



NOTICE OF MEETING

CITY OF PACIFIC GROVE
CITY COUNCIL
ERRATA SHEET



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

ERRATA SHEET

TO: HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: Sandra Kandell, City Clerk/DEI Coordinator
MEETING DATE: 11/20/2024
SUBJECT: City Council Meeting Agenda- Errata Sheet

Attached is additional information for your consideration at the November 20, 2024 City Council Meeting:

Agenda Item	Information Provided/Corrected
12A	Revised Attachment No. 2 Comments and Questions from BCCs for City Council Consideration (See attached.) Revised Power Point Presentation (See attached.)

Attachments

Revised Attachment No. 2
Revised PPT

PG Outdoor Dining Guidelines
EDC/BID/PC Comment Response Matrix

Date: November 20, 2024		
No.	Comment / Question	Response
BUSINESS IMPROVEMENT DISTRICT (BID)		
	Comments	
1	Outdoor dining areas in front of restaurants are not equal size and therefore unfair.	Within a bulb-out area or wide sidewalk, the width and therefore size of the outdoor dining area would be proportional to the size of the restaurant space inside.
2	Why are these guidelines not applicable to all parklet/outdoor dining areas in the City.	See EDC comment response no.8
	Questions and Concerns	
3	Will restaurants have to pay for a permit?	Yes, an encroachment Permit.
4	Concerned about vehicles parking in center median and creating a narrow travel lane.	Comment received.
ECONOMIC DEVELOPMENT COMMISSION (EDC)		
	Comments	
1	Planters should be allowed inside the outdoor dining area.	Planters are permitted only inside outdoor dining areas and is noted in the draft guidelines
2	Code enforcement should be done on all outdoor dining areas in the City.	Comment received.
3	Outdoor Dining Guidelines that are standardized are a positive step forward.	Comment received.
4	Trees on the sidewalk should be placed in a way that they don't block buildings and signs.	Trees in the sidewalk (the public ROW) are not in the scope of the draft guidelines.
5	Public comment expressed satisfaction with the draft guidelines.	Comment received.
6	Guidelines should be applicable to all outdoor dining and not just the three restaurants.	See EDC comment response no.8
	Questions and Concerns	
7	Will metal awnings be allowed.	Yes in some instances if they meet zoning code. Solid metal roofs on structures are not encouraged through these draft guidelines but trellis structures with a fabric roof material that is retractable is allowed. See EDC comment no.10
8	Will these guidelines be used for all outdoor dining in the City and not just Lighthouse.	The guidelines will serve as a base in which we will develop guidelines that apply to all outdoor sidewalk dining in the City. The wider plan that directly applies to all outdoor dining will be the next phase of this effort, but in the interim staff can use these guidelines in assessing other requests for outdoor dining.
9	Will the City be paying for the outdoor dining amenities.	No, the amenities such as furniture or heaters outlined in the guidelines will be the responsibility of the restaurant owner. They will also need to pay for an encroachment permit.
10	Will metal awning structures be allowed.	Yes, under the guidelines support systems are allowed as long as they are minimal and not bulky. See EDC comment no.7

PG Outdoor Dining Guidelines
EDC/BID/PC Comment Response Matrix

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11	Can flower boxes and window boxes be included.	Yes, planters are allowed in certain standards in the guidelines.
12	Is railing and fencing included. Can it be removed and replaced.	Yes to both.
13	Keep fencing look the same and feel throughout.	The guidelines are intended to provide applicants room for creativity to create a more vibrant streetscape through diversity.
14	Can sidewalk seating have the same requirements?	Yes. We want to treat all fair and equally.
15	The document is focused on the individual restaurants, but would that same code apply to property owner?	Yes, if the business leaves, then the property owner would need to be involved and responsible for all infrastructure.
16	Will there be more resident feedback?	This has been a long process with public input over the last couple of years. These four presentations are final resident feedback we are receiving in the process.
17	Can the fence railing be removed and/or replaced?	Yes, the guidelines provide fencing standards for replacement fencing.
18	Can these standards apply to sidewalk seating that is already in use?	Yes, these standards can be used as the baseline for the more expanded standards that will be developed and can be a tool for staff to permit sidewalk dining in general as soon as they are approved.
19	Is the property owner ultimately responsible for the outdoor dining area.	Yes, the property owner has to be a party to the application for the encroachment permit and will be responsible for removing the amenities if the tenant space is empty for more than 6 months.
PLANNING COMMISSION (PC)		
	Comments	
1	Definitions section B sidewalk dining, shall not be placed to obstruct pedestrian walkway, there are a couple on inconsistency as it states 5 foot and then refers to 7.5 feet.	On page 1.7, the 7.5' referred to is specific to the LASW project. On page 2.4 it's stated that 5.0' is the minimum and it can be more on a case-by-case basis, so there is no inconsistency.
2	Definitions H, through zones, two types: Public Walkway and area of a walkway through dining area. Urge consistency. Define the two types of through zones and discuss minimums.	All references to through zone in the document indicate that it is outside of the outdoor dining areas. Inside these areas it is referred to as a path of movement.
3	Figure 2.2 shows 5 foot and 4 foot and 8 foot through zones. Confirm consistency.	In Fig 2.2, the 5' opening is specific to the LASW project. On page 2.4 it notes that 4' is the minimum and wider is preferred. In Fig 2.2 the 8' is the clear Though Zone, specific to the LASW project.
4	Indicate that during unusual weather umbrellas should be folded down if wind speed over the manufacturer's recommendation of wind speed.	This is noted on page 2.11
5	Temp Decorations: Seasonal must be removed, use term must in both statements	Will revise sentence

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6	Bulb outs will reduce available space for cars to use.	From the experience of other cities, motorists adapt to bulb out conditions and parking taken up moves elsewhere. The benefits of outdoor dining are seen as outweighing the impact to parking.
7	Should allow for propane heaters.	The building dept is not in favor of propane heaters due to the fire risk. Also with the impacts of global warming, the City seeks to reduce the energy use associated with this initiative
8	There are too many options for materials in the draft guidelines.	The guidelines are intended to provide applicants room for creativity to create a more vibrant streetscape through diversity.
9	Reconsider the idea of attaching heaters to the building.	The team has studied electrical heaters attached to buildings and structures and these appear to be quite effective and reduce the number of freestanding heating units
10	Sign boards should be required to be out of walkways and inside dining area.	Will incorporate note
11	No gable roofs should be allowed.	Fig 2.4 shows a roof in silhouette that can be a hip roof or gable roof. A one-way lean to roof can also be proposed.
12	Permanent structures in front of the building will take away from the historic architecture.	Page 2.4 notes that permanent structures are not permitted. The only structure that can be directly attached to a building is an awning.
13	Do not light white painted flat posts. Don't fit into PG.	The team is considering requiring structures to have at least two colors, one of which can be white since the City does not have color guidelines for downtown. Will incorporate the comment about lighting only the dining surfaces and not the structures.
14	Big awnings should not be allowed.	Awnings longer than the current zoning code allowance of 60-inches are required to be retractable.
15	We don't have color criteria for downtown so colors won't be able to regulated.	The team is considering requiring structures to have at least two colors which is characteristic of most buildings in the City.
16	All ADA standards should be included in the guidelines.	The section on Accessibility will be update to refer to the California Building Code and Federal ADA Guidelines. The purpose of the guidelines is not to duplicate these documents.
17	Businesses need to be reviewed to ensure active ABC licenses and business licenses.	Comment received.
18	Bike paths and bike parking facilities like decorative bike storage boxes should be included.	Bike facilities in the public ROW are not in the scope of the draft guidelines.
19	Verify that 4 feet is the correct wide of paths not 5 feet.	On page 2.4, 5-ft is the minimum width in the Through Zone on the sidewalk outside of the Outdoor Dining area. On page 2.5, 4-ft is the minimum width per building code for any path of movement inside the outdoor dining area. These are both shown on figure 2.3

PG Outdoor Dining Guidelines
EDC/BID/PC Comment Response Matrix

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20	Street should be redesigned so sidewalks flush with street at the crossings.	Street crossings in the public ROW are not in the scope of the draft guidelines. That said, sidewalks are always flush with the street at crossings.
21	Sidewalks should be wide enough that two people can pass.	On page 2.4, the specified 5-ft minimum width in the Through Zone on the sidewalk is enough for two people to pass each other comfortably.
22	Walking facilities should be a priority.	The minimum 5-ft Through Zone on the sidewalk outside is meant prioritize walking
23	Guidelines should dictate truck delivery hours.	Chapter 16.44 of the Muni Code controls this requirement.
24	Aesthetic qualities of the building should be visible and protected.	The application process of the encroachment permit will require the proposal to be reviewed by the Community Development Dept., which reserves the right to reject the scheme and/or request modifications if seen as incompatible with the aesthetics of the building. We will incorporate wording to this effect.
25	Allowing for 6 months of dormant use is too long.	Page 2.11 specifies 60 days maximum of no use
26	The less structure the better.	Agreed. We will incorporate some wording to this effect.
27	Consider a compliance officer to stay on top of the dining areas.	Comment received.
	Questions and Concerns	
28	Interested to see how traffic in real life will respond to bulb out. People stop at the bulbout and let's see how it works. Reduces available space for cars to use.	From the experience of other cities, motorists adapt to bulb out conditions which are often used as traffic calming measures even when not associated with outdoor dining.
29	Are draft guidelines only for outdoor dining on lighthouse? These could be used anywhere in the city.	See EDC comment response no.8
30	Do Encroachment permits include the façade.	No, anything that affixed to the building would be within a building permit and maybe ARB approval.
31	Does Public Works have the expertise to review these guidelines?	Yes, but building official will issue the permits.
32	Can a restaurant on corner use the sidewalk on the side of their building?	Yes, if they can meet the dimensional standards allowed.
33	Will buildings on the HRI get a different treatment?	Yes, if any changes to the façade are proposed they will go through the proper permitting process.
34	Is it clear to businesses that the permits are renewed annually?	Yes, and will be written into the permit.
35	If in Coastal Zone does it trigger a CDP?	No. The CDP allows for exemptions including "improvements to existing legal structures that do not pose an environmental risk and are not located in or adjacent to areas with certain sensitive coastal resources or between the shore and the first public road."
36	Who will enforce rules and regulations for outdoor dining.	Code enforcement, building official, PD if warranted, PW if warranted.
37	Will insurance be required?	Yes, business must insure and indemnify the City.

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38	Can ARB review the encroachment permits.	No, ARB only reviews projects on private property
39	Do not support the use of propane heaters at outdoor dining. Using propane heaters at outdoor restaurants has both health and environmental impacts, which can vary depending on their frequency and scale of use.	See PC comment response no.7



CITY OF PACIFIC GROVE

Outdoor Dining Guidelines

Final Draft



LANDSCAPE
ARCHITECTS

Outdoor Dining Guidelines

Goals

1. To ensure the development of **quality** outdoor seating areas, the appropriate **use of the public realm** for outdoor dining while **preserving and enhancing the character and history** of Pacific Grove.

2. Increase **pedestrian safety**.

Objectives

1. Activating the streetscape by **maintaining visibility** into the outdoor dining areas.

2. Provide a continuous and **unified design aesthetic** along the streetscape that is **in character** with Lighthouse Avenue.

3. Use materials that don't obstruct but **preserve the views to the architectural** character of the building façade, entry, and storefront.

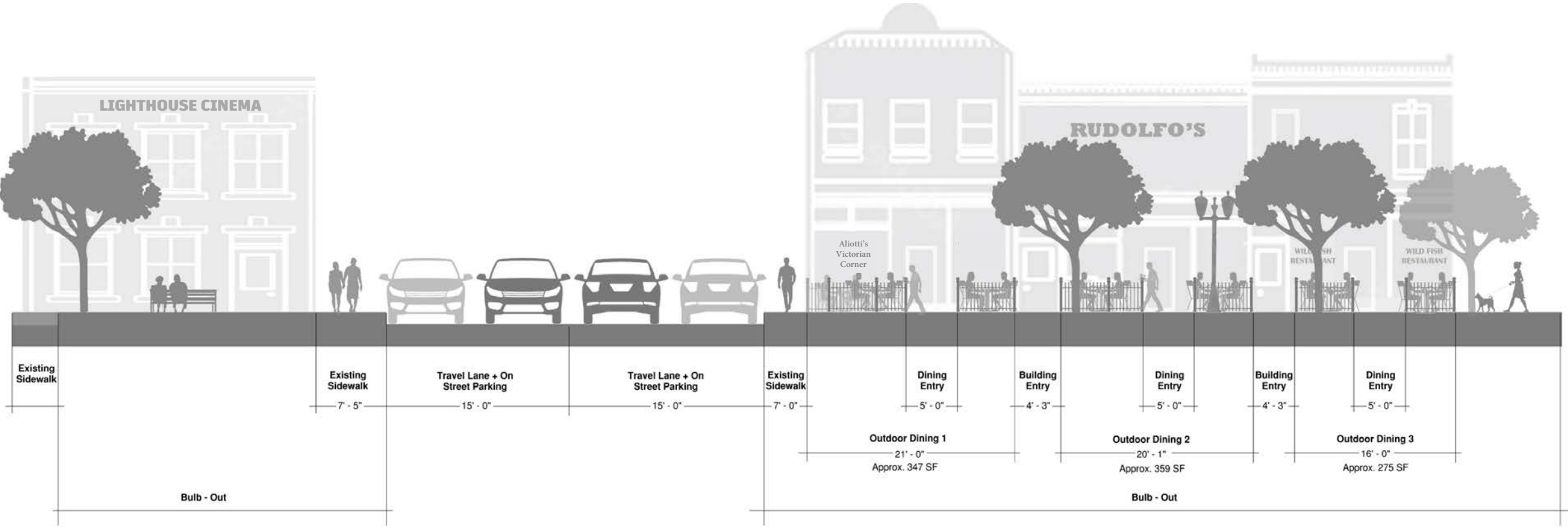
4. Require **commercial grade** furnishings and materials for the durability and safety of pedestrians.

5. Adhering to all **local regulations and code** requirements.

6. Installing clear **maintenance guidelines** so outdoor dining spaces remain clean, safe, and functional.

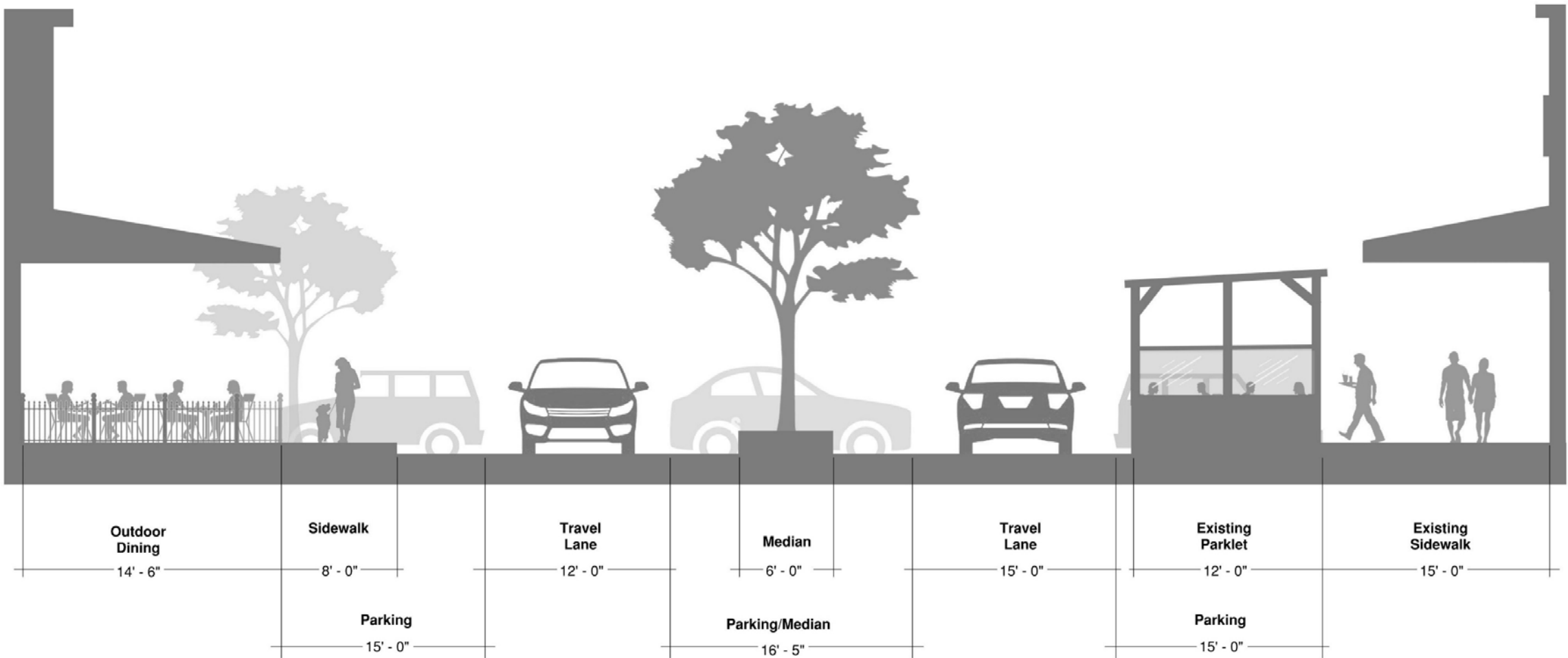
Proposed Conditions – LASW Project

Section: Fountain Avenue



Proposed Conditions – Typical

Section: Lighthouse Avenue



Outdoor Dining Design Guidelines ---

A. General

☐ Summary

- *All items other than chairs/tables are optional*
- *All items placed inside designated area*
- *All items portable / movable*
- *Can be fixed but not permanent*
- *Commercial / Outdoor rated*
- *Non-toxic finishes*
- *Colors to complement buildings*
- *Free of Ads*

B. Outdoor Dining Layout

☐ Horizontal Clearances

- *5-ft-wide min sidewalk whether fence or not*
- *4-ft-wide min entrances & inside dining area*

☐ Accessibility

- *5% accessible seats (wheelchair spaces)*
- *Smooth surfaces, no abrupt transitions*

C. Outdoor Dining Elements

☐ Overhead Structures

- *Minimum required to achieve shade*
- *Roll-up / retractable / folding coverings*
- *Maintain view to building & entrance*
- *Electrical safety / fire safety*

Outdoor Dining Design Guidelines

C. Outdoor Dining Elements

☐ Umbrellas

- *Fixed or movable & wind-safe*
- *Canopy taut when open*

☐ Awnings

- *Fixed or retractable awnings*
- *Canopy taut when open*

☐ Windbreak Panels

- *Transparent above dining table*
- *Open above 60-inches*
- *Fixed or movable & wind-safe*

☐ Perimeter Fencing

- *Materials to complement building*

☐ Planters

- *Live plants, non-toxic, not-thorny*
- *Drain trays to prevent watering mess*

☐ Heating Units

- *Fire-safe installation / location*
- *Electrically powered, not propane*
- *Integrated with building/structure preferred*

☐ Lighting

- *Warm white, pointing down if focused beam*
- *String lights ok. No sconces / pendants.*

☐ Temporary/Seasonal Decorations

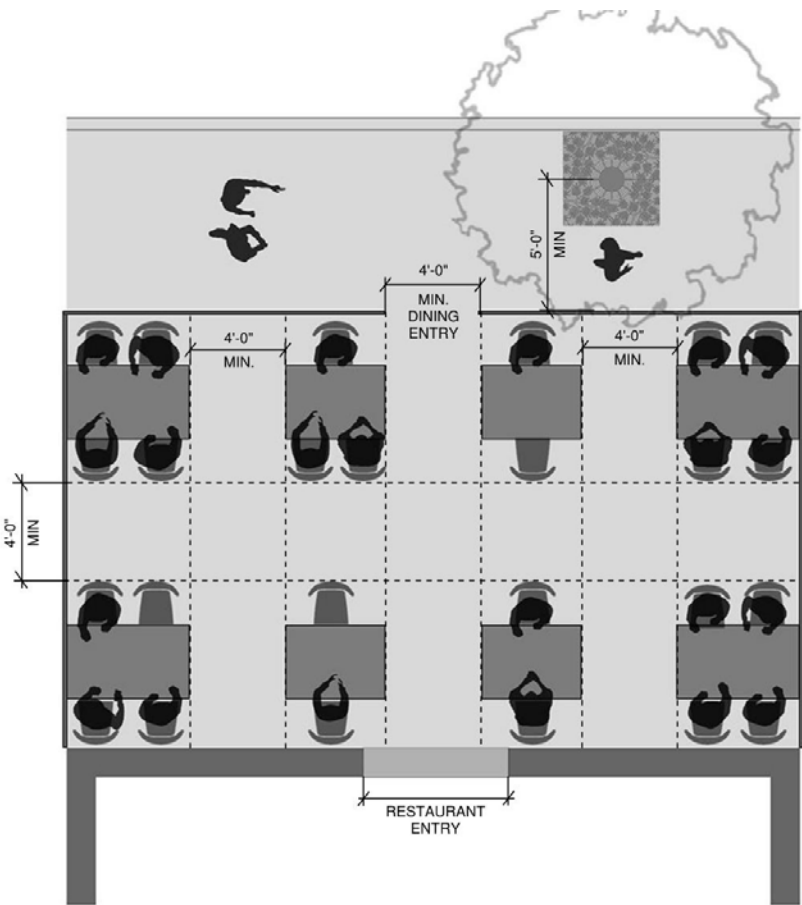
- *Wind-safe installation*

☐ Signage

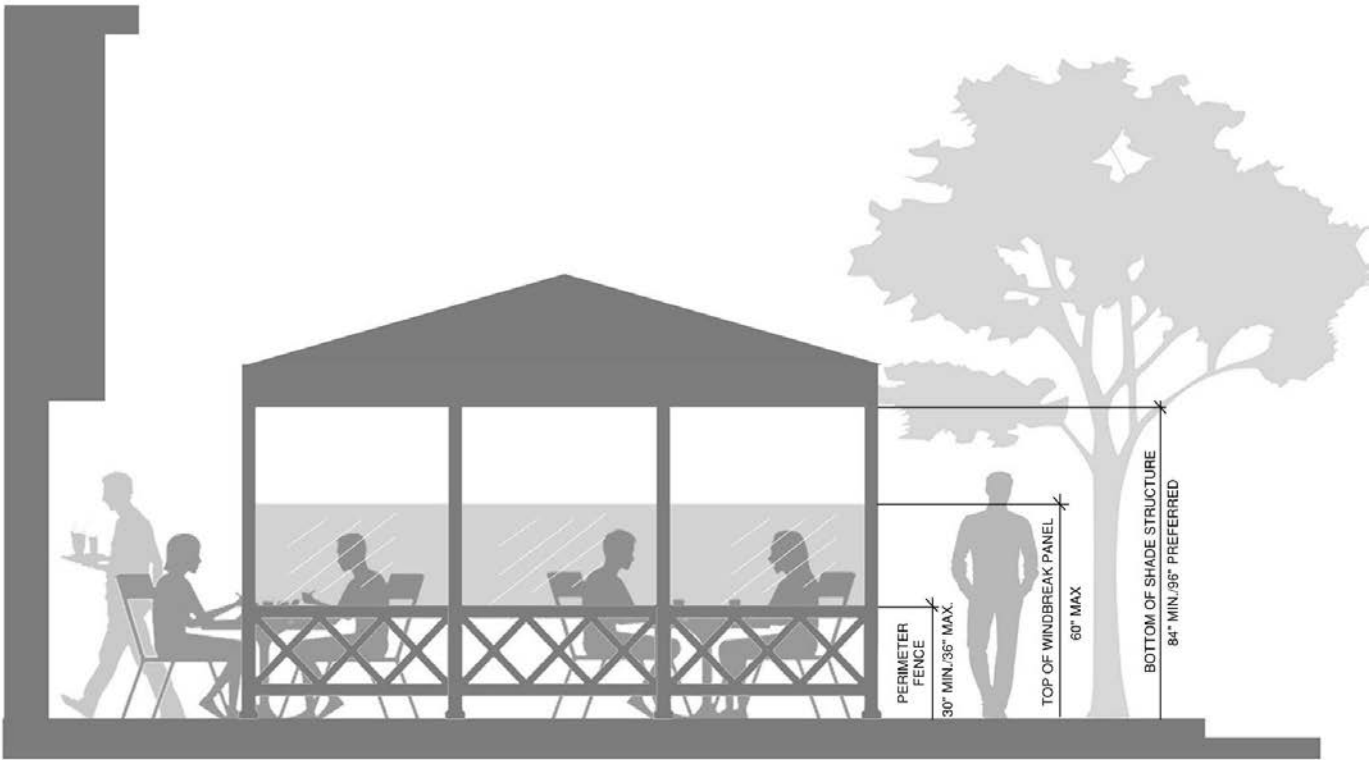
- *Comply with PGMC Title 20*
- *One sign / one menu stand per dining area*

Outdoor Dining Design Guidelines

Example Plan with Required Clearances

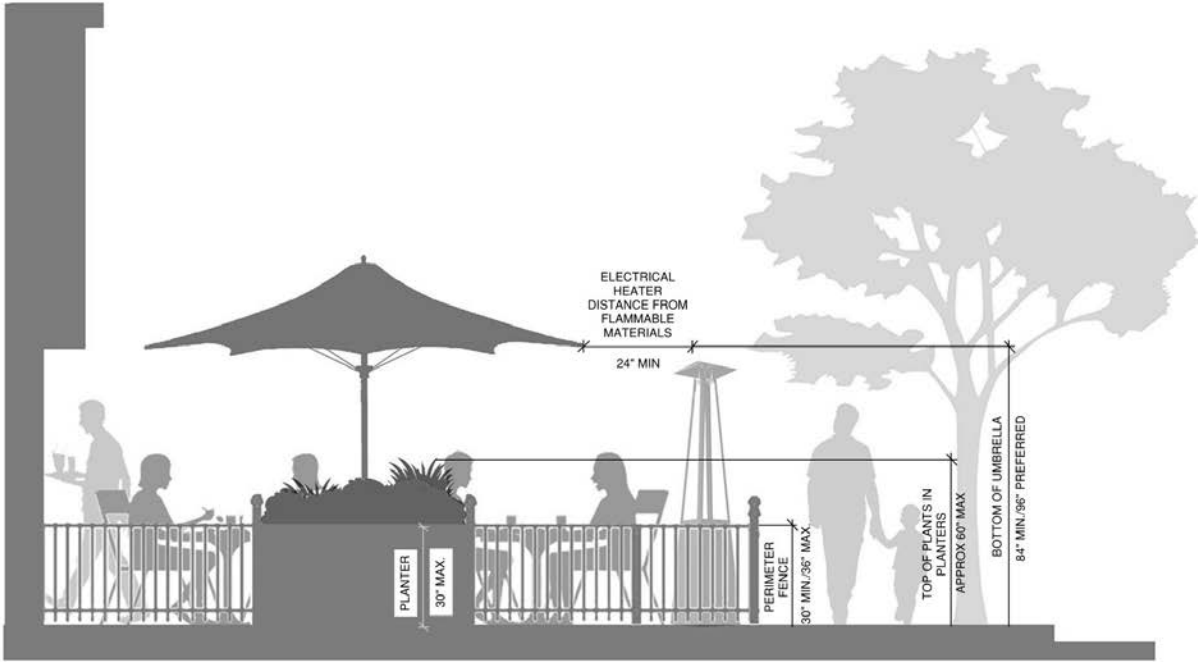


Example Section with Shade Structure and Windbreak Panels

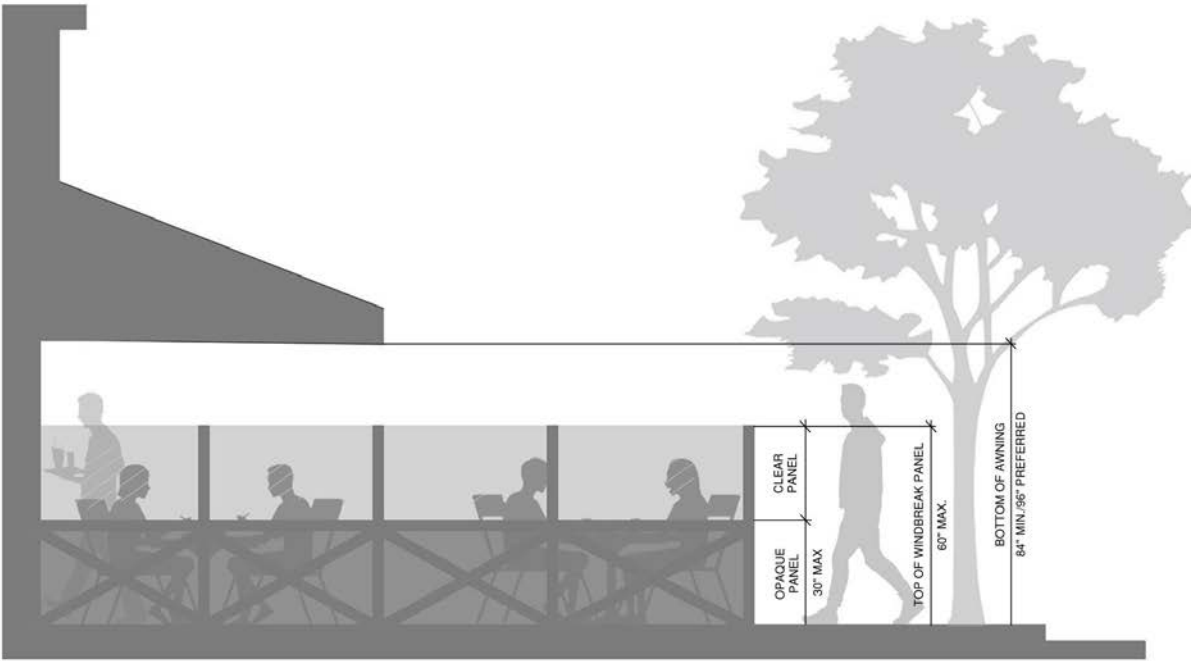


Outdoor Dining Design Guidelines

Example Section with Umbrella, Planter and Fence



Example Section with Awning and Windbreak Panels



Outdoor Dining Design Guidelines

E. Operations and Maintenance

☐ General

- *Guidelines code enforced, linked to encroachment permit*
- *Items removed / retracted / folded after hours & when not in use*
- *Maintenance & repairs by restaurant owner*
- *No cooking outdoors*

☐ Smoking

- *PGMC Chapter 11.24*

☐ Alcohol

- *ABC license*
- *Signage*

☐ Cleanliness

- *Free of litter / debris / food & beverage stains*
- *Dusting / polishing*
- *Watering plants, pruning*

☐ Non-dining hours

- *No stacking of items outside*
- *Can be moved inside*
- *City can remove for special events*

☐ Unusual Weather

- *Secure items, move items inside building*
- *Owner responsible for damage to other property*

☐ Temporary/Seasonal Decorations

- *Coordinate with City decorations*
- *Remove after event / holiday*

Case Studies



Case Studies



Application and Approval Process

1. Present the Draft Outdoor Dining Design Guidelines to City Council meeting.

2. Incorporate comments from City Council and further develop the Draft Guidelines.

3. Present the Final Draft Guidelines for review and comment to the Economic Development Commission (EDC), Downtown Business Improvement District (BD), and The Planning Commission (PC).

4. Incorporate comments from the EDC, DD, and PC to develop the Final Guidelines.

Present Final Guidelines to City Council for final approval.

Community Review

Broad Design / Theme Questions

1. Are shade structures allowed that are not umbrellas? If yes, then we propose that they be visually separated from the building to allow views to the building behind.
2. Should awnings larger than the currently allowed 60-inches be allowed? For any more shade it would have to be structures or umbrellas, but not a larger awning.
3. Should the perimeter edge structure (fence or panels) below dining table height be one type of material for all restaurants? The guidelines currently allow for diversity = vibrancy. Should that diversity then be left to the umbrellas and furniture?