



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

Contact: 831.620.2000 www.ci.carmel.ca.us

Mayor Dale Byrne
Councilmembers Jeff Baron, Hans Buder, Bob Delves,
and Alissandra Dramov

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

Regular Meeting Tuesday, February 3, 2026

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 and enter the passcode.

<https://ci-carmel-ca-us.zoom.us/j/83138976374>

Webinar ID: 831 3897 6374

Passcode: 862068

Dial in: (253) 215-8782

HOW TO OFFER PUBLIC COMMENT

The public may give public comment at this meeting in person, or use 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.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

EXTRAORDINARY BUSINESS *(Estimated time – 30 min)*

Carmel High School Report Out

Volunteer Spotlight - Living Breath Foundation

Monterey Airport District Presentation

PUBLIC APPEARANCES

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 Chair. Persons are not required to provide their names, however, it is helpful for speakers to state their names so they may be identified in the minutes of the meeting. 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. If a member of the public attending the meeting remotely violates the Brown Act by failing to comply with these requirements of the Brown Act, then that speaker will be muted.

ANNOUNCEMENTS *(Estimated time – 10 min)*

City Administrator Announcements

City Attorney Announcements

Councilmember Announcements

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 or the public may ask that any items be considered individually for Council discussion and/or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.

- 1) Second reading and Adoption of Ordinance No. 2026-001 amending Carmel-by-the-Sea Municipal Code Title 15 (Buildings and Construction) by adopting the 2025 editions of the California Administrative Code, California Building Code (CBC) and appendices, California Residential Code (CRC), California Energy Code (CEC), California Fire Code (CFC), California Mechanical Code (CMC), California Plumbing Code (CPC), California Electrical Code (CEC), California Green Building Standards Code (CGBSC), Historic Building Code (HBC), Existing Building Code (EBC) and Wildland-Urban Interface Code (WUI) and 2024 International Property Maintenance Codes (IPMC) with local amendments

ORDERS OF BUSINESS

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

- 2) Receive a presentation on the updated Council Strategic Priorities list following the January 22nd workshop, and provide direction to staff (*Estimated time – 45 min*)
- 3) Transient Occupancy Tax (TOT) Discussion and Direction on Potential 2026 Ballot Measure (*Estimated time – 60 min*)

RECESS

The City Council will take a 30-minute break around 6:30 p.m. if needed.

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.

CORRESPONDENCE RECEIVED AFTER THE POSTING OF THE AGENDA

Any correspondence or supplemental materials related to items on this agenda that are received after the agenda has been posted will be distributed to the City Council and made available for public review at City Hall (Monte Verde Street between Ocean and Seventh Avenues) during regular business hours. Written comments emailed to the City Clerk will not be read aloud, but will be posted online with the related agenda at: <https://carmelbytheseaca.portal.civicclerk.com/>.

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
City Council
Staff Report

February 3, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jermel Laurie, Building Official

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Second reading and Adoption of Ordinance No. 2026-001 amending Carmel-by-the-Sea Municipal Code Title 15 (Buildings and Construction) by adopting the 2025 editions of the California Administrative Code, California Building Code (CBC) and appendices, California Residential Code (CRC), California Energy Code (CEnC), California Fire Code (CFC), California Mechanical Code (CMC), California Plumbing Code (CPC), California Electrical Code (CEC), California Green Building Standards Code (CGBSC), Historic Building Code (HBC), Existing Building Code (EBC) and Wildland-Urban Interface Code (WUI) and 2024 International Property Maintenance Codes (IPMC) with local amendments

RECOMMENDATION:

Motion to hold second reading and adopt Ordinance No. 2026-001 amending Carmel-by-the-Sea Municipal Code Title 15 (Buildings and Construction) and adopting the 2025 editions of the California Administrative Code, California Building Code (CBC) and appendices, California Residential Code (CRC), California Energy Code (CEnC), California Fire Code (CFC), California Mechanical Code (CMC), California Plumbing Code (CPC), California Electrical Code (CEC), California Green Building Standards Code (CGBSC), Historic Building Code (HBC), Existing Building Code (EBC) and Wildland-Urban Interface Code (WUI) and 2024 International Property Maintenance Codes (IPMC) with local amendments.

BACKGROUND / SUMMARY:

The State of California, Building Standards Commission (CBSC or Commission), under California Code of Regulations (CCR) Title 24, establishes the minimum standards for building construction, fire safety and prevention, and public health and safety in the built environment throughout the state. The CBSC updates the Title 24 codes on a triennial cycle, with periodic updates as deemed necessary by the Commission between triennial updates. The CBSC has adopted the 2025 edition of the California Building, Residential, Fire, Electrical, Plumbing, Mechanical, Green Building, Energy, Wildland-Urban Interface, Historic Building and Existing Building codes effective January 1, 2026. Local jurisdictions are required to begin enforcing the updated codes on that same date.

The most significant changes to the 2025 codes are the formatting and reorganization. The Wildland Urban Interface (WUI) Code, which was previously identified in separate chapters of the codes, has now been consolidated into one book identified as part 7 of Title 24 – California Code of Regulations.

The amendments to the fire code are standard and typical of amendments to previous code cycles. The amendments are intended to bring uniformity and consistency with the county codes and surrounding jurisdictions. The most significant fire code amendment revises the previously amended code regarding address identification in response to the recently adopted resolution regarding numbered addressing.

The proposed Ordinance will adopt the codes enumerated in CCR Title 24 as required by the CBSC with local amendments addressing unique conditions and circumstances in the City of Carmel-by-the-Sea as described in the Ordinance in accordance with CBSC requirements.

At the City Council meeting on January 13, 2026, the City Council voted to introduce the proposed Ordinance with a change to identified by the City Attorney as follows:

17. *Section 505.1 is amended to read as follows:*
505.1 Address Identification.

Buildings and parcels shall be identified by the address identification requirements of the California Building Standards Code.

Attachment 1 is the Ordinance of the City Council of the City of Carmel-by-the-Sea amending the Carmel-by-the-Sea municipal code title 15 with the change noted above in redline.

ENVIRONMENTAL REVIEW:

As summarized above, the attached ordinance is intended to adopt the updated codes contained in CCR Title 24. The reading of the ordinance title is not considered a project under CEQA as defined in Public Resources Code Section 21065 and CEQA Guidelines Section 15378 as it does not approve a project, result in a physical impact to

the environment or contemplate future known projects.

FISCAL IMPACT:

Fiscal impacts of this action on the City of Carmel-by-the-Sea will be minimal. No new revenues are anticipated as a result of this update, and no new resources are required to implement it.

PRIOR CITY COUNCIL ACTION:

The City Council approved updating Title 15 most recently in 2022 (Ord. 2022-004).

ATTACHMENTS:

1. Ordinance 2026-001 - 2025 Draft Code Update - second reading

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

ORDINANCE NO. 2026-001

AN ORDINANCE OF THE CITY COUNCIL OF CARMEL-BY-THE-SEA AMENDING CARMEL-BY-THE-SEA MUNICIPAL CODE TITLE 15 (BUILDINGS AND CONSTRUCTION) BY ADOPTING THE 2025 EDITIONS OF THE CALIFORNIA ADMINISTRATIVE CODE (CAC), CALIFORNIA BUILDING CODE (CBC) AND APPENDICES, CALIFORNIA RESIDENTIAL CODE CRC), CALIFORNIA ENERGY CODE (CENC), CALIFORNIA FIRE CODE (CFC), CALIFORNIA MECHANICAL CODE (CMC), CALIFORNIA PLUMBING CODE (CPC), CALIFORNIA ELECTRICAL CODE (CEC), CALIFORNIA GREEN BUILDING STANDARDS CODE (CGBSC), HISTORIC BUILDING CODE (HBC), EXISTING BUILDING CODE (EBC) AND WILDLAND-URBAN INTERFACE CODE (WUI) AND 2024 INTERNATIONAL PROPERTY MAINTENANCE CODES (IPMC) WITH LOCAL AMENDMENTS

WHEREAS, to remain compliant with California Building Standards Commission (CBSC) Title 24, it necessary to amend Title 15 of the Carmel-by-the-Sea Municipal Code by adopting the 2025 editions of the California Administrative Code, California Building Code (CBC) and appendices, California Residential Code CRC), California Energy Code (CEnC), California Fire Code (CFC), California Mechanical Code (CMC), California Plumbing Code (CPC), California Electrical Code (CEC), California Green Building Standards Code (CGBSC), Historic Building Code (HBC), Existing Building Code (EBC) and Wildland-Urban Interface Code (WUI) and 2024 International Property Maintenance Codes (IPMC) with local amendments.

SECTION 1. CEQA Review. Pursuant to CEQA section 15378(b)(5), adoption of the building code is an administrative activity of local government that will have no direct or reasonably foreseeable indirect physical change on the environment and therefore is not considered a project requiring compliance with the California Environmental Quality Act (Section 21065 of the California Public Resources Code).

SECTION 2. Amendment of Title 15. The following Sections of Title 15 of the Carmel-by-the-Sea Municipal Code are amended to read as set forth in **Exhibit A** 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.

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SECTION 4. Effective Date. This ordinance is effective thirty (30) days after its adoption.

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

INTRODUCED at a Regular City Council Meeting on January 13, 2026.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
on this 3rd day of February _____, 2026, by the following vote:

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AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

Exhibit A – Amendments to CMC Title 15

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Exhibit “A” to City of Carmel-by-the-Sea Ordinance 2026-001

Chapter 15 of the Carmel Municipal Code is hereby amended as follows:

1. Title 15 is amended as follows:

Chapter 15.08 Building Code

15.08.010 Adoption.

Except as otherwise amended by this chapter and Chapter 15.04 of this City Code, the following model codes are hereby adopted and are incorporated in this chapter by reference and made a part hereof as if fully set forth herein:

- A. 2025 California Building Code and Appendices;
- B. 2025 California Historic Building Code;
- C. 2025 California Existing Building Code;
- D. 2025 California Residential Code;
- E. 2025 California Plumbing Code;
- F. 2025 California Electric Code;
- G. 2025 California Mechanical Code;
- H. 2025 California Green Building Standards Code;
- I. 2025 California Fire Code;
- J. 2024 International Property Maintenance Code;
- K. 2025 California Energy Code; and
- L. 2025 California Wildland-Urban Interface Code.

The Very High Fire Hazard Severity Zone Map, as transmitted to the City on March 10, 2025, by the Department of Forestry and Fire Protection, is also adopted as required by law. (Ord. 2025-002, Ord. 2022-04 § 1 (Exh. A), 2017-04 § 1 (Exh. A), 2017; Ord. 2013-07 § 1 (Exh. A), 2013;

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Ord. 2010-05 § 1 (Exh. A), 2010; Ord. 2009-04, 2009; Ord. 2008-02 § 1, 2008; Ord. 2003-03 § 2, 2003; Ord. 99-04 (Exh. B), 1999; Ord. 96-1, 1996; Ord. 89-29 § 1, 1989; Code 1975 § 1121.0).

15.08.260 Exemption for Pending Applications.

The provisions of the 2025 Editions of the California Building Code, and Appendices, the 2025 California Historic Building Code, the 2025 California Mechanical Code, the 2025 California Plumbing Code, the 2025 California Electrical Code, the 2025 California Fire Code, the 2024 International Property Maintenance Code, the 2025 Existing Building Code, the 2025 California Energy Code, and 2025 Wildland-Urban Interface Code as adopted and amended herein, shall not apply to any building or structure for which application for a building permit was made prior to January 1, 2026. Such buildings or structures shall be erected, constructed, enlarged, altered, or repaired in accordance with the provisions of this chapter in effect at the date of said application.

15.10 Residential Code

Sections

15.10.010 Adoption.

The 2025 California Residential Code, copies of which are on file with the City Clerk as required by law, is adopted by reference and incorporated into this title as the residential code for the City except as amended in this chapter and in Chapter 15.04 CMC. (Ord. 2022-04 § 1 (Exh. A), 2018-03 § 1 (Exh. A § 4), 2018; Ord. 2017-04 § 1 (Exh. A), 2017; Ord. 2013-07 § 1 (Exh. A), 2013; Ord. 2010-05 § 1 (Exh. A), 2010; Ord. 2009-04, 2009; Ord. 2008-02 § 1, 2008; Ord. 2003-03 § 2, 2003; Ord. 99-04 (Exh. B), 1999; Ord. 96-1, 1996; Ord. 89-29 § 1, 1989; Code 1975 § 1121.0).

15.10.020 Very High Fire Hazard Severity Zone Adopted

The Very High Fire Hazard Severity Zone Map, as transmitted to the City on March 10, 2025, by the Department of Forestry and Fire Protection, is also adopted as required by law.

15.10.030 Amendments to the 2025 California Residential Code.

1. Table R301.2 is amended to read as follows:

Wind Design					Seismic Design Category ^f	Subject To Damage From				Ice Barrier Under-lay-ment Required ^h		Flood Hazards ^g	Air Freezing Index ⁱ	Mean Annual Temp. ^j
GROUND SNOW LOAD	Speed ^d (mph)	Topo-graphic Effects ^k	Special Wind Region ^l	Wind-borne Debris Zone ^m		Weather-ing ^a	Frost Line Depth ^b	Termite ^c	Winter Design Temp ^e					
0	110	N/A	No	No	D	Negligible	12	Yes	40	No	2009	NA	56.5	

2. **Section R403.1.3 of the 2025 California Residential Code is hereby amended to read as follows:**

Footings and stem wall reinforcement in Seismic Design Categories D0, D1 and D2. Concrete footings located in Seismic Design Categories D0, D1, and D2, as established in Table R301.2, shall have minimum reinforcement of at least two continuous longitudinal reinforcing bars not smaller than No. 4 bars. Bottom reinforcement shall be located a minimum of 3 inches (76 mm)

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clear from the bottom of the footing. Reinforcement shall be installed with support and cover in accordance with Section R403.1.3.5.

Chapter 15.20 Mechanical Code

Sections

15.20.010 Adoption

The 2025 California Mechanical Code, copies of which are on file with the City Clerk as required by law, is adopted by reference and incorporated into this title as the mechanical code for the City, except as amended in this chapter and Chapter 15.04 CMC. (Amended during 4/17 update; Ord. 2022-04 § 1 (Exh. A), 2014-02 § 1, 2014; Ord. 2013-07 § 1 (Exh. A), 2013; Ord. 2010-05 § 1 (Exh. A), 2010; Ord. 2008-02 § 1, 2008; Ord. 2003-03 § 2, 2003; Ord. 99-04 (Exh. B), 1999; Ord. 96-1 § 1, 1996; Ord. 92-24, 1992; Ord. 89-29 § 1, 1989; Code 1975 § 1131.0).

Chapter 15.24 Plumbing Code

Sections

15.24.010 Adoption

The 2025 California Plumbing Code, copies of which are on file with the City Clerk as required by law, is adopted by reference and incorporated into this title as the plumbing code for the City, except as amended in this chapter and in Chapter 15.04 CMC. (Ord. 2017-04 § 1 (Exh. A), 2017; Ord. 2022-04 § 1 (Exh. A), 2013-07 § 1 (Exh. A), 2013; Ord. 2010-05 § 1 (Exh. A), 2010; Ord. 2008-02 § 1, 2008; Ord. 2003-03 § 2, 2003; Ord. 99-04 (Exh. B), 1999; Ord. 92-24, 1992; Ord. 89-29 § 1, 1989; Code 1975 § 1141.0).

Chapter 15.36 California Electrical Code

Sections

15.36.010 Adoption

The 2025 California Electrical Code, based on the National Electric Code, as promulgated by the National Fire Protection Association, copies of which are on file with the City Clerk as required by law, is adopted by reference and incorporated into this title as the electrical code for the City, except as amended in this chapter and in Chapter 15.04 CMC. (Amended during 4/17 update; Ord. 2022-04 § 1 (Exh. A), 2014-02 § 1, 2014; Ord. 2013-07 § 1 (Exh. A), 2013; Ord. 2010-05 § 1 (Exh. A), 2010; Ord. 2008-02 § 1, 2008; Ord. 2003-03 § 2, 2003; Ord. 99-04 (Exh. B), 1999; Ord. 96-1 § 1, 1996; Ord. 91-1 § 1, 1991; Code 1975 § 1161.0).

Chapter 15.55 California Fire Code

Sections

- 15.55.010 2025California Fire Code – Adopted
- 15.55.020 Fire Code – Effective Date – Copy on File
- 15.55.030 Definitions
- 15.55.040 Establishment of Limits in Which Storage of Flammable or Combustible Liquids in Outside Aboveground Tanks Is Prohibited.
- 15.55.050 Establishment of Limits in Which Storage of Liquefied Petroleum Gases is Prohibited.

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- 15.55.060 Establishment of Limits in Which Storage of Explosives and Blasting Agents is Prohibited.
- 15.55.070 Establishment of Limits in Which Storage of Stationary Tanks or Flammable Cryogenic Fluids is Prohibited.
- 15.55.080 Establishment of Limits in Which Storage of Hazardous Materials is Prohibited.
- 15.55.090 Fireworks Prohibited.
- 15.55.100 Amendments to the California Fire Code
- 15.55.110 Repeal of Conflicting Ordinances
- 15.55.120 Validity

*Prior legislation: Code 1975§§720.0 – 725.0, 726.0, 726.1, 730.0 – 730.0 (o), Ords. 325 C.S., 77-2, 79-21, 82-11, 83-25, 85-21, 86-17, 87-11, 89-24, and 95-15.

15.55.010 2025 California Fire Code – Adopted

For the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code known as the 2025 California Fire Code (2024 International Fire Code), published by the International Code Council, save and except those portions as are deleted, modified, or amended, of which code not less than one copy is now on file in the office of the City Clerk, is adopted and incorporated in the municipal code as if set out at length in this code, and the provisions thereof shall be controlling within the limits of this City. (Ord. 2022-04 § 1 (Exh. A), 2018-03 § 1 (Exh. A § 4), 2018).

15.55.020 Fire Code – Effective Date – Copy on File

The effective date for the 2025 California Fire Code adopted by CMC 15.55.010 within the City shall be January 1, 2026. The City Clerk shall maintain on file in the official records the edition of the California Fire Code currently in effect at all times. (Ord. 2022-04 §1 (Exh. A), 2018-03 § 1 (Exh. A § 4), 2018).

15.55.030 Definitions

Whenever the word “jurisdiction” is used in the California Fire Code, it shall be held to mean the City of Carmel-by-the-Sea. Whenever the term “fire code official” is used in the California Fire Code, it shall be held to mean the Fire Chief of the City of Carmel-by-the-Sea Fire Department. (Ord. 2022-04 § 1 (Exh. A) 2018-03 § 1 (Exh. A § 4), 2018).

15.55.100 Amendments to the California Fire Code

The 2025 California Fire Code is amended and changed as follows as described in subsections (1) through (58) of this section.

1. Section 101.1 is amended to read as follows:

101.1 Title. These regulations shall be known as the Fire Code of the City of Carmel-by-the-Sea, hereinafter referred to as “Fire Code.”

2. Section 101.2.1 is amended to read as follows:

101.2.1 Appendices. Provisions in all appendices to the 2025 California Fire Code are hereby adopted in their entirety and shall apply.

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3. Section 102.1 is amended to read as follows:

102.1 Construction and design provisions. The construction and design provisions of this code shall apply to:

1. Structures, facilities and conditions arising after the adoption of this code.
2. Existing structures, facilities and conditions not legally in existence at the time of adoption of this code.
3. Existing structures, facilities and conditions when identified in specific sections of this code.
4. Existing structures, facilities and conditions, which, in the opinion of the fire code official, constitute a distinct hazard to life and property.
5. Existing Structures Alterations, Additions and Repairs.
 - a. All new work performed in alterations and/or repairs to existing structures shall comply with the current provisions of this Chapter.
 - b. When alterations and/or repairs result in the removal, alteration, modification, replacement and/or repair of fifty percent (50%) or greater of the linear length of walls of the building (exterior plus interior ,including but not limited to gypsum board, wall board, board and batten, siding, or stucco) independently or in combination thereof, within a five-year period, the entire building shall be made to conform to the current provisions of this Chapter.
 - c. Calculations of linear wall measurements shall be shown on all plans submitted for building permits, on the cover page in the project description of said plans.
 - d. The determination under this section of the requirement for upgrading any existing structure to full conformance with current provisions of this Chapter shall be at the sole discretion of the Fire Code Official.

4. *Repealed by Ord. 2020-01.*

5. Section 103 of the CFC is amended to add Sections 103.4 , and 103.5 to read as follows:

103.4 Responsibility for enforcement.

Within established fire protection jurisdictions, responsibility for enforcement of this Code shall be under the direction of the Fire Chief or designee within each jurisdiction.

103.5 Police powers. The Fire Code Official and his deputies shall have the powers of police officers in performing their duties under this Code. When requested to do so by the Fire Code Official, the chief of police of the jurisdiction is authorized to assign such available police officers as necessary to assist the Fire Code Official in enforcing the provisions of this Code.

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6. Section 105.5.0 is added to read as follows:

105.6.1.5 Agricultural Explosive Devices. An operational permit is required for storage or use of any agricultural explosive device including "bird bombs".

7. Section 105.6.6 is amended to read as follows:

105.7.7 Fire alarm and detection systems and related equipment. A construction permit is required for installation of or modification to fire alarm and detection systems and related systems, including systems installed in Group R-3 occupancies (one- and two-family homes). Maintenance performed in accordance with this code is not considered a modification and may not require a permit as determined by the fire code official.

8. Section 113.4 of the CFC is deleted in its entirety and replaced with the following:

113.4 Violation penalties. Persons who shall violate any provision of this Code or shall fail to comply with any of the requirements thereof or shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the Fire Code Official, or of a permit or certificate used under provisions of this Code, shall be guilty of an infraction, punishable by a fine in conformance with the Authority Having Jurisdiction and/or as specified in section 1.11.2.1.3.

9. *Repealed by Ord. 2022-04.*

9.5. Deleted

10. *Repealed by Ord. 2022-04.*

10.4. Deleted.

10.6. *Repealed by Ord. 2022-04.*

11. Section 307.1.1 is deleted in its entirety and replaced with the following:

307.1.1 Prohibited open burning. Open burning shall be prohibited, including outdoor rubbish fires and bonfires, unless:

1. The fire is confined to an approved container as defined by the Uniform Mechanical Code and authorized by the Monterey Bay Air Pollution Control District.
2. A special condition or circumstance exists, and written authorization is granted by the Fire Chief.

12. Section 503.2.6.1 is added to read as follows:

503.2.6.1 Private bridge engineering. Every private bridge hereafter constructed shall meet the following engineering requirements:

- a. The weight shall be designed for a minimum of HS-20 loading as prescribed by the AASHTO.
- b. The unobstructed vertical clearance shall be not less than 15 feet clear.
- c. The width shall be a minimum of 20 feet clear. The fire code official may require additional width when the traffic flow may be restricted or reduce the width to a minimum of 12 feet for Occupancy Group U or R-3 occupancies.

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d. The maximum grade change of the approach to and from any private bridge shall not exceed 8% for a minimum distance of 10 feet.

13. Section 503.2.6.2 is added to read as follows:

503.2.6.2 Private bridge certification. Every private bridge hereafter constructed shall be engineered by a licensed professional engineer knowledgeable and experienced in the engineering and design of bridges. Certification that the bridge complies with the design standards required by this code and the identified standards, and that the bridge was constructed to those standards, shall be provided by the licensed engineer, in writing, to the fire code official. Every private bridge, including existing and those constructed under this code, shall be certified as to its maximum load limits every ten (10) years or whenever deemed necessary by the fire code official. Such recertification shall be by a licensed professional engineer knowledgeable and experienced in the engineering and design of bridges. All fees charged for the purpose of certification or recertification of private bridges shall be at the owner's expense.

14. Section 503.2.7 is amended to read as follows:

503.2.7 Grade. The grade of fire apparatus access roads shall be no greater than 15% unless specifically approved by the fire code official.

15. Section 503.2.7.1 is added to read as follows:

503.2.7.1 Paving. All fire apparatus access roads over eight percent (8%) shall be paved with a minimum 0.17 feet of asphaltic concrete on 0.34 feet of aggregate base. All fire apparatus access roads over fifteen percent (15%) where approved shall be paved with perpendicularly grooved concrete.

16. Section 503.7 is added to read as follows:

503.7 Fire apparatus access roads. All fire apparatus access road names shall be issued by the City of Carmel-by-the-Sea.

17. Section 505.1 is amended to read as follows:

505.1 Address Identification.

Buildings and parcels shall be identified by the address identification requirements of the California Building Standards Code.

~~New and existing buildings shall be provided with an approved address identification. The address identification shall be legible and placed in a position that is visible at all times from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4" high with a minimum width stroke of one half inch for single family dwellings and duplexes. For all other occupancies each character shall be not less than a minimum of 4" high with a minimum stroke of one half inch unless otherwise required by the Fire Code Official.~~

18. Section 507.5.2 is amended to read as follows:

507.5.2 Inspection, testing and maintenance. Fire hydrant systems shall be subject to periodic tests as required by the fire code official. Fire hydrant systems shall be maintained in an operative condition at all times and shall be repaired where defective. Additions, repairs, alterations and servicing shall comply with approved standards. When

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required by the fire code official, hydrants shall be painted in accordance with the most current edition of NFPA 291.

19. Section 605.3.1 is added to read as follows:

605.3.1 Spark arresters. An approved spark arrester shall be installed on all chimneys, incinerators, smokestacks, solid-fuel burning fire pits, or similar devices where the burning of solid fuel conveys smoke, embers and hot gases to the outer air.

605.3.1.2. Spark arrestors shall have openings in accordance with Section 2113.9.2(3) of the California Building Code and Section 1003.9.2 of the California Residential Code with minimum openings of 3/8" and maximum openings of 1/2".

20. Section 901.1 of the CFC is amended to add Section 901.1.1 to read as follows:

901.1.1 Responsibility. The owner of the protected premises shall be responsible for all fire protection systems within the protected premises, whether existing or installed under this Code.

21. Section 901.2 of the CFC is amended to add Section 901.2.2 to read as follows:

901.2.2 Additional documentation. Additional documentation as required by the Fire Code Official shall be provided to the Fire Code Official in an acceptable format.

22. Section 901.4 of the CFC is amended in its entirety and replaced with the following:

901.4 Fire Protection and Life Safety Systems. Fire protection and life safety systems shall be installed, repaired, operated and maintained in accordance with the original installation standards for that system. All systems shall be extended, altered, or augmented as necessary to maintain and continue protection whenever the building is altered, remodeled or added to. Alterations to fire protection systems shall be done in accordance with applicable standards.

901.4.8 Nonoperational Equipment. Any non-required fire protection equipment that is no longer in service shall be removed.

23. Section 901.6 of the CFC is amended to add Section 901.6.4 and 901.6.5 to read as follows:

901.6.4 Qualifications of Inspection, Testing and Maintenance Personnel. All personnel performing any inspection, testing or maintenance of any fire protection system shall be qualified. Where such inspection, testing and maintenance is performed by an outside service company, the company shall be appropriately licensed by the California Contractors State License Board in accordance with the California Business & Professions Code or by the California State Fire Marshal.

901.6.5 Additional records. All documentation generated during any scheduled inspection or test of any fire protection system, whether required or voluntarily installed, shall be forwarded to the Fire Code Official within fifteen (15) calendar days after the date of the inspection or test.

24. Section 901.7.7 of the CFC is added to read as follows:

901.7.7 Unless otherwise approved by the Fire Code Official, fire watch personnel shall be California licensed private security individuals with a minimum of two (2) individuals on duty at all times. Fire watch personnel shall be on duty 24 hours per day until the fire protection system has been returned to service.

25. Section 903.2 of the CFC is deleted in its entirety and replaced with the following:

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903.2 Where required. Approved automatic sprinkler systems shall be provided in all new buildings and structures constructed, moved into or relocated within the jurisdiction.

EXCEPTIONS:

- (1) Structures not classified as Group R occupancies and not more than five hundred (500) square feet in total floor area.
- (2) Detached agricultural buildings, as defined by this code and the CBC, located at least one hundred feet (100) from any other structure or the property line, whichever is closer, and with a maximum size of 10,000 square feet.
- (3) Accessory structures not classified as R occupancies associated with existing non-sprinklered R-3 occupancies (one- or two-family dwellings) and less than one thousand five hundred (1500) square feet in total fire area with a clearance from the existing R-3 occupancy of not less than twenty (20) feet.

26. Sections 903.2.1.1, 903.2.1.2, 903.2.1.3, 903.2.1.4, 903.2.1.5, 903.2.3, 903.2.4, 903.2.4.1, 903.7.1, 903.7.3, 903.2.9, 903.2.9.1 and 903.2.9.2 of the CFC are amended as follows:

The following Sections are amended by changing requirements to five hundred (500) square feet for fire sprinkler installation, as follows (the complete text of the section is not provided):

903.2.1.1 Group A-1. Change twelve thousand (12,000) square feet to five hundred (500) square feet.

903.2.1.2 Group A-2. Change five thousand (5,000) square feet to five hundred (500) square feet.

903.2.1.3 Group A-3. Change twelve thousand (12,000) square feet to five hundred (500) square feet.

903.2.1.4 Group A-4. Change twelve thousand (12,000) square feet to five hundred (500) square feet.

903.2.1.5 Group A-5. Change one thousand (1,000) square feet to five hundred (500) square feet.

903.2.3 Group E. Change twelve thousand (12,000) square feet to five hundred (500) square feet.

903.2.4 Group F-1. Change twelve thousand (12,000) square feet to five hundred (500) square feet.

903.2.4.1 Group F-1. Change two thousand five hundred (2,500) square feet for woodworking operations to five hundred (500) square feet.

903.2.7.1 Group M. Change twelve thousand (12,000) square feet to five hundred (500) square feet.

903.2.7.3 Group M. Change twenty-four thousand (24,000) square feet to five hundred (500) square feet.

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903.2.9 Group S-1. Change twelve thousand (12,000) square feet to five hundred (500) square feet.

903.2.9.1 Repair Garages. Change ten thousand (10,000) square feet (2 story buildings) and twelve thousand (12,000) square feet (1 story buildings) to five hundred (500) square feet.

903.2.9.2 Bulk storage of tires. Change twenty thousand (20,000) cubic feet to five hundred (500) square feet.

27. Section 903.2.22 of the CFC is added to read as follows:

903.2.22 Change of use. Automatic fire sprinklers shall be installed when the occupancy changes from a single occupancy to a mixed-use occupancy which would require the installation of an occupancy separation, or when the occupancy changes from any type of occupancy to an Assembly use occupancy.

28. Section 903.2.8 of the CFC, first paragraph is deleted in its entirety and replaced with the following: Exceptions remain unchanged.

903.2.8 Group R. An automatic sprinkler system installed in accordance with Section 903.3 shall be provided in all buildings with a Group R fire area, including, but not limited to, one- and two-family dwellings, townhomes, and manufactured homes and mobile homes located outside of licensed mobile home parks hereafter constructed, moved into or relocated within the jurisdiction, including all additions to buildings already equipped with automatic fire sprinkler systems.

(Exceptions remain per 2025 California Fire Code)

29. Section 903.3.1.1.1 of the CFC is amended to add Section 903.1.1.1 Exemption 5 to read as follows:

5. Passenger elevator shafts or associated passenger elevator mechanical rooms, where elevator shafts are constructed with a 2-hour fire resistive method.

30. Section 903.3.1.1.2 of the CFC is amended to read as follows:

Section 903.3.1.1.2 Bathrooms. In Group R occupancies, sprinklers shall be required in bathrooms within individual dwelling units or sleeping units.

31. Sections 903.3.1.2, 903.3.1.2.1, 903.3.1.2.3, of the CFC are deleted in its entirety and replaced with the following:

903.3.1.2 NFPA 13R sprinkler systems. Automatic sprinkler systems in Group R occupancies up to and including four stories in height shall be permitted to be installed throughout in accordance with NFPA 13R as amended in this Code.

32. 903.3.1.2.1 Balconies and decks. Sprinkler protection shall be provided for exterior balconies, decks and ground floor patios of dwelling units where the building is of Type V construction, provided there is a roof or deck above. Sidewall sprinklers that are used to protect such areas shall be permitted to be located such that their deflectors are within 1 inch to 6 inches below the structural members and a maximum distance of fourteen (14) inches below the deck of the exterior balconies and decks that are constructed of open wood joist construction.

33. 903.3.1.2.3 Attics. Where NFPA 13R sprinkler systems are installed, all attic areas shall be provided with sprinkler protection in accordance with NFPA 13.

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34. Sections 903.3.1.2, is amended to add section 903.1.2.4, 903.3.1.2.5, 903.1.2.6 and 903.3.1.2.7 to read as follows:

903.3.1.2.4 Sprinkler control valves. Where NFPA 13R sprinkler systems are installed, sprinkler system control valves shall be installed in accordance with NFPA 13.

903.3.1.2.5 Bathrooms. Automatic sprinklers shall be installed in all bathrooms, regardless of square footage.

903.3.1.2.6 Accessible storage areas. Automatic sprinklers shall be installed in all accessible storage areas.

903.3.1.2.7 Under-stair spaces. Automatic sprinklers shall be installed in all under-stair spaces including all under-stair closets.

35. Section 903.3.1.3 of the CFC is deleted in its entirety and replaced with the following:

903.3.1.3 NFPA 13D sprinkler systems. Automatic fire sprinkler systems installed in one and two-family dwellings, Group R-3 and R-4 congregate living facilities and townhouses shall be permitted to be installed throughout in accordance with NFPA 13D. The requirements of this section supersede the requirements of the California Residential Code.

903.3.1.3.1 All fire sprinkler systems installed in one- and two-family dwellings shall be tested for leakage by undergoing a hydrostatic test made at 200 psi for two-hour duration.

903.3.1.3.2 Each water system supplying both domestic and fire protection systems shall have a single indicating-type control valve, arranged to shut off both the domestic and sprinkler systems. A separate shut-off valve for the domestic system only shall be permitted to be installed. The location of the control valve shall be approved by the Fire Code Official.

903.3.1.3.3 Automatic sprinklers shall be installed in all bathrooms and water closets, regardless of square footage.

903.3.1.3.4 Automatic sprinklers shall be installed in all attached garages and other accessory structures.

903.3.1.3.5 Automatic sprinklers shall be installed in all accessible storage areas.

903.3.1.3.5.1 Automatic sprinklers shall be installed in all under-stair spaces including all closets.

903.3.1.3.6 Local water flow alarms shall be provided on all sprinkler systems. Local water flow alarms shall be powered from the main kitchen refrigerator circuit. The local water flow alarm shall be clearly audible from within the master bedroom at an audibility level of not less than 75 dBa. Where no kitchen exists in the building, the water flow alarm shall be powered from the bathroom lighting circuit. Where required by the Fire Code Official, interior audible notification appliances or additional water flow alarms may be required to be installed at locations specified by the Fire Code Official.

903.3.1.3.7 Automatic fire sprinklers shall be installed to protect all furnaces and heating system appliances.

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903.3.1.3.8 A backflow prevention device as approved by the water purveyor, the type and friction loss shall be included in the plans and calculations for fire flow. For retrofits to existing systems, the sprinkler system of the affected building(s) shall be recalculated and submitted to the Authority Having Jurisdiction for approval and issuance of the permit.

903.3.1.3.9 If there are any changes or modifications to the system of the approved plans, as-built shall be required, submitted to the Authority Having Jurisdiction and approved prior to rough inspection.

36. Section 903.3.10 of the CFC is deleted in its entirety and replaced with the following:

903.3.10 Floor control valves. Approved indicating control valves and water flow switches shall be provided at the point of connection to the riser on each floor in all buildings over one story in height and shall be individually annunciated as approved by the Fire Code Official.

37. Section 903.4.2 of the CFC, first paragraph is deleted in its entirety and replaced with the following. Exceptions remain unchanged.

903.4.2 Monitoring. Alarm, supervisory and trouble signals shall be distinctly different and shall be automatically transmitted to an approved central station, remote supervising station or proprietary supervising station as defined in NFPA 72, or, when approved by the Fire Code Official, shall sound an audible signal at a constantly attended location. The fire alarm system installed to transmit such signals shall be considered a building fire alarm system.

38. Section 903.4.3 of the CFC, first paragraph is deleted in its entirety and replaced with the following.

903.4.3 Alarms. One exterior approved audible appliance shall be connected to every automatic sprinkler system in an approved location. Sprinkler water-flow alarm devices shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Where a building fire alarm system is installed, actuation of the automatic sprinkler system shall actuate the building fire alarm system. Interior alarm notification appliances shall be installed as required by this section or Section 903.4.3.1. A minimum of one audible appliance shall be installed in all occupancies subject to this section.

903.4.3.1 Where an automatic fire sprinkler system is installed in a building with more than one tenant or with over one hundred (100) sprinklers, audible and visible notification appliances shall be installed throughout the building as follows:

- a. Audible notification appliances shall be installed so as to be audible at fifteen (15) dBA above average sound pressure level throughout the building.
- b. Visible notification appliances shall be installed in all public and common use areas, restrooms and corridors in accordance with the spacing requirements of NFPA 72.
- c. Visible notification appliances can be eliminated in normally unoccupied portions of buildings where permitted by the Fire Code Official.

EXCEPTION: The requirements of this section do not apply to Group R-3 Occupancies.

39. Section 904.14.2 of the CFC is deleted in its entirety and replaced with the following.

904.14.2 System interconnection. The actuation of the fire extinguishing system shall automatically shut down power to the makeup air appliance and all fuel and electrical power

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located under the hood, except for the electrical power to the exhaust air supply. The fuel and electrical supply reset shall be manual.

40. Section 904.14.5.2 of the CFC is deleted in its entirety and replaced with the following:

904.14.5.2 Extinguishing system service. Automatic fire extinguishing systems shall be serviced by a CSLB licensed C-16 contractor or a CSFM licensed "A" licensee at least every six months and after any activation of the system. Inspection shall be performed by the owner at least monthly in accordance with the currently adopted edition of NFPA 17-A. The service contractor shall review the records of monthly inspections every six months, and deficiencies shall be reported to the Fire Code Official. A service report shall be forwarded to the Fire Code Official by the licensed service contractor within 15 days after every service on the appropriate AES form.

41. Section 907 of the CFC is amended to add Section 907.1.6 to read as follows:

907.1.6 Multiple Fire Alarm Systems. Multiple fire alarm systems within a single protected premise are not permitted.

42. Section 907.2 Exception 1 of the CFC is deleted in its entirety and replaced with the following:

907.2 Exception 1. The manual fire alarm box is not required for fire alarm control units dedicated to elevator recall control.

43. Section 907.6.4 of the CFC is amended to add Section 907.6.4.0 to read as follows:

907.6.4.0 Zone transmittal. Where required by the Fire Code Official, fire alarm signals shall be transmitted by zone to the supervising station and retransmitted by zone to the public fire service communications center.

44. Section 907.6.5 of the CFC is deleted in its entirety and replaced with the following:

907.6.5 Access. Access shall be provided to each fire alarm system component for periodic inspection, maintenance and testing.

45. Section 907.6.6 of the CFC is deleted in its entirety and replaced with the following:

907.6.6 Monitoring. Fire alarm systems, whether required by this Chapter or the California Building Code or voluntarily installed, shall be monitored by an approved supervising station in accordance with NFPA 72 and this Section.
(Exceptions remain unchanged)

46. Section 907.6.6 of the CFC is amended to add Section 907.6.6.0 to read as follows:

907.6.6.0 Means of communication. The use of either POTS or cable telephone lines with a digital alarm communicator transmitter shall not be permitted.

EXCEPTION. Where no other communications methods are available, the use of telephone lines shall be permitted to be used on a temporary basis not to exceed one year from the date of final acceptance test or until permitted alternate means of communications are available.

47. Section 907.7.2 of the CFC is deleted in its entirety and replaced with the following:

907.7.2 Completion documents. The following documentation shall be provided at the time of acceptance testing for all fire alarm system installations:

1. A record of completion in accordance with NFPA 72.

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2. A record of inspection and testing in accordance with NFPA 72.
3. A contractor's statement verifying that the system has been installed in accordance with the approved plans and specifications and has been 100% tested in accordance with NFPA 72.
4. A contractor's affidavit of personnel qualifications, indicating that all personnel involved with the installation of the fire alarm system meet the qualification requirements of the Fire Code Official.

48. Section 907.8.2 of the CFC is amended to add Section 907.8.2.1 to read as follows:

907.8.2.1 Testing of FACU Batteries. Batteries installed in the fire alarm control units and remote power supplies shall be verified for battery capacity based on the approved plans and battery calculations.

49. Section 1205.1 of the CFC is amended to add Section 1205.1.1 to read as follows:

1205.1.1 Signing and Marking. In addition to signing and marking requirements of the California Building Code and the California Residential Code, the following signing and marking is required:

1205.1.1.1 Main Panel Exterior Marking. A placard is required to be permanently affixed to the main service disconnect panel. The placard shall be red in color with white capital letters at least 1/2" in height and in a non-serif font, to read "SOLAR DISCONNECT INSIDE PANEL." The placard shall be constructed of weather-resistant, durable plastic with engraved letters, or other approved material.

1205.1.1.2 Circuit Disconnecting Means Marking. A permanent label is to be affixed adjacent to the circuit breaker controlling the inverter or other photovoltaic system electrical controller. The label shall have contrasting color capital letters at least 3/8" in height and in a non—serif font, to read "SOLAR DISCONNECT." The label shall be constructed of durable adhesive material or other approved material.

1205.1.1.3 Secondary Power Sources. Where photovoltaic systems are interconnected to battery systems, generator backup systems, or other secondary power systems, additional signage acceptable to the Fire Code Official shall be required indicating the location of the secondary power source shutoff switch.

1205.1.1.4 Installer Information. Signage acceptable to the Fire Code Official indicating the name and emergency telephone number of the installing contractor shall be required to be installed adjacent to the main disconnect.

50. Section 1205.2 of the CFC is amended to modify Section 1205.2.1, by deleting Exceptions 1 and 2 of the California Fire Code.

51. Section 1205.2 of the CFC is amended to add Section 1205.2.1.4 to read as follows:

1205.2.1.4 Hip and Valley Layout. Hip and Valley Layouts. Modules shall be located no closer than one and one-half feet (1-1/2') to a hip or valley if modules are to be placed on both sides of a hip or valley. Where modules are located on only one side of a hip or valley that is of equal length, the modules shall be permitted to be placed directly adjacent to the hip or valley.

52. Section 1206 of the CFC is amended to add Section 1206.14 to read as follows:

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1206.14 Where stationary fuel cell power systems are installed inside any structure, signage acceptable to the Fire Code Official shall be required indicating the location of the stationary fuel cell power system. Placarding shall be required to read "FUEL CELL" in block letters 6" high with a $\frac{3}{4}$ " stroke on a contrasting background. The location of the signage shall be approved by the Fire Code Official.

53. Section 1207.4.1.1 is added to the CFC to read as follows:

1207.4.1.1 Energy storage systems (ESS) disconnect shall be located at or adjacent to the main electrical panel with appropriate placarding showing location of equipment and all shutdowns.

54. Section 1207 of the CFC is amended to add Section 1207.4.8-6 to read as follows:

1207.4.8-6 Where battery energy storage systems are installed inside any structure, signage acceptable to the Fire Code Official shall be required indicating the location of the battery energy storage system. Placarding shall be required to read "BESS" in block letters 6" high with a $\frac{3}{4}$ " stroke on a contrasting background. The location of the signage shall be approved by the Fire Code Official.

55. Section 5601.1.3 is deleted in its entirety and replaced with the following:

5601.1.3 Fireworks. The possession, manufacture, storage, sale, handling and use of fireworks are prohibited, including "Safe and Sane" fireworks, anywhere within the City limits.

EXCEPTION:

1. Except by duly issued permit for fireworks displays as authorized by the Fire Chief.

56. Section 5704.2.9.6.1 is amended to add Section 5704.2.9.6.1.0 to read as follows:

5704.2.9.6.1.0 Outdoor storage containers and portable tanks. Storage of Class 1 and Class II liquids in above ground tanks outside of buildings is prohibited within the limits established by law as the limits of the jurisdiction in which storage is prohibited except as permitted by the zoning ordinance.

EXCEPTIONS:

1. For marine fueling operations, a maximum of 2000 gallons of diesel fuel may be stored and dispensed from an above ground tank as approved by the Fire Chief.
2. Storage tanks of 500-gallons maximum capacity may be used only in conjunction with emergency generators as approved by the Fire Chief.

57. Section 6104.2 of the CFC is deleted in its entirety and replaced with the following:

6104.2 Maximum capacity within established limits. For the protection of heavily populated or congested areas, storage of liquified petroleum gas shall not exceed an aggregate capacity in any one mercantile occupancy of 200 gallons (757 L) or 40 5-gallon LPG tanks within the jurisdiction unless approved by the Fire Code Official.

EXCEPTION: In all other occupancy classifications, the capacity limit shall not exceed 10 5-gallon LPG containers or as determined by the Fire Code Official.

58. Section D103.2 of the CFC is deleted in its entirety and replaced with the following:

D103.2 Grade. Fire apparatus access roads shall not exceed fifteen (15) percent in grade with a maximum side slope of five (5) percent.

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EXCEPTION: Grades steeper than fifteen (15) percent, if approved by the Fire Code Official, shall be paved with perpendicularly grooved concrete.

(Ord. 2022-04 § 1 (Exh. A), 2020-01 § 1, 2020; Ord. 2018-03 § 1 (Exh. A § 4), 2018).



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

February 3, 2026
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Brandon Swanson, Acting City Administrator

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Receive a presentation on the updated Council Strategic Priorities list following the January 22nd workshop, and provide direction to staff

RECOMMENDATION:

Receive a presentation on the updated Council Strategic Priorities list following the January 22nd workshop and provide direction to staff on priorities for the calendar year, 2026.

BACKGROUND / SUMMARY:

On January 22, 2026, the City Council held their annual workshop to review their list of strategic priority projects. This list is intended to provide the City Administrator with guidance on projects that should be completed or see meaningful progress made in the calendar year. The format of the meeting allows feedback from the public during the entire workshop. Throughout the meeting, Councilmembers provided direction about adding and removing projects, and feedback on the level of priority for a handful of projects (level 1, 2 or 3). The results of the January workshop have been marked up on the attached Strategic Priorities Spreadsheet so that the changes can be tracked (**Attachment 1**). In summary, the following actions were taken:

- 16 priority projects added
- 1 priority project canceled
- 6 priority projects marked as “Complete” and removed from the list
- 5 titles modified to better represent Council’s objectives

What is Council Being Asked to do?

Council has been presented with a marked-up list which captures their direction from the recent workshop. For their February 3rd meeting, Council is being asked to review this list, and be prepared to:

1. **Clarify** any changes which were not accurately captured by staff
2. **Assign** a “priority level” to every project on the list – Level 1, 2 or 3. Level 1 being the highest.
3. **Move** some items from the active list to “Future Projects” to create a manageable list for 2026.

a. NOTE: The City Administrator’s recommendation is that the current list is too long for every item to be completed or see meaningful progress in 2026.

Council has also been provided with a “clean” version of the list which incorporates all the draft changes noted in the markup version (**Attachment 2**). This clean version is only being offered as a convenience for Council as a worksheet to prepare notes for the February 3rd meeting. It is not meant to imply that the draft changes are finalized.

Some Notes about the Priorities List

To assist in reviewing, here are a few notes about the list:

- There is a key at the top of the list showing how the colors relate to changes:
 - Green = new item
 - Pink = complete item
 - Yellow = modified title
 - Red = cancelled project
- For any item which the Council provided a “priority level” at the workshop, that number has been added in **BOLD**. The rest of the priorities are left blank for Council to fill in.
- Items elevated from the “future projects” list include a note showing which section they moved to.

Capacity Discussion

The ability to complete projects on the priorities list is directly related to the City’s capacity. In this sense, “capacity” means both staff time and budgeted funds. With that in mind, Council is asked to consider other core City tasks while deliberating on whether to keep items on the active priority list or place them on the “Future Project” list. Examples of core city tasks that already take capacity include things like: processing development permits, preparing recurring reports for state and other regulatory agencies, ongoing infrastructure and facility maintenance, routine forest

management, daily finance and accounts payable work, IT troubleshooting and network management, implementing adopted City Plans, providing staff support to various City Boards and Commissions, and execution of the City's approved Capital Improvement Program (CIP).

In an effort to help begin the conversation, Council has been provided with a sample rebalanced list prepared by the City Administrator. This sample shows some projects moved to the "Future Projects" list and levels of priority for those not assigned by Council at the recent workshop (**Attachment 3**). This sample list is in no way meant to change or limit Council's ability to decide what projects stay on the active priority list and the Council's level of priority. This list of priorities belongs to Council, and the City Administrator will work to fulfill all the goals of the list that Council assigns.

Next Steps

Following direction from Council, the priorities list will be finalized accordingly. From there, the list will become one of the regular reports attached to each regular City Council agenda for the rest of the year. This will allow the list to be pulled at any meeting by Council, staff, or the public to discuss an item on the list. In addition, staff will plan to return to Council with formal updates in May, September, and December of this year.

FISCAL IMPACT:

Time associated with preparation of the priorities list is included in the FY25/26 Fiscal Year operating budget. Projects on the list will all have their own associated costs, which will be included in agenda reports for any future Council actions on those items.

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

1. MARKUPS Council Priority Tracker 01.22.26
2. CLEAN Council Priority Tracker 01.22.26
3. SAMPLE Council Priority Tracker 01.22.26

City Council Strategic Priorities

Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
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	Item is complete, and will be removed from the list
	Item was added by Council at Strategic Priorities Meeting
	Item name has been changed based on Council feedback (changes struck and <u>underlined</u>)
	Item is not complete, and was removed by Council from the list

S-1 Exercise Financial Sustainability, Accountability and Transparency

P-1.1 Budget Clarity

G-1.1.1	Review and Reformulate Approach to Reserves	Admin/Finance		Y	DONE
G-1.1.2	Update and Refine Financial Policies	Admin/Finance		Y	DONE
G-1.1.1	Increase usability and clarity of financial reports given to Council	Admin/Finance	3	Y	July 2026
G-1.1.2	Create an online public facing CIP tracking dashboard	Admin/IT	1	Y	Mar 2026

P-1.2 Financial Health

G-1.2.1	Receive Council approval on revised investment portfolio approach	Admin/Finance		Y	TBD
G-1.2.2	Complete internal review (checklist) of City readiness to take on bonds or other financing	Admin/Finance		Y	TBD
G-1.2.3	Implement a new HR, Finance and Payroll management system (ERP)	Admin/Finance		Y	Jan 2027
G-1.2.4	Develop menu of potential revenue enhancements sources to close City's funding shortfalls and receive Council direction		1	Y	May 2026
G-1.2.5	Provide Council a presentation on placing a TOT increase on the Nov 2026 ballot and receive direction	Admin/Clerk	1	Y	Feb 2026
G-1.2.6	Provide Council with a presentation on options for paid parking	Admin/PD	2	Y	June 2026

S-2 Steward the Natural Environment

P-2.1 Beach Infrastructure Repairs and Maintenance

G-2.1.1	Rebuild 8th Ave. sand ramp	PW		N	Mar 2027
G-2.1.2	Complete 4th Ave. outfall repair/replacement	PW		N	Sep 2027
G-2.1.3	Rebuild 10th Ave. stairs	PW		N	June 2026
G-2.1.4	Rebuild 12th Ave. stairs	PW		N	June 2026
G-2.1.5	Complete maintenance/repair of bluff revetments	PW		N	Ongoing
G-2.1.6	Implementation of coastline related items from Climate Action and Adaptation Plan	PW	2	N	Ongoing

P-2.2 Wildfire Mitigation and Prevention

G-2.2.1	Adopt updated Carmel Forest Management Plan (City Council)	PW		Y	Sept 2026
G-2.2.2	Certify LCP amendment for updated Carmel Forest Management Plan (Coastal Commission)	PW		N	Jan 2027
G-2.2.3	Adopt Local Fire Hazard Maps	CPB		N	DONE

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-2.2.3	Adopt additional citywide wildfire and prevention measures (e.g.: allowed materials, building code, etc.)	CPB/PW		N	Ongoing
G-2.2.4	Complete all tasks on the list of prioritized fuel mitigation projects	CPB/PW	1	N	Ongoing
G-2.2.5	Create and distribute home hardening rules to the community	CPB/PW	2	Y	Aug 2026
G-2.2.6	Execute a citywide evacuation drill	PD	1	N	May 2026

S-3 Maintain Public Safety and Infrastructure

P-3.1 Public Safety

G-3.1.1	Complete transition of ambulance services to Monterey Fire	Admin		N	DONE
G-3.1.1	Implement a Street Address Program	Admin		N	May 2026
G-3.1.2	Create a plan to improve the resiliency of the City's power grid and present to City Council	Admin/PW		N	TBD
G-3.1.3	Complete the City's Rule 20-A project at Del Mar Parking Lot	PW		N	TBD

P-3.2 City Buildings and Property (Non-Police/PW)

G-3.2.1	Conduct condition assessment of all City buildings, determine values and develop maintenance plan	PW		Y	Sept 2026
G-3.2.2	Make Police/PW Building safe before remodel	PW		Y	DONE
G-3.2.2	Provide presentation to Council on the process required to sell the Scout House and receive direction	Admin/PW	2	Y	April 2026
G-3.2.3	Provide Council with a draft agreement between the City and the Friends of MTNP for a Rio Park project	Admin/PW	3	N	TBD

P-3.3 City Building (Police/PW)

G-3.3.1	City Council decision on rebuild vs. renovate	PW/PD		Y	DONE
G-3.3.2	Select architect	PW/PD		Y	March 2026
G-3.3.3	Construction Plans and financing approved by City Council	PW/Admin		N	July 2027
G-3.3.4	Construction begins	PW		Y	TBD
G-3.3.5	Employees fully move back into building	PW/PD		Y	TBD

P-3.4 Digital Infrastructure

G-3.4.1	Complete an IT audit, including cyber-security	Admin/IT		Y	May 2026
G-3.4.2	Develop and adopt an IT Strategic Plan	Admin/IT		Y	July 2026

P-3.5 Streets and Sidewalks

G-3.5.1	Assess condition of all sidewalks and tree wells and create maintenance plan to get current on repairs	PW		Y	DONE
G-3.5.1	Complete repairs to get current on all sidewalk and ADA improvements	PW		Y	Ongoing
G-3.5.2	Complete modeling work of street condition to optimize use of CIP funds for maintenance and replacement	PW		Y	April 2026
G-3.5.3	Significantly increase parking enforcement capabilities	PD		Y	June 2026

S-4 Preserve the Village Character

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
P-4.1	Design Review				
G-4.1.1	<i>Adopt updated Design guidelines and Zoning Code - Design Traditions 1.5 Project (City Council)</i>	CPB		Y	Dec 2026
G-4.1.2	<i>Certify LCP amendment for updated Design Guidelines and Zoning Code (Coastal Commission)</i>	CPB		N	Mar 2027
G-4.1.3	<i>Reinstate the Design Review Board (DRB)</i>	CPB		Y	TBD
G-4.1.4	<i>Complete Objective Design and Development Standards for affordable units (ODDS)</i>	CPB		Y	April 2027
P-4.2	Housing Policy and Community Sustainability Attract New Full-Time Residents				
G-4.2.1	<i>Adopt ADU ordinance (City Council)</i>	CPB		Y	Dec 2026
G-4.2.2	<i>Certify LCP amendment for ADU Ordinance (Coastal Commission)</i>	CPB		N	Mar 2027
G-4.2.3	<i>Adopt Housing Element amendment to move units from City lots (City Council)</i>	CPB		N	April 2026
G-4.2.4	<i>Certification of Housing Element amendment to move units from City lots (CA State HCD)</i>	CPB		N	June 2026
G-4.2.5	<i>Research policy options in response to accelerating population loss / loss of families with children</i>	Admin/CPB	2	Y	TBD
G-4.2.6	<i>Implement the City's 6th Cycle Housing Element</i>	Admin/CPB	1	Y	Ongoing

S-5 Provide Effective, Reliable, Responsive and Friendly Government Services

P-5.1 Process Improvements

G-5.1.1	<i>Implement new permitting software, with focus on integrating Artificial Intelligence</i>	CPB/IT		Y	Dec 2026
G-5.1.2	<i>Implement technologies to support routine staff tasks and free up time for enhanced customer service</i>	CPB/IT		Y	Ongoing
G-5.1.3	<i>Implement a citywide customer service program</i>	CPB/IT	1	Y	Dec 2026

P-5.2 Public Access to Records

G-5.2.1	<i>Scan and digitize all physical city records to make available online (resolutions, ordinances, etc.)</i>	Admin/IT		Y	Ongoing
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P-5.3 "Smart Village" Plan

G-5.3.1	<i>Expand free public Wi-Fi network to cover all parks and key public areas</i>	Admin/IT		Y	DELETED
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S-6 Implement the City's Adopted Plans

P-6.1 Climate Action (C) and Adaptation (D) Plan

Program #	Program Name				
G-C-1.1.1	<i>Energy Efficiency Outreach</i>	PW		Y	TBD
G-C-1.1.2	<i>Energy Efficiency and Electrification Incentives</i>	PW		N	TBD
G-C-1.1.3	<i>Energy Efficiency Audits</i>	PW		N	TBD
G-C-1.2.1	<i>Feasibility Study for Existing Building Electrification and Back-up Power.</i>	PW		Y	TBD
G-C-1.2.2	<i>Residential Home Energy Renovations.</i>	PW		Y	TBD
G-C-1.2.3	<i>Residential Home Energy Renovation Incentives.</i>	PW		N	TBD

City Council Strategic Priorities

	Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-C-1.2.4 <i>Commercial Energy Renovations.</i>	PW		Y	TBD
G-C-1.2.5 <i>Residential Commercial Energy Renovation Incentives.</i>	PW		N	TBD
G-C-1.3.1 <i>Energy Efficiency in New Residential Construction</i>	PW		Y	TBD
G-C-1.3.2 <i>Energy Efficiency in New Commercial Construction</i>	PW		Y	TBD
G-C-2.1.1 <i>Reduce Reliance on Automobiles.</i>	PW		N	TBD
G-C-2.1.2 <i>Develop Bicycle Master Plan to Create Safe Bike Routes around the City</i>	PW		Y	TBD
G-C-2.1.3 <i>Ride-Sharing and Bike to Work Programs within City Operations and Businesses</i>	PW		N	TBD
G-C-2.2.1 <i>Prioritize Electric Vehicles (EVs)</i>	PW		Y	TBD
G-C-2.3.1 <i>Develop Origin/Destination Transportation Model.</i>	PW		N	TBD
G-C-3.1.1 <i>Incentivize Clean Energy Installations</i>	PW		Y	TBD
G-C-3.1.2 <i>Increase uptake of 3CE Renewable Generation portfolio</i>	PW		N	TBD
G-C-4.1.1 <i>Continued Implementation and Promotion of City and Model Water Efficient Ordinance Standards</i>	PW		Y	TBD
G-C-4.1.2 <i>Exceed Water Efficiency Standards</i>	PW		Y	TBD
G-C-5.1.1 <i>Increase the City's solid waste diversion to reduce landfill methane emissions</i>	PW		N	TBD
G-C-6.1.1 <i>Urban Forest Maintenance and Improvement</i>	PW		Y	TBD
G-C-6.2.1 <i>Allow Cool Roof Options</i>	PW		Y	TBD
G-D-1.1.1 <i>Maintain and Update Evacuation Plan Every 8 Years.</i>	PW		N	TBD
G-D-1.1.2 <i>Update Emergency Preparedness.</i>	PW		Y	TBD
G-D-1.1.3 <i>Collaborate with Monterey Fire.</i>	PW		N	TBD
G-D-1.1.4 <i>Publicize Local Evacuation Routes.</i>	PW		N	TBD
G-D-1.1.5 <i>Evaluate Evacuation Route Capacity.</i>	PW		Y	TBD
G-D-1.2.1 <i>Establish a Resilience Hub.</i>	PW		N	TBD
G-D-1.2.2 <i>Limit the Impacts of Climate Change on the Most Vulnerable Populations.</i>	PW		N	TBD
G-D-1.2.3 <i>Engage the Community.</i>	PW		Y	TBD
G-D-1.2.4 <i>Social Support Network.</i>	PW		N	TBD
G-D-1.2.5 <i>Back-up Power for Vulnerable Populations.</i>	PW		Y	TBD
G-D-1.3.1 <i>Partner with Monterey County Health Department.</i>	PW		N	TBD
G-D-1.3.2 <i>Initiate a Heat Pump Retrofit Program.</i>	PW		Y	TBD
G-D-1.3.3 <i>Invest in Improving Resilience in Critical Facilities.</i>	PW		Y	TBD
G-D-1.3.4 <i>Conduct a Feasibility Study for Existing Building Electrification and Back-up Power.</i>	PW		Y	TBD
G-D-1.3.5 <i>Improve Resilience in Existing Building Stock.</i>	PW		Y	TBD
G-D-1.3.6 <i>Promote Funding Opportunities.</i>	PW		N	TBD

City Council Strategic Priorities

	Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
<i>G-D-1.4.1 Develop Partnerships to Provide Support to Displaced Workers.</i>	PW		N	TBD
<i>G-D-1.4.2 Establish Partnerships to Develop a Resilient Economy.</i>	PW		N	TBD
<i>G-D-1.4.3 Business Resilience Outreach Program. Collaborate</i>	PW		N	TBD
<i>G-D-1.4.4 Hire a Grant Writer/Climate Coordinator.</i>	PW		Y	TBD
<i>G-D-2.1.1 Increase Funding for Climate Adaptation.</i>	PW		Y	TBD
<i>G-D-2.1.2 Increase Urban Forest Resilience.</i>	PW		Y	TBD
<i>G-D-2.1.3 Increase Resilience of the Mission Trail Nature Preserve and Pescadero Canyon.</i>	PW		N	TBD
<i>G-D-2.1.4 Increase Resilience of the North Dunes.</i>	PW		N	TBD
<i>G-D-2.1.5 Increase Resilience to Stronger Storms.</i>	PW		N	TBD
<i>G-D-2.1.6 Beach Sand Monitoring Program.</i>	PW		Y	TBD
<i>G-D-2.1.7 Carmel Cove Sand Supply.</i>	PW		N	TBD
<i>G-D-3.1.1 Underground Utilities in Fire Hazard Zones (Develop Plan).</i>	PW		N	TBD
<i>G-D-3.1.2 Increase Green Infrastructure.</i>	PW		N	TBD
<i>G-D-3.1.3 Public Building Electrification.</i>	PW		Y	TBD
<i>G-D-3.1.4 Reduce Stormwater Runoff.</i>	PW		N	TBD
<i>G-D-3.1.5 Storm Drain Repair Funding and Improvements.</i>	PW		Y	TBD
<i>G-D-3.1.6 Retrofit Existing Critical Buildings and Related Infrastructure.</i>	PW		Y	TBD
<i>G-D-3.1.7 Water Conservation.</i>	PW		N	TBD
<i>G-D-3.1.8 Bluff Structural Monitoring Program.</i>	PW		Y	TBD
<i>G-D-3.1.9 Sea Level Rise Coastal Vulnerability Study.</i>	PW		Y	TBD
<i>G-D-3.1.10 Wastewater Treatment.</i>	PW		N	TBD
<i>G-D-3.2.1 Development Standards.</i>	PW		Y	TBD
<i>G-D-3.2.2 Update City Planning Guidelines.</i>	PW		Y	TBD
<i>G-D-3.2.3 Incorporate Climate Change Adaptation into Local Plans.</i>	PW		Y	TBD
<i>G-D-3.2.4 Update Shoreline Management Plan.</i>	PW		N	TBD
<i>G-D-3.2.5 Multi-Jurisdictional Hazard Mitigation Plan.</i>	PW		N	TBD

P-6.2 Housing Element - Cycle 6

Program #	Program Name			
<i>1.1.A Adequate Sites</i>		CPB	Y	Dec-31
<i>1.1.B Development on Small Sites</i>		CPB	Y	Jun-28
<i>1.1.C Live/Work Housing</i>		CPB	Y	Jun-26

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
1.1.D	Mixed-Income Incentive Program	CPB		Y	Jun-28
1.1.E	Affordable Housing on Religious Facility Properties	CPB		Y	Multiple
1.1.F	Hotel-to-Residential Conversion	CPB		Y	Jun-27
1.1.G	Hotel Employee Housing Program	CPB		Y	Jun-27
1.1.H	Accessory Dwelling Units	CPB		Y	Multiple
1.2.A	Water Distribution Prioritization for Affordable Housing	CPB		N	DONE
1.2.B	Address Infrastructure Constraints	CPB		Y	Dec-31
1.3.A	Condominium Conversions	CPB		Y	Dec-31
1.3.B	Employee Housing (Farmworker)	CPB		Y	Jun-26
1.3.C	Manufactured Homes on a Foundation System	CPB		Y	Jun-26
1.3.D	Senate Bill 35 and Senate Bill 423 Processing Procedure	CPB		N	Dec-26
1.3.E	Emergency Shelters	CPB		Y	Jun-26
1.3.F	Forest and Beach Commission Required Findings	CPB		Y	Jun-26
1.4.A	Modify or Eliminate Onerous Use Permits	CPB		Y	Jun-28
1.4.B	Objective Design and Development Standards	CPB		Y	Jun-27
1.4.C	By-Right Approval	CPB		Y	Dec-31
2.1.A	Incentives for Mixed-Use Development	CPB		Y	Jun-28
2.1.B	Permanent Housing	CPB		Y	Dec-31
2.1.C	Monitor Affordable Housing Stock	CPB		Y	Jun-26
2.1.D	Establish Affordable Housing Trust Fund	CPB		Y	Dec-26
2.2.A	Historic Preservation Educational Programs	CPB		Y	Dec-31
2.3.A	Preserve and Increase Upper Floor Residential Uses	CPB		Y	Dec-31
2.4.A	Housing Rehabilitation and Maintenance Information	CPB		Y	Dec-31
3.1.A	Mixed-Use Affordable Housing	CPB		Y	Jun-28
3.1.B	Housing for Extremely Low-Income Households	CPB		Y	Dec-31
3.1.C	Density Bonus	CPB		Y	Dec-31
3.1.D	Reduced Entitlement and Development Fees	CPB		Y	Jul-26
3.1.E	Reduced Parking Requirements	CPB		Y	Jun-26
3.1.F	Expedited Processing Procedures	CPB		Y	Dec-26
3.1.G	Establish Minimum Densities	CPB		Y	Jun-28
3.2.A	Reasonable Accommodation Procedures	CPB		Y	DONE
3.2.B	Housing Mobility	CPB		Y	Multiple

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
3.2.C	Family Friendly Housing	CPB		Y	Jun-28
3.2.D	Local Universal Design Standards	CPB		Y	Jun-28
3.3.A	Zoning for Transitional and Supportive Housing	CPB		Y	Jun-26
3.3.B	Low-Barrier Navigation Centers	CPB		Y	Jun-26
3.3.C	Unlicensed Residential Care Facilities	CPB		Y	Jun-26
3.3.D	Single Room Occupancy (SRO) Units	CPB		Y	Jun-26
4.1.A	Water Conservation	CPB		N	Dec-31
4.1.B	Energy Conservation and Green Building	CPB		N	Dec-31
5.1.A	Fair Housing Services	CPB		Y	Dec-31
5.1.B	Housing Choice Voucher Program	CPB		N	Dec-31
5.1.C	Shared Housing Information	CPB		Y	Dec-31
5.1.D	Farmworker Housing	CPB		Y	Dec-31
5.2.A	Support Community Organizations	CPB		Y	Dec-31

P-6.3 Carmel Forest Management Plan

Program # Program Name

G-6.3.1	IN PROCESS	PW		Y	TBD
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P-6.4 Community Wildfire Prevention Program (CWPP)

Program # Program Name

G-1.1	Conduct biannual educational seminars to educate residents on wildfire preparedness and mitigation	PW/CPB		Y	TBD
G-1.2	Create educational materials depicting proper defensible space guidelines	PW/CPB		Y	TBD
G-1.3	Maintain the project StoryMap as a hub for information sharing amongst community members and interested parties	PW/CPB		Y	TBD
G-1.4	Provide resources to for groups to pursue National Fire Protection Association Firewise USA Program	PW/CPB		Y	TBD
G-1.5	Conduct outreach specific to vulnerable communities	PW/CPB		Y	TBD
G-1.6	Collaborate with Monterey County Fire Safe Council to disseminate educational information	PW/CPB		N	TBD
G-1.7	Leverage local groups, such as Carmel CERT, to disseminate information on wildfire risk	PW/CPB		N	TBD
G-1.8	Host practice evacuation events throughout the Plan Area on an annual basis	PW/CPB		Y	TBD
G-1.9	Conduct public outreach/education where vegetation management projects are proposed prior to work	PW/CPB		Y	TBD
G-2.1	Support collaborative vegetation management projects across ownership boundaries	PW/CPB		Y	TBD
G-2.2	Collaborate with Pebble Beach Community Services District and CAL FIRE on wildfire mitigation strategies	PW/CPB		N	TBD
G-2.3	Consult with local tribes during wildfire mitigation planning	PW/CPB		N	TBD

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-2.4	Collaborate with the Monterey County Fire Safe Council to prioritize community wildfire mitigation projects	PW/CPB		N	TBD
G-2.5	Work with rec. facilities, campgrounds, and other guest-oriented businesses to develop evacuation preplans	PW/CPB		Y	TBD
G-2.6	Coordinate with interested parties (U.S. Forest Service, CAL FIRE, etc.) on information and resource sharing	PW/CPB		N	TBD
G-2.7	Update the General Plan Safety Element to address wildfire risk	PW/CPB		Y	TBD
G-2.8	Partner with universities and research institutions to support or conduct wildfire-related projects or research	PW/CPB		N	TBD
G-2.9	Develop an evacuation plan with the Community Hospital of the Monterey Peninsula	PW/CPB		N	TBD
G-3.1	Identify critical infrastructure and facilities in need of structural hardening	PW/CPB		Y	TBD
G-3.2	Conduct roadside fuels reduction along major roadways and roads identified as evacuation routes	PW/CPB		Y	TBD
G-3.3	Identify and remove hazardous trees along major evacuation corridors	PW/CPB		Y	TBD
G-3.4	Reevaluate City Tree Ordinances to expedite maintenance or the removal of trees that pose wildfire hazards	PW/CPB		Y	TBD
G-3.5	Develop a coordinated evacuation plan for the Plan Area	PW/CPB		Y	TBD
G-3.6	Evaluate opportunities for engaging residents and landowners in structural retrofit programs	PW/CPB		Y	TBD
G-3.7	Encourage structural retrofits through assessments, community education, and grant funding opportunities	PW/CPB		Y	TBD
G-3.8	Install evacuation signage/lighting along designated evacuation routes	PW/CPB		Y	TBD
G-3.9	Facilitate emergency vehicle access and evaluate need for road maintenance on private and public roads	PW/CPB		Y	TBD
G-3.10	Coordinate with jurisdictions controlling outside roads (CalTrans, etc.) on maintenance agreements	PW/CPB		N	TBD
G-3.11	Establish staging areas and shelter-in-place sites	PW/CPB		Y	TBD
G-4.1	Implement vegetation treatment activities identified in Appendix C	PW/CPB		Y	TBD
G-4.2	Ensure appropriate environmental review is conducted prior to implementing fuels reduction projects	PW/CPB		Y	TBD
G-4.3	Consult with a qualified biologist and/or Professional Forester when designing fuels treatment prescriptions	PW/CPB		Y	TBD
G-4.4	Promote Monterey pine regeneration through fuels reduction projects	PW/CPB		Y	TBD
G-4.5	Develop a French broom removal program and reduce hazardous ladder fuels	PW/CPB		Y	TBD
G-4.6	Remove dead and down woody debris annually following winter storms and prior to June 1 of each year	PW/CPB		Y	TBD
G-4.7	Conduct annual monitoring of vegetation management project areas and maintain as needed	PW/CPB		Y	TBD
G-4.8	Consider the use of cultural burning	PW/CPB		Y	TBD
G-4.9	Develop post-fire rehabilitation guidelines in cooperation with appropriate federal, state, and local agencies	PW/CPB		Y	TBD
G-5.1	Hold annual meetings with mutual aid partners to discuss emergency response goals and review targets	PW/CPB		N	TBD
G-5.2	Prepare annual reports of incidents and responding mutual aid partners	PW/CPB		Y	TBD
G-5.3	Identify additional resources needed to adequately respond to wildfires and achieve response target goals	PW/CPB		Y	TBD
G-6.1	Evaluate staffing capacity annually and identify needs to ensure capacity for wildfire projects	PW/CPB		Y	TBD
G-6.2	Identify and pursue grant funding opportunities for wildfire projects	PW/CPB		Y	TBD
G-6.3	Pursue efforts to get on California's Fire Risk Reduction Communities List to be prioritized for Grant Funding	PW/CPB		Y	TBD

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-6.4	<i>Pursue the development of a Home Hardening Grant Program</i>	PW/CPB		Y	TBD
G-6.5	<i>Collaborate with the Monterey County Fire Safe Council to obtain grants for wildfire mitigation projects</i>	PW/CPB		N	TBD
G-6.6	<i>Increase the number of properties inspected in the Plan Area annually</i>	PW/CPB		Y	TBD
G-6.7	<i>Empower community groups, etc. to pursue grant funding for community-scale retrofits</i>	PW/CPB		Y	TBD
G-6.8	<i>Evaluate subsidies or incentives for property owners to complete and maintain vegetation management</i>	PW/CPB		Y	TBD

P-6.5 IT Strategic Plan

Program # Program Name

G-x.x.x	<i>IN PROCESS</i>	Admin/IT		N	TBD
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P-6.6 Library Master Plan

Program # Program Name

G-1.1.1	<i>Establish regular weekly hours for tech help</i>	Admin/Library		Y	TBD
G-1.1.2	<i>Collaborate with Carmel, Carmel Valley, Big Sur and Pebble Beach schools on programs on a regular basis</i>	Admin/Library		N	TBD
G-1.1.3	<i>Continue to learn from and build on established programs and explore new program ideas as they arise</i>	Admin/Library		Y	TBD
G-1.2.1	<i>Conduct Community Conversations and produce an updated Public Knowledge Report</i>	Admin/Library		Y	TBD
G-1.2.2	<i>Provide a variety of ways for community members to provide feedback</i>	Admin/Library		Y	TBD
G-1.3.1	<i>Better serve patrons with dementia and Alzheimer's and their caregivers</i>	Admin/Library		Y	TBD
G-1.3.2	<i>Start a conversation with the community workforce to understand their needs and wants</i>	Admin/Library		Y	TBD
G-1.3.3	<i>Explore option for books delivery to homebound patrons, including a partnership with Carmel Foundation</i>	Admin/Library		Y	TBD
G-1.3.4	<i>Develop an accommodation policy</i>	Admin/Library		Y	TBD
G-1.4.1	<i>Re-brand the library so that it is clear who we are, where we are, and what we do</i>	Admin/Library		Y	TBD
G-1.4.2	<i>Develop a plan and strategy for marketing and communication of library services</i>	Admin/Library		Y	TBD
G-1.4.3	<i>Conduct outreach to community leaders to ensure understanding of the value of the Library</i>	Admin/Library		Y	TBD
G-1.4.4	<i>Work with local realtors to distribute a welcome packet for new community members</i>	Admin/Library		Y	TBD
G-1.4.5	<i>Encourage community advocacy for the library</i>	Admin/Library		N	TBD
G-2.1.1	<i>Look for opportunities to renovate both library buildings</i>	Admin/Library		Y	TBD
G-2.1.2	<i>Ensure continuity of operations during any renovation projects</i>	Admin/Library		Y	TBD
G-2.2.1	<i>Introduce patrons and visitors to the library in the Harrison Library garden with improved signage</i>	Admin/Library		Y	TBD
G-2.2.2	<i>Conduct nature-centric programs utilizing the HML garden and other greenspaces in the City</i>	Admin/Library		Y	TBD
G-2.3.1	<i>Restore Saturday hours</i>	Admin/Library		Y	TBD
G-2.4.1	<i>Continue to invest in Wonderbook, large print, audio collections, and explore a braille collection</i>	Admin/Library		Y	TBD

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-3.1.1	Review, reaffirm, and amend library policies and procedures to ensure transparency and efficiency	Admin/Library		Y	TBD
G-3.1.2	Work with Pacific Grove and Monterey libraries to implement book/DVD sharing	Admin/Library		N	TBD
G-3.1.3	Work with community organizations to identify projects that could provide opportunities for special funding	Admin/Library		N	TBD
G-3.1.4	Better promote purchase suggestions to further engage the community in collection development	Admin/Library		Y	TBD
G-3.2.1	Develop staff training plan (1 all-staff training per month) including emergency preparedness	Admin/Library		Y	TBD
G-3.2.2	Map the library's volunteer needs and map the needs of volunteers	Admin/Library		Y	TBD
G-4.1.1	Investigate ways to reduce waste in library operations (paper, single-use plastics, etc.)	Admin/Library		Y	TBD
G-4.1.2	Look for opportunities to switch to local/sustainable/Certified/etc. companies and vendors when possible	Admin/Library		Y	TBD
G-4.1.3	Work with Public Works to identify opportunities to reduce energy consumption in library buildings	Admin/Library		Y	TBD
G-4.2.1	Develop Continuity of Operations Plan for the Library	Admin/Library		Y	TBD
G-4.2.2	Create a special collections evacuation plan in case of an emergency	Admin/Library		Y	TBD
G-4.2.3	Prioritize staff training on disaster recovery topics, such as salvaging water-damaged materials	Admin/Library		Y	TBD
G-4.3.1	Regularly host sustainability and resilience related programs that are relevant to Carmel	Admin/Library		Y	TBD
G-4.3.2	Provide opportunities for organizations such as CERT, CalFire, Carmel Prepares to share info	Admin/Library		Y	TBD
G-4.4.1	Continue to act as a charging/warming center during storms and power outages	Admin/Library		Y	TBD
G-x.x.x	Explore additional ways we can support our community during emergencies and extreme weather events	Admin/Library		Y	TBD

P-6.7 Mission Trails Nature Preserve Master Plan

Program #	Program Name			
G-x.x.x	IN PROCESS	PW	N	TBD

Future Projects - These are projects that are important, but are not actively being worked on by City Staff until directed by Council.

F-1	(MOVED UP TO PRIORITY G-1.2.5) Transient Occupancy Tax (TOT) Increase	Admin		Y	TBD
F-2	Explore Opportunities for Flanders Mansion	Admin		Y	TBD
F-3	Explore Opportunities for Permanent Outdoor Dining/Downtown Master Plan	CPB		Y	DELETED
F-4	Outdoor Wine Tasting Ordinance	CPB		Y	DELETED
F-5	(MOVED UP TO PRIORITY G-3.3.2) Explore Opportunities for Scout House	Admin		Y	TBD
F-6	(MOVED UP TO PRIORITY G-3.3.2) - Carmel Area Wastewater District (CAWD) Bridge to Everywhere Project	GPB		Y	TBD
F-7	Undergrounding Power Lines separate from Rule 20A	PW		Y	TBD
F-8	Build city-owned conduit system for data (currently Comcast owned)	Admin/IT		Y	TBD
F-9	Implement a parking and traffic management program	Admin/CPB		Y	TBD

City Council Strategic Priorities

Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
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Key to the Strategic Priorities List:

S: These are Council STRATEGIC areas, which are high-level and long term visions for the City

P: These are Council PRIORITY areas, which focus on more specific objectives within one of the long term strategic visions

G: These are Council GOALS, which are the measurable outcomes or tasks that will be completed within each priority area

S-1 Exercise Financial Sustainability, Accountability and Transparency

P-1.1 Budget Clarity

G-1.1.1	Increase usability and clarity of financial reports given to Council	Admin/Finance	3	Y	July 2026
G-1.1.2	Create an online public facing CIP tracking dashboard	Admin/IT	1	Y	Mar 2026

P-1.2 Financial Health

G-1.2.1	Receive Council approval on revised investment portfolio approach	Admin/Finance		Y	TBD
G-1.2.2	Complete internal review (checklist) of City readiness to take on bonds or other financing	Admin/Finance		Y	TBD
G-1.2.3	Implement a new HR, Finance and Payroll management system (ERP)	Admin/Finance		Y	Jan 2027
G-1.2.4	Develop menu of potential revenue sources to close City's funding shortfalls		1	Y	May 2026
G-1.2.5	Provide Council a presentation on placing a TOT increase on the Nov 2026 ballot and receive direction	Admin/Clerk	1	Y	Feb 2026
G-1.2.6	Provide Council with a presentation on options for paid parking	Admin/PD	2	Y	June 2026

S-2 Steward the Natural Environment

P-2.1 Beach Infrastructure Repairs and Maintenance

G-2.1.1	Rebuild 8th Ave. sand ramp	PW		N	Mar 2027
G-2.1.2	Complete 4th Ave. outfall repair/replacement	PW		N	Sep 2027
G-2.1.3	Rebuild 10th Ave. stairs	PW		N	June 2026
G-2.1.4	Rebuild 12th Ave. stairs	PW		N	June 2026
G-2.1.5	Complete maintenance/repair of bluff revetments	PW		N	Ongoing
G-2.1.6	Implementation of coastline related items from Climate Action and Adaptation Plan	PW	2	N	Ongoing

P-2.2 Wildfire Mitigation and Prevention

G-2.2.1	Adopt updated Carmel Forest Management Plan (City Council)	PW		Y	Sept 2026
G-2.2.2	Certify LCP amendment for updated Carmel Forest Management Plan (Coastal Commission)	PW		N	Jan 2027
G-2.2.3	Adopt additional citywide wildfire and prevention measures (e.g.,: allowed materials, building code, etc.)	CPB/PW		N	Ongoing
G-2.2.4	Complete all tasks on the list of prioritized fuel mitigation projects	CPB/PW	1	N	Ongoing
G-2.2.5	Create and distribute home hardening rules to the community	CPB/PW	2	Y	Aug 2026
G-2.2.6	Execute a citywide evacuation drill	PD	1	N	May 2026

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
S-3 Maintain Public Safety and Infrastructure					
P-3.1 Public Safety					
G-3.1.1	Implement a Street Address Program	Admin		N	May 2026
G-3.1.2	Create a plan to improve the resiliency of the City's power grid and present to City Council	Admin/PW		N	TBD
G-3.1.3	Complete the City's Rule 20-A project at Del Mar Parking Lot	PW		N	TBD
P-3.2 City Buildings and Property (Non-Police/PW)					
G-3.2.1	Conduct condition assessment of all City buildings, determine values and develop maintenance plan	PW		Y	Sept 2026
G-3.2.2	Provide presentation to Council on the process required to sell the Scout House and receive direction	Admin/PW	2	Y	April 2026
G-3.2.3	Provide Council with a draft agreement between the City and the Friends of MTNP for a Rio Park project	Admin/PW	3	N	TBD
P-3.3 City Building (Police/PW)					
G-3.3.1	City Council decision on rebuild vs. renovate	PW/PD		Y	DONE
G-3.3.2	Select architect	PW/PD		Y	March 2026
G-3.3.3	Construction Plans and financing approved by City Council	PW/Admin		N	July 2027
G-3.3.4	Construction begins	PW		Y	TBD
G-3.3.5	Employees fully move back into building	PW/PD		Y	TBD
P-3.4 Digital Infrastructure					
G-3.4.1	Complete an IT audit, including cyber-security	Admin/IT		Y	May 2026
G-3.4.2	Develop and adopt an IT Strategic Plan	Admin/IT		Y	July 2026
P-3.5 Streets and Sidewalks					
G-3.5.1	Complete repairs to get current on all sidewalk and ADA improvements	PW		Y	Ongoing
G-3.5.2	Complete modeling work of street condition to optimize use of CIP funds for maintenance and replacement	PW		Y	April 2026
G-3.5.3	Significantly increase parking enforcement capabilities	PD		Y	June 2026
S-4 Preserve the Village Character					
P-4.1 Design Review					
G-4.1.1	Adopt updated Design guidelines and Zoning Code - Design Traditions 1.5 Project (City Council)	CPB		Y	Dec 2026
G-4.1.2	Certify LCP amendment for updated Design Guidelines and Zoning Code (Coastal Commission)	CPB		N	Mar 2027
G-4.1.3	Reinstate the Design Review Board (DRB)	CPB		Y	TBD
G-4.1.4	Complete Objective Design and Development Standards for affordable units (ODDS)	CPB		Y	April 2027
P-4.2 Housing Policy and Community Sustainability					
G-4.2.1	Adopt ADU ordinance (City Council)	CPB		Y	Dec 2026

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-4.2.2	<i>Certify LCP amendment for ADU Ordinance (Coastal Commission)</i>	CPB		N	Mar 2027
G-4.2.3	<i>Adopt Housing Element amendment to move units from City lots (City Council)</i>	CPB		N	April 2026
G-4.2.4	<i>Certification of Housing Element amendment to move units from City lots (CA State HCD)</i>	CPB		N	June 2026
G-4.2.5	<i>Research policy options in response to accelerating population loss / loss of families with children</i>	Admin/CPB	2	Y	TBD
G-4.2.6	<i>Implement the City's 6th Cycle Housing Element</i>	Admin/CPB	1	Y	Ongoing

S-5 Provide Effective, Reliable, Responsive and Friendly Government Services

P-5.1 Process Improvements

G-5.1.1	<i>Implement new permitting software, with focus on integrating Artificial Intelligence</i>	CPB/IT		Y	Dec 2026
G-5.1.2	<i>Implement technologies to support routine staff tasks and free up time for enhanced customer service</i>	CPB/IT		Y	Ongoing
G-5.1.3	<i>Implement a citywide customer service program</i>	CPB/IT	1	Y	Dec 2026

P-5.2 Public Access to Records

G-5.2.1	<i>Scan and digitize all physical city records to make available online (resolutions, ordinances, etc.)</i>	Admin/IT		Y	Ongoing
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City Council Strategic Priorities

Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
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S-6 Implement the City's Adopted Plans

P-6.1 Climate Action (C) and Adaptation (D) Plan

Program #	Program Name			
G-C-1.1.1	Energy Efficiency Outreach	PW	Y	TBD
G-C-1.1.2	Energy Efficiency and Electrification Incentives	PW	N	TBD
G-C-1.1.3	Energy Efficiency Audits	PW	N	TBD
G-C-1.2.1	Feasibility Study for Existing Building Electrification and Back-up Power.	PW	Y	TBD
G-C-1.2.2	Residential Home Energy Renovations.	PW	Y	TBD
G-C-1.2.3	Residential Home Energy Renovation Incentives.	PW	N	TBD
G-C-1.2.4	Commercial Energy Renovations.	PW	Y	TBD
G-C-1.2.5	Residential Commercial Energy Renovation Incentives.	PW	N	TBD
G-C-1.3.1	Energy Efficiency in New Residential Construction	PW	Y	TBD
G-C-1.3.2	Energy Efficiency in New Commercial Construction	PW	Y	TBD
G-C-2.1.1	Reduce Reliance on Automobiles.	PW	N	TBD
G-C-2.1.2	Develop Bicycle Master Plan to Create Safe Bike Routes around the City	PW	Y	TBD
G-C-2.1.3	Ride-Sharing and Bike to Work Programs within City Operations and Businesses	PW	N	TBD
G-C-2.2.1	Prioritize Electric Vehicles (EVs)	PW	Y	TBD
G-C-2.3.1	Develop Origin/Destination Transportation Model.	PW	N	TBD
G-C-3.1.1	Incentivize Clean Energy Installations	PW	Y	TBD
G-C-3.1.2	Increase uptake of 3CE Renewable Generation portfolio	PW	N	TBD
G-C-4.1.1	Continued Implementation and Promotion of City and Model Water Efficient Ordinance Standards	PW	Y	TBD
G-C-4.1.2	Exceed Water Efficiency Standards	PW	Y	TBD
G-C-5.1.1	Increase the City's solid waste diversion to reduce landfill methane emissions	PW	N	TBD
G-C-6.1.1	Urban Forest Maintenance and Improvement	PW	Y	TBD
G-C-6.2.1	Allow Cool Roof Options	PW	Y	TBD
G-D-1.1.1	Maintain and Update Evacuation Plan Every 8 Years.	PW	N	TBD
G-D-1.1.2	Update Emergency Preparedness.	PW	Y	TBD
G-D-1.1.3	Collaborate with Monterey Fire.	PW	N	TBD
G-D-1.1.4	Publicize Local Evacuation Routes.	PW	N	TBD
G-D-1.1.5	Evaluate Evacuation Route Capacity.	PW	Y	TBD
G-D-1.2.1	Establish a Resilience Hub.	PW	N	TBD
G-D-1.2.2	Limit the Impacts of Climate Change on the Most Vulnerable Populations.	PW	N	TBD

City Council Strategic Priorities

	Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-D-1.2.3 <i>Engage the Community.</i>	PW		Y	TBD
G-D-1.2.4 <i>Social Support Network.</i>	PW		N	TBD
G-D-1.2.5 <i>Back-up Power for Vulnerable Populations.</i>	PW		Y	TBD
G-D-1.3.1 <i>Partner with Monterey County Health Department.</i>	PW		N	TBD
G-D-1.3.2 <i>Initiate a Heat Pump Retrofit Program.</i>	PW		Y	TBD
G-D-1.3.3 <i>Invest in Improving Resilience in Critical Facilities.</i>	PW		Y	TBD
G-D-1.3.4 <i>Conduct a Feasibility Study for Existing Building Electrification and Back-up Power.</i>	PW		Y	TBD
G-D-1.3.5 <i>Improve Resilience in Existing Building Stock.</i>	PW		Y	TBD
G-D-1.3.6 <i>Promote Funding Opportunities.</i>	PW		N	TBD
G-D-1.4.1 <i>Develop Partnerships to Provide Support to Displaced Workers.</i>	PW		N	TBD
G-D-1.4.2 <i>Establish Partnerships to Develop a Resilient Economy.</i>	PW		N	TBD
G-D-1.4.3 <i>Business Resilience Outreach Program. Collaborate</i>	PW		N	TBD
G-D-1.4.4 <i>Hire a Grant Writer/Climate Coordinator.</i>	PW		Y	TBD
G-D-2.1.1 <i>Increase Funding for Climate Adaptation.</i>	PW		Y	TBD
G-D-2.1.2 <i>Increase Urban Forest Resilience.</i>	PW		Y	TBD
G-D-2.1.3 <i>Increase Resilience of the Mission Trail Nature Preserve and Pescadero Canyon.</i>	PW		N	TBD
G-D-2.1.4 <i>Increase Resilience of the North Dunes.</i>	PW		N	TBD
G-D-2.1.5 <i>Increase Resilience to Stronger Storms.</i>	PW		N	TBD
G-D-2.1.6 <i>Beach Sand Monitoring Program.</i>	PW		Y	TBD
G-D-2.1.7 <i>Carmel Cove Sand Supply.</i>	PW		N	TBD
G-D-3.1.1 <i>Underground Utilities in Fire Hazard Zones (Develop Plan).</i>	PW		N	TBD
G-D-3.1.2 <i>Increase Green Infrastructure.</i>	PW		N	TBD
G-D-3.1.3 <i>Public Building Electrification.</i>	PW		Y	TBD
G-D-3.1.4 <i>Reduce Stormwater Runoff.</i>	PW		N	TBD
G-D-3.1.5 <i>Storm Drain Repair Funding and Improvements.</i>	PW		Y	TBD
G-D-3.1.6 <i>Retrofit Existing Critical Buildings and Related Infrastructure.</i>	PW		Y	TBD
G-D-3.1.7 <i>Water Conservation.</i>	PW		N	TBD
G-D-3.1.8 <i>Bluff Structural Monitoring Program.</i>	PW		Y	TBD
G-D-3.1.9 <i>Sea Level Rise Coastal Vulnerability Study.</i>	PW		Y	TBD
G-D-3.1.10 <i>Wastewater Treatment.</i>	PW		N	TBD
G-D-3.2.1 <i>Development Standards.</i>	PW		Y	TBD
G-D-3.2.2 <i>Update City Planning Guidelines.</i>	PW		Y	TBD

City Council Strategic Priorities

	Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-D-3.2.3 <i>Incorporate Climate Change Adaptation into Local Plans.</i>	PW		Y	TBD
G-D-3.2.4 <i>Update Shoreline Management Plan.</i>	PW		N	TBD
G-D-3.2.5 <i>Multi-Jurisdictional Hazard Mitigation Plan.</i>	PW		N	TBD

P-6.2 Housing Element - Cycle 6

Program #	Program Name			
1.1.A	<i>Adequate Sites</i>	CPB	Y	Dec-31
1.1.B	<i>Development on Small Sites</i>	CPB	Y	Jun-28
1.1.C	<i>Live/Work Housing</i>	CPB	Y	Jun-26
1.1.D	<i>Mixed-Income Incentive Program</i>	CPB	Y	Jun-28
1.1.E	<i>Affordable Housing on Religious Facility Properties</i>	CPB	Y	Multiple
1.1.F	<i>Hotel-to-Residential Conversion</i>	CPB	Y	Jun-27
1.1.G	<i>Hotel Employee Housing Program</i>	CPB	Y	Jun-27
1.1.H	<i>Accessory Dwelling Units</i>	CPB	Y	Multiple
1.2.A	<i>Water Distribution Prioritization for Affordable Housing</i>	CPB	N	DONE
1.2.B	<i>Address Infrastructure Constraints</i>	CPB	Y	Dec-31
1.3.A	<i>Condominium Conversions</i>	CPB	Y	Dec-31
1.3.B	<i>Employee Housing (Farmworker)</i>	CPB	Y	Jun-26
1.3.C	<i>Manufactured Homes on a Foundation System</i>	CPB	Y	Jun-26
1.3.D	<i>Senate Bill 35 and Senate Bill 423 Processing Procedure</i>	CPB	N	Dec-26
1.3.E	<i>Emergency Shelters</i>	CPB	Y	Jun-26
1.3.F	<i>Forest and Beach Commission Required Findings</i>	CPB	Y	Jun-26
1.4.A	<i>Modify or Eliminate Onerous Use Permits</i>	CPB	Y	Jun-28
1.4.B	<i>Objective Design and Development Standards</i>	CPB	Y	Jun-27
1.4.C	<i>By-Right Approval</i>	CPB	Y	Dec-31
2.1.A	<i>Incentives for Mixed-Use Development</i>	CPB	Y	Jun-28
2.1.B	<i>Permanent Housing</i>	CPB	Y	Dec-31
2.1.C	<i>Monitor Affordable Housing Stock</i>	CPB	Y	Jun-26
2.1.D	<i>Establish Affordable Housing Trust Fund</i>	CPB	Y	Dec-26
2.2.A	<i>Historic Preservation Educational Programs</i>	CPB	Y	Dec-31
2.3.A	<i>Preserve and Increase Upper Floor Residential Uses</i>	CPB	Y	Dec-31
2.4.A	<i>Housing Rehabilitation and Maintenance Information</i>	CPB	Y	Dec-31

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
3.1.A	Mixed-Use Affordable Housing	CPB		Y	Jun-28
3.1.B	Housing for Extremely Low-Income Households	CPB		Y	Dec-31
3.1.C	Density Bonus	CPB		Y	Dec-31
3.1.D	Reduced Entitlement and Development Fees	CPB		Y	Jul-26
3.1.E	Reduced Parking Requirements	CPB		Y	Jun-26
3.1.F	Expedited Processing Procedures	CPB		Y	Dec-26
3.1.G	Establish Minimum Densities	CPB		Y	Jun-28
3.2.A	Reasonable Accommodation Procedures	CPB		Y	DONE
3.2.B	Housing Mobility	CPB		Y	Multiple
3.2.C	Family Friendly Housing	CPB		Y	Jun-28
3.2.D	Local Universal Design Standards	CPB		Y	Jun-28
3.3.A	Zoning for Transitional and Supportive Housing	CPB		Y	Jun-26
3.3.B	Low-Barrier Navigation Centers	CPB		Y	Jun-26
3.3.C	Unlicensed Residential Care Facilities	CPB		Y	Jun-26
3.3.D	Single Room Occupancy (SRO) Units	CPB		Y	Jun-26
4.1.A	Water Conservation	CPB		N	Dec-31
4.1.B	Energy Conservation and Green Building	CPB		N	Dec-31
5.1.A	Fair Housing Services	CPB		Y	Dec-31
5.1.B	Housing Choice Voucher Program	CPB		N	Dec-31
5.1.C	Shared Housing Information	CPB		Y	Dec-31
5.1.D	Farmworker Housing	CPB		Y	Dec-31
5.2.A	Support Community Organizations	CPB		Y	Dec-31

P-6.3 Carmel Forest Management Plan

Program #	Program Name				
G-6.3.1	IN PROCESS	PW		Y	TBD

P-6.4 Community Wildfire Prevention Program (CWPP)

Program #	Program Name				
G-1.1	Conduct biannual educational seminars to educate residents on wildfire preparedness and mitigation	PW/CPB		Y	TBD
G-1.2	Create educational materials depicting proper defensible space guidelines	PW/CPB		Y	TBD
G-1.3	Maintain the project StoryMap as a hub for information sharing amongst community members and interested parties	PW/CPB		Y	TBD

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-1.4	<i>Provide resources to for groups to pursue National Fire Protection Association Firewise USA Program</i>	PW/CPB		Y	TBD
G-1.5	<i>Conduct outreach specific to vulnerable communities</i>	PW/CPB		Y	TBD
G-1.6	<i>Collaborate with Monterey County Fire Safe Council to disseminate educational information</i>	PW/CPB		N	TBD
G-1.7	<i>Leverage local groups, such as Carmel CERT, to disseminate information on wildfire risk</i>	PW/CPB		N	TBD
G-1.8	<i>Host practice evacuation events throughout the Plan Area on an annual basis</i>	PW/CPB		Y	TBD
G-1.9	<i>Conduct public outreach/education where vegetation management projects are proposed prior to work</i>	PW/CPB		Y	TBD
G-2.1	<i>Support collaborative vegetation management projects across ownership boundaries</i>	PW/CPB		Y	TBD
G-2.2	<i>Collaborate with Pebble Beach Community Services District and CAL FIRE on wildfire mitigation strategies</i>	PW/CPB		N	TBD
G-2.3	<i>Consult with local tribes during wildfire mitigation planning</i>	PW/CPB		N	TBD
G-2.4	<i>Collaborate with the Monterey County Fire Safe Council to prioritize community wildfire mitigation projects</i>	PW/CPB		N	TBD
G-2.5	<i>Work with rec. facilities, campgrounds, and other guest-oriented businesses to develop evacuation preplans</i>	PW/CPB		Y	TBD
G-2.6	<i>Coordinate with interested parties (U.S. Forest Service, CAL FIRE, etc.) on information and resource sharing</i>	PW/CPB		N	TBD
G-2.7	<i>Update the General Plan Safety Element to address wildfire risk</i>	PW/CPB		Y	TBD
G-2.8	<i>Partner with universities and research institutions to support or conduct wildfire-related projects or research</i>	PW/CPB		N	TBD
G-2.9	<i>Develop an evacuation plan with the Community Hospital of the Monterey Peninsula</i>	PW/CPB		N	TBD
G-3.1	<i>Identify critical infrastructure and facilities in need of structural hardening</i>	PW/CPB		Y	TBD
G-3.2	<i>Conduct roadside fuels reduction along major roadways and roads identified as evacuation routes</i>	PW/CPB		Y	TBD
G-3.3	<i>Identify and remove hazardous trees along major evacuation corridors</i>	PW/CPB		Y	TBD
G-3.4	<i>Reevaluate City Tree Ordinances to expedite maintenance or the removal of trees that pose wildfire hazards</i>	PW/CPB		Y	TBD
G-3.5	<i>Develop a coordinated evacuation plan for the Plan Area</i>	PW/CPB		Y	TBD
G-3.6	<i>Evaluate opportunities for engaging residents and landowners in structural retrofit programs</i>	PW/CPB		Y	TBD
G-3.7	<i>Encourage structural retrofits through assessments, community education, and grant funding opportunities</i>	PW/CPB		Y	TBD
G-3.8	<i>Install evacuation signage/lighting along designated evacuation routes</i>	PW/CPB		Y	TBD
G-3.9	<i>Facilitate emergency vehicle access and evaluate need for road maintenance on private and public roads</i>	PW/CPB		Y	TBD
G-3.10	<i>Coordinate with jurisdictions controlling outside roads (CalTrans, etc.) on maintenance agreements</i>	PW/CPB		N	TBD
G-3.11	<i>Establish staging areas and shelter-in-place sites</i>	PW/CPB		Y	TBD
G-4.1	<i>Implement vegetation treatment activities identified in Appendix C</i>	PW/CPB		Y	TBD
G-4.2	<i>Ensure appropriate environmental review is conducted prior to implementing fuels reduction projects</i>	PW/CPB		Y	TBD
G-4.3	<i>Consult with a qualified biologist and/or Professional Forester when designing fuels treatment prescriptions</i>	PW/CPB		Y	TBD
G-4.4	<i>Promote Monterey pine regeneration through fuels reduction projects</i>	PW/CPB		Y	TBD
G-4.5	<i>Develop a French broom removal program and reduce hazardous ladder fuels</i>	PW/CPB		Y	TBD
G-4.6	<i>Remove dead and down woody debris annually following winter storms and prior to June 1 of each year</i>	PW/CPB		Y	TBD

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-4.7	Conduct annual monitoring of vegetation management project areas and maintain as needed	PW/CPB		Y	TBD
G-4.8	Consider the use of cultural burning	PW/CPB		Y	TBD
G-4.9	Develop post-fire rehabilitation guidelines in cooperation with appropriate federal, state, and local agencies	PW/CPB		Y	TBD
G-5.1	Hold annual meetings with mutual aid partners to discuss emergency response goals and review targets	PW/CPB		N	TBD
G-5.2	Prepare annual reports of incidents and responding mutual aid partners	PW/CPB		Y	TBD
G-5.3	Identify additional resources needed to adequately respond to wildfires and achieve response target goals	PW/CPB		Y	TBD
G-6.1	Evaluate staffing capacity annually and identify needs to ensure capacity for wildfire projects	PW/CPB		Y	TBD
G-6.2	Identify and pursue grant funding opportunities for wildfire projects	PW/CPB		Y	TBD
G-6.3	Pursue efforts to get on California's Fire Risk Reduction Communities List to be prioritized for Grant Funding	PW/CPB		Y	TBD
G-6.4	Pursue the development of a Home Hardening Grant Program	PW/CPB		Y	TBD
G-6.5	Collaborate with the Monterey County Fire Safe Council to obtain grants for wildfire mitigation projects	PW/CPB		N	TBD
G-6.6	Increase the number of properties inspected in the Plan Area annually	PW/CPB		Y	TBD
G-6.7	Empower community groups, etc. to pursue grant funding for community-scale retrofits	PW/CPB		Y	TBD
G-6.8	Evaluate subsidies or incentives for property owners to complete and maintain vegetation management	PW/CPB		Y	TBD

P-6.5 IT Strategic Plan

Program #	Program Name				
G-x.x.x	IN PROCESS	Admin/IT		N	TBD

P-6.6 Library Master Plan

Program #	Program Name				
G-1.1.1	Establish regular weekly hours for tech help	Admin/Library		Y	TBD
G-1.1.2	Collaborate with Carmel, Carmel Valley, Big Sur and Pebble Beach schools on programs on a regular basis	Admin/Library		N	TBD
G-1.1.3	Continue to learn from and build on established programs and explore new program ideas as they arise	Admin/Library		Y	TBD
G-1.2.1	Conduct Community Conversations and produce an updated Public Knowledge Report	Admin/Library		Y	TBD
G-1.2.2	Provide a variety of ways for community members to provide feedback	Admin/Library		Y	TBD
G-1.3.1	Better serve patrons with dementia and Alzheimer's and their caregivers	Admin/Library		Y	TBD
G-1.3.2	Start a conversation with the community workforce to understand their needs and wants	Admin/Library		Y	TBD
G-1.3.3	Explore option for books delivery to homebound patrons, including a partnership with Carmel Foundation	Admin/Library		Y	TBD
G-1.3.4	Develop an accommodation policy	Admin/Library		Y	TBD
G-1.4.1	Re-brand the library so that it is clear who we are, where we are, and what we do	Admin/Library		Y	TBD
G-1.4.2	Develop a plan and strategy for marketing and communication of library services	Admin/Library		Y	TBD

City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
G-1.4.3	Conduct outreach to community leaders to ensure understanding of the value of the Library	Admin/Library		Y	TBD
G-1.4.4	Work with local realtors to distribute a welcome packet for new community members	Admin/Library		Y	TBD
G-1.4.5	Encourage community advocacy for the library	Admin/Library		N	TBD
G-2.1.1	Look for opportunities to renovate both library buildings	Admin/Library		Y	TBD
G-2.1.2	Ensure continuity of operations during any renovation projects	Admin/Library		Y	TBD
G-2.2.1	Introduce patrons and visitors to the library in the Harrison Library garden with improved signage	Admin/Library		Y	TBD
G-2.2.2	Conduct nature-centric programs utilizing the HML garden and other greenspaces in the City	Admin/Library		Y	TBD
G-2.3.1	Restore Saturday hours	Admin/Library		Y	TBD
G-2.4.1	Continue to invest in Wonderbook, large print, audio collections, and explore a braille collection	Admin/Library		Y	TBD
G-3.1.1	Review, reaffirm, and amend library policies and procedures to ensure transparency and efficiency	Admin/Library		Y	TBD
G-3.1.2	Work with Pacific Grove and Monterey libraries to implement book/DVD sharing	Admin/Library		N	TBD
G-3.1.3	Work with community organizations to identify projects that could provide opportunities for special funding	Admin/Library		N	TBD
G-3.1.4	Better promote purchase suggestions to further engage the community in collection development	Admin/Library		Y	TBD
G-3.2.1	Develop staff training plan (1 all-staff training per month) including emergency preparedness	Admin/Library		Y	TBD
G-3.2.2	Map the library's volunteer needs and map the needs of volunteers	Admin/Library		Y	TBD
G-4.1.1	Investigate ways to reduce waste in library operations (paper, single-use plastics, etc.)	Admin/Library		Y	TBD
G-4.1.2	Look for opportunities to switch to local/sustainable/Certified/etc. companies and vendors when possible	Admin/Library		Y	TBD
G-4.1.3	Work with Public Works to identify opportunities to reduce energy consumption in library buildings	Admin/Library		Y	TBD
G-4.2.1	Develop Continuity of Operations Plan for the Library	Admin/Library		Y	TBD
G-4.2.2	Create a special collections evacuation plan in case of an emergency	Admin/Library		Y	TBD
G-4.2.3	Prioritize staff training on disaster recovery topics, such as salvaging water-damaged materials	Admin/Library		Y	TBD
G-4.3.1	Regularly host sustainability and resilience related programs that are relevant to Carmel	Admin/Library		Y	TBD
G-4.3.2	Provide opportunities for organizations such as CERT, CalFire, Carmel Prepares to share info	Admin/Library		Y	TBD
G-4.4.1	Continue to act as a charging/warming center during storms and power outages	Admin/Library		Y	TBD
G-x.x.x	Explore additional ways we can support our community during emergencies and extreme weather events	Admin/Library		Y	TBD

P-6.7 Mission Trails Nature Preserve Master Plan

Program #	Program Name				
G-x.x.x	IN PROCESS	PW		N	TBD

Future Projects - These are projects that are important, but are not actively being worked on by City Staff until directed by Council.

F-1	Explore Opportunities for Flanders Mansion	Admin		Y	TBD
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City Council Strategic Priorities

		Responsible Department	Priority Level	Fully City Controlled	Target Goal Completion
<i>F-2</i>	<i>Undergrounding Power Lines separate from Rule 20A</i>	PW		Y	TBD
<i>F-3</i>	<i>Build city-owned conduit system for data (currently Comcast owned)</i>	Admin/IT		Y	TBD
<i>F-4</i>	<i>Implement a parking and traffic management program</i>	Admin/CPB		Y	TBD

City Council Strategic Priorities - **SAMPLE**

Key to the Strategic Priorities List:

- S:** These are Council **STRATEGIC** areas, which are high-level and long term visions for the City
P: These are Council **PRIORITY** areas, which focus on more specific objectives within one of the long term strategic visions
G: These are Council **GOALS**, which are the measurable outcomes or tasks that will be completed within each priority area

S-1 Exercise Financial Sustainability, Accountability and Transparency

P-1.1 Budget Clarity

G-1.1.2	Create an online public facing CIP tracking dashboard	Admin/IT	1	Y	Mar 2026
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P-1.2 Financial Health

G-1.2.3	Implement a new HR, Finance and Payroll management system (ERP)	Admin/Finance	2	Y	Jan 2027
G-1.2.4	Develop menu of potential revenue sources to close City's funding shortfalls		1	Y	May 2026
G-1.2.5	Provide Council a presentation on placing a TOT increase on the Nov 2026 ballot and receive direction	Admin/Clerk	1	Y	Feb 2026
G-1.2.6	Provide Council with a presentation on options for paid parking	Admin/PD	2	Y	June 2026

S-2 Steward the Natural Environment

P-2.1 Beach Infrastructure Repairs and Maintenance

G-2.1.1	Rebuild 8th Ave. sand ramp	PW	1	N	Mar 2027
G-2.1.2	Complete 4th Ave. outfall repair/replacement	PW	1	N	Sep 2027
G-2.1.3	Rebuild 10th Ave. stairs	PW	1	N	June 2026
G-2.1.4	Rebuild 12th Ave. stairs	PW	1	N	June 2026
G-2.1.5	Complete maintenance/repair of bluff revetments	PW	1	N	Ongoing
G-2.1.6	Implementation of coastline related items from Climate Action and Adaptation Plan	PW	2	N	Ongoing

P-2.2 Wildfire Mitigation and Prevention

G-2.2.1	Adopt updated Carmel Forest Management Plan (City Council)	PW	1	Y	Sept 2026
G-2.2.2	Certify LCP amendment for updated Carmel Forest Management Plan (Coastal Commission)	PW	1	N	Jan 2027
G-2.2.3	Adopt additional citywide wildfire and prevention measures (e.g.,: allowed materials, building code, etc.)	CPB/PW	2	N	Ongoing
G-2.2.4	Complete all tasks on the list of prioritized fuel mitigation projects	CPB/PW	1	N	Ongoing
G-2.2.5	Create and distribute home hardening rules to the community	CPB/PW	2	Y	Aug 2026
G-2.2.6	Execute a citywide evacuation drill	PD	1	N	May 2026

S-3 Maintain Public Safety and Infrastructure

P-3.1 Public Safety

City Council Strategic Priorities - **SAMPLE**

ATTACHMENT 3
Responsible Department Priority Level Fully City Controlled Target Goal Completion

P-3.2	G-3.1.1	Implement a Street Address Program	Admin	1	N	May 2026
	G-3.1.2	Create a plan to improve the resiliency of the City's power grid and present to City Council	Admin/PW	2	N	TBD
	City Buildings and Property (Non-Police/PW)					
	G-3.2.1	Conduct condition assessment of all City buildings, determine values and develop maintenance plan	PW	2	Y	Sept 2026
	G-3.2.2	Provide presentation to Council on the process required to sell the Scout House and receive direction	Admin/PW	2	Y	April 2026
P-3.3	G-3.2.3	Provide Council with a draft agreement between the City and the Friends of MTNP for a Rio Park project	Admin/PW	3	N	TBD
	City Building (Police/PW)					
	G-3.3.2	Select architect	PW/PD	1	Y	March 2026
	G-3.3.3	Construction Plans and financing approved by City Council	PW/Admin	1	N	July 2027
	G-3.3.4	Construction begins	PW	1	Y	TBD
P-3.4	G-3.3.5	Employees fully move back into building	PW/PD	1	Y	TBD
	Digital Infrastructure					
	G-3.4.1	Complete an IT audit, including cyber-security	Admin/IT	1	Y	May 2026
	G-3.4.2	Develop and adopt an IT Strategic Plan	Admin/IT	2	Y	July 2026
	Streets and Sidewalks					
P-3.5	G-3.5.1	Complete repairs to get current on all sidewalk and ADA improvements	PW	2	Y	Ongoing
	G-3.5.3	Significantly increase parking enforcement capabilities	PD	1	Y	June 2026

S-4 Preserve the Village Character

P-4.1	Design Review					
	G-4.1.1	Adopt updated Design guidelines and Zoning Code - Design Traditions 1.5 Project (City Council)	CPB	1	Y	Dec 2026
	G-4.1.2	Certify LCP amendment for updated Design Guidelines and Zoning Code (Coastal Commission)	CPB	1	N	Mar 2027
	G-4.1.4	Complete Objective Design and Development Standards for affordable units (ODDS)	CPB	1	Y	April 2027
P-4.2	Housing Policy and Community Sustainability					
	G-4.2.1	Adopt ADU ordinance (City Council)	CPB	1	Y	Dec 2026
	G-4.2.2	Certify LCP amendment for ADU Ordinance (Coastal Commission)	CPB	1	N	Mar 2027
	G-4.2.3	Adopt Housing Element amendment to move units from City lots (City Council)	CPB	1	N	April 2026
	G-4.2.4	Certification of Housing Element amendment to move units from City lots (CA State HCD)	CPB	1	N	June 2026
	G-4.2.5	Research policy options in response to accelerating population loss / loss of families with children	Admin/CPB	2	Y	TBD
	G-4.2.6	Implement the City's 6th Cycle Housing Element	Admin/CPB	1	Y	Ongoing

S-5 Provide Effective, Reliable, Responsive and Friendly Government Services

P-5.1 Process Improvements

City Council Strategic Priorities - **SAMPLE**

G-5.1.1	Implement new permitting software, with focus on integrating Artificial Intelligence	CPB/IT	2	Y	Dec 2026
G-5.1.2	Implement technologies to support routine staff tasks and free up time for enhanced customer service	CPB/IT	1	Y	Ongoing
G-5.1.3	Implement a citywide customer service program	CPB/IT	1	Y	Dec 2026

P-5.2 Public Access to Records

S-6 Implement the City's Adopted Plans

P-6.1 Climate Action (C) and Adaptation (D) Plan

Program #	Program Name				
G-C-1.1.1	Energy Efficiency Outreach	PW		Y	TBD
G-C-1.1.2	Energy Efficiency and Electrification Incentives	PW		N	TBD
G-C-1.1.3	Energy Efficiency Audits	PW		N	TBD
G-C-1.2.1	Feasibility Study for Existing Building Electrification and Back-up Power.	PW		Y	TBD
G-C-1.2.2	Residential Home Energy Renovations.	PW		Y	TBD
G-C-1.2.3	Residential Home Energy Renovation Incentives.	PW		N	TBD
G-C-1.2.4	Commercial Energy Renovations.	PW		Y	TBD
G-C-1.2.5	Residential Commercial Energy Renovation Incentives.	PW		N	TBD
G-C-1.3.1	Energy Efficiency in New Residential Construction	PW		Y	TBD
G-C-1.3.2	Energy Efficiency in New Commercial Construction	PW		Y	TBD
G-C-2.1.1	Reduce Reliance on Automobiles.	PW		N	TBD
G-C-2.1.2	Develop Bicycle Master Plan to Create Safe Bike Routes around the City	PW		Y	TBD
G-C-2.1.3	Ride-Sharing and Bike to Work Programs within City Operations and Businesses	PW		N	TBD
G-C-2.2.1	Prioritize Electric Vehicles (EVs)	PW		Y	TBD
G-C-2.3.1	Develop Origin/Destination Transportation Model.	PW		N	TBD
G-C-3.1.1	Incentivize Clean Energy Installations	PW		Y	TBD
G-C-3.1.2	Increase uptake of 3CE Renewable Generation portfolio	PW		N	TBD
G-C-4.1.1	Continued Implementation and Promotion of City and Model Water Efficient Ordinance Standards	PW		Y	TBD
G-C-4.1.2	Exceed Water Efficiency Standards	PW		Y	TBD
G-C-5.1.1	Increase the City's solid waste diversion to reduce landfill methane emissions	PW		N	TBD
G-C-6.1.1	Urban Forest Maintenance and Improvement	PW		Y	TBD
G-C-6.2.1	Allow Cool Roof Options	PW		Y	TBD
G-D-1.1.1	Maintain and Update Evacuation Plan Every 8 Years.	PW		N	TBD
G-D-1.1.2	Update Emergency Preparedness.	PW		Y	TBD
G-D-1.1.3	Collaborate with Monterey Fire.	PW		N	TBD

City Council Strategic Priorities - **SAMPLE**

	Responsible Department	ATTACHMENT 3		Target Goal Completion
		Priority Level	Fully City Controlled	
G-D-1.1.4 <i>Publicize Local Evacuation Routes.</i>	PW		N	TBD
G-D-1.1.5 <i>Evaluate Evacuation Route Capacity.</i>	PW		Y	TBD
G-D-1.2.1 <i>Establish a Resilience Hub.</i>	PW		N	TBD
G-D-1.2.2 <i>Limit the Impacts of Climate Change on the Most Vulnerable Populations.</i>	PW		N	TBD
G-D-1.2.3 <i>Engage the Community.</i>	PW		Y	TBD
G-D-1.2.4 <i>Social Support Network.</i>	PW		N	TBD
G-D-1.2.5 <i>Back-up Power for Vulnerable Populations.</i>	PW		Y	TBD
G-D-1.3.1 <i>Partner with Monterey County Health Department.</i>	PW		N	TBD
G-D-1.3.2 <i>Initiate a Heat Pump Retrofit Program.</i>	PW		Y	TBD
G-D-1.3.3 <i>Invest in Improving Resilience in Critical Facilities.</i>	PW		Y	TBD
G-D-1.3.4 <i>Conduct a Feasibility Study for Existing Building Electrification and Back-up Power.</i>	PW		Y	TBD
G-D-1.3.5 <i>Improve Resilience in Existing Building Stock.</i>	PW		Y	TBD
G-D-1.3.6 <i>Promote Funding Opportunities.</i>	PW		N	TBD
G-D-1.4.1 <i>Develop Partnerships to Provide Support to Displaced Workers.</i>	PW		N	TBD
G-D-1.4.2 <i>Establish Partnerships to Develop a Resilient Economy.</i>	PW		N	TBD
G-D-1.4.3 <i>Business Resilience Outreach Program. Collaborate</i>	PW		N	TBD
G-D-1.4.4 <i>Hire a Grant Writer/Climate Coordinator.</i>	PW		Y	TBD
G-D-2.1.1 <i>Increase Funding for Climate Adaptation.</i>	PW		Y	TBD
G-D-2.1.2 <i>Increase Urban Forest Resilience.</i>	PW		Y	TBD
G-D-2.1.3 <i>Increase Resilience of the Mission Trail Nature Preserve and Pescadero Canyon.</i>	PW		N	TBD
G-D-2.1.4 <i>Increase Resilience of the North Dunes.</i>	PW		N	TBD
G-D-2.1.5 <i>Increase Resilience to Stronger Storms.</i>	PW		N	TBD
G-D-2.1.6 <i>Beach Sand Monitoring Program.</i>	PW		Y	TBD
G-D-2.1.7 <i>Carmel Cove Sand Supply.</i>	PW		N	TBD
G-D-3.1.1 <i>Underground Utilities in Fire Hazard Zones (Develop Plan).</i>	PW		N	TBD
G-D-3.1.2 <i>Increase Green Infrastructure.</i>	PW		N	TBD
G-D-3.1.3 <i>Public Building Electrification.</i>	PW		Y	TBD
G-D-3.1.4 <i>Reduce Stormwater Runoff.</i>	PW		N	TBD
G-D-3.1.5 <i>Storm Drain Repair Funding and Improvements.</i>	PW		Y	TBD
G-D-3.1.6 <i>Retrofit Existing Critical Buildings and Related Infrastructure.</i>	PW		Y	TBD
G-D-3.1.7 <i>Water Conservation.</i>	PW		N	TBD
G-D-3.1.8 <i>Bluff Structural Monitoring Program.</i>	PW		Y	TBD
G-D-3.1.9 <i>Sea Level Rise Coastal Vulnerability Study.</i>	PW		Y	TBD

City Council Strategic Priorities - **SAMPLE**

G-D-3.1.10	Wastewater Treatment.	PW	N	TBD
G-D-3.2.1	Development Standards.	PW	Y	TBD
G-D-3.2.2	Update City Planning Guidelines.	PW	Y	TBD
G-D-3.2.3	Incorporate Climate Change Adaptation into Local Plans.	PW	Y	TBD
G-D-3.2.4	Update Shoreline Management Plan.	PW	N	TBD
G-D-3.2.5	Multi-Jurisdictional Hazard Mitigation Plan.	PW	N	TBD

P-6.2 Housing Element - Cycle 6

<u>Program #</u>	<u>Program Name</u>			
1.1.A	Adequate Sites	CPB	Y	Dec-31
1.1.B	Development on Small Sites	CPB	Y	Jun-28
1.1.C	Live/Work Housing	CPB	Y	Jun-26
1.1.D	Mixed-Income Incentive Program	CPB	Y	Jun-28
1.1.E	Affordable Housing on Religious Facility Properties	CPB	Y	Multiple
1.1.F	Hotel-to-Residential Conversion	CPB	Y	Jun-27
1.1.G	Hotel Employee Housing Program	CPB	Y	Jun-27
1.1.H	Accessory Dwelling Units	CPB	Y	Multiple
1.2.A	Water Distribution Prioritization for Affordable Housing	CPB	N	DONE
1.2.B	Address Infrastructure Constraints	CPB	Y	Dec-31
1.3.A	Condominium Conversions	CPB	Y	Dec-31
1.3.B	Employee Housing (Farmworker)	CPB	Y	Jun-26
1.3.C	Manufactured Homes on a Foundation System	CPB	Y	Jun-26
1.3.D	Senate Bill 35 and Senate Bill 423 Processing Procedure	CPB	N	Dec-26
1.3.E	Emergency Shelters	CPB	Y	Jun-26
1.3.F	Forest and Beach Commission Required Findings	CPB	Y	Jun-26
1.4.A	Modify or Eliminate Onerous Use Permits	CPB	Y	Jun-28
1.4.B	Objective Design and Development Standards	CPB	Y	Jun-27
1.4.C	By-Right Approval	CPB	Y	Dec-31
2.1.A	Incentives for Mixed-Use Development	CPB	Y	Jun-28
2.1.B	Permanent Housing	CPB	Y	Dec-31
2.1.C	Monitor Affordable Housing Stock	CPB	Y	Jun-26
2.1.D	Establish Affordable Housing Trust Fund	CPB	Y	Dec-26
2.2.A	Historic Preservation Educational Programs	CPB	Y	Dec-31

City Council Strategic Priorities - **SAMPLE**

ATTACHMENT 3
 Responsible Priority Fully City Target Goal
 Department Level Controlled Completion

2.3.A	Preserve and Increase Upper Floor Residential Uses	CPB	Y	Dec-31
2.4.A	Housing Rehabilitation and Maintenance Information	CPB	Y	Dec-31
3.1.A	Mixed-Use Affordable Housing	CPB	Y	Jun-28
3.1.B	Housing for Extremely Low-Income Households	CPB	Y	Dec-31
3.1.C	Density Bonus	CPB	Y	Dec-31
3.1.D	Reduced Entitlement and Development Fees	CPB	Y	Jul-26
3.1.E	Reduced Parking Requirements	CPB	Y	Jun-26
3.1.F	Expedited Processing Procedures	CPB	Y	Dec-26
3.1.G	Establish Minimum Densities	CPB	Y	Jun-28
3.2.A	Reasonable Accommodation Procedures	CPB	Y	DONE
3.2.B	Housing Mobility	CPB	Y	Multiple
3.2.C	Family Friendly Housing	CPB	Y	Jun-28
3.2.D	Local Universal Design Standards	CPB	Y	Jun-28
3.3.A	Zoning for Transitional and Supportive Housing	CPB	Y	Jun-26
3.3.B	Low-Barrier Navigation Centers	CPB	Y	Jun-26
3.3.C	Unlicensed Residential Care Facilities	CPB	Y	Jun-26
3.3.D	Single Room Occupancy (SRO) Units	CPB	Y	Jun-26
4.1.A	Water Conservation	CPB	N	Dec-31
4.1.B	Energy Conservation and Green Building	CPB	N	Dec-31
5.1.A	Fair Housing Services	CPB	Y	Dec-31
5.1.B	Housing Choice Voucher Program	CPB	N	Dec-31
5.1.C	Shared Housing Information	CPB	Y	Dec-31
5.1.D	Farmworker Housing	CPB	Y	Dec-31
5.2.A	Support Community Organizations	CPB	Y	Dec-31

P-6.3 Carmel Forest Management Plan

Program #	Program Name			
G-6.3.1	IN PROCESS	PW	Y	TBD

P-6.4 Community Wildfire Prevention Program (CWPP)

Program #	Program Name			
G-1.1	Conduct biannual educational seminars to educate residents on wildfire preparedness and mitigation	PW/CPB	Y	TBD
G-1.2	Create educational materials depicting proper defensible space guidelines	PW/CPB	Y	TBD

City Council Strategic Priorities - **SAMPLE**

Council Strategic Priorities - SAMPLE		Responsible Department	ATTACHMENT 3		Target Goal Completion
			Priority Level	Fully City Controlled	
G-1.3	Maintain the project StoryMap as a hub for information sharing amongst community members and interested parties	PW/CPB		Y	TBD
G-1.4	Provide resources to for groups to pursue National Fire Protection Association Firewise USA Program	PW/CPB		Y	TBD
G-1.5	Conduct outreach specific to vulnerable communities	PW/CPB		Y	TBD
G-1.6	Collaborate with Monterey County Fire Safe Council to disseminate educational information	PW/CPB		N	TBD
G-1.7	Leverage local groups, such as Carmel CERT, to disseminate information on wildfire risk	PW/CPB		N	TBD
G-1.8	Host practice evacuation events throughout the Plan Area on an annual basis	PW/CPB		Y	TBD
G-1.9	Conduct public outreach/education where vegetation management projects are proposed prior to work	PW/CPB		Y	TBD
G-2.1	Support collaborative vegetation management projects across ownership boundaries	PW/CPB		Y	TBD
G-2.2	Collaborate with Pebble Beach Community Services District and CAL FIRE on wildfire mitigation strategies	PW/CPB		N	TBD
G-2.3	Consult with local tribes during wildfire mitigation planning	PW/CPB		N	TBD
G-2.4	Collaborate with the Monterey County Fire Safe Council to prioritize community wildfire mitigation projects	PW/CPB		N	TBD
G-2.5	Work with rec. facilities, campgrounds, and other guest-oriented businesses to develop evacuation preplans	PW/CPB		Y	TBD
G-2.6	Coordinate with interested parties (U.S. Forest Service, CAL FIRE, etc.) on information and resource sharing	PW/CPB		N	TBD
G-2.7	Update the General Plan Safety Element to address wildfire risk	PW/CPB		Y	TBD
G-2.8	Partner with universities and research institutions to support or conduct wildfire-related projects or research	PW/CPB		N	TBD
G-2.9	Develop an evacuation plan with the Community Hospital of the Monterey Peninsula	PW/CPB		N	TBD
G-3.1	Identify critical infrastructure and facilities in need of structural hardening	PW/CPB		Y	TBD
G-3.2	Conduct roadside fuels reduction along major roadways and roads identified as evacuation routes	PW/CPB		Y	TBD
G-3.3	Identify and remove hazardous trees along major evacuation corridors	PW/CPB		Y	TBD
G-3.4	Reevaluate City Tree Ordinances to expedite maintenance or the removal of trees that pose wildfire hazards	PW/CPB		Y	TBD
G-3.5	Develop a coordinated evacuation plan for the Plan Area	PW/CPB		Y	TBD
G-3.6	Evaluate opportunities for engaging residents and landowners in structural retrofit programs	PW/CPB		Y	TBD
G-3.7	Encourage structural retrofits through assessments, community education, and grant funding opportunities	PW/CPB		Y	TBD
G-3.8	Install evacuation signage/lighting along designated evacuation routes	PW/CPB		Y	TBD
G-3.9	Facilitate emergency vehicle access and evaluate need for road maintenance on private and public roads	PW/CPB		Y	TBD
G-3.10	Coordinate with jurisdictions controlling outside roads (CalTrans, etc.) on maintenance agreements	PW/CPB		N	TBD
G-3.11	Establish staging areas and shelter-in-place sites	PW/CPB		Y	TBD
G-4.1	Implement vegetation treatment activities identified in Appendix C	PW/CPB		Y	TBD
G-4.2	Ensure appropriate environmental review is conducted prior to implementing fuels reduction projects	PW/CPB		Y	TBD
G-4.3	Consult with a qualified biologist and/or Professional Forester when designing fuels treatment prescriptions	PW/CPB		Y	TBD
G-4.4	Promote Monterey pine regeneration through fuels reduction projects	PW/CPB		Y	TBD
G-4.5	Develop a French broom removal program and reduce hazardous ladder fuels	PW/CPB		Y	TBD
G-4.6	Remove dead and down woody debris annually following winter storms and prior to June 1 of each year	PW/CPB		Y	TBD

City Council Strategic Priorities - **SAMPLE**

G-4.7	Conduct annual monitoring of vegetation management project areas and maintain as needed	PW/CPB	Y	TBD
G-4.8	Consider the use of cultural burning	PW/CPB	Y	TBD
G-4.9	Develop post-fire rehabilitation guidelines in cooperation with appropriate federal, state, and local agencies	PW/CPB	Y	TBD
G-5.1	Hold annual meetings with mutual aid partners to discuss emergency response goals and review targets	PW/CPB	N	TBD
G-5.2	Prepare annual reports of incidents and responding mutual aid partners	PW/CPB	Y	TBD
G-5.3	Identify additional resources needed to adequately respond to wildfires and achieve response target goals	PW/CPB	Y	TBD
G-6.1	Evaluate staffing capacity annually and identify needs to ensure capacity for wildfire projects	PW/CPB	Y	TBD
G-6.2	Identify and pursue grant funding opportunities for wildfire projects	PW/CPB	Y	TBD
G-6.3	Pursue efforts to get on California's Fire Risk Reduction Communities List to be prioritized for Grant Funding	PW/CPB	Y	TBD
G-6.4	Pursue the development of a Home Hardening Grant Program	PW/CPB	Y	TBD
G-6.5	Collaborate with the Monterey County Fire Safe Council to obtain grants for wildfire mitigation projects	PW/CPB	N	TBD
G-6.6	Increase the number of properties inspected in the Plan Area annually	PW/CPB	Y	TBD
G-6.7	Empower community groups, etc. to pursue grant funding for community-scale retrofits	PW/CPB	Y	TBD
G-6.8	Evaluate subsidies or incentives for property owners to complete and maintain vegetation management	PW/CPB	Y	TBD

P-6.5 IT Strategic Plan

<u>Program #</u>	<u>Program Name</u>			
G-x.x.x	IN PROCESS	Admin/IT	N	TBD

P-6.6 Library Master Plan

<u>Program #</u>	<u>Program Name</u>			
G-1.1.1	Establish regular weekly hours for tech help	Admin/Library	Y	TBD
G-1.1.2	Collaborate with Carmel, Carmel Valley, Big Sur and Pebble Beach schools on programs on a regular basis	Admin/Library	N	TBD
G-1.1.3	Continue to learn from and build on established programs and explore new program ideas as they arise	Admin/Library	Y	TBD
G-1.2.1	Conduct Community Conversations and produce an updated Public Knowledge Report	Admin/Library	Y	TBD
G-1.2.2	Provide a variety of ways for community members to provide feedback	Admin/Library	Y	TBD
G-1.3.1	Better serve patrons with dementia and Alzheimer's and their caregivers	Admin/Library	Y	TBD
G-1.3.2	Start a conversation with the community workforce to understand their needs and wants	Admin/Library	Y	TBD
G-1.3.3	Explore option for books delivery to homebound patrons, including a partnership with Carmel Foundation	Admin/Library	Y	TBD
G-1.3.4	Develop an accommodation policy	Admin/Library	Y	TBD
G-1.4.1	Re-brand the library so that it is clear who we are, where we are, and what we do	Admin/Library	Y	TBD
G-1.4.2	Develop a plan and strategy for marketing and communication of library services	Admin/Library	Y	TBD
G-1.4.3	Conduct outreach to community leaders to ensure understanding of the value of the Library	Admin/Library	Y	TBD

City Council Strategic Priorities - **SAMPLE**

ATTACHMENT 3
Responsible Priority Fully City Target Goal
Department Level Controlled Completion

G-1.4.4	<i>Work with local realtors to distribute a welcome packet for new community members</i>	Admin/Library		Y	TBD
G-1.4.5	<i>Encourage community advocacy for the library</i>	Admin/Library		N	TBD
G-2.1.1	<i>Look for opportunities to renovate both library buildings</i>	Admin/Library		Y	TBD
G-2.1.2	<i>Ensure continuity of operations during any renovation projects</i>	Admin/Library		Y	TBD
G-2.2.1	<i>Introduce patrons and visitors to the library in the Harrison Library garden with improved signage</i>	Admin/Library		Y	TBD
G-2.2.2	<i>Conduct nature-centric programs utilizing the HML garden and other greenspaces in the City</i>	Admin/Library		Y	TBD
G-2.3.1	<i>Restore Saturday hours</i>	Admin/Library		Y	TBD
G-2.4.1	<i>Continue to invest in Wonderbook, large print, audio collections, and explore a braille collection</i>	Admin/Library		Y	TBD
G-3.1.1	<i>Review, reaffirm, and amend library policies and procedures to ensure transparency and efficiency</i>	Admin/Library		Y	TBD
G-3.1.2	<i>Work with Pacific Grove and Monterey libraries to implement book/DVD sharing</i>	Admin/Library		N	TBD
G-3.1.3	<i>Work with community organizations to identify projects that could provide opportunities for special funding</i>	Admin/Library		N	TBD
G-3.1.4	<i>Better promote purchase suggestions to further engage the community in collection development</i>	Admin/Library		Y	TBD
G-3.2.1	<i>Develop staff training plan (1 all-staff training per month) including emergency preparedness</i>	Admin/Library		Y	TBD
G-3.2.2	<i>Map the library's volunteer needs and map the needs of volunteers</i>	Admin/Library		Y	TBD
G-4.1.1	<i>Investigate ways to reduce waste in library operations (paper, single-use plastics, etc.)</i>	Admin/Library		Y	TBD
G-4.1.2	<i>Look for opportunities to switch to local/sustainable/Certified/etc. companies and vendors when possible</i>	Admin/Library		Y	TBD
G-4.1.3	<i>Work with Public Works to identify opportunities to reduce energy consumption in library buildings</i>	Admin/Library		Y	TBD
G-4.2.1	<i>Develop Continuity of Operations Plan for the Library</i>	Admin/Library		Y	TBD
G-4.2.2	<i>Create a special collections evacuation plan in case of an emergency</i>	Admin/Library		Y	TBD
G-4.2.3	<i>Prioritize staff training on disaster recovery topics, such as salvaging water-damaged materials</i>	Admin/Library		Y	TBD
G-4.3.1	<i>Regularly host sustainability and resilience related programs that are relevant to Carmel</i>	Admin/Library		Y	TBD
G-4.3.2	<i>Provide opportunities for organizations such as CERT, CalFire, Carmel Prepares to share info</i>	Admin/Library		Y	TBD
G-4.4.1	<i>Continue to act as a charging/warming center during storms and power outages</i>	Admin/Library		Y	TBD
G-x.x.x	<i>Explore additional ways we can support our community during emergencies and extreme weather events</i>	Admin/Library		Y	TBD

P-6.7 Mission Trails Nature Preserve Master Plan

Program #	Program Name				
G-x.x.x	IN PROCESS	PW		N	TBD

Future Projects - These are projects that are important, but are not actively being worked on by City Staff until directed by Council.

F-1	<i>Explore Opportunities for Flanders Mansion</i>	Admin		Y	TBD
F-2	<i>Undergrounding Power Lines separate from Rule 20A</i>	PW		Y	TBD
F-3	<i>Build city-owned conduit system for data (currently Comcast owned)</i>	Admin/IT		Y	TBD

City Council Strategic Priorities - **SAMPLE**

		ATTACHMENT 3		
		Responsible Department	Priority Level	Target Goal Completion
F-4	Implement a parking and traffic management program	Admin/CPB	Y	TBD
G-1.2.1	Receive Council approval on revised investment portfolio approach	Admin/Finance	Y	TBD
G-1.2.2	Complete internal review (checklist) of City readiness to take on bonds or other financing	Admin/Finance	Y	TBD
G-1.1.1	Increase usability and clarity of financial reports given to Council	Admin/Finance	Y	July 2026
G-3.1.3	Complete the City's Rule 20-A project at Del Mar Parking Lot	PW	N	TBD
G-3.5.2	Complete modeling work of street condition to optimize use of CIP funds for maintenance and replacement	PW	Y	April 2026
G-4.1.3	Reinstate the Design Review Board (DRB)	CPB	Y	TBD
G-5.2.1	Scan and digitize all physical city records to make available online (resolutions, ordinances, etc.)	Admin/IT	Y	Ongoing



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

February 3, 2026
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk, Jayme Fields, Finance Manager

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Transient Occupancy Tax (TOT) Discussion and Direction on Potential 2026 Ballot Measure

RECOMMENDATION:

It is recommended that the City Council receive information and provide direction regarding whether to pursue an increase to the City's Transient Occupancy Tax (TOT), including whether to proceed with the steps required to place a ballot measure on the November 3, 2026 General Election Ballot.

BACKGROUND / SUMMARY:

Executive Summary

At the January 22, 2026 Strategic Priorities Workshop, the City Council identified the evaluation of potential revenue shortfalls and the exploration of additional revenue sources as a priority. These concerns are particularly acute as expenses continue to grow faster than revenues, driven by rising costs, employee compensation, general inflation, deferred maintenance needs, and long-term unfunded UAL obligations. Similar budget pressures are being experienced by surrounding jurisdictions, including the City of Monterey's recently reported projected \$10 million budget shortfall. Accordingly, Council requested that staff return with information and options regarding whether to pursue a Transient Occupancy Tax ("TOT") increase ballot measure to ensure the City can meet its current obligations and avoid comparable fiscal challenges.

Transient Occupancy Tax (TOT) is a tax paid by visitors on short-term lodging stays and represents a significant revenue source for the City of Carmel-by-the-Sea. The City's current TOT rate is 10% and has not been increased since 1998. TOT revenues account for approximately 25% of General Fund revenues and support a wide range of municipal services.

This report provides an overview of the City's current TOT structure, comparative data from neighboring jurisdictions and similar coastal communities, an explanation of other lodging-related assessments, the legal framework for voter approval, estimated election costs, and potential election timing options. Council direction is requested on whether to pursue a ballot measure, the general parameters of any proposed increase, and the preferred election timeline.

What is Transient Occupancy Tax?

The Transient Occupancy Tax (TOT), also known as a "hotel tax" or "bed tax", is authorized under California Revenue and Taxation Code section 7280 and applies to short-term stays of 30 days or fewer in hotels, inns, and similar lodging establishments. The tax is paid by visitors and collected by lodging operators, who remit the proceeds to the City.

Carmel-by-the-Sea's current TOT is 10%. The rate has remained unchanged since 1998.

In Fiscal Year 2024-2025, the City received \$9,559,155 in TOT, representing roughly 26% of General Fund revenues. For Fiscal Year 2025-2026, TOT revenue is projected at approximately \$9,109,116.

Comparison to other jurisdictions

Regional and Comparable Community TOT Rates

A review of nearby jurisdictions and comparable coastal or visitor-serving communities shows the following:

Monterey Peninsula Jurisdictions:

Jurisdiction	TOT rate
City of Marina	14%
City of Del Rey Oaks	12%
City Monterey	12%
City of Seaside	12%
City of Sand City	12%
City of Pacific Grove	12%
Monterey County (unincorporated)	10.50%
City of Carmel-by-the-Sea	10%

Comparable California Coastal / Tourist Communities:

Jurisdiction	TOT rate
City of Laguna Beach	12%
City of Half Moon Bay	15%
City of Sonoma	13%
City of Sausalito	14%
City of Santa Barbara	12%
City of Solvang	12%

Across the Monterey Peninsula jurisdictions reviewed, the average TOT rate is approximately 12%, with comparable coastal and tourist communities averaging 13%. The median TOT across all jurisdictions reviewed is 12%. Carmel-by-the-Sea's current rate is below those benchmarks.

For illustration purposes, an increase from 10% to 12% would be projected to generate approximately \$1.8 million, and an increase from 10% to 14% would be projected to generate approximately \$3.6 million in additional annual TOT revenue, subject to

economic and tourism conditions.

Other Lodging-Related Assessments

Context on TOT and Additional Assessments

The TOT rate represents only one component of the total taxes and fees applied to overnight lodging in Carmel and surrounding cities. In addition to TOT, many jurisdictions impose separate lodging-related assessments that are adopted independently of the TOT and are generally intended to support destination marketing, visitor services, or tourism-related facilities.

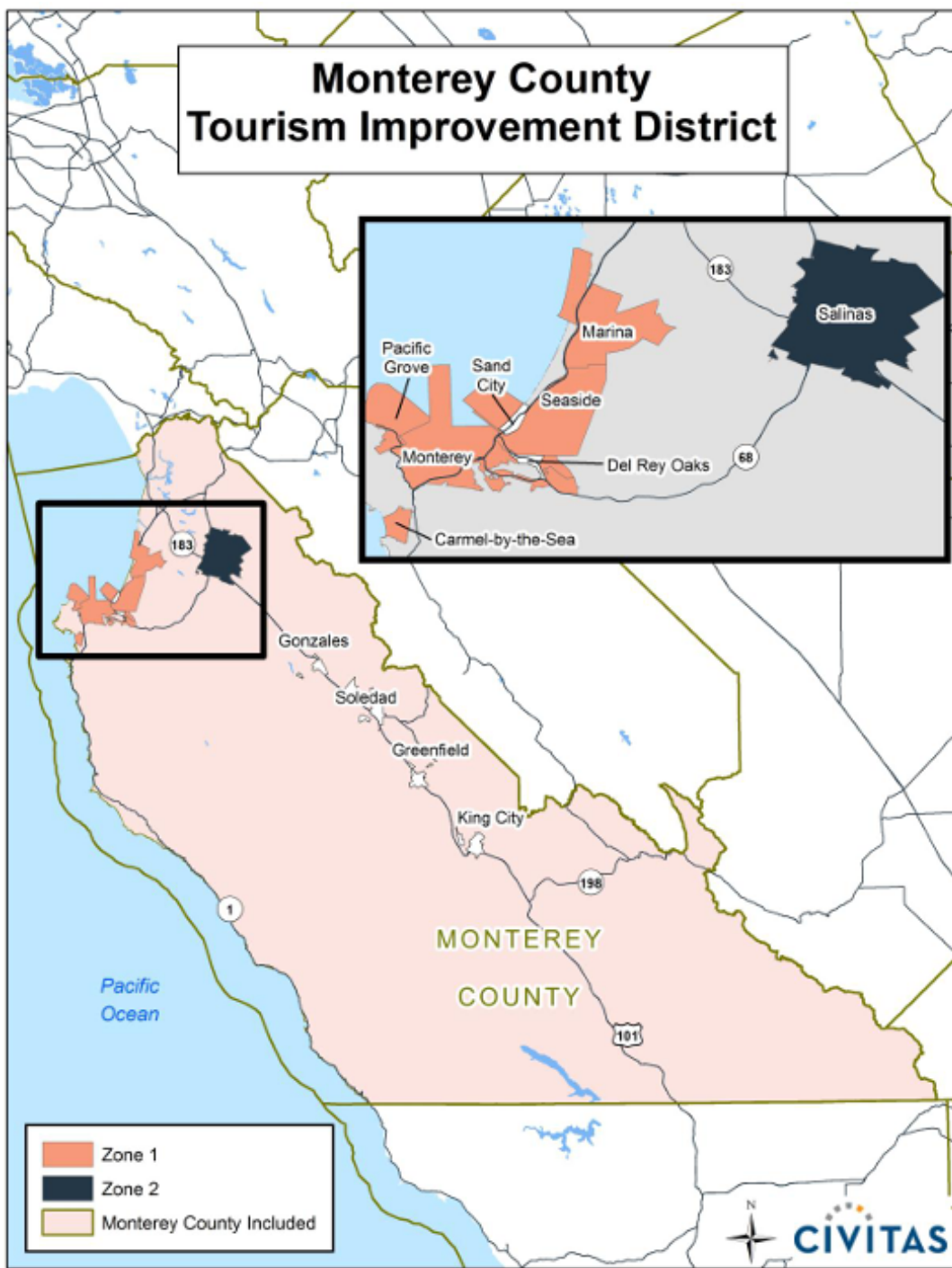
These assessments may be structured as either a percentage of room rent or a flat per-night charge and may apply citywide or only to certain lodging establishments, depending on how the assessment district is defined.

The base TOT rate along with other assessments for the Monterey Peninsula are shown in the table below:

Jurisdiction	Base TOT rate	Participates in MCTID (between \$1.70 to \$7.90 per night)	Other Assessments
City of Marina	14%	yes	none
City of Del Rey Oaks	12%	no	none
City Monterey	12%	yes	4.15% Conference Center Facilities District (CCFD) assessment applied to hotels within 100' of the Monterey Conference Center • Full service hotel 1.6% of all rent • Limited Service hotel .8% of all rent
City of Seaside	12%	yes	none
City of Sand City	12%	not yet (may begin in April 2026)	none
City of Pacific Grove	12%	yes	\$1-2 per night Pacific Grove Hospitality Improvement District (PGHID)
Monterey County (unincorporated)	10.50%	yes	none
City of Carmel-by-the-Sea	10%	yes	2% Carmel Hosterly Improvement District (CHID)

As reflected in the table above, most Monterey Peninsula jurisdictions participate in the Monterey County Tourism Improvement District (MCTID), which imposes a nightly per-room assessment that varies based on room rate. MCTID has a tiered rate structure (rate per occupied room per night) as follows:

Hotel Type	Zone 1	Zone 2
Luxury	\$7.00	\$7.50
Non-Luxury Full Service	\$4.50	\$5.00
Limited Service	\$1.50	\$2.00



Several comparable California jurisdictions also have other lodging-related assessments in place in addition to base TOT, as shown below:

Jurisdiction	Population	Base TOT rate	Other Assessments
City of Laguna Beach	22,777	12%	2% Laguna Beach Tourism Marketing District
City of Half Moon Bay	11,500	15%	\$1 per night Half Moon Bay Business Improvement District, and \$1-2 per night for San Mateo County BID
City of Sonoma	11,000	13%	2% Sonoma Tourism Improvement District
City of Sausalito	7,171	14%	Not yet adopted - Sausalito Property Business Improvement District (based on property size)
City of Santa Barbara	87,291	12%	2% Tourism Business Improvement District
City of Solvang	6,126	12%	2% Tourism Business Improvement District, and \$3 per night Business Improvement District

As a result, the total lodging-related charges paid by visitors may differ across jurisdictions based on the combination of TOT and additional assessments in effect. Therefore, the presence of these additional assessments should be considered when assessing the impact of proposed fee increases.

Legal Framework for Increasing TOT

General Taxes and Special Taxes

Under California law, cities must comply with voter-approval requirements established by Propositions 13 and 218 when imposing or increasing taxes.

A TOT increase may be structured as either a general tax or a special tax:

General Tax

- May be used for general governmental purposes
- Revenue is deposited into the General Fund
- Requires approval by a simple majority (50 percent plus one) of voters
- Must be placed on a regularly scheduled municipal election ballot (November of even-numbered years)

Special Tax

- Must be dedicated to a specific purpose
- Requires approval by two-thirds of voters
- May be placed on a regular or special election ballot, including odd-numbered years

Election Cost Considerations

The City paid approximately \$9,100 for the consolidated November 2024 General Election, which did not include any ballot measures. This equates to approximately \$3.52 per registered voter.

If a ballot measure were added to the November 2026 General Election, the Monterey County Elections Department estimates that the cost per registered voter would increase to approximately \$6 to \$8, resulting in an estimated total election cost of \$15,372 to \$20,500.

By comparison, a stand-alone special election in an odd-numbered year is estimated to cost \$20,000 or more, as there is no cost-sharing benefit with a consolidated statewide election.

Ballot Measure Timing Options and Key Deadlines

Option 1: November 3, 2026 General Election

- June 2, 2026 – Adopt a resolution calling the election and requesting consolidation
- July 7, 2026 – Practical deadline to adopt resolution placing measure on the ballot
- July–October – Public outreach and stakeholder engagement
- August 11–16 – Filing period for primary ballot arguments
- August 16 – City Attorney files impartial analysis. Last day to withdraw ballot measure.
- August 17–23 – Rebuttal argument period
- November 3, 2026 – Election Day

Advantages:

- Higher voter turnout in a general election year.
- Lower election costs through consolidation
- Flexibility to propose either a general or special tax.

Challenges:

- Limited time for public outreach and stakeholder engagement.
- Limited time to retain a consultant for feasibility or voter education.

Option 2: Special Election in 2027 (Special Tax Only)**Advantages:**

- Additional time for outreach and public education.
- More opportunity for stakeholder engagement.
- Ability to explore consultant support.

Disadvantages:

- Must be structured as a special tax used for a specific purpose
- Requires two-thirds voter approval
- Higher election cost and lower voter turnout

Option 3: November 2028 General Election**Advantages:**

- Extended time for planning, outreach, and stakeholder engagement
- Higher voter turnout and cost savings for consolidating election

Disadvantages

- Two-year delay in potential revenue

Discussion and Requested Council Direction

Staff requests Council direction on the following:

1. Whether to pursue a TOT increase ballot measure, and if so, the amount of any proposed increase.
2. Whether the measure should be structured as a general tax or special tax.
3. The preferred election timing, including whether to pursue placement on the November 3, 2026 ballot or a later date

4. Any other direction

If Council directs staff to pursue placement on the November 2026 ballot, staff will return with proposed ballot measure language for Council consideration no later than May 2026.

FISCAL IMPACT:

No direct fiscal impact for this discussion.

PRIOR CITY COUNCIL ACTION:

In May 2024, the City Council received a report outlining the procedures and timeline for placing a Transient Occupancy Tax (TOT) increase on the November 2024 ballot. Council chose not to move forward with a ballot measure at that time.

ATTACHMENTS:

None