



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL AGENDA

Mayor Dale Byrne, Councilmembers Jeff Baron, Hans Buder, Bob Delves, and Alissandra Dramov
Contact: 831.620.2000 www.ci.carmel.ca.us

All meetings are held in the City Council Chambers
East Side of Monte Verde Street
Between Ocean and 7th Avenues

CITY COUNCIL SPECIAL MEETING Monday, March 31, 2025 4:30 PM

HYBRID MEETING ATTENDANCE OPTIONS

This meeting will be held in person and via teleconference ("hybrid"). The public is welcome to attend the meeting in person or remotely via Zoom, however, 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. To view or listen to the meeting from home, you may also watch the live stream on the City's YouTube page at: <https://www.youtube.com/@CityofCarmelbytheSea/streams>. To participate in the meeting via Zoom, copy and paste the link below into your browser.

<https://ci-carmel-ca-us.zoom.us/j/81991221369> Webinar ID: 819 9122 1369 Passcode: 055985 Dial in: (253) 215-8782

HOW TO OFFER PUBLIC COMMENT

The public may give public comment at this meeting in person, or using the Zoom teleconference module, provided that there is access to Zoom during the meeting. Zoom comments will be taken after the in-person comments. The public can also email comments to cityclerk@ci.carmel.ca.us. Comments must be received at least 2 hours before the meeting in order to be provided to the legislative body. Comments received after that time and up to the beginning of the meeting will be made part of the record.

Tour Time - 3:30 PM

TOUR OF INSPECTION

Prior to calling the meeting to order, the Board/Commission will conduct an on-site tour of inspection of the properties listed on the agenda and the public is welcome to join. After the tour is complete, the Board/Commission will begin the meeting in the City Council Chambers no earlier than the time noted on the agenda.

- A. Casanova Street 2 Southeast Palou Ave, Carmel (APP 25038, Lim)
- B. Scenic Avenue 3 Southeast of 12th Avenue, Carmel (APP 25031, Brown)
- C. Northeast Corner of Torres and 2nd Ave, Carmel (APP 25034, Faia)

CALL TO ORDER AND ROLL CALL - 4:30 PM

PUBLIC COMMENT GUIDELINES FOR SPECIAL MEETINGS - During Special City

Council Meetings, public comments are permitted for items listed on the agenda. After each item on the agenda is introduced, the Mayor will invite public comment on that item. Each speaker has 3 minutes to speak unless otherwise adjusted by the Mayor. While stating your name is optional, it helps to identify speakers in the meeting minutes. Remote or in-person participants who do not comply with the requirements of the Brown Act will be muted.

CONSENT AGENDA (Estimated time - 5 min)

Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Council, Board or Commission or the public may ask that any items be considered individually for purposes of Council, Board or Commission discussion and/ or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.

1. February 27 & March 3, 2025, Special Meeting Minutes and March 4, 2025, Regular Meeting Minutes
2. February 2025 Monthly Reports
3. February 2025 Check Register Summary
4. Second Reading and Adoption of Ordinance No. 2025-001 Amending Section 1.04.010 (Definitions) and Adding Sections to Chapter 12.36 (Camping on Public Lands)
5. Adopt Resolution 2025-029 granting partial approval of Permanent Encroachment Application (PERM EN 250005, Salehi) allowing the legalization and maintenance of perimeter retaining walls bordering the 1st Avenue and Santa Rita property lines; a Carmel stone walkway between 1st Avenue and the primary entry; and a planter-style retaining wall within the public right-of-way east of and adjacent to the driveway fronting 1st Avenue, and denying the legalization and maintenance of non-conforming planter curbs, and a concrete step landing in the public right-of-way located at the southwest corner of Santa Rita Street and 1st Avenue in the Single-Family Residential (R-1) District. APN: 010-027-001-000.
6. Adopt Resolution 2025-030 Approving the Appeal (APP 25032) by Mary & John Jensen, upholding the Planning Commission's approval of the Track 1 Design Study (DS 24321, Jensen) and associated Coastal Development Permit to allow the replacement of the wood shake roof of a two-story single-family residence located on Santa Lucia 2 NE of Scenic (Planning Commission Resolution 2025-003-PC), and deleting Condition of Approval No. 20 requiring the applicant to submit revised plans identifying an alternate roofing material.
7. Resolution 2025-031, Adopting Policy 2025-01 "Social Media Policy" establishing guidelines and procedures for the City's participation in social media and authorizing the City Administrator to administer the City's social media program
8. Resolution 2025-032 Authorizing one (1) free use day of the Sunset Cultural Center theater and lobby for the Monterey Symphony's Harmony on the Move benefit "Overlapping Halos", on May 19, 2025
9. Receive and file Staff Report regarding designation of Mary Wagner as Assistant City Attorney.

ORDERS OF BUSINESS

Orders of Business are agenda items that require City Council, Board or Commission discussion, debate, direction to staff, and/or action.

10. Discuss City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution, and provide direction to the City Administrator
11. General Plan and Housing Element Annual Progress Reports for Calendar Year 2024

CLOSED SESSION

- A. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:
Agency Designated Representatives:
City Administrator Chip Rerig, Assistant City Administrator Brandon Swanson, City Attorney Brian Pierik, Senior HR Analyst Marisa Bermudez, Police Chief Paul Tomasi, Police Commander Todd Trayer
Employee Organization: Carmel Fire Ambulance Association
- B. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6
Agency Designated Representatives:
City Administrator Chip Rerig
Assistant City Administrator Brandon Swanson
City Attorney Brian Pierik
Senior HR Analyst Marisa Bermudez
Police Chief Paul Tomasi
Police Commander Todd Trayer
Employee Organization: Police Officers Association (POA)

Public Comment - Limited to items on Closed Session

This agenda was posted at City Hall, Monte Verde Street between Ocean Avenue and 7th Avenue, Harrison Memorial Library, located on the NE corner of Ocean Avenue and Lincoln Street, the Carmel-by-the-Sea Post Office, 5th Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us> in accordance with applicable legal requirements.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this agenda, received after the posting of the agenda will be available for public review at City Hall located on Monte Verde Street between Ocean and Seventh Avenues during regular business hours.

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 831-620-2000 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).

ADJOURNMENT

3. Correspondence Received After Agenda Posing



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

March 31, 2025
CONSENT AGENDA (Estimated time - 5 min)

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Nova Romero, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	February 27 & March 3, 2025, Special Meeting Minutes and March 4, 2025, Regular Meeting Minutes

RECOMMENDATION:

Approve Draft Minutes.

BACKGROUND/SUMMARY:

The City Council routinely approves minutes of its meetings.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

None

ATTACHMENTS:

- Attachment 1) February 27, 2025 Special Meeting Minutes
- Attachment 2) March 3, 2025 Special Meeting Minutes
- Attachment 3) March 4, 2025, Regular Meeting Minutes

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

SPECIAL MEETING MINUTES

Thursday, February 27, 2025

CALL TO ORDER AND ROLL CALL

Mayor Byrne called the meeting to order at 10:05 a.m. at the Sunset Center.

Roll call: Councilmembers Jeff Baron, Hans Buder, Alissandra Dramov, Mayor Pro Tem Delves, and Mayor Dale Byrne were present.

ORDERS OF BUSINESS

Item 1 - Strategic Priorities Workshop – Review, Discuss, and Provide Direction on the City Council’s Strategic Priority Projects

City Administrator Chip Rerig presented 24 City Council’s strategic priorities, categorized under five refreshed key themes, 1) Financial sustainability, accountability, and transparency, 2) Stewarding the natural environment, 3) Maintaining public safety and infrastructure, 4) Preserving the Village character, and 5) Providing effective, reliable, and friendly government services.

He also presented priority projects developed by staff that align with the Council’s guiding principles for Council consideration.

Council discussed whether to keep, remove, or defer each of the 24 priorities listed below. Council invited public comment on each of the priorities to receive input.

RECESS

Council took a recess at 11:35 a.m. and resumed the meeting at 11:52 a.m.

1) Explore street addresses

Council discussed adding street addresses to an upcoming City Council meeting to revisit costs and process for a ballot measure, with discussion on whether to amend the previous Council’s direction.

- **Direction:** keep on the priority list.
- **Priority Category:** Preserving Village Character.

Public comments:

Joe DiNucci

Linda Caliofiore

Donna Jett

Karen Ferlito
Nancy Twomey
Carolyn White
No name
No name
Karyl Hall
Andi Carr
Collen Logan
Linda

2) Transient Occupancy Tax

Council discussed removing this item off the list, as staff gave a summary report to the City Council in May 2024, and ultimately opted not to pursue a 2024 ballot measure. Council may revisit this topic in the future.

- **Direction:** Remove from priority list, place on "parking lot" list

Public Comment:
Tasha Witt

RECESS

Council took a recess at 12:47 p.m. and resumed the meeting at 1:17 p.m.

3) Carmel Area Wastewater District (CAWD) Bridget to Everywhere Project

Council recognized the Bridge to Everywhere Project as a regional project and discussed whether initial lease negotiations should be public.

- **Direction:** Keep as a priority
- **Priority Category:** Stewarding the natural environment

Public Comment:
Ken White
Laura Bolling
Robert Knight

4) Board and Commissioner Training

City Clerk Romero noted that Council had previously postponed the adoption of a new handbook in the summer of 2024. Councilmember Baron suggested bringing back the previously prepared staff report regarding updating the Commissioner handbook for Council consideration.

- **Direction:** Remove this item from the Priorities list, as it is a routine item for staff.

5) Develop and Implement a Social Media Plan

Staff reported that the Social Media Policy development is complete and ready for Council consideration at the March 3rd Council meeting. City Administrator Rerig noted that the city has started using Instagram, and the Police Department also plans to launch an Instagram once the policy is adopted.

- **Direction:** remove this item from the Priority list, as it is essentially completed, and is now a routine staff item.

6) Explore Parking and Traffic Management Program

City Administrator Rerig reported that a presentation to the Council with community feedback and options was planned for a future date but has been put off due to staff capacity. Traffic Management updates related to Assembly Bill (AB) 413 and California Vehicle Code (CVC) Section 22500 were implemented. Chief Tomasi highlighted the need for a parking and traffic management program.

Council acknowledged the need to address this, and suggested the Traffic Safety Committee take next steps to explore this.

- **Direction:** Keep on the priority list
- **Priority Category:** Financial sustainability, accountability, and transparency

Public comment:

Linda Califiore

No name

Bonnie

Ken Spilfogel

7) Review/Reformulate Approach to Reserves/Update Financial Policies

City Administrator Rerig noted that this is an ongoing item that is currently being explored, and Council recently created a Financial Stewardship Workgroup consisting of Councilmember Buder and Mayor Pro Tem Delves.

- **Direction:** keep this item on the priority list, and the Financial Stewardship Workgroup will continue their review of financial processes.
- **Priority Category:** Financial sustainability, accountability, and transparency

8) Explore Opportunities for Flanders Mansion

Council said this project does not currently rise to the level of a high priority, and once it does, it will require lots of money and staff resources.

- **Direction:** remove from priority list and move it to the “parking lot” list

Public Comment:

Mike Buffo

Kristin Tibbits

Robert Night

Jim Grossett

9) Review Barriers to Construction of Affordable Housing (Housing Element Adoption)

City Administrator Rerig reiterated that the adoption of the Housing Element has been completed, although the implementation phase and potential amendments to the Housing Element are currently in progress.

- **Direction:** remove this item from the priorities list as completed and continue to focus on an amendment to remove city owned sites from the Housing Element.

Public Comment:

Karen Ferlito

Tasha Witt

Bonnie

10) Explore opportunities for alternate affordable housing sites and amend Housing Element to move units from City owned sites.

- **Direction:** keep this item on the priority list.

11) Develop Accessory Dwelling Unit (ADU) Ordinance

Staff reported that the ADU Ordinance is planned for Planning Commission review in April or May, and Council review in the summer of 2025. Council agreed this is a high priority and is near completion.

- **Direction:** keep on the priority list
- **Priority Category:** Preserving the Village character

12) Update Zoning Code and Design Guidelines (Residential & Commercial) AND Explore Reinstatement of the Design Review Board (DRB)

Staff reported that significant progress is being made, and assured Council that the draft design guidelines should be ready for the public to review by Memorial Day.

- **Direction:** keep on the priority list
- **Priority Category:** Preserving the Village character

13) Explore Opportunities for Permanent Outdoor Dining/Downtown Master Plan

Council discussed adding an additional bathroom at Piccadilly park to the CIP project list.

- **Direction:** remove from the priority list and move it to the “parking lot” list.

Public comment:

Mark

Kelly Brezoczky

14) Housing Element Implementation

- **Direction:** remove from the priority list, as it is a routine or “hygiene” item for staff.

15) Outdoor Wine Tasting Ordinance

- **Direction:** remove from the priority list, move to the “parking lot” list.

16) Review Opportunities for Enhanced Fire/Ambulance Service

Staff reported this is actively under discussion in closed session and near completion.

- **Direction:** keep this on the priority list until it is completed
- **Priority Category:** Maintaining public safety and infrastructure

17) Police/Public Works Building Project

Council noted that this project remains a high priority, and another special meeting on the police building project is scheduled for March.

- **Direction:** keep this item on the priority list
- **Priority Category:** Maintaining public safety and infrastructure

18) Develop a plan to ensure that the City’s natural areas, as well as private property, are properly maintained to reduce risk

City Administrator Rerig noted that the Community Wildfire Prevention Plan (CWPP) was adopted in September 2024, and the City continued to focus on additional fire safety initiatives. Councilmember Dramov requested the city host another community workshop in the summer focused on how to harden homes against fires.

- **Direction:** remove from the priority list, as this is a routine or “hygiene” item for staff.

Public Comment:
Karen Ferlito

19) Develop & Update Tree Ordinance

Staff noted that the Staff noted the that the Urban Forest Master Plan has been renamed as the “Carmel Forest Master Plan”.

- **Direction:** none specified

20) Underground Utilities Rule 20A

Staff reported that the establishment of the Rule 20A Underground district was completed, securing funding credit, but clarified that while the district is established, there is no active project to underground the power lines at this point.

- **Direction:** remove this item from the priorities list as complete; implementation of the plan is a routine staff item.

21) Coastal Engineering Study and Climate Committee

City Administrator Rerig reported ongoing progress on the Fourth Avenue outfall and beach staircases, with updates scheduled for an upcoming Council meeting. Councilmember Baron proposed separating beach infrastructure repair from climate adaptation strategies as distinct priorities. Council also requested adding the repair of the beach ramp south of 8th Avenue to the CIP project list and including it in an upcoming coastal engineering contract.

- **Direction:** separate this priority into two items - Beach Infrastructure Repair and Climate Adaptation Strategy; move forward with adding the beach infrastructure repairs to the CIP project list through an upcoming contract.
- **Priority Category:** Maintaining public safety and infrastructure and Stewarding the Natural Environment

Public comment:
Kelly Brezoczky

22) Stormwater Ordinances Update

- **Direction:** remove from the priorities list as it is essentially completed (waiting for coastal commission approval).

23) Explore Opportunities for Scout House

- **Direction:** remove this from the priorities list and move to the “parking lot” list.

24) Undergrounding Power Lines (separate from Rule 20A)

- **Direction:** remove from the priorities list.

Public Comment:

No name

Will Rei

Tamara Michie

At the beginning of the meeting, City Administrator Rerig presented several potential priorities for the Council to consider adding to the strategic list or designating as routine staff tasks, and noted which of the refreshed priority themes they would fall under:

Financial sustainability, accountability, and transparency

- Refine financial policies improve City's bond/financing position for future projects.
- Tune up investment portfolio
- Find revenue enhancements
- Implement a new HR & payroll system for efficiency

Public Safety and Infrastructure Maintenance

- Assess all city buildings to get current on maintenance.
- Make Police/Public Works Building safe
- Survey and repair sidewalks and tree wells, ensuring ADA compliance.
- Construct a city-owned data conduit system to replace reliance on Comcast.
- Develop an IT Strategic Plan, including cybersecurity measures.

Providing effective, reliable, and friendly government services

- Upgrade permitting software with AI integration.
- Digitize all historic city records for online accessibility.
- Expand public Wi-Fi to parks and key areas as part of the "Smart Village" initiative.
- Implement new technologies to streamline staff tasks and improve customer service.

The Council agreed that due to lack of time, future discussion on these potential priorities is needed to decide whether to incorporate these items into the priority list or direct staff to handle them as routine staff responsibilities.

ADJOURNMENT:

Council adjourned the meeting at 3:04 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

SPECIAL MEETING MINUTES

Monday, March 3, 2025

TOUR OF INSPECTION - 3:30 p.m.

Prior to calling the meeting to order, the Council conducted an on-site tour of inspection of the property listed below:

- A. Southwest Corner of Santa Rita and 1st Street, Carmel (PERM EN 250005 - Salehi)
- B. Santa Lucia Avenue, 2 Northeast of Scenic, Carmel (APP 25-032 - Jensen)

CALL TO ORDER AND ROLL CALL

Mayor Byrne called the meeting to order at 4:30 p.m.

Roll call: Councilmembers Jeff Baron, Hans Buder, Alissandra Dramov, Mayor Pro Tem Delves, and Mayor Dale Byrne were present.

PUBLIC APPEARANCES

James Whittman
Gary Richard Arnold
Ken Spilfogel

CONSENT AGENDA

Motion by Councilmember Baron to approve Consent Agenda items #1-6, seconded by Mayor Pro Tem Delves, and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None

ABSTAIN: None

Item 1 - February 3 & 10, 2025, Special Meeting Minutes and February 4, 2025, Regular Meeting Minutes - *Approved 5-0-0-0*

Item 2 - January 2025 Monthly Reports - *Approved 5-0-0-0*

Item 3 - January 2025 Check Register Summary - *Approved 5-0-0-0*

Item 4 - Resolution 2025-020 Amending City Council appointments to the Monterey Salinas Transit (MST) Board of Directors, and the Transportation Agency of Monterey County (TAMC) Board of Directors - **Approved 5-0-0-0**

Item 5 - Resolution 2025-021, authorizing the serving of alcohol on public property, and the erection of tents on public property for the Carmel Culinary Week - **Approved 5-0-0-0**

Item 6 - Resolution 2025-022, authorizing the serving of alcohol and public property for the Carmel Public Library Foundation's Donor Salute event Sunday, March 9, 2025, and the Sterling Circle event, Sunday, June 8, 2025 - **Approved 5-0-0-0**

ORDERS OF BUSINESS

Item 7 - Receive Presentation from the Carmel Area Wastewater District (CAWD) on the Scenic Road Pipeline Replacement Project and Authorize Issuance of an Encroachment Permit with Special Conditions of Approval

Patrick Treanor, CAWD Engineer, presented on the Scenic Road Pipeline Replacement Project, which involves replacing aging sewers along Scenic Road from Ocean Avenue to Santa Lucia Avenue. He stated that CAWD will mitigate impacts to Scenic Road access and keep the public informed.

The Council emphasized minimizing Scenic Road closures and requested that CAWD schedule the work on Scenic Road for January - February 2026, avoiding major events such as the AT&T golf tournament, and to allow cars to pass through the construction area if possible.

Public comment:

James Whittman

Brian Sours

Mel Ahlborn

Nancy Twomey

The Council discussed minimizing road closures, particularly on Scenic Road. They requested that CAWD schedule work for January–February 2026, avoiding major events like the AT&T golf tournament and allowing vehicle access when possible. Mr. Treanor confirmed that the project will require partial closures on Scenic Road for about 20 weekdays, from 8 AM to 5 PM.

Motion by Councilmember Buder to authorize the issuance of an encroachment permit with special conditions for the CAWD Scenic Rd Pipeline Replacement Project presented by staff, adding two additional conditions:

- 1) Schedule the work on Scenic Road during January-February 2026 for the stretch from 8th to Santa Lucia, avoiding major events like the AT&T golf tournament.**
- 2) To the extent possible, leave room for cars to pass by during construction from Scenic to Santa Lucia.**

Motion seconded by Mayor Pro Tem Delves, and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None

ABSTAIN: None

Item 8 - Resolution 2025-023, authorizing the City Administrator to execute a Professional Services Agreement with Moffatt & Nichol, Inc. for coastal engineering and environmental services related to the Carmel Beach Coastal Protection and Access Improvement Projects, with a not-to-exceed budget of \$399,013

Project Manager Javier Hernandez presented the item regarding a Professional Services Agreement with Moffatt & Nichol, Inc. for coastal engineering and environmental services.

Councilmember Dramov questioned the delay in repairing the stairs damaged in storms from 2 year ago.

Public comment:

Brian Sours

James Whittman

Teresa Buccola

Charles Najarian

Shirley Moon

The Council agreed that 10th and 12th Street stairways are a high priority project and discussed including the 8th Ave ramp and 4th Avenue outfall in the CIP budget. Councilmember Baron emphasized regular sand maintenance and supported a “like-for-like” stair replacement to avoid delays, while Councilmember Buder suggested considering stone stairs for durability. Mayor Pro Tem Delves stressed the need for a clear implementation plan, and Mayor Byrne and Councilmember Dramov called for less spending on studies and more focus on actual construction.

Motion by Mayor Pro Tem Delves, authorizing the City Administrator to execute a Professional Services Agreement with Moffatt & Nichol, Inc. for coastal engineering and environmental services related to the Carmel Beach Coastal Protection and Access Improvement Projects, to include 4th Avenue outfall, 8th Avenue ramp and erosion conditions, 10th and 12th Street stairways, with a not-to-exceed budget of \$399,013, and come back with a request to increase the amount of the contract if necessary due to the increased scope of the project, seconded by Councilmember Dramov, and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None
ABSTAIN: None

RECESS

Council took a recess at 6:27 p.m. and resumed the meeting at 6:40 p.m.

Item 9 - Resolution 2025-024, authorizing the City Administrator to execute Amendment No. 1 to the Professional Services Agreement with Advance Design Consultants, Inc. for Electric Panel Upgrades and Electric Vehicle Charging related projects, for a not-to-exceed fee of \$58,020

Project Manager Javier Hernandez presented the Professional Services Agreement with Advance Design Consultants for electric panel upgrades and electric vehicle (EV) charging related projects which would install electrical equipment in the Vista Lobos parking lot and the Sunset Center North parking lot.

Councilmember Buder inquired about alternative locations for EV charging stations and data on their usage and cost recovery. Mr. Hernandez said that he can provide data to Council on how the EV charging stations could potentially be a revenue source for the City. Chip Rerig said that having EV charging stations is part of the city's climate control plan.

Public comment:
Donna Jett

Motion by Councilmember Baron authorizing the City Administrator to execute Amendment No. 1 to the Professional Services Agreement with Advance Design Consultants, Inc. for Electric Panel Upgrades and Electric Vehicle Charging related projects, for a not-to-exceed fee of \$58,020, seconded by Mayor Pro Tem Delves, and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne
NOES: None
ABSENT: None
ABSTAIN: None

Item 10 - Resolution 2025-025, Adopting Policy 2025-01 "Social Media Policy" establishing guidelines and procedures for the City's participation in social media and authorizing the City Administrator to administer the City's social media program

Administrative Analyst Emily Garay gave a presentation on the proposed Social Media Policy which would establish guidelines for the City's use of social media platforms.

Public comment:
Gary Richard Arnold

Teresa Buccola
Rebecca Kumar
Donna Jett
Nancy Twomey

Councilmember Baron questioned Section P of the policy, which restricts Councilmembers from engaging with City social media posts due to Brown Act concerns. City Attorney Pierik provided legal clarification, citing the relevant Government Code. suggested revising Section P to a simpler statement, such as: “City Council, Board, and Commission members should be cognizant of the Brown Act”, arguing that certain interactions, like resharing public updates, are useful. Councilmember Dramov agreed, emphasizing the importance of timely information. Councilmember Baron suggested revising Section P, with the City Attorney reviewing which actions—such as liking, commenting, or resharing—are permissible.

Motion by Councilmember Baron to direct the City Attorney to revise Section P of the policy regarding Councilmember interaction with City posts, reviewing what is permissible for Councilmembers without violating the Brown Act. Motion was seconded by Councilmember Dramov and approved 5-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None

ABSTAIN: None

Resolution 2025-025 did not pass, the Social Media Policy item will come back at the next Council meeting with an amendment.

Item 11 - Discuss City Policy C89-02: City Council Meetings/Orders of Council/Agenda Packets/Minutes of Meeting and Agenda Distribution and provide direction to City Administrator

Item tabled to next month due to the lateness of the meeting.

CLOSED SESSION

City Attorney Pierik read the Closed Session agenda titles.

Public comment:
James Whittman
Gary Richard Arnold
Michael McWalters
Teresa Buccola
Donna Jett
Anthony X
Catherine
Karen Ferlito

A. Public Employee Performance Evaluation pursuant to Government Code Section 54957; Title: City Administrator

B. Public Employee Performance Evaluation pursuant to Government Code Section 54957; Title: City Attorney

C. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6: Agency Designated Representatives: City Attorney Brian Pierik, Assistant City Administrator Brandon Swanson, Senior HR Analyst Marisa Bermudez, Police Commander Todd Trayer, and Police Chief Paul Tomasi Employee Organization: Carmel Fire Ambulance Association

ADJOURNMENT

Council adjourned to Closed Session at 7:56 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

REGULAR MEETING MINUTES

Tuesday, March 4, 2025

CALL TO ORDER AND ROLL CALL

Mayor Byrne called the meeting to order at 4:30 p.m.

Roll call: Councilmembers Jeff Baron, Hans Buder, Alissandra Dramov, Mayor Pro Tem Delves, and Mayor Dale Byrne were present.

PLEDGE OF ALLEGIANCE

Councilmember Baron led the pledge of allegiance.

EXTRAORDINARY BUSINESS

A. Carmel High School Report Out

The Carmel High School Robotics team presented their program and accomplishments, requesting public support. Juliette Norman, CHS Associate Student Body President, updated on events and announced they are eligible to receive a solar panel grant.

B. Proclamation recognizing March as American Red Cross Month

Councilmember Dramov read the proclamation and presented it to John Cromwell of the Red Cross of Monterey Bay Area.

C. Proclamation Celebrating the Carmel-by-the-Sea Rotary 75th Anniversary

Councilmember Baron read the proclamation and presented it to Graeme Robertson of the Carmel-by-the-Sea Rotary club.

D. Non-Profit Spotlight - Big Sur Marathon Foundation

Big Sur Marathon Foundation representatives, Hugo Ferlito and Jennifer Edwards, presented their mission to strengthen the community through charitable giving and promote healthy lifestyles through memorable running experiences.

PUBLIC APPEARANCES

Andi Carr

Neal Kruse

No name

Teresa Buccola

Donna Jett

Ronald Owens

Cindy Lloyd
Bryan Rosen
Lara B.
Catherine
John Filax
Lorna Moffat

ANNOUNCEMENTS

A. City Administrator - Announced the passing of Jan Reimers, former Planning Commissioner and Councilmember. He said she was a very kind person who was great to work with.

B. City Attorney - No announcements

C. Councilmember Announcements -

Councilmember Dramov - said that Jan Reimers was a very caring and supportive friend who will be missed by everyone.

Mayor Byrne – Thanked the public and staff for a productive Priorities Workshop and noted the City would provide a recap at an upcoming meeting. He requested the meeting be adjourned in memory of Jan Reimers.

ORDERS OF BUSINESS

Item 1 - Reconsideration of Council Action on Resolution 2025-018 authorizing the City Administrator to execute Amendment No. 3 to the Professional Services Agreement (PSA) with Ausonio, Inc. for Project Management Services, including a fee increase of \$30,000 and a not-to-exceed fee of \$155,000 for Fiscal Year 2024/25

City Administrator Rerig said that at the last meeting two Councilmembers who voted in the affirmative for the Ausonio contract made a request to bring the item back for reconsideration. Councilmember Buder proposed deducting cost incurred by Ausonio for coordinating remediation for damages caused by the contractor hired for the City Hall Roof Replacement Project from the amount owed to the responsible contractor.

Public comment:

Sam Phillips
Stacy
Tasha Witt

The Council directed the City Administrator to work with the City Attorney to enforce the contract provisions against the contractor by deducting the costs incurred by Ausonio for handling remediation for damages during the City Hall Roof Replacement project.

PUBLIC HEARINGS

Item 2 - PERM EN 250005 (Salehi): Consideration of Resolution 2025-026 granting partial approval of a Permanent Encroachment application (PERM EN 250005, Salehi) allowing the legalization and maintenance of a planter-style retaining wall within the public right-of-way east of and adjacent to the driveway fronting 1st Avenue, and denying the legalization and maintenance of non-conforming perimeter retaining/garden walls, planter curbs, and step landings in the public right-of-way located at the southwest corner of Santa Rita Street and 1st Avenue in the Single Family Residential (R-1) District. APN: 010-027-001-000.

Planner Katherine Wallace presented staff's recommendation to approve the legalization and maintenance of a planter-style retaining wall within the public right-of-way east of and adjacent to the driveway fronting 1st Avenue, while denying the legalization and maintenance of non-conforming perimeter retaining/garden walls, planter curbs, and step landings at the corner of Santa Rita Street and 1st Avenue.

Public comment:

Mr. Yung spoke on behalf of the applicant
Malcolm Stewart

The Council discussed concerns about a city-made berm potentially causing runoff and erosion on the property. Councilmember Baron noted that while partial approval of the encroachment could be justified, he was concerned about the style's compatibility. Councilmember Buder emphasized the importance of following the City's General Plan, which prioritizes an organic and informal look for the public right-of-way and argued that the garden wall does not align with this aesthetic. Mayor Pro Tem Delves countered that removing part of the retaining wall would be punitive and visually awkward, noting that it is made of Carmel stone, uses natural materials, is appropriately scaled, and serves a purpose. Mayor Byrne supported allowing the garden wall and driveway retaining wall but opposed the planter curbs.

Mayor Pro Tem Delves motioned to partially approve of Permanent Encroachment Application (EN 250005, Salehi), stating the approval allows the legalization and maintenance of a planter-style retaining wall within the public right-of-way east of and adjacent to the driveway on fronting 1st Avenue, as there is a justifiable need, and stated that the request to legalize the non-conforming perimeter retaining/garden walls, planter curbs, and step landings in the public right-of-way are denied due to the lack of a justifiable need. Motion seconded by Councilmember Dramov and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None

ABSTAIN: None

RECESS

Council took a recess at 6:40 p.m. and resumed the meeting at 7:03 p.m.

Item 3 - Consider Resolution 2025-027, adopting an Artificial Turf Policy prohibiting the installation of artificial turf/synthetic grass in all zoning districts

Planner Katherine Wallace presented the item and summarized amended State Law restoring the authority of local agencies to regulate or prohibit synthetic grass or artificial turf installations, as well as public health and stormwater concerns, and maintaining the village character.

Public Comment:

None

Council expressed a desire to include language in the policy specifying that all future installation, repair, or replacement of artificial turf is prohibited

Motion by Mayor Pro Tem Delves adopting Resolution 2025-027, adopting an Artificial Turf Policy prohibiting the installation of artificial turf/synthetic grass in all zoning districts, adding language to the policy to specify that all future installation, repair, or replacement of artificial turf is prohibited in all zones, seconded by Dramov, and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None

ABSTAIN: None

Council moved to hear item #5 before Item #4 on the agenda.

Item 5 - First Reading and Introduction of Ordinance No. 2025-001 Amending Section 1.04.010 (Definitions) and Adding Sections to Chapter 12.36 (Camping on Public Lands)

City Attorney Pierik summarized the Supreme Court decision in *Grants Pass, Oregon v. Johnson*, which upheld laws prohibiting sleeping and camping in public spaces. He explained that the proposed ordinance clarifies the definitions of “camping” and “act of human habitation” and establishes a process for confiscating and returning personal property seized due to violations of the City’s anti-camping regulations.

Public comment:

None

City Attorney read the full title of the Ordinance.

Motion by Councilmember Baron to read by title only, waive full reading, and introduce Ordinance No. 2025-001 Amending Section 1.04.010 (Definitions) and Adding Sections to Chapter 12.36 (Camping on Public Lands), seconded by Mayor Pro Tem Delves and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None

ABSTAIN: None

Ordinance No. 2025-001 was passed to a second reading.

Item 4 - APP 25032 (Jensen): Consideration of an Appeal of the Planning Commission's decision to Approve a Track 1 Design Study referral (DS 24321) with conditions for the replacement of the wood shake roof of a two-story single-family residence located on Santa Lucia 2 NE of Scenic in the Single-Family Residential (R-1) District, Archaeological Significance (AS) Overlay, and Beach/Riparian (BR) Overlay. APN: 010-293-013-000.

Mayor Byrne recused himself from the item because he lives less than 500 feet from the project location and left the meeting at 7:24 p.m. Mayor Pro Tem Delves resumed as chair of the meeting in the Mayor's absence.

Planner Jake Olander presented the appeal filed by Jensen regarding the Planning Commission's decision to approve a design study referral with conditions for replacing a wood shake roof on a two-story single-family residence. He added that the applicant, Jensen, is requesting that the Council overturn the Planning Commission's decision and approve a permit for installing a standing seam medium bronze metal roof.

Public Comment:

Missy Jensen, appellant and homeowner, requested the Council overturn the Planning Commission's decision and approve a permit for installing a standing seam medium bronze metal roof.

Gretchen

Rob Nicely

Mayor Pro Tem Delves shared insights from his experience as a planning commissioner, where he was a part of reviewing and approving metal roof applications. He characterized the approval process as arbitrary and frustrating due to the three-year delay of the Design Traditions Committee's recommendation and Council adoption of design guidelines. He noted that the Planning Commission has historically approved metal roofs on a case-by-case basis and argued that it is unfair to halt approvals until new guidelines are finalized. He emphasized that the Commission has the authority to approve metal roofs if they align with other guidelines, such as diversity and compatibility, and stated that the proposed metal roof suits the 1960s modern home.

Councilmembers Baron and Dramov echoed Delves' points, agreeing that the Planning Commission conducted a thorough review and should not stop approving metal roofs due to uncertain guideline timelines. Councilmember Buder also supported the proposed metal roof which is appropriate for this house and stressed the need to finalize the design guidelines.

Motion by Councilmember Baron to grant the appeal filed by Jensen, and overturn the Planning Commission decision, and approve the original permit for a metal roof, a Resolution confirming this, condition #20 be removed, seconded by Councilmember Dramov, and approved 4-0-0-1 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov

NOES: None

ABSENT: None

ABSTAIN: Mayor Byrne (recused)

ADJOURNMENT

Meeting adjourned in memory of Jan Reimers at 8:40 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

March 31, 2025
CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: February 2025 Monthly Reports

RECOMMENDATION:

Review and receive monthly reports.

BACKGROUND/SUMMARY:

This is a monthly series of reports:

- City Administrator Contract Log (*No contracts under \$60K in Feb*)
- Community Planning and Building Department Reports
- Police, Fire, and Ambulance Reports
- Public Records Act Requests
- Public Works Department Reports

FISCAL IMPACT:

N/A

PRIOR CITY COUNCIL ACTION:

N/A

ATTACHMENTS:

- Attachment 1) Community Planning & Building Report
- Attachment 2) Police, Fire, and Ambulance Reports
- Attachment 3) Public Records Act Requests
- Attachment 4) Public Works Department Reports



CITY OF CARMEL-BY-THE-SEA Monthly Report

Community Planning and Building Department

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Shelby Gorman, Administrative Coordinator
SUBMITTED ON:	February 1, 2025
APPROVED BY:	Anna Ginette, Director of Community Planning and Building

FEBRUARY 2025 – DEPARTMENT ACTIVITY REPORT

I. PLANNING PERMIT APPLICATIONS:

In February 2025, **29** planning permit applications were received.

II. BUSINESS LICENSE APPLICATIONS:

In February 2025, **2** business license applications were received.

III. BUILDING PERMIT APPLICATIONS:

In February 2025, **41** building permit applications were received.

IV. CODE COMPLIANCE CASES:

In February 2025, **12** new code compliance cases were created.

V. TRANSIENT RENTAL COMPLIANCE CASES:

In February 2025, **0** new transient rental compliance cases were created.

VI. ENCROACHMENT PERMIT APPLICATIONS:

In February 2025, **24** encroachment permit applications were received.

VII. TREE PERMIT APPLICATIONS:

In February 2025, **29** tree permit applications were received.

Table 1 includes the following February 2025 totals:

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

February 2025 totals are provided alongside February 2024 totals for comparison. Compared to the same time period in the year 2024, Table 1 denotes percentage changes in the year 2025.

Table 1
Permit Application Totals and YTD Percentage Changes

	PLANNING	BUSINESS LICENSES	BUILDING	CODE COMPLIANCE	TRANSIENT RENTAL COMPLIANCE	ENCROACHMENTS	TREE REMOVAL & PRUNING
2024 YTD Totals	57	17	100	52	11	34	79
2025 YTD Totals	61	7	90	15	3	49	72
YTD % Difference	+7.02%	- 58.82%	-10.00%	- 71.15%	-72.73%	+44.12%	-8.86%



Planning Permit Report

02/01/2025 - 02/28/2025

Permit #	Permit Type	Permit Identifier	Track	Project Description	Address/Location	Date Received	Date Approved	Status
25061	Sign	SI 25061 (Diesel Gallery)		NEW SIGN, 1 QTY: "Diesel Gallery" SPECS:	San Carlos 2 NE of 7th	2/27/2025		Pending Assignment
25060	Design Review	DR 25060 (Esperanza Carmel Commercial, LLC)	One	Replace existing Planter and Signage with New	SAN CARLOS BETWEEN 5TH AND 6TH			Pending Assignment
25059	Design Review	DR 25059 (PRG-Svensgaard)	One	Exterior renovation of property. Replace courtyard windows, patio AC units, and re-design courtyard with pool removal.	NW Corner of San Carlos & 4th	2/26/2025		Pending Assignment
25058	Banners	BA 25058 (Carmel Public Library Foundation)		Installation of one banner across the Harrison Memorial Library from March 23, 2025 - April 23, 2025.	NE Corner of Ocean & Lincoln	2/25/2025	2/27/2025	In Review
25057	Design Study			Revise deck, railing, and exterior lights	Southwest corner of eighth and Mountain View			Pending Assignment
25056	Variance			Exterior remodel of existing residence. Variance requested to ascend to side entry of property around existing large cypress tree. The rest of the site coverage on property is brought into conformance.	Scenic Drive 1 NEW of 10th Avenue			Pending Assignment
25055	Historic Evaluation			010-158-003-000	2 SW 10th on Dolores Street, Carmel CA 93923			Pending Assignment
25054	Sign	SI 25054 (Artemis Rugs)		NEW SIGN: "Artemis Rugs" SPECS: Solid wood; black and white; 6' L x 10" W; letters are 5" high.	San Carlos 3 SW of Ocean	2/11/2025	2/21/2025	Approved
25053	Design Study	DS 25053 (Sakopoulos)	One	ASSOCIATED APPLICATION & CASE: DS 23-293 & CASE 24070. Remove existing pavers, reduce square footage, and reshape with narrow walkway. Stepping stones.	Lobos St. 2 NE of 4th Ave.	2/20/2025		Pending Assignment
25052	Preliminary Site Assessment			Preliminary Site Assessment for proposed second-story addition, an interior remodel of the main level, and the legalization of an existing ground-level unit into a compliant Accessory Dwelling Unit (ADU)	Torres 4 NE of 5th Ave. Carmel-By-the-Sea, CA 93921			Pending Assignment

25051	Preliminary Site Assessment	PSA 25051 (Towell)		PROPOSED PROJECT: DEMO EXISTING RESIDENCE. BUILD NEW RESIDENCE & GARAGE.	CAMINO DEL MONTE 3 SE OF 2ND			Pending Assignment
25050	Historic Evaluation	HE 25050 (Places in Space-Carmel Fireplace Inn)		Historic evaluation - Initial.	San Carlos 2 SW of 4th			Pending Assignment
25049	Design Study	DS 25049 (Tirreno)	One	46.34 SF addition and interior remodel including switching dining room and kitchen, and reducing footprint of foundation at existing dining room to create Oriel window and bench seat.	SE Corner Perry Newberry and 5th Ave.	2/18/2025		Pending Assignment
25048	Preliminary Site Assessment	PSA 25048 (25988 Ridgewood, LLC)		ASSOCIATED APPLICATION: HE 25030. Seeking PSA for eventual home remodel.	25988 Ridgewood Rd	2/18/2025		In Review
25047	Historic Evaluation	HE 25047 (The Perfect Getaway, LLC)		Historic Evaluation - Initial.	Monte Verde Street, 2NE of 6th			In Review
25046	Historic Evaluation	HE 25046 (Wilcox)		HISTORIC EVALUATION - INITIAL. PROPOSED PROJECT: replace roof.	0 SE crnr 12th & San Carlos			In Review
25045	Design Study	DS 25045 (Albino)	One	Remodel including re-roof, new windows and doors, interior reconfiguration and deck repair.	Monte Verde 8 SW of 12th	2/12/2025		In Review
25044	Use Permit	UP 25044 (Nielsen Brothers Market)						Pending Assignment
25043	Banners	BA 25043 (Visit Carmel - Carmel Culinary Week)		Installation of ten double sided banners along Ocean Ave from Junipero to Monte Verde for the Carmel Culinary Week. Banners are authorized to be installed 5/30/2025 - 6/7/2025.	Ocean from Junipero to Monte Verde	2/11/2025	2/11/2025	Approved

25042	Design Study	DS 25042 (Lidge)	One	ASSOCIATED PERMIT: DS 22-344. PROPOSED PROJECT: Plan revision. Plan Revision. Close entry@ south courtyard and relocate east elevation side. Rebuild (e) fireplace on the east elev. as well. Adding windows @ south courtyard. New balcony door located @ the master bath. New french doors W/ sidelites @ south courtyard. New proposed exterior paint colors. Reposition (e) skylights. New window <flvision throughout. New wall and path lighting.	N/W CORNER OF FOREST & MOUNTAIN VIEW			In Review
25041	Design Study	DS 25041 (Falworth)	One	Stone veneer addition to garage and kitchen bay window.	Lopez 8 SE of 2nd	2/3/2025		In Review
25040	Historic Evaluation	HE 25040 (Salkeld)		HISTORIC EVALUATION. Proposed Project: Convert 258 SF detached garage into an ADU.	Lopez 5 SE of 2nd	2/14/2025		In Review
25039	Design Study	DS 25039 (Clausen)	Two	ASSOCIATED PERMIT (EXPIRED): DS 20-300. PROPOSED PROJECT: 1) Main Residence - Interior Remodel, New Addition. 2) Garage - To Be Demolished, Re-built and Relocated. 3) Emergency Repairs - Structural Damages by Fallen Trees	Dolores Street 5 NW of Second Avenue	2/10/2025		In Review
25038	Appeal	APP 25038 (Lim)		DS 22-057 (Lim): Denial of Demo of an existing single story SFR and construction of new 2 story SFR	Casanova 2 SE of Palou	1/30/2025		In Review
25037	Sign	SI 25037 (Gran Torino)		NEW SIGN: "Gran Torino". SPECS: 62" x 14" x 1-1/2" Thick; sandblasted wood sign. Sign to be made from kiln-dried Western Red Cedar and hand painted with premium exterior paints. Attach to brick wall with a minimum of (6) wood screws and anchors. Qty 1.	San carlos Street 2 NW 8th	2/6/2025		In Review

25036	Sign	SI 25036 (Tira Nanza)		NEW SIGN, MAIN, 1 QTY: "Tira Nanza"; wood, logo to be embossed/raised & painted black; hanging sign; double-sided; 16" x 16". NEW SIGNS, DIRECTORY, 2 QTY: "Tira Nanza"; wood, logo to be embossed/raised & painted black; to be posted on directory; single-sided; 5" x 16".	NW Corner of Mission & 7th	2/3/2025		In Review
25035	Design Review	VOID - OUTSIDE OUR JURISDICTION		Chicken coop to house two backyard chickens for eggs	26571 Oliver Road			Closed
25034	Appeal	APP 25034 (Faia)		DS 24203 (Faia): Denial of a Track 1 Design Study referral, DS 24203 (Faia), for a new vertical standing seam metal roof on an existing 2,235 square-foot single-family residence at the northeast corner of Torres Street and 2nd Avenue in the Single-Family Residential (R-1) District. APN: 010-101-021-000.	North East Corner of Torres and 2nd Ave	1/29/2025		In Review
25033	Design Study	DS 25033 (Sonik)	Streamlined	Remove existing window and replace with new window. Same size as existing and will match color and trim to existing.				In Review

Total Records: 29

3/3/2025



Business License Report

02/01/2025 - 02/28/2025

Entity #	Application Type	Business Name	Business Description	Location	Date Received	Date Approved	Status
25007	New Business	Viva Carmel	Beauty bar and dermatology practice	SW Corner of Dolores & 6th	2/10/2025		In Review
25006	New Business	Perfectly Pressed Carmel	Cold Pressed Juice, Smoothies and Acai Bowls	Mission and Ocean	2/12/2025		In Review

Total Records: 2

3/3/2025



Building Permit Report

02/01/2025 - 02/28/2025

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
250090	2/28/2025	3/3/2025	Remove shakes and cap sheet roof. Install Pac Clad Inkwel standing seam metal roof.	24,860	Roofing	NE Corner of Torres & 1st
250089	2/28/2025	2/28/2025	Replace existing furnace in-kind.	11,000	Mechanical	Monte Verde 3 SE of 13th
250088	2/28/2025	2/28/2025	Remove existing 100amp main panel and install new 100amp panel on front side of house.	3,850	Electrical	SW Corner of San Carlos & 1st
250087	2/27/2025	2/27/2025	Remove existing wood shingle roof and install 50-year presidential TL shingle in color Country Grey.	29,000	Roofing	Escolle 3 SE of Perry Newberry
250086	2/27/2025		Interior SFR remodel. Remodel of 180sf of kitchen, remodel 38sf of closets, replace all bathroom fixtures, replace two kitchen windows, replace window at the NE corner, replace 8sf of siding for window replacement, replace five interior doors with hard core doors, expand living room doorway from 30" to 50", level and replace flooring throughout, add two new skylights in kitchen, vault 408sf kitchen and living room ceiling to match existing pitch, and add fire sprinklers.	148,000	Building	2nd 3 SE of Carpenter
250085	2/27/2025		Existing exterior railings to be brought up to current code requirements.	10,000	Building	NE Corner of Monte Verde & 13th
250084	2/27/2025		Demolish and replace old garage and add detached ADU.	300,000	Building	NE Corner of Santa Rita & 1st
250083	2/26/2025	2/27/2025	Installation of stockroom shelving for existing retail space. No storage over 12', max height to be 9'.	10,000	Building	SW CORNER OCEAN & JUNIPERO #204
250082			Replace existing Planter and Signage with New	20,000	Building	San Carlos 3 NE of 6th, Carmel

250081	2/26/2025		Install 24 kw generator and ATS on 15 sq ft above ground concrete pad	28,300	Electrical	Carmelo 2 SE of 7th
250080	2/25/2025		PV SOLAR AND ESS INSTALLATION	40,750	Electrical	Mission 3 NE of 10th
250079	2/25/2025		Interior remodel of existing single family residence. Remodel of kitchen, remove walls between kitchen, entry, and living areas and replace with beams. Create new hallway between bedrooms and remove (e) dropped ceiling in living room.	97,800	Building	NW Corner of Santa Fe & 6th
250078			Install a CIPP sewer liner from clean out to a foot before city main	7,800	Plumbing	monte verde and 7th street carmel by the sea, CA 93921 United States
250077	2/24/2025	2/24/2025	Replace existing wood shingle roof w/ new #1 grade premium wood shingle roof.	137,662	Roofing	San Antonio 5 SE of 2nd
250076	2/21/2025	2/21/2025	Connect permanent power underground from temporary power pole.	1,500	Electrical	Junipero 6 NE of 8th
250075	2/21/2025	2/21/2025	Replace leaking 40 Gallon water heater in the basement left side of building where you walk in	1,865	Plumbing	Lincoln 2 SW of Ocean
250074	2/20/2025	2/21/2025	The Notice of Exempt Work, EW 250074 (Schiavi), authorizes the installation of 23 feet of cedar fencing to match and connect to existing fence. The fence will run the length of the south side of the garage.	0	Exempt Work	Lobos 3 SE of 3rd
250073	2/19/2025	2/20/2025	Remove unpermitted site coverage and landscape work in front yard and replace with tan bark; remove unpermitted landscaping within public right-of-way.	0	Exempt Work	Ocean 2 NW of Guadalupe
250072			Added window to bathroom at lower level	800	BP Revision	NE Corner of 12th and San Antonio

250071	2/19/2025		1. DEVELOPMENT OF A NEW SINGLE STORY FAMILY DWELLING WITH A BASEMENT, AND ATTACHED ONE-CAR GARAGE. 2. NEW STONE PATIO, DRIVEWAY, AND WALKWAYS SET ON SAND. 3. TREE REMOVAL. 4. 30% SLOPES TOTAL 905.4 SQ.FT. 5. DEMOLITION OF AN EXISTING ONE-STORY SINGLE FAMILY DWELLING.	520,000	Building	Junipero 3 NE of 12th
250070			Adding new 3'x3' window to north side of main house (lower stairs landing). See revised sheet A4	1,100	BP Revision	Mission 3 NE of 10th
250069	2/18/2025	2/18/2025	New water line service from meter to the home's main water riser to repair leak/burst.	16,000	Plumbing	Scenic 6.5 SW of Ocean
250068	2/18/2025		Addition of new 428sf ADU.	135,000	Building	Casanova 3 SE of 4th
250067	2/18/2025		Replace/enhance existing retaining wall.	8,500	Building	Lincoln 3 NE of 4th
250066	2/14/2025		Minor interior remodel of existing San Carlos store to connect adjacent tenant space. TI to include minor repairs to trim and walls and interior painting.	7,000	Building	San Carlos 3 NE of 6th #6
250065	2/14/2025		Install a roof mounted 1.84 kW solar PV system (4) panels with a 18.0 kWh Generac ESS (6) 3.0kWh batteries 18kWh total. Upgrade main service panel.	39,203	Electrical	Dolores 3 SE of 1st
250064	2/14/2025		5.33 kW Solar (13 panels), 10kWh battery system.	36,628	Electrical	Camino Real 4 SE of Ocean
250063	2/14/2025		Kitchen & Bath(s) Remodel, exterior deck and balcony replacement	250,000	Building	San Carlos 5 NW of 3rd
250062	2/14/2025		Secondary bedroom/ bathroom remodel	15,000	Building	NE Corner of Camino Real & 11th
250061	2/13/2025		Kitchen remodel, 166 sf deck expansion over the existing garage.	40,000	Building	Casanova 3 SE of 4th
250060	2/13/2025	2/13/2025	Replace the water line from the water meter to the house stub using pex and copper pipe.	3,000	Plumbing	San Carlos 4 NW of Santa Lucia

250059	2/11/2025	2/11/2025	Permit to upgrade PG&E service to 400 amps and install new main electrical panel.	8,000	Electrical	25988 Ridgewood Road
250058	2/5/2025	2/11/2025	Replace nine squares of CertainTeed flat roof product on residence in new color "Heather Blend".	24,438	Roofing	Palou 2 SE of 2nd
250057	2/11/2025		Remove 5,675 SF of Existing Sloped Roof Shingles and Install New Class 'A' Owens Corning 'Tru Definition Duration' 'Mountainside' 30 Year Cool Roof Asphalt Shingles over Sloped Portions of Roofs per Manufacturer's Specifications; Replace Flat Portions of Lower Roof and Cricket Area with New PVC membrane to Match Existing. On the Third Floor Roof, Remove (2) Existing 'Whisper Cool' Revolving Vents and Install (2) New 24 Watt Minimum Solar Powered Continuous Exhaust Vents and Install (18) New 'Vulcan Vents' VFS414FF 3-1/2"x14" Intumescent Soffit Vents; On the Lower Roof, Install (2) New 24 Watt Minimum Solar Powered Continuous Exhaust Vents on the Flat Portion of Roof and Replace (10) Existing 1/4" Galvanized Wire Screen Frieze Block Vents with (10) New 'Vulcan Vents' VFS414FF 3-1/2"x14" Intumescent Soffit Vents. At the Original Third Floor Roof of the Pine Inn Hotel at the Northwest Corner of Property, Provide As-Necessary In-Kind Replacement of Any Existing Dry Rotted or Damaged 1x12 Wood Roof Sheathing Planks at Soffits, Sculpted Roof Rafter Tails and Sculpted Outrigger Roof	10,000	Building	NE Corner of Monte Verde & Ocean

			Rafter Tails During the Re-Roofing Process per Architectural and Structural Plans; Repair Existing Gable Clay Tile Attic Vents to Match Existing and Provide 'Vulcan Vents' VSB1212 12"x12" Intumescent Vent on Attic-side of Tiled Vents; Patch and Match Existing Stucco Texture and Color as Required; Remove Existing Non-Historic Aluminum Gutters and Downspouts and Replace with New Aluminum Gutters and Downspouts in Style and White Color to Match Existing, Install Gutters in Same Locations on Roof			
250056	2/11/2025		Replace existing Art Studio with a New Art Studio.	250,000	Building	NW Corner of Guadalupe & 4th
250055	2/11/2025		Remodel of existing guest bathroom damaged by roof leak - removal of stop work order based upon this permit.	35,000	Building	Casanova 3 SE of 7th
250054	2/4/2025	2/26/2025	Install a roof mounted 6.97 kw solar PV system. 17 panels with new ESS (3) 5.0 kWh batteries 15kWh total. Main service panel to be upgraded.	50,069	Electrical	Santa Fe 4 NW of 6th
250053	2/4/2025	2/4/2025	Partial reroof of 600sf. Existing material is wood shake, remove existing shake and install new underlayment then install new wood shake.	31,185	Roofing	Lobos 2 NW of 3rd
250052	10/8/2024	10/8/2024	ReRoof detached 509 s.f. Guesthouse/Garage to match house with new Malarkey Highlander composition shingles in color "Weathered Wood".	6,800	Roofing	Guadalupe 3 SW of 2nd
250051	2/3/2025	2/3/2025	Cosmetic TI for new wine tasting room. Includes painting of walls and cabinets, addition of wall shelves, new countertops, and replacements of light fixtures with no new electrical.	0	Exempt Work	NW Corner of Mission & 7th

250050	2/3/2025	2/11/2025	Tear off approx 1,000sf of tile roof. Reroof using Owens Corning Duration composition shingles with Tiger Paw underlayment in color "Terra Cotta". Reinstall tiles around perimeter.	12,000	Roofing	NW Corner of San Carlos & 7th
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Total Records: 41

3/3/2025



Code Compliance Report

02/01/2025 - 02/28/2025

Case #	Case Date	Status	Location	Problem Description	Date Received	Date Closed
25028	2/7/2025	Open	Forest 2 NE of 8th	Fence construction without a permit	2/6/2025	
25027	2/25/2025	Open	Monte Verde 2 NW of 7th	Plumbing work performed in an intersection of a public street; workers and equipment blocking the sidewalk. Work requires encroachment permit and traffic control plan.	2/25/2025	
25026	2/25/2025	Open	NW Corner San Carlos & 4th	Exceeded scope of work on the approved plans. Specifically sheet 1/cover sheet and sheet D101 clearly state "No exterior work to be done" and "existing windows & doors to be covered and protected from damage." Instructed the contractor to stop all construction activities and obtain the proper Planning Dpt. approval prior to re-commencing work. Building Inspector authorized "safe off" work for miscellaneous plumbing and electrical	2/25/2025	
25025	2/21/2025	Open	SWC San Carlos and 7th	Unpermitted seating numbers and live band	2/17/2025	
25024	2/20/2025	Closed	25987 Mission Street		1/8/2025	2/20/2025
25023	2/19/2025	1st NOV sent	San Carlos 2 NE of 7th	Interior demolition work without a permit; electrical work without a permit.	2/19/2025	
25022	2/14/2025	Open	SW Corner of Mission & 2nd	Non-compliant yard lights that illuminate backyard trees.	2/11/2025	
25021	2/14/2025	Closed	NW Corner Santa Fe & 3	Sign in public right-of-way	2/11/2025	
25020	2/14/2025	Open	NW Corner of Dolores & 10th	Landscaping in public right-of-way without a permit	2/14/2025	
25019	2/14/2025	Closed	25905 Junipero	Building of driveway in the public right-of-way without a permit.	2/11/2024	2/14/2025
25018	2/14/2025	Open	San Carlos 2 NE of 7th	Interior demolition without a permit	2/14/2025	
25017	2/10/2025	1st NOV sent	Santa Fe 7 SW of 8th	Demolition of deck without a permit.	2/10/2025	

Total Records: 12

3/3/2025



Transient Rental Report

01/01/2025 - 02/28/2025

Case #	Street	Status	Date Received	Last Status Date	Date Closed
25016	Casanova	Closed	1/21/2025	3/3/2025	3/3/2025
25014	Lobos	Closed	1/16/2025	2/17/2025	2/17/2025
25006	San Antonio	Open	1/6/2025	1/6/2025	

Total Records: 3

3/6/2025



Encroachment Permit Report

02/01/2025 - 02/28/2025

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
250049	Temp Ench	2/26/2025	PG&E to trench and backfill a 5'x5' bellhome to abandon existing gas service. PM# 35606379	Monte Verde 3 NW of 11th	2/27/2025	Issued
250048	Temp Ench	2/25/2025	Replace sewer lateral using pipe bursting.	Ocean & Torres	2/26/2025	Issued
250047	Temp Ench	2/25/2025	PG&E to replace poles and anchors and install overhead transformers, service riser, overhead service, and underground service.	Scenic between Ocean & 8th		In Review
250046	Temp Ench	2/25/2025	Installation of new CIPP sewer liner pulling from man hole.	Monte Verde 2 NW of 7th		In Review
250045	Temp Ench	2/24/2025	REPLACE 30' OF SEWER LINE 5' DEEP ON THE EASEMENT BEHIND HER HOUSE GOING TO CAMINO REAL. CONDITION: WORK MUST WAIT UNTIL THE CURRENT DETOUR AND SAN ANTONIO PATHWAY REPAIR PROJECT IS COMPLETED.	Camino Real 10 NW of 4th	2/24/2025	Issued
250044	Temp Ench	2/21/2025	PG&E to remove overhead service, replace bus bars, and install underground service.	Lincoln 4 NW of Santa Lucia		In Review
250043	Temp Ench	2/19/2025	Veg management has identified 164 trees in need of trimming and maintenance, with 6 of those being in need of removal. This is due to contact with power facilities.	164 Locations throughout City		In Review
250042	Temp Ench	2/19/2025	3'x6' asphalt patch for CalAm Job #1581.	Monte Verde 2 SE of 2nd	2/21/2025	Issued
250041	Temp Ench	2/19/2025	Replace asphalt driveway approach.	Camino Real 2 NW of Ocean		In Review
250040	Temp Ench	2/19/2025	5'x11' asphalt patch for CalAm Job #1580.	Intersection of Monte Verde & 3rd	2/21/2025	Issued

250039	Temp Ench	2/19/2025	Encroachment to allow for installation of approved driveway elements in the public right of way.	Scenic 3 SW of Ocean	2/21/2025	Issued
250038	Temp Ench	2/19/2025	Cap old sewer line and run new lateral.	NW Corner of Casanova & 8th	2/19/2025	Issued
250037	Temp Ench	2/18/2025	Replace sewer lateral using pipe bursting.	Perry Newberry 3 NW of 6th	2/18/2025	Issued
250036	Temp Ench	2/14/2025	Shoulder closure to access MH #12 on 7th and for SB #15 - 18 on Mission St. AT&T Job #A0565NN.	SE Corner of San Carlos & 7th	2/18/2025	Issued
250035	Temp Ench	2/13/2025	Closure of sidewalk and placement of work vehicles to replace sloped roof.	SW Corner of Ocean & Dolores	2/18/2025	Issued
250034	Temp Ench	2/11/2025	Electrical and gas trenchwork to connect to PG&E.	San Carlos 2 SW of 1st	2/18/2025	Issued
250033	Temp Ench	2/11/2025	Repair damaged back up sewer lateral from clean out to the CAWD main in street.	Mission 4 NE of 4th	2/18/2025	Issued
250032	Temp Ench	2/11/2025	Closure of partial street/sidewalk to remove tree stump left by PG&E.	Monte Verde 2 SE of 5th		In Review
250031	Temp Ench	2/11/2025	Installation of new water service for fire protection, upgrade line from 3/4" to 1".	NW Corner of Carpenter & 5th	2/18/2025	Issued
250030	Temp Ench	2/11/2025	PG&E to replace underground service and enclosure.	Camino Real 3 SW of 4th	2/18/2025	Issued
250029	Temp Ench	2/11/2025	Water main line replacement 8" with new water services, meters, fire service laterals, valves on Dolores from Ocean to 8th Ave.	Dolores from Ocean to 8th Ave		In Review
250028	Temp Ench	2/11/2025	Replace sewer lateral using pipe bursting.	Mission 4 NE of 4th	2/18/2025	Issued
250027	Temp Ench	2/4/2025	Placement of a 8' POD in front of the garage on 5th Ave for furniture storage during new floor installation.	SE Corner of Lincoln & 5th	2/5/2025	Issued
250026	Temp Ench	2/4/2025	Placement of material dumpster in public right of way to facilitate demolition.	San Carlos 3 SW of 5th	2/5/2025	Issued

Total Records: 24

3/3/2025



Tree Permit Report

02/01/2025 - 02/28/2025

Permit #	Permit Date	Permit Type	Location of Property	Description	Status	Approved Date
25044	2/3/2025	2. Tree Removal/Pruning	Camino Real 6 SW of 2nd	Acacia and Junk(Unknown Species)	Approved	2/3/2025
25045	2/3/2025	2. Tree Removal/Pruning	SW Corner of Casanova & 2nd	REMOVAL: Dead Oak Tree, leaning damaged pine, top ripped off	In Review	
25046	2/5/2025	2. Tree Removal/Pruning	Carpenter 4 NE of 3rd	PRUNING: 3 pines and 1 Oak	In Review	
25047	2/5/2025	2. Tree Removal/Pruning	Santa Fe 3 NE of 2nd	REMOVAL: Incense Cedar in the front yard 28" Diameter	In Review	
25048	2/5/2025	1. Tree Evaluation	5100 Monterey St. - SW Corner of 3rd and Monterey St.	EVALUATION FOR REMOVAL: 3 Monterey pines as noted on attached plat map of property, size indicated on map	Approved	2/25/2025
25049	2/6/2025	1. Tree Evaluation	Camino Real 9 NE of 4th	3 mature oak trees - One is hitting the house and I'm concerned with the public safety and property damage potential.	Approved	2/20/2025
25050	2/7/2025	2. Tree Removal/Pruning	NW Corner of Rio Rd and Junipero	one 16" Quercus agrifolia	In Review	
25051	2/10/2025	1. Tree Evaluation	Camino Real 3 SW of 11th	EVALUATION: One (1) Coast Live Oak, 24"-30" diameter, signs of bacteria & stress fracture PRUNING: Same tree as above, one (1) Coast Live Oak, 24"-30" diameter REMOVAL: One (1) Coast Live Oak, 12"-15" diameter (resting on garage)	Approved	2/14/2025
25052	2/10/2025	2. Tree Removal/Pruning	Mission 2 NE of 11th (1st driveway on Mission NE of 11th)	REMOVAL: 1 portion of live oak- you removed two portions last year	Approved	2/20/2025

25053	2/11/2025	2. Tree Removal/Pruning	Mission 4 SE of 10th	We have an oak tree growing close to the house that the insurance company says must be cut down in order to get insured. We did some tree removal and pruning last July (with permit number 24-154)	In Review	
25054	2/11/2025	2. Tree Removal/Pruning	San Carlos 4 SW of 12th	REMOVAL: 1 Monterey pine	In Review	
25055	2/11/2025	1. Tree Evaluation	SE Corner of 13th and Scenic	EVALUATION FOR POSSIBLY REMOVAL: Cypress approximately 42 inches diameter. approx. 40-50 ft tall	Approved	2/24/2025
25056	2/13/2025	1. Tree Evaluation	Carmelo between 4and5 SE of 13th	Thin aging Monterey Pine	Approved	2/18/2025
25057	2/14/2025	2. Tree Removal/Pruning	San Carlos 4 NW of Third Avenue, Carmel by the Sea, CA 93921	Prune limbs of 4 CA Live Oak trees overhanging right side of residence.	In Review	
25058	2/15/2025	2. Tree Removal/Pruning	SE Corner of Flanders and Acacia	1 each 36" BH Redwood North west corner of property	Approved	2/20/2025
25059	2/18/2025	2. Tree Removal/Pruning	SW Corner of Lopez & 2nd	1 Monterey pine w/appx 44" diameter	Approved	2/18/2025
25060	2/18/2025	2. Tree Removal/Pruning	Crespi 4 SE of Mountain View(see site plan)	Coast live oak tree removal	In Review	
25061	2/18/2025	1. Tree Evaluation	2nd Ave 1 NW Santa Fe (in public right of way to the East)	Quantity: 1, size: est 50'+, species: (guessing) Monterey Pine (Pinus Radiata)	Approved	2/25/2025
25062	2/18/2025	2. Tree Removal/Pruning	Camino Real 3 SW of 11th	EVALUATION: One (1) Coast Live Oak, 24"-30" diameter, signs of bacteria & stress fracture PRUNING: Same tree as above, one (1) Coast Live Oak, 24"-30" diameter REMOVAL: One (1) Coast Live Oak, 12"-15" diameter (resting on garage)	Approved	2/20/2025
25063	2/18/2025	2. Tree Removal/Pruning	Casanova 2 SE of 10th	REMOVAL: Oak tree 1-30 in branches and root	In Review	

25064	2/18/2025	2. Tree Removal/Pruning	Monte Verde 4 SE of 12th	REMOVAL: Large pine tree behind the house	In Review	
25065	2/20/2025	2. Tree Removal/Pruning	Camino Real 9 NE of 4th	3 mature oak trees - One is hitting the house and I'm concerned with the public safety and property damage potential.	Approved	2/24/2025
25066	2/20/2025	1. Tree Evaluation	3 Trail View (SE of Flanders Way)	EVALUATION: 2 Large Oaks, 2 Medium to Small Oaks (1 wind damaged, 3 close to house wildfire risk) REMOVAL: 1 Large Oak (through deck)	In Review	
25067	2/21/2025	2. Tree Removal/Pruning	25988 Ridgewood Rd, Carmel	Removal of one tree limb on property.	Denied	
25068	2/24/2025	2. Tree Removal/Pruning	Sterling Way 2 NE of Perry Newberry	PRUNING: 3 Oak trees- branches as necessary- see attached photos *trimming to be done to remove overhang per attached drone photos	Approved	2/24/2025
25069	2/24/2025	1. Tree Evaluation	Monte Verde 3 NW of Ocean	EVALUATION FOR PRUNING: 1 pine, 4 oak	In Review	
25070	2/25/2025	2. Tree Removal/Pruning	5100 Monterey St. - SW Corner of 3rd and Monterey St.	3 Monterey pines as noted on attached plat map of property, size indicated on map	Approved	2/25/2025
25071	2/25/2025	2. Tree Removal/Pruning	SE Corner of 2nd and Casanova ("Retreat" Sign in Front Porch area)	One Oak tree (14" trunk width), with rotted base and branches	In Review	
25072	2/28/2025	1. Tree Evaluation	Santa Rita 4 SE of 4th	1 Oak Tree 9" at BH	In Review	

Total Records: 29

3/3/2025



CITY OF CARMEL-BY-THE-SEA Monthly Report

Public Safety

February 2025

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Paul Tomasi, Director of Public Safety
APPROVED BY:	Chip Rerig, City Administrator

AMBULANCE REPORT

Summary of Carmel Fire Ambulance February Calls for Service

AMBULANCE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of February 2025, the ambulance was unable to meet the performance measure. The response time was 92% with (3) code-3 call over 5 minutes.

49 Calls for service in CBTS Average response time: 3:50 min.
37 Code 3 calls for service –Three calls over 5:00 min.

2/15/25; Camino Real & 13th; (5:17 min) – Distance to Call.
2/16/25; Camino Real & 9th; (5:49 min) – Time of Day.
2/27/25; Dolores Ave; (5:13 min) – Time of Day.

MONTEREY FIRE REPORT

Summary of Monterey Fire February Calls for Service

FIRE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) fire calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of February 2025 the fire department was unable to meet the performance measure. The response time was 93% with (4) code-3 calls over 5 minutes.

79 total calls for service in CBTS Average response time: 4:01 min.
56 total Code-3 calls

*The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%.

2/07/25; Camino Real & 10th; **(5:22 min)** – Time of Day.
2/11/25; Carmel Way & 2nd; **(5:43 min)**- Distance to Call.
2/27/25; Dolores Street; **(5:22 min)**- Distance to Call.
2/13/25; Casanova & 11th **(6:25 min)**- Distance to Call.

BEACH FIRES

There were 0 illegal beach fire recorded during the month of February and no propane fires.

*The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%.



RESPONSE SUMMARY REPORT BY INCIDENT TYPE
 27060 CARMEL-BY-THE-SEA
 Alarm Date From: 02/01/2025 To: 02/28/2025



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
100 Series (Fires)						
Building fire	2/14/2025 1:53 PM	250214-MNT01258	0:04:28	TORRES ST	10TH AVE	3
		1	0:04:28			
300-321 Series (EMS)						
Medical assist, assist EMS crew	2/3/2025 9:43 AM	250203-MNT00915	0:04:58	CARMELO ST	9TH AVE	2
Medical assist, assist EMS crew	2/4/2025 7:26 PM	250204-MNT00954	0:03:31	4TH AVE	MONTE VERDE ST	3
Medical assist, assist EMS crew	2/5/2025 10:09 AM	250205-MNT00970	0:02:39	3RD AVE	CARPENTER ST	3
Medical assist, assist EMS crew	2/5/2025 3:57 PM	250205-MNT00983	0:04:52	SCENIC RD	12TH AVE	3
Medical assist, assist EMS crew	2/11/2025 6:52 PM	250211-MNT01166	0:02:48	SAN CARLOS ST	4TH AVE	3
Medical assist, assist EMS crew	2/15/2025 9:55 PM	250215-MNT01306	0:04:22	CAMINO REAL ST	13TH AVE	3
Medical assist, assist EMS crew	2/16/2025 4:58 PM	250216-MNT01326	0:03:17	9TH AVE	CAMINO REAL ST	3
Medical assist, assist EMS crew	2/16/2025 7:15 PM	250216-MNT01332	0:03:56	CARMELO ST	10TH AVE	3
Medical assist, assist EMS crew	2/17/2025 8:14 AM	250217-MNT01345	0:03:21	OCEAN AVE	FOREST RD	3
Medical assist, assist EMS crew	2/23/2025 11:15 AM	250223-MNT01511	0:02:09	MISSION ST	5TH AVE	3
Medical assist, assist EMS crew	2/23/2025 12:56 PM	250223-MNT01515	0:01:49	JUNIPERO AVE	4TH AVE	3
Medical assist, assist EMS crew	2/23/2025 9:20 PM	250223-MNT01526	0:04:05	11TH AVE	TORRES ST	3
Medical assist, assist EMS crew	2/24/2025 12:58 PM	250224-MNT01549	0:04:46	RIO RD	LADERA DR	3
EMS call, excluding vehicle accident with injury	2/1/2025 12:14 PM	250201-MNT00860	0:03:35	DOLORES ST	13TH AVE	3
EMS call, excluding vehicle accident with injury	2/2/2025 5:40 PM	250202-MNT00895	0:04:20	24739 DOLORES ST		3
EMS call, excluding vehicle accident with injury	2/7/2025 10:25 AM	250207-MNT01039	0:05:22	CAMINO REAL ST	10TH AVE	3
EMS call, excluding vehicle accident with injury	2/7/2025 8:52 PM	250207-MNT01055	0:02:18	OCEAN AVE	SAN CARLOS ST	3
EMS call, excluding vehicle accident with injury	2/11/2025 6:25 AM	250211-MNT01144	0:04:10	CASANOVA ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	2/13/2025 5:52 PM	250213-MNT01231	0:02:53	MISSION ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	2/15/2025 7:11 PM	250215-MNT01305	0:02:16	LINCOLN ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	2/16/2025 4:01 PM	250216-MNT01324	0:01:54	OCEAN AVE	MONTE VERDE ST	3
EMS call, excluding vehicle accident with injury	2/20/2025 2:46 PM	250220-MNT01433	0:00:00	6TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	2/20/2025 5:54 PM	250220-MNT01437	0:03:30	OCEAN AVE	CASANOVA ST	3
EMS call, excluding vehicle accident with injury	2/22/2025 1:14 PM	250222-MNT01478	0:02:21	SANTA FE ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	2/22/2025 4:58 PM	250222-MNT01488	0:03:59	8TH AVE	SCENIC RD	3
EMS call, excluding vehicle accident with injury	2/22/2025 7:08 PM	250222-MNT01490	0:01:51	5TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	2/22/2025 7:32 PM	250222-MNT01491	0:03:05	SAN CARLOS ST	ALTA AVE	3
EMS call, excluding vehicle accident with injury	2/23/2025 6:42 AM	250223-MNT01505	0:04:39	SAN ANTONIO AVE	10TH AVE	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
300-321 Series (EMS) cont.						
EMS call, excluding vehicle accident with injury	2/24/2025 11:38 AM	250224-MNT01547	0:00:03	SCENIC RD	11TH AVE	3
EMS call, excluding vehicle accident with injury	2/28/2025 1:22 PM	250228-MNT01652	0:02:21	2946 FRANCISCAN WAY		3
EMS call, excluding vehicle accident with injury	2/28/2025 11:07 PM	250228-MNT01667	0:04:20	SAN CARLOS ST	12TH AVE	3
31			0:03:13			
322-399 Series (Rescues)						
Motor vehicle accident with injuries	2/11/2025 3:31 PM	250211-MNT01162	0:05:43	CARMEL WAY	2ND AVE	3
Removal of victim(s) from stalled elevator	2/14/2025 10:31 AM	250214-MNT01254	0:00:06	6TH AVE	SAN CARLOS ST	3
Surf rescue	2/17/2025 4:38 PM	250217-MNT01356	0:01:23	SCENIC RD	8TH AVE	3
3			0:02:24			
400 Series (Hazardous Material)						
Gas leak (natural gas or LPG)	2/18/2025 10:05 PM	250218-MNT01399	0:03:23	PINE RIDGE RD	FOREST RD	3
Electrical wiring/equipment problem, other	2/13/2025 6:08 AM	250213-MNT01204	0:00:03	13TH AVE	SAN ANTONIO AVE	2
Electrical wiring/equipment problem, other	2/14/2025 9:36 AM	250214-MNT01252	0:04:11	12TH AVE	LINCOLN ST	3
Power line down	2/4/2025 4:20 PM	250204-MNT00945	0:04:29	MONTE VERDE ST	3RD AVE	3
Power line down	2/5/2025 3:13 PM	250205-MNT00982	0:02:57	SANTA RITA ST	3RD AVE	3
Power line down	2/13/2025 11:07 AM	250213-MNT01217	0:02:51	SANTA RITA ST	2ND AVE	3
Arcing, shorted electrical equipment	2/13/2025 11:05 AM	250213-MNT01216	0:04:51	3RD AVE	CARPENTER ST	3
Biological hazard, confirmed or suspected	2/2/2025 10:11 AM	250202-MNT00883	0:03:50	MISSION ST	4TH AVE	2
Biological hazard, confirmed or suspected	2/15/2025 9:33 AM	250215-MNT01289	0:00:09	6TH AVE	MISSION ST	3
Biological hazard, confirmed or suspected	2/15/2025 10:07 PM	250215-MNT01307	0:12:52	RIO RD	SANTA LUCIA AVE	2
Biological hazard, confirmed or suspected	2/17/2025 5:34 PM	250217-MNT01359	0:04:24	12TH AVE	MONTE VERDE ST	3
11			0:04:00			
500 & 600 Series (Service Calls)						
Person in distress, other	2/28/2025 2:09 PM	250228-MNT01654	0:03:59	SAN CARLOS ST	12TH AVE	2
Lock-out	2/5/2025 2:56 PM	250205-MNT00981	0:00:00	OCEAN AVE	DEL MAR AVE	2
Lock-out	2/14/2025 10:59 PM	250214-MNT01278	0:05:01	CASANOVA ST	7TH AVE	2
Water problem, other	2/3/2025 11:07 AM	250203-MNT00917	0:03:28	DOLORES ST	6TH AVE	3
Water or steam leak	2/2/2025 12:37 PM	250202-MNT00890	0:03:38	LINCOLN ST	5TH AVE	2
Water or steam leak	2/14/2025 8:35 AM	250214-MNT01249	0:03:35	MONTE VERDE ST	3RD AVE	2
Water or steam leak	2/26/2025 8:55 PM	250226-MNT01611	0:03:18	TORRES ST	6TH AVE	3
Public service	2/5/2025 12:39 AM	250205-MNT00959	0:06:22	26010 RIDGEWOOD RD		2
Assist invalid	2/1/2025 8:28 AM	250201-MNT00854	0:05:43	26010 RIDGEWOOD RD		2
Assist invalid	2/2/2025 4:36 AM	250202-MNT00879	0:06:57	26010 RIDGEWOOD RD		2
Assist invalid	2/2/2025 8:07 AM	250202-MNT00881	0:04:57	26010 RIDGEWOOD RD		2
Assist invalid	2/12/2025 3:41 PM	250212-MNT01189	0:03:12	MONTE VERDE ST	12TH AVE	3
Assist invalid	2/27/2025 3:34 PM	250227-MNT01629	0:02:30	GUADALUPE ST	OCEAN AVE	2

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
500 & 600 Series (Service Calls) cont.						
Assist invalid	2/27/2025 6:14 PM	250227-MNT01633	0:04:33	26010 RIDGEWOOD RD		2
Assist invalid	2/28/2025 3:25 PM	250228-MNT01657	0:05:22	SAN CARLOS ST	12TH AVE	2
No incident found on arrival at dispatch address	2/8/2025 4:19 PM	250208-MNT01074	0:04:24	2ND AVE	CARPENTER ST	2
No incident found on arrival at dispatch address	2/11/2025 10:08 AM	250211-MNT01153	0:04:49	8TH AVE	LINCOLN ST	3
No incident found on arrival at dispatch address	2/14/2025 4:04 PM	250214-MNT01265	0:06:18	SANTA RITA ST	S MOUNTAIN VIEW AVE	2
No incident found on arrival at dispatch address	2/15/2025 4:34 PM	250215-MNT01302	0:04:24	8TH AVE	S MOUNTAIN VIEW AVE	2
No incident found on arrival at dispatch address	2/27/2025 3:12 AM	250227-MNT01616	0:05:22	25144 DOLORES ST		3

20 0:04:24

700 Series (False Alarms)

System malfunction, other	2/24/2025 11:11 AM	250224-MNT01543	0:04:17	GUADALUPE ST	5TH AVE	2
Smoke detector activation due to malfunction	2/4/2025 1:31 PM	250204-MNT00942	0:03:17	OCEAN AVE	MONTE VERDE ST	3
Smoke detector activation due to malfunction	2/6/2025 8:41 AM	250206-MNT01001	0:03:49	CAMINO REAL ST	OCEAN AVE	3
Smoke detector activation due to malfunction	2/28/2025 12:55 PM	250228-MNT01651	0:06:17	SAN CARLOS ST	13TH AVE	2
Alarm system sounded due to malfunction	2/13/2025 6:07 AM	250213-MNT01205	0:06:25	11TH AVE	CASANOVA ST	3
Alarm system sounded due to malfunction	2/17/2025 6:19 PM	250217-MNT01361	0:02:31	CARPENTER ST	OCEAN AVE	3
Alarm system sounded due to malfunction	2/24/2025 2:52 PM	250224-MNT01553	0:04:23	CASANOVA ST	10TH AVE	3
Alarm system sounded due to malfunction	2/25/2025 2:31 PM	250225-MNT01578	0:04:45	GUADALUPE ST	5TH AVE	2
CO detector activation due to malfunction	2/3/2025 1:05 PM	250203-MNT00920	0:04:15	8TH AVE	S MOUNTAIN VIEW AVE	3
Unintentional transmission of alarm, other	2/24/2025 11:29 AM	250224-MNT01545	0:04:40	SCENIC RD	8TH AVE	3
Smoke detector activation, no fire - unintentional	2/3/2025 11:46 PM	250203-MNT00930	0:04:48	OCEAN AVE	MONTE VERDE ST	3
Alarm system activation, no fire - unintentional	2/4/2025 10:15 AM	250204-MNT00938	0:04:17	7TH AVE	LINCOLN ST	2
Alarm system activation, no fire - unintentional	2/5/2025 2:37 PM	250205-MNT00979	0:04:17	JUNIPERO AVE	5TH AVE	3

13 0:04:28

Over 5 Minute Response Times Cause of Delay: Code 3 Responses

- 250207-MNT01039 Delay due to time of day
- 250211-MNT01162 Delay due to distance
- 250227-MNT01616 Delay due to distance
- 250213-MNT01205 Delay due to weather

Code 2 Calls	23
Code 3 Calls	56
Total # of Incidents	79
% Under 5 Minute Response Time	93%



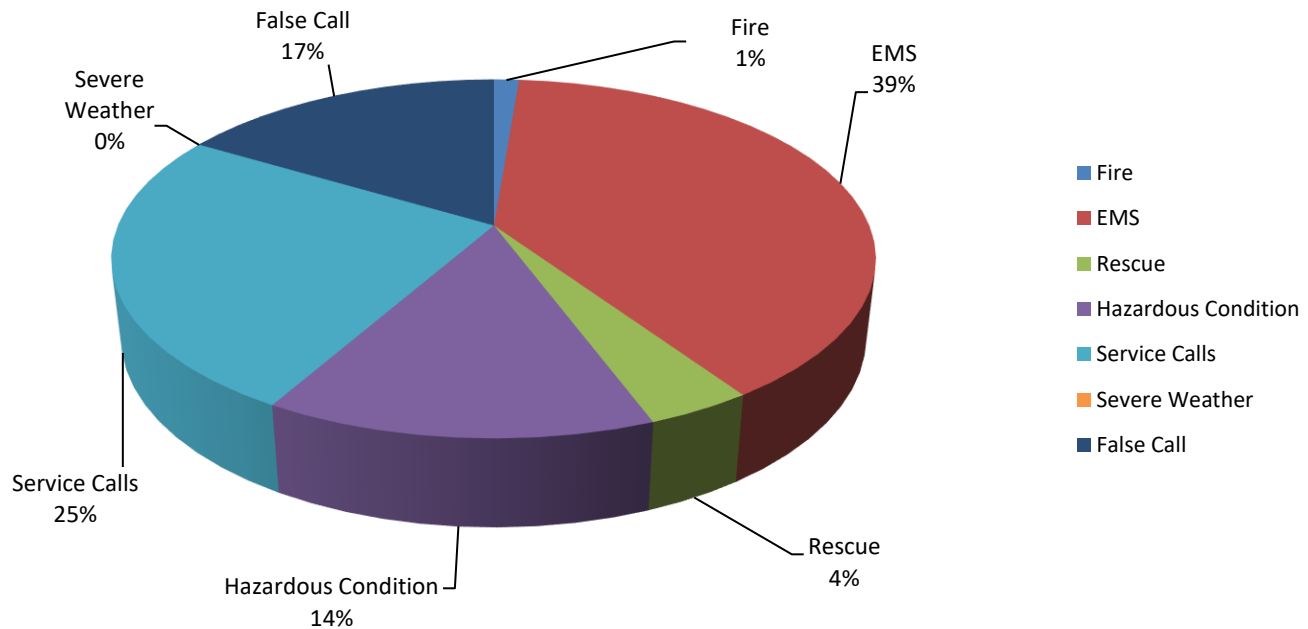
CARMEL-BY-THE-SEA
FEBRUARY 2025



Response Summary Report by Incident Type

Type of Call	Number	Average Response Time
Fire	1	4:28
EMS	31	3:13
Rescue	3	2:24
Hazardous Condition	11	4:00
Service Calls	20	4:24
Severe Weather	0	0:00
False Call	13	4:28

Total Responses 79 4:01



Total Code 3 Calls: 56

Response Times for Code 3

Calls ≤ 5 minutes: 93%



RESPONSE SUMMARY REPORT BY INCIDENT TYPE
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE
 Alarm Date From: 02/01/2025 To: 02/28/2025



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
300-321 Series (EMS)						
Medical assist, assist EMS crew	02/27/2025 06:14 PM	250227-CFA00233	00:03:08	26010 RIDGEWOOD RD		2
EMS call, excluding vehicle accident with injury	02/01/2025 12:15 PM	250201-CFA00118	00:03:50	DOLORES ST	13TH AVE	3
EMS call, excluding vehicle accident with injury	02/02/2025 05:41 PM	250202-CFA00129	00:04:36	24739 DOLORES ST	DOLORES ST	3
EMS call, excluding vehicle accident with injury	02/04/2025 07:27 PM	250204-CFA00141	00:03:14	4TH AVE	MONTE VERDE ST	3
EMS call, excluding vehicle accident with injury	02/05/2025 10:10 AM	250205-CFA00145	00:04:15	3RD AVE	CARPENTER ST	3
EMS call, excluding vehicle accident with injury	02/07/2025 10:36 AM	250207-CFA00154	00:05:00	CAMINO REAL	10TH AVE	3
EMS call, excluding vehicle accident with injury	02/07/2025 08:52 PM	250207-CFA00156	00:01:46	OCEAN AVE	SAN CARLOS ST	3
EMS call, excluding vehicle accident with injury	02/11/2025 06:26 AM	250211-CFA00166	00:03:27	CASANOVA ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	02/11/2025 11:56 AM	250211-CFA00168	00:02:45	FOREST RD	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	02/11/2025 06:54 PM	250211-CFA00170	00:02:44	SAN CARLOS ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	02/13/2025 05:52 PM	250213-CFA00173	00:02:39	MISSION ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	02/15/2025 07:12 PM	250215-CFA00180	00:02:14	LINCOLN ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	02/15/2025 09:56 PM	250215-CFA00181	00:05:17	CAMINO REAL ST	13TH AVE	3
EMS call, excluding vehicle accident with injury	02/16/2025 04:02 PM	250216-CFA00182	00:02:16	OCEAN AVE	MONTE VERDE ST	3
EMS call, excluding vehicle accident with injury	02/16/2025 05:00 PM	250216-CFA00183	00:05:49	9TH AVE	CAMINO REAL ST	3
EMS call, excluding vehicle accident with injury	02/16/2025 07:16 PM	250216-CFA00184	00:04:03	CARMELO ST	10TH AVE	3
EMS call, excluding vehicle accident with injury	02/17/2025 08:15 AM	250217-CFA00185	00:03:01	OCEAN AVE	FOREST RD	3
EMS call, excluding vehicle accident with injury	02/18/2025 12:45 AM	250218-CFA00190	00:03:32	7TH AVE	LINCOLN ST	3
EMS call, excluding vehicle accident with injury	02/20/2025 02:46 PM	250220-CFA00198	00:01:00	6TH AVE	SAN CARLOS	3
EMS call, excluding vehicle accident with injury	02/22/2025 01:15 PM	250222-CFA00206	00:02:03	SANTA FE ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	02/22/2025 07:09 PM	250222-CFA00208	00:01:25	5TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	02/23/2025 12:33 AM	250223-CFA00210	00:03:30	375 RIO ROAD		3
EMS call, excluding vehicle accident with injury	02/23/2025 06:45 AM	250223-CFA00211	00:04:00	SAN ANTONIO AVE	3 SW OF 10TH AVE	3
EMS call, excluding vehicle accident with injury	02/23/2025 12:57 PM	250223-CFA00213	00:02:36	JUNIPERO AVE	4TH AVE	3
EMS call, excluding vehicle accident with injury	02/24/2025 11:55 AM	250224-CFA00219	00:02:55	SCENIC RD	11TH AVE	3
EMS call, excluding vehicle accident with injury	02/24/2025 12:58 PM	250224-CFA00220	00:04:59	RIO RD	LADERA DR	3
EMS call, excluding vehicle accident with injury	02/26/2025 05:48 PM	250226-CFA00227	00:04:40	26101 CAMINO REAL		3
EMS call, excluding vehicle accident with injury	02/28/2025 11:08 PM	250228-CFA00238	00:03:53	SAN CARLOS ST	12TH AVE	2
28			0:03:23			
322-399 Series (Rescues)						
Swimming/recreational water areas rescue	02/17/2025 04:40 PM	250217-CFA00186	00:03:46	SCENIC RD	8TH AVE	3
1			0:03:46			

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
400 Series (Hazardous Material)						
Hazardous condition, other	02/13/2025 11:06 AM	250213-CFA00172	00:04:16	3RD AVE	CARPENTER ST	2
Hazardous condition, other	02/17/2025 05:36 PM	250217-CFA00188	00:02:59	12TH AVE	MONTE VERDE ST	3
Hazardous condition, other	02/18/2025 10:14 PM	250218-CFA00192	00:04:23	PINE RIDGE RD	FOREST RD	3
Hazardous condition, other	02/26/2025 08:56 PM	250226-CFA00228	00:03:22	TORRES ST	6TH AVE	3
Electrical wiring/equipment problem, other	02/04/2025 04:21 PM	250204-CFA00140	00:04:46	MONTE VERDE ST	3RD AVE	3

5 0:03:57

500 & 600 Series (Service Calls)

Public service assistance, other	02/02/2025 08:08 AM	250202-CFA00125	00:04:10	26010 RIDGEWOOD RD		3
Assist invalid	02/01/2025 08:28 AM	250201-CFA00116	00:04:48	26010 RIDGEWOOD RD		2
Assist invalid	02/02/2025 04:37 AM	250202-CFA00123	00:04:39	26010 RIDGEWOOD RD		2
Assist invalid	02/05/2025 12:40 AM	250205-CFA00142	00:05:44	26010 RIDGEWOOD RD		2
Assist invalid	02/28/2025 02:10 PM	250228-CFA00235	00:02:14	SAN CARLOS ST	12TH AVE	2

5 0:04:19

700 Series (False Alarms)

False alarm or false call, other	02/17/2025 05:25 PM	250217-CFA00187	00:02:44	S MOUNTAIN VIEW AVE	VIZCAINO WAY	3
False alarm or false call, other	02/24/2025 02:53 PM	250224-CFA00221	00:04:01	CASANOVA ST	10TH AVE	3
False alarm or false call, other	02/25/2025 02:32 PM	250225-CFA00224	00:02:23	GUADALUPE ST	5TH AVE	3
False alarm or false call, other	02/27/2025 03:13 AM	250227-CFA00229	00:05:14	25144-25223 DOLORES ST		3
Alarm system sounded due to malfunction	02/15/2025 04:35 PM	250215-CFA00179	00:04:19	8TH AVE	S MOUNTAIN VIEW AVE	3

5 0:03:44

Over 5 Minute Response Times Cause of Delay: Code 3 Responses

- 250215-CFA00181 Delay due to distance
- 250216-CFA00183 Delay due to time of day
- 250227-CFA00229 Delay due to time of day

Code 2 Calls	7
Code 3 Calls	37
Total # of Incidents	44
% Under 5 Minute Response Time	92%
Total Average Response Time	0:03:50



RESPONSE SUMMARY REPORT BY DISTRICT
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE
 Alarm Date From: 02/01/2025 To: 02/28/2025



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
CARMEL HIGHLANDS						
EMS call, excluding vehicle accident with injury	2/7/2025	250207-CFA00153	00:09:32	120 HIGHLAND DR		3
EMS call, excluding vehicle accident with injury	2/7/2025	250207-CFA00157	00:11:23	104 YANKEE POINT DR		3
EMS call, excluding vehicle accident with injury	2/13/2025	250213-CFA00171	00:17:00	140 CARMEL RIVIERA DR		2
		3	0:12:38			
CYPRESS						
EMS call, excluding vehicle accident with injury	2/1/2025	250201-CFA00121	00:04:30	5315 CARMEL VALLEY RD		3
EMS call, excluding vehicle accident with injury	2/2/2025	250202-CFA00127	00:05:43	26274 INSPIRATION AVE		3
EMS call, excluding vehicle accident with injury	2/2/2025	250202-CFA00128	00:03:47	26052 HWY 1		3
EMS call, excluding vehicle accident with injury	2/5/2025	250205-CFA00144	00:08:24	25527 FLANDERS DR		3
EMS call, excluding vehicle accident with injury	2/7/2025	250207-CFA00155	00:03:57	26344 CARMEL RANCHO LN		3
EMS call, excluding vehicle accident with injury	2/9/2025	250209-CFA00160	00:07:22	65 HACIENDA CARMEL		3
EMS call, excluding vehicle accident with injury	2/9/2025	250209-CFA00161	00:07:01	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	2/8/2025	250208-CFA00159	00:05:46	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	2/13/2025	250213-CFA00175	00:05:47	2678 WALKER AVE		3
EMS call, excluding vehicle accident with injury	2/15/2025	250215-CFA00177	00:07:21	4000 RIO RD		3
EMS call, excluding vehicle accident with injury	2/24/2025	250224-CFA00216	00:06:44	25849 HATTON RD		3
EMS call, excluding vehicle accident with injury	2/19/2025	250219-CFA00195	00:09:54	1217 BRISTOL LN		3
EMS call, excluding vehicle accident with injury	2/19/2025	250219-CFA00197	00:06:31	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	2/19/2025	250219-CFA00193	00:08:54	275 CROSSROADS BLVD		2
EMS call, excluding vehicle accident with injury	2/21/2025	250221-CFA00200	00:06:28	3771 RIO RD		3
EMS call, excluding vehicle accident with injury	2/22/2025	250222-CFA00205	00:05:00	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	2/24/2025	250224-CFA00223	00:07:17	4000 RIO RD		3
EMS call, excluding vehicle accident with injury	2/26/2025	250226-CFA00226	00:07:07	HWY 1	RIO RD	3
EMS call, excluding vehicle accident with injury	2/25/2025	250225-CFA00225	00:07:19	3775 RIO RD		3
EMS call, excluding vehicle accident with injury	2/27/2025	250227-CFA00231	00:05:01	3243 CAMINO DEL MONTE		3
EMS call, excluding vehicle accident with injury	2/28/2025	250228-CFA00236	00:07:54	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	2/28/2025	250228-CFA00237	00:05:36	26346 RIVER PARK PL		3
Motor vehicle accident with no injuries.	2/27/2025	250227-CFA00234	00:04:51	HWY 1	CARPENTER ST	3
Assist invalid	2/27/2025	250227-CFA00230	00:07:07	26245 CARMEL RANCHO BLVD		2
		24	0:06:28			
MID COAST						
EMS call, excluding vehicle accident with injury	2/21/2025	250221-CFA00203	00:44:57	35550 HWY 1		3
EMS call, excluding vehicle accident with injury	2/22/2025	250222-CFA00207	00:20:16	35963 HWY 1		3
		2	0:32:36			

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
MONTEREY						
EMS call, excluding vehicle accident with injury	2/2/2025	250202-CFA00124	00:13:00	399 HAWTHORNE		3
EMS call, excluding vehicle accident with injury	2/2/2025	250202-CFA00126	00:08:16	200 IRIS CANYON RD		3
EMS call, excluding vehicle accident with injury	2/5/2025	250205-CFA00149	00:09:28	150 MAR VISTA DR		2
EMS call, excluding vehicle accident with injury	2/6/2025	250206-CFA00152	00:09:42	100 BARNET SEGAL LN		3
EMS call, excluding vehicle accident with injury	2/15/2025	250215-CFA00178	00:13:33	57 LOS ENCINOS DR		3
EMS call, excluding vehicle accident with injury	2/18/2025	250218-CFA00191	00:10:11	200 GLENWOOD CIR		3
EMS call, excluding vehicle accident with injury	2/19/2025	250219-CFA00194	00:05:05	20 DEL MONTE AVE		3
EMS call, excluding vehicle accident with injury	2/21/2025	250221-CFA00202	00:12:58	2 UPPER RAGSDALE DR		3
EMS call, excluding vehicle accident with injury	2/22/2025	250222-CFA00209	00:08:10	1110 CASS ST		3
9			0:10:03			
PACIFIC GROVE						
EMS call, excluding vehicle accident with injury	2/19/2025	250219-CFA00196	00:15:48	225 CENTRAL AVE		3
EMS call, excluding vehicle accident with injury	2/24/2025	250224-CFA00218	00:13:41	650 JEWELL AVE		3
2			0:14:44			
PEBBLE BEACH						
EMS call, excluding vehicle accident with injury	2/1/2025	250201-CFA00117	00:09:21	3210 MACOMBER DR		3
EMS call, excluding vehicle accident with injury	2/1/2025	250201-CFA00119	00:09:32	1700 SEVENTEEN MILE DR		3
EMS call, excluding vehicle accident with injury	2/1/2025	250201-CFA00120	00:07:15	PALMERO WAY	WHITMAN LN	3
EMS call, excluding vehicle accident with injury	2/11/2025	250211-CFA00167	00:11:06	3297 SEVENTEEN MILE DR		3
Motor vehicle accident with injuries	2/11/2025	250211-CFA00169	00:04:37	CARMEL WAY	2ND AVE	3
5			0:08:22			
SEASIDE						
EMS call, excluding vehicle accident with injury	2/6/2025	250206-CFA00150	00:10:36	1720 YOSEMITE ST		3
EMS call, excluding vehicle accident with injury	2/20/2025	250220-CFA00199	00:15:41	1103 CLEMENTINA AVE		3
EMS call, excluding vehicle accident with injury	2/24/2025	250224-CFA00222	00:13:51	1225 HARCOURT AVE		3
EMS call, excluding vehicle accident with injury	2/27/2025	250227-CFA00232	00:11:51	1212 FREMONT BLVD		3
4			0:13:00			

Code 2 Calls	4
Code 3 Calls	45
Total # of Incidents	49
Total Average Response Time	0:13:59



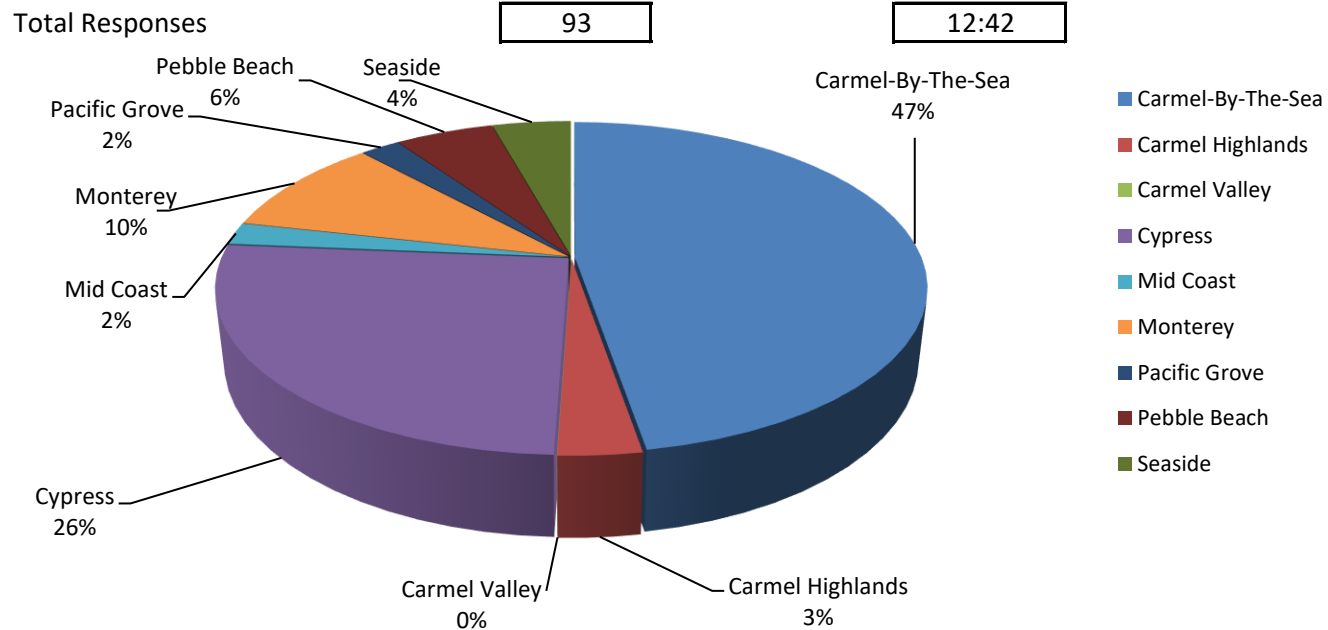
CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT

FEBRUARY 2025

Response Summary Report by District Type



<u>District Response</u>	<u>Number</u>	<u>Average Response Time</u>
Carmel-By-The-Sea	44	3:50
Carmel Highlands	3	12:38
Carmel Valley	0	0:00
Cypress	24	6:28
Mid Coast	2	32:36
Monterey	9	10:03
Pacific Grove	2	14:44
Pebble Beach	5	8:22
Seaside	4	13:00



Total Code 3 Calls:	37
CFA Response Times for Code 3 Calls ≤ 5 minutes:	92%

City Clerk PRA Log

February 2025

request number	Date Requested	10-day response date	14-day extension due date	records requested	requestor	date completed	notes
25-8	2/3/2025	2/13/2025		This request refers to the Ulrika development at Dolores and Fifth (DR 20-360/UP-158 and any prior land use application by Esperanza for developing that property) and the Permit Streamlining Act or any other code or ordinance that governs these issues. Please provide all records relative to (1) the determination that an application is complete or incomplete and (2) any application and agreement to extend the time limits for making these determinations.	Steve Hillyard	2/25/2025	records sent
25-9	2/9/2025	2/19/2025		Department: Fire Request: All associated property addresses of incident records related to issues involving a fire occurring within the last 12 months. Include associated date of incident. Preferred delivery in excel, csv or similar format.	Nate Jackson, 24hrhomebuyers.com	2/10/2025	no records. Told requester to contact the Monterey Fire Dept.
25-10	2/9/2025	2/19/2025		Department: Code Violations Or Code Enforcement, City/Neighborhood Services or Planning Request: All open and closed code violation incidents occurring within the last 12 months, including associated violation type, property address and date of incident. Preferred delivery in excel, csv or similar format.	Nate Jackson, 24hrhomebuyers.com	3/12/2025	records sent.
25-11	2/9/2025	2/19/2025		Department: Utilities Or Water and Sewer Request: All property addresses of records including recent and previous utility/water-shut off occurring starting from January 1 2024. Include date of utility/water shut-off. Preferred delivery in excel, csv or similar format.	Nate Jackson, 24hrhomebuyers.com	2/10/2025	No records exist. Told requester to contact the utility companies.
25-12	2/9/2025	2/19/2025		Department: Tax Assessors Request: All real property with past due taxes. Data to include real property address and amount of delinquent taxes. Preferred delivery in csv, excel or similar format.	Nate Jackson, 24hrhomebuyers.com	2/10/2025	No records exist. Told requester to contact Monterey County Tax Assessor.
25-13	2/9/2025	2/19/2025		Department: Civil Courts or Legal Request: All real property involved in active pre-foreclosure and foreclosure proceedings (notice of lis pendens, notice of default, notice of foreclosure, etc). Data to include real property addresses. Preferred delivery in csv, excel or similar format.	Nate Jackson, 24hrhomebuyers.com	2/10/2025	No records exist. Told requester to contact the Monterey County Courts.
25-14	2/13/2025	2/24/2025		records containing the names of the members of the Design Review Board, between 1980-1995, as well as any Design Review Bylaws, or Ordinances that created the board.	Mike Brown	2/25/2025	records given to requester
25-15	2/18/2025	2/28/2025		I am submitting a public records request for expenditure data related to legal services paid for Fiscal Years 2022-2023 and 2023-2024. Please provide a breakdown of expenditures made for Fiscal Years 2022-2023 and 2023-2024 made payable to the Law Firm Burke Williams & Sorensen. To be clear, I am not asking for the legal services invoices or billing statements but only the amounts paid to the Law Firm Burke Williams & Sorensen for Fiscal Years 2022-2023 and 2023-2024.	Robert Schultz	3/12/2025	records sent

February PRA Log (Continued)

request number	Date Requested	10-day response date	14-day extension due date	records requested	requestor	date completed	notes
25-16	2/19/2025	3/3/2025		I'm an investigative journalist doing a report on the municipal code of Carmel that bans wearing shoes having heels more than 2 inches in height. Have the police ever cited anyone in violation of this ordinance in it's history since it was authored by the city attorney in 1963?	Meaghan Tiernan	3/3/2025	no responsive records.
25-17	2/21/2025	3/3/2025		We are requesting access to records for any code enforcement cases in the City of Carmel from January 01, 2021 through February 4, 2025 related to noise, traffic, parking, waste disposal, signage, or any other nuisance or community impact complaints. These cases should be limited to the following addresses: 25830 S Carmel Hills Dr, Carmel 93923 Additionally, we request any records of code enforcement complaints related to food sales from a residence during the same timeframe.	Will Von Geldern	2/25/2025	no responsive records. Location is in the County.
25-18	2/21/2025	3/3/2025		Any records related to Code Enforcement Case No. 25-025, including copies of any complaints	Dan Troyan	2/25/2025	records sent with redactions
25-19	2/22/2025	3/4/2025		List of properties with code violations issued by the city code enforcement department that have been on the list for the past 6 months consecutively. List of any properties that have been on the water shut off list in the past 6 months. I would also like a list of any properties that have been reported with fire damage by the fire department. Lastly, any properties that have been involved in any eviction proceedings.	Andres Archila	2/25/2025	records sent.
25-20	2/24/2025	3/6/2025	3/14/2025	all communications and documents (contracts) between the city of Carmel and Indigo Architects and Four Leaf Consultant Fred Meurer involving the relationship with local architect Maryann Schicketanz regarding the police station project dating back to 2023.	Alissandra Dramov	3/12/2025	records sent.
25-21	2/24/2025	3/6/2025		Requesting copies for all building/planning/permit records for APN# 009-161-008-000	Melissa Radowicz	3/12/2025	link to online property records sent.
25-22	2/25/2025	3/7/2025		Any city record that shows how the code compliance complaint for case # 25-025 (Location: Manzoni Cellars, SWC of San Carlos and 7th) came to the City. If it was by email or an online form, a copy of the email of form.	Dan Troyan	3/3/2025	records sent with redactions

Police Records Request Log

February 2025

Request No.	Request Date & Received By	10-Day Due Date	Info Requested	Requestor	Date Completed by PSO	Status
2025-001	2/3/2025 ALI	02/13/25	CA2500050	Farmer's Insurance, Eddie Cox	02/03/2025 mw	uploaded to farmer's portal
2025-002	02/11/2025 MW	02/21/25	email request Kim Thomas	PRA Request -Body cam - RIPA	02/25/25 mw	email denial ltr /city attorney
2025-003	2/12/25 DA	02/21/25	CA2500050	Lexis Nexis	2/12/2025 DA	mailed by DA
2025-004	2/16/2025 DA	02/26/25	Accident 02/16/25	Lexis Nexis	3/10/2025 mw	mailed no record
2025-005	02/19/2025 ALI	02/29/2025	CA2500078	LexisNexis	02/19/2025 AI	mailed by ALI
2025-006	02/19/2025 ALI	02/29/2025	CG2300178	LexisNexis	03/10/2025 mw	Mailed denial
2025-007	02/19/2025 ALI	02/29/2025	CA2500050	LexisNexis	02/19/2025 AI	mailed by ALI
2025-008	02/19/2025 ALI	02/29/2025	CG1000518	Hanna, Amir	03/10/2025 mw	picked up at counter
2025-009	2/21/2025	03/02/25	CA2500048	Lexis Nexis	2/22/2025	mailed by DA
2025-010	2/21/2025	03/02/25	CA2500029	Lexis Nexis	2/22/2025	mailed by DA
2025-011	2/21/2025	03/02/25	CG2500054	Lexis Nexis	2/22/2025	mailed by DA
2025-012	2/21/2025	03/02/25	CC2400462	Matt Collins	2/22/2025	awaiting release at front counter
2025-013	2/21/2025	03/02/25	CA2400570	Metropolitan Reporting Bureau	2/22/2025	mailed by DA
2025-014	2/20/2025	03/02/25	CA2400370	Eduardo Matra	2/26/2025	awaiting release at front counter



CITY OF CARMEL-BY-THE-SEA

Public Works Department February 2025 Report

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Mary Bilse, Acting Public Works Director
SUBMITTED ON:	March 13, 2025
APPROVED BY:	Chip Rerig, City Administrator

City Council Meeting of February 3, 4, 10, and 27, 2025

- Police Chief, Fire Chief, Public Works Director, City Forester, Building Official and Assistant City Administrator made a presentation on the City's Wildfire Preparedness in the Village.
- Council received the Annual Comprehensive Financial Report for fiscal year ending June 30, 2024.
- Council established a Financial Stewardship Workgroup and an Emergency Preparedness Workgroup.
- Council adopted a Resolution to Amend the Professional Services Agreement with Ausonio, Inc., for Project Management Services for a fee increase of \$30,000 and a not-to-exceed fee of \$155,000 for Fiscal Year 2024/25.
- Council received a status report on the Carmel Police Department Project. Council directed staff to schedule a community meeting to discuss the Police Department Building Project.
- Council held the Strategic Priorities Workshop at Sunset Center on February 27th from 10 – 3:00pm to review and evaluate prioritization of strategic projects.

Forest and Beach Commission Meeting in February 2025 Cancelled - Storm

Volunteer Groups

- Volunteers from Carmel Cares set a new record with 13 volunteers for the Downtown Detail.
- The Garden Club is working to maintain and beautify the North Dunes and the City Hall gardens.
- Friends of Mission Trail Nature Preserve will present their Work Effort Overview to the Forest & Beach Commission in March 2025.

Environmental Programs

- Met with Joey Canepa and Denise Duffy & Associates at North Dunes Habitat Restoration Area to plan for Town & Country's removal of ice plant.
- Worked with Integral and EMC Planning on the Coastal Engineering Study Adaptation Strategies to present in the March Forest & Beach and Planning Commission meetings.
- Distributed the Community Survey on Sea Level Rise on February 14, 2025, and conducted public outreach at the Thursday Farmers Market and Carmel Beach at Del Mar Parking Lot.
- Coordinated a meeting on Environmental Purchasing with staff from various City departments.
- Participated in training for the CalRecycle software, Recyclist.
- Reviewed and conducted final stormwater plan checks for private construction sites.
- Researched grant opportunities for electric vehicle chargers for Vista Lobos and Sunset Center parking lot.

- Coordinated with Carmel Cares regarding the Carmel Beach Cleanup presentation to the Forest & Beach Commission.
- Attended regional agency meetings (Monterey Regional Stormwater Management Program and ReGen Monterey).
- Issued new waivers in accordance with SB 1383 for recycling/organics program's collection services.
- Continued to coordinate with vendors for the Earth/Arbor Day on April 26, 2025.

Facility Maintenance

- Upgraded the heating, sump system, and coordinated with the roof repairs at City Hall.
- Successfully resolved a plumbing issue at the Vista Lobos facility
- Meetings to review the Sunset Center elevator repairs.
- Discussed Fire Station improvements for the large engine.
- Reviewed ADA railing proposal at Devendorf Park.
- Coordination with Vista Lobos office improvements for carpet installation.
- Coordinate the Fire Station roll-up door and construction project in garage.
- Upgraded the vault epoxy at the Harrison Memorial Library and Children's Library.
- Coordinate the Norton Court roll up door and security system.
- Initiated surveys of City Facilities for maintenance review.
- Coordinated locking/unlocking pickleball nets at Forest Hill Park.

Project Management for the Capital Improvement Program

4 Leaf Projects:

- For the Police Building Project, Council received a Status Report and reviewed the Conceptual Design. Council directed staff to schedule another community meeting to discuss the Police Department Building project further and receive public input.

Ausonio, Inc. Projects:

- For the City Hall Roof Replacement Project, contract was awarded to California Constructors in the amount of \$175,340, which includes a 10% contingency, is complete. Construction is 99% complete and Contractor completed their final punch list items.
- The Sunset Center Cottage Window Repairs Project contract in the amount of \$161,040, which includes a 10% contingency, to Pro-Ex Construction was awarded at the August City Council Meeting. Construction is 99% complete and Pro-Ex is working through their final punch list items. The Notice of Completion has been filed with the County of Monterey.
- For the San Antonio Pathway Repair Project, Second to Fourth Avenues, contract was awarded at the October 2024 City Council meeting to Sharp Engineering and Construction in the amount of \$503,470. Construction was completed in February 2025.
- For the Sunset Center Retaining Walls Repair Project, ZFA submitted 90% plans and technical specifications. An extra work authorization was issued to ZFA for the repair of two large cracks in another wall in the north parking lot. Additional funding is on hold pending Council direction at upcoming CIP meetings.

Wallace Group Projects:

- For the FY 2023/2024 City-wide Paving Project, bidding is anticipated in spring 2025.
- For the Shoreline Infrastructure Repair Project, the Request for Proposal was issued seeking coastal engineering and environmental firms to design and acquire environmental permitting for the repair of two structurally-damaged beach access stairs, reconstruction of the Fourth Avenue seawall/outfall, and to assess, prioritize, and provide cost estimates for all other

shoreline infrastructure identified in the Coastal Engineering Study, Phase 1 Condition Assessment Report. The City selected Moffat & Nichol and will go to Council in March 2025. Attachment 4

Additional Capital Improvement Projects:

- For the four City-wide Drainage Improvement Projects, Coastal Paving & Excavation began construction in February 2025. Construction is anticipated to be completed by the end of March 2025.

Street Maintenance

- Attended Traffic Safety Committee' February Site Tour and Meeting.
- Removed and replaced a 16-foot-long storm drain on Ladera Street and built new bulkheads.
- Repaired guard rail on Ocean and San Antonio Avenues.
- Repair split rail fence on Fourth Avenue and Casanova Street.
- Construct split fence and lay Decomposed Granite in center portion of San Antonio Walkway
- Schedule e-waste pick-up.
- Continued maintenance of potholes and sign maintenance.
- Replaced mutt mitts and cleaned up trash receptacles.
- Respond to February storm requests.
- Picked up massive piles of debris at Mission Trail Nature Preserve.
- Painted curbs in Downtown Carmel.
- Continued the sidewalk and gutter survey for tripping hazards in Downtown Carmel.

Forestry, Parks, and Beach

- Refer to City Forester's Report.



CITY OF CARMEL-BY-THE-SEA

Monthly Report

City Forester's Report

TO: Forest and Beach Commissioners
FROM: Justin Ono, City Forester
SUBJECT: February 2025 Forester's Report

Forestry, Parks, and Beach Highlights:

Carmel Forest Master Plan (CFMP):

- Selected consultant (Dudek) to lead the environmental review of our draft update to the Carmel Forest Master Plan. Currently working on their contract.

Contractors:

- West Coast Arborists issued task orders to remove all logs from Rio Park, as well as to clean up Forest Theater. Scope includes removal of several large stumps dead and broken trees, as well as general pruning throughout the property in preparation for the season opening.
- Tope Tree Service finishing task order for 40 dead, dying, and poor trees.
- Community Tree Service issued task order for 15 dead trees and large stumps previously used as Utility Poles.

City Staff and Crews:

- Forestry Maintenance Worker Rene Aldama attained his Arborist Certification from the International Society of Arboriculture, enhancing the professionalism and expertise of the division.
- Welcomed new maintenance worker Miguel Manzano to the City Forestry Crew. Miguel has over 18 years of tree work experience with local company Smith Tree Service.
- City Forestry Crew removed 10 dead, dying, or dangerous trees and pruned 22 trees providing clearance for roads and stop signs, as well as maintaining tree health.
- City Crew responded to multiple storm events removing an additional 3 trees that had failed or were damaged in the storm.
- City Crew removed 3 trees to facilitate a CAWD pipe repair at 2nd Ave and Mission Street.

Permit Information

2025 Permitted removals, pruning, and required planting												
	Tree permits received	Tree permits Issued	Site Inspections Performed	Total Prunings	Total Removals	Removal of Upper	Removal of Lower	Required to Plant Upper	Required to Plant Lower	No room for new tree	Meets Density Rec.	Total Number of Trees Required
January	43	26	9	10	18	12	6	7	9	0	2	16
February	29	13	8	15	15	9	6	6	8	0	0	14
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
2024 Totals	72	39	17	25	33	21	12	13	17	0	2	30

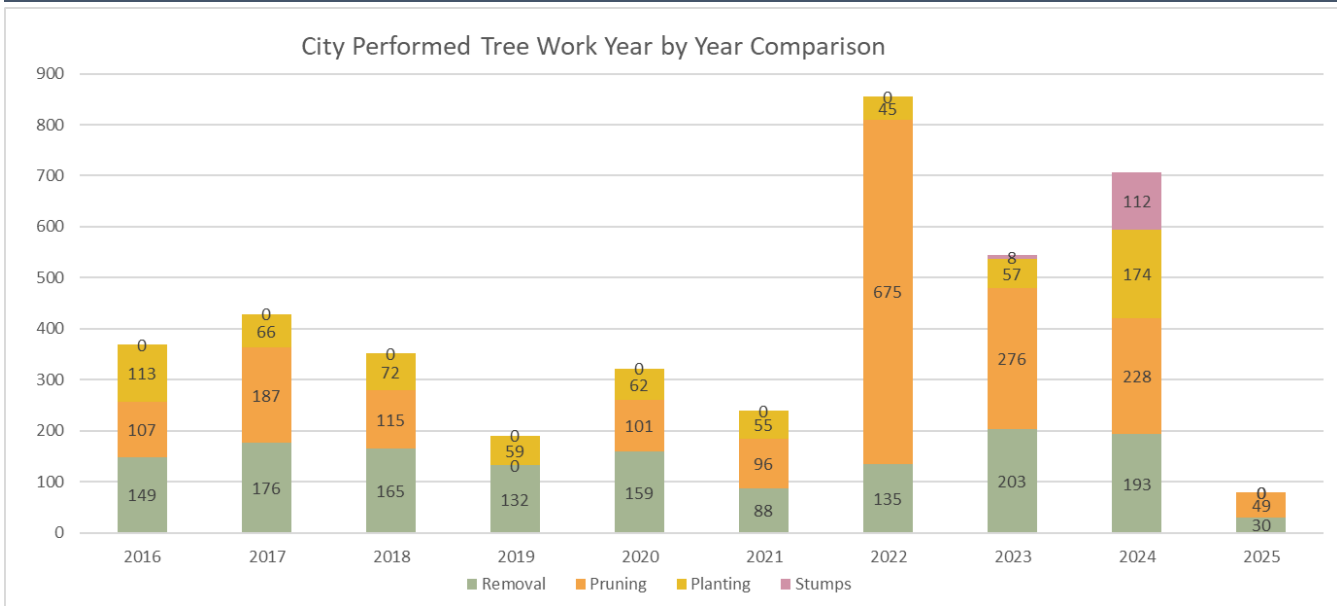


Historic permitted removals and required planting		
	Re-planting of upper	Re-planting of lower
2013	31	29
2014	35	20
2017	15	28
2018	1	18
2019	53	63
2020	70	28
2021	81	54
2022	48	37
2023	164	72
2024	118	113
2025*	13	17

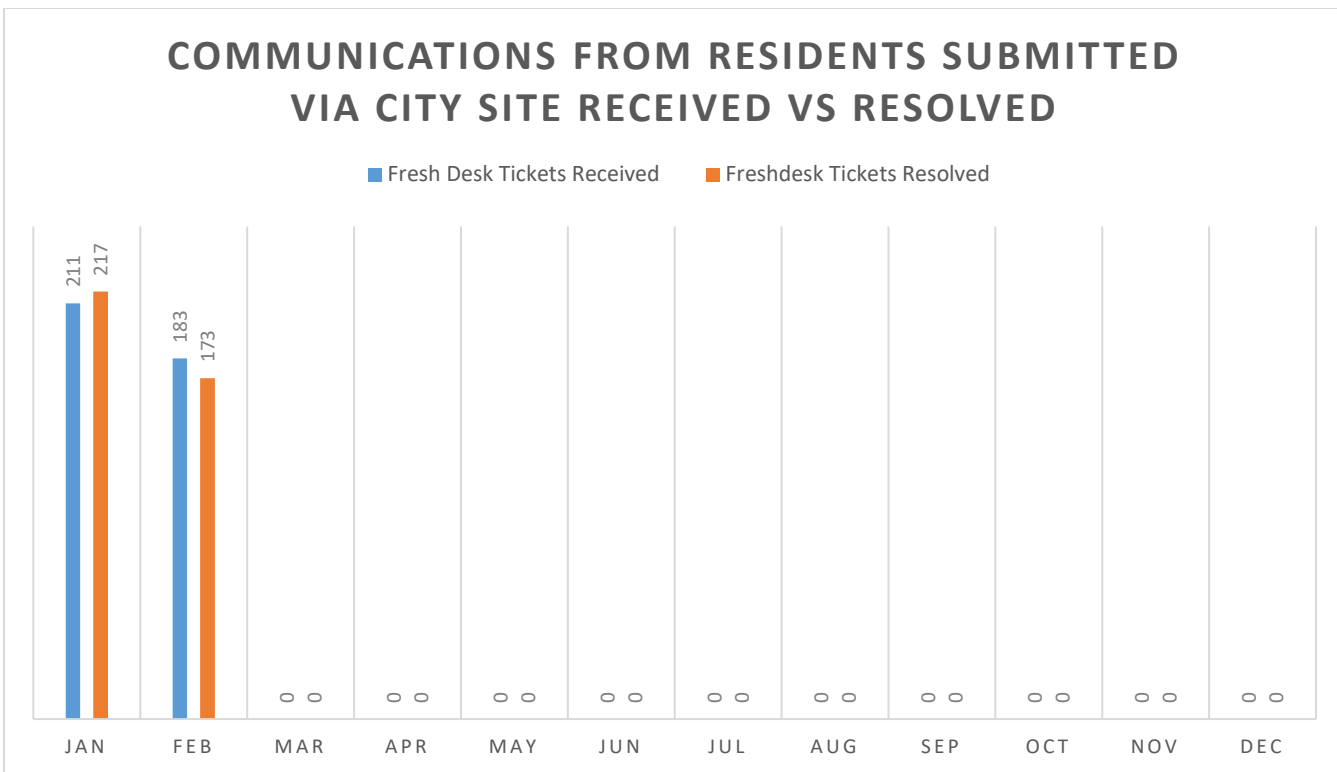
*Year to date

Historic permitted removals and required planting								
Year	Permitted removals	Removal of upper	Removal of lower	Replanting Required	Replanting of upper	Replanting of lower	Replanting %	Applications processed
2021	204	81	123	135	81	54	66.18%	213
2022	149	82	67	85	48	37	57.05%	155
2023	324	211	113	223	164	72	68.83%	336
2024	231	110	121	231	118	113	100.00%	391
2025	33	21	12	30	13	17	90.91%	72





Calendar year to date – Includes work performed by City crew as well as on call tree contractors.



*Numbers only represent correspondences received via the City’s website and do not include live calls, voicemails, drop-in visitors, and emails sent directly to employees from residents, nor return calls and emails from staff.

Master Plan Inventory Catch up

ORIGINAL LIST PRESENTED TO COUNCIL (2024)							
	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Very Poor</u>	<u>Dead</u>	<u>Totals</u>
<u>PROW</u>	119	4,827	4,886	726	127	186	10,871
<u>Median</u>	17	44	15	2	3	5	86

MARCH 2025							
	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Very Poor</u>	<u>Dead</u>	<u>Totals</u>
<u>PROW</u>	119	4,827 (+73)	4,886 (+29-9)	717 (-9)	122 (-5)	143 (-43)	10905*
<u>Median</u>	17	182 (+138)	180 (+165-2)	24 (+22-2)	5 (+3-1)	6 (+1)	410*

*not including trees labeled as "N/A" condition.

Differences from numbers presented to council in 2024. Not including ~1000 trees added.

February 2025 decline in Health of tree removals						
	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Very Poor</u>	<u>Dead</u>
<u>Excellent</u>						
<u>Good</u>		3				1
<u>Fair</u>			3			3
<u>Poor</u>				3		1
<u>Very Poor</u>					1	1

*Good and Fair trees either failed or broke in storms, or were part of a utility project. Y-axis represents condition at time of inventory.



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

March 31, 2025

CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jane Hogan, Accountant

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: February 2025 Check Register Summary

RECOMMENDATION:

Approve the check register for February 2025.

BACKGROUND/SUMMARY:

The check register is a financial report generated from the City's financial system (**Attachment 1**). It categorizes checks by the responsible department or function, providing essential information such as the check number, vendor name, purchase description, check issue date, and the check amount.

Per the California Supreme Court's decision in the case of Los Angeles County Board of Supervisors v. Superior Court (Dec. 29, 2016) (2016 WL 7473802), the check register excludes the specific invoice payments for legal services incurred for pending and active investigations, pending and active litigation, as well as recently concluded matters. The Supreme Court has ruled that these specific invoices are protected under attorney-client privilege and therefore are not subject to disclosure under the Public Records Act.

As a supplement to the check register, staff have included information about the contract balances for vendors who received payments during the month of **February 2025**. This data can be found on the last page of the report.

The check register provides valuable insights into the City's financial transactions, ensuring transparency and accountability in our financial operations. The exclusion of certain legal services payments adheres to the California Supreme Court's guidelines, safeguarding attorney-client privilege. The contract balance information further enhances our financial transparency.

FISCAL IMPACT:

The check register summary for February 2025, totals \$2,095,046.98.

PRIOR CITY COUNCIL ACTION:

Council ratified the January 2025 check register at the March 3, 2025 special council meeting.

ATTACHMENTS:

Attachment 1) February 2025 Check Register

February 2025 Check Register

Attachment 1

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 000				
55069	County of Monterey-Treasury Division	Jan. 2025 citation fund collection	02/07/2025	1,800.00
55092	U.S. Bank PARS	Contribution Post-Employment Benefits Trust (1002)	02/07/2025	750,000.00
55165	See Monterey	TID remittance Nov Dec 2024	02/21/2025	92,374.42
55170	Visit Carmel	CHID remittance Nov-Dec 2024	02/21/2025	238,168.56
20425001	CALPERS	Health Premium Statement PERS February Active Premiums	02/07/2025	150,008.57
Total for Department: 000				1,232,351.55
Department: 110 City Council				
55070	Dale Byrne	Reimburse for LOCC Academy 1/24/25	02/07/2025	1,408.58
55078	League of California Cities-Monterey Bay Division	Membership dues for calendar year 2025	02/07/2025	2,956.00
55146	Hans Buder	Expenses LOCC Mayor and Councilman Academy	02/21/2025	1,025.02
55168	US Bank	Bruno's Market & Deli: Admin Employee Lunches	02/21/2025	135.88
55205	PadreParents-Sober Grad	Discretionary grant Sober Grad 2025	02/28/2025	1,000.00
55217	Mayon Capital, Inc	Mail delivery service Mar 2025 (advance to be used for Jun25)	02/28/2025	6,500.00
Total for Department: 110 City Council				13,025.48
Department: 111 City Administration				
55062	Amazon Web Services Inc	Data and cloud storage fees	02/07/2025	512.50
55063	AT&T	Telephone service citywide	02/07/2025	2,495.58
55066	Carmel Pine Cone	Legal noticing	02/07/2025	618.75
55068	Comcast	Cable service PD	02/07/2025	46.18
55072	Digital Deployment	Website support agreement:Maint, training, security and updates	02/07/2025	700.00
55075	IAMP Pro Audio/Anthony J. Nocita	Set-up, live production, associated support of city meetings and	02/07/2025	2,680.00
55076	Iron Mountain	Records storage and management services, less late fee	02/07/2025	320.06
55082	Office Depot, Inc.	Office supplies Admin	02/07/2025	365.08
55091	T-Mobile	Monthly cell service, usage and purchases	02/07/2025	1,031.88
55093	US Bank	Sourdough&Co: JFields Conference	02/07/2025	16.68
55093	US Bank	The Meritage Resort: JFields Conference	02/07/2025	575.35
55093	US Bank	Brophy's Tavern: BHarary Going Away Party	02/07/2025	164.43
55093	US Bank	CHECKR, Inc: HR subscription	02/07/2025	699.14
55093	US Bank	Contstant Contact: IT subscription	02/07/2025	88.00
55093	US Bank	Freshworks: IT subscription	02/07/2025	232.00
55093	US Bank	The Meritage Resort: NRomero Conference	02/07/2025	792.12
55094	Verizon Wireless	Cell phone sales and usage	02/07/2025	4,036.88
55114	Nova Romero	Reimburse for exp LOCC New Law and Elections Seminar 12/13/24	02/14/2025	420.64
55138	Carmel Pine Cone	Legal noticing	02/21/2025	326.25
55142	Comcast	Cable service PD	02/21/2025	46.18
55143	Comcast Business	NonNGEN internet and recurring charges	02/21/2025	644.40
55147	Hinderliter, De Llamas & Associates	Sales Tax & Transaction Tax Contract Services	02/21/2025	600.00
55149	Image Sales	Employee ID Badges	02/21/2025	36.00
55155	Office Depot, Inc.	Office supplies Admin	02/21/2025	195.07
55160	Pitney Bowes Bank Inc Purchase Power	Postage meter refills	02/21/2025	3,247.99
55161	Pitney Bowes Global Fin S	Postage meter lease	02/21/2025	836.55
55162	Regional Government Services	Payroll services	02/21/2025	9,673.75
55166	Traffic Patterns	Recruitment services, NEOGOVE implementation and on-call HR supp	02/21/2025	3,469.69
55168	US Bank	City Clerks Association of CA: JMenig workshop	02/21/2025	75.00
55168	US Bank	Carmel Belle: Employee apprecaition lunch	02/21/2025	60.22
55168	US Bank	Southwest Airlines: Conference Travel, Bswanson	02/21/2025	228.51
55168	US Bank	City Clerks Association of CA: JMenig Membership	02/21/2025	250.00
55168	US Bank	League of CA Cities: Conference Registration, BSwanson	02/21/2025	775.00
55168	US Bank	USPS: postage	02/21/2025	8.98
55168	US Bank	AI Slide: Subscription	02/21/2025	10.00
55172	Alhambra	Water service-City Hall	02/28/2025	176.86
55174	Aviate Enterprises Inc	QUOTE:Enterprise Immune System Software services/Darktrace bundl	02/28/2025	18,592.08
55175	Benefit Coordinators Corporation (BCC)	Monthly Cobra	02/28/2025	83.60
55179	Carmel Pine Cone	Legal noticing	02/28/2025	180.00
55184	Comcast	Cable service PD	02/28/2025	559.83
55185	Copies By-The-Sea	Agenda printing services	02/28/2025	441.26
55187	General Code	Municipal Code updates:Web, paper and electronic	02/28/2025	830.00
55199	MRC	Xerox copier usage citywide	02/28/2025	2,479.08

55202	Netfile, Inc	Subscriptions charges for Agency Services (Ethics Training)	02/28/2025	600.00
55204	Office Depot, Inc.	Office supplies Admin	02/28/2025	49.13
55214	US Bank	SOLV: Year end tax forms W-2	02/28/2025	115.68
55214	US Bank	Zenwork.com: 1099 electronic filing	02/28/2025	182.83
55214	US Bank	California Chamber of Commerce: HR advertising job openings	02/28/2025	651.43
55214	US Bank	Metrofax: HR subscription	02/28/2025	11.95
55214	US Bank	CHECKR, INC: HR subscription advertising job openings	02/28/2025	202.98
55214	US Bank	Contstant Contact: IT subscription	02/28/2025	88.00
55214	US Bank	Freshworks: IT subscription	02/28/2025	232.00
55214	US Bank	Junction Networks: IT Telephone	02/28/2025	382.05
55214	US Bank	Microsoft: IT Subscription	02/28/2025	845.84
55214	US Bank	Junction Networks: IT Telephone	02/28/2025	875.96
55214	US Bank	Bitwarden: IT Subscription	02/28/2025	30.00
55214	US Bank	Freshworks: IT subscription	02/28/2025	750.00
55214	US Bank	Zoom: IT subscription	02/28/2025	667.84
55214	US Bank	Adobe: IT subscription	02/28/2025	875.68
55214	US Bank	Junction Networks: IT Telephone	02/28/2025	381.72
55214	US Bank	Backblaze: IT subscription	02/28/2025	86.93
55214	US Bank	Google: IT subscription	02/28/2025	2.38
55214	US Bank	Junction Networks: IT Telephone	02/28/2025	381.64
20425001	CALPERS	Health Premium Statement PERS February Admin fees	02/07/2025	469.05

Total for Department: 111 City Administration	67,504.66
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Department: 115 Community Planning & Building

55073	Engineered Fire Systems	Plan Review - October 2024	02/07/2025	1,000.00
55082	Office Depot, Inc.	CP&B Office Supplies	02/07/2025	45.66
55093	US Bank	Alvarado Street Brewery: Planning Tech Discussion with Leah	02/07/2025	47.40
55093	US Bank	Airtable.com: Software Subscription for Affordable Housing Proj.	02/07/2025	11.86
55093	US Bank	Alvarado Street Brewery: Planning Tech Discussion with Leah	02/07/2025	48.00
55095	Veronica Tam and Associates	Carmel Sites Strategy	02/07/2025	1,700.00
55106	Engineered Fire Systems	Plan Review - January 2025	02/14/2025	945.00
55109	Harris & Associates, Inc	Professional Services Nov-Dec 2024	02/14/2025	20,932.50
55113	Minuteman Press	500 Business Cards - Anna Ginette	02/14/2025	194.68
55150	Mad Dogs & Englishmen	CP&B Bike Maintenance	02/21/2025	88.24
55168	US Bank	Monterey County Recorder: Fish & Wildlife filing (CEQA)	02/21/2025	64.50
55168	US Bank	CEQA Course Registration: Leah Young	02/21/2025	13.61
55168	US Bank	CEQA Course Registration: Leah Young	02/21/2025	495.00
55168	US Bank	CEQA Course Registration: Jake Olander	02/21/2025	13.61
55168	US Bank	CEQA Course Registration: Jake Olander	02/21/2025	495.00
55168	US Bank	California Preservation: Training	02/21/2025	225.00
55168	US Bank	Frontier Airlines: Conference Travel MWaffle	02/21/2025	74.00
55168	US Bank	Frontier Airlines: Conference Travel MWaffle	02/21/2025	47.98
55168	US Bank	Mad Dogs & Englishmen: bike maintenance	02/21/2025	107.36
55168	US Bank	International Code Council: digital codes subscription	02/21/2025	340.00
55168	US Bank	Hyatt Regency: Conference Travel DDauphine	02/21/2025	509.58
55169	Veronica Tam and Associates	Carmel Sites Strategy	02/21/2025	5,500.00
55198	Minuteman Press	Business Cards - 5 names, 500 each	02/28/2025	573.16

Total for Department: 115 Community Planning & Building	33,472.14
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Department: 116 Police

55060	Alhambra	Water service-Police Dept	02/07/2025	184.94
55077	Jacob Clifford	Reimburse SLI Session 3,4 1/15/25 & 2/12/25	02/07/2025	1,525.28
55082	Office Depot, Inc.	PD Office supplies	02/07/2025	422.45
55086	Same Day Shred	PD-Document shredding services	02/07/2025	60.00
55087	South Bay Regional Public Safety	Cancellation fee P Tomasi	02/07/2025	50.00
55088	T2 Systems Canada Inc.	Digital Iris Scanner Service	02/07/2025	75.00
55089	T2 Systems, Inc	MobilePay subscription monthly fee	02/07/2025	165.52
55093	US Bank	Forensics Source: PD Training expense	02/07/2025	302.24
55121	US Bank	El Estero Car Wash: car wash	02/14/2025	43.45
55121	US Bank	El Estero Car Wash: car wash	02/14/2025	50.45
55121	US Bank	By the Bay Mobile detailing: Car wash	02/14/2025	225.00
55121	US Bank	Weboost: Cell signal booster	02/14/2025	142.01
55121	US Bank	Powerwerx: power supply	02/14/2025	1,120.56
55121	US Bank	Amazon: training supplies	02/14/2025	874.68
55121	US Bank	Magpul Industries: firearm accessories	02/14/2025	495.17
55121	US Bank	Magpul Industries: firearm accessories	02/14/2025	217.71

55121	US Bank	Target: office supplies	02/14/2025	72.49
55121	US Bank	California Police Chiefs: Registration	02/14/2025	875.00
55121	US Bank	In-N-Out: Conference Travel	02/14/2025	28.12
55121	US Bank	First Awakenings: Meeting expense	02/14/2025	50.13
55121	US Bank	CALPELRA: Registration	02/14/2025	1,240.00
55121	US Bank	El Bistro by the Sea: Meeting expense	02/14/2025	142.75
55121	US Bank	Budget Rent-a-car: Conference Travel	02/14/2025	126.36
55121	US Bank	Sutter Street Taqueria: Conference Travel	02/14/2025	55.33
55121	US Bank	Kingdom Coffee Roasters: Conference Travel	02/14/2025	19.20
55121	US Bank	Shell Oil: Fuel	02/14/2025	41.08
55121	US Bank	Lake Natoma Inn: Conference Travel	02/14/2025	106.90
55121	US Bank	Scotts Seafood Roundhouse: Conference Travel	02/14/2025	117.37
55121	US Bank	RG Burgers: Meeting expense	02/14/2025	50.99
55121	US Bank	Courtyard by Marriot: Conference Travel	02/14/2025	783.25
55121	US Bank	Courtyard by Marriot: Conference Travel	02/14/2025	783.25
55121	US Bank	Courtyard by Marriot: Conference Travel	02/14/2025	783.25
55121	US Bank	Cato Training: Training expense	02/14/2025	515.00
55139	Carmel Towing & Garage	PD Towing expense	02/21/2025	1,866.44
55141	Chaplin and Hill Investigative	Investigative services	02/21/2025	618.75
55144	Community Hospital of the Monterey Peninsula	PD Testing services	02/21/2025	27.00
55145	FasTrak	Toll	02/21/2025	16.00
55153	MOGO Urgent Care-PD	PD Substance testing services	02/21/2025	145.00
55154	Monterey County Sheriff-Coroner	Criminal Justice Information System fees	02/21/2025	24,004.64
55155	Office Depot, Inc.	PD Office supplies	02/21/2025	83.16
55156	On Base Leadership	PD Training-March 2025 Timothy Ament	02/21/2025	2,200.00
55163	Salinas Valley Pro Squad	PD Uniform and service clothes	02/21/2025	1,176.49
55164	San Diego Police Equipment Co Inc	PD equipment	02/21/2025	408.84
55167	Tricer	PD safety equipment	02/21/2025	285.05
55177	California Police Chiefs Association	2024-25 dues T. Trayer	02/28/2025	155.00
55201	Nathan Siebach	Basic Dispatch Academy reimbursement-N Siebach	02/28/2025	5,120.64

Total for Department: 116 Police	47,851.94
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Department: 117 Fire

55060	Alhambra	Water service-Fire Dept	02/07/2025	211.63
55061	Allstar Fire Equipment Inc	Safety apparel Fire Dept	02/07/2025	364.14
55067	City Of Monterey	FY 24-25 Monthly fee Interim Fire Admin/Emerg Incident Mgmt	02/07/2025	271,133.00
55081	Mission Linen Service	Fire Dept laundry service	02/07/2025	256.28
55139	Carmel Towing & Garage	Fire Dept. Gas Expense	02/21/2025	672.32
55152	Mission Linen Service	Fire Dept laundry service	02/21/2025	128.14

Total for Department: 117 Fire	272,765.51
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Department: 118 Ambulance

55065	Bound Tree Medical LLC	Medical supplies	02/07/2025	1,342.30
55067	City Of Monterey	Ambulance Administration fee	02/07/2025	10,540.24
55084	Peninsula Welding & Medical Supply, inc.	Amb Dept:Oxygen/hazardous materials transport service	02/07/2025	90.30
55133	American Supply Company	Janitorial Supplies-Amb Dept	02/21/2025	449.13
55136	Bound Tree Medical LLC	Medical supplies	02/21/2025	948.18
55139	Carmel Towing & Garage	Amb Dept. Gas Expense	02/21/2025	449.62
55158	Peninsula Welding & Medical Supply, inc.	Amb Dept:Oxygen/hazardous materials transport service	02/21/2025	34.81
55171	Wittman Enterprises, LLC	Ambulance billing service	02/21/2025	4,231.70

Total for Department: 118 Ambulance	18,086.28
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Department: 119 Public Works

55059	Solutions Office Interiors, Inc	Office design/furniture for Vista Lobos 75%deposti and 25%when c	02/05/2025	2,872.43
55097	American Lock & Key	Locksmith services	02/14/2025	48.94
55098	American Supply Company	FM Janitorial Supplies	02/14/2025	114.89
55099	Ausonio, Inc	On Call PM and Construction Services	02/14/2025	2,147.25
55101	California Fire Protection, Inc.	Annual fire inspection, extinguishers	02/14/2025	2,511.65
55102	California Premier Restoration	Vista Lobos office proposal for new office space	02/14/2025	4,200.00
55103	Carmel Pine Cone	Public Noticing	02/14/2025	235.00
55104	Cintas Corporation	Uniform Services	02/14/2025	435.67
55107	Ferguson Enterprises, Inc.	FM Plumbing/elec supplies	02/14/2025	1,095.60
55110	Legacy Roofing and Waterproofing Inc	FM Roof repairs Citywide	02/14/2025	1,350.00
55115	Otis Elevator Company	Maint. service for HML 12/16/24	02/14/2025	966.24
55116	Poe's Plumbing & Backflow	FM Plumbing services Citywide	02/14/2025	875.00
55118	Robert Half	Temp help in Forestry	02/14/2025	3,098.56

55119	Scarborough Lumber & Building	Public Works Streets supplies	02/14/2025	61.57
55120	Sentry Alarm Systems	FM Alarm services	02/14/2025	3,477.54
55121	US Bank	Jan de Luz: Embroidery	02/14/2025	32.78
55121	US Bank	Dunn Edwards Paint: Airless hose for paint truck	02/14/2025	123.20
55121	US Bank	Clean Air: Smog checks for City Fleet	02/14/2025	196.79
55121	US Bank	Home Depot: Misc maintenance supplies	02/14/2025	237.94
55121	US Bank	Home Depot: Devendorf Park plumbing parts for Men's sink fixture	02/14/2025	233.03
55121	US Bank	Home Depot: Special order blinds for Vista Lobos office project	02/14/2025	827.96
55121	US Bank	Home Depot: Custom blinds for Vista Lobos office project	02/14/2025	496.09
55123	West Coast Door & Gates	Barrier Arm Service Call 1/23/25 #3499	02/14/2025	395.00
55124	Wm Baxter Electric	Electrician for City projects	02/14/2025	1,368.79
55176	California Fire Protection, Inc.	Quarterly Fire Sprinkler Inspections 2/3 20-16389, 2/3 20-16388,	02/28/2025	375.00
55180	Carmel Towing & Garage	Fuel for PW vehicles	02/28/2025	1,706.21
55181	Cintas Corporation	Uniform Services	02/28/2025	660.01
55182	City Of Monterey	Vehicle repairs	02/28/2025	3,449.13
55186	Forestry Suppliers, Inc	F & B Materials and supplies	02/28/2025	183.55
55188	Golden State Portables	Portables for City sites	02/28/2025	650.00
55189	Granite Rock Company	Supplies for PW Streets	02/28/2025	734.31
55190	Green Rubber Kennedy AG	Parts cleaner pump 1/24/25 #S-795438	02/28/2025	469.83
55191	Hana Gardens Del Rey Oaks	Supplies for City sites 220000275180	02/28/2025	658.86
55195	Lakeside Nursery	Supplies for City sites/ 11/21/24 #220000275524	02/28/2025	206.45
55197	Martins Irrigation Supply, INC.	Supplie for 1st Murphy House 1/16/25 #669579	02/28/2025	488.17
55200	Napa Auto Parts	Belts for air handers 1/9/25 #105442	02/28/2025	113.40
55203	Nicole Nedeff	Consulting Ecologist for the FMP	02/28/2025	5,737.50
55206	Poe's Plumbing & Backflow	FM Plumbing services Citywide	02/28/2025	123.66
55207	Pureserve Building Service	FM Janitorial services Citywide	02/28/2025	22,428.86
55208	Quality Print & Copy	BC for Justin Ono 1/8/25 #24134	02/28/2025	284.05
55209	R & S Erection of Monterey Bay Inc	Replace the commercial rollup door and motor at Norton Court par	02/28/2025	15,000.00
55210	Robert Half	Temp help in Forestry	02/28/2025	2,750.32
55211	Scarborough Lumber & Building	FM Materials and Supplies	02/28/2025	362.81
55212	Tree Stuff Lockbox No 639707	Forestry Supplies	02/28/2025	893.18
55213	Uline Inc.	Uline	02/28/2025	770.64
55215	Valley Saw & Garden Equipment	Forestry Supplies	02/28/2025	2,879.18

Total for Department: 119 Public Works	88,327.04
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Department: 120 Library

55157	Pacific Grove Self Storage	Storage Unit - Document storage	02/21/2025	407.00
55194	Joe Shabram	Clean and touch up oil painting Tiger in The Grass	02/28/2025	380.00

Total for Department: 120 Library	787.00
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Department: 122 Economic Revitalization

55178	Carmel Chamber of Commerce	Vistor Center support Jul-DecFY2024-25	02/28/2025	30,000.00
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Total for Department: 122 Economic Revitalization	30,000.00
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Department: 130 Non-Departmental

55085	PG&E	Citywide gas and electric services	02/07/2025	18,354.68
55137	Cal-Am Water Company	Water service citywide	02/21/2025	13,225.41
55159	PG&E	Citywide gas and electric services	02/21/2025	3,887.82
55173	Alliant Insurance Services	Public Official Bond Premium-R Rerig	02/28/2025	315.00
20425001	CALPERS	Health Premium Statement PERS February Retiree Premiums	02/07/2025	7,110.00

Total for Department: 130 Non-Departmental	42,892.91
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Department: 311 Capital Projects

55096	4Leaf, Inc	Project Management Services:PD/PW Building projects per contract	02/14/2025	3,829.93
55105	Dudek	Environmental support:Drainage and erosion control plan reviews,	02/14/2025	2,483.25
55117	Pro-Ex Construction, Inc	CIP Sunset Center Cottage Window replacement project per contrac	02/14/2025	146,476.04
55122	Wallace Group	Shoreline infrastructure repair	02/14/2025	487.50
55135	Ausonio, Inc	San Antonio Ave. Pedestrian Trail	02/21/2025	8,925.00
55183	Coastal Paving & Excavating, Inc	Storm Drain Improvement- Implementation and construction per co	02/28/2025	76,437.00
55192	Haro, Kasunich and Associates, Inc	San Antonio Pathway Recon.	02/28/2025	1,143.75
55216	ZFA Structural Engineering	Stuctural engineering design services: Lincoln Street Bridge	02/28/2025	8,200.00

Total for Department: 311 Capital Projects	247,982.47
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Grand Total	2,095,046.98
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CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

March 31, 2025
CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Brian Pierik, City Attorney

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Second Reading and Adoption of Ordinance No. 2025-001 Amending Section 1.04.010 (Definitions) and Adding Sections to Chapter 12.36 (Camping on Public Lands)

RECOMMENDATION:

Waive second full reading and adopt Ordinance No. 2025-001 Amending Section 1.04.010 (Definitions) and Adding Sections to Chapter 12.36 (Camping on Public Lands)

BACKGROUND/SUMMARY:

In the case of City of Grants Pass, Oregon v. Johnson, the United States Supreme Court upheld the constitutionality of the City's anti-camping ordinance which prohibited: (1) sleeping on public sidewalks, streets, or alleys; (2) camping in public places; and (3) camping or overnight parking in city parks.

The proposed Ordinance (**Attachment 1**) provides a more detailed definition of "camping" and "act of human habitation" and includes a procedure for the confiscation and return of personal property resulting from violations of the City's anti-camping regulations.

FISCAL IMPACT:

No direct fiscal impact for this action.

PRIOR CITY COUNCIL ACTION:

Council held a first reading and introduction of this Ordinance on March 4, 2025.

ATTACHMENTS:

Attachment 1) Ordinance No. 2025-001

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

ORDINANCE NO. 2025-001

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AMENDING MUNICIPAL CODE SECTION 1.04.010 (DEFINITIONS) AND ADDING SECTIONS
TO CHAPTER 12.36 (CAMPING ON PUBLIC LANDS)**

WHEREAS, in the case of City of Grants Pass, Oregon v. Johnson, the United States Supreme Court upheld the constitutionality of the City's anti-camping ordinance which prohibited: (1) sleeping on public sidewalks, streets, or alleys; (2) camping in public places; and (3) camping or overnight parking in city parks; and

WHEREAS, this Ordinance is proposed to provide a more detailed definition of "camping" and "act of human habitation" and adopting a procedure for the confiscation and return of personal property resulting from violations of the City's anti-camping regulations; and

WHEREAS, this Ordinance will promote the public health, safety and welfare of the City and the public.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
DOES ORDAIN AS FOLLOWS:**

SECTION 1. The City Council of the City of Carmel-by-the-Sea does hereby find that the above referenced recitals are true and correct and material to the adoption of this Ordinance.

SECTION 2. Determinations. Based on the findings above, in addition to information provided to the City Council at the public meeting, the City Council determines as follows:

Municipal Code Section 1.04.010 is hereby amended to add definitions of "Acts connected with human habitation" and "Camp" and "Camping" as set forth in Exhibit A attached hereto and hereby incorporated by this reference; and

Municipal Code Sections 12.36.020 (Definitions) and Section 12.36.030 (Property Removal) and Section 12.36.040 (Personal Effects) and Section 12.36.050 (Disposition of Personal Effects) are hereby added to the City Municipal Code as set forth in Exhibit B attached hereto and hereby incorporated by this reference.

SECTION 3. Severability. If any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining sections, subsections, provisions, sentences, clauses, phrases or words of this Ordinance.

SECTION 4. Effective Date. This Ordinance shall take effect 30 days after its adoption by the City Council of the City of Carmel-by-the-Sea.

SECTION 5. Codification. The City Clerk is hereby authorized and directed to codify the provisions of Exhibit A and B of this Ordinance into the Carmel-by-the-Sea Municipal Code.

INTRODUCED at a Regular City Council Meeting on March 4, 2025.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 31st day of March, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne
Mayor

Nova Romero, MMC
City Clerk

Exhibit A

Section 1.04.010

The following words and phrases, whenever used in the ordinances of the City of Carmel-by-the-Sea, California, shall be construed as defined in this section unless from the context a different meaning is intended or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases:

- A. "Acts connected with human habitation" shall include activities such as sleeping, setting up housekeeping or cooking, and/or any other activity where it reasonably appears, in light of all the circumstances, that a person or persons is using a vehicle or public space as a living accommodation.
- B. "Camp" or "Camping" means the act of living in or using an outdoor area for lodging or living accommodations, or using cots, bedding material, personal cooking facilities, tarpaulin, sleeping bags, bedrolls, or similar equipment.
- C. "City" means the City of Carmel-by-the-Sea, California, or the area within the territorial limits of the City of Carmel-by-the-Sea, and such territory outside of the City over which the City has jurisdiction or control by virtue of any constitutional or statutory provisions.
- D. "Council" means the City Council of the City of Carmel-by-the-Sea. "All its members" or "all Council members" means the total number of persons holding office.
- E. "County" means the County of Monterey.
- F. "Law" denotes applicable Federal law, the Constitution and statutes of the State of California, the ordinances of the City of Carmel-by-the-Sea, and, when appropriate, any and all rules and regulations which may be promulgated thereunder.
- G. "May" is permissive.
- H. "Month" means a calendar month.
- I. "Must" and "shall" are each mandatory.
- J. "Oath" includes an affirmation or declaration in all cases in which, by law, an affirmation may be substituted for an oath, and in such cases the words "swear" and "sworn" shall be equivalent to the words "affirm" and "affirmed."

K. "Owner," applied to a building or land, includes any part owner, joint owner, tenant in common, joint tenant, tenant by the entirety, of the whole or a part of such building or land.

L. "Person" includes a natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or the manager, lessee, agent, servant, officer or employee of any of them.

M. "Personal property" includes money, goods, chattels, things in action and evidences of debt.

N. "Preceding" and "following" mean next before and next after, respectively.

O. "Property" includes real and personal property.

P. "Real property" includes lands, tenements and hereditaments.

Q. "Sidewalk" means a pedestrian way with a surface paved with permanent materials such as concrete, blacktop, etc.

R. "Sidewalk area" consists of that area lying between the property line and the curb line, in the public right-of-way.

S. "State" means the State of California.

T. "Street" includes all streets, highways, avenues, lanes, alleys, courts, places, squares, curbs, or other public ways in this City which have been or may hereafter be dedicated and open to public use, or such other public property so designated in any law of this State.

U. "Tenant" and "occupant," applied to a building or land, include any person who occupies the whole or a part of such building or land, whether alone or with others.

V. "Written" includes printed, typewritten, mimeographed, multigraphed, photocopied, or otherwise reproduced in permanent visible form.

W. "Year" means a calendar year.

Exhibit B

Chapter 12.36

12.36.010 Camping on Public Lands.

It is unlawful for any person to camp, or to place, erect, or maintain any tents, house trailers, mobile homes, campers, or any other camping facilities of any kind whatsoever on any public property of this City. It is unlawful for any person to sleep out of doors on any public property, including City parks and beachlands, between the hours of sunset and sunrise.

12.36.020 - Definitions

As used in this Section, the following words and phrases have the meaning set forth in this section:

(A) "Camp" shall have the same meaning as in 1.04.010(B).

(B) "Camp paraphernalia" includes, but is not limited to, tents, huts, pillows, tarps, cots, beds, sleeping bags, hammocks, personal cooking facilities or other similar equipment or materials that are used to create temporary shelters and accommodations.

(C) "Enforcement Officer" shall include any individual designated as such pursuant to Section 18.04.050 of this Code or any sworn law enforcement officer.

(D) "Personal effects" means personal property consisting of the following items:

(1) Medication, eye glasses, or other medical devices;

(2) Sleeping bag or bed roll which is sanitary and non-verminous;

(3) Tents in usable and reasonably good condition;

(4) Clothes stored in a manner protecting them from the elements, which are not unsanitary, soiled, or verminous; and

(5) Personal property with an individual fair market value of fifty dollars.

(E) "Public place" means any public property, improved or unimproved, including but not limited to parks, outdoor recreation areas, public parking lots and private parking lots open to the general public, publicly owned drainage culverts and basins, and publicly maintained landscaped areas. "Public place"

also includes any public right-of-way, and includes any public streets, sidewalks, alleyways, or passageways that are open to vehicular, bicycle or pedestrian traffic.

(F) "Store" or "storage" means to put aside or accumulate for later use or safekeeping, to place or leave in a location.

12.36.030 – Property Removal

(A) An Enforcement Officer may remove personal property unlawfully stored or found in a Public Place in violation of Chapter 12.32, 12.36, or Title 17 of this Code as follows:

(1) The location of any personal property including Camping Paraphernalia, will be tagged and dated with a notice including the following:

"It is illegal to store personal property in public places. If this personal property is not removed by [specify date at least 48 hours from posting], this personal property will be deemed intentionally abandoned and subject to removal and possible destruction."

(2) The Enforcement Officer may remove any personal property still unlawfully stored or remaining in the Public Place after the posting period has expired.

(B) If the unlawful camping or storage of personal property in a Public Place presents an immediate threat to the public health or safety, an enforcement officer may immediately remove the personal property without prior notice.

(C) Enforcement Officers shall comply with Carmel-by-the-Sea Police Department Policies regarding the personal property of the unhoused.

12.36.040– Personal Effects

(A) At the time of removal of any unlawfully stored or remaining personal effects, the Enforcement Officer must conspicuously post and date a notice either at the exact location from which the personal effects were removed or at another nearby location giving the following information:

(1) A list of personal effects removed;

(2) A telephone number for information on retrieving personal effects;

(3) The address and hours of operation where personal effects may be collected; and

(4) The period of time during which the personal effects may be claimed.

(B) Following removal of unlawfully stored or remaining personal effects, an Enforcement Officer must:

(1) Maintain an inventory identifying the personal effects; where the personal effects were approximately located; and the reasonable value of each item;

(2) Place the removed personal effects in containers labeled in a manner facilitating identification by the officer and owner and which reasonably protect such property from damage or theft; and

(3) Store the removed personal effects in a location designated by the city for a period of ninety days.

(C) If personal effects are claimed within ninety days from removal, unless the property is connected to a crime or is illegal to possess, the city will release the stored property to the owner upon the following:

(1) The person claiming ownership identifies the property and approximate location where the property was left by the owner.

12.36.050 – Disposition of Personal Effects

(A) Unlawfully stored or found personal effects removed from a Public Place and remaining unclaimed at the end of ninety days from removal may be disposed of by the city.

(B) All other unlawfully stored or found personal property removed from a Public Place pursuant to this chapter is deemed intentionally abandoned and may be summarily abated and destroyed.



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

March 31, 2025

CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Katherine Wallace, Associate Planner

APPROVED BY: Chip Rerig, City Administrator

SUBJECT:

Adopt Resolution 2025-029 granting partial approval of Permanent Encroachment Application (PERM EN 250005, Salehi) allowing the legalization and maintenance of perimeter retaining walls bordering the 1st Avenue and Santa Rita property lines; a Carmel stone walkway between 1st Avenue and the primary entry; and a planter-style retaining wall within the public right-of-way east of and adjacent to the driveway fronting 1st Avenue, and denying the legalization and maintenance of non-conforming planter curbs, and a concrete step landing in the public right-of-way located at the southwest corner of Santa Rita Street and 1st Avenue in the Single-Family Residential (R-1) District. APN: 010-027-001-000.

RECOMMENDATION:

Adopt Resolution 2025-029 (**Attachment 1**) granting partial approval of Permanent Encroachment Application (EN 250005, Salehi) allowing the legalization and maintenance of perimeter retaining walls bordering the 1st Avenue and Santa Rita property lines; a Carmel stone walkway between 1st Avenue and the primary entry; and a planter-style retaining wall within the public right-of-way east of and adjacent to the driveway fronting 1st Avenue, and denying the legalization and maintenance of non-conforming planter curbs, and a concrete step landing in the public right-of-way located at the southwest corner of Santa Rita Street and 1st Avenue in the Single-Family Residential (R-1) District. APN: 010-027-001-000.

BACKGROUND/SUMMARY:

The City Council considered EN 250005 (Salehi) on March 4, 2025 and made findings supporting a partial approval of the permanent encroachment, as described above and in the attached updated Resolution. Mayor Pro Tem Delves motioned to partially approve of the permanent encroachment application and the motion was seconded by Councilmember Dramov and approved 5-0-0-0 by the following roll call vote: AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne. For additional background, please reference the staff report presented on March 4, 2025 and the meeting recording online here (start at 1:26:19).

Staff has updated Resolution 2025-029 and has annotated the project plans to reflect the March 4, 2025 Council findings.

FISCAL IMPACT:

The applicant has paid an encroachment permit fee, which covers the costs associated with processing the permit. The property owner of SWC Santa Rita Street and 1st Avenue is responsible for maintaining approved encroachments and providing the required insurance coverage.

PRIOR CITY COUNCIL ACTION:

The City Council considered EN 250005 (Salehi) on March 4, 2025 and made findings supporting a partial approval of the permanent encroachment.

ATTACHMENTS:

Attachment 1 - Resolution

Attachment 2 - Exhibit A - Annotated Project Plans

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2025-029

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA GRANTING PARTIAL APPROVAL OF A PERMANENT ENCROACHMENT APPLICATION (EN 250005, SALEHI) ALLOWING THE LEGALIZATION AND MAINTENANCE OF PERIMETER RETAINING WALLS BORDERING THE 1ST AVENUE AND SANTA RITA PROPERTY LINES; A CARMEL STONE WALKWAY BETWEEN 1ST AVENUE AND THE PRIMARY ENTRY; AND A PLANTER-STYLE RETAINING WALL WITHIN THE PUBLIC RIGHT-OF-WAY EAST OF AND ADJACENT TO THE DRIVEWAY FRONTING 1ST AVENUE, AND DENYING THE LEGALIZATION AND MAINTENANCE OF NON-CONFORMING RIVER ROCK PLANTER CURBS AND A CONCRETE STEP LANDING IN THE PUBLIC RIGHT-OF-WAY LOCATED AT THE SOUTHWEST CORNER OF SANTA RITA STREET AND 1ST AVENUE IN THE SINGLE-FAMILY RESIDENTIAL (R-1) DISTRICT. APN: 010-027-001-000.

WHEREAS, on January 9, 2025, Amy Denney, (“Applicant”) submitted an application on behalf of Amir and Elmira Salehi (“Owner”) requesting approval of a Permanent Encroachment Permit application EN 250005 (Salehi) described herein as (“Application”); and

WHEREAS, the Application has been submitted for the property located at the southwest corner of Santa Rita Street and 1st Avenue in the Single-Family Residential (R-1) District; and

WHEREAS, on August 12, 2024, Planning staff approved Design Study Application, DS 24115 (Salehi), authorizing additions to the historic “Mary Haven House” (1941), following a Determination of Consistency with the *Secretary of the Interior’s Standards for the Treatment of Historic Properties* by the Historic Resources Board (Resolution 2024-004-HRB); and

WHEREAS, a building permit was issued on February 4, 2025; and

WHEREAS, in accordance with Carmel-by-the-Sea Municipal Code (CMC) Section 12.08.125, Nonconforming Existing Encroachments, at the issuance of a building permit, nonconforming encroachments shall be abated or the property owner may submit an application for an encroachment permit; and

WHEREAS, the Applicant is proposing to legalize and maintain existing non-conforming encroachments in the public right-of-way; and

WHEREAS, in accordance with CMC Section 12.08.030 (Permit-Required), a permit is required to create, erect, construct, place, operate, or maintain any obstruction, structure, or encroachment, including utility lines, sanitary system transmission lines, or reclaimed water system lines in, over, under or on any sidewalk area, street, public right-of-way, park or parkway; and

WHEREAS, in accordance with CMC Section 12.08.050 (Permit-Process and Determination), the City Administrator or his/her designee may approve the application if it conforms to the standards set forth in CMC 12.08.060 (Encroachment Application Review Standards); and

WHEREAS, if the proposed encroachment does not conform to these standards, or it is the opinion of the City Administrator that the nature of the encroachment is contrary to the public interest or should be referred to the City Council for determination, then the application shall be scheduled for action by the City Council; and

WHEREAS, on February 14, 2025, a notice of the public hearing scheduled for December 3, 2024, was published in the Carmel Pine Cone in compliance with State law (California Government Code 65091) and mailed to owners of real property within a 300-foot radius of the project indicating the date and time of the public hearing; and

WHEREAS, on or before February 20, 2025, the Applicant posted the public notice on the project site and hand-delivered a copy of the public notice to each property within a 100-foot radius of the project site indicating the date and time of the public hearing; and

WHEREAS, on March 4, 2025, the City Council held a duly noticed public hearing to receive public testimony regarding the Permanent Encroachment Permit application, including without limitation, information provided to the City Council by City staff and through public testimony; and

WHEREAS, this Resolution and its findings are made based upon evidence presented to the Council at the hearing including, without limitation, the staff report and attachments submitted by the Community Planning and Building Department; and

WHEREAS, the City Council did hear and consider all said reports, attachments, recommendations and testimony herein above set forth and used their independent judgement to evaluate the project; and

WHEREAS, the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, "CEQA"), together with State Guidelines (14 California Code Regulations §§ 15000, *et seq.*, the "CEQA Guidelines") and City Environmental Regulations (CMC 17.60) require that certain projects be reviewed for environmental impacts and that environmental documents be prepared; and

WHEREAS, according to Section 15301 of the California Environmental Quality Act (CEQA), State CEQA guidelines, and local environmental regulations, the project is categorically exempt from CEQA under Class 1, Existing Facilities, and no exceptions to the exemption exist; and

WHEREAS, according to Section 15270 of the California Environmental Quality Act (CEQA), State CEQA guidelines, and local environmental regulations, CEQA does not apply to projects which a public agency rejects or disapproves; and

WHEREAS, the facts set forth in the recitals are true and correct and are incorporated herein by reference; and

WHEREAS, the City Council of the City of Carmel-by-the-Sea considered the application at the March 4th, 2025 City Council meeting, and requested a revised resolution be brought back before the Council for final consideration; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Carmel-By-The-Sea does hereby make the following findings and determinations regarding Encroachment Permit Application EN 250005 (Salehi)(see Exhibit A, Annotated Project Plans):

- 1) There is a justifiable need for the perimeter retaining walls bordering the 1st Avenue and Santa Rita property lines; the Carmel stone walkway between 1st Avenue and the primary entry; and the planter-style retaining wall in the public right-of-way immediately east of and

adjacent to the driveway fronting 1st Avenue, due to topography; and

- 2) There is no justifiable need for any of the river rock planter curbs, or the concrete step landing under the arbor fronting Santa Rita Street, which are contrary to public interest; may impact the public's right to access the right-of-way (visual and physical); are incompatible with the policies, ordinances, and design guidelines for the treatment of the right-of-way; and may diminish the ability to enhance and improve the public greenbelt.

BE IT FURTHER RESOLVED that the City Council of the City of Carmel-by-the-Sea does hereby **GRANT** partial approval of Permanent Encroachment Application (EN 250005, Salehi) allowing the legalization and maintenance of perimeter retaining walls bordering the 1st Avenue and Santa Rita property lines; a Carmel stone walkway between 1st Avenue and the primary entry; and a planter-style retaining wall within the public right-of-way east of and adjacent to the driveway fronting 1st Avenue, and denying the legalization and maintenance of non-conforming planter curbs, and a concrete step landing in the public right-of-way located at the southwest corner of Santa Rita Street and 1st Avenue in the Single-Family Residential (R-1) District. APN: 010-027-001-000.

PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 31st day of March, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne
Mayor

Nova Romero, MMC
City Clerk

RESOLUTION 2025-029
EXHIBIT A (PAGE 1 OF 2)

1ST AVENUE
(A 50' WIDE CITY STREET)

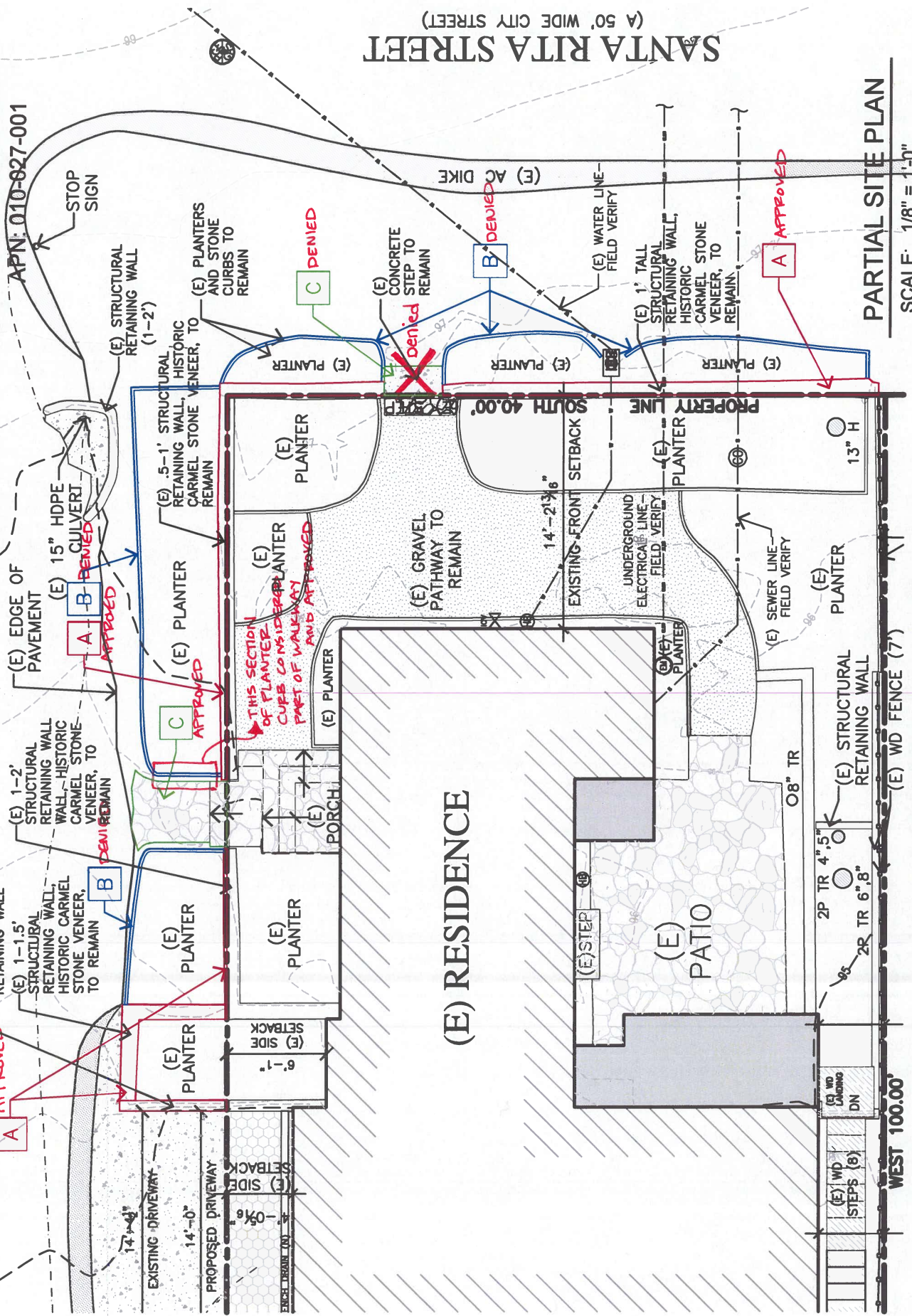
SALEHI RESIDENCE

Santa Rita St. SW corner of 1st Ave.
Carmel by the Sea, CA 93940
APN: 010-027-001

SANTA RITA STREET
(A 50' WIDE CITY STREET)

- NEW ENCROACHMENT PERMIT FOR:
- A. EXISTING 56.5 SF STRUCTURAL RETAINING WALL, HISTORIC CARMEL STONE VENEER (APPROVED)
 - B. EXISTING 14.9 SF PLANTERS AND STONE CURBS (DENIED)
 - C. EXISTING 28.7 SF CONCRETE STEP (DENIED)

CARMEL STONE WALKWAY (APPROVED)



PARTIAL SITE PLAN

SCALE: 1/8" = 1'-0"

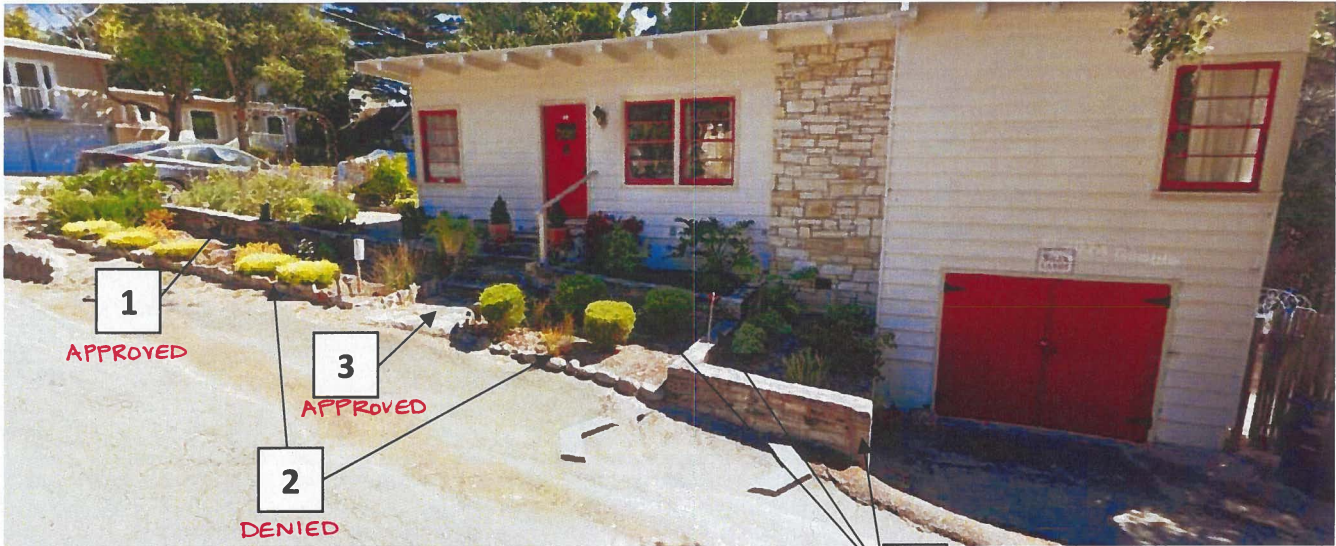
(E) RESIDENCE

(E) PATIO

WEST 100.00'

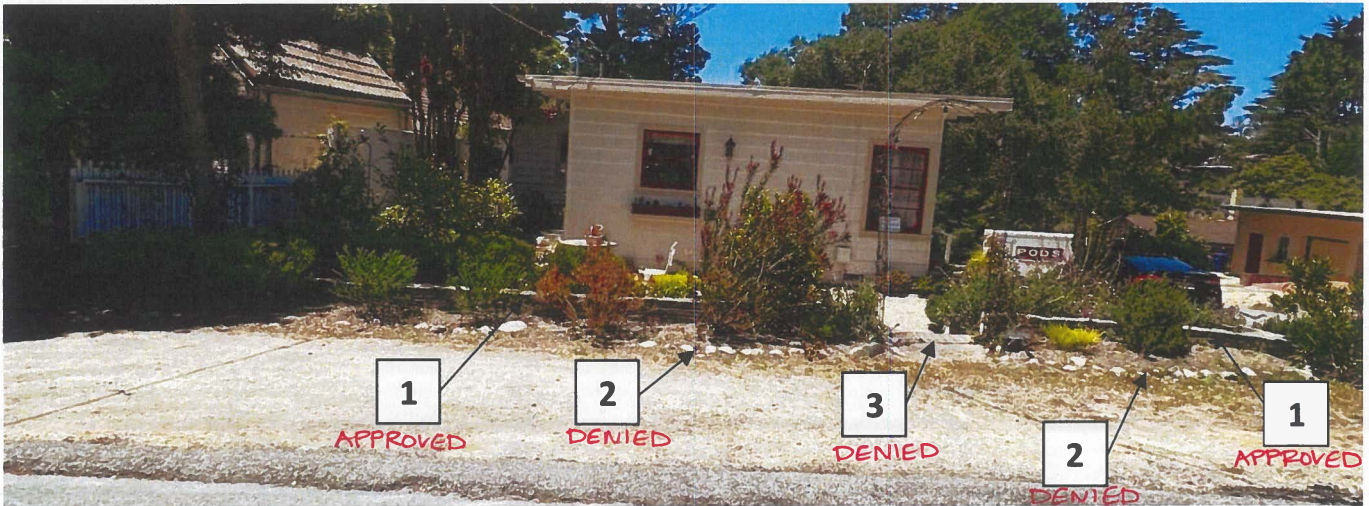
Salehi Residence

Santa Rita St. SW corner of 1st Avenue
Carmel-by-the-Sea, 93921
APN: 010-027-001



North Elevation at 1st Avenue

1



East Elevation at Santa Rita

1. Existing structural retaining wall, historic carmel stone veneer (to remain).
2. Existing planters and stone curbs (to remain). - Remove per Reso 2025-029
3. Existing concrete step (to remain). - Remove per Reso 2025-029 . Carmel stone walkway from 1st Avenue to primary entry ok to remain



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

March 31, 2025

CONSENT AGENDA (Estimated time - 5 min)

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Jacob Olander, Associate Planner
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Adopt Resolution 2025-030 Approving the Appeal (APP 25032) by Mary & John Jensen, upholding the Planning Commission's approval of the Track 1 Design Study (DS 24321, Jensen) and associated Coastal Development Permit to allow the replacement of the wood shake roof of a two-story single-family residence located on Santa Lucia 2 NE of Scenic (Planning Commission Resolution 2025-003-PC), and deleting Condition of Approval No. 20 requiring the applicant to submit revised plans identifying an alternate roofing material.

RECOMMENDATION:

Staff recommends adoption of Resolution 2025-030 (**Attachment 1**):

- 1) Finding the project categorically exempt from environmental review pursuant to Section 15301 of the CEQA Guidelines and no exceptions to the exemption can be made; and
- 2) Approving the Appeal (APP 25032) by Mary & John Jensen, upholding the Planning Commission's approval of the Track 1 Design Study (DS 24321, Jensen) and associated Coastal Development Permit to allow the replacement of the wood shake roof of a two-story single-family residence located on Santa Lucia 2 NE of Scenic (Planning Commission Resolution 2025-003-PC), and deleting Condition of Approval No. 20 requiring the applicant to submit revised plans identifying an alternate roofing material.

BACKGROUND/SUMMARY:

EXECUTIVE SUMMARY

The applicant is proposing the replacement of the wood shake roof of a two-story single-family residence with a vertical standing seam metal roof at a single-family residence (DS 24321, Jensen) on a 7,409 square foot lot. The project was referred to the Planning Commission for review due to the Residential Design Guidelines 9.8 stating that "Metal, plastic, and glass roofs are inappropriate in all neighborhoods". The Planning Commission approved the permit with special Condition of Approval No. 20, requiring the applicant work with staff to identify an alternate roofing material that complies with the City's code and guidelines. The applicant filed a timely appeal of the Planning Commission's action for consideration by the City Council in accordance with Carmel-by-the-Sea Municipal Code (CMC) Section 17.54.040.C.

On March 4, 2025, the City Council received staff's presentation, took public testimony and deliberated on the item. Council found the Planning Commission's approval of the Design Study consistent with applicable City policies, regulations and guidelines. Council also found the proposed color and material acceptable. Therefore, staff was directed to return with a revised

Resolution (Attachment 1) approving the appeal and deleting Condition No. 20.

BACKGROUND/SUMMARY

The project site is 7,409 square feet and developed with a two-story residence. The applicant is requesting approval for the replacement of the wood shake roof of a two-story single-family residence with a vertical standing seam metal roof.

This Design Study, DS 24321 (Jensen), was submitted to the Planning Department October 22, 2024. Staff informed the applicant that a Historic Evaluation was required for the property in order to proceed with the Design Study. The residence was designed by the Architect Mark Mills, who is listed in Carmel's Historic Context Statement. On November 26, 2024, the property was reviewed for historic significance. It was determined to be ineligible for the Carmel Historic Inventory on December 23, 2024, due to a lack of association with important events, people, or architecture in the Historic Context Statement and the loss of integrity due to alterations.

Once the property was determined not to be eligible for the Historic Inventory, the application was referred to the next available Planning Commission meeting. Previous Track 1 Design Studies involving metal roofs with a matte finish and a Solar Reflectance Index (SRI) below 25 have been approved within the City limits at the staff level. However, due to recent, repeated concerns from residents regarding the proliferation of metal roofs, staff was directed to refer projects involving metal roofs to the Planning Commission for consideration.

After consideration, public testimony and deliberation, the Planning Commission approved the design study and adopted Resolution 2025-003-PC incorporating Special Condition of Approval No. 20, requiring the applicant work with staff to identify an alternate roofing material that complies with the City's code and guidelines.

On January 27, 2025, Mary & John Jensen submitted a timely appeal (refer to Attachment 3). As the project site is located within the Beach and Riparian Overlay (Coastal Commission Appeal Jurisdiction), no fee was charged to the appellant in accordance with Carmel-by-the-Sea Municipal Code (CMC) Section 17.54.050.A.4.

On March 4, 2025, the project was heard by the City Council on appeal. Subsequent to staff's presentation, public testimony and deliberation, Council found the project consistent with applicable policies contained in the Land Use and Community Character Element and the Purpose and Design Objectives contained in CMC Section 17.58.010 allowing for the deviation from the Residential Design Guidelines. As directed by the City Council, staff is returning with a revised resolution upholding the Planning Commission's approval of the Track 1 Design Study and Coastal Development Permit and deletion of Condition of Approval No. 20.

FISCAL IMPACT:

None for this action. No separate appeal fee was charged for this appeal application in accordance with CMC 17.54.050.A.4.

PRIOR CITY COUNCIL ACTION:

On March 4, 2025, after considering the evidence before them, including public testimony, the City Council approved the appeal.

ATTACHMENTS:

Attachment 1) Resolution 2025-030

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2025-030

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA APPROVING THE APPEAL (APP 25032) BY MARY AND JOHN JENSEN FIND THE PROJECT CATEGORICALLY EXEMPT FROM ENVIRONMENTAL REVIEW PURSUANT TO SECTION 15301 OF THE CEQA GUIDELINES AND NO EXCEPTION TO THE EXEMPTION CAN BE MADE IN THIS CASE AND APPROVE THE APPEAL BY JOHN JENSEN & MARY UNKOVIC TRUST (APP 25032), UPHOLD THE JANUARY 15, 2025 PLANNING COMMISSION’S APPROVAL OF THE TRACK 1 DESIGN STUDY (DS 24321, JENSEN) AND ASSOCIATED COASTAL DEVELOPMENT PERMIT TO ALLOW THE REPLACEMENT OF THE WOOD SHAKE ROOF OF A TWO-STORY SINGLE-FAMILY RESIDENCE LOCATED ON SANTA LUCIA 2 NE OF SCENIC (PLANNING COMMISSION RESOLUTION 2025-003-PC), AND DELETE CONDITION OF APPROVAL NO. 20 REQUIRING THE APPLICANT TO SUBMIT REVISED PLANS IDENTIFYING AN ALTERNATE ROOFING MATERIAL IN THE SINGLE-FAMILY RESIDENTIAL (R-1) ZONING DISTRICT AND BEACH/RIPARIAN (BR) OVERLAY AS FOUND IN RESOLUTION 2025-003-PC. APN: 010-293-013-000

WHEREAS, on October 21, 2024, Matt Hanner (“Applicant”) submitted an application on behalf of John Jensen Trust (“Owners”) requesting approval of Track 1 Design Study application DS 24321 (Jensen) described herein as (“Application”); and

WHEREAS, the Application has been submitted for a 7,409-square-foot located on Santa Lucia Avenue 2 NE of Scenic Road in the Single-Family Residential (R-1) Zoning District; and

WHEREAS, the Applicant is requesting approval of the Design Study for the replacement of the wood shake roof of a two-story single-family residence with a vertical standing seam metal roof; and

WHEREAS, in accordance with Carmel Municipal Code (CMC) Section 17.58.040 (Residential Design Review), changes in exterior materials of structures are subject to a Track One Design Review and may be approved by the Director if the project complies with the Zoning Ordinance and all applicable residential design guidelines; and

WHEREAS, in accordance with CMC 17.58.030.A.3 the Director shall refer for action by the Planning Commission any application for a project that does not comply with applicable adopted design guidelines and design criteria; and

WHEREAS, on January 3, 2025, a notice of public hearing was published in the Carmel Pine Cone for the January 15, 2025, Planning Commission meeting in compliance with State law (California Government Code 65091) and mailed to owners of real property within a 300-foot radius of the project indicating the date and time of the public hearing; and

WHEREAS, on or before January 5, 2025, the Applicant posted the public notice on the project site and hand-delivered a copy of the public notice to each property within a 100-foot radius of the project site indicating the date and time of the public hearing; and

WHEREAS, on or before January 10, 2025, the meeting agenda was posted in three locations in compliance with State law, indicating the date and time of the public hearing; and

WHEREAS, on January 15, 2025, the Planning Commission held a duly noticed public hearing to receive public testimony regarding the Applications, including, without limitation, the information provided to the Planning Commission by City staff and through public testimony on the project; and

WHEREAS, on January 27, 2025, a timely appeal was filed with the City Clerk (APP 25032) by Mary & John Jensen (“Applicant”) on behalf of property owner, John Jensen & Mary Unkovic Trust (“Owner(s)”) and (“Appellant”), requesting reconsideration by the City Council of the Planning Commission’s Approval with Conditions of the Application; and

WHEREAS, on March 4, 2025, the City Council held a de novo hearing to consider the appeal and Application; and

WHEREAS, on March 4, 2024, the City Council held a duly noticed public hearing to receive public testimony regarding the appeal, including without limitation, information provided to the City Council by City staff and through public testimony on the project; and

WHEREAS, this Resolution and its findings are made based upon evidence presented to the City Council at the hearing date including, without limitation, the staff report and attachments submitted by the Community Planning and Building Department; and

WHEREAS, the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, “CEQA”), together with State Guidelines (14 California Code Regulations §§ 15000, *et seq.*, the “CEQA Guidelines”) and City Environmental Regulations (CMC 17.60) require that certain projects be reviewed for environmental impacts and that environmental documents be prepared; and

WHEREAS, the City Council finds that pursuant to CEQA regulations, the Application is categorically exempt under Section 15301 (Class 1) – Existing Facilities and no exceptions to the exemption exist pursuant to section 15300.2 of the CEQA Guidelines; and

WHEREAS, consideration of a Coastal Development Permit is required in accordance with Carmel Municipal Code Section 17.52.100.D.2 (Limits on Exemptions for Single-Family Residences and other Improvements) as the subject property is located in the Beach and Riparian Overlay District and is located west of Carmel Street; and

WHEREAS, the facts set forth in the recitals are true and correct and are incorporated

herein by reference.

WHEREAS, the City Council of the City of Carmel-by-the-Sea considered the application at the March 4th, 2025 City Council meeting, and requested a revised resolution be brought back before the Council for final consideration; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Carmel-by-the-Sea does hereby **FIND** the project categorically exempt from environmental review pursuant to Section 15301 of the CEQA Guidelines and no exception to the exemption can be made in this case and **APPROVE** the appeal by John Jensen & Mary Unkovic Trust (APP 25032), **UPHOLD** the January 15, 2025 Planning Commission's approval of the Track 1 Design Study (DS 24321, Jensen) and associated Coastal Development Permit to allow the replacement of the wood shake roof of a two-story single-family residence located on Santa Lucia 2 NE of Scenic (Planning Commission Resolution 2025-003-PC), and **DELETE** Condition of Approval No. 20 requiring the applicant to submit revised plans identifying an alternate roofing material.

FINDINGS REQUIRED FOR DESIGN STUDY APPROVAL		
For each of the required findings listed below, the staff has indicated whether the application supports adopting the findings, either as proposed or with conditions. For all findings checked "no," the staff report discusses the issues to facilitate the Planning Commission's decision-making. Findings checked "yes" may or may not be discussed in the report depending on the issues.		
CMC Section 17.58.060.B, Findings for Design Review Approval	YES	NO
1. The project conforms to the applicable policies of the General Plan and the Local Coastal Program.	✓	
2. The project complies with all applicable provisions of the Carmel Municipal Code.	✓	
3. The project is consistent with the applicable adopted design review guidelines.	✓	
CMC Section 17.58.060.C, Additional Findings for Design Study Approval	YES	NO
1. The project conforms with all zoning standards applicable to the site or has received appropriate use permits, variances, or exceptions consistent with the Zoning Ordinance.	N/A	N/A
2. The project contributes to neighborhood character, including the type of forest resources present, the character of the street, the response to local topography, and the treatment of open space resources such as setbacks and landscaping.	✓	
3. The project is compatible with and sensitive to the natural features and built environment of the site and of the surrounding area. The project respects the constraints of the site and avoids excessive grading, cuts and fills. Construction on steep slopes is minimized to the extent feasible and abrupt changes in grade is minimized or mitigated.	N/A	N/A
4. The project maintains the City's principles of modesty and simplicity and preserves the City's tradition of simple homes set amidst a forest landscape. The project uses simple building forms and simple roof forms without complexity that would attract undue attention to the site.	✓	
5. The project does not present excess visual mass or bulk to public view or to adjoining properties. The project relates to a human scale in form, elements, and in the detailing of doors, windows, roofs, and walkways.	✓	
6. Project details and materials (e.g., windows, doors, chimneys, roofs, and stonework)	✓	

are fully integrated and consistent throughout the design. Building materials are used in a manner that is visually consistent with the proposed architecture. All fenestration is appropriate in size and consistent with a human scale.		
7. The project is consistent with the City’s design objectives for protection and enhancement of the urbanized forest and open space resources. Open space is distributed around buildings to provide visual relief from structural bulk and a distinct separation from buildings on adjacent sites.	N/A	N/A
8. All demolitions, remodels, and substantial alterations are consistent with the following findings: a. The design uses simple/modest building forms and a limited number of roof planes, and a restrained employment of offsets and appendages consistent with the City’s design objectives. b. The mass of the building relates to the context of other homes in the vicinity that are in conformance with the City’s design guidelines related to mass and scale. c. The development is similar in size, scale, and form to buildings on the immediate block and neighborhood. d. The development does not require removal of any significant trees unless necessary to provide a viable economic use of the property or protect public health and safety. All moderately significant trees have been protected to the maximum extent feasible. All buildings and structures will be set back at least six feet from significant trees.	N/A	N/A

CONDITIONS OF APPROVAL	
No.	Standard Conditions
1.	<p>Authorization. The approval of an Appeal (APP 25032) for the reroof of an existing two-story single-family residence located at the southeast corner of Junipero Avenue and 10th Avenue in the Single-Family Residential (R-1) Zoning District, APN 010-293-013-000, the work includes;</p> <ol style="list-style-type: none"> 1. Removal of the wood shake roof from the main house; 2. Installation of a new roof on the main house; 3. Replace existing copper gutters with medium bronze noncopper gutters; <p>as depicted in the specifications and pictures submitted by Matt Hanner as approved by City of Carmel-by-the-Sea City Council on March 31, 2025 unless modified by the conditions of approval contained herein.</p>
2.	<p>Codes and Ordinances. The project shall be constructed in conformance with all requirements of the R-1 zoning district. All adopted building and fire codes shall be adhered to in preparing the working drawings. If any codes or ordinances require design elements to be changed, or if any other changes are requested when such plans are submitted, such changes may require additional environmental review and subsequent approval by the Planning Commission.</p>
3.	<p>Permit Validity. In accordance with CMC Section 17.52.170 (Time Limits on Approvals and Denials), a residential design study approval remains valid for a period of 12 months from the</p>

	<p>date of action. During this time, the project must be implemented, or the approval becomes void. Implementation is affected by erecting, installing, or beginning the installation of the improvement authorized by the permit, as determined by the Director. Extensions to this approval may be granted consistent with CMC 17.52.170.C.</p>
4.	<p>Fire Sprinklers - Residential. Additions, alterations, or repairs to existing structures that involve the addition, removal, or replacement of 50 percent or more of the linear length of the walls (interior and exterior) within a 5-year period shall require the installation of an automatic residential fire sprinkler system in accordance with the California Building and Fire Codes (CMC 15.08.135).</p>
5.	<p>Modifications. The Applicant shall submit in writing, with revised plans, to the Community Planning and Building staff any proposed changes to the approved project plans prior to incorporating those changes. If the Applicant changes the project without first obtaining City approval, the Applicant will be required to submit the change in writing, with revised plans, within two weeks of the City being notified. A cease work order may be issued at any time at the discretion of the Director of Community Planning and Building until a) either the Planning Commission or Staff has approved the change, or b) the property owner has eliminated the change and submitted the proposed change in writing, with revised plans, for review. The project will be reviewed for its compliance with the approved plans prior to the final inspection.</p>
6.	<p>Exterior Revisions to Planning Approval Form. All proposed modifications that affect the exterior appearance of the building or site elements shall be submitted on the "Revisions to Planning Approval" form on file in the Community Planning and Building Department. Any modification incorporated into the construction drawings not listed on this form shall not be deemed approved upon issuance of a building permit.</p>
7.	<p>Conflicts Between Planning Approvals and Construction Plans. It shall be the responsibility of the Owner, Applicant, and Contractor(s) to ensure consistency between the project plans approved by the Planning Staff, the Planning Commission, or the City Council on appeal and the construction plans submitted to the Building Division as part of the Building Permit review. Where inconsistencies between the Planning approval and the construction plans exist, the Planning approval shall govern unless otherwise approved in writing by the Community Planning & Building Director or their designee.</p> <p>When changes or modifications to the project are proposed, the Applicant shall clearly list and highlight each proposed change and bring each change to the City's attention. Changes to the project incorporated into the construction drawings that were not clearly listed or identified as a proposed change shall not be considered an approved change. Should conflicts exist between the originally approved project plans and the issued construction drawings that were not explicitly identified as a proposed change, the plans approved as part of the Planning Department Review, including any Conditions of Approval, shall prevail.</p>
8.	<p>Indemnification. The Applicant agrees, at his or her sole expense, to defend, indemnify, and hold harmless the City, its public officials, officers, employees, and assigns from any liability; and shall reimburse the City for any expense incurred, resulting from, or in connection with any project approvals. This includes any appeal, claim, suit, or other legal proceedings to attack, set aside, void, or annul any project approval. The City shall promptly notify the Applicant of any legal proceeding and cooperate fully in the defense. The City may, at its sole discretion, participate in any such legal action, but participation shall not relieve the Applicant of any obligation under this condition. Should any party bring any legal action in connection with this project, the Superior Court of the County of Monterey, California, shall be the situs and have jurisdiction for resolving</p>

	all such actions by the parties hereto.
9.	Hazardous Materials Waste Survey. Prior to the issuance of a demolition permit, the Applicant shall submit a hazardous materials waste survey to the Building Division in conformance with the Monterey Bay Unified Air Pollution Control District.
10.	Truck Haul Route. Prior to the issuance of a building permit, the Applicant shall submit for review and approval by the Community Planning & Building Director, in consultation with the Public Works and Public Safety Departments, a truck-haul route and any necessary traffic control measures for the grading activities. The Applicant shall be responsible for ensuring adherence to the truck-haul route and implementation of any required traffic control measures.
11.	Conditions of Approval. Prior to the issuance of a building permit, the Applicant shall print a copy of the Resolution adopted by the Planning Commission and signed by the property owner(s) on a full-size sheet within the construction plan set submitted to the Building Safety Division.
Landscape Conditions	
12.	Tree Removal Prohibited. Throughout construction, the Applicant shall protect all trees identified for preservation by methods approved by the City Forester. Trees on or adjacent to the site shall only be removed upon the approval of the City Forester or Forest and Beach Commission.
13.	<p>Tree Protection Measures. Requirements for tree preservation shall adhere to the following tree protection measures on the construction site.</p> <ul style="list-style-type: none"> • Prior to grading, excavation, or construction, the developer shall clearly tag or mark all trees to be preserved. • Excavation within 6 feet of a tree trunk is not permitted. • No attachments or wires of any kind, other than those of a protective nature, shall be attached to any tree. • Per Municipal Code Chapter 17.48.110, no material may be stored within the dripline of a protected tree, including the drip lines of trees on neighboring parcels. • Tree Protection Zone. The Tree Protection Zone shall be equal to dripline or 18 inches radially from the tree for every one inch of trunk diameter at 4.5 feet above the soil line, whichever is greater. A minimum of 4-foot-high transparent fencing is required unless otherwise approved by the City Forester. Tree protection shall not be resized, modified, removed, or altered in any manner without written approval. The fencing must be maintained upright and taught for the duration of the project. No more than 4 inches of wood mulch shall be installed within the Tree Protection Zone. When the Tree Protection Zone is at or within the drip line, no less than 6 inches of wood mulch shall be installed 18 inches radially from the tree for every one inch of trunk diameter at 4.5 feet above the soil line outside of the fencing. • Structural Root Zone. The Structural Root Zone shall be 6 feet from the trunk or 6 inches radially from the tree for every one inch of trunk diameter at 4.5' above the soil line, whichever is greater. Any excavation or changes to the grade shall be approved by the City Forester prior to work. Excavation within the Structural Root Zone shall be performed with a pneumatic excavator, hydro-vac at low pressure, or another method that does not sever roots. • If roots greater than 2 inches in diameter or larger are encountered within the approved Structural Root Zone, the City Forester shall be contacted for approval to make any root cuts or alterations to structures to prevent roots from being damaged. • If roots larger than 2 inches in diameter are cut without prior City Forester approval or any significant tree is endangered as a result of construction activity, the building permit

	will be suspended, and all work stopped until an investigation by the City Forester has been completed, and mitigation measures have been put in place.
Environmental Compliance Conditions	
14.	Drainage Plan. Prior to the issuance of a building permit, the Applicant shall submit for review and approval by the Community Planning & Building and Public Works Departments a drainage plan that meets the requirements of the City's drainage guidance, SOG 17-07. At a minimum, new and replaced impervious area drainage must be dispersed around the site rather than focused on one corner of the property; infiltration features must be sized appropriately and located at least 6 feet from neighboring properties. The drainage plan shall include information on drainage from new impervious areas and semi-pervious areas.
15.	BMP Tracking Form. Prior to issuance of a building permit, the Applicant shall submit for review and approval by the Community Planning & Building and Public Works Departments a completed BMP Tracking form.
16.	Semi-Permeable Surfaces. Prior to issuance of a building permit, the Applicant shall submit for review and approval by the Community Planning & Building and Public Works Departments cross-section details for all semi-permeable surfaces.
17.	Erosion and Sediment Control Plan. Prior to issuance of a building permit, the Applicant shall submit for review and approval by the Community Planning & Building and Public Works Departments an erosion and sediment control plan that includes locations and installation details for erosion and sediment control BMPs, material staging areas, and stabilized access.
Special Conditions	
18.	Conditions of Approval Acknowledgement. Prior to the issuance of a building permit, a completed Conditions of Approval Acknowledgment form shall be included in the construction drawings. The form shall be signed by the Property Owner, Applicant, and Contractor prior to the issuance of a building permit.
19.	Construction Management Plan. Prior to the issuance of a building permit, the Applicant shall submit a Construction Management Plan for review and approval by the Community Planning & Building Director.

PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 31st day of March, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne
Mayor

Nova Romero
City Clerk



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

March 31, 2025

CONSENT AGENDA (Estimated time - 5 min)

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Emily Garay, Administrative Analyst
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2025-031, Adopting Policy 2025-01 "Social Media Policy" establishing guidelines and procedures for the City's participation in social media and authorizing the City Administrator to administer the City's social media program

RECOMMENDATION:

Adopt Resolution 2025-031, Adopting Policy 2025-01 "Social Media Policy" establishing guidelines and procedures for the City's participation in social media and authorizing the City Administrator to administer the City's social media program.

BACKGROUND/SUMMARY:

At the March 3, 2025, City Council meeting, staff presented an overview of the proposed Social Media Policy. The staff report from that meeting is included as **Attachment 1**. During the discussion, the City Council provided direction to staff to amend Section III.(P) of the policy, which pertains to compliance with the Brown Act in regard to social media, including Government Code Section 54952.2(b)(3). During its discussion of the Social Media Policy, the City Council identified Section III.(P) as being too restrictive in instructions to Councilmembers, Commission, and Board members. City Council directed staff to revise Section III.(P) and return with language that offers clearer guidance on permissible interactions with City social media content for Council, Commission, and Board members.

Attachment 2 contains a redlined version of the Social Media Policy, highlighting the changes made to Section III.(P), as outlined below:

P. City social media sites shall be managed consistent with the Brown Act. Members of the City Council, Commissions and/or Boards shall comply with the requirements of the Brown Act in regard to social media including Government Code Section 54952.2 (b) (3) as it may be amended from time to time. Members of the City Council, Commissions and/or Boards may respond to, react (e.g., "like," "love", "thumbs up," or any other emoji/reaction), "share," "repost" or otherwise participate in any published postings by City staff which are solely informational, but may not respond to or react to any postings by other members of the legislative body. City social media sites are subject to the California Public Records Act, the Freedom of Information Act, subpoenas, and court orders. Any content maintained on a City social media site that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, is a

public record and may be subject to disclosure in accordance with applicable law.

If adopted, Resolution 2025-031 (**Attachment 3**) will approve the revised Social Media Policy (**Attachment 4**), incorporating the amendments to Section III.(P) as outlined above.

Next Steps

Staff recommends that the City Council adopt Resolution 2025-031, approving City Policy No. 2025-001, Social Media Policy. Alternatively, the Council may provide other direction to staff.

FISCAL IMPACT:

No direct fiscal impact for this action.

PRIOR CITY COUNCIL ACTION:

Council received a report and draft Social Media Policy on March 3, 2025, and gave direction to staff to return with an amendment to Section III.(P) of the policy.

ATTACHMENTS:

Attachment 1) 3-3-2025 Staff Report

Attachment 2) REDLINE 3-3-2025 _Social Media Policy

Attachment 3) Resolution_2025-031_-_Social Media Policy_3-31-2025

Attachment 4) Updated Social Media Policy_03.31.25



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

**March 3, 2025
ORDERS OF BUSINESS**

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Emily Garay, Administrative Analyst
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2025-025, Adopting Policy 2025-01 “Social Media Policy” establishing guidelines and procedures for the City’s participation in social media and authorizing the City Administrator to administer the City’s social media program (Estimated time - 20 min)

RECOMMENDATION:

Adopt Resolution 2025-025, Adopting Policy 2025-01 “Social Media Policy” establishing guidelines and procedures for the City’s participation in social media and authorizing the City Administrator to administer the City’s social media program.

BACKGROUND/SUMMARY:

More and more, people rely on online sources that resonate with their interests, and social media provides an open and transparent way for local governments to connect directly with their communities. As social media continues to grow in reach and influence, local governments are increasingly using these platforms to deliver services more efficiently, reaching diverse demographic groups and meeting operational goals faster than traditional communication methods may allow. By utilizing social media sites such as Facebook, X (formerly Twitter), and Instagram, local governments can engage in meaningful dialogue with the public, share important information, and provide access to essential services by redirecting or linking to official City resources.

Recognizing that social media is a widely used form of communication and may serve as a tool to reach a wide audience of the Carmel-by-the-Sea community, the City Council identified “Develop and Implement a Social Media Plan” as a City Council strategic priority. City Council directed staff to research social media use by municipalities and social media policies adopted by neighboring cities.

Staff’s research in developing this Social Media Policy (“Policy”) included examining neighboring Cities’ social media policies, development of social media programs, best practices, and management strategies to enable the City to develop and implement a successful social media program. In order to take advantage of these new communications tools effectively and in compliance with applicable federal, state, and local laws and regulations, including without limitation such as the free speech laws, the Brown Act (specifically, Assembly Bill 992, and the California Public Records Act, staff will develop administrative training, “Best Practices,” standards of content and consistent engagement, and a social media “handbook” for authorized

social media staff to refer to and implement into their respective department's social media presence.

The City has an overriding interest and expectation in protecting the integrity of information posted on City social media and in deciding what is "announced" or "spoken" on behalf of the City on social media sites. The City encourages the use of social media by designated staff to facilitate communication, foster transparency, community engagement, and further the goals of the City and the mission of its departments.

The Policy will establish the social media policy guidelines and procedures for the City of Carmel-by-the-Sea's participation in, administering, and City staff use of City social media sites created, operated, maintained, and managed by City staff and any authorized designated individuals conveying information to members of the public on behalf of the City.

Establishing a social media presence creates an opportunity for the City to disseminate accurate information to members of the community wherever they are; to create a reliable and concise channel for City information. The City's website (ci.camel.ca.us) will remain the City's primary means of internet communication and City social media sites will redirect or link to the City's website for more detailed information, appropriate documents, forms, etc.

The City will utilize social media to enhance traditional methods of communication to engage with the community and convey accurate information and updates, where appropriate. The adoption of this Policy enables the City to establish a social media presence and supplement current outreach and engagement to build awareness of projects, initiatives, events, and meetings, as well as to promote civic pride within the community.

Social media offers a unique opportunity for local governments to improve communication, build trust, promote their work, and engage with people who are directly impacted by decisions. This Policy sets the framework for effective and responsible social media use to strengthen the City's connection with the community.

The City Attorney has reviewed and approved the attached policy. Staff recommends that the City Council adopt the Social Media Policy to authorize the City Administrator to build and administer the City's social media program.

FISCAL IMPACT:

There will be no direct fiscal impact with the adoption of Policy A2025-01 "Social Media Policy", at this time, other than staff time to develop and implement the program.

PRIOR CITY COUNCIL ACTION:

N/A

ATTACHMENTS:

Attachment 1) Resolution 2025-025
Attachment 2) Social Media Policy

City of Carmel-by-the-Sea

SOCIAL MEDIA POLICY

Policy 2025-01

Office of the City Administrator

Carmel-by-the-Sea, CA 93921



City of Carmel-by-the-Sea Social Media Policy

I. Purpose

The purpose of this Social Media Policy (“Policy”) is to establish the social media policy guidelines and procedures for the City of Carmel-by-the-Sea’s participation in, administering, and City staff use of City Social Media Sites (“City social media”) created, operated, maintained, and managed by the City Administrator and any authorized designated individuals conveying information to members of the public on behalf of the City.

The City has an overriding interest and expectation in protecting the integrity of information posted on City social media and in deciding what is “announced” or “spoken” on behalf of the City on social media sites. The City encourages the use of social media by designated staff to facilitate communication, foster transparency, community engagement, and further the goals of the City and the mission of its departments.

II. Definitions

- A. “Social media sites” or “social media” refers to internet-based resources that have a participatory element by integrating user-generated content, allowing people to communicate, share information, share photos, share videos, share audio, and exchange text and other multimedia files with others through some form of online or cellular network platform. Examples include, but are not limited to, Facebook, X (formerly Twitter), Instagram, YouTube, LinkedIn, Flickr, and TikTok.
- B. “City Administrator” shall mean the City Administrator and/or their designee.
- C. “Authorized Employee” means any City employee who has been authorized by a Department Head or the City Administrator to operate and post on a City social media site.
- D. “City social media sites” or “City social media” refer to social media sites established, operated, managed, and maintained by the City.
- E. “City Staff” or “Staff” refers to all Authorized Employees, consultants, providers, and contractors acting in an official capacity when communicating with the public on behalf of the City on City social media.

III. General Policy

- A. The City’s official website (<https://ci.carmel.ca.us>) will remain the City’s primary and predominant internet presence.

- B. The City will use official City social media sites as communication tools to disseminate accurate, direct information about City business to the public and as informational channels to increase the City's ability to broadcast its messages to the widest possible audience. The City will approach the use of Social Media tools as consistently as possible.
- C. City, by its use of social media sites and by the creation and implementation of this Policy, intends to create a limited public forum. All content and responsive comments, when enabled, are limited to City business. Repetitive comments or comments in violation of this Policy shall be removed from public view and archived. Comments may or may not be enabled, at City's discretion.
- D. City social media sites may contain content, including but not limited to, advertisements or hyperlinks, over which the City has no control. The City does not endorse any hyperlink or advertisement placed on City social media sites by the social media site's owners, vendors, or partners.
- E. City social media sites shall bear the name and/or an official seal or logo of the City or the appropriate department.
- F. Whenever possible, City social media sites should clearly state that such accounts are maintained by the City and comply with the City's Social Media Policy.
- G. Wherever possible, content posted to the City's social media will also be made available on the City's website.
- H. Wherever possible, content posted to the City's social media shall contain hyperlinks directing users back to the City's official website for in-depth information, forms, documents or online services necessary to conduct business with the City.
- I. Wherever possible, the City's Social Media Policy should be displayed to users or made available by hyperlink.
- J. Operating any City social media site shall comply with all applicable City policies pertaining to communications and the use of the internet by City Staff.
- K. Authorized Employees on City social media sites shall conduct themselves at all times as a professional representative of the City and in accordance with all City policies. Failure to do so may result in disciplinary action.
- L. Authorized Employees shall:
 - a. Be transparent and truthful when posting. Always be careful and considerate.

- b. Be timely – Authorized Employees should regularly review the City’s social media sites they are assigned to ensure content is current, accurate, and appropriate.
 - c. Be cautious – ensure efforts are transparent, do not violate the City’s privacy, confidentiality, and legal guidelines and requirements. Do not publish any material that is confidential or internal to the City.
 - d. Be upfront and quick with a correction, and promptly notify the relevant Department Head.
- M. The City Administrator may, in their sole discretion, revoke the Authorized Employee status of any member of the City’s Staff at any time. Similarly, in relation to a Department Head’s own department, a Department Head may, in their sole discretion, revoke the Authorized Employee status of any member of that department at any time
- N. City social media accounts shall adhere to applicable federal, state, and local laws, regulations, and policies.
- O. City social media sites shall comply with usage rules and regulations required by the site provider, including privacy policies.
- P. City social media sites shall be managed consistent with the Brown Act. Members of the City Council, Commissions and/or Boards shall [comply with the requirements of the Brown Act in regard to social media including Government Code Section 54952.2 \(b\) \(3\) as it may be amended from time to time.](#) ~~Members of the City Council, Commissions and/or Boards may not~~ respond to, react (e.g., “like,” “love”, “thumbs up,” or any other emoji/reaction), “share,” “repost” or otherwise participate in any published postings [by City staff which are solely informational, but may not respond to or react to any postings by other members of the legislative body, or use the site or any form of electronic communication to respond to, blog, or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body. This applies to posts by the City and posts by Councilmembers, Commissioners, and/or Board members on their official social media pages, or posts on personal social media pages that address City business.](#) City social media sites are subject to the California Public Records Act, the Freedom of Information Act, subpoenas, and court orders. Any content maintained on a City social media site that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, is a public record and may be subject to disclosure in accordance with applicable law.

- Q. California state law and relevant City records retention schedules apply to social media tools and content. Each department will be responsible for maintaining the records for its social media sites. All social media records shall be preserved for the required retention period in the City's archiving system in a format that preserves the integrity of the original record and is easily accessible.
- R. The City Administrator shall monitor content on City social media to ensure adherence to both the Policy and the interest and goals of the City.
- S. The City reserves the right to restrict or remove any content that is deemed in violation of this Policy, any other City policy, or any applicable law.
- T. The City reserves the right to terminate any City social media site at any time without notice.
- U. The City reserves the right to deny access to the social media site for any individual who violates this Policy at any time and without prior notice
- V. The City reserves the right to change, modify, or amend all or part of this Policy at any time.

IV. City Social Media Authorization and Establishment

- A. The establishment of City social media accounts by any department is subject to approval by the City Administrator. The City Administrator is responsible for authorizing City Staff to use social media on behalf of the City.
- B. Department Heads will inform the City Administrator in writing of their department's proposal to create a new social media site. The site may not be activated until written approval by the City Administrator is received. Department Heads will create and maintain complex passwords, and will update those passwords periodically.
- C. Authorized users shall be provided a copy of this Policy and are required to acknowledge their understanding and acceptance by signing and returning a copy to the City Administrator and retaining a copy for their record.
- D. Additionally, Staff is authorized to create, manage, and maintain a City social media site will contact, in writing, the City's IT Manager providing the written authorization to establish a City social media site and shall include the account name and address, login information, intended use of the account, and the names and contact information of employees responsible for maintaining the account.
- E. The IT Manager shall maintain a list of all City social media site addresses, handles, and official account names, maintain names of all Authorized Employees of these

accounts, and maintain a list of associated user identifications. The Department Heads shall provide all this information to the IT Manager at the time the department creates any social media site, and immediately whenever any such information is changed.

- F. All City social media sites shall utilize authorized City contact information for account set-up, monitoring, and access. The use of personal email accounts or phone numbers by any City employee is not allowed for the purpose of setting-up, monitoring, or accessing a City social media account.
 - a. Access to City social media sites should be during work hours, on City-owned equipment, and should be restricted to official business only. However, there may be circumstances under which authorized employees may be required to post, check, view, or respond to notifications or communications related to a City's social media sites while off duty, such as during emergencies or City events.
- G. Devices, such as, but not limited to, computers, laptops, tablets, and mobile devices used to administer City social media sites shall have up-to-date software to protect against destructive technical incidents, including but not limited to, cyber, virus, and spyware/adware attacks.
- H. Department Heads or their designee will inform the City Administrator and IT Manager in writing of administrative changes to existing sites or approval of any new social media sites.
- I. Daily maintenance and monitoring of social media sites is the responsibility of the applicable City Department Head or their designee.

V. Content Guidelines

1. The content of City social media sites shall only pertain to City, City-sponsored, or City-endorsed programs, services, and events. Content includes, but is not limited to: information, photographs, videos, and hyperlinks.
2. The City shall have full permission or rights to any content posted by the City, including photographs and videos.
3. Any employee authorized to post items on any of the City's social media shall review, be familiar with, and comply with the social media site's use policies and terms and conditions.

4. The City assumes no liability for any inaccuracies these social media sites might contain and does not guarantee that the social media will be uninterrupted, permanent, or error-free.
5. The department responsible for the implementation of the social media site shall monitor its respective site for comments requesting responses from the City and for comments in violation of this Policy.
6. Designated departmental staff will be responsible for the content and upkeep of any social media sites their department creates. Only authorized staff may use social media on behalf of the City and/or a City department.
7. Although posts and comments are encouraged on the City's social media sites that allow posts/comments, all posted content must relate to discussion of City programs, services, projects, issues, events, and activities.
8. Any authorized Staff to post items on any of the City's social media sites shall not express their own personal views or concerns through such postings. Instead, postings on any of the City's social media sites by an authorized City employee shall only reflect the views of the City.
9. Postings or comments to City social media sites shall NOT contain any of the following. The following listed inappropriate forms or content shall not be permitted and are subject to removal and/or restriction on public comment forums:
 - a. Any personal information, including photos and memes, except for the names of employees whose job duties include being available for contact by the public;
 - b. Information that may compromise the safety or security of the public, public systems, or employees;
 - c. Comments or content that are off-subject or out of context;
 - d. Comments or content not related to the business of the City, including random or unintelligible comments;
 - e. Comments or content in support of, or opposition to, political campaigns, candidates, or ballot measures;
 - f. Profane language, sexual content, pornography, obscenity, or links to any such content;
 - g. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, disability, sexual orientation/identity, political affiliations, citizenship, marital status, military/veteran status,

- national origin, physical or mental disability, as well offensive terms or content that targets protected classes by federal, state, or local laws;
- h. Solicitations of commerce, including but not limited to, advertising of any business or product for sale;
 - i. Content that incites, promotes, or encourages illegal activity; content in violation of any federal, state, or local law;
 - j. Content that violates a legal ownership interest, such as copyright, of any other party.
10. These guidelines shall be displayed to users or made available by hyperlink on all City social media sites. Any content removed based on these guidelines must be retained by the responsible department designee.
11. Generally, no photos of identifiable individuals should be posted on the City's social media sites without a signed photo release or consent from that individual, unless the photo was taken at a public event, the individual had no reasonable expectation of privacy, or the photo is otherwise a public record under State or Federal law. If the City intends to use photos from community events on a City social media site, the best practice is to ensure a posted notice regarding this planned use at that City event.
12. Communications made through the City's social media in no way constitute a legal notice or an official notice or comment to the City of Carmel-by-the-Sea. To provide an official notice or comment about a specific City project or program, please contact the appropriate department.
13. Any social media used by the City must provide a mechanism for Staff to remove posts that violate City policy. Any social media that does not provide such a mechanism cannot be used.
14. The City reserves the right to implement or remove any functionality of its social media site, when deemed appropriate by the City Administrator. This includes, but is not limited to, information, articles, pictures, videos, or any other form of communication that is posted on a City social media site.
15. The City will approach the use of social media tools as consistently as possible, in accordance to an approved style guide and procedure.
16. The use of a "like" (or similar) feature between the City and a private person or entity does not indicate the City's endorsement of that person or entity's actions or comments. The City's interactions with members of the public on social media do not constitute an official endorsement of those comments or policies.

17. City social media sites are not to be used as campaign tools. However, they may provide objective information about election procedures, ballot instructions, polling locations, candidate forums, and debates as a means of conveying information to members of the public regarding upcoming elections. State and federal campaign laws and City policies and ordinances governing elected officials' activities shall be followed.
18. The sharing of posts or information from other public entities shall be allowed if such sharing helps the City meet its goals or objectives, or if it has been determined by the Department Head or their designee to be beneficial to the community.
19. The following documentation will be developed and adopted by the City Administrator for City Social Media Sites:
 - a. Operational and use guidelines;
 - b. Standards and processes for managing accounts on social media sites; and
 - c. Enterprise-wide design standards.

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2025-031

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ADOPTING POLICY 2025-01, “SOCIAL MEDIA POLICY”, ESTABLISHING GUIDELINES AND PROCEDURES FOR THE CITY’S PARTICIPATION IN SOCIAL MEDIA AND AUTHORIZING THE CITY ADMINISTRATOR TO DEVELOP AND ADMINISTER THE CITY’S SOCIAL MEDIA PLAN

WHEREAS, as social media continues to grow in reach and influence, local governments are increasingly using these platforms to deliver services more efficiently, reaching diverse demographic groups and meeting operational goals faster than traditional communication methods may allow; and

WHEREAS, by utilizing social media sites local governments can engage in meaningful dialogue, share important information, and provide access to essential services by redirecting or linking to official City resources; and

WHEREAS, the City Council identified, “Develop and Implement a Social Media Plan” as a City Council strategic priority and directed staff to research municipal social media use; and

WHEREAS, a social media policy will enable staff to build and implement a social media plan; and

WHEREAS, the proposed Social Media Policy, attached as Exhibit A, establishes guidelines and procedures for the City’s participation in, administering, and City staff use of City social media sites created, operated, maintained, and managed by City staff and any authorized employees conveying information to members of the public on behalf of the City; and

WHEREAS, the City has an overriding interest and expectation in protecting the integrity of information posted on City social media and in deciding what is “announced” or “spoken” on behalf of the City on social media sites; and

WHEREAS, the establishment of City social media accounts by any department is subject to approval by the City Administrator or their designee and each department will be responsible for adhering to this policy.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Adopt Policy 2025-01 “Social Media Policy” (Exhibit A) establishing guidelines and procedures for the City’s participation in social media and authorizing the City Administrator to develop and administer the City’s social media program.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
this 31st day of March 2025, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

City of Carmel-by-the-Sea

SOCIAL MEDIA POLICY

Policy 2025-001

Office of the City Administrator

Carmel-by-the-Sea, CA 93921



City of Carmel-by-the-Sea Social Media Policy

I. Purpose

The purpose of this Social Media Policy (“Policy”) is to establish the social media policy guidelines and procedures for the City of Carmel-by-the-Sea’s participation in, administering, and City staff use of City Social Media Sites (“City social media”) created, operated, maintained, and managed by the City Administrator and any authorized designated individuals conveying information to members of the public on behalf of the City.

The City has an overriding interest and expectation in protecting the integrity of information posted on City social media and in deciding what is “announced” or “spoken” on behalf of the City on social media sites. The City encourages the use of social media by designated staff to facilitate communication, foster transparency, community engagement, and further the goals of the City and the mission of its departments.

II. Definitions

- A. “Social media sites” or “social media” refers to internet-based resources that have a participatory element by integrating user-generated content, allowing people to communicate, share information, share photos, share videos, share audio, and exchange text and other multimedia files with others through some form of online or cellular network platform. Examples include, but are not limited to, Facebook, X (formerly Twitter), Instagram, YouTube, LinkedIn, Flickr, and TikTok.
- B. “City Administrator” shall mean the City Administrator and/or their designee.
- C. “Authorized Employee” means any City employee who has been authorized by a Department Head or the City Administrator to operate and post on a City social media site.
- D. “City social media sites” or “City social media” refer to social media sites established, operated, managed, and maintained by the City.
- E. “City Staff” or “Staff” refers to all Authorized Employees, consultants, providers, and contractors acting in an official capacity when communicating with the public on behalf of the City on City social media.

III. General Policy

- A. The City’s official website (<https://ci.carmel.ca.us>) will remain the City’s primary and predominant internet presence.

- B. The City will use official City social media sites as communication tools to disseminate accurate, direct information about City business to the public and as informational channels to increase the City's ability to broadcast its messages to the widest possible audience. The City will approach the use of Social Media tools as consistently as possible.
- C. City, by its use of social media sites and by the creation and implementation of this Policy, intends to create a limited public forum. All content and responsive comments, when enabled, are limited to City business. Repetitive comments or comments in violation of this Policy shall be removed from public view and archived. Comments may or may not be enabled, at City's discretion.
- D. City social media sites may contain content, including but not limited to, advertisements or hyperlinks, over which the City has no control. The City does not endorse any hyperlink or advertisement placed on City social media sites by the social media site's owners, vendors, or partners.
- E. City social media sites shall bear the name and/or an official seal or logo of the City or the appropriate department.
- F. Whenever possible, City social media sites should clearly state that such accounts are maintained by the City and comply with the City's Social Media Policy.
- G. Wherever possible, content posted to the City's social media will also be made available on the City's website.
- H. Wherever possible, content posted to the City's social media shall contain hyperlinks directing users back to the City's official website for in-depth information, forms, documents or online services necessary to conduct business with the City.
- I. Wherever possible, the City's Social Media Policy should be displayed to users or made available by hyperlink.
- J. Operating any City social media site shall comply with all applicable City policies pertaining to communications and the use of the internet by City Staff.
- K. Authorized Employees on City social media sites shall conduct themselves at all times as a professional representative of the City and in accordance with all City policies. Failure to do so may result in disciplinary action.
- L. Authorized Employees shall:
 - a. Be transparent and truthful when posting. Always be careful and considerate.

- b. Be timely – Authorized Employees should regularly review the City’s social media sites they are assigned to ensure content is current, accurate, and appropriate.
 - c. Be cautious – ensure efforts are transparent, do not violate the City’s privacy, confidentiality, and legal guidelines and requirements. Do not publish any material that is confidential or internal to the City.
 - d. Be upfront and quick with a correction, and promptly notify the relevant Department Head.
- M. The City Administrator may, in their sole discretion, revoke the Authorized Employee status of any member of the City’s Staff at any time. Similarly, in relation to a Department Head’s own department, a Department Head may, in their sole discretion, revoke the Authorized Employee status of any member of that department at any time
- N. City social media accounts shall adhere to applicable federal, state, and local laws, regulations, and policies.
- O. City social media sites shall comply with usage rules and regulations required by the site provider, including privacy policies.
- P. City social media sites shall be managed consistent with the Brown Act. Members of the City Council, Commissions and/or Boards shall comply with the requirements of the Brown Act in regard to social media including Government Code Section 54952.2 (b) (3) as it may be amended from time to time. Members of the City Council, Commissions and/or Boards may respond to, react (e.g., “like,” “love”, “thumbs up,” or any other emoji/reaction), “share,” “repost” or otherwise participate in any published postings by City staff which are solely informational, but may not respond to or react to any postings by other members of the legislative body. City social media sites are subject to the California Public Records Act, the Freedom of Information Act, subpoenas, and court orders. Any content maintained on a City social media site that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, is a public record and may be subject to disclosure in accordance with applicable law.
- Q. California state law and relevant City records retention schedules apply to social media tools and content. Each department will be responsible for maintaining the records for its social media sites. All social media records shall be preserved for the required retention period in the City’s archiving system in a format that preserves the integrity of the original record and is easily accessible.

- R. The City Administrator shall monitor content on City social media to ensure adherence to both the Policy and the interest and goals of the City.
- S. The City reserves the right to restrict or remove any content that is deemed in violation of this Policy, any other City policy, or any applicable law.
- T. The City reserves the right to terminate any City social media site at any time without notice.
- U. The City reserves the right to deny access to the social media site for any individual who violates this Policy at any time and without prior notice
- V. The City reserves the right to change, modify, or amend all or part of this Policy at any time.

IV. City Social Media Authorization and Establishment

- A. The establishment of City social media accounts by any department is subject to approval by the City Administrator. The City Administrator is responsible for authorizing City Staff to use social media on behalf of the City.
- B. Department Heads will inform the City Administrator in writing of their department's proposal to create a new social media site. The site may not be activated until written approval by the City Administrator is received. Department Heads will create and maintain complex passwords, and will update those passwords periodically.
- C. Authorized users shall be provided a copy of this Policy and are required to acknowledge their understanding and acceptance by signing and returning a copy to the City Administrator and retaining a copy for their record.
- D. Additionally, Staff is authorized to create, manage, and maintain a City social media site will contact, in writing, the City's IT Manager providing the written authorization to establish a City social media site and shall include the account name and address, login information, intended use of the account, and the names and contact information of employees responsible for maintaining the account.
- E. The IT Manager shall maintain a list of all City social media site addresses, handles, and official account names, maintain names of all Authorized Employees of these accounts, and maintain a list of associated user identifications. The Department Heads shall provide all this information to the IT Manager at the time the department creates any social media site, and immediately whenever any such information is changed.

- F. All City social media sites shall utilize authorized City contact information for account set-up, monitoring, and access. The use of personal email accounts or phone numbers by any City employee is not allowed for the purpose of setting-up, monitoring, or accessing a City social media account.
 - a. Access to City social media sites should be during work hours, on City-owned equipment, and should be restricted to official business only. However, there may be circumstances under which authorized employees may be required to post, check, view, or respond to notifications or communications related to a City's social media sites while off duty, such as during emergencies or City events.
- G. Devices, such as, but not limited to, computers, laptops, tablets, and mobile devices used to administer City social media sites shall have up-to-date software to protect against destructive technical incidents, including but not limited to, cyber, virus, and spyware/adware attacks.
- H. Department Heads or their designee will inform the City Administrator and IT Manager in writing of administrative changes to existing sites or approval of any new social media sites.
- I. Daily maintenance and monitoring of social media sites is the responsibility of the applicable City Department Head or their designee.

V. Content Guidelines

1. The content of City social media sites shall only pertain to City, City-sponsored, or City-endorsed programs, services, and events. Content includes, but is not limited to: information, photographs, videos, and hyperlinks.
2. The City shall have full permission or rights to any content posted by the City, including photographs and videos.
3. Any employee authorized to post items on any of the City's social media shall review, be familiar with, and comply with the social media site's use policies and terms and conditions.
4. The City assumes no liability for any inaccuracies these social media sites might contain and does not guarantee that the social media will be uninterrupted, permanent, or error-free.

5. The department responsible for the implementation of the social media site shall monitor its respective site for comments requesting responses from the City and for comments in violation of this Policy.
6. Designated departmental staff will be responsible for the content and upkeep of any social media sites their department creates. Only authorized staff may use social media on behalf of the City and/or a City department.
7. Although posts and comments are encouraged on the City's social media sites that allow posts/comments, all posted content must relate to discussion of City programs, services, projects, issues, events, and activities.
8. Any authorized Staff to post items on any of the City's social media sites shall not express their own personal views or concerns through such postings. Instead, postings on any of the City's social media sites by an authorized City employee shall only reflect the views of the City.
9. Postings or comments to City social media sites shall NOT contain any of the following. The following listed inappropriate forms or content shall not be permitted and are subject to removal and/or restriction on public comment forums:
 - a. Any personal information, including photos and memes, except for the names of employees whose job duties include being available for contact by the public;
 - b. Information that may compromise the safety or security of the public, public systems, or employees;
 - c. Comments or content that are off-subject or out of context;
 - d. Comments or content not related to the business of the City, including random or unintelligible comments;
 - e. Comments or content in support of, or opposition to, political campaigns, candidates, or ballot measures;
 - f. Profane language, sexual content, pornography, obscenity, or links to any such content;
 - g. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, disability, sexual orientation/identity, political affiliations, citizenship, marital status, military/veteran status, national origin, physical or mental disability, as well offensive terms or content that targets protected classes by federal, state, or local laws;
 - h. Solicitations of commerce, including but not limited to, advertising of any business or product for sale;

- i. Content that incites, promotes, or encourages illegal activity; content in violation of any federal, state, or local law;
 - j. Content that violates a legal ownership interest, such as copyright, of any other party.
10. These guidelines shall be displayed to users or made available by hyperlink on all City social media sites. Any content removed based on these guidelines must be retained by the responsible department designee.
11. Generally, no photos of identifiable individuals should be posted on the City's social media sites without a signed photo release or consent from that individual, unless the photo was taken at a public event, the individual had no reasonable expectation of privacy, or the photo is otherwise a public record under State or Federal law. If the City intends to use photos from community events on a City social media site, the best practice is to ensure a posted notice regarding this planned use at that City event.
12. Communications made through the City's social media in no way constitute a legal notice or an official notice or comment to the City of Carmel-by-the-Sea. To provide an official notice or comment about a specific City project or program, please contact the appropriate department.
13. Any social media used by the City must provide a mechanism for Staff to remove posts that violate City policy. Any social media that does not provide such a mechanism cannot be used.
14. The City reserves the right to implement or remove any functionality of its social media site, when deemed appropriate by the City Administrator. This includes, but is not limited to, information, articles, pictures, videos, or any other form of communication that is posted on a City social media site.
15. The City will approach the use of social media tools as consistently as possible, in accordance to an approved style guide and procedure.
16. The use of a "like" (or similar) feature between the City and a private person or entity does not indicate the City's endorsement of that person or entity's actions or comments. The City's interactions with members of the public on social media do not constitute an official endorsement of those comments or policies.
17. City social media sites are not to be used as campaign tools. However, they may provide objective information about election procedures, ballot instructions, polling locations, candidate forums, and debates as a means of conveying information to members of the public regarding upcoming elections. State and federal campaign

laws and City policies and ordinances governing elected officials' activities shall be followed.

18. The sharing of posts or information from other public entities shall be allowed if such sharing helps the City meet its goals or objectives, or if it has been determined by the Department Head or their designee to be beneficial to the community.
19. The following documentation will be developed and adopted by the City Administrator for City Social Media Sites:
 - a. Operational and use guidelines;
 - b. Standards and processes for managing accounts on social media sites; and
 - c. Enterprise-wide design standards.



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

March 31, 2025

CONSENT AGENDA (Estimated time - 5 min)

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Nova Romero, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2025-032 Authorizing one (1) free use day of the Sunset Cultural Center theater and lobby for the Monterey Symphony's Harmony on the Move benefit "Overlapping Halos", on May 19, 2025

RECOMMENDATION:

Adopt Resolution 2025-032, Authorizing one (1) free use day of the Sunset Cultural Center theater and lobby for the Monterey Symphony's Harmony on the Move benefit "Overlapping Halos", on May 19, 2025

BACKGROUND/SUMMARY:

The 2017 Agreement between the City and Sunset Cultural Center, Inc. (SCC) provides that the City shall have the right to use the theater and lobby for up to twelve (12) full days each fiscal year without charge, as long as the spaces have not already been committed to rental customers by SCC.

Free Use Day Request

The Monterey Symphony has requested a Free Use Day at Sunset Center on May 19, 2025, to host "Overlapping Halos," a special event supporting its Harmony on the Move community programs (**Attachment 2**). This event promotes Music and Healing by offering a therapeutic musical experience for attendees.

Following a panel discussion on Music and Wellness at Tonkin House, "Overlapping Halos" will feature violinist Edwin Huizinga, Deva Munay, and poet Damaris (Penny Vieregge). As a new partner of Art Pharmacy, the Symphony is committed to using live performances to combat loneliness and depression, with support from Montage Health and other community partners.

The event blends live music and spoken word, highlighting the connection between music, memory, and emotional well-being. Discounted tickets will be available for students, teachers, military personnel, and Carmel Foundation members to ensure accessibility.

Approving the fee free use day for this event will:

- Provide a healing, community-focused musical experience.

- Expand live music access for underserved groups.
- Strengthen partnerships with health and arts organizations.
- Highlight Sunset Center as a hub for cultural and wellness initiatives.

Recommendation

Staff recommends the Council approve a Resolution (**Attachment 1**), Authorizing one (1) free use day of the Sunset Cultural Center theater and lobby for the Monterey Symphony's Harmony on the Move benefit "Overlapping Halos", on May 19, 2025.

FISCAL IMPACT:

The revenue loss from waiving the Sunset Center rental fee is justified by the event's benefit to the community.

PRIOR CITY COUNCIL ACTION:

None for this item.

ATTACHMENTS:

Attachment 2) Request Letter from Monterey Symphony
Attachment 1) Resolution 2025-032



Attachment 1
MONTEREY SYMPHONY | 2025-2026 SEASON

MUSIC DIRECTOR
Jayce Ogren

March 20, 2025

PRESIDENT and CEO
Nicola Shangrow Reilly

To Chip Rerig and the Carmel-by-the-Sea City Council:

The Monterey Symphony is requesting a free use day of Sunset Center on Monday, May 19, 2025, for a special event, "Overlapping Halos," which will benefit the Symphony's Harmony on the Move community engagement programs.

BOARD OFFICERS
Charles Schimmel
Chair
Pinkie Terry
Vice Chair & Treasurer
Jeffrey Wallace
Secretary
Bruce Lindsey
Immediate Past Chair

Overlapping Halos at Sunset Center is part of Monterey Symphony's commitment to Music and Healing. On the heels of a panel discussion about Music and Wellness at Tonkin House (in partnership with the Community Hospital of Monterey Peninsula) the Symphony is broadcasting its desire to present unique opportunities for people to connect deeply with music. As one of the newest partners of Art Pharmacy, the Symphony is proud to present this collaboration with violinist Edwin Huizinga, Deva Munay, and Damaris (Penny Vieregge) that highlights the power and the hope that exists in this incredible troika of artists.

BOARD OF DIRECTORS
Jeryl Abelmann
Susan Breen
Mollie Hedges
Wendi Kirby
Jenny Kuan
Lisa Lapin
Elizabeth Lyman
Diane Mall
Alan Mason
Noelle Micek
Nena Montgomery
Brenda Murdock
Lee E. Rosen
Maureen Sanders
William Sharpe
Kathryn Smith
Donn Wilkerson

This event will showcase our work with Montage Health and Art Pharmacy (whose mission is to combat loneliness and depression through prescribing attendance at live events). Monterey Symphony intends to continue focusing on programs that benefit mental health and overall wellbeing. The sonic landscape created by the bowls is intended to provide healing effects, along with the power of witnessing a 97-year-old woman recite poetry she has memorized. The music is her life force!

Discounted tickets (\$12) are available to students, teachers, active and retired military; and the discount for the Carmel Foundation residents and members will also be available. This is truly a concert for connection and healing.

Thank you for considering our request, and we hope to see you in the audience.

Musically yours,

A handwritten signature in black ink, appearing to read "Nicola Reilly".

HONORARY COUNCIL
Bill Doolittle
Bertie Bialek Elliott
Gabrielle Hahn
Carol Lee Holland
Sherrie McCullough
Joanne Taylor

Nicola Reilly
President and CEO, Monterey Symphony

LEGAL COUNSEL
Mark O'Connor

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

Attachment 2

RESOLUTION NO. 2025-032

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING ONE (1) FREE USE DAY OF THE SUNSET CULTURAL CENTER THEATER AND LOBBY FOR THE MONTEREY SYMPHONY'S HARMONY ON THE MOVE BENEFIT "OVERLAPPING HALOS", ON MAY 19, 2025

WHEREAS, the City's Lease Agreement with Sunset Center Cultural Center (SCC), adopted on June 6, 2017, allows the City to use the Sunset Center theater, lobby, and dressing rooms for up to twelve (12) full days (designated in the Lease Agreement as "Free Theater Days") each fiscal year without charge; and

WHEREAS, the Monterey Symphony, a non-profit organization, whose mission is to entertain and engage our community through musical performance and education; and

WHEREAS, the Monterey Symphony is requesting one (1) free use day of Sunset Center on Monday, May 19, 2025, for a special event, "Overlapping Halos," which will benefit the Symphony's Harmony on the Move community engagement programs; and

WHEREAS, this community event promotes music and healing by offering a therapeutic musical experience for attendees.; and

WHEREAS, granting the Monterey Symphony one (1) Sunset Center Free Theater Day will result in significant savings in facility use fees for this organization.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Authorize the Monterey Symphony to utilize one (1) of the City's Sunset Center Free Theater Days in 2025.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 31st day of March, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

March 31, 2025

CONSENT AGENDA (Estimated time - 5 min)

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Brian Pierik, City Attorney
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Receive and file Staff Report regarding designation of Mary Wagner as Assistant City Attorney.

RECOMMENDATION:

Receive and file Staff Report regarding designation of Mary Wagner as Assistant City Attorney.

BACKGROUND/SUMMARY:

The City retained the law firm of Burke, Williams & Sorensen for City Attorney services in October 2019. At that time, Brian Pierik was designated as the City Attorney and Samantha Zutler was designated as the Assistant City Attorney. Since October 2019, Samantha Zutler has had an increase in her work load and she now serves as the City Attorney for the cities of Healdsburg, Capitola and Watsonville. As a result, it is necessary to designate another Burke attorney as the Assistant City Attorney for the City of Carmel-by-the-Sea.

Mary Wagner is a partner in the Burke firm and she is available to serve as the Assistant City Attorney for the City. Attached is Mary's resume. As noted in her resume, Mary has substantial experience in municipal law including serving as the City Attorney for 20 years in the City of Sausalito. Since joining the Burke firm, Mary has assisted many cities on public law issues including Tiburon, Benicia, Watsonville, and Menlo Park. In addition, Mary has substantial experience with housing law and has advised many cities on their Housing Element and other housing issues.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

Appointment of Burke, Williams & Sorensen for City Attorney services in October 2019.

ATTACHMENTS:

Attachment 1) Resume of Anne Wagner



Mary Anne Wagner

Partner

Marin County

181 Third Street
Suite 200
San Rafael, CA 94901-6587

✉ mwagner@bwslaw.com

☎ **D:** +1 415.755.2602

☎ **T:** +1 415.755.2600

PRACTICES

Environmental Land Use and
Natural Resources

Public Law

Real Estate and Business Law

EDUCATION

J.D., Magna Cum Laude,
University of California,
Hastings College of the Law,
1993

B.A. with Distinction, Public
Administration, San Diego State
University, 1987

ADMISSION

State Bar of California

AFFILIATIONS

Marin County Bar Association

Order of the Coif

Thurston Society

Mary Wagner practices public law, with an emphasis on land use, housing, and real estate. Mary regularly advises public agencies on development projects, including negotiating development agreements and updating general plans, specific plans, and zoning codes. She represents numerous cities throughout the State on the updates to their Housing Elements and Housing Element implementation. Prior to joining Burke, Mary served as the City Attorney for the City of Sausalito for 20 years. Mary is currently General Counsel to the Tahoe Transportation District, the Housing Authority of the County of Monterey, and the South San Francisco Housing Authority. Mary also serves as the Assistant City Attorney for the cities of Benicia and Menlo Park.

In representing cities, Mary brings her practical approach, legal expertise, and serves as an active member of the team. In Sausalito, she was part of a Management Academy that trained Sausalito and other Marin County jurisdiction employees the skills needed to move into management.

Mary believes in proactive representation. She has presented on conflicts of interest and the Brown Act.

Mary received her Bachelor of Arts degree in Public Administration from San Diego State University and her Juris Doctor Degree, Magna Cum Laude, from the University of California, Hastings College of the Law (now UC Law San Francisco). She is a member of the Order of the Coif and the Thurston Society.



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

March 31, 2025
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Brian Pierik, City Attorney
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Discuss City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution, and provide direction to the City Administrator

RECOMMENDATION:

Discuss potential updates to City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution, and provide direction to the City Administrator.

BACKGROUND/SUMMARY:

Mayor Byrne has requested that the City Council review City Policy C89-02, City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution (**Attachment 1**), and discuss potential updates.

1) Meeting Procedures for Agenda Items

Section III of the current policy is entitled "Conduct of City Council Meetings". Sub-section C is on "Meeting Procedures for review of each item on the Agenda (with the exception of Public Hearings)", which reads as follows:

"C. Meeting Procedures for review of Each Item on the Agenda (with the exception of Public Hearings):

- *The Mayor will read the agenda item under discussion.*
- *Staff will present a brief report.*
- *City Council questions of staff"*

Proposed Update

A possible change to this section of the policy could provide a more streamlined process, while allowing for flexibility in receiving presentations. The draft policy amendment below recognizes that agenda packets, including staff reports, are available at least 72 hours before the meeting, staff presentations would be optional at the request of a Councilmember.

Draft Policy Language:

"C. Meeting Procedures for review of Each Item on the Agenda (with the exception of Public Hearings):

- (1) Mayor will read the agenda item under discussion.
- (2) Mayor will ask if any Councilmember wishes for a staff presentation.
- (3) Mayor will ask staff to present a brief presentation if requested.
- (4) Mayor will ask City Council if there are any questions for staff.
- (5) Mayor will ask for Public Comment in chambers and then remote.
- (6) Mayor will ask Council for discussion.
- (7) Mayor will ask Council to take action for an action items including motions, resolutions, ordinances and requests for direction to staff.”

2) Public Appearances

Section II B of the current policy is entitled “Orders of City Council Business”, which includes a subheading on “Public Appearances”, which reads as follows:

“Public Appearances

The public has opportunities to speak to the City Council. The Public Appearances section allows persons to speak a maximum of three minutes, or as otherwise established by the City Council, on items of City business, other than those scheduled agenda items. Matters not appearing on the City Council's agenda will not receive action at that meeting but may be referred to staff for a future meeting or resolution outside of a City Council meeting. The City Council reserves the right to limit the duration of the Public Appearances section of the agenda to thirty minutes total.

Members of the public are entitled to directly address the City Council concerning any item that is described in the notice of the City Council meeting during consideration of that item. Public comments or testimony on agenda items other than Public Appearances shall be limited to a maximum of three minutes per speaker.”

Possible changes:

The Public Appearances section of the policy could be updated to reflect the requirements of public comment under Gov. Code Section 54954.3 in a simplified way. The proposed change provides additional guidance for public appearances on Regular vs. Special Meeting agendas, since there is no requirement to have public comments on non-agenda items during Special Meetings. Additionally, the current policy does not specify how to handle remote participants who fail to comply with the Brown Act, nor does it state that the chair has the ability to cap total public comment time at their discretion, so an update to the policy could address this.

Draft Policy language:

“Public Appearances (Public Comment Policy)

Public Appearances provides an opportunity for members of the public to address the City Council on matters within its jurisdiction.

Public Comment at Regular Meetings:

- The agenda must allow for public comment on both non-agenda items (within the Council’s subject matter jurisdiction) and specific agenda items.

Public Comment at Special Meetings

- Public comment is limited to items listed on the agenda.

General Guidelines

- Providing a name is optional, but it helps for speakers to identify themselves to be included in the meeting minutes.
- Comments on non-agenda items must relate to topics within the Council’s subject jurisdiction.
- Each speaker is limited to 3 minutes, unless the Chair adjusts the time.

- The Chair may limit total public comment time, such as capping non-agenda item comments at 30 minutes.
- Speakers must stay on topic when addressing an agenda item.
- The Council cannot discuss or take action on public comment but may direct that the issue discussed be agendaized for a future meeting.
- Speakers may be muted for failing to comply with the Brown Act.

Suggested Agenda Language

Below are examples of language to include on the agenda for guidelines for public comment for Regular and Special meetings:

Public Appearances (Regular Meetings):

Members of the public may speak on topics within the Council's jurisdiction that are not on the agenda during Public Appearances. Comments are limited to 3 minutes per speaker, unless adjusted by the Mayor. While stating your name is optional, it helps to identify speakers in the meeting minutes. Under the Brown Act, comments on agenda items must relate to that specific item, and comments on non-agenda items must fall within the legislative body's subject matter jurisdiction. Remote or in-person participants who do not comply with the requirements of the Brown Act will be muted.

Public Comment Guidelines (Special Meetings):

During Special City Council Meetings, public comments are permitted for items listed on the agenda. After each item on the agenda is introduced, the Mayor will invite public comment on that item. Each speaker has 3 minutes to speak unless otherwise adjusted by the Mayor. While stating your name is optional, it helps to identify speakers in the meeting minutes. Remote or in-person participants who do not comply with the requirements of the Brown Act will be muted.

Next Steps

If the Council supports any or some of these proposed changes, staff will return with a revised Policy C89-02 for approval at a future Council Meeting. Council may also provide other direction on policy amendments.

FISCAL IMPACT:

No direct fiscal impact for this action.

PRIOR CITY COUNCIL ACTION:

Adoption of Policy/Procedure No. C89-02 and revisions on March 2, 2009; June 2012 (Resolution No. 2012-33) and October 6, 2020 (Resolution No. 2020-063).

ATTACHMENTS:

Attachment 1) City Policy C89-02: City Council Meetings/Orders of Council/Agenda Packets/Minutes of Meeting and Agenda Distribution

**CITY OF CARMEL-BY-THE-SEA
POLICY AND PROCEDURE**

Subject: City Council Meetings/Orders of Council/Agenda Packets/Minutes of Meeting and Agenda Distribution	Policy/Procedure No: C89-02
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Effective Date: 2 August 1988	Authority: Resolution No. 88-89
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Purpose:

To provide a guide for the City Council and staff for the conduct of public meetings, agenda and minute preparation and distribution of agenda packets.

Policy/Procedure:

1. Adoption of action minutes as outlined in the attached memorandum from the League of California Cities.
2. Adoption of City Clerk's policy regarding agenda packets (No packets shall be disseminated until the packets are made available to the City Council).
3. Adoption of the sequence of the Orders of Council as set forth in the policy attached.

Responsible Party:

City Administrator/City Clerk

Department of Origin:

Administration/City Council

Revision Dates:

2 March 2009 (28 October 2008 Council Retreat)
5 June 2012 (Resolution No. 2012-33)
6 October 2020 (Resolution No. 2020-063)

Rescinded Date :

C89-02

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL
RULES AND PROCEDURES

The City Council is composed of five members: Mayor and four Council Members. The Mayor serves a two-year term and members of the City Council serve four year terms.

I. ELECTED OFFICIALS

A. Mayor (directly elected since 1978)

The Mayor is the chair of the meeting and, as such, presides at all Council meetings. As the titular head of the City Council, the Mayor represents the City at quasi-governmental and social functions and may represent the City Council before other governmental bodies on specific matters as may be authorized by the City Council.

B. Mayor Pro Tempore

The Mayor Pro Tempore is appointed by the Mayor in December or at the first meeting after the City Council is seated following an election. This appointment is announced by the Mayor, but does not need to be ratified by the City Council. In the absence of the Mayor, the Mayor Pro Tempore shall chair the City Council meetings and may attend social/quasi-governmental functions on behalf of the City.

C. Absence of both the Mayor and Mayor Pro Tempore

In the absence of both the Mayor and Mayor Pro Tempore, members of the City Council shall appoint an acting Mayor Pro Tempore, who shall have the powers and duties of the Mayor Pro Tempore as described above.

II. CITY COUNCIL MEETINGS

City Council meeting dates and types (e.g. Regular, Special, Closed Session, Tour of Inspection) are regulated by Chapter 2 of the Municipal Code.

A. Agenda

Only items that are agendized may be acted on at any Council meeting.

- Agenda Preparation

The draft agenda is prepared by the City Administrator and City Clerk with the input of all department directors and is reviewed at weekly staff Management meetings.

- Agenda Finalization

The Mayor and Mayor Pro Tempore meet with the City Administrator and City Clerk prior to the meeting to finalize the draft agenda.

C89-02

- Continuance of Agenda Item

Any City Council member who is ill or will be away from the City may request, in writing, that an item of "personal interest" or a "major issue" be continued to the next meeting. The City Council shall vote on the issue of continuance.

- Agenda Posting

The Agenda is posted (City Hall, Main Library and Post Office bulletin boards and on the City Website) 6 days prior to a regular meeting and a minimum of 24 hours prior to a Special Meeting.

B. Orders of City Council Business

The Orders of City Council business are adopted by Resolution of the City Council. The Orders of City Council Business are:

- Extraordinary Business

This category allows the City Council to recognize volunteers, employees, present certificates of appreciation and awards.

- Announcements from City Council Members & City Administrator

This category allows an opportunity for City Council Members to comment on meetings attended of outside agencies and the City Administrator to give a brief report to the City Council and receive presentations that require little or no action.

- Public Appearances

The public has opportunities to speak to the City Council. The Public Appearances section allows persons to speak a maximum of three minutes, or as otherwise established by the City Council, on items of City business, other than those scheduled agenda items. Matters not appearing on the City Council's agenda will not receive action at that meeting but may be referred to staff for a future meeting or resolution outside of a City Council meeting. The City Council reserves the right to limit the duration of the Public Appearances section of the agenda to thirty minutes total.

Members of the public are entitled to directly address the City Council concerning any item that is described in the notice of the City Council meeting during consideration of that item. Public comments or testimony on agenda items other than Public Appearances shall be limited to a maximum of three minutes per speaker.

- Consent Agenda

Consent Agenda items will be voted on in one motion unless removed. The Consent Agenda consists of routine and non-controversial City matters that can be as a whole approved by a single majority vote. Any City Council Member or member of the public may ask to have an item pulled from the Consent Agenda for discussion. Such items are normally moved to the end of the meeting.

If a City Council Member has a question for information only about a Consent Agenda item, the Member should ask prior to the meeting, rather than pulling the item for discussion during the meeting.

Corrections to the Minutes are given to the City Clerk prior to the meeting so that corrections can be made prior to their adoption.

- Orders of Council

Orders of Council include reports of committee/commissions, ordinances and resolutions, public hearings, reports of officials, unfinished business, and council matters.

Public Hearings consist of zoning amendments, General Plan amendments, appeals of Commission decisions and other items mandated by the State. If the Public Hearing is an appeal, appellants are allowed a total of 10 minutes to speak on their own behalf after the staff report and at the close of public comment in order to have the opportunity to rebut public comments. Other speakers will be allowed three minutes. Formal Public Hearings must be advertised pursuant to State and Government Codes.

Ordinances are the most binding form of action the City Council can take. They are codified as the Municipal Code of the City of Carmel-by-the-Sea which is the municipal law of the City. The City Council has authority to pass ordinances through Government Code Section 37100, as long as these ordinances do not conflict with the laws and Constitution of the State of California or of the United States. Ordinances require two readings and do not become effective until 30 days after the second reading, unless it is an Urgency Ordinance

A resolution is a formal form of a motion normally utilized to set forth policy of the City. Each resolution, in addition to being referenced by number and brief title in the minutes, will be recorded as provided by law and maintained in numerical sequence as a permanent record of the City in a separate set of books. Resolutions are used for various reasons, such as when specifically required by law, when needed as a separate evidentiary document to be transmitted to another governmental agency, or where the frequency of future references back to its contents warrants a separate document to facilitate such future reference and research.

III. CONDUCT OF CITY COUNCIL MEETINGS

A. General Procedure

It is the policy of the Council not to become involved in entanglements over parliamentary procedure. Pursuant to the Municipal Code, the Chair shall have authority to prevent the misuse of motions, or the abuse of any privilege, or obstruction of the business of the Council by ruling any such matter out of order. The Mayor will assist the Council to focus on the agenda, discussions and deliberations. He/she has been delegated the responsibility to control the debate and order of the speakers.

B. Questions Addressed to a Council Member

With the concurrence of the Mayor, a Council Member holding the floor may address a question to another Council Member. That Council Member may respond while the floor is still held by the Council Member asking the question.

Council Members will limit their comments to the subject matter, item or motion being currently considered by the Council. They will govern themselves as to the length of their comments or presentation.

C. Meeting Procedures for review of Each Item on the Agenda (with the exception of Public Hearings):

- The Mayor will read the agenda item under discussion.
- Staff will present a brief report.
- City Council questions of staff.

Upon recognition by the Mayor, Members of City Council may ask questions of the staff prior to opening of the discussion to members of the audience.

D. Public input/oral presentations

Any member of the public wishing to address the Council orally on a specific agenda item may do so when the item is taken up by Council, or as otherwise specified by the Council or its presiding officer. Oral presentations are limited to three minutes, unless otherwise provided.

Persons who anticipate oral presentations exceeding three minutes are encouraged to submit comments in writing to the City Clerk, by the Tuesday prior to the meeting so they may be included in the agenda packet. In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address Council on the same subject matter, the presiding officer may request that a spokesperson be chosen by the group. A specified time limit also may be set for the total presentation for any group.

- Close of Public Comment

Once public comment is closed, it cannot be reopened unless Council agrees by consensus.

- Staff response to questions from the public.

Based on staff responses to the public, members of the City Council may wish to address further questions to staff.

- The Mayor/City Administrator/Attorney shall remind the City Council of the action before Council.
- City Council discussion
- City Council action/motions

Before a motion can be considered or debated, it must be seconded. Once the motion has been properly made and seconded, the Chair shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any City Council Member properly recognized by the Chair. Once the matter has been fully discussed and the Chair calls for a vote, no further discussion will be allowed.

Council Members may be allowed to explain their vote briefly for the record. Once a vote is taken, all Council Members shall support the action taken.

- Substitute motions

When a motion is on the floor, any member of City Council may make a substitute motion. If the substitute motion is seconded, it shall be acted upon prior to acting on the main motion.

- Tie votes

A tie vote results in a failed motion. In such an instance, any member of the Council may offer a motion for further action. If there is no action by an affirmative vote, the result is no action. If the matter involves an appeal and an affirmative vote does not occur, the result is that the decision appealed stands as decided by the decision-making persons or body from which the appeal was taken.

- Motions to reconsider

Motions to reconsider a matter may be made at the same meeting or at the next succeeding meeting following a Council action for reconsideration. Such motions must be made by a Council Member voting in favor of the original motion.

- Staff announcement of decision

The Mayor, City Administrator, City Attorney, or City Clerk shall announce the vote and passage or failure of an item.

E. Meeting Procedure for formal Appeals/Public Hearings

When a matter for public hearing comes before the City Council, the Mayor shall inquire if there are any persons present who desire to speak on the matter which is to be heard or to present any evidence regarding the matter.

The procedure for holding City Council appeals differs from other items where the public is allowed to speak in that appellants are allowed to have 10 minutes to make a presentation, including closing comments. The public testimony follows, after which the appellants are given an opportunity for rebuttal or closing arguments.

- Public comments/discussion

No person will be permitted during the hearing to speak about matters or present any evidence that is not germane to the matter being considered. A determination of relevance shall be made by the Mayor or City Attorney, but may be appealed by any Member of the City Council.

F. Minutes of Meeting Policy (C 89-02)

The Minutes of the City Council meeting are action minutes and do not reflect City Council commentary and discussion. However, if a Council Member wishes to include comments in the record, they will be included if so requested at the meeting (e.g. "for the record, I wish to state..."). All motions made, even those made without a second are to be included in the minutes.

- Items entered into the record

All agenda items/documentation/correspondence received at a Council meeting shall be retained in the City's records.

- Distribution

The minutes shall be distributed to members of the City Council for comment and/or correction in the Council packet. The City Clerk will correct the minutes prior to the meeting, and if the correction is substantive, copies of the corrected minutes shall be distributed to all members of the Council.

G. Official Recordings of the Meeting

All City Council meetings are recorded. This ensures accuracy of the minutes and provides a temporary record of the City Council proceedings. Once the minutes are approved, legally, the recordings do not have to be retained. However, recordings of the Council meetings; Planning Commission meetings, and recordings of other commissions/boards shall be retained pursuant to the City's adopted Retention Schedule.

Amended: October 6, 2020

COUNCIL MINUTES

A. PREFACE

City Clerks in general law cities are specifically required to keep a record, journal or minutes of the council meetings (Gov. C. 36814, 40801). Cities governed by freeholder's charters are usually subject to the same requirements. Although there is no legal necessity to do so, it is appropriate to mention, introductorily, in the minutes that the meeting was convened and held as noticed.

B. PURPOSE OF COUNCIL MINUTES

A most important principle of corporation law, applicable to private, public, and municipal corporations, is that such organizations can only act through their officers and employees. These corporations are governed by fixed rules found in the basic law of the organization; in charter and state statutes in the case of municipal corporations.

When these factors are considered, the keeping of a good record of council proceedings becomes obvious. A sufficient record must be kept to furnish evidence that the City Council has complied with the law or rules by which it is governed, thus pointing to the need for accurate and clear records of council proceedings. Finally, if accurate, complete, and unambiguous minutes of City Council meetings are recorded, these facts themselves will be treated as conclusive evidence of the facts therein stated.

C. FORM AND CONTENTS OF COUNCIL MEETING MINUTES

1. Standard Forms:

Use of standardized format is recommended to develop uniformity on minute entries and to save time in composing the record.

2. Jurisdictional Matters

To establish proof that jurisdictional requirements for holding a meeting have been complied with, it is important that minutes contain the following:

- a.** Date, hour, and place of meeting.
- b.** Whether it is a regular, adjourned, or special meeting.
- c.** A proper notice has been given if it is a special meeting.
- d.** The names of council members in attendance (in case a council member arrives late, or departs before adjournment, the minutes should show the time of arrival and/or departure at that point in the proceedings).

3. Approval of Minutes of Previous Meetings

Although there is no legal requirement that minutes be approved by the City Council, this traditional procedure is advisable as it lends further weight to the accuracy and completeness of the record. It is recommended that the City Council be furnished copies of minutes in sufficient time prior to a City Council meeting to avoid any necessity of reading of the minutes by the clerk. When approved as written, or as changed by the City Council, the minutes are considered to be official.

4. Record of Action Taken

The minutes need only record:

a. Petitions and communications

1. Date of the document
2. Subject
3. Authors, if only a few
4. Number of signers, if numerous
5. Action taken

The minutes need not record the comments made by members of the City Council concerning the merit or lack of merit of the petition or requests contained in the document, unless expressly requested by the officer making such comment. The reason for the latter observation is that the document speaks for itself, and it has no legal significance until the City Council acts or refuses to act with respect thereto.

b. Consideration of bids

1. Record of bids filed and opened
 - a. The subject matter of the bids
 - b. The compliance with all requirements for the advertising for such bids.
 - c. The names of all bidders, and the total amounts of their respective bids.
2. Action taken with respect to bids.
 - a. It is preferable that a resolution, prepared or approved by the City Attorney, be used in awarding contracts to the successful bidder. When this is done, the minutes need only refer to the resolution in recording the action taken.
 - b. If the City Council determines to accept a bid which is not the lowest in amount, it is advisable that the minutes show that such bid was "the lowest reasonable bid". Whether the minutes should include a record of the matters leading to the determination of "responsibility" is a decision clerks might well review with their City Attorneys.
 - c. Ordinances and resolutions

1. Introduction

The information which should be recorded in City Council minutes, with respect to the introduction of an ordinance, depends upon the particular rules or practices of each city on the subject. Thus, if the practice requires that before an ordinance or resolution can be acted upon, it shall be introduced by one City Council Member, and seconded by another, this information should be recorded in the minutes. Generally speaking, minutes should record the following data concerning the introduction of an ordinance or resolution:

- aa. The title or subject matter
- bb. The names of the City Council Members introducing and seconding

2. Compliance with jurisdictional requirements prior to action taken on ordinances or resolutions

Whenever the basic law or rules of a city require that a certain procedure must be followed prior to any action taken in adopting an ordinance or resolution, the minutes should show such compliance. This would include a statement referring to the previous introduction of the ordinance and would include a reference on an urgency ordinance that it is an urgency ordinance.

3. Votes cast for or against adoption of ordinances and resolutions

aa. Presumption of validity of ordinances and resolutions. There is a presumption in favor of the due and regular adoption or rejection of a city ordinance or resolution, if there are any official records to support that presumption, and that the votes were cast in substantial accordance with the requirements of the law or regulations pertaining to such matters.

This is particularly true where the ordinance or resolution contains a certificate signed by the mayor and/or clerk.

bb. Voting procedure governing adoption of ordinances and regulations (See Chapter VI on legislative Procedures)

d. Reports of officers

1. . Written reports

Since any written record is the best evidence of its contents, a written report presented at a City Council meeting need only be mentioned in the minutes by reference to:

- aa. Name or title of the officer
- bb. Date of the report
- cc. Subject or title of report
- dd. Disposition made of report, if any



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

March 31, 2025
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Marrie R. Waffle, AICP, Principal Planner

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: General Plan and Housing Element Annual Progress Reports for Calendar Year 2024

RECOMMENDATION:

Adopt a Resolution 2025-033 (Attachment 1) accepting the General Plan and Housing Element Annual Progress Reports for the Calendar Year 2024 and directing staff to submit them to the Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD).

BACKGROUND/SUMMARY:

Executive Summary:

In accordance with Government Code Section 65400, all jurisdictions are required to provide an annual report to the Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD) on the status of the General Plan and progress implementing the Housing Element. These are commonly referred to as Annual Progress Reports (APRs). Staff prepared the 2024 annual reports, which reflect the City's progress in implementing the goals and policies of the General Plan and Housing Element during the 2024 calendar year.

All jurisdictions must provide the Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD) with an annual report on the implementation of the General Plan, as well as a separate report on the implementation of the Housing Element, as required by Government Code Section 65400. Both reports are due to OPR and HCD by April 1st.

City staff has submitted annual progress reports to HCD on the Housing Element since 2018. The calendar year 2022 was the first annual report submitted to OPR on the General Plan. The 2024 reports are scheduled to be submitted to the State on March 31, 2025, to meet the statutory deadline of April 1st. Should the City Council request any changes at the April 1st City Council meeting, staff will update and resubmit them.

STAFF ANALYSIS:

General Plan Annual Progress Report

State law requires each city and county to adopt a comprehensive, long-term general plan for the physical development of the community. The law further requires each plan to include a land use element, circulation element, housing element, conservation element, open space element, noise element, and safety element. Additional elements can be included at the city or county's discretion. In addition to the seven required elements, the Carmel General Plan includes community character, coastal access and recreation, coastal resource management, and public facilities and services.

The General Plan Annual Progress Report provides an opportunity to highlight how land-use decisions align with the General Plan's adopted goals, policies, and implementation measures. There is no standardized format for preparing the annual report. Each jurisdiction is allowed to determine what locally relevant issues are important to include in the annual report.

In the 2024 General Plan Annual Progress Report (Attachment 2), staff identified various projects and accomplishments related to specific goals, policies, and objectives from each general plan element.

Housing Element Annual Progress Report

Since 1969, California has required all local governments, including cities and counties, to adequately plan for meeting the housing needs of their communities. California's local governments meet this requirement by adopting housing plans, also known as housing elements, as part of their "general plan," which is also required by the state. General plans serve as the local government's "blueprint" for how the city and/or county will grow and develop and include seven mandatory elements: land use, transportation, conservation, noise, open space, safety, and housing.

Each jurisdiction must prepare an annual progress report (APR) on its status and progress in implementing its housing element using forms and definitions adopted by the California Department of Housing and Community Development (HCD), per Government Code Section 65400. Each jurisdiction's APR must be submitted to HCD and the Governor's Office of Planning and Research (OPR) by April 1 of each year, covering the previous calendar year (CY).

The Housing Element Annual Progress Report (Attachment 3) includes tables for jurisdictions to report permit activity during the prior calendar year.

Table A: Housing Development Applications Submitted. Table A lists all housing development applications submitted for new residential units. In 2024, twenty (20) applications were received; all were for accessory dwelling units.

Table A2: Annual Building Activity Report Summary. Table A2 lists all building activity in the 2024 calendar year, including permit application approval (24), building permit issuance (22), and certificates of occupancy (9). It is not uncommon for a permit application to be approved and issued in the same calendar year and for a certificate of occupancy to be granted in a subsequent year. In 2024, three (3) permit applications were issued and granted occupancy in the same year.

In summary, 20 applications for new housing units were received, 22 building permits for new housing units were issued, and nine new housing units were granted occupancy.

Table B: Regional Housing Needs Allocation Progress. Table B reports on the city's progress in constructing the regional housing needs allocation (RHNA). The city's RHNA is 349 units, of which 231 must be affordable to very low, low, and moderate-income households, with the remaining 118 being above moderate or market-rate housing. In 2024, the Community Planning & Building Department issued 22 building permits for above-moderate-income households. The remaining above moderate RHNA obligation is 96 units.

Table C: Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law. Not applicable.

Table D: Program Implementation Status. Table D includes all 6th-cycle housing element programs and the city's progress in achieving each program objective during the 2024 calendar year. Staff notes that the housing element was adopted on April 8, 2024, and the program implementation commenced following adoption. There are 49 programs, implementing 14 policies, furthering five goals.

Additional reporting not applicable to Carmel includes,

- Table E: Commercial Development Bonuses Approved Pursuant to Government Code section 65915.7.
- Table F: Units Rehabilitated, Preserved, and Acquired for Alternative Adequate Sites Pursuant to Government Code section 65583.1(c).
- Table F2: Above-Moderate Income Units Converted to Moderate Income Pursuant to Government Code Section 65400.2.
- Table G: Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of.
- Table H: Locally Owned Surplus Sites.
- Table I: Deleted
- Table J: Student housing development for lower-income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of section 65915.
- Table K: Tenant Preference Policy.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

None.

ATTACHMENTS:

Attachment 1 Resolution 2025-033 Accept Annual Reports

Attachment 2 Annual General Plan Progress Report 2024

Attachment 3 Housing Element Progress Report Link

Attach 4 Resolution 2025-012-PC

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2025-033

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ACCEPTING THE CARMEL GENERAL PLAN AND HOUSING ELEMENT ANNUAL PROGRESS REPORTS FOR THE CALENDAR YEAR 2024

WHEREAS, the City of Carmel-by-the-Sea adopted its General Plan in 1988 and revised it in 2004; and

WHEREAS, the City of Carmel-by-the-Sea adopted the 6th cycle 2023-2031 Housing Element on April 8, 2024; and

WHEREAS, Section [65400](#) of the California Government Code requires the City to file an annual report addressing the status of the General Plan and progress made toward implementing its goals and policies; and

WHEREAS, Sections [65400](#), [65583](#), and [65584](#) of the California Government Code require the City to report certain housing information; and

WHEREAS, a General Plan Annual Progress Report and Housing Element Annual Progress Report for the Year 2024 were prepared for submission to the Governor's Office of Planning and Research (OPR) and the State of California Department of Housing and Community Development (HCD); and

WHEREAS, both progress reports accurately reflect the City's progress in implementing the goals and policies of the General Plan and Housing Element during the 2024 calendar year; and

WHEREAS, on March 12, 2025, the Planning Commission adopted Resolution 2025-012-PC recommending City Council acceptance of the annual reports; and

WHEREAS, on or before March 28, 2025, a meeting agenda for March 31, 2025, special City Council meeting was posted in three locations in compliance with State law indicating the date and time of a public meeting to review the progress reports; and

WHEREAS, on March 31, 2025, the City Council held a duly noticed public meeting to receive testimony, including, without limitation, the information provided to the City Council by City staff and the public, and considered accepting the General Plan Annual Progress Report and Housing Element Annual Progress Report for 2024 and authorizing its submittal to the State OPR and HCD; and

WHEREAS, the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., “CEQA”), together with the Guidelines for CEQA (California Code Regulations, Title 14, Division 6, Chapter 3 §§ 15000, et seq., the “CEQA Guidelines”) and City Environmental Regulations (CMC 17.60) require that certain projects be reviewed for environmental impacts and that environmental documents be prepared; and

WHEREAS, pursuant to CEQA regulations, a “project” is defined as the whole of an action which has a potential to result in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. The acceptance of the annual reports does not grant any entitlements that would cause directly or indirectly a physical change in the environment and therefore the action to accept the reports is “not a project” pursuant to section 15378 of the CEQA Guidelines; and

WHEREAS, the facts set forth in the recitals are true and correct and are incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY accept the City of Carmel-by-the-Sea General Plan Annual Progress Report and Housing Element Annual Progress Reports for 2024 in a manner fully in conformity with the Coastal Act (CA Section 30510) and directs staff to submit the reports to the Office of Planning and Research (OPR) and Department of Housing and Community Development (HCD).

PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 31ST day of March 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne
Mayor

Nova Romero, MMC
City Clerk



CITY OF CARMEL-BY-THE-SEA
COMMUNITY PLANNING & BUILDING DEPARTMENT
2024 GENERAL PLAN ANNUAL PROGRESS REPORT

TABLE OF CONTENTS

1. Introduction
 - A. Purpose and Summary
 - B. General Plan Background
2. General Plan Implementation Efforts

1. INTRODUCTION

A. Purpose and Summary

Government Code Section 65400 requires cities and counties to submit an Annual Progress Report (APR) on the status of the General Plan and implementation progress to their legislative bodies, the State Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD). The 2024 reporting period included one amendment to the General Plan, resulting from City Council adoption of the 2023-2031 Housing Element. No urgency ordinances were passed in the reporting period, and no amendments to the City's Local Coastal Program were undertaken. Efforts to implement the City's General Plan during the 2024 reporting period are detailed in Section 2. General Plan Implementation Efforts.

This General Plan Annual Progress report will be presented to the Carmel-by-the-Sea Planning Commission for review on March 12, 2025. The City Council will be asked to review and adopt the annual report on March 31, 2025.

B. General Plan Background

In 1929, the Carmel City Council adopted Ordinance No. 96 to direct the future development of Carmel. This ordinance, now outlined in Title 17 of the Municipal Code, established the residential character of Carmel and specifically outlined the City's intent that Carmel should subordinate other activities in order to preserve the community's unique residential character. The 1929 ordinance stated the following:

“The City of Carmel-by-the-Sea is hereby determined to be primarily, essentially and predominantly a residential city wherein business and commerce have in the past, are now, and are proposed to be in the future, subordinated to its residential character; and that said determination is made having in mind the history and the development of said city, its growth and the causes thereof; and also its geographical and topographical aspects, together with its near proximity to the cities of Pacific Grove and Monterey, and the businesses, industries, trades, callings and professions in existence and permissible therein.”

The city council adopted Carmel's General Plan in the spring of 1988. The 1988 General Plan superseded the City's first plan from 1957, which was subsequently amended and updated over the decades (see GP/LUP page I-4 for a summary).

The General Plan is a comprehensive statement of the planning goals and policies for the City of Carmel-by-the-Sea and its surrounding Sphere of Influence that is periodically reviewed and updated. California Government Code (Section 65302) requires the General Plan to include seven specific elements (information topics): Land Use, Circulation, Housing, Conservation, Open Space, Noise, and Safety. Elements may be combined, and additional elements may be added at a jurisdiction's discretion. Though the titles of the seven required elements may be modified, all elements shall contain the content and analysis required by the State.

Because the entire City falls within the California Coastal Commission's Coastal Zone, all of Carmel's policies, practices, ordinances, and plans must conform with the requirements of the 1976 Coastal Act. Carmel's Local Coastal Land Use Program (certified in December 2002) set forth goals, objectives, and policies governing the use of land and water in Carmel-by-the-Sea consistent with Chapter 3 of the California Coastal Act of 1976 (as amended through January 2003). Carmel's Local Coastal Program was combined with Carmel's General Plan in 2003 to ensure coordination of the two policy documents. The combined Local Coastal Program/General Plan includes:

Land Use and Community Character. This Chapter covers topics required in the State-mandated Land Use Element and also includes policies for topics in sections 30244 and 30250 through 30254 of the Coastal Act.

Circulation. This Chapter, also referred to as the Circulation Element, is required by the State. Several of the policies in this element also implement provisions of the Coastal Act.

Coastal Access and Recreation. This Chapter includes policies for topics covered in sections 30210 through 30224 of the Coastal Act.

Coastal Resource Management. This Chapter includes policies for topics in sections 30230 through 30243 and 30251 of the Coastal Act.

Each of these Chapters begins with a discussion of the local setting and policy direction adopted by the City to address the requirements of the Coastal Act. Specific Goals, Objectives and Policies are then listed. Much of the background information and policy contained in the Coastal Land Use Program is incorporated directly from existing plans and reports that address special topics. The following documents are appendices to the General Plan/Coastal Land Use Program:

- Forest Management Plan
- Mission Trail Nature Preserve Master Plan
- Final Results of the Environmentally Sensitive Habitat Area Study Conducted for the City of Carmel-by-the-Sea (ESHA Study)
- Historic Context Statement, Carmel-by-the-Sea

The Carmel-by-the-Sea General Plan additionally contains the following Elements which are *not* associated with the Coastal Program:

Housing. This required element sets the city's policy and programs for housing construction and rehabilitation.

Public Facilities and Services. This is an optional element, not required by California Statutes. This element addresses the management and use of City-owned properties and facilities.

Open Space and Conservation. Open Space and Conservation elements are required elements often addressed separately, but Carmel has combined them into a single element.

Environmental Safety. This is a required element that covers topics related to earthquakes, fires, floods and other hazardous conditions.

Noise. This is a required element that addresses sources of noise in the community and establishes policies to protect noise-sensitive land uses.

The various elements have been updated and reorganized over the years and are currently ordered as follows: 1) Land Use and Community Character (2003), 2) Circulation (2010); 3) Housing (2024); 4) Coastal Access and Recreation (2003); 5) Coastal Resource Management (2003); 6) Public Facilities and Services (2009); 7) Open Space and Conservation (2009); 8) Environmental Safety (2009); and 9) Noise (2009).

Throughout the General Plan, goals, objectives, and policies are differentiated by an alphanumeric system and are identified by the letters "G," "O," and "P," respectively. The second character identifies the General Plan element in which the goal, objective, or policy is found. For example, "P4-1" refers to a Policy within Element #4 (Coastal Access & Recreation) and specifically references policy number 1.

2. GENERAL PLAN IMPLEMENTATION EFFORTS

Please note the summary below is not intended to be exhaustive or all-inclusive; rather, it is simply a snapshot of major developments, accomplishments, projects, and practices during the 2024 calendar year. In many cases, an item may fulfill multiple goals/policies within an element or even across multiple elements. However, in the interest of reducing redundancy, only the most relevant implemented goals/objectives/policies have been listed.

Element	2024 Projects and Accomplishments	Implemented Goals/Objectives/Policies
1) Land Use and Community Character	Continued development of the Design Traditions 1.5 project to update the City's Design Guidelines.	G1-1: Continue to preserve and maintain the predominance of the residential character in Carmel through appropriate zoning and land development regulations in all districts. O1-10: Apply design regulations for the commercial district that will protect its established character while supporting the land uses contained therein.
	Carmel Inventory of Historic Resources maintained and updated.	O1-14: Maintain an inventory of historic resources.
	Resolution 2024-009: \$79,380 Professional Services Agreement (PSA) to PAST Consultants, LLC, to update the Historic Context Statement (HCS); Resolution 2024-010 accepting a \$40,000 grant award from the State Office of Historic Preservation (OHP) to update the Historic Context Statement.	P1-85: Maintain a Historic Context Statement.
	The City Council entered into three Mills Act Contracts in 2024: (MA 23-116 (Esperanza Carmel LLC), MA 23-146 (Lopez 5 NW, LLC), and MA 23-103 (Cypress Inn). The applications were submitted before the adoption of Urgency Ordinance 2023-008.	G1-5: Protect and enhance historic resources. Ensure that City ordinances, development review processes, and administrative policies support, facilitate, and coordinate with preservation activities. Provide incentives for property owners to preserve and rehabilitate historic resources.
2) Circulation	<p>Resolution 2024-059 approving a list of street projects for Fiscal Year 24/25 partially funded by Senate Bill 1: The Road Repair and Accountability Act of 2017.</p> <p>Resolution 2024-085: \$503,470 construction contract with Sharp Engineering & Construction, Inc., for the San Antonio Avenue Pedestrian Pathway Reconstruction Project.</p>	<p>G2-1: Provide and maintain a transportation system and facilities that promote the orderly and safe transportation of people and goods while preserving the residential character and village atmosphere of Carmel.</p> <p>O2-2: Ensure safety improvements are undertaken in response to the changing travel environment.</p>

Element	2024 Projects and Accomplishments	Implemented Goals/Objectives/Policies
	Ordinance No. 2024-002, amending Chapter 10.36.010 of the Carmel Municipal Code by adding subsection (1), under Section (C); Identifying Commercial Loading Zones to comply with CVC 22500 and Assembly Bill 413- The "Daylighting Bill."	
3) Housing Element	<p>Resolution 2024-011: Professional Services Agreement (PSA) PBD-EMC-037-22-23 with EMC Planning Group, Inc. to prepare General Plan amendments, including the 6th cycle housing element update and the safety element update for a not-to-exceed amount of \$92,331, increasing the total contract cost to \$371,931.</p> <p>Resolution 2024-028 adopting a Mitigated Negative Declaration (MND) and associated Mitigation Monitoring and Reporting Program (MMRP) for the 2023-2031 6th cycle Housing Element of the General Plan; and Resolution 2024-029 approving a General Plan Amendment to repeal the 2015-2023 Housing Element and adopt the 2023-2031 6th cycle Housing Element of the General Plan in compliance with State housing element law.</p> <p>Resolution 2024-062 to develop alternative sites and programs that would allow for an amendment to the City's adopted 6th Cycle Housing Element to remove Vista Lobos and Sunset Center from the Housing Sites Inventory.</p>	(See Housing Element Annual Progress Report)

Element	2024 Projects and Accomplishments	Implemented Goals/Objectives/Policies
4) Coastal Access and Recreation	Continued enforcement of Short-Term Rentals (STRs) in 2024. STRs were identified through third-party compliance monitors, Avenue STR, and through Host Compliance and resident complaints. In 2024, 20 cases were logged into the City's tracking system.	P4-63 Retain measures to restrict commercial short-term rental of single-family residences in the R-I district. (LUP)
5) Coastal Resource Management	Based on the report, "Tracing Fecal Contaminants and Copper From Watershed Sources to the Ocean (October 11, 2022)," and City Council guidance, the Planning Division and Planning Commission continue to discourage copper as an architectural metal for water-conveying elements.	O5-43 Protect and enhance the water quality and biological productivity of local creeks, wetlands, and Carmel Bay through the prevention of point- and non-point-source water pollution. (LUP) G5-3: Protect, conserve and enhance the unique natural beauty and irreplaceable natural resources of Carmel and its Sphere of Influence, including its biological resources, water resources, and scenic routes and corridors.
	Resolution 2024-015: Amendment No. 2 to the Professional Services Agreement (PSA) with EMC Planning Group for the Coastal Engineering & Adaptation Planning Project, Phase 2, for a not-to-exceed fee of \$450,000; and Authorize an Amendment to the Capital Improvement Plan (CIP) FY 2023/24 Budget to include a \$500,000 Grant. Receive presentation from Integral Corp./Haro Kasunich & Associates/EMC Planning Group on findings of the Coastal Engineering Study, Phase 1.	G5-2: Establish and implement a comprehensive shoreline management program for the beach, bluffs, and dunes that mitigates degradation caused by public use and natural forces.
	City Council Discretionary Funds Grant Program: Carmel Cares.	O5-6: Keep the beach free of refuse. P5-39: Encourage volunteer programs for beach and bluff clean-up activities. (LUP)

Element	2024 Projects and Accomplishments	Implemented Goals/Objectives/Policies
	<p>Enforcement of existing tree planting standards and required tree protection during development projects; ongoing City tree planting efforts; ongoing Urban Forest Master Plan Project. Urban Forest Master Plan Community Survey.</p> <p>Resolution 2024-023: Change Order #3 for On-Call Tree Service Contractors to include prior tree-related budgeted items totaling \$200,000 in addition to a \$200,000 mid-year budget allocation; Resolutions 2024-054, 2024-055, and 2024-056, approving Change Orders #4 and #5 for On-Call Tree Service Contractors to balance spending in FY 23/24, to allocate tree contracts for FY 2024/25, and to allocate funds for On-Call Landscape Maintenance Services contract.</p>	<p>O5-11: Maintain, restore and enhance the upper and lower tree canopy of Carmel's urbanized forest. (LUP)</p> <p>O5-13: Perform all tree work and landscaping within the City in accordance with City codes and policies and uniform planting practices that reflect the best current knowledge of tree and plant care.</p>
	<p>Enforcement of tree planting standards and tree protection during development projects; ongoing City tree planting efforts; ongoing Urban Forest Master Plan Project. Completion of Urban Forest Master Plan Community Survey.</p> <p>Resolution 2024-023: Change Order #3 for On-Call Tree Service Contractors totaling \$200,000 in addition to a \$200,000 mid-year budget allocation; Resos 2024-054, 2024-055, and 2024-056, approving Change Orders #4 and #5 for On-Call Tree Service Contractors to balance spending in FY 23/24, to allocate tree contracts for FY 2024/25, and to allocate funds for On-Call Landscape Maintenance Services contract.</p>	<p>O5-11: Maintain, restore and enhance the upper and lower tree canopy of Carmel's urbanized forest. (LUP)</p> <p>O5-13: Perform all tree work and landscaping within the City in accordance with City codes and policies and uniform planting practices that reflect the best current knowledge of tree and plant care.</p>

Element	2024 Projects and Accomplishments	Implemented Goals/Objectives/Policies
	The city continues to require permits for tree removal and pruning.	O5-12: Implement policies, standards, and procedures to regulate the removal, pruning, and replacement of trees on private property.
	The city continues to regulate the right-of-way in accordance with the Municipal Code and the Right-of-Way Vision Statement.	O5-16 Remove or reduce unnecessary or excessive hardscape and other nonconforming encroachments on City parklands and within street rights-of-way to provide for and promote the planting of trees and native vegetation. (LUP)
	The city continues to require drainage plans for additions and the construction of new buildings.	O5-22: Maximize retention of surface water on each site through site design and use of best management practices. (LUP)
	<p>Undergrounding of utilities required when a project valuation reaches \$200,000 over a cumulative five-year period (exemptions considered if needed to protect significant trees).</p> <p>Presentation by Wave Astound Broadband to address public comments regarding their Fiber Optic Project and authorize issuance of an Encroachment Permit with Special Conditions of Approval</p> <p>Consider a recommendation from the Rule 20A Ad Hoc Committee to adopt Reso 2024-091 establishing the Del Mar Underground Utility District and authorizing the Del Mar Utility Undergrounding Project utilizing Rule 20A Work Credit allocation (Nov. 2024)</p>	P5-183: Promote the placement of utilities underground where feasible and with minimum detriment to the root system of trees. (LUP)

Element	2024 Projects and Accomplishments	Implemented Goals/Objectives/Policies
6) Public Facilities and Services	Fiscal Year 2024/25 Capital Improvement Program and Five-Year Capital Improvement Plan.	P6-14: Maintain the City's five-year Capital Improvement Program and conduct a yearly review by the Planning Commission of the Capital Improvement Program consistent with this Element.
	<p>Resolution 2024-047 Adopting the Fiscal Year 2024-2025 Annual Operating and Capital Budget.</p> <p>Authorize Indigo/Hammond+Playle Architects to proceed with schematic design concepts for the Police Building Project.</p>	O6-2: Support adequate levels of public services and facilities to serve the needs of the community, including police and fire protection, refuse and sanitary disposal services, building safety and public utility services.
	<p>The City Council approved an advisory vote in November 2024 on street addresses.</p> <p>Resolution 2024-005: \$392,150 Construction Contract with Color New Co., for the Sunset Center Exterior and Harrison Memorial Library Exterior and Interior Painting Projects.</p> <p>Resolution 2024-006 PSA Amendment No. 2 Ten Over Studio for architectural services for the Sunset Center Portico Design Project, for a fixed fee of \$29,500.</p> <p>Resolution 2024-070, Construction Contract with Pro-Ex Construction, Inc., in the amount, with a 15% contingency, of \$168,360 for the Sunset Center Cottages Window Repairs Project.</p> <p>Library Facilities Master Plan Project.</p> <p>Review RFP for Architect Services for the renovation of the Harrison Memorial Library and the list for the Architect Selection Committee.</p>	

Element	2024 Projects and Accomplishments	Implemented Goals/Objectives/Policies
	<p>Resolution 2024-044 approving a 3.59 percent rate increase to charges by GreenWaste Recovery, effective July 1, 2024, and approving Amendment No. 3 to the MOU between ReGen Monterey and Member Agencies for FY 24/25.</p> <p>Ordinance No. 2024-001, adding Chapter 8.30 to Title 8 to the Carmel-by-the-Sea Municipal Code regarding a policy related to the use of Military Equipment by the Carmel-by-the-Sea Police Department.</p> <p>Resolution 2024-060 accepting a \$9,800 donation from Community Emergency Response Volunteers (CERV) for the purchase of a Community Emergency Response Team trailer.</p> <p>Resolution 2024-072 accepting a \$3,000 donation from CERV.</p> <p>Receive a presentation by California American Water Company to introduce the Dolores Street Water Main Replacement Project and authorize the issuance of an Encroachment Permit with Special Conditions of Approval.</p> <p>Resolution 2024-053, \$183,310 Construction Contract with California Constructors for the City Hall Roof Replacement Project.</p> <p>Resolution 2024-075, Amendment No. 2 to Wallace Group PSA, for Project Management and Design Services, for a not-to-exceed fee increase of \$39,770.</p>	

Element	2024 Projects and Accomplishments	Implemented Goals/Objectives/Policies
	Resolution 2024-081, Amendment No. 1 to ZFA Structural Engineers PSA, for a fixed fee of \$25,000, for the Lincoln Street Trestle Bridge Evaluation Project.	P6-18: Pursue roadside improvements funds and other available sources to develop bicycle paths and pedestrian trails.
	Resolution 2024-098, \$1,285,185 contract with Coastal Paving & Excavating, Inc. for Projects #1, 2, and 3 of the Drainage System Repairs Projects. Receive a presentation by the Carmel Area Wastewater District (CAWD) to introduce the Santa Rita and Guadalupe Sewer Main Rehabilitation Project and authorize the issuance of an Encroachment Permit with Special Conditions of Approval.	P6-19: Maintain the City’s roadways, storm drains, and other public infrastructure to ensure they are safe and functioning adequately.
	Ongoing public education of recently digitized Planning/Building records and recently established online payment options.	P6-20: Continue to evaluate ways to streamline the development review process.
7) Open Space and Conservation	Resolution 2024-036, \$433,818 Construction Contract with Monterey Peninsula Engineering for construction of the Mission Trail Nature Preserve, 3 Stream/Drainage Project.	07-1: Use, maintain and enhance publicly owned land for the benefit of Carmel residents. G7-1: To protect, conserve, and enhance the unique natural beauty and irreplaceable natural resources of Carmel and its Sphere of Influence. P7-8: Maintain the City’s beach, park and open space in a manner that encourages use and enjoyment by residents and visitors while protecting the aesthetic and environmental quality of these areas.

Element	2024 Projects and Accomplishments	Implemented Goals/Objectives/Policies
8) Environmental Safety	<p>Receive report on activities and actions over the previous 2 years on the City's Emergency Operations Plan and adopt Resolution 2024-001 approving the updated 2024 Emergency Operations Plan.</p> <p>Resolution 2024-077 Adopting the Community Wildfire Protection Plan completed for the Cities of Monterey, Pacific Grove, and Carmel-by-the-Sea.</p> <p>Alert education and outreach (Monterey County, PG&E, Nixle, City of Carmel).</p>	<p>G8-1: Ensure there is adequate preparedness to respond to a disaster.</p> <p>G8-2: Provide protection from natural hazards.</p> <p>G8-3: Reduce potential impacts from natural hazards.</p> <p>G8-4: Control land uses siting to avoid exposure to excessive risk.</p> <p>O8-4: Prevent or reduce the potential for life loss, injury, and property damage from fire hazards.</p>
	<p>Weekly vlog/email updates to disseminate emergency alerts & recommendations.</p>	<p>O8-3: Provide public education about what to do in case of emergencies and means available to avoid or minimize their effects.</p>
	9) Noise	<p>Council directed the Forest & Beach Commission to explore a policy prior to the end of 2024 to balance pickleball and tennis activities at Forest Hill Park with surrounding residential uses; in Jan '25, the Forest & Beach Commission limited pickleball to 9-5 three days/week for 90 day trial period.</p>
<p>Noise emission checks for all new generators, heating/AC, hot tubs, or similar systems upon permit approval and upon request.</p>		<p>P9-6: Develop a noise enforcement program to minimize disturbance of the community tranquility.</p>
<p>Gas-powered leaf blowers prohibited.</p>		<p>P9-15: Continue to prohibit the use of gas-powered leaf blowers in the City.</p>
<p>Truck route maintained.</p>		<p>P9-16: Continue to maintain a truck route to limit noise impacts in the City.</p>
<p>Live Music Ordinance enforced.</p>		<p>P9-18: Continue to enforce the City's Live Music Ordinance limiting the sound and location of live music in the commercial districts.</p>

To view Attachment 3, click the link below to access the City of Carmel's website.

Link: [Housing Element Progress Report 2024](#)

Under **Current Planning Applications, PUBLIC HEARINGS, CITY COUNCIL MEETING,** March 31, 2025, you will find the [Housing Element Progress Report for 2024](#).

If you have any difficulty accessing the report, please email housing@ci.carmel.ca.us.

CITY OF CARMEL-BY-THE-SEA PLANNING COMMISSION

RESOLUTION NO. 2025-012-PC

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CARMEL-BY-THE-SEA
RECOMMENDING CITY COUNCIL ACCEPTANCE OF THE GENERAL PLAN AND HOUSING ELEMENT
ANNUAL PROGRESS REPORTS FOR THE CALENDAR YEAR 2024**

WHEREAS, the City of Carmel-by-the-Sea adopted the City of Carmel-by-the-Sea General Plan in 1988 and adopted a revised General Plan in 2004; and

WHEREAS, the City of Carmel-by-the-Sea adopted the City of Carmel-by-the-Sea 2023-2031 Housing Element in 2024; and

WHEREAS, Section 65400 of the California Government Code requires the City to file an annual report addressing the status of the General Plan and progress made toward implementing its goals and policies; and

WHEREAS, Sections 65400, 65583, and 65584 of the California Government Code require the City to report certain housing information; and

WHEREAS, a General Plan Annual Progress Report and Housing Element Annual Progress Report for the Year 2024 were prepared for submission to the State of California Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research (OPR); and

WHEREAS, both annual progress reports accurately reflect the City's progress in implementing the goals and policies of the General Plan and Housing Element during the 2024 calendar year; and

WHEREAS, on or before March 7, 2025, a meeting agenda was posted in three locations in compliance with State law indicating the date and time of the public meeting to review the progress reports; and

WHEREAS, on March 12, 2025, the Planning Commission held a duly noticed public hearing to receive public testimony, including, without limitation, the information provided to the Planning Commission by City staff and through public testimony, and considered recommending that the City Council accept the General Plan Annual Progress Report and Housing Element Annual Progress Report for 2024 and authorize its submittal to the State HCD and OPR; and

WHEREAS, the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA"), together with State Guidelines (14 California Code Regulations §§

Resolution 2025-012-PC
March 12, 2025

15000, et seq., the “CEQA Guidelines”) and City Environmental Regulations (CMC 17.60) require that certain projects be reviewed for environmental impacts and that environmental documents be prepared; and

WHEREAS, pursuant to CEQA regulations, the recommendation that the City Council accept the General Plan and Housing Element Annual Progress Reports is “not a project” pursuant to section 15378 of the CEQA Guidelines; and

WHEREAS, the facts set forth in the recitals are true and correct and are incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED THAT THE PLANNING COMMISSION OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY recommend that the City Council accept the City of Carmel-by-the-Sea 2024 General Plan Annual Progress Report and Housing Element Annual Progress Report in a manner fully in conformity with the Coastal Act (CA Section 30510).

PASSED, APPROVED, AND ADOPTED BY THE PLANNING COMMISSION OF THE CITY OF CARMEL-BY-THE-SEA this 12th day of March 2025, by the following vote:

AYES: AHLBORN, ALLEN, KARAPETKOV, LOCKE, LEPAGE

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Signed by:

4FF97D7E0A3D499...
Michael LePage
Chair

Signed by:

6E9202EE446F4FF...
Shelby Young
Planning Commission Secretary



**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL
Staff Report**

**March 31, 2025
ADJOURNMENT**

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Chip Rerig, City Administrator

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Correspondence Received After Agenda Posing

RECOMMENDATION:

BACKGROUND/SUMMARY:

FISCAL IMPACT:

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS: