



NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

SPECIAL MEETING AGENDA

Wednesday, March 19, 2025, 5:00 P.M.

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

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 or Chair 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.

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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AGENDA

CALL TO ORDER

SPECIAL MEETING

PUBLIC COMMENT ON SPECIAL MEETING MATTERS

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

- A. Conference with Labor Negotiators (Government Code Section 54957.6)
City Negotiators: Matthew Mogensen, City Manager, Fred Marsh, Administrative Services
Director, Che Johnson, Esq. Liebert Cassidy Whitmore
Employee Organization: Police Officers Association

1. Written Public Comment

ADJOURNMENT



NOTICE OF MEETING

CITY OF PACIFIC GROVE

CITY COUNCIL

REGULAR MEETING AGENDA

Wednesday, March 19, 2025, 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. Public comments received through this email address by noon on the day of the meeting will be posted with the corresponding agenda item.

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 or Chair 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.

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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: Mayor Pro Tem Amelio

1. APPROVAL OF AGENDA

2. PRESENTATIONS

A. Monterey Peninsula Chamber of Commerce Annual Awards Dinner Proclamations

Reference: Nick Smith, Mayor **PG 9**

Recommended Action: Present Proclamations for

- 2024 Citizen of the Year - Jeff Davi, Monterey Peninsula Home Team and A.G Davi, Lts.
- 2024 Community Impact Award - Sandra Button, Chairman of Pebble Beach Concours d'Elegance
- 2024 Ruth Vreeland Memorial Public - Mayor Ann Carbone, Mayor of Sand City
- 2024 Robert C. Littlefield Award for Lifetime Achievement - Shawn Adams, Owner of Monterey Signs
- 2024 Business of the Year - will be publicly announced the night of event.

CEQA:

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

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 City Council's March 5, 2025 Regular Meeting **PG 15**
Reference: Sandra Kandell, City Clerk
Recommended Action: Approve minutes.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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

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

- A. Second Reading of an Ordinance Amending Chapter 16.40 Stopping, Standing And Parking By Adding Section 16.40.605 Parking Permits For Volunteers At City Sponsored Events **PG 24**
Reference: Brian Pierik, City Attorney
Recommended Action: Hold second reading and adopt an ordinance Amending Chapter 16.40 Stopping, Standing And Parking By Adding Section 16.40.605 Parking Permits For Volunteers At City Sponsored Events.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378
- B. Second Reading of an Ordinance Regarding Fiscal Year 2024-25 Mid-Year Budget Modifications
Reference: Fred Marsh, Administrative Services Director **PG 28**
Recommended Action: Hold second reading and adopt an ordinance amending the Fiscal Year 2024-25 Operating and Capital Improvement Budget.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

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

- A. Housing Element Annual Progress Report **PG 47**
Reference: Aaron Campbell, Senior Planner

Recommended Action: Receive the city's Housing Element Annual Progress Report (HE APR) for submittal to the California Department of Housing and Community Development (HCD) and the California Office of Land Use and Climate Innovation (LCI / formerly the Office of Planning and Research).

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

B. General Plan Annual Progress Report (APR) for Reporting Year 2024 **PG 68**

Reference: Joseph Sidor, Contract Planner

Recommended Action: Receive and accept the General Plan Annual Progress Report (APR) for Reporting (Calendar) Year 2024 for submittal to the California Office of Land Use and Climate Innovation (LCI / formerly the Office of Planning and Research).

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

C. Housing Element Monthly Status Update **PG 107**

Reference: Joseph Sidor, Contract Planner

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

D. Check Register February 2025 **PG 109**

Reference: Nicholas Cina, Finance 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

E. Monterey Salinas Transit Meeting Minutes: February 10, 2025 **PG 117**

Reference: Joe Amelio, Mayor Pro Tem

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. Congress, Cedar, and Sunset Intersection Safety Improvement Project **PG 126**

Reference: Daniel Gho, Public Works Director/Deputy City Manager

Recommended Action:

1. Authorize Amendment #1 for Phase 1 of the Congress, Cedar, and Sunset Intersection Safety Improvement Project agreement with GHD to extend the term through June 30, 2026.
2. Receive a project update.
3. Alternatively, discuss and take other action related to this item.

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. Task Force on Diversity, Equity and Inclusion Minutes: February 10, 2025. **PG 130**

Reference: Sandra Kandell, City Clerk/DEI Coordinator

Recommended Action: Receive minutes.

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

- B. Recreation Board Minutes: January 23, 2025 **PG 134**

Reference: Katie Clark, Recreation Manager

Recommended Action: Receive 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. Fifth Public Hearing to Establish District Boundaries to Transition from the City of Pacific Grove City Council At-Large Election System to a District-Based City Council Election System; Adoption on Second Reading on an Ordinance Establishing District-Based Elections for Council Members, Adopting a District Boundary Map, and Assigning a sequence of Elections and Approval of Report on the Basis for Decisions pursuant to Elections Code Section 21130 (f) . ***This item to commence at 6:15 p.m.***

Reference: Matt Mogensen, City Manager **PG 138**

Recommended Action:

1. Hold a public hearing regarding the Ordinance Establishing District-Based Elections for Council Members.
2. Hold second reading and adopt an Ordinance Establishing District-Based Elections for Council Members (Attachment 2).
3. Motion to approve Report on the Basis for Decisions pursuant to Elections Code Section 21130 (f) (Attachment 3).

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

B. Tree Appeal 105 20th Street PG 158

Reference: George Fuerst, Environmental Program Manager

Recommended Action: 1. Hold a de novo public hearing for tree removal permit application #24-176.

2. Uphold the decision of the City Arborist denying the removal of two (2) Palm trees located at 105 20th Street.

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

C. David Avenue Street Rehabilitation – Award of Contract and Budget Modification PG 207

Reference: Daniel Gho, Public Works Director/Deputy City Manager

Recommended Action:

1. Request the City Attorney to read the title of the Proposed Ordinance Amending the Operating and Capital Projects Budget for FY24/25
2. Motion to waive further reading of the ordinance.
3. Introduce and hold the first reading of the Proposed Ordinance Amending the Operating and Capital Projects Budget for FY24/25
4. Direct a summary of a proposed Ordinance to be published as approved by the City Attorney.
5. Authorize Agreement with Monterey Peninsula Engineering (MPE) for the David Ave Street Rehabilitation project, which includes replacement of sewer infrastructure, for an amount not to exceed \$480,560 plus a 15% contingency.

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

12. UNFINISHED AND ONGOING BUSINESS

A. Sound Amplification under AB Sales 23.64.290(d)(1)(B) PG 212

Reference: Joe Amelio, Mayor Pro Tem

Recommended Action:

1. Modify Pacific Grove Municipal Code Section 23.64.290(d)(1)(B) as noted in the code, to read "Amplified and unamplified music and entertainment are allowed indoors and outdoors, and shall not generate noise in excess of 80 decibels (DB)..."
2. Direct the City Attorney to return to Council with an ordinance to modify Pacific Grove Municipal Code Section 23.64.290 and other sections of the Pacific Grove Municipal

Code as it pertains to sound amplification.

3. 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. WorkPlan for FY 25-26/26-27, Finalization of Policy Statements and Goals and authorize release to the General Public

Reference: Robert Perrault, Consultant **PG 214**

Recommended Action: It is recommended the Council approve/modify the Proposed Policy Statements and Goals for Release to the Public for Comment.

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

- C. Pacific Grove Cares Projects **PG 219**

Reference: Daniel Gho, Public Works Director/Deputy City Manager

Recommended Action: Approve Pacific Grove Cares to commence work on two landscape project sites, Caledonia Park by the Tommy Stillwell sign, and Chase Park West, and authorize staff to assist Pacific Grove Cares with the two projects.

CEQA: Categorical Exemption, CEQA Guidelines Section 15304, Class 4, Minor Alterations to Land

13. **NEW BUSINESS**

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

ADJOURNMENT

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



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Nick Smith, Mayor
MEETING DATE: March 19, 2025
SUBJECT: Monterey Peninsula Chamber of Commerce Annual Awards Dinner
Proclamations
CEQA:

RECOMMENDATION

Present Proclamations for

- 2024 Citizen of the Year - Jeff Davi, Monterey Peninsula Home Team and A.G Davi, Ltd.
- 2024 Community Impact Award - Sandra Button, Chairman of Pebble Beach Concours d'Elegance
- 2024 Ruth Vreeland Memorial Public - Mayor Ann Carbone, Mayor of Sand City
- 2024 Robert C. Littlefield Award for Lifetime Achievement - Shawn Adams, Owner of Monterey Signs
- 2024 Business of the Year - will be publicly announced the night of event.

Attachments

MPCC Proclamations



Mayor's Proclamation
2024 Robert C. Littlefield Award for Lifetime Achievement.

WHEREAS, Shawn Adams is the Owner of Monterey Signs along with his wife, Anjanette Adams. They have two kids, Cody and Taylor, who are currently in High School and preparing for college.

WHEREAS, Shawn and Anjanette started Monterey Signs in the garage of their home in 2008, on the heels of a recession. Businesses were looking for advertising and promotion without high prices and they promptly filled that demand.

WHEREAS, Their business doubled every year for the next 10 years and, over time, a talented team of employees was built to offer a high level of service and expertise to go along with fair pricing. Now, the company produces signage for major events and conferences in the area as well as durable electrical and commercial signage across a wide variety of industries.

WHEREAS, Monterey Signs is the two-time recipient of Business Of The Year (2016 and 2019), multiple Business Excellence awards, and also multiple "Best Business Sign awards. Monterey Signs is a full-service sign company working for the most successful and prestigious businesses and organizations in Monterey and surrounding counties.

WHEREAS, Protecting the natural beauty of our community has always been a high priority so investments have been made to ensure the company is solar powered, California Green Business certified, and also Blue Zones certified.

WHEREAS, When not working or spending time with family you will likely find Shawn on the local disc golf courses where he competes professionally. He also enjoys snowboarding, backpacking, kayaking, and travelling especially if he can do those things with his kids.

NOW, THEREFORE BE IT RESOLVED, that the Monterey County Board of Supervisors, on behalf of all the County and its citizens thereof, hereby congratulates **Shawn Adams** upon its selection as the recipient of the **2024 Robert C. Littlefield Award for Lifetime Achievement**.

Nick Smith, Mayor



Mayor's Proclamation 2024 Community Impact Award

WHEREAS, For nearly 40 years, Sandra Button has guided the growth of the Pebble Beach Concours d'Elegance, serving first as its Executive Director and since 2002 as its Chairman.

WHEREAS, She has also been deeply involved in transforming the collector car hobby into a truly global celebration of the automobile, supporting many new automotive events and seeking to encourage the next generation of enthusiasts. She often officiates at concours from Asia and the Middle East to Europe and South America.

WHEREAS, Under Sandra's leadership, the Pebble Beach Concours has been able to raise over \$41 million dollars for the Pebble Beach Company Foundation and all funds stay in our local community funding 100 not for profits and educational scholarships.

WHEREAS, Sandra was the 2024 recipient of the Nicola Bulgari Award presented at The Lemay Museum, in Seattle in addition to the PBCdE was honored at the Historic Motoring Award in London awarded this past November as the premiere concours in the world, 4th win under Sandra's leadership.

WHEREAS, Sandra and her husband Martin are collectors of classic cars, participate in numerous rallies and have judged or officiated at numerous events worldwide.

WHEREAS, Sandra is on the Board of Trustees for MONTAGE Health in addition to board membership on the Lemay Museum and active in the Royal Automobile Club, Rolls Royce, Bentley, Avanti Owners clubs to name a few.

WHEREAS, She is married and a mother of 3 children, two of whom are married.

NOW, THEREFORE BE IT RESOLVED, that the Monterey County Board of Supervisors, on behalf of all the County and its citizens thereof, hereby congratulates **Sandra Button** upon its selection as the recipient of the **2024 Community Impact Award**

Nick Smith, Mayor



Mayor's Proclamation 2024 Citizen of the Year

WHEREAS, Jeff Davi is a real estate broker with years of experience in the real estate field. He is a Broker & Co-Owner of Keller Williams Coastal Estates in Carmel where he is a member of the Monterey Peninsula Home Team on real estate sales, and is also a principal at A.G. Davi Property Management which has been a family owned and operated company for three generations. Jeff has significant experience in real estate sales residential and commercial, leasing, management, and financing.

WHEREAS, It was not by luck or accident that Jeff Davi became the 22nd Commissioner of Real Estate for the State of California, he earned it. "Double Deuce", as he is affectionately called by his former colleagues, has over 28 years of experience in real estate sales, leasing, management and financing. He has been a licensed California real estate broker since 1992.

WHEREAS, Jeff Davi is a past member of the Board of Directors for the California Association of REALTORS®, selected REALTOR® of the year by his peers and served as president of the Monterey County Association of REALTORS®. His experience in real estate has spanned from selling real estate, to managing his family real estate business, to serving as an industry regulator. As Real Estate Commissioner, Jeff was instrumental in passing legislation that helped better protect consumers from unscrupulous loan modification schemes.

WHEREAS, Jeff has served as a Chairman of the Board of REInfoLink now known as MlsListings. He also served as president of the Economic Development Corporation of Monterey County, was a co-founder of the Affordable Housing Steering Council of Monterey County and was on the founding board of directors of the Monterey County Visitor and Convention Bureau.

WHEREAS, Jeff is most proud of his family and his community. He is a third generation Monterey Peninsula native and as a caring member of that community has raised millions for non-profit boards, schools and foundations throughout Monterey County. Jeff currently serves as a Board member of Seneca Family of Agencies which is dedicated to providing a family, education, and opportunities to children in need. He has given freely of his time, reputation, and money to help support the things that make the Monterey Peninsula such a special place.

WHEREAS, If you ask Jeff what he loves about his home; obviously it is the natural beauty, the fabulous weather, the resort atmosphere, but even more than that, Jeff says his real love is the people in this very special community.

NOW, THEREFORE BE IT RESOLVED, that the Monterey County Board of Supervisors, on behalf of all the County and its citizens thereof, hereby congratulates Jeff Davi upon its selection as the recipient of the 2024 Citizen of the Year.

Nick Smith, Mayor



Mayor's Proclamation

2024 Ruth Vreeland Memorial Public Official of the Year Award

WHEREAS, Mary Ann Carbone was born in Monterey, California and grew up in Seaside with her parents and 12 siblings in their home at 415 Francis Street. The family home was surrounded by oaks, eucalyptus, pine trees, and tulles with Roberts Lake in her backyard. That location now is better known now as Laguna Grande Park.

WHEREAS, Growing up in Seaside she attended Seaside Elementary School, Fremont Jr High and Cypress High School and pursued continued education in the medical field, obtaining a degree in pharmacy. After receiving her degree, she decided to enter a non-traditional job and joined the Laborers International Union of North America (LIUNA #297). She worked in the commercial construction trades with her brothers in the 1980's until her retirement in 2009. It was during those construction days – in 1991 -- that Mary Ann was appointed to the Sand City Council. Upon that initial introduction to politics Mary Ann decided to be a voice for the community and vowed to serve her community well.

WHEREAS, Mary Ann has three beautiful daughters Annie Marie, Erika and Ginearosa.

WHEREAS, Mary Ann Carbone has served on the Sand City Council for 33 years, as Councilmember, Vice Mayor, and as Mayor for the past seven years. She is the first Indigenous woman Mayor in Sand City, as well as one of several indigenous elected officials in the state of California representing over 750,000 indigenous people in the state. Mayor Carbone not only represents her city well, but she continues to be a staunch advocate for the people, on issues affecting our regional community and beyond.

WHEREAS, She offers leadership, integrity, and problem solving while working on many city and regional agencies, boards and committees: the Sand City Budget and Personnel Committee, the Sand City West End Committee, the Sand City Parks and Open Space Committee, Monterey Salinas Transit Agency, Monterey County Mosquito Abatement District, Association of Monterey Bay Area of Governments, Monterey County Mayors Association, Monterey Bay Air Resources Agency, Monterey One Water, Community Human Services, Central Coast Community Energy Policy advisor, the Superior Court Elimination of Bias Committee, the Calif League of Cities Regional Past President Monterey Bay Division, National League of Cities Local Indigenous Caucus Board Officer, and the Monterey County Airport Land Use Commission.

WHEREAS, Mayor Carbone continues to advocate and address issues including racism, social justice, missing murdered indigenous people, sex trafficking, and works in the underserved communities.

WHEREAS, Lastly, in her spare time, she continues to educate through speaking engagements in the schools during Native American month, quarterly outreach programs for needy native families through TANF – an organization which provides backpacks for children and encourages reading programs, and native linguistics. Mary Ann continues to mentor and encourage indigenous youth to remember their heritage and culture through summer culture camps and dance programs to enable them to carry on those teachings to the next generation.

NOW, THEREFORE BE IT RESOLVED, that the Monterey County Board of Supervisors, on behalf of all the County and its citizens thereof, hereby congratulates Mary Ann Carbone upon its selection as the recipient of the 2024 Ruth Vreeland Memorial Public Official of the Year Award.



Nick Smith, Mayor



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: March 19, 2025
SUBJECT: Minutes of the City Council's March 5, 2025 Regular Meeting
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Approve minutes.

Attachments

Draft Minutes 3-5-25



DRAFT MEETING MINUTES

CITY OF PACIFIC GROVE

CITY COUNCIL

AMENDED REGULAR MEETING

Wednesday, March 5, 2025, 6:00 P.M.

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

Appearing Remotely:
Councilmember Chaps Poduri
1530 N Street, Sacramento, CA 95814

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https://www.cityofpacificgrove.org/Zoom_CC

CALL TO ORDER

Mayor Smith called the meeting to order at 6:00 p.m. Present in Chamber: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, McDonnell, Rau, and Walkingstick. Councilmember Poduri appeared remotely as noticed.

PLEDGE OF ALLEGIANCE:

Councilmember Walkingstick led the pledge of allegiance.

1. APPROVAL OF AGENDA

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

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

AYES: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, McDonnell, Poduri, Rau, and Walkingstick.

NOES: None.

ABSENT: None.

2. PRESENTATIONS

A. Certificate of Appreciation: Retirement of Ami Lonsinger (22 Years)

Action: Council received the presentation.

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

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

A. The Special Closed Session Meeting was cancelled on March 4, 2024; no report.

B. Council and staff made general announcements.

4. **GENERAL PUBLIC COMMENT**

General public comment received from Darlene Matteson, Joy Colangelo, Susan Goldbeck, and Colleen Ingram.

A. Written General Public Comment

CONSENT AGENDA

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

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

AYES: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, McDonnell, Poduri, Rau, and Walkingstick.
NOES: None.
ABSENT: None.

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

A. Minutes of the City Council's February 19, 2025 Special Study Session and Regular Meeting and February 26, 2025 Special Goal Setting Meeting

Action: Approved minutes.

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

6. **RESOLUTIONS**

7. **ORDINANCES**

A. Second reading of an ordinance to amend the City Salary Classification Schedule

Action: Held second reading and adopted Ordinance No. 25-002 to amend the salary classification schedule to establish a salary range for new classifications of Urban Forester and Principal Civil Engineer.

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

8. **REPORTS – INFORMATION ONLY**

A. Monterey-Salinas Transit Meeting Minutes for December 9, 2024 and January 13, 2025

Action: Received the minutes.

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

B. Community Human Services Board Meeting Highlights for February 20, 2025

Action: Received the highlights.

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

9. **REPORTS – REQUIRING ACTION**

A. FY 2025-2026 Special Events Calendar

Action:

1. Approved the FY 2025-2026 Special Events Calendar.

2. Approved 5 proposed events as Special Events to be billed at full cost recovery rates.
3. Approved 23 proposed events as City Sponsored Events and waive the fees for City staff support and equipment/facility usage.

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

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

- A. Task Force on Diversity, Equity, and Inclusion Meeting Minutes: December 9, 2024 and January 13, 2025

Action: Received the minutes.

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

REGULAR AGENDA

11. **PUBLIC HEARINGS**

- A. Fourth Public Hearing to Establish District Boundaries to Transition from the City of Pacific Grove City Council At-Large Election System to a District-Based City Council Election System and First Reading on an Ordinance Establishing District-Based Elections for Council Members, Adopting a District Boundary Map, and Assigning a sequence of Elections. *This item commenced at 6:15 p.m.*

Mayor Smith opened the public hearing to receive input from the community regarding the establishment of district boundaries to transition from an at-large City Council Election System to a District-Based City Council Election System in accordance with California Elections Code § 10010, and announced it will be in two parts. The first part focused on the maps and the second part focused on the sequencing of elections after the finally selected map.

Consultant Jeff Tilton provided a presentation regarding maps with emphasis on 101, 108, 109, 116, 118, 119, and 121.

Councilmembers Rau and Walkingstick provided a presentation on the Borda Count Method (rank voting process).

Public comment regarding maps received from Don Murphy, Marabee Boone, Katherine Melham, and Sharon Miller.

Public comment was closed and the discussion regarding maps was returned to Council.

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember Garfield, Council voted to choose the Mayor's suggested polling method versus the Borda Count Method to choose a map.

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

AYES:	Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, McDonnell, Poduri, Rau, and Walkingstick.
NOES:	None.
ABSENT:	None.

Action: Mayor Smith polled the Council as to their first map choice.

Councilmember Garfield	118
Councilmember Rau	108
Councilmember Poduri	101
Mayor Smith	101
Mayor Pro Tem Amelio	101
Councilmember McDonnell	108
Councilmember Walkingstick	101

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember Garfield, Council voted to approve Map 101 for inclusion in the ordinance to transition to district elections.

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

AYES: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, McDonnell, Poduri, Rau, and Walkingstick.
NOES: None.
ABSENT: None.

Consultant Jeff Tilton provided a presentation regarding sequencing of elections in districts of the final map.

Public comment regarding sequencing received from Inge Lorentzen Daumer.

Both public comment and the public hearing were closed and the discussion regarding sequencing was returned to Council.

Action: Upon motion by Councilmember Rau and seconded by Councilmember McDonnell, the Council voted for the sequencing of elections in districts as follows: 2026: Districts 1, 3, and 5 and 2028: Districts 2, 4, and 6.

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

AYES: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, McDonnell, Poduri, Rau, and Walkingstick.
NOES: None.
ABSENT: None.

Action: Upon motion by Mayor Smith and seconded and seconded by Councilmember Rau, the 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 establishing district-based elections for Council Members by amending Pacific Grove Municipal Code Title 2 to add a new Chapter 2.70 ("district-based elections") adopting a district boundary map and assigning a sequence of elections for the new districts (with insertions to blanks contained in Paragraphs 26, 27, 28, Section 3, and Exhibit A, accordingly); and direct that publication of the ordinance will be satisfied by publication of a summary approved by the

City Attorney

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

AYES: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, McDonnell, Poduri, Rau, and Walkingstick.
NOES: None.
ABSENT: None.

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

- B. Proposed Ordinance Amending Chapter 16.40 Stopping, Standing And Parking By Adding Section 16.40.605 Parking Permits For Volunteers At City Sponsored Events
No public comment received.

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember Walkingstick, Council voted to

1. Request the City Attorney read the title of the ordinance;
2. Waive further reading of the ordinance;
3. Introduce and hold first reading of an ordinance Amending Chapter 16.40 Stopping, Standing And Parking By Adding Section 16.40.605 Parking Permits For Volunteers At City Sponsored Events; and
4. Direct that publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney

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

AYES: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, McDonnell, Poduri, Rau, and Walkingstick.
NOES: None.
ABSENT: None.

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

- C. Public Hearing to Amend City Fee Schedule for Fiscal Year 2024-25
No public comment received.

Action: Upon motion by Councilmember McDonnell and seconded by Councilmember Rau, Council voted to adopt Resolution No. 25-003 to modify the City's FY 24-25 Revised Master Fee Schedule.

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

AYES: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, McDonnell, Poduri, Rau, and Walkingstick.
NOES: None.

ABSENT: None.

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

- D. Fiscal Year 2024-25 Mid-Year Budget Modifications and First Reading of an Ordinance Amending the Fiscal Year 2024-25 Budget
Public comment received from Lisa Ciani and Alicia Perez.

Action: Upon motion by Mayor Pro Tem Amelio and seconded by Councilmember Rau, Council voted to

1. Request the City Attorney read the title of the ordinance;
2. Waive further reading of the ordinance;
3. Introduce and hold first reading of an ordinance amending the Fiscal Year 2024-25 Operating and Capital Improvement Budget; and
4. Direct that publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney.

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

AYES: Mayor Smith, Mayor Pro Tem Amelio, Councilmembers Garfield, McDonnell, Poduri, Rau, and Walkingstick.

NOES: None.

ABSENT: None.

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

12. **UNFINISHED AND ONGOING BUSINESS**

- A. Selection of Core Areas of Focus and Request for Council Members to Draft Goal Statements for Each Selected Core Area
Public comment received from Lisa Ciani.

Action: Council received the recommendation that they select focus areas and begin the process of drafting goal statements for further consideration.

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

13. **NEW BUSINESS**

14. **FULL PRESENTATIONS**

15. **CLOSED SESSION**

ADJOURNMENT

Council adjourned the regular meeting at 9:42 p.m.

Respectfully Submitted,

Sandra Kandell
City Clerk

DRAFT

Approved by Mayor: _____ Date _____

Attest by City Manager: _____ Date _____

DRAFT



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: March 19, 2025
SUBJECT: Second Reading of an Ordinance Amending Chapter 16.40 Stopping, Standing And Parking By Adding Section 16.40.605 Parking Permits For Volunteers At City Sponsored Events
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Hold second reading and adopt an ordinance Amending Chapter 16.40 Stopping, Standing And Parking By Adding Section 16.40.605 Parking Permits For Volunteers At City Sponsored Events.

DISCUSSION

There were no changes between the first and second readings of this Ordinance. The City Clerk caused a summary of the ordinance to be published on March 13, 2025.

On February 19, 2025, the City Council was presented with an Agenda Report regarding a proposed ordinance to allow for the issuance of parking permits to volunteers who assist at City Sponsored Events such as the 4th of July celebration, PG Concours Rally, Butterfly Parade, Stillwell's Holiday in the Park, Good Old Days, Walk of Remembrance, and other events ("City Sponsored Events"). The City Council gave direction for the City Attorney to return with an Ordinance amending Chapter 16.40 of the Municipal Code to add a section to read

"The City Manager or designee shall issue parking permits for volunteers at city sponsored events including the 4th of July celebration, PG Concours Rally, Butterfly Parade, Stillwell's Holiday in the Park, Good Old Days, Walk of Remembrance and other events as approved by the City Manager or designee. The permit shall be subject to the following limitations:

- (a) Permit shall be clearly displayed;
- (b) Permit is not valid where parking is prohibited (e.g. red zones, loading zones) or where parking is restricted to handicapped;
- (c) Permit shall be revoked for abuse."

Attachment 1 to this Agenda Report is a Proposed Ordinance Of The City Council Of The City Of Pacific Grove Amending Chapter 16.40 Stopping, Standing And Parking By Adding Section 16.40.605 Parking Permits For Volunteers At City Sponsored Events.

OPTIONS

1. Take alternative action related to this subject.
2. Take no action.

FINANCIAL IMPACT:

None.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

1 Proposed Ordinance Amending Chapter 16.40

ORDINANCE NO. 25-XXX

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE AMENDING CHAPTER 16.40 STOPPING, STANDING AND PARKING BY ADDING SECTION 16.40.605 PARKING PERMITS FOR VOLUNTEERS AT CITY SPONSORED EVENTS

FACTS

1. The City sponsors events including 4th of July celebration, PG Concours Rally, Butterfly Parade, Stillwell's Holiday in the Park, Good Old Days, Walk of Remembrance, and other events ("City Sponsored Events").
2. There are volunteers who assist the City at the City Sponsored Events.
3. This Ordinance will allow for the issuance of parking permits to volunteers who assist at the City Sponsored Events.
4. Enactment of this Ordinance action does not constitute a "project" as defined by California Environmental Quality Act (CEQA) because it will not result in direct or indirect physical changes in the environment.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PACIFIC GROVE DOES ORDAIN AS FOLLOWS:

SECTION 1. The foregoing Facts are adopted as findings of the City Council as though set forth in fully within the body of this Ordinance.

SECTION 2. Section 16.40.605 is hereby added to Chapter 16.40 of the Pacific Grove Municipal Code and shall read as follows:

16.40.605 Parking Permits for Volunteers at City Sponsored Events

The City Manager or designee shall issue parking permits for volunteers at city sponsored events including the 4th of July celebration, PG Concours Rally, Butterfly Parade, Stillwell's Holiday in the Park, Good Old Days, Walk of Remembrance and other events as approved by the City Manager or designee. The permit shall be subject to the following limitations:

- (a) Permit shall be clearly displayed;
- (b) Permit is not valid where parking is prohibited (e.g. red zones, loading zones) or where parking is restricted to handicapped;
- (c) Permit shall be revoked for abuse.

SECTION 3. The City Manager is directed to execute all documents and to perform all other necessary City acts to implement this Ordinance.

SECTION 4. Severability. If any provision, section, paragraph, sentence, clause or phrase of this ordinance, or any part thereof, or the application thereof to any person or circumstance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, or any part thereof, or its application to other persons or circumstances. The City Council hereby declares that it would have passed and adopted each provision, section, paragraph, subparagraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, paragraphs, subparagraphs, sentences, clauses or phrases, or the application thereof to any person or circumstance, be declared invalid or unconstitutional.

Section 5. In accord with Article 15 of the City Charter, this ordinance shall become effective on the thirtieth (30th) day following its passage and adoption.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this _____ day of _____, _____, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

NICK SMITH, Mayor

ATTEST:

DATED: _____

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

BRIAN A. 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: Fred Marsh, Administrative Services Director
MEETING DATE: March 19, 2025
SUBJECT: Second Reading of an Ordinance Regarding Fiscal Year 2024-25 Mid-Year Budget Modifications
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Hold second reading and adopt an ordinance amending the Fiscal Year 2024-25 Operating and Capital Improvement Budget.

DISCUSSION

There were no changes between the first and second readings of this Ordinance. The City Clerk caused a summary of the ordinance to be published on March 13, 2025.

The Proposed Fiscal Year 24/25 budget was developed based on conservative growth in the current fiscal year. Year-to-date and projected revenues and expenses are included as an attachment to this report and are summarized below. The ending fund balance is projected to meet the General Fund reserve policy previously adopted by Council. However, the five -ear forecast in the adopted budget projected fund balance projects a decrease over each of the remaining four fiscal years. Staff will update the five-year forecast as part of the preliminary budget to be presented to Council in May.

Line Item	Original FY 24-25	Amended FY 24-25	Projected FY 24-25
Beginning Fund Balance	\$ 17,581,788	\$ 17,581,788	\$ 17,581,788
Estimated Revenues	\$ 33,312,727	\$ 33,312,727	\$ 33,317,000
Estimated Expenses	\$ 34,405,714	\$ 35,562,414	\$ 35,152,000
Change before Adjustments	\$ (1,092,987)	\$ (2,249,687)	\$ (1,835,000)
Proposed Adjustments			\$ (770,000)
Projected Total Change	\$ (1,092,987)	\$ (2,249,687)	\$ (2,625,000)
Projected Ending Balance	\$ 16,488,801	\$ 15,332,101	\$ 14,976,788

General Fund revenues overall are expected to meet the overall budget for the current fiscal year, with property taxes, utility user taxes and water entitlement rights projected to come in higher than the original projections, offset mostly by lower than expected construction permit revenue and plan check fees. General Fund expenditures overall are expected to be somewhat under budget, with Administrative Services, Community Development and Public Works expected to come in under budget due to vacancies and other expected expenditure savings during the fiscal year in those departments.

Capital Project Rollovers

Staff is requesting budget rollovers for the following capital projects, originally funded in prior years and carried into Fiscal Year 2024-25. This is an annual formality that allows for the continued progress and proper closure of projects. At the time of this writing, 62% of the projects being carried forward have already been completed; however, since work was performed and/or final invoicing occurred in the current fiscal year, these projects must be formally carried forward in the budget. The remaining projects are multi-year initiatives that were always intended to span multiple years due to their larger scope, which often includes extensive planning and environmental review before construction. Carrying forward projects is a standard practice that ensures financial reconciliation and project completion. A separate attachment to this report outlines the financial impact of these rollovers on affected funds and provides further details on the proposed carryforwards.

Project Number / Name	Funds	Rollover	Status
CIP 23-03 / Cedar, Sunset, Congress	20	\$650,856	Work in Progress
CIP 24-06 / Design of Sidewalk extension	63	9,736	Complete
CIP18-46 / Tide Pool Pt. Pinos	63	9,781	Complete
CIP22-03 / Phase 9 Sewer Improvements	76	279,854	Complete
CIP22-13 / Ballpark Backstop Replacement	93/63	7,939	Complete
CIP22-21 / George Washington Park Playground	63/84	106,801	Complete
CIP23-04 / David Ave Street Rehabilitation	17/76	407,490	Project Development
CIP23-05 / Lighthouse Roof Repair	27	57,950	Project Development
CIP23-06 / Pump Station Replacement	76	22,904	Bids/RFP
CIP23-07 / Mezzanine upgrades	8	75,000	Complete
CIP23-08 / Basement moisture control	8	38,800	Complete
CIP23-10 / Fire station roof	84	16,574	Complete
CIP23-12 / FD bathroom & showers	84	152,914	Complete
CIP23-21 / David Ave. sidewalk	84	596,645	Complete
CIP23-22 / Rec Board park inventory	84	15,000	Work in Progress
CIP24-01 / FY 23-24 Street Rehabilitation	17/47/63/76	1,820,315	Complete
CIP24-02/ 23/24 Crack & Slurry	17/84	40,349	Complete
CIP24-03 / Priority Stormwater Repair	63	95,923	Project Development
CIP24-04 / Sewer Collection System Master	76	1,757,604	Work in Progress
CIP24-05 / George Washington Park Enhancement	63	38,940	Work in Progress
Total Proposed Rollovers		\$6,201,375	

General Fund Proposed Adjustments

In preparing this mid-year report, the administrative services staff worked with the departments to identify proposed adjustments to be presented to Council as part of the mid year report, as listed below:

Proposed Budget Adjustment	Department	Amount
Building Contract Services	Building	\$300,000
Increase Admin Analyst from .75 FTE to 1 FTE	Library	25,000
Replacement of Police Car	Police	85,000
ADA Assessment Completion	Public Works	40,000
Emergency Storm Water Repair 4th and Central	Public Works	50,000
Chautauqua Hall Historic Federal Register	Public Works	20,000
Elevator Repairs at Youth Center	Public Works	123,500
Additional Facility Assessments	Public Works	37,000
Replacement of Pool Heater	Public Works	10,000
Sentry Alarm 5-year inspections	Public Works	19,500
Additional Part-Time Staffing Costs (Net)	Recreation	60,000
Total Proposed Additional Adjustments		\$770,000

The police car proposed to be replaced has over 100,000 miles on the vehicle and is past the estimated useful life established for the vehicle. The additional building contract services are related to building review services related to the construction of the new hotel in the City, which are being funded by building permit fees collected in the prior fiscal year. The increase in FTE of the Library Administrative Analyst position will assist in renovating the library website, data collection for upcoming special program projects for funding foundations, create a communication outreach program for the library and help provide additional backup and support to the library director and Library Board. The list of various projects for Public Works have been identified as higher priority projects by the City Manager and Public Works director.

The increase in part-time staffing costs for recreation is to provide support for the increased program offerings and participant registrations of the department. Highlights to date include 103 additional Expanded Learning Opportunities Program (ELOP) registrations in July, 21 additional recreational swim sessions which expanded the pool season into August and September, 70 additional registrations for the Youth Soccer League, the addition of a Youth Basketball League with 73 registrations in its first season, and new family programs. Additionally, outreach efforts were increased through additional staffing for the Youth Center Afterschool Program to ensure continued availability 5 days a week throughout the 10-month school year, monthly special events for Middle School and High School students, visits to Pacific Grove Middle School, as well as the Hotshots and Punt, Pass & Kick competitions. For the remainder of the fiscal year, staff will offer a lifeguard certification course to help the lifeguard recruitment efforts, increase the length of our recreation swim sessions, increase Summer Adventure Camp registration spaces, and continue to offer the ELOP program at the maximum registration allowed per the MOU with the School District. These costs are net of anticipated reimbursements for approximately \$48,000 from the school district related to the ELOP summer camp to be offered in June per the MOU with the school district.

OPTIONS

Provide alternate direction to staff.

FINANCIAL IMPACT:

The proposed adjustments for the General Fund are projected to reduce its fund balance by approximately \$770,000, of which \$300,000 are being funded by building permit fees collected in the prior fiscal year. The proposed capital project rollovers are projected to reduce capital project related reserves carried over from prior years in the City's funds by approximately \$6 million.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Combined Interim Financials
Ordinance

City of Pacific Grove California

Interim Financial Statements
For the Fiscal Year Ended June 30, 2025



City of Pacific Grove
300 Forest Avenue
Pacific Grove, CA 93950
www.cityofpacificgrove.org





City of Pacific Grove

Interim Financials

Fiscal Year 2024-25



Welcome Message

From the

City Manager

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Mission and Vision

- Mission: To deliver quality professional public services in the City and region
- Vision: To thoughtfully grow as an inclusive community, protecting its character

Core Values

- Leadership: Uphold the highest work ethic
- Inclusiveness: Cultivate an environment of trust
- Integrity: Safeguard public trust
- Collaboration: Promote transparent engagement
- Stewardship: Protect our natural environment

Focused Priority Areas and Goals

- Recreation: Robust and accessible activities
- Infrastructure: Maintain community assets
- Stewardship: Implement sustainable practices
- Housing: Diversity affordable opportunities

City Council Fiscal Year 2024-25

Mayor:	Nick Smith
Councilmembers:	Joe Amelio, Mayor Pro Tempore
	Cynthia Garfield
	Lori McDonnell
	Chaps Poduri
	Tina Rau
	Paul Walkingstick

The City of Pacific Grove presents its interim financials for Fiscal Year 2024-25.

This report presents the City's overall financial condition in an easy to read format for all users, focusing on major revenues and expenses by major fund type.



Matthew Mogensen
City Manager

Summary of Annual Report

This report is an interim financial update on the City's various funds, including its General, Sewer, Local Water and Cemetery funds, as presented in more detail in the City's adopted budget for FY 2024-25.



Audit Opinion / Awards for Excellence

The City has received a "clean" unmodified audit opinion for its prior audited financial reports, and a Certificate of Achievement for Excellence in Financial Reporting (COA) from the Government Finance Officers Association (GFOA). In addition, the City has received awards for excellence for its operating budget from GFOA and the California Society of Municipal Finance Officers. These awards focus on providing quality documents that are easy to understand by the public.

Social Media for the City

Website: cityofpacificgrove.org

Facebook: [CityofPacificGrove](https://www.facebook.com/CityofPacificGrove)

X/Twitter: [@PacificGrove](https://twitter.com/PacificGrove)

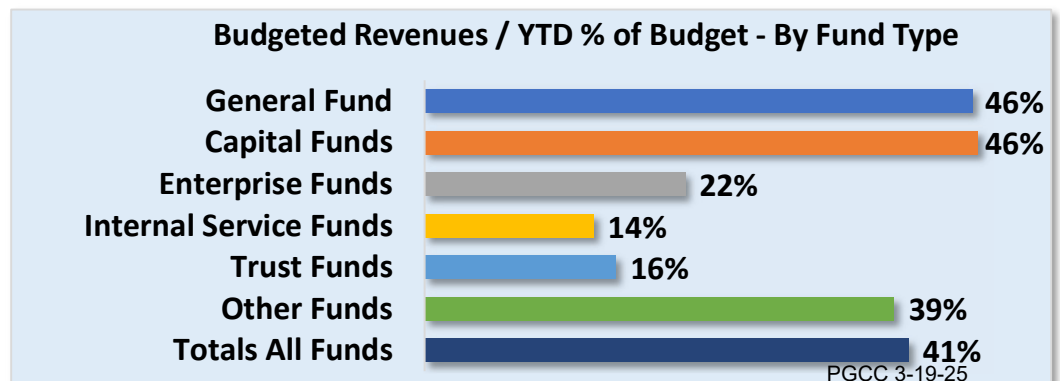




Revenues by Fund - FY 2024-25 (Unaudited)
Through December 2024
50% of Budget Year Complete

Fund	Revenues				Working Capital	
	Revised Budget	YTD	YTD % of Budget	Prior YTD	Projected Change for Fiscal Year	Projected Ending Reserves *
Main Fund - Fund 01	\$ 33,288,027	\$ 15,261,090	46%	\$ 15,424,403	\$ (1,093,687)	\$ 16,302,503
Other Funds Included	24,700	19,512	79%	16,432	700	186,298
General Fund	33,312,727	15,280,602	46%	15,440,835	(1,092,987)	16,488,801
Capital Projects	917,500	425,000	46%	460,843	(564,500)	(204,304)
Capital Funds	917,500	425,000	46%	460,843	(564,500)	(204,304)
Local Water Project	1,310,187	1,034,521	79%	727,342	299,262	76,696
Cemetery	653,000	279,334	43%	309,760	(67,349)	1,018,896
Sewer	4,248,000		0%	722,230	997,950	9,592,168
Golf	762,000	209,932	28%	229,713	6,943	1,032,984
Sewer Lateral Loans	4,000		0%	1,781	4,000	170,928
Enterprise Funds	6,977,187	1,523,787	22%	1,990,826	1,240,806	11,891,672
Employee Benefit	265,000	55,657	21%	174,822	(67,000)	92,520
Worker's Compensation	722,113	191,055	26%	427,921	(13,836)	584,944
Liability Insurance	752,000		0%	350,585	34,997	627,716
Internal Service Funds	1,739,113	246,712	14%	953,328	(45,839)	1,305,180
Library	22,000		0%	3,420	22,000	587,637
Cemetery	113,000	22,946	20%	51,978	113,000	2,258,254
Yount	8,000		0%	4,267	-	781,371
Trust Funds	143,000	22,946	16%	59,665	135,000	3,627,262
Library / Poetry	94,712	45,713	48%	62,398	(3,288)	256,963
Museum	4,000	-	0%	3,679	(48,000)	296,823
Public Safety	800,225	204,656	26%	371,536	(22,152)	296,121
Housing	31,000	532	2%	99,821	(266,718)	769,192
Streets	1,596,839	673,317	42%	504,205	(194,060)	1,399,845
Lighthouse	90,000	58,980	66%	47,136	(51,500)	172,470
Community Development/CDBG	21,200	2,586	12%	78,270	1,200	1,435,659
ARPA	15,000	-	0%	11,981	(7,000)	888,169
Downtown/Hospitality Districts	695,650	284,992	41%	255,682	63,250	63,886
Cable Franchise / Other	97,650	84,599	87%	30,764	(48,350)	83,177
Other Funds	3,446,276	1,355,375	39%	1,465,472	(576,618)	5,662,305
Totals All Funds	\$ 46,535,803	\$ 18,854,422	41%	\$ 20,370,969	\$ (904,138)	\$ 38,770,916

* Excludes Proposed Adjustments and Rollovers

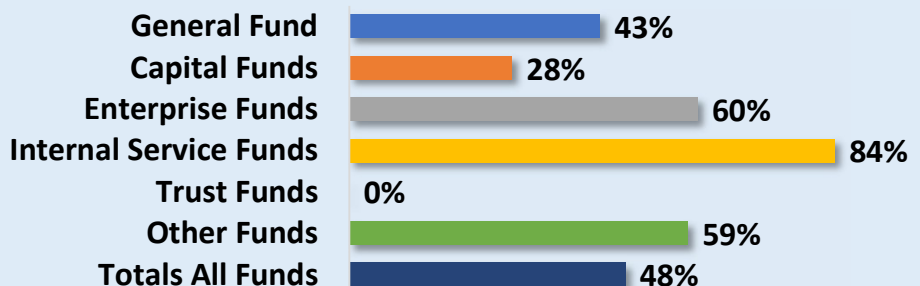




Expenses by Fund - FY 2024-25 (Unaudited)
Through December 2024
50% of Budget Year Complete

Fund	Expenses					
	Revised Budget	YTD	YTD % of Projected	Purchase Orders	YTD % with POs	Prior YTD
Main Fund - Fund 01	\$ 34,381,714	\$ 14,930,143	43%	\$ 4,536,192	57%	\$ 15,132,362
Other Funds Included	24,000	11,767	49%	1,027	53%	14,536
General Fund	34,405,714	14,941,910	43%	4,537,219	57%	15,146,898
Capital Projects	1,482,000	417,944	28%		28%	87,894
Capital Funds	1,482,000	417,944	28%	-	28%	87,894
Local Water Project	1,010,925	769,444	76%	323,994	>100%	267,169
Cemetery	720,349	277,506	39%	20,139	41%	295,914
Sewer	3,250,050	1,676,027	52%	2,383,039	>100%	1,049,389
Golf	755,057	734,947	97%		97%	297,154
Sewer Lateral Loans			0%		0%	
Enterprise Funds	5,736,381	3,457,924	60%	2,727,172	>100%	1,909,626
Employee Benefit	332,000	223,953	67%		67%	134,613
Worker's Compensation	735,949	633,608	86%		86%	579,740
Liability Insurance	717,003	642,631	90%		90%	513,033
Internal Service Funds	1,784,952	1,500,192	84%	-	84%	1,227,386
Library			0%		0%	
Cemetery			0%		0%	
Yount	8,000		0%		0%	941
Trust Funds	8,000	-	0%	-	0%	941
Library / Poetry	98,000	19,542	20%	-	20%	32,559
Museum	52,000	58,809	>100%	5,065	>100%	-
Public Safety	822,377	453,667	55%	150,936	74%	440,535
Housing	297,718	55,570	19%	-	19%	61,683
Streets	1,790,899	728,758	41%	909,307	91%	1,081,403
Lighthouse	141,500	59,156	42%	-	42%	34,460
Community Development/CDBG	20,000	12,615	63%	-	63%	-
ARPA	22,000	685,668	>100%	136,016	>100%	85,815
Downtown/Hospitality Districts	632,400	185,977	29%	-	29%	175,784
Cable Franchise / Other	146,000	97,493	67%	39,192	94%	135,351
Other Funds	4,022,894	2,357,255	59%	1,240,516	89%	2,047,590
Totals All Funds	\$ 47,439,941	\$ 22,675,225	48%	\$ 8,504,907	66%	\$ 20,420,335

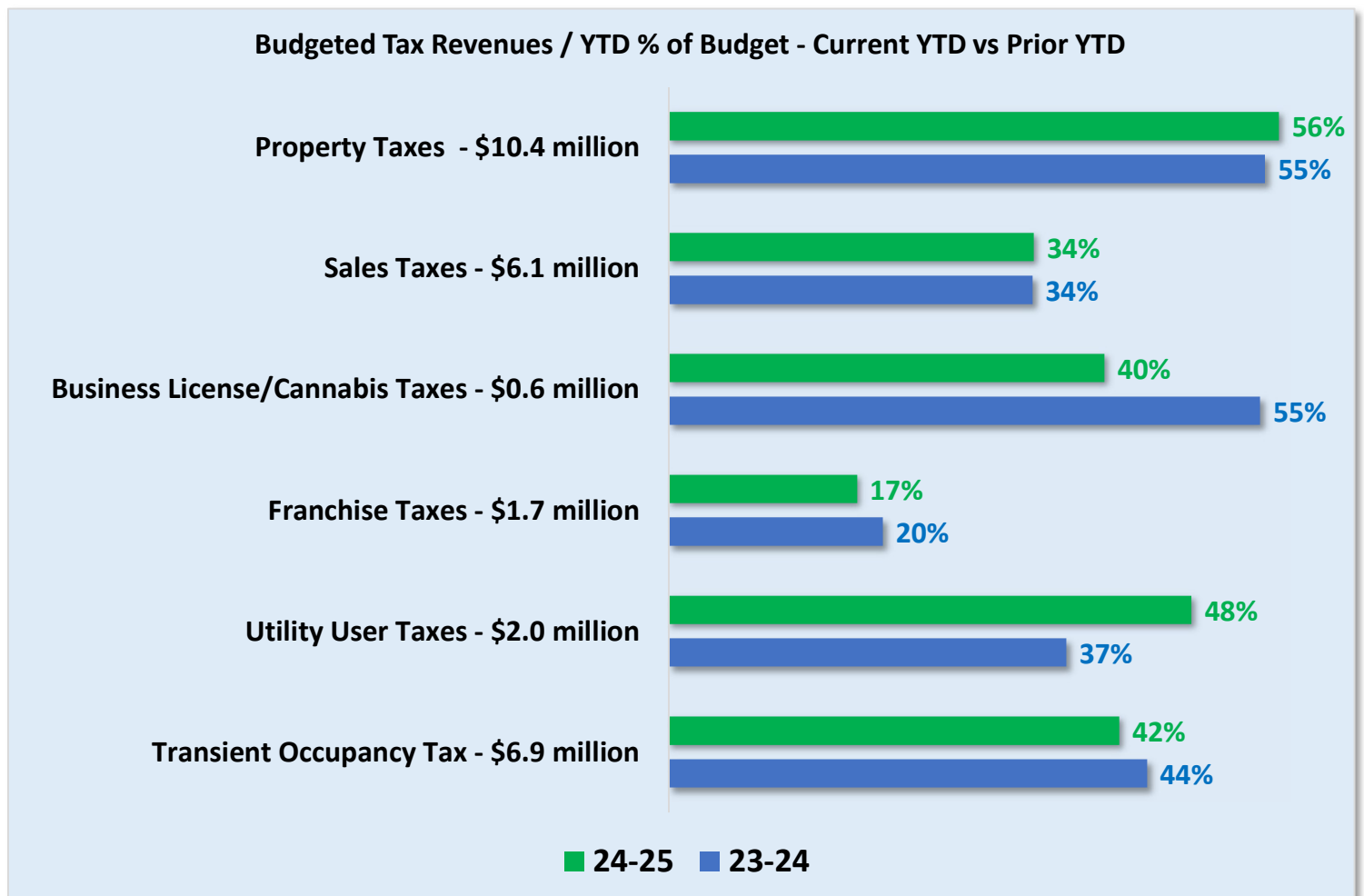
Budgeted Expenses / YTD % of Budget By Fund Type





General Fund Revenues - FY 2024-25 (Unaudited)
Through December 2024
50% of Budget Year Complete

Revenue Account	Revised Budget	YTD Revenues	YTD % of Budget	Year End Projection	Prior YTD Revenues	Prior YTD % of PY Budget
Property Taxes	\$ 10,411,000	\$ 5,875,919	56%	10,656,000	5,589,273	55%
Sales Taxes	6,094,000	2,059,005	34%	6,120,000	2,010,287	34%
Business License/Cannabis Taxes	583,000	235,040	40%	430,000	381,670	55%
Franchise Taxes	1,659,000	289,149	17%	1,460,000	324,116	20%
Utility User Taxes	2,043,000	987,804	48%	2,643,000	779,101	37%
Transient Occupancy Tax	6,922,000	2,885,751	42%	6,522,000	2,978,151	44%
Litter Abatement	210,000	54,407	26%	217,000	51,027	25%
Construction Permits	750,000	374,745	50%	544,000	806,872	69%
Zoning Enforcement	283,250	84,091	30%	132,000	131,932	64%
Plan Check Fees	705,000	334,591	47%	523,000	322,041	64%
Parking Meters	373,000	182,200	49%	366,000	168,036	50%
Water Entitlements	575,187	1,391,433	>100%	1,500,000	275,284	47%
Interest Earned	250,000	10,777	4%	300,000	66,886	14%
Investment Market Value Gain/Loss			0%	-	83,426	24%
Indirect Cost Reimbursement	551,000	-	0%	-	202,000	50%
Total Major Revenues	31,409,437	14,764,912	47%	31,413,000	14,170,102	45%
Total General Fund Revenues	33,312,727	15,261,090	46%	33,317,000	15,424,403	46%

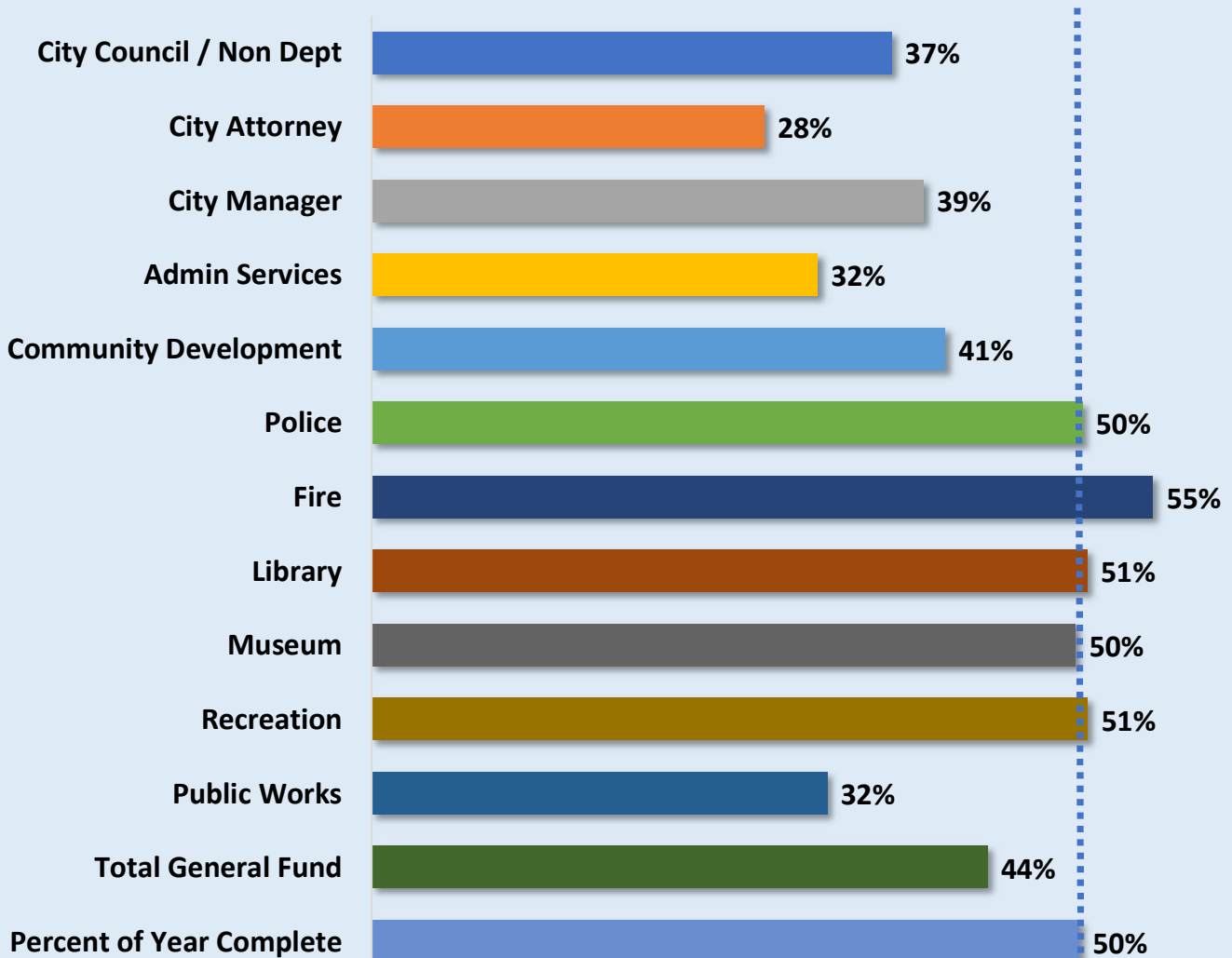




General Fund Expenses by Department - FY 2024-25 (Unaudited)
Through December 2024
50% of Budget Year Complete

Department	Revised Budget	YTD Expenditures	YTD % of Budget	PY YTD % of PY Budget	Outstanding Purchase Orders	YTD % with POs	Year End Projection
City Council / Non Dept	\$ 294,089	\$ 108,082	37%	77%	\$ -	37%	\$ 294,000
City Attorney	1,184,360	328,641	28%	18%	231,704	47%	1,184,000
City Manager	1,691,819	659,765	39%	49%	7,612	39%	1,650,000
Admin Services	4,026,880	1,269,332	32%	45%	173,401	36%	3,900,000
Community Development	2,983,158	1,208,906	41%	44%	1,504,858	91%	2,900,000
Police	10,013,665	5,029,664	50%	54%	200,234	52%	10,000,000
Fire	5,779,600	3,191,337	55%	59%	1,676,592	84%	5,770,000
Library	1,215,144	614,445	51%	53%	9,589	51%	1,200,000
Museum	384,300	191,237	50%	48%	171,150	94%	384,000
Recreation	1,637,539	828,567	51%	47%	2,170	51%	1,698,000
Public Works	6,351,860	2,045,169	32%	45%	558,882	41%	6,172,000
Total General Fund	\$ 35,562,414	\$ 15,475,145	44%	50%	\$ 4,536,192	56%	\$ 35,152,000

Revised Budget / YTD % of Budget - By Department

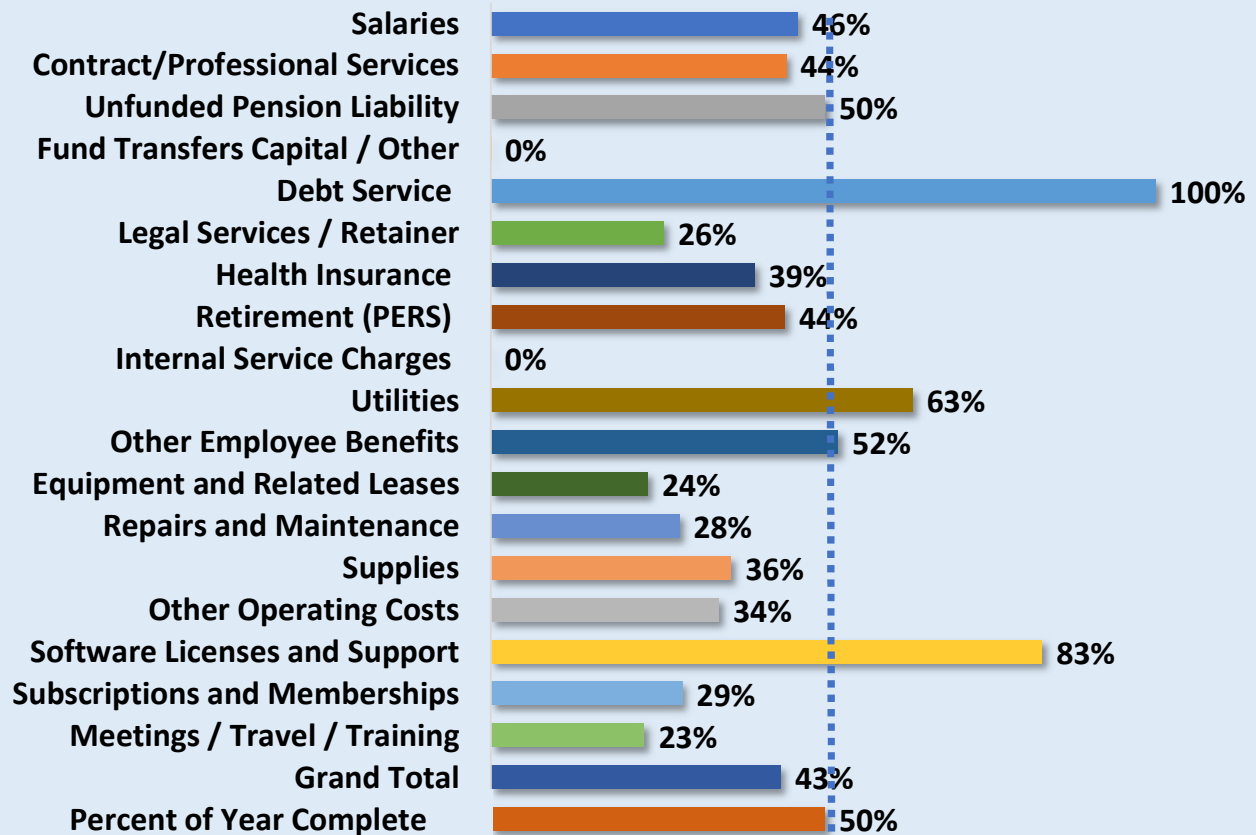




General Fund Expenditure Report - FY 2024-25 (Unaudited)
Through the Month of December 2024
50% of Budget Year Complete

Expense Line Item	Revised Budget	YTD	YTD % of Budget	Purchase Orders	YTD % with POs
Salaries	10,828,341	4,975,480	46%	0	46%
Contract/Professional Services	7,319,001	3,237,658	44%	4,101,186	100%
Unfunded Pension Liability	4,212,163	2,106,081	50%	0	50%
Fund Transfers Capital / Other	1,555,187	432	0%	0	0%
Debt Service	1,462,562	1,456,281	100%	0	100%
Legal Services / Retainer	1,293,360	335,152	26%	231,704	44%
Health Insurance	1,241,179	489,973	39%	0	39%
Retirement (PERS)	1,094,058	481,498	44%	0	44%
Internal Service Charges	1,090,000	0	0%	0	0%
Utilities	804,309	507,817	63%	14,651	65%
Other Employee Benefits	583,932	303,472	52%	0	52%
Equipment and Related Leases	564,999	132,852	24%	46,636	32%
Repairs and Maintenance	518,050	146,176	28%	58,750	40%
Supplies	513,572	184,735	36%	20,357	40%
Other Operating Costs	505,850	172,774	34%	35,146	41%
Software Licenses and Support	337,451	278,593	83%	27,763	91%
Subscriptions and Memberships	282,200	80,874	29%	0	29%
Meetings / Travel / Training	175,500	40,295	23%	0	23%
Grand Total	34,381,714	14,930,143	43%	4,536,193	57%

Budget or Projected / YTD % of Budget - Major Expense Categories

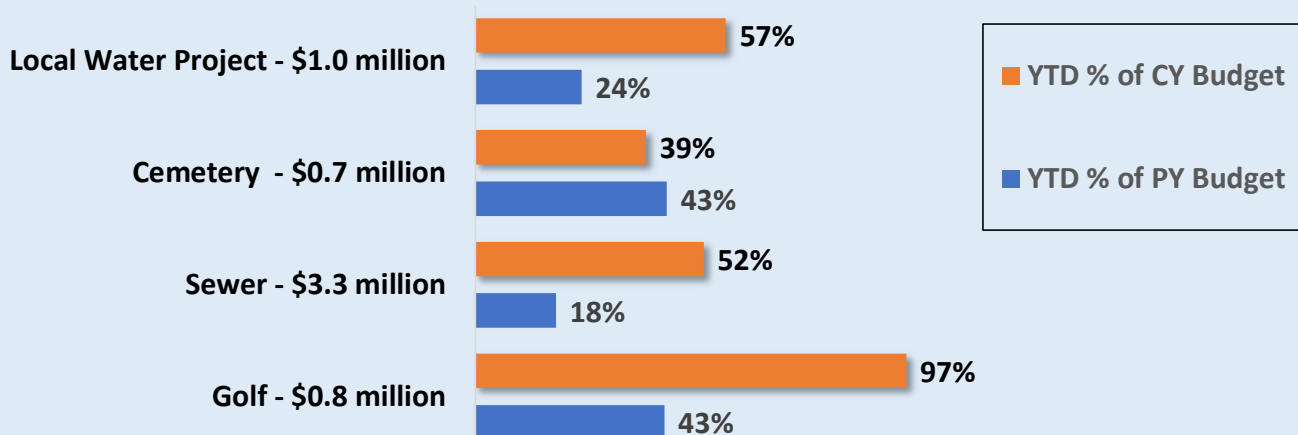




Expense Report by Object - Enterprise Funds - FY 2024-25 (Unaudited)
Through December 2024
50% of Budget Year Complete

Fund / Expense Line Item	CY Budget	CY Expenses	% CY Budget	PY Budget	PY Expenses	% PY Budget
74 - Local Water Project	1,360,925	769,444	57%	1,636,449	392,169	24%
Supplies And Services	25,000	1,467	6%	15,000	1,428	10%
Contract Services	419,476	193,570	46%	410,000	156,843	38%
Fund Transfers	350,000	0	0%	600,000	125,000	21%
Indirect And ISF Charges	50,000	0	0%	30,000	15,000	50%
Debt Service	206,449	0	0%	206,449	0	0%
Project Utilities	310,000	574,407	185%	375,000	93,897	25%
Cemetery Services And Supplies	720,349	277,506	39%	684,119	295,915	43%
Services And Supplies	114,650	29,790	26%	123,250	62,693	51%
Salaries And Benefits	315,699	119,387	38%	269,869	80,898	30%
Indirect Costs And Isf Charges	169,000	0	0%	116,000	58,000	50%
Utilities	121,000	128,329	106%	175,000	94,323	54%
Sewer Debt Service / Asbs Grant	3,250,050	1,676,027	52%	5,771,105	1,049,389	18%
Debt Service	89,689	43,907	49%	86,815	42,907	49%
Other Operating Costs	238,069	69,019	29%	217,300	26,293	12%
Capital Improvements	622,052	747,448	120%	3,333,560	174,764	5%
Employee Salaries	637,237	362,327	57%	585,463	287,218	49%
Contract Services	374,725	139,952	37%	374,725	34,920	9%
Employee Benefits	174,278	88,612	51%	154,677	80,745	52%
Indirect Cost / ISF Charges	423,000	0	0%	366,000	183,000	50%
Maintenance Services	450,000	102,896	23%	429,565	121,722	28%
Unfunded Pension Liability	141,000	70,500	50%	123,000	61,500	50%
Utilities	100,000	51,367	51%	100,000	36,321	36%
Golf Cip And Equipment	755,057	734,947	97%	695,598	297,154	43%
Capital Projects And Equipment	108,000	16,850	16%	63,500	2,703	4%
Services And Supplies	30,000	0	0%	30,000	0	0%
Debt Service	272,057	135,955	50%	272,098	131,822	48%
Utilities	20,000	12,770	64%	15,000	10,253	68%
Indirect Cost Allocation	20,000	0	0%	10,000	5,000	50%
Utilities	305,000	569,372	187%	305,000	147,375	48%
	6,086,381	3,457,925	57%	8,787,271	2,034,627	23%

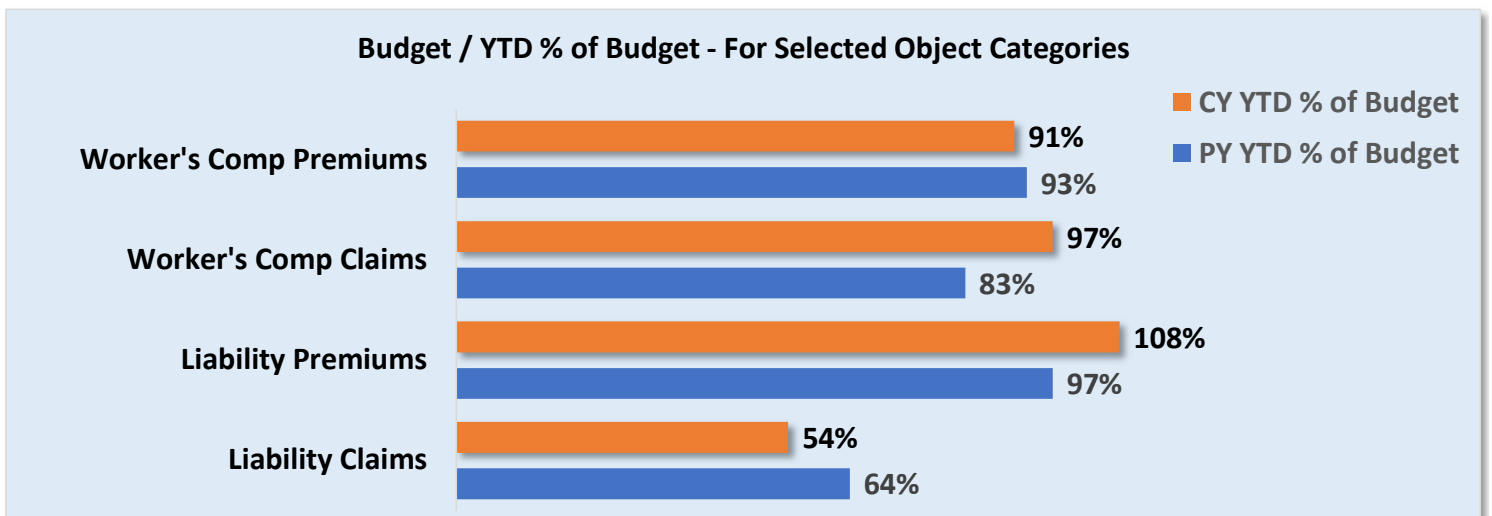
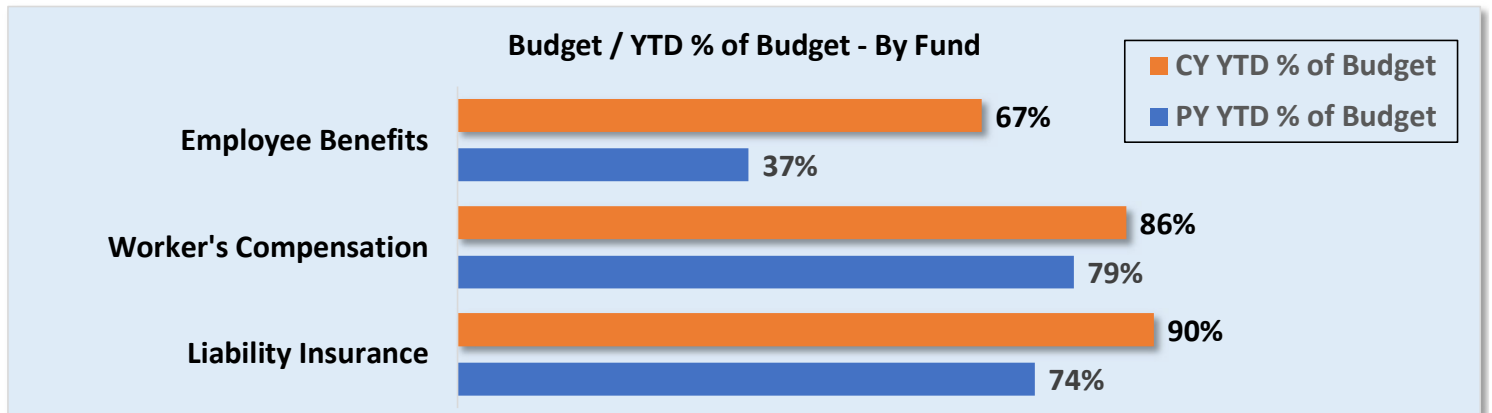
CY Budget or Projected / YTD % of Budget - By Fund





Internal Service Funds Expense Report - FY 2024-25 (Unaudited)
Through December 2024
50% of Budget Year Complete

Fund / Expense Line Item	CY Budget	CY Expenses	% CY Budget	PY Budget	PY Expenses	% PY Budget
70 - Employee Benefit Fund	332,000	223,953	67%	359,600	134,613	37%
Other Costs	89,000	51,835	58%	73,100	38,454	53%
Health Benf. Reimbrmst	57,000	18,956	33%	75,000	26,093	35%
Health Insurance Cost	183,000	138,061	75%	210,000	67,215	32%
Unemployment Claims	3,000	15,102	503%	1,500	2,851	190%
71 - Workers Compensation	735,949	633,608	86%	730,992	579,740	79%
Services And Supplies	25,000	6,713	27%	39,575	7,478	19%
Salary And Benefits	55,949	8,113	15%	49,417	9,482	19%
Insurance Premiums	305,000	277,919	91%	292,000	271,972	93%
Insurance Claims	350,000	340,863	97%	350,000	290,808	83%
72 - Liability Insurance	717,003	642,631	90%	690,375	513,033	74%
Services And Supplies	39,200	10,820	28%	125,075	300	0%
Salaries And Benefits	49,803	12,870	26%	44,300	18,616	42%
Insurance Premiums	515,000	557,706	108%	481,000	468,430	97%
Insurance Claims	113,000	61,235	54%	40,000	25,686	64%
Grand Total	1,784,952	1,500,192	84%	1,780,967	1,227,386	69%



Other Related Information for Insurance Funds:

Recommended Reserve Levels:

65% of outstanding liabilities for Insurance ISF Funds

Self Insured Retention Amount:

\$150,000 per occurrence

New Claims for Quarter:

↑ 2 (6 compared to 4 new claims for same quarter in prior fiscal year)

Claims Outstanding:

↓ 10 (25 compared to 35 in same quarter of prior fiscal year)



City of Pacific Grove, California

Fund Numbers and Descriptions

General and Capital Project Funds

General Fund - Accounts for funds not accounted for and reported in another fund, including the following subfunds:

- General Fund (01)
- Civic Center (14)
- Drug Awareness (21)
- Asset Seizure (22)
- Stillwell Children's Pool (24)
- Youth Center Donation (25)
- Operating Donations (31)
- Vehicle Replacement (32)
- Storm Water (44)
- Small Business Assistance (48)
- Reiko Koo Estate Donation (93)

Capital Projects (63) - Accounts for capital projects funded fully or in part by discretionary General Fund revenues.

Enterprise Funds

Cemetery (75) - Accounts for revenue from El Carmelo Cemetery site sales and the Little Chapel lease.

Local Water Project (74) - Accounts for the reclamation plant's operation, treatment, and sale of recycled water.

Sewer (76,78) - Accounts for the City's sewer operations and maintenance (76) and provides funds for sewer lateral loans (78).

Golf Course (77) - Accounts for the concessionaire leases for the golf course, property improvement costs, and debt service.

Internal Service Funds

Employee Benefit (70) - Accumulates contributions from departments to pay for a variety of employee benefit costs.

Workers' Compensation (71) - Accumulates contributions from departments to pay for premiums, claims and administrative costs.

Liability Insurance (72) - Accumulates contributions from departments for claims, legal costs, and insurance premiums.

Trust (Permanent) Funds

Library (85) - Retains donations and bequeaths for the benefit of Library materials and collections.

Cemetery (86) - Accounts for perpetual expenses; and preservation of burial sites, grounds, paths, roadways and structures.

Yount (90) - Supports beautification of the City and minor improvements to education or recreational facilities.

Other Funds

Library / Poetry (7,11,40) - Accounts for funds to support the promotion of poetry and library improvements and equipment.

Museum (8) - Accounts for donations designated for improvements to the City's museum of natural history.

Public Safety (12,42-45) - Accounts for funds in support of fire and police safety programs, SRO and 911 services and equipment.

Housing (15,28,36) - Accounts for affordable housing activities for residents and seniors and supports loans for affordable housing.

Streets (17-20,47) - Accounts for Gas and RMRA taxes, Measure X, and other grant funds for street maintenance and improvements.

Lighthouse (27) - Supports the operation at the Point Pinos Lighthouse including staffing, supplies, maintenance and improvements.

Community Development/CDBG (5,34,55) - Accounts for Community Development Block Grants and other department activities.

ARPA (84) - Accounts for funds received and expenditures from the American Rescue Plan Act provided by the federal government.

Downtown/Hospitality Districts (9-10) - Funds support the Chamber of Commerce and Convention/Visitor's Bureau operations.

Cable Franchise / Other (6, Other) - Funds programming on public access television (PEG) and other donations and grants, including:

- ASBS Grant (79)
- Coastal Conservancy Grant (69)
- Operating Grants (30)
- Yount Income (41)
- Strong Disbursements (46)
- Carillon Fund (03)
- Chautauqua Hall (26)
- Mcindoo Donation (92)



City of Pacific Grove

General Fund Revenue Overview

Information related to major revenues categories is provided within this section. All graphs are in millions.

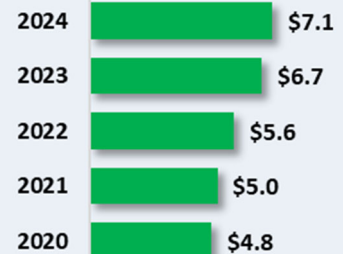
Property Taxes

Property tax revenues are received in December and April, with a minor amount in June. Proposition 13 sets FY 75-76 assessed values as the base year, with a growth rate limited to 2% for future years. The County Assessor also reappraises each real property parcel when there are purchases, construction, or other statutorily defined changes in ownership. Proposition 13 limits the property tax to 1% of each property's full value, plus additional percentages for voter approved indebtedness. The City receives approximately sixteen cents of every dollar of property tax. Variations can result from timing differences, changes in assessed valuations, new developments and property sales during the year.



Sales Tax

Voters approved Measure A, a new 0.50% transaction and use tax. This increased the combined sales tax rate to 9.25% in October 2022. The General Fund portion of the City sales tax is comprised of a 1% Bradley-Burns statutory sales tax rate; and Measure U, a 1% transaction and use tax that was approved by voters in 2008. Restaurants and Hotels are the largest providers of sales tax to the City, followed by businesses in the building and construction category and from the County/State sales tax pool. Variances can occur annually resulting from timing differences, changes in car sales and online purchases, the two largest categories of its use tax, and from variances in tourism in the area.



Transient Occupancy Tax (TOT)

TOT is a lodging tax received on a monthly basis that is collected on overnight rental accommodation stays of 30 consecutive days or less. In 2010, the City updated its municipal code and began collecting TOT on residential or short-term rental properties (STRS). In Fiscal Year 17/18, the City approved an ordinance to reduce the number of short-term rentals, effective April 30, 2019. A one-time lottery was also conducted that eliminated 51 STR licenses to meet the ordinance's new density requirements. In November of 2018 voters approved Measure U, increasing the TOT rate to 12%. This increased tax was partially offset by Measure M, eliminating STRs outside of the Coastal and Commercial zones. Variances can be affected by timing differences and changes in room and hotel occupancy rates.



Other Taxes

The City imposes a utility users' tax on residents and businesses that utilize water, gas, electricity, telephone, and cable services. This tax is assessed at a rate of 5% of the amount charged by the utility; and it is paid by the person consuming the service. The amount of revenues received is affected by timing differences and updates to the underlying rate structures or new development projects.

The City grants franchises to utilities to construct, maintain, lay infrastructure, or operate transportation on or over streets, alleys, lanes, or other public places within the City. New franchises or their renewal are levied a tax of at least 2% of gross annual receipts from franchises within the City.



The City charges a business license tax on entities doing business within the City. The tax rate is based upon gross receipts of the previous calendar year, with a minimum annual tax of \$15 and a maximum of \$3,000. The tax is payable on July 31st of each year along with a business improvement district assessment of 35% of the tax. The amounts can vary annually due to timing differences and periodic external audits and changes in business activity.



City of Pacific Grove

Departmental Expenditure Overview / Variance Analysis

Note that expenditures for most operating departments include amounts budgeted for personnel costs, including allocations for payment of the City's unfunded pension liability, meeting and travel costs (except the City Attorney, Fire and Museum departments, operated on a contract basis), and internal service charges for support provided by other departments. In addition, most departments include allocations for utilities and contracted professional services. The departments' budgets also include the following, with the overall variances for the departments being related to changes from year to year in costs incurred for these items and the items previously noted:

General Fund

City Council – Includes annual association memberships

City Attorney – Includes the legal retainer and contract legal services

City Manager – Includes economic development and human resources programs and consultants

Administrative Services – Includes contracted technology services, bank fees, leases for equipment and cloud based services, communication / phone services, software licenses, computer equipment / support and repairs

Community Development – Includes contracted building, planning and dept legal professional services, bank fees, advertising for bidding, leases for equipment and cloud based services and software licenses

Police – Includes dept legal services, communication / phone services, bank fees, safety and computer equipment / support, vehicle fuel and dept related debt service payments and fund transfers

Fire – Includes contracted fire services, repairs, fire prevention services and dept related debt service / transfers

Library – Includes new library books, leases for equipment and cloud based services and building repairs

Museum – Includes the operation of the museum and building repairs

Public Works – Includes maintenance of buildings, equipment, grounds and trees, street cleaning, maintenance of the fleet, leases for equipment and cloud based services, supplies and services and communication charges

Recreation - Includes bank fees, advertising for recreation programs, building repair and operating supplies

Enterprise / Internal Service Funds

Local Water Project – Funds equipment and its debt service payments. This fund may exceed budget by year end due to higher than expected utility costs

Cemetery – Includes its staffing and for operating supplies

Sewer– Funds maintenance, equipment and vehicle repairs, equipment, supplies, capital and debt service

Golf – Includes operations, improvements and for its debt service.

Employee Benefit – Includes contributions for various employee benefits

Worker's Compensation / Liability Insurance – Funds claims, administration and insurance premiums

See additional details on capital expenditures for these funds in the City's separate quarterly capital project report.

Other Funds

Several of the City's funds will require mid-year adjustments due to the carryover of several capital projects from Fiscal Year 2023-24 to Fiscal Year 2024-25, as shown in detail on the City's separate quarterly capital project report. These include the following funds:

- Museum (Fund 08)
- Local Streets / Roads (Fund 17)
- ARPA (Fund 84)
- RSTP / TAMC Transportation (Fund 20)
- Lighthouse (Fund 27)
- Road Maintenance RMRA (Fund 47)
- General Fund Capital Projects (Fund 63)
- Sewer (Fund 76)

ORDINANCE NO. 25-xxx

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
AMENDING THE OPERATING AND CAPITAL PROJECTS BUDGET FOR THE
FISCAL YEAR (FY) 2024-25**

FACTS

1. The City Council approved the Fiscal Year 2024-25 Budget on June 19, 2024.
2. It is customary to amend the budget to adjust revenues and expenditures to reflect updated information since the adoption of the Fiscal Year 2024-25 Budget.
3. The City Manager is recommending amendments to the Fiscal Year 2024-25 Budget to reflect the City Council goals for the fiscal year budget and carryforward of capital projects from prior fiscal years.
4. The Council has determined it is appropriate to amend the approved budget for FY 2024-25.
5. Pursuant to Charter Article 156, an amendment of the budget must be approved by ordinance.
6. A summary of the Ordinance, approved by the City Attorney, was published on _____.
7. In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq.
8. Enactment of this ordinance action does not constitute a “project” as defined by California Environmental Quality Act (CEQA) Guidelines Section 15378 because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF PACIFIC GROVE DOES
ORDAIN AS FOLLOWS:**

SECTION 1. The foregoing facts are adopted as findings of the City Council as set forth fully within the body of this ordinance.

SECTION 2: The expenditure budget for the General Fund is amended for the items listed below. Which by reference are incorporated as set forth in its entirety.

Proposed Budget Adjustment	Department	Amount
Building Contract Services	Building	\$300,000
Increase Admin Analyst from .75 FTE to 1 FTE	Library	25,000
Replacement of Police Car	Police	85,000
ADA Assessment Completion	Public Works	40,000
Emergency Storm Water Repair 4 th and Central	Public Works	50,000
Chautauqua Hall Historic Federal Register	Public Works	20,000
Elevator Repairs at Youth Center	Public Works	123,500
Facility Assessments	Public Works	37,000
Replacement of Pool Heater	Public Works	10,000
Sentry Alarm 5 year inspections	Public Works	19,500
Additional Part-Time Staffing Costs (Net)	Recreation	60,000
Total Proposed Additional Adjustments		\$770,000

SECTION 3: The expenditure budgets for funds other than the General Fund is amended for the items listed below. Which by reference are incorporated as set forth in its entirety.

Project Number / Name	Funds	Rollover
CIP 23-03 / Cedar, Sunset, Congress	20	\$650,856
CIP 24-06 / Design of Sidewalk extension	63	9,736
CIP18-46 / Tide Pool Pt. Pinos	63	9,781
CIP22-03 / Phase 9 Sewer Improvements	76	279,854
CIP22-13 / Ballpark Backstop Replacement	93 / 63	7,939
CIP22-21 / George Washington Park Playground	63 / 84	106,801
CIP23-04 / David Ave Street Rehabilitation	17/76	407,490
CIP23-05 / Lighthouse Roof Repair	27	57,950
CIP23-06 / Pump Station Replacement	76	22,904
CIP23-07 / Mezzanine upgrades	8	75,000
CIP23-08 / Basement moisture control	8	38,800
CIP23-10 / Fire station roof	84	16,574
CIP23-12 / FD bathroom & showers	84	152,914
CIP23-21 / David Ave. sidewalk	84	596,645
CIP23-22 / Rec Board park inventory	84	15,000
CIP24-01 / FY 23-24 Street Rehabilitation	17/47/63/76	1,820,315
CIP24-02/ 23/24 Crack & Slurry	17 / 84	40,349
CIP24-03 / Priority Stormwater Repair	63	95,923
CIP24-04 / Sewer Collection System Master	76	1,757,604
CIP24-05 / George Washington Park Enhancement	63	38,940
Total Proposed Rollovers		\$6,201,375

SECTION 4. In accord with Article 15 of the City Charter, this ordinance shall become effective upon adoption hereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 6th day of March, 2024, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

NICK SMITH, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

BRIAN A. 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: Aaron Campbell, Senior Planner
MEETING DATE: March 19, 2025
SUBJECT: Housing Element Annual Progress Report
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive the city's Housing Element Annual Progress Report (HE APR) for submittal to the California Department of Housing and Community Development (HCD) and the California Office of Land Use and Climate Innovation (LCI / formerly the Office of Planning and Research).

DISCUSSION

California Government Code Section 65400 mandates that cities and counties submit an annual progress report on the status of their General Plan's Housing Element (HE) and its implementation status to their legislative bodies. This report, known as the Housing Element Annual Progress Report (HE APR), fulfills statutory requirements by detailing specific housing information, including progress in meeting regional housing needs, rezoning activities, actions taken to complete housing element programs, and efforts to remove governmental constraints to housing development.

The state's Housing Element law recognizes the necessity for local governments to adopt plans and regulatory systems that facilitate housing development without undue constraints, thus placing significant emphasis on effective implementation of local general plans and housing elements.

Annual Progress Reports are provided to the local legislative body prior to submittal to the relevant state offices each year. The HE APR must be submitted to both the California Office of Land Use and Climate Innovation (LCI / formerly the Office of Planning and Research) and the California Department of Housing and Community Development (HCD) by April 1.

The APR provides required data to the state regarding new housing units applied for and completed in the previous calendar year, contributing to the city's Regional Housing Needs Allocation (RHNA) progress in the eight-year Housing Element planning cycle.

OPTIONS

N/A

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

FOCUSED PRIORITY AREA: Affordable Housing

Attachments

2024 HE APR

Please Start Here

General Information	
Jurisdiction Name	Pacific Grove
Reporting Calendar Year	2024
Contact Information	
First Name	Aaron
Last Name	Campbell
Title	Acting Principle Planner
Email	acampbell@cityofpacificgrove.org
Phone	8316483112
Mailing Address	
Street Address	300 Forest Ave
City	Pacific Grove
Zipcode	93950

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

v_03_03_25

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://hcd.my.site.com/hcdconnect>

Toggles formatting that turns cells green/yellow/red based on data validation rules.

Submittal Instructions

Please save your file as Jurisdictionname2024 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2024

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. Online Annual Progress Reporting System - Please see the link to the online system to the left. This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. Email - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	Pacific Grove	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	12/15/2023 - 12/15/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	1
Low	Deed Restricted	0
	Non-Deed Restricted	5
Moderate	Deed Restricted	0
	Non-Deed Restricted	5
Above Moderate		0
Total Units		11

Note: Units serving extremely low-income households are included in the very low-income

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	7	0	0
2 to 4 units per structure	0	0	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	34	11	0
Mobile/Manufactured Home	0	0	0
Total	41	11	0

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	13	11
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	42
Number of Proposed Units in All Applications Received:	42
Total Housing Units Approved:	41
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications
--

Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	35	35
Discretionary	7	7

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	21
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	Pacific Grove	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Applications
1					2	3	4	5							6	7	8	9	10
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by Project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?
Summary Row: Start Data Entry Below								0	12	0	12	0	12	6	42	41	0		
	006712022000	1141 SEAVIEW AVE		241069	ADU	R	12/20/2024		1						1	1		NONE	No
	006134010000	914 LIGHTHOUSE AVE		240985	ADU	R	11/18/2024							1	1	1		NONE	No
	006206002000	281 CENTRAL AVE		240939	ADU	R	10/31/2024				1				1	1		NONE	No
	006224014000	188 SLOAT AVE		240885	ADU	R	10/15/2024						1		1	1		NONE	No
	006218009000	121 10TH ST		240860	ADU	R	10/8/2024		1						1	1		NONE	No
	006063004000	871 DEL MONTE BLVD		240771	ADU	R	9/12/2024				1				1	1		NONE	No
	006157024000	127 FOREST AVE		240757	ADU	R	9/10/2024						1		1	1		NONE	No
	006252001000	311 LIGHTHOUSE AVE		240646	ADU	R	8/8/2024		1						1	1		NONE	No
	006535013000	420 SINEX AVE		240499	ADU	R	6/28/2024				1				1	1		NONE	No
	007573007000	1321 LINCOLN AVE		240484	ADU	R	6/24/2024				1				1	1		NONE	No
	006204019000	143 8TH ST		240480	ADU	R	6/27/2024						1		1	1		NONE	No
	006535004000	413 GIBSON AVE		240456	ADU	R	6/17/2024							1	1	1		NONE	No
	006342003000	905 LIGHTHOUSE AVE		240443	ADU	R	6/11/2024				1				1	1		NONE	No
	006349009000	243 17 MILE DR		240334	ADU	R	5/1/2024						1		1	1		NONE	No
	006266008000	356 PINE AVE		240047	ADU	R	1/17/2024		1						1	1		NONE	No
	006506012000	320 JUNIPERO AVE		240021	ADU	R	1/5/2024							1	1	1		NONE	No
	006142023000	136 PACIFIC AVE		240003	ADU	R	1/2/2024		1						1	1		NONE	No
	006682009000	934 14TH ST		241064	ADU	R	12/18/2024						1		1	1		NONE	No
	006723004000	305 1/2 BISHOP AVE		240838	ADU	R	10/1/2024				1				1	1		NONE	No
	007583015000	1101 LINCOLN AVE		240674	ADU	R	8/15/2024						1		1	1		NONE	No
	006712038000	2505 DAVID AVE		240584	ADU	R	7/22/2024				1				1	1		NONE	No
	006432029000	490 17 MILE DR		240525	ADU	R	7/5/2024						1		1	1		NONE	No
	006694009000	815 2ND ST		240379	ADU	R	5/16/2024		1						1	1		NONE	No
	006525008000	729 2ND ST		240370	ADU	R	5/15/2024							1	1	1		NONE	No
	006321011000	241 LOCUST ST		240188	ADU	R	3/12/2024						1		1	1		NONE	No
	006511013000	288 SPRUCE AVE		240175	ADU	R	3/6/2024		1						1	1		NONE	No
	006641078000	821 CEDAR ST		240174	ADU	R	3/6/2024		1						1	1		NONE	No
	007601029000	1020 AUSTIN AVE		240143	ADU	R	2/23/2024				1				1	1		NONE	No
	006662025000	612 SUNSET DR		240117	ADU	R	2/13/2024						1		1	1		NONE	No
	007585002000	1127 PIEDMONT AVE		240037	ADU	R	1/12/2024							1	1	1		NONE	No
	006563011000	615 WALNUT ST		240673	ADU	R	8/14/2024				1				1	1		NONE	No
	006693012000	812 2ND ST		240255	ADU	R	4/4/2024		1						1	1		NONE	No
	006512008000	236 SPRUCE AVE		240046	ADU	R	1/17/2024						1		1	1		NONE	No

Jurisdiction	Pacific Grove	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2023-12/14/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	362	-	-	-	-	-	-	-	-	-	-	7	355
	Non-Deed Restricted		6	-	1	-	-	-	-	-	-	-		
Low	Deed Restricted	237	-	-	-	-	-	-	-	-	-	-	11	226
	Non-Deed Restricted		6	-	5	-	-	-	-	-	-	-		
Moderate	Deed Restricted	142	-	-	-	-	-	-	-	-	-	-	11	131
	Non-Deed Restricted		6	-	5	-	-	-	-	-	-	-		
Above Moderate		384	2	-	-	-	-	-	-	-	-	-	2	382
Total RHNA		1,125												
Total Units			20	-	11	-	-	-	-	-	-	-	31	1,094
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5		2023	2024	2025	2026	2027	2028	2029	2030	2031	6 Total Units to Date	7 Total Units Remaining
Extremely Low-Income Need														
Extremely Low-Income Units*		181		-	-	-	-	-	-	-	-	-	-	181

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

VLI Deed Restricted
VLI Non Deed Restricted

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		Pacific Grove	
Reporting Year		2024	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
			The initial draft of the City of Pacific Grove's 6th Cycle Housing Element (Housing Element) was sent to HCD for review on November 2, 2023. The City received comments from HCD on January 31, 2024 and diligently pursued revising the Housing Element to address HCD's comments. The 2nd draft of the Housing Element was submitted to HCD on December 20, 2024. City staff met with HCD to discuss revisions to address HCD's comments and a revised 2nd draft Housing Element was submitted to HCD on February 17, 2025 following the 7-day public comment period. HCD's comment letter on the revised 2nd draft of the Housing Element was received on February 18, 2025 and the City is in the process of addressing the few remaining issues identified by HCD. The programs listed in this Table D are the programs included in the most recent draft of the Housing Element which are subject to change and the progress that the City has made on these programs.
Program 1 Housing Preservation & Rehabilitation	Rehabilitate 2 extremely-low-, 15 very-low-, and 15 low-income units	Ongoing	CDBG 2017 NOFA Awarded; HRLP Guidelines updated in 2018; CDBG 2017 award disencumbered; CDBG 2021 PI amended; ongoing outreach; ongoing application intake and review; two low-income units were rehabilitated and 12 loans were approved.
Program 2 Mobile Home Park preservation	Preserve 103 mobile home units	Completed	Mobile Home Park remains in tact.
Program 3 Architectural Review	Develop Objective Development Design Standards for multi-family and mixed-use projects in 2023 with the goal of completing and adopting the standards by Summer 2025.	Ongoing	In draft process.
Program 4 Preservation of Affordable Housing Units	Preserve 53 affordable housing units	Ongoing	The City continues to monitor and work with owners of affordable units. These are: 551 Gibson Avenue; 301 Grand Avenue (The City works with Eden Housing to ensure their units remain affordable. The City was awarded PLHA funds that the City will be using to support these efforts.); and 650-Jewell Avenue (Vista Point Apartments). The City monitors these units on an annual basis to ensure affordability.
Program 5 Adequate Sites for RHNA and Monitoring of No Net Loss	NA	Ongoing	The city is actively working with consultants and the public to finalize its sites inventory per the 6th Cycle Housing Element adoption process during a concurrent one-year rezone deadline.

Program 6 Shopping Centers Redevelopment	Facilitate the development of 113 units (89 lower income, 10 moderate income and 14 lower income) on shopping center sites	In Draft HE/Ongoing	By Summer 2025, as part of the rezoning outlined in Program 5, develop land use policies and development standards to facilitate shopping center redevelopment with a strong sense of urban design cohesion. Annually contact property owners and developers with experience in shopping center redevelopment to pursue redevelopment opportunities
Program 7 Large Lot Development	Facilitate the development of 117 units on the large site at 915 Sunset Drive	In Draft HE/Ongoing	By Summer 2025, establish development incentives for large lots. As projects are processed and annually at least twice a year, coordinate with the property owner
Program 8 Lot Consolidation	Facilitate the development of 178 units through consolidation of smaller sites	In Draft HE/Ongoing	December 2025, develop appropriate lot consolidation incentives that provide flexibility in site planning to facilitate mixed-use and multi-family development. These may include, but are not limited to: ☐ Maintain an inventory of potential lots on the City's website. Include information about parcel size, zoning, existing uses, and opportunities for common access and shared parking; ☐ Notify interested developers when the above list is updated; ☐ Utilizing a ministerial process for lot consolidation unless other discretionary reviews are required as part of the project. ☐ Potential for flexible parking standards, such as reduced or alternative parking arrangements
Program 9 ADUS	Facilitate the development of 224 ADUs, including 134 affordable ADUs	In Draft HE/Ongoing	Beginning in Summer 2025, work with neighboring jurisdictions to develop pre-approved plans for ADUs. By Summer 2026, have the pre-approved plans available on the City website. - By December 2025, update City website to promote California Housing Finance Agency (CalFHA) program that offers \$40,000 as a grant to income-qualified homeowners for ADU pre-development costs. Have the information available at City Hall and the Public Library. - Provide dedicated counter time for technical assistance to ADU applicants. - Annually update the dedicated ADU webpage on the City's website to provide up-to-date resources, tools, and technologies for ADU construction. - By Summer 2025, amend the Zoning Code to be compliant with new state laws (AB 2533, SB 1211 and SB 1077). - Annually review the City's ADU ordinance and amend it as necessary to maintain consistency with State ADU requirements.
Program 10 Water Supply	NA	In Draft HE/Ongoing	- Within one month of Housing Element adoption, send a copy of the adopted Housing Element to water and wastewater agencies. - Continue to work with regional partners to find a long-term solution to the water situation. Participate in Regional Water Project through monthly meetings. - Work with partners to lobby for use of water allocations to support affordable housing, including on sites where a water meter may need to be added. - Continue to seek creative solutions to support needed housing development within the confines of the water moratorium (e.g., by aggregating lots with a water meter with development sites which do not have one but have the potential to create units and adaptive reuse of existing buildings into housing. See programs on shopping center redevelopment and lot consolidation). ~~Continue to apply water conservation measures in rehab projects and water re-use projects.~~
Program 11. Sewer System Capacity	Facilitate the development of 1,125 housing units	In Draft HE/Ongoing	Annually assess the sewer system capacity and identify and implement infrastructure improvements to address systems deficiencies.
Program 12 Zoning Code Amendments	NA	In Draft HE/Ongoing	By Summer 2025, amend Zoning Code to address constraints as outlined in this program.
Program 13 Affordable Housing Development	Pursue funding to assist in the development of 50 affordable housing units over eight year	In Draft HE/Ongoing	Ongoing coordination with county jurisdictions to establish a regional housing trust fund. Annually pursue funding at local, state, and federal levels, such as State CDBG, CalHome, and PLHA funds.

Program 14 Density Bonus	Facilitate the development of 100 affordable units through density bonus	In Draft HE/Ongoing	By end of 2026, develop a local density bonus program as part of the rezoning/upzoning efforts to accommodate the RHNA. Provide technical assistance to interested developers and property owners regarding density incentives.
Program 15 Short-term Rental of Private Homes	Track all STR violation	In Draft HE/Ongoing	By the end of 2025, link STR fines to the City's Affordable Housing budget to make fines available to finance affordable housing development. Starting in December 2025, and biannually (every other year) thereafter, track the number of STRs compared to the established cap.
Program 16 Housing Choice Vouchers	Assist 80 households through HCVs	In Draft HE/Ongoing	- By Summer 2025, update City website to provide information about HACM programs, including the HCV program. - Annually support HACM efforts in petitioning higher payment standards in Pacific Grove to reflect the City's market conditions and to promote program to landlords. - By Summer 2025, work with ECHO Housing to develop a Fair Housing Factsheet to be included in ADU and SB9 applications, explaining fair housing rights and responsibilities of individual property owners with the intention of making the ADU and SB9 units available for rent.
Program 17 Affordability and State Permit Tracking Requirements	NA	In Draft HE/Ongoing	By December 2025, develop a tracking method to include: - Proposed income levels of affordable housing projects and whether development is deed or non deed-restricted affordable units by income category - A required review of subject property files for any deed restrictions with affordability requirements at the time of planning or building permit application submittals (for proposals for construction, demolition or alteration) Include affordability information in all annual APRs
Program 18 Resource Conservation in Existing Homes	Rehabilitate 16 housing units (2 extremely low, 6 very low, and 8 low income units) – see Program 1	In Draft HE/Ongoing	By December 2025, update City website to include information on weatherization, energy conservation programs, and water conservation techniques. - Continue to promote water conservation measures (such as changing to low- use fixtures) Housing Action Plan Draft 2023-2031 Housing Element 3-17 - Annually research, and where appropriate pursue funding opportunities to provide rehabilitation assistance to income-qualified households. - Annually research, and where appropriate, pursue funding opportunities, particularly new federal and state funds that focus on climate resilience.
Program 19 Energy Efficiency in New Homes	NA	In Draft HE/Ongoing	Annually research, and where appropriate, pursue partnering opportunities with affordable housing developers to pursue funding that can make their buildings energy efficient, incorporate solar, and achieve as close to net zero as possible. Beginning in 2025, partner with Passive House advocates to review RFPs for future multi-family affordable housing.
Program 20 Affirmatively Furthering Fair Housing	Implement Meaningful Actions to Address Fair Housing Issues.	In Draft HE/Ongoing	December 2025, update City website to provide fair housing information and resources. Annually promote April as “Fair Housing Month” with various educational programs to promote fair housing rights and responsibilities. Create new housing mobility programs.

Jurisdiction	Pacific Grove	
Reporting Period	2024	31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.			TOTAL UNITS ⁺	The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the chcklist here :
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺		
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Pacific Grove	NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2024 (Jan. 1 - Dec. 31)		

NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

For Monterey County jurisdictions, please format the APN's as follows:999-999-999-999

[illegible]

Jurisdiction	Pacific Grove	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?		
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.		
Notes		

[illegible]

Certificate of Occupancy issued by Affordability Summary		
	Income Level	Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Total Units		0



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joseph Sidor, Contract Planner
MEETING DATE: March 19, 2025
SUBJECT: General Plan Annual Progress Report (APR) for Reporting Year 2024
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Motion to receive and accept the General Plan Annual Progress Report (APR) for Reporting (Calendar) Year 2024 for submittal to the California Office of Land Use and Climate Innovation (LCI / formerly the Office of Planning and Research).

DISCUSSION

California Government Code Sections 65400 and 65700 mandate that cities and counties submit an annual report on the status of their General Plan and any progress in its implementation to their legislative bodies. Annual Progress Reports (APRs) must be presented to the local legislative body for its review and acceptance. After review and acceptance, a copy of the APR is required to be filed with the Governor's Office of Land Use and Climate Innovation (LCI / formerly the Office of Planning and Research or OPR). The attached APR was prepared for the 2024 Reporting (Calendar) Year to comply with statutory requirements and was submitted to the Planning Commission on March 13, 2025. After receipt and acceptance, Staff will file the APR with LCI by the mandated deadline of April 1, 2025.

In the table at the top of page 4 of the APR, the American Tin Cannery (ATC) project is identified as approved by the California Coastal Commission (CCC). An interested member of the public commented that the APR may be incorrect in stating that the CCC approved the project. The APR is correct, and staff provides the following information on the CCC action regarding the ATC project.

The CCC's Notice of Intent to Issue a Coastal Development Permit (attached) for the project states in the first paragraph (underline added):

A coastal development permit (CDP) for the development described below has been approved but is not yet effective. Development on the site cannot commence until the CDP is effective. The sole purpose of this notice of intent (NOI) is to inform the permittee(s) of the steps necessary to obtain a valid and effective CDP. In order for the CDP to be effective, Commission staff must issue the CDP, and the permittee(s) must sign and return a copy of the CDP to the Commission. Commission staff cannot issue the CDP until each of the "prior to issuance" (PTI) conditions have been fulfilled (all of the conditions, including the PTI conditions, for this CDP are identified later in this notice).

Also, the third paragraph of the Notice of Intent states (underline added):

CDP A-3-PGR-22-0004 was approved by the California Coastal Commission on April 11, 2024 and allows for the partial demolition and a complete redevelopment and expansion of the existing American Tin Cannery and nearby buildings to create a new 206-room hotel resort with related development....

Additionally, the CCC's Notice of Decision (attached) filed on April 18, 2024, states in the first paragraph (underline added):

The projects and plans on the attached list have been approved by the California Coastal Commission at its meeting of **April 10-12, 2024**....

OPTIONS

1. Take no action.
2. Provide alternative direction to staff.

FINANCIAL IMPACT:

None. Future updates to the City's General Plan would require funding either through the regular annual budget process or successful grant applications.

FOCUSED PRIORITY AREA: Infrastructure

Attachments

GP APR for Reporting Year 2024
CCC Notice of Intent to Issue CDP
CCC Notice of Decision

General Plan Annual Progress Report for the 2024 Reporting (Calendar) Year for the City of Pacific Grove, a Charter City

**Prepared for the Governor's Office of Land Use and Climate Innovation (LCI) and
the Department of Housing and Community Development (HCD) in March 2025**

I. Introduction and Date of Presentation

Government Code Section 65400 mandates that certain cities and all 58 counties submit an annual progress report (APR) on the status of the General Plan and progress on its implementation to the Governor's Office of Land Use and Climate Innovation (LCI / formerly the Office of Planning and Research or OPR) and the Department of Housing and Community Development (HCD) by April 1 of each year. This document meets this requirement for the City of Pacific Grove. The General Plan Annual Progress Report for the 2024 Reporting (Calendar) Year will be presented to the Pacific Grove City Council on March 19, 2025 and will be submitted to LCI and HCD on or before April 1, 2025.

II. 1994 General Plan

The City Council of the City of Pacific Grove adopted Resolution 6423 on October 5, 1994, adopting the General Plan (Plan) and associated maps and figures. This Plan superseded the City's previous 1973 General Plan and incorporated as its Coastal Land Use Element, the certified 1989 Land Use Plan now superseded by the March 11, 2020 certified Local Coastal Program.

The City of Pacific Grove has not undertaken a comprehensive update to any elements of its 1994 General Plan other than its Housing Element (HE) which was most recently adopted in March 2016 for the effective years 2015-2023 (5th Cycle). The City is currently updating the HE (6th Cycle) and anticipates adoption in December 2025 for an element which runs through 2031. In conjunction with the HE updates; the City is also completing a focused update of the General Plan which is also anticipated to be completed in December 2025. The focused updates will include changes to the Land Use Element and Safety Element to ensure internal consistency with the HE and state law. The City has also updated the Vehicle Miles Traveled Policy (City Council Resolution No. 24-033; adopted August 7, 2024) to account for changes under state law and the California Environmental Quality Act (i.e., SB 743 and OPR's "Technical Advisory on Evaluating Transportation Impacts in CEQA").

III. Housing Element APR

The last cyclical update to the Housing Element (HE) occurred in 2016 (5th Cycle). The City is in the process of updating the HE (6th Cycle) as required by California Government Code Section 65581. The 2024 HE APR will be submitted separately to HCD.

IV. Compliance with LCI's 2017 General Plan Guidelines

The City's 1994 General Plan contains the required elements per the LCI's 2017 Guidelines and California Government Code Section 65302 (the City's Element title is listed in parentheses after the mandated chapter title):

Land Use

Circulation (Transportation)

Housing

Conservation (Natural Resources)

Open Space (Parks & Recreation)

Noise (imbedded within the Health & Safety Element)

Safety (Health & Safety)

In addition to the required Elements above, the City's 1994 General Plan contains the following optional Elements:

Historic & Archaeological Resources

Urban Structures & Design

Public Facilities

Even under today's rigorous mandates, Pacific Grove does not meet the definition of "disadvantaged community" (Health & Safety Code, Section 39711) that would trigger the preparation of an Environmental Justice Element.

The City also has a certified Local Coastal Program (LCP) which contains a Land Use Plan (LUP) and an Implementation Plan (IP / Pacific Grove Municipal Code Chapter 23.90). The LUP constitutes the Coastal Land Use Element of the General Plan.

In the 1980s and 1990s when the City's General Plan was being drafted, reviewed, and adopted, there were no requirements for the consideration of disadvantaged communities (environmental justice), consultation with Native American tribes (SB 18), or collaboration with military facilities. The City of Pacific Grove is a very archaeologically sensitive area, and is bounded to the south and east by the U.S. Army Presidio of Monterey. Since 1994, the City has worked very closely with our military neighbors and, even more so, with the Ohlone Costanoan-Esselen Nation (OCEN) and Esselen Tribe of Monterey County (ETMC) to ensure that development within the City is consistent with

the interests and goals of these important stakeholders. The City conducts regular meetings for tribal consultation.

Given the age of the Plan, there other inconsistencies with current LCI Guidelines which will be addressed, as needed, as we move forward with a focused update of the 1994 General Plan to support the Housing Element Update (including the Land Use and Safety elements) and other amendments.

V. Land Use Priorities

- a. Housing - The City is in the process of completing an update to the Housing Element with adoption of the updated element projected for December 2025. The City is also open to working with partners on the development of in-fill affordable projects in an effort to meet our Regional Housing Needs Assessment (RHNA) numbers.
- b. Water - The Monterey Peninsula has experienced a “regulatory drought” for the past 30+ years which has heavily impacted development. The State Water Resources Control Board has limited the issuance of new water meters through a cease and desist order levied on the area’s water provider. Although the City is geographically small, and development is constrained by other factors, the restriction on water meter issuance has effectively resulted in a moratorium on large new in-fill projects where a water entitlement did not already exist. As a result of a number of recent water recycling and conservation activities, the State has made some water available for purchase in the City and a new downtown hotel, a mixed-use housing in-fill project and several smaller residential projects, including many accessory dwelling units are moving forward.

VI. Adjusted Goals, Policies, Objectives

Given the built-out nature of the City and relatively little room for expansion, the majority of development in the future will be in-fill in nature. The City is undertaking a review of the policies in the Land Use Element that may be ripe for reconsideration within the context of the State’s housing crisis and looking at rezoning portions of the town in order to meet the RHNA goals. Additionally, the City will be implementing Objective Development & Design Standards (ODDS) through its General Plan Update.

VII. Studies and Activities Intended to Advance the Implementation of the GP

As noted above, the City is in the process of updating the Housing Element, including Zoning Ordinance Amendments, Land Use Element Consistency Updates, Health and Safety Element Consistency Updates, and the preparation of a programmatic Environmental Impact Report. The City anticipates adoption in December 2025.

The majority of the development in Pacific Grove consists of minor alterations and additions to existing buildings, single-family residential development, Accessory Dwelling Units (ADUs), and minor commercial tenant improvements. However, the following large commercial projects have been approved or are in the construction phase:

Project Name / Description	Location	Permit Type / CEQA	Status
Pacific Grove Hotel (102 room hotel) (demo and new construction)	157 Grand Ave.	AP*-UP** Amendment / previously- certified EIR	Building permits issued and project is under construction. Estimated completion date of December 2026.
American Tin Cannery (ATC) (225 room hotel and retail) (demo and new construction)	109/125 Ocean View Blvd.	AP-UP-CDP***/ EIR	On appeal, the California Coastal Commission approved the project. Building permits pending.

* AP – Architectural Permit

** UP – Use Permit

*** CDP – Coastal Development Permit

VIII. Additional Content

In an effort to keep up with climate change and the associated likely impacts related to sea level rise, the Community Development Department (CDD) obtained grant funding from the Coastal Commission in 2022 to undertake updates to the Coastal Hazards policies of the certified Local Coastal Program (LCP). Related amendments to the LCP have been forwarded to the Coastal Commission for certification. Final adoption of the LCP amendments by the City is anticipated to occur by June 2025.

CALIFORNIA COASTAL COMMISSION

CENTRAL COAST DISTRICT
725 FRONT STREET, SUITE 300
SANTA CRUZ, CA 95060
PHONE: (831) 427-4863
WEB: California Coastal Commission Website



**NOTICE OF INTENT TO ISSUE
COASTAL DEVELOPMENT PERMIT
A-3-PGR-22-0004**

(American Tin Cannery Hotel Resort)

NOI Issue Date: April 19, 2024

Rev. May 20, 2024

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Please note: this is NOT a coastal development permit

A coastal development permit (CDP) for the development described below has been approved but is not yet effective. Development on the site cannot commence until the CDP is effective. The sole purpose of this notice of intent (NOI) is to inform the permittee(s) of the steps necessary to obtain a valid and effective CDP. In order for the CDP to be effective, Commission staff must issue the CDP, and the permittee(s) must sign and return a copy of the CDP to the Commission. Commission staff cannot issue the CDP until each of the "prior to issuance" (PTI) conditions have been fulfilled (all of the conditions, including the PTI conditions, for this CDP are identified later in this notice).

Unless otherwise specified, the Commission's approval of this CDP is valid for two years from the date of approval. To prevent expiration of the CDP, the permittee(s) must fulfill the PTI conditions, obtain and sign the CDP, and commence development within two years of the approval date specified below (unless otherwise specified). The permittee(s) may also apply for an extension of the CDP pursuant to California Code of Regulations, Title 14, Section 13169.

CDP A-3-PGR-22-0004 was approved by the California Coastal Commission on April 11, 2024 and allows for the partial demolition and a complete redevelopment and expansion of the existing American Tin Cannery and nearby buildings to create a new 206-room hotel resort with related development. CDP A-3-PGR-22-0004 is subject to certain terms and conditions, including the standard and special conditions beginning on page 2 of this NOI.

If you have any questions regarding this notice, including regarding how to fulfill the PTI conditions, please contact Katie Butler at Katie.Butler@coastal.ca.gov or at the Central Coast District Office at the address and phone number above. **Please sign the "Acknowledgement" on page 2 and return a signed copy of this NOI to the Central Coast District Office.**

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COASTAL DEVELOPMENT PERMIT
CDP A-3-PGR-22-0004
(American Tin Cannery Hotel Resort)
NOI Issue Date: April 19, 2024
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NOI issued

By my signature below, this notice of intent to issue a CDP is issued on behalf of the California Coastal Commission on April 19, 2024.

DocuSigned by:

Kevin Kahn

DEF0E587F73C402

Kevin Kahn, Central Coast District Manager, for Kate Huckelbridge, Executive Director

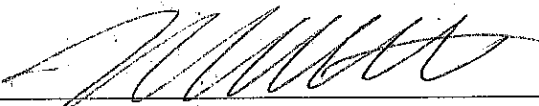
Acknowledgement

The undersigned permittee acknowledges receipt of this notice and fully understands its contents, including all conditions imposed. **Please sign and return a copy of this notice to the Central Coast District Office at 725 Front Street Suite 300, Santa Cruz, CA 95060**


CCS Pacific Grove, LLC

5/30/24
Date

(By: CCS Pacific Grove Manager, LLC, its Manager; By: CCA Management, LLC, its Manager; By: Nicholas Long, its CFO)


Foursome Development Company
(By: Theodore J. Balestreni, its Managing General Partner)

5/23/24
Date

Standard Conditions:

This permit is granted subject to the following standard conditions:

1. Notice of Receipt and Acknowledgment. The permit is not valid and development shall not commence until a copy of the permit, signed by the Permittee or authorized agent, acknowledging receipt of the permit and acceptance of the terms and conditions, is returned to the Commission office.

2. Expiration. If development has not commenced, the permit will expire two years from the date on which the Commission voted on the application. Development shall be pursued in a diligent manner and completed in a reasonable period of time. Application for extension of the permit must be made prior to the expiration date.

3. Interpretation. Any questions of intent of interpretation of any condition will be resolved by the Executive Director or the Commission.

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4. Assignment. The permit may be assigned to any qualified person, provided assignee files with the Commission an affidavit accepting all terms and conditions of the permit.

5. Terms and Conditions Run with the Land. These terms and conditions shall be perpetual, and it is the intention of the Commission and the Permittee to bind all future owners and possessors of the subject property to the terms and conditions.

Special Conditions:

This permit is granted subject to the following special conditions:

- 1. Revised Final Plans.** PRIOR TO ISSUANCE OF THE CDP, the Permittee shall submit two full size sets of Revised Final Plans to the Executive Director for review and written approval. Such Plans shall be prepared by a licensed professional or professionals (i.e., architect, surveyor, geotechnical engineer, etc.), shall be based on current professionally surveyed topographic elevations for the entire site, shall include a graphic scale, and shall be accompanied by documentation clearly demonstrating compliance with all aspects of this condition (e.g., plant provenance, lighting and glazing specifications, etc.). Such Plans shall be substantially in conformance with the proposed plans (titled American Tin Cannery (ATC) Hotel & Commercial Project, prepared September 8, 2021 and updated December 8, 2021, by Hart Howerton and John C. Hill, A.I.A., dated received in the Coastal Commission's Central Coast District Office on January 20, 2022 as part of the City's Final Local Action Notice, and with such proposed modifications, all as identified in Exhibit 4), but shall be modified to achieve compliance with this condition, including that such Plans shall include the following:
 - a. Ocean View Boulevard Frontage.** The public sidewalk along Ocean View Boulevard, including the elevated portion adjacent to the hotel structure, shall be open and available for public use and enjoyment.
 - b. Parking.** At least 18 spaces in the underground parking garage and 5 spaces reserved for ATC guests in the Central Avenue lot shall have EV charging stations, and 45 spaces in the underground parking garage and 12 spaces reserved for ATC guests in the Central Avenue lot shall be EV-ready, or as otherwise required under the California Building Code. Two spaces in the Central Avenue lot and 6 in the underground lot shall be ADA accessible, or as otherwise required under the ADA.

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- c. **Design.** All development shall incorporate architectural details and varied materials to reduce the apparent mass of the development. Building facades should be broken up by rooflines, offsets, and other such building elements in order to avoid a box-like appearance. Variations in wall planes, detailing, materials, and siding shall be used to create interest and promote as small a scale appearance as possible, where continuity for the overall development shall be assured, while also providing for some variations, including between adjacent buildings. Roof styles and roof lines shall match, unless differences better protect public views. Exterior development shall complement building development, and help to provide visual transition to taller shapes. All surfaces shall use or effectively mimic natural materials and colors sited and designed to help reduce perceived mass and scale, and to best integrate seamlessly into the coastal environment and required landscaping at maturity; garish and/or bright colors shall be prohibited.
- d. **Greywater System.** All greywater system components (including collection, storage, treatment, and redistribution infrastructure) shall be clearly identified, and only minor irrigation components shall be allowed to be above-ground/visible, and only if hidden from public view. The graywater system shall be accompanied by evidence that all applicable authorities (including but not limited to the Monterey County Department of Environmental Health) have signed-off/approved the configuration and use of the system.
- e. **Water Conservation.** All interior and exterior water-using fixtures, appliances, equipment, irrigation infrastructure, and other such components (e.g., faucets, toilets, showers, ice machines, dishwashers, irrigation etc.) shall be certified for low-flow (or ultra-low flow) and high-water efficiency use, and water conservation measures (e.g., easily accessible shut off valves, recirculating pumps, drip and/or micro-spray irrigation, etc.) shall be applied to the maximum feasible extent.
- f. **Landscaping.** All existing landscaping shall be removed and new landscaping shall be planted and maintained in all site areas not covered in hardscape, as well as on the 'living roof' components, where such landscaping shall use species (at maturity) and topographic relief that can provide for screening and softening of all development in public views as much as possible. All such landscaping shall consist of low water-using, locally-sourced, native, non-invasive species appropriate to the Pacific Grove shoreline area, and shall be

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maintained in a litter-free, weed-free, and healthy growing condition (including through replanting and/or remediation to achieve consistency with this condition). No plant species listed as problematic and/or invasive by the California Native Plant Society, the California Invasive Plant Council, or as may be so identified from time to time by the State of California, and no plant species listed as a "noxious weed" by the State of California or the U.S. Federal Government shall be planted or allowed to naturalize or persist on the site.

- g. Irrigation.** All irrigation systems shall limit potable water use to the maximum extent feasible, including via using greywater as much as possible and using irrigation measures designed to facilitate reduced water use overall (e.g., micro-spray and drip irrigation, weather-based irrigation controllers, etc.). Irrigation system components shall be hidden from view as much as possible.
- h. Lighting.** Exterior lighting shall be wildlife-friendly, shall use lamps that minimize the blue end of the visible spectrum, and shall be limited to the maximum extent feasible to the minimum lighting necessary for safe ingress, egress, and use purposes, where all trail lighting shall be mounted on bollards (or equivalent) no greater than 3 feet tall. All lighting (exterior and interior) shall be sited and designed so that it limits the amount of light or glare visible from both public viewing and natural (e.g., beaches, bluffs, offshore, etc.) areas to the maximum extent feasible (i.e., through using the lowest luminosity possible (no more than 60 watts (incandescent) or equivalent), directing lighting downward and away from public and natural areas, shielding bulbs/light sources from view, prohibiting lighting that blinks or flashes, etc.). All other lighting not meeting such parameters shall be prohibited.
- i. Windows and Other Surfaces.** All windows shall be non-glare glass, all other surfaces shall be similarly treated to avoid reflecting light, and all windows shall be bird-safe (i.e., windows shall be frosted, partially frosted, or otherwise treated with visually permeable barriers that are designed to prevent bird strikes).
- j. Utilities.** All utilities (e.g., sewer, water, stormwater, gas, electrical, telephone, data, etc.) shall be clearly identified (including and the manner in which they will connect to offsite distribution networks) and shall be located underground, including that all existing overhead utilities on the site shall be removed.
- k. Stormwater and Drainage.** All stormwater, drainage, and related water quality infrastructure (e.g., pervious pavements, etc.), with preference given to natural

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BMPs (e.g., bioswales, vegetated filter strips, etc.), shall be clearly identified. Such infrastructure shall provide that all project area stormwater and drainage is filtered and treated to remove expected pollutants prior to discharge and/or direction to offsite areas; shall retain runoff from the project onsite to the maximum extent feasible (e.g., through the use of pervious areas, percolation pits, engineered storm drain systems, etc.); shall be sized and designed to accommodate runoff from the site produced from each and every storm event up to and including the 85th percentile 24-hour runoff event; shall, in extreme storm situations (i.e., greater than the 85th percentile 24-hour runoff event storm) where such runoff cannot be adequately accommodated on-site through the project's stormwater and drainage infrastructure, ensure that any excess runoff is conveyed off-site in a non-erosive manner; and shall be permanently operated and maintained (where all maintenance parameters for such infrastructure, including based on manufacturers recommendations, shall be provided), where all such operation and maintenance activities shall be documented and shall be provided upon Executive Director request.

- l. Signs.** All signs and related project components shall be identified (including details showing their location, materials, design, and text), and all such sign development shall be sited and designed: (1) to limit the number and visibility of all signs; (2) to minimize visibility in public views; (3) to seamlessly integrate into the surrounding environment to the maximum extent feasible (e.g., using natural materials, earth tone colors and graphics, etc.); (4) to limit lighting as much as possible (and be consistent with the lighting requirements specified in Special Condition 1(h) at a minimum); and (5) to be subordinate to the coastal setting.
- m. Site Access.** Any areas of the site for which specific requirements for access are necessary shall be identified (i.e., employee only, paying customers only, overnight guests only, etc.), where other areas shall be allowed general public access (see also Special Condition 4 for additional detail).
- n. Public Access Requirements.** All public access areas (including but not limited to general public access to the parking lot, restroom, rooftop garden (and access thereto), interpretive center, courtyard, paths, etc.) and amenities (e.g., bench seating, bike racks, signs, educational kiosk, bike share/rentals, etc.) associated with the approved Public Access Management Plan (see Special Condition 4) shall be identified.

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- o. Construction Requirements.** All construction requirements associated with the Approved Construction Plan (see Special Condition 2) shall be identified as "Required Construction Measures".

All requirements above and all requirements of the approved Revised Final Plans shall be enforceable components of this CDP, and the Permittee shall undertake development in accordance with this condition and the approved Revised Final Plans.

- 2. Construction Plan.** PRIOR TO ISSUANCE OF THE CDP, the Permittee shall submit two copies of a Construction Plan to the Executive Director for review and written approval. Such Plan shall, at a minimum, include the following:
- a. Construction Areas.** All construction activity, staging, storage, and access corridor areas shall be clearly identified in site plan view, where all such areas shall be minimized to the maximum extent feasible, and shall be sited and designed to have the least impact on coastal resources (including by using on-site areas for these purposes unless it is impossible to do so). Construction, including but not limited to construction activities and materials and equipment storage, shall be prohibited outside of such defined construction areas. Special attention shall be given to siting and designing construction areas in order to minimize impacts on the ambiance and aesthetic values of the public access trail opposite Ocean View Boulevard, including but not limited to public views across the site.
 - b. Construction Methods.** All construction methods to be used, including all methods to be used to keep the construction areas separate from public recreational use areas as much as possible (including using unobtrusive temporary fencing or equivalent measures to delineate construction areas), and including verification that operation and storage of equipment and materials will not, to the maximum extent feasible, significantly degrade public access and public views during construction, shall be clearly identified. Special attention shall be given to using construction methods that will minimize impacts on the ambiance and aesthetic values of the public access trail opposite Ocean View Boulevard, including but not limited to public views across the site.
 - c. Construction Timing/Lighting.** Construction shall be prohibited during weekends from Memorial Day weekend until Labor Day, state holidays, and

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non-daytime hours (i.e., from one-hour after sunset to one-hour before sunrise), and lighting of construction areas affecting public access and public view areas shall be prohibited, unless due to extenuating circumstances the Executive Director authorizes such work or lighting in writing, and subject to all measures determined by the Executive Director to be necessary to ensure maximum coastal resource protection.

d. Construction BMPs. All erosion control/water quality best management practices (BMPs) that will be implemented during construction to protect coastal water quality shall be clearly identified, including at a minimum all of the following:

- 1. Runoff Protection.** Silt fences, straw wattles, or equivalent apparatus shall be installed at the perimeter of the construction areas to prevent construction-related runoff and sediment from discharging from the construction areas or entering into storm drains or otherwise offsite or towards the beach and ocean. Special attention shall be given to appropriate filtering and treating of all runoff, and all drainage points, including storm drains, shall be equipped with appropriate construction-related containment, filtration, and treatment equipment.
- 2. Equipment BMPs.** Equipment washing, refueling, and servicing shall take place at an appropriate on-site (or offsite and more inland, if more protective of coastal resources), hard-surfaced, level location where collection of materials is facilitated to help contain leaks and spills of hazardous materials to the project site.
- 3. Good Housekeeping BMPs.** The construction site shall maintain good construction housekeeping controls and procedures at all times (e.g., clean up all leaks, drips, and other spills immediately; keep materials covered and out of the rain, including covering exposed piles of soil and wastes; dispose of all wastes properly, place trash receptacles on site for that purpose, and cover open trash receptacles during wet weather; remove all construction debris from the site; establish a hazardous materials spill response protocol, and maintain appropriate materials to address spills; etc.).

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- 4. Erosion and Sediment Controls.** All erosion and sediment controls shall be in place prior to the commencement of construction as well as at the end of each workday.
- e. Marine Wildlife Protection.** All marine wildlife protection requirements associated with the approved Marine Wildlife Protection Plan (see Special Condition 3) shall be identified as "Required Marine Wildlife Protection Measures".
- f. Nesting Bird Protection.** Tree removal, pruning, and/or chipping shall not occur between November 1st and July 31st to accommodate harbor seal pupping season and the majority of bird nesting season. Should tree work occur during the months of August or September, a qualified biologist, approved by the Executive Director, shall survey all trees on site for active bird nests, no sooner than one week before work begins. Should a nest be identified, a 300 foot buffer shall be delineated surrounding the nest in which no work may occur until the nest is abandoned. Should a raptor nest be identified, the buffer shall be increased to 500 feet.
- g. Archaeological/Tribal Cultural Resource Protection.** All archaeological/tribal cultural resource protection requirements identified in Special Condition 10 shall be identified as "Required Cultural Resource Protection Measures".
- h. Property Owner Consent.** Clear evidence indicating that the owners of any properties on which construction activities are to take place, including properties to be crossed in accessing the site, consent to such use of their properties and subject to the terms and conditions of this CDP shall be provided.
- i. Construction Site Documents.** Copies of the signed CDP and the approved Construction Plan shall be maintained in a conspicuous location at the construction job site at all times, and such copies shall be available for public review on request. All persons involved with the construction shall be briefed on the content and meaning of the CDP and the approved Construction Plan, as well as the public review requirements applicable to them, prior to commencement of construction.
- j. Construction Coordinator.** A construction coordinator shall be designated to be the main point of contact during construction should questions arise regarding the construction (in case of both regular inquiries and emergencies),

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and the coordinator's contact information (i.e., address, phone numbers, email address, etc.) including, at a minimum, a telephone number and an email that will be made available 24 hours a day for the duration of construction, shall be conspicuously posted at the job site where such contact information is readily visible from public viewing areas while still minimizing impacts to public views, along with indication that the construction coordinator should be contacted in the case of questions regarding the construction (in case of both regular inquiries and emergencies). The construction coordinator shall record the contact information (i.e., address, email, phone number, etc.) and nature of all complaints received regarding the construction, and shall investigate complaints and take remedial action, if necessary, within 24 hours of receipt of the complaint or inquiry. All complaints and all actions taken in response shall be summarized and provided to the Executive Director on at least a weekly basis during construction. The construction coordinator shall have regular contact with the approved Biological Monitor specified in Special Condition 3.

- k. Construction Specifications.** All construction specifications and materials shall include appropriate penalty provisions that require remediation for any work done inconsistent with the terms and conditions of the CDP.
- l. Notification.** The Permittee shall notify planning staff of the Coastal Commission's Central Coast District Office at least 3 working days in advance of commencement of construction, and immediately upon completion of construction.

The Permittee shall undertake construction in accordance with the approved Construction Plan, and all requirements above and all requirements of the approved Construction Plan shall be enforceable components of this CDP.

- 3. Marine Wildlife Protection.** PRIOR TO ISSUANCE OF THE CDP, the Permittee shall submit two copies of a Marine Wildlife Protection Plan to the Executive Director for review and written approval. Such Plan is intended to protect marine wildlife, predominantly harbor seals and black oystercatchers, that congregate on and offshore near the approved development site via implementing protective measures during construction as well as monitoring such wildlife for signs of distress and taking action to protect such wildlife at such times. Such Plan shall, at a minimum, include the following:
 - a. Protection Areas.** The protection areas shall at a minimum include local harbor seal haul-out/rookeries at West Beach, Fisher Beach, and Fifth Street, and extending at least 10 meters offshore (see Exhibit 1).

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- b. Biological Monitor.** A qualified biological monitor or monitors (Biological Monitor), selected by the Permittee and approved by the Executive Director, shall be present during all construction activities to ensure that wildlife in the protection areas is not adversely impacted as identified in this condition. The approved Biological Monitor(s) must have significant experience with marine mammals and is expected to be a representative from the already-established community of experts in the field of California marine mammal biology, and ideally harbor seals specifically.
- c. Disturbance Avoidance Measures.** All measures that will be applied to avoid (and where unavoidable to minimize) disturbance to birds, marine mammals, and other marine wildlife within the protection areas shall be clearly identified (e.g., visual blinds, sensitive scheduling/timing for high noise events, quiet construction methods such as sound barriers, equipment alarm dampening, etc.), where all such measures shall minimize noise and other disturbance to the protection areas as much as possible, and where construction sound remains at or below 90 decibels at the edge of the protection area nearest the construction site. At a minimum: (1) construction activity, staging, storage, and access corridor areas shall be located as far from the protection areas as possible; (2) trucks and other heavy machinery transport shall avoid travel via Wave Street and Ocean View Boulevard as much as possible; and (3) tree removal, tree bucking, tree chipping, lot demolition, and sub-grade construction, including all major site grading and excavation, as well as the use of drones seaward of Sloat Avenue, shall be prohibited between November 1st and July 31st (with such activities potentially allowed during November and December if approved by the Executive Director and with evidence that sensitive marine wildlife are not present at nor avoiding nearby beaches and areas immediately offshore).
- d. Harbor Seal Disturbance Definitions.** Harbor seal disturbance shall be considered to have occurred when demonstrated by behaviors including, but not limited to: (1) sustained head raises and/or alerts; (2) quick turns in the direction of sound sources; (3) rapid movement down the beach toward the water; (4) rapid movement and/or diving into the water; (5) congregation away from sound sources; (6) feeding and/or nursing disruption; (7) alarm calls; (8) pup miscarriages;¹ (9) avoidance of areas due to previous disturbances; and

¹ Miscarriages shall be documented when an obvious indicator such as an intact placenta or fetus is observed. When it is uncertain what happened to a pup, the "disappearance" will not be counted as a miscarriage.

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(10) any other behavior which, in the best professional opinion of the Biological Monitors, suggests adverse behavioral disturbance.

- e. **Monitoring Type/Timing.** Biological Monitors shall monitor the protection areas for both behaviors and construction sound (with appropriate instrumentation) for the duration of construction, where such monitoring shall be in person (required during harbor seal pupping season (February 1st (or earlier if pregnant females and/or pups are observed earlier than February 1st) - June 30th) and during any demolition and sub-grade construction) or via remote means² (allowed during pre-pupping season (November 1st - January 31st)), or either in person or remote (during molting season (July 1st - August 31st) or the months of September and October). Monitoring may be allowed to be remote and/or of more limited frequency outside of the harbor seal pupping season (i.e., reduced) by the Executive Director (in consultation with Monterey Bay National Marine Sanctuary (MBNMS) and NOAA Fisheries staff) if monitoring demonstrates that the average numbers of seals in the protection areas are comparable to historical numbers, suggesting no active disturbance; and if there is one continuous 30-day period when construction is occurring and there has been no marine wildlife disturbance. Conversely, and subject to the same consultation parameters, the Executive Director can also return any reduced state monitoring to the prior type and frequency requirements for good cause or during sensitive seasons.
- f. **Monitoring Data.** At least prior to commencement of construction, the Biological Monitors shall collect data on daily site conditions, count of each species, time of observation, behaviors, disturbances, decibel levels, and any other relevant data to assess the condition of the observed animals at that time. Upon construction commencement and for all other monitoring, the Biological Monitors shall collect the same data, and shall watch for any changes in harbor seal behavior, including documenting any construction-related disturbance. Disturbances, as well as mothers actively in labor and birthing, shall be recorded on the daily/weekly log. The Biological Monitors shall inspect the protection area and identify the number of harbor seals and other marine life present and their behavior/activity at least 30 minutes prior to construction staging for the day, at midday (between 10 AM and 2 PM, when peak

² If the Permittee and/or the Biological Monitors intend to use remote monitoring when it is allowed, then all such measures shall be clearly identified, including the locations and types of high-definition cameras and decibel meters to be used. In all cases, video and sound recordings shall be available to any regulatory agency by request.

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occupation is common), and again at the completion of construction activities for the day. If there are no seals present at the morning check, monitoring shall not be until the midday check.

- g. Reporting.** The Biological Monitors shall summarize and submit all monitoring information to the Executive Director and other appropriate resource agencies (e.g., MBNMS, NOAA Fisheries, etc.) on a weekly basis.
- h. Stop-Work Authority and Notification.** The Biological Monitors, whether observing remotely or in person, shall have the authority to stop construction activity based on their observations regarding potential adverse impacts to marine wildlife, including if: (1) construction-related noise produces measured decibel levels at or above 90 dBrms while seals or other marine wildlife are present in the protection areas; and/or (2) wildlife disturbances or disturbance behaviors are observed that are attributable to project construction activities. When a work stoppage is required, construction activities shall be paused until disturbance behaviors cease and marine wildlife resumes resting along the shoreline as it was prior to disturbance. The Biological Monitors shall work with the Permittee's designee to determine the source of disturbance and take steps to immediately adjust best management practices so that future disturbance is avoided or minimized (e.g., implementing the use of sound curtains, moving work to another area of the site, etc.). If the activities that are causing the disturbance behaviors cannot be immediately mitigated, and in the best professional opinion of the Biological Monitors: 1) constitute harm and are adversely affecting harbor seal behavior/physiology; and 2) are a result of project construction activity, then the Permittee shall cease work and promptly notify the Executive Director, as well as MBNMS and NOAA Fisheries. Work may not resume until the Executive Director, in consultation with MBNMS and NOAA Fisheries, allows work to recommence, including if recommencement is subject to modified and/or new mitigation measures (e.g., re-implementation of in-person monitoring, mitigation for impacts to marine wildlife, a CDP amendment, an incidental take permit, etc.).

The Permittee shall undertake construction in accordance with the approved Marine Wildlife Protection Plan, and all requirements above and all requirements of the approved Marine Wildlife Protection Plan shall be enforceable components of this CDP.

- 4. Public Access Management Plan.** PRIOR TO ISSUANCE OF THE CDP, the Permittee shall submit two copies of a Public Access Management Plan to the Executive Director for review and written approval. Such Plan shall clearly describe

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the manner in which general public access associated with the approved development is to be provided and managed, with the objective of maximizing public access and recreational use of all available general public access areas (see Special Condition 1) as well as all specifically identified public access areas (including the parking lot, restroom, rooftop garden (and access thereto), interpretive center, courtyard, paths, etc.) and all related areas and public access amenities (e.g., bench-seating, bike-racks, signs, educational kiosk, bike share/rentals, etc.) as described in this condition. Such Plan shall be consistent with the approved Revised Final Plans, and shall at a minimum include the following:

- a. Public Access Areas and Amenities.** All public access areas and amenities, including all of the areas and amenities described above and in this condition, shall be clearly identified as such (including with hatching and closed polygons so that it is clear what areas are available for such public access use). At least one public restroom shall be provided with access directly from the street (i.e., not within the hotel's interior), and the public roof garden shall have at least one staircase provide access directly from the street. The rooftop garden and other appropriate access areas shall provide publicly-available amenities, such as picnic tables, viewing benches/sitting areas, enclosed trash and recycling receptacles, doggie mitt stations, and/or other such publicly-available amenities commensurate with expected use and in a manner that maximizes their public utility and enjoyment.
- b. Public Access Signs/Materials.** All signs and any other project elements that will be used to facilitate, manage, and provide public access to the approved development shall be clearly identified, including all public education/interpretation features that will be provided on the site (i.e., educational displays, interpretive signage, etc.). Sign details showing the location, materials, design, and text of all public access signs shall be provided. The signs shall be sited and designed so as to provide clear information without impacting public views and site character. At least two interpretive panel/installations shall be provided, where at least one shall interpret the former American Tin Cannery Building, and at least one shall interpret the nearby harbor seal rookery. Signs shall include the California Coastal Trail and California Coastal Commission emblems and recognition of the Coastal Commission's role in providing public access at this location. All signs shall be sited and designed to maximize their utility and minimize their impacts on public views.

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- c. Public Access Disruption Prohibited.** No development or use of the property governed by this CDP may disrupt and/or degrade public access or recreational use of any public access areas and amenities associated with the approved development, such as by setting aside areas for private uses or installing barriers to public access (e.g., furniture, planters, temporary structures, private use signs, fences, barriers, ropes, etc.). The public use areas shall be maintained consistent with the approved Plan and in a manner that maximizes public use and enjoyment.
- d. Public Access Parking.** A minimum of 20 full-sized parking spaces located at the parking lot on 124 Central Avenue shall be provided and maintained for general public use only, where such spaces shall be clearly demarcated (i.e., via physical separation, signs, stencils, etc.) and available 24 hours a day. One such space shall be ADA accessible (or as otherwise required under the ADA), 2 spaces shall provide EV charging stations (or as otherwise required under the California Building Code), and 5 shall be EV-ready (or as otherwise required under the California Building Code). Such parking spaces shall be available free of charge between the hours of 9am and 3pm with a 3-hour limit for any one vehicle during that time (the ADA spaces shall be free of charge with no time limits), and between 3pm and 9am, the hourly rate shall be no more than the rates of the on-street metered parking spaces along Ocean View Boulevard, Eardley Avenue, and Dewey Avenue. Employee and guest parking, including via valet parking, is prohibited in such parking spaces.
- e. Public Access Use Hours.** All public access areas and amenities shall be available to the general public 24 hours a day, with the exception of the living roof and public restroom, which can be closed to general public use at night (i.e., one hour after sunset to one hour before sunrise). All public access areas shall be free of charge (other than the allowed parking fees identified above).
- f. Public Access Provided.** All public access areas and amenities associated with the approved development shall be constructed and available for public use as soon as possible, but no later than concurrently with the certificate of hotel occupancy.
- g. Public Access Areas and Amenities Maintained.** All of the public access areas and amenities shall be constructed in a structurally sound manner and maintained consistent with the terms and conditions of this CDP, including through ongoing repair and maintenance of all public access improvements. The public use areas shall be maintained consistent with the approved Public

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Access Enhancement Plan and in a manner that maximizes public use and enjoyment.

All requirements above and all requirements of the approved Public Access Management Plan shall be enforceable components of this CDP, and the Permittee shall undertake development in accordance with this condition and the approved Public Access Management Plan.

5. Water Use Limits. Potable water use at the site shall be limited to no more than 18.53 acre-feet per year (AFY), where the water that is used to support the site from off-site (i.e., laundry services, etc.) shall be considered on-site use. PRIOR TO OCCUPANCY, the Permittee shall submit clear evidence (including at a minimum written evidence of concurrence from the Monterey Peninsula Water Management District (MPWMD)) to the Executive Director for review and written approval demonstrating that all of the uses and facilities on the site, including everything provided for in the approved Revised Final Plans (see Special Condition 1) will be under this potable water use threshold. In addition, each year for the first five years after occupancy, and once again 10 years after occupancy, the Permittee shall submit to the Executive Director evidence of the site's actual potable water usage. Such reporting shall include monthly breakdowns and shall confirm that the actual potable water usage is within the site's maximum allocation of 18.53 AFY. If any such report indicates that actual potable water usage is greater than 18.53 AFY, then the Permittee shall coordinate with the Executive Director, as well as the MPWMD, the City of Pacific Grove, and other relevant entities to develop a potable water use compliance plan designed to reduce potable water use to no more than 18.53 AFY. In such a case, annual reporting shall continue for at least three additional years (i.e., in addition to the five-years of annual reports and the ten-year report) or until the project's water usage is within the 18.53 AFY cap as documented in two consecutive annual reports, whichever is later.

6. Provision of Lower-Cost Overnight Accommodations. The Permittee shall provide lower-cost rooms consistent with the provisions of this condition that follow.

a. Minimum On-Site Requirements. The Permittee shall provide at least 18 standard double-occupancy hotel rooms³ where the cost to rent such rooms overnight shall not at any time exceed the lower-cost threshold as defined in

³ Where each such room shall have either one or two beds sized at least as large as a queen or two twins, respectively, and a full-sized bathroom.

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the Pacific Grove LCP as of 2024 and may be modified by the CPI yearly.⁴ The Permittee shall also provide at least 16 hostel rooms in the proposed group/shared accommodations wing (i.e., the 'Group Wing'), which shall include 4 beds per room (twin size or larger) and one full-sized bathroom for each room, where the cost to rent each such bed in each room shall not at any time exceed \$85 (which may be modified by the CPI yearly). All such rooms shall be at least 250 square feet, and the above costs shall be inclusive of all service and other fees (e.g., parking, cleaning, resort, administrative) but exclusive of any government-mandated fees (e.g., sales tax, transient occupancy taxes). The Permittee may provide more lower-cost on-site rooms than the minimum identified herein. All such rooms and related facilities (e.g., entrances, common areas) shall be effectively integrated into the overall hotel layout in a way that maximizes their utility, shall be clearly identified on the Revised Final Plans (see Special Condition 1), and all users of such rooms shall have access to all the same hotel amenities as all other hotel guests.

- b. Programming.** For a minimum of 300 guest nights per year (i.e., one person staying one night), the 'Group Wing' shall be available and can be used for low- and no-cost accommodations for groups, the intent of which is to provide access to the coast to: (1) underserved communities (such as lower-income communities, communities of color, and other communities that have been historically marginalized and face greater barriers to coastal access); (2) school groups, prioritizing those school groups from underserved communities; and (3) other entities and groups similar to the first two, including groups that have faced barriers to accessing coastal outdoor spaces and outdoor recreation opportunities. Use of the Group Wing in this manner shall be free to participants for at least 150 of the 300 guest nights of programming per year, and shall be lower cost otherwise (where the cost to rent such rooms overnight shall not at any time exceed the lower-cost threshold as defined in the Pacific Grove LCP as of 2024 and may be modified by the CPI yearly).⁵ The annual monitoring report specified in subsection (d) below shall include a detailed analysis of the previous year's programming (including the groups and number of people served, the rates charged, the number of free stays, etc.), and shall include other information that can help to assess the effectiveness of the program in carrying out its objectives. The report shall also specify the programming efforts

⁴ As of 2024, such lower-cost rate is \$184 per hotel room per night.

⁵ As of 2024, such lower-cost rate is \$184 per room per night.

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for the upcoming year, and any relevant changes necessary to improve upon its effectiveness.

- c. Marketing/Engagement Plan.** The Permittee shall actively promote and publicize the availability of the lower-cost on-site rooms, including specifically to underserved communities such as lower-income communities, communities of color, and other communities that have been historically marginalized and face greater barriers to coastal access. PRIOR TO ISSUANCE OF THE CDP, the Permittee shall provide a Lower-Cost Accommodations Marketing and Engagement Plan to the Executive Director for review and written approval, where such Plan shall at a minimum provide for the following:

- 1. Outreach.** All measures and avenues to be used to advertise, increase awareness of, and facilitate use of the lower-cost on-site rooms shall be clearly identified. Promotional methods shall include, but are expected to not be limited to: resort websites, press releases, and calendar listings; local media (e.g., Monterey Herald, Salinas Californian) and ads on radio (e.g., local radio stations and others); print ads; social media (e.g., Facebook, Twitter/X, and Instagram); and contacts with community organizations who may be able to help facilitate awareness (e.g., non-profits, environmental justice groups, labor unions, recipients of public benefits programs (by coordinating with local program administrators)) as well as schools. The Plan shall identify sample language to be used in describing the availability and price for the lower-cost on-site rooms (where said language shall be required to be consistent with the terms and conditions of this CDP), and shall provide a schedule for each type of outreach, with the goal being to reach as many potential users as possible, including audiences beyond the City of Pacific Grove that might not normally be reached through traditional and local means (e.g., communities such as Watsonville, Marina, Seaside, Del Rey Oaks, Castroville, Prunedale, Salinas). All materials shall acknowledge the California Coastal Commission's role in providing the lower-cost on-site rooms.
- 2. Non-English Languages Provided.** All outreach described in this condition shall include a language-access element inclusive of non-English languages spoken in the targeted communities, including but not limited to Spanish, tailored to be culturally relevant, and written in plain language to help prevent educational and cultural barriers to access to the lower-cost rooms.

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- 3. Monitoring.** The Plan shall describe how the Permittee will monitor and track the Plan's execution so that the Permittee and the Coastal Commission can note the effectiveness of the Plan and make changes as needed.
- d. Reporting.** The Permittee shall provide an annual report (with the first report due by December 31st of the first year of project occupancy, and subsequent reports due by on December 31st of subsequent years) to the Executive Director for review and written approval that provides clear evidence of the marketing and operation of the lower-cost rooms (including in relation to Group Wing programming) in compliance with all requirements of this condition, including sufficient detail to demonstrate the occupancy of the lower-cost rooms, the rates charged, and the implementation of the approved Lower-Cost Accommodations Marketing and Engagement Plan meet all requirements herein (where the latter shall at least describe all outreach efforts, with samples of outreach materials; all implementation challenges and successes; and all feedback and public comments received, and any responses to same), and recommendations for additional and/or modified measures to enhance awareness, use, and public utility of the lower-cost on-site rooms, including related programming. Every third such annual report shall also include an audit performed by an independent auditing company evaluating compliance with this condition.

All requirements above and all requirements of all above Executive Director approved plans/materials shall be enforceable components of this CDP; and the Permittee shall undertake development in accordance with this condition and all such approved plans/materials.

- 7. General Occupancy Requirements.** By acceptance of this CDP, the Permittee acknowledges and agrees, on behalf of itself and all successors and assigns, that:
- a. Hotel Length of Stay Provisions.** All overnight rooms shall be open and available for rental to the general public. Rooms shall not be rented to any individual, family, or group for more than 29 consecutive days, and not for more than 14 days between the Friday of Memorial Day weekend and Labor Day inclusive. No individual ownership or long-term occupancy of hotel rooms shall be allowed.
- b. Conversion Prohibited.** This CDP authorizes the construction and operation of a traditional hotel-style overnight product for transient occupancy only. The conversion of any of the overnight rooms to limited use overnight visitor accommodation units (e.g., timeshare, fractional ownership, etc.) or to full-time

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occupancy condominium units or to any other units with use arrangements that differ from the approved development shall be prohibited.

- 8. Transportation Demand Management Plan.** PRIOR TO ISSUANCE OF THE CDP, the Permittee shall submit two copies of a Transportation Demand Management Plan to the Executive Director for review and written approval. Such Plan shall maximize the amount of employees and guests that travel to and from the hotel via non-single-occupant vehicle means (including through use of shared vehicles/carpooling, transit, bicycle/pedestrian means, etc.), and the Permittee shall actively encourage employee and guest participation in such programs and means of travel. Such Plan shall be prepared by a qualified professional and shall at a minimum include the following:
- a. Ride Share.** A ride sharing/carpooling program shall be offered to all employees, and the Permittee shall schedule shifts to benefit such program and shall offer coordination services free of charge. A commuter information area that is centrally located and accessible to all employees shall be provided in which employees are provided information on available transportation alternatives to the single-occupancy vehicle (i.e., current maps, routes and schedules for public transit, ridesharing match lists, available employee incentives, ridesharing promotional material supplied by commuter-oriented organizations, etc.).
 - b. Transit Reimbursement/Stipend.** A public transit fare reimbursement program shall be offered to all employees, and the Permittee shall provide a stipend to employees who use a non-single occupancy vehicle to access work (such as the bus or train). The transit reimbursement shall be a daily, direct cash subsidy equal to 100% of the value of the applicable monthly regional transit pass divided by 20, to account for a 40-hour maximum work week (resulting in a maximum of 20 work days per month). The stipend shall be an at least quarterly, direct cash subsidy available solely for employees who do not use a single-occupancy vehicle and do not park within a mile of the site at least 51% of their yearly work hours. If an employee is eligible to receive both the transit reimbursement and the stipend, the Permittee shall offer the employee the greater of the two incentives, but is not required to provide both. Posters, brochures and registration materials associated with the program shall be available to employees at all times (including in the aforementioned commuter information area), and employees shall be informed of the program upon new employee orientation and at least annually thereafter.

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- c. Pedestrian/Bicycle Travel.** Bicycle parking and shower/locker facilities shall be provided free of charge for all employees who walk/jog and/or ride bicycles to and from the workplace. Bicycle parking facilities shall be secured from the general public, shall be enclosed on all sides, and shall be capable of protecting bicycles from inclement weather (e.g., bicycle lockers, rooms, cages, etc.). The Permittee shall provide, to the maximum extent possible, communal bicycles and/or non-motorized vehicles for employee use for work-related activities that may be accomplished without a motorized vehicle.
- d. Guests.** Measures to reduce the need for vehicular use by hotel guests (e.g., shuttles to and from the Monterey Regional Airport, free bicycles for hotel guests, etc.) shall be provided.

All requirements above and all requirements of the approved Transportation Demand Management Plan shall be enforceable components of this CDP, and the Permittee shall undertake development in accordance with this condition and the approved Transportation Demand Management Plan.

- 9. Plastic Reduction Program.** PRIOR TO OCCUPANCY, the Permittee shall submit two copies of a Plastics Reduction Program to the Executive Director for review and written approval. Such Program shall minimize, to the maximum extent possible, the use of single-use plastics in all aspects of hotel operations, including as part of hotel room occupancy, as part of conferences, restaurant/bar operations, etc.. At a minimum, the Program shall identify/include the following provisions: educational signage for staff and guests promoting and encouraging reusable items instead of single-use plastics; maximizing use of reusable foodware for all dining purposes (for dinnerware, drinkware, silverware, and ramekins/containers), and prohibiting the following items: plastic straws (and allowing only reusable straws, paper straws, or straws made from naturally occurring materials, and only upon request), Styrofoam, plastic bags, plastic bottles, and plastic single-use shampoo/conditioner/lotion bottles in hotel rooms. The Program shall provide water bottle refill stations (at a minimum in the lobby, conference area, pool area, and any other high-use areas). To the maximum extent possible, only biodegradable or compostable materials for single-use products shall be employed.
- 10. Protection of Archaeological and/or Tribal Cultural Resources.** The Permittee shall undertake the approved project in compliance with the following measures to protect archaeological and/or tribal cultural resources to the maximum extent feasible.

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- a. **Notification.** At least one month prior to commencement of any ground-disturbing construction activities, the Permittee shall (1) notify the representatives of Native American Tribes listed on an updated Native American Heritage Commission (NAHC) contact list, including but not necessarily limited to the Ohlone/Costanoan-Esselen Nation (OCEN); (2) invite all Tribal representatives on that list to be present and to monitor ground-disturbing activities; and (3) arrange for any invited Tribal representative that requests to monitor and/or a qualified archaeological monitor to be present to observe project activities with the potential to impact archaeological and/or tribal cultural resources.
- b. **Monitoring.** A qualified, locally experienced archaeologist and a tribal monitor, approved by relevant tribe(s), shall be on site to monitor all activities with the potential to impact archaeological and/or tribal cultural resources, including all ground disturbing activities. The monitor(s) shall have experience monitoring for archaeological resources of the local area during excavation projects, be competent to identify significant resource types, and be aware of recommended tribal procedures for the inadvertent discovery of tribal cultural and/or archaeological resources and/or human remains.
- c. **Discovery Protocol.** If any tribal cultural deposits are discovered during the course of the project, all construction within 200 feet of such deposits shall cease and shall not re-commence until a qualified cultural resource specialist (which could be a person identified in subpart (b), above), in consultation with the relevant tribe(s), analyzes the significance of the find and, if deemed significant, prepares a supplementary archaeological plan for the review and approval of the Executive Director that evaluates and provides suggested measures related to the discovery. The Executive Director shall review the plan and either: (1) approve it and determine that its recommended changes to the project or mitigation measures do not necessitate an amendment to this CDP, or (2) determine that the changes proposed therein necessitate a CDP amendment. The location of any and all identified archaeological and tribal cultural resources shall be kept confidential, and only those with a "need to know" shall be informed of their locations.
- d. **Human Remains.** Should human remains be discovered on-site during the course of the project, immediately after such discovery, the on-site archaeologist and/or tribal monitor shall notify the Monterey County Coroner within 24 hours of such discovery, and all construction activities shall be temporarily halted until the remains can be identified. If the County Coroner

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determines that the human remains are those of a Native American, the Coroner shall contact the NAHC within 24 hours, pursuant to Health and Safety Code Section 7050.5. The NAHC shall deem the Native American most likely descendant (MLD) to be invited to participate in the identification process pursuant to Public Resources Code Section 5097.98. The Permittee shall comply with the requirements of Section 5097.98 and work with the MLD person(s) to discuss and confer with the descendants all reasonable options regarding the descendants' preference for treatment. Within 5 calendar days of notification to NAHC, the Permittee shall notify the Coastal Commission's Executive Director of the discovery of human remains. The Executive Director shall maintain confidentiality regarding the presence of human remains on the project site.

- 11. Other Authorizations.** PRIOR TO COMMENCEMENT OF CONSTRUCTION, the Permittee shall provide to the Executive Director evidence of other required authorizations for, or alternatively evidence that no such authorizations are needed, for the development authorized by this CDP (e.g., NOAA Fisheries, Monterey Bay National Marine Sanctuary, Monterey Peninsula Water Management District, Monterey County Environmental Health Department, City of Pacific Grove, etc.). The Permittee shall inform the Executive Director of any changes to the project required by such entities, where such changes shall not be incorporated into the project until the Permittee obtains a Commission-approved amendment to this CDP, unless the Executive Director determines that an amendment is not legally required.
- 12. City of Pacific Grove Conditions.** This CDP has no effect on conditions imposed by the City of Pacific Grove pursuant to an authority other than the Coastal Act, except as provided in this condition. The Permittee is responsible for compliance with all terms and conditions of this CDP in addition to any other requirements imposed by the City pursuant to the City's non-Coastal Act authority. In the event of conflicts between terms and conditions imposed by the City and those of this CDP, the terms and conditions of this CDP shall prevail.
- 13. Future Permitting.** Any and all future proposed development related to this project, this project area, and/or this CDP shall be subject to the Coastal Commission's continuing CDP jurisdiction. This CDP authorizes limited future repair, maintenance, and/or improvement development that is determined by the Executive Director to: 1) fall within the overall scope and intent of this CDP; 2) be consistent with the City of Pacific Grove LCP; and 3) not have any significant adverse impacts to coastal resources. Any development that the Executive Director

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determines does not meet such criteria shall require a separate CDP or a CDP amendment, as directed by the Executive Director.

- 14. Minor Adjustments.** Minor adjustments to these special condition requirements, including to any Executive Director-approved plans, that do not require CDP amendments or new CDPs (as determined by the Executive Director) may be allowed by the Executive Director if such adjustments: (1) are deemed reasonable and necessary; and (2) do not adversely impact coastal resources.
- 15. Liability for Costs and Attorneys' Fees.** The Permittee shall reimburse the Coastal Commission in full for all Coastal Commission costs and attorneys' fees (including but not limited to such costs/fees that are: (1) charged by the Office of the Attorney General; and/or (2) required by a court) that the Coastal Commission incurs in connection with the defense of any action brought by a party other than the Permittee against the Coastal Commission, its officers, employees, agents, successors and assigns challenging the approval or issuance of these CDPs, the interpretation and/or enforcement of CDP conditions, or any other matter related to these CDPs. The Permittee shall reimburse the Coastal Commission within 60 days of being informed by the Executive Director of the amount of such costs/fees. The Coastal Commission retains complete authority to conduct and direct the defense of any such action against the Coastal Commission.
- 16. Deed Restriction.** PRIOR TO ISSUANCE OF THE CDP, the Permittee shall submit to the Executive Director for review and written approval documentation demonstrating that the landowners have executed and recorded against the properties governed by this CDP (i.e., APNs 006-231-001, 006-234-004, 006-234-005, 006-234-008, and the portion of Sloat Avenue between Eardley Avenue and Dewey Avenue) a deed restriction, in a form and content acceptable to the Executive Director indicating that, pursuant to this CDP, the California Coastal Commission has authorized development on the subject property, subject to terms and conditions that restrict the use and enjoyment of that property, and that such terms and conditions shall be imposed as covenants, conditions and restrictions on the use and enjoyment of the property. The deed restriction shall include a legal description of all of the properties governed by this CDP. The deed restriction shall also indicate that, in the event of an extinguishment or termination of the deed restriction for any reason, the terms and conditions of this CDP shall continue to restrict the use and enjoyment of the subject property so long as either this CDP or the development it authorizes – or any part, modification, or amendment thereof – remains in existence on or with respect to the subject property.

CALIFORNIA COASTAL COMMISSION

455 MARKET STREET, SUITE 300
SAN FRANCISCO, CA 94105-2421
VOICE (415) 904-5200
WEB: WWW.COASTAL.CA.GOV

**NOTICE OF DECISION**

TO: Office of the Secretary for Resources
1416 Ninth Street, Ste 1311
Sacramento, CA 95814

FROM: California Coastal Commission
455 Market Street, Suite 300
San Francisco, CA 94105

SUBJECT: **Filing Notice of Decision in compliance with Section 21080.5 of the Public Resources Code**

DATE: April 18, 2024

The projects and plans on the attached list have been approved by the California Coastal Commission at its meeting of **April 10-12, 2024**. Some of the projects or plans have been approved subject to conditions or suggested modifications which require mitigation measures or alternatives to the projects to lessen or avoid significant effects on the environment.

1. The projects or plans as approved will not have significant effects on the environment.
2. Environmental analysis documents were prepared for these projects pursuant to Sections 21080.5 of CEQA and Section 15252 of Title 14 of the Administrative Code.
3. The records of projects or plan approvals may be examined at the respective district offices of the Coastal Commission as set out on the attached list.
4. Mitigation measures were in some cases made conditions of the approvals of the projects.

Brittney Cozzolino

Signature

Brittney Cozzolino
Supervisor, Statewide Planning Unit

Received for Filing:

Date: _____ By: _____

MORE INFORMATION. At the end of the agenda description the author's initials and a code indicating his/her headquarters office are identified (E=Eureka SF=San Francisco SC=Santa Cruz V=Ventura LB=Long Beach SD=San Diego). For more information about this agenda, contact one of the following staff members:

E (Del Norte, Humboldt & Mendocino Counties) Melissa Kraemer (707) 826-8950
SF (Sonoma, Marin, San Francisco & San Mateo Counties) Stephanie Rexing (415) 904-5260
SC (Santa Cruz, Monterey & San Luis Obispo Counties) Kevin Kahn (831) 427-4863
V (Santa Barbara & Ventura Counties, Malibu & Santa Monica Mountains) Barbara Carey (805) 585-1800
LB (Los Angeles, Orange County) Shannon Vaughn (562) 590-5071
SD (San Diego County) Diana Lilly or Kanani Leslie (619) 767-2370
A Telecommunication Device for the Deaf (TDD) is available at (415) 904-5200.

WEDNESDAY, April 10, 2024

CONSENT CALENDAR

Application No. 1-22-0358 (Parks & Rec., Stagecoach Hill Azalea Nature Trail Accessibility Improvements, Humboldt Co.)

Application of California Department of Parks & Recreation North Coast Redwoods District to improve to accessibility standards an approx. 0.5-mile-long nature trail by widening and improving existing trail segments, decommissioning and rerouting trail segments, adding retaining walls, installing ADA-compliant parking stall, wooden bench, and signage, replacing culvert, and enhancing adjacent habitat to mitigate for rare plant impacts, at Stagecoach Hill Azalea Nature Trail, Humboldt Lagoons State Park, Humboldt County. (CM-A)

CONSENT CALENDAR – (REMOVED FROM REGULAR CALENDAR)

Application No. 1-22-0797 (Tebon, Humboldt County)

Application of Scott and Jennifer Tebon to construct 3,560-sf, two-story, 2-bedroom single-family home with associated decks, porches, 630-sq.ft. garage, driveway, parking area, onsite wastewater treatment system, convert test well to production well, and approximately 1,700 cu.yds. of grading at 1316 Kane Road, 13 miles north of Trinidad, Humboldt County. (CM-A)

Application No. 5-23-0628 (Navid Khodayari Family Trust, Pacific Palisades)

Application of Navid Khodayari Family Trust to demolish existing approximately 4,200 sq. ft. single-family home with a detached 2-car garage and construct a new approximately 10,505 sq. ft., two-story single-family home including a 4,325 sq. ft. basement, attached 4-car garage, pool, and spa at 15851 Asilomar Blvd, Pacific Palisades, Los Angeles County. (ETP-LB)

NORTH COAST DISTRICT

DEPUTY DIRECTOR'S REPORT

**ENERGY, OCEAN RESOURCES AND FEDERAL
CONSISTENCY**

DEPUTY DIRECTOR'S REPORT

SOUTH CENTRAL COAST DISTRICT

DEPUTY DIRECTOR'S REPORT

NOTICE OF IMPENDING DEVELOPMENT

**Pepperdine University Notice of Impending Development No. PEP-NOID-0002-24
(Firestone Fieldhouse Renovation)**

Public hearing and action on Notice of Impending Development by Pepperdine University for partial renovation and improvements to portions of the existing Firestone Fieldhouse athletics building located within the interior, developed portion of Pepperdine University's Malibu Campus, Los Angeles County. (SF-V)

SOUTH COAST DISTRICT (LOS ANGELES COUNTY)

DEPUTY DIRECTOR'S REPORT

COASTAL PERMIT APPLICATION

Application No. A-5-VEN-21-0063 (Sutter, Venice)

Application of 811 Ocean Front Walk LLC to demolish 1,651 sq. ft. single-family home and construct new 35 ft. tall, 5,235 sq. ft. mixed-use development with 469 sq. ft. of ground floor retail use and 4,766 sq. ft. of first, second and third-floor single-family residential use with six on-site parking spaces on 4,498 sq. ft. lot at 811 Ocean Front Walk in Venice, City of Los Angeles, Los Angeles County.

Application No. 5-23-0210 (California Dept. Of Fish and Wildlife, Marina Del Rey)

Application of California Department of Fish and Wildlife for after-the-fact approval of installation of 6-ft. high (4-ft. above grade) approx. 1,745 linear ft., T-post and barbless wire wildlife permeable fence along existing pedestrian walking trail within Area A of the Ballona Wetlands Ecological Reserve in Marina del Rey, Los Angeles County. (MR-LB)(Note: the Commission's enforcement division has opened an investigation into potential Coastal Act violations associated with this item and site, as explained further in the staff report.)

THURSDAY, April 11, 2024

CONSENT CALENDAR – (REMOVED FROM REGULAR CALENDAR)

Application No. 2-23-0879 (Schmehl SFD, Seadrift)

Application by Mark Schmehl to renovate interior and exterior of 2,145 sq.ft. single-family home and add 90 sq.ft. addition, at 117 Dipsea Road, within private Seadrift community just upcoast of unincorporated Stinson Beach area of Marin County. (LV-SF)

NORTH CENTRAL COAST DISTRICT

DEPUTY DIRECTOR'S REPORT

LOCAL COASTAL PROGRAMS (LCPS)

Marin County LCP Amendment Number LCP-2-MAR-24-0002-1 (Short Term Rentals)

Public hearing and potential action on request by Marin County to amend the LCP Land Use Plan to establish new short-term rental provisions, and if the Commission does not take a final action, possible action to extend the deadline for final Commission action on the amendment. (SR-SF)

Sonoma County LCP Amendment Number LCP-2-SON-23-0042-1 (Vacation Rental Requirements)

Public hearing and potential action on request by Sonoma County to amend the LCP Implementation Plan to establish new regulations regarding vacation rentals, and if the Commission does not take a final action, possible action to extend the deadline for final Commission action on the amendment. (LH-SF)

PUBLIC WORKS PLAN

Public Works Plan No. PWP-2-MAR-24-0001-1 (Tomales Bay State Park Forest Health and Wildfire Resilience Public Works Plan)

Public hearing and potential action on California State Parks' proposed Public Works Plan that would allow a 10-year vegetation treatment program designed to enhance ecosystems and improve wildfire resilience (in tandem and pursuant to the State Board of Forestry's certified California Vegetation Treatment Program Programmatic Environmental Impact Report) in Tomales Bay State Park within the Marin County coastal zone and, if the Commission does not take final action, possible action to extend the deadline for final Commission action on the Public Works Plan. (EP-SF)

CENTRAL COAST DISTRICT

Appeal No. A-3-PGR-22-0004 (American Tin Cannery Hotel and Commercial Project, Pacific Grove)

Appeal by Commissioners Linda Escalante and Caryl Hart, Pacific Grove Coast Watch, Kim Akeman, Thom Akeman, Anthony Ciani, Jane Haines, and Michelle Raine of City of Pacific Grove decision granting CDP with conditions to Foursome Development Company for partial demolition and complete redevelopment and expansion of the existing American Tin Cannery commercial building to create a new 225-room hotel resort with related development (including two pools, a spa and fitness center, restaurants, banquet/meeting rooms, 290 underground and surface parking spaces, and approximately 11,000 sq.ft. of retail uses), totaling roughly 350,000 sq.ft. of total floor area; vacation of portions of the Sloat Avenue public street and Ocean View Boulevard sidewalk for private hotel use; and approximately 47,000 cu. yds. of grading, on a 5.6-acre site at 109/125 Ocean View Boulevard and 124 Central Avenue, Pacific Grove, Monterey County. (MF/KV-SC)

FRIDAY, April 12, 2024

ADMINISTRATIVE CALENDAR

Application No. 5-23-0577 (Lido Isle Community Association, Newport Beach)

Application of Lido Isle Community Association to remove and replace existing floating dock system like-for-like with new floating dock system consisting of a wooden frame instead of concrete and including four (4) less piles, at 398 Via Lido Nord, Newport Beach, Orange County. (FSY-LB)

Application No. 5-23-0868 (Dahlstrom, Huntington Beach)

Application of Greg Dahlstrom to remove and replace existing 383 sq. ft. floating dock with 54 sq. ft. gangway like-for-like. Two existing 16-in. guide piles to be reused in their same location at 16315 Niantic Circle, Huntington Beach, Orange County. (EG-LB)

CONSENT CALENDAR

Application No. 5-23-0411 (Lopez, Surfside-Seal Beach)

Application of Jeff Lopez to demolish existing three-story 2,147 sq. ft. single-family home with attached garage and construct new 2,182 sq. ft. three-story, approximately 35 ft. high, single-family home with attached 407 sq. ft. two-car garage at 50A Surfside Avenue, Surfside – Seal Beach, Orange County. (EG-LB)

Application No. 5-23-0672 (Olson, Newport Beach)

Application of Robert Olson to remove two existing U-shaped floating docks with 2,077 sq. ft. of water coverage and 15 piles with 16.8 sq. ft. of fill, and install new 1,538 sq. ft. L-shaped floating dock with 10 piles and 12.5 sq. ft. of fill at 921 Via Lido Soud, Newport Beach, Orange County. (JP-LB)

CONSENT CALENDAR – (REMOVED FROM REGULAR CALENDAR)

City of Newport Beach LCP Amendment No. LCP-5-NPB-22-0056-1-Part A(Density Bonus)

Public hearing and action regarding City of Newport Beach's request to amend the Implementation Plan (IP) of the City's Certified Local Coastal Program (LCP) to incorporate standards and establish an approval process for considering density bonuses with housing development projects. (FSY-LB)

Application No. 5-22-0860 (City of Seal Beach Public Works Dept, Seal Beach)

Application of the City of Seal Beach to rehabilitate existing 18-inch diameter cast iron potable

water line in-place by using cured in-place pipe (CIPP) lining methods involving excavation of nine (9) pits to provide access to the existing 18-in. water main with 180 cu. yds. of cut and 180 cu. yds. of fill at 1st Street within the Los Cerritos Wetlands, Seal Beach, Orange County. (FSY-LB)

Application No. 5-23-0291 (Caltrans State Route 1 Bicycle and Safety Improvements Project, Huntington Beach and Seal Beach)

Application of California Department of Transportation to construct continuous 10-mile-long bicycle lane improvement project in both directions, and associated safety features. Bike lane and safety improvements include: widen existing Class II bike lane and refresh existing bike and vehicle lane delineations; high visibility striping of new Class II bike lanes, Class III shared lanes, and crosswalks; widen right-turn pockets; remove existing raised medians and construct 6,800 ft. of median concrete barrier, in order to create more shoulder width for the bike lane; reconstruction of curb ramps and sidewalks; install bike detection sensors; install signage; replace and extend guardrail to protect a traffic signal; install bike-friendly grates; remove 21 ornamental median trees; and relocate traffic signal along State Route 1 between the Santa Ana River Bridge and Anderson Street in Huntington Beach and Seal Beach. (ME-LB)

Application No. 5-23-0701 (SCRRA & OCTA, San Clemente)

Application of Southern California Regional Rail Authority (SCRRA) and Orange County Transportation Authority (OCTA) for continued authorization of development undertaken under emergency coastal development permit to construct approximately 250 ft. long, 12 ft. high, temporary soldier pile and timber lagging barrier wall within railroad right-of-way seaward of Casa Romantica Cultural Center and Garden at 415 Avenida Granada at Orange Subdivision Mile Post 204.6, San Clemente, Orange County. (EG-LB)

City of San Diego LCP Amendment No. LCP-6-SAN-23-0027-2 (Housing Action Package)

Public hearing and action on request by City of San Diego to amend its certified Local Coastal Program to amend various chapters of the Land Development Code addressing housing and accessory dwelling units to implement Senate Bill 9. (AL-SD)

City of San Diego LCP Amendment No. LCP-6-SAN-23-0052-3 (Housing Action Package ADU Amendment)

Concurrence with the Executive Director's determination that the request by City of San Diego to amend its certified Local Coastal Program to change the amount of time an accessory dwelling unit must be deed-restricted as very low-income or low-income housing in order to qualify for an additional accessory dwelling unit is de minimis. (AL-SD)

Application No. A-6-ENC-22-0059 (Newman, Encinitas)

Application of Wesley Newman to construct 3,285 sq. ft. 2-story single-family home with 1,083 sq. ft. basement garage on 7,437 sq. ft. vacant lot, at 216 Neptune Ave, Encinitas. (KC-SD)

SOUTH COAST DISTRICT (ORANGE COUNTY)

DEPUTY DIRECTOR'S REPORT FOR ORANGE COUNTY

SAN DIEGO COAST DISTRICT

DEPUTY DIRECTOR'S REPORT



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joseph Sidor, Contract Planner
MEETING DATE: March 19, 2025
SUBJECT: Housing Element Monthly Status Update
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

On December 20, 2023, City Council approved the first amendment to the contract with Rincon Consultants, initiating the preparation of the Housing Element Update (HEU), along with related General Plan Amendments, Zoning Amendments, and Environmental Impact Report (EIR). Subsequently, City Staff and Rincon Consultants continued/commenced work and provided the thirteenth monthly progress report update to Council on February 19, 2025. Since then, the following tasks have been undertaken:

February 18, 2025: HCD submitted a 60-day review comment letter * to the City.

February 20, 2025: The Housing Element Team met to discuss next steps for the Housing Element Update, including amendments to the Zoning Code, Land Use, and Health and Safety Elements, as well as the Program Environmental Impact Report (EIR).

February 27, 2025: The Housing Element Team met with HCD to discuss the comment letter and AFFH programs.

February 27, 2025: The Housing Element Team met to review the discussion with HCD and to discuss potential AFFH program ideas.

March 6, 2025: The Housing Element Team met to discuss next steps for the Housing Element Update, including amendments to the Zoning Code, Land Use, and Health and Safety Elements, as well as the Program Environmental Impact Report (EIR).

March 6, 2025: Rincon provided City Staff with draft AFFH program recommendations.

March 10, 2025: City Staff met to discuss draft AFFH program recommendations.

March 12, 2025: The Housing Element Team met to discuss draft AFFH program recommendations.

* HCD's letter lists additional revisions that HCD will require before they will ultimately certify the City's Housing Element (following EIR certification, adoption of the housing element, zone changes, and other General Plan amendments required as part of this effort). The City's Housing Element team is already drafting language to address HCD's comments and will keep the Housing Element Update moving towards completion. Ahead on this will be a resubmittal to HCD to address the latest comments following another 7-day public review period. The Housing Element Team continues to simultaneously draft the EIR, prepare the required general plan amendments, and prepare the necessary zoning amendments.

The Housing Element Team includes City Planning, Housing, and City Manager staff, City legal representation, and Rincon/subconsultant staff. Staff will provide a monthly status update to the Council throughout the process, leading to an adopted and certified Housing Element.

For more information, please visit the Housing Element webpage:
www.cityofpacificgrove.org/HousingElement

OPTIONS

N/A - This is information only.

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report.

FOCUSED PRIORITY AREA: Affordable Housing



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Nicholas Cina, Finance Management Analyst
MEETING DATE: March 19, 2025
SUBJECT: Check Register February 2025
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. 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 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 February 2025. 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

Check Register (By Fund) - February 2025

Check Register (Detailed) - February 2025

Check Register Report - Summary by Fund - February 2025

Fund	Amount
01 - General Fund Total	\$ 1,597,582.85
07 - Library Bldg & Equip Fund Total	1,900.00
10 - Hospitality Imprvmt Dist. Total	188,153.58
11 - Library Book Fund Total	5,495.22
12 - Fire Emerg Equip Fund Total	8,943.60
15 - Housing Fund Total	1,833.33
17 - Local Streets And Roads Total	11,267.50
18 - Gas Tax Fund Total	17,701.53
20 - Rstp-(Tamc) Total	3,853.00
24 - Stillwell Children'S Pool Total	456.05
27 - Lighthouse Maint.& Impv. Total	2,504.57
40 - Poetry Promotion Fund Total	471.56
43 - Slesf Fund Total	2,135.37
47 - Rmra Fund Total	258,014.30
63 - Capital Improv Proj Fund Total	41,573.13
70 - Emp Benefit Fund Total	24,345.10
71 - Workers Comp Fund Total	750.00
72 - Liability Ins Fund Total	666.67
74 - Local Water Project Total	93,275.44
75 - Cemetery Fund Total	9,869.27
76 - Sewer Fund Total	211,393.44
77 - Golf Fund Total	1,993.14
84 - American Rescue Plan-Arpa Total	13,786.00
Grand Total	\$ 2,497,964.65

Check Register Report - Detailed View - February 2025

Fund	Check Date	Name	Description	Amount
01 - General Fund	02/07/25	Aflac	Ded:5200 Aflac Prem	\$ 2,234.10
		Calif Law Enforcmen	Ded:3200 Ltd Pd	608.00
		Calpers Health	Ded:4304 Health	59,961.30
		City Of Pacific Gro	Ded:3301 Aflac Med	1,494.36
		Eft	Ded:*Fm Medicare	63,772.27
		Pacific Grove City	Ded:7000 Assoc Dues	786.00
		Mass Mutual (457 Pl	Ded:3999 Roth Ira	12,886.52
		Mtry County Dept Of	Ded:0023 Garnish	396.92
		Pacific Grove Manag	Ded:7203 Assoc Dues	45.00
		City Of Pacific Gro	Ded:1006 Work Comp	10,284.83
		City Of Pacific Gro	Ded:7510 Pers Reimb	39.23
		City Of Pacific Gro	Ded:200 Dental	3,371.25
		City Of Pacific Gro	Ded:0005 Suta	128.92
		Pers	Ded:0020 Pers Er M3	-
		Police Officers Ass	Ded:7205 Assoc Dues	871.04
		Legal Shield	Ded:6100 Legal Svc	31.75
		State Disability Ta	Ded:0026 Sdi	4,549.98
		Standard Insurance	Ded:3500 Life Ins	1,401.75
		Transamerica Employ	Ded:5202 Transameri	311.82
		Union Bank Of Calif	Ded:4005 Pars-457	748.16
		Vision Service Plan	Ded:300 Vision	672.08
		Calif Law Enforcmen	Feb 2025 Id0267206	32.00
		Pers	17793584 Adj Report	488.18
		State Disability Ta	Q4 2025 Sdi	2,851.97
		Vision Service Plan	Feb 2025 Coverage	592.80
	02/10/25	Pers	17793622 Ppe 2.15.2	61.48
		Pers	Ppe 1/18/25	74,716.09
	02/13/25	Pers	17793622 Adj Report	134.13
		Pers	Ppe 2/1/25	74,666.40
	02/14/25	Pacific Gas & Elect	17 Mi Dr Ballpark	19,803.99
		Alhambra & Sierra S	Rec Bottled Water	25.94
		Alternator Starter	Fd Repairs Unit 649	361.56
		Amazon Capital Serv	Fin Office Supplies	3,211.53
		American Lock & Key	Asd Rekey Door	804.90
		American Supply Com	B&G Janitorial Supp	6,113.96
		American Time & Sig	Clock Tower Repairs	1,014.77
		Arcpoint Labs Of Mo	Pre Emplmt Screeng	110.00
		Ari Markovitch	Rfnd Prgrm Fees	205.00
		At&T	Lh Internet 1267	122.34
		At&T Calnet 3	Admin Internet 3342	3,499.33
		Muniservices, Llc	Acfr Report Dec 24	1,300.00
		Bavco	B&G Backflow	1,273.03
		Bfs Landscape Archi	Outdoor Dining Desi	200.00
		Bmi	Rec Music License	446.00
		Casey Day	Reimb Livescan	30.00
		Catacutan Consultin	Interim Admin Servi	2,789.45
		Cdw Government Inc	Adobe Software Rene	4,586.36
		Centralsquare Techn	Finance Software Fe	4,962.96
		Chandra Weaver	Rfnd Cancel Class	10.00
		Chiyo Mori	Rfnd Cancel Class	10.00
		Comcast	Ch Tv 0039031	802.44
		Commercial Service	Grill Fridge Repair	570.88
		Corie Beer	Rfnd Cancel Class	10.00

Check Register Report - Detailed View - February 2025

Fund	Check Date	Name	Description	Amount
		Demco Inc	Library Supplies	\$ 53.94
		Ekaterina Lozhnikov	Rfnd Cancel Class	10.00
		Ewing Irrigation Pr	Perkins Park Repair	743.94
		Ferguson Enterprise	City Hall Repairs	400.03
		At&T Mobility	Library Phone 1990	1,915.24
		Gachina Landscape M	Dec Gopher Mole Ctr	1,980.00
		Gardaworld	Jan Excess Fees	96.65
		Grand Avenue Floori	Fd Carpet Repairs	400.00
		Grove Market	Rec Prgrm Supplies	34.98
		Hana Gardens Seaside	B&G Mulch	238.71
		Hayward Lumber Comp	Streets Concrete	573.56
		Heihachiro Takarabe	Pmt Tai Chi Classes	112.00
		Home Depot Usa Inc.	Fd Washer / Dryer	-
		Iacp	Pd Iape Membership	220.00
		International Busin	Pd Computer Service	1,152.00
		Jenny Jacox	Rfnd Cancel Class	12.50
		Kattie Stong	Rfnd Cancel Class	10.00
		Library Ideas, Llc	Lib Books & Materia	0.50
		Mission Linen Suppl	Fd Linen Cleaning F	635.55
		Mission Uniform Ser	Linen & Uniform Cle	1,897.93
		Mollie Collyer	Rfnd Trsfr Camp Fee	25.00
		Monterey Bay Pest C	Fy25 Pest Control S	1,825.00
		Monterey Bay Treewo	Arborist Services F	5,300.00
		See Monterey	Hid Fy24/25 Q3	40,375.00
		Monterey County Wee	Ph District Maps	157.50
		Monterey One Water	Pw Sewer Trmt	6,684.40
		Monterey Tire Servi	Strt Unit 86 Repair	480.49
		Mp Express	Pd Cite Forms	194.43
		Planet Orange Inc	B&G Termite Inspec	795.00
		Nicholas Cina	Csmfo Traing N. Cin	164.60
		Noland, Hamerly, Et	Enayati Cases #21Cv	3,749.50
		Odp Business Soluti	Credit From Overpmt	290.99
		O'Reilly Auto Enter	Pd Credit Repairs	(87.90)
		Overhead Door Of Sa	Door Repair Mech Sh	626.58
		Pacific Gas & Elect	Golf Street 3438-9	4,064.38
		Pacific Grove Hardw	Museum Repair Suppl	2,017.46
		Pacific West Water	Cdd Water Service	85.70
		Psts	Chtqa Hall Grease T	1,913.49
		Pure Water	Street Bottle Water	90.60
		Quinn Company	Pw Loader Repairs	212.43
		The Radar Shop	Radar Tune Certifct	876.00
		Ready Refresh	Pd Water Services	415.33
		Becks Shoes And Rep	Safety Boots J. Gos	212.66
		Same Day Shred	Pd Shredding	60.00
		Sir Speedy	Bus Card Cc Garfiel	192.22
		Sirchie Acquisition	Pd P&Evidence Bags	54.50
		Speakwrite	Pd Transcript Svcs	44.88
		Steve Rodolf	Rfnd Cancel Class	12.50
		Lehr	Pd Unit 6 Repairs	450.34
		Symbol Art	Pd Challenger Coins	2,445.53
		Transunion Risk And	Pd Tlo	75.00
		Ups	Pd Ups Shipping	55.71
		Us Bank	Pd Trvl Refund Badg	6,365.72

Check Register Report - Detailed View - February 2025

Fund	Check Date	Name	Description	Amount
		Usa Towing	Pd Vehicle Towing	\$ 570.00
		Vestis Services, Ll	Linen Services Fy 2	182.31
		Watsonville Ford	Pd Vehicle Repairs	6,010.24
		Brian Whitson	City Hall Cleaning	2,480.00
		Swift Car Wash	Pd Car Washes March	260.00
		Xiaoyan Deng	Rfnd Cancel Class	10.00
		California American	300 Forest Fire-50%	13,918.89
	02/18/25	Eide Bailly Llp	Dec Audit Services	40,290.25
	02/19/25	Home Depot Usa Inc.	Fd Washer / Dryer	-
	02/20/25	Pers	Feb 25 Ual	351,013.58
	02/21/25	Aflac	Ded:5201 Aflac P/T	-
		Calpers Health	Ded:4304 Health	60,761.04
		City Of Pacific Gro	Ded:3301 Aflac Med	1,494.36
		Eft	Ded:*Fm Medicare	66,303.92
		Pacific Grove City	Ded:7000 Assoc Dues	829.25
		Mass Mutual (457 Pl	Ded:3999 Roth Ira	13,886.52
		Mtry County Dept Of	Ded:0023 Garnish	396.92
		Pacific Grove Manag	Ded:7203 Assoc Dues	45.00
		City Of Pacific Gro	Ded:1006 Work Comp	10,577.76
		City Of Pacific Gro	Ded:7510 Pers Reimb	39.23
		City Of Pacific Gro	Ded:200 Dental	3,500.85
		City Of Pacific Gro	Ded:0005 Suta	131.65
		Pers	Ded:0019 Pers Rt Sf	73,983.89
		Police Officers Ass	Ded:7205 Assoc Dues	878.71
		State Disability Ta	Ded:0026 Sdi	4,649.80
		Transamerica Employ	Ded:5202 Transameri	311.82
		Union Bank Of Calif	Ded:4005 Pars-457	660.17
		Vision Service Plan	Ded:300 Vision	693.00
		Pers	Feb 25 Ual	-
	02/26/25	Aflac	Feb 2025 Billing	2,058.28
		Vision Service Plan	Mar 2025 Coverage	-
		Vision Service Plan	Mar 2025 Coverage	77.73
	02/28/25	Accent Clean & Swee	Street Sweeping	18,810.00
		Alberta Jones	Reimb Permit Fees	280.00
		Alena Rachelle Wagr	Pmt For Rec Classes	1,224.30
		Alhambra & Sierra S	Fd Water Services	100.41
		Amazon Capital Serv	Rec Supplies Return	1,586.60
		American Lock & Key	Pd Keys Unit 9	77.24
		At&T	Rec Phone 0960	63.14
		At&T Calnet 3	Ch Generator Alarm	32.33
		Barry'S Carpet Serv	Preschool Carpet Cl	676.00
		Brian Anderson	Pd Traing Per Diem	3,219.00
		Ca Dept Of Justice	Pd Livescans	32.00
		Caltronics Business	Konica Copies Fy 24	4,457.33
		Wm.J. Clark Truckin	Dg Base	5,635.45
		Comcast	Rec Internet 021497	483.28
		Critical Reach	Abnet Annual Fee 20	415.00
		Coast Counties Glas	Fd Bthroom Partitio	2,014.00
		Denise Duffy & Asso	Great Tide Pool Sit	11,058.80
		Edges Electrical Gr	B&G Electrical Supp	163.11
		Engineered Fire Sys	Fd Plan Review Jan	877.50
		Ewing Irrigation Pr	Perkin Park Repairs	42.58
		Fitzgerald Brown	Fto Per Diem	219.00

Check Register Report - Detailed View - February 2025

Fund	Check Date	Name	Description	Amount
		Lori J Frati	Csmfo Conference	\$ 355.08
		Gachina Landscape M	Gopher/ Mole Feb	641.00
		Gemma Peterson	Pmt For Rec Classes	739.20
		Fusion Learning Par	Public Trng Inst Mb	500.00
		C.C.O.I. Gate & Fen	B&G Yard Gate	187.10
		Ips Group, Inc	Meter Fees Fy25	1,324.69
		Jd Repairs Inc	Fd Repairs Unit 641	2,213.07
		Secure Solutions	Pd Backgrounds	1,661.69
		League Of Ca Cities	Council Membrship	6,944.00
		Monterey Bay Pest C	Fy25 Pest Control S	310.00
		Monterey County May	Mty Cty Mayor Membe	1,621.53
		County Of Monterey	Cjis Access Oct-Dec	23,020.60
		Monterey County Wee	Notice Of Pub Hrng	274.50
		Monterey Fire Extin	Lib Fire Extnsshr S	2,149.60
		City Of Monterey	Fy25 Fire Services	272,759.00
		Netfile, Inc.	Subscrptn Elec Fili	4,560.00
		Netta Avineri	Rfnd Cancel Class	10.00
		Nielsen Merksamer	Cvra Legal Services	1,725.00
		Odp Business Soluti	Fin Office Supplies	232.43
		Powerdms, Inc.	Power Dms Pd	668.75
		R & S Erection Of M	Fd Bay Door Repairs	1,206.63
		R & S Heating And S	Pd Furnace Repairs	589.24
		Regional Government	Payroll Advisory Ja	3,480.75
		Rydin Decal	Emplyee Parking Pas	457.79
		Same Day Shred	Cmo Hr Shred Svcs	405.00
		Spca Of Monterey Co	Pd Animal Services	640.00
		Steve Rodolf	Rfnd Class Fees	84.00
		Sturdy Oil Company	Rec Fuel Dec 2024	19,841.17
		The Pun Group, Llp	Audit, Acfr, Gann R	56,665.00
		Tina Rau	Mayor Academy Trave	136.73
		Tope'S Tree Service	Contract Tree Servi	17,447.12
		Toro Petroleum Corp	Fd Diesel	1,969.24
		Usa Towing	Pd Unit 6 Tow	125.00
		V & V Manufacturing	Pd Badges	220.69
		Verizon Business	Rec Phone	1,513.67
		Vestis Services, Ll	Linen Services Fy 2	546.93
		Wells Fargo Vendor	Fy 24/25 Konica Lea	1,269.07
		Brian Whitson	City Hall Cleaning	380.00
		Chris Wilson Plumbi	Pd Duct Cleaning	110.00
07 - Library Bldg & Equi	02/14/25	Crozier Studios	Art Curation Instal	1,900.00
10 - Hospitality Imprvm	02/18/25	See Monterey	Mctid Oct-Dec Payou	103,474.50
		Pacific Grove Chamb	Hid Oct-Dec 2024	84,679.08
11 - Library Book Fund	02/14/25	Amazon Capital Serv	Lib Books & Materia	327.20
		Baker & Taylor Comp	Books & Materials /	4,608.56
		Cengage Learning/Ga	Lib Books & Materia	246.40
		Library Ideas, Llc	Lib Books & Materia	2.50
		Midwest Tape	Lib Books & Materia	221.98
		Overdrive, Inc.	Lib Books & Materia	23.92
	02/28/25	Cengage Learning/Ga	Lib Books & Materia	64.66
12 - Fire Emerg Equip Fi	02/28/25	Bound Tree Medical,	Medical Supplies Fo	8,943.60
15 - Housing Fund	02/20/25	Pers	Feb 25 Ual	1,833.33
	02/21/25	Pers	Feb 25 Ual	-
17 - Local Streets And R	02/28/25	Kimley Horn	Pine Ave Traffic St	PGCC 3-19-2511,267.50

Check Register Report - Detailed View - February 2025

Fund	Check Date	Name	Description	Amount
18 - Gas Tax Fund	02/14/25	Pacific Gas & Elect	19Th & Sunset Dr.	\$ 186.42
		4Leaf	Fy24/25 On-Call Tra	1,616.00
		California American	St Fund 50%	336.03
	02/18/25	Pacific Gas & Elect	Pw Elec 4482-4	8,898.73
	02/20/25	Pers	Feb 25 Ual	2,333.33
	02/21/25	Pers	Feb 25 Ual	-
	02/28/25	4Leaf	Fy24/25 On-Call Tra	1,160.00
		Bear Electrical Sol	Traffic Signal Main	420.00
		Sturdy Oil Company	Gas Tax Fuel Jan 20	1,451.02
		Triton Construction	Fuel System Svcs	1,300.00
20 - Rstp-(Tamc)	02/28/25	Ghd Inc.	Cedar, Sunset, Cong	3,853.00
24 - Stillwell Children'S	02/14/25	Amazon Capital Serv	Pool Safety Equipme	171.56
		American Supply Com	Pool Supplies	284.49
27 - Lighthouse Maint.8	02/14/25	Pacific Gas & Elect	Asilomar Blvd Pg Lh	219.41
		Amazon Capital Serv	Lighthouse Event	37.12
		Life At Sea	Lh Gift Shop Merch	1,369.25
		Monterey One Water	Lthse Sewer Trmt	118.08
		Pacific Grove Hardw	Lh Repair Supplies	88.33
		California American	90 Asilomar	136.76
	02/28/25	At&T Calnet 3	Lh Phone 3247	31.78
		Escarraga'S Luxury	Lighthouse Cleaning	480.00
		Jennifer Langford	Reimb Lh Supplies	23.84
40 - Poetry Promotion f	02/14/25	Jean Vengua	Lib Poetry Promotio	100.00
		Monterey One Water	Poetry Sewer Trmt	171.56
		Sally Ashton	Lib Poetry Promotio	100.00
	02/28/25	David Sullivan	Lib Poetry Promotio	100.00
43 - Slesf Fund	02/14/25	Enterprise Fm Trust	Fy24/25 Leased Vehi	2,135.37
47 - Rmra Fund	02/14/25	Monterey Peninsula	Fy23/24 Street Reha	258,014.30
63 - Capital Improv Proj	02/14/25	Silcon Constructors	Sidewalk Extension	41,573.13
70 - Emp Benefit Fund	02/07/25	Calpers Health	Feb 25 Ret & Change	823.60
	02/14/25	Claremont Behaviora	Eap Services Feb	648.15
		Pars	Ars Pars Fees Dec	369.20
	02/26/25	Standard Insurance	Mar 2025 Premiums	2,775.56
		Standard Insurance	Feb 2025 Coverage	6,811.84
	02/28/25	Calpers Health	Mar25 Ret & Changes	12,916.75
71 - Workers Comp Fun	02/20/25	Pers	Feb 25 Ual	750.00
	02/21/25	Pers	Feb 25 Ual	-
72 - Liability Ins Fund	02/20/25	Pers	Feb 25 Ual	-
		Pers	Feb 25 Ual	666.67
	02/21/25	Pers	Feb 25 Ual	-
74 - Local Water Projec	02/14/25	Monterey One Water	Lwp Sewer Trmt	16,645.49
		Pacific Gas & Elect	Lwp Elec 0792-1	4,625.66
		Perc Water Corporat	June 24 O&M Service	35,303.52
		California American	1313 Ocean View Blv	1,061.02
	02/28/25	Perc Water Corporat	Fy 24/25 Lwp O&M Ja	35,639.75
75 - Cemetery Fund	02/14/25	Pacific Gas & Elect	Cemetery - 1%	167.91
		Jensen Precast	Cem Bur Vault Assmb	4,643.13
		Mission Uniform Ser	Linen & Uniform Cle	511.21
		Pacific Grove Hardw	Cem Supplies	214.83
		California American	Cem 4%	277.05
	02/20/25	Pers	Feb 25 Ual	3,750.00
	02/21/25	Pers	Feb 25 Ual	-
	02/28/25	Sturdy Oil Company	Cem Fuel Jan 2025	305.14

Check Register Report - Detailed View - February 2025

Fund	Check Date	Name	Description	Amount	
76 - Sewer Fund	02/14/25	Pacific Gas & Elect	520 Ocean View Blvd	\$ 1,957.82	
		Don Chapin Co., Inc	Sewer Line Maintena	19,686.93	
		Mission Uniform Ser	Linen & Uniform Cle	511.21	
		Monterey One Water	Fog Prgm Fy 22/23	339.15	
		Monterey Peninsula	Fy23/24 Street Reha	71,250.00	
		O'Reilly Auto Enter	Sewer Vehicle Repai	104.85	
		Pacific Gas & Elect	Pw Sewer Elec 4175-	1,313.57	
		Pacific Grove Hardw	Sewer Repair Suppli	96.71	
		Pure Water	Sewer Bottle Water	22.65	
		Rooter King	Community Center La	32,246.00	
		Wallace Group	Scsmp 1, 6, 9 Cip24	17,720.59	
		California American	100 Oceanvw Irrig	161.03	
		02/20/25	Pers	Feb 25 Ual	11,750.00
	02/21/25	Pers	Feb 25 Ual	-	
	02/28/25	At&T	Pw Sewer Phone 1261	126.28	
	77 - Golf Fund	02/14/25	Capital One Public	Wastewtr Interest	44,781.75
			Chevrolet Of Watson	Sewer Repair Unit 4	175.75
			Don Chapin Co., Inc	Sewer Line Maintena	6,684.17
			Neill Engineers Cor	Admin Engineering S	1,000.00
			Sturdy Oil Company	Sewer Fuel Jan 2025	1,464.98
			Pacific Gas & Elect	1313 Ocean View Blv	132.98
California American			1273 Crespi Pond 50	1,860.16	
84 - American Rescue P	02/28/25	Keystone Ridge Desi	Lovers Point Trash	13,786.00	
Grand Total			\$	2,497,964.65	



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Joe Amelio, Mayor Pro Tem
MEETING DATE: March 19, 2025
SUBJECT: Monterey Salinas Transit Meeting Minutes: February 10, 2025
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive minutes.

DISCUSSION

OPTIONS

FINANCIAL IMPACT:

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Minutes

MEETING OF THE MST BOARD OF DIRECTORS

Meeting Minutes

February 10, 2025

10:00 am (Pacific)

Present:	Mary Ann Carbone, Chair Lorraine Worthy, Vice Chair Jeff Baron Kim Shirley Ariana Rodriguez Mike LeBarre Liesbeth Visscher Ed Smith Joe Amelio Tony Barrera Dave Pacheco Anna Velazquez Luis Alejo	City of Sand City City of Gonzales City of Carmel-by-the-Sea City of Del Rey Oaks City of Greenfield City of King City of Marina City of Monterey City of Pacific Grove City of Salinas City of Seaside City of Soledad County of Monterey
Absent:	None	
Counsel:	Michael D. Laredo	General Counsel, De Lay & Laredo
Staff:	Carl Sedoryk Lisa Rheinheimer Kelly Halcon Michael Kohlman Norman Tuitavuki Michelle Overmeyer Jeanette Alegar-Rocha Andrea Williams Beronica Carriedo Christine Church Danitza Lopez Daniel Rodriguez Daysi Chaidez Elena Grigorichina Emma Patel Ezequiel Rebollar Ikuyo Yoneda-Lopez	General Manager/CEO Deputy CEO Chief Human Resources Officer Chief Information Officer Chief Operating Officer Director of Planning and Innovation Deputy Secretary/Clerk to the Board Finance Manager C/S & Community Relations Supervisor Compliance Analyst HR Assistant Customer Service Representative Customer Service Representative Operations Specialist Planning Manager IT System Engineer Marketing & Communications Manager

Jacob Huggins
Jose Sanchez Barajas
Kevin Allshouse
Luiza Hatlestad
Natalie Flores
Paul Lopez
Marzette Henderson
Rolando Munoz
Ruben Gomez
Scott Taylor
Sonjé Dayries
Steven Bruno
Susie Flores
Ursulla Scardina
Vince Dang

IT Specialist
Assistant Planner
Contract Transportation Manager
Mobility Specialist
Associate Planner
Facilities Manager
Transportation Manager
Mobility Specialist
Mobility Coordinator
Information Technology Manager
Civil Rights Officer
Purchasing Agent
Grants Analyst
Communications Specialist
Project Management Coordinator

Public:	Anna Velazquez Michelle Adams Jim Fink Dave Cox Jasmine Mejia-Cortes Javier Gomez Linda Gonzales W.C. Phil Carmen Alba Christina Russel	Mayor, City of Soledad Councilmember, City of Sand City 28 Year Bus Passenger MV Transportation Monterey County Board of Supervisors Monterey County Board of Supervisors Monterey County Board of Supervisors Transdev Transdev Transdev
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1. CALL TO ORDER

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

1-2. Pledge of Allegiance.

Chair Carbone called the meeting to order at 10:04 a.m. Roll call was taken and a quorum was established. Director Pacheco led the pledge of allegiance.

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

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

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. Financial Reports – November and December 2024. (Lori Lee) (Page 9)
 - a) Accept Report of November and December 2024 Cash Flow
 - b) Approve November and December 2024 Disbursements
 - c) Accept report of November and December 2024 Treasury Transactions
- 3-2. Receive the Annual Comprehensive Financial Report for Fiscal Years Ending June 30, 2024 and 2023. (Andrea Williams) (Page 33)
- 3-3. Approve Minutes of the MST Board Meeting December 9, 2024. (Jeanette Alegar-Rocha) (Page 39)
- 3-4. Receive Draft Minutes of the MST Board Operation Performance Committee Meeting on December 9, 2024. (Jeanette Alegar-Rocha) (Page 45)
- 3-5. Receive Draft Minutes of the MST Corporation Meeting on December 9, 2024. (Jeanette Alegar-Rocha) (Page 49)
- 3-6. Approve Minutes of the MST Board Meeting and Strategic Planning Workshop on January 13, 2025. (Jeanette Alegar-Rocha) (Page 53)
- 3-7. Adopt Resolution 2025-12 Recognizing Ursulla Scardina, Communications Specialist as Employee of the Month for January 2025. (Ikuyo Yoneda-Lopez) (Page 61)
- 3-8. Adopt Resolution 2025-13 Recognizing Daniel Merillana, Safety Training Officer as Employee of the Month for February 2025. (Jarred Augusta) (Page 63)
- 3-9. Reject Claim by the Claimant Lexus Monterey, Victor Lacuata. (Jarred Augusta) (Page 65)
- 3-10. Reject Claim by the Claimant Anna Leyva-Nguyen. (Jarred Augusta) (Page 67)
- 3-11. Reject Claim by the Claimant Sheri Rood. (Jarred Augusta) (Page 69)
- 3-12. Reappoint Measure Q Oversight Committee Member Juan Pablo Lopez to a New 3-Year Term and Appoint New Members Anna Velazquez and Dan Albert Each to 3-Year Terms. (Carl Sedoryk) (Page 71)

- 3-13. Adopt Resolution 2025-14 Authorizing MST's General Manager/CEO to Execute All Required Documents for the Community Development Block Grant (CDBG) Program. (Susie Flores) (Page 73)
- 3-14. Adopt Resolution 2025-15 in Appreciation of Anna Velazquez, Her Support to the MST Board, and Contribution to the Community. (Carl Sedoryk) (Page 77)
- 3-15. Authorize the General Manager/CEO to Purchase Five (5) Toyota Prius Hybrid Vehicles at the Lowest Price/Best Options at the Time of Purchase Utilizing the California Department of General Services (DGS) Contract #1 -22-23-10 in an Amount Not to Exceed \$162,000. (Norman K. Tuitavuki) (Page 79)
- 3-16. Authorize the General Manager/CEO or Their Designee to Execute Contracts Related to the Federal Transit Administration Enhancing Mobility Innovation Program Award in an Amount Not to Exceed \$449,860. (Michael Kohlman) (Page 81)

There were no public comments on the Consent Agenda.

On a motion by Director Alejo and seconded by Director Smith, the Board unanimously approved all items on the Consent Agenda.

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 4-1. Recognition and Appreciation for Anna Velazquez. (Mary Ann Carbone)

The MST Board recognized Anna Velazquez for her eight years of service on the Board of Directors and for her outstanding contribution to MST and the entire community.

- 4-2. Board of Directors "Roadeo" Awards. (Carl Sedoryk)

General Manager/CEO, Carl Sedoryk awarded Mike LeBarre with the 2025 Board of Directors "Roadeo" trophy. Lorraine Worthy, Vice Chair, received the "Orange Crush" award.

- 4-3. January 2025 Employee of the Month – Ursulla Scardina, Communications Specialist. (Ikuyo Yoneda-Lopez)

The MST Board recognized Ursulla Scardina, Communications Specialist, as the January 2025 Employee of the Month for her outstanding contribution to MST and the entire community.

- 4-4. February 2025 Employee of the Month – Daniel Merillana, Safety Training Officer. (Jarred Augusta)

The MST Board recognized Daniel Merillana, Transit Trainer, as the February 2025 Employee of the Month for his outstanding contribution to MST and the entire community.

5. PUBLIC HEARINGS

None.

6. ACTION ITEMS

- 6-1. Authorize the General Manager/CEO or their Designee to Enter into a Five (5) Year Contract with Transdev Services, Inc. for Paratransit and Fixed Route Services, with the Option to Extend for One (1) Additional Two (2) Year Term, in an Amount Not to Exceed \$67,890,014 For the Initial term, and \$33,107,556 For the Option Term. (Norman Tuitavuki/Steven Bruno) (Page 83)

Director Barrera asked how long current coach operators will remain employed with the new Transdev contract. Norman Tuitavuki responded that current coach operators will remain for at least 90 days.

Director LeBarre asked if current issues will be addressed by Transdev. staff responded that current issues will be addressed in training.

Director Alejo asked if Transdev has a collective bargaining agreement.

Director Pacheco asked if Transdev is local and if current coach operator jobs are secure.

Director Smith asked if Transdev has service contracts with other transit agencies in the area and also about the local leadership team locations.

W.C. Phil, Senior Vice President of Business Development from Transdev responded that 80% of the Transdev workforce is organized via a union across the United States. Fifty-percent of the drivers are female. Seventy-five percent of the executive team are female. Transdev wants to hire as many of the current workforce as possible with the same pay and benefits under the current union contract. Transdev has its headquarters in Chicago with 73 contracts in the state of California. Transdev currently operates with San Benito County Transit, SamTrans, and San Luis Obispo. The Transdev leadership team is based on regions with one in Sacramento. The local leadership team would be located at the MST facility.

Jim Fink, MST passenger and member of the public commented that in his experience Transdev service is excellent.

On a motion by Director LeBarre and seconded by Director Amelio, the Board unanimously approved item 6-1.

- 6-2. Authorize the General Manager/CEO, or their Designee to Enter into a Contract with the F. Loduca Company for Construction on the South County Circulator Bus Stops in the City of Greenfield in an Amount Not to Exceed \$323,113. (Vince Dang/Steven Bruno) (Page 87)

There were no public comments.

Director Rodriguez commented that residents in her community of Greenfield would like additional supplemental door-to-door transit service and bus stops at the pharmacy and shopping mall on Walnut Ave. Michelle Overmeyer, Director of Planning and Innovation, noted that installing bus stops at the two locations are planned for a future phase.

On a motion by Director Rodriguez and seconded by Director Alejo, the Board unanimously approved item 6-2.

- 6-3. Authorize the General Manager/CEO, or their Designee to Enter into a Contract with the Granite Rock Company for Bus Stop Construction in the City of Pacific Grove in an Amount not to Exceed \$211,180. (Vince Dang/Steven Bruno) (Page 89)

There were no public comments.

On a motion by Director Smith and seconded by Director Visscher, the Board unanimously approved item 6-3.

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 – December 2024 (Page 91)
- 7-2. Federal Legislative Advocacy Reports – December 2024 and January 2025 (Pages 93-95)
- 7-3. State Legislative Advocacy Update – (Page 99)
- 7-4. Staff Trip Reports – (Pages 105-129)
- 7-5. Correspondence – (Pages 131-143)

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.
 - a) General Counsel Performance Evaluation

Board members were asked to provide evaluation responses for General Counsel by February 28, 2025.

- 8-3. Board Member Referrals for Future Agendas.

9. ATTACHMENTS

- 9-1. The Monthly Report for December 2024 can be viewed online:
<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.

- 10-1. Conference with Monterey-Salinas Transit and ATU Labor Contract – Gov. Code § 54957.6. (Michael Laredo, Kelly Halcon) (No Enclosure)

There were no public comments.

Michael Laredo reported that the Board provided direction to open negotiations for the contract which expires on September 30, 2025.

- 10-2. Conference with Real Property Negotiators, Gov. Code § 54956.8
APN#: 031-201-013-000 located at the northwest corner of Imjin Road and Imjin Parkway, Marina, CA
MST Negotiators: Carl Sedoryk, General Manager/CEO
Under Negotiation: Price and Terms of Sale

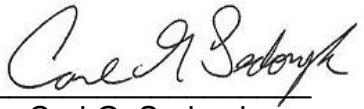
There were no public comments.

Michael Laredo reported that the Board provided direction to the General Manager/CEP to pursue pricing terms.

11. ADJOURN

With no further business to discuss, Chair Carbone adjourned the meeting at 11:40 a.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: Daniel Gho, Public Works Director/Deputy City Manager
MEETING DATE: March 19, 2025
SUBJECT: Congress, Cedar, and Sunset Intersection Safety Improvement Project

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

RECOMMENDATION

1. Authorize Amendment #1 for Phase 1 of the Congress, Cedar, and Sunset Intersection Safety Improvement Project agreement with GHD to extend the term through June 30, 2026.
2. Receive a project update.
3. Alternatively, discuss and take other action related to this item.

DISCUSSION

Background

In 2016, the Transportation Agency for Monterey County (TAMC), in partnership with the City of Pacific Grove (City) and the California Department of Transportation (Caltrans), conducted a study of the State Route 68 Corridor (SR68) segment located in Pacific Grove City bounds, the Pacific Grove Hwy 68 Corridor Study.

<https://www.tamcmonterey.org/pacific-grove-hwy-68-corridor-study>

The intent of the study was to identify improvements that would provide safer access for all modes of travel. The study identifies several areas along the SR68 corridor, managed by Caltrans and within the City boundary, that are ripe for safety improvements. The City, in coordination with TAMC, has focused on complete street and safety improvements to the five-legged intersection of Sunset Drive, Congress Avenue, and Cedar Street. This intersection has been selected because it is adjacent to two schools, is heavily trafficked, and has historically been an area of interest for improvement by the community and TAMC.

On November 8, 2016, TAMC placed the Transportation Safety & Investment Plan (Measure X) on the ballot, the measure was approved with 67.7% approval from Monterey County voters. The measure, through retail transactions and use tax of three-eighths of one percent (3/8%) is anticipated to generate an estimated \$20 million annually for 30 years. The revenue from the sales tax measure is used for transportation safety and mobility projects in Monterey County. 40% of the revenue is allocated to Regional Projects via the Regional Safety Mobility and Walkability Program. TAMC has identified and

allocated funding for specific projects across the county; one of the projects identified includes improvements to the SR68 Corridor within Pacific Grove. A total of \$5 million has been allocated.

On October 19, 2022, the Council approved a Measure X funding agreement with TAMC for an amount not to exceed \$1,000,000, of the larger \$5 million bucket, to the initial phase and kick off the project. At the July 5, 2023, meeting, the Council authorized the City to enter into an agreement with GHD for Phase I of the Congress, Cedar, and Sunset Intersection Safety Improvement Project in an amount not to exceed \$797,574. Since the commencement of the project and the authorization of the agreement with GHD, significant progress has been made.

At the City Council's July 17, 2024 meeting, the Council chose to pursue a single-build alternative for the five-way intersection –a roundabout with Cedar access relocated. The report with background information can be found [here](#).

Update

Summary of Project Status

The project team has completed 30% design, traffic operations analysis, and a preliminary environmental analysis report in support of a request to Caltrans to process project approval through a Design Engineering Evaluation Report (DEER) Process.

The Caltrans DEER process combines two phases into one – project initiation and project approval/environmental document. This streamlined process will save the City both time and budget. Caltrans has evaluated the City's request for DEER, which was submitted in late November, and has tentatively accepted the DEER path.

In preparation for the anticipated DEER approval, the project team is preparing to proceed with the preparation of the environmental documents for the project and other items needed for the DEER, which include:

- Environmental studies
- Geotechnical investigation
- Environmental documentation
- Right-of-way datasheet
- Traffic management plan
- Cost estimates

The project schedule will be re-established after receiving Caltrans approval to proceed with the DEER process, but the anticipated schedule to complete the work is 16 months (June 30, 2026). Now that the City has a timeline, we are requesting a contract extension to align with the completion of the phase 1 tasks, as noted. The total cost of the agreement remains unchanged.

OPTIONS

Provide alternative direction

FINANCIAL IMPACT:

There is no fiscal impact associated with receiving this report. As noted above, this project is funded via Measure X and is approved as part of the Capital Improvement Program. The requested amendment is a time-extension amendment only. All other terms of the agreement will remain the same.

Attachments

Amendment #1

**AMENDMENT #1 TO THE AGREEMENT FOR THE PHASE I OF THE CONGRESS, CEDAR, AND
SUNSET INTERSECTION SAFETY IMPROVEMENT PROJECT WITH GHD**

WHEREAS, the City of Pacific Grove (“City”) and GHD (“Consultant”) entered into an Agreement (“Agreement”) dated July 21, 2023; and

WHEREAS, the City and Consultant need to amend certain terms of the Agreement;

NOW, THEREFORE, the parties agree as follows:

A. The Agreement is amended as follows:

- Section 1 Term. This Agreement shall commence on 7/24/2023 and shall remain and continue in effect until tasks described herein are completed, but in no event later than ~~6/30/2024~~ **6/30/2026**, unless sooner terminated pursuant to the provisions of this Agreement.

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

Dated: _____

Lindsey Van Parys, PE: Business Group Leader

Dated: _____

Daniel Gho: Public Works Director

Dated: _____

Brian Pierik: City Attorney

Dated: _____

Fred Marsh: Administrative Services Director

Dated: _____

Nick Smith: Mayor



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: March 19, 2025
SUBJECT: Task Force on Diversity, Equity and Inclusion Minutes: February 10, 2025.
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

Receive minutes.

Attachments

DEI Minutes 2-10-25



MEETING MINUTES

CITY OF PACIFIC GROVE

TASK FORCE ON DIVERSITY, EQUITY, AND INCLUSION

REGULAR MEETING

Monday, February 10, 2025, 6:00 P.M.

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

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:

https://www.cityofpacificgrove.org/Zoom_DEI

1. **CALL TO ORDER / ROLL CALL**

Chair Bui called the meeting to order at 6:00 p.m. Management Analyst Staphany Arriola conducted roll call with the following Task Force members present in person: Chair Bui, Vice-Chair Fryberger, Members Doneux, Pye and Rubin.

2. **APPROVAL OF AGENDA**

Action: Upon motion by Chair Bui and seconded by Vice Chair Fryberger, the Task Force voted 5-0, to approve the agenda.

A. Election of Officers

No public comment was received.

Action: By way of nomination, Kim Bui elected Chair for the Diversity, Equity, and Inclusion Task Force.

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

AYES: Chair Bui, Vice-Chair Fryberger, Members Doneux, Pye and Rubin.

NOES: None.

ABSENT: None.

Action: By way of nomination, Natalie Fryberger was elected Vice-Chair for the Diversity, Equity, and Inclusion Task Force.

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

AYES: Chair Bui, Vice-Chair Fryberger, Members Doneux, Pye and Rubin.

NOES: None.

ABSENT: None.

Action: By way of nomination, Kimberly Pye was elected Secretary for the Diversity, Equity, and Inclusion Task Force.

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

AYES: Chair Bui, Vice-Chair Fryberger, Secretary Pye, Members Doneux and Rubin.
NOES: None.
ABSENT: None.

3. **PRESENTATIONS**

No presentations were scheduled.

4. **TASK FORCE AND STAFF ANNOUNCEMENTS (City-Related Items Only)**

The Task Force gave brief introductions about themselves.

5. **COUNCIL LIAISON ANNOUNCEMENTS**

6. **GENERAL PUBLIC COMMENT**

General public comment received from Paul Walkingstick, Mike Gibbs, Carol Marquart, Beth Walker, Colleen Ingram, Sharon Miller, Inge Lorentzen Daumer.

A. Written General Public Comment

7. **CONSENT AGENDA**

Action: Upon motion by Member Doneux and seconded by Vice Chair Fryberger, the Task Force voted 5-0, to approve the Consent Agenda.

A. Minutes of the Task Force on Diversity, Equity and Inclusion January 13, 2025 meeting.

Action: Approved the minutes.

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

8. **REGULAR AGENDA**

A. City Council Goals Discussion and Recommendations

Public comment received from Mike Gibbs and Colleen Ingram.

Action: Upon motion by Chair Bui and seconded by Vice Chair Fryberger, the Task Force voted 5-0 to discuss proposed goals for recommendation to the City Council within the guidance and parameters provided and approve the following 2 goals to recommend for City Council consideration for inclusion in the 2025-2027 Community Goals and Work Plan:

1. Develop a cultural stewardship plan.
2. Develop a City Council statement in support of underrepresented communities reflecting that we are a welcoming committee.

B. Task Force Meeting Frequency ***This item was continued from the Task Force on DEI's January 13, 2025 meeting.***

Public comment received from Tina Rau.

Action: The Task Force reviewed its meeting frequency.

C. Task Force Work Plan Review

No public comment received.

Action: The Task Force reviewed the 2024-2025 Work Plan.

- D. Task Force Resources Webpage Definition and Purpose
No public comment received.

Action: Upon motion by Vice Chair Fryberger and seconded by Member Doneux, the Task Force voted 5-0, to adopt the Task Force Webpage Purpose Statement.

9. **NEXT MEETING** *March 10, 2025 at 6:00 p.m.*

10. **ADJOURNMENT**
The regular meeting was adjourned at 7:48 p.m.

Respectfully submitted,

Staphany Arriola, Management Analyst
for 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: Katie Clark, Recreation Program Manager
MEETING DATE: March 19, 2025
SUBJECT: Recreation Board Minutes: January 23, 2025
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines
Section 15378

RECOMMENDATION

Receive minutes.

Attachments

Recreation Board Minutes January 23, 2025

1. CALL TO ORDER

Recreation Board Chair, Colleen Goldsmith, called the meeting to order at 4:01 PM. Also present in the chamber were Vice Chair Jay Tulley, Board Member Ashley Gamble, Board Member Roger O'Sullivan, Public Works Director/Deputy City Manager Daniel Gho, Recreation Program Manager Katie Clark, and City Council Liaison Joe Amelio. Board Member Darrell Smith was not present.

2. APPROVAL OF AGENDA

Upon motion by Vice Chair Jay Tulley and seconded by Board Member O'Sullivan, the Recreation Board voted unanimously to approve the agenda.

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

1. Public Works Director/Deputy City Manager Gho announced:
 - The drainage project at George Washington has commenced.
 - The soundproofing at the pickleball courts has also commenced. It is a very labor-intensive project.
 - The ramps and ADA pathways will start soon.
2. Recreation Program Manager Clark announced:
 - Youth programs are available
 - Jr Soccer is getting moved to the spring
 - The youth soccer program will be released in the late spring.
 - The Youth Center is open.
 - Special programs are coming up and are available online.
3. Recreation Board Chair Colleen Goldsmith announced:
 - The board will get an update on the Chinese Pavilion project and fundraiser.
 - The Heritage Society is raising money for Chautauqua Hall. They would like to raise \$1,000,000.
 - A new group, Community Cares, will work with Public Works and professional landscapers to improve public spaces.
 - Board Member Darrell Smith will not continue to serve on the Board; the Board thanks him for his service.

Vice Chair Tulley commended the Recreation Program Manager Clark for all the new programming. He asked if local youth can volunteer with the recreation department.

4. COUNCIL LIAISON ANNOUNCEMENTS

City Council Liaison Joe Amelio announced:

- The City Council is working to establish districts
- The birthday party for the Lighthouse. There will be a birthday cake and pins.
- 7 candidates were discussed to replace Debby Beck, and Cynthia Garfield was chosen.
- An environmental contractor was approved.

- The client action plan was approved.

5. GENERAL PUBLIC COMMENT

Mike Gibbs commended the Recreation Board, specifically the leadership of the Board Chair, Colleen Goldsmith.

Peggy Gibbs also commended the Recreation Board.

Charles Cha gave a quick update on the Chinese Pavilion project. The campaign has raised \$200,000, and the people behind the project are looking for an architect.

Inge Daumer thanked Board Chair Goldsmith for her service and complimented her stellar service.

One written public comment was received from Inge Daumer regarding Parks and Rec Day.

6. APPROVAL OF THE MINUTES

There is one correction noted by Recreation Program Manager Katie Clark on the Meeting Minutes from November 25, 2024. There was a mention of 'kickball', should have been 'pickleball'. Upon motion by Board Member Gamble and seconded by Board Member O'Sullivan, the Recreation Board voted unanimously to approve the Meeting Minutes from November 25, 2024.

7. REGULAR AGENDA

A. FY 2025-2026 Special Events Calendar

The Board received the report from Katie on the 2025-2026 Special Events Calendar that is included in the meeting packet.

No public comments were made.

Vice Chair Tulley asked clarifying questions about why some car shows are City-sponsored. Vice Chair Tulley also asked about getting Parks and Rec Day on the calendar. Public Works Director/Deputy City Manager Gho clarified that it does not meet the criteria of a special event.

Board Chair Goldsmith asked clarifying questions about the Youth Ambassadors event. Vice Chair Tulley asked if the pair will be repaired. Public Works Director/Deputy City Manager Gho clarified it will not. However, it is safe and stable.

Board Chair Goldsmith asked about the Night Owl event and if the new fire truck will be available for the "Touch A Truck" event.

Vice Chair Tulley motioned to approve the calendar as proposed in the agenda report. Board Chair O'Sullivan seconded the motion.

B. Parks and Rec Day Report

The Board received a report from Vice Chair Tulley.

The board discussed the date, the Parks and Recreation Day itinerary and requested support from staff. It was determined that this event does not meet the requirement of a 'special event'.

Public Comments:

Inge Daumer commented about the event regarding budget, accessibility, and public interest.

Board Member Gamble asked how the Board can meet and not violate the Brown Act. Vice Chair Tulley said there is a precedent. Vice Chair Tulley also responded to Inge Daumer's comments regarding the budget. Chair Goldsmith commented about sponsorships, incentives, refreshments, a survey, and reaching out to other committees. The dates of the event were discussed. May is busy for the Recreation Department. July is another option. The budget and dates were discussed. A budget of \$1,000 was further discussed, and a date of July 18 from 1 to 5 PM was

8. NEXT MEETING

The next meeting will be Thursday, February 27, 2025, at 4:00 PM at the Council Chamber, City Hall, at 300 Forest Avenue, Pacific Grove, CA.

9. ADJOURNMENT

During the adjournment, Chair Goldsmith said this was her last meeting. All Board Members present spoke, thanking Chair Goldsmith for her service and commending her for a job well done. The meeting adjourned at 5:25 PM

Minutes respectfully submitted by Board Member Gamble.



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Matt Mogensen, City Manager
MEETING DATE: March 19, 2025
SUBJECT: Fifth Public Hearing to Establish District Boundaries to Transition from the City of Pacific Grove City Council At-Large Election System to a District-Based City Council Election System; Adoption on Second Reading on an Ordinance Establishing District-Based Elections for Council Members, Adopting a District Boundary Map, and Assigning a sequence of Elections and Approval of Report on the Basis for Decisions pursuant to Elections Code Section 21130 (f) . ***This item to commence at 6:15 p.m.***

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

RECOMMENDATION

1. Hold a public hearing regarding the Ordinance Establishing District-Based Elections for Council Members.
2. Hold second reading and adopt an Ordinance Establishing District-Based Elections for Council Members (Attachment 2).
3. Motion to approve Report on the Basis for Decisions pursuant to Elections Code Section 21130 (f) (Attachment 3).

DISCUSSION

On March 5, 2025, the City Council held a Fourth Public Hearing as part of the process for transitioning from at large elections to district elections pursuant to Elections Code Section 10010 (Staff Report is Attachment 1).

At the meeting on March 5, 2025, the City Council introduced by first reading the Ordinance Establishing District-Based Elections for Council Members designating Map 101 and including sequencing for future elections (Attachment 2). There were no changes between the first and second readings of this ordinance. The City Clerk caused a summary of the ordinance to be published on March 13, 2025.

Elections Code Section 21130 sets forth the requirements and criteria for the legislative body to apply when establishing district-based elections.

Elections Code Section 21130 (f) provides, in pertinent part, that: “Within 21 days of adopting final

election district boundaries, the districting body shall issue a report that explains the basis on which the districting body made its decisions in achieving compliance with the requirements and criteria described in this section, including, as to each neighborhood, community of interest, city, or census designated place that was split into two or more districts, the reason for that split.”

At this time, the City Council should consider the Report on the Basis for Decisions pursuant to Elections Code Section 21130 (f) attached hereto as Attachment 3. This Report consists of a table which lists the requirements and criteria set forth in Elections Code Section 21130 and the basis on which the City Council is making its decision in achieving compliance with the requirements and criteria of Section 21130.

The recommended actions are to conduct the public hearing, adopt on Second Reading the Ordinance Establishing District-Based Elections for Council Members (Attachment 2) and approve the Report on the Basis for Decisions pursuant to Elections Code Section 21130 (f) in Attachment 3.

OPTIONS

1. Take alternative action related to the subject.
2. Take no action.

FINANCIAL IMPACT:

None.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

- 1 - Staff Report for CC Meeting on March 5, 2024
- 2 - Ordinance Establishing District-Based Elections for Council Members
- 3 - Report on the Basis for Decisions Pursuant to Elections Code Section 21130(f)



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Matthew Mogensen, City Manager
MEETING DATE: March 5, 2025
SUBJECT: Fourth Public Hearing to Establish District Boundaries to Transition from the City of Pacific Grove City Council At-Large Election System to a District-Based City Council Election System and First Reading on an Ordinance Establishing District-Based Elections for Council Members, Adopting a District Boundary Map, and Assigning a sequence of Elections. *This item to commence at 6:15 p.m.*
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Hold a Public Hearing to Receive Input from the Community Regarding the Establishment of District Boundaries to Transition from an At-Large City Council Election System to a District-Based City Council Election System in accordance with California Elections Code § 10010
2. Discuss method for voting on a preferred map
3. Select a map for inclusion in the ordinance to transition to district elections
4. Request the City Attorney read the title of the ordinance.
5. Motion to waive further reading of the ordinance.
6. Introduce and hold a first reading of an ordinance establishing district-based elections for Council Members by amending Pacific Grove Municipal Code Title 2 to add a new Chapter 2.70 ("district-based elections"), adopting a district boundary map and assigning a sequence of elections for the new districts
7. Direct that publication of the ordinance will be satisfied by publication of a summary approved by the City Attorney
8. Take alternative action.

DISCUSSION

BACKGROUND

On October 2, 2024, the City Council considered and approved Resolution No. 24-042, declaring its intent to initiate procedures for a transition from at-large to district-based council member elections. The staff report package and supporting materials can be accessed at this link.

The City of Pacific Grove currently has an at-large election system, which means that the electors for the entire City choose each of the six Council Members, and a directly elected Mayor. A district-based election is one in which the city is geographically divided into separate districts, each with one Council Member who resides in the district and is chosen by the electors residing in that particular district. The office of the Mayor would still be directly elected by all voters of the City.

California Elections Code §10010 Requirements

California Elections Code §10010 provides the process of transitioning from at-large elections to by-district elections. Elections Code §10010 specifically applies to charter cities. The process includes:

1. A Resolution of Intent to Transition from At-Large Elections to By-district Elections;
2. First Public Hearing on composition of possible districts before draft maps are drawn
3. Second Public Hearing no more than 30 days after First Public Hearing on composition of possible districts before draft maps are drawn
4. Publication of Draft Maps and Election Sequence – at least 7 days prior to public hearing on maps
5. First Public Hearing on Draft Maps
6. Second Public Hearing on Draft Maps no more than 45 days after First Public Hearing on Draft Maps.
7. Final Public Hearing in connection with final adoption (Second Reading) of Ordinance to transition from at-large elections to by-district elections; Ordinance becomes effective 30 days after adoption.

To fulfill the requirements of California Elections Code §10010, the following timeline has been developed to complete the process by March 31, 2025.

- ~~October 2, 2024 – City Council Adopted Resolution 24-042, declaring its intent to initiate procedures for a transition from at-large to district-based council member elections.~~
- ~~November 20, 2024 – first public hearing on composition of possible districts before draft maps are drawn.~~
- ~~December 18, 2024 – second public hearing on composition of possible districts before draft maps are drawn.~~
- ~~January 8, 2025 – staff conducted a “community workshop” format meeting to educate residents on how to use the map drawing tools. The meeting was noticed as a special meeting of the City Council to allow Council Members to attend if they chose.~~
- ~~January 27, 2025 – deadline for submission of draft maps to be published with proposed sequencing of elections in the new districts for consideration at third public hearing.~~
- ~~February 5, 2025 – third public hearing on draft maps submitted by Pacific Grove residents and City’s demographic consultant.~~
- ~~February 24, 2025 – deadline for submission of draft maps or revised draft maps to be published with proposed sequencing of elections in the new districts to be considered at fourth public hearing.~~
- March 5, 2025 – fourth public hearing on draft maps and revised maps submitted by Pacific Grove residents and City’s demographic consultant, and First Reading of an Ordinance to adopt a district map and final sequencing in which districts will be implemented in elections.
- March 19, 2025 - second reading of the Ordinance adopting the district map and sequencing which districts will be implemented in elections.

At the first two public hearings the public was informed about the districting process and the community was provided with the opportunity to give feedback on what factors should be taken into consideration while creating district boundaries. The public was asked to provide input regarding communities of interest and other local factors that should be considered while drafting district maps.

A community of interest is a neighborhood or group that would benefit from being in the same district because of shared interests, views, or characteristics. Possible community features include, but are not limited to:

- A. School attendance areas.
- B. Natural dividing lines such as major roads, hills, or highways.
- C. Areas around parks and other neighborhood landmarks.
- D. Common issues, neighborhood activities, or legislative/election concerns; and
- E. Shared demographic characteristics, such as:
 - (1) Similar levels of income, education, or linguistic insolation.
 - (2) Languages spoken at home; and
 - (3) Single-family and multi-family housing unit areas.

Also discussed at the first two public hearings were the legal requirements in creating the district boundaries. These compliance mandates include the following state and federal criteria:

Legal Requirements - Federal:

1. Each council district shall contain a nearly equal population as required by law; and
2. Each council district shall be drawn in a manner that complies with the Federal Voting Rights Act. No council district shall be drawn with race as the predominate factor in violation of the principles established by the United States Supreme Court in *Shaw v. Reno*, 509 U.S. 630 (1993), and its progeny. In connection with compliance with the federal Voting Rights Act, California law requires the City Council to determine whether it is possible to create an election district or districts in which a minority group is sufficiently large and geographically compact to constitute a majority in a single-member district, as set forth in *Thornburg v. Gingles*, 478 U.S. 30 (1986), and published on its redistricting webpage the results of its analysis within seven days of completing the analysis or prior to adopting election district boundaries, whichever occurs first.

In accordance with Elections Code section 21130(b)(1), on January 24, 2025, the City posted on its districting webpage a report disclosing that it is not possible to create an election district or districts in which a minority group is sufficiently large and geographically compact to constitute a majority in a single-member district, as set forth in *Thornburg v. Gingles* (1986) 478 U.S. 30.

In addition to the federal criteria, California has adopted mandatory, prioritized criteria:

1. To the maximum extent practicable, election districts shall be geographically contiguous.
2. To the maximum extent practicable, and where it does not conflict with the preceding criterion, the geographic integrity of any local neighborhood or local community of interest shall be respected in a manner that minimizes its division. Communities of interest do not include relationships with political parties, incumbents, or political candidates.
3. To the maximum extent practicable, and where it does not conflict with the preceding criteria, election districts shall be bounded by natural and artificial barriers, by streets, or by the boundaries of the local jurisdiction. Election district boundaries should be easily identifiable and understandable by residents.
4. To the maximum extent practicable, and where it does not conflict with the preceding criteria, election districts shall be drawn to encourage geographical compactness in a manner that nearby areas of population are not bypassed in favor of more distant populations.
5. The City Council shall not adopt election district boundaries for the purpose of favoring or discriminating against an incumbent, political candidate, or political party.
6. The City Council shall not adopt election district boundaries using any criterion that is prioritized over the criteria described above.
7. Within 21 days of adopting final election district boundaries, the City Council shall issue a report that explains the basis on which it made its decisions in achieving compliance with the requirements and criteria described above, including, as to each neighborhood or community of interest that was split into two or more districts, the reason for that split.

A charter city may adopted comprehensive or exclusive redistricting criteria in its city charter that include a requirement to keep whole either communities of interest or neighborhoods. The City of Pacific Grove has not adopted redistricting criteria in its charter.

Public Outreach

The City established a dedicated webpage for the District Elections Transition effort. This webpage contains all information (reports, hearing notices, presentations, mapping resources, etc.) and is found on the [City's website](#).

City staff has also made efforts to conduct outreach to the public to provide information on the City's districting process, including the following:

- September 4, 2024, agenda report and City Council discussion.
- September 6, 2024 City Manager's report newsletter article.
- October 2, 2024, City Council discussion and declaration of intent to transition to district-based elections.
- October 4, 2024, City Manager's Report newsletter article.
- October 16, 2024, City Manager's Report newsletter article providing the schedule of hearings.
- Public Hearing Notice for the November 20, 2024, Public Hearing was posted at City Hall and published in the Monterey County Weekly on November 7, 2024.
- November 8, 2024, City Manager's Report newsletter article providing notice of first hearing on November 20.
- November 20, 2024, agenda report and City Council discussion.
- November 22, 2024, City Manager's Report newsletter article providing notice of second hearing on December 18, 2024.
- Public Hearing Notice for the December 18, 2024, public hearing was posted at city hall and published in the Monterey County Weekly on December 5, 2024.
- December 18, 2024, agenda report and City Council discussion.
- December 20, 2024, City Manager's Report newsletter article providing notice of public workshop on January 8, 2025 and information on where to find mapping resources.
- December 30, 2024, post on City's Nextdoor and Facebook informing residents of upcoming workshop on January 8, 2025, the hearing on February 5, 2025, and how to get involved.
- A public workshop held on January 8, 2025, aimed at assisting residents with learning how to draw district boundary maps and answer questions.
- January 17, 2025 City Manager's report newsletter article providing information on where to find mapping resources.
- Public Hearing Notice for the February 5, 2025, public hearing was posted at City Hall and published in the Monterey County Weekly on January 23, 2025.
- February 7, 2025, City Manager's report newsletter article providing information on where to find mapping resources and deadline to submit new maps.
- Public Hearing Notice for the March 5, 2025, public hearing was posted at city hall and published in the Monterey County Weekly on February 20, 2025.
- February 21, 2025, City Manager's report newsletter article providing information on where to find mapping resources and deadline to submit new maps.

DISCUSSION

The purpose of this public hearing on March 5, 2025, is to consider draft maps; receive input from the community regarding the draft maps, district boundaries, and election sequencing.

The City provided members of the public access to the paper map resource and an online map resource to create their proposed maps. The mapping resources with instructions have been provided on the City's website on the District Elected Transition webpage, which can be found [here](#).

To assist residents with learning how to draw district boundary maps and answer questions, staff held a public workshop on January 8, 2025. Approximately 15 – 20 residents were in attendance.

The community was encouraged to submit proposed maps by January 24, 2025, for consideration at the February 5, 2024, public hearing.

On February 5, 2025, the City Council held a public hearing to discuss the first group of 20 maps that were submitted by the demographer and members of the community. These 20 draft maps are listed below and can be found at the links provided. After public comment and deliberations, the City Council voted to indicate they are supportive of additional consideration of Maps 101, 108, 109, 118 and 119. These five maps, in addition to all the first map submittals are attached to this report. All map submissions can be found at the links below.

The Interactive Review Tool [linked herein](#) provides a digital version of all maps. This tool allows you to overlay the maps on each other to compare and contrast the differences. Users can also view the attribute tables for each map and view all demographic characteristic information for that map.

The community was encouraged to submit another round of proposed maps by February 24, 2025, for consideration at the March 5, 2024, public hearing.

Draft Maps

The community was encouraged to submit proposed maps by February 24, 2025, for consideration at the March 5, 2024, public hearing. The list of proposed maps submitted appears below and are attached to this report. Additionally, these proposed maps were posted in compliance with the Elections Code § 10010 on Tuesday, February 25, 2025.

The proposed maps can also be viewed on an Interactive Review Tool [linked herein](#) and can be used to zoom in and out for additional detail and demographic data.

Maps submitted for February 5, 2025, City Council review:

Map 101 – Deviation 8.09%. The districts are compact and contiguous.
Map 102 – Deviation 7.34%. The districts are compact and contiguous.
Map 103 – Deviation 2.09%. The districts are compact and contiguous.
Map 104 – Deviation 6.74%. The districts are compact and contiguous.
Map 105 – Deviation 7.10%. The districts are compact and contiguous.
Map 106 – District F is compact but not contiguous and therefore not viable as submitted.
Map 107 – District E is compact but not contiguous and therefore not viable as submitted.
Map 108 – Deviation 4.64%. The districts are compact and contiguous.
Map 109 – Deviation 5.28%. The districts are compact and contiguous.
Map 110 – Deviation 6.03%. The districts are compact and contiguous.
Map 111 – Deviation 3.09%. The districts are compact and contiguous.
Map 112 – Deviation 9.08%. The districts are compact and contiguous.
Map 113 – Deviation 0.52%. The districts are compact and contiguous.
Map 114 – Deviation 0.56%. The districts are compact and contiguous.
Map 115 – Deviation 4.44%. The districts are compact and contiguous.
Map 116 – Deviation 6.66%. The districts are compact and contiguous.
Map 117 – Deviation 6.55%. The districts are compact and contiguous.
Map 118 – Deviation 7.97%. The districts are compact and contiguous.
Map 119 – Deviation 3.29%. The districts are compact and contiguous.
Map 120 – Deviation 5.79%. The districts are compact and contiguous.

Additional Maps submitted for March 5, 2025, City Council review

Map 121 – Deviation 5.63%. The districts are compact and contiguous.

Sequencing Of District Elections

“Sequencing” means assigning to each district the election year in which that district seat will be up for election. The City Council deliberates about and assigns sequencing after selection of a districting plan for final adoption. Currently, three seats are up for Citywide election in the Gubernatorial election year; three seats are up for Citywide election in the Presidential election year.

Elections Code § 10010 has provisions for sequencing elections in the new districts:

1. The draft districting plans that are subject to the second round of public hearings must include a “potential” sequencing of elections for each draft plan. (Elec. Code § 10010(a)(2).) This assignment is only “potential.”
2. Elections Code § 10010(b) specifies two criteria for “consideration” in setting the final sequencing of elections. Those criteria are a) “consideration to the purposes of the California Voting Rights Act” and b) “tak[ing] into account the preferences expressed by members of the districts.” There is no judicial guidance about what either of these criteria means.

Regarding the first criterion, some California Voting Rights Act advocates contend this provision requires the district with a majority of citizens of voting age who are Latino to be placed on the ballot in the Presidential election cycle when Latino turnout may be higher. There is no such district in any draft plan for the City and, in any case, this approach could present potential constitutional issues.

Regarding the second criterion, most cities have interpreted it as a requirement that the City Council consider public comment about sequencing.

After complying with the statutory criteria, sequencing of elections in the finally adopted new districting plan is at the discretion of the City Council. Cities commonly consider:

- a.) Completion of the terms of Council Members elected at-large. For example, a Council Member whose term ends in 2028 serves out the full four-year term even if that member resides in the same district as a Council Member whose term ends in 2026 and that district is on the 2026 ballot.
- b.) Scheduling elections in a particular district based on the expiration of the term of office of the Council Member who resides in the district. For example, a district in which a Council Member resides with a term ending in 2026 could be placed on the ballot in 2026. A district in which two Council Members reside with respective terms ending in 2026 and in 2028 could be placed on the ballot in 2026 or 2028.
 1. If in 2026, see subparagraph (a), above. Of course, the Council Member with a term ending in 2028 could run in 2026 and resign from his at-large seat if elected. The City Council would then make an appointment to fill the remaining two years of that term.
 2. If in 2028, the Council Member with a term ending in 2026 would be out of office after the 2026 elections and a seat without a resident Council Member would be placed on the ballot in 2026.
- c.) Scheduling elections in a district in which no current Council Member resides at the earlier election cycle consistent with maintaining the appropriate number of Council Members. For example, if a district has two Council Members with terms ending in 2026 and that district is assigned an election cycle starting with 2026, a district without a resident Council Member would also be placed on the ballot in 2026. If there are two districts without resident Council Members (for example, if two Council Members with terms ending in 2028 are also paired in the same district), then only one of those districts would be placed on the ballot in 2026.

To reiterate, the City Council considers options and assigns sequencing after selection of a districting plan for final adoption. The City Council has conducted the process of designing district boundaries without regard to the residences of Council Members to remain in compliance with the mandatory criterion which prohibits adoption of election district boundaries for the purpose of favoring or discriminating against an incumbent, political candidate, or political party.

The final action of the City Council to transition to district-based elections will be to adopt the Second Reading of the Ordinance on March 19, 2025.

Proposed Process for Selection of a Preferred District Map

Council Members Rau and Walkingstick have proposed using a Ranked Choice Voting system to assist the City

Council with deliberating and selecting a preferred district map. Council Member Rau and Walkingstick will present the attached presentation regarding Ranked Choice Voting prior to City Council deliberations.

OPTIONS

Other action related to this item.

FINANCIAL IMPACT:

There is no fiscal impact resulting from the fourth public hearing.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Public comment
Public comment
Public comment
Revised PPT with Sequencing Slides
Maps 101-120
Map 121
Rank Choice Voting Presentation
Public Hearing 4 Presentation
Proposed Ordinance

ORDINANCE 25-XXX

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE ESTABLISHING DISTRICT-BASED ELECTIONS FOR COUNCIL MEMBERS BY AMENDING PACIFIC GROVE MUNICIPAL CODE TITLE 2 TO ADD A NEW CHAPTER 2.70 (“DISTRICT-BASED ELECTIONS”), ADOPTING A DISTRICT BOUNDARY MAP AND ASSIGNING A SEQUENCE OF ELECTIONS FOR THE NEW DISTRICTS

1. The City of Pacific Grove (“City”) is a California Charter City and municipal corporation, duly organized under the Constitution and laws of the State of California, and exercising its authority pursuant to California Constitution Article XI, Sections 5 and 7.
2. The City Council (“Council”) is the governing body of the City, and the Council is comprised of seven members, including the directly elected Mayor and six Councilmembers.
3. Prior to the adoption of this Ordinance, each member of Council (the Mayor and each of the six Councilmembers) was elected in at-large elections, in which each member of Council was elected by the registered voters of the entire City except for Councilmember Cynthia Garfield who was appointed by the City Council to fill the vacancy which resulted from the resignation of Councilmember Debby Beck.
4. The Mayor serves a two-year term and each Council Member serves a four-year term which are staggered such that three Council Members are elected in the Presidential elections year and three Council Members are elected in the Gubernatorial election year.
5. On August 23, 2024, the City received a certified letter (“Letter”) from the District 12 Director of the League of United Latin American Citizens (“LULAC”). The Letter formally requested the City to transition from at-large to district-based elections to comply with the California Voting Rights Act (“CVRA”) and states their belief that the City’s at-large system dilutes minority voting strength potentially violating the CVRA and the Letter urges the City to avoid potential litigation, which has proven costly for municipalities and that transitioning voluntarily allows the City to maintain control over the districting process and engage the community meaningfully.
6. A violation of the CVRA may be established if it is shown that racially polarized voting has combined with an at-large voting system to impair the ability of a protected class of voters to elect candidates of its choice or to influence the outcome of an election (Elections Code § 14027).
7. The Letter received by the City did not include an assertion that racially polarized voting occurred in the City or any evidence to support such a claim, nor, at this time, is the City itself aware of any such evidence.
8. The City denies that its election system violates the CVRA or any other provision of law and asserts that City’s election system is legal in all respects.

9. The CVRA applies only to at-large electoral systems and thus favors district-based electoral systems, as defined (Elections Code § 14026(b)), which are not subject to attack under the CVRA, even if there is racially polarized voting in the districts.
10. The City has broad constitutional “home rule” authority under California Constitution Article XI, Section 5, which includes the authority to adopt ordinances related to the conduct of elections, thus the City can transition to district-based elections even if there is no violation of the CVRA.
11. The California Legislature in Elections Code § 10010 has provided a method whereby a jurisdiction can expeditiously transition to a district-based election system and thereby protect itself against the high cost of litigation under the CVRA.
12. California Government Code § 34886 provides additional protection by authorizing the legislative body of a city, under certain circumstances and without a vote, to adopt an ordinance to change its method of election from an at-large system to a district-based system in which either (a) each council member is elected only by the voters in the district in which the candidate resides, or (b) all council members except the mayor are elected by district and the mayor is elected by a city-wide vote.
13. The CVRA, Elections Code § 10010 and Government Code § 34886 are General Laws of the State of California and Article 8 of the Charter of the City of Pacific Grove requires the City’s General municipal elections to be held pursuant to the provisions of the General Laws of the State of California
14. One of the purposes of the CVRA and Elections Code § 10010 is to encourage the election of the governing body of a jurisdiction on a by-district basis, such that the voters of each district elect one of the district’s own residents to be its representative on the governing body, thus protecting the jurisdiction from CVRA litigation.
15. Another purpose of California Elections Code § 10010 is to prohibit CVRA litigation and place a cap on the recovery of attorneys’ fees associated with a CVRA claim, if, within forty-five (45) days of receipt of a claim under the CVRA by certified letter, the City adopts a resolution stating its intent to transition to district-based elections, and, within ninety (90) days thereafter (or as otherwise stipulated by the parties), the City adopts an ordinance transitioning to a district-based election system consistent with the intent and purpose of the CVRA.
16. Pursuant to California Government Code § 34886, it is declared the change in the method of electing Council Members made by this Ordinance is in furtherance of the purposes of the CVRA and to continue to implement the guarantees of California Constitution Article I, Section 7, and Article II, Section 2, as set forth in Section 14031 of the CVRA, and to protect the City from potential liability under the CVRA.
17. The City Council has determined that the public interest is better served by initiating a process for transition to a district-based election system and thereby avoiding the high costs associated with defending a lawsuit under the CVRA.
18. At its regular meeting on October 2, 2024, the City Council adopted Resolution No. 24-042 outlining its intention to transition from at-large to district-based elections for the six Council Members, pursuant to Elections Code Section 10010.

19. At its regular meetings on November 20, 2024 and December 18, 2024, consistent with the provisions of California Elections Code § 10010, the City Council held two public hearings over a period of no more than thirty days, at which the public was invited to provide input regarding the composition of the districts before drawing a draft map or maps of the proposed boundaries of the districts.
20. On January 8, 2025 staff conducted a “community workshop” format meeting to educate residents on how to use map-drawing tools provided by the City’s consultant to facilitate drawing draft districting maps by members of the public.
21. The community was encouraged to submit proposed maps by January 24, 2025, for consideration at a public hearing on February 5, 2024, public hearing.
22. In accordance with Elections Code section 21130(b)(1), on January 24, 2025, the City posted on its districting webpage a report disclosing that it is not possible to create an election district or districts in which a minority group is sufficiently large and geographically compact to constitute a majority in a single-member district, as set forth in *Thornburg v. Gingles* (1986) 478 U.S. 30.
23. The City received 20 draft maps prepared by members of the public and the City’s consultant which were timely posted on the City’s redistricting webpage.
24. On February 5, 2025, the City Council held a public hearing to discuss all 20 maps and the City Council selected Maps 101, 108, 109, 118 and 119 for additional consideration.
25. After the February 5, 2025 public hearing, the City received one additional draft map from a member of the public and timely posted that new map.
26. The City held a second public hearing on the draft maps on March 5, 2025 with special focus on draft Maps 101, 108, 109, 118, and 119, and after the public hearing the City council selected draft Map 101 as the City’s new districting map for implementation of district-based elections.
27. Draft Map 101 complies with all legal requirements under the Constitutions of the United States and the State of California, the federal Voting Rights Act, and California Elections Code § 21130.
28. After the March 5, 2025 public hearing and selection of draft Map 101, the City Council considered options for the sequencing of elections in the new districts in accordance with California Elections Code § 10010(b), established a sequencing of elections in the districts in draft Map 101, and voted to introduce for a first reading and approval this Ordinance to establish by-district elections in six (6) single-member districts, as reflected in **Exhibit A** to this Ordinance.
29. Throughout the public hearing process related to the City’s transition from an at-large to a district-based election system, the City engaged in a significant amount of public outreach and engagement in addition to the public hearings, including public notices, news releases, social media posts, a community map drawing workshop, consistent updates to the City’s districting webpage, advertisement in the City Manager’s Report Newsletter, and other public outreach activities.

30. This Ordinance is intended to provide for the district-based election of six Council Members of the City of Pacific Grove by-district in six single-member districts while retaining a directly elected office of Mayor, pursuant to Articles 8 and 11 of the Charter of the City of Pacific Grove and California Government Code § 34886.

31. The City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including reports by City staff and all information provided during public meetings.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PACIFIC GROVE DOES ORDAIN AS FOLLOWS:

SECTION 1. Findings. The City Council hereby finds that the facts set forth in the recitals to this Ordinance are true and correct and establish the factual basis for the City Council's adoption of this Ordinance.

SECTION 2. Adoption. Pacific Grove Municipal Code Title 2 is hereby amended by adoption of Chapter 2.70 as set forth in Exhibit "A," attached hereto and incorporated herein by reference. Accordingly, the City Council hereby authorizes and directs the codifier to: (A) amend the Table of Contents for Pacific Grove Municipal Code Title 2 to add the reference to Chapter 2.70 "District-Based Elections"; and (B) create a Table of Contents for Pacific Grove Municipal Code Chapter 2.70 to identify each of the Sections of Chapter 2.70, as set forth in this Ordinance.

SECTION 3. District Boundary Map. The City Council hereby approves the district boundary map identified as Map 101 for the district-based election system for six City Council Members as set forth in Exhibit "A," attached hereto and incorporated herein by reference (Map 101 is attached to and incorporated into Exhibit "A" as Exhibit 1 and shall hereinafter be called, "City of Pacific Grove City Council District Map").

SECTION 4. Implementation. If necessary to facilitate the implementation of this Ordinance, the City Council hereby authorizes the City Manager, or his or her designee, to make technical adjustments to the district boundaries adopted in this Ordinance that do not substantively affect the populations in the districts, the eligibility of candidates, or the residence of elected officials within any district. The City Manager shall consult with the City Attorney concerning any technical adjustments deemed necessary and shall advise the City Council of any such adjustments required in the implementation of the districts.

SECTION 5. CEQA. The City Council finds that the actions authorized by this Ordinance are not subject to the requirements of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Sections 15060(c)(2) and 15061(b)(3) since the actions will not result in a direct or reasonably foreseeable indirect physical change in the environment.

SECTION 6: Severability. If any section, sub-section, subdivision, paragraph, clause or phrase in this Ordinance, or any part thereof, is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining sections or portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, sub-section, subdivision, paragraph, sentence,

clause, or phrase of this Ordinance, irrespective of the fact that any one or more sections, sub-sections, subdivisions, paragraphs, sentences, clauses, or phrases may be declared invalid or unconstitutional.

SECTION 7: Effective Date. This Ordinance shall become effective thirty (30) days following adoption.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this _____ day of _____, _____, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED

NICK SMITH, Mayor

ATTEST:

DATED: _____

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

BRIAN J. PIERIK, City Attorney

EXHIBIT A

CHAPTER 2.70

DISTRICT-BASED ELECTIONS

2.70.010 District-Based Elections for six Councilmembers.

Pursuant to Government Code § 34886, the six (6) members of the City Council of the City of Pacific Grove shall be elected by-district in separate single-member districts.

- a) Members of City Council shall be elected in the electoral districts established by Section 2.70.020 of this Chapter, as may be subsequently reapportioned as provided by law. Elections shall take place “by-district” as that term is defined in California Government Code § 34871, meaning one member of the City Council shall be elected from each district, by the voters of that district alone.
- b) Except as provided in subdivision (c) of this section, the Council Member elected to represent a district must reside in that district and be a registered voter in that district, and any candidate for City Council must live in, and be a registered voter in the district in which he or she seeks election at the time nomination papers are issued, pursuant to California Government Code § 34882 and Elections Code § 10227. Termination of residency in a district by a Council Member shall create an immediate vacancy for that Council district unless a substitute residence within the district is established within thirty (30) days after the termination of residency.
- c) Notwithstanding any other provision of this section, the Members of the City Council in office at the time the Ordinance codified in this chapter takes effect shall continue in office until the expiration of the full term to which elected and until a successor is qualified. Mid-term vacancies in a City Council seat elected at-large shall be filled from the City at-large. At the end of the term of each Council Member elected at-large that Council Member’s successor shall be elected by-district in the districts established in Section 2.70.020.

Section 2.70.020 – City Council Districts and District Election Sequence.

The six (6) members of the City Council of the City of Pacific Grove shall be elected “by-district” in the districts shown and numbered on the map titled “City of Pacific Grove City Council District Map”, attached hereto as Exhibit 1 and incorporated herein by this reference, a copy of which shall be on file at all times in the City Clerk’s office.

In 2026 and every four (4) years thereafter, the following three (3) City Council districts shall be elected by-district at the general municipal election: District One (1), District Three (3), and District Five (5). In 2028, and every four (4) years thereafter, the following three (3) City Council districts shall be elected by-district at the general municipal election: District Two (2), District Four (4), and District Six (6).

Section 2.70.030 – Adjustment of District Boundaries.

Pursuant to Elections Code § 21621, as it may be amended from time to time, the City Council shall adjust the boundaries of any or all of the City Council Districts following each decennial federal census to ensure that the districts comply with all applicable provisions of law.

Section 2.70.040 – Vacancies.

Any mid-term vacancy in a City Council district shall be filled in accordance with Section 12 of the Charter of the City of Pacific Grove, only by an eligible resident of the district.

Section 2.70.050 – Directly-elected Mayor.

The Mayor of the City of Pacific Grove shall continue to be directly elected by the voters of the City as set forth in Section 11 of the Charter of the City of Pacific Grove.

Section 2.70.050 – Effective Date.

This Ordinance shall be in full force and effect from and after thirty (30) days following its adoption in accordance with law.

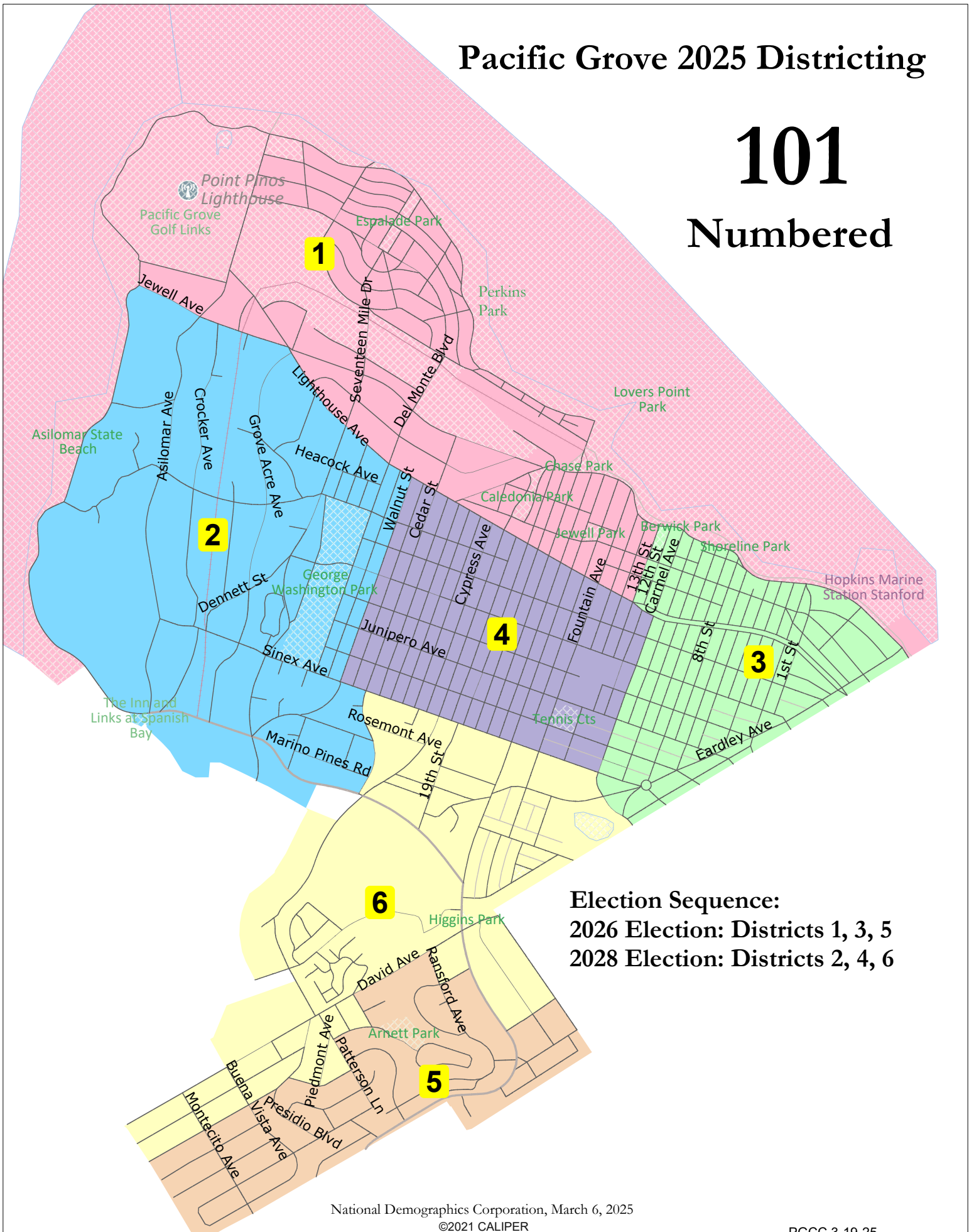
Section 2.70.060 – Severability.

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Pacific Grove hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact any one or more sections, subsections, clauses, or phrases be declared invalid.

Pacific Grove 2025 Districting

101

Numbered



Election Sequence:

2026 Election: Districts 1, 3, 5

2028 Election: Districts 2, 4, 6

101 Numbered								
District		1	2	3	4	5	6	Total
	Total Pop	2,443	2,559	2,385	2,564	2,585	2,589	15,125
	Deviation from ideal	-78	38	-136	43	64	68	204
	% Deviation	-3.09%	1.51%	-5.39%	1.71%	2.54%	2.70%	8.09%
Total Pop	% Hisp	10.8%	13%	15%	12%	22%	14%	14%
	% NH White	77%	73%	71%	75%	60%	68%	71%
	% NH Black	2%	1%	2%	1%	2%	3%	2%
	% Asian-American	6%	9%	7%	8%	12%	11%	9%
Citizen Voting Age Pop	Total	1,941	1,892	2,060	1,953	2,000	1,964	11,809
	% Hisp	4%	7%	7%	10%	23%	12%	11%
	% NH White	88%	84%	84%	81%	66%	78%	80%
	% NH Black	3%	2%	1%	1%	1%	1%	2%
	% Asian/Pac.Isl.	5%	6%	7%	6%	9%	9%	7%
Voter Registration (Nov 2022)	Total	1,919	1,737	1,618	1,856	1,669	1,710	10,509
	% Latino est.	7%	7%	10%	7%	12%	11%	9%
	% Spanish-Surnamed	6%	6%	9%	7%	10%	10%	8%
	% Asian-Surnamed	2%	2%	3%	3%	5%	4%	3%
	% Filipino-Surnamed	1%	1%	2%	1%	1%	1%	1%
	% NH White est.	76%	87%	82%	88%	83%	84%	83%
	% NH Black	14%	2%	2%	1%	0%	0%	3%
Voter Turnout (Nov 2022)	Total	1,347	1,225	1,135	1,351	1,102	1,149	7,310
	% Latino est.	6%	6%	8%	6%	10%	9%	7%
	% Spanish-Surnamed	5%	5%	7%	5%	9%	8%	7%
	% Asian-Surnamed	1%	2%	2%	2%	4%	3%	3%
	% Filipino-Surnamed	1%	1%	2%	1%	1%	1%	1%
	% NH White est.	77%	88%	85%	89%	85%	86%	85%
	% NH Black	14%	2%	2%	1%	0%	1%	3%
Voter Turnout (Nov 2020)	Total	1,814	1,577	1,518	1,701	1,478	1,527	9,615
	% Latino est.	6%	7%	8%	6%	12%	7%	8%
	% Spanish-Surnamed	6%	7%	8%	6%	11%	7%	7%
	% Asian-Surnamed	2%	2%	2%	2%	3%	5%	3%
	% Filipino-Surnamed	1%	1%	2%	1%	1%	1%	1%
	% NH White est.	77%	88%	84%	89%	84%	86%	84%
	% NH Black est.	2%	2%	2%	1%	0%	1%	1%
ACS Pop. Est.	Total	2,357	2,292	2,642	2,532	2,696	2,584	15,105
Age	age0-19	11%	18%	15%	19%	23%	21%	18%
	age20-60	40%	43%	52%	48%	56%	41%	47%
	age60plus	48%	40%	33%	34%	22%	37%	35%
Immigration	immigrants	13%	14%	12%	12%	14%	14%	13%
	naturalized	64%	74%	52%	55%	81%	79%	68%
Language spoken at home	english	86%	87%	86%	87%	72%	79%	83%
	spanish	3%	2%	4%	2%	13%	8%	5%
	asian-lang	4%	5%	4%	5%	2%	2%	4%
	other lang	7%	7%	6%	6%	12%	10%	8%
Language Fluency	Speaks Eng. "Less than Very Well"	4%	3%	1%	1%	4%	4%	3%
Education (among those age 25+)	hs-grad	37%	39%	34%	36%	45%	40%	38%
	bachelor	34%	33%	26%	29%	21%	30%	29%
	graduatedegree	25%	25%	36%	33%	24%	25%	28%
Child in Household	child-under18	10%	19%	16%	21%	28%	24%	19%
Pct of Pop. Age 16+	employed	53%	52%	59%	57%	60%	45%	54%
Household Income	income 0-25k	11%	11%	10%	11%	6%	6%	9%
	income 25-50k	15%	14%	10%	8%	14%	12%	12%
	income 50-75k	15%	17%	16%	16%	17%	11%	15%
	income 75-200k	37%	39%	44%	43%	47%	52%	44%
	income 200k-plus	23%	19%	19%	21%	17%	18%	20%
Housing Stats	single family	66%	67%	65%	78%	65%	66%	68%
	multi-family	34%	33%	35%	22%	35%	34%	32%
	rented	54%	48%	60%	49%	50%	42%	51%
	owned	46%	52%	40%	51%	50%	58%	49%
Total population data from the 2020 Decennial Census.								
Surname-based Voter Registration and Turnout data from the California Statewide Database.								
Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2018-2022 5-year American Community Survey and Special Tabulation data.								

**REPORT ON BASIS FOR DECISIONS PURSUANT
TO ELECTIONS CODE SECTION 21130
(References are to Subdivisions of Section 21130)**

NO	Reference	REQUIREMENT/CRITERIA	BASIS
1	(a)	Districts substantially equal in population (variation less than 10%)	Map 101 has a maximum population deviation of 8.09%
2	(b)(1)	Determine whether it is possible to create a district in which a minority group is sufficiently large and geographically compact to constitute a majority in a single-member district	As posted on the City's website on January 24, 2025, it is not possible to create a district in the City of Pacific Grove in which a minority group is sufficiently large and geographically compact to constitute a majority in a single-member district.
3	(c)(1)	Districts shall be geographically contiguous	The Districts in Map 101 are geographically contiguous
4	(c)(2)	Local communities of interest must be respected	Map 101 does respect local communities of interest as defined in Section 21130 (c)(2) including, but not limited to, observing school district attendance area boundaries along Sinex, providing representation for the coastal area in multiple districts in accordance with public comment, uniting the George Washington Park community, uniting each of the Del Monte (population: 2,800) and Town Center (population: 4,427) neighborhoods as much as possible within the maximum-population requirements when the ideal district population is 2,521; keeping the Forest Grove HOA intact; uniting the neighborhood around the Butterfly Sanctuary, and uniting each of the following neighborhoods: Second Addition, Beach Tract, Asilomar, Pacific Grove Acres, Glen, Country Club Gate, and Country Club Heights. Some of the coastal Retreat neighborhood is in District 1 with the rest of the coastal community neighborhoods, however there was public comment in favor of having multiple representatives for the coast and the entire coastal community is larger than the population of one district, so part of Retreat is in District 1 and the rest is in District 3 (the other coastal district).
5	(c)(3)	The geographical integrity of the City shall be respected in a manner that minimizes its division.	This criterion does not apply to a city.
6	(c)(4)	District shall be bounded by natural and artificial barriers, by	Map 101 satisfies this criterion by following natural and artificial barriers, which include,

		streets, or by boundaries of the local jurisdiction	but are not limited to, Lighthouse Avenue and Sinex Avenue and the three coastal areas. As requested in public comment, the districts follow the same major roads as the school district trustee area boundaries whenever possible, including Carmel Avenue, Lighthouse Avenue, Walnut Street, Sinex Avenue, and Sunset Drive. Where that was not possible due to higher-ranked criteria requirements, “to the maximum extent practicable” the boundaries of the adopted districts follow other easily-recognized roads: Jewell Avenue, 13th Street, Ocean View Boulevard, Cedar Street (south of Sinex), and David Avenue. The only border that follows smaller streets is the boundary between districts 5 and 6. The streets, however, are recognizable.
7	(c)(5)	Geographic Compactness	The six districts in Map 101 are geographically compact. The shape of District 5 unites the Glenn Neighborhood while following Census geography.
8	(d)	District boundaries shall not favor or discriminate against an incumbent, political candidate, or political party.	The District boundaries in Map 101 do not favor or discriminate against an incumbent, political candidate, or political party. The map was drawn with no knowledge of where any of the current councilmembers or political candidates reside. The two incumbents who end up together in District 1, with one living along Ocean View Boulevard and the other living north of Lighthouse, and the two incumbents who end up in District 6 both live on the south side of David Avenue.
9	(e)	District boundaries may not use any criterion that is prioritized over the criteria in subdivision (c) or that conflicts with the requirements of subdivisions (a) to (d)	The District boundaries in Map 101 do not use any criterion that is prioritized over the criteria in subdivision (c) or that conflicts with the requirements of subdivisions (a) to (d)



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: George Fuerst, Environmental Program Manager
MEETING DATE: March 19, 2025
SUBJECT: Tree Appeal 105 20th Street
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Hold a de novo public hearing for tree removal permit application #24-176.
2. Uphold the decision of the City Arborist denying the removal of two (2) Palm trees located at 105 20th Street.

DISCUSSION

On September 30, 2024, the City received an application, submitted by the property owner, to remove two (2) Palm trees located at 105 20th Street, tree permit application #24-176 (attachment 1). The application stated the reason for the removal request was “very sharp palm fronds falling on pedestrians and vehicles.” The applicant provided an arborist report (attachment 2) which identified the Palm trees as *Washingtonia filifera* and described them to be in fair condition with an abundance of retained dried fronds and not recently maintained. The provided arborist report recommended: 1. Removal, 2. Pruning/thinning if removal is not authorized, 3. Monitoring after tree work and abnormal weather.

The removal request was not approved by the City as staff assessed that the trees are healthy and risk can be mitigated with proper maintenance. The City agrees with recommendation #2 in the provided arborist report, that proper maintenance should be administered. Trees such as the subject trees meet the general findings of the City per Municipal Code section [12.10.020](#): They provide stormwater benefits, habitat for wildlife, provide protections from climate extremes, improve overall human health, and help the City meet canopy goals. They are part of the ecosystem in the neighborhood.

The City Arborist’s decision to deny the permit for removal was appealed by the property owner and heard before the Beautification and Natural Resource Committee (BNRC) on January 21, 2025. The BNRC voted 5-1 (with 1 commissioner absent) to deny the appeal and uphold the City Arborist’s decision to not permit removal of the subject trees.

CONCLUSION

The applicant/appellant has not demonstrated sufficient findings to warrant the removal of the two (2) Palm trees in accordance with the Municipal Code, and the City does not have justification to allow removal. Therefore, the City recommends retention and proper maintenance of the trees.

Staff recommends that City Council deny the appeal of Tree Permit Application 24-176 and uphold the decision of the City Arborist to not permit the removal of two (2) Palm trees located at 105 20th Street.

OPTIONS

Approve the appeal and allow the trees in question to be removed. This action is not recommended as sufficient findings have not been provided to justify removal per the City Code, as noted above.

FINANCIAL IMPACT:

No fiscal impact.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

application
provided arborist report
appeal



City of Pacific Grove
Community Development Department
300 Forest Avenue, Pacific Grove, CA 93950
Tel: (831) 648-3183 | Fax: (831) 648-3184
www.cityofpacificgrove.org/forestry

TREE PERMIT APPLICATION

\$ PAID
\$209.00
CR #33210

OFFICE USE
Application No: **TP24-176**

PROPERTY ADDRESS	105 A 20 th Street		
BUTTERFLY HABITAT	☐ YES	☒ NO	TREE REMOVAL ASSOCIATED W/DEVELOPMENT?
			☐ YES ☒ NO

OWNER	Name: Dana Annereau	Phone: 831-277-8267	Email: dana@annereau.net
	Mailing Address: 721 Spruce Avenue Pacific Grove CA 93950		

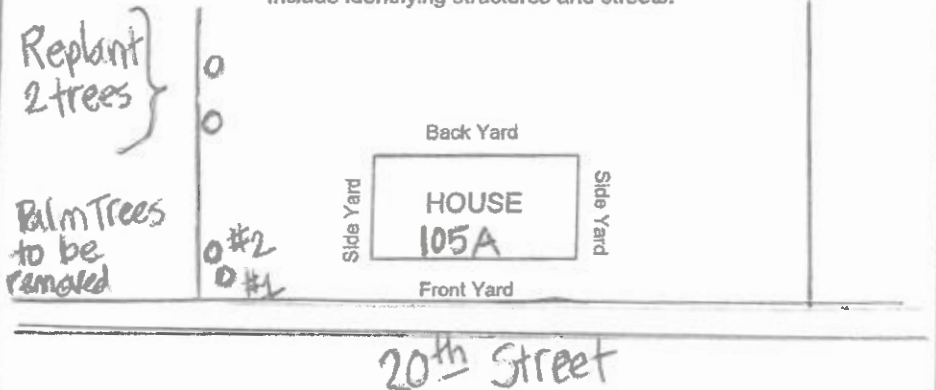
APPLICANT	Applicant Type: ☐ Tree Service Contractor ☐ Utility Company ☐ HOA ☐ Property Manager/Representative ☐ Neighbor		
	Name: same as owner	Phone:	Email:
	Mailing Address:		

CONTRACTOR	License Number: 669057	Class: D-49
	Name: Tope's Tree Service	Phone: 831-373-7765
	Mailing Address: P.O. Box 51964 Pacific Grove CA 93950	

If approved, who shall the permit be issued to?	☒ Owner ☐ Applicant ☐ Contractor
---	--

	TREE SPECIES (Show corresponding # on Site Plan)	TREE TYPE		DBH (inches)	REQUESTED ACTION				REASON FOR REQUEST (e.g. dead, diseased, safety, lifting sidewalk, etc)
		Private	Public		TRIM	CUT LIMB	CUT ROOT	REMOVE	
1	Palm	☒	☐	20.38	☐	☐	☐	☒	Very sharp Palm fronds
2	Palm	☒	☐	23.88	☐	☐	☐	☒	Falling on pedestrians and vehicles
3		☐	☐		☐	☐	☐	☐	
4		☐	☐		☐	☐	☐	☐	
5		☐	☐		☐	☐	☐	☐	

Use the diagram below to show trees requested for removal and trees to be replanted. Please include identifying structures and streets.



OFFICE USE ONLY
Date Stamp Below

RECEIVED

SEP 30 2024

**CITY OF PACIFIC GROVE
COMMUNITY DEV DEPT**

Is an arborist report attached?	☒ YES ☐ NO
---------------------------------	---



City of Pacific Grove
 Community Development Department
 300 Forest Avenue, Pacific Grove, CA 93950
 Tel: (831) 648-3183 | Fax: (831) 648-3184
 www.cityofpacificgrove.org/forestry

TREE PERMIT APPLICATION SUPPLEMENTAL SHEET

Please use the table below for additional trees as part of your Tree Permit application

PROPERTY ADDRESS	105 A 20th Street Pacific Grove	APPLICATION NO	
------------------	---------------------------------	----------------	--

TREE SPECIES (Show corresponding # on Site Plan)	TREE TYPE		DBH (Inches)	REQUESTED ACTION				REASON FOR REQUEST (e.g. dead, diseased, safety, lifting sidewalk, etc)
	Private	Public		TRIM	CUT LIMB	CUT ROOT	REMOVE	
6	☐	☐		☐	☐	☐	☐	
7	☐	☐		☐	☐	☐	☐	
8	☐	☐		☐	☐	☐	☐	
9	☐	☐		☐	☐	☐	☐	
10	☐	☐		☐	☐	☐	☐	
11	☐	☐		☐	☐	☐	☐	
12	☐	☐		☐	☐	☐	☐	
13	☐	☐		☐	☐	☐	☐	
14	☐	☐		☐	☐	☐	☐	
15	☐	☐		☐	☐	☐	☐	
16	☐	☐		☐	☐	☐	☐	
17	☐	☐		☐	☐	☐	☐	
18	☐	☐		☐	☐	☐	☐	
19	☐	☐		☐	☐	☐	☐	
20	☐	☐		☐	☐	☐	☐	

INITIAL	APPLICANT DECLARATIONS		
DA	I hereby certify that the above information is true and correct.		
DA	I consent to inspection by City Arborist or designee on my private property.		
DA	I understand this is an application and NOT a permit or authorization to do any work without the City Arborist review and approval, payment of all required fees, and providing all required documentation.		
DA	I understand that in accordance with the Municipal Code, removal of a protected tree, living or dead, requires the planting of a replacement tree, as specified by the City Arborist on the approved tree permit.		
DA	I agree to pay in lieu fees per the City's Master Fee Schedule if I wish to forgo replanting trees as required by the City or if I fail to comply with the replant requirements and deadline.		
DA	I understand that tree permits expire within 60 days of issuance.		
DA	I agree that during nesting bird season, February through August, a visual nesting bird survey must be performed prior to any tree work.		
	Indemnification and Hold Harmless: Permittee accepts the use of any property on an as-is basis and hereby agrees to release, hold harmless, indemnify, and defend the City, its officials, officers, directors, employees, agents, and volunteers (Covered Parties) from and against any and all loss, liability, expense, claim, costs, proceedings, suits, demands, and damages (collectively "proceedings"), of every kind and nature, directly or indirectly, including without limitation, for injury or death to anyone or for any personal or real property damage, resulting from or related to any usage, operation, or activity related to this permit. In the event Permittee is required to defend the City in connection with such proceeding, City shall have and retain the right to approve: (1) the counsel to so defend City; (2) all significant decisions concerning the manner in which the defense is conducted; and (3) any and all settlements, which approval shall not be unreasonably withheld. This indemnification shall apply in all cases regardless of whether there is any negligence or wrongdoing on the part of City, unless prohibited by law. Permittee also agrees that Permittee, its successors, heirs, spouses, guardians, legal representative, and assigns will not make a claim against, or sue, the City for injury, death, or property damage arising from usage, operation or activity related to this permit. This indemnification provision survives termination of the permit. If any part or provision of this indemnification is struck or deemed unenforceable, such part shall be deemed severable and the remainder shall be enforceable.		
X	<i>Dana Annereau</i>	Dana Annereau	7.19.2024
	PROPERTY OWNER SIGNATURE	PRINT NAME	DATE
X	Same		
	APPLICANT SIGNATURE	PRINT NAME	DATE



AMANDA GATES
CONSULTING ARBORIST
ISA CERTIFIED #WE-11839A

105 20th St
Pacific Grove, CA 93950
APN: 006-145-016-000

RE: Two Palms

Background

August 9th, 2024, I went to the address above to assess two Palms that are a concern to the owner. These palms potentially exhibit hazardous structural conditions that commonly lead to failure. I conducted a Visual Tree Assessment (VTA) for this report and written below are my findings and recommendations. There was no bird nesting or animal activity at the time of the assessment

Palm #228

Species	Height	DBH	Hazard Rating
<i>Washingtonia filifera</i>	30ft	20"	10

This Palm tree appears to be in fair condition. Although, there appears to be a large amount of retained dry fronds. It does not appear to have been maintained as of recently. There has been some reported frond drop, which can become hazardous.

Palm #241

Species	Height	DBH	Hazard Rating
<i>Washingtonia filifera</i>	45ft	24"	10

This Palm tree appears to have an abundance of retained dried fronds. These dead fronds can be hazardous to pedestrians and targets around it if they are to drop. The health of this Palm is fair; however, it appears to have more dead fronds than #228, and has not been maintained. This palm exhibits conditions that can be potentially hazardous.

Conditions Concerning both Palms

These California fan palms appear to be in fair condition; however, they exhibit some dried and yellowing fronds. Dead or yellowing fronds may indicate possible decline, pests, or lack of nutrients. These conditions can contribute to decline. Declining palms can be more susceptible to pests, diseases and reduced structural strength which could lead to sloughing of fronds. Palm trees are notoriously hazardous when it comes to properly maintaining them. It is not recommended for tree workers to climb up palms due to safety risk. Workers have been injured from fronds with their density and sharp hooks. An aerial device is required to conduct maintenance of palm trees.

The main concern for the targets around palms is the potential sloughing of palm skirts. Sloughing is when dead fronds hang on the stem below the living fronds. These dead fronds are called skirts, and any target under them can be in danger of them breaking free or sloughing. These fronds have sharp, attachments like hooks on the stem base of the leaves. Contact with these hooks can be dangerous to adults, children and pets. Although the palm tree appears to be in fair condition, it can still cause hazardous conditions with frond sloughing, to the targets. This palm requires special maintenance care which doesn't completely mitigate all potential risk. It may be more beneficial and less risk to the targets to remove this palm. Once removed, replanting with a more suitable species in this area could be of benefit. Coast live oaks would be a more suitable tree for this property, and would fit better with the current landscape. Coast live oaks are valued trees, and by replacing these high maintenance palms with a Coast live oak, it would reduce risk to the targets. To eliminate all potential risk, these Palms should be removed as soon as practical.

Targets

Targets are people who can be injured, property that may be damaged or activities that could be disrupted by a tree failure. There are high valued targets that are within the target zone, if failure were to occur the targets that could be impacted are:

- Occupied residence
- Pedestrians
- Vehicles
- Overhead lines
- Hardscape
- Landscape

Recommendations

Palms #241 and #228

1. Removal

I recommend removal as the primary mitigation option, as removal would eliminate all possible risk to the targets. Palm trees are difficult to maintain, which can be a reason that regular maintenance is prolonged for too long. Due to the targets within the area, the two Palms should be removed.

2. Pruning/thinning

Specialized pruning only conducted by a certified tree service with experience of pruning palm trees, knowing its potential hazards. These palms shed old fronds naturally, and can become a great hazard once they "shed" to the targets within the target zone. Removal of older fronds by an experienced tree service is recommended to reduce the likelihood of sudden shed if removal is not authorized.

3. Monitor

Monitor the palm after tree work and abnormal weather for any sudden changes. This could include an increased lean, soil mounding or sudden health decline. These changes could indicate that failure is occurring and needing removal or a further assessment.

Conclusion

After having the proper authorization, have a licensed professional tree service perform this tree work. Tree removal should be done with safe arboricultural work practices as to not damage any of the surrounding trees. After tree removal, there may be replacement conditions as part of the tree removal permit. If you have any questions or comments about this report, please feel free to call, text or email me.

Thank you!

Sincerely,



Amanda Gates
Certified Arborist #WE- 11839A



DISCLOSURE STATEMENT

This Disclosure Statement supplements and is an integral part of the tree report (the "Report") to which it is attached.

1. The author of the Report is a Certified Arborist (an "Arborist"), certified by the International Society of Arboriculture ("ISA"). The Arborist has performed its services as detailed in the Report in a manner consistent with the standard of care and skill ordinarily exercised by Arborists certified by the ISA in the geographic area where Client's property is located.
2. Arborists are professionals with specialized education, training, and experience who examine trees and, depending on the scope of the services requested by the Client, recommend measures (a) to reduce to the extent reasonably possible and determinable the dangers to life and property from trees, (b) to enhance the health of trees, and (c) to enhance the beauty of trees.
3. The Report reflects only the examination of the specific trees identified in the Report and as authorized and directed by the Client. Unless specifically stated in the Report, no other trees have been examined by the Arborist, whether such trees are on the Client's property or a neighboring property, and no representation is made regarding any tree not specifically identified in the Report.
4. Unless otherwise stated in the Report, the examination of the trees included only a visual inspection. More invasive examination techniques are available and these techniques may include, but are not limited to, boring (core sampling), digging to examine roots, aerial examinations, and similar techniques.
5. No inspection, whether visual or employing more invasive examination techniques, can detect every possible condition that could lead to the failure of a tree. Trees often fail for reasons that cannot be detected in advance or controlled, and even healthy trees may fail in exceptional conditions, including but not limited high winds, heavy rains, earthquakes, droughts, and the like. Conditions which adversely affect a tree's health, longevity, or safety are often hidden within the tree or below ground, and a visual inspection alone will not reveal these conditions. Even for a tree that is healthy at the time of the Arborist's inspection, the Arborist cannot guarantee that that tree will remain healthy and safe for a specific period of time. Therefore, except as otherwise expressly stated in the Report, no warranty, representation, or guarantee, express or implied, is made by the Arborist concerning the tree or trees that are the subject of the Report.
6. Similarly, the effectiveness of any remedial treatment recommended by the Arborist cannot be guaranteed. The work of an Arborist is to achieve a balance between the inherent risks presented to humans living near trees and the

inherent value of trees as part of the environment (whether urban, suburban, or rural). The only way to eliminate the dangers that trees present to human life and property is to eliminate trees.

7. Where specific remedial work is recommended to the Client (whether in the form of treatment, pruning, removal, or otherwise), it is the Client's responsibility (a) to engage competent professionals to implement the recommendations, (b) to advise the Arborist and any professionals hired by the Client concerning any issues known to the Client that may affect the completion of the work, including boundary issues, ownership issues, views or site lines from or across Client's property, disputes with neighbors, and the like, and (c) to determine and secure any needed approvals (whether from governmental bodies, homeowners associations, co-owners, neighbors, or others) for implementation of the work.
8. While Arborist may, at Client's request, provide names of local professionals who can perform recommended remedial work, Arborist makes no representation or warranty to Client regarding the qualifications of any such local professionals. Unless otherwise agreed to in writing by Arborist, Arborist has no duty to supervise or inspect the work performed by third parties, and Arborist shall have no liability or responsibility for the acts or omissions of third parties.

Palm #241- Photos

This Palm tree appears to have an abundance of retained dried fronds. These dead fronds can be hazardous to pedestrians and targets around it if they are to drop. The health of this Palm is fair; however, it appears to have more dead fronds than #228, and has not been maintained. This palm exhibits conditions that can be potentially hazardous.



Palm #228- Photos

This Palm tree appears to be in fair condition. Although, there appears to be a large amount of retained dry fronds. It does not appear to have been maintained as of recently. There has been some reported frond drop, which can become hazardous.



Site Plan

105 20th St

Pacific Grove, CA 93950

APN: 006-145-016-000

The red circles indicate the approximate location of the palms within the report.





A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 105 20TH ST PACIFIC GROVE, CA 93950
Map/Location: 006-145-016-000
Owner: public ☐ private ☒ unknown ☐ other ☐
Date: 8-9-24 Inspector: GATES
Date of last inspection: UNKNOWN

HAZARD RATING:

3 + 3 + 4 = 10
Failure Potential + Size of part + Target Rating = Hazard Rating
☒ Immediate action needed
☐ Needs further inspection
☐ Dead tree

TREE CHARACTERISTICS

Tree #: 228 Species: PALM
DBH: 20" # of trunks: 1 Height: 30ft Spread: MED
Form: ☐ generally symmetric ☒ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed
Crown class: ☒ dominant ☐ co-dominant ☐ intermediate ☐ suppressed
Live crown ratio: 50 % Age class: ☐ young ☐ semi-mature ☒ mature ☐ over-mature/senescent
Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced
☐ none ☐ multiple pruning events Approx. dates: UNKNOWN
Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☒ protected by gov. agency

TREE HEALTH

Foliage color: ☒ normal ☒ chlorotic ☒ necrotic Epicormics? Y ☒ N
Foliage density: ☐ normal ☐ sparse Leaf size: ☒ normal ☐ small
Annual shoot growth: ☐ excellent ☒ average ☐ poor Twig Dieback? Y ☐ N
Woundwood development: ☐ excellent ☒ average ☐ poor ☐ none
Vigor class: ☐ excellent ☐ average ☒ fair ☐ poor
Major pests/diseases: _____

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables
☐ curb/pavement ☐ guards
☐ other _____

SITE CONDITIONS

Site Character: ☒ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest
Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☐ shrub border ☐ wind break
Irrigation: ☒ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wetted
Recent site disturbance? Y ☒ N ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing
% dripline paved: 0% 10-25% 25-50% 50-75% 75-100% Pavement lifted? Y ☐ N
% dripline w/ fill soil: 0% 10-25% 25-50% 50-75% 75-100%
% dripline grade lowered: 0% 10-25% 25-50% 50-75% 75-100%
Soil problems: ☐ drainage ☐ shallow ☒ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail
☐ clay ☐ expansive ☐ slope _____° aspect: _____
Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☒ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐ _____
Exposure to wind: ☐ single tree ☐ below canopy ☒ above canopy ☐ recently exposed ☐ windward, canopy edge ☐ area prone to windthrow
Prevailing wind direction: _____ Occurrence of snow/ice storms ☒ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☒ building ☒ parking ☒ traffic ☒ pedestrian ☒ recreation ☒ landscape ☒ hardscape ☒ small features ☒ utility lines
Can target be moved? Y ☒ N ☐ Can use be restricted? Y ☒ N ☐
Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☒ constant use

TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y ☒ N Mushroom/conk/bracket present: Y ☒ N ID: _____

Exposed roots: ☐ severe ☒ moderate ☐ low Undermined: ☐ severe ☒ moderate ☐ low

Root pruned: _____ distance from trunk Root area affected: _____ % Buttress wounded: Y ☒ N When: _____

Restricted root area: ☐ severe ☒ moderate ☐ low Potential for root failure: ☐ severe ☒ moderate ☐ low

LEAN: _____ deg. from vertical ☒ natural ☐ unnatural ☐ self-corrected Soil heaving: Y ☒ N

Decay in plane of lean: Y ☒ N Roots broken Y ☒ N Soil cracking: Y ☒ N

Compounding factors: DECLINE W/TARGETS Lean severity: ☐ severe ☒ moderate ☐ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper				
Bow, sweep				
Codominants/forks				
Multiple attachments				
Included bark				
Excessive end weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/seam				
Decay				
Cavity				
Conks/mushrooms/bracket				
Bleeding/sap flow				
Loose/cracked bark	M			
Nesting hole/bee hive				
Deadwood/stubs		M	M	M
Borers/termites/ants				
Cankers/galls/burls				
Previous failure				

HAZARD RATING

Tree part most likely to fail: WHOLE TREE

Inspection period: _____ annual _____ biannual _____ other _____

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 3 + 4 = 10

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe

Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm);

3 - 18-30" (45-75 cm); 4 - >30" (75 cm)

Target rating: 1 - occasional use; 2 intermittent use;

3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ Inspect further: ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: ☒ N Replace? ☒ N Move target: Y ☒ N Other: _____

Effect on adjacent trees: ☒ none ☐ evaluate

Notification: ☒ owner ☐ manager ☐ governing agency Date: 8.9.24

COMMENTS



A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 105 20TH ST PACIFIC GROVE, CA 93950
Map/Location: 006-145-016-000
Owner: public ☐ private ☒ unknown ☐ other ☐
Date: 8-9-24 Inspector: GATES
Date of last inspection: UNKNOWN

HAZARD RATING:

<u>3</u>	+	<u>3</u>	+	<u>4</u>	=	<u>10</u>
Failure Potential		Size of part		Target Rating		Hazard Rating
☒ Immediate action needed						
☐ Needs further inspection						
☐ Dead tree						

TREE CHARACTERISTICS

Tree #: 241 Species: PALM
DBH: 24" # of trunks: 1 Height: 45 Spread: MED
Form: ☐ generally symmetric ☒ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed
Crown class: ☒ dominant ☐ co-dominant ☐ intermediate ☐ suppressed
Live crown ratio: 40 % Age class: ☐ young ☐ semi-mature ☒ mature ☐ over-mature/senescent
Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced
☐ none ☐ multiple pruning events Approx. dates: UNKNOWN
Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☒ protected by gov. agency

TREE HEALTH

Foliage color: ☒ normal ☒ chlorotic ☒ necrotic Epicormics? Y ☒ N
Foliage density: ☐ normal ☐ sparse Leaf size: ☒ normal ☐ small
Annual shoot growth: ☐ excellent ☒ average ☐ poor Twig Dieback? Y ☐ N
Woundwood development: ☐ excellent ☒ average ☐ poor ☐ none
Vigor class: ☐ excellent ☐ average ☒ fair ☐ poor
Major pests/diseases: _____

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables
☐ curb/pavement ☐ guards
☐ other _____

SITE CONDITIONS

Site Character: ☒ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest
Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☐ shrub border ☐ wind break
Irrigation: ☒ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wetted
Recent site disturbance? Y ☒ N ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing
% dripline paved: 0% 10-25% 25-50% 50-75% 75-100% Pavement lifted? Y ☐ N
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% dripline grade lowered: 0% 10-25% 25-50% 50-75% 75-100%
Soil problems: ☐ drainage ☐ shallow ☒ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail
☐ clay ☐ expansive ☐ slope _____° aspect: _____
Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☒ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐ _____
Exposure to wind: ☐ single tree ☐ below canopy ☒ above canopy ☐ recently exposed ☐ windward, canopy edge ☐ area prone to windthrow
Prevailing wind direction: _____ Occurrence of snow/ice storms ☒ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☒ building ☒ parking ☒ traffic ☒ pedestrian ☒ recreation ☒ landscape ☒ hardscape ☒ small features ☒ utility lines
Can target be moved? Y ☒ N ☐ Can use be restricted? Y ☒ N ☐
Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☒ constant use

TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y ☒ N ☐ Mushroom/conk/bracket present: Y ☒ N ☐ ID: _____

Exposed roots: ☐ severe ☒ moderate ☐ low Undermined: ☐ severe ☒ moderate ☐ low

Root pruned: _____ distance from trunk Root area affected: _____ % Buttress wounded: Y ☒ N ☐ When: _____

Restricted root area: ☐ severe ☒ moderate ☐ low Potential for root failure: ☐ severe ☒ moderate ☐ low

LEAN: _____ deg. from vertical ☒ natural ☐ unnatural ☐ self-corrected Soil heaving: Y ☒ N ☐

Decay in plane of lean: Y ☒ N ☐ Roots broken Y ☒ N ☐ Soil cracking: Y ☒ N ☐

Compounding factors: DECLINE W/TARGETS Lean severity: ☐ severe ☒ moderate ☐ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper				
Bow, sweep				
Codominants/forks				
Multiple attachments				
Included bark				
Excessive end weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/seam				
Decay				
Cavity				
Conks/mushrooms/bracket				
Bleeding/sap flow				
Loose/cracked bark	M			
Nesting hole/bee hive				
Deadwood/stubs		M	M	M
Borers/termites/ants				
Cankers/galls/burls				
Previous failure				

HAZARD RATING

Tree part most likely to fail: WHOLE TREE

Inspection period: _____ annual _____ biannual _____ other _____

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 3 + 4 = 10

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe

Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm);

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Target rating: 1 - occasional use; 2 intermittent use;

3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ Inspect further: ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: ☒ N ☐ Replace? ☒ N ☐ Move target: Y ☒ N ☐ Other: _____

Effect on adjacent trees: ☒ none ☐ evaluate

Notification: ☒ owner ☐ manager ☐ governing agency Date: 8.9.24

COMMENTS



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

\$ PAID
\$ 340.-
C# 229

Appeal #:

Date:

Received By:

Total Fee:

Appeal 24-176
11/18/24
Richard Hard
\$ 340.02

Project Information

Project Address:

105 20th Street

APN:

006-145-016-000

☐ On HRI/ ☐ Not on HRI

Application & No.:

TP 24-176

Applicant Name:

Dana Annereau

Phone #:

831-277-8267

Mailing Address:

721 Spruce Avenue Pacific Grove, CA 93950

Email Address:

dana@annereau.net

Owner Name:

Phone #:

Mailing Address:

Same

Email Address:

Action¹

☐ 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

RECEIVED

NOV 19 2024

CITY OF PACIFIC GROVE
COMMUNITY DEV DEPT

Date of Action:

Action Taken:

Appeal Information

Appellant Name:

Dana Annereau

Phone #:

831-277-8267

Mailing Address:

721 Spruce Avenue Pacific Grove CA 93950

Email Address:

dana@annereau.net

Appeal Deadline:

5:00 p.m. on Nov 1 20 1 2024

Grounds for Appeal:

see attached letter of appeal with reports & photos

If necessary, use additional pages.

Fees

Discretionary Fees²

\$

Appeal Fee = 25% of discretionary fees

\$

Cost of publication of legal notice³

\$

Photocopies _____ copies @ 10¢ each

\$

Postage⁴ _____ stamps @ 45¢ each

\$

Other _____

\$

Total Appeal Fee

Dana Annereau

Appellant Signature

Date

11-18-2024

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.

FROM: Dana & Kathryn Annereau
721 Spruce Avenue
Pacific Grove, CA 93950

RECEIVED

NOV 19 2024

DATE: 11/18/2024

CITY OF PACIFIC GROVE
COMMUNITY DEV DEPT

TO: Beautification & Natural Resources Committee
City of Pacific Grove, CA

RE: Appeal for Denial of Tree Removal Permit # TP 24-176 / 10/1/2024
105 20th Street, Pacific Grove, CA APN: 006-145-016-000

Please note that the non-native declining palms are **not listed** in The Official City Guide to Landscape Trees for Pacific Grove, nor the Recommended Landscaping Trees Spreadsheet. (see attached)

As noted in the Tree Hazard Evaluation Form completed by Certified Arborist Inspector Amanda Gates, there are two Non-Native Palm Trees located very close to one another, with **all 9 specified multiple targets that cannot be removed nor restricted.** (building, parking, traffic, pedestrian, recreation, landscape, hardscape, small features, and utility lines). These targets include our neighbors, with two small children, who have voiced their concern about the dangers with the palms being located directly above their outdoor deck, leading us to address the problem. (see photos attached)

The failure potential was also listed as **High**, with immediate action needed. As noted in the Tree Inspector's report : "This palm requires special maintenance care which **doesn't completely mitigate all potential risk. It may be more beneficial and less risk to the targets to remove this palm.**"

As these palms are allowed to continue to grow they will also be interfering with **overhead utility power lines, which they are currently touching.** (see photos attached) These power lines service four residences.

The Inspecting Arborist also states, "**To eliminate all potential risk, these Palms should be removed as soon as practical.**" Her number 1 Recommendation was for removal as the primary mitigation option.

We are willing to replant with a more suitable species in this area.
Respectfully submitted,

Dana & Kathryn Annereau



Attachments: Extension of Appeal Period Email correspondence with Public Works Director Daniel Gho; Tree Report with Hazard Evaluation Form & Photos 8/9/2024 by Consulting Arborist Amanda Gates ISA Certified #W-11839A; Tree Permit Application, City Guide to Landscape Trees, and Recommended Landscape Tree Spreadsheet.

From: Daniel Gho dgho@cityofpacificgrove.org
Subject: Re: Tree Permit Application No. TP 24-176 (105 20th Street, Pacific Grove, CA)
Date: November 5, 2024 at 3:05 PM
To: Dana Annereau dana@annereau.net
Cc: Albert Weisfuss aweisfuss@cityofpacificgrove.org, Kendra Haro KHaro@cityofpacificgrove.org, Debbie Gonzales dgonzales@cityofpacificgrove.org



All,

I spoke to Dana and Kathryn Annereau, and per the discussion, I am going to allow an extension until November 20, 2024 if they decide to appeal the City Arborist decision, which was denial to remove the two palm trees from the property at 105 20th Street.

If anyone on this email has any questions, please let me know.

Daniel Gho

City of Pacific Grove
Public Works Director / Deputy City Manager
831-648-5722 Ext 4203

From: Dana Annereau <dana@annereau.net>
Sent: Tuesday, November 5, 2024 1:43 PM
To: Daniel Gho <dgho@cityofpacificgrove.org>
Subject: Fwd: Tree Permit Application No. TP 24-176 (105 20th Street, Pacific Grove, CA)

[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.]
Hello Daniel -

We are writing to you because we have yet to hear a response from the city arborist, Albert Weisfuss, regarding our questions as noted in the emails to him below.

Due to the many delays in the City of Pacific Grove's process and the lack of notification that our permit was denied, we would like to request an extension of this application, that was submitted 9/30/2024 (35 days ago).

Kendra at the front desk of the Community Development Department gave us your card this morning with contact information and suggested we connect with you, as she stated Albert Weisfuss reports off to you, but may not be returning to his office till 11/7/2024. Due to his absence from work this last month our permit process has been caught in several city delays.

At this time we would like to speak with you regarding the apparent denial of our permit to remove these two palm trees.

We had a complete report with photos submitted with our application by Amanda Gates, Consulting Arborist, which indicated strongly that the palms should be removed. Therefore we are questioning the suggestion by Albert Weisfuss that they cannot be removed.

As noted in Amanda Gates report (Conditions Concerning both Palms) "This palm requires special maintenance care which doesn't completely mitigate all potential risk. It may be more beneficial and less risk to the targets to remove this palm."

And further down in her paragraph she states "To eliminate all potential risk, these Palms should be removed as soon as practical." These trees are directly above the neighbors' back entryway stairs and deck which have had palm fronds fall from these trees, posing a danger to them personally, as well as guests at their home.

Amanda Gates also noted in Recommendations Palms #241 and #228 - 1. Removal : I recommend removal as the primary mitigation option, as removal would eliminate all possible risk to the targets.

Because of the delays with the city arborist and his lack of response to our inquiries, we are now approaching late fall with winds and rain storms that contribute to falling debris from these Palm Trees.

We would like you to approve the removal of these trees based on the detailed report by the certified consulting arborist.

As noted in the photographs attached to our application, the palms are also growing under electrical power lines which will be affected with further rapid growth of these trees.

We look forward to hearing from you at your earliest opportunity.

Best regards,

Dana & Kathryn Annereau
Cell 831-277-8267

Begin forwarded message:

From: Dana Annereau <dana@annereau.net>
Subject: Fwd: Tree Permit Application No. TP 24-176 (105 20th Street, Pacific Grove, CA)
Date: November 4, 2024 at 12:38:28 PM PST
To: albertweisfuss@gmail.com
Cc: aweisfuss@cityofpacificgrove.org

Good Morning Albert -

We are just checking on a response from you regarding your arborist report about the two palm trees at 105 20th Street, for which there has been a denial to remove them.

When might we hear from you ? We have yet to receive a formal notice of denial from the city.

Our contact information (email and phone number) is on the Tree Permit Application we submitted 9/30/2024.

Thank you for your response.
Best regards,
Dana & Kathryn Annereau

Begin forwarded message:

From: Dana Annereau <dana@annereau.net>
Subject: Tree Permit Application No. TP 24-176 (105 20th Street, Pacific Grove, CA)
Date: October 30, 2024 at 12:46:03 PM PDT
To: albertweisfuss@gmail.com
Cc: aweisfuss@cityofpacificgrove.org

TO: Albert Weisfuss
City of Pacific Grove Arborist

RE: Denial of Tree Permit Application No. TP 24-176
Location: 105 20th Street, Pacific Grove, CA

After speaking with Kendra at the city office she recommended that we contact you if we had any questions regarding the denial of our request to remove **two palm trees at 105 20 Street, Pacific Grove.**

We left a message on your voice mail today at 11:50 am requesting further information and to contact us.

After locating basic Permit Information on the city's website we could find **no specific date for the denial**, nor any document explaining why it was denied.

We have also not received notification directly from you regarding reason for denial. It was only by a phone call to the city that we now know the status of our application. The city staff said there were your notes regarding our application but indicated they were not for the public at this time.

Please send us your report for the rationale for the denial, and contact us as soon as possible.

Thank you.

Best regards,
Dana & Kathryn Annereau



City of Pacific Grove
Community Development Department
300 Forest Avenue, Pacific Grove, CA 93950
Tel: (831) 648-3183 | Fax: (831) 648-3184
www.cityofpacificgrove.org/forestry

TREE PERMIT APPLICATION

\$ PAID
9/20/24
OK #33210

OFFICE USE
Application No: **TP 24-176**

PROPERTY ADDRESS 105 A 20th Street

BUTTERFLY HABITAT ☐ YES ☒ NO **TREE REMOVAL ASSOCIATED W/DEVELOPMENT?** ☐ YES ☒ NO

OWNER
Name: Dana Annereau Phone: 831-277-8267 Email: dana@annereau.net
Mailing Address: 721 Spruce Avenue Pacific Grove CA 93950

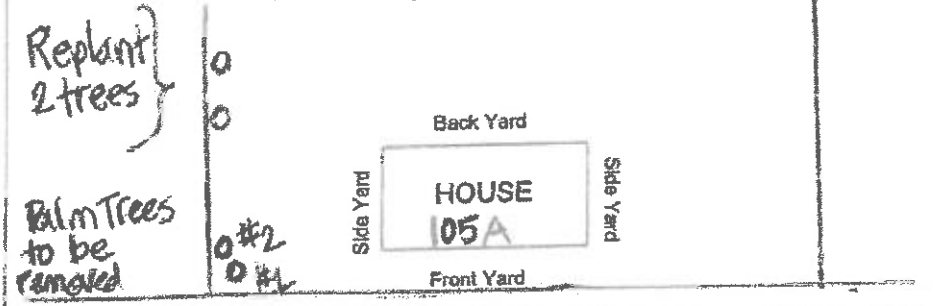
APPLICANT
Applicant Type: ☐ Tree Service Contractor ☐ Utility Company ☐ HOA ☐ Property Manager/Representative ☐ Neighbor
Name: same as owner Phone: _____ Email: _____
Mailing Address: _____

CONTRACTOR
License Number: 669057 Class: D-49
Name: Top's Tree Service Phone: 831-373-7765 Email: info@topstreeservice.com
Mailing Address: P.O. Box 51964 Pacific Grove CA 93950

If approved, who shall the permit be issued to? ☒ Owner ☐ Applicant ☐ Contractor

TREE SPECIES (Show corresponding # on Site Plan)	TREE TYPE		DBH (inches)	REQUESTED ACTION				REASON FOR REQUEST (e.g. dead, diseased, safety, lifting sidewalk, etc)
	Private	Public		TRIM	CUT LIMB	CUT ROOT	REMOVE	
1 <u>Palm</u>	☒	☐	<u>20.30</u>	☐	☐	☐	☒	<u>Very sharp Palm fronds</u>
2 <u>Palm</u>	☒	☐	<u>23.80</u>	☐	☐	☐	☒	<u>falling on pedestrians and vehicles</u>
3	☐	☐		☐	☐	☐	☐	
4	☐	☐		☐	☐	☐	☐	
5	☐	☐		☐	☐	☐	☐	

Use the diagram below to show trees requested for removal and trees to be replanted. Please include identifying structures and streets.



20th Street

OFFICE USE ONLY
Date Stamp Below

RECEIVED

SEP 30 2024

**CITY OF PACIFIC GROVE
COMMUNITY DEV DEPT**

Is an arborist report attached? ☒ YES ☐ NO



City of Pacific Grove
Community Development Department
300 Forest Avenue, Pacific Grove, CA 93950
Tel: (831) 648-3183 | Fax: (831) 648-3184
www.cityofpacificgrove.org/forestry

TREE PERMIT APPLICATION SUPPLEMENTAL SHEET

Please use the table below for additional trees as part of your Tree Permit application

PROPERTY ADDRESS	105 A 20th Street Pacific Grove	APPLICATION NO
------------------	---------------------------------	----------------

TREE SPECIES	TREE TYPE		DBH (Inches)	REQUESTED ACTION				REASON FOR REQUEST
	Private	Public		TRIM	CUT LIMB	CUT ROOT	REMOVE	
6	☐	☐		☐	☐	☐	☐	
7	☐	☐		☐	☐	☐	☐	
8	☐	☐		☐	☐	☐	☐	
9	☐	☐		☐	☐	☐	☐	
10	☐	☐		☐	☐	☐	☐	
11	☐	☐		☐	☐	☐	☐	
12	☐	☐		☐	☐	☐	☐	
13	☐	☐		☐	☐	☐	☐	
14	☐	☐		☐	☐	☐	☐	
15	☐	☐		☐	☐	☐	☐	
16	☐	☐		☐	☐	☐	☐	
17	☐	☐		☐	☐	☐	☐	
18	☐	☐		☐	☐	☐	☐	
19	☐	☐		☐	☐	☐	☐	
20	☐	☐		☐	☐	☐	☐	

INITIAL	APPLICANT DECLARATIONS	
DA	I hereby certify that the above information is true and correct.	
DA	I consent to inspection by City Arborist or designee on my private property.	
DA	I understand this is an application and NOT a permit or authorization to do any work without the City Arborist review and approval, payment of all required fees, and providing all required documentation.	
DA	I understand that in accordance with the Municipal Code, removal of a protected tree, living or dead, requires the planting of a replacement tree, as specified by the City Arborist on the approved tree permit.	
DA	I agree to pay in lieu fees per the City's Master Fee Schedule if I wish to forgo replanting trees as required by the City or if I fail to comply with the replant requirements and deadline.	
DA	I understand that tree permits expire within 60 days of issuance.	
DA	I agree that during nesting bird season, February through August, a visual nesting bird survey must be performed prior to any tree work.	
	Indemnification and Hold Harmless: Permittee accepts the use of any property on an as-is basis and hereby agrees to release, hold harmless, indemnify, and defend the City, its officials, officers, directors, employees, agents, and volunteers (Covered Parties) from and against any and all loss, liability, expense, claim, costs, proceedings, suits, demands, and damages (collectively "proceedings"), of every kind and nature, directly or indirectly, including without limitation, for injury or death to anyone or for any personal or real property damage, resulting from or related to any usage, operation, or activity related to this permit. In the event Permittee is required to defend the City in connection with such proceeding, City shall have and retain the right to approve: (1) the counsel to so defend City; (2) all significant decisions concerning the manner in which the defense is conducted; and (3) any and all settlements, which approval shall not be unreasonably withheld. This indemnification shall apply in all cases regardless of whether there is any negligence or wrongdoing on the part of City, unless prohibited by law. Permittee also agrees that Permittee, its successors, heirs, spouses, guardians, legal representative, and assigns will not make a claim against, or sue, the City for injury, death, or property damage arising from usage, operation or activity related to this permit. This indemnification provision survives termination of the permit. If any part or provision of this indemnification is voided or deemed unenforceable, such part shall be deemed severable and the remainder shall be enforceable.	
X	<i>Pam Anneceau</i>	DATE: 7.19.2024
	PROPERTY OWNER SIGNATURE	PRINT NAME
X	<i>SAME</i>	DATE
	APPLICANT SIGNATURE	PRINT NAME



105 20th St
Pacific Grove, CA 93950
APN: 006-145-016-000

RE: Two Palms

Background

August 9th, 2024, I went to the address above to assess two Palms that are a concern to the owner. These palms potentially exhibit hazardous structural conditions that commonly lead to failure. I conducted a Visual Tree Assessment (VTA) for this report and written below are my findings and recommendations. There was no bird nesting or animal activity at the time of the assessment

Palm #228

Species	Height	DBH	Hazard Rating
<i>Washingtonia filifera</i>	30ft	20"	10

This Palm tree appears to be in fair condition. Although, there appears to be a large amount of retained dry fronds. It does not appear to have been maintained as of recently. There has been some reported frond drop, which can become hazardous.

Palm #241

Species	Height	DBH	Hazard Rating
<i>Washingtonia filifera</i>	45ft	24"	10

This Palm tree appears to have an abundance of retained dried fronds. These dead fronds can be hazardous to pedestrians and targets around it if they are to drop. The health of this Palm is fair; however, it appears to have more dead fronds than #228, and has not been maintained. This palm exhibits conditions that can be potentially hazardous.

Conditions Concerning both Palms

These California fan palms appear to be in fair condition; however, they exhibit some dried and yellowing fronds. Dead or yellowing fronds may indicate possible decline, pests, or lack of nutrients. These conditions can contribute to decline. Declining palms can be more susceptible to pests, diseases and reduced structural strength which could lead to sloughing of fronds. Palm trees are notoriously hazardous when it comes to properly maintaining them. It is not recommended for tree workers to climb up palms due to safety risk. Workers have been injured from fronds with their density and sharp hooks. An aerial device is required to conduct maintenance of palm trees.

The main concern for the targets around palms is the potential sloughing of palm skirts. Sloughing is when dead fronds hang on the stem below the living fronds. These dead fronds are called skirts, and any target under them can be in danger of them breaking free or sloughing. These fronds have sharp, attachments like hooks on the stem base of the leaves. Contact with these hooks can be dangerous to adults, children and pets. Although the palm tree appears to be in fair condition, it can still cause hazardous conditions with frond sloughing, to the targets. This palm requires special maintenance care which doesn't completely mitigate all potential risk. It may be more beneficial and less risk to the targets to remove this palm. Once removed, replanting with a more suitable species in this area could be of benefit. Coast live oaks would be a more suitable tree for this property, and would fit better with the current landscape. Coast live oaks are valued trees, and by replacing these high maintenance palms with a Coast live oak, it would reduce risk to the targets. To eliminate all potential risk, these Palms should be removed as soon as practical.

Targets

Targets are people who can be injured, property that may be damaged or activities that could be disrupted by a tree failure. There are high valued targets that are within the target zone, if failure were to occur the targets that could be impacted are:

- Occupied residence
- Pedestrians
- Vehicles
- Overhead lines
- Hardscape
- Landscape

Recommendations

Palms #241 and #228

1. Removal

I recommend removal as the primary mitigation option, as removal would eliminate all possible risk to the targets. Palm trees are difficult to maintain, which can be a reason that regular maintenance is prolonged for too long. Due to the targets within the area, the two Palms should be removed.

2. Pruning/thinning

Specialized pruning only conducted by a certified tree service with experience of pruning palm trees, knowing its potential hazards. These palms shed old fronds naturally, and can become a great hazard once they "shed" to the targets within the target zone. Removal of older fronds by an experienced tree service is recommended to reduce the likelihood of sudden shed if removal is not authorized.

3. Monitor

Monitor the palm after tree work and abnormal weather for any sudden changes. This could include an increased lean, soil mounding or sudden health decline. These changes could indicate that failure is occurring and needing removal or a further assessment.

Conclusion

After having the proper authorization, have a licensed professional tree service perform this tree work. Tree removal should be done with safe arboricultural work practices as to not damage any of the surrounding trees. After tree removal, there may be replacement conditions as part of the tree removal permit. If you have any questions or comments about this report, please feel free to call, text or email me.

Thank you!

Sincerely,



Amanda Gates
Certified Arborist #WE- 11839A



DISCLOSURE STATEMENT

This Disclosure Statement supplements and is an integral part of the tree report (the "Report") to which it is attached.

1. The author of the Report is a Certified Arborist (an "Arborist"), certified by the International Society of Arboriculture ("ISA"). The Arborist has performed its services as detailed in the Report in a manner consistent with the standard of care and skill ordinarily exercised by Arborists certified by the ISA in the geographic area where Client's property is located.
2. Arborists are professionals with specialized education, training, and experience who examine trees and, depending on the scope of the services requested by the Client, recommend measures (a) to reduce to the extent reasonably possible and determinable the dangers to life and property from trees, (b) to enhance the health of trees, and (c) to enhance the beauty of trees.
3. The Report reflects only the examination of the specific trees identified in the Report and as authorized and directed by the Client. Unless specifically stated in the Report, no other trees have been examined by the Arborist, whether such trees are on the Client's property or a neighboring property, and no representation is made regarding any tree not specifically identified in the Report.
4. Unless otherwise stated in the Report, the examination of the trees included only a visual inspection. More invasive examination techniques are available and these techniques may include, but are not limited to, boring (core sampling), digging to examine roots, aerial examinations, and similar techniques.
5. No inspection, whether visual or employing more invasive examination techniques, can detect every possible condition that could lead to the failure of a tree. Trees often fail for reasons that cannot be detected in advance or controlled, and even healthy trees may fail in exceptional conditions, including but not limited high winds, heavy rains, earthquakes, droughts, and the like. Conditions which adversely affect a tree's health, longevity, or safety are often hidden within the tree or below ground, and a visual inspection alone will not reveal these conditions. Even for a tree that is healthy at the time of the Arborist's inspection, the Arborist cannot guarantee that that tree will remain healthy and safe for a specific period of time. Therefore, except as otherwise expressly stated in the Report, no warranty, representation, or guarantee, express or implied, is made by the Arborist concerning the tree or trees that are the subject of the Report.
6. Similarly, the effectiveness of any remedial treatment recommended by the Arborist cannot be guaranteed. The work of an Arborist is to achieve a balance between the inherent risks presented to humans living near trees and the

inherent value of trees as part of the environment (whether urban, suburban, or rural). The only way to eliminate the dangers that trees present to human life and property is to eliminate trees.

7. Where specific remedial work is recommended to the Client (whether in the form of treatment, pruning, removal, or otherwise), it is the Client's responsibility (a) to engage competent professionals to implement the recommendations, (b) to advise the Arborist and any professionals hired by the Client concerning any issues known to the Client that may affect the completion of the work, including boundary issues, ownership issues, views or site lines from or across Client's property, disputes with neighbors, and the like, and (c) to determine and secure any needed approvals (whether from governmental bodies, homeowners associations, co-owners, neighbors, or others) for implementation of the work.
8. While Arborist may, at Client's request, provide names of local professionals who can perform recommended remedial work, Arborist makes no representation or warranty to Client regarding the qualifications of any such local professionals. Unless otherwise agreed to in writing by Arborist, Arborist has no duty to supervise or inspect the work performed by third parties, and Arborist shall have no liability or responsibility for the acts or omissions of third parties.

Palm #241- Photos

This Palm tree appears to have an abundance of retained dried fronds. These dead fronds can be hazardous to pedestrians and targets around it if they are to drop. The health of this Palm is fair; however, it appears to have more dead fronds than #228, and has not been maintained. This palm exhibits conditions that can be potentially hazardous.



Palm #228- Photos

This Palm tree appears to be in fair condition. Although, there appears to be a large amount of retained dry fronds. It does not appear to have been maintained as of recently. There has been some reported frond drop, which can become hazardous.



Site Plan

105 20th St

Pacific Grove, CA 93950

APN: 006-145-016-000

The red circles indicate the approximate location of the palms within the report.





A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 105 20TH ST PACIFIC GROVE, CA 93950
 Map/Location: 006-145-016-000
 Owner: public ☐ private ☒ unknown ☐ other ☐
 Date: 8-9-24 Inspector: GATES
 Date of last inspection: UNKNOWN

HAZARD RATING:

3 + 3 + 4 = 10
 Failure Potential + Size of part + Target Rating = Hazard Rating
☒ Immediate action needed
☐ Needs further inspection
☐ Dead tree

TREE CHARACTERISTICS

Tree #: 228 Species: PALM
 DBH: 20" # of trunks: 1 Height: 30ft Spread: MED
 Form: ☐ generally symmetric ☒ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed
 Crown class: ☒ dominant ☐ co-dominant ☐ intermediate ☐ suppressed
 Live crown ratio: 50 % Age class: ☐ young ☐ semi-mature ☒ mature ☐ over-mature/senescent
 Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced
☐ none ☐ multiple pruning events Approx. dates: UNKNOWN
 Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☒ protected by gov. agency

TREE HEALTH

Foliage color: ☒ normal ☒ chlorotic ☒ necrotic Epicormics? Y N
 Foliage density: ☐ normal ☐ sparse Leaf size: ☒ normal ☐ small
 Annual shoot growth: ☐ excellent ☒ average ☐ poor Twig Dieback? Y N
 Woundwood development: ☐ excellent ☒ average ☐ poor ☐ none
 Vigor class: ☐ excellent ☐ average ☒ fair ☐ poor
 Major pests/diseases: _____

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables
☐ curb/pavement ☐ guards
☐ other _____

SITE CONDITIONS

Site Character: ☒ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest
 Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☐ shrub border ☐ wind break
 Irrigation: ☒ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wetted
 Recent site disturbance? Y N ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing
 % dripline paved: 0% 10-25% 25-50% 50-75% 75-100% Pavement lifted? Y N
 % dripline w/ fill soil: 0% 10-25% 25-50% 50-75% 75-100%
 % dripline grade lowered: 0% 10-25% 25-50% 50-75% 75-100%
 Soil problems: ☐ drainage ☐ shallow ☒ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail
☐ clay ☐ expansive ☐ slope _____° aspect: _____
 Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☒ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐ _____
 Exposure to wind: ☐ single tree ☐ below canopy ☒ above canopy ☐ recently exposed ☐ windward, canopy edge ☐ area prone to windthrow
 Prevailing wind direction: _____ Occurrence of snow/ice storms ☒ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☒ building ☒ parking ☒ traffic ☒ pedestrian ☒ recreation ☒ landscape ☒ hardscape ☒ small features ☒ utility lines
 Can target be moved? Y N Can use be restricted? Y N
 Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☒ constant use

TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y ☒ N Mushroom/conk/bracket present: Y ☒ N ID: _____

Exposed roots: ☐ severe ☒ moderate ☐ low Undermined: ☐ severe ☒ moderate ☐ low

Root pruned: _____ distance from trunk Root area affected: _____ % Buttress wounded: Y ☒ N When: _____

Restricted root area: ☐ severe ☒ moderate ☐ low Potential for root failure: ☐ severe ☒ moderate ☐ low

LEAN: _____ deg. from vertical ☒ natural ☐ unnatural ☐ self-corrected Soil heaving: Y ☒ N

Decay in plane of lean: Y ☒ N Roots broken Y ☒ N Soil cracking: Y ☒ N

Compounding factors: DECLINE W/ TARGETS Lean severity: ☐ severe ☒ moderate ☐ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper				
Bow, sweep				
Codominants/forks				
Multiple attachments				
Included bark				
Excessive end weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/seam				
Decay				
Cavity				
Conks/mushrooms/bracket				
Bleeding/sap flow				
Loose/cracked bark	M			
Nesting hole/bee hive				
Deadwood/stubs		M	M	M
Borers/termites/ants				
Cankers/galls/burls				
Previous failure				

HAZARD RATING

Tree part most likely to fail: WHOLE TREE

Inspection period: _____ annual _____ biannual _____ other _____

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 3 + 4 = 10

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe

Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm);

3 - 18-30" (45-75 cm); 4 - >30" (75 cm)

Target rating: 1 - occasional use; 2 - intermittent use;

3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ Inspect further: ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: ☒ N Replace? ☒ N Move target: Y ☒ N Other: _____

Effect on adjacent trees: ☒ none ☐ evaluate

Notification: ☒ owner ☐ manager ☐ governing agency

Date: 8.9.24

COMMENTS



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Site/Address: 105 20TH ST PACIFIC GROVE, CA 93950
Map/Location: 006-145-016-000
Owner: public ☐ private ☒ unknown ☐ other ☐
Date: 8-9-24 Inspector: GATES
Date of last inspection: UNKNOWN

HAZARD RATING:

3 + 3 + 4 = 10
Failure Potential + Size of part + Target Rating = Hazard Rating
☒ Immediate action needed
☐ Needs further inspection
☐ Dead tree

TREE CHARACTERISTICS

Tree #: 241 Species: PALM
DBH: 24" # of trunks: 1 Height: 45 Spread: MED
Form: ☐ generally symmetric ☒ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed
Crown class: ☒ dominant ☐ co-dominant ☐ intermediate ☐ suppressed
Live crown ratio: 40 % Age class: ☐ young ☐ semi-mature ☒ mature ☐ over-mature/senescent
Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced
☐ none ☐ multiple pruning events Approx. dates: UNKNOWN
Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☒ protected by gov. agency

TREE HEALTH

Foliage color: ☒ normal ☒ chlorotic ☒ necrotic Epicormics? Y N
Foliage density: ☐ normal ☐ sparse Leaf size: ☒ normal ☐ small
Annual shoot growth: ☐ excellent ☒ average ☐ poor Twig Dieback? Y N
Woundwood development: ☐ excellent ☒ average ☐ poor ☐ none
Vigor class: ☐ excellent ☐ average ☒ fair ☐ poor
Major pests/diseases: _____

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables
☐ curb/pavement ☐ guards
☐ other _____

SITE CONDITIONS

Site Character: ☒ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest
Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☐ shrub border ☐ wind break
Irrigation: ☒ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wetted
Recent site disturbance? Y N ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing
% dripline paved: _____ 0% 10-25% 25-50% 50-75% 75-100% Pavement lifted? Y N
% dripline w/ fill soil: _____ 0% 10-25% 25-50% 50-75% 75-100%
% dripline grade lowered: _____ 0% 10-25% 25-50% 50-75% 75-100%
Soil problems: ☐ drainage ☐ shallow ☒ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail
☐ clay ☐ expansive ☐ slope _____° aspect: _____
Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☒ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐ _____
Exposure to wind: ☐ single tree ☐ below canopy ☒ above canopy ☐ recently exposed ☐ windward, canopy edge ☐ area prone to windthrow
Prevailing wind direction: _____ Occurrence of snow/ice storms: ☒ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☒ building ☒ parking ☒ traffic ☒ pedestrian ☒ recreation ☒ landscape ☒ hardscape ☒ small features ☒ utility lines
Can target be moved? Y N Can use be restricted? Y N
Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☒ constant use

TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y ☒ N Mushroom/conk/bracket present: Y ☒ ID: _____

Exposed roots: ☐ severe ☒ moderate ☐ low Undersided: ☐ severe ☒ moderate ☐ low

Root pruned: _____ distance from trunk Root area affected: _____ % Buttress wounded: Y ☒ N When: _____

Restricted root area: ☐ severe ☒ moderate ☐ low Potential for root failure: ☐ severe ☒ moderate ☐ low

LEAN: _____ deg. from vertical ☒ natural ☐ unnatural ☐ self-corrected Soil heaving: Y ☒ N

Decay in plane of lean: Y ☒ N Roots broken Y ☒ N Soil cracking: Y ☒ N

Compounding factors: DECLINE W/TARGETS Lean severity: ☐ severe ☒ moderate ☐ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper				
Bow, sweep				
Codominants/forks				
Multiple attachments				
Included bark				
Excessive end weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/seam				
Decay				
Cavity				
Conks/mushrooms/bracket				
Bleeding/sap flow				
Loose/cracked bark	M			
Nesting hole/bee hive				
Deadwood/stubs		M	M	M
Borers/termites/ants				
Cankers/galls/burls				
Previous failure				

HAZARD RATING

Tree part most likely to fail: WHOLE TREE

Inspection period: _____ annual _____ biannual _____ other _____

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 3 + 4 = 10

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe

Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm); 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)

Target rating: 1 - occasional use; 2 - intermittent use; 3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape

Cable/Brace: _____ Inspect further: ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: ☒ N Replace? ☒ N Move target: Y ☒ N Other: _____

Effect on adjacent trees: ☒ none ☐ evaluate

Notification: ☒ owner ☐ manager ☐ governing agency Date: 8.9.24

COMMENTS

Landscape Trees for Pacific Grove



a Guide to Selection, Planting and Care

January 11, 2011



CITY OF PACIFIC GROVE

300 FOREST AVENUE
PACIFIC GROVE, CALIFORNIA 93950
TELEPHONE (831) 648-3100
FAX (831) 375-9863
www.ci.pg.ca.us

Dear Friend:

More than a century ago, the City of Pacific Grove was founded in a forest. Trees grew in profusion—pine, oak, cypress, even redwood. Since then, we have lost much of that forest.

Trees have always been an integral part of Pacific Grove's character, lending charm and a distinctive appearance, setting us apart from other coastal communities. In a time when many of California's cities are losing trees faster than they are being replaced, we must do we all we can to ensure that trees will always flourish in Pacific Grove.

To achieve this goal, we ask you, the residents and business people of Pacific Grove, to join the City, your friends, and neighbors in helping to restore our urban forest.

This Landscape Tree Guide was developed to provide assistance in choosing and caring for our trees. City staff and committees will use the guide for tree plantings along streets, in parks, and in other public places. We hope you will review the more than 40 species listed here and find a species you would like to plant at your home or business.

Trees are one of our most valuable assets. They make our neighborhoods more livable, creating a buffer from the busy pace of modern life. They contribute towards clean air, soil and water conservation, and energy savings. They increase the value of our homes and the economic vitality of our businesses. They provide a habitat for wildlife—including over-wintering Monarch butterflies.

Most of all, trees greatly enhance the unique beauty of Pacific Grove. Through our combined efforts, we can ensure that it will always be so. Thank you for your active participation.

Sincerely,

Carmelita Garcia
Mayor

January 11, 2011

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BENEFITS OF TREES

The City of Pacific Grove is committed to a policy of maintaining and expanding a diverse population of street trees as an essential component of the urban forest in the City. Benefits of a healthy urban forest include the following:

- | | |
|------------------------------------|-------------------------------------|
| • Increased real estate values | • Reduces noise pollution |
| • Improved air quality | • Improved aesthetic environment |
| • Improved water quality | • Improved wildlife habitat |
| • Saves heating and cooling energy | • Improved psychological well-being |

In addition, the City aims to increase public participation and involvement in the promotion of a healthy urban forest. The City currently maintains approximately one quarter of Pacific Grove's urban forest. The balance is maintained by the private property owner.

Consequently, the individual property owner plays a vital role in the maintenance and development of Pacific Grove's urban forest. This guide is designed to assist the property owner in making informed decisions for the trees on his/her property. It includes information on the selection, planting and maintenance of trees, as well as the permit process and references to tree-related organizations.

PLANNING AHEAD - CHOOSING THE RIGHT TREE FOR THE RIGHT SPOT

Thinking and planning ahead may be the most important step in your effort to help our urban forest. How well you plan may determine whether or not your tree lives and thrives. Here are a few sample questions to consider:

Have I chosen the right tree?

- Will the tree grow well in this climate and soil?
- Did the seed or seedling come from my local area, giving it a better chance to survive?
- Is it the size and shape I want?

Have I chosen the right place to plant it?

- Is anything overhead or around it that might obstruct its growth?
- What kind of human activity takes place here?
- Is there good drainage and room for the roots to expand?

Do I have enough resources to plant and care for the tree?

- How much money will I need?
- What materials and equipment will I need?
- How many people can I get to help?

Do I have permission to plant here?

- What do the city and county ordinances say about who can plant what and where?
- Will my neighbors or whoever share the space agree?

We hope this booklet will help you answer these questions. For more details about planting trees contact the City Forester, your local nursery, or a certified arborist.



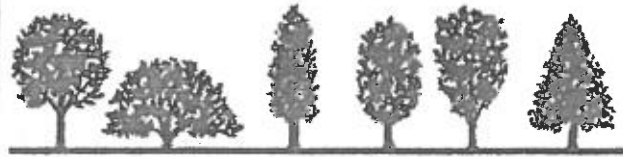
FOR FURTHER INFORMATION:

- *Sunset Western Garden Book*: Lane Publishing Co., Menlo Park, CA.; an encyclopedia of plants and a good horticultural guide. It is available at most bookstores.
- *Trees for San Francisco - A Guide to Street-Tree Planting and Care*: Friends of the Urban Forest's street tree photos and information booklet. Call Friends of the Urban Forest at (415)-543-5000 to purchase.

Pacific Grove Landscape Tree List

Pacific Grove Landscape Tree List		Small - Up to 15 ft.	Medium - 15 to 30 ft.	Large - 30 to 50 ft.	Very Large - Over 50 ft.	Narrow, under 20 ft.	Average, 20 to 40 ft.	Broad, over 40 ft.	Round	Spreading	Columnar	Oval	Upright	Pyramidal	Open	Medium	Dense	6" Max - Slow	Moderate	1' Min - Rapid	Sun	Sun - Shade	Shade
		Height	Spread	Shape	Density	Growth Rate Per Year	Sun Exposure																
CONIFERS																							
1	Cedrus deodora Deodar Cedar		•			•								•			•		•		•		
2	Cupressus macrocarpa Monterey Cypress (Ca. Native)		•				•			•						•				•	•	•	
3	Pinus canariensis Canary Island Pine			•		•					•					•				•	•		
4	Pinus pinea Italian Stone Pine		•				•			•						•			•		•	•	
5	Pinus radiata Monterey Pine (Ca. Native)			•				•								•				•	•	•	
6	Pinus torreyana Torrey Pine (Ca. Native)		•							•						•				•	•		
7	Sequoia sempervirens Coast Redwood (Ca. Native)			•		•								•			•			•	•	•	
BROADLEAF EVERGREEN TREES																							
8	Acacia melanoxylon Blackwood Acacia			•		•					•						•			•	•	•	•
9	Arbutus unedo Strawberry Tree 'Marina'		•			•			•		•					•			•		•	•	•
10	Callistemon citrinus Lemon Bottlebrush		•		•			•								•			•		•	•	
11	Callistemon viminalis Weeping Bottlebrush		•		•					•					•				•		•	•	
12	Cinnamomum camphora Camphor Tree			•			•	•									•		•		•	•	
13	Eriobotrya deflexa Bronze Loquat		•			•				•							•			•	•	•	
14	Eriobotrya japonica Loquat		•			•				•							•			•	•	•	
15	Eucalyptus ficifolia Red Flowering Gum			•		•		•									•		•		•	•	

Tree Shapes



Round Spreading Columnar Oval Upright Pyramidal

Drought	Coastal Conditions	Wind	Oak Root Fungus Resistant	Frost Tolerant to 26° F	Aromatic	Attracts Birds	Attracts Monarch Butterflies	Fruit - Flower	Fall Color	Unusual Leaves	Clean - Neat	Bark	Deer Resistant	Good Under Utilities	Small, Contained Areas	Lawn or Irrigated Areas	Good for Street Tree	
Tolerances				Outstanding Characteristics								Possible Sites				Comments		
●			●										●					Grey-green, short needles; openly spaced branches; pendulous ends give tree a graceful habit. Needs large space. 1
●	●	●	●	●	●								●					Needs periodic thinning to limit wind damage. Prune branch ends to strengthen limbs. 2
●			●	●								●	●					Resistant to oak root fungus and pitch canker. Attractive in groups; vertical accent tree for taller buildings; good in narrow spaces. 3
●	●			●									●					Good roadside and large garden tree. Resistant to pine pitch canker. 4
●	●	●	●	●									●					Very fast growing; plant at least 10' from paved surfaces and foundations; plant pitch canker resistant varieties. 5
●		●	●	●									●					Distinctive gray-green, long needles. Resistant to pitch canker. Young trees handsome, old trees striking. Produces pine nuts. 6
			●	●								●	●			●		Likes ample water; needs large space and protection from wind (susceptible to salt burn near ocean). 7
●	●	●	●										●			●	●	Cream-colored flower clusters in spring; 4" seed pods in late summer, drop in fall; disease and pest resistant; requires annual removal of suckers; self sows. 8
●	●	●				●	●					●				●	●	Rosy pink flowers in fall; yellow to orange-red berries in summer & winter attract birds; Red-brown shreddy bark; excellent lawn or raised-bed tree. 9
●	●	●	●		●	●	●						●	●	●	●	●	Long blooming period; red flowers attract hummingbirds & monarchs; good for small spaces; requires light annual pruning & sidewalk clean-up during flower drop. 10
●	●		●		●	●	●						●	●	●	●	●	Pendulous branches; flower characteristics and care same as Lemon Bottlebrush; stake & trim to prevent top-heavy growth. 11
●	●		●	●						●								Shiny foliage, dark bark, clusters of tiny yellow flowers in March, followed by blackish fruits; needs good drainage. 12
●			●		●	●	●			●							●	Large dark green leaves have coppery color when new. Needs good drainage; stake & prune when young. <i>Eriobotrya x Coppertone</i> retains copper foliage most of year; stays small, to 15'. 13
●			●			●				●							●	Big, leathery, glossy green leaves show rusty wool beneath; small, dull white flowers borne in fall, fragrant but not showy. Grafted varieties produce 1-2 in. edible orange fruits. 14
●	●		●			●	●			●			●	●		●	●	Striking red to orange flowers cover tree in winter & summer. Requires pruning to avoid branch breakage; flower and seed capsule require clean-up. 15

Note about deer resistance: Although some trees are more resistant to deer browsing than others, hungry deer will nibble nearly any newly planted tree. For best success, protect young trees with wire enclosures.

Pacific Grove Landscape Tree List

Pacific Grove Landscape Tree List		Small - Up to 15 ft.	Medium - 15 to 30 ft.	Large - 30 to 50 ft.	Very Large - Over 50 ft.	Narrow, under 20 ft.	Average, 20 to 40 ft.	Broad, over 40 ft.	Round	Spreading	Columnar	Oval	Upright	Pyramidal	Open	Medium	Dense	6" Max - Slow	Moderate	1' Min - Rapid	Sun	Sun - Shade	Shade
		Height	Spread	Shape			Density	Growth Rate Per Year	Sun Exposure														
Botanical Name Common Name 'Cultivated Variety'																							
BROADLEAF EVERGREEN TREES																							
16	Eucalyptus nicholii Nichol's Willow-Leafed Peppermint		•							•					•					•	•		
17	Geijera parviflora Australian Willow		•			•					•					•				•	•		
18	Magnolia grandiflora Southern Magnolia 'Russett' 'St. Marys'				•		•		•								•			•	•		
19	Lyonothamnus floribundus asplenifolius Fernleaf Catalina Ironwood			•		•					•					•				•	•		
20	Maytenus boaria Mayten Tree 'Green Showers'		•			•			•	•						•				•	•		
21	Melaleuca quinquenervia Cajeput Tree			•			•				•					•				•	•		
22	Melaleuca styphelioides Rigid Leaf Paperbark Tree			•			•					•				•	•			•	•		
23	Meterosideros excelsus New Zealand Christmas Tree			•			•		•								•			•	•		
24	Myoporum laetum Myoporum		•			•			•								•			•	•	•	•
25	Olea europaea Olive		•			•			•							•			•		•		
26	Pittosporum undulatum Victorian Box			•			•		•							•				•	•		
27	Podocarpus gracilior African Fern Pine		•	•		•			•								•	•			•	•	•
28	Prunus Caroliniana Carolina Laurel Cherry			•			•		•								•			•	•		
29	Quercus agrifolia Coast Live Oak (Calif. Native)			•			•			•							•			•	•		

Tree Shapes



Round Spreading Columnar Oval Upright Pyramidal

Drought	Coastal Conditions	Wind	Oak Root Fungus Resistant	Frost Tolerant to 26° F	Aromatic	Attracts Birds	Attracts Monarch Butterflies	Fruit - Flower	Fall Color	Unusual Leaves	Clean - Neat	Bark	Deer Resistant	Good Under Utilities	Small, Contained Areas	Lawn or Irrigated Areas	Good for Street Tree
Tolerances			Outstanding Characteristics					Possible Sites					Comments				
				●	●								●				● Gracefull, weeping blue-green, fine-textured foliage has peppermint smell when crushed. Too much water can cause chlorosis. 16
●			●	●						●	●			●			● Has grace of willow; toughness of eucalyptus; deep, non-invasive roots; pest free. 17
			●	●			●		●				●				● Large white fragrant flowers; large glossy leaves & pods a litter problem. Surface roots lift side-walks. Likes ample water. 'St. Mary's, a smaller, slower growing variety, is ok beneath wires. 18
●	●	●					●		●			●					● Tiny white flowers in clusters; Rough, shredding, red-brown bark. Requires annual pruning; Stake & prune when young. Needs good drainage. 19
			●										●			●	● Weeping form; delicate, apple-green foliage; needs good drainage & deep initial watering to avoid suckers & voracious surface roots that destroy concrete; Prune to remove suckers. 20
●	●	●		●						●	●	●					● Peeling, spongy, cream to brown bark; yellowish flowers in summer & fall, 1/2" hard brown seed capsules; good for narrow sidewalks; tolerates poor drainage. 21
●		●	●				●		●			●	●			●	● Pendulous branchlets; lacy, open growth; peeling bark; creamy white flowers summer to fall; brittle wood; tolerates water, good in lawns. 22
●	●	●					●		●			●				●	● Showy red flowers in early summer; sidewalk cleanup during flower drop; stake & prunes when young; good street tree, needs root barrier in narrow site; excellent in windy, salt air. 23
●	●	●		●			●	●		●			●				● Attractive multi-trunked tree if staked & pruned; thin to prevent top-heaviness & wind damage; superb for seaside use; not for tailored gardens; some leaf drop at all times; invasive roots. 24
●	●	●				●						●	●	●			● Grey-green foliage; insignificant flowers. Dark green to black 1" edible fruit in late fall attracts birds but stains sidewalks. Plant fruitless varieties to avoid fruit drop; requires frequent pruning & removal of suckers. 25
●		●		●			●						●			●	● Wavy-edged leaves, Fragrant creamy white flowers in early spring open to sticky orange seeds that are messy. Shallow, greedy root system limits other plants. 26
			●							●					●	●	● Not a pine; irregular form; dark blue-green, glossy narrow leaves; insignificant fruit & flowers; train to single trunk when young; Needs good drainage; disease & pest resistant. 27
●		●		●		●	●	●									● Attractive as multistemmed tree; small creamy white flowers in spikes, Feb-April. Half inch black fruit a litter problem over pavement. Does poorly in alkaline soils. 28
●		●		●		●							●				● Needs considerable space; avoid watering within 4' of base; attracts many native birds. 29

Note about deer resistance: Although some trees are more resistant to deer browsing than others, hungry deer will nibble nearly any newly planted tree. For best success, protect young trees with wire enclosures.

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Botanical Name Common Name 'Cultivated Variety'		Height			Spread		Shape				Density		Growth Rate Per Year		Sun Exposure								
BROADLEAF EVERGREEN TREES																							
30	Quercus suber Cork Oak																						
31	Schinus terebinthifolius Brazilian Pepper Tree																						
32	Ulmus parvifolia Chinese Elm 'Drake'																						
DECIDUOUS TREES																							
33	Aesculus carnea Ruby Horse Chestnut 'Briotii'																						
34	Fagus sylvatica Copper Beech																						
35	Ginkgo biloba Maidenhair Tree 'Autumn Gold'																						
36	Liquidambar styraciflua American Sweet Gum 'Burgundy' 'Festival' 'Palo Alto'																						
37	Liriodendron tulipifera Tulip Tree																						
38	Magnolia soulangeana Saucer Magnolia																						
39	Malus floribunda Japanese Flowering Crabapple																						
40	Pyrus calleryana Ornamental Flowering Pear																						
41	Platanus acerifolia London Plane Tree 'Bloodgood' 'Yarwood'																						
42	Prunus cerasifera Flowering Plum 'Krauter Vesuvias' 'Thundercloud'																						

Tree Shapes



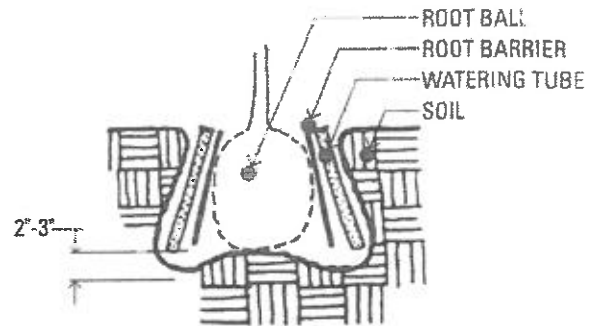
Round Spreading Columnar Oval Upright Pyramidal

Drought	Coastal Conditions	Wind	Oak Root Fungus Resistant	Frost Tolerant to 26° F	Aromatic	Attracts Birds	Attracts Monarch Butterflies	Fruit - Flower	Fall Color	Unusual Leaves	Clean - Neat	Bark	Deer Resistant	Good Under Utilities	Small, Contained Areas	Lawn or Irrigated Areas	Good for Street Tree	
Tolerances Outstanding Characteristics Possible Sites Comments																		
●			●									●	●				●	Trunks with thick, corky bark; very drought tolerant; needs good drainage. 30
●		●	●			●		●								●		Bright red berries showy in winter; feed & water infrequently & deeply to discourage surface roots. 31
●			●	●							●							Weeping habit; older trees have shedding bark. Aggressive surface roots can damage sidewalks; stake & prune when young. 32
						●		●					●	●		●	●	Showy pink to red flower clusters April-May; requires sidewalk clean-up during flower drop; needs summer watering; susceptible to powdery mildew & leaf spot. 33
									●			●						Beautiful foliage; protect from winds; salts in soil or water stunt growth & turn leaves brown. 34
●										●	●		●	●		●	●	Brilliant yellow leaves in fall, drop all at once; likes well drained soil. Never prune central leader; stake when young; disease & pest resistant; long-lived. 35
●		●	●						●	●			●					Maple-like leaves; dependable fall color varies with variety from yellow-orange-red to burgundy; spiny seed capsules, though decorative, drop in winter & require clean-up; surface roots can be nuisance in lawns or parking strips. Disease & pest resistant. 36
			●	●				●	●							●		Bright yellow-green leaves; tulip shaped greenish yellow flowers in late spring; likes well drained soil; susceptible to aphids; good lawn tree. 37
			●				●				●			●		●	●	Large white, pink, or purplish red flowers bloom in winter before leaves come out. Blooms at 3-5 yrs. 38
			●	●		●		●	●					●	●	●		Fine textured foliage; red to pink buds open to white flowers; prune only to build framework and to correct shape; needs summer watering; susceptible to aphids. 39
			●	●				●	●							●		White flowers in early spring; purplish-red fall color; narrow crotches subject to breakage as tree matures. 40
●			●	●				●	●			●	●			●	●	Lobed, maplelike leaves. Bark sheds in striking patches. Brown, ball-like seed clusters hang from branches through winter. Watch for spider mites and scale. 'Bloodgood' somewhat resistant to anthracnose; 'Yarwood' resistant to powdery mildew. 41
			●			●	●	●		●				●	●	●		Pink to white flowers in early spring. Green, red, or purple foliage depending on variety. Susceptible to caterpillars, slugs, aphids and spider mites; some fruit drop; will grow in almost any soil. 42

Note about deer resistance: Although some trees are more resistant to deer browsing than others, hungry deer will nibble nearly any newly planted tree. For best success, protect young trees with wire enclosures.

PLANTING TREES

Planting Hole: The planting hole should be excavated 1-2 inches less than the height of the root ball and twice the root ball diameter. Loosen soil at the sides and bottom of the hole. If amendments are added to the backfill soil, they should be composed of slowly decomposing organic matter, thoroughly mixed, and amount to no more than 40% of the overall soil volume. Filling the pit with water and observing the water percolate into the soil will determine whether the soil has adequate drainage. Areas with poor drainage (i.e. very little drainage in 24 hours) should be modified and planted with a species tolerant of wet soil.



Watering Tube: (optional) Placement of a 4" by 24" watering tube should be at the grade of the soil and filled with gravel. This tube allows for water to be delivered to the root zone without surface run-off while encouraging deep roots. The application of water through the tube should be done only after the tree is established, usually within 18 to 24 months. Two tubes can also be installed on opposite sides of the root ball to maximize deep watering. Trees planted on a grade should always have the watering tube installed on the uphill side of the root ball.

Root Barrier: (optional) Root barriers may be utilized when planting in paved areas and near driveways and sidewalks. They are thought to direct roots down in the soil and consequently minimize root growth directly under pavement.

Tree Placement: The tree should be carefully removed from the container to avoid damage to the root ball. Cut any circling roots and remove any matted roots on the surface of the root ball. Orient the tree with the strongest branches facing the prevailing winds.



Backfilling and Mulching: Eliminate air pockets by thoroughly flooding the partially backfilled tree pit. The soil should be firmly packed around the root ball to stabilize the newly planted tree. Fill the basin to grade and construct a berm around the outside of the root ball for watering.

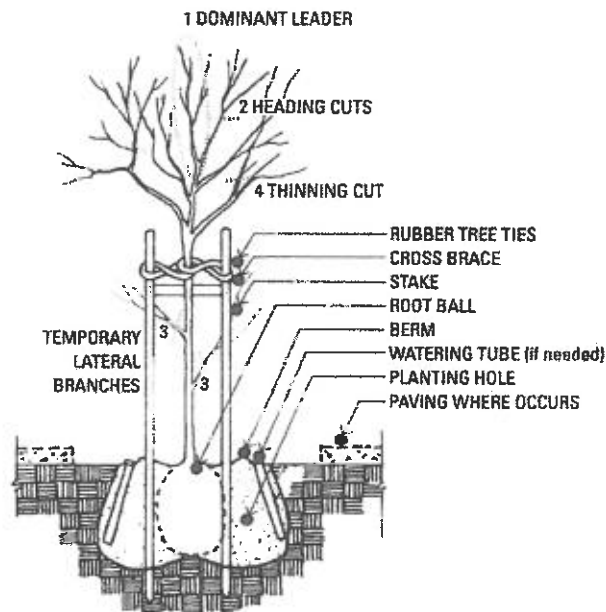
Staking: Two 2" x 8" lodge pole pine stakes should be driven into the ground on appropriate sides of the tree and adjacent to the root ball. A one inch by four inch board nailed between the stakes adds to the stability of the stakes but should be positioned in such a way as to avoid damage to the tree by rubbing. Two rubber tree ties should be nailed to the stakes and wrapped in a figure eight pattern around the tree six inches above the point where the tree, if held by hand, will maintain an upright position. Tie the trunk so that the tree can move at least three inches in each direction. This movement stimulates the growth of the tree.

MAINTENANCE OF NEWLY PLANTED TREES

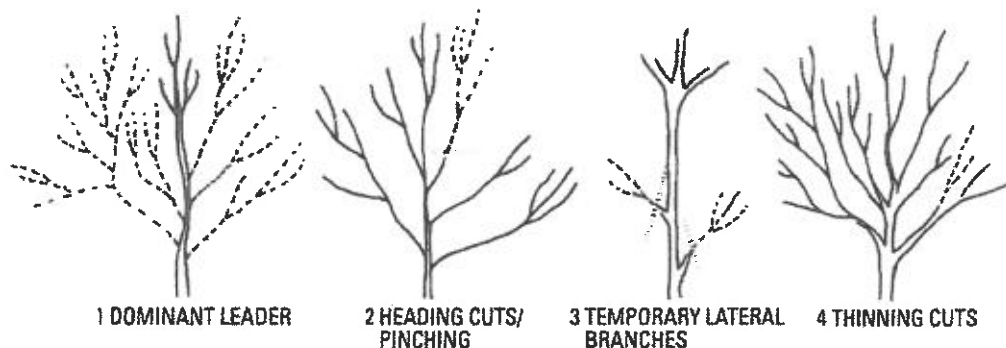
Basin Maintenance: Basin maintenance consists of weed and debris removal, stake and strap adjustment or removal, and sucker removal.

Watering: Deep, infrequent and slow watering directly over the root ball area will promote deep root growth. Depending on soil type, plant requirements and climatic conditions, a newly planted 15 gallon tree should receive about 5 gallons of water each week during the dry season. After 18 to 24 months of watering directly over the root ball, start watering through the watering tube.

Pruning: The most important aspect of young tree pruning is the establishment of a **dominant leader (1)**; **pinch or head back (2)** branches that are competing with the dominant leader. **Temporary lateral branches (3)** (branches that will not be present on the mature tree) must be left to feed and shade the trunk. These branches, which may also be headed appropriately, should be removed only after the tree is established. Do not allow the temporary branches to block pedestrian access on sidewalks. Pruning should emphasize the plant's natural growth habit and be limited to **thinning cuts (4)** and removal of unsound or poorly attached branches.



Staking: As soon as the tree is established (usually two years,) the stakes should be removed or modified to encourage a strong trunk, deep rooting and sufficient anchorage.



PERMITS

Tree Planting Procedure

Property owners are required to have a permit to plant a street tree in a City easement. No permit is needed to plant trees on private property.

1. Phone 648-3122 for information.
2. Complete form and return to the City Forester at the Department of Public Works.
3. Department inspection: sidewalk marked where tree is to be planted.

Permit approved: Property owner proceeds with planting the tree.

Permit denied: A letter of denial is sent to the property owner.

Tree Removal Procedure

Property owners are required to have a permit to remove street trees. Property owners are required to have a permit to remove any tree on private property which is four inches in diameter at four and one-half feet above the ground.

1. Tree permit applications are available at the Public Works office (648-3122) and at City Hall (648-3100).
2. Completed applications should be returned to the Public Works office.
3. Department inspection: The City Forester will visit your property and inspect the tree(s) within 10 days. Tree(s) will be posted with removal notice for a period of 10 days if City Forester determines public notice is appropriate.

Permit approved: If there are no public objections and the City Forester recommendation concurs, a permit is granted.

Permit denied: If there are public objections, a public hearing is scheduled. Notices are posted and mailed out to those concerned.

Public Hearing: Any person objecting to any determination of the City Forester shall have the right of appeal to the Natural Resources Committee.

Permit approved: Property owner proceeds with removal.

Permit denied: Decision may be appealed to City Council.



REFERENCES

City Agencies:

- City Forester, Department of Public Works - 648-3122
For questions regarding permits, responsibilities, or professional advice and tree jurisdiction.
- City Hall - 648-3100
For copy of the Tree Conservation and Protection Ordinance

**Prepared by the City of Pacific Grove's
Natural Resources Committee
1998**



The City of Pacific Grove
gratefully acknowledges the
San Francisco Department of Public Works
for permission to use information and illustrations from
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**Booklet Layout by
Katy Travaille**

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**PACIFIC GROVE
LANDSCAPE
TREE LIST**



Botanical Name Common Name 'Cultivated Variety'	Comments
CONIFERS	
<i>Cedrus deodora</i> Doedar Cedar	A large pyramidal tree 30-50 feet tall with an average 20-40 ft. spreading canopy; grey-green short needles; openly spaced branches; pendulous ends give tree a graceful habit. Needs large space. Tolerances include drought and frost to 26° degrees; deer resistant.
<i>Cupressus macrocarpa</i> *Monterey Cypress	A large tree spreading tree 30-50 feet tall with a broad over 40 ft. spreading canopy; narrow and pyramidal in youth. Needs periodic canopy reduction to limit wind damage. Tolerances include; drought, coastal conditions, wind, and frost to 26°.
<i>Pinus canariensis</i> Canary Island Pine	Fast growing tree 50-80 ft. tall with a 20-35 ft. spread. Pyramidal when young developing into a round headed tree. Resistant to oak root fungus and pine pitch canker.
<i>Pinus pinea</i> Italian Stone Pine	Moderate growth to 40-80 ft. tall with a 40-60 ft. spread becoming broad and flat topped with age. Stiff needles green to bright-green, 5-8 inches in length. Tolerances include drought and coastal conditions.
<i>Pinus radiata</i> *Monterey Pine	Fast growing tree 80-100ft. Tall and 25-35 ft. wide. Can grow up to 6 ft. per year when young. Pyramidal when young developing into a flat headed tree. Subject to windthrow and pine pitch canker.
<i>Pinus torreyana</i> Torrey Pine	A large distinctive gray-green tree growing 30-50 ft tall with a broad, open-crowned canopy with 10-12 in. long needles in groups of five. The cones are stout and heavy, typically 3-6 in. long. Resistant to pitch canker.
BROADLEAF EVERGREEN TREES	
<i>Arbutus unedo</i> Strawberry Tree 'Marina'	Slow to moderate growth 25-40 ft. with equal spread. Round headed canopy when mature. Trunk and branches have a reddish bark that peels off in flakes. Rosy pink flowers in fall; yellow to orange-red berries in summer & winter attract birds; excellent lawn or raised-bed tree.
<i>Callistemon citrinus</i> Lemon Bottlebrush	Naturally a shrub 10-15ft. Tall and as wide. Tolerant of heat, cold, and poor soils. Can be trained into a 20-25 ft. tree with a naturally round canopy. Long blooming period; red flowers attract hummingbirds & monarchs; good for small spaces; requires light annual pruning.
<i>Callistemon viminalis</i> Weeping Bottlebrush	Fast growing 20-30 ft. tall with a 15ft. Spread. Pendulous branches; flower characteristics and care same as Lemon Bottlebrush; stake & trim to prevent top-heavy growth.
<i>Eucalyptus ficifolia</i> Red Flowering Gum	Develops 18-45 ft. tall with a 15-60 ft. round headed canopy. Striking flowers sometimes white, cream, pink, or orange cover tree in winter & summer. Requires pruning to avoid branch breaking; flower and seed capsules require clean-up.
<i>Eucalyptus nicholii</i> Nichol's Willow-leafed Pepperment	Large tree growing 35-50 ft. tall and a 15-30 ft. wide canopy. Tends to be a columnar shape. Graceful, weeping blue-green, fine-textured foliage has peppermint smell when crushed. Crushed leaves can have a peppermint fragrance.
<i>Magnolia grandiflora</i> Southern Magnolia 'Russett' 'St. Marys'	Large tree growing to 80 ft. in height and developing a 60 ft. wide canopy. Large white fragrant flower 8-10 in. across. Varies from bushy to narrow and upright. 'Little Gem' is slow growing to 25 ft. tall and 10-15 ft. wide.
<i>Lyonothamnus floribundus asplenifolius</i> Fernleaf Catalina Ironwood	Develops at a moderate rate to 20-35 ft. in height and up to 15 ft wide. Tiny white flowers in clusters; Rough, shredding, red-brown bark. Requires annual pruning; Stake & prune when young. Needs good drainage.
<i>Metrosideros excelsa</i> New Zealand Christmas Tree	Medium sized tree developing to 30 ft. tall with the potential to reach 30 ft. wide. Showy red flowers in early summer; Sidewalk clean up during flower drop; stake and prune when young; good street tree, excellent in windy salt air.
<i>Olea europaea</i> Olive 'Swan Hill'	A slow growing tree developing to 25-30 ft. in height. Grey-green foliage; insignificant flowers. Dark green to black 1" edible fruit in late fall attracts birds but stains sidewalks. Plant fruitless varieties to avoid fruit drop; requires frequent pruning & removal of suckers.
<i>Pittosporum undulatum</i> Victorian Box	Grows fast to 15 ft. then slows to 30-40 ft. tall and as wide; makes a dense single, or multistemmed dome shaped tree. Wavy-edged leaves. Fragrant creamy white flowers in early spring open to sticky orange seeds that are messy. Shallow greedy root system limits other plants.
<i>Podocarpus gracilior</i> African Fern Pine	Develops to 20-60 ft. in height and 10-20 ft. wide. Not a pine; irregular form; dark blue-green, glossy narrow leaves; insignificant fruit & flower; train to single trunk when young; Needs good drainage; disease & pest resistant.
<i>Quercus agrifolia</i> *Coast Live Oak	Round headed dense 20-70 ft. tall with equal spread. Needs considerable space; avoid watering within 4' of base; attracts many native birds. Susceptible to sudden oak death.
<i>Quercus suber</i> Cork Oak	Develops a canopy from 30-60 ft. tall and can reach a canopy spread as wide. Trunks with thick, corky bark; very drought tolerant; needs good drainage.
<i>Ulmus parvifolia</i> Chinese Elm 'Drake'	Fast growing and can reach 40-60 ft in height with a canopy spread able to reach 50-70 ft. wide. Weeping habit; older trees have shedding bark. Older trees may require canopy reduction to limit storm damage.
DECIDUOUS TREES	
<i>Ginkgo biloba</i> Maidenhair Tree 'Autumn Gold'	At mature trees top out at 35-50 ft. in height. brilliant yellow leaves in fall, drop all at once; likes well drained soil. Never prune central leader; stake when young; disease & pest resistant; long-lived.
<i>Liquidambar styraciflua</i> American Sweet Gum 'Paio Aito'	Narrow and erect in youth it can develop to a height of 60 ft. Maple-like leaves; dependable fall color varies with variety from yellow-orange-red to burgundy; spiny seed capsules; surfaces roots can be a nuisance in lawns or parking strips. Disease & pest resistant.
<i>Magnolia soulangeana</i> Saucer Magnolia	Develops a canopy up to 25 ft. in height and as wide. Large white, pink, or purplish red flowers bloom in late winter and into spring before leaves come out. Blooms 3-5 yrs. Good lawn tree.
<i>Malus floribunda</i> Japanese Flowering Crabapple	A broad dense tree 12-18 ft. in height. Fine textured foliage; red to pink buds open to white flowers; prune only to build framework and to correct shape; needs summer watering; susceptible to aphids.
<i>Platanus Racemosa</i> London Plane Tree 'Bloodgood' 'Yardwood'	A fast growing tree 30-80 ft. in height and 20-50 ft. wide. Lobed, maple like leaves. Bark sheds in striking patches. Brown, ball-like seed clusters hang from branches through winter. Watch for spider mites and scale. 'Bloodgood' somewhat resistant to anthracnose; 'Yardwood' resistant to powdery mildew.
<i>Prunus cerasifera</i> Flowering Plum 'Krauter Vesuvias' 'Thundercloud'	An oval shaped tree reaching a canopy height of 25 ft. Pink to white flowers in early spring. Green, red, or purple foliage depending on variety. Susceptible to Aphids and spider mites; will grow in almost any soil.

* Native protected Tree

Updated 4/9/2015



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Gho, Public Works Director/Deputy City Manager
MEETING DATE: March 19, 2025
SUBJECT: David Avenue Street Rehabilitation – Award of Contract and Budget Modification
CEQA: Categorical Exemption, CEQA Guidelines Section 15301, Class I, Existing Facilities

RECOMMENDATION

1. Request the City Attorney to read the title of the Proposed Ordinance Amending the Operating and Capital Projects Budget for FY24/25
2. Motion to waive further reading of the ordinance.
3. Introduce and hold the first reading of the Proposed Ordinance Amending the Operating and Capital Projects Budget for FY24/25
4. Direct a summary of a proposed Ordinance to be published as approved by the City Attorney.
5. Authorize Agreement with Monterey Peninsula Engineering (MPE) for the David Ave Street Rehabilitation project, which includes replacement of sewer infrastructure, for an amount not to exceed \$480,560 plus a 15% contingency.

DISCUSSION

As an element of the FY22/23 Capital Improvement Plan, the City Council a project to address the deteriorating pavement conditions on David Avenue from Devisadero Ave to Forest Ave. This segment of roadway is currently in "poor " condition with a Pavement Condition Index rating of 48. This segment serves as a main arterial in and out of the City and provides access to local schools, neighborhoods and commercial/shopping areas.

The northbound lane poses a constant repair problem for Public Works Crews. Chunks of pavement are frequently dislodged from the road creating potholes and road hazards. The underground moisture and heavy traffic volumes further deteriorate road conditions. Public Works maintenance crews regularly perform hot mix patches on this segment of roadway, this merely serves as a temporary fix and is not a long-term solution; rehabilitation is needed.

Engineering Process:

During the engineering phase, underground infrastructure was CCTV videoed to assess existing conditions. It was anticipated, based on the age of the lines and construction records, that some of the segments of the sewer infrastructure would need to be replaced. As such, the project budget included Sewer Enterprise Funds to address this anticipated need.

While videoing, staff discovered that the sewer lines on David Avenue are in a deteriorated state and in need of replacement, from Devisadero to Forest Ave. 350 linear feet of deteriorated sanitary sewer main will be replaced and upsized from 6" vitrified clay pipe to 8" PVC.

Competitive Bidding:

Process Construction documents were completed in January of 2025 and a request for proposals was issued. On February 20, 2025 the bid period closed. Seven (7) bids were received:

Contractor	Base Bid
Monterey Peninsula Engineering	\$480,560
Coastal Paving & Excavating	\$530,910
Precision Grade	\$563,195
Graniterock Company	\$594,740
Tri-Valley Excavating Co., Inc.	\$688,278
The Don Chapin Co., Inc.	\$706,165
JMS Cement Contractors Inc.	\$708,510

Monterey Peninsula Engineering (MPE) has been qualified as the lowest, responsible bidder. MPE is well qualified to perform this work and has successfully completed several paving and sewer projects for the City.

Scope of Work:

The scope of work for the FY24/25 David Avenue Street Rehabilitation Project bid includes:

- Reconstruction of 18,600 SF of deteriorated pavement
- Reconstruction of 400 SF of sidewalk
- Construction of 60 LF of curb and gutter
- Replacement of 350 LF of sewer main line
- Construct 760 LF of 5' wide AC Walkway, from David sidewalk to Forest curb ramp
- Construct 2,600 LF of 8' wide AC Walkway, From David sidewalk, through the park to Morse Drive

Construction Schedule:

Following contract execution, a pre-construction meeting will be held to determine a project schedule.

The City has obtained the necessary permits from the California Department of Transportation (Caltrans) as Caltrans operates the adjoining road segment, State Route 68, and the signal light at this intersection. As part of the project, the City will be removing and replacing Caltrans traffic loops that control the signal.

This project has numerous components, so coordination with Caltrans, the contractor, and the City will be crucial for the project's success. To ensure this success, it is anticipated that this section of David Avenue, from Seaview to Forest, will be closed during the sewer, storm drain, and resurfacing portions of the project.

When a schedule is developed with the Contractor and Caltrans, City staff will communicate this to the public through social media, the City Manager’s Summary, and at City Council, Boards and Commission meetings. We will also alert the City of Monterey’s Public Works team so they are aware of the closures and the work schedule.

Agreement & Timing

The standard CJPIA and City Attorney’s Office approved construction agreement template will be harnessed. The agreement will not be routed until after the second read of the Ordinance is adopted formally authorizing the funds.

OPTIONS

Do not approve the project

FINANCIAL IMPACT:

The project was initially funded with a \$400,000 budget from Measure X.

During engineering, CCTV inspections of the underground sewer infrastructure revealed the need for sewer rehabilitation. To protect the longevity of the roadway investment, staff requested—and the City Council approved—an additional \$156,000 in Sewer Funding to address the deteriorated infrastructure.

As part of the mid-year budget process, following the standard practice at the time, the Measure X budget was reduced to \$266,157 to align with anticipated expenditures for that year, with the intent to restore the original budget in a future fiscal year. However, due to delays in obtaining required permits from Caltrans, staff deferred the budget adjustment until actual project costs could be determined through the competitive bid process, which has now concluded.

Staff is now requesting an additional \$267,000 to cover construction, contingency, and any remaining in-field engineering and construction management needs.

Fund	Current Budget	Proposed Amendment	Total
17, Measure X	\$266,157	\$267,000	\$533,157
76, Sewer Fund	\$156,000	N/A	\$156,000
Total			\$689,157

To date, \$59,364.51 has been spent on engineering.

FOCUSED PRIORITY AREA: Infrastructure

Attachments

Budget Amendment

ORDINANCE NO. xx-xxx

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
AMENDING THE OPERATING AND CAPITAL PROJECTS BUDGET FOR THE
FISCAL YEAR (FY) 2024-25**

FACTS

1. The City Council approved the Fiscal Year 2024-25 Budget on June 19, 2024.
2. It is customary to amend the budget to adjust revenues and expenditures to reflect updated information since the adoption of the Fiscal Year 2024-25 Budget.
3. The City Manager is recommending amendments to the Fiscal Year 2024-25 Budget to reflect the City Council goals for the fiscal year budget.
4. The Council has determined it is appropriate to amend the approved budget for FY 2024-25 to increase the Measure X funding allocation to the Davide Avenue Street Rehabilitation Project (CIP23-03) by \$267,000 to allow for the rehabilitation of deteriorated road and sewer infrastructure.
5. Pursuant to Charter Article 15, an amendment of the budget must be approved by ordinance.
6. A summary of the Ordinance, approved by the City Attorney, was published on _____.
7. In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq.
8. Enactment of this ordinance action does not constitute a “project” as defined by California Environmental Quality Act (CEQA) Guidelines Section 15378 because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF PACIFIC GROVE DOES
ORDAIN AS FOLLOWS:**

SECTION 1. The foregoing facts are adopted as findings of the City Council as set forth fully within the body of this ordinance.

SECTION 2. The expenditure budget for the following funds is amended, as stated herein, which by this reference are incorporated as set forth in its entirety.

Expenditures		Increase / Decrease
17	Measure X	\$(267,000)

SECTION 3. The Fiscal Year 2024/25 estimated fund balances based on this adjustment, are referenced herein:

Fund	Beginning Fund Balance	Revenue FY 24/25	Expenditures FY 24/25	Preliminary Estimated Ending Fund Balance
17	\$1,036,890	\$788,815	\$1,197,000	\$628,705

SECTION 4. The David Avenue Street Rehabilitation Project (CIP23-03) is funded from two funding sources, Measure X and the Sewer Fund, as noted below. This budget amendment authorizes an additional \$267,000 from Measure X to amend the budget as follows:

Fund	Funding Source	Approved Budget	Proposed Amendments	TOTALS
17	Measure X	\$266,157	\$267,000	\$533,157
76	Sewer	\$156,000	N/A	\$156,000
PROJECT TOTAL				\$689,157

SECTION 5. In accord with Article 15 of the City Charter, this ordinance shall become effective upon adoption hereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 19th day of March, 2025, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

NICK SMITH, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

BRIAN A. 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: Joe Amelio, Councilmember
MEETING DATE: March 19, 2025
SUBJECT: Sound Amplification under AB Sales 23.64.290(d)(1)(B)
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

1. Modify Pacific Grove Municipal Code Section 23.64.290(d)(1)(B) as noted in the code, to read "Amplified and unamplified music and entertainment are allowed indoors and outdoors, and shall not generate noise in excess of 80 decibels (DB)..."
2. Direct the City Attorney to return to Council with an ordinance to modify Pacific Grove Municipal Code Section 23.64.290 and other sections of the Pacific Grove Municipal Code as it pertains to sound amplification.
3. Alternatively, discuss and take other action related to this item.

DISCUSSION

70 DB is a normal conversation. 80 DB is a conversation in a restaurant. 100 DB is an ambulance siren.

Music thrives where people congregate, especially in walkable locations such as Pacific Grove Downtown and its restaurants.

One area of Pacific Grove downtown holds First Fridays of the month that have live music throughout downtown which is much louder than 80 DB. (90-95 DB is as loud as motorcycles and a car horn.)

Walkability contributes to a successful music district," says Kate Durio, CEO of North America for Sound Diplomacy, a consulting firm. "Music culture tends to thrive where people are. You want people to be able to stumble across live music."

Communities benefit from a music scene, and vice-versa. "Strong culture is as important as walkability, and good street frontage."

Music is about fellowship and bringing people together whether listening or eating at an establishment.

The music economy tends to develop spontaneously to a degree, but many cities are discovering that music is worth thinking about and investing in. This is a bottom-up method of growing the economy. Conventional economic development is about attracting businesses from far away, but "Growing the

music industry is 100 percent local,” says Durio. It also adds to quality of life, which can attract a talented workforce.

OPTIONS

Provide alternate direction.

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: Robert Perrault, Consultant
MEETING DATE: March 19, 2025
SUBJECT: WorkPlan for FY 25-26/26-27, Finalization of Policy Statements and Goals and authorize release to the General Public
CEQA: Does not constitute a Project per California Environmental Quality Act Guidelines Section 15378

RECOMMENDATION

It is recommended the Council approve/modify the Proposed Policy Statements and Goals for Release to the Public for Comment.

DISCUSSION

The Council initiated the workplan that will guide the development of the FY 25-26/26/27 Budget with the approval of the process at the Council meeting held on February 26th. Once completed, the workplan will consist of selected Focus Areas and Policy Statements and Goals in Support of the Focus Areas. Through the development Budget staff will develop milestone projects that will ensure the goals in the workplan are carried out. The completed workplan will then be reviewed on an ongoing basis to measure its progress during the budget cycle.

In preparation for workplan development, the Council received a Status report on the current Workplan, a review of the challenges and opportunities facing each City department and on March 5th, the Council received the Mid-year Financial Report that detailed the expenditures and revenues at the halfway point of the current fiscal year. The Council also received a summary of the input provided by the City's Board, Commission, Committees, and Task Force for consideration in the development of the Council's goals strategies that will be developed following establishment of the goals.

During the Council meeting of the 5th, I requested the Council identify four Focus Areas for to be used in the workplan for the upcoming two-year budget cycle. The following four Focus Areas identified by the Council included the following:

Infrastructure
Fiscal Sustainability
Environmental Stewardship
Community Development

After the March 5th meeting, I requested that each Council member draft a value policy statement and two supporting goal statements for each Focus Area. In my request, I asked that the policy statements

and goals be specific, achievable, and measurable. This assignment was to be returned to me and the City Manager by the end of the end of the work day on March 12th. All Council members completed the assignment. In reviewing the submittals, I found several that contained comparable themes and similarities. Based on the submittals and a review of the Boards, Committees and Commission submittals, I have developed the attached list of Policy Statements and Goals by Focus Area for further discussion. In drafting the Policies and Goal Statements, I tried to capture the primary themes and similar perspectives shared by the Council. I also attempted a phrasing that reflects the need to be specific, easy to understand, and achievable. In reviewing the listing, please be aware that collectively, these goals will likely be achievable with the resources the City currently possesses.

The attached list is meant to serve as a means of initiating discussion. It is hoped the Council will review the list, modify it as necessary, and once finalized, authorize its release for public comment. During the meeting to be held on April 2, 2025, I will review with the Council any public comment received and ask the Council to provide direction to staff to use the Focus Areas, Policy Statements, and Goals to guide the development of the budget. During the budget process, staff will be requested to identify milestone projects that will carry out the finalized Workplan.

OPTIONS

The Council could modify this list as presented.

FINANCIAL IMPACT:

There is no direct impact associated with continuing the development of the Workplan. However, completion of this process will guide the development of the Budget over the next two years.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

- 1 - Recommended Policy Statements and Goals
- 2 - BCC Input for CC Goals 2025-27

ATTACHMENT #1

Recommended Policy Value Statements and Goals by Focus Area

Financial Sustainability

Policy Value Statement: Pacific Grove manages its financial resources to ensure the long-term delivery of municipal services

Goal 1: Identify a program to reduce unfunded liabilities

Goal 2: Review and revise reserve policies to meet equipment and facility requirements.

Infrastructure

Policy Value Statement: Pacific Grove prioritizes the provision of facility, human, and technology infrastructure that enhances the quality of life for residents and businesses

Goal 1: Complete a five-year capital improvement program to address the completion of priority facility projects (sidewalks, streets, water, wastewater, and parks)

Goal 2: Invest in technology and workforce systems

Environmental Stewardship

Policy Value Statement: Pacific cares for and protects its natural resources and amenities

Goal 1: Complete the Climate Action Plan

Goal 2: Complete the George Washington Management Program

Community Development

Policy Value Statement: Pacific Grove strategically implements programs to promote housing and economic opportunities.

Goal 1: Explore options for housing project and partner opportunities

Goal 2: Review Planning and Permit processes to ensure barriers to housing and business development are eliminated.

**Board, Commission and Committee Input
for 2025-27 City Council Community Goals Development**

Architectural Review Board

- Design Guidelines for all commercial/Downtown districts
- Focus on community pathways of travel, specifically pedestrian and intersection safety.

Beautification and Natural Resources Commission

- Complete the update of the 1999 George Washington Park Plan with continued BNRC input.
- Increase tree canopy coverage: Plant trees, update canopy survey to determine current inventory.
- Protect Wildlife: Increase CSO Enforcement, Open space and habitats protection

Task Force on Diversity, Equity and Inclusion

- Focused area: Community Services
Policy value statement: Pacific Grove recognizes and celebrates its heritage through a cultural stewardship
- Focused area: Community Services
Policy value statement: During challenging times Pacific Grove's diverse communities are sustained by inclusive City services, resources, partnerships and opportunities to thrive

Economic Development Commission

- Support all businesses, including home occupation businesses in the City of Pacific Grove.
- Promote local business clusters such as an arts district.
- Assist commercial property owners and representatives with filling vacancies through removing barriers.
- Market the unique City assets and culture, including historic structures and natural features, to attract visitors.

Historic Resources Committee

- Prioritize the protection of the Historic Character of Pacific Grove by creating a Neighborhood Character List or Historic Districts.
- Authorize funding for the application/nomination of Chataqua Hall for the National Register of Historic Places and restoration/rehabilitation.
- Continue the positive working relationship with staff and Council.

Library Board

- To promote the Library as a central venue for civic activities, establish a program to hold forums at the Library to discuss items of civic interest to the public, such as fire safety, by 12/31/25 and hold at least 4 forums in 2026.
- Develop a detailed ADA transition plan (with priorities, schedules, and costs) for the Library within 3 months of completion of the city-wide ADA facilities assessment.
- Acquire an updated capacity for developing websites and make it available to departments, such as the Library, by December 25, 2025.

Planning Commission

- Develop a Complete Streets Policy
- Pursue LCP Amendments to protect the scenic vistas in the dunes area.
- Initiate site selection for an affordable housing project.

Recreation Board

- Create a Recreation Needs Assessment to follow up the 2018 assessment done by Public Works.
- Increase of recreation programs for adults.
- Enhanced Parks and Open Space Planning.

Traffic Safety Commission

- Increase vehicle safety through traffic calming at problematic intersections
- Increase bicycle safety through a bicycle masterplan, protected bike lanes, safe routes to school, and signage
- Increase pedestrian safety through equitable mobility access and adopting a Vision Zero plan to eliminate traffic fatalities and injuries.



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

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Gho, Public Works Director/Deputy City Manager
MEETING DATE: March 19, 2025
SUBJECT: Pacific Grove Cares Projects
CEQA: Categorical Exemption, CEQA Guidelines Section 15304, Class 4, Minor Alterations to Land

RECOMMENDATION

Approve Pacific Grove Cares to commence work on two landscape project sites, Caledonia Park by the Tommy Stillwell sign, and Chase Park West, and authorize staff to assist Pacific Grove Cares with the two projects.

DISCUSSION

The City of Pacific Grove has been approached by Pacific Grove Cares, regarding a potential plan to refresh portions of Caledonia and Chase Park. Pacific Grove Cares is a 501(c)(3) nonprofit volunteer organization dedicated to restoring, maintaining, and improving the town's planted public landscape. Pacific Grove Cares has two locations where they would like to perform demonstration projects to kick off their efforts, the west side of Chase Park, and Caledonia under the park sign.

Chase Park

Chase Park is divided into two parcels, one parcel is located on the corner of the parcel, and is the area between the street sidewalk and cement path, that is adjacent to the Sally Griffin Center and the Vista Point Apartments, and the other Parcel is at the intersection of 17th and Ocean View, on the east side above the main Lovers Point parking lot. The park serves as a connecting route from the Sally Griffin Center and the apartments to the recreation trail and Lovers Point.

The park on the east side of Ocean View is where the Praske's Family donated their time and efforts to restore the landscaping, and Pacific Grove Cares would like to complete Chase Park and restore the west side. The project will consist of the removal of weeds and the trimming or removal of the aged plants. Additional there is a large Elm Tree that has poor structure that will be requested for removal. The soil, where any replanting will occur, will have the soil amended and will be replanted with 1 and 5-gallon native plants, a planting plan is attached to this report. Drip Irrigation and an organic weed fabric blocker will be placed on the ground with bark that will match the east side of Chase Park. After the installation of the bark, new memorial benches will be installed.

Caledonia Park

Pacific Grove Cares has also developed a plan to enhance the landscaping on the corner of Central Avenue and Caledonia Street, which is where the Caledonia Park, Tommy Stillwell Court sign is. Like

Chase Park West, Pacific Grove Cares plans to remove the weeds, prepare the soil for planting, install weed fabric, install irrigation, and then install decorative bark. This is a smaller, much simpler project than the one at Chase Park, that Pacific Grove Cares plans to embark upon, but equally important.

The work at both sites, is to be completed by a group of volunteers, that is being compiled by Pacific Grove Cares. Pacific Grove Cares intends to retain the services of a landscaping firm to assist. Pacific Grove Cares has committed to the long-term maintenance of these two locations.

If the Council approves the two projects, staff will follow all the procedures set forth in the City code to ensure that all aspects of the projects are properly permitted. This would include posting of the elm tree for removal and since both projects are within the coastal zone, staff will submit applications to our Community Development Department for Coastal Development Permit approvals.

The BNRC received this report and unanimously endorsed the project and Pacific Grove Cares at their January 21, 2025 meeting.

Update:

Pacific Grove Cares and their two projects were before the City Council on consent at their February 19, 2025 meeting. This item was pulled off consent as questions were raised regarding the total cost to the City, the process and permits that would need to be administered, and materials that will be used to facilitate the improvements. City staff noted the questions and have compiled a list, which is attachment 4 to this report, which will be harnessed to provide additional information regarding the process and implementation of the project.

It is anticipated that the work at both of these project sites will be completed by contractors retained by Pacific Grove Cares. All contractors doing work on the project sites will be subject to prevailing wage law. Additionally, all Pacific Grove Care Volunteers will need to complete the City's volunteer application and release form.

OPTIONS

1. Do not authorize the commencement of the two project sites

FINANCIAL IMPACT:

There is limited fiscal impact associated with the project. City Staff will need to assist with the process as noted in attachment 4. Most of the work will be funded through donations and volunteer efforts.

FOCUSED PRIORITY AREA: Not Applicable.

Attachments

Chase Park West Scope
Caledonia Plan Scope
Plant List
Project Responsibilities
PG Cares Letter 031225

Legend/Notes for Chase Park Westside Landscape Refresh

Project by Pacific Grove Cares Team

- A. Remove 1 declining tree keeping anything from thriving in area.
- B. Remove one dead very small tree and small juniper that is way of restoring original foot path.
- C. Grind out stump that was left at the site from a previous tree that fell and was removed.
- D. Prepare ground: trap & remove any gophers if present, remove weeds.
- E. Add drip irrigation to replace old irrigation to that corner.
- F. Enrich old soil and add new soil to provide elevated depth area for planting and add interest.
- G. Add organic biodegradable weed barrier.
- H. Restore and slightly expand the original foot path for ease of travel, cover with DG and outline with Rocks –to restore the original path look and match the DG path in Chase Park Eastside.
- I. Place 2 New Benches from city memorial benches inventory facing view of Ocean in the newly restored and enlarged DG foot path creating a place to reflect, relax, sit, and view the ocean
- J. Use existing original rocks from site and add more new rocks and boulders to place around the landscaping
- K. Trex edging barrier and pebble border to contain landscaping and match Chase Park Eastside
- L. Plant 2 small new trees to complement the 2 small trees that are located at Chase Park Eastside. These two trees will replace the one damaged tree that is removed. As noted above.
- M. New 5gal Plants (15-35)
- N. New 1gal Plants (12-25)
- O. New Bark - red brown to help retain moisture between irrigation & rain & match Chase Park Eastside.
- P. Other:
 - Trees removed by PG PW city tree contract
 - All other work done by: Pacific Grove Cares Team
 - Funding Raised for Project: Pacific Grove Cares, a 501 c 3 nonprofit volunteer organization.
 - Maintenance of site: Pacific Grove Cares Team of volunteers on a regular scheduled basis
 - Landscape contractor to do the original installation who did Chase Park Eastside.

PG Chase Park Westside refresh

Date: 1.1.25 updated: 3.1.25

Landscape Plan by: PGC Team

Project By Pacific Grove Cares

Ref: PGC

Legend/Notes for Caledonia Park -Tommy Stillwell Court Sign Landscape Refresh Project by Pacific Grove Cares Team

- A. Prepare the soil, remove weeds.
- B. If any gophers present, trap and remove.
- C. Enrich and Supplement the soil to have some elevation on the site and additional planting area above ground level.
- D. Add drip irrigation and a meter connecting to water inside Caledonia Park with City of PG's oversight.
- E. Add organic, biodegradable weed barrier.

- F. 5 gal plants - 11-14
- G. 1 gal plants - 22 -25
- H. Add brown bark after planting

- I. Add boulders for interest
- J. Add Trex bordering to contain plants and if needed add a pebble barrier to keep people from walking in.
- K. Landscape contractor will do the preparation and original planting.

- L. Clean up area by trees – add wood bark/chips to help keep weeds down.

- M. If possible, one memorial bench under tree area with DG in front of the bench.
- N. If possible, add a solar light to illuminate the sign at night.

- O. Pacific Grove Cares Volunteers will maintain the site on a schedule.

PG Caledonia Park area surrounding Caledonia Park Tommy Stillwell Sign - Landscape Refresh

Date: 1.1.15 /updated 3.1.25

Landscape plan by: PGC Team

Project by: Pacific Grove Cares

Ref: PGC

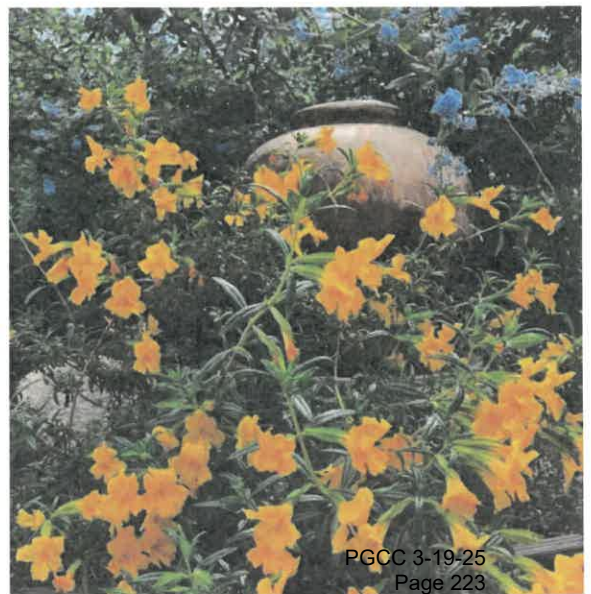
Shrubs



Luecadendron
'Safari Sunset' to match Chase park
east



Mimulus, Sticky Monkey Flower
Great for hummingbirds and butterflies



Vegetative Plants



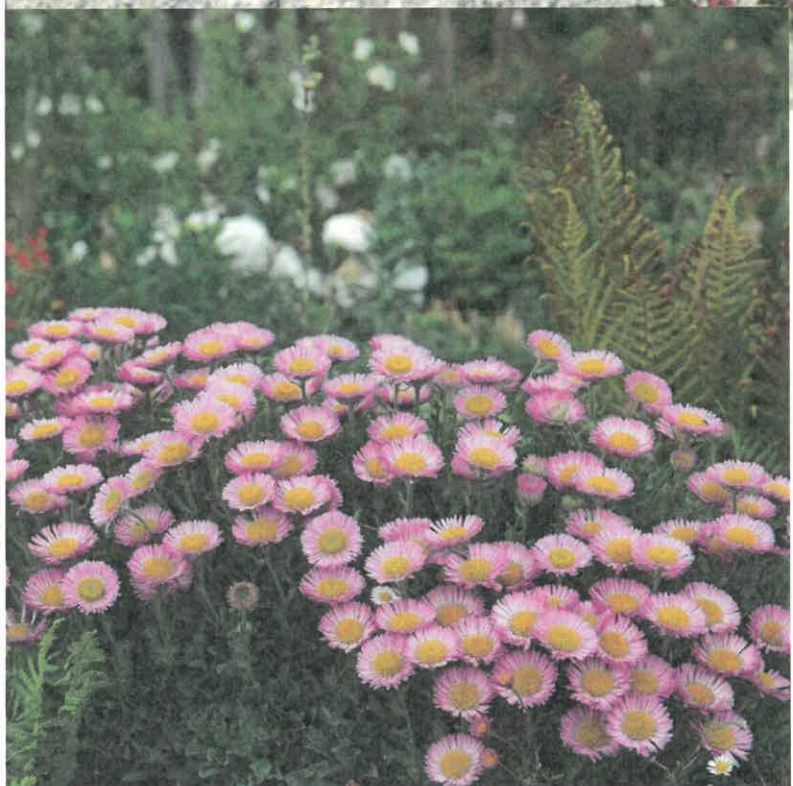
Aster chiloensis 'Purple Haze'



Eriogonum rubescens 'Grande', Red Flowering Buckwheat



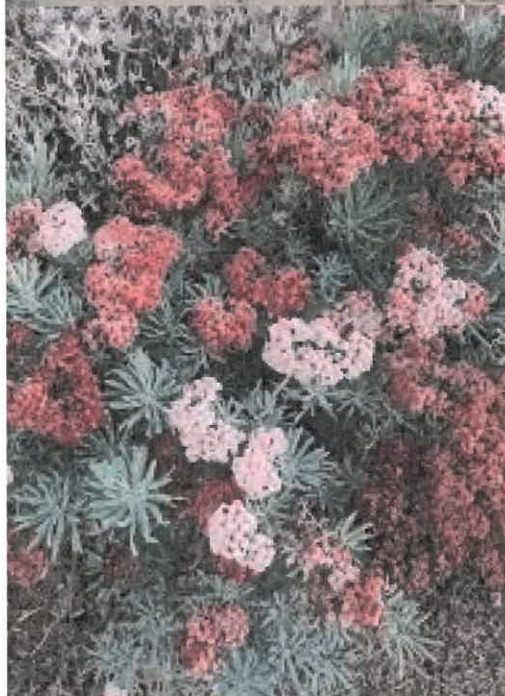
Eriogonum fasciculatum 'Warriner Lytle'



Erigeron glaucus



Artemisia pycnocephala, Coastal mugwort



Eriogonum arborescens





Manzanita 'Emerald Carpet'



Locally selected gold granite boulders

	A	B	C	D
1	Project elements: Chase and Caledonia	Responsibility	Cost to City	Comments
2	Trim and remove trees	City	\$4,000-\$5,000 for report and posting preparation, trimming, and removal	Arborist will need to prepare an arborist report. The tree will need to be posted and proceed through the permitting process. Noted cost is to trim trees and remove the Elm by the City contract tree service provider
3	Honey bee removal	City	\$0	Last check, a month ago, bees had vacated the tree
4	Stump grinding	City	\$1,000	City tree service.
5	Ground Preparation	PG Cares	\$0	Part of the project initiated by PG Cares
6	Rodent Control	PG Cares	\$0	Trapping will need to be done. Bait will not be allowed
7	Drip irrigation installed	City to determine connection points	City staff will need to be involved. \$400	Unknown at this time. The City will need to evaluate this in the field
8	Install weed cloth	PG Cares	\$0	There are non-plastic weed barriers that can be utilized.
9	New DG path	PG Cares	\$0	
10	Install memorial benches	City	\$0	City staff will install benches. Cost covered by payment for benches and will be offered to next families on the waiting list
11	Plant trees, plants	PG Cares	\$0	
12	Purchase plants	PG Cares	\$0	
13	Bark	PG Cares	\$0	To match Chase Park East
14	Volunteers	City	unknown	Any volunteer working on City property needs to be a City volunteer. Volunteer Coordinator needs to be involved with efforts and needs to have a Point of Contact

	A	B	C	D
15	Permits	City	\$800	Coastal Development Permits will be needed for both locations. Both locations should meet the parameters for an extension. Public Works Staff will need to prepare the permit applications and CDD staff will need to review and make as determination on the applications.
16	Installation Contractor required to meet Prevailing Wage requirements	PG Cares/ City Oversight	\$400	All work over \$1,000 requires prevailing wage. The City would have to create a DIR number
17	GEA Consultation	City	\$200	Depends on scope, consultation may be required
18	On-going maintenance	PG Cares	\$0	
19	Water Bill	City	Unknown	



March 12, 2025

Dear Mayor and City Council:

Pacific Grove Cares will present two landscape projects on March 19, 2025, to improve iconic parks in Pacific Grove that, due to the necessity of other projects, have not been upgraded to the standards residents expect.

Pacific Grove Cares is a nonprofit 501(c)(3) charitable, volunteer organization created to maintain and enhance Pacific Grove's public landscape by a partnership with the city. These volunteer projects will provide a significant benefit/cost ratio for the city, beautify two important spaces, and build community.

100% of all charitable giving will be dedicated to the materials and project management. Local professional gardeners and contractors are hired for tasks requiring specific skills, and plants, materials, and tools will be paid for by Pacific Grove Cares.

Projects are funded by donations to Pacific Grove Cares by individuals, businesses such as the Beach House, and organizations like the Pacific Grove Rotary. Private money will cover contractor services, plants and materials, soil preparation, and planting. Volunteers will regularly maintain these sites, removing them from the city's maintenance inventory and reducing costs.

The City's Goal Alignment includes repairing, maintaining, and improving City assets such as streets, sidewalks, sewer systems, buildings, parks, and trails. Pacific Grove Cares will be a force multiplier, reducing city responsibilities and expenses, creating a public-private partnership, and allowing the city staff to focus on high profile maintenance of streets, crosswalks, and infrastructure. Any oversight of Pacific Grove Cares projects involves a one-time cost including removing a declining tree and stump, both routine services.

I welcome your questions and authorization to move these projects to full implementation.

I know that you love our wonderful town of Pacific Grove, and we are ready for the challenge and opportunity to help Keep Pacific Grove Beautiful.

Sincerely,

Peggy Gibbs
CEO, Founder
Pacific Grove Cares
www.pacificgrovecares.org
Keep Pacific Grove Beautiful