NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

CLOSED SESSION MEETING AGENDA

Wednesday, January 17, 2024, 5:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

PACIFIC GROVE MEETINGS ARE CONDUCTED IN PERSON AT CITY HALL COUNCIL CHAMBER AND VIRTUALLY.

PLEASE NOTE THE MEETING WILL PROCEED AS NORMAL EVEN IF THERE ARE TECHNICAL DIFFICULTIES ACCESSING ZOOM.
THE CITY WILL DO ITS BEST TO RESOLVE ANY TECHNICAL ISSUES AS QUICKLY AS POSSIBLE.

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The Public May Also View the Meeting on Peninsula Channel 25.

AGENDA

CALL TO ORDER

APPROVAL OF AGENDA

CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION MATTERS

Comments from the public will not receive Council action. Comments must deal with matters on the Closed Session agenda and will be limited to three minutes

1. Written Public Comment

A. Conference with Labor Negotiators (Government Code Section 54957.6)
City Negotiators: Robert Perrault, Interim City Manager, Leticia Livian, Human Resources Director, and Council Special Appointed Attorney Jenica Maldonado, Esq.
Employee Organization: General Employees Association

B. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation (Government Code §54956.9(d)(2))
Number of Cases: Two Cases (Complaints by Employees)

ADJOURNMENT

NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, January 17, 2024, 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.

PACIFIC GROVE MEETINGS ARE CONDUCTED IN PERSON AT CITY HALL COUNCIL CHAMBER AND VIRTUALLY.

PLEASE NOTE THE MEETING WILL PROCEED AS NORMAL EVEN IF THERE ARE TECHNICAL DIFFICULTIES ACCESSING ZOOM.
THE CITY WILL DO ITS BEST TO RESOLVE ANY TECHNICAL ISSUES AS QUICKLY AS POSSIBLE.

THE PUBLIC MAY ALSO VIEW THE MEETING ON PENINSULA CHANNEL 25.

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AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE: Councilmember Beck

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.

   A. Written General Public Comment

      1. Written Public Comment

         Reference: Sandra Kandell, City Clerk

         Recommended Action: Receive written public comment if applicable.

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

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 November 15, 2023 Closed Session and Regular City Council Meetings
Reference: Bonnie Gawf, Interim City Clerk PG 11
Recommended Action: Approve minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Minutes of the December 6, 2023 Closed Session and Regular City Council Meeting
Reference: Bonnie Gawf, Interim City Clerk PG 22
Recommended Action: Approve minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

C. Minutes of the December 20, 2023 City Council Regular Meeting PG 29
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

A. Council Policy 400-5 Investments PG 34
Reference: Tori Hannah, Administrative Services Director
Recommended Action: Adopt a Resolution Approving Council Policy 400-5 Investments
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

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. Core Revenue Report for December PG 43
Reference: Lori Frati, Finance Manager

Recommended Action:

1. Receive the report.
2. Alternatively, discuss and take other action related to this item.

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

B. December 2023 Check Register PG 46

Reference: James Minshew, Management Analyst

Recommended Action:

1. Receive the Check Register.
2. Alternatively, discuss and take other action related to this item.

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

C. Monterey Salinas Transmit Meeting Minutes: November 13, 2023

Reference: Joe Amelio, Councilmember PG 86

Recommended Action: Receive minutes.

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. Appointments to City Boards, Committees, Commissions, and Task Force PG 95

Reference: Bill Peake, Mayor

Recommended Action: Approve appointments to City Boards, Committees, Commissions, and Task Force listed below.

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

B. Amending an Agreement with Robert Half International, Inc. PG 121

Reference: James Minshew, Management Analyst

Recommended Action: 1. Authorize the Mayor to sign an amendment to the agreement with Robert Half International, Inc. to provide temporary staffing services in an amount not to exceed $106,000.

2. Alternatively, discuss and take other action related to this item.

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

C. Boards, Committees and Commissions Handbook Revision PG 146

Reference: City Manager Robert Perrault, City Attorney Brian Pierik, and Mayor Bill Peake
Recommended Action:

1. Direct the City Attorney to prepare a resolution adopting revised Boards, Committees and Commissions Handbook 1/17/24.
2. Direct the City Manager and City Attorney to provide committee training.
3. Alternative, discuss and take other action related to this item.

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

D. Establishment of Budget Schedule for FY24-25 PG 210
Reference: Robert Perrault, City Manager
Recommended Action: Adopt by Motion Proposed Schedule for the Development of the FY 24-25 Budget.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

E. Appointments to AMBAG Board of Directors PG 212
Reference:
Recommended Action: Approve appointments to Association of Monterey Bay Area Governments (AMBAG) Board of Directors effective immediately.
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: September 11, 2023, October 9, 2023, November 13, 2023, and December 11, 2023 PG 213
Reference: Sandra Kandell, City Clerk
Recommended Action: Receive minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. Library Board Minutes: November 7, 2023 PG 221
Reference: Charlene Williams, Library Director
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.

A. Appeal of Coastal Development Permit 23-0221 for 270 Central Ave (APN# 6-214-002) PG 226

Reference: Aaron Campbell, Associate Planner

Recommended Action: Deny the appeal, affirm the Planning Commission determination, and approve Coastal Development Permit (CDP) 23-0221 based on findings, conditions of approval, and Class 1 and Class 31 Categorical Exemptions (CEQA Guidelines Section 15301 - Existing Facilities and Section 15331 - Historical Resource Restoration/Rehabilitation).

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

B. Appeal of Coastal Development Permit 22-0264 for 111 10th St (APN 006-218-001-000)

Reference: Aaron Campbell, Associate Planner PG 315

Recommended Action: Deny the appeal, affirm the Planning Commission determination, and approve Coastal Development Permit (CDP) 22-0264 based on findings, conditions of approval, and Class 1 and Class 31 Categorical Exemptions (CEQA Guidelines Section 15301 - Existing Facilities and Section 15331 - Historical Resource Restoration/Rehabilitation).

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

12. **UNFINISHED AND ONGOING BUSINESS**

A. Public Comment at Meetings of Legislative Bodies PG 449

Reference: Brian Pierik, City Attorney

Recommended Action: Discuss permissible public comment at meetings of legislative bodies and consider providing direction to the City Attorney to return to the Council with a Resolution amending Council Policy 000-017.

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

13. **NEW BUSINESS**

A. Direct to City Attorney to return to the City Council with an ordinance to amend Pacific Grove Municipal Code Section 2.04.050 or other actions related to this Agenda item.

Reference: Nick Smith, Mayor Pro Tem PG 459

Recommended Action: Motion to direct the City Attorney to return to the Council with an ordinance to amend Pacific Grove Municipal Code Section 2.04.050 or other actions related to this Agenda item.

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

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

A. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9 (d)(1)
Name of Case Enayati v. City of Pacific Grove, Case No. 21CV002786

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: Sandra Kandell, City Clerk/DEI Coordinator

MEETING DATE: January 17, 2024

SUBJECT: Written Public Comment

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

RECOMMENDATION

Receive written public comment if applicable.

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Bonnie Gawf, Interim City Clerk

MEETING DATE: January 17, 2024

SUBJECT: Minutes of the November 15, 2023 Closed Session and Regular City Council Meetings

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

RECOMMENDATION

Approve minutes.

Attachments

Draft Minutes

MEETING MINUTES

CITY OF PACIFIC GROVE

CITY COUNCIL

SPECIAL MEETING

Wednesday, November 15, 2023 5:00 P.M.

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

CALL TO ORDER

Mayor Peake called the meeting to order at 5:00 p.m. with the following Council present: Mayor Peake, Councilmembers Amelio, Beck, Coletti, and McDonnell. Councilmember Poduri arrived at 5:01, and Mayor Pro Tem Smith was absent.

APPROVAL OF AGENDA

Upon motion by Councilmember Amelio and seconded by Councilmember Coletti, the City Council voted 5-0-2 to approve the closed session agenda.

Motion carried 5-0-2 by the following vote:

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

CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION MATTERS.

No public comment was received.

1. Written Public Comment

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to Government Code Section 54956.8 Property: Easement at Esplanade Park City Negotiators: Robert Perrault, City Manager; Tori Hannah, Administrative Services Director/Assistant City Manager; Dan Gho, Public Works Director, Deputy City Manager Negotiating Parties: Monterey One Water Under Negotiation: Price and terms of payment

3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to Government Code Section 54956.8 Property: 618 Ocean View Boulevard, the Grill at Lovers Point City Negotiators: Robert Perrault, City Manager; Tori Hannah, Administrative Services Director/Assistant City Manager; James Minshew, Management Analyst Parties: Joseph F. Cavallaro Under Negotiation: Price and terms of payment

4. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
   Pursuant to Government Code Section 54956.9 (d)(1)
   Name of case: Mark A. Enayati v. City of Pacific Grove, et al., Monterey County Superior Court Case No. 21CV002786

MEETING MINUTES

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING

Wednesday, November 15, 6:00 P.M.

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

CALL TO ORDER

Mayor Peake called the meeting to order at 6:00 p.m. He noted that all Councilmembers were present, except Mayor Pro Tem Smith, who was absent.

PLEDGE OF ALLEGIANCE

Councilmember Amelio led the pledge of allegiance.

1. APPROVAL OF AGENDA

Upon motion by Councilmember Beck, and seconded by Councilmember Amelio, the City Council approved the agenda by the following vote of 6-0-1:

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

2. PRESENTATIONS

None

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

A. Report on Closed Session by City Attorney

CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to Government Code Section 54956.8 Property: Easement at Esplanade Park
City Negotiators: Robert Perrault, City Manager; Tori Hannah, Administrative Services Director/Assistant City Manager; Dan Gho, Public Works Director, Deputy City Manager
Negotiating Parties: Monterey One Water
Under Negotiation: Price and terms of payment

CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to Government Code Section 54956.8 Property: 618 Ocean View Boulevard, the Grill at Lovers Point

City Negotiators: Robert Perrault, City Manager; Tori Hannah, Administrative Services Director/Assistant City Manager; James Minshew, Management Analyst
Negotiating Parties: Joseph F. Cavallaro
Under Negotiation: Price and terms of payment

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
Pursuant to Government Code Section 54956.9 (d)(1)
Name of case: Mark A. Enayati v. City of Pacific Grove, et al., Monterey County Superior Court Case No. 21CV002786

City Attorney Pierik stated that there was no reportable action on the closed session items.

B. Other

Council and staff made general announcements.

4. GENERAL PUBLIC COMMENT

Public comment was received from Rebecca Lee, Fred Jealous, Vince Tuminello, Carmelita Garcia, Mike Gibbs, the owner of Fishwife Restaurant, Richard Yarnold, and Ilene Cosnan

CONSENT AGENDA

Action: Consent Agenda Item No. 9A was pulled and considered immediately following the Consent Agenda.

Action: Upon motion of Councilmember Amelio, and seconded by Councilmember Beck, the Council approved the Consent Agenda as amended.

The vote was 6-0-1 as follows:

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

5. APPROVAL OF CITY COUNCIL MEETING MINUTES

None

6. RESOLUTIONS

A. Regional Early Action Planning (REAP) 2.0 Local Suballocation Grant Program (LSGP) Grant Award Agreements
Reference: Alyssa Kroeger, Housing Program Manager
Action: Adopted Resolution 23-034 authorizing:
a) acceptance of the REAP 2.0 grant funding allocation not to exceed $128,750; and

b) the City Manager or their designee to execute the Memorandum of Understanding on behalf of the City and to take further actions as may be necessary to give effect to the resolution as required by the Association of Monterey Bay Area Government (AMBAG);

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

7. ORDINANCES

None.

8. REPORTS – INFORMATION ONLY

A. First Quarter Treasurer's Report
Reference: Jazelle Johnson, Accountant
Action: Received the report.

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

B. October Core Revenue Report
Reference: Audrey Cray, Deputy Director Finance
Action: Received the report.

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

C. First Quarter FY 23/24 Capital Project Report & Update
Reference: Audrey Cray, Deputy Director Finance
Action: Received the report.

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

D. First Quarter FY 23/24 Purchase Order Report
Reference: James Minshew, Management Analyst
Action: Received the FY 23/24 First Quarter Purchase Order Report.

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

E. October 2023 Check Register
Reference: James Minshew, Management Analyst
Action: Received the Check Register.

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

F. First Quarter 23/24 Workers' Compensation Report
Reference: Audrey Cray, Deputy Director Finance
Action: Received the report.

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

9. REPORTS – REQUIRING ACTION

A. George Washington Park Biological Resources Assessment
Reference: Daniel Gho, Public Works Director/Deputy City Manager
Action: Authorized an agreement with Denise Duffy and Associates, Inc. for the George Washington Park Biotic Surveys and Biological Resources Report in an amount not to exceed $31,108 plus a 10% contingency.

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

Public Comment was received from Barbara Lee, Mike Gibbs, Carmelita Garcia, and Vince Tuminello.

On request by Councilmember Coletti, Deputy City Manager/Public Works Director Gho gave a brief report.

Action: Upon motion of Councilmember Poduri, and seconded by Councilmember Coletti, the Council authorized an agreement with Denise Duffy and Associates, Inc. for the George Washington Park Biotic Surveys and Biological Resources Report in an amount not to exceed $31,108 plus a 10% contingency.

The vote was 6-0-1 as follows:

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

10. MEETING MINUTES OF COMMISSIONS, BOARDS, AND COMMITTEES

A. Recreation Board Meeting Minutes February 23, 2023; March 23, 2023; April 27, 2023; and July 27, 2023
Reference: Katie Clark, Recreation Manager
Action: Received minutes.

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

B. Library Board Minutes: September 11, 2023
Reference: Diana Godwin, Library Director
Action: Received the minutes.

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

REGULAR AGENDA

11. PUBLIC HEARINGS

A. Ordinance to Amend the Salary Classification Schedule
Reference: Katy Suttorp, Negotiator

Mayor Peake opened the public hearing.

City Attorney Pierik presented the report.

Public Comment was received from Andy Kubica (speaking as an individual) and Vince Tuminello

Mayor Peake closed the hearing.

Action: On a motion by Councilmember Amelio, and seconded by Council Member Poduri, the City Council voted to request the City Attorney read the title of the ordinance; waive further reading of the ordinance;
introduce and hold a first reading of an ordinance to amend the salary classification schedule; and approve the amendment; and direct that a summary of a proposed ordinance be published as approved by the City Attorney

Motion carried 4-2-1, by the following roll call vote:

AYES: Mayor Peake, Councilmembers Amelio, McDonnell and Poduri.
NOES: Councilmembers Beck, and Coletti
ABSENT: Mayor Pro Tem Smith

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

12. UNFINISHED AND ONGOING BUSINESS

A. Fiscal Year 22/23 Fourth Quarter Budget Report and an Ordinance to Amend the Fiscal Year 23/24 Operating and Capital Improvement Budget.

Reference: Tori Hannah, Administrative Services Director

Administrative Services Director Hannah presented the report.

Public Comment was received from Andy Kubica.

Action: On a motion by Councilmember Poduri, and seconded by Council Member Amelio, the City Council received the report; requested the City Attorney read the title of the ordinance; waived further reading of the ordinance; introduced and held first reading of an ordinance amending the Fiscal Year 23/24 Operating and Capital Improvement Budget; and directed that publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney.

Motion carried 6-0-1 by the following roll call vote:

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

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

B. Skatepark Project; Additional Locations Evaluation
Reference: Daniel Gho, Public Works Director/Deputy City Manager

Public Works Director/Deputy City Manager Gho presented the report.

Public Comment was received from Connie Goldsmith, Ashley Cambell, Carmelita Garcia, and Ilene Cosnan.

Action: It was moved by Councilmember Amelio, and seconded by Council Member Beck, to direct staff to set up a pilot project on a trial basis in the parking lot next to the Youth Center and evaluate the project after 90 days.

Action: Councilmember Amelio amended his motion to direct staff to return to the Council with logistics, costs, feasibility of the existing surface, hours of operations, and insurance considerations for a 90-day trial, and to notify neighbors and the school district. Councilmember Beck agreed to the amendment.

Motion carried 4-2-1 by the following roll call vote:

AYES:	Councilmembers Amelio, Beck, McDonnell and Poduri.
NOES:	Mayor Peake and Councilmember Coletti
ABSENT:	Mayor Pro Tem Smith.

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

13. NEW BUSINESS

A. Public Comment at Meetings of Legislative Bodies
Reference: Luke Coletti, City Council Member

Councilmember Coletti gave the presentation.

Public comment was received from Vince Tuminello, Andy Kubica, Ilene Cosnan, Carmelita Garcia, and Mike Gibbs.

Action: Upon motion by Councilmember Poduri, and seconded by Councilmember Coletti, the Council voted 6-0-1 to direct staff to return to the City Council within 40 days with a Council policy to allow public comments at meetings of City legislative bodies from remote participants, with the policy to include reasonable regulations for receiving public comments, as allowed under state statute, recommendations for prevention of hate speech, and potential software implications and alternatives to Zoom.

Motion carried 6-0-1 by the following vote:
AYES: Mayor Peake, Councilmembers Amelio, Beck, Coletti, McDonnell and Poduri.
NOES: None.
ABSENT: Mayor Pro Tem Smith

Action: On a motion by Councilmember McDonnel, seconded by Councilmember Poduri, the City Council further directed staff to immediately resume Zoom call-in public comments for City legislative body meetings.

Motion carried 4-2-1, by the following roll call vote:
AYES: Councilmembers Beck, Coletti, McDonnell and Poduri.
NOES: Mayor Peake and Councilmember Amelio
ABSENT: Mayor Pro Tem Smith,

CEQA: Does not constitute a "Project" under California Environmental Quality Act (CEQA) Guidelines Section 15378

14. FULL PRESENTATIONS

None.

ADJOURNMENT

Council adjourned the regular meeting at 8:35 p.m.

Respectfully Submitted,

Bonnie Gawf
Interim 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: Bonnie Gawf, Interim City Clerk

MEETING DATE: January 17, 2024

SUBJECT: Minutes of the December 6, 2023 Closed Session and Regular City Council Meeting

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

SPECIAL MEETING

Wednesday, December 6, 2023, 5:00 P.M.

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

CALL TO ORDER

Mayor Peake called the meeting to order at 5:00 p.m. Mayor Peak noted that all Councilmembers were present, except Councilmember Amelio.

APPROVAL OF AGENDA

Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Coletti, the City Council approved the closed session agenda.

Motion carried 6-0-1 by the following vote:

AYES: Mayor Peake, Mayor Pro Tem Smith, Councilmembers Beck, Coletti, McDonnell, and Poduri.

NOES: None.

ABSENT: Councilmember Amelio.

CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION MATTERS.

There was no public comment on the closed session item.

1. Written Public Comment

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
   pursuant to Government Code § 54956.9(d)(2)
   (One potential case: Complaint by employee of discrimination)

DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING

Wednesday, December 6, 2023, 6:00 P.M.

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

CALL TO ORDER

Mayor Peake called the meeting to order at 6:00 p.m. noting that the following Councilmembers were present: Mayor Peake, Mayor Pro Tem Smith, Councilmembers Beck, Coletti, McDonnell, and Poduri and that Councilmember Amelio was absent.

PLEDGE OF ALLEGIANCE

Councilmember Coletti led the pledge of allegiance.

1. APPROVAL OF AGENDA

Upon motion by Mayor Pro Tem Smith, and seconded by Councilmember Beck, the City Council voted 6-0-1 to approve the agenda.

Motion carried 6-0-1 by the following roll call vote:

AYES: Mayor Peake, Mayor Pro Tem Smith, Councilmembers, Beck, Coletti, McDonnell, and Poduri.

NOES: None.

ABSENT: Councilmember Amelio.

2. PRESENTATIONS

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

A. City Attorney Dave Laredo reported Council met with respect to a Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code § 54956.9(d)(2) (One potential case: Complaint by employee of discrimination), and no specific reportable action was taken.

B. Council and staff made general announcements.

4. GENERAL PUBLIC COMMENT

Public comment was received from Dixie Layne, Mike Gibbs, Sally Moore, Rebecca Lee, Lisa Ciani, and two unidentified individuals.

CONSENT AGENDA

Action: Consent Agenda Item No. 7C was pulled and considered as immediately following the Consent Agenda.

Action: Upon motion of Mayor Pro Tem Smith, and seconded by Councilmember Beck, the Council voted to approve the remainder of the Consent Agenda.

Motion carried 6-0-1, by the following roll call vote:

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

5. APPROVAL OF CITY COUNCIL MEETING MINUTES

A. Minutes of the October 4, 2023 City Council Closed Session and Regular Meetings
Action: Approved minutes.
CEQA: Does not constitute a "Project" as defined by CEQA Guidelines Section 15378

B. Minutes of the October 4, 2023 City Council Closed Session and Regular Meetings
Action: Approved minutes.
CEQA: Does not constitute a "Project" as defined by CEQA Guidelines Section 15378

6. RESOLUTIONS

A. Resolution Approving City Manager Job Description
Action: Adopted Resolution.
CEQA: Does not Constitute a "Project" per California Environmental Quality Act (CEQA) Guidelines Section 15378

7. ORDINANCES

A. Second Read of an Ordinance to Amend the Salary Classification Schedule
Action: Held a second reading and adopted the Ordinance.
CEQA: Does not Constitute a "Project" per California Environmental Quality Act (CEQA) Guidelines Section 15378

B. Second Read of an Ordinance to Amend the Fiscal Year 23/24 Operating and Capital Improvement Budget
Action: Held a second reading and adopted the Ordinance.
CEQA: Does not Constitute a "Project" per California Environmental Quality Act (CEQA) Guidelines Section 15378

C. Second Read of Cannabis Licensing and Zoning Ordinances
Action: Held a second reading and adopted the Ordinances.
CEQA: Does not Constitute a "Project" per California Environmental Quality Act (CEQA) Guidelines Section 15378 **This item was heard immediately following the Consent Agenda.**

Public Comment was received from Mike Gibbs.

Action: Upon motion of Mayor Pro Tem Smith, and seconded by Councilmember Coletti, the Council voted to amend the Licensing ordinance to include language stating, "Smoking, vaporizing, ingesting, or otherwise consuming cannabis or cannabis products on the premises is prohibited and a violation of the Pacific Grove Municipal Code," and adopt Ordinances 23-017 (Zoning) and Ordinance 23-018 (Licensing)

Motion carried 6-0-1, by the following roll call vote:

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

8. REPORTS – INFORMATION ONLY

9. REPORTS – REQUIRING ACTION

10. MEETING MINUTES OF COMMISSIONS, BOARDS, AND COMMITTEES

A. Architectural Review Board Meeting Minutes: August 8, 2023
Action: Received minutes.
CEQA: Does not constitute a "Project" as defined by CEQA Guidelines Section 15378

B. Planning Commission Meeting Minutes: June 8, 2023; July 13, 2023; August 10, 2023
Action: Received minutes.
CEQA: Does not constitute a "Project" as defined by CEQA Guidelines Section 15378

C. Historic Resources Commission Meeting Minutes: August 23, September 27, October 25, 2023
Action: Received minutes.
CEQA: Does not constitute a "Project" as defined by CEQA Guidelines Section 15378

REGULAR AGENDA

11. PUBLIC HEARINGS

A. Ordinance to Amend the Salary Schedule (Minimum Wage)
No public comment was received on the item.

Human Resources Director Livian presented the report, noting a minor correction in the ordinance.

On Council request, the City Attorney read the title of the Ordinance.

Action: Upon motion by Mayor Pro Tem Smith, and seconded by Councilmember Colletti, the Council voted 6-0-1, and waived further reading of the ordinance; Introduced and held first reading of an ordinance to amend the salary classification schedule modifying salary ranges for Cashier, Intern, Lighthouse Docent Coordinator, Recreation Assistant I, and Recreation Assistant II; and directed a summary of a proposed ordinance to be published as approved by the City Attorney.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

Motion carried 6-0-1 by the following roll call vote:

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

12. UNFINISHED AND ONGOING BUSINESS

A. Market and Economic Evaluation Report for the Pacific Grove Golf Links

The City Council received a report from Gene Krekorian, Pro Forma Advisors.

Public comment was received from Marsha and Inge Lorentzen Daumer.

Action: Received the Market and Economic Evaluation Report for the Pacific Grove Golf Links from Pro Forma Advisors, LLC
CEQA: Does not constitute a "Project" under California Environmental Quality Act (CEQA) Guidelines Section 15378

13. NEW BUSINESS

A. Codifying Council's Inquiry Authority

Councilmember Coletti presented his proposal.

Public comment was received from Laura Abihider, Sally Moore, Marsha, Inge

Lorentzen Daumer, Adam DeBoor, Lisa Ciani, Mari Adams, and Dan Miller.

Action: Upon motion by Councilmember Coletti, and seconded by Councilmember Beck, the Council directed the City Manager to return within 60 days with a draft ordinance codifying the provisions of Article 21 of the City Charter and other items related to Council's Inquiry Authority, as proposed in the attached draft ordinance, with an amendment to Section 2.04.110 (e) indicating that a member of the administrative staff may decline to reply upon notifying the City Manager and removing (h);

and directed the City Manager to return with a draft council policy establishing procedure to address how council members may make inquiries to staff in a manner consistent with the Charter and the draft ordinance.
CEQA: Does not constitute a "Project" under California Environmental Quality Act (CEQA) Guidelines Section 15378

Motion carried 5-1-1 by the following roll call vote:

AYES: Mayor Peake, Mayor Pro Tem Smith, Councilmembers Amelio, Beck, Coletti, and McDonnell

NOES: Councilmember Poduri

ABSENT: None.

14. FULL PRESENTATIONS
None.

ADJOURNMENT
Council adjourned the regular meeting at 8:20 p.m.

Respectfully Submitted,

Bonnie Gawf
Interim 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: Sandra Kandell, City Clerk/DEI Coordinator

MEETING DATE: January 17, 2024

SUBJECT: Minutes of the December 20, 2023 City Council Regular Meeting

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 20, 2023, 6:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

MEETING HELD IN PERSON AND VIRTUALLY (HYBRID).
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. Present in Chamber: Mayor Peake, Mayor Pro Tem Smith, Councilmembers Amelio, Beck, Coletti, McDonnell, and Poduri.

PLEDGE OF ALLEGIANCE
Councilmember Poduri led the pledge of allegiance.

1. APPROVAL OF AGENDA

Action: Mayor Peake requested announcements take place directly following the presentations and before the break.

Action: Upon motion by Council Beck and seconded by Councilmember Coletti, Council voted 7-0 to approve the agenda.

2. PRESENTATIONS

A. Proclamation Honoring Library Director Diana Godwin on the Occasion of Her Retirement

Action: Received proclamation.

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

B. Proclamation Honoring Building, Grounds, & Cemetery Supervisor Roque Pinheiro on the Occasion of His Retirement

Action: Received proclamation.

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

Council took a break for refreshments to celebrate the Occasions of Retirement.

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

A. Report on Closed Session by City Attorney
Nothing to report.

B. Council and staff made general announcements.

4. GENERAL PUBLIC COMMENT

General public comment received from Dan Miller, Northrop Kirk, Mike Gibbs, Manual Pinheiro, Lisa Ciani, and Marsha.

A. Written General Public Comment

CONSENT AGENDA

Action: Upon motion by Mayor Pro Tem Smith and seconded by Councilmember Amelio, Council voted 7-0 to approve the Consent Agenda.

5. APPROVAL OF CITY COUNCIL MEETING MINUTES

A. Minutes of the November 1, 2023, City Council Closed Session and Regular Meeting.
Action: Approved minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

6. RESOLUTIONS

7. ORDINANCES

A. Ordinance to Amend the Salary Schedule (Minimum Wage)
Action: Held a second reading and adopted Ordinance No. 23-019 to amend the salary classification schedule modifying salary ranges for Cashier, Intern, Lighthouse Docent Coordinator, Recreation Assistant I, and Recreation Assistant II.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

8. REPORTS – INFORMATION ONLY

A. First Quarter Budget Report.
Action: Received the report.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

B. November 2023 Check Register.
Action: Received the check register.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

C. November Core Revenue Report.
Action: Received the report.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

D. Cedar, Sunset & Congress Intersection Improvements Project.
Action: Received the report.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

9. REPORTS – REQUIRING ACTION

A. Historic Resources Committee Membership.

Action: Directed the City Attorney to return to introduce and hold first reading of an ordinance to amend PGMC Chapter 23.76.021 Historic Resources Committee.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

10. MEETING MINUTES OF COMMISSIONS, BOARDS, AND COMMITTEES

REGULAR AGENDA

11. PUBLIC HEARINGS

12. UNFINISHED AND ONGOING BUSINESS

A. First Amendment to Professional Services Agreement with Rincon Consultants for the 6th Cycle Housing Element Update.
Public comment received from Mike Gibbs, Vince Tuminello, Anthony Ciani, Jane Haines, and Nancy Parsons.

Action: Upon motion by Councilmember Amelio and seconded by Mayor Pro Tem Smith to authorize the Mayor to execute the First Amendment to Professional Services Agreement with Rincon Consultants for the 6th Cycle Housing Element Update adding an amount not to exceed $952,708.20 to complete the following:

1. Update General Plan Zoning Ordinance and Map Amendments
2. Prepare General Plan Land Use Element Consistency Updates
3. Prepare General Plan Health and Safety Element Consistency Updates
4. Prepare Program Environmental Impact Report
5. Public Hearing and Community Meeting Attendance
6. Prepare Mitigation and Monitoring Plan

the motion was substituted with a motion by Councilmember Coletti.

Action: Upon motion by Councilmember Coletti and seconded by Councilmember Beck, the Council voted 7-0 to authorize the Mayor to execute the First Amendment to Professional Services Agreement with Rincon Consultants for the 6th Cycle Housing Element Update adding an amount not to exceed $952,708.20 to complete the following:

1. Update General Plan Zoning Ordinance and Map Amendments
2. Prepare General Plan Land Use Element Consistency Updates
3. Prepare General Plan Health and Safety Element Consistency Updates
4. Prepare Program Environmental Impact Report
5. Public Hearing and Community Meeting Attendance
6. Prepare Mitigation and Monitoring Plan
7. Amend the contract to include monthly updates to City Council as to work performed in accordance with the contract.

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

13. NEW BUSINESS

A. Chinese Pavilion Project, Elmarie Dyke Park
Public comment received from Monterey Bay Chinese Association speaker, Sally Moore, Michael Ipson, Colleen Goldsmith, Tom Jensen, Carmelita Garcia, Inge Lorentzen Daumer, Lisa Ciani, Richard Zhang, Anthony Ciani, and Nancy Parsons.

Action: Council received the Chinese Pavilion Project, approved the concept, directed staff to seek input from other boards, commission and committees, and seek other site options for the project.

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

14. FULL PRESENTATIONS

15. CLOSED SESSION

ADJOURNMENT
Council adjourned the regular meeting at 8:51 p.m.

Respectfully Submitted,

Sandra Kandell
City Clerk

Approved by Mayor: _____Date_____

Attest by Interim City Manager Pro Tempore: _____Date_____

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Tori Hannah, Administrative Services Director/Assistant City Manager

MEETING DATE: January 17, 2024

SUBJECT: Council Policy 400-5 Investments

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

RECOMMENDATION

1. Adopt a Resolution Approving Council Policy 400-5 Investments
2. Alternatively, discuss and take other action related to this item

DISCUSSION

Section 53600 of the California Government Code authorizes the Treasurer to invest idle cash pursuant to permitted investments as specified in the Code and consistent with this policy. Council Policy 400-5 Investments provides guidance to staff in administering the City's investment portfolio.

The City's Investment Policy states that the Treasurer shall bring this policy to the City Council for formal review at least once every two years. This policy was last approved by the City Council in August 2021. Due to transitions within the Administrative Services Department and temporary coverage for the vacant City Manager position, this policy was not brought forward in August 2023. During the elapsed period, there weren't any actions by the State legislature that would require changes to this policy.

The policy that was approved in August 2021 incorporated a number of recommendations that were identified in guidance provided by the California Municipal Treasurers Association (CMTA). Based on the absence of new legislative requirements and the prior amendment, staff is not currently recommending any changes to the policy.

OPTIONS

1. Approve Resolution
2. Provide alternate direction

FINANCIAL IMPACT:

There is no fiscal impact associated with approving this policy.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Council Policy 400-5 Investments
Resolution_Investment Policy

CITY OF PACIFIC GROVE
CITY COUNCIL POLICY

Policy Governing	Policy No.	Effective Date	Page No.
Investments	400-5	September 15, 2010	1 of 5

I. Purpose

This policy is intended to provide guidelines for the prudent investment of the City's temporary idle cash and reserves, and to outline the procedures for managing the City's treasury.

II. Scope

This investment policy applies to all financial assets of the City. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

A. General Fund
B. Special Revenue Funds
C. Capital Project Funds
D. Internal Service Funds
E. Enterprise Funds
F. Trust and Agency Funds

III. Standard of Care

In accordance with California Government Code, Section 53600.3, the "prudent investor" standard of care shall be applied to managing the City's investment portfolio. Pursuant to this standard, when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the investor shall act with care, skill, prudence, and diligence under the circumstances then prevailing. This includes, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character, with similar aims, to safeguard the principal and maintain liquidity needs of the agency.

IV. Objective

The City's investment objective is to enhance the economic condition of the City while ensuring the safety of the funds invested. The City attempts to obtain the highest yield on its investments consistent with the criteria established for safety and liquidity. The City's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest extent possible.

The three principal factors that are considered when making investments, are listed below based on their level of priority:

A. **Safety**. Safety means limiting the potential for loss of principal, interest, or a combination of the two.

B. **Liquidity**. Liquidity refers to the ability to convert an investment to cash promptly with a minimal risk of losing principal or interest. A portion of the portfolio should be maintained in liquid short-term securities that can be converted to cash if necessary to meet disbursement requirements.

C. **Yield**. Yield is the average annual return on an investment based on the interest rate, price, and length of time to maturity. The City attempts to obtain the highest yield possible, provided that the basic criteria of safety and liquidity have been met.

V. Investment Responsibility

The City Treasurer is responsible for investing the City's funds in accordance with California Government Code, Sections 53600, et seq. and 53635, et seq. The City's Administrative Services Director serves as the City Treasurer. Staff members of the Finance Department may be assigned to perform day-to-day treasury activities related to investments. The Deputy Director of Finance (Senior Program Manager) may serve as Acting City Treasurer in the absence of the Administrative Services Director.

VI. Internal Controls

The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure the assets of the City are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgement management. The internal controls shall include the following:

A. Dual approval of wire transfers from the City to any approved investment brokerage account by the City Treasurer and the City Clerk

B. Separation of transaction authority from accounting and recordkeeping

C. Custodial safekeeping

D. Clear delegation of authority to subordinate staff members

E. Documentation confirming each investment transaction

F. Establishment of wire authorization approval levels with the lead bank and the third-party custodian

G. Reconciliation of investment transactions and statements to the City's general ledger

H. Independent review by the external auditor as part of the City's annual audit

VII. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from any activity that could conflict with proper execution or management of the investment program or which could impair their ability to make impartial investments decisions. This includes refraining from undertaking personal investment transactions with the same individual who is conducting business with the City.

The Administrative Services Director and the Deputy Director of Finance (Senior Program Manager) shall file a State Fair Political Practices Commission's Statement of Economic Interests annually

VIII. Permitted Investment Instruments

The Treasurer shall invest in the following investments and only under the guidelines as provided herein:

A. **Certificates of Deposit**. Non-Negotiable Certificates of Deposits will be made only in FDIC or FSLIC insured accounts. For deposits in excess of the insured maximum of $250,000, approved collateral shall be required in accordance with Government Code 53652 and/or 53651 (m) (1). Investment in these instruments shall be limited to financial institutions that in the Treasurer's judgment are of high quality and shall not have a term exceeding five years from the date of purchase.

B. **Securities of the U.S. Government or its Agencies**. Includes obligations issued by Federal Home Loan Banks, Government National Mortgage Association, Farm Credit System, the Federal Home Loan Bank, Federal Home Loan Mortgage Association, Federal National Mortgage Association, or obligations or other instruments of or issued by a federal agency or a United States Government sponsored enterprise. Investment in these instruments shall not have a term exceeding five years from the date of purchase.

C. **Treasury Bills and Notes**. U.S. Treasury Bills, Notes, Bonds, or Certificates of Indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest. The term of such securities shall not exceed five years from the date of purchase.

D. **Local Agency Investment Fund (LAIF)**. Investment of funds in the California LAIF which allows the State Treasurer to invest through the Pooled Money Investment Account (PMIA). Maximum investment is subject to state regulation. LAIF investments are available for City use.

E. **Repurchase Agreements**. A purchase of securities by the City pursuant to an agreement by which the seller will repurchase such securities on or before a specified date, or on demand of either party, and for a specified amount. Investments in repurchase agreements will be used solely as short-term investments not to exceed 30 days.

F. **Other**. Other investments that are, or may become, legal investments through the State of California Government Code, only with prior approval of the City Council.

IX. Investment Pools

The City's investment policy authorizes participation in the California LAIF investment pool. A review of this pool should be conducted on a periodic basis. Best efforts will be made to acquire the following information:

A. Description of eligible investment securities, and a written statement of policy
B. Description of interest calculations and method of distribution; and how gains and losses are treated.
C. Description of how the securities are safeguarded
D. Copy of the most recent independent audit report
E. Description of who may invest in the program
F. Schedule for receiving statements and portfolio listings
G. Information on how and when fees are assessed
H. Acceptance or eligibility to receive bond proceeds

Section VIII (F) allows investments in other instruments with City Council approval. This could include the placement of funds in an additional investment pool or mutual fund. The documentation referenced within this section shall be evaluated prior to recommending participation in a new investment pool or a mutual fund.

X. Diversification

Investments shall be diversified among institutions, types of securities, and maturities to maximize safety and yield with changing market conditions. Local financial institutions will be given preferential consideration for investment of City funds consistent with the City's objective of attaining market rates of return, and consistent with constraints imposed by its safety objectives, cash flow considerations, and state laws.

XI. Safekeeping

All investments of the City shall have the City of Pacific Grove as registered owner or shall be kept in the custody of the City or by a qualified safekeeping institution.

XII. Investment Reports

The City Treasurer shall submit an investment report to the City Manager and City Council, as frequently as directed (but not less than quarterly). The report shall include, but not be limited to, the following information, for each investment:

A. Name of Financial Institution
B. Type of Investment
C. Amount of Deposit
D. Rate of Interest
E. Maturity Date
F. Current Market Value
G. Percentage of the portfolio represented by each investment category
H. Other Data as Requested

XIII. Investment Policy Adoption

The City Treasurer shall review this Investment Policy from time to time, identifying any concerns or recommended changes for Council consideration. The Treasurer shall bring this Policy to Council for formal review at least once every two years.

Adopted September 15, 2010, Resolution 10-078
Amended October 21, 2015, Resolution 15-055
Amended August 17, 2016, Resolution 16-047
Amended June 19, 2019, Resolution 19-016
Amended August 4, 2021, Resolution 21-025

RESOLUTION NO. 24-xxx

RESOLUTION OF THE CITY OF PACIFIC GROVE APPROVING COUNCIL POLICY NO. 400-5 INVESTMENTS

FINDINGS

1. The City annually reviews its financial policies to incorporate best practices and to address issues that have arisen in the prior fiscal year.

2. This investment policy is in compliance with State law provisions establishing investment objectives and setting forth permissible investment of public funds.

3. This action does not constitute a "Project" as that term is defined under the California Environmental Quality Act (CEQA) Guideline Section 15378, as it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

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

1. The Council determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.

2. The Council authorizes adopting a resolution approving Council Policy 400-5 Investments.

3. Council Policy 400-5 is hereby approved as attached to this Resolution, which by this reference are incorporated as set forth in its entirety.

4. This Resolution shall become effective immediately following passage and adoption thereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 17th day of January, 2024, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

_____
BILL PEAKE, Mayor

ATTEST:

_____
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____
BRIAN PIERIK, 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: Lori Frati, Finance Manager

MEETING DATE: January 17, 2024

SUBJECT: Core Revenue Report for December

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

RECOMMENDATION

1. Receive the report.
2. Alternatively, discuss and take other action related to this item.

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 23/24 Approved Budget, these three revenue courses were estimated to generate $22 million dollars. These revenues account for approximately 70% of the General Fund's ongoing revenues.

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

OPTIONS

N/A - This is information only.

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Core Revenue Report

Core Revenue Report
Fiscal Year 2023/24 – December 2023

The following tables include the FY23/24 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. The following table presents Fiscal Year 2023/24 budget, and revenues received to date.

Property Tax	Amended Budget	YTD Receipts	% of Amended Budget
FY23/24	9,609,000	5,521,808	57.5%

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. The following table presents Fiscal Year 2023/24 budget and revenues received to date.

Transient Occupancy Tax	Amended Budget	YTD Receipts	% of Amended Budget
FY23/24	6,463,000	3,375,954	52.2%

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

The following table shows a monthly breakdown of TOT revenues when compared to the same month last year.

Lodging Period	2021/22	2022/23	2023/24	Net Difference
July	673,475	797,756	834,401	36,645
August	730,578	818,939	795,551	(23,388)
September	578,129	639,644	671,498	31,854
October	475,290	589,714	640,567	50,853
November	431,862	411,136	433,937	22,801
December	378,655	371,160	-	-
January	314,248	370,713	-	-
February	412,711	336,276	-	-
March	476,041	446,634	-	-
April	568,275	574,513	-	-
May	612,496	623,891	-	-
June	621,212	573,141	-	-
Total	**6,272,972**	**6,553,517**	**3,375,954**	**118,765**
December revenues are expected to be received in late January as the State pays the City one month in arrears.				

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 23/24 Adopted Budget reflects the addition of Measure A revenues, a 0.50% Transactions and Use Tax. This tax became effective on October 1, 2022. Measure A funds have been included in FY 23/24 projections.

The following table presents the Fiscal Year 23/24 budget and revenues received to date.

Sales and Use Tax	Amended Budget	YTD Receipts	% of Amended Budget
FY23/24	5,957,000	2,010,287	33.7%

The following table presents Fiscal Year 2023/24 revenues received to date.

Remittance Period	2021/22	2022/23	2023/24	Net Difference
July Advance	303,144	350,801	464,029	133,228
August Advance	507,200	364,694	444,973	80,009
September True-up	287,224	475,273	690,001	214,728
October Advance	311,118	411,967	411,284	(683)
November Advance	324,181	424,467	-	-
December True-up	479,810	658,665	-	-
January Advance	260,937	368,119	-	-
February Advance	316,738	384,955	-	-
March True-up	471,617	621,062	-	-
April Advance	329,326	468,572	-	-
May Advance	436,035	498,977	-	-
June True-Up	513,452	556,703	-	-
Total	**4,540,782**	**5,584,256**	**2,010,287**	**427,282**

November 2023 payments are anticipated to be received in late January 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: James Minshew, Management Analyst

MEETING DATE: January 17, 2024

SUBJECT: December 2023 Check Register.

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

RECOMMENDATION

1. Receive the Check Register.
2. Alternatively, discuss and take other action related to this item.

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 December 2023. The monthly total is provided on the last page of the report.

OPTIONS

N/A - This is informational only.

FINANCIAL IMPACT:

There is no fiscal impact. This is informational only.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

December 2023 Check Register

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107506 V	10/26/23	1756	MONTEREY COUNTY HEA	505	5291	HZRDS WASTE RGSTRTN	0.00	-663.12
101	107506 V	10/26/23	1756	MONTEREY COUNTY HEA	503	5291	HZRDS WASTE RGSTRTN	0.00	-663.13
TOTAL CHECK								0.00	-1,326.25
101	107784 V	11/20/23	5936	PEBBLE BEACH COMPAN	513	5351	TREES	0.00	-450.00
101	107801	12/01/23	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	756.91
101	107801	12/01/23	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,702.28
TOTAL CHECK								0.00	2,459.19
101	107802	12/01/23	2935	CALIF LAW ENFORCMEN	01	202	DED:3200 LTD PD	0.00	594.00
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:4301 HEALTH	0.00	564.42
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:103 HEALTH	0.00	2,064.05
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:105 HEALTH	0.00	2,146.60
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:124 HEALTH	0.00	2,311.24
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:125 HEALTH	0.00	2,311.24
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:104 HEALTH	0.00	2,476.83
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:2072 HEALTH	0.00	2,812.50
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:2071 HEALTH	0.00	2,887.50
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:533 HEALTH	0.00	3,219.90
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:108 HEALTH	0.00	1,560.16
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:123 HEALTH	0.00	4,444.70
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	4,800.48
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:122 HEALTH	0.00	5,333.64
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:2073 HEALTH FAM	0.00	5,750.00
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:116 HEALTH	0.00	825.62
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:121 HEALTH	0.00	888.94
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:110 HEALTH	0.00	1,128.83
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:107 HEALTH	0.00	1,200.12
101	107803	12/01/23	1	CALPERS HEALTH	01	202	DED:2783 HEALTH	0.00	1,200.12
TOTAL CHECK								0.00	47,926.89
101	107804	12/01/23	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	2,245.40
101	107804	12/01/23	3134	CITY OF PACIFIC GRO	01	202	DED:3300 AFLAC DEP	0.00	100.00
TOTAL CHECK								0.00	2,345.40
101	107805	12/01/23	3393	EFT	01	202	DED:*FM MEDICARE	0.00	13,463.28
101	107805	12/01/23	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	21,926.34
101	107805	12/01/23	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	51,741.89
TOTAL CHECK								0.00	87,131.51
101	107806	12/01/23	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	791.00
101	107807	12/01/23	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	315.00
101	107807	12/01/23	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	28,766.00
TOTAL CHECK								0.00	29,081.00
101	107808	12/01/23	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	138.46
101	107809	12/01/23	2949	PACIFIC GROVE MANAG	01	202	DED:7203 ASSOC DUES	0.00	40.00

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107810	12/01/23	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	98.00
101	107810	12/01/23	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	28.20
101	107810	12/01/23	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	7,858.27
101	107810	12/01/23	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	4,241.63
101	107810	12/01/23	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,509.55
TOTAL CHECK								0.00	13,735.65
101	107811	12/01/23	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	29.42
101	107812	12/01/23	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	265.30
101	107812	12/01/23	2053	CITY OF PACIFIC GRO	01	202	DED:201 DENTAL	0.00	37.59
101	107812	12/01/23	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	454.80
101	107812	12/01/23	2053	CITY OF PACIFIC GRO	01	202	DED:2102 DENTAL	0.00	536.08
101	107812	12/01/23	2053	CITY OF PACIFIC GRO	01	202	DED:2103 DENTAL FAM	0.00	853.38
TOTAL CHECK								0.00	2,147.15
101	107813	12/01/23	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	155.47
101	107814	12/01/23	2133	PERS	01	202	DED:0022 PERS SP MS	0.00	210.75
101	107814	12/01/23	2133	PERS	01	202	DED:0004 SURV BEN	0.00	89.28
101	107814	12/01/23	2133	PERS	01	202	DED:08 PERS OTHER	0.00	345.17
101	107814	12/01/23	2133	PERS	01	202	DED:0019 PERS RT SF	0.00	-3.44
101	107814	12/01/23	2133	PERS	01	202	DED:0018 PERS SP SF	0.00	942.99
101	107814	12/01/23	2133	PERS	01	202	DED:0009 PERS OTHER	0.00	1,426.38
101	107814	12/01/23	2133	PERS	01	202	DED:0000 PERS	0.00	1,450.15
101	107814	12/01/23	2133	PERS	01	202	DED:07 PERS CITY	0.00	5,718.44
101	107814	12/01/23	2133	PERS	01	202	DED:0011 PERS ER SF	0.00	8,522.24
101	107814	12/01/23	2133	PERS	01	202	DED:01 PERS	0.00	8,841.04
101	107814	12/01/23	2133	PERS	01	202	DED:0021 PERS REG M	0.00	10,304.04
101	107814	12/01/23	2133	PERS	01	202	DED:0020 PERS ER M3	0.00	10,419.82
101	107814	12/01/23	2133	PERS	01	202	DED:0006 PERS CITY	0.00	14,577.60
101	107814	12/01/23	2133	PERS	01	202	DED:0002 PERS	0.00	5,829.16
101	107814	12/01/23	2133	PERS	01	202	DED:0017 PERS RG SF	0.00	7,714.86
TOTAL CHECK								0.00	76,388.48
101	107815	12/01/23	2943	POLICE OFFICERS ASS	01	202	DED:7205 ASSOC DUES	0.00	1,016.39
101	107815	12/01/23	2943	POLICE OFFICERS ASS	01	202	DED:7204 ASSOC DUES	0.00	8.00
TOTAL CHECK								0.00	1,024.39
101	107816	12/01/23	2940	LEGAL SHIELD	01	202	DED:6100 LEGAL SVC	0.00	46.70
101	107817	12/01/23	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	4,078.65
101	107818	12/01/23	8211	STANDARD INSURANCE	01	202	DED:3500 LIFE INS	0.00	1,433.25
101	107819	12/01/23	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	600.12
101	107820	12/01/23	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	407.43
101	107821	12/01/23	632	VISION SERVICE PLAN	01	202	DED:2503 VISION FAM	0.00	449.16
101	107821	12/01/23	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	76.78
101	107821	12/01/23	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	167.52

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107821	12/01/23	632	VISION SERVICE PLAN	01	202	DED:302 VISION	0.00	15.00
101	107821	12/01/23	632	VISION SERVICE PLAN	01	202	DED:301 VISION	0.00	30.00
TOTAL CHECK								0.00	738.46
101	107822	12/01/23	6154	AT&T	133	5212	ADMIN 2539	0.00	31.43
101	107822	12/01/23	6154	AT&T	421	5212	REC 0960	0.00	31.43
TOTAL CHECK								0.00	62.86
101	107826	12/08/23	3393	EFT	01	202	DED:*MM ADD MED	0.00	502.17
101	107827	12/07/23	8890	4LEAF	201	5201	BUILDING DEPARTMENT	0.00	14,979.15
101	107827	12/07/23	8890	4LEAF	201	5201	BUILDING DEPARTMENT	0.00	68,837.30
TOTAL CHECK								0.00	83,816.45
101	107828	12/07/23	3970	ALHAMBRA & SIERRA S	351	5291	WATER SERVICE	0.00	197.64
101	107829	12/07/23	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	1,732.50
101	107829	12/07/23	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	3,300.00
TOTAL CHECK								0.00	5,032.50
101	107830	12/07/23	106	AMERICAN SUPPLY COM	351	5305	JANITORIAL SUPPLIES	0.00	72.71
101	107831	12/07/23	5363	AT&T CALNET 3	133	5212	ADMIN	0.00	30.64
101	107831	12/07/23	5363	AT&T CALNET 3	133	5212	CH ALARM LINE	0.00	31.05
TOTAL CHECK								0.00	61.69
101	107832	12/07/23	8476	AT&T MOBILITY	301	5206	DEPARTMENT CELLPHON	0.00	1,832.94
101	107834	12/07/23	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	1,925.94
101	107834	12/07/23	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	174.15
TOTAL CHECK								0.00	2,100.09
101	107837	12/07/23	5303	VERIZON BUSINESS	301	5206	PORT ACCESS	0.00	592.86
101	107838	12/07/23	2445	CA DEPT OF INDUSTRI	411	5223	INSPECT MUSEUM ELVA	0.00	225.00
101	107839	12/07/23	402	CA DEPT OF JUSTICE	301	5201	FINGERPRINT SERVICE	0.00	128.00
101	107841	12/07/23	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	197.46
101	107841	12/07/23	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	34.95
101	107841	12/07/23	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	31.45
TOTAL CHECK								0.00	263.86
101	107842	12/07/23	2993	CENTRALSQUARE TECHN	131	5201	FINANCE SOFTWARE	0.00	4,726.62
101	107843	12/07/23	7915	CLIENT FIRST CONSUL	133	5201	IT INFRASTRUCTURE H	0.00	2,755.00
101	107844	12/07/23	5171	COMCAST	133	5206	REC 0214972	0.00	93.75
101	107844	12/07/23	5171	COMCAST	133	5206	CITY HALL (CH) 3903	0.00	14.10
TOTAL CHECK								0.00	107.85
101	107846	12/07/23	9489	DARRYL PANG	301	5201	BACKGROUND POLYGRAP	0.00	1,050.00

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107846	12/07/23	9489	DARRYL PANG	301	5201	BACKGROUND POLYGRAP	0.00	350.00
TOTAL CHECK								0.00	1,400.00
101	107847	12/07/23	769	COAST COUNTIES GLAS	503	5223	DOOR PARTS	0.00	110.00
101	107847	12/07/23	769	COAST COUNTIES GLAS	503	5223	CHAUTAUQUA HALL BTH	0.00	1,360.00
TOTAL CHECK								0.00	1,470.00
101	107848	12/07/23	779	DEMCO	401	5301	LIBRARY SUPPLIES	0.00	156.91
101	107849	12/07/23	9652	ELISABETH CAUSOR	421	5361	PROGRAM SUPPLIES	0.00	16.37
101	107851	12/07/23	926	EWING IRRIGATION PR	503	5223	GWP	0.00	59.01
101	107852	12/07/23	4173	FASTENAL	505	5309	GRINDER	0.00	241.43
101	107853	12/07/23	952	FEDERAL EXPRESS COR	301	5211	SHIPPING FOR PD	0.00	224.25
101	107853	12/07/23	952	FEDERAL EXPRESS COR	133	5211	SHIPPING FOR IT	0.00	29.78
TOTAL CHECK								0.00	254.03
101	107855	12/07/23	7127	GACHINA LANDSCAPE M	503	5201	GOPHER & MOLE CONTR	0.00	631.00
101	107856	12/07/23	7884	GARDAWORLD	131	5202	OCT 2023	0.00	38.96
101	107857	12/07/23	4321	HOME DEPOT CREDIT S	503	5322	TOOL	0.00	272.30
101	107857	12/07/23	4321	HOME DEPOT CREDIT S	505	5309	CAR GARAGE	0.00	382.36
TOTAL CHECK								0.00	654.66
101	107858	12/07/23	1298	IACP	301	5261	CHIEF ANNUAL SBSCRP	0.00	525.00
101	107859	12/07/23	9848	INTEGRAL CONSULTING	201	5209	COASTAL HZRD ANALYS	0.00	6,682.50
101	107860	12/07/23	7433	IPS GROUP, INC	301	5224	METER MAINTENANCE	0.00	1,358.07
101	107861	12/07/23	10074	JENNIFER KASAL	01	4462	RFND LINCOLN JR SCC	0.00	148.50
101	107862	12/07/23	10168	KELLY MCRITCHIE	01	214	RFND DPST POINT PIN	0.00	196.00
101	107863	12/07/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	133.07
101	107863	12/07/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	51.61
101	107863	12/07/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	13.11
TOTAL CHECK								0.00	197.79
101	107864	12/07/23	1467	LANGUAGE LINE SERVI	301	5201	CREDIT MEMO	0.00	-4.02
101	107864	12/07/23	1467	LANGUAGE LINE SERVI	301	5201	HANDLING FEE	0.00	1.75
101	107864	12/07/23	1467	LANGUAGE LINE SERVI	301	5201	BURMESE & HINDI SVS	0.00	12.22
TOTAL CHECK								0.00	9.95
101	107865	12/07/23	4647	LEHR	301	5227	UNIT 1	0.00	250.00
101	107867	12/07/23	4534	HOMETEK	503	5223	MEMORIAL BENCH	0.00	165.00
101	107868 V	12/07/23	6770	MATRIX CONSULTING G	131	5201	FEE STUDY & COST AL	0.00	-3,720.00

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107868	12/07/23	6770	MATRIX CONSULTING G	131	5201	FEE STUDY & COST AL	0.00	3,720.00
TOTAL CHECK								0.00	0.00
101	107869	12/07/23	1612	MATTESON & BEERS TO	301	5291	EVIDENCE TOW	0.00	360.00
101	107872	12/07/23	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	16.00
101	107872	12/07/23	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	77.33
101	107872	12/07/23	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	16.00
101	107872	12/07/23	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	77.33
101	107872	12/07/23	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	77.33
101	107872	12/07/23	1693	MISSION LINEN SUPPL	351	5291	FD LINEN CLEANING F	0.00	77.33
TOTAL CHECK								0.00	341.32
101	107875	12/07/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	79.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	79.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	79.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	98.75
101	107875	12/07/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	14.49
101	107875	12/07/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107875	12/07/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107875	12/07/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107875	12/07/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107875	12/07/23	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	58.67
101	107875	12/07/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	79.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	79.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107875	12/07/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	79.93
101	107875	12/07/23	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	58.67
101	107875	12/07/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	79.93
101	107875	12/07/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	79.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	79.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	421	5201	LINEN & UNIFORM CLE	0.00	98.75
101	107875	12/07/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	81.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	81.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	81.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	14.49
101	107875	12/07/23	1694	MISSION UNIFORM SER	502	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107875	12/07/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107875	12/07/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107875	12/07/23	1694	MISSION UNIFORM SER	503	5309	LINEN & UNIFORM CLE	0.00	14.49
101	107875	12/07/23	1694	MISSION UNIFORM SER	505	5309	LINEN & UNIFORM CLE	0.00	14.50
TOTAL CHECK								0.00	1,454.07
101	107876	12/07/23	3443	MONTEREY BAY PEST C	503	5201	LIBRARY PEST CONTRO	0.00	135.00
101	107876	12/07/23	3443	MONTEREY BAY PEST C	503	5201	LIBRARY PEST CONTRO	0.00	175.00
101	107876	12/07/23	3443	MONTEREY BAY PEST C	503	5201	LIBRARY PEST CONTRO	0.00	135.00
101	107876	12/07/23	3443	MONTEREY BAY PEST C	503	5201	LIBRARY PEST CONTRO	0.00	135.00
101	107876	12/07/23	3443	MONTEREY BAY PEST C	503	5201	LIBRARY PEST CONTRO	0.00	175.00
101	107876	12/07/23	3443	MONTEREY BAY PEST C	503	5201	LIBRARY RODENT CNTR	0.00	500.00
101	107876	12/07/23	3443	MONTEREY BAY PEST C	503	5201	LIBRARY PEST CONTRO	0.00	135.00
TOTAL CHECK								0.00	1,390.00

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107877	12/07/23	6216	MONTEREY BAY TREEWO	513	5201	FY23/24 ARBORIST SE	0.00	3,200.00
101	107877	12/07/23	6216	MONTEREY BAY TREEWO	513	5201	FY23/24 ARBORIST SE	0.00	3,300.00
TOTAL CHECK								0.00	6,500.00
101	107878	12/07/23	3807	MONTEREY COUNTY WEE	201	5221	773/775OCEANVIEW AP	0.00	162.00
101	107879	12/07/23	1801	MONTEREY TIRE SERVI	503	5227	BG UNIT 51	0.00	479.95
101	107880	12/07/23	1802	CITY OF MONTEREY	351	5201	FY24 FIRE SERVICES	0.00	248,244.60
101	107881	12/07/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	337.62
101	107881	12/07/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	54.60
101	107881	12/07/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	116.15
101	107881	12/07/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	61.74
101	107881	12/07/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	66.86
101	107881	12/07/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	126.98
101	107881	12/07/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES - C	0.00	127.02
TOTAL CHECK								0.00	890.97
101	107882	12/07/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	56.91
101	107882	12/07/23	9576	O'REILLY AUTO ENTER	503	5227	BG UNIT 51	0.00	25.30
101	107882	12/07/23	9576	O'REILLY AUTO ENTER	502	5309	MECH STOCK	0.00	200.42
101	107882	12/07/23	9576	O'REILLY AUTO ENTER	503	5227	BG UNIT 51	0.00	173.99
101	107882	12/07/23	9576	O'REILLY AUTO ENTER	503	5227	CREDIT MEMO UNIT 50	0.00	-7.65
101	107882	12/07/23	9576	O'REILLY AUTO ENTER	503	5227	UNIT 50	0.00	24.02
TOTAL CHECK								0.00	472.99
101	107883	12/07/23	5567	OVERDRIVE, INC.	401	5303	DIGITAL BOOKS & MAT	0.00	5.98
101	107884	12/07/23	9528	PACIFIC CHESS ACADE	421	5208	SESSN1@70%9/14-11/	0.00	1,764.00
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS	0.00	389.61
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	628.49
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	2.61
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	421	5291	REC	0.00	5.01
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	8.49
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	421	5309	POOL	0.00	10.03
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	10.87
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	5.44
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	7.41
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	10.91
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS	0.00	10.91
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	10.90
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	301	5223	PD B&G	0.00	10.91
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5227	B&G VEH TRUCK 51	0.00	10.91
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	301	5223	PD B&G	0.00	8.70
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	502	5309	MECH	0.00	10.91
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	29.21
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS	0.00	39.32
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	37.68
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	26.20
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	301	5223	PD B&G	0.00	39.04

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	501	5309	PW ADMIN	0.00	10.90
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	411	5223	MUSEUM	0.00	12.21
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	421	5291	REC	0.00	22.22
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY	0.00	3.27
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	15.28
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	421	5291	REC DEPT	0.00	15.28
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	21.84
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS	0.00	16.58
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	351	5223	FIRE DEPT B&G	0.00	23.55
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	20.75
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	25.12
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	401	5223	LIBRARY	0.00	13.07
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	331.70
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	314.44
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	209.63
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	43.67
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	421	5291	REC	0.00	38.20
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	421	5291	REC DEPT	0.00	41.49
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	53.06
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	45.82
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	69.88
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	87.51
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	76.43
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	159.77
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS	0.00	82.98
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	421	5291	REC	0.00	15.69
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	15.28
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	505	5309	STREETS	0.00	70.96
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	351	5223	FIRE DEPT B&G	0.00	18.55
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	503	5223	B&G	0.00	18.56
TOTAL CHECK								0.00	3,207.25
101	107890	12/07/23	2062	PACIFIC WEST WATER	131	5301	DRINKING WATER	0.00	42.85
101	107890	12/07/23	2062	PACIFIC WEST WATER	201	5301	DRINKING WATER	0.00	42.85
TOTAL CHECK								0.00	85.70
101	107891	12/07/23	8430	PREMO ROOFING	01	4203	1001-12FUNSTON-80%R	0.00	349.20
101	107892	12/07/23	9575	REMY MOOSE MANLEY,	201	5205	LEGAL SERVICES	0.00	531.98
101	107893	12/07/23	10017	RESTORATION FAMILY	301	5201	EAP SERVICES OCT 20	0.00	600.00
101	107893	12/07/23	10017	RESTORATION FAMILY	301	5201	EAP SERVICES NOV 20	0.00	600.00
TOTAL CHECK								0.00	1,200.00
101	107894	12/07/23	2541	SPCA OF MONTEREY CO	301	5201	COUNTY ANIMAL SHELT	0.00	920.00
101	107895	12/07/23	6038	SPEAK WRITE BILLING	301	5201	TRANSCRIPTION SERVI	0.00	1,757.35
101	107896	12/07/23	10049	TAYLOR LANKAU	01	4462	RFND KAI KIRK SOCCE	0.00	74.25
101	107897	12/07/23	9524	TESLA ENERGY OPERAT	01	4203	RFND80%-1203SHELLAV	0.00	122.40

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107898	12/07/23	7263	TOM'S SITE SERVICES	503	5223	FY 23/24 PORTAPOTTY	0.00	4,283.99
101	107899	12/07/23	2680	TOPE'S TREE SERVICE	513	5201	FY23/24 TREE SERVIC	0.00	585.00
101	107899	12/07/23	2680	TOPE'S TREE SERVICE	513	5201	FY23/24 TREE SERVIC	0.00	15,375.00
101	107899	12/07/23	2680	TOPE'S TREE SERVICE	01	4201	802 SUNSET REFUND	0.00	209.00
TOTAL CHECK								0.00	16,169.00
101	107900	12/07/23	5252	ULINE	301	5301	DESK FREE TOTES	0.00	426.60
101	107901	12/07/23	7867	UPS	301	5211	SHIPPING	0.00	1.04
101	107901	12/07/23	7867	UPS	301	5211	SHIPPING	0.00	32.54
TOTAL CHECK								0.00	33.58
101	107902	12/07/23	2786	VERIZON WIRELESS	501	5212	PW - 4385-00001	0.00	749.00
101	107902	12/07/23	2786	VERIZON WIRELESS	301	5206	WIRELESS MOBILE CON	0.00	498.04
101	107902	12/07/23	2786	VERIZON WIRELESS	401	5212	LIB - 4385-00002	0.00	76.02
101	107902	12/07/23	2786	VERIZON WIRELESS	501	5212	PW - 4385-00002	0.00	92.87
101	107902	12/07/23	2786	VERIZON WIRELESS	301	5212	PD - 4385-00001	0.00	103.69
101	107902	12/07/23	2786	VERIZON WIRELESS	121	5212	CM - 4385-00001	0.00	27.43
101	107902	12/07/23	2786	VERIZON WIRELESS	133	5212	ADMIN - 4385-00002	0.00	38.01
101	107902	12/07/23	2786	VERIZON WIRELESS	201	5212	CDD - 4385-00001	0.00	41.43
101	107902	12/07/23	2786	VERIZON WIRELESS	133	5212	ADMIN - 4385-00001	0.00	51.63
101	107902	12/07/23	2786	VERIZON WIRELESS	351	5212	FIRE - 4385-00001	0.00	64.02
TOTAL CHECK								0.00	1,742.14
101	107903	12/07/23	2800	ROXANE J VIRAY	301	5123	MOU RTRMNTBNFTS NOV	0.00	150.00
101	107904	12/07/23	9305	WATSONVILLE FORD	503	5227	BG UNIT 51	0.00	17.08
101	107904	12/07/23	9305	WATSONVILLE FORD	301	5227	PD UNIT 8	0.00	41.51
101	107904	12/07/23	9305	WATSONVILLE FORD	301	5227	VEHICLE REPAIR	0.00	149.90
101	107904	12/07/23	9305	WATSONVILLE FORD	503	5227	BG UNIT 51	0.00	210.68
101	107904	12/07/23	9305	WATSONVILLE FORD	301	5227	PD UNIT PRVNT 3	0.00	206.08
101	107904	12/07/23	9305	WATSONVILLE FORD	503	5227	BG UNIT 51	0.00	356.99
101	107904	12/07/23	9305	WATSONVILLE FORD	301	5227	CREDIT MEMO PD PRVN	0.00	-17.56
TOTAL CHECK								0.00	964.68
101	107905	12/07/23	8136	WELLS FARGO VENDOR	301	5225	FY 23/24 KONICA LEA	0.00	212.52
101	107905	12/07/23	8136	WELLS FARGO VENDOR	131	5225	FY 23/24 KONICA LEA	0.00	212.52
101	107905	12/07/23	8136	WELLS FARGO VENDOR	121	5225	FY 23/24 KONICA LEA	0.00	213.74
101	107905	12/07/23	8136	WELLS FARGO VENDOR	201	5225	FY 23/24 KONICA LEA	0.00	248.43
101	107905	12/07/23	8136	WELLS FARGO VENDOR	501	5225	FY 23/24 KONICA LEA	0.00	180.28
101	107905	12/07/23	8136	WELLS FARGO VENDOR	401	5225	FY 23/24 KONICA LEA	0.00	201.58
TOTAL CHECK								0.00	1,269.07
101	107906	12/07/23	9716	BRIAN WHITSON	503	5201	FY23/24 SUPPLEMENTA	0.00	345.00
101	107906	12/07/23	9716	BRIAN WHITSON	503	5201	MUSEUM CLEANING	0.00	2,100.00
TOTAL CHECK								0.00	2,445.00
101	107908	12/07/23	8667	JOE A AMELIO	101	5215	REIMB LEAGUE CACITI	0.00	1,369.19
101	107909	12/07/23	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN SE	0.00	145.12

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107910 V	12/07/23	8332	COMMUNITY HOSPITAL	301	5201	HOSPITAL SERVICES	0.00	-27.00
101	107910	12/07/23	8332	COMMUNITY HOSPITAL	301	5201	HOSPITAL SERVICES	0.00	27.00
TOTAL CHECK								0.00	0.00
101	107911	12/07/23	9778	PROTELESIS	133	5201	PHONE SYSTEM UPGRAD	0.00	1,105.00
101	107911	12/07/23	9778	PROTELESIS	133	5201	PHONE SYSTEM UPGRAD	0.00	6,218.07
TOTAL CHECK								0.00	7,323.07
101	107912	12/07/23	4468	RENTAL DEPOT MONTER	503	5223	RENTAL EQUIPMENT	0.00	2,649.99
101	107912	12/07/23	4468	RENTAL DEPOT MONTER	503	5223	RENTAL EQUIPMENT	0.00	480.00
TOTAL CHECK								0.00	3,129.99
101	107913	12/07/23	6422	CA DEPT OF TAXES AN	131	5201	PG TRNSCTN & USE TA	0.00	8,669.47
101	107914	12/07/23	8989	WEX BANK	301	5311	VEHICLE FUEL	0.00	242.27
101	107915	12/07/23	438	CALIFORNIA AMERICAN	421	5222	616 OCEANVW-SWIM PL	0.00	1,759.39
101	107915	12/07/23	438	CALIFORNIA AMERICAN	421	5222	230 17-MILE DRIVE	0.00	1,845.48
101	107915	12/07/23	438	CALIFORNIA AMERICAN	421	5222	616 OCEANVIEW IRRG	0.00	2,400.58
101	107915	12/07/23	438	CALIFORNIA AMERICAN	421	5222	150 FOREST-JEWELL P	0.00	3,111.19
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	391 OCEANVW-BERWICK	0.00	6,264.48
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	930 SINEX	0.00	1,250.68
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	610 OCEANVW IRRIGPK	0.00	1,355.14
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	620 OCEANVIEW/BATH	0.00	1,367.29
101	107915	12/07/23	438	CALIFORNIA AMERICAN	421	5222	114 CALEDONIA PK	0.00	1,413.56
101	107915	12/07/23	438	CALIFORNIA AMERICAN	201	5222	304 16TH ST FIRE	0.00	79.53
101	107915	12/07/23	438	CALIFORNIA AMERICAN	351	5222	643 HYDRANTS HYDT	0.00	36.47
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	748 LIGHTHSE IRRG	0.00	40.82
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	765 LIGHTHSE IRRIG	0.00	40.82
101	107915	12/07/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST IRRIG	0.00	40.82
101	107915	12/07/23	438	CALIFORNIA AMERICAN	131	5222	308 16TH ST.	0.00	40.82
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	800 LIGHTHSE PLANTE	0.00	40.82
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	792 LIGHTHSE IRRIG	0.00	40.82
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	582 LIGHTHSE IRRIG	0.00	40.82
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	2100 SUNSET DRIVE	0.00	40.82
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	840 LIGHTHSE PLANTE	0.00	40.82
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	850 LIGHTHSE PLANTE	0.00	40.82
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	882 LIGHTHSE PLANTE	0.00	40.82
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	106 7TH ST PARK	0.00	40.82
101	107915	12/07/23	438	CALIFORNIA AMERICAN	411	5222	165 FOREST AVE FIRE	0.00	47.40
101	107915	12/07/23	438	CALIFORNIA AMERICAN	351	5222	600 PINE AVE FIRE	0.00	47.40
101	107915	12/07/23	438	CALIFORNIA AMERICAN	421	5222	CENTRAL 4 IN FIRE	0.00	47.40
101	107915	12/07/23	438	CALIFORNIA AMERICAN	501	5222	MECH 5%	0.00	35.06
101	107915	12/07/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST FIRE-50%	0.00	23.70
101	107915	12/07/23	438	CALIFORNIA AMERICAN	201	5222	300 FOREST FIRE-50%	0.00	23.70
101	107915	12/07/23	438	CALIFORNIA AMERICAN	421	5222	139 GRAND AVE	0.00	64.67
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	585 LAUREL	0.00	99.49
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	130 LIGHTHOUSE IRRI	0.00	99.49
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	B & G 15%	0.00	105.17
101	107915	12/07/23	438	CALIFORNIA AMERICAN	501	5222	SUNSET-CORPYARD18%	0.00	126.20
101	107915	12/07/23	438	CALIFORNIA AMERICAN	421	5222	611 CENTRAL AVE	0.00	132.37
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	100 OCEANVW IRRIG	0.00	197.25

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101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	196 OCEANVW IRRIG	0.00	197.25
101	107915	12/07/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST AVE	0.00	197.25
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	429 LIGHTHOUSE IRRG	0.00	197.25
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	619 OCEANVIEW IRRIG	0.00	197.25
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	165 FOREST-MUSEUM	0.00	258.64
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	1051 OCEANVIEW IRRG	0.00	314.57
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	707 OCEANVIEW-NAIAD	0.00	314.57
101	107915	12/07/23	438	CALIFORNIA AMERICAN	421	5222	515 JUNIPERO	0.00	324.91
101	107915	12/07/23	438	CALIFORNIA AMERICAN	351	5222	600 PINE	0.00	327.56
101	107915	12/07/23	438	CALIFORNIA AMERICAN	201	5222	304 16TH ST BDOM-FR	0.00	338.43
101	107915	12/07/23	438	CALIFORNIA AMERICAN	301	5222	580 PINE	0.00	339.09
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	1025 MORSE-PLATT PK	0.00	355.28
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	711 OCEANVIEW IRRG	0.00	364.36
101	107915	12/07/23	438	CALIFORNIA AMERICAN	131	5222	300 FOREST	0.00	406.47
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	263 GROVE ACRES	0.00	648.86
101	107915	12/07/23	438	CALIFORNIA AMERICAN	421	5222	980 PIEDMONT BALL P	0.00	693.09
101	107915	12/07/23	438	CALIFORNIA AMERICAN	503	5222	863 OCEANVIEW IRRG	0.00	810.41
101	107915	12/07/23	438	CALIFORNIA AMERICAN	401	5222	550 CENTRAL	0.00	944.81
TOTAL CHECK								0.00	29,652.98
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	4.56
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKLR	0.00	6.50
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	501	5222	CORP YARD DM & 5TH	0.00	16.04
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION RM	0.00	16.10
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	GRAND AV & PK PL	0.00	20.14
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	21.23
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	503	5222	PLATT PK SPRNKLR	0.00	22.67
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	22.94
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	PDMNT & MORELAND	0.00	23.52
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	501	5222	CORP YARD SUNSET DR	0.00	26.07
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	BEACH BOAT STORAGE	0.00	27.46
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	17 MILE DRIVE	0.00	27.90
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	620 OCEAN VIEW POOL	0.00	30.08
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	411	5222	165 FOREST AVE	0.00	31.37
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	300 16TH ST.	0.00	31.42
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	503	5222	LOVERS POINT	0.00	19.23
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	503	5222	PHN BOOTH-BERWICK	0.00	37.36
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	503	5222	COR MELROSE	0.00	39.33
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	117 RECREATION RM	0.00	41.95
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST SINEX SI	0.00	46.71
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	501	5222	1307 FORST PINE SIG	0.00	49.29
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5802	14TH&JNPRO-LN	0.00	294.94
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	503	5802	SUNSET SR. - LOAN	0.00	338.81
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	301	5222	POLICE DEPT	0.00	396.60
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	419.54
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	351	5222	FD - 24%	0.00	444.04
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	461.23
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	401	5222	550 CENTRAL AVE	0.00	588.13
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	301	5222	PD - 43%	0.00	795.55
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	301	5802	580 PINE AVE - LN	0.00	1,046.81
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	1,108.10
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	301	5222	580 PINE AVE	0.00	1,303.07

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	201	5222	CEDD - 9.5%	0.00	175.77
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	121	5222	CITY MANAGER - 9.5%	0.00	175.77
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	182.86
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	501	5222	FOREST 40 FT E/O LH	0.00	225.38
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	411	5222	FOREST & CENTRAL DR	0.00	244.22
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	131	5222	FINANCE - 7%	0.00	129.50
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	101	5222	CITY COUNCIL - 3%	0.00	55.50
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	RECREATION - 3%	0.00	55.50
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	CONCESSION STAND	0.00	56.53
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	401	5222	PUBLIC LIBRARY	0.00	68.32
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	71.55
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	162 16TH STREET	0.00	74.77
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	76.30
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	79.92
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	17TH ST & LAUREL	0.00	87.76
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	131	5222	300 FOREST AVE	0.00	120.31
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	117 COMMUNITY CTR	0.00	142.92
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	351	5222	FIRE DEPT	0.00	144.65
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	CHAUTAUQUA HALL	0.00	158.46
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	CALEDONIA ST	0.00	0.01
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	0.04
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	503	5222	ON 17 MILE DR	0.00	0.05
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	1.46
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	17 MI DR BALLPARK	0.00	8.65
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	OCEANVIEW & 17TH	0.00	8.71
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	131	5222	101 CIY HLL/FIN-50%	0.00	9.12
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	201	5222	101 CTY HLL/CEDD-50	0.00	9.12
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	CALEDONIA PK LIGHTS	0.00	9.55
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	FOREST CENTRL SPR	0.00	9.61
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	503	5222	ON 17 MILE DR	0.00	10.10
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	421	5222	168 16TH ST	0.00	12.93
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	503	5222	BERWICK PARK AT	0.00	13.87
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	503	5222	COR MELROSE	0.00	14.56
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	503	5222	PARKING LOT LIGHT	0.00	14.78
TOTAL CHECK								0.00	10,207.24
101	107917 V	12/08/23	6770	MATRIX CONSULTING G	131	5201	FEE STUDY & COST AL	0.00	-3,880.00
101	107917 V	12/08/23	6770	MATRIX CONSULTING G	131	5201	FEE STUDY & COST AL	0.00	-3,340.00
101	107917 V	12/08/23	6770	MATRIX CONSULTING G	131	5201	FEE STUDY & COST AL	0.00	-5,410.00
101	107917 V	12/08/23	6770	MATRIX CONSULTING G	131	5201	FEE STUDY & COST AL	0.00	-2,670.00
101	107917	12/08/23	6770	MATRIX CONSULTING G	131	5201	FEE STUDY & COST AL	0.00	3,880.00
101	107917	12/08/23	6770	MATRIX CONSULTING G	131	5201	FEE STUDY & COST AL	0.00	3,340.00
101	107917	12/08/23	6770	MATRIX CONSULTING G	131	5201	FEE STUDY & COST AL	0.00	5,410.00
101	107917	12/08/23	6770	MATRIX CONSULTING G	131	5201	FEE STUDY & COST AL	0.00	2,670.00
TOTAL CHECK								0.00	0.00
101	107918	12/11/23	3393	EFT	01	202	DED:*FM MEDICARE	0.00	3,132.02
101	107918	12/11/23	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	14,632.36
101	107918	12/11/23	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	38,359.81
TOTAL CHECK								0.00	56,124.19
101	107919	12/11/23	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	36.72

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107921	12/12/23	4943	US BANK	133	5301	KHASIMI	0.00	48.34
101	107921	12/12/23	4943	US BANK	501	5309	GHO	0.00	51.78
101	107921	12/12/23	4943	US BANK	121	5301	LIVIAN	0.00	54.41
101	107921	12/12/23	4943	US BANK	505	5291	GHO	0.00	75.95
101	107921	12/12/23	4943	US BANK	401	5301	GOODWIN	0.00	79.90
101	107921	12/12/23	4943	US BANK	133	5307	KHASIMI	0.00	494.05
101	107921	12/12/23	4943	US BANK	401	5301	GOODWIN	0.00	572.61
101	107921	12/12/23	4943	US BANK	301	5215	MADALONE	0.00	600.00
101	107921	12/12/23	4943	US BANK	421	5261	CLARK	0.00	660.00
101	107921	12/12/23	4943	US BANK	133	5212	KHASIMI	0.00	672.75
101	107921	12/12/23	4943	US BANK	101	5215	LIVIAN	0.00	675.00
101	107921	12/12/23	4943	US BANK	131	5215	CRAY	0.00	735.93
101	107921	12/12/23	4943	US BANK	301	5291	HOFFMAN	0.00	776.02
101	107921	12/12/23	4943	US BANK	421	5361	CLARK	0.00	1,114.45
101	107921	12/12/23	4943	US BANK	121	5236	LIVIAN	0.00	1,140.00
101	107921	12/12/23	4943	US BANK	421	5215	GHO	0.00	1,596.00
101	107921	12/12/23	4943	US BANK	121	5211	LIVIAN	0.00	9.65
101	107921	12/12/23	4943	US BANK	133	5206	KHASIMI	0.00	19.99
101	107921	12/12/23	4943	US BANK	131	5291	LATE FEE	0.00	20.43
101	107921	12/12/23	4943	US BANK	101	5301	LIVIAN	0.00	27.31
101	107921	12/12/23	4943	US BANK	201	5301	LIVIAN	0.00	27.32
101	107921	12/12/23	4943	US BANK	201	5261	KROEGER	0.00	100.00
101	107921	12/12/23	4943	US BANK	501	5261	GHO	0.00	104.25
101	107921	12/12/23	4943	US BANK	133	5229	KHASIMI	0.00	106.23
101	107921	12/12/23	4943	US BANK	121	5261	LIVIAN	0.00	133.99
101	107921	12/12/23	4943	US BANK	301	5211	PD TRAVEL CARD	0.00	138.60
101	107921	12/12/23	4943	US BANK	131	5291	HANNA	0.00	150.00
101	107921	12/12/23	4943	US BANK	121	5236	KROEGER	0.00	198.00
101	107921	12/12/23	4943	US BANK	121	5215	KANDELL	0.00	202.96
101	107921	12/12/23	4943	US BANK	503	5223	GHO	0.00	233.36
101	107921	12/12/23	4943	US BANK	101	5215	LIVIAN	0.00	235.20
101	107921	12/12/23	4943	US BANK	131	5261	HANNA	0.00	325.00
101	107921	12/12/23	4943	US BANK	401	5303	COYLE	0.00	325.52
101	107921	12/12/23	4943	US BANK	101	5291	LIVIAN	0.00	333.45
101	107921	12/12/23	4943	US BANK	301	5215	ANDERSON	0.00	341.62
101	107921	12/12/23	4943	US BANK	133	5224	KHASIMI	0.00	435.09
101	107921	12/12/23	4943	US BANK	301	5301	HOFFMAN	0.00	437.14
TOTAL CHECK								0.00	13,252.30
101	107922	12/15/23	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	756.91
101	107922	12/15/23	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,702.28
TOTAL CHECK								0.00	2,459.19
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:108 HEALTH	0.00	1,560.16
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:110 HEALTH	0.00	1,138.86
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:107 HEALTH	0.00	1,200.12
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:2783 HEALTH	0.00	1,314.27
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:4301 HEALTH	0.00	564.42
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:116 HEALTH	0.00	914.82
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:121 HEALTH	0.00	946.84
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:103 HEALTH	0.00	1,829.64

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:105 HEALTH	0.00	2,146.60
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:124 HEALTH	0.00	2,311.24
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:125 HEALTH	0.00	2,461.78
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:104 HEALTH	0.00	2,476.83
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:2072 HEALTH	0.00	2,812.50
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:2071 HEALTH	0.00	2,887.50
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:533 HEALTH	0.00	3,567.81
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:123 HEALTH	0.00	4,618.40
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:106 HEALTH	0.00	5,257.12
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:122 HEALTH	0.00	5,681.04
101	107923	12/15/23	1	CALPERS HEALTH	01	202	DED:2073 HEALTH FAM	0.00	5,750.00
TOTAL CHECK								0.00	49,439.95
101	107924	12/15/23	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	1,823.71
101	107925	12/15/23	3393	EFT	01	202	DED:*FM MEDICARE	0.00	11,901.82
101	107925	12/15/23	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	18,504.86
101	107925	12/15/23	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	46,225.86
TOTAL CHECK								0.00	76,632.54
101	107926	12/15/23	2946	PACIFIC GROVE CITY	01	202	DED:7000 ASSOC DUES	0.00	766.25
101	107927	12/15/23	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	225.00
101	107927	12/15/23	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	12,065.44
TOTAL CHECK								0.00	12,290.44
101	107928	12/15/23	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	138.46
101	107929	12/15/23	2949	PACIFIC GROVE MANAG	01	202	DED:7203 ASSOC DUES	0.00	40.00
101	107930	12/15/23	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	112.27
101	107930	12/15/23	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,428.96
101	107930	12/15/23	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	6,957.95
101	107930	12/15/23	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	3,392.49
101	107930	12/15/23	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	34.77
TOTAL CHECK								0.00	11,926.44
101	107931	12/15/23	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	29.42
101	107932	12/15/23	2053	CITY OF PACIFIC GRO	01	202	DED:201 DENTAL	0.00	37.59
101	107932	12/15/23	2053	CITY OF PACIFIC GRO	01	202	DED:2103 DENTAL FAM	0.00	805.97
101	107932	12/15/23	2053	CITY OF PACIFIC GRO	01	202	DED:2101 DENTAL	0.00	265.30
101	107932	12/15/23	2053	CITY OF PACIFIC GRO	01	202	DED:200 DENTAL	0.00	435.85
101	107932	12/15/23	2053	CITY OF PACIFIC GRO	01	202	DED:2102 DENTAL	0.00	536.08
TOTAL CHECK								0.00	2,080.79
101	107933	12/15/23	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	139.45
101	107934	12/15/23	2133	PERS	01	202	DED:0000 PERS	0.00	131.83
101	107934	12/15/23	2133	PERS	01	202	DED:0022 PERS SP MS	0.00	137.37
101	107934	12/15/23	2133	PERS	01	202	DED:0004 SURV BEN	0.00	87.42
101	107934	12/15/23	2133	PERS	01	202	DED:0019 PERS RT SF	0.00	178.13

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107934	12/15/23	2133	PERS	01	202	DED:08 PERS OTHER	0.00	361.35
101	107934	12/15/23	2133	PERS	01	202	DED:15 PERS-RETRO	0.00	820.99
101	107934	12/15/23	2133	PERS	01	202	DED:0025 PERS RT MS	0.00	862.31
101	107934	12/15/23	2133	PERS	01	202	DED:0009 PERS OTHER	0.00	877.11
101	107934	12/15/23	2133	PERS	01	202	DED:0018 PERS SP SF	0.00	673.98
101	107934	12/15/23	2133	PERS	01	202	DED:0017 PERS RG SF	0.00	7,517.83
101	107934	12/15/23	2133	PERS	01	202	DED:0011 PERS ER SF	0.00	8,242.10
101	107934	12/15/23	2133	PERS	01	202	DED:01 PERS	0.00	8,838.43
101	107934	12/15/23	2133	PERS	01	202	DED:0021 PERS REG M	0.00	10,354.70
101	107934	12/15/23	2133	PERS	01	202	DED:0020 PERS ER M3	0.00	11,314.49
101	107934	12/15/23	2133	PERS	01	202	DED:0002 PERS	0.00	5,829.16
101	107934	12/15/23	2133	PERS	01	202	DED:07 PERS CITY	0.00	6,237.94
101	107934	12/15/23	2133	PERS	01	202	DED:0006 PERS CITY	0.00	13,474.02
TOTAL CHECK								0.00	75,939.16
101	107935	12/15/23	2943	POLICE OFFICERS ASS	01	202	DED:7205 ASSOC DUES	0.00	1,016.39
101	107936	12/15/23	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	600.12
101	107937	12/15/23	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	520.01
101	107938	12/15/23	632	VISION SERVICE PLAN	01	202	DED:2503 VISION FAM	0.00	405.00
101	107938	12/15/23	632	VISION SERVICE PLAN	01	202	DED:302 VISION	0.00	15.00
101	107938	12/15/23	632	VISION SERVICE PLAN	01	202	DED:2502 VISION	0.00	76.78
101	107938	12/15/23	632	VISION SERVICE PLAN	01	202	DED:300 VISION	0.00	160.54
101	107938	12/15/23	632	VISION SERVICE PLAN	01	202	DED:301 VISION	0.00	30.00
TOTAL CHECK								0.00	687.32
101	107939	12/15/23	8793	CAPE ROMAIN SOLUTIO	133	5229	WATCHGUARD SOFTWARE	0.00	17,926.50
101	107940	12/15/23	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	3,449.27
101	107941	12/20/23	622	CHOMP	301	5201	HOSPITAL SERVICES	0.00	27.00
101	107942	12/21/23	10175	JENNA TAYLOR	01	4402	RFND ZONE CLEARANCE	0.00	168.00
101	107943	12/21/23	10171	ON THE LEVEL CONSTR	01	4203	RFND 80% #221141 CN	0.00	905.60
101	107944	12/21/23	2110	ONE WORKPLACE L. FE	101	6001	CITY COUNCIL CHAIRS	0.00	35,776.96
101	107944	12/21/23	2110	ONE WORKPLACE L. FE	101	6001	CITY COUNCIL CHAIRS	0.00	4,064.10
TOTAL CHECK								0.00	39,841.06
101	107945	12/21/23	9576	O'REILLY AUTO ENTER	503	5227	BG UNIT 58	0.00	265.22
101	107945	12/21/23	9576	O'REILLY AUTO ENTER	503	5227	BG UNIT 58	0.00	115.44
101	107945	12/21/23	9576	O'REILLY AUTO ENTER	503	5227	UNIT 58	0.00	36.58
101	107945	12/21/23	9576	O'REILLY AUTO ENTER	503	5227	UNIT 58	0.00	53.84
TOTAL CHECK								0.00	471.08
101	107946	12/21/23	5567	OVERDRIVE, INC.	401	5303	DIGITAL BOOKS & MAT	0.00	14.95
101	107947	12/21/23	2024	PACIFIC GAS & ELECT	421	5222	REC 0304	0.00	328.55
101	107947	12/21/23	2024	PACIFIC GAS & ELECT	501	5222	PW 2129	0.00	1,268.34

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ACCOUNTING PERIOD: 7/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107947	12/21/23	2024	PACIFIC GAS & ELECT	421	5222	REC 9569	0.00	2,671.13
101	107947	12/21/23	2024	PACIFIC GAS & ELECT	501	5222	MUSEUM 4401	0.00	270.67
101	107947	12/21/23	2024	PACIFIC GAS & ELECT	505	5222	GOLF STREETS 4389	0.00	32.31
TOTAL CHECK								0.00	4,571.00
101	107948	12/21/23	2034	PACIFIC GROVE HARDW	201	5301	GRADE STAKE OFCSPLY	0.00	21.94
101	107948	12/21/23	2034	PACIFIC GROVE HARDW	421	5361	PROGRAM SUPPLIES	0.00	28.35
101	107948	12/21/23	2034	PACIFIC GROVE HARDW	201	5301	GRADE STAKE OFFCSPL	0.00	21.94
101	107948	12/21/23	2034	PACIFIC GROVE HARDW	201	5301	MMCD CLEANER OFCSPL	0.00	7.20
TOTAL CHECK								0.00	79.43
101	107950	12/21/23	2236	QUINN COMPANY	301	5223	PD GENERATOR	0.00	1,100.00
101	107951	12/21/23	7621	READY REFRESH	301	5291	WATER SERVICE	0.00	213.46
101	107952	12/21/23	4468	RENTAL DEPOT MONTER	503	5223	RENTAL EQUIPMENT	0.00	525.00
101	107952	12/21/23	4468	RENTAL DEPOT MONTER	503	5223	RENTAL EQUIPMENT	0.00	345.00
TOTAL CHECK								0.00	870.00
101	107953	12/21/23	6520	RINCON CONSULTANTS,	201	5202	RINCON - HOUSING EL	0.00	60,901.08
101	107954	12/21/23	3828	SAME DAY SHRED	121	5291	CONFIDENTIAL SHRED	0.00	45.00
101	107955	12/21/23	2448	SENTRY ALARM SYSTEM	503	5201	FD ALARM	0.00	250.00
101	107956	12/21/23	2485	SIGN WORKS	401	6001	LIBRARY VEHICLE	0.00	1,926.62
101	107957	12/21/23	7891	SIR SPEEDY	201	5301	KENDRA HARO BZ CARD	0.00	96.11
101	107958	12/21/23	3392	STATE WATER RESOURC	505	5291	ANNUAL PERMIT FEE	0.00	3,746.00
101	107960	12/21/23	8379	TRANSUNION RISK AND	301	5201	POLICE SERVICES	0.00	75.00
101	107961	12/21/23	10170	TRIPLE DIAMOND CONS	01	4203	RFND OVERPAYMENT	0.00	9.71
101	107962	12/21/23	7563	VIA HEART PROJECT	301	5291	AED SUPPLIES	0.00	353.86
101	107963	12/21/23	9303	WATSONVILLE CHRYSLE	301	5227	PD UNIT 04	0.00	1,061.94
101	107963	12/21/23	9303	WATSONVILLE CHRYSLE	301	5227	PD UNIT 4	0.00	329.25
101	107963	12/21/23	9303	WATSONVILLE CHRYSLE	301	5227	PD UNIT 7	0.00	56.41
TOTAL CHECK								0.00	1,447.60
101	107964	12/21/23	9305	WATSONVILLE FORD	301	5227	PD UNIT 2	0.00	73.42
101	107964	12/21/23	9305	WATSONVILLE FORD	501	5227	UNIT PWA 3	0.00	25.22
101	107964	12/21/23	9305	WATSONVILLE FORD	502	5227	BG UNIT 59	0.00	41.97
101	107964	12/21/23	9305	WATSONVILLE FORD	503	5227	STREETS UNIT 86	0.00	61.46
101	107964	12/21/23	9305	WATSONVILLE FORD	502	5309	MECH STOCK	0.00	114.71
101	107964	12/21/23	9305	WATSONVILLE FORD	301	5227	PD UNIT 3	0.00	136.88
101	107964	12/21/23	9305	WATSONVILLE FORD	503	5227	BG UNIT 59	0.00	873.90
101	107964	12/21/23	9305	WATSONVILLE FORD	503	5227	BG UNIT 59	0.00	169.52
TOTAL CHECK								0.00	1,497.08

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107965	12/21/23	9716	BRIAN WHITSON	503	5201	FY23/24 SUPPLEMENTA	0.00	345.00
101	107966	12/21/23	5363	AT&T CALNET 3	133	5212	ADMIN 3242	0.00	2,105.72
101	107966	12/21/23	5363	AT&T CALNET 3	133	5206	LIB INTERNET 3343	0.00	242.03
TOTAL CHECK								0.00	2,347.75
101	107967	12/21/23	8476	AT&T MOBILITY	133	5206	CEM INTERNET 31990	0.00	40.24
101	107968	12/21/23	2993	CENTRALSQUARE TECHN	131	5201	FINANCE SOFTWARE	0.00	4,726.62
101	107969	12/21/23	7915	CLIENT FIRST CONSUL	133	5201	IT INFRASTRUCTURE H	0.00	1,310.00
101	107970	12/21/23	5171	COMCAST	133	5206	CITY HALL 39031	0.00	14.10
101	107970	12/21/23	5171	COMCAST	133	5206	CH INTRNT 85844	0.00	153.23
101	107970	12/21/23	5171	COMCAST	133	5206	PD INTRNT 387836	0.00	151.23
101	107970	12/21/23	5171	COMCAST	133	5206	PW INTRNT 194117	0.00	228.86
101	107970	12/21/23	5171	COMCAST	133	5206	PW INTERNET 0389527	0.00	106.23
TOTAL CHECK								0.00	653.65
101	107971	12/21/23	7884	GARDAWORLD	131	5202	NOV 2023	0.00	35.42
101	107971	12/21/23	7884	GARDAWORLD	131	5202	DEC 2023	0.00	88.72
TOTAL CHECK								0.00	124.14
101	107972	12/21/23	1798	MONTEREY ONE WATER	401	5222	11/01/2023-12/31/20	0.00	107.90
101	107972	12/21/23	1798	MONTEREY ONE WATER	501	5222	11/01/2023-12/31/20	0.00	107.90
101	107972	12/21/23	1798	MONTEREY ONE WATER	503	5222	11/01/2023-12/31/20	0.00	3,769.48
101	107972	12/21/23	1798	MONTEREY ONE WATER	411	5222	11/01/2023-12/31/20	0.00	215.80
101	107972	12/21/23	1798	MONTEREY ONE WATER	351	5207	11/01/2023-12/31/20	0.00	431.60
101	107972	12/21/23	1798	MONTEREY ONE WATER	421	5222	11/01/2023-12/31/20	0.00	539.50
101	107972	12/21/23	1798	MONTEREY ONE WATER	131	5222	11/01/2023-12/31/20	0.00	755.30
TOTAL CHECK								0.00	5,927.48
101	107973	12/21/23	9834	MUNISERVICES, LLC	131	5291	ACFR REPORT NOV 202	0.00	2,000.00
101	107974	12/21/23	6431	QUADIENT FINANCE US	131	5211	POSTAGE	0.00	1,000.00
101	107975	12/21/23	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	12.01
101	107975	12/21/23	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	109.23
101	107975	12/21/23	1958	ODP BUSINESS SOLUTI	131	5301	OFFICE SUPPLIES	0.00	334.40
TOTAL CHECK								0.00	455.64
101	107976	12/21/23	9575	REMY MOOSE MANLEY,	201	5205	LEGAL SERVICES P PG	0.00	196.14
101	107977	12/21/23	6520	RINCON CONSULTANTS,	201	5202	RINCON - HOUSING EL	0.00	12,989.50
101	107978	12/21/23	9632	ABBIE FERRERA	01	4469	RFND ESTELLE JZZKID	0.00	40.00
101	107979	12/21/23	10180	ADRIANNE D'AMICO	01	4469	RFND FRANCESCA JZKD	0.00	40.00
101	107980	12/21/23	10105	ANNIE DEIS	01	4469	RFND DELANEY JZZKDS	0.00	40.00
101	107981	12/21/23	10067	ASHLEY JOHNSON	01	4201	RFND $85X75% SND PR	0.00	63.75

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107981	12/21/23	10067	ASHLEY JOHNSON	01	4670	RFND $666X75% LP RE	0.00	499.50
TOTAL CHECK								0.00	563.25
101	107982	12/21/23	9421	COLLEEN BEYE	01	4469	RFND STELLA AF-LJAZ	0.00	10.00
101	107983	12/21/23	10132	EVELYN GARCIA-MONGE	01	4469	RFND LEVI CORRES JZ	0.00	40.00
101	107984	12/21/23	10069	GLYNIS BARRETT	01	4469	RFND POPPY JAZZ KID	0.00	40.00
101	107985	12/21/23	10107	HEATHER LAZARE	01	4469	RFND ELODIE JZZ KID	0.00	40.00
101	107986	12/21/23	10070	HEIHACHIRO TAKARABE	421	5208	NOV '23 TAI CHI CLA	0.00	84.00
101	107987	12/21/23	9101	JENNY JACOX	01	4469	RFND MACY AF-LTJAZZ	0.00	20.00
101	107988	12/21/23	10104	JILLIAN ANDRADE	01	4469	RFND LENNOX JZZKDS2	0.00	40.00
101	107989	12/21/23	9695	JODY GARRY	01	4469	RFND GRACE AF-LJAZZ	0.00	10.00
101	107990	12/21/23	10183	KAT GUSTAFSON	01	4469	RFND JUNIPER AF-LJZ	0.00	10.00
101	107991	12/21/23	10139	KERRIE SMITH	01	4469	RFND DARLA JAZZ KID	0.00	40.00
101	107992	12/21/23	9486	KRISTEN DEMPSEY	01	4469	RFND MAEVE JAZZ KID	0.00	40.00
101	107993	12/21/23	10134	MAYA WOLFE	01	4469	RFND AVERLY JAZZKID	0.00	40.00
101	107994	12/21/23	10182	MEGAN MCKENNA	01	4469	RFND HENRIETTA AFJZ	0.00	10.00
101	107995	12/21/23	10181	MICHELLE VINE	01	4469	RFND MIRIYAN AF-LTJ	0.00	10.00
101	107996	12/21/23	7087	MOE OR TRINA AMMAR	01	4463	RFND NATAS WNTRCAMP	0.00	97.50
101	107997	12/21/23	10178	NATALIE BAYARSAIKHA	01	4469	RFND INDIRA S. JZKI	0.00	40.00
101	107998	12/21/23	10179	SANDRA JONES	01	4469	RFND AUTUMN JAZZKID	0.00	40.00
101	107999	12/21/23	7192	SARAH PAGNELLA	01	4469	RFND EMILY AF-LTJAZ	0.00	10.00
101	108000	12/21/23	9336	STAPHANY ARRIOLA	421	5361	PROGRAM SUPPLIES	0.00	57.57
101	108001	12/21/23	10177	STEPHANIE HURTADO	01	4463	RFND CALEB WNTR CAM	0.00	87.00
101	108002	12/21/23	8890	4LEAF	201	5201	BUILDING DEPARTMENT	0.00	61,929.73
101	108003	12/21/23	5621	ACCENT CLEAN & SWEE	504	5201	FY23/24 STREET SWEE	0.00	17,100.00
101	108004	12/21/23	3970	ALHAMBRA & SIERRA S	421	5201	BOTTLED WATER SERVI	0.00	24.94
101	108004	12/21/23	3970	ALHAMBRA & SIERRA S	421	5201	BOTTLED WATER SERVI	0.00	24.84
TOTAL CHECK								0.00	49.78
101	108005	12/21/23	4965	ALVAREZ TECHNOLOGY	133	5201	AFTER HOURS SUPPORT	0.00	450.00

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108006	12/21/23	8330	AMAZON CAPITAL SERV	501	5301	OFFICE SUPPLIES	0.00	118.06
101	108006	12/21/23	8330	AMAZON CAPITAL SERV	501	5291	REUSABLE COFFEE CUP	0.00	819.30
TOTAL CHECK								0.00	937.36
101	108007	12/21/23	3905	AMERICAN LOCK & KEY	502	5227	UNIT 86	0.00	188.94
101	108007	12/21/23	3905	AMERICAN LOCK & KEY	421	5223	KEYS FOR MUNI	0.00	55.72
TOTAL CHECK								0.00	244.66
101	108008	12/21/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	71.56
101	108008	12/21/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	74.35
101	108008	12/21/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	438.04
101	108008	12/21/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	1,233.43
101	108008	12/21/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	360.53
101	108008	12/21/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	341.95
101	108008	12/21/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	168.25
101	108008	12/21/23	106	AMERICAN SUPPLY COM	503	5305	JANITORIAL SUPPLIES	0.00	1,354.86
TOTAL CHECK								0.00	4,042.97
101	108009	12/21/23	9430	ARAMARK UNIFORM & C	301	5201	DEPARTMENT LINEN SE	0.00	145.12
101	108010	12/21/23	6154	AT&T	133	5206	LH INTERNET 21267	0.00	143.74
101	108010	12/21/23	6154	AT&T	421	5212	REC 0960	0.00	31.43
101	108010	12/21/23	6154	AT&T	133	5212	ADMIN 2539	0.00	31.43
TOTAL CHECK								0.00	206.60
101	108011	12/21/23	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	284.27
101	108011	12/21/23	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	14.88
101	108011	12/21/23	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	1,515.64
101	108011	12/21/23	213	BAKER & TAYLOR COMP	401	5303	BOOKS & MATERIALS	0.00	203.76
101	108011	12/21/23	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	12.08
101	108011	12/21/23	213	BAKER & TAYLOR COMP	401	5301	LIBRARY SUPPLIES	0.00	166.16
TOTAL CHECK								0.00	2,196.79
101	108013	12/21/23	5131	BEST BEST & KRIEGER	111	5205	DEVELOPMENT, REAL E	0.00	79.00
101	108016	12/21/23	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	198.33
101	108016	12/21/23	1040	CENGAGE LEARNING/GA	401	5303	BOOKS & MATERIALS	0.00	60.30
TOTAL CHECK								0.00	258.63
101	108017	12/21/23	9284	ARCPOINT LABS OF MO	121	5201	PRE-EMPLOY PHYSICAL	0.00	72.83
101	108018	12/21/23	4948	CREATIVE PRODUCT SO	301	5291	DARE SUPPLIES	0.00	797.63
101	108019	12/21/23	3840	CRITICAL REACH	301	5201	APBNET ANNUAL FEE	0.00	390.00
101	108021	12/21/23	7424	EDGES ELECTRICAL GR	503	5223	ELECTRICAL PARTS	0.00	40.14
101	108023	12/21/23	5094	COASTAL FABRICATION	502	5309	MECH STOCK	0.00	37.68
101	108024	12/21/23	592	FOREST HILL ACE HAR	503	5223	WASP & HORNET KILLE	0.00	21.81
101	108024	12/21/23	592	FOREST HILL ACE HAR	411	5223	POTTING SOIL	0.00	275.00

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108024	12/21/23	592	FOREST HILL ACE HAR	411	5223	POTTING SOIL	0.00	165.84
TOTAL CHECK								0.00	462.65
101	108025	12/21/23	9860	GOOD CITY COMPANY	225	5209	420 LA CALLE CORTE	0.00	1,998.75
101	108025	12/21/23	9860	GOOD CITY COMPANY	201	5202	PLANNING SERVICES	0.00	4,597.50
TOTAL CHECK								0.00	6,596.25
101	108026	12/21/23	1105	GRANITE ROCK COMPAN	505	5331	COLD MIX	0.00	2,725.54
101	108028	12/21/23	1138	GROVE MARKET	421	5361	PROGRAM SUPPLIES	0.00	85.21
101	108029	12/21/23	8993	HR & ASSOCIATES	225	5201	ATC PLANNING SERVIC	0.00	437.50
101	108030	12/21/23	6870	KERRY LINDSTROM	121	5202	CITY CLERK SERVICES	0.00	2,672.28
101	108031	12/21/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	71.50
101	108031	12/21/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	133.46
101	108031	12/21/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	292.90
101	108031	12/21/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	179.86
101	108031	12/21/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	202.23
101	108031	12/21/23	3521	KIMBALL MIDWEST	503	5227	UNIT 58	0.00	434.82
101	108031	12/21/23	3521	KIMBALL MIDWEST	502	5309	MECH STOCK	0.00	44.40
TOTAL CHECK								0.00	1,359.17
101	108032	12/21/23	10173	KYLIE HINOTE	01	4402	REFUND ZONING CLRNC	0.00	174.72
101	108033	12/21/23	5050	LAS ANIMAS MARINA	505	5331	CONCRETE	0.00	549.23
101	108035	12/21/23	3443	MONTEREY BAY PEST C	503	5201	ANNUAL PEST CONTROL	0.00	135.00
101	108035	12/21/23	3443	MONTEREY BAY PEST C	503	5201	ANNUAL PEST CONTROL	0.00	180.00
101	108035	12/21/23	3443	MONTEREY BAY PEST C	503	5201	ANNUAL PEST CONTROL	0.00	490.00
TOTAL CHECK								0.00	805.00
101	108036	12/21/23	3807	MONTEREY COUNTY WEE	201	5221	420LACALLECORTE HR	0.00	243.00
101	108036	12/21/23	3807	MONTEREY COUNTY WEE	201	5221	HISTORICAL RSRCS HR	0.00	243.00
101	108036	12/21/23	3807	MONTEREY COUNTY WEE	201	5221	PUBLIC HEARING NOTI	0.00	243.00
101	108036	12/21/23	3807	MONTEREY COUNTY WEE	201	5221	2ND RD CANNABIS LIC	0.00	121.50
101	108036	12/21/23	3807	MONTEREY COUNTY WEE	201	5221	CANNABIS ZONING ORD	0.00	121.50
101	108036	12/21/23	3807	MONTEREY COUNTY WEE	121	5221	2ND RD CLASSFCTN SC	0.00	121.50
101	108036	12/21/23	3807	MONTEREY COUNTY WEE	121	5221	2ND RD CAPITAL PRJC	0.00	121.50
TOTAL CHECK								0.00	1,215.00
101	108039	12/21/23	1802	CITY OF MONTEREY	351	5295	WILDFIRE PROTECTION	0.00	33,117.33
101	108041	12/21/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	131.24
101	108041	12/21/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	45.86
101	108041	12/21/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	68.16
101	108041	12/21/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	54.60
101	108041	12/21/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	64.82
101	108041	12/21/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	88.23
101	108041	12/21/23	1958	ODP BUSINESS SOLUTI	201	5301	OFFICE SUPPLIES	0.00	152.40
TOTAL CHECK								0.00	605.31

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108044	12/22/23	7532	CHAVAN & ASSOCIATES	131	5201	YEAR-END ACCTNG, GA	0.00	13,425.00
101	108045	12/27/23	2133	PERS	513	5145	DEC 2023 UAL	0.00	250.00
101	108045	12/27/23	2133	PERS	101	5145	DEC 2023 UAL	0.00	500.00
101	108045	12/27/23	2133	PERS	133	5145	DEC 2023 UAL	0.00	2,583.33
101	108045	12/27/23	2133	PERS	502	5145	DEC 2023 UAL	0.00	2,916.67
101	108045	12/27/23	2133	PERS	501	5145	DEC 2023 UAL	0.00	3,500.00
101	108045	12/27/23	2133	PERS	421	5145	DEC 2023 UAL	0.00	5,333.33
101	108045	12/27/23	2133	PERS	121	5145	DEC 2023 UAL	0.00	9,833.33
101	108045	12/27/23	2133	PERS	503	5145	DEC 2023 UAL	0.00	10,166.67
101	108045	12/27/23	2133	PERS	131	5145	DEC 2023 UAL	0.00	11,333.33
101	108045	12/27/23	2133	PERS	401	5145	DEC 2023 UAL	0.00	11,416.67
101	108045	12/27/23	2133	PERS	201	5145	DEC 2023 UAL	0.00	13,666.67
101	108045	12/27/23	2133	PERS	505	5145	DEC 2023 UAL	0.00	18,333.33
101	108045	12/27/23	2133	PERS	351	5145	DEC 2023 UAL	0.00	98,333.33
101	108045	12/27/23	2133	PERS	301	5145	DEC 2023 UAL	0.00	116,870.26
TOTAL CHECK								0.00	305,036.92
101	108047	12/29/23	2952	AFLAC	01	202	DED:5201 AFLAC P/T	0.00	1,702.28
101	108047	12/29/23	2952	AFLAC	01	202	DED:5200 AFLAC PREM	0.00	756.91
TOTAL CHECK								0.00	2,459.19
101	108048	12/29/23	3134	CITY OF PACIFIC GRO	01	202	DED:3301 AFLAC MED	0.00	1,622.79
101	108049	12/29/23	3393	EFT	01	202	DED:*FM MEDICARE	0.00	11,771.60
101	108049	12/29/23	3393	EFT	01	202	DED:*SCA STATE TAX	0.00	16,659.49
101	108049	12/29/23	3393	EFT	01	202	DED:*FT FEDERAL TX	0.00	42,293.17
TOTAL CHECK								0.00	70,724.26
101	108050	12/29/23	2938	MASS MUTUAL (457 PL	01	202	DED:4000 DEF COMP	0.00	10,266.44
101	108050	12/29/23	2938	MASS MUTUAL (457 PL	01	202	DED:3999 ROTH IRA	0.00	225.00
TOTAL CHECK								0.00	10,491.44
101	108051	12/29/23	2936	MTRY COUNTY DEPT OF	01	202	DED:0023 GARNISH	0.00	138.46
101	108052	12/29/23	2051	CITY OF PACIFIC GRO	01	202	DED:1010 WORK COMP	0.00	3,268.68
101	108052	12/29/23	2051	CITY OF PACIFIC GRO	01	202	DED:1003 WORK COMP	0.00	6,841.00
101	108052	12/29/23	2051	CITY OF PACIFIC GRO	01	202	DED:1005 WORK COMP	0.00	1,377.54
101	108052	12/29/23	2051	CITY OF PACIFIC GRO	01	202	DED:1006 WORK COMP	0.00	32.24
101	108052	12/29/23	2051	CITY OF PACIFIC GRO	01	202	DED:1009 WORK COMP	0.00	105.90
TOTAL CHECK								0.00	11,625.36
101	108053	12/29/23	2052	CITY OF PACIFIC GRO	01	202	DED:7510 PERS REIMB	0.00	29.42
101	108054	12/29/23	2054	CITY OF PACIFIC GRO	01	202	DED:0005 SUTA	0.00	135.60
101	108055	12/29/23	2133	PERS	01	202	DED:08 PERS OTHER	0.00	334.54
101	108055	12/29/23	2133	PERS	01	202	DED:0019 PERS RT SF	0.00	-3.44
101	108055	12/29/23	2133	PERS	01	202	DED:0018 PERS SP SF	0.00	646.77
101	108055	12/29/23	2133	PERS	01	202	DED:0022 PERS SP MS	0.00	113.01
101	108055	12/29/23	2133	PERS	01	202	DED:0004 SURV BEN	0.00	88.35

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108055	12/29/23	2133	PERS	01	202	DED:0009 PERS OTHER	0.00	877.11
101	108055	12/29/23	2133	PERS	01	202	DED:0006 PERS CITY	0.00	13,474.02
101	108055	12/29/23	2133	PERS	01	202	DED:0020 PERS ER M3	0.00	11,145.55
101	108055	12/29/23	2133	PERS	01	202	DED:0000 PERS	0.00	1,450.15
101	108055	12/29/23	2133	PERS	01	202	DED:0017 PERS RG SF	0.00	7,517.83
101	108055	12/29/23	2133	PERS	01	202	DED:0011 PERS ER SF	0.00	8,036.52
101	108055	12/29/23	2133	PERS	01	202	DED:01 PERS	0.00	8,885.67
101	108055	12/29/23	2133	PERS	01	202	DED:07 PERS CITY	0.00	5,739.58
101	108055	12/29/23	2133	PERS	01	202	DED:0002 PERS	0.00	5,829.16
101	108055	12/29/23	2133	PERS	01	202	DED:0021 PERS REG M	0.00	11,134.12
TOTAL CHECK								0.00	75,268.94
101	108056	12/29/23	7956	STATE DISABILITY TA	01	202	DED:0026 SDI	0.00	3,086.37
101	108057	12/29/23	8352	TRANSAMERICA EMPLOY	01	202	DED:5202 TRANSAMERI	0.00	600.12
101	108058	12/29/23	4177	UNION BANK OF CALIF	01	202	DED:4005 PARS-457	0.00	532.77
101	108059	12/28/23	8701	BEAR ELECTRICAL SOL	505	5201	LOVERS POINT LIGHT	0.00	9,994.50
101	108061	12/28/23	9369	ANDREA M. MORELAND	301	5201	BACKGROUND INVESTIG	0.00	1,918.55
101	108061	12/28/23	9369	ANDREA M. MORELAND	301	5201	BACKGROUND INVESTIG	0.00	1,806.55
101	108061	12/28/23	9369	ANDREA M. MORELAND	301	5201	BACKGROUND INVESTIG	0.00	1,864.19
101	108061	12/28/23	9369	ANDREA M. MORELAND	301	5201	BACKGROUND INVESTIG	0.00	1,864.19
TOTAL CHECK								0.00	7,453.48
101	108062	12/28/23	9802	ROBERT HALF INTERNA	131	5201	TEMP EMPLOYEE SERVI	0.00	6,350.32
101	108062	12/28/23	9802	ROBERT HALF INTERNA	121	5201	TEMP EMPLOYEE SERVI	0.00	6,609.62
TOTAL CHECK								0.00	12,959.94
101	V120723	12/07/23	2987	HARRIS & ASSOCIATES	201	5208	CONTRACT PLANNING S	0.00	19,027.50
101	V121923	12/19/23	6770	MATRIX CONSULTING G	131	5201	FEE STUDY & COST AL	0.00	3,720.00
101	V121923	12/19/23	6770	MATRIX CONSULTING G	131	5201	FEE STUDY & COST AL	0.00	5,410.00
101	V121923	12/19/23	6770	MATRIX CONSULTING G	131	5201	FEE STUDY & COST AL	0.00	3,880.00
101	V121923	12/19/23	6770	MATRIX CONSULTING G	131	5201	FEE STUDY & COST AL	0.00	2,670.00
101	V121923	12/19/23	6770	MATRIX CONSULTING G	131	5201	FEE STUDY & COST AL	0.00	3,340.00
TOTAL CHECK								0.00	19,020.00
101	V122123	12/21/23	9196	DIANNE LYLE	421	5208	AFRO-LTN JAZZ DNC 1	0.00	1,204.00
101	V1221232	12/21/23	2987	HARRIS & ASSOCIATES	201	5208	CONTRACT PLANNING S	0.00	17,582.50
TOTAL CASH ACCOUNT								0.00	1,946,683.60
TOTAL FUND								0.00	1,946,683.60

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 07 - LIBRARY BLDG & EQUIP FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108020	12/21/23	8532	CHRISTINE LEONORA C	402	5291	INSTALL EXHIBIT PER	0.00	6,720.00
TOTAL CASH ACCOUNT								0.00	6,720.00
TOTAL FUND								0.00	6,720.00

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 11 - LIBRARY BOOK FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107841	12/07/23	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	32.33
101	107841	12/07/23	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	89.99
101	107841	12/07/23	1040	CENGAGE LEARNING/GA	403	5303	BOOKS & MATERIALS	0.00	56.79
TOTAL CHECK								0.00	179.11
101	107871	12/07/23	3304	MIDWEST TAPE	403	5303	BOOKS & MATERIALS	0.00	65.54
101	107871	12/07/23	3304	MIDWEST TAPE	403	5303	BOOKS & MATERIALS	0.00	49.15
101	107871	12/07/23	3304	MIDWEST TAPE	403	5303	BOOKS & MATERIALS	0.00	49.15
101	107871	12/07/23	3304	MIDWEST TAPE	403	5303	BOOKS & MATERIALS	0.00	160.28
TOTAL CHECK								0.00	324.12
101	107921	12/12/23	4943	US BANK	403	5303	GOODWIN	0.00	91.76
101	107921	12/12/23	4943	US BANK	403	5303	COYLE	0.00	444.09
TOTAL CHECK								0.00	535.85
TOTAL CASH ACCOUNT								0.00	1,039.08
TOTAL FUND								0.00	1,039.08

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 15 - HOUSING FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107823	12/01/23	1770	MONTEREY COUNTY REC	202	5421	FEE CROZIER 520 9TH	0.00	52.00
101	108045	12/27/23	2133	PERS	204	5145	DEC 2023 UAL	0.00	916.67
TOTAL CASH ACCOUNT								0.00	968.67
TOTAL FUND								0.00	968.67

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 18 - GAS TAX FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107827	12/07/23	8890	4LEAF	508	5201	FY23/24 ON-CALL TRA	0.00	281.25
101	107835	12/07/23	8701	BEAR ELECTRICAL SOL	508	5331	FY24 TRAFFIC SIGNAL	0.00	250.00
101	107835	12/07/23	8701	BEAR ELECTRICAL SOL	508	5331	TRAFFICE SIGNAL MNT	0.00	660.00
TOTAL CHECK								0.00	910.00
101	107840	12/07/23	410	CA DEPT OF TRANSPOR	508	5331	STREET SUPPLIES	0.00	1,107.49
101	107885	12/07/23	2024	PACIFIC GAS & ELECT	508	5222	PW 4482-4	0.00	7,731.56
101	107915	12/07/23	438	CALIFORNIA AMERICAN	508	5222	ST FUND 50%	0.00	350.51
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	37.07
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AVE & SUNSET	0.00	18.32
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	19.16
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	16.04
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	508	5222	19TH & SUNSET DR.	0.00	0.34
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	508	5222	FOREST AV & SUNSET	0.00	48.73
TOTAL CHECK								0.00	139.66
101	108012	12/21/23	8701	BEAR ELECTRICAL SOL	508	5331	FY24 TRAFFIC SIGNAL	0.00	250.00
101	108034	12/21/23	8647	MAIN STREET SIGNS	508	5331	STREET SIGNS	0.00	95.56
101	108045	12/27/23	2133	PERS	508	5145	DEC 2023 UAL	0.00	1,833.33
TOTAL CASH ACCOUNT								0.00	12,699.36
TOTAL FUND								0.00	12,699.36

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 20 - RSTP-(TAMC)

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107827	12/07/23	8890	4LEAF	509	6041	CIP 23-03	0.00	225.00
TOTAL CASH ACCOUNT								0.00	225.00
TOTAL FUND								0.00	225.00

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 27 - LIGHTHOUSE MAINT.& IMPV.

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107831	12/07/23	5363	AT&T CALNET 3	413	5212	LH	0.00	30.30
101	107850	12/07/23	8581	ESCARRAGA'S LUXURY	413	5223	LIGHTHOUSE CLEANING	0.00	480.00
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	30.12
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	413	5223	LIGHTHOUSE	0.00	33.03
TOTAL CHECK								0.00	63.15
101	107915	12/07/23	438	CALIFORNIA AMERICAN	413	5222	90 ASILOMAR	0.00	96.50
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	18.55
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	413	5222	ASILOMAR BLVD PG LH	0.00	4.12
TOTAL CHECK								0.00	22.67
101	107972	12/21/23	1798	MONTEREY ONE WATER	413	5222	11/01/2023-12/31/20	0.00	107.90
101	108022	12/21/23	8581	ESCARRAGA'S LUXURY	413	5223	LH CLEANING	0.00	480.00
101	108043	12/21/23	8973	LIFE AT SEA	413	5501	LH MERCH	0.00	3,340.00
TOTAL CASH ACCOUNT								0.00	4,620.52
TOTAL FUND								0.00	4,620.52

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 40 - POETRY PROMOTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107836	12/07/23	10163	BOB GOMEZ PRODUCTIO	405	5291	POETRY READING	0.00	250.00
101	107972	12/21/23	1798	MONTEREY ONE WATER	405	5291	11/01/2023-12/31/20	0.00	155.88
101	108015	12/21/23	6543	CATRINA T. COYLE	405	5291	FOOD POETRY PROMOTI	0.00	12.18
TOTAL CASH ACCOUNT								0.00	418.06
TOTAL FUND								0.00	418.06

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 42 - PUB SAFETY AUG FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107870	12/07/23	1751	MONTEREY COUNTY EME	303	5201	Q3 DISPATCH SERVICE	0.00	122,225.54
TOTAL CASH ACCOUNT								0.00	122,225.54
TOTAL FUND								0.00	122,225.54

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 63 - CAPITAL IMPROV PROJ FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107959	12/21/23	9836	THE SHERWIN WILLIAM	631	6021	PPT MARKER	0.00	69.69
101	107959	12/21/23	9836	THE SHERWIN WILLIAM	631	6021	PPT MARKER	0.00	44.41
TOTAL CHECK								0.00	114.10
101	108031	12/21/23	3521	KIMBALL MIDWEST	631	6021	POINT PINOS PROJECT	0.00	43.97
101	108031	12/21/23	3521	KIMBALL MIDWEST	631	6021	POINT PINOS PROJECT	0.00	162.92
TOTAL CHECK								0.00	206.89
101	108038	12/21/23	1786	MONTEREY PENINSULA	631	6021	POINT PINOS COASTAL	0.00	4,750.00
TOTAL CASH ACCOUNT								0.00	5,070.99
TOTAL FUND								0.00	5,070.99

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 70 - EMP BENEFIT FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107824	12/04/23	1	CALPERS HEALTH	703	5123	RET & CHANGES DEC23	0.00	9,343.61
101	108046	12/29/23	9360	STANDARD INSURANCE	703	5234	DEC 2023	0.00	6,205.08
101	V120724	12/07/23	9624	HEALTHEQUITY, INC.	703	5142	EMPLY USAG HCFSA 20	0.00	16.19
TOTAL CASH ACCOUNT								0.00	15,564.88
TOTAL FUND								0.00	15,564.88

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 71 - WORKERS COMP FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107833	12/07/23	10157	ATHENS ADMINISTRATO	701	5203	4A22020TGRU0001	0.00	264.84
101	107921	12/12/23	4943	US BANK	701	5291	GHO	0.00	34.07
101	108045	12/27/23	2133	PERS	701	5145	DEC 2023 UAL	0.00	666.67
TOTAL CASH ACCOUNT								0.00	965.58
TOTAL FUND								0.00	965.58

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 72 - LIABILITY INS FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	108045	12/27/23	2133	PERS	702	5145	DEC 2023 UAL	0.00	500.00
TOTAL CASH ACCOUNT								0.00	500.00
TOTAL FUND								0.00	500.00

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 74 - LOCAL WATER PROJECT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107915	12/07/23	438	CALIFORNIA AMERICAN	741	5222	1313 OCEAN VIEW BLV	0.00	979.42
101	107947	12/21/23	2024	PACIFIC GAS & ELECT	741	5222	LWP 7921	0.00	5,776.10
101	107949	12/21/23	7716	PERC WATER CORPORAT	741	5201	FY23/24 LWP O&M	0.00	34,044.75
101	107972	12/21/23	1798	MONTEREY ONE WATER	741	5222	11/01/2023-12/31/20	0.00	14,604.89
TOTAL CASH ACCOUNT								0.00	55,405.16
TOTAL FUND								0.00	55,405.16

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 75 - CEMETERY FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107866	12/07/23	8118	LLORIN-VELASQUEZ CO	601	5201	FY24 CEMETERY MARKE	0.00	2,650.00
101	107875	12/07/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	81.93
101	107875	12/07/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	79.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	79.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	79.93
101	107875	12/07/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	14.49
101	107875	12/07/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107875	12/07/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107875	12/07/23	1694	MISSION UNIFORM SER	601	5309	LINEN & UNIFORM CLE	0.00	14.50
TOTAL CHECK								0.00	379.73
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	601	5309	CEMETERY	0.00	22.91
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	601	5309	CEMETERY	0.00	100.48
TOTAL CHECK								0.00	123.39
101	107915	12/07/23	438	CALIFORNIA AMERICAN	601	5222	1254 DELMONTECEM70%	0.00	231.08
101	107915	12/07/23	438	CALIFORNIA AMERICAN	601	5222	CEM 4%	0.00	28.05
TOTAL CHECK								0.00	259.13
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	601	5222	CREST & RIPPLE	0.00	15.02
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY - 1%	0.00	18.50
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	601	5222	CEMETERY	0.00	41.94
TOTAL CHECK								0.00	75.46
101	108045	12/27/23	2133	PERS	601	5145	DEC 2023 UAL	0.00	1,333.32
101	108062	12/28/23	9802	ROBERT HALF INTERNA	601	5201	TEMP EMPLOYEE SERVI	0.00	4,007.41
101	108062	12/28/23	9802	ROBERT HALF INTERNA	601	5201	TEMP EMPLOYEE SERVI	0.00	4,699.35
TOTAL CHECK								0.00	8,706.76
TOTAL CASH ACCOUNT								0.00	13,527.79
TOTAL FUND								0.00	13,527.79

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107775 V	11/20/23	1786	MONTEREY PENINSULA	612	6051	STREET REHAB (BID A	0.00	-9,326.15
101	107775 V	11/20/23	1786	MONTEREY PENINSULA	612	6051	STREET REHAB (BASE	0.00	-9,733.25
TOTAL CHECK								0.00	-19,059.40
101	107822	12/01/23	6154	AT&T	611	5212	PW SEWER 2931	0.00	31.43
101	107822	12/01/23	6154	AT&T	611	5212	PW SEWER 1395	0.00	31.43
101	107822	12/01/23	6154	AT&T	611	5212	PW SEWER 1261	0.00	31.43
101	107822	12/01/23	6154	AT&T	611	5212	PW SEWER 0576	0.00	31.43
TOTAL CHECK								0.00	125.72
101	107825	12/05/23	1786	MONTEREY PENINSULA	612	6051	STREET REHAB (BASE	0.00	9,733.25
101	107845	12/07/23	696	CSC OF SALINAS	611	5227	SEWER UNIT 44	0.00	478.07
101	107854	12/07/23	960	FERGUSON ENTERPRISE	611	5309	CLAY SHIELDED COUPS	0.00	1,389.09
101	107875	12/07/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107875	12/07/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	79.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	79.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	79.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	81.94
101	107875	12/07/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107875	12/07/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	14.50
101	107875	12/07/23	1694	MISSION UNIFORM SER	611	5309	LINEN & UNIFORM CLE	0.00	14.50
TOTAL CHECK								0.00	379.76
101	107889	12/07/23	2034	PACIFIC GROVE HARDW	611	5309	SEWER	0.00	15.28
101	107915	12/07/23	438	CALIFORNIA AMERICAN	611	5222	100 OCEANVW IRRIG	0.00	40.82
101	107915	12/07/23	438	CALIFORNIA AMERICAN	611	5222	SEWER 8%	0.00	56.09
101	107915	12/07/23	438	CALIFORNIA AMERICAN	611	5222	1273 CRESPI POND 50	0.00	59.02
TOTAL CHECK								0.00	155.93
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	37.71
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	40.38
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	49.30
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	49.44
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	47.39
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	520 OCEAN VIEW BLVD	0.00	19.46
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	471 OCEAN VIEW BL.	0.00	18.52
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP STATION	0.00	26.95
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	18.24
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	1996 SUNSET DR.	0.00	6.57
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP RUSSELL SVC CT	0.00	8.03
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	OCN VW BLVD & 8TH	0.00	8.58
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	131.09
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	O V 9TH PUMP #2	0.00	277.04
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP SUNSET ARENA	0.00	288.18
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	PUMP 17TH & OCNVW	0.00	158.70
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	EARDLEY PUMP #1	0.00	122.75
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	360 OCEAN VIEW BLVD	0.00	128.14
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	611	5222	17TH & OCNVW	0.00	62.67

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 76 - SEWER FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	1,499.14
101	107947	12/21/23	2024	PACIFIC GAS & ELECT	611	5222	PW 1265	0.00	1,038.95
101	107947	12/21/23	2024	PACIFIC GAS & ELECT	611	5222	PW 1754	0.00	36.84
TOTAL CHECK								0.00	1,075.79
101	107963	12/21/23	9303	WATSONVILLE CHRYSLE	611	5227	SEWER UNIT 47	0.00	133.02
101	108010	12/21/23	6154	AT&T	611	5212	PW SEWER 1395	0.00	31.43
101	108010	12/21/23	6154	AT&T	611	5212	PW SEWER 1261	0.00	31.43
101	108010	12/21/23	6154	AT&T	611	5212	PW SEWER 0576	0.00	31.43
101	108010	12/21/23	6154	AT&T	611	5212	PW SEWER 2931	0.00	31.43
TOTAL CHECK								0.00	125.72
101	108014	12/21/23	9704	BOWMAN CONSULTING G	612	6051	CIP23-06 PUMP STATI	0.00	13,344.48
101	108027	12/21/23	3378	DON CHAPIN CO., INC	612	6051	UNDERGROUND VIDEO	0.00	2,800.00
101	108027	12/21/23	3378	DON CHAPIN CO., INC	612	6051	UNDERGROUND VIDEO	0.00	2,800.00
101	108027	12/21/23	3378	DON CHAPIN CO., INC	612	6051	UNDERGROUND VIDEO	0.00	2,800.00
101	108027	12/21/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	4,201.89
101	108027	12/21/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	2,614.01
101	108027	12/21/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	3,143.66
101	108027	12/21/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	1,571.83
101	108027	12/21/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	3,730.02
101	108027	12/21/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	3,139.38
101	108027	12/21/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	3,441.12
101	108027	12/21/23	3378	DON CHAPIN CO., INC	611	5207	FY23/24 SEWER LINE	0.00	4,062.79
TOTAL CHECK								0.00	34,304.70
101	108031	12/21/23	3521	KIMBALL MIDWEST	611	5227	UNIT 47	0.00	26.61
101	108031	12/21/23	3521	KIMBALL MIDWEST	611	5227	UNIT 27	0.00	165.98
TOTAL CHECK								0.00	192.59
101	108037	12/21/23	9292	MONTEREY ONE WATER	611	5201	BACK-BILL 22 CLGBST	0.00	721.54
101	108040	12/21/23	1896	NEILL ENGINEERS COR	611	5201	NEIL ENGINEERS RETA	0.00	1,000.00
101	108042	12/21/23	1758	THE MONTEREY COUNTY	612	6051	INVITE SLD BDS WSTW	0.00	151.19
101	108045	12/27/23	2133	PERS	611	5145	DEC 2023 UAL	0.00	10,250.00
TOTAL CASH ACCOUNT								0.00	56,015.87
TOTAL FUND								0.00	56,015.87

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 77 - GOLF FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107886	12/07/23	7474	PACIFIC GROVE CAPIT	622	6061	2023/Q3 COURSECO	0.00	18,918.92
101	107915	12/07/23	438	CALIFORNIA AMERICAN	621	5222	1273 CRESPI POND 50	0.00	59.03
101	107915	12/07/23	438	CALIFORNIA AMERICAN	621	5222	1254 DELMONTEGOLF30	0.00	99.03
101	107915	12/07/23	438	CALIFORNIA AMERICAN	625	5222	77 ASILOMAR GOLF HS	0.00	1,754.20
101	107915	12/07/23	438	CALIFORNIA AMERICAN	621	5222	77 ASILOMAR FIRE SV	0.00	79.53
TOTAL CHECK								0.00	1,991.79
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	37.51
101	107916	12/07/23	2024	PACIFIC GAS & ELECT	621	5222	1313 OCEAN VIEW BLV	0.00	86.42
TOTAL CHECK								0.00	123.93
TOTAL CASH ACCOUNT								0.00	21,034.64
TOTAL FUND								0.00	21,034.64

SELECTION CRITERIA: transact.trans_date between '20231201 00:00:00.000' and '20231231 00:00:00.000'
ACCOUNTING PERIOD: 7/24

FUND - 84 - AMERICAN RESCUE PLAN-ARPA

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DIVISION	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
101	107907	12/07/23	10011	WISS, JANNEY, ELSTN	841	6021	CIP23-17 CHAUTAUQUA	0.00	3,780.00
101	108060	12/28/23	8894	COASTAL ROOFING AND	841	6021	CITY HALL ROOF REPA	0.00	16,646.00
TOTAL CASH ACCOUNT								0.00	20,426.00
TOTAL FUND								0.00	20,426.00
TOTAL REPORT								0.00	2,284,110.74

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: January 17, 2024

SUBJECT: Monterey Salinas Transmit Meeting Minutes: November 13, 2023

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

RECOMMENDATION

Receive minutes.

Attachments

MST Minutes

MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES
November 13, 2023
10:00 am (Pacific)

Present:	Anna Velazquez, Chair	City of Soledad
	Mary Ann Carbone, Vice Chair	City of Sand City
	Jeff Baron	City of Carmel-by-the-Sea
	Kim Shirley	City of Del Rey Oaks
	Lorraine Worthy	City of Gonzales
	Ariana Rodriguez	City of Greenfield
	Mike LeBarre	City of King
	Liesbeth Visscher	City of Marina
	Ed Smith	City of Monterey
	Joe Amelio	City of Pacific Grove
	Tony Barrera	City of Salinas
	Dave Pacheco	City of Seaside
	Luis Alejo	County of Monterey
Absent:	None	
Counsel:	Michael D. Laredo	De Lay & Laredo
Staff:	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Assistant General Manager
	Norman Tuitavuki	Chief Operating Officer
	Michael Kohlman	Chief Information Officer
	Kelly Halcon	Director of HR & Risk Management
	Michelle Overmeyer	Director of Planning and Innovation
	Jeanette Alegar-Rocha	Deputy Secretary/Clerk to the Board
	Christine Church	Communications Systems Supervisor
	Cristy Sugabo	Mobility Manager
	Daniel Bruno	Scheduling Assistant
	David Bielsker	Transit Scheduler
	Elena Grigorichina	Operations Specialist
	Emma Patel	Planning Manager
	Ezequiel Rebollar	IT System Engineer
	Ikuyo Yoneda-Lopez	Marketing & Communications Manager
	Jacob Huggins	IT Specialist
	Jacob Newman	Communications Specialist
	Jacqueline Munoz	C/S Representative

	Kevin Allshouse	Contract Services Manager
	Marzette Henderson	Transportation Manager
	Matthew Deal	Grants Analyst
	Michelle DiPretoro	Maintenance Analyst
	Natalie Flores	Assistant Planner
	Rolando Munoz	C/S Representative
	Scott Taylor	IT Manager
Public:	Jim Fink	Transit Rider
	Vibeke Norgaard	City Manager, Sand City
	Zane Mortensen	Interim City Planner, Sand City
	Tony Salinas	Eco-Brite Services
	Chelsea Storm	EFS
	RJ Storm-Larson	EFS
	Jim Ferrar	EFS
	Rob Snyder	Graniterock-Meyers
	Frederick Venter	Kimley-Horn
	Michael Groves	EMC Planning Group

1. CALL TO ORDER

1-1. Roll Call. (Jeanette Alegar-Rocha)

1-2. Pledge of Allegiance.

Chair Velazquez called the meeting to order at 10:00 a.m. Roll call was taken and a quorum was established. Director Visscher led the pledge of allegiance.

Director Alejo arrived at 10:04 a.m.

1-3. Review Highlights of the agenda. (Carl Sedoryk)

Carl Sedoryk, General Manager/CEO, reviewed the highlights of the agenda.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Jim Fink, an MST bus passenger, commented on the following three items: 1) he requested Line 43 return to its original route to avoid a 15-minute walk, 2) he mentioned a shock absorber issue on a bus on Line 96, and 3) he would like to see MST offer Clipper Card which is similar to MST Cash App card.

Director LeBarre commented and expressed appreciation for the quality of the service of the MV driver who assisted Mr. Fink from his bus ride to the board meeting and who was very attentive to his needs.

3. CONSENT AGENDA

These items will be approved by a single motion. Anyone may request that an item be discussed and considered separately.

3-1. Adopt Resolutions 2024-08 and 2024-09 Recognizing Jacob Newman, Communications Specialist, and Omarr Wilson, Coach Operator as Employees of the Month for November 2023. (Norman Tuitavuki) (Page 7)

3-2. Approve Minutes of the MST Board Meeting on October 9, 2023. (Jeanette Alegar-Rocha) (Page 9)

3-3. Receive Draft Minutes of the MST Board Administrative Performance Committee Meeting on October 9, 2023. (Jeanette Alegar-Rocha) (Page 19)

3-4. Receive Report on Lost and Found Items Left on MST Property for the Month of June 2023. (Beronica Carriedo) (Page 23)

3-5. Financial Reports – September 2023. (Lori Lee) (Page 25)
- a) Accept Report of September 2023 Cash Flow Presented in Attachment #1
- b) Approve September 2023 Disbursements Listed in Attachment #2
- c) Accept report of September 2023 Treasury Transactions Listed in Attachment #3

3-6. Receive Draft Minutes of the Mobility Advisory Committee (MAC) on September 27, 2023. (Ruben Gomez) (Page 37)

3-7. Approve Resolution 2024-10 Authorizing the General Manager/CEO to Execute Grant Documents for Clean California Local Grant Program Funds. (Matthew Deal) (Page 41)

3-8. Authorize Disposition of Eleven (11) MST-Owned Vehicles that Have Reached or Exceeded their Useful Life. (Norman Tuitavuki) (Page 45)

3-9. Reject Claim by the Claimant Karina Garcia. (Lisa Cox) (Page 47)

3-10. Approve Updates to FY 2024-2028 Capital Improvement Program. (Lisa Rheinheimer/Vince Dang) (Page 49)

End of Consent Agenda

Public attendee, Jim Fink, requested to pull items #3-4 and #3-8 on the Consent Agenda for questions.

On a motion by Director Alejo, seconded by Director Pacheco and carried by the following vote, the Board approved all items except #3-4 and #3-8 on the consent agenda:

AYES:	**10**	**Alejo, Amelio, Baron, Barrera, Carbone, LeBarre, Pacheco, Shirley, Smith, and Velazquez**
NOES:	**0**	
ABSENT:	**0**	
ABSTAIN:	**3**	**Rodriguez, Visscher, and Worthy**
RECUSE	**0**	

On item #3-4, public member, Jim Fink, asked about the status of a lost cloth Vanity Fair bag with important items and inquired if the item was located. Chair Velazquez informed Mr. Fink that there is a process for lost items and staff will follow-up.

On item #3-8, Jim Fink wanted more information on MST vehicles being disposed. Norman Tuitavuki, Chief Operating Officer will follow-up.

On a motion by Director Alejo, seconded by Director Pacheco and carried by the following vote, the Board approved items #3-4 and #3-8 on the consent agenda:

AYES:	**10**	**Alejo, Amelio, Baron, Barrera, Carbone, LeBarre, Pacheco, Shirley, Smith, and Velazquez**
NOES:	**0**	
ABSENT:	**0**	
ABSTAIN:	**3**	**Rodriguez, Visscher, and Worthy**
RECUSE	**0**	

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

4-1. November 2023 Employee of the Month – Jacob Newman, Communications Specialist (Norman Tuitavuki)

The MST Board recognized Jacob Newman, Communications Specialist, as the November 2023 Employee of the Month for his outstanding contribution to MST and to the entire community.

4-2. November 2023 Employee of the Month – Omarr Wilson, Coach Operator (Norman Tuitavuki)

The MST Board recognized Omarr Wilson, Coach Operator as the November 2023 Employee of the Month for his outstanding contribution to MST and to the entire community.

4-3. 25-Year Service Anniversary – Michelle DiPretoro, Maintenance Analyst.

(Norman Tuitavuki)

The MST Board recognized Michelle DiPretoro for her 25-year MST Service Anniversary and her outstanding contribution to MST and to the entire community.

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

6-1. Provide Direction Regarding SB 125 Funding Request to TAMC. (Lisa Rheinheimer) (Page 53)

There were no public comments on item 6-1.

The MST Board provided direction for the General Manager/CEO to continue to advocate for the MST SB 125 program of projects, to propose win-win solutions that better meet MST's interpretation of the legislative intent of the program, and to provide significant funding opportunities with TAMC for future allocations.

6-2. SURF! Busway and Bus Rapid Transit Project (Lisa Rheinheimer) (Page 57)

A. Authorize the General Manager/CEO to Execute Two (2) Separate Amendments to Two (2) Separate Kimley-Horn Contracts, One for $205,825 for Capital Investment Grant Support and the Second for $182,000 for Final Design for a Total Amount not to Exceed $387,825, and
B. Consider Sand City Request for a Roundabout at Playa and California as Part of the SURF! Project.

There were no public comments on item #6-2.A.

On a motion by Director LeBarre, seconded by Director Carbone and carried by the following vote, the Board approved item #6-2.A, authorizing the General Manager to execute two separate amendments to two separate Kimley-Horn contracts, one for $205,825 for Capital Investment Grant Support and the second for $182,000 for final design for a total amount not to exceed $387, 825.

AYES:	**13**	**Alejo, Amelio, Baron, Barrera, Carbone, LeBarre, Pacheco, Rodriguez, Shirley, Smith, Velazquez, Visscher, and Worthy**
NOES:	**0**	

ABSENT:	**0**	
ABSTAIN:	**0**	
RECUSE	**0**	

Vibeke Norgaard, City Manager for Sand City commented on item #6-2.B. and asked the board to consider the roundabout option at Playa and California.

Michael Groves, EMC Planning Group, commented on item #6-2.B. relating to a Coastal Development Permit in support of the roundabout.

On a substitute motion by Director Baron, seconded by Director Barrera and carried by the following vote, the Board approved continuing item #6-2.B. to the December 11, 2023 agenda, and also having the City of Sand City provide a response to the questions raised by the Board as to the late request for the roundabout:

AYES:	**9**	**Baron, Barrera, Carbone, Pacheco, Rodriguez, Shirley, Velazquez, Visscher, and Worthy**
NOES:	**4**	**Alejo, Amelio, LeBarre, and Smith**
ABSENT:	0	
ABSTAIN:	0	
RECUSE	0	

Director Alejo left the meeting at 12:05 p.m.

6-3. Approve the Recommendation of the General Manager/CEO Performance Evaluation Incentive Pay of 5.0% for the General Manager/CEO. (Anna Velazquez) (Page 67)

There were no public comments on item 6-3.

On a motion by Director LeBarre, seconded by Director Worthy and carried by the following vote, the Board approved item #6-3:

AYES:	**12**	**Amelio, Baron, Barrera, Carbone, LeBarre, Pacheco, Rodriguez, Shirley, Smith, Velazquez, Visscher, and Worthy**
NOES:	**0**	
ABSENT:	**1**	**Alejo**
ABSTAIN:	**0**	
RECUSE	**0**	

Director Rodriguez left the meeting at 12:10 p.m.

6-4. Reject the Bid Protest by Executive Facility Services, with Findings, and Authorize the General Manager/CEO to Enter into a Three-Year Contract with EcoBrite Services, LLC for Janitorial Services, with the Option to Extend for Three (3) Additional One (1) Year Terms, in an Amount not to Exceed $265,20.58/year, or a Total Contract Amount of $1,591,239.48. (Lisa Rheinheimer) (Page 69)

Jim Fink, member of the public asked what the bid protest from Executive Facility Services (EFS) was and how it affected the EcoBrite proposal for the janitorial services contract. Chair Velazquez responded that the protest was that the contract was being awarded to the lowest bidder.

Jim Ferrar from Executive Facility Services (EFS) commented on item #6-4 and protested the bid.

Jose Salinas from EcoBrite Services provided rebuttal comments to the EFS bid protest.

On a motion by Director LeBarre, seconded by Director Baron and carried by the following vote, the Board approved item #6-4 to reject the Bid Protest by Executive Facility Services, with findings, and authorized the General Manager/CEO to enter into a three-year contract with EcoBrite Services, LLC for janitorial services, with the option to extend for three (3) additional one (1) year terms, in an amount not to exceed $265,20.58/year, or a total contract amount of $1,591,239.48.

AYES:	**11**	**Amelio, Baron, Barrera, Carbone, LeBarre, Pacheco, Shirley, Smith, Velazquez, Visscher, and Worthy**
NOES:	**0**	
ABSENT:	**2**	**Alejo and Rodriguez**
ABSTAIN:	**0**	
RECUSE	**0**	

7. REPORTS & INFORMATION ITEMS

The Board will receive and file these reports, which do not require action by the Board.

7-1. General Manager/CEO Monthly Report – September 2023 (Page 165)

a. New Veteran Discount Eligibility Program

7-2. Federal Legislative Advocacy Report (Page 171)

7-3. State Legislative Advocacy Update (Page 173)

7-4. Staff Trip Reports – (Pages 177-193)

7-5. Correspondence – (Page 195)

8. BOARD REPORTS, COMMENTS, AND REFERRALS

8-1. Reports on Meetings Attended by Board Members at MST Expense. (AB 1234)

8-2. Board Member Comments and Announcements.

8-3. Board Member Referrals for Future Agendas.

9. ATTACHMENTS

9-1. The MST Monthly Report for September 2023 can be viewed online at http://mst.org/about-mst/board-of-directors/board-meetings/

10. CLOSED SESSION

Members of the public may address the Board on any matter related to Closed Session. There is a time limit of not more than three minutes for each speaker. The Board will not take action or respond immediately to any public comments presented, but may choose to follow-up at a later time individually, through staff, or on a subsequent agenda. ***(Please refer to page 1 of the agenda for instructions)***

As permitted by Government Code §64956 et seq. of the State of California, the Board of Directors may adjourn to Closed Session to consider specific matters dealing with personnel and/or pending possible litigation and/or conferring with the Board's Meyers-Milias-Brown Act representative.

None.

11. ADJOURN

With no further business to discuss, Chair Velazquez adjourned the meeting at 12:33 p.m. (Pacific).

Prepared by: _____
Jeanette Alegar-Rocha
Deputy Secretary/Clerk to the Board

Reviewed by: _____
Carl G. Sedoryk
General Manager/CEO

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Bill Peake, Mayor
MEETING DATE: January 17, 2024
SUBJECT: Appointments to City Boards, Committees, Commissions, and Task Force
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION
Approve appointments to City Boards, Committees, Commissions, and Task Force listed below.

DISCUSSION
City committees play a vital role in city government and provide opportunities for residents to become engaged in civic activities and work to improve local governance. We are very fortunate to have many highly qualified and talented residents willing to serve on City committees. I am always amazed to learn of the depth and breadth of the talent, experience, and capability of folks here in our city. Many thanks to all the applicants who have unselfishly offered their time to serve in city government.

I've used information gleaned from many sources to select these appointments: applications, resumes, personal contacts, observations, and feedback from City officials, staff, and public. I've taken into consideration applicants demonstrated commitment to the community and fit to the committee's mission.

Terms for committee positions are 4 years for Charter committees and 2 years for non-Charter committees. Incumbents are not automatically reappointed as that would defeat the purpose of terms which create opportunities for others to serve and provide alternative perspectives.
Terms of office begin February 1 and end January 31 of the respective year.

Mayoral appointments to City committees must be confirmed by Council (Charter Article 26). Further regulations and policy regarding appointments can be found in PGMC Chapter 3.02 and Policy 000-5.

- Library Board -Karin Locke
- Planning Commission -David Sweigert
- Architectural Review Board -Sarah Boyle
- AEHOP -Kathleen Balke, Carmelita Garcia, Crystal Gaudette, Mary Goblirsch, John Carminati
- Task Force on DEI- Kim Bui, Bruce Doneux
- Economic Development Commission -Kelsea Richmond
- Historic Resources Committee -Jean Anton, Nina Grannis, Glynis Greening, Rick Steres
- Traffic Safety Commission -Lester Brown, Anthony Greening

OPTIONS

Provide alternate direction

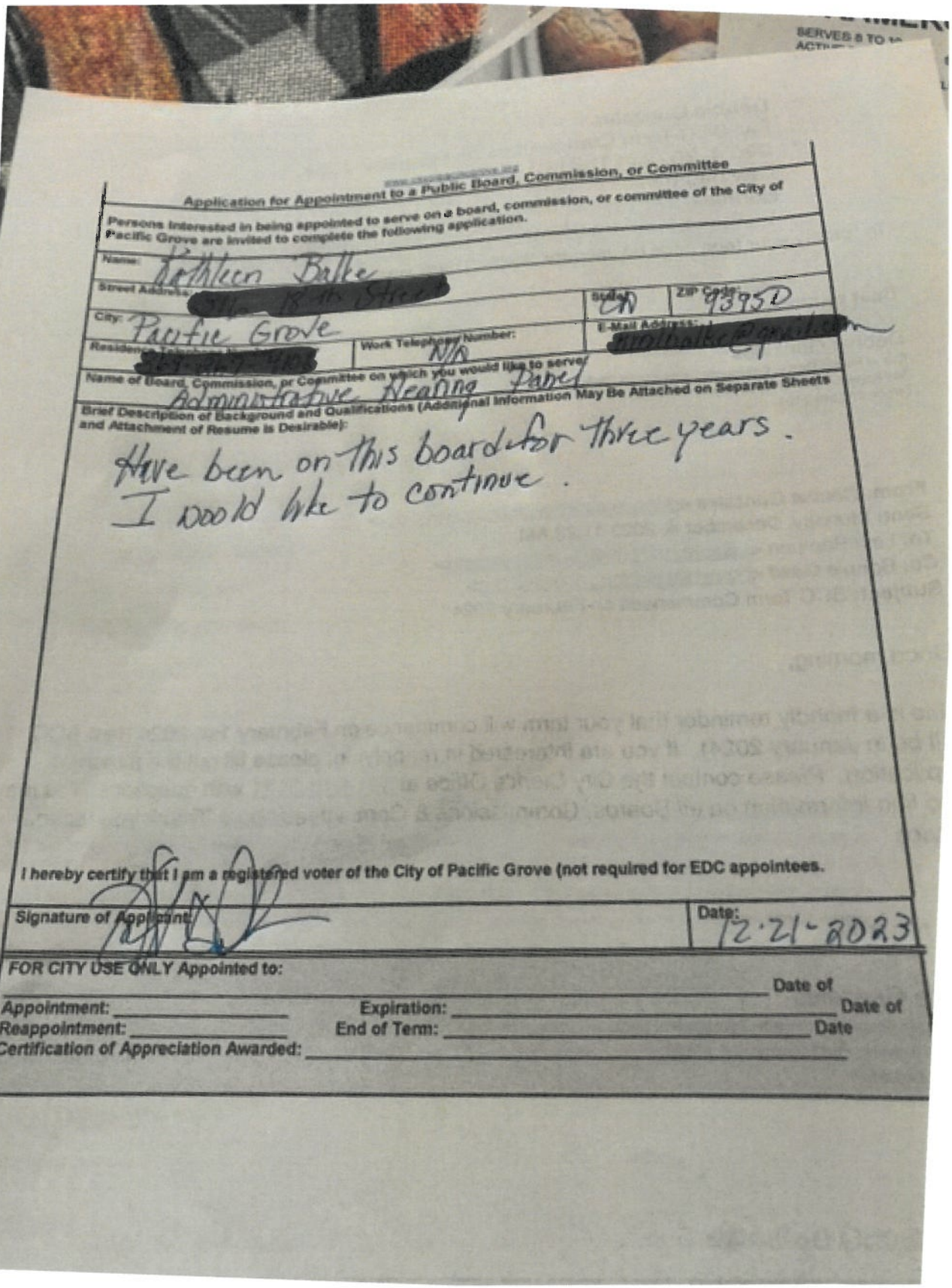
FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

GOAL ALIGNMENT: Not Applicable.

Attachments

BCC Applications



Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: Kathleen Balke

Street Address: [redacted]

City: Pacific Grove | State: CA | ZIP Code: 93950

Residence Telephone Number: [redacted] | Work Telephone Number: N/A | E-Mail Address: [redacted]

Name of Board, Commission, or Committee on which you would like to serve: Administrative Hearing Panel

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

Have been on this board for three years. I would like to continue.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applicant: [signature] | Date: 12-21-2023

FOR CITY USE ONLY Appointed to:

Date of Appointment: _____ Expiration: _____ Date of Reappointment: _____ End of Term: _____ Date

Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

RECEIVED
CITY MANAGER'S OFFICE
2023 DEC 29 A 10:54
CITY OF PACIFIC GROVE

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: JOHN A. CARMINATI

Street Address: REDACTED

City: PG **State:** CA **ZIP Code:** 93950

Residence Telephone Number: REDACTED **Work Telephone Number:** REDACTED **E-Mail Address:** REDACTED

Name of Board, Commission, or Committee on which you would like to serve:
1ST CHOICE PLANNING, 2ND ARB, 3RD HRC, 4TH ADMIN ENFORCEMENT, 5TH EDC, CMTE — BEAUTY & NAT. RESOURCES

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

- SITTING MEMBER OF PG ARB 1992-94
- LICENSED CA:
  1) REALTOR 01013791
  2) GEN. BLDG. CONT. 742880 B/HIC
- HAVE WORKED CLOSELY WITH:
  LAND USE ATTORNEY'S
  ARCHITECTS
  BLDG. OFFICIAL'S
  PUBLIC WORKS OFFICIAL'S
  DEPT. OF HEALTH (EHB) COUNTY MONTEREY
- BUILT AND OR REMODLED MANY HISTORIC AND NON-HISTRIC HOME'S IN P.G.
- ATTENDED PG SCHOOLS SINCE 1968 TILL GRAD IN 1980.

OVER

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant: **Date:** 12/29/23

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ **Expiration:** _____

Date of Reappointment: _____ **End of Term:** _____

Date Certification of Appreciation Awarded: _____

MY FAMILY AND MYSELF JUST MOVED INTO A NEW HOME IN PG. PRIOR TO, WE LIVED IN P.B. FOR THE LAST 13 YRS. PRIOR TO THAT WE HAVE LIVED IN NUMEROUS HOMES IN PG THAT I EITHER REMODLED OR BUILT NEW.

I AM KNOWN TO WORK WELL WITH OTHERS TO PROBLEM SOLVE AND NEGOTIATE COMPLEX ISSUES.

I AM A LIFE LONG PB & PG RESIDENT OTHER THAN WHILE I WAS ATTENDING COLLEGE.

CITY OF PACIFIC GROVE

www.cityofpacificgrove.org

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Crystal Mothershead Gaudette

Street Address:
REDACTED

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
REDACTED	REDACTED	REDACTED

Name of Board, Commission, or Committee on which you would like to serve:
Administrative Enforcement Hearing Officer Panel

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

Please see attached resume. I am a local attorney, having practiced civil litigation for more than 16 years, and now serving as a local mediator. I am also a heavily engaged citizen who cares deeply for the fate of this great city.

I was born and raised in Pacific Grove, in a family where civic participation and service to our community was part of everyday life. With this background, I have made it a point to get involved in multiple local community boards and endeavors since I returned "home" to Pacific Grove in 2014. This has included serving the community in the following roles:

- Vice Chair of the Board of Directors for the Pacific Grove Chamber of Commerce
- Vice Chair of PG P.R.I.D.E., a local non-profit organization that raises money for the Pacific Grove Unified School District.
- President of the Monterey County Women Lawyers Association
- Member, Monterey County Superior Court Elimination of Bias Committee
- Mediator/Panelist, Monterey County Superior Court Court-Directed Mediation Panel
- Former Member, Board of Directors for Pacific Grove Pony Baseball and Softball
- Coach, YMCA Youth Soccer and Basketball, and PG Pony Softball

I believe that my strong work ethic, my demonstrated commitment to community service, and my background in law would make me a great addition to the Administrative Enforcement Hearing Officer Panel.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applicant: CRYSTAL GAUDETTE	**Date:** 12/27/23

FOR CITY USE ONLY Appointed to: _____ **Date of**

Appointment: _____ **Expiration:** _____ **Date of**

Reappointment: _____ **End of Term:** _____ **Date**

Certification of Appreciation Awarded: _____

CRYSTAL MOTHERSHEAD GAUDETTE

REDACTED • Pacific Grove, CA 93950 • REDACTED

EXPERIENCE:

Gaudette Law & Mediation, Inc., Pacific Grove, CA

Founder and Principal March 2023 - present

Provide legal counseling services to companies and individuals, including but not limited to drafting contract terms to ensure clarity of the parties' rights and obligations; drafting waiver and release forms that protect companies from liability; documenting employment issues to minimize client exposure; and providing pre-litigation counseling such as negotiating resolution of disputes prior to or at the onset of filed litigation. Leverage significant litigation experience representing plaintiffs and defendants in a broad array of legal matters to provide sophisticated mediation practice covering contract disputes, employment disputes, real property issues, personal injury claims, and more. Work privately, and through the Mandell Gisnet Center Court-Directed Mediation Program for Monterey County Superior Court, to promote practical settlements that account for the size of the matter at issue; the business and personal objectives of the parties; and that make logical, emotional and economic sense.

Kennedy, Archer & Giffen, Monterey, CA

Shareholder December 2014 - March 2023

Broad civil litigation practice covering business disputes, employment matters, real estate litigation, and public entity defense. Experience includes representing companies and individuals in courts throughout California and in alternative dispute resolution; handling cases from pre-litigation counseling through arbitration or trial; drafting and arguing substantive motions, including motions to dismiss, motions for summary judgment, discovery motions, and motions in limine; taking and defending depositions; preparing lay and expert witnesses for testimony; and negotiating settlements, and drafting complex settlement agreements.

Wilson Sonsini Goodrich & Rosati, Palo Alto, CA

Associate, Commercial & Securities Litigation Summer 2005, October 2006 – September 2014

Participate in all aspects of litigation in state and federal courts, focusing on complex commercial cases and securities class actions. Assist clients in responding to inquiries and investigations by the Securities & Exchange Commission and the Department of Justice, and in conducting internal investigations based upon whistleblower or shareholder complaints.

California Office of the Attorney General, Public Rights Division, Sacramento, California

Legal Intern, Summer Honors Program Summer 2004

Researched and prepared legal memoranda and drafted trial motions. Attended trials and hearings, and met with judges, legislative counsel, and the Legal Affairs Secretary to gain insight into the interaction between law and government.

EDUCATION:

University of California, Davis - Juris Doctorate, 2006
Class Rank: Top 10%; Order of the Coif
Senior Articles Editor, *U.C. Davis Law Review*
Witkin Award, Negotiations & Securities Regulation

University of California, Santa Barbara - Bachelor of Arts, Communication, Spanish Minor, 2002
Class Rank: Top 5%; High Honors; Academic Excellence Award
Education Abroad Program – University of Córdoba, Spain

ACTIVITIES:

1st Vice Chair and Board of Directors, Pacific Grove Chamber of Commerce
Vice Chair and Board of Directors, PG P.R.I.D.E. (Public Response in Dollars for Education)
President and Board of Directors, Monterey County Women Lawyers Association
Member, Monterey County Superior Court Elimination of Bias Committee
Mediator, Monterey County Superior Court Court-Directed Mediation Panel
Volunteer Coach, Monterey County YMCA, and Pacific Grove Pony Baseball and Softball

Carmelita Garcia
REDACTED, Pacific Grove, CA 93950
Mailing Address: REDACTED, Pacific Grove, CA 93950
Telephone: (831) REDACTED
e-mail: REDACTED

EDUCATION

California State University, Monterey Bay
Law for Life Advance Paralegal Certificate (2002)

California State University, Monterey Bay
Law for Life Paralegal Certificate (2000)

University of Santa Cruz, Santa Cruz, California
Certificate in Counseling (1986-1990)

PROFESSIONAL EXPERIENCE

2020 – present Member of the PG Deer Awareness Group.

2020 – present Appointed to the Administrative Enforcement Hearing Officer Panel.

2019 – present RETIRED

2017 – 2018 **RGIS INVENTORY SPECIALIST**
Administrative Assistant
Responsibilities: Oversight of entire office. Process termination of employees including final paycheck, enter timesheets into system, process requests for days off and requests for paid sick leave. I prepare new hire files, enter new hires availability in the system and keep it updated for all employees. I call and inform customers of inventory events and address any questions they may have. I communicate with schedulers for all pharmaceutical inventories, prepare all inventory packets for crew, order office and company supplies. I have complete knowledge of office equipment and several computer programs.

2008 – 2012 Served as a Pacific Grove City Councilmember then Mayor.

2004-2008 **WALKER & REED, LLP**
Paralegal – Estate Planning
Responsibilities: Prepare correspondence, maintain client files, and assist in preparation of documents for court filing, use of various computer programs and office equipment, prepare monthly billing.

2002-2004 **FENTON & KELLER**
Paralegal – Civil Litigation
Responsibilities: Coordination of court filings, draft correspondence, prepare pleadings, prepare settlement documents, prepare judicial council forms. Conduct discovery process, calendaring, open new cases, case management; communicate with outside counsel, clients, courts, and insurance adjusters. Use of various computer programs and office equipment.

INTERESTS

2008-2012 Member of the California State Association of Parliamentarians PI GAMMA UNIT
2008-2012 Board Member of the Pacific Grove High School Alumni Association
2006-2012 Appointed to the Monterey County Commission on Disabilities Representing the City of Pacific Grove
2005 Named Outstanding Citizen of the Year by the Crime Prevention Officers Association of Monterey County
2002-2004 Member of the Commission on the Status of Women selection committee for aware recipients
2001-2002 Board Member of the Blind and Visually Impaired Center
1998-2009 Founding Member, Board President, Vice President, Treasurer/Pacific Grove Police Citizens' Academy Alumni Association
1997-2004 Member/President (2004) of the Monterey Old Capitol Lions Club
1994-2009 Appointed Member/Chair to the American with Disabilities Act Compliance Advisory Committee, City of Pacific Grove
1995 Honored as one of Monterey County's Outstanding Women of the Year
1992-1997 Member/Officer of the Monterey County AIDS Project
1992 Graduate/Alumni Member of Leadership Monterey Peninsula

CITY OF PACIFIC GROVE
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Application for Appointment to a Public Board, Commission, or Committee

RECEIVED
CITY MANAGER'S OFFICE
2023 DEC 28 P 1:56
CITY OF PACIFIC GROVE

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: Mary M. Goblirsch

Street Address: REDACTED

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
REDACTED		REDACTED

Name of Board, Commission, or Committee on which you would like to serve: Administrative Hearings

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

I have 23 years experience as a Staff Analyst, Program Manager, and Deputy Director of the Monterey County Department of Social Services. Prior to that I have an additional 24 years in public service county agencies in San Francisco, Government of Guam and Orange County as a Social Worker and Social Work Supervisor. I was the Court Officer for Dependency matters at the Juvenile Court serving as liaison between Social Work staff, Attorneys representing parents and minors, and the Judicial staff. I hold a Masters of Social Work Degree from San Jose University.

As Deputy Director of Social Services for over 10 years, I served as an Administrative Hearings officer in Skelley disciplinary hearings involving a range of personnel from entry level Clerks through Master level Professional Social Workers. Skelley hearings often included Attorneys and /or Union Representatives for personnel subjects of the hearing. I also served as the Administrative Hearing Officer in matters involving Departmental licensing decisions contested by foster parents and placements of children in their homes.

I was recognized for my understanding of the issues, my willingness to consider all sides of an issue and my ability to render fair, objective, and reasonable decisions.

I have many years experience leading staff in understanding and conforming to state, federal and county regulations in the delivery of departmental social services. I have experience developing, negotiating and compliance oversight with non-governmental agencies providing community based services to Departmental clients.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)
I would be honored to serve on the Administrative Hearings Board of the City of Pacific Grove.

Signature of Applicant: Mary M Goblirsch **Date:** 12/27/2023

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE

www.cityofpacificgrove.org

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Sarah Boyle

Street Address:
REDACTED

City:	State:	ZIP Code:
Pacific Grove	CA	93950

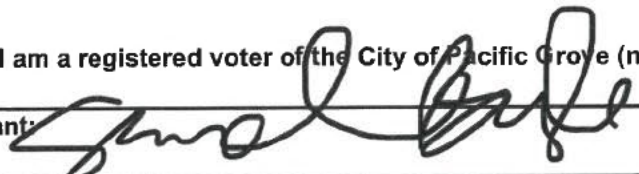
Residence Telephone Number:	Work Telephone Number:	E-Mail Address:
REDACTED	REDACTED	REDACTED

Name of Board, Commission, or Committee on which you would like to serve:
ARB

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

I have served on the architectural review board in the past, and would like to continue to serve on the board. I am a local interior designer and have vast experience with architectural details and style.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applicant: 

Date: 12.27.2023

FOR CITY USE ONLY Appointed to:

_____ **Date of**

Appointment: _____ **Expiration:** _____ **Date of**

Reappointment: _____ **End of Term:** _____ **Date**

Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: Kim Bui			
Street Address: REDACTED			
City: Pacific Grove		**State:** CA	**ZIP Code:** 93950
Residence Telephone Number: REDACTED	**Work Telephone Number:** NA	**E-Mail Address:** REDACTED	

Name of Board, Commission, or Committee on which you would like to serve:
Diversity, Equity and Inclusion Task Force

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

I am a retired Asian-American municipal administrator and have lived in Pacific Grove for 45 years. I was appointed to the Diversity, Equity and Inclusion Task Force in 2021, serving as Secretary in 2021 and 2022, and Chair in 2023.

This has been a challenging year for the Task Force, with three Member resignations this spring and summer due to work and school obligations, and one position vacant since this summer. It can be difficult to recruit and retain qualified community volunteers. If appointed I will bring my background and experiences to undertake the work of the Task Force in a committed, diligent and responsible manner.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant: Kim Bui	**Date:** 12/20/2023

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

KIM LY BUI
EMAIL: REDACTED

summary
Strong leadership, partnership & collaboration skills; experienced facilitator & coach; committed to public service, community engagement, capacity building, equity, diversity, inclusion, social justice and belonging

professional experience
Grants Reviewer, California Arts Council 2021
Strategic Planning, Sulsona Consulting 2020-2021

Community Services Director, City of Monterey 2010-2017
Responsibilities:
- Conference Center, Harbor & Marina, Library, Museums & Public Art, Parking, Recreation; Sports Center; staff lead for Library Board, Museum & Cultural Arts Commission, Parks & Recreation Commission, Library, Museum, Cultural Arts & Homeless Services grants
- Supervised 110 FTE; $24 million annual budget
- Direct oversight of programs and initiatives related to policy development/implementation, public and intergovernmental affairs, public assets, tourism, accessibility, cross-discipline teams, improving services to underserved populations, public information, disaster planning

Library, Museums and Cultural Arts Director, City of Monterey 2004-2014
Responsibilities:
- City Library, Bookmobile, Archives; four City Museums, Public Art
- Supervised 28 FTE; $2.6 million annual budget
- Strategic planning, fund development, communications, outreach, local history, arts, culture

Library Manager, Monterey Public Library, City of Monterey 1998-2004
Supervisor of Branches, Monterey County Free Libraries 1996-1998
Branch Manager, Greenfield Branch Library, Monterey County Free Libraries 1995

community/volunteer experience
Chair – Pacific Grove Diversity, Equity and Inclusion (DEI) Task Force 2023
Secretary – Pacific Grove DEI Task Force 2021, 2022
Coach - LEAD Institute, Community Foundation for Monterey County 2020-2021
Grants advisor – Pacific Grove Public Library 2018-2021
Capital Campaign chair, grant writer – Pacific Grove Public Library Renewal project 2017-2019
President – Pacific Grove Public Library Friends and Foundation 2022-2023
President - Friends of the Pacific Grove Public Library 2018-2021
Board member – Pacific Grove Public Library Foundation 2018-2021
Board member - Literacy Campaign for Monterey County 2011-2017
International Advisory Council member - SJSU Library and Information School 2010-2012
President - California Library Association 2010
Trainer – National Coalition Building Institute 1995-2000

education
MLIS - Masters in Library and Information Science - San Jose State University
BA - Literature and Creative Writing - University of California, Santa Cruz

CITY OF PACIFIC GROVE

www.cityofpacificgrove.org

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: BRUCE DONEUX

Street Address: REDACTED

City: PACIFIC GROVE | **State:** CA | **ZIP Code:** 93950

Residence Telephone Number: REDACTED | **Work Telephone Number:** | **E-Mail Address:** REDACTED

Name of Board, Commission, or Committee on which you would like to serve:
DEI TASK FORCE COMMITTEE

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

PLEASE SEE ATTACHED PAGE..

RECEIVED
CITY MANAGER'S OFFICE
2023 AUG 29 P 10:58
CITY OF PACIFIC GROVE

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applicant: Bruce J. Doneux | **Date:** 8/22/2023

FOR CITY USE ONLY Appointed to:

Date of Appointment: _____ **Expiration:** _____ **Date of Reappointment:** _____ **End of Term:** _____ **Date**

Certification of Appreciation Awarded: _____

August 22, 2023

Hello, Sandra Kandell,

I am interested in becoming a member of the Pacific Grove DEI Task Force. I attended the monthly, hybrid meeting of the committee last week and was impressed with the work of the group. The purpose of the task force, I believe, serves an important function for the city in helping to promote a welcoming atmosphere for all residents and all visitors.

I have been a resident of Pacific Grove for almost 40 years. It is where we raised our daughter and where we've enjoyed the many benefits of the community. My work has been primarily as a massage therapist on the peninsula for 35 years. I also worked as the director of a local, non-profit organization for 8 years.

Some of the programs I've been involved with and supported are the following:

- Monterey County chapter of the NAACP
- Monterey County Men's Alternative to Violence
- Breakthrough Men's Community
- Monterey County chapter of the National Coalition Building Institute
- The Village Project, Inc.
- Local Whites for Racial Equity program
- Hale Mohalu Ohana, an advocacy group for Hansen's Disease patients in Hawaii

My interest in history has led me to work on a number of oral history projects both here and in Hawaii. Since I am presently semi-retired, I have sufficient time to support the very important work of the task force.

Sincerely,

Bruce Doneux

Bruce Doneux

RECEIVED
DEC 04 2023
By

CITY OF PACIFIC GROVE
www.cityofpacificgrove.org

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: Kelsea Richmond

Street Address: REDACTED

City:	**State:**	**ZIP Code:**
Salinas	ca	93907

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
REDACTED		REDACTED

Name of Board, Commission, or Committee on which you would like to serve:
Economic Development Commission

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

I am the co-owner of Captain + Stoker, a coffee shop and roastery. We have been in business since 2018, and opened our Pacific Grove location in April of 2021. We had no idea what we were doing when we opened up our business, and we realized early on that running a business with passion, empathy, and honesty were all extremely important. We have been huge advocates and a voice to those who maynot feel heard or seen, and working hard to create authentic community has been our goal since day 1.

I believe that my unique mindset (free of the typicalmarketing strategies, and of a younger generation than most on the boards/commissions) to the city of Pacific Grove will help in the overall economic growth with tourism and locals alike, and create a place that people actually want to stay and raise a family someday.

Somehow, our new small business got through a pandemic with ingenuity, perseverance, and authenticity - without advice from anyone. I will continue to bring those qualities into my work within the EDC for the betterment of everyone.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applicant: Kelsea R	**Date:** 12/4/23

FOR CITY USE ONLY Appointed to: _____ **Date of**
Appointment: _____ **Expiration:** _____ **Date of**
Reappointment: _____ **End of Term:** _____ **Date**
Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE

www.cityofpacificgrove.org

Application for Appointment to a Public Board, Commission, or Committee

2023 DEC 22 PM 1:42

CITY OF PACIFIC GROVE

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Margaret Jean Anton

Street Address:
REDACTED

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
REDACTED		REDACTED

Name of Board, Commission, or Committee on which you would like to serve:
Historic Resources Committee

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

I would like to continue my work on the HRC.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applicant:	**Date:**
Margaret Jean Anton	21 Dec 2023

FOR CITY USE ONLY Appointed to: _____

Date of Appointment: _____ **Expiration:** _____ **Date of Reappointment:** _____ **End of Term:** _____ **Date**

Certification of Appreciation Awarded: _____

HRC Appointment Application For Pacific Grove Committee

I am interested in applying for a position on the HRC Committee of Pacific Grove.

My volunteer work in Pacific Grove consists of:

1. Working at Pacific Grove Chamber
2. Ambassador for Pacific Grove
3. Past Manager of the Gift Shop at the Lighthouse in Pacific Grove
4. Past member of the Pacific Grove Heritage Society
5. Past Chairman of the Historic Home Tour for the Heritage Society
6. HRC for 2 years

I have always been interested in the heritage homes in Pacific Grove, and have added on to one myself. I have owned my home for over 25 years. It was built in 1905.
My son and I have had an antique business for many years and continue to enjoy the old homes and furnishings.

The historic inventory for Pacific Grove is very important to keep updated. By going through this phase it will be a step forward to preserve our historic homes, and to help keep the criteria of what constitutes a heritage home for future residents.

I will do my best to give honest opinions and help move the process forward, so that the city will have a list of inventory that represents our heritage homes in the best way possible.

Sincerely,



Nina Grannis
REDACTED
Pacific Grove
REDACTED
REDACTED

CITY OF PACIFIC GROVE

www.cityofpacificgrove.org

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: GLYNIS GREENING

Street Address: REDACTED

City: PACIFIC GROVE | **State:** CA | **ZIP Code:** 93950

Residence Telephone Number: REDACTED | **Work Telephone Number:** REDACTED | **E-Mail Address:** REDACTED

Name of Board, Commission, or Committee on which you would like to serve: HISTORIC RESOURCES COMMITTEE

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

I WOULD LIKE TO CONTINUE AS A MEMBER OF THE COMMITTEE FOR A FOLLOWING TERM.

RECEIVED
CITY MANAGER'S OFFICE
2023 DEC 28 P 12:00
CITY OF PACIFIC GROVE

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applicant: Glynis Greening | **Date:** 12/26/2023

FOR CITY USE ONLY Appointed to: _____ **Date of**

Appointment: _____ **Expiration:** _____ **Date of**

Reappointment: _____ **End of Term:** _____ **Date**

Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

2023 DEC 21 A 11:44
CITY OF PACIFIC GROVE

Name: Richard B. Steres

Street Address: REDACTED

City: Pacific Grove | State: CA | ZIP Code: 93950

Residence Telephone Number: | Work Telephone Number: REDACTED | E-Mail Address: REDACTED

Name of Board, Commission, or Committee on which you would like to serve:

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets):

8 years on ARB
Member HRC since 2018
Would like to be re-Appointed to HRC

Member Heritage Society Board since Feb, 2012
Pacific Grove Architect since 1988 but retired 2020.

Signature of Applicant: [signature] | Date: 12-21-2023

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ *Expiration:* _____

Date of Reappointment: _____ *End of Term:* _____

Date Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE
www.ci.pacific-grove.ca.us

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
Karin Locke

Street Address:
REDACTED

City:	**State:**	**ZIP Code:**
Pacific Grove		

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
REDACTED		REDACTED

Name of Board, Commission, or Committee on which you would like to serve:
Pacific Grove Library Board

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets): ATTACHMENT OF A RESUME IS DESIRABLE.

PG Library card holder since 1968
Graduate of the University of Santa Cruz Double BA Psychology/Women's Studies
Active in a Monthly Book Club exclusively focused on Literature since 1990
Retired from the County of Monterey Department of Social Services/Employment and Training
Past Pacific Grove Library Board Member/Secretary
Board Member Sustainable Monterey County 5 years (Secretary)
Steering Committee member Sustainable Pacific Grove 5 years
Certificate in Ethics from the Pacific Institute Seattle

Desire to be part of the team that ensures the library services grow and continue to serve our community.

Karin Lockel hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees)

Signature of Applicant:	**Date:**
Karin Locke	12/9/23

FOR CITY USE ONLY

Appointed to: _____

Date of Appointment: _____ ***Expiration:*** _____

Date of Reappointment: _____ ***End of Term:*** _____

Date Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE

www.cityofpacificgrove.org

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name:
David C. Sweigert

Street Address:
REDACTED

City:	**State:**	**ZIP Code:**
Pacific Grove	CA	93950

Residence Telephone Number:	**Work Telephone Number:**	**E-Mail Address:**
REDACTED		REDACTED

Name of Board, Commission, or Committee on which you would like to serve:
Planning Commission, Architectural Review Board, Historic Resources Committee

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

Please see attached cover letter.

RECEIVED
BY CLERK'S OFFICE
2023 DEC 18 A 10:11
CITY OF PACIFIC GROVE

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applicant: David C. Sweigert	**Date:** December 18, 2023

FOR CITY USE ONLY Appointed to: _____ **Date of**

Appointment: _____ **Expiration:** _____ **Date of**

Reappointment: _____ **End of Term:** _____ **Date**

Certification of Appreciation Awarded: _____

David C. Sweigert
REDACTED
Pacific Grove, CA 93950

December 18, 2023

RECEIVED
CITY MANAGER'S OFFICE
2023 DEC 18 A 10:11
CITY OF PACIFIC GROVE

VIA HAND DELIVERY

The Honorable Bill Peake, Mayor
City of Pacific Grove
City Hall
300 Forest Avenue
Pacific Grove, CA 93950

RE: City of Pacific Grove Board, Commission, or Committee Application

Dear Mayor Peake:

Please accept my enclosed application for appointment to the Planning Commission, Architectural Review Board, Historic Resources Committee, or such other Board, Commission or Committee as you and the City Council may deem appropriate in light of my qualifications and experience.

I learned long ago from my grandfather that, for those able to serve, public service in our democracy is a duty, a privilege, and a sacred trust that one must undertake with honesty, integrity, and a profound respect for law and the dignity of all citizens. Now that I am retired, I hope to have the opportunity to apply this ethos in serving a community that has provided so much to me and my family.

Before my retirement at the end of 2019, I worked as a land use attorney with the Monterey law firm of Fenton & Keller. My law practice focused on California Planning and Zoning Law, the California Environmental Quality Act (CEQA), the Subdivision Map Act, the California Coastal Act, local and state water law, historic resource law, and general administrative law. During my three decades of work in the law, I was involved with many permit and entitlement applications and related processes before state and local agencies, including City and County Planning Commissions, City Councils, County Boards of Supervisors, the Monterey Peninsula Water Management District, and the California Coastal Commission. I also represented developers and environmental interests, frequently in collaboration with public agency attorneys, in a variety of land use litigation matters involving challenges to agency approvals of development projects. This work included supervising preparation of administrative records, drafting briefs, and arguing cases before the Superior Court and the California Court of Appeal.

My extensive work in this arena has impressed upon me the importance of the administrative record in public agency proceedings and the value of fostering positive relationships with agency and court staff and with appointed and elected officials. This experience has also provided me with a unique perspective on, and a comprehensive knowledge and understanding of, the

applicable legal processes and procedures and the competing interests public agencies must balance in deciding land use issues, whether at the General Plan and Zoning level or in the context of project-specific land use applications.

Before attending law school, I received a bachelor's degree in plant biology and chemistry and a teaching credential from California State University, Sacramento. I spent several years teaching science at Luther Burbank High School in Sacramento, while owning and operating a commercial salmon fishing boat in Alaska during the summers. Upon graduating from University of California Davis Law School in 1991, I accepted a one-year law clerkship with the late Chief Justice Daniel A. Moore, Jr., of the Alaska Supreme Court. After that clerkship ended in 1992, I settled in Pacific Grove with my wife and three young children and began my legal career with Fenton & Keller. All three of our children attended Pacific Grove schools and graduated from Pacific Grove High School.

As a fifth generation Californian, I have a strong interest in western and Native American history, especially the history of the Golden State. My hobbies and interests also include hiking, bicycling, natural history, travel, and music.

I look forward to hearing from you regarding this application and would be happy to provide references upon request. In the meantime, best wishes to you and yours for the Holiday Season and the New Year.

Sincerely,

David C. Sweigert

Enclosure

CC: City Clerk

CITY OF PACIFIC GROVE
www.cityofpacificgrove.org

RECEIVED
NOV 30 2023
By

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: LESTER O. BROWN

Street Address: REDACTED

City: PACIFIC GROVE | **State:** CA | **ZIP Code:** 93950

Residence Telephone Number: REDACTED | **Work Telephone Number:** REDACTED | **E-Mail Address:** REDACTED

Name of Board, Commission, or Committee on which you would like to serve:
TRAFFIC SAFETY COMMISSION

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

I have been a commissioner on the Traffic Safety Commission for one term now. My appointment is up in January.

I currently also serve as only one of three Commissioners on the Commission's Goals subcommittee. Our subcommittee was tasked with coming up with Goals for the Commission's work. We recently presented our Goals to the public and the Commission for approval. My motion to adopt those goals passed the Commission unanimously. The Commission has now tasked the subcommittee with coming up with proposals for projects to implement these Goals. I am the only member of the subcommittee with more than a year on the Commission and thus extensive experience with public works and the police department input to the continuing process. I have a different prospective from the other Commissioners on the subcommittee and I would like to continue to work with them in developing recommendations to implement the Goals. To do so, I would need to be reappointed.

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applicant: [signature] | **Date:** 11/29/23

FOR CITY USE ONLY Appointed to: _____ **Date of Appointment:** _____ **Expiration:** _____ **Date of Reappointment:** _____ **End of Term:** _____ **Date**
Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE

www.cityofpacificgrove.org

Application for Appointment to a Public Board, Commission, or Committee

Persons interested in being appointed to serve on a board, commission, or committee of the City of Pacific Grove are invited to complete the following application.

Name: ANTHONY GREENING

Street Address: REDACTED

City: PACIFIC GROVE CA 93950 | **State:** CA | **ZIP Code:** 93950

Residence Telephone Number: REDACTED | **Work Telephone Number:** REDACTED | **E-Mail Address:** REDACTED

Name of Board, Commission, or Committee on which you would like to serve: TRAFFIC SAFETY COMMISSION

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

I WOULD LIKE TO CONTINUE AS A COMMISSIONER FOR A FOLLOWING TERM.

RECEIVED
CITY MANAGER'S OFFICE
2023 DEC 28 P 12:00
CITY OF PACIFIC GROVE

I hereby certify that I am a registered voter of the City of Pacific Grove (not required for EDC appointees.

Signature of Applicant: D Anthony B Greening. | **Date:** 12/26/2023

FOR CITY USE ONLY Appointed to: _____ **Date of**

Appointment: _____ **Expiration:** _____ **Date of**

Reappointment: _____ **End of Term:** _____ **Date**

Certification of Appreciation Awarded: _____

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: James Minshew, Management Analyst

MEETING DATE: January 17, 2024

SUBJECT: Amending an Agreement with Robert Half International, Inc.

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

RECOMMENDATION

1. Authorize the Mayor to sign an amendment to the agreement with Robert Half International, Inc. to provide temporary staffing services in an amount not to exceed $106,000.
2. Alternatively, discuss and take other action related to this item.

DISCUSSION

The City Manager's Department, as well as the Administrative Services Department, have had key position vacancies in their respective departments. Robert Half International, Inc. provides temporary staffing services. The initial contract and expenditures for Fiscal Year 2023-24 were within the City Manager's spending authority. On October 18, 2023, the City approved Amendment #1 to increase the contract amount from $39,999 to $80,000. In order to continue City services at the current level, staff has recognized a need to continue staffing during the recruitment of vacant positions, along with a brief transition period to facilitate cross-training. Draft contract Amendment #2 is attached to increase the contract amount from $80,000 to $106,000.

Robert Half International, Inc. has been able to quickly assist in finding qualified temporary staffing for the position vacancies. This includes services that are consistent with the City's Office Assistant and Accounting Assistant classifications. The Office Assistant classification provided support in the absence of the Deputy City Clerk, as well as support for the absence of a Cemetery staff member.

The initial contract and the combined amendments consolidate the services for both departments. A copy of the original document, which includes modifications approved by the City Attorney is attached for reference. There are no proposed changes to the terms of the original or amended agreement, other than the contract amount. The proposed agreement is anticipated to cover estimated staffing needs through June 30, 2024.

OPTIONS

Provide alternative direction.

FINANCIAL IMPACT:

There is no estimated fiscal impact. The estimated salary savings for the vacancies will be able to support this contract.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Robert Half International Inc. Agreement 07012023

Draft Robert Half International, Inc. Vendor Services Agreement_Amendment #2

CITY OF PACIFIC GROVE
VENDOR SERVICES AGREEMENT

This VENDOR SERVICES AGREEMENT ("Agreement") is made and effective the last date of execution below ("Effective Date") by and between the City of Pacific Grove, a municipal corporation ("City"), and Robert Half International, Inc, a Delaware corporation ("VENDOR").

City wishes to retain the services of an experienced and qualified VENDOR to provide temporary staff for Administrative Services Department ("Services"). VENDOR's employees temporarily assigned to City shall be referred to herein as "Assigned Individuals." VENDOR represents and warrants that it is qualified to perform those Services. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

   Unless terminated in accordance with Section 8 below, the AGREEMENT will continue in full force and effect from the Effective Date through June 30, 2024. Upon mutual written AGREEMENT signed by City and VENDOR, the term of this AGREEMENT can be extended annually for an additional one (1) year period, or longer as the parties agree.

2. SCOPE OF SERVICES

   VENDOR will provide the Services listed in the Scope of Services attached hereto as Exhibit A. VENDOR warrants that all work and services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

3. PERFORMANCE

   a. VENDOR shall at all times faithfully, competently and to the best of its ability, experience, and talent, perform all tasks described herein. VENDOR shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of VENDOR hereunder in meeting its obligations under this Agreement.

   b. VENDOR shall obtain a valid City Business License and shall maintain said Business License for the term of this Agreement and any extensions.

   c. VENDOR shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by VENDOR or in any way affect the performance of its Services pursuant to this Agreement. VENDOR shall at all times observe and comply with all such laws and regulations. City, and its officers, employees, and agents shall not be liable at law or in equity occasioned by failure of VENDOR to comply with this Section.

d. VENDOR agrees that in the performance of this Agreement or any sub-agreement hereunder, neither VENDOR nor any person acting on VENDOR's behalf shall refuse to employ or refuse to continue in any employment any person or discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, genetic information, marital status, sexual preference, sex, gender identity, gender expression, military or veteran status or age. Harassment in the workplace is not permitted in any form. VENDOR further agrees to comply with all laws with respect to employment when performing this Agreement.

e. VENDOR shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached to and part of this Agreement.

f. VENDOR declares and warrants that no undue influence or pressure is used against or in concert with any officer, employee or agent of City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial agreement or financial inducement. No officer, employee, or agent of City will receive compensation, directly or indirectly, from VENDOR, or from any officer, employee or agent of VENDOR, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling City to any and all remedies at law or in equity.

4. CITY MANAGEMENT

The City Manager, or designee, shall represent City in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by VENDOR, but not including the authority to enlarge the Scope of Work or change the compensation due to VENDOR. The City Manager shall be authorized to act on City's behalf and to execute all necessary documents which enlarge the Scope of Work or change VENDOR's compensation, subject to Section 6 hereof.

5. PAYMENT

a. For Services rendered pursuant to this AGREEMENT, VENDOR shall be paid in accordance with the Payment Schedule attached hereto as Exhibit D, provided, however, that in no event will the total amount of money paid the VENDOR, for the Services initially contemplated by this AGREEMENT, exceed the sum of $39,999.99, unless otherwise first approved in writing by the City.

b. The City Manager's contract authority is limited to $39,999.99, which includes all costs. Contracts, including any contract amendments that exceed the total threshold, require City Council approval. Any contracts, including contract amendments that exceed the total threshold, which do not have City Council approval, shall be void.

c. VENDOR shall submit invoices monthly for actual Services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for Services provided in the previous month. Payment shall be made within

thirty (30) days of receipt of each invoice as to all non-disputed fees. If City disputes any of VENDOR's fees, it shall give written notice to VENDOR within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

6. INSPECTION

City shall at all times have the right to inspect the Assigned Individual's work and materials. VENDOR shall furnish all reasonable aid and assistance required by City for the proper examination of the Assigned Individual's work and all parts thereof. Such inspection shall not relieve VENDOR from any obligation to perform said work strictly in accordance with the specifications or any modifications thereof and in compliance with the law.

7. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

a. City may at any time, for any reason, without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon VENDOR at least thirty (30) days prior written notice. Upon receipt of said notice, VENDOR shall immediately cease all work under this Agreement, unless the notice provides otherwise. If City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

b. In the event this Agreement is terminated pursuant to this Section, City shall pay to VENDOR the reasonable hours worked by the Assigned Individual and verified by the City and any conversion terms. Upon termination of the Agreement pursuant to this Section, VENDOR shall submit an invoice to City pursuant to Section 6.c.

8. DEFAULT OF VENDOR/FORCE MAJEURE

a. VENDOR's failure to comply with the provisions of this Agreement shall constitute a default. In the event that VENDOR is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating VENDOR for any Services performed after the date of default and can terminate this Agreement immediately by written notice to the VENDOR. If such failure by the VENDOR to make progress in the performance of Services hereunder arises out causes beyond the VENDOR's control, and without fault or negligence of the VENDOR, it shall not be considered a default.

b. If the City Manager or designee determines VENDOR is in default in the performance of any of the terms or conditions of this Agreement, they shall cause to be served upon VENDOR a written notice of the default. The VENDOR shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event VENDOR fails to cure its default within such period of time or fails to present City with a written plan for the cure of the default, City shall have the right,

notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

9. OWNERSHIP OF DOCUMENTS

a. VENDOR shall maintain complete and accurate records with respect to billing records and other such information required by City that relate to the performance of Services under this Agreement. VENDOR shall maintain adequate records of Services provided in sufficient detail to permit an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. VENDOR shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records at VENDOR's office; shall permit City to make copies and transcripts there from as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. If there is a substantial billing deviation adverse to City, then the cost of an audit shall be borne by CONSULTANT. Such records, together with supporting documents, shall be maintained at City Hall for a minimum period of five (5) years after receipt of final payment. This audit provision shall not apply to confidential information, including but not limited to, VENDOR's employee personnel files or the remuneration paid by VENDOR to its employees and subcontractors.

b. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by the Assigned Individuals in the course of providing the Services to be performed pursuant to this Agreement shall become the sole property of City and may be used, reused, or otherwise disposed of by City without the permission of VENDOR. With respect to computer files, VENDOR shall make available to City, at City's office and upon reasonable written request by City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

10. RECORD AUDIT

In accordance with Government Code, Section 8546.7, for expenditures of greater than $10,000, records of both City and VENDOR shall be subject to examination and audit by the Auditor General for a period of three (3) years after final payment.

11. INDEMNIFICATION

VENDOR shall indemnify, defend, and hold harmless City, its officers, employees, agents, and volunteers (collectively, "City Indemnitees") from and against all liability, loss, damage, expense, cost (including without limitation reasonable legal counsel fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with VENDOR's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this

Agreement. Notwithstanding anything to the contrary in this Agreement, VENDOR shall not be liable for, or have any duty of defense or indemnification with respect to any acts or omissions of the City Indemnitees. VENDOR shall control the defense of any Claim and engage counsel of its choice after confirmation from the City Indemnitee that such counsel is competent to handle the matter and does not present a conflict of interest for City Indemnitee. If a City Indemnitee elects to, they may, at their own expense, retain its own counsel to ensure its rights are protected. The VENDOR shall promptly pay any final judgment rendered against the City (and its officers, employees, agents and volunteers) with respect to claims determined by a trier of fact to have been the result of the VENDOR's negligent, reckless or willful misconduct. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

VENDOR obligations under this section apply regardless of whether such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by City. However, without affecting the rights of City under any provision of this agreement, VENDOR shall not be required to indemnify and hold harmless City for liability attributable to the active negligence of City, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where City is shown to have been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of VENDOR will be for that entire portion or percentage of liability not attributable to the active negligence of City.

No City officer, employee or agent shall be personally liable to VENDOR, in the event of any default or breach by City or for any amount that may become due to VENDOR.

12. INSURANCE

Without limiting VENDOR's indemnification of City, and prior to commencement of work, VENDOR shall obtain, provide, and maintain at its own expense during the term of this AGREEMENT, policies of insurance of the type and amounts described in Exhibit C and in a form that is satisfactory to City.

13. INDEPENDENT CONTRACTOR

VENDOR is and shall at all times remain as to City a wholly independent contractor. Neither City nor any of its officers, employees, or agents shall have control over the conduct of VENDOR or any of VENDOR's officers, employees, or agents, except as set forth in this Agreement. VENDOR shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. VENDOR shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner

a. No employee benefits shall be available to VENDOR or Vendor's employees in connection with the performance of this Agreement. Except for the fees paid to VENDOR as provided in the Agreement, City shall not pay salaries, wages, or other compensation to VENDOR for performing services hereunder for City.

b. Any and all employees or sub-contractors of VENDOR under this Agreement, while

engaged in the performance of any work or services required by VENDOR under this Agreement, shall be considered employees or sub-contractors of VENDOR only and not of City. Any and all claims that may arise under the Workers' Compensation Act on behalf of said employees or sub-contractors, while so engaged and all claims made by a third party as a consequence of any negligent act or omission on the part of the VENDOR's employees or sub-contractors, while so engaged in any of the work or services provided for or rendered herein shall not be City's obligation.

14. SUBCONTRACTORS

Before Vendor retains or hires a subcontractor to provide any work, labor, or services relative to this AGREEMENT, VENDOR must:

a. Present the name and identifying information of the subcontractor that will provide any work, labor, or services to City.

b. Present to the City the form of subcontract that will be used with the subcontractor for City's approval, which approval will not be unreasonably withheld. Such subcontract AGREEMENT must include an indemnity agreement that is generally in accord with the indemnity obligations contained in Section 11 of this Agreement and must specifically name the City as an indemnified party; and

c. Secure from the subcontractor evidence of insurance coverage that meets with this Agreement including naming the City as an additional insured as required by this Agreement, unless such requirement is waived in writing by the City.

15. NO BENEFIT TO ARISE TO CITY OFFICERS AND EMPLOYEES

No City officer, employee of City, or their designees or agents, and no public officer who exercises authority over or responsibilities with respect to the Services provided under the Agreement during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Services performed under this Agreement.

16. CONFLICT OF INTEREST

VENDOR shall at all times avoid conflicts of interest, or the appearance of conflicts of interest, in the performance of this Agreement, and shall comply with the City's conflict of interest code.

If City determines VENDOR comes within the definition of Contractor under the Political Reform Act (Government Code §87100 et seq.), VENDOR shall complete and file and shall require any other person performing Services under this Agreement to complete and file a "Statement of Economic Interest" with City disclosing VENDOR's and/or such other person's financial interests.

17. NO WAIVER OF BREACH/TIME

The waiver by City of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement. Time is of the essence in carrying out the duties hereunder.

18. CONFIDENTIAL INFORMATION/RELEASE OF INFORMATION

a. All information gained by VENDOR in performance of this Agreement shall be considered confidential and shall not be released by VENDOR without City's prior written authorization. Confidential information shall not include (1) information that is in the public domain; (2) information that was known to the receiving party before receipt of the information from the disclosing party; or, (3) information received from a third party having the right to lawfully possess and disclose such information without breaching any promise of confidentiality. In addition, no receiving party shall be in violation of this Agreement if required to disclose such information by a court of competent jurisdiction or governmental agency with power to force disclosure. However, upon receipt of a subpoena or other order to produce Confidential Information, the receiving party shall promptly notify the disclosing party in writing of such disclosure requirement. City agrees to hold in confidence the identity of any Assigned Individual and the Assigned Individual's resume, social security number and other legally protected personal information, and City agrees to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure. VENDOR, its officers, employees, agents, or sub-contractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided VENDOR gives City notice of such court order or subpoena.

b. VENDOR shall promptly notify City should VENDOR, its officers, employees, agents, or sub-contractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the Services performed thereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent VENDOR and/or be present at any deposition, hearing, or similar proceeding. VENDOR agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by VENDOR. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

19. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which

provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To City:	Tori Hannah, Administrative Services City of Pacific Grove 300 Forest Avenue Pacific Grove, CA 93950
To Vendor:	Robert Half International, Inc Attn Ireneo Mendoza 4 lower Ragsdale Drive Suite 101 Monterey CA, 93940
With a copy to:	Robert Half International Inc. Attn Client Contracts Dept. 2613 Camino Ramon San Ramon CA, 94583

Notice is effective on the date of personal service, or 5 days following deposit in a United States mailbox, or date of postmark. The parties may agree to notice by email.

20. THIRD PARTY BENEFICIARIES

Nothing contained in this Agreement shall be construed to create, and the parties do not intend to create, any rights in third parties.

21. ASSIGNMENT

VENDOR shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of City. Subject to the foregoing, all terms of the Agreement will be binding upon, enforceable by and inure to the benefit of the parties and their successors and assigns.

22. GOVERNING LAW

City and VENDOR understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in Monterey County, or the federal district court with jurisdiction over the City. VENDOR agrees not to commence or prosecute any dispute arising out of or in connection with this Agreement other than in the aforementioned courts and irrevocably consents to the exclusive personal jurisdiction and venue of the aforementioned courts.

23. DISPUTE RESOLUTION; ATTORNEY'S FEES

VENDOR shall continue to perform under this Agreement during any dispute. VENDOR and City hereby agree to make good faith efforts to resolve disputes as quickly as possible. In the event any dispute arising from or related to this Agreement results in litigation or arbitration, the prevailing party shall be entitled to recover all reasonable costs incurred, including court costs, attorney fees, expenses for expert witnesses (whether or not called to testify), expenses for accountants or appraisers (whether or not called to testify), and other related expenses. Recovery of these expenses shall be as additional costs awarded to the prevailing party, and shall not require initiation of a separate legal proceeding.

24. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of VENDOR warrants and represents that they have the authority to execute this Agreement on behalf of the VENDOR and the authority to bind VENDOR to the performance of its obligations hereunder.

25. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to their obligations described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

26. AMENDMENT

a. Any modification or amendment to this Agreement must be in writing.

b. Neither City nor VENDOR shall be deemed to have waived any obligation of the other, or to have agreed to any modification to this Agreement unless it is in writing, and signed by the party giving the waiver.

27. INTERPRETATION OF CONFLICTING PROVISIONS

In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

28. SEVERABILITY

If any term of this Agreement is held invalid by a court of competent jurisdiction or arbitrator the remainder of this Agreement shall remain in effect.

29. ADDITIONAL TERMS

This Agreement is only applicable to, and the only Robert Half International Inc. branch and practice groups obligated to provide services to City under this Agreement are the finance & accounting practice group of the branch office located in Monterey, California. It is understood that City has full responsibility for: (i) providing safe working conditions as required by law, including compliance with all public health and occupational safety regulations and guidelines applicable to City's business, and (ii) ensuring that safety plans exist for, and safety related training is provided to, Assigned Individuals working on City's premises.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF PACIFIC GROVE

By: _____
Department Director

Date: Sep 18, 2023

ROBERT HALF INTERNATIONAL INC.[EOE]

ireneo mendoza
By: ireneo mendoza (Sep 18, 2023 14:28 PDT)
Vendor

Date: Sep 18, 2023

By: _____
City Manager or Mayor

Date: Sep 18, 2023

aCray
By: Audrey Cray (Sep 18, 2023 14:30 PDT)
City Administrative Services Department

Date: Sep 18, 2023

Approved As To Form:

Brian Pierik
Brian Pierik (Sep 18, 2023 17:22 PDT)
City Attorney

Date Sep 18, 2023

Attachments:

Exhibit A	Scope of Services
Exhibit B.1 & B.2	Sr Accounting Asst/Accounting Assistant/Office Asst Job Description

Exhibit C	Insurance Requirements
Exhibit D	Payment Schedule

Exhibit A

Scope of Work/Services

Robert Half International, Inc. ("VENDOR") will provide support temporary staffing services to City of Pacific Grove ("City").

In order to initiate Services, City will provide VENDOR with notice (e.g., via telephone, e-mail, facsimile, or mail) describing the position to be filled in reasonable detail, such as the job description attached hereto as Exhibit B. VENDOR will promptly reply to such request and indicate whether VENDOR will or will not provide the requested Services. VENDOR will work with City to identify a VENDOR employee suitable for the position. If RH elects to provide the requested Services and City agrees to the VENDOR employee to be assigned to the City, RH will send City a writing that states the Assigned Individual's name, role, start date, bill rate, and overtime rate.

If City requires VENDOR to perform background checks or other placement screenings of Assigned Individuals, City agrees to notify VENDOR prior to the start of services under this Agreement. VENDOR will conduct such checks or screenings only if they are described in a signed, written amendment to this Agreement. If City requests a copy of the results of any checks conducted on VENDOR's Assigned Individuals, City agrees to keep such results strictly confidential and to use such results in accordance with applicable laws and solely for employment purposes.

Hourly rates for all assignments will be agreed on a case-by-case basis. Assigned Individual will present a time sheet or an electronic time record to City for verification and approval at the end of each week. VENDOR will bill City weekly for the total hours worked; VENDOR's invoices are due within 30 days of receipt, including applicable sales and service taxes all of which are payable by City. If applicable, overtime will be billed at 1.50 times the normal billing rate. Federal law defines overtime as hours in excess of 40 hours per week, state laws vary. If state law requires double time pay, the double time hours will be billed at 2.00 times the normal billing rate. VENDOR may charge City a fee for the provision of equipment or technology, if City requests that Assigned Individual use equipment or technology provided by VENDOR. VENDOR may also increase VENDOR's rates to reflect increases in VENDOR's cost of doing business, including costs associated with higher wages for workers and/or related taxes, benefits or other costs. VENDOR will provide written or verbal notice of technology charges and/or increases in rates. Any increase in rates will be prospective, starting as of the effective date VENDOR specifies.

VENDOR guarantees City's satisfaction with VENDOR's Assigned Individual's services by extending to City an eight (8) hour guarantee period. If, for any reason, City is dissatisfied with the Assigned Individual assigned to City, VENDOR will not charge for the first eight (8) hours worked, provided VENDOR is allowed to replace the Assigned Individual. Unless City contacts VENDOR before the end of the guarantee period, City agrees that VENDOR's Assigned Individual is satisfactory for purposes of this guarantee.

In the event City wishes to convert any of VENDOR's Assigned Individuals, City agrees to pay a conversion fee in accordance with this Section. The conversion fee will equal a percentage of the Assigned Individual's aggregate annual compensation, including bonuses, based on the number of hours billed and paid. City agrees to pay a conversion fee if VENDOR's Assigned Individual is hired by an affiliate or other related business entity as a result of City's subsequent referral of the

Assigned Individual or one of City's customers as a result of Assigned Individual providing services to that customer. The conversion fee is payable if City hires the Assigned Individual, regardless of the job classification, on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within twelve months after the last day of the assignment. The same calculation will be used if City converts VENDOR's Assigned Individual on a part-time basis using the full-time equivalent salary; however, the conversion fee will not be less than $1,000.

Hours Billed and Paid	Conversion Fee
0 hours to 200 hours	20%
201 hours to 500 hours	16%
501 ours to 680 hours	12%
681 hours to 720 hours	6%
721 hours or more	3%

City shall supervise Assigned Individuals providing services to City. City shall not permit or require Assigned Individuals (i) to perform services outside of the scope of Assigned Individual's assignment; (ii) to sign contracts or statements (including SEC documents); (iii) to make any management decisions; (iv) to make any final decisions regarding system design, software development or the acquisition of hardware or software; (v) to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables; (vi) to use computers, or other electronic devices, software or network equipment owned or licensed by Assigned Individual; (vii) to operate machinery (other than office machines) or automotive equipment. City may request that VENDOR permit its Assigned Individuals to provide services to City remotely (i.e., from a location other than City's offices) using City's or VENDOR's laptop and/or other computer or telecommunications equipment (the "Equipment"). City acknowledges and agrees that VENDOR shall have no control over, and City shall be solely responsible for, (i) the logical and physical performance, reliability and security of the Equipment or related devices, network accessibility and availability, software, services, tools and e-mail accounts (collectively, "Computer Systems") used by the Assigned Individual, and (ii) the security, integrity, and backing up of the data and other information stored therein or transmitted thereby. Moreover, City must not permit Assigned Individual to save or store any of City's files or other data on the Computer Systems provided by VENDOR (including, but not limited to, any virtual desktop infrastructure solution). City agrees that VENDOR shall not be liable for any loss, damage, expense, harm, business interruption or inconvenience resulting from the use of such Computer Systems. Since VENDOR is not a professional accounting firm, City agrees that City will not permit or require Assigned Individual (a) to render an opinion on behalf of VENDOR or on City's behalf regarding financial statements; (b) to sign the name of VENDOR on any document; or (c) to sign their own names on financial statements or tax returns.

Exhibit B.1

Senior Accounting Assistant/Accounting Assistant Job Description

Summary

Under basic supervision, performs a variety of routine to complex technical and administrative accounting support duties; reviews accounting records and transactions, processes transactions, reconciles discrepancies, balances financial records; and assists with payroll and financial reports.The distinguishing factors between the Accounting Assistant and the Senior Accounting Assistant include that the Senior Accounting Assistant will have four years, rather than two years of related experience; and have experience in either payroll and benefit processing; workers compensation claim procedures, and/or general ledger reconciliations.

Essential Functions

ACCOUNTING ASSISTANT

Under basic supervision, performs a variety of routine to complex technical and administrative accounting support duties; reviews accounting records and transactions, processes transactions, reconciles discrepancies, balances financial records; and assists with payroll and financial reports.

As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs a variety of moderately difficult accounting support functions, including processing transactions, preparation and reconciliation of accounting records and reports, and the review and correction of transactions in compliance with City policies and quality standards; duties may vary according to job assignment.
- Creates invoices, process accounts receivable; maintains records, and prepares related reports.
- Processes accounts payable documents, verifies invoices and supporting documents for completeness, accuracy, and availability of budget funds; researches expenditure transactions, prepares expenditure reports; and provides advice to departments as needed.
- Prepares purchase orders; maintains vendor and purchase order files; compiles data and prepares related reports.
- Assists with the preparation of City payrolls; including entering personnel, benefit, deduction, or technical information in the payroll system, reviewing or verifying accuracy of timecards, providing processing support, and reconciling minor accounts or transactions.
- Assists City staff to resolve a variety of technical issues.
- Posts accounting transactions to computer ledgers; reviews source documents for compliance to rules and regulations; reviews and validates proper handling of accounting transactions within designated limits.

- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files, sorts, and distributes related paperwork and documents.
- Processes applications and issues licenses and permits; reviews applications for accuracy.
- Maintains accounting and bookkeeping records and filing systems; enters data into computer systems; processes transactions, and updates accounts.
- Assists with year-end close process and preparation of related schedules
- May assist with compilation of the annual budget document
- Reports discrepancies and variances to supervisor.
- Provides customer service, responds to requests for information, and resolves customer service issues in a courteous and respectful manner; answers questions and provides basic information within scope of authority; updates, retrieves, and releases information according to procedures.
- Cross trains in other clerical and technical accounting duties.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

SENIOR ACCOUNTING ASSISTANT

Under basic supervision, uses knowledge of Finance Department policies and procedures to perform a variety of experienced technical accounts payable and receivable duties; reviews accounting information, processes transactions, reconciles discrepancies, processes and reports payroll, and assists with financial reports.

As defined under the Americans with Disabilities Act, essential functions, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs a wide variety of experienced accounts payable and receivable functions, including the preparation and reconciliation of accounting and payroll records and reports, and the review and correction of transactions; performs duties within scope of authority and training, and in compliance with City policies and quality standards; duties may vary according to job assignment.
- Using knowledge of Finance Department policies and procedures, processes payroll, accounts payable and receivable and technical accounting documents, reviews and balances accounts, and prepares summary reports.
- Prepares payroll checks and balances accounts for review, approval, and submittal to the Administrative Services Manager; updates and maintains payroll and benefits records as needed and according to MOU's and Personnel Action Form changes; reviews and verifies accuracy of timecards, deductions, and technical information; prepares technical reports for government agencies.
- Processes payroll, benefits, and technical transactions, in compliance with all applicable federal, state and local rules, regulations, and procedures; enters accounting

and payroll data into computer systems, and maintains databases; enters data, processes transactions, validates data, and compiles documentation.

- Processes payments received by all City departments through the cash register and reconciles cash with daily reports.
- Review and maintain files for city issued permits and licenses; prepares invoices for renewals and nonpayment; prepares financial reports related to permit and license revenue as needed; prepares warrant requests for review, approval and submittal to the Administrative Services Manager.
- Assists City staff to resolve technical issues; updates, reviews, and researches employee records.
- Posts accounting transactions to computer ledgers; reviews source documents for compliance to rules and regulations; reviews and validates proper handling of accounting transactions within designated limits.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files, sorts, and distributes related paperwork and documents.
- Reports discrepancies and variances to supervisor.
- Provides customer service, responds to requests for information, and resolves customer service issues in a courteous and respectful manner; answers questions and provides basic information within scope of authority; updates, retrieves, and releases information according to procedures.
- Assists with training of clerical and technical accounting duties.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

Exhibit B.2

Office Assistant Job Description

Summary

Under basic supervision, performs clerical, technical, and office support duties; coordinates and oversees special program and project activities; collects fees, updates records and computer database; provides information and assistance to citizens.

Essential Functions

As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs clerical, technical, and administrative duties, including special projects, coordinating special program activities, collecting fees, data entry, record keeping, records research, and preparing and processing documents; performs duties in accordance with City policy and procedures, and within scope of authority; duties may vary according to job assignment and work skills.
- Uses knowledge of City policies and procedures to assist work group with special projects, special events, administrative support, technical assignments, and office support functions.
- Uses training and experience in area of assignment to review and process case files, applications, special government forms, and technical documents,
- Provides information, instructions, and assistance to the public and others having business with the City; assists citizens with requests, applications, government forms, and other documents; answers questions and resolves issues within scope of authority and training.
- Collects statistical data and compiles data for reports; receives and sends information to and from other agencies; maintains records and files.
- Researches and updates files; locates information for clients, staff, and others as authorized.
- Prepares correspondence; compiles and distributes information packets, and other communications.
- Receives and tracks payments for City services.
- Responds to and resolves within scope of authority citizen service issues in a courteous and respectful manner; resolves computer record errors and citizen requests within scope of authority.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

Exhibit C

Insurance Specifications

General liability insurance. VENDOR shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. VENDOR shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the VENDOR arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Umbrella or excess liability insurance. [Optional depending on limits required] VENDOR shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Workers' compensation insurance. VENDOR shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000).

VENDOR shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees and volunteers.

Other provisions or requirements

Proof of insurance. VENDOR shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this contract.

Duration of coverage. VENDOR shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by VENDOR, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by VENDOR shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII- (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, employees and volunteers or shall specifically allow VENDOR or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. VENDOR hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). VENDOR acknowledges and agrees that any actual or alleged failure on the part of the City to inform VENDOR of non-compliance with any requirement imposes no additional obligations on the AGENCY nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the VENDOR maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the

higher limits maintained by the VENDOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. VENDOR agrees to provide City at least sixty (60) day written notice prior to any cancellation or material alteration of the required insurance and immediately notify City if any required insurance is cancelled or materially altered.

Additional insured status. General liability policies shall provide or be endorsed to provide that City and its officers, employees, and agents shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that VENDOR's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. VENDOR agrees to ensure that its sub-consultants, sub-contractors, and any other party involved with the project who is brought onto or involved in the project by VENDOR, provide the same minimum insurance coverage and endorsements required of VENDOR. VENDOR agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. VENDOR agrees that upon request, all AGREEMENTS with consultants, subcontractors, and others engaged in the project will be submitted to City for review.

Agency's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the

VENDOR ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the VENDOR, the City and VENDOR may renegotiate VENDOR's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by City.

Timely notice of claims. VENDOR shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from VENDOR's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. VENDOR shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Work.

Exhibit D

Payment Schedule

City agrees to pay to Vendor up to $54.00 per every hour worked from October 7, 2022 to December 31, 2022; and up to $54.81 per every hour worked from January 1, 2023 through contract end date, for temporary staffing services, not to exceed forty hours worked in defined workweek.

AMENDMENT #_2_
AGREEMENT FOR VENDOR SERVICES WITH Robert Half International, Inc

WHEREAS, the City of Pacific Grove ("City") and Robert Half International, Inc ("Contractor") entered into a Vendor Services Agreement ("Agreement") dated July 1, 2023; and

WHEREAS, the City and Contractor desire to amend certain terms of the Agreement; NOW, THEREFORE, the parties agree as follows:

A. The Agreement is amended as follows:

5. PAYMENT

a. For Services rendered pursuant to this AGREEMENT, VENDOR shall be paid in accordance with the Payment Schedule attached hereto as Exhibit D, provided, however, that in no event will the total amount of money paid the VENDOR, for the Services initially contemplated by this AGREEMENT, exceed the sum of $106,000, unless otherwise first approved in writing by the City.

6. All other terms of the Agreement remain the same.

Dated: _____ _____
Vendor

Dated: _____ _____
Department Director Name/Title

Dated: _____ _____
Administrative Services Department

Dated: _____ _____
City Manager or Mayor

Dated: _____ _____
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: City Manager Robert Perrault, City Attorney Brian Pierik, and Mayor Bill Peake

MEETING DATE: January 17, 2024

SUBJECT: Boards, Committees and Commissions Handbook Revision

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

RECOMMENDATION

1. Direct the City Attorney to prepare a resolution adopting revised Boards, Committees and Commissions Handbook 1/17/24.
2. Direct the City Manager and City Attorney to provide committee training.
3. Alternative, discuss and take other action related to this item.

DISCUSSION

The purpose of the Boards, Committees and Commissions Handbook (Handbook) is to describe protocols for efficient and effective conduct of committees. Most committee protocols described in the Handbook mirror those used by City Council. Understanding and implementation of these protocols should help committees function well with council and staff thus fostering good city government.

The current Handbook was approved by Council on March 6, 2019 and included in Council Policy 000-5 Section 4. Board, Commission, and Committee Procedures. Council approved a revised Handbook October 21, 2020.

Proposed Handbook amendments in Attachment 1 are shown by deletion of all text shown in red strikeout text (strikeout text) and the addition of all text shown in red underscored text (underscored text). The Handbook without this markup is provided in Attachment 2.

Amendments include:

- Updated list of committees and committee member qualifications
- Clarification of officer elections and roles
- Agenda and minutes format
- Updated courtesy and decorum, discipline
- Citations for sexual harassment and ethics training and teleconference attendance

To promote compliance with Handbook policy training is recommended for all committee members irrespective of their length of service.

Current and past committee members have generously given their time and talents to the benefit of the community. Their contributions are gratefully acknowledged.

OPTIONS

N/A

FINANCIAL IMPACT:

There is no fiscal impact.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

BCC Handbook Revision 1/17/24 with markup

BCC Handbook Revision 1/17/24 without markup

BOARDS, COMMITTEES AND COMMISSIONS HANDBOOK

CITY OF PACIFIC GROVE

JANUARY 17, 2024

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1. Introduction

The City of Pacific Grove's (City) boards, committees and commissions (Committees) serve vital roles in support of a well-functioning city government alongside City Council, Management and Staff. The better committees function, the better city government can serve the needs of its residents and businesses. It is towards this end that this handbook was prepared.

The scope of Committee responsibilities, procedures, and applicable laws is wide. It would be impractical to include all relevant material in one document. Therefore, this document is intended to provide: (1) a brief overview of key subject areas and (2) reference more in-depth materials on specific subjects.

2. Committees

Committees formed through the City's Charter are:

- Planning Commission
- Library Board
- Museum Board
- Recreation Board

These are referred to as Charter Committees. A vote of the people is required to change the City Charter.

Committees established by the Pacific Grove Municipal Code (PGMC) are:

- Architectural Review Board
- Beautification and Natural Resources Commission
- Economic Development Commission
- Historic Resources Committee
- Task Force on Diversity, Equity, and Inclusion
- Traffic Safety Commission

A City Council ordinance is required to change the PGMC.

Many other City Committees, and Improvement Districts, exist but are not listed above. While basic Committee responsibilities and regulations apply, their nature differs in one or more significant ways. To simplify the handbook, rules and processes specific to those Committees are not set forth, including:

- Ad hoc, standing, City Council and City Manager subcommittees. An example is the Site Review Committee. See the PGMC and City Council Policy 000-5 governing such Committees.

- The Administrative Enforcement Hearing Officer Panel established by PGMC § 3.30. Its procedures are further described in PGMC § 1.19, Municipal Code and Ordinance Enforcement.

- The Downtown Pacific Grove Business Improvement District (BID) Advisory Board established by City Council Resolution 07-042, September 19, 2007 (See link to this resolution on the BID webpage). Rules governing this advisory board can also be found in PGMC § 6.50.

- The Pacific Grove Hospitality Improvement District (HID) Advisory Board established by City Council Resolution 07-044, November 7, 2007 (See link to this resolution on the HID webpage). The HID is described in PGMC § 6.54. Additional HID documentation can be obtained on the City's website. (See City Council resolutions 18-015 and 18-047.).

3. Committee Membership

Committee Member Selection Process

Committee members are appointed by the Mayor in January of each year, subject to confirmation by City Council at a public meeting (Charter Article 26; Policy 000-5). Vacancies created mid-term are filled in the same manner.

Committee Member Qualifications

Residency requirements for appointed committee members are described in Charter Article 26 and Council Policy 000-5. However, residency exceptions are made for the Architectural Review Board, Economic Development Commission, and Task Force on Diversity, Equity, and Inclusion.

Members shall not hold any paid office or employment in the City government or be a member of any other Charter Committee (Charter Article 26).

Additional member qualifications are set forth in the PGMC, including:

- Architectural Review Board - PGMC § 23.70
- Beautification and Natural Resources Commission - PGMC § 3.24
- Economic Development Commission - PGMC § 3.40
- Historic Resources Committee - PGMC § 23.76
- Traffic Safety Commission - PGMC § 16.08
- Task Force on Diversity, Equity, and Inclusion - PGMC § 3.46

How to Apply

Application forms for Committee appointments are available from the City Clerk and can be obtained from the City website. Applicants contact information is not made public, but all other information including qualifications is disclosable.

Upon Joining the Committee

New Committee members, before assuming their responsibilities, must take an oath of office as described in the California State Constitution Article XX, Sec. 3. (See also Govt. Code § 1360; Charter Article 18). Oaths are typically administered by the City Clerk but also may be administered by the Mayor and City Manager.

Select Committee members, designated in the City's Conflict of Interest Code, are required to submit a Statement of Economic Interests (FPPC Form 700) to the City Clerk within 30 days after assuming office, annually and upon leaving office. (See PGMC § 2.40)

New Committee members must participate in Government Code § 53235 (AB 1234) ethics training, within 12 months of appointment and every two years thereafter. New members must complete sexual harassment prevention training (AB 1825) within six months of appointment, and every two years thereafter. This training is available from many sources, and compliance sessions are also provided by the City Attorney.

Terms of Office

Committee terms begin February 1st except when filling a seat vacated mid-term. Terms end January 31 of the designated year.

Charter Committee appointments are four-year terms unless earlier removal is warranted or there is a mid-term vacancy. A limit of three consecutive full terms shall apply (Charter Article 26). Member terms are staggered if practical (PGMC § 3.02.050).

For all other Committees, terms are limited to two years, with staggered terms if practical. Committee members may not be reappointed to a new term if reappointment would result in continuous service for more than eight consecutive years (Council Policy 000-5).

Removal from Office

Further, all Committee members serve at the pleasure of the Council. The Council, by an affirmative vote of four of its members, may remove any Committee member at any time during the member's term of office (Charter Article 26). Possible reasons for removal include but are not limited to: excessive absences, verbally or physically abusive behavior, violations of ethics, violations of Council policies, conflicts of interest, among other causes.

Leaving Office

Committee members may resign at any time. Sixty (60) days' notice is suggested to enable a replacement to be identified and appointed without causing a gap in Committee membership. Each Committee member must file an FPPC Form 700 Leaving Office Statement within 30 days of leaving office.

4. Role of Committees

All Committees have an advisory role to City Council. This advisory role is constrained to the Committee's area of responsibility, as set forth in the PGMC.

A few Committees have areas in which they hold delegated decision-making responsibility by the Municipal Code or by Council. Thus, the Planning Commission grants use permits and variances; similarly, a member of the Administrative Hearing Panel hears appeals of certain code enforcement actions.

The primary function of City Committees, however, is to advise the City Council. Both informal and formal means of communication may be used to fulfill this advisory role. Committee recommendations related to City actions may be presented at City Council meetings as individual agenda items (Council Policies 000-5 & 000-6) or action minutes. Recommendations to City Council should always be formal, i.e. by a motion and vote. While recommendations may not always be acted upon, Committees have the duty to advise on policies or issues as the law directs.

Committee responsibilities are more specifically set forth in the Charter and the PGMC:

- Planning Commission - Charter Article 26.a. & PGMC § 23.70.080
- Library Board - Charter Article 26.b. & City Council minute action August 17, 2011 (See link to minute action on Library Board webpage)
- Museum Board - Charter Article 26.c., PGMC § 3.44, Resolutions 10-071 and 11-072
- Recreation Board - Charter Article 26.d.
- Architectural Review Board - PGMC § 23.70.060
- Beautification and Natural Resources Commission - PGMC § 3.24
- Economic Development Commission - PGMC § 3.40
- Historic Resources Committee - PGMC § 23.70.070
- Task Force on Diversity, Equity, and Inclusion – PGMC § 3.46
- Traffic Safety Commission – PGMC § 16.08.040
- Administrative Hearing Panel – PGMC § 3.30

Most Committees function in policy mode, which is a quasi-legislative responsibility. This includes, for example, recommending changes to the PGMC if within the Committee's jurisdiction.

Committees may also function in a hearing mode, from time to time, which is a quasi-judicial responsibility. This includes granting permits and hearing appeals, pursuant to the PGMC. The latter responsibility requires decisions supported by evidence presented at the hearing, which has been entered into the formal record. Those Committees are:

- Planning Commission
- Architectural Review Board
- Historical Resources Committee
- Beautification and Natural Resources Commission
- Traffic Safety Commission
- Administrative Hearing Panel

Committees may also perform additional duties as assigned by Council. Most Committees are distinct and without significant overlap. However, responsibilities of some Committees intersect. In such cases, it benefits the Committees to understand the Charter and philosophy of the others to best serve the public on issues of mutual concern.

Council policies that also apply to committees are:

- Policy 000-5 Committee Classification; Board, Commission, and Committee Appointments and Procedures
- Policy 000-9 Council Guidelines
- Policy 000-17 Order of Agenda for Council Meetings
- Policy 000-25 Code of Conduct

5. Individual Roles

Members

The primary role of all Committee members is to attend meetings and be prepared to discuss and vote on agenda items. If unable to attend a committee meeting, a member should notify the Committee Chair as soon as practical.

Officer Elections

At the beginning of the first meeting following February 1 (or at any time the Chairperson is vacant) the Chairperson must be elected by the committee., Charter committees must elect a Chairperson, or Chair, to serve a one-year term (PGMC § 3.02.050). This is also the practice of other Committees.

At this first meeting following February 1 any committee member may call the meeting to order and ask for nominations for the office of Chair. Committee members may nominate themselves or any other member; no second is required. Once nominations are complete, a vote on the nominees in the order of nomination is taken.

Each voting member of the Committee shall have one vote. The nominee receiving votes from a majority of the members in attendance shall be declared the winner. If no member receives a majority, the process shall be repeated, except in the event of a tie between the top two vote-getters, in which case a run-off shall be held.

The member nominated as Chair assumes the office of Chair immediately.

Using the same procedure, the Chair conducts nominations and voting for a Vice Chair. If the Committee decides to appoint a Secretary, then the Chair shall conduct nominations and voting for a Secretary. The Museum Board must elect a secretary, however, other committees may choose not to do so.

Chairperson

The Chair has responsibility for:

- Presiding over meetings, i.e. meeting protocol and recognizing when others may speak
- Setting the agenda
- Calling special meetings (if staff resources are available)
- Alerting council and staff liaisons of absences
- Signing Committee documents

Appearing before City Council on behalf of the Committee
The Chair may only speak on behalf of the committee on a topic that was previously heard by the committee where an action was taken by a vote.

Vice-Chair

The Vice-Chair assumes the Chair's duties in their absence. The Vice-Chair shall succeed the Chair if the Chair vacates office before the term is completed and shall serve the unexpired term. A new Vice-Chair shall be elected at the next regular meeting or as soon thereafter as practical.

Secretary

If the Secretary is appointed by the Committee, the Secretary is responsible for meeting minutes to be included in the agenda packet at the next meeting.

Staff liaison assumes responsibility for minutes if the Secretary is unable to do so, or if no Secretary is appointed.

Action minutes, which do not include commentary, are recommended.

Subcommittees

Subcommittees may be appointed by Committee vote to accomplish a specific goal within a given timeframe. Subcommittee membership must be less than the quorum of the Committee. When appropriate, staff and public may assist subcommittees but are not members of subcommittees.

Staff Liaisons

Staff is assigned to Committees by the Department Head or City Manager to facilitate the Committee in accomplishing its objectives. Such support does not always translate into attendance at the meetings; written reports or interaction with the Chair prior to the meeting may suffice.

Staff is responsible for agenda packet preparation and meeting noticing, i.e. posting agendas. Staff may assist the Chair with meeting protocol as needed. If requested by the Chair, staff may prepare committee minutes.

Staff is responsible for posting meeting videos and maintaining the Committee's webpage and ensuring it is up to date.

Staff is responsible for providing access to the Council Chambers and the capability to conduct meetings with online (remote) public participation, i.e. hybrid meetings.

Staff may inform the Committee of relevant City activities, identify issues within the Committee's purview, provide advice and assist in communications with the Department Head, City Manager, or City Council.

Staff may consult with city management regarding work suggested by the committee. Committees do not have authority to provide staff work direction.

City Attorney

The City Attorney's office is available to provide legal counsel to Committees when present at Committee meetings or by email to Brian Pierik at bpierik@bwslaw.com .

Council Liaisons

A Council liaison to a Committee is appointed by the Mayor subject to confirmation by City Council.

The Council liaison may facilitate the Committee in accomplishing it's objectives through the following:

- provide announcements of City actions and activities
- answer questions
- assist the Chair with process and city regulations.
- assist Chair to communicate committee actions and recommendations to City Council.
- Provide Chair with counsel as needed.

The Council liaison must not:

- participate in Committee discussions
- influence Committee decisions
- except in unusual circumstances interrupt the meeting

Note that Council liaisons, as Council Members, may later be required to review and act on Committee decisions or recommendations.

6. Committee Meetings

Meeting Types

All Committee meetings are governed by the Ralph M. Brown Act (Brown Act), California Government Code §54950 *et seq.*

Regular Meetings
Regular meetings shall be held at a regular date, time and place, which may be specified in the PGMC. Regular meetings may be rescheduled with posting of a cancellation notice and notification of a Special Meeting.

Meetings may be cancelled by either the Chair or Staff liaison. Reason(s) for cancellation shall be promptly sent to Council liaison, Mayor and City Manager.

Lack of a quorum at a meeting (majority of appointed members) requires meeting cancellation.

Special Meetings
Special meetings are those meetings held outside the regular meeting date and time. Special meetings may be held at any time upon the call of the Chair, a majority of Committee members, or City Council, followed by noticing as required by law. Special meetings may be called to meet deadlines, conduct study sessions or workshops, or when quorum was not met for a regular meeting.

Serial Meetings – Prohibited
Serial meetings occur when Committee members meet or discuss matters sequentially in pairs or small groups. The combined effect of sequential, or serial, meetings may inappropriately be a meeting of a quorum of Committee members. For example, if a member of a 7-member Committee speaks to more than two other members, it may constitute a serial meeting. Inadvertent use of email, careless use of the "reply all" function, indiscriminate forwarding of messages, forwarding messages without deleting early text histories, continuing discussion from a prior meeting via email are all poor practices that can result in serial meetings. In addition, engaging in a discussion of City business on social media can lead to a serial meeting. Serial meetings are a violation of the Brown Act. Further, Committee members are subject to FPPC investigation in the event complaints are filed.

One-On-One Meetings; Ex Parte Communications
Committee members may meet with constituents individually, in small groups or other informal settings. When the Committee acts on an issue in a quasi-judicial capacity, the member shall report on any such ex parte communications at the beginning of deliberations related to the subject of the decision. Information learned in these separate meetings must be divulged into the hearing record or must be excluded from the basis for considering any quasi-judicial decision. See PGMC § 2.04.090.

Noticing and Venue

Noticing
All Committee meetings shall comply with the Brown Act; Committees shall also follow noticing protocol set for City Council in PGMC §§2.04 and Policy 000-9.

Agenda packets for regular and special meetings shall be provided:

- at the Library;
- the outdoor display cabinet at City Hall on Laurel Avenue (agenda only);
- on the City's website

In addition, if the meeting is held somewhere other than at City Hall, the agenda shall be posted at that facility, in a location accessible by the public.

The agenda packet shall be posted a minimum of 72 hours prior to regularly scheduled meetings. Special meeting agendas shall be posted a minimum of 24 hours prior to the meeting. Meeting cancellations or meeting continuances shall be posted. Agenda materials shall be available to the public in attendance at meetings.

Venue

Committees meet in Council Chambers. This meeting venue is open to the public and meets Americans with Disabilities Act standards.

Attendance

Members of a Committee shall attend in person unless arrangements are made in advance for attendance by teleconference. The rules for meeting attendance by teleconference are set forth in Appendix A and Government Code Section 54953 which is in effect until January 1, 2026 at which time the Committees will be notified of any changes in procedures for attendance by teleconference.

Note: If a Committee member wishes to attend a meeting by teleconference, then the member should promptly contact the City Clerk who will coordinate with the City Attorney to determine if teleconference attendance is permissible and, if so, the procedure to arrange for teleconference attendance.

Quorum

There is no meeting of the Committee unless a quorum of the Committee is present. If less than a quorum attends, any discussion by that group is characterized as "A Committee of the Whole", but no record is made of this occurrence, and no decisions can be made.

A quorum consists of a majority of the Committee's members. For example, on a 6 or 7-member Committee, the quorum is 4. A vacancy reduces the number of voting member positions (See PGMC §§ 3.02.070, 3.04.080). For example, if a 7-member Committee has 2 vacancies, it has 5 voting member positions, and the quorum is 3.

Agenda

Committee meeting agenda format is the same as for Council agendas. Agenda report examples may be found in City Council Meeting agenda packets. Minutes should use the same format as the meeting agenda.

Establishing the agenda is the Chair's responsibility with input from staff and other Committee members. When an agenda issue arises the Council liaison, Staff liaison, and Chair should meet to resolve it.

A Committee member may request an item be placed on a future Committee agenda and that request must be made only at a Committee meeting and agreed upon by at least two other Committee members at that Committee meeting. The discussion at the Committee meeting will be limited to whether the item should be added to a future Committee agenda and may not include a discussion of the merits of the proposed agenda item. If the item is added to a future Committee agenda, then the Committee member who requested the item shall prepare the Agenda Report with the assistance of the City Manager. The City Council may add items to a future Committee meeting agenda for consideration. The recommended order of agenda is set forth in Council Policy 000-17 Order of Agenda for Council Meetings, making exceptions where appropriate for Committees.

The agenda must include information adequate to advise the public of the business to be considered. Agenda reports should include:

1. Subject;
2. Author;
3. CEQA analysis;
4. Recommended action;
5. Written discussion of the topic including background information, justification of the recommended action and financial impact.

Although the Brown Act permits agendas without a written discussion, i.e. stating 'oral report', this is a poor practice and is discouraged.

Unspecified topics such as "miscellaneous" or "new business" are not permissible. New topics raised during public comment, or by any Committee member announcement shall not be discussed at that meeting but may be placed on a future agenda.

Parliamentary Rules

Committees shall be guided by Robert's Rules of Order.

- *Getting the floor.* Every member desiring to speak shall address the Chair and, only upon recognition by the Chair, confine contributions to the matter at hand, avoiding all indecorous language and personal attacks.

In general, a member may not interrupt the speaker except for the following reasons:

- *Privilege.* The proper interruption would be: "Point of privilege." The Chair would then ask the interrupter to, "State your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort or amplification of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

- *Order.* The proper interruption would be: "Point of order." Again, the Chair would ask the interrupter to, "State your point." Appropriate points of order relate to anything that would not

be considered appropriate conduct of the meeting; for example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

- *Appeal.* If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the Chair, "I appeal the ruling of the Chair." If the motion is seconded and, after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

- *Withdraw a motion.* During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn; and any other member may make the motion, once recognized.

Rules of Testimony

No person or member shall address the Committee without permission of the Chair. (See Council Policy 000-9.) All comments shall be addressed to the Committee as a whole and shall not be addressed to individual members of the Committee, members of the public or staff.

It is helpful (though not required) for speakers to state their name in order that the secretary may identify them in the minutes of the meeting. If numerous members of the public wish to speak, and it is known that all represent the same opinion, a spokesperson may be allowed to speak for the entire group by the Chair who could provide the spokesperson ten minutes. The Chair may limit public speakers to three minutes or less depending on the number of speakers and length of agenda.

Consideration and Action on an Agenda Item

The agenda constitutes the road map for the meeting. Most agenda items can be handled with the following 4-step process.

1. Presenting Item
   a. Opening Item – The Chair should announce the agenda item number and subject. The Chair should then announce any special procedures to be followed (e.g., if the item is a quasi-public hearing). This is also when members would announce their conflict of interest, if any exists, recuse themselves, and leave the room.
   b. Hearing the Report – The Chair should invite the appropriate people, typically City staff, to report on the item. The Chair may provide an opportunity for committee members to ask any clarifying questions of the person providing the report. This is not preferred as questioning tends to segue into position statements before public input is taken, which is inconsistent with open meeting principles.

2. Asking for Public Input – The Chair opens the meeting to public input. The Chair may limit speakers time, as described above. A response to public comment, if appropriate, should not be provided until after public comments are finished.

3. Considering the Item—The Chair requests Committee deliberation. Member deliberation would include questions of the person(s) making the report or others with relevant knowledge,

alternatives to the recommendation, additional considerations not previously stated, additional relevant facts and opinions. Time committed to deliberation should be adequate to allow the sense of the Committee to emerge.

4. Deciding – The Committee decides by a motion and voting. (See Appendices B Motions and C Voting.) For all action items, the Chair should invite a motion from the members. No motion is made if the agenda item is "receive the report".

The Chair shall ask the staff liaison for a vote who then calls on each member and summarizes the result, e.g., the motion passes 4 – 2 – 1, with Committee members A and B dissenting, and C abstaining.

Once a vote is taken discussion of the item ends.

Meetings versus Hearings

A public meeting is generally defined as a meeting in which business is conducted by a public body. A public hearing is a special type of public meeting for the purpose of the governing body accepting public comment and testimony on local legislation or a quasi-judicial matter.

For public hearings, there are additional guidelines. (See Council Policy 000-9) After receiving the staff report, the Chair opens the public hearing and accepts testimony in the following order:

1. The applicant or proponent speaks.
2. Opponent speaks.
3. Rebuttal and surrebuttal may be allowed, at the sole discretion of the Committee.
4. Public comment is heard.

The Chair shall then close the public hearing.

The public comment portion of the public hearing may be reopened before voting on the item if a new issue is raised. It is not necessary to re-open a public hearing to ask questions of the project applicant. If the public hearing is reopened, all interested parties may be heard, but the Chair can limit the input to the new issues and can further limit the time per comment.

Courtesy and Decorum

Meetings should take place in an environment where members and the public can freely express their views, i.e. with politeness and respect. The Chair should encourage discussion that focuses on the item in question, not on personalities of members or the public or off topic. The Chair must protect the rights of public to speak at the appropriate time.

Pursuant to Government Code § 54954.3 I, the Chair shall not prohibit public criticism of the policies, procedures, programs, or services of the city, or of the acts or omissions of the committee.
A member's use of electronic communication devices during a meeting may lead to the public's perception that the member is not paying attention to or receiving private information. For these reasons a member's use of electronic communication devices (i.e., cell phones, tablets, laptop computers), other than for the purpose of (1) accessing agenda materials, (2) facilitating ADA access, (3) using teleconferencing software or (4) an emergency is prohibited.

Disruption of Meetings

1. Disruption by a Group of Persons

Pursuant to Government Code Section 54957.9, in the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chair may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this Section. After the meeting room has been cleared, the Chair may readmit an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

2. Disruption by an Individual Person

Pursuant to Government Code § 54957.95, the Chair may cause the removal of any individual for disrupting the meeting subject to the following rules:

1) Prior to removing an individual, the Chair shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal.

(2) The Chair may then cause the removal of the individual if they do not promptly cease their disruptive behavior.

(3) "Disrupting" means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following: (A) A failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to § 54954.3 or any other law. (B) Engaging in behavior that constitutes use of force or a true threat of force.

(4) "True threat of force" means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

(5) If there has been a use of force or a true threat of force, there is no obligation for the Chair to provide a warning to the individual before causing the individual to be removed from the meeting.

Public Records

Materials provided to Committee members at a public meeting must be made available for inspection and reproduction by the public. Exemptions from disclosure apply, but are narrowly applied (attorney/client, drafts, pending litigation, personnel files).

Communications by Committee members through social media posts, emails and text messages may be subject to the City's Retention Schedule and are disclosable under the Public Records Act (Council Policy 000-9).

Committee meetings shall be recorded. Current practice is video recordings. The recording and minutes are retained in accord with the City Records Retention Schedule, Council Policy 000-19 and are available online.

Committee minutes format is the same as for the agenda, i.e., consistent with Council minutes format.

Minutes may be limited to a report of actions taken at the meeting. For example, such "action minutes" typically include findings or a reference to the findings for quasi-judicial actions, and any appropriate attachments, and shall include a record of the vote for all actions. The draft minutes of all meetings shall be included in the next agenda packet for acceptance by the Committee. Authorized minutes are signed by the Chair and shall be filed with the City Clerk for inclusion in the packet of the next City Council meeting.

Adjournment

The Chair adjourns the meeting after all agenda items are completed. No vote is taken. In the event there is insufficient time to hear all items the Committee may adjourn its meeting to a certain hour on another day. A specific date, time and place shall be set by the Committee, as part of the motion to adjourn.

7. Actions taken by Committees

Committees may perform an action in different ways. Most commonly, formal action is taken by establishing a quorum, consideration of a motion and voting. Most actions require a vote by a majority of the appointed members unless a super-majority vote is required.

Informal actions

Informal actions (i.e. no vote required) generally take the form of the Chair giving direction after input from other Committee members. Informal actions would include suggesting to or requesting information from staff. Another example is suggesting that a Committee member report on a future agenda topic.

Formal actions

All formal actions must be listed in the agenda and require a motion and a vote in the affirmative.

- Formal actions include approving the agenda
- Recommendations and requests to City Manager
- Recommendations and requests to City Council
- Creation of a Subcommittee
- Continuing an agenda item to a future date
- Permit approval
- Appeals

Motions

Motions are the vehicles for decision making, i.e. taking formal actions. As indicated above, a motion should be introduced on a matter after general information is shared, options have been identified, and members share their opinions and seek to persuade. The Chair shall ensure that all motions are clearly stated and commonly understood before allowing further deliberations and voting.

See Appendix–B - Motions.

Voting - See Appendix C

Deciding to Move on

Items may be continued by Committee vote to a subsequent time for the following types of reasons:

- The Committee requires additional information during the meeting.
- New information or issues come to light during the meeting that need further study.
- Other reasons deemed appropriate and substantial by the Committee.

In addition, a Committee hearing (e.g., ARB, HRC, BNRC, TSC, and Planning Commission) may continue an item when:

- The applicant cannot appear at the meeting and has requested that the item be continued.

- The application is revised by the applicant during the meeting.
- The Committee requests that the application be revised.

When Action Is Necessary

In certain circumstances—a permit application, for example— the lack of any action is not acceptable (e.g., an application must ultimately be approved or denied) due to deadlines imposed by the Permit Streamlining Act, the Federal Communications Commission or other laws. There are three primary options here:

1. *Continuing the item*. This is often undertaken if one or more members of the body are absent or if new information can be developed. Continuance can also provide the applicant with time to consider options, develop a project more likely to receive approval, etc. Continuance ordinarily is undertaken with concurrence of the applicant, but concurrence is not required.

2. *Technically denying the application*. This option is based on the philosophy that, for a project that has been proposed, approval requires a majority of members to vote in favor. Anything less than the required majority is thus considered a denial. One option under "technical denial" is to allow any applicant or other party to appeal the matter (assuming an appeal would otherwise have been available) on the grounds that the matter was "deemed denied." This option avoids the need for the body to take further action (e.g., if the body is unable to achieve a majority vote to forward the matter to the next higher body)

3. *Denying the application without prejudice*. This option may, in some situations, require at least one member of the body to switch their vote, in order to vote to deny for procedural reasons only. Such reasons should be stated in the motion, so the record is clear. It allows the applicant to either: a) appeal to the next higher body; or b) resubmit the same project or a modified project reflecting Committee or City input, without paying fees, waiting a minimum number of months, etc. (such a delay could be for any number of possible reasons, including awaiting turnover on the Committee). This option is in addition to the provisions exclusively for the Planning Commission detailed in PGMC §§23.70.080

See Council Policy 000-9 Council Guidelines for details concerning the procedure for hearings.

Appeals and Call-Ups

The decisions of certain Committees may be appealed or called up as set forth in PGMC §§23.74 and Table 23.70.012-1. For example, decisions of the Site Plan Review Committee and the Architectural Review Board may be appealed to the Planning Commission. Decisions of the Architectural Review Board and the Planning Commission may be appealed to Council.

Similarly, the Council may call up for review any decision of the Planning Commission or any other review authority and make its own de novo decision on the action or matter. The Architectural Review Board and Planning Commission also have the authority to call up certain actions of review bodies over which they have appeal authority. Call-ups require a vote or three members of the body.

See Council Policy 000-9 Council Guidelines for details concerning the procedure for appeals.

8. Compliance with Federal, State and Municipal Laws

Committee members are representatives of the City and have a duty to represent the City to the best of their ability, and to take those actions that the member believes are for the benefit of the City as a whole.

Members are expected to comply with all applicable federal, state and municipal laws as applied to their Committee responsibilities.

Committee members have the following ethical duties.

- Duty of Loyalty:
  Committee members have an absolute obligation to put the public's interest before their own direct or indirect personal interests. Members breach this obligation when they benefit at the public expense. Prohibited benefits can be financial (such as participating in decisions that favorably impact a member's business, property, or investments), career-related (such as using public office and/or public resources to obtain future employment or political position), or personal such as benefits to family members or close associates. Conflict of interest requires recusal.
- Duty of Due Diligence
  The duty of care requires that the Committee member competently and faithfully execute the duties of the office. Examples of breach of this duty include failure to attend meetings, failure to investigate, failure to engage in the deliberative process, and failure to vote.

- Duty to Avoid Bias
  Committee members have a duty to represent all of their constituents fairly. This means that they must overcome any inherent bias that they possess.

Each member shall file on a timely basis all appropriate Fair Political Practices Commission (FPPC Form 700) reports which can be obtained online or through the City Clerk. The City's Conflict of Interest Code can be found at PGMC §2.40.

Each member shall complete required AB 1234 ethics training in a reasonable time upon appointment and repeat this training at least biannually. The City Clerk should be notified upon completion. See Appendix D – Training for more information.

Each member shall also complete sexual harassment prevention training in a reasonable time upon appointment. The state mandate for local agency official sexual harassment prevention training is commonly referred to as "AB 1661" training. A "local agency official" must receive at least two hours of sexual harassment prevention training within the first six months of taking office, and every two years thereafter, if the City provides any type of compensation, salary, or stipend to a local agency official of the City. (Cal.Gov.Code § 53237.1.) "Local agency official" means any member of a local agency (which includes a City) legislative body and any elected local agency official. (Cal.Gov.Code § 53237).

9. Reference Materials

Committees perform best when members are knowledgeable in their area of responsibility. Thus, members are encouraged to become familiar with pertinent materials, which may be found on the Committees' webpage and departmental webpages.

Examples below.

- Architectural Review Board – General Plan, PGMC Titles 12, 23, 24, Architectural Review Guidelines for Single-Family Residences
- Beautification and Natural Resources Commission – Urban Forestry Standards (2012), Landscape Guidelines and Plant Palette (2016), Urban Greening Plan (2016), City Council Policy 900-3 'Acceptance of Art Donations'
- Economic Development Commission - https://pickpg.org/
- Historic Resources Committee – General Plan, PGMC §23.70.070 and 23.76, City of Pacific Grove Historic Context Statement, The Secretary of the Interior's Standards for the Treatment of Historic Properties, Historic Resources Inventory. Library Board - City Council Policy 200-6 'Library Policies'
- Museum Board – Pacific Grove Museum of Natural History Operating and Lease Agreement, https://www.pointpinoslighthouse.org/
- Planning Commission – General Plan, PGMC, Local Coastal Plan, Housing Element
- Recreation Board – City Council Policy 900-1 'Special Events', City Council Policy 200-3 'Municipal Tennis Program', City Council Policy 100-8 'Municipal Softball Park Rules, Regulations & Improvements'

Appendix A – Teleconference Attendance

If and when a Committee member wishes to attend a meeting by teleconference, then the Committee member should contact, as soon as possible, the City Clerk, Staff Liaison or Council Liaison who can consult with City Attorney if necessary. The rules for teleconference attendance at a Committee meeting by a member of the Committee are set forth in Government Code Section 54953 which specifies three types of teleconference attendance.

1. Traditional Teleconference - Government Code Section 54953 (b)

Here are the rules which apply to traditional teleconferencing:

(1) All votes taken during a teleconferenced meeting shall be by rollcall.

(2) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(3) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(4) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to § 54954.3.

(5) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations.

(6) Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding,

(7) Each teleconference location shall be accessible to the public.

(8) During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction

2. Teleconference Attendance During a Proclaimed State of Emergency - Government Code Section 54953 (e)

See Government Code Section 54953 (e) which describes the rules that apply to teleconference during a proclaimed state of emergency. This is the type of teleconferencing that was utilized during the COVID proclaimed state of emergency.

Some of the key points to note for teleconference attendance at a meeting during a proclaimed state of emergency include:

(1) There must be a proclaimed state of emergency

(2) Notice must be given to the public how to offer public comment remotely in real time

(3) If a disruption of the call-in or internet connection, then no further action may be taken on items on the agenda

(4) If a timed public comment period, then public comment must remain open until the timed public comment period has elapsed.

(5) Every 45 days after teleconferencing for the first time, the legislative body must take a vote to allow for continued use of this teleconferencing method.

(6) The legislative body is not required to provide a physical location from which the public may attend or comment.

3. Teleconference Attendance Authorized by AB 2449 – Government Code Section 54953 (f)

Teleconferencing with Section 54953 (f) is permitted when there are "emergency circumstances" or "just cause" which are defined as follows:

(1) "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.

(2) "Just cause" means any of the following:

(A) A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. "Child," "parent," "grandparent," "grandchild," and "sibling" have the same meaning as those terms do in Section 12945.2.

(B) A contagious illness that prevents a member from attending in person.

(C) A need related to a physical or mental disability as defined in Sections 12926 and 12926.1 not otherwise accommodated by subdivision (g).

(D) Travel while on official business of the legislative body or another state or local agency.

Some of the key points for teleconference attendance based on AB 2449 include the following:

(1) At least a quorum of the members of the legislative body must participate in person from a singular physical location clearly identified on the agenda which location shall be open to the public

(2) The teleconference location where the member is present does not need to be available for attendance by the public.

(3) The legislative body must give notice of the means by which members of the public may access the meeting and offer public comment including comment remotely in real time.

(4) If a disruption of the call-in or internet connection, then no further action may be taken on items on the agenda

(5) "Just Cause": The member must notify the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting. The provisions of this clause shall not be used by any member of the legislative body for more than two meetings per calendar year.

(6) "Emergency Circumstances": The member must request the legislative body to allow them to participate in the meeting remotely due to emergency circumstances and the legislative body takes action to approve the request. The legislative body shall request a general description of the circumstances relating to their need to appear remotely at the given meeting. A general description of an item generally need not exceed 20 words and shall not require the member to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under existing law.

Note: The procedure for the legislative body to take action to approve (or deny) the request would be a motion at the beginning of the by a Committee member to approve (or deny) the request by the member to attend the meeting by teleconference, followed by a second and a vote by the Committee members. If the Motion is denied, the Committee member can still attend the meeting, but only as an observer and should not speak during the meeting.

(7) A member shall make a request to participate remotely at a meeting as soon as possible.

(8) The member shall make a separate request for each meeting in which they seek to participate remotely.

(9) The legislative body may take action on a request to participate remotely at the earliest opportunity. If the request does not allow sufficient time to place proposed action on such a request on the posted agenda for the meeting for which the request is made, the legislative body may take action at the beginning of the meeting in accordance with paragraph (4) of subdivision (b) of Section 54954.2.

(10) The member shall publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.

(11) There is a limitation on teleconferencing with AB 2449 in that such attendance may be no more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year, or more than two meetings if the legislative body regularly meets fewer than 10 times per calendar year.

Appendix B – Motions

The Chair usually initiates a motion by:

1. Inviting a member to make a motion: ‘‘A motion at this time would be in order;”
2. Suggesting a motion: ‘‘A motion would be in order that we approve and forward to the Council the annual report, as drafted;” or
3. Making the motion.

Once recognized, a member makes a motion by preceding the member’s desired approach with the words: “I move ...”. A typical motion might be: “I move that we accept the staff recommendation that...”

Often, a member will prefer a variant of the motion on the floor. They can ask the maker and seconder if they are willing to reword their motion. If they agree, the motion is so amended.

If one or both is not amenable to the suggested rewording, a member may propose an amendment or wait until after the vote on the original motion and propose a different motion. Up to three principle motions—the basic motion and two amendments— may be considered at one time – in reverse order:

1. **The basic motion.** The basic motion proposes a decision for consideration. A basic motion might be: “I move that we create a two-member Committee to study this matter in depth.”
2. **The motion to amend.** A motion to amend proposes to change the basic motion under discussion. A motion to amend might be: “I move that the Committee focus on just two primary options.”
3. **The motion to amend an amendment.** A motion to amend an amendment proposes a further change to the motions under discussion. A motion to amend the amendment might be: “I move that one of the options for the Committee to analyze be to prohibit murals on wood-sided buildings.”

No further motion to address the substance of the matter is in order. (Incidental or privileges motions, which deal with procedural issues, may still be raised.) Each motion is subject to deliberation.
A motion to amend or to amend an amendment is at times labeled a “substitute motion.” Whether considered as an amendment or a substitute, such motions are handled the same.

When Multiple Motions Are before the Committee
When two or three substantive motions are on the floor (with each having been seconded) at the same time, the *first* vote resolves the *last* motion made. If the amendments deal with alternative approaches to the same question, and a majority votes to approve the third motion, the remaining motions are then moot, and action on the agenda item would be complete. If the third motion *fails,* the Chair then proceeds to consider the second motion.

If an amendment deals with a different aspect of the same matter, then the motions would be considered in turn, in reverse order (second amendment, first amendment, and original motion).

In action minutes, only the final motion or action is recorded.

Limits to Deliberation
While the basic rule of motions is that they are subject to discussion and debate, some exceptions limit debate on a motion. Examples of motions that are *not* debatable include:

- **A motion to adjourn.** This motion, if passed by simple majority, requires the body to immediately adjourn to its next regularly scheduled meeting.
- **A motion to recess.** This motion, if passed by simple majority, requires the body to immediately take a recess for the time set by the Chair.
- **A motion to fix the time to adjourn.** This motion, if passed by simple majority, requires the body to adjourn the meeting at the specific time set in the motion.
- **A motion to table.** This motion, if passed by simple majority, places the matter on "hold" and ends discussion of the item. The motion may state a specific time when the item shall return on the agenda, but it need not.

When these, or other incidental or privileged motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion.

Most motions require a simple majority; but a few exceptions apply when the body limits a minority from acting on or discussing an item. These motions require a two thirds majority to pass:

- **End debate.** Members can end debate by "moving the previous question."
- **Motion to close nominations.** A motion to close nominations limits the right of a minority to nominate officers.
- **Motion to suspend rules.** This motion is debatable but requires a two-thirds vote to pass.

Division of a Motion
If a motion contains two or more divisible propositions, each of which is capable of standing as a complete proposition, the Chair may, and upon request of a member shall, divide the same. The Chair's determination shall be appealable by any member. For example, a motion to approve a project and waive applicant fees is divisible into two separate motions.

Withdrawal of a Motion
A motion may be withdrawn by the maker at any time prior to the vote, without the consent of the member seconding it. Any other member may choose to make the same motion.

Motion to Continue
The Committee may vote to continue items to a subsequent meeting for the following reasons:

- The Committee requires additional information during the meeting;
- New information or issues come to light during the meeting that need further study; or
- Other reasons the Committee deems "appropriate and substantial."

A motion to continue requires a majority vote for approval. This is also known as a motion to postpone and is amendable.

The Committee may continue a submitted application when:

- The applicant cannot appear at the meeting and has requested that the item be continued;
- The application is revised by the applicant during the meeting; or
- The Commission requests that the application be revised.

- Continuances ordinarily are undertaken with concurrence of the applicant, but concurrence is not required.

Motion to Reconsider

A motion to reconsider a vote is a motion limited in both the time it can be made and the person who can make it. A motion to reconsider an action taken by the Committee may be made on the same day as the meeting in which the motion to be reconsidered was decided, or the next business day if the session is more than one day. The motion must be made by a member who voted on the prevailing side but may be seconded by any member. For example, a person voting in the majority of a 4-3 vote for a motion to approve or deny an item (prevailing side) may make a motion to reconsider. If there is tie vote (3-3 and 1 absence), or if the motion fails (3 in favor, 2 against, 2 absent), then a motion to reconsider is not available as it only applies to actions taken by the Committee.

A motion to reconsider requires a second, is debatable, and is not amendable. If the motion to reconsider fails, it may not itself be reconsidered. Reconsideration may not be moved more than once on the same motion. If the motion to reconsider passes, the original matter is back before the Committee. The matter may be discussed, debated, and amended as if it were on the floor for the first time.

No member is prevented from making a motion to rescind such *action* at a subsequent meeting of the Committee, provided the agenda for that meeting includes the proposed action to rescind. Often such motions are used to make policy changes. The motion must be seconded, is debatable, and requires a majority vote.

Appendix C– Voting

Majority Voting Requirement
The Code requires the affirmative vote of a majority of the total members of the Committee (excluding any non-voting members), on any item, for any action by the Committee, unless otherwise provided.[1] (See PGMC §§ 3.02.070 and 3.04.080). For example, the majority of a fully constituted Committee is 4. In a 7-member body, a vote of 4-3 passes the motion. If there are 2 vacancies, and the total members are 5, then a majority is 3 members. Therefore, unless a super-majority is required, a simple majority vote determines whether each motion passes or is defeated. Proxy votes for absent members are not allowed.

Tie Votes
A tie vote means the motion fails. If one member is absent and the vote is 3-3, the motion fails. Tie votes may be reconsidered on motion by any member of the Committee voting aye or nay during the original vote. Before a motion is made on the next item on the agenda, any member of the Committee may make a motion to continue the matter to another date. Any continuance for this purpose suspends the running of any time in which action of the Committee is required by law.

Disqualification from Voting; Recusal
Commission members shall disqualify themselves from deliberation and voting on any matter before the Commission, prior to the Commission's consideration of the matter, when there is a conflict of interest. A member may also choose not to participate due to personal bias or the appearance of impropriety. Upon the Chair's announcement of an item, members must state that they are disqualifying themselves due to a conflict of interest, state the nature of the conflict (e.g., financial), and leave the room until the completion of that item.

If the number of members recusing themselves due to a conflict of interest disrupts the quorum, the "rule of necessity" allows the random selection of the fewest number of conflicted members to vote as is needed to enable a quorum to participate and reach a decision. For example, if 4 out of 7 Committee members are conflicted, the Committee may select one of the conflicted members to vote so as to have a quorum.

Abstentions
Abstentions are discouraged. Members should abstain from voting only due to lack of participation in an evidentiary proceeding before the Committee and their inability to review the record. In that instance, members will be recorded as absent for that item.

A member present for consideration of a motion who opposes the motion must vote against it. In the event of an abstention the abstainer in effect "consents" that a majority of the quorum of the members present may act for them. Thus, a member who abstains (for any reason other than lack of opportunity to review the record) is deemed to acquiesce in the action taken by the majority of members who voted. For example, on a 7-member Committee, if the vote is 3 in favor, 2 against, with 1 absence and 1 abstention, the motion is approved, since a quorum was present, and a majority of the total

[1] In certain circumstances, supermajority votes (majority + 1) are required: certain actions of Council, e.g., an urgency ordinance; zoning amendments by the Planning Commission.

membership is judged to have voted in favor. A 3-3 vote with one abstention means the motion fails as there is no majority.

Members who are silent during a voice vote shall have their vote recorded as an affirmative vote, except when individual members have stated in advance that they will not be voting.

Voting Methods. When a motion is not likely to be opposed, the Chair says, "If there is no objection, …". The members show their agreement, called "general consent," by their silence. If a member says, "I object," the item is put to a vote. Most votes shall be by voice vote. The Chair asks those in favor to say, "Aye," and those opposed to say "No." If the outcome is unclear by voice, a hand vote may be taken. Any member may move for an exact count. In some cases, a roll call vote is required, with each member answering "yes" or "no" as his or her name is called. The order of voting for roll call votes shall be random.

Recording of Votes. The results of the vote shall be announced immediately following the action as shown in the following example: "The motion passed 5-2, Brown and Smith voting no." The minutes of the Committee's proceedings shall show the vote of each member, including whether they were absent or failed to vote on a matter considered. For example,
Ayes:
Noes:
Absent:
Abstain:

Members may change their votes up to the time the vote is finally announced. After that, members may only change with permission of the Committee, which may be given by general consent; that is, by no member's objecting when the Chair inquires if anyone objects. If an objection is made, a motion may be made to grant the permission, which is debatable.

Appendix D – Training

Mandatory Ethics Training AB 1234

AB 1234, passed in 2014, codified at Government Code § 53235, requires many California state and local officials and employees to complete mandatory ethics training. It states:

(a) (1) If a local agency provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all local agency officials shall receive training in ethics pursuant to this article.

(2) All local agency officials who are members of the governing board of a school district, a county board of education, or the governing body of a charter school shall receive training in ethics pursuant to this article, whether or not any member receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.

(b) Each local agency official shall receive at least two hours of training in general ethics principles and ethics laws relevant to the official's public service every two years.

(c) If an entity develops curricula to satisfy the requirements of this §, then the Fair Political Practices Commission and the Attorney General shall be consulted regarding the sufficiency and accuracy of the proposed course content. When reviewing any proposed course content, the Fair Political Practices Commission and the Attorney General shall not preclude an entity from also including local ethics policies in the curricula.

(d) A local agency or an association of local agencies may offer one or more training courses, or sets of self-study materials with tests, to meet the requirements of this §. These courses may be taken at home, in-person, or online.

(e) A provider of training courses to meet the requirements of this article shall provide participants with proof of participation to meet the requirements of § 53235.2.

(f) A local agency shall provide information on training available to meet the requirements of this article to its local officials at least once annually.

AB 1234 applies to "members of a legislative body," which is defined as in the Brown Act, Government Code § 54952. It thus applies to members appointed to city boards and commissions.

AB 1234 does not specify a time period within which an official must take and complete the training. Where, as here, a statute does not impose a specific time requirement, the statute is deemed to require compliance within a "reasonable" time.

BOARDS, COMMITTEES AND COMMISSIONS HANDBOOK

CITY OF PACIFIC GROVE

JANUARY 17, 2024

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1. Introduction

The City of Pacific Grove's (City) boards, committees and commissions (Committees) serve vital roles in support of a well-functioning city government alongside City Council, Management and Staff. The better committees function, the better city government can serve the needs of its residents and businesses. It is towards this end that this handbook was prepared.

The scope of Committee responsibilities, procedures, and applicable laws is wide. It would be impractical to include all relevant material in one document. Therefore, this document is intended to provide: (1) a brief overview of key subject areas and (2) reference more in-depth materials on specific subjects.

2. Committees

Committees formed through the City's Charter are:

- Planning Commission
- Library Board
- Museum Board
- Recreation Board

These are referred to as Charter Committees. A vote of the people is required to change the City Charter.

Committees established by the Pacific Grove Municipal Code (PGMC) are:

- Architectural Review Board
- Beautification and Natural Resources Commission
- Economic Development Commission
- Historic Resources Committee
- Task Force on Diversity, Equity, and Inclusion
- Traffic Safety Commission

A City Council ordinance is required to change the PGMC.

Many other City Committees, and Improvement Districts, exist but are not listed above. While basic Committee responsibilities and regulations apply, their nature differs in one or more significant ways. To simplify the handbook, rules and processes specific to those Committees are not set forth, including:

- Ad hoc, standing, City Council and City Manager subcommittees. An example is the Site Review Committee. See the PGMC and City Council Policy 000-5 governing such Committees.

- The Administrative Enforcement Hearing Officer Panel established by PGMC § 3.30. Its procedures are further described in PGMC § 1.19, Municipal Code and Ordinance Enforcement.

- The Downtown Pacific Grove Business Improvement District (BID) Advisory Board established by City Council Resolution 07-042, September 19, 2007 (See link to this resolution on the BID webpage). Rules governing this advisory board can also be found in PGMC § 6.50.

- The Pacific Grove Hospitality Improvement District (HID) Advisory Board established by City Council Resolution 07-044, November 7, 2007 (See link to this resolution on the HID webpage). The HID is described in PGMC § 6.54. Additional HID documentation can be obtained on the City's website. (See City Council resolutions 18-015 and 18-047.).

3. Committee Membership

Committee Member Selection Process

Committee members are appointed by the Mayor in January of each year, subject to confirmation by City Council at a public meeting (Charter Article 26; Policy 000-5). Vacancies created mid-term are filled in the same manner.

Committee Member Qualifications

Residency requirements for appointed committee members are described in Charter Article 26 and Council Policy 000-5. However, residency exceptions are made for the Architectural Review Board, Economic Development Commission, and Task Force on Diversity, Equity, and Inclusion.

Members shall not hold any paid office or employment in the City government or be a member of any other Charter Committee (Charter Article 26).

Additional member qualifications are set forth in the PGMC, including:

- Architectural Review Board - PGMC § 23.70
- Beautification and Natural Resources Commission - PGMC § 3.24
- Economic Development Commission - PGMC § 3.40
- Historic Resources Committee - PGMC § 23.76
- Traffic Safety Commission - PGMC § 16.08
- Task Force on Diversity, Equity, and Inclusion - PGMC § 3.46

How to Apply

Application forms for Committee appointments are available from the City Clerk and can be obtained from the City website. Applicants contact information is not made public, but all other information including qualifications is disclosable.

Upon Joining the Committee

New Committee members, before assuming their responsibilities, must take an oath of office as described in the California State Constitution Article XX, Sec. 3. (See also Govt. Code § 1360; Charter Article 18). Oaths are typically administered by the City Clerk but also may be administered by the Mayor and City Manager.

Select Committee members, designated in the City's Conflict of Interest Code, are required to submit a Statement of Economic Interests (FPPC Form 700) to the City Clerk within 30 days after assuming office, annually and upon leaving office. (See PGMC § 2.40)

New Committee members must participate in Government Code § 53235 (AB 1234) ethics training, within 12 months of appointment and every two years thereafter. New members must complete sexual harassment prevention training (AB 1825) within six months of appointment, and every two years thereafter. This training is available from many sources, and compliance sessions are also provided by the City Attorney.

Terms of Office

Committee terms begin February 1st except when filling a seat vacated mid-term. Terms end January 31 of the designated year.

Charter Committee appointments are four-year terms unless earlier removal is warranted or there is a mid-term vacancy. A limit of three consecutive full terms shall apply (Charter Article 26). Member terms are staggered if practical (PGMC § 3.02.050).

For all other Committees, terms are limited to two years, with staggered terms if practical. Committee members may not be reappointed to a new term if reappointment would result in continuous service for more than eight consecutive years (Council Policy 000-5).

Removal from Office

Further, all Committee members serve at the pleasure of the Council. The Council, by an affirmative vote of four of its members, may remove any Committee member at any time during the member's term of office (Charter Article 26). Possible reasons for removal include but are not limited to: excessive absences, verbally or physically abusive behavior, violations of ethics, violations of Council policies, conflicts of interest, among other causes.

Leaving Office

Committee members may resign at any time. Sixty (60) days' notice is suggested to enable a replacement to be identified and appointed without causing a gap in Committee membership. Each Committee member must file an FPPC Form 700 Leaving Office Statement within 30 days of leaving office.

4. Role of Committees

All Committees have an advisory role to City Council. This advisory role is constrained to the Committee's area of responsibility, as set forth in the PGMC.

A few Committees have areas in which they hold delegated decision-making responsibility by the Municipal Code or by Council. Thus, the Planning Commission grants use permits and variances; similarly, a member of the Administrative Hearing Panel hears appeals of certain code enforcement actions.

The primary function of City Committees, however, is to advise the City Council. Both informal and formal means of communication may be used to fulfill this advisory role. Committee recommendations related to City actions may be presented at City Council meetings as individual agenda items (Council Policies 000-5 & 000-6) or action minutes. Recommendations to City Council should always be formal, i.e. by a motion and vote. While recommendations may not always be acted upon, Committees have the duty to advise on policies or issues as the law directs.

Committee responsibilities are more specifically set forth in the Charter and the PGMC:

- Planning Commission - Charter Article 26.a. & PGMC § 23.70.080
- Library Board - Charter Article 26.b. & City Council minute action August 17, 2011 (See link to minute action on Library Board webpage)
- Museum Board - Charter Article 26.c., PGMC § 3.44, Resolutions 10-071 and 11-072
- Recreation Board - Charter Article 26.d.
- Architectural Review Board - PGMC § 23.70.060
- Beautification and Natural Resources Commission - PGMC § 3.24
- Economic Development Commission - PGMC § 3.40
- Historic Resources Committee - PGMC § 23.70.070
- Task Force on Diversity, Equity, and Inclusion – PGMC § 3.46
- Traffic Safety Commission – PGMC § 16.08.040
- Administrative Hearing Panel – PGMC § 3.30

Most Committees function in policy mode, which is a quasi-legislative responsibility. This includes, for example, recommending changes to the PGMC if within the Committee's jurisdiction.

Committees may also function in a hearing mode, from time to time, which is a quasi-judicial responsibility. This includes granting permits and hearing appeals, pursuant to the PGMC. The latter responsibility requires decisions supported by evidence presented at the hearing, which has been entered into the formal record. Those Committees are:

- Planning Commission
- Architectural Review Board
- Historical Resources Committee
- Beautification and Natural Resources Commission
- Traffic Safety Commission
- Administrative Hearing Panel

Committees may also perform additional duties as assigned by Council. Most Committees are distinct and without significant overlap. However, responsibilities of some Committees intersect. In such cases, it benefits the Committees to understand the Charter and philosophy of the others to best serve the public on issues of mutual concern.

Council policies that also apply to committees are:

- Policy 000-5 Committee Classification; Board, Commission, and Committee Appointments and Procedures
- Policy 000-9 Council Guidelines
- Policy 000-17 Order of Agenda for Council Meetings
- Policy 000-25 Code of Conduct

5. Individual Roles

Members

The primary role of all Committee members is to attend meetings and be prepared to discuss and vote on agenda items. If unable to attend a committee meeting, a member should notify the Committee Chair as soon as practical.

Officer Elections

At the beginning of the first meeting following February 1 (or at any time the Chairperson is vacant) the Chairperson must be elected by the committee., Charter committees must elect a Chairperson, or Chair, to serve a one-year term (PGMC § 3.02.050). This is also the practice of other Committees.

At this first meeting following February 1 any committee member may call the meeting to order and ask for nominations for the office of Chair. Committee members may nominate themselves or any other member; no second is required. Once nominations are complete, a vote on the nominees in the order of nomination is taken.

Each voting member of the Committee shall have one vote. The nominee receiving votes from a majority of the members in attendance shall be declared the winner. If no member receives a majority, the process shall be repeated, except in the event of a tie between the top two vote-getters, in which case a run-off shall be held.

The member nominated as Chair assumes the office of Chair immediately.

Using the same procedure, the Chair conducts nominations and voting for a Vice Chair. If the Committee decides to appoint a Secretary, then the Chair shall conduct nominations and voting for a Secretary. The Museum Board must elect a secretary, however, other committees may choose not to do so.

Chairperson

The Chair has responsibility for:

- Presiding over meetings, i.e. meeting protocol and recognizing when others may speak
- Setting the agenda
- Calling special meetings (if staff resources are available)
- Alerting council and staff liaisons of absences
- Signing Committee documents

Appearing before City Council on behalf of the Committee
The Chair may only speak on behalf of the committee on a topic that was previously heard by the committee where an action was taken by a vote.

Vice-Chair

The Vice-Chair assumes the Chair's duties in their absence. The Vice-Chair shall succeed the Chair if the Chair vacates office before the term is completed and shall serve the unexpired term. A new Vice-Chair shall be elected at the next regular meeting or as soon thereafter as practical.

Secretary

If the Secretary is appointed by the Committee, the Secretary is responsible for meeting minutes to be included in the agenda packet at the next meeting.

Staff liaison assumes responsibility for minutes if the Secretary is unable to do so, or if no Secretary is appointed.

Action minutes, which do not include commentary, are recommended.

Subcommittees

Subcommittees may be appointed by Committee vote to accomplish a specific goal within a given timeframe. Subcommittee membership must be less than the quorum of the Committee. When appropriate, staff and public may assist subcommittees but are not members of subcommittees.

Staff Liaisons

Staff is assigned to Committees by the Department Head or City Manager to facilitate the Committee in accomplishing its objectives. Such support does not always translate into attendance at the meetings; written reports or interaction with the Chair prior to the meeting may suffice.

Staff is responsible for agenda packet preparation and meeting noticing, i.e. posting agendas. Staff may assist the Chair with meeting protocol as needed. If requested by the Chair, staff may prepare committee minutes.

Staff is responsible for posting meeting videos and maintaining the Committee's webpage and ensuring it is up to date.

Staff is responsible for providing access to the Council Chambers and the capability to conduct meetings with online (remote) public participation, i.e. hybrid meetings.

Staff may inform the Committee of relevant City activities, identify issues within the Committee's purview, provide advice and assist in communications with the Department Head, City Manager, or City Council.

Staff may consult with city management regarding work suggested by the committee. Committees do not have authority to provide staff work direction.

City Attorney

The City Attorney's office is available to provide legal counsel to Committees when present at Committee meetings or by email to Brian Pierik at bpierik@bwslaw.com .

Council Liaisons

A Council liaison to a Committee is appointed by the Mayor subject to confirmation by City Council.

The Council liaison may facilitate the Committee in accomplishing it's objectives through the following:

- provide announcements of City actions and activities
- answer questions
- assist the Chair with process and city regulations.
- assist Chair to communicate committee actions and recommendations to City Council.
- Provide Chair with counsel as needed.

The Council liaison must not:

- participate in Committee discussions
- influence Committee decisions
- except in unusual circumstances interrupt the meeting

Note that Council liaisons, as Council Members, may later be required to review and act on Committee decisions or recommendations.

6. Committee Meetings

Meeting Types

All Committee meetings are governed by the Ralph M. Brown Act (Brown Act), California Government Code §54950 *et seq.*

Regular Meetings
Regular meetings shall be held at a regular date, time and place, which may be specified in the PGMC. Regular meetings may be rescheduled with posting of a cancellation notice and notification of a Special Meeting.

Meetings may be cancelled by either the Chair or Staff liaison. Reason(s) for cancellation shall be promptly sent to Council liaison, Mayor and City Manager.

Lack of a quorum at a meeting (majority of appointed members) requires meeting cancellation.

Special Meetings
Special meetings are those meetings held outside the regular meeting date and time. Special meetings may be held at any time upon the call of the Chair, a majority of Committee members, or City Council, followed by noticing as required by law. Special meetings may be called to meet deadlines, conduct study sessions or workshops, or when quorum was not met for a regular meeting.

Serial Meetings – Prohibited
Serial meetings occur when Committee members meet or discuss matters sequentially in pairs or small groups. The combined effect of sequential, or serial, meetings may inappropriately be a meeting of a quorum of Committee members. For example, if a member of a 7-member Committee speaks to more than two other members, it may constitute a serial meeting. Inadvertent use of email, careless use of the "reply all" function, indiscriminate forwarding of messages, forwarding messages without deleting early text histories, continuing discussion from a prior meeting via email are all poor practices that can result in serial meetings. In addition, engaging in a discussion of City business on social media can lead to a serial meeting. Serial meetings are a violation of the Brown Act. Further, Committee members are subject to FPPC investigation in the event complaints are filed.

One-On-One Meetings; Ex Parte Communications
Committee members may meet with constituents individually, in small groups or other informal settings. When the Committee acts on an issue in a quasi-judicial capacity, the member shall report on any such ex parte communications at the beginning of deliberations related to the subject of the decision. Information learned in these separate meetings must be divulged into the hearing record or must be excluded from the basis for considering any quasi-judicial decision. See PGMC § 2.04.090.

Noticing and Venue

Noticing
All Committee meetings shall comply with the Brown Act; Committees shall also follow noticing protocol set for City Council in PGMC §§2.04 and Policy 000-9.

Agenda packets for regular and special meetings shall be provided:

- at the Library;
- the outdoor display cabinet at City Hall on Laurel Avenue (agenda only);
- on the City's website

In addition, if the meeting is held somewhere other than at City Hall, the agenda shall be posted at that facility, in a location accessible by the public.

The agenda packet shall be posted a minimum of 72 hours prior to regularly scheduled meetings. Special meeting agendas shall be posted a minimum of 24 hours prior to the meeting. Meeting cancellations or meeting continuances shall be posted. Agenda materials shall be available to the public in attendance at meetings.

Venue

Committees meet in Council Chambers. This meeting venue is open to the public and meets Americans with Disabilities Act standards.

Attendance

Members of a Committee shall attend in person unless arrangements are made in advance for attendance by teleconference. The rules for meeting attendance by teleconference are set forth in Appendix A and Government Code Section 54953 which is in effect until January 1, 2026 at which time the Committees will be notified of any changes in procedures for attendance by teleconference.

Note: If a Committee member wishes to attend a meeting by teleconference, then the member should promptly contact the City Clerk who will coordinate with the City Attorney to determine if teleconference attendance is permissible and, if so, the procedure to arrange for teleconference attendance.

Quorum

There is no meeting of the Committee unless a quorum of the Committee is present. If less than a quorum attends, any discussion by that group is characterized as "A Committee of the Whole", but no record is made of this occurrence, and no decisions can be made.

A quorum consists of a majority of the Committee's members. For example, on a 6 or 7-member Committee, the quorum is 4. A vacancy reduces the number of voting member positions (See PGMC §§ 3.02.070, 3.04.080). For example, if a 7-member Committee has 2 vacancies, it has 5 voting member positions, and the quorum is 3.

Agenda

Committee meeting agenda format is the same as for Council agendas. Agenda report examples may be found in City Council Meeting agenda packets. Minutes should use the same format as the meeting agenda.

Establishing the agenda is the Chair's responsibility with input from staff and other Committee members. When an agenda issue arises the Council liaison, Staff liaison, and Chair should meet to resolve it.

A Committee member may request an item be placed on a future Committee agenda and that request must be made only at a Committee meeting and agreed upon by at least two other Committee members at that Committee meeting. The discussion at the Committee meeting will be limited to whether the item should be added to a future Committee agenda and may not include a discussion of the merits of the proposed agenda item. If the item is added to a future Committee agenda, then the Committee member who requested the item shall prepare the Agenda Report with the assistance of the City Manager. The City Council may add items to a future Committee meeting agenda for consideration. The recommended order of agenda is set forth in Council Policy 000-17 Order of Agenda for Council Meetings, making exceptions where appropriate for Committees.

The agenda must include information adequate to advise the public of the business to be considered. Agenda reports should include:

1. Subject;
2. Author;
3. CEQA analysis;
4. Recommended action;
5. Written discussion of the topic including background information, justification of the recommended action and financial impact.

Although the Brown Act permits agendas without a written discussion, i.e. stating 'oral report', this is a poor practice and is discouraged.

Unspecified topics such as "miscellaneous" or "new business" are not permissible. New topics raised during public comment, or by any Committee member announcement shall not be discussed at that meeting but may be placed on a future agenda.

Parliamentary Rules

Committees shall be guided by Robert's Rules of Order.

- *Getting the floor.* Every member desiring to speak shall address the Chair and, only upon recognition by the Chair, confine contributions to the matter at hand, avoiding all indecorous language and personal attacks.

In general, a member may not interrupt the speaker except for the following reasons:

- *Privilege.* The proper interruption would be: "Point of privilege." The Chair would then ask the interrupter to, "State your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort or amplification of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

- *Order.* The proper interruption would be: "Point of order." Again, the Chair would ask the interrupter to, "State your point." Appropriate points of order relate to anything that would not

be considered appropriate conduct of the meeting; for example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

- *Appeal.* If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the Chair, "I appeal the ruling of the Chair." If the motion is seconded and, after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

- *Withdraw a motion.* During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn; and any other member may make the motion, once recognized.

Rules of Testimony

No person or member shall address the Committee without permission of the Chair. (See Council Policy 000-9.) All comments shall be addressed to the Committee as a whole and shall not be addressed to individual members of the Committee, members of the public or staff.

It is helpful (though not required) for speakers to state their name in order that the secretary may identify them in the minutes of the meeting. If numerous members of the public wish to speak, and it is known that all represent the same opinion, a spokesperson may be allowed to speak for the entire group by the Chair who could provide the spokesperson ten minutes. The Chair may limit public speakers to three minutes or less depending on the number of speakers and length of agenda.

Consideration and Action on an Agenda Item

The agenda constitutes the road map for the meeting. Most agenda items can be handled with the following 4-step process.

1. Presenting Item
   a. Opening Item – The Chair should announce the agenda item number and subject. The Chair should then announce any special procedures to be followed (e.g., if the item is a quasi-public hearing). This is also when members would announce their conflict of interest, if any exists, recuse themselves, and leave the room.
   b. Hearing the Report – The Chair should invite the appropriate people, typically City staff, to report on the item. The Chair may provide an opportunity for committee members to ask any clarifying questions of the person providing the report. This is not preferred as questioning tends to segue into position statements before public input is taken, which is inconsistent with open meeting principles.

2. Asking for Public Input – The Chair opens the meeting to public input. The Chair may limit speakers time, as described above. A response to public comment, if appropriate, should not be provided until after public comments are finished.

3. Considering the Item—The Chair requests Committee deliberation. Member deliberation would include questions of the person(s) making the report or others with relevant knowledge,

alternatives to the recommendation, additional considerations not previously stated, additional relevant facts and opinions. Time committed to deliberation should be adequate to allow the sense of the Committee to emerge.

4. Deciding – The Committee decides by a motion and voting. (See Appendices B Motions and C Voting.) For all action items, the Chair should invite a motion from the members. No motion is made if the agenda item is "receive the report".

The Chair shall ask the staff liaison for a vote who then calls on each member and summarizes the result, e.g., the motion passes 4 – 2 – 1, with Committee members A and B dissenting, and C abstaining.

Once a vote is taken discussion of the item ends.

Meetings versus Hearings

A public meeting is generally defined as a meeting in which business is conducted by a public body. A public hearing is a special type of public meeting for the purpose of the governing body accepting public comment and testimony on local legislation or a quasi-judicial matter.

For public hearings, there are additional guidelines. (See Council Policy 000-9) After receiving the staff report, the Chair opens the public hearing and accepts testimony in the following order:

1. The applicant or proponent speaks.
2. Opponent speaks.
3. Rebuttal and surrebuttal may be allowed, at the sole discretion of the Committee.
4. Public comment is heard.

The Chair shall then close the public hearing.

The public comment portion of the public hearing may be reopened before voting on the item if a new issue is raised. It is not necessary to re-open a public hearing to ask questions of the project applicant. If the public hearing is reopened, all interested parties may be heard, but the Chair can limit the input to the new issues and can further limit the time per comment.

Courtesy and Decorum

Meetings should take place in an environment where members and the public can freely express their views, i.e. with politeness and respect. The Chair should encourage discussion that focuses on the item in question, not on personalities of members or the public or off topic. The Chair must protect the rights of public to speak at the appropriate time.

Pursuant to Government Code § 54954.3 I, the Chair shall not prohibit public criticism of the policies, procedures, programs, or services of the city, or of the acts or omissions of the committee.
A member's use of electronic communication devices during a meeting may lead to the public's perception that the member is not paying attention to or receiving private information. For these reasons a member's use of electronic communication devices (i.e., cell phones, tablets, laptop computers), other than for the purpose of (1) accessing agenda materials, (2) facilitating ADA access, (3) using teleconferencing software or (4) an emergency is prohibited.

Disruption of Meetings

1. Disruption by a Group of Persons

Pursuant to Government Code Section 54957.9, in the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chair may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this Section. After the meeting room has been cleared, the Chair may readmit an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

2. Disruption by an Individual Person

Pursuant to Government Code § 54957.95, the Chair may cause the removal of any individual for disrupting the meeting subject to the following rules:

1) Prior to removing an individual, the Chair shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal.

(2) The Chair may then cause the removal of the individual if they do not promptly cease their disruptive behavior.

(3) "Disrupting" means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following: (A) A failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to § 54954.3 or any other law. (B) Engaging in behavior that constitutes use of force or a true threat of force.

(4) "True threat of force" means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

(5) If there has been a use of force or a true threat of force, there is no obligation for the Chair to provide a warning to the individual before causing the individual to be removed from the meeting.

Public Records

Materials provided to Committee members at a public meeting must be made available for inspection and reproduction by the public. Exemptions from disclosure apply, but are narrowly applied (attorney/client, drafts, pending litigation, personnel files).

Communications by Committee members through social media posts, emails and text messages may be subject to the City's Retention Schedule and are disclosable under the Public Records Act (Council Policy 000-9).

Committee meetings shall be recorded. Current practice is video recordings. The recording and minutes are retained in accord with the City Records Retention Schedule, Council Policy 000-19 and are available online.

Committee minutes format is the same as for the agenda, i.e., consistent with Council minutes format.

Minutes may be limited to a report of actions taken at the meeting. For example, such "action minutes" typically include findings or a reference to the findings for quasi-judicial actions, and any appropriate attachments, and shall include a record of the vote for all actions. The draft minutes of all meetings shall be included in the next agenda packet for acceptance by the Committee. Authorized minutes are signed by the Chair and shall be filed with the City Clerk for inclusion in the packet of the next City Council meeting.

Adjournment

The Chair adjourns the meeting after all agenda items are completed. No vote is taken. In the event there is insufficient time to hear all items the Committee may adjourn its meeting to a certain hour on another day. A specific date, time and place shall be set by the Committee, as part of the motion to adjourn.

7. Actions taken by Committees

Committees may perform an action in different ways. Most commonly, formal action is taken by establishing a quorum, consideration of a motion and voting. Most actions require a vote by a majority of the appointed members unless a super-majority vote is required.

Informal actions

Informal actions (i.e. no vote required) generally take the form of the Chair giving direction after input from other Committee members. Informal actions would include suggesting to or requesting information from staff. Another example is suggesting that a Committee member report on a future agenda topic.

Formal actions

All formal actions must be listed in the agenda and require a motion and a vote in the affirmative.

- Formal actions include approving the agenda
- Recommendations and requests to City Manager
- Recommendations and requests to City Council
- Creation of a Subcommittee
- Continuing an agenda item to a future date
- Permit approval
- Appeals

Motions

Motions are the vehicles for decision making, i.e. taking formal actions. As indicated above, a motion should be introduced on a matter after general information is shared, options have been identified, and members share their opinions and seek to persuade. The Chair shall ensure that all motions are clearly stated and commonly understood before allowing further deliberations and voting.

See Appendix–B - Motions.

Voting - See Appendix C

Deciding to Move on

Items may be continued by Committee vote to a subsequent time for the following types of reasons:

- The Committee requires additional information during the meeting.
- New information or issues come to light during the meeting that need further study.
- Other reasons deemed appropriate and substantial by the Committee.

In addition, a Committee hearing (e.g., ARB, HRC, BNRC, TSC, and Planning Commission) may continue an item when:

- The applicant cannot appear at the meeting and has requested that the item be continued.

- The application is revised by the applicant during the meeting.
- The Committee requests that the application be revised.

When Action Is Necessary

In certain circumstances—a permit application, for example— the lack of any action is not acceptable (e.g., an application must ultimately be approved or denied) due to deadlines imposed by the Permit Streamlining Act, the Federal Communications Commission or other laws. There are three primary options here:

1. *Continuing the item*. This is often undertaken if one or more members of the body are absent or if new information can be developed. Continuance can also provide the applicant with time to consider options, develop a project more likely to receive approval, etc. Continuance ordinarily is undertaken with concurrence of the applicant, but concurrence is not required.

2. *Technically denying the application*. This option is based on the philosophy that, for a project that has been proposed, approval requires a majority of members to vote in favor. Anything less than the required majority is thus considered a denial. One option under "technical denial" is to allow any applicant or other party to appeal the matter (assuming an appeal would otherwise have been available) on the grounds that the matter was "deemed denied." This option avoids the need for the body to take further action (e.g., if the body is unable to achieve a majority vote to forward the matter to the next higher body)

3. *Denying the application without prejudice*. This option may, in some situations, require at least one member of the body to switch their vote, in order to vote to deny for procedural reasons only. Such reasons should be stated in the motion, so the record is clear. It allows the applicant to either: a) appeal to the next higher body; or b) resubmit the same project or a modified project reflecting Committee or City input, without paying fees, waiting a minimum number of months, etc. (such a delay could be for any number of possible reasons, including awaiting turnover on the Committee). This option is in addition to the provisions exclusively for the Planning Commission detailed in PGMC §§23.70.080

See Council Policy 000-9 Council Guidelines for details concerning the procedure for hearings.

Appeals and Call-Ups

The decisions of certain Committees may be appealed or called up as set forth in PGMC §§23.74 and Table 23.70.012-1. For example, decisions of the Site Plan Review Committee and the Architectural Review Board may be appealed to the Planning Commission. Decisions of the Architectural Review Board and the Planning Commission may be appealed to Council.

Similarly, the Council may call up for review any decision of the Planning Commission or any other review authority and make its own de novo decision on the action or matter. The Architectural Review Board and Planning Commission also have the authority to call up certain actions of review bodies over which they have appeal authority. Call-ups require a vote or three members of the body.

See Council Policy 000-9 Council Guidelines for details concerning the procedure for appeals.

8. Compliance with Federal, State and Municipal Laws

Committee members are representatives of the City and have a duty to represent the City to the best of their ability, and to take those actions that the member believes are for the benefit of the City as a whole.

Members are expected to comply with all applicable federal, state and municipal laws as applied to their Committee responsibilities.

Committee members have the following ethical duties.

- Duty of Loyalty:
  Committee members have an absolute obligation to put the public's interest before their own direct or indirect personal interests. Members breach this obligation when they benefit at the public expense. Prohibited benefits can be financial (such as participating in decisions that favorably impact a member's business, property, or investments), career-related (such as using public office and/or public resources to obtain future employment or political position), or personal such as benefits to family members or close associates. Conflict of interest requires recusal.
- Duty of Due Diligence
  The duty of care requires that the Committee member competently and faithfully execute the duties of the office. Examples of breach of this duty include failure to attend meetings, failure to investigate, failure to engage in the deliberative process, and failure to vote.

- Duty to Avoid Bias
  Committee members have a duty to represent all of their constituents fairly. This means that they must overcome any inherent bias that they possess.

Each member shall file on a timely basis all appropriate Fair Political Practices Commission (FPPC Form 700) reports which can be obtained online or through the City Clerk. The City's Conflict of Interest Code can be found at PGMC §2.40.

Each member shall complete required AB 1234 ethics training in a reasonable time upon appointment and repeat this training at least biannually. The City Clerk should be notified upon completion. See Appendix D – Training for more information.

Each member shall also complete sexual harassment prevention training in a reasonable time upon appointment. The state mandate for local agency official sexual harassment prevention training is commonly referred to as "AB 1661" training. A "local agency official" must receive at least two hours of sexual harassment prevention training within the first six months of taking office, and every two years thereafter, if the City provides any type of compensation, salary, or stipend to a local agency official of the City. (Cal.Gov.Code § 53237.1.) "Local agency official" means any member of a local agency (which includes a City) legislative body and any elected local agency official. (Cal.Gov.Code § 53237).

9. Reference Materials

Committees perform best when members are knowledgeable in their area of responsibility. Thus, members are encouraged to become familiar with pertinent materials, which may be found on the Committees' webpage and departmental webpages.

Examples below.

- Architectural Review Board – General Plan, PGMC Titles 12, 23, 24, Architectural Review Guidelines for Single-Family Residences
- Beautification and Natural Resources Commission – Urban Forestry Standards (2012), Landscape Guidelines and Plant Palette (2016), Urban Greening Plan (2016), City Council Policy 900-3 'Acceptance of Art Donations'
- Economic Development Commission - https://pickpg.org/
- Historic Resources Committee – General Plan, PGMC §23.70.070 and 23.76, City of Pacific Grove Historic Context Statement, The Secretary of the Interior's Standards for the Treatment of Historic Properties, Historic Resources Inventory. Library Board - City Council Policy 200-6 'Library Policies'
- Museum Board – Pacific Grove Museum of Natural History Operating and Lease Agreement, https://www.pointpinoslighthouse.org/
- Planning Commission – General Plan, PGMC, Local Coastal Plan, Housing Element
- Recreation Board – City Council Policy 900-1 'Special Events', City Council Policy 200-3 'Municipal Tennis Program', City Council Policy 100-8 'Municipal Softball Park Rules, Regulations & Improvements'

Appendix A – Teleconference Attendance

If and when a Committee member wishes to attend a meeting by teleconference, then the Committee member should contact, as soon as possible, the City Clerk, Staff Liaison or Council Liaison who can consult with City Attorney if necessary. The rules for teleconference attendance at a Committee meeting by a member of the Committee are set forth in Government Code Section 54953 which specifies three types of teleconference attendance.

1. Traditional Teleconference - Government Code Section 54953 (b)

Here are the rules which apply to traditional teleconferencing:

(1) All votes taken during a teleconferenced meeting shall be by rollcall.

(2) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(3) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(4) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to § 54954.3.

(5) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations.

(6) Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding,

(7) Each teleconference location shall be accessible to the public.

(8) During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction

2. Teleconference Attendance During a Proclaimed State of Emergency - Government Code Section 54953 (e)

See Government Code Section 54953 (e) which describes the rules that apply to teleconference during a proclaimed state of emergency. This is the type of teleconferencing that was utilized during the COVID proclaimed state of emergency.

Some of the key points to note for teleconference attendance at a meeting during a proclaimed state of emergency include:

(1) There must be a proclaimed state of emergency

(2) Notice must be given to the public how to offer public comment remotely in real time

(3) If a disruption of the call-in or internet connection, then no further action may be taken on items on the agenda

(4) If a timed public comment period, then public comment must remain open until the timed public comment period has elapsed.

(5) Every 45 days after teleconferencing for the first time, the legislative body must take a vote to allow for continued use of this teleconferencing method.

(6) The legislative body is not required to provide a physical location from which the public may attend or comment.

3. Teleconference Attendance Authorized by AB 2449 – Government Code Section 54953 (f)

Teleconferencing with Section 54953 (f) is permitted when there are "emergency circumstances" or "just cause" which are defined as follows:

(1) "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.

(2) "Just cause" means any of the following:

(A) A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. "Child," "parent," "grandparent," "grandchild," and "sibling" have the same meaning as those terms do in Section 12945.2.

(B) A contagious illness that prevents a member from attending in person.

(C) A need related to a physical or mental disability as defined in Sections 12926 and 12926.1 not otherwise accommodated by subdivision (g).

(D) Travel while on official business of the legislative body or another state or local agency.

Some of the key points for teleconference attendance based on AB 2449 include the following:

(1) At least a quorum of the members of the legislative body must participate in person from a singular physical location clearly identified on the agenda which location shall be open to the public

(2) The teleconference location where the member is present does not need to be available for attendance by the public.

(3) The legislative body must give notice of the means by which members of the public may access the meeting and offer public comment including comment remotely in real time.

(4) If a disruption of the call-in or internet connection, then no further action may be taken on items on the agenda

(5) "Just Cause": The member must notify the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting. The provisions of this clause shall not be used by any member of the legislative body for more than two meetings per calendar year.

(6) "Emergency Circumstances": The member must request the legislative body to allow them to participate in the meeting remotely due to emergency circumstances and the legislative body takes action to approve the request. The legislative body shall request a general description of the circumstances relating to their need to appear remotely at the given meeting. A general description of an item generally need not exceed 20 words and shall not require the member to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under existing law.

Note: The procedure for the legislative body to take action to approve (or deny) the request would be a motion at the beginning of the by a Committee member to approve (or deny) the request by the member to attend the meeting by teleconference, followed by a second and a vote by the Committee members. If the Motion is denied, the Committee member can still attend the meeting, but only as an observer and should not speak during the meeting.

(7) A member shall make a request to participate remotely at a meeting as soon as possible.

(8) The member shall make a separate request for each meeting in which they seek to participate remotely.

(9) The legislative body may take action on a request to participate remotely at the earliest opportunity. If the request does not allow sufficient time to place proposed action on such a request on the posted agenda for the meeting for which the request is made, the legislative body may take action at the beginning of the meeting in accordance with paragraph (4) of subdivision (b) of Section 54954.2.

(10) The member shall publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.

(11) There is a limitation on teleconferencing with AB 2449 in that such attendance may be no more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year, or more than two meetings if the legislative body regularly meets fewer than 10 times per calendar year.

Appendix B – Motions

The Chair usually initiates a motion by:

1. Inviting a member to make a motion: ‘‘A motion at this time would be in order;”
2. Suggesting a motion: ‘‘A motion would be in order that we approve and forward to the Council the annual report, as drafted;” or
3. Making the motion.

Once recognized, a member makes a motion by preceding the member’s desired approach with the words: “I move ...”. A typical motion might be: “I move that we accept the staff recommendation that...”

Often, a member will prefer a variant of the motion on the floor. They can ask the maker and seconder if they are willing to reword their motion. If they agree, the motion is so amended.

If one or both is not amenable to the suggested rewording, a member may propose an amendment or wait until after the vote on the original motion and propose a different motion. Up to three principle motions—the basic motion and two amendments— may be considered at one time – in reverse order:

1. **The basic motion.** The basic motion proposes a decision for consideration. A basic motion might be: “I move that we create a two-member Committee to study this matter in depth.”
2. **The motion to amend.** A motion to amend proposes to change the basic motion under discussion. A motion to amend might be: “I move that the Committee focus on just two primary options.”
3. **The motion to amend an amendment.** A motion to amend an amendment proposes a further change to the motions under discussion. A motion to amend the amendment might be: “I move that one of the options for the Committee to analyze be to prohibit murals on wood-sided buildings.”

No further motion to address the substance of the matter is in order. (Incidental or privileges motions, which deal with procedural issues, may still be raised.) Each motion is subject to deliberation.
A motion to amend or to amend an amendment is at times labeled a “substitute motion.” Whether considered as an amendment or a substitute, such motions are handled the same.

When Multiple Motions Are before the Committee
When two or three substantive motions are on the floor (with each having been seconded) at the same time, the *first* vote resolves the *last* motion made. If the amendments deal with alternative approaches to the same question, and a majority votes to approve the third motion, the remaining motions are then moot, and action on the agenda item would be complete. If the third motion *fails,* the Chair then proceeds to consider the second motion.

If an amendment deals with a different aspect of the same matter, then the motions would be considered in turn, in reverse order (second amendment, first amendment, and original motion).

In action minutes, only the final motion or action is recorded.

Limits to Deliberation
While the basic rule of motions is that they are subject to discussion and debate, some exceptions limit debate on a motion. Examples of motions that are *not* debatable include:

- **A motion to adjourn.** This motion, if passed by simple majority, requires the body to immediately adjourn to its next regularly scheduled meeting.
- **A motion to recess.** This motion, if passed by simple majority, requires the body to immediately take a recess for the time set by the Chair.
- **A motion to fix the time to adjourn.** This motion, if passed by simple majority, requires the body to adjourn the meeting at the specific time set in the motion.
- **A motion to table.** This motion, if passed by simple majority, places the matter on "hold" and ends discussion of the item. The motion may state a specific time when the item shall return on the agenda, but it need not.

When these, or other incidental or privileged motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion.

Most motions require a simple majority; but a few exceptions apply when the body limits a minority from acting on or discussing an item. These motions require a two thirds majority to pass:

- **End debate.** Members can end debate by "moving the previous question."
- **Motion to close nominations.** A motion to close nominations limits the right of a minority to nominate officers.
- **Motion to suspend rules.** This motion is debatable but requires a two-thirds vote to pass.

Division of a Motion
If a motion contains two or more divisible propositions, each of which is capable of standing as a complete proposition, the Chair may, and upon request of a member shall, divide the same. The Chair's determination shall be appealable by any member. For example, a motion to approve a project and waive applicant fees is divisible into two separate motions.

Withdrawal of a Motion
A motion may be withdrawn by the maker at any time prior to the vote, without the consent of the member seconding it. Any other member may choose to make the same motion.

Motion to Continue
The Committee may vote to continue items to a subsequent meeting for the following reasons:

- The Committee requires additional information during the meeting;
- New information or issues come to light during the meeting that need further study; or
- Other reasons the Committee deems "appropriate and substantial."

A motion to continue requires a majority vote for approval. This is also known as a motion to postpone and is amendable.

The Committee may continue a submitted application when:

- The applicant cannot appear at the meeting and has requested that the item be continued;
- The application is revised by the applicant during the meeting; or
- The Commission requests that the application be revised.

- Continuances ordinarily are undertaken with concurrence of the applicant, but concurrence is not required.

Motion to Reconsider

A motion to reconsider a vote is a motion limited in both the time it can be made and the person who can make it. A motion to reconsider an action taken by the Committee may be made on the same day as the meeting in which the motion to be reconsidered was decided, or the next business day if the session is more than one day. The motion must be made by a member who voted on the prevailing side but may be seconded by any member. For example, a person voting in the majority of a 4-3 vote for a motion to approve or deny an item (prevailing side) may make a motion to reconsider. If there is tie vote (3-3 and 1 absence), or if the motion fails (3 in favor, 2 against, 2 absent), then a motion to reconsider is not available as it only applies to actions taken by the Committee.

A motion to reconsider requires a second, is debatable, and is not amendable. If the motion to reconsider fails, it may not itself be reconsidered. Reconsideration may not be moved more than once on the same motion. If the motion to reconsider passes, the original matter is back before the Committee. The matter may be discussed, debated, and amended as if it were on the floor for the first time.

No member is prevented from making a motion to rescind such *action* at a subsequent meeting of the Committee, provided the agenda for that meeting includes the proposed action to rescind. Often such motions are used to make policy changes. The motion must be seconded, is debatable, and requires a majority vote.

Appendix C– Voting

Majority Voting Requirement
The Code requires the affirmative vote of a majority of the total members of the Committee (excluding any non-voting members), on any item, for any action by the Committee, unless otherwise provided.[1] (See PGMC §§ 3.02.070 and 3.04.080). For example, the majority of a fully constituted Committee is 4. In a 7-member body, a vote of 4-3 passes the motion. If there are 2 vacancies, and the total members are 5, then a majority is 3 members. Therefore, unless a super-majority is required, a simple majority vote determines whether each motion passes or is defeated. Proxy votes for absent members are not allowed.

Tie Votes
A tie vote means the motion fails. If one member is absent and the vote is 3-3, the motion fails. Tie votes may be reconsidered on motion by any member of the Committee voting aye or nay during the original vote. Before a motion is made on the next item on the agenda, any member of the Committee may make a motion to continue the matter to another date. Any continuance for this purpose suspends the running of any time in which action of the Committee is required by law.

Disqualification from Voting; Recusal
Commission members shall disqualify themselves from deliberation and voting on any matter before the Commission, prior to the Commission's consideration of the matter, when there is a conflict of interest. A member may also choose not to participate due to personal bias or the appearance of impropriety. Upon the Chair's announcement of an item, members must state that they are disqualifying themselves due to a conflict of interest, state the nature of the conflict (e.g., financial), and leave the room until the completion of that item.

If the number of members recusing themselves due to a conflict of interest disrupts the quorum, the "rule of necessity" allows the random selection of the fewest number of conflicted members to vote as is needed to enable a quorum to participate and reach a decision. For example, if 4 out of 7 Committee members are conflicted, the Committee may select one of the conflicted members to vote so as to have a quorum.

Abstentions
Abstentions are discouraged. Members should abstain from voting only due to lack of participation in an evidentiary proceeding before the Committee and their inability to review the record. In that instance, members will be recorded as absent for that item.

A member present for consideration of a motion who opposes the motion must vote against it. In the event of an abstention the abstainer in effect "consents" that a majority of the quorum of the members present may act for them. Thus, a member who abstains (for any reason other than lack of opportunity to review the record) is deemed to acquiesce in the action taken by the majority of members who voted. For example, on a 7-member Committee, if the vote is 3 in favor, 2 against, with 1 absence and 1 abstention, the motion is approved, since a quorum was present, and a majority of the total

[1] In certain circumstances, supermajority votes (majority + 1) are required: certain actions of Council, e.g., an urgency ordinance; zoning amendments by the Planning Commission.

membership is judged to have voted in favor. A 3-3 vote with one abstention means the motion fails as there is no majority.

Members who are silent during a voice vote shall have their vote recorded as an affirmative vote, except when individual members have stated in advance that they will not be voting.

Voting Methods. When a motion is not likely to be opposed, the Chair says, "If there is no objection, …". The members show their agreement, called "general consent," by their silence. If a member says, "I object," the item is put to a vote. Most votes shall be by voice vote. The Chair asks those in favor to say, "Aye," and those opposed to say "No." If the outcome is unclear by voice, a hand vote may be taken. Any member may move for an exact count. In some cases, a roll call vote is required, with each member answering "yes" or "no" as his or her name is called. The order of voting for roll call votes shall be random.

Recording of Votes. The results of the vote shall be announced immediately following the action as shown in the following example: "The motion passed 5-2, Brown and Smith voting no." The minutes of the Committee's proceedings shall show the vote of each member, including whether they were absent or failed to vote on a matter considered. For example,
Ayes:
Noes:
Absent:
Abstain:

Members may change their votes up to the time the vote is finally announced. After that, members may only change with permission of the Committee, which may be given by general consent; that is, by no member's objecting when the Chair inquires if anyone objects. If an objection is made, a motion may be made to grant the permission, which is debatable.

Appendix D – Training

Mandatory Ethics Training AB 1234

AB 1234, passed in 2014, codified at Government Code § 53235, requires many California state and local officials and employees to complete mandatory ethics training. It states:

(a) (1) If a local agency provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all local agency officials shall receive training in ethics pursuant to this article.

(2) All local agency officials who are members of the governing board of a school district, a county board of education, or the governing body of a charter school shall receive training in ethics pursuant to this article, whether or not any member receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.

(b) Each local agency official shall receive at least two hours of training in general ethics principles and ethics laws relevant to the official's public service every two years.

(c) If an entity develops curricula to satisfy the requirements of this §, then the Fair Political Practices Commission and the Attorney General shall be consulted regarding the sufficiency and accuracy of the proposed course content. When reviewing any proposed course content, the Fair Political Practices Commission and the Attorney General shall not preclude an entity from also including local ethics policies in the curricula.

(d) A local agency or an association of local agencies may offer one or more training courses, or sets of self-study materials with tests, to meet the requirements of this §. These courses may be taken at home, in-person, or online.

(e) A provider of training courses to meet the requirements of this article shall provide participants with proof of participation to meet the requirements of § 53235.2.

(f) A local agency shall provide information on training available to meet the requirements of this article to its local officials at least once annually.

AB 1234 applies to "members of a legislative body," which is defined as in the Brown Act, Government Code § 54952. It thus applies to members appointed to city boards and commissions.

AB 1234 does not specify a time period within which an official must take and complete the training. Where, as here, a statute does not impose a specific time requirement, the statute is deemed to require compliance within a "reasonable" time.

CITY OF PACIFIC GROVE

300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Robert Perrault, Interim City Manager

MEETING DATE: January 17, 2024

SUBJECT: Establishment of Budget Schedule for FY24-25

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

RECOMMENDATION

Adopt by Motion Proposed Schedule for the Development of the FY 24-25 Budget.

DISCUSSION

The development phase of the FY 24-25 City Budget is about to get underway. It is appropriate to ask the Council to adopt a budget schedule that will provide milestones and direction for the development of the budget. This will ensure the timely second reading of the ordinance necessary for budget adoption prior to the start of the new fiscal year, July 1, 2024.

1. February 21, 2024 -Mid- Year Budget Review. The Mid-Year report will provide the Council with the opportunity to review the current fiscal year's progress through December 31, 2023. The report will include a review of revenue and expenditures through the midpoint, and a financial update on the Capital Improvement Program Projects.
2. February 28, 2024- Goal Setting and Budget Workshop. (Please note special meeting date). Last year the Council participated in a facilitated extensive goal setting session that resulted in the setting of goals for FY 23-24 and FY 24-25. During this session the Council will review established goals, modify and add goals as necessary and provide direction for the development of the FY 24-25 Budget. The Budget Workshop will include an overview of City finances and a five-year fiscal forecast to assist with identifying any Council funding priorities and multi-year fiscal planning.
3. March 6, 2024- Council to complete Second reading of the Mid-Year Budget Amendment Ordinance (Consent Item).
4. April 17, 2024- Capital Improvement Program Presentation for FY 24-25
5. May 15, 2024- Proposed Budget Presentation
6. June 5, 2024 - First Reading of Proposed Budget for FY 24-25
7. June 19, 2024- Second Reading of Ordinance, Proposed Budget Adoption.

OPTIONS

1. Adopt the proposed budget schedule for the development FY 24-25 Budget:
2. Adopt a modified budget schedule for FY 24-25
3. Provide directions.

FINANCIAL IMPACT:

Adoption of the Budget Schedule will enable the City to meet the requirement of adopting a budget prior to the beginning of the fiscal year.

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: Bill Peake, Mayor

MEETING DATE: January 17, 2024

SUBJECT: Appointments to AMBAG Board of Directors

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

RECOMMENDATION

Approve appointments to Association of Monterey Bay Area Governments (AMBAG) Board of Directors effective immediately.

DISCUSSION

Mayor Pro Tempore Smith recently resigned as an AMBAG director, leaving a vacancy until certification of the next general election later this year. Appointing Councilmembers Coletti as primary director (who is currently alternate) and Beck as alternate director, would fill this vacancy. These appointments end December 2024.

The City is a member of several regional agencies which jointly provide us with vital planning and services. Our participation requires designation of a representative to their respective board of directors. Appointments require Council approval.

OPTIONS

None.

FINANCIAL IMPACT:

None.

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: Sandra Kandell, City Clerk/DEI Coordinator

MEETING DATE: January 17, 2024

SUBJECT: Diversity Equity and Inclusion Meeting Minutes: September 11, 2023, October 9, 2023, November 13, 2023, and December 11, 2023

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

RECOMMENDATION

Receive minutes.

Attachments

DEI Minutes 9-11

DEI Minutes 10-9

DEI Minutes 11-12

DEI Minutes 12-11

MEETING MINUTES

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

REGULAR MEETING

Monday, September 11, 2023, 6:00 P.M.

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

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

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

1. **CALL TO ORDER / ROLL CALL**

Chair Kim Bui called the meeting to order at 6:00 pm. City Clerk/DEI Coordinator Kandell conducted roll call with the following Task Force members present: Chair Bui, Vice Chair Mark, Member Fryberger, and Member Hoops.

2. **APPROVAL OF AGENDA**

Action: Upon motion by Chair Bui and seconded by Member Hoops the Task Force voted to approve the agenda.

Motion carried 4-0, by the following roll call vote:

AYES:	Chair Bui, Vice-Chair Mark, Member Fryberger, and Member Hoops.
NOES:	None.
ABSENT:	None.

3. **PRESENTATIONS**

A. See Monterey Presentation

Action: The Task Force received presentation.

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

4. **TASK FORCE AND STAFF ANNOUNCEMENTS (City-Related Items Only)**

Task Force Members made general announcements.

5. **COUNCIL LIAISON ANNOUNCEMENTS**

6. **GENERAL PUBLIC COMMENT**

General public comment received from Richard Davis, Adam deBoor, Mike Gibbs, Carol Marquart, Beth Walker, Inge Lorentzen Daumer, Daniel Miller, Heather Mothershead Zunguze, Melanie Zaragoza and Klarity Coleman.

A. Written General Public Comment

7. **CONSENT AGENDA**

Action: Upon motion by Chair Bui and seconded by Member Hoops, the Task Force voted to approve the Consent Agenda.

Motion carried 4-0, by the following roll call vote:

AYES:	Chair Bui, Vice-Chair Mark, Member Fryberger, and Members Hoops.
NOES:	None.
ABSENT:	None.

A. Minutes of the August 16, 2023 Diversity, Equity and Inclusion Task Force
Action: Approved minutes.
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

8. **REGULAR AGENDA**

A. DEI Resources Webpage
Public comment received from Mike Gibbs, Mari Adams, and Lisa Ciani.
Action: The DEI Task Force received an oral report from the DEI Resources Webpage Subcommittee.

9. **NEXT MEETING: October 9, 2023 at 6:00 p.m.**

10. **ADJOURNMENT**

Chair Bui adjourned the meeting at 7:08 p.m.

Respectfully Submitted,

Sandra Kandell
City Clerk/DEI Coordinator

Approved by Chair: _____Date_____

MEETING MINUTES

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

REGULAR MEETING
Monday, October 9, 2023, 6:00 P.M.
Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

1. **CALL TO ORDER / ROLL CALL**
Chair Kim Bui called the meeting to order at 6:01 pm. Police Chief Cathy Madalone conducted roll call with the following Task Force members present: Task Force Members (Members) Chair Kim Bui, Vice Chair Nadja Mark. Members Fryberger and Hoops.

2. **APPROVAL OF AGENDA**
Action: Upon motion by Chair Bui to move Item 8B to Item 3 on the Agenda with a second by Member Hoops the Task Force approved the Agenda.

Motion carried 4-0, by the following roll call vote:

AYES:	Members Bui, Marks, Fryberger, Hoops.
NOES:	None.

3. Agenda item # 3 on the Agenda is Election of Secretary (taken out of order). Member Hoops was nominated.

AYES:	Members Bui, Marks, Fryberger, Hoops.
NOES:	None.

4. **TASK FORCE AND STAFF ANNOUNCEMENTS (City-Related Items Only)**
Chair Bui, Vice Chair Marks, and Members Hoops and Fryberger made announcements.

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

6. **GENERAL PUBLIC COMMENT**
Public comment was received from Mike Gibbs, Carol Marquardt, Colleen Ingram, Lisa Ciani, Inge L. Daumer, Alex Robert, and Mari Adams.

7. **REGULAR AGENDA**

A. Diversity, Equity and Inclusion Task Force Purpose, Powers, and Duties as related to the city of Pacific Grove. Chair Bui provided a power point and lead the discussion on this study session.

8. **NEXT MEETING:** Regular meeting on November 13, 2023, at 6pm.

9. **ADJOURNMENT**

Chair Bui adjourned the regular meeting at 7:27 p.m.

Respectfully Submitted,

Chief Cathy Madalone

Approved by Chair: _____ Date_____

MEETING MINUTES

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

REGULAR MEETING

Monday, November 13, 2023, 6:00 P.M.

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

The meeting was cancelled due to lack of a quorum.

1. **CALL TO ORDER / ROLL CALL**

2. **APPROVAL OF AGENDA**

3. **PRESENTATIONS**
   A. Library Presentation by Priscilla Tran

4. **TASK FORCE AND STAFF ANNOUNCEMENTS (City-Related Items Only)**

5. **COUNCIL LIAISON ANNOUNCEMENTS**

6. **GENERAL PUBLIC COMMENT**
   A. Written General Public Comment

7. **CONSENT AGENDA**
   A. Approval of the DEI Task Force October 9, 2023, meeting minutes.

8. **REGULAR AGENDA**
   A. DEI Resources Webpage
   B. Appointment of Work Plan Subcommittees
   C. Boards and Commissions Joint Working Group

9. **NEXT MEETING**
   Scheduled for Monday, December 11, 2023.

10. **ADJOURNMENT**

Respectfully Submitted,

Sandra Kandell
City Clerk/DEI Coordinator

Approved by Chair: _____Date_____

MEETING MINUTES

CITY OF PACIFIC GROVE
DIVERSITY, EQUITY AND INCLUSION TASK FORCE

REGULAR MEETING

Monday, December 11, 2023, 6:00 P.M.

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

The meeting was cancelled due to lack of a quorum.

The next meeting is scheduled for January 8, 2024 at 6pm.

Respectfully Submitted,

Sandra Kandell
City Clerk/DEI Coordinator

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: Charlene Williams, Library Director

MEETING DATE: January 17, 2024

SUBJECT: Library Board Minutes: November 7, 2023

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

RECOMMENDATION

Receive the minutes.

Attachments

LAB Minutes November 2023

CITY OF PACIFIC GROVE
LIBRARY ADVISORY BOARD
MEETING MINUTES

November 7, 2023, 4:00 P.M.
Council Chamber-City Hall-300 Forest Avenue, Pacific Grove, CA

This meeting was held in Council Chambers and via Zoom webinar

MINUTES

CALL TO ORDER/ROLL CALL–4:00 pm. Attending: Library Director, Diana Godwin; Board Chair Tama Olver; Board members, Tom Oldham and Alycia Perez; City Council Liaison Lori McDonnell. Board Secretary Carla Nielson was viewing and taking minutes via Zoom, but not participating in discussion.

1. APPROVAL OF AGENDA Motion to approve agenda. Approved.

2. COMMISSION AND STAFF ANNOUNCEMENTS (City-Related Items Only)

A. Hybrid Meeting Format-Reference: Tama Olver, Chair Action: Tama put forward the revised policy for meeting format and participation. Those participating remotely via Zoom, will only be able to observe. Only in-person participants will be allowed to speak during public comment. Emailed questions submitted prior to the meeting will be accepted.

B. Staff Presentation-Reference: Diana Godwin, Library Director

- Staffing-Diana will be retiring from her role as Director on 12/29/2023. Recruitment for this position closes on 11/12/2023. Michelle will be relocating out of state and will be giving her notice in December 2023. The library will be closed on 11/10, a city holiday and will be open on Saturday, 11/11. The library will be closed 11/23-11/25 for Thanksgiving. Diana and Mary will be out 11/18-25.
- Children's Programs-Haunted Library: 369 participants. School and Preschool visits, Lego Night on 11/1, had Youth Ambassador Vanessa helping out. Bilingual Storytime on 11/11 and 12/9. No Build It! In November due to Thanksgiving.
- Teen programs-Teen Banana Sushi, 11/7. December: Teen Holiday Bingo, 12/13. Teen Paint Party. YA staffing Teen Tech and assisting with getting

the word out at PGHS for other teen events and the Fall Series.

- Gallery-"Ourselves We Sing" poetry, dance and art events. Closing reception, January 5, 2024.
- Events- Monterey Bay Poetry Consortium on 10/14 as well as on the 2nd Saturday of the month through December. 11/11-Marie Butcher and Elliot Ruchowitz-Roberts, December-Jeff Erwin and Heather Flescher. Attendance for 10/20 Daniel Summerhill was 49. 11/3 for Georgina Marie Guardado was 63. On 11/17 will be Robert Gomez.
- MOVe-Waiting for SignWorks wrap date. The design has been approved by PGPL and our partners at California State Library. GEM at PW currently and has a designated parking/charging spot behind the Fire Department.
- Generator-Will discuss with Interim CM Robert Perrault.

3. COUNCIL LIAISON ANNOUNCEMENTS (Reference: Lori McDonnell)

- Approved City Manager interim contract for Robert Perrault.
- Update long-term City Manager job description, salary and classification prior to recruitment efforts to fill position
- Approved a resolution appointing Lew Bauman to temporarily fill the Community Development Director position.
- Transmitted draft of housing element on 11/11/2023.
- Hold a second reading to amend and adopt job classification schedule/salaries.
- 1st of two ordinances regarding licensing and business zoning for cannabis sales

4. GENERAL PUBLIC COMMENT

Inge Lorentzen Daumer noted via email that she has concerns that the new format for meetings restricts her voice/opinions since she is unable to attend in-person.

5. APPROVAL OF MINUTES FROM SEPTEMBER 11TH MEETING Tom motions to approve, Alycia seconded, 3/0/0

6. UNFINISHED AND ONGOING BUSINESS

A. Non-Monetary Donations-Reference: Tama noted 4 typos on document. The Board agreed that an "ipad display" would be best suited to detail volunteer's contributions as well as being more colorful and exciting than a plaque. Tom began a discussion on the "Merits and Standards" issue. Those chosen would have 10+ years of volunteer work, contribution to programs, service and growth of the library.

Question-Do we want to specify the number of nominees to be recommended each year? Answer: No we won't limit nominees as there may be more in the first few years of the award and then it may taper down. Tama noted that this is not necessarily an annual award.

Question-Who makes the decision on the honorees? Answer: The Chair of LAB, Chair of Friends and the Library Director confer.

Question-What if one member of the nominating committee is not available? Answer: The committee may designate another member of that particular group.

Diana commented that a more permanent display could appear on the window, above the door to the Youth Area and there is additional space to the right of the window. Another action item to be addressed is the naming of the award. Should be colorful and could be named for an instrumental person from the library's past. Diana mentioned that funds are available to support volunteer efforts.

Tom asked what is the scope of the volunteers? Should it be from the pooled volunteer corps? How inclusive, as Book Sale volunteers don't really see themselves as part of the library's volunteer group. Diana will speak to Friends and Foundation for input on these issues, as well as the appointment of a volunteer coordinator which she feels is needed.

B. Library Art Collection-Reference: Alycia

Update-The deaccession of items has been done and some were sold at the Library Book Sale last Saturday

C. Outreach, Communication and Community Involvement-(Reference Tom/Carla) The committee is continuing their efforts to learn more about the library's services. Several questions were submitted to Diana and she was very prompt in her response. Information pertaining to staffing of outreach, availability of public computers and adult evening programming has been compiled. These inquiries will lead the committee on a path to identify future opportunities relating to library services.

7. NEW BUSINESS

A. Regular Meeting Schedule-Reference: Tama Olver

Should every meeting start at 3pm? Motion approved 3/0/0

B. Future Agendas-Reference:Tama Olver

1. Should the LAB participate in a group consisting of a representative from each board with the goal of maintaining consistency city-wide?
2. Follow up on record keeping for purchased art

Meeting adjourned at 4:44 pm. Next meeting on January 2nd, 2024.

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

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Aaron Campbell, Associate Planner
MEETING DATE:	January 17, 2024
SUBJECT:	Appeal of Coastal Development Permit 23-0221 for 270 Central Ave (APN# 006-214-002)
CEQA:	Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

RECOMMENDATION
Deny the appeal, affirm the Planning Commission determination, and approve Coastal Development Permit (CDP) 23-0221 based on findings, conditions of approval, and Class 1 and Class 31 Categorical Exemptions (CEQA Guidelines Section 15301 - Existing Facilities and Section 15331 - Historical Resource Restoration/Rehabilitation).

DISCUSSION
Site Description
The 10,815 square foot parcel is located on the north side of Central Avenue between 4th and 5th Streets. It is currently developed with a 4,687 square foot multifamily residence. The property is in the Coastal Zone, in an Archaeologically sensitive area, in the City's area of special biological significance, and listed on the Historic Resources Inventory.

The applicant has provided Phase I & II Archaeological Studies, as well as a Phase II Historical Assessment (Dana E. Supernowicz, M.A., RPA, 7/17/2023).

Surrounding Land Uses
The parcel is located in an area consisting of apartment buildings, inns, and medium to large-sized, one- and two-story residences in the Pacific Grove Retreat neighborhood.

Project Description
The proposed project will allow for the conversion of an 8-unit multifamily residence to an 8-unit Bed and Breakfast Inn with associated site improvements. In-kind replacement of original windows is proposed (pursuant to Window Guidelines, Appendix IV of the Pacific Grove Architectural Review Guidelines), as well as the replacement of non-historic windows with windows that match or closely match the original windows.

Pursuant to PGMC 23.70.020(b), project types eligible for Counter Review and Determination, where a use permit is also required, are reviewed under PGMC 23.70.080 (Planning Commission).

On December 1, 2023, the building official inspected the original windows and determined them to be "too deteriorated to restore." Pursuant to PGMC 23.70.020(b)(2)(a), the in-kind window replacement for properties listed on the HRI that have been deemed "too deteriorated to restore" are eligible for Counter Review and Determination.

Pursuant to PGMC 23.70.020(b)(2)(b), window replacement of non-original windows with windows that match or closely match the original are eligible for Counter Review and Determination.

All proposed window replacements are eligible for Counter Review and Determination and were reviewed by the Planning Commission under the use permit.

Background and Summary of Appeal

The Planning Commission (PC) considered the project at the December 14, 2023, meeting, held a public hearing and voted to approve the project with 5 ayes, 1 nay, and one commissioner absent (PC permit attached).

On December 27, 2023, the appellant submitted a timely appeal (attached) of the Planning Commission's decision to approve the Coastal Development Permit (CDP). The appellant contended that the project, as approved did not comply with Pacific Grove Municipal Code (PGMC) section 23.90.080 - *Required findings for CDP approval* citing the following subsections:

1. 23.90.080(a) LCP Consistency. The project is consistent with the LCP.
2. 23.90.080 (g), Appropriate Use. The project is consistent with the allowed LCP uses associated with the property.
3. 23.90.080 (h) Coastal Resources. The proposed development protects or enhances coastal resources, where applicable.

On December 27, 2023, the appellant also provided an email (attached) to clarify his appeal of the Coastal Development Permit stating that he is appealing "the approval of a de facto Short Term Rental use on a parcel that is not included on the City's approved Short Term Rental (STR) Map as an existing STR. Therefore, the proposed STR use does not comply with the definition of an STR or the LCP Land Use Plan.)"

Regarding the contention of compliance with PGMC 23.90.080 - Required findings for CDP approval:

1. 23.90.080(a), LCP Consistency.
    a. The appellant provided no substantial evidence to demonstrate this contention.
    b. Findings and supporting evidence can be found on CDP 23-0221 (attached).
2. 23.90.080(g), Appropriate Use**.**
    a. The appellant provided no substantial evidence to demonstrate this contention.
    b. Land Use Plan Ch. 3.2 Land Uses and Designations (LUD)
        i. *Policy LUD-6:* Allowed uses for Coastal Zone areas designated Medium High Density Residential 10-20 du/acre (MHD 10-20): *(g) bed and breakfast facilities.*
3. 23.90.080(h), Coastal Resources.
    a. The appellant provided no substantial evidence to demonstrate this contention.
    b. While not the legally binding standard of review for Coastal Development Permits, the General Plan, asserts that "as a means to preserve older houses, bed and breakfast inns are allowed with a use permit in the R-3-PGR, R-4, and C zoning districts." Thus, encouraging the protection and enhancement of the City's historic resources.
    c. A Phase II Historical Assessment conducted on July 17, 2023, by Dana E. Supernowicz, M.A., RPA concluded the following: "Taking into consideration the various alterations to

the residence since its original construction around 1910-1911, particularly during the 1940s, and the fact that the current project appears to be compatible in use, design, and architectural details to the original residence, the project appears to be compliant with the [Secretary of Interior's] Standards."

Regarding the appellants allegation of "de facto Short Term Rental:"

1. Short Term Rental use is not proposed (see the attached Coastal Development determination, CDP application, and CDD application).
2. The proposed Bed and Breakfast Inn meets the requirements as defined by 23.90.020 (2) - *"Bed and breakfast inn" means the use of a residential property for commercial lodging purposes where there are at least eight rooms available to guests and where the principal buildings were constructed at least 75 years prior to the date of application for the use.*
3. The applicant testified at the December 14, Planning Commission hearing that food will be provided to the patrons of the proposed Bed and Breakfast Inn. This negates the allegation that the proposed use will be a "de facto Short Term Rental" per PGMC23.90.020 (1) - *"Vacation rental" or "short-term rental" mean the use of a residential structure or a portion of a residential structure for short-term transient use where food is not provided.*

In summary, no substantive evidence or demonstration of inconsistency with the LCP (LUP & IP) has been provided to support the assertions made against the Planning Commission's December 14, 2023, determination of CDP 23-0221. It is also important to note that none of the claims made by the appellant were made during public comment at the PC hearing or in writing prior to the PC hearing.

Applicable Land Use Plan Policies

The Local Coastal Program (Land Use Plan and Implementation Plan) is the legally binding standard of review for evaluating Coastal Development Permit applications for development within most of the Pacific Grove Coastal Zone. The Pacific Grove Land Use Plan (LUP), certified on March 11, 2020, is the relevant portion of the General Plan providing a framework for future growth and development within the City's Coastal Zone. The Implementation Plan (PGMC Chapter 23.90) contains the ordinance and regulations which implement the provisions of the certified LCP. The City of Pacific Grove's Implementation Plan is found in Chapter 23.90 of the Pacific Grove Municipal Code.

The subject vicinity is designated Medium High Density du/acre 10-20 in LUP Figure 6. The proposed residential to commercial conversion project is consistent with applicable LUP policies, including the following:

- **DES-1:** All new development shall be consistent with requirements of the certified Local Coastal Program, including the certified Land Use Designations (Figure 6).
- **LUD-6 (g):** Allowed uses for Coastal Zone areas designated Medium High Density Residential 10-20 du/acre (MHD 10-20): *bed and breakfast facilities;*
- **CRS-3:** The City will assist developers and landowners by providing early identification of sensitive sites so that archaeological resources can be considered and protected during the early phases of project design. The City shall require new development to prepare an archaeological report by a qualified professional and, where appropriate, shall require mitigation measures to adequately protect and preserve potential archeological resources.
- **PRA-11** Lower cost visitor-serving facilities, including overnight accommodations and public recreational opportunities, shall be provided and encouraged. Existing lower-cost accommodations shall be protected and maintained. Overnight accommodations are reserved for transient uses only (30 days or less).
- **INF-2:** Development shall only be approved if it is first clearly demonstrated that the

development will be served by an adequate existing water allocation and sustainable long-term water supply. Individual private water systems, except for rainwater collection are prohibited.
- **INF-22:** New development in the Coastal Zone shall include adequate off-street parking to minimize the disruption of significant coastal access routes. All traffic impacts associated with new development shall be mitigated appropriately.

Applicable General Plan Policies

The subject property and district are designated for residential uses and structures. The Pacific Grove General Plan provides a framework for future growth and development within the City. The Land Use Element includes goals and polices that call for the orderly, well-planned, and balanced development, consistent with the historic nature of Pacific Grove, the capacity of the City's infrastructure, and the ability to assimilate new growth. This proposed visitor serving project is consistent with applicable General Plan policies, including the following:

Chapter 2, Land Use

- *Policy 2:* Ensure that new development is compatible with adjacent existing development.
- *Policy 4:* Continue to preserve Pacific Grove's character and regulate development.
- *Policy 12:* Promote and maintain a healthy local economy while preserving the local community character.
- *Policy 15:* Encourage land uses that generate revenue to the City while maintaining a balance with other community needs, such as housing, open space, and recreation.

Regarding bed and breakfast inn conversions, Chapter 2, Land Use of the General Plan states, "Pacific Grove's Zoning Ordinance allows the conversion of large residential buildings, at least 75 years old, to bed and breakfast inns. As a means to preserve older houses, bed and breakfast inns are allowed with a use permit in the R-3-PGR, R-4, and C zoning districts."

Applicable Zoning Code Regulations

As proposed, the project/use complies with the zoning development standards set forth in Pacific Grove Municipal Code (PGMC) 23.90 (Implementation Plan or IP), 23.26 (R-3-P.G.R.), and 23.68 (Nonconforming Uses and Buildings). This includes but is not limited to, use, height limit, setbacks, and allowable site coverage. The applicant provided a Project Data Sheet (attached) indicating the development standards of the zoning district, existing conditions, and proposed conditions.

Parking requirements for the proposed use is not set forth in PGMC Section 23.64.190 (Off-street parking, storage). The applicant is proposing nine (9) parking spaces (1 per unit and 1 for staff) which the Planning Commission considered and approved on December 14, 2023. As proposed, the project will be consistent with applicable zoning requirements, including the development regulations of the Community Design chapter of the Local Coastal Program's Implementation Plan (PGMC 23.90.180).

Use Permit (UP)

The use permit review by the Planning Commission occurs concurrently with the Coastal Development Permit (CDP) and is subject to the review criteria in PGMC §23.70.080(a). The UP is required per PGMC Section 23.26.020(b), and the required findings for the UP are located in the PC Permit (attached).

Coastal Development Permit (CDP)

An application, including concurrent permit materials, was filed with the Community Development Department (CDD) on August 11, 2023. The application submittal is consistent with PGMC § 23.90.060. Findings and related conditions of approval are included in the PC permit (attached). Due to the scope, the proposed project is not eligible for a standard CDP exemption per Section 23.90.040.B,

and CDD staff forwarded a CDP Determination to the California Coastal Commission on November 29, 2023. The CDP is required per PGMC Section 23.90.040(b)(5) involving an improvement to a structure which changes the intensity of use of the structure, and the required findings for the CDP are located in the draft Permit (attached).

Archaeological Resources

Per PGMC § 23.90.200, Cultural Resources, the application includes a Phase I and Phase II Archaeological Assessments dated, July 17, 2022, and prepared by a qualified archaeologist (Dana E. Supernowicz, M.A., RPA). The results of the property survey were negative, and no cultural resources were observed or reported. The project is conditioned to address inadvertent discovery of human remains or cultural artifacts.

Biological Resources

Per LUP Figure 5, Land Habitat Sensitivity Map, the project site is identified as having a low habitat value, and the property is a previously-developed site in a residentially zoned district surrounded by residential structures, 4th Avenue, 5th Avenue, and Central Avenue. Additionally, staff conducted a site visit on December 1, 2023, to verify this information. The project site is over 200 feet from the nearest marine habitat. The property is further separated from any sensitive habitat by a recreational trail, one city street, and numerous residential and hospitality facilities. As designed and conditioned, the project will not impact natural habitats or resources and is consistent with the LCP, including PGMC § 23.90.170 regarding biological resources and/or environmentally sensitive habitat areas. In this case, based on available information, an initial site assessment for biological resources is not warranted.

Stormwater Treatment Measure

As proposed, the project does not trigger stormwater requirements. Also, per PGMC 23.90.150, the City did not require a water quality assessment because the proposed new development is under 2,500 square feet of coverage, and will fall within the City's Municipal Permit.

Coastal Hazards

Per PGMC § 23.90.140, Coastal Hazards, CDD staff reviewed LUP Figure 3 (Coastal Hazards and Areas of Potential Sea Level Rise), aerial and topographic imagery, the plan set, and conducted a site visit on December 1, 2023, and determined the site and proposed development would not be subject to coastal hazards over its lifetime. The nearest point of the subject properties is over 200 feet from the shoreline and the site elevations range from approximately 53 feet to 67 feet. In this case, submittal of a Coastal Hazards Report is not warranted.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

In reviewing this action, the City has followed CEQA statute enacted by the State of California as published in the California Public Resources Code, Division 13, §21000, et seq., and the adopted guidelines as published in the California Code of Regulations, Title 14, §15000, et seq. (i.e., CEQA Guidelines). The proposed project is found to be categorically exempt under CEQA Guidelines Section 15301, Class 1, Existing Facilities and CEQA Guidelines Section 15331, Class 31, Historical Resource Restoration/Rehabilitation. As proposed, the project is consistent with the parameters of the Class 1 and Class 31 categorical exemptions. Also, the proposed project is consistent with the General Plan and the neighborhood within which the project is located is not environmentally sensitive. No adverse environmental effects were identified during staff review of the development application, nor during site inspections. The exceptions to exemptions in Section 15300.2 of the CEQA Guidelines pertaining to location, cumulative impacts, significant effects, scenic highways, hazardous waste sites, and historical resources do not apply to this project. There is no substantial evidence of an unusual circumstance because there is no feature or condition of the project that distinguishes the project from the exempt class. Additionally, there is no substantial evidence that would support a fair argument that the project

has a reasonable possibility of having a significant effect on the environment or that it would result in a cumulative significant impact. Specifically, in this case, the project would not cause a substantial adverse change in the significance of a historical resource.

OPTIONS

1. Deny the appeal, affirm the December 14, 2023, determination of the Planning Commission, and approve Coastal Development Permit 23-0221 based on findings, conditions of approval, and Class 1 and Class 31 Categorical Exemptions (CEQA Guidelines Section 15301 - Existing Facilities and Section 15331 - Historical Resource Restoration/Rehabilitation)
2. Deny the appeal, modify the conditions of approval to affirm in part the December 14, 2023, determination of the Planning Commission, and approve Coastal Development Permit 23-0221 based on findings, amended conditions of approval, and Class 1 and Class 31 Categorical Exemptions (CEQA Guidelines Section 15301 - Existing Facilities and Section 15331 - Historical Resource Restoration/Rehabilitation) ;
3. If required findings per PGMC 23.90.080 - *Required findings for CDP approval* cannot be made, grant the appeal and disapprove of Coastal Development Permit 23-0221, approved by the planning commission on December 14, 2023.

FINANCIAL IMPACT:
N/A

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

CDP appeal application & letter (CIANI)
CDP 23-0221 appeal application - email addendum
CDP Application & Checklist
CDP Determination 23-0221
CDD Application 23-0221
270 Central Project Data Sheet
Draft Resolution CDP 23-0221
CDP & UP 23-0221 Permit-PC signed
270 Central Plan Set
Phase 2 Historic Assessment

Anthony A. Ciani 220 Walnut Street Pacific Grove, California 93950

2023 DEC 27 A 10: 32
CITY OF PACIFIC GROVE

December 21, 2023

City Clerk, Sandra Kandell
City of Pacific Grove
300 Forest Avenue
Pacific Grove, CA 93950 (Via email: cityclerk@cityofpacificgrove.org)

RE: APPEAL - COASTAL DEVELOPMENT PERMIT (CDP), USE PERMIT (UP) (UP/CDP 23-0221) – 270 Central Avenue, Pacific Grove

Dear City Clerk Kandell,

Pursuant to Pacific Grove Municipal Code Section 23.90.100, I am writing to appeal the decision of the Planning Commission on December 14, 2023, to approve the above referenced CDP & UP Permit No. **22-0221. See Planning Commission December 14, 2023, Regular Agenda Item 8.C.** See the attached Appeal Form dated 12/21/2023.

BASIS OF THE APPEAL:

1) The proposed use is inconsistent with the City Zoning Code and Local Coastal Program.
2) The replacement of all the windows is inconsistent with the provisions in the Zoning Code 23.70.020 and Historic Resources Committee (HRC) ordinance PGMC 23.76.080.
3) The project's scope of development work raises substantial issues and is inconsistent with the following the policies in LCP Land Use Plan.
   (a) LCP Consistency. The project is consistent with the LCP.
   (g) Appropriate Use. The project is inconsistent with the allowed LCP uses associated with the property.
   (h) Coastal Resources. The proposed development protects or enhances coastal resources, where applicable. [Ord. 20-023 § 2, 2020].
4) To approve a CDP, the review authority must find that the development, as proposed and conditioned, is consistent with all applicable LCP policies and standards, including making all the following findings that themselves shall be based on upon substantial evidence.

Sincerely,
Anthony A. Ciani
Anthony A. Ciani

Anthony A. Ciani, Resident
220 Walnut Street
Pacific Grove, CA 93950
aciani@cianiarchitecture.com

ATTACHMENT: APPEAL FORM

Cc: City Council
Planning Commission
Central Coast - Coastal Commission

CITY OF PACIFIC GROVE

Community Development Department – Planning Division

300 Forest Avenue, Pacific Grove, CA 93950
T :: 831.648.3190 • F :: 831.648.3184 • www.ci.pg.ca.us/cdd

Appeal Form

Appeal #: _____
Date: _____
Received By: _____
Total Fee: _____

Project Information

Project Address:	270 Central Avenue ■ On HRI/☐ Not on HRI	APN:	006-214-002-000
Application & No.:	UP/CDP (23-0221)		
Applicant Name:	Hunter Porter Eldridge, AIA	Phone #:	1-831-277-6487
Mailing Address:	167 Fountain Ave., Pacific Grove, CA 93950		
Email Address:	hunter@hpe-arch.com		
Owner Name:	Renewable Energy Development, LLC	Phone #:	1-650-766-9988
Mailing Address:	1245 S. Winchester Blvd., San Jose, CA 95128		
Email Address:	april.fiegl@gmail.com		

Action[1]

☐ ARB: Architectural Review Board
■ CDD: Planning Staff
☐ HRC:Historic Resources Committee
■ PC: Planning Commission
☐ NRC: Natural Resources Committee
☐ SPRC: Site Plan Review Committee
☐ ZA: Zoning Administrator

Date of Action: CDD (~ December 1, 2023; PC (December 14, 2023)
Action Taken: Approve Use Permit and Coastal Development Permit No. 23-0221

Appeal Information

Appellant Name:	Anthony A. Ciani	Phone #:	(858) 454-7141
Mailing Address:	220 Walnut Street, Pacifcn Grove, CA 93950		
Email Address:	aciani@cianiarchitecture.com		

Appeal Deadline: 5:00 p.m. on 12 /25 /2023
Grounds for Appeal: CDD Staff counter determination & approval failed to make adequate findings per PGMC 23.70.020
Planning Commission Decision failed to make adequate HRC, ARB, UP & CDP findings per PGMC 23.68
23.90.080
If necessary, use additional pages.

Fees

Discretionary Fees[2]		$
Appeal Fee = 25% of discretionary fees		$
Cost of publication of legal notice[3]		$
Photocopies	copies @ 10¢ each	$
Postage[4]	stamps @ 45¢ each	$
Other		$
Total Appeal Fee		

Anthony A Ciani
Appellant Signature

12/21/2023
Date

[1] See Table 23.70.012-1 in the Pacific Grove Zoning Code, which identifies roles of review authorities as they relate to appeals.
[2] Whatever fee was collected by the city for the application for use permit, architectural approval, variance, etc., or combination of more than one fee if more than one decision is being appealed.
[3] Currently averaging $250-300.
[4] Typically the number of address labels for parcels (or portions thereof) found within a 300 ft radius of the subject parcel (350 ft radius for homes in the Asilomar Dunes area) is approximately 120. Mailing is sent to owners and occupants (including most individual apartments) of properties.

Rev. 11/7/12

From:	Tony Ciani
To:	Sandra Kandell
Cc:	Aaron Campbell; CentralCoast@Coastal; Planning Commission; Kahn, Kevin@Coastal
Subject:	Re: APPEAL - COASTAL DEVELOPMENT PERMIT (CDP), USE PERMIT (UP) (UP/CDP 23-0221) – 270 Central Avenue, Pacific Grove
Date:	Wednesday, December 27, 2023 3:51:11 PM

[**NOTICE:** This message originated outside of the City of Pacific Grove email system -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Dear Ms. Kandell,

I am writing to clarify my appeal of COASTAL DEVELOPMENT PERMIT (CDP), USE PERMIT (UP) (UP/CDP 23-0221) – 270 Central Avenue, Pacific Grove includes appealing the approval of a de facto Short Term Rental use ona parcel that is not included on the City's approved Short Term Rental (STR) Map as an existing STR. Therefore, the proposed STR use does not comply with the definition of a STR or the LCP Land Use Plan.

(https://www.google.com/maps/d/u/1/embed?mid=1IOmALjTMDCPiM3q7T9Yf6fPv69Q&ll=36.62011759097855%2C-121.90943127229625&z=21)

Sincerely,

Anthony A. Ciani, Appellant

CITY OF PACIFIC GROVE
COASTAL DEVELOPMENT PERMIT
APPLICATION & SUBMITTAL CHECKLIST

Instructions

Please submit a complete application packet including this form with all of the items checked below. If one or more of the items is not applicable to your project, please mark with "not applicable" or "n/a". All exhibits must be clear, legible, and to scale where appropriate.

Incomplete applications will not be accepted for filing.

Checklist

This checklist is provided for the convenience of applicants in gathering necessary application materials. Additional material may be required prior to issuance of a Coastal Development Permit (CDP). For example, preliminary title reports, land surveys, biological/archaeological/botanical reports, restoration plans, and other reports or plans may be required based on the scope of the project.

- ☐ A completed standard City of Pacific Grove Community Development **Planning Permit Application** including the **Indemnification Form** signed by the applicant and property owner
- ☐ The **Plan Set** shall include: a **Site Plan** meeting the requirements of the **Submittal Checklist Form**; **Architectural Elevations** of all sides of the structure and including accessory buildings; (1) oblique street-view architectural rendering if the site is flat or a minimum of (2) views if the site is located in the Asilomar Dunes Residential Area (ADRA), including at least (1) view from Sunset Dr.; and a completed **Project Data Sheet**. *Note that the installation of story poles and netting will be required during the public notice period*.
- ☐ One (1) full-size (24" x 36") scaled plan set, two (2) 11" x 17" scaled sets, and a digital set of plans (thumb drive, disc, or email). Please include digital versions of ALL of the application materials as part of your **Electronic Submittal**. Include a **Vicinity Map** on the site plan. Additional copies may be needed for hearings.
- ☐ Required **Technical Reports** (biological/archaeological/botanical reports, geotechnical reports, grading plan, etc.)
- ☐ **Filing Fee**
- ☐ **Project Description:** (Describe the project in detail including secondary improvements such as grading, removal or alteration of septic tanks, roads, driveways, tree removal and/or pruning, accessory buildings, fences, etc. Attach additional pages as necessary)

USE PERMIT TO CONVERT AN EXISTING MULTI FAMILY RESIDENCE INTO A BED AND BREAKFAST FACILITY.

PROJECT SCOPE INCLUDES: CONVERTING THE DETACHED UNIT INTO A FULLY ACCESSIBLE UNIT;

SITE IMPROVEMENTS FOR ACCESSIBILITY COMPLIANCE; REPLACEMENT OF ALL EXISTING WINDOWS, SIZE

INCREASE OF ONE WINDOW ON UNIT F; NEW PAINT COLOR ON EXTERIOR OF ALL ON-SITE BUILDINGS, NEW FENCES.

☐ **Project Location:** 270 Central Avenue **Assessor Parcel No:** 006-214-002-000
(street address)

☐ **Present Use** of the property:

Are there existing buildings? ■ Yes ☐ No If yes, please describe: Main building consists of 7 apartment units and basement. One detached unit and deck at corner of Central Ave and 4th Street.

☐ Will any existing buildings be **removed** or **demolished**? ☐ Yes ■ No If yes, please describe:

☐ Is the proposed development governed by a **Development Agreement**? ☐ Yes ■ No

☐ Has any application for development on this site been made in the past to the CA Coastal Commission or the CA Coastal Zone Conservation Commission? ☐ Yes ■ No

If yes, please list application #s: _____

☐ **Coastal Access:** Is the proposed development within the first public road and the sea or Monterey Bay? ☐ Yes ■ No If yes, is there currently public access to the shoreline on or near the site? Please describe:

☐ **Waters:** Does the project involve diking, filling, draining, dredging or placing structures in open coastal or Monterey Bay waters, wetlands, or estuaries? ☐ Yes ■ No

If yes, state the amount of fill in cubic yards (cy) _____. What is the location of the fill receiving site? _____

Is an **Army Corps** (USACE) permit required? ☐ Yes ■ No

☐ Will the project effect **Public Access** to and along the shoreline, either directly or indirectly (i.e., removing parking used for access to the beach)? ☐ Yes ■ No

If yes, describe the impact: _____

☐ Please check the following **Utilities** that will need to be extended to the proposed development:

☐ Water ☐ Sewer ☐ Electrical ☐ Natural Gas ☐ Telephone

☐ Is the proposed development in or near the **Asilomar Dunes Residential Area** (ADRA)? ☐ Yes ■ No If yes, additional technical reports will be required.

☐ Is the development within an **Environmentally Sensitive Habitat Area** (ESHA) including areas with state or federally listed **rare, threatened, or endangered species**, or candidate species?

☐ Yes ■ No If yes, additional technical reports will be required.

☐ If the development is proposed to: a) alter a spring or stream in any way; or b) effect an existing well (either onsite or offsite), contact the Planning Department for additional requirements.

☐ Will the proposed development be **visible from Sunset Drive** or other mapped **scenic resource areas**? ☐ Yes ■ No

☐ Include any **Tree Removal** or **Pruning** required (a separate permit may be required). Note the number, size, species of tree (s), and whether heavy equipment will be necessary for tree project (refer to the Tree Permit requirements on City's Public Works website)

■ Is the development in or near a park or other recreation area? ■ Yes ☐ No

☐ Is this a City **Public Works** project or a project being undertaken by another public agency? ☐ Yes ■ No If yes, please contact the Planning Division for additional requirements relating to grading, dredging, fill, use of heavy equipment, additional non-City permit requirements, etc.

☐ Will the development extend onto or adjoin any beach, tidelands, submerged lands, or public trust lands? ☐ Yes ■ No If yes, please consult with Planning staff for additional requirements.

☐ If the site contains any of the following resources, attach an explanation:
- ■ Buildings on the City's Historic Resources Inventory (HRI) or more than 50 years old;
- ☐ Archaeological resources; and/or
- ☐ Paleontological resources

☐ Does the project include the development of new **Lodging** or the alteration of existing **Low-Cost Visitor Accommodations and/or Recreation Facilities**? ☐ Yes ■ No
If yes, describe how the project complies with the requirements of PGMC Sec. 23.90.220 _____
_____

☐ Will the development provide public or private recreational opportunities?
☐ Yes ■ No

☐ Is any Grading proposed? ■ Yes ☐ No If yes, complete the following table:

a) Amount of cut: 100 cubic yards (cy) b) Amount of fill: 30 cy c) Amount of **import** or **export**: 70 cy (circle which one)	d) Max. height of cut slope: 0 ft. e) Max. Height of fill slope: 2.5 ft. f) Location of borrow or disposal: ___ ft. Monterey Regional Waste Management Landfill

Note: grading, stormwater, and erosion control plans must be attached when applicable

☐ If the project is multi-family residential, indicate:

Number of Units			***Total # of bedrooms per unit (existing and proposed)***	***Type of ownership proposed***
Existing # of Units	Proposed # of Units	Net # of units upon completion		☐ Rental ☐ Condo ☐ Stock Coop ☐ Timeshare ☐ Other

☐ Estimated cost of the proposed development (not including the cost of land) $_____

☐ Parking and Utilities

Number of parking spaces required		
Existing spaces	Proposed new spaces	Net # of spaces on completion of project
6	3	9

☐ Project Height: (Max. height of structure as defined in the IP: *the vertical distance measured between the legally established existing grade and the top-most portion of development above existing grade, unless otherwise specified*)

a. Above existing (natural) grade 24'-6" ft.
b. Above finished grade 24'-6" ft.
c. As measured from centerline of frontage road _____ ft.

☐ Total # of floors in structure, including subterranean floors, lofts, and mezzanines 3

☐ Gross Floor Area (GFA) in sq. ft. (includes garages and accessory buildings) 4,687 (no change) sq. ft.

☐ Lot Area 10,815 sq. ft.

☐ If the project includes **Subdivision** or a **Lot Line Adjustment**, indicate:

Number of Lots			***Size of lots to be created (indicate gross <u>and</u> net lots size)***	
Existing # of Lots	Proposed # of Lots	Net # of lots upon completion	Existing	Proposed
6	6			

☐ If the project is a **Lot Line Adjustment** or a request for **Certificates of Subdivision Compliance**, please provide the following:

1. "Creation documents" for all affected properties. These documents would include grant deeds or certain maps recorded prior to the effective date of the Coastal Act (Jan. 1, 1976) that include a legal description describing the property as it exists today;
2. A prelim. title report less than six (6) months old; and
3. Current grant deeds for each affected property.

COASTAL DEVELOPMENT PERMIT DETERMINATION
(CDP, CDP Waiver, CDP Exemption)

Date: 11/28/2023

☒ Appealable area
☐ Non-Appealable area

Determination:

- ☒ Coastal Development Permit (CDP) required
- ☐ CDP de minimis waiver required per PGMC 23.90.045
- ☐ CDP exemption applies per PGMC 23.90.040 Section _____ (see below)

Applicant Name: Hunter Eldridge Assigned Planner: A. Campbell

Project Location: 270 Central Avenue, Pacific Grove, CA 93950 Project

Description: Convert existing Multiple Dwelling Residential Use to a Bed and Breakfast Inn Use.

☐ **A. Existing Single-Family Residences.** Improvements to an existing single-family residence, including fixtures and structures directly attached to a residence, landscaping, and structures normally associated with a single-family residence, such as garages, swimming pools, fences and storage sheds. This exemption **does not** include:

1. Improvements to a single-family residence if the residence or any improvement is located on a beach, in a wetland, seaward of the mean high-tide line, within an environmentally sensitive habitat area including all improvements within the Asilomar Dunes Residential Area and Asilomar Conference Grounds, in an area designated highly scenic in the LCP (i.e., those areas designated in LUP Figure 4: Scenic Areas), or within 50 feet of the edge of a coastal bluff.
2. Any significant alteration of land forms including removal or placement of vegetation on a beach, wetland, or sand dune, within 50 feet of the edge of a coastal bluff, or within an environmentally sensitive habitat area.
3. The expansion or construction of water wells or septic systems.
4. Guest houses or self-contained residential units.
5. On property not included in Subparagraph A.1 above that is located between the sea and the first public road paralleling the sea, or within 300 feet of the inland extent of any beach or of the mean high tide of the sea where there is no beach, whichever is the greater distance, or in significant scenic resources areas as designated in LUP Figure 4: Scenic Areas map, when one of the following circumstances apply:
    a. Improvement that would result in an increase of 10 percent or more of internal floor area of an existing structure; or
    b. An additional improvement of 10 percent or less where an improvement to the structure has previously been undertaken pursuant to this section; or
    c. An increase in height by more than 10 percent of an existing structure; or
    d. An increase of height of 10 percent or less where height has already been undertaken pursuant to this section; and/or
    e. Development that includes any significant non-attached structure such as garages, fences, shoreline protective works or docks.
6. Any improvement to a single-family residence where the coastal development permit issued for the original structure by the Coastal Commission or City indicated that any future improvements would require a coastal development permit or a CDP amendment or some other type of coastal authorization (e.g., a CDP waiver).

COASTAL DEVELOPMENT PERMIT DETERMINATION
(CDP, CDP Waiver, CDP Exemption)

☐ **B. Other Existing Structures.** Improvements to an existing structure, other than a single-family residence or public works facility, including landscaping and fixtures and other structures directly attached to the structure. This exemption **does not** include the exceptions 1-7 noted in 23.90.040.
☐ **C. Repair or maintenance activities** that do not result in an addition to, or enlargement or expansion of, the object of those repair or maintenance activities. This exemption **does not** include the exceptions 1-4 noted in 23.90.040. **Public Works activities** that qualify are excluded from the exceptions per #3 below. 3. Those activities specifically described as exempt from CDP requirements in the document entitled Repair, Maintenance and Utility Hookups, adopted by the Coastal Commission on September 5, 1978 unless a proposed activity will have a risk of substantial adverse impact on public access, environmentally sensitive habitat areas, wetlands, or public views to the ocean, in which case the 1978 document exemptions do not apply.
☐ **D. Replacement of Destroyed Structures.** The replacement of any legally established structure, other than a public works facility, destroyed by a disaster. The replacement structure shall conform to applicable LCP requirements, shall be for the same use as the destroyed structure, shall not exceed either the floor area, height, or bulk of the destroyed structure by more than 10 percent, and shall be sited in the same location on the affected property as the destroyed structure. As used in this section, "disaster" means any situation in which the force or forces which destroyed the structure to be replaced were beyond the control of its owner; "bulk" means total interior cubic volume as measured from the exterior surface of the structure; and "structure" includes landscaping and any erosion control structure or device which is similar to that which existed prior to the occurrence of the disaster.
☐ **E. Temporary Events.** This exemption **does not** include the exceptions 1-4 noted in 23.90.040.
☐ **F. Emergency Work.** Immediate emergency work necessary to protect life or property, or immediate emergency repairs to public service facilities necessary to maintain service as a result of a disaster in a disaster-stricken area in which a state of emergency has been proclaimed by the Governor pursuant to Chapter 7 (commencing with Section 8550) of Division 1 of Title 2 of the Government Code.

Please be advised that only the project described above is exempt from the permit requirements of the certified Local Coastal Program for Pacific Grove. Any change in the project may cause it to lose its exempt status. This certification is based on information provided by the project applicant. If any of the submitted information is found to be incorrect or incomplete, this exemption will become invalid, and any development occurring at that time must cease until a Coastal Development Permit or waiver is obtained.

Community Development Department
City of Pacific Grove
(831) 648-3183

CITY OF PACIFIC GROVE

Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
Tel: 831.648.3190 • Fax: 831.648.3184 • www.cityofpacificgrove.org

Permit Application

Application # UP 23-0221
Date: 8/11/23
Total Fees: $4155.60

APPLICANT/OWNER:

Project Address: 270 Central Avenue, Pacific Grove CA 93950 **APN:** 006-214-002-000

Project Description: USE PERMIT TO CONVERT AN EXISTING MULTI FAMILY RESIDENCE INTO A BED AND ~~BREAKFAST FACILITY. PROJECT SCOPE INCLUDES: CONVERTING THE DETACHED~~ UNIT TO A FULLY ACCESSIBLE UNIT; SITE IMPROVEMENTS FOR ACCESSIBILITY ~~COMPLIANCE; REPLACEMENT OF ALL EXISTING WINDOWS, SIZE INCREASE OF ONE~~ WINDOW ON UNIT F; NEW PAINT COLOR ON EXTERIOR OF ALL ON-SITE BUILDINGS, NEW FENCES.

Will the project create, add, or replace impervious surface? ☑ Yes ☐ No

Will the project impact any tree(s) on site? ☐ Yes ☑ No

Applicant
Name: Hunter Porter Eldridge, AIA
Phone: 1-831-277-6487
Email: hunter@hpe-arch.com
Mailing Address: 167 Fountain Avenue
Pacific Grove, CA 93950

Owner
Name: Renewable Energy Development, LLC
Phone: 1-650-766-9988
Email: april.fiegl@gmail.com
Mailing Address: 1245 S. Winchester Blvd.,
San Jose, CA 95128

PLANNING STAFF USE ONLY:

Permit Request:

☐ CRD: Counter Determination	☐ SP: Sign Permit	☐ IHS: Initial Historic Screening	☐ VAR: Variance
☐ AP: Architectural Permit	☑ UP: Use Permit	☐ HPP: Historic Preservation	☐ MMP: Mitigation Monitoring
☐ AAP: Administrative AP	☐ AUP: Administrative UP	☐ A: Appeal	☐ Water Entitlement
☐ ADC: Arch Design Change	☑ CDP: Coastal Dev. Permit	☐ TPD: Tree Permit W/ Dev't	☐ Other: _____
☐ ASP: Admin Sign Permit	☐ LLA: Lot Line Adjustment	☐ CDP Waiver/Admin. CDP	☐ Other: _____

CEQA Determination:
☑ Exempt
☐ Initial Study & Mitigated Negative Declaration
☐ Environmental Impact Report

Review Authority:
☐ Staff ☐ HRC
☐ ZA ☐ PC
☐ SPRC ☐ CC
☐ ARB ☐ _____

Active Permits:
☐ Active Planning Permit
☐ Active Building Permit
☐ Active Code Violation
Permit #: _____

Overlay Zones:
☐ Butterfly Zone
☑ Area of Special Biological Significance (ASBS)
☐ Environmentally Sensitive Habitat Area (ESHA)

Property Information
Lot: 9, 10, 11, 12, 13, 14
Block: 9
Tract: PG Retreat
ZC: R-3-PGR
GP: 2.0 5 to 15 units
Lot Size: 11,101 SF

☑ Historic Resources Inventory
☐ Archaeologically Sensitive Area
☑ CDP Appeal Jurisdiction

Staff Use Only:
Received by: aa
Assigned to: L

RECEIVED
AUG 11 2023
CITY OF PACIFIC GROVE
COMMUNITY DEV DEPT

$ PAID 4,155.60 8-11-23

Application # _____

INDEMNIFICATION CONDITION

In consideration for City review and approval of application in this matter, the Owner/Applicant shall indemnify, defend, protect and hold harmless the City, its elected and appointed officials, officers, agents, and employees (collectively "Indemnitees"), using counsel approved in writing by the City, from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorneys' fees and disbursements which may accrue against Indemnitees by reason of the City's processing, approval or denial of the request and application in this matter. Indemnification shall include, but shall not be limited to any action, or proceeding brought to attack, set aside, void, annul, limit, or inhibit the approval of the application referenced above, and shall expressly include causes of action under the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), or the CA Coastal Act.

The obligation to indemnify shall include, but not be limited to, all costs relating to preparing administrative records, investigations, responses to discovery, retention of experts, and other costs, including attorney's fees or obligations related to this matter, including actions brought by the Owner/Applicant and extend to any expense incurred in establishing the City's right to indemnification. City expenses shall be paid by Owner/Applicant upon City request notwithstanding final disposition of the matter has not yet occurred. If the City is later determined to not be entitled to indemnification, the City shall repay amounts so advanced.

This indemnification condition is the Owner/Applicant's inducement to the City to process and approve the application, which approval would otherwise be withheld by City due to its concern for liability or expense that may result from performance of the City's duties. Should any dispute arise regarding interpretation of this condition, the prevailing party shall recover all reasonable costs incurred, including court costs, attorney fees and related expenses. Recovery of expenses shall be as additional costs awarded to the prevailing party and shall not require initiation of a separate legal proceeding.

This indemnification condition shall not require the Owner/Applicant to indemnify the City or other Indemnities: (a) to the extent that an obligation is actually paid by an insurer pursuant to an insurance policy; (b) in connection with any remuneration paid to the City, if it shall be finally adjudged that such remuneration was in violation of law; or (c) on account of the City's misconduct if such misconduct shall be finally adjudged to have been knowingly fraudulent, deliberately dishonest or willful.

Any permit or other approval given by the City to the Owner/Applicant Guarantor shall be valid only so long as this indemnification condition is given full force and effect. If this indemnification condition is revoked, the permit or other approval of the City shall then become null and void.

Owner/Applicant represents it (and any subsidiary) is (a) duly formed and organized, (b) validly existing and in good standing under state law, and (c) has all necessary power to execute and deliver this document and perform its obligations. Owner/Applicant also represents it is authorized to enter into this agreement by all requisite partnership, corporate or other action, and its terms are a valid and legally binding obligation. Neither execution nor delivery of this document nor performance of its obligations will violate any law or provision of any agreement, articles of incorporation, by-laws or other organizational or governing documents relating to Owner/Applicant, nor conflict with any court order relating to Owner/Applicant.

Applicant Signature: Hunter Porter Eldridge **Date:** 08/07/2023

Owner Signature (Required): _____ **Date:** 08/07/2023

revised 10/01/2021

CITY OF PACIFIC GROVE
Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
Tel: 831.648.3190 • Fax: 831.648.3184 • www.cityofpacificgrove.org

Application # _____

Planning Permit Fee Calculation

Permit	Select	Fee
Architectural Permit – Single Family	☐	$3,184
Administrative Architectural Permit	☐	$1,533
Architectural Design Change	☐	$1,533
Counter Review & Determination – no new square footage	☐	$221
Counter Review & Determination – new square footage	☐	$894
Initial Historic Screening	☐	$471
Sign Permit	☐	$2,339
Administrative Sign Permit	☐	$894
Use Permit and Amendments – Single Family	☐	$1,911
Major Administrative Use Permit	☒	$1,252
Minor Administrative Use Permit	☐	$1,235
Variance and Amendment	☐	$2,659
Coastal Development Permit (base fee for single-family <1,500 sf; see adopted fee schedule for additional permit fees)	☒	$2,244
CDP Waiver/Admin. CDP	☐	$2,244
Historic Preservation Permit	☐	$1,811
Initial Study (ND/MND)	☐	$6,429
Tree Permit with Development	☐	$284
Appeal	☐	25% of base permit fee or $1,090 whichever is greater plus noticing costs
Other Total	☐	$3,496.00

Additional Fees

General Plan Update Fee	5% of Permit Fee	☐	174.80
CEQA Exemption Fee	$290	☐	290.00
Butterfly Buffer Zone	5% of Permit Fee	☐	
Area of Special Biological Significance	5% of Permit Fee	☐	174.80
Noticing – Mailings	$0.55 *(# of Mailings)	☐	20.00
Noticing – Herald Ad	$364	☐	
Stormwater Fee	Varies	☐	
County filing fee	Varies	☐	
File maintenance fee	Varies	☐	
Other	Varies	☐	
Other	Varies	☐	

Total Fees: $4,155.60

revised 10/01/2021
PGCC 1-17-24
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PROJECT DATA SHEET

270 Central Avenue, Pacific Grove **Submittal Date:** _____

APPLICANT: HUNTER PORTER ELDRIDGE, AIA **Permit Type(s) & No(s):** _____ Coastal

	REQUIRED/ Permitted	Existing Condition	Proposed Condition	Notes
Zone District	NA	R-3-PGR	R-3-PGR	No Change
Building Site Area	NA	10,815 SF	10,815 SF	No Change
Density (multi-family projects only)				No Change
Building Coverage	5,407 SF (50%)	2,679 SF (24.7%)	2,679 SF (24.7%)	No Change
Site Coverage	6,489 SF (60%)	6,344 SF (58.6%)	6,230 SF (57.6%)	Excluding 400 SF of driveway Excluding 60 SF of walkway
Gross Floor Area	3,858 SF	4,687 SF	4,687 SF	Existing, Non-conforming. No Change
Square Footage not counted towards Gross Floor Area	NA	NA	NA	
Impervious Surface Area Created and/or Replaced	---	---	2,463 SF	
Exterior Lateral Wall Length to be demolished in feet & % of total*	---	0 SF	0 SF	
Exterior Lateral Wall Length to be built	---	0 SF	0 SF	
Building Height	30'-0"	32'-0"	32'-0"	Existing, Non-conforming. No Change
Number of stories	3	2	2	Existing, Non-conforming. No Change
Front Setback	8'-0"	5'-8"	5'-8"	Existing, Non-conforming. No Change
EAST Side Setback	10'-0"	1'-5"	1'-5"	Existing, Non-conforming. No Change
WEST	10'-0"	0'-0"	0'-0"	Existing, Non-conforming. No Change
Rear Setback	8'-0" for 2-stories 5'-0" for single story	Carport : 5'-7" Main Residence: 40'-0"	Carport: 5'-7" Main Residence: 40'-0"	No Change
Garage Door Setback	Minimum 20'-0"	29'-6"	29'-6"	Carport, No Change
Covered Parking Spaces	1	2	2	No Change
Uncovered Parking Spaces	1	6	7	
Parking Space Size (Interior measurement)	---	9'-0" x 18'-0"	9'-0" x 18'-0"	
Number of Driveways	---	2	2	No Change
Driveway Width(s)	Maximum 40% of lot width: 36'-0"	5th St: 18'-6" 4th St: 20'-0"	5th St: 18'-6" 4th St: 20'-0"	No Change
Back-up Distance	---	29'-6"	29'-6"	Carport, No Change
Eave Projection (Into Setback)	---	Front: 7'-8", East: 10'-0" West: 12'-2", Rear: 0'-0"	Front: 7'-8", East: 10'-0" West: 12'-2", Rear: 0'-0"	No Change
Distances Between Eaves & Property Lines	---	Front/East/West: 0'-0" Rear: 27'-0"	Front/East/West: 0'-0" Rear: 27'-0"	No Change
Open Porch/Deck Projections	---	280 SF	280 SF	No Change
Architectural Feature Projections	NA	NA	NA	
Number & Category of Accessory Buildings	---	2	2	Carport & Unit H. No Change.
Accessory Building Setbacks (single story)				
Front Setback (WEST)	8'-0"	>99'-0"	>99'-0"	No Change
NORTH Side Setback	9'-0"	> 57'-0"	> 57'-0"	No Change
SOUTH Side Setback	9'-0"	9'-10"	9'-10"	No Change
Rear Setback (EAST)	5'-0"	1'-5"	1'-5"	Existing, Non-conforming. No Change
Distance between Buildings		42'-0"	42'-0"	No Change
Accessory Building Heights		---		
Fence Heights		3'-0"	4'-0"	Fence at Central Ave

**If project proposes demolition to an HRI structure, also indicate % of proposed demolition of the surface of all exterior walls facing a public street or streets, if applicable.*

[Rev. 01/14/14]

RESOLUTION NO. 24-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE DENYING THE APPEAL OF COASTAL DEVELOPMENT PERMIT (CDP) 23-0221 AND APPROVING CDP 23-0221 FOR PROPERTY LOCATED AT 270 CENTRAL AVENUE TO ALLOW THE CONVERSION OF A MULTI-DWELLING USE TO A BED AND BREAKFAST INN USE. THIS PROPERTY IS LISTED ON THE HISTORIC RESOURCES INVENTORY.

FACTS

1. The subject site is located at 270 Central Avenue, Pacific Grove, 93950; APN 006-214-002.
2. The subject site has a land use designation of Medium High Density 10-20 du/ac (MHD 10-20) in the adopted City of Pacific Grove Coastal Land Use Plan (LUP Figure 6).
3. The subject site is approximately 10,815 square feet in size and is currently developed with a 4,687 square foot eight-unit multifamily residence.
4. The property is located in an archaeologically sensitive area (LUP Figure 7), in the City's Area of Special Biological Significance (ASBS), within the Coastal Zone, and is listed on the City's Historic Resources Inventory (HRI).
5. Per Pacific Grove Municipal Code (PGMC) § 23.90.200, Cultural Resources, Phase I and Phase II Archaeological Surveys were prepared by a qualified historian (Supernowicz, July 17, 2023). Results of the assessments were negative, and no cultural resources were observed or reported. This permit has been conditioned for archaeological and inadvertent discovery (see Conditions of Approval No. 9 & 10).
6. Per Pacific Grove Municipal Code (PGMC) § 23.90.200, Cultural Resources, a Phase II Historical Assessment was prepared for the property by a qualified historian (Supernowicz, July 17, 2023) and determined the proposed project "appears to be compliant with the [Secretary of Interior's] Standards."
7. Per PGMC § 23.90.140, Coastal Hazards, CDD staff reviewed LUP Figure 3 (Coastal Hazards and Areas of Potential Sea Level Rise), aerial and topographic imagery, the plan set, and conducted a site visit on December 1, 2023, and determined the site and proposed development would not be subject to coastal hazards over its lifetime. The nearest point of the subject properties is over 200 feet from the shoreline and the site elevations range from approximately 53 feet to 67 feet. In this case, submittal of a Coastal Hazards Report is not warranted.
8. Per LUP Figure 5, Land Habitat Sensitivity Map, the project site is identified as having a low habitat value, and the property is a previously developed site in a residentially zoned district surrounded by residential structures, 4th Avenue, 5th Avenue, and Central Avenue. Additionally, staff conducted a site visit on December 1, 2023, to verify this information. The project site is over 200 feet from the nearest marine habitat. The property is further separated from any sensitive habitat by a recreational trail, one city street, and numerous residential and hospitality facilities. As designed and conditioned, the project will not impact natural habitats or resources and is consistent with the LCP,

including PGMC § 23.90.170 regarding biological resources and/or environmentally sensitive habitat areas. In this case, based on available information, an initial site assessment for biological resources is not warranted.

9. The proposed project is found to be categorically exempt under CEQA Guidelines Section 15301, Class 1, Existing Facilities and CEQA Guidelines Section 15331, Class 31, Historical Resource Restoration/Rehabilitation. As proposed, the project is consistent with the parameters of the Class 1 and Class 31 categorical exemptions. Also, the proposed project is consistent with the General Plan and the neighborhood within which the project is located is not environmentally sensitive. No adverse environmental effects were identified during staff review of the development application, nor during site inspections. The exceptions to exemptions in Section 15300.2 of the CEQA Guidelines pertaining to location, cumulative impacts, significant effects, scenic highways, hazardous waste sites, and historical resources do not apply to this project. There is no substantial evidence of an unusual circumstance because there is no feature or condition of the project that distinguishes the project from the exempt class. Additionally, there is no substantial evidence that would support a fair argument that the project has a reasonable possibility of having a significant effect on the environment or that it would result in a cumulative significant impact. Specifically, in this case, the project would not cause a substantial adverse change in the significance of a historical resource.

10. At a noticed Regular Meeting on December 14, 2023, the City of Pacific Grove Planning Commission (PC) considered the project, and voted 5 - 1 -1 (5 yes, 1 no, and 1 absent) to approve the project as conditioned.

11. On December 27, 2023, the appellant submitted a timely appeal of the Planning Commission's decision to approve CDP 23-0221.

12. Pursuant to the appeal, the City of Pacific Grove City Council considered the appeal and the proposed project at a noticed public hearing on January 17, 2024.

FINDINGS

For a Coastal Development Permit per PGMC Section 23.90.080

1. LCP Consistency. The project is consistent with the LCP. (Local Coastal Program)

   The project meets the requirements of the LCP including, but not limited to, the applicable Coastal Resource Protection Standards (PGMC § 23.90.130) of the Implementation Plan (IP) and the Biological, Cultural, Scenic, and Community Design policies of the Land Use Plan (LUP). These standards and policies are addressed in Facts 4 – 8 above and in the following findings.

2. Public Views. The project protects or enhances public views.

   Per LUP Figure 4, Scenic Areas, the project site is located within a designated Scenic View Area; however, no development adversely affecting public views is proposed.

3. Habitat Protection. The project protects vegetation, natural habitats, and natural resources consistent with the LCP.

   Per LUP Figure 5, Land Habitat Sensitivity Map, the project site is identified as having a low habitat value, and the property is a previously developed site in a residentially zoned

district surrounded by residential structures, 4th Avenue, 5th Avenue, and Central Avenue. Additionally, staff conducted a site visit on December 1, 2023, to verify this information. The project site is over 200 feet from the nearest marine habitat. The property is further separated from any sensitive habitat by a recreational trail, one city street, and numerous residential and hospitality facilities. As designed and conditioned, the project will not impact natural habitats or resources and is consistent with the LCP, including PGMC § 23.90.170 regarding biological resources and/or environmentally sensitive habitat areas. Therefore, in this case, submittal of an initial site assessment for biological resources is not warranted.

4. Design Consistency. The design, location, size, and operating characteristics of the proposed development is consistent with applicable LCP design requirements, including design plans and area plans incorporated into the LCP.

   The project conforms to all applicable LUP policies and IP community design standards (PGMC 23.90.180, Coastal Community Design).

5. Coastal Access. The project protects or enhances public access to and along the coast.

   As proposed, the project will have no effect on physical coastal access to or along the coast.

6. Visitor Serving. The project supports the LCP goal of providing for visitor-serving needs as appropriate, including providing low and no cost visitor and recreational facilities.

   The project includes development of a 8 overnight lodging units; therefore, the project supports and is consistent with the LCP goal of providing for visitor-serving needs.

7. Appropriate Use. The project is consistent with the allowed LCP uses associated with the property.

   Per LUP Figure 6, the subject property has a Coastal Zone Land Use Designation of Medium High Density 10-20 du/acre. LUP Policy LUD-6(d) identifies bed and breakfast facilities as allowed uses in areas designated Medium High Density 10-20 du/acre. Therefore, the proposed use is consistent.

8. Coastal Resources. The proposed development protects or enhances coastal resources, where applicable.

   The 10,815 square foot project site is currently developed with an existing 4,687 square multifamily residence. As proposed and designed, the project will not impact coastal resources.

In approving the permit, the following conditions of approval are imposed and deemed reasonable and necessary to ensure that the approval will comply with the findings cited above.

CONDITIONS OF APPROVAL

1. **Conformance to Plans.** Development and uses of the site shall conform to the approved plans labelled “270 Central Residence” project dated June 28, 2023, as amended, on file with the Community Development Department and to the Building Code,with the exception of any subsequently approved changes.

2. **Permit Expiration.** This permit shall expire and be null and void if a building permit has not been applied for within one (1) year from and after the date of approval. Application for extension of this approval must be made prior to the expiration date.
3. **Construction Compliance.** All construction shall occur in general compliance with the proposal as set forth in the application, subject to any special conditions of approval herein. Any deviation from approvals must be reviewed and approved by staff and may require subsequent Architectural Review Board and/or Planning Commission approval.
4. **Terms and Conditions.** These terms and conditions shall run with the land and bind to all future owners and possessors of the subject property, unless amended. Amendments to this permit may be achieved only if an application is made and approved by the appropriate review authority, pursuant to the Zoning Code.
5. **Building Plans.** All conditions of approval for the Planning permit(s) shall be printed on a full-size plan sheet and included with the construction plan set submitted to the Building Division.
6. **Public Works, Fire and Building.** Review and approval by the Public Works and Fire Departments, and Building Division, are required prior to issuance of a building permit. Any work taking place in the public right-of-way shall require an encroachment permit prior to issuance of the building permit.
7. **Exterior Lighting**. All exterior lighting must conform to LUP Policy DES-6. Applicant will provide a lighting plan to be included with the approved plans labelled "270 Central Residence" project dated June 28, 2023.
8. **Landscape Plans.** The applicant will provide Landscape plans to be included with the approved plans labelled "270 Central Residence" project dated June 28, 2023.
9. **Archaeology and Inadvertent Discovery.** When human remains or other cultural artifacts are exposed, the Health and Safety Code § 7050.5 requires that no further excavation or disturbance occurs in the area and that the county coroner is called so that the coroner can verify that the remains are not subject to medical jurisprudence. Within 24 hours of notification, the coroner calls the Native American Heritage Commission if the remains are known or thought to be Native American. The Native American Heritage Commission selects the Most Likely Descendant (MLD) from a rotating list of MLDs. The MLD has 24 hours to respond. All work will halt with a 50-yard radius until an osteologist can examine the remains, and a treatment plan for any said remains has been provided according to the MLD.
10. **Cultural and/or Archaeological Artifacts.** If such artifacts are unexpectedly discovered during ground disturbing activities, work shall be halted until the item(s) can be evaluated by a qualified professional archaeologist. If the find is determined to be significant, appropriate mitigation will be formulated, with the approval of the lead agency, and implemented prior to recommencement of work.
11. **Low-Cost Visitor Accommodations.** The applicant will provide low-cost accommodations at the equivalent of 25 percent of the number of high-cost accommodations pursuant to PGMC 23.90.220(c) - *Lower Cost Visitor Accommodations; Protection of Low Cost Visitor Accommodations*.

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

1. The Council determines that each of the Facts and Findings set forth above is true and correct, and by this reference incorporates those Facts and Findings as an integral part of this Resolution.
2. The Council denies the appeal and affirms the determination of the Planning Commission to approve CDP 23-0221.
3. The Council finds the project categorically exempt per CEQA Guidelines, Section 15301, Class 1, Existing Facilities, and CEQA Guidelines Section 15331, Class 31, Historical Resource Restoration/Rehabilitation. The Council also finds that the exceptions to the exemptions in Section 15300.2 of the CEQA Guidelines do not apply.
4. The required Findings and Conditions of Approval are hereby approved and incorporated herein by reference.
5. The Council APPROVES this permit (Application No. 23-0221) to allow the conversion of a Multi-Dwelling use to a Bed and Breakfast Inn use.
6. This Resolution shall become effective immediately following passage and adoption thereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 17th day of January, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

_____

BILL PEAKE, Mayor

ATTEST:

_____

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____

BRIAN PIERIK, City Attorney

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CITY OF PACIFIC GROVE
Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
T : 831.648.3183 • F : 831.648.3184 • www.ci.pg.ca.us/cdd

COASTAL DEVELOPMENT PERMIT AND USE PERMIT (CDP 23-0221/UP 23-0221) FOR A PROPERTY LOCATED AT 270 CENTRAL AVENUE TO ALLOW THE CHANGE OF USE/CONVERSION OF AN EIGHT UNIT MULTIFAMILY RESIDENCE TO AN EIGHT UNIT BED AND BREAKFAST INN.

FACTS

1. The subject site is located at 270 Central Avenue, Pacific Grove, 93950; APN 006-214-002.
2. The subject site has a land use designation of Medium High Density 10-20 du/ac (MHD 10-20) in the adopted City of Pacific Grove Coastal Land Use Plan (LUP Figure 6).
3. The subject site is approximately 10,815 square feet in size and is currently developed with a 4,687 square foot eight unit multifamily residence.
4. The property is located in an archaeologically sensitive area (LUP Figure 7), in the City's Area of Special Biological Significance (ASBS), within the Coastal Zone, and is listed on the City's Historic Resources Inventory (HRI).
5. Per Pacific Grove Municipal Code (PGMC) § 23.90.200, Cultural Resources, Phase I and Phase II Archaeological Surveys were prepared by a qualified historian (Supernowicz, July 17, 2023). Results of the assessments were negative, and no cultural resources were observed or reported. This permit has been conditioned for archaeological and inadvertent discovery (see Condition of Approval No. 8).
6. Per Pacific Grove Municipal Code (PGMC) § 23.90.200, Cultural Resources, a Phase II Historical Assessment was prepared for the property by a qualified historian (Supernowicz, July 17, 2023) and determined the proposed project "appears to be compliant with the [Secretary of Interior's] Standards."
7. Per PGMC § 23.90.140, Coastal Hazards, CDD staff reviewed LUP Figure 3 (Coastal Hazards and Areas of Potential Sea Level Rise), aerial and topographic imagery, the plan set, and conducted a site visit on December 1, 2023, and determined the site and proposed development would not be subject to coastal hazards over its lifetime. The nearest point of the subject properties is over 200 feet from the shoreline and the site elevations range from approximately 53 feet to 67 feet. In this case, submittal of a Coastal Hazards Report is not warranted.
8. Per LUP Figure 5, Land Habitat Sensitivity Map, the project site is identified as having a low habitat value, and the property is a previously-developed site in a residentially zoned district surrounded by residential structures, 4th Avenue, 5th Avenue, and Central Avenue. Additionally, staff conducted a site visit on December 1, 2023, to verify this information. The project site is over 200 feet from the nearest marine habitat. The property is further separated from any sensitive habitat by a recreational trail, one city street, and numerous residential and hospitality facilities. As designed and conditioned, the project will not impact natural habitats or resources and is consistent with the LCP, including PGMC § 23.90.170 regarding biological resources and/or environmentally sensitive habitat areas. In this case, based on available information, an initial site assessment for biological resources is not warranted.
9. The proposed project is found to be categorically exempt under CEQA Guidelines Section 15301, Class 1, Existing Facilities and CEQA Guidelines Section 15331, Class 31, Historical Resource Restoration/Rehabilitation. As proposed, the project is consistent with the parameters of the Class 1 and Class 31 categorical exemptions. Also, the proposed project is consistent with the General Plan and the neighborhood within which the project is located is not environmentally sensitive. No adverse

environmental effects were identified during staff review of the development application, nor during site inspections. The exceptions to exemptions in Section 15300.2 of the CEQA Guidelines pertaining to location, cumulative impacts, significant effects, scenic highways, hazardous waste sites, and historical resources do not apply to this project. There is no substantial evidence of an unusual circumstance because there is no feature or condition of the project that distinguishes the project from the exempt class. Additionally, there is no substantial evidence that would support a fair argument that the project has a reasonable possibility of having a significant effect on the environment or that it would result in a cumulative significant impact. Specifically, in this case, the project would not cause a substantial adverse change in the significance of a historical resource.

FINDINGS

For the Use Permit per PGMC Section 23.70.060(f)

1. The proposed use is allowed with a use permit within the applicable zoning district and complies with all applicable provisions of the zoning regulations;

   The use is permitted with a use permit per PGMC 23.26.020(b) - *Permitted uses; (b) In addition, bed and breakfast inns are permitted, subject to first securing a use permit.*

   The use complies with the zoning development standards set forth in Pacific Grove Municipal Code (PGMC) 23.26 (R-3-P.G.R.), 23.68 (Nonconforming Uses and Buildings), and 23.90 (Implementation Plan or IP). This includes, but is not limited to, height limit, setbacks, and allowable site coverage.

2. The proposed use is consistent with the general plan, the local coastal program, and any applicable specific plan;

   Chapter 2, Land Use of the General Plan states, "Pacific Grove's Zoning Ordinance allows the conversion of large residential buildings, at least 75 years old, to bed and breakfast inns. As a means to preserve older houses, bed and breakfast inns are allowed with a use permit in the R-3-PGR, R-4, and C zoning districts."

3. The establishment, maintenance, or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;

   There is no indication that the proposed change of use of the property will be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.

4. The use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city;

   There is no indication that the change of use will be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city.

For the Coastal Development Permit per PGMC Section 23.90.080

1. LCP Consistency. The project is consistent with the LCP. (Local Coastal Program)

   The project meets the requirements of the LCP including, but not limited to, the applicable Coastal Resource Protection Standards (PGMC § 23.90.130) of the Implementation Plan (IP) and the Biological, Cultural, Scenic, and Community Design policies of the Land Use Plan (LUP). These standards and policies are addressed in Facts 4 – 8 above and in the following findings.

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CONDITIONS OF APPROVAL (PGMC 23.70.080(5))

1. **Conformance to Plans.** Development and uses of the site shall conform to the approved plans labelled "270 Central Residence" project dated June 28, 2023, on file with the Community Development Department and to the Building Code,with the exception of any subsequently approved changes.
2. **Permit Expiration.** This permit shall expire and be null and void if a building permit has not been applied for within one (1) year from and after the date of approval. Application for extension of this approval must be made prior to the expiration date.
3. **Construction Compliance.** All construction shall occur in general compliance with the proposal as set forth in the application, subject to any special conditions of approval herein. Any deviation from approvals must be reviewed and approved by staff and may require subsequent Architectural Review Board and/or Planning Commission approval.
4. **Terms and Conditions.** These terms and conditions shall run with the land and bind to all future owners and possessors of the subject property, unless amended. Amendments to this permit may be achieved only if an application is made and approved by the appropriate review authority, pursuant to the Zoning Code.
5. **Building Plans.** All conditions of approval for the Planning permit(s) shall be printed on a full-size plan sheet and included with the construction plan set submitted to the Building Division.
6. **Public Works, Fire and Building.** Review and approval by the Public Works and Fire Departments, and Building Division, are required prior to issuance of a building permit. Any work taking place in the public right-of-way shall require an encroachment permit prior to issuance of the building permit.
7. **Exterior Lighting.** All exterior lighting must conform to LUP Policy DES-6. Applicant will provide a lighting plan to be included with the approved plans labelled "270 Central Residence" project dated June 28, 2023.
8. **Landscape Plans.** The applicant will provide Landscape plans to be included with the approved plans labelled "270 Central Residence" project dated June 28, 2023.
9. **Archaeology and Inadvertent Discovery.** When human remains or other cultural artifacts are exposed, the Health and Safety Code § 7050.5 requires that no further excavation or disturbance occurs in the area and that the county coroner is called so that the coroner can verify that the remains are not subject to medical jurisprudence. Within 24 hours of notification, the coroner calls the Native American Heritage Commission if the remains are known or thought to be Native American. The Native American Heritage Commission selects the Most Likely Descendant (MLD) from a rotating list of MLDs. The MLD has 24 hours to respond. All work will halt with a 50-yard radius until an osteologist can examine the remains, and a treatment plan for any said remains has been provided according to the MLD.
10. **Cultural and/or Archaeological Artifacts.** If such artifacts are unexpectedly discovered during ground disturbing activities, work shall be halted until the item(s) can be evaluated by a qualified professional archaeologist. If the find is determined to be significant, appropriate mitigation will be formulated, with the approval of the lead agency, and implemented prior to recommencement of work.
11. **Low-Cost Visitor Accommodations.** The applicant will provide low-cost accommodations at the equivalent of 25 percent of the number of high-cost accommodations pursuant to PGMC 23.90.220(c) - *Lower Cost Visitor Accommodations; Protection of Low Cost Visitor Accommodations.*

2. Public Views. The project protects or enhances public views.

   Per LUP Figure 4, Scenic Areas, the project site is located within a designated Scenic View Area; however, no development adversely affecting public views is proposed.

3. Habitat Protection. The project protects vegetation, natural habitats, and natural resources consistent with the LCP.

   Per LUP Figure 5, Land Habitat Sensitivity Map, the project site is identified as having a low habitat value, and the property is a previously-developed site in a residentially zoned district surrounded by residential structures, 4th Avenue, 5th Avenue, and Central Avenue. Additionally, staff conducted a site visit on December 1, 2023, to verify this information. The project site is over 200 feet from the nearest marine habitat. The property is further separated from any sensitive habitat by a recreational trail, one city street, and numerous residential and hospitality facilities. As designed and conditioned, the project will not impact natural habitats or resources and is consistent with the LCP, including PGMC § 23.90.170 regarding biological resources and/or environmentally sensitive habitat areas. Therefore, in this case, submittal of an initial site assessment for biological resources is not warranted.

4. Design Consistency. The design, location, size, and operating characteristics of the proposed development is consistent with applicable LCP design requirements, including design plans and area plans incorporated into the LCP.

   The project conforms to all applicable LUP policies and IP community design standards (PGMC 23.90.180, Coastal Community Design).

5. Coastal Access. The project protects or enhances public access to and along the coast.

   As proposed, the project will have no effect on physical coastal access to or along the coast.

6. Visitor Serving. The project supports the LCP goal of providing for visitor-serving needs as appropriate, including providing low and no cost visitor and recreational facilities.

   The project includes development of a 8 overnight lodging units; therefore, the project supports and is consistent with the LCP goal of providing for visitor-serving needs.

7. Appropriate Use. The project is consistent with the allowed LCP uses associated with the property.

   Per LUP Figure 6, the subject property has a Coastal Zone Land Use Designation of Medium High Density 10-20 du/acre. LUP Policy LUD-6(d) identifies bed and breakfast facilities as allowed uses in areas designated Medium High Density 10-20 du/acre. Therefore, the proposed use is consistent.

8. Coastal Resources. The proposed development protects or enhances coastal resources, where applicable.

   The 10,815 square foot project site is currently developed with an existing 4,687 square multifamily residence. As proposed and designed, the project will not impact coastal resources.

PERMIT

Coastal Development Permit and Use Permit (CDP23-0221/UP 23-0221) for a property located at 270 Central Avenue to allow change of use/conversion of an eight unit multifamily residence to an eight unit Bed and Breakfast Inn.

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

1. The Planning Commission determined that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Permit.
2. The Planning Commission approves CDP 23-0221 and UP 23-0221 as conditioned and pursuant to a Class 1, Section 15301, CEQA categorical exemption for existing facilities and a Class 31, Section 15331, CEQA categorical exemption for Historical Resource Restoration/Rehabilitation.
3. This permit shall become effective upon the expiration of the 10-day appeal period after the final approval.
4. This permit shall not take effect until the owner acknowledges and agrees to all terms and conditions and agrees to conform to and comply with those terms and conditions.

PASSED AND ADOPTED AT A REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF PACIFIC GROVE ON THE 14TH DAY OF DECEMBER, 2023, BY THE FOLLOWING VOTE:

AYES:	Chair Lilley, Commissioners Sawyer, Nodzenski, Fredrickson, Kubica
NOES:	Vice Chair Murphy
RECUSED:	None
ABSENT:	Commissioner Davison

APPROVED:

Steven Lilley, Chair

The undersigned hereby acknowledge and agree to the approved terms and conditions, and agree to fully conform to, and comply with, said terms and conditions.

DocuSigned by:

12/21/2023

April Fiegl
Managing Member, Renewable Energy Development, LLC — Date

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REMODEL AND ADDITION TO AN EXISTING DWELLING

270 CENTRAL RESIDENCE

270 CENTRAL AVE, PACIFIC GROVE. CA.

PROJECT LOCATION



PROJECT TEAM

ARCHITECT

HUNTER PORTER ELDRIDGE
ARCHITECTURE
HUNTER PORTER ELDRIDGE, AIA
167 FOUNTAIN AVENUE,
PACIFIC GROVE, CA. 93950
C: 831-277-6487
O: 831-333-0700
E: hunter@hpe-arch.com

LAND SURVEYOR

L&S ENGINEERING AND SURVEYING, INC.
2460 GARDEN ROAD
MONTEREY, CA 93940
O: 831-655-2723
E: mark@landsengineers.com

ARCHITECTURAL HISTORY/ ARCHEOLOGY

HISTORIC RESOURCE ASSOCIATES
3142 BIRD ROCK ROAD
PEBBLE BEACH, CA 93953
O: 831-641-7474
E: HISTORICRESOURCE@COMCAST.NET

PROJECT DATA

OWNER	**: RENEWABLE ENERGY DEVELOPMENT, LLC**
A.P.N.	**: 006214002000**
CITY LAND USE	**: HIGH DENSITY RESIDENTIAL UP TO 19.8 DU/AC**
LOT & BLOCK	**: PACIFIC GROVE RETREAT LOT 9, 10, 11, 12, 13, 14 BLK 9**
ZONING	**: R-3-PGR**

YARD REQUIREMENTS

(a) Front Yards: Minimum of **8'-0"**
The minimum front yard shall be eight feet; however, to encourage architectural variety in footprint in massing, the front yard may be reduced to no less than four feet for up to 50% of the front of the building.

(b) Side Yards: **10'-0"** [10% of 120'-0", maximum of 10'-0"]
The minimum side yards shall be 10 percent of lot width, and 20 percent of lot width for side yards abutting the street on corner lots; provided, that the minimum allowable side yard shall be three feet, and the maximum required side yard shall be 10 feet.

(c) Rear Yards: Two story building: **8'-0"**

(d) Open Yard: 200 square feet per unit for all construction of five units or more

(e) Decks and Porches: over three feet above grade may project or extend four feet over required yard area, but not closer than three feet to the property line.

ARCHAEOLOGY ZONE	**: YES**
BUTTERFLY HABITAT	**: NO**
COASTAL ZONE	**: YES**
ENVIRONMENTALLY SENSITIVE HABITAT AREA	**: NO**
AREA OF SPECIAL BIOLOGICAL SIGNIFICANCE WATERSHED	**: YES**

SHEET INDEX

ARCHITECTURAL

SHEET #	Sheet Name
ARCHITECTURE	
A0	COVER SHEET
A0.1	SURVEY
A0.2	(E) SITE PLAN
A0.3	(P) SITE PLAN
A1.01	(E) BASEMENT PLAN
A1.02	(E) FIRST FLOOR PLAN
A1.03	(E) SECOND FLOOR PLAN
A1.04	(E) ROOF PLAN
A1.05	(E) CARPORT DRAWINGS
A1.06	(E) ELEVATIONS
A1.07	(E) ELEVATIONS
A1.08	(E) UNIT H ELEVATIONS
A1.11	(E) SECTIONS
A1.12	(E) SECTIONS
A2.01	(P) FIRST FLOOR PLAN
A2.02	(P) SECOND FLOOR PLAN
A2.05	(P) ROOF PLAN
A3.01	(P) ELEVATIONS
A3.02	(P) ELEVATIONS
A3.11	(P) SITE SECTIONS
A3.40	SCHEDULE
A4.01	UNIT H PLAN & INTERIOR ELEVATIONS
A10.0	EXISTING 3-D VIEWS
A10.1	PROPOSED 3D VIEWS
A10.2	PROPOSED 3D VIEWS II

VICINITY MAP



APPLICABLE CODES

THIS PROJECT SHALL COMPLY WITH TITLE 24 AND ALL CURRENT CODES LISTED AS FOLLOWS:
2022 CALIFORNIA RESIDENTIAL CODE
2022 CALIFORNIA MECHANICAL CODE
2022 CALIFORNIA PLUMBING CODE
2022 CALIFORNIA ELECTRICAL CODE
2022 CALIFORNIA ENERGY CODE
2022 CALIFORNIA FIRE CODE
2022 CALIFORNIA GREEN BUILDING STANDARDS CODE

SCOPE OF WORK

USE PERMIT TO CONVERT AN EXISTING MULTI FAMILY RESIDENCE INTO A BED AND BREAKFAST FACILITY. PROJECT SCOPE INCLUDES: CONVERTING THE DETACHED UNIT TO A FULLY ACCESSIBLE UNIT; SITE IMPROVEMENTS FOR ACCESSIBILITY COMPLIANCE; REPLACEMENT OF ALL EXISTING WINDOWS, NEW PAINT COLOR ON EXTERIOR OF ALL ON-SITE BUILDINGS, NEW FENCES.

SITE DATA

SITE AREA: 10,815 SF
SITE COVERAGE ALLOWED: 6,489 SF (60%)

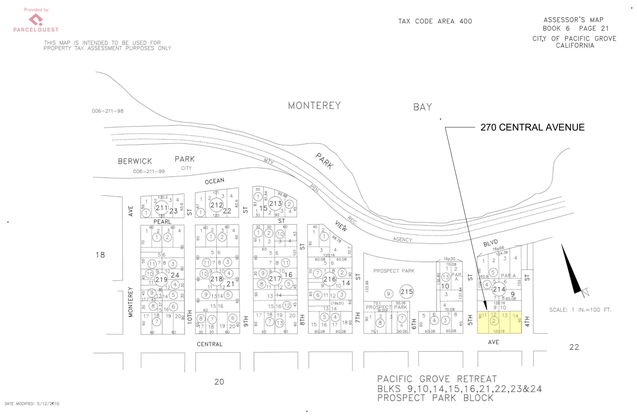
EXISTING SITE COVERAGE: 6,344 SF (58.6%)
3,665 SF SITE ELEMENTS (400SF DRIVEWAY & 60SF WALKWAY EXEMPTED) + 2,679 SF BUILDING COVERAGE

PROPOSED SITE COVERAGE: 6,230 SF (57.6%)
3,551 SF SITE ELEMENTS (400SF DRIVEWAY & 60SF WALKWAY EXEMPTED) + 2,679 SF BUILDING COVERAGE
PROPOSED TURF BLOCK PARKING AREA: 1,325 SF (EXEMPT PER MUNI CODE 23.08.020 S(2)(C)

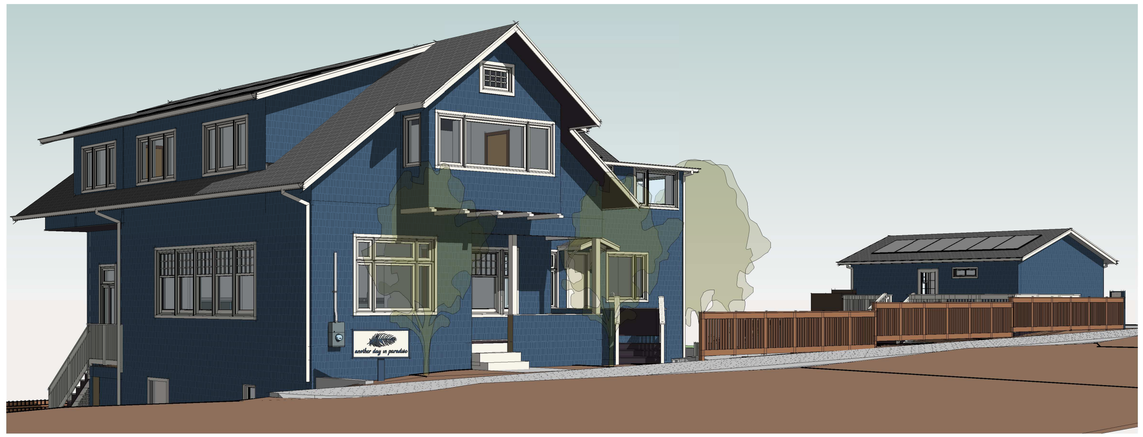
BUILDING COVERAGE ALLOWED: 5,407 SF (50%)
EXISTING BUILDING COVERAGE: 2,679 SF (24.7%)
PROPOSED BUILDING COVERAGE: 2,679 SF (24.7%) NO CHANGE

GROSS FLOOR AREA ALLOWED: 3,858 SF
EXISTING GROSS FLOOR AREA: 4,687 SF
PROPOSED GROSS FLOOR AREA: 4,687 SF (NO CHANGE)

APN MAP



3D NEIGHBORHOOD PERSPECTIVE



PROJECT DATA

PROJECT DATA SHEET
270 Central Avenue, Pacific Grove — **Submittal Date:** _____
APPLICANT: HUNTER PORTER ELDRIDGE, AIA — **Permit Type(s) & Not(s):** _____ Coastal

	Requires/ Permitted	Existing Condition	Proposed Condition	Notes
Zone District	NA	R-3-PGR	R-3-PGR	No Change
Building Site Area	NA	10,815 SF	10,815 SF	No Change
Density (multi-family projects only)				No Change
Building Coverage	5,407 SF (50%)	2,679 SF (24.7%)	2,679 SF (24.7%)	No Change
Site Coverage	6,489 SF (60%)	6,344 SF (58.6%)	6,230 SF (57.6%)	Excluding 400 SF of driveway Excluding 60 SF of walkway
Gross Floor Area	3,858 SF	4,687 SF	4,687 SF	Existing, Non-conforming. No Change
Square Footage not counted towards Gross Floor Area	NA	NA	NA	
Impervious Surface Area Created and/or Replaced	—	—	2,463 SF	
Exterior Lateral Wall Length to be demolished in feet & % of total*	—	0 SF	0 SF	
Exterior Lateral Wall Length to be built	—	0 SF	0 SF	
Building Height	30'-0"	32'-0"	32'-0"	Existing, Non-conforming. No Change
Number of stories	3	2	2	Existing, Non-conforming. No Change
Front Setback	8'-0"	5'-8"	5'-8"	Existing, Non-conforming. No Change
EAST Side Setback	10'-0"	1'-5"	1'-5"	Existing, Non-conforming. No Change
WEST	10'-0"	0'-0"	0'-0"	Existing, Non-conforming. No Change
Rear Setback	8'-0" for 2-stories 5'-0" for single story	Carport : 5'-7" Main Residence: 40'-0"	Carport: 5'-7" Main Residence: 40'-0"	No Change.
Garage Door Setback	Minimum 20'-0"	29'-6"	29'-6"	Carport, No Change
Covered Parking Spaces	1	2	2	No Change
Uncovered Parking Spaces	1	6	7	
Parking Space Size (Interior measurement)	—	9'-0" x 18'-0"	9'-0" x 18'-0"	
Number of Driveways	—	2	2	No Change
Driveway Width(s)	Maximum 40% of lot width: 36' 6"	5th St: 18'-0" 4th St: 20'-0"	5th St: 18'-0" 4th St: 20'-0"	No Change
Back-up Distance	—	29'-6"	29'-6"	Carport, No Change
Eave Projection (Into Setback)	—	Front: 7'-8", East: 10'-0" West: 12'-2", Rear: 0'-0"	Front: 7'-8", East: 10'-0" West: 12'-2", Rear: 0'-0"	No Change.
Distances Between Eaves & Property Lines	—	Front/East/West: 0'-0" Rear: 27'-0"	Front/East/West: 0'-0" Rear: 27'-0"	No Change
Open Porch/Deck Projections	—	280 SF	280 SF	No Change
Architectural Feature Projections	NA	NA	NA	
Number & Category of Accessory Buildings	—	2	2	Carport & Unit H. No Change.
Accessory Building Setbacks (single story)				
Front Setback (WEST)	8'-0"	>99'-0"	>99'-0"	No Change
NORTH Side Setback	9'-0"	> 57'-0"	> 57'-0"	No Change
SOUTH Side Setback	9'-0"	9'-10"	9'-10"	No Change
Rear Setback (EAST)	5'-0"	1'-5"	1'-5"	Existing, Non-conforming. No Change
Distance between Buildings		42'-0"	42'-0"	No Change
Accessory Building Heights		—	—	
Fence Heights		3'-0"	6'-0"	Fence height at Central Ave

*If project proposes demolition to an HRI structure, also indicate % of proposed demolition of the surface of all exterior walls facing a public street or streets, if applicable.
(Rev. 01/14/14)

HUNTER PORTER ELDRIDGE
ARCHITECTURE
PO BOX 716 | PACIFIC GROVE | CALIFORNIA 93950
O: 831.333.0700 | M: 831.277.6487
E: hunter@hpe-arch.com | www.hpe-arch.com

LICENSED ARCHITECT
HUNTER PORTER ELDRIDGE
C-32809
Renewal Date: 12/31/2025
STATE OF CALIFORNIA

CONSULTANT

270 CENTRAL RESIDENCE
006-214-002-000
270 CENTRAL AVE, PACIFIC GROVE. CA.

ISSUE DATES
2024-01-02

COVER SHEET
As indicated

A0

8 0 4 8 16

1" = 8'

LEGEND

	PROPERTY LINE
	ROOF LINE
	FLOW LINE
X X X X X	WOOD FENCE
	WIRE FENCE
	LINK FENCE
OHW OHW	OVERHEAD WIRE
80	MAJOR CONTOUR
	MINOR CONTOUR

80.00 SPOT ELEVATION

AC	ASPHALT
BS	BOTTOM STAIRS
BW	BOTTOM OF WALL
CONC	CONCRETE
CYP	CYPRESS TREE
DG	DECOMPOSED GRANITE
DS	DOWNSPOUT
E	EXISTING
EG	EXISTING GRADE
ELEC	ELECTRICAL
FC	FACE OF CURB
FL	FLOW LINE
FP	FINISH PAVEMENT
FW	FACE OF WALL
JUN	JUNIPER TREE
O	OAK TREE
PLM	PALM TREE
RL	RIDGE LINE
T	TREE
TW	TOP OF WALL
TS	TOP OF STAIRS
TYP	TYPICAL

- WM WATER METER
- WATER VALVE
- IRRIGATION CONTROL
- FIRE HYDRANT
- HOSE BIB
- EL ELECTRICAL METER
- UTILITY POLE
- GUY WIRE
- GAS VALVE
- GM GAS METER
- SEWER MANHOLE
- SEWER CLEANOUT
- STORM DRAIN CLEANOUT
- DOWNSPOUT
- AC PAVEMENT
- CONCRETE

NOTES

1. BOUNDARY DATA SHOWN HEREON WERE DETERMINED WITH THE BENEFIT OF A FIELD SURVEY SUPPLEMENTED BY RECORD DOCUMENTS. ALL BOUNDARY DATA SHOWN HEREON ARE FROM THE RECORDS PER CHICAGO TITLE COMPANY PRELIMINARY TITLE REPORT FWMN-5252000324-RS, DATED 6/29/20, AND SHOWN APPROXIMATE ONLY. THIS IS NOT A BOUNDARY SURVEY.

2. THIS TOPOGRAPHIC SURVEY IS PREPARED FOR DESIGN PURPOSES ONLY.

3. ENTITLEMENTS OR ENCUMBRANCES AFFECTING THIS PROPERTY MAY NOT NECESSARILY BE SHOWN.

4. DISTANCES SHOWN ARE EXPRESSED IN FEET AND DECIMALS THEREOF.

5. CONTOUR INTERVAL = ONE FOOT.

6. TREE TYPES ARE INDICATED WHERE KNOWN. DIAMETERS OF TREES ARE SHOWN IN INCHES AND ARE APPROXIMATE ONLY, TO BE VERIFIED BY AN APPROVED ARBORIST. TREES SMALLER THAN 6" ARE NOT NECESSARILY SHOWN. DIRECTION OF GROWTH AND DRIP LINE SHAPE TO BE VERIFIED BY OTHERS.

7. POSITION AND DIMENSIONS (IF ANY) OF BUILDINGS AND OTHER STRUCTURES ARE SHOWN HEREON APPROXIMATE ONLY DUE TO MEASUREMENT LIMITATIONS, IRREGULAR SHAPE OF BRICK FACING, POP-OUTS, BULL NOSE CORNERS, ETC.

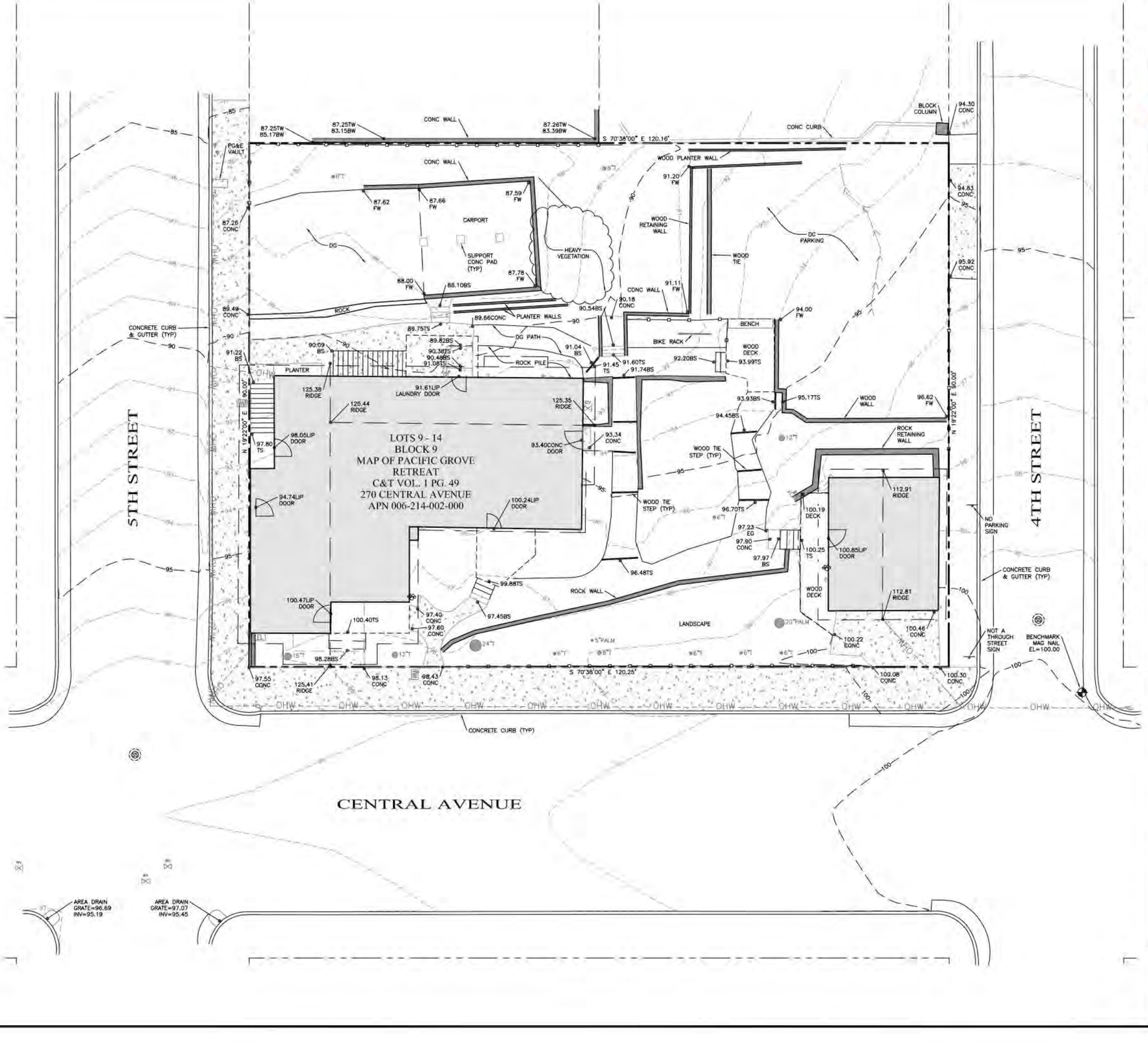
8. NOT ALL UTILITY BOXES AND/OR UTILITY STRUCTURES ARE SHOWN INCLUDING BUT NOT LIMITED TO HOSE BIBS AND IRRIGATION VALVES. ONLY THE VISIBLE UTILITY BOXES AND/OR UTILITY STRUCTURES THAT WERE CONSIDERED TO CONVEY THE GENERAL UTILITY CONDITIONS ARE SHOWN.

9. A LOCAL BENCHMARK FOR THIS PROJECT IS A MAG NAIL SET IN ASPHALT NEAR NORTHEAST CURB RETURN AT INTERSECTION OF CENTRAL AVENUE AND 4TH STREET, HAVING AN ELEVATION OF 100.00 FEET BASED UPON AN ASSUMED DATUM.

10. THIS MAP CORRECTLY REPRESENTS A SURVEY PREPARED BY ME AND/OR UNDER MY DIRECTION, FROM FIELD DATA COLLECTED IN DECEMBER 2022.

PROFESSIONAL LAND SURVEYOR — FRANK LUCIDO JR — No. 8368 — STATE OF CALIFORNIA

REGISTERED PROFESSIONAL ENGINEER — CHRISTOPHER J STUDT — No. 59685 — CIVIL — STATE OF CALIFORNIA



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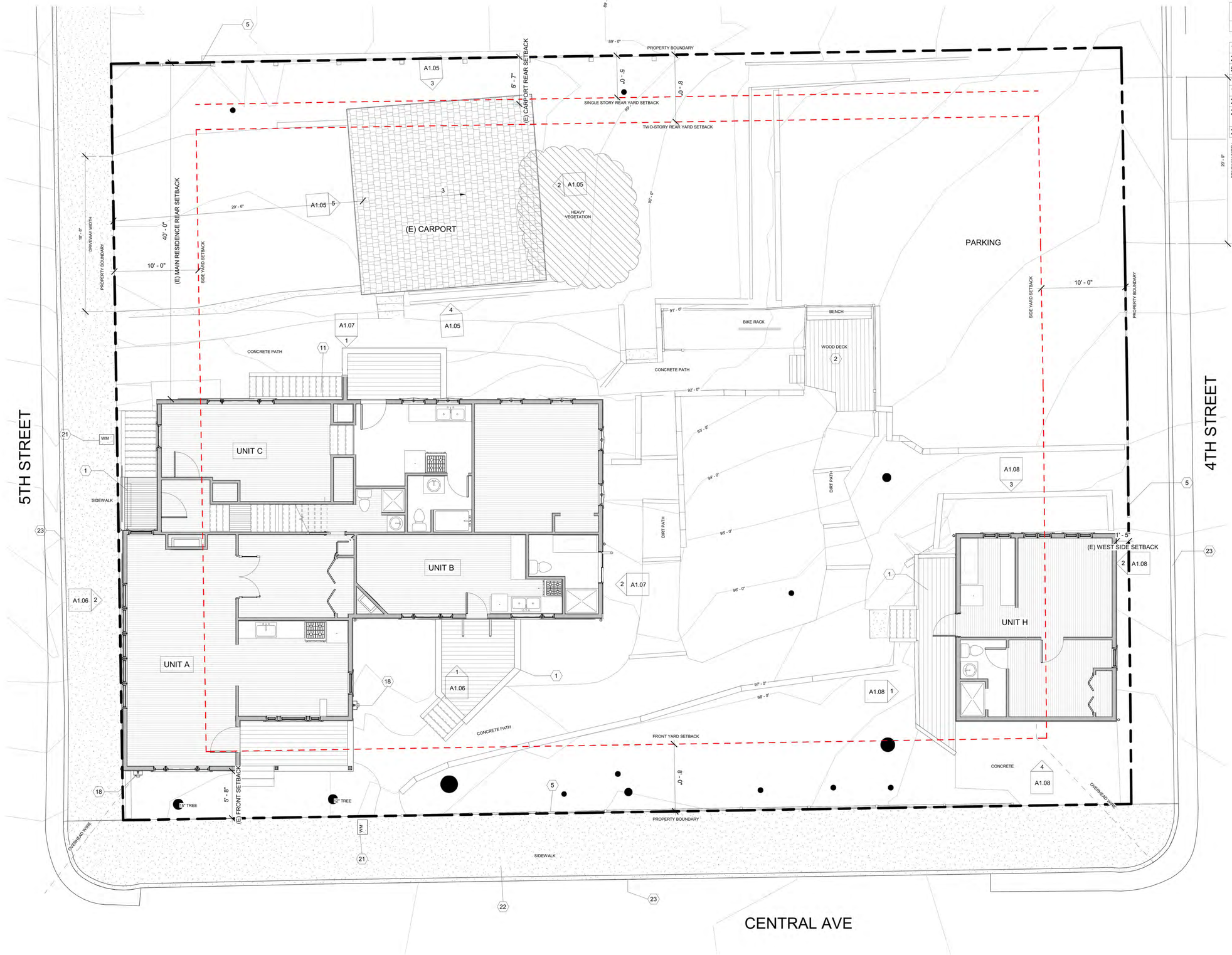
DRAWN BY: BA & PM
DESIGNED BY:
DATE: 12/26/22
SCALE: 1" = 8'
JOB NUMBER: 22-108
LAST REVISED:
REVISED BY:

TOPOGRAPHIC SURVEY

270 CENTRAL AVE
PACIFIC GROVE, CA 93950
APN: 006-214-002

PREPARED FOR:
HUNTER ELDRIDGE
P.O. BOX 716
PACIFIC GROVE, CA 93950
hunter@hpc-arch.com

SHEET 1
OF
1 SHEET



Keynote Legend	
NUMBER	DESCRIPTION
1	(E) WOOD ENTRY DECK AND STAIRS
2	(E) WOOD DECK
5	(E) PAINTED WOOD FENCE
11	(E) TRASH AND RECYCLING BINS
18	(E) 100A ELECTRIC METER
21	(E) WATER METER
22	(E) SIDEWALK AT FRONT PROPERTY LINE, TO REMAIN
23	(E) CONCRETE CURB, TYP. TO REMAIN

1 (E) SITE PLAN
SCALE: 3/16" = 1'-0"

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C-32809
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STATE OF CALIFORNIA

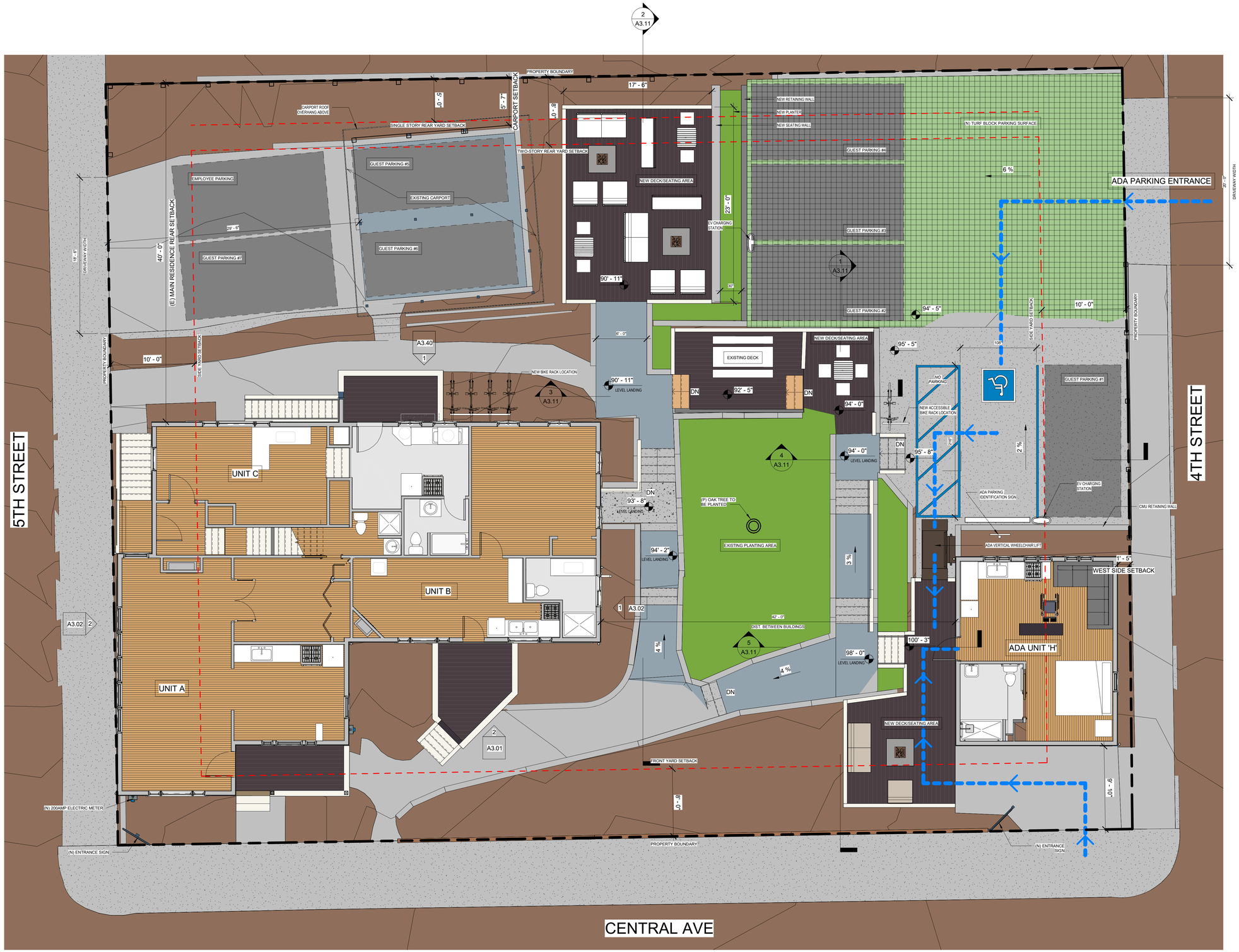
CONSULTANT

270 CENTRAL RESIDENCE
006214002000
270 CENTRAL AVE, PACIFIC GROVE, CA.

ISSUE DATES
2023-06-28

(E) SITE PLAN
3/16" = 1'-0"

A0.2



1 (P) SITE PLAN

SCALE: 3/16" = 1'-0"

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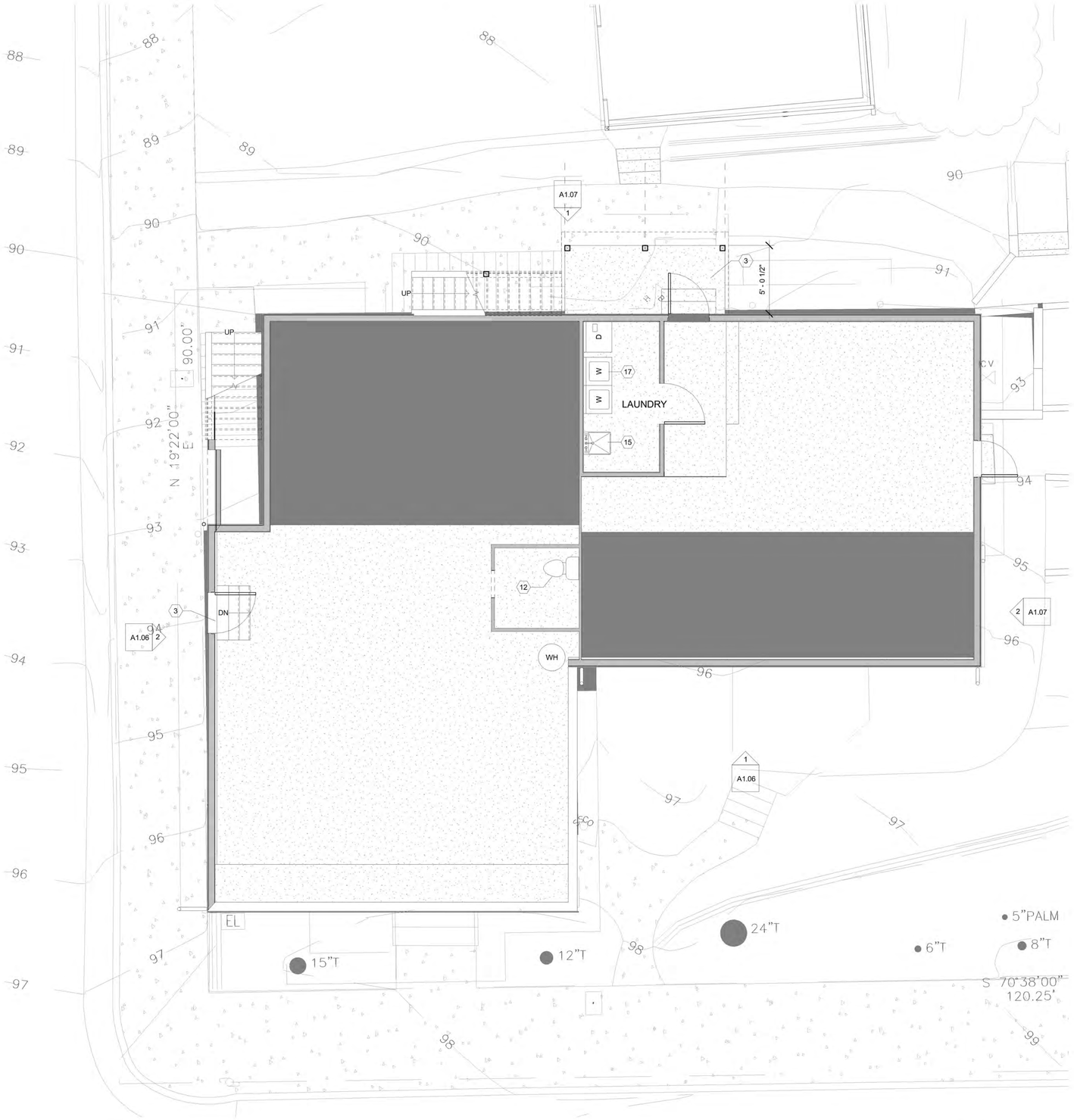
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(P) SITE PLAN
3/16" = 1'-0"

A0.3

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Keynote Legend	
NUMBER	DESCRIPTION
3	(E) CONCRETE LANDING AND STEPS
12	(E) 1.6 GAL/FLUSH TOILET
15	(E) LAUNDRY SINK
17	(E) LAUNDRY EQUIPMENT

1 (E) BASEMENT (NO WORK)
SCALE: 1/4" = 1'-0"

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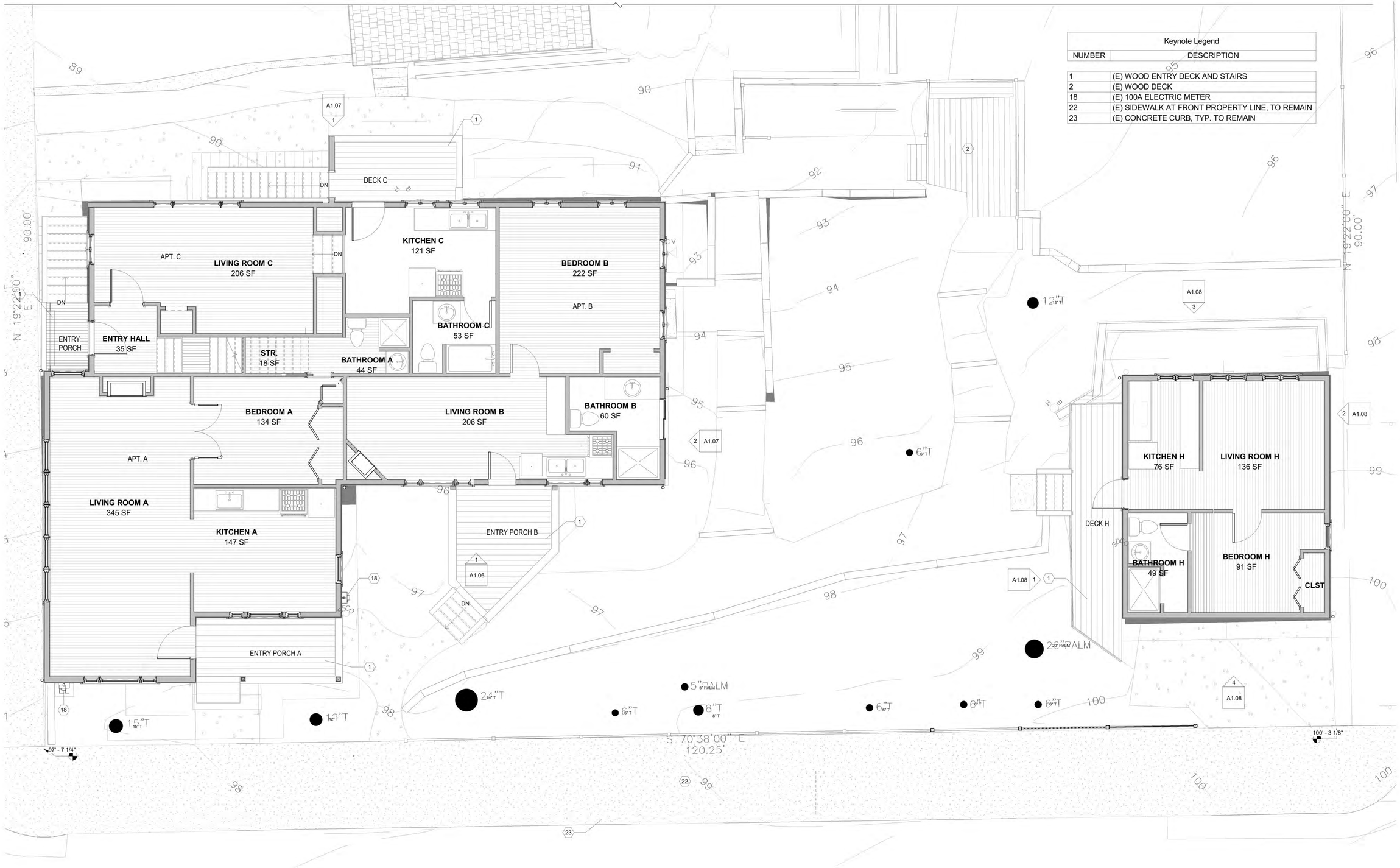
270 CENTRAL RESIDENCE
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(E) BASEMENT PLAN
1/4" = 1'-0"

A1.01

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Keynote Legend	
NUMBER	DESCRIPTION
1	(E) WOOD ENTRY DECK AND STAIRS
2	(E) WOOD DECK
18	(E) 100A ELECTRIC METER
22	(E) SIDEWALK AT FRONT PROPERTY LINE, TO REMAIN
23	(E) CONCRETE CURB, TYP. TO REMAIN

1 (E) FIRST FLOOR
SCALE: 1/4" = 1'-0"

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(E) FIRST FLOOR PLAN
1/4" = 1'-0"

A1.02

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1 (E) SECOND FLOOR

SCALE: 1/4" = 1'-0"

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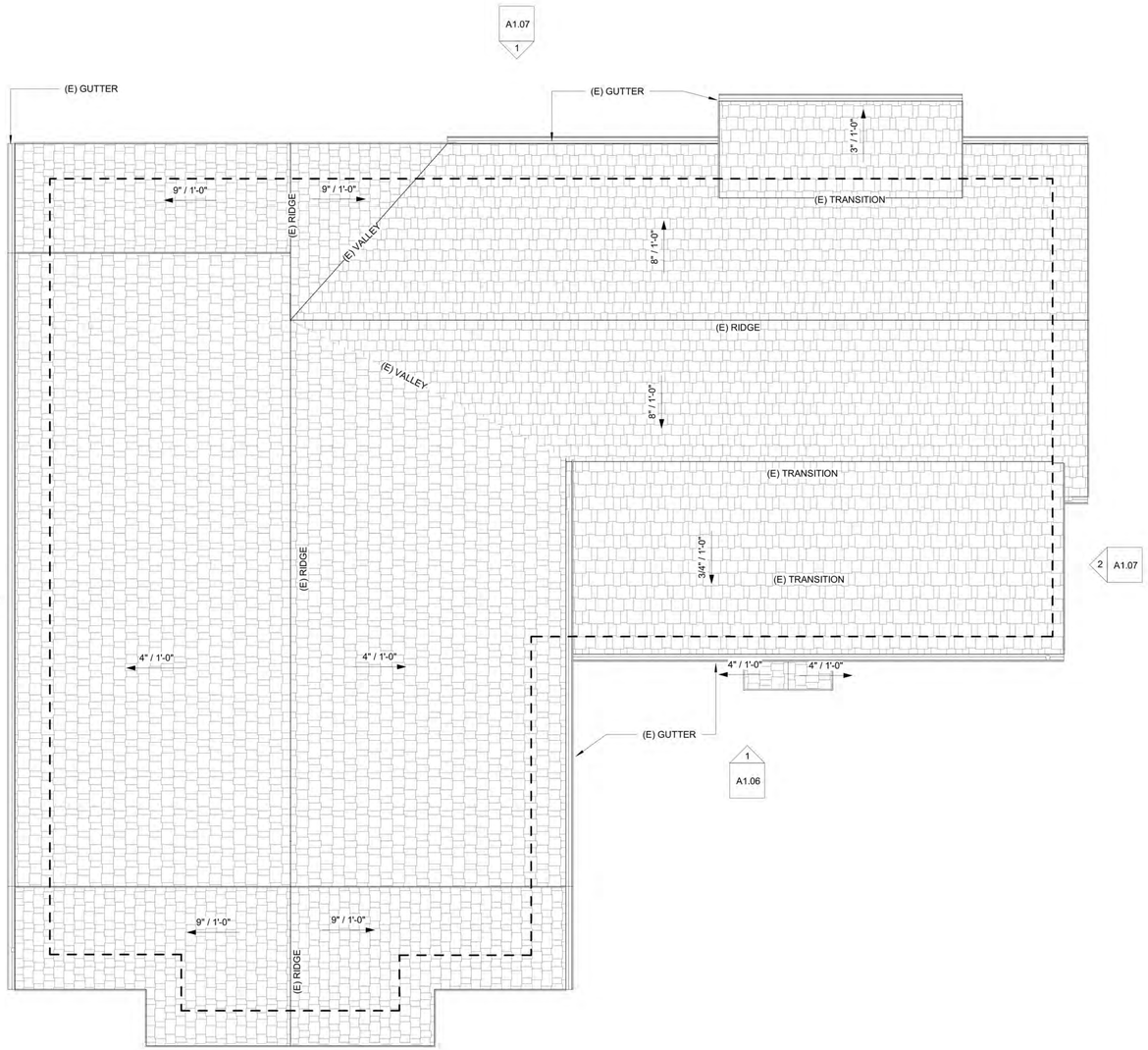
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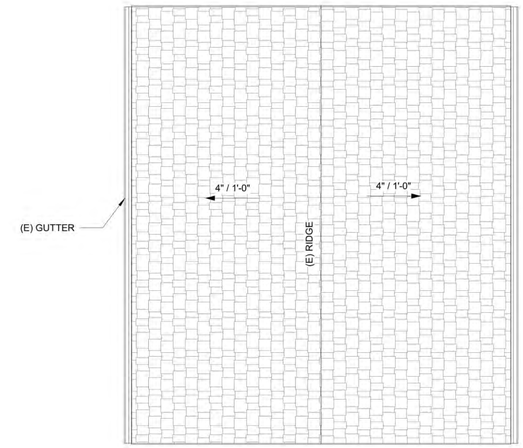
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(E)
SECOND
FLOOR
PLAN
1/4" = 1'-0"

A1.03

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1 (E) ROOF PLAN
SCALE: 1/4" = 1'-0"

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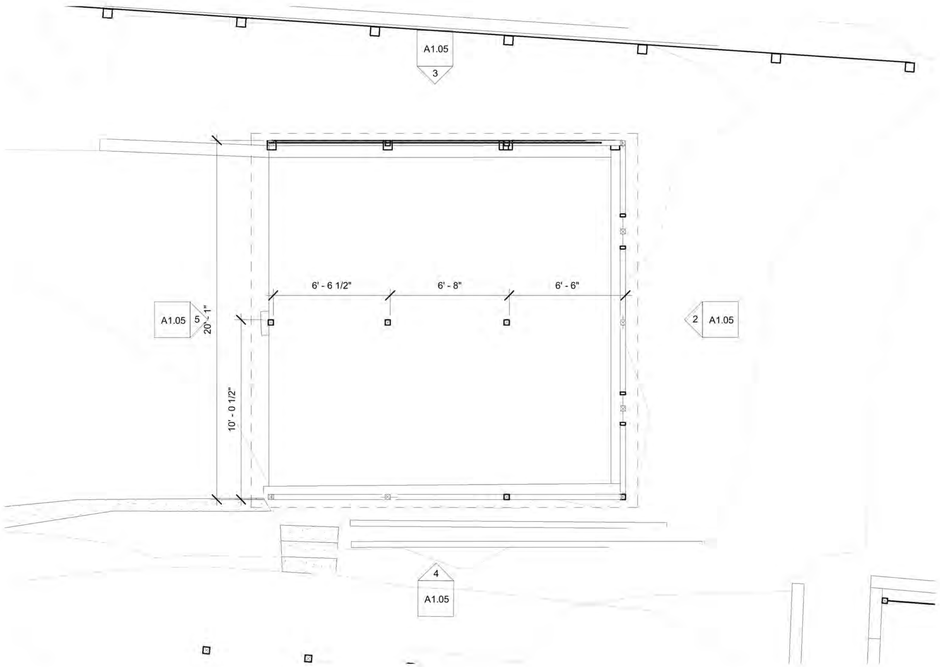
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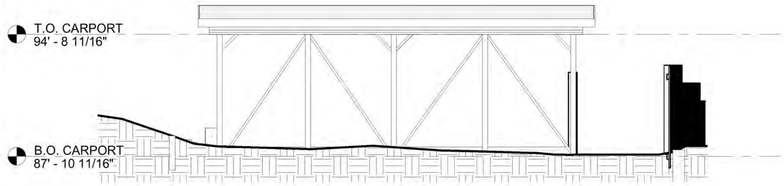
(E) ROOF PLAN
1/4" = 1'-0"

A1.04

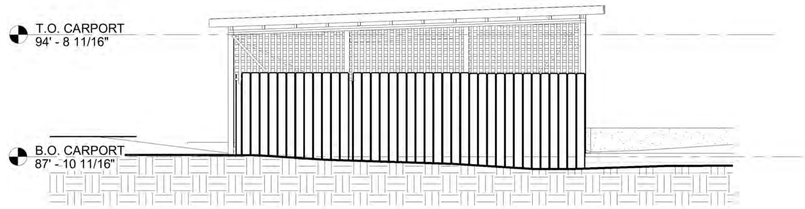
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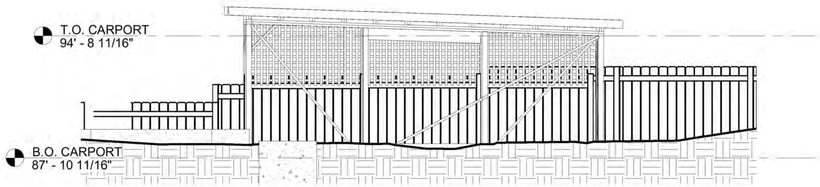
1 (E) CARPORT PLAN (NO WORK)
SCALE: 1/4" = 1'-0"



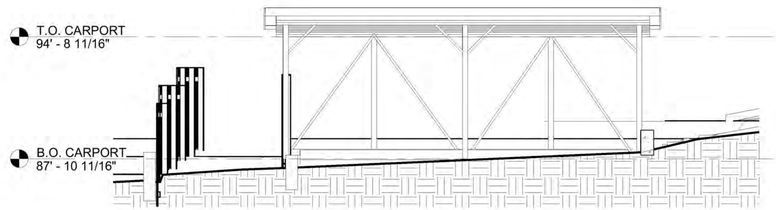
2 CARPORT WEST ELEVATION
SCALE: 1/4" = 1'-0"



3 CARPORT NORTH ELEVATION
SCALE: 1/4" = 1'-0"



4 CARPORT SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



5 CARPORT EAST ELEVATION
SCALE: 1/4" = 1'-0"

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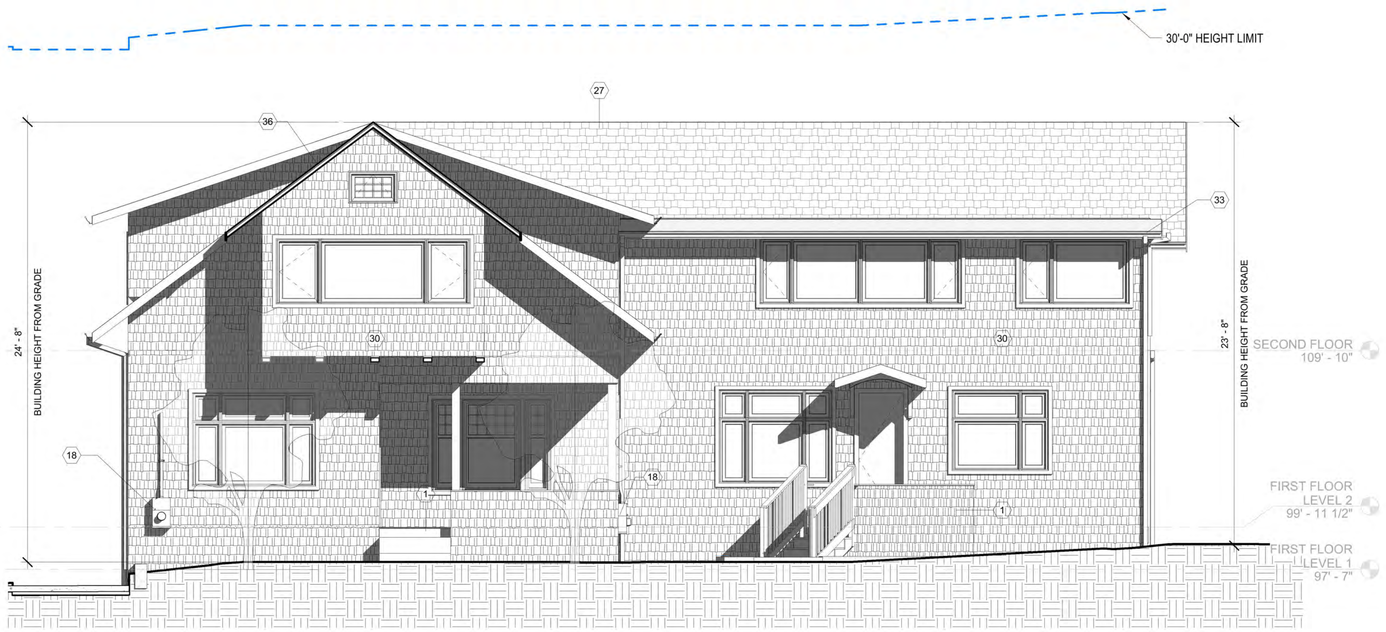
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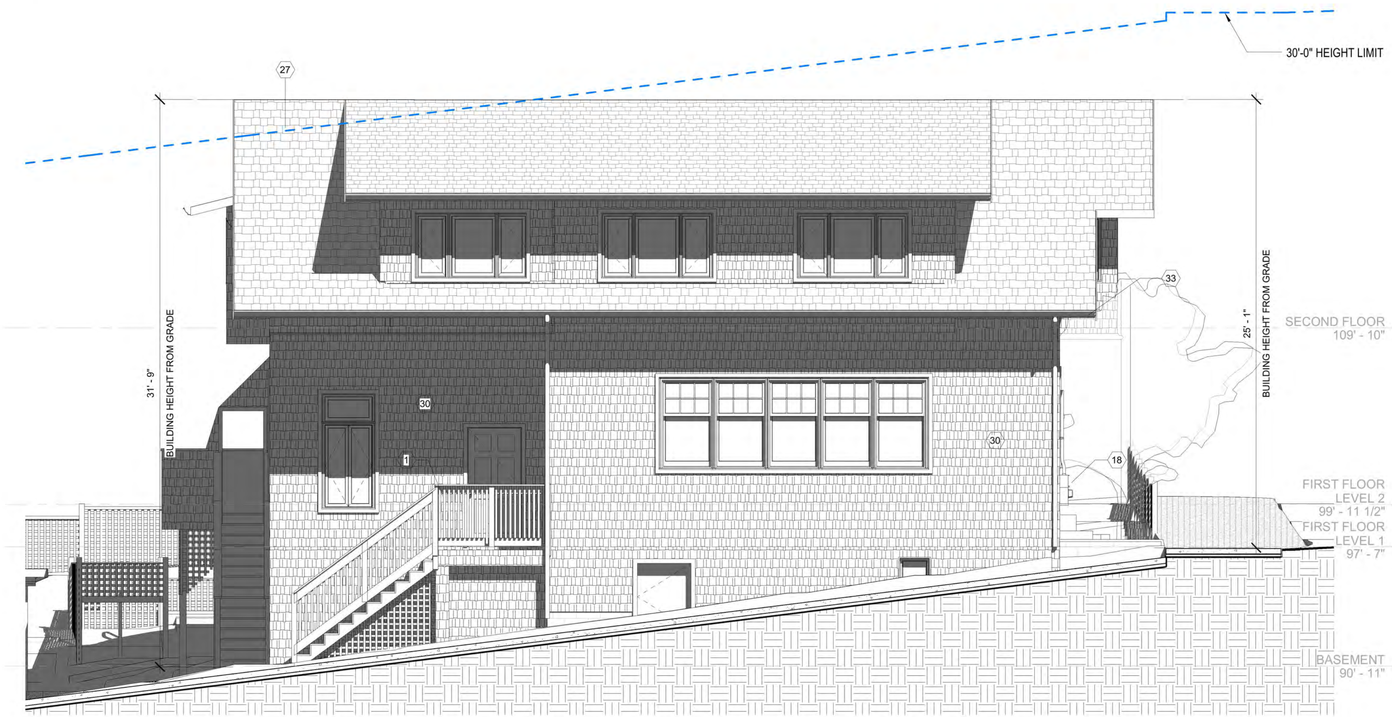
(E) CARPORT DRAWINGS
1/4" = 1'-0"

A1.05



1 (E) SOUTH ELEVATION

SCALE: 1/4" = 1'-0"



2 (E) WEST ELEVATION

SCALE: 1/4" = 1'-0"

Keynote Legend	
NUMBER	DESCRIPTION
1	(E) WOOD ENTRY DECK AND STAIRS
18	(E) 100A ELECTRIC METER
27	(E) COMPOSTITION SHINGLE ROOFING
30	(E) WOOD SHAKE SIDING
33	(E) GUTTER
36	(E) WOOD FASCIA



SOUTH ELEVATION IMAGE



VIEW FROM CENTRAL AVE



WEST ELEVATION / VIEW FROM 5TH STREET



BUILDING ENTRY FROM 5TH STREET

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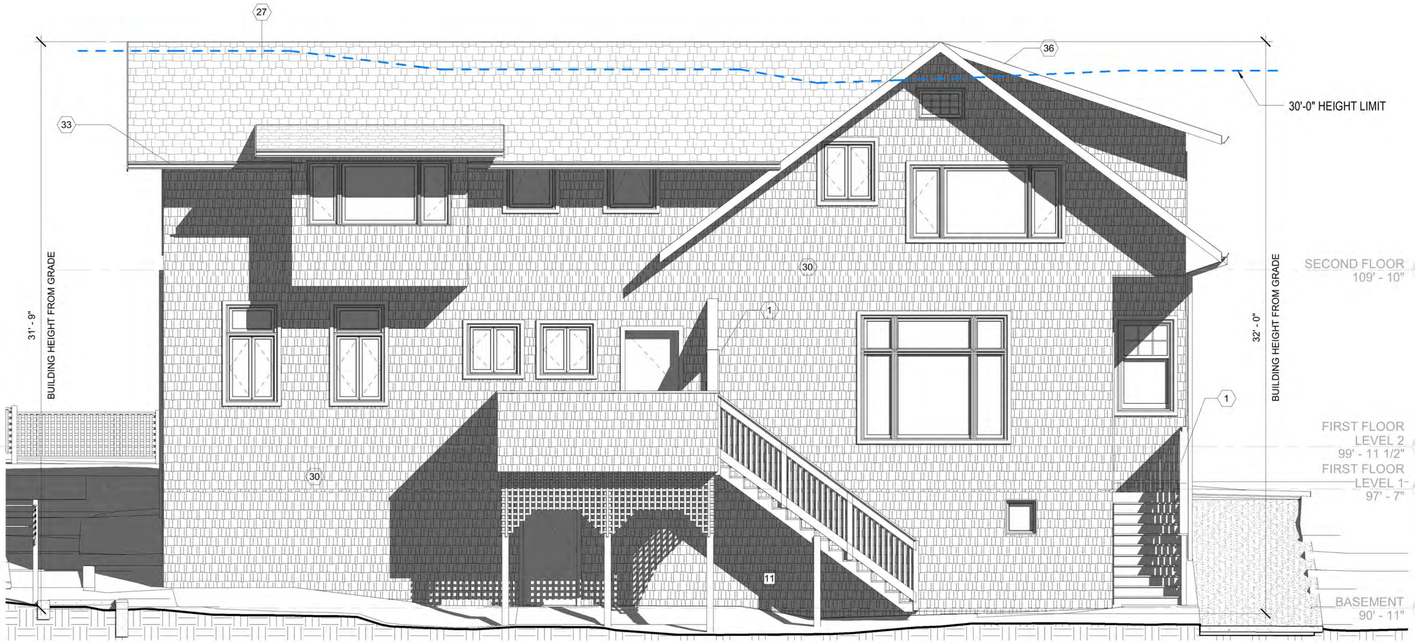
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(E) ELEVATIONS
1/4" = 1'-0"

A1.06

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1 (E) NORTH ELEVATION

SCALE: 1/4" = 1'-0"

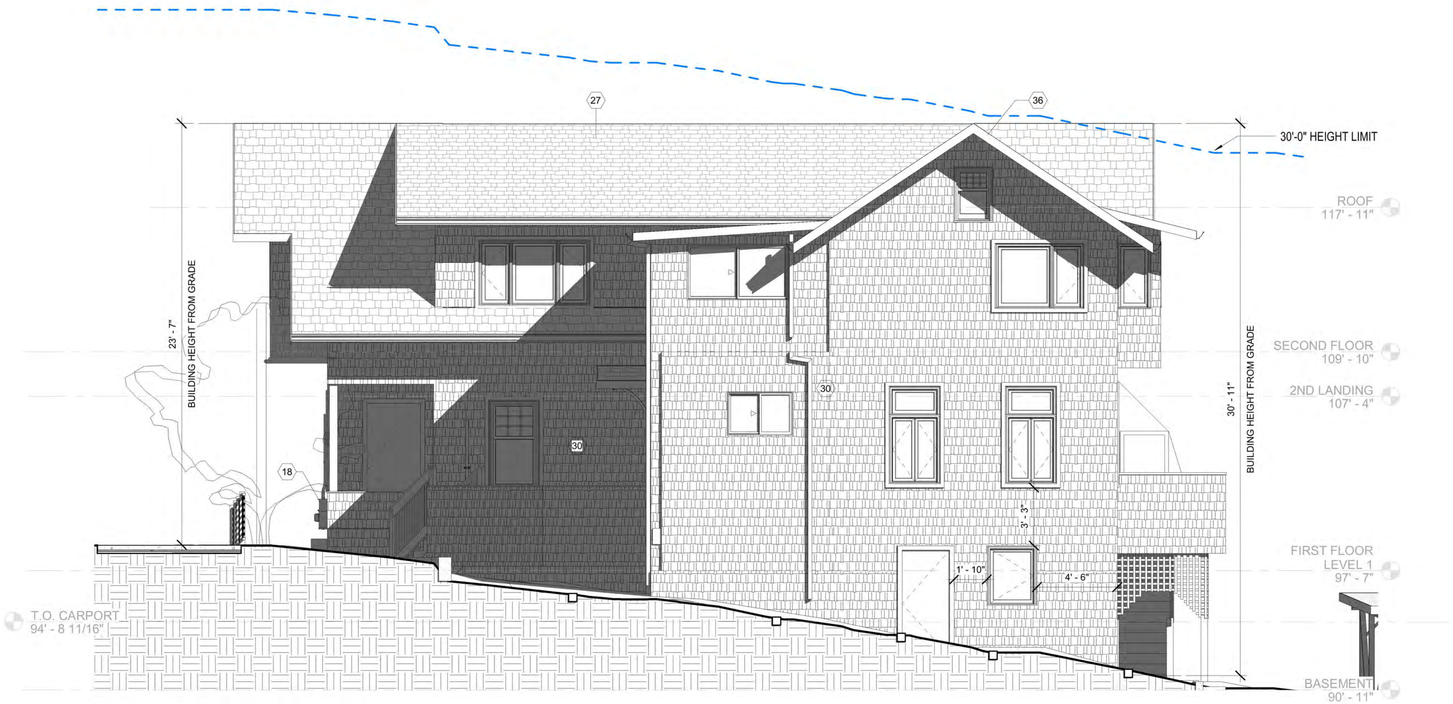
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1	(E) WOOD ENTRY DECK AND STAIRS
11	(E) TRASH AND RECYCLING BINS
18	(E) 100A ELECTRIC METER
27	(E) COMPOSTITION SHINGLE ROOFING
30	(E) WOOD SHAKE SIDING
33	(E) GUTTER
36	(E) WOOD FASCIA



NORTH ELEVATION VIEW



VIEW FROM REAR YARD



2 (E) EAST ELEVATION

SCALE: 1/4" = 1'-0"



EAST ELEVATION



VIEW FROM 4TH STREET

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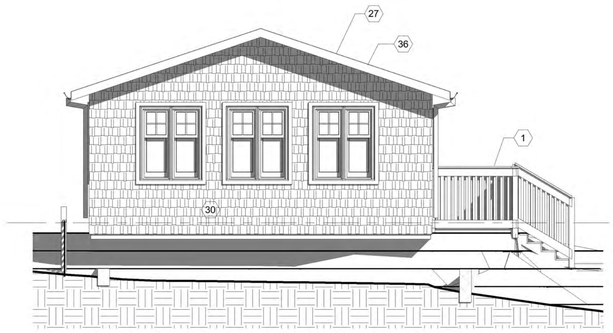
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ISSUE DATES
2023-06-28

(E) ELEVATIONS
1/4" = 1'-0"

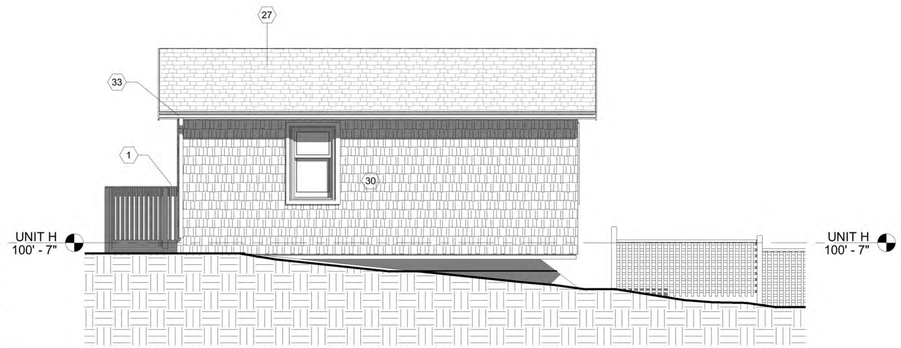
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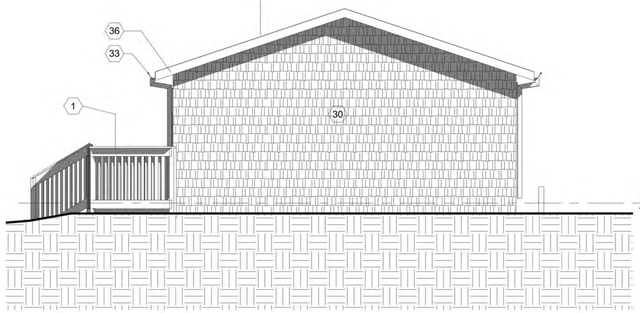
3 (E) H NORTH ELEVATION

SCALE: 1/4" = 1'-0"



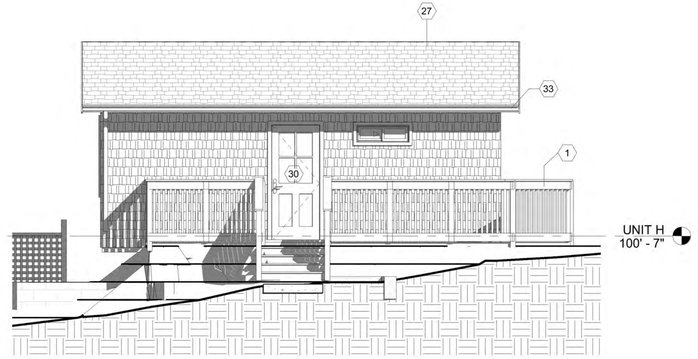
2 (E) H EAST ELEVATION

SCALE: 1/4" = 1'-0"



4 (E) H SOUTH ELEVATION

SCALE: 1/4" = 1'-0"



1 (E) H WEST ELEVATION

SCALE: 1/4" = 1'-0"

Keynote Legend	
NUMBER	DESCRIPTION
1	(E) WOOD ENTRY DECK AND STAIRS
27	(E) COMPOSTITION SHINGLE ROOFING
30	(E) WOOD SHAKE SIDING
33	(E) GUTTER
36	(E) WOOD FASCIA



(E) NORTH ELEVATION IMAGE



(E) VIEW FROM 4TH STREET



(E) VIEW FROM CENTRAL AVE



(E) WEST (FRONT) ELEVATION IMAGE

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ISSUE DATES
2023-08-07

(E) UNIT H ELEVATIONS
1/4" = 1'-0"

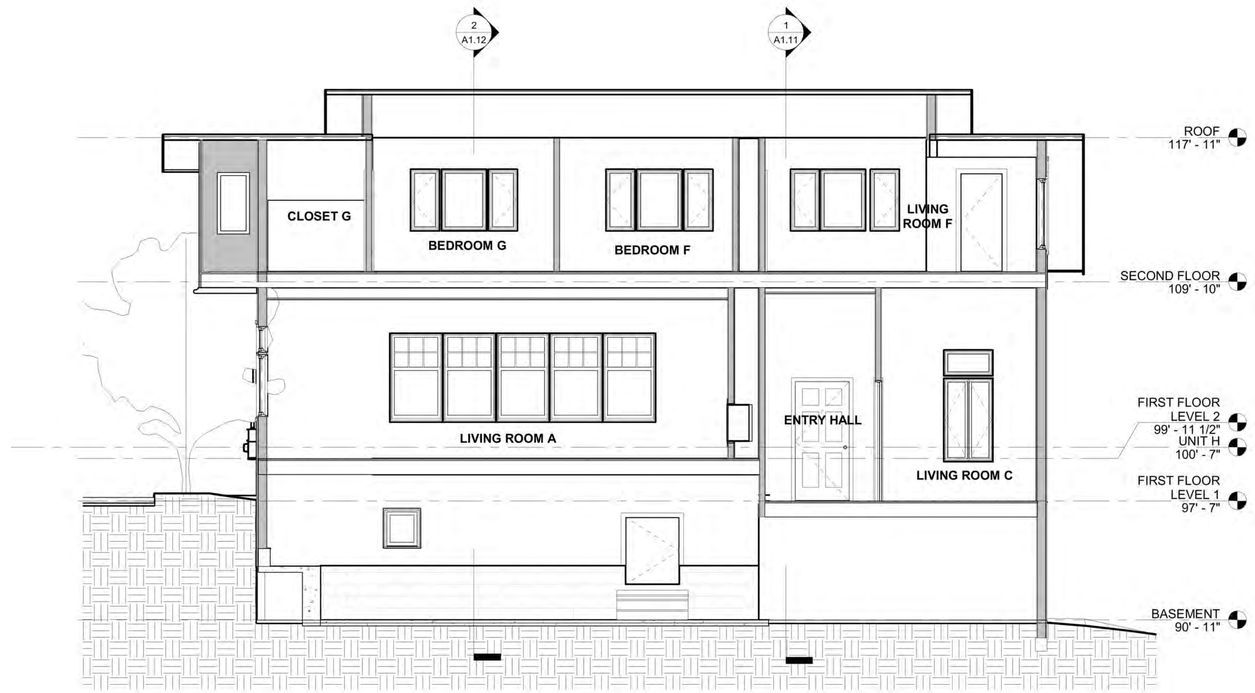
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1 (E) SECTION 1

SCALE: 1/4" = 1'-0"



2 (E) SECTION 2

SCALE: 1/4" = 1'-0"

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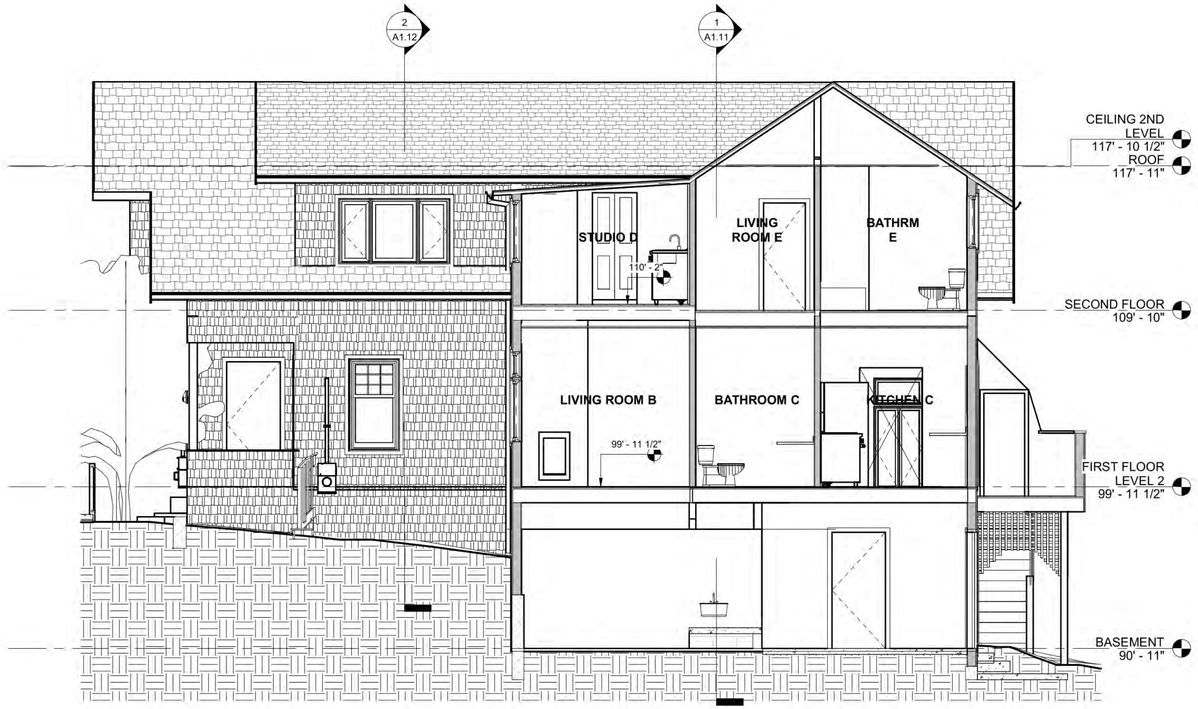
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(E)
SECTIONS
1/4" = 1'-0"

A1.11

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1 (E) SECTION 3

SCALE: 1/4" = 1'-0"



2 (E) SECTION 4

SCALE: 1/4" = 1'-0"

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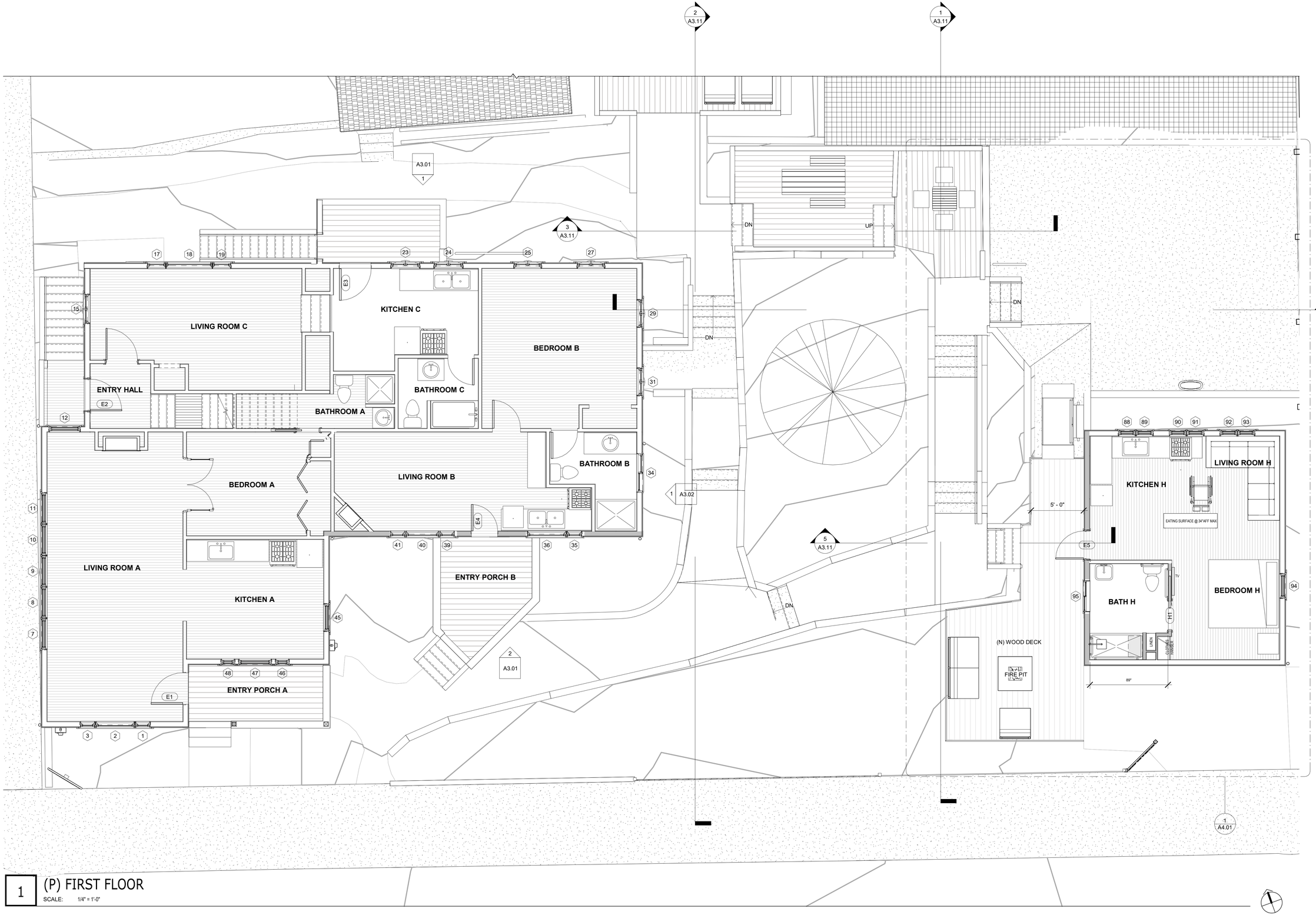
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(E)
SECTIONS
1/4" = 1'-0"

A1.12

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1 (P) FIRST FLOOR

SCALE: 1/4" = 1'-0"

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C-32809
Renewal Date: 12/31/2023
STATE OF CALIFORNIA

CONSULTANT

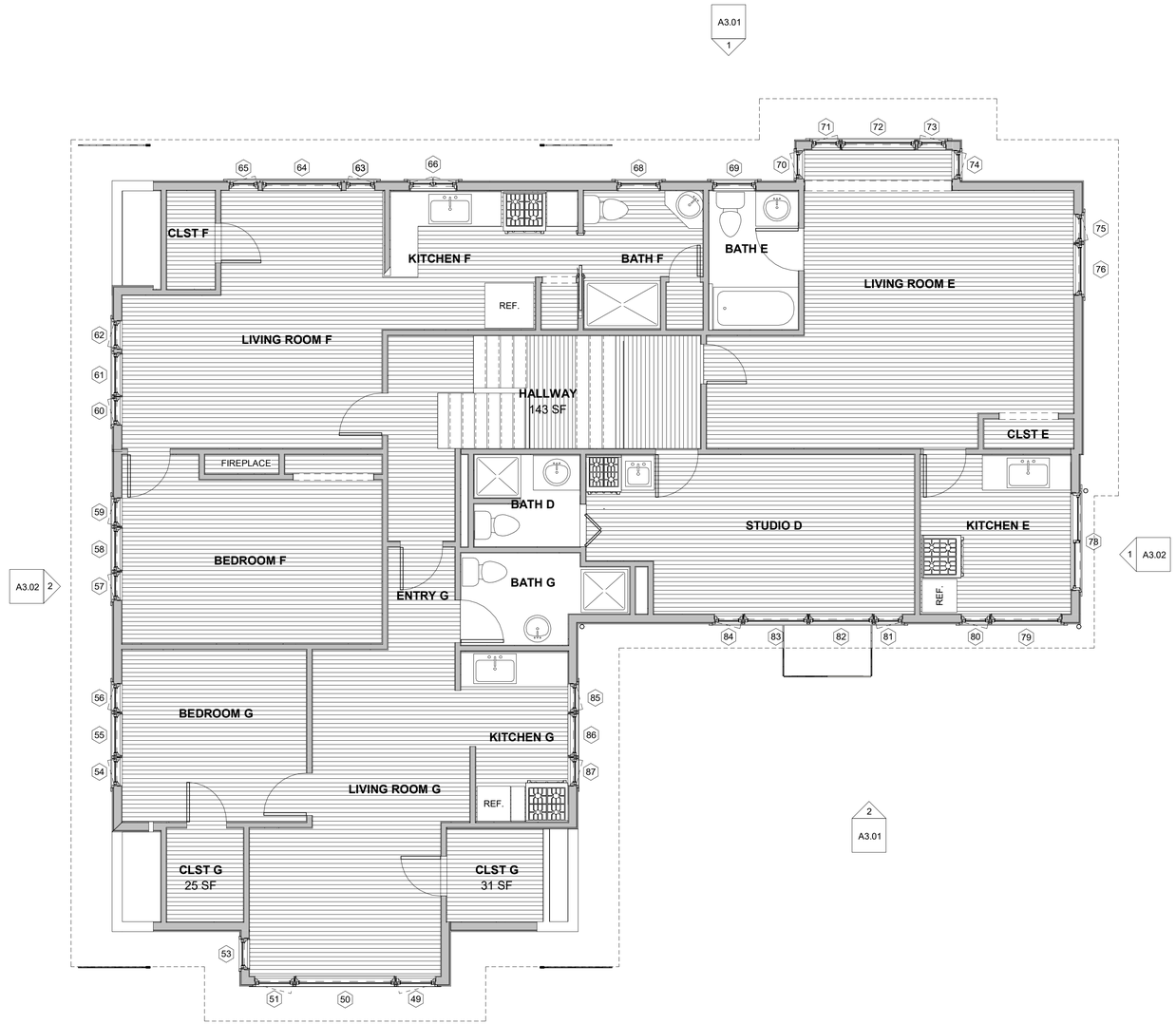
270 CENTRAL RESIDENCE
006-214-002-000
270 CENTRAL AVE, PACIFIC GROVE, CA.

ISSUE DATES
2023-06-28

(P) FIRST FLOOR PLAN
1/4" = 1'-0"

A2.01

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1 (P) SECOND FLOOR

SCALE: 1/4" = 1'-0"

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LICENSED ARCHITECT
HUNTER PORTER ELDRIDGE
C-32809
Renewal Date: 12/31/2023
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270 CENTRAL RESIDENCE
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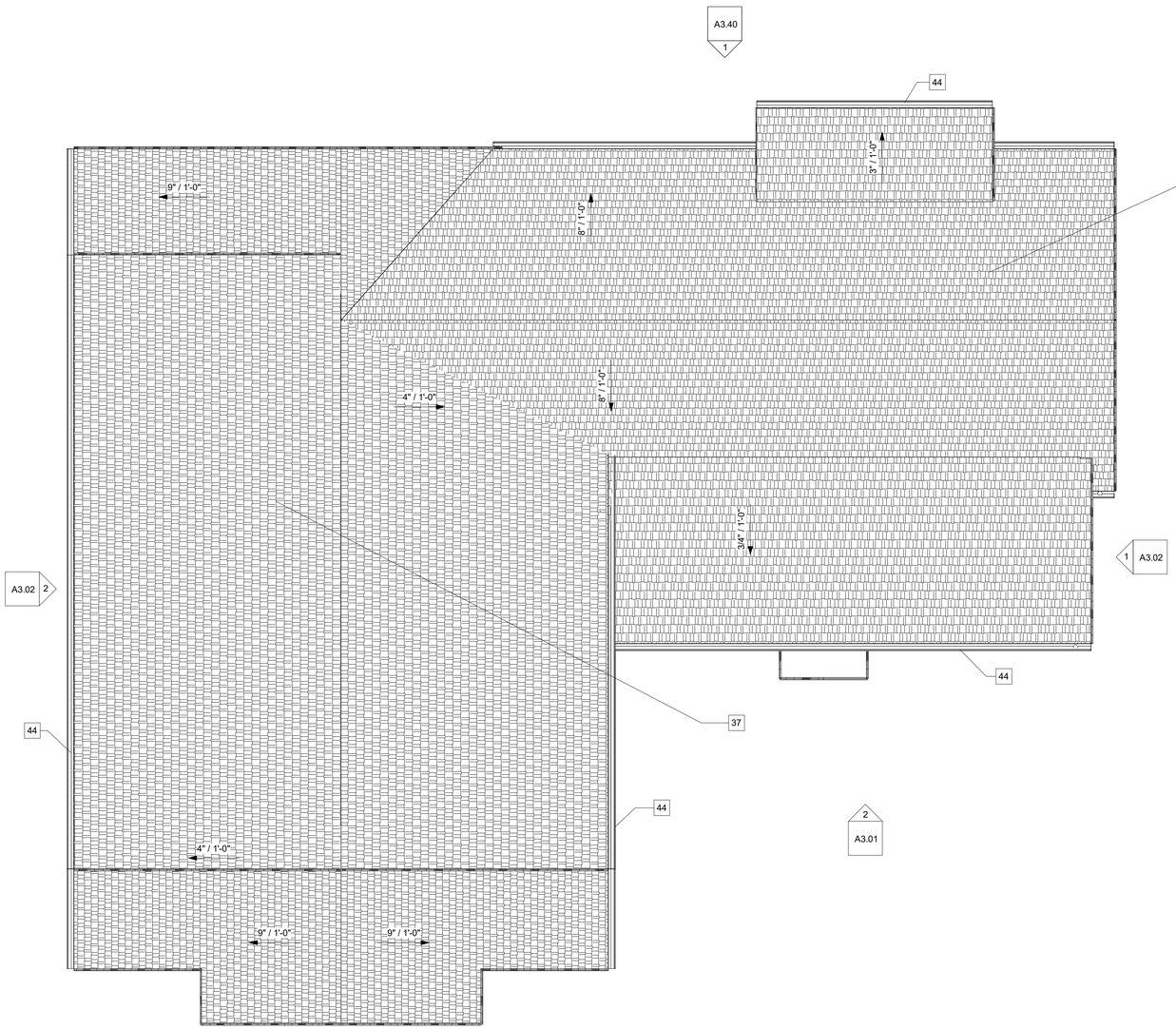
ISSUE DATES
2023-06-28

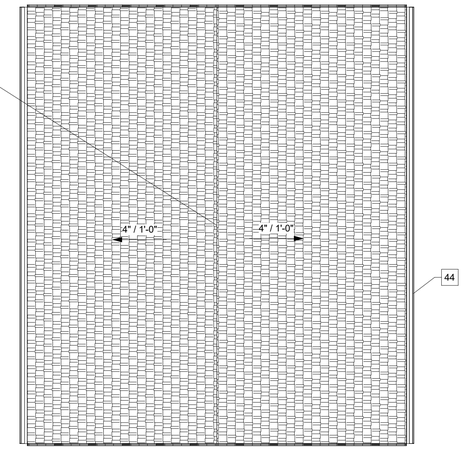
(P) SECOND FLOOR PLAN
1/4" = 1'-0"

A2.02

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KEYNOTE LEGEND	
NUMBER	DESCRIPTION
37	(N) COMPOSITION SHINGLE ROOFING TO MATCH EXISTING
44	(N) PAINT EXISTING OGEE GUTTERS BENJAMIN MOORE "MOUNTAIN PEAK WHITE" TYP.
<varies>	





1 (P) ROOF PLAN

SCALE: 1/4" = 1'-0"

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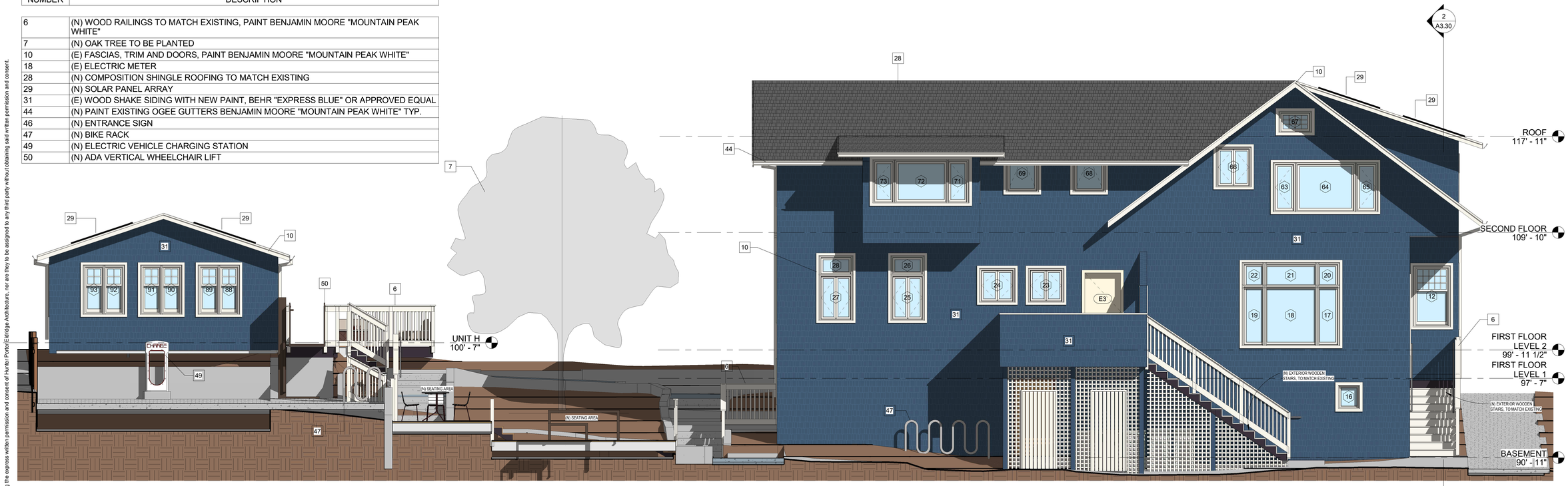
270 CENTRAL RESIDENCE
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ISSUE DATES
2023-06-28

(P) ROOF PLAN
1/4" = 1'-0"

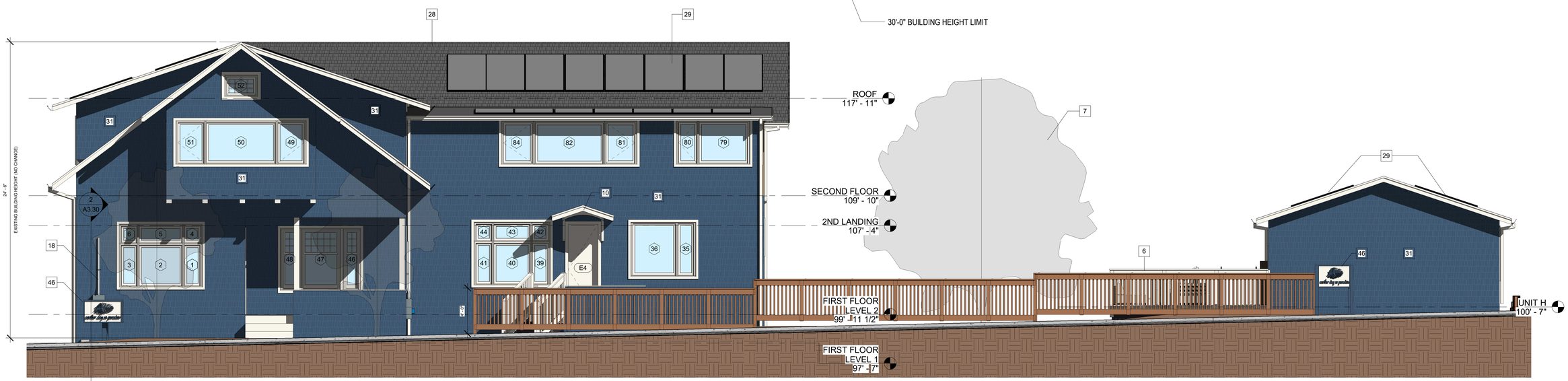
A2.05

KEYNOTE LEGEND	
NUMBER	DESCRIPTION
6	(N) WOOD RAILINGS TO MATCH EXISTING, PAINT BENJAMIN MOORE "MOUNTAIN PEAK WHITE"
7	(N) OAK TREE TO BE PLANTED
10	(E) FASCIAS, TRIM AND DOORS, PAINT BENJAMIN MOORE "MOUNTAIN PEAK WHITE"
18	(E) ELECTRIC METER
28	(N) COMPOSITION SHINGLE ROOFING TO MATCH EXISTING
29	(N) SOLAR PANEL ARRAY
31	(E) WOOD SHAKE SIDING WITH NEW PAINT, BEHR "EXPRESS BLUE" OR APPROVED EQUAL
44	(N) PAINT EXISTING OGEE GUTTERS BENJAMIN MOORE "MOUNTAIN PEAK WHITE" TYP.
46	(N) ENTRANCE SIGN
47	(N) BIKE RACK
49	(N) ELECTRIC VEHICLE CHARGING STATION
50	(N) ADA VERTICAL WHEELCHAIR LIFT



1 PROPOSED NORTH ELEVATION

SCALE: 1/4" = 1'-0"



2 PROPOSED SOUTH ELEVATION

SCALE: 1/4" = 1'-0"

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C-32809
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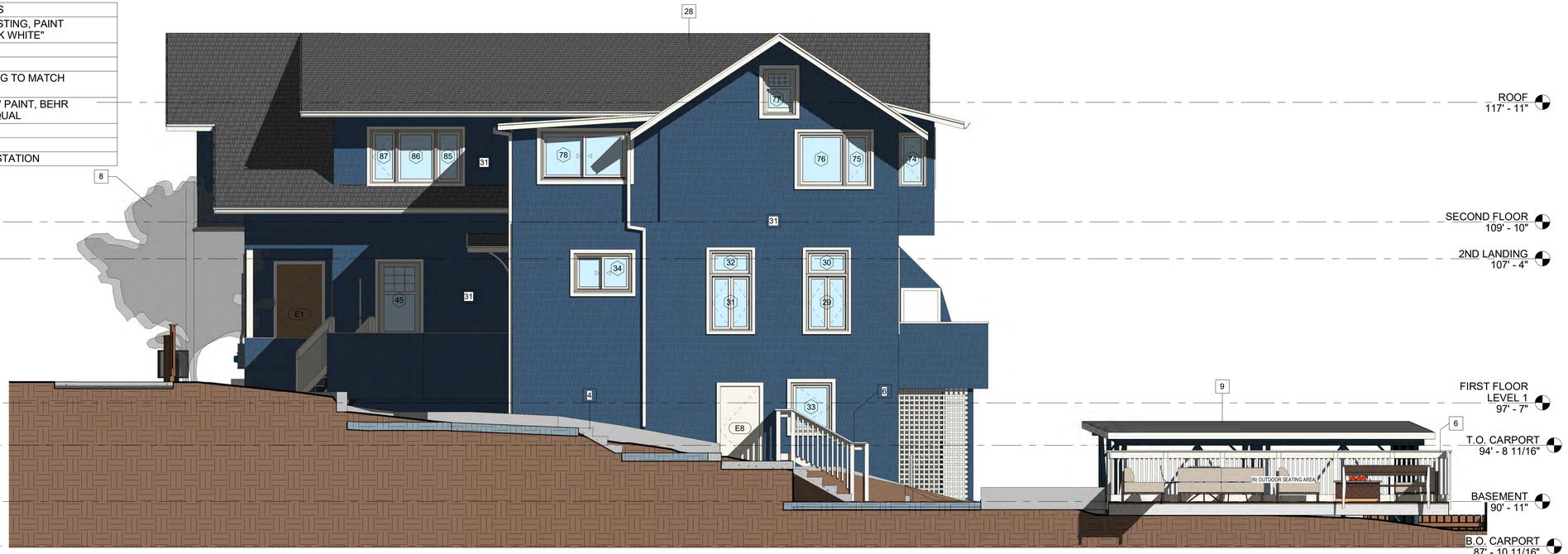
270 CENTRAL RESIDENCE
006-214-002-000
270 CENTRAL AVE, PACIFIC GROVE, CA.

ISSUE DATES
2024-01-02

(P)
ELEVATIONS
1/4" = 1'-0"

A3.01

KEYNOTE LEGEND	
NUMBER	DESCRIPTION
4	(N) CONCRETE LANDING AND STEPS
6	(N) WOOD RAILINGS TO MATCH EXISTING, PAINT BENJAMIN MOORE "MOUNTAIN PEAK WHITE"
8	(E) TREE, TO REMAIN
9	(E) CARPORT, TO BE RE-PAINTED
28	(N) COMPOSITION SHINGLE ROOFING TO MATCH EXISTING
31	(E) WOOD SHAKE SIDING WITH NEW PAINT, BEHR "EXPRESS BLUE" OR APPROVED EQUAL
45	
46	(N) ENTRANCE SIGN
49	(N) ELECTRIC VEHICLE CHARGING STATION



1 PROPOSED EAST ELEVATION

SCALE: 1/4" = 1'-0"



2 PROPOSED WEST ELEVATION

SCALE: 1/4" = 1'-0"

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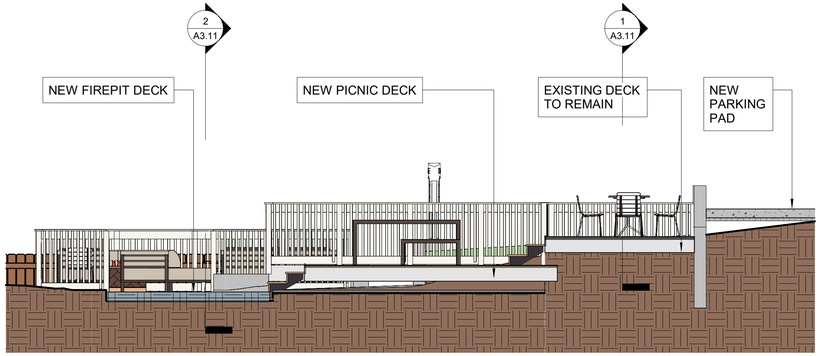
270 CENTRAL RESIDENCE
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270 CENTRAL AVE, PACIFIC GROVE. CA.

ISSUE DATES
2023-06-28

(P)
ELEVATIONS
1/4" = 1'-0"

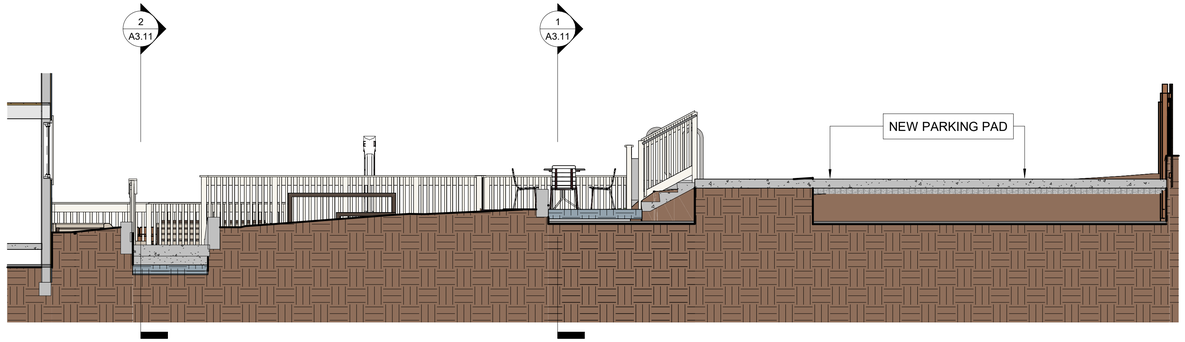
A3.02

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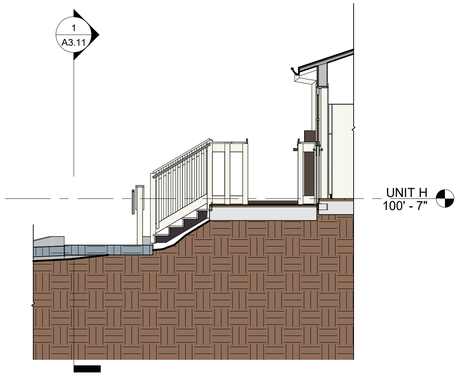
3 SITE SECTION 3

SCALE: 1/4" = 1'-0"



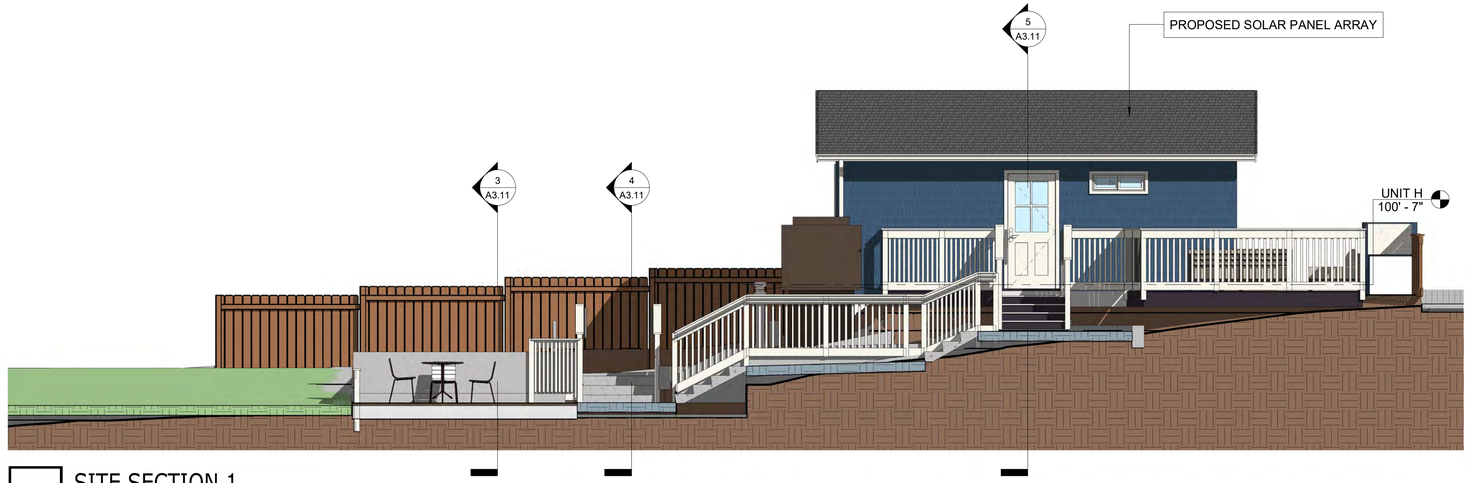
4 SITE SECTION 4

SCALE: 1/4" = 1'-0"



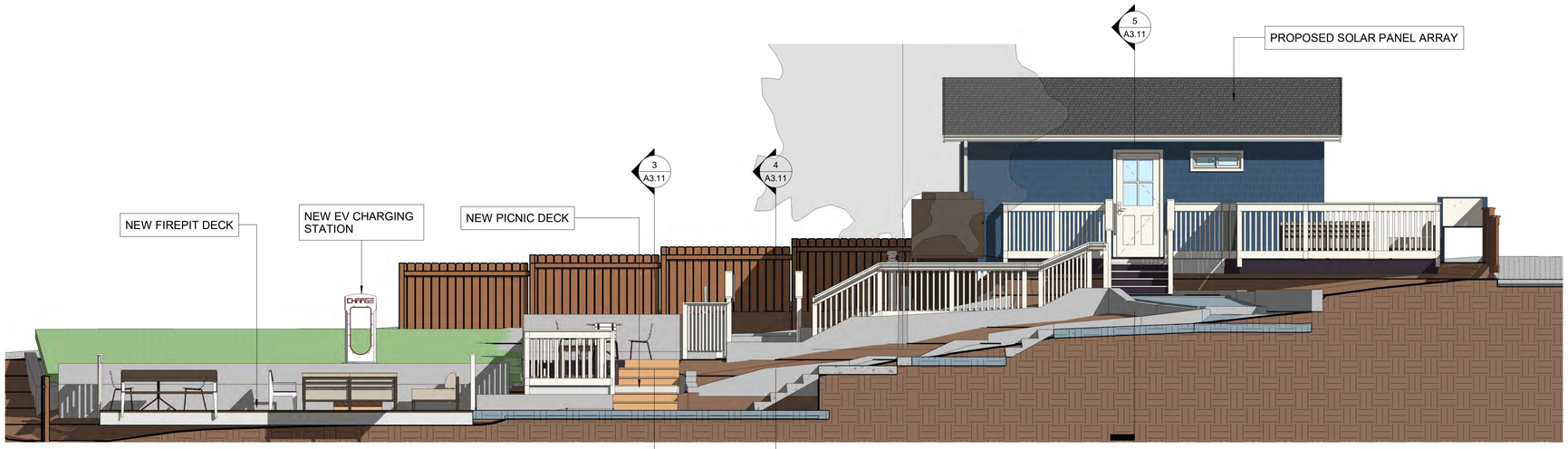
5 UNIT H SITE SECTION

SCALE: 1/4" = 1'-0"



1 SITE SECTION 1

SCALE: 1/4" = 1'-0"



2 SITE SECTION 2

SCALE: 1/4" = 1'-0"

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Renewal Date: 12/31/2024
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270 CENTRAL RESIDENCE
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ISSUE DATES
2023-06-28

(P) SITE SECTIONS
1/4" = 1'-0"

A3.11

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NOTE: PROVIDE THE FOLLOWING FOR EMERGENCY EGRESS FROM SLEEPING ROOM REQUIREMENTS:

1. MINIMUM NET CLEAR OPERABLE DIMENSION OF 24 INCHES IN HEIGHT

2. MINIMUM NET CLEAR OPERABLE DIMENSION OF 20 INCHES IN WIDTH.

3. MINIMUM NET CLEAR OPERABLE DIMENSION OF 5.7 SQUARE FEET IN AREA.

4. SILL HEIGHTS OF SUCH OPENINGS SHALL NOT EXCEED 44 INCHES ABOVE FLOOR.

NOTE: SAFETY GLAZING IS REQUIRED FOR USE IN THE FOLLOWING LOCATIONS:

1. GLAZING IN INGRESS AND EGRESS DOORS.

2. GLAZING IN FIXED AND SLIDING PANELS OF SLIDING DOORS AND PANELS IN SWINGING DOORS.

3. GLAZING IN DOORS AND ENCLOSURES FOR HOT TUBS, BATHTUBS, SHOWERS, STEAM ROOMS
WITHIN 5' OF STANDING SURFACE AND DRAIN INLET.

4. GLAZING WITHIN 2' VERTICAL EDGE OF CLOSED DOOR AND WITHIN 5' OF WALKING SURFACES.

5. GLAZING IN RAILING AND STAIR LANDINGS.

6. GLAZING IN WALLS AND FENCES USED AS THE BARRIER FOR SWIMMING POOLS AND SPAS.

R308.4.3 GLAZING IN WINDOWS. GLAZING IN AN INDIVIDUAL FIXED OR OPERABLE PANEL THAT
MEETS ALL OF THE FOLLOWING CONDITIONS SHALL BE CONSIDERED TO BE A HAZARDOUS LOCATION:

1. THE EXPOSED AREA OF AN INDIVIDUAL PANE IS LARGER THAN 9 SQUARE FEET (0.836 M2),
2. THE BOTTOM EDGE OF THE GLAZING IS LESS THAN 18 INCHES (457 MM) ABOVE THE FLOOR
3. THE TOP EDGE OF THE GLAZING IS MORE THAN 36 INCHES (914 MM) ABOVE THE FLOOR; AND
4. ONE OR MORE WALKING SURFACES ARE WITHIN 36 INCHES (914 MM), MEASURED HORIZONTALLY AND IN A STRAIGHT LINE, OF THE GLAZING.

DOOR SCHEDULE NOTES

1. INTERIOR DOORS SHALL BE SOLID CORE & SELECTED BY OWNER.

2. EXTERIOR DOORS AND DOORS SEPARATING CONDITIONED SPACE FROM NON-CONDITIONED SPACE SHALL HAVE WEATHER STRIPPING.

3. ALL GLAZING WITHIN A 24 INCH ARC OF EITHER VERTICAL EDGE OF A DOOR IN THE CLOSED POSITION SHALL BE SAFETY GLAZED.

4. WATER HEATER CLOSET DOORS SHALL BE LOUVERED TO PROVIDE 100 SQ.IN. MAKE UP AIR. ONE OPENING SHALL BE LOCATED WITHIN THE UPPER 12" OF THE ENCLOSURE AND ONE OPENING SHALL BE LOCATED WITHIN THE LOWER 12" OF THE ENCLOSURE.

5. EXTERIOR WINDOWS AND EXTERIOR GLAZED DOOR ASSEMBLY REQUIREMENTS, PER CRC R337.8.2.1 :

A. BE CONSTRUCTED OF MULTIPANE GLAZING WITH A MINIMUM OF ONE TEMPERED PANE MEETING THE REQUIREMENTS OF SECTION R308 SAFETY GLAZING, OR
B. BE CONSTRUCTED OF GLASS BLOCK UNITS, OR
C. HAVE A FIRE-RESISTANCE RATING OF NOT LESS THAN 20 MINUTES WHEN TESTED ACCORDING TO NFPA 257, OR
D. BE TESTED TO MEET THE PERFORMANCE REQUIREMENTS OF SFM STANDARD 12-7A-2.

6. EXTERIOR DOORS SHALL COMPLY WITH ONE OF THE FOLLOWING, PER CRC R337.8.3:

A. THE EXTERIOR SURFACE OR CLADDING SHALL BE OF NONCOMBUSTIBLE OR IGNITION-RESISTANT MATERIAL, OR
B. SHALL BE CONSTRUCTED OF SOLID CORE WOOD THAT COMPLY WITH THE FOLLOWING REQUIREMENTS:
  A. STILES AND RAILS SHALL NOT BE LESS THAN 13/8 INCHES THICK
  B. RAISED PANELS SHALL NOT BE LESS THAN 11/4 IN THICK, EXCEPT FOR THE EXTERIOR PERIMETER OF THE RAISED PANEL THAT MAY TAPER TO A TONGUE NOT LESS THAN 3/8 INCH THICK.
C. SHALL HAVE A FIRE-RESISTANCE RATING OF NOT LESS THAN 20 MINUTES WHEN TESTED ACCORDING TO NFPA 252.
D. SHALL BE TESTED TO MEET THE PERFORMANCE REQUIREMENTS OF SFM STANDARD 12-7A-1.

7. EGRESS DOORS SHALL COMPLY WITH CRC R311.2: NOT LESS THAN ONE EGRESS DOOR SHALL BE PROVIDED FOR EACH DWELLING UNIT. THE EGRESS DOOR SHALL BE SIDE-HINGED, AND SHALL PROVIDE A CLEAR WIDTH OF NOT LESS THAN 32 INCHES (813 MM) WHERE MEASURED BETWEEN THE FACE OF THE DOOR AND THE STOP, WITH THE DOOR OPEN 90 DEGREES (1.57 RAD). THE CLEAR HEIGHT OF THE DOOR OPENING SHALL BE NOT LESS THAN 78 INCHES (1981 MM) IN HEIGHT MEASURED FROM THE TOP OF THE THRESHOLD TO THE BOTTOM OF THE STOP. OTHER DOORS SHALL NOT BE REQUIRED TO COMPLY WITH THESE MINIMUM DIMENSIONS. EGRESS DOORS SHALL BE READILY OPENABLE FROM INSIDE THE DWELLING WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE OR EFFORT.

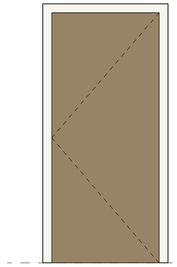
NOTE: CONTRACTOR TO VERIFY ALL WINDOW AND DOOR ROUGH OPENING DIMENSIONS, LOCATIONS, AND OPERATING DIRECTION (I.E., INSWING VS. OUTSWING) PRIOR TO ORDERING NEW WINDOWS AND DOORS

Window Schedule

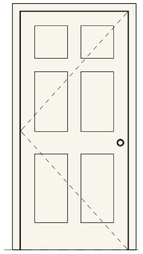
MARK	FUNCTION	Rough Openings WIDTH	Rough Openings HEIGHT	HEAD HEIGHT	ROOM NAME	COMMENTS
1	CASEMENT	1' - 4 3/4"	3' - 6 3/8"	8' - 2 1/4"	LIVING ROOM A	
2	FIXED	3' - 8"	3' - 6 3/8"	8' - 2 1/4"	LIVING ROOM A	
3	CASEMENT	1' - 4 3/4"	3' - 6 3/8"	8' - 2 1/4"	LIVING ROOM A	
4	FIXED	1' - 4 3/4"	1' - 6 5/16"	7' - 4 11/16"	LIVING ROOM A	
5	FIXED	3' - 8"	1' - 6 5/16"	7' - 4 11/16"	LIVING ROOM A	
6	FIXED	1' - 4 3/4"	1' - 6 5/16"	7' - 4 11/16"	LIVING ROOM A	
7	DOUBLE HUNG WITH LITES	2' - 11 3/8"	5' - 0 25/32"	7' - 0 1/8"	LIVING ROOM A	
8	DOUBLE HUNG WITH LITES	2' - 11 3/8"	5' - 0 25/32"	7' - 0 1/8"	LIVING ROOM A	
9	DOUBLE HUNG WITH LITES	2' - 11 3/8"	5' - 0 25/32"	7' - 0 1/8"	LIVING ROOM A	
10	DOUBLE HUNG WITH LITES	2' - 11 3/8"	5' - 0 25/32"	7' - 0 1/8"	LIVING ROOM A	
11	DOUBLE HUNG WITH LITES	2' - 11 3/8"	5' - 0 25/32"	7' - 0 1/8"	LIVING ROOM A	
12	DOUBLE HUNG WITH LITES	2' - 11 3/8"	5' - 0 25/32"	7' - 0 1/8"	LIVING ROOM A	
13	CASEMENT	1' - 9 1/2"	2' - 0 11/16"	6' - 1 3/16"	BASEMENT	
14	DOUBLE CASEMENT	2' - 9"	4' - 9 1/16"	6' - 10 7/16"	LIVING ROOM C	
15	FIXED	2' - 9"	1' - 6 5/16"	8' - 5 3/8"	LIVING ROOM C	
16	AWNING	1' - 9 1/2"	2' - 0 11/16"	6' - 1 3/16"	BASEMENT	
17	CASEMENT	1' - 9 1/2"	5' - 0 1/16"	7' - 8 15/16"	LIVING ROOM C	
18	FIXED	4' - 5 3/4"	5' - 0 1/16"	7' - 8 15/16"	LIVING ROOM C	
19	CASEMENT	1' - 9 1/2"	5' - 0 1/16"	7' - 8 15/16"	LIVING ROOM C	
20	FIXED	1' - 9 1/2"	2' - 0 11/16"	9' - 7 1/2"	LIVING ROOM C	
21	FIXED	4' - 5 3/4"	2' - 0 11/16"	9' - 7 1/2"	LIVING ROOM C	
22	FIXED	1' - 9 1/2"	2' - 0 11/16"	9' - 7 1/2"	LIVING ROOM C	
23	DOUBLE CASEMENT	2' - 9"	2' - 9 1/16"	6' - 9 3/16"	KITCHEN C	
24	DOUBLE CASEMENT	2' - 9"	2' - 9 1/16"	6' - 9 3/16"	KITCHEN C	
25	DOUBLE CASEMENT	2' - 7 3/8"	3' - 9 1/8"	6' - 3"	BEDROOM B	
26	FIXED	2' - 7 3/8"	1' - 6 5/16"	7' - 9 15/16"	BEDROOM B	
27	DOUBLE CASEMENT	2' - 7 3/8"	3' - 9 1/8"	6' - 3"	BEDROOM B	
28	FIXED	2' - 7 3/8"	1' - 6 5/16"	7' - 9 15/16"	BEDROOM B	
29	DOUBLE CASEMENT	2' - 7 3/8"	3' - 9 1/8"	6' - 3"	BEDROOM B	
30	FIXED	2' - 7 3/8"	1' - 6 5/16"	7' - 9 15/16"	BEDROOM B	
31	DOUBLE CASEMENT	2' - 7 3/8"	3' - 9 1/8"	6' - 3"	BEDROOM B	
32	FIXED	2' - 7 3/8"	1' - 6 5/16"	7' - 9 15/16"	BEDROOM B	
33	CASEMENT	2' - 6 1/2"	3' - 2 1/2"	7' - 11 5/16"	BASEMENT	
34	SLIDING	3' - 8 1/2"	2' - 5 1/2"	10' - 0 7/16"	BATHROOM B	
35	CASEMENT	1' - 4 3/4"	4' - 5 1/2"	7' - 7 13/32"	LIVING ROOM B	
36	FIXED	3' - 8"	4' - 5 1/2"	7' - 7 13/32"	LIVING ROOM B	
39	CASEMENT	1' - 4 3/4"	3' - 6 3/8"	5' - 11 3/4"	LIVING ROOM B	
40	FIXED	3' - 1 1/4"	3' - 6 3/8"	5' - 11 3/4"	LIVING ROOM B	
41	CASEMENT	1' - 4 3/4"	3' - 6 3/8"	5' - 11 3/4"	LIVING ROOM B	
42	FIXED	1' - 4 3/4"	1' - 6 5/16"	7' - 6 11/16"	LIVING ROOM B	
43	FIXED	3' - 1 1/4"	1' - 6 5/16"	7' - 6 11/16"	LIVING ROOM B	
44	FIXED	1' - 4 3/4"	1' - 6 5/16"	7' - 6 11/16"	LIVING ROOM B	
45	DOUBLE HUNG WITH LITES	2' - 7 3/8"	5' - 0 25/32"	7' - 0 25/32"	KITCHEN A	
46	DOUBLE HUNG	1' - 3 3/8"	5' - 0 25/32"	7' - 0 25/32"	KITCHEN A	
47	DOUBLE HUNG	3' - 1 3/8"	5' - 0 25/32"	7' - 0 25/32"	KITCHEN A	
48	DOUBLE HUNG	1' - 3 3/8"	5' - 0 25/32"	7' - 0 25/32"	KITCHEN A	
49	CASEMENT	2' - 3 3/8"	3' - 6 3/8"	6' - 1 5/8"	LIVING ROOM G	
50	FIXED	5' - 10 3/8"	3' - 6 3/8"	6' - 1 5/8"	LIVING ROOM G	
51	CASEMENT	2' - 3 3/8"	3' - 6 3/8"	6' - 1 5/8"	LIVING ROOM G	
52	FIXED	2' - 6"	1' - 8 1/16"	1' - 10 1/32"	LIVING ROOM G	
53	CASEMENT	1' - 9 1/2"	3' - 6 3/8"	6' - 1 5/8"	LIVING ROOM G	
54	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	6' - 3 3/4"	BEDROOM G	
55	FIXED	2' - 6 1/2"	3' - 6 3/8"	6' - 3 3/4"	BEDROOM G	
56	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	6' - 3 3/4"	BEDROOM G	
57	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	6' - 3 3/4"	BEDROOM F	
58	FIXED	2' - 6 1/2"	3' - 6 3/8"	6' - 3 3/4"	BEDROOM F	
59	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	6' - 3 3/4"	BEDROOM F	
60	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	6' - 3 3/4"	LIVING ROOM F	
61	FIXED	2' - 6 1/2"	3' - 6 3/8"	6' - 3 3/4"	LIVING ROOM F	
62	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	6' - 3 3/4"	LIVING ROOM F	
63	CASEMENT	1' - 8"	5' - 0"	6' - 6 9/16"	LIVING ROOM F	
64	FIXED	4' - 8"	5' - 0"	6' - 6 7/16"	LIVING ROOM F	
65	CASEMENT	1' - 8"	5' - 0"	6' - 6 9/16"	LIVING ROOM F	
66	DOUBLE CASEMENT	2' - 9"	3' - 3 1/16"	7' - 1 1/8"	KITCHEN F	
67	FIXED WITH LITES	2' - 6"	1' - 8 1/16"	10' - 1 1/16"	LIVING ROOM F	
68	AWNING	2' - 6"	3' - 0 1/16"	6' - 4 15/16"	BATH F	
69	AWNING	2' - 6"	3' - 0 1/16"	6' - 4 15/16"	BATH E	
70	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	5' - 11 7/16"	LIVING ROOM E	
71	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	6' - 0 1/4"	LIVING ROOM E	
72	FIXED	4' - 4"	3' - 6 3/8"	6' - 0 1/4"	LIVING ROOM E	
73	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	6' - 0 1/4"	LIVING ROOM E	
74	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	5' - 11 7/16"	LIVING ROOM E	
75	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	5' - 11 7/16"	LIVING ROOM E	
76	FIXED	3' - 0"	3' - 6 3/8"	5' - 11 7/16"	LIVING ROOM E	
77	DOUBLE HUNG WITH LITES	2' - 0"	3' - 0"	10' - 3 1/16"	ATTIC	
78	SLIDING	5' - 8 1/2"	3' - 1 1/2"	6' - 0 5/16"	KITCHEN E	
79	FIXED	4' - 2"	3' - 6 3/8"	6' - 1 5/8"	KITCHEN E	
80	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	6' - 1 5/8"	KITCHEN E	
81	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	6' - 1 5/8"	STUDIO D	
82	FIXED	3' - 9"	3' - 6 3/8"	6' - 1 5/8"	STUDIO D	
83	FIXED	3' - 9"	3' - 6 3/8"	6' - 1 5/8"	STUDIO D	
84	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	6' - 1 5/8"	STUDIO D	
85	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	6' - 1 5/8"	KITCHEN G	
86	FIXED	2' - 6 1/2"	3' - 6 3/8"	6' - 1 5/8"	KITCHEN G	
87	CASEMENT	1' - 7 1/2"	3' - 6 3/8"	6' - 1 5/8"	KITCHEN G	
88	CASEMENT WITH LITES	1' - 7 3/8"	4' - 0 25/32"	7' - 0 25/32"	KITCHEN H	
89	CASEMENT WITH LITES	1' - 7 3/8"	4' - 0 25/32"	7' - 0 25/32"	KITCHEN H	
90	CASEMENT WITH LITES	1' - 7 3/8"	4' - 0 25/32"	7' - 0 25/32"	LIVING ROOM H	
91	CASEMENT WITH LITES	1' - 7 3/8"	4' - 0 25/32"	7' - 0 25/32"	LIVING ROOM H	
92	CASEMENT WITH LITES	1' - 7 3/8"	4' - 0 25/32"	7' - 0 25/32"	LIVING ROOM H	
93	CASEMENT WITH LITES	1' - 7 3/8"	4' - 0 25/32"	7' - 0 25/32"	LIVING ROOM H	
94	DOUBLE HUNG	2' - 4"	4' - 0 25/32"	7' - 0 25/32"	BEDROOM H	
95	SLIDING	2' - 11 1/2"	0' - 11 1/2"	6' - 10"	BATHROOM H	

Door Schedule

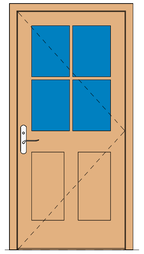
MARK	FUNCTION	TYPE MARK	WIDTH	HEIGHT	HEAD HEIGHT	ROOM	COMMENTS
E1	Exterior	A	3' - 0"	7' - 0"	7' - 0"	LIVING ROOM A	
E2	Exterior	B	3' - 0"	6' - 8"	6' - 8"	ENTRY HALL	
E3	Exterior	A	3' - 0"	6' - 6"	6' - 6"	KITCHEN C	
E4	Exterior	A	2' - 6"	7' - 6"	9' - 10 1/2"	ENTRY PORCH B	
E5	Exterior	C	2' - 8"	6' - 6"	6' - 10"	KITCHEN H	TEMPERED GLASS
E6	Exterior	E	3' - 0"	6' - 6"	6' - 6"	BASEMENT	
E7	Exterior	A	3' - 0"	3' - 9"	5' - 9"	BASEMENT	
E8	Exterior	A	2' - 8"	6' - 0"	4' - 0 3/16"	BASEMENT	
H1	Interior	E	2' - 10 1/2"	6' - 8"	6' - 8"	BEDROOM H	
H2	Interior	D	2' - 6"	6' - 8"	6' - 8"	BEDROOM B	



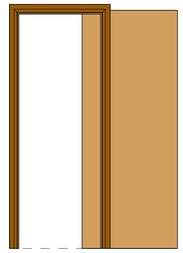
A - EXTERIOR WOOD DOOR



B - EXTERIOR WOOD DOOR WITH PANELS



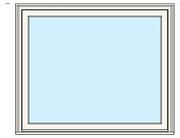
C - EXTERIOR WOOD DOOR WITH GLASS



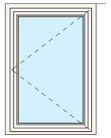
E - INTERIOR POCKET DOOR

DOORS

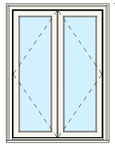
SCALE: 1/2" = 1'-0"



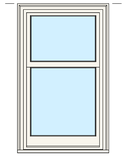
FIXED



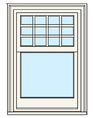
CASEMENT



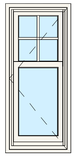
DOUBLE CASEMENT



DOUBLE HUNG



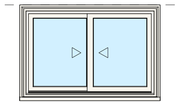
DOUBLE HUNG WITH LITES



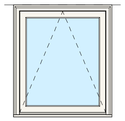
CASEMENT WITH LITES



FIXED WITH LITES



SLIDING



AWNING

WINDOWS

SCALE: 1/2" = 1'-0"

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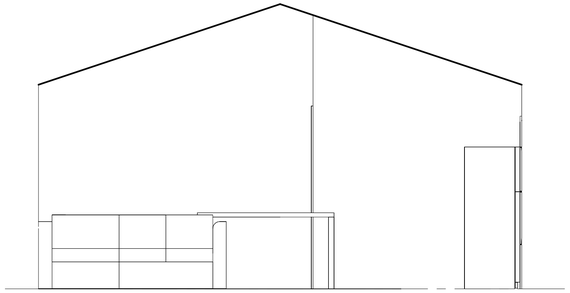
270 CENTRAL RESIDENCE
006-214-002-000
270 CENTRAL AVE, PACIFIC GROVE, CA.

ISSUE DATES
2023-06-28

SCHEDULE
As indicated

A3.40

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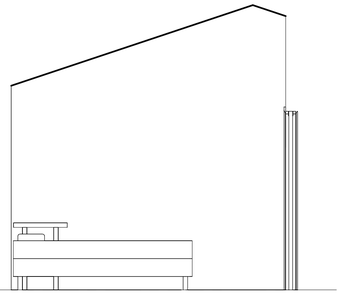
9 LIVING/ KITCHEN SOUTH ELEVATION
SCALE: 3/8" = 1'-0"



10 KITCHEN/LIVING NORTH ELEVATION
SCALE: 3/8" = 1'-0"



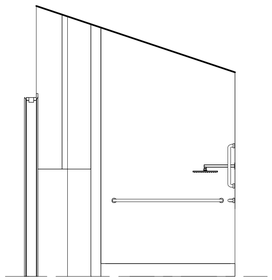
7 LIVING BEDROOM / EAST ELEVATION
SCALE: 3/8" = 1'-0"



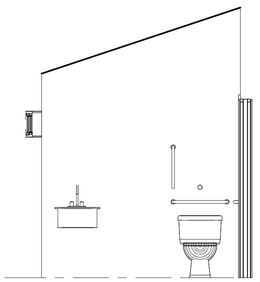
6 BEDROOM SOUTH ELEVATION
SCALE: 3/8" = 1'-0"



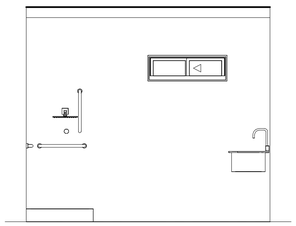
8 BEDROOM/ LIVING WEST ELEVATION
SCALE: 3/8" = 1'-0"



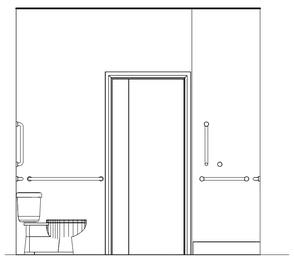
4 H - BATH SOUTH
SCALE: 3/8" = 1'-0"



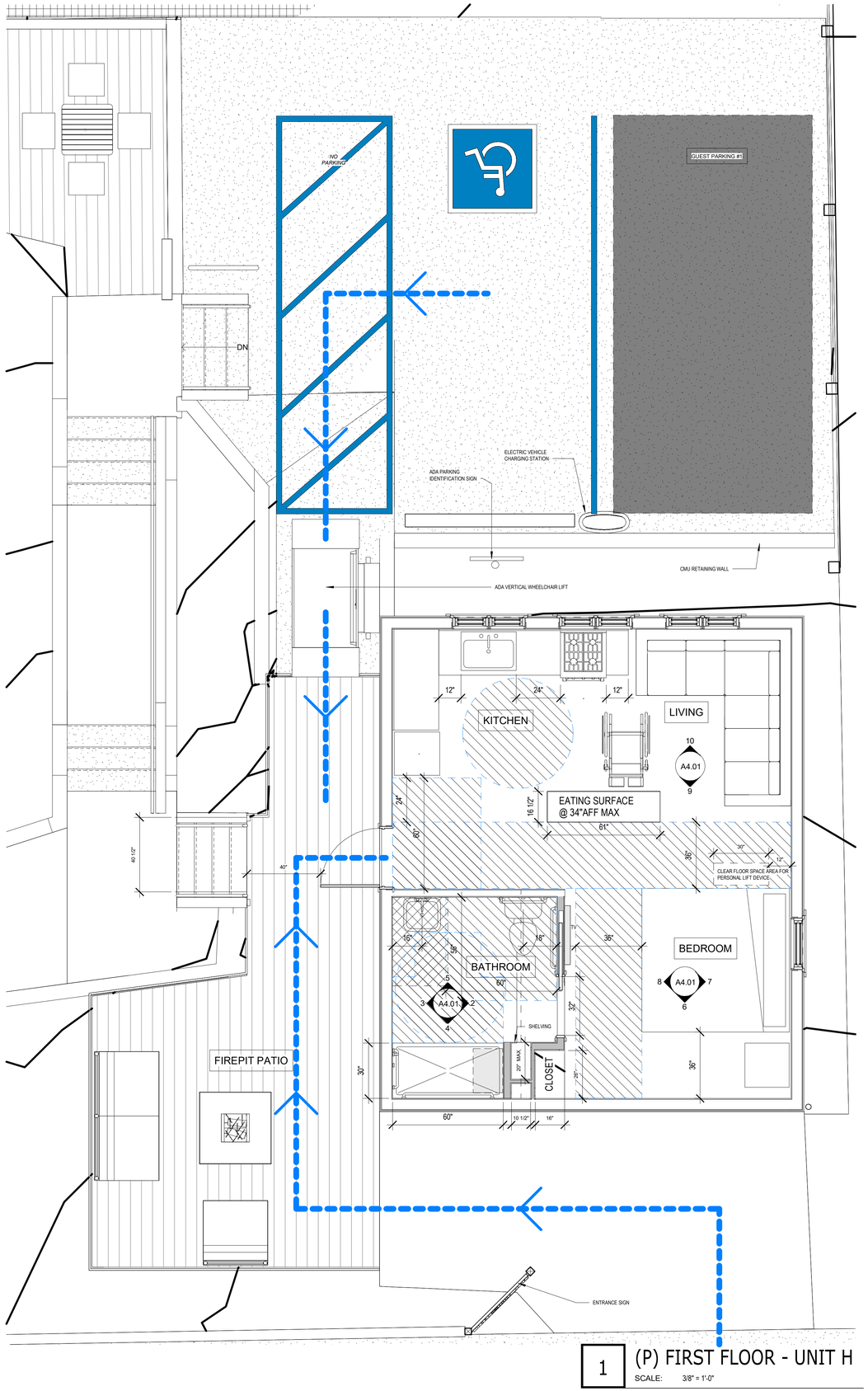
5 H - BATH NORTH
SCALE: 3/8" = 1'-0"



3 H - BATH WEST
SCALE: 3/8" = 1'-0"



2 H - BATH EAST
SCALE: 3/8" = 1'-0"



1 (P) FIRST FLOOR - UNIT H
SCALE: 3/8" = 1'-0"

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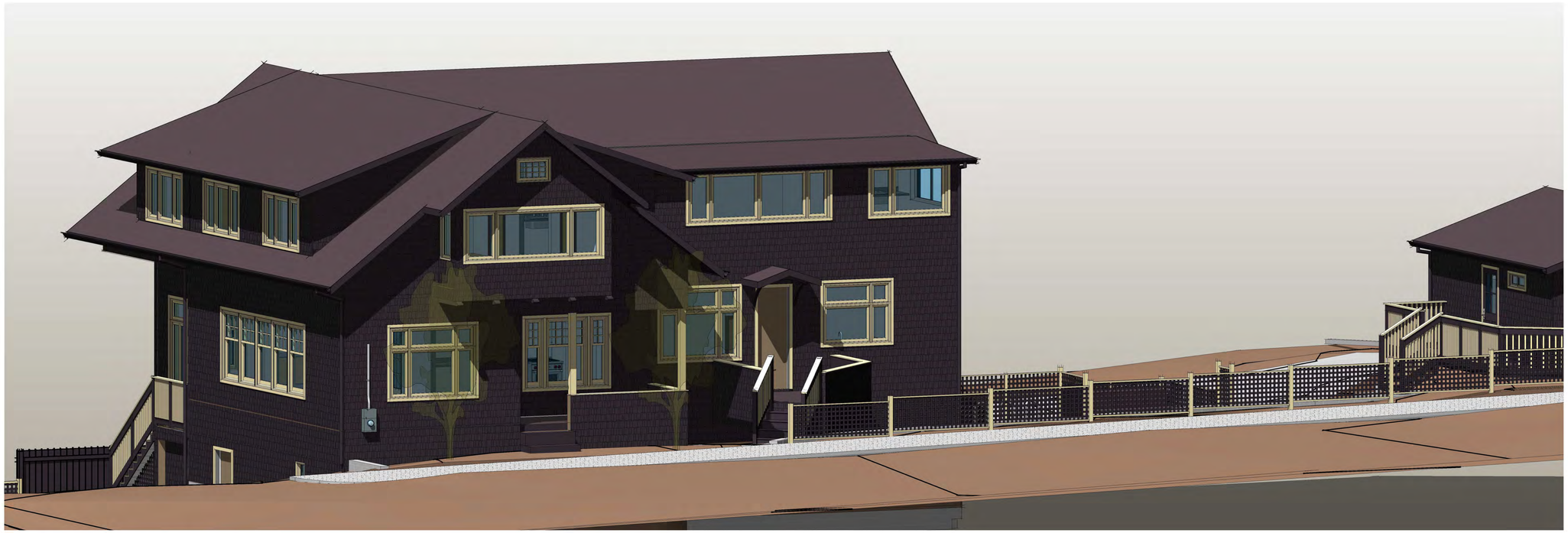
270 CENTRAL RESIDENCE
006-214-002-000
270 CENTRAL AVE, PACIFIC GROVE, CA.

ISSUE DATES
2023-06-28

UNIT H
PLAN & INTERIOR ELEVATIONS
3/8" = 1'-0"

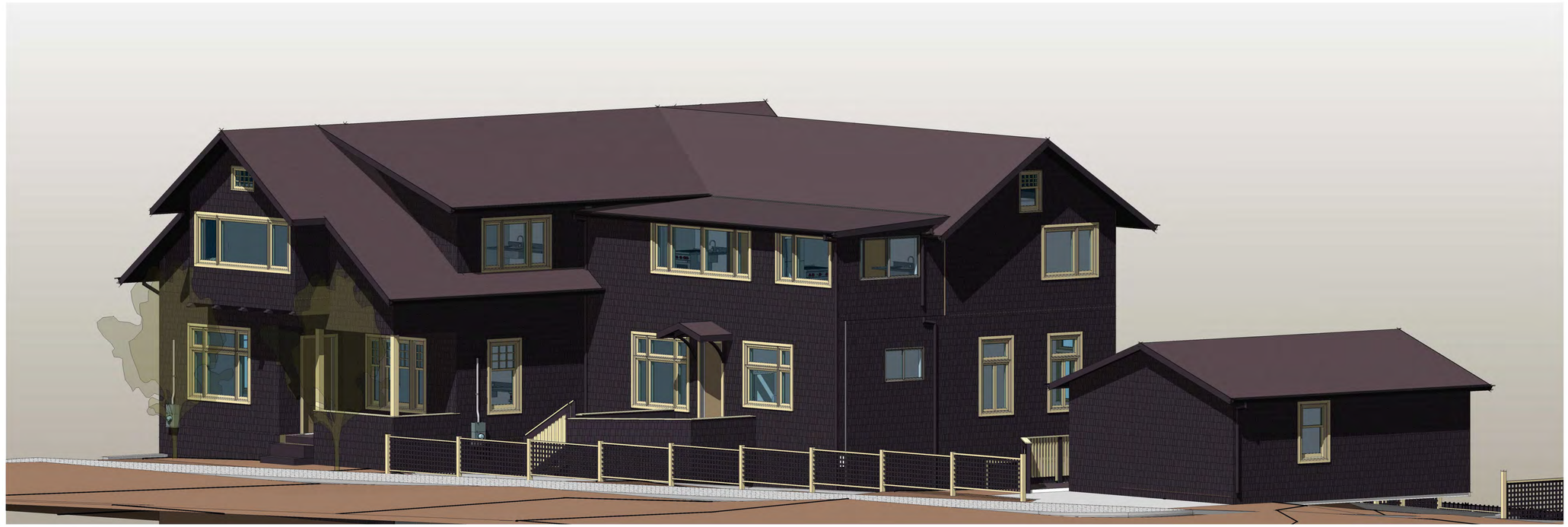
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1 (E) 3D VIEW AT CENTRAL

SCALE:



2 (E) 3D VIEW AT CENTRAL II

SCALE:

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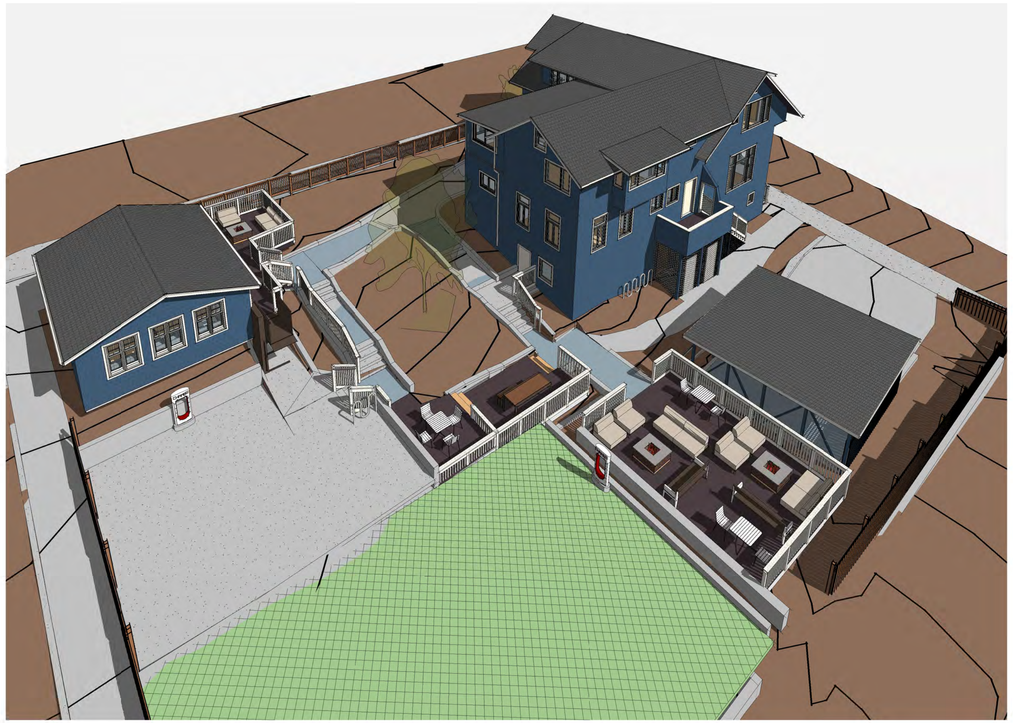
270 CENTRAL RESIDENCE
006214002000
270 CENTRAL AVE, PACIFIC GROVE. CA.

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2023-04-20

EXISTING
3-D VIEWS

A10.0

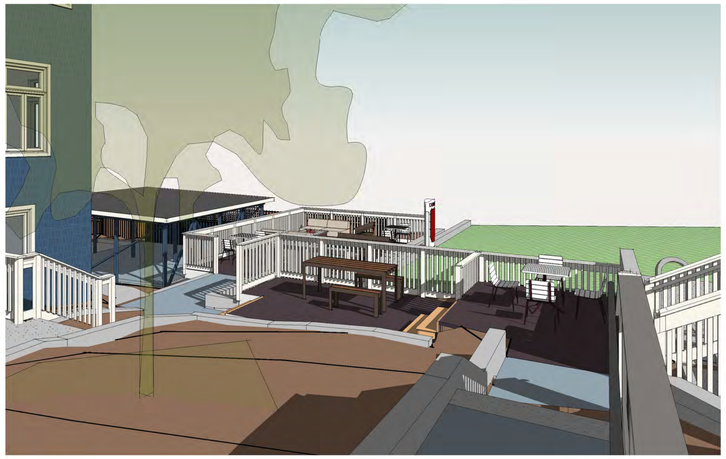
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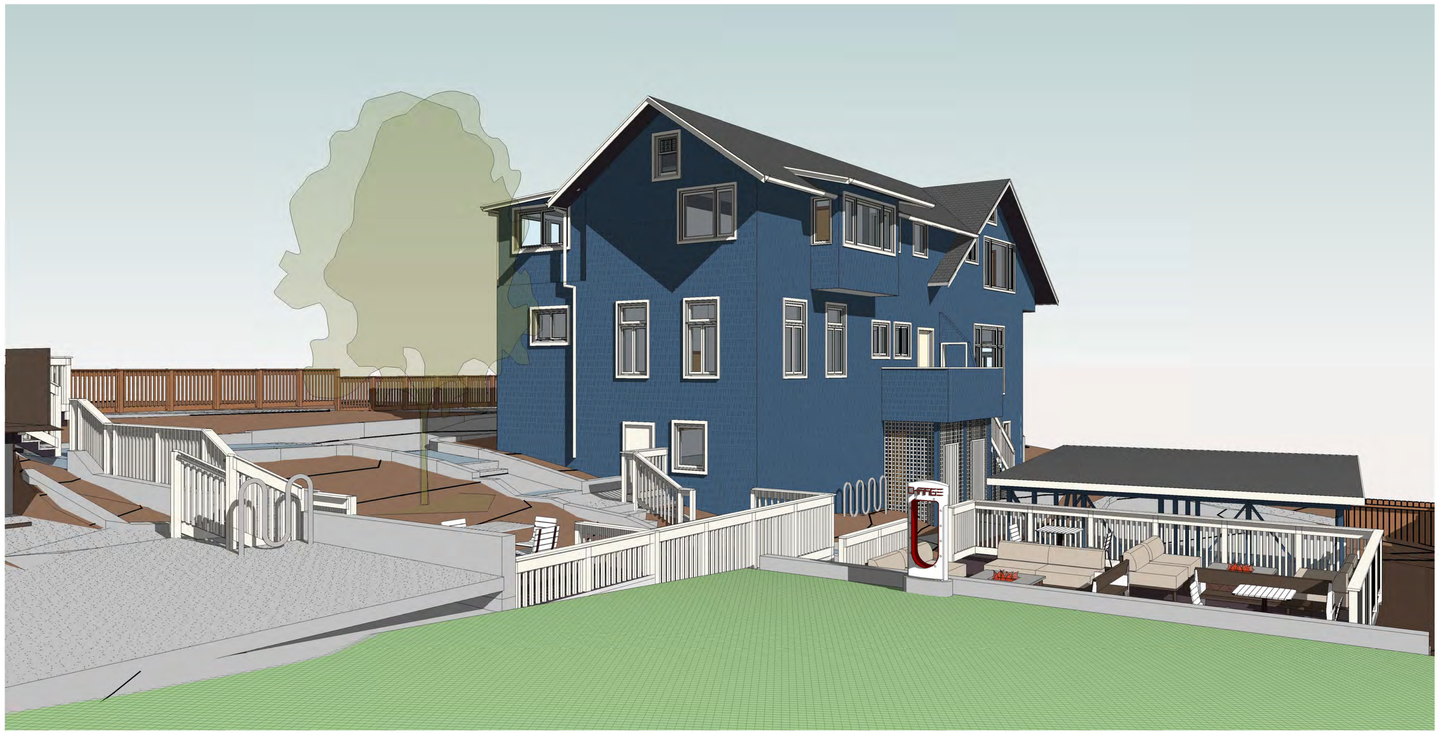
1 SITE AERIAL VIEW
SCALE:



3 PROPOSED SEATING AREAS
SCALE:



2 VIEW FROM UNIT H TOWARDS SEATING AREAS
SCALE:



4 VIEW FROM BACK PARKING LOT TOWARDS SEATING AREAS
SCALE:

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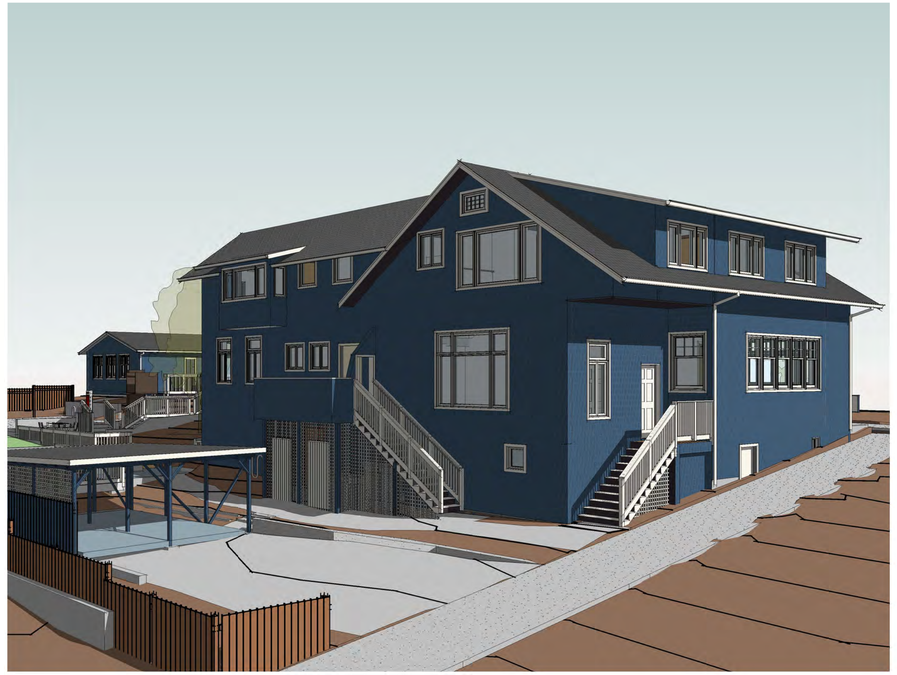
PROPOSED 3D VIEWS

A10.1

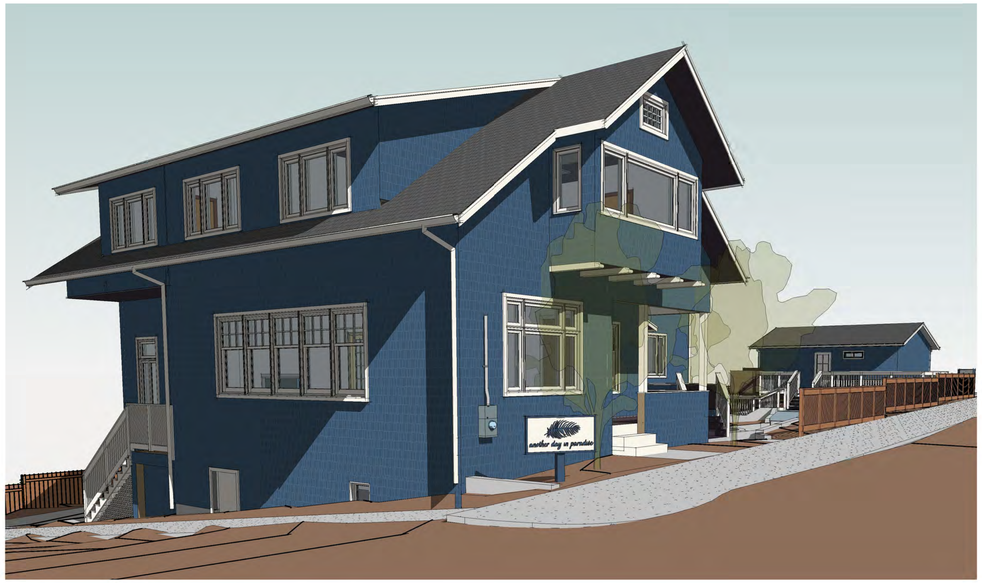
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1 VIEW HEADED WEST ON CENTRAL
SCALE:



3 VIEW FROM 5TH STREET
SCALE:



2 VIEW HEADED EAST ON CENTRAL
SCALE:



4 VIEW FROM 4TH STREET
SCALE:

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PROPOSED 3D VIEWS II

A10.2

A. TITLE PAGE

PHASE II HISTORICAL ASSESSMENT OF ASSESSOR'S PARCEL NUMBER 006-214-002, 270 CENTRAL AVENUE, PACIFIC GROVE, MONTEREY COUNTY, CALIFORNIA 93950

JULY 17, 2023



PREPARED FOR:

Hunter Porter Eldridge, AIA
P.O. Box 716
Pacific Grove, CA 93950

PREPARED BY:

Dana E. Supernowicz, M.A., RPA
Historic Resource Associates
3142 Bird Rock Road
Pebble Beach, CA 93953

B. TABLE OF CONTENTS

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H. Mitigation 29

I. Appendices 29

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Figure 2: 3D Aerial View of the Project Area

Figure 3: 3D Aerial View of 270 Central Avenue

Figure 4: Proposed Project Design Plans

Figures 5-7: Sanborn Fire Insurance Maps

C. INTRODUCTION

Historic Resource Associates (HRA) has completed a Phase II Historical Assessment of 270 Central Avenue, Pacific Grove, Monterey County, California (Figures 1-3). The architectural study was conducted to meet permit requirements imposed by the City of Pacific Grove in accordance with proposed project design plans (Figure 4) for the aforementioned multi-family Craftsman shingle style, wood-frame residence, built in circa 1911, according to the Pacific Grove Building Department Permit files.

The proposed project involves acquiring a use permit to convert an existing multi-family residence into a bed and breakfast facility. The project scope includes converting the detached unit (rental cottage) into a fully accessible unit; site improvements to increase accessibility compliance; replacement of all existing windows with like materials; and increasing the size of one window on Unit F.

According to the City of Pacific Grove, "a historic assessment is a survey and evaluation that is used to determine the significance of a building, site, object or structure. The survey contains a description of the building, site, object or structure as well as information about its historical background and surrounding area." This phase of analysis, known as a Phase I Historical Assessment, was completed by Hannah Simonson of Page & Turnbull in 2019. The subject property was determined to be a "significant resource" per the National Register of Historic Places, the California Register of Historic Resources and Pacific Grove's Historic Preservation Ordinance (Municipal Rev. 08/03/2017 Code Chapter 23.76, and is listed on the City of Pacific Grove's Register of Historic Properties.

According to the City of Pacific Grove, "a Phase II Assessment provides a more detailed evaluation of the resource and examines how a project will affect its significance. In addition, a Phase II Historical Assessment should provide potential mitigation measures for consideration by the City of Pacific Grove to reduce impacts to a level of insignificance, if possible, or a clear statement that the proposal will cause a significant impact to the resource which cannot be mitigated to a level of insignificance. If a property is listed or has been determined eligible for listing on the National or California Registers or is listed on the Pacific Grove Historic Resource Inventory, a Phase II Assessment is automatically required."

The Phase II Historical Assessment of the subject property was completed by Dana E. Supernowicz, M.A., RPA, who is a Registered Historian, Architectural Historian, and Archaeologist with Monterey County. Supernowicz has owned and operated Historic Resource Associates since the mid-1980s, served as principal historian for the U.S. Forest Service and California Department of Transportation, and worked for the State Historic Preservation Office (SHPO) as a staff project reviewer. Supernowicz has been performing architectural and archaeological assessments in Monterey County and Pacific Grove since the 1990s, and meets or exceed the Secretary of Interior's Professional Qualification Standards for the aforementioned professions. The Phase II Historical Assessment was completed in July 2023, in part using background information provided in the Department of Parks and Recreation (DPR) forms prepared by Hannah Simonson of Page & Turnbull on October 10, 2019 (Appendix 2: DPR Site Records).

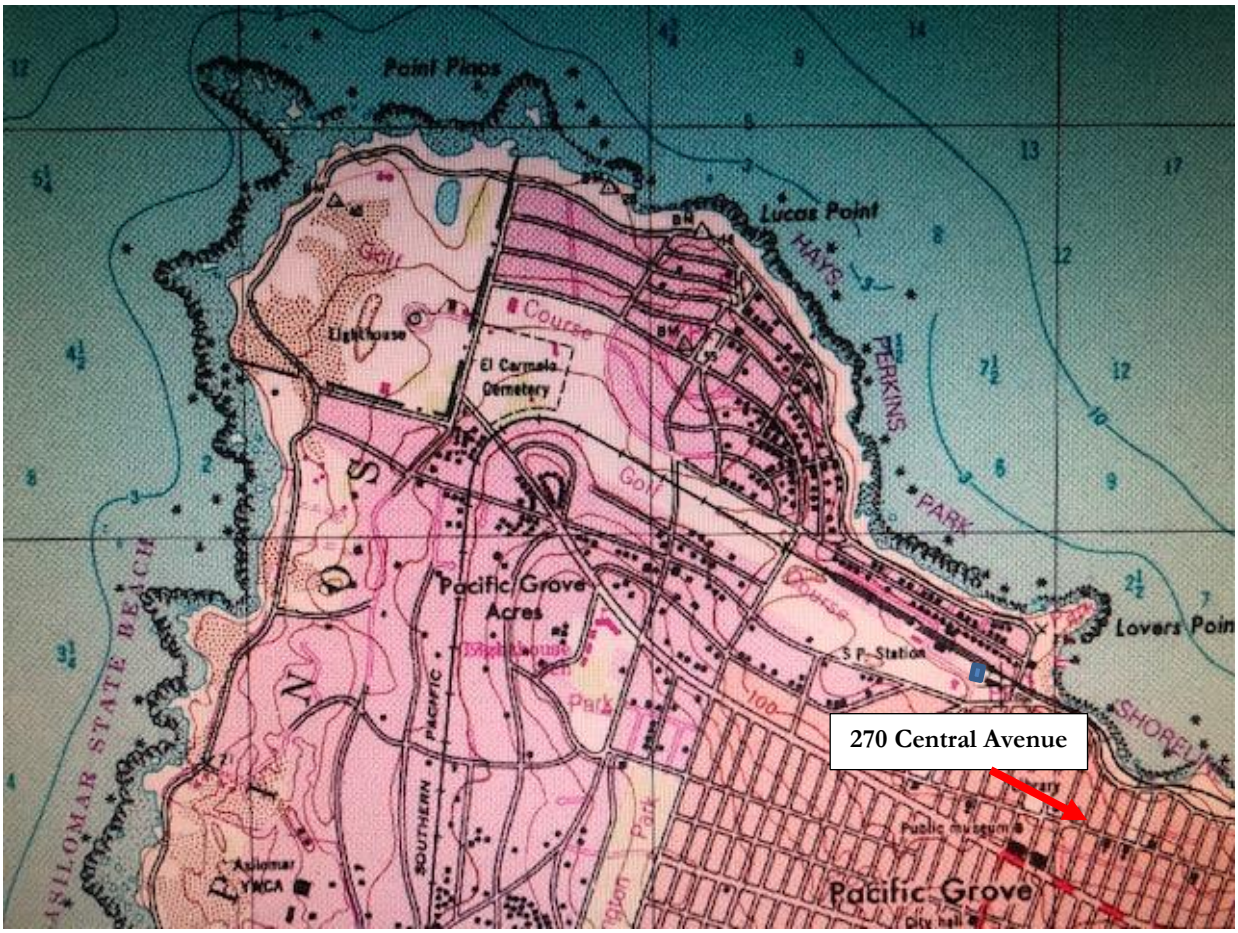


Figure 1: Project Location Map
(USGS 7.5' *Monterey, California* Topographic Map).

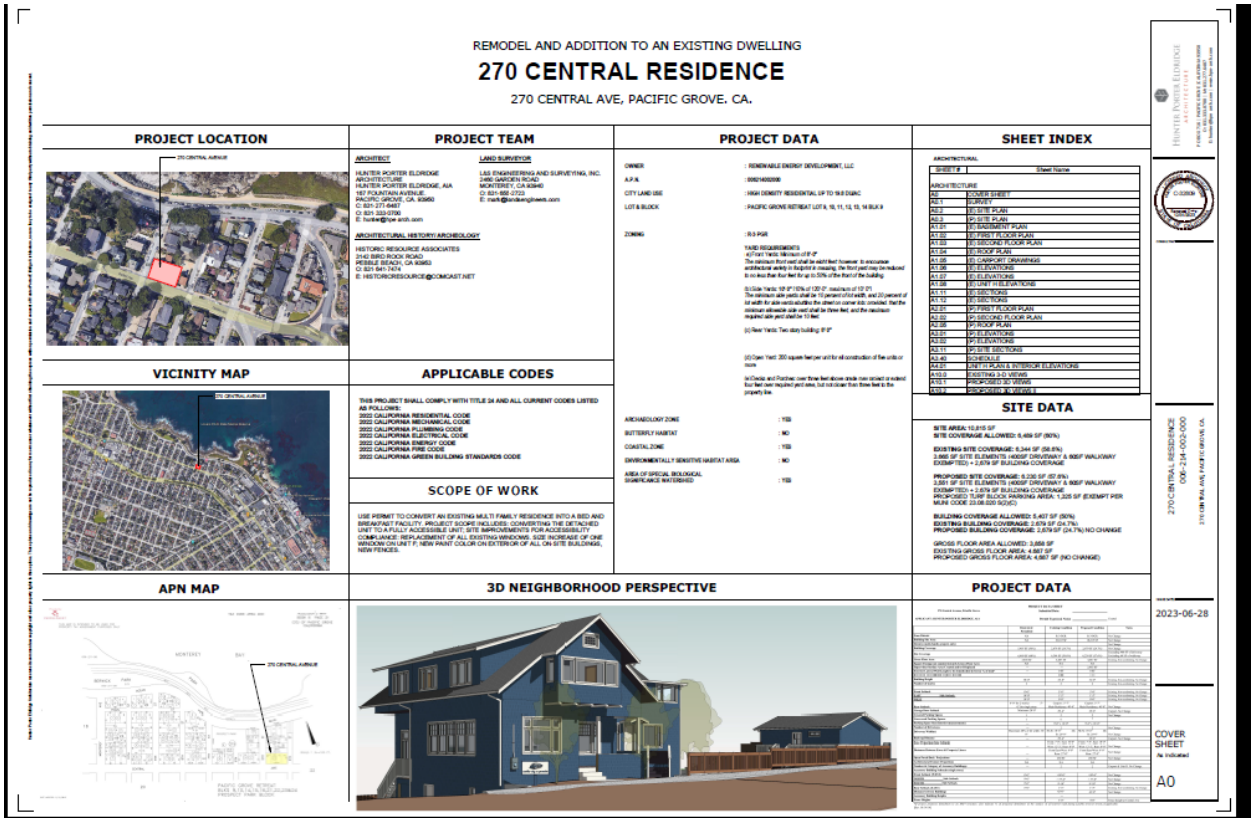


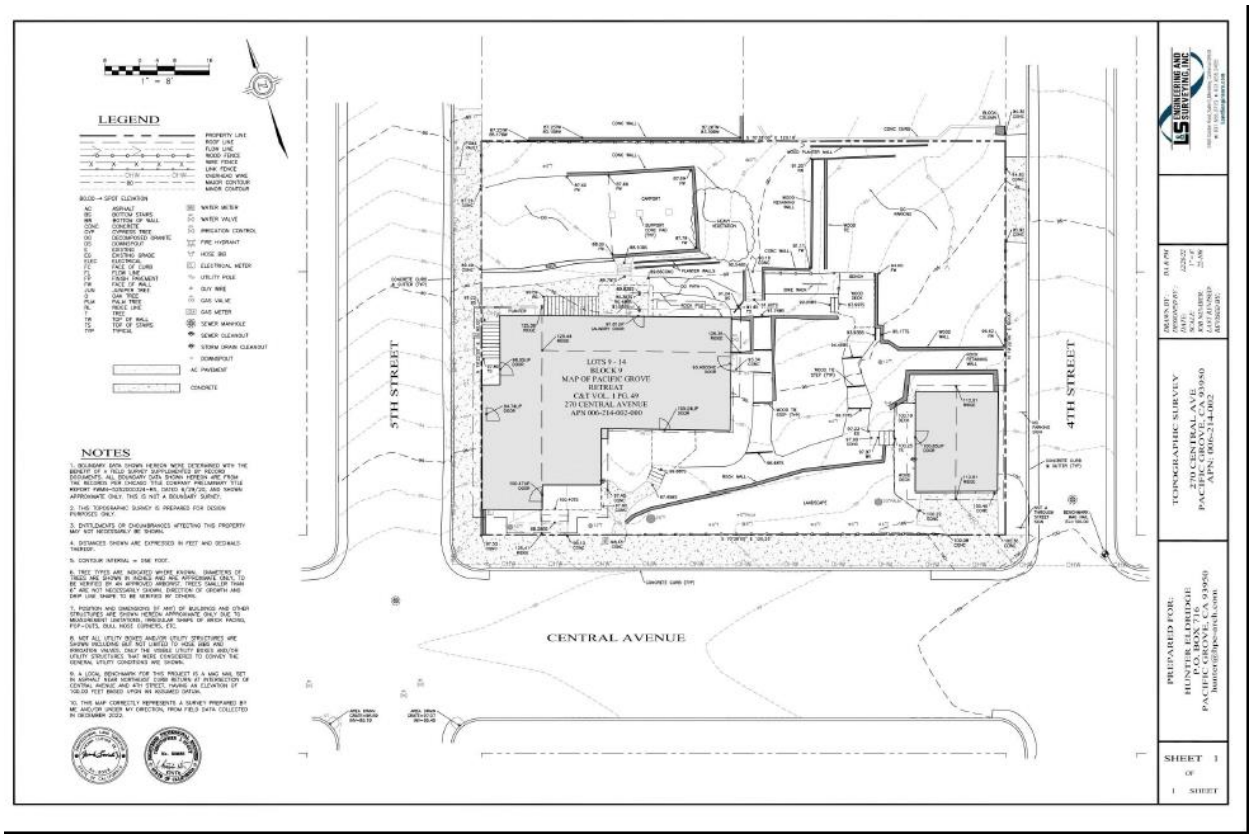
Figure 2: 3D Aerial view of 270 Central Avenue, Pacific Grove looking north.

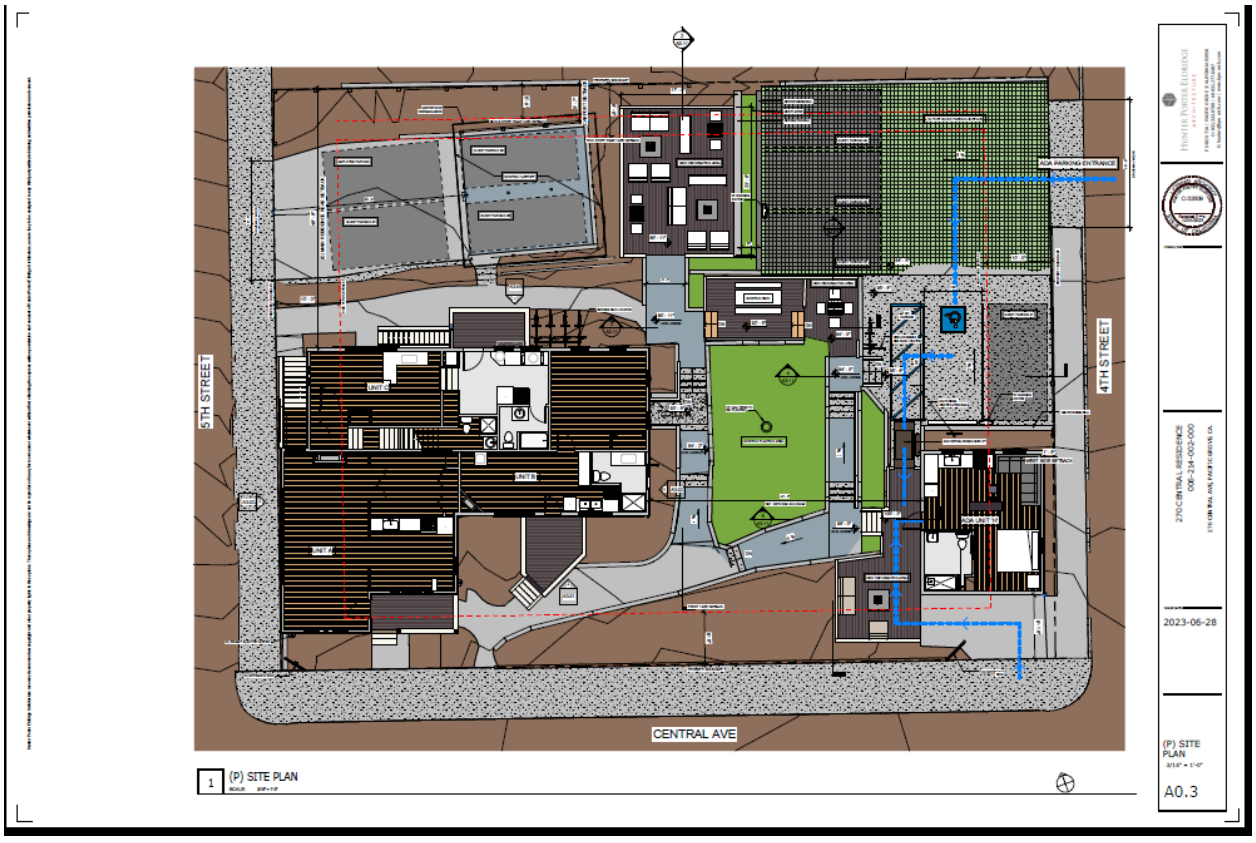


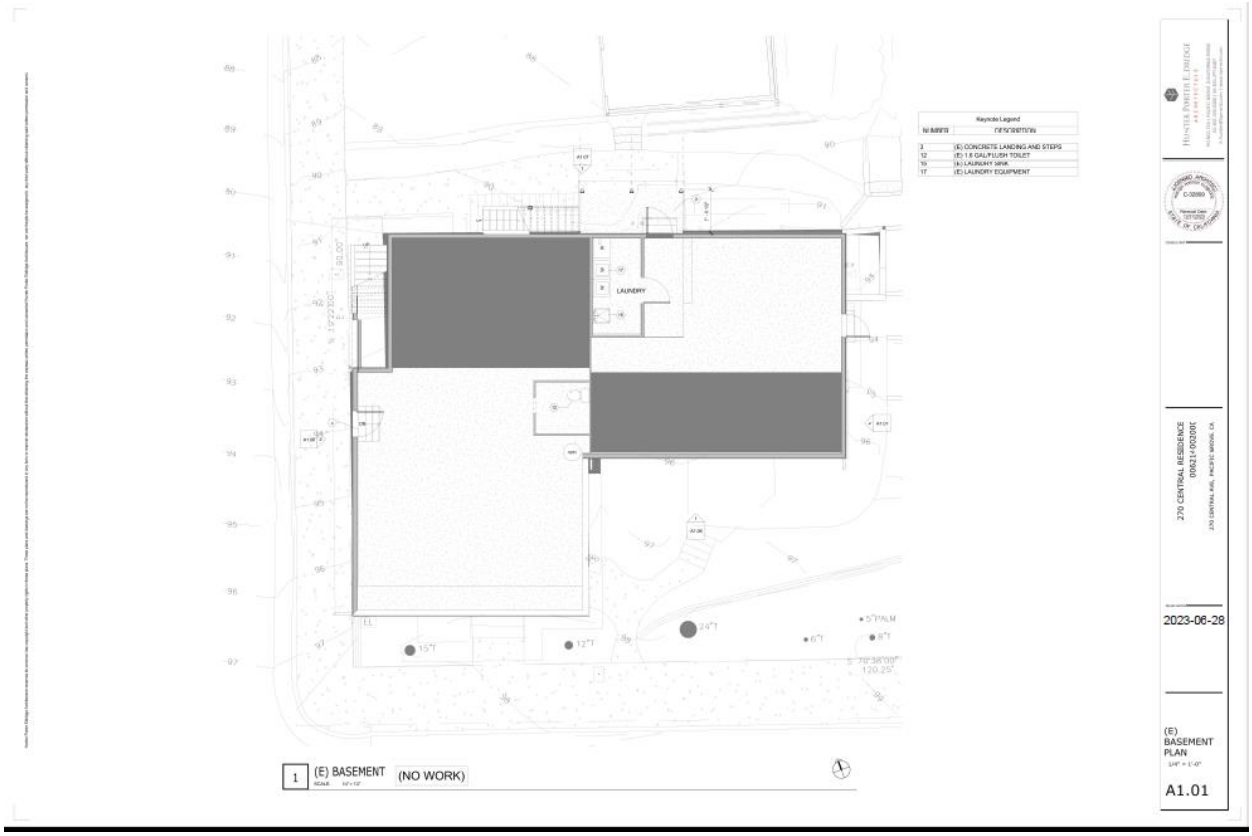
Figure 3: 3D aerial view of 270 Central Avenue.

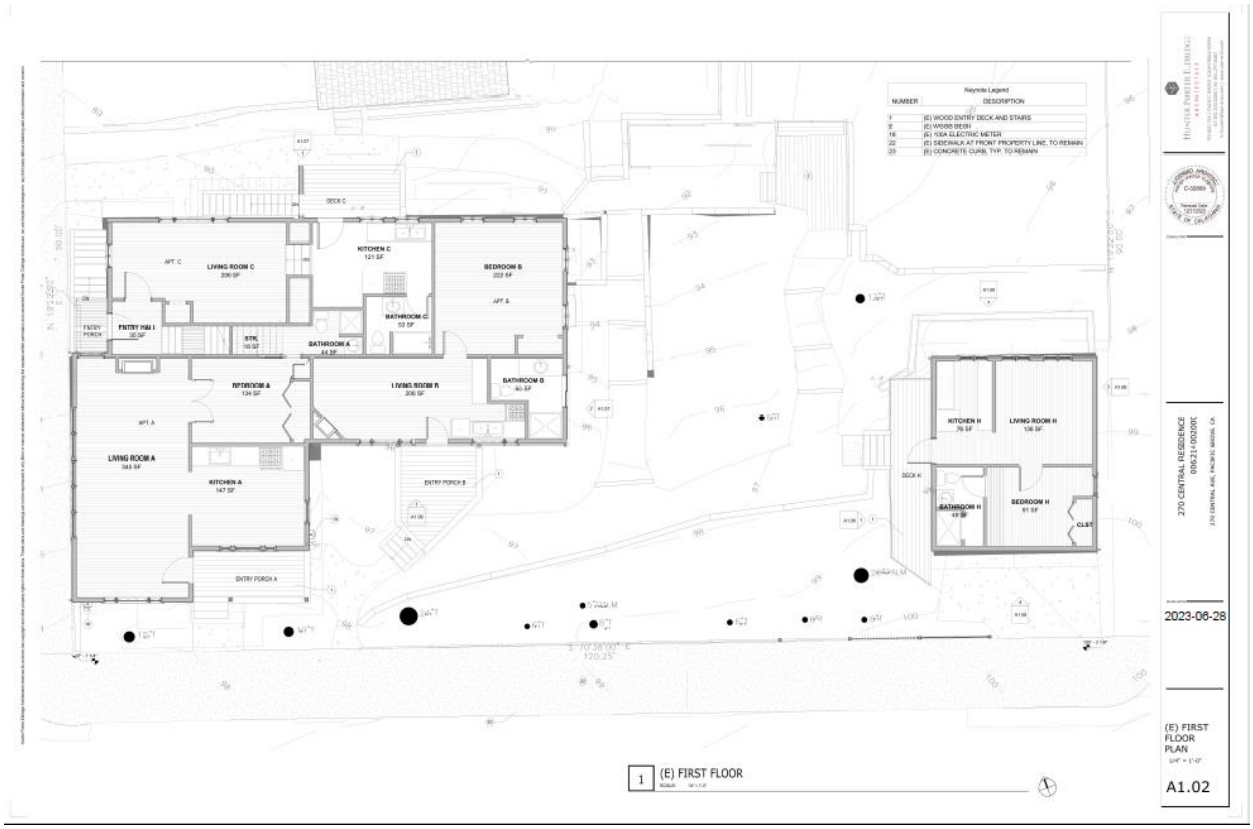
Figure 4: Proposed Project Design Plans

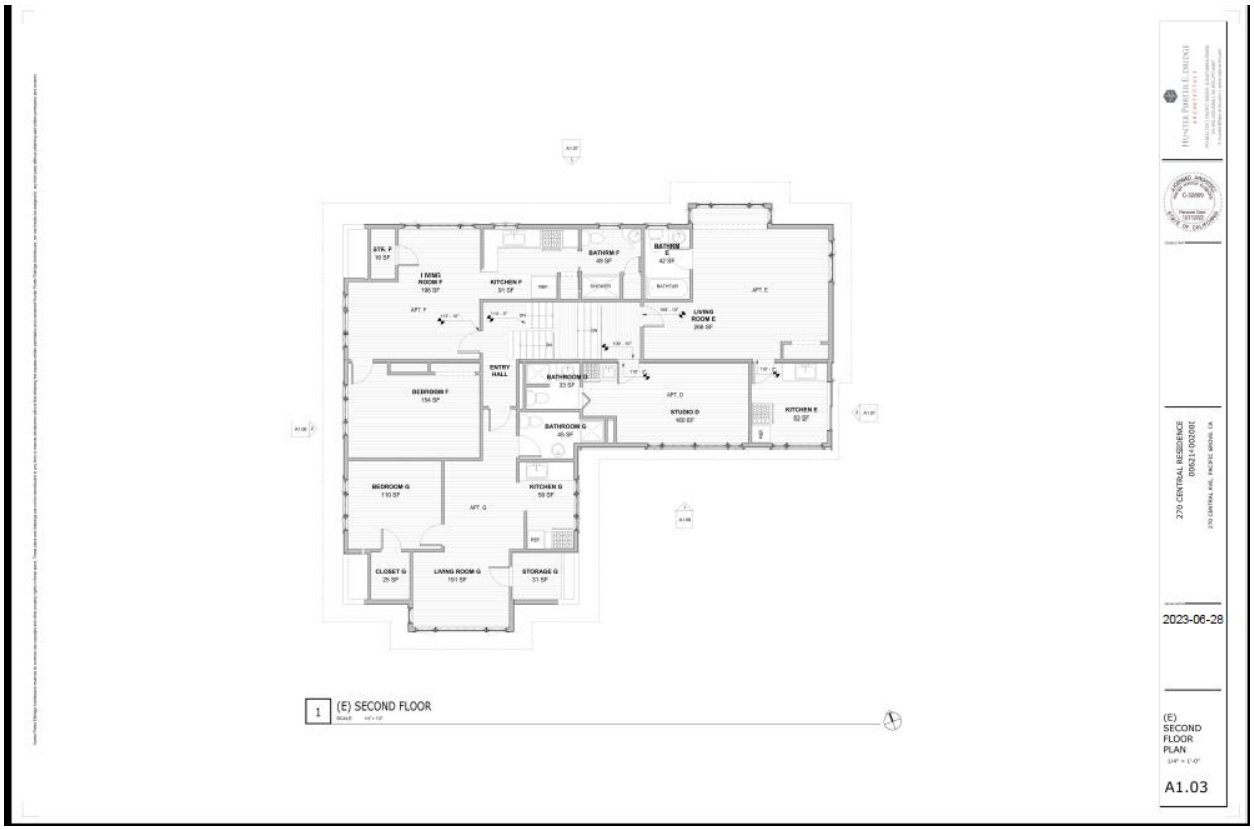


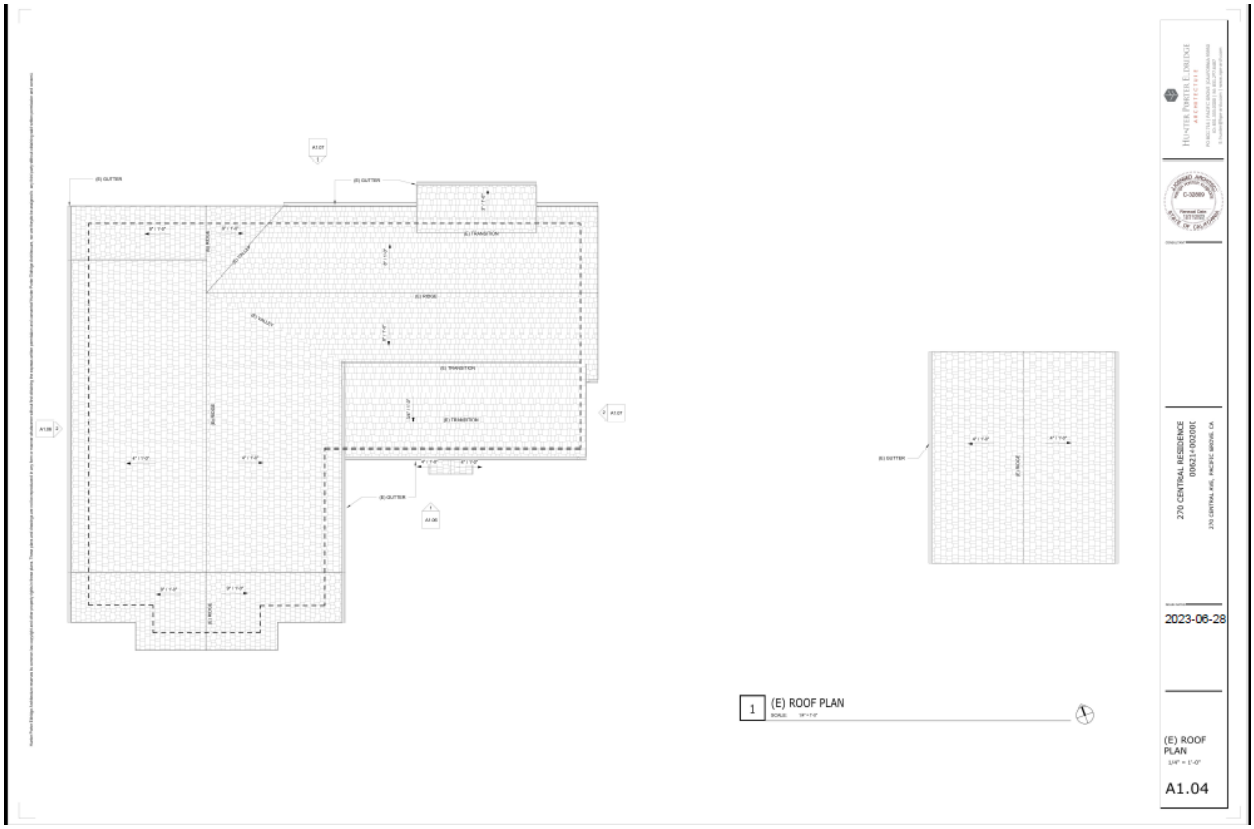

LEGEND
NOTES
5TH STREET
4TH STREET
CENTRAL AVENUE
LOTS 9 - 14
BLOCK 9
MAP OF PACIFIC GROVE
RETREAT
C&T VOL. 1 PG. 49
270 CENTRAL AVENUE
APN 006-214-002-000
TOPOGRAPHIC SURVEY
270 CENTRAL AVE
PACIFIC GROVE, CA 93950
APN: 006-214-002
PREPARED FOR:
HUNTER ELDRIDGE
SHEET 1
OF
1 SHEET

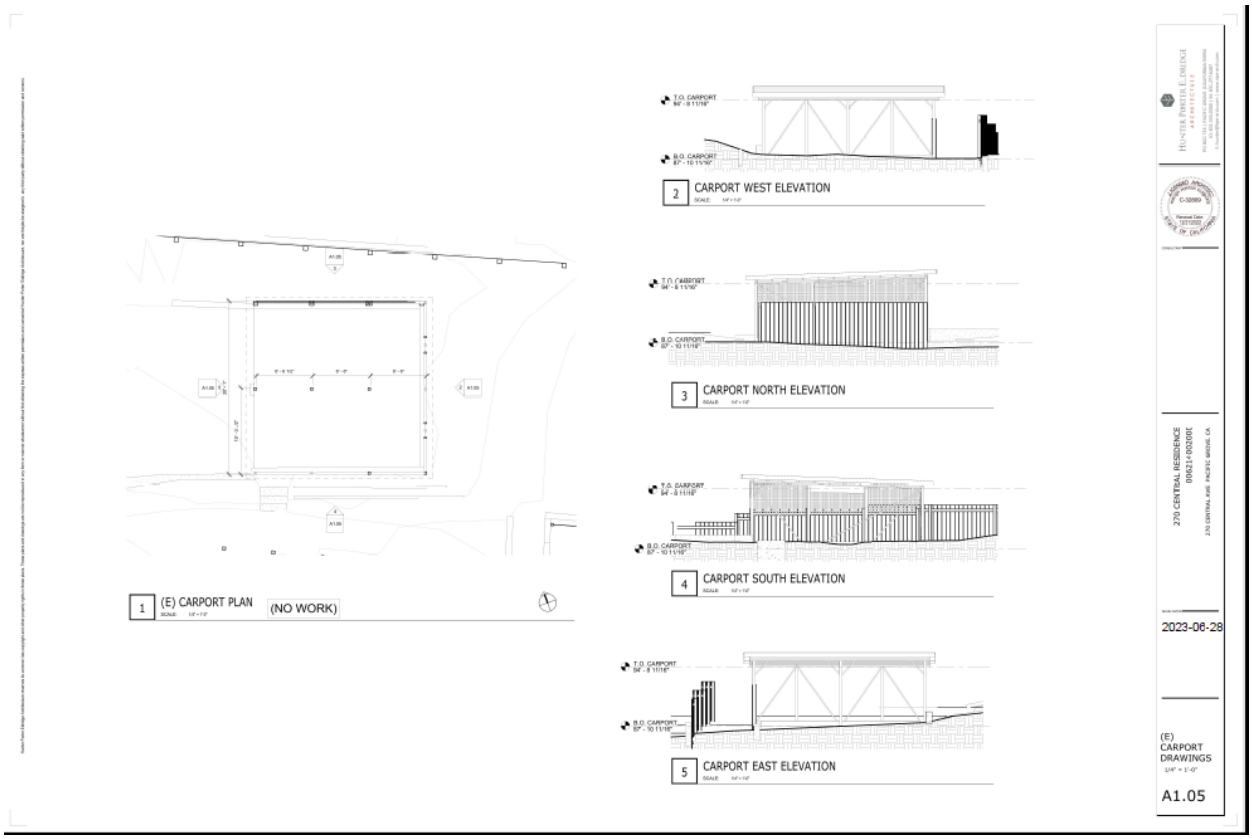

5TH STREET
4TH STREET
CENTRAL AVE
ADA PARKING ENTRANCE
1 (P) SITE PLAN
270 CENTRAL RESIDENCE
006-214-002-000
2023-06-28
(P) SITE PLAN
A0.3

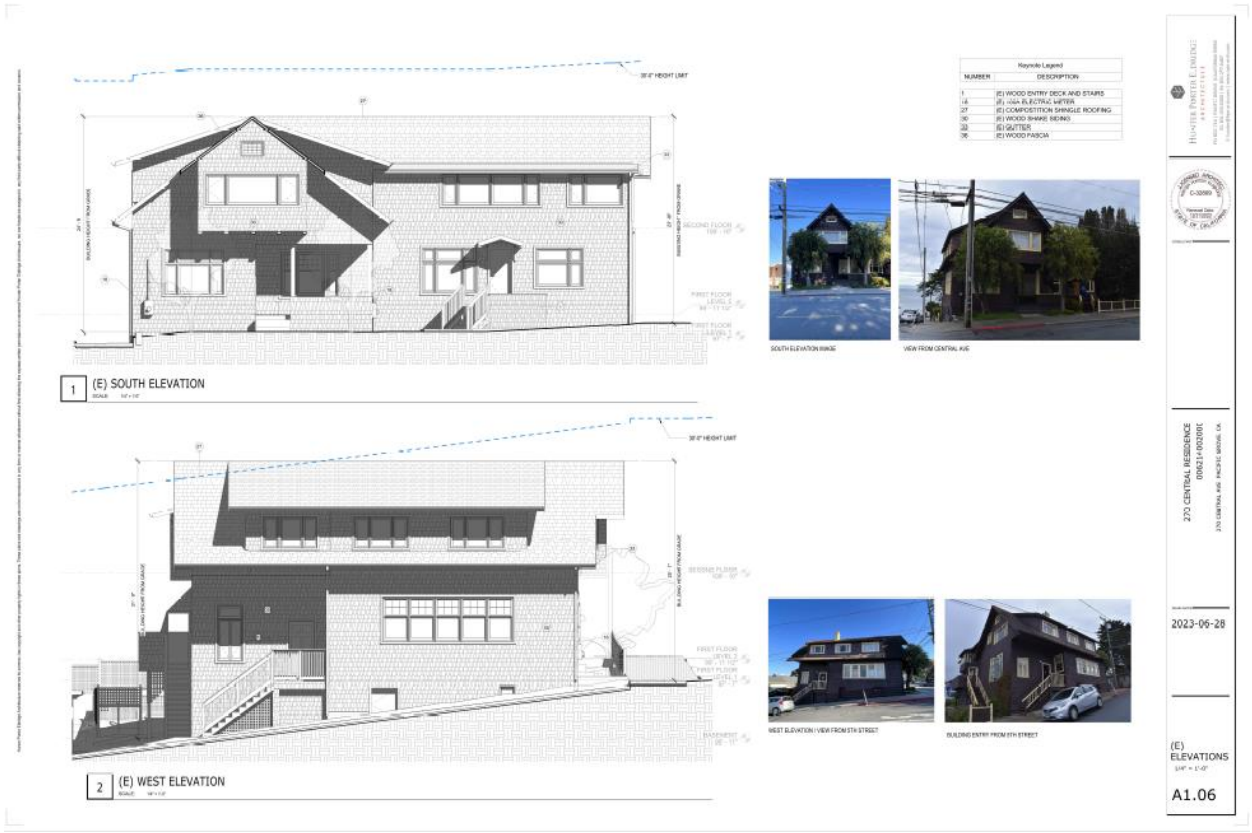

Keynote Legend
NUMBER DESCRIPTION
3 (E) CONCRETE LANDING AND STEPS
12 (E) 1.6 GAL/FLUSH TOILET
15 (E) LAUNDRY SINK
17 (E) LAUNDRY EQUIPMENT
LAUNDRY
1 (E) BASEMENT (NO WORK)
270 CENTRAL RESIDENCE
2023-06-28
(E) BASEMENT PLAN
A1.01

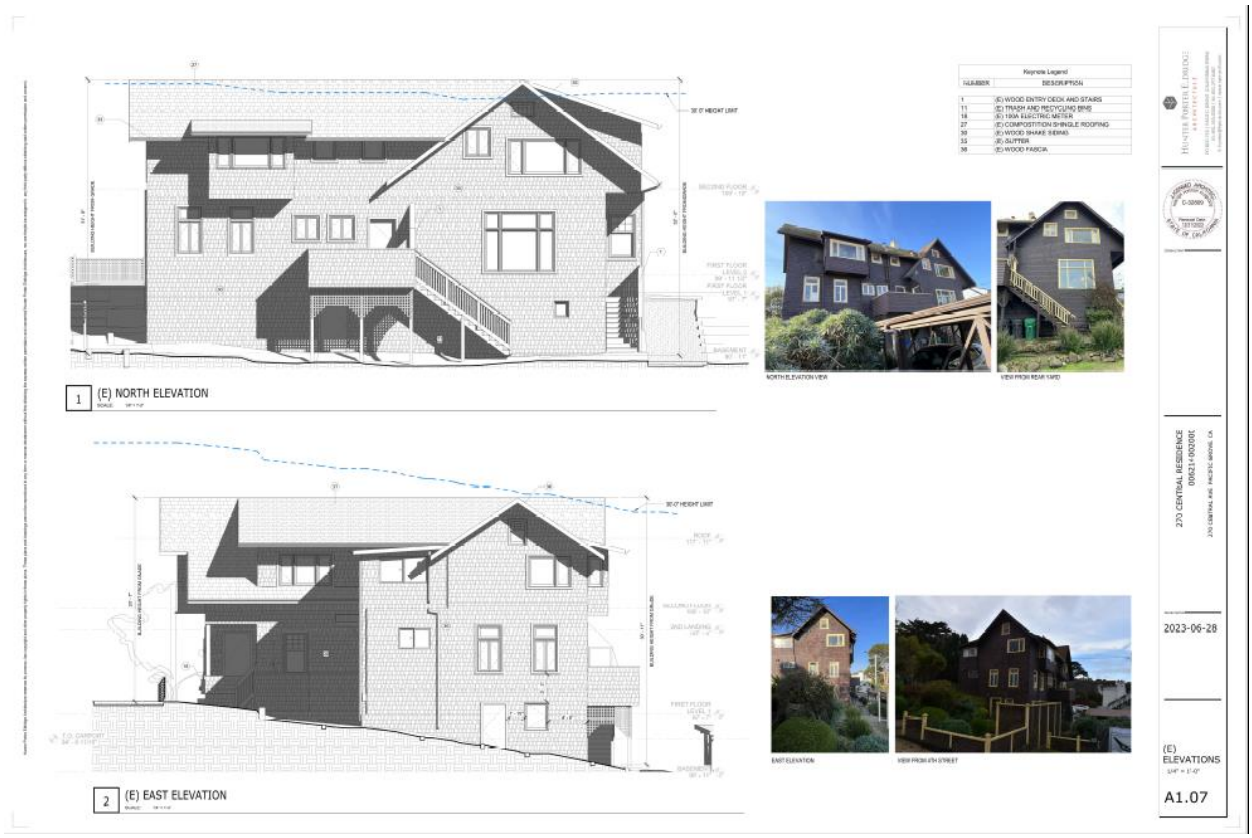

Keynote Legend
NUMBER DESCRIPTION
1 (E) WOOD ENTRY DECK AND STAIRS
9 (E) WEBB BEEH
16 (E) 100A ELECTRIC METER
22 (E) SIDEWALK AT FRONT PROPERTY LINE, TO REMAIN
23 (E) CONCRETE CURB, TYP. TO REMAIN
KITCHEN C
BEDROOM B
LIVING ROOM A
KITCHEN A
KITCHEN H
LIVING ROOM H
BEDROOM H
1 (E) FIRST FLOOR
270 CENTRAL RESIDENCE
2023-06-28
(E) FIRST FLOOR PLAN
A1.02

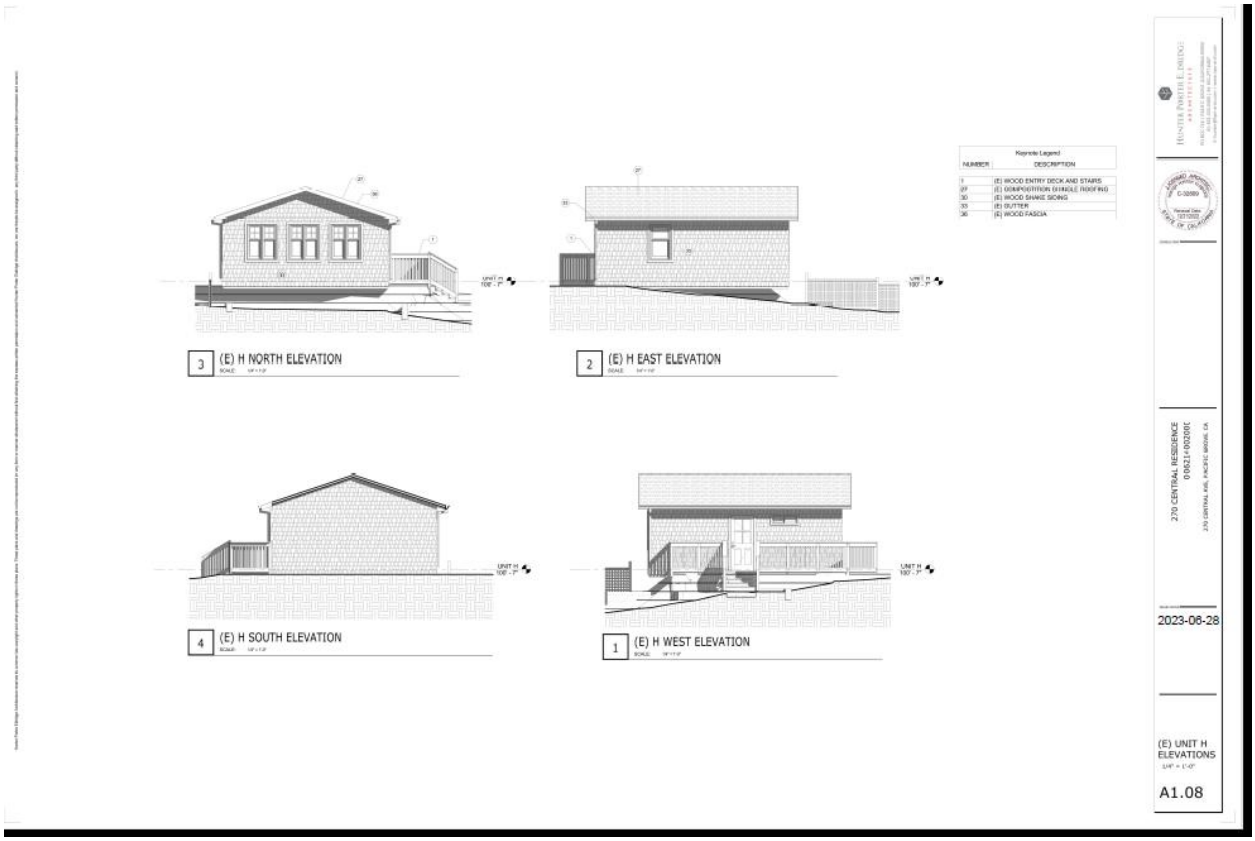

1 (E) SECOND FLOOR
270 CENTRAL RESIDENCE
2023-06-28
(E) SECOND FLOOR PLAN
A1.03

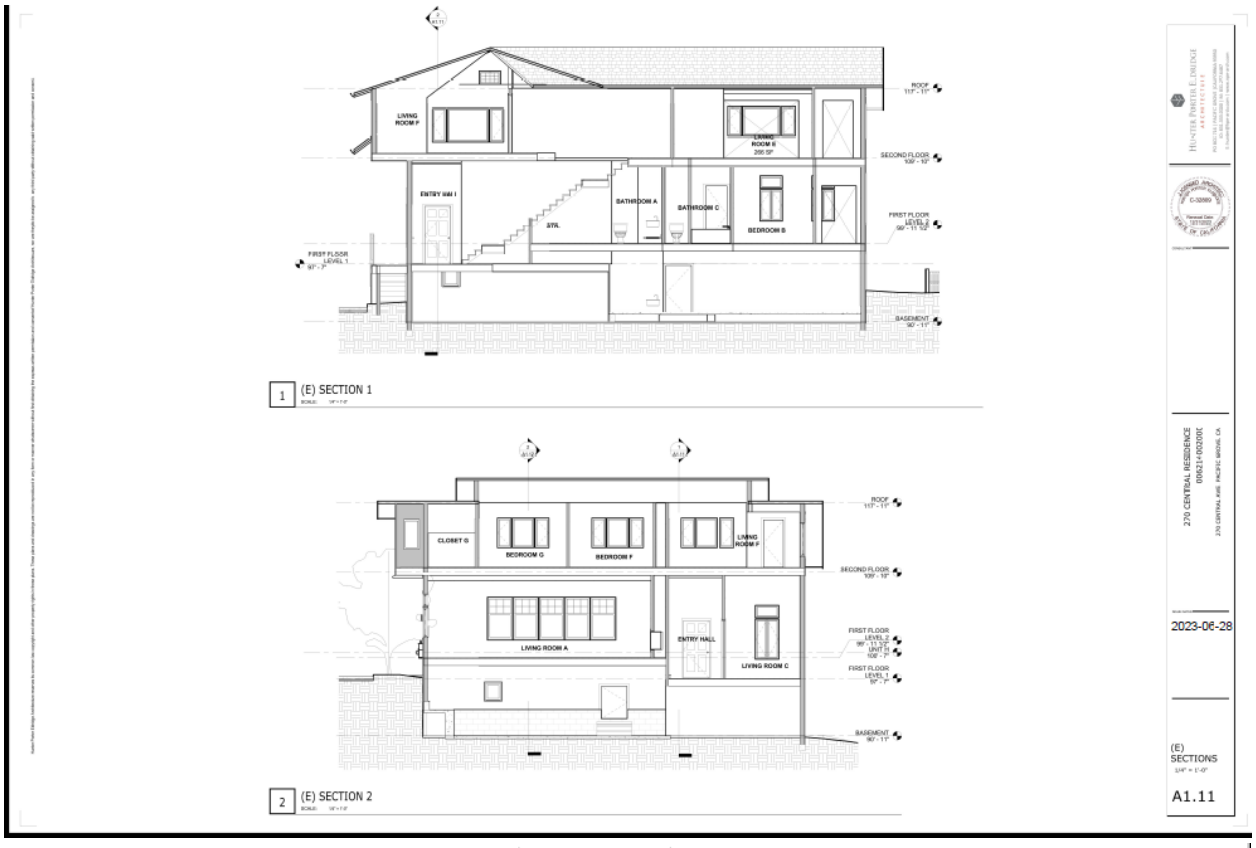

1 (E) ROOF PLAN
270 CENTRAL RESIDENCE
2023-06-28
(E) ROOF PLAN
A1.04

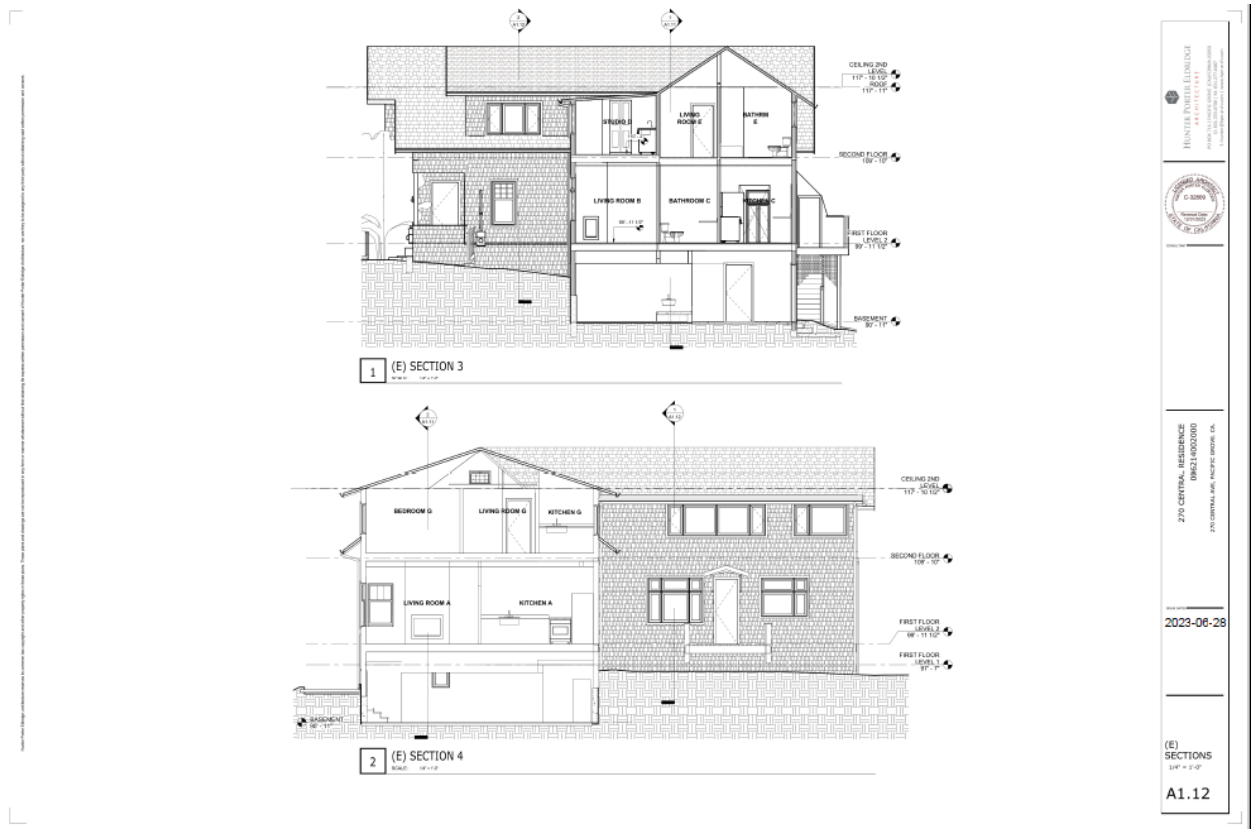

1 (E) CARPORT PLAN (NO WORK)
2 CARPORT WEST ELEVATION
3 CARPORT NORTH ELEVATION
4 CARPORT SOUTH ELEVATION
5 CARPORT EAST ELEVATION
270 CENTRAL RESIDENCE
2023-06-28
(E) CARPORT DRAWINGS
A1.05

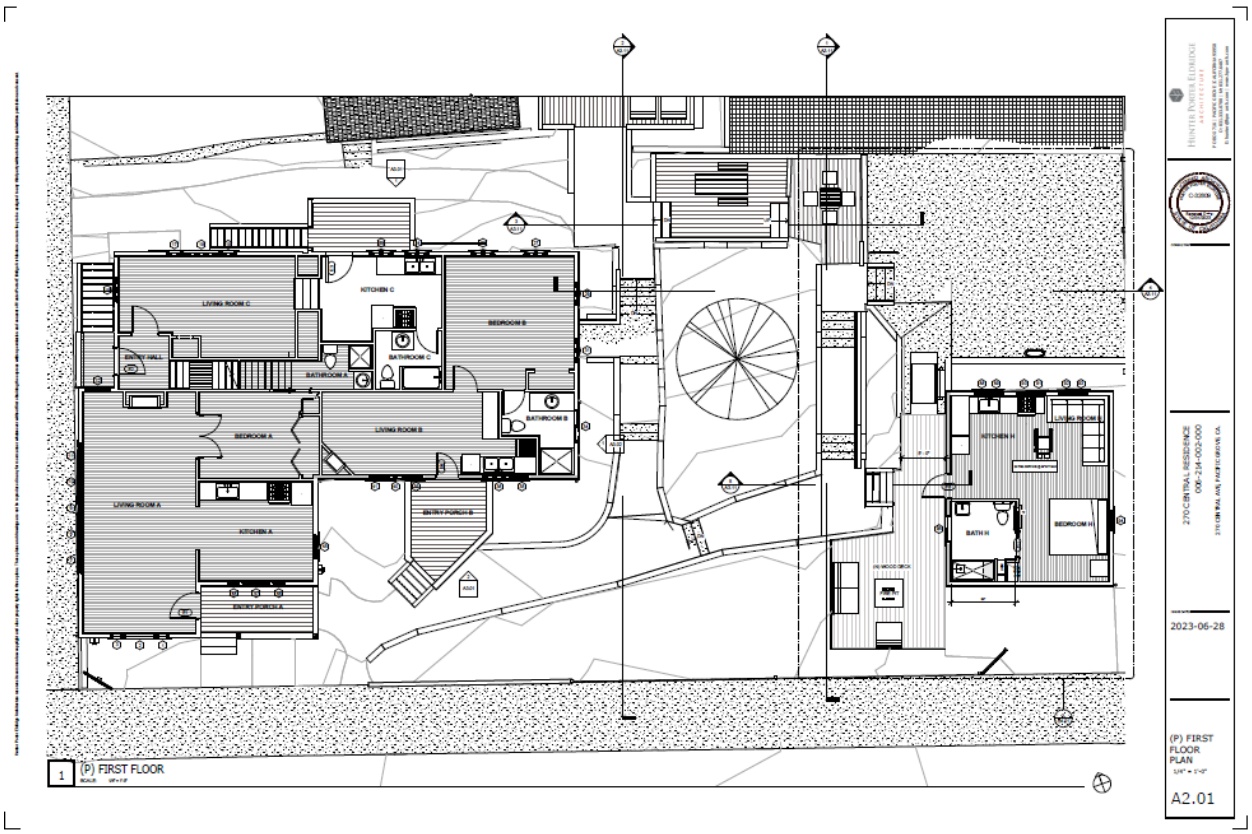

1 (E) SOUTH ELEVATION
2 (E) WEST ELEVATION
270 CENTRAL RESIDENCE
2023-06-28
(E) ELEVATIONS
A1.06

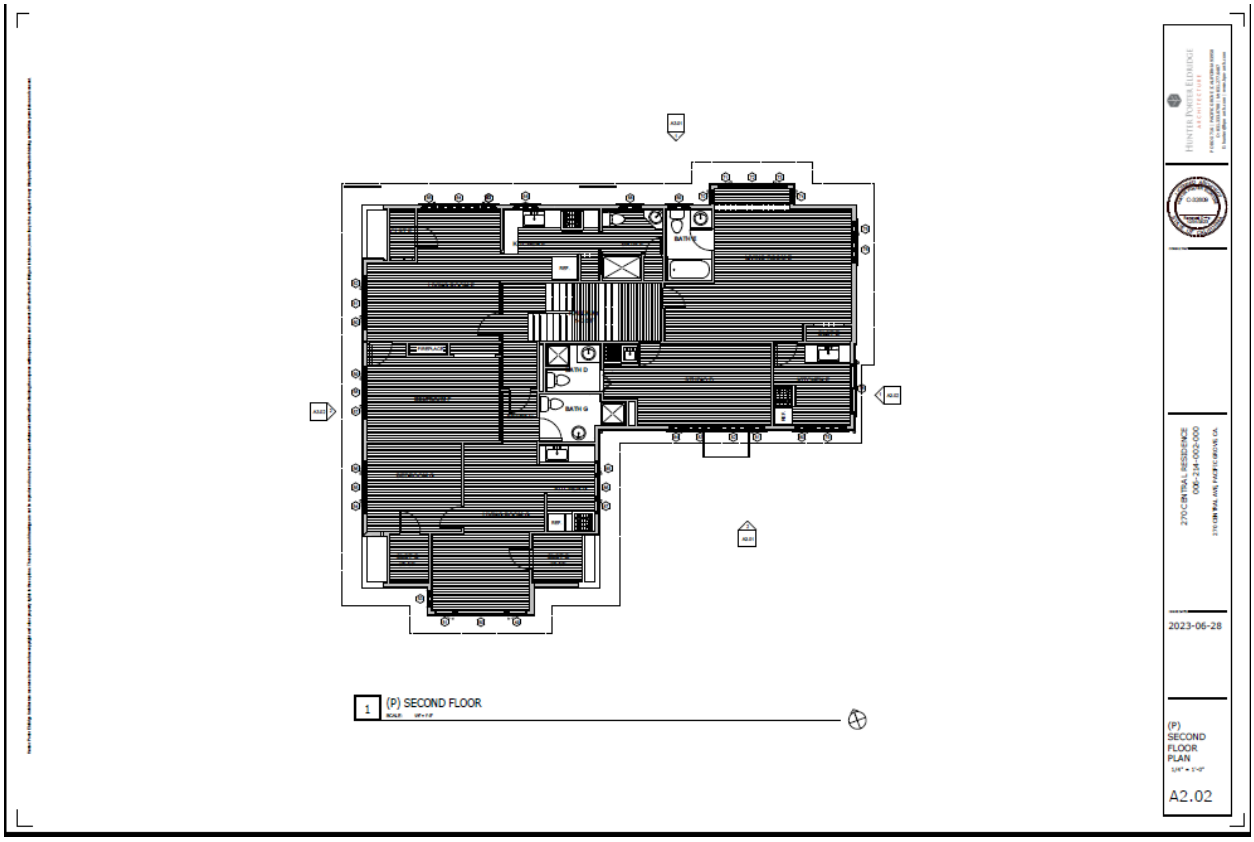

1 (E) NORTH ELEVATION
2 (E) EAST ELEVATION
270 CENTRAL RESIDENCE
2023-06-28
(E) ELEVATIONS
A1.07

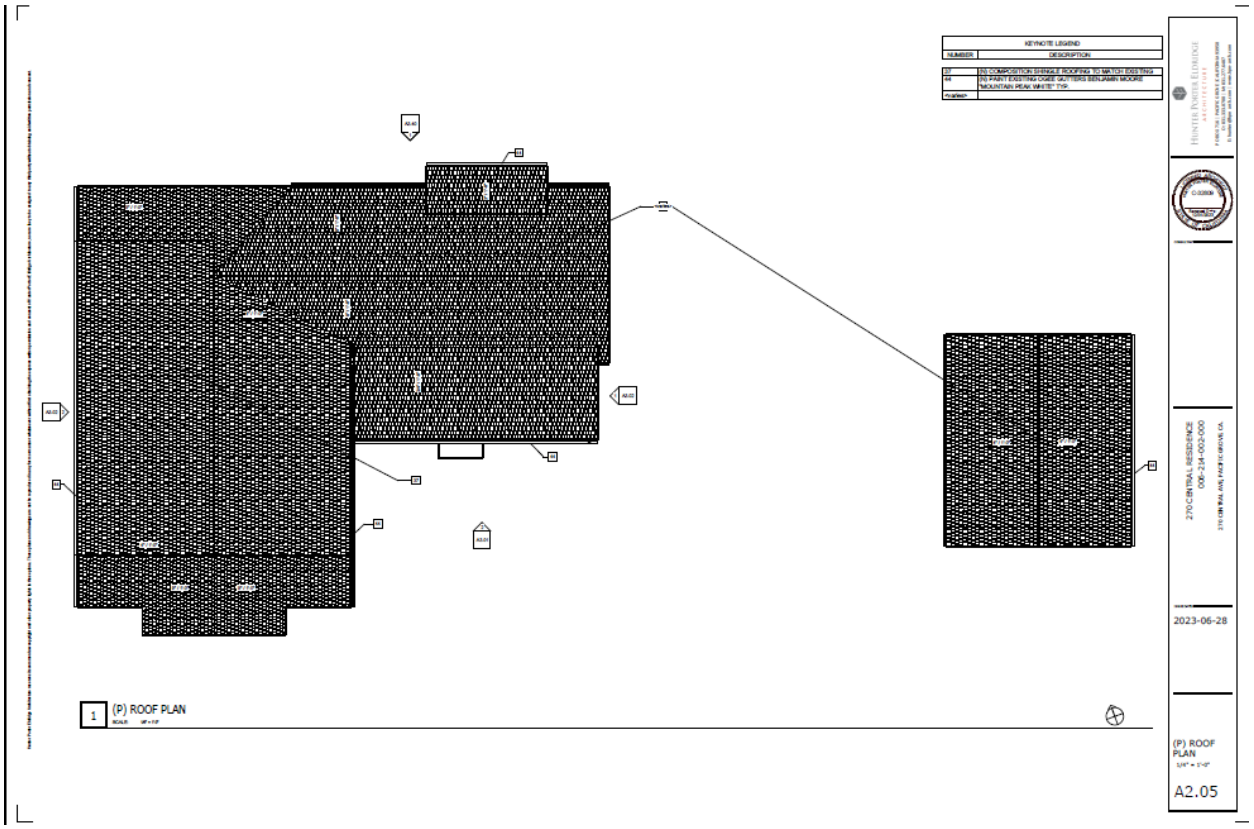

3 (E) H NORTH ELEVATION
2 (E) H EAST ELEVATION
4 (E) H SOUTH ELEVATION
1 (E) H WEST ELEVATION
270 CENTRAL RESIDENCE
2023-06-28
(E) UNIT H ELEVATIONS
A1.08

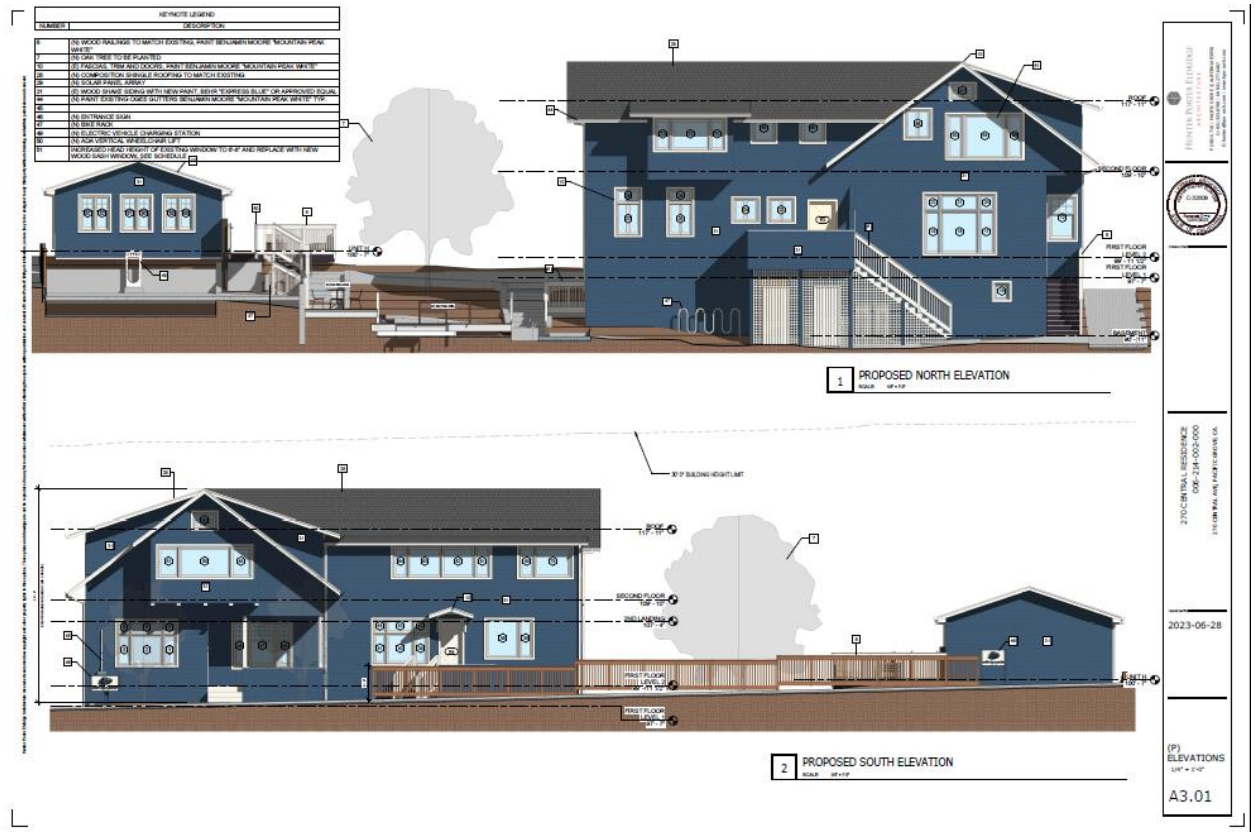

LIVING ROOM F
ENTRY HALL I
STR.
BATHROOM A
BATHROOM C
BEDROOM B
ROOF
SECOND FLOOR
FIRST FLOOR LEVEL 2
FIRST FLOOR LEVEL 1
BASEMENT
1 (E) SECTION 1
CLOSET G
BEDROOM G
BEDROOM F
LIVING ROOM F
LIVING ROOM A
ENTRY HALL
LIVING ROOM C
2 (E) SECTION 2
270 CENTRAL RESIDENCE
2023-06-28
(E) SECTIONS
A1.11

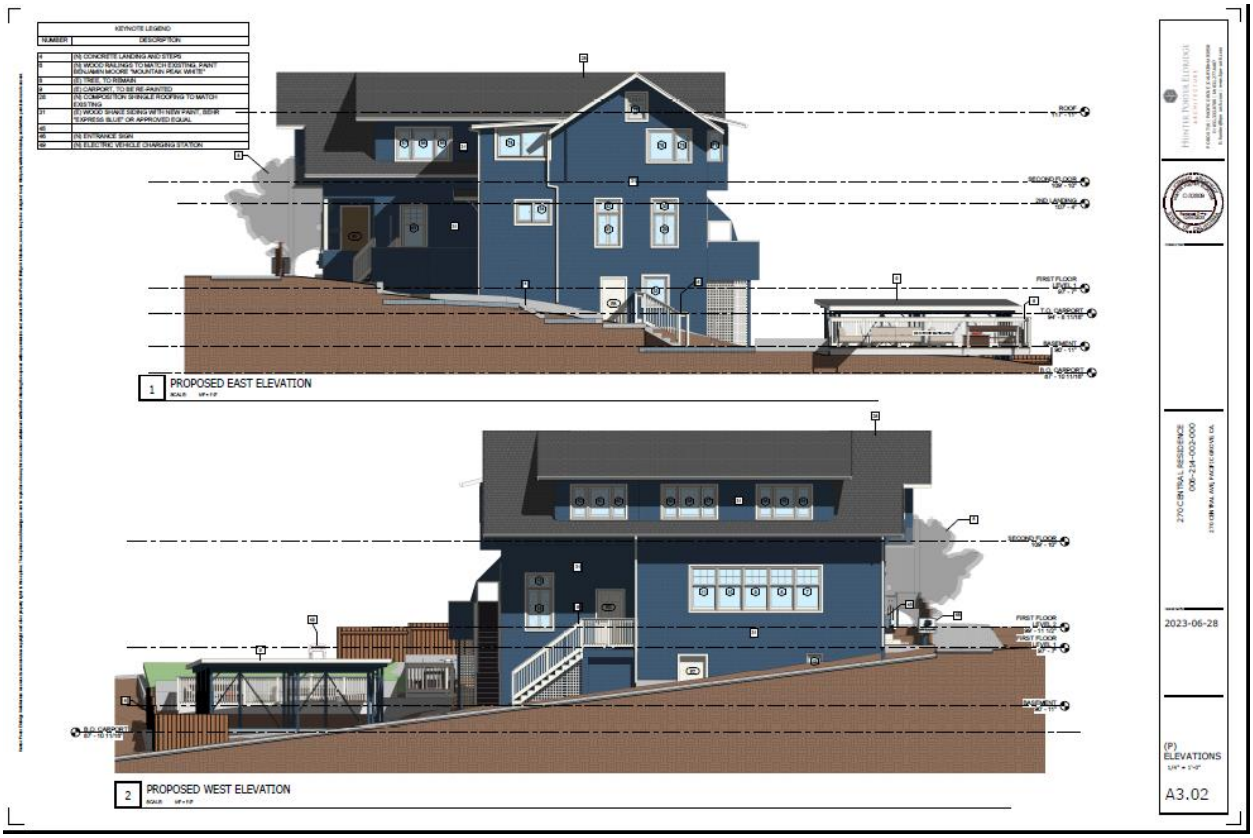

CEILING 2ND LEVEL
ROOF
STUDIO D
LIVING ROOM E
BATHRM E
LIVING ROOM B
BATHROOM C
SECOND FLOOR
FIRST FLOOR LEVEL 2
FIRST FLOOR LEVEL 1
BASEMENT
1 (E) SECTION 3
BEDROOM G
LIVING ROOM G
KITCHEN G
LIVING ROOM A
KITCHEN A
2 (E) SECTION 4
270 CENTRAL RESIDENCE
2023-06-28
(E) SECTIONS
A1.12

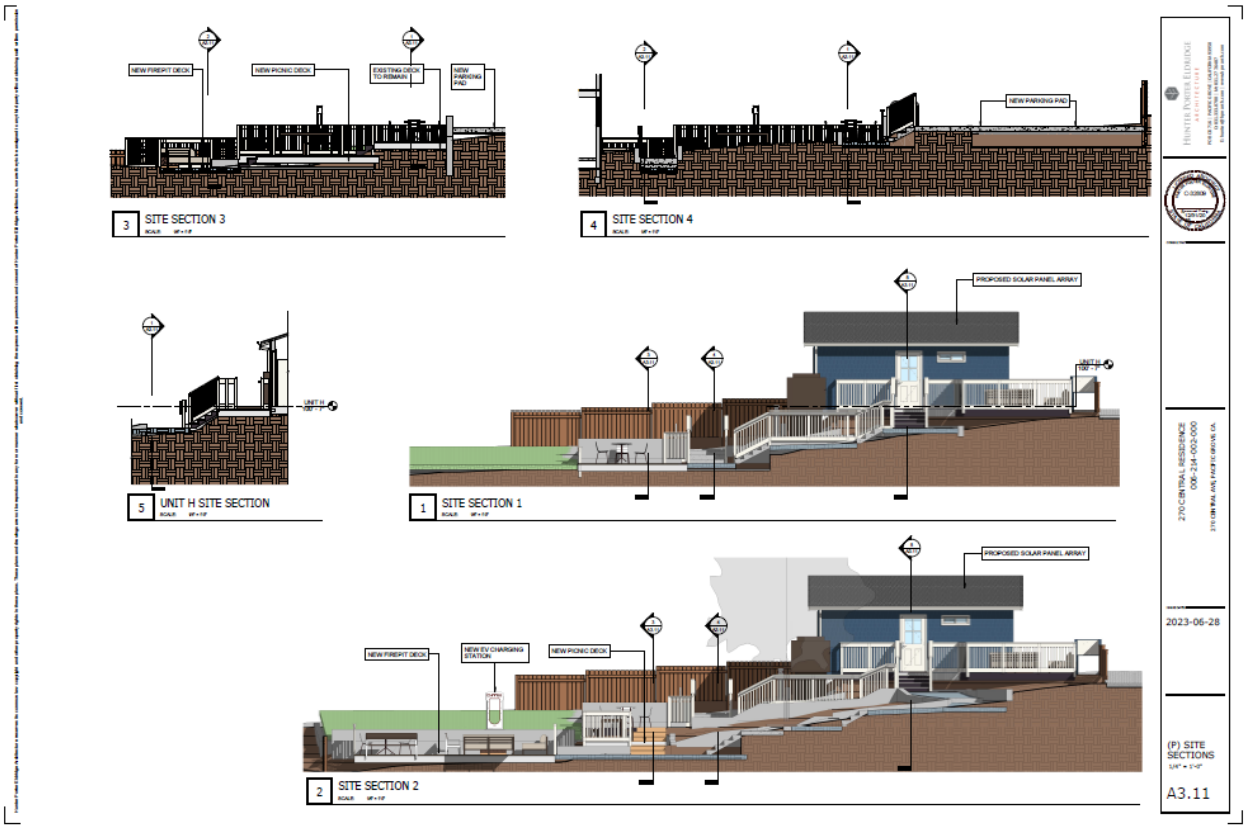

1 (P) FIRST FLOOR
2023-06-28
(P) FIRST FLOOR PLAN
A2.01

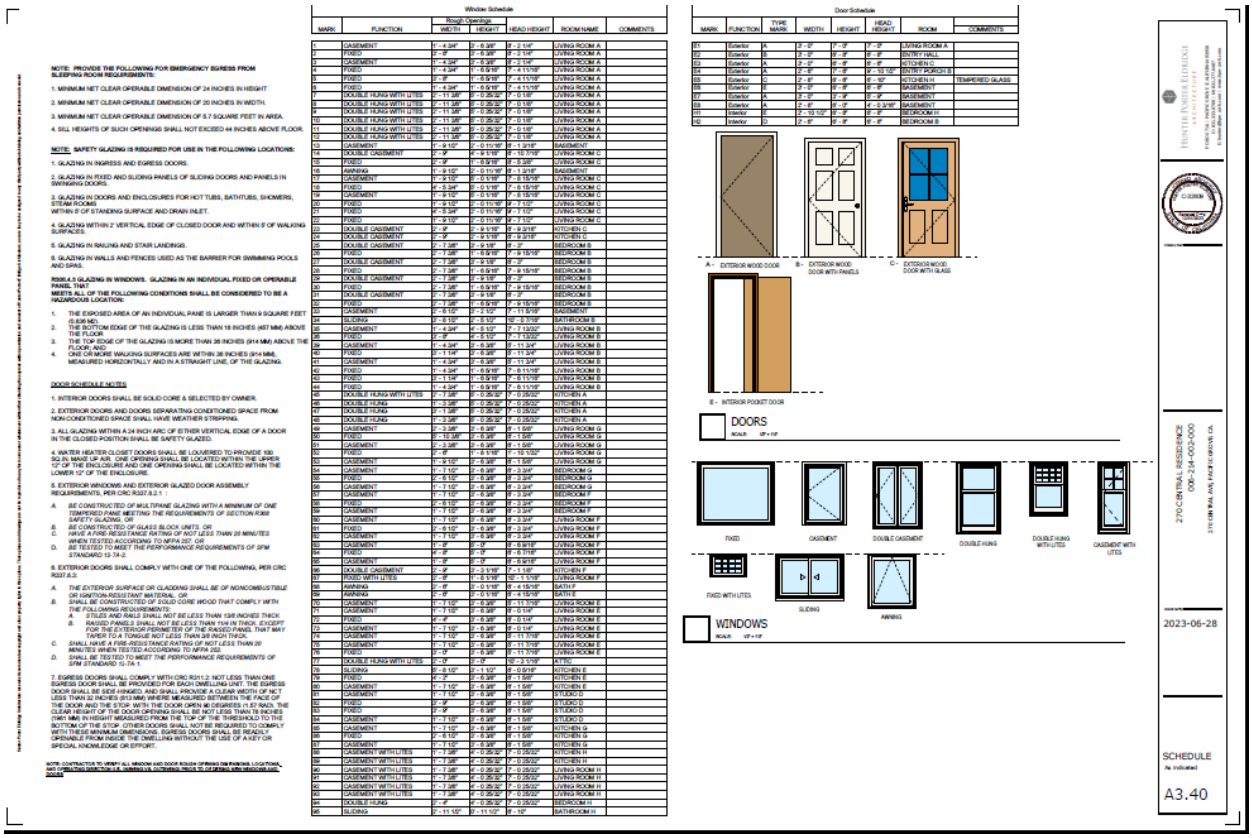

1 (P) SECOND FLOOR
2023-06-28
(P) SECOND FLOOR PLAN
A2.02

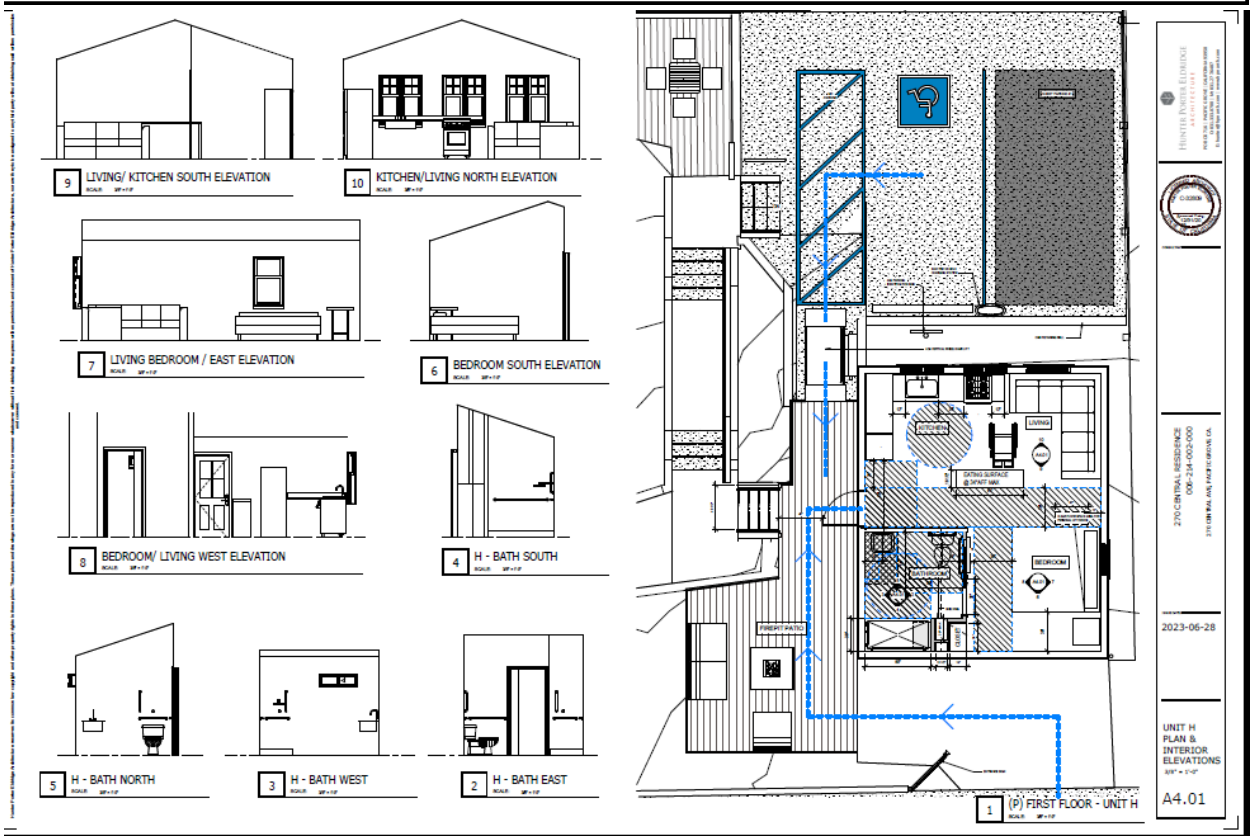

KEYNOTE LEGEND
NUMBER
DESCRIPTION
1 (P) ROOF PLAN
270 CENTRAL RESIDENCE
006-214-002-000
2023-06-28
(P) ROOF PLAN
A2.05


KEYNOTE LEGEND
NUMBER
DESCRIPTION
1 PROPOSED NORTH ELEVATION
2 PROPOSED SOUTH ELEVATION
270 CENTRAL RESIDENCE
006-214-002-000
2023-06-28
(P) ELEVATIONS
A3.01


KEYNOTE LEGEND
NUMBER
DESCRIPTION
1 PROPOSED EAST ELEVATION
2 PROPOSED WEST ELEVATION
270 CENTRAL RESIDENCE
2023-06-28
(P) ELEVATIONS
A3.02


NEW FIREPIT DECK
NEW PICNIC DECK
EXISTING DECK TO REMAIN
NEW PARKING PAD
3 SITE SECTION 3
4 SITE SECTION 4
5 UNIT H SITE SECTION
PROPOSED SOLAR PANEL ARRAY
1 SITE SECTION 1
NEW EV CHARGING STATION
2 SITE SECTION 2
270 CENTRAL RESIDENCE
2023-06-28
(P) SITE SECTIONS
A3.11


Window Schedule
Door Schedule
DOORS
WINDOWS
270 CENTRAL RESIDENCE
006-214-002-000
2023-06-28
SCHEDULE
A3.40


9 LIVING/ KITCHEN SOUTH ELEVATION
10 KITCHEN/LIVING NORTH ELEVATION
7 LIVING BEDROOM / EAST ELEVATION
6 BEDROOM SOUTH ELEVATION
8 BEDROOM/ LIVING WEST ELEVATION
4 H - BATH SOUTH
5 H - BATH NORTH
3 H - BATH WEST
2 H - BATH EAST
1 (P) FIRST FLOOR - UNIT H
270 CENTRAL RESIDENCE
006-214-002-000
2023-06-28
UNIT H PLAN & INTERIOR ELEVATIONS
A4.01

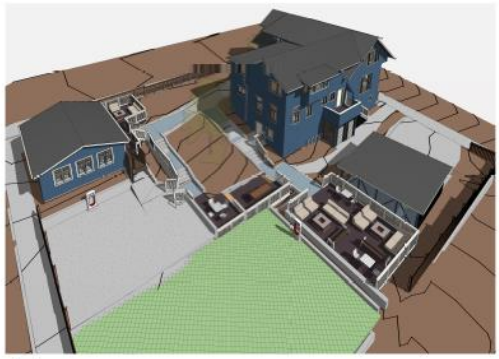


1 (E) 3D VIEW AT CENTRAL



2 (E) 3D VIEW AT CENTRAL II

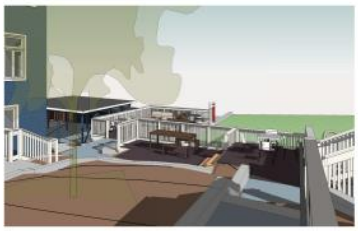
270 CENTRAL RESIDENCE
2023-04-20
EXISTING 3-D VIEWS
A10.0



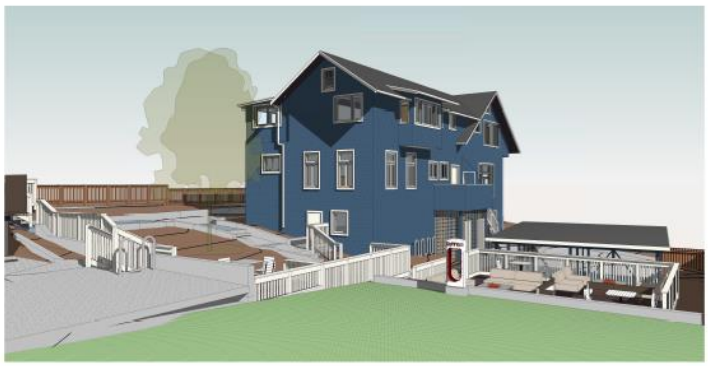
1 SITE AERIAL VIEW



3 PROPOSED SEATING AREAS



2 VIEW FROM UNIT H TOWARDS SEATING AREAS

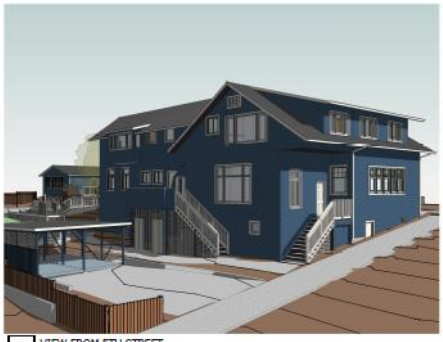


4 VIEW FROM BACK PARKING LOT TOWARDS SEATING AREAS

270 CENTRAL RESIDENCE
2023-06-28
PROPOSED 3D VIEWS
A10.1



1 VIEW HEADED WEST ON CENTRAL



3 VIEW FROM 5TH STREET



2 VIEW HEADED EAST ON CENTRAL



4 VIEW FROM 4TH STREET

270 CENTRAL RESIDENCE
006-214-002-000

2023-06-28

PROPOSED 3D VIEWS II

A10.2

D. HISTORIC CONTEXT

Pacific Grove was founded in 1875 by a group of Methodists who modeled the town after Ocean Grove, New Jersey. In time, the butterflies, fragrant pines and fresh sea air brought others to the Pacific Grove Retreat to rest and meditate. The initial meeting of the Pacific Coast branch of the Chautauqua Literary and Scientific Circle was held in Pacific Grove in June 1879. Modeled after the Methodist Sunday school teachers' training camp established in 1874 at Lake Chautauqua, New York, this location became part of a nationwide educational network. In November 1879, after the summer campers returned home, Robert Louis Stevenson wandered into the deserted campgrounds: "I have never been in any place so dreamlike. Indeed, it was not so much like a deserted town as like a scene upon the stage by daylight, and with no one on the boards." The Pacific Grove post office opened in 1886, closed later that year, and was re-opened in 1887. Pacific Grove incorporated in 1889 (McLane 1952).

Pacific Grove, like Carmel-by-the-Sea and Monterey, became an artists' haven in the 1890s and subsequent period. Artists of the plein air school in both Europe and the United States were seeking an outdoor venue which had natural beauty, so that Pacific Grove was a magnet for this movement. William Adam was an English painter who first moved to Monterey and then decided on Pacific Grove for his home in 1906. At about the same time Eugen Neuhaus, a German painter, arrived in Pacific Grove with his new bride. Charles B. Judson was an artist of aristocratic lineage who painted in Pacific Grove over a long period of time beginning in 1907; Judson's murals decorate the halls of the California Academy of Sciences (McLane 1952).

For a number of years, John Steinbeck lived in a cottage in Pacific Grove owned by his father, Ernest, who was Monterey County Treasurer. The cottage still stands on a quiet side street, without any plaque or special sign, virtually overlooked by most Steinbeck fans. In Steinbeck's book Sweet Thursday, a chapter is dedicated to describing a likely fictional rivalry that arose among the town's residents over the game of roque. Local traditions include a Butterfly Parade, in which elementary schoolchildren dress in costumes and march through town, and the Feast of Lanterns, a Chinese-styled pageant in which a high school girl and her companions act out a melodrama (McLane 1952).

The Asilomar Conference Grounds, now part of the California State Park system, lie to the south of the subject property. At the end of the 19th century, the Young Women's Christian Association (YWCA) played an active role in providing shelter for the young women who were coming to the nation's big cities in search of low-paying jobs in factories and offices. The YWCA housing included educational and vocational classroom facilities, where these young women could take classes in practical subjects, such as money management, sewing, cooking, and typing. The YWCA staff, students, and supporters met periodically to discuss women's issues of that time. These meetings eventually led to the formation of the YWCA Regional Leadership Conferences, and the western region was called the Pacific Coast Field Committee (Asilomar Conference Grounds Website 2023).
The Asilomar concept was first born in 1897, when the YWCA held its first western regional conference at Mills College near Oakland, California. Later, between 1900 and 1911, the Pacific Coast Field Committee conferred each year at the old Hotel Capitola near the beach at Santa Cruz. The committee was then composed of some of the most influential and prestigious women in California: Phoebe Apperson Hearst (mother of pioneer publisher, William Randolph Hearst), Ellen Browning Scripps (a successful publisher), Mrs. Warren Olney and Mary Sroufe Merrill (who authored a history of Asilomar and its founding) (Asilomar Conference Grounds Website 2023).

In 1912, the Hotel Capitola was destroyed by fire, and that summer Phoebe Apperson Hearst opened her estate, Hacienda del Pozo Verona, near Livermore, for the YWCA's leadership conference. The conference was held in a miniature tent city furnished with iron beds, mattresses, blankets, electricity and running water for over 300 attendees. The red and white canvas tents and equipment that Hearst provided were later to become the original furnishings of Asilomar. It was at this conference that Hearst embraced the YWCA's idea to build a western conference ground (Asilomar Conference Grounds Website 2023).

The Pacific Improvement Company, whose Monterey area assets became the basis for what is now known as the Pebble Beach Company, donated thirty acres facing the Pacific Ocean on the Monterey Peninsula to the YWCA. The deed stipulated that the YWCA would pay the property taxes and that $30,000 of improvements were to be made on the property over the next ten years. The National Board accepted the offer, and the western conference grounds became a reality. That same year, the YWCA hired Julia Morgan, a San Francisco architect, and work began immediately. With funds donated by YWCA members and supporters, the Administration Building (Phoebe Apperson Hearst Social Hall), the Engineer's Cottage, the tent houses and the large granite entrance gates were built (Asilomar Conference Grounds Website 2023).

In July 1913, those were the only structures standing when 300 young women attended Asilomar's first YWCA student leadership conference. Meals were served in a central dining tent. While these facilities would be considered spartan today, they did offer electricity, running water, and bathing facilities. The facility at Capitola had been known as "Guardamar," and in 1913, the YWCA held a contest to name their new property on the Monterey Peninsula. They received hundreds of entries. The winning name came from a Stanford University student, Helen Salisbury, who made up the word Asilomar, derived from the Spanish words "asilo" meaning retreat or refuge, and "mar," meaning sea, hence "refuge-by-the-sea" (Asilomar Conference Grounds Website 2023).

HISTORY OF 270 CENTRAL AVENUE

Historic records suggest the subject property was built in the retreat area of Pacific Grove around 1910, replacing a smaller single-story residence that is depicted on Sanborn Fire Insurance Maps (Figure 5). Around 1910-1911, the property was owned by Sarah Parke, who was reportedly the heir to the Parke Pharmaceutical Company (Parke-Davis Drugs). It is likely Sarah Parke had the original home demolished and the current two-story house built. Parke reportedly died in the spring of 1943, and the property was acquired by Margaret Gertrude Mitchell. According to her daughter, Margaret began renting rooms in September 1943, and by the end of World War II she was renting out eight rooms. At the end of war, Sarah recognized that rooms would not be so easy to rent and began remodeling the house, dividing and rearranging rooms to create studio apartments. By 1949-1950 she was renting five studio apartments in addition to her own living space. One of the upstairs rooms was set aside for visiting friends and relatives of apartment tenants. The double garage on the corner of 4th Street and Central Avenue was converted to a one-bedroom cottage or apartment in the early-1950s. Between 1950 and 1960, all the apartments went through several remodels, and in the 1980s, all the apartments were completely remodeled and upgraded with new plumbing, heating, and electrical systems. Windows were rebuilt and insulation was added to make the apartments more energy efficient. Ms. Mitchell sold the property in 1991, and died in Portland Oregon in 1997 (Letter on file with the City of Pacific Grove, Building Department, June 1, 2002).

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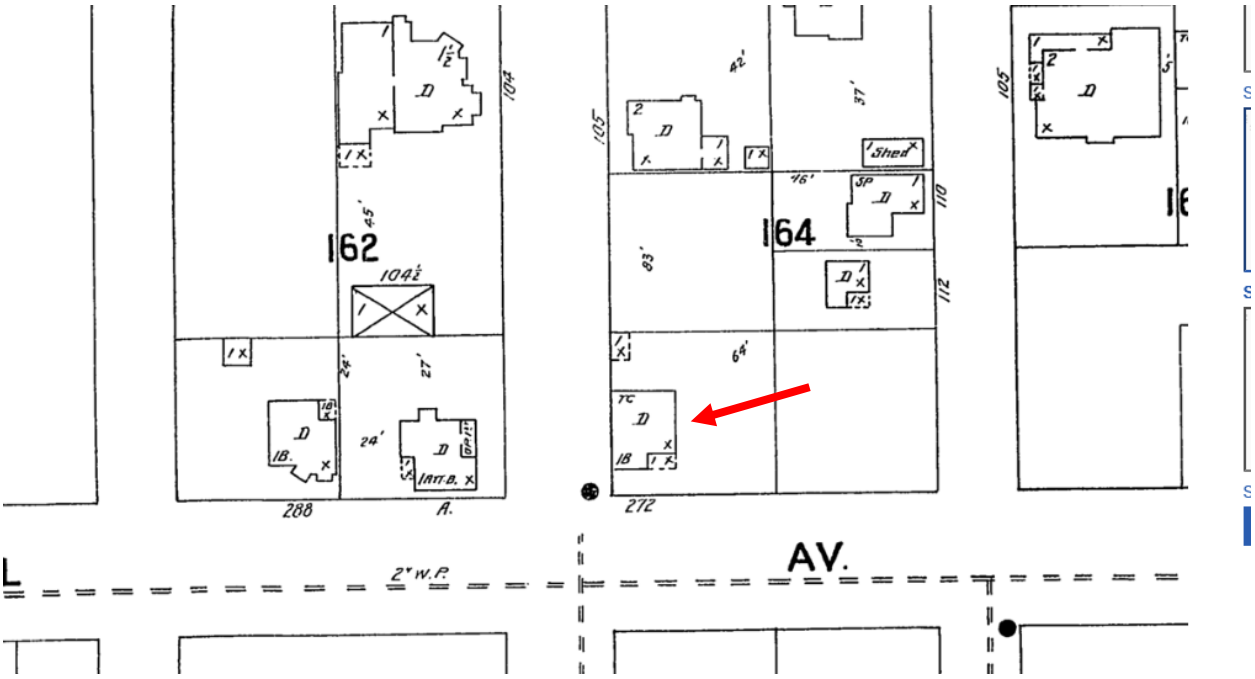


Figure 5: Sanborn Fire Insurance Map, Pacific Grove, California, 1904.

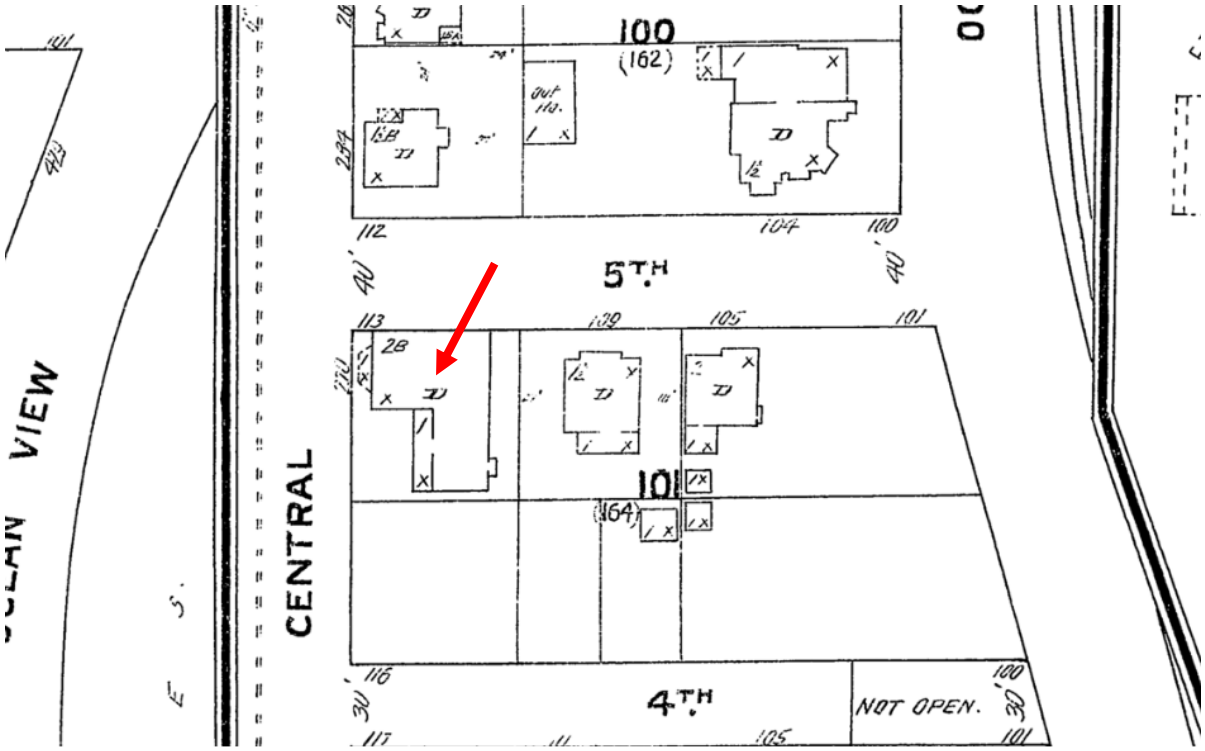


Figure 6: Sanborn Fire Insurance Map, Pacific Grove, California, 1914.

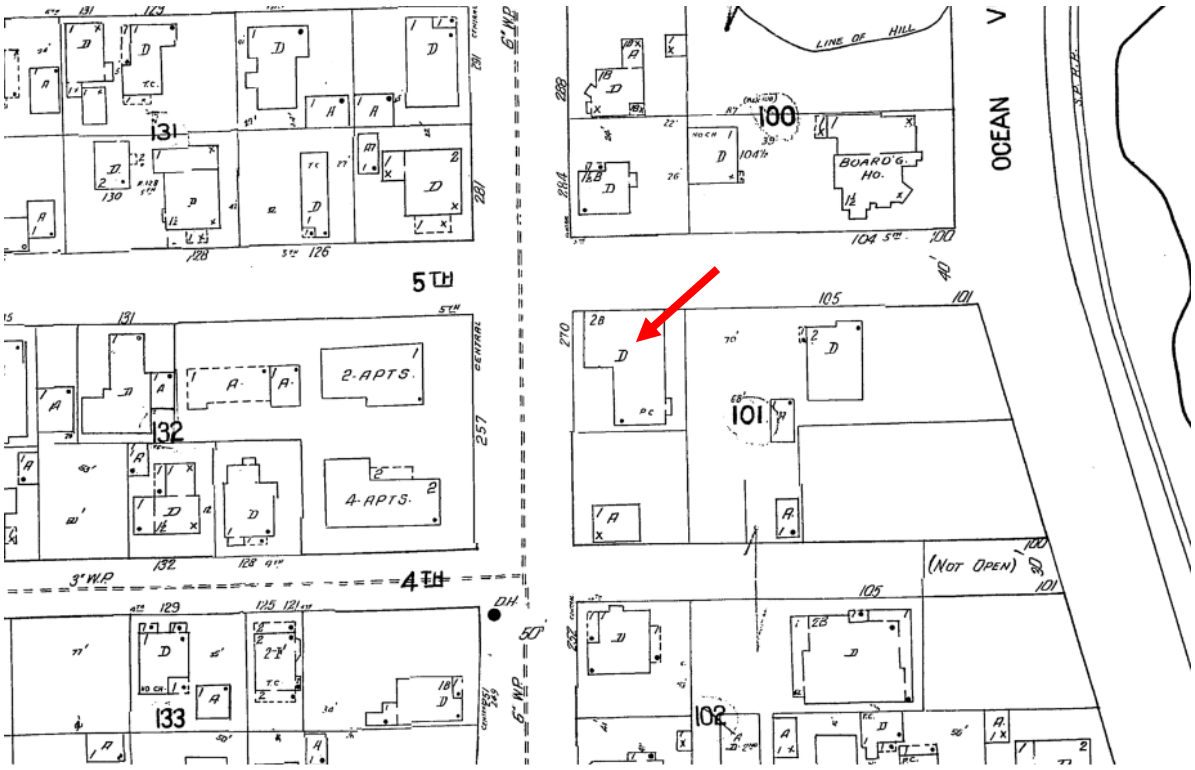


Figure 7: Sanborn Fire Insurance Map, Pacific Grove, California, June 1926, revised May 1962.

As depicted in Figures 5-7, the massing of 270 Central Avenue remained largely the same through the 1960s, although the revised Sanborn Fire Insurance Map of 1962 shows the parcel divided into two with the building along 4th Street still designated as a garage. It is also apparent that after 1962 additional land was acquired towards Ocean View Avenue, expanding the overall size of the parcel and adding a carport on the downslope to the north, where another residence once stood.

E. PROPERTY DESCRIPTION

The two-story, "L" shaped residence is a classic example of a shingle style Craftsman design. Character defining features of the residence include the "L" shaped massing; moderately steep gable roof; cantilevered square front bay window; stained wood shingle siding; wood-sash windows of varying sizes, shapes, and design, including casement and double-hung with single and multi-lighted sashes; dormers; and a front porch supported by square Craftsman style columns. Another characteristic of the property is the fact it was remodeled in the 1940s to create multiple units that were rented out. The former garage along 4th Street was also converted to a rental in the 1960s, although the overall massing and shingle siding appears to be consistent with the original design of the house.



Photograph 1: View looking southeast at the northwest elevation of the property.



Photograph 2: View looking northwest at the south wing of the property.



Photograph 3: View looking west at the front of the property facing Central Avenue.



Photograph 4: View looking east at the northwest elevation of the residence and the carport from 5th Street.



Photograph 5: View looking west at the northeast elevation of the property.



Photograph 6: View looking southwest at the property from 4th Street.

F. EVALUATION OF SIGNIFICANCE

The subject property, which was reportedly built by the Chivers Brothers, was evaluated for the National Register of Historic Places (NRHP), for the California Register of Historic Resources (CRHR), and the City of Pacific Grove criteria and determined in 2019 to rate as a "5S1." The residence was formally recorded using California Department of Parks and Recreation (DPR) forms by Hannah Simonson of Page & Turnbull on October 10, 2019 (Appendix 2: DPR Site Records). Specifically, the property was found to be eligible for the NRHP and CRHR under Criteria A/1, B/2, and C/3, and under Pacific Grove Municipal Code 23.76 A, B, C, D, E, F, G, H, and I. The property is currently a Registered Historic Property with the City of Pacific Grove. It is recommended that the period of significance for the property be extended from circa 1910 through 1950, due to its association with World War II and the conversion of a multi-family rental property. The garage should be considered a non-contributing part of the property since it was remodeled in the 1960s into another rental unit on the parcel and no longer conveys its original function and use. The current landscaping does not appear to be a contributing element to the property as well, most of which appears to have been installed in the post-1980s or later.

G. IMPACTS OF THE PROPOSED PROJECT

As previously described, the proposed project involves acquiring a use permit to convert an existing multi-family residence into a bed and breakfast facility. The project scope includes converting the detached unit (rental cottage) into a fully accessible unit; site improvements to increase accessibility compliance; replacement of all existing windows with like materials; increasing the size of one window on Unit F. (Figure 4).

H. MITIGATION

Per the Secretary of the Interior's Standards for the Treatment of Historic Properties (Standards) a project that complies with the Standards is considered to have mitigated the changes to less than significant. The Standards include four levels of treatment:

> Stabilization (maintaining the condition of a property until the plans are approved).
>
> Restoration (returning a property to its condition during the period of significance using tools, methods and materials of the original).
>
> Rehabilitation (returning a property to a useful condition while maintaining the features of its significance).
>
> Reconstruction (when a property is destroyed or beyond rehabilitation and the loss impacts other properties or the understanding of history).

The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. They also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. It should be noted that property's historic landscape no longer exists and the former two-car garage was converted in the 1960s to a rental, thus altering its function and design. Therefore, the former garage and landscaping are not contributing elements to the property.

In applying the Standards, the term "Rehabilitation" is the most appropriate in describing the current plans for 270 Central Avenue. In this regard, the Standard is met by retaining the historic use of the property as rental, which would be consistent with the change to a bed and breakfast, and retaining the historic character and fabric of the property by using similar materials and design for new windows and doors without altering the property's original openings. It is recommended to maintain an exterior color scheme consistent with Craftsman shingle-style architecture of the period, namely the 1910s.

In summary, CEQA Guidelines Section 15064.5 states; "generally, a project that follows the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings or the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (1995 as amended) shall be considered as mitigated to a level of less than a significant impact on the historical resource."

Taking into consideration the various alterations to the residence since its original construction around 1910-1911, particularly during the 1940s, and the fact that the current project appears to be compatible in use, design, and architectural details to the original residence, the project appears to be compliant with the Standards.

I. APPENDICES

Appendix 1: References

Asilomar Conference Grounds Website. "Park History." www.visitasilomar.com/discover/park-history. Accessed July 2023.

Breschini, Gary S. *The Founding of Monterey*. Monterey County Historical Society, Local History Pages - The Colonization of Monterey. http://users.dedot.com/mchs/colonization.html. 1996.

Coventry, Kim. *Images of America: Monterey Peninsula: The Golden Age*. Arcadia Publishing, Chicago, IL. 2003.

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Owens, T. and J. M. Hall. *The Insider's Guide to California's Monterey Peninsula*. Second Edition. Guilford, CT: Globe Pequot/Falcon. 2000.

Pacific Grove Building Department. Letter on file with the City of Pacific Grove. June 1, 2002.

Page & Turnbull. City of Pacific Grove, Historic Context Statement. October 31, 2011.

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Sanborn Insurance Publishing Company. Sanborn Fire Insurance Maps. Pacific Grove, California, 1888-1960.

Schoenherr, A. *A Natural History of California*. Berkeley: University of California Press. 1992.

USGS 7.5' *Monterey, California* Topographic Quadrangle Map, 1955, revised 1980.

Watkins, R. C. *History of Monterey, Santa Cruz and San Benito Counties, California*. S.J. Clarke Publishing, Chicago. 1925.

Appendix 2: DPR Site Records

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
PRIMARY RECORD

Primary # _____
HRI # _____
Trinomial _____
NRHP Status Code 5S1
Other Listings _____
Review Code _____ Reviewer _____ Date _____

Page 1 of 2 *Resource Name or #: 270 Central Ave (APN 006214002000)

P1. Other Identifier: 125 5th St
*P2. Location: ☐ Not for Publication ☑ Unrestricted *a. County: Monterey
*b. USGS Quad(s): Monterey, California (1997)
c. Address: 270 Central Ave, Pacific Grove, CA 93950 (APN 006214002000)
d. UTM:
e. Other Locational Data: Latitude, Longitude (Decimal Degrees) 36.6201485934302, -121.90912701263

*P3a. Description:

- Architectural Style(s): Shingle
- Construction Type: Wood Frame
- Number of Stories: 1.5
- Basement: Yes
- Garage: None
- Roof Type(s): Gable
- Roof Material(s): Asphalt Shingle
- Wall Material(s): Wood Shingle
- Window Type(s): Casement, Hung
- Window Material(s): Wood
- Architectural Features: Chimney, Open Porch, Dormers
- Decorative Details:
- Alterations: Altered Pattern of Windows or Doors, Altered Entry, Converted to Multiple Units
- Additional Remarks: Side addition expanded building to two units. Relatively compatible in design and scale as the form and design of the original residence is still legible.

*P3b. Resource Attributes: HP02 (Single family property); HP04 (Ancillary building)
*P4. Resources Present: ☑ Building ☐ Structure ☐ Object ☐ Site ☐ District ☐ Element of District ☐ Other (isolates, etc.)

P5a. Photo



*P5b. Description of Photo:
Primary façade, 8/2/2018.

*P6. Date Constructed/Age & Sources:
☐ Prehistoric ☐ Protohistoric
☑ Historic ☐ Unknown
Circa 1905. Sources: PG HRI Database (6/19/18), Historic Context Statement p. 145.

*P7. Owner and Address:
Ni LLC
555 Ocean View Blvd
Pacific Grove, CA 93950

*P8. Recorded by:
Hannah Simonson, Page & Turnbull
170 Maiden Lane, 5th Floor
San Francisco, CA 94108

*P9. Date Recorded: 8/2/2018
Finalized: 10/18/2019

*P10. Survey Type: Reconnaissance

*P11. Citation: Page & Turnbull. "Pacific Grove Historic Resource Inventory (HRI) Survey Report." Prepared for the City of Pacific Grove, October 18, 2019 [Final Report].

*Attachments: ☐ None ☐ Location Map ☐ Sketch Map ☑ Continuation Sheet ☐ Building, Structure, and Object Record ☐ Archaeological Record ☐ District Record ☐ Linear Feature Record ☐ Milling Station Record ☐ Rock Art Record ☐ Artifact Record ☐ Photograph Record ☐ Other:

DPR523A (1/95) *Required Information

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
CONTINUATION SHEET

Primary # _____
HRI # _____
Trinomial _____

Page 2 of 2 *Resource Name or #: 270 Central Ave (APN 006214002000)

*Recorded By: Hannah Simonson *Date Recorded: 8/2/2018 Finalized: 10/18/2019

Historic Name:
Original Use: Residential
Present Use: Residential
Original Owner: Sarah Cornelia Parke
Architect/Builder: Chivers Brothers (builders)

Significance

Pacific Grove Historic Context Statement Theme: Residential Development; Social, Religious, or Cultural Institutions, Movements & Trends
Period of Development: Pacific Grove Comes of Age (1903-1926)
Integrity: Fair
Period of Significance: Circa 1905-1937
Eligible for Pacific Grove HRI: Yes
Level of Significance: Local
Appears Individually Eligible for National Register and/or California Register: No
California Historic Resource Status Codes: 5S1
Evaluation Notes:

National/ California Register	PG Municipal Code §23.76	Significance	Discussion of Individual Eligiblity
A/1	A, B	Events, Patterns & Trends	Not found to be eligible under these criteria during the course of this survey.
B/2	C	Persons	Eligible for the Pacific Grove HRI. Significant for association with Sarah Cornelia Parke (1861-1937), an artist who worked out of her home and studio at 270 Central Avenue. Parke was noted for painting local scenes of Pacific Grove (many of which were reproduced on post cards), and for opening the Pacific Grove Lending Library and Art Gallery in 1925.
C/3	D, E, F, G, H, I	Architecture & Design	Eligible for the Pacific Grove HRI. Significant for Shingle design expressed by intact stylistic features, forms and/or construction methods. Good example of type and/or style from Pacific Grove Comes of Age (1903-1926) development period and retains sufficient historic integrity. Additionally significant as the work of local master builders Chivers Brothers.
D/4		Information Potential	Properties were not evaluated for significance under these criteria as part of this survey.

References: Page & Turnbull. *City of Pacific Grove Historic Context Statement*. Prepared for City of Pacific Grove, CA. Approved by City Council October 19, 2011.

DPR523L (1/95) *Required Information

State of California — The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

HISTORIC RESOURCES INVENTORY

(State use only) Ser ____ Site ____ Mo. ____ Yr. ____
UTM ____ Q ____ NR 32 SHL ____
Lat ____ Lon ____ Era ____ Sig ____
Adm ____ T2 ____ T3 ____ Cat ____ HABS ____ HAER ____ Fed ____
UTM 10/59764/405309

IDENTIFICATION

1. Common name: ____
2. Historic name, if known: ____
3. Street or rural address 270 Central Ave.
   City: Pacific Grove, Ca ZIP: 93950 County: Monterey
4. Present owner, if known: Gertrude Mitchell Address: Same
   City: ____ ZIP: ____ Ownership is: Public ☐ Private ☒
5. Present Use: Private Residence Original Use: Private Residence
   Other past uses: ____

DESCRIPTION

6. Briefly describe the present physical appearance of the site or structure and describe any major alterations from its original condition:

This is a 2 story rambling house with steep pitched roof, shingle siding, exposed rafters, front porch, dormer window, segmented windows with many panes over one, and a garage.

7. Locational sketch map (draw and label site and surrounding streets, roads, and prominent landmarks):
NORTH



8. Approximate property size:
Lot size (in feet) Frontage 120 ';
Depth 90 ';
or approx. acreage ____.

)n: (check one)
llent ☐ b. Good ☒ c. Fair ☐
riorated ☐ e. No longer in existence ☐
feature a. Altered? ☒ b. Unaltered? ☐
undings: (Check more than one if necessary)
ıen land ☐ b. Scattered buildings ☐
ınsely built-up ☐ d. Residential ☒
)mmercial ☐ f. Industrial ☐
ther ☐ ____
ats to site:
one known ☒ b. Private development ☐
oning ☐ d. Public Works project ☐
'andalism ☐ f. Other ☐ ____
:(s) of enclosed photograph(s): 1977

DPR 523 (Rev. 7/75)

NOTE: The following (Items 14-19) are for structures only.

14. Primary exterior building material: a. Stone ☐ b. Brick ☐ c. Stucco ☐ d. Adobe ☐ e. Wood ☒
f. Other ☐ _____

15. Is the structure: a. On its original site? ☒ b. Moved? ☐ c. Unknown? ☐

16. Year of initial construction 1915 This date is: a. Factual ☐ b. Estimated ☒
As of 1900 the house does not appear on the county assessor'r records

17. Architect (if known): _____

18. Builder (if known): _____

19. Related features: a. Barn ☐ b. Carriage house ☐ c. Outhouse ☐ d. Shed(s) ☐ e. Formal garden(s) ☐
f. Windmill ☐ g. Watertower/tankhouse ☐ h. Other ☐ garage i. None ☐

SIGNIFICANCE

20. Briefly state historical and/or architectural importance (include dates, events, and persons associated with the site when known):

This house stands on the whole end of a block, fronting the old main street of Pacific Grove.

21. Main theme of the historic resource: (Check only one): a. Architecture ☒ b. Arts & Leisure ☐
c. Economic/Industrial ☐ d. Exploration/Settlement ☐ e. Government ☐ f. Military ☐
g. Religion ☐ h. Social/Education ☐

22. Sources: List books, documents, surveys, personal interviews, and their dates:

Walking Survey

23. Date form prepared: _____ By (name): _____
Address: _____ City _____ ZIP: _____
Phone: _____ Organization: _____

(State Use Only)

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

AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Aaron Campbell, Associate Planner
MEETING DATE:	January 17, 2024
SUBJECT:	Appeal of Coastal Development Permit 22-0264 for 111 10th St (APN 006-218-001-000)
CEQA:	Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

RECOMMENDATION
Deny the appeal, affirm the Planning Commission determination, and approve Coastal Development Permit (CDP) 22-0264 based on findings, conditions of approval, and Class 1 and Class 31 Categorical Exemptions (CEQA Guidelines Section 15301 - Existing Facilities and Section 15331 - Historical Resource Restoration/Rehabilitation).

DISCUSSION
Site Description
The subject property is located at 111 10th Street on the Northeast Corner of 10th and Pearl Streets and is zoned R-3-PGR. The 3,600 square foot lot has an existing 1,117 square foot two-story single-family dwelling with a 398 square foot detached accessory dwelling unit (ADU). The single-family dwelling and "carriage port" were constructed in 1926. The date at which the garage was enlarged and converted into an accessory dwelling unit could not be determined.

The property is located in the Coastal Zone, an archaeologically sensitive area, and the City's Area of Special Biological Significance. The property is also listed on the City's Historic Resources Inventory (HRI). Per Pacific Grove Municipal Code (PGMC) § 23.90.200, Cultural Resources, a Phase II Historical Assessment (Archives & Archaeology, August 14, 2022; attached) prepared for the property by a qualified historian concluded the potential impact (actual and visual) of the proposed project to the historic resource is "construed [to be] nominal."

Surrounding Land Uses
The property is located in a residential neighborhood and is surrounded by small-, medium-, and large-sized one- and two-story single and multi-family residences in the Pacific Grove Retreat neighborhood. The properties immediately surrounding the project site are developed with two-story single and multi-family residences.

Project Description
The applicant proposes the major remodel of an existing 1,117 square foot two-story single-family dwelling with an existing 398 square foot detached accessory dwelling unit (ADU). The applicant

proposes to connect the main level of the single-family dwelling to the existing detached ADU with a new 304 square foot first floor addition. The existing ADU would be converted to both new first floor living space and an attached 185 square foot garage. A new 276 square foot second floor addition to the existing rear second floor addition would be added to the existing rear second floor. The proposed project includes a new 403 square foot driveway and a new 324 square foot wooden deck (24 inches above grade). The proposed project would result in the construction of a 2,096 square foot two-story single-family dwelling (1,911 square feet of living space with a 185 square foot attached garage). No tree removal is proposed.

Background and Summary of Appeal

On August 23, 2023, the applicant presented the proposed project before the Historic Resources Committee (HRC). At that time the HRC continued the item identifying the following concerns:

- The roof height of the proposed addition was taller than the existing structure and should be reduced.
- The massing of the proposed additions appear overwhelming and did not blend well with neighborhood conditions.
- The proposed additions did not show a substantial differentiation between the new work from the existing and therefore did not meet the Secretary of Interior's guidelines for rehabilitation.

In response to these concerns the applicant submitted revised plans dated 9-13-2023 that:

- Reduced building height of the proposed additions to be no taller than the existing structure (revised plan pages A6.0 & A6.1);
- Provided a Mass Study with 3D Perspectives and a Mass Study Field Analysis (revised plan pages A4.2 & A4.3);
- Detailed new windows on the south elevation of the 2nd floor hallway (revised plan A6.0) and new window detail (revised plan page 8.0).

On Wednesday, September 27, 2023, the HRC received a report from the applicant and discussed the revised plans. A motion was made to recommend to the Planning Commission denial of the proposed plans as presented on the grounds that the applicant failed to adequately address the "overwhelming" massing of the new addition. The motion passed with 6 ayes, 0 nays, and 1 vacancy.

At the November 9, 2023, regular meeting of the Planning Commission, a motion was made and carried to re-notice the subject project and continue to the December 14, 2023, regular meeting of the Planning Commission.

At the December 14, 2023, regular meeting of the Planning Commission, a motion was made to approve AP 22-0264 & CDP 22-0264 adding LUP policy SCE- 9 (*Trees that are visually integral part of the coastline and contribute to the scenic views in the Coastal Zone shall be protected or, when necessary to remove, including due to disease or danger to existing structures, replanted to ensure their continued scenic utility)* to findings and a condition stating that *"*Development shall follow all provisions and standards outlined in the City of Pacific Grove Information Bulletin No. 29: Tree Guidelines During Development." The motion passed with 4 ayes, 2 nays, and one absent.

On December 27, 2023, two appellants submitted timely appeals (attached) of the Planning Commission's decision to approve the Coastal Development Permit (CDP).

The first appellant contended that the project, as approved, was not consistent with the following Pacific Grove Land Use Plan (LUP) policies:

- **DES-1.** All new development shall be consistent with requirements of the certified Local Coastal Program, including the certified Land Use Designations figure (Figure 6).
- **DES-4.** Development standards for scenic areas, including those identified in Figure 4, shall

minimize land coverage, grading, and structure height, and provide for setbacks from adjacent public open space areas.

- **CRS-6.** All proposed development actions, including City public works projects, shall be Consistent with maintaining the current scale and character of the Pacific Grove Retreat.
- **CRS-7.** Rehabilitation, reconstruction, remodeling, or exterior modification of existing structures with historic or architectural significance in the Pacific Grove Retreat, and otherneighborhoods in the Coastal Zone, shall relate to or retain the lines of the original designas much as possible and alterations shall provide evidence of substantial compliance to the Secretary of the Interior standards for historic resources.
- **CRS-8.** Design review shall be required as part of the Coastal Development process in order to maintain historical continuity and visual harmony of new development within the Pacific Grove Retreat and other neighborhoods in the Coastal Zone.
- **SCE-3.** Where appropriate, protect special communities and neighborhoods that, because of their unique characteristics, are popular visitor destination points for recreational uses or are locally important historic areas.
- **SCE-5.** The City will designate scenic areas of the Coastal Zone, including those areas described in Policy SCE-3, as areas having special scenic significance requiring the imposition of project-specific development standards designed to protect these scenic areas (refer toFigure 4, Scenic Areas).

This appellant (Ciani) did not provide any evidence of fact for the basis of appeal (see attached appeal application). Staff recommends that this appeal be denied without discussion due to lack of pertinent facts supporting the basis for the appeal (PGMC 23.90.100 ***Appeals of CDP decisions*** - *The appeal shall state the pertinent facts and the basis for the appeal, and shall be filed with applicable fees to the city clerk*)

The second appellant (Rudolph/Ridgley/Ellis) contended the appeal is based on the following points:

- Neighborhood and Visual Impacts.
  - Appellant contends that the "added mass of the project and potential loss of major portions of, or all of, the cypress tree will substantially alter the views from neighboring properties, the streets and Berwick Park."
  - Appellant contends that the applicant did not submit mass studies to show the impact on the neighboring property owners.
- The application has not met the City's tree protection requirements expressed in Information Bulletin 29: Tree Guidelines During Development.
  - Appellant contends that "deferring the arborist's report does not allow the staff, community, decision-making bodies and possibly even the applicant and the designer to fully understand the potential adverse impact of the project on the cypress tree."
- CEQA Guidelines Class 1 (existing facilities) or Class 31 (Historical Resource Restoration/Rehabilitation) exemptions do not apply.
  - Concerning the Class 1 exemption, the appellant contends that "there is no basis upon which to consider this project to be a "minor alteration…involving negligible or no expansion of existing or former use."
  - Concerning the Class 31exemption, the appellant contends that "this project is not a 'maintenance, repair…or reconstruction project.'"
- Adverse impacts to a significant historic resource.
  - Appellant contends that the project does not meet the Secretary of the Interior's standards for rehabilitation.

<u>Regarding the contention of Neighborhood and Visual Impacts:</u>

- Land Use Plan (LUP) Ch. 2.3.3 regarding LUP policies on scenic resources states, "it is understood that these policies preserve public coastal views and do not place restrictions on

private views."

- The project applicant has provided mass studies to demonstrate potential impact to the public viewshed (see Site Plan pages A4.2 &A4.3).
- The appellant has not provided substantial evidence to demonstrate adverse effects to the public coastal views or inconsistency with the Local Coastal Program (LCP).

Regarding the contention of the City's tree protection requirements:

- As a condition of approval, the Planning Commission required that all elements of Information Bulletin 29: Tree Guidelines During Development be followed (attached).

Regarding the contention that Class 1 Categorical Exemption (CEQA Guidelines Section 15301 - Existing Facilities does not apply:

- CEQA Guidelines Section 15301 - Existing Facilities: "The key consideration is whether the project involves negligible or no expansion of use."
  - The proposed project does not expand the use. The current use of the land is single-family residential with one accessory dwelling unit. The proposed project would result in one single-family dwelling unit.
  - CEQA Guidelines Section 15301 provides examples of projects eligible for this exemption: 15301(e) Additions to existing structures provided that the addition will not result in an increase of more than:
    - 50 percent of the floor area of the structures before the addition, or 2,500 square feet, whichever is less; or
    - 10,000 square feet if:
      - The project is in an area where all public services and facilities are available to allow for maximum development permissible in the General plan and
      - The area in which the project is located is not environmentally sensitive.
    - The existing gross floor area is 1,515 square feet. 50 percent of which is 757.5 square feet. 1,515+757.5=2,272.5 square feet. The proposed total gross floor area is 2,096 square feet.
    - The proposed project meets both square footage elements of this exemption.
- The appellant has not provided substantial or relevant evidence to support this contention.

Regarding the contention that Class 31 Categorical Exemption (CEQA Section 15331 - Historical Resource Restoration/**Rehabilitation**) does not apply:

- The Secretary of the Interior defines rehabilitation as "the act or process of making possible a compatible use for property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. The Rehabilitation Standards acknowledge the need to alter or add to a historic building to meet continuing or new uses while retaining the building's historic character. (Technical Preservation Services, The Secretary of the Interior's Standards for the Treatment of Historic Properties, July 2023)"
- The appellant has not provided substantial or relevant evidence to support this contention.

Regarding the contention that the project does not meet the Secretary of the Interior's standards for rehabilitation and will have adverse impacts on a historic resource:

- The project applicant has provided a Phase II Historic Assessment (attached) which concluded: "Insofar as the effects of the proposed project on the historic resource, we believe the potential impact to be nominal as regards the Main House" and "Given the stated objective of the designers to 1) seek compatibility with all existing cladding and the fenestration of the original building in any additions and or modifications, and 2) to enhance the utility, energy efficiency, and compatibility of extant features, we believe that the value-added additions and upgrades will go far to preserving the original character, feeling, and historicity of the Main House." (R.G.

Mendoza Ph.D., RPA, August 2022, p. 19)
- The appellant has not provided substantial evidence to demonstrate adverse impacts to a historic resource.

In summary, no substantive evidence or demonstration of inconsistency to the LCP (LUP & IP) has been provided to support the assertions made against the Planning Commission's December 14, 2023, determination to approve CDP- 22-0264.

Applicable Land Use Plan Policies

The Local Coastal Program (Land Use Plan and Implementation Plan) is the legally binding standard of review for evaluating Coastal Development Permit applications for development within most of the Pacific Grove Coastal Zone. The Pacific Grove Land Use Plan (LUP), certified on March 11, 2020, is the relevant portion of the General Plan providing a framework for future growth and development within the City's Coastal Zone. The Implementation Plan (PGMC Chapter 23.90) contains the ordinance and regulations which implement the provisions of the certified LCP.

The subject vicinity is designated Medium High Density du/acre 10-20 in LUP Figure 6. The subject residential neighborhood is designated Medium High Density Residential with an allowed density of 10-20 dwelling units per acre in LUP Figure 6. The proposed residential project is consistent with applicable LUP policies, including but not limited to the following:

- DES-1: All new development shall be consistent with requirements of the certified Local Coastal Program, including the certified Land Use Designations figure (Figure 6).
- LUD-6: Allowed uses for Coastal Zone areas designated MHD 10-20.
- CRS-5: The Pacific Grove Retreat's unique characteristic and architectural heritage contribute to the aesthetic, social, and economic well-being of the community, both for residents and visitors. The City will encourage the protection, maintenance, and enhancement of the unique historical, architectural, siting and visual characteristics of the Pacific Grove Retreat. Prior to any City review or regulatory action, all structures within the Retreat area constructed 50 years ago or more shall be evaluated for local historic significance. Historic resources in the Retreat area may seek relief from standards pursuant to DES-6.
- CRS-6: All proposed development actions, including City public works projects, shall be consistent with maintaining the current scale and character of the Pacific Grove Retreat.
- CRS-7: Rehabilitation, reconstruction, remodeling, or exterior modification of existing structures with historic or architectural significance in the Pacific Grove Retreat, and other neighborhoods in the Coastal Zone, shall relate to or retain the lines of the original design as much as possible and alterations shall provide evidence of substantial compliance tothe Secretary of the Interior standards for historic resources.
- CRS-8: Design review shall be required as part of the Coastal Development process in order to maintain historical continuity and visual harmony of new development within the Pacific Grove Retreat and other neighborhoods in the Coastal Zone.
- SCE-5: The City will designate scenic areas of the Coastal Zone, including those areas described in Policy SCE-3, as areas having special scenic significance requiring the imposition of project-specific development standards designed to protect these scenic areas (refer to Figure 4, Scenic Areas). Development standards for such special scenic significance areas shall include, but not belimited to, special siting and design criteria including height and story limitations, bulk and scale limitations, screening and landscaping requirements, natural materials and color requirements, minimizing lighting that spills into nighttime public views, avoiding glares from windows and reflective surfaces, requirements to prepare landscaping plans utilizing drought tolerant and native plants that protect and enhance scenic resources; minimizing land coverage, grading, and structure height; and maximizing setbacks from adjacent open space areas. Clustering to maximize open space views may also be considered. Development within visually

prominent settings, including those identified on Figure 4, and on all parcels that abut Ocean View Boulevard and Sunset Drive, shall be sited and designed to avoid blocking or having a significant adverse impact on significant public views, including by situating buildings, access roads, and related development in a manner and configuration that maximizes public viewshed protection, and through such measures as height and story limitations, and bulk and scale limitations. Clustering development to maximize open space views may also be considered. Development within visually prominent settings, including those identified on Figure 4, and on all parcels that abut Ocean View Boulevard and Sunset Drive, shall be sited and designed to avoid blocking or having a significant adverse impact on significant public views, including by situating buildings, access roads, and related development in a manner and configuration that maximizes public viewshed protection, and through such measures as height and story limitations, and bulk and scale limitations. Clustering development to maximize open space views may also be considered.

Applicable General Plan Policies

The neighborhood is designated High Density Residential with an allowed density of 19.8 dwelling units per acre. The Pacific Grove General Plan provides a framework for future growth and development within the City. The Land Use Element includes goals and polices that call for the orderly, well-planned, and balanced development, consistent with the historic nature of Pacific Grove, the capacity of the City's infrastructure, and ability to assimilate new growth. This proposed residential project is consistent with applicable General Plan policies, including the following:

- Chapter 2, Land Use
  - Policy 2: Ensure that new development is compatible with adjacent existing development.
  - Policy 4: Continue to preserve Pacific Grove's character and regulate development.

The policies above are implemented through the R-3-PGR zoning district which allows single- and multiple-family development in areas with adequate public services.

Applicable Zoning Code Regulations

As proposed, the project complies with the zoning regulations and development standards set forth in Pacific Grove Municipal Code (PGMC) Chapters 23.90 (Coastal Implementation Plan or IP) and 23.26 (R-3-PGR). This includes, but is not limited to, height, setbacks, building and site coverages, and gross floor area. The proposed project complies with PGMC section 23.90.180(2)(C) Off-Street Parking by providing two off-street parking spaces where one was previously provided. The applicant provided a Project Data Sheet (attached) indicating the development standards of the zoning district, existing conditions, and proposed conditions.

Coastal Development Permit (CDP)

An application was filed with the Community Development Department (CDD) on October 6, 2022. The application submittal is consistent with PGMC section 23.90.060. Findings and related conditions of approval are included in the draft permit (attached). Due to the scope (i.e., major remodel including a second-story addition and new accessory unit), the proposed project is not eligible for the standard residential CDP exemption per PGMC section 23.90.040(a) and CDD staff forwarded a CDP Determination to the California Coastal Commission on August 23, 2023.

Architecture and Design Consideration

The proposed project would allow the construction of a 2,096 square foot two-story single-family dwelling (1,911 square feet of living space with a 185 square foot attached garage). As proposed, the project would be compatible with the neighborhood which is comprised of small-, medium-, and large-sized, one- and two-story residences of varying architectural styles, alignments, and scales. The proposed structure would use exterior colors and materials to match the existing structure that would blend with the surrounding natural street scape. As designed, the facade avoids large blank areas facing

the street and the project would not result in adverse visual impacts. The architectural style, materials and site design are in conformance with the LCP's Residential Design Standards in PGMC 23.90.180.C.2.

Architectural Review Guidelines

- Appendix 1: Working with Buildings on the HRI
  - Neighborhood Context. The proposed remodel and addition would preserve those portions and features of the property which are significant to its historic, cultural, and architectural use.
  - Effects of additions of historic scale and character. The proposed addition would be located on the rear of the existing residence with limited visibility from 11th Street, however, would introduce an increase to the mass and appearance of the existing residence from Pearl Street.
  - Preservation of character-defining features. Existing character-defining features would be retained and/or rehabilitated.
  - Compatibility of new work with old. The proposed remodel and addition are compatible in form, scale, and materials, and do not compromise the architectural integrity of the original structure.
  - Replacements. As proposed, the exterior alterations are of similar design and materials as the original.
  - De facto demolitions. This project would not result in a de facto demolition.

The architectural style, materials and site design are in substantial conformance with the City's Architectural Review Guidelines. Specifically, Guideline No. 28 relating to an addition complementing and balancing the overall form, mass and composition of the existing building, Guideline No. 35 relating to the façade appearing similar in scale and character to those in its context, and Guideline No. 38 relating to compatibility of exterior materials used in analyzing compliance of the proposed project. The proposed addition would be located on the rear of the existing residence with limited visibility from 10th Street, however, would introduce an increase to the mass and appearance of the existing residence from Pearl Street and 9 th Street. The proposed exterior colors and materials would match the existing structure and complement the residences in the neighborhood.

Per the historical assessment prepared for the project, the subject property consists of character defining features for a Shingle Style house form the late nineteenth to early 20th Century. The Shingle Style character defining features of the Hermle & Collins house consist of wood shingle roof cladding, a "bulged eyebrow" above the main entrance, flared eaves, a steeply pitched roofline, dormer on the rear of the residence, and a side-gabled roof.

Lighting

Exterior lighting shall comply with LUP Policy DES-6 and is required as a condition of approval.

Archaeological Resources

Per PGMC section 23.90.200.B.1, Cultural Resources, the application includes a Phase 1 Archaeological Study (Archives & Archaeology; March 28, 2022) prepared for the project site by a qualified archaeologist. The study concluded that the subject property contains no indication of pre-contact cultural sites, features, or artifacts. The project is conditioned to address inadvertent discovery of human remains or cultural artifacts.

Historic Resources

Per Pacific Grove Municipal Code (PGMC) § 23.90.200.B.2, Cultural Resources, a Phase II Historical Assessment (Archives and Achaeology, August 14, 2022) prepared for the property by a qualified historian concluded the proposed development would be consistent with the Secretary of the Interior's

Standards for Rehabilitation of Historic Buildings.

Coastal Hazards

Per PGMC section 23.90.140, Coastal Hazards, CDD staff reviewed LUP Figure 3 (Coastal Hazards and Areas of Potential Sea Level Rise), aerial and topographic imagery, plan set, and conducted a site visit on August 15, 2023, and determined the site and proposed development would not be subject to coastal hazards over its lifetime. The project site is over 300 feet from the nearest shoreline at an elevation of 90 ft above sea level. In this case, submittal of a Coastal Hazards Report is not warranted.

Stormwater

Per PGMC section 23.90.150, Water Quality and Marine Resources, the City did not require a water quality assessment because the proposed new development is under 2,500 square feet of new site coverage, and would fall within the City's Municipal Permit.

Scenic Resources

Per PGMC § 23.90.160, Scenic Resources, CDD staff reviewed LUP Figure 4 (Scenic Areas), aerial and street view imagery, and conducted a site visit on August 15, 2023. This review determined the site and proposed development are not within a designated scenic view area or corridor and would not adversely impact public views.

Biological Resources

Per PGMC section 23.90.170, Biological Resources, CDD staff reviewed LUP Figure 5, Land Habitat Sensitivity Map, aerial imagery, and conducted a site inspection on August 15, 2023. This review determined the proposed development would not have the potential to affect biological resources or environmentally sensitive habitat area (ESHA), and that the site is not within 100 feet of ESHA. LUP Figure 5 identifies the site as having a low habitat value, and the property is a previously developed site in a residentially zoned district surrounded by residential structures, 10th Street, and Pearl Street. Additionally, the project site is over 350 feet from the nearest marine habitat. The property is further separated from any sensitive habitat by a recreational trail, 2 city streets, and numerous residential structures. As designed and conditioned, the project would not impact natural habitats or resources; therefore, in this case, submittal of an initial site assessment for biological resources is not required or warranted.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

In reviewing this action, the City has followed the CEQA statute adopted by the State of California as published in the California Public Resources Code, Division 13, §21000, et seq., and the California Code of Regulations, Title 14, §15000, et seq. (i.e., CEQA Guidelines). The proposed project is found to be categorically exempt under CEQA Guidelines Section 15301, Class 1, Existing Facilities, and Section 15331, Class 31, Historical Resource Restoration/Rehabilitation. The proposed project is consistent with the General Plan, and the neighborhood within which the project is located is not environmentally sensitive. The exceptions to exemptions in Section 15300.2 of the CEQA Guidelines pertaining to location, cumulative impacts, significant effects, scenic highways, hazardous waste sites, and historical resources do not apply to this project. Specifically, in this case, the project would not cause a substantial adverse change in the significance of a historical resource.

OPTIONS

1. Deny the appeal, affirm the December 14, 2023, determination of the Planning Commission, and approve Coastal Development Permit 22-0264 based on findings, conditions of approval, and Class 1 and Class 31 Categorical Exemptions (CEQA Guidelines Section 15301 - Existing Facilities and Section 15331 - Historical Resource Restoration/Rehabilitation)
2. Deny the appeal, modify the conditions of approval to affirm in part the December 14, 2023, determination of the Planning Commission, and approve Coastal Development Permit 22-0264 based on findings, amended conditions of approval, and Class 1 and Class 31 Categorical Exemptions (CEQA Guidelines Section 15301 - Existing Facilities and Section 15331 - Historical Resource Restoration/Rehabilitation)
3. If findings per PGMC 23.90.080 - *Required findings for CDP approval* cannot be made, grant the appeal and disapprove of Coastal Development Permit 22-0264, approved by the Planning Commission on December 14, 2023.

FINANCIAL IMPACT:
N/A

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

CDP 22-0264 Appeal Application (Ciani)
CDP 22-0264 Appeal Application (Ellis/Rudolph)
CDP 22-0264 Appeal Application Supplemental (Ellis)
CDP Application 22-0264
CDD Application 22-0624
Project Data Sheet
Draft CC Resolution Appeal CDP 22-0264
CDP & UP 22-0264 Permit-PC signed
111 10th St Plan Set
111 10th St Additional Elevations
Phase 2 Historic Assessment

CITY OF PACIFIC GROVE

Community Development Department – Planning Division

300 Forest Avenue, Pacific Grove, CA 93950
T :: 831.648.3190 • F :: 831.648.3184 • www.ci.pg.ca.us/cdd

Appeal Form

Appeal #: _____
Date: _____
Received By: _____
Total Fee: _____

Project Information

Project Address: 111 10th Street — APN: 006-218-001-000
■ On HRI/☐ Not on HRI
Application & No.: Architectural Permit (AP 22-0264),
Applicant Name: Claudio Ortiz Design Group Inc — Phone #: 831-626-4146
Mailing Address: 26615 Carmel Center Place #102, Carmel, CA 93923
Email Address: ANSHISCAD@CODGINC.COM
Owner Name: Lynne Hermle and Greg Collins — Phone #: 415-987-5640
Mailing Address: 155 San Rafeal Way, San Francisco, CA 94127
Email Address: craigjosephCollins@gmail.com

Action[1]

☐ ARB: Architectural Review Board
☐ CDD: Planning Staff
■ HRC: Historic Resources Committee
■ PC: Planning Commission
☐ NRC: Natural Resources Committee
☐ SPRC: Site Plan Review Committee
☐ ZA: Zoning Administrator

Date of Action: December 14, 2023
Action Taken: Approval of CDP/AP (22-0264)

Appeal Information

Appellant Name: Anthony A. Ciani — Phone #: (858) 454-7141
Mailing Address: 220 Walnut Street, Pacific Grove, CA 93950
Email Address: aciani@cianiarchitecture.com
Appeal Deadline: 5:00 p.m. on 12 /27 /2023
Grounds for Appeal: Proposed Project is not consistent with LCP Land Use Plan Policies DES-1, CRS-6, CRS-7, CRS-8 , SCE-3, SCE-5, DES-1 & DES-4. LCP FINDINGS 23.90.080 (a), (d) & (h)

If necessary, use additional pages.

2023 DEC 27 PM 5:00

Fees

Discretionary Fees[2]		$
Appeal Fee = 25% of discretionary fees		$
Cost of publication of legal notice[3]		$
Photocopies _____ copies @ 10¢ each		$
Postage[4] _____ stamps @ 45¢ each		$
Other		$
Total Appeal Fee		

Anthony A. Ciani
Appellant Signature

12/27/2023
Date

[1] See Table 23.70.012-1 in the Pacific Grove Zoning Code, which identifies roles of review authorities as they relate to appeals.
[2] Whatever fee was collected by the city for the application for use permit, architectural approval, variance, etc., or combination of more than one fee if more than one decision is being appealed.
[3] Currently averaging $250-300.
[4] Typically the number of address labels for parcels (or portions thereof) found within a 300 ft radius of the subject parcel (350 ft radius for homes in the Asilomar Dunes area) is approximately 120. Mailing is sent to owners and occupants (including most individual apartments) of properties.

Rev. 11/7/12

CITY OF PACIFIC GROVE

Community Development Department – Planning Division

300 Forest Avenue, Pacific Grove, CA 93950

T :: 831.648.3190 • F :: 831.648.3184 • www.ci.pg.ca.us/cdd

Appeal Form

Appeal #: _____
Date: _____
Received By: _____
Total Fee: _____

Project Information

Project Address: 111 10th Street — APN: 006-218-001

■ On HRI/☐ Not on HRI

Application & No.: CDP 22-0264

Applicant Name: Claudio Ortiz Design Group — Phone #: 831-626-4146

Mailing Address: 26615 Carmel Center Place #102 Carmel CA 93923

Email Address: franshiscad@coding.com

Owner Name: Hermele-Collins — Phone #: unknown

Mailing Address: unknown

Email Address: unknown

Action[1]

☐ ARB: Architectural Review Board
☐ CDD: Planning Staff
☐ HRC:Historic Resources Committee
■ PC: Planning Commission
☐ NRC: Natural Resources Committee
☐ SPRC: Site Plan Review Committee
☐ ZA: Zoning Administrator

Date of Action: 12/14/23

Action Taken: Approval

Appeal Information

Appellant Name: Anne Rudolph c/o Dale Ellis, Lombardo and Associates — Phone #: 831-751-2300

Mailing Address: 144 West Gabilan

Email Address: dale@alombardolaw.com

Appeal Deadline: 5:00 p.m. on 12 /27 /2023

Grounds for Appeal: See attached letter.

If necessary, use additional pages.

RECEIVED
CITY MANAGER'S OFFICE
2023 DEC 28 A 9:43
CITY OF PACIFIC GROVE

Fees

Discretionary Fees[2] COASTAL PERMIT, NOT SUBJECT TO FEES	$
Appeal Fee = 25% of discretionary fees	$
Cost of publication of legal notice[3]	$
Photocopies _____ copies @ 10¢ each	$
Postage[4] _____ stamps @ 45¢ each	$
Other	$
Total Appeal Fee	$

Appellant Signature

12/27/2023
Date

[1] See Table 23.70.012-1 in the Pacific Grove Zoning Code, which identifies roles of review authorities as they relate to appeals.
[2] Whatever fee was collected by the city for the application for use permit, architectural approval, variance, etc., or combination of more than one fee if more than one decision is being appealed.
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[4] Typically the number of address labels for parcels (or portions thereof) found within a 300 ft radius of the subject parcel (350 ft radius for homes in the Asilomar Dunes area) is approximately 120. Mailing is sent to owners and occupants (including most individual apartments) of properties.

Rev. 11/7/12

EXHIBIT B

TREE GUIDELINES DURING DEVELOPMENT

Information Bulletin No.29

CITY OF PACIFIC GROVE – COMMUNITY DEVELOPMENT DEPARTMENT
300 Forest Ave. Pacific Grove, CA 93950 (831) 648-3190 - Fax: (831) 648-3184www.ci.pg.ca.us

- During the Development process, a Tree Resource Assessment shall be performed by a Qualified Professional and be designated the Project Arborist for the duration of the project. All costs associated with the Project Arborist shall be borne by the applicant.
- The Development shall preserve the maximum number of Suitable individual Trees that exist on the site pre-development in accordance with the desired canopy and identify any Designated Trees that would be Removed as a result of Development. Designated trees shall be replaced.
- Construction Impact Analysis – requires evaluation of construction impacts, recommending alternative construction methods and preconstruction treatments.
- Critical Root Zone specifications, including a protection-fencing plan, and mitigation requirements which become Conditions of project Approval and delineated on construction drawings for the Building Permit.

Tree Protection Standards during Construction

- All development projects shall adhere to the most current version of the "American National Standards Institute A-300 (Part 5) Management of Trees and Shrubs During Site Planning, Site Development and Construction".
- To avoid beetle infestation, the lower six feet of Monterey pine trees scheduled for preservation shall be sprayed with an appropriate pesticide as recommended by a licensed pest control adviser.
- All improvement plans for the project shall include accurate trunk locations, Critical Root Zones (CRZ), and Canopy Extents of all trees, or groups of trees, to be preserved within the development area. Tree Protection measures, fencing locations and Special Treatment Areas are to be clearly defined on approved architectural/site plans to be used in the field and to be on file with the Community Development Department.
- The Project Arborist shall verify, in writing with photo verification, that all preconstruction conditions have been met (tree fencing, erosion control, pruning, pre-construction treatments, etc.) and is in place. Written verification shall be submitted to, and approved by, the Building Division of the Community Development Department prior to any demolition, grading or building permit issuance.
- The demolition, grading, and underground contractors, construction superintendent, and other pertinent personnel are required to meet with the Project Arborist at the site prior to beginning work to review procedures, tree protection measures, and to establish haul routes, staging areas, contacts, watering requirements, etc.
- All tree protection measures recommended in the Tree Resource Evaluation/Construction Impact Analysis are to be clearly presented in the building plans.
- The City Arborist will inspect project specific Tree Protection measures as installed.

ANTHONY LOMBARDO & ASSOCIATES
A PROFESSIONAL CORPORATION

ANTHONY L. LOMBARDO
KELLY MCCARTHY SUTHERLAND
JOSEPH M. FENECH
CODY J. PHILLIPS

144 W. GABILAN STREET
SALINAS, CA 93901
(831) 751-2330
FAX (831) 751-2331

2023 DEC 27 P 2:05

December 27, 2023

Our File No: 4865.000

Bill Peake, Mayor
Pacific Grove City Council
300 Forest Avenue
Pacific Grove, CA

RE: APPEAL of the Planning Commission's decision approving CDP 22-0264/111 10th Avenue

Dear Mayor Peake and Members of the City Council:

We represent Anne and Dan Rudolph, the owners of the home at 114 9th Street and Tyler and Alex Ridgley, the owners of the home at 110 9th Street. Their homes adjoin the project site. The Rudolphs and Ridgley have expressed their opposition to this project to the staff, the City's Historic Resources Committee (HRC) and the Planning Commission in person and in writing. The Rudolph's letters are attached (Exhibit A).

The appeal is based on the following points:

NEIGHBORHOOD AND VISUAL IMPACTS

The project will overwhelm the immediate neighborhood. While there are a mix of larger homes in the area, the immediately neighboring properties will all be impacted by the inappropriate mass of this proposed project and potential loss of a major cypress tree. The HRC referred to the massing of the additions as "overwhelming." Immediate homes will be deprived of light, air and most importantly, privacy.

The Coastal Act recognizes the value of scenic qualities as a major coastal resource.[1] The City's Local Coastal Program recognizes that scenic qualities and importance may go beyond mapped boundaries and specifically states "Figure 4, Scenic Areas, shows the areas designated by the City as having special scenic significance; however, *it is also the policy of the City to consider and protect the visual quality of all scenic areas that are part of the public viewshed, whether designated or not, as a resource of public importance*."

[1] "Permitted development shall be sited and designed to protect views to and along the ocean and scenic coastal areas, to minimize the alteration of natural land forms, to be visually compatible with the character of surrounding areas, and, where feasible, to restore and enhance visual quality in visually degraded areas. New development in highly scenic areas such as those designated in the California Coastline Preservation and Recreation Plan prepared by the Department of Parks and Recreation and by local government shall be subordinate to the character of its setting. (PRC 30251)"

The property is in clear view from Berwick Park and Ocean View, both major viewpoints to the travelling public and residents. The added mass of the project and potential loss of major portions of, or all of, the cypress tree will substantially alter the views from neighboring properties, the streets and Berwick Park.

The applicant submitted massing studies to show the impact from the street. They did not submit similar information to show the impact on the neighboring property owners.

THE APPLICATION HAS NOT MET THE CITY'S TREE PROTECTION REQUIREMENTS EXPRESSED IN BULLETIN 29 (EXHIBIT B)

Condition 12 of the Planning Commission's approval states "Development shall follow all provisions and standards outlined in the City of Pacific Grove Information Bulletin No. 29: Tree Guidelines During Development." However, the application failed to include the basic requirement of Bulletin 29 that there be an arborist's report included with the application to assess the potential impact of the project on the major cypress tree on site. The canopy of the tree is not shown. The critical root zone is not identified. Without that information, an informed decision cannot be made as to the impact of this project on the cypress tree.

The plans submitted by the applicant show the significant size of the base of the cypress tree, but do not show the canopy or root zone. The cypress tree in question is a major feature of this property and the neighborhood (see Exhibits C and D). Deferring the arborist's report does not allow the staff, community, decision-making bodies and possibly even the applicant and the designer to fully understand the potential adverse impact of this project on the cypress tree. That should be fully studied and known before any project is approved.

CEQA GUIDELINES CLASS 1 OR CLASS 31 EXEMPTIONS DO NOT APPLY

The project before the Planning Commission is nearly a full remodel of and a major addition to the existing historically significant home. The staff report cites CEQA Guidelines Class 1 and Class 31 exemptions. Neither are applicable to this application.

Class 1: Class 1 Exemptions only apply to "the operation, *repair, maintenance*, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, *involving negligible or no expansion of existing or former use*."

There is no basis upon which to consider this project to be a "minor alteration…involving negligible or no expansion of existing or former use." A Class 1 Exemption is inapplicable and inappropriate for this project.

Class 31 Class 31 Exemptions apply only to "*maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction* of historical resources in a manner *consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties* with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (1995), Weeks and Grimmer."

This project is not a "maintenance, repair … or reconstruction project." A Class 31 Exemption is inapplicable and inappropriate for this project. The assertion by the applicant that the remodel and addition would meet the Secretary of the Interior Standards does not nullify the fact that Class 31 exemptions are limited to "maintenance, repair … or reconstruction" of an historic resource.

This project was before the HRC twice. At the first meeting on August 25, 2023, the HRC expressed specific concerns including but not limited to their opinion that the project did not meet the Secretary of the Interior's Standards for additions to a historically significant structure. The application was continued to September 27, 2023. After public comment, presentation from the applicant and a substantial discussion by the HRC, *the HRC unanimously found the revised plans did not adequately address their previously stated concerns, including not meeting the Secretary of the Interior's Standards, and rejected the project.*

THERE HAS BEEN INADEQUATE ENVIRONMENTAL REVIEW OF THE PROJECT AS REQUIRED BY THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

CEQA Guidelines Section 15064.5 (b) (1) provides that a "Substantial adverse change in the significance of an historical resource means physical demolition, destruction, relocation, or *alteration of the resource or its immediate surroundings such that the significance of an historical resource would be materially impaired.* CEQA Guidelines Section 15064.5 (b)(3) provides that "Generally, *a project that follows the Secretary of the Interior's Standards for the Treatment of Historic Properties* with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings or the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (1995), Weeks and Grimmer, *shall be considered as mitigated to a level of less than a significant impact on the historical resource*."

The HRC, the City's appointed body to evaluate such issues, concluded the project would not meet the Secretary's standards, which means the project would have a negative impact on the historic resource and a significant effect on the environment.[2] Where there is a significant effect on the environment either the project must be revised to eliminate or mitigate the significant effect or an environmental impact report (EIR) must be prepared.

[2] Pursuant to CEQA Guidelines Section 15064.5 (b) "A project with an effect that may cause a substantial adverse change in the significance of an historical resource is a project that may have a significant effect on the environment."

As importantly, the City's HRC has made a fair argument, despite the applicant's reports to the contrary, that the project fails to meet the Secretary of the Interior's standards. The Guidelines are clear that where a fair argument has been raised, an EIR must be prepared.

PRECEDENT OF PREVIOUS DECISIONS

The applicant has gone to great length to provide evidence of decisions made by the City on other projects and argues that a precedent has been set which requires then that this project be approved. That is not the case. Relying on a list of previous approvals provided by the applicant is of little value unless there is also list of previous denials to balance the information.

Previous decisions made by previous bodies at different times do not establish precedent. The Planning Commission, and similar boards, commissions or councils, in their role as independent decision makers, make their judgements based on the specific facts of the particular application. And, of course, appropriate findings with supporting evidence should be adopted to support any decision.

CONCLUSION

The project will have a negative impact on the immediate neighbors, neighborhood and public views. The project's potential impacts on a major cypress are unknown given the application fails to include a forester's report as required by the City's regulations. The categorical exemptions relied upon by the staff do not apply. There are adverse impacts to a significant historic resource which necessitate that either the project be changed to meet the Secretary of the Interior's standard or an environmental impact report be prepared.

Based on the foregoing, we respectfully request that the Planning Commission deny this application outright, consistent with the findings and recommendation of the City's HRC. Alternatively, the Planning Commission could table this application until such time as an adequate environmental review is completed.

Sincerely,

Dale Ellis
Director of Planning and Permit Services
Enclosures

cc: Clients

EXHIBIT A

Mr. Steven Lilley, Chair
Planning Commission
City of Pacific Grove
300 Forest Avenue
Pacific Grove, CA 93950
November 7, 2023
Sent via email to ***planningcommission@cityofpacificgrove.org***

Re: AP 22-0264/111 10th Street

Dear Chair Lilley and Members of the Planning Commission:

Our home at 114 9th Street is a contiguous neighbor to 111 10th Street. We have been active respondents to the proposed project when it was brought before the Pacific Grove Historic Resources Committee in August and September,2023.

I emailed Aaron Campbell, the Planner who oversees this project, on October 6, October 13, and October 23rd, requesting information on what would be next steps for this project after the HRC denied the project for the second time on September 27th. I received no response until November 2, when Aaron (who wrote "Sorry for the delayed response") informed us that the project would be on the November 9th Planning Commission agenda.

We are extremely disappointed and upset about this. We, and our neighbors at 110 9th Street, have not received a postcard notice. We only found out about the Planning Commission meeting because I received the email response from Aaron on November 2. We are not able to attend the November 9th meeting in person. Further, we are not able to speak via Zoom under the new City prohibition on public remarks from Zoom participants in City meetings.

At the September HRC meeting, the project's architect commented that he didn't see "the impact there that she was talking about. There are no shadows or privacy issues. I don't see legitimate concerns from that neighbor." We have serious concerns and the only changes made were to lower the roof line by 6", change a small window (the concern of a 10th Street neighbor), and to add that there will be eaves from the garage that are 9" from our property line.

The architect and owner have made no effort to address concerns of the 9th Street neighbors. Tyler and Alex Ridgley (110 9th Street) purchased their home and spent years putting it back together to such an extent that they were able to apply for their historic plaque and be adopted into the Historic Register. The proposed additions would dwarf their home. They will be out of the country on November 9 and will not be able to speak on the Zoom platform.

We have attached the two letters we wrote to the HRC. Photos of the views from our home are included. Our concerns remain the same.

There are reasons why the HRC unanimously denied this project two times. We respectfully request that the Planning Commission deny this project outright or continue this item on the November 9th agenda to a date in the future when proper notice can be given so that interested parties can attend the meeting in person and be allowed to speak.

Sincerely,

Anne and Dan Rudolph
114 9th Street
Pacific Grove, CA 93950
annerussellrudolph@gmail.com

Attachments: letters to Pacific Grove Historic Resources Committee
September 23, 2023, August 18, 2023

September 23, 2023

To: Historic Resources Committee

Re: 111 10th Street, Pacific Grove

From: Anne and Dan Rudolph, 114 9th Street (adjacent rear neighbors)

Dear Committee Members,

We have reviewed the latest version of plans submitted for the major remodel and expansion of our adjacent rear neighbor's home. We have also attached our letter of August 18, 2023, as we continue to have the same concerns today that we did last month, in addition to those noted below.

1. We reviewed the updated plans and were more surprised than ever about the scope of this project:

-The Mass Study – 3D Perspectives, provided on page 11, are more shocking than the one-dimensional renderings on the previous plans. Perspectives 1,2,3, and 4 do not blend in with the surroundings.

- The images in Mass Study – Field Analysis (page 12), show that the new version of the additions remains overly large and overwhelming to the original home and the surrounding homes. The only view we see where the additions are possibly subordinate to the existing structure is the straight-on view from directly across on 10th Street.

-The narrative on page 12 that accompanies these images states "the addition offers a subtle impact on a historically significant property." This remodel and addition are not subtle for the historical structure or the contiguous neighbors.

2. Last month's HRC meeting and findings:

-Tyler Ridgely (110 9th Street), Ken Souza (118 9th Street), and Dan and I (114 9th Street) all either appeared at last month's HRC Meeting or wrote letters regarding the mass of this proposed structure. We are all immediate neighbors east of the project.

-At last month's hearing, the HRC found that "the massing of the proposed additions appear overwhelming and did not blend well with neighborhood conditions." We agree.

3. We are most concerned about what <u>wasn't</u> included in the revised plans submitted for the September 27, 2023, HRC meeting:

-This month's write up from Aaron Campbell states that the Applicant has "Provide(d) a Mass Study with 3D Perspectives and a Mass Study Field Analysis."

-However, the east side of the project is not included in The Mass Study-3D Perspectives, or Mass Study – Field Analysis, and there are no images provided.

-Why was our side of the project omitted from the Studies? There are no images for us to consider and no mention of east side neighbors.

-The story poles have not been changed to reflect this version of the plans.

3. We request that the HRC require Mass Study-3D Perspectives and Mass-Study Field Analysis images of the proposed addition from the East side. We also request the placement of new story poles.

Thank you for your consideration. We would be happy to discuss this further, so please feel free to contact us.

Thank you very much,

Dan and Anne Rudolph
114 10th Street
Pacific Grove, CA 93950
annerussellrudolph@gmail.com

August 18, 2023

To: Historic Resources Committee

Re: 111 10th Street, Pacific Grove

From: Anne and Dan Rudolph, 114 9th Street (adjacent rear neighbors)

Dear Committee Members,

We recently purchased 114 9th Street after looking for the past 4 years for a small home in the neighborhood. Our home is a single story with an 845 square feet house and a 400 square foot garage. We appreciate that our home fits in nicely in the neighborhood. We are the adjacent rear neighbors to 111 10th Street.

Our family has been in Pacific Grove for four generations, and we are the original owners of Russell Service Center on Sunset Drive.

We are writing to you regarding the proposed major remodel and expansion of 111 10th Street. We are deeply worried by the extent of and height of the proposed changes.

The proposed plans for 111 10th Street are concerning to us for the following reasons:

First, the house is on the Historic Resources Inventory. The proposed changes will forever change the quaint feeling of the house as it is today, and it will lose its historical significance.

Second, the changes will also create a structure that negatively impacts several adjacent neighbors. Our home and that of our neighbor on 9th Street that are both single stories will be shaded and dwarfed by the proposed addition, and it will block views from other neighbors on 9th and 10th Street.

Third, there is an existing ADU that is being absorbed into the main house, creating a 4-bedroom, 3 bath house with NO ADU. We don't understand why the notice that went out from the City states "The proposed new additions will include an ADU." This is not true. Please see the Project Data box on the Cover Sheet: "Existing ADU 412.0 square feet. Proposed ADU 0.0 square feet." The plans are clearly for a larger home with no ADU and are removing a viable rental from the area at a time when the City is actively encouraging ADUs.

Fourth, the existing ADU that is being consumed into the main home by the proposed additions will be used for a garage and will have a partial second story that looms over our small backyard and our 9th Street neighbor.

It should be noted that the Project Information key on the Cover Sheet of the plans lists:
Setbacks (Min. Allowed) Front 8 Ft, Side 20% (3'Min-10'Max)
Rear 5FT 1 Story, 8FT 2 Story

The current ADU is a legal non-conforming use and has a set back from our property (as well as the property of our neighbors on 9th Street and 10th Street) of only 1'9". The proposed plans rely on the walls of the current ADU for the new garage on the ground floor as well as the additional structure being proposed to go on top of it. Side and rear setbacks are only 1'9", not the 3'minimum side setback or 8' setback for a 2-story home listed on the Cover Sheet.

The story poles indicate a hulking and towering addition that extends over the new garage and is very close to our property. The new addition will block sunlight and cast shadows onto our property. The upstairs window placements will be an invasion of any privacy we have now.

We are sending you our thoughts in advance of your August 23rd meeting as we will be on an airplane at the time of the meeting and are very sorry that we will be unable to attend. We have enclosed a photo taken from our backyard. We would be happy to speak with anyone from the Committee and will be actively involved as this proposal moves through the City's development process.

Thanks very much for your time,

Dan and Anne Rudolph
114 9th Street
Pacific Grove, CA 93950
annerussellrudolph@gmail.com



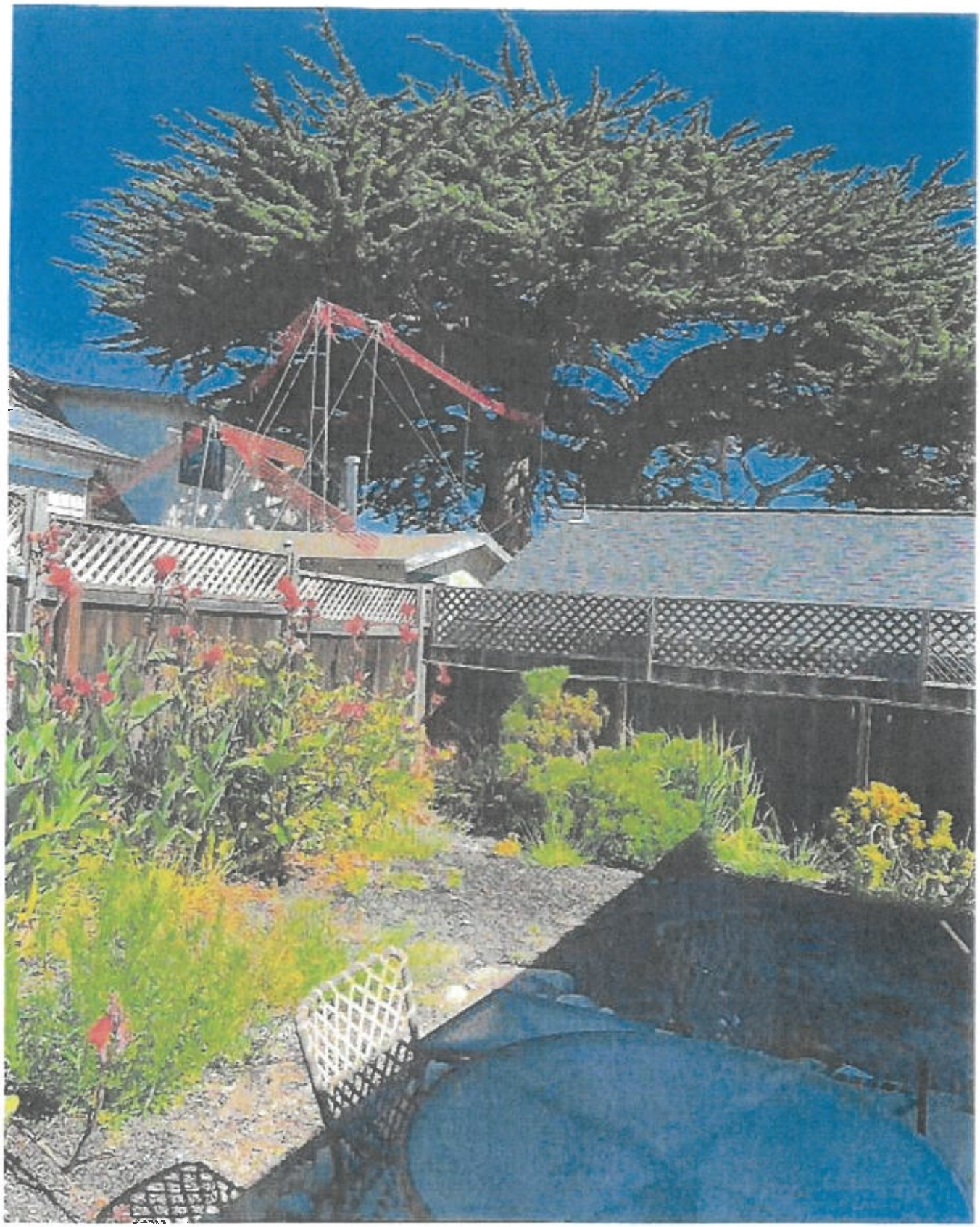


EXHIBIT B

TREE GUIDELINES DURING DEVELOPMENT

Information Bulletin No. 29

- During the Development process, a Tree Resource Assessment shall be performed by a Qualified Professional and be designated the Project Arborist for the duration of the project. All costs associated with the Project Arborist shall be borne by the applicant.
- The Development shall preserve the maximum number of Suitable individual Trees that exist on the site pre-development in accordance with the desired canopy and identify any Designated Trees that would be Removed as a result of Development. Designated trees shall be replaced.
- Construction Impact Analysis – requires evaluation of construction impacts, recommending alternative construction methods and preconstruction treatments.
- Critical Root Zone specifications, including a protection-fencing plan, and mitigation requirements which become Conditions of project Approval and delineated on construction drawings for the Building Permit.

Tree Protection Standards during Construction

- All development projects shall adhere to the most current version of the "American National Standards Institute A-300 (Part 5) Management of Trees and Shrubs During Site Planning, Site Development and Construction".
- To avoid beetle infestation, the lower six feet of Monterey pine trees scheduled for preservation shall be sprayed with an appropriate pesticide as recommended by a licensed pest control adviser.
- All improvement plans for the project shall include accurate trunk locations, Critical Root Zones (CRZ), and Canopy Extents of all trees, or groups of trees, to be preserved within the development area. Tree Protection measures, fencing locations and Special Treatment Areas are to be clearly defined on approved architectural/site plans to be used in the field and to be on file with the Community Development Department.
- The Project Arborist shall verify, in writing with photo verification, that all preconstruction conditions have been met (tree fencing, erosion control, pruning, pre-construction treatments, etc.) and is in place. Written verification shall be submitted to, and approved by, the Building Division of the Community Development Department prior to any demolition, grading or building permit issuance.
- The demolition, grading, and underground contractors, construction superintendent, and other pertinent personnel are required to meet with the Project Arborist at the site prior to beginning work to review procedures, tree protection measures, and to establish haul routes, staging areas, contacts, watering requirements, etc.
- All tree protection measures recommended in the Tree Resource Evaluation/Construction Impact Analysis are to be clearly presented in the building plans.
- The City Arborist will inspect project specific Tree Protection measures as installed.

CITY OF PACIFIC GROVE – COMMUNITY DEVELOPMENT DEPARTMENT
300 Forest Ave. Pacific Grove, CA 93950 (831) 648-3190 - Fax: (831) 648-3184 www.ci.pg.ca.us

EXHIBIT C



EXHIBIT D



CITY OF PACIFIC GROVE
COASTAL DEVELOPMENT PERMIT
APPLICATION & SUBMITTAL CHECKLIST

Instructions

Please submit a complete application packet including this form with all of the items checked below. If one or more of the items is not applicable to your project, please mark with "not applicable" or "n/a". All exhibits must be clear, legible, and to scale where appropriate.

Incomplete applications will not be accepted for filing.

Checklist

This checklist is provided for the convenience of applicants in gathering necessary application materials. Additional material may be required prior to issuance of a Coastal Development Permit (CDP). For example, preliminary title reports, land surveys, biological/archaeological/botanical reports, restoration plans, and other reports or plans may be required based on the scope of the project.

- ☒ A completed standard City of Pacific Grove Community Development **Planning Permit Application** including the **Indemnification Form** signed by the applicant and property owner
- ☐ The **Plan Set** shall include: a **Site Plan** meeting the requirements of the **Submittal Checklist Form**; **Architectural Elevations** of all sides of the structure and including accessory buildings; (1) oblique street-view architectural rendering if the site is flat or a minimum of (2) views if the site is located in the Asilomar Dunes Residential Area (ADRA), including at least (1) view from Sunset Dr.; and a completed **Project Data Sheet**. *Note that the installation of story poles and netting will be required during the public notice period*.
- ☐ One (1) full-size (24" x 36") scaled plan set, two (2) 11" x 17" scaled sets, and a digital set of plans (thumb drive, disc, or email). Please include digital versions of ALL of the application materials as part of your **Electronic Submittal**. Include a **Vicinity Map** on the site plan. Additional copies may be needed for hearings.
- ☐ Required **Technical Reports** (biological/archaeological/botanical reports, geotechnical reports, grading plan, etc.)
- ☐ **Filing Fee**
- ☐ **Project Description:** (Describe the project in detail including secondary improvements such as grading, removal or alteration of septic tanks, roads, driveways, tree removal and/or pruning, accessory buildings, fences, etc. Attach additional pages as necessary)

Remodel an existing two story single family dwelling, modify existing detached ADU, connecting to main structure & add second level to ADU. Project includes exterior & interior modifications as shown on the plans & converting portion of existing ADU to garage. Project will consist of changes to the rear ADU & main dwelling. New wood-clad windows & exterior doors to match existing.

• No excavation or tree removal.

☐ **Project Location:** 111 10th St. Pacific Grove **Assessor Parcel No:** 006-218-001
(street address)

☐ **Present Use** of the property:

Are there existing buildings? ☒ Yes ☐ No If yes, please describe: _____

Existing main house (1,117 sq-ft) & Detach ADU (398 Sq-ft)

☐ Will any existing buildings be **removed** or **demolished**? ☐ Yes ☒ No If yes, please describe:

ADU to be incorporated into main structure

☐ Is the proposed development governed by a **Development Agreement**? ☐ Yes ☒ No

☐ Has any application for development on this site been made in the past to the CA Coastal Commission or the CA Coastal Zone Conservation Commission? ☐ Yes ☒ No

If yes, please list application #s: _____

☐ **Coastal Access:** Is the proposed development within the first public road and the sea or Monterey Bay? ☐ Yes ☒ No If yes, is there currently public access to the shoreline on or near the site? Please describe:

☐ **Waters:** Does the project involve diking, filling, draining, dredging or placing structures in open coastal or Monterey Bay waters, wetlands, or estuaries? ☐ Yes ☒ No

If yes, state the amount of fill in cubic yards (cy) _____. What is the location of the fill receiving site? _____

Is an **Army Corps** (USACE) permit required? ☐ Yes ☒ No

☐ Will the project effect **Public Access** to and along the shoreline, either directly or indirectly (i.e., removing parking used for access to the beach)? ☐ Yes ☒ No

If yes, describe the impact: _____

☐ Please check the following **Utilities** that will need to be extended to the proposed development:

☐ Water ☐ Sewer ☐ Electrical ☐ Natural Gas ☐ Telephone

existing utilities on site

☐ Is the proposed development in or near the **Asilomar Dunes Residential Area** (ADRA)? ☐ Yes ☒ No If yes, additional technical reports will be required.

☐ Is the development within an **Environmentally Sensitive Habitat Area** (ESHA) including areas with state or federally listed **rare, threatened, or endangered species**, or candidate species?

☐ Yes ☒ No If yes, additional technical reports will be required.

☐ If the development is proposed to: a) alter a spring or stream in any way; or b) effect an existing well (either onsite or offsite), contact the Planning Department for additional requirements. (NOT APPLICABLE)

☐ Will the proposed development be **visible from Sunset Drive** or other mapped **scenic resource areas**? ☐ Yes ☒ No

☐ Include any **Tree Removal** or **Pruning** required (a separate permit may be required). Note the number, size, species of tree (s), and whether heavy equipment will be necessary for tree project (refer to the Tree Permit requirements on City's Public Works website) (NO TREE REMOVAL)

☐ Is the development in or near a park or other recreation area? ☐ Yes ☒ No

☐ Is this a City **Public Works** project or a project being undertaken by another public agency? ☐ Yes ☒ No If yes, please contact the Planning Division for additional requirements relating to grading, dredging, fill, use of heavy equipment, additional non-City permit requirements, etc.

☐ Will the development extend onto or adjoin any beach, tidelands, submerged lands, or public trust lands? ☐ Yes ☒ No If yes, please consult with Planning staff for additional requirements.

☐ If the site contains any of the following resources, attach an explanation:
- ☒ Buildings on the City's Historic Resources Inventory (HRI) or more than 50 years old;
- ☒ Archaeological resources; and/or
- ☐ Paleontological resources

☐ Does the project include the development of new **Lodging** or the alteration of existing **Low-Cost Visitor Accommodations and/or Recreation Facilities**? ☐ Yes ☒ No If yes, describe how the project complies with the requirements of PGMC Sec. 23.90.220 _____
_____

☐ Will the development provide public or private recreational opportunities?
☐ Yes ☒ No

☐ Is any Grading proposed? ☐ Yes ☒ No If yes, complete the following table:

a) Amount of cut: ___ cubic yards (cy) b) Amount of fill: ___ cy c) Amount of **import** or **export**: ___ cy (circle which one) N/A	d) Max. height of cut slope: ___ ft. e) Max. Height of fill slope: ___ ft. f) Location of borrow or disposal: ___ ft. N/A

Note: grading, stormwater, and erosion control plans must be attached when applicable

☐ If the project is multi-family residential, indicate:

Number of Units N/A			***Total # of bedrooms per unit (existing and proposed)***	***Type of ownership proposed***
Existing # of Units	Proposed # of Units	Net # of units upon completion	N/A	☐ Rental ☐ Condo ☐ Stock Coop ☐ Timeshare ☐ Other
N/A	N/A	N/A		

☐ Estimated cost of the proposed development (not including the cost of land) $_____

☐ Parking and Utilities

Number of parking spaces required		
Existing spaces	Proposed new spaces	Net # of spaces on completion of project
1	1	1

☐ Project Height: (Max. height of structure as defined in the IP: *the vertical distance measured between the legally established existing grade and the top-most portion of development above existing grade, unless otherwise specified*)

a. Above existing (natural) grade _____ ft.
b. Above finished grade _____ ft.
c. As measured from centerline of frontage road _____ ft.

☐ Total # of floors in structure, including subterranean floors, lofts, and mezzanines 2 stories

☐ Gross Floor Area (GFA) in sq. ft. (includes garages and accessory buildings) 2147 (proposed) sq. ft.

☐ Lot Area 3508 sq. ft.

☐ If the project includes **Subdivision** or a **Lot Line Adjustment**, indicate:

Number of Lots			***Size of lots to be created (indicate gross <u>and</u> net lots size)***	
Existing # of Lots	Proposed # of Lots	Net # of lots upon completion	Existing	Proposed
N/A	N/A	N/A	N/A	N/A

☐ If the project is a **Lot Line Adjustment** or a request for **Certificates of Subdivision Compliance**, please provide the following:

1. "Creation documents" for all affected properties. These documents would include grant deeds or certain maps recorded prior to the effective date of the Coastal Act (Jan. 1, 1976) that include a legal description describing the property as it exists today;
2. A prelim. title report less than six (6) months old; and
3. Current grant deeds for each affected property.

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CITY OF PACIFIC GROVE

Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
Tel: 831.648.3190 • Fax: 831.648.3184 • www.cityofpacificgrove.org

Permit Application

Application # _____
Date: _____
Total Fees: _____

APPLICANT/OWNER:

Project Address: 111 10th Street Pacific Grove CA 93950 **APN:** 006-218-001-000

Project Description: REMODEL AN EXISTING TWO STORY SINGLE FAMILY DWELLING. MODIFY EXISTING DETACHED ADU AND CONNECTING PORTION OF ADU TO MAIN STRUCTURE AND EXTENDING SECOND STORY ABOVE THE CONVERTED ADU UNIT. PROJECT INCLUDES INTERIOR AND EXTERIOR MODIFICATIONS AS SHOWN ON THE PLANS CONVERTING A PORTION OF THE EXISTING ADU INTO A GARAGE. ADD NEW WOOD-CLAD WINDOWS AND EXTERIOR DOORS TO MATCH EXISTING. NO EXCAVATION OR TREE REMOVAL.

Will the project create, add, or replace impervious surface? ☒ Yes ☐ No

Will the project impact any tree(s) on site? ☐ Yes ☒ No

Applicant

Name: CLAUDIO ORTIZ DESIGN GROUP INC.
Phone: 831-626-4146
Email: FRANSHISCAD@CODGINC.COM
Mailing Address: 26615 CARMEL CENTER PLACE #102
CARMEL CA 93923

Owner

Name: LYNNE HERMLE & CRAIG COLLINS
Phone: (415) 987-5640
Email: CRAIGJOSEPHCOLLINS@GMAIL.COM
Mailing Address: 155 SAN RAFAEL WAY
SAN FRANCISCO CA 94127

PLANNING STAFF USE ONLY:

Permit Request:

☐ CRD: Counter Determination	☐ SP: Sign Permit	☐ IHS: Initial Historic Screening	☐ VAR: Variance
☒ AP: Architectural Permit	☐ UP: Use Permit	☐ HPP: Historic Preservation	☐ MMP: Mitigation Monitoring
☐ AAP: Administrative AP	☐ AUP: Administrative UP	☐ A: Appeal	☐ Water Entitlement
☐ ADC: Arch Design Change	☒ CDP: Coastal Dev. Permit	☐ TPD: Tree Permit W/ Dev't	☐ Other: _____
☐ ASP: Admin Sign Permit	☐ LLA: Lot Line Adjustment	☐ CDP Waiver/Admin. CDP	☐ Other: _____

CEQA Determination:
☐ Exempt
☐ Initial Study & Mitigated Negative Declaration
☐ Environmental Impact Report

Review Authority:
☐ Staff ☐ HRC
☐ ZA ☐ PC
☐ SPRC ☐ CC
☐ ARB ☐ _____

Active Permits:
☐ Active Planning Permit
☐ Active Building Permit
☐ Active Code Violation
Permit #: _____

Overlay Zones:
☐ Butterfly Zone
☐ Area of Special Biological Significance (ASBS)
☐

Property Information

Lot: _____ Block: _____ Tract: _____
ZC: _____ GP: _____ Lot Size: _____

☐ Historic Resources Inventory ☐ Archaeologically Sensitive Area ☐ CDP Appeal Jurisdiction

Staff Use Only:

Received by: _____
Assigned to: _____

DocuSign Envelope ID: D5C25510-ABC8-4411-87F0-8109C25F050A

Application # _____

INDEMNIFICATION CONDITION

In consideration for City review and approval of application in this matter, the Owner/Applicant shall indemnify, defend, protect and hold harmless the City, its elected and appointed officials, officers, agents, and employees (collectively "Indemnitees"), using counsel approved in writing by the City, from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorneys' fees and disbursements which may accrue against Indemnitees by reason of the City's processing, approval or denial of the request and application in this matter. Indemnification shall include, but shall not be limited to any action, or proceeding brought to attack, set aside, void, annul, limit, or inhibit the approval of the application referenced above, and shall expressly include causes of action under the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), or the CA Coastal Act.

The obligation to indemnify shall include, but not be limited to, all costs relating to preparing administrative records, investigations, responses to discovery, retention of experts, and other costs, including attorney's fees or obligations related to this matter, including actions brought by the Owner/Applicant and extend to any expense incurred in establishing the City's right to indemnification. City expenses shall be paid by Owner/Applicant upon City request notwithstanding final disposition of the matter has not yet occurred. If the City is later determined to not be entitled to indemnification, the City shall repay amounts so advanced.

This indemnification condition is the Owner/Applicant's inducement to the City to process and approve the application, which approval would otherwise be withheld by City due to its concern for liability or expense that may result from performance of the City's duties. Should any dispute arise regarding interpretation of this condition, the prevailing party shall recover all reasonable costs incurred, including court costs, attorney fees and related expenses. Recovery of expenses shall be as additional costs awarded to the prevailing party and shall not require initiation of a separate legal proceeding.

This indemnification condition shall not require the Owner/Applicant to indemnify the City or other Indemnities: (a) to the extent that an obligation is actually paid by an insurer pursuant to an insurance policy; (b) in connection with any remuneration paid to the City, if it shall be finally adjudged that such remuneration was in violation of law; or (c) on account of the City's misconduct if such misconduct shall be finally adjudged to have been knowingly fraudulent, deliberately dishonest or willful.

Any permit or other approval given by the City to the Owner/Applicant Guarantor shall be valid only so long as this indemnification condition is given full force and effect. If this indemnification condition is revoked, the permit or other approval of the City shall then become null and void.

Owner/Applicant represents it (and any subsidiary) is (a) duly formed and organized, (b) validly existing and in good standing under state law, and (c) has all necessary power to execute and deliver this document and perform its obligations. Owner/Applicant also represents it is authorized to enter into this agreement by all requisite partnership, corporate or other action, and its terms are a valid and legally binding obligation. Neither execution nor delivery of this document nor performance of its obligations will violate any law or provision of any agreement, articles of incorporation, by-laws or other organizational or governing documents relating to Owner/Applicant, nor conflict with any court order relating to Owner/Applicant.

Applicant Signature: H Ugalde for CODG INC. **Date:** 4/04/2022

DocuSigned by:
Craig Collins
17D3AF6F541C4AB...
4/6/2022

Owner Signature (Required): _____ **Date:**

DocuSigned by:
Lynne Hermle
6A243F5CB696484...
4/6/2022

DocuSign Envelope ID: D5C25510-ABC8-4411-87F0-8109C25F050A

CITY OF PACIFIC GROVE
Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
Tel: 831.648.3190 • Fax: 831.648.3184 • www.cityofpacificgrove.org

Application # _____

Planning Permit Fee Calculation

Permit	Select	Fee
Architectural Permit – Single Family	☒	$3,184
Administrative Architectural Permit	☐	$1,533
Architectural Design Change	☐	$1,533
Counter Review & Determination – no new square footage	☐	$221
Counter Review & Determination – new square footage	☐	$894
Initial Historic Screening	☐	$471
Sign Permit	☐	$2,339
Administrative Sign Permit	☐	$894
Use Permit and Amendments – Single Family	☐	$1,911
Major Administrative Use Permit	☐	$1,252
Minor Administrative Use Permit	☐	$1,235
Variance and Amendment	☐	$2,659
Coastal Development Permit (base fee for single-family <1,500 sf; see adopted fee schedule for additional permit fees)	☒	~~$2,244~~ $1,683
CDP Waiver/Admin. CDP	☐	$2,244
Historic Preservation Permit	☐	$1,811
Initial Study (ND/MND)	☐	$6,429
Tree Permit with Development	☐	$284
Appeal	☐	25% of base permit fee or $1,090 whichever is greater plus noticing costs
Other	☐	

Additional Fees

General Plan Update Fee	5% of Permit Fee	☒	$243.35
CEQA Exemption Fee	$290	☒	$290
Butterfly Buffer Zone	5% of Permit Fee	☐	
Area of Special Biological Significance	5% of Permit Fee	☒	$243.35
Noticing – Mailings	$0.55 *(# of Mailings)	☒	$5.50
Noticing – Herald Ad	$364	☐	
Stormwater Fee	Varies	☐	
County filing fee	Varies	☒	$56
File maintenance fee	Varies	☒	$56
Other	Varies	☐	
Other	Varies	☐	

Total Fees: $5,761.20

DocuSign

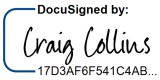
Certificate Of Completion

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Document Pages: 3
Signatures: 2
Certificate Pages: 2
Initials: 0
AutoNav: Enabled
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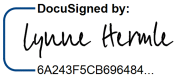
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26615 Carmel Center Place
#102
Carmel, CA 93923
franshiscad@codginc.com
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Craig Collins craigjosephcollins@gmail.com Security Level: Email, Account Authentication (None)	DocuSigned by:  17D3AF6F541C4AB... Signature Adoption: Pre-selected Style Signed by link sent to craigjosephcollins@gmail.com Using IP Address: 24.6.11.107	Sent: 4/6/2022 9:00:00 AM Viewed: 4/6/2022 12:10:32 PM Signed: 4/6/2022 12:11:17 PM

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Lynne Hermle lchermle@orrick.com Security Level: Email, Account Authentication (None)	DocuSigned by:  6A243F5CB696484... Signature Adoption: Pre-selected Style Signed by link sent to lchermle@orrick.com Using IP Address: 24.6.11.107	Sent: 4/6/2022 9:00:00 AM Viewed: 4/6/2022 9:32:13 AM Signed: 4/6/2022 9:32:38 AM

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In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Claudio Ortiz claudio@codginc.com Principal Security Level: Email, Account Authentication (None)	COPIED	Sent: 4/6/2022 9:00:00 AM

Electronic Record and Signature Disclosure:
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Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	4/6/2022 9:32:13 AM
Signing Complete	Security Checked	4/6/2022 9:32:38 AM
Completed	Security Checked	4/6/2022 12:11:17 PM

Payment Events	Status	Timestamps

Revised 8/16/23

PROJECT DATA SHEET

Project Address: 111 10th Street PG **Submittal Date:** 2/20/23

Applicant(s): Claudio Ortiz Design Group Inc. **Permit Type(s) & No(s):** AP22-0264

	REQUIRED/ Permitted	Existing Condition	Proposed Condition	Notes
Zone District	R-3-PGR	R-3-PGR	R-3-PGR	No change
Building Site Area (Lot Size) sq.ft.	3,600 sq.ft.	3,600 sq.ft.	3,600 sq.ft	No change.
Density (multi-family projects only)	Ø	Ø	Ø	
Building Coverage	1800.00	1,117.00	1,440.00	sq.ft.
Site Coverage Site Coverage + building coverage	2,160.00	544+1,117=1,657.00	620+1,440=2,060.00	sq.ft. Deck sq.ft did not get update on previous change/correct to deck on plans. Deck sq.ft corrected. see sheet A1.2
Gross Floor Area	2,400.00	1,556.00	2,096.00	
Square Footage not counted towards Gross Floor Area	Ø	Ø	Ø	Ø
Impervious Surface Area Created and/or Replaced		766.00	620.00	sq.ft.
Exterior Lateral Wall Length to be demolished in feet & % of total*	_____	323'-2"	115'-11" ft/35.9 %	115'-11" /35.9% Walls Removed.
Exterior Lateral Wall Length to be built	_____	_____	182'-6" /46.8%	182'-6"/46.8% Reconstructed/ New
Building Height	30 ft	21'-7"	22'-8"	
Number of stories	2Stories	2stories	2Stories	No change
Front Setback	8ft.	6'-6"	6'-6"	No change.
Street corner **Side Setback** (specify side)	20% of 60' (12ft)	8ft	8ft.	Wood deck. (4 ft is set back Allowed)
West **Side Setback** (specify side)	10% of 60' 6' feet	1'-5" ft	6ft	Exist ADU wall & Footings in setback to remain. Existing structure to be converted to main dwelling space with modification of some of the walls for new doors/windows.
Rear Setback	1-Story → 5 ft 2-Story → 8 ft.	1'-9" Ft	1-Story → 5ft 2-Story → 8 ft.	
Garage Door Setback	20' min setback	Ø	40'-3"	Garage door (40'-3" from 10th Street
Covered Parking Spaces		Ø	1	GARAGE ADDED (covered space)
Uncovered Parking Spaces		1	1	Uncovered parking space in Driveway.
Parking Space Size (Interior measurement)	9' x 20'	Ø	10'-4" x 17'-3"	
Number of Driveways	1	1	1	1 drive way.
Driveway Width(s) (40% of width 60')	24'	11'-10"	10'	
Back-up Distance		20'	40'-3"	Street to Garage.
Eave Projection (Into Setback)	3' maximum	Rear - 9" from property line	rear - 9" from property line	Existing ADU structure walls to remain in setback. Some walls to be modified for structural support & new windows/doors. Existing & New Eave to project into setback. Eave at rear of 9" from property line
Distances Between Eaves & Property Lines (Property Line = PL)	3' minimum	Rear - 0'-9" FROM PL South - 0'-11' FROM PL North - 15'-0" FROM PL West - 5'-6' FROM PL	Rear - 0'-9" FROM PL South - 0'-11' FROM PL North - 15'-0" FROM PL West - 5'-6' FROM PL	
Open Porch/Deck Projections				North Deck 4' in set back
Architectural Feature Projections	Ø	Ø	Ø	Ø
Number & Category of Accessory Buildings	1	1	Ø	ADU converted back to main dwelling space.
Accessory Building Setbacks	3'	1'-9"	Ø	see note above
Distance between Buildings		10'-3"	Ø	
Accessory Building Heights	16'	10'-3"	Ø	see note above.
Fence Heights		6'	6'	No change.

No change in structure setbacks.

**If project proposes demolition to an HRI structure, also indicate % of proposed demolition of the surface of all exterior walls facing a public street or streets, if applicable.*

[Rev. 01/14/14]

	Existing & Proposed.	Notes:
Distance Between Eaves & Property Lines (PL)	Rear - 0'-9" FROM PL South - 0'-11' FROM PL North - 15'-0" FROM PL West - 5'-6' From PL	Existing ADU structure walls to remain in setback. Some walls to be modified for structural support & new windows / doors. Existing & New Eave to project into setback. Eave at rear of 9" From property line

EXISTING EXTERIOR WALL DATA

EXISTING EXTERIOR WALLS	323'-2"	100%
EXTERIOR WALLS REMOVED/DEMO	115'-11"	-35.9%
EXISTING EXTERIOR WALLS TO REMAIN	207'-3"	64.1%

PROPOSED EXTERIOR WALL DATA

PROPOSED EXTERIOR WALLS	389'-9"	100%
EXISTING WALLS TO REMAIN	207'-3"	53.2%
PROPOSED NEW EXTERIOR WALLS	182'-6"	46.8%

RESOLUTION NO. 24-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE DENYING THE APPEAL OF COASTAL DEVELOPMENT PERMIT (CDP) 22-0264 AND APPROVING CDP 22-0264 FOR PROPERTY LOCATED AT 111 10th STREET TO ALLOW THE MAJOR REMODEL OF AN EXISTING TWO-STORY SINGLE-FAMILY DWELLING TO INCLUDE A 304 SQUARE FOOT FIRST FLOOR ADDITION CONNECTING THE EXISTING ACCESSORY STRUCTURE TO THE MAIN STRUCTURE, A NEW 276 SQUARE FOOT SECOND FLOOR REAR ADDITION TO THE REAR OF THE EXISTING STRUCTURE, A NEW 402 SQUARE FOOT DRIVEWAY, AND NEW 324 SQUARE FOOT WOODEN DECK.. THIS PROPERTY IS LISTED ON THE HISTORIC RESOURCES INVENTORY.

FACTS

1. The subject site is located at 111 10th Avenue, Pacific Grove, APN 006-218-001.
2. The subject site has a designation of Medium High Density Residential (10-20 du/ac) in the adopted and certified City of Pacific Grove Coastal Land Use Plan (LUP Figure 6).
3. The project site is located in the R-3-PGR zoning district.
4. The subject property is approximately 3,600 square feet in size.
5. The property is located within the City's Area of Special Biological Significance (ASBS), within an archaeologically sensitive area (LUP Figure 7), within the Coastal Zone, and listed on the City's Historic Resources Inventory (HRI).
6. Per PGMC § 23.90.140, Coastal Hazards, Community Development Department (CDD) staff reviewed LUP Figure 3 (Coastal Hazards and Areas of Potential Sea Level Rise), aerial and topographic imagery, plan set, and conducted a site visit on August 15, 2023, and determined the site and proposed development would not be subject to coastal hazards over its lifetime. In this case, submittal of a Coastal Hazards Report is not warranted.
7. Per PGMC § 23.90.150, Water Quality and Marine Resources, the City did not require a water quality assessment because the proposed new development is under 2,500 square feet of new coverage, and will fall within the City's Municipal Permit. As proposed, the project would include approximately 880 square feet of new and replaced impervious surface area.
8. Per PGMC § 23.90.160, Scenic Resources, CDD staff reviewed LUP Figure 4 (Scenic Areas), aerial and street view imagery, and conducted a site visit on August 15, 2023. This review determined the site and proposed development are not within a designated scenic view area or corridor and would not adversely impact public views.
9. Per PGMC § 23.90.170, Biological Resources, CDD staff reviewed LUP Figure 5, Land Habitat Sensitivity Map, aerial imagery, and conducted a site inspection on August 15, 2023. This review determined the proposed development would not have the potential to affect biological resources or environmentally sensitive habitat area (ESHA), and that the site is not within 100 feet of ESHA. LUP Figure 5 identifies the site as having a low habitat value, and the property is a previously developed site in a residentially zoned district surrounded by residential structures, 10th Street, and Pearl Street. The property is further separated from any sensitive habitat by a recreational trail, two city streets, and residential structures. As designed and conditioned, the project will not impact natural habitats or resources; therefore, in this case, submittal of an initial site assessment for biological resources is not required or warranted.

10. Per PGMC § 23.90.200, Cultural Resources, the application includes a Phase 1 Archaeological Study (Archives & Archaeology; March 28, 2022) prepared for the project site by a qualified archaeologist. The study concluded that the subject property contains no indication of precontact cultural sites, features, or artifacts. The project is conditioned to address inadvertent discovery of human remains or cultural artifacts.
11. Per Pacific Grove Municipal Code (PGMC) § 23.90.200, Cultural Resources, a Phase II Historical Assessment (Archives and Achaeology, August 14, 2022) prepared for the property by a qualified historian concluded the proposed development would be consistent with the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings.
12. The subject site is currently developed with a 1117 square foot one-story single-family dwelling and a 398 square foot detached accessory dwelling unit.
13. The proposed development would include the following: a) a new 304 square foot first floor addition connecting the existing accessory structure to the main residence b) a new 276 square foot second floor addition c) new 324 square foot composite deck and d) 403 square foot driveway (223 sq ft exempt).
14. This project has been determined to be Categorically Exempt per California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1, Existing Facilities, and Section 15331, Class 31, Historical Resource Restoration/Rehabilitation, and the exceptions to the exemptions in Section 15300.2 of the CEQA Guidelines do not apply.

FINDINGS

For a Coastal Development Permit per PGMC Section 23.90.080

1. *LCP Consistency. The project is consistent with the LCP. (Local Coastal Program)*

   The project meets the requirements of the LCP including, but not limited to, the applicable Coastal Resource Protection Standards (PGMC § 23.90.130) of the Implementation Plan (IP) and the Biological, Cultural, Scenic, and Community Design policies of the Land Use Plan (LUP). These standards and policies are addressed in the Facts above and in the following findings.

2. *Public Views. The project protects or enhances public views.*

   Per LUP Figure 4, Scenic Areas, the project site is not located within a designated Scenic View Area. As designed, the project would not impact public views and would be consistent with the height and massing of residences in the immediate vicinity of the project area.

3. *Habitat Protection. The project protects vegetation, natural habitats, and natural resources consistent with the LCP.*

   Per LUP Figure 5, Land Habitat Sensitivity Map, the project site is identified as having a low habitat value, and the property is a previously developed site in a residentially zoned district surrounded by residential structures, 10th Street, and Pearl Street. The project site is further separated from any sensitive habitat by a recreational trail, two city streets, and numerous residential structures. As designed and conditioned, the project will not impact natural habitats or resources and is consistent with the LCP, including PGMC § 23.90.170 regarding biological resources and/or environmentally sensitive habitat areas.

4. *Design Consistency. The design, location, size, and operating characteristics of the proposed development is consistent with applicable LCP design requirements, including design plans and area plans incorporated into the LCP.*

   The project conforms to all applicable LUP polices and IP community design standards (PGMC 23.90.180, Coastal Community Design).

5. *Coastal Access. The project protects or enhances public access to and along the coast.*

   As designed, the project will have no effect on coastal access to or along the coast.

6. *Visitor Serving. The project supports the LCP goal of providing for visitor-serving needs as appropriate, including providing low and no cost visitor and recreational facilities.*

   The project includes residential development and will have no visitor-serving features yet may qualify for a Short-Term Rental (STR) license given its location within the coastal zone. As of this date, there is no indication that the applicant intends to pursue an STR license.

7. *Appropriate Use. The project is consistent with the allowed LCP uses associated with the property.*

   Per LUP Figure 6, the subject property has a Coastal Zone Land Use Designation of Medium High Density Residential 10-20 du/ac (MHD 10-20). LUP Policy LUD-6 identifies main and accessory dwelling units as allowed uses in areas designated MHD 10-20. Therefore, the proposed use is consistent.

8. *Coastal Resources. The proposed development protects or enhances coastal resources, where applicable.*

   The 3,600 square foot project site is currently developed with a 1,117 square foot one-story single-family dwelling and a 398 square foot detached accessory dwelling unit. As proposed and designed, the project will not impact coastal resources. See also Facts 6 – 11 and supporting information.

In approving the permit, the following conditions of approval are imposed and deemed reasonable and necessary to ensure that the approval will comply with the findings cited above.

CONDITIONS OF APPROVAL

1. **Permit Expiration.** This permit shall expire and be null and void if a building permit has not been applied for within one (1) year from and after the date of approval. Application for extension of this approval mustbe made prior to the expiration date.
2. **Construction Compliance.** All construction must occur in general compliance with the proposal as set forth in the application, subject to any special conditions of approval herein. Any deviation from approvals must be reviewed and approved by staff and may require Historic Resources Committee approval.
3. **Terms and Conditions.** These terms and conditions shall run with the land and bind to all future owners and possessors of the subject property, unless amended. Amendments to this permit may be achieved only if an application is made and approved, pursuant to the Zoning Code.
4. **Public Works, Fire and Building.** Review and approval by the Public Works and Fire Departments, and Building Division, are required prior to issuance of a building permit.

Work taking place in the public right-of-way shall require an encroachment permit prior to issuance of the building permit.

5. **Conformance to Plans.** Development of the site shall conform to the approved plans for 111 10th Street dated July 17, 2023 (revised on September 12, 2023), on file with the Community Development Department and to the Building Code, with the exception of any subsequently approved changes.
6. **Lighting.** All exterior lighting must conform to LUP Policy DES-6.
7. **Building Plans.** All conditions of approval for the Planning permit(s) shall be printed on a full-size plan sheet and included with the construction plan set submitted to the Building Division.
8. **Stormwater Treatment Measure.** The stormwater treatment measures shall be maintained by the property owner in perpetuity and City of Pacific Grove staff shall be allowed access to inspect all stormwater treatment measures on an annual basis.
9. **Archaeology and Inadvertent Discovery.** When human remains or artifacts are exposed, the Health and Safety Code § 7050.5 requires that no further excavation or disturbance occurs in the area and that the county coroner is called so that the coroner can verify that the remains are not subject to medical jurisprudence. Within 24 hours of notification, the coroner calls the Native American Heritage Commission if the remains are known or thought to be Native American. The Native American Heritage Commission selects the Most Likely Descendant (MLD) from a rotating list of MLDs. The MLD has 24 hours to respond. All work will halt with a 50-yard radius until an osteologist can examine the remains, and a treatment plan for any said remains has been provided according to the MLD.
10. **Cultural and/or Archaeological Artifacts.** If such artifacts are unexpectedly discovered during ground disturbing activities, work shall be halted until the item(s) can be evaluated by a qualified professional archaeologist. If the find is determined to be significant, appropriate mitigation will be formulated, with the approval of the lead agency, and implemented prior to recommencement of work.
11. **Tribal/Archaeological Monitoring.** A qualified tribal monitor and archaeological monitor shall be present to observe all ground disturbing activities of the project and to investigate and report on any findings.
12. **Tree Protection.** Development shall follow all provisions and standards outlined in the City of Pacific Grove Information Bulletin No. 29: Tree Guidelines During Development.

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

1. The Council determines that each of the Facts and Findings set forth above is true and correct, and by this reference incorporates those Facts and Findings as an integral part of this Resolution.
2. The Council denies the appeal and affirms the determination of the Planning Commission to approve CDP 22-0264.

3. The Council finds the project categorically exempt per CEQA Guidelines, Section 15301, Class 1, Existing Facilities, and CEQA Guidelines Section 15331, Class 31, Historical Resource Restoration/Rehabilitation. The Council also finds that the exceptions to the exemptions in Section 15300.2 of the CEQA Guidelines do not apply.

4. The required Findings and Conditions of Approval are hereby approved and incorporated herein by reference.

5. The Council APPROVES this permit (Application No. 22-0264) to allow the major remodel of an existing two-story single-family dwelling to include a 304 square foot first floor addition connecting the existing accessory structure to the main structure, a new 276 square foot second floor rear addition to the rear of the existing structure, a new 402 square foot driveway, and new 324 square foot wooden deck.

6. This Resolution shall become effective immediately following passage and adoption thereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 17th day of January, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

_____

BILL PEAKE, Mayor

ATTEST:

_____

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

_____

BRIAN PIERIK, City Attorney

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CITY OF PACIFIC GROVE

Community Development Department – Planning Division
300 Forest Avenue, Pacific Grove, CA 93950
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ARCHITECTURAL PERMIT (AP) AND COASTAL DEVELOPMENT PERMIT (CDP) 22-0264 FOR A PROPERTY LOCATED AT 111 10th AVENUE TO ALLOW THE MAJOR REMODEL OF AN EXISTING TWO-STORY SINGLE-FAMILY DWELLING TO INCLUDE A 304 SQUARE FOOT FIRST FLOOR ADDITION CONNECTING THE EXISTING ACCESSORY STRUCTURE TO THE MAIN STRUCTURE, A NEW 276 SQUARE FOOT SECOND FLOOR REAR ADDITION TO THE REAR OF THE EXISTING STRUCTURE, A NEW 402 SQUARE FOOT DRIVEWAY, AND NEW 324 SQUARE FOOT WOODEN DECK. THE PROPERTY IS ON THE HISTORIC RESOURCES INVENTORY.

FACTS

1. The subject site is located at 111 10th Avenue, Pacific Grove, APN 006-218-001.
2. The subject site has a designation of Medium High Density Residential (10-20 du/ac) in the adopted and certified City of Pacific Grove Coastal Land Use Plan (LUP Figure 6).
3. The project site is located in the R-3-PGR zoning district.
4. The subject property is approximately 3,600 square feet in size.
5. The property is located within the City's Area of Special Biological Significance (ASBS), within an archaeologically sensitive area (LUP Figure 7), within the Coastal Zone, and listed on the City's Historic Resources Inventory (HRI).
6. Per PGMC § 23.90.140, Coastal Hazards, Community Development Department (CDD) staff reviewed LUP Figure 3 (Coastal Hazards and Areas of Potential Sea Level Rise), aerial and topographic imagery, plan set, and conducted a site visit on August 15, 2023, and determined the site and proposed development would not be subject to coastal hazards over its lifetime. In this case, submittal of a Coastal Hazards Report is not warranted.
7. Per PGMC § 23.90.150, Water Quality and Marine Resources, the City did not require a water quality assessment because the proposed new development is under 2,500 square feet of new coverage, and will fall within the City's Municipal Permit. As proposed, the project would include approximately 880 square feet of new and replaced impervious surface area.
8. Per PGMC § 23.90.160, Scenic Resources, CDD staff reviewed LUP Figure 4 (Scenic Areas), aerial and street view imagery, and conducted a site visit on August 15, 2023. This review determined the site and proposed development are not within a designated scenic view area or corridor and would not adversely impact public views.
9. Per PGMC § 23.90.170, Biological Resources, CDD staff reviewed LUP Figure 5, Land Habitat Sensitivity Map, aerial imagery, and conducted a site inspection on August 15, 2023. This review determined the proposed development would not have the potential to affect biological resources or environmentally sensitive habitat area (ESHA), and that the site is not within 100 feet of ESHA. LUP Figure 5 identifies the site as having a low habitat value, and the property is a previously developed site in a residentially zoned district surrounded by residential structures, 10th Street, and Pearl Street. The property is further separated from any sensitive habitat by a recreational trail, two city streets, and numerous residential structures. As designed and conditioned, the project will not impact natural habitats or resources; therefore, in this case, submittal of an initial site assessment for biological resources is not required or warranted.
10. Per PGMC § 23.90.200, Cultural Resources, the application includes a Phase 1 Archaeological Study (Archives & Archaeology; March 28, 2022) prepared for the project site by a qualified archaeologist. The study concluded that the subject property contains no indication of precontact

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cultural sites, features, or artifacts. The project is conditioned to address inadvertent discovery of human remains or cultural artifacts.

11. Per Pacific Grove Municipal Code (PGMC) § 23.90.200, Cultural Resources, a Phase II Historical Assessment (Archives and Achaeology, August 14, 2022) prepared for the property by a qualified historian concluded the proposed development would be consistent with the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings.
12. The subject site is currently developed with a 1117 square foot one-story single-family dwelling.
13. The proposed development would include the following: a) a new 304 square foot first floor addition connecting the existing accessory structure to the main residence b) a new 276 square foot second floor addition c) new 324 square foot composite deck and d) 403 square foot driveway (223 sq ft exempt).
14. This project has been determined to be Categorically Exempt per California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1, Existing Facilities, and Section 15331, Class 31, Historical Resource Restoration/Rehabilitation, and the exceptions to the exemptions in Section 15300.2 of the CEQA Guidelines do not apply.

FINDINGS

For an Architectural Permit per PGMC Section 23.70.070(h)

1. *The architecture and general appearance of the completed project are compatible with the neighborhood.*

   The proposed project would allow the construction of a 2,096 square foot two-story single-family dwelling with a 185 square foot attached garage. As proposed, the project would be compatible with the neighborhood which is comprised of small-, medium-, and large-sized, one- and two-story residences of varying architectural styles, alignments, and scales. The proposed structure will use exterior colors and materials to match the existing structure that will blend with the surrounding natural street scape. As designed, the facade avoids large blank areas facing the street and the project would not result in adverse visual impacts. The architectural style, materials and site design are in conformance with the LCP's Residential Design Standards in PGMC 23.90.180.C.2.

2. *The completed project will neither be detrimental to the orderly and harmonious development of the citynor impair the desirability of investment or occupation in the neighborhood.*

   There is no indication that the proposed development will negatively affect the orderly and harmonious development of the city or impair the desirability of investment in the neighborhood. The proposed development will increase the value of the property and contribute to the desirability of investment in the Pacific Grove Retreat neighborhood.

3. *The committee has been guided by and referenced applicable provisions of the architectural review guidelines in making its determinations on single-family residences.*

   The architectural style, materials and site design are in substantial conformance with the City's Architectural Review Guidelines. Specifically, Guideline No. 28 relating to an addition complementing and balancing the overall form, mass and composition of the existing building, Guideline No. 35 relating to the façade appearing similar in scale and character to those in its context, and Guideline No. 38 relating to compatibility of exterior materials used in analyzing compliance of the proposed project. The proposed addition will be located on the rear of the existing residence with limited visibility from 10th Street, however, will introduce an increase to the mass and appearance of the existing residence from Pearl Street. The proposed exterior colors and materials will match the existing structure and complement the residences in the neighborhood.

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6. *Visitor Serving. The project supports the LCP goal of providing for visitor-serving needs as appropriate, including providing low and no cost visitor and recreational facilities.*

   The project includes residential development and will have no visitor-serving features yet may qualify for a Short-Term Rental (STR) license given its location within the coastal zone. As of this date, there is no indication that the applicant intends to pursue an STR license.

7. *Appropriate Use. The project is consistent with the allowed LCP uses associated with the property.*

   Per LUP Figure 6, the subject property has a Coastal Zone Land Use Designation of Medium High Density Residential 10-20 du/ac (MHD 10-20). LUP Policy LUD-6 identifies main and accessory dwelling units as allowed uses in areas designated MHD 10-20. Therefore, the proposed use is consistent.

8. *Coastal Resources. The proposed development protects or enhances coastal resources, where applicable.*

   The 3,600 square foot project site is currently developed with a 1,117 square foot one-story single-family dwelling and a 398 square foot detached accessory dwelling unit. As proposed and designed, the project will not impact coastal resources. See also Facts 6 – 11 and supporting information.

9. *Scenic Resources. SCE-9 Trees that are visually integral part of the coastline and contribute to the scenic views in the Coastal Zone shall be protected or, when necessary to remove, including due to disease or danger to existing structures, replanted to ensure their continued scenic utility.*

   One cypress tree situated on the north side of the parcel will require protection during development. See condition of approval #12.

PERMIT

Architectural Permit (AP) and Coastal Development Permit (CDP) 22-0264 to allow the major remodel of an existing two-story single-family dwelling to include a 304 square foot first floor addition connecting the existing accessory structure to the main structure, a new 276 square foot second floor rear addition to the rear of the existing structure, a new 402 square foot driveway, and new 324 square foot wooden deck.

CONDITIONS OF APPROVAL

1. **Permit Expiration.** This permit shall expire and be null and void if a building permit has not been appliedfor within one (1) year from and after the date of approval. Application for extension of this approval mustbe made prior to the expiration date.
2. **Construction Compliance.** All construction must occur in general compliance with the proposal as set forth in the application, subject to any special conditions of approval herein. Any deviation from approvals must be reviewed and approved by staff and may require Historic Resources Committee approval.
3. **Terms and Conditions.** These terms and conditions shall run with the land and bind to all future owners and possessors of the subject property, unless amended. Amendments to this permit may be achieved only if an application is made and approved, pursuant to the Zoning Code.
4. **Public Works, Fire and Building.** Review and approval by the Public Works and Fire Departments, and Building Division, are required prior to issuance of a building permit. Work taking place in the public right-of-way shall require an encroachment permit prior to issuance of the building permit.

4. *Additional Findings for Exterior Alterations to Structures on the Historic Resources Inventory (HRI):*

   (A) The exterior alteration of any structure on the historic resources inventory is consistent with the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings.

   A Phase II Historical Assessment (Archives and Achaeology, August 14, 2022) prepared for the property concluded the proposed development would be consistent with the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings.

   (B) The exterior alteration of any structure on the historic resources inventory complies with Appendices I through IV of the Pacific Grove Architectural Review Guidelines.

   The HRC has reviewed the information provided and the City's guidelines in making its determination including, but not limited to, the Secretary of the Interior's Standards for Rehabilitation and the Appendix 1 to the City's Architectural Review Guidelines. As described in the Phase II Historical Assessment, the proposed development has been designed to be compatible with the design, scale, and architectural details to the original residence. Overall, the addition would be compatible in form, scale, and materials and would not compromise the architectural integrity of the original structure.

For a Coastal Development Permit per PGMC Section 23.90.080

1. *LCP Consistency. The project is consistent with the LCP. (Local Coastal Program)*

   The project meets the requirements of the LCP including, but not limited to, the applicable Coastal Resource Protection Standards (PGMC § 23.90.130) of the Implementation Plan (IP) and the Biological, Cultural, Scenic, and Community Design policies of the Land Use Plan (LUP). These standards and policies are addressed in the Facts above and in the following findings.

2. *Public Views. The project protects or enhances public views.*

   Per LUP Figure 4, Scenic Areas, the project site is not located within a designated Scenic View Area. As designed, the project would not impact public views and would be consistent with the height and massing of residences in the immediate vicinity of the project area. Pursuant to PGMC § 23.90.160, Scenic Resources, a site-specific visual analysis is not required.

3. *Habitat Protection. The project protects vegetation, natural habitats, and natural resources consistent with the LCP.*

   Per LUP Figure 5, Land Habitat Sensitivity Map, the project site is identified as having a low habitat value, and the property is a previously developed site in a residentially zoned district surrounded by residential structures, 10th Street, and Pearl Street. The project site is further separated from any sensitive habitat by a recreational trail, two city streets, and numerous residential structures. As designed and conditioned, the project will not impact natural habitats or resources and is consistent with the LCP, including PGMC § 23.90.170 regarding biological resources and/or environmentally sensitive habitat areas.

4. *Design Consistency. The design, location, size, and operating characteristics of the proposed development is consistent with applicable LCP design requirements, including design plans and area plans incorporated into the LCP.*

   The project conforms to all applicable LUP polices and IP community design standards (PGMC 23.90.180, Coastal Community Design).

5. *Coastal Access. The project protects or enhances public access to and along the coast.*

   As designed, the project will have no effect on coastal access to or along the coast.

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5. **Conformance to Plans.** Development of the site shall conform to the approved plans for 111 10th Street dated July 17, 2023 (revised on September 12, 2023), on file with the Community Development Department and to the Building Code, with the exception of any subsequently approved changes.
6. **Lighting.** All exterior lighting must conform to LUP Policy DES-6.
7. **Building Plans.** All conditions of approval for the Planning permit(s) shall be printed on a full-size plan sheet and included with the construction plan set submitted to the Building Division.
8. **Stormwater Treatment Measure.** The stormwater treatment measures shall be maintained by the property owner in perpetuity and City of Pacific Grove staff shall be allowed access to inspect all stormwater treatment measures on an annual basis.
9. **Archaeology and Inadvertent Discovery.** When human remains or artifacts are exposed, the Health and Safety Code § 7050.5 requires that no further excavation or disturbance occurs in the area and that the county coroner is called so that the coroner can verify that the remains are not subject to medical jurisprudence. Within 24 hours of notification, the coroner calls the Native American Heritage Commission if the remains are known or thought to be Native American. The Native American Heritage Commission selects the Most Likely Descendant (MLD) from a rotating list of MLDs. The MLD has 24 hours to respond. All work will halt with a 50-yard radius until an osteologist can examine the remains, and a treatment plan for any said remains has been provided according to the MLD.
10. **Cultural and/or Archaeological Artifacts.** If such artifacts are unexpectedly discovered during ground disturbing activities, work shall be halted until the item(s) can be evaluated by a qualified professional archaeologist. If the find is determined to be significant, appropriate mitigation will be formulated, with the approval of the lead agency, and implemented prior to recommencement of work.
11. **Tribal/Archaeological Monitoring.** A qualified tribal monitor and archaeological monitor shall be present during construction to observe all ground disturbing activities and to investigate and report on any findings.
12. **Tree Protection.** Development shall follow all provisions and standards outlined in the City of Pacific Grove Information Bulletin No. 29: Tree Guidelines During Development.

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

1. The Planning Commission determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Permit.
2. The Planning Commission approves of AP 22-0264 and CDP 22-0264 as proposed and conditioned, pursuant to Categorical Exemptions for Existing Facilities (CEQA Guidelines Section 15301, Class 1) and Historical Resource Restoration/Rehabilitation (CEQA Guidelines Section 15331, Class 31).
3. This permit shall become effective upon the expiration of the 10-day appeal period after the final approval.
4. This permit shall not take effect until the owner acknowledges and agrees to all terms and conditions and agrees to conform to and comply with those terms and conditions.

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PASSED AND ADOPTED BY THE PLANNING COMMISSION OF THE CITY OF PACIFIC GROVE ON THE 14TH DAY OF DECEMBER 2023, BY THE FOLLOWING VOTE:

AYES: Vice Chair Murphy, Commissioners Kubica, Fredrickson, and Nodzenski

NOES: Chair Lilley, Commissioner Sawyer

ABSENT: Commissioner Davison

APPROVED:

Steven Lilley, Chair

The undersigned hereby acknowledge and agree to the approved terms and conditions, and agree to fullyconform to, and comply with, said terms and conditions.

Lynne Hermle (Owner) Date

Craig Collin (Owner) Date

Hermle Collins Residence

Pacific Grove, California

APN: 006-218-001-000



2019 CAL-GREENBUILDING: STANDARD CODES

1. 4.303.1 WATER CONSERVING PLUMBING FIXTURES AND FITTINGS. plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) shall comply.
2. 4.406.1 RODENT PROOFING. Annular spaces around pipes, electric cables, conduits or other openings in sole/bottom plates at exterior walls shall be protected against the passage of rodents by closing such openings with cement mortar, concrete masonry or a similar method acceptable to the enforcing agency.
3. 4.504.1 COVERING OF DUCT OPENINGS & PROTECTION OF MECHANICAL EQUIPMENT DURING CONSTRUCTION. At the time of rough installation, during storage on the construction site and until final startup of the heating, cooling and ventilating equipment, all duct and other related air distribution component openings shall be covered with tape, plastic, sheet metal or other methods acceptable to the enforcing agency to reduce the amount of water, dust or debris which may enter the system.
4. 4.504.2.1 ADHESIVES, SEALANTS AND CAULKS. Adhesives, sealant and caulks used on the project shall meet the requirements of the following standards unless more stringent local or regional air pollution or air quality management district rules apply and be in compliance with the voc limits.
5. 4.504.3.1 CARPET CUSHION. All carpet cushion installed in the building interior shall meet the requirements of the carpet and rug institute's green label program.
6. 4.504.2.2 PAINTS AND COATINGS. Architectural paints and coatings shall comply with voc limits in table 1 of the arb architectural suggested control measure, as shown in table 4.504.3, unless more stringent local limits apply, these must be in compliance with the voc limits.
7. 4.504.2.3 AEROSOL PAINTS AND COATINGS. Aerosol paints and coatings shall meet the Product-weighted MIR Limits for ROC IN Section 94522(A)(2) and other requirements, including prohibitions on use of certain toxic compounds and ozone depleting substances, in Sections 94522(E)(1) and (F)(1) of California Code of Regulations, Title 17, commencing with Section 94520; and in areas under the jurisdiction of the Bay Area Air Quality Management District additionally comply with the percent VOC by weight of product limits of Regulation 8, Rule 49.
8. 4.504.5 COMPOSITE WOOD PRODUCTS. Hardwood plywood, particleboard and medium density fiberboard composite wood products used on the interior or exterior of the buildings shall meet the requirements for formaldehyde as specified in ARB's Air Toxics Control Measure for composite wood.
9. 4.505.2.1 CAPILLARY BREAK. A capillary break shall be installed in compliance with at least one of the following: a 4-inch (101.6 mm) thick base of 1/2 inch (12.7mm) or larger clean aggregate shall be provided with a vapor barrier in direct contact with concrete and a concrete mix design, which will address bleeding, shrinkage, and curling, shall be used
10. 4.505.3 MOISTURE CONTENT OF BUILDING MATERIALS. Building materials with visible signs of water damage shall not moisture be installed. Wall and floor framing shall not be enclosed when the framing members exceed 19 percent content.
11. 4.506.1 BATHROOM EXHAUST FANS. Each bathroom shall be mechanically ventilated and shall comply with the following: Fans shall be ENERGY STAR compliant and be ducted to terminate outside the building. Unless functioning as a component of a whole house ventilation system, fans must be controlled by a humidity control.
    A. Humidity controls shall be capable of adjustment between a relative humidity range less than or equal to 50% to a maximum of 80%. a humidity control may utilize manual or automatic means of adjustment.
    B. A humidity control may be a separate component to the exhaust fan and is not required to be integral (i.e., built-in)
12. 4.507.2 HEATING AND AIR-CONDITIONING SYSTEM DESIGN. Heating and air conditioning systems shall be sized, designed and have their equipment selected using the following manual: Duct systems are sized according to ANSI/ACCA 1 Manual D
13. 702.1 INSTALLER TRAINING
    HVAC system installers shall be trained and certified in the proper installation of HVAC systems including ducts and equipment by a nationally or regionally recognized training or certification program

GENERAL NOTES

THIS PROJECT SHALL COMPLY WITH THE FOLLOWING CODES:

2019 CALIFORNIA BUILDING CODE (CBC)
2019 CALIFORNIA RESIDENTIAL CODE (CRC)
2019 CALIFORNIA MECHANICAL CODE (CMC)
2019 CALIFORNIA PLUMBING CODE (CPC)
2019 CALIFORNIA ELECTRICAL CODE (CEC)
2019 CALIFORNIA ENERGY CODE (CENC)
2019 CALIFORNIA GREEN BUILDING STANDARDS CODE (CALGREEN)

ADDRESS INDENTIFICATION

Buildings shall be provided with approved address identification. This identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be all Arabic numbers or alphabetic letters. Numbers shall not be spelled out. Each character shall not be less than 4 inches in height with a stroke width of not less than 0.5 inch. Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

NOTES

MINIMIZE OFF-SITE VIBRATION AND DAMAGE TO NEARBY PROPERTIES, CONTRACTOR SHALL UTILIZE THE SMALLEST FEASIBLE COMPACTION EQUIPMENT CAPABLE OF ACHIEVING THE DESIRED COMPACTION LEVEL. CONTRACTOR IS RESPONSIBLE FOR ANY AND ALL OFF-SITE DAMAGE AND SHALL REPAIR ANY DAMAGE IN A TIMELY MANNER PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR THE PROJECT."

SHEET INDEX

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A1.2 SITE PLAN PROPOSED
A1.3 TOPOGRAPHIC SITE SURVEY
A2.0 1st & 2nd LEVEL FLOOR PLANS & GUEST HOUSE (DEMO)
A2.1 1st & 2nd LEVEL FLOOR PLANS & GUEST HOUSE (EXISTING)
A3.0 MAIN HOUSE ELEVATIONS (EXISTING)
A3.1 GUEST HOUSE ELEVATIONS (EXISTING)
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A6.0 ELEVATIONS (PROPOSED)
A6.1 ELEVATIONS (PROPOSED)
A7.0 SECTION & ROOF PLAN (PROPOSED)
A8.0 MATERIALS

PROJECT DATA

FLOOR AREA FAR ALLOWED	2,400.0 SQ.FT.			66.6%
	EXISTING		PROPOSED	
MAIN LEVEL	705.0 SQ.FT.		1,209.0 SQ.FT.	
UPPER LEVEL	412.0 SQ.FT.		702.0 SQ.FT.	
DETACHED ADU	398.0 SQ.FT.		0.0 SQ.FT.	
ATTACHED GARAGE	0.0 SQ.FT.		185.0 SQ.FT.	
STORAGE SHED	41.0 SQ.FT.		0.0 SQ.FT.	
TOTAL GROSS FLOOR AREA:	1,556.0 SQ.FT.	43.2%	2,096.0 SQ.FT.	58.2%

BUILDING COVERAGE BUILDING COVERAGE ALLOWED	1,800.0 SQ.FT.			50.0%
	EXISTING		PROPOSED	
MAIN DWELLING & GARAGE	705.0 SQ.FT.		1,394.0 SQ.FT.	
ADU	412.0 SQ.FT.		0.0 SQ.FT.	
PORCH	0.0 SQ.FT.		46.0 SQ.FT.	
TOTAL BUILDING COVERAGE:	1,117.0 SQ.FT.	31.0%	1,440.0 SQ.FT.	40.0%

SITE COVERAGE SITE ALLOWED (HARDSCAPE)	2,160.0 SQ.FT.			60.0%
	EXISTING		PROPOSED	
IMPERVIOUS COVERAGE: (PATIOS, WALKWAYS & DRIVEWAY)	EXISTING		PROPOSED	
DRIVEWAY	252.0 SQ.FT.		0.0 SQ.FT.	
ADU PATIO	235.0 SQ.FT.		0.0 SQ.FT.	
PORCH	0.0 SQ.FT.		46.0 SQ.FT.	
SOUTH PATIO	0.0 SQ.FT.		62.0 SQ.FT.	
NORTH STEPS	8.0 SQ.FT.		8.0 SQ.FT.	
ENTRY STEPS & WALKWAY	57.0 SQ.FT.		57.0 SQ.FT.	
NORTH DECK	0.0 SQ.FT.		324.0 SQ.FT.	
DRIVEWAY	0.0 SQ.FT.		403.0 SQ.FT.	
DRIVEWAY EXEMPTION	0.0 SQ.FT.		(223.0 SQ.FT.)	
ENTRY STEP & WALKWAY EXEMPTION	0.0 SQ.FT.		(57.0 SQ.FT.)	
TOTAL IMPERVIOUS COVERAGE	544.0 SQ.FT.		620.0 SQ.FT.	
PERVIOUS COVERAGE: (PATIOS, WALKWAYS & DRIVEWAY)	EXISTING		PROPOSED	
N/A	0.0 SQ.FT.		0.0 SQ.FT.	
TOTAL PERVIOUS COVERAGE	0.0 SQ.FT.		0.0 SQ.FT.	
TOTAL SITE COVERAGE	544.0 SQ.FT.		620.0 SQ.FT.	

PROJECT INFORMATION

LOT SIZE	3,600.0 SQ. FT.
A.P.N.	006-218-001-000
LEGAL DESCRIPTION	LOT 1 & 2 BLK 21
ZONING	R-3-PGR
SETBACKS (MIN. ALLOWED)	FRONT: 8FT, SIDE 20% (3'MIN-10'MAX) REAR 5FT 1 STORY, 8FT 2 STORY.
BLDNG. OCCUPANCY	R-3-PGR
CONST. TYPE	V-B
HEIGHT (MAX. ALLOWED)	30FT
STORIES:	TWO
PARKING:	ONE COVERED, ONE UNCOVERED

SCOPE OF WORK

1. NEW ADDITION TO AN EXISTING TWO-STORY HISTORIC S.F.D., ALTERATIONS TO AN EXISTING DETACHED ACCESSORY DWELLING UNIT (ADU).
2. NEW SECOND STORY ADDITION OVER AN EXISTING ADU AND CONNECTING TO THE EXISTING HISTORIC STRUCTURE WITH MINIMAL DISTURBANCE.
3. INTERIOR REMODEL TO THE HISTORIC DWELLING WITH MINIMAL CHANGES TO THE EXTERIOR FABRIC.
4. NO EXCAVATION OR TREE REMOVAL.

VICINITY MAP

NOT TO SCALE



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REVISIONS:

PROJECT: HERMLE-COLLINS RESIDENCE
111 10th AVE. PACIFIC GROVE
BLOCK: 21 (R1) LOT: 1 & 2
APN: 006-218-001
PROJECT NO. 21-07

ISSUE: 02-08-2021, 07-17-2023

DRAWN BY: D.Santana

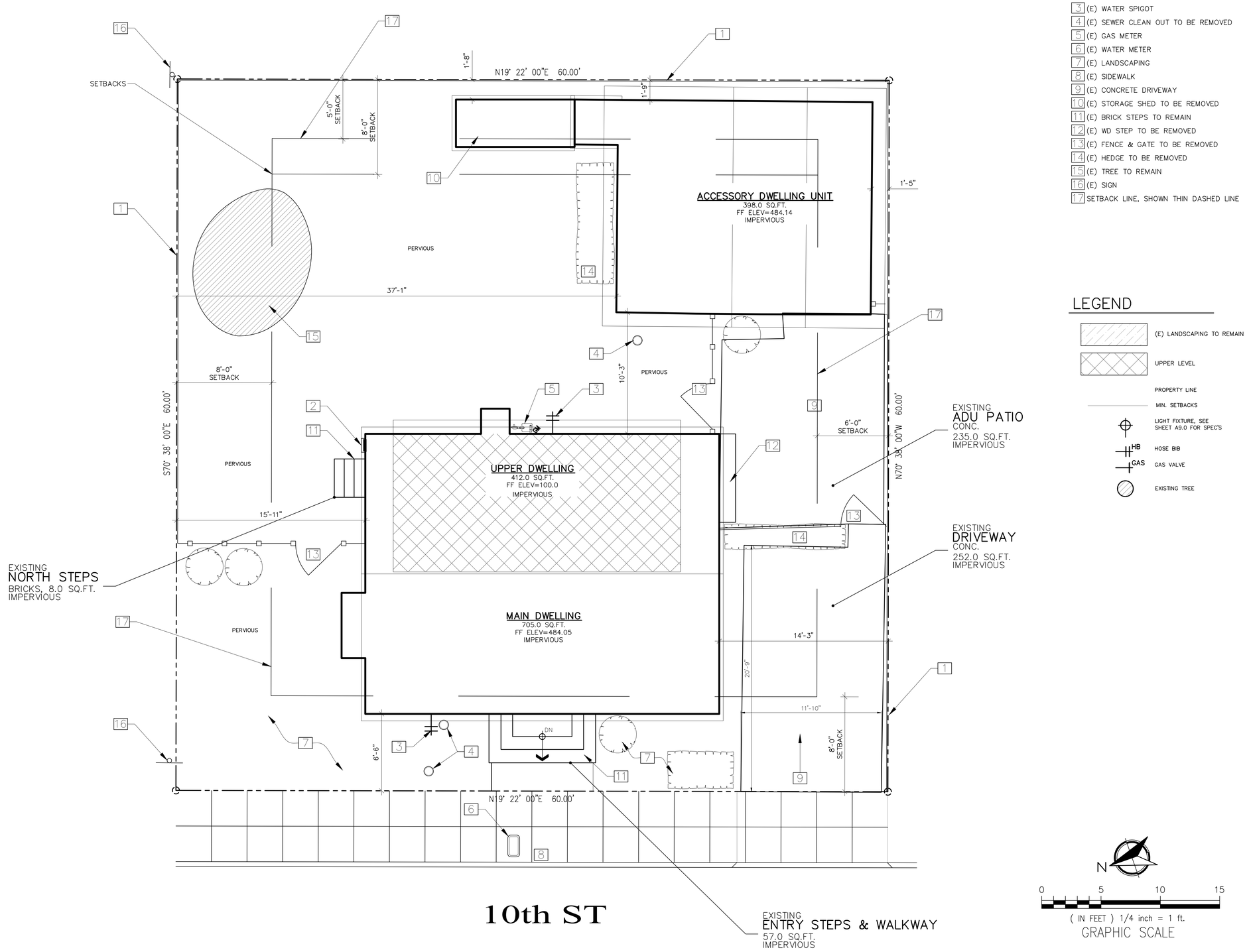
COVER SHEET

SCALE: 1/4" = 1'

A1.0

PGCC 1-17-24
Page 365

PEARL AVE.



KEY NOTES

1. (E) WD FENCE
2. (E) 100 AMP ELEC.SERVICE ENTRANCE
3. (E) WATER SPIGOT
4. (E) SEWER CLEAN OUT TO BE REMOVED
5. (E) GAS METER
6. (E) WATER METER
7. (E) LANDSCAPING
8. (E) SIDEWALK
9. (E) CONCRETE DRIVEWAY
10. (E) STORAGE SHED TO BE REMOVED
11. (E) BRICK STEPS TO REMAIN
12. (E) WD STEP TO BE REMOVED
13. (E) FENCE & GATE TO BE REMOVED
14. (E) HEDGE TO BE REMOVED
15. (E) TREE TO REMAIN
16. (E) SIGN
17. SETBACK LINE, SHOWN THIN DASHED LINE

LEGEND

- (E) LANDSCAPING TO REMAIN
- UPPER LEVEL
- PROPERTY LINE
- MIN. SETBACKS
- LIGHT FIXTURE, SEE SHEET A9.0 FOR SPEC'S
- HB HOSE BIB
- GAS GAS VALVE
- EXISTING TREE

N

0 5 10 15

(IN FEET) 1/4 inch = 1 ft.

GRAPHIC SCALE

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REVISIONS:

PROJECT:
HERMLE-COLLINS RESIDENCE
111 10th AVE. PACIFIC GROVE
BLOCK: 21 (R1) LOT: 1 & 2
APN: 006-218-001

PROJECT NO.
21-07

ISSUE:
11-14-2021

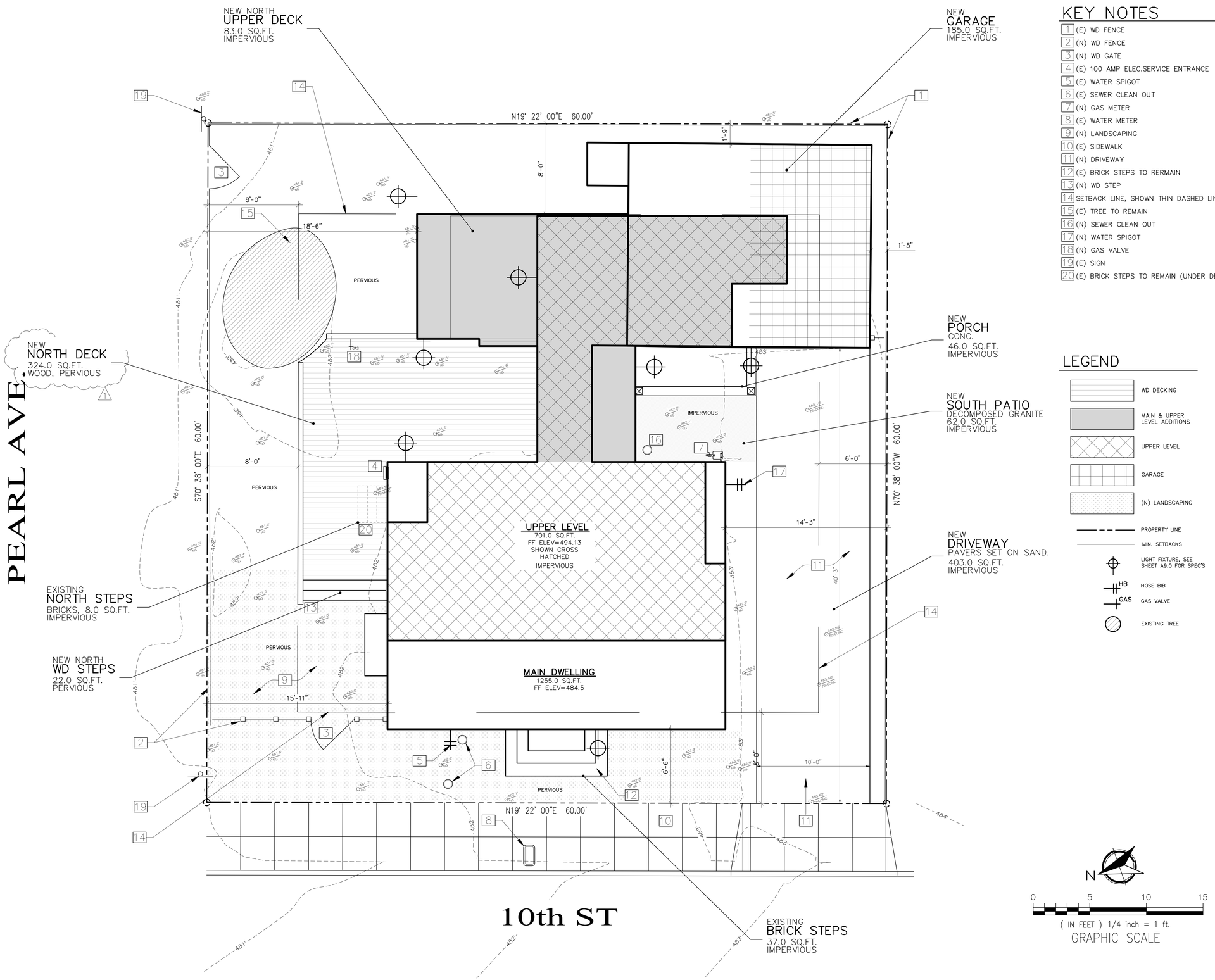
DRAWN BY:
A.J.Ortiz

SITE PLAN (EXISTING)

SCALE: 1" = 1/4"

A1.1

PGCC 1-17-24
Page 366



KEY NOTES

1. (E) WD FENCE
2. (N) WD FENCE
3. (N) WD GATE
4. (E) 100 AMP ELEC.SERVICE ENTRANCE
5. (E) WATER SPIGOT
6. (E) SEWER CLEAN OUT
7. (N) GAS METER
8. (E) WATER METER
9. (N) LANDSCAPING
10. (E) SIDEWALK
11. (N) DRIVEWAY
12. (E) BRICK STEPS TO REMAIN
13. (N) WD STEP
14. SETBACK LINE, SHOWN THIN DASHED LINE
15. (E) TREE TO REMAIN
16. (N) SEWER CLEAN OUT
17. (N) WATER SPIGOT
18. (N) GAS VALVE
19. (E) SIGN
20. (E) BRICK STEPS TO REMAIN (UNDER DECK)

LEGEND

- WD DECKING
- MAIN & UPPER LEVEL ADDITIONS
- UPPER LEVEL
- GARAGE
- (N) LANDSCAPING
- PROPERTY LINE
- MIN. SETBACKS
- LIGHT FIXTURE, SEE SHEET A9.0 FOR SPEC'S
- HB HOSE BIB
- GAS GAS VALVE
- EXISTING TREE

N

0 5 10 15

(IN FEET) 1/4 inch = 1 ft.

GRAPHIC SCALE

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REVISIONS: 1
03-17-2023

PROJECT:
HERMLE-COLLINS RESIDENCE
111 10th AVE, PACIFIC GROVE
BLOCK:21 (R1) LOT:1 & 2
APN: 006-218-001
PROJECT NO.
21-07

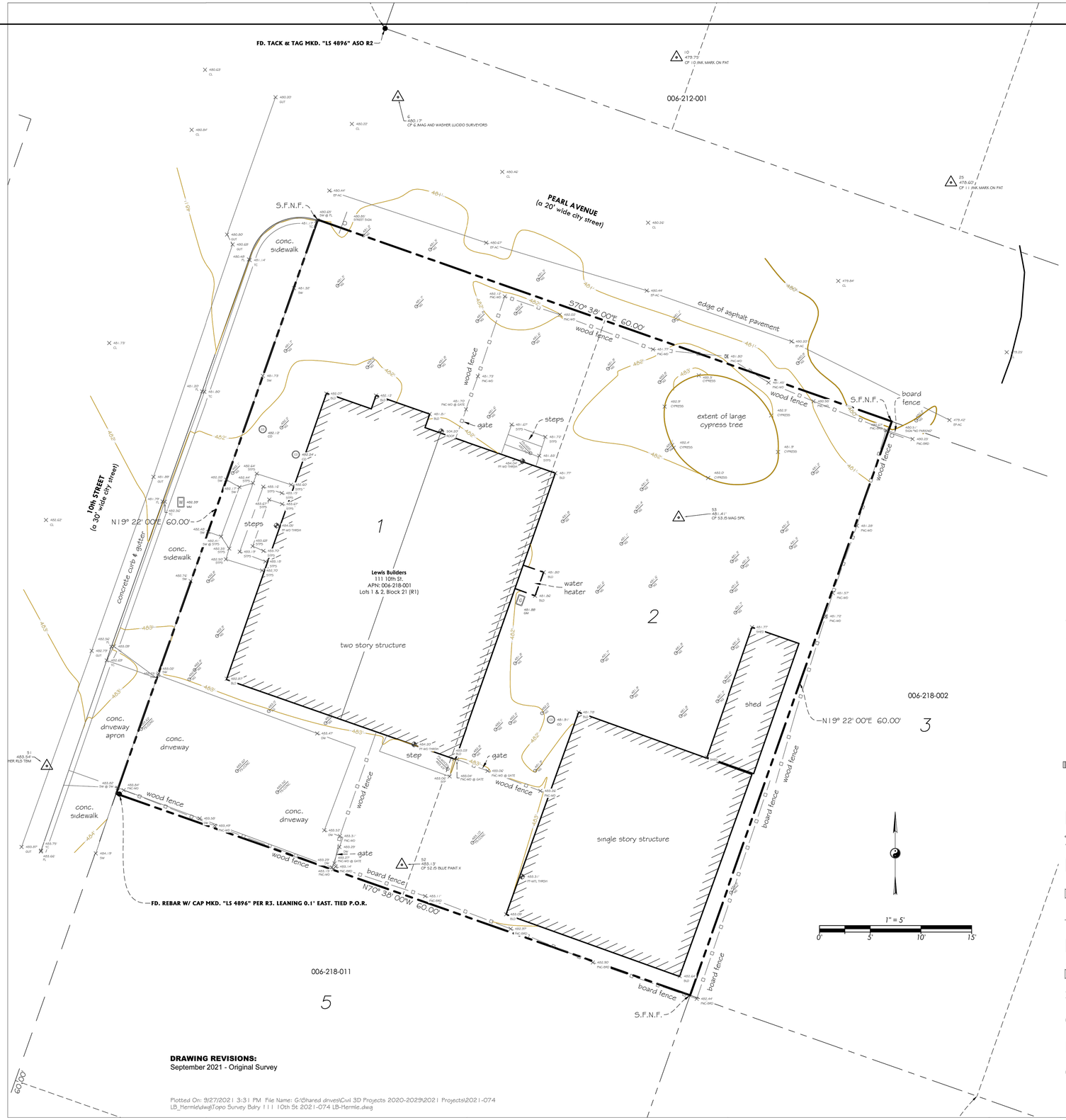
ISSUE:
08-25-2022
09-07-2022

DRAWN BY:
A.J.Ortiz

SITE PLAN (PROPOSED)

SCALE: 1" = 1/4"

A1.2



Map Legend:

Basis of Bearings: The monument line on Central Ave. with a bearing of S70° 38' 00"E as shown on Vol. 34 Surveys Pg. 6 and as found monumented is taken as the basis of bearings for this survey.

Vertical Datum: Assumed.

Site Benchmark: Control Point 51 as shown hereon.

Contour Interval: Contours as shown hereon are interpolated using computer digital terrain modeling software and spot elevations. Ground may be more irregular than contours indicate.

Note: The abbreviation and symbol lists below are comprehensive and not all abbreviations or symbols will appear on the map.

Surveyor's Notes:

This map portrays the site at the time of the survey and does not show soils or geologic information, underground conditions, easements, zoning setbacks, regulatory information or any other items not specifically identified by the party requesting the survey. There may be easements or other rights, recorded or unrecorded, affecting the subject property which are not shown hereon.

Visible evidence of underground utilities such as utility meters, manhole lids, clean outs, valve covers, pull boxes and similar features are shown hereon. Underground utility pipes, conduits, transmission lines sewer laterals, etc. were not located. Information regarding underground utility line locations should be obtained from the appropriate utility companies or public agencies.

Elevations are based on an assumed datum as noted. Ground may be more irregular than contours indicate.

Distances are expressed in feet and decimals thereof.

The cross symbol (x) marks the horizontal position of the spot elevation shown. Tree symbols indicating tree trunk and tree canopy are drawn to scale based on approximate trunk and canopy diameters.

Sufficient boundary ties were made to graphically show existing features however a complete boundary survey was not performed.

301.26'
36" Cyp. (40' canopy) /3-8" trunks
Typical tree notation. Indicates an elevation of 301.26' at the trunk of a cypress tree with a 36" trunk diameter (inner circle) and a 40' diameter canopy (outer tree symbol). Multi-trunk trees denoted with an overall trunk diameter with clarifying notes following / symbol.

0.00 FES CONC
Finished surface elevation shot

0.00 NG
Natural grade elevation shot

Indicates monument found as noted.

Subject Parcel Boundary
Original Lot Line
Parcel Boundary
Right of Way
Right of Way Center Line

catch basin-drain
control point
electric meter or pull box
fire hydrant
gas meter or pull box
gas valve
guy anchor
irrigation pull box
irrigation control valve
light standard
manhole
point on line
sewer clean out
sign(pole)
storm drain manhole
sewer manhole
telephone manhole
telephone pull box
traffic signal box
cable television pull box
unmarked pull box
utility pole
water meter
water valve
well

Boundary Legend
A.G.S.- above ground surface
A.S.O. - as shown on
AP - angle point
BC - brass cap or begin curve
BFP - backflow preventer
B.G.S. - below ground surface
BOC - back of curb
COR - corner
CP - control point
CTL - CONTROL
DOC. - document
ENG/ENGR - engineer
FD/FND - found
F.T.C. - from true corner
I.P. - iron pipe
L&T - lead & tag
LS - land surveyor
M-T - MAG NAIL & tag
MAG - MAG NAIL
MKD - marked
MON - monument
N-T - nail & tag
N.R.F. - no reference found
N.S.F. - not searched for
O.R. - Official Records, Monterey County
O.U. - origin unknown
POL - point on line
RCE - registered civil engineer
ROW - right of way
S.F.N.F. - searched for, not found
SPK - spike
STA - station(control point)
TBM - temporary benchmark

Topography Legend
AC - asphalt concrete
AD - area drain
AL - area light
BLD/BLDG - building
BLDR(S) - boulder(s)
BOC - back of curb
BRK - brick
BTM/BOT - bottom
BW - back of sidewalk
CF - curb face
CHIM - chimney
CL - centerline
CLM - column
CONC - concrete
D - dirt
DG - decomposed granite
DK - deck
DW - driveway
EA - exposed aggregate concrete
ENCL - enclosure
EP - edge of paving
FF - finished floor
FF-THRESH - finished floor threshold
FH - fire hydrant
FL - flow line
FL-NG - flow line natural grade
FNC - fence
FNC-BRD - board fence
FNC-BW - barbed wire fence
FNC-CL - chain-link fence
FNC-GS - grapestake fence
FNC-HW - hogwire fence
FNC-I - iron fence
FNC-LAT - lattice fence
FNC-PR - post & rail fence
FNC-WD - wood fence
FNC-WI - wrought iron fence
FNC-WR - wire fence
FOB - face of building
FOW - face of wall
FS - finished surface
FTG - footing
FW - front of sidewalk
GAR - garage
GB - grade break
GUT - edge of gutter
GUYA - guy anchor
GUYP - guy pole
GVL - gravel
HC - handicap
HDG - hedge
HRAIL - hand rail
INT - intersection
LNDG - landing
LIP - edge of conc gutter
MB - mailbox
MTL - metal
NG - natural grade
P- pool
PLTR - planter
PTO - patio
PVR - paver
RD - road
RDG - ridge
ROOF-P - roof peak
ROOF-R - roof ridge
STC - stucco
STN - stone
STP - step
STRP - stripe
SW - sidewalk
SWL - swale
TC - top of curb
TOP - top of slope
TOE - toe of slope
TW/TOW - top of wall
WALL-AB - Allen Block wall
WALL-CMU - concrete masonry unit wall
WALL-CRML - Carmel stone wall
WALL-DSTN - dry stack stone wall
WALL-RR - rrtie wall
WALL-STC - stucco wall
WLK - sidewalk

Utility Legend
CATV - cable tv
COMM - communications
CO or C/O - clean out
DDCV - double detector check valve
ELEC - electric
EM - electric meter
EO - electric outlet
GM - gas meter
GV - gas valve
HB - hose bib
ICV - irrigation control valve
IRR - irrigation
JP - joint utility pole
LT - light
LT-STD - light standard/pole
PB - utility pull box
PB-? - unmarked pull box
PF-PIN FLAG
PF-B - blue pin flag
PF-G - green pin flag
PF-O - orange pin flag
PF-P - pink pin flag
PF-PL - purple pin flag
PF-R - red pin flag
PF-W - white pin flag
PF-Y - yellow pin flag
PM - paint mark
PM-B - blue PM (water)
PM-G - green PM (sewer)
PM-O - orange PM (catv/comm)
PM-P - pink PM (unknown facilities)
PM-PL - purple PM (reclaimed water/irr)
PM-R - red PM (elec)
PM-W - white paint mark
PM-Y - yellow PM (gas)
PP - power pole
PVR - paver
SCO - sewer clean out
SDMH - storm drain manhole
SSMH - sanitary sewer manhole
ST LT - street light
STN - stone
TELCO - telephone
TG - top of drain grate
UP - utility pole
UTIL - utility
VLT - vault
VLT-GTE - GTE vault
VLT-PB - PacBell vault
VLT-PGE - PG&E vault
VLT-TELCOM - telecommunications vault
VLT-? - unmarked vault
VLT-VRZ - Verizon vault
WD-wood
WL - water line
WM - water meter
WV - water valve

Record Map References:

R1: "Map of Pacific Grove Retreat" filed in Volume 1 of Cities and Towns at Page 49, in the Monterey County Recorder's Office, State of California.

R2: Record of Survey filed in Volume 34 of Surveys at Page 6, in the Monterey County Recorder's Office, State of California.

R3: Corner Record No. 252 filed in the Monterey County Surveyor's Office, State of California.

Topographic Survey

111 10th St., APN: 006-218-001
Located in Pacific Grove, Monterey County, State of California

Prepared For: Lewis Builders
Requested By: Damien Georis, Lewis Builders

September 2021

Rasmussen Land Surveying, Inc.
2150 Garden Road, Suite A-3, Monterey, California 93942
P: 831.375.7240 F: 831.375.2545

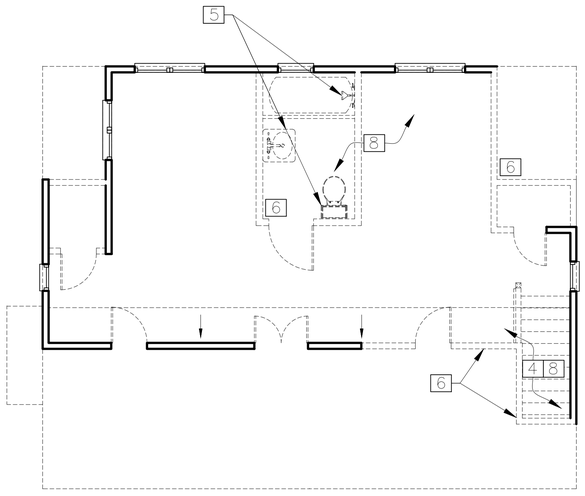
LICENSED LAND SURVEYOR
ROGER PETERSON
No. 5958
STATE OF CALIFORNIA

DRAWING REVISIONS:
September 2021 - Original Survey

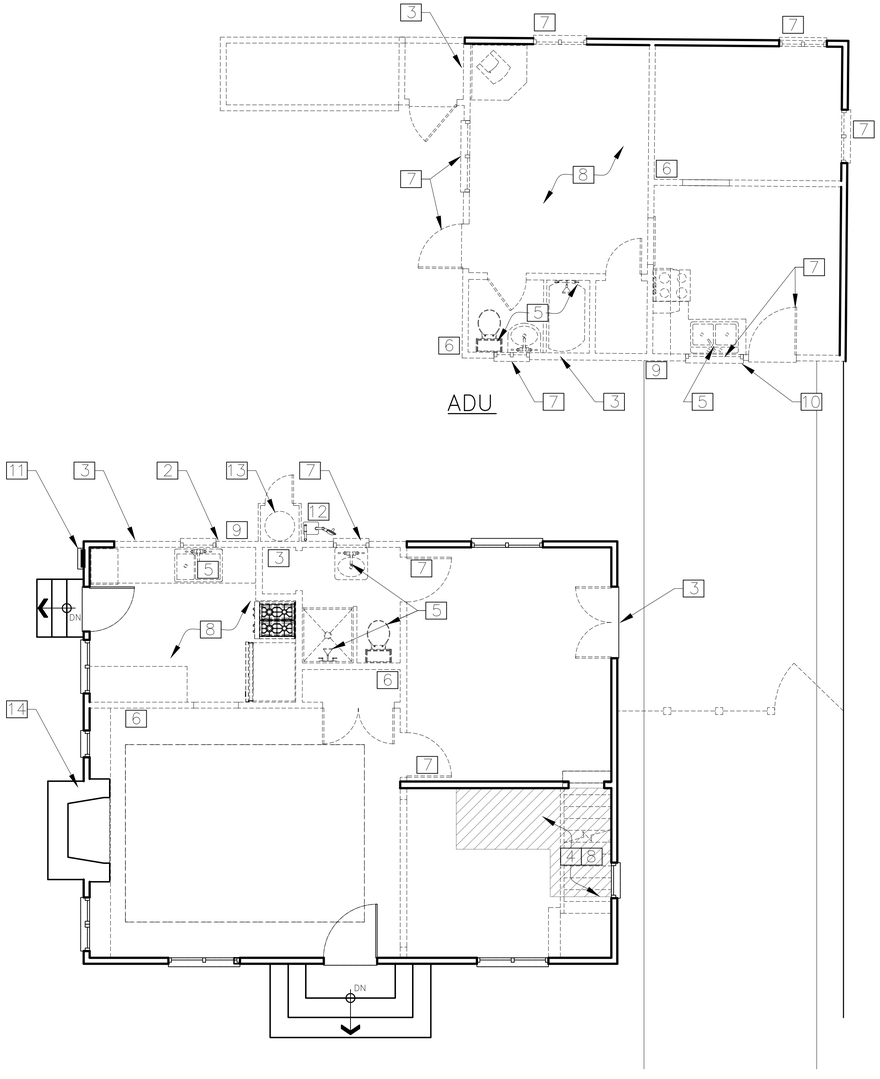
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RLS W.O. # 2021-074 LB-Hermle

Sheet 1 of 1



MAIN HOUSE UPPER LEVEL



MAIN HOUSE MAIN LEVEL

KEYNOTES

1. FIREPLACE & MANTEL TO REMAIN
2. PREPARE AREA FOR NEW DOORS
3. PREPARE AREA FOR NEW WINDOWS
4. PREPARE AREA FOR NEW STAIRS
5. EXISTING PLUMBING FIXTURES TO BE REMOVED
6. EXISTING WALLS TO BE REMOVED
7. EXISTING DOORS & WINDOWS TO BE REMOVED
8. REMOVE DRYWALL AT CEILING & PREPARE CEILING JOIST TO VAULT WHERE APPLICABLE
9. REMOVE PARTITIONS AND PREPARE (E) FRAMING FOR NEW WALLS
10. PREPARE AREA FOR NEW GARAGE DOOR
11. EXISTING 100 AMP ELEC. SERVICE ENTRANCE TO BE REPLACED AT CURRENT LOCATION
12. EXISTING GAS METER TO BE RELOCATED
13. EXISTING WATER HEATER TO BE REMOVED
14. EXISTING FIREPLACE TO REMAIN

LEGEND

- WALL TO BE REMOVED
- EXISTING WALLS TO REMAIN
- REMOVE CEILING JOIST & DRYWALL

DEMOLITION DATA

EXISTING WALLS	404'-11"	100%
PROPOSED WALLS REMOVED/DEMO	197'-4"	51.2%
PROPOSED RECONSTRUCTED WALLS	207'-7"	48.8%

N

0 5 10 15

(IN FEET) 1/4 inch = 1 ft.

GRAPHIC SCALE

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HERMLE-COLLINS RESIDENCE
111 10th AVE. PACIFIC GROVE
BLOCK: 21 (R1) LOT: 1 & 2
APN: 006-218-001
PROJECT NO.
21-07

ISSUE:
11-14-2021
01-04-2022

DRAWN BY:
A.J.Ortiz

1st & 2nd LEVEL FLOOR PLANS & GUEST HOUSE (DEMO)

SCALE: 1" = 1/4"

A2.0

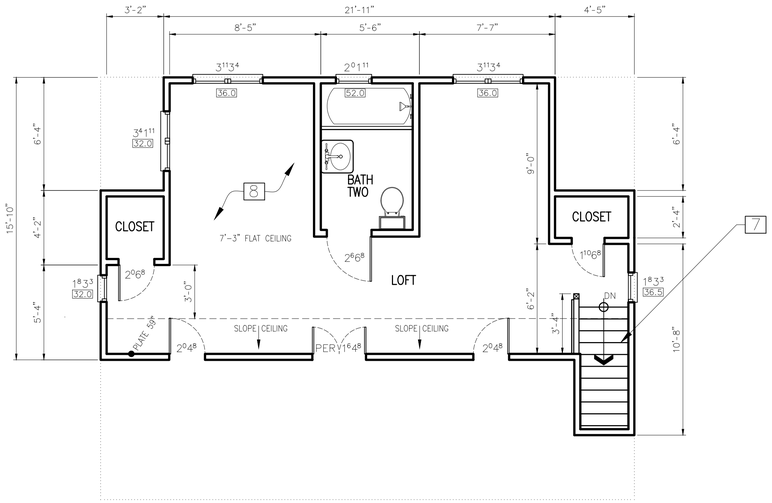
PGCC 1-17-24
Page 369

KEY NOTES

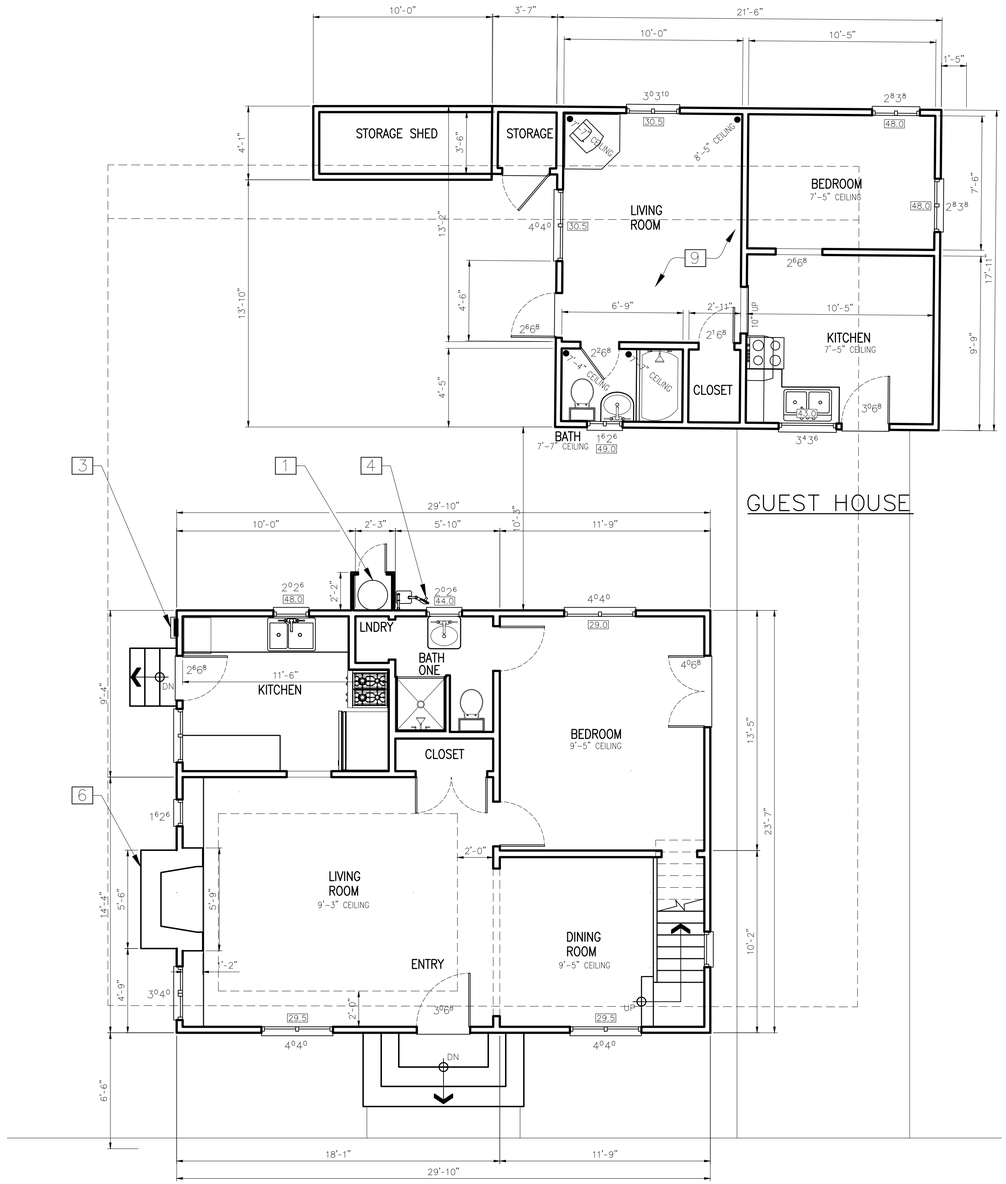
1. (E) WATER HEATER
2. (E) F.A.U.
3. (E) MAIN 100 AMP ELEC. SERVICE ENTRANCE
4. (E) GAS METER
5. (E) 40" H. FENCE & GATE
6. (E) FIREPLACE
7. (E) STAIRS
8. (E) 2ND FL
9. (E) GUEST HOUSE

LEGEND

EXISTING WALLS



MAIN HOUSE UPPER LEVEL



MAIN HOUSE MAIN LEVEL

N

0 5 10 15

(IN FEET) 1/4 inch = 1 ft.

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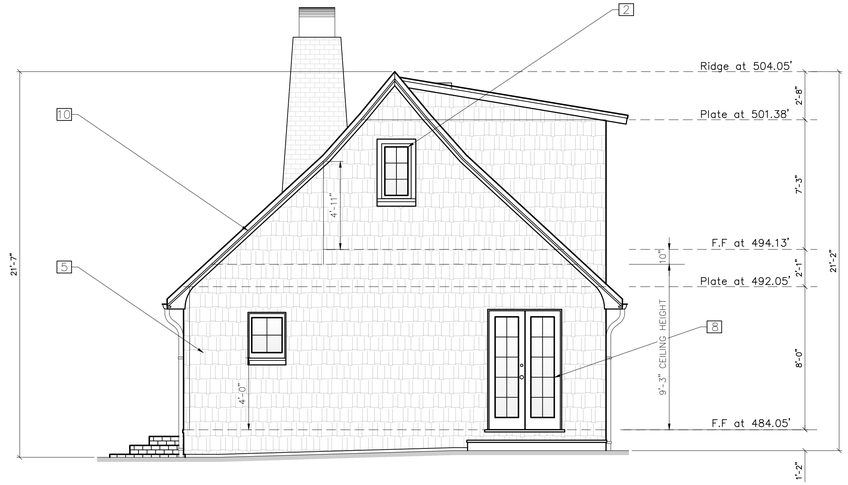
DRAWN BY:
A.J.Ortiz

1st & 2nd LEVEL FLOOR PLANS & GUEST HOUSE (EXISTING)

SCALE: 1' = 1/4"

A2.1

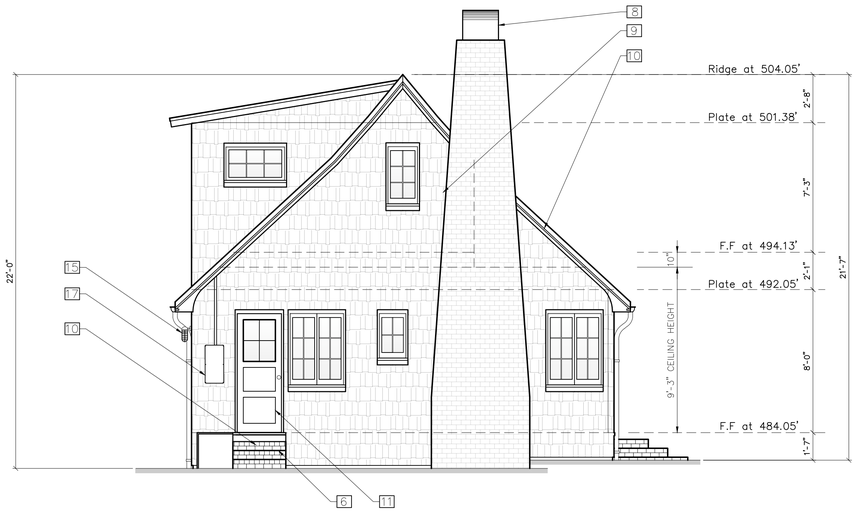
PGCC 1-17-24
Page 370



SOUTH ELEVATION



EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION

KEY NOTES

1. EXISTING WOOD SHINGLE ROOF
2. EXISTING WOOD WINDOWS, TYP.
3. EXISTING WOOD ENTRY DOOR WITH IRON HINGES
4. EXISTING WOOD SHUTTERS
5. EXISTING STAGGERED WOOD SHAKE SIDING
6. EXISTING BRICK STEPS
7. EXISTING GRADE
8. EXISTING CLAY SHROUD
9. EXISTING BRICK CHIMNEY
10. EXISTING WOOD BARGE
11. EXISTING DOOR
12. EXISTING FRENCH DOORS
13. EXISTING GAS METER
14. EXISTING 125 VOLT RECEPTACLE TO BE REMOVED
15. EXISTING LIGHT FIXTURE TO BE REMOVED
16. EXISTING CRAWL SPACE ACCESS DOOR
17. EXISTING SUB-PANEL TO REMAIN
18. EXISTING WATER SPICKET TO BE REMOVED
19. EXISTING LIGHT FIXTURE TO REMAIN

0 5 10 15

(IN FEET) 1/4 inch = 1 ft.

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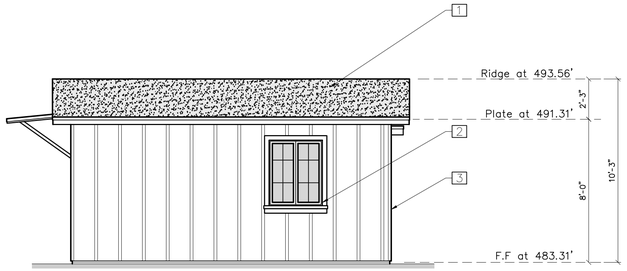
MAIN HOUSE ELEVATIONS (EXISTING)

SCALE: 1" = 1/4"

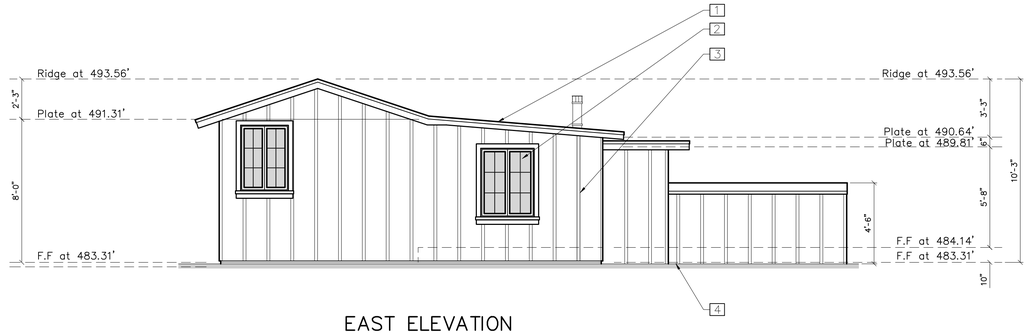
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KEY NOTES

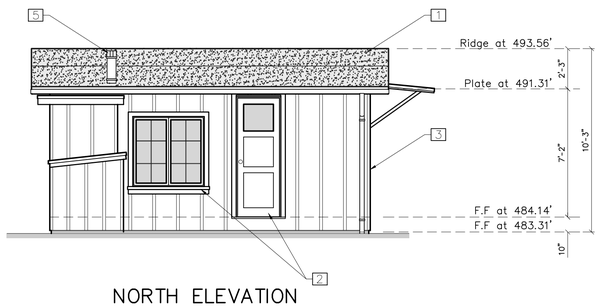
1. ASPHALT ROOF
2. WOOD WINDOWS & DOORS
3. BOARD & BATTEN SIDING
4. EXISTING GRADE
5. EXISTING DIRECT VENT



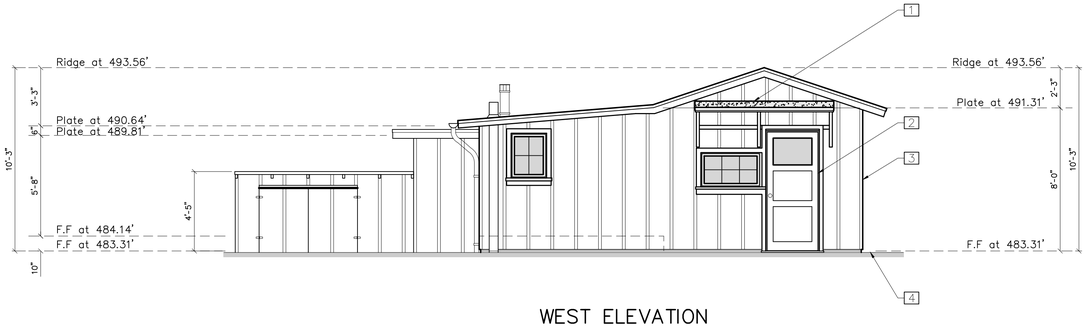
SOUTH ELEVATION



EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION

0 5 10 15

(IN FEET) 1/4 inch = 1 ft.

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11-14-2021
01-04-2022
01-13-2022

DRAWN BY:
A.J.Ortiz

GUEST HOUSE ELEVATIONS (EXISTING)

SCALE: 1" = 1/4"

A3.1

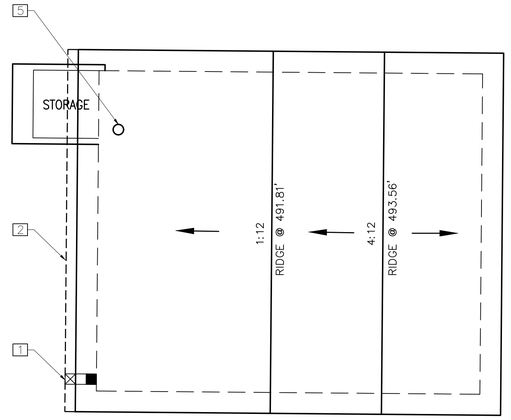
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KEY NOTES

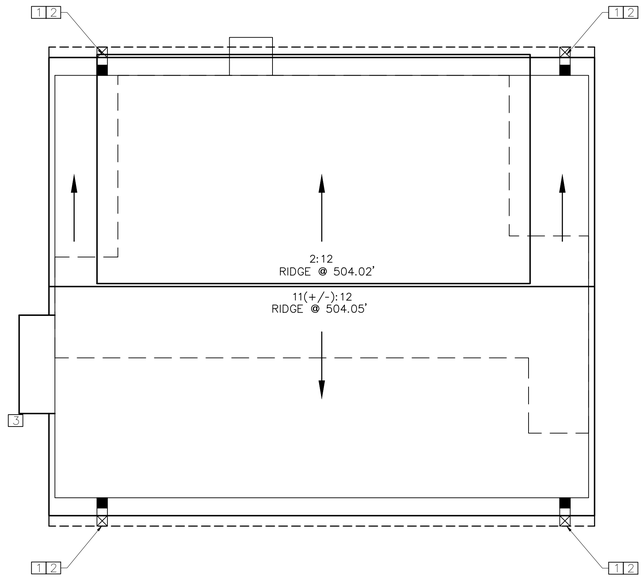
1. (E) DOWNSPOUTS
2. (E) GUTTERS W/ 2% SLOPE
3. (E) CHIMNEY
4. BUILDING FOOTPRINT
5. EXISTING DIRECT VENT

LEGEND

- SLOPE DIRECTION ARROW
- ROOF LINE: EXISTING THICK SOLID LINE
- BUILDING FOOTPRINT THIN DASHED LINE
- GUTTERS
- DOWNSPOUTS W/2% SLOPE



ADU



MAIN HOUSE

N

0 5 10 15

(IN FEET) 1/4 inch = 1 ft.

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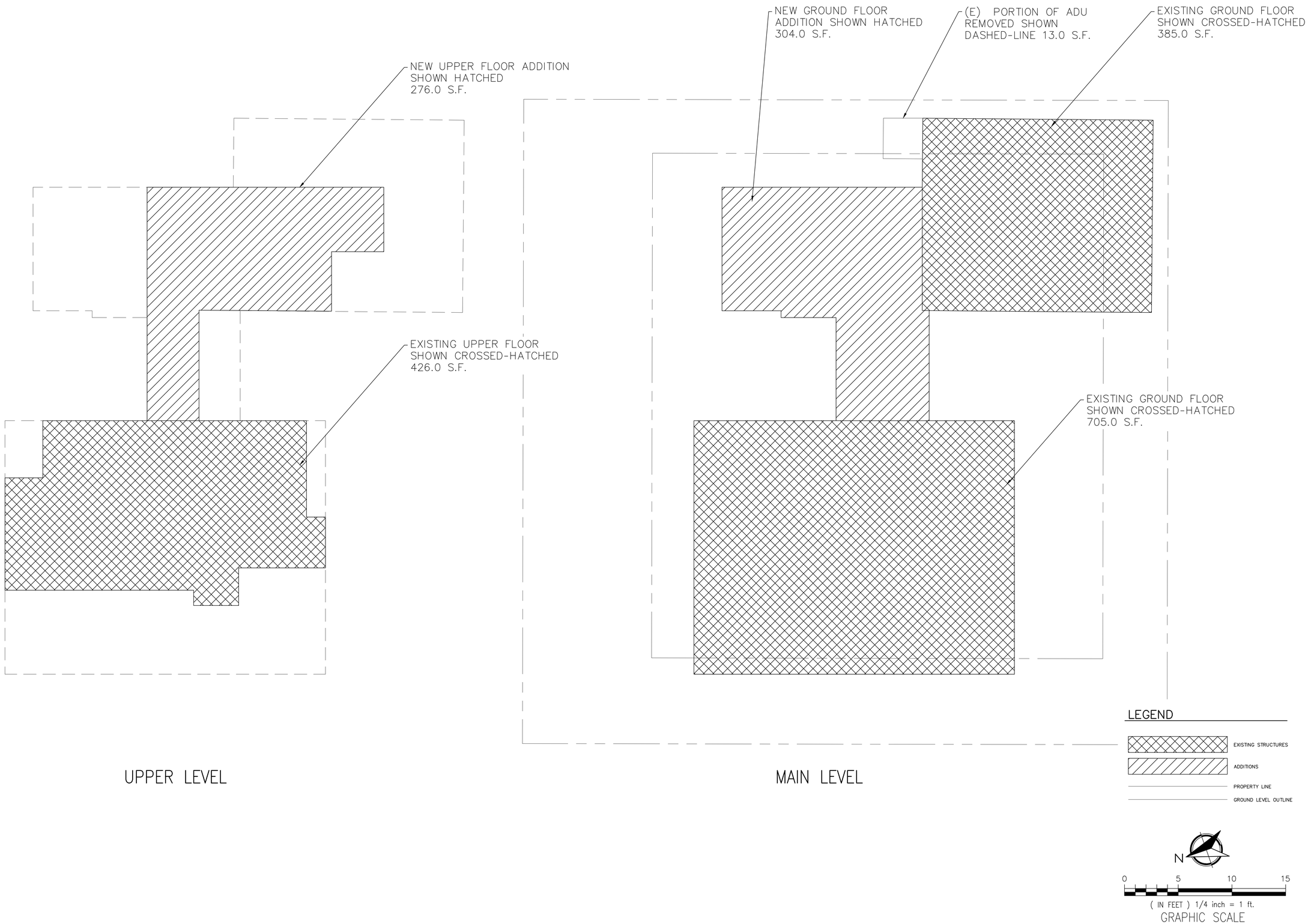
ISSUE:
11-14-2021
01-04-2022

DRAWN BY:
A.J.Ortiz

MAIN HOUSE & GUEST HOUSE ROOF PLANS (EXISTING)

SCALE: 1" = 1/4"

A4.0



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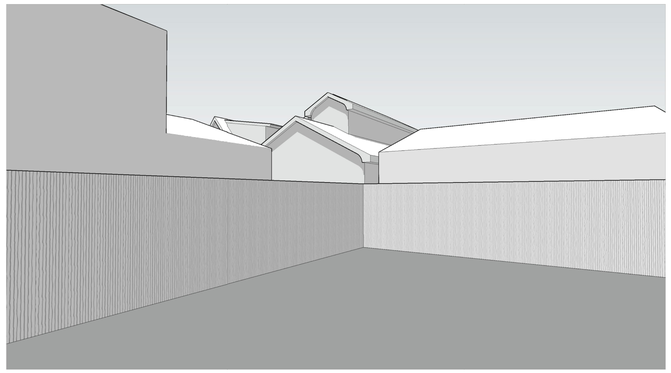
ISSUE:
11-14-2021
07-17-2023

DRAWN BY:
A.J.Ortiz

ADDITIONS DIAGRAM

SCALE: 1" = 1/4"

A4.1



1 NORTHERN PERSPECTIVE

THIS VIEW, CAPTURED FROM THE ADJACENT PROPERTY AT 114 9TH STREET, AFFORDS A DISTANT VANTAGE POINT OF THE PROPOSED ADDITION, DEVOID OF ANY ADVERSE IMPLICATIONS FOR THE NEIGHBORING PROPERTY. THE ADDITION NEITHER CASTS SHADOWS, INVADES PRIVACY, NOR PRESENTS AN IMPOSING EDIFICE PROXIMATE TO THE PROPERTY BOUNDARY. IN CONTRAST, THE IMMEDIATE SOUTHERN NEIGHBOR IMPOSES A TWO-STORY WALL SITUATED FOURTEEN FEET AWAY, WITH FAR MORE PRONOUNCED RAMIFICATIONS FOR THE NEIGHBORING CONTEXT THAN THE PROPOSED ADDITION TO THE HISTORIC PROPERTY.



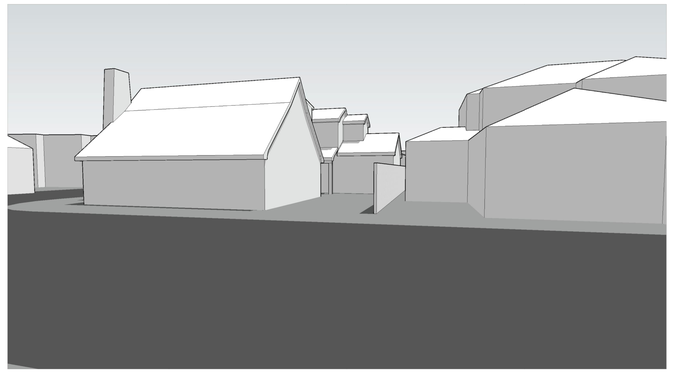
2 NORTHEASTERN ASPECT

THIS PERSPECTIVE, OBSERVED FROM THE OPPOSITE SIDE OF THE STREET'S SIDEWALK, UNDERSCORES THE SUBORDINATE SCALE OF THE PROPOSED ADDITION, ARTFULLY INTEGRATED WITH THE EXISTING PRIMARY HISTORIC EDIFICE. THIS CAREFUL JUXTAPOSITION SERVES TO PRESERVE THE ARCHITECTURAL INTEGRITY OF THE HISTORIC DWELLING.



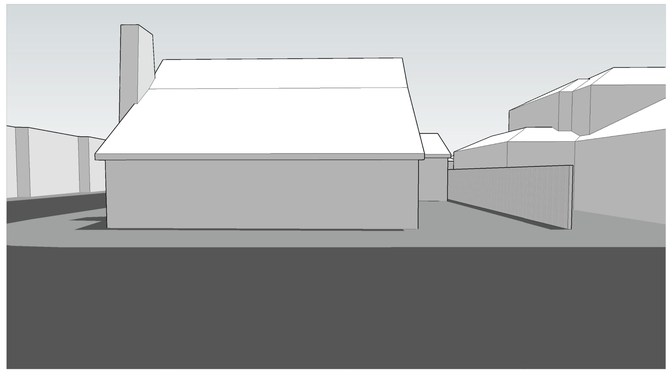
3 SOUTHEASTERN OUTLOOK

VIEWED FROM ACROSS THE STREET SIDEWALK, THE ADDITION MANIFESTS AS AN INDEPENDENT, YET HARMONIOUSLY ADJACENT STRUCTURE, THEREBY ENSURING THE PRISTINE PRESERVATION OF THE HISTORICAL BUILDING.



4 NORTHERN EXPOSURE

AS WITNESSED FROM THE SIDEWALK ACROSS THE STREET, THE PROPOSED ADDITION ASSUMES A SUBSIDIARY ROLE, UPHOLDING THE DOMINANCE OF THE HISTORIC STRUCTURE'S MASSING AND OVERALL ARCHITECTURAL PRESENCE.



5 NORTHERN PERSPECTIVE

IN THIS PERSPECTIVE, TAKEN FROM THE OPPOSITE SIDEWALK, THE ADDITION REMAINS INCONSPICUOUS AND VIRTUALLY IMPERCEPTIBLE, RENDERING THE HISTORIC STRUCTURE UNALTERED IN APPEARANCE.

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21-07

ISSUE:
09-12-2023

DRAWN BY:
C.O.

MASS STUDY - 3D PERSPECTIVES

SCALE: 1" = 1/4"

A4.2

PGCC 1-17-24



1 NORTHERN PERSPECTIVE



2 SOUTHEASTERN OUTLOOK



3 NORTHERN PERSPECTIVE

SUMMARY

IN AN ARCHITECTURAL AND HISTORICAL CONTEXT, THE ADDITION OFFERS A SUBTLE IMPACT ON A HISTORICALLY SIGNIFICANT PROPERTY. FROM VARIOUS ANGLES AND VIEWPOINTS, IT BECOMES EVIDENT THAT THE DESIGN OF THE ADDITION HAS BEEN METICULOUSLY CRAFTED TO SEAMLESSLY BLEND WITH THE EXISTING HISTORICAL STRUCTURE. THESE ASSESSMENTS UNDERSCORE THE PRESERVATION OF THE PROPERTY'S ARCHITECTURAL HERITAGE AND ITS SENSITIVE INTEGRATION WITH THE SURROUNDING ENVIRONMENT.

FROM A NEIGHBORING PROPERTY, ACROSS THE STREET, AND DIFFERENT ANGLES, IT IS CLEAR THAT THE ADDITION HAS BEEN CONCEIVED WITH A DEEP APPRECIATION FOR HISTORICAL AUTHENTICITY. IT SUCCESSFULLY MAINTAINS THE HISTORICAL INTEGRITY OF THE PRIMARY STRUCTURE WHILE ENSURING THAT IT REMAINS SUBORDINATE, RESPECTING THE LEGACY OF THE ORIGINAL ARCHITECTURAL DESIGN. IN ESSENCE, THESE DESCRIPTIONS EMPHASIZE THE PROJECT'S COMMITMENT TO ARCHITECTURAL AND HISTORICAL PRESERVATION PRINCIPLES, EMBODYING A HARMONIOUS COEXISTENCE BETWEEN PAST AND PRESENT.

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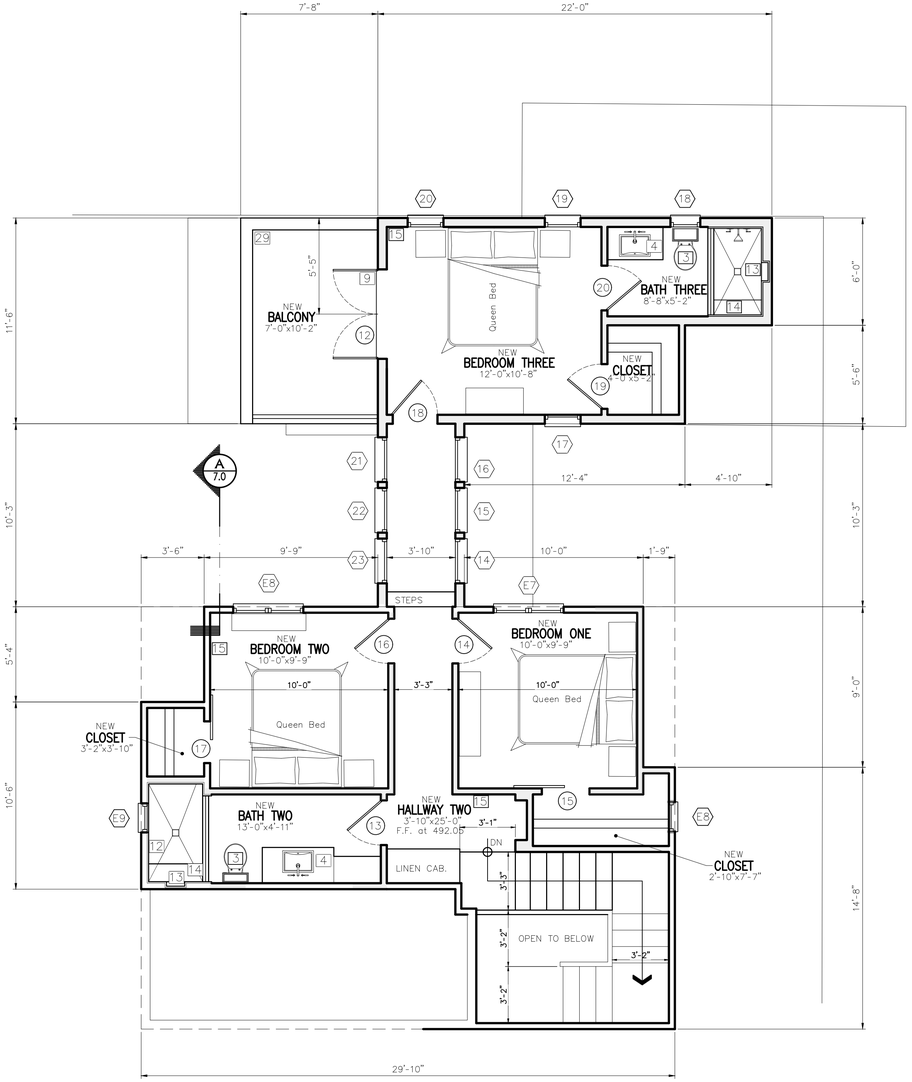
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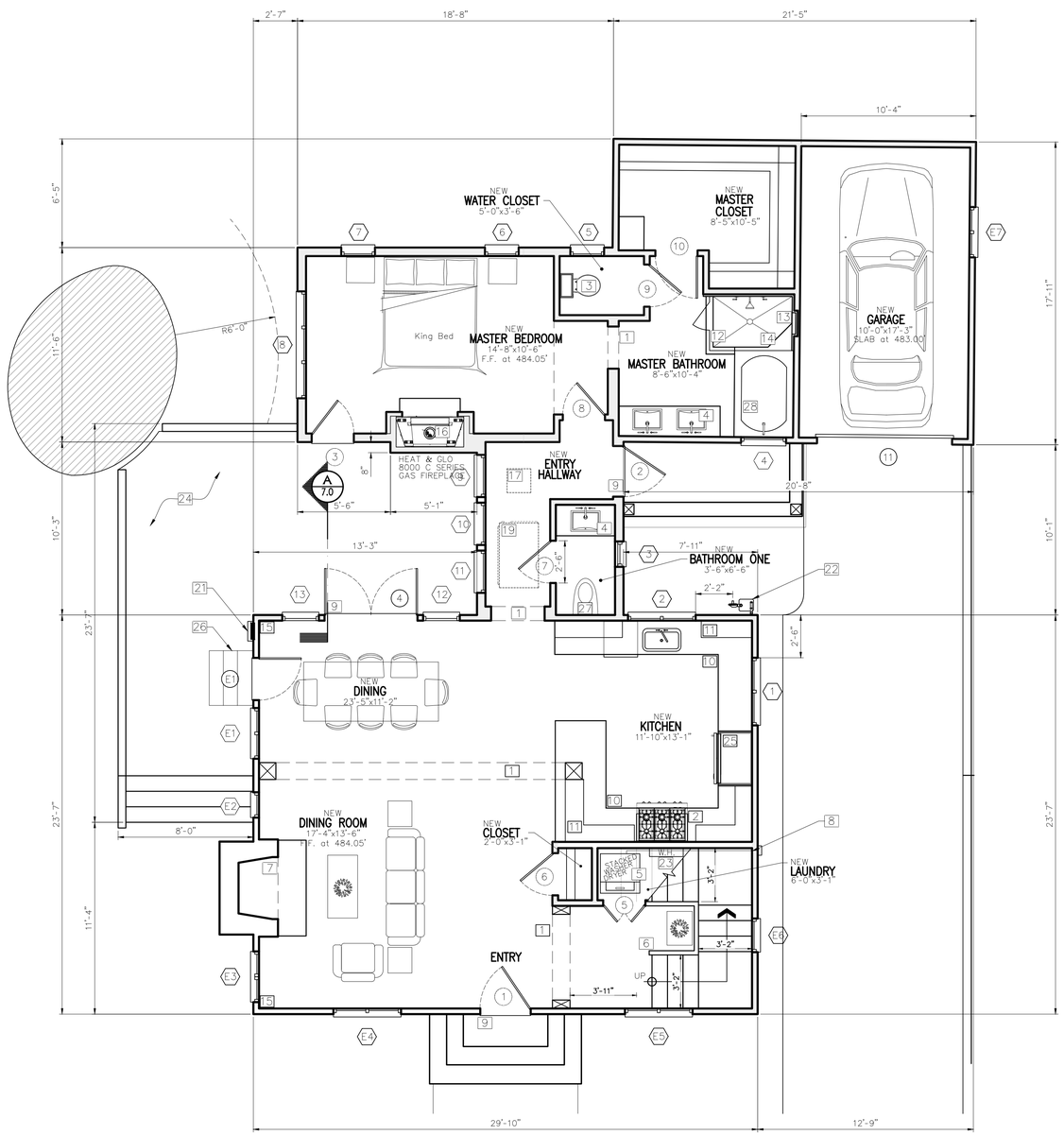
MASS STUDY - FIELD ANALYSIS

SCALE: 1" = 1/4"

A4.3

PGCC 1-17-24
Page 376





UPPER LEVEL FLOOR PLAN

MAIN LEVEL FLOOR PLAN

KEY NOTES

1. NEW 10X12 HDR
2. NEW 36" RANGE W/36" HOOD VENT ABOVE.
3. NEW WATER CLOSET; TO BE MAXIMUM 1.28 GALLONS PER FLUSH PER C.P.C. 411.2.4
4. NEW BATHROOM SINK 36-INCH HIGH W/ OR W/O VANITY WITH STONE TOP AND BACKSPLASH.
5. NEW ELECTRIC STACKED WASHER AND DRYER SPACE: PROVIDE RECESSED WATER & DRAIN CONNECTIONS. PROVIDE VENT TO EXTERIOR. (SEE NOTE 8)
6. NEW GUARDRAILS: WOOD HANDRAIL OVER WOOD PICKETS @ 4-INCHES ON CENTER MAX.
   1. GUARDRAILS TO WITHSTAND 50 LB. LATERAL LOAD PER LINEAL FOOT WHEN APPLIED HORIZONTALLY AT RIGHT ANGLES TO THE TOP RAIL-200 LB. CONCENTRATED LOAD
   2. GUARDRAILS MINIMUM OF 42"-INCHES IN HEIGHT
   3. INTERMEDIATE RAILING SPACED SO THAT 4"-INCH IN DIAMETER CANNOT PASS THRUOGH AT RIGHT ANGLES ANGLES TO THE TOP RAIL.
7. EXISTING FIREPLACE TO REMAIN
8. CLOTHES DRYER MOISTURE EXHAUST DUCTS SHALL TERMINATE OUTSIDE THE BUILDING AND HAVE A BACKDRAFT DAMPER. EXHAUST DUCT IS LIMITED TO 14-FEET WITH TWO ELBOWS. THIS SHALL BE REDUCED 2-FEET FOR EVERY ELBOW IN EXCESS OF TWO. SHOW MINIMUM 4-INCHES DIAMETER, SMOOTH METAL DUCT, AND SHOW DUCT ROUTE ON PLAN. (CMC 504.4.2)
9. 1/2" THRESHOLD AT ALL ENTRY DOORS
10. NEW 36-INCH HIGH COUNTER TOP WITH BACKSPLASH
11. NEW UPPER CABINETS TO REMAIN
12. NEW TILED SHOWER W/ ⅜" THK SAFETY GLASS INSTALL GLAZING TEMPERED PER MANF.SPECS.
13. NICHE
14. SHOWER BENCH SEAT
15. NEW BASE BOARD IS TO BE INSTALLED THROUGHOUT THE WHOLE HOUSE
16. NEW FIREPLACE HEAT N GLO 800C SERIES
17. OMITTED
18. ACCESS DOOR
19. OMITTED
20. OMITTED
21. (E) 100 AMP ELEC. METER TO REMAIN
22. NEW GAS METER LOCATION
23. NEW TANKLESS WATER HEATER
24. NEW DECK
25. NEW 36" REFRIGERATOR
26. EXISTING STEPS UNDER DECK TO REMAIN
27. NEW WALL MOUNTED TOILET; TO BE MAXIMUM 1.28 GALLONS PER FLUSH PER C.P.C. 402.3.
28. NEW BUILT IN TUB
29. NEW BALCONY

LEGEND

- (N) WALL
- EXISTING WALLS TO REMAIN
- (N) DECKING

N

0 5 10 15

(IN FEET) 1/4 inch = 1 ft.

GRAPHIC SCALE

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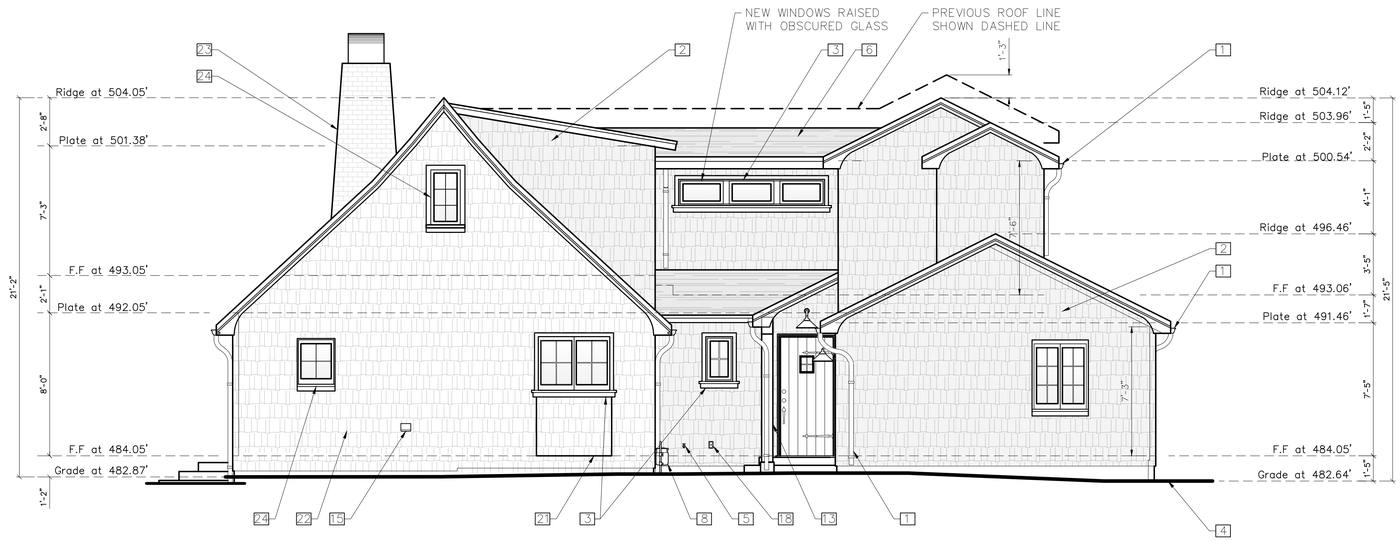
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A.J.Ortiz

1st & 2nd LEVEL FLOOR PLANS (PROPOSED)

SCALE: 1" = 1/4"

A5.0

PGCC 1-17-24
Page 377



SOUTH ELEVATION



NORTH ELEVATION

0 5 10 15

(IN FEET) 1/4 inch = 1 ft.

GRAPHIC SCALE

KEY NOTES

1. NEW DOWN SPOUT & GUTTER
2. NEW RUSTIC CEDAR SIDING
3. NEW DOOR & WINDOWS (WOOD-CLAD)
4. EXISTING GRADE WHERE OCCURS
5. NEW WATER SPIGOT
6. NEW WOOD SHAKE ROOF TO MATCH EXISTING
7. NEW WD DECK
8. NEW RELOCATED GAS METER
9. EXISTING MAIN ELEC. PANEL
10. EXISTING CRAWL SPACE VENTS
11. NEW WD GUARD RAIL
12. EXISTING BRICK STEP TO REMAIN
13. NEW 8X8 WD COLUMN
14. NEW DIRECT VENT
15. NEW DRYER VENT
16. EXISTING CRAWL SPACE ACCESS
17. NEW CRAWL SPACE ACCESS
18. NEW 125 VOLT RECEPTACLE
19. EXISTING CRAWL SPACE VENTS
20. CANTILEVERED FLOOR JOIST
21. OUTLINE OF FRENCH DOORS
22. EXISTING WD SIDING
23. EXISTING BRICK CHIMNEY TO REMAIN
24. EXISTING WOOD CASEMENT WINDOWS, PAINTED. TO REMAIN

LEGEND

NEW RUSTIC CEDAR SIDING

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ELEVATIONS (PROPOSED)

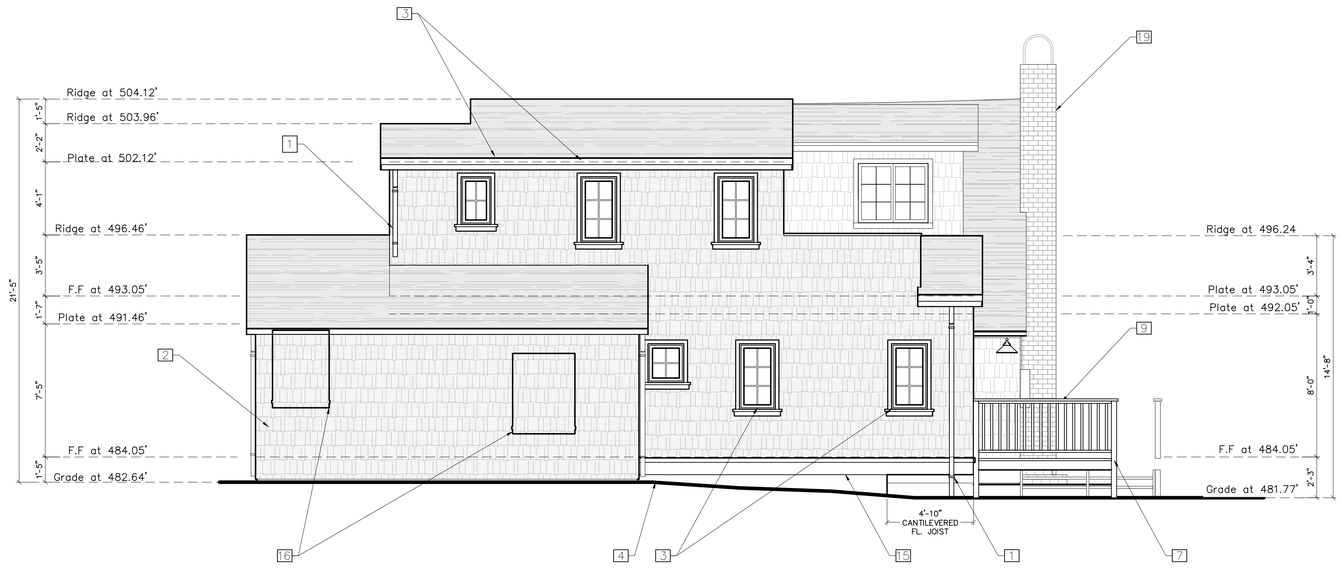
SCALE: 1" = 1/4"

A6.0

PGCC 1-17-24



WEST ELEVATION



EAST ELEVATION
WITH ADDITION

KEY NOTES

1. NEW DOWN SPOUT & GUTTER
2. NEW RUSTIC CEDAR SIDING
3. NEW DOOR & WINDOWS (WOOD-CLAD)
4. EXISTING GRADE WHERE OCCURS
5. EXISTING WATER SPIGOT
6. NEW WOOD SHAKE ROOF TO MATCH EXISTING
7. NEW WD DECK
8. EXISTING CRAWL SPACE VENTS
9. NEW WD GUARD RAIL
10. EXISTING BRICK STEP TO REMAIN
11. EXISTING FRONT DOOR
12. NEW CRAWL SPACE ACCESS
14. EXISTING CRAWL SPACE VENTS
15. CANTILEVERED FLOOR JOIST
16. OUTLINE OF EXISTING WINDOWS
17. EXISTING WD SIDING
18. NEW ROLL UP CARRIAGE GARAGE DOORS
19. EXISTING BRICK CHIMNEY TO REMAIN
20. EXISTING WOOD CASEMENT WINDOWS, PAINTED. TO REMAIN
21. EXISTING WOOD SHUTTERS, PAINTED. TO REMAIN

LEGEND

NEW RUSTIC CEDAR SIDING

0 5 10 15

(IN FEET) 1/4 inch = 1 ft.

GRAPHIC SCALE

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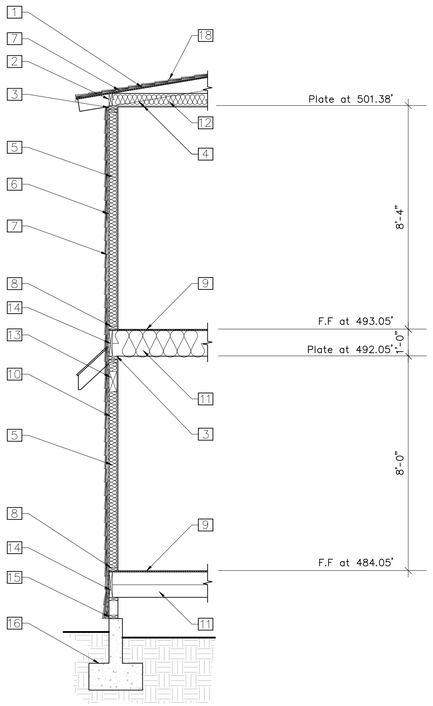
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ELEVATIONS (PROPOSED)

SCALE: 1" = 1/4"

A6.1

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WALL SECETION A

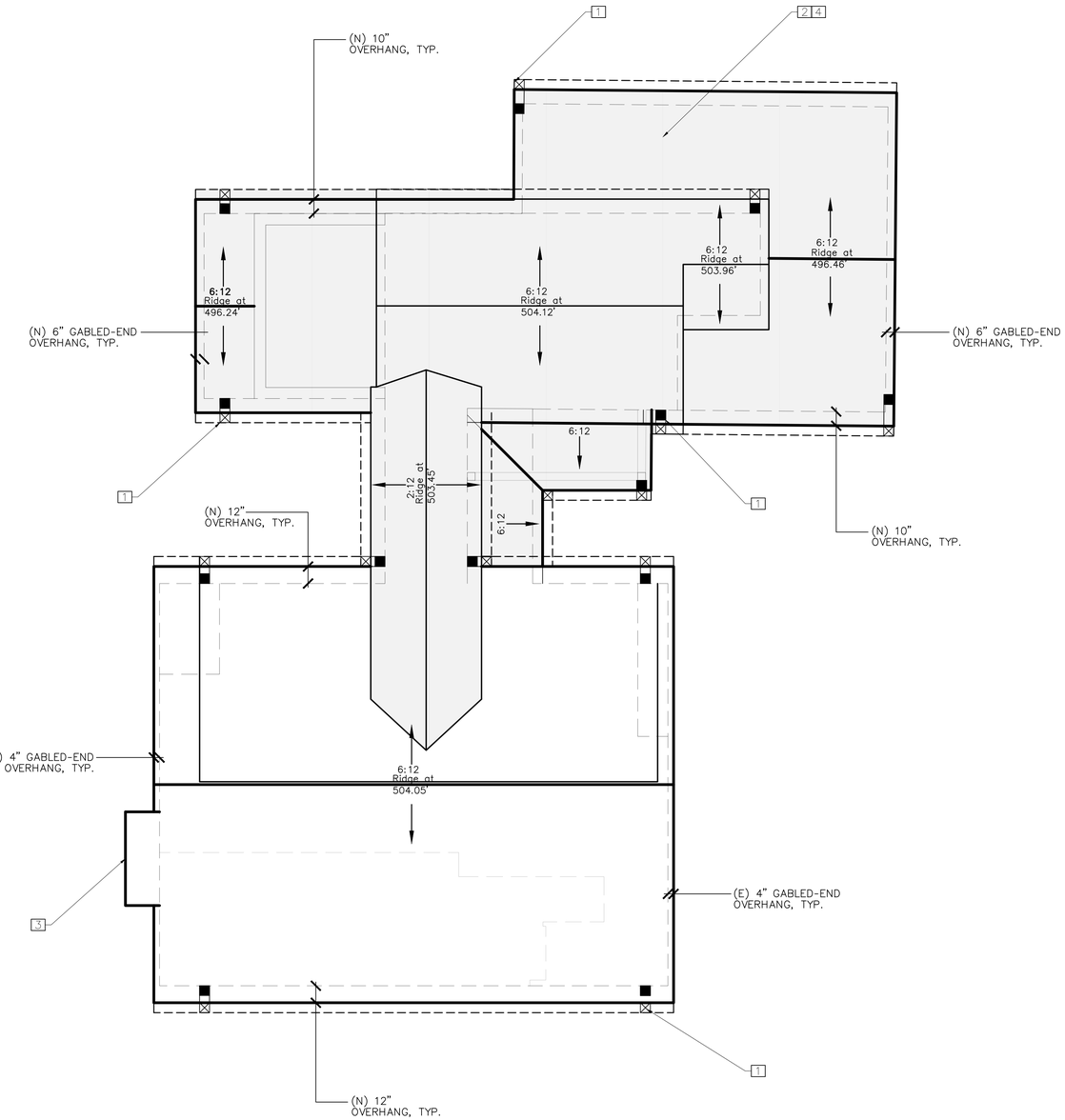
SCALE: 1' = 3/8"

KEY NOTES

1. (E) PLY WD ROOF SHEATHING
2. (E) 2X BLOCKING
3. (E) 2X4 DBL TOP PL
4. (E) 2X6 RAFTERS & CLG JOIST
5. (E) 2X4 FRAMING
6. (E) PLY WD WALL SHEATHING
7. (E) WATER PROOF FELT
8. (E) 2X4 SILL PL
9. (E) PLY WD FLOOR SHEATHING
10. (E) R21 BATT INSULATION ON ON WALLS, TYP.
11. (E) R19 BATT INSULATION ON ON FLOOR TYP.
12. R30-BATT INSULATION ON ROOF, TYP.
13. (E) 4X HDR
14. (E) 2X RIM JOIST
15. (E) 2X SILL PL
16. (E) CONC FOOTING
17. (E) WOOD SHINGLE SIDING
18. (E) WOOD SHINGLE ROOF

NOTE:

1. ALL GUTTERS & DS TO BE REPLACED



KEY NOTES

1. NEW GUTTERS W/ 2% SLOPE & NEW DS.
2. NEW CEDAR WD SHAKE ROOF
3. (E) CHIMNEY
4. (N) ROOF SHOWN SHADED

LEGEND

- SLOPE DIRECTION ARROW
- ROOF LINE: EXISTING THICK SOLID LINE
- BUILDING FOOTPRINT THIN DASHED LINE
- GUTTERS
- DOWNSPOUTS W/2% SLOPE
- NEW ROOF

N

0 5 10 15

(IN FEET) 1/4 inch = 1 ft.

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21-07

ISSUE:
11-14-2021
07-17-2023

DRAWN BY:
A.J.Ortiz

SECTION & ROOF PLAN (PROPOSED)

SCALE: 1' = 1/4"

A7.0



1 BULB

MANUFACTURE:	PHILLIPS
WATTS:	4 WATTS
LUMENS	150
BULB TYPE:	B11 LED SOCKET



2 FIXTURE A

MANUFACTURE:	NICK'S BUILDING SUPPLY INC.
T24 COMPLIANT:	YES
COLOR:	COPPER
WATTS:	4 WATTS
LUMENS	150
BULB TYPE:	SEE BULB
DIMENSIONS:	16" H X 10.5"" W X 11"



3 FIXTURE B

MANUFACTURE:	WORLD IMPORTS
T24 COMPLIANT:	YES
COLOR:	ANTIQUE COPPER
WATTS:	4 WATTS
LUMENS	150
BULB TYPE:	SEE BULB
DIMENSIONS:	16" H X 10.5"" W



4 EXISTING DOOR

EXISTING FRONT ENTRY DOOR
TO REMAIN



5 NEW DOOR

MANUFACTURE:	NICK'S BUILDING SUPPLY INC.
TYPE:	RUSTIC DOOR



6 EXISTING WOOD SIDING

MANUFACTURE:	UNKNOWN
EXPOSURE:	6-INCH & 3-INCH
FINISH:	TAN, SOLID STAIN
MATERIAL	CLEAR VERTICAL GRAIN WESTERN RED CEDAR HEARTWOOD
WIDTH:	RANDOM 8-INCH, & 4-INCH
BUTT LINE:	EVEN BUTT LINE



7 EXISTING WINDOWS

MANUFACTURE:	UNKNOWN
TYPE:	CASEMENT
COLOR:	DARK GREEN
MATERIAL:	WOOD



8 DRIVEWAY PAVERS

MANUFACTURE:	CALSTONE
COLOR:	OAK BARREL GRAY
INSTALLATION:	SET ON SAND

Balboa Mist
OC-27

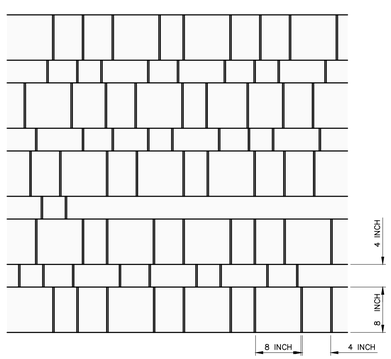
9 BODY COLOR

MANUFACTURE:	
COLOR:	BENJAMIN MOORE
SHEEN:	BALBOA MIST OC-27 EGGSHELL



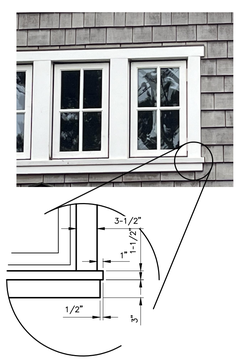
10 TRIM COLOR

MANUFACTURE:	SHERWIN WILLIAMS
COLOR:	GAUNTLET GRAY 7019
SHEEN:	EGGSHELL



11 NEW WOOD SIDING

MANUFACTURE:	UNKNOW
EXPOSURE:	8-INCH & 4-INCH
FINISH:	TAN, SOLID STAIN
MATERIAL	CLEAR VERTICAL GRAIN WESTERN RED CEDAR HEARTWOOD
WIDTH:	RANDOM 8-INCH, & 4-INCH
BUTT LINE:	EVEN BUTT LINE



7 NEW WINDOWS

MANUFACTURE:	SIERRA PACIFIC
TYPE:	CASEMENT
COLOR:	SEE SCHEDULE
MATERIAL:	WOOD-CLAD

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21-07

ISSUE:
11-14-2021

DRAWN BY:
A.J.Ortiz

MATERIALS (PROPOSED)

SCALE: 1/4" = 1'

A8.0



SOUTH ELEVATION



NORTH ELEVATION

0 5 10 15

(IN FEET) 1/4 inch = 1 ft.

GRAPHIC SCALE

KEY NOTES

1. NEW DOWN SPOUT & GUTTER
2. NEW RUSTIC CEDAR SIDING
3. NEW DOOR & WINDOWS (WOOD-CLAD)
4. EXISTING GRADE WHERE OCCURS
5. NEW WATER SPIGOT
6. NEW WOOD SHAKE ROOF TO MATCH EXISTING
7. NEW WD DECK
8. NEW RELOCATED GAS METER
9. EXISTING MAIN ELEC. PANEL
10. EXISTING CRAWL SPACE VENTS
11. NEW WD GUARD RAIL
12. EXISTING BRICK STEP TO REMAIN
13. NEW 8X8 WD COLUMN
14. NEW DIRECT VENT
15. NEW DRYER VENT
16. EXISTING CRAWL SPACE ACCESS
17. NEW CRAWL SPACE ACCESS
18. NEW 125 VOLT RECEPTACLE
19. EXISTING CRAWL SPACE VENTS
20. CANTILEVERED FLOOR JOIST
21. OUTLINE OF FRENCH DOORS
22. EXISTING WD SIDING
23. EXISTING BRICK CHIMNEY TO REMAIN
24. EXISTING WOOD CASEMENT WINDOWS, PAINTED. TO REMAIN

LEGEND

NEW RUSTIC CEDAR SIDING

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A.J.Ortiz

ELEVATIONS (PROPOSED)

SCALE: 1' = 1/4"

A6.0

PGCC 1-17-24

Archives & Archaeology
Rubén G. Mendoza PhD., RPA, Project Archaeologist / Historian
1645 Beacon Hill Drive
Salinas, California 93906

Phase Two Historic Assessment of 111 10th St, Pacific Grove, CA 93950
APN: 006-218-001-000

Submitted By

Archives & Archaeology
Rubén G. Mendoza Ph.D., RPA, Project Archaeologist
Jennifer A. Lucido, Associate
1645 Beacon Hill Drive
Salinas, CA 93906

Prepared for:

Lynne Hermle and Craig Collins c/o Claudio Ortiz, CODG, Inc., Design+Build
155 San Rafael Way
San Francisco, CA 94127
Tel. (831) 626-4146

City of Pacific Grove, Planning Division
300 Forest Ave. 2nd Floor
Pacific Grove, CA 93950

August 14, 2022

Construction: 1926
Property Type: HP2. Single-family property
Other Resources: HP4. Ancillary House (former Carriage House)
Map: 36.621456877143, -121.911485607181
APN: 006-218-001-000
Address: 111 10th St, Pacific Grove, CA 93950

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Introduction

This document constitutes that reporting requested by the City of Pacific Grove, and required of the property owners, Lynne Hermle and Craig Collins c/o Claudio Ortiz, CODG, Inc., Design+Build, for compliance with the required Phase Two Historic Assessment of the Shingle Style single-family residence located at 111 10th St, Pacific Grove, CA 93950. Listed as Assessor's Parcel Number 006-218-001-000, this report is mandated under Pacific Grove's Historic Preservation Ordinance (Municipal Code Chapter 23.76).

The Hermle & Collins house is located in the city of Pacific Grove, California. From Salinas, access to the property lies approximately 9 miles from California State Route 1 South (Highway 1 or CA-1 S). From CA-1 S, continue 5 miles and then take 402B to merge onto Del Monte Ave toward Pacific Grove (1.9 miles). Keep right to continue on Lighthouse Ave (1.4 miles). Continue onto Central Ave (0.5 miles) and then turn right onto 10th St. The Hermle & Collins home is located on the right side of the street (Google Maps 2022).

Given that the property under consideration is located within the City of Pacific Grove, within the purview of the California Coastal Commission, and construed as lying within one of the most archaeologically and historically sensitive resource zones in the State of California, this report is required for compliance with the California Environmental Quality Act (CEQA). Therefore, the region is considered both historically and archaeologically sensitive and is likely to produce archaeological and historical resources. It was determined that because the building dates to 1926, and falls beyond the minimum 50-year age for those buildings or structures that trigger such historical studies and assessments, this study was undertaken as per compliance protocols.

The following review of findings establishes that (a) both the location of the parcel within a historically sensitive zone and the building's construction in 1926 justify the City of Pacific Grove Planning Division's request for preparing this Phase Two Historic Assessment, (b) by contrast with the earlier Phase One Historical Assessment, it has since been determined that the Hermle & Collins home does not appear to be eligible for listing on the National Register of Historic Places at the local level of significance or the California Register of Historical Resources. Even so, the residence is presently listed in the Pacific Grove Historic Resource Inventory (HRI, Permit #141) (Municipal Code Chapter 23.76, Section 23.76.025).

Professional Qualifications

Archives & Archaeology Principal Investigator Rubén G. Mendoza Ph.D., RPA, is a University of Arizona trained Archaeology and Cultural Resources Management specialist who completed the MA degree in Anthropology at the University of Arizona in 1980, and the Ph.D. at the same institution in 1992. His BA degree in Anthropology and History was completed in 1978 at the California State University, Bakersfield. His long-established interest in archaeologically and ethnohistorically-mediated architectural histories remains a defining characteristic of his scholarship and career and has resulted in scores of publications and reports, including peer-reviewed journal articles and book chapters spanning Precolumbian, Spanish Colonial, Iberian, and Mediterranean / Mission Revival, and other contemporary California architectural styles and traditions.

Under City of Salinas business licenses identified with both Archaeological and Historical Resource Consulting and Archives & Archaeology, Dr. Mendoza has undertaken archaeological

and historical resources consulting on the Central Coast, specifically Monterey, Santa Cruz, San Benito, and San Luis Obispo counties, since the year 2000. His work with California contractors, engineers, conservators, and other historic preservationists spans the period from 1995 to the present. Besides a host of residential and business clients, our client list includes Architectural Conservation LLC; ARG–Architectural Resources Group; Lino Belli, AIA, Belli Architectural Group; Brett Brenkwitz and Charles Franks, Franks, Brenkwitz & Associates; Gretchen Flesher, GFA–Gretchen Flesher Architecture; John Swift, Hamilton Swift & Associates - Integrated Land Use and Development Services; Page & Turnbull; Pacific Grove Public Library; The Roman Catholic Diocese of Monterey (Old Mission San Juan Bautista HSR, San Carlos Borromeo, The Royal Presidio Chapel Conservation Project, San Miguel Arcángel HSR, Maryknoll Rectory, San Juan Bautista HSR, Mission Nuestra Senora de la Soledad); United States National Park Service; San Antonio Missions National Historical Park / UNESCO World Heritage List Consultant. He has been recognized for exemplary contributions to the historic preservation of early California architecture with the granting of the California Preservation Foundation Award (2008), the California Mission Directors and Curators Conference Father Fermín Francisco de Lasuén Award (2013), and the California Missions Foundation/California Mission Studies Association Norman Neuerburg Award (2016). In addition, Dr. Mendoza is the author of a host of architectural histories and international press publications, including Rizzoli's *The California Missions* (2018), *The Spanish Style House - From Enchanted Andalusia to the California Dream* (2021), and the forthcoming *Casa Santa Fe - Design, Style, Arts, and Tradition* (2023).

Archives & Archaeology Research Associate / Cultural Resources Manager Jennifer A. Lucido completed her MA degree in Cultural Resources Management at Sonoma State University in 2015. She completed the BA degree in Social & Behavioral Sciences with a concentration in Archaeology at California State University, Monterey Bay, where she is presently an Adjunct Faculty member. Ms. Lucido has published widely on early California and Spanish colonial architecture. Her scholarly contributions to "furthering the preservation and protection of the California Missions" were acknowledged by the California Mission Curators and Directors Conference with the granting of the Father Fermín Francisco de Lasuén Award (2014). She is co-Principal and author for a host of major academic grants and fellowships, including the 2013 National Endowment for the Humanities Landmarks of American History and Culture: Workshops for School Teachers Grant ($180,000), and the 2013 NEH Digital Enhancement Supplement Grant ($12,000). Ms. Lucido's expertise centers on Cultural Resources Management and historic assessments and architectural resource studies. Her current body of academic research seeks to fully interpret the architectural history, ethnogenesis, and archaeological heritage of the Spanish Royal Presidio of Monterey for the period spanning 1770 to 1848.

Description of the Proposed Project

A Phase One Historic Assessment of the Hermle & Collins property was initiated on February 6, 2022 on behalf of Lynne Hermle and Craig Collins for the Claudio Ortiz Design Group, Inc. (CODG), and submitted to Claudio Ortiz of the CODG on March 22, 2022. After a planning review and consultation with the City of Pacific Grove Community Development Department, the City requested that a Phase Two Historic Assessment be completed. Upon the client's approval of the

project quote for the Phase Two Historic Assessment on May 25, 2022, project research and review of existing plans and historic documents was initiated for further consideration on June 14, 2022. The Phase Two Historical Assessment was in part predicated on the on-site field survey and photographic reconnaissance for both the Phase One, and by extension, Phase Two Historic Assessments originally undertaken by Dr. Rubén G. Mendoza, Ph.D., the Project Historian and Principal for Archives & Archaeology - Archaeological & Historical Resources Consulting (http://ArchivesArchaeology.com) on January 3, 2022. Said documentation, photography, and updated plans were redeployed for those considerations bearing on the Phase Two Historical Assessment reported here. Cultural Resources Management Research Associate Jennifer A. Lucido, MA, conducted the initial archival research at the Pacific Grove Planning Department on January 3, 2022, and ancillary and/or online City of Pacific Grove Community Development Department documentation and guidelines have supported this effort from the outset. For the Phase Two Historical Assessment, interviews were conducted with architect Claudio Ortiz for the purposes of reviewing both 1) the proposed design modifications to the main building, 2) a proposed building remodel and retrofit of the former Carriage House, 3) plan and materials review identified with the Carriage House, and 4) mitigation considerations. The review was convened with architect Claudio Ortiz of the Claudio Ortiz Design Group, Inc. (CODG) on July 12, 2022, and the interview was conducted by Dr. Rubén Mendoza of Archives & Archaeology.

The proposed project entails the construction of a 396.7 sq. ft. Main Level Master Bedroom addition at the north end of the former Carriage House, and a 276.0 sq. ft. Upper Level addition over the Master Bedroom addition to the former Carriage House structure. The Upper Level will be connected to the main building by way of a 3’ 10” wide Upper Level walkway to that portion of the main building identified with the 1990s era “dormer” addition. Main Level access from the Master Bedroom addition will articulate with the existing location of a sash window identified with an extant washroom (Bath 1). The retrofit in question will thereby permit the addition of both Bedroom 3 and Bath 3 within the context of the Upper Level addition, and the integration of an enclosed Upper Level walkway replete with gabled roof and period appropriate sash windows and cladding. In addition, the French Doors installed during the course of the circa 1990 remodel, and located at the southeast corner of the south elevation, will revert to a sash window ensemble within the frame of the existing door frame. Finally, the south half of the existing Accessory Dwelling Unit or former Carriage House will be converted into a garage, which is consonant with its original usage in the 1930s through 1980s (See Appendix IV, A4.1 through A7.0).

The proposed project is detailed in those plans attached in AppendixIV, A4.1 through A7.0, and according to Claudio Ortiz of the Claudio Ortiz Design Group, Inc. (CODG), the Main Level addition to the Carriage House is construed “subordinate to the existing structure, and blends in a casual manner” such that the “character and materials will remain intact or unchanged” (Ortiz, Personal Communication, July 12, 2022). The CODG seeks to integrate materials construed compatible with the historic fabric of the Main House, such that the whole of the build will “retain the feel, and character of the main building…so as to minimize the impact, and retain the feel of compatibility in both design and construction.”

Research Procedures

On June 14, 2022, this investigator initiated this Phase Two Historical Assessment of the property under consideration, and drew upon that documentation, photography, and initial planning documents required to complete the Phase One assessment. The Phase One assessment was based on an on-site photographic survey and a study of construction details and elements identified with the main dwelling at the aforementioned address. Photography and the review of construction details and elements addressed all exposed elevations of the building and exterior features, in addition to the largely modified Carriage House situated on the parcel. The completion of the on-site portion of the photographic survey and architectural review was followed by the analysis of construction details from photographic elevations, and additional information and documents available through public records housed at the City of Pacific Planning Division office. Additional information was available from online sources including the 2011 *City of Pacific Grove Historic Context Statement* and *2018-2019 Pacific Grove Historic Resources Inventory Update Survey Report* by Page & Turnbull, Inc., the *Pacific Grove Historic Resources Inventory Database* (2011), and other documentary sources pertaining to the City of Pacific Grove Planning Division and Monterey County APN Search, GIS-based online databases and mapping tools, and other available documentary sources for the region specifically pertinent to this historical study.

Historical Background

The City of Pacific Grove is characterized by nine broad historic contexts or themes that span the prehistory of the Monterey Peninsula through to the post-World War II growth of the city (Page & Turnbull, Inc. 2011a: 13). These historic contexts include 1) Residential Development; 2) Commercial Development; 3) Civic Growth; 4) Transportation & Infrastructure; 5) Ethnic & Cultural Diversity; 6) Social, Religious, or Cultural Institutions, Movements & Trends; 7) Recreation, Leisure & Tourism; 8) Development & Booster Organizations; and 9) Environmentalism. These themes are intertwined with six periods or timeframes of development that further characterize the history of Pacific Grove (Page & Turnbull, Inc. 2011a: 14-16). These periods include: 1) Native American & Mission Periods (to 1820); 2) Mexican & Early American Periods (1821 - 1872); 3) Early Development of Pacific Grove (1873 - 1902); 4) Pacific Grove Comes of Age (1903 - 1926); 5) City of Homes (1927 - 1945); and 6) Suburban Expansion (1946 - 1965). Of these themes, the property is most closely associated with the Residential Development of the City of Pacific Grove. More specifically, the period of Pacific Grove Comes of Age (1903 - 1926) for the buildings under study.

Native American & Mission Periods (to 1820)

Archaeological, ethnohistorical, and linguistic data indicate that at the time of European contact, the Esselen, Southern Ohlone/Costanoan (Rumsen), and Northern Salinan populated the region now identified with Monterey County (Breschini and Haversat 1986: 14; CSAC 2012a, 2012b; Kroeber 1925: 462, 544; UCB 2013). Linguistic studies hypothesized six language families that represent prehistoric California, including Athabaskan, Uto-Aztecan, Penutian, Yok-Utian, Hokan,

Chumash, and Yukian (Golla 2007: 71; UCB 2013). Descendants of Hokan (Esselen) and Penutian (Rumsen) speakers occupied the area that would later become the Royal Presidio Monterey.

Hokan speakers are hypothesized to have entered and settled the coast of central California approximately 4,000 to 6000 years ago (Breschini and Haversat 2004: 192). These peoples are thought to be ancestors of the Esselen (and possibly Salinan as well), whose presence in Monterey County began circa 2,500 to 4,000 years ago (Breschini and Haversat 2004: 193). The Penutian speakers are hypothesized to have entered and settled central California approximately 2,500 to 5,000 years ago (Breschini and Haversat 2004: 191). These incoming Penutian speakers migrated into the Esselen territory and subsequently influenced Esselen expansion south along the Big Sur coast (Breschini and Haversat 2004: 196, 2008: 18).

Speakers of the Esselen language, or the Huelel language as it has been referred to more recently, occupied the northern Santa Lucia Mountain range and coastal plains of Big Sur (Breschini and Haversat 2004: 17; Shaul 1995: 191-192; UCB 2013). The five primary Esselen districts or multi-village communities identified at Spanish contact include Excelen, Eslenajan, Imunajan, Ecgeajan, and Aspasniajan (Milliken 1990: 59). These districts spanned Carmel Valley in the northwest and further inland regions near the Arroyo Seco, Salinas River, and adjacent creeks of southeastern Monterey County (Breschini and Haversat 2004: 6; Milliken 1990: 59). Population projections for the Esselen range from 500 to 1,300 speakers and, as such, the Esselen were among the smallest groups in California (Breschini and Haversat 2004: 5).

The Rumsen territory spanned the San Francisco Bay and Carquinez Strait in the north to the Big Sur and Salinas rivers in the south (Levy 1978: 485; Milliken 1995: 19). The three primary Southern Ohlone/Costanoan districts within Monterey County (from the Monterey Peninsula to the Big Sur River) identified at Spanish contact include Rumsen, Ensen, and Sargentaruc (Breschini and Haversat 2004: 6; UCB 2013). These districts are collectively construed as part of the Rumsen ethnolinguistic group consisting of approximately 800 speakers (UCB, 2013).

In 1768, Spanish land and naval expeditions were dispatched with the intention of rediscovering and settling Monterey, originally identified by Sebastian Vizcaíno in 1602-1603 (Walton 2001: 19; Williams 1993: 5). Captain Gaspar de Portolá led the land expedition but was unable to locate the Monterey Bay despite having passed through the region (Walton 2001: 19; Williams 1993: 5). In 1769, Portolá made his second attempt to relocate Monterey and retraced his way from the earlier land expedition (Walton 2001: 19). Father Junípero Serra, OFM, the first President of the missions of Alta California, followed Portolá by sea aboard the *San Antonio*, also called El Príncipe (Serra 1955a: 161).

On May 31, 1770, the *San Antonio* anchored in the port of Monterey (Serra 1955a: 161). “About a rifle shot from the beach,” Serra founded *El Real Presidio de San Carlos de Monte Rey*, or the Royal Presidio of San Carlos of Monterey on June 3, 1770 as a joint mission and military outpost (Serra 1955a: 171). The Presidio functioned as the center of cultural, political, and economic activities for the diverse soldiers and settlers who left their homelands for the frontier in search of

a new life (Lucido 2015: 3). The joint Presidio and Mission, however, was short-lived. Governor Pedro Fages' diary indicates that in 1771 Marquis de Croix, the Viceroy of New Spain, ordered the mission's relocation to the banks of the Carmel River, as well as its name change (Fages 1937: 80). As such, Serra moved the Mission to Carmel, approximately six miles south of the Presidio where there was more land and water suitable for agricultural production (Serra 1955a: 171, Serra 1955d: 406; Williams 1993: 14).

Carmel Mission was supported by agricultural facilities throughout the Monterey Peninsula, although there are no known references to such in Pacific Grove nor have any been located (Page & Turnbull, Inc. 2011: 30). There is documented evidence in Pacific Grove during the Spanish period associated with the construction of a small auxiliary fortification or battery at Point Pinos ((Page & Turnbull, Inc. 2011: 31). Its exact location remains unknown.

Mexican & Early American Periods (1821 - 1872)

Mexico became independent from Spain in 1821, established as a Republic in 1824, and the missions were subsequently secularized in the 1830s. During the Mexican period, mission lands were redistributed among an emerging Californio rancho elite (Page & Turnbull, Inc. 2011: 33). Descendants of Esselen and Rumsen from the Carmel Mission became rancho laborers to support the growing cattle industry (Page & Turnbull, Inc. 2011: 33).

Pacific Grove was originally part of the Mexican land grant or *Rancho Punta de Los Pinos* (Page & Turnbull, Inc. 2011a: 34). José María Armenta, a soldier at the Royal Presidio of Monterey, was granted the rancho in 1833 by Governor José Figueroa. In 1844, ownership included José Abrego (Digital Commons 2019a, 2019b). The land grant comprised approximately 2,667 acres and included the modern-day locations of the Monterey Bay Aquarium (originally Point Aulones or "Abalone Point") to Cypress Point in Pebble Beach (Digital Commons 2019a; Page & Turnbull, Inc. 2011: 34). On September 22, 1852, Jacob P. Leese filed a claim for the rancho (General Land Office No. 279), which was later acquired by Darrell Stokes Gregory (Digital Commons 2019a, 2019b; Page & Turnbull, Inc. 2011a: 40). In 1864, Gregory sold the *rancho* to David Jacks (Page & Turnbull, Inc. 2011: 40). Jacks also acquired ownership of the land of the present-day cities and communities of Del Rey Oaks, Seaside, the Del Monte Forest (i.e., Pebble Beach), and Fort Ord (MCHS 2019). The rancho was patented on November 19, 1880 (Digital Commons 2019a, 2019b). In June 1889, Pacific Grove became incorporated (Pacific Grove Library 2019). During this year, the Southern Pacific Railway arrived in the city, prompting further development.

Early Development of Pacific Grove (1873 - 1902)

The theme of "Early Development of Pacific Grove (1873 - 1902)" encompasses a broad period of development in Pacific Grove, including both residential and commercial (Page & Turnbull, Inc. 2011: 96). Residential development in this instance is deemed significant given the transition from encampments to becoming an incorporated city (Page & Turnbull, Inc. 2011: 96). While the architectural chronology of this period comprised Gothic Revival style (the 1870s–1890s); Italianate style (1870s - 1880s); Stick/Eastlake style (1880s–1900); and Queen Anne style (1880s

- 1905), the residential development during this early period comprised three vernacular architectural styles that reflected the relaxed stylistic rules and a loose Folk Victorian aesthetic including 1) “tent cottages” with front-facing gables that were converted from original tent frames; 2) modest dwellings of one to one and a half stories, usually with a hip roof; and 3) larger residences that were two stories high and richly ornamented (Page & Turnbull, Inc. 2011: 45. 96).

Dwellings of all styles were typically on small lot sizes with a narrow setback from the front and side (Page & Turnbull, Inc. 2011: 97). In addition, dwellings were of wood frame construction with gable, hip, or combination roof forms (Page & Turnbull, Inc. 2011: 97). It was also typical for dwellings to have wood-sash windows and wood-paneled or glazed doors. Siding commonly comprised wood board and batten, wood channel drop, and wood shingle cladding. Many residences also had associated ancillary structures (e.g., storage sheds, stables, etc.) that were later converted into carports or garages and various landscape features (e.g., walls, fences, trees, steps, etc.) (Page & Turnbull, Inc. 2011: 97).

Pacific Grove Comes of Age (1903 - 1926)

The theme of “Pacific Grove Comes of Age (1903 - 1926)” focuses on the commercial and economic growth (e.g., tourism) of the city (Page & Turnbull, Inc. 2011: 115). However, civic-related development is also important during this time with the construction of a fire department, library, museum, and schools. The primary styles of residential buildings (i.e., permanent as opposed to tent camping) associated with the period between 1903 and 1926 include the following types (Page & Turnbull, Inc. 2011: 120): 1) Victorian architecture (pre-1903 to 1910); 2) Craftsman style (1905-1930); 3) Colonial Revival style (1905-1955); and 4) Spanish Colonial Revival style (the 1920s-1950s). Other common styles included Vernacular (1900-the 1930s), Prairie Style (1905-1925), and Shingle Style (1900-1915) (Page & Turnbull, Inc. 2011: 173-175). Typically, residential buildings associated with this period consist of rectangular or L-shaped plans, one-story, wood frame construction, gable and hip roofs, feature set-backs from the front lot lines or streets, thereby permitting space for both front and rear yards, and detached garages for larger lots (Page & Turnbull, Inc. 2011: 170-171, 259).

City of Homes (1927 - 1945)

The theme of “City of Homes (1927 - 1945)” highlights the residential expansion of the city (Page & Turnbull, Inc. 2011c: 193). In addition, the build-out of recreational facilities for both Depression-era work programs and tourism occur during this time. The primary styles of residences associated with the period between 1927 and 1945 include the following types (Page & Turnbull, Inc. 2011c: 220): 1) Spanish Colonial and Pueblo Revival styles (the 1920s-1930s); 2) Tudor Revival style (1920s-1930s); 3) Minimal Traditional Style (1930s-1940s); and 4) Ranch Style (1940s-1970s). Page & Turnbull, Inc. (2011c: 220) again noted the prevalence of vernacular buildings as common, “most frequently appearing as simplified versions of Craftsman-style buildings or following English cottage precedents.”

As in the previous theme, residential buildings associated with this period consist of rectangular or L-shaped plans, one-story, wood frame construction, gable and hip roofs, and feature set-backs from the front lot lines or streets, thereby permitting space for both front and rear yards, and detached garages for larger lots (Page & Turnbull, Inc. 2011: 170-171, 259). Cladding varied depending on the construction date of the residences. For example, the period between 1927 and 1945 featured typical cladding consisting of wood board and batten and channel drop siding until 1910, after which wood shiplap, bevel, and novelty siding were more commonplace (Page & Turnbull, Inc. 2011: 171). For the period between 1927 and 1945, stucco cladding was popular, although the aforementioned wood siding types were still utilized (Page & Turnbull, Inc. 2011: 259). In some cases, asbestos shingle cladding was also used. In addition, most residences originally had double-hung or casement wood-sash windows, as well as wood-paneled or glazed doors (Page & Turnbull, Inc. 2011: 171, 260).

Suburban Expansion (1946 - 1965)

The theme of “Suburban Expansion (1946 - 1965)” represents the largest and most rapid period of expansion of Pacific Grove associated with the post-World War II development (Page & Turnbull, Inc. 2011: 239). Subsequently, the population of Pacific Grove had increased from 6,000 to over 16,000 people by 1960. Therefore, to accommodate the growing population during this period, residential construction expanded to undeveloped areas and created new suburbs, such as Weldon Grove, Marino Pines, and Del Monte Park (Page & Turnbull, Inc. 2011: 259).

The primary styles of residences associated with this period include the following types: 1) Traditional Ranch Style (1940s-1970s); 2) Colonial Revival Style (1940s-1960s); and 3) Modern Style (1940s-1970s) (Page & Turnbull, Inc. 2011: 260-262). Most of these residential buildings associated with this period consist of wood frame construction, rectangular or L-shaped plans, and are typically set back from the street with both front and rear yards (Page & Turnbull, Inc. 2011: 259). One-story houses are the most common, although split and two-story houses are also present. Hip and gable roofs are the most common type of roofline. Cladding consisted primarily of cement stucco, although wood shiplap, board and batten, and clapboard are also found. In addition, most residences originally had double-hung or casement wood-sash windows, as well as aluminum windows (1960) and unglazed doors (Page & Turnbull, Inc. 2011: 171, 260).

Background for the Hermle & Collins House (1926 to present)

The Hermle & Collins home is located within one of the subdivisions and additions plotted during Pacific Grove Comes of Age period (1903-1926) (Page & Turnbull, Inc. 2011: 118). The property was originally part of the “Pacific Grove Retreat" subdivision based on a survey completed by St. John Cox in 1857 (Page & Turnbull, Inc. 2011: 47, 49). Lots in this subdivision lacked uniformity in size but typically spanned 30 feet wide by 60 feet deep (Page & Turnbull, Inc. 2011: 49). Multiple Victorian homes were constructed on 10th St following the creation of this subdivision.

On May 12, 1926, a petition for building permit was submitted by Frank Ingerson (see Appendix IV, Figure 1). The petition stated that the residence would be a one-story house with a shingle roof atop a cement foundation. The petition stated that the home would consist of four rooms, one bathroom, and a fireplace with a brick chimney. The estimated cost for the house was $2,500.00.

Two years later a valuation report of the Hermle & Collins home was completed on February 21, 1928 (see Appendix IV, Figure 2). The report indicates that the owner was A. F. Armstrong and that the then two-year-old home was in "good condition." The house was measured as 24' x 30' feet whereas the carriage port was 10' x 16'. According to the Pacific Grove City Directories of 1947 and 1951, Armstrong resided in the house along with his wife, Adrell (Ancestry.com 2011a, 2011b). No further documentation at the Pacific Grove Planning Division associated with the property appears until 1952 (see Appendix IV, Figure 3).

By 1952, a new property owner was identified with the home according to City of Pacific Grove building permit no. 5695 (see Appendix IV, Figure 3). The owner, Mrs. Boyd, petitioned to add an 11' x 18' concrete floor in the garage port. The addition was estimated to cost $200. According to the 1953 Pacific Grove City Directory, Lolita (misidentified as "Lovita") Boyd resided at the Hermle-Collins home with her daughter, Mavis Boyd, who was listed as a "student" (Ancestry.com 2011c). Lolita's full name was "Lolita Dolores Kershaw Crabb (Boyd)" and she was a silent moving pictures actress (Pacific Gardens Chapel 2021). It is unknown as to when the Boyd's moved into the property, but following Lolita's death on January 30, 1954, Mavis soon moved out of Pacific Grove to Santa Cruz (Ancestry 2019; Pacific Gardens Chapel 2021).

Historical research for the period between 1954 and 1977 did not identify property owners or other associated building construction documentation of the Hermle-Collins's home. The next property owners affiliated with the Hermle-Collins's home were Douglas and Marilynn Gustafson as of 1977. At that time, they resided at 117 and 110, both on 10th Street according to the Monterey Peninsula Directories (Ancestry.com 2011a, b, c; City of Pacific Grove n.d.). Douglas was a realtor who worked in Salinas (Ancestry.com 2011).

In 1977, the Hermle-Collins's home was evaluated for consideration to be listed on the City of Pacific Grove Historic Resources Inventory (HRI) (City of Pacific Grove n.d.). The Hermle-Collins's home was subsequently added to the HRI in 1978 (Permit #141) (City of Pacific Grove n.d.; Page & Turnbull, Inc. 2011: 9). It should be noted that the HRI incorrectly lists the construction date of the residence as "1891," it is likely that the recorder was referring to one of Gustafson's other properties on 10th street, such as 117 (a single-family dwelling built in 1888) or the 110th single-family dwelling (built 1890, Permit #140) (City of Pacific Grove n.d.). These earlier residences would have been associated with the early development of Pacific Grove (1873-1902) (Page & Turnbull, Inc. 2011: 45). The 117 residence, also known as the Brown House, is a Folk Victorian building, also listed on the HRI (Permit #144) (City of Pacific Grove n.d.). The HRI Permit Number on the City of Pacific Grove Existing also incorrectly lists the Hermle-Collins home as built in 1920 (City of Pacific Grove n.d.).

According to the inspection record (building permit no. 4848), on December 18, 1985, the property owners changed the electric service from 110 to 220 volts in the main residence (see Appendix IV, Figure 4). This was completed by Larkin Electric.

The half-story dormer on the rear of the residence constitutes a more recent, circa 1990s, addition to the residence in order to accommodate the aforementioned addition of a second-story loft, which significantly altered the roofline with a sizable dormer–like projection required to install both a bath and bedroom combination.

According to the City of Pacific Grove Historic Context Statement (Page & Turnbull, Inc. 2011b: 179): "Rear additions that have respected the scale of the original building are generally acceptable. However, additions that compromise a building's form and scale, are not acceptable." In this instance, the addition of the second story, replete with dormer-like addition, does not interfere with the viewshed as seen from 10th Street or Ocean View Boulevard.

The City of Pacific Grove Historic Context Statement states that "An early twentieth-century Pacific Grove residence that retains its original garage would be considered to have especially high integrity. These outbuildings derive their significance from the significance of the residence and are typically not eligible in their own right" (Page & Turnbull, Inc. 2011b: 180). Consequently, because the original form and scale of the garage/carriage house outbuilding has been significantly modified, and doubled in size as per total footprint, the integrity of the outbuilding under consideration does not contribute to the significance of the residence.

Description of the Historic Resource

The Hermle & Collins home is a one-and-a-half-story single-family dwelling constructed in 1926. The residence is a Shingle Style home consisting of a side-gabled roof with wood shingles, a wood frame, and a brick chimney. The 1,163 sq ft home consists of four rooms, including two bedrooms (floor plan indicates three, see Appendix III, Figure 2), and two full bathrooms (Zillow n.d.). The main facade has an "eyebrow" over the primary entrance to the home with the word "Playhouse" carved above the door. The character-defining features of the Hermle & Collins home consist of wood-shingle roof cladding, a "bulged eyebrow" above the main entrance, flared eaves, a steeply pitched roofline, a retrofitted dormer on the rear of the residence, and a side-gabled roof. The Vernacular features of the home include its simple form and painted and irregularly configured wood cladding. Moreover, whereas the original rectangular one-story footprint of the Hermle & Collins home was rectangular in form, which is consistent with both Craftsman style and Vernacular buildings, a remodel added a second story loft which significantly altered the roofline with a sizable dormer–like projection required to install a bath and bedroom combination. A 406 sq ft guest/granny unit converted from the original detached garage or carriage house is also located on the parcel lot. The guest unit consists of board and batten cladding.

Existing Elevations

Exterior - West (Front) Facade

The main facade of the Hermle & Collins House fronts 10th Street. The fenestration consists of three piercings, two double-pane wood casement windows (8 panes per window), and a single narrow red ochre-painted wood plank door replete with wrought-iron hinges and brass hardware. Each of the casement windows is framed by Forest green-painted wood plank shutters replete with a diamond-patterned array of 1.0" holes at the center of each shutter. Over the main door is a slightly bowed Forest green-painted lintel with a wooden nameplate with the words "The Playhouse" crafted from hand-cut and affixed wooden lettering. The interior door jamb is scalloped in five layers of wood trim. The whole of the elevation is clad in horizontally-oriented, variably-sized, wood shingle siding with light yellow to ivory paint, with forest green painted window and door trim and framing. A diminutive three-stepped red brick porch is centered on the main door. The tapered red brick chimney of the north elevation rises well above the gabled roof and is visible from the street. The shingled façade, "bulged eyebrow" over the main door, and the bowed ridge pole at the summit of the gable constitute architectural details consonant with the Shingle Style of the region (Appendix III, Figure 3).

Exterior - North Elevation

The north elevation fronts Pearl Street. As with the west elevation, or main façade, the whole of the elevation is clad in horizontally-oriented, variably-sized, wood shingle siding with a paint scheme consonant with that of the main facade or west elevation. This portion of the elevation features both the north end gable and red-brick chimney as character-defining features. The fenestration consists of seven piercings; including a wooden kitchen door with a conjoined fixed wood frame window consisting of 4 window panes and a screen door, two fixed multi-pane, and two multi-pane wooden casement windows. A single horizontally-oriented north-facing fixed multi-pane window piercing is in turn identified with the second-floor dormer-like addition. Secondary piercings consist of two sub-floor piercings, including a crawl space (plywood panel) door at the northeast corner of the building, and a single horizontally-oriented vent with a metal grill at the right side of the kitchen door. A metal utility (electrical) box is situated at the left-hand side of the kitchen door, and utility lines are to be found affixed to the area immediately to the right of the aforementioned door.

Exterior - East Elevation

The east elevation fronting the backyard is stylistically consonant with that cladding and those window treatments found on the north and west elevations and consists of horizontally-oriented, variably-sized, wood shingle siding with a paint scheme echoing that of the main facade and north elevation. The fenestration consists of nine piercings encompassing both the Upper and Lower Levels of the elevation. Whereas that portion of the elevation identified with the Main or Lower Level incorporates two wooden casement windows with eight fixed-pane glazing per casement window frame at both the north and south ends of the building, as well as two fixed four-pane windows, two horizontally-oriented wood vents at the upper northeast corner of the lower elevation, and a single (plywood) crawl space door panel at the lower northeast corner. The Upper-Level Loft constitutes a 1990s era addition that takes the form of a larger dormer-like build. Said addition includes three piercings, with two wooden casement windows, one at each end of

the elevation. At the center of the elevation identified with the Loft is a small louvered glass bath window. Unlike the enclosed eaves of the Main Level, the eaves for the loft remain open. Where exposed vent pipes and other utilities are concerned, these are largely restricted to that portion of the elevation identified with the Main Level. These include a bathroom vent pipe affixed to the cladding immediately adjacent to the left of the central bathroom window. To the right of the bathroom window located at the center of the elevation is affixed a water heater cabinet with vent pipes extending through the Mail Level roofline. To the left of the water heater cabinet is situated the gas meter.

Exterior - South Elevation

The south elevation fronts the concrete driveway at that location, as with each of the other three elevations, the residence is clad in horizontally-oriented, variably-sized, wood shingle siding with a paint scheme consonant with that of the main facade or west elevation. This portion of the elevation features the south-end gable. The fenestration consists of three piercings; including a French Door ensemble installed during the course of a mid-1980s remodel, and two fixed multi-pane wood-frame windows. The diminutive square window on the Main Level, located at the southwest corner of the building, consists of four panes; whereas the vertically-oriented window just beneath the pitch of the south end-gable consists of six panes.

Character-Defining Features

While the Hermle & Collins home was constructed in 1926, it consists of character-defining features for a Shingle Style house from the late nineteenth to early 20th century (McAlester 2020: 372-374; Page & Turnbull, Inc. 2011: 153, 174). The character-defining features for a Shingle Style house in Pacific Grove include the following: “Wood shingle cladding, either entirely or as a prominent element; wavy wall surfaces, particularly bulged ‘eyebrows’ above windows; steeply pitched rooflines, sometimes with gambrel or gable-on-hip configurations and flared eaves; frequently shed dormers on one or both sides of the roof peak” (Page & Turnbull, Inc. 2011: 174). Of these Shingle style features, the Hermle & Collins home consists of wood shingle roof cladding, a “bulged eyebrow” above the main entrance, flared eaves, a steeply pitched roofline, dormer on the rear of the residence, and a side-gabled roof.

Evaluation for Significance

The Hermle & Collins residence does not appear eligible for listing in the National Register of Historic Places at the local level of significance, or the California Register of Historical Resources, and that despite the fact that the home was originally added to the Historic Resource Inventory for Pacific Grove in 1978 (HRI, Permit # 141) (City of Pacific Grove n.d.). Significant alterations to the east half of the gabled roof resulting from the installation of a particularly north-south “dormer” spanning a second-story room addition necessitated modifications to the roof line, and were thereby key to our reassessment in this instance.

National Register of Historic Places Criteria for Evaluation

A. *Property is associated with events that have made a significant contribution to the broad patterns of our history.*

The Hermle & Collins home does not appear to be eligible under Criterion A because the property is not associated with events that have made a significant contribution to the broad patterns of our history.

B. *Property is associated with the lives of persons significant in our past.*

The Hermle & Collins home does not appear to be eligible under Criterion B because the property is not associated with the lives of persons significant in our past.

C. *Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.*

The Hermle & Collins home does not appear to be eligible under Criterion C because the property does not embody the distinctive characteristics of a type, period, or method of construction identified with Shingle Style construction identified with Monterey County.

D. *Property has yielded, or is likely to yield, information important in prehistory or history.*

The Hermle & Collins home does not appear to be eligible under Criterion D because the property does not demonstrate information, or the potential to yield information important to understanding the prehistory or history of Pacific Grove or the Monterey County region more generally.

California Register of Historical Resources Criteria for Evaluation

1. Is associated with events that have made a significant contribution to the broad patterns of California's history and cultural heritage.

The Hermle & Collins home does not appear to be eligible under Criterion 1 because the property is not associated with events that have made a significant contribution to the broad patterns of California's history and cultural heritage.

2. Is associated with the lives of persons important in our past.

The Hermle & Collins home does not appear to be eligible under Criterion 2 because the property is not associated with the lives of persons significant in our past.

3. Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values.

The Hermle & Collins home does not appear to be eligible under Criterion 3 because the property does not embody the distinctive characteristics of a type, period, or method of construction identified with Shingle Style construction identified with Monterey County.

4. Has yielded, or may be likely to yield, information important in prehistory or history.

The Hermle & Collins home does not appear to be eligible under Criterion 4 because the property does not demonstrate information, or the potential to yield information important to understanding the prehistory or history of Pacific Grove or the Monterey Peninsula region more generally.

Pacific Grove Historic Resource Inventory (Pacific Grove Historic Preservation Ordinance (Municipal Code Chapter 23.76): Section 23.76.025 Evaluation criteria

(a) Whether the structure has significant character, interest or value as part of the development, heritage or cultural characteristics of the city of Pacific Grove, the state of California, or the United States;

While the Hermle & Collins home is broadly associated with the theme of residential development in the city of Pacific Grove, it does not exemplify significant character, interest, or value as part of the development, heritage, or cultural characteristics of the city of Pacific Grove, the state of California, or the United States. The strong pattern of residential growth for this neighborhood, and more broadly, within the Pacific Grove Retreat subdivision, is not demonstrated by the Hermle & Collins home given its period of significance is 1926, which is later than the early development on 10th Street. As such, the Hermle & Collins home does not appear to be eligible under Criterion A.

(b) Whether it is the site of a significant historic event;

The Hermle & Collins home does not appear to be eligible under Criterion B because there is no evidence that the property was the site of a significant historic event.

(c) Whether it is strongly identified with a person who, or an organization which, significantly contributed to the culture, history or development of the city of Pacific Grove;

The Hermle & Collins home does not appear to be eligible under Criterion C because there is no evidence that the property is identified with a person who or an organization that significantly contributed to the culture, history, or development of the city of Pacific Grove.

(d) Whether it is a particularly good example of a period or style;

The Hermle & Collins home is indicative of its period of significance (1926) by comparison with other residences (1945-1966) in the neighborhood, and its Shingle Style construction includes distinctive characteristics necessary to be construed as a particularly good example of a style. Therefore, the Hermle & Collins home does appear to be eligible under Criterion D.

(e) Whether it is one of the few remaining examples in the city of Pacific Grove possessing distinguishing characteristics of an architectural type or specimen;

The Hermle & Collins home appears to be eligible under Criterion E because the property is one of the few remaining examples that embodies the distinctive characteristics of a type, period, or method of construction (Shingle Style construction) identified with the city of Pacific Grove; both during its period of significance (1926), as well as in the following period (1927 and 1945), and does possess distinguishing characteristics of an architectural type or specimen.

(f) Whether it is a notable work of an architect or master builder whose individual work has significantly influenced the development of the city of Pacific Grove;

The Hermle & Collins home does not appear to be eligible under Criterion F because historical research undertaken did not reveal the name of an architect or master builder.

(g) Whether it embodies elements of architectural design, detail, materials or craftsmanship that represent a significant architectural innovation;

The Hermle & Collins home does not embody elements of architectural design, detail, materials or craftsmanship that represent a significant architectural innovation.

(h) Whether it has singular physical characteristics uniquely representing an established and familiar visual feature of a neighborhood, community, or of the city of Pacific Grove;

The Hermle & Collins home does not appear to be eligible under Criterion H. The property integrates the Shingle Style in what is otherwise a simplified Craftsman and therefore does not embody singular physical characteristics uniquely representing an established and familiar visual feature of a neighborhood, community, or of the city of Pacific Grove. Furthermore, the Hermle & Collins home does not contribute to the theme of residential growth for this neighborhood or the city of Pacific Grove given that its period of significance (1926) predates this distinctive development.

(i) Whether a resource with historical or cultural significance retains historic integrity. [Ord. 17-023 § 2, 2017; Ord. 01-25 § 1, 2001; Ord. 97-23 § 1, 1997].

The Hermle & Collins home does appear to be eligible under Criterion I because the property does retain sufficient historic integrity for listing in the Pacific Grove Historic Resources Inventory. Specifically, the property retains the integrity of setting, design, materials, workmanship, feeling, and association. However, despite that level of sufficient historic integrity noted, the modification

of the southeast piercing, or French Door, entryway, and the addition of a second-story loft with an oversized dormer-like addition to the east half of the roofline, necessarily altered the original roofline and fenestration of those areas. Nevertheless, said circa 1990s modifications did not impact the viewshed of the house.

Aspects of Integrity

The Hermle & Collins home and guest unit retain their integrity of **location** because the property was originally constructed at 111 10th St, Pacific Grove, CA 93950.

The Hermle & Collins home does retain integrity of **design**. As indicated throughout this report, the residence under consideration by and large retains its original footprint, elevation plan, fenestration, roofline, and materials. The only exceptions noted are those identified with the southeast piercing or French Door install, and the addition of a second-floor loft that necessitated the addition of a larger than usual dormer-like feature at the east half of the gabled roof to accommodate a second-floor bath.

Alterations to the fenestration at the southeast corner of the building and the addition of the dormer-like feature did not noticeably alter the original design plan. Moreover, the 1990s addition of a dormer is not uncharacteristic of the stylistic conventions of this type of building, although significant modifications to the roofline stands as disqualifying to eligibility for listing on the National Register of Historic Places at the local level of significance or the California Register of Historical Resources.

The Hermle & Collins home and guest unit do not retain their integrity of **setting** because the immediate neighborhood consists (primarily) of single-family dwellings that are not contemporaneous with the period of significance (1926) or the associated theme of “Pacific Grove Comes of Age (1903 -1926)” for the Hermle & Collins home. Some of the immediately surrounding homes would have been associated with the early development of Pacific Grove (1873-1902) (Page & Turnbull, Inc. 2011: 45) while others are more modern.

The Hermle & Collins home retains its integrity of **materials**. While a host of materials congruent in appearance to the 1926 building were integrated into the circa 1990s retrofit and remodel for the addition of the second story loft and dormer install, these do not significantly detract from or compromise the original design. The only other departure was the installation of the French Doors at the southeast corner of the south elevation, which replaced an existing piercing, mainly the doorway once located at that portion of the south elevation.

The Hermle & Collins home retains the integrity of **workmanship**, as that modicum of remodeling already noted did not detract from the original craftsmanship of the original 1926 build. In effect, the aforementioned remodeling did not decidedly alter the original cladding or fenestration still visible today, although the roofline was changed to a significant degree.

The Hermle & Collins home and guest unit do not retain their integrity of **feeling** because while the property is broadly associated with the residential development of Pacific Grove, it is in some respects, out of place within the neighborhood. The immediate neighborhood consists (primarily) of single-family dwellings that are not contemporaneous with the period of significance (1926) or the associated theme of "Pacific Grove Comes of Age (1903 -1926)" for the Hermle & Collins home. Some of the immediately surrounding homes would have been associated with the early development of Pacific Grove (1873-1902) (Page & Turnbull, Inc. 2011: 45) while others are more modern. Therefore, the Hermle & Collins home does not contribute to the feeling of residential growth for the period of significance.

The Hermle & Collins home and guest unit do not retain the integrity of **association** because there is no direct link between the property and an event or person for which the property is significant.

Impacts of the Proposed Project

First, it should be noted that the former Carriage House has already undergone extensive remodeling as the result of a host of 1990s era modifications that doubled the floor plan and converted the gabled shed into a 398 sq. ft. Accessory Dwelling Unit (ADU). These modifications resulted in the gutting of much of the circa late 1920s historic fabric, including 1) the doubling of the structure via the addition of a shed-roof room-block at the north elevation, 2) the recladding of much of the building with board-and-batten consonant with the original cladding identified with the west elevation, and 3) the retrofit and infill of the original Carriage House "barn" doors with a standard entry door and a multi-paned sash window.

The proposed project seeks to further expand the footprint of what remains of the original Carriage House by way of the addition of 1) a 396.7 sq. ft. Main Level "Master Bedroom," 2) a 276.0 sq. ft. Upper Level addition over the Master Bedroom, 3) a 3' 10" wide Upper Level (gabled) hallway connected to the 412.0 sq. ft. 1990s era "dormer" (Hallway Two), and 4) an Entry Hallway with conjoined Bathroom One on the Main Level connecting the former Carriage House Master Bedroom addition to the Main House at the center of the east elevation. In addition, that portion of the former Carriage House that once accommodated a garage enclosure will be converted back into a garage, and the north half of the structure will be expanded to include the aforementioned 396.7 sq. ft. Main Level Master Bedroom addition.

That portion of the Main House affected is largely restricted to a 3' 10" wide hallway piercing the center of the lower register of the east or main elevation. The new piercing will entail the opening of a hallway entry point at the current location of the First Floor bathroom unit replete with a diminutive casement window. In order to create the piercing for the hallway, both the First Floor Bathroom and the casement window in question will be removed. Accordingly, the only other change to the existing Main House will be that of the Upper Level Hallway and the addition of a piercing to accommodate the addition via the Second Floor Bathroom added within the 1990s era Dormer.

Insofar as the effects of the proposed project on the historic resource, we believe the potential impact to be nominal as regards the Main House, particularly given that the installation of an enclosed Upper Level walkway will require the retrofit of a relatively narrow access point through the east elevation of the 1990s dormer addition (Appendix IV, Figure 1). As noted, the 1990s remodel of the east half of the gabled roof of the Main House resulted in the modification of the original roofline of the east elevation by way of the expansion of the half-height Upper Level and the buildout of a 276.0 sq. ft. dormer with enclosed bathroom (Appendix IV, Figure 5). The proposed project, by contrast, seeks the removal of a single original sash window on the Main Floor, as well as the removal of a second diminutive louvered window at the center of the 1990s era dormer (Appendix III, Figure 3). Given the stated objective of the designers to 1) seek compatibility with all existing cladding and the fenestration of the original building in any additions and or modifications, and 2) to enhance the utility, energy efficiency, and compatibility of extant features, we believe that the value-added additions and upgrades will go far to preserving the original character, feeling, and historicity of the Main House.

Mitigation

Mitigation should include feasible measures that would either avoid or reduce the effects of the proposed project on the historic appearance of those piercings affected. Mitigation may include but is not limited to, the use of the Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Structures, the State Historic Building Code, and documentation using the Historic American Building Survey (HABS) or alternative standards. As noted in the foregoing project description, Claudio Ortiz, CODG, Inc., Design+Build delineated the plan to extend the existing design, style, cladding, fenestration, and fixtures to the proposed main and upper level room additions such that the actual and visual impact to the main building is construed nominal. The objective, accordingly, is to "advance the mitigation in a manner that retains the feel and character of the historic main building…with additions deemed subordinate, and thereby compatible to the main building, thereby minimizing the overall visual impact" (Claudio Ortiz, Personal Communication, July 12, 2022).

Final Assessment

The Hermle & Collins property retains sufficient historical integrity and adequately represents those dimensions deemed key to an assessment of historic significance as per those standards reviewed in the foregoing narrative for continued local listing in the Pacific Grove Historic Resource Inventory. However, the circa 1990s remodel of the upper half-floor resulted in significant alterations to the roofline of the east half of the gabled roof, including the buildout of a large retrofitted dormer spanning much of the entirety of the east half of the gable. As such, given that the alteration of the roofline of historically significant buildings is construed a point of disqualification, the building was as such rendered ineligible for listing in the National Register of Historic Places at the local level of significance or the California Register of Historical Resources (Page & Turnbull, Inc. 2011: 179).

Finally, it should be noted that any renovations to the building and or property that requires construction-related excavation and or trenching are subject to those CEQA requirements mandated by the state. Therefore, all excavation in such an archaeologically and historically sensitive region will require archaeological monitoring by an RPA (Register of Professional Archaeologists) certified archaeologist. In the event of the recovery of other significant cultural or historical resources, the archaeological monitor or project archaeologist may opt to more fully recover and or advance mitigation measures during project excavations.

Section 7050.5 of the California Health and Safety Code states it is a misdemeanor to knowingly disturb a human burial. Therefore, the homeowners and or the project archaeologist are mandated by state and federal law to contact the Coroner's Office if human remains are disturbed during project-related excavation.

Respectfully Submitted,



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Archives & Archaeology
831-320-9360

and,

Jennifer A. Lucido, Associate
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APPENDIX I: REFERENCES

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APPENDIX II: FIGURES

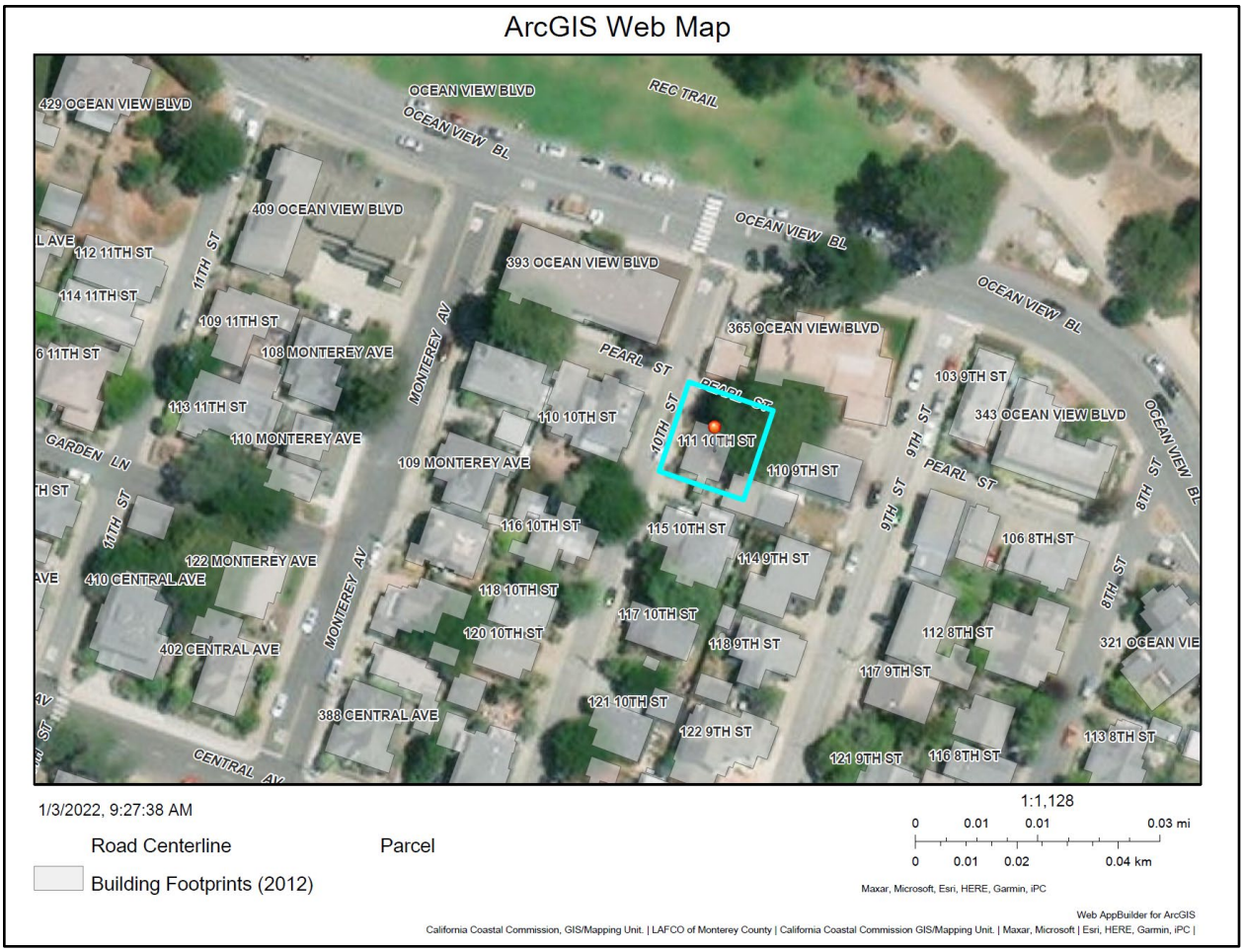


Figure 1: Location of the Hermle & Collins House (indicated by the light blue perimeter) at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000. Courtesy of City of Pacific Grove Parcel Viewer, 2022.



Figure 2: View of Hermle & Collins House with bearing of 98.79 East. Parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000.



Figure 3: “Playhouse” detail of Hermle & Collins House with bearing of 43.50 Northeast. Parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000.



Figure 4: View of Hermle & Collins House with bearing of 149.30 South-southeast. Parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000.



Figure 5: View of Hermle & Collins House with bearing of 193.63 South-southwest. Parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000.



Figure 6: View of Hermle & Collins House with bearing of 249.05 West-southwest. Parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000.



Figure 7: View of Hermle & Collins House with bearing of 14.80 North-northeast. Parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000.



Figure 8: View of Hermle & Collins House with bearing of 328.73 Northwest. Parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000.



Figure 9: View of Hermle & Collins House with bearing of 22.36 North-northeast. Parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000.



Figure 10: View of Hermle & Collins House with bearing of 43.33 Northeast. Parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000.



Figure 11: View of Hermle & Collins Guest Unit with bearing of 83.34 East. Parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000.



Figure 12: View of Hermle & Collins Guest Unit with bearing of 153.81 South-southeast. Parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000.



Figure 13: View of Hermle & Collins Guest Unit with bearing of 137.91 Southeast. Parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000.



Figure 14: View of Hermle & Collins Guest Unit with bearing of 153.76 South-southeast. Parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000.



Figure 15: View of Hermle & Collins Guest Unit with bearing of 219.56 Southwest. Parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000.



Figure 16: View of Hermle & Collins Guest Unit with bearing of 75.64 East-northeast. Parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000.

APPENDIX III: ARCHITECTURAL PLANS

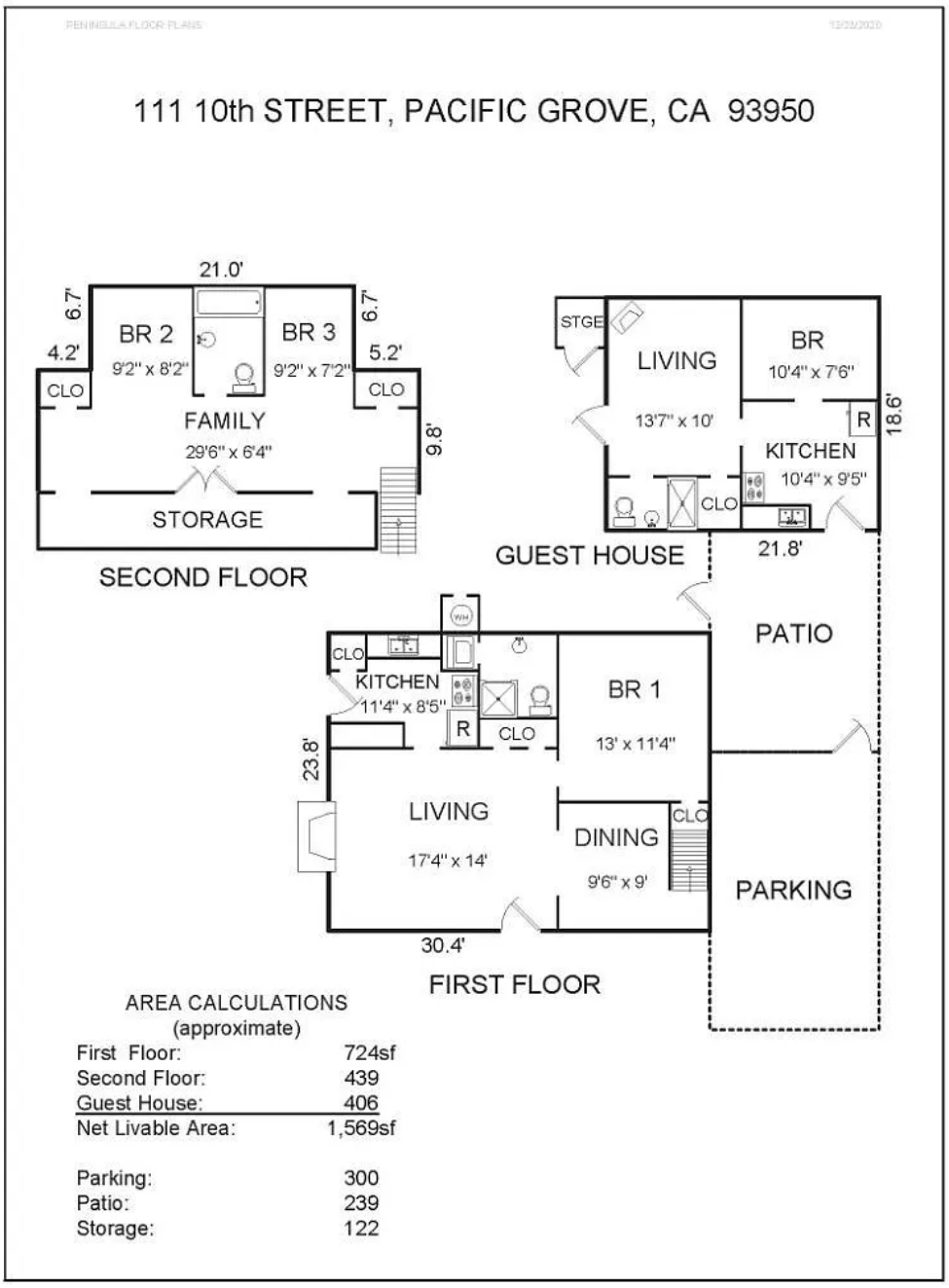


Figure 1: Floor plan of the garage and home located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000 (Zillow n.d.).

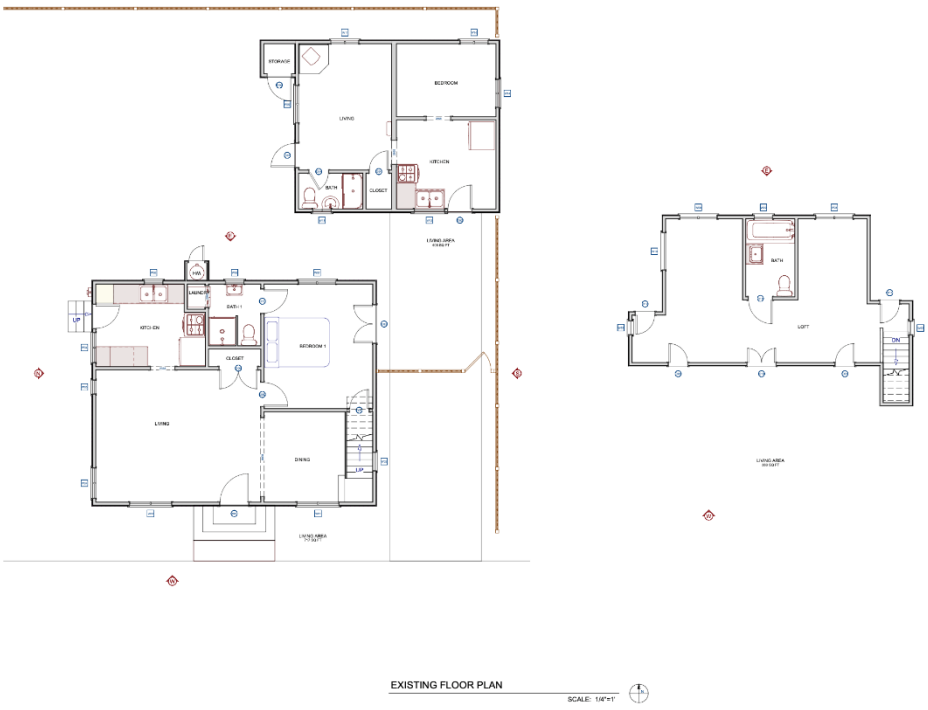


Figure 2: As-built floor plan of the residence and garage/carriage house located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000 (CODG, Inc., 2021).

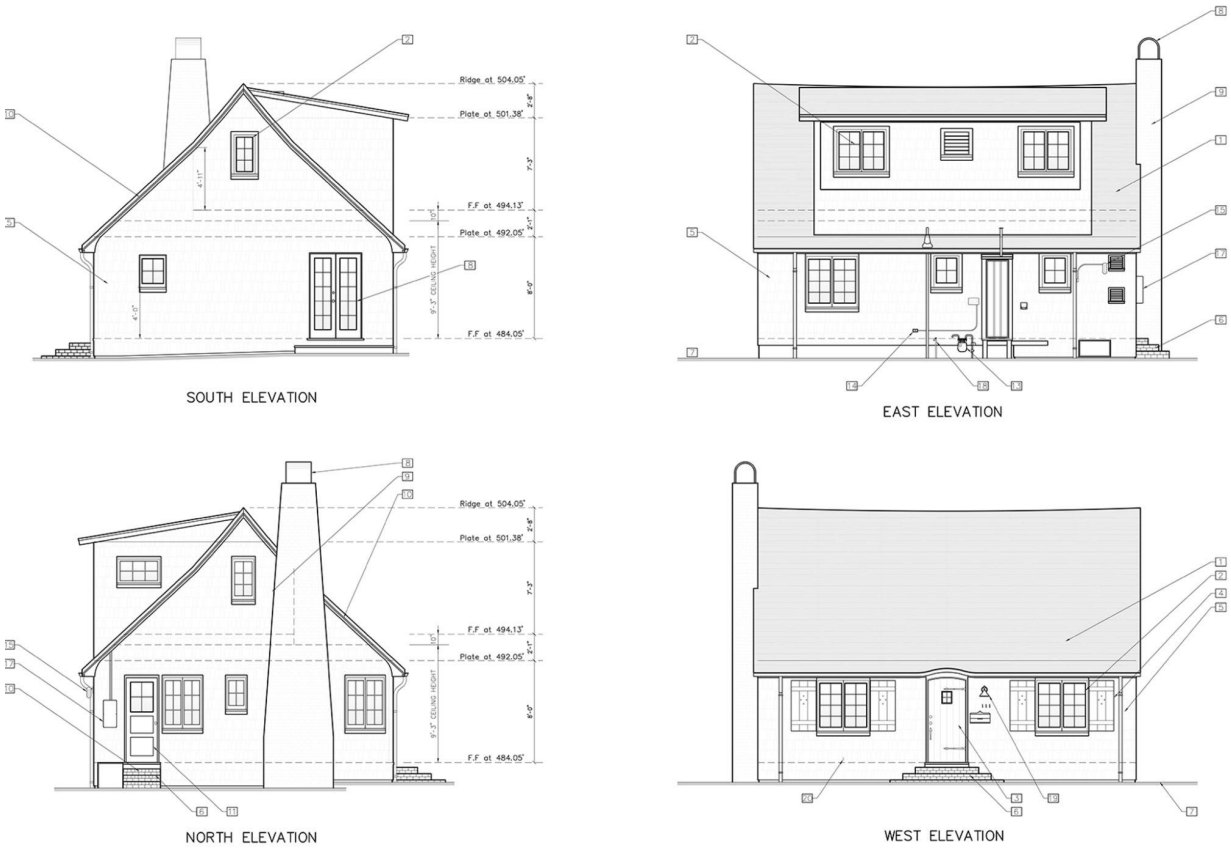


Figure 3: As-built elevations of the main residence located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000 (CODG, Inc., 2021).



Figure 4: As-built elevations of the garage/carriage house located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000 (CODG, Inc., 2021).

APPENDIX IV: PROPOSED PROJECT / ELEVATIONS / PLANS

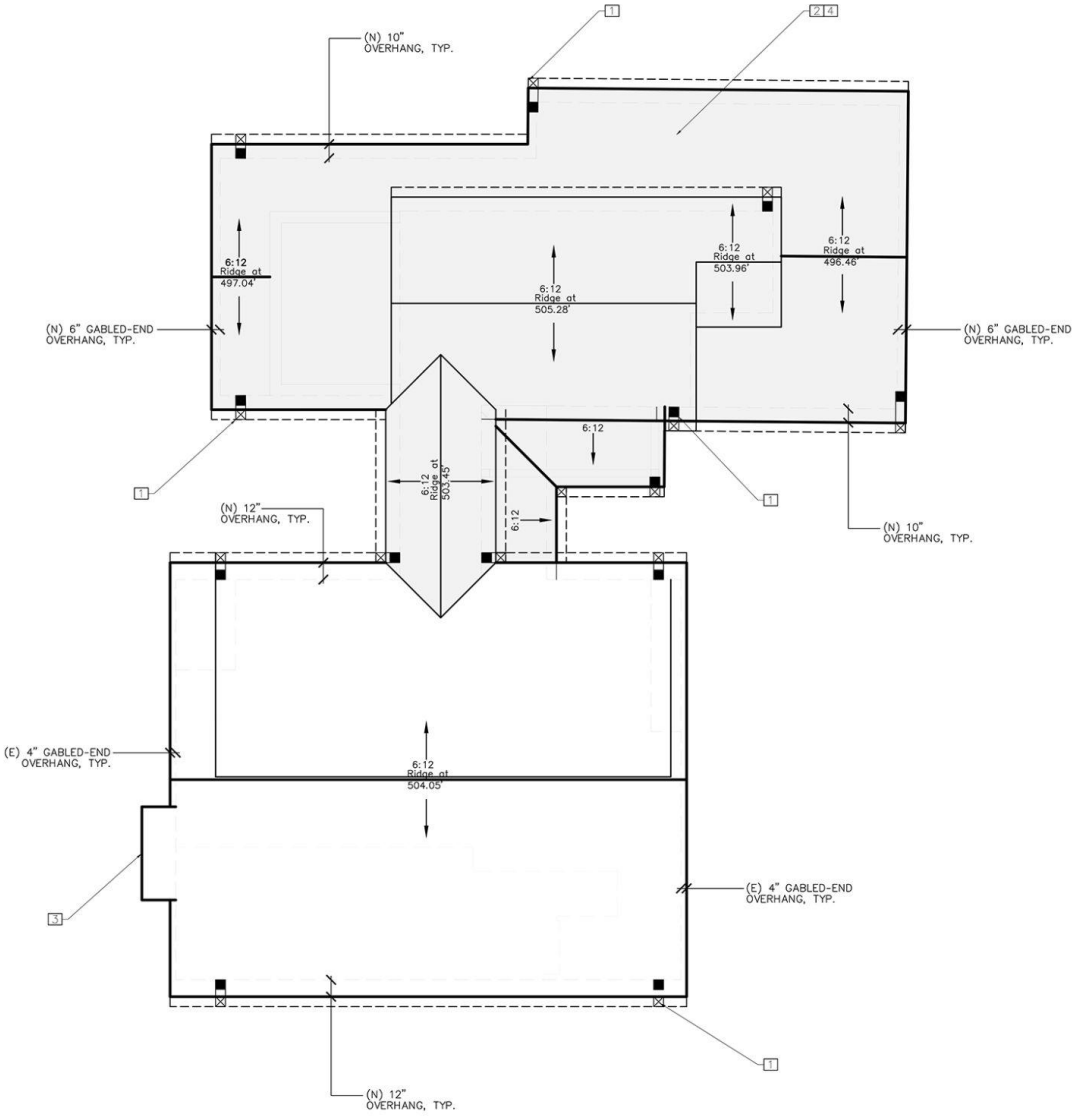


Figure 1: Proposed footprint of the Main and Upper Levels of the residence and Carriage House/Garage located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000 (CODG, Inc., 2021).



Figure 2: Proposed West Elevation or Main Facade of the Main residence and Carriage House/Garage located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000 (CODG, Inc., 2021).

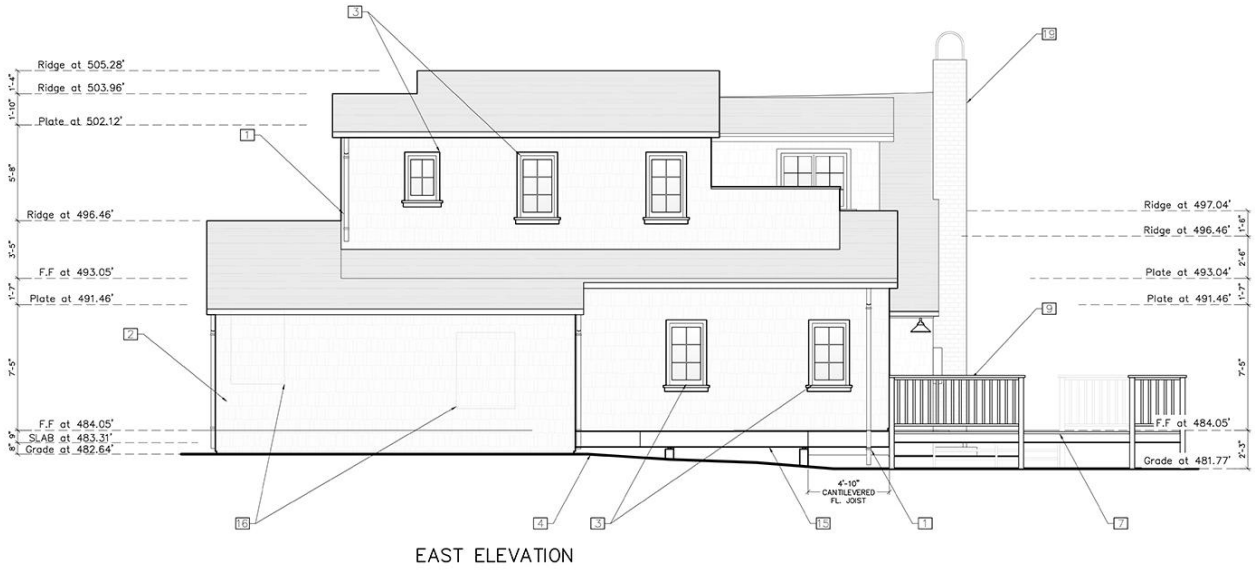


Figure 3: Proposed East or Rear Elevation of the Main residence and Carriage House/Garage located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000 (CODG, Inc., 2021).



Figure 4: Proposed North Elevation of the Main residence and Carriage House/Garage located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000 (CODG, Inc., 2021).



Figure 5: Proposed South Elevation of the Main residence and Carriage House/Garage located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000 (CODG, Inc., 2021).

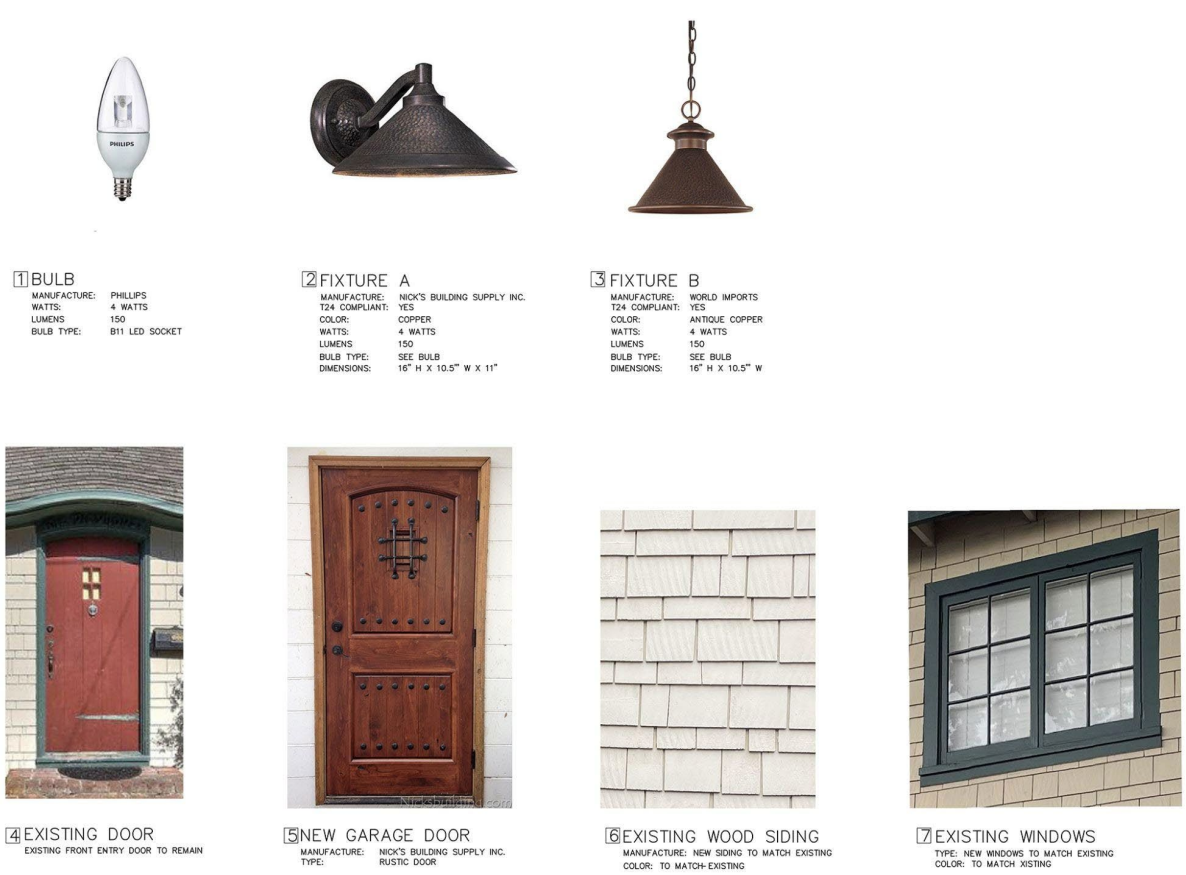
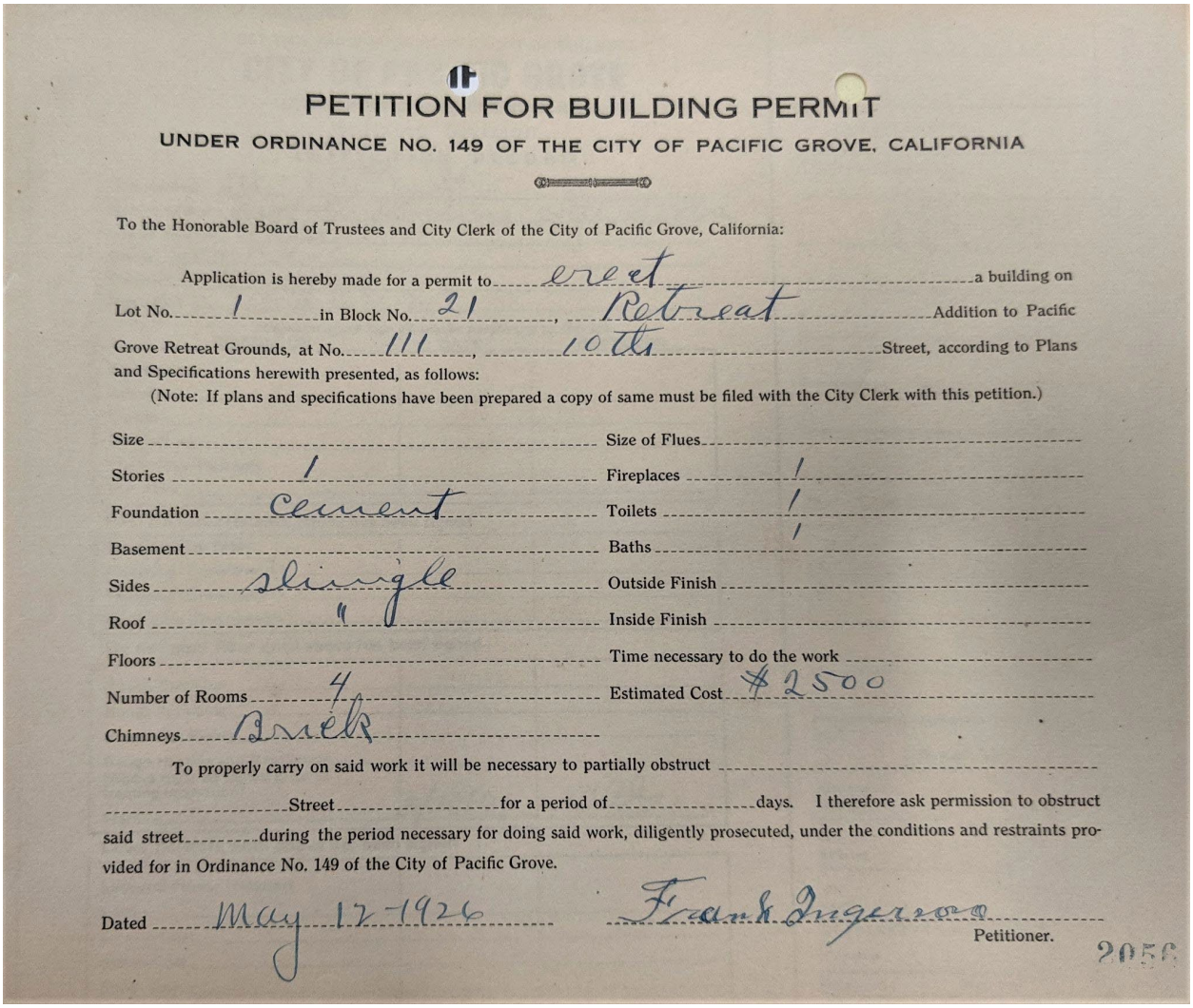


Figure 6: Proposed cladding, fixtures, and doors and windows for the Main residence and Carriage House/Garage located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000 (CODG, Inc., 2021).

APPENDIX V: PRIMARY SOURCES & HISTORICAL DOCUMENTS



PETITION FOR BUILDING PERMIT

UNDER ORDINANCE NO. 149 OF THE CITY OF PACIFIC GROVE, CALIFORNIA

To the Honorable Board of Trustees and City Clerk of the City of Pacific Grove, California:

Application is hereby made for a permit to erect a building on Lot No. 1 in Block No. 21, Retreat Addition to Pacific Grove Retreat Grounds, at No. 111, 10th Street, according to Plans and Specifications herewith presented, as follows:

(Note: If plans and specifications have been prepared a copy of same must be filed with the City Clerk with this petition.)

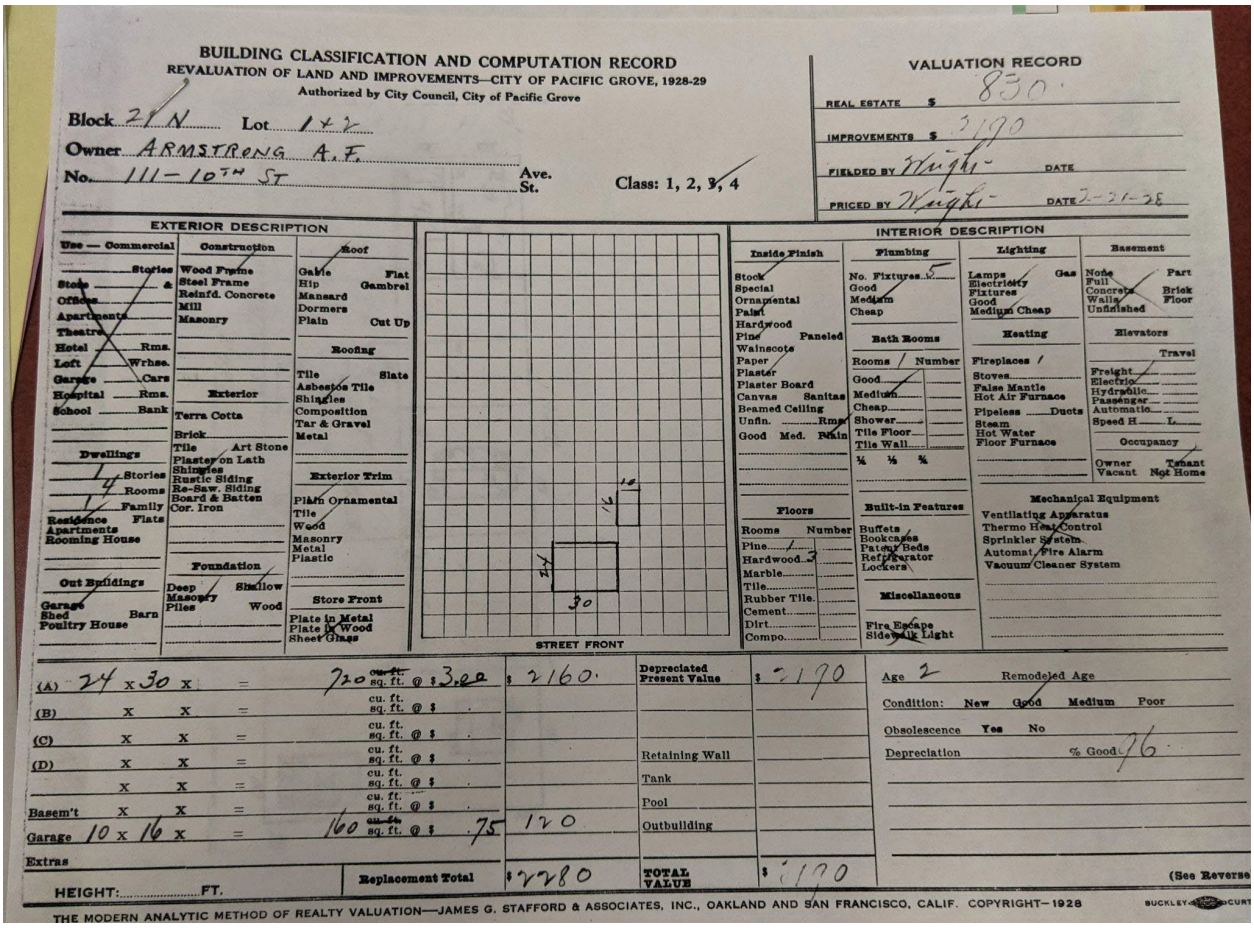
Size		Size of Flues	
Stories	1	Fireplaces	1
Foundation	Cement	Toilets	1
Basement		Baths	1
Sides	shingle	Outside Finish	
Roof	"	Inside Finish	
Floors		Time necessary to do the work	
Number of Rooms	4	Estimated Cost	$2500
Chimneys	Brick		

To properly carry on said work it will be necessary to partially obstruct _____ Street _____ for a period of _____ days. I therefore ask permission to obstruct said street _____ during the period necessary for doing said work, diligently prosecuted, under the conditions and restraints provided for in Ordinance No. 149 of the City of Pacific Grove.

Dated May 17 1926 Frank Ingerson Petitioner.

2056

Figure 1: Petition for Building Permit for the parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000. Courtesy of the City of Pacific Grove Planning Division, 2022.



BUILDING CLASSIFICATION AND COMPUTATION RECORD
REVALUATION OF LAND AND IMPROVEMENTS—CITY OF PACIFIC GROVE, 1928-29
Authorized by City Council, City of Pacific Grove

Block 21 N Lot 1 & 2
Owner ARMSTRONG A. F.
No. 111 – 10TH ST Ave. St. Class: 1, 2, 3, 4

VALUATION RECORD
REAL ESTATE $ 850.
IMPROVEMENTS $ 3190
FIELDED BY Wright DATE
PRICED BY Wright DATE 2-21-28

EXTERIOR DESCRIPTION
Use — Commercial
Stories & Style
Offices
Apartments
Theatre
Hotel Rms.
Loft Wrhse.
Garage Cars
Hospital Rms.
School Bank
Dwellings
1 Stories
Rooms
1 Family
Residence Flats
Apartments
Rooming House
Out Buildings
Garage
Shed Barn
Poultry House

Construction
Wood Frame
Steel Frame
Reinfd. Concrete
Mill
Masonry
Exterior
Terra Cotta
Brick
Tile Art Stone
Plaster on Lath
Shingles
Rustic Siding
Re-Saw. Siding
Board & Batten
Cor. Iron
Foundation
Deep Shallow
Masonry
Piles Wood

Roof
Gable Flat
Hip Gambrel
Mansard
Dormers
Plain Cut Up
Roofing
Tile Slate
Asbestos Tile
Shingles
Composition
Tar & Gravel
Metal
Exterior Trim
Plain Ornamental
Tile
Wood
Masonry
Metal
Plastic
Store Front
Plate in Metal
Plate in Wood
Sheet Glass

STREET FRONT
10
24
30

INTERIOR DESCRIPTION
Inside Finish
Stock
Special
Ornamental
Paint
Hardwood
Pine Paneled
Wainscote
Paper
Plaster
Plaster Board
Canvas Sanitas
Beamed Ceiling
Unfin. Rms.
Good Med. Plain
Floors
Rooms Number
Pine 1
Hardwood 3
Marble
Tile
Rubber Tile
Cement
Dirt
Compo.
Plumbing
No. Fixtures 5
Good
Medium
Cheap
Bath Rooms
Rooms / Number
Good
Medium
Cheap
Shower
Tile Floor
Tile Wall
¼ ½ ¾
Built-in Features
Buffets
Bookcases
Patent Beds
Refrigerator
Lockers
Miscellaneous
Fire Escape
Sidewalk Light
Lighting
Lamps Gas
Electricity
Fixtures
Good
Medium Cheap
Heating
Fireplaces 1
Stoves
False Mantle
Hot Air Furnace
Pipeless Ducts
Steam
Hot Water
Floor Furnace
Basement
None Part
Full
Concrete Brick
Walls Floor
Unfinished
Elevators
Travel
Freight
Electric
Hydraulic
Passenger
Automatic
Speed H. L.
Occupancy
Owner Tenant
Vacant Not Home
Mechanical Equipment
Ventilating Apparatus
Thermo Heat Control
Sprinkler System
Automat. Fire Alarm
Vacuum Cleaner System

(A)	24 x 30 x	=	720 sq. ft. @ $3.00	$ 2160.	Depreciated Present Value	$ 3190	Age 2 Remodeled Age
(B)	x x	=	cu. ft. sq. ft. @ $				Condition: New Good Medium Poor
(C)	x x	=	cu. ft. sq. ft. @ $				Obsolescence Yes No
(D)	x x	=	cu. ft. sq. ft. @ $		Retaining Wall		Depreciation % Good 76
	x x	=	cu. ft. sq. ft. @ $		Tank		
Basem't	x x	=	cu. ft. sq. ft. @ $		Pool		
Garage	10 x 16 x	=	cu. ft. sq. ft. @ $ .75	120	Outbuilding		
Extras							
HEIGHT: FT.		Replacement Total		$ 2280	TOTAL VALUE	$ 3190	(See Reverse)

THE MODERN ANALYTIC METHOD OF REALTY VALUATION—JAMES G. STAFFORD & ASSOCIATES, INC., OAKLAND AND SAN FRANCISCO, CALIF. COPYRIGHT—1928 BUCKLEY-DOLLIVER COURT

Figure 2: Validation record dated to February 21, 1928 for the parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000. Courtesy of the City of Pacific Grove Planning Division, 2022.



CITY OF PACIFIC GROVE

BUILDING PERMIT

Issued pursuant to the Building and Zoning Ordinance of the Municipal Code.

Location 111 - 10th. Street

Lot ____ Block ____ Tract ____

Nature of Improvement Flr in garage Addn Zone ____

No. Rooms ____ Out buildings ____

Dimensions 11' x 18'

Set Back—Front Street ____ Side Street ____ Side Yds. ____

No. Stories ____ Floors Conc.

Foundation ____ Roof ____

Walls ____ Chimneys ____

Outside Finish ____ Toilets ____

Inside Finish ____ Remarks ____

This Permit is granted upon the condition that the undersigned owner or builder agrees to comply with all State and Local Laws and Ordinances covering the location, construction and use of buildings. This permit may be revoked upon violation of any of said provisions.

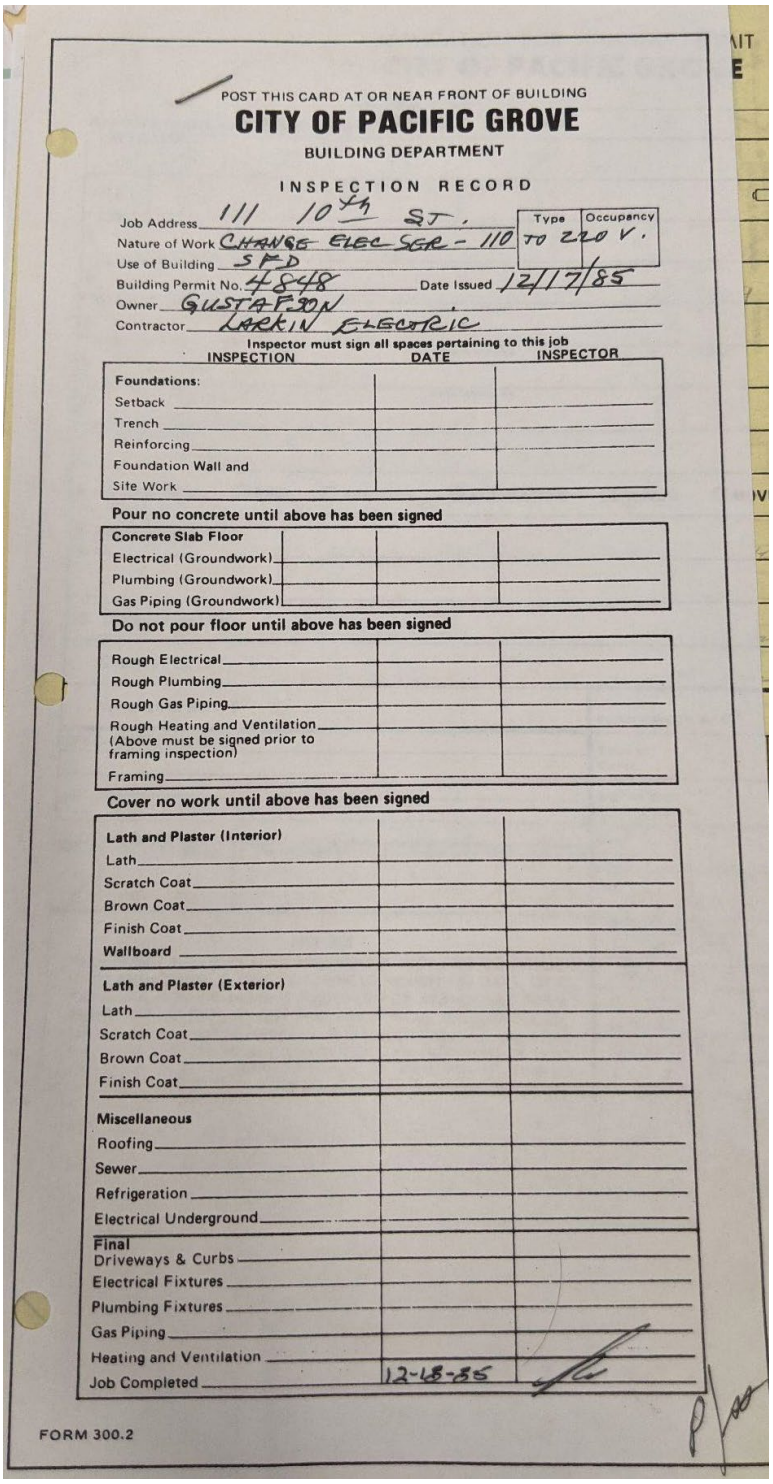
Owner Mrs Boyd. Builder Owner

Estimated Cost $ 200 Date 11-29, 1952

Fee of $ 2/00 Paid A Page Permit No. 5695

Building Inspector

Figure 3: Building permit dated to November 29, 1952 for the parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000. Courtesy of the City of Pacific Grove Planning Division, 2022.



POST THIS CARD AT OR NEAR FRONT OF BUILDING

CITY OF PACIFIC GROVE

BUILDING DEPARTMENT

INSPECTION RECORD

Job Address 111 10th ST.
Nature of Work CHANGE ELEC SER - 110 TO 220 V.
Use of Building SFD
Building Permit No. 4848 Date Issued 12/17/85
Owner GUSTAFSON
Contractor LARKIN ELECTRIC

Type | Occupancy

Inspector must sign all spaces pertaining to this job

INSPECTION	DATE	INSPECTOR
Foundations:		
Setback		
Trench		
Reinforcing		
Foundation Wall and Site Work		
Pour no concrete until above has been signed		
Concrete Slab Floor		
Electrical (Groundwork)		
Plumbing (Groundwork)		
Gas Piping (Groundwork)		
Do not pour floor until above has been signed		
Rough Electrical		
Rough Plumbing		
Rough Gas Piping		
Rough Heating and Ventilation (Above must be signed prior to framing inspection)		
Framing		
Cover no work until above has been signed		
Lath and Plaster (Interior)		
Lath		
Scratch Coat		
Brown Coat		
Finish Coat		
Wallboard		
Lath and Plaster (Exterior)		
Lath		
Scratch Coat		
Brown Coat		
Finish Coat		
Miscellaneous		
Roofing		
Sewer		
Refrigeration		
Electrical Underground		
Final		
Driveways & Curbs		
Electrical Fixtures		
Plumbing Fixtures		
Gas Piping		
Heating and Ventilation		
Job Completed	12-18-85	

FORM 300.2

Figure 4: Building permit dated to December 18, 1985 for the parcel located at 111 10th Street, Pacific Grove, CA 93950, APN: 006-218-001-000. Courtesy of the City of Pacific Grove Planning Division, 2022.

APPENDIX VI: DPR 523 FORMS

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

PRIMARY RECORD

Primary # _____
HRI # _____
Trinomial _____
NRHP Status Code 5S1, 3S, 3CS
Other Listings _____
Review Code _____ Reviewer _____ Date _____

 *Resource Name or #: 111 10th St (APN 006218001000)

P1. Other Identifier:
***P2. Location:** ☐ Not for Publication ☑ Unrestricted ***a. County:** Monterey
***b. USGS Quad(s):** Monterey, California (1997)
c. Address: 111 10th St, Pacific Grove, CA 93950 (APN 006218001000)
d. UTM:
e. Other Locational Data: Latitude, Longitude (Decimal Degrees) 36.621456877143, -121.911485607181

***P3a. Description:**

- Architectural Style(s): Shingle
- Construction Type: Wood Frame
- Number of Stories: 1.5
- Basement: Not Visible
- Garage: None
- Roof Type(s): Gable
- Roof Material(s): Wood Shingle
- Wall Material(s): Wood Shingle
- Window Type(s): Casement
- Window Material(s): Wood
- **See Continuation Sheet 4 for updated description**
-

- Architectural Features: Chimney, Dormers, Flared Eaves
- Decorative Details:
- Alterations:
- Additional Remarks: Eyebrow over entry. Dormer at rear façade appears to be an addition.
-

***P3b. Resource Attributes:** HP02 (Single family property); HP04 (Ancillary building)
***P4. Resources Present:** ☑ Building ☐ Structure ☐ Object ☐ Site ☐ District ☐ Element of District ☐ Other (isolates, etc.)

P5a. Photo



***P5b. Description of Photo:**
Primary façade, 8/2/2018.

***P6. Date Constructed/Age & Sources:**
☐ Prehistoric ☐ Protohistoric
☑ Historic ☐ Unknown
1920. Sources: PG HRI Database (6/19/18).

***P7. Owner and Address:**
Stockdale Sidney & Nancy
1404 La Cabra Dr Se
Albuquerque, NM 87123

***P8. Recorded by:**
Hannah Simonson, Page & Turnbull
170 Maiden Lane, 5th Floor
San Francisco, CA 94108

***P9. Date Recorded:** 8/2/2018
Finalized: 10/18/2019

***P10. Survey Type:** Reconnaissance

***P11. Citation:** Page & Turnbull. "Pacific Grove Historic Resource Inventory (HRI) Survey Report." Prepared for the City of Pacific Grove, October 18, 2019 [Final Report].

***Attachments:** ☐ None ☐ Location Map ☐ Sketch Map ☑ Continuation Sheet ☐ Building, Structure, and Object Record ☐ Archaeological Record ☐ District Record ☐ Linear Feature Record ☐ Milling Station Record ☐ Rock Art Record ☐ Artifact Record ☐ Photograph Record ☐ Other:

Historic Name:
Original Use: Residential **Present Use:** Residential
Original Owner: **Architect/Builder:**

Significance

Pacific Grove Historic Context Statement **Theme:** Residential Development

Period of Development: Pacific Grove Comes of Age (1903-1926)
Integrity: Good **Period of Significance:** 1920
Eligible for Pacific Grove HRI: Yes **Level of Significance:** Local
Appears Individually Eligible for National Register and/or California Register: Yes
California Historic Resource Status Codes: 5S1, 3S, 3CS
Evaluation Notes: - See Continuation Sheet 7 for updated historical statement of significance

National/ California Register	PG Municipal Code §23.76	Significance	Discussion of Individual Eligiblity
A/1	A, B	Events, Patterns & Trends	Not found to be eligible under these criteria during the course of this survey.
B/2	C	Persons	Not found to be eligible under these criteria during the course of this survey.
C/3	D, E, F, G, H, I	Architecture & Design	Eligible for the Pacific Grove HRI, and appears eligible for listing on the California Register/National Register. Significant for Shingle design expressed by intact stylistic features, forms and/or construction methods. Good example of type and/or style from Pacific Grove Comes of Age (1903-1926) development period and retains historic integrity.
D/4		Information Potential	Properties were not evaluated for significance under these criteria as part of this survey.

References: Page & Turnbull. *City of Pacific Grove Historic Context Statement.* Prepared for City of Pacific Grove, CA. Approved by City Council October 19, 2011.

State of California X The Resources Agency Primary # _____
DEPARTMENT OF PARKS AND RECREATION HRI#

BUILDING, STRUCTURE, AND OBJECT RECORD

***Resource Name or #** (Assigned by recorder) _____ ***NRHP Status Code** _____
Page 3 **of** 13

B1. Historic Name: N/A
B2. Common Name: N/A
B3. Original Use: Residence B4. Present Use: Residential
***B5. Architectural Style:** Shingle
***B6. Construction History:** (Construction date, alterations, and date of alterations)

The Hermle & Collins home was built in 1926. According to the building permit petition (see Appendix III, Figure 1), the original residence was a one-story house with a shingle roof atop a cement foundation. The 1926 home consisted of four rooms, one bathroom, and a fireplace with a brick chimney. Two years later a valuation report of the Hermle & Collins home was completed on February 21, 1928 (see Appendix III, Figure 2). The report indicates that the home was in "good condition." The house was measured as 24' x 30' feet whereas the carriage port was 10' x 16'. No further documentation at the Pacific Grove Planning Division associated with the property appears until 1952 (see Appendix III, Figure 3). According to a building permit (no. 5695) dated November 29, 1952, the property owner petitioned to add an 11' x 18' concrete floor in the garage port. The addition was estimated to cost $200. Historical research for the period between 1952 and 1985 did not identify the building construction of the Hermle-Collins's home. According to the inspection record (building permit no. 4848), on December 18, 1985, the property owners changed the electric service from 110 to 220 volts in the main residence (see Appendix III, Figure 4). This was completed by Larkin Electric. The half-story dormer on the rear of the residence constitutes a more recent, circa the 1990s, addition to the residence in order to accommodate the aforementioned addition of a second-story loft, which significantly altered the roofline with a sizable dormer–like projection required to install both a bath and bedroom combination. According to the City of Pacific Grove Historic Context Statement (Page & Turnbull, Inc. 2011b: 179): "Rear additions that have respected the scale of the original building are generally acceptable. However, additions that compromise a building's form and scale, are not acceptable." In this instance, the addition of the second story, replete with dormer-like addition, does not interfere with the viewshed as seen from 10th Street or Ocean View Boulevard. The City of Pacific Grove Historic Context Statement states that "An early twentieth-century Pacific Grove residence that retains its original garage would be considered to have especially high integrity. These outbuildings derive their significance from the significance of the residence and are typically not eligible in their own right" (Page & Turnbull, Inc. 2011b: 180). Consequently, because the original form and scale of the garage/carriage house outbuilding has been significantly modified, and doubled in size as per total footprint, the integrity of the outbuilding under consideration does not contribute to the significance of the residence.

***B7. Moved?** ⊗**No** □**Yes** □**Unknown** **Date:** _____ **Original Location:** _____
***B8. Related Features:**

B9a. Architect: N/A b. Builder: N/A
***B10. Significance:** **Theme** Pacific Grove Comes of Age (1903-1926)
Area _____
Period of Significance _____ **Property Type** _____ **Applicable Criteria** _____
(Discuss importance in terms of historical or architectural context as defined by theme, period, and geographic scope. Also address integrity.)

See Continuation Sheet

B11. Additional Resource Attributes: (List attributes and codes) _____
***B12. References:**

See - See Continuation Sheet 11

B13. Remarks:

***B14. Evaluator:** _____
***Date of Evaluation:** _____

(This space reserved for official comments.)

(Sketch Map with north arrow required.)

Updated Description

The Hermle & Collins home is a one-and-a-half-story single-family dwelling constructed in 1926. The residence is a Shingle Style home consisting of a side-gabled roof with wood shingles, a wood frame, and a brick chimney. The 1,163 sq ft home consists of four rooms, including two bedrooms (floor plan indicates three, see Appendix II, Figure 2), and two full bathrooms (Zillow n.d.). The main facade has an "eyebrow" over the primary entrance to the home with the word "Playhouse" carved above the door. The character-defining features of the Hermle & Collins home consist of wood-shingle roof cladding, a "bulged eyebrow" above the main entrance, flared eaves, a steeply pitched roofline, a retrofitted dormer on the rear of the residence, and a side-gabled roof. The Vernacular features of the home include its simple form and painted and irregularly configured wood cladding. Moreover, whereas the original rectangular one-story footprint of the Hermle & Collins home was rectangular in form, which is consistent with both Craftsman style and Vernacular buildings, a remodel added a second story loft which significantly altered the roofline with a sizable dormer–like projection required to install a bath and bedroom combination. A 406 sq ft guest/granny unit converted from the original detached garage or carriage house is also located on the parcel lot. The guest unit consists of board and batten cladding.

Exterior - West (Front) Facade

The main facade of the Hermle & Collins House fronts 10th Street. The fenestration consists of three piercings, two double-pane wood casement windows (8 panes per window), and a single narrow red ochre-painted wood plank door replete with wrought-iron hinges and brass hardware. Each of the casement windows is framed by Forest green-painted wood plank shutters replete with a diamond-patterned array of 1.0" holes at the center of each shutter. Over the main door is a slightly bowed Forest green-painted lintel with a wooden nameplate with the words "The Playhouse" crafted from hand-cut and affixed wooden lettering. The interior door jamb is scalloped in five layers of wood trim. The whole of the elevation is clad in horizontally-oriented, variably-sized, wood shingle siding with light yellow to ivory paint, with forest green painted window and door trim and framing. A diminutive three-stepped red brick porch is centered on the main door. The tapered red brick chimney of the north elevation rises well above the gabled roof and is visible from the street. The shingled façade, "bulged eyebrow" over the main door, and the bowed ridge pole at the summit of the gable constitute architectural details consonant with the Shingle Style of the region.

Exterior - North Elevation

The north elevation fronts Pearl Street. As with the west elevation, or main façade, the whole of the elevation is clad in horizontally-oriented, variably-sized, wood shingle siding with a paint scheme consonant with that of the main facade or west elevation. This portion of the elevation features both the north end gable and red-brick chimney as character-defining features. The fenestration consists of seven piercings; including a wooden kitchen door with a conjoined fixed wood frame window consisting of 4 window panes and a screen door, two fixed multi-pane, and two multi-pane wooden casement windows. A single horizontally-oriented north-facing fixed multi-pane window piercing is in turn identified with the second-floor dormer-like addition. Secondary piercings consist of two sub-floor piercings, including a crawl space (plywood panel) door at the northeast corner of the building, and a single horizontally-oriented vent with a metal grill at the right side of the kitchen door. A metal utility (electrical) box is situated at the left-hand side of the kitchen door, and utility lines are to be found affixed to the area immediately to the right of the aforementioned door.

Exterior - East Elevation

The east elevation fronting the backyard is stylistically consonant with that cladding and those window treatments found on the north and west elevations and consists of horizontally-oriented, variably-sized, wood shingle siding with a paint scheme echoing that of the main facade and north elevation. The fenestration consists of nine piercings encompassing both the Upper and Lower Levels of the elevation. Whereas that portion of the elevation identified with the Main or Lower Level incorporates two wooden casement windows with eight fixed-pane glazing per casement window frame at both the north and south ends of the building, as well as two fixed four-pane windows,

two horizontally-oriented wood vents at the upper northeast corner of the lower elevation, and a single (plywood) crawl space door panel at the lower northeast corner. The Upper-Level Loft constitutes a 1990s era addition that takes the form of a larger dormer-like build. Said addition includes three piercings, with two wooden casement windows, one at each end of the elevation. At the center of the elevation identified with the Loft is a small louvered glass bath window. Unlike the enclosed eaves of the Main Level, the eaves for the loft remain open. Where exposed vent pipes and other utilities are concerned, these are largely restricted to that portion of the elevation identified with the Main Level. These include a bathroom vent pipe affixed to the cladding immediately adjacent to the left of the central bathroom window. To the right of the bathroom window located at the center of the elevation is affixed a water heater cabinet with vent pipes extending through the Mail Level roofline. To the left of the water heater cabinet is situated the gas meter.

Exterior - South Elevation

The south elevation fronts the concrete driveway at that location, as with each of the other three elevations, the residence is clad in horizontally-oriented, variably-sized, wood shingle siding with a paint scheme consonant with that of the main facade or west elevation. This portion of the elevation features the south-end gable. The fenestration consists of three piercings; including a French Door ensemble installed during the course of a mid-1980s remodel, and two fixed multi-pane wood-frame windows. The diminutive square window on the Main Level, located at the southwest corner of the building, consists of four panes; whereas the vertically-oriented window just beneath the pitch of the south end-gable consists of six panes.

Historical Context

History of Pacific Grove

Pacific Grove was originally part of the Mexican land grant or *Rancho Punta de Los Pinos* (Page & Turnbull, Inc. 2011a: 34). José Maria Armenta, a soldier at the Royal Presidio of Monterey, was granted the rancho in 1833 by Governor José Figueroa. In 1844, ownership included José Abrego (Digital Commons 2019a, 2019b). The land grant consisted of approximately 2,667 acres and included the modern-day locations of Monterey Bay Aquarium (originally Point Aulones or "Abalone Point") to Cypress Point in Pebble Beach (Digital Commons 2019a; Page & Turnbull, Inc. 2011a: 34). On September 22, 1852, Jacob P. Leese filed a claim for the rancho (General Land Office No. 279), which was later acquired by Darrell Stokes Gregory (Digital Commons 2019a, 2019b; Page & Turnbull, Inc. 2011a: 40). In 1864, Gregory sold the *rancho* to David Jacks (Page & Turnbull, Inc. 2011a: 40). Jacks also acquired ownership of the land of the present-day cities and communities of Del Rey Oaks, Seaside, the Del Monte Forest (i.e., Pebble Beach), and Fort Ord (MCHS 2019). The rancho was patented on November 19, 1880 (Digital Commons 2019a, 2019b). In June of 1889, Pacific Grove became incorporated (Pacific Grove Library 2019). During this year, the Southern Pacific Railway arrived in the city, prompting further development.

The City of Pacific Grove is characterized by nine broad historic contexts or themes that span the prehistory of the Monterey Peninsula through to the post-World War II growth of the city (Page & Turnbull, Inc. 2011a: 13). These historic contexts include 1) Residential Development; 2) Commercial Development; 3) Civic Growth; 4) Transportation & Infrastructure; 5) Ethnic & Cultural Diversity; 6) Social, Religious, or Cultural Institutions, Movements & Trends; 7) Recreation, Leisure & Tourism; 8) Development & Booster Organizations; and 9) Environmentalism. These themes are intertwined with six periods or timeframes of development that further characterize the history of Pacific Grove (Page & Turnbull, Inc. 2011a: 14-16). These periods include: 1) Native American & Mission Periods (to 1820); 2) Mexican & Early American Periods (1821 - 1872); 3) Early Development of Pacific Grove (1873 - 1902); 4) Pacific Grove Comes of Age (1903 - 1926); 5) City of Homes (1927 - 1945); and 6) Suburban Expansion (1946 - 1965). Of these themes, the property is most closely associated with the Residential

Development of the City of Pacific Grove. More specifically, the period of Pacific Grove Comes of Age (1903 - 1926) for the buildings under study.

The theme of "Pacific Grove Comes of Age (1903 - 1926)" focuses on the commercial and economic growth (e.g., tourism) of the city (Page & Turnbull, Inc. 2011: 115). However, civic-related development is also important during this time with the construction of a fire department, library, museum, and schools. The primary styles of residential buildings (i.e., permanent as opposed to tent camping) associated with the period between 1903 and 1926 include the following types (Page & Turnbull, Inc. 2011: 120): 1) Victorian architecture (pre-1903 to 1910); 2) Craftsman style (1905-1930); 3) Colonial Revival style (1905-1955); and 4) Spanish Colonial Revival style (the 1920s-1950s). Other common styles included Vernacular (1900-the 1930s), Prairie Style (1905-1925), and Shingle Style (1900-1915) (Page & Turnbull, Inc. 2011: 173-175).

Typically, residential buildings associated with this period consist of rectangular or L-shaped plans, one-story, wood frame construction, gable and hip roofs, feature set-backs from the front lot lines or streets, thereby permitting space for both front and rear yards, and detached garages for larger lots (Page & Turnbull, Inc. 2011: 170-171, 259). Cladding varied depending on the construction date of the residences. For example, the period between 1927 and 1945 featured typical cladding consisting of wood board and batten and channel drop siding until 1910, after which wood shiplap, bevel, and novelty siding were more commonplace (Page & Turnbull, Inc. 2011: 171). For the period between 1927 and 1945, stucco cladding was popular, although the aforementioned wood siding types were still utilized (Page & Turnbull, Inc. 2011: 259). In some cases, asbestos shingle cladding was also used. In addition, most residences originally had double-hung or casement wood-sash windows, as well as wood-paneled or glazed doors (Page & Turnbull, Inc. 2011: 171, 260).

While the Hermle & Collins home was constructed in 1926, it consists of character-defining features for a Shingle Style house from the late nineteenth to early 20th century (McAlester 2020: 372-374; Page & Turnbull, Inc. 2011: 153, 174). The character-defining features for a Shingle Style house in Pacific Grove include the following: "Wood shingle cladding, either entirely or as a prominent element; wavy wall surfaces, particularly bulged 'eyebrows' above windows; steeply pitched rooflines, sometimes with gambrel or gable-on-hip configurations and flared eaves; frequently shed dormers on one or both sides of the roof peak" (Page & Turnbull, Inc. 2011: 174). Of these Shingle style features, the Hermle & Collins home consists of wood shingle roof cladding, a "bulged eyebrow" above the main entrance, flared eaves, a steeply pitched roofline, dormer on the rear of the residence, and a side-gabled roof.

Background for the Hermle & Collins House

The Hermle & Collins home is located within one of the subdivisions and additions plotted during Pacific Grove Comes of Age period (1903-1926) (Page & Turnbull, Inc. 2011: 118). The property was originally part of the "Pacific Grove Retreat" subdivision based on a survey completed by St. John Cox in 1857 (Page & Turnbull, Inc. 2011: 47, 49). Lots in this subdivision lacked uniformity in size but typically spanned 30 feet wide by 60 feet deep (Page & Turnbull, Inc. 2011: 49). Multiple Victorian homes were constructed on 10th St following the creation of this subdivision.

On May 12, 1926, a petition for building permit was submitted by Frank Ingerson (see Appendix III, Figure 1). The petition stated that the residence would be a one-story house with a shingle roof atop a cement foundation. The petition stated that the home would consist of four rooms, one bathroom, and a fireplace with a brick chimney. The estimated cost for the house was $2,500.00.

Two years later a valuation report of the Hermle & Collins home was completed on February 21, 1928 (see Appendix III, Figure 2). The report indicates that the owner was A. F. Armstrong and that the then two-year-old home was in "good condition." The house was measured as 24' x 30' feet whereas the carriage port was 10' x 16'. According to the Pacific Grove City Directories of 1947 and 1951, Armstrong resided in the house along with his wife, Adrell (Ancestry.com 2011a, 2011b).

By 1952, a new property owner was identified with the home according to City of Pacific Grove building permit no. 5695 (see Appendix III, Figure 3). The owner, Mrs. Boyd, petitioned to add an 11' x 18' concrete floor in the garage port. The addition was estimated to cost $200. According to the 1953 Pacific Grove City Directory, Lolita (misidentified as "Lovita") Boyd resided at the Hermle-Collins home with her daughter, Mavis Boyd, who was listed as a "student" (Ancestry.com 2011c). Lolita's full name was "Lolita Dolores Kershaw Crabb (Boyd)" and she was a silent moving pictures actress (Pacific Gardens Chapel 2021). It is unknown as to when the Boyd's moved into the property, but following Lolita's death on January 30, 1954, Mavis soon moved out of Pacific Grove to Santa Cruz (Ancestry 2019; Pacific Gardens Chapel 2021).

Historical research for the period between 1954 and 1977 did not identify property owners or other associated documentation of the Hermle-Collins's home. The next property owners affiliated with the Hermle-Collins's home were Douglas and Marilynn Gustafson as of 1977. At that time, they resided at 117 and 110, both on 10th Street according to the Monterey Peninsula Directories (Ancestry.com 2011a, b, c; City of Pacific Grove n.d.). Douglas was a realtor who worked in Salinas (Ancestry.com 2011).

In 1977, the Hermle-Collins's home was evaluated for consideration to be listed on the City of Pacific Grove Historic Resources Inventory (HRI) (City of Pacific Grove n.d.). The Hermle-Collins's home was subsequently added to the HRI in 1978 (Permit #141) (City of Pacific Grove n.d.; Page & Turnbull, Inc. 2011: 9). It should be noted that the HRI incorrectly lists the construction date of the residence as "1891," it is likely that the recorder was referring to one of Gustafson's other properties on 10th street, such as 117 (a single-family dwelling built in 1888) or the 110th single-family dwelling (built 1890, Permit #140) (City of Pacific Grove n.d.). These earlier residences would have been associated with the early development of Pacific Grove (1873-1902) (Page & Turnbull, Inc. 2011: 45). The 117 residence, also known as the Brown House, is a Folk Victorian building, also listed on the HRI (Permit #144) (City of Pacific Grove n.d.). The HRI Permit Number on the City of Pacific Grove Existing also incorrectly lists the Hermle-Collins home as built in 1920 (City of Pacific Grove n.d.).

Statement of Historical Significance

The Hermle & Collins residence appears eligible for listing in the National Register of Historic Places at the local level of significance, and/or the California Register of Historical Resources, particularly given that the home was originally added to the Historic Resource Inventory for Pacific Grove in 1978 (HRI, Permit # 141).

National Register of Historic Places Criteria for Evaluation

A. Property is associated with events that have made a significant contribution to the broad patterns of our history.

The Hermle & Collins home does not appear to be eligible under Criterion A because the property is not associated with events that have made a significant contribution to the broad patterns of our history.

B. Property is associated with the lives of persons significant in our past.

The Hermle & Collins home does not appear to be eligible under Criterion B because the property is not associated with the lives of persons significant in our past.

C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.

The Hermle & Collins home does appear to be eligible under Criterion C because the property embodies the distinctive characteristics of a type, period, or method of construction identified with Shingle Style construction identified with Monterey County.

D. Property has yielded, or is likely to yield, information important in prehistory or history.

The Hermle & Collins home does not appear to be eligible under Criterion D because the property does not demonstrate information, or the potential to yield information important to understanding the prehistory or history of Pacific Grovel or the Monterey County region more generally.

California Register of Historical Resources Criteria for Evaluation

1. Is associated with events that have made a significant contribution to the broad patterns of California's history and cultural heritage.

The Hermle & Collins home does not appear to be eligible under Criterion 1 because the property is not associated with events that have made a significant contribution to the broad patterns of California's history and cultural heritage.

2. Is associated with the lives of persons important in our past.

The Hermle & Collins home does not appear to be eligible under Criterion 2 because the property is not associated with the lives of persons significant in our past.

3. Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values.

The Hermle & Collins home does appear to be eligible under Criterion 3 because the property embodies the distinctive characteristics of a type, period, or method of construction identified with Shingle Style construction identified with Monterey County.

4. Has yielded, or may be likely to yield, information important in prehistory or history.

The Hermle & Collins home does not appear to be eligible under Criterion 4 because the property does not demonstrate information, or the potential to yield information important to understanding the prehistory or history of Pacific Grove or the Monterey Peninsula region more generally.

Pacific Grove Historic Preservation Ordinance (Municipal Code Chapter 23.76): Section 23.76.025 Evaluation criteria

(a) Whether the structure has significant character, interest or value as part of the development, heritage or cultural characteristics of the city of Pacific Grove, the state of California, or the United States;

While the Hermle & Collins home is broadly associated with the theme of residential development in the city of Pacific Grove, it does not exemplify significant character, interest, or value as part of the development, heritage, or cultural characteristics of the city of Pacific Grove, the state of California, or the United States. The strong pattern of residential growth for this neighborhood, and more broadly, within the Pacific Grove Retreat subdivision, is not demonstrated by the Hermle & Collins home given its period of significance is 1926, which is later than the early development on 10th Street. As such, the Hermle & Collins home does not appear to be eligible under Criterion A.

(b) Whether it is the site of a significant historic event;

The Hermle & Collins home does not appear to be eligible under Criterion B because there is no evidence that the property was the site of a significant historic event.

(c) Whether it is strongly identified with a person who, or an organization which, significantly contributed to the culture, history or development of the city of Pacific Grove;

The Hermle & Collins home does not appear to be eligible under Criterion C because there is no evidence that the property is identified with a person who or an organization that significantly contributed to the culture, history, or development of the city of Pacific Grove.

(d) Whether it is a particularly good example of a period or style;

The Hermle & Collins home is indicative of its period of significance (1926) by comparison with other residences (1945-1966) in the neighborhood, and its Shingle Style construction includes distinctive characteristics necessary to be construed as a particularly good example of a style. Therefore, the Hermle & Collins home does appear to be eligible under Criterion D.

(e) Whether it is one of the few remaining examples in the city of Pacific Grove possessing distinguishing characteristics of an architectural type or specimen;

The Hermle & Collins home appears to be eligible under Criterion E because the property is one of the few remaining examples that embodies the distinctive characteristics of a type, period, or method of construction (Shingle Style construction) identified with the city of Pacific Grove; both during its period of significance (1926), as well as in the following period (1927 and 1945), and does possess distinguishing characteristics of an architectural type or specimen.

(f) Whether it is a notable work of an architect or master builder whose individual work has significantly influenced the development of the city of Pacific Grove;

The Hermle & Collins home does not appear to be eligible under Criterion F because historical research undertaken did not reveal the name of an architect or master builder.

(g) Whether it embodies elements of architectural design, detail, materials or craftsmanship that represent a significant architectural innovation;

The Hermle & Collins home does not embody elements of architectural design, detail, materials or craftsmanship that represent a significant architectural innovation.

(h) Whether it has singular physical characteristics uniquely representing an established and familiar visual feature of a neighborhood, community, or of the city of Pacific Grove;

The Hermle & Collins home does not appear to be eligible under Criterion H. The property integrates the Single Style in what is otherwise a simplified Craftsman and therefore does not embody singular physical characteristics uniquely representing an established and familiar visual feature of a neighborhood, community, or of the city of

Pacific Grove. Furthermore, the Hermle & Collins home does not contribute to the theme of residential growth for this neighborhood or the city of Pacific Grove given that its period of significance (1926) predates this distinctive development.

(i) Whether a resource with historical or cultural significance retains historic integrity. [Ord. 17-023 § 2, 2017; Ord. 01-25 § 1, 2001; Ord. 97-23 § 1, 1997].

The Hermle & Collins home does appear to be eligible under Criterion I because the property does retain sufficient historic integrity for listing in the Pacific Grove Historic Resources Inventory. Specifically, the property retains the integrity of setting, design, materials, workmanship, feeling, and association. However, despite that level of sufficient historic integrity noted, the modification of the southeast piercing, or French Door, entryway, and the addition of a second-story loft with dormer-like addition to the east half of the roofline, necessarily altered the original fenestration of those areas. Nevertheless, said circa 1990s modifications did not impact the viewshed of the house.

Aspects of Integrity

The Hermle & Collins home and guest unit retain their integrity of **location** because the property was originally constructed at 111 10th St, Pacific Grove, CA 93950.

The Hermle & Collins home does retain integrity of **design**. As indicated throughout this report, the residence under consideration by and large retains its original footprint, elevation plan, fenestration, roofline, and materials. The only exceptions noted are those identified with the southeast piercing or French Door install, and the addition of a second-floor loft that necessitated the addition of a larger than usual dormer-like feature at the east half of the roof to accommodate a second-floor bath.

Alterations to the fenestration at the southeast corner of the building and the addition of the dormer-like feature did not noticeably alter the original design plan. Moreover, the 1990s addition of a dormer is not uncharacteristic of the stylistic conventions of this type of building.

The Hermle & Collins home and guest unit do not retain their integrity of **setting** because the immediate neighborhood consists (primarily) of single-family dwellings that are not contemporaneous with the period of significance (1926) or the associated theme of "Pacific Grove Comes of Age (1903 -1926)" for the Hermle & Collins home. Some of the immediately surrounding homes would have been associated with the early development of Pacific Grove (1873-1902) (Page & Turnbull, Inc. 2011: 45) while others are more modern.

The Hermle & Collins home retains its integrity of **materials**. While a host of materials construed congruent in appearance to the 1926 building were integrated into the circa 1990s retrofit and remodel for the addition of the second story loft and dormer install, these do not significantly detract from or compromise the original design. The only other departure was the installation of the French Doors at the southeast corner of the south elevation, which replaced an existing piercing, mainly the doorway once located at that portion of the south elevation.

The Hermle & Collins home retains the integrity of **workmanship**, as that modicum of remodeling already noted did not detract from the original craftsmanship of the original 1926 build. In effect, the aforementioned remodeling did not decidedly alter the original cladding or fenestration still visible today.

The Hermle & Collins home and guest unit do not retain their integrity of **feeling** because while the property is broadly associated with the residential development of Pacific Grove, it is in some respects, out of place within the neighborhood. The immediate neighborhood consists (primarily) of single-family dwellings that are not contemporaneous with the period of significance (1926) or the associated theme of "Pacific Grove Comes of Age (1903 -1926)" for the Hermle & Collins home. Some of the immediately surrounding homes would have been associated with the early development of Pacific Grove (1873-1902) (Page & Turnbull, Inc. 2011: 45) while others

are more modern. Therefore, the Hermle & Collins home does not contribute to the feeling of residential growth for the period of significance.

The Hermle & Collins home and guest unit do not retain the integrity of **association** because there is no direct link between the property and an event or person for which the property is significant.

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Brian Pierik, City Attorney
MEETING DATE: January 17, 2024
SUBJECT: Public Comment at Meetings of Legislative Bodies
CEQA: Does not constitute a "Project" per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION
Discuss permissible public comment at meetings of legislative bodies and consider providing direction to the City Attorney to return to the Council with a Resolution amending Council Policy 000-017.

DISCUSSION
On October 18, 2023, the City Council meeting was disrupted by remote speakers, via Zoom, who used the public comment period to voice hateful, racist speech that violated the permissible scope of public comment under the Ralph M. Brown Act ("Brown Act").

On November 15, 2023, the City Council directed the City Attorney to return with possible amendments to City Policy 000-017 regarding public comment from remote participants at meetings of legislative bodies. The City Council also voted at that meeting to allow for public comment via zoom.

This Agenda Report addresses the subject of what options are available to the City in regard to public comments and behavior during meetings of a legislative body that are disruptive or otherwise violate the permissible scope of public comment under the Brown Act.

A. Law Regarding Public Comment

1. A City Council Meeting is a Limited Public Forum

A meeting of a City Council or other local legislative body is a limited public forum for purposes of speech under the First Amendment. Legislative bodies may impose reasonable time, place, and manner restrictions on public comments at meetings of the legislative body, such as rules of decorum, the imposition of an agenda, reserving the forum for the intended purpose of the meeting, and prohibiting the public from speaking on matters not within the subject matter jurisdiction of the legislative body.

2. Permitted Scope of Public Comment Under the Brown Act

The Brown Act gives the public a right to address the legislative body at regular and special meetings. However, the scope of public comment is limited. During public comment for a particular agenda item,

the public comment must relate to that agenda item. (Government Code § 54954.3(a).) During the general public comment period, the public comment must be within the subject matter jurisdiction of the legislative body. (Government Code § 54954.3(a).)

3. Rules and Regulations of Legislative Body Regarding Public Comment

The Brown Act allows the legislative body to adopt reasonable regulations to ensure that public comment remains within the permitted scope. (Government Code § 54954.3(b).) Article 13 of the City's Charter directs the City Council to adopt rules for the conduct of its proceedings. Section 2.04.050(d)(1) of the Pacific Grove Municipal Code provides that the City Council may adopt policies to ensure that the public will be provided an opportunity to address the City Council, and other legislative bodies of the City, on matters on the agenda and on matters not on the agenda that are within the subject matter jurisdiction of the legislative body.

Pursuant to these rules, the City has adopted various policies, including Council Policy 000-17 (Order of Agenda for Council Meetings), copy attached to this Agenda Report. The City Council may amend these policies.

4. Council Can Limit Disruptive Speech

The City Council can take action when an individual or group engage in behavior which disrupts a City Council meeting as currently addressed in City Policy 000-017, summarized here.

a. Definition of "Disrupting"

The Brown Act defines "disrupting" as "engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting," including, but not limited to, failing to comply with reasonable and lawful regulations adopted by the legislative body or "[e]ngaging in behavior that constitutes use of force or a true threat of force." (Government Code § 54957.95(b).) The Brown Act defines "true threat of force" as "a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat." (Government Code § 54957.95(b)(2).)

b. Disruption by an Individual

The Brown Act outlines a process in which the presiding member of a legislative body may remove an individual for disrupting the meeting. First, the presiding member of the legislative body must warn the offending individual that their behavior is disrupting the meeting, and that their failure to cease their behavior may result in their removal. (Gov. Code, § 54957.95(a)(2).) If the individual does not promptly cease their disruptive behavior, the presiding member may order the individual's removal. (Government Code, § 54957.95(a)(2).) If an individual engages in behavior that constitutes use of force or a true threat of force, they can be removed without a warning. (Government Code, § 54957.95(a)(2).)

c. Disruption by a Group

If a public meeting is "willfully interrupted" by *groups* of individuals such that the "orderly conduct" of the meeting becomes unfeasible, the Brown Act allows the legislative body to remove the individuals who are willfully interrupting the meeting. (Government Code, § 54957.9.) If order cannot be restored after removing the offending individuals, the legislative body may order the meeting room cleared and continue in session. (Government Code, § 54957.9.)

The legislative body may only consider matters appearing on the agenda during such a session. (Government Code, § 54957.9.) Representatives of the press must be allowed to attend this session unless they participated in the disturbance. (Government. Code, § 54957.9.) The legislative body may establish a procedure for readmitting an individual or individuals who were not responsible for willfully disturbing the orderly conduct of the meeting. (Government Code, § 54957.9.) Additionally, any person who willfully disturbs or breaks up any assembly or meeting is guilty of a misdemeanor. (Penal Code, § 403.)

5. Council Cannot Prohibit Criticism

The legislative body may not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Government Code § 54954.3(c); Pacific Grove Municipal Code section 2.04.050(d)(2)

B. Options Regarding Public Comment

1. Add Statement to Agenda

The City can add a statement to its Agendas that describes the scope of public comment allowed under the Brown Act. Sample statement reads as follows:

> "Under the Brown Act, public comment for matters on the agenda must relate to that agenda item and public comments for matters not on the agenda must relate to the subject matter jurisdiction of this legislative body. This is a warning that if a member of the public attending this meeting remotely or in-person violates the Brown Act by failing to comply with these requirements of the Brown Act, then the Mayor may request that speaker be muted. If a member of the public attending this meeting in-person engages in disruptive behavior that disturbs the orderly conduct of the meeting, they may be removed from the meeting after a warning, pursuant to Council Policy 000-17."

As noted above, the legislative body may not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Therefore, speakers who present comments which constitute such criticism should not be muted.

2. Require Pre-Registration by Remote Speakers

There is a long-standing rule under the Brown Act that registration may not be required for in-person participation at public meetings. (Government Code § 54953.3.) However, recognizing the practical considerations of hosting meetings through online third-party platforms during the COVID-19 pandemic, the legislature recently amended the Brown Act to require individuals to register for public comment before being allowed to comment where the body uses a third-party platform (i.e., Zoom) for the meeting.

The Brown Act now provides that "an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate." (Government. Code § 54953(e)(1)(D), (f)(1)(F).)

If the City elects to implement a pre-registration system that requests information beyond what is required to register with the third-party platform, that pre-registration system should remain voluntary.

For example, the Coastal Commission has a pre-registration process entailing a series of questions which potentially go beyond what is required by Zoom for a speaker to register (e.g., campaign contributions information). However, Coastal Commission's pre-registration procedure is largely voluntary.

The California Coastal Commission has virtual hearing procedures and public participation rules that "strongly encourage" anyone wishing to speak to submit a request form by 5:00 pm the day before the hearing item to assist with meeting management. The Coastal Commission will accept a request to speak the day of a hearing item. Of note, the California Coastal Commission is not governed by the Brown Act but by the Bagley-Keene Open Meeting Act, which covers all State boards and commissions. The Bagley-Keene Open Meeting Act contains similar rules to the Brown Act, such as allowing registration to the extent the online platform requires it. (See Government Code §§ 11123.2, 11124.)

Therefore, the City could require pre-registration for remote participants, to the extent it is required by the third-party platform, while not requiring in-person speakers to register. Any required pre-registration for remote participation must be limited to the information required by the third-party platform. If the City desires to implement a pre-registration process for remote attendance that requires information above and beyond what is required by the third-party platform, the pre-registration process should remain voluntary.

3. Mute Remote Speaker(s)

The City has the option to mute a remote speaker who is either disrupting the meeting or speaking beyond the scope of permissible public comment under the Brown Act. If a speaker offers public comment violating the Brown Act in regard to permissible public comment, then the Mayor can ask whoever is in charge of the remote video platform to mute the speaker. The Mayor may then give a verbal reminder of the scope of public comment permitted under the Brown Act and refer to the statement in the Agenda, and then move to the next speaker.

There is a distinction between muting speakers and the removal provisions of the Brown Act for disruptive behavior based on the fact that a muted speaker has not been removed from the meeting. A muted speaker can still observe the meeting and listen to the meeting, but cannot speak any further at the meeting based on their violation of the Brown Act requirements regarding the permitted scope of public comment.

4. Implement a Time Delay

In radio and television, a time delay or a broadcast delay is an intentional delay when broadcasting live material. Such delays are used in radio and television to prevent mistakes or unacceptable content, usually profanity or obscenity, from being broadcast, in order to avoid FCC penalties.

Instituting a time delay for an official two-way teleconference of the public meeting may violate the Brown Act, as the public would no longer be attending the meeting at the same time as the in-person events, or be able to interact with the legislative body in real time. (See Gov. Code, §§ 54952.2, 54953.8(a)(3)(C).)

However, the City could consider implementing a time delay for a one-way broadcast or webcast of the public meeting. If the City elects to implement a time delay and edit any footage, it will need to retain an unedited version of the footage as its official public record, subject to inspection under the Public Records Act. Whether or not implementing a time delay is technologically feasible for the City would

need to be addressed with a technology consultant.

OPTIONS
N/A

FINANCIAL IMPACT:
None.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Council Policy 000-017

City of Pacific Grove

Council Policy

Subject	Policy	Effective Date	Page
Order of Agenda for Council Meetings	**000-17**	**December 20, 2017**	**Page 1 of 4**

A. Council meeting agendas are designed to facilitate the orderly conduct of City business, provide adequate time for the City Council to make informed, deliberative decisions, and provide members of the public an opportunity to present information to the City Council on any matter within the subject matter jurisdiction of the City.

B. This policy establishes the general practice to be followed with respect to the management of agenda items before the City Council. This policy shall not be construed to limit or impair rights of the public as set forth in the Ralph M. Brown Act, the Public Records Act, or any other provision of law.

C. In the development of a specific meeting's agenda, the City Manager may adjust this order, when warranted. The Mayor and Council may also adjust the order in which matters are considered at the meeting. Deviation from the order of the agenda set in this policy, by itself, shall not provide a basis to reverse or invalidate any action of the City Council.

D. The standard order of the City Council agenda shall be as follows:

Call to Order

Pledge of Allegiance

1. **Approval of the Agenda**
   Councilmembers shall have an opportunity to request changes to the order of items, to postpone items to a future meeting, or to add new matters in accord with the emergency or urgency requirements set forth in the Government Code.

2. **Presentations**
   Presentations shall be made on behalf of the City to persons or organizations, and/or brief presentations (not to exceed 5 minutes, each) made to the Council by others upon approval of the City Manager. Presentations shall neither receive Council action nor provide a reason for Council debate. Council may ask brief questions or refer matters to staff for consideration on a future agenda.

3. **Council and Staff Announcements**
   Announcements shall be limited to City-related items and shall neither receive Council action nor provide a reason for Council debate. Council may ask brief questions or refer matters to staff for consideration on a future agenda.

Report out of any closed session held prior to the Regular meeting will be provided as the first announcement.

4. Public Comment

These are comments from the public on matters that are on the agenda (including the Consent Agenda) as well as for matters not on the agenda during General Public Comment which are within the subject matter jurisdiction of the City.

Persons who wish to address the Council shall use the microphone and are asked to state their name. It is helpful if speakers also indicate the subject matter of their comments. (Note: Even if a speaker refuses to state his or her name or the subject matter of the comment, the speaker shall not be denied the right to speak.) Accommodations will be made for persons with disabilities.

Public comment shall be limited to three minutes per speaker for each item on the Agenda. For General Public Comment, each speaker shall be limited to three minutes.

In the discretion of the Mayor, the length of the public comment on an item on the Agenda may be reduced to lower than three minutes when appropriate based on the number of speakers for an item and/or the Mayor may limit the total time for public comment on an item on the Agenda.

Communication to the Council under General Public Comment will be received without comment while the public comment period is open. When public comment during General Public Comment Communications is closed, questions from the public may be referred to staff for a brief response.

Pursuant to Government Code Section 54954.3 (c), the City Council shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body.

Pursuant to Government Code Section 54957.9, in the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Mayor may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. After the meeting room has been cleared, the Mayor may readmit an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

Pursuant to Government Code Section 54957.95, the Mayor may cause the removal of any individual for disrupting the meeting subject to the following rules:

(1) Prior to removing an individual, the Mayor shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior

may result in their removal.

(2) The Mayor may then cause the removal of the individual if they do not promptly cease their disruptive behavior.

(3) "Disrupting" means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following: (A) A failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law. (B) Engaging in behavior that constitutes use of force or a true threat of force.

(4) "True threat of force" means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

(5) If there has been a use of force or a true threat of force, there is no obligation for the Mayor to provide a warning to the individual before causing the individual to be removed from the meeting.

Consent Agenda

The Consent Agenda deals with routine and noncontroversial matters, and may include action on resolutions and second readings of ordinances, provided no public comment is anticipated on those items. The purpose of the Consent Agenda is to make efficient use of available time by considering all routine and non-controversial items under one motion. The Consent Agenda is structured so that any Councilmember, staff, or the public may pull an item for discussion or questions.

A single vote on the Consent Agenda shall apply to each item that has not been removed.

Councilmembers may notify the City Clerk if they want a specific vote or abstention recorded as to any individual item.

The standard elements of the Consent Agenda are:

5. **Approval of City Council Meeting Minutes**
6. **Resolutions**
7. **Ordinances**
8. **Reports – Information Only**

9. Reports – Requiring Action

10. Meeting Minutes of Commissions, Boards, and Committees

When a Councilmember wishes to remove an item the Councilmember will discuss his/her question(s) with staff prior to the meeting in order for staff to research the answer(s), which shall be provided ahead of time to all members (e.g., in the blue folders).

The Mayor will first ask the members of the Council, then members of the public if anyone wants to pull an item from consent. The person pulling the item will simply state the item number and subject.

Unless a specific item is pulled for discussion, the Council shall ordinarily approve all action items or recommendations on the entire Consent Agenda under a single motion. Council's vote to approve the Consent Agenda is a direction to staff to proceed with each action as recommended.

Items Removed from the Consent Agenda

The Council shall separately consider and act on each item removed from the Consent Agenda. Such items shall be heard in their normal place on the Regular Agenda. That placement will be noted on each consent item. The discussion format for those items will follow the protocol for the Regular Agenda.

Regular Agenda

The protocol for deliberation on regular agenda items is:

1) The agenda report is presented by staff or other person who prepared the report. The report can be concise yet sufficient to establish context and key facts for the item.
2) Public comment is received, then closed.
3) Council deliberates and takes action as appropriate for the item

This protocol explicitly omits the practice of clarifying questions from council prior to opening for public comment. Councilmembers can ask for clarification prior to the Council meeting and can also ask questions during the council deliberation phase.

11. Public Hearings

The Public Hearing agenda includes matters for which a public hearing notice was posted or published and for which public comment is anticipated.

12. Unfinished and Ongoing Business

The Unfinished Business agenda shall consist of matters that return to the Council for action, the same matter having been considered at or continued from a prior meeting or are updates or actions for long term and ongoing topics.

13. New Business

The New Business agenda shall consist of matters not previously considered by the Council.

14. Full Presentations

Presentations under this item are those that may exceed five minutes and are made to the Council upon invitation of the Mayor or City Manager. Presentations shall neither receive Council action nor provide a reason for Council debate. Council may ask brief questions or refer matters to staff for consideration on a future agenda.

15. Closed Sessions (if required)

Closed Sessions are held in compliance with the Brown Act. The specific time for any Closed Session may be set at other times at the convenience of Council. The Council may adjourn to Closed Session on any other agenda item if authorized by law, upon advice of the City Attorney.

16. Public Announcement of Action Taken in Closed Session

This announcement shall immediately follow any Closed Session.

Adjournment

E. Whenever practical, closed session items are best addressed during a special meeting prior to a regular meeting, as a convenience to the public, beginning at 5:00 pm.

F. All agenda reports recommending Council action shall include the following: title, recommendation, background, justification, and financial impact. Closed session agenda reports shall be confidential pursuant to California Government Code 54963 and PGMC §2.04.080.

Adopted May 2, 2001 - Resolution No.1-025
Amended June 3, 2009 - Resolution No. 9-021
Amended February 3, 2010 - Resolution No.10-014
Amended September 1, 2010 - Resolution No.10-068
Amended November 17, 2010 - Resolution No.10-099
Amended February 2, 2011 - Resolution No. 11-008
Amended January 20, 2016 - by motion of Council
Amended December 20, 2017 - Resolution No. 17-032
Amended September 1, 2021 - Resolution 21-028
Amended February 1, 2023 – by Minute Order

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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Nick Smith, Mayor Pro Tem

MEETING DATE: January 17, 2024

SUBJECT: Direct to City Attorney to return to the City Council with an ordinance to amend Pacific Grove Municipal Code Section 2.04.050 or other actions related to this Agenda item.

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

RECOMMENDATION

Motion to direct the City Attorney to return to the Council with an ordinance to amend Pacific Grove Municipal Code Section 2.04.050 or other actions related to this Agenda item.

DISCUSSION

A. Current Version of Section 2.04.050

This item will include a discussion of proposed amendments to Pacific Grove Municipal Code Section 2.04.050 which currently reads as follows:

"2.04.050 Agenda and consideration of unlisted matters.

a) Order of Agenda. The city manager shall prepare, circulate and post in conformity with the provisions of the Ralph M. Brown Act and council policy, not less than 72 hours before any regular and special council meetings, an agenda, which shall list and describe the items to be considered at the meeting.

(b) Emergency Meetings. Agendas for emergency situations as defined by Section 54956.5 of the California Government Code shall comply with noticing prescribed in Section 54956.5.

(c) Request. Any councilmember may place items on the agenda by requesting the city manager to do so by 12:00 noon on Wednesday of the week preceding a regular council meeting, and three days in advance of any special meeting, except that special meetings called during any meeting of the council shall have those items on the agenda for which request has been made in open council meeting without further request. The city manager may also place items on the agenda which he or she deems of interest to the council.

(d) Public Comment.

(1) The city council may adopt a policy or policies to ensure that the public will be provided an

opportunity to address the city council, and other legislative bodies of the city, on matters on the agenda and on matters not on the agenda that are within the subject matter jurisdiction of the legislative body.
(2) The city council, and other legislative bodies of the city, shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the city council and other legislative bodies of the city.

(e) Minutes shall be prepared following all council meetings and shall provide a record of when and where a meeting took place, who was present, type of meeting, what was considered, and any action taken and the vote or abstention on that action of each member present for the action pursuant to California Government Code Section 54953(c)(2).

(f) Reportable actions taken by council in closed session shall be reported when council next convenes in open session in compliance with the Ralph M. Brown Act. [Ord. 23-001 § 2, 2023; Ord. 21-025 § 2, 2021; Ord. 01-08 § 1, 2001; Ord. 1953 N.S. § 2, 1994; Ord. 1832 N.S. § 2, 1992; Ord. 1812 N.S. § 2, 1991; Ord. 1806 N.S. § 2, 1991; Ord. 1774 N.S. § 2, 1991; Ord. 1556 N.S. § 1, 1986; Ord. 1493 N.S., 1985; Ord. 1338 N.S. § 1, 1983; Ord. 1101 N.S. § 1, 1979; Ord. 1047 N.S. § 1, 1978; Ord. 920 N.S. § 1, 1977; Ord. 847 N.S. § 1, 1975; Ord. 541 N.S., 1966]."

B. Proposed Amendments to Section 2.04.050

1. Proposed amendment to Section 2.04.050 (a)

Revise Section 2.04.050 (a) to add the underlined text

"(a) Order of Agenda. The city manager shall prepare, circulate and post in conformity with the provisions of the Ralph M. Brown Act and council policy, not less than 72 hours before any regular council meeting and not less than 24 hours before any special council meetings, an agenda, which shall list and describe the items to be considered at the meeting."

2. Proposed Amendment to Section 2.04.050 (c)

Replace Section 2.04.050. (c) in its entirety to read as follows:

"(c) A Councilmember may request an item be placed on a future City Council agenda and that request must be made only at a City Council meeting and agreed upon by at least two other City Councilmembers at that City Council meeting. The discussion at the Council meeting will be limited to whether the item should be added to a future City Council agenda and may not include a discussion of the merits of the proposed agenda item. If the item is added to a future City Council agenda, then the Councilmember who requested the item shall prepare the Agenda Report with the assistance of the City Manager. These requirements for adding an item to a future City Council agenda also apply to the Mayor except that the Mayor, or a majority of the Council, may call a special meeting and include items on the agenda for that special meeting."

OPTIONS

Other actions as directed by the City Council related to this agenda item.

FINANCIAL IMPACT:

None.

GOAL ALIGNMENT: Not Applicable.