295
- Luke Jensen, Senior Analyst, $215

In addition to the above, normal and direct out-of-pocket expenses associated with the project are charged back to the client. Expenses for this assignment would not exceed $9,500, in addition to the $90,000 Not to Exceed amount for this engagement. These expenses include administrative support, supplies, printing, postage, consultant travel (e.g., flights, hotels, meals etc.) for client discussions, meetings, and interviews, as necessary. All expense items are reimbursed "at cost" and detailed and billed monthly. However, CONSULTANT shall not make travel arrangements or incur any additional cost on behalf of CLIENT without prior authorization to incur said expenses.

CONSULTANT will send monthly invoices which are due within 30 days of receipt. As RPMG is a DBA of Renne Public Law Group, LLP, such invoices will be issued by the Renne Public Law Group, LLP. If CLIENT has any questions about an invoice, please promptly contact CONSULTANT so that items can be resolved in a timely manner.

Rates may be increased effective January 1, 2024 and every January 1st thereafter by the greater of 3% or the relevant local CPI increase over the prior 12-month period, rounded to the nearest $5.

4. Contract Duration and Termination of Services.

This agreement will be effective as of **January 1, 2023 through December 31, 2023.** CLIENT may terminate this agreement at any time by written notice. After receiving such notice, CONSULTANT

will cease providing services. CONSULTANT will cooperate with the orderly transfer of all related files and records to CLIENT or new CONSULTANT.

CONSULTANT may terminate its services for any reason upon reasonable written notice. Termination of services, whether by CLIENT or CONSULTANT, will not relieve the obligation to pay for services rendered before our services formally ceased.

5. Laws, Rules and Regulations.

CONSULTANT shall conduct all affairs on behalf of CLIENT in accordance with all applicable laws and regulations.

6. Confidentiality.

CONSULTANT agrees to maintain in strict confidence all information supplied by CLIENT to CONSULTANT. CONSULTANT will not disclose any such information to third parties and will use any such information only as authorized by CLIENT. In addition, CONSULTANT will maintain in strict confidence all advice provided to CLIENT.

7. No Guarantee of Outcome.

Any comments made by CONSULTANT about the potential outcome of matter pertaining to scope of services are expressions of opinion only and are not guarantees or promises about any outcome or results.

8. Government Law.

This agreement shall be governed by and construed in accordance with the laws of the State of California.

9. Insurance:

CLIENT is hereby informed that CONSULTANT maintains insurance coverage including but not limited to errors and omissions, umbrella, workers' compensation, and general liability in the event a claim is made against CONSULTANT or against the CLIENT from any act arising from CONSULTANT's advice or services provided pursuant to this agreement.

///

RPMG
MANAGEMENT GROUP
350 Sansome Street | Suite 300
San Francisco, CA 94104

10. Entire Agreement; Full Understanding; Modifications in Writing.

This letter contains our entire agreement about our representation. Any modifications or additions to this letter agreement must be made in writing and executed by Jonathan Holtzman or an authorized signatory from the Renne Public Law Group, LLP.

Sincerely,

/s/



Nelson Fialho
Executive Director
Renne Public Management Group

Jonathan V. Holtzman,
Managing Partner
Renne Public Law Group, LLP ©

These terms are accepted and agreed to as of the date of this letter.

By (signature): _____

Date_____

Print Name: _____

Title: _____

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Sandra Kandell, City Clerk/DEI Coordinator

MEETING DATE: December 21, 2022

SUBJECT: Diversity, Equity, and Inclusion Meeting Minutes: November 14, 2022

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the minutes.

Attachments

DEI Minutes

MEETING MINUTES

CITY OF PACIFIC GROVE
DIVERSITY, EQUITY, AND INCLUSION TASK FORCE

REGULAR MEETING
Monday, November 14, 2022, 6:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

THIS MEETING WILL BE HELD IN PERSON AND VIRTUALLY (HYBRID). CHAMBER CAPACITY IS LIMITED AND PROVIDED ON A FIRST COME, FIRST SERVED BASIS.

THE VIRTUAL MEETING IS COMPLIANT WITH THE GOVERNOR'S EXECUTIVE ORDERS ALLOWING FOR A DEVIATION OF TELECONFERENCE RULES REQUIRED BY THE BROWN ACT.

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:
https://us02web.zoom.us/j/89179208141

1. **CALL TO ORDER / ROLL CALL**
Chair Tina Rau called the meeting to order at 6:00 pm. City Manager Harvey conducted roll call with the following Task Force members present via Zoom Meeting: Task Force Members (Members) Kim Bui, Edward Juárez-Lefèvre, Tina Rau, Nadja Mark and Kristy Markowitz.

2. **APPROVAL OF AGENDA**
Action: Upon motion by Vice Chair Juarez-Lefevre and seconded by Secretary Bui the Task Force approved the Agenda.

Motion carried 5-0, by the following roll call vote:

AYES: Members Bui, Juárez-Lefèvre, Marks, Markowitz and Rau.
NOES: None.

3. **TASK FORCE AND STAFF ANNOUNCEMENTS (City-Related Items Only)**
Clerk/DEI Coordinator Kandell made an announcement.
Secretary Bui and Member Mark made announcements.

4. **COUNCIL LIAISON ANNOUNCEMENTS**
Council member Poduri made announcements.

5. **GENERAL PUBLIC COMMENT**
Public comment was received from Andrew Gonzalez.

6. **APPROVAL OF THE MINUTES**

A. **Action:** Upon motion by Member Mark and seconded by Vice Chair Juárez-Lefèvre, the Task

Force approved corrected Minutes of the October 10, 2022 Regular Meeting, as follows:

Motion carried 5-0 by the following vote:

AYES: Members Bui, Juárez-Lefèvre, Mark, Markowitz and Rau.
NOES: None.

7. **REGULAR AGENDA**

A. Vision and Goals Subcommittee Update ***This item was continued from the October 10, 2022 meeting.***

Members Mark and Markowitz gave a presentation.

Public comments were received from Andrew Gonzalez and Colleen Ingram.

B. DEI Work Plan Subcommittee

Vice Chair Juárez-Lefèvre and Secretary Bui gave a presentation.

No public comment was received.

C. Task Force Agreements Study Session Recommendations

Vice Chair Juárez-Lefèvre and Secretary Bui gave a presentation.

No public comment was received.

D. Governor Newsom's Executive Order N-16-22

Member Mark gave a presentation.

No public comment was received.

E. DEI Consultant RFQ Update
Clerk/DEI Coordinator Kandell gave a report.

No public comment was received.

8. **NEXT MEETING:** Regular meeting on December 12, 2022 via Zoom.

9. **ADJOURNMENT**
Chair Rau adjourned the regular meeting at approximately 7:38 p.m.

Respectfully Submitted,

Kim Bui
Secretary

Approved by Chair: _____Date_____

CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joseph Sidor, Contract Planner
MEETING DATE: December 21, 2022
SUBJECT: Planning Commission Meeting Minutes: September 1, 2022
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION
Receive the minutes.

Attachments

Approved PC Minutes 09-01-22

CITY OF PACIFIC GROVE

PLANNING COMMISSION

SPECIAL MEETING MINUTES

Thursday, September 1, 2022, 6:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

This meeting was held in Council Chambers and via Zoom webinar.

1. **CALL TO ORDER & ROLL CALL –**Chair Lilley called the meeting to order at 6:00 pm. Commissioners Present: Aeschliman, Beck, Fredrickson, Lilley, Murphy, Nodzenski (attended remotely), Sawyer.

2. **APPROVAL OF AGENDA –**
Chair Lilley asked if any Commissioners wanted to make any changes to the agenda.

   On a motion by Commissioner Fredrickson, seconded by Secretary Sawyer, the agenda was unanimously approved on a roll call vote. (7-0)

3. **COMMISSION AND STAFF ANNOUNCEMENTS (City-Related Items Only)**
   A. Chair Lilley recognized and welcomed Contract City Attorney Brian Pierik.

4. **COUNCIL LIAISON ANNOUNCEMENTS** - None

5. **GENERAL PUBLIC COMMENT –** None

CONSENT AGENDA

6. REPORTS FOR INFORMATION – None

7. REPORTS REQUIRING ACTION - None

REGULAR AGENDA

8. **PUBLIC HEARINGS** - None

9. **CONTINUED AND ONGOING BUSINESS**

   A. Create a Subcommittee of the Planning Commission to Review the Parklet Program
   From: Joseph Sidor, Contract Planner
   Zoning District/General Plan Designation: N/A
   Coastal Zone: N/A
   Historic Resources Inventory: N/A
   CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378
   Recommended Action: Create a new Parklet Program Subcommittee, appoint members, and establish a timeframe for the new subcommittee to review the draft Parklet Program

Manual and develop feedback.
Reference: Joseph Sidor, Contract Planner

Chair Lilley introduced the item. John Kuehl, City Building Official, provided an oral report on the current status of the Parklet Program.

Chair Lilley then opened the floor to public comment and the following individuals provided public comment: Liz Jacobs, Julie Vivolo Davis, Michael Scanlon, Jordan Champagne, Lisa Ciani, Inge Lorentzen Daumer, Cari Rotoli, Mike (no last name provided), and Jenny McMurdo.

Chair Lilley closed the public hearing portion of the meeting and returned the item to the Commission for further questions and discussion. The Planning Commissioners recommended the subcommittee review information related to safety, design, permitting requirements, coastal zone permit requirements, dual- or single-track program, maintenance requirements, noticing requirements, definitions, temporary or permanent program, use of Title 23 or Title 15 of the Pacific Grove Municipal Code, and whether to apply the program to all businesses or only restaurants.

Commissioner Fredrickson made a motion, seconded by Commissioner Beck, to form a Parklet Program Subcommittee with three members. Secretary Sawyer proposed a friendly amendment, accepted by both Commissioners Fredrickson and Beck, that the Planning Commission provide direction to the subcommittee (as described above). The motion was unanimously approved as amended on a roll call vote. (7-0)

Commissioner Fredrickson made a motion, seconded by Commissioner Aeschliman, to appoint Commissioner Beck, Secretary Sawyer, and Chair Lilley to the subcommittee. The motion was unanimously approved on a roll call vote. (7-0)

10. **NEW BUSINESS** - None

11. **PRESENTATIONS** - None

12. **NEXT MEETING –** September 8, 2022

13. **ADJOURNMENT -** By order of the Chair, the meeting was adjourned at 7:00 pm.

CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Joe Amelio, Mayor Pro Tem, Luke Coletti, Councilmember
MEETING DATE:	December 21, 2022
SUBJECT:	Coastal Wildlife Protection Subcommittee Recommendations
CEQA:	Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Direct Staff to return to City Council with a Request for Qualifications for consultant services to assist with the proposed Local Coastal Program amendments and corrections.
2. Direct Staff to return to City Council with a comprehensive report describing the use of Community Service Officers to provide wildlife protection and code enforcement services throughout the entire city.
3. Direct the Beautification and Natural Resources Commission to form a standing Wildlife Subcommittee that will provide guidance and oversight regarding wildlife protection issues and code enforcement efforts throughout the entire city.

DISCUSSION

Background:

The Coastal Wildlife Protection Advisory Committee was a temporary advisory committee made up of local coastal resource and wildlife experts convened to identify threats to important coastal wildlife. Committee members were told to think big. The goal was to make scientifically based recommendations to help Pacific Grove's fragile coastal wildlife thrive for years to come. The committee met monthly in 2019, stuck it out through multiple Zoom meetings during COVID, and ultimately presented their recommendations to City Council at its November 3, 2021 meeting. The BNRC considered the CWPAC recommendations at their July 13, 2021 and August 17, 2021 meetings.

Our subcommittee was formed to consider the recommendations from both the Coastal Wildlife Protection Advisory Committee (CWPAC) and Beautification and Natural Resources Commission (BNRC). Our recommended actions ensure the CWPAC and BNRC recommendations are properly implemented. They are in keeping with Pacific Grove's unique history of protecting wildlife and natural habitat.

Local Coastal Program Amendments:

Fundamentally, the CWPAC Report (*Recommendations to Mitigate Identified Threats to Coastal Wildlife* - Attachment #1) seeks to enhance protections for coastal wildlife, which can only be fully realized (and enforced) by amending our Local Coastal Program (LCP). Our Subcommittee worked with several concerned citizens to consolidate the CWPAC/BNRC recommendations into a list of proposed LCP amendments and corrections (Attachment #2).

The Coastal Commission's LCP Post-Certification Guide (Attachment #3) provides guidance on the LCP Amendment Process (See Chapter VI).

> The Coastal Act and the Commission's Regulations provide certain requirements for LCP amendments. These minimum requirements address the frequency of amendments, public participation during local review, contents of the amendment submittal, procedures for Commission review, and effective date.

Amending a Local Coastal Program is a rigorous process. Due to City staffing constraints an outside consultant should be retained to 1) evaluate the proposed amendments and corrections, and 2) facilitate their adoption. An example RFQ for LCP amendment services is supplied as Attachment #4.

If necessary, local ordinance can be enacted to provide additional protections outside of the LCP framework, e.g., Ordinance 22-018 - Establishing Roadwork Restrictions During the Harbor Seal Pupping Season.

Wildlife Conservation Officer (CWPAC Recommendation #7):

Our subcommittee recommends a Community Service Officer (CSO) position be funded to provide wildlife protection and code enforcement services throughout the entire city. Some suggested monitoring and enforcement responsibilities include: wildlife feeding prohibition, drones in nesting areas, off-leash dogs, off-trail habitat and wildlife disturbance, collecting shells and marine life from beaches and tidepools, litter, watercraft in kelp beds (with resting otters), and disturbing harbor seal rookery areas.

Wildlife Commission (CWPAC Recommendation #7):

The CWPAC and BNRC both recommend the formation of a wildlife commission with an emphasis on coastal wildlife and habitat. Our subcommittee concurs but we also believe the protection of wildlife and habitat is a citywide concern. Therefore, we recommend the BNRC form a standing Wildlife Subcommittee that will provide guidance and oversight regarding wildlife protection issues and code enforcement efforts throughout the entire city.

To maintain a standing subcommittee, the BNRC may need to reestablish the Wildlife Subcommittee on a regular (e.g., annual) basis. The City's BCC Handbook provides the following:

> ***Subcommittees***
> *Subcommittees may be appointed by Committee vote to accomplish a specific goal within a given timeframe. Subcommittee membership must be less than a quorum. Staff are not members of subcommittees.*

GOAL ALIGNMENT
1. Environmental Stewardship

2. City Asset Stewardship

OPTIONS

OPTIONS

1. Provide other direction.
2. Take no action.

FINANCIAL IMPACT:

FISCAL IMPACT

To be provided by Staff later (see Recommended Actions #1 and #2)

GOAL ALIGNMENT: See Goal Alignment within Discussion section.

Attachments

CWPAC Report

Proposed LCP Amendments and Corrections

Coastal Commission LCP Post-Certification Guide

Example RFQ for LCP Amendment Services

Recommendations to Mitigate Identified Threats to Coastal Wildlife

Coastal Wildlife Protection Advisory Committee

City of Pacific Grove

June 8th, 2021

Dedicated to the memory of John Pearse, Professor Emeritus, UC Santa Cruz, colleague, and friend.

Table of Contents

Introduction 4
Summary of key recommendations 5
Ongoing disturbance of wildlife 6
Feeding wildlife 6
Drones/Aircraft 6
Domestic pets 7
Beachgoers 7
Kayaks, stand-up paddleboards, etc. 8
Noise 8
Poaching/unlawful resource extraction 9
Pollution 9
Coastal bluff erosion 11
Problematic species 12
Species of Concern needing protection 13
Climate change 15
Areas of Special Interest 18
Hopkins Marine Station Area 20
Lovers Point Area 22
Point Pinos Area 24
Great Tidepool Area 26
Asilomar North 28
Asilomar South 30
Regulations Protecting Wildlife 31
California Code of Regulations, Title 14 31
Pacific Grove Municipal Code 32
Monterey County 32

Appendices

Appendix A. Feeding wildlife 34
Appendix B. Recommended protocols for Black Oystercatcher protection 37
Appendix C. Known non-native plants 48
Appendix D. Local conservation organizations 48
Appendix E. Map of state Marine Protected Areas (MPAs) surrounding Pacific Grove 49
Appendix F. Map of Monterey Bay National Marine Sanctuary 50
Appendix G. Coastal species list 51
References and Resources 56

Introduction

The Coastal Wildlife Protection Advisory Committee (CWPAC) was formed as a City Manager advisory committee and recognized by the City Council in December 2018. The formation of CWPAC was motivated by new coastal wildlife protection policies in the City's 2020 Local Coastal Program. The committee was tasked to advise on collaboration with local agencies and organizations on enforcement, educational outreach, and development guidelines to protect coastal wildlife against significant future disruption of habitat.

CWPAC met 12 times from 2019 - 2021 including a town hall at the Community Center in Pacific Grove in September 2019. Committee members included local scientists and community wildlife advocates who gave generously of their time and efforts. The original members are:

- Thom Akeman, Bay Net volunteer for Monterey Bay National Marine Sanctuary
- Erika Delemarre, California State Parks' Marine Protected Area Outreach & Education
- Mark Denny, Stanford University/Hopkins Marine Station
- Scott Kathey, formerly Monterey Bay National Marine Sanctuary
- Blake Matheson, Monterey Audubon Society
- John Pearse, Professor Emeritus, UC Santa Cruz
- Vicki Pearse, Stanford University/Hopkins Marine Station
- Amanda Preece, Monterey Audubon Society
- Bill Standley, Bureau of Land Management
- Kyle S. Van Houtan, Monterey Bay Aquarium

The challenges before us to protect coastal wildlife are large and complex. This document provides guidance and recommendations for the City of Pacific Grove and is a resource for others working to protect our incredibly important local coastal wildlife.

It has been my pleasure to know and work with these talented and dedicated individuals.

Bill Peake, Pacific Grove Mayor

Summary of key recommendations

Not listed in order of priority.

1. Decrease human disturbance by reducing access to rocky outcrops and sensitive wildlife breeding areas, both year-round or seasonally, especially in the 6 identified Areas of Special Interest;

2. Remove problematic non-native plants in coastal areas (Appendix C) and replace with native plants, essentially extending the restored Asilomar State Beach dunes and rocky shore habitat north and north-east along the rest of the Pacific Grove shoreline;

3. For coastal development, use soft engineering alternatives (e.g., beach nourishment, dune restoration, etc.) described in the 2012 Evaluation of Erosion Mitigation Alternatives for Southern Monterey Bay instead of hard engineering approaches (e.g., seawalls and riprap) where practicable;

4. Replace lost coastal wildlife habitat through habitat restoration with the goal of no net loss of habitat;

5. Move major infrastructure (e.g., roads, sewer lines, utilities) farther inland from City shorelines in a managed retreat from sea-level rise;

6. Support existing coastal interpretive programs and community science programs (Appendix D) and/or implement additional stewardship and docent programs that foster public understanding and commitment for conservation measures that preserve the City's native coastal wildlife;

7. Establish and fund a Conservation Officer, as a permanent City position, and/or a dedicated wildlife commission for planning, promoting, executing, and monitoring progress of City strategies for preserving and optimizing the unique coastal wildlife and associated habitats that characterize the City's shoreline.

Ongoing disturbance of wildlife

Residents and visitors alike are drawn to the City of Pacific Grove's rocky shorelines and sandy beaches for recreation, relaxation, research, and more. Famous for its beauty and biodiversity, the City's coastline is unique in that it is entirely surrounded by a series of four state marine protected areas (MPAs) and the federal Monterey Bay National Marine Sanctuary (see maps in Appendices E and F). Together, these areas offer critical protection to the various habitats and abundant residential and migratory species found along the City's shoreline and in coastal waters. Though the City's shoreline is afforded varying levels of federal and state protection, the City of Pacific Grove can enhance these protections in many ways.

Living in the dynamic interface of urban and natural habitats, Pacific Grove's coastal wildlife are under continual stress and pressure caused by a variety of human impacts. Many adverse impacts to wildlife can be mitigated by changes to policy and human behavior. Disturbance of wildlife interrupts their feeding, breeding, resting, nesting, nursing, and migratory patterns and broadly diminishes the resilience of individual animals. The following is a list of ongoing threats and opportunities for mitigation.

1. Feeding wildlife (see Appendix A)

1. Increase enforcement of City ordinance 10.10.010, which prohibits the feeding of wildlife.
2. Increase awareness of the negative consequences of leaving dog or cat food outside, and the negative impact on wildlife from improperly sealed trash containers. As carnivorous and omnivorous urban wildlife species increase with supplemental feeding from humans, they prey on other wildlife that do not benefit from human refuse or supplemental feeding, creating an imbalance of predators to prey.
3. Allocate funds for enforcement specific to reducing the feeding of wildlife.
4. Specialized training of Pacific Grove Police Department (PGPD) to increase understanding and enforcement of local and state ordinances that impact wildlife
5. Increase volunteer docent presence - through City of Pacific Grove, Monterey Audubon Society, Pacific Grove Museum of Natural History, Bay Net, Team Ocean, and other groups.
6. Interpretive panels and signage explaining the harm resulting from feeding wildlife - not just enforcement signs.

2. Drones/Aircraft

1. Enforce City ordinance restricting launch of drones within the coastal zone without a City permit. Train City staff and volunteers how to document and report low overflight violations by drones or aircraft and what specific information to record regarding observed wildlife disturbance by such flights.
2. Require permit holders to coordinate with City staff to contact local wildlife monitoring groups prior to flying a drone along the coast, areas including harbor seals, sea otters, sea lions, and black oystercatchers.

3. Contact developers of apps that are used by drone operators (B4UFly, others) to get Pacific Grove onto their no-fly maps.
4. Conduct outreach to private drone operators and researchers that use drones regarding impacts to wildlife (Vas et al. 2015, Rebolo-Ifrán et al. 2019)

3. Domestic pets

1. Dogs
    a. Require all dog owners applying for a dog license to review wildlife impacts and local leash laws.
    b. City police and California State Parks rangers to increase enforcement of leash laws along the entire coastline.
    c. Outreach through SPCA for Monterey County, Animal Friends Rescue Project (AFRP), Peace of Mind Dog Rescue, Coastal Canine digital and paper newsletters, and online websites and apps that incorrectly promote Pacific Grove beaches as off-leash. Explain harm done to wildlife by constant disturbance.
2. Cats
    a. Free-ranging cats are a major contributor to wildlife mortality.
    b. Cats transmit Toxoplasmosis, which can be a cause of mortality in Southern sea otters (*Enhydra lutris nereis*).
    c. Outreach through SPCA, AFRP, Peace of Mind, and digital and paper newsletters. Explain harm done to wildlife by free-ranging cats and include the dangers outdoor cats face, including being struck by cars, preyed upon by coyotes, contracting diseases, etc.
    d. Cats should be managed like dogs: licensed and only allowed outdoors under supervision, on a harness, or in an enclosure.

4. Beachgoers

1. Fishing
    a. Fishing along the entire Pacific Grove coastline is regulated by state and federal law through multiple Marine Protected Areas (MPAs). (See California Code of Regulations, Title 14 and map of local MPAs in Appendix E.)
    b. Development of PGPD protocols for addressing fishing activities (lawful or unlawful) that result in wildlife disturbance (i.e. interpretive enforcement protocols that lead to corrective actions to preclude future disturbance).

2. Walking
    a. Support for outdoor docent programs such as Bay Net to educate shoreline users about observing wildlife non-intrusively. Signage at strategic overlook points addressing the same messages about responsible wildlife viewing.

3. Tidepooling
    a. Support for outdoor docent programs to educate shoreline users about observing non-intrusively within tidepool areas and about City and California Department of Fish and Wildlife (CDFW) MPA regulations against take of tidepool organisms. Install signage at strategic overlook points addressing the same messages about tidepooling.

4. Photography/selfies
    a. Collaboration with kayak and paddle craft vendors to promote responsible wildlife viewing techniques that discourage close approach to wildlife for selfies.
    b. Support for outdoor docent programs to educate shoreline users about non-intrusive wildlife observation and photography techniques. Install signage at strategic overlook points addressing the same messages about responsible wildlife viewing and photography techniques.

5. Kayaks, stand-up paddleboards, etc.

1. City ordinance requiring kayak and paddle craft vendors seeking a PG business license to place visible markings on rented craft that uniquely identify each craft so that any craft engaged in disturbing wildlife can be identified for follow-up.

6. Noise

1. Fireworks
    a. For Feast of Lanterns and other firework events, consider using City permit or contracting authority to omit all “salute” rounds from future shows and restrict all shows to the usual and accustomed display site at Lovers Cove. Consider limiting the duration of shows and size of ordnance used in the shows.
    b. Gauge public support for alternative celebratory events that don’t include fireworks. If possible, celebrate in other ways.

2. Construction
    a. City ordinance or permit condition limiting operation of construction activity near certain sensitive wildlife areas, with consideration of seasonal variations in wildlife use patterns.

3. Yard maintenance (chippers)
    a. Control wood chipping operations near Hopkins harbor seal beach, with consideration of seasonal variations in wildlife use patterns.

7. Poaching/unlawful resource extraction

1. Fishing in Marine Protected Areas (MPAs)
    a. Training for police officers and public works staff regarding CDFW regulation of consumptive activities in the various MPAs along the Pacific Grove shoreline. Development of standard protocols at PGPD to respond to illegal fishing within adjacent MPAs. (See California Code of Regulations, Title 14 and map of local MPAs in Appendix E.)

2. Collection and removal of biota
    a. Enhanced enforcement of City ordinance and marine protected area (MPA) regulations against take of tidepool organisms through specific training for police officers and California State Parks rangers, and establishment of standard protocols for addressing observed illegal take. Continued support for signage program at strategic points addressing responsible tidepooling. (See Regulations Protecting Wildlife.)
    b. Clarify differences between federal, state, and City regulations related to collecting biota. City ordinance (M.C. 14.04.030) limiting personal collection to “one handful” of dead animals or parts (i.e. shells, bones, etc.), detached plants and algae, pebbles, flotsam and jetsam needs to be changed to be in line with state MPA regulations.

Pollution

Byproducts of human activity cause many direct and indirect threats to wildlife. Pollution can be in the form of contaminated water, litter, microplastics, etc. Pollution can be both organic and inorganic in nature. Impacts can be acute or chronic.

1. Litter

1. Food waste
    a. Install wildlife-proof trash receptacles throughout downtown Pacific Grove, along the coastal trail, near Lovers Point, and along Asilomar walking path. Maintain sufficient staff to regularly empty receptacles before they reach capacity and overflow, with special attention to weekends and public holidays.

2. Cigarettes
    a. Promote healthy, smoke-free beaches and the coastal recreation trail.
    b. Install devices for disposing of cigarette butts throughout downtown Pacific Grove, along the coastal trail, near Lovers Point, and along Asilomar walking path.

3. Plastic pollution
    a. Eliminate all single-use plastics in local businesses to become 100 percent free of plastic bags, plastic straws, plastic cutlery, plastic cups, styrofoam to-go containers, etc.
    b. Ban the sale and release of any balloons.
    c. If “bio-plastic” or compostable plastic alternatives are implemented in local businesses, the City must provide widespread collection of composting from both commercial and residential properties.
    d. Install wildlife-proof recycling receptacles next to all trash cans throughout downtown Pacific Grove, along the coastal trail, near Lovers Point, and along Asilomar walking path.
    e. Work with the California State Division of Boating and Waterways to install bins for collecting and recycling monofilament fishing line (PVC pipe receptacles) in popular shoreline fishing areas such as Otter Point.

4. Dog waste
    a. Install additional dog-waste bag dispensers next to trash cans throughout downtown Pacific Grove, along the coastal trail, near Lovers Point, and next to entrances to Asilomar walking path and beach.

5. Water quality
    1. Crespi Pond
        a. Water quality is monitored quarterly through Monterey Bay National Marine Sanctuary Citizen Watershed Monitoring Network, using baseline data collected in 2017.
        b. The City dredges the pond when necessary (at writing, the last time this occurred was ~2015) to maintain the 70% open water to 30% vegetation cover recommended in a 2001 biological assessment and dunes habitat restoration plan. The 2020 Local Coastal Plan will allow dredging and suitable restoration to enhance natural habitats.
        c. City should reach out to California State University Monterey Bay graduate level watershed classes to study the site for guidance and updates, and potential restoration options.
        d. City should also consider reconstituting a Crespi Pond Advisory Committee as existed in the past.

    2. Majella Creek
        a. Begin water quality monitoring, either in conjunction with the National Marine Sanctuary Citizen Watershed Monitoring Network or following their protocols to generate baseline data. Partner with California State Parks to determine if they have historic data or would be willing to spearhead research.

3. Storm drain runoff
    a. Expand stormwater diversion program.
    b. Continue drain and catchment basin cleaning during and after the first major rain.
    c. Build green infrastructure to help filter and clean stormwater runoff before it enters creeks, rivers, and the ocean.
        1. Utilize native plants in these affected areas to also create habitat for wildlife.
    d. Reduce impervious surfaces throughout the City and coastal zone through the implementation of porous pavements and asphalts and the removal of unnecessary pavement.

4. Sewer collection system failures
    a. Continue to improve sewer system
    b. Manage a “planned retreat” and move sewer lines inland.

5. Future of sewer pipes along Sunset Drive & Ocean View Boulevard
    a. Redundant systems and improved wireless monitoring systems to alert system managers of failures in real time. Seek grant funds for equipment enhancements.

Coastal bluff erosion

Coastal bluffs comprise most terrestrial coastal wildlife habitat within Pacific Grove. Loss of this habitat would significantly threaten local wildlife populations. Multiple factors will continue to accelerate bluff erosion.

1. Sea-level rise (SLR)
    a. Recommend managed retreat: Allow for the natural realignment of the shoreline due to SLR.
        1. Begin long-term plan to move City infrastructure (i.e. purposeful, coordinated movement of buildings, sewage lines, roads, etc.) inland in preparation for rising sea levels. Be proactive, not reactive.
        2. Investigate grant and funding options from state (e.g. Ocean Protection Council) to fund retreat operations.
    b. Review all infrastructure improvements and building permit applications in the light of increasing sea levels and the effects on wildlife and coastal habitats.
    c. Remove the human-made debris and infrastructure before the underlying sediment is lost due to SLR. Do not leave infrastructure debris in what will need to transform into new healthy, functioning sandy or rocky beach habitat for coastal wildlife.
    d. Actively restore or enhance the coastline to promote wildlife preservation as part of the retreat process.

2. Sea wall maintenance/construction
    a. Armoring to protect City infrastructure (sewer line, roads, etc.)
        1. Preferred: Build no new sea walls and place no new riprap
        2. Alternative one: For coastal development, use soft engineering alternatives (e.g. beach nourishment, dune restoration, etc.) described in the 2012 Evaluation of Erosion Mitigation Alternatives for Southern Monterey Bay instead of hard engineering approaches (e.g. seawalls and riprap).
        3. Alternative two: For the few circumstances in which construction of a seawall is practicable and unavoidable, utilize the latest advances designed to enhance the development of intertidal organisms.

3. Unapproved trails
    a. Unapproved trails descending steep coastal bluffs increase erosion in addition to disturbing wildlife. Prompt management is required. Fencing (split rail, cable fencing, or otherwise) blocking the path, signage, and re-planting of native plants in the unapproved trail is required.
    b. A more managed and maintained trail system, similar to the trails installed at Asilomar State Beach, eliminates the incentive to create unapproved trails and allows for any native plant restoration to be more successful.

Problematic species

The composition of the Pacific Grove coastline plant community has been fundamentally altered over time. In large sections, non-native invasive plant species have replaced native species and provide little benefit to the local ecology. Certain populations of native wildlife have become unnaturally abundant because of human activities on the coastline. These species include American Crows, California ground squirrels, raccoons, and others. These species can have severe negative effects on the broader native wildlife community, resulting in a significant loss of local biodiversity.

1. Plants

a. Non-native plants, especially succulents such as iceplant (*Carpobrotus edulis*) and the red aloe (*Aloe arborescens*), contribute to erosion and are a “dead end” ecologically for most coastal wildlife. Removal of non-native plants and replacement with native plants would improve the habitat for the native wildlife.
    1. Iceplant removal may be done mechanically or chemically, depending on the location, but should be done in a way that does not increase erosion and does not disturb archeological sites.
    2. Removal of the red aloe should be done in a manner that doesn’t harm the coastal banana slug that seems to prefer to live in those plants.

b. Any City coastal landscaping projects should be required to use native plants exclusively and the same is recommended for private homeowners.
c. Existing patches of native plants and especially trees (Monterey Cypress, Monterey Pine, and Coast Live Oak) should be nurtured, not overly pruned, damaged, or removed except for hazardous trees.

2. Wildlife
    a. See sections related to feeding wildlife and trash.

Species of Concern needing protection

There are several listed plant species that occur on or near the Pacific Grove coastline. These include:

- Tidestrom's Lupine *Lupinus tidestromii*
- Menzies' Wallflower *Erysimum menziesii*
- Beach Layia *Layia carnosa*
- Sand (Monterey) Gillia *Gilia tenuiflora* ssp. *arenaria*
- Monterey Spineflower *Chorizanthe pungens var. Pungens*



These plants are found in coastal dune and coastal scrub plant communities and have all been documented at Asilomar State Beach. They likely occur in other areas around the coast, both on City property and private property. They are predominantly threatened by development, trampling by foot traffic, competition from non-native plants, and herbivory. Clearly marked and well-maintained trails along the coast would help these sensitive plants. Re-introduction to areas where the species have been extirpated should be pursued.



Two animal species sensitive to disturbance and needing protection, especially during breeding season, are Black Oystercatchers and Harbor Seals.

Black Oystercatchers are a designated Federal and State Species of Concern but there are no specific regulations protecting them. These vocal, charismatic shorebirds are year-round residents on our rocky shores. Pairs bond for life, and each pair maintains a territory, which male and female together defend vigorously, for foraging throughout the year and breeding primarily from May to August. If parents are driven away from the nest by any disturbance, such as a drone, the eggs or chicks are left vulnerable to gulls and other predators. The young require 4-5 years to reach full maturity and begin nesting. The local population of some 15 pairs is not fledging young in sustainable numbers. They need awareness by people enjoying the shore. Ropes with signage placed around some highly trafficked nesting areas are meant to alert people.



Harbor Seals are protected by Federal, State, and City regulations (see Regulations Protecting Wildlife). The seals haul out on beaches or rocks along local shores. Beaches at Hopkins Marine Station (see Areas of Special Interest) and at 5th Street have become important sites of pupping, where females give birth and nurse the pups for about a month. Expectant and mother seals are especially sensitive to disturbance in late stages of pregnancy and when they have and nurse their pups, about February through June. People walking or in kayaks approaching the beaches invariably flush seals from the beach, causing the death of pups separated from their mothers. Hopkins Marine Station's fence and the City's seasonal wood-lattice fencing along the Recreation Trail near 5th St. are protective. The wood-lattice fencing near 5th St. should remain up at least through June.

Climate change

Climate change will have overwhelming permanent impacts on local wildlife populations, their habitats, and the City's shoreline. Increasing temperatures and acidity in the ocean will affect wildlife and their food base. The City should do everything in its power to facilitate the adaptation of local wildlife to climate change while simultaneously working to reduce the human contribution to the climate crisis. Many actions that support our carbon reduction goals can in turn benefit wildlife.

Supporting native habitats and biodiversity will ensure our local wildlife populations are robust and can adapt to the upcoming changes. Thoughtful planning and development for the built areas of Pacific Grove, such as increased urban greenspaces, will simultaneously reduce emissions, sequester carbon, and benefit wildlife.

A multitude of documents have been developed specifically addressing the effects of climate change in California. See References and Resources.

1. Efforts towards Mitigation

1. Citywide effort to reduce carbon emissions
    a. Assess public transportation for residents and visitors
    b. Promote monthly walk- and bike-to-work programs in local businesses and schools
    c. Promote City as "walkable/bikeable"
        1. Support Fort Ord Regional Trail And Greenway (FORTAG) project and Sustainable Pacific Grove
2. Citywide effort to increase local carbon sequestration
    a. Native tree and vegetation planting and maintenance on City property to help with wildlife habitat creation and carbon sequestration.
    b. Annual program to encourage local property owners to plant native trees and vegetation on their property.

2. Efforts towards Adaptation

1. State of California Sea-level Rise Guidance
    a. This updated document, the "State of California Sea-Level Rise Guidance" (Guidance), provides a bold, science-based methodology for state and local governments to analyze and assess the risks associated with sea-level rise, and to incorporate sea-level rise into their planning, permitting, and investment decisions. This Guidance provides: 1. A

synthesis of the best available science on sea-level rise projections and rates for California; 2. A step-by-step approach for state agencies and local governments to evaluate those projections and related hazard information in decision making; and 3. Preferred coastal adaptation approaches.
https://www.opc.ca.gov/webmaster/ftp/pdf/agenda_items/20180314/Item3_Exhibit-A_OPC_SLR_Guidance-rd3.pdf

2. California Coastal Commission Sea-Level Rise Adopted Policy Guidance

    a. "The original Sea-Level Rise Policy Guidance document was unanimously adopted for use by the Coastal Commission on Wednesday, August 12, 2015. It provides an overview of the best available science on sea-level rise for California and recommended methodology for addressing sea-level rise in Coastal Commission planning and regulatory actions. It is intended to serve as a multi-purpose resource for a variety of audiences and includes a high level of detail on many subjects. Since the document is not specific to a particular geographic location or development intensity, readers should view the content as a menu of options to use only if relevant, rather than a checklist of required actions. On Wednesday, November 7, 2018, the Coastal Commission unanimously adopted a Science Update to the Sea-Level Rise Policy Guidance. The science-focused changes reflect recent scientific studies and statewide guidance that update our understanding of best available science on sea-level rise projections relevant to California. Other sections of the Guidance remain unchanged."
    https://www.coastal.ca.gov/climate/slrguidance.html

    b. Recommendation: The City of Pacific Grove should consider this a valuable resource.

3. Ocean & Climate Platform: Sea'ties initiative

    a. "The goal of the Sea'ties initiative is to facilitate the development of public policies and the implementation of adaptation solutions for coastal cities threatened by rising sea levels. Developed by the Ocean & Climate Platform, the initiative is aimed at elected representatives, administrators and stakeholders involved in this transition as a forum for sharing experiences of sustainable solutions. Sea'ties is an international initiative to mobilize cities which feature a diversity of climatic, geographic, social, economic and political contexts. Many solutions have already been implemented across the world and can be inspirational for other regions. By making connections between concrete experiences and characterizing

them through illuminating scientific works, we can promote the most suitable practices and support the choices of political decision makers and regional administrators."
https://ocean-climate.org/en/home-2/?lang=en

b. The State of California is a member as is the City of Santa Cruz. Recommendation: The City of Pacific Grove should join; members gain access to resources for adapting to sea-level rise.

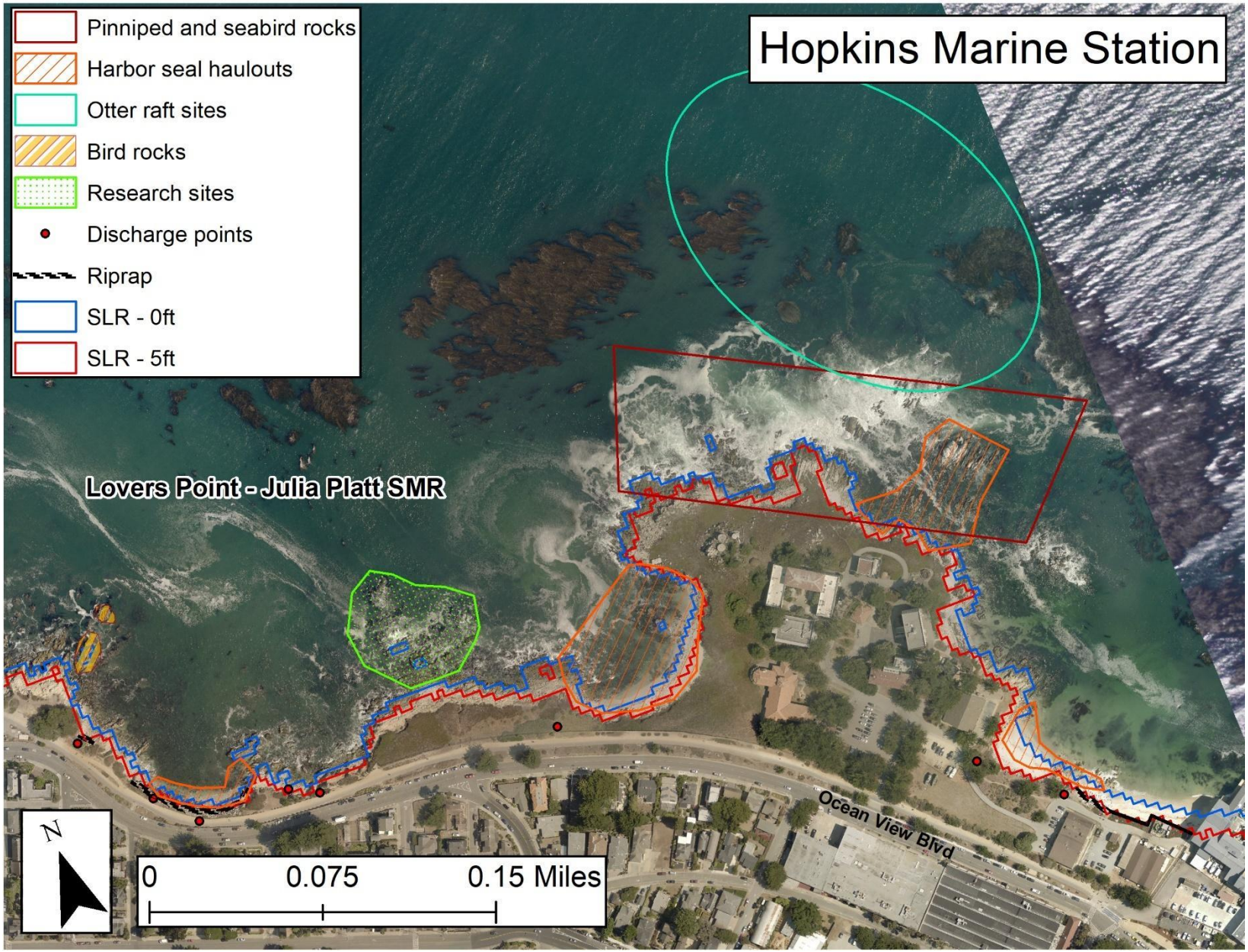
Areas of Special Interest

Six Areas of Special Interest were identified by combining research from local organizations monitoring coastal wildlife. Locations along the coast in which wildlife species are observed or especially high species diversity has been recorded were manually outlined on a map using the program ArcGIS 10.7.1 (ESRI. Redlands, CA) to better understand how these areas related spatially. The Areas of Special Interest coalesced organically since the spaces used by coastal wildlife frequently are similar for many of the species. The identified Areas of Special Interest include (from north to south):

Hopkins Marine Station
Lover's Point
Point Pinos
The Great Tidepool
Asilomar North
Asilomar South

Maps that depict the features of each Area of Special Interest are included below, along with summaries of main problems threatening these locations. Protection and mitigation of threats at these specific locations may help multiple coastal wildlife species, although the entirety of the coastline is important habitat for these species. Protection of the entire Pacific Grove coastline is ideal.

The maps include the high-tide line at both 0-foot SLR and 5-foot SLR. 0-foot SLR is the current average high tide line. 5-foot SLR is where the average high tide will be located with an additional 5-foot increase in SLR. These data are from NOAA: https://coast.noaa.gov/slrdata/


Pinniped and seabird rocks
Harbor seal haulouts
Otter raft sites
Bird rocks
Research sites
Discharge points
Riprap
SLR - 0ft
SLR - 5ft
Hopkins Marine Station
Lovers Point - Julia Platt SMR
Ocean View Blvd
N
0
0.075
0.15 Miles

Hopkins Marine Station Area

Description (from Pacific Grove Shoreline Management Plan)

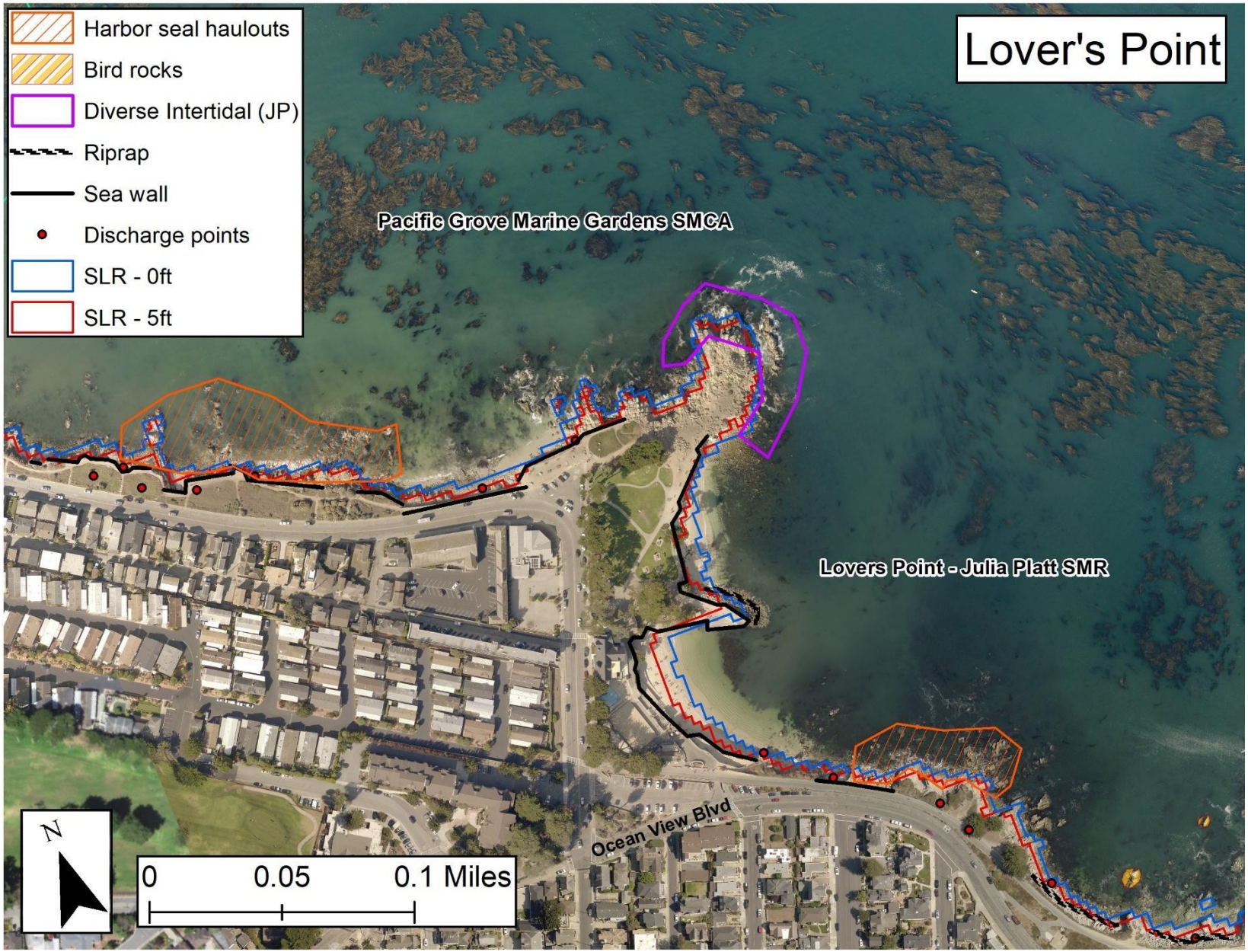
Hopkins Marine Station—the oldest marine laboratory on the west coast and a venerable local institution—sits on Point Cabrillo and occupies most of the shoreline frontage along this segment. (Whereas most of Pacific Grove's shoreline is owned by the City, most of this segment is owned by Stanford University.) The facility is fenced to prevent public access to its beaches and other surrounding ecological habitat, which are home to two sensitive animal species: black oystercatchers and harbor seals. This section of the shoreline is surrounded by the Lovers Point-Julia Platt State Marine Reserve.

Important Features

- Marine mammal and bird hotspot area
- Biodiverse intertidal area
- Long-term scientific monitoring and research sites
- Three Harbor Seal haul-out areas
- Three Harbor Seal pupping areas
- Coastal armoring

Threats

1. Invasive plant species: extensive iceplant cover
    - Recommend coastal bluff restoration – remove iceplant as feasible taking into account the archeological sensitivity of the site, and in consultation with Stanford's archeologist.
2. Trespassers at seal rookeries
3. Loud, unusual noises, including aircraft
4. Kayakers and paddle boarders approaching wildlife too closely and/or landing on beaches and rocks, flushing out birds and harbor seals
5. Drones
6. Sea-level rise. Amount and quality of new habitat exposed after coastal shift unknown.


Lover's Point
Harbor seal haulouts
Bird rocks
Diverse Intertidal (JP)
Riprap
Sea wall
Discharge points
SLR - 0ft
SLR - 5ft
Pacific Grove Marine Gardens SMCA
Lovers Point - Julia Platt SMR
Ocean View Blvd
N
0
0.05
0.1 Miles

Lovers Point Area

Description (from Pacific Grove Shoreline Management Plan)

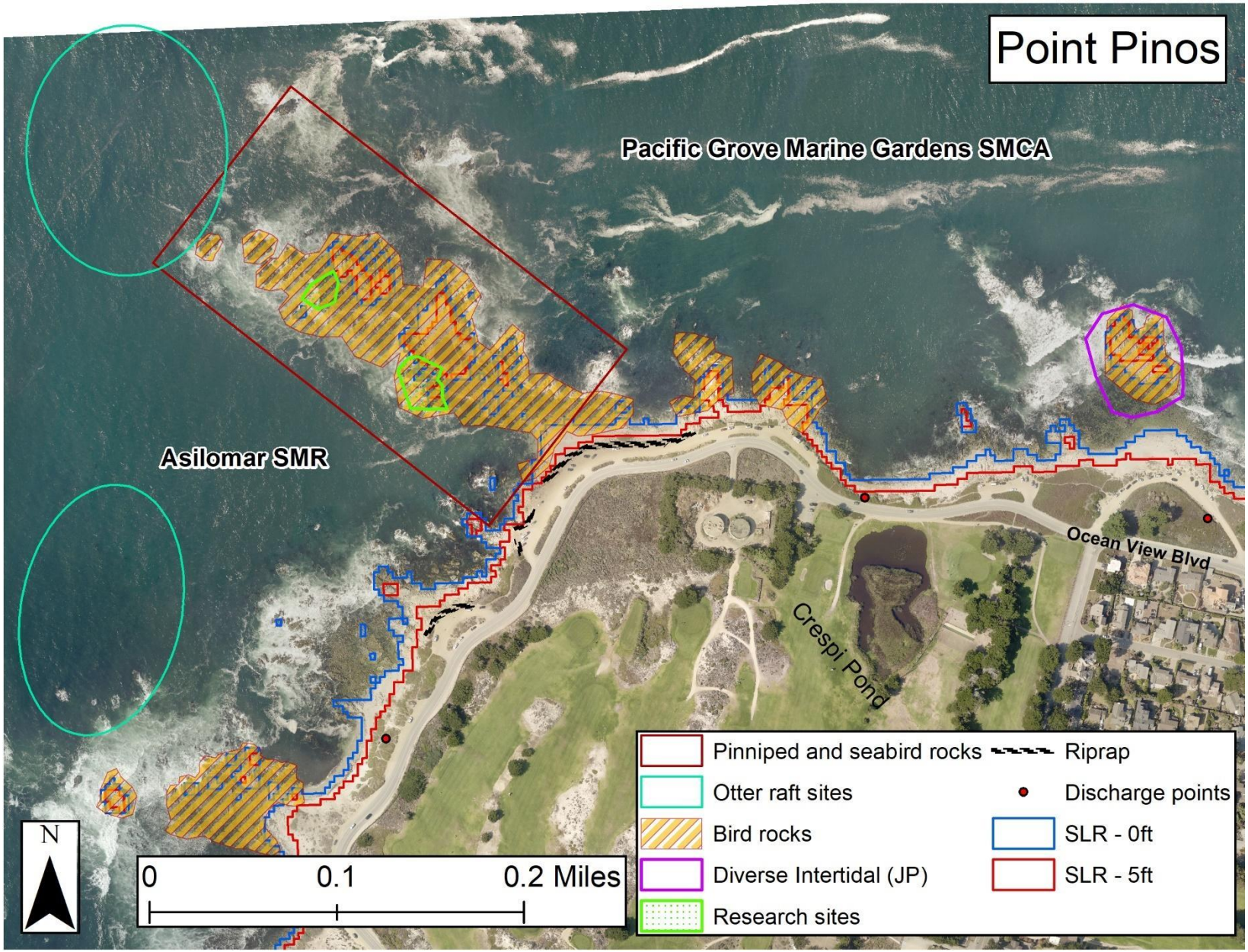
Lovers Point Park and Beach, are perhaps the most popular spots along Pacific Grove's shoreline. The park and beaches are ringed by old yet stable stone walls, and there is riprap to protect a section of wall in the beach cove. Seawalls continue beyond Lovers Point Park to between Clyte and Moss Streets. Just east of Naiad Street, a 30-foot-long, 5-foot-tall section of wall that failed in January 2017 has been repaired. Past the seawalls to Sea Palm Avenue, the shoreline is marked by soil slumping, shallow landslides and channel erosion. This section of the shoreline is surrounded by the Lovers Point-Julia Platt State Marine Reserve and the Pacific Grove Marine Gardens State Marine Conservation Area.

Important Features

- Biodiverse intertidal area
- Two Harbor Seal haul-out areas
- Coastal armoring

Threats

1. Kayaks/paddle boards
2. High incidence of ground squirrels due to human food sources
3. Drones
4. High volume of foot traffic
5. High quantity of urban stormwater run-off
6. Substantial pre-existing armament
7. Sea-level rise. Amount and quality of new habitat exposed after coastal shift unknown.


Point Pinos
Pacific Grove Marine Gardens SMCA
Asilomar SMR
Ocean View Blvd
Crespi Pond
Pinniped and seabird rocks
Otter raft sites
Bird rocks
Diverse Intertidal (JP)
Research sites
Riprap
Discharge points
SLR - 0ft
SLR - 5ft
N
0
0.1
0.2 Miles

Point Pinos Area

Description

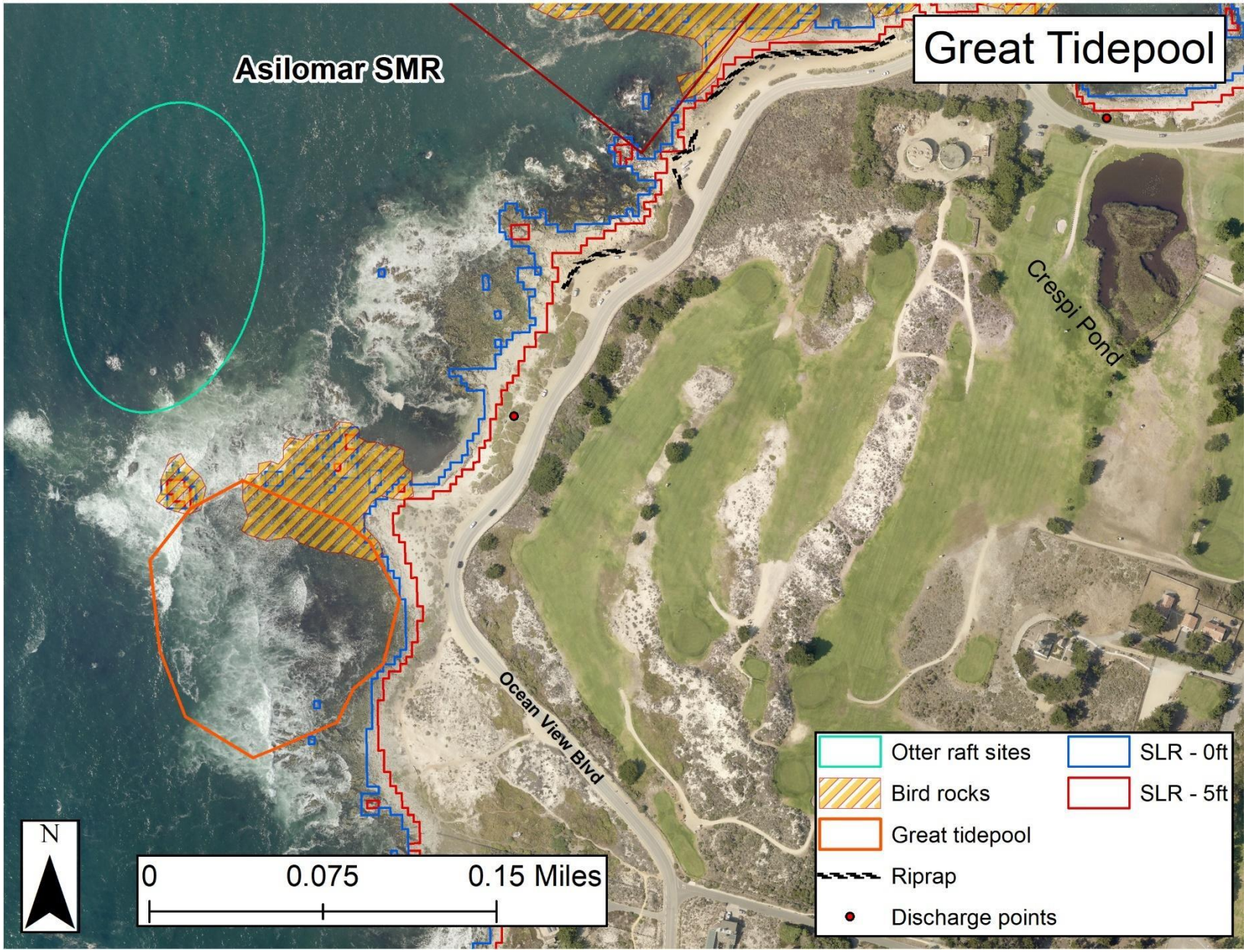
This area of coastline extends roughly from Asilomar Ave and John Denver Rock West and then South up to (but not including) the Great Tidepool. The Great Tidepool has its own Area of Interest. The rocky intertidal area that fronts the site is extensive, extending several hundred feet from sandy dune areas to the ocean edge of the rocky shelf. There is a network of unimproved trails with some segments encroaching into sensitive dune habitat. This area also includes Crespi Pond, which is a unique wetland area on the Pacific Grove coastline. This section of the shoreline is surrounded by the Pacific Grove Marine Gardens State Marine Conservation Area and Asilomar State Marine Reserve.

Important Features

- Marine mammal and bird hotspot area
- Critical migratory seabird roosting habitat
- Biodiverse intertidal area
- Long-term scientific monitoring site
- Crespi Pond (important bird habitat)
- Coastal armoring

Threats

1. Trampling (threat severity unknown)
2. Harassment disturbance of roosting species by rock climbers
3. Collecting/removal of biota
4. High incidence of ground squirrels due to human food sources
5. Degradation of water quality and habitat at Crespi Pond. In particular removal of native wetland grasses and habitats and replacement with biologically homogenous golf course grasses has reduced volume and diversity of bird species.
6. Drones
7. Sea-level rise. Amount and quality of new habitat exposed after coastal shift unknown.


Asilomar SMR
Great Tidepool
Crespi Pond
Ocean View Blvd
Otter raft sites
Bird rocks
Great tidepool
Riprap
Discharge points
SLR - 0ft
SLR - 5ft
N
0
0.075
0.15 Miles

Great Tidepool Area

Description

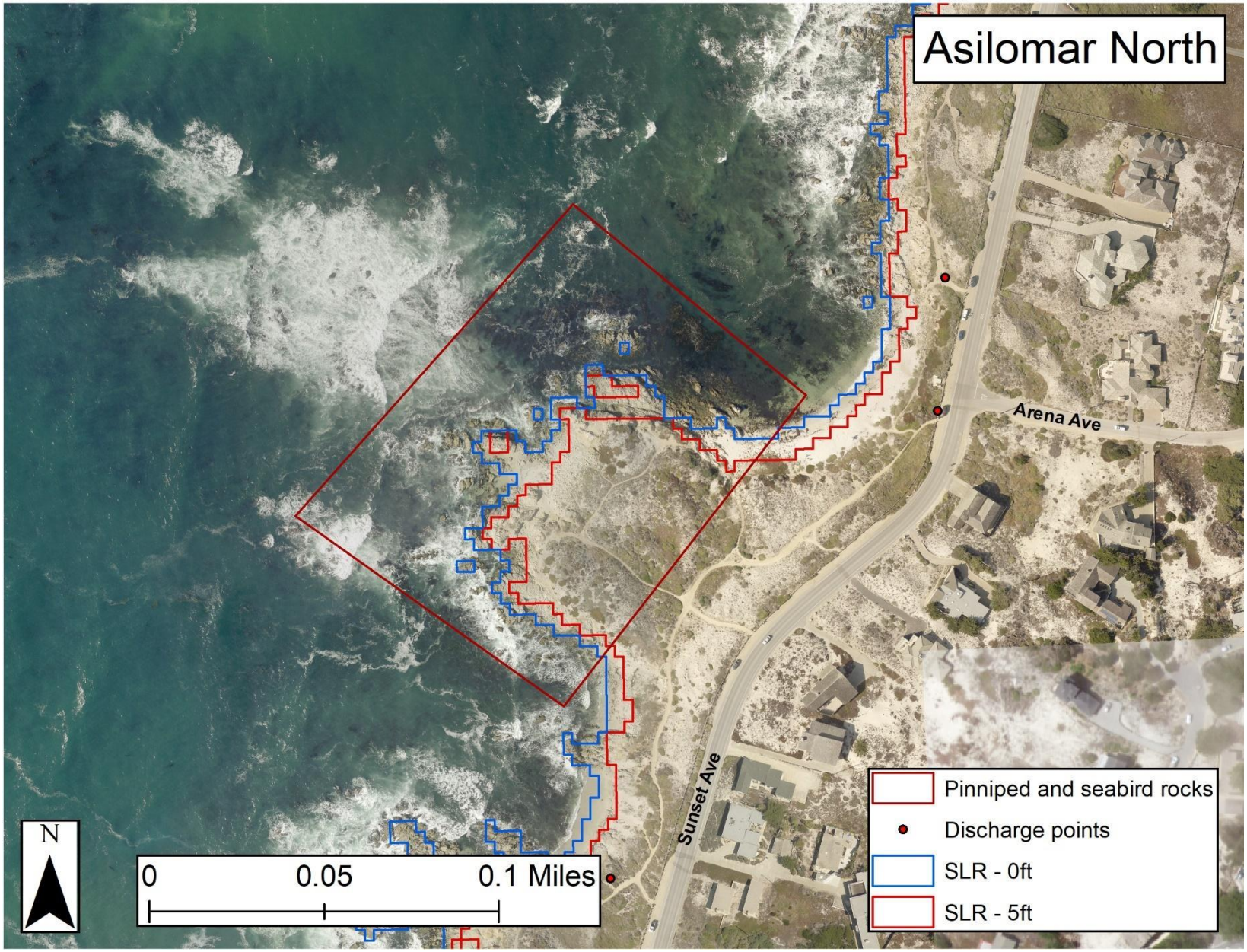
This Area of Interest includes the small cove south of Point Pinos, the Great Tidepool, and south to Lighthouse Ave. It includes multiple rocky headlands with complex intertidal habitat. Parking lot area is heavily armored. This section of the shoreline is surrounded by the Asilomar State Marine Reserve.

Important Features

- Multiple small rocky headlands
- Great Tidepool (located in southern ⅓ of the hotspot) site of Ed Ricketts' research and collecting, of cultural/historical significance
- Critical migratory seabird roosting habitat
- Biodiverse intertidal area
- Historical intertidal monitoring site
- Coastal armoring

Threats

1. Collecting/removal of biota (threat severity unknown)
2. Flushing, disturbance by beachgoers and tidepoolers
3. Illegal shore fishing
4. Drones
5. Sea-level rise. Amount and quality of new habitat exposed after coastal shift unknown.


Asilomar North
Arena Ave
Sunset Ave
N
0
0.05
0.1 Miles
Pinniped and seabird rocks
Discharge points
SLR - 0ft
SLR - 5ft

Asilomar North

Description

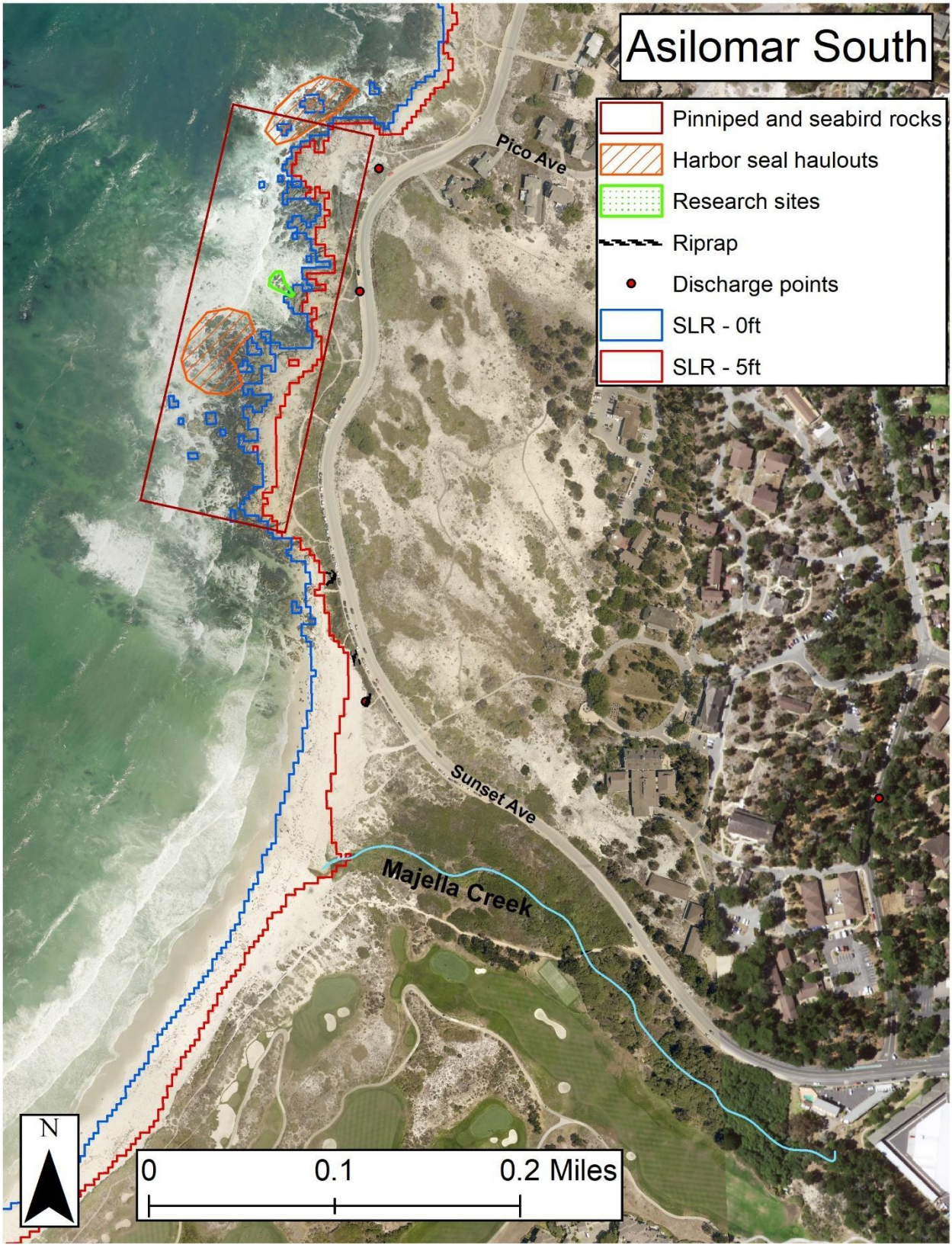
The Asilomar North section includes a large rocky headland where many birds like to roost in the winter and Black Oystercatchers nest in the summer. Fresh-water seeps and outflow from the City streets adds some unique plant species to this section of coastline. The area extends roughly from the Arena Ave cove south to Pico Ave. This section of the shoreline is surrounded by the Asilomar State Marine Reserve.

Important Features

- Marine mammal and seabird hotspot area
- Nudibranch hotspot
- Long-term scientific monitoring site (nudibranchs)
- Freshwater outflow supporting native plants

Threats

1. Trampling (threat severity unknown)
2. Harassment/disturbance by pedestrians and off-leash dogs
3. Drones
    - No official rule/code for No Drones at the park, but rangers do enforce a No Drones policy. Signage and information on the park website and trails is needed.
4. Future of recreation trail
    - State Parks is working on moving eroding section of coast trail farther inland (between trailheads 18 and 19), going around the pump station and into the parking area.
    - Northern section of trail between trailheads 19 and 20 is already rerouted farther inland (satellite imagery does not show this work, which was completed winter 2019).
5. Future of pump station
    - Cliff around pump station rapidly eroding, future high tides will certainly threaten roadway as well.
6. Sea-level rise. Bluffs rapidly eroding.


Asilomar South
Pinniped and seabird rocks
Harbor seal haulouts
Research sites
Riprap
Discharge points
SLR - 0ft
SLR - 5ft
Pico Ave
Sunset Ave
Majella Creek
N
0
0.1
0.2 Miles

Asilomar South

Description

The Asilomar South section includes multiple rocky headlands where many birds like to roost in the winter and harbor seals and sea otters haul out at low tides. Fresh-water seeps and outflow from the City streets adds some unique plant species to this section of coastline. The area extends roughly from Pico Ave to the main large Asilomar sandy beach. Area includes Majella Creek and willow patch. Many shorebird and seabird species forage on the shoreline and rocks plus many unique species use Majella Creek and willow patch. Long sandy beach is very popular, but confusion persists regarding rules at State Parks versus Pebble Beach areas.

Important Features

- Two Harbor Seal haul-out areas
- Marine mammal and seabird hotspot area
- Long-term scientific monitoring site (UCSC's MARINe and LiMPETS)
- Invertebrates, fishes, algae and sea grasses

Threats

1. Trampling (threat severity unknown)
2. Pollution especially into freshwater seeps (knowledge gap)
3. Collecting/removal of biota
4. Future of recreation trail
    - State Parks moved threatened section of coast trail farther inland (between trailheads 10 and 11) but missed opportunity to re-direct people away from this important rocky outcropping by not continuing a section of fence line.
5. Drones
    - No official rule/code for No Drones at the park, but rangers do enforce a No Drones policy. Signage and information on the park website and trails is needed.
6. Sea-level rise
    - Parking along Sunset Ave near the main sandy beach is rapidly eroding. Discussions between City staff and state parks need to be initiated.
7. Pedestrians, including off-leash dogs, in rocks off trail
    - Sensitive pinnipeds and shorebirds rest in these rocks, frequent disturbance
    - Seasonal closure of the identified seabird and pinniped rocks would be extremely beneficial to wildlife

Regulations Protecting Wildlife

California Code of Regulations, Title 14

14 CCR §251.1. Harassment of Animals.

Except as otherwise authorized in these regulations or in the Fish and Game Code, no person shall harass, herd or drive any game or nongame bird or mammal or furbearing mammal. For the purposes of this section, harass is defined as an intentional act which disrupts an animal's normal behavior patterns, including, but not limited to, breeding, feeding, or sheltering. This section does not apply to a landowner or tenant who drives or herds birds or mammals for the purpose of preventing damage to private or public property, including aquaculture and agriculture crops.

14 CCR § 632 Marine Protected Areas (MPAs), Marine Managed Areas (MMAs), and Special Closures.

(a) General Rules and Regulations:

The areas specified in this section have been declared by the commission to be marine protected areas, marine managed areas, or special closures. Public use of marine protected areas, marine managed areas, or special closures shall be compatible with the primary purposes of such areas. MPAs, MMAs, and special closures are subject to the following general rules and regulations in addition to existing Fish and Game Code statutes and regulations of the commission, except as otherwise provided for in subsection 632(b), areas and special regulations for use. Nothing in this section expressly or implicitly precludes, restricts or requires modification of current or future uses of the waters identified as marine protected areas, special closures, or the lands or waters adjacent to these designated areas by the Department of Defense, its allies or agents.

(1) Protection of Resources in MPAs and MMAs, as defined in Public Resources Code Section 36710:

(A) State Marine Reserves: In a state marine reserve, it is unlawful to injure, damage, take, or possess any living, geological, or cultural marine resource, except under a scientific collecting permit issued by the department pursuant to Section 650 or specific authorization from the commission for research, restoration, or monitoring purposes.

(C) State Marine Conservation Areas: In a state marine conservation area, it is unlawful to injure, damage, take, or possess any living, geological, or cultural marine resource for commercial or recreational purposes, or a combination of commercial and recreational purposes except as specified in subsection 632(b), areas and special regulations for use. The department may issue scientific collecting permits pursuant to Section 650. The commission may authorize

research, education, and recreational activities, and certain commercial and recreational harvest of marine resources, provided that these uses do not compromise protection of the species of interest, natural community, habitat, or geological features.

Pacific Grove Municipal Code

10.10.010 Prohibited – Where – Exceptions.

(a) It is unlawful for any person to feed or offer food to any animal, or to scatter food, seed or other forms of matter attractive to animals on any public way, street, park or public property, or within 100 feet of any body of water or coastline, in the city, or on any property in such city of which such person is not lawfully possessed.

14.04.020 Unlawful acts.

Anyone taking specimens of marine plant life, or who willfully disturbs, injures or destroys marine animal habitats or who removes sand, gravel, or rocks therefrom shall be guilty of a misdemeanor, and may be prosecuted pursuant to Chapter 1.16 PGMC. [Ord. 13-018 § 3, 2013; Ord. 08-006 § 47, 2008; Ord. 1004 N.S. § 1, 1978; Ord. 210 N.S. § 5-401(2), 1952].

14.04.080 Unlawful acts during the Harbor Seal Pupping Season

Anyone who interferes with activities taken in accord with this Chapter to protect harbor seals during the pupping season, or to encourage seals to move off the beach, including but not limited to trespassing, protective fencing, removing signage, or other acts that may be detrimental to the seals and their pups shall be guilty of a misdemeanor, and may be prosecuted pursuant to Chapter 1.16 PGMC.

14.08.010 Unlawful acts within limits of park, golf course or beach.

(f) To throw, deposit, place or leave in or upon any place within said parks or upon said beaches or golf course any waste papers, cans, bottles, trash, refuse or rubbish of any kind, except in a receptacle provided for such purpose by the city;

Monterey County

Chapter 8.42 - WILDLIFE PROTECTION

8.42.010 - Harbor seal molestation.

It is unlawful to harass, worry, bother, pester, interfere with, molest, harry, frighten, or tease harbor seals or shoot, throw, or otherwise project an object at harbor seals, or enter designated restricted areas set up to protect harbor seals.

(Ord. 3629, 1992)

8.42.012 - Feeding of wildlife prohibited.

i. No person shall feed or in any manner intentionally provide food as sustenance or to encourage domesticity in a non-domesticated animal with the exception of a bird feeder in the yard. A person may feed or provide food to wildlife under the following circumstances:
ii. When the wildlife is maintained, treated or fed pursuant to a valid certificate or permit issued by the State of California or an agency of the U.S. Government;
iii. When the wildlife is maintained, treated or fed between the time Animal Control or Humane Society is notified and the time the wildlife is picked up by such agency.

(Ord. 3629, 1992)

8.42.014 - Wildlife protection.

iv. No person shall take or harass any wildlife or enter an entrance designated as a restricted area set up to protect wildlife.

Appendix A. Feeding wildlife

Dangers of feeding wildlife

Feeding wildlife, either directly or indirectly, is a harmful practice that subsidizes and supports certain urban-adaptive species (urban adapters) in our community, while excluding and harming other more specialized species (urban avoiders). The complexity lies in the fact that while feeding gulls or squirrels at the shoreline doesn't immediately harm nesting birds or intertidal invertebrates, the increased population and heightened presence of species benefiting from human food ultimately causes harm in the long-term to the specialist species through ecosystem level interactions. For example, feeding American Crows may ultimately harm nesting Black Oystercatchers, since the crow population increases locally and they are in turn potential predators on oystercatcher eggs and chicks.

Table 1. Examples of avian urban adapters and avoiders. Urban adapters are usually more opportunistic and omnivorous, while urban avoiders are usually specialists, species that eat specific food items or have strict nesting requirements that are not readily available in urban areas.

Avian urban adapters	Avian urban avoiders
American Crow	Black Oystercatcher
Western Gull	Western Snowy Plover
Brewer's Blackbird	Varied Thrush
House Sparrow	Red Crossbill
European Starling	Oak Titmouse
Eurasian Collared-Dove	California Thrasher

This issue overlaps with the general misapprehension the general public feels about larger urban-adaptive mammal species, such as raccoons and opossums, thriving within the City. Once again, the additional food resources available to urban adapters in the City allow their populations to increase above numbers seen in more natural areas. More food resources allow for smaller territories and a higher density of individual animals. People are sometimes afraid of these mid-sized urban mammals and express concern when these animals begin living under a shed or interacting with their pets. These are legitimate concerns, since some human-wildlife interactions can become dangerous for all creatures involved.

Mitigation options

Some ways to reduce the harm to native, specialist species within the City is to ensure that food waste is inaccessible to the urban adapters. The trash cans along the coast trail and at restaurants on the coast should be wildlife resistant, such as those seen at most national and state parks (Figure 1). These large, metal trash and recycling receptacles may be more expensive, but they will help reduce the consumption of human food by urban wildlife and reduce the amount of trash and plastic entering the ocean. A program in which local organizations could "adopt" a trash can would be a positive action. A local non-profit or family could purchase the trash receptacle and decorate it, similar to the artwork on the utility boxes along streets in Monterey and Santa Cruz. Educational signage describing the natural history of the coastal wildlife these trash cans are protecting could be displayed.



Figure 1. BearSaver BE Series 140 Gal. Animal Resistant Double Waste Receptacle from globalindustrial.com

Public outreach explaining the negative consequences of leaving dog or cat food outside would also be beneficial. Members of the public frequently complain about raccoons in their backyard, while simultaneously leaving food out for their cat on the patio. The presence of raccoons is directly connected to the cat food. The raccoons will not loiter in the backyard if there is nothing to attract them. Educated residents could ideally make the connection and act appropriately. Also, more information about the negative impact to wildlife from improperly sealed trash containers at private homes would be beneficial.

Rules are already in place to attempt and reduce the feeding of wildlife. City ordinance 10.10.010 prohibits the feeding of wildlife and needs stricter enforcement, especially along the coastline. A specific allocation of funds for addressing wildlife related issues, including the reduction of feeding wildlife along the coastal trail, is critical. Foot or bicycle patrols by local police officials between Berwick Park and Perkins Park along the coastal recreation trail during high visitation times (Memorial Day to Labor Day weekends and other holidays) may help decrease the incidence of wildlife being fed and reduce the number of bites sustained by people from the local squirrels. Doctors on Duty on Lighthouse Ave in Monterey receives many cases of squirrel bites from Lovers Point during the tourist season.

California ground squirrels (*Otospermophilus beecheyi*) are well adapted to the coastal recreation trail in Pacific Grove. People directly feeding the squirrels is likely the greatest contributor to their high density at Point Pinos and Lovers Point compared to other spots along the coast. Another food source for them is the leaf and fruit of the non-native iceplant (*Carpobrotus edulis*) which blankets the coastline along the recreation trail. This succulent is

essentially an ecological dead-end for most local wildlife, providing no structure to nest in or food to consume. In addition, the riprap that has been installed in areas of erosion provides safe burrows for the ground squirrels. Removal of the ice plant and replanting with plant species native to coastal dunes and bluffs would likely reduce the population of ground squirrels. Removal of the riprap may also help reduce their numbers.



Figure 2. Person feeding California ground squirrel at Lover's Point.

Appendix B. Recommended protocols for Black Oystercatcher protection

City of Pacific Grove
Black Oystercatcher Protection Protocol

Purpose

The purpose of this protocol is to help protect the Black Oystercatcher, a bird of conservation concern and a year-around resident along the coastline of the City of Pacific Grove (hereafter referred to as the "City"), and to provide an orderly approach to the annual installation and removal of physical protective measures intended to help with the conservation of the species. This is a protocol developed by the City and the California Central Coast Black Oystercatcher Project (CCCBOP). Note that the Coastal Act explicitly grants protection of fragile natural resources priority over public access (see Appendix A). Any conflicts between protection and access are to be resolved "*in a manner which on balance is the most protective of significant coastal resources".* Appendix B offers background information on the Black Oystercatcher monitoring project and Appendix C on the Black Oystercatcher.

Black Oystercatcher Protection Protocol

Protection Approach

The City, along with the CCCBOP, in collaboration with the Monterey Peninsula Audubon Society, will use an approach that allows for the implementation of proven protective measures for the best short-term outcome while learning what works and what does not work, to determine the best practices for the long term.

In the short-term, the City will focus on the proven physical protective measures using current City resources (e.g., temporary fencing materials) and personnel with assistance from the CCCBOP (e.g., laminated signs) and Monterey Peninsula Audubon Society (e.g., limited funding for emergency purchase of addition fencing material). This will be supplemented by outreach and public education efforts (e.g., on-site docents and citizen science volunteers) coordinated by the CCCBOP in conjunction with Monterey Peninsula Audubon Society, Pacific Grove Museum of Natural History, California Coastal National Monument, and the Monterey Bay National Marine Sanctuary.

Physical Protective measures

The physical protective measures to be considered are temporary and range from signage to protective fencing:

Signs. Signage provides important information about what is being protected and why it is being protected. Of a variety of signage options, only a few types of signs are in current use:

- **Laminated Signs.** The primary option will be laminated signs: "Help Save Our Coastal Birds". The wording on these signs has been approved by the local staff of the California Coastal Commission. These signs are what we now use on City property along the coastline. These signs can be posted on existing fences, attached to A-frames or temporary poles or stakes, and affixed to ropes or lattice fencing as needed.

- **Aluminum Enamel Signs.** The City has worked with the Bureau of Land Management's California Coastal National Monument (CCNM) on placing "Respect Wildlife" aluminum enamel signs at Point Pinos. The CCNM developed and had the signs made, but in order to maintain a consistent look, the City provided and placed the base for each sign (wooden 4" x 4" base with a wooden 45° angle platform to which the sign is attached) for each sign.

- **Other Signs.** In addition to the previously mentioned signage, other appropriate signs may be developed and approved.

Traffic A-Frames. Traffic A-frames, used throughout the City for a variety of purposes, offer a quick option where other measures may not be feasible. They can be put up rapidly and easily and a paper or laminated sign can be attached to them. As needed, caution tape can be strung between them until a more appropriate protective measure can be put in place.

Ropes. Ropes, especially twisted manila or sisal natural fiber ropes, provide a flexible option where other protective measures may not be feasible. Laminated signs can be attached to ropes, and ropes can be easily installed and taken down. They can be tied or attached to rocks or even strung at ground level so that they are visible only when someone is in the immediate area.

Rods & Cable. Metal rods with eyelets and cable, as used along City coastal trails, provide a more effective, aesthetic protective measure than traffic A-frames or ropes. With rods & cable, fewer signs may be needed.

Plastic Mesh Safety Fencing. Plastic mesh safety fencing can be used where human safety as well as protection for nesting birds or roving chicks may be needed. This material is less aesthetic than other fencing, but it is a flexible method that can be quickly rolled out. It conveys temporary safety concerns and makes it clear that one is not to cross over or around it without potentially dangerous or injurious consequences.

Wooden Snow Fencing. Like plastic mesh safety fencing, wooden snow or drift fencing can be rolled out and taken up quickly. It is much more aesthetic and much less visually obtrusive than temporary plastic fencing.

Lattice Fencing. If installed appropriately, lattice fencing is attractive, and sturdier than most of the previously mentioned measures. When needed, it can be used to cover gaps in the City's permanent rail fencing and/or attached to existing fencing in order to limit people from going through or over the permanent fencing.

Other Protective measures. Consideration will also be given to other physical protective measures not listed here but that may be identified in the future and could be effectively applied in appropriate situations. This could include anything from the installation of wildlife trail cameras to interpretive panels to additional rail fencing.

Protection Procedures

Representatives for Involved Parties. The following persons will serve as the formal contacts representing the parties involved in the Black Oystercatcher protection protocol:

City of Pacific Grove –
Environmental Programs Manager (hereafter referred to as the "City representative"):
Current staff

Black Oystercatcher Monitoring Project –
Local Project Coordinator (hereafter referred to as the "Project representative"):
Rick Hanks 831-588-3150 rickhanksccnm@yahoo.com

Monterey Audubon Society –
President:
Blake Matheson gypaetusbarbatus1@gmail.com

Changes in Representatives. Any party may change the individual and/or position of its representative by providing written notification of such change to the other parties.

Designation of Alternate Representative. When it is known that either representative will not be available during a critical time or for a needed meeting, the respective representative will appoint an alternate to serve for a designated time period. As soon as practical, the respective representative will inform his counterpart, via email and phone, of the name and duration for which the alternate will be serving in that capacity.

Representatives' Roles & Responsibilities.

City of Pacific Grove Contact Representative:

- Serves as the City's representative when dealing with protecting Black Oystercatchers along the City's coastline.

- Communicates and coordinates the needed Black Oystercatcher protective measures with the City's Public Works Department and Police Department, as well as with the City's Planning Commission, the Beautification and Natural Resources Commission, and other City entities as appropriate.

- Communicates and coordinates with the Project representative on all issues concerning the needs and implementation of Black Oystercatcher protective measures along the City's coastline, including if, where, and when protective measures are needed.

- Develops, in collaboration with the Project representative, an annual pre-season plan for implementing needed Black Oystercatcher protective measures.

- Keeps the City Manager, and the Mayor and City Council as appropriate, informed regarding the implementation of the protective measures and other issues related to the program.

- Communicates and coordinates, as appropriate, with the local staff of the California Coastal Commission.

- Responds in an appropriate timeframe to actions needed to protect Black Oystercatchers.

Black Oystercatcher Monitoring Project Representative:

- Serves as the Black Oystercatcher Monitoring Project's representative for dealing with the protection of Black Oystercatchers along the City's coastline.

- Communicates and coordinates, as appropriate, with Monterey Peninsula Audubon, Audubon California, California Coastal National Monument, Pacific Grove Museum of Natural History, and other entities involved in the protection, monitoring, and/or outreach related to Black Oystercatchers along the City's coastline.

- Communicates and coordinates with the City representative on all issues concerning the needs and implementation of Black Oystercatcher protective measures along the City's coastline, including if, where, and when protective measures are needed.

- Collaborates with the City representative on the development of an annual pre-season plan for implementing needed Black Oystercatcher protective measures.

- Keeps the citizen-science monitors of the local Black Oystercatcher monitoring project informed regarding the City's actions to implement the protection of Black Oystercatchers along the City's coastline.

- Monitors the Black Oystercatcher nesting activities along the City's coastline, identifies where protective measures are needed, and brings those needs and the recommended actions to address them to the attention of the City representative.

- Responds in an appropriate timeframe to City requests related to actions needed to protect Black Oystercatchers.

- Assigns a Black Oystercatcher monitor, when appropriate, to be present to help ensure that when a specific protective measure is being installed or removed, it does not have a negative impact on Black Oystercatchers.

General Procedure. The following general procedure will be followed, unless the two parties agree that an exception should be made:

Pre-Breeding Season

1. Before April 1, the City representative and the Project representative will meet to discuss what, when, and where protective measures may be anticipated for the upcoming Black Oystercatcher breeding season along the City's coastline.

2. The City representative and the Project representative will determine what protective measures (e.g., annual signing and lattice fencing) are needed to be put in place at specific known nesting sites prior to nesting and what precautionary measures are needed to ensure that the nesting pairs are not impacted by the installation of the specific protective measures.

3. Once the City representative and the Project representative agree on what protective measures will be implemented, and no later than April 15, they will briefly outline and sign-off on an annual pre-season plan (This can be accomplished via email).

4. All reasonable steps, including having a Black Oystercatcher monitor, when appropriate, on-site, will be taken to assure that the installation and removal of agreed upon pre-breeding season measures do not impact the Black Oystercatchers.

5. In the event that the City representative and the Project representative cannot reach an agreement as to the appropriate protective measures to be taken, the two representatives will meet with the City Manager and Monterey Audubon Society President, or designee, for possible resolution.

Breeding Season

1. After April 15, if it is determined by the Project representative that a specific Black Oystercatcher nesting area, or a roosting or foraging area for chicks, is in need of protection, he will contact the City representative to discuss:

   a. The need and urgency of the situation,

   b. What protective measures should be taken, and

   c. How soon protective measures are needed.

2. If the City representative and the Project Coordinator agree on what specific protective measures should be implemented for a specific site, they will briefly outline and sign-off on the agreed upon implementation (This can be accomplished via email).

3. In the event that the City representative and the Project Coordinator cannot reach an agreement as to the appropriate protective measures to be taken, the two representatives will meet as soon as possible with the City Manager and Monterey Audubon Society President, or designee, for possible resolution.

4. If a specific location is no longer in need of protective measures (e.g., nest failure or no indication of re-nesting is observed), the Project representative will inform the City representative and the protective measures for that specific location can be removed.

End of Breeding Season

1. In September, the Project representative will inform the City representative when the breeding season has ended and all remaining protective measures can be removed.

2. After the Project representative has informed the City representative that the breeding season has ended, the two representatives will meet in order to debrief on what protective measures worked and which ones either did not work or could be improved upon, as well as identifying other protective actions, physical or administrative, needed to enhance the program. Information from these meetings will be used for improving and developing future measures.

APPENDIX 1

Coastal Act Provisions for Protecting Significant Coastal Resources

The following Coastal Act section is used by Coastal Commission Staff to support a finding to protect natural resources instead of public access that could trample them:

COASTAL ACT SECTION 30007.5

The Legislature further finds and recognizes that conflicts may occur between one or more policies of the division. The Legislature therefore declares that in carrying out the provisions of this division such conflicts be resolved in a manner which on balance is the most protective of significant coastal resources.

Also, the Coastal Act provides:

Section 30214(a) of the Coastal Act states, in part:
(a) The public access policies of this article shall be implemented in a manner that takes into account the need to regulate the time, place, and manner of public access depending on the facts and circumstances in each case including, but not limited to, the following:
(1) Topographic and geologic site characteristics.
(2) The capacity of the site to sustain use and at what level of intensity.
(3) The appropriateness of limiting public access to the right to pass and repass depending on such factors as the fragility of the natural resources in the area and the proximity of the access area to adjacent residential uses.

APPENDIX 2

California Central Coast Black Oystercatcher Project

Project Partners. The California Central Coast Black Oystercatcher Project (CCCBOP) is part of a California coast-wide, multi-year effort coordinated by Audubon California in conjunction with the U.S. Fish and Wildlife Service (USFWS), US Bureau of Land Management's (BLM) California Coastal National Monument (CCNM), California State Parks (Mendocino Coast, Monterey, and Morro Coast Districts), and five Audubon chapters (Mendocino Coast, Madrone, Marin, Monterey Peninsula, and Morro Bay).

The CCCBOP is conducted as a citizen science effort overseen by Audubon California and coordinated by the CCNM in partnership with the Pacific Grove Museum of Natural History (a CCNM Collaborative Partner) and California State Parks (a CCNM Core-Managing Partner). Additional collaborators include Point Lobos Docents, the Monterey Peninsula Audubon Society, and the Bay Net Volunteer Naturalist Program of the Monterey Bay National Marine Sanctuary (a CCNM Collaborative Partner).

The CCCBOP includes Pacific Grove, covering the area from the south side of Point Lobos State Natural Reserve on the southern coast of the Monterey Bay region to the north side of Pescadero State Beach on the northern coast of the Monterey Bay region.

Project Goals. The statewide California Black Oystercatcher Project is a large-scale, standardized, citizen-science based effort directed toward the following goals:

1. Gather demographic data on this little studied top predator of the California intertidal ecosystem, necessary to establish a solid demographic number from which to measure population stability or decline;

2. Monitor reproductive success for at least five to ten years in order to obtain a sample robust enough to document any trends in reproductive success of this species of conservation concern. Compare these data with data on other rocky intertidal marine species within the same areas in order to assess the long-term health of the rocky ecosystems affected by such factors as sea-level rise, ocean acidification, climate change, and rapidly expanding human populations.

3. Assess continued management and outreach actions that directly protect and improve nesting sites and habitat;

4. Determine what causes loss of eggs and chicks in some areas and high success rates in other areas;

5. Develop partnerships to share key information among agencies and scientists seeking to address questions about climate change impacts to coastal assemblages; and

6. Identify conservation activities that can be implemented to reduce disturbance to breeding birds, including both physical measures and outreach efforts, and assist with preservation of the species.

APPENDIX 3

Black Oystercatcher: Importance & Life-History Parameters

Importance & Listing. The Black Oystercatcher *Haematopus bachmani* is a keystone species along the North Pacific shoreline and is considered a particularly sensitive indicator of the overall health of the rocky intertidal community. This marine shorebird, with its unique appearance, distinctive calls, visibility as an obligate inhabitant of the rocky intertidal zone, and year-round residency in Pacific Grove, is a rich contributor to the City's world-renowned coastal resource values that are key to the City's quality of life and robust tourism economy.

The Black Oystercatcher was identified as a USFWS focal species for priority conservation action because multiple factors make it vulnerable to decline: small global population size, low reproductive success, and complete dependence on rocky intertidal shorelines that are impacted by human use and rising sea levels.

In addition, the Black Oystercatcher is listed as a "species of high concern" within the United States, Canadian, Alaskan, and Northern and Southern Pacific shorebird conservation plans. The USFWS has also listed it as a "Bird of Conservation Concern." The 1988 amendment to the Fish and Wildlife Conservation Act mandates the USFWS to "identify species, subspecies, and populations of all migratory nongame birds that, without additional conservation actions, are likely to become candidates for listing under the Endangered Species Act of 1973."

Range & Population Size. The California coast is a critical part of the Black Oystercatcher range, which extends from the Aleutian Islands to Baja California. The total population is estimated to be about 12,000, while the population along the 1100-mile California coast is estimated to be about 4,000 (inventory in 2011).

Pre-Breeding Activities. Pre-breeding season activities begin as early as February when copulation attempts may begin. During March and April, pairs can be observed doing rock tossing and nest scraping around their known nesting sites and in other locations within their respective territories.

Breeding Season. Black Oystercatcher breeding season is from April through September. For the California Central Coast, egg laying usually begins in late April and runs through late June.

Nests & Eggs. Black Oystercatchers nest above the high tide line on offshore rocks, rocky shores, and sand/gravel beaches. The typical nest is a bed of rock flakes, pebbles, and shell fragments, pulled into a low bowl. Black Oystercatchers lay 1 to 3 eggs, but usually raise 1 to 2 chicks to fledging (i.e., having the ability to fly). Incubation ranges from 26 to 32 days and is shared by both the male and female.

Chicks. Chicks are able to walk almost immediately after hatching. Hatchling chicks will be brooded nearly continuously for the first couple of days and intermittently for the following week. When not brooded, chicks are always attended by at least one parent. Chicks are very mobile and move around the area of the nesting site, following the parents down to the wrack (seaweed level) at low tide. Even young chicks may move as far as 30 to 50 meters from the nesting site.

Fledglings. Black Oystercatcher chicks fledge (develop the ability to fly) within 38 to 40 days. Fledglings can spend from 3 to as much as 6 months with their parents in order to learn basic foraging and survival skills, before the parents chase them out of their territory in order prepare for the new breeding season. Fledglings continue to develop foraging skills for at least 12 months; sub-adults may require more than three years to master a complete repertoire of efficient foraging skills comparable to those of adults.

Food & Feeding. Black Oystercatchers feed on a variety of intertidal invertebrates including limpets, mussels, chitons, crabs, barnacles, and other small intertidal animals. Black Oystercatcher chicks are fed by their parents until they are close to fledging. At that time, the large chick will start to be capable of foraging to some degree on its own. The parents initially feed tiny young by bringing them pieces of shellfish meat small enough for the chicks to consume. A chick will take the food either directly from the parent's beak or from the ground where the parent intentionally drops it. Older chicks and fledglings that have developed some minimal foraging skills will still take food from their parents' beaks whether or not the food is offered to them.

Pair Bonds. It takes 4 to 5 years for a Black Oystercatcher to reach breeding age; after that, strong pair bonds are formed. With an estimated life span of about 10 to 15 years, each adult may then have 5 to 10+ years to replace itself in order for the population to remain stable. Black Oystercatchers usually mate for life, but re-mating can occur.

Territories. Black Oystercatchers are highly territorial. Once a pair has formed, they face establishing a territory in an environment where other Black Oystercatcher pairs already occupy most of the prime habitat. Once a territory is established, the pair will vigorously defend it from all other Black Oystercatchers.

Fledging Success. In January 2018, National Audubon completed an assessment of Black Oystercatcher literature (primarily from Alaska and British Columbia) and development of an initial population model. Based on their analysis, they hypothesize that annual reproductive success (no. of fledglings/no. of breeding pairs) greater than about 0.70 (70%) is likely a good sign for a local population, while reproductive success of less than about 0.35 (35%) indicates a population at risk. For the past four breeding seasons (2014-2017), the reproductive success rate for the Black Oystercatcher pairs monitored on the southern coast of the Monterey Bay region has ranged from 0.14 to 0.21 (14% to 21%), while the pairs monitored on the northern coast of Monterey Bay region ranged from 0.82 to 1.40 (82% to 140%). Thus, while the north coast is doing very well, the south coast — including Pacific Grove — is faring very poorly. The overall success rate for the entire California coast is about 0.45 (45%).

CITY OF PACIFIC GROVE
BLACK OYSTERCATCHER PROTECTION PROTOCOL

This document has been prepared by:

CALIFORNIA CENTRAL COAST BLACK OYSTERCATCHER PROJECT

/s/ Herrick E. Hanks

_____ _____

Herrick E. Hanks, Project Coordinator Date

I have reviewed and concur with this document:

MONTEREY PENINSULA AUDUBON SOCIETY

_____ _____

Blake Matheson, President Date

Appendix C. Known non-native plants

Non-native Plant Species along Pacific Grove Coastline

This list is not comprehensive, but represents the species that rapidly take over the more beneficial native plant communities. Removal of these species should occur everywhere except Perkins Park, the long, linear shoreline park that extends from Lovers Point to Esplanade Park. The City is in the process of developing a landscape plan for this section and it may include non-native species to maintain the history of the park. Future replacement of some of the Perkins Park non-native plant areas may be broached in the future.

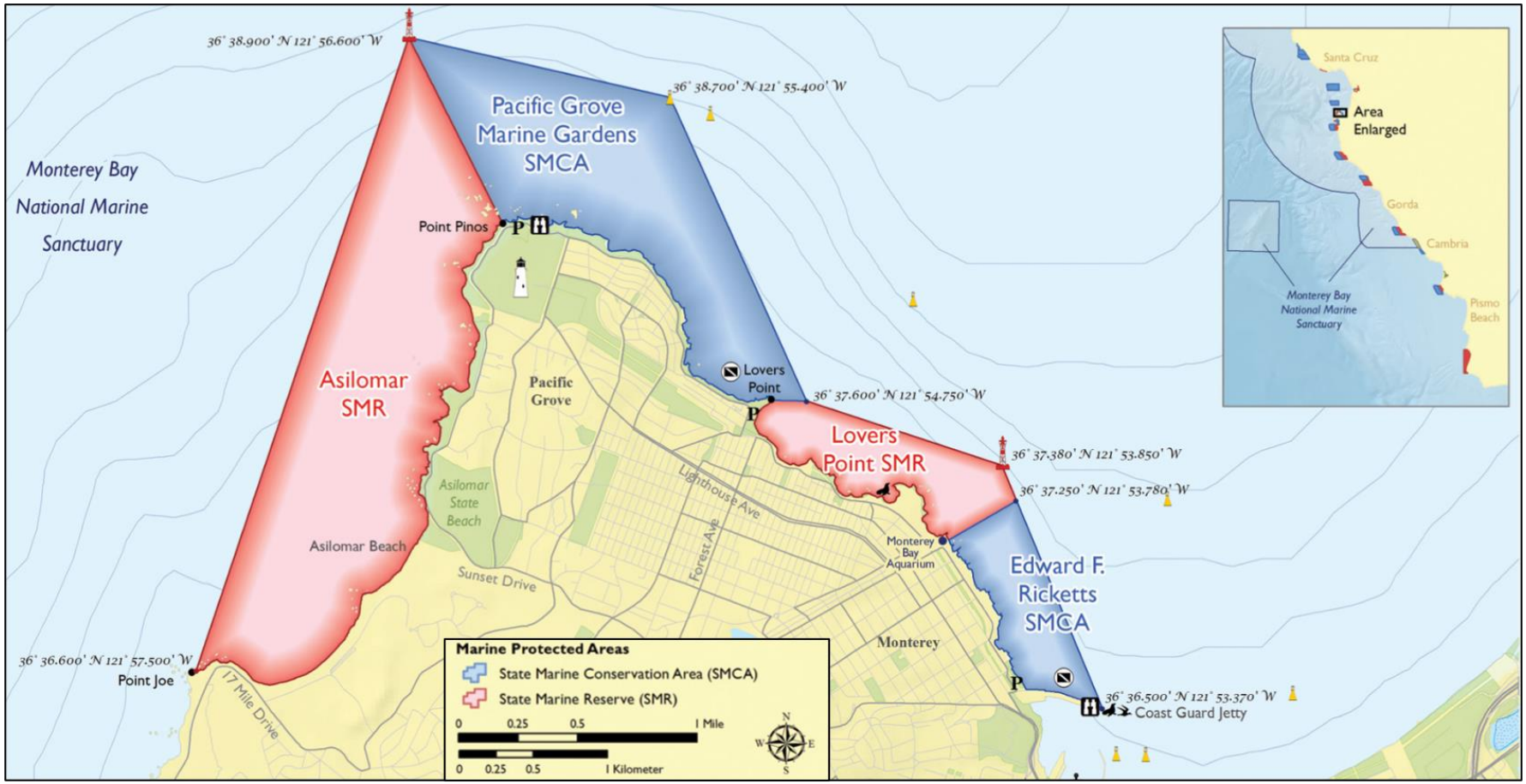
Common Name	**Species Name**
Aloe	*Aloe maculata*
Red Aloe	*Aloe cameronii*
Iceplant	*Carpobrotus edulis*
Narrow-leaved Iceplant	*Conicosia pugioniformis*
Magic Carpet	*Drosanthemum floribundum*
New Zealand Spinach	*Tetragonia tetragonioides*

Appendix D. Local conservation organizations

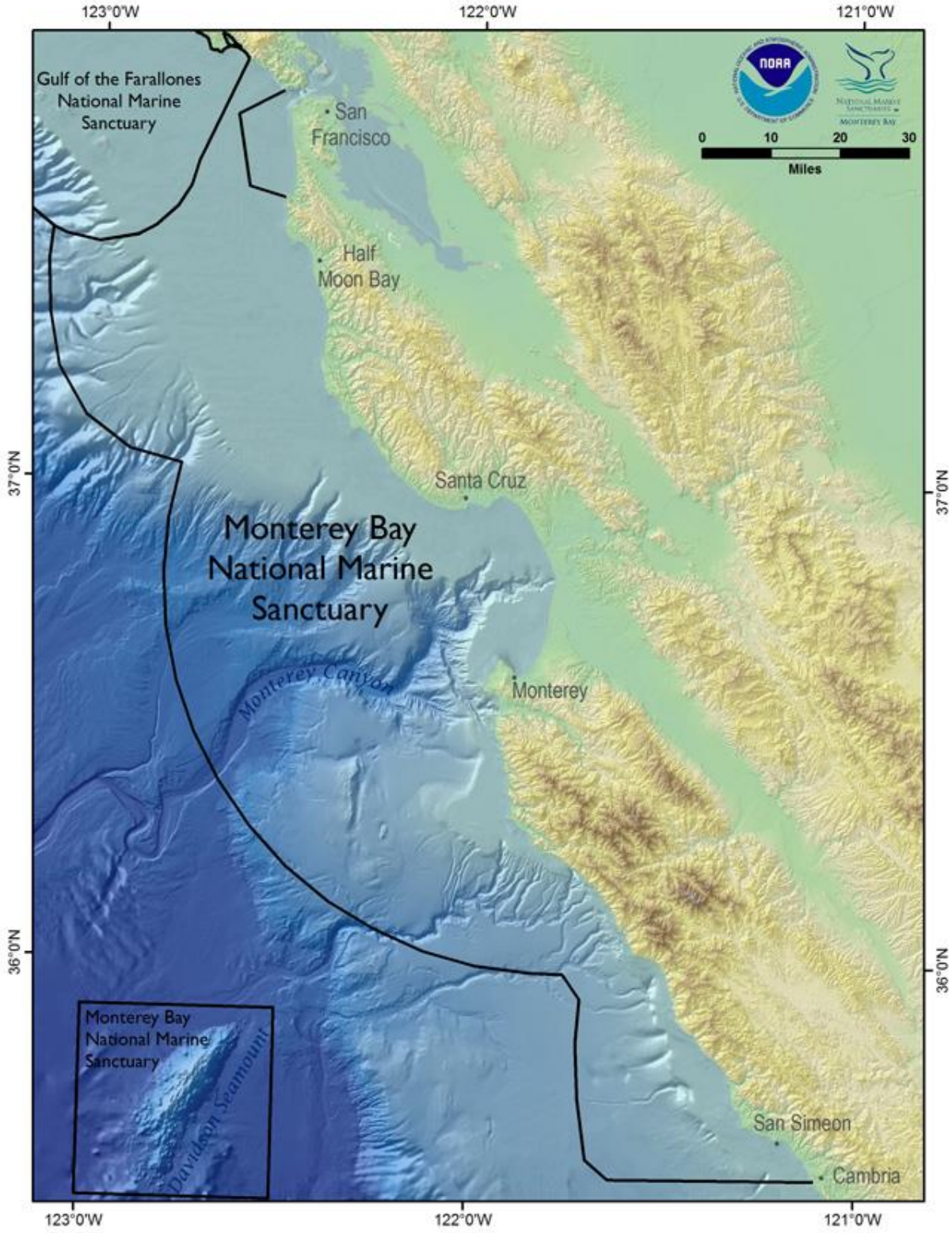
List of conservation organizations whose efforts complement the CWPAC recommendations and whose work should be supported and promoted:

- Monterey Bay National Marine Sanctuary
    - Bay Net
    - TeamOCEAN
    - First Flush
    - NOAA NCCOS Phytoplankton Monitoring Network (PMN)
    - Monterey Bay Sanctuary Citizen Watershed Monitoring Network
- Save Our Shores
    - California Coastal Cleanup Day
- Monterey Audubon Society
    - Black Oystercatcher Monitoring Project
- Pacific Grove Museum of Natural History
    - LiMPETS
- Friends of Hopkins Marine Station
- MPA Watch
- Marine Life Studies
- Sea Otter Savvy
- Sustainable Pacific Grove
- Monterey Bay Aquarium

Appendix E. Map of state Marine Protected Areas (MPAs) surrounding Pacific Grove



Appendix F. Map of Monterey Bay National Marine Sanctuary



Appendix G. Coastal species list

As species ranges shift due to the effects of climate change and/or habitat alteration, the wildlife species we currently see and enjoy may no longer inhabitat the specific areas we are concerned with. Sources to determine which species live within a region at any time include iNaturalist (https://www.inaturalist.org), eBird (https://ebird.org), MARINe (https://marine.ucsc.edu), and others.

Current list of known wildlife species that live within Pacific Grove coastline area:

Terrestrial invertebrates (2 of many)

Common name	**Scientific name**
Banana Slug	*Ariolimax brachyphallus*
Monarch Butterfly	*Danaus plexippus*

Rocky Shore invertebrates (partial list)

Data collected by the Multi-Agency Rocky Intertidal Network (MARINe): a long-term ecological consortium funded & supported by many groups. See pacificrockyintertidal.org for a complete list of MARINe partners. Data management is primarily supported by Bureau of Ocean Energy Management, National Parks Service, The David & Lucile Packard Foundation, & the US Navy.

Invertebrates

Family	**Scientific Name**
Annelids: polychaete worms	*Phragmatopoma/Sabellaria spp*
	Pista spp
	Serpula vermicularis
	Spirobranchus spinosus
	Spirorbis spp
Arthropods: barnacles, crabs, etc.	*Balanus glandula*
	Cancer antennarius
	Chthamalus dalli/fissus
	Cirolana spp
	Hemigrapsus nudus
	Idotea spp
	Ligia spp
	Pachycheles spp
	Pachygrapsus crassipes
	Pagurus caurinus
	Pagurus granosimanus
	Pagurus hirsutiusculus
	Pagurus samuelis

	Pollicipes polymerus
	Pugettia producta
	Pycnogonida
	Semibalanus cariosus
	Tetraclita rubescens
Bryozoans: moss animals	*Bugula neritina*
	Eurystomella bilabiata
	Membranipora spp
Chordates: sea squirts	*Aplidium spp*
	Distaplia occidentalis
	Eudistoma psammion
	Ritterella rubra
	Ritterella spp
Cnidarians: sea anemones, hydroids	*Abietinaria spp*
	Anthopleura elegantissima
	Anthopleura sola
	Anthopleura xanthogrammica
	Epiactis prolifera
	Symplectoscyphus turgidus
Echinoderms: sea stars, sea urchins	*Henricia spp*
	Leptasterias spp
	Patiria miniata
	Pisaster giganteus
	Pisaster ochraceus
	Pycnopodia helianthoides
	Strongylocentrotus purpuratus
Molluscs: chitons, snails & limpets, mussels	*Acanthinucella spp*
	Acmaea mitra
	Alia spp
	Amphissa versicolor
	Bittium eschrichtii
	Cadlina luteomarginata
	Calliostoma canaliculatum
	Calliostoma ligatum
	Cryptochiton stelleri
	Cyanoplax hartwegii
	Cyanoplax spp
	Epitonium tinctum
	Fissurella volcano
	Homalopoma spp
	Katharina tunicata

	Lacuna spp
	Lepidozona spp
	Lirularia/Margarites spp
	Littorina spp.
	Lottia austrodigitalis/digitalis
	Lottia fenestrata
	Lottia limatula
	Lottia ochracea
	Lottia paradigitalis/strigatella
	Lottia pelta
	Lottia scabra/conus
	Lottia scutum
	Mopalia spp
	Mytilus californianus
	Mytilus spp
	Nucella canaliculata
	Nucella emarginata/ostrina
	Nuttallina spp
	Ocenebra circumtexta
	Ocenebra interfossa
	Ocinebrina lurida
	Onchidella borealis
	Phidiana hiltoni
	Pseudomelatoma torosa
	Serpulorbis squamigerus
	Tegula brunnea
	Tegula funebralis
	Tegula gallina/funebralis
	Tonicella spp
Poriferans: sponges	*Aplysina fistularis*
	Halichondria spp
	Haliclona spp
	Ophlitaspongia pennata

Herpetofauna

Common Name	**Scientific Name**
Coast Garter Snake	*Thamnophis elegans terrestris*
Northern Alligator Lizard	*Elgaria coerulea*
Northern Legless Lizard	*Anniella pulchra*
Sierran Tree Frog	*Pseudacris sierra*
Western Fence Lizard	*Sceloporus occidentalis*

Birds

Common Name	Scientific Name
American Kestrel	*Falco sparverius*
Belted Kingfisher	*Megaceryle alcyon*
Black Oystercatcher	*Haematopus bachmani*
Black Turnstone	*Arenaria melanocephala*
Black Phoebe	*Sayornis nigricans*
Black-bellied Plover	*Pluvialis squatarola*
Bonaparte's Gull	*Chroicocephalus philadelphia*
Brandt's Cormorant	*Phalacrocorax penicillatus*
Brewer's Blackbird	*Euphagus cyanocephalus*
Brown Pelican	*Pelecanus occidentalis*
Brown-headed Cowbird	*Molothrus ater*
California Gull	*Larus californicus*
California Scrub-Jay	*Aphelocoma californica*
California Thrasher	*Toxostoma redivivum*
Caspian Tern	*Hydroprogne caspia*
Common Yellowthroat	*Geothlypis trichas*
Double-crested Cormorant	*Phalacrocorax auritus*
Dunlin	*Calidris alpina*
Elegant Tern	*Thalasseus elegans*
Glaucous-winged Gull	*Larus glaucescens*
Great Egret	*Ardea alba*
Heermann's Gull	*Larus heermanni*
Herring Gull	*Larus argentatus*
Iceland Gull	*Larus glaucoides*
Killdeer	*Charadrius vociferus*
Lincoln's Sparrow	*Melospiza lincolnii*
Marbled Godwit	*Limosa fedoa*
Marsh Wren	*Cistothorus palustris*
Merlin	*Falco columbarius*
Mew Gull	*Larus canus*
Northern Harrier	*Circus hudsonius*
Osprey	*Pandion haliaetus*
Pacific Golden-Plover	*Pluvialis fulva*
Pelagic Cormorant	*Phalacrocorax pelagicus*
Red Phalarope	*Phalaropus fulicarius*
Red-shouldered Hawk	*Buteo lineatus*
Red-tailed Hawk	*Buteo jamaicensis*
Red-winged Blackbird	*Agelaius phoeniceus*
Ruddy Turnstone	*Arenaria interpres*
Sanderling	*Calidris alba*
Say's Phoebe	*Sayornis saya*
Semipalmated Plover	*Charadrius semipalmatus*
Snowy Plover	*Charadrius nivosus*
Snowy Egret	*Egretta thula*
Song Sparrow	*Melospiza melodia*
Spotted Sandpiper	*Actitis macularius*
Steller's Jay	*Cyanocitta stelleri*

Surfbird	*Calidris virgata*
Turkey Vulture	*Cathartes aura*
Wandering Tattler	*Tringa incana*
Western Gull	*Larus occidentalis*
Western Meadowlark	*Sturnella neglecta*
Whimbrel	*Numenius phaeopus*
White-crowned Sparrow	*Zonotrichia leucophrys*
White-tailed Kite	*Elanus leucurus*
Yellow-rumped Warbler	*Setophaga coronata*

Mammals

Common Name	**Scientific Name**
Botta's Pocket Gopher	*Thomomys bottae*
Brush Rabbit	*Sylvilagus bachmani*
California Ground Squirrel	*Otospermophilus beecheyi*
California Sea Lion	*Zalophus californianus*
California Vole	*Microtus californicus*
Columbian Black-tailed Deer	*Odocoileus hemionus ssp. columbianus*
Pacific Harbor Seal	*Phoca vitulina*
Southern Sea Otter	*Enhydra lutris nereis*

References and Resources

California Coastal Commission. Sea-Level Rise Policy Guidance; Interpretive Guidelines for Addressing Sea-Level Rise in Local Coastal Programs and Coastal Development Permits. Final Adopted Science Update. 2018 Nov. Available online: https://www.coastal.ca.gov/climate/slrguidance.html

California Natural Resources Agency. Safeguarding California Plan: 2018 Update; California's Climate Adaptation Strategy. 2018 Jan. Available from: https://resources.ca.gov/CNRALegacyFiles/docs/climate/safeguarding/update2018/safeguarding-california-plan-2018-update.pdf

City of Pacific Grove (PG) Shoreline Management Plan. 2020 June. Available from: https://08066a59-3fdf-4476-8dbf-2a8aa143f4db.filesusr.com/ugd/06d7f0_d75c916e3731492eb6e35e423747d5ee.pdf

Ocean Protection Council (OPC). State of California Sea-Level Rise Guidance Update. http://www.opc.ca.gov/webmaster/ftp/pdf/agenda_items/20180314/Item3_Exhibit-A_OPC_SLR_Guidance-rd3.pdf

Ocean Protection Council (OPC). Strategic Plan to Protect California's Coast and Ocean 2020-2025. 2019 Jan. Available from: http://www.opc.ca.gov/webmaster/ftp/pdf/agenda_items/20200226/OPC-2020-2025-Strategic-Plan-FINAL-20200228.pdf

Rebolo-Ifrán, Natalia, Maricel Grana Grilli, and Sergio A. Lambertucci. 2019. Drones as a Threat to Wildlife: YouTube Complements Science in Providing Evidence about Their Effect. *Environmental Conservation* 46.3 (2019):205-210. Available from: https://www.researchgate.net/publication/333790087_Drones_as_a_Threat_to_Wildlife_YouTube_Complements_Science_in_Providing_Evidence_about_Their_Effect

Vas, Elisabeth, Amelie Lescroel, Olivier Duriez, Guillaume, Boguszewski, and David Gremillet. 2015.l. Approaching birds with drones: first experiments and ethical guidelines. *Biology letters* 11.2 (2015): 20140754. Available from: http://dx.doi.org/10.1098/rsbl.2014.0754

Proposed Local Coastal Program Amendments to Implement

Coastal Wildlife Protection Advisory Committee Recommendations

Including Other Proposed Amendments and Corrections [1]

Pacific Grove Local Coastal Program (LCP)
Certified - March 11, 2020
Amended - August 12, 2021

PART I: PROPOSED AMENDMENTS AND CORRECTIONS

Amended text shown in underscored text, and deleted text shown in ~~strikeout~~ text.
Narrative shown in blue text.

LCP LUP *CHAPTER 1: INTRODUCTION*

1) *Section 1.10* (page 22)**: *TERMINOLOGY USED IN THE LAND USE PLAN***, revise as follows:
(Reflects Coastal Staff's reorganization of Implementation Plan in summer 2017, which relies on specificity in the LUP for many coastal resource protections.)

Implementation Plan (IP)*: Includes coastal resource protection standards that conform with and carry out the Land Use Plan. Other implementing actions which conform with and carry out the goals, policies, and recommendations of the certified Land Use Plan can be found in the Land Use Plan itself.* [Note: A table is necessary to show which policies are implemented in the LUP and which are implemented in the IP, and in what specific LUP policy or IP ordinance.] *Effective standards and procedures ensure that the objectives of the Land Use Plan are achieved.*

LCP LUP *CHAPTER 2: NATURAL SYSTEMS AND RESOURCE MANAGEMENT*

LUP Section *2.1: COASTAL HAZARDS (HAZ):*

2) CWPAC Recommendation #3: Coastal bluff erosion
For coastal development, use soft engineering alternatives (e.g., beach nourishment, dune restoration, etc.) described in the 2012 Evaluation of Erosion Mitigation Alternatives for

Southern Monterey Bay instead of hard engineering approaches (e.g., seawalls and riprap) where practicable.
Note: This recommendation has limited application in Pacific Grove because the 2012 Evaluation only looked at sandy beaches from Wharf II in Monterey to Moss Landing. The 2016 Economic Impacts of Climate Adaptation Strategies for Southern Monterey Bay (Nature Conservancy) also only addressed sandy shorelines**. An LCP policy is needed to work with the Center for a Blue Economy at MIIS to initiate a study to analyze adaptation strategies for Pacific Grove's granite coastline** with **pocket beaches.**

3), 4) CWPAC Recommendation #5: Climate Change, Coastal bluff erosion
Move major infrastructure (e.g., roads, sewer lines, utilities) farther inland from City shorelines in a ***managed retreat*** *from sea-level rise.*
Note: **An LCP policy is needed to prioritize planning for managed retreat to allow for the natural realignment of the shoreline due to sea level rise**. This includes actively restoring or enhancing the coastline to promote wildlife preservation as part of the retreat process. **Another LCP policy is needed to remove human-made debris and infrastructure** before the underlying sediment is lost due to sea level rise, to avoid leaving infrastructure debris in what will need to transform into new, healthy, functioning sandy or rocky beach habitat for coastal wildlife.

5) Section 2.1.4 (page 35)**: LUP Policies – COASTAL HAZARDS AND SEA LEVEL RISE, add policy HAZ-X following policy HAZ-6:**
(Adds a new policy following HAZ-6, identifying causes of erosion and appropriate responses.)

The priority for responding to erosion is to address the causes of the erosion: ground squirrels or gophers; coastline landscape irrigation; Highway ice plant (Carpobrotus edulis) and Red aloe (Aloe cameronii); urban runoff; groundwater seepage; human foot traffic; storm surge and extreme high tide; and sea level rise.

Acceptable responses include, as appropriate: rodent control measures (avoiding poison, which can harm other wildlife or domestic animals and the Marine Sanctuary); cessation of landscape watering along the shoreline (with minimal exceptions for restoration and maintenance of Drosanthemum floribundum in Perkins Park); removal of Highway ice plant, which is habitat for ground squirrels (avoiding poison and not disturbing archaeological sites), and replacement with native bluff plants; removal of large aloes in a manner that doesn't harm the coastal banana slug; redirection of stormwater or urban runoff; educational signage and symbolic fencing to keep people on trails in sensitive areas; planning for retreat; or, as a last resort, shoreline protective devices.

6) Section 2.1.4 (page 35)**: LUP Policies – Coastal Hazards and SLR, add policy HAZ-Y following policy HAZ-7**:

(Adds a new policy elevating the importance of preserving the natural living shoreline; describing negative impacts of riprap; restricting permitting of armoring. The first sentence was included in the City's draft LCP's from February 2016 until October 2018.)

The Pacific Grove shoreline is an irreplaceable sensitive resource area and its preservation as a natural living shoreline is a matter of paramount public importance.

Large boulders used for riprap revetments destroy the native biota of the intertidal zone, provide habitat for rodents, and detract from the scenic beauty of the native rock formations and sandy beaches. Seawalls and retaining walls disrupt natural shoreline processes. To protect the natural beauty of the coastline while allowing the natural shoreline processes to continue, new shoreline protective devices shall only be permitted when there are no feasible alternatives with less environmentally significant impacts.

LUP Section 2.2: WATER AND MARINE RESOURCES (MAR):

7) Section 2.2.4 (page 42)**: LUP Policies – MAR-2**, insert additional text:
(Specifies the minimum buffer area for projects near wetlands.)

Wetlands including Crespi Pond and the Majella Slough riparian area shall be considered as Environmentally Sensitive Habitat Areas, and governed by Coastal Act policies 30233, 30236, and 30240. No alteration of freshwater wetlands (including Crespi Pond and Majella Slough, and required buffer areas of 100 feet or more) shall be allowed, except for maintenance dredging and similar activities essential for restoration and/or enhancement of natural habitats, as well as other uses and development specified in the Biological Resources and Environmentally Sensitive Habitat Areas chapter of this Land Use Plan (see BIO-4), and only where there is no feasible less environmentally damaging alternative, and where feasible mitigation measures have been provided to minimize adverse environmental effects. Reintroduce native wetland grasses around the Pond. Work with California State University Monterey Bay graduate level watershed classes to study the wetlands for guidance and updates, and potential restoration options. Reconstitute a Crespi Pond Advisory Committee and include Majella Slough.

8) Section 2.2.4 (page 42)**: LUP Policies – MAR-3,** add to end of first bullet point:
(Adds specificity and clarification consistent with Coastal Act Sections 30231 and 30233(c).)

No diking, filling, dredging, or other uses inconsistent with the terms of the grant of tidal protection from the State of California or Coastal Act Policy 30233 shall be allowed in the City's tidelands. Diking, filling, draining and dredging of coastal waters can have significant adverse impacts on water quality, marine habitats and organisms, and scenic features, and shall be strictly limited to restoration of the natural systems.

9) Section 2.2.4 (page 43**): LUP Policies – MAR-5,** add text**:**
(Provides added specificity and protection for Pacific Grove's uniquely diverse and species rich marine habitats consistent with Coastal Act Section 30230.)

Marine resources shall be maintained, enhanced, and where feasible, restored. Marine and aquatic resources shall be considered as Environmentally Sensitive Habitat Areas. Special protection shall be ~~given to~~ required for all areas of the marine environment and species ~~and areas~~ of special biological significance. Uses of the marine environment shall be carried out in a manner that will sustain the biological productivity and ecological integrity of coastal ~~waters~~ bluffs, beaches, tidepools, intertidal and subtidal areas, and coastal waters and wetlands and that will maintain healthy populations of all species of marine organisms adequate for long-term commercial, recreational, scientific, and educational purposes.

10) Section 2.3.1 (page 44-45): Background – Scenic Resources

The rocky islets jutting out to the northwest are part of the California Coastal National Monument. They are surrounded with dramatic, algal-covered intertidal rocks, and tidepools that draw visitors from around the world. The Great Tidepool, located on the southwest corner of Lighthouse Reservation, is a significant site because it is central to the data Ed Ricketts collected when developing his ideas about ecology and habitats and in writing his world famous text Between Pacific Tides. John Steinbeck accompanied his friend Ricketts on many expeditions to the Great Tidepool and brought further international attention to the location in his novel Cannery Row.

LUP SECTION 2.3: SCENIC RESOURCES (SCE):

11) Figure 4 (page 47), **Scenic Areas map—**revise to show additional scenic coastal areas: Lighthouse Reservation, Asilomar State Park [Note: See Asilomar General Plan, Visual Resources and Scenic Characteristics, https://www.parks.ca.gov/pages/21299/files/asilomarsb_gp_eir_1-2004.pdf, pages 2-37 to 2-41], and the Pacific Grove Retreat. (Brings map into consistency with policy SCE-3 and the Asilomar General Plan.)

12) SCE-3 (page 48**):** revise as follows:
(Adds specificity consistent with SCE-3 and the Asilomar General Plan.)

~~Where appropriate,~~ Protect the visual qualities of special communities and neighborhoods including Asilomar Dunes Neighborhood, Asilomar State Park [Note: See Asilomar General Plan as above], and the Pacific Grove Retreat, that because of their unique characteristics, are popular visitor destination points for recreational uses or are locally important historic areas.

13) SCE-4 (page 48): revise as follows:
(Adds scenic areas included in items #9 & #10 above and removes superfluous language.)

The portion of Pacific Grove's Coastal Zone designated as having special scenic significance (i.e. scenic areas or scenic public view areas or scenic public view points) includes all areas designated on Figure 4 Scenic Areas [Note: map to be revised per item #9 above], including: all public view areas along Pacific Grove's shoreline; views from the sea; areas seaward of Ocean View Boulevard and Sunset Drive, ; the Pacific Grove Retreat; Lighthouse Reservation lands and Point Pinos Lighthouse; Asilomar State Beach and Conference Grounds, including Asilomar Dune Natural Preserve, ~~visible from Sunset Drive~~, native pine forest and oak woodlands, and the National Historic Landmark District architecture of Julia Morgan along with the John Carl Warnecke Historic District; the Asilomar Dunes residential area; ~~lands fronting the east side of Sunset Drive,~~; ~~and the forest-front zone between Asilomar Avenue and the crest of the high dune (from the north side of Pico Avenue intersection to Sinex Avenue)~~; public street ends along Central Avenue and other areas in which future study may support special scenic significance designation. The City shall consider and protect the visual quality of these special scenic areas as a resource of public importance.

14)SCE-10 (page 49-50): revise as follows [replaces insufficient protection measure with standard protection measure]:

The scenic native forest within Asilomar Conference Grounds, along Asilomar Avenue, and within the Union Pacific railroad right-of-way, shall be protected and retained, to the maximum feasible degree, consistent with the uses allowed by the Land Use Plan….Retained trees that are located close to construction areas shall be protected from inadvertent damage by construction equipment through ~~wrapping of trunks with protective materials~~ fencing one foot beyond the dripline, bridging or tunneling under major roots where exposed in foundation or utility trenches, and other measures appropriate and necessary to protect the well-being of the retained trees.

LUP SECTION 2.4: BIOLOGICAL RESOURCES AND ENVIRONMENTALLY SENSITIVE HABITAT AREAS (BIO):

15) Section 2.4.1 (pages 50-51)**: Background – Biological Resources and ESHA,** reorganize bullet points and expand ESHA following the last sentence of the first paragraph, as follows:
(Adds specificity lacking in Biological Resources and ESHA section and LCP Background Report to guide the City in protecting Pacific Grove's extraordinary biodiversity. First and last sentences of introduction are included for context.)

Environmentally Sensitive Habitat and Biological Sensitivity

*Coastal Act Section 30107.5 defines Environmentally Sensitive Habitat Area as "…any area in which plant or animal life or their habitats are either rare or especially valuable because of their special nature or role in an ecosystem and which could be easily disturbed or degraded by human activities and developments…. Environmentally Sensitive Habitat Area can include several types of sensitive habitats which require careful management to protect native resident and migratory species. Sensitive habitats and species i*nclude the following:

- ***Native Monterey pine forest*** *which includes large stands of trees (often in association with sand dunes, a lower canopy dominated by Coast live oak, understory forest species, and ground cover of low herbaceous plants) that extend into Pacific Grove from the Del Monte Forest and represent one of only four places on earth where such native Monterey pine forest exists, and which also provides crucial nesting and foraging habitat for such species as Monarch butterfly (Danaus plexippus), amphibians including the Monterey Ensatina, Slender-legged Salamander, and Sierra Tree Frog, and Black-tailed deer (for whom acorns are an important food source) and their nurseries. A suite of migratory and resident bird species native to the Western US relies on Pacific Grove's native Monterey Pine forest, heavily, and encompasses species protected under California and Federal law. These species include but are not limited to: Pygmy Nuthatch, Chestnut-backed Chickadee, Townsend's Warbler, Hermit Warbler, Hutton's Vireo, Wrentit, Pacific-slope Flycatcher, Olive-sided Flycatcher (a California Species of Special Concern, CDFW 2008), Steller's Jay, ~~Western~~ California Scrub-Jay, Pacific Wren, Bewick's Wren, Oak Titmouse, California Thrasher, Nuttall's Woodpecker, Hairy Woodpecker, Acorn Woodpecker, Band-tailed Pigeon, Violet-green Swallow, Allen's Hummingbird, California Towhee, Spotted Towhee, Dark-eyed Oregon Junco, Western Bluebird, White-tailed Kite and the California Coastal race of Red-shouldered Hawk;*
- ***Wetlands and waterways features*** *as defined by Coastal Act section 30121, including Majellah Slough or the coastal brackish marsh Majella Creek Marsh, which provides valuable riparian habitat within the Asilomar State Beach and Conference Grounds. Crespi Pond is another wetland which supports a significant patch of dense freshwater marsh vegetation dominated by broad-leaved cattail and California bulrush, and which also provides foraging and nesting habitat for local and migratory birds such as Red-winged Blackbird, Great Egret, Great Blue Heron, Black-crowned Night-heron, Sora, Virginia Rail, Marsh Wren, and Common Yellowthroat, as well as other ~~native~~ aquatic species. Crespi Pond becomes an especially important resting and sheltering area during migration and winter when an array of visiting waterfowl and shorebirds utilize the fresh water habitat. Willow margins around Majella Slough form a riparian corridor surrounded by dune systems that are of particular importance to migratory songbirds year-round. Riparian-dependent species have undergone significant population declines, range-wide, in recent years, elevating the importance of this habitat type. The Majella system hosts large numbers of Yellow Warbler -a California Species of Special Concern- along with other western passerines, both during and outside nesting season, including Wilson's Warbler, Warbling Vireo, Common Yellowthroat and many others. The slough's outflow into Asilomar State Beach provides sheltering and foraging habitat for a range*

of waders including Herons, Egrets, and highly migratory shorebirds like Western Sandpiper, Least Sandpiper, Greater Yellowlegs, Wilson's Snipe and many others; ~~and~~

- ***Coastal sand dunes and sand dune areas*** *such as the Asilomar Dunes, which are themselves a scarce and rare resource and also provide critical habitat for such ~~species~~ rare forms as black legless lizards (Anniella pulchra nigra), Menzies' wallflower, Monterey spineflower (Chorizanthe pungens), ~~and~~ Tidestrom's lupine (Lupinus tidestromii) and other listed species, and provide nesting and foraging habitat for Killdeer and foraging habitat for Western Meadowlark, the local coast chaparral-dependent nuttali subspecies of White-crowned sparrow, and others, as well as wildlife corridors for Black-tailed deer;*
- ***Coastal bluff scrub and coastal dune scrub*** *which have been restored in many areas along the Asilomar and Point Pinos coastlines, and provide foraging habitat for Northern Harrier during migration and winter (a California Species of Special Concern), White-tailed Kite, American Kestrel, Merlin, Red-shouldered Hawk, Red-tailed Hawk, and others;*
- ***Granitic rock outcrops and offshore rocks, reefs, and islets*** *which provide nesting habitat for Western Gull and Black Oystercatcher, roosting habitat for California Brown Pelican, Elegant and Caspian Terns, Heermann's Gull and cormorants (Brandt's, Double-crested, and Pelagic), and haul-outs for Harbor seals;*
- ***The shore-side rocky coast and its kelp wracks and intertidal areas*** *which constitute vital foraging habitat for migratory and wintering populations of rocky coast obligate species including Black Turnstone, Ruddy Turnstone, Sanderling, Willet, Whimbrel, Marbled Godwit, Black-bellied Plover, Surfbird, and Wandering Tattler, as well as for resident Black Oystercatchers;*
- ***Sandy beaches*** *which provide habitat for Federal and State Endangered List Western Snowy Plover (Charadrius nivosus nivosus), other local and migratory shorebirds including Whimbrel, Sanderling, Marbled Godwit, and Black-bellied Plover, and the Harbor seal haul-outs and rookeries;*
- ***The sea, including ~~I~~intertidal and subtidal areas*** *~~including~~* ***and kelp forests****, which provides habitat for numerous plants, invertebrates, and fishes, as well as birds and marine mammals, including Great Egret, Snowy Egret, Great Blue Heron, Elegant Tern, other resident and migratory seabirds, seals, sea lions, dolphins and whales (notably Humpback and Gray whale and Orca), and Southern sea otter; and*
- ***Generally, the greater Point Pinos Area and the collected habitat niches it includes, situated on the Pacific Flyway*** *within the central California Nearshore and San Mateo/Monterey Important Bird Areas (IBA's) in a unique coastal location at the northwestern tip of the Monterey Peninsula and the edge of Monterey Bay near its submarine canyon, which attracts both breeding species and (especially) migratory species of birds which pass through the area in spring and fall migrations, as well as seabirds that are often pushed near the Pacific Grove shoreline in high winds, resulting in a documented list of 349 species of birds within the boundaries of Pacific Grove, giving the city one of the highest municipal bird lists on the continent.*

16) Figure 5 (page 53)**: Land Habitat Sensitivity Map,** correct the most outstanding errors until map can be updated:

(For example, in Area III, the Monarch Pines mobile home park and surroundings should be "D. Low" sensitivity; and in Area VI, Asilomar State Park's Monterey pine forest should be "B. High" sensitivity or "A. Extreme" sensitivity. Currently, both areas are depicted as "C. Moderate" sensitivity. The entire shoreline, whether granite bluffs and outcrops or sand or rock beaches, should be designated ESHA to some degree.)

17) Section 2.4.4 (page 60)**: add BIO-W** (between BIO-5 and BIO-6):

(Adds a new policy protecting intertidal habitat, with specifics about the sensitive coastal resources.)

BIO-W: Preserve and maintain marine habitats—rocky intertidal, tide pool, kelp forest—in accordance with Municipal Code 14.04.010-030 and the California Department of Fish and Wildlife's Marine Protected Areas that border the coast of Pacific Grove. Intertidal areas include a high diversity of algae, invertebrates, and fishes in tide pools and on boulders and rocky outcrops and are sensitive to trampling and other types of disturbance.

18) CWPAC recommendation #2: Problematic species

Prioritize removing problematic non-native plants in coastal areas (such as aloes, iceplant, and New Zealand spinach) and replace with native plants, essentially extending the restored Asilomar State Beach dunes and rocky shore habitat north and north-east along the rest of the Pacific Grove shoreline.

Note: Combine this recommended policy with recommended policy in item 19 below.

19) CWPAC Recommendation #4: Species of Concern Needing Protection

Replace lost coastal wildlife habitat through habitat restoration with the goal of no net loss of habitat.

Note: A policy is needed to address the effects of non-native invasive plant species along the coastline which have replaced native species and provide little benefit to the local ecology. Certain populations of native wildlife have become unnaturally abundant because of human activities on the coastline, including American crow, California ground squirrel, raccoon, and others, with severe negative effects on the broader native wildlife community and a significant loss of local biodiversity.

CWPAC recommendation could be added to BIO-6,provided here, or follow it as a separate policy:

LCP LUP Policy BIO-6*: Invasive non-native plants, such as Pampas grass, Acacia, Genista, and non-native ice plant, pose a threat to the indigenous plant community and are prohibited in any landscaping plan.*

20) Section 2.4.4 (page 60)**: BIO-7**, add as follows:
(Adds characteristic fauna consistent with Section 2.4.1, Background, Characteristic Flora and Fauna, pages 54-55.)

The City shall preserve its character-defining flora and fauna, such as Rosy ice plant (Drosanthemum floribundum), Monterey pine, Monterey cypress, Coast Live Oak, Monarch butterfly, Black-tailed deer, Harbor seal, Southern Sea Otter, Humpback and Gray whale, Brown Pelican, and Cormorant (Brandt's, Double-crested, and Pelagic) and Black Oystercatcher.

21) Section 2.4.4 (page 60)**: BIO-8**, add as follows:
(Corrects requirement for encouraging planting suitable for *all* life stages of Monarchs, since Pacific Grove is not part of milkweed's historic range, and planting of milkweed within 5 miles of the coast could disrupt the Monarchs' natural migratory patterns. The policy should require the City to consult with the PG Museum of Natural History, Xerces Society, and CDFW before recommending specific plants, to discourage planting of milkweed and to stay abreast of and follow current recommendations for aiding in the recovery of the Monarch population, since the Pacific Grove Monarch Sanctuary is the largest public monarch overwintering site in Monterey County.)

The City shall protect habitats for the overwintering Monarch butterfly population in Pacific Grove and encourage the planting and preservation of vegetation useful to ~~all~~ appropriate life stages of the Monarch butterfly, including the planting and preservation of native flowering plants, specifically ones that will provide nectar during the Monarchs' overwintering stay from fall into spring. Planting of milkweed near coastal overwintering sites could disrupt the Monarchs' natural migratory cycle. Pesticides can harm Monarchs and their use should be discouraged. The City will ensure that any new development within the Coastal Zone in proximity to trees or vegetation used by butterflies throughout their life cycle will not adversely affect the butterflies or their habitat.

22) Section 2.4.4 (page 61): Adds sentence about noise disturbance of harbor seals.

BIO-11. The City will implement seal pupping protection measures, including installation of split rail fencing, installation of temporary "no climb" wood lattice fencing or other alternative that provides visual access, and educational signage if found necessary to prevent harm or harassment of harbor seals during the spring pupping season generally February through May, at various locations along the Pacific Grove shoreline east of Berwick Park and immediately adjacent to the Pacific Grove Recreation Trail. Noise impacts to the seals, particularly to pregnant seals and pups, will also be considered in determining permit conditions of approval. Impacts to public access from such measures shall be minimized. In addition, the City may use trained volunteer docents, including National Oceanic and Atmospheric Administration trained Bay Net volunteer docents when available, to educate and engage the public on the activities of the seals, and to monitor and document all activities in the vicinity of the program, including any unauthorized human interruptions.

23) Section 2.4.4 (page 61-62)**: between BIO-12 and BIO-13, add a new policy BIO-X consistent with CWPAC recommendation #1:**

BIO-X: Decrease human disturbance to coastal wildlife by reducing access to rocky outcrops and sensitive wildlife breeding areas, both year-round or seasonally. [CWPAC adds, *"especially in the 6 identified Areas of Special Interest*." However, the entire PG shoreline is foraging habitat for Black Oystercatchers, a keystone species in the rocky intertidal zone. Areas of Special Interest may require more restrictive management for protection of wildlife and habitats.]

[Note that BIO-13 states: *Any conservation measures intended to protect habitats or species that could reduce public coastal access, including barriers or signs limiting or restricting use of existing lateral and/or vertical accessways, shall require a Coastal Development Permit, and shall include appropriate mitigation measures to reduce any access impacts as much as possible while still achieving the primary conservation goal*.]

24)CWPAC recommendation # 6:

BIO-Y: *Support existing coastal interpretive programs and community science programs (Appendix D) and/or implement additional stewardship and docent programs that foster public understanding and commitment for conservation measures that preserve the City's native coastal wildlife*.

25) Section 2.4.4 (page 61)**: add BIO-Z following BIO-11:**
(Adds a new policy protecting nesting habitat for native birds during nesting season, based on the LCP Background Report, page 3-35.)

BIO-Z: The entire coastal zone of Pacific Grove contains numerous mature trees, as well as forest floor understory species, dune lands, and rock formations that provide nesting and crucial foraging habitat for various native birds protected by the California Fish and Game Code and/or the federal Migratory Bird Treaty Act. Discretionary tree-trimming not involving trees posing an imminent danger to persons or properties should be discouraged throughout nesting season (generally February 1 to September 15).

26) Section 2.4.4 (page 62):

BIO-18. The City will maintain and enhance the Monterey pine and cypress stands, Coast live oak and canopy within the Coastal Zone to the maximum extent feasible, taking care that new plantings do not adversely affect public views. This program should continue to be updated periodically with a complete inventory of the trees within the Coastal Zone to determine the age of the trees, disease, if any, and the needs for continued reforestation in the City. The City's 2015 Tree Inventory shall be included as a guiding resource. Best Management Practices for protecting the Critical Root Zone of trees designated for preservation during construction will be carried out, including fencing one foot beyond the dripline. Other measures appropriate and necessary to protect the well-being of the retained trees may be required, such as bridging or tunneling under major roots where exposed in foundation or utility trenches.

LCP LUP CHAPTER 3: BUILT ENVIRONMENT

27) Section 3.5.1 (page 100)**: Background – Parks, Recreation, and Public Access,** add definition of "Visual Access" following #3, "Vertical Accessway":

(Adds definition of visual access, which is used in the plan, second sentence in Area I, page 100, and elsewhere, but not defined with other access definitions here.)

4.Visual Access is the provision of public views or scenic vistas to or from the shoreline or sea, or areas of aesthetic scenic quality.

28) Section 3.5.1, Area II (page 102):

From Central Avenue there are clear bay views along many of the local streets. The view down ~~Grand~~ Forest Avenue of the rocks at Lovers Point is especially impressive.

PART II: ADDITIONAL ACTIONS

- APPLY FOR CCC APPROVAL OF SHORELINE MANAGEMENT PLAN PER POLICIES HAZ-6, INF-24, AND PRA-4.e.

- SUBMIT BLACK OYSTERCATCHER PROTECTION PROTOCOL TO BNRC FOR ADOPTION. (CWPAC APPENDIX B)

- Other CWPAC recommendations to respond to ongoing disturbance of wildlife:

    1. Increase enforcement of City ordinance 10.10.010, which prohibits the feeding of wildlife [feeding ground squirrels along coast needs to stop]
    2. **Bird-friendly City, light reduction (night skies ordinance), collision-avoidance glass**
    3. **Drones—best practices guide (folder) for commercial and research pilots/ update drone ordinance**
    4. **Fireworks alternative**
    5. **Covered trash containers**
    6. Dogs on leash - enforcement
    7. Responsible wildlife viewing and photography (including selfies) – at a distance
    8. Kayaks - in kelp beds and at HMS (otters and Harbor seals)
    9. Crespi Pond and Majella Creek water quality
    10. Prioritize Areas of Special Interest—HMS, Lovers Point, Point Pinos, Great Tidepool, Asilomar North and South—while maintaining flexibility for vulnerable wildlife anywhere on the coastline

- UPDATE THE CONSERVATION AND OPEN SPACE ELEMENTS OF THE GENERAL PLAN

- CONSOLIDATE WILDLIFE AND NATURAL HABITAT ORDINANCE INTO A SINGLE MUNICIPAL CODE TITLE

[1] Corrections prepared by Don Murphy, Robin Aeschliman, John Pearse, Vicki Pearse, and Lisa Ciani in consultation with Ed Clifton and Anthony Ciani, July 2016; updated by Blake Matheson, Vicki Pearse, and Lisa Ciani for the April 2017 draft LUP, August/September 2018; updated by Lisa Ciani for November 2018 draft.

CALIFORNIA COASTAL COMMISSION
45 FREMONT, SUITE 2000
SAN FRANCISCO, CA 94105- 2219
VOICE AND TDD (415) 904- 5200
FAX (415) 904- 5400

LOCAL COASTAL PROGRAM

POST-CERTIFICATION GUIDE

FOR COASTAL CITIES AND COUNTIES

Revised May 6, 2002

You may request appendices not already included online at (415) 904-5280.

COASTAL COMMISSION OFFICES

Office	Address	Phone
Headquarters	45 Fremont Street, Suite 2000 San Francisco, CA 94105-2219	(415) 904-5200
North Coast District	710 "E" Street Suite 200 Eureka, CA. 95501	(707) 445-7833
North Central Coast District	45 Fremont Street, Suite 2000 San Francisco, CA 94105-2219	(415) 904-5260
Central Coast District	725 Front Street Suite 300 Santa Cruz, CA. 95060-4058	(831) 427-4863
South Central Coast District	89 S. California Street, Suite 200 Ventura, CA. 93001-2801	(805) 585-1800
South Coast District	P.O. Box 1450 200 Oceangate 10th floor Long Beach, CA. 90802-4325	(562) 590-5071
San Diego Coast District	7575 Metropolitan Drive Ste. 103 San Diego, CA. 92108-4402	(619) 767-2370

Coastal Commission Local Assistance Website

http://www.coastal.ca.gov/la/landx.html

Table of Contents

INTRODUCTION 1

CHAPTER I. SUMMARY OF POST-CERTIFICATION PROCEDURES 3

A. LOCAL COASTAL PERMIT PROCESS 3
B. VIOLATIONS AND ENFORCEMENT 5
C. LCP AMENDMENTS 5
D. COASTAL COMMISSION'S REGULATORY ROLE 6
E. PORT, PUBLIC WORKS, AND UNIVERSITY/COLLEGE PLANS 7

CHAPTER II. COASTAL PERMIT APPLICATIONS 9

A. DETERMINING JURISDICTION TYPE 9
B. PROJECTS STRADDLING JURISDICTION BOUNDARIES 12
C. RESOLVING DETERMINATION DISPUTES 13

CHAPTER III. LOCAL COASTAL PERMIT REVIEW AND ACTION 15

A. NOTICE OF HEARING OR PENDING ACTION 15
B. NOTICE OF FINAL LOCAL ACTION 17

CHAPTER IV. APPEALS OF LOCAL DECISIONS 21

A. APPEAL LIMITATIONS 21
B. APPEAL PROCEDURES 22
C. APPEALS BY TWO COMMISSIONERS 25

CHAPTER V. COMPLIANCE WITH PUBLIC ACCESS AND OPEN SPACE CONDITIONS 27

CHAPTER VI. LCP AMENDMENTS 29

A. AMENDMENT TYPES 29
B. MINIMUM REQUIREMENTS 30
C. COMMISSION REVIEW 31
D. OTHER PROVISIONS 33

CHAPTER VIII. LOCAL REVIEW OF OTHER COASTAL MANAGEMENT ACTIVITIES. 35

A. FEDERAL CONSISTENCY AUTHORITY: REVIEW OF ACTIVITIES APPROVED, FUNDED OR CARRIED OUT BY FEDERAL AGENCIES 35
B. COASTAL CONSERVANCY PROJECTS 36
C. PUBLIC WORKS PLANS AND PROJECTS. 36

LIST OF APPENDICES 37

A. LETTER ON CDP JURISDICTION AND INTERPRETATION OF MAPS 37
B. TABLE OF NOTICE REQUIREMENTS 37
C. SAMPLE FORMS 37
D. LCP AMENDMENT CHECKLIST 37
E. FOCUS ON ENFORCEMENT PROGRAM 37

INTRODUCTION

Following LCP certification, the role of local governments and the Coastal Commission changes. Day-to-day management of the coastal zone becomes a shared responsibility, a partnership with the mutual goal of successful coastal protection. To achieve this post-certification partnership, local governments and the Commission take on new responsibilities.

This Post-Certification Guide is a handbook of these responsibilities as spelled-out in the Coastal Act and the Commission's Regulations. The Guide does not present any new requirements, but compiles and summarizes existing ones, and gives examples that can be adapted by local government. While this information is intended to serve as a convenient "how to" reference, the requirements of the Coastal Act and Code of Regulations are always determinative if questions arise. Specific post-certification questions can best be addressed by contacting the staff of the applicable District office.

Chapters in the Guide address post-certification activities to be conducted by coastal jurisdictions, including coastal permit processing, Commission appeals, permit monitoring and enforcement, and LCP amendments. With respect to coastal permit processing, the Guide discusses specific topics such as determining permit and appeal jurisdiction, providing notice, and compliance with public access and open space conditions.

The Post-Certification Guide can be modified and supplemented by additional materials as they become available. Suggestions of other matters that could be incorporated into the Guide are welcome, and should be directed to the Local Assistance staff of the Commission's San Francisco headquarters office.

CHAPTER I. SUMMARY OF POST-CERTIFICATION PROCEDURES

After LCP certification, a local government assumes responsibility for implementing its LCP. Implementation primarily is the processing of most coastal permit applications, but there are other implementation responsibilities such as enforcing permit requirements and responding to violations. This chapter *summarizes* procedures relating to these responsibilities that are discussed in detail in this guide. It also reviews the LCP amendment process and the Commission's limited permit role after LCP certification.

A. Local Coastal Permit Process

The coastal permit process is certified as part of the LCP implementing ordinances for each coastal jurisdiction. The process must be consistent with and adequate to carry out the minimum requirements of the Coastal Act and the Commission's Regulations.

There are four basic stages in the local coastal permit process following LCP Certification:

1. Permit Application,
2. Review and Action,
3. Appeals and Final Action, and
4. Follow-up.

Each of these four stages is summarized below.

1. At the **permit application** stage, an application for development is received and local staff must make several determinations. Is the development in the coastal zone? Does the applicant need a coastal permit? If a coastal permit is needed, does the local government or the Coastal Commission issue it? Is the local permit decision appealable to the Coastal Commission? The adopted "Post-LCP Certification Permit and Appeal Jurisdiction Map" can help make these determinations, but the controlling factor as to permit jurisdiction remains the Coastal Act language In Public Resources Code Sections 30519 and 30603. (See Appendix A for more information concerning use of these maps) If the

determination of a local government as to what type of development is being proposed (i.e. categorically excluded, appealable, non-appealable) is challenged, or if the local government wishes to have a Commission determination as to the appropriate designation, local staff should request a determination from the Coastal Commission's Executive Director (pursuant to Sec. 13569[b] of the Commission's Regulations, contained in Division 5.5 of Title 14 of the California Code of Regulations.

If a disagreement remains, the Commission itself will determine permit jurisdiction after a public hearing. The permit application stage is discussed in detail in Chapter II of this Guide.

Absent a permit application, questions concerning the boundary of the Commission's permit and appeal jurisdiction should be referred to the appropriate District Manager of the Commission for clarification and information.

2. At the **review and action** stage, local staff determines which local body will review and issue the coastal permit (e.g. planning Director, Board of Zoning Adjustment, Planning Commission, City Council, or Board of Supervisors). Local staff also provides notice of public hearing on the application or, if a hearing is not required, notice of the administrative review date. Notice must be provided to adjacent landowners and residents, persons who have expressed interest, and the Commission. The review and action stage is discussed in detail in Chapter III.

3. At the **appeals and final local action** stage, the initial action may be appealed to a local appellate body. A decision becomes a "final local action" when all required findings have been adopted and there is no further possibility of being appealed to a local appellate body. Local staff then transmits a notice of final local action (NOFA) to the Commission office and interested persons. The 10-day appeal period begins the day after receipt in the Commission office.

Certain local actions are appealable directly to the Commission. For these actions, the ten working day Commission appeal period is established from the date of receipt in the Commission office of the notice of final local action. Generally, the local and Commission appeal periods are not concurrent and all local appeals must be exhausted before the Commission will hear an appeal; exceptions are outlined in Chapter IV. When an appeal is made, the Commission will generally take one of the several actions: (i) for certain appeals, determine that the appeal is patently frivolous and

require a filing fee; (ii) dismiss the appeal on the basis of "no substantial issue" or (iii) accept the appeal and approve, deny, or conditionally approve the coastal permit application. The final action and appeals stages are discussed in detail in Chapters III and IV.

4. At the **follow-up** stage, for permits that have not been taken on appeal by the Commission, the local government staff determines if pre-issuance (i.e. prior to transmittal) permit conditions are met. When such conditions have been met, the coastal permit can be issued. Examples of other follow-up activities are: monitoring of coastal permit expiration; compliance monitoring; and processing extensions, revocation requests, and permit amendments. (Certified LCP ordinances should contain noticing and review procedures for processing coastal permit amendments.)

B. Violations and Enforcement

Although any person may maintain an action to enforce provisions of the Coastal Act (pursuant to Section 30804 of the Act), both local governments and the Commission have certain responsibilities in terms of enforcing certified LCPs. Once an LCP is certified, the Commission retains continuing authority to enforce provisions of the Coastal Act throughout the State's coastal zone. The local government also has authority to enforce the Coastal Act and LCP within its jurisdiction. Once the local governments assumes responsibility for issuing coastal development permits pursuant to a certified LCP, the Commission expects the local government to play a major role in enforcement within its jurisdiction. (Refer to Appendix E for more information).

Commission staff and the staff of the Attorney General’s office are available to assist local government enforcement efforts. Please contact the Commission's Enforcement staff located in the applicable district office for information regarding enforcement assistance.

C. LCP Amendments

An LCP amendment is needed whenever any portion of a certified LCP is revised. The revision may affect the land use plan (LUP), the implementation program, or both. Substantial revisions will usually affect both LCP components (e.g. both revised land use and zoning designations).

There are five steps in processing LCP amendments: (i) the local government proposes an amendment and meets the minimum requirements for public participation during review; (ii) the local government adopts and submits the proposed amendment, along with necessary supporting materials; (iii) Commission staff reviews the submittal, filing it if complete and determining if it is a minor or de minimis amendment or requires a hearing; (iv) the Commission holds a hearing and votes to certify the amendment; and (v) the local government takes any necessary steps to implement the LCP amendment. An LCP amendment does not take effect until the Commission certifies it. Minor and de minimis amendments are approved administratively, unless the Commission objects to the Executive Director's determination of the nature of the amendment.

In any year a local government may make only three submittals of major amendments to its certified LCP taken as a whole, i.e., regardless of any segmentation which the Commission may have allowed in processing the LCP (upon final certification of a segmented LCP, reintegration of the segments into a single LCP occurs). Each separate submittal, however, may include many parts. LCP amendments are discussed in detail in Chapter VI.

D. Coastal Commission's Regulatory Role

Following LCP certification, the Commission's role in coastal development regulation is limited to a few well-defined responsibilities. The Commission:

- Retains permit jurisdiction in certain areas, such as state tidelands, submerged lands, public trust lands, and uncertified geographic areas (areas of deferred certification);

- Hears appeals from local actions on appealable developments;

- Determines jurisdiction in cases where a local determination is questioned or challenged (Regulations Section 13569);

- Enforces permits it issued before LCP certification or from an appeal (see above), or considers amendments or extensions of such permits; and

- Reviews certain federal activities or federally licensed or permitted projects for consistency with the state's coastal management program under provisions of the federal Coastal Zone Management Act.

The Commission also has an ongoing responsibility to monitor LCP implementation. Current post-certification monitoring activities include: reviewing notices of pending local hearings and pending non-hearing actions; reviewing notices of final local action; and providing notice of appealable development to the Commission. Additionally, Coastal Act Section 30519.5 requires the Commission to review each certified LCP at least once every five years after certification to determine if it is being implemented consistent with the policies of the Coastal Act.

E. Port, Public Works, and University/College Plans

In addition to LCPs, there are other mechanisms to implement provisions of the Coastal Act. These include port master plans, public works plans, and long-range development plans (LRDPs) for state university/college or private university development projects (Coastal Act Sections 30605-30606, 30700-30721).
The Post-Certification Guide, with its focus on the implementation of LCPs, does not discuss Coastal Act requirements regarding development and review of these types of plans. However, if such plans are included within a certified LCP, then coastal permitting may be affected in the area covered by these plans. Additional information on such plans is available from the Commission's offices.

CHAPTER II. COASTAL PERMIT APPLICATIONS

For each development application, an initial determination by local staff establishes if a coastal permit is needed, who issues the permit, and whether a locally-issued coastal permit is appealable to the Coastal Commission. Accurate determination of permit jurisdiction is crucial to the permit process. The type of jurisdiction determines what public notice must be provided prior to a local action, and may affect the type of information to be supplied by the applicant. This chapter is intended to assist local staffs in making these determinations. It also reviews the procedure to answer questions and resolve disputes over the initial determination process.

A. Determining Jurisdiction Type

CCC Permit Jurisdiction

The Coastal Act specifies which types of development (and development within certain geographic areas) remain within the Commission's permit jurisdiction after LCP certification (Coastal Act Section 30519). After LCP certification the Commission retains permit jurisdiction in tidelands, submerged lands, public trust lands (filled or unfilled), and areas of deferred certification (i.e. a geographic area where an LCP has not yet been certified by the Commission); however, Coastal Act Section 30613 provides that permit authority on submerged lands, public trust lands that are determined by the Commission to be filled and developed and located within an area committed to urban uses shall be delegated to local government.

Also, development proposed or undertaken in the Ports of Hueneme, Long Beach, Los Angeles or San Diego, within any state university or college in the coastal zone or any development covered by public works plans, remains subject to the Commission's jurisdiction either through coastal development permits or through certified port master plans, university long range development plans or certified public works plans, as applicable.

In addition, the Commission retains jurisdiction over permits that have been issued by the Commission prior to certification of the LCP and the transfer of permit authority for purposes of condition compliance, enforcement, amendment, reconsideration and revocation.

CCC Appeal Jurisdiction

Where there is a certified LCP, the Commission has appeal jurisdiction over development approved in the following geographic areas: between the sea and the first public road paralleling the sea or within 300 feet of the inland extent of any beach or the mean high tide line where there is no beach, whichever is the greater distance; in areas not included within the foregoing and located within 300 feet of the top of the seaward face of any coastal bluff, or within 100 feet of any wetland, estuary, or stream; or approved development not included within any of these areas but which is located within a sensitive coastal resource area. (Coastal Act Section 30603 [a]).

In addition, specific types of development are appealable to the Commission without regard to geographic location within the coastal zone: an approval or denial decision of a major public works project or major energy facility (defined as costing more than $100,000; (see Commission Regulations Section 13012); and, in coastal counties, the approval of a development that is not designated as "the principal permitted use" in the LCP (Coastal Act Section 30603 [a][4, 5]). The grounds for appeals are described in Chapter IV of this Guide.

To avoid confusion over the location of the geographic boundaries of appealable areas and the Commission's permit jurisdiction, the Commission has adopted criteria for further defining and interpreting these features. These criteria are outlined in Section 13577 of the Commission's Regulations.

Post-LCP Jurisdiction Map

At the time of LCP certification, the Commission adopts a map, the "Post-LCP Certification Permit and Appeals Jurisdiction Map", which portrays the jurisdiction's geographic appeals area features. While the Commission adopts this map to assist in determining applicable jurisdiction, it is important to emphasize that the requirements of the Coastal Act and Commission Regulations take precedence over the map. The map, illustrating the appealable areas as defined by Coastal Act Section 30603(a)(1) and (2), is useful for initial determinations; however, site visits by local staff may be necessary to make more precise determinations in cases of uncertainty (for example, a proposed project sited on the map's line depicting the edge of an appeals area based on 100 feet from a stream). (See Appendix A for more information).

Below is a series of steps for making an initial determination of coastal permit jurisdiction:

The process to determine jurisdiction

1. Does local government have permit jurisdiction? The Commission retains permit jurisdiction in specific areas, as identified above. Consult the LCP, and Post-Certification Map, make a site visit if necessary and check for any areas of deferred certification. For areas where there may be some question about jurisdiction, coordinate with Commission staff to assist in the determination. In cases where the Commission retains jurisdiction, local staff should refer the applicant to the appropriate Commission office.

2. Is a coastal permit required? A local coastal permit may not be required pursuant to provisions of an "exemptions and exclusions" section of a certified LCP ordinance. If no local coastal permit is needed for a proposed development, then the permit application would be subject only to the usual local permit process. If the proposed development needs a coastal permit, the next step is applicable. For coastal permits in the Commission's retained jurisdiction, the Commission determines if a coastal permit is required.

3. Can it be filed? When a local government has coastal permit jurisdiction, local staff should be sure the applicant has supplied sufficient project information to file the application and allow coastal permit review to commence. If local government is responsible for issuing the coastal permit, then the fourth step determinations are applicable.

4. Is the local action on the proposed development appealable to the Coastal Commission? Appealable development areas are defined by the Coastal Act and portrayed on the "Post-LCP Certification Permit and Appeals Jurisdiction Map," but some proposed development is appealable anywhere in the coastal zone (e.g. a major energy facility or, in the case of coastal counties, development which is not "the principal permitted use"). Other development may be appealable but not mapped on the Commission post-certification maps. In all cases the Coastal Act Section 30603 defines appealable development.

5. Is the project "in the pipeline" during LCP certification? During the time when an LCP is under review by the Commission, there may be projects that have received local approval, but that have not yet received a coastal permit from the Commission. Applications submitted to the Commission, but not yet complete and therefore not filed will be returned to the applicant and must be submitted to the

local government. Where the application has been found complete and has been filed, applicants have the option of either continuing Coastal Commission processing of their application or withdrawing the submittal and re-filing the application with the local jurisdiction to be heard and decided based on the certified LCP requirements. If the applicant elects to continue with Commission processing, the coastal permit remains under the Commission's jurisdiction and in this case the standard of review is the certified LCP. The Commission may determine that the application as filed may require additional review by the local government and, after consultation with and notice to the local government, remand the application for action consistent with the certified LCP. Upon effective certification of the LCP, the Commission will accept no applications for development within the certified area.

B. Projects Straddling Jurisdiction Boundaries

Projects that straddle appeal boundaries

1. Projects that are bisected by appeal jurisdiction. If only a portion of the approved development is of the type or in a location that makes the local action appealable, the approval of the local coastal permit is appealable. But the grounds for appeal are limited to allegations that the appealable development is not consistent with the standards in the certified LCP or the public access policies of the Coastal Act. If those grounds are asserted and the Commission finds that the appeal raises a substantial issue, the Commission will hold a de novo hearing on the appeal. In the de novo hearing, the Commission has jurisdiction to address whether or not the action taken in the local coastal permit is consistent with the LCP and the public access policies of the Coastal Act. Thus the Commission's review at the de novo hearing is not limited to the appealable development.

Projects that straddle jurisdictions

2. Projects bisected by Commission and local government jurisdiction. The circumstance may arise wherein proposed development is located within both the Coastal Commission's and local government's coastal development permit jurisdictions. In such cases, coastal permits are required by both the Commission and the local government. In the case of any division of land, the permit is issued by the Commission only for lots or parcels created which require any new lot lines or portions of new lot lines within the area subject to the Commission's retained jurisdiction. In

such an instance the Commission's review is confined to those lots or portions of lots within its jurisdiction. In the case of any development involving a structure or similar integrated physical construction, the Commission issues a permit for any structure partially in the retained jurisdiction area. For example, a permit for a shoreline protective device (e.g. a seawall) that is located partially within the Commission's retained jurisdiction would be reviewed by the Commission.

3. Projects bisected by different local government jurisdictions. If a project straddles the boundaries of two local governments, the applicant must obtain separate coastal permits from each jurisdiction. An exception is possible for public agencies that, pursuant to Coastal Act Section 30605, may obtain one "Public Works Plan" approval from the Coastal Commission, in lieu of locally-issued coastal permits.

C. Resolving Determination Disputes

Occasionally, disputes will arise as to the precise type of development being proposed (i.e. categorically excluded, appealable, non-appealable). If this happens, local staff should contact the Commission District staff and request an Executive Director's Determination. The Executive Director then would make a separate determination, within two working days of the request (or upon completion of a site inspection where such inspection is warranted), and transmit the determination to the local government. If the two determinations differ, then the Commission makes the final decision, after a public hearing (Commission Regulations Section 13569).

CHAPTER III. LOCAL COASTAL PERMIT REVIEW AND ACTION

Two types of notice are required by local government as part of the post-certification coastal permit process: (A) public notice of hearing or pending action to interested parties prior to a local decision; and (B) notice of final action to the Commission and those who have requested such notice after a local decision. Appendix B summarizes the notice requirements in table form.

Promptness in filing notices is important. For example, if a notice of final action on a project is received in the Commission office late or if it does not include the necessary information, a delay to the applicant can result, since the start of the Commission's appeal period would also be delayed. This chapter reviews the minimum requirements for each type of notice, as specified in the Commission's Regulations. Noticing of proposed amendments to locally issued coastal permits would follow the same procedures used for noticing the original permits, including noticing of final action.

In many cases, the existing local public notice procedures and forms can be adapted to meet coastal permit noticing requirements, rather than developing new ones. For example, a local government's notice for a Planning Commission hearing on a use permit often is shown on the meeting agenda. It would not normally warrant a separately mailed notice. By adding to the agenda a notation that the project is in the coastal zone, the minimum requirements for non-appealable hearing items are satisfied provided the agenda is mailed to owners and residents and all others identified for receiving notice. Other types of notice format can be adapted to provide the necessary information in a similar manner. The sample forms in Appendix 2B and 2C are geared toward coastal permit processing, independent of existing local procedures.

A. Notice of Hearing or Pending Action

If a coastal permit is needed for a proposed development, local government is required to provide public notice of local review prior to reaching a decision. The Commission's Regulations (Sections 13563-13568) specify the minimum requirements for such notice -- when provided, who receives notice, and notice contents. Typically, local ordinances already require some form of notice prior to local

action. The LCP implementing ordinances should specify how the two sets of requirements are combined for coastal permit applications.

Determining Type of Notice

The Commission's minimum requirements differ for various permit applications. Local staff should first determine the type of permit application: (i) appealable developments, hearing required; (ii) nonappealable development where local ordinance requires a hearing (e.g. use permit); or (iii) non-appealable development where local ordinance does not require a hearing (e.g. building permit). This determination should be part of the permit application, since the applicant may be responsible for providing certain notice materials (e.g. list of nearby owners and residents). The notice requirements are reviewed below for the different application types.

Appealable Projects

1.Notice of Hearing/Appealable Development (Regulations Section 13565): For development applications that are appealable to the Commission, a public hearing is required, and notice of such hearing must be provided at least 7 calendar days beforehand. Notice is to be provided by first class mail to: the applicant; any interested persons; owners and residents within 100 feet of the project parcel boundary; and the Coastal Commission district office.

The notice must include: a statement that the proposed development is in the coastal zone; the filing date and applicant's name; the number assigned to the application; a description of the proposed development and location; the hearing date, time and place; a summary of local hearing and review procedures; and procedures for local and Commission appeals. If the hearing is continued, the subsequent hearing must be noticed in the same manner (unless information about the new hearing is announced at the original hearing). See Appendix C-2 for a sample notice form.

Projects Not Appealable

2. Notice of Hearing/Non-appealable Development (Regulations Section 13568[a]): Notice for hearings on non-appealable developments is similar to those for appealable projects. Notice of the hearing must be provided at least 10 calendar days beforehand. Those to receive notice by first class mail include owners within 300 feet of the project-parcel boundary as well as those described in 1 above. The only mandatory item in the notice is a statement that the proposed development is in the coastal zone. If the application is heard by a Planning Commission, the local government should also publish a notice in a general

circulation newspaper or, if there is none, post notice in at least three public places (e.g. public library). See Appendix C-2 for a sample notice form.

3.Notice of Pending Action/Non-appealable Development (Section 13568[b]): For non-appealable development applications where no local hearing is required (e.g. building permit), the minimum notice requirements are similar to those in A.1, above. Since a local official takes action instead of a discretionary review body, this notice must describe the procedure for submitting comments and indicate that sufficient time is allowed for receiving comments prior to the decision. See Appendix C-3 for a sample notice form.

Ministerial Projects

B. Notice of Final Local Action

A "Final Local Action" means a decision where all required findings have been adopted and where there is no further possibility of being appealed to a local appellate body (Commission Regulations Section 13570). The decision may have been taken by a discretionary body such as the Planning Commission, following a hearing, or through administrative review, such as by the Zoning Administrator. Clearly, any decision taken by a City Council or Board of Supervisors is automatically a final action, since there is no possibility of appeal to a higher local appellate body. After a final local action, local government is obliged to provide notice of its decision to certain specified parties. Notice is also required if a development application is approved because the time limits for local action have expired. Section 13571 of the Commission's Regulations gives the minimum requirements for notices of final local action.

1. Notice of Final Action: Notice must be provided within 7 calendar days of the final local action. Notice is sent by first class mail to the Coastal Commission district office and to those persons who have requested to be informed of final local action on the proposed development. (Notices may not be sent by fax or email) To be complete, the notice must include: the action taken, conditions of approval (if any), written findings supporting the decision, and (if the local action is appealable) a description of the procedure for appeal to the Commission. The Commission also requests local governments to ensure that the notice contains the applicant's name and address so that the Commission can mail notice to the applicant that the final action has been received. See Appendix C-4 for a sample form.

Notice Required

Standard for findings

Required findings must meet the standards for issuance of a coastal development permit set forth in Coastal Act Section 30604(b). Specifically, Section 30604(b) provides that, after certification of a local coastal program, a coastal development permit shall be issued if the issuing agency (or the Commission on appeal) finds that the proposed development is in conformity with the certified local coastal program. Section 30604(c) sets forth additional standards for the issuance of permits for proposed development between the nearest public road and the sea or the shoreline of any body of water (e.g. a lake) within the coastal zone. Permits for such development "shall include a specific, finding that such development is in conformity with the public access and public recreation policies of Chapter 3" of the Coastal Act (commencing with Section 30200).

Appealable Decisions

For local actions that are appealable to the Commission, the notice of final local action has special significance. Pursuant to Regulations Section 13110, the ten working day appeal period starts with the first day after receipt of a complete final local action notice. (Thus, if a final action notice is received on a Friday the following Monday would be the first day of the appeal period.) Once the Commission's appeal period begins, the Commission must notify the local government and permit applicant of the appeal period dates. It is therefore important that the notice of final action include the applicant's name and address.

Even for projects that are denied or are not appealable, it is important for the Commission to receive timely final action notices. The Commission keeps records of locally issued coastal permits for a variety of purposes including for: the conduct of Periodic Reviews, budgeting, federal reporting requirements, responding to requests for information and other purposes. The Commission also needs to know which permits have recorded legal document requirements (See discussion in Chapter V.)

Deficient Notice

An incomplete or late notice, or lack of receipt of a final local action notice, will delay the start of this appeal period. Because the local and Commission appeal periods run consecutively, one after the other, the effect of a delayed appeal period is to lengthen the applicant's wait between local action and permit issuance. See Chapter IV of this Guide for a more detailed discussion of appeals.

2. Notice of Failure to Act: If a local government fails to act on a coastal development permit within the time limits set forth in the Government Code sections 65950-65957.1, until and unless the public notice required by the Permit Streamlining Act has first been

provided, a development project is not automatically approved. When a local government determines that the prescribed time limits have expired and the required public notice has been provided, then the local government is considered to have approved the coastal permit. At this point, however, the local government must still comply with the appropriate post-certification public notice for the development approval in the same manner as with a Final Local Action Notice, whether the development is appealable or not appealable. (See Section III (B)). The 7 calendar day period for the required Final Local Action Notice begins the day the local government determines that the development has been approved pursuant to the Permit Streamlining Act. (Regulations Section 13571 [b][2]). When the Commission receives a Final Local Action Notice for a development approved by local government under the Permit Streamlining Act, the procedures for appeal to the Commission are the same as for other appealable development. (See Chapter IV).

CHAPTER IV. APPEALS OF LOCAL DECISIONS

After LCP certification, certain local actions on development applications are appealable to the Coastal Commission. Chapter II of this Guide discusses the types of development and local actions that are appealable. This chapter reviews the Commission appeals process and how it relates to local governments' existing appeals procedures. Commission consideration of appeals after LCP certification provides an additional level of review by a body with a broader perspective and the ability to give guidance on interpretation of policies for issues of statewide importance. At the same time, the Commission's Regulations require (with some exceptions) that local appeals be exhausted prior to any appeals before the Commission. This approach increases the likelihood that development controversies can be resolved at the local government level.

A. Appeal Limitations

Grounds for appeal

Sections 30603(b) (1) and (2) of the Coastal Act limit the grounds for appealing projects acted on pursuant to a certified LCP. The grounds for appeal of the approval of most appealable projects are limited to an allegation that the development does not conform to the standards set forth in the certified LCP *or* the public access policies of the Coastal Act. However, the grounds for an appeal of a denial of a permit for a major public works project or a major energy facility are limited to an allegation that the development *conforms* to the standards set forth in the certified LCP and the public access policies of the Coastal Act.

Eligible Appeallants

In addition, Coastal Act Section 30625 restricts who can appeal a local decision on a coastal permit: only the applicant, an "aggrieved person", or two members of the Commission are eligible to appeal. An "aggrieved person" is one who, in person or through a representative, expresses concerns about an application or local action by appearing at the local public hearing, or otherwise communicating his or her concerns to the local government by other appropriate means prior to a hearing, or who for good cause could do neither (Regulations Section 13006 and Coastal Act Section 30801). An “Aggrieved person” includes the applicant for a permit. Also, to qualify as an aggrieved person with appeal rights, an appellant must have exhausted all local appeals unless one of the exceptions noted below exist. (Commission Regulations Section 13573[a])

Exhausting local appeals

There are several exceptions to the requirement that local appeals must be exhausted in order to appeal a project to the Commission. In the following instances, appeals can be made directly to the Coastal Commission:

Exceptions

1. The local government requires an appellant to appeal to more local appellate bodies than have been certified, as appellate bodies for permits in the coastal zone in the LCP implementing ordinances,

2. An appellant was denied the right of the initial local -appeal by a local ordinance that restricts the class of persons who may appeal a local decision.

3. An appellant was denied the right of local appeal because local notice and hearing procedures did not comply with the notice and hearing provisions of the Commission's Regulations.

4. The local government charges an appeal fee for the filing or processing of appeals.

5. Two Commissioners, pursuant to Commission Regulations Section 13573(b), appeal the final local action. (However, the local government can provide, in its LCP ordinances, for a Commission appeal to be suspended pending review by the proper local appellate body. This option is discussed under C below.)

The Commission's experience has shown that a great many local governments charge an appeal fee for filing and processing a local appeal thus allowing appeals directly to the Commission.

B. Appeal Procedures

Local appeals

The appeals process begins with an initial local decision on a coastal development application. The decision-maker may be a Zoning Administrator, Planning Commission, etc., depending on the type of development proposed and the local review process. This decision starts a local appeal period, as specified by ordinance. If the decision is appealed, then the process is repeated until either (i) there is no further local appeal of the decision (e.g., a decision by the Planning Commission on an appeal is not followed by an appeal to the City Council), or (ii) there are no more local bodies to appeal to (e.g. the City Council renders a decision on the

application). Whatever is the last action taken is the final local action.

Commission Appeal Period

Local officials then send a notice of the final action to the Commission and interested persons, as discussed in Chapter III of this Guide. If the local action is appealable to the Commission, then it is subject to a 10-working-day appeal period (Commission Regulations Sections 13110 and 13111). Please note that if Commission staff does not receive a notice of final action or finds the notice of final action incomplete, the appeal period will not begin until the required information is received. Depending on whether the final action notice is complete or incomplete, Commission staff will notify the local government and applicant in writing of either the appeal period dates or any deficiencies in the notice.

Filing an Appeal

The 10-working-day Commission appeal period begins on the first working day following the day on which the Commission office received the complete final local action notice; an appeal, to be accepted for Commission review, must be submitted in writing by 5 P.M. of the tenth working day from notice receipt. The appeal should be made by completing a copy of the Commission's appeal application form, available from any of the Commission's offices. The appeal should be submitted to the Commission office in the district that includes the affected local government.

Frivolous Appeals

When an appeal to the Commission is submitted, Commission staff will determine if the appeal is valid (e.g., determine if the appellant has standing to appeal, and determine if grounds cited for appeal are valid). Commission staff may contact local staff to determine if the person filing the appeal participated in the local hearing. Also, the Executive Director, within 5 working days of receipt of an appeal from any person other than members of the Commission or any public agency, determines whether the appeal is patently frivolous. If such a determination is made, the appeal is not filed until a $300 fee is deposited with the Commission within 5 working days of the receipt of this determination. [PRC 30620 (d).

Transmittal of local permit file

If the appeal is valid, Commission staff will immediately notify the local government and applicant in writing that issuance of the coastal permit is suspended, pending resolution of the appeal (Regulations Section 13112). Also, local staff will be requested to forward the complete administrative record, including environmental documents and other supporting materials, to the Commission within five working days from the local government's receipt of the notice of appeal. Section 13112 of the Commission's

Regulations provides that if the Commission fails to receive the documents and materials, the Commission shall set the matter for hearing and the hearing shall be left open until all relevant materials are received.

To minimize the cost to the local government of preparing this administrative record, local staff may want to ask applicants for extra copies of application documents (e.g. consultant reports or EIRs) for controversial projects.

Substantial Issue Review

Commission review of the appeal is a two-step process. First, the Commission determines, according to Coastal Act Section 30625(b)(2) provisions, whether the local action raises a substantial issue with respect only to the specific allowable grounds, on which the appeal was filed. [PRC Section 30603(b)]. If the Commission finds no substantial issue, the appeal is dismissed and the final action of the local government stands. The Commission will send written notice of such "No Substantial Issue" decisions to the local government. After a No Substantial Issue decision the local government can issue the local coastal permit.

Commission de novo review

If the Commission does find substantial issue, then the final action of the local government on the coastal development permit is no longer in effect. The Commission then will act upon the appeal as a new project - approving, denying, or conditionally approving the coastal permit application. This second step is referred to as a de novo review, and the Commission's action supersedes the local government's final action for the coastal development permit only (the Commission action has no affect on other locally-issued discretionary permits.) Both the substantial issue and de novo action steps require a public hearing, and the Commission may take both steps at the same meeting.

Coastal Act Section 30604(b) provides that, "After certification of the local coastal program a coastal development permit shall be issued if the issuing agency or the Commission on appeal finds that the proposed development is in conformity with the certified local coastal program." Therefore, if the Commission finds substantial issue and conducts a de novo hearing on the appealed permit application, the applicable test for the Commission to consider is the certified Local Coastal Program. At the de novo hearing the Commission can consider all issues regarding compliance with the certified LCP and relevant Chapter 3 policies and not only those raised in the appeal.

In addition, for projects located between the first public, road and the sea or the shoreline of any body of water within the coastal zone, Section 30604(c) requires that a specific finding must be made by the approving agency (whether the local government or the Coastal Commission on appeal) that the development is in conformity with the public access and public recreation policies of Chapter 3 of the Coastal Act. In other words, in regard to public access and recreation questions, the Commission is required to consider, in a de novo hearing of an appealed project, not only the certified LCP but certain Chapter 3 policies as well.

C. Appeals by Two Commissioners

As noted above, a local government may require, by LCP ordinance provisions, that an appeal by two Commissioners, before local appeals have been exhausted, be suspended pending review by the appropriate local appellate body (Commission Regulations Section 13573[b]). This feature provides greater opportunity to resolve development issues at the local government level. Otherwise, appeals by two Commissioners of ministerial actions (e.g. by the zoning administrator) would have to be brought directly to the Coastal Commission, bypassing appointed and elected local officials.

Where the action is modified or reversed by the local appellate body, then the Commissioners are required to file a new appeal. In the case where review by the local appellate body has left the originally appealed action unchanged, the Commissioners' appeal is no longer suspended and the appeal is then brought before the Commission.

CHAPTER V. COMPLIANCE WITH PUBLIC ACCESS AND OPEN SPACE CONDITIONS

A certified LCP usually specifies procedures for an applicant to comply with permit conditions, or the procedures are left to the administering agency. However, the Commission's regulations (Section 13574) govern the implementation of certain public access and open space conditions even after certification.

Conditions that mitigate impacts of development to coastal access and resources may require an applicant to either grant or offer an easement or record a deed restriction on the property for stated purposes to mitigate specific impacts. Such conditions may also (or instead) restrict the applicant's use of a portion of his or her property. To comply with such conditions, the applicant must complete and record certain legal documents.

Prior to LCP certification, Commission staff is responsible for reviewing completed legal documents and assuring that the legal documents are properly recorded. Following certification, Commission staff retains the reviewing function unless a local government requests the authority to process the recordation of the necessary legal documents (Commission Regulations Section 13574[b])

The Commission can delegate to a local government the authority to process the recordation of the necessary legal documents if the local government requests such authority and demonstrates the capability to process access offers (Section 13574[b] of the Commission's Regulations). The authority would include the ability of the local government or an identified public agency or private association to accept, open, operate, and maintain accessways and open space/conservation areas required as a permit condition. If a local government receives the recordation processing authority, then it must forward a copy of the recorded access or open space documents to the Executive Director following recordation for input into the Commission’s Access Inventory and Other Recorded Documents Inventory.

In addition, the county recorders are required to maintain an index of all recorded easements provided appropriate documents are submitted at the time of recordation. (pursuant to Government Code 27255).

CHAPTER VI. LCP AMENDMENTS

Periodically there may be reasons for a certified LCP to be amended. This chapter explains different types of amendments, minimum requirements for local review of amendments, and how the Commission processes LCP amendments. The review process for local governments and the Commission is similar to that for original LCP submittals. As with original LCP submittals, an LCP amendment does not take effect until the Commission effectively certifies it.

A. Amendment Types

An LCP amendment is needed whenever any portion of the certified LCP is revised (e.g. coastal element of the general plan, LUP policies, access component, zoning ordinance, subdivision ordinance, specific plan, permit procedures or other ordinances certified as part of the LCP). Substantial revisions usually will involve both the LUP and the implementation program (e.g. both revised land use and zoning designation for a parcel or parcels). Below are some typical revisions to a jurisdiction's plans and regulations, and the consequent LCP amendments:

Revision Examples	LCP Amendment
Rezone parcel(s)	Revise zoning map (and maybe LUP map). May also affect site-specific standards in the LCP
Revise habitat protection standards (e.g. riparian setbacks)	Revise zoning district regulations and (if necessary) LUP policies and standards.
Revise list of uses in zoning district(s)	Revise LUP land use category and zoning district(s). May also affect District-specific standards.
Newly-annexed territory	New land use and zoning designations, other specific policies, standards, and regulations as necessary.

Please note that if a city annexes an area in the coastal zone that was previously under a certified LCP of another jurisdiction, upon

annexation the LCP for that area is no longer in effect and the permit authority reverts to the Coastal Commission until the City amends it LCP to cover the newly annexed area.

B. Minimum Requirements

The Coastal Act and the Commission's Regulations provide certain requirements for LCP amendments. These minimum requirements address the frequency of amendments, public participation during local review, contents of the amendment submittal, procedures for Commission review, and effective date.

Frequency and Types

Local governments may make no more than three submittals of proposed major LCP amendments per year, although there is no limit to the number of amendments included in each submittal (Coastal Act Section 30514[b]). The limit on the number of yearly submittals pertains to the LCP taken as a whole, regardless of any pre-certification LCP segmentation.

Since a proposed amendment is not deemed actually submitted until it is found to be in proper order and legally adequate to comply with Coastal Act Section 30510(b), a submittal will be counted toward a year's quota of three submittals only during the year in which it is found to be legally adequate (which is not necessarily the same year as when the proposed amendment is received in the Commission's offices).

Proposed LCP amendments that are determined to be "minor" or de minimis by the Executive Director (PRC Section 30514[c] and [d]) are not restricted to three submittals per year. Major, minor and de minimis LCP amendments are explained in C below.

Public Participation Standards

Jurisdictions must provide the same level of public participation during LCP amendment preparation and review as that for the original LCP (Commission Regulations Section 13552[a]). These participation standards are found in Regulations Section 13515. Notices of public hearings or availability of draft LCP amendments must be mailed to: (i) members of the public requesting such notices; (ii) contiguous and affected local governments- (iii) various regional, state and federal agencies; and (iv) local libraries and media. Copies of LCP amendment drafts and related documents are to be mailed to requesting persons; Section 13515(b) allows local governments to charge fees sufficient to cover the cost of duplicating and mailing these materials. Notices of public hearings must be given general publication and sent to interested persons and public agencies (above) at least 10 working days before the

hearing (Section 13515[d]). The local government cannot take any final action on the LCP amendment until six weeks after providing notice of availability of the draft LCP amendment (Section 13515[c]).

Submittal Resolution Required

The LCP amendment must be submitted to the Coastal Commission pursuant to a resolution by the City Council or Board of Supervisors (Commission Regulations Section 13551). The resolution should state that the LCP amendment will be carried out in accordance with the Coastal Act (pursuant to Section 30510[a] of the Act). It should also specify whether the proposed LCP amendment will take effect automatically upon Commission approval or will require local adoption afterward. The first option is probably more suitable for amendments that do not involve re-zonings (e.g., some amendments to LUP policy language); the latter option may be appropriate if extensive follow-up action is necessary (e.g., an ordinance that requires a first and second reading and a 30-day effective date period).

Supporting Materials

An LCP amendment submittal to the Commission must include various supporting materials. These are listed in Section 13552 of the Commission's Regulations and include: (i) a summary of public participation measures; (ii) a list of interested persons contacted for comment; (iii) significant comments received and the local government's response; (iv) a full description of the LCP amendment (policies, standards, text with strike-outs and underlines, maps, and so forth); (v) a discussion of the amendment's relationship to and effect on the rest of the LCP including the access component; (vi) an analysis of how the amendment complies with the "common methodology" for LCP preparation (Commission Regulations Section 13511); (vii) any environmental documents required pursuant to CEQA (see Public Resources code Section 21080.9); and (viii) an indication of the zoning measures that will be used to carry out an LUP amendment. Appendix D provides a general checklist of these requirements.

C. Commission Review

Filing Procedures

Following submittal of the LCP amendment, the Commission reviews it in basically the same way as it would an original LCP submittal. First, the Commission staff decides if the submittal is complete for filing (i.e., whether it meets the requirements of Commission Regulations Sections 13551 and 13552 summarized above). If so, staff files the amendment submittal, starting the Commission's review period. If not, staff notifies the local government in writing of the submittal's inadequacies.

Determining Type of Amendment

Second, the Commission staff decides if the LCP amendment is "major", "minor" or “de minimis”. This distinction is intended to speed up review of urgent or non-controversial LCP changes; if the amendment is deemed minor or de minimis the review process is much simpler. In a single submittal containing several LCP amendments, there may be a mix of major and minor items.

De Minimis amendments are those amendments that will have no individual or cumulative impact on coastal resources, will not propose changes in land or water use or change in allowable use of the property, and that comply with certain public noticing criteria as specified in PRC Section 30514 (d).

The term "minor" LCP amendment is not defined exhaustively, but the Commission's Regulations Section 13554 provides several examples such as:

1. Amendments to address newly-annexed or detached territory where the city's LCP proposal and county's LCP proposal for the territory are equivalent.

2. Wording changes in the implementation program which provide more specific guidance without changing the type, location or intensity of use.

In general, any other proposed change in the type of use would be reviewed as a major amendment.

Amendment Review Procedures

Third, the Commission reviews and acts upon the proposed LCP amendment. De Minimis and minor amendments are approved administratively. The Executive Director notifies interested persons of the proposed amendment and reports the determination and any objections to the Commission at its next meeting. Commission approval is automatic unless one-third of the appointed members object, in which case minor amendments are reviewed as a major amendment (Commission Regulations Section 13555[a]) and de minimis amendments are reviewed as either minor or major amendments or at the request of local government returned to the local government. (PRC 30514 (d)(3)(B)).

Pursuant to Regulations Section 13555(b), major amendments are reviewed in essentially the same fashion as original LCP submittals, which are governed by Coastal Act Sections 30512 and 30513 (and Commission Regulations Sections 13522-13542). The main difference is that the Commission does not make a

determination of whether the LCP amendment raises a substantial issue under the Coastal Act, as it does for the LUP portion of an LCP submittal (Coastal Act Section 30514[b]). The Commission must vote on the amendment within 90 days of filing in most cases; if the LCP amendment involves only the implementation program, the Commission has only 60 days (Regulations Sections 13522, 13530, and 13542[b]). For each LCP amendment, the Commission will vote either to deny or certify the proposed amendment; the Commission has the option of suggesting modifications following a denial action (unless the local government requests that it not do so). Notwithstanding the foregoing, the Commission has the authority under Coastal Act Section 30517 to extend the voting time limits for a period of time not exceeding one additional year.

Local Implementation

Fourth, after Commission approval of an amendment the local government takes any necessary actions to implement the amendment. This might include ordinance adoption (if not already adopted), rezoning actions, or acceptance of suggested modifications. Also, as with original LCPs, an LCP amendment does not become effective until completion of the following three steps: (i) all necessary local government follow-up actions, including the acceptance of suggested modifications, are taken; (ii) the Executive Director determines that the follow-up actions are legally adequate; and (iii) the Commission concurs with the Executive Director's determination (Commission Regulations Sections 13551, 13544, and 13544.5). However, if -- in its resolution accompanying the proposed amendment submittal -- the local government had specified that the amendment would take effect automatically upon Commission approval, and if the Commission's approval did not include any follow-up terms or suggested modifications, then steps (i) through (iii) would not be necessary for the certified amendment to become effective.

D. Other Provisions

Amendments suggested by the Commission

The primary initiative for LCP amendments will come from local governments administering LCPs, based on their experience, ongoing planning, and development patterns. However, the Coastal Act provides for the Commission or other agencies to suggest LCP amendments to the responsible local government under certain circumstances. The Commission must periodically review each certified LCP at least once every five years after certification to evaluate its effectiveness in implementing Coastal Act policies (Section 30519.5). If the Commission finds deficiencies, it is to recommend corrective actions (which may include LCP

amendments) to the local government. The Coastal Act also provides for the Commission to recommend LCP amendments to local governments in order to accommodate "uses of greater than local importance" which were not anticipated in the certified LCP (Section 30519[c]).

Amendments for Energy/Public Works

The Commission itself is authorized to amend a Local Coastal Program in only very limited, specific instances. The Coastal Act provides that under certain circumstances persons authorized to undertake a public works project or proposing an energy facility development may request LCP amendments. (Coastal Act Section 30515). To qualify for consideration, the project must be intended to serve public needs beyond the LCP area and must not have been anticipated when the LCP was being certified initially. If the local government agrees with the proposed project, it would process the LCP amendment as discussed above. If the local government does not amend its LCP, the requesting party can petition the Commission to consider the amendment, explaining why the amendment is needed and how it conforms with Coastal Act policies. The Commission, after a public hearing and after the local government explains its action, may certify the LCP amendment if it can make several specific findings regarding balancing of effects and public welfare and need, alternatives and consistency with the Coastal Act.

CHAPTER VIII. LOCAL REVIEW OF OTHER COASTAL MANAGEMENT ACTIVITIES.

In addition to the Commission continuing regulatory responsibilities described elsewhere in this document, the Commission retains authority over other types of activities in the coastal zone, such as the federal consistency review authority, review of Coastal Conservancy projects, review of Public Works Plans and Long Range Development Plans. While regulation in these areas is not delegated to local government, nonetheless local governments have the ability to provide input into these decision-making processes.

A. Federal Consistency Authority: Review of Activities Approved, Funded or Carried Out By Federal Agencies

The federal Coastal Zone Management Act (CZMA) obligates the federal government to assure that it carries out its activities that affect coastal zone resources in a manner consistent with federally approved state coastal management programs. Three types of federal activities trigger this federal consistency review:1) direct federal agency activities; 2) federal permits and licenses; and 3) federal support to state and local governments. To assure federal-state coordination, the CZMA requires that the federal agency or applicant proposing the activity prepare a statement of consistency with the state coastal management program. The federally designated state agency then reviews the statement and concurs with or objects to it.

In California, the Coastal Commission is the agency designated to undertake federal consistency reviews on activities that affect coastal uses or resources. The federal consistency review authority gives the state a voice it would not otherwise have in many federal activities. This authority is separate from the Commission's permit authority and it cannot not delegate this authority to local government after certification of its local coastal program. However, the Commission gives consideration to the views of affected local governments in the consistency decision process.

Relationship to LCP

Under provisions of the federal Coastal Zone Management Act, the Commission cannot delegate the federal consistency review authority to local governments. The Coastal Act, and not an LCP, is

the legal standard for the Commission's decisions. However, if the Commission has incorporated an LCP into the CCMP, it provides guidance for the Commission's review of federal consistency submittals. The LCPs interpret and refine Coastal Act policies as they apply to specific geographic areas, and thus provide valuable guidance to the Commission in its evaluation of federal activities. Local governments may participate in the decision-making process by taking part in the Commission's public hearings on consistency matters and by presenting a statement regarding the consistency of the proposed activity with the certified LCP. By active participation in the consistency process, the local government can assure that LCP policies are fully considered in the Commission's review and in possible modification of proposed federal actions.

Further Information

Additional information on federal consistency, including copies of the federal Coastal Zone Management Act (16 U.S.C. Sections 1456-1464), the implementing regulations (15 C.F.R. Part 930), and a guide to federal consistency are available upon request from the Commission's San Francisco office or on the Commission's webpage at **http://www.coastal.ca.gov/fedcd/fedcndx.html.**

B. Coastal Conservancy Projects

The Coastal Conservancy has the authority to fund restoration projects and resource enhancement projects in the coastal zone, pursuant to approved coastal restoration or resource enhancement plans, respectively. Such plans are submitted to the Coastal Commission for determination of consistency with the Coastal Act, or under certain circumstances, to local governments with certified LCPs for determination of consistency with certified LCP. (See Public Resources Code Sections 31251-31270.

C. Public Works Plans and Projects.

As noted previously, there are options for public agencies undertaking public works to prepare public works plans as an alternative to rpoject by project review of coastal development permits. The approval of public works plans is not delegated to local government but if the local government has a certified LCP the Commisison must consult with the the jurisidction before it approves the public works pan.

List of Appendices

A. Letter on CDP Jurisdiction and Interpretation of Maps
B. Table of Notice Requirements

C. Sample Forms

1. Samples of Coastal Permit Applications
2. Sample Notice of Public Hearing on Coastal Permit
3. Sample Notice of Pending Action on Coastal Permit
4. Sample Notice of Final Action

D. LCP Amendment Checklist
E. Focus on Enforcement Program

Appendix B: Table of Noticing Requirements for Locally Issued Coastal Permits

Notice Type	Example of Proposed Development	Mandatory Notice Requirements (Regulations Sections 13563-13568,13571): When Notice Provided	How Notice Provided	Who Receives Notice	Notice Contents [1]
Prior to Decision: Notice of Hearing (appealable)	Project seaward of first public road	At least 7 calendar days before hearing	First Class Mail [2]	? Applicant(s) ? Interested persons [3] ? Nearby owners and residents (100') [4] ? Commission	? In coastal zone ? Filing date and applicant ? Application Number ? Description of project, location ? Hearing date, time and place ? Local Hearing procedures ? Local and Commission appeals
Notice of Hearing (Not Appealable)	Use permit or variance in non-appealable area	At least 10 calendar days before hearing	First Class Mail [2] and newspaper posting [5]	? Interested persons [3] ? Nearby owners (300') and residents (100') [4] ? Commission	? Statement that proposed development is in coastal zone
Notice of Pending Action (No Hearing, Not Appealable	Building permit in non-appealable area	At least 7 calendar days before decision	First Class Mail[2]	? Interested persons [3] ? Nearby owners and residents (100') [4] ? Commission	? In coastal zone ? Filing date and applicant ? Application Number ? Description of project, location ? Pending action date ? Local review procedures ? Statement on public comment
After decision: Notice of Final Action	--------	Within 7 calendar days of decision [6]	First Class Mail	? Requesting Persons [7] ? Commission	? Approval conditions (if any) ? Written findings ? Procedure for appeal to Commission
Notice of Failure to Act	-------	Within 7 calendar days of determination [8]	First Class Mail	? Requesting Persons [7] ? Commission	? Procedure for appeal to Commission

Table Notes:

1. Notice Contents: List of contents if paraphrased: see Commission's Regulations for complete explanation of each item Sections 13565 – 13568, and 13571).

2. First Class Mail: The Commission has indicated a willingness to allow hand delivery of notice to residents within 100 feet of the project boundary in rural jurisdictions where it is often difficult to identify these residents. If the applicant delivers these notices, local governments would need an affidavit or other proof of delivery.

3. Interested Persons: All persons who have requested to be on the mailing list for that development project or for coastal decisions within the local jurisdiction.

4. Nearby owners and residents: Measure as distance from perimeter of parcel on which development is proposed.

5. Notice by posting or newspaper: Required in addition to notice by first class mail. If the Planning Commission conducts the hearing on a non-appealable development, notice must be published in a newspaper of general circulation; otherwise, notice must be posted in at least three public places in the jurisdiction.

6. Notice of Final Action: Notice is provided within 5 working days of action for interim permit authority decisions.

7. Requesting Persons: All persons who have requested notice of final local action on the proposed development. A local government can charge a fee for this service or require these persons to supply stamped, self-addressed envelopes.

8. Failure to Act: The 7-day notice period begins on the date that the local government determines (after required public notice) that the time limits established pursuant to the Permit Streamlining Act have expired.

APPENDIX C-1:

SAMPLES OF COASTAL PERMIT APPLICATIONS

APPENDIX C-2:

SAMPLE NOTICE OF PUBLIC HEARING ON COASTAL PERMIT

APPENDIX C-3:

SAMPLE NOTICE OF PENDING ACTION ON COASTAL PERMIT

APPENDIX C-4:

SAMPLE NOTICE OF FINAL ACTION

APPENDIX D:
LCP AMENDMENT SUBMITTAL CHECK LIST

The California Code of Regulations (14 Cal. Admin. Code; Sections 13551 & 13552) and the Coastal Act (Public Resources Code) identify the required contents of an LCP Amendment submittal. The following checklist outlines general information but the requirements of the statute and regulations take precedence:

(1) A resolution adopted and dated by the Board of Supervisors or City Council after a public hearing (P.R.C. Section 30510(a)):

- Indicating that the local government intends to carry out the LCP in a manner fully consistent with the California Coastal Act.

- Indicating when it will take effect (automatically upon Commission approval or requiring formal local action after Commission approval).

(2) A clear, reproducible copy of adopted amendment(s). For example,

- If additional text, an indication of where it fits into the previously certified document (e.g. insert as p. 20a between pp. 20 and 21 as policy number __).

- If revision to certified text, submit either with strikeouts and underlines or with indication of what policies, paragraph(s) or page(s) it replaces.

- If map changes, submit a new (replacement) map or submit a supplemental map with indication that previously adopted map is to be superseded by the supplement for the specific geographic area indicated (13552(b), (c)).

(3) Discussion of the amendment's relationship to and effect on other sections of the previously certified LCP, including the access component. (Amendments that affect areas between the first public road and the sea should pay particular attention to discussing the amendment's effect on the access component.) If the amendment to a certified LCP involves a land use plan (LUP) change only, an indication of which certified zoning provision(s) carries it out. If the amendment involves a zoning change only, an indication of which certified land use plan provision(s) it carries out (13552(c) and (f)).

(4) If the amendment is to the land use plan only (there is no certified Implementation Plan), an indication of the zoning measures that will be submitted to carry out the amendment.

(5) An analysis that meets the requirements of Section 13511 of the California Code of Regulations (Common Methodology) or an approved alternative pursuant to Section 13514(Alternative Methodology) and that demonstrates conformity with Chapter 6 of the Coastal Act (Implementation). For example: if the amendment involves a change in density or public service provision, an analysis of potentially significant adverse cumulative impacts on coastal resources and access, due to the change, and how the change can be found consistent with the policies of Chapter 3 and 6 of the California Coastal Act. The information provided in satisfaction of this requirement must be sufficient to allow the Commission to reasonably judge the amendment's consistency with Coastal Act resource protection policies.

(6) Any environmental review documents, pursuant to CEQA, required for all or any portion of the amendment to the LCP.

(7) All policies, plans, standards, objectives, diagrams, drawings, maps, photgraphs and supplementary data, related to the amendment in sufficient detail to allow review for conformity with the requirements of the Coastal Act. For example this might include such things as biological studies, traffic studies, geotechnical reports, slope analyses and other documents.

(7) A summary of the measures taken to ensure public and agency participation. Include:

- A list of hearing dates, sample notice, and mailing list.

- Evidence of noticing the amendment, at a minimum, to the following: any member of the public who has so requested; each local government contiguous to the jurisdiction that is proposing the amendment; local governments, special districts, or port and harbor districts that could be directly affected by, or whose development plans should be considered in, the amendment; regional, state and federal agencies that may have an interested in or be affected by the amendment; local libraries and media.

- Names and addresses of all hearing participants (written and verbal) and commenters.

- Copies or summaries of significant comments received at the local hearing and any response to comments by the local government.

(8) All local staff reports and other information addressing the LUP amendment request's consistency with the Coastal Act, and/or the adequacy of the implementation program, as amended, to conform with and to carry out the certified LUP. (P.R.C. Sections 30512 and 30513)

Appendix E: Focus on Enforcement Program

Excerpt (revised) from Coastal Currents Issue #6
Volume 2, Issue #6
December 2001

In 1981, the Commission's legal division established a statewide coastal development permit (CDP) enforcement program to address unpermitted development and development undertaken inconsistent with the terms and conditions of previously issued coastal permits. A full-time program coordinator was assigned to the program in 1985, along with several part-time district officers and a part-time staff counsel. However, due to lack of funding and available staff, the program languished through the 1980's, and it wasn't until 1991 that former Governor Wilson added more positions to the budget.

The legislature has strengthened the enforcement provisions of the Coastal Act during the past decade by giving the Commission the power to issue cease and desist and restoration orders, and has increased the act's penalty provisions significantly, reflecting the rise in land values and creating a disincentive to would-be violators of permit requirements. Cease and desist orders are used by the Commission to halt ongoing violations and to force developers to comply with the permit process; restoration orders are used to bring about the removal of unpermitted development and/or restoration of damaged coastal resources. Cease and desist and restoration orders are perhaps the most important enforcement tools available to the Commission. These orders are quasi-adjudicative matters before the Commission, and have been quite effective in deterring and stopping illegal development activities in the coastal zone.

Between 1996 and 1999, the Commission's open violation caseload increased by 96%, creating a critical need for additional staff. Last year's expansion brought the number of permanent enforcement staff up from five to 14. The new enforcement staff includes six district enforcement officers, who strive to resolve violations without formal administrative action, and four headquarters enforcement officers, who prepare cease and desist orders and restoration orders. The officers are tackling the existing backlog of open cases as well as responding to new violations. In addition, the officers work with local governments, attending local task force meetings and coordinating strategies on cases that span permit jurisdictions.

The mission of the Commission's enforcement program is to protect coastal resources by assuring that development is properly permitted, and that all terms and conditions of coastal development permits are satisfied. To achieve this mission, the enforcement program seeks to respond quickly and effectively to significant violations of the Coastal Act's permit requirements; to obtain timely restoration of coastal resources that have been damaged by violations; to reduce the incidence of significant Coastal Act violations through effective deterrence; and to establish a systematic inspection program. Expansion of the program has enabled the Commission to work toward these enforcement goals in a comprehensive fashion.

The City of Point Arena

Request for Proposal for Consultant Services to Assist With Local Coastal Plan Amendment

Responses due by 4pm PST February 28, 2022

City of Point Arena
PO Box 67
Point Arena, CA 95468
707-882-2122
http://pointarena.ca.gov

INTRODUCTION

The City of Point Arena, California, seeks the services of a professional consultant to prepare a Local Coastal Plan (LCP) amendment application to update portions of its General Plan last updated in 2006. The scope of this project will include a sea level rise study and necessary environmental analysis as required by the Coastal Commission to support the LCP amendment.

Work toward an Accessory Dwelling Unit (ADU) Ordinance and changes to development regulations in the Highway Commercial district has already begun and will be incorporated into this LCP amendment project.

BACKGROUND

The City of Point Arena is a small coastal community in Mendocino County of approximately 450 residents within a 1.2-square mile area. It is home to Point Arena Cove and Pier and the Point Arena-Stornetta Lands of the California Coastal National Monument.

The City of Point Arena, a general law city incorporated in 1908, is located entirely in the Coastal Zone and is subject to the regulations of the Coastal Act of 1976.

Point Arena has a council/manager form of government, with five Councilmembers who are elected as the City's legislative and policymaking body. Under their direction, the City Manager is responsible for the daily administration of the city.

SCOPE OF SERVICES

The City of Point Arena seeks an individual or firm with an understanding of regulations in the Coastal Zone and experience developing LCP Amendments for approval by the California Coastal Commission. The City of Point Arena seeks the following scope of services.

1. Assist City staff and City Council in defining the scope of proposed Local Coastal Plan amendment(s).
2. Facilitate community outreach and engagement of the public in the update process.
3. Coordinate with Coastal Commission staff and staff from other agencies, as needed.
4. Draft proposed LCP Amendment application(s).

5. Coordinate the processing of LCP amendment application(s), including preparation of necessary documentation and attendance at hearings.

ANTICIPATED WORK PRODUCTS

1. Gather and report on community input from listening sessions.
2. Prepare analyses and studies necessary to support LCP amendment and/or assist with the procurement of consultant services for such work. Nature of analyses and studies will depend on the contents of the amendment, as determined by the scope of work. Analyses and studies may address sea level rise, traffic, utility capacity, biological resources, visitor-serving supply and demand, etc.
3. Draft LCP Amendment proposal for City Council review and approval;
4. Submit LCP Amendment application to the California Coastal Commission.

REQUESTED INFORMATION

All proposals must provide specific and succinct answers to all questions and requests for information listed below. Indirect, imprecise or incomplete responses will not be accepted. Submission of resumes is encouraged, but alone may not be considered responsive to any specific questions contained herein.

Cover Letter: Provide a brief cover letter summarizing the key points of the proposal, including an understanding of the work to be performed and why the individual/firm believes it is the best qualified to perform the services requested. The letter must be signed by an individual with authority to bind the proposer and should state that all conditions contained in the attached proposal are valid for a period of at least 90 days.

Company and Staff Information: Provide information about the individual/firm, including such items as organization and ownership structure, history, experience and credentials to demonstrate the ability to provide the requested services. Provide the location of the principal office that will be responsible for the implementation of this contract. Provide the names, titles, experience, qualifications (including certifications) and resumes of the personnel who will be assigned to the City, including any subconsultants.

Work Plan: Identify the process in which the project will be completed, including: methods for gathering public input, conducting workshops related to community visioning; gathering information from City staff; producing plans and recommendations; timeframe in which to complete the project, etc. **Please include a proposed timeline in this section.**

Additional Information: Please include any additional information you or your firm feels would be essential to the proper evaluation of your response to this Request for Proposals.

References: Provide a minimum of three (3) references who may be contacted to discuss their experience working with the consultant/firm on similar services. Please provide contact information including the organization, name, title, address, phone, email, services provided and dates.

Cost Proposal: Based on the described scope of services, please include in your proposal the total cost of services in detail (including all incidentals). Include a schedule of hourly rates for each employee of the consultant/firm working on the City's program. Final cost will be negotiated upon selection of consultant/firm. Please include any costs not included in the fixed hourly cost, and the rates for each.

Insurance: Prior to commencement of work, the City of Point Arena will require evidence of appropriate professional liability insurance, errors and omissions insurance, and workers' compensation insurance coverage.

NOTE: Such coverage must be provided by an insurance company(ies) licensed to do business in the state of California. Certificates must name the City of Point Arena as an Additional Insured and shall provide that contractor's policy is primary over any insurance carried by the City of Point Arena and that the policy will not be canceled or materially changed without thirty (30) days prior notice in writing to the City of Point Arena. The successful firm must agree, if awarded a contract as a result of its proposal, to indemnify and hold harmless the City of Point Arena, its officers, agents and employees from any and all claims and losses accruing or resulting to persons engaged in the work contemplated by its proposal, or to persons who may be injured or damaged by a firm or its agents in the performance of the work. Prior to the commencement of any work, a signed legal contract will be established for these and other provisions.

SELECTION CRITERIA

Qualifications will be evaluated against, but not be limited to, the following criteria:

- Understanding of the scope of work.
- Experience with preparing Local Coastal Program amendments and related documents.
- Experience interacting with Coastal Commission staff.
- Professional qualifications of the staff to be assigned.

- Cost of services.
- Timeline to complete project.
- References and other evidence submitted supportive of excellent past experience in providing similar services.
- Completeness of responses to the Request for Proposals.

GENERAL INFORMATION

Deadline for receipt of Proposals

All Proposals must be received by the City of Point Arena by 4:00 PM PST on February 28, 2022. An original and one electronic copy (on USB flash drive) of the proposal shall be submitted in a sealed envelope to:

City of Point Arena
Attn: City Manager
PO Box 67
Point Arena, CA 95468

Proposals must be in writing and must contain an original signature by an authorized officer of the proposing consulting company. **All proposals must be received no later than 4:00 PM PST on February 28, 2022 via U.S. mail, UPS/FedEx/etc., or in person.**

The City reserves the right to accept multiple proposals for the components listed in this RFP or a single proposal for all of the components listed in this RFP. Proposals will not be valid until all information has been verified and proposing consulting company's references checked. The completed proposal shall be without interlineations, alterations or erasures. Alternative proposals will not be considered unless requested. The proposal may be withdrawn upon request by the proposing consulting company without prejudice up to, but not after, the time fixed for opening of proposals, provided that the request to withdraw the proposal is made in writing and is timely filed with the City. Proposals shall be submitted in accordance with the form prescribed by the City of Point Arena in the Requested Information section. Failure to respond in this manner may render the proposal non-responsive.

Questions Regarding the Scope of Services

All inquiries regarding this Request for Proposals should be directed to Paul Andersen, City Manager, in writing or via email at: cm@pointarena.ca.gov. No verbal responses will be given. A copy of the inquiry and the response from the City shall be forwarded

to all firms receiving a copy of this Request for Proposals who have indicated an interest in submitting a proposal by February 28, 2022.

Proposals Become the Property of the City

Proposals become the property of City and information contained therein shall become public property subject to disclosure laws after Notice of Intent to Award. The City reserves the right to make use of any information or ideas contained in the proposal.

Confidential Material

All bids are public records and can be held confidentially. Proposer must notify the City in advance of any proprietary or confidential material contained in the proposal and provide justification for not making such material public. The City shall have sole discretion to disclose or not disclose such material subject to any protective order which proposer may obtain.

Rejection of Proposals

The City may reject any or all proposals and may waive any immaterial deviation in a proposal. The City's waiver of an immaterial defect shall in no way modify the Request for Proposal (RFP) documents or excuse the proposer from full compliance with the specifications if he/she is awarded the contract. Proposals referring to terms and conditions other than the City's terms and conditions may be rejected as being non-responsive.

The City may conduct investigations as it deems necessary to determine the ability of the proposer to perform the work specified herein. The proposer shall furnish to the City any and all information requested by the City for this purpose. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy the City that such proposer is properly qualified to carry out the obligations of the contract and to complete the work specified.

Conditions

1. Failure to meet all requirements will not disqualify a firm. However, the City will evaluate each proposal to determine its overall fit in the best interests of the City.
2. All third-party solutions proposed as part of a joint proposal are subject to the same requirements of this RFP, unless otherwise stated.
3. This RFP, its general provisions, and the terms and conditions identified shall be incorporated in any agreement resulting from this solicitation, and the RFP and its

terms and conditions, shall control unless the Agreement expressly provides otherwise.

4. All proposals and any subsequent clarification or response to the City's questions shall be valid for a minimum of 120 days.

City's Rights Reserved

1. The City reserves the right to select the proposal which in its sole judgment best meets the needs of the City. The lowest proposed cost will not be the sole criterion for recommending the contract award.
2. The City reserves the right to reject any or all proposals and to waive technicalities and informalities when such waiver is determined by the City to be in the City's best interest.
3. The City may modify this RFP by issuance of one or more written addenda. Addenda will be posted on http://pointarena.ca.gov. City reserves the right to extend the proposal due date.
4. The City reserves the right to meet with select proposers at any time to gather additional information.

The City shall not be liable for any pre-contractual expenses incurred by prospective consulting companies, including but not limited to costs incurred in the preparation or submission of proposals. The City shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

Public Records

All proposals submitted in response to this RFP become the property of the City, and may be subject to public review.

Exceptions

Service providers shall certify that they take no exception to this RFP, if the service provider does take exception to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and fully explained. Sample Agreement text may be considered for modification through the contract negotiations phase of the RFP; however, in no event will modifications be considered to any provisions not identified by proposer as part of their response to this RFP.

Special Consideration

This RFP does not commit City to award a contract, to defray any cost incurred in the preparation of a proposal pursuant to this RFP, or procure or contract for work.

Right to Cancel

This solicitation does not obligate the City to enter into an agreement with any proposing firm. The City retains the right to cancel in part or in its entirety, this RFP at any time. No obligation, either expressed or implied, exists on the part of the City to make an award or to pay any cost incurred in the preparation or submission of a proposal. If City cancels or revises this RFP, City will notify all proposers in writing and post cancellation notice on the City website.

Additional Information

City reserves the right to request additional information and/or clarifications from any or all proposers to this RFP.

###

CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Laurel O'Halloran, Planner & Economic Development Coordinator

MEETING DATE: December 21, 2022

SUBJECT: Parklet Program

CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Receive recommendations from Traffic Safety and Planning Commissions.
2. Receive Proposed Draft Parklet Program Manual and provide feedback.
3. Provide direction to City staff to move forward with a program based on Title 15, Encroachment Permits, and Director of Public Works approval.

DISCUSSION

Background

The current Parklet Program sunsets on May 31st, 2023.

In June and August of 2020, in response to the COVID-19 pandemic, the City Council ratified local emergency actions to facilitate outdoor dining on public and private property and curbside pick-up/delivery. Following these actions, on April 21, 2021, the City Council enacted Ordinance 21-009 as an emergency ordinance to implement a "Parklet Program" to allow businesses to utilize parking spaces, sidewalks and other outdoor spaces for dining and other purposes in a safe environment to improve business during the health emergency. This action encouraged and promoted sidewalk dining to help improve the local business economy, create a more urban pedestrian environment, and promote and protect public welfare in a healthy and safe manner.

On May 5, 2021, the City Council enacted Ordinance 21-013 as a non-emergency ordinance which clarified the scope and effect of the Sidewalk Dining, Outdoor Dining and Parklet Program previously put into place. Ordinance 21-013 suspended provisions of PGMC section 15.16.045 (Sidewalk seating and sidewalk dining) and in its place imposed requirements consistent with the prior "Parklet Program" that applied to sidewalk and outdoor dining.

On June 1, 2022, the City Council adopted Ordinance 22-006 which extended the provisions of Ordinance 21-013 and allowed the Parklet Program to continue for one more year with no changes. This extension was a further response to the pandemic emergency and allowed time for staff to create and present a comprehensive successor program for City Council review.

City Council Direction

At the May 11, 2022, City Council meeting, City Council directed staff to do the following: 1) hold a community outreach meeting, 2) go to the Traffic Safety Commission and the Planning Commission for feedback, and 3) return to the Council before the end of 2022 with a draft Parklet Program.

Per City Council direction, staff held a public outreach meeting in the Council chambers July 21, 2022. Prior to this public meeting, staff conducted a site walk with the City's Traffic Engineer to review current parking and traffic conditions. In this site walk, the City Traffic Engineer reviewed Parklet impacts on traffic flow, parking configurations, and pedestrian safety. After walking the site, the City's Traffic Engineer created two options for a new striping and parking plan for the downtown Lighthouse Avenue area to improve circulation with Parklets in use. Staff then met with the City's Traffic Commission on July 26, 2022. The Traffic Commission made a recommendation to remove parking in the center median on Lighthouse Avenue between Fountain Avenue and Grand Avenue.

At the August 11, 2022, Planning Commission meeting, City staff provided the Planning Commission with an update regarding status of the draft Parklet Program including the Traffic Safety Commission recommendation, and explained that staff would provide a draft Parklet Program Manual for the Planning Commission to review. The Planning Commission Chair called a special meeting of the Planning Commission for the purpose of a parklet discussion and forming a subcommittee.

At the September 1, 2022, Planning Commission Special meeting City staff provided an agenda report with a draft Parklet Program Manual and a recommendation that the Planning Commission create a Parklet Subcommittee to review the draft manual and provide feedback. The Planning Commission voted to create a Subcommittee to review Parklets in Pacific Grove and to provide direction on design and the current program.

At the September 8, 2022, Planning Commission meeting, the Parklet Subcommittee provided an update on their efforts to the Planning Commission. At the December 8, 2022 Planning Commission Regular and Special Meeting the Planning Commission Subcommittee submitted a report (attached) with recommendations.

Recommended Parklet Program Elements

The following are the critical elements identified by staff to continue a successful Parklet Program:

1. Update Title 15 of the City's Municipal Code (Streets and Sidewalks) to expand the Encroachment Permit process to allow Parklets in the Public Right-of-Way. Title 15 currently only recognizes utilities within the Public Right-of-Way.

2. Review and approve the proposed Parklet Manual by Resolution. The proposed Parklet Manual creates design standards for new Parklets, and allows existing Parklets to be allowed to stay provided they follow the guidelines and requirements of the policy manual. It also creates a maintenance plan that must be adhered to by the licensee.

3. Require an **annual** temporary Encroachment Permit. The Encroachment Permit will be reviewed by staff with a final decision made by the Director of Public Works or designee. All reviews will be completed in accordance with the proposed Parklet Manual and associated design standards. Issuing an Encroachment Permit for a Parklet allows the Parklets to remain temporary and revocable if the Parklet Manual conditions are not met. The Parklet operator does not have tenure in their Parklet, and the license does not run with the land.

Should the City Council concur with City staff's recommendations, the proposed ordinance and Parklet Program Manual with a corresponding resolution may be brought back at a City Council meeting prior to May 2023 for consideration and adoption.

Commission and Public Parklet Concerns and response from staff:

1. Traffic, access, and visibility. Staff worked with the City Traffic Engineer to walk the sites and work on potential solutions. If the City Council moves forward with a new Parklet Program, staff will work to adjust some of the current striping and parking layouts.

2. Maintenance of existing parklets. Staff has included a section within the proposed Parklet Manual which requires a maintenance plan as part of the encroachment permit renewal process. Staff can direct the operator to relocate the propane storage during the review process.

3. ADA, Coastal Commission, Water permits. Within the proposed Parklet Manual, all Parklets existing or new are required to comply with all Federal, State, and local requirements. Staff will verify compliance at the time of permit renewal.

4. Fire Department access and operational permit. Staff will review access to the Parklets as well as the restaurant during the review process. An operational permit is not suggested or supported by the Fire Department.

5. The Parklet operators that have both Sidewalk Dining and Parklets must choose one or the other. A compelling rationale for this recommendation has not been provided, and is not recommended by staff.

6. Allow existing Parklets to remain provided they apply and obtain all specified permits. The Planning Commission Subcommittee recommendations would require most existing Parklets to be removed with only a few able to comply using the Planning Commission Subcommittee's proposed new Parklet standards.

7. Health and Safety concerns. City staff have conducted inspections during construction as well as ongoing reviews, and have not found any health and/or safety issues. Specifics have not been provided by the Planning Commission Subcommittee or the public in this area.

OPTIONS

1. Provide alternate direction from staff's recommendations.
2. Take no action. Taking no action will cause the existing Parklet Program to sunset in June 2023.

FINANCIAL IMPACT:

Fees

Should the City Council choose to move forward with the parklet program, staff will return to Council at a later date to provide options to be added to the City Fee Schedule during its annual review period.

Fiscal Impacts

There is no fiscal impact in providing City staff with recommendations from this report.

GOAL ALIGNMENT: Facilitate Local Business Recovery: Review and revise existing policies and programs and develop a strategic plan to better serve existing businesses.

Attachments

Draft Parklet Program Manual
PC Subcommittee report

DRAFT

PARKLET PROGRAM MANUAL

PURPOSE

The City of Pacific Grove Parklet Program attempts to facilitate a partnership between the City of Pacific Grove and the public to safely delineate and repurpose certain spaces within public streets that have historically been utilized for functions such as on street parking. Through the placement of parklets within the public right-of-way and the implementation of associated safety measures, parklets could reprogram public space through the inclusion of amenities such as seating and dining. Collectively, parklets broaden the potential for the public right-of-way and create vitality and activity in the City's commercial districts.

This manual is an overview of the goals, policies, processes, procedures, and guidelines associated with the creation of parklets within the public right-of-way. Applicants and designers in the City of Pacific Grove are strongly encouraged to read this manual in its entirety when they are first thinking about proposing a parklet and utilize it as a reference as the project moves through the design, permitting and construction phases. Understanding what the program is attempting to achieve and the process and regulations for a successful parklet may reduce the time it takes to receive a permit and will likely result in a superior design.

The Parklet Program Manual focuses on activating space within the public right-of-way that generally falls within the curb zone as depicted in "Figure 1 – Frontage Zones". Proposals to activate exterior spaces within the "frontage zone" described on this exhibit or on private property fall under separate approval and permitting processes and any applicant attempting to activate these areas should first contact the Community Development Department.

DEFINITIONS

A. "Private Parklet in the Public right-of-way" means a temporary, non-structural platform constructed within the traveled portion of right-of-way that replaces one or more parallel, perpendicular, or diagonal parking space(s) and all associated furnishings. A platform may be built to bring the grade of the sidewalk out into the street. Once the platform is installed, furnishings such as tables, chairs, benches, bike parking, and/or landscaping may be placed on the platform. Parklets must be placed in the Curb Zone as described in *Figure 1 - Frontage Zones*. City staff can make alternative dimensional requirements based on site conditions. The owner of a private parklet may limit the use of the parklet to members of the public who patronize the sponsoring business.

B. “Existing Parklet” means a parklet that obtained the required encroachment permit during the temporary parklet program period.

C. “New Parklet” means a parklet that has not ever received any type of encroachment permit or city approval to operate.

D. “Shared Space” means underutilized areas of public streets or areas of the public right-of-way not specific to parking uses or defined as pedestrian or vehicular travel ways.

E. “Through Zone” means the unobstructed area of sidewalk where primary pedestrian circulation occurs. The Through Zone shall always remain free and clear of physical obstructions.

F. “Frontage Zone” means the sidewalk area between the Through Zone and the front of the adjacent property/building which may accommodate pedestrian oriented activities or sidewalk dining.

G. “Furnishing Zone” means the area between the Through Zone and the Curb Zone where streetscape amenities such as planter boxes, streetlights and tree wells are typically located.

H. “Curb Zone” means the area located between the Furnishing Zone and the vehicular or bicycle travel lane and defines the boundary between the pedestrian realm and the roadway. The Curb Zone only exists in areas that contain parallel, perpendicular, or diagonal public parking along the curb line.

I. “Sidewalk dining” means Tables, chairs, benches, umbrellas, waiter stands, barriers, tray stands, planters, trash receptacles, and other furniture normally associated with dining (collectively hereafter, for convenience, “furniture”) may be placed on the sidewalk but shall not be placed to obstruct the minimum unobstructed pedestrian travel width of the sidewalk defined as a minimum of five feet. All applicable Americans with Disabilities (ADA) requirement minimums shall be met. Sidewalk dining furniture placed on the sidewalk shall be of a consistent design and employ similar materials and colors as approved by the city to complement all other approved sidewalk furniture and fixtures, such as streetlights and bicycle racks, throughout the city.

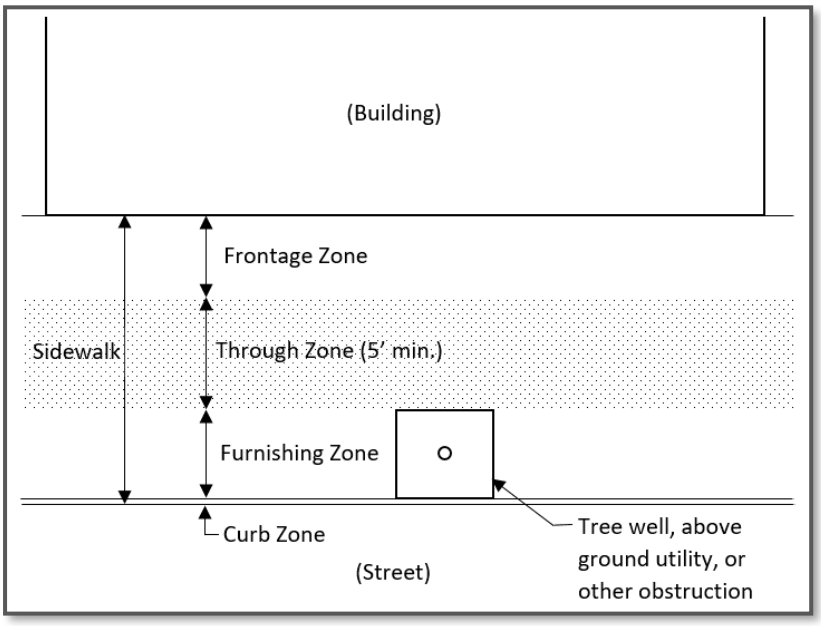


Figure 1 - Frontage Zones

GENERAL OVERVIEW

APPLICATION AND PERMITTING FOR *EXISTING* PARKLETS AND SIDEWALK DINING

Permit Renewal

Parklet Encroachment Permits will be issued for a 12-month period. The applicant will be eligible to apply for a renewed encroachment permit prior to the permit expiration. An approved renewal will result in the issuance of a new Encroachment Permit. The following is required prior to approving the renewal:

- Encroachment Permit – Renewal Processing Fee
- Encroachment Permit application completed
- Certificate of Insurance with City of Pacific Grove as additional insured
- Submit a parklet /outdoor dining maintenance plan
- A seating and site plan may be required

PERMIT REQUIREMENTS FOR *NEW* PARKLETS or SIDEWALK DINING

Requests for new parklets must be submitted under an **Encroachment Permit Application**. The review of the application will occur through two separate review phases:

- The initial review will determine if the site selected is suitable for the installation of a parklet and provide clarity prior to the development of full construction drawings. Once the site is approved, the applicant may commence with completing the full design.
- Once the design and construction drawings are finalized, the applicant will submit the final design package to the city. The design drawings will be reviewed against the requirements in this manual, as

well as all codes, policies and standards associated with accessibility and work within the public right-of-way. Once all documents submitted are reviewed and approved, the encroachment permit will be issued.

It is the applicant's responsibility to acquire an appropriately licensed contractor to complete the installation. The contractor will be responsible for implementing any necessary traffic or pedestrian controls needed to keep the area safe during construction. City inspectors will review all work performed under the permit.

Parklet applications will be reviewed against the current codes, polices and standards in effect at the time of parklet application submittal. This manual mentions specific requirements that are addressed in Federal, State and Local municipal codes in effect at the time of publication. Although the manual will be revised in the future to address new code adoptions, there may be times in which the manual does not accurately describe all applicable code requirements.

PUBLIC OR PRIVATE

The use of parklets installed under this manual may either be always made available to the public or restricted to patrons of the sponsoring business. Public and private parklets are defined in the "Definition" section of the manual and the various sections of this document will point out where the requirements deviate based on the intended use.

PERMIT DURATION

Parklet Encroachment Permits will be issued for a **12-month period**. The applicant will be eligible to renew the application for an additional 12 months prior to the expiration of any approvals. The City will reserve the right to deny the extension of the permit if existing conditions have changed in the general area and the parklet is unable to meet the published location requirements at the time the renewal request is received. Requests may also be denied if the location is needed to support a city infrastructure project that is scheduled to commence during the requested extension period or if the applicant is found to be non-compliant with any element of their current permit.

PERMIT FEES

Processing, plan review, public noticing and inspection fees will be applied to all new parklet applications. A renewal fee will also be applied to the annual renewal of any approved Parklet Encroachment Permit. Fees shall be established by City Council and can be found in the city fee schedule.

ADDITIONAL PARKLET/SIDEWALK DINING REQUIREMENTS ALL APPLICATIONS

The following additional requirements may apply to any new or existing Parklet (see Definitions).

Monterey Regional Water Management District

The installation of a Private Parklet **MAY** result in an increase in the restaurant seat count or useable square footage associated with the business operation. Please contact MRWMD at (831) 658-5600 for the current requirements.

CALIFORNIA COASTAL COMMISSION

If a parklet is located in coastal zone, a Coastal Development Permit may be required. This review will be part of the encroachment review process.

TRAFFIC SAFETY

Parklets are installed within close proximately to adjacent vehicular traffic. The requirements within this document identify the specific minimum measures that the applicant must take to protect the structure from adjacent vehicular movements. The applicant is ultimately responsible for ensuring the safety of individuals occupying the parklet.

INSURANCE

The permittee operating the parklet and the contractor performing the physical improvements in the public right-of-way will be required to secure a policy of broad form commercial general liability insurance by an insurer acceptable to the City. The policy shall, by endorsement, name the City of Pacific Grove, its officers, agents, employees, and volunteers as additional insured and shall protect them from claims for personal injury, death, or property damage suffered by third persons and arising out of the work performed pursuant to the permit or the manner of installation or construction. Workers' Compensation insurance shall also be maintained to meet minimum state requirements.

CALIFORNIA ALCOHOLIC BEVERAGE CONTROL (ABC)

Applicants shall comply with all applicable ABC regulations regarding alcohol use for their establishment within the parklet. The issuance of an Encroachment Permit does not constitute any ABC or Zoning approvals for alcohol use by the City. Applicants are solely responsible for securing a valid ABC license to allow/extend business operations within the encroachment area.

PARKLET PROPOSED IN SHARED SPACE

Most parklets will be installed within existing public parking spaces located along a public street. In certain situations, the street and sidewalk are configured in a fashion that creates additional areas in the public right-of-way that are not used for sidewalks, parking, or vehicular travel lanes. Installations within Shared Space will need to incorporate unique features to conform to the available area and the manual may not accurately describe all the specific requirements. An applicant wishing to install a parklet within a Shared Space must consult with the City's Community Development Department prior to submitting formal applications.

GENERAL OPERATIONS

It is the responsibility of the permittee to ensure that the parklet always remains in compliance with this manual, the conditions of the permit and the requirements set forth in Chapter 15 of the Pacific Grove Municipal Code. Regular maintenance activities should be performed per the required maintenance plan. The area should be kept clean and inviting for members of the public. The parklet must also experience continuous use and must always be associated with an operating business. Specific conditions will be added to the permit that allow for an immediate revocation of the permit if the parklet does not experience continues use for more than 20 calendar days or if the sponsoring business is no longer operating. Staff may extend this deadline.

USE OF SOUND AMPLIFICATION

The use of sound amplification in the outdoor dining area or parklet is allowed but shall be limited to the hours of dining service, and in no event shall be allowed before 10:00 a.m. or after 10:00 p.m. Without a permit pursuant to PGMC 11.94.010 it shall be impermissible to operate or cause to operate or suffer or permit the operation of sound-amplifying device under any circumstances whereby sounds therefrom become audible and disturbing to a person or persons beyond the boundaries of the dining area or parklet on which the amplification occurs.

APPLICATION APPROVAL *NEW* PARKLETS

The City of Pacific Grove Community Development Department (CDD) is responsible for ensuring that parklets are well designed, safe and a positive addition to the public right-of-way. CDD's Building division will be your primary point of contact throughout the design, permitting and construction phases. City Staff will assist with the resolution of any design issues, if necessary, and will ensure that parklets reflect the goals and intent of the program. The following section will provide guidance associate with the preliminary plan development and permit submittal.

STEP 1 – LOCATION CRITERIA

The first step associated with the development of a parklet is to select the appropriate location. Eligible locations will be determined based on the criteria below:

Parking Spaces

Parklets can be sited along the curb line on streets where on-street parking spaces exist. They may be in any location where there are or would be space(s) for on street parallel, diagonal or perpendicular parking. Parklets can be considered in metered or unmetered spaces and shall maintain the following setbacks from adjacent parking spaces and vehicular travel lanes:

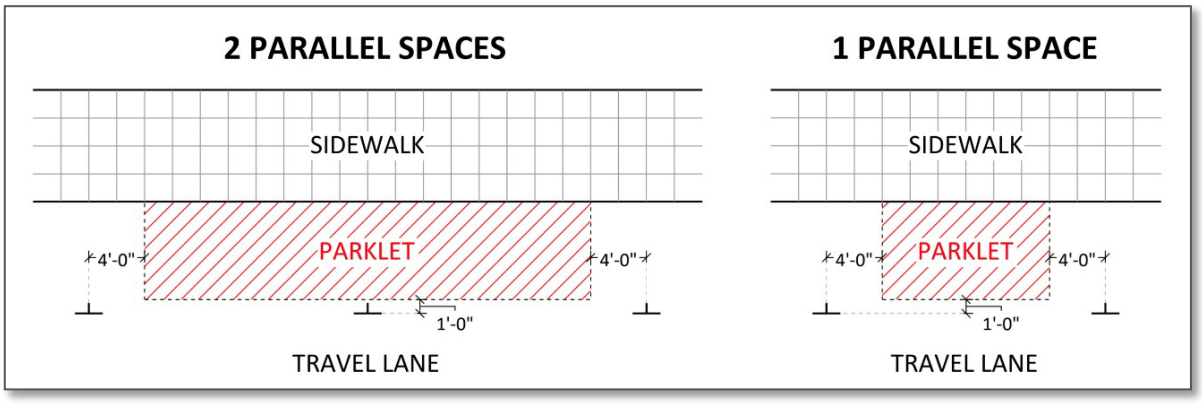


Figure 2 - Parallel parking spacing

Utilities

Parklets shall not obstruct any underground and surface utility or stormwater facilities, including but not limited to utility poles, gas valves, water valves, manhole covers, air release valves, sewer laterals, culverts, and catch basins. Access to all surface utilities shall be always maintained. Attempts should be made to maintain a 5' separation from all surface utilities, covers, and structures. If separation cannot be maintained due to the general location of the underground utilities in the area, the parklet must incorporate removable panels or modular components to allow for access to all existing utility covers.

Please be aware that excavation around underground utilities may be needed to maintain infrastructure, address emergency situations, or to support routine replacement programs. The permittee must accept the responsibility of relocating any portions of the parklet that may impede operations, maintenance, or construction activities within the public right-of-way. Under an emergency, the applicant may be provided with little or no notice to remove any items prior to the commencement of emergency construction processes. The city will not accept responsibility for the damage or replacement of any items that City staff are required to remove from the public right-of-way to accomplish necessary maintenance, repair, or reconstruction activities. The city will not be responsible for any impacts to the permittee's ability to provide service during these activities.

Fire Protection

Clear access must be always provided to fire hydrants and fire department connections (FDC). Parklets and/or sidewalk dining must be placed at least 3' from any existing fire hydrant or fire department connection (FDC). Parklets may not impede any aerial access to adjacent structures. A reduced separation from hydrants and FDCs may be approved by the Fire Marshal in areas where the orientation of the existing fire hydrant or the surrounding features reduces the access impacts that an adjacent parklet would normally create.

Transit

Parklets are not permitted in bus zones but may be located adjacent to a bus zone. The City's Transit Division will determine the appropriate distance from a transit stop on a case-by-case basis.

Long Term City Capital Improvement Projects

As part of the initial review process, the city will determine any conflicts with future programed City sponsored capital improvement projects. The City may reject or delay the initial permit approval, or the extension of any existing permits, if a parklet conflicts with any scheduled City streetscape improvement or utility projects.

MAINTENANCE PLAN

Permit holders are required to keep the parklet well maintained and in good repair. Permittee's must develop a maintenance plan for keeping the parklet free of debris and garbage. Parklet owners are also required to sweep the area surrounding the parklet and remove litter.

A maintenance plan must be provided describing maintenance activities intended to keep the seating area clean and inviting for the community. The plan should address maintenance, cleaning procedures, landscaping maintenance (if applicable), and pest control.

STEP 2 – OBTAIN ANY NEEDED PERMISSION

Parklets must be placed adjacent to the business establishment that has the same operator and must be restricted to the width of the commercial space that contains the business establishment. Due to the condition of the existing street parking, it may not always be possible to keep the parklet footprint within the width of the commercial space. Parklets may extend across the frontage of the adjacent business in this case if written permission is obtained from the adjacent property owner or business operator.
Signed written permission must be submitted with the parklet application to deem the application complete. A current signed written approval from the current property owner or business operator must be obtained and provided with each extension request associated with existing parklet permits.

STEP 3 – PREPARE APPLICATION PACKAGE

Once an eligible location is determined and any needed permission from the adjacent owner(s) or tenant(s) is obtained, the next step is to develop the initial submittal package. The initial submittal package will be reviewed by various City Departments to determine if the specific location can be approved. The initial submittal process is intended to determine an approvable footprint for the parklet prior to the operator fully investing in the development of design and construction drawings. This step will provide a higher level of certainty in the overall process. The initial application package shall include the following documents:

Site Plan

Understanding the existing street and sidewalk environments around the proposed parklet location is a critical piece to the overall review of the application. A site plan must be submitted with all new parklet applications showing the footprint of the parklet, all proposed features within the parklet and all existing public and private improvements around the proposed location. The site plan, drawn to scale, shall include the following information:

1. Proposed parklet footprint, including all dimensions.
2. Approximate width of business frontage
3. Name and address of the directly adjacent businesses
4. Existing sidewalk widths
5. Existing parking spaces and dimensions
6. Existing planters, street trees or tree wells
7. Other existing sidewalk features near the proposed parklet area (fire hydrants, streetlights, utility access covers, bike racks, etc.)
8. Any colored curbs (red, yellow, green, white, blue)
9. Adjacent bike or vehicular travel lanes
10. Any existing underground utilities that are clearly in the parking stalls or adjacent travel lanes

Photographs of Existing Conditions

The initial submittal package must include photographs taken from specific angles, views and locations identifying the existing sidewalk and street conditions. In addition, the submittal shall include a photograph of each existing in-ground utility cover (both in the street pavement as well as those in the sidewalk area) that

may be impacted by the proposed parklet. Photos of utility covers shall be taken from directly above the cover looking straight down at the cover.

Project Narrative

The Project Narrative is a short project description explaining the vision and purpose for the parklet. Project Narratives shall describe the following:

1. Statements regarding the intended use. Will the use of the proposed parklet be restricted to patrons of the associated business or will it be open to the public (Public or Private Parklet)?
2. General design concepts
3. How the proposed location will benefit from the parklet
4. The inclusion of an art, amenities such as bicycle parking or coverings such as umbrellas.
5. If known, information about who will design the parklet

Illustrative Design Concepts

In addition to the project narrative, you may also submit sketches or drawings that focus on the proposed design of the parklet. These supplemental materials help clarify your parklet vision to the city.

Approval from Adjacent Tenants or Property Owners (If needed)

Approval forms, executed by the adjacent property owner and tenant (if the unit is occupied) must be provided with the initial submittal if the any portions of the parklet extend beyond the frontage of the associated business

STEP 4 – SUBMIT YOUR APPLICATION PACKAGE

Applicants may submit their initial application package through the CDD On-line encroachment application portal. The initial package must be submitted as an Encroachment Permit.

STEP 5 – PROPOSAL REVIEW

Once the application package is received, City will conduct an internal review of the documents submitted. The proposal will be evaluated based on the following criteria:

1. Proposal meets all location standards specified in Step 1
2. Proposal does not conflict with near future planned City roadway, utility, or streetscape projects
3. Parklet is not proposed in an area where it may create a significant impact to the operation and maintenance of existing underground utilities
4. Parklet is not placed in an area where unique roadway configurations or traffic patterns may create additional safety risks to occupants of the parklet

STEP 6 – FINAL DECISION

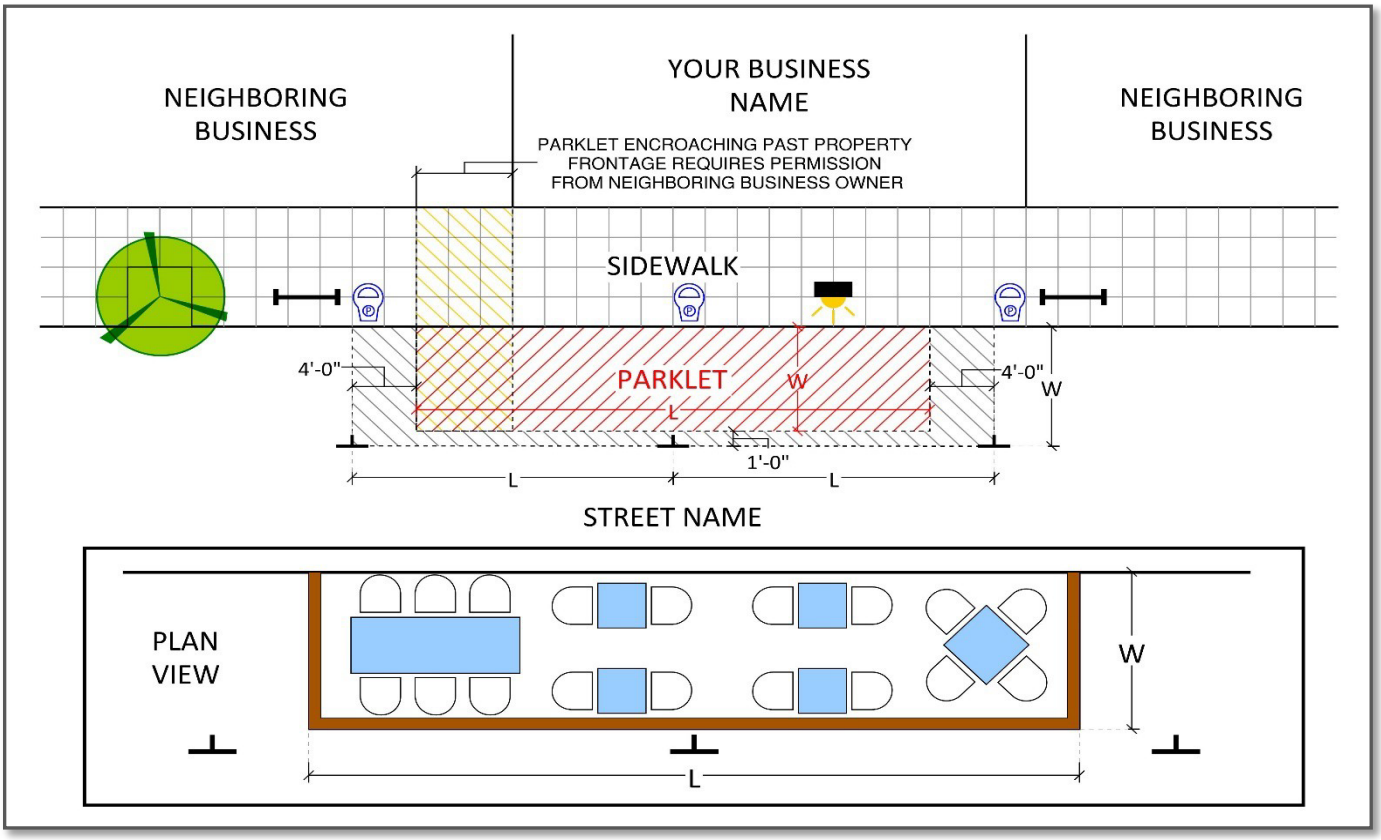
Once the application has been reviewed and it meets the set criteria, an encroachment permit will be issued. If the

project does not meet the criteria either a correction notice will be issued or a denial letter. If the applicant wants to appeal this decision, they must follow the process set forth in Title 15.

Permit Suspension or Revocation

The applicant must always operate the parklet in a safe and sanitary fashion. The City reserves the right to suspend or revoke the permit at any time consistent with Title 15 of the City Code.

Sample Final Site Plan



PACIFIC GROVE PLANNING COMMISSION

PARKLET PROGRAM SUBCOMMITTEE REPORT

November 2, 2022

RECEIVED
NOV 02 2022
CITY OF PACIFIC GROVE
COMMUNITY DEV DEPT

RECEIVED
02
CITY OF PACIFIC GROVE
COMMUNITY DEV DEPT

PACIFIC GROVE PLANNING COMMISSION

PARKLET PROGRAM SUBCOMMITTEE REPORT

November 2, 2022

I. SUBCOMMITTEE SUMMARY

SUBCOMMITEE SUMMARY

On September 1, 2022, the Planning Commission held a special meeting to address outdoor dining issues. The Commission approved the creation of a Parklet Program Subcommittee and appointed three members to gather information, analyze data, and make recommendations on the future of outdoor dining in Pacific Grove. This report is the product of the Subcommittee's efforts.

Currently, Pacific Grove is operating under Ordinance 22-006, which extends temporary outdoor dining rules on an emergency basis for one year, which sunsets on May 31, 2023. Those temporary outdoor dining rules allow outdoor seating structures or parklets in parking spaces on City streets; sidewalk dining in front of restaurants; use of parking spaces for take-out pick up; and outside dining and tents on private property.

Now, with the worst of the Covid-19 apparently behind us, the question before the City is what to do about outdoor dining. For example, should the parklets or sidewalk dining become a permanent fixture in Pacific Grove? If they stay, what conditions reasonably should be placed on their appearance and operation? What about such issues as encroachment on City streets and sidewalks, the availability of downtown parking, and the priorities of public health and safety?

For this study and recommendations, the Subcommittee met 17 times, visited all of the parklet and sidewalk dining locations; and reviewed the outdoor dining policies and practices of 16 other cities. The Subcommittee surveyed 112 businesses in the community as well as another 100 residents in a public survey. The three-member group also consulted with City staff, completed parking and sidewalk studies, and communicated with regulatory agencies involved in some way with outdoor dining, including the Alcohol Beverage Control, Coastal Commission, Monterey Peninsula Water Management District. We also completed a parking and sidewalk studies.

The Subcommittee has concluded that outdoor dining has become an important part of Pacific Grove. However, there are public health and safety issues that must be addressed in the design of parklets and sidewalk locations.

The recommendations in this study are listed in three parts below. The first is the initial 14 recommendations about the outdoor dining program in Section IIIC, as immediately listed below. The second is a listing of the content headings of the "Pacific Grove Outdoor Dining Program Recommended Guidelines," which were developed to refine the "Parklet Program Manual" prepared by City staff to replace emergency ordinance policies and practices. The third is eight recommendations about related issues such as parking, sidewalks and streets, American Disabilities Act issues, Alcohol Beverage Control, coastal development permits, and the impact of water.

A. OUTDOOR DINING PROGRAM RECOMMENDATIONS

1. It is recommended that existing outdoor dining providers apply for new annual permits when Ordinance 22-006 expires in May 2023.

a. Existing outdoor dining permit holders for sidewalk dining may reapply for an annual permit. New regulations must be met prior to issuance of the new permit.
b. Existing parklet permit holders may renew their annual permit for parklet dining, as long as they are in compliance with the new regulations. The permit process will require new site plans if redesign is required.
   Note: Most temporary parklets built during the pandemic may not comply with standards and require redesign or removal. The newer parklets generally will be smaller, better designed, and not obstruct visibility and sightlines for pedestrians or persons driving vehicles.

2. It is recommended that the Outdoor Dining Program follow standards from the Americans with Disabilities Act 2010 Standards for Accessibility Requirements. This will ensure that all persons have access to outdoor dining and demonstrate that Pacific Grove strives to provide equal access and useability by all people with disabilities.
3. Sidewalk dining may only be placed on a sidewalk adjacent to a building to ensure a direct pathway that meets ADA guidelines, allows easy unobstructed access to pedestrians, and provides privacy for sidewalk diners. Pedestrians must be able to pass safely and comfortably along sidewalks.
4. It is recommended that parklets only be allowed on streets with a 15-mph speed limit. Pedestrian, driver, and diner safety is paramount.
5. It is recommended that parklet setbacks be followed for the safety of drivers, passengers in cars, diners and pedestrians. Setbacks enhance visibility.
   a. Perpendicular or angled parking – Three (3)-foot clearance (set back) from adjacent travel lanes.
   b. Parallel parking – Two (2) foot minimum buffer from nearest travel way.
   c. Setback - Three (3) feet from each end of the parklet or the end of marked space for parallel, angled, or perpendicular parking spaces.
6. It is recommended that parklets be located 20 feet from an approaching intersection for visibility, sightlines, and driver, diner, and pedestrian safety.
7. It is recommended that the following parklet building specifications be used to provide structural integrity for public safety, ensure ADA standards are met; provide unobstructed visibility, sight lines and views of crosswalk and traffic signs; and alleviate standing water and pest issues.
   a. Length
      1) Parallel Parking: maximum of two (2) parking spots, not to exceed 40 linear feet, including setbacks and emergency access gaps.
      2) Angled or Perpendicular: 20-foot maximum.
   b. Width determined by parking site
      1) Parallel parking: seven (7) foot maximum width.
      2) Angled or perpendicular: 14-foot maximum.
   c. Height
      1. Maximum 42" high enclosure construction.
      2. Any weather barrier above that height must be transparent material.
   d. Setbacks
      Three (3) foot setback from each end of the marked parking space for parallel, angled or perpendicular parking spaces.
   e. Slopes

Cross slope shall not exceed 2% in any direction.

e. Drainage
   1) Platform may not block storm water.
   2) 6-inch x 6-inch minimum clear gutter space must be provided along entire length of parklet adjacent to curb to allow for drainage of water.
   3) A top hinged debris screen covering drainage access is suggested
   4) Access panels to maintain the gutter are required and must be shown on application site plan.

8. It is recommended Emergency Access gap standards be adopted to allow first responders access to parklets, sidewalks, and buildings in case of an emergency.
   a. A minimum three (3) foot emergency access gap for every 20 linear feet, open to the sky, clear of overhead obstructions, and maintained clear of any obstacles at all times.
   b. An easily removable rigid barrier required at the emergency access gaps.
   c. Keep sightlines above 42 inches clear of visual obstruction. Enclosure panels above 42 inches utilized to block the wind must be transparent materials.
9. It is recommended that an operational permit from the Fire Department be required for the storage and use of propane. The Fire Department will review fire safety protocols including the use and required availability of fire extinguishers.
10. It is recommended that no roofs or awnings be installed in parklets. Sightlines for emergency responders, drivers and pedestrians must be preserved. Architectural canopies or shade sails in triangular shapes are preferred. Material must be fire retardant, if placed near heater.
11. It is recommended that a bicycle parking study be completed. It is unclear how much bike parking is available in the downtown area, with more people biking there. A bike parking survey would be useful in determining next steps for bicycle parking. E-bicycle parking have needs (charging, security and greater size) that are different than regular bicycles.
12. It is recommended that outside dining operators must submit a maintenance plan (which includes daily and weekly cleaning schedules) with permit applications, ensuring that the City and public are aware of scheduled maintenance to keep the dining site safe, clean, litter and pest-free.
13. It is recommended that there be an Outdoor Dining Fee Program schedule. The City Council is responsible for setting the fees. The following are suggested fees for outdoor dining permits.
   a. One-time permit fee $908.
   b. Annual license fee to be based on $2.12 per square foot of parklet size.
   c. Amplified sound (entertainment) one-time permit fee $200.
   d. Amplified sound (entertainment) annual fee $100.
14. It is recommended that outdoor dining at any location be limited either to a parklet or to sidewalk dining.

B. OUTDOOR DINING PROGRAM RECOMMENDED GUIDELINES

1. Outdoor Accessibility Guidelines
2. Sidewalk Dining
   a. Site Design
3. Parklet Requirements
   a. Design
   b. Traffic
   c. Location and Site
   d. Parklet Building Specifications

e. Bicycle Racks
f. Storefront Address Noted on Parklet
g. Visibility
h. Emergency Access
i. Sightlines and Visibility
j. Construction
k. Public Utilities
l. City Trees
m. Amplified Sound
n. Bicycle Parking
q. Suggested Fee Schedules
r. Operator Responsibilities
s. Permit Application for Either Parklet or Sidewalk Dining

C. RECOMMENDATIONS ON RELATED ISSUES

1. It is recommended that the City should update studies in the downtown and east Central Avenue areas to determine the adequacy of current and future parking capacity. Efforts should be undertaken to assure an adequate supply of parking spaces, in order to maintain viable business districts in the downtown and east Central Avenue areas.
2. It is recommended that the City should update measurements of downtown and east Central Avenue sidewalks for review and enforcement of currently adopted standards on sidewalk dining use. Those standards are a minimum unobstructed pedestrian travel width of at least four feet and a sidewalk dining occupancy of no more than 45 percent of the gross total width of any public sidewalk.
3. It is recommended that the City should immediately develop an inventory of the downtown and east Central Avenue areas for needed infrastructure repair and upgrade. A work plan should follow with a schedule to make necessary changes.
4. It is recommended that the City should continually monitor federal and state regulations to assure the adequacy of handicapped parking in the downtown and east Central Avenue areas, as well as in City-owned parking lots. Remedial action to correct deficiencies should be taken.
5. It is recommended that the City should develop handicapped accessibility standards for outdoor dining, including parklets and sidewalk dining. These standards should include, but not be limited to, a straight-line, walk-through width of at least six (6) feet on public sidewalks with adjacent parklets or sidewalk dining. Standards regarding table size and height and wheelchair accessibility also should be developed.
6. It is recommended that the City should work with local restaurants to assure compliance with ABC regulations on the consumption of alcoholic beverages in permanent and temporary outside dining locations. Business license and encroachment permit files maintained by the City should include evidence of restaurants' compliance with ABC regulations.
7. It is recommended that the City should confirm the presence of all temporary parklets in the Coastal Zone and determine whether or not such structures are subject to a coastal development permit. In cases where a permit is required, the City should advise the restaurant so an application can be developed and processed in accordance with procedures identified in the Pacific Grove Coastal Implementation Plan.
8. It is recommended that the City should work with the MPWMD confirm the seating capacity of each restaurant with outdoor dining, in order to assure adherence to Rule 24. The City also should identify restaurants needing water permits, so that appropriate permit applications can be completed. As part of the water permit process, the City should establish priorities for the sale of water.

II. OUTDOOR DINING DESCRIPTION

A. BACKGROUND

On March 13, 2020, the Pacific Grove City Council adopted Resolution 20-007, which declared a local emergency resulting from the impact of the COVID-19 pandemic on the health and safety of the community. The city manager, in his role as emergency services director, implemented a "Parklet Program," enabling local restaurants to utilize parking spaces, sidewalks, and other outdoor locations in order to continue to serve their customers. This approach "was to encourage and promote sidewalk dining to help improve the local business economy, create a more urban pedestrian environment, and promote and protect public welfare in a health and safe manner."

Later, on May 10, 2021, the City Council enacted Ordinance 21-013, which set temporary outdoor dining rules on an emergency basis for one year. On June 3, 2022, the City Council extended the emergency with Ordinance 22-006 for another year or until May 31, 2023.

The temporary outdoor dining rules had standards for outdoor seating structures or parklets in parking spaces on City streets; sidewalk dining in front of restaurants; use of parking spaces for take-out pick up; and outside dining and tents on private property. Encroachment permits were required for the use of parking spaces and sidewalks, and administrative use permits were needed for outside dining or tents on private property. As of October 2022, there was a total of 18 encroachment permits in effect for outside dining and five administrative use permits for outside dining on private property.

Now, with the worst of the Covid-19 apparently behind us, the question before the City is what to do about outdoor dining. For example, should the parklets or sidewalk dining become a permanent fixture in Pacific Grove? If they stay, what conditions reasonably should be placed on their appearance and operation? What about such issues as encroachment on City streets and sidewalks, the availability of downtown parking, and the priority of public safety?

On September 1, 2022, the Planning Commission held a special meeting to address outdoor dining issues. The Commission approved the creation of a Parklet Program Subcommittee and appointed three members to gather information, analyze data, and make recommendations on the future of outdoor dining in Pacific Grove. This report is the product of the Subcommittee's efforts.

In creating the Subcommittee, the Planning Commission identified outdoor dining issues for consideration, including, but not limited to, the following:

- Design, safety, and maintenance standards.
- Availability of parklets to all businesses.
- Review all outdoor dining locations versus only new ones.
- Placement of outdoor dining regulations in PGMC Chapter 23.
- Administrative use permits in addition to encroachment permits.
- Coastal development permits in the Coastal Zone.
- Public notice of outdoor dining application review.
- Licensing as a temporary program.

B. OUTDOOR DINING LOCATIONS

Subcommittee members visited 31 restaurants or dining locations in Pacific Grove for this study. The purpose of those visitations was to survey parklets and sidewalk dining facilities, where they are permitted. In many situations, Subcommittee members were able to talk to the restaurant owners or managers.

Overall, parklets vary in style, construction, and size. Some have roofs, others have canopies, and still others have umbrellas. Light bulb strings are common. All have wooden sizes up to approximately 48 inches in height. Clear plexiglass windows are common. Wooden plank flooring, installed next to street curbs, is level with adjacent sidewalks, although one is located on the street and sidewalk in order to make it level. Besides tables, chairs, and portable propane heaters, several have menu stands and other furnishings. The number of seats ranged from 13 to 26, with more seating capacity in wider diagonal parking spaces than in parallel parking spots. Some are connected to adjacent restaurants' parklets; others stand alone. There are parklets in the middle of a block and others near corners.

Many restaurants with parklets also have sidewalk dining. Those sidewalk dining locations have tables and chairs next to the curb, by the restaurant store front, or both. At least two restaurants use stanchions to separate sidewalk dining tables from the walk-through area reserved on the sidewalks for pedestrians. Two other restaurants separate customer tables and chairs from pedestrians with low-profile wrought-iron fencing.

The table below shows restaurants currently permitted for parklets and/or sidewalk dining.

Table 1

CITY OF PACIFIC GROVE
RESTAURANT TEMPORARY ENCROACHMENT PERMITS
2022

No	Business	Address	Permit Type
1	Bookworks	667 Lighthouse Avenue	Sidewalk Dining
2	Happy Girl Kitchen	173 Central Avenue	Parklet/Sidewalk Dining
3	il vecchio	110 Central Avenue	Parklet/Sidewalk Dining
4	International Cusine	620 Lighthouse Avenue	Parklet/Sidewalk Dining
5	Jeninni Kitchen & Wine Bar	542 Lighthouse Avenue	Parklet/Sidewalk Dining
6	Juice n' Java	599 Lighthouse Avenue	Parklet/Sidewalk Dining
7	La Mia Cucina	208 17th Street	Parklet
8	Mezzaluna	1188 Forest Avenue	Sidewalk Dining
9	Pacific Thai Cusine	663 Lighthouse Avenue	Sidewalk Dining
10	Peppers	170 Forest Avenue	Sidewalk Dining
11	Red House Cafe	662 Lighthouse Avenue	Parklet/Sidewalk Dining
13	Rudolfo's Cafe	543 Lighthouse Avenue	Parklet/Sidewalk Dining
14	Toasties Cafe	702 Lighthouse Avenue	Sidewalk Dining
15	Victorian Corner	531 Lighthouse Avenue	Parklet/Sidewalk Dining
16	Viviolo's	127 Central Avenue	Parklet/Sidewalk Dining
17	Wild Fish	545 Lighthouse Avenue	Parklet/Sidewalk Dining
18	Winston's	602 Lighthouse Avenue	Sidewalk Dining

Source: Pacific Grove Community Development Department -- Building Division, 2022.

In Table 1 on the preceding page, a total of 18 restaurants have encroachment permits that enable them to provide outdoor dining, either in parklets or on the sidewalk, or both.

Table 2

CITY OF PACIFIC GROVE
RESTAURANT ADMINISTRATIVE USE PERMITS FOR OUTSIDE DINING
2022

No	*Business*	*Address*	*Permit Type*
1	Fishwife	1996 1/2 Sunset Drive	Administrative Use Permit
2	Lucy's On Lighthouse	1120 Lighthouse Avenue	Administrative Use Permit
3	Monarch Pub and Restaurant	617 Lighthouse Avenue	Administrative Use Permit
4	Point Pinos Grill	79 Asilomar Avenue	Administrative Use Permit
5	Taste of India	1182 Forest Avenue	Administrative Use Permit

Source: Pacific Grove Community Development Department -- Building Division, 2022.

In Table 2 above, another five restaurants have administrative use permits for outside dining on private property.

In the business surveys described below, restaurant owners and managers unanimously stated that outside dining, whether in parklets, on sidewalks, or in private space, enabled them to stay in business and continue to keep their employees during the COVID 19 pandemic. Apparently, the worst of the pandemic is over, as the Governor has announced that the COVID 19 State of Emergency will end on February 27, 2023, and Monterey Peninsula Water Management District (MPWMD) staff have stated that the suspension of agency rules will expire on April 19, 2023

A review of recent sales tax statistics confirms that Pacific Grove restaurants are nearly back to their pre-COVID 19 levels. The table below shows sales tax collections from restaurants from fiscal year 2016-2017 thru 2021-2022.

Table 3

CITY OF PACIFIC GROVE
SALES TAX REVENUES FROM RESTAURANTS
FY 2017 - FY 2022

							% Change	
Description	*2016-17*	*2017-18*	*2018-19*	*2019-20*	*2020-21*	*2021-22*	*17-'22*	*19-'22*
Sales Tax	$499,155	$536,622	$573,874	$484,042	$371,170	$558,197	11.8%	-2.7%

Source: HdL Companies, October 2022.

As shown in Table 3 above, FY 2022 revenues are still 2.7% lower than the last full year before the pandemic, or FY 2019. However, FY 2022 results are almost 12% above FY 2017 and 4% over FY 2018 levels.

C. OUTDOOR DINING PROGRAM REGULATIONS

On June 3, 2022, the City Council adopted ordinance 22-006 to continue temporary outdoor dining rules for one more year. The Council previously had ratified actions of the city manager, taken pursuant to PGMC 3.20.070, to implement an outdoor dining program, including the use of parklets and sidewalks. The approved ordinance also continued the suspension of PGMC 15.16.045, with rules on sidewalk seating and dining, and PGMC 23.70.030, only regarding dining on private property. Pertinent portions of sections 3 and 5 in ordinance 22-066 are paraphrased by category below. (See Attachment Ordinances).

1. Review Authority

- The zoning administrator has the authority to approve non-sidewalk parklet use within all commercial zoning districts. The building official is responsible for issuing encroachment permits for sidewalk dining. (Section 3, paragraph 2).
- Applications for sidewalk, outdoor dining, or parklets shall be made either by an encroachment permit or upon an application provided by the Community Development Department. The decision of the zoning administrator is final and not subject to appeal pursuant to PGMC 23.74.020 or 23.74.030. (Section 3, paragraph (j).
- Approved sidewalk and outdoor dining or parklet permits may be revoked by the zoning administrator at any time, for violation of any restrictions or conditions of use. (Section 3, paragraph (i).
- Applicable Americans with Disabilities Act (ADA) requirement minimums shall be met. Section 3, paragraph (b)).
- The sale of alcoholic beverages shall comply with the State Alcoholic Beverage Control (ABC) license requirements for a "bona fide public eating place." (Section 3, paragraph (c)).

2. Permit Process and Fees

- Administrative use permits shall be granted, without hearing or fee, to allow temporary outdoor dining on private property; the appeal process set in Table 23.70.012-1 shall nonetheless apply. (Section 5, paragraph (a)).
- Encroachment permits shall be granted, without hearing or fee, to install or use parking spaces on a city street under the "Parklet Program." Section 5, paragraph (b)).
- Sidewalk and outdoor dining encroachment permits shall be granted, without hearing or fee, to allow dining under the "Parklet Program." (Section 5, paragraph (c)).
- Reservation of parking spaces shall be allowed, without hearing or fee, to facilitate curbside pickup for take-out service for businesses and restaurants." (Section 5, paragraph (d)).

3. Design Standards and Operation

- A parklet is a small urban park, often created by replacing two parking spaces with a patio, planters, trees, and seating. (Section 3, paragraph (a)).
- Parklets shall ordinarily be limited to two parking spaces. Longer or shorter parklets may be considered based upon unique circumstances. (Section 3, paragraph (a)).
- Sides of the parklet must be transparent beginning 48" above the floor level. Flooring shall ordinarily be flush with the curb, except for locations in parking lots or other unique locations. (Section 3, paragraph (a)).

- Plans must demonstrate water drainage flows under the parklet and off any overhead cover. (Section 3, paragraph (a)).
- Tables, chairs, benches, umbrellas, waiter stands, barriers, tray stands, planters, and trash receptacles may be placed in the parklet or on the sidewalk, but shall not obstruct the minimum unobstructed pedestrian travel width of the sidewalk. This is defined as a minimum of four feet. Furniture shall be of a consistent design and employ similar materials and colors as approved by the city. (Section 3, paragraph (b)).
- Public sidewalks shall not be modified. Minor patching of holes and cracks, as well as trip and fall hazards, are to be referred to the public works department to determine whether modification should be made at city expense or the business owner. (Section 3, paragraph (d)).
- Use of sound amplification in the outdoor dining area or parklet is allowed, but limited to the hours of dining service. No event shall be allowed before 10:00 a.m. or after 10:00 p.m. (Section 3, paragraph (e)).
- Sidewalk dining is prohibited on any public sidewalk that is less than seven feet wide unless the storefront is set back from the back of sidewalk. Sidewalk dining shall not occupy more than 45 percent of the gross total width of any public sidewalk. (Section 3, paragraph (f)).
- Proof of public liability insurance is required, including naming the city as an additional insured, in the amount and form subject to approval of the city manager. (Section 3, paragraph (g)).
- Applicants for each sidewalk, outdoor dining or parklet for a new site must submit:

  (1) A brief written description to include the name and address of the eating establishment, a description of the proposed sidewalk, outdoor dining space or parklet, the number of tables and seats, whether the eating establishments intends to serve alcohol, and whether water credits or water allocations are needed for the proposed permit.

  (2) A site plan, drawn to scale, showing the proposed sidewalk, outdoor dining space or parklet including all tables, seats, associated furniture, and barrier lines. The plan shall show all sidewalk clearance dimensions and elevations. Specifications shall be provided for any sidewalk heaters.

  (3) Color photos, renderings, and/or graphics showing the setup, type of furniture, and materials to be used for all surfaces, including barrier lines or umbrellas. (Section 3, paragraph (n)).

4. Safety Standards

- Parklets must have a physical boundary to promote safe use. (Section 3, paragraph (a)).
- Awnings or coverings must be approved. They must be fireproof and waterproof and cannot extend beyond the parklet (Section 3, paragraph (a)).
- Propane and electric heaters must be approved and conform to applicable fire standards. (Section 3, paragraph (a)).
- The zoning administrator may place conditions on sidewalk and outdoor dining to promote public health and/or safety, or to address unique site factors at a specific location. (Section 3, paragraph (n)).

5. **Maintenance Standards**

- The eating establishment shall keep furniture and immediately surrounding areas clean and presentable at all times. All litter, spillage, or other materials shall be promptly removed in order to maintain the area in a clean condition. (Section 3, paragraph (h)).

6. **Licensing as Temporary Permits and Restrictions**

- Sidewalk, outdoor dining and parklet permits are interruptible and terminable licenses for use granted by the city. No property interest shall be conveyed to the eating establishment or to any other person. The city may limit the use of a sidewalk, outdoor dining or parklet permit at any time, when problems or conflicts arise in the use of the sidewalk or surrounding area. (Section 3, paragraph k)).
- Sidewalk, outdoor dining and parklet permits and/or encroachment permits do not afford an exclusive right for use by the eating establishment or its patrons. The general public may make reasonable temporary use of the area and furniture at that location provided it does not interfere with the sidewalk dining use. (Section 3, paragraph o)).
- Furniture, equipment, and other amenities must be removed from the public sidewalk, dining area or parklet for extended periods of eating establishment closure (two weeks or more). The city also may require removal during special events, scheduled festivals, parades or marches or similar events, repairs to the street or sidewalk, or for any other reason. (Section 3, paragraph (l)).
- The city may unilaterally remove unapproved exterior furniture and/or equipment from an outdoor dining space or parklet, and costs of removal shall be borne by the eating establishment. (Section 3, paragraph (m)).
- Restoration requirements shall apply upon expiration or revocation of the sidewalk, outdoor dining or parklet permit.

D. BUSINESS SURVEY

In October 2022, Subcommittee members surveyed 112 businesses in the downtown area, Forest Hill, and the Central Avenue sector between Dewey Avenue and the Monterey City line. The anonymous questionnaire had seven questions, with two further divided between opinions about parklets and sidewalk dining. Additional comments were invited.

A Subcommittee member visited most business locations, although a few were completed by telephone. Surveys were limited primarily to businesses with first-floor, store-front locations. Subcommittee members returned to some locations to complete surveys; however, some businesses were missed because they were not open. Results are summarized in the following charts. (See Attachment Business Survey and Comments).

Chart 1

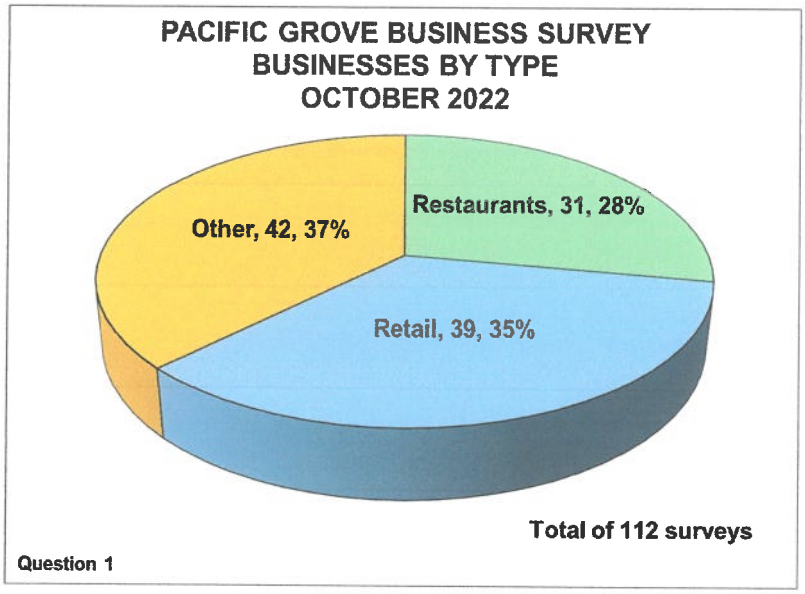
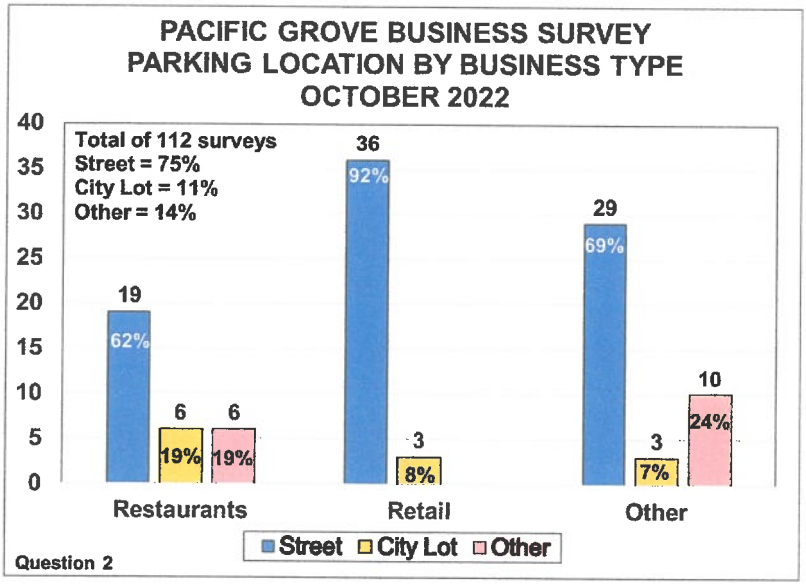


Chart 1 to the left shows responses to question 1 about the types of businesses responding to the survey.

Three major business types were identified: restaurant, retail, and other.

Of 112 total responses, other businesses led with 37% of all surveys, followed by retail establishments at 35%. The 31 restaurants comprised 28%.

Chart 2



The next chart. again on the left, shows question 2, which asked about parking location by business type.

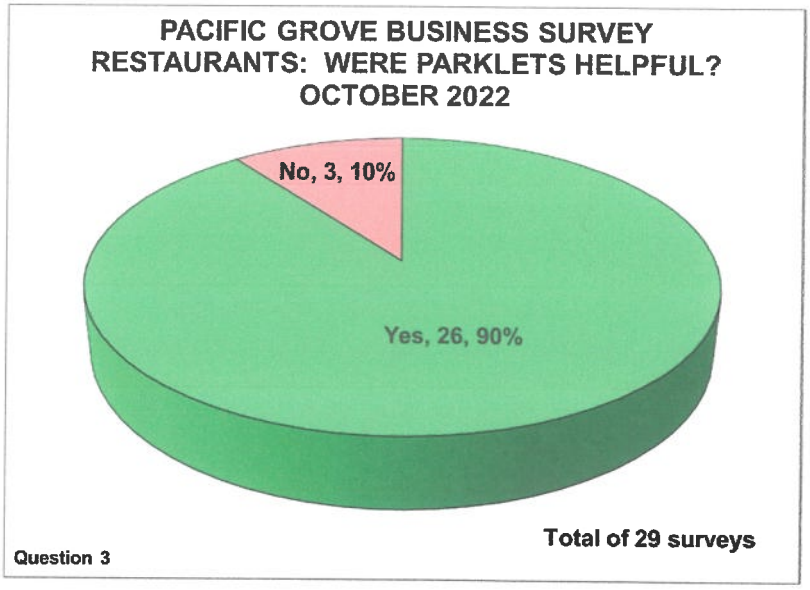
About 75% or most of the customers in each business type utilizes street parking.

However, some downtown restaurants have patrons who used nearby City parking lots.

Chart 3 to the right, shows responses of restaurants about whether parklets were helpful.

Most restaurants said "yes," with "no" responses typically from those without parklets.

Chart 3



Question 4 had two parts for non-restaurant businesses. Part A was whether their businesses were impacted by parklets and, similarly, Part B was whether their businesses were impacted by sidewalk dining.

Chart 4A below has the results for the first part. The survey showed that two-thirds of the non-restaurant businesses did not feel impacted by parklets. While most of the retail businesses did not feel impacted, the percentage answering "yes" was higher than for other businesses.

Chart 4A

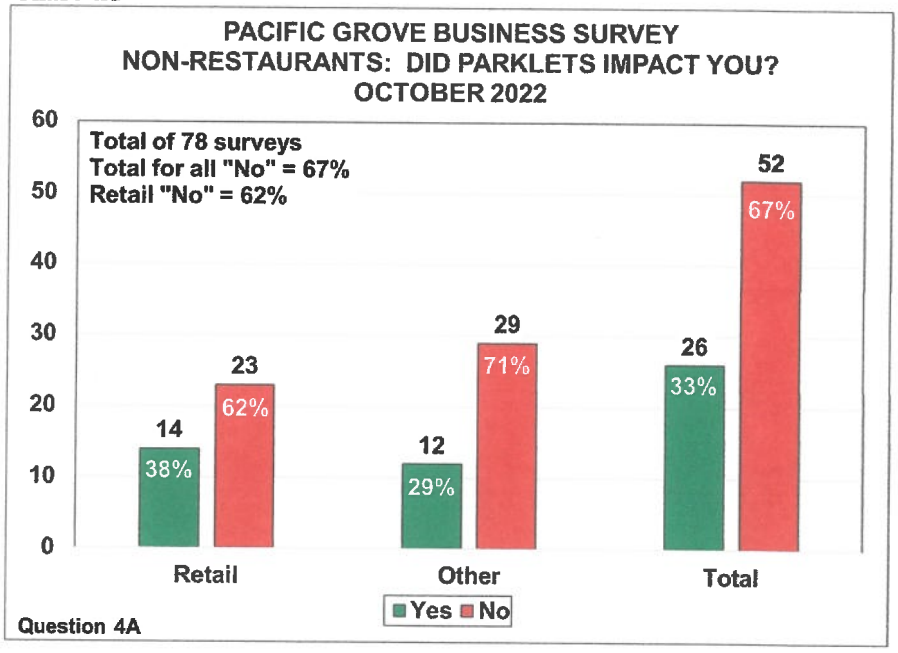


Chart 4B

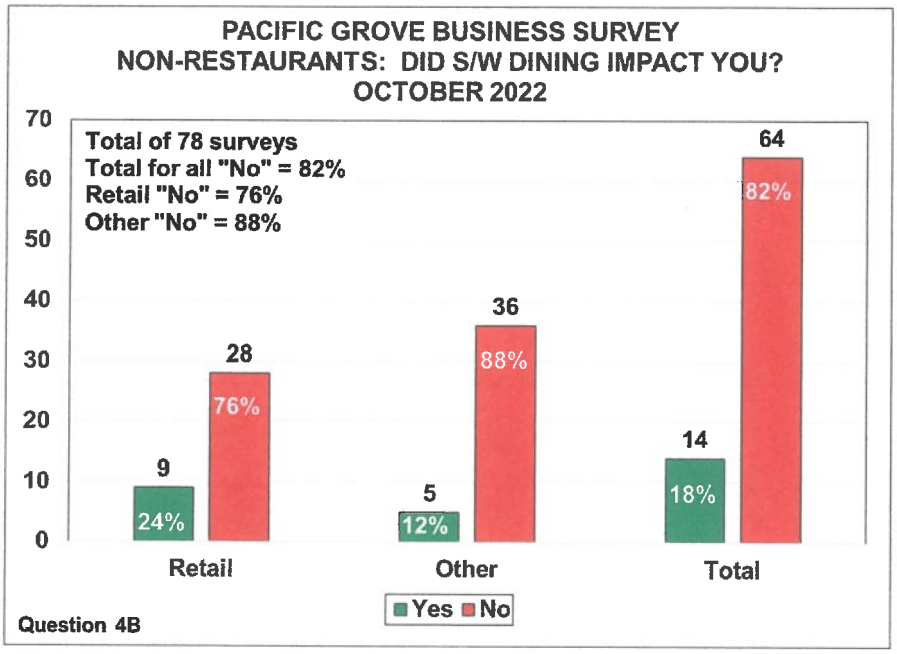


Chart 4B shows that about 82% of the non -restaurant businesses felt that sidewalk dining did not impact them.

Most of the retail businesses did not feel impacted and answered "no." However, for retail, the percentage of those answering "yes" was twice as high as for other businesses.

Question 5 also had two parts. Part 5A was whether parklets should be permanent; part 5B was whether sidewalk dining should be permanent.

Chart 5A

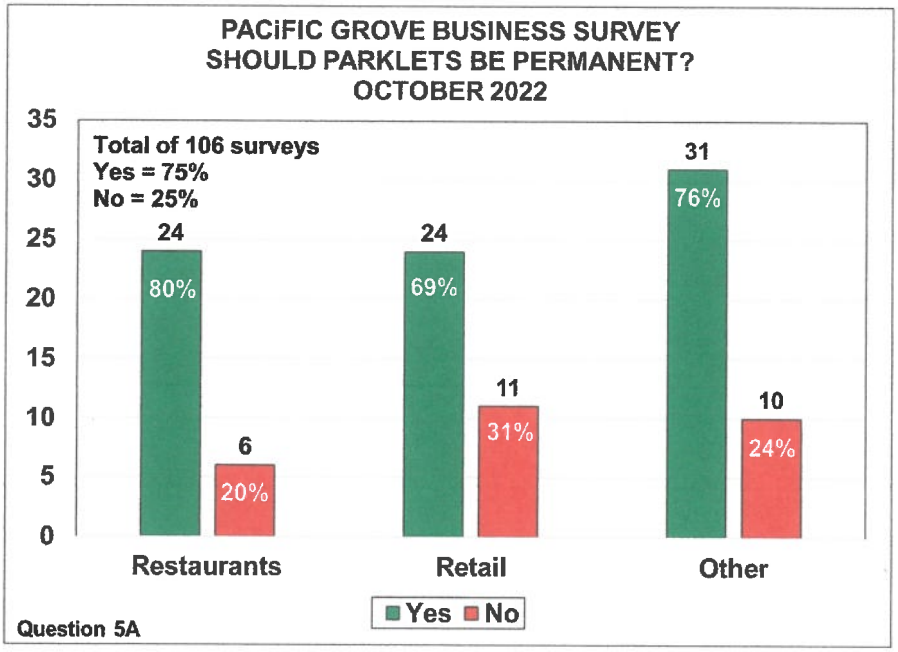


Chart 5A shows the results for question 5A. About 75% of the respondents said "parklets should be permanent."

Restaurants led with 80%, followed by other businesses at 76% and retail at 69%.

Chart 5B

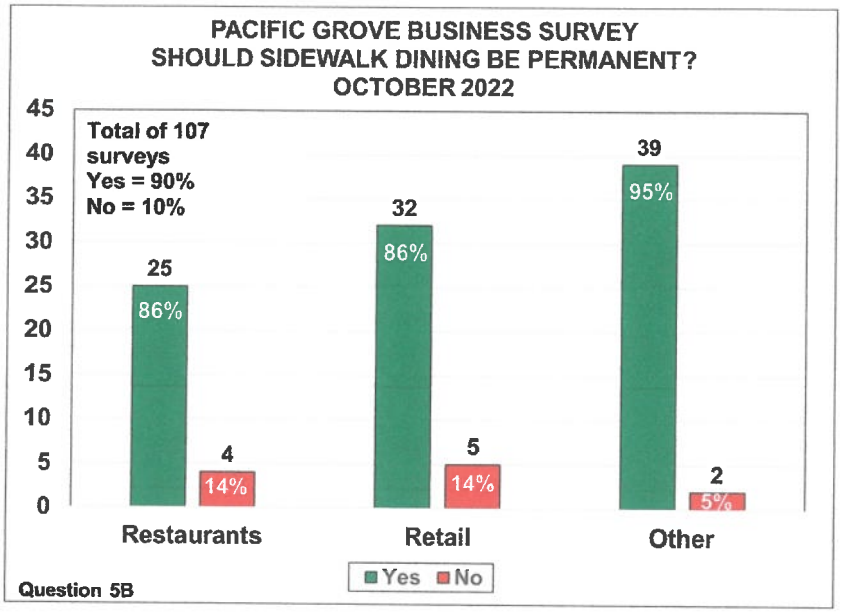


Chart 5B results for the second part of the question shows an overall proportion of 90% of the respondents who said that sidewalk dining should be permanent.

Question 6 addressed the issue of whether parklets should be available for all businesses, not just restaurants.

Chart 6

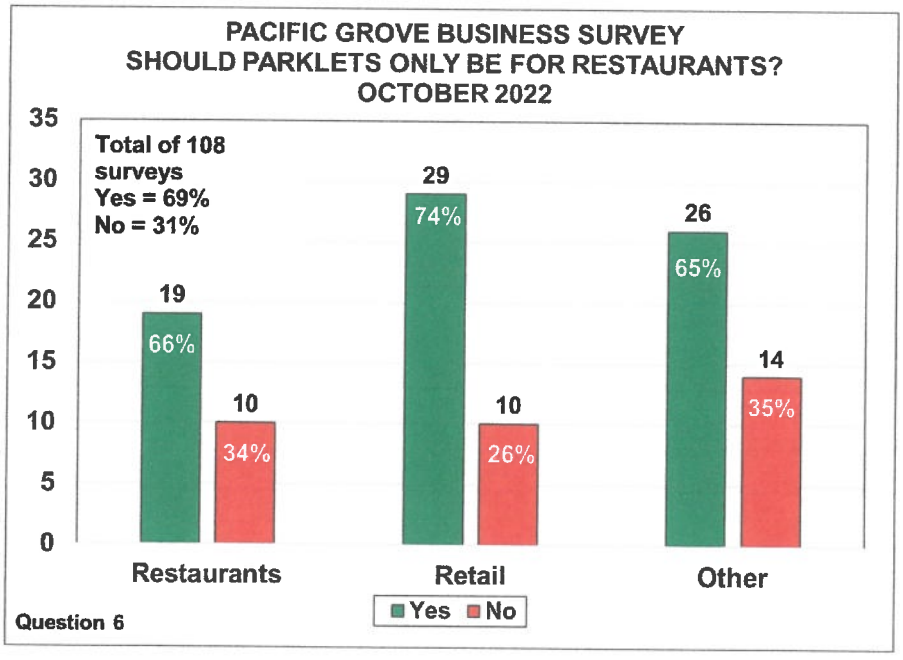
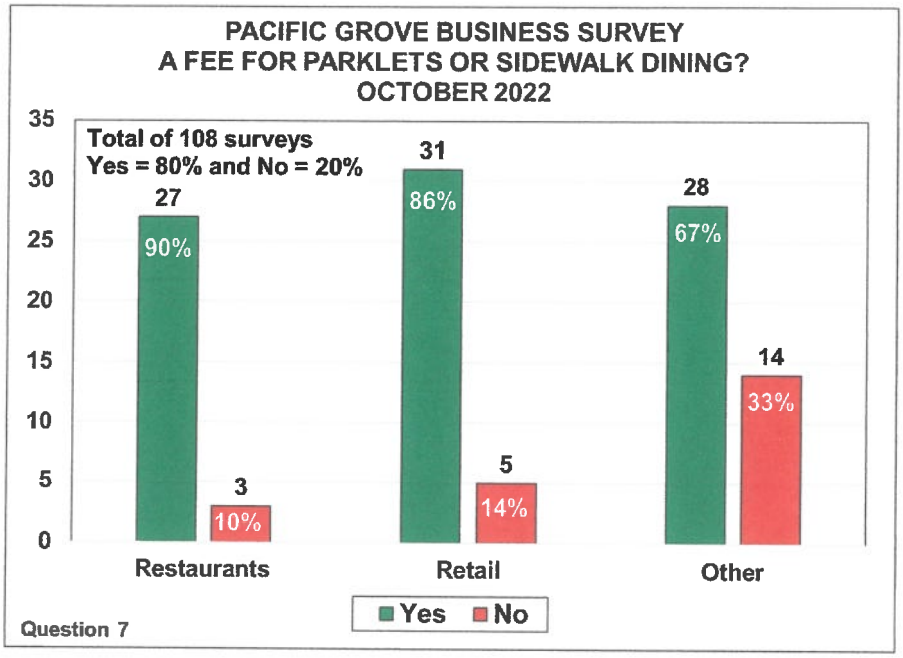


Chart 7 ahows that 69% of the respondents felt that parklets should be limited to restaurants.

A typical reaction to question was what type of business would want one – other than a restaurant?

Chart 7



Question 7 asked whether restaurants should pay the City a fee for dining on public streets or sidewalks. No amount was specified.

Chart 7 shows that 80% of all respondents agreed that fees should be paid.

Approximately 90% of the restaurants agreed, followed by retail at 86% and other at 67%.

Besides providing the basic "yes" or "no" answers to questions, survey respondents made 268 comments. (See Attachment Business Survey and Comments). There were many common points on selected questions, as provided below.

Question 3 asked restaurants if having a parklet/sidewalk dining was helpful for restaurants?

- A common response was that outdoor dining kept restaurants in business during the pandemic.
- There also were 37 specific comments that many customers preferred eating outside.
- The response of one restaurant owner sums up of the view of many: "Downtown Pacific Grove was ghost town. Parklets provide a nice atmosphere and a new vibe."

Question 4 asked a similar question of retail and other businesses: have temporary parklets or sidewalk dining impacted your business?

- Most non-restaurant businesses said "no," because, as one put it, "Parklets brought in more customers."
- Many responded that parking was negatively impacted.
- In the words of one, "Parklets made parking a nightmare."
- There were 24 responses about parking in this question

Question 5 addressed whether parklet or sidewalk dining should become permanent.

- While three-fourths of the respondents said "yes," safety issues were pointed out in 18 surveys.
- Justification for permanent outdoor dining included 20 comments about people liking to be outside, and 12 non-restaurant businesses said that outdoor dining "was good for business."

Question 6 was about whether parklets should be limited to restaurants.

- About 69% of all respondents said "yes."
- The most prevalent response was, "Who would want a parklet other than restaurants?"
- In contrast, one comment was, "Parklets should be for all."

Question 7 asked if restaurants with parklets and/or sidewalk dining should pay the City a fee for the use of public sidewalks and parking spaces?

- About 80% said "yes," with restaurants at 90%.
- One respondent observed that parklets "Kept businesses alive. We are now out of COVID. (Restaurants) benefit from the extra spot and should pay."
- Another said that the fee should be reasonable.
- One observed that things are "hard enough already,"

There were other comments.

- One was, "Parklets can be beautiful with proper bollards, walls. We need to have design standards. Some were thrown up and don't look good. Need some type of architectural review." There were several other comments about the need for parklet design standards.

E. PUBLIC SURVEY

Subcommittee members conducted 78 public surveys of residents of Pacific Grove. Initiated in October 2022, the anonymous survey included 10 questions. Results are summarized in the following charts. (See Attachment Public Survey and Comments).

A chart for the first question is not provided, since the survey was for Pacific Grove residents only.

Chart 8

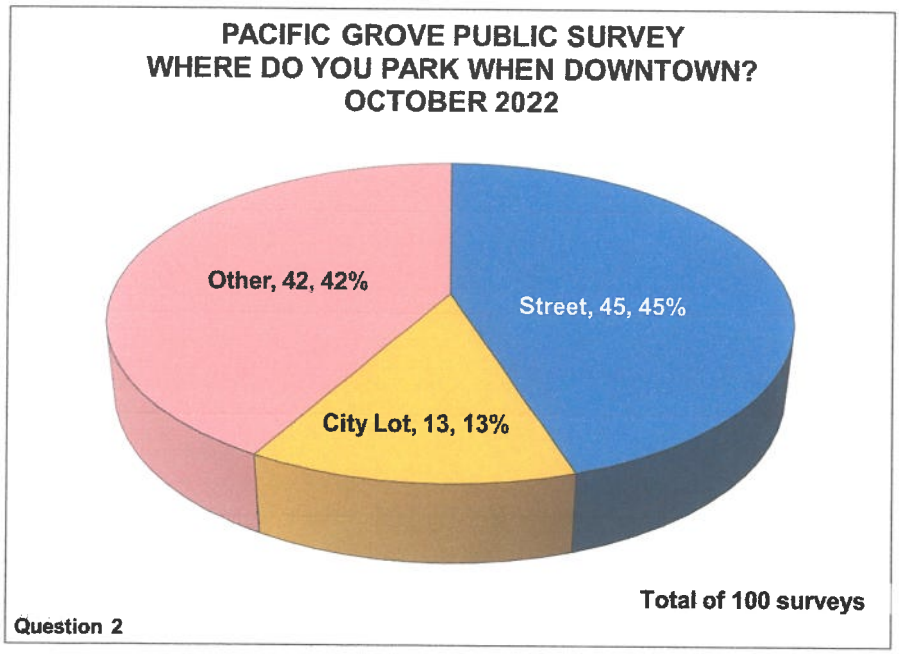


Chart 8 to the left for question 2 was where residents park when they come downtown.

Parking on the street led with 48%, other followed with 37%, and city parking lot had 15%.

Chart 9

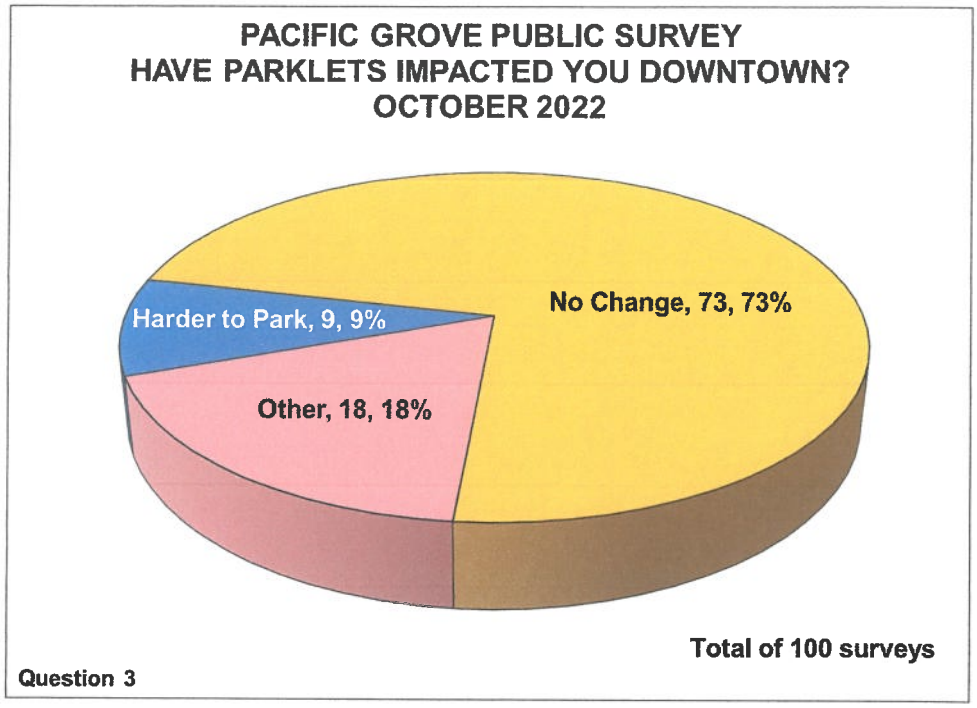


Chart 9 shows results of the question about how parklets impacted the downtown practices of residents.

Nearly three-fourths of the respondents said "no change," with 9% saying it was "harder to park." "Other" was 18%.

Chart 10

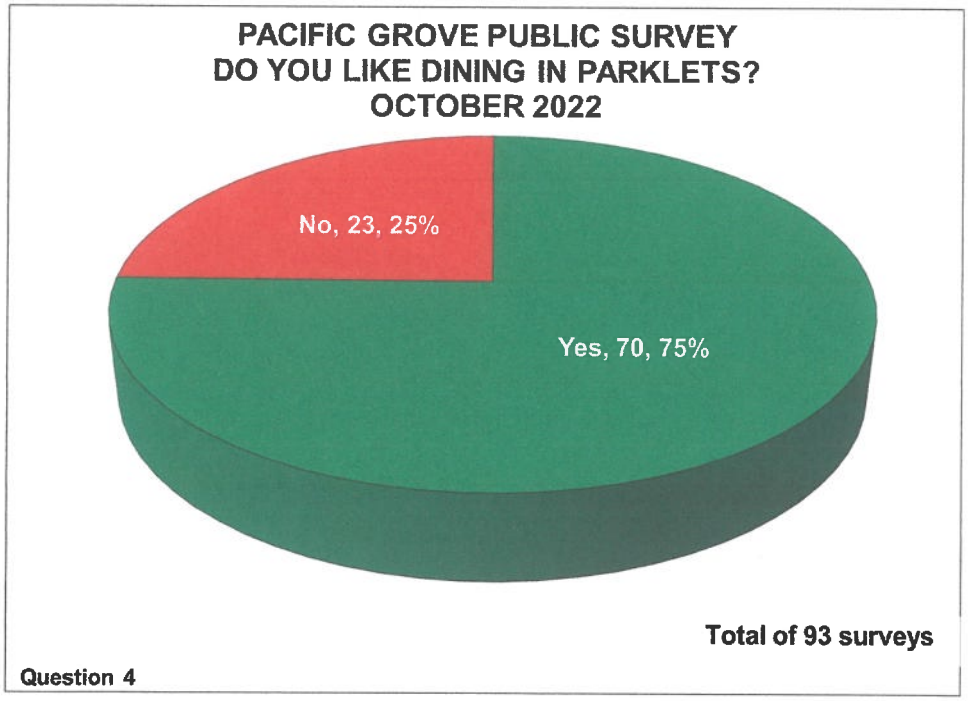


Chart 10 indicates that 75% or three-fourths of the surveyed public like dining in parklets.

Chart 11

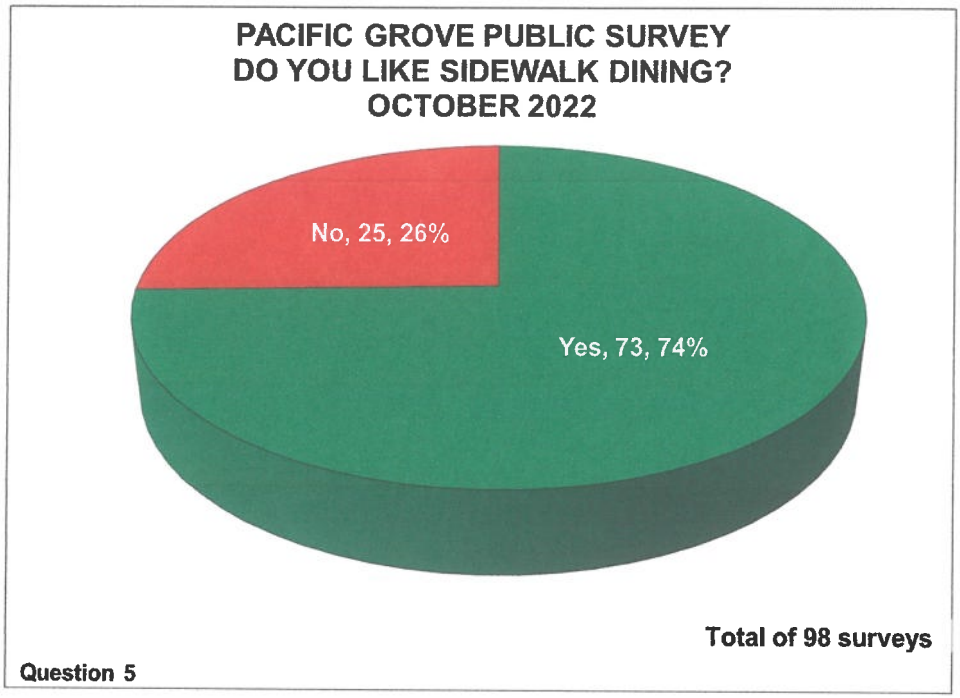


Chart 11 addresses whether diners like sidewalk dining.

About 74% of the survey respondents said "yes."

The percentage of respondents who like sidewalk dining is nearly identical to that of parklets.

Chart 12

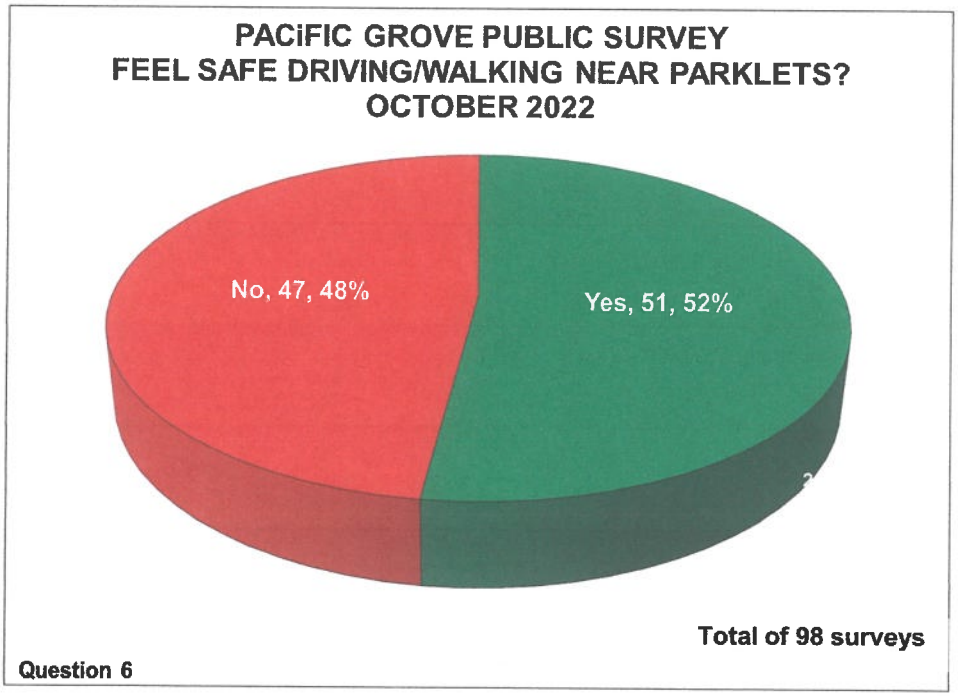


Chart 12 concerns question 6 about whether people feel safe when driving or walking near parklets.

Chart 13

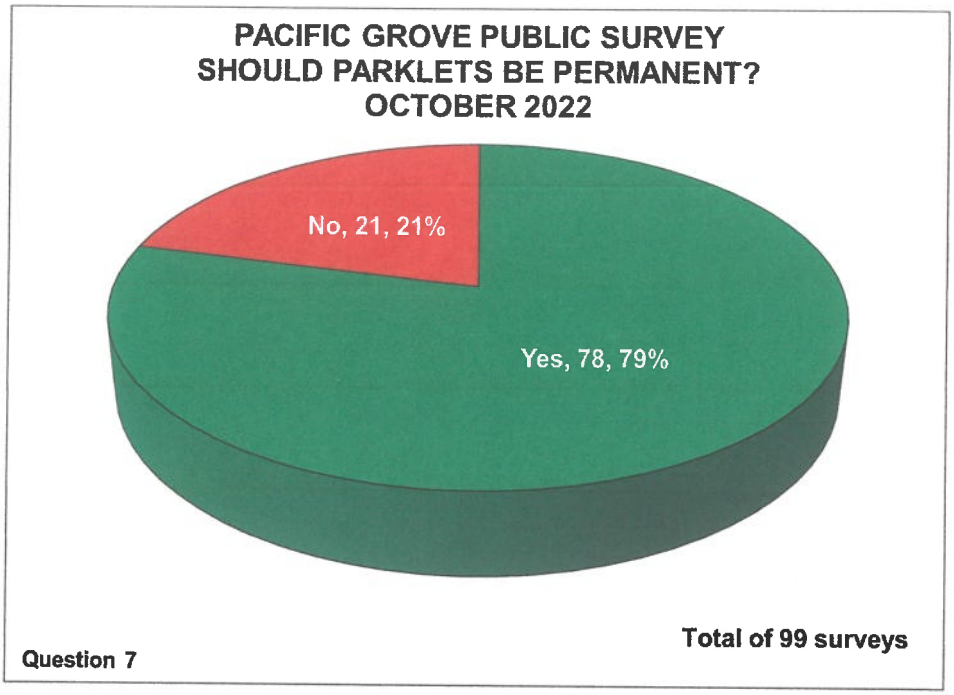


Chart 13 is question 7, which asks whether parklets should be permanent.

About 79% of those surveyed answered "yes" and 21% answered "no."

Chart 14

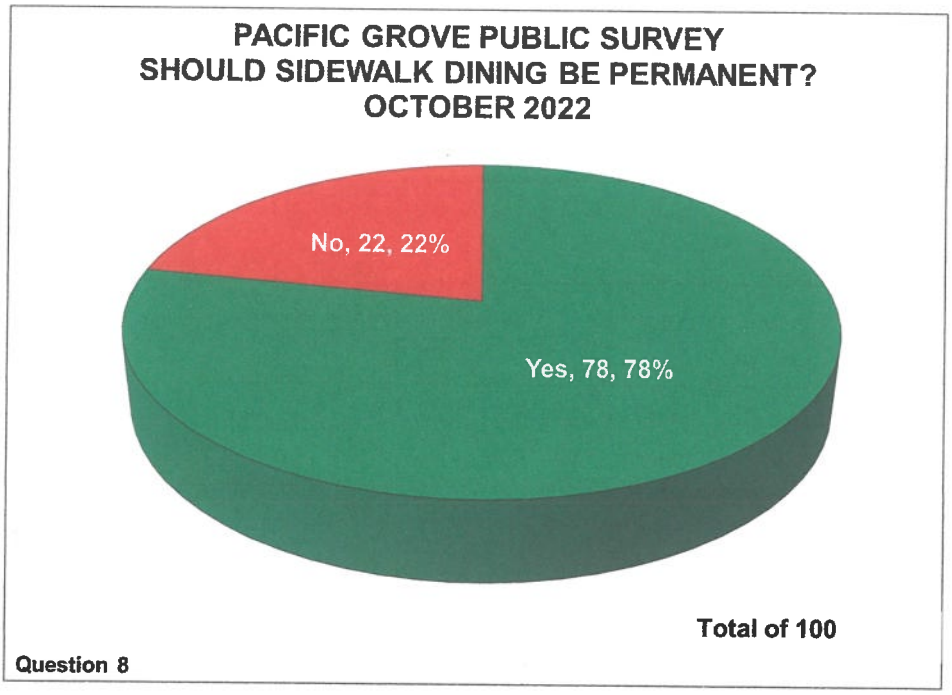


Chart 14 has the results to question 8, which asks whether the City should continue to have sidewalk dining in downtown Pacific Grove.

About 78% answered "yes." This was almost identical to the proportion who said that parklets should continue.

Chart 15

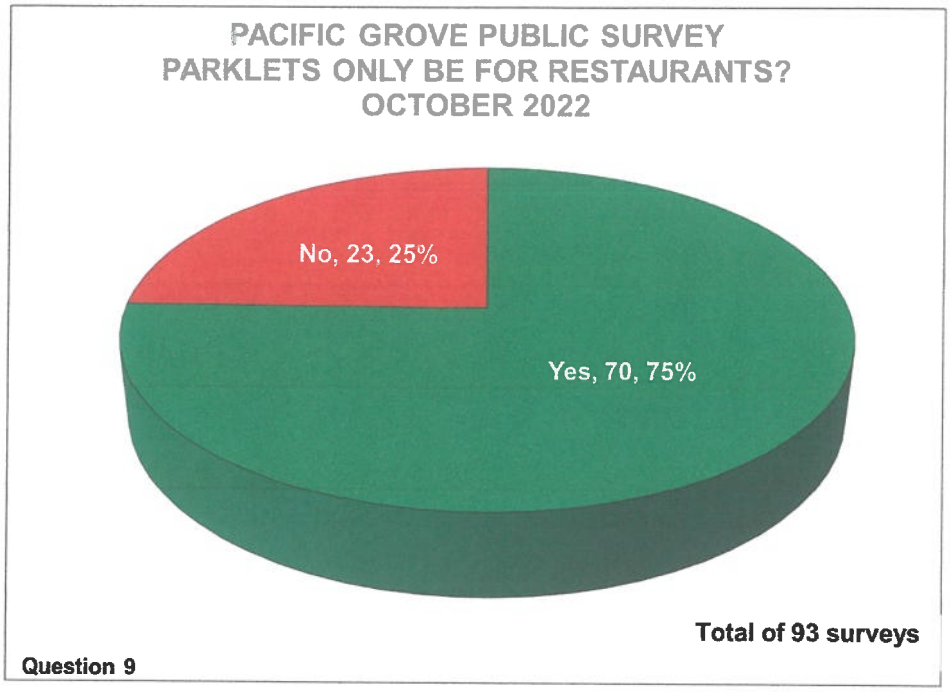
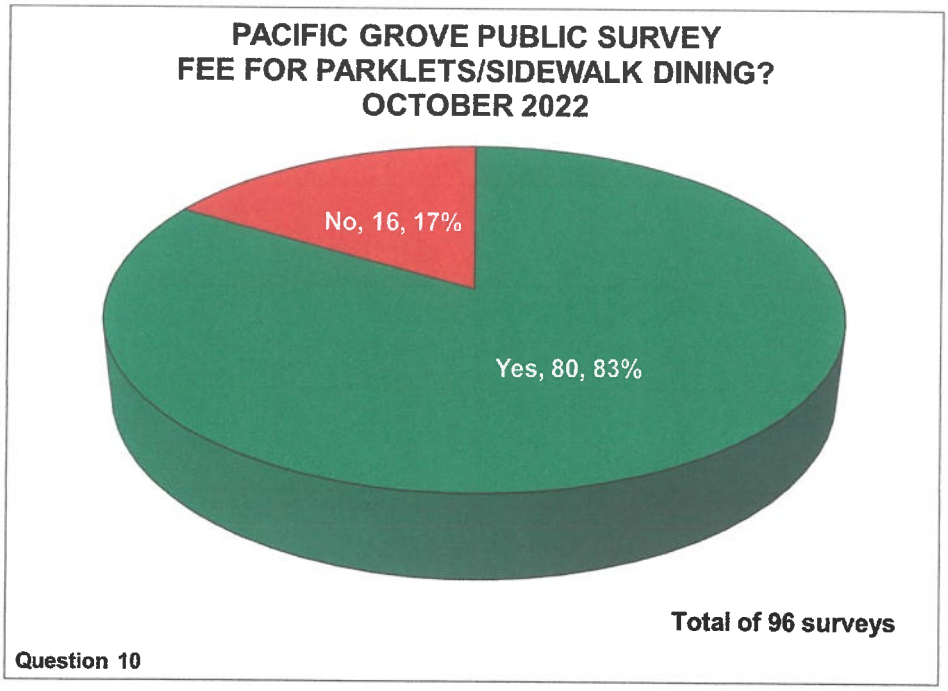


Chart 15 shows responses to question 9, which asks whether parklets should only be for restaurants.

About 75% said "yes."

Chart 16



The last chart for question 10 is whether restaurants having parklets or sidewalk dining should pay a fee to the City for the use of public streets and sidewalks.

About 80% said "yes."

Public survey respondents made numerous comments. (See Public Survey and Comments). There were many common points across all questions, as described below.

The most common point was the issue of parklet safety.

- A total of 42 comments mentioned safety in some respect.
- All 13 comments on question 6, which asked if people felt safe driving or walking near parklets, were about safety.
- There were many other comments about safety over most of the questions.
- One response was typical, "Did not feel safe." Another said there were "10 near misses" at one downtown corner.

The next most prevalent response concerned the need for design guidelines.

- A total of 13 respondents mentioned that term across all questions, although safety and design considerations can be related.

Handicapped access or ADA compliance was specifically mentioned by 10 respondents.

- One response noted that "more handicapped parking spots" are needed.
- Another said, "More space (is needed on sidewalks) to walk through, an obstacle course."
- Subcommittee members personally witnessed cases were handicapped people had difficult walking though sidewalk dining areas crowded with excessive amounts of furniture.

III. PARKLET PROGRAM SUBCOMMITTEE RECOMMENDATIONS

A. OUTDOOR DINING ISSUES

The COVID 19 pandemic resulted in practices that previously would have seemed unimaginable: closed businesses and schools; social distancing and masking; and illness and even death. However, one result of the recent pandemic is that people like eating outside. Outdoor dining in parklets and on sidewalks may have started by necessity to help keep restaurants open, but it's now become a pleasurable new habit.

Currently, a total of 18 Pacific Grove restaurants currently have encroachment permits for outdoor dining in parklets or on sidewalks. Another five have administrative use permits for outside dining on private property. In the Subcommittee's business and public surveys, numerous respondents cited a new vitality in our downtown area.

Public preference for outdoor dining cannot be denied. Yet, outdoor dining has raised numerous issues never considered before, including the availability of parking for non-restaurant businesses, private use of public space, and the need for facilities design and safety standards.

The Parklet Program Subcommittee, recently created by the Planning Commission, has been tasked with making recommendations about future of outdoor dining in our community. What is the proper balance between the public's desire for outdoor dining, and the many safety and public health issues associated with use of streets and sidewalks for that dining?

It has been the goal of the Subcommittee to engage as many people in the community as possible to come up with ideas and perspectives for achieving this balance. Besides business and public surveys, the Subcommittee has engaged in discussions with City staff and several regulatory agencies with interests in outdoor dining. The Subcommittee also has researched and reviewed the policies and practices of 16 other municipalities across the country. Pacific Grove is not alone in addressing this matter.

In developing the recommendations below, the Subcommittee initially was guided by the outdoor dining issues identified by the Planning Commission on September 1, 2022. The Subcommittee has attempted to address those issues. However, as the Subcommittee began working, the need to address several unanticipated issues became apparent. Those issues, which impact outdoor dining, included, but were not limited to, the availability of parking, sidewalk dimensions, Americans Disability Act requirements, alcohol beverage control licensing, coastal development permits, and water use.

The Subcommittee's report, then, has not addressed other issues due to time constraints. A partial list of issue follows:

- Required insurance policies by applicants for outdoor dining.
- Permitting process and application submission.
- Application review procedures.
- Outdoor dining on private lots.
- Tent usage as parklets.

It also should be noted that with the City Council's acceptance of any or all of the Subcommittee's recommendations, the need will exist to revise PGMC 15.16.045, and other regulations. The proposed Parklet Program Manual authored by City staff and the attendant website may also require revision. (See Attachment proposed Parklet Program Manual).

B. PACIFIC GROVE OUTDOOR DINING PROGRAM RECOMMENDATIONS

The Subcommittee has reviewed the current Parklet Program for outdoor dining and has developed the following recommendations:

14. It is recommended that existing outdoor dining providers apply for new annual permits when Ordinance 22-006 expires in May 2023.

- **a. Existing outdoor dining permit holders for sidewalk dining may reapply for an annual permit. New regulations must be met prior to issuance of the new permit.**
- **b. Existing parklet permit holders may renew their annual permit for parklet dining, as long as they are in compliance with the new regulations. The permit process will require new site plans if redesign is required.**

  Note: Most temporary parklets built during the pandemic may not comply with standards and require redesign or removal. The newer parklets generally will be smaller, better designed, and not obstruct visibility and sightlines for pedestrians or persons driving vehicles.

15. It is recommended that the Outdoor Dining Program follow standards from the Americans with Disabilities Act 2010 Standards for Accessibility Requirements. This will ensure that all persons have access to outdoor dining and demonstrate that Pacific Grove strives to provide equal access and useability by all people with disabilities.

16. Sidewalk dining may only be placed on a sidewalk adjacent to a building to ensure a direct pathway that meets ADA guidelines, allows easy unobstructed access to pedestrians, and provides privacy for sidewalk diners. Pedestrians must be able to pass safely and comfortably along sidewalks.

17. It is recommended that parklets only be allowed on streets with a 15-mph speed limit. Pedestrian, driver, and diner safety is paramount.

18. It is recommended that parklet setbacks be followed for the safety of drivers, passengers in cars, diners and pedestrians. Setbacks enhance visibility.

- **a. Perpendicular or angled parking – Three (3)-foot clearance (set back) from adjacent travel lanes.**
- **b. Parallel parking – Two (2) foot minimum buffer from nearest travel way.**
- **c. Setback - Three (3) feet from each end of the parklet or the end of marked space for parallel, angled, or perpendicular parking spaces.**

19. It is recommended that parklets be located 20 feet from an approaching intersection for visibility, sightlines, and driver, diner, and pedestrian safety.

20. **It is recommended that the following parklet building specifications be used to provide structural integrity for public safety, ensure ADA standards are met; provide unobstructed visibility, sight lines and views of crosswalk and traffic signs; and alleviate standing water and pest issues.**
    a. **Length**
        3) **Parallel Parking: maximum of two (2) parking spots, not to exceed 40 linear feet, including setbacks and emergency access gaps.**
        4) **Angled or Perpendicular: 20-foot maximum.**
    b. **Width determined by parking site**
        3) **Parallel parking: seven (7) foot maximum width.**
        4) **Angled or perpendicular: 14-foot maximum.**
    c. **Height**
        3. **Maximum 42" high enclosure construction.**
        4. **Any weather barrier above that height must be transparent material.**
    d. **Setbacks**
        Three (3) foot setback from each end of the marked parking space for parallel, angled or perpendicular parking spaces.
    e. **Slopes**
        Cross slope shall not exceed 2% in any direction.
    f. **Drainage**
        5) **Platform may not block storm water.**
        6) **6-inch x 6-inch minimum clear gutter space must be provided along entire length of parklet adjacent to curb to allow for drainage of water.**
        7) **A top hinged debris screen covering drainage access is suggested**
        8) **Access panels to maintain the gutter are required and must be shown on application site plan.**

21. **It is recommended Emergency Access gap standards be adopted to allow first responders access to parklets, sidewalks, and buildings in case of an emergency.**
    a. **A minimum three (3) foot emergency access gap for every 20 linear feet, open to the sky, clear of overhead obstructions, and maintained clear of any obstacles at all times.**
    b. **An easily removable rigid barrier required at the emergency access gaps.**
    c. **Keep sightlines above 42 inches clear of visual obstruction. Enclosure panels above 42 inches utilized to block the wind must be transparent materials.**

22. **It is recommended that an operational permit from the Fire Department be required for the storage and use of propane. The Fire Department will review fire safety protocols including the use and required availability of fire extinguishers.**

23. **It is recommended that no roofs or awnings be installed in parklets. Sightlines for emergency responders, drivers and pedestrians must be preserved. Architectural canopies or shade sails in triangular shapes are preferred. Material must be fire retardant, if placed near heater.**

24. **It is recommended that a bicycle parking study be completed. It is unclear how much bike parking is available in the downtown area, with more people biking there. A bike**

parking survey would be useful in determining next steps for bicycle parking. E-bicycle parking have needs (charging, security and greater size) that are different than regular bicycles.

25. It is recommended that outside dining operators must submit a maintenance plan (which includes daily and weekly cleaning schedules) with permit applications, ensuring that the City and public are aware of scheduled maintenance to keep the dining site safe, clean, litter and pest-free.

26. It is recommended that there be an Outdoor Dining Fee Program schedule. The City Council is responsible for setting the fees. The following are suggested fees for outdoor dining permits.
   a. One-time permit fee $908.
   b. Annual license fee to be based on $2.12 per square foot of parklet size.
   c. Amplified sound (entertainment) one-time permit fee $200.
   d. Amplified sound (entertainment) annual fee $100.

15. It is recommended that outdoor dining at any location be limited either to a parklet or to sidewalk dining.

C. OUTDOOR DINING PROGRAM RECOMMENDED GUIDELINES

The Subcommittee developed and recommend adoption of the following guidelines to refine the "Parklet Program Manual" prepared by City staff to replace emergency ordinance policies and practices. The proposed guidelines are presented in full below.

PACIFIC GROVE OUTDOOR DINING PROGRAM RECOMMENDED GUIDELINES

The City of Pacific Grove offers two outdoor dining licensing options for eligible restaurants. This program guide of recommendations is not a comprehensive resource for all ordinances and regulations.

Sidewalk Dining

Sidewalk dining provides the opportunity for restaurants to utilize sections of sidewalk in front of the restaurant storefront for outside dining. This allows permitted restaurants the ability to add seating and maintains adequate sidewalk access for pedestrians and those with disabilities.

Parklet Dining

Parklets are structures installed on parking spaces in front of restaurant store-fronts for outdoor dining, converting parking spaces into public open space, providing openness and connection to the surrounding streetscape. Parklets are intended to be a cost-effective way to create more vibrant neighborhoods, enabling restaurants to expand seating, while maintaining adequate sidewalk access for pedestrians and those with disabilities and serving as public space accessible to all.

Outdoor Dining Program Goals

1. Foster a thriving Business climate for Restaurants and Retail businesses.

2. Maintain Safety for Drivers, Diners and Pedestrians.
3. Ensure unimpeded Emergency Access.
4. Provide Unobstructed Visibility for those Driving, Dining and Pedestrians
5. Promote Design Standards providing Safety, Visibility and access to all desiring to partake in outdoor dining
6. Accessible and useable by all people, conforming to the Americans with Disabilities Act 2010 Standards accessibility requirements

New Permit Application for Existing Outdoor Dining Providers

Sidewalk Dining
Restaurants currently permitted for sidewalk dining may renew their permit as long as they are in compliance with the new regulations.

Parklets
Existing parklet permit holders may renew their permit for parklet dining as long as they are in compliance with the new regulations. The permit process will require new site plans, if redesign is required. They will have 60 days to comply with regulations or the parklet must be removed by the business owner/operator or property owner.

Most temporary parklets built during the COVID 19 pandemic may not comply with standards and may require redesign or removal. The new parklets will generally be smaller, better designed, and not obstruct visibility and sightlines for pedestrians or persons driving vehicles.

1. **Outdoor Accessibility Guidelines**
   a. **ADA Parklet and Seating Area – will include**
      1) Accessible Threshold – flush with sidewalk, unobstructed and accessible
      2) Accessible Deck Surface – stable, firm, and slip resistant
      3) Accessible Entrance -minimum 48 inches
      4) Accessible Route - sidewalk path connected to accessible entrances
      5) Wheelchair turning Space – 60-inch diameter
      6) Accessible Seats
      7) Accessible tables, counter, or drink rail - one of each accessible
         a) 60 inches minimum length for counter or drink rail
         b) Height 28 – 34 inches above deck surface
         c) Unobstructed knee clearance at least 27 inches high,
   b. **ADA Accessible Route**
      1) Single, continuous, straight path of travel, clear of any obstructions.
      2) No less than six (6) feet wide on sidewalk that allows pedestrians to navigate easily along the entire block.
      3) Must be shown on permit site diagrams.
2. **Sidewalk Dining**
   a. **Site Design**
      1) Maintain minimum continuous six (6) foot wide pedestrian accessible route clear of obstructions at all times along the entire property frontage.

2) Sidewalk dining may only be placed on the sidewalk adjacent to the building, at the property line. Furnishings for outdoor dining must be placed against the wall, or as close as possible.
3) Proposals for different placement will be reviewed on a case-by-case basis during the permit review process.
4) Accessible Furniture - applicant must provide one (1) accessible table available for handicapped accessibility.
5) Overhead objects – umbrellas must have clearance of seven (7) feet or 84 inches.
6) Restaurant furnishings may not encroach on neighboring property.

Please refer to Diagram 1 for Sidewalk Dining Placement at the end of Section IIIC.

3. Parklet Requirements

a. Design

1) Contract with licensed professional to build a safe ADA compliant permanent structure, including site plans.
2) Parklets must not obstruct pedestrian visibility, crosswalk, or traffic warning devices (stop signs).
3) Parklet may not encroach on neighboring properties.

b. Traffic

1) Parklets will only be allowed on public streets with a speed limit of **15 mph**
2) Setbacks:
   a) Perpendicular or angled parking – Three (3) foot clearance (set back) from adjacent travel lanes.
   b) Parallel parking – two (2) feet buffer minimum from nearest travel way.
   c) Three (3) foot setback from each end of the parklet or the end of marked space for parallel, angled or perpendicular parking spaces.
3) Parklet shall be located 20 feet from an approaching intersection.

c. Location and Site

1) Each parklet shall be limited to utilizing two (2) parking spaces directly adjacent to the business and may not encroach on neighboring property.
2) Parklets must be clearly visible to other users of the road.
3) Built with
   a) Durable materials.
   b) Framing elements fastened following standards published by American Wood Council.
   c) Walls securely fastened for structure stability.
   d) Panels above 42 inches that are used as wind barriers are transparent and adequately fastened to wall framing.

Please refer to Diagrams 2 and 3, Parklet Locations and Parklets Site at the end of Section IIIC.

d. Parklet Building Specifications

1) Length:
   a) Parallel Parking: maximum two (2) parking spots or 40 linear feet, including setbacks and emergency access gaps.

i. Angled or perpendicular: 20 feet maximum.

b) Width determined by parking site:
   i. Parallel parking: seven (7) foot maximum width.
   ii. Angled or perpendicular: 14-foot maximum.

c) Height:
   i. Maximum of 42" height enclosure construction.
   ii. Any weather barrier above that height must be transparent.

d) Setbacks:
   i. Three (3) feet setback from each end of the marked parking space for parallel, angled, or perpendicular parking spaces.

e) Slopes:
   i. Cross slope shall not exceed 2% in any direction.

e. Bicycle Racks

1) If a proposed location includes an existing bicycle rack, the applicant will be responsible for removal and relocation costs. The permit application will remain on hold until the issue is resolved.

f. Storefront Address Noted on Parklet

1) Shall be displayed at height of 36-42 inches on street facing side of parklet and be readily visible to emergency responders.
2) Address numbers shall be a minimum or four (4) inches tall.

g. Visibility

1) Parklet structure must not block view of traffic, crosswalks, or traffic signs or obstruct pedestrian visibility.
2) Parklet structure minimum set back of 20 feet from the crosswalk, when approaching an intersection.
3) Curbside space near the intersection must be clear of obstructions.

Please refer to Diagram 4, Visibility at the end of Section IIIC.

h. Emergency Access

1) To be built into parklet structures, a minimum three (3) foot emergency access gap for every 20 linear feet, open to the sky, clear of overhead obstructions and maintained clear of any obstacles at all times.
2) Emergency access, if required, will be noted on site plan.
3) Emergency access barrier.
   a) An easily removable rigid barrier required at the emergency access gaps.
   b) A barrier provided to prevent visually impaired pedestrians from walking into travel lanes.

Please refer to Diagram 5, Emergency Access Moveable Barrier at the end of Section IIIC. following page.

i. Sightlines and Visibility

1) Keep sightlines above 42 inches clear of visual obstructions.
2) Enclosure panels above 42 inches to block wind must be transparent materials.
3) Sightlines allow emergency responders to see buildings, sidewalks, doors, windows and surroundings through the parklet structure.

4) No roofs or awnings permitted in parklets. Sightlines for emergency responders, drivers, and pedestrians must be preserved.
5) Architectural canopies or shade sails in triangular shapes are preferred.
   a) Material must be fire retardant if placed near heaters.

j. Construction

1) Modular platforms allow quick access for utilities, public works crews, or contractors requiring access to space for the installation, repair or cleaning of area under the parklet.
2) Enclosure panels above 42 inches used to block the wind must be transparent.
3) Easy parklet removal ensuring no damage to sidewalk or roadway.
4) Buffers and safety elements.
   a) Soft hit posts, wheel stops, and reflective elements are required on the outside corners of both sides of the parklet.
5) Drainage.
   a) Platform may not block water movement.
   b) 6-inch x 6-inch minimum clear gutter space must be provided along entire length of parklet adjacent to curb to allow for drainage of water.
   b) A top hinged debris screen covering drainage access is suggested.
   c) Access panels to maintain the gutter are required and must be shown on application site plan.

Please refer to Diagram 6 Drainage Gutter Space at the end of Section IIIC.

1) Heaters.
   a) An operational permit from the Fire Department is required for storage and use of propane.
   b) Propane heaters cannot be placed under canopies or umbrellas, and must have a five (5) foot clearance from any flammable materials.
   c) A site plan with desired location of each heater is required at the time of permit application.
2) Fire Extinguishers.
   1) The Fire Department will review fire safety protocols including the use and required availability of fire extinguishers.
3) Electrical cords.
   a) Power cords between the building and parklet is limited to one (1) cord at each end of the parklet and run overhead and not greater than 10 feet in height.

k. Public Utilities

1) Access to public utilities for maintenance and repair to be maintained at all times.
2) Structure radius from fire hydrant determined by Fire Department.

l. City Trees

1) Trees in sidewalks adjacent to parklet may not be covered, shaded or located within one (1) foot of dining elements.
2) Run off from cleaning may not be allowed to flow into a tree bed.
3) Attaching lights to trees is prohibited.
4) Heaters must be placed at least five (5) feet from trunk of tree.

m. Amplified Sound

1) Revise PGMC 11.94.010 to meet recommendations.
2) Revise PGMC 15.16.045 to meet recommendations.

3) Hours for amplified sound at parklets 10 a.m – 9 p.m. to be included in PGMC revisions, as noted above.

n. Bicycle Parking

1) Provide bicycle parking for regular and e-bikes.
2) It is unclear how much bike parking is available in the downtown area. A bike parking survey would be useful to determine next steps for bicycle parking.
3) E-bicycle parking have needs (charging, security and greater size) that are different than regular bicycles.

p. Dining Food Pickup Parking

1) Resume normal parking on city streets.
2) Revoke parking space usage for food pick up.

q. Suggested Fee Schedules

The City Council of Pacific Grove sets fees. As various municipality parklet programs were researched, fees were noted. The following are suggestions that capture the midrange of fees reviewed.

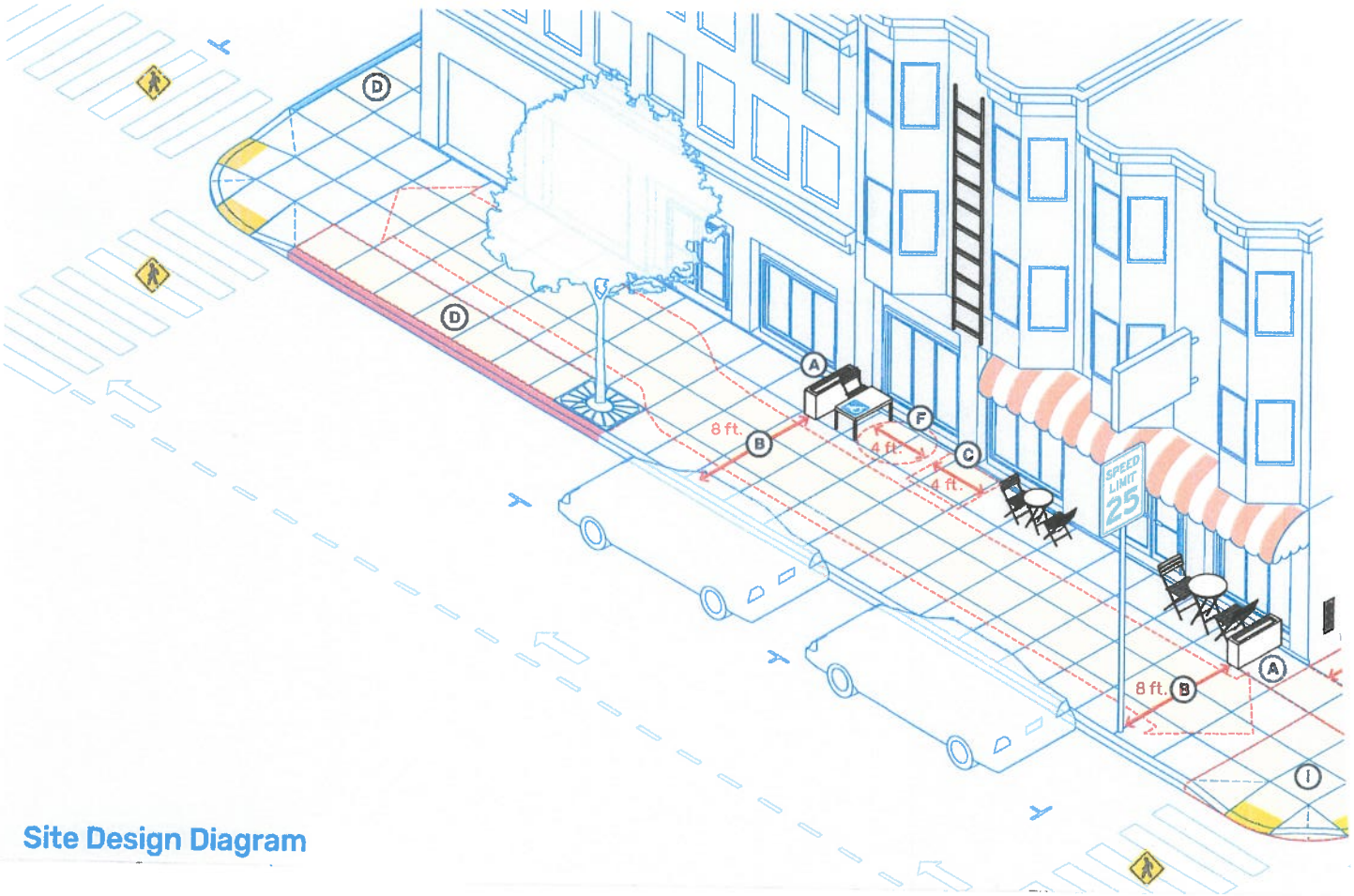
1) One time permit fee $908.
2) Annual license fee to be based on $2.12 per square foot of parklet size.
3) Amplified sound (entertainment) one-time permit fee $200.
4) Amplified sound (entertainment) annual fee $100.

r. Operator Responsibilities

1) Maintenance.
   a) Permittee is required to submit a maintenance plan for keeping space safe, clean, free of litter, rats and other pests.
   b) Daily:
      i. Clean up spilled foods.
      ii. Wash outdoor dining areas, curbs, sidewalks, and alleys.
      iii. Inspect outdoor dining space, garbage area for cleanliness and signs of pests.
   c) Weekly/Monthly
      i. Clean under structure.
      ii. Power wash under deck monthly.
2) Pest Prevention.
   a) Restaurant owners must work with a licensed professional to control pests in outside dining area, if signs of infestation are found.
   b) If pests are found burrowing or living within outdoor dining structure, **pause outdoor dining** until pests are eliminated and the area treated.
3) All landscaping shall be kept in good health.
4) Operations
   a) Host/set up stations and carts may not be placed or stored on any portion of the sidewalk.
   b) Parklets must be in use five (5) days per week for at least four (4) hours per day to maintain their permit.

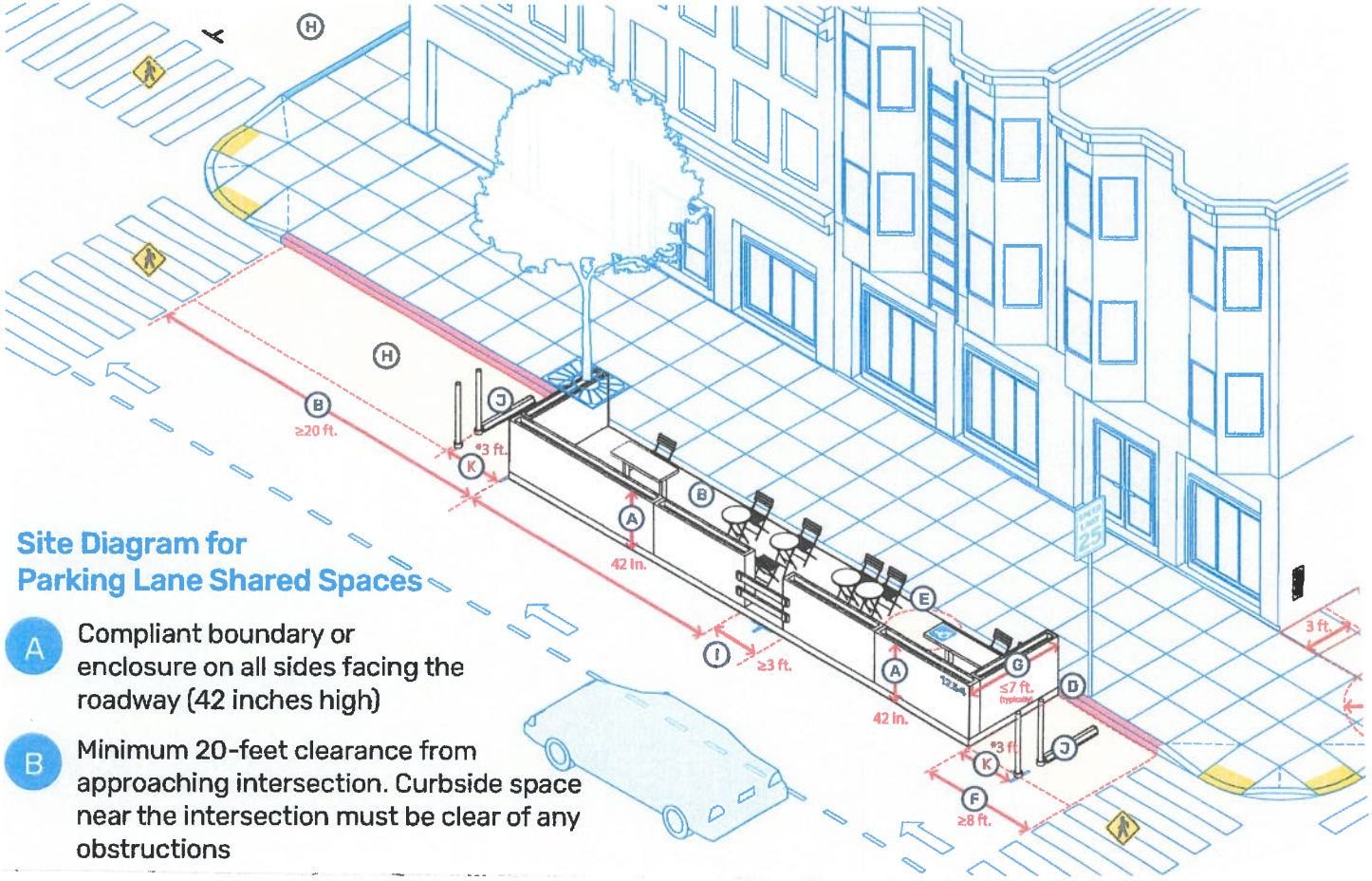
s. Permit Application for either Parklet or Sidewalk Dining

1) To ensure walking route for pedestrians is clear and without obstruction.
2) To prevents encroachment of parklet or sidewalk furnishings on sidewalk route.



Site Design Diagram

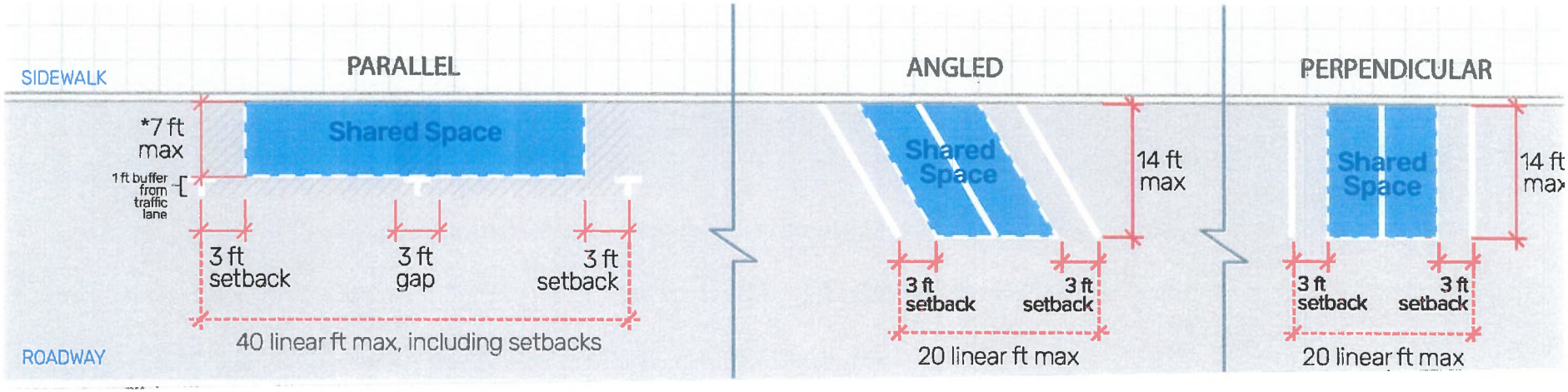
Location and Site Treatments



Site Diagram for Parking Lane Shared Spaces

A Compliant boundary or enclosure on all sides facing the roadway (42 inches high)

B Minimum 20-feet clearance from approaching intersection. Curbside space near the intersection must be clear of any obstructions


SIDEWALK
PARALLEL
ANGLED
PERPENDICULAR
*7 ft max
1 ft buffer from traffic lane
Shared Space
3 ft setback
3 ft gap
3 ft setback
40 linear ft max, including setbacks
ROADWAY
Shared Space
14 ft max
3 ft setback
3 ft setback
20 linear ft max
Shared Space
14 ft max
3 ft setback
3 ft setback
20 linear ft max

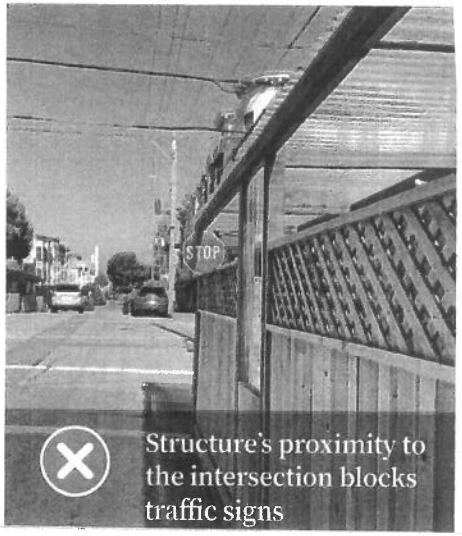
Visibility at Intersections

Your Shared Spaces must not obstruct pedestrian visibility, crosswalks, bicycle lanes, traffic signals or other traffic warning devices.



Structure's proximity to the intersection obstructs visibility and endangers pedestrians.

P76 The enclosure should not block the view of traffic, including pedestrian traffic, nor block the view of traffic control devices such as traffic signs, traffic signals, and other traffic warning devices. It should not obstruct motorists' visibility of traffic signals from 200 feet away (about half a block).



Structure's proximity to the intersection blocks traffic signs

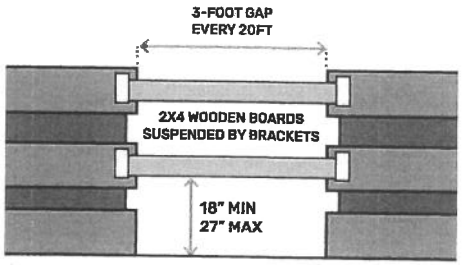
Emergency Access: Removable Barrier

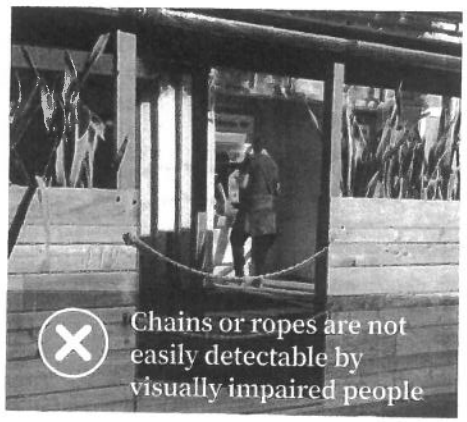
Visually impaired people need to a detectable barrier to prevent them from walking out into the street. Emergency responders need to move easily between the street, parklet, and sidewalk.



Barriers help visually impaired but are easily moved in emergencies

E20 A rigid, removable barrier is required at the 3-feet gaps





Chains or ropes are not easily detectable by visually impaired people

Drainage

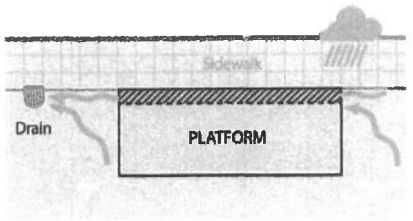
Allow for stormwater drainage flow along the structure, easily accessible for maintenance.

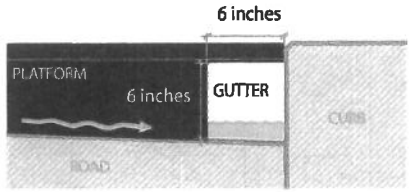


DRAINAGE

- A 6 inch x 6 inch minimum clear gutter space must be provided along the entire length of the proposed platform.

P15 **Drainage**





D. PARKING STUDY

Subcommittee members completed a parking study in the downtown area and the Central Avenue sector between Dewey and Eardley Avenues (east Central Avenue). The surveyed downtown area and east Central Avenue sector are included in those blocks and streets identified on the City of Pacific Grove Land Use Map, adopted October 5, 1994, as part of the General Plan (see Attachment Map).

The downtown area includes both sides of Lighthouse Avenue from the west side of 12th Street to east side of Cypress Street. Generally, Central Avenue is the northern boundary and Laurel Avenue, the southern boundary. However, the downtown area extends south to Pine Avenue on Grand and Forest Avenues. Further, pockets of residential properties limit the downtown area south of Lighthouse on 12th, 13th, 14th, 15th, Fountain, 18th, 19th, Park, Congress, and Cypress.

Parking spaces, usually marked with white lines, were counted both on the streets and in one of five parking lots in the downtown area. On downtown boundary streets, parking spaces were only counted on the side of the street abutting the identified area. For example, the south side of Central Avenue in the downtown area was counted, but not the north. Handicapped blue spaces and 20-minute green spaces also were counted. Spaces taken up by parklets were not counted; neither were those designated as no parking red or loading zone yellow.

Results are summarized in the following table:

CITY OF PACIFIC GROVE
DOWNTOWN AND EAST CENTRAL AVENUE PARKING
SEPTEMBER 2022

	Category			
Area	*Standard*	*H'dicap*	*Green*	*Total*
Lighthouse Avenue	189	11	14	214
Central Avenue	67	2	2	71
North side streets	108	2	16	126
Laurel/Pine Avenues	58	1	1	60
South side streets	161	3	22	186
Subtotal Streets	**583**	**19**	**55**	**657**
% by Category	**88.7%**	**2.9%**	**8.4%**	**100.0%**
Fountain Avenue/Lot 1	105	4	0	109
17th Street/Lot 2	80	6	0	86
(Grove Mkt)/Lot 3	31	2	0	33
Forest Avenue/Lot 4	28	1	0	29
15th Street/Lot 5	11	1	0	12
Subtotal Parking Lots	**255**	**14**	**0**	**269**
% by Category	**94.8%**	**5.2%**	**0.0%**	**100.0%**
TOTAL	**838**	**33**	**55**	**926**
% BY CATEGORY	**90.5%**	**3.6%**	**5.9%**	**100.0%**

Notes: Side streets are on either side of Lighthouse Avenue. The category of standard parking varies by time limit or with no restrictions.
Source: Parklet Program Subcommittee, September 2022.

The preceding table shows 926 parking spaces available in the downtown and east Central Avenue areas. Of that total, 838 or over 90% were standard parking, with nearly 4% as handicapped blue and 6% as 20-minute green.

Of the 255 standard spaces in five parking lots, 87 of 34% are subject to permit in accordance with Policy 100-5, Parking Lots – Permit Parking, last amended on November 7, 2018. (See Attachment Parking Survey Results). The resulting non-permitted count for both street parking and lots then would be reduced to 839 total parking spaces, with 751 standard, 33 handicapped, and 55 green.

The preceding counts in the downtown and east Central Avenue areas raise the question of adequacy of available parking in those areas. In the Transportation Chapter of the General Plan, "A 1984 parking study of Downtown Pacific Grove quantified existing parking supply, demand, and occupancy. It projected future demand, identified sites for possible additional parking, and recommended a parking program for the Downtown. The study concluded that, while the parking space occupancy rate in 1984 was still within acceptable limits, new development would result in a shortage of 610 public parking spaces at full Downtown build-out. As a result of the study's recommendation, the City re-striped several of the City's lots and gained 95 additional spaces."

In the Business Survey conducted by the Subcommittee, many businesses expressed concern about the impact of outside dining on parking. Therefore, the Subcommittee has developed the following recommendation:

It is recommended that the City should update studies in the downtown and east Central Avenue areas to determine the adequacy of current and future parking capacity. Efforts should be undertaken to assure an adequate supply of parking spaces, in order to maintain viable business districts in the downtown and east Central Avenue areas.

E. SIDEWALK AND STREET SURVEY

Subcommittee members also measured the widths of sidewalks to determine the amount of space available for sidewalk dining. The table below shows the widths of sidewalks in the downtown area and on Central Avenue between Dewey and Eardley Avenues. Blocks currently with sidewalk dining are shown in bold.

CITY OF PACIFIC GROVE
DOWNTOWN AND EAST CENTRAL AVENUE SIDEWALK MEASUREMENTS
OCTOBER 2022

Street (Businesses on Block)	*In Inches*	*In Feet*	*In Inches*	*In Feet*
Lighthouse Avenue	**North**		**South**	
12th-13th (Treasure Grove/Petra)	95	7.9	65	6.4
13th-14th (Hambrook/La Crema Bldg)	109	9.1	98	8.2
14th-15th (Goodies/proposed Brew Pub)	195	16.3	193	16.1
15th-Fountain (520 LH/Cinema)	193	16.1	144	12.0
Fountain-Grand (Jeninni/Wild Fish)	**190**	**15.8**	**193**	**16.1**
Grand-Forest (Globel/Chase)	195	16.3	191	15.9
Forest-16th (Vintage Finds/Juice n' Java)	191	15.9	**191**	**15.9**
16th-17th (Phil's/Lopez)	**191**	**15.9**	194	16.2
17th-18th (International/Monarch)	**190**	**15.8**	191	15.9
18th-19th (Fourniers/Gosby House)	155	12.9	194	16.2
19th-Park (Red House/Pacific Thai)	**172**	**14.3**	**168**	**14.0**
Park-Congress (Post Office/Shell)	--	--	182	15.2
Congress-Cypress (Toasties/Passion Fish)	**214**	**17.8**	166	13.8
17th Street	**West**		**East**	
Lighthouse-Laurel (La Mia Cucina)	95	7.9	--	--
Central Avenue	**North**		**South**	
Eardley-Dewey (il vecchio/Vivilo's)	**131**	**10.9**	**107**	**8.9**

Notes: 17th-18th on north side of Lighthouse, varies from 165 to 190 inches.
15th-Fountain on south side of Lighthouse varies from 144 to 216 inches in front of Cinema.
Eardley-Dewey on north side of Central varies from 131 to 156 inches.
Eardley-Dewey on south side of Central varies from 98 to 107 to 146 inches.
Source: Parklet Program Subcommittee, October 2022.

As shown in the preceding table, public sidewalk widths vary. Sidewalks with restaurants having sidewalk dining (permits) vary from 8.9 feet to 16.1 feet. However, it should be noted that sidewalk widths on Central Avenue are low, and the restaurants with parklets on that street do not offer sidewalk dining, even though they have permits to do so.

Therefore, the Subcommittee has developed the following recommendation:

It is recommended that the City should update measurements of downtown and east Central Avenue sidewalks for review and enforcement of currently adopted standards on sidewalk dining use. Those standards are a minimum unobstructed pedestrian travel width of at least

four feet and a sidewalk dining occupancy of no more than 45 percent of the gross total width of any public sidewalk.

Subcommittee members also made note of the condition of streets, curbs, gutters, light fixtures, and trees in the downtown and east Central Avenue areas. The condition of City infrastructure in those areas reflects poorly on our community. There were multiple examples of street potholes, cracked and uprooted sidewalks, broken curbs and gutters, and light fixtures with peeling paint. On Fountain Avenue near Laurel and on Grand near Central, large sidewalk weeds make it difficult to exit a parked car. In the words of one business owner, the raised sidewalk slabs from tree roots in front of his establishment are "a lawsuit waiting to happen."

Therefore, the Subcommittee has developed the following recommendation:

It is recommended that the City should immediately develop an inventory of the downtown and east Central Avenue areas for needed infrastructure repair and upgrade. A work plan should follow with a schedule to make necessary changes.

Several photographs are provided regarding this problem.

F. AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) was enacted in 1990. Extensive regulatory action and court review have resulted in a significant body of law on this legislation. For purposes of this study, ADA issues are limited to a review of parking requirements and space within parklets or sidewalk dining areas.

The Subcommittee's Parking Study shows that downtown area streets have 19 handicapped parking spaces, or a ratio of one (1) handicapped parking space for every 35 total parking spaces (1:35). The five City parking lots have a ratio of one (1) handicapped for every 19 total spaces (1:19). Overall, the result is one handicapped per 28 total parking spaces (1:28).

Handicapped parking is governed by California ADA Parking Requirements. Review of the Subcommittee's Parking Study shows that the Fountain Avenue parking lot #1 may need an additional handicapped parking space to be compliant with California ADA requirements. In addition, the handicapped parking space at the 15th Street parking lot #5 appears to be undersized in that it does not have an access aisle on either side of the actual space.

Of further note is a 2014 ruling by the federal Ninth Circuit Court of Appeals that cities have an obligation to provide accessible on-street disabled parking. Again, the Subcommittee's Parking Study shows a ratio of one (1) handicapped parking to 35 total parking spaces (1:35) in the downtown and east Central Avenue areas. Standards for handicapped parking capacity will need to be followed in order to assure compliance with the law.

Therefore, the Subcommittee has developed the following recommendation:

It is recommended that the City should continually monitor federal and state regulations to assure the adequacy of handicapped parking in the downtown and east Central Avenue

areas, as well as in City-owned parking lots. Remedial action to correct deficiencies should be taken.

The matter of handicapped access to outdoor dining, including parklets and sidewalk dining, deserves attention. Ordinance 22-006, Section 3(b), page 2, Temporary Sidewalk, Outdoor Dining, and Parklet, states ... "All applicable Americans with Disabilities (ADA) requirement minimums must be met." The same language is provided in Definitions, J, page 2, of the proposed Parklet Program Manual, which would make parklets and sidewalk dining permanent in Pacific Grove.

The preceding City standard, however, provides no context for ADA compliance. For example, there is no mention about table widths and heights for wheelchair accessibility. While there is language about providing "the minimum unobstructed pedestrian travel width" on City sidewalks, there is no mention about a straight-line lane through a sidewalk area for pedestrians.

Therefore, the Subcommittee has developed the following recommendation:

It is recommended that the City should develop handicapped accessibility standards for outdoor dining, including parklets and sidewalk dining. These standards should include, but not be limited to, a straight-line, walk-through width of at least six (6) feet on public sidewalks with adjacent parklets or sidewalk dining. Standards regarding table size and height and wheelchair accessibility also should be developed.

G. CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL (ABC)

The California Department of Alcoholic Beverage Control ABC) regulates the manufacture, distribution, and sale of alcoholic beverages. While local restaurants' compliance with ABC regulations is beyond the scope of this report, the Subcommittee reviewed ABC licensing requirements for outside dining.

Ordinance 22-006, in effect as an emergency until May 31, 2023, sets forth requirements for the sale of alcoholic beverages in temporary parklets and sidewalk dining. Section 1(c) states, "Sale of alcoholic beverages shall be subordinate to the primary uses and shall comply with the Stat Alcoholic Beverage Control (ABC) license requirements for a 'bona fide public eating place.'"

During the COVID 19 pandemic, the ABC provided temporary relief measures to enable restaurants to reopen their businesses for on-site consumption of alcoholic beverages. Further, restaurants with temporary parklets or sidewalk dining are required to have approved temporary catering authorizations, in order to serve alcoholic beverages. This authorization requires an ABC 218 CV19 application form, an ABC 257 diagram, and a $100 fee. Permanent outside dining on patios or parklet areas is separately approved.

Therefore, the Subcommittee has developed the following recommendation:

It is recommended that the City should work with local restaurants to assure compliance with ABC regulations on the consumption of alcoholic beverages in permanent and temporary outside dining locations. Business license and encroachment permit files

maintained by the City should include evidence of restaurants' compliance with ABC regulations.

H. CALIFORNIA COASTAL COMMISSION

The City has an approved Land Use Plan and Coastal Implementation Plan, in accordance with requirements of the California Coastal Act of 1976. Provisions of those plans apply to City areas within the Coastal Zone, as established by the State Legislature.

Several restaurants lie within the Coastal Zone, which is generally defined as the seaward side of Central Avenue west from the Monterey city limit to Pacific Avenue; the north side of Briggs Avenue from Lovers Point to Sea Palm Avenue; and the area west of Asilomar Avenue from Point Pinos south to the Pebble Beach city limit.

It appears that some temporary parklets require coastal development permits (CDP), as evidenced by recent media reports in the City of Monterey. This is further supported by a reading of Chapter 23.90.040, which describes CDP exemptions and Chapter 23.90.050, which defines City CDP determinations.

Therefore, the Subcommittee has developed the following recommendation:

It is recommended that the City should confirm the presence of all temporary parklets in the Coastal Zone and determine whether or not such structures are subject to a coastal development permit. In cases where a permit is required, the City should advise the restaurant so an application can be developed and processed in accordance with procedures identified in the Pacific Grove Coastal Implementation Plan.

I. MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

The Monterey Peninsula Water Management District (MPWMD) is responsible for the management and regulation of water use on the Monterey Peninsula, including Pacific Grove.

In May 2020, the MPWMD adopted urgency Ordinance 186 to facilitate outdoor dining. This action effectively suspended MPWMD's Rule 24, which regulates the number of outdoor seats that a restaurant can have before a water permit is required. Under Rule 24, a restaurant may have one-half the number of interior seats for outdoor dining without a requirement for a water permit. This rule is based upon the finding that "outdoor seating has no measurable water use capacity."

MPWMD staff have stated that the suspension of rules due to the pandemic will expire on April 19, 2023. Evaluation of current restaurant seating counts, both inside and outside, usually falls within the parameters of Rule 24. However, in cases where outdoor seating exceeds Rule 24 criteria, restaurants will have to purchase water from the City's water allocation. Under those circumstances, the City will need to determine priorities for the sale of water, or how much water should be allocated for housing and how much for restaurant use. (See Attachment Water Management Audit Table).

Further, MPWMD staff has pointed out that some restaurants may not have water permits for their operation. Those situations then may require the purchase of water to maintain operation.

Therefore, the Subcommittee has developed the following recommendation:

It is recommended that the MPWMD confirm the seating capacity of each restaurant with outdoor dining, in order to assure adherence to Rule 24. The City also should identify restaurants needing water permits, so that appropriate permit applications can be completed. As part of the water permit process, the City should establish priorities for the sale of water.

III. ATTACHMENTS

DocuSign Envelope ID: 6F950933-E6D7-4ACD-A615-0266F19B2D6F

ORDINANCE NO. 22-006

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE ADOPTING TEMPORARY OUTDOOR DINING RULES WITHIN THE CITY OF PACIFIC GROVE

FACTS

1. The City Council, pursuant to Charter Article 19 and Pacific Grove Municipal Code (PGMC) Chapter 3.20, adopted Resolution 20-007 declaring the COVID-19 pandemic health crisis to be a Local Emergency. The high incidence of COVID-19 hospitalizations, fatalities, test positivity rates dramatically affected the state and local visitor-serving industry, with significant consequence to the local economy. Indoor dining closures and social distancing requirements have negatively affected restaurant proprietors, restaurant workers and restaurant patrons.

2. The City of Pacific Grove (City) and other local agencies also promulgated temporary rules to accommodate outdoor dining during the pandemic crisis. Notably, the Monterey Peninsula Water Management District (MPWMD) promulgated rules to temporarily modify water permitting requirements and to temporarily relax standards by which it calculates restaurant patron water demand for persons who dine outdoors. MPWMD extended urgency ordinance No 190 on 4/18/2022 to sunset on 4/18/2023.

3. The City Manager, acting as the emergency services director pursuant to PGMC Section 3.20.070, implemented a "Parklet Program" that allows businesses to utilize parking spaces for dining and other purposes in a safe environment to improve business during the health emergency. This action was to encourage and promote sidewalk dining to help improve the local business economy, create a more urban pedestrian environment, and promote and protect public welfare in a healthy and safe manner.

4. The City Council desires to clarify the scope and effect of the temporary Parklet Program and Outdoor Dining rules.

5. The City Council determines this ordinance promotes efforts to immediately preserve public health, safety and welfare.

6. This ordinance is exempt from the California Environmental Quality Act (CEQA) Guidelines Section 15269, action taken to prevent or mitigate an emergency; the City adopts this ordinance to respond to the COVID-19 pandemic health crisis.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PACIFIC GROVE DOES ORDAIN AS FOLLOWS:

SECTION 1. Facts.

The facts set forth above are true and correct and are adopted as findings of the City

DocuSign Envelope ID: 6F950933-E6D7-4ACD-A615-0266F19B2D6F

Council as though set forth fully within the body of this ordinance.

SECTION 2. Prior Ratification of Action.

The City Council previously ratified actions of the City Manager taken pursuant to PGMC Section 3.20.070, to implement sidewalk and outdoor dining, and the "Parklet Program", and to suspend PGMC section 15.16.045 processes relating to sidewalks, and PGMC section 23.70.030 relating to dining on private property. This ordinance extends those actions for a limited time.

SECTION 3. Temporary Sidewalk, Outdoor Dining, and Parklet Program.

During the effective term of this ordinance, the provisions of PGMC section 15.16.045 (Sidewalk seating and sidewalk dining) shall be suspended, and in its place the following requirements, denominated the "Parklet Program", shall apply to sidewalk and outdoor dining:

After the effective date of this ordinance the Zoning Administrator, or designee, shall have the authority to allow, deny, or condition use of non-sidewalk outdoor dining and parklet use within all commercial zoning districts; the Building Official, or designee, shall have the authority to allow, deny, or condition encroachments on public property to place tables, chairs, benches, or other normally associated furniture on public sidewalks abutting eating establishments for sidewalk; These approvals are subject to the following restrictions and conditions:

(a) A parklet is a small urban park, often crated by replacing two parking spaces with a patio, planters, trees, and seating. A physical boundary is required to promote safe use. Parklets shall ordinarily be limited to two parking spaces. Longer or shorter parklets may be considered based upon unique circumstances. Sides of the parklet must be transparent beginning 48" above the floor level. Flooring shall ordinarily be flush with the curb, except for locations in parking lots or other unique locations. Awnings or coverings must be approved. These must be fireproof and waterproof and cannot extend beyond the parklet. Plans must demonstrate water drainage flows under the parklet and off any overhead cover. Propane and electric heaters must be approved and conform to applicable fire standards.

(b) Tables, chairs, benches, umbrellas, waiter stands, barriers, tray stands, planters, trash receptacles, and other furniture normally associated with dining (collectively hereafter, for convenience, "furniture") may be placed in the parklet or on the sidewalk but shall not be placed so as to obstruct the minimum unobstructed pedestrian travel width of the sidewalk defined as a minimum of four feet. All applicable Americans with Disabilities (ADA) requirement minimums shall be met. Furniture shall be of a consistent design and employ similar materials and colors as approved by the city to complement all other approved sidewalk furniture and fixtures, such as streetlights and bicycle racks, throughout the city.

DocuSign Envelope ID: 6F950933-E6D7-4ACD-A615-0266F19B2D6F

(c) Sale of alcoholic beverages shall be subordinate to the primary use and shall comply with the State Alcoholic Beverage Control (ABC) license requirements for a "bona fide public eating place."

(d) Eating establishments and all other persons are prohibited from making any modification to the public sidewalk. Minor patching of holes and cracks, and the elimination of trip and fall hazards, are to be referred to the public works department to determine whether modification should be made at City expense, or if modification shall be made at expense of the business owner.

(e) Use of sound amplification in the outdoor dining area or parklet is allowed but shall be limited to the hours of dining service, and in no event shall be allowed before 10:00 a.m. or after 10:00 p.m. Without a permit pursuant to PGMC 11.94.010 it shall be impermissible to operate or cause to operate or suffer or permit the operation of sound-amplifying device under any other circumstances whereby sounds therefrom become audible and disturbing to a person or persons beyond the boundaries of the dining area or parklet on which the amplification occurs.

(f) Sidewalk dining and associated furniture is prohibited on any public sidewalk that is less than seven feet wide unless the storefront is set back from the back of sidewalk. Further, sidewalk dining and associated furniture shall not occupy more than 45 percent of the gross total width of any public sidewalk.

(g) The eating establishment placing the furniture shall provide proof of public liability insurance, naming the city as an additional insured, in the amount and form subject to approval of the city manager.

(h) The establishment placing furniture shall keep furniture and immediately surrounding areas clean and presentable at all times. All litter, spillage, or other materials shall be promptly removed to maintain the area in a clean condition.

(i) Approved sidewalk and outdoor dining or parklet permits allowing placement of furniture or associated furniture may be revoked by the zoning administrator at any time, for violation of any of these restrictions or conditions.

(j) Application for sidewalk, outdoor dining, parklets or placement of furniture shall be made on either by an encroachment permit or upon an application provided by the Community Development Department. The decision of the zoning administrator shall be final and not subject to appeal pursuant to PGMC 23.74.020 or 23.74.030.

(k) Sidewalk, outdoor dining and parklet permits are interruptible and terminable licenses for use granted by the city. No property interest shall be conveyed to the eating establishment or to any other person. The city shall have the right and power, acting through the zoning administrator, to revoke, prohibit, condition or limit operation and use of a sidewalk, outdoor dining or parklet permit at any time by reason of anticipated, threatened, or actual problems or conflicts in the use for the sidewalk or surrounding area. Such circumstances may arise

DocuSign Envelope ID: 6F950933-E6D7-4ACD-A615-0266F19B2D6F

from, but are not limited to, changing patterns of sidewalk and outdoor use, scheduled festivals or similar events, parades or marches, repairs to the street or sidewalk, or for any other reason.

(l) Furniture, equipment, and other amenities must be removed from the public sidewalk, dining area or parklet for extended periods of eating establishment closure (two weeks or more). The city may require removal during special events, scheduled festivals, parades or marches or similar events. repairs to the street or sidewalk, or for any other reason.

(m) The city shall have the right, without notice or opportunity to be heard, to unilaterally remove unapproved exterior furniture and/or equipment from the outdoor dining space or parklet, and costs of removal shall be borne by the eating establishment.

(n) Applications for each sidewalk, outdoor dining or parklet for a new site must submit:

(1) Description. A brief written description to include the name and address of the eating establishment, a description of the proposed sidewalk, outdoor dining space or parklet, the number of tables and seats, whether the eating establishments intends to serve alcohol, and whether water credits or water allocations are needed for the proposed permit.

(2) Site Plan. For each application following the date of this ordinance, a plan, drawn to scale, showing the proposed sidewalk, outdoor dining space or parklet including all tables, seats, associated furniture, and barrier lines; the plan shall show all sidewalk clearance dimensions and elevations. Specifications shall be provided for any sidewalk heaters.

(3) Photos or Drawings. Color photos, renderings, and/or graphics shall show the setup, type of furniture, and materials to be used for all surfaces, including barrier lines or umbrellas.

(n) The zoning administrator is authorized to place or modify conditions under this section on sidewalk and outdoor dining adjacent to eating establishments to promote public health and/or safety, or to address unique site factors that apply to a specific location.

(o) Sidewalk, outdoor dining and parklet permits and/or encroachment permits issued under this section do not afford an exclusive right for use by the eating establishment or its patrons. The general public may make reasonable temporary use of the area and furniture at that location provided this public use does not interfere with the sidewalk dining use.

(p) Restoration requirements set by Section 6 shall apply upon expiration or revocation of the sidewalk, outdoor dining or parklet permit.

SECTION 4. Private Property Dining, and Parklet Program.

During the effective term of this ordinance, the provisions of PGMC section 23.70.030 (Staff Approvals) shall be suspended with respect to dining on private property – only – and in

DocuSign Envelope ID: 6F950933-E6D7-4ACD-A615-0266F19B2D6F

its place the requirements of Section 3, above, shall apply to outdoor dining on private property. Authorization of the property owner shall be required. All other applications of PGMC section 23.70.030 shall continue to have full force and effect.

SECTION 5. Modified Permit Processes and Fees.

The following City requirements shall apply to the Parklet Program during the effect of this ordinance:

a) Administrative Use permits shall be granted, without hearing or fee, to allow temporary outdoor dining on private property; the appeal process set in Table 23.70.012-1 shall nonetheless apply.

b) Encroachment permits shall be granted, without hearing or fee, to install or use parking spaces on a City street under the "Parklet Program."

c) Sidewalk and outdoor dining encroachment permits shall be granted, without hearing or fee, to allow dining under the "Parklet Program."

d) Reservation of parking spaces shall be allowed, without hearing or fee, to facilitate curbside pick-up for take-out service for businesses and restaurants.

SECTION 6. Restoration upon Revocation or Expiration of Any Sidewalk or Outdoor Dining Permit.

The Applicant for each sidewalk or outdoor dining permit, and the Owner or Operator of any business or eating establishment associated with that permit, shall be jointly and severally responsible to restore the sidewalk or outdoor dining area to pre-permit conditions upon revocation or expiration of the permit, or vacation of the dining or parklet area. If restoration is not completed in a timely manner, the City Manager may provide written notice to the owner of the property and/or the responsible person that the sidewalk, outdoor dining or parklet space requires remediation. The notice shall advise that, should the remediation fail to be completed within an established deadline, the remediation work may then be completed by the city, or a contractor designated by the city, and the expense thereof shall be charged to the property owner pursuant to PGMC 9.30.310.

If the affected property is not restored within the time specified by notice, the City may cause remediation and recoup its expenses through processes set forth in PGMC sections 9.30.310, 9.30.320, 9.30.330, 9.30.340, or 9.30.360.

SECTION 7. Interpretation.

This Ordinance shall be liberally construed to implement its purposes.

DocuSign Envelope ID: 6F950933-E6D7-4ACD-A615-0266F19B2D6F

SECTION 8. No Exemption from Water Permit Requirements.

This ordinance shall not exempt or modify any requirement that may otherwise exist for a property owner, occupant or business owner from thew obligation to obtain and comply with MPWMD water permitting requirements that apply to any property use, including and not limited to indoor or outdoor dining activities.

SECTION 9. Temporary Suspension of Conflicting Requirements.

Any ordinance or provision of the Pacific Grove Municipal Code in conflict with this Measure shall be suspended for the effective period of this Ordinance.

SECTION 10. Further Direction.

The City Manager is directed to execute all documents and to perform all other necessary City acts to implement this Ordinance.

SECTION 11. Enforcement

Violations of this ordinance may be prosecuted pursuant to Chapter 1.16 PGMC, and/or enforced pursuant to Chapter 1.19 PGMC.

SECTION 12. Severability.

If any provision, section, paragraph, sentence, clause or phrase of this ordinance, or any part thereof, or the application thereof to any person or circumstance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, or any part thereof, or its application to other persons or circumstances. The City Council hereby declares that it would have passed and adopted each provision, section, paragraph, subparagraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, paragraphs, subparagraphs, sentences, clauses or phrases, or the application thereof to any person or circumstance, be declared invalid or unconstitutional.

SECTION 13. Effective Date.

In accord Article 15 of the City Charter, this ordinance shall take effect thirty (30) days following adoption on second reading by the City Council.

SECTION 14. Expiration and Sunset.

Section 6 of this ordinance shall have continuing effect and shall not expire. All other

DocuSign Envelope ID: 6F950933-E6D7-4ACD-A615-0266F19B2D6F

provisions of this ordinance shall sunset on May 31, 2023.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE THIS 1st day of June, 2022, by the following vote:

AYES: Mayor Peake, Mayor Pro Tem McAdams, Councilmembers Amelio, Coletti, Poduri, Smith, and Tomlinson.
NOES: None.
ABSENT: None.

APPROVED:

DocuSigned by:
Bill Peake
2E6F9DE48137414...

BILL PEAKE, Mayor

ATTEST:
DATED: 6/3/2022

DocuSigned by:
Sandra Kandell
7882F89F4EDE430...

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

DocuSigned by:
DAVID C LAREDO
F06545E32B2846F...

DAVID C. LAREDO, City Attorney

Parklet Survey for Downtown Businesses

Survey is anonymous.

1. What type of business do you own or manage?
   - Restaurant
   - Retail
   - Other (specify)

2. Where do your customers/clients park?
   - Street near business
   - City parking lot
   - Other
   - Not sure

3. Restaurant Only Response

Is having a parklet/sidewalk dining helpful?

Yes – Why

No – Why

4. Other business response

a. Have temporary parklets impacted your business?

Yes – How

No

b. Has sidewalk dining impacted your business?

Yes – How

No

---

5. Should the city allow parklets to be permanent in downtown area and located on city streets?

   Yes- Why **No – Why**

   Should city continue sidewalk dining in downtown Pacific Grove?

   Yes- Why **No – Why**

6. Should parklets **only** be allowed for restaurants?

   Yes **No – Why**

7. Should restaurants with parklets and/or side walk dining **pay** a fee for use of public sidewalks and parking spaces?

   Yes **No**

Other comments you would like to share regarding parklets or outside dining.

CITY OF PACIFIC GROVE
BUSINESS SURVEY
OCTOBER 2022

	1. What Type of Business?				2. Where Do Your Customers Park?				3. Restaurant: Parklet Helpful?		
Business Type	R'taurant	Retail	Other	Total	Street	City Lot	Other	Total	Yes	No	Total
Restaurants	31			31	19	6	6	31	26	3	29
Restaurants %	100.0%			100.0%	61.3%	19.4%	19.4%	100.0%	89.7%	10.3%	100.0%
Retail		39		39	36	3	0	39			
Retail %		100.0%		100.0%	92.3%	7.7%		100.0%			
Other			42	42	29	3	10	42			
Other %			100.0%	100.0%	69.0%	7.1%	23.8%	100.0%			
TOTAL	**31**	**39**	**42**	**112**	**84**	**12**	**16**	**112**	**26**	**3**	**29**
TOTAL %	**27.7%**	**34.8%**	**37.5%**	**100.0%**	**75.0%**	**10.7%**	**14.3%**	**100.0%**	**89.7%**	**10.3%**	**100.0%**

	4a. Parklet Impact Business?			4b. Sidewalk Impact Bus?			5a. Parklets Permanent?		
Business Type	Yes	No	Total	Yes	No	Total	Yes	No	Total
Restaurants							24	6	30
Restaurants %							80.0%	20.0%	100.0%
Retail	14	23	37	9	28	37	24	11	35
Retail %	37.8%	62.2%	100.0%	24.3%	75.7%	100.0%	68.6%	31.4%	100.0%
Other	12	29	41	5	36	41	31	10	41
Other %	29.3%	70.7%	100.0%	12.2%	87.8%	100.0%	75.6%	24.4%	100.0%
TOTAL	**26**	**52**	**78**	**14**	**64**	**78**	**79**	**27**	**106**
TOTAL %	**33.3%**	**66.7%**	**100.0%**	**17.9%**	**82.1%**	**100.0%**	**74.5%**	**25.5%**	**100.0%**

	5b. S'wlk Dine Parmanent?			6. Only for Restaurants?			7. Parklets, S'wlk Pay Fee?		
Business Type	Yes	No	Total	Yes	No	Total	Yes	No	Total
Restaurants	25	4	29	19	10	29	27	3	30
Restaurants %	86.2%	13.8%	100.0%	65.5%	34.5%	100.0%	90.0%	10.0%	100.0%
Retail	32	5	37	29	10	39	31	5	36
Retail %	86.5%	13.5%	100.0%	74.4%	25.6%	100.0%	86.1%	13.9%	100.0%
Other	39	2	41	26	14	40	28	14	42
Other %	95.1%	4.9%	100.0%	65.0%	35.0%	100.0%	66.7%	33.3%	100.0%
TOTAL	**96**	**11**	**107**	**74**	**34**	**108**	**86**	**22**	**108**
TOTAL %	**89.7%**	**10.3%**	**100.0%**	**68.5%**	**31.5%**	**100.0%**	**79.6%**	**20.4%**	**100.0%**

Source: Parklet Program Subcommittee, October 2022.

PARKLET PROGRAM SUBCOMMITTEE
COMMENTS ON BUSINESS SURVEY
OCTOBER 2022

Sort by Question, Type, and #

#	*Type*	*Question/Comment*
5	Restaurant	Question 1: Order outside; counter service.
13	Restaurant	Question 2. Also, private parking lot.
36	Restaurant	Question 2. People park anywhere they can.
44	Restaurant	Question 2. Share with other businesses, that close at 5:00 pm.
6	Other	Question 2. Have parking garage.
10	Other	Question 2. Own parking.
11	Other	Question 2. In private lot.
19	Other	Question 2. Own lot.
5	Restaurant	Question 3. Provides service in good weather; welcome dogs; extra capacity.
13	Restaurant	Question 3. Don't have parklet, but have outside dining on site.
18	Restaurant	Question 3. People eat outside. Food there to go, mainly.
22	Restaurant	Question 3. People complain about parking.
23	Restaurant	Question 3. If had parklet, it would be great, but don't.
27	Restaurant	Question 3. People request outside due to COVID. Draws attention outside to downtown.
28	Restaurant	Question 3. People enjoy outside. No one inside. Close inside dining first.
29	Restaurant	Question 3. Parklets kept them in business.
35	Restaurant	Question 3. Don't have to park far away; handicapped parking nearby.
36	Restaurant	Question 3. Pacific Grove was ghost town. Looks nice atmosphere; new vibe.
37	Restaurant	Question 3. Keep restaurant open.
38	Restaurant	Question 3. People want it. Patio and sidewalk for pandemic.
39	Restaurant	Question 3. Beyond reasonable, would be out of business.
44	Restaurant	Question 3. Option. People feel threatened by COVID. Does not increase water volume; not an uptick in water.
45	Restaurant	Question 3. No parklet because was sensitive to other businesses. Outside dining in private area.
84	Restaurant	Question 3. Don't have one, but would like
88	Restaurant	Question 3. Kept me in business
89	Restaurant	Question 3. Provided dining option.
90	Restaurant	Question 3. A good option, made restaurant more attractive. More enjoyable downtown.
94	Restaurant	Question 3. No response. Said that outside parklet didn't matter for him because no parking on his side of street (17th) and would have been dangerous for staff to walk across street to parklet.
100	Restaurant	Question 3. People like to sit outside.
101	Restaurant	Question 3. Had nine tables on outdoor patio; parklet increased 10 more. So revenue coming in preventing having to close. Once could eat indoors, got rid of parklet as restaurant is set up for 38 interior tables.
102	Restaurant	Question 3. Adds more character and there's more of a nightlife. Another place to sit.
103	Restaurant	Question 3. Dogs allowed for outside dining. People like to eat outside.
106	Restaurant	Question 3. Parklets/outside dining had outdoor space, not indoor dining.
108	Restaurant	Question 3. People like to sit outside.

PARKLET PROGRAM SUBCOMMITTEE
COMMENTS ON BUSINESS SURVEY
OCTOBER 2022

Sort by Question, Type, and #

#	*Type*	*Question/Comment*
110	Restaurant	Question 3. When had COVID, people could eat outside. Now when cold, eat inside. Had outside dining in private space.
111	Restaurant	Question 3. Helped stay open.
112	Restaurant	Question 3. Help survive. Kept people employed.
40	Retail	Question 3. People enjoy.
12	Retail	Question 4. Parking problems.
17	Retail	Question 4. Impact in good way. People eating out can see business much better.
21	Retail	Question 4. Hard to say. Takes up parking but brings in people.
24	Retail	Question 4. People see we are here and shop.
33	Retail	Question 4. No problem.
43	Retail	Question 4. Nothing to compare. Already here. Positive impact.
49	Retail	Question 4. Took parking
55	Retail	Question 4. Parklets nice for customers.
57	Retail	Question 4. Brings in more customers.
59	Retail	Question 4. Brings in more customers, but takes of parking.
60	Retail	Question 4. Takes up parking.
62	Retail	Question 4. Takes up parking.
70	Retail	Question 4. Takes up parking.
80	Retail	Question 4. Parklets brought in more customers.
86	Retail	Question 4. Parklets brought in more customers.
107	Retail	Question 4. Parking is an issue.
2	Other	Question 4a: Concerned about availability of parking.
2	Other	Question 4b: Parklet has covered her outside business sign.
3	Other	Question 4A. Parking issues.
3	Other	Question 4B: Parking issues.
6	Other	Question 4. Client enjoy eating outside.
8	Other	Question 4. Parklets made parking a nightmare.
10	Other	Question 4. Parklets too high; customers have hard time exiting parking lot. Safety issue.
30	Other	Question 4. Parking further away. Big impact. Sidewalks reasonably wide.
31	Other	Question 4. Good for restaurants.
48	Other	Question 4. Nice for customer.
64	Other	Question 4. Takes up parking.
66	Other	Question 4. Takes up parking.
72	Other	Question 4. Takes up parking.
77	Other	Question 4. Parklets impact parking.
83	Other	Question 4. Parklers took all parking.
109	Other	Question 4. Parklets bring people downtown.
18	Restaurant	Question 5. Outside can be too dangerous and unhealthy. Likes inside.
22	Restaurant	Question 5. (Parklets) convenient for locals and tourists.
23	Restaurant	Question 5. Helps the business. People want to eat out.
25	Restaurant	Question 5. Parklets a safety issue. Sidewalk dining depends on sidewalk width.
27	Restaurant	Question 5. Gives cool look to dining scene.

PARKLET PROGRAM SUBCOMMITTEE
COMMENTS ON BUSINESS SURVEY
OCTOBER 2022

Sort by Question, Type, and #

#	*Type*	*Question/Comment*
28	Restaurant	Question 5. Guests enjoy outside.
29	Restaurant	Question 5. People like it 70% eat outside. Nervous about COVID.
35	Restaurant	Question 5. Better for business. More people. Keeps people separated.
36	Restaurant	Question 5. Good for city. We all here together to make money. Sidewalk dining gives European look.
37	Restaurant	Question 5. Parklets should be more secure (safety). Slow signs.
38	Restaurant	Question 5. Like parklets. Couldn't put one in because fire trucks couldn't get around corner.
39	Restaurant	Question 5. People want to eat outside. Bring dogs.
44	Restaurant	Question 5. Provide letter to review in 2-3 years, to avoid permanency objection. Doesn't like vague issues.
45	Restaurant	Question 5. Don't know about parklets. Sidewalk dining better than parklet.
90	Restaurant	Question 5. Need guidelines; structure deficient, perhaps illegal wood. Sidewalk dining doesn't impede.
94	Restaurant	Question 5. Sees water as a problem for parklets. Concerning sidewalk dining: thinks it would be difficult to have as sidewalks are not wide enough.
100	Restaurant	Question 5. People like to sit outside. The downtown streets are wide in Pacific Grove; parklets don't take that much parking away.
101	Restaurant	Question 5. People have forgotten why we got here. We should step back and develop a process. Doesn't object if people wanting parklets meet the requirements.
102	Restaurant	Question 5. I think people are more familiar with outdoor space. They like Alvarado Street look; actually, they love Alvarado Street look.
103	Restaurant	Question 5. Drainage in curbs real issue in front of restaurant. Sidewalk floods in front of his door. ABC now allows to serve alcohol outside.
106	Restaurant	Question 5. People like to eat outside, not worry about COVID.
108	Restaurant	Question 5. People like to sit outside. The downtown streets are wide in Pacific Grove; parklets don't take that much parking away.
110	Restaurant	Question 5. Parking is an issue about continuing parklets.
111	Restaurant	Question 5. If secure area and done properly.
112	Restaurant	Question 5. There needs to be certain standards. Quality.
7	Retail	Question 5. Safety issue with parklets. Restaurants pushing the limit.
12	Retail	Question 5. Cars back into parklet; right next to space line. Parklets dangerous on street.
17	Retail	Question 5. Welcoming, adds vibe to neighborhood. Provides atmosphere; alleviates COVID concerns.
21	Retail	Question 5. Mixed feelings. Parking issues for parklets. At least sidewalk dining on sidewalks.
33	Retail	Question 5. Adds option; town interesting. Great.
43	Retail	Question 5. Caveat: need to look right, not trashy. Il vechio not good. Need standards.
46	Retail	Question 5. Brings more life to town.
50	Retail	Question 5. Parklets are ugly and take parking.
56	Retail	Question 5. Parking an issue
60	Retail	Question 5. Parking an issue.

PARKLET PROGRAM SUBCOMMITTEE
COMMENTS ON BUSINESS SURVEY
OCTOBER 2022

Sort by Question, Type, and #

#	*Type*	*Question/Comment*
62	Retail	Question 5. Parking an issue.
65	Retail	Question 5. Parklets dangerous.
68	Retail	Question 5. If sidewalks wide enough
71	Retail	Question 5. Not for children.
71	Retail	Question 5. Not on Lighthouse Avenue
73	Retail	Question 5. Parklets are dangerous.
87	Retail	Question 5. Need design standards.
104	Retail	Question 5. Helps with more room for restaurants. Aesthetically pleasing; make sure pedestrians are safe. Enough room to walk and park.
107	Retail	Question 5. Offers dining option. Sidewalks get crowded.
2	Other	Question 5: Likes parklets/outside dining. People enjoy outdoors, brings more people to town.
4	Other	Question 5: Brings more activity; sidewalks are busy.
6	Other	Question 5. Great for business.
8	Other	Question 5. Parking an issue. Sidewalk dining enough. Il Vecchio's parklet hit.
11	Other	Question 5. Need less government restrictions. Good for business
14	Other	Question 5. Convenient to eat outside
15	Other	Question 5. No disagreement.
16	Other	Question 5. Parklets encourage business.
19	Other	Question 5. Let restaurants do what they want. Regulate self.
20	Other	Question 5. Not against parklets. Try for three years and sunset. Then review and extend. Sidewalk dining has some benefit due to sidewalk.
26	Other	Question 5. (Parklets) not a problem. Keeps things lively.
30	Other	Question 5. Parklets have parking issue, access. Sidewalk dining can be good.
31	Other	Question 5. Some impact over time. Appeals to people.
32	Other	Question 5. More options for customers. Sidewalk dining, why not?
34	Other	Question 5. Takes advantage of weather.
41	Other	Question 5. If helps restaurants. Eat outside like in Europe.
42	Other	Question 5. Enjoy eating outside. Business struggling.
47	Other	Question 5. Parklets add vibrancy. Sidewalk dining: Need to look at on case-by-case basis. What does each one do for the community?
52	Other	Question 5. Parklets look bad.
64	Other	Question 5. If sidewalks wide enough
64	Other	Question 5. Parklets dangerous
66	Other	Question 5. If sidewalks wide enough
66	Other	Question 5. Parking an issue.
76	Other	Question 5. There is safety and parking issue.
77	Other	Question 5. If sidewalks wide enough
77	Other	Question 5. Parklets look bad.
83	Other	Question 5. Hates parkets
91	Other	Question 5. The parklets were not there before pandemic. Doubt there would be any if not for that.
93	Other	Question 5. Anything to help businesses.

PARKLET PROGRAM SUBCOMMITTEE
COMMENTS ON BUSINESS SURVEY
OCTOBER 2022

Sort by Question, Type, and #

#	*Type*	*Question/Comment*
99	Other	Question 5. Should be option due to investment. People don't want to be inside. Don't know how sidewalk dining would work.
105	Other	Question 5. They make downtown more fun and cheery.
109	Other	Question 5. Makes the city more relevant. Good for all businesses.
5	Restaurant	Question 6. Most practical for restaurants.
13	Restaurant	Question 6. Everyone.
23	Restaurant	Question 6. Shades of gray. What others would need that?
27	Restaurant	Question 6. Why, except for restaurants.
29	Restaurant	Question 6. People sit in parklets for long time.
35	Restaurant	Question 6. All businesses would be fair.
38	Restaurant	Question 6. Yes, OK.
39	Restaurant	Question 6. Not sure. Who would want a parklet? Retail?
44	Restaurant	Question 6. What could be? For businesses that provide seating, table and chair.
45	Restaurant	Question 6. Why should industry benefit?
94	Restaurant	Question 6. We need parking in area.
100	Restaurant	Question 6. Other business used them for Good Old Days.
101	Restaurant	Question 6. Who would want a parklet other than restaurants.
103	Restaurant	Question 6. Yes. Parking issues.
108	Restaurant	Question 6. Other business used them for Good Old Days.
110	Restaurant	Question 6. Parklets should be for all.
111	Restaurant	Question 6. More for restaurants. But could help others.
112	Restaurant	Question 6. If everyone had parklet, there would be no parking.
7	Retail	Question 6. Would like to have merchandise outside; not discriminatory.
17	Retail	Question 6. Just for eating; need for parking.
21	Retail	Question 6. Sidewalk should be OK for everyone.
24	Retail	Question 6. Wouldn't be any place to park.
33	Retail	Question 6. Looks messy.
43	Retail	Question 6. Welcoming for eateries.
56	Retail	Question 6. Yes, parking an issue.
58	Retail	Question 6. Yes, otherwise looks messy.
6	Other	Question 6. Not opposed; what would be the case.
9	Other	Question 6. Makes sense for restaurants.
10	Other	Question 6. All businesses should be treated equally.
11	Other	Question 6. Can't imagine anyone besides restaurants.
14	Other	Question 6. Can't image what else.
15	Other	Question 6. Only restaurants.
16	Other	Question 6. Anyone should have option.
19	Other	Question 6. Would add class. Bring back more foot traffic, synergy.
20	Other	Question 6. What other use would there be?
26	Other	Question 6. Depends. Garden shop, no problem.
31	Other	Question 6. Why would anyone else?
32	Other	Question 6. Not sure.
34	Other	Question 6. Does anyone else have one?
42	Other	Question 6. Add no more. Why would someone want one?

PARKLET PROGRAM SUBCOMMITTEE
COMMENTS ON BUSINESS SURVEY
OCTOBER 2022

Sort by Question, Type, and #

#	*Type*	*Question/Comment*
93	Other	Question 6. Should not single out different businesses.
96	Other	Question 6. No. Parklets would enhance ambience of downtown.
99	Other	Question 6. Doesn't see any advantage for himself. If business pays for it, should allow.
105	Other	Question 6. It's healthy to be outside and it increases the interaction between residents and tourists. They are good for tourism and business.
109	Other	Question 6. Who else besides restaurants would want one?
5	Restaurant	Question 7. Perhaps yearly permit fee. Increased revenue, but pay restaurant tax. Already pay to maintain parklet.
22	Restaurant	Question 7. Should pay rent.
23	Restaurant	Question 7. Took away property.
25	Restaurant	Question 7. Pay in Monterey.
27	Restaurant	Question 7. If reasonable in best situation to keep them.
28	Restaurant	Question 7. Makes sense.
36	Restaurant	Question 7. How much? Break for restaurant. Do little by little with fees. City makes money on tickets.
37	Restaurant	Question 7. Kept businesses alive. Now out of COVID. Benefit from extra spot, and should pay.
38	Restaurant	Question 7. Maybe small fee. Charging may make other businesses feel better, especially if they take up parking. Work together.
39	Restaurant	Question 7. City is getting tax as extra income.
45	Restaurant	Question 7. If city property, should rent.
54	Restaurant	Question 7. Fees for parklets; no on sidewalks.
94	Restaurant	Question 7. Not paying fees would be reason some people would be against parklets.
100	Restaurant	Question 7. Already pay when buy a permit.
101	Restaurant	Question 7. Absolutely yes.
108	Restaurant	Question 7. Already pay when buy a permit.
111	Restaurant	Question 7. Fees need to be affordable.
112	Restaurant	Question 7. The fee should be reasonable.
7	Retail	Question 7. Parklets are renting space.
12	Retail	Question 7. Fees only fair.
17	Retail	Question 7. Don't know. Hard question. If city needs revenue, OK. Restaurants going thru tough times. Need a couple of years to get strength back.
21	Retail	Question 7. Probably.
24	Retail	Question 7. No fee for public sidewalks and undecided for parking. Note: retail next to parklet may have issue. But talk to them.
33	Retail	Question 7. Some sort of minimal fee. If pay someone, will take care of it. Not exorbitant.
43	Retail	Question 7. Should not have to. Pay for damages.
46	Retail	Question 7. Increases their revenue.
2	Other	Question 7: People pay taxes for services.
9	Other	Question 7. Does reduce parking.
14	Other	Question 7. Probably something. Parklets are renting public right-of-way.

PARKLET PROGRAM SUBCOMMITTEE
COMMENTS ON BUSINESS SURVEY
OCTOBER 2022

Sort by Question, Type, and #

#	*Type*	*Question/Comment*
15	Other	Question 7. Would be fair.
16	Other	Question 7. A challenge; but ultimately.
19	Other	Question 7. Hard enough already.
30	Other	Question 7. Parking no longer a shared commodity. Renting.
31	Other	Question 7. Shouldn't be a big deal. Some, a little bit.
32	Other	Question 7. Not sure for parking; for sidewalk space, maybe small fee.
41	Other	Question 7. People spend money in town. Restaurants pay tax.
47	Other	Question 7. Absolutely. City needs funds. Benefits to business.
99	Other	Question 7. If business pays, then should play.
52	Other	Other Comments. Need design standards.
21	Retail	Other Comments. Parking a challenge. Someone came from city to stop employees from eating outside.
109	Other	Other Comments. Parking is not an issue.
99	Other	Other comments. We have beautiful weather downtown. Businesses need return on investment for anything they do.
43	Retail	Other Comments: 2-hour parking too short. People want to eat and shop. Option to eat out, wander streets and buy.
27	Restaurant	Other Comments: Breezy on sidewalk in downtown Pacific Grove.
95	Other	Other Comments: Business not near parklets.
26	Other	Other Comments: Cars speed on street.
39	Restaurant	Other Comments: Concerned about water issues. Complained about Peppers in city parking lot. Will city be contradicted by water board? Buy water credits. Mixed messages. Spend money and then pull out seats. Needs to be fair for everyone. Likes parklet as has no roof. Need to have standards. Historic look. One nearby doesn't need roof.
18	Restaurant	Other Comments: Customer service important. Parklets not safe, crazy drivers.
20	Other	Other Comments: Definite advantage of sidewalk dining downtown. A+. Should have follow-up survey.
30	Other	Other Comments: Don't need parklets anyway.
31	Other	Other Comments: Draws people to restaurants. People coming to town. Character in downtown. Doesn't like big hotel.
94	Restaurant	Other Comments: He's all for parklets. He does not have outside dining. It's
29	Restaurant	Other Comments: Large, elderly clientele. Heaters. Would build better parklet if ordinance were permanent.
13	Restaurant	Other Comments: Should do things for business. Also complained about lack of street cleaning outside business.
25	Restaurant	Other Comments: Several accidents. Unsafe. Do not support parklets. Take them down. COVID over. Victorian Corner not good.
28	Restaurant	Other Comments: Who would put money into parklets for non restaurants?
35	Restaurant	Other Comments: Pandemic nearly over, but people worried. Little longer for parklets.
44	Restaurant	Other Comments: Parklets are not public space for private use, as other nearby businesses use the parklet. Use is not restricted, like public park. Have footed bill. Don't want a sterile environment. More of a selling point.

PARKLET PROGRAM SUBCOMMITTEE
COMMENTS ON BUSINESS SURVEY
OCTOBER 2022

Sort by Question, Type, and #

#	*Type*	*Question/Comment*
45	Restaurant	Other Comments: Stayed in business because of small grants from city and paycheck protection program.
90	Restaurant	Other Comments: Stayed in business because of small grants from city and paycheck protection program.
100	Restaurant	Other Comments: Sidewalk dining brings in people; they walk around. Creates vibrancy and adds a lot to the downtown, plus increases tax revenues. Also allows dogs.
101	Restaurant	Other comments: Taking public parking is an issue. When this started, parklets were not permanent. People have lost sight of issues. Having parklets has many impacts, including trash and water. Also, parklets attract rodents.
103	Restaurant	Other Comments: Restaurant paid fee to City on sidewalk dining before the pandemic. Also commented on Victorian Corner – that big table blocks sidewalk.
108	Restaurant	Other Comments: Sidewalk dining brings in people; they walk around. Creates vibrancy and adds a lot to the downtown, plus increases tax revenues. Also allows dogs.
17	Retail	Other Comments: Parklets (need to be) unified for common look. Safety and stability needs with concrete barriers.
92	Retail	Other Comments: This is small town. Businesses need to work together.
1	Other	Other Comments: Need parking for businesses. Worried about cleanliness.
10	Other	Other Comments: Need red zone in front of business.
11	Other	Other Comments: Like outside dining in Paris, France.
15	Other	Other Comments: Like outside dining, like in Paris, France.
16	Other	Other Comments: Prefers outside dining. Need to maintain downtown viability.
19	Other	Other Comments: Parklets would bring back walking.
34	Other	Other Comments: Less regulation in public spaces. Front of their restaurants; they spend money.
47	Other	Other Comments: Parklets can be beautiful with proper ballards, walls, but pressed wood. Need to have design standards. Some were thrown up and don't look good. Need some type of architectural review.
93	Other	Other Comments: Won't get things right the first time, vis a vis closing down Lighthouse from Grand to Fountain. Need to fine tune. Can't use parklets in rain or at least it is limited. Should pay fee as is free floor space, otherwise.
96	Other	Other Comments: Parklets make town come to life. Add to mood by having activity outside. 3-hour parking too short; eating and shopping for tourists not enough time. This is a tourist town. There should be underground parking. Shouldn't worry about water table. Downtown ought to be like park with parking underneath. Like Boston Common. Gave example of Guilford, CT, as example.
51	Other	None
75	Other	None
78	Other	None
79	Other	None

Pacific Grove Parklet Public Survey

1. Are you a resident of Pacific Grove? Yes No

2. When you come downtown where do you park?
   - Street near business
   - City parking lot
   - Other

3. Have parklets impacted your shopping or visits downtown?
   a. harder to park
   b. no change noticed
   c. other

4. Do you like dining in the parklets?
   Yes No -Why

5. Do you like sidewalk dining?
   Yes No -Why

6. Do you feel safe driving or walking near parklets?
   Yes No -Why

7. Should the city allow parklets to be permanent in downtown area and located on city streets?
   Yes- Why **No – Why**

8. Should city continue sidewalk dining in downtown Pacific Grove?
   Yes- Why **No – Why**

9. Should parklets **only** be allowed for restaurants?
   Yes **No – Why**

10. Should restaurants with parklets and/or side walk dining **pay** a fee for use of public sidewalks and parking spaces?
    Yes **No**

Other comments you would like to share regarding parklets or outside dining.

PARKLET PROGRAM SUBCOMMITTEE
COMMENTS ON PUBLIC SURVEY
OCTOBER 2022

Sort by Question and Comment

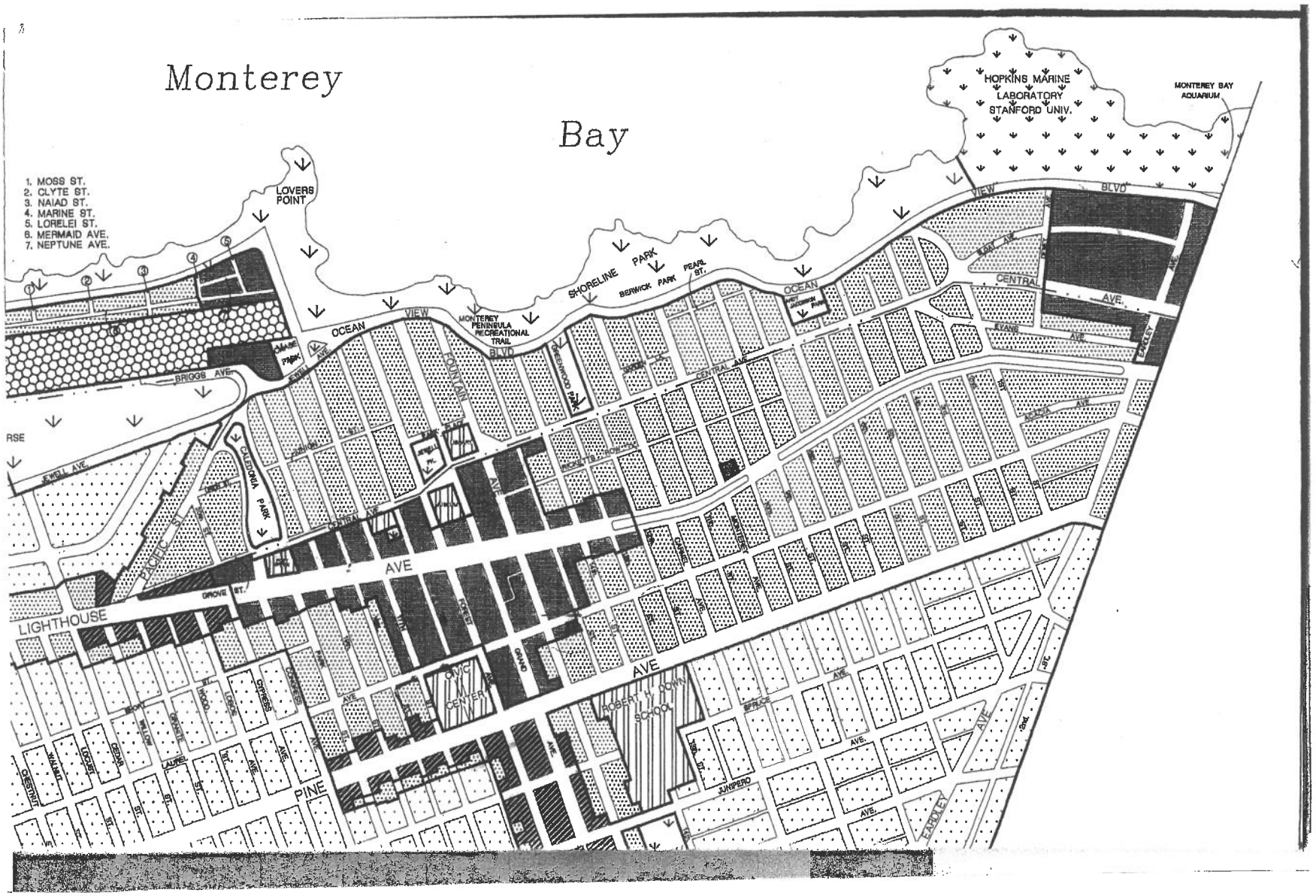
Question	*Question/Comment*
Question 2	Need more handicapped parking spots
Question 2	Walk/bike.
Question 2	Need more bike parking
Question 3	Visibility.
Question 3	Sidewalks crowded
Question 3	500 block of Lighthouse Avenue impacted.
Question 3	Go out more to eat.
Question 3	Careful to leave place between others.
Question 3	Decreased safety and visibility.
Question 3	All parking at my job gone, really impacted my job.
Question 4	Must be clean.
Question 4	Need design standards and ADA compliance.
Question 4	Only certain parklets safe.
Question 4	If warm enough.
Question 4	Worry about safety.
Question 4	Want to eat inside.
Question 4	Traffic close.
Question 4	Traffic noise.
Question 4	Do not feel safe.
Question 4	No slant to floor.
Question 4	Too much traffic, will not eat in parklet.
Question 4	Traffic a hazard. Vision of car going into parklet.
Question 5	If warm enough.
Question 5	If sidewalk wide enough
Question 5	If easier with stroller.
Question 5	Victorian Corner impacts sidewalk.
Question 5	Need standards.
Question 5	People too close.
Question 5	Traffic noise.
Question 5	Want to eat inside.
Question 5	Need bigger sidewalks.
Question 5	More space to walk through.
Question 5	An obstacle course.
Question 5	No privacy.
Question 5	Weather not always conducive.
Question 6	Drive slowly.
Question 6	Safety issues for pedestrian and drivers, visibility for driver
Question 6	Visibility for driver and pedestrian.
Question 6	10 near misses at Victorian Corner.
Question 6	Turning radius at Fountain Ave. and 16th Street.
Question 6	Sightliine obstructed.
Question 6	Too far into street.
Question 6	Need safe plan.
Question 6	Need safety and design standards.
Question 6	Drive slower.

PARKLET PROGRAM SUBCOMMITTEE
COMMENTS ON PUBLIC SURVEY
OCTOBER 2022

Sort by Question and Comment

Question	*Question/Comment*
Question 6	Victorian Corner an issue.
Question 6	Will not drive down Fountain
Question 6	Will not drive down Lighthouse Avenue
Question 7	Safety & design standards.
Question 7	Dining options.
Question 7	Enjoying eating outside.
Question 7	Enlivens downtown, adds character.
Question 7	Decreases cars downtown.
Question 7	More walking
Question 7	More income for businesses.
Question 7	Look ugly.
Question 7	Need design standards
Question 7	Need design & safety standards.
Question 7	ADA access.
Question 7	Drainage problems
Question 7	Cluttered sidewalks.
Question 7	Impaired visibility.
Question 7	Unsightly, ugly
Question 7	Buried my grandmother's bench at Jeninni.
Question 7	Parklets unsafe.
Question 7	Streets made for cars, unsafe.
Question 7	Make parklets safer.
Question 7	Reduce size.
Question 7	Into street too far.
Question 7	Blocks visibility.
Question 8	Need design standards to make dining more comfortable and more walkable.
Question 8	Define walking space better.
Question 8	Make sure sidewalks wide enough to accommodate seating and people going by.
Question 8	ADA access-6'.
Question 8	Wider sidewalks.
Question 8	Cluttered sidewalks.
Question 8	Unsafe.
Question 9	Reduce parklet size.
Question 9	Try as pilot program.
Question 9	Do not compromise parking.
Question 9	One day a week sidewalk parklet, if feasible.
Question 9	Do not like them.
Question 10	Need Safety Standards.
Question 10	Need Design Standards.
Question 10	Need ADA compliance.
Question 10	Gotta pay to play.
Question 10	Market rate floor apply to sidewalk or parking space.
Question 10	Do not want crisis time responses to become permanent.
Other Comments	If make change in parklet size, etc., roll out change so people still have place to eat.

Source: Parklet Program Subcommittee, October 2022.


Monterey
Bay
HOPKINS MARINE LABORATORY STANFORD UNIV.
MONTEREY BAY AQUARIUM
1. MOSS ST.
2. CLYTE ST.
3. NAIAD ST.
4. MARINE ST.
5. LORELEI ST.
6. MERMAID AVE.
7. NEPTUNE AVE.
LOVERS POINT
OCEAN VIEW BLVD
SHORELINE PARK
BERWICK PARK
PEARL ST.
MONTEREY PENINSULA RECREATIONAL TRAIL
CANNERY ROW
BRIGGS AVE
FOUNTAIN AVE
CALIFORNIA PARK
PACIFIC ST.
GROVE ST.
LIGHTHOUSE AVE
PINE AVE
CIVIC CENTER
ROBERT L. DOWN SCHOOL
CENTRAL AVE
EVANS AVE
ALVARADO ST.
LARKIN ST.
JUNIPERO AVE
FREMONT BLVD
FARNSLEY

PACIFIC GROVE
DOWNTOWN AND EAST CENTRAL AVENUE STREET PARKING
SEPTEMBER 2022

Lighthouse Avenue	*North*		*Center*		*South*		*Total*	*H'dicap*	*Green*	*Notes*
12th-13th (Treasure Grove/Petra)	4	P			6	P	10		2	South 2 green
13th-14th (Hambrook/La Crema Bldg)	5	P	10	D	5	P	20	1	2	Center 1 handicap; North/South ea 1 green
14th-15th (Goodies/proposed Brew Pub)	4	P	7	D	5	P	16			
15th-Fountain (520 LH/Cinema)			9	D			9	1		Center 1 handicap; North construction
Fountain-Grand (Jeninni/Wild Fish)	7	D	8	D	4	D	19		1	North 1 green
Grand-Forest (Globel/Chase)	8	D	8	D	9	D	25	2	1	North/South ea 1 handicap; South 1 green
Forest-16th (Vintage Finds/Juice n' Java)	7	D	8	D	4	D	19	2		North/South ea 1 handicap
16th-17th (Phil's/Lopez)	8	D	10	D	6	D	24	1	2	North 1 handicap; South 2 green
17th-18th (International/Monarch)	6	D	8	D	3	D	17	1	1	South 1 handicap; North 1 green
18th-19th (Fourniers/Gosby House)	3	D	8	D	8	D	19		1	South 1 green
19th-Park (Red House/Pacific Thai)	1	D	8	D	9	D	18			
Park-Congress (Post Office/Shell)	5	P					5	1	4	North 1 handicap and 4 green
Congress-Cypress (Toasties/Passion Fish)	7	D			6	D	13	2		North/South each 1 handicap
Total	**65**		**84**		**65**		**214**	**11**	**14**	

Side Streets, N. of Lighthouse to Central	*West*				*East*		*Total*	*H'dicap*	*Green*	*Notes*
12th St., patial block below Ricketts							0			West no parking; 1-way
13th St., partial block below Ricketts	3	P					3			East no parking; 1-way
14th St., partial block	5	P			4	P	9	1	2	West 1 handicap; East 2 green
15th St., west full block; east partial					7	P	7		5	East 5 green; West no park/construction
Fountain Avenue, full block	13	P			9	P	22		1	East 1 green
Grand Avenue, full block	13	P			14	P	27		4	West/East each 2 green; 1-way
Forest Avenue, full block	9	P			11	P	20	1	1	East 1 handicap and 1 green
16th Street, full block					6	P	6			West no parking; 1-way
17th Street, full block					6	P	6			West no parking
18th Street, full block	6	P					6		3	West 3 green; East no parking
19th Street, full block	7	P			5	P	12			1-way
Central/Caledonia Ave, full block	4	P			4	P	8			
Total	**60**				**66**		**126**	**2**	**16**	

PACIFIC GROVE
DOWNTOWN AND EAST CENTRAL AVENUE STREET PARKING
SEPTEMBER 2022

Side Streets, South of Lighthouse to Pine	*West*				*East*		*Total*	*H'dicap*	*Green*	*Notes*
12th Street, partial block to Laurel							0			West no parking
13th Street, partial block to Laurel	3	P				P	3			1 way
14th Street, partial block to Laurel	3	P			3	P	6			
15th St., full blk to Laurel, part'l to Pine					12	P	12	1		West no parking; East 1 handicap
Fountain Ave., full/partial block to Pine	14	P			8	P	22		3	West 2 green; East 1 green
Grand Avene, Lighthouse to Pine	21	P			26	P	47		6	West 3 green; East 3 green
Forest Avenue, Lighthouse to Pine	21	P			22	P	43	1	6	West 1 handicap/3 green; East 3 green
16th Street, full block to Laurel					7	P	7		5	West no parking; East 5 green
17th Street, full block to Laurel	14	P					14		1	East no parking; West 1 green
18th Street, partial block to Laurel	6	P				P	6			1 way; East no parking
19th Street, partial block to Laurel	3	P			3	P	6		1	West 1 green
Park Street, partial block to Laurel	3	P			4	P	7	1		East 1 handicap
Congress Ave., partial block to Laurel	4	P			4	P	8			
Cypress Ave., partial block to Laurel					5	P	5			
Total	**92**				**94**		**186**	**3**	**22**	

Central Avenue	*North*		*South*				*Total*	*H'dicap*	*Green*	*Notes*
Eardley - Dewey Avenues	19	P	17	P			36	2	2	North/South ea 1 handicap; North 2 green
14th-15th Streets			4	P			4			
15th St.-Fountain Avenue			2	P			2			
Fountain-Grand Avenues			5	P			5			
Grand-Forest Avenues			3	P			3			
Forest Ave.-16th Street			2	P			2			
16th-17th Streets			5	P			5			
17th-18th Streets			5	P			5			
18th-19th Streets			3	P			3			
19th Street-Caledonia Avenue			6	P			6			
Caledonia Avenue-20th Street										No parking
Total	**19**		**52**				**71**	**2**	**2**	

PACIFIC GROVE
DOWNTOWN AND EAST CENTRAL AVENUE STREET PARKING
SEPTEMBER 2022

Laurel Avenue	*North*		*South*				*Total*	*H'dicap*	*Green*	*Notes*
14th-15th Streets, partial on North	3	P					3			
15th Street-Fountain Avenue	5	P	3	P			8			
Fountain-Grand Avenues	5	P	6	P			11			
Grand-Forest Avenues	3	P	6	P			9			
Forest Avenue-16th Street	5	P	4	P			9	1		South 1 handicap
16th-17th Streets	6	P	6	P			12		1	North 1 green
17th-18th Streets, partial on North	2	P					2			
Total	**29**		**25**				**54**	**1**	**1**	

Pine Avenue	*North*						*Total*	*H'dicap*	*Green*	*Notes*
Fountain-Grand Avenues	2	P					2			
Grand-Forest Avenues	4	P					4			
Total	**6**						**6**	**0**	**0**	

City Parking Lots	*Count*		*Unrestrict*		*3-Hour*		*Total*	*H'dicap*	*Green*	*Notes*
Fountain Avenue/Lot 1			67	D	42	D	109	4		10 rows; 4 handicap
17th Street/Lot 2	86	D					86	6		8 rows. 7 charging stations inc 2 handicap
(Grove Mkt)/Lot 3	33	D					33	2		4 rows
Forest Avenue/Lot 4	29	D					29	1		1 handicap
15th Street/Lot 5	12	S					12	1		1 handicap
Total	**160**		**67**		**42**		**269**	**14**	**0**	

TOTAL	*Count*		*Count*		*Count*		*Total*	*H'dicap*	*Green*	*Notes*
Downtown Area Streets	271		161		225		657	19	55	Handicap = 2.9% or one in 35
Parking Lots	160		67		42		269	14	0	Handicap = 5.2% or one in 19
Total	**431**		**228**		**267**		**926**	**33**	**55**	

Source: Parklet Program Subcommittee, September 2022.

Name	APN(MPWMD data)	MPWMD Permit	MPWMD Inspection Indoor	MPWMD Inspection Outdoor	Business Name (DBA)	Business Address
ALBERTO'S PASTA BAR	006-725-023		48		Alberto's Pasta Bar	
ARCHIE'S AMERICAN DINER	006-231-001	120	120		Archies American Diner	
BEACH HOUSE AT LOVERS POINT	006-155-099	104	104		BEACH HOUSE RESTAURANT AT LOVERS	620 OCEAN VIEW BLVD
RUDOLFO'S CAFÉ	006-283-005	PERMIT REQUIRED			CAFE ARIANA	543 LIGHTHOUSE AVE
CHINA HOUSE	006-231-001	59			CHINA HOUSE	125 OCEAN VIEW BLVD STE 126
TTOBONGEE CHICKEN	007-611-031	24			CHONGS KOREAN BBQ	1184 FOREST AVE E
DYNASTY RESTAURANT	007-641-009		84		DYNASTY RESTAURANT	1116 FOREST AVE #A
FANDANGO	006-294-007	160			FANDANGO	223 17TH ST
FIRST AWAKENINGS @ ATC	006-231-001	130			FIRST AWAKENINGS	125 OCEAN VIEW BLVD 105
FISHWIFE	007-091-015		64		FISHWIFE	1996 SUNSET DR
Winston's	006-166-004		45		Winston's Brunch Place	602 Lighthouse Ave
IL VECCHIO	006-234-006	79	99	NEEDS TO REDU	IL VECCHIO	110 CENTRAL AVE
JENINNI	006-173-002/3	40	40		JENINNI KITCHEN AND WINE BAR	542 LIGHTHOUSE AVE STE 23
JULIA'S	007-611-003	24	24		Julia's	1180 Forest Suite F
LA MIA CUCINA	006-293-026	55	55		LA MIA CUCINA	208 17TH ST
LITTLE CHICKEN HOUSE	006-713-019				Little Chicken House	1193 Forest
LOS AMIGOS RESTAURANT	007-611-003				LOS AMIGOS RESTAURANTE	1184 FOREST AVE H
MANDO'S RESTAURANT	006-173-002		50		MANDOS RESTAURANT	162 FOUNTAIN AVE
MAX'S GRILL	006-282-021		62		MAXS GRILL	209 FOREST AVE
MEZZALUNA PASTERIA	007-611-003	40			MEZZALUNA PASTERIA & MOZZARELLA I	1188 FOREST AVE
MICHAEL'S GRILL & TAQUERIA	007-641-009	62	62		MICHAELS GRILL TAQUERIA	1126 FOREST AVE
INTERNATIONAL CUISINE	006-751-002	49			INTERNATIONAL CUISINE	620 LIGHTHOUSE AVE
PACIFIC THAI CUISINE	006-291-002		39	10	PACIFIC THAI CUISINE	663 LIGHTHOUSE AVE
PASSIONFISH	006-317-009	275			PASSIONFISH	701 LIGHTHOUSE AVE
PEPPERS MEXICALI CAFE	006-171-006				PEPPERS MEXICALI CAFE	170 FOREST AVE
PETRA RESTAURANT	006-273-009	42			PETRA RESTUARANT	477 LIGHTHOUSE AVE
POINT PINOS GRILL	006-101-002	77	77		The Grill at Point Pinos	79 Asilomar
TAKARA SUSHI RESTAURANT	006-293-009				TAKARA SUSHI JAPANESE RESTAURANT	218 17TH ST
TASTE BISTRO & CAFE	006-726-008	50			TASTE CAFE & BISTRO	1199 FOREST AVE
TASTE OF INDIA	007-611-003	64			TASTE OF INDIA	1180 FOREST AVE # A
TOASTIE'S CAFE	006-146-009				TOASTIES CAFE	702 LIGHTHOUSE AVE
VICTORIAN CORNER RESTAURANT, THE	006-283-006				VICTORIAN CORNER RESTAURANT	541 LIGHTHOUSE AVE
VIVOLO'S CHOWDER HOUSE	006-237-006	50			VIVOLOS CHOWDER HOUSE	127 CENTRAL AVE
WILD FISH RESTAURANT	006-283-004	40			WILD FISH RESTAURANT	545 LIGHTHOUSE AVE
YI'S RESTAURANT	007-611-003	16			TTO BONG EE CHICKEN	1184 FOREST AVE STE E
ZUM JAPANESE BISTRO	006-237-004				HOONS BROTHER LLC	159 CENTRAL AVE
MPWMD GROUP II USES (NOT FULL SERVICE RESTAURANTS)						
ASILOMAR CONFERENCE CENTER	006-591-001				Asilomar Conference Center	
BOOKWORKS, THE	006-291-001				BOOKWORKS PG	667 LIGHTHOUSE AVE
CAFE GUARANI	006-237-007				CAFE GUARANI LLC	113 CENTRAL AVE
CREAM & CRUMBLES	006-292-001				CREAM AND CRUMBLES	649 LIGHTHOUSE AVE
EDDISON & MELROSE	007-611-003				EDDISON & MELROSE	1180 FOREST AVE STE G
FOURNIER'S BAKERY CAFE	006-168-006				FOURNIERS BAKERY CAFE	650 LIGHTHOUSE AVE STE 100
GOODIES DELICATESSEN	006-178-009				Goodies Delicatessen	510 Lighthouse Ave, STE 2
DOMINO'S PIZZA #8278					GOOD GUYS PIZZA INC	154 Country Club Gate Center
GOSBY HOUSE, THE	006-292-002				THE GOSBY HOUSE INN	643 LIGHTHOUSE AVE

GREEN GABLES INN	006-215-013				GREEN GABLES INN	301 OCEAN VIEW BLVD
GRILL AT LOVER'S POINT	006-155-099				THE GRILL AT LOVERS POINT	618 OCEAN VIEW BLVD
HAPPY GIRL KITCHEN	006-237-001				HAPPY GIRL KITCHEN	173 CENTRAL AVE
LA CREME	006-112-002				LA CRÈME	481 LIGHTHOUSE
LOVERS POINT BEACH CAFE	LOVERS POINT BEACH CAFE				LOVERS POINT BEACH CAFE	20 Ocean View Blvd
MOUNTAIN MIKE'S	007-641-009				MOUNTAIN MIKES PIZZA	1116 FOREST AVE STE B
OCEAN SUSHI & DELI	007-641-009				OCEAN SUSHI DELI	2701 DAVID AVE
PACIFIC GROVE JUICE N' JAVA	006-281-001				PACIFIC GROVE JUICE & JAVA	599 LIGHTHOUSE AVE
PATISSERIE BECHLER	006-725-018				PATISSERIE BECHLER	1225 FOREST AVE
PAVEL'S BACKEREI	006-282-016				PAVELS BACKEREI	219 FOREST AVE
PIZZA MY WAY	006-713-023				PIZZA MY WAY	1157 FOREST AVE STE D
RED HOUSE CAFE	006-169-004	REQUIRES WATER PERMIT			THE RED HOUSE CAFE	662 LIGHTHOUSE AVE
THE MONARCH PUB	006-293-002				THE MONARCH PUB AND RESTAURANT	617 LIGHTHOUSE AVE

DRAFT

PARKLET PROGRAM MANUAL

PURPOSE

The City of Pacific Grove parklet program attempts to facilitate a partnership between the City of Pacific Grove and the public to safely delineate and repurpose certain spaces within public streets that have historically been utilized for functions such as on street parking. Through the placement of platforms within the public right-of-way and the implementation of associated safety measures, parklets could reprogram public space through the inclusion of amenities such as seating, art, plantings, and bike parking. Collectively, parklets broaden the potential for the public right-of-way and create vitality and activity in the City's commercial districts and residential centers.

This manual is an overview of the goals, policies, processes, procedures, and guidelines associated with the creation of parklets within the public right-of-way. Applicants and designers in the City of Pacific Grove are strongly encouraged to read this manual in its entirety when they are first thinking about proposing a parklet and utilize it as a reference as the project moves through the design, permitting and construction phases. Understanding what the program is attempting to achieve and the process and regulations for a successful parklet may reduce the time it takes to receive a permit and will likely result in a superior design.

The Parklet Program Manual focuses on activating space within the public right-of-way that generally falls within the curb zone as depicted in "Figure 1 – Frontage Zones". Proposals to activate exterior spaces within the "frontage zone" described on this exhibit or on private property fall under separate approval and permitting processes and any applicant attempting to activate these areas should first contact the Community Development Department.

DEFINITIONS

A. "Private Parklet in the Public right-of-way" means a temporary, non-structural platform constructed within the traveled portion of right-of-way that replaces one or more parallel, perpendicular, or diagonal parking space(s) and all associated furnishings. A platform may be built to bring the grade of the sidewalk out into the street. Once the platform is installed, furnishings such as tables, chairs, benches, bike parking, and/or landscaping may be placed on the platform. Parklets must be placed in the Curb Zone as described in *Figure 1 - Frontage Zones*. The owner of a private parklet may limit the use of the parklet to members of the public who patronize the sponsoring business.

B. "Private Parklet on private property" means a temporary, non-structural platform constructed within the privately owned parcel. Once the platform is installed, furnishings such as tables, chairs, benches, bike parking, and/or landscaping may be placed on the platform. Parklets must be placed in boundaries of Parklet

C. "Existing Parklet" means a parklet that obtained the required encroachment permit during the temporary parklet program period.

D. "New Parklet" means a parklet that has not ever received any type of encroachment permit or city approval to operate.

E. "Shared Space" means underutilized areas of public streets or areas of the public right-of-way not specific to parking uses or defined a pedestrian or vehicular travel ways.

F. "Through Zone" means the unobstructed area of sidewalk where primary pedestrian circulation occurs. The Through Zone shall always remain free and clear of physical obstructions.

G. "Frontage Zone" means the sidewalk area between the Through Zone and the front of the adjacent property/building which may accommodate pedestrian oriented activities.

H. "Furnishing Zone" means the area between the Through Zone and the Curb Zone where streetscape amenities such as planter boxes, streetlights and tree wells are typically located.

I. "Curb Zone" means the area located between the Furnishing Zone and the vehicular or bicycle travel lane and defines the boundary between the pedestrian realm and the roadway. The Curb Zone only exists in areas that contain parallel, perpendicular, or diagonal public parking along the curb line.

J. "Sidewalk dining" means Tables, chairs, benches, umbrellas, waiter stands, barriers, tray stands, planters, trash receptacles, and other furniture normally associated with dining (collectively hereafter, for convenience, "furniture") may be placed on the sidewalk but shall not be placed to obstruct the minimum unobstructed pedestrian travel width of the sidewalk defined as a minimum of five feet. All applicable Americans with Disabilities (ADA) requirement minimums shall be met. Sidewalk dining furniture placed on the sidewalk shall be of a consistent design and employ similar materials and colors as approved by the city to complement all other approved sidewalk furniture and fixtures, such as streetlights and bicycle racks, throughout the city.

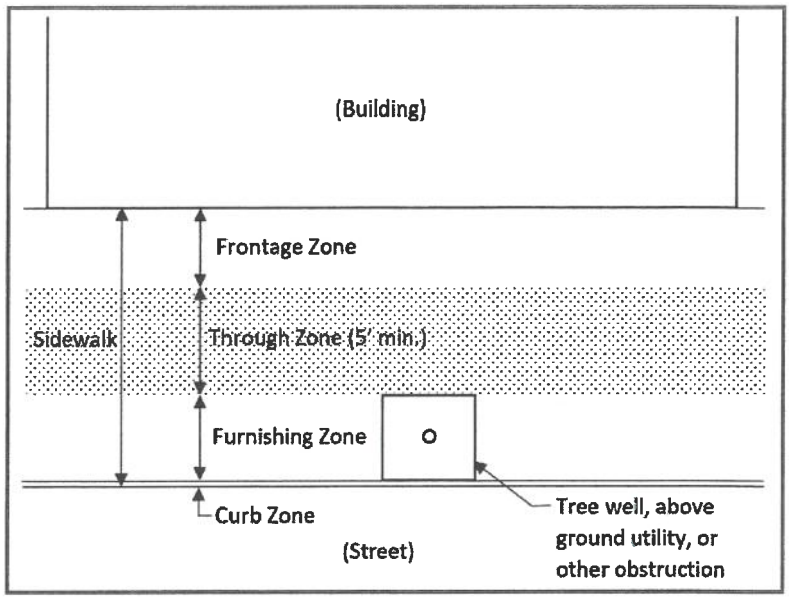


Figure 1 - Frontage Zones

GENERAL OVERVIEW

PERMIT REQUIREMENTS FOR *NEW* PARKLETS or SIDEWALK DINING

Requests for new parklets must be submitted under an **Encroachment Permit application**. The review of the application will occur through two separate review phases:

- The initial review will determine if the site selected is suitable for the installation of a parklet and provide clarity prior to the development of full construction drawings. Once the site is approved, the applicant may commence with completing the full design.
- Once the design and construction drawings are finalized, the applicant will submit the final design package to the city. The design drawings will be reviewed against the requirements in this manual, as well as all codes, policies and standards associated with accessibility and work within the public right-of-way. Once all documents submitted are reviewed and approved, the encroachment permit will be issued.

It is the applicant's responsibility to acquire an appropriately licensed contractor to complete the installation. The contractor will be responsible for implementing any necessary traffic or pedestrian controls needed to keep the area safe during construction. City inspectors will review all work performed under the permit.

Parklet applications will be reviewed against the current codes, polices and standards in effect at the time of parklet application submittal. This manual mentions specific requirements that are addressed in Federal, State and Local municipal codes in effect at the time of publication. Although the manual will be revised in the future to address new code adoptions, there may be times in which the manual does not accurately describe all applicable code requirements.

PUBLIC OR PRIVATE

The use of parklets installed under this manual may either be always made available to the public or restricted to patrons of the sponsoring business. Public and private parklets are defined in the "Definition" section of the manual and the various sections of this document will point out where the requirements deviate based on the intended use.

PERMIT DURATION

Parklet Encroachment Permits will be issued for a **12-month period**. The applicant will be eligible to renew the application for an additional 12 months prior to the expiration of any approvals. The City will reserve the right to deny the extension of the permit if existing conditions have changed in the general area and the parklet is unable to meet the published location requirements at the time the renewal request is received. Requests may also be denied if the location is needed to support a city infrastructure project that is scheduled to commence during the requested extension period or if the applicant is found to be non-compliant with any element of their current permit.

PERMIT FEES

Processing, plan review, public noticing and inspection fees will be applied to all new parklet applications. A renewal fee will also be applied to the annual renewal of any approved Parklet Encroachment Permit. Fees shall be established by City Council and can be found in the city fee schedule.

ADDITIONAL PARKLET/SIDEWALK DINING REQUIREMENTS

The following additional requirements may apply to any new or existing Parklet (see Definitions).

Monterey Regional Water Management District

The installation of a Private Parklet **MAY** result in an increase in the restaurant seat count or useable square footage associated with the business operation. Please contact the district at (831) 658-5600 for the current requirements.

TRAFFIC SAFETY

Parklets are installed within close proximately to adjacent vehicular traffic. The requirements within this document identify the specific minimum measures that the applicant must take to protect the structure from adjacent vehicular movements. The applicant is ultimately responsible for ensuring the safety of individuals occupying the parklet.

INSURANCE

The permittee operating the parklet and the contractor performing the physical improvements in the public right-of-way will be required to secure a policy of broad form commercial general liability insurance by an insurer acceptable to the City. The policy shall, by endorsement, name the City of Pacific Grove, its officers, agents, employees, and volunteers as additional insured and shall protect them from claims for personal injury, death, or property damage suffered by third persons and arising out of the work performed pursuant to the permit or the manner of installation or construction. Workers' Compensation insurance shall also be maintained to meet minimum state requirements.

CALIFORNIA ALCOHOLIC BEVERAGE CONTROL (ABC)

Applicants shall comply with all applicable ABC regulations regarding alcohol use for their establishment within the parklet. The issuance of an Encroachment Permit does not constitute any ABC or Zoning approvals for alcohol use by the City. Applicants are solely responsible for securing a valid ABC license to allow/extend business operations within the encroachment area.

PARKLET PROPOSED IN SHARED SPACE

Most parklets will be installed within existing public parking spaces located along a public street. In certain situations, the street and sidewalk are configured in a fashion that creates additional areas in the public right-of-way that are not used for sidewalks, parking, or vehicular travel lanes. Installations within Shared Space will need to incorporate unique features to conform to the available area and the manual may not accurately describe all the specific requirements. An applicant wishing to install a parklet within a Shared Space must consult with the City's Community Development Department prior to submitting formal applications.

GENERAL OPERATIONS

It is the responsibility of the permittee to ensure that the parklet always remains in compliance with this manual, the conditions of the permit and the requirements set forth in Chapter 15 of the Pacific Grove Municipal Code. Regular maintenance activities should be performed per the required maintenance plan. The area should be kept clean and inviting for members of the public. The parklet must also experience continuous use and must always be associated with an operating business. Specific conditions will be added to the permit that allow for an immediate revocation of the permit if the parklet does not experience continues use for more than 20 calendar days or if the sponsoring business is no longer operating.

USE OF SOUND AMPLIFICATION

The use of sound amplification in the outdoor dining area or parklet is allowed but shall be limited to the hours of dining service, and in no event shall be allowed before 10:00 a.m. or after 10:00 p.m. Without a permit pursuant to PGMC 11.94.010 it shall be impermissible to operate or cause to operate or suffer or permit the operation of sound-amplifying device under any circumstances whereby sounds therefrom become audible and disturbing to a person or persons beyond the boundaries of the dining area or parklet on which the amplification occurs.

APPLICATION APPROVAL *NEW* PARKLETS

The City of Pacific Grove Community Development Department (CDD) is responsible for ensuring that parklets are well designed, safe and a positive addition to the public right-of-way. CDD's Building division will be your primary point of contact throughout the design, permitting and construction phases. City Staff will assist with the resolution of any design issues, if necessary, and will ensure that parklets reflect the goals and intent of the program. The following section will provide guidance associate with the preliminary plan development and permit submittal.

STEP 1 – LOCATION CRITERIA

The first step associated with the development of a parklet is to select the appropriate location. Eligible

locations will be determined based on the criteria below:

Parking Spaces

Parklets can be sited along the curb line on streets where on-street parking spaces exist. They may be in any location where there are or would be space(s) for on street parallel, diagonal or perpendicular parking. Parklets can be considered in metered or unmetered spaces and shall maintain the following setbacks from adjacent parking spaces and vehicular travel lanes:

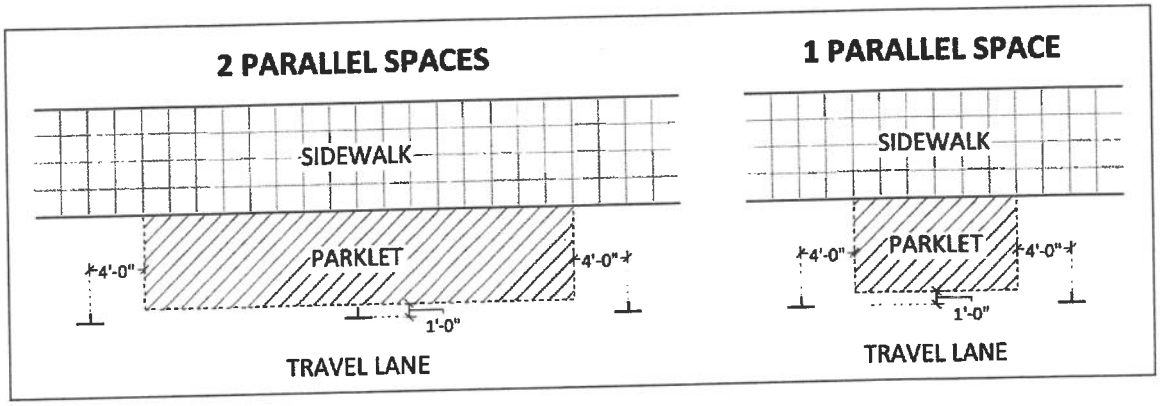


Figure 2 - Parallel parking spacing

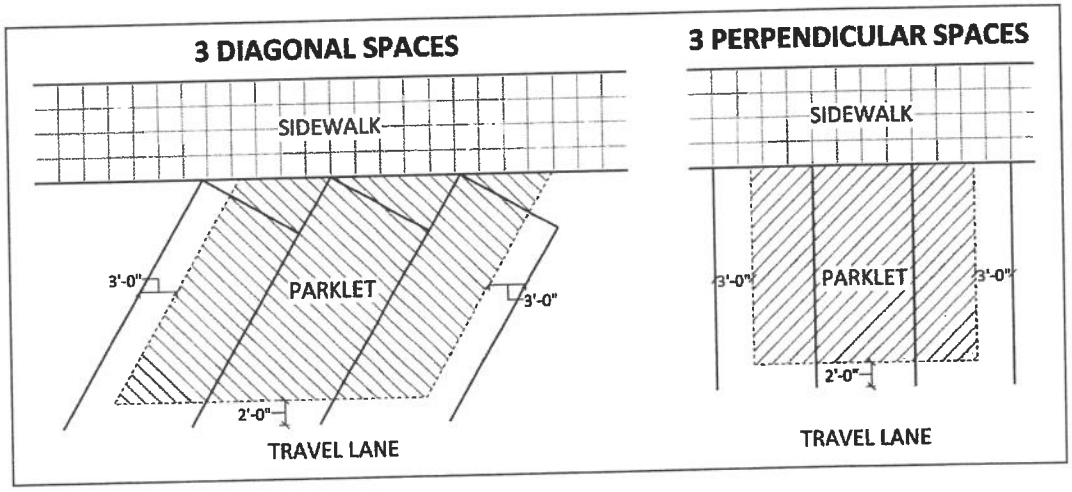


Figure 3 – Diagonal & perpendicular parking spacing

Utilities

Parklets shall not obstruct any underground and surface utility or stormwater facilities, including but not limited to utility poles, gas valves, water valves, manhole covers, air release valves, sewer laterals, culverts, and catch basins. Access to all surface utilities shall be always maintained. Attempts should be made to maintain a 5' separation from all surface utilities, covers, and structures. If separation cannot be maintained due to the general location of the underground utilities in the area, the parklet must incorporate removable panels or modular components to allow for access to all existing utility covers.

Please be aware that excavation around underground utilities may be needed to maintain infrastructure, address emergency situations, or to support routine replacement programs. The permittee must accept the responsibility of relocating any portions of the parklet that may impede operations, maintenance, or construction activities within the public right-of-way. Under an emergency, the applicant may be provided with little or no notice to remove any items prior to the commencement of emergency construction processes. The city will not accept responsibility for the damage or replacement of any items that City staff are required to remove from the public right-of-way to accomplish necessary maintenance, repair, or reconstruction activities. The city will not be responsible for any impacts to the permittee's ability to provide service during these activities.

Fire Protection

Clear access must be always provided to fire hydrants and fire department connections (FDC). Parklets and/or sidewalk dining must be placed at least 4' from any existing fire hydrant or fire department connection (FDC). Parklets may not impede any aerial access to adjacent structures. A reduced separation from hydrants and FDCs may be approved by the Fire Marshal in areas where the orientation of the existing fire hydrant or the surrounding features reduce the access impacts that an adjacent parklet would normally create.

Transit

Parklets are not permitted in bus zones but may be located adjacent to a bus zone. The City's Transit Division will determine the appropriate distance from a transit stop on a case-by-case basis.

Long Term City Capital Improvement Projects

As part of the initial review process, the city will determine any conflicts with future programed City sponsored capital improvement projects. The City may reject or delay the initial permit approval, or the extension of any existing permits, if a parklet conflicts with any scheduled City streetscape improvement or utility projects.

STEP 2 – OBTAIN ANY NEEDED PERMISSION

Parklets must be placed adjacent to the business establishment that has the same operator and must be restricted to the width of the commercial space that contains the business establishment. Due to the condition of the existing street parking, it may not always be possible to keep the parklet footprint within the width of the commercial space. Parklets may extend across the frontage of the adjacent business in this case if written permission is obtained from the adjacent property owner or business operator.
Signed written permission must be submitted with the parklet application to deem the application complete. A current signed written approval from the current property owner or business operator must be obtained and provided with each extension request associated with existing parklet permits.

STEP 3 – PREPARE APPLICATION PACKAGE

Once an eligible location is determined and any needed permission from the adjacent owner(s) or tenant(s) is obtained, the next step is to develop the initial submittal package. The initial submittal package will be reviewed by various City Departments to determine if the specific location can be approved. The initial submittal process is intended to determine an approvable footprint for the parklet prior to the operator fully investing in the development of design and construction drawings. This step will provide a higher level of

certainty in the overall process. The initial application package shall include the following documents:

Site Plan

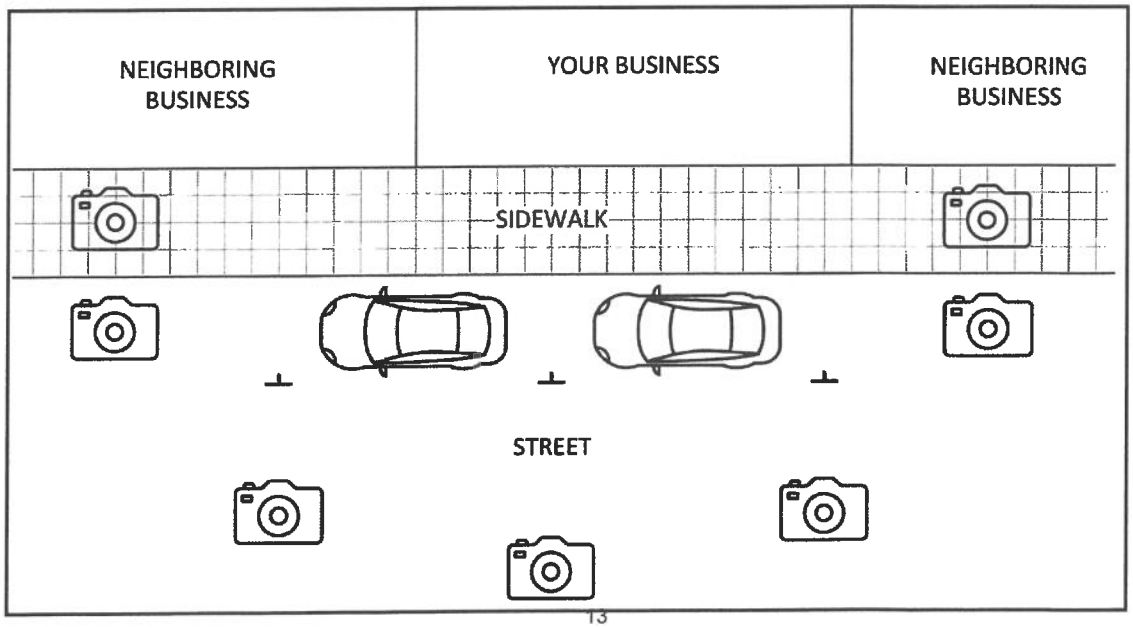
Understanding the existing street and sidewalk environments around the proposed parklet location is a critical piece to the overall review of the application. A site plan must be submitted with all new parklet applications showing the footprint of the parklet, all proposed features within the parklet and all existing public and private improvements around the proposed location. The site plan, drawn to scale, shall include the following information:

1. Proposed parklet footprint, including all dimensions.
2. Approximate width of business frontage
3. Name and address of the directly adjacent businesses
4. Existing sidewalk widths
5. Existing parking spaces and dimensions
6. Existing planters, street trees or tree wells
7. Other existing sidewalk features near the proposed parklet area (fire hydrants, streetlights, utility access covers, bike racks, etc.)
8. Any colored curbs (red, yellow, green, white, blue)
9. Adjacent bike or vehicular travel lanes
10. Any existing underground utilities that are clearly in the parking stalls or adjacent travel lanes

See "Attachment I – Sample Preliminary Site Plan"

Photographs of Existing Conditions

The initial submittal package must include photographs taken from specific angles, views and locations identifying the existing sidewalk and street conditions. Figure 4 below is intended to display the angle and location that the 7 (minimum) required photographs shall be taken from. In addition, the submittal shall include a photograph of each existing in-ground utility cover (both in the street pavement as well as those in the sidewalk area) that may be impacted by the proposed parklet. Photos of utility covers shall be taken from directly above the cover looking straight down at the cover.



13

Figure 4 - Photograph angles

Project Narrative
The Project Narrative is a short project description explaining the vision and purpose for the parklet. Project Narratives shall describe the following:

1. Statements regarding the intended use. Will the use of the proposed parklet be restricted to patrons of the associated business or will it be open to the public (Public or Private Parklet)?
2. General design concepts
3. How the proposed location will benefit from the parklet
4. The inclusion of an art, amenities such as bicycle parking or coverings such as umbrellas.
5. If known, information about who will design the parklet

Illustrative Design Concepts In addition to the project narrative, you may also submit sketches or drawings that focus on the proposed design of the parklet. These supplemental materials help clarify your parklet vision to the city.

Approval from Adjacent Tenants or Property Owners (If needed)
Approval forms, executed by the adjacent property owner and tenant (if the unit is occupied) must be provided with the initial submittal if the any portions of the parklet extend beyond the frontage of the associated business

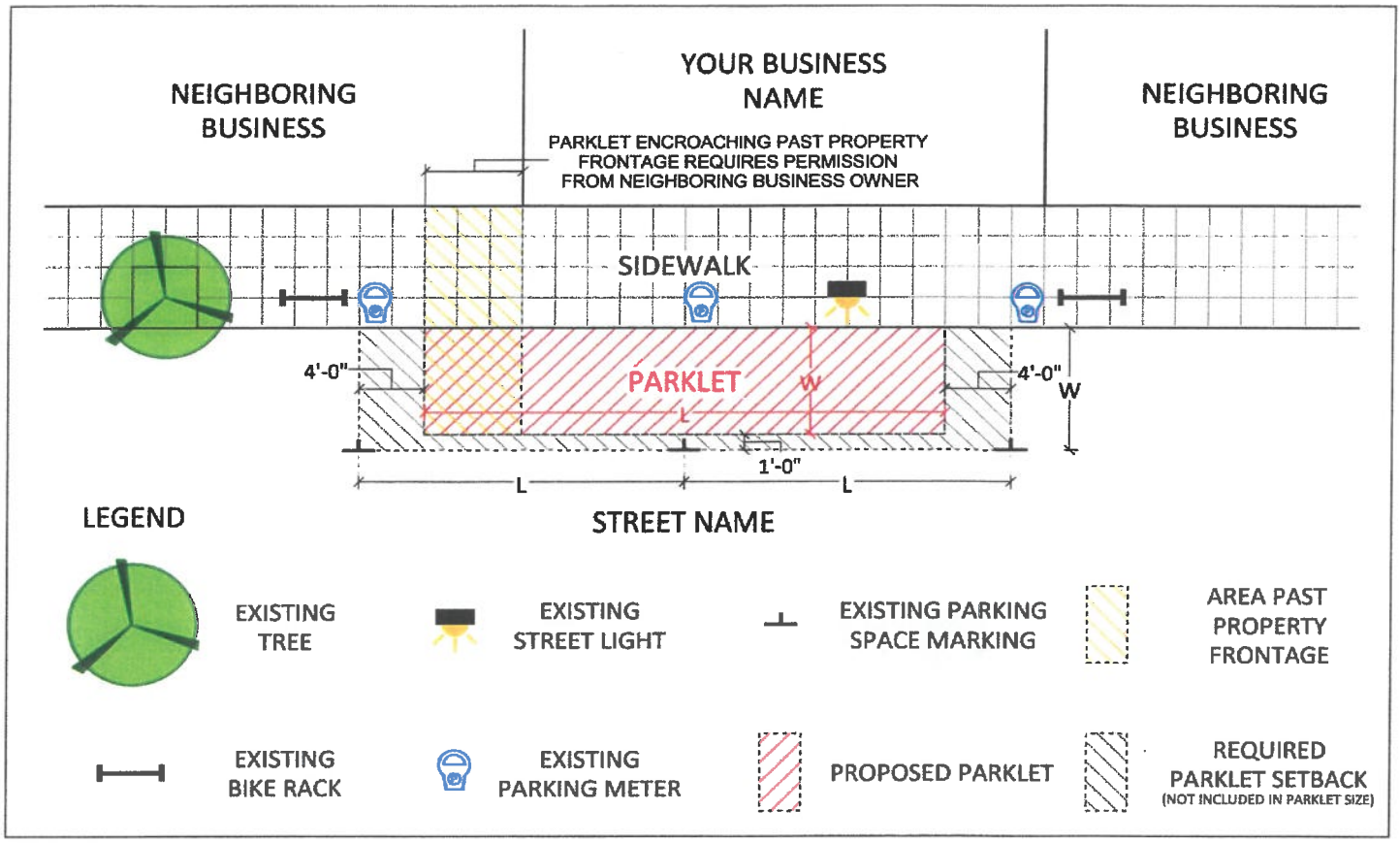
STEP 4 – SUBMIT YOUR APPLICATION PACKAGE

Applicants may submit their initial application package through the CDD On-line encroachment application portal. The initial package must be submitted as an Encroachment Permit.

STEP 5 – PROPOSAL REVIEW

Once the application package is received, City will conduct an internal review of the documents submitted. The proposal will be evaluated based on the following criteria:

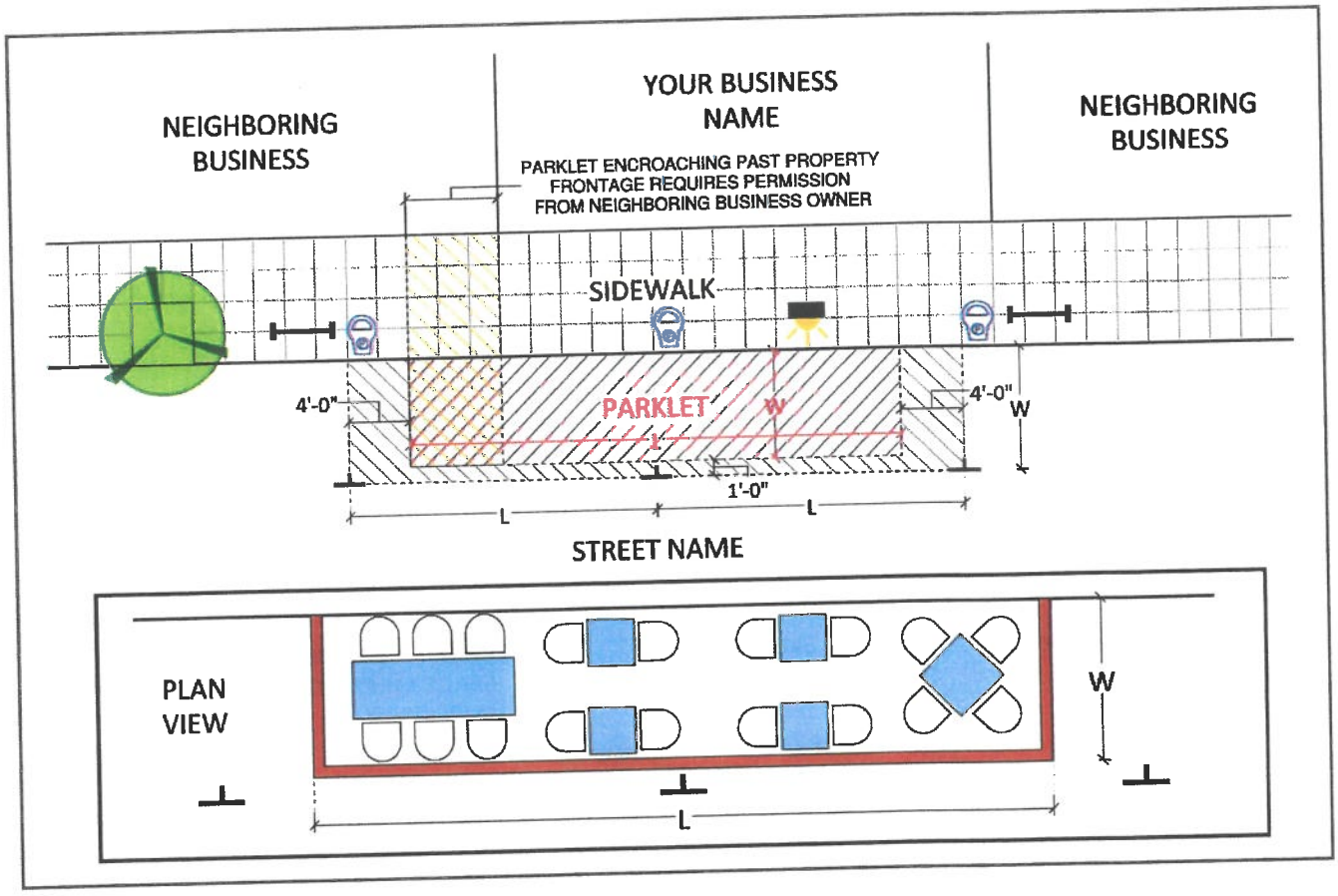
1. Proposal meets all location standards specified in Step 1
2. Proposal does not conflict with near future planned City roadway, utility, or streetscape projects
3. Parklet is not proposed in an area where it may create a significant impact to the operation and maintenance of existing underground utilities
4. Parklet is not placed in an area where unique roadway configurations or traffic patterns may create additional safety risks to occupants of the parklet



The applicant must always operate the parklet in a safe and sanitary fashion. The City reserves the right to suspend or revoke the permit at any time consistent with Chapter 13-04 of the City Code.

Attachment I – Sample Preliminary Site Plan

Attachment II – Sample Final Site Plan



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Jocelyn Francis, Police Administrative Services Manager
MEETING DATE: December 21, 2022
SUBJECT: 2023 Chevrolet Tahoe Police Vehicle Purchase
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION
Authorize the City Manager to award a purchase order with Premier Chevrolet of Seaside for the purchase of (1) 2023 Chevrolet Tahoe Police Vehicle in an amount not-to-exceed $76,500.

DISCUSSION
The Pacific Grove Police Department currently has a marked patrol fleet of eight (a combination of Ford Explorers, Dodge Chargers, Ford Crown Victorias, and a Ford Expedition). The unmarked police fleet are hybrid Toyotas. It was the Department's intent to continue to purchase hybrid vehicles, as approved in the capital outlay program. However, the single police rated hybrid vehicle (a Ford Interceptor Explorer) is not available for purchase due to a chip issue associated with the transmission. No date has been issued by Ford on when this problem will be resolved.

The City has spent tens of thousands of dollars in this fiscal year to repair the aging fleet and is in need of a new vehicle purchase in the near term. The vehicles costing the most in maintenance and repair are the Fords. After review of CHP and Michigan State Police testing data on police rated vehicles, staff (police and mechanical) are recommending to purchase a Chevrolet Tahoe.

The City received (3) quotes from dealerships for the purchase of one Chevrolet Tahoe and (3) quotes for outfitting of the vehicle (this includes lights, sirens, push bumper, radio, wireless equipment, mobile data computer docking station, partition, equipment storage, cabling, etc.). Unique to what was received, Seaside Premier dealership offers a single package for the purchase of the vehicle and installation. In addition, they are the only dealership with a police rated Chevrolet in stock.

Vehicle Purchase Vendor	Vehicle Quote	LEHR Outfit Option A	EVS Outfit Option B	Seaside Premier Outfit* Option C	Total Range (Vehicle + Outfit)
Chevrolet Watsonville	$65,271.10	$22,437.45	$25,993.32	N/A	$87,708.55-$88,264.42
My Chevrolet	$58,610.81	$22,347.45	$25,993.32	N/A	$80,958.26- $84,604.13
Premier Chevrolet of Seaside	$49,548.03	N/A	N/A	$26,750.00	$76,298.03

*Only available with Seaside Premier vehicle purchase.

Due to the fact Premier has a vehicle in stock, and the combined costs of vehicle purchase and outfitting are the lowest, staff is recommending award to Premier Chevrolet of Seaside.

OPTIONS

1. Provide alternate direction.

FINANCIAL IMPACT:

The City Council approved a capital outlay project to purchase and outfit a new patrol vehicle in the FY2022/23 Annual Budget, totaling $70,000 for vehicle purchasing, and installation public safety equipment. Funding has been allocated for this project in the Police Department FY2022/23 General Fund Operating Budget under 01-301-6001. The additional $6,500 will come out of the Police Department's general fund operating budget.

GOAL ALIGNMENT: Not Applicable.

Attachments

Quotation

Quote Worksheet | uTil | eXit

Quote Wkst-P POLICE,PACIFIC GR

Quote Worksheet

1.	Contract Date:	12/13/22		Quote No.:	49515	
2.	(W)Bank:	CASH	18.	(W)ServiceContract:		
3.	L, F Name:	PACIFIC GROOVE POLICE	19.	(W)GAP Protection:		
4.	(W)City/County/Zip:		20.	(W)PPM Plan:		
5.	Stock Number:	ORDER	21.	APR="0":		
6.	M.S.R.P.:	$ 82,715.00	22.	Term="0":		
7.	SELLING PRICE:	$ 42,995.00	23.	SalesTax %/Amt:	9.2500%	$ 6,459.28
8.	(W)AfterSale/We-Owes:	$ 26,750.00				
9.	Customer Cash Down:		24.	DaysTo/1stPmtDate:	12/13/22	
10.	(W)Deferred Payment:		25.	**PAYMENT**=====>>:	$ 76,298.03	✓
11.	(W)Rebate(s):					
12.	(W)Trade(s) 1 & 2:			Sale Subtotal:	$ 69,745.00	
	Total Down:			Total Financed:	$ 76,298.03	
13.	DOC Fee:	$ 85.00		Finance Charge:		
14.	CA Tire Fee:	$ 8.75		Total Other Charges:		
15.	DMV(F5=RS/F7=FEES)	EXEMPT		Total of Payments:	$ 76,298.03	
16.	(W)Smog/GVW Fees:			Deferred Price:		
17.	(W)Total Fees	$ 93.75 DMV		Unpaid Balance:	$ 76,298.03	

Command Window

Command (?):

Enter a command, a field number, or press a function key. Enter ? for help.

F3-Sv/Ex | F5-RRecall | F6-Cust | F7-Veh | F8-Trd | F10-Misc | SF11->

TOTAL DUE

$ 76,298.03

QUOTED BY,

GENTIL SENA

FLEET MGR.

12/13/22

"GOD BLESS"

PG. 2

Vehicle: [Fleet] 2023 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT		
5J3	Calibration, Surveillance Mode interior lighting (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
5J9	Calibration, taillamp flasher, Red/White (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
5LO	Calibration, taillamp flasher, Red/Red (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
—	Protected idle allows vehicle engine to remain idling and vehicle immobilized while FOB is outside vehicle (Included and only available (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
T66	Wiring provision, for outside mirrors and cargo side mirrors (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
UT7	Ground wires, blunt cut cargo area and blunt cut console area (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
VXT	Incomplete vehicle (Included and only available with (9C1) Police Vehicle. Included and only available with (ATZ) rear seat delete.)	0.00 lbs	0.00 lbs	Inc.	Inc.
	Options Total	**0.00 lbs**	**0.00 lbs**		

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 16766. Data Updated: Jun 21, 2022 1:00:00 PM PDT.

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT		
—	Instrumentation, analog with certified 140 mph speedometer, odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
—	Power supply, 100-amp, auxiliary battery, rear electrical center (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery relay controlled, passenger compartment harness wiring (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
—	Power supply, 50-amp, power supply, auxiliary battery passenger compartment wiring harness (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
—	Theft-deterrent system, vehicle, PASS-Key III (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
ATD	Seat delete, third row passenger *CREDIT*	0.00 lbs	0.00 lbs	Inc.	Inc.
AX2	Key, unique Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
BCV	Lock control, driver side auto door lock disable (Requires (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
VZ2	Speedometer calibration (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.

ADDITIONAL EQUIPMENT - SAFETY - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT		
—	Seat belts, 3-point, all seating positions (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 16766. Data Updated: Jun 21, 2022 1:00:00 PM PDT.

Vehicle: [Fleet] 2023 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT		
___	Exterior ornamentation delete (front & rear Chevrolet bowties will remain) (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
RAV	Tire, spare 275/55R20 all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
RNQ	Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
V53	Luggage rack side rails, delete (Included with (9C1) Police Vehicle.) *CREDIT*	0.00 lbs	0.00 lbs	Inc.	Inc.
VK3	License plate front mounting package (Included on orders with ship-to-states that require a front license plate.)	0.00 lbs	0.00 lbs		
WUA	Fascia, front high-approach angle (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 16766, Date Updated: Jun 21, 2022 1:00:00 PM PDT.

Vehicle: [Fleet] 2023 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT		
—	Capless Fuel Fill (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
J55	Brake system, heavy duty with front Brembo calipers and 16" front rotors (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
K3W	Battery, 850 cold-cranking amps with 95 amp hour rating (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
K6K	Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating (packaged behind left rear cargo area panel) (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
KX4	Alternator, 250 amps (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
RC1	Skid plate, front (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.
V03	Cooling system, extra capacity (Included and only available with (9C1) Police Vehicle or (NHT) Max Trailering Package. Not included when (LM2) Duramax 3.0L Turbo-Diesel I6 engine is ordered.)	0.00 lbs	0.00 lbs	Inc.	Inc.
V76	Recovery hooks, 2 front, frame-mounted, Black (Requires (9C1) Police Vehicle. Required on all models going to Alaska, Guam, Hawaii, Puerto Rico and Virgin Islands. All Tahoe (9C1) and (5W4) vehicles include front fascia with recovery hook openings.)	0.00 lbs	0.00 lbs		

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 16766. Data Updated: Jun 21, 2022 1:00:00 PM PDT.

Vehicle: [Fleet] 2023 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

SEAT TRIM

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
H1T	Jet Black, Cloth seat trim (Requires (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs

RADIO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
IOR	Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)	0.00 lbs	0.00 lbs

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
9C1	Identifier for Police Package Vehicle includes; (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) 275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20" steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires,(V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only) *Upon selection of this option the base price will change*	0.00 lbs	0.00 lbs

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 18768. Data Updated: Jun 21, 2022 1:00:00 PM PDT.

Vehicle: [Fleet] 2023 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

GVWR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
C6C	GVWR, 7400 lbs. (3357 kg) (2WD models only.) (STD)	0.00 lbs	0.00 lbs

AXLE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
GU5	Rear axle, 3.23 ratio	0.00 lbs	0.00 lbs

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
1FL	Commercial Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs

WHEEL TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT		
PXT	Wheels, 20" x 9" (50.8 cm x 22.9 cm) steel (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.

TIRES

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT		
XCS	Tires, 275/55R20SL all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.

PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT		
GBA	Black	0.00 lbs	0.00 lbs	$0.00	$0.00

SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT		
AZ3	Seats, front 40/20/40 split-bench (STD)	0.00 lbs	0.00 lbs	$0.00	$0.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 16766. Data Updated: Jun 21, 2022 1:00:00 PM PDT.

Vehicle: [Fleet] 2023 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

Selected Model and Options

MODEL

CODE	MODEL
CC10706	2023 Chevrolet Tahoe 2WD 4dr Commercial

COLORS

CODE	DESCRIPTION

SUSPENSION PKG

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
Z56	Suspension Package, heavy-duty, police-rated. Full independent suspension with monotube dampers, linear coil springs, 35mm solid front stabilizer bar and 32mm hollow rear stabilizer bar (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs

EMISSIONS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
FE9	Emissions, Federal requirements	0.00 lbs	0.00 lbs

ENGINE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
L84	Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)	0.00 lbs	0.00 lbs

TRANSMISSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT		
MHU	Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (Included and only available with (9C1) Police Vehicle.)	0.00 lbs	0.00 lbs	Inc.	Inc.

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 16766, Data Updated: Jun 21, 2022 1:00:00 PM PDT.

DEFENDER SUPPLY™

845 FM 407 W
Argyle, TX 76226

Date	11/22/2022
Estimate #	35111
Estimate By	mike@defendersupply.com mike@defendersupply.com 903-771-1089



Bill To
Premier Automotive of Seaside 4 Heitzinger plaza Seaside, CA 93955

Customer Contact	
Customer Phone	
Customer E-mail	

Description	Location
2023 Chevrolet Tahoe PPV - White Exterior Pacific Grove Police Department	
Defender Supply Driver Side Spot Light with LED Bulb for 2021+ Chevrolet Tahoe 9C1 & SSV. Includes Installation.	
Defender Supply TAHOE Marked Patrol Base Package - Whelen 54" Legacy WeCanX DUO Lightbar with Integrated Traffic Advisor and Full Across Take Down/Alley Lighting, Progressing Flash Patterns with Slide Switch, Cruise, Photo Cell Daylight Sensing, Low Power (R/W, B/W Font And Side, R/A, B/A Rear) with Strap Kit. - Core Controller, SYNC Module, Output Expansion Module, 100 Watt Speaker and Bracket. Wired and Programmed to Defender Supply Standard. - Steel Push Bumper with Textured Coating and 6 Tri Color Super LED Light Heads (R/B/W), 4 in the Top Channel Cutouts and 1 on Each Side with 45º Brackets. Take Down, Alley Lighting, Progressing Flash Patterns with Slide Switch, Cruise and Low Power Capabilities. - 2 Tri Color Super LED Light Heads (R/B/W) Mounted on Rear License Plate Bracket. Reverse / Brake Lighting, Progressing Flash Patterns with Slide Switch, Cruise and Low Power Capabilities. - 1 Front Cabin and 2 Hatch Dome Lights. - Contoured Police Console With Dual Cup Holder, Arm Rest and 2 Magnetic Mic Clips. - Defender Supply Wiring Harnesses, Power Distribution Block and Battery Management System. - Includes Installation.	
Defender Supply TAHOE Traffic Advisor Package - 1 Eight Dual Color Module Super LED Full Function Light Stick (R/A, B/A) with Progressing Flash Patterns with Slide Switch, Cruise, Low Power Functions Mounted on Rear Hatch Behind Glass with Vehicle Specific Shroud and Brackets. ... - 2, Dual Color Super LED Light Heads (R/B), Mounted Horizontally Under The Hatch on Each Corner, Rear Facing When Open. Includes Installation.	

Final sale amount may be subject to state and local sales tax. PLEASE NOTE: Once this estimate has been approved, either by signature on this form, written approval referencing the estimate number or the issuance of purchase order, any changes or cancellations of parts made by the customer are subject to a 25% restocking fee. Any addtional customer-requested parts/services will be added to the total amount of the sale.

Signature

DEFENDER SUPPLY™

845 FM 407 W
Argyle, TX 76226

Date	11/22/2022
Estimate #	35111
Estimate By	mike@defendersupply.com mike@defendersupply.com 903-771-1089



Bill To
Premier Automotive of Seaside 4 Heitzinger plaza Seaside, CA 93955

Customer Contact	
Customer Phone	
Customer E-mail	

Description	Location
Defender Supply Rear Side Window Lighting Package - Includes Two Tri Color Super LED Light Heads (R/B/W) Mounted 1 on Each Rear Side Window Top. Progressing Flash Patterns with Slide Switch, Alley, Low Power and Cruise Functions Available (Core/Carbide Only). Includes Installation.	
Defender Supply Mirror Lighting Package 1 - Includes Two Tri-Color Super LED Light Heads Mounted Under Mirror (R/B/W) with 180° Light Spread and integrated Alley Function with Bracket. Includes Installation.	
Defender Supply TAHOE Prisoner Partition with Full Across Poly Window with Center Slider, Recessed Center and Lower Kick Panels. Includes Shipping and Installation.	
Defender Supply TAHOE Cargo Barrier with Mesh Window, Plastic Prisoner Seat with Center Pull Seat Belt System. Includes Shipping and Installation.	
Defender Supply Surface Mount Dual Weapon Universal Cuff Lock with 8 Second Timer, Switch, Defender Supply Gunlock Wire Harness. Includes Installation.	
Defender Supply TAHOE Premium Single Drawer Storage Box. Includes Shipping and Installation.	
Defender Supply Two-Way (800) Radio Antenna and Coaxial Cable. Includes Installation.	
Installation of customer supplied 2 piece radio. ** All customer supplied equipment is assumed to be either brand new in box or bench tested and fully functional with all necessary vehicle specific cables and brackets – troubleshooting and/or repairing inoperable or incomplete customer supplied equipment will be subject to our normal labor rate of $125/hour **	
Delivery to Department/Dealership	
Out-of-state sale, exempt from sales tax	

Final sale amount may be subject to state and local sales tax. PLEASE NOTE: Once this estimate has been approved, either by signature on this form, written approval referencing the estimate number or the issuance of purchase order, any changes or cancellations of parts made by the customer are subject to a 25% restocking fee. Any addtional customer-requested parts/services will be added to the total amount of the sale.

Signature _____