



# CITY OF CARMEL-BY-THE-SEA Monthly Report

## Community Planning and Building Department

TO:	Planning Commissioners
SUBMITTED BY:	Leah Young, Administrative Coordinator
SUBMITTED ON:	February 1, 2024
APPROVED BY:	Brandon Swanson, Director of Community Planning and Building

### JANUARY 2024 – DEPARTMENT ACTIVITY REPORT

#### I. PLANNING PERMIT APPLICATIONS:

In January 2024, **33** planning permit applications were received.

#### II. BUSINESS LICENSE APPLICATIONS:

In January 2024, **9** business license applications were received.

#### III. BUILDING PERMIT APPLICATIONS:

In January 2024, **45** building permit applications were received.

#### IV. CODE COMPLIANCE CASES:

In January 2024, **33** new code compliance cases were created.

#### V. TRANSIENT RENTAL COMPLIANCE CASES:

In January 2024, **6** new transient rental compliance cases were created.

#### VI. ENCROACHMENT PERMIT APPLICATIONS:

In January 2024, **21** encroachment permit applications were received.

#### VII. TREE PERMIT APPLICATIONS:

In January 2024, **26** tree permit applications were received.

## VIII. YEAR-TO-DATE TRENDS

Table 1 includes the following January 2024 totals:

- Planning Permit Applications
- Business License Applications
- Building Permit Applications
- Code Compliance Cases
- Transient Rental Cases
- Encroachment Permit Applications
- Tree Permit Applications

January 2024 totals are provided alongside January 2023 totals for comparison. Compared to the same time period in the year 2023, Table 1 denotes percentage changes in the year 2024.

**Table 1**  
**Permit Application Totals and YTD Percentage Changes**

	PLANNING	BUSINESS LICENSES	BUILDING	CODE COMPLIANCE	TRANSIENT RENTAL COMPLIANCE	ENCROACHMENTS	TREE REMOVAL & PRUNING
2023 YTD Totals	25	10	59	28	7	17	28
2024 YTD Totals	33	9	45	33	6	21	26
YTD % Difference	+ 32.00%	- 10.00%	- 23.73%	+ 17.86%	- 14.29%	+ 23.53%	- 7.14%



# Planning Permit Report

01/01/2024 - 01/31/2024

Permit #	Permit Type	Project Description	Address/ Location	Date Received	Date Approved	Status
24033	Temporary Use Permit	Installation of a 1,500sf outdoors tent to cover patio from Feb 1, 2024 - Feb 15, 2024.  CONDITIONS: Lighting to be provided through string lights. Seating shall limited to a total of 38 seats. No music, live or broadcast, allowed. Operating hours shall align with the restaurant of 5-10pm.	SE Corner of Dolores & 7th	1/31/2024	1/31/2024	In Review
24032	Landscape Plan Check/Inspection	EXISTING BLDG PERMIT-REV FOR LANDSCAPE STEPS AND PLANTINGS	MISSION STREET 3SW OF 13TH	2/2/2024		In Review
24031	Design Study	REMODEL OF EXISTING SINGLE FAMILY RESIDENCE CONSISTING OF ADDITION TO SECOND SOTRY OF RESIDENCE RESULTING IN ADDITIONAL 46 SQ FT	SE Corner of Perry Newberry & 5th	2/2/2024		In Review
24030	Sign	Replacement of three hotel signs and associated lighting with three new hotel signs and associated lighting in the same locations.	NE Corner of San Carlos & 5th	1/30/2024		In Review
24029	Sign	New exterior sign for LA Golf	Mission 3 NW 6th Ave	12/19/2023		In Review
24028	Authorized Work	Repair existing front entry pathway.	SWC Carmelo & 12th Ave	10/27/2023	1/29/2024	Approved
24027	Design Study	REMODEL OF AN (E) DETACHED GARAGE. INCREASE WALL & PLATE HEIGHTS FROM 6' TO 8'. INCREASE ROOF PITCH FROM 2.5:12 TO 4:12 SLOPE. REPLACE (E) WOOD CARRIAGE DOOR IN FRONT OF GARAGE WITH NEW. REPLACE (E) BACK DOOR WITH NEW. REPLACE 2 (E) WOOD WINDOWS WITH NEW ALUM. CLAD WINDOWS. REPLACE (E) WOOD SHAKE ROOF WITH NEW TO MATCH. NOTE - SOME OF THESE CHANGES WERE ALREADY APPROVED AS PART OF DS 23-292.	Santa Fe 3 SE of Ocean	2/2/2024		In Review

24026	Design Study	Comprehensive landscaping project including work in the right of wayu.	NE Corner of Lobos & 1st	2/2/2024		In Review
24025	Design Study	Install new driveway with driveway leg connecting to residence front porch entry. All material to be sand-laid Cal Stone permeable quarry pavers.	4910 Monterey St	1/26/2024		In Review
24024	Design Study	Residential interior and exterior remodel	Santa Fe 7 SW of 8th	2/1/2024		In Review
24023	Design Study	Apply Tyver house wrap over existing rough sawn siding (T-111). Apply James Hardie primed fiber cement lap siding, paint to match existing. Both sides of house approximately 24'x11'.	Dolores 3 SW of 3rd	2/2/2024		In Review
24022	Use Permit	Retail sale of apparel/clothing, accessories and furniture. Ancillary use exceeding 10%.	5415 Tamiami Trail N	2/1/2024		In Review
24021	Preliminary Site Assessment	Preliminary Site Assessment for one of three contiguous properties. The existing structure(s) are proposed for demolition and a new two-story, single family dwelling is proposed for each property along with new Landscaping.	Mission St 4 NE of 1st Ave	2/2/2024		In Review
24020	Preliminary Site Assessment	Preliminary Site Assessment for one of three contiguous properties. The existing structure(s) are proposed for demolition and a new two-story, single family dwelling is proposed for each property along with new Landscaping. The proposal includes a lot line adjustment to create a 50' x 100' property.	Mission St 3 NE of 1st Ave	2/2/2024		In Review
24019	Preliminary Site Assessment	Preliminary Site Assessment for one of three contiguous properties. The existing structure(s) are proposed for demolition and a new two-story, single family dwelling is proposed for each property along with new Landscaping.	Mission St 2 NE of 1st Ave	2/2/2024		In Review
24018	Design Study	Replacement of Driveway and front Path materials	Crespi 2 SW, Carmel-by-the-Sea	1/25/2024		In Review

24017	Design Study	ASSOCIATED PSA 23-296. Design and refinement for previously approved project.	Carmelo Street, 3 SE of 4th, Carmel CA 93921	1/18/2024		In Review
24016	Sign	NEW SIGN: Jade Allen Boutique	San Carlos between Ocean & 7th, Unit #1	1/16/2024		In Review
24015	Design Study	ASSOCIATED PLANNING PERMITS: DS 22-238 & DS 23-194. Please see attached 'Revisions to Planning Approval' Scope of Work	Fraser Way 2 NE of Camino Real	1/22/2024		In Review
24014	Design Study	EXTEND FIRST FLOOR OF AN EXISTING SINGLE FAMILY RESIDENCE. CONVERT EXISTING GARAGE TO A NEW MASTER BEDROOM WITH EN SUITE MASTER BATHROOM. MODIFY INTERIOR OF RESIDENCE TO INCLUDE NEW POWDER AND LAUNDRY ROOM. REPLACE EXISTING LIGHTING, PLUMBING FIXTURES, AND CABINETS WHERE SHOWN. REPLACE DOORS AND WINDOWS AS NOTED. MATCH EXISTING EXTERIOR COLORS AND MATERIALS.	San Carlos Street 3 SW of Vista Avenue	1/16/2024		In Review
24013	Design Study	Remove and replacement of damaged exterior cedar siding on front and rear portions of the house. (See accompanying photographs for the areas of the house that have been damaged by woodpeckers and rats). Replacement in like for like materials is planned. Exterior will be washed and treated for wood preservation and stained to create an integrated appearance following replacement.	Lopez Avenue 4 NW of 4th	1/16/2024		In Review

24012	Design Study	<p>This approval of Design Study (DS 24012 (Smittcamp Property Investments, LLC)) authorizes amendments to existing Design Study Approvals (DS 23-275) for alterations to an existing single-family residence located on Casanova 2 SW of 2nd in the Single Family Residential (R-1) District with an active building permit (BP 22-471). The modifications approved under this Design Study include:</p> <p>1. Amendments to the approved roofing material to allow for a Presidential TL "Autumn Blend" composition shingle roof.</p> <p>Alterations not expressly listed in this authorization are not permitted. The project shall be consistent with the plans application materials dated approved by Community Planning &amp; Building Department on January 26, 2024, unless modified by the conditions of approval contained herein.</p>	Casanova 2 SW of 2nd	1/22/2024	1/26/2024	Approved
24011	Design Study	<p>This approval of Design Study application DS 24-011 (Mission Street Office, LLC) authorizes the replacement and minor relocation of an existing rear yard fence at the historic Mills House located at 25987 Mission Street in the Single-Family Residential (R-1) District as depicted in the plans and documents submitted by Liz Dini, Realtor stamped approved and on file in the Community Planning &amp; Building Department unless modified by the conditions of approval.</p>	25987 Mission Street	10/17/2023	1/19/2024	Approved
24010	Design Study	<p>Home -remodel including new electrical, plumbing, heating, interior and exterior finishes along with new doors, windows, roof, and gutters. The project proposes to add 85 square feet to the existing kitchen area and entry.</p>	Casanova 5 southwest of 9th	1/9/2024		In Review

24009	Design Study	Fence and retaining wall. See attached proposal.	6th Avenue 2 SW of Carpenter	1/9/2024		In Review
24008	Design Study	PARTIAL INTERIOR REMODEL. REMOVAL AND CONSTRUCTION OF INTERIOR PARTITION WALLS AS NOTED. RELOCATE STAIRWAY, KITCHEN, AND MASTER BATH. NEW INTERIOR FINISHES INCLUDING PLUMBING FIXTURES, MILLWORK, TILE, AND COUNTERTOPS. MINOR STRUCTURAL MODIFICATIONS ARE PROPOSED. THERE WILL BE NO MODIFICATIONS TO THE BUILDING FOOTPRINT OR SITE COVERAGE. EXTERIOR - RELOCATE WINDOW, ADD (2) WINDOWS, AND ENLARGE DOOR TO REAR PATIO.	Casanova 4 SE of 7th	1/15/2024		In Review
24007	Authorized Work	Replace existing gravel stairs in rear yard with semi-permeable wood decking. No increase in site coverage.	Casanova 7 NW Ocean	1/12/2024	1/12/2024	Approved
24006	Lot Merger	Lot merger per conditional approval of DS-23-201, dated 12/15/23.	Lincoln 4 NW Santa Lucia	1/11/2024		In Review
24005	Landscape Plan Check/Inspection	Landscaping for damage where tree removed & upgrades for garden with no sprinklers.	NE Corner of 8th & Lincoln	1/10/2024		In Review
24004	Historic Evaluation	HISTORIC EVALUATION. Proposed Project: Enclose both ends of existing carport with new framing and doors for enclosed garage. Pour stem wall for framing.	Corner of Flanders and Crespi Way	1/9/2024		In Review
24003	Sign	NEW SIGN - JENNI KAYNE: Install one (1) non-illuminated wall letter set.	Ocean & Mission, Carmel Plaza, Suite 225B	1/8/2024		In Review
24002	Historic Evaluation	Historical Re-Determination	SW Corner of Monte Verde and 7th	1/5/2024		In Review
24001	Design Review	Owner proposes a tenant improvement to Unit #216 of the Carmel Plaza Building. This will convert a currently unoccupied, 1,100 SQ FT unit to a 1,097 SQ FT spa facility. To be operated as "Signature Day Spa."	Ocean Avenue and Mission Street	1/2/2024		In Review

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Total Records: 33

2/9/2024





# Business License Report

01/01/2024 - 01/31/2024

Entity #	Application Type	Business Name	Business Description	Location	Date Received	Date Approved	Status
24009	Location Change	Joaquin Turner Gallery	Art Gallery	Dolores 4 NW of 6th	2/1/2024		In Review
24008	New Business	Il Tegamino	Full service restaurant	SE Corner of Ocean & Monte Verde	1/30/2024		In Review
24007	New Business	Gallery MAR Carmel North	Multi-artist art gallery	Dolores 6 NE of 6th	2/1/2024		In Review
24006	Ownership Change	Starchild	Retail - kids	Ocean 2 SE of Mission	1/24/2024		In Review
24005	New Business	Nicole Cromwell Art	Art Gallery	Dolores between 5th & 6th	1/16/2024		In Review
24004	New Business	Shade Natural Medicine	Naturopathic Doctor's Office	NE Corner of Ocean and San Carlos	2/5/2024		In Review
24003	Location Change	Kathy Sharpe Studio and Gallery	Studio-Gallery teaching venue	Mission & 7th	1/11/2024	1/22/2024	Approved
24002	Ownership Change	Esperanza Carmel Commercial, LLC	Retail; Two (2) one-bedroom apartments, plus storage	SW Ocean & Lincoln	1/3/2024		In Review
24001	New Business	Angelina Carmel	Clothing and Accessories	Ocean Avenue 2 NE of Dolores	1/2/2024	1/22/2024	Approved

Total Records: 9

2/9/2024



# Building Permit Report

01/01/2024 - 01/31/2024

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
240045	1/31/2024		Install a new exterior wood ramp approximately 41' long, including landing.	5,300	Building	Carpenter 4 NW of 6th
240044	1/31/2024		Interior remodel of a kitchen, office, and bathroom. New gas line stub for future firepit in the patio.	9,500	Building	Lincoln 3 SE of 11th
240043	1/31/2024	2/1/2024	Installation of 1,500 outdoors tent to cover patio from Feb 1, 2024 - Feb 15, 2024.	4,000	Building	SE Corner of Dolores & 7th
240042	1/31/2024		Interior remodeling and relandscaping of historic house,	2,000,000	Building	Lincoln 4 NW of Santa Lucia
240041	1/31/2024		Re-roof with Class A Fire Rating #1 Cedar Shingle	49,704	Roofing	SE Corner of Guadalupe & 7th
240040	1/31/2024	1/31/2024	Replacement of water heater.	4,000	Plumbing	Scenic 2 SE of 10th
240039	1/30/2024	2/1/2024	Change Furnance to Heat Pump	22,600	Mechanical	Lincoln 3 SE of 11th
240038	1/29/2024		Install new stormwater drainage system.	15,000	Building	Lobos 5 SE of 2nd
240037	1/26/2024	1/30/2024	Removal of collapsing fence and construction of a new fence. Fence to be 6' tall with 1' of trellis on top and run for 100' along the south property line.	0	Exempt Work	Camino Real 5 SE of 9th
240036	1/26/2024		Addition of PV panels and micro-inverters to existing PV system (qty 7 each).	9,702	Electrical	Santa Rita 4 NW of 4th
240035	1/24/2024	1/26/2024	Removal of two toilets, a shower, two sinks, one tub, remove drop ceiling in bedroom hallway and one bathroom, remove top decking on deck built behind the house to the west.	2,000	Building	NW Corner of Casanova & 12th

240034	1/24/2024		Master Bath Renovation	40,000	Building	NE Corner of Guadalupe & 6th
240033	1/24/2024	1/25/2024	Construction of a new 4' tall grapestick fence with a gate in the front yard.	0	Exempt Work	Torres 5 NE of 8th
240032	1/22/2024		Re-build 153sf 2nd floor room including roof structure. New cabinets and flooring in 153sf 1st floor kitchen remodel. Replace all windows in kitchen with wood window to match existing structure.	100,000	Building	San Carlos 3 SW of 1st
240031			Driveway & Front Path replacements	0	Building	Crespi 2 SW, Carmel- by- the-Sea
240030	1/18/2024	1/22/2024	Replace (e) 1.28 gpf toilet with a new .8 gpf toilet in Unit #2.	0	Exempt Work	SE Corner of Monte Verde & Ocean
240029	1/17/2024		Replace 40' of existing storm drain line with new PVC line.	7,600	Plumbing	NE Corner of Ocean & Dolores
240028	1/16/2024		Addition of a new 200 sf detached one car garage.	0	Building	Monte Verde 3 NW of 11th
240027	1/17/2024		Remodel Of A Two-Story, Existing Single-Family Residence Including adding Two True- Divided Light, Wood Windows To Match Existing on The West Elevation at The Kitchen. The Exterior Siding, Trim, And Fascia To Be Patched And Matched To Existing As Required. The Project Also Includes the Interior Remodel of the Kitchen And Dining Room and new lighting in the Kitchen, Dining Room and Living Room. The Project, except for the adding of the two windows on the West Elevation, will be Interior Work ONLY. No Additions to Floor Area and No Changes to Exterior Site Coverage.	40,000	Building	SW Corner of North Camino Real and 2nd

240026	1/16/2024		Demolition of existing house and construction of a new 1592 SF 2-story house with 200 SF parking pad.	716,400	Building	Torres 4 SE of 4th
240025	1/16/2024		TENANT RETROFIT OF EXISTING RETAIL SPACE IN OPEN MALL, NO EXPANSION, SPACE PROVIDED AS IS. CURRENTLY OCCUPIED. NO PROPOSED CHANGES TO OCCUPANCY OR EGRESS.	450,000	Building	Carmel Plaza, Suite 225B
240024	1/16/2024		Kitchen renovation with interior non-load bearing partition wall removal.	45,000	Building	3053 Rio Road
240023	1/16/2024		PARTIAL INTERIOR REMODEL. REMOVAL AND CONSTRUCTION OF INTERIOR PARTITION WALLS AS NOTED. RELOCATE STAIRWAY, KITCHEN, AND MASTER BATH. NEW INTERIOR FINISHES INCLUDING PLUMBING FIXTURES, MILLWORK, TILE, AND COUNTERTOPS. MINOR STRUCTURAL MODIFICATIONS ARE PROPOSED. THERE WILL BE NO MODIFICATIONS TO THE BUILDING FOOTPRINT OR SITE COVERAGE. EXTERIOR - RELOCATE WINDOW, ADD (2) WINDOWS, AND ENLARGE DOOR TO REAR PATIO.	300,000	Building	Casanova 4 SE of 7th
240022	1/16/2024		1. REMODEL AN EXISTING ONE-STORY SINGLE-FAMILY DWELLING WITH A NEW ONE-STORY ADDITION, NEW SIDING, NEW WINDOWS AND DOORS. 2. INTERIOR REMODEL REPLACING EXISTING MATERIALS AND MODIFYING WALLS.	753,400	Building	Monte Verde 3 NW of 11th
240021	1/12/2024	1/12/2024	Remove wood shakes and replace with new CeDur Straight Course Shake 50 year in color Walden.	143,000	Roofing	Lincoln 2 NE of Santa Lucia

240020	1/12/2024		Installation of new standby Generator	35,000	Electrical	SW Corner of Carmelo & 7th
240019	1/11/2024		Residential PV Roof Mount-System Size 2.25 KW.	35,000	Electrical	4 Oak Knoll Way
240018	1/11/2024	1/11/2024	Replace 100amp main electrical panel with new 100amp panel.	8,000	Electrical	Carpenter 2 NE of 2nd
240017	1/11/2024	1/11/2024	Replace existing furnace that is leaking carbon monoxide with new Bryant 926TB42060, 96% efficient furnace.	5,425	Mechanical	7th 2 NE of Forest
240016	1/11/2024	1/11/2024	Replace garage roof. Existing roof is unfinished tarp paper. Install new Timberline HDZ Pewter HD composition shingles.	3,400	Roofing	Lincoln 3 NW of 4th
240015	1/11/2024		Demolition/removal of existing hedge and construction of a new 10' tall wood fence.	4,500	Building	2981 Franciscan Way
240014	1/11/2024		Rebuild Garage with new ADU above.	280,000	Building	SW Corner of Santa Fe and Mountain View
240013	1/10/2024	1/10/2024	Replacement of a 5'x4' porch tile section with new tile. Remove and replace eroded impervious carmel stone on back patio and side patio with new impervious carmel stone patio.	0	Exempt Work	NE Corner of Carmelo & 4th
240012	1/10/2024		Kitchen & bath replace all cabinetry, new opening kitchen to bedroom, move laundry	75,000	Building	NE Corner of Mission & 4th, Unit B

240011	1/8/2024	1/12/2024	REQUESTING AN EXPLORATORY PERMIT TO REVIEW EXISTING CONDITIONS FOR FUTURE MINOR INTERIOR REMODEL. the work will be performed in the basement with approx. 150 sq ft of 1/8" ceiling panel to be removed and/or opened up to expose the upper floor framing and beams. The purpose of the exploratory permit is to visually inspect and document existing floor framing size and direction for future interior re-model.	500	Demolition	Santa Fe 7 SW of 8th
240010	1/8/2024		New entry face, gate & trellis. Add new window and planter box above garage door. Extend the deck on the west side of the residence. Replace one window with a french door for better deck access. Remove redwood decking and replace with Trex decking.	25,000	Building	SE Corner of San Antonio & 2nd
240009	1/5/2024	1/5/2024	Tear off (e) wood shake roof and install (n) Tayler metal roof in color "Musket".	25,000	Roofing	NW Corner of San Carlos & 2nd
240008	1/4/2024	1/22/2024	AC COUPLED BATTERY INSTALLATION WITH TESLA POWERWALL 2 ESS UNIT	22,945	Electrical	Casanova 4 NW of Ocean
240007	12/19/2023	12/19/2023	Replace (e) 100 amp electrical panel with (n) 100 amp electrical panel.	6,000	Electrical	NW Corner of Guadalupe & 6th
240006	1/3/2024	1/3/2024	Upgrade existing 100amp service panel to 200amp panel.	2,000	Electrical	Monte Verde 5 SW of 13th
240005	1/3/2024	1/4/2024	Reconstruct fence along rear property line, approximately 60' long and 6' tall.	2,000	Exempt Work	Camino Real 13 NE of 4th

240004	1/2/2024	1/24/2024	Repair of existing 120sf deck. In-kind replacement of 2x6 redwood decking to match existing and replacement of deteriorated deck substructure per structural engineer documents, no change in deck size.	10,000	Building	Monte Verde 2 NW of Ocean
240003	1/2/2024	1/2/2024	Replace leaking gas line in the right-of-way. Install 1 1/2" gas line from meter to point of connection at building. Connect to existing 1" line feeding patio & 3/4" line feeding equipment.	6,500	Plumbing	SW Corner of Ocean & San Carlos
240002	1/2/2024	1/2/2024	Replace water heater. Install new Navien NPE-240 A2 tankless water heater.	4,000	Plumbing	SW Corner of Monte Verde & 5th
240001	1/2/2024	1/2/2024	Strip old carpet and install new vinyl flooring throughout the inn.	0	Exempt Work	Casanova 3 SE of 7th

Total Records: 45

2/9/2024



# Code Compliance Report

01/01/2024 - 01/31/2024

Case #	Case Date	Status	Location	Problem Description	Date Received	Date Closed
24047	1/29/2024	1st NOV sent	Lopez 5 NW of 4th	Transient rental	1/29/2024	
24046	1/30/2024	STR verified	2nd 2 NE of N Camino Real	Transient rental	1/30/2024	
24045	1/29/2024	1st NOV sent	SEC Lobos and 3rd	Transient rental	1/29/2024	
24044	1/26/2024	Closed	NEC Monte Verde and 13th	Construction signs in right-of-way	1/26/2024	1/26/2024
24043	1/24/2024	Closed	Dolores NE of 6th	Cones in parking space	1/24/2024	1/24/2024
24042	1/23/2024	Open	Crespi 4 SE of Forest	Retaining wall construction	1/23/2024	
24041	1/23/2024	Open	Junipero 4 NW of 13th	Tree cutting	1/23/2024	
24040	1/18/2024	Open		Business without a license	1/18/2024	
24039	1/31/2024	Open	SEC Dolores and 7th	Tent construction requiring a permit	1/31/2024	
24038	1/30/2024	Open	Scenic 2 SE of 10th	Water heater replacement	1/30/2024	
24037	1/23/2024	Open	NWC Casanova and 12th	Bathroom remodel	1/23/2024	
24036	1/19/2024	Closed	San Antonio 3 SW of 13th	Cones and building materials in right-of-way	1/19/2024	
24035	1/19/2024	Open	Mission 2 SW of 13th	Construction site maintenance	1/19/2024	
24034	1/18/2024	Open	Lobos 2 SE of 1st	Boulders in right-of-way	1/18/2024	
24033	1/18/2024	Open	Lobos 3 SE of 1st	Boulders in right-of-way	1/1/1900	
24032	1/18/2024	Open	SEC Lincoln and 4th	Exterior lighting	1/18/2024	
24031	1/18/2024	Closed	Lincoln 3 NE of 5th	Construction dirt in street	1/18/2024	1/19/2024
24030	1/29/2024	Open	SE Corner of Scenic & 9th	Demolition & Repair work including but not limited to the garage roof/patio deck framing consisting of structural repairs, drywall and electrical work. Requires existing and proposed plans to be submitted and approved permit in hand prior to recommencing work.	1/29/2024	



24029	1/16/2024	1st NOV sent	7th 2 SW of Forest	Transient Rental	1/16/2024	
24028	1/16/2024	Potential STR identified	Forest 4 SW of 7th	Transient Rental	1/16/2024	
24027	1/15/2024	Closed	SEC Scenic and 11th	Transient rental	1/15/2024	2/8/2024
24026	1/12/2024	Closed	Casanova 4 SE of 8th	Cones in right-of-way	1/12/2024	1/12/2024
24025	1/12/2024	Closed	Ocean NW of Lincoln	Sign in sidewalk	1/12/2024	1/12/2024
24024	1/11/2024	Closed	7th NE of Dolores	Dresser in sidewalk	1/11/2024	1/11/2024
24023	1/11/2024	Closed	Dolores NW of 7th	Chair in sidewalk	1/11/2024	1/11/2024
24022	1/9/2024	Closed	SWC Camino Real and Ocean	Portable toilet in right-of-way	1/9/2024	1/11/2024
24021	1/8/2024	Closed	Dolores NE of 6th	Business use violation	1/8/2024	1/19/2024
24020	1/9/2024	Closed	12th NE of San Antonio	Cones in street	1/9/2024	1/9/2024
24019	1/22/2024	Closed	San Carlos 2 SW of 1st	Excessive construction debris on site, lack of/missing erosion controls, construction debris and equipment in R.O.W., stock piles without proper protection, missing required rebar protection at all exposed bars	1/22/2024	1/25/2024
24018	1/8/2024	Open	San Carlos SW of Ocean	Covered outdoor space	1/8/2024	
24017	1/9/2024	Closed	Mission 6 NW of 6th	Exterior signage	1/9/2024	1/15/2024
24016	1/8/2024	Closed	Lincoln 5 NE of 6th	Trash in street/sidewalk	12/25/2023	1/12/2024
24014	1/11/2024	Open	SW Corner Mt. View & 8th	Construction/Demolition without proper permits or authorization including an entire interior remodel with new windows and potentially a new deck. Because of the amount of demolition, a new sprinkler system will be required.	1/11/2024	

Total Records: 33

2/9/2024



# Transient Rental Report

01/01/2024 - 01/31/2024

Case #	Street	Status	Date Received	Last Status Date	Date Closed
24047	Lopez	1st NOV sent	1/29/2024	2/5/2024	
24046	2nd	STR verified	1/30/2024	2/6/2024	
24045	Lobos	1st NOV sent	1/29/2024	2/6/2024	
24029	7th	1st NOV sent	1/16/2024	1/23/2024	
24028	Forest	Potential STR identified	1/16/2024	1/22/2024	
24027	Scenic	1st NOV sent	1/15/2024	1/23/2024	

Total Records: 6

2/6/2024



# Encroachment Permit Report

01/01/2024 - 01/31/2024

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
240021	Temp Ench	1/31/2024	PG&E to complete gas maintenance. Excavate a 4'x5' bellhole for one day plus restoration. PM# 35512144.	San Antonio 2 SW of 12th	2/1/2024	Issued
240020	Temp Ench	1/31/2024	6'x21' asphalt patch for CalAm, job # 1961.	Casanova 7 NW of Ocean	2/1/2024	Issued
240019	Temp Ench	1/31/2024	PG&E to replace pole, extend primary, install overhead transformer, and convert overhead to underground service. PM# 35513198.	Dolores 5 SW of 1st	1/31/2024	Issued
240018	Temp Ench	1/30/2024	PG&E to replace poles, install anchors, extend overhead primary, install overhead transformers, install buss bars, and install underground service. PM# 35471004.	Camino Real 3 SW of 13th	1/31/2024	Issued
240017	Driveway	1/30/2024	Remove and replace existing driveway. Remove existing asphalt and install new decomposed granite with 3' asphalt apron.	Santa Fe 5 SE of Ocean		In Review
240016	Temp Ench	1/30/2024	Applicant to trench, backfill & Install electric substructures. PG&E to replace overhead transformer & install underground service. PM# 35481787.	San Antonio 2 NW of 10th	1/31/2024	Issued
240015	Temp Ench	1/29/2024	Applicant to trench, backfill & install electric substructures. PG&E to install underground service, replace pole, and install overhead transformer. PM# 35420842.	Carmelo 2 SW of 9th	1/29/2024	In Review
240014	Temp Ench	1/26/2024	Construction of new SFR and ADU. Posting of No Parking signs in the two parking stalls in front of the vacant lot being built on. Encroachment is for access only, no storage of materials in the ROW.	Mission 3 NE of 10th	2/7/2024	Issued

240013	Temp Ench	1/26/2024	Stormwater management encroaching into the City right of way.	Mission 5 NW of Santa Lucia	1/29/2024	Issued
240012	Driveway	1/25/2024	Remove old broken up, asphalt approach and replace with new asphalt 3' x 14'	Santa Fe 3 NW of 3rd	1/25/2024	Issued
240011	Driveway	1/24/2024	Replace existing asphalt with new concrete pavers. Replacement to be done in the same location and size.	NW Corner of Junipero & 1st	1/31/2024	Issued
240010	Temp Ench	1/24/2024	Replace sewer lateral from house to the City main in the middle of the road.  CONDITION: No work allowed 1/29/24 - 1/31/24.	5th 2 SE of Torres	1/25/2024	Issued
240009	Temp Ench	1/19/2024	PG&E to replace poles, install overhead transformers, extend primary, install overhead services & install anchors. PM# 35429581.	Camino Real 4 NE of 11th	1/24/2024	Issued
240008	Temp Ench	1/18/2024	5'x8' asphalt sidewalk repair and 5'x41' asphalt restoration for CalAm Job #1959.	SE Corner of San Carlos & 8th	1/18/2024	Issued
240007	Temp Ench	1/16/2024	Excavate a trench for PG&E purposes.	Lobos 3 SE of 3rd	1/18/2024	In Review
240006	Driveway	1/16/2024	Installation of a new 9' wide by 55' long tire tread driveway with natural material in the middle strip.	4910 Monterey St		In Review
240005	Temp Ench	1/4/2024	AT&T Job No# A02R7WZ - TCP for SB and MH access, place and splice fiber cable, no excavation.	SE Corner of San Carlos & 7th, SEC of Mission & 7th	1/10/2024	Issued
240004	Temp Ench	1/2/2024	Close one lane of Junipero between 4th and 5th for a concrete pump truck.	Junipero 3 SW of 4th	1/3/2024	Issued
240003	Temp Ench	1/2/2024	Replace gas line from meter in sidewalk to building. Open 8'x12" concrete for new gas line.  CONDITIONS: REPLACEMENT OF THE 3'X8' CONCRETE PANEL IS REQUIRED. CONCRETE TO BE COLORED WITH SEQUOIA SAND CONCRETE DYE.	SW Corner of Ocean & San Carlos	1/3/2024	Issued

240002	Temp Ench	1/2/2024	AT&T Job No A02R71W - Traffic control for SB and MH access, place and splice fiber cable, no excavation.	Junipero 2 NE of 5th	1/3/2024	Issued
240001	Temp Ench	1/2/2024	PG&E to trench and backfill a 5'x5' bellhole to abandon existing gas service. PM# 35514526.	San Carlos 2 NE of 5th	1/4/2024	Issued

Total Records: 21

2/9/2024



# Tree Permit Report

01/01/2024 - 01/31/2024

Permit #	Permit Date	Permit Type	Location of Property	Description	Status	Approved Date
24001	1/2/2024	Tree	Monte Verde 3 NE of 9th	EMERGENCY: Property Owner and Applicant claimed that Justin Ono has already evaluated this tree. REMOVAL/PRUNING: One (1) Acacia tree limb; tree is spliced at base; the secondary tree limb developed into a 2-story tree, and it is leaning. Acacia limb is 20" + DBH; it is approx. 2.5 stories tall and is leaning toward neighbor's property.	In Review	
24002	1/3/2024	Tree	Mission Street, DEL MISSION COURT TRACT NO 758 UNIT 4	Tree trimming	Approved	
24003	1/3/2024	Tree	Dolores Street 3 SE of 3rd	REMOVE: One (1) Oak tree.	Approved	
24004	1/3/2024	Tree w/ Construction	NEC STERLING WAY AND PERRY NEWBERRY	REMOVE: ONE (1) NOT SIGNIFICANT TREE (6", 7") UNIDENTIFIED SPECIES; SEE TREE REPORT. Proposed project includes REMODEL AND ADDITION TO (E) SFR.	Approved	
24005	1/4/2024	Tree	Front of parcel within City right of way	REMOVE: Tree and roots of One (1) 32-inch Monterey Pine within City right of way.	Approved	
24006	1/5/2024	Tree	Santa Rita 3 NE of 4th	PRUNING: 6-8 limbs, approx. 4 - 6" in diameter.	Approved	

24007	1/8/2024	Tree Evaluation	Santa Fe 3 NW of 3rd Ave.	EVALUATION: Assess leaning forked tree across from my. home. One (1) forked tree wherein one of the forks is nearly straight but the other part of the fork significantly leans towards my house. I would say the diameter of the tree is about 24" - 28" at the base and each of the forks is likely about 18" in diameter. I'd think that half of the tree would be retained and the leaning half be excised. This tree is immediately across the street, on city property, from my house. It is VERY tall and if it fell in another rainstorm, would likely impact 2 - 3 different homes. I'm submitting a couple photos of the leaning fork. Note that my property - across the street from the leaning tree - has the white SUV in the front for context.	In Review	
24008	1/10/2024	Tree	Guadalupe 3 NE 6th	Pruning/removal of two to three upper limbs	Approved	1/10/2024
24009	1/10/2024	Tree	NW Corner of Dolores & 10th	REMOVE: One (1) 28-FT Monterey Pine. PRUNE: one (1) large, lower limb, while we wait for City to remove tree.	Approved	
24010	1/10/2024	Tree	NE Corner of Lincoln & 10th	PRUNING: One (1) extra large Pine tree near guest house. 32'. Remove four (4) lowest limbs over house; remove large dead wood.	In Review	
24011	1/10/2024	Tree	Camino Real 5 SW of 2nd	REMOVAL: One (1) 24" diameter Oak tree.	Approved	
24012	1/10/2024	Tree	0 NE 2nd Avenue and Lincoln Street	EVALUATE: One (1) Redwood tree, approx. 100 feet tall.	In Review	
24013	1/12/2024	Tree	Camino Real 5 SE of 12th, "Ocean Song"	AFTER-THE-FACT application received; work was begun before a permit was obtained. PRUNING: Monterey Cypress tree pruning to maintain health and balance of tree.	In Review	
24014	1/12/2024	Tree	13th 2 SE of Lincoln	Removal of one Monterey Pine and one Pittosporum, pruning of one Oak.	Approved	
24015	1/12/2024	Tree	SE Corner of 10th & Lincoln	Removal of one (1) Monterey Pine, 20".	Approved	
24016	1/18/2024	Tree	Carmelo 2 NW of 12th	Trim tree branches around electrical wire	In Review	

24017	1/23/2024	Tree Evaluation	5006 Monterey Street, Carmel, CA 93923	EVALUATION ONLY.	Approved	
24018	1/24/2024	Tree	SW Corner of San Carlos & 12th	Pruning one Monterey Pine of 8 branches ranging from 2" to 8" and removal of one Monterey Pine, 42" DBH, 90' tall.	In Review	
24019	1/25/2024	Tree	0 NE 2nd Avenue and Lincoln Street	REMOVE: One (1) Redwood tree, approx. 100 feet tall.	Approved	
24020	1/25/2024	Tree Evaluation	Casanova 5 SE of 4th; tree roots are on neighbor's property to the North	EVALUATION ONLY: One (1) tree, Monterey Pine, approximately 30 feet.	In Review	
24021	1/29/2024	Tree	Carmelo 2NW of Ocean	Remove Podocarpus in front and replace with olive tree, remove oak in right of way	In Review	
24022	1/30/2024	Tree Evaluation	SW Corner of San Carlos & Vista	Tree Evaluation of large Monterey Pine	In Review	
24023	1/30/2024	Tree Evaluation	Mission 4 SW of Vista	Evaluation of one pine on private property and one pine on public property.	In Review	
24024	1/30/2024			VOID - DUPLICATE	Closed	



24025	1/30/2024	Tree Evaluation	Monte Verde 2 SW 12	Justin I hope this note finds you well. We are the homeowners at Monte Verde 3 SW 12th Ave, and along with our neighbor, Francine Kissler, at Monte Verde 2 SW 12th Ave, we are writing to ask for your help with a Pine Tree that is in the public right of Way between our houses. Since it is in the public right of way I understand that the tree is the responsibility of the city. I met with Andrew Topes from Topes tree service today and he recommended I reach out to you for your advice and direction on how to proceed. Andrews observation from our visit today: The tree is in general very poor health, with little residual life span expectancy (Compared to pines across the street from it - it does not have any healthy new green needles) See attached image 1 There is evidence of beetle rot at the base of the tree. See attached image 0 There is a very large dead branch hanging over our driveway at 3SW. The tree is leaning pretty significantly in the SW direction and we are worried that it is a threat to our houses in severe winter storms. Can you please let us know how we can best start the process of removing the tree, and working with you to select a new tree to plant there. We would ideally like to plant an Oak Tree. I know we are entering the holiday season and that you are busy helping other residents, but if you could help us with a quick acknowledgment of what the next steps are and if there is any leg work we can do that would be much appreciated. Thanks for your advice and suggestions. Stephen Engblom 415-583-9292 Francine Kissler 831-620-2902	In Review	
24026	1/31/2024	Tree	SW Corner Santa Fe & 1st	City tree removal per Forester's assessment	Approved	