



## **CITY OF CARMEL-BY-THE-SEA FOREST AND BEACH COMMISSION**

Sarah Berling, Kelly Brezoczky, Tamara Michie,  
Gerald Montmorency and Neal Rutta

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

### **REGULAR MEETING Thursday, April 10, 2025**

**MEETING 2:30 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. Southeast corner of Santa Fe Street and 5th Avenue

**THIS MEETING WILL BE HELD IN PERSON AND VIA TELECONFERENCE.** 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 watch the Youtube Live Stream at: <https://www.youtube.com/@CityofCarmelbytheSea/streams>, or use the link below to view or listen to the meeting via Zoom teleconference:

<https://ci-carmel-ca-us.zoom.us/j/88905440852> Webinar ID: 889 0544 0852 Passcode: 284870 Join by phone 253 215 8782

**HOW TO OFFER PUBLIC COMMENT:** Public comment may be given in person at the meeting, 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 [yculver@ci.carmel.ca.us](mailto:yculver@ci.carmel.ca.us). Comments must be received 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.

#### **CALL TO ORDER AND ROLL CALL**

#### **PLEDGE OF ALLEGIANCE**

#### **ANNOUNCEMENTS**

**PUBLIC APPEARANCES** - Under the Brown Act, public comment for matters on the

**agenda must relate to that agenda item and public comments for matters not on the agenda must relate to the subject matter jurisdiction of this legislative body. Hateful, violent, and threatening speech is impermissible public comment as it disrupts the conduct of the public meeting. This is a warning that if a member of the public attending this meeting remotely violates the Brown Act by failing to comply with these requirements of the Brown Act the meeting, then that speaker will be muted.**

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Commission. Matters not appearing on Commission's agenda will not receive action at this meeting but may be referred to staff for a future meeting. Persons are not required to give their names, but it is helpful for speakers to state their names so that they may be identified in the minutes of the meeting.

## **CONSENT AGENDA**

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

1. Acting Public Works Director's Report for March 2025.
2. Approval of Meeting Minutes

## **PUBLIC HEARINGS**

3. Approve or deny the removal of one significant Coast live oak tree at the Southeast corner of Santa Fe Street and Fifth Avenue (Tree Permit Application 25-027)

## **ORDERS OF BUSINESS**

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

4. March 2025 Foresters Report

## **FUTURE AGENDA ITEMS**

## **ADJOURNMENT**

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 Forest & Beach Commission regarding any item on this agenda, received after the posting of the agenda will be available at the Public Works Department located on the east side of Junipero Street between Fourth and Fifth Avenues during normal 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).



## **CITY OF CARMEL-BY-THE-SEA FOREST AND BEACH COMMISSION Staff Report**

**April 10, 2025  
CONSENT AGENDA**

**TO:** Forest and Beach Commissioners

**SUBMITTED BY:** Mary Bilse, Acting Public Works Director

**SUBJECT:** Acting Public Works Director's Report for March 2025.

### **RECOMMENDATION:**

Receive Acting Public Works Director's Report for March 2025.

### **BACKGROUND/SUMMARY:**

The Acting Public Works Director's Report will include:

- A. City Council actions related to Forestry, Parks, and Beach issues
- B. Forestry, Parks, and Beach-related Capital Improvement Projects
- C. Climate Committee meetings and Climate Action Plan Implementation
- D. Update on Volunteer Organizations
- E. Misc. Forestry, Parks, and Beach-related Public Works items.

### **Environmental Evaluation**

This action does not constitute a project within the meaning of the California Environmental Quality Act under Public Resources Code Section 21065. It has no potential to cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and therefore, does not require environmental review.

### **FISCAL IMPACT:**

None

### **ATTACHMENTS:**

Attachment #1 Acting Public Works Director's Report for March 2025



# CITY OF CARMEL-BY-THE-SEA

## Public Works Department March 2025 Report

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Mary Bilse, Acting Public Works Director
<b>SUBMITTED ON:</b>	April 10, 2025
<b>APPROVED BY:</b>	Chip Rerig, City Administrator

### City Council Meeting of March 3, 4, 24, 27, and 31, 2025

- Council received a presentation from the Carmel Area Wastewater District on the Scenic Road Pipeline Replacement Project and authorized issuance of an Encroachment Permit with special conditions of approval.
- Council approved a Professional Services Agreement with Moffatt & Nichol, Inc. for coastal engineering and environmental services, including the beach access ramp related to the Carmel Beach Coastal Protection and Access Improvement Projects, with a not-to-exceed fee of \$399,013.
- Council approved an amendment 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.
- Council received a recap of the February Council priorities workshop, five-year financial forecast, proposed Fiscal Year 2025/26 Capital Improvement Program, Capital Improvement Plan and revisions to Financial Policies.
- Council received a status report on the Carmel Police Department/Public Works Department Project.

### Forest and Beach Commission Meeting of March 13, 2025

- Friends of Mission Trail Nature Preserve presented their Work Effort Overview to the Forest & Beach Commission.
- The Transportation Agency for Monterey County (TAMC) made a presentation on E-Bikes and E-Bike regulations.
- The Carmel Beach Pick Up Posse presented their efforts to clean up trash at Carmel Beach.
- The Commission received a presentation by Integral Consulting/EMC Planning Group on adaptation strategies to protect the beach, coastal infrastructure, and minimizing coastal erosion from storm events and sea level rise.
- The Commission recommended approval to the City Council regarding an ordinance to balance pickleball and tennis activities at Forest Hill Park.

### Volunteer Groups

- The Garden Club is working to maintain and beautify the Picadilly Park, Harrison Memorial Library, and North Dunes gardens.

### Environmental Programs

- Worked with Integral and EMC Planning on the Coastal Engineering Study Adaptation Strategies to present in the March Forest & Beach and Planning Commission meetings.

- Continued to distribute the Community Survey on Sea Level Rise and coordinated a workshop for May 15, 2025.
- Set up an Environmental Purchasing program on with staff from various City departments.
- Reviewed and conducted final stormwater plan checks for private construction sites.
- Researched grant opportunities for projects within Mission Trails Nature Preserve and electric vehicle chargers for Vista Lobos and Sunset Center parking lots.
- Attended regional agency meetings (Monterey Regional Stormwater Management Program and ReGen Monterey).
- Issued new waivers in accordance with SB 1383 for recycling/organics program collection services.
- Continued to coordinate with vendors for the Earth/Arbor Day on April 26, 2025.

## **Facility Maintenance**

- Managed the project for the Norton Court roll-up door replacement.
- Completed training on the Brivo security access system for the Norton Parking Garage.
- Coordinated the replacement of the Sunset Center facility-wide emergency lighting system.
- Assisted with the waterline repair at the Lester Rountree Plant Garden.
- Assisted with building racks at the Local History Vault.
- Completed city-wide belt and filter replacements.
- Replaced all faulty hand dryers at public restroom facilities.
- Conducted roof leak repairs and preventative maintenance at the Public Works administrative office facility.
- Restored a window at the City Hall Planning Department.
- Painted the custom wood gutters on the City Hall Council Chambers roof.
- Replaced the failing motor at the Public Works rear access gate.
- Completed environmental air testing at the Carmel Police Department.
- Topped off fuel levels in the Fire Station's emergency generator.
- Replaced faucets in the Fire Station kitchen and lower restroom.
- Repaired the Fire Station's dishwasher leak.
- Coordinated backflow prevention replacement due to a fallen tree at Forest Hill Park.
- Coordinated quotes for several Public Works/Police Department projects.
- Hydro-jetted plumbing lines at all public restroom facilities.
- Successfully eliminated rodents at Flanders Mansion and Public Works.
- Continuing assistance with Pickleball-related items.

## **Project Management for the Capital Improvement Program**

### 4 Leaf Projects:

- For the Police Building Project, the Council received a report on the Police/Public Works Department Project.

### 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 100% 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 100% complete. 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. The Notice of Completion will be filed with the County this week.

- For the Sunset Center Retaining Walls Repair Project, ZFA submitted 100% plans and technical specifications. 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 staff is working through their Professional Services Agreement.

#### 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 May 2025.

#### **Street Maintenance**

- Implemented changes approved during the Traffic Safety Committee's February meeting.
- Rented a compact track loader to redistribute sand at the Del Mar and volleyball dunes.
- Fabricated and installed four permanent farmers market signs on Mission Street, between 6th and Ocean.
- Installed a new aluminum gate at the entrance to Rio Park.
- Removed approximately 10 yards of overgrown poison oak from Mission Trail Nature Preserve.
- Assisted Local History at the Library Park Branch by removing and installing new shelving.
- Installed 125 feet of grape stake fencing on the San Antonio walkway, between 2nd and 4th.
- Fabricated and installed six new "No Parking Anytime" signs for the San Antonio walkway.
- Repaired the wooden boardwalk at Del Mar.
- Continued working on the sidewalk repair list.
- Conducted the annual safety inspection of the Forestry Division's Hi-Ranger bucket truck.
- Contracted the repair of a failed storm drain at the intersection of Mission Street and 2nd Avenue.
- Continued with in-house vehicle services.

#### **Forestry, Parks, and Beach**

- Refer to City Forester's Report.



# **CITY OF CARMEL-BY-THE-SEA FOREST AND BEACH COMMISSION Staff Report**

**April 10, 2025  
CONSENT AGENDA**

**TO:** Forest and Beach Commissioners

**SUBMITTED  
BY:**

**SUBJECT:** Approval of Meeting Minutes

**RECOMMENDATION:**

**BACKGROUND/SUMMARY:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

Approval of Meeting Minutes



**REGULAR MEETING  
Thursday, March 13, 2025**

**CALL TO ORDER AND ROLL CALL**

**PRESENT:** Berling, Brezoczky, Michie, Montmorency, Rutta  
**ABSENT:** None  
**STAFF PRESENT:** Mary Bilse, Acting Public Works Director/Environmental Manager  
Justin Ono, City Forester  
Yvette Culver, Commission Secretary/Administrative Coordinator  
Tom Ford, Administrative Analyst  
Val Gaino, Environmental Administrative Analyst

Chair Brezoczky welcomed the new commissioner, Neal Rutta to the Forest and Beach Commission.

**PLEDGE OF ALLEGIANCE**

Chair Brezoczky led the public in the Pledge of Allegiance

**ANNOUNCEMENTS**

None

**CONSENT AGENDA**

**Item 1:** Approval of January 16, 2025, Regular Meeting Minutes

Commissioner Michie moved to approve the Meeting Minutes for January 16, 2025, seconded by Commissioner Montmorency, and carried by the following roll call vote:

**AYES:** Berling, Brezoczky, Michie, Montmorency, Rutta  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**Item 2:** Acting Public Works Director's Report for February 2025

**PUBLIC COMMENT**

None

**EXTRAORDINARY BUSINESS**

**Item A:** Presentation from the Friends of Mission Trail Nature Preserve on the work completed in the Mission Trail Nature Preserve over the past year

Scott Lonergan, a board member of the Friends of Mission Trail Nature Preserve, presented on the work completed over the past years, highlighting a private partnership with the city Public Works providing heavy lifting and the Friends providing close to \$200,000 in funding and hands-on work.

The Mission Trail Master Plan, adopted in 1996, aims to provide low-impact access and protect rare coastal habitats through ecological forestry and wildfire mitigation (targeted removal of forest fuels). The Friends of Mission Trail Nature Preserve monitor conditions closely.

Mr. Loneragan answered the questions of the Commission.

### **PUBLIC COMMENT**

Karen Ferlito  
Greg Di Ambrosio  
Cindy Lloyd  
Melanie Billig

**Item B:** Presentation by the Transportation Agency for Monterey County (TAMC) on E-Bikes and E-Bike Regulation

Yanuk Strauss, Associate Transportation Planner with the Transportation Agency for Monterey County, presented information on ebike regulations and resources, and answered questions of the Commission.

The presentation covered the definition of legal ebikes (Class 1, 2, and 3) and their characteristics, noting speed limitations. Benefits of ebikes include recreation, transportation, reduced emissions, and improved health. Challenges include safety concerns due to higher speeds, conflicts with pedestrians, potential for illegal modifications, and enforcement.

State law and local regulations regarding where ebikes can be ridden were discussed.

Bike advocacy organizations highlighted concerns about targeting legal ebike riders and emphasized focusing on illegal electric motorcycles, promoting safe riding, and prioritizing education. Local ebike safety campaigns, such as the Santa Cruz CHP online training, were mentioned, along with resources from CalBike and People for Bikes.

Trail etiquette resources from the Monterey Off-Road Cycling Association were also provided.

Ms. Strauss acknowledged the complexity of ebike regulation and the ongoing discussions.

### **PUBLIC COMMENT**

Barbara Lang  
Didier Diaz  
Karen Ferlito

**Item C:** Presentation by Carmel Cares on the Carmel Beach Pick Up Posse

Kelly Francis presented on the Carmel Beach PUPs (Pick Up Posse), a volunteer program focused on keeping Carmel Beach pristine and safe. Ms. Francis answered the questions of the Commission.

The mission is to remove trash, report hazardous debris and animal carcasses, and model responsible behavior. The program involves weekly trash removal by scheduled volunteers. Coordination includes training, scheduling, reporting, managing a text thread for communication, and attending city meetings. Collected trash is mostly found along the bluffs and seaweed line, including significant amounts of plastic and dog waste.

Improvements and sustainability suggestions included increasing awareness of environmental impact, developing educational programming, ensuring an active maintenance plan, enforcing

beach fire rules, conducting post-event inspections, improving coordination with the city, and recruiting more volunteers.

Staff recognized the significant volunteer contribution of Carmel Cares and noted ongoing discussions about the city's role and cooperative efforts. Ms. Francis emphasized the daily need for beach cleanup and appreciated the opportunity to raise awareness. She mentioned ongoing communication with city staff.

## **ORDERS OF BUSINESS**

**Item 4:** Presentation by Integral Consulting/EMC Planning Group on Adaptation Strategies to Protect the Beach, Coastal Infrastructure, and Minimize Coastal Erosion from Storm Events and Sea Level Rise (Phase 2, Task 2 of the Coastal Engineering and Sea Level Rise Adaptation Planning Study).

Anastazia Aziz from EMC Planning Group and Matt Jameson from Integral Consulting, who is doing the technical work on this project, introduced the report on Phase Two Task Two of the Coastal Engineering and Sea Level Rise Adaptation Planning Study, setting the context of previous technical studies and their presentation to the Planning Commission. Mr. Jameson answered questions from the Commission.

The current phase focuses on adaptation feasibility, introducing various strategies the city can consider. Future phases will involve socioeconomic analysis, refining adaptation types for the community, developing potential policies to amend the city's Local Coastal Program (LCP), and continued community engagement. The LCP's relevance to the entire coastal zone, including the Mission Trail Nature Preserve, was noted.

Ongoing outreach efforts include an active survey on the Public Works website and a public workshop to be determined. Hard copy postcards and a newspaper ad were also used for outreach.

Adaptation Strategies for Carmel Beach:

- Presentation of various feasible adaptation strategies to manage the effects of sea-level rise and erosion.
- Utilization of anonymous and aggregated cell phone data to assess beach usage, including user demographics and seasonal variations (approx. 1.1 million visits annually split between locals and tourists).

Engagement and Outreach Efforts:

- Ongoing efforts to engage the community and stakeholders on adaptation strategies and beach usage.
- Socioeconomic Analysis: An analysis is being conducted to determine the impact of beach changes on the local economy, including willingness to pay for beach access and maintenance.

Erosion Projections:

- Current and projected rates of sea-level rise (approximately 1.7 mm/year) and its implications on beach width, predicting a narrowing between 50-60 feet depending on the scenario (1-4 feet of rise).
- Erosion patterns and vulnerability of critical infrastructure, including Scenic Road and wastewater facilities due to wave action and climate impacts.

Adaptation Strategy Framework: A range of strategies classified into categories:

- **Do Nothing Approach:** Current situation and maintenance of existing conditions.
- **Protection:** Measures to hold existing structures in place.

- **Accommodate:** Adjusting infrastructure to adapt to changes.
- **Retreat or Relocation:** Moving structures out of harm's way.
- **Hybrid Approaches:** Combining elements of various strategies.

Specific Strategies Discussed:

- **Restoration of native dune vegetation:** To enhance natural dune resilience.
- **Sand management:** Including techniques like sacrificial storm berms, beach nourishment, and beneficial reuse of sand from local construction projects.
- **Engineered solutions:** Enhancements to existing seawalls, low crested structures, and continuous monitoring.

Next Steps:

- Further dissemination of detailed strategy matrices and projections for public review.
- Continue to engage the community for feedback on proposed strategies.
- Distribute the detailed adaptation strategy matrix and socioeconomic analysis findings to all attendees.
- Plan for the next public outreach event to discuss findings and gather additional input from the community.

## **PUBLIC COMMENT**

None

**Item 5:** Pickleball and Tennis Policy: Consider a recommendation to the City Council regarding adoption of a policy to balance the Pickleball and Tennis activities at Forest Hill Park with the surrounding residential uses.

Tom Ford, Administrative Analyst presented the Staff Report and answered questions of the Commission.

Staff reviewed background, city noise policies, and resident input, noting the helpfulness of resident feedback.

The rules posted at Forest Hill Park were reviewed, noting the absence of specific opening hours for the upper park, unlike the playground in the lower park.

Input was gathered from tennis and pickleball players and the approach other cities used.

In an effort to accommodate both Tennis and Pickleball, staff recommended separate permanent section within the courts. Staff proposed installing a full-length fence to partition the courts ensure one side is exclusively for tennis and the other side exclusively for pickleball, additionally each side would have its own entrance/exit gate with automatic locks. Staff recommends two of the four pickleball courts be removed in an effort to reduce by one half the total number of pickle-related sounds. Staff also recommended sending a policy to the City Council for approval.

For the present meeting, staff recommended a policy with pickleball limited to Tuesdays, Thursdays, and Saturdays from 10:00 AM to 4:00 PM, with two permanently dedicated pickleball courts and one tennis court. This would involve painting over lines, the purchase of two pickleball nets, installing fencing to partition the two sides of the court, and installing two auto-locking mechanisms on the gates. Public Works would handle the labor. The estimated total cost was \$13,000.

**PUBLIC COMMENT**

Esther Holdin  
 Barbara Lang  
 Cindy Vandenburg  
 Christa Ingles  
 Jane V.  
 Didier Diaz  
 John Kratchmer  
 Loren Hughes  
 Graham Norton  
 Martin Kamsey  
 Richard Baydem

Chair Brezoczky announced the Forest and Beach Commission would take a 15 break and resume Public Comment at 6:15 PM.

Christopher Day  
 Rita Patel  
 Anthony Carnazzo  
 Cindy Lloyd

Commissioner Michie motioned to adopt the Staff's recommendation for pickleball and tennis and to recommend an addition to the municipal code which would codify the days, times, and hours to play pickleball and tennis that is listed in the proposed policy. Seconded by Commissioner Berling and carried by the following roll call vote:

AYES: Berling, Brezoczky, Michie, Montmorency, Rutta  
 NOES: None  
 ABSENT: None  
 ABSTAIN: None

Commissioner Berling left before the end of the Forest and Beach Meeting, and did not vote in the next motion.

Commissioner Montmorency motioned to implement the plan presented by Staff, with a start date of March 20, 2025, or as soon as practical. Seconded by Commissioner Brezoczky and carried by the following roll call vote:

AYES: Michie, Brezoczky, Montmorency, Rutta  
 NOES: None  
 ABSENT: Berling  
 ABSTAIN: None

**Item 6: February 2025 Forester's Report**

Mr. Ono presented the Foresters Report to the Commission for February 2025.

**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's 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 the 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.

**FUTURE AGENDA ITEMS**

Priorities of the Forest and Beach Commission for the remainder of the year

**ADJOURNMENT**

Respectfully submitted,

---

Yvette Culver, Administrative Coordinator, Commission Secretary

Approved by:

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Kelly Brezoczky, Chair



## CITY OF CARMEL-BY-THE-SEA FOREST AND BEACH COMMISSION Staff Report

April 10, 2025  
PUBLIC HEARINGS

**TO:** Forest and Beach Commissioners

**SUBMITTED BY:** Justin Ono, City Forester

**SUBJECT:** Approve or deny the removal of one significant Coast live oak tree at the Southeast corner of Santa Fe Street and Fifth Avenue (Tree Permit Application 25-027)

### RECOMMENDATION:

Deny the removal of one Significant Coast live oak tree for the purposes of construction. Should the removal be approved, require the replanting of 1 upper canopy tree at the Applicant's expense in a nearby City right of way.

### BACKGROUND/SUMMARY:

Architect Adam Jeselnick submitted Tree Permit Application 25-027 (see **Attachment 1**) for the removal of one 18-inch diameter Coast live oak tree on private property, to accommodate new construction. See **Attachment 2** for the current and proposed Site Maps. In May of 2024, the tree in question (#12 on Attachment 3) was evaluated and deemed Significant by the City Forester (see **Attachments 3 and 4**) as part of a Preliminary Site Assessment. The assessment noted that the tree is mature and in good health while it is growing in less-than-ideal conditions within a deck.

Per the Carmel Municipal Code section 17.48.070, removal of Significant trees for the sake of construction that do not constitute public hazards need to meet 4 criteria, as noted below in bold.

#### *17.48.070 Findings Required for Significant Trees.*

*A. Not Related to Construction. When not related to construction or development, removal of significant trees is prohibited unless authorized by the Forest and Beach Commission consistent with the following finding:*

- 1. That the tree is causing substantial damage to a building that cannot readily be repaired or alleviated on a long-term basis, through minor reasonable building modifications.*

*B. Related to Construction. Removal of significant trees to facilitate construction or development is prohibited unless one of the two following findings is met:*

- 1. That removal of the tree is required to protect public health or safety; or*
- 2. That the following four conditions exist:*

- a. The existing site is vacant or is developed to an extent less than*

***one-third of the base floor area allowed by the zoning applicable to the site; and***  
***b. The available land area of the site not occupied by significant trees (including land within six feet of the trunk of significant trees) does not adequately and practically provide space for development of at least one-third of the base floor area allowed by the zoning for the site; and***  
***c. The issuance of a variance for development in one or more setbacks has been considered and would not provide a remedy or would be inappropriate due to a significant overriding inconsistency with another policy or ordinance of the LCP; and***  
***d. Failure to authorize removal of the tree(s) would deprive the owner of all reasonable economic use of the property. (Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).***

With the tree being in a healthy condition, and the current building already built around it, Staff recommends denial of the removal of the tree for purposes of construction.

#### Density:

Per Carmel Municipal Code Section 17.48.080:

Tree Density Chart for property of 4,000 square feet		
	# of Upper Canopy	# of Lower Canopy
Recommended:	3	1
Currently:	0	14
If removal is approved:	0	13

The site is above density but there is room to replant in the nearby right of way.

The Applicant was notified of their opportunity to speak at the Public Hearing.

#### **FISCAL IMPACT:**

The Applicant has paid the \$682 fee for a Tree Removal Permit application. Should the tree be approved for removal, all costs will be at the Applicant's expense. Should the Applicant be required to plant an additional upper canopy tree on the private property, the Applicant will pay the cost of the replacement tree or pay the \$800 fee in lieu of the tree not replanted on private property.

#### **ATTACHMENTS:**

- Attachment 1 - TR 25-027 Application
- Attachment 2 - Current and Planned site maps
- Attachment 3 - PSA 24-098 - Tree Assessment
- Attachment 4 - PSA 24098 (Gonzalez) Site Assessment Report





# APPLICATION FOR TREE EVALUATION, PRUNING, OR REMOVAL PERMIT

Attachment 1

CITY OF CARMEL-BY-THE-SEA  
P.O. BOX "CC"  
Carmel-by-the-Sea, CA 93921  
(831) 620-2070

Date Received: \_\_\_\_\_  
Fee: \$ \_\_\_\_\_  
Permit ID #: \_\_\_\_\_

Address of tree/property: Santa Fe Street, S/e corner of 5th Street

Assessor's Parcel Number (APN): 010-038-017

Is this application for purposes of construction? ☒ Yes ☐ No If yes, associated planning permit ID #: DS 24-298

\*Applications without construction purposes do not require an arborist's report.

Ownership of tree(s) (select all that apply): ☒ Private ☐ City ☐ Unsure ☐ Shared/split

Is the Applicant the... ☐ Property Owner ☐ Neighbor ☐ Tree Company ☒ Other: Architect

## Applicant Information:

Name: Adam Jeselnick

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Property Owner Information (if different from Applicant):

Name: Elizabeth Gonzalez

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

The applicant **MUST** note the quantity, size, and species of tree(s) in **EACH** of the following categories:

For Evaluation: \_\_\_\_\_

For Pruning\*: \_\_\_\_\_

For Removal: 1- oak, 18" diameter

\*Please include the quantity and estimated size of branches or roots for pruning.

Reason for pruning or removal: impact to existing house foundation, walls, and roof

Who will be pruning or removing: \_\_\_\_\_

## For evaluations only:

Would you like to be present at the time of evaluation? ☒ Yes ☐ No

I consent to the City issuing a tree pruning or removal permit based on the result of the evaluation.\* eg

\*Additional fees may be due for the issuance of a pruning or removal permit.

(Property Owner Initials)

A site plan **MUST** accompany this application. The site plan must:

1. Include the outline of the property and footprint of any structures, label surrounding streets, and include North arrow.
2. Identify location(s) and species of:
  - ...all trees on the private property (if request involves privately-owned trees).
  - ...all trees in the Public Right of Way adjacent to the property (if request involves City-owned trees).
3. Identify the tree(s) requested for evaluation, pruning, or removal.

Optional: Photo of tree(s)

No work is permitted until a permit has been issued to you. The approved permit **MUST** be posted in a conspicuous location in the adjacent public right-of-way prior to beginning work and must remain posted for the entire duration of the work.

Applicant Signature: \_\_\_\_\_

Date: 1/17/2025

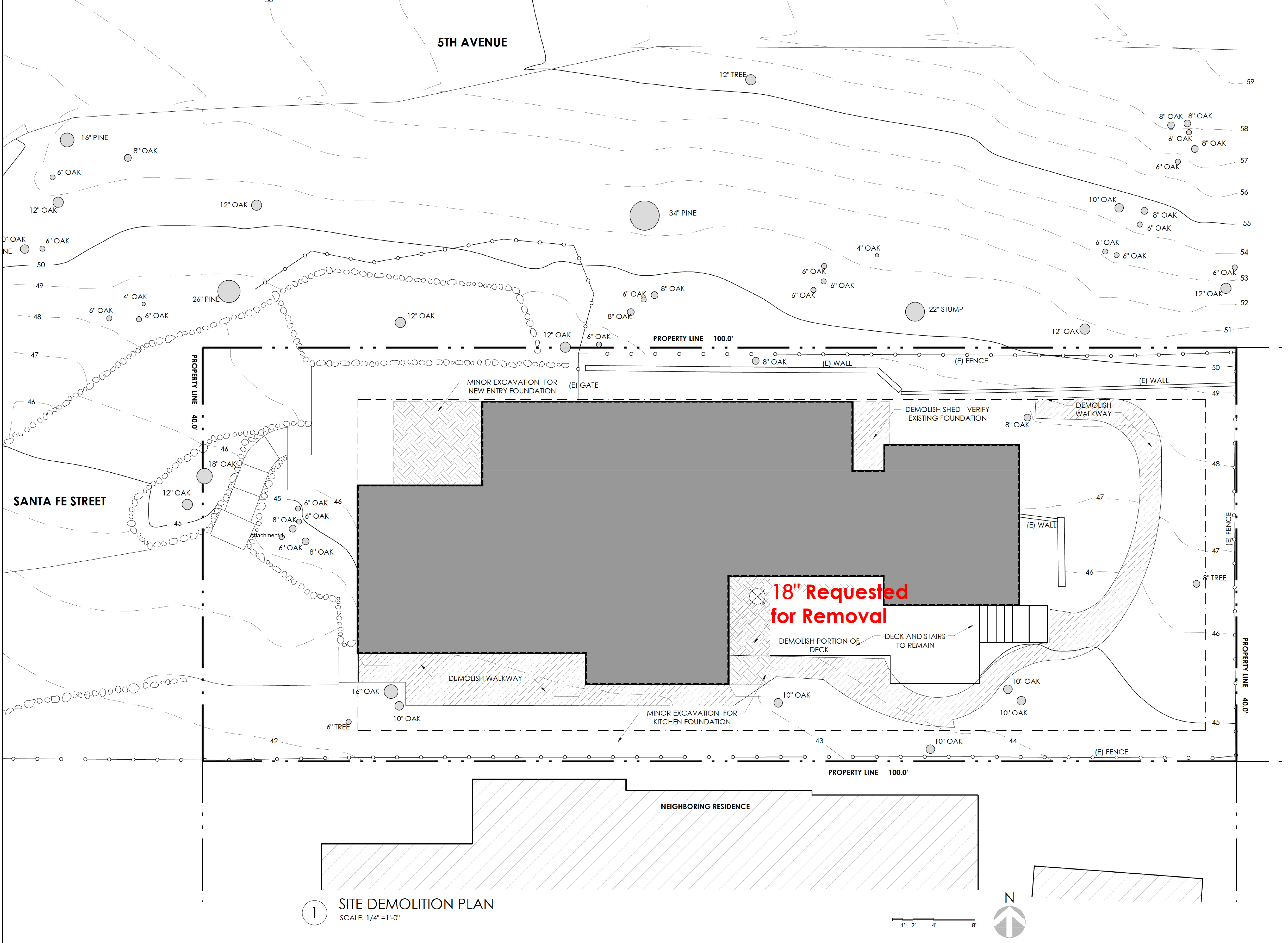
Property Owner Signature\*

(if different from Applicant): \_\_\_\_\_

Date: 1/17/2025

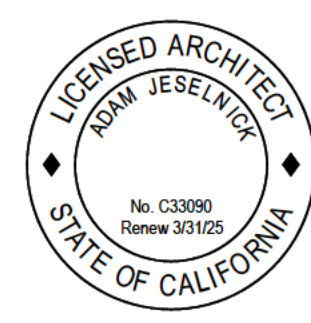
\*If the tree(s) is/are privately owned, the property owner's signature **MUST** be provided.

INCOMPLETE APPLICATIONS WILL BE REJECTED.



1 SITE DEMOLITION PLAN  
SCALE: 1/4" = 1'-0"

ADAM JESELNICK  
ARCHITECT



**GONZALEZ-DWEN RESIDENCE**  
SE CORNER 5TH AVE AND SANTA FE STREET,  
CARMEL-BY-THE-SEA CALIFORNIA 93921

SITE DEMOLITION  
PLAN

10/9/2024

1/4" = 1'-0"

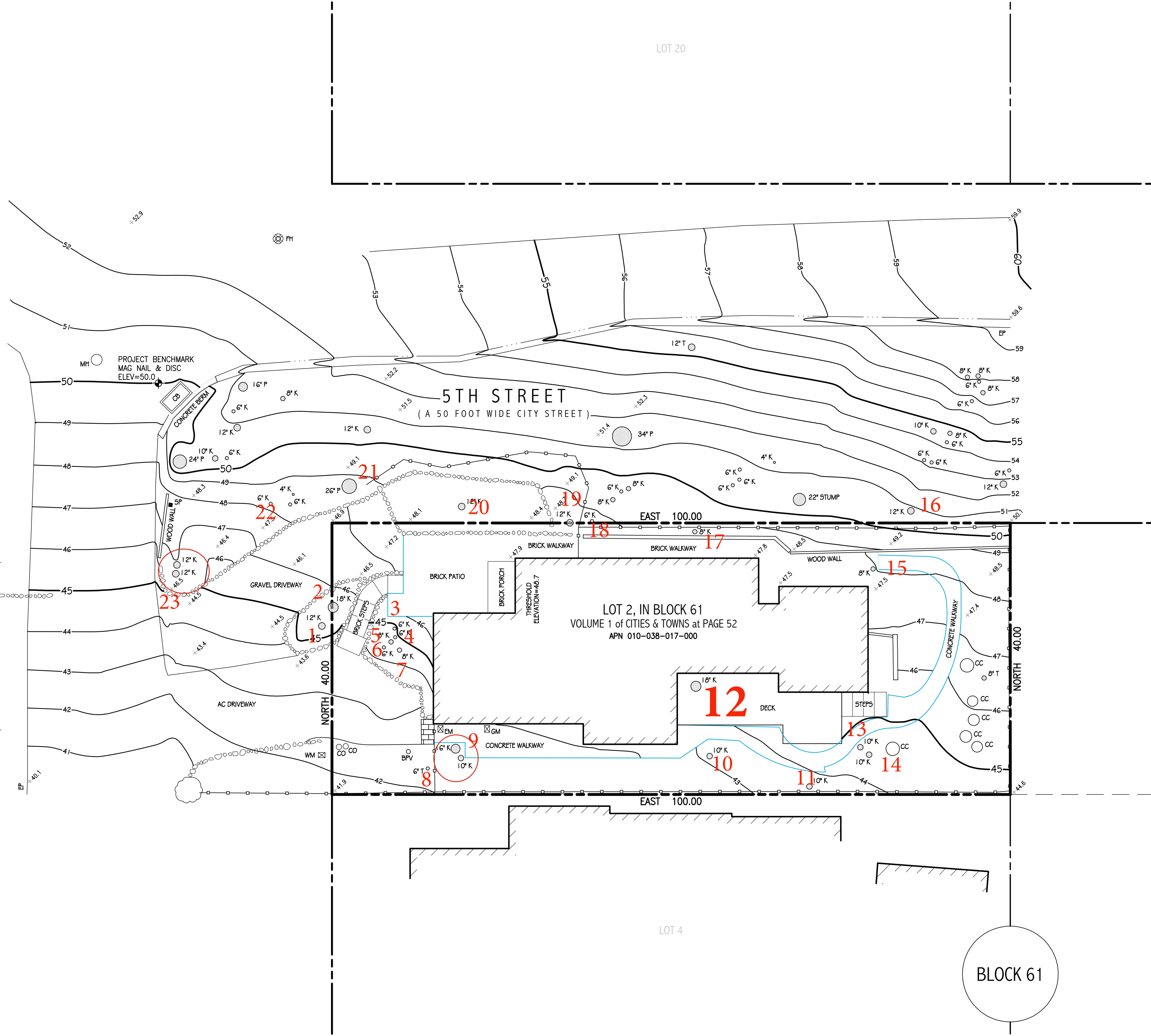
A3



LEGEND:

	RECORD BOUNDARY		WOOD FENCE
	RECORD RIGHT OF WAY		WIRE FENCE
	RECORD LOT LINE		CHAIN LINK FENCE
	RECORD CENTERLINE		SIGN POST
	RECORD EASEMENT LINE		BACKFLOW PREVENTER VALVE
	RECORD SETBACK		MAIL BOX
	OLD RECORD LINE		CONCRETE CIRCLE
	PROJECT BENCHMARK		PILLAR
	CONTOUR (MAJOR)		BLOCK RETAINING WALL
	CONTOUR (MINOR)		ROCK RETAINING WALL
	GRADEBREAK		STACKED BLOCK WALL
	EDGE OF PAVEMENT		BRICK WALKWAY/PATIO
	LIP OF GUTTER		CARMEL STONE
	FACE OF CURB		PCC WALKWAY/PATIO
	CURB AND GUTTER		DISABLED PARKING
	BACK OF CURB		STANDARD PARKING STALL
	BACK OF SIDEWALK		ASPHALT CONCRETE
	EDGE OF DRIVEWAY		CARMEL STONE
	FLOWLINE		CORRUGATED METAL PIPE
	APPROXIMATE BUILDING OUTLINE		CONCRETE SLAB
	CHIMNEY		DECOMPOSED GRANITE
	APPROXIMATE FLOOR ELEVATION		EXPOSED AGGREGATE
	DECK		HIGH DENSITY POLY ETHYLENE
	CONCRETE PAD		PORTLAND CEMENT CONCRETE
	STEP		PAVER STONE
	PLANTER		POLY VINYL CHLORIDE
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	WATER VALVE		TRASH ENCLOSURE
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	HOSE BIB		ACACIA
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	SANITARY SEWER MANHOLE		PINE
	SANITARY SEWER CLEAN-OUT		REDWOOD
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	STORM DRAIN MANHOLE		SPOT ELEVATION
	AREA DRAIN		
	STORM DRAIN CATCH BASIN		
	ELECTRIC LINE		
	UTILITY POLE		
	GUY WIRE		
	ELECTRIC VAULT		
	UTILITY VAULT		
	ELECTRIC METER		
	STREET LIGHT		
	LAMP POST		
	GAS LINE		
	GAS METER		
	TELEPHONE LINE		
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SANTA FE STREET  
(A 60 FOOT WIDE CITY STREET)



**BENCHMARK:**  
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- NOTES:**
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  - CONTOUR INTERVAL = ONE FOOT.
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**TOPOGRAPHIC SITE SURVEY**

OF  
**LOT 2 IN BLOCK 61**

as shown on  
**VOLUME 1 OF CITIES & TOWNS AT PAGE 52**  
Records of Monterey County

PREPARED FOR  
**Keith Dwen**

BY  
**LUCIDO SURVEYORS**

Boundary and Construction Surveys · Topographic and Planimetric Mapping  
ALTA Surveys and GIS Database Management · Land Planning and Consulting

2 Saucito Avenue  
DEL REY OAKS, CALIFORNIA 93940

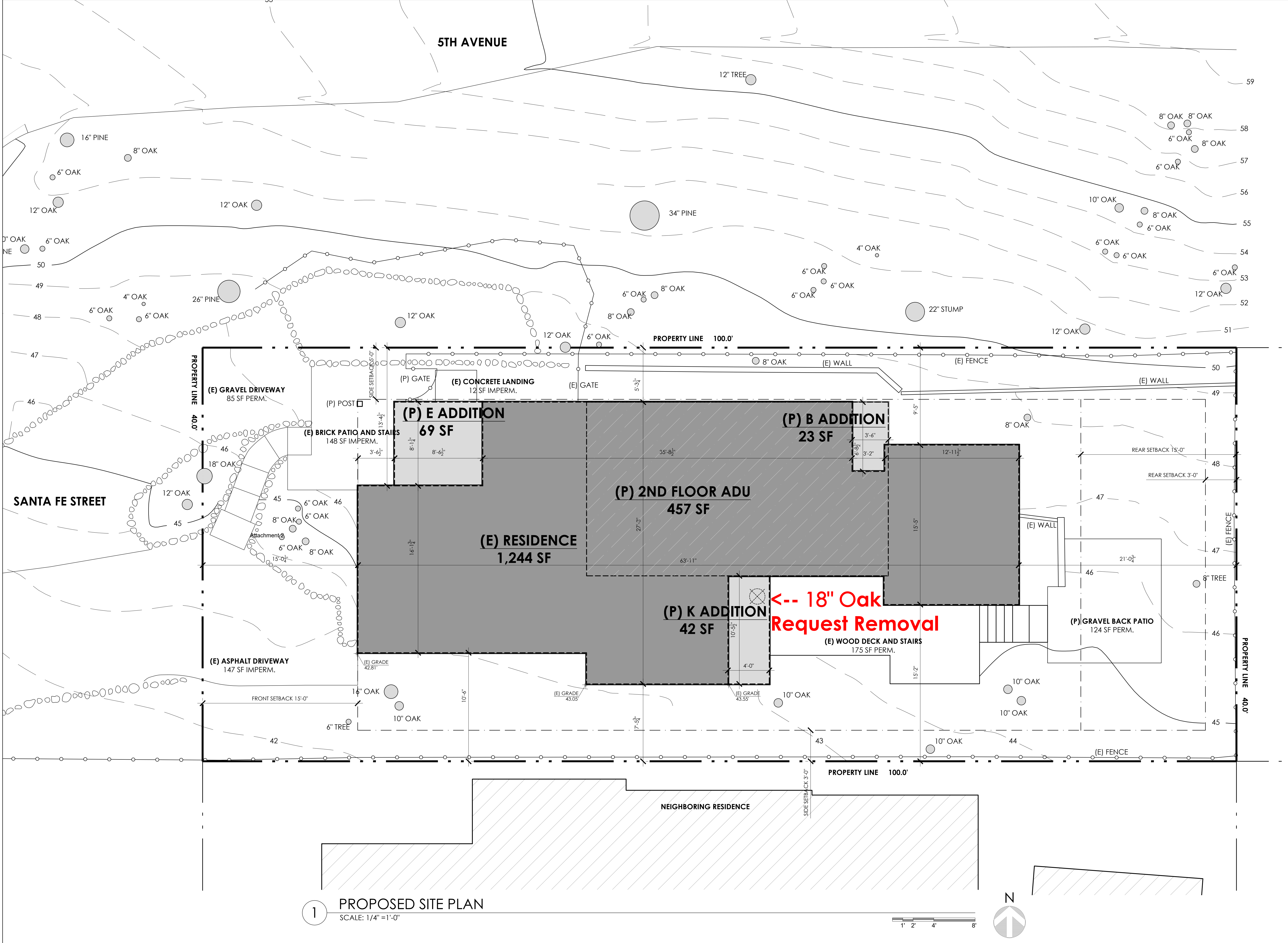


info@lucidosurveyors.com  
(831) 420-5032

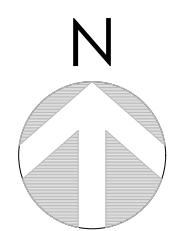
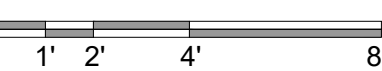


SCALE: 1"=10' PROJECT No. 3297 NOVEMBER 2023  
CITY OF CARMEL COUNTY OF MONTEREY STATE OF CALIFORNIA





1 PROPOSED SITE PLAN  
SCALE: 1/4" = 1'-0"



ADAM JESELNICK  
ARCHITECT



**GONZALEZ-DWEN RESIDENCE**  
SE CORNER 5TH AVE AND SANTA FE STREET,  
CARMEL-BY-THE-SEA CALIFORNIA 93921

PROPOSED SITE  
PLAN

8/23/2024

1/4" = 1'-0"

A4

## Significant Tree Evaluation Worksheet

APN: 010-038-017-000

Street Location: SE Corner Santa Fe and 5th

Planner: Evan Kort

City Forester: Justin Ono

Property Owner: Gonzalez

Recommended Tree Density: 3 upper, 1 lower (4 total)

Required Planting: Site meets density

### Part One: Initial Screening:

**Complete Part One to determine if further assessment is warranted. Trees must pass all criteria in Part One to be considered significant or moderately significant.**

A. Does the tree pose an above-normal potential risk to life and property?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
YES											X				
NO	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Tree #	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
YES															
NO	X	X	X	X	X	X	X	X							

Any tree with structural impairment likely to cause failure should be marked as unsafe and removed. Use page five of this worksheet to document the safety risk. Trees that have limited and specific defects that can be remedied with selective pruning or other mitigation should be marked as safe and specific recommendations should be given to the owner for tree care. Such trees may still be assessed for significance.

B. Is the tree one of the following native species on the Carmel-by-the-Sea recommended tree list?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Species	CLO	CLO	CLO	CLO	CLO	CLO	CLO	BB	CLO	CLO	CLO	CLO	CLO	CLO	CLO
YES	X	X	X	X	X	X	X		X	X	X	X	X	X	X
NO								X							
Tree #	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Species	CLO	CLO	CLO	CLO	CLO	MP	CLO	CLO							
YES	X	X	X	X	X	X	X	X							
NO															

MP -- Monterey pine

CO -- coast live oak

Bottle Brush

BB --

(Note: Other species on the recommended tree list may be determined to be Significant Trees only if they are exceptional examples of the species. Such trees also must exhibit excellent health, form, vigor, and substantial size to rate an overall score of at least 7 points in Part Two of the assessment.)

## C. Does the tree meet the minimum size criteria for significance?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
YES	x	x	x	x	x	x	x		x	x	x	x	x	x	x
NO								x							
Tree #	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
YES	x	x	x	x	x	x	x	x							
NO															

Monterey pine, Monterey cypress, Bishop pine, Coast redwood: 6" DBH

Coast live oak – single trunk tree: 6" DBH

Coast live oak – multi-trunk tree measured per industry standard: 6" DBH

California sycamore, Big leaf maple, Catalina ironwood, other: 10" DBH

dbh = diameter at breast height or 4.5 feet above the adjacent ground surface

**Part Two: Assessment For Tree Significance**

For each of the criteria below assign points as shown to assess the tree. If any criteria score is

## D. What is the health and condition of the tree?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
score	2	2	2	2	2	2	2	2	2	2	0	2	2	2	2
Tree #	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
score	2	2	2	2	2	1	1	2							

**0 points:**

The tree is heavily infested with pests or has advanced signs of disease that indicates the tree is declining and has very limited life expectancy.

**1 point:**

The tree shows some pests or disease that impair its condition, but which does not immediately threaten the health of the tree. The tree may recover on its own, or with appropriate intervention.

**2 points:**

The tree appears healthy and in good condition.

**3 points:**

The tree shows excellent health, is free of pests and disease and is in very strong condition.

## E. What is the overall form and structure of the tree?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
score	1	1	1	1	1	1	1	1	2	2	0	2	2	2	2
Tree #	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
score	2	1	2	2	2	2	2	2							

<b>0 points:</b>	Prior pruning, disease or growth habit have left the tree deformed or unsound to an extent that it cannot recover or will never be a visual asset to the neighborhood or will likely deteriorate into a structural hazard.
<b>1 point:</b>	The tree has poor form or structure but (a) can recover with proper maintenance or (b) it provides visual interest in its current form, and does not have structural defects that are likely to develop into a safety hazard.
<b>2 points:</b>	The tree has average form and structure for the species but does not exhibit all the qualities of excellent form and structure.
<b>3 points:</b>	The tree exhibits excellent form and structure. For all species there will be a good distribution of foliage on multiple branches with no defects. For conifers, the tree will have a single straight leader with balanced branching and with good taper. Oaks will exhibit a well-developed canopy with no suppressed branches. Oaks may be single-trunked or multi-trunked and will have a balanced distribution of foliage on each

## F. What is the age and vigor of the tree?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
score	2	1	1	1	1	2	2	2	2	2	0	1	1	1	1
Tree #	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
score	2	1	2	2	2	1	2	2							

<b>0 points:</b>	The tree is over-mature or shows signs of poor or declining vigor such as die-back of major limbs or of the crown, small leaves/needles and/or minimal new growth.
<b>1 point:</b>	The tree is mature but retains normal vigor and is likely to continue as a forest asset for a substantial period into the future.
<b>2 points:</b>	The tree is young to middle age and shows normal vigor.
<b>3 points:</b>	The tree is young to middle age and shows exceptional vigor.

## G. Are environmental conditions favorable to the tree?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
score	2	1	1	1	1	1	1	2	1	2	1	1	1	1	1
Tree #	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
score	2	1	1	1	1	2	1	2							

<b>0 points:</b>	The tree is crowded or has no room for growth to maturity. The tree has poor access to light, air or has poor soil for the species.
<b>1 point:</b>	The tree has average environmental conditions including room for growth to maturity, access to light, air and soils suitable for the species.
<b>2 points:</b>	The tree has room for growth to maturity with no crowding from other significant trees or existing buildings nearby. The tree also has excellent access to light, air and excellent soils for root development.

### Part Three: Final Assessment

Record the total points scored on D - G for each tree.

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
score	7	5	5	5	5	6	6	7	7	8	1	6	6	6	6
Tree #	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
score	8	5	7	7	7	6	6	8							

A. Did all assessment categories in Part Two achieve a minimum score of 1-point?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
YES	x	x	x	x	x	x	x	x	x	x		x	x	x	x
NO											x				
Tree #	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
YES															
NO	x	x	x	x	x	x	x	x							

B. Are there any other factors that would disqualify a tree from a determination of significance?

(Explain any 'yes' answer)

Yes Trees 17 and 21 are an acacia and a Eucalyptus which are invasive and non desireable species

### Conclusion: Does The Tree Qualify As Significant Or Moderately Significant?

If the tree meets the species, size and safety criteria identified in Part One and scores at least one point under each of the criteria in Part Two, it shall be classified as Significant if it achieves a score of **6 or more points** or shall be classified as Moderately Significant if it achieves a score of **4 or 5 points**. Tree species not listed in Part One-B that meet other screening criteria in Part One may be classified by the City Forester as Significant if they score **at least 7 points**, or as Moderately Significant if they score **at least 4 points**. All other trees are classified as non-significant.

[illegible]



**Items to note:****Required Structural Root Zone**

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Feet	8	8	8	8	8	8	8	8	8	8	0	8	8	8	8
Tree #	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Feet	8	8	8	8	8	8	8	8							

**Required Tree Protection Zone**

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Feet	12	12	12	12	12	12	12	12	12	12	0	12	12	12	12
Tree #	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Feet	12	12	12	12	12	12	12								

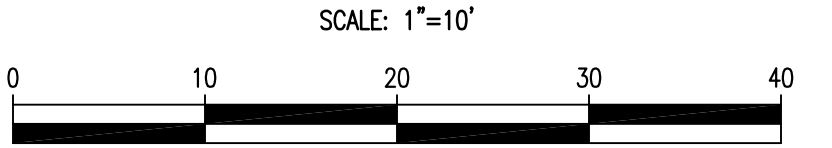
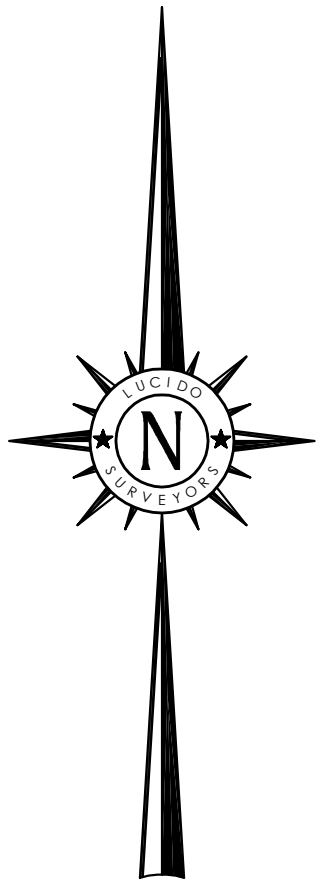
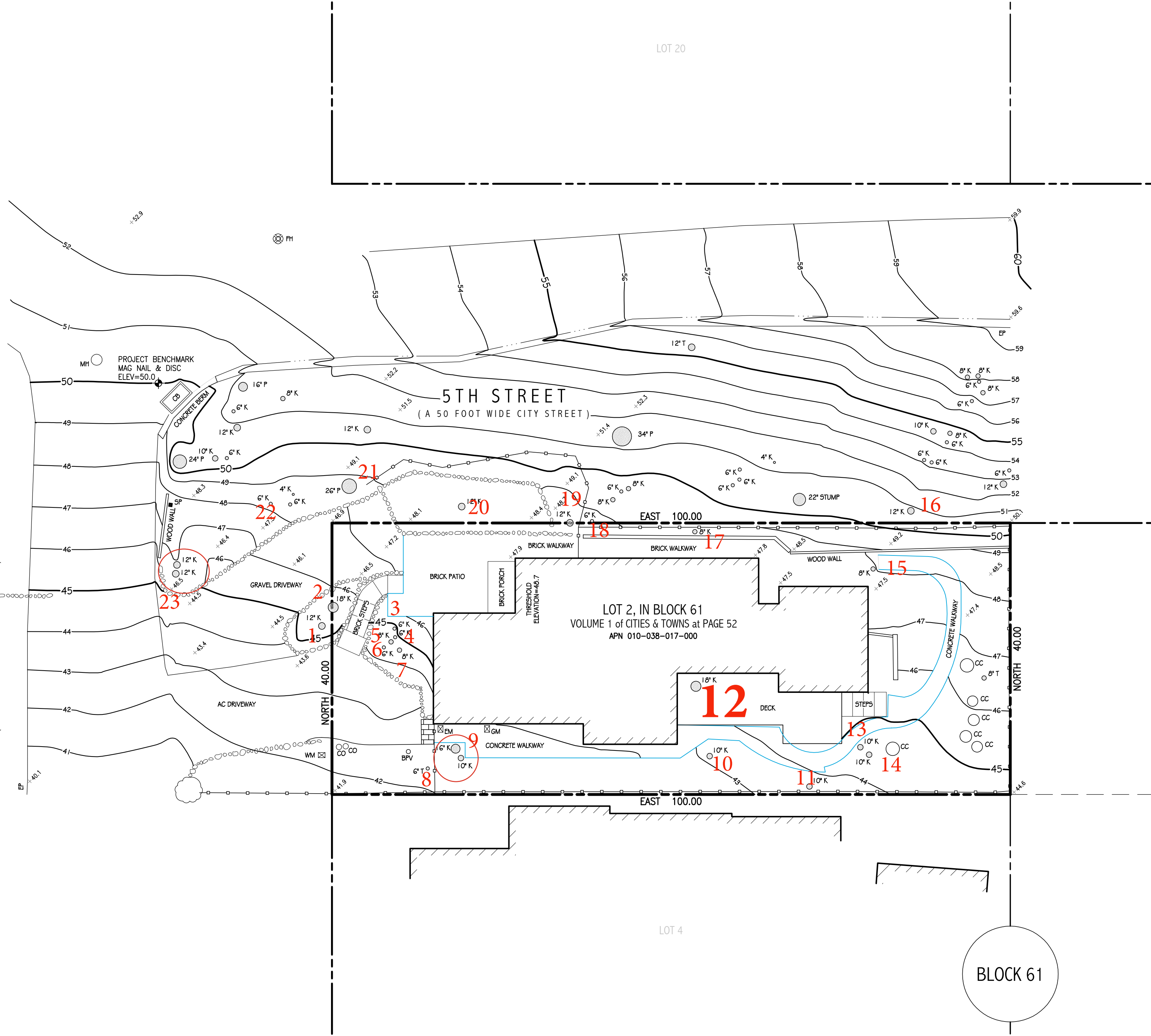
Requirements for tree preservation shall adhere to the following tree protection measures on construction site.

- Prior to grading, excavation, or construction, the developer shall clearly tag or mark all trees to be preserved.
- Excavation within 8 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 to include the drip lines of trees on neighboring parcels.
- Tree Protection Zone -- The Tree Protection Zone shall be equal to 1.5 x the distance of the structural root zone radially from the tree. 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 installed be 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 fencing.
- The Structural Root Zone -- Structural Root Zone shall by 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 pneumatic excavator, hydrovac at low pressure, or other 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.

LEGEND:

	RECORD BOUNDARY		WOOD FENCE
	RECORD RIGHT OF WAY		WIRE FENCE
	RECORD LOT LINE		CHAIN LINK FENCE
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SCALE: 1"=10' PROJECT No. 3297 NOVEMBER 2023  
CITY OF CARMEL COUNTY OF MONTEREY STATE OF CALIFORNIA



**PRELIMINARY SITE ASSESSMENT REPORT**

**Date of Site Visit:** August 1, 2024  
**Planner:** Evan Kort  
**Forester:** Justin Ono  
**Block/Lot:** 61/2  
**APN:** 010-038-017  
**Property Owner:** Gonzalez  
**Street Location:** SEC Santa Fe & 5th

**Purpose:** Provide input to the applicant on applicable development regulations, design standards, and site opportunities and constraints before [submitting a Design Study application](#).

**Location:**

<i>Zoning District</i>	R-1 Single Family Residential
<i>Coastal Commission Appeal Jurisdiction Overlay</i>	No
<i>Archaeological Significance Overlay</i>	No
<i>Park Overlay</i>	No
<i>Beach and Riparian Overlay</i>	No
<i>Environmentally Sensitive Habitat Area</i>	No
<i>Very High Fire Hazard Severity Zone</i>	No

**Street and Neighborhood Character:**

- Style and materials of the existing residence:







- Style and materials of the neighboring residences: The Residential Design Guidelines encourage diversity of architectural styles while maintaining compatibility with the neighborhood's character. Therefore, a new building should be different in style from buildings on nearby and abutting properties.

Right-of-way characteristics: The Residential Design Guidelines encourage maintaining an informal, vegetated, open space character within the right-of-way. The Guidelines discourage raising or lowering grades around tree roots. Preferred surface materials within the right-of-way include natural soil, shredded bark or wood chips; gravel is prohibited. Existing above ground encroachments will be required to be removed as a condition of approval for any proposed project. For more information, please refer to the [Right-of-Way Vision Statement](#).

**Site Conditions & Development Standards:**

- **Building Site Area:** According to the topographic survey, the lot is a 4,000 square-feet. A base floor area of **1,800** is permitted.\* A minimum of 200 square feet of the base floor area, and 2,200 cubic feet of exterior volume, shall be reserved for required parking whether provided by a garage, carport, or parking pad (see parking section below).

\*The maximum potential floor area on a site is the sum of the base floor area plus any bonus floor area. **The actual floor area that will be permitted on each site is dependent on site constraints and compliance with the design objectives for the R-1 district.** The maximum floor area will not be achievable on sites with constraints such as slopes, significant trees, unusual shape or difficult access.

Floor Area is defined as *"...the total gross square footage included within the surrounding exterior walls of all floors contained within all enclosed buildings on a building site whether finished or unfinished. In above-ground spaces, floor area is measured at the exterior of the enclosing walls. In basement spaces, floor area is measured at the interior of the enclosing walls. Floor area shall include, but shall not be limited to, all floors of all enclosed spaces within all buildings, basements, mezzanines, guesthouses, studios, garages, and carports. All attic, basement, and storage shed spaces with five or more feet of clearance between the floor or walking surface, and the ceiling or roof surface shall be counted as floor area. All required parking shall be counted as floor area, whether supplied by garage, carport or other means."*

- **Setbacks:** The minimum front and rear setbacks are 10 feet. The composite side yard setback is 25% of the lot width with a 3-foot minimum on one side.

Table 17.10-A: Setback Standards for R-1 District					
Lot Type	Front Setback (in feet)	Rear Setback* (in feet)	Side Setbacks		
			Composite** (both sides)	Minimum Setbacks (in feet)	
				Interior Side	Street Side
Interior Site	15	15	25% of site width	3	N/A
Corner Site	15	15	25% of site width	3	5
Resubdivided Corner Site	10	15	25% of site width	3	9
Double-Frontage Site	15	N/A	25% of site width	3	5 (if applicable)

\* The rear setback is three feet for those portions of structures less than 15 feet in height.

\*\* See CMC [17.10.030\(A\)\(1\)](#) and [17.06.020](#), Rules of Measurement.

- **Building Height:**

<b>Table 17.10-C: Maximum Height Standards</b>			
	<b>R-1 District</b>	<b>R-1-BR District</b>	<b>R-1-PO District</b>
Number of Stories Allowed	2	2	1*
Roof Height of First Story (in feet)	18	18	18
Plate Height of First Story (in feet)	12	12	12
Roof Height of Second Story (in feet)	24	18	24*
Plate Height of Second Story (in feet)	18	18	18*

- **Exterior Volume:** The maximum allowable exterior volume is the total allowed base floor area for the site multiplied by the volume factors in Table 17.10-E (refer to the table below). It is recognized that existing homes built before 2003 may not have been designed to comply with volume standards. For these homes, the Code allows the exterior volume to be calculated for additions only.

<b>Table 17.10-E: Exterior Volume Factors for R-1 District</b>		
	<b>Maximum Exterior Volume (Cubic Feet) Per Square Foot of Floor Area</b>	
	<b>One-Story Elements of the Building</b>	<b>Two-Story Elements of the Building</b>
Located under a pitched or sloping roof greater than 3:12 pitch	12	11
Located under a flat roofed area of the building 3:12 or less pitch	11	10

- **Parking:** CMC Section 17.10.030.F requires one parking space per primary dwelling on sites 8,000 square feet or less. Each required parking shall be provided by a garage, carport, or parking pad measuring at least 10 feet by 20 feet having practical ingress and egress for a vehicle. All required parking shall be provided on-site and shall be counted as floor area and exterior volume. On each site, a minimum of 200 square feet of base floor area and 2,200 cubic feet of exterior volume shall be reserved for each required parking space, whether provided by means of a garage, carport, or parking pad.

In 1999, a variance (VA 99-04) was approved for off-street parking requirements. Refer to pages 57-88 in the link below. Variance findings and conditions on pages 62-63.

<https://portal.laserfiche.com/Portal/DocView.aspx?id=14729&repo=r-45db07c0&searchid=29552080-b1a3-4b79-98f9-1a9ef15a980a>

While providing on-site parking is not required, approval of the variance requires the total floor area of the site shall not exceed 1,600 square feet unless parking is provided (refer to Condition #2).

- **Accessory Structures:** Up to two accessory structures may be constructed on the property. Accessory structures cannot exceed 400 square feet in floor area (unless an exception applies) and count towards the total base floor area allowed for the site. Sheds that exceed 5 feet in height also count as floor area.

**Studio:** A studio is defined as "An attached or detached residential dwelling unit without kitchen or cooking facilities, designed for accessory uses by occupants of the dwelling to which it is accessory, and not designed or intended for living, sleeping and/or cooking. Studios are permitted to have a bathroom with a sink and toilet. Studios that are attached to the primary dwelling are not required to have inter-accessibility with the primary dwelling."

One studio is permitted so long as it does not contain any living, sleeping, bathing, or food preparation facilities of any kind. Studios may have a bathroom with a sink and toilet. Studios that are attached to the primary dwelling are not required to have inter-accessibility with the primary residence. No additional parking is required for a studio. Studios shall be a maximum size of 400 square feet and shall not exceed the allowed floor area ratio for the lot.

**Guesthouse:** One guesthouse may be authorized on sites of 6,000 square feet or greater upon approval of a use permit. Guesthouses shall contain no food preparation facilities of any kind, but are permitted to have a bathroom with a toilet, sink and bathing facility. One additional parking space is required if a guesthouse is established on the site.

**Accessory Dwelling Units (ADUs):** Accessory Dwelling Units are subject to approval of a building permit and administrative Coastal Development Permit (CDP). ADUs must conform with state law applicable to the development of an ADU as well as applicable provisions of the city's Local Coastal Program (LCP).

- **Topography and drainage features:** The Residential Design Guidelines encourage designs that follow the natural contours of the site and that avoid abrupt changes in grade on the site and between properties.

A preliminary storm water management plan is required to be provided as part of the plans reviewed as part of the associated Design Study. Please refer to [SOG 17-07 Private Stormwater Drainage Systems](#) for additional information regarding storm water management plans.

Every person must take reasonable care in using her/his property to avoid injury or damage to adjacent property through the flow of surface water runoff or runoff from roof drainage systems. Roof water drainage shall drain into an approved drain system or drain to the public way via a noncorrosive device as approved by the Director of Public Works and/or the Building Official. Cross lot drainage should be avoided whenever possible as determined by the Building Official (CMC 15.08.230).

All site and roof runoff shall be directed onto private property of its origin and filtered through seepage pits, French drains, and/or leach fields where possible and may not cross lot lines to adjoining properties. Any runoff waters from the site that may be directed onto the public right-of-way or City storm drain system must be done with prior approval of the Building Official and/or Public Works Superintendent (CMC 15.18.010).

Additionally, the site sits above the adjacent right-of-way. Grading or elevation changes to the site should be done to minimize visual impacts as seen from the public right of way. Visual impacts of retaining walls and extensive cuts and fills should be avoided. Refer to Residential Design Guidelines 3.1-3.5, and CMC 17.10.030.E.4.a.

- **Site Coverage:** Site coverage is limited to 22% of the base floor area for the site or **396 square feet** for a base floor area of 1,800 square feet. Impermeable materials include, asphalt, concrete, mortared brick and stone, decomposed granite, unspaced decking and balconies at any level, garden walls, solariums, bridges, sheds not counted as floor area, ponds, hot tubs, and swimming pools.

If at least 50 percent of all site coverage on the property is made of permeable or semi-permeable materials, an additional amount of site coverage of up to four percent of the site area, **160 square feet**, may be allowed for use in a single driveway of up to nine feet in width. Permeable and semi-permeable materials include, gravel, spaced decking and exterior stairs, sand-set bricks or pavers, garden walkways of small paving stones, and arbors.

- **Fences:** Fences located within the front setback are limited to 4 feet in height. This limit cannot be increased through a Design Study. Side and rear yard fences are permitted a height of 6 feet. The Planning Commission may authorize a taller fence in the side and rear yards. The heights of all fencing shall be clearly noted on the project plans.

Table 17.10-G: Maximum Track One Fence and Wall Heights				
	Setback Location			
Design Element	Front Setback	Side Setback	Side Setback Facing Street	Rear Setback
Fence	4 feet*	6 feet	4 feet*	6 feet
Garden Wall	3 feet*	6 feet	3 feet*	6 feet
Retaining Wall	3 feet**	6 feet	3 feet**	6 feet
Pillars and Gates	6 feet	N/A	6 feet	N/A
Arbor/Trellis	7 feet	7 feet	7 feet	7 feet

\* These limits shall not be altered through Design Review by the Planning Commission.

\*\* Up to six feet may be allowed for retaining walls that are not visible from the street. See CMC [17.10.030\(E\)\(4\)](#).

### Potential Neighbor Impacts:

- **Privacy Concerns:** The Residential Design Guidelines encourage preserving reasonable privacy for adjacent properties and locating windows such that they avoid overlooking



active indoor and outdoor use areas of neighboring properties. Additionally, the Guidelines recommend screening patios and terraces.

Based on the existing site conditions, the potential for privacy impacts appears to be minimal provided that placement of windows, balconies, outdoor living areas, and similar features are thoughtfully placed and do not overlook neighboring outdoor living spaces or are aligned with windows of adjacent properties.

- **View Concerns:** The Residential Design Guidelines encourage maintaining view opportunities to natural features that lie outside the property. The Carmel Municipal Code states, *"Designs should respect views enjoyed by neighboring parcels. This objective is intended to balance the private rights to views from all parcels that will be affected by a proposed building or addition. No single parcel should enjoy a greater right than other parcels except the natural advantages of each site's topography. Buildings which substantially eliminate an existing significant view enjoyed on another parcel should be avoided."*

During the site visit associated with the preliminary site assessment, it was identified that a preferred location for the ADU may impact a significant coastal view.

The ADU statute recognizes that local governments must still abide by the requirements of the Coastal Act, and by extension, Local Coastal Programs (LCPs). The city's LCP contains policies, programs, and implementation measures for protections of both public and private views. Approval of a CDP requires a finding that the project conforms with the certified City of Carmel-by-the-Sea Local Coastal Program.

Other components or elements of the proposed scope of work were not directly discussed related to views, however, it was identified that significant view may exist toward the north/northeast/east of the site looking in a westward direction.

- **Neighborhood Input:** Staff strongly recommends reaching out to the adjacent property owners, whether residential or commercial, prior to application submittal to explain the proposed project and address any concerns. Most project delays occur when applicants have not reached out to neighbors early in the process. Due to the potential for significant view impacts, it is imperative neighbor outreach is started early in the process in an effort to minimize any view impacts and potential neighbor concerns early in the process to avoid substantial project re-designs.

**Forest/Trees:** The Residential Design Guidelines state that significant upper canopy and understory trees should be preserved and that new construction should minimize impacts on established trees. The root systems of all trees to be preserved shall be protected and the forested image of a site shall be maintained. Variances (CMC 17.52.070) may be considered if the protection of trees consistent with the application of the city's codes and policies deprive the property of privileges enjoyed by others in the vicinity developed under the same limitations of the zoning ordinance.

From Residential Design Guidelines:

**1.1 Existing significant upper canopy and understory trees should be preserved.**

- First, consult with the City Forester to evaluate existing trees in the right-of-way and on site for their significance and condition.
- Plan to protect trees during construction as provided in the Land Use Code and by planning access and site development around trees.
- Trees in the right-of-way should not be removed to provide parking spaces.
- Position building masses and roof forms to avoid cutting into the canopy of established trees. (See also the following section on site design.)

**1.2 Locate new construction to minimize impacts on established trees.**

- Structures with foundations, such as buildings, walls and excavations, should be set back a minimum of six feet from the base of any tree to be preserved in order to adequately protect tree roots. In some cases, a greater distance may be required. In other situations, it may be acceptable to build closer than 6 feet, when other design objectives are met and a bridged footing is used. (See illustration, page 4.)
- Avoid a building design or roof design that would require extensive pruning to tree limbs and canopies.
- Adequate open space should be provided on each building site to retain, and plant anew when necessary, upper and lower canopy trees.
- Plan building masses and excavation in areas that will minimize the impact on trees and their root structures.

**1.3 Protect root systems of all trees to be preserved.**

- Plan excavation work to avoid root systems of all trees on site and of trees on abutting properties.
- Avoid excavations or foundations that would cut into more than one-third of the root zone or drip-line around any significant tree.
- Plan curb cuts, paving and drainage systems to maintain air transport and water percolation to root systems.
- Grades should not be raised or lowered around tree roots.

**1.4 Maintain a forested image on the site where it is consistent with the neighborhood context.**

- Plant new trees to reinforce the existing urban forest character on sites in each neighborhood where this character exists.
- A tree removed for construction should be replaced unless there are numerous trees on the lot. A mix of upper and lower canopy trees should be used, as determined by the City Forester.
- Appropriate tree species and a table of recommended replacement requirements are listed in the City's Policy Paper C91-05, which is attached as an appendix.
- Select trees that are characteristic of the neighborhood context.

The forester's report is currently still being prepared and will be provided to the applicant once completed.

CMC 17.34.040 requires all new development or substantial alteration of existing development (i.e. Track 2 Projects) shall require submission and approval of a **forest enhancement and management plan** and a **landscape plan**.

Step 1: Following the preparation of a preliminary site assessment, applicants shall submit a **forest enhancement and maintenance plan** which shall:

1. Address the impacts of the proposed development on the existing forest conditions of the site, and

2. Recognize the constraints of the land and work within these limitations, and
3. Minimize the extent of the excavation and fill on a site to avoid adverse impacts on trees, consistent with Chapter [17.48](#) CMC, Trees and Shrubs, and to ensure that new development follows the natural contours of the site.

The forest enhancement and maintenance plan is generally completed by submitting a complete and supportable site plan, preliminary grading and drainage plan, and tree protection plan that meets the requirements of the Zoning Code and Residential Design Guidelines, as applicable. This will be accepted as part of the Concept Hearing.

Step 2: Following approval of the forest enhancement and maintenance plan, **a landscape plan shall be submitted** in a manner and form established by the City Forester. Landscape plans shall document all proposed plantings as well as any tree removal, replacements, or relocations and shall document how new plantings will conform with the forest enhancement and maintenance plan. A landscape plan should be submitted ahead of the Final Details hearing but may be submitted earlier for preliminary feedback.

**Historic Status:** On August 1, 2024, the Department of Community Planning and Building made a preliminary determination that the subject does not constitute an historic resource and is therefore ineligible for the Carmel Inventory of Historic Resources. This determination is subject to a 10-day appeal period. Should no appeals be filed, this determination will be valid for a period of 5-years expiring on August 1, 2029.

**Story Pole Policy:** Story-poles and netting are required in Carmel-By-The-Sea. The City's Story-Pole Policy, adopted by the City Council in 2017, can be found on our [website](#). All story-poles, netting and ribbons must be installed, and certified, in accordance with the Story-Pole Policy a minimum of 10 calendar days prior to a public hearing. Failure to comply with the Policy could result in the project being continued to a later hearing date.

**Additional Resources:** For more information on the Design Review Process, Residential Design Guidelines, Carmel Municipal Code, Green Building Ordinance and Title 7A of the Building Code, please visit our website at:

[Track 2 Design Study Submittal Checklist](#)

[Residential Design Guidelines – Concept](#)

[Residential Design Guidelines – Final Details](#)

<https://ci.carmel.ca.us/community-planning-and-building>



# CITY OF CARMEL-BY-THE-SEA FOREST AND BEACH COMMISSION Staff Report

April 10, 2025  
ORDERS OF BUSINESS

**TO:** Forest and Beach Commissioners

**SUBMITTED BY:** Justin Ono, City Forester

**SUBJECT:** March 2025 Foresters Report

## RECOMMENDATION:

Recieve a report on the March 2025 Foresters Report

## BACKGROUND/SUMMARY:

## FISCAL IMPACT:

## ATTACHMENTS:

Forester's Report



# CITY OF CARMEL-BY-THE-SEA

## Monthly Report

### City Forester's Report

<b>TO:</b>	Forest and Beach Commissioners
<b>FROM:</b>	Justin Ono, City Forester
<b>SUBJECT:</b>	March 2025 Forester's Report

### Forestry, Parks, and Beach Highlights:

#### Carmel Forest Master Plan (CFMP):

- Biological consultant Nikki Nedeff is working with F&BC and staff to finalize edits to CFMP arising from the previous public meeting in October 2024.

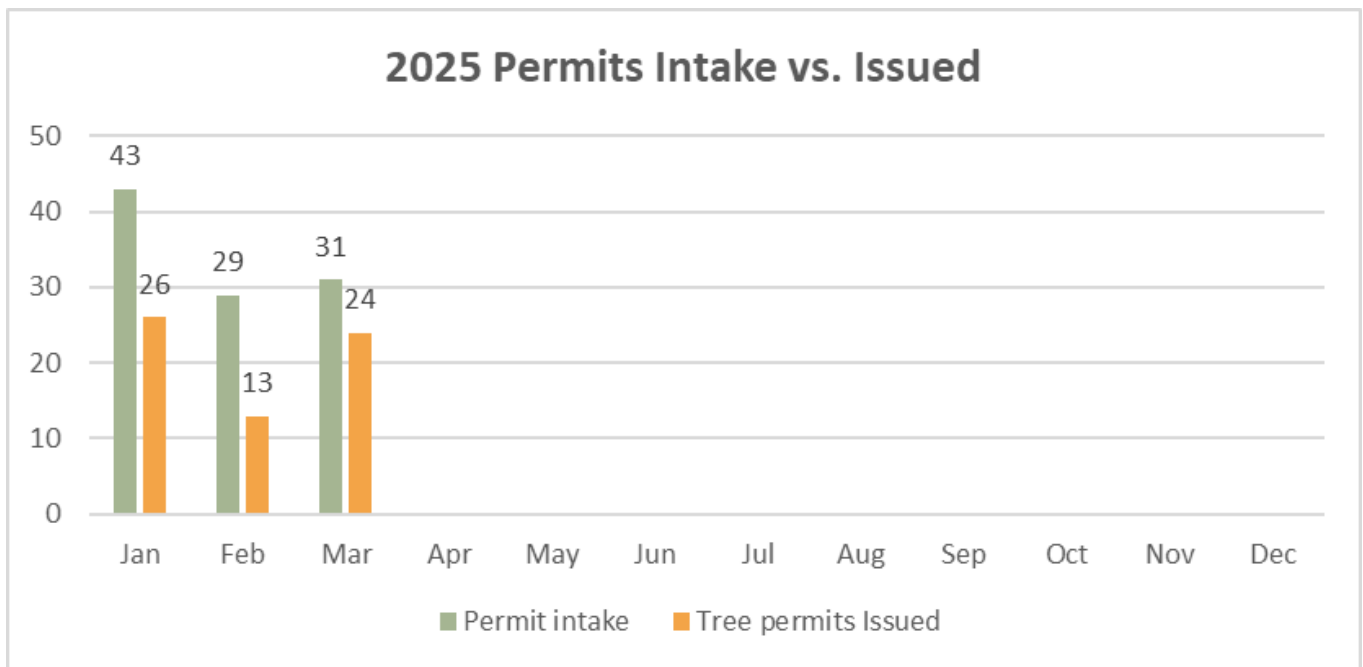
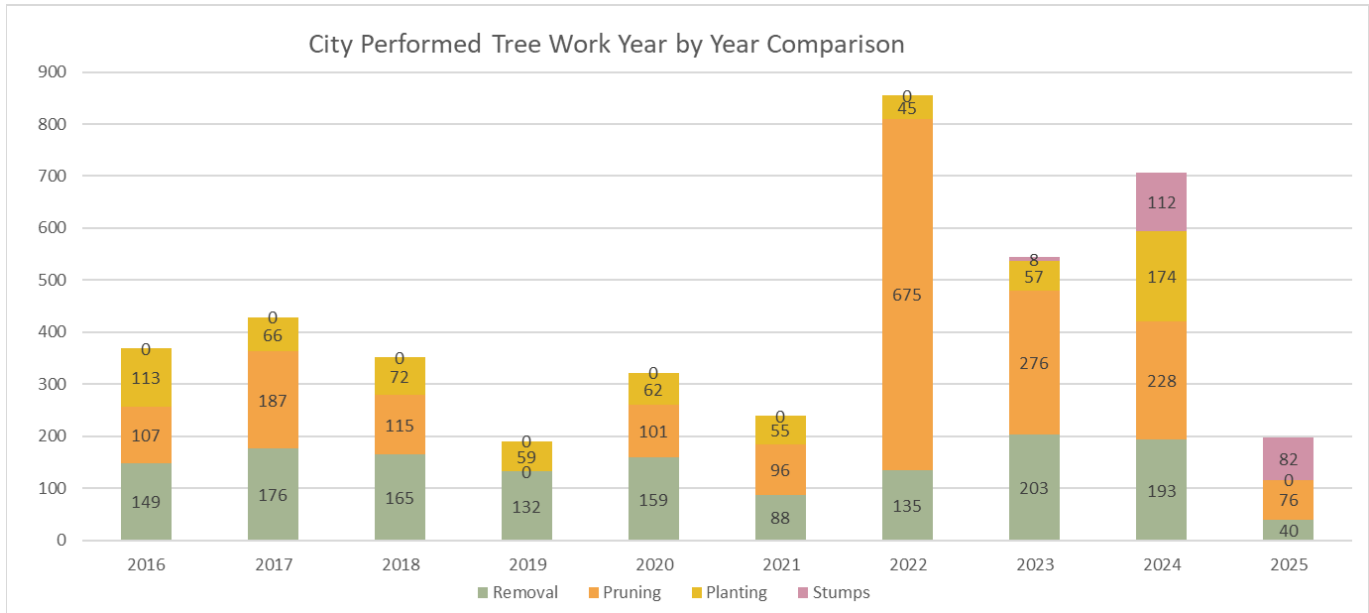
#### Contractors:

- West Coast Arborists hauled away logs from Rio Park and completed a clean-up project at Forest Theater including the removal of 2 large trees and the pruning of 12 trees.
- Tope Tree Service finishing task order for 40 dead, dying, and poor trees. Tope's also responded to 2 after-hours emergency tree calls.
- Community Tree Service completed a task order for 15 trees including pruning/removal of 11 dead or poor conditions trees and the removal of 4 large stumps previously used as Utility Poles.
- Community Tree Service was issued a Task order to grind all the stumps in the downtown business district with 60 stumps being ground and backfilled with new soil to be replanted with new trees.

#### City Staff and Crews:

- City Forestry Crew removed 10 dead, dying, or dangerous trees, removed one stump, and pruned 27 trees providing clearance for roads and stop signs, as well as maintaining tree health.
- City Tree Crew picked up logs in the right of way that were left from several large PG&E tree removals.

## Permit Information



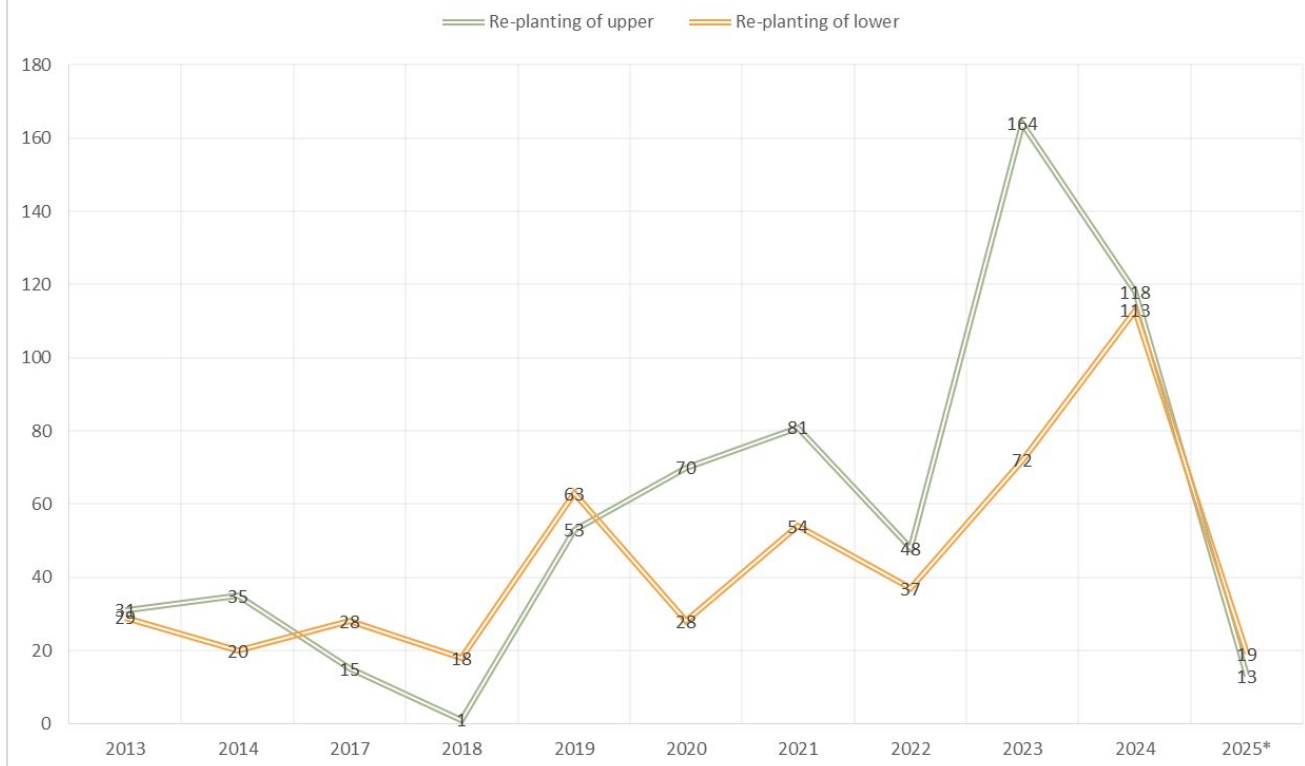
### Historic permitted removals and required planting

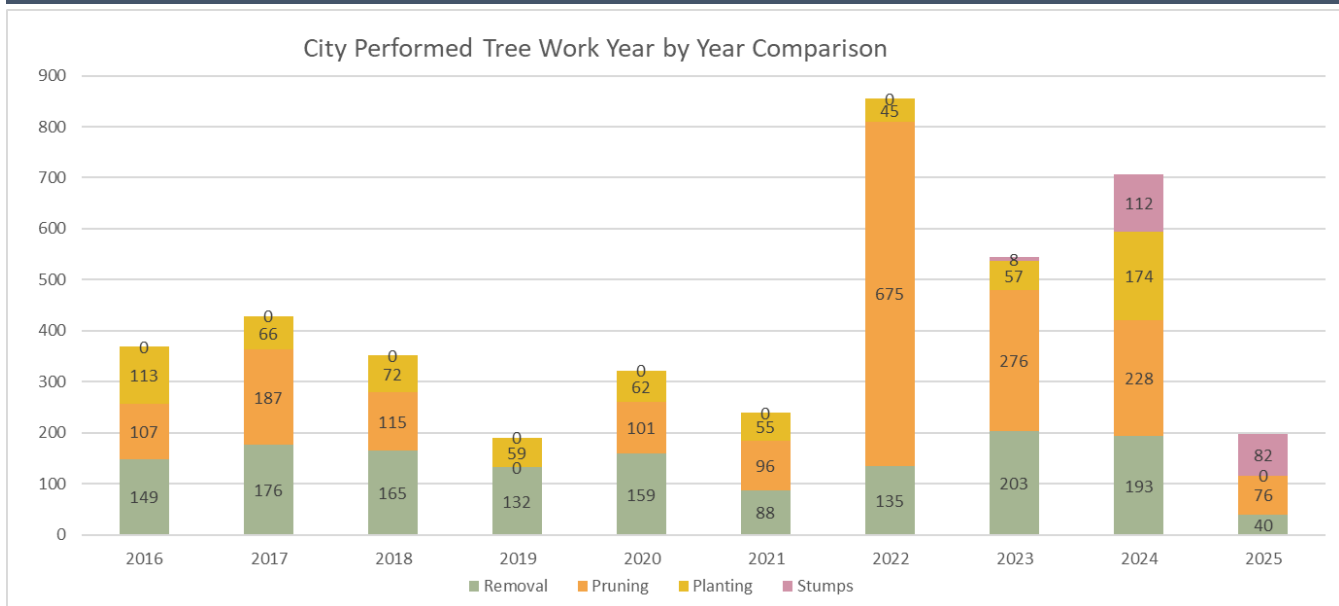
	Re-planting of upper	Re-planting of lower
2013	31	29
2014	35	20
2017	15	28
2018	1	18
2019	53	63
2020	70	28
2021	81	54
2022	48	37
2023	164	72
2024	118	113
2025*	13	19
*Year to date		

### Historic permitted removals and required planting

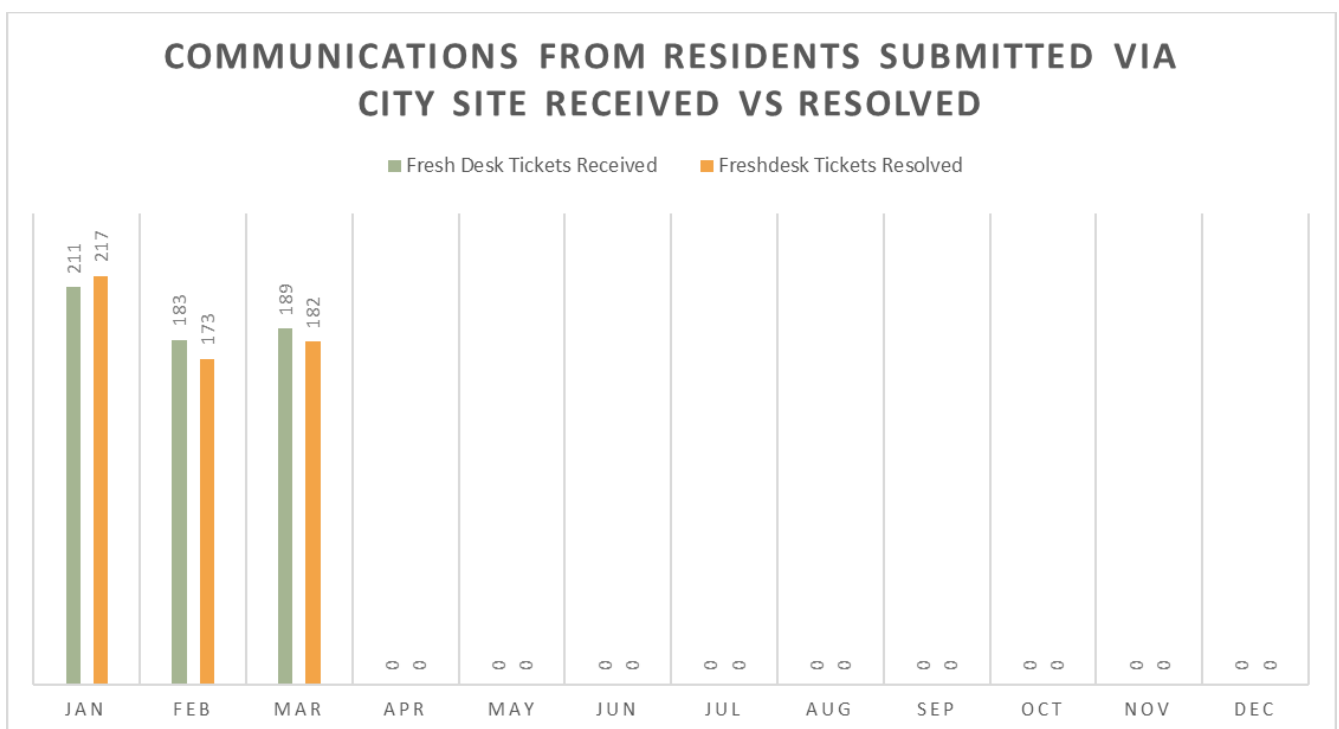
Year	Permitted removals	Removal of upper	Removal of lower	Replanting Required	Replanting of upper	Replanting of lower	Replanting %	Applications processed
2021	204	81	123	135	81	54	66.18%	213
2022	149	82	67	85	48	37	57.05%	155
2023	324	211	113	223	164	72	68.83%	336
2024	231	110	121	231	118	113	100.00%	391
2025	42	24	18	32	13	19	76.19%	103

### HISTORIC REQUIRED REPLANTING





Calendar year to date – Includes stumps removed 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

Monthly catch up info	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Very Poor</u>	<u>Dead</u>	<u>Stumps</u>
Beginning of Fiscal Year 24/25	136	5082	5094	750	133	191	664
Mar-25	136	5074	5076	731	125	82	536
<i>(Trees and Stumps Removed)</i>	<i>0</i>	<i>8</i>	<i>18</i>	<i>19</i>	<i>8</i>	<i>109</i>	<i>128</i>

### Catch-up Plan Goals

Goal: Remove <b>128 trees</b> this Fiscal Year	---	Total Trees Removed as of 3/31/25: <b>162</b>
Goal: Remove <b>221 stumps</b> this Fiscal Year	---	Total Stumps Removed as of 3/31/25: <b>128</b>
	---	Stumps Expected to be removed this FY: <b>300</b>

Change in Condition of City Tree Crew Removals (TK = X, Time of Removal = Y)						
	Excellent	Good	Fair	Poor	Very Poor	Dead
Excellent						
Good			2	1		3
Fair			1			1
Poor						
Very Poor				1		1
Dead						

\*X-axis represents condition at time of removal, Y-axis represents condition at time of inventory.