



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

Contact: 831.620.2000 [www.ci.carmel.ca.us](http://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

## Special Meeting Monday, May 4, 2026 3:00 PM

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### HYBRID MEETING ATTENDANCE OPTIONS

This meeting will be held in person and via teleconference ("hybrid"). The public is welcome to attend the meeting in person or remotely via Zoom, however, the meeting will proceed as normal even if there are technical difficulties accessing Zoom. The City will do its best to resolve any technical issues as quickly as possible. To view or listen to the meeting from home, you may also watch the live stream on the City's YouTube page at: <https://www.youtube.com/@CityofCarmelbytheSea/streams>. To participate in the meeting via Zoom, copy and paste the link below into your browser.

<https://ci-carmel-ca-us.zoom.us/j/81991221369>

Webinar ID: 819 9122 1369

Passcode: 055985

Dial-in: (253) 215-8782

### HOW TO OFFER PUBLIC COMMENT

The public may give public comment at this meeting in person, or 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](mailto: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.

### PUBLIC COMMENT GUIDELINES FOR SPECIAL MEETINGS

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

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

### **CONSENT AGENDA**

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) April 6, 2026, Special Meeting Minutes, and April 7, 2026, Regular Meeting Minutes
- 2) March 2026 Monthly Reports
- 3) March 2026 Check Register Summary
- 4) Receive the Carmel Police Department's 2025 Military Equipment Annual Report per AB 481 and approve future purchase of new/replacement equipment

### **ORDERS OF BUSINESS**

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

- 5) Resolution 2026-024 authorizing the City Administrator to execute a contract with GA Technical Services, Inc. in the amount of \$295,829 for the Vista Lobos Electrical Panel Upgrade and EV Charging Stations Project for a total not-to-exceed amount of \$350,000.
- 6) Resolution 2026-025 authorizing the City Administrator to award a janitorial services agreement with Bright Building Maintenance, with an initial term of five years beginning in Fiscal Year 2026-27, with a base fee of \$327,000, plus a \$6,000 Supplemental Services budget.
- 7) Receive an update on the Design Traditions 1.5 project, and review the proposed Plan, defined Scope of Work, and Proposed Timeline to finalize the Residential Design Guidelines 1.5 - *Continued from April 7, 2026*
- 8) Consideration of FY 2026-2027 City Council Discretionary Grant Funding and Direction on Distribution of Grant Awards
- 9) Discuss draft Resolution Of The City Council Of The City Of Carmel-By-The-Sea Ordering The Submission To The Qualified Electors Of The

City Of Carmel-By-The-Sea At The November 3, 2026, General Municipal Election A Measure To Increase The Transactions And Use Tax Rate By 0.375% To Make The Total Tax Rate 1.875% and Extending the Duration of the Transactions and Use Tax so that it remains in effect until ended by Voters; and provide direction

- 10) Discuss draft Resolution of the City Council of the City of Carmel-by-the-Sea submitting to the qualified electors of the City of Carmel-by-the-Sea a Measure to adopt a new two percent Transient Occupancy Tax, in addition to the existing ten percent Transient Occupancy Tax, and approving the form of the Ordinance to be submitted to the voters; Requesting the Monterey County Elections Department to conduct the Election and requesting consolidation of the General Municipal Election with the Statewide General Election to be held on November 3, 2026; Directing the City Attorney to prepare an Impartial Analysis concerning such Measure; Authorizing the drafting of Primary Arguments and Rebuttals concerning such Measure and provide direction

- 11) Receive the 2nd Fiscal Year 2025-2026 Tri-Annual Budget Report

## **RECESS**

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

## **CLOSED SESSION**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957

Title: Acting City Administrator

CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6;

Agency Designated Representatives: Acting Assistant City Administrator Marisa Bermudez, Police Chief Todd Trayer, and Zachery Lopes, Burke Williams & Sorensen;

Employee Organization: General Employees Unit, an Affiliated Unit of LiUNA, and Management Employees Unit, an Affiliated Unit of LiUNA

## **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**

**May 4, 2026**  
**CONSENT AGENDA**

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Nova Romero, City Clerk

**APPROVED BY:** Brandon Swanson, Acting City Administrator

**SUBJECT:** April 6, 2026, Special Meeting Minutes, and April 7, 2026, Regular Meeting Minutes

**RECOMMENDATION:**

Approve Draft Minutes.

**BACKGROUND / SUMMARY:**

The City Council routinely approves minutes of its meetings.

**FISCAL IMPACT:**

None.

**PRIOR CITY COUNCIL ACTION:**

None.

**ATTACHMENTS:**

1. 4-6-2026 CC Special Meeting Minutes
2. 4-7-2026 CC Regular Meeting Minutes

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

**SPECIAL MEETING MINUTES**

**April 6, 2026**

**CALL TO ORDER AND ROLL CALL**

Mayor Byrne called the meeting to order in the Chambers at 3:00 p.m.

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

**CONSENT AGENDA**

Public comment: None

**Motion by Mayor Pro Tem Delves to approve consent agenda items #1-4, seconded by Councilmember Baron, and approved 5-0-0-0 by the following roll call vote:**

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

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

**Item 1** - March 3, 2026, Special Meeting Minutes, March 4, 2026, Special Meeting Minutes, and March 24, 2026, Special Meeting Minutes - ***Approved 5-0-0-0***

**Item 2** - February 2026 Monthly Reports - ***Approved 5-0-0-0***

**Item 3** - February 2026 Check Register Summary - ***Approved 5-0-0-0***

**Item 4** - Resolution 2026-022 authorizing the City Administrator's execution of Funding and Reimbursement Agreements with the Transportation Agency for Monterey County (TAMC) for the 2025 Pavement Management Program Update in the amount of \$17,810 - ***Approved 5-0-0-0***

**ORDERS OF BUSINESS**

**Item 5** - Receive an update on water allocation subsequent to adoption of City Council Resolution No. 2025-097 allocating water resources pursuant to Carmel-by-the-Sea Municipal Code Chapter 17.50 (Water Management Program) and provide staff with direction.

Community Planning and Building Director Ginette presented an update on the Water Management Program and requested Council direction regarding monitoring frequency, allocation categories, and requesting additional water from MPWMD.

Public comment:  
Maria Ruess  
Nancy Twomey

Council discussed simplifying the current allocation categories and prioritizing affordable housing and municipal needs. Council expressed concern about the process for obtaining additional water allocations from MPWMD.

Council gave consensus direction to the City Administrator to send a letter to the the MPWMD Board requesting clarification on the process for obtaining more water, including a formal written policy defining when the City is considered “out of water.” Council also directed staff to return with water allocation updates every six months. Staff will bring potential Municipal Code amendments regarding allocation categories to the Planning Commission, and the Planning Commission will review water allocations annually.

**Item 6 - Receive Preliminary Funding Feasibility Assessment and Provide Direction on Revenue Options, Including Whether to Pursue a Potential 2026 Sales Tax Measure**

Maya Kit of Civitas presented a preliminary funding feasibility assessment, detailing options like TOT, sales tax, general obligation bonds, charter city options, and infrastructure financing districts. Finance Manager Jayme Fields requested Council direction on a potential 2026 sales tax ballot measure and which other revenue options should be further analyzed.

Public Comment:  
Kevin Ruess

Council thanked Civitas and Staff for the information. Mayor Pro Tem Delves noted the \$100 million deferred maintenance includes a \$40 million estimate for the PD/PW building. He supported pursuing the time-sensitive sales tax ballot measure this year, and postponing pursuing the charter city related options until after the 2026 election. Councilmember Buder said he would be supportive of the sales tax ballot measure if the increased tax was earmarked for capital improvements.

Councilmember Baron maintained that paid parking is a viable, non-voted revenue option (\$1M+ annually, mostly from visitors). He expressed concern about two concurrent tax increase ballot measures (TOT and sales tax), noting a previous sales tax measure failed in 2020. He was unconvinced by the hypothetical concern about another entity proposing the 0.38% tax and worried about putting the police building funding to a vote. Mayor Bryne said Council should

consider public-private partnerships, and voiced continued support for exploring paid parking options.

Council reached a consensus to direct staff to return with draft ballot language for a potential November 2026 sales tax measure, to be considered alongside a draft TOT measure. Council also requested hiring a consultant to analyze the pros and cons of having one versus two tax ballot measures on the same election. Council also expressed interest in further paid parking investigation and postponing charter city discussions until after the election, and requested a future agenda item on city revenue-backed bond options.

## **RECESS**

Council took a recess at 5:41 p.m. and returned at 6:15 p.m.

**Item 7** - Consideration of Funding for the Fiscal Year 2026–2027 Capital Improvement Program (CIP) and direction on options for an Accelerated Street Improvement program in the CIP 8) Review and Approval of the Comprehensive Schedule of Fees for Fiscal Year 2026- 2027

Acting City Administrator Swanson began by presenting the deferred maintenance list and estimated costs. Public Works Director Wysocki and Project Manager Carlet presented the 5-year Capital Improvement Program (CIP), including a comparison of an Accelerated 5-year versus a 10-year Street Improvement Plan. Ms. Carlet summarized revisions to the 5-year CIP based on the March 24th budget workshop and asked for Council direction on the updated CIP as well as direction regarding either the 5-year or 10-year street improvement program.

Councilmember Baron suggested aiming for an average street PCI of 50 instead of 100. Councilmember Buder requested that soft costs be included in the maintenance estimates for greater accuracy. Councilmember Dramov asked for an update on how much of the \$3 million that Council had earmarked for the Police and Public Works building has been used, and how much will roll over into the FY 26-27 budget. She also asked about grants for coastline infrastructure, and Ms. Carpet said that once we have the designs done for the beach infrastructure, we may be eligible for another grant. Councilmembers questioned why the cost estimate for the Piccadilly restroom expansion was higher than private-sector quotes. Ms. Carlet explained that the increased cost is due to the necessity of adding a new water line and sewer system for the second restroom, structural design requirements, and subsequent design changes to the surrounding park. She suggested that private estimates might not be factoring in these essential components.

Public comment:  
Nancy Twomey  
Kevin Ruess  
Scott Lonergan  
Maria Ruess

Councilmember Buder thanked Project Manager Carlet for explaining the high cost estimate for the Picadilly restrooms, and suggested that if it will cost that much to tear up the whole park to run water lines and sewer lines, maybe a different location for an additional bathroom should be considered. Mayor Byrne said that the Scenic Pathway is eroding and needs repair to help prevent further erosion to the bluffs. Councilmembers Buder, Delves, Dramov, and Mayor Byrne expressed support for the 10-year street improvement plan.

Council agreed on the proposed 5-year CIP plan, and expressed consensus support for "Option 3," a 10-year plan for road improvements, to be incorporated into the draft CIP budget to be presented in May.

**Item 8 - Review and Approval of the Comprehensive Schedule of Fees for Fiscal Year 2026-2027**

Finance Manager Jayme Fields gave a presentation on the proposed updated fee schedule, which aims to have the fees for service be equal to the cost of providing the service, so that our budget is balanced.

Councilmember Baron said that he recalls that the tree evaluation and tree permit for removal of dead tree and tree pruning permit were all lowered by Council to \$205 last year, which was a subsidy since it was lower than the actual cost by about half, to make it more cost effective for residents. Council Dramov also asked if staff can draft a fee waiver policy, and Ms. Fields said that staff can look into what the County uses for their waiver policy.

Public comment:

Nancy Twomey  
Kevin Ruess  
Maria Ruess

City Attorney Pierik addressed public comment by confirming that the \$25 candidate fee and the \$200 initiative fee in the elections section of the proposed schedule are set by state code so those two cannot be increased above those limits.

Councilmember Baron suggested doubling the parking stall per day fee to \$200 per day, and to \$400 per day during peak times, such as car week. Councilmember Dramov supported keeping the dead tree removal and tree pruning fees lower so they are more affordable for residents. Mayor Pro Tem Delves said to leave all the tree fees the way they were, however, he agrees with raising the parking stall fees per space fee.

Council gave consensus direction to staff to revise the proposed fee schedule by reducing the dead tree removal permit fee and tree pruning permit fee to \$250 each, retaining the healthy tree removal permit fee at \$1,631, increasing the peak parking stall rental fee to \$300, and correcting the initiative filing fee and candidate filing fee to comply with State law. Staff will return in May with the revised fee schedule for final review and adoption.

**CLOSED SESSION**

City Attorney Pierik read the closed session title.

Public comment: None

A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Government Code Section 54956.9 (d)(2): (Two potential cases regarding A.W. Shucks Use Permit No. UP-45)

**ADJOURNMENT**

Council adjourned to Closed Session at 8:50 p.m.

APPROVED:

ATTEST:

\_\_\_\_\_  
Dale Byrne, Mayor

\_\_\_\_\_  
Nova Romero, MMC, City Clerk

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

**REGULAR MEETING MINUTES**

**April 7, 2026**

**CALL TO ORDER AND ROLL CALL**

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

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

**PLEDGE OF ALLEGIANCE**

Acting City Administrator Swanson led the pledge of allegiance.

**A. Carmel High School Report Out** - Drew Galy, ASB Student President, provided an update on recent school events, sports, and programs.

**B. Proclamation recognizing American Red Cross Month** - Mayor Byrne presented the proclamation to local American Red Cross representatives John Cromwell and Patty Montmorency.

**C. Non-Profit Spotlight: Community Human Services, Casa De Noche Buena and Shuman HeartHouse** - Shawn Stone, CEO of Community Human Services, presented on the programs provided included the homeless facilities, and requested community support for a funding shortfall.

**D. Recognition of the Clean California designation awarded to Carmel-by-the-Sea** - Margaret Byrne, Executive Director of Carmel Cares summarized how the City received the statewide recognition as a clean California city. She said that Carmel was one of the first cities in California to earn this designation.

**PUBLIC APPEARANCES**

Vince Koller

Meredith Nowell

James Morgan

Mark Stillwell

Cindy Lloyd

Maria Ruess

Joe DiNucci

## **ANNOUNCEMENTS**

Acting City Administrator Brandon Swanson announced the rollout of an enhanced parking enforcement program and commended police, fire, CERT, and the Hofsas House for their exceptional response to a recent structure fire.

City Attorney Brian Pierik announced that there was no reportable action from closed session yesterday.

Councilmember Dramov gave condolences to the family and friends of Ken Spilfogel, who passed away last week. She said he was a big part of the community and will be missed.

Mayor Pro Tem Delves announced that the Council is in budget season and encouraged the residents to get involved and come to the budget meeting and provide their input.

Mayor Byrne added his condolences over the loss of Ken Spilfogel. He also encouraged residents to rewatch the budget discussion from the previous night's meeting. He thanked the Lyon's Club for the "Breakfast with the Bunny" event and announced the Fire Department received a new ambulance.

## **PUBLIC HEARINGS**

**Item 1** - Consideration of two consolidated appeals, APP 26070 (Hudson and Martin PC, TSD Properties, L.P.) and APP 26071 (Fenton and Keller, A.W. Shucks, LLC), appealing the Planning Commission Resolution No. 2026-04 determining that the "drinking establishment" use (UP 93-45) for A.W. Shucks has been abandoned.

City Attorney Pierik reported that both appellants submitted letters on April 3, 2026, requesting a continuance of the appeal hearing based on the City's production of records related to a public records act request submitted by Fenton and Keller on February 24, 2026. Mr. Pierik stated the City complied with its obligations and recommended the Council hear comments from the appellants and the public before deciding on the continuance.

Public comment on the continuance request:

Derric Oliver, representing the owner's of AW Shucks restaurant (appellant)

Christina Goebelsmann, representing the property owners (appellant)

Council unanimously denied the continuance request, opting to proceed with the appeal hearing after agreeing with the City Attorney that a diligent and thorough records search had provided appellants with sufficient documentation and time.

Planning and Building Director Anna Ginette presented an overview of the consolidated appeals and summarized the history of A.W. Shucks and Use Permit 93-45, which was approved in 1993 for a primarily established drinking place with ancillary restaurant use. She summarized the Planning Commission's determination that the drinking establishment use had been abandoned

in 2023, when they applied for and were approved as a primarily restaurant with drinking establishment as an ancillary use. She stated that both appellants contend the drinking establishment use was not abandoned and request that the City Council overturn the Planning Commission's decision.

Derric Oliver presented A.W. Shucks' appeal, arguing the owner believed their drinking establishment use permit was affirmed in writing, and the Planning Commission improperly overturned its own 1993 decision. He calculated the loss from revoking the permit, factoring in business valuation and competitive advantage, at \$1.3 million, covering lost profits, rebranding, remodeling, and loss of investment.

Christina Goebelsmann presented the appeal on behalf of TSD Properties, citing a potential due process violation against the property owner (TSD) and a potential conflict of interest requiring the Mayor's recusal. She stated TSD acted in good faith, having operated the business and confirmed with the City that they possessed the necessary permit for their 30+ years of operation.

Public comment:

John Plastini  
Bob Rosenthal  
John Atwell  
Michael Sepon  
Jason Retterer  
No name (red blazer)  
David Fink  
Rowena Waters  
Mickey Ford  
John  
Amy  
Greg Cole  
Julie Wendt  
Todd Tyson  
Cheryl Jimenez  
Joe DiNucci  
Cindy Lloyd  
Karen Looper  
Andi Carr  
Randy Basi  
Patrick  
Kristi Reimers

**RECESS**

Council took a recess at 7:35 pm, and returned at 8:00 pm.

Council resumed item #1.

Public Comment:

Derric Oliver

Christina Goebelsmann

John Plastini

Mayor Pro Tem Delves supported upholding the appeals, noting that the Planning Commission correctly applied the existing ordinance limiting the town to three drinking establishments (Barmel, Sade's, and AW Shucks). He emphasized that the Basi's (owners of A.W. Shucks) bought an existing bar in good faith based on past city approvals.

Councilmember Baron agreed, stressing that the appeals should be upheld. He noted that the city should have deferred to historical decisions, as the owners relied on the city's guidance and assurances. He argued that the owners have vested property rights and would have acted differently had they been notified that changing seating would risk their use permit.

Councilmember Buder supported upholding the appeals, suggesting a future discussion on the city's policy for the number of drinking establishments. He cited code sections (17.68.050 and 17.14.040(i)) highlighting the thin distinction between bars and restaurants. He noted that the Director of Community Planning and Building never determined the use was abandoned over 30+ years, and the city was aware of and approved AW Shucks' business changes as a legal non-conforming use. He proposed amending UP 93-45 to omit food service and allow it to exceed 10%.

Councilmember Dramov also supported granting both appeals and adopting Resolution #2, noting key city actions in 1993, 2015, and 2023 reaffirmed AW Shucks' status. She stated that AW Shucks clearly operates as a bar/seafood pub and its use has not been abandoned, with the owners acting in good faith.

Mayor Byrne said that although he doesn't like the idea of overturning a Planning Commission decision, there is an issue of fairness, and for the reasons already stated by the Council, he added his support for granting both appeals.

Council discussed the language of Resolution #2, which would allow A.W. Shuck to amend Use Permit 93-45 to keep its current use as a drinking establishment with ancillary restaurant use. Councilmember Dramov suggested adding language to refund both appellants' appeal fees, which the City Attorney confirmed could be added as Section 6.

**Motion by Councilmember Baron to approve Resolution 2026-023, labeled as Resolution #2 in the packet, granting both appeals, overturning the Planning Commission's decision, authorizing a refund of both appeal fees paid, and conditionally allowing an amendment to Use Permit 93-45 to add a full line restaurant as an ancillary use that is greater than 10%**

**of the primary use as a drinking establishment for the property, seconded by Councilmember Dramov, and approved 5-0-0-0 by the following roll call vote:**

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

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

## **ORDERS OF BUSINESS**

**Item 2** - Discussion of draft resolutions and ordinance relating to a potential ballot measure to increase the City's Transient Occupancy Tax from 10% to 12% and Direction regarding the submission of such ballot measure to the City's voters at the November 3, 2026, general municipal election

City Attorney Pierik presented draft resolutions and ordinance language related to a potential ballot measure to increase the City's Transient Occupancy Tax from 10% to 12% at the November 3, 2026, General Municipal Election. He reviewed the ballot measure process, summarized the draft language, and noted that the Carmel Innkeepers Association submitted written opposition included in the packet.

Public Comment:

Andi Carr

Carrie Theis

Mark Watson

No name

Mark Stillwell

Nancy Twomey

Kristi Reimers

Councilmember Baron suggested removing the redlined "rent includes..." language from the draft Ordinance and supported the City Attorney's revised ballot question language as presented in the power point slides. Councilmember Buder supported continuing to evaluate the TOT increase as one possible revenue option to address deferred maintenance and capital needs.

Councilmember Dramov said she supports the 2% TOT increase, but she also wants to explore other incentives for hotel owners, such as lowered permit fees for hotel renovation. Mayor Pro Tem Delves supported the increase while acknowledging hotelier concerns and noted the City would also continue exploring other revenue options, including paid parking. Mayor Byrne stated he was more supportive of a sales tax measure and paid parking than a TOT increase.

**Motion by Councilmember Baron, directing staff to return in May with amended ballot language for a TOT ballot measure, a resolution with alternative language, and a revised draft ordinance removing the redlined language regarding the definition of rent, seconded by Mayor Pro Tem Delves and approved 4-1-0-0 by the following roll call vote:**

**AYES: Councilmembers Baron, Buder,**  
**NOES: Mayor Byrne**  
**ABSENT: None**  
**ABSTAIN: None**

**Item 3** - Receive an update on the Design Traditions 1.5 project, and review the proposed Plan, defined Scope of Work, and Proposed Timeline to finalize the Residential Design Guidelines 1.5

Council gave consensus direction to continue this item to May due to the lateness of the evening.

### **FUTURE AGENDA ITEMS**

Councilmember Dramov requested bringing in an expert to give info to Council regarding a city issued bond. Councilmember Baron requested a follow up on the Mills Act moratorium. Councilmember Buder requested a future item on an Urgency Ordinance regarding gravel for site coverage and other measures, based on his meetings with the Fire Wise group for home hardening and wildfire preparedness. Mayor Byrne asked for a presentation on the city's practices for hiring and hiring challenges.

### **CLOSED SESSION**

Council gave consensus direction to continue Closed Session items 4 and 5 to a future date.

City Attorney Pierik read the closed session titles.

Public comment on closed session: None

**Closed Session, Item 4** - PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957 Title: Acting City Administrator - *continued to a future date*

**Closed Session, Item 5** - CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6 Title of unrepresented employee: Acting City Administrator - *continued to a future date*

**Closed Session, Item 6** - CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6; Agency Designated Representatives: Acting Assistant City Administrator Marisa Bermudez, Police Chief Todd Trayer, and Zachery Lopes, Burke Williams & Sorensen; Employee Organization: General Employees Unit, an Affiliated Unit of LiUNA, and Management Employees Unit, an Affiliated Unit of LiUNA

**ADJOURNMENT**

Council adjourned to Closed Session at 10:25 p.m.

APPROVED:

ATTEST:

\_\_\_\_\_  
Dale Byrne, Mayor

\_\_\_\_\_  
Nova Romero, MMC, City Clerk



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

**May 4, 2026**  
**CONSENT AGENDA**

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Nova Romero, City Clerk

**APPROVED BY:** Brandon Swanson, Acting City Administrator

**SUBJECT:** March 2026 Monthly Reports

**RECOMMENDATION:**

Review and receive monthly reports.

**BACKGROUND / SUMMARY:**

This is a monthly series of reports:

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

**FISCAL IMPACT:**

None for this action.

**PRIOR CITY COUNCIL ACTION:**

None for this action.

**ATTACHMENTS:**

1. Community Planning and Building Department Reports - March 2026
2. Fire and Ambulance Report - March 2026

3. Public Records Act Requests - March 2026
4. Public Works Director's Report - April and March 2026



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

## Community Planning and Building Department

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Shelby Gorman, Administrative Coordinator
SUBMITTED ON:	April 1, 2026
APPROVED BY:	Anna Ginette, Director of Community Planning and Building

### MARCH 2026 – DEPARTMENT ACTIVITY REPORT

#### I. PLANNING PERMIT APPLICATIONS:

In March 2026, **37** planning permit applications were received.

#### II. BUSINESS LICENSE APPLICATIONS:

In March 2026, **11** business license applications were received.

#### III. BUILDING PERMIT APPLICATIONS:

In March 2026, **70** building permit applications were received.

#### IV. CODE COMPLIANCE CASES:

In March 2026, **21** new code compliance cases were created.

#### V. TRANSIENT RENTAL COMPLIANCE CASES:

In March 2026, **1** new transient rental compliance case was created.

#### VI. ENCROACHMENT PERMIT APPLICATIONS:

In March 2026, **30** encroachment permit applications were received.

#### VII. TREE PERMIT APPLICATIONS:

In March 2026, **31** tree permit applications were received.

VIII. YEAR-TO-DATE TRENDS

Table 1 includes the following March 2026 totals:

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

March 2026 totals are provided alongside March 2025 totals for comparison. Compared to the same time period in the year 2025, Table 1 denotes percentage changes in the year 2026.

Table 1  
Permit Application Totals and YTD Percentage Changes

	PLANNING	BUSINESS LICENSES	BUILDING	CODE COMPLIANCE	TRANSIENT RENTAL COMPLIANCE	ENCROACHMENTS	TREE REMOVAL & PRUNING
2025 YTD Totals	98	14	136	45	6	72	103
2026 YTD Totals	108	21	175	65	2	77	76
YTD % Difference	+10.20%	+50.00%	+28.68%	+44.44%	-66.67%	+6.94%	-26.21%



## Planning Permit Report

03/01/2026 - 03/31/2026

Permit #	Permit Type	Permit Identifier	Track	Project Description	Address/Location	Date Received	Date Approved	Status
26108	Design Study	DS 26108 (Barretta)		Repair/replace existing fence per the attached estimate and drawing	SEC 10th & Junipero			Pending Assignment
26107	Notice of Exempt Work	EW 26107 (Voriss)		Fix gasket on the inside of the garage roll up door to prevent rain leakage	Torres 4 NE of 6th	3/27/2026	3/30/2026	Approved
26106	Design Study	DS 26106 (Vais)		Modification to light fixture spec and coverage configuration	Lincoln 4 NW Santa Lucia			Pending Assignment
26105	Historic Evaluation	HE 26105 (McNulty)		We may need to have several 1950s operable windows replaced as our contractor has been unable to fix them. We need to put the house on the market by May 1.	Casanova 2 NE 11th			Closed
26104	Design Study	DS 26104 (Long)		Deck Repair	Guadalupe 3 NW of 5th			Pending Assignment
26103	Notice of Exempt Work	EW 26103 (Nardini-O'Neil)		Repainting exterior of house in Benjamin Moore "Overcast" for the main color and Benjamin Moore "Lead Gray" for trim color.	Santa Fe 3 SE of 4th	3/25/2026	3/27/2026	Approved
26102	Planning Permit Revision	DS 26102 (Holmgren)		The revision includes a 10 sqft addition to the upper-level "closet area" and a roof extension so that there is head room in the closet.	Casanova 5 SW of 9th			In Review
26101	Preliminary Site Assessment	PSA 26101 (Long)		(N) two-story, single-family residence, approx 1,600 s.f., and remodel of (e) detached one-car garage. Proposed residence to include two bedrooms with shared bathroom, additional powder room and laundry area on upper level, and third bathroom and bedroom with flexible hobby space on the lower level. Proposed exterior work to include (n) rear balcony and (n) front patio.	Santa Fe St 4 SW of 1st Ave			In Review
26100	Municipal Project	MP 26100 (Devendorf Park - Drinking Fountain)		Add a water bottle refill station opposite the bathroom drinking fountain	Mission Street Devendorf Park Bathrooms	3/24/2026		In Review
26099	Historic Evaluation	HE 26099 (Berg)		Historic Evaluation	8th 2 NW of Scenic	3/25/2026		In Review
26098	Notice of Exempt Work	EW 26098 (Demere)		Remove and replace fence along driveway extending from inside front setback at a length of 80-feet. New fence will be composed of grape stakes of varying height and no taller than 4-feet.	Mission 2 NE of Santa Lucia	3/23/2026	3/24/2026	Approved
26097	Design Study	DS 26097 (DiGirolamo)	One	Repair fence, fix uneven walk section, backyard seating	Lopez 3NW 4th	3/23/2026		In Review
26096	Notice of Exempt Work	EW 26096 (Graney)		Replace existing 3' tall fence that is falling down with new like-for-like 3' tall fence	NEC Camino Real & 12th	3/19/2026	3/19/2026	Approved
26095	Design Study	DS 26095 (MacDonald)	One	Firepit Approval	Casanova 4 SW of 4th			In Review

26094	Design Study	DS 26094 (Berg)	One	KITCHEN REMODEL. TWO BATHROOM REMODELS. NEW EXTERIOR PAINT. INSTALLATION OF NEW WINDOWS. NO NEW FLOOR SQUARE FOOTAGE TO BE ADDED. NO CHANGE TO EXISTING ROOF HEIGHT OR EXISTING BUILDING FOOTPRINT.	8th 2 NW of Scenic	3/25/2026		In Review
26093	Authorized Work	NAW 26093 (Krugler)		Amendment to required landscaping per Condition of Approval #29 (Resolution 2021-054-PC) following February 11, 2026 Planning Commission hearing (DS 25357 (Krugler)):  Plant 4 vines of Hall's Honeysuckle (Lonicera japonica 'Halliana') along the garage wall.  The vines will be planted from 1-2 gallon containers.  A landscaper will replace the soil in the landscape area with fresh topsoil.  A landscaper will inspect the irrigation and adjust the drip system to properly accommodate the 4 plants.	Crespi Avenue 9 SE of Mountain View Avenue	3/16/2026	3/16/2026	Approved
26092	Sign	SI 26092 (Cypress Cove Jewelry)		Install one non illuminated Sand blasted wood sign	Lincoln 2 SW Ocean	3/16/2026		In Review
26091	Design Study	DS 26091 (Casey)	One	Install (1) Tesla Powerwall 3 of 11.5 kw and (1) Tesla Expansion Unit of 3.5 kw and (1) Tesla Backup Switch. Tapping into 150A main.	SE corner of San Antonio and 9th Ave	3/16/2026		Corrections Required
26090	Historic Evaluation	HE 26090 (Stonehouse Terrace)		Historic Evaluation	San Carlos	3/12/2026		In Review
26089	Design Study	DS 26089 (Grigsby-Winfrey)	One	Replace 5 failed windows with new same size, dual pane same color and material (aluminum/bronze). New windows match original style and other existing installed windows	Palou 6 NW of Casanova	3/23/2026		In Review
26088	Design Study	DS 26088 (Nute)	One	Replace gravel driveway. Install grape stake fences and gates. Install gravel path. Build up existing concrete foundation to create elevated courtyard. Install synthetic turf. Add planting, irrigation, and low voltage lighting.	NW Corner of Carpenter & 4th	3/16/2026		In Review

26087	Design Study	DS 26087 (Yiannikos)	One	This approval of Design Study DS 26087 (Yiannikos) authorizes a replacement of an existing fence composed of vertical 1.5-inch wide unstained wood boards on panels at a height of 5-feet located at SW Corner of 8th and Junipero in the R-1 District and, APN: 010088015000 as depicted in the plans stamped approved by Community Planning and Building Department on 03/24/2026 unless modified by the conditions of approval contained herein.	SW Corner of 8th and Junipero	3/16/2026	3/24/2026	Approved
26086	Design Study	DS 26086 (Levine)	Streamlined	This approval of Design Study DS 26086 (Levine) authorizes a project to amend Design Study DS 23-353 (Levine) to revise the layout of site coverage, increasing coverage to 556 square feet located at 9th Ave 2 NE Carmelo St in the R-1 District and, APN: 010269007000 as depicted in the plans stamped approved by Community Planning and Building Department on 03/13/2026 unless modified by the conditions of approval contained herein.	9th Ave 2 NE Carmelo St	3/11/2026	3/13/2026	Approved
26085	Design Study	DS 26085 (Stone)	Two	Demolish existing home of 1983 sf. and keep existing garage of 443 sq ft. Build a new home of 2145 sf, <u>modify site coverage</u>	NEC of Camino Real & 4th	3/16/2026		In Review
26084	Design Study	DS 26084 (Britannia California, Inc.)	Two	Remodel of an (E) two story single family house. Replace (E) windows & doors, replace portions of (E) stucco siding with stone & wood siding. Rebuild existing roof and replace wood shake with new slate roof. Add new bay window in front of house, remove bay window in back of house. Scope of work also includes new hardscape & landscape throughout.	San Antonio 2 SW of 11th	3/17/2026		In Review
26083	Sign	SI 26083 (Blue Sage)		Sign Permit	Dolores St 4SW of Ocean Ave			Incomplete Submission
26082	Historic Evaluation	HE 26082 (Underwood)		remove home from historical data base.	Dolores 2NW of 13th	3/9/2026		In Review
26081	Design Study	DS 26081 (P&T 2024 LLC)	Two	1,712 S.F. ADDITION AND REMODEL TO EXISTING 1,232 S.F. SINGLE STORY SINGLE-FAMILY RESIDENCE. ALSO INCLUDES DEMOLITION OF EXISTING 573 S.F. GARAGE AND NEW 543 S.F. ATTACHED 2 CAR GARAGE.	11th 2NE Torres	3/9/2026		In Review
26080	Design Study	DS 26080 (Jordan)	One	Fencing replacement and site coverage changes	Rio 2 NW Santa Lucia Ave.	3/9/2026		In Review
26079	Preliminary Site Assessment	PSA 26079 (Teodorovic)		Remodel and addition to (e) single-family residence. New 1-car detached garage. Outdoor improvements with built-in BBQ, fountain, gas fire pit, and hot tub.	8th 2 SE of Forest	3/16/2026		In Review

26078	Design Review	DR 26078 (PRG-Svensgaard)	One	This approval of Design Review DR 26078 (PRG-Svensgaard) authorizes a project for a new, screened PG&E transformer and trash enclosure in the parking lot of Svensgaard's Inn located at NW Corner of San Carlos & 4th in the RC District and, APN: 010124012000 as depicted in the plans stamped approved by Community Planning and Building Department on unless modified by the conditions of approval contained herein	NW Corner of San Carlos & 4th	3/9/2026	3/17/2026	Approved
26077	Design Study	DS 26077 (Hanson)	Streamlined	This approval of Design Study DS 26077 (Hanson) authorizes a project to install (1) Starlink antenna on northwest portion of the roof located on the 2nd story, below the ridge. The unit is 23"x15" and will extend 12" from the face of the roof but will not be visible from any street located at Dolores Street 3NW of 13th in the R-1 District and, APN: 010171004000 as depicted in the plans stamped approved by Community Planning and Building Department on unless modified by the conditions of approval contained herein.	Dolores Street 3NW of 13th	3/5/2026	3/11/2026	Approved
26076	Temporary Use Permit	TUP 26076 (Il Fornaio - Wedding)		<p>DATE: March 14, 2026 from 4:00PM to 9:00PM.                      DESCRIPTION: Wedding reception (EVANS-CARAHHER) with live amplified music (DJ) in the OCEAN AVE BANQUET ROOM of Il Fornaio Restaurant inside the Pine Inn.</p> <p>1) This temporary event approval is for Saturday, March 14, 2026, from 4:00 p.m. to 9:00 p.m.                      2) This temporary event approval includes a wedding reception with live music by a DJ in the Ocean Avenue room of the Il Fornaio/Pine Inn Hotel.                      3) Music shall not be audible outside of the hotel and restaurant to the extent that it disturbs occupants of adjacent properties.                      4) At no time shall the reception space exceed its posted building occupancy.</p>	Monte Verde between Ocean Ave & 6th Street	3/5/2026	3/9/2026	Approved

26075	Design Study	DS 26075 (Shedroff)	Streamlined	This approval of Design Study DS 26075 (Shedroff) authorizes a rebuild of the front fence at a maximum of 4-feet high, entry gate, arched arbor at 7-feet high, and two side yard gates and two rear yard gates all done in the same style as other existing picket fencing and painted white to match at the property located at Sterling Way 2 SE Perry Newberry in the R-1 District and, APN: 009162023000 as depicted in the plans stamped approved by Community Planning and Building Department on unless modified by the conditions of approval contained herein.	Sterling Way 2 SE Perry Newberry	3/9/2026	3/20/2026	Approved
26074	Design Study	DS 26074 (Poladian)	One	Project Description: Reconstruction of existing retaining wall and fence at the northwest interior corner and along the west property line. Scope is limited to replacement in generally the same location with no expansion of footprint. Application also clarifies existing and proposed non-permeable and permeable ground coverage as requested by Planning staff. Work to be completed in accordance with applicable City Planning and Building guidelines.	Torres SWC 8th Ave	3/11/2026		In Review
26073	Historic Evaluation	HE 26073 (Twena)		Remodel existing primary bath and closet to primary bedroom	Carpenter 3 NW of 6th	3/2/2026	3/27/2026	Approved
26072	Design Study	DS 26072 (Branch)	Two	Remodel, add dormer windows, replace damaged windows and doors.	Forest Rd. & 7th Ave.			Incomplete Submission

Total Records: 37

4/1/2026



# Business License Report

03/01/2026 - 03/31/2026

Entity #	Application Type	Business Name	Business Description	Location	Date Received	Date Approved	Status
26021	Ownership Change	Char Steakhouse	Serving food and drinks including a full bar	Dolores 3 SW of Ocean	3/23/2026		In Review
26020	New Business	The Galerie Atelier	Selling of fine art paintings and drawings by local artists and architects and selling of books relating to architecture by local architects	Carmel Plaza	3/23/2026		In Review
26019	New Business	Bash Bar	Bar	SE Corner of Ocean & Lincoln	3/18/2026		In Review
26018	Ownership Change	Barmel	Drinking place	San Carlos 2 NE of 7th Avenue	3/17/2026		In Review
26017	Ownership Change	Barmel Super Club	Restaurant with sale of alcoholic beverages	San Carlos 2 NE of 7th Avenue	3/17/2026		In Review
26016	Ownership Change	Pakmail Carmel	Packing and Shipping	San Carlos 2 NW 5th			In Review
26015	New Business	Carmel Giclee LLC	Fine art digital printing and canvas production. No retail storefront.	Lincoln St 3 NE of 8th			In Review
26014	New Business	Intima European Lingerie	Retail boutique, womens intimate apparel	Lincoln 4 NE of 7th	3/10/2026		In Review
26013	New Business	Blue Sage	Fashion clothing	Dolores St 4 SW of Ocean Ave	3/6/2026		In Review
26012	New Business	Thomas Lawrence Fine Art LLC	Art Gallery	SW corner of Dolores and Ocean	3/5/2026	3/20/2026	Approved
26011	Ownership Change	Fourtane Jewelry	Retail Jewelry	Ocean Avenue 3 NW Dolores Street	3/20/2026		In Review

Total Records: 11

4/1/2026



# Building Permit Report

03/01/2026 - 03/31/2026

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
260175	3/31/2026		Installation of a new 10'x7' dark grey awning above upper windows by Hanso	3,000	Exempt Work	2nd Ave & San Carlos St., Southwest
260174	3/31/2026	3/31/2026	Remove existing gray tar and gravel roof and replace with new Class "A" IB 60 mil PVC roof in color "Bronze". Install ballast layer of finish over PVC.	41,670	Roofing	Scenic 4 NW of 8th
260173	3/31/2026		Install new Trane Air Conditioner Model #5HPL5036A1, 36000BTU, 3Ton outside Near the Mechanical Room	9,000	Mechanical	Junipero 3 NW Vista
260172	3/31/2026	3/31/2026	Remove and replace boiler in-kind	17,705	Mechanical	Dolores 4 NE of 11th
260170	3/30/2026		Demolish existing bathtub and replace with new walk in shower.	15,000	Building	Carpenter 3 NE of 3rd
260169	3/30/2026	3/31/2026	Remove the existing multi-color slate roof and remove the underlayment. Replace underlayment and install existing slate roofing back. No change in roof material.	7,235	Roofing	NW Corner of San Antonio & 7th
260168	3/27/2026	3/30/2026	Upgrade 125 amp panel to 200 amp panel.	4,000	Electrical	Dolores 2 NW of 13th
260167	3/30/2026		Upgrade electrical in primary bathroom, add one washlet outlet in guest bathroom, replace water heater in-kind.	3,000	Building	Santa Fe 6 SW of Ocean
260166	3/30/2026		Remove existing gray cedar shake roof. Replace with new Malarkey Legacy comp shingles in color "Natural Wood". Reroof detached garage only.	8,940	Roofing	Carpenter 3 SE of 3rd
260165	3/30/2026		Remodel of closet to new powder room.	15,000	Building	NE Corner Guadalupe & 6th
260164	3/29/2026		Residential Re-Roof Remove existing wood cedar shingles, Install Treated cedar wood shingles over 22 lb felt and cap-sheet.	20,000	Roofing	Torres 5 NE of 6th
260163	3/27/2026		Foundation Work	2,490,500	Building	SW Corner Dolores & Fifth
260162	3/27/2026		Replacement of an existing fence composed of vertical 1.5-inch wide unstained wood boards on panels at a height of 5-feet located at SW Corner of 8th and Junipero.	10,000	Exempt Work	SW Corner of Junipero & 8th
260161	3/30/2026		Reduce existing driveway width and install new 4' high wood fence and 7' high arbor.	5,000	Exempt Work	Mission 3 SW of 13th
260160			Add vertical chimney, hot tub and switch Door 1 and Window W	2,500	Building	4910 Monterey St.

260159	3/25/2026	3/31/2026	Interior remodel of three (3) existing bathrooms in a 1991 residence. Scope limited to non-structural improvements including replacement of vanities, toilets, faucets, tile flooring, and tile finishes in existing walk-in showers where applicable. No changes to structural, electrical, or lighting systems. Selective demolition limited to removal of existing non-structural finishes and fixtures.	40,000	Building	SE Corner of Santa Rita & 6th
260158	3/24/2026	3/25/2026	Reroof existing walking deck with Desert Crete in color "Monterey Grey".	27,143	Roofing	Monte Verde 2 NE of 10th
260157	3/24/2026	3/24/2026	Remove and replace boiler in-kind	12,132	Mechanical	SE Corner of Camino Real & 13th
260156	3/24/2026		Convert existing storage room into bedroom at existing lower level ADU	50,000	Building	2nd 2 NW of Lincoln
260155	3/24/2026		Install (9) Hyundai pv modules of 3.96 kw and (2) Tesla Powerwall 3 of 11.5 kw and (1) Tesla Backup Gateway 3 of 200A. tapping into 125A main.	55,305	Electrical	Lincoln 3 NE of 9th
260154	3/24/2026	3/24/2026	21 fogged up panes of glass will be replaced using 1/4" clear tempered glass. Window stops will be replaced as needed, and windows will be painted using Sherman Williams Pro Industrial, paint has been matched to the existing paint.	32,144	Exempt Work	NE Corner of Mission & 6th
260153	3/24/2026		Interior Remodel. Demo of wall partitions, new office, two new bedrooms, new bathroom, remodel existing full bathroom, new laundry	60,000	Building	SW Corner of Mountain View & Crespi
260152	3/23/2026	3/31/2026	Replacement of a single layer of drywall on garage ceiling with two layers and installing sound isolation clips and hat-channel to separate drywall from ceiling joists. Addition of a soffit to enclose existing waste and water pipes.	5,000	Building	Camino Real 6 NE of 4th
260151	3/23/2026		Installation of 30 amp outlet for portable generator connection. Replace main overhead wire connection.	1,000	Electrical	Lobos 5 NE of 4th
260150	3/23/2026	3/31/2026	Installation of a new handrail at east end of sanctuary stairs.	5,000	Building	SE Corner of Junipero & Ocean
260149	3/20/2026	3/20/2026	Re-roof yoga studio with new CertainTeed Presidential Landmark TL in color "Moire Black". New aluminum gutters and downspouts being installed to match existing, color and kind.	32,872	Roofing	San Carlos between 9th & 10th
260148	3/20/2026	3/20/2026	Site preparation and grading work of Ulrika Plaza.	65,000	Building	SW Corner of Dolores & 5th
260147	3/20/2026	3/20/2026	Replacement of fridge and range appliances. Replace range hood enclosure, not to modify mechanical unit.	0	Exempt Work	Casanova 7 NW of Ocean

260146	3/20/2026		New exterior paint color, adjust interior wall locations, update one entry door, full interior remodel including new kitchen and bathroom layouts	500,000	Building	NW Corner of Ocean & Casanova
260145	3/20/2026		New exterior paint color, adjust interior wall locations, convert one door into a smaller window, full interior remodel including new kitchen and bathroom layouts	500,000	Building	NW Corner of Ocean & Casanova
260144	3/19/2026		Remove and replace existing shingle roof on main residence in Owens Corning Duration Max, color "Mesquite", and replace roof on garage with new tar and gravel roof.	18,000	Roofing	2nd 2 NW of Guadalupe
260143	3/18/2026		Interior finishes in existing restaurant space. Re-plaster existing walls with different textures, re-paint interior, replace damaged plank floor in dining room, replace existing kitchen equipment in-kind. No electrical, mechanical, or gas work to be performed.	0	Exempt Work	Dolores 3 SW of Ocean
260142	3/18/2026	3/18/2026	Remove existing gray simulated slate roof and replace with a new class "A" CertainTeed Landmark TL composition shingles in "Country Gray".	55,000	Building	Santa Fe 3 SE of 4th
260141	3/17/2026	3/17/2026	Remove and replace existing forced air furnace with new (LIKE FOR LIKE) Bryant Model #926TC36060 96% high efficiency forced air furnace in crawl space (no change in location)	12,000	Mechanical	25904 Ridgewood Road
260140	3/17/2026	3/24/2026	Install a 18.04kWh Energy Storage System consisting of two 9.0kWh batteries.	20,000	Electrical	Dolores 5 SE of 13th
260139	3/17/2026		27kwh ESS (2 batteries)	20,000	Electrical	4th 2 NE of Lobos
260138	3/17/2026		Installation of two Franklin APOWER2 battery backups for a 30kWh system.	8,000	Electrical	NW Corner of Lincoln & 9th
260137	3/17/2026	3/19/2026	Remove and replace fixtures and vanities in existing location in primary and guest bathrooms. Remove and replace fixtures in existing location in kitchen. Replace flooring, vanity, cabinetry, and countertops in laundry room, bathrooms, and bedrooms. Paint exterior in color "Modern White" and paint accents in color "Windy Blue". Paint interior in color "Snow White". Window shutters and back patio handrail to be "Iron Ore"	0	Exempt Work	Santa Fe 6 SW of Ocean
260136	3/17/2026	3/17/2026	Tear off existing comp shingle roof. Install new underlayment. Install new CertainTeed Landmark TL comp shingle roof in color "Country Gray".	38,823	Roofing	Carmelo 2 SW of 2nd
260135	3/17/2026		Maintenance and storm damage repair of existing timber stairs at 10th & 12th ave beach access. Includes stair extensions to bedrock to improve access.	499,000	Building	Scenic Pathway, 10th & 12th Beach Access Stairs

260134	3/16/2026	3/17/2026	Remove excessive height from fence to bring into compliance with standards and clear stop work order. Fence height to be no more than 6' with no more than 1' of lattice attached.	0	Exempt Work	SW Corner of Mountain View & Santa Fe
260133	3/16/2026	3/16/2026	Replacement of main 400amp switchgear in-kind.	10,000	Electrical	San Carlos 3 NW of 7th
260132	3/16/2026		Install 3.22kW (7) module solar PV system with 10kWh battery	26,000	Electrical	Santa Fe 4 SW of Ocean
260131	3/16/2026	3/24/2026	Add PV panels (qty 9) to existing PV system. Replace existing inverter	6,777	Electrical	SE Corner of Santa Fe & 2nd
260130	3/16/2026	3/24/2026	Amend Design Study DS 23-353 (Levine) to revise the layout of site coverage, increasing coverage to 556 square feet.	0	Exempt Work	9th Ave 2 NW of Carmelo St.
260129	3/13/2026	3/13/2026	Replace existing steel and aluminum windows with new steel windows to match the master bedroom existing steel windows. Windows to match existing sizes.	768,499	Exempt Work	NE Corner of Casanova & 8th
260128	3/16/2026	3/17/2026	Remove wood shakes and install 1/2" CDX and CertainTeed Presidential TL shingles in color "Country Gray".	1,500	Roofing	NW Corner of Monte Verde & 5th
260127	3/13/2026	3/16/2026	Tear off existing wood shingles and install a new Brava synthetic shake roofing in color "Cedar".	56,000	Building	Casanova 3 SW of 11th
260126	3/16/2026	3/23/2026	Retroactive permit to legalize a laundry sink, one shower, and one toilet.	20,000	Plumbing	Camino Real 3 SE of 2nd
260125	3/13/2026	3/23/2026	Exploratory demolition to determine extent of roof and bathroom leak damage.	5,000	Demolition	Forest 2 NW of 8th
260124	3/13/2026		KITCHEN REMODEL. TWO BATHROOM REMODELS. NEW EXTERIOR PAINT. INSTALLATION OF NEW WINDOWS. NO NEW SQUARE FOOTAGE TO BE ADDED. NO CHANGE TO EXISTING ROOF HEIGHT OR EXISTING BUILDING FOOTPRINT.	250,000	Building	8th 2 NW of Scenic
260123	3/16/2026	3/16/2026	This approval of Exempt Work application EW 260123 (Sunset Center) authorizes painting of the south volume of the Sunset Center, located on the northeast corner of San Carlos Street and 10th Avenue in the Community and Cultural Center District (A-2). The colors (Sherwin Williams Oxford Brown and Doeskin) have been color-matched to the Kelly Moore paints used on the north annex in 2023 which are no longer manufactured.	216,200	Exempt Work	NE Corner of San Carlos & 10th

260122	3/11/2026		Replace gravel driveway. Install grape stake fences and gates. Install gravel path. Build up existing concrete foundation to create elevated courtyard. Install synthetic turf. Add planting, irrigation, and low voltage lighting.	80,000	Building	NW Corner of Carpenter & 4th
260121	3/10/2026	3/10/2026	Remove 84sf of carmel stone patio. Change 163sf of nonpermeable carmel stone patio to permeable surface. Replace plantings and landscape.	0	Exempt Work	Carmelo 5 SE of 2nd
260120	3/9/2026	3/16/2026	Replace all existing tile in bathroom. Replace toilet and vanity in the same location. Replace shower tiling with no replacements to fixtures or piping. No plumbing or structural changes authorized.	0	Exempt Work	26106 Ladera Drive
260119	3/9/2026		Install a 30kWh ESS battery for self consumption and partial home back up power.	30,700	Electrical	Monte Verde 2 NE of 6th
260118	3/6/2026		Convert portion of existing conditioned space of the lower floor to a 464sf JADU.	20,000	Building	SE Corner of Guadalupe & 3rd
260117	3/6/2026	3/6/2026	Re-roof: Remove the existing roofing materials on house, detached garage, and ADU Replace with Class A, Davinci Multi-Width Slate material, Color: "Slate Black".	126,000	Roofing	Carmelo 4 SE of 10th
260116	3/6/2026	3/6/2026	Reroof: Remove and replace the existing composition roof with a Class A Composition shingle, Certainteed Landmark TL in color "Shanandoah".	33,000	Roofing	2nd 2 SE of Junipero
260115	3/5/2026		Demolish and replace shower pans and enclosures in primary and guest bathrooms.	20,000	Building	Santa Fe 6 SW of Ocean
260114	3/4/2026		Remove non-structural interior wall.	200	Building	SE Corner of Dolores & 8th
260113	3/4/2026		Interior remodel and refurbishment with selective demo of damaged & contaminated building finishes, fixtures and surfaces throughout the existing 2-Story home. Remodel to include minor adjustments to interior partition walls & addition of 2 full size bathrooms and 1 powder room. No structural or exterior envelope changes. Exterior rebuild collapsed grapestake fence at southern property boundary and repair existing terrace on the western side.	800,000	Building	NW Corner of San Antonio & 8th
260112	3/4/2026	3/5/2026	Paint exterior of the building. Body to be painted "Vapor", trim to be "Finnie Grey", and doors to be "Matte Black".	0	Exempt Work	Lincoln 3 NE of 8th

260111	3/3/2026		Remove and replace roof on both house and detached garage. House roof to be Owens Corning Max Duration in color "Mesquite" and garage to be a tar & gravel roof.	18,000	Roofing	2nd 2 NW of Guadalupe
260110	3/3/2026	3/3/2026	Overlay flat roof with new CertainTeed capsheet in color "Resawn Shake".	15,000	Roofing	Mission 2 NW of 8th
260109	3/3/2026		Installation of wall mounted EV charger.	2,000	Electrical	Ocean 2 NW of Santa Fe
260108	3/3/2026	3/3/2026	Remove 1,367 sq ft of asphalt shingle roof. Install a class "A" CertainTeed Presidential TL roof in color "Country Gray".	13,981	Roofing	6th 2 SE of Carpenter
260107			Convert a proposed 33 s.f. closet (not yet constructed) to a new powder room.	0	BP Revision	Junipero St, 3 NE of 12th Ave
260106	3/2/2026	3/2/2026	Remove & replace 40 gallon, natural gas water heater (like-for-like).	2,400	Plumbing	Vizcaino 2 SE of Mountain View
260105	3/2/2026	3/2/2026	Exterior and interior paint of structure. Sand and seal concrete floor in primary bedroom. Remove and replace fixtures and vanities in existing location in primary and guest bathrooms.	0	Exempt Work	Santa Fe 6 SW of Ocean

Total Records: 70

4/1/2026



# Code Compliance Report

03/01/2026 - 03/31/2026

Case #	Case Date	Status	Location	Problem Description	Date Received	Date Closed
26065	3/13/2026	Closed	Monte Verde 2 NW of 5th	Unpermitted roof construction	3/13/2026	3/18/2026
26064	3/27/2026	Open	Oak Knoll 2 SE of Forest	Exterior lighting	3/24/2026	
26063	3/24/2026	Open	Junipero 5 NE of 10th	Transient Rental	3/24/2026	
26062	3/27/2026	Open	Mission 2 NW of 2nd	Anonymous	3/24/2026	
26061	3/17/2026	Open	Carmelo 4 NW of 13th	Loud continuous beeping noise	3/17/2026	
26060	3/20/2026	Open	Carmelo 3 SW of 7th AKA Carmelo 5 NW 8th	Collapsed tar and plates, exposing trenches in street. BP 20-418 (Yonekura)	3/20/2026	
26059	3/5/2026	Open	Carmelo 3 SW of 7th AKA Carmelo 5 NW 8th	Loosely placed street trench coverings causing excessive noise and disturbing residents. BP 20-418 (Yonekura)	3/5/2026	
26058	3/18/2026	Open	Lobos 5 NE of 2nd	Tankless hot water system installed without a permit.	3/18/2026	
26057	3/18/2026	Closed	Lopez 3 SE of 2nd	Unpermitted delineators in public right-of-way	3/18/2026	3/18/2026
26056	3/17/2026	Closed	Dolores 3 SW of 8th	"No Parking" sign in public right-of-way	3/15/2026	3/18/2026
26055	3/17/2026	Open	Monte Verde 2 SW of Ocean	Unpermitted exterior lights	3/13/2026	
26054	3/12/2026	Closed	NWC of Mission and 6th	Exterior lighting on City trees	3/12/2026	3/18/2026
26053	3/12/2026	Open	Mission 2 SW of Ocean	Exterior lighting on City tree	3/12/2026	
26052	3/17/2026	Open	San Carlos 3 SW of 7th	Exterior menu sign	3/10/2026	
26051	3/14/2026	Closed	Court of the Fountains, NW Corner of Mission & 7th	Unpermitted exterior signage	3/14/2026	3/14/2026
26050	3/14/2026	Closed	NW Corner of Mission & 7th	Unpermitted exterior signage	3/14/2026	3/14/2026
26049	3/14/2026	Closed	Court of the Fountains, NW Corner of Mission & 7th	A-frame sign in the public right-of-way	3/14/2026	3/14/2026
26048	3/14/2026	Closed	Mission 2 SW of Ocean	Unpermitted exterior signage	3/14/2026	3/14/2026
26047	3/12/2026	Open	San Carlos 2 SW of 7th	Loud music audible from neighboring property	3/12/2026	

26046	3/7/2026	Open	Santa Fe 5 NE of 4th	Stone structure built adjacent to the public right-of-way without a permit.	3/6/2026	
26045	3/6/2026	Closed	SW Corner of Santa Fe & Mountain View	Fence built without permits and above allowable height.	3/6/2026	3/19/2026

**Total Records: 21****4/1/2026**



# Transient Rental Report

01/01/2026 - 03/31/2026

Case #	Street	Status	Date Received	Last Status Date	Date Closed
26063	Junipero	Open	3/24/2026		
26013	Mission	1st NOV sent	1/13/2026	1/27/2026	

Total Records: 2

4/1/2026



## Encroachment Permit Report

03/01/2026 - 03/31/2026

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
260077	Temp Ench	3/30/2026	Drilling exploratory boring along the beach front. Reserve parking for vehicles and equipment staging.	SW Corner of Ocean & Scenic		In Review
260076	Temp Ench	3/30/2026	Drilling exploratory boring along the beach front. Reserve parking for vehicles and equipment staging.	Scenic SW of 8th Ave		In Review
260075	Temp Ench	3/30/2026	Closure of sidewalk in front of Cantinetta Luca building to perform fire pump system testing.	Dolores 3 SW of Ocean		In Review
260074	Temp Ench	3/30/2026	Demolition of interior. Temporary use of 2 front parking spaces for equipment and debris removal.	Lincoln 3 SW of Ocean	4/1/2026	Issued
260073	Temp Ench		Overpull approx. 862', place 1 new Catv B36 Vault Access ; 14 Vaults, 1 ped and 37 poles. (CML-JB2191814-C-SEG)	6th Ave & Junipero St		
260072	Temp Ench	3/25/2026	Applicant to trench, backfill and install electric substructures. PG&E to replace overhead electric services, install anchor and install new underground electric service. PM# 35669409	Casanova 2 NW of 13th	3/30/2026	Issued
260071	Temp Ench	3/24/2026	Encroachment Items: Replace gravel driveway with permeable pavers. Install gravel path. Other Items: Install fences and gates. Build up existing concrete foundation to create elevated courtyard. Install synthetic turf. Add planting, irrigation, and low voltage lighting.	NW Corner of Carpenter and 4th Avenue		In Review
260070	Temp Ench	3/24/2026	PG&E to repair streetlight. PM# 35720322	SW Corner of Ocean & Mission		In Review
260069	Temp Ench	3/20/2026	PG&E to repair streetlight. PM# 35719803	NE Corner of Lincoln & Ocean		In Review
260068	Temp Ench	3/20/2026	PG&E to repair streetlight. PM# 35719802	SE Corner of Lincoln & Ocean		In Review
260067	Temp Ench	3/20/2026	Sewer Lateral replacement	Carmelo 5 NW 8th ave		In Review
260066	Temp Ench	3/20/2026	Sewer lateral replacement	Carmelo 3 SW of 7th		In Review
260065	Temp Ench	3/19/2026	Replacement of existing public sewer pipe. Work will be completed using pipe bursting. Minor excavation to take place at pipe insert locations and building tie-ins.	Dolores between 4th and 2nd		In Review
260064	Temp Ench	3/18/2026	Applicant to trench, backfill and install electric substructures. PG&E to install underground electric service, replace overhead transformer, replace pole and remove overhead service. ROAD CLOSURE REQUIRED. PM# 35620742.	Carmelo 5 NW of 8th		In Review

260063	Driveway	3/17/2026	Remove and replace 252 sf of asphalt parking area.	SE Corner of Dolores & 8th	3/18/2026	Issued
260062	Perm Ench	3/17/2026	Addition of a trash enclosure landing adjacent to the driveway.	Santa Fe 5 NE of 4th		In Review
260061	Temp Ench	3/16/2026	Replace gate valve in the intersection.	Intersection of Mission & 4th	3/16/2026	Issued
260060	Driveway	3/13/2026	Patch existing driveway and walkway in-kind utilizing GraniteCrete.	Carpenter 2 SW of 2nd		In Review
260059	Temp Ench	3/13/2026	Replace approx 20' of sewer lateral from property to main using trenchless method.	Carmelo 5 SW of 11th	3/16/2026	Issued
260058	Temp Ench	3/13/2026	5'x5' bellhole and trench for sewer lateral replacement.	San Carlos 3 SW of Vista	3/16/2026	Issued
260057	Temp Ench	3/13/2026	Placement of moving truck outside of property.  CONDITION: Applicant shall place a cone pattern around the truck and place Lane Closed signs for both northbound and southbound traffic.	SW Corner of Lincoln & 4th	3/16/2026	Issued
260056	Driveway	3/9/2026	Remove and replace 432sf of asphalt driveway.	Junipero 2 SW of 11th		In Review
260055	Temp Ench	3/9/2026	PG&E to trench and backfill (5'x5' bell hole). PG&E to abandon gas service at main. PM# 35712355	San Carlos 3 SE of 1st	3/10/2026	Issued
260054	Temp Ench	3/9/2026	Applicant to trench and backfill for underground primary and underground service (P & SV). Applicant to install electric substructures. PG&E to trench & backfill for underground electric services (P1 & P3) & enclosures. PG&E to install underground electric services, padmount transformer, ss junction, enclosures, overhead fuses and underground fuses. PM# 35701983	NW Corner of San Carlos & 4th		In Review
260053	Temp Ench	3/5/2026	19'x6' asphalt patch around raised G-5's.	San Antonio 2 NW of 4th	3/6/2026	Issued
260052	Temp Ench	3/5/2026	Pouring of new concrete footing for bench and installing pavers.	NE Corner of Dolores & Ocean	3/6/2026	Issued
260051	Temp Ench	3/5/2026	OVERLASH 46',OVERPULL 623'	Intersection of Santa Lucia & Bay View	3/6/2026	Issued
260050	Temp Ench	3/5/2026	TCP to overlash 1795' from pole 1 to pole 14.	Junipero from 7th to 11th	3/6/2026	Issued

260049	Temp Ench	3/3/2026	Excavate a 4'x5' pit on Ocean Ave to install water service and a 3'x3' put on Guadalupe to abandon old water service.  CONDITION: The final concrete pavement restoration on Ocean Ave will meet the following requirements: 6" of class II base rock. Concrete shall be colored with Sequoia Sand concrete dye. #4 rebar dowels spaced every 18" on center. The concrete patch shall match the existing thickness.  The asphalt patch on Guadalupe is standard 6" of class II base rock and 3" of AC.	Ocean 4 NE of Guadalupe	3/3/2026	Issued
260048	Temp Ench	3/3/2026	Applicant to trench, backfill and install electric substructures. PG&E to install underground electric services. PG&E to remove underground conductor. PM# 35695022	Casanova 2 NW of 9th	3/3/2026	Issued

Total Records: 30

4/1/2026



# Tree Permit Report

03/01/2026 - 03/31/2026

Permit #	Permit Date	Permit Type	Location of Property	Description	Status	Approved Date
26046	3/2/2026	1. Tree Evaluation	0 Dolores and 12th SW Corner	Large pine tree, looks diseased, root rot or canker infection, bark sloughing, oozing and discoloration	Denied	3/9/2026
26047	3/2/2026	2. Tree Removal/Pruning	NW Corner of 4th Ave & Lobos	Oak tree- DEAD!	In Review	
26048	3/3/2026	2. Tree Removal/Pruning	3080 Rio Rd.	2 large monterey cypress trees 35 and 39'	In Review	
26049	3/5/2026	1. Tree Evaluation	Private Lot- Lobos 4NE of 3rd	Removal of Hazardous Pinus radiata- see attached arborist report	Approved	3/19/2026
26050	3/9/2026	1. Tree Evaluation	Dolores 6 SW of 13th	One, 30-40 feet, Live Oak	Approved	3/16/2026
26051	3/9/2026	1. Tree Evaluation	Santa Fe 5 NW of 3rd	100 foot Carmel pine in front yard near property line of 5 NW 3rd and 6 NW 3rd. There have been so many of these old pines falling that I'd like to take it out before it does. I'd like to evaluate its current condition.	In Review	
26052	3/9/2026	1. Tree Evaluation	Carmelo 4 SW of 9th	2 oak trees? Removal?	In Review	
26053	3/9/2026	1. Tree Evaluation	Lincoln 2 SW of 3rd	Oak Tree (1)	In Review	
26054	3/9/2026	2. Tree Removal/Pruning	NEC of Camino Real & 4th	Remove dead oak tree in front yard	Approved	3/25/2026
26055	3/10/2026	2. Tree Removal/Pruning	San Carlos 2 NW of 11th	1 dying Acacia tree	Approved	3/17/2026
26056	3/10/2026	2. Tree Removal/Pruning	Lopez 3 SE of 2nd	1 dead oak	In Review	
26057	3/12/2026	2. Tree Removal/Pruning	5 NW 4th Santa Rita Street	Pruning, cleaning up hanging branches	In Review	
26058	3/13/2026	2. Tree Removal/Pruning	Junipero 2 SE of 2nd	One half broken Toyon tree in front yard	Approved	3/24/2026
26059	3/16/2026	1. Tree Evaluation	NE Corner of 4th and Lopez	EVALUATION: 10 PRUNING: 3 REMOVAL: ??:	Approved	3/25/2026
26060	3/16/2026	2. Tree Removal/Pruning	dolores 2sw 10th	Remove one tree in backyard of property	In Review	

26061	3/16/2026	2. Tree Removal/Pruning	Lincoln St 2SW of 7th Ave	Remove one 8" diameter tree	In Review	
26062	3/18/2026	2. Tree Removal/Pruning	SE Corner of San Carlos and Alta	trimming tree	Approved	3/25/2026
26063	3/19/2026	2. Tree Removal/Pruning	Carmelo 4 NE of 13th	Tree Pruning & thinning	In Review	
26064	3/20/2026	2. Tree Removal/Pruning	0010-281-025 Casanova St 2NW of 13th Block AA Lot 21	Request to remove 1 unknown species tree 6" in diameter	Approved	3/20/2026
26065	3/20/2026	2. Tree Removal/Pruning	NW Corner of Santa Rita and 2nd Ave	mature oaks (2) (2nd Ave parkstrip; rear of property.. north P/L) and podocarpus trees (rear of property.. north P/L)	In Review	
26066	3/23/2026	2. Tree Removal/Pruning	Mission 3 SW of 13th	31" pine tree	Approved	3/24/2026
26067	3/23/2026	2. Tree Removal/Pruning	San Antonio 3 SW of 7th	EVALUATION: Oak Tree 2 Ft Diameter PRUNING: First prong & then remove	Approved	3/27/2026
26068	3/24/2026	2. Tree Removal/Pruning	Dolores 6 SW of 13th	One, 30-40 feet, Live Oak	Approved	3/16/2026
26069	3/24/2026	2. Tree Removal/Pruning	Junipero 2 NE of 10th Ave	One very old and tall pittosporum; one very old and tall holly tree	Approved	3/24/2026
26070	3/24/2026	2. Tree Removal/Pruning	NE Corner of 4th & Lincoln	Tree removal	Approved	3/30/2026
26071	3/26/2026	2. Tree Removal/Pruning	NE Corner of 4th and Lopez	EVALUATION: 10 PRUNING: 3 REMOVAL: ??:	Approved	3/25/2026
26072	3/27/2026	2. Tree Removal/Pruning	Private Lot- Lobos 4NE of 3rd, Carmel By the Sea	Removal of Hazardous Pinus radiata- see attached arborist report	Approved	3/27/2026
26073	3/27/2026	2. Tree Removal/Pruning	Santa Fe 6 SE of 3rd	1 x 18" limb; 1 x 15' limb; several smaller limbs	Denied	3/31/2026
26074	3/28/2026	1. Tree Evaluation	Santa Fe 5 SE of Ocean Ave	Fire dept request on one of the trees	In Review	
26075	3/30/2026	2. Tree Removal/Pruning	SW Corner of 3rd and Carpenter	EVALUATION: 2 Monterey pines- 50 ft ??? (I'd like them cut down to a 2 foot stump)	Approved	3/30/2026
26076	3/30/2026	2. Tree Removal/Pruning	Carmelo 7 NE of Ocean	One very large Monterey pine	Approved	3/26/2026

Total Records: 31

4/1/2026



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

Public Safety

March 2026

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Todd Trayer, Chief of Police
<b>APPROVED BY:</b>	Brandon Swanson, City Administrator

## FIRE/AMBULANCE REPORT

Summary of Carmel Fire & Ambulance's March Calls for Service.

### FIRE/AMBULANCE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) fire/ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of March 2026, the fire/ambulance were able to meet those performance measures. The response time was 98% being under a five-minute response time with one (1) code-3 calls over 5 minutes.

Total number of combined incidents for Fire/Ambulance: **91 [55 (Carmel incidents) + 36 (outside responses)] = 91 total** with an average response time: **3:32 min.** for Carmel Incidents and outside Carmel incident.

### Fire/Ambulance Calls Outside of Carmel

There were 36 calls for Ambulance response outside of Carmel-by-the-Sea with the highest total responses being in Pebble Beach, Monterey and Cypress.

**Code 3 Events Over 5 minutes = 1 out of 42 total calls:** (All in Carmel-by-the-Sea)

## SERVICE CALLS

1. 260327-MNT02466 Delayed due to distance, E15 responded from south end of city: Casanova St./9<sup>th</sup> Ave.

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

**Attachments:**

**1. RESPONSE SUMMARY REPORT BY INCIDENT TYPE 27060 CARMEL-BY-THE-SEA Alarm Date From: 03/01/2026 To: 03/31/2026**

This shows all calls for service for Fire/Ambulance within Carmel-by-the-Sea

**2. CARMEL-BY-THE-SEA March 2026 Response Summary Report by Incident Type**

a. This shows a graph of the calls within Carmel-by-the-Sea, the average response time, and % under 5 minutes.

b. **RESPONSE SUMMARY REPORT BY DISTRICT 27015 CARMEL-BY-THE-SEA FIRE AMBULANCE Alarm Date From: 02/01/2026 To: 02/28/2026**This shows all the calls for service outside of Carmel-by-the-Sea that our Fire/Ambulance responded to.

**3. CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT March 2026 Response Summary Report by District Type**

This shows a graph of the outside districts, the average response time and % under 5 minutes

**4. RESPONSE SUMMARY REPORT BY DISTRICT 27015 CARMEL-BY-THE-SEA FIRE AMBULANCE Alarm Date From: 03/01/2026 To: 03/31/2026**

This shows Ambulance response outside of Carmel-by-the-Sea

**5. Countywide Map**

a. This map was provided to show the current boundaries of districts for Fire/Ambulance response (shows the map for items 3 and 4 above).

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

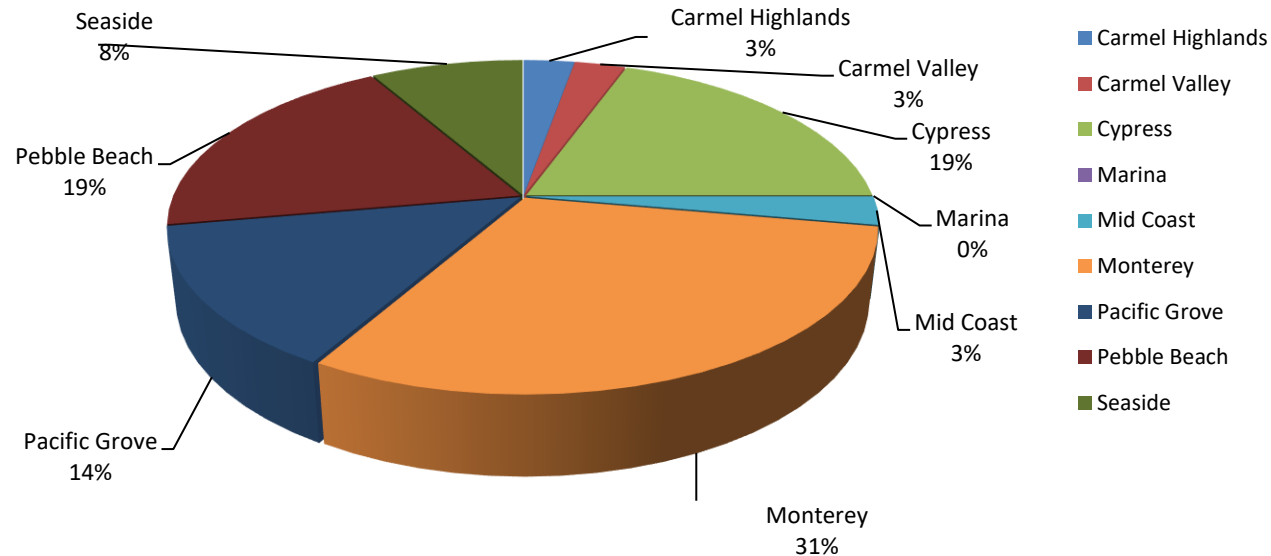


CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT  
MARCH 2026  
Response Summary Report by District Type



<u>District Response</u>	<u>Number</u>	<u>Average Response Time</u>
Carmel Highlands	1	12:25
Carmel Valley	1	11:51
Cypress	7	3:55
Marina	0	0:00
Mid Coast	1	1:46
Monterey	11	7:15
Pacific Grove	5	9:41
Pebble Beach	7	7:04
Seaside	3	11:01

Total Responses 36 Average Response Time 8:07



Total Code 3 Calls: 34

AMB 15 Response Times for Code 3  
Calls ≤ 5 minutes: 98%



RESPONSE SUMMARY REPORT BY DISTRICT  
 27015 CARMEL-BY-THE-SEA FIRE AMBULANCE  
 Alarm Date From: 03/01/2026 To: 03/31/2026



Incident Type Category	Incident Type	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
<b>CARMEL HIGHLANDS</b>							
Medical	Motor vehicle collision	3/10/2026 7:06 AM	260310-MNT01967	0:12:25	HIGHWAY 1	AURORA DEL MAR	3
				<b>1</b>	<b>0:12:25</b>		
<b>CARMEL VALLEY</b>							
Medical	Motor vehicle collision	3/7/2026 7:10 PM	260307-MNT01891	0:11:51	CARMEL VALLEY ROAD	VALLEY GREENS DRIVE	3
				<b>1</b>	<b>0:11:51</b>		
<b>CYPRESS</b>							
Medical	Fall	3/17/2026 6:49 AM	260317-MNT02175	0:06:21	26198 MESA PLACE		3
Medical	Sick case	3/29/2026 2:36 PM	260329-MNT02528	0:01:35	26270 DOLORES STREET		3
Medical	Sick case	3/18/2026 2:11 PM	260318-MNT02212	0:05:33	3005 RIBERA ROAD		3
Medical	Sick case	3/17/2026 9:26 AM	260317-MNT02179	0:04:27	24405 SAN LUIS AVE		3
Medical	Motor vehicle collision	3/13/2026 6:04 PM	260313-MNT02087	0:03:43	HWY 1	OCEAN AVE	3
Noemerg	Cancelled	3/3/2026 1:49 PM	260303-MNT01765	0:03:36	24764 PESCADERO ROAD		3
Noemerg	Cancelled	3/9/2026 11:23 AM	260309-MNT01943	0:02:07	26378 CARMEL RANCHO LANE		3
				<b>7</b>	<b>0:03:55</b>		
<b>MID COAST</b>							
Noemerg	Cancelled	3/23/2026 3:17 PM	260323-MNT02342	0:01:46	HIGHWAY 1		3
				<b>1</b>	<b>0:01:46</b>		
<b>MONTEREY</b>							
Fire	Structural involvement	3/9/2026 3:51 AM	260309-MNT01926	0:10:28	800 CASANOVA AVENUE		3
Medical	Sick case	3/11/2026 12:36 AM	260311-MNT01994	0:05:18	220 VIA PARAISO		3
Medical	Sick case	3/11/2026 11:02 AM	260311-MNT02004	0:03:57	147 EL DORADO STREET		3
Medical	Unconscious victim	3/12/2026 2:06 PM	260312-MNT02044	0:02:17	1110 CASS STREET		3
Medical	No appropriate choice (medical response)	3/15/2026 1:30 PM	260315-MNT02127	0:11:26	2ND ST	OCEAN AVE	2
Medical	Sick case	3/17/2026 2:39 PM	260317-MNT02187	0:08:35	200 IRIS CANYON RD		3
Medical	Sick case	3/23/2026 6:37 PM	260323-MNT02347	0:08:55	926 MARGARET STREET		3
Medical	Fall	3/25/2026 12:24 PM	260325-MNT02395	0:01:42	17 CIELO VISTA TERRACE		3
Medical	Abdominal pain / problems	3/26/2026 8:03 PM	260326-MNT02438	0:07:27	23795 HOLMAN HIGHWAY		3
Medical	Unconscious victim	3/30/2026 8:50 AM	260330-MNT02546	0:15:06	848 HALLECK RD		3
Noemerg	Cancelled	3/20/2026 2:18 PM	260320-MNT02261	0:04:33	SLOAT PKWY	FORT MERVINE PL	3
				<b>11</b>	<b>0:07:15</b>		
<b>PACIFIC GROVE</b>							
Medical	No appropriate choice (medical response)	3/5/2026 6:41 PM	260305-MNT01833	0:09:03	1212 FOREST AVENUE		3
Medical	Nausea / Vomiting	3/6/2026 7:02 PM	260306-MNT01853	0:12:41	568 LIGHTHOUSE AVENUE		3
Medical	No appropriate choice (medical response)	3/8/2026 6:32 PM	260308-MNT01917	0:04:58	2800 FOREST HILL BOULEVARD		3
Medical	Unconscious victim	3/9/2026 8:35 AM	260309-MNT01940	0:14:11	211 LOCUST STREET		3
Medical	Allergic reaction / stings	3/21/2026 1:31 PM	260321-MNT02295	0:07:34	1042 FOREST AVENUE		3
				<b>5</b>	<b>0:09:41</b>		
<b>PEBBLE BEACH</b>							
Medical	Unconscious victim	3/18/2026 12:02 PM	260318-MNT02207	0:06:48	1500 CYPRESS DR		3

Incident Type Category	Incident Type	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
<b>PEBBLE BEACH cont.</b>							
Medical	Sick case	3/24/2026 10:16 AM	260324-MNT02361	0:08:35	1217 BRISTOL LANE		3
Medical	Motor vehicle collision	3/28/2026 3:33 PM	260328-MNT02499	0:04:51	CARMEL WAY	2ND AVE	3
Medical	Headache	3/30/2026 11:40 AM	260330-MNT02553	0:14:23	3053 CORMORANT ROAD		3
Medical	No appropriate choice (medical response)	3/9/2026 2:01 PM	260309-MNT01947	0:06:31	3260 STEVENSON DRIVE		3
Noemerg	Cancelled	3/21/2026 12:16 PM	260321-MNT02291	0:07:44	1518 CYPRESS DRIVE		3
Noemerg	Cancelled	3/26/2026 3:45 AM	260326-MNT02411	0:00:33	3180 RIATA RD		3

**7 0:07:04**

**SEASIDE**

Medical	Sick case	3/4/2026 9:18 AM	260304-MNT01781	0:14:16	1620 SAN LUCAS STREET		2
Medical	Sick case	3/29/2026 7:20 PM	260329-MNT02539	0:11:29	1876 SAINT HELENA STREET		3
Noemerg	Cancelled	3/14/2026 6:40 PM	260314-MNT02114	0:07:18	732 PHEASANT RIDGE ROAD		3

**3 0:11:01**

Code 2 Calls	2
Code 3 Calls	34
<b>Total # of Incidents</b>	<b>36</b>
<b>Total Average Response Time</b>	<b>0:09:02</b>



**RESPONSE SUMMARY REPORT BY INCIDENT TYPE**  
**27060 CARMEL-BY-THE-SEA**  
**Alarm Date From: 03/01/2026 To: 03/31/2026**



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
<b>MEDICALS</b>						
Abdominal pain / problems	3/21/2026 12:29 AM	260321-MNT02278	0:03:28	DOLORES STREET	4TH AVENUE	3
Back pain (non-trauma)	3/11/2026 10:55 PM	260311-MNT02020	0:02:55	CAMINO REAL ST	8TH AVE	3
Breathing problems	3/13/2026 2:05 PM	260313-MNT02076	0:04:08	CAMINO REAL ST	13TH AVE	3
Breathing problems	3/22/2026 12:38 AM	260322-MNT02308	0:04:33	GUADALUPE STREET	OCEAN AVENUE	3
Cardiac arrest	3/16/2026 8:57 PM	260316-MNT02172	0:02:49	TORRES STREET	1ST AVENUE	3
Fall	3/27/2026 2:41 PM	260327-MNT02460	0:00:00	OCEAN AVENUE	LINCOLN STREET	3
Fall	3/16/2026 1:53 PM	260316-MNT02158	0:02:18	OCEAN AVE	MISSION ST	3
Fall	3/8/2026 1:51 PM	260308-MNT01910	0:02:26	6TH AVE	DOLORES ST	3
Fall	3/8/2026 12:02 PM	260308-MNT01906	0:02:45	DOLORES ST	7TH AVE	3
Fall	3/21/2026 7:42 AM	260321-MNT02284	0:03:04	SAN CARLOS ST	7TH AVE	3
Fall	3/5/2026 11:47 AM	260305-MNT01809	0:04:52	MONTE VERDE STREET	11TH AVENUE	3
Medical alarm	3/30/2026 11:03 AM	260330-MNT02551	0:02:23	1 SE SAN ANTONIO AVE	OCEAN AVENUE	3
Nausea / Vomiting	3/26/2026 4:05 PM	260326-MNT02428	0:01:23	SAN CARLOS STREET	OCEAN AVENUE	3
No appropriate choice (medical response)	3/21/2026 3:15 PM	260321-MNT02298	0:00:07	6TH AVE	MISSION ST	3
No appropriate choice (medical response)	3/8/2026 6:19 PM	260308-MNT01915	0:01:46	OCEAN AVENUE	LINCOLN STREET	3
No appropriate choice (medical response)	3/7/2026 3:24 PM	260307-MNT01885	0:03:12	SCENIC RD	9TH AVE	3
Overdose	3/19/2026 11:30 PM	260319-MNT02244	0:02:21	SAN CARLOS STREET	OCEAN AVENUE	3
Psychological / behavior issues	3/2/2026 6:02 PM	260302-MNT01745	0:00:10	6TH AVENUE	SAN CARLOS STREET	3
Sick case	3/7/2026 2:38 PM	260307-MNT01883	0:01:16	SAN CARLOS STREET	2 NW OF 6TH AVENUE	3
Sick case	3/4/2026 4:12 PM	260304-MNT01789	0:01:42	OCEAN AVENUE	SAN CARLOS STREET	3
Sick case	3/29/2026 6:08 PM	260329-MNT02534	0:01:51	MONTE VERDE STREET	6TH AVENUE	3
Sick case	3/19/2026 4:32 PM	260319-MNT02236	0:02:15	CAMINO REAL ST	7 NE OF OCEAN AVE	3
Sick case	3/3/2026 9:38 AM	260303-MNT01757	0:02:32	7TH AVENUE	LINCOLN STREET	3
Sick case	3/16/2026 8:18 AM	260316-MNT02149	0:03:32	CARPENTER STREET	5TH AVENUE	3
Sick case	3/5/2026 4:48 AM	260305-MNT01800	0:07:34	OCEAN AVENUE	SAN CARLOS STREET	2
Stroke / CVA	3/8/2026 10:37 AM	260308-MNT01903	0:03:43	CAMINO REAL ST	7TH AVE	3
Stroke / CVA	3/2/2026 6:40 PM	260302-MNT01747	0:04:58	CASANOVA STREET	13TH AVENUE	3
			<b>27</b>			<b>0:02:45</b>

**HAZARDOUS**

Carbon monoxide release	3/10/2026 11:21 AM	260310-MNT01972	0:02:45	SAN CARLOS ST	10TH AVE	3
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Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
<b>HAZARDOUS cont.</b>						
Electrical power line down / arching / malfunction	3/11/2026 9:14 AM	260311-MNT01999	0:04:34	TORRES STREET	2ND AVENUE	3
Electrical power line down / arching / malfunction	3/27/2026 8:35 AM	260327-MNT02453	0:04:50	LINCOLN STREET	10TH AVENUE	2
Gas leak / gas odor	3/25/2026 6:06 PM	260325-MNT02403	0:00:53	LINCOLN STREET	5TH AVENUE	3
Gas leak / gas odor	3/12/2026 8:48 PM	260312-MNT02056	0:03:49	SANTA RITA STREET	2 SW OF 4TH AVENUE	3
Odor investigation	3/6/2026 5:05 PM	260306-MNT01851	0:03:29	NE CORNER OF 7TH AVE	CAMINO REAL	3

**6 0:03:23**

**PUBLIC SERVICE**

Citizen assist / service call	3/12/2026 9:04 AM	260312-MNT02028	0:02:56	LINCOLN ST	2 NW OF 5TH AVENUE	3
Citizen assist / service call	3/5/2026 2:42 PM	260305-MNT01819	0:04:04	TORRES STREET	8TH AVENUE	2
Citizen assist / service call	3/26/2026 6:12 PM	260326-MNT02434	0:04:12	7TH AVENUE	CASANOVA STREET	2
Citizen assist / service call	3/18/2026 1:58 AM	260318-MNT02200	0:06:21	MONTE VERDE STREET	10TH AVENUE	2
Fire / smoke alarm	3/18/2026 9:44 PM	260318-MNT02218	0:04:39	SAN ANTONIO AVE	2 SW OF 11TH AVE	3
Lift assist	3/26/2026 6:45 AM	260326-MNT02415	0:03:12	SAN CARLOS ST	10TH AVE	2
Lift assist	3/19/2026 6:59 PM	260319-MNT02240	0:01:26	4TH AVE	SANTA FE ST	2
Lift assist	3/26/2026 4:04 PM	260326-MNT02427	0:05:51	11TH AVENUE	TORRES STREET	2

**8 0:04:05**

**NO EMERGENCY**

Accidental alarm	3/31/2026 9:08 PM	260331-MNT02593	0:02:10	SAN ANTONIO AVENUE	OCEAN AVENUE	3
Malfunctioning alarm	3/29/2026 5:12 PM	260329-MNT02533	0:00:02	LINCOLN STREET	7TH AVENUE	3
Malfunctioning alarm	3/30/2026 9:36 AM	260330-MNT02548	0:02:35	OCEAN AVENUE	SAN CARLOS STREET	3
Malfunctioning alarm	3/11/2026 8:46 AM	260311-MNT01998	0:03:14	SAN CARLOS ST	10TH AVE	3
Malfunctioning alarm	3/5/2026 9:26 AM	260305-MNT01804	0:03:54	LINCOLN STREET	13TH AVENUE	3
Malfunctioning alarm	3/28/2026 10:14 PM	260328-MNT02509	0:04:19	SANTA FE STREET	8TH AVENUE	3
Malfunctioning alarm	3/16/2026 8:52 PM	260316-MNT02171	0:04:24	SW LINCOLN STREET	2ND AVENUE	3
Malfunctioning alarm	3/27/2026 4:04 PM	260327-MNT02466	0:06:11	CASANOVA STREET	9TH AVENUE	3
Malfunctioning alarm	3/29/2026 8:54 PM	260329-MNT02540	0:03:18	CARPENTER STREET	4TH AVENUE	2
No incident found upon arrival / location error	3/18/2026 3:06 PM	260318-MNT02214	0:04:51	SCENIC RD	SANTA LUCIA AVE	3
No incident found upon arrival / location error	3/16/2026 9:02 AM	260316-MNT02150	0:03:00	SAN ANTONIO AVENUE	OCEAN AVENUE	2
No incident found upon arrival / location error	3/29/2026 9:17 AM	260329-MNT02522	0:05:22	CAMINO REAL ST	4TH AVE	2
No incident found upon arrival / location error	3/21/2026 2:37 PM	260321-MNT02297	0:08:45	SCENIC ROAD	8TH AVENUE	2
Other false call	3/25/2026 6:06 PM	260325-MNT02402	0:02:43	SAN ANTONIO AVE	8TH AVE	2

**14 0:03:55**

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

260327-MNT02466 Delayed due to distance, E15 responded from south end of city

<b>Code 2 Calls</b>	<b>13</b>
<b>Code 3 Calls</b>	<b>42</b>
<b>Total # of Incidents</b>	<b>55</b>
<b>% Under 5 Minute Response Time</b>	<b>98%</b>



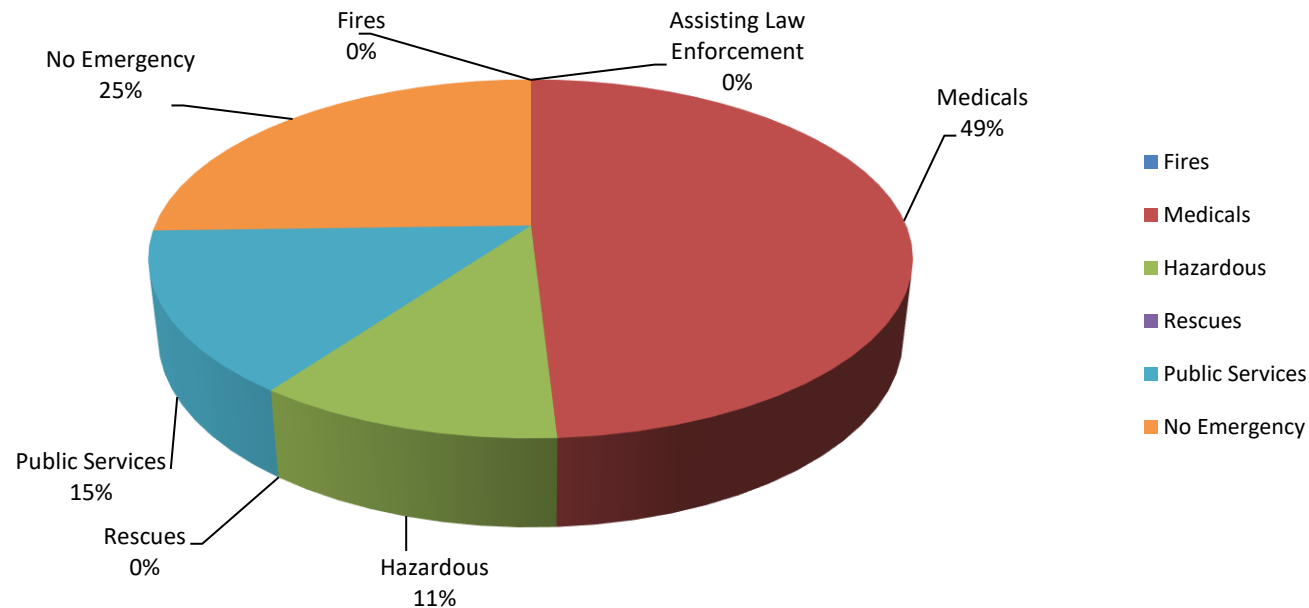
CARMEL-BY-THE-SEA  
MARCH 2026



Response Summary Report by Incident Type

Type of Call	Number	Average Response Time
Fires	0	0:00
Medicals	27	2:45
Hazardous	6	3:23
Rescues	0	0:00
Public Services	8	4:05
No Emergency	14	3:55
Assisting Law Enforcement	0	0:00

Total Responses 55 3:32

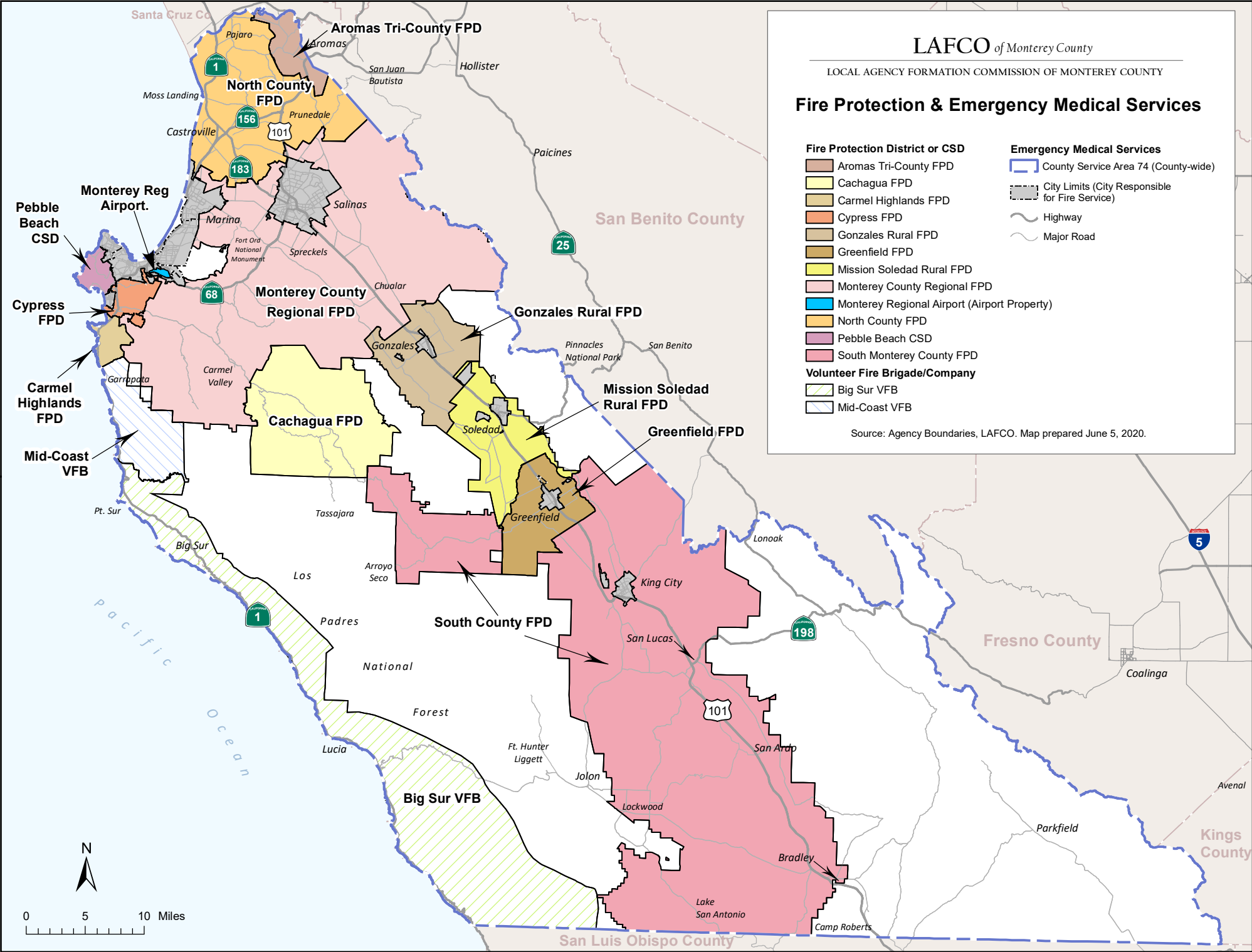


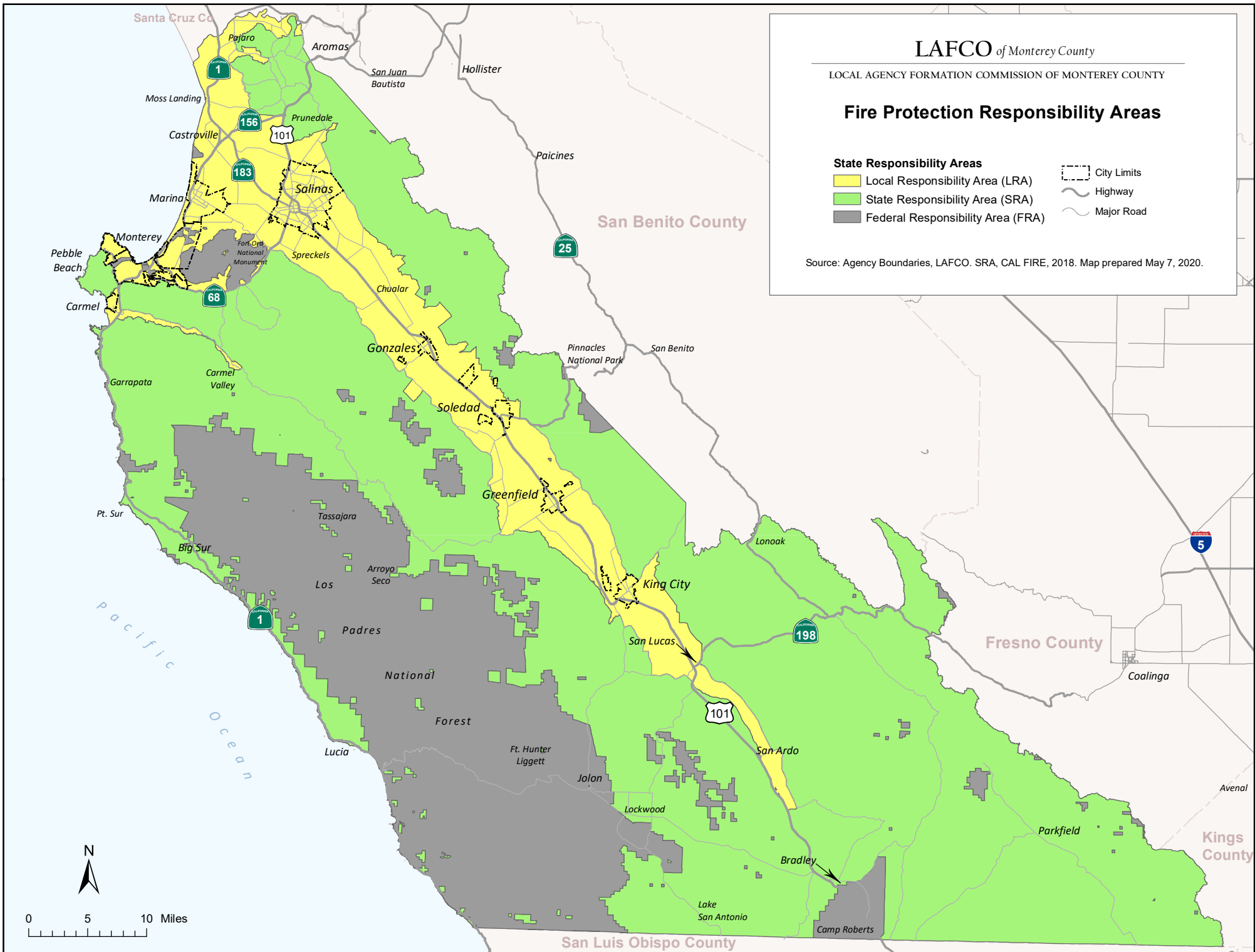
Total Code 3 Calls: 42 AMB 15 Responses: 69  
 Response Times for Code 3  
 Calls ≤ 5 minutes: 98%

Fire Protection & Emergency Medical Services

- Fire Protection District or CSD**
  - Aromas Tri-County FPD
  - Cachagua FPD
  - Carmel Highlands FPD
  - Cypress FPD
  - Gonzales Rural FPD
  - Greenfield FPD
  - Mission Soledad Rural FPD
  - Monterey County Regional FPD
  - Monterey Regional Airport (Airport Property)
  - North County FPD
  - Pebble Beach CSD
  - South Monterey County FPD
- Emergency Medical Services**
  - County Service Area 74 (County-wide)
  - City Limits (City Responsible for Fire Service)
  - Highway
  - Major Road
- Volunteer Fire Brigade/Company**
  - Big Sur VFB
  - Mid-Coast VFB

Source: Agency Boundaries, LAFCO. Map prepared June 5, 2020.





City Clerk PRA Log  
March 2026

ATTACHMENT 3

#	Request Date	10-day response	Records Requested	Requester Name	Completed	Notes
26-43	3/2/2026	3/12/2026	Copy of BP 23-440 Gesumaria approved plans	Michele Grasso-Dennis	3/3/2026	records sent
26-44	3/2/2026	3/12/2026	copy of Carmel by the Sea's Municipal code Sections 1137, and 1409.01 through 1409.12, from the year 1963?	Jennifer McCune, Munger, Tolles & Olson LLP	pending clarification	sent email to requester asking for clarification on which Municipal Code Sections they are referring to, since their numbers don't match our code numbering system, or to clarify a topic or chapter they are interested in records for from 1963. No response from requester as of 4/17/2026.
26-45	3/2/2026	3/12/2026	street camera footage: Date: 3/1/26, between 9 a.m. - 10 a.m. Location: CA-1 North / Carpenter St. Intersection	Laura Munoz	3/3/2026	no responsive records (location is in the County of Monterey)
26-46	3/3/2026	3/13/2026	I request an electronic list of all building permits issued by the Town of Carmel for the period [02/01/2026] through [02/28/2026]. Please include the following fields where available: • Permit number • Permit type (e.g., New Residence, Addition/Remodel) • Issue date • Property address • Property owner name • Applicant / Builder • Architect / Designer	Jeff Muhleman, Gator Tech Integration	3/3/2026	records sent
26-47	3/3/2026	3/13/2026	Copies of use permits for Kinger's Klub house, Brophy's tavern, odys tavern, mulligans public house, high dive, mundaka, pescadero, Barmel, Barmel supper club. Please include planning commission findings and decisions.	Parker Logan	3/19/2026	Records sent on 3/11/2026, and on 3/19/2026
26-48	3/3/2026	3/13/2026	Copies of all applications for public use permits that have been submitted to the City of Carmel within the past six months. I am also requesting copies of all public use permits that have been issued by the City of Carmel during the same six-month period.	Roslyn Norman, Hudson & Martin PC	3/11/2026	records sent
26-49	3/3/2026	3/13/2026	all documents related to the assertion, on pages C-11 through C-12 of the November 2025 Housing Element Amendment, that: "In addition to engaging with developers, the City and the AHA Group have also met with a number of hotel owners. These owners have shown a strong interest in exploring opportunities under the Hotel-to-Residential Conversion Program. Hotel owners recognize that the program will allow participating developers to pay a higher price for their properties and are enticed by the potential for above-market returns."	Peter Prows, Briscoe Firm	3/11/2026	records sent
26-50	3/3/2026	3/13/2026	Copies of the City Council Meeting Minutes from 1932	Robin Aeschilman	3/11/2026	records sent

City Clerk PRA Log  
March 2026

ATTACHMENT 3

#	Request Date	10-day response	Records Requested	Requester Name	Completed	Notes
26-51	3/5/2026	3/16/2026	List of names of those buying property in Carmel in the year 2024.	Kenneth Hoffer	3/11/2026	no responsive records (location is in the County of Monterey)
26-52	3/5/2026	3/16/2026	Records Requested: 911 call recordings (if available) Squad & Body-Worn Camera Videos (from officer arrival to suspect's departure) Interrogation/interview recordings of the suspect Complete incident/offense reports	Angela Iwanyszyn	3/11/2026	notified the requester that police reports must be requested and obtained from the Carmel Police Department. These records are released according to state law.
26-53	3/5/2026	3/16/2026	A copy of the meeting minutes, audio, video, or transcripts from the City Council's Special Meetings held on August 4, 2025.	Roslyn Norman, Hudson & Martin PC	3/11/2026	records sent
26-54	3/5/2026	3/16/2026	A copy of the meeting minutes, audio, video, or transcripts from the City Council's Special Meetings held on September 8, 2025.	Roslyn Norman, Hudson & Martin PC	3/11/2026	records sent
26-55	3/7/2026	3/17/2026	the remodel plans for 2313 Bay View	Rita Casey	3/10/2026	no responsive records (location is in the County of Monterey)
26-56	3/9/2026	3/19/2026	This is a request for public records concerning the recruitment and hiring process for the Project Manager position. Specifically:  - Evaluation materials, including interview scoring sheets, evaluation forms, candidate ranking lists, interview questions, and evaluation criteria. - Documents reflecting the final hiring recommendation or decision. - The total number of applicants and the number interviewed. - Communications regarding candidate evaluation or selection, such as emails, text messages, and notes/memoranda reflecting panel deliberations.	Mark DiOrio	3/16/2026	notified the requester that the are exempt from disclosure.
26-56.1	3/16/2026	3/26/2026	Any non-exempt, summary-level, or final records that do not contain personal identifying information of other candidates, regarding the Project Manager Position. Specifically, I request:  • Any anonymized or aggregated scoring summaries reflecting how candidates were evaluated • Any ranked "eligible list," certification list, or final candidate ranking generated for the position • The total number of applicants and number of candidates interviewed • Any final, non-deliberative document reflecting the hiring decision or recommendation • Interview questions and evaluation criteria used (excluding any scoring keys if necessary).	Mark DiOrio	3/20/2026	The City has responsive records, but they are exempt for the reasons stated in the City's prior response dated March 16, 2026.
26-57	3/11/2026	3/23/2026	A copy of the meeting audio, video, or transcripts from the Planning Commission meeting on September 23, 2015	Roslyn Norman, Hudson & Martin PC	3/17/2026	records sent

City Clerk PRA Log  
March 2026

#	Request Date	10-day response	Records Requested	Requester Name	Completed	Notes
26-58	3/11/2026	3/23/2026	I am requesting copies of all permit applications submitted for the property located at 5 Lincoln Street, Carmel, CA 93923, APN 010-191-001-000, from January 1, 2021, to the present. I am also requesting copies of all permits issued for the property located at 5 Lincoln Street, Carmel, CA 93923, APN 010-191-001-000, from January 1, 2021, to the present.	Roslyn Norman, Hudson & Martin PC	3/24/2026	records sent
26-59	3/16/2026	3/26/2026	All building and planning records for 25995 Junipero.	Dale Ellis, Lombardo & Associates	3/17/2026	records sent
26-60	3/16/2026	3/26/2026	Copies of Notices of Violation sent to Edwin's Carmel by the City of Carmel	Felix Cortez, KSBW	3/16/2026	records sent
26-61	3/17/2026	3/27/2026	Project submission for Permit # 230304 is the main permit, and then garage and ADU are 05 and 06. (NW Corner of 5th and Carpenter, APN 010-031-021-000)	Reena	3/17/2026	link to GIS property file sent
26-62	3/17/2026	3/27/2026	Copies of Notices of Violation sent to Edwin's Carmel by the City of Carmel	Mary Schley	3/17/2026	records sent
26-63	3/17/2026	3/27/2026	1) copies of business licenses for Brophy's tavern, odys tavern, mulligan public house, mundaka, pescadero, Barmel, Barmel supper club and please include license for each year starting in 2000 to present if available. 2) copy of the use permit for the cypress inn hotel and the Normandy inn.	Parker Logan	3/24/2026	records sent
26-64	3/21/2026	4/6/2026	any document that details payments to vendors issued by City of Carmel-by-the-Sea from 1/1/2022 through February, 28 2026. If available, please include: -Vendor name -Description of purchase or payment -Total price or amount paid	Oshea Smith, Sunlight Access	4/6/2026	records sent
26-65	3/24/2026	4/3/2026	Any records showing Dexter Salazar's association to Affina or Edwins	Alcholic Beverage Control	3/24/2026	records sent
26-66	3/25/2026	4/6/2026	purchase order or vendor history report from the accounting system by your finance team from 04/01/2025 to 3/25/2026, including: - Vendor Number or Vendor ID - Vendor Name - Identifier for each purchase, such as purchase order number (PO#) or, alternatively, an invoice or check number - Purchase Date - Line item details or description of each purchase - Line item quantity - Line item price	Abbas Khan, Inovo AI	4/6/2026	records sent
26-67	3/31/2026	4/10/2026	Phase I Environmental Site Assessment of the Carmel Mission Inn (hotel) addressed as 3665 Rio Road, Carmel-by-the-Sea, California - comprised of one parcel (3.48-acres) identified as APN # 009562013000 and owned by KHP V CARMEL OWNER LLC.	Ginger Rosendahl, Civil & Environmental Consultants, Inc.	3/31/2026	no responsive records (location is in the County of Monterey)

Police Records Request Log  
March 2026

#	Request Date	10-Day Due Date	Info Requested	Requestor	Date Completed	Notes
2026-001	03/02/26 mw	3/12/2026	arrest records 2023-2025 narratives	Grant H	03/03/2026 ALI	Emailed/denial letter review by City Attorney
2026-002	03/03/2026 ALI	3/13/2026	Video of C2203 Incident	Darlene Miller	fee paid for duplication	emailed
2026-003	3/4/2026 mw	3/14/2026	CA2600124	Ken White	03/04/2026 mw	Pick up
2026-004	03/03/2026 MW	03/13/2026 MW	CFS AW, Barmel, Sades 2022-2026	City Hall Nova - PRA request	3/4/2026	emailed Nova
2026-005	03/05/2026 SS	3/15/2026	Reports from 01/2026-present from Edwin's	Agent Suarez from ABC	03/05/2026 SS	Emailed CG2600085 & CG2600094
2026-006	03/09/2026 ALI	3/19/2026	CA2600112	Cathy Ann Lee	03/16/2026 ALI	mailed
2026-008	3/13/2026	3/23/2026	CG2600145	Kristin Augustine	03/20/2026 TW	Pick up
2026-009	03/16/2026 ALI	3/26/2026	C2251 Dash Cam	Haykuhi Tarverdyan	Retracted will come back.	On 03/20/2026 was advised of video release fee, she stated she would stop by sometime next month to pay. SS
2026-010	3/17/2026 NS	3/27/2026	CA2600124	Lexis Nexis	03/18/2026 NS	Request uploaded to CARFAX
2026-011	3/17/2026	3/27/2026	CG2600128	Metropolitan reporting	03/20/2026 mw	Denied under investigation still
2026-012	03/23/2026 ALI	4/2/2026	CQ2600029	John Coniglio	03/30/2026 ALI	Emailed
2026-013	3/24/2026 NS	4/3/2026	CFS 03242026-0032	Robert Gardner	03/31/2026 ALI	Pick up
2026-014	03/26/2026 SS	4/5/2026	CQ1900599	The State Bar Of California	03/26/2026 SS	Emailed
2026-015	3/27/2026 tw	4/6/2026	CG2300197/198 & CITES 80852/80853	Serge Babka Alameda DA Ofc.	03/27/2026 tw	Emailed



# CITY OF CARMEL-BY-THE-SEA

## Public Works Department April 2026 Report

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Ken Wysocki, Public Works Director
<b>SUBMITTED ON:</b>	April 2026

### Public Works Director

- Project Manager recruitment has been posted.
- Public Works currently has 4 vacant positions: Project Manager, Permit Tech, and 2 Maintenance Workers (one for Forestry, one for Street Maintenance)
- We had a successful Earth Day/Arbor Day; planted 2 pines in Devendorf Park.
- Forester & Assistant Forester are attending the annual International Society of Arboriculture conference at the end of April.

### Environmental Programs

- North Dunes Project:
  - Ice Plant Removal Ongoing: Scheduling work with Town & Country to remove 2.51 acre of ice plants this spring
- Renewing 5-year Coastal Development Permit (CDP 16-315);
  - Continued working with consultant on Draft CDP for North Dunes Restoration.
  - Forest & Beach Commission review June 2026
  - Planning Commission review July 2026 and approval expected September 2026.
- Carmel Beach Sea Level Rise/Adaptation Project:
  - Integral (Consultant) is still working on finalizing the Adaptation Pathway Report per comments and feedback from Planning Commission and Forest & Beach Commission.
- Stormwater:
  - We received the NOV from the Regional Water Board based on the recent audit. Recommendations provide by the board are achievable and staff is working on a response letter due by July 1, 2026.
- Waste Management:
  - Waiting on the response from CalRecycle based on their recent audit from April 6th.
  - HF&H is presenting at the May 5<sup>th</sup> Council Meeting with results of the recent survey about GreenWaste.

### Facility Maintenance

- Janitorial Services RFP reviews completed: bringing to Council for approval in May.
- First Murphy House: Completed dry rot repairs, tented the house for fumigation, and are now painting
- Forest Theater: Conducted electrical work and floor epoxy.
- HML: Replaced heat pump, podium and addressed the window film issue
- Fire Station: Replaced sink.
- Police: secure lot gate installation project in final review before construction.

## Street Maintenance

- Continued sweeping up sand at Del Mar (with track loader)
- Re-tarped the 11<sup>th</sup> Ave Erosion area, added sandbags, and jetted the drain system in this area.
- Worked on annual traffic marking painting throughout the city.
- Provided Chips for the Big Sur Marathon
- Continued sidewalk repairs and name sign painting throughout the city

## Project Management for the Capital Improvement Program

### Shoreline:

- *CIP-Beach Stairs*: 100% design completed and approved.
  - Construction is out for bid as of April 17<sup>th</sup>, with bids due May 15th.
- *CIP- 4<sup>th</sup> Ave Outfall & Sand Ramp*: Completed the geotechnical survey.
  - When enough sand returns we will rent a dozer to push sand up for temporary ramp.
- **Priority - Emergency Repair of 11<sup>th</sup> Ave shoreline erosion**:
  - Engineer consultant developing design for Scenic Pathway design/repairs
  - Engineer consultant working on the design solution for the bluff eroded area.
- *CIP - EV Chargers / Panel Upgrade Project*: Construction is out for bid as of April 2<sup>nd</sup>, with bids due by April 22<sup>nd</sup>.

### Additional Capital Improvement Projects:

- *CIP- Conglomerate Paving Project*: includes street paving work, selected sidewalk repairs, and asphalt concrete (AC) berm repairs, started Nov 12<sup>th</sup>, estimated completion in April.
  - You can see current status updates with a 3 week schedule look-ahead and map of all the paving areas for this project on our City website.
- Continued oversight and responding to CalAm and CAWD's city projects and Ulrika project.

### FY25-26 CIP Projects Completed:

- Fire Station Upgrade
- Forest Theater Stage
- Sunset Center Painting Phase 2
- ADA Upgrade Year 8 (Railing on steps at Devendorf Park)
- Rio/Junipero Media
- Park Library Window Repair
- Yoga Center ReRoof
- Forest Plan Implementation Year 2
- Resurfacing Sunset Center Parking Lot
- Devendorft Park Improvements
- Sidewalk Repairs: Precision Grinding

## Forestry, Parks, and Beach

- Refer to City Forester's Report.



# CITY OF CARMEL-BY-THE-SEA

## Monthly Report

### City Forester's Report

<b>TO:</b>	Forest and Beach Commissioners
<b>FROM:</b>	Justin Ono, City Forester
<b>SUBJECT:</b>	March 2026 Forester's Report

### Forestry, Parks, and Beach Highlights:

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

- Staff has sent draft to Dudek to review, their review is nearing completion and a meeting with the consultant is scheduled the week of April 6<sup>th</sup>.

#### Contractors:

- City contractor West Coast Arborists began a task order to grind 32 stumps and replant them immediately.
- Additionally, in March we assigned 5 large dead and hazardous trees for removal, which City contractor Tope's Tree Service will perform this month.
- Biological consultant Denise Duffy & Associates continues nesting bird surveys for upcoming task orders and Fuel mitigation work.

#### City Staff and Crews:

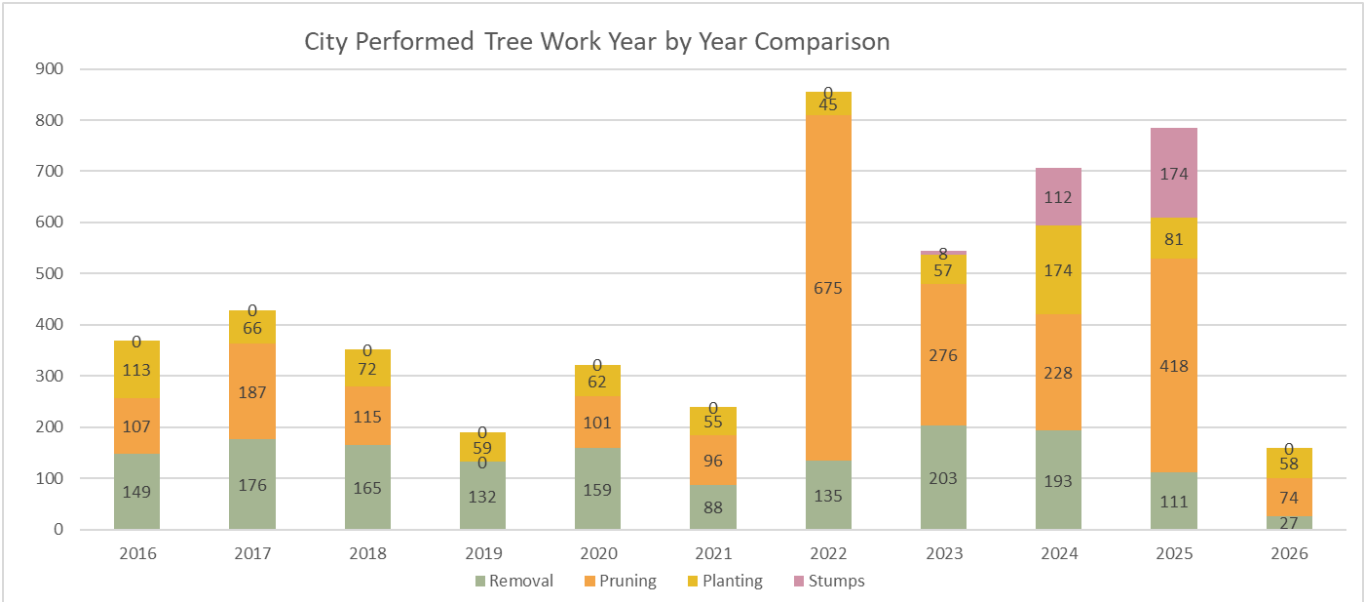
- City Forestry Crew removed 5 dead, dying, or invasive trees, planted 32 trees, and pruned 33 trees providing clearance for roads and stop signs, as well as maintaining tree health.
- City Tree Crew performed weed whacking in several areas around the city.
- City crew replaced broken irrigation valves in Vista Lobos Park.
- City crew continues to collect logs left by PG&E's recent work.

**Permit Information**

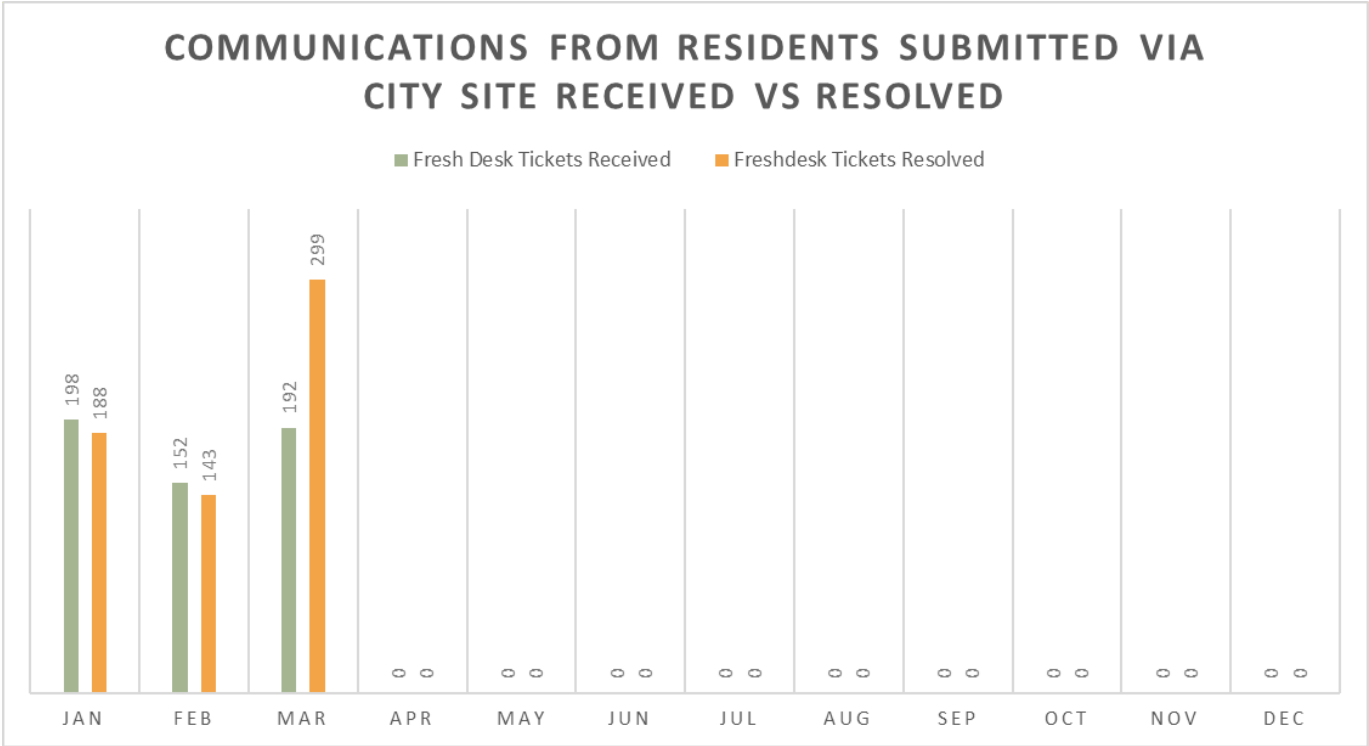
2025 Permitted removals, pruning, and required planting												
	Tree permits received	Tree permits Issued	Site Inspections Performed	Total Prunings	Total Removals	Removal of Upper	Removal of Lower	Required to Plant Upper	Required to Plant Lower	No room for new tree	Meets Density Rec.	Total Number of Trees Required
January	29	22	5	14	21	8	13	9	14	1	1	23
February	15	6	1	6	7	3	4	0	2	1	1	2
March	31	20	7	12	20	7	13	13	16	0	2	29
April												
May												
June												
July												
August												
September												
October												
November												
December												
<b>2026 Totals</b>	<b>75</b>	<b>48</b>	<b>13</b>	<b>32</b>	<b>48</b>	<b>18</b>	<b>30</b>	<b>22</b>	<b>32</b>	<b>2</b>	<b>4</b>	<b>54</b>

Historic permitted removals and required planting								
Year	Permitted removals	Removal of upper	Removal of lower	Replanting Required	Replanting of upper	Replanting of lower	Replanting %	Applications processed
2021	204	81	123	135	81	54	66.18%	213
2022	149	82	67	85	48	37	57.05%	155
2023	324	211	113	223	164	72	68.83%	336
2024	231	110	121	231	118	113	100.00%	391
2025	222	102	120	160	72	88	72.07%	315
2026	48	18	30	54	22	32	112.50%	75

City Forestry, Parks, and Beach Activities



\*Calendar year to date, stumps include contractors and will be updated upon completion of task orders.



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



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

**May 4, 2026**  
**CONSENT AGENDA**

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Jane Hogan, Accountant

**APPROVED BY:** Brandon Swanson, Acting City Administrator

**SUBJECT:** March 2026 Check Register Summary

**RECOMMENDATION:**

Approve the check register for March 2026.

**BACKGROUND / SUMMARY:**

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

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

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

**FISCAL IMPACT:**

The check register summary for March 2026 totals \$1,690,984.39.

**PRIOR CITY COUNCIL ACTION:**

Council ratified the February 2026 check register at the April 6, 2026, special council meeting.

**ATTACHMENTS:**

1. March 2026 Check Register

# March 2026 Check Register

Check No.	Vendor/Employee	Transaction Description	Date	Amount
<b>Department: 000</b>				
57325	County of Monterey-Treasury Division	Fine revenue Feb 2026	03/06/2026	2,525.00
<b>Total for Department: 000</b>				<b>2,525.00</b>
<b>Department: 110 City Council</b>				
57344	Monterey County Mayor's Association	Monterey Country Mayors Assoc	03/06/2026	1,670.18
57465	League of California Cities-MB Division	Membership dues 2026	03/27/2026	900.00
57480	US Bank	5TH AVENUE DELI 2-26-2026 lunch meeting with PG&E and city officials	03/27/2026	218.35
57480	US Bank	CALIFORNIAPIZZAKITCHEN 3-2-2026 City Council meeting dinner	03/27/2026	185.73
57480	US Bank	SAFEWAY.COM #2669 3-3-2026 City Council meeting dinner	03/27/2026	137.98
57480	US Bank	AMAZON.COM*N08S48NZ3 Jan. 12, 2026 City Council Meeting Dinner for Council/staff	03/27/2026	168.96
57480	US Bank	CALIFORNIAPIZZAKITCHEN Jan. 13, 2026, City Council meeting dinner for Council/staff	03/27/2026	195.59
57480	US Bank	WWW COSTCO COM Drinks, plates, utensils, napkins, chips,Priorities Workshop	03/27/2026	83.12
57480	US Bank	WWW COSTCO COM Drinks, plates, utensils, napkins, chips, Priorities Workshop	03/27/2026	70.25
57480	US Bank	5TH AVENUE DELI Lunch for attendees of the 1-22-26 Council Priorities Workshop	03/27/2026	841.22
57480	US Bank	AMAZON.COM*M88L94NT3 coffee, pastries, tea, for attendees of the Council Workshop	03/27/2026	147.95
57480	US Bank	TST*RISE AND ROAM PIZZER Pizza for the Priorities Workshop at Woman's Club	03/27/2026	129.71
57480	US Bank	SAFEWAY #0706 City Council meeting dinner Feb. 3, 2026	03/27/2026	119.98
<b>Total for Department: 110 City Council</b>				<b>4,869.02</b>
<b>Department: 111 City Administration</b>				
57312	Amazon Web Services Inc	AWS Cloud Services	03/06/2026	436.35
57315	Aviate Enterprises Inc	Darktrace Services for 2026-2027 QUOTE: Realtime Detections/Auto	03/06/2026	18,964.30
57319	Carmel Pine Cone	Legal noticing:Street Addresses Program	03/06/2026	594.75
57323	Copies By-The-Sea	Agenda printing services	03/06/2026	1,101.78
57326	Department of General Services	Moulton hearing	03/06/2026	26,466.75
57336	Iron Mountain	Records management	03/06/2026	686.51
57345	Office Depot, Inc.	Admin Office supplies	03/06/2026	79.01
57361	Verizon Wireless	Monthly phone usage and sales	03/06/2026	3,092.14
57372	Carmel Pine Cone	Legal noticing	03/13/2026	425.00
57380	Hinderliter, De Llamas & Associates	HdL Transaction Tax Audit \$4,500 per qtr.	03/13/2026	2,139.99
57384	Cervantes Melinda	Reimbursement for hotel during Library Director transition	03/13/2026	200.00
57389	Office Depot, Inc.	Admin Office supplies	03/13/2026	79.63
57399	AT&T	Telephone service citywide	03/20/2026	332.80
57400	AT&T	Telephone service Citywide	03/20/2026	3,090.42
57405	Comcast Business	NonNGEN internet and recurring charges	03/20/2026	644.40
57416	IAMP Pro Audio/Anthony J. Nocita	Set-up, live production, associated support of city meetings and	03/20/2026	5,105.36
57421	Monterey Bay Engineers, Inc	Profession fees:ALTA/SDPS Survey Dolores/Carmel River	03/20/2026	16,000.00
57422	Municipal Resource Group, LLC	City Administrator evaluation/Executive Coaching	03/20/2026	2,600.00
57426	Regional Government Services	Payroll services	03/20/2026	5,676.10
57428	Same Day Shred	Admin Shredding	03/20/2026	55.00
57430	Softchoice Corporation	SLG EA - Level D - Lic Recon - Year 3 -ENR 61462220	03/20/2026	1,181.19
57434	Universal Staffing Inc	Temporary staffing services-V Gorn	03/20/2026	5,976.00
57436	Xerox Financial Services	Xerox copier leases citywide	03/20/2026	2,905.06
57446	Amazon Capitol Services	Computer Equipment non-capital	03/27/2026	1,397.27
57447	Benefit Coordinators Corporation (BCC)	Cobra Admin expenses (\$83.60 mo)	03/27/2026	83.60
57451	Carmel Pine Cone	Legal noticing	03/27/2026	1,361.00
57455	Comcast	Cable service CH and PD	03/27/2026	625.18
57461	ICMA Membership Renewals	Membershiip dues: Joel Staker Member #1139386	03/27/2026	200.00
57464	Joel Staker	Reimburse for goodbye intern lunch	03/27/2026	191.30
57472	Quality Print & Copy	business cards, misc.	03/27/2026	114.71
57480	US Bank	AIRBNB * HMTZDDCS3T Napa Business Stay	03/27/2026	359.47
57480	US Bank	UBER *TRIP Uber Tip for Napa Business Trip	03/27/2026	5.19
57480	US Bank	UBER *TRIP Uber Trip + Fees - Napa Business Trip	03/27/2026	25.95
57480	US Bank	ENTERPRISE RENT-A-CAR Rental Car	03/27/2026	243.40
57480	US Bank	VINO BELLO City Tax for 3 night stay (Napa Business Trip)	03/27/2026	22.89
57480	US Bank	ERACTOLL 2B3P49 Toll Fees for Rental Car	03/27/2026	13.45
57480	US Bank	JEJU KITCHEN Ken & Brandon Lunch Meeting to discuss CIP, tipped \$15	03/27/2026	105.55
57480	US Bank	SP BBK LAW 2026 Election Handbook BBK	03/27/2026	546.25
57480	US Bank	CCI*CONSTANT-CONTACT Feb. 2026 Constant Contact Subscription	03/27/2026	99.00
57480	US Bank	VSP*CALCHAMBER 2026 CA Labor Law Posters + Pamphlets	03/27/2026	704.04
57480	US Bank	AMAZON MKTPL*7F6Q01CM3 workbooks	03/27/2026	24.71
57480	US Bank	AMAZON MKTPL*HD0N78NF3 Workbooks	03/27/2026	50.34

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57480	US Bank	AMAZON.COM*BE1IB3G72 Wall File	03/27/2026	29.38
57480	US Bank	SP PLEASURE OF WRITING Pen Refills	03/27/2026	23.92
57480	US Bank	CCSI METROFAX HR Fax number	03/27/2026	11.95
57480	US Bank	TST*PANGAEA GRILL Meeting with CM Delves	03/27/2026	77.55
57480	US Bank	TST*CARMEL BAKERY Welcome Lunch with Heather Cousin - Lib Director	03/27/2026	27.40
57480	US Bank	NIELSEN BROS MARKET Staff Purchase (Ice Cream)/Heat Wave	03/27/2026	28.47
57480	US Bank	JUNCTION NETWORKS, INC Phone charges	03/27/2026	396.53
57480	US Bank	AMAZON MKTPL*IJ1QF4UB3 ordered by MWEBSTER	03/27/2026	138.73
57480	US Bank	REPLIT, INC. Cloud Software	03/27/2026	120.75
57480	US Bank	MICROSOFT#G139228350 Cloud Software	03/27/2026	710.77
57480	US Bank	BITWARDEN Cloud Software	03/27/2026	35.00
57480	US Bank	FRESHWORKS INC Cloud Software Freshdesk	03/27/2026	820.00
57480	US Bank	ZOOM.COM 888-799-9666 Cloud Software	03/27/2026	645.85
57480	US Bank	ADOBE INC Cloud Software	03/27/2026	909.67
57480	US Bank	BACKBLAZE INC Cloud Software	03/27/2026	92.38
57480	US Bank	FRESHWORKS INC Cloud Software	03/27/2026	854.01
57480	US Bank	GOOGLE*CLOUD XDWG78	03/27/2026	4.00
57480	US Bank	REPLIT, INC. Office supplies	03/27/2026	20.00
57480	US Bank	AMAZON RETA* B96993H62 Hardware for Darktrace system	03/27/2026	49.76
57480	US Bank	JUNCTION NETWORKS, INC Phone System Charges	03/27/2026	864.02
57480	US Bank	JUNCTION NETWORKS, INC Phone Charges	03/27/2026	406.33
57480	US Bank	LEAGUE OF CALIFORNIA CIT Mun. Rev. Sources Handbook	03/27/2026	100.00
57480	US Bank	SQ *BAGEL KITCHEN Meetings with citizens and employees	03/27/2026	66.00
57480	US Bank	CANVA* 04770-0756347 Canva subscription for social media, website, flyers and outreach	03/27/2026	300.00
57480	US Bank	CCI*CONSTANT-CONTACT Constant Contact monthly subscription	03/27/2026	99.00
57480	US Bank	TAX1099.COM Form 1099 MISC	03/27/2026	3.30
57480	US Bank	TAX1099.COM form 1099 NEC	03/27/2026	234.90
57480	US Bank	CSMFO Credit for missed Training	03/27/2026	-60.00
57480	US Bank	TRAVELBANK Training	03/27/2026	1,248.00
57480	US Bank	TST*ALVARADO STREET BREW Assistant City Forester Panel lunch	03/27/2026	154.75
57480	US Bank	DAMETRA CAFE Project Manager Interview Panel Lunch	03/27/2026	174.83
57480	US Bank	OFFICEMAX/DEPOT 6260 W2 Envelopes	03/27/2026	31.67
57480	US Bank	CCSI METROFAX HR Fax number	03/27/2026	11.95
57480	US Bank	SQ *CARMEL VALLEY COFFEE Katherina Giotenov Welcome	03/27/2026	51.75
57480	US Bank	SQ *CARMEL VALLEY COFFEE Executive in person meeting	03/27/2026	57.79
57480	US Bank	TST*RISE AND ROAM PIZZER Sr Staff Meeting	03/27/2026	82.00
57480	US Bank	REPLIT, INC. Cloud Software	03/27/2026	120.00
57480	US Bank	MICROSOFT#G134469033 Cloud Software	03/27/2026	579.55
57480	US Bank	BITWARDEN Cloud Software	03/27/2026	35.00
57480	US Bank	FRESHWORKS INC Cloud Software	03/27/2026	820.00
57480	US Bank	ZOOM.COM 888-799-9666 Cloud Software	03/27/2026	645.85
57480	US Bank	ADOBE INC Cloud Software	03/27/2026	909.67
57480	US Bank	BACKBLAZE INC Cloud Software	03/27/2026	91.18
57480	US Bank	FRESHWORKS INC Cloud Software	03/27/2026	854.01
57480	US Bank	GOOGLE*CLOUD JBW3VX Cloud Software	03/27/2026	2.69
57480	US Bank	REPLIT, INC. Cloud Software	03/27/2026	25.00
57480	US Bank	JUNCTION NETWORKS, INC Phone System Charges	03/27/2026	864.09
57480	US Bank	JUNCTION NETWORKS, INC Phone Charges	03/27/2026	396.68
57480	US Bank	JUNCTION NETWORKS, INC Phone charges	03/27/2026	396.41
57480	US Bank	AMAZON RETA* WG2C89XG3 UPS for PD	03/27/2026	318.56

Total for Department: 111 City Administration	118,886.94
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**Department: 112 City Attorney**

57401	Best Best & Krieger, Attorney At Law	Legal fees:Telecommunications issue, Verizon litigation	03/20/2026	49,735.00
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Total for Department: 112 City Attorney	49,735.00
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**Department: 115 Community Planning & Building**

57311	Amazon Capitol Services	Code Enforcement Supplies	03/06/2026	32.76
57313	American Council of Engineering Companies	Planning Law Books	03/06/2026	147.63
57329	FedEx	Volume Study DS 25162 (5855 Junipero LLC)	03/06/2026	16.24
57340	Leah Young	CACEO Hotel Reimbursement	03/06/2026	693.16
57376	EMC Planning Group, Inc	6th Cycle Housing Element	03/13/2026	1,980.54
57377	Engineered Fire Systems	Plan Review - February 2026	03/13/2026	1,552.50
57383	Marmie Waffle	3/10 ODDS Meeting Supplies	03/13/2026	36.97
57389	Office Depot, Inc.	CPB Supplies - Planning	03/13/2026	77.57
57411	FedEx	Volume Studies DS 25272 (Gartner) & DS 25019 (McWhorter)	03/20/2026	32.48

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57463	International Code Council-Pen Chapter	2025 CA Accessibility Updates Seminar: DD & JL	03/27/2026	300.00
57480	US Bank	MONTEREYCORECCTR*VCN Notary Filing Fees, Shelby Gorman	03/27/2026	67.50
57480	US Bank	AIRTABLE.COM/BILL Airtable: Affordable Housing Project (no receipt)	03/27/2026	48.00
57480	US Bank	OTTER PRODUCTS, LLC Otter Products: iPad Case for Erin Lewis	03/27/2026	76.11
57480	US Bank	IKEA 489550837 IKEA: Cabinet for City Council Chambers	03/27/2026	64.61
57480	US Bank	RESIDENCE INN RANCHO C CACEO: Training - Bo Grunde hotel	03/27/2026	0.02
57480	US Bank	PY *CALIFORNIA PRESERVATI California Preservation Foundation: HRB Training	03/27/2026	250.00
57480	US Bank	CALIFORNIAPIZZAKITCHEN CPK: pizza for Feb 2026 Planning Commission	03/27/2026	205.01
57480	US Bank	ASSOCIATION OF ENVIRONMEN J Olander, M Waffle	03/27/2026	490.00
57480	US Bank	MONTEREYCORECCTR*VCN : Filing Fees, Sullivan Carey-Lang	03/27/2026	4.50
57480	US Bank	NFPA NATL FIRE PROTECT Membership , Jermel Laurie	03/27/2026	225.00
57480	US Bank	AMAZON MKTPL*4A0HY35K3 Amazon: Bike Parts	03/27/2026	48.35
57480	US Bank	INT'L CODE COUNCIL INC ICC: Membership, Sullivan Carey-Lang	03/27/2026	215.00
57480	US Bank	TARGET.COM Target: Bookshelf for new Code Enforcement station	03/27/2026	30.59
57480	US Bank	CACEO CACEO: Training - Bo Grunde	03/27/2026	550.00
57480	US Bank	CACEO CACEO: Training - Leah Young	03/27/2026	115.00
57480	US Bank	AIRTABLE.COM/BILL Airtable: Affordable Housing Project (no receipt)	03/27/2026	48.00
57480	US Bank	RESIDENCE INN RANCHO C Marriott: CACEO Training, Bo Grunde	03/27/2026	678.21
57480	US Bank	CACEO CACEO: Training - Leah Young	03/27/2026	550.00
57480	US Bank	AMERICAN PLANNING ASSOCI APA: Membership, Erin Lewis	03/27/2026	284.00
57480	US Bank	ESRI ESRI: ArcGIS Subscription	03/27/2026	100.00
57480	US Bank	AMAZON MKTPL*XJ3E37HK3 Amazon: Bike Parts	03/27/2026	128.36
57480	US Bank	CACEO CACEO: Membership Dues	03/27/2026	100.00
57482	Veronica Tam and Associates	Sites Inventory and Programs - Feb 2026 - Mar 2026	03/27/2026	495.00

<b>Total for Department: 115 Community Planning &amp; Bu</b>	<b>9,643.11</b>
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**Department: 116 Police**

57324	County of Monterey, Dept of Emerg Mgmt	Dispatch and related services FY2025-26 Quarter 4	03/06/2026	4,203.00
57324	County of Monterey, Dept of Emerg Mgmt	Dispatch and related services FY2025-26 Quarter 4	03/06/2026	6,689.00
57337	Javier Auto Services	PD Auto Repairs	03/06/2026	150.89
57338	JD Repairs, Inc	Police Dept repairs	03/06/2026	360.00
57339	John DeLeon	Reimburse for Training Radar/Lidar School Santa Rosa CA 3/8/26-3	03/06/2026	1,068.27
57345	Office Depot, Inc.	PD Misc office supplies	03/06/2026	200.01
57351	Raya Automotive	PD Vehicle repairs	03/06/2026	1,689.65
57354	Santa Rosa Police Department	Radar-Lasar Operator training - J DeLeon 3/9-12/26	03/06/2026	100.00
57357	T2 Systems Canada Inc.	PD:Digital iris services	03/06/2026	75.00
57358	T2 Systems, Inc	Automated Owner Lookup/Letter Service	03/06/2026	149.83
57362	Wilana, LLC dba Swift Car Wash	Car Wash	03/06/2026	480.00
57373	Carmel Towing & Garage	Towing services PD	03/13/2026	175.00
57406	ComSonics Repair Services	Autovu Maintenance contract	03/20/2026	16,416.00
57417	Jacob Clifford	Reimburse for training Achilles Heel Tact travel 3/11-3/12/2026	03/20/2026	198.81
57418	JD Repairs, Inc	Police Dept repairs	03/20/2026	365.46
57428	Same Day Shred	PD-Document shredding services	03/20/2026	75.00
57432	T2 Systems, Inc	Citation services Feb 2026	03/20/2026	350.92
57433	Transunion Risk & Alterna	TLO investigative searches	03/20/2026	100.00
57456	CHOMP	PD Testing services	03/27/2026	28.00
57462	Image Sales	Employee ID Badges-PD	03/27/2026	113.46
57480	US Bank	4TE*FACILITRON Evacuation drill: Parking lot rental and restrooms	03/27/2026	252.13
57480	US Bank	ULINE *SHIP SUPPLIES Evidence bins and containers for evidence storage	03/27/2026	556.95
57480	US Bank	EVIDENT Gloves for evidence and patrol	03/27/2026	418.00
57480	US Bank	EVIDENT shipping and handling for the gloves	03/27/2026	62.07
57480	US Bank	SQ *FEDERICO EMBROIDERY VIPS Hats	03/27/2026	229.21
57480	US Bank	ALLEGRETTO VINEYARD RE MCCLEOA Chiefs Conference in May	03/27/2026	274.13
57480	US Bank	EJM DIGITAL LLC Sex Offender Training	03/27/2026	249.00
57480	US Bank	ACHILLES HEEL TACTICAL J Clifford-3/10/26 Pistol Training	03/27/2026	400.00
57480	US Bank	JERSEY MIKES ONLINE UC Lunch for city evacuation meeting with police and city officials	03/27/2026	138.10
57480	US Bank	RESIDENCE INN MGN HILL Lodging for Margaret Sheppard for Dispatch Academy	03/27/2026	817.37
57480	US Bank	THEIACP Annual Membership IACP	03/27/2026	220.00
57480	US Bank	PIZZA HEAVEN Listening session #2 at Sunset Center	03/27/2026	429.67
57480	US Bank	BRUNO S MARKET & DE Cleaning supplies for Cindi Mitchell's T2 equipment	03/27/2026	4.47
57480	US Bank	WWW.STICKERYOU.COM Magnetic Emergency info for community events.	03/27/2026	603.19
57480	US Bank	GLANNIS PIZA CA Police Department Meeting (Approved by Chief Trayer)	03/27/2026	262.94
57484	Wilana, LLC dba Swift Car Wash	Car Wash	03/27/2026	160.00

<b>Total for Department: 116 Police</b>	<b>38,065.53</b>
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**Department: 117 Fire**

57316	Bauer Compressors	Bauer compressor repairs	03/06/2026	838.91
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ATTACHMENT 1

57324	County of Monterey, Dept of Emerg Mgmt	Dispatch and related services FY2025-26 Quarter 4	03/06/2026	12,852.00
57333	HASCO Stations, LLC	Gas and oil Fire Dept	03/06/2026	269.83
57371	Canter Buyer Parent, LP	Fire Dept vehicle service and sales	03/13/2026	716.88
57404	City Of Monterey	Fire Dept vehicle repairs	03/20/2026	2,499.49
57414	HASCO Stations, LLC	Gas and oil Fire Dept	03/20/2026	321.47
57423	Napa Auto Parts	Replacement parts Fire Dept	03/20/2026	689.35
57449	Canter Buyer Parent, LP	Tire service PD	03/27/2026	190.00
57454	City Of Monterey	Fire Services Jul 2025- Jun 2026	03/27/2026	286,502.37

<b>Total for Department: 117 Fire</b>	<b>304,880.30</b>
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Department: 118 Ambulance

57317	Bound Tree Medical LLC	Medical supplies	03/06/2026	2,058.15
57333	HASCO Stations, LLC	Gas and oil Amb Dept	03/06/2026	695.58
57343	Mission Linen Service	Mission Linen (updated contract)	03/06/2026	148.14
57348	Peninsula Welding & Medical Supply, inc.	Amb Dept:Oxygen/hazardous materials transport service	03/06/2026	64.72
57385	Mission Linen Service	Mission Linen (updated contract)	03/13/2026	148.14
57397	American Supply Company	Janitor Expense	03/20/2026	403.79
57402	Bound Tree Medical LLC	Medical supplies	03/20/2026	368.09
57414	HASCO Stations, LLC	Gas and oil Amb Dept	03/20/2026	1,288.06
57420	Mission Linen Service	Mission Linen (updated contract)	03/20/2026	141.64
57424	Peninsula Welding & Medical Supply, inc.	Amb Dept:Oxygen/hazardous materials transport service	03/20/2026	151.20
57435	Wittman Enterprises, LLC	Wittman Ent 6%net	03/20/2026	7,354.72
57448	Bound Tree Medical LLC	Medical supplies	03/27/2026	669.17
57454	City Of Monterey	Ambulance Service Fee Oct 2025 thru Jun 2026	03/27/2026	179,521.83
57467	Mission Linen Service	Mission Linen (updated contract)	03/27/2026	279.78
57480	US Bank	LEMON SQUAD AUTO Ford F-450 (ambulance) vehicle inspection	03/27/2026	372.49
57480	US Bank	AMAZON.COM Amazon could not find the location and refunded the items.	03/27/2026	-57.64
57480	US Bank	THE HOME DEPOT 6967 Tools for Amb 15/ME15 and Station 15	03/27/2026	820.43
57485	Wittman Enterprises, LLC	Wittman Ent 6%net	03/27/2026	725.44

<b>Total for Department: 118 Ambulance</b>	<b>195,153.73</b>
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Department: 119 Public Works

57309	Ailing House Pest Control	Ailing House - City wide pest control	03/06/2026	565.00
57314	Angeles Premium Construction, Inc	SSC flooring -repairs (9th and San Carlos)	03/06/2026	4,585.29
57320	Cintas Corporation	Cintas- Uniforms for PW	03/06/2026	446.65
57327	Dudek	Environmental support: On call MTNP, Carmel Forest Mast Plan, CE	03/06/2026	490.00
57328	Edges Electrical Group	Edges Electrical Supply -	03/06/2026	355.67
57330	Ferguson Enterprises, Inc.	Ferguson Plumbing Supply	03/06/2026	1,466.35
57331	Granite Construction Company	Granite Construction- Asphalt	03/06/2026	1,126.37
57332	Granite Rock Company	Granite Rock Company- Supplies	03/06/2026	1,772.49
57333	HASCO Stations, LLC	Fuel for PW Division fleet	03/06/2026	1,199.25
57334	Hayward Lumber	Hayward Lumber- Supplies	03/06/2026	106.76
57341	Macaluso Electric, Inc.	Battery install for backup lighting system FT. 10/17/25 #11627	03/06/2026	6,957.00
57346	On Point Generators	On Point Generators - City Generator service	03/06/2026	533.00
57347	Overhead Door Co of Salinas	Overhead Door Co - City Garage door service	03/06/2026	745.55
57349	Poes Plumbing & Backflow	Poes Plumbing & Backflow - City facility plumbing service	03/06/2026	2,741.28
57350	Pureserve Building Service	Pureserve Building Service - City facility janitorial service	03/06/2026	23,101.72
57352	Robert Half	TemporaryForestry assistance services	03/06/2026	8,631.29
57353	Safeway Sign Co.	PW signs	03/06/2026	1,119.81
57355	Scarborough Lumber & Building	Scarborough Ace Hardware - STREETS	03/06/2026	109.76
57356	Sentry Alarm Systems	Sentry Alarm Systems - City facility alarm service	03/06/2026	212.76
57360	Valley Hills Nursery	Valley Hills Nursery	03/06/2026	929.72
57363	Zumar Industries, Inc.	Pedestrian Crossing Signs	03/06/2026	1,380.50
57374	Coastal Fabrication Company Inc	Pre-fab work for City project 2/19/26 35371	03/13/2026	240.35
57381	M3 Environmental Consulting	Lead - Asbestos inspection different City locations	03/13/2026	3,740.00
57387	Napa Auto Parts	Monterey Auto Supply, Napa- Vehicle Supplies	03/13/2026	73.96
57388	Nicole Nedeff	FMP - 3/1/26 2026-1	03/13/2026	831.25
57403	Cintas Corporation	Cintas- Uniforms for PW	03/20/2026	260.20
57408	Drought Resistant Nursery	2/18/26 278265191 Plants for City locations	03/20/2026	65.90
57410	Federicos Embroidery	Forestry embroidery 37916-11-5-24, 39794-11-13-26, 38930 6-19-25	03/20/2026	452.90
57413	Golden State Portables	Golden State Portables - Portable potty service	03/20/2026	650.00
57415	Hayward Lumber	Hayward Lumber- Supplies	03/20/2026	1,429.35
57427	Robert Half	Temporary forestry assistance	03/20/2026	673.16
57437	Zero Waste USA	Zero Waste- Mutt Mitts	03/20/2026	6,642.40
57445	Ailing House Pest Control	Ailing House - City wide pest control	03/27/2026	236.00
57452	Cintas Corp 2 (First Aid)	Refill 1st aide supplies 12-19-26 5308973410	03/27/2026	16.45
57453	Cintas Corporation	Cintas- Uniforms for PW	03/27/2026	448.63
57457	Federicos Embroidery	PW embroidery 3-27/25 #38561	03/27/2026	22.50
57458	Granite Construction Company	Granite Construction- Asphalt	03/27/2026	1,126.37

ATTACHMENT 1

57459	HASCO Stations, LLC	Fuel for PW Division fleet	03/27/2026	1,218.73
57460	Hayward Lumber	Hayward Lumber- Supplies	03/27/2026	63.72
57468	Pacific Smog	Smog Van 3371 3/1/26	03/27/2026	65.75
57470	Poes Plumbing & Backflow	Poes Plumbing & Backflow - City facility plumbing service	03/27/2026	231.65
57473	Robert Half	Temporary forestry assistance services	03/27/2026	1,682.66
57474	Scarborough Lumber & Building	Scarborough Ace Hardware - STREETS	03/27/2026	640.92
57476	Sentry Alarm Systems	Sentry Alarm Systems - City facility alarm service	03/27/2026	445.50
57478	Tree Stuff Lockbox No 639707	Treestuff - Supplies for Forestry Division	03/27/2026	320.80
57479	Uline Inc.	Uline- Safety Supplies	03/27/2026	442.37
57480	US Bank	HEARTSMART AED pads	03/27/2026	95.70
57480	US Bank	SP TRUEWERK PM jacket	03/27/2026	205.54
57480	US Bank	WESTERN CHAPTER INTERNATI 2026 conference registration for Aldama and Ono	03/27/2026	1,300.00
57480	US Bank	CALI PIZZA KITC Lunch PD/PW Architectural Service RFP reviews with Councilmembers	03/27/2026	162.74
57480	US Bank	ISA Rene Aldama ISA yearly membership	03/27/2026	185.00
57480	US Bank	HEARTSMART AED supplies	03/27/2026	209.65
57480	US Bank	THE HOME DEPOT 6967 Streets - cord for beach	03/27/2026	369.27
57480	US Bank	THE HOME DEPOT #6967 Safety Solvent	03/27/2026	158.57
57480	US Bank	STAPLES 00102822 Printer Ink	03/27/2026	167.14
57480	US Bank	THE HOME DEPOT 6967 corrugated roof panels	03/27/2026	425.86
57480	US Bank	WEATHERTECH Floor mats	03/27/2026	511.06
57480	US Bank	THE HOME DEPOT 6967 Dehumidifier for office and small tools	03/27/2026	501.96
57480	US Bank	TENAYA LODGING Western Chapter ISA conference Lodging deposit - Rene Aldama	03/27/2026	311.72
57480	US Bank	TENAYA LODGING Western Chapter ISA Conference lodging deposit - Justin Ono	03/27/2026	311.72
57480	US Bank	WESTERN CHAPTER INTERNATI Advanced Decay Workshop for J Ono and R Aldama	03/27/2026	340.00
57480	US Bank	CALI PIZZA KITC INC Lunch provided for an all-day audit by California Water Board	03/27/2026	185.73
57480	US Bank	WWW.APWA.NET APWA registration	03/27/2026	165.00
57480	US Bank	AMAZON MKTPL*1J6K48AI3 manhole hooks	03/27/2026	169.62
57480	US Bank	INK TECHNOLOGIES LLC printer ink	03/27/2026	80.85
57480	US Bank	SP GREEN PAPER PRD Compostable trash bags	03/27/2026	304.39
57480	US Bank	PICK-N-PULL #46-SALINAS Van door handle	03/27/2026	24.48
57480	US Bank	831 AUTO GLASS Windshield replacement for electric street sweeper	03/27/2026	375.00
57480	US Bank	ULINE *SHIP SUPPLIES Facility mats	03/27/2026	906.91
57480	US Bank	PETCO 1308 Fish pond supplies	03/27/2026	107.02
57480	US Bank	THE HOME DEPOT 6967supplies fm pest control, plumbing, supplies, batteries, multi strips	03/27/2026	500.21
57480	US Bank	ULINE *SHIP SUPPLIES Replacement mats city facilities	03/27/2026	210.32
57480	US Bank	SHERWIN-WILLIAMS708155 Paint for Del Mar restrooms	03/27/2026	70.00
57481	Valley Hills Nursery	Supplies for City projects 2/18/26 #19961	03/27/2026	273.94

**Total for Department: 119 Public Works** 89,227.14

**Department: 121 Community Activities**

57378	Good Roots Events, Inc.	Farmers' market and Third Thursday management services FY 2025-2	03/13/2026	20,700.00
57480	US Bank	SQ *CAFE CARMEL Cookies at Carmel Chamber of Commerce Putts for Paws event	03/27/2026	250.00
57480	US Bank	AMAZON MKTPL*155714RU3 Dog cardboard cutouts for Chamber Putts for Paws	03/27/2026	117.94
57480	US Bank	AMAZON MKTPL*GW0AD9LT3 Paw print treat bags for Carmel Chamber Putts for Paws	03/27/2026	6.54

**Total for Department: 121 Community Activities** 21,074.48

**Department: 130 Non-Departmental**

57310	Alliant Insurance Services	Acting City Administrator Bond-B Swanson	03/06/2026	875.00
57318	Cal-Am Water Company	Water service citywide	03/06/2026	16,278.10
57391	PG&E	Citywide gas and electric services	03/13/2026	993.53
57425	PG&E	Citywide gas and electric services	03/20/2026	426.72
57469	Pitney Bowes Bank, Inc Reserve Account	Advance on postage meter mailing costs	03/27/2026	2,000.00

**Total for Department: 130 Non-Departmental** 20,573.35

**Department: 311 Capital Projects**

57321	Coastal Fabrication Company Inc	Devendorf Park ADA handrails	03/06/2026	10,266.67
57322	Community Tree Service	Community Tree Service	03/06/2026	20,666.91
57375	Coastal Paving & Excavating, Inc	Conglomerate Paving Project	03/13/2026	623,107.36
57390	Opticos Design, Inc	ODDS - February 2026	03/13/2026	10,125.00
57394	Tombleson Inc.	Carmel PD evidence room #26889122325	03/13/2026	3,950.00
57395	Wald, Ruhnke & Dost Architects, LLP	Carmel Fire Department upgrades	03/13/2026	13,311.67
57409	EMC Planning Group, Inc	Coastal Engineering and Adaptation Planning Project	03/20/2026	8,925.84
57412	C&S Flooring Systems, Inc	Install flooring Fire Station upgrades, for Captains Room	03/20/2026	4,245.00
57471	Precision Emprise LLC	CIP Sidewalk uplift shaving	03/27/2026	62,912.80
57477	Topes Tree Service Inc.	Topes Tree Service - Tree work	03/27/2026	22,662.00
57483	Wald, Ruhnke & Dost Architects, LLP	Architectual Plans 2-28-26 #2519202	03/27/2026	800.00

ATTACHMENT 1

<b>Total for Department: 311 Capital Projects</b>				<b>780,973.25</b>
<b>Department: 411 Debt Service</b>				
57359	US BANK St. Paul	CARMEL PUB IMP Auth 2020 Ref LRBS Interest pmt	03/06/2026	55,377.54
<b>Total for Department: 411 Debt Service</b>				<b>55,377.54</b>
<b>Grand Total</b>				<b>1,690,984.39</b>



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

**May 4, 2026**  
**CONSENT AGENDA**

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Todd Trayer, Police Chief

**APPROVED BY:** Brandon Swanson, Acting City Administrator

**SUBJECT:** Receive the Carmel Police Department's 2025 Military Equipment Annual Report per AB 481 and approve future purchase of new/replacement equipment

**RECOMMENDATION:**

Adopt Resolution 2026-026 accepting the 2025 Annual Assembly Bill 481 (AB 481) Military Equipment Report and approving future acquisition of replacement and additional equipment consistent with the city's adopted Military Equipment Use Policy.

**BACKGROUND / SUMMARY:**

**The purpose of this Resolution is for Council to receive the Carmel Police Department's 2025 Military Equipment Annual Report per AB 481 and approve future purchase of new/replacement equipment.**

**Background on Assembly Bill 481 (AB 481)**

On September 30, 2021, California enacted Assembly Bill 481 (AB 481) to increase transparency, oversight, and community involvement regarding the use of military equipment by law enforcement agencies. The law requires agencies to publicly disclose, justify, and report on the acquisition and use of military equipment. The full text of AB 481 is found here:

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202120220AB481](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB481)

**Key Requirements of AB 481**

AB 481 requires the governing body of each law enforcement agency to:

- Adopt a publicly reviewed and approved Military Equipment Use Policy through ordinance.
- Prepare and submit an Annual Military Equipment Report for all approved equipment, which must be made available online.
- Hold at least one public community engagement meeting within 30 days of releasing the annual report.

### **Carmel-by-the-Sea Police Department's Implementation**

In compliance with AB 481, the Carmel City Council adopted Ordinance No. 2024-001 on July 9, 2024. This ordinance established Carmel Police Department's (CPD) Policy 701 at the following link: <https://ci.carmel.ca.us/post/military-equipment-ab-481>, which outlines the department's rules for acquiring and using military equipment. The policy is also available on the City's website: <https://ci.carmel.ca.us/post/police-standard-policies-and-practices>.

CPD published its Annual Military Equipment Report on April 14, 2026, which includes required data such as:

- Types of military equipment in use.
- Authorized purposes and usage.
- Frequency of use and any associated incidents.
- Fiscal impacts and equipment lifespan.

### **Public Engagement**

To encourage transparency and public input, CPD held a community meeting on April 14, 2026, at the Council Chambers. The purpose was to present and discuss the 2025 Military Equipment Use Report (**Attachment 1**) and answer questions from the public. The community meeting presentation slides are included as **Attachment 2**.

### **Definition of Military Equipment under AB 481**

AB 481 defines 15 categories of military equipment subject to regulation. These include, but are not limited to, the following categories:

1. Unmanned, remotely piloted, powered aerial or ground vehicles.
2. Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
3. High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
4. Tracked armored vehicles that provide ballistic protection to their occupants.
5. Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.

6. Weaponized aircraft, vessels, or vehicles of any kind.
7. Battering rams, slugs, and breaching apparatuses that are explosive in nature.
8. Firearms of .50 caliber or greater, excluding standard-issue shotguns.
9. Ammunition of .50 caliber or greater, excluding standard-issue shotgun ammunition.
10. Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code §30515, excluding standard-issue service weapons.
11. Any firearm or firearm accessory that is designed to launch explosive projectiles.
12. Noise-flash diversionary devices (flashbangs), explosive breaching tools, tear gas, and pepper balls.
13. TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices.
14. Kinetic energy weapons and munitions.
15. Any other equipment as determined by a governing body or a state agency to require additional oversight.

### **CPD's Current Inventory**

CPD currently maintains equipment under two categories:

**Category 10:** Specialized firearms and ammunition (under .50 caliber but designated as assault weapons per Penal Code §§ 30510 and 30515).

- The CPD has 6 (six) Colt M4-AR15 Style Semi-Automatic Rifles.

**Category 15:** Other equipment identified by the City as needing oversight.

- The CPD has 4 (four) Keltec KSG Shotguns - Converted for Less Lethal Applications

### **2025 Annual Report Summary**

Uses:

1. No deployments of the Keltec KSG less-lethal launchers in 2025.
2. The Colt M4-AR15 Style Semi-Automatic rifle deployments were used for qualification and training purposes only in 2025.

Monterey Peninsula Regional Special Response Unit (MPSRU):

- CPD Participates in SRU with one operator
- MPSRU Uses Military Equipment

- CPD does not own any Military Equipment in use by SRU

### **Equipment Maintenance:**

Costs to maintain current items:

- Annual costs for ammunition: Approximate costs are \$2,600.00 for rifle rounds.
- CPD anticipates spending approximately \$2,000.00 on less-lethal rounds for training and use.

The full inventory, including purpose, authorized use, fiscal cost, and expected lifespan of the CPD owned Military Equipment is posted on the City's website here: [https://ci.carmel.ca.us/sites/main/files/file-attachments/cpd\\_701 equip owned oper 2026 approved-pdf.pdf?1776279592](https://ci.carmel.ca.us/sites/main/files/file-attachments/cpd_701 equip owned oper 2026 approved-pdf.pdf?1776279592)

### **Requested Approval of New Military Equipment:**

1. **Approve** the future acquisition of the following equipment, consistent with the City's adopted Military Equipment Use Policy and AB 481 requirements:
  - **Thirteen (13) AR-15 style semi-automatic rifles** (one per sworn officer/sergeant for standardization and replacement purposes)  
*Estimated total cost: \$30,000*
  - **Six (6) 40mm less-lethal launchers with sponge rounds** (to equip patrol vehicles for less-lethal response options)  
*Estimated total cost: \$12,000*

### **Ongoing Transparency and Accountability**

CPD is committed to annual reporting and public transparency. Each yearly report will document:

- Use and deployment of military equipment.
- Public complaints and internal investigations.
- Costs and effectiveness of the equipment.
- Compliance with Policy 701.

These reports will remain available on the department's website as long as the equipment is in use.

### **FISCAL IMPACT:**

**PRIOR CITY COUNCIL ACTION:**

**ATTACHMENTS:**

1. Annual Military Equipment Report for 2025
2. AB 481 City Council Presentation on AB 481 covering 2025 for May 4 2026
3. Resolution 2026-026

Carmel-by-the-Sea Police Department  
Military Equipment List

Type	Section 14 - Less lethal shotguns and kinetic energy munitions
Description	Kel-Tec KSG patrol shotguns converted to less lethal The shotguns have orange colored stock and foregrip to signify a less-lethal device
Quantity	Four (4)
Capabilities	The less lethal shotgun platform utilizes kinetic energy munitions (aka “bean bag” or <i>Super-Sock</i> ®) which are shot filled ballistic fiber, weighing approximately 40 grams, and resembling a small bean bag or sock. The bag travels at a lower velocity than a regular shotgun projectile to reduce any potential penetration and an advertised maximum effective range of 75 feet.
Expected Lifespan	20 + years
Manufacturer’s Description	The Kel-Tec KSG is a bullpup 12-gauge pump-action shotgun designed by Kel-Tec. It has two tube magazines which the user of the gun can switch between manually. Each tube holds up to seven 2.75” shotgun shells or six 3” shotgun shells. 26.1” in overall length with 18.5” barrel length.
Purpose and Authorized Use	This platform and munitions are utilized as a less-lethal force option by officers who have successfully completed the required training.
Fiscal Impact	The initial cost to purchase the (4) shotguns was \$3,146.30 in 2019; however, the cost of conversion was approximately \$350.00 per shotgun. On-going: approximately \$200.00 for ammunition per year for practice and qualification.
Legal, Procedural, and Compliance	CA Commission on Peace Officer Standards and Training (POST) Reg: 1005 (Minimum training standards), Reg 1081 (Shotgun) CPD Policies – 300 (Use of Force), 308 (Control Devices and Techniques), 312 (Firearms)
Training Requirements	The initial training for the shotgun platform: POST Reg 1005 (Minimum training standards), 1081 (16 hours for shotgun), 1082 (Minimum Content – Less Lethal Instructors) Less lethal training: POST certified less lethal device course 2- or 4-hour course

Carmel-by-the-Sea Police Department  
Military Equipment List

Type	Section 10 - Patrol rifle/carbine, semi-automatic
Description	Colt M4/AR15 (6); Patrol rifles are fitted with EOTECH holographic sights
Quantity	Six (6)
Capabilities	Colt M4/AR15 fire a .223 cal./5.56 mm rifle ammunition which offer more power, range, and accuracy at longer distance than the issued service handgun.
Expected Lifespan	15+ years
Manufacturer's Description	"The combat proven M4 platform takes a tactical turn with the release of the Colt® Law Enforcement M4 Carbine Semi-Auto Rifle. The 6-position collapsible stock offers custom adjustment from 35.5" down to 32" for increased maneuverability in tight quarters. This fast-aiming, and reliable carbine comes equipped with muzzle compensator and Magpul MBUS folding backup sight ready when you need it. The 16.1" M4 chrome-lined barrel has 1:7 rate-of-twist rifling*."
Purpose and Authorized Use	The patrol rifle/carbine enables officers to address short to long distance threats, and/or those threats who are heavily armed, armored, or both. In both short and long-distance deployments, patrol rifles provide officers with a platform that can assist in a more precise shot placement reducing the risk to officers and innocent by-standers.
Fiscal Impact	Initial: Approximately \$1,500/rifle at the time of purchase (between 2005 and 2016) Ongoing: approximately \$2,000.00 in ammunition cost annually for training and qualification
Legal, Procedural, and Compliance	Penal Code 33220(b) - Authorization and requisite POST training requirements POST Reg: 1005 (Minimum training standards), 1070 (Certified instruction), 1081(Rifle) CPD Policies: 300 (Use of Force), 312 (Firearms)
Training Requirements	16-hour POST certified patrol rifle course taught by POST certified instructors; annual training and qualification

\* Description for specific models owned by CPD are no longer available on the current Colt website. Description taken from Cabelas.com for Colt LE Carbine.



# AB 481

## Council Presentation to Cover 2025 Equipment and Usage

June 2026  
Chief Todd Trayer



# Goal

The purpose of the presentation is to:

Receive the Carmel by the Sea Police Department's 2025 Military Equipment Annual Report per AB 481

Approve future purchase of new & replacement equipment



# Introduction

The purposes of this meeting are to:

- Provide an overview of the specialized equipment possessed and used by the Carmel-By-the-Sea Police Department:
- Continue with our transparency and oversight of equipment
- Allow Community questions and input
- Update on Departmental needs for related equipment



# Background

September 30, 2021: Assembly Bill 481 signed into Law

- The Law Enforcement and State Agencies: Military equipment, funding, acquisition, and use Act.
- Public's right to know about any funding, acquisition, or use of military equipment by state or local government officials.
  - Increase Transparency
  - Accountability
  - Oversight

**ASSEMBLY BILL**  
**AB481**

California Legislative Update





# AB 481 Requirements

- Law Enforcement agency must obtain approval from governing body for use, funding, or purchase of military equipment
  - Policy Development
  - Ordinance Adoption
  - Regular Public Meetings

GC: 7070,7071, and 7072; adopted to codify requirements of AB481



# AB 481 Requirements

## Other requirements:

- ✓ Draft a Military Use Policy- CPD Policy 701
- ✓ Post proposed policy: 30 days prior to any Public Hearing
- ✓ Submit annual equipment and use reports
- ✓ Seek Council approval prior to any acquisition of Military Equipment
- ✓ Post annual report
- ✓ Disclose any complaints, policy violations
- ✓ Hold a public meeting w/in 30-days of reports submission



# Military Equipment

## GC 7070: 16 Categories “Military Equipment”

These items were already in possession and use by CPD when law was enacted.

- #10; Specialized firearms (AR-15’s) and ammunition of less than .50 caliber, including assault weapons.
- #15; Any other equipment as determined by a governing body or a state agency to require additional oversight.



# #10- Specialized

# Firearms

6- Colt M4-AR15 Style Semi-Automatic rifles





# #15- Other Equipment

## 4- Keltec KSG Shotguns - Converted for Less Lethal Applications





# #15- Other Equipment

## Requests

This year, Carmel by the Sea Police Department is requesting City Council consider funding two items:

- 1) Adding 6-40 mm launchers (less lethal options) for patrol.  
\*Plus training & and sponge rounds  
(Approximate cost is \$12,000.00)



- 2) Replace aged/AR-15's and add 7 additional cited AR-15's for each patrol officer (total of 13)  
(Approximate cost is up to \$30,000.00)





# 2025 Annual Report Summary

## Uses:

- 1) In 2025, we were not required to utilize the Keltec KSG less-lethal shotguns.
- 2) The Colt M4-AR15 Style Semi-Automatic rifle deployments were for qualification and training purposes only in 2025.
- 3) Carmel by the Sea PD is requesting approval for:
  - 6 – 40 mm less-lethal launchers
  - Replacement of 6 AR-15's (existing) and adding 7 additional so each officer has their own cited AR-15.



# Equipment Usage

## Monterey Peninsula Regional Special Response Unit (MPSRU)

- CPD Participates
- MPSRU Uses Military Equipment
- CPD does not own any Military Equipment in use by SRU



# Equipment Maintenance

## Costs to maintain current items:

- Annual costs for ammunition: \$2527.50 for rifle rounds

## Additional costs:

- This year we are requesting to add the 40 mm launcher tools (6) to patrol.
- Replacement and additional purchase of a total of 13 AR-15's
- We anticipate spending approximately \$2,000 in less-lethal rounds for training and use.



# Goal

The purpose of the presentation is to:

Receive the Carmel by the Sea Police Department's 2025 Military Equipment Annual Report per AB 481

Approve future purchase of new & replacement equipment



Questions?

CITY OF CARMEL-BY-THE-SEA  
CITY COUNCIL

RESOLUTION NO. 2026-026

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ACCEPTING THE 2025 ANNUAL ASSEMBLY BILL 481 (AB 481) MILITARY EQUIPMENT REPORT AND APPROVING FUTURE ACQUISITION OF REPLACEMENT AND ADDITIONAL EQUIPMENT CONSISTENT WITH THE CITY’S ADOPTED MILITARY EQUIPMENT USE POLICY**

WHEREAS, the City established Carmel Municipal Code, Chapter 2.64, which defines the authorities and process of how the City will manage disasters; and

WHEREAS, Assembly Bill 481 (AB 481), signed into law in September 2021, requires law enforcement agencies to obtain governing body approval for the acquisition and use of certain equipment defined as “military equipment,” and to submit an annual report regarding its use, acquisition, and funding; and

WHEREAS, the City adopted Ordinance No. 2024-001, which adopted a military equipment use policy; and

WHEREAS, the Carmel-by-the-Sea Police Department seeks authorization for the future acquisition of replacement and additional equipment, consistent with operational needs, officer safety, and the City’s adopted Military Equipment Use Policy.

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

- 1. Accept the 2025 AB481 Report
- 2. Approve the future acquisition of the following equipment, consistent with the City’s adopted Military Equipment Use Policy and AB 481 requirements:
  - **Thirteen (13) AR-15 style semi-automatic rifles** (one per sworn officer/sergeant for standardization and replacement purposes)  
*Estimated total cost: \$30,000*
  - **Six (6) 40mm less-lethal launchers with sponge rounds** (to equip patrol vehicles for less-lethal response options)  
*Estimated total cost: \$12,000*

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 4th day of May 2026, by the following vote:**

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

APPROVED:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



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

**May 4, 2026**  
**ORDERS OF BUSINESS**

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Valerie Gaino, Environmental Analyst

**APPROVED BY:** Brandon Swanson, Acting City Administrator

**SUBJECT:** Resolution 2026-024 authorizing the City Administrator to execute a contract with GA Technical Services, Inc. in the amount of \$295,829 for the Vista Lobos Electrical Panel Upgrade and EV Charging Stations Project for a total not-to-exceed amount of \$350,000.

**RECOMMENDATION:**

Adopt Resolution 2026-024 (**Attachment #1**) authorizing the City Administrator to execute a contract with GA Technical Services, Inc. in the amount of \$295,829 for the Vista Lobos Electrical Panel Upgrade and EV Charging Stations Project for a total not-to-exceed amount of \$350,000.

**BACKGROUND / SUMMARY:**

In June 2022, the City Council adopted Resolution 2022-048, approving 25 Fiscal Year 2022/23 Capital Improvement Projects, including electrical panel upgrades at City Hall, Public Works, Sunset Center, and the Vista Lobos Facilities.

In December 2022, the City Administrator executed a contract with PG&E for the installation of a new meter and related equipment, valued at \$200,000 at no cost to the City. This work utilized Rule 29 to provide discounted power for electric vehicle (EV) charging stations planned along the southern row of the Vista Lobos parking lot.

In July 2023, the City Administrator executed a contract with Advance Design Solutions (ADC) for professional electrical engineering services. The scope included design of EV charging stations at City-owned public parking lots and for upgrades or replacement of

existing electrical panels at multiple sites.

In 2024, through Resolution 2025-024, the City increased the contracts not to exceed amount to \$137,580 for cover additional electrical and mechanical engineering services by ADC.

In 2025, PG&E notified the City that its contract and intended financial investment in the Rule 29 electrical service upgrades were set to expire. To maintain eligibility, the City must complete the installation by fall 2026.

In March 2026, the City purchased electrical equipment for \$34,500, prior to issuing the bid package, to address long lead times and help ensure project completion. On April 22<sup>nd</sup>, 2026, the City received five bid proposals. GA Technical Services, Inc was identified as the lowest responsive bidder, with a bid of \$295,829 (**Attachment #2**).

**Base Bid Proposals**

- GA Technical Services, Inc: \$295,829
- Renewable Solar (RSI): \$315,667 (Incomplete Bid)
- MPC Construction: \$333,773
- Wittmers Electric: \$347,700
- James Day Construction: \$379,878

**Project Description:**

The Vista Lobos Electrical Panel Upgrade and EV Charger Project consists of two components: the Commercial Project and the Fleet Project.

The Commercial Project includes upgrading the existing undersized 100A electrical panel serving the Vista Lobos building to a 400A electrical panel. It also includes installation of two Level 2 dual-port EV chargers, similar to the existing dual-port charger located at the southwest corner of the parking lot.

The Fleet Project includes a PG&E-sponsored transformer upgrade and installation of a new meter at the southeast corner of the lot. It also provides for installation of two single-port Level 3 DC fast chargers and two dual-port Level 2 chargers.

The pricing at both stations can be managed separately. Fleet charging will receive discounted PG&E EV-B rates, while the Vista Lobos building and the three dual-port Level 2 chargers (two new, one existing) will be billed at commercial rates. Charging stations can be programmed to accommodate different user rates (City fleet, residents, general public).

The City intends to apply for rebates through Central Coast Community Energy (3CE). Eligible incentives include up to \$100,000 per Level 3 charger site and \$5,000 per Level 2 port, capped at 75% of project costs, with a maximum annual allowance of \$300,000

per member agency. The City anticipates applying for approximately \$150,000 in rebates.

**FISCAL IMPACT:**

In March 2026, the City purchased electrical equipment for \$34,500 before the bid packet was released in anticipation of long shipping lead times and to ensure that the project could be completed on time. On April 22<sup>nd</sup>, 2026, five bid proposals were submitted. The lowest responsible bidder was GA Technical Services, Inc. for \$295,829. In fiscal year 2024/2025, \$460,000 was appropriated for the project. \$396,008 remains. The City estimates receiving \$150,000 from a 3CE rebate upon project completion. The suggested contingency is \$54,171 to be used solely for unforeseen conditions upon written authorization by the City, for a total Not-To-Exceed amount of \$350,000.

**PRIOR CITY COUNCIL ACTION:**

**ATTACHMENTS:**

- 1. Resolution 2026-024
- 2. GA Technical Vista Lobos Bid 4.22.26
- 3. Bid Tabulation Vista Lobos EV Charging Station 4.22.26

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

**RESOLUTION NO. 2026-024**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH GA  
TECHNICAL SERVICES FOR THE VISTA LOBOS ELECTRICAL PANEL UPGRADE AND EV  
CHARGING STATIONS INSTALLATION FOR A TOTAL NOT-TO-EXCEED FEE OF \$350,000**

WHEREAS, in June 2022, Council adopted Resolution 2022-048 approving 25 Fiscal Year 2022/23 Capital Improvement Projects, including the Electrical Panel Upgrades for City Hall, Public Works, Sunset Center, and Vista Lobos Facilities; and

WHEREAS, in December 2022, the City Administrator executed a contract with PG&E to install a new meter and equipment, valued at \$200,000 but at no cost to the City, utilizing Rule 29 to provide discounted power to EV chargers along the southern row of the Vista Lobos parking lot; and

WHEREAS, in July 2023, the City Administrator executed a contract with Advance Design Solutions (ADC) to provide professional electrical engineering services for the design of EV Charging Stations at the existing City owned Public Parking lots and for upgrades/replacement of existing electrical panels at various sites; and

WHEREAS, in March 2026, the City purchased \$34,500 of electrical equipment necessary for the Vista Lobos EV Charging project to meet contract implementation deadlines; and

WHEREAS, five bid proposals were received at the public Bid Opening held on April 22nd, 2026; and

WHEREAS, the lowest responsive bid proposal was submitted by GA Technical Services Inc.; and

WHEREAS, the bid submitted by GA Technical Services, Inc. (with no Bid Additives) totaling \$295,828, results in a Base Contract Amount of \$295,828; and with the addition of a \$54,172 contingency reserved for use only upon specific written authorization by the City, the total Not-To-Exceed authorization for this project is \$350,000; and

WHEREAS, the remaining \$396,008 of the \$460,000 appropriated to the CIP budget for this project by City Council for Fiscal Year 2025-26 provides sufficient funding to execute the project under budget.

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

1. Award the contract to GA Technical Services, Inc. as the lowest responsive bidder; and
2. Authorize the City Administrator to execute a contract with GA Technical Services, Inc. in the amount of \$295,828; and

- 3. Authorize a contingency in the amount of \$54,172 to be used solely for unforeseen conditions upon written authorization by the City, for a total Not-To-Exceed amount of \$350,000.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA THIS 4TH DAY OF MAY 2026, BY THE FOLLOWING VOTE:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

---

Dale Byrne, Mayor

---

Nova Romero, MMC, City Clerk

**BID COVER SHEET**



CITY OF CARMEL-BY-THE-SEA  
DEPARTMENT OF PUBLIC WORKS

FOR

**Electrical Panel Upgrade and EV Charging Stations  
Vista Lobos Parking Lot (Torres and Third Avenue)  
PW-2026-011626**

Submit the following items unbound:

<u>ITEM</u>	<u>INCLUDED</u>
1. Bid Cover Sheet (this sheet)	X _____
2. Signed Bid Proposal Form	X _____
3. Bid Schedule	X _____
4. Declaration of Bidder	X _____
5. References	X _____
6. Subcontractor's List	X _____
7. Non-collusion Declaration	X _____
8. Debarment and Suspension Certification	X _____
9. Bid Bond	X _____
10. Certification of Workers Compensation	X _____

**Failure to include required items, included those identified above may result in your bid being deemed non-responsive resulting in rejection of your bid.**

By: GA Technical Services, Inc.

Company Name

Signature

Electrical Panel Upgrade and EV Charging Stations  
Vista Lobos Parking Lot



CITY OF CARMEL-BY-THE-SEA  
DEPARTMENT OF PUBLIC WORKS

SPECIFICATIONS  
FOR

**Electrical Panel Upgrade and EV Charging Stations  
Vista Lobos Parking Lot (Torres and Third Avenue)  
PW-2026-011626**

**BID PROPOSAL FORM**

To the Honorable City Council  
City of Carmel-by-the-Sea  
City Clerk  
Eastside of Monte Verde  
Between Ocean and Seventh Avenues  
Carmel-by-the-Sea, CA 93921

The undersigned declares to have carefully examined the location of the proposed work, that the Scope of Work and Specifications, as set forth herein have been examined, and hereby proposes to furnish all materials and equipment and do all the work required to complete the said work in accordance with said Scope of Work and Specifications for the lump sums and unit prices set forth in the following schedule.

BID APPROVAL:

Frank Cervantes  
PRINCIPAL/ OWNER

GA Technical Services, Inc.  
COMPANY

Electrical Panel Upgrade and EV Charging Stations  
Vista Lobos Parking Lot

DATE: 04/20/2026

**Electrical Panel Upgrade and EV Charging Stations  
Vista Lobos Parking Lot (Torres and Third Avenue)  
PW-2026-011626**

GA Technical Services, Inc.

COMPANY

**BID SCHEDULE**

1	Mobilization and Demobilization	1	Lump Sum	\$21,231.79
2	Storm Water Compliance	1	Lump Sum	\$5,973.42
3	Traffic Control	1	Lump Sum	\$8,591.17
4	Special Inspection	1	Lump Sum	\$6,407.06
5	Fleet – Concrete Work	1	Lump Sum	\$24,696.87
6	Fleet – Electrical Infrastructure	1	Lump Sum	\$15,797.88
7	Fleet – Conduits and Conductors	1	Lump Sum	\$29,099.13
8	Fleet - EV Chargers	1	Lump Sum	\$86,575.48
9	Commercial – Concrete Work	1	Lump Sum	\$14,714.42
10	Commercial – Electrical Infrastructure	1	Lump Sum	\$21,719.62
11	Commercial – Conduits and Conductors	1	Lump Sum	\$30,430.68
12	Commercial- EV Chargers	1	Lump Sum	\$26,332.84
13	Record Drawings	1	Lump Sum	\$4,258.29
BID TOTAL:				\$ 295,828.65
BASIS OF AWARD: (In Words) Two Hundred Ninety-Five Thousand Eight Hundred Twenty-Eight Dollars and Sixty-Five Cents				

**Please note that the City will procure two switchboards, one PEV-1 panel, and one 30KVA transformer. Therefore, these material items are not included in the above Bid Schedule. Please note that the City will procure two switchboards, one PEV-1 panel, and one 30KVA transformer. Therefore, these material items are not included in the above Bid Schedule. See Appendix C: City Purchased Equipment.**

**Do not enter "N/A" or leave any bid item blank in the Bid Schedule. If a bid item amount is zero, enter \$0.00. If a bid item is included elsewhere, enter \$0.00. Lump sum amounts must include fully burdened**

Electrical Panel Upgrade and EV Charging Stations  
Vista Lobos Parking Lot

hourly rates for **ALL** items, including rates for Subcontractors if the Bidder cannot directly provide the labor or equipment listed.

**DECLARATION OF BIDDER RE: LICENSE QUALIFICATIONS**

Bidder certifies he/she possesses a license in accordance with a State Act providing for the registration of Contractors. License No. : 816080 Class: B, C-7, C-10 , Expiration date: 12/31/2026 .

**THE FOREGOING INFORMATION IS TRUE AND CORRECT AND IS EXECUTED UNDER PENALTY OR PERJURY IN**

Los Angeles COUNTY, CALIFORNIA, ON 04/16/2026 , 2026 .

Name of Firm: GA Technical Services, Inc.


Address: 1157 E Arrow Hwy, Ste 2, Glendora, CA 91740

Telephone: 909-981-8600

Email: adriana.cervantes@gatechservices.com

(If firm is an individual, so state. If a firm or co-partnership, state the firm name and give the names of person authorized to execute the declaration on its behalf.)

FAILURE TO PROVIDE ANY OF THE INFORMATION REQUIRED HEREIN INCLUDING CONTRACTOR SIGNATURES MAY RESULT IN YOUR BID BEING DEEMED NON-RESPONSIVE

  
\_\_\_\_\_  
Signature

Frank Cervantes, President  
\_\_\_\_\_  
Printed Name and Title

The Bidder shall list below **any and all** addenda issued for this project. Failure to list issued addenda will result in a non-responsive bid:

<b><u>ADDENDA</u></b>	<b><u>DATE RECEIVED</u></b>	<b><u>INITIAL</u></b>
1. <u>1</u>	<u>04/17/2026</u>	<u>F.C.</u>
2. <u>2</u>	<u>04/20/2026</u>	<u>F.C.</u>
3. <u>3</u>	<u>04/20/2026</u>	<u>F.C.</u>
4. _____	_____	_____

**EXAMPLE PROJECTS**

Bidder shall list at least three (3) jobs of a similar nature completed by Bidder's organization within the past three (3) years. (Please include Reference Contact Information on this page and the following page.)

Date Completed	Dollar Amount	Organization	Job Type	Project Location
12/31/2026	\$190,723.96	Campus Wide Utlity Upgrades	Higher Education	701 S. Mount Vernon Ave., San Bernardino, Ca, 92410
12/13/2025	\$120,450	Replace Existing Hub UPS at Hub 1 and 2	Dept of Transportation	W La Veta Ave Santa Ana, CA 92706
12/31/2024	\$882,173.80	Electrical Upgrades	City of West Hollywood	8300 Santa Monica Blvd, West Hollywood, CA 90069

**REFERENCES**

List at least three (3) organizations of similar size, billing numbers and frequency where the same/similar services, as stated herein, have been provided. (Note: lack of three comparable agencies will not disqualify proposer/bidder.)

**ORGANIZATION**

Shail Shah	Project Manager
Contact Person	Title
701 S. Mount Vernon Ave., San Bernardino, Ca, 92410	
Address	P.O. Box
City	State Zip
909-677-5241	sshah@sbccd.edu
Phone Number	Email

**ORGANIZATION**

Tannaz Ashofteh	RE
Contact Person	Title

Electrical Panel Upgrade and EV Charging Stations  
Vista Lobos Parking Lot

3350 E. Birch St. #250, Brea, CA 92821

Address	P.O. Box	City	State	Zip
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949-993-5353

Tannaz.Ashofteh@dot.ca.gov

Phone Number

Email

**ORGANIZATION**

Davie Gonzalez

Project Coordinator

Contact Person

Title

8300 Santa Monica Blvd, West Hollywood, CA 90069

Address	P.O. Box	City	State	Zip
---------	----------	------	-------	-----

323-848-6857

dgonzalez@weho.org

Phone Number

Email

**REFERENCE CHECKS:**

The City reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Contractor's performance on previous assignments.

**SUBCONTRACTOR'S LIST**

The Bidder shall list below the name, the location of the place of business, and the California Contractor license number of any subcontractors proposed to perform work or labor or render service on this project, or a subcontractor licensed by the State of California who will specially fabricate and install a portion of the work or improvement according to detailed drawings contained in the plans and specifications of this project, whose work is in excess of one-half of 1 percent of the Bidder's total bid or, in the case of bids or offers for the construction of streets or highways, including bridges, in excess of one-half of 1 percent of the Bidder's total bid or ten thousand dollars (\$10,000), whichever is greater:

Name of Subcontractor	California Contractor License Number	California DIR Registration Number	Location of Place of Business	Trade or Portion of Work
NO SUBCONTRACTORS				

**NONCOLLUSION DECLARATION**

**TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

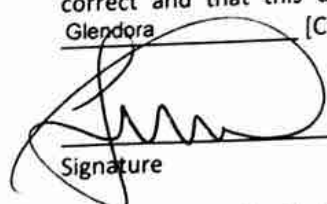
The undersigned declares:

I am the President of GA Technical Services, Inc., the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or a sham. The Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid. The Bidder has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham bid, or to refrain from bidding. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other Bidder. All statements contained in the bid are true. The Bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on this 20th day of April, 2026 in Glendora [City], Los Angeles County, California.

  
\_\_\_\_\_  
Signature

Frank Cervantes, President  
\_\_\_\_\_  
Printed Name and Title

GA Technical Services, Inc.  
\_\_\_\_\_  
Company

Electrical Panel Upgrade and EV Charging Stations  
Vista Lobos Parking Lot

**DEBARMENT AND SUSPENSION CERTIFICATION**

The Bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any state, federal, or local agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any state, federal, or local agency within the past 3 years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining Bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions.

I declare under penalty of perjury that the foregoing is true and correct and that this certification is signed this 20th day of April, 2026 in Glendora [City], Los Angeles [County], California.



\_\_\_\_\_

Signature

Frank Cervantes, President

Printed Name and Title

GA Technical Services, Inc.

Company

Electrical Panel Upgrade and EV Charging Stations  
Vista Lobos Parking Lot

**BID BOND****(To be Submitted with Bid)**

KNOW ALL MEN BY THESE PRESENTS that we, Developers Surety and Indemnity Company, as Surety and GA Technical Services, Inc., as Principal, are jointly and severally, along with their respective heirs, executors, administrators, successors and assigns, held and firmly bound unto **the City of Carmel-by-the-Sea** ("the Obligee") for payment of the penal sum hereof in lawful money of the United States, as more particularly set forth herein.

## THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the Principal has submitted the accompanying Bid Proposal to the Obligee for the Work commonly described as: *Electrical Panel Upgrade and EV Charging Stations, Vista Lobos Parking Lot (Torres and Third Avenue), PW-2026-011626*

WHEREAS, subject to the terms of this Bond, the Surety and the Principal are jointly and severally firmly bound unto the Obligee in the penal sum equal to 5 percent (5%) of the Basis of Award or grand total of the base bid.

NOW THEREFORE, if the Principal shall not withdraw said Bid Proposal within the period specified therein after the opening of the same, or, if no period be specified, for ninety (90) days after opening of said Bid Proposal; and if the Principal is awarded the Contract, and shall within the period specified therefore, or if no period be specified, within fifteen (15) days after the prescribed forms are presented to him for signature, enter into a written Contract with the Obligee, in accordance with the Bid Proposal as accepted and give such bond(s) with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such Contract and for the payment for labor and materials used for the performance of the Contract, or in the event of the withdrawal of said Bid Proposal within the period specified or the failure of the Principal to enter into such Contract and give such bonds within the time specified, if the Principal shall pay the Obligee the difference between the amount specified in said Bid Proposal and the amount for which the Obligee may procure the required Work and/or supplies, if the latter amount be in excess of the former, together with all costs incurred by the Obligee in again calling for Bids, then the above obligation shall be void and of no effect, otherwise to remain in full force and effect.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or the Call for Bids, the Work to be performed there under, the Drawings or the Specifications accompanying the same, or any other portion of the Contract Documents shall in no way affect its obligations under this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of said Contract, the Call for Bids, the Work, the Drawings or the Specifications, or any other portion of the Contract Documents.

In the event suit or other proceeding is brought upon this Bond by the Obligee, the Surety and Principal shall be jointly and severally liable for payment to the Obligee all costs, expenses and fees incurred by the Obligee in connection therewith, including without limitation, attorney's fees.

**[CONTINUED NEXT PAGE]**

IN WITNESS WHEREOF, the Principal and Surety have executed this instrument this 21st day of April, 2026 by their duly authorized agents or representatives.

GA Technical Services, Inc.  
 (Bidder/Principal Name)

By: [Signature]  
 (Signature)

Frank Cervantes  
 (Typed or Printed Name)

Title: President

(Attach Notary Public Acknowledgement of Principal's Signature)

Developers Surety and Indemnity Company  
 (Surety Name)

By: [Signature]  
 (Signature of Attorney-In-Fact for Surety)

Martha Barreras, Attorney-In-Fact  
 (Typed or Printed Name of Attorney-In-Fact)

(Attach: (i) Attorney-In-Fact Certification; (ii) Notary Public Acknowledgment of Authorizing Signature on Attorney-Fact Certification; and (iii) Notary Public Acknowledgement of Attorney-In-Fact's Signature.)



**Contact name, address, telephone number and email address for notices to the Surety**

Stephanie H. Shear  
 (Contact Name)

800 Superior Avenue E., 21st Floor  
 (Street Address)

Cleveland, OH 44114  
 (City, State & Zip Code)

( 216 ) 328-6100 ( )  
 Telephone Fax

stephanie.shear@amtrustgroup.com  
 (Email address)

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

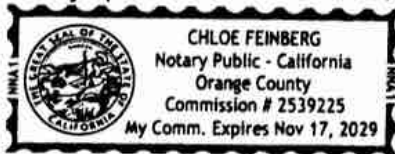
**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Orange )

On APR 21 2026 before me, Chloe Feinberg, Notary Public  
*Date Here Insert Name and Title of the Officer*  
personally appeared Martha Barreras  
*Name(s) of Signer(s)*

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Chloe Feinberg  
*Signature of Notary Public*

*Place Notary Seal Above*

**OPTIONAL**

*Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_  
Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_  
Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

### ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Los Angeles

On April 20, 2026 before me, Sandra Cervantes, Notary Public  
(insert name and title of the officer)

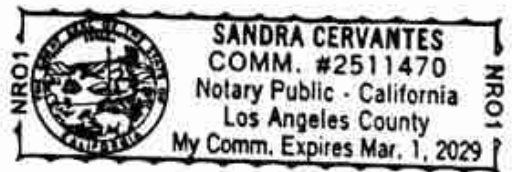
personally appeared Frank Cervantes  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Handwritten Signature]

(Seal)



POWER OF ATTORNEY FOR  
COREPOINTE INSURANCE COMPANY  
DEVELOPERS SURETY AND INDEMNITY COMPANY  
59 Maiden Lane, 43rd Floor, New York, NY 10038  
(212) 220-7120

KNOW ALL BY THESE PRESENTS that, except as expressly limited herein, COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY, do hereby make, constitute and appoint

Martha Barreras, Adriana Valenzuela and Betty Mercer, of Irvine, CA

as its true and lawful Attorney-in-Fact, to make, execute, deliver and acknowledge, for and on behalf of said companies, as sureties, bonds, undertakings and contracts of suretyship giving and granting unto said Attorney-in-Fact full power and authority to do and to perform every act necessary, requisite or proper to be done in connection therewith as each of said company could do, but reserving to each of said company full power of substitution and revocation, and all of the acts of said Attorney-in-Fact, pursuant to these presents, are hereby ratified and confirmed. This Power of Attorney is effective 12/15/2025

This Power of Attorney is granted and is signed under and by authority of the following resolutions adopted by the Board of Directors of COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY (collectively, "Company") on February 10, 2023:

RESOLVED, that Sam Zaza, President, Surety Underwriting, James Bell, Vice President, Surety Underwriting, and Craig Dawson, Executive Underwriter, Surety, each an employee of AmTrust North America, Inc., an affiliate of the Company (the "Authorized Signors"), are hereby authorized to execute a Power of Attorney, qualifying attorney(s)-in-fact named in the Power of Attorney to execute, on behalf of the Company, bonds, undertakings and contracts of suretyship, or other suretyship obligations, and that the Secretary or any Assistant Secretary of the Company be, and each of them hereby is, authorized to attest the execution of any such Power of Attorney.

RESOLVED, that the signature of any one of the Authorized Signors and the Secretary or any Assistant Secretary of the Company, and the seal of the Company must be affixed to any such Power of Attorney, and any such signature or seal may be affixed by facsimile, and such Power of Attorney shall be valid and binding upon the Company when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached

IN WITNESS WHEREOF, COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY have caused these presents to be signed by the Authorized Signor and attested by their Secretary or Assistant Secretary this 08/07/2024

By [Signature]  
Printed Name Sam Zaza  
Title President, Surety Underwriting



ACKNOWLEDGEMENT:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF California COUNTY OF Orange

On this 7 day of August, 2024, before me, Hoang-Quyen Phu Pham, personally appeared Sam Zaza who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to within the instrument and acknowledged to me that they executed the same in their authorized capacity, and that by the signature on the instrument the entities upon behalf which the person acted, executed this instrument

I certify, under penalty of perjury, under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal

Signature [Signature]



CORPORATE CERTIFICATION

The undersigned, the Secretary or Assistant Secretary of COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY, does hereby certify that the provisions of the resolutions of the respective Boards of Directors of said corporations set forth in this Power of Attorney are in force as of the date of this Certification

This Certification is executed in the City of Cleveland, Ohio, this August 2, 2024

DocuSigned by:  
By [Signature] Janie Clark, Assistant Secretary  
87686D3E22364A8

DocuSign Envelope ID: 5AB920B9-227B-46CB-BD53-C0E3A05A3E46

Ed 0824

Signed and sealed this 21st day of April, 2026

STATE OF CALIFORNIA  
DEPARTMENT OF INSURANCE  
SAN FRANCISCO

Amended  
Certificate of Authority

THIS IS TO CERTIFY that, pursuant to the Insurance Code of the State of California,

**Developers Surety and Indemnity Company**

of California, organized under the laws of California, subject to its Articles of Incorporation or other fundamental organizational documents, is hereby authorized to transact within this State, subject to all provisions of this Certificate, the following classes of insurance:

**Fire, Marine, Surety, Disability, Plate Glass, Liability, Workers' Compensation,  
Common Carrier Liability, Boiler and Machinery, Burglary, Credit,  
Sprinkler, Team and Vehicle, Automobile, Aircraft, Legal, and Miscellaneous**

as such classes are now or may hereafter be defined in the Insurance Laws of the State of California.

THIS CERTIFICATE is expressly conditioned upon the holder hereof now and hereafter being in full compliance with all, and not in violation of any, of the applicable laws and lawful requirements made under authority of the laws of the State of California as long as such laws or requirements are in effect and applicable, and as such laws and requirements now are, or may hereafter be changed or amended.

IN WITNESS WHEREOF, effective as of the 1<sup>st</sup> day of November, 2017, I have set my hand and caused my official seal to be affixed this 1<sup>st</sup> day of November, 2017.



Dave Jones  
Insurance Commissioner

Valerie Sarfaty  
for Joel Laucher  
Chief Deputy

By

**NOTICE:**

Qualification with the Secretary of State must be accomplished as required by the California Corporations Code promptly after issuance of this Certificate of Authority. Failure to do so will be a violation of Insurance Code section 701 and will be grounds for revoking this Certificate of Authority pursuant to the covenants made in the application therefor and the conditions contained herein.

**POWER OF ATTORNEY  
GA TECHNICAL SERVICES, INC.**

KNOW ALL BY THESE PRESENTS:

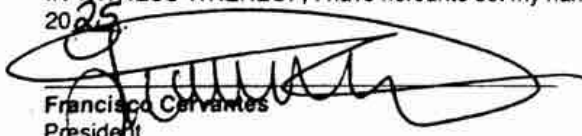
That **Francisco Cervantes**, President and authorized officer of **GA Technical Services, Inc.**, a California corporation, with its principal place of business located at 1157 E Arrow Hwy, Suite 2, Glendora, CA 91740, does hereby make, constitute, and appoint:

**Adriana Cervantes**, Secretary of GA Technical Services, Inc., as his true and lawful **Attorney-in-Fact**, to act for and on his behalf and in the name of GA Technical Services, Inc., for the purpose of signing and executing bids, proposals, contracts, agreements, certifications, affidavits, compliance documents, and related instruments necessary for the operation of the Company.

The Attorney-in-Fact shall have full power and authority to do and perform all acts necessary or proper in connection therewith, as fully to all intents and purposes as Francisco Cervantes might or could do if personally present. All acts lawfully done by the Attorney-in-Fact pursuant to this Power of Attorney are hereby ratified and confirmed.

This Power of Attorney shall become effective on 12-16-2025, and shall remain in full force and effect until revoked in writing by the undersigned.

IN WITNESS WHEREOF, I have hereunto set my hand this 16 day of December, 2025.

  
Francisco Cervantes  
President  
GA Technical Services, Inc.



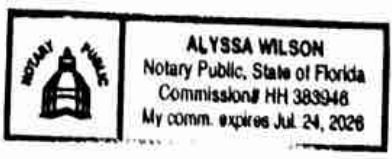
STATE OF FLORIDA  
COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 16 day of December, 2025, by **Francisco Cervantes**, who is personally known to me or who has produced FL Driver License as identification, and who executed the foregoing instrument in his capacity as President of GA Technical Services, Inc.

Alyssa Wilson Signature of Notary Public

Alyssa Wilson  
Printed Name of Notary Public

Notary Public, State of Florida  
My Commission Expires: July 24, 2026





**Addendum: Usage of e-Seal and e-signature for Developers Surety and Indemnity Company Bond Forms**

Developers Surety and Indemnity Company (herein the "Company") have authorized our network of surety partners, as granted under the attached Power of Attorney, stipulated within the terms of a signed Agency Agreement and duly appointed by the Company under a Department of Insurance appointment (where required) within all 50 U.S. States, plus U.S. territories and possessions, to affix an electronic e-Seal to all bond documents as if it were a raised corporate seal. This addendum also extends to the use of an e-signature by our appointed surety partners authorized under the Company Power of Attorney.

This authority is effective on this 1<sup>st</sup> day, of June 2023 and shall remain in place indefinitely unless and until revoked by the company.

*Noe Guerrero*

---

**Authorized by:  
Noe Guerrero, Operations Manager, Surety**

**CERTIFICATION OF WORKERS' COMPENSATION INSURANCE**

I, Frank Cervantes the President of  
(Name) (Title)

GA Technical Services, Inc., declare, state and certify that:  
(Contractor Name)

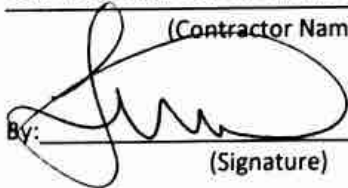
1. I am aware that California Labor Code § 3700(a) and (b) provides:

"Every employer except the state shall secure the payment of compensation in one or more of the following ways:

- c. By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.
- d. By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees."

3. I am aware that the provisions of California Labor Code §3700 require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this Contract.

GA Technical Services, Inc.  
(Contractor Name)

By:   
(Signature)

GA Technical Services, Inc.  
(Company)

Unofficial Bid Results Subject to staff review/verification

Bid Opening: EV Panel Upgrade and Electric Chargers Installation Project (Vista Lobos), FY 25-26  
 April 22, 2026, at 4:00 p.m.

Opened by Finance Manager, Jayme Fields

No	List of Eligible Bidders	Renaissance Builder	MPC Construction	Brett George Company	GA Technical	Renewable Solar RSI	James Day Construction	Wittmers Electric	Monterey Bay Heating and Cooling
1	Acknowledgment of Addenda (1, 2, 3)		1, 2, 3		1, 2, 3	1	1, 2, 3	1, 2, 3	
2	Non-Collusion Declaration		✓		✓	✓	✓	✓	
3	Bid Bond		✓		✓	✓	✓	✓	
4	Bid Total (Items 1-13)		333,773		295,828	315,667.08	379,878	347,700	

Apparent Low Bidder: GA Technical

May 5 Council Award

In Attendance:  
 PM Tom Ford  
 PM Val Guino



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

**May 4, 2026**  
**ORDERS OF BUSINESS**

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Tom Ford, Administrative Analyst

**APPROVED BY:** Brandon Swanson, Acting City Administrator

**SUBJECT:** Resolution 2026-025 authorizing the City Administrator to award a janitorial services agreement with Bright Building Maintenance, with an initial term of five years beginning in Fiscal Year 2026-27, with a base fee of \$327,000, plus a \$6,000 Supplemental Services budget.

**RECOMMENDATION:**

Adopt Resolution 2026-025 authorizing the City Administrator to execute a janitorial services agreement with Bright Building Maintenance, with an initial term of five years beginning in Fiscal Year 2026-27, and a base fee of \$327,000, plus a \$6,000 Supplemental Services budget.

**BACKGROUND / SUMMARY:**

The City has contracted with Pureserve Building Services, Inc. since 2016 for janitorial services at City facilities and public restrooms. Contracted services are periodically reviewed, updated and vendors given the opportunity to provide the service through the competitive market. To allow sufficient time for a competitive bidding process and proper transition lead-time, the City previously extended Pureserve's contract through June 30, 2026.

Staff subsequently released a Request for Proposals (RFP) in November 2025 for a new 5-year base contract, expiring June 30, 2031, and up to five possible one-year extensions. The City received six bids, which over the course of multiple meetings were evaluated based on relevant experience, local knowledge & familiarity, technical understanding & approach, quality & completeness, and past performance.

Below is a chart identifying the proposals received:

<u>Company Name</u>	<u>Proposal Cost (FY 26-27)</u>	<u>Hourly Wage (Supplemental Work)</u>
Universal Building Services (UBS)	\$222,555	\$38/hr
Pureserve Building Services, Inc.	\$277,212	(Left Blank In Proposal)
<b>Bright Building Maintenance (BBM)</b>	<b>\$327,000</b>	<b>\$50/hr</b>
B&G Cleaning Co.	\$375,000	\$70/hr
Vanguard Cleaning Systems	\$547,200	\$45/hr
E Luxury Cleaning	\$1,339,694	\$85/hr

The two highest-scoring firms were Bright Building Maintenance (BBM) and Universal Building Services (UBS), both of whom were in the top three least expensive firms.

Despite their price disparity (\$327,000 vs. \$222,555), the Public Works Department and Facilities Division recommend awarding the contract to BBM, pursuant to Section 3.12.300 of the municipal code, in which the City is to select the "lowest responsible, responsive bidder" based on a combination of price and qualitative factors.

BBM's local proximity, their existing staffing levels (which require no additional hiring), and their guarantee of no lapses in service as stated in their proposal, contribute toward them being the most responsible and responsive bidder for the City's operational needs. Furthermore, the City has historically found that a premium has been placed on the *quick response capability* and is therefore identified as one of the most crucial aspects of a successful janitorial contract.

The ability to have a manager or team lead on call to be able to promptly respond, especially during high-traffic holiday weekends, is a primary differentiating factor between BBM and other choices. Because BBM is fully staffed and local compared to the second-ranked choice (Salinas vs. San Jose), BBM is uniquely positioned to be responsive, time-wise, to unpredictable matters, such as after-hours urgent situations or unanticipated staff illnesses.

**FISCAL IMPACT:**

\$327,000 is the base bid, plus a \$6,000 optional Supplemental Services budget (only upon the written authorization of the City), for a total not-to-exceed amount of \$333,000 for Fiscal Year 2026-27. This amount is being requested in a separate forthcoming agenda item as part of the request for appropriations for the Facilities Division budget for Fiscal Year 2026-27.

In each subsequent fiscal year that the contract is valid beyond Fiscal Year 2026-27, the not-to-exceed limit will increase relative to the San Francisco Price Index.

**PRIOR CITY COUNCIL ACTION:**

June 2022: Council adopted Resolution 2022-045: Approving a three-year professional services agreement with Pureserve for janitorial services through June 30, 2025.

July 2025: Council adopted Resolution 2025-061: Approving a 6-month contract extension (Amendment No. 1) through December 30, 2025.

December 2025: Council adopted Resolution 2025-101: Authorizing the City Administrator to execute Amendment No. 2 to extend the agreement with Pureserve through June 30, 2026.

**ATTACHMENTS:**

- 1. Resolution 2026-025 Bright Building Maintenance
- 2. Bid Packet - Janitorial Services

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

**RESOLUTION NO. 2026-025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A 5-YEAR JANITORIAL  
SERVICES AGREEMENT WITH BRIGHT BUILDING MAINTENANCE**

WHEREAS, the City has contracted with Pureserve Building Services, Inc. for janitorial services since March 2016, with their final contract term set to expire on June 30, 2026; and

WHEREAS, the City released a Request for Proposals (RFP) offering a new 5-year base contract with optional extensions of up to 5 years for city-wide janitorial services; and

WHEREAS, six bid proposals were received and evaluated based on criteria established by Section 3.12.300 of the Carmel Municipal Code, which identifies that the "lowest responsible, responsive bidder" is determined by evaluating price alongside qualitative factors, including quality, past performance, local proximity, and ability to perform the contract promptly, without delay or interference; and

WHEREAS, Public Works has recommended Bright Building Maintenance as the lowest responsible, responsive bidder; and

WHEREAS, Bright Building Maintenance submitted a base bid of \$327,000, and a \$6,000 Supplemental Services budget is recommended by City staff to cover out-of-scope needs.

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

Authorize the City Administrator to execute a five-year Janitorial Services Agreement with Bright Building Maintenance, with five possible one-year extensions, for a Fiscal Year 2026-27 not-to-exceed amount of \$333,000.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-  
THE-SEA this 4th day of May, 2026, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

\_\_\_\_\_  
Dale Byrne  
Mayor

\_\_\_\_\_  
Nova Romero, MMC  
City Clerk



CITY OF CARMEL-BY-THE-SEA  
CALIFORNIA  
DEPARTMENT OF PUBLIC WORKS

**REQUEST FOR PROPOSALS:  
JANITORIAL SERVICES**

PROPOSAL SUBMISSION DEADLINE: **4:00 PM, December 9, 2025**

PROPOSAL CONTACT:  
Cleve Waters  
831-9620-2075  
[cwaters@ci.carmel.ca.us](mailto:cwaters@ci.carmel.ca.us)

**REQUEST FOR PROPOSALS**

**FOR: JANITORIAL SERVICES**

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CITY OF CARMEL-BY-THE-SEA,  
CALIFORNIA

**NOTICE INVITING PROPOSALS**  
**For: Janitorial Services**

Notice is hereby given that the City of Carmel-by-the-Sea will receive sealed proposals (hard copies, *not* electronic) until **4:00 PM, December 9, 2025** for **Janitorial Services** at various City facilities. Sealed proposal shall be submitted to the attention of the City Clerk. **Proposals will not be publicly opened.** Final selection/non-selection of a firm will not be solely based upon cost. Firms/Proposals will be evaluated by the City and determinations/selection will be made based upon a wide range of factors, but not limited to, the following: Cost, Qualifications, Ability to perform, staffing, etc., References, Experience, and Professionalism.

This Request for Proposals (RFP) is to cover janitorial staffing, cleaning supplies & equipment, to thirteen buildings, totaling approximately 37,500 square feet of cleanable spaces, in addition to various public locations within city boundaries. This request is for **a five (5) year contract with possible extensions for up to five (5) additional years. No portion of these services may be subcontracted. All proposals must be submitted only on the forms provided by the City in the RFP packet.** A Proposal Packet may be obtained from Tom Ford, Acting Project Manager, City of Carmel-by-the-Sea, Public Works Department, 831-427-7673, [tford@ci.carmel.ca.us](mailto:tford@ci.carmel.ca.us). Alternatively, the RFP packet can be obtained at: [ci.carmel.ca.us/requests-bids-and-rfps](http://ci.carmel.ca.us/requests-bids-and-rfps)

OR [ci.carmel.ca.us](http://ci.carmel.ca.us) (under the tab "I Want to Submit a Bid or Proposal")

**Bids may be hand delivered or mailed as follows:**

US Post Office  
City of Carmel-by-the-Sea  
City Clerk  
P.O. Box CC  
Carmel-by-the-Sea, CA 93921

OR

FedEx/UPS/ Courier Service or Hand Delivery  
City of Carmel-by-the-Sea  
City Clerk  
East side of Monte Verde between Ocean & Seventh Avenues  
Carmel-by-the-Sea, CA 93921

**The City will conduct a MANDATORY pre-proposal meeting and tour of the included City buildings and facilities on Wednesday, November 19, 2025, 9:30 AM – 2:30 PM. The meeting starting point location will be at the Vista Lobos Building immediately next to the Vista Lobos Parking Lot, located on Third Avenue between Torres & Junipero Streets.** This pre-proposal meeting and tour will be the only opportunity for Proposers to review the job sites when City staff is present. **Therefore, any potential Proposers who are unable to, or fail to attend the meeting and tour for any reason whatsoever, will not be eligible for award of the contract.** Please contact staff to inform them of your intention to attend the Pre-Proposal meeting/tour.

Proposals must be accompanied by a proposal deposit of Two Thousand Dollars (\$2,000.00) in the form of a Cashier's or Certified Check, an irrevocable letter of credit, or a certificate of deposit, or a bidder's bond of a corporate surety, authorized by the California Insurance Commissioner to do business in the State of California, payable and acceptable to the City of Carmel-by-the-Sea. **A proposal without a proper deposit will automatically be rejected.** Proposers shall have the right to substitute securities for any monies withheld by the City to ensure performance under the contract pursuant to Government Code Section 4590. Proposals must satisfy the required specifications in this RFP, submitted on the proposal forms obtained from the City. No late proposals be accepted without prior written approval from the City.

**Documents required after Award of the Contract:** The successful Proposer will be required to execute a Contract furnished by the City, along with all certificates of insurance within fifteen (15) calendar days from the date of the Notice of Award issued by the City. Should the successful Proposer fail or refuse to execute the Contract, the City reserves the right to accept the proposal of the Proposer offering the next best value to the City.

**Within fifteen (15) days after award of the bid and throughout the life of this Contract, Contractor shall pay for and maintain in full force and effect a “Faithful Performance Bond”** from a corporate surety, admitted by the California Commissioner to do business in the State of California in the amount of 25% of the Total Bid. **Within fifteen (15) days after award of the bid, Contractor shall provide one good and sufficient “Employee Fidelity Bond”** for employee dishonesty with an insurance company admitted by the California Insurance Commissioner to do business in the State of California and authorized by the City. The Fidelity Bond shall contain a Blanket Client Property – Off Premises Endorsement and Joint Loss Payee Endorsement in favor of the City, with limits of liability of not less than \$100,000.

The successful proposer must obtain a **City of Carmel-by-the-Sea Business License** and **Proof of valid Workers’ Compensation Insurance** and **General Liability and Property Insurance**, with limits as specified under the Insurance Section of this document, which shall be submitted to the City. **The City of Carmel-by-the-Sea, its elected officials, agents, officers, and employees shall be specifically named, by written endorsement to the Certificate of Insurance, as additionally insured’s for this project under such insurance policy and Contractor shall provide the certification of such insurance for the term of this contract. The amount of such insurance shall be as follows: One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in aggregate.** The Certificate of Insurance shall guarantee that the issuing company shall provide to the City of Carmel-by-the-Sea no less than ten (10) days prior written notice of any cancellation of the Public Liability and Property Damage Policy.

The Service Provider shall also provide any additional supporting documentation that would indicate the Service Provider’s ability to meet any of the requirements in this RFP, including but not limited to training, supervision, equipment, and cleaning materials and consumables as described in this Request for Proposal. The City reserves the right to waive any minor irregularity, to negotiate for the modification of any proposal with mutual consent of the Proposer, to re-advertise for proposals if desired, and to accept the proposal, which in the judgment of the City, even though it does not offer the lowest cost, is nevertheless deemed the best value for the public and City. Any proposal which is incomplete, conditional, or obscure, or which contains irregularities of any kind, may be cause for rejection. This solicitation of proposals does not commit the City to enter into a Contractor or to pay any costs incurred in the preparation of responses to the request. The City reserves the right to reject any and all proposals.

EVENT	DATE
RFP Released to Proposers	Tuesday, November 4, 2025
<b>Mandatory Pre-proposal Meeting</b>	Wednesday, November 19, 2025 @ 9:30 AM
Pre-proposal Tour	November 19, 2025 (following Meeting)
Deadline for submitting clarification questions from participants	Tuesday, November 25, 2025 @ 4 PM
Responses to questions sent to all participants	Tuesday, December 2, 2025
<b>Proposals due</b>	Tuesday, December 9, 2025 by 4 PM
Contract commencement date	July 1, 2026

**BID PROPOSAL FORM – JANITORIAL SERVICES**

Sealed proposals will be received until **4:00 PM on Tuesday, December 9, 2025**, at City Hall, located on the east side of Monte Verde Street between Ocean and Seventh Avenues, Carmel-by-the-Sea, California 93921. Sealed bids shall be submitted to the attention of the City Clerk.

All blanks shall be filled in and no bidder shall qualify its bid. The outside of the envelope shall be clearly marked: **“RFP for Janitorial Services”**.

**PROPOSAL**

Name of Bid: **RFP for Janitorial Services**

City of Carmel-by-the-Sea  
Attn: City Clerk  
Post Office Box CC  
Carmel-by-the-Sea, CA 93921

\_\_\_\_\_  
(Name of Proposer)

TO: City Clerk  
City of Carmel-by-the-Sea  
Post Office Box CC  
Carmel -by-the-Sea, CA 93921

Sir:

The undersigned hereby proposes and agrees to furnish all labor, materials, consumables, equipment and services necessary, except as otherwise noted within the specifications, to complete the project and tasks as described in the contractual documents for **Janitorial Services**.

**Proposal:** The undersigned has thoroughly read the contractual documents and understands them. The undersigned agrees to do all work required by the contractual documents for the contract prices of:

Year 1 Proposal Total for Janitorial Services: \$ \_\_\_\_\_.  
**(Total Numerical Bid Price)**

\$ \_\_\_\_\_ Dollars and \_\_\_\_\_ cents.  
**(Total Written Bid Price)**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

(Each subsequent year’s total shall increase per the Consumer Price Index, San Francisco).

The following unit prices are agreed upon for additions or deletion from the Contract based on changes unforeseen prior to commencement:

Per/Hour Pricing for Additional Requests / Extra Work / Project Work: \$\_\_\_\_\_/Hour in Year 1 (price will increase each subsequent contract year by the Consumer Price Index, San Francisco).

**WORK TO BE PERFORMED:**

Refer to Technical Specifications

**TIME OF COMPLETION:**

Contractor further agrees to plan the work and to prosecute it with such diligence that said work and all of it shall be completed as identified in the Technical Specifications.

**EXAMINATION OF SITE:**

The undersigned has personally examined the Technical Specifications and the areas in which the work is to be done and has evaluated the proposed work and is familiar with the local conditions where the work is to be done.

**CAREFUL PREPARATION:**

The undersigned has carefully checked all figures used in calculating the proposal and understands that the City will not be responsible for any errors or omission on the part of the undersigned in preparing his/her bid.

**LICENSING AND INSURANCE:**

The undersigned, if the successful Proposer, agrees to obtain a City Business License and comply with Municipal Code and the terms of the Contract relating to Insurance. The fee for such City License, which expires on June 30 of each year, can be obtained by calling City Hall at (831) 620-2000.

Proposer Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Representative by: \_\_\_\_\_

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

Description of & License(s) number(s): \_\_\_\_\_

**PROPOSER’S STATEMENT OF RELEVANT EXPERIENCE**

The undersigned submits herewith a list of janitorial contracts similar to this project.

Janitorial Contract #1: \_\_\_\_\_.

Location \_\_\_\_\_.

Scope of Contract \_\_\_\_\_.

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_.

Total Cost of Contract: \_\_\_\_\_.

Janitorial Contract #2: \_\_\_\_\_.

Location \_\_\_\_\_.

Scope of Contract \_\_\_\_\_.

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_.

Total Cost of Contract: \_\_\_\_\_.

Janitorial Contract #3: \_\_\_\_\_.

Location \_\_\_\_\_.

Scope of Contract \_\_\_\_\_.

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_.

Total Cost of Contract: \_\_\_\_\_.

**SIGNATURE**

The undersigned, as Proposer, further declares that representations made in the proposal are made under penalty of perjury.

Signed this \_\_\_\_\_ of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Name of Proposer (Typed or Printed)

By: \_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Title of Proposer (typed or printed)

Bond No.

**SAMPLE BIDDER’S BOND**

For: City of Carmel-by-the-Sea  
Monterey County, California

KNOW ALL MEN BY THESE PRESENTS,

THAT WE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ AS PRINCIPLE, and

\_\_\_\_\_

\_\_\_\_\_ AS SURETY,

are held and firmly bound unto the City of Carmel-by-the-Sea, hereinafter called the City, in the penal sum of Two Thousand Dollars (\$2,000.00) of the Principal above named, submitted by said principal to the City of Carmel-by-the-Sea, Monterey County, California, for the work described below, for the payment of which sum in lawful money of the United States, as well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly to these presents. In no case shall the liability of the surety hereunder exceed the sum of Two Thousand Dollars (\$2,000.00).

**THE CONDITION OF THIS OBLIGATION IS SUCH:**

That whereas the Principal has submitted the above-mentioned bid to the City of Carmel-by-the-Sea for certain construction specifically described as follows, for which the bids are to be opened at \_\_\_\_\_ California,

\_\_\_\_\_, for \_\_\_\_\_

(Insert date of bid opening)

\_\_\_\_\_

(COPY HERE THE EXACT DESCRIPTION OF THE WORK INCLUDING LOCATION, AS IT APPEARS ON THE PROPOSAL.)

Bidder’s Bond

NOW, THEREFORE, if the aforesaid principal is awarded the contract and, within the time and manner required under the specifications, after the prescribed forms are presented to him for signature, enters into a written contract in the prescribed form, in accordance with the bid, and files the two bonds with the City of Carmel-by-the-Sea, one to guarantee Faithful Performance and the other to guarantee payment for labor and materials, as required by law, then this obligation shall be null and void; otherwise, it shall be and remain in full force and virtue.

In the event suit is brought upon this bond by the Obligee and judgement is recovered, the surety shall pay all cost incurred by the Obligee in such suit, including a reasonable attorney's fee to be fixed by the court.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this

\_\_\_\_\_ day of \_\_\_\_\_ A.D.

\_\_\_\_\_  
By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bidder's Bond

**CONTRACT FOR SERVICES**

**Contractor:** \_\_\_\_\_

**Description:** City-wide Janitorial Services

**Contract No.** \_\_\_\_\_

THIS CONTRACT is executed this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the CITY OF CARMEL-BY-THE-SEA, a municipal corporation (hereinafter "CITY"), and XXXXXXXXXXXXXXXXXXXX, (hereinafter "CONTRACTOR").

**IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:**

1. **Scope.** CONTRACTOR hereby agrees to provide to CITY, as the scope of services under this Contract the services set forth in the proposal for services dated XXXX XX, 2025 (Exhibit "A), for City-wide Janitorial Services, attached hereto and incorporated herein by this reference.

CONTRACTOR is bound by the contents of CITY'S Request for Proposal, attached as Exhibit "B" and incorporated herein by this reference, and the contents of the proposal submitted by CONTRACTOR (Exhibit "A"). In the event of conflict the requirements of CITY'S Request for Proposal and this Agreement shall take precedence over those contained in CONTRACTOR'S proposal.

2. **Timely Work.** CONTRACTOR shall perform all duties incidental or necessary in a timely fashion; and shall be performed diligently, competently, and in accordance with professional standards of performance. Failure to so perform is hereby deemed a material breach of this Contract, and CITY may terminate this Contract with no further liability hereunder. City may agree in writing with CONTRACTOR to an extension of time. It is expressly agreed and understood that CONTRACTOR shall not be held responsible for delays occasioned by factors beyond their control, nor by factors that could not reasonably have been foreseen at the time of execution of this CONTRACT.

3. **Term.** The work under this Contract shall commence upon issuance of Notice to Proceed and terminate XXXXX days after Notice to Proceed issuance. The parties may agree to extend or amend this Contract prior to its expiration.

4. **Compensation.** CITY shall pay CONTRACTOR in an amount not to exceed \$XXXXXX per month, with a grand total for all services **NOT TO EXCEED \$XXXXXXXXX**, which said sum shall include all costs, as presented in the proposal dated XXXX XX, 2025 (Exhibit "A), except the City will furnish all toilet paper, paper hand towels, hand soap for restroom dispensers, and trash can liners, and in accordance with this Contract.

Compensation under this Contract shall become due and payable thirty (30) days after CITY's approval of CONTRACTOR'S submission of monthly written invoices. Written invoices shall clearly itemize each charge. The payment of any compensation to CONTRACTOR hereunder shall be contingent upon performance of the terms and conditions of this Contract to the reasonable satisfaction of the City Administrator.

If the City Administrator determines that the work set forth in the written invoice has not been performed in accordance with the terms of this Contract, CITY shall not be responsible for payment until such time as the work has been performed to the reasonable satisfaction of the City Administrator.

5. **Additional Services.** In the event that CITY should request additional services not covered by the terms of this Contract, said additional services and compensation shall be agreed upon in advance and in writing by CONTRACTOR and the City Administrator. **CONTRACTOR shall not be compensated for any additional services unless such additional services and compensation are approved by the City Council inasmuch as all contracts exceeding \$XXXXXXXX require City Council approval to be valid.**

6. **Meet and Confer.** CONTRACTOR agrees to meet and confer with CITY or its agents or employees with regard to services as set forth herein as may be required by City Administrator to insure timely and adequate performance of this Contract.

7. **Suspension or Termination of Contract Without Cause.** CITY may at any time, for any reason, with or without cause, suspend or terminate this Contract, or any portion hereof, by serving upon the CONTRACTOR at least thirty (30) calendar days prior written notice. Upon receipt of said notice CONTRACTOR shall immediately cease all work under this Contract unless the notice provides otherwise. If CITY suspends or terminates a portion of this Contract such suspension or termination shall not make void or invalidate the remainder of this Contract.

In the event this Contract is terminated pursuant to this section CITY shall pay CONTRACTOR the actual value of the work performed up to the time of termination provided that the work performed is of value and approved by CITY. Upon termination of this Contract pursuant to this section CONTRACTOR will submit an invoice to CITY pursuant to section 4 of this Contract.

8. **Default of CONTRACTOR.** CONTRACTOR'S failure to comply with the provisions of this Contract shall constitute a default. In the event that CONTRACTOR is in default for cause under the terms of this Contract, CITY shall have no obligation or duty to continue compensating CONTRACTOR for any work performed after the date of default and can terminate this Contract immediately by written notice to CONTRACTOR. If such failure by CONTRACTOR to make progress in the performance of work hereunder arises out of causes beyond CONTRACTOR'S control, and without fault or negligence of CONTRACTOR, it shall not be considered a default.

9. **Indemnification.** CONTRACTOR hereby agrees to the following indemnification clause:

To the fullest extent permitted by law (including, without limitation, California Civil Code Sections 2782 and 2782.6, if applicable), CONTRACTOR shall defend (with legal counsel reasonably acceptable to designated agents, departments, officials, representatives, and employees, collectively "Indemnitees") from and against claims, loss, cost, damage, injury expense and liability (including incidental and consequential damages, court costs, reasonable attorneys' fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) to the extent they arise out of, pertain to, or relate to, the negligence, recklessness, or willful misconduct of CONTRACTOR, any sub-CONTRACTOR, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). Such obligations to defend, hold harmless and Indemnify any Indemnitee shall not apply to the extent that such Liabilities are caused in part by the negligence, or willful misconduct of such Indemnitee.

Notwithstanding the provisions of the above paragraph, CONTRACTOR agrees to indemnify and hold harmless CITY from and against any and all claims, demands, defense costs, liability, expense, or damages arising out of or in connection with damage to or loss of any property belonging to CONTRACTOR or CONTRACTOR'S employees, contractors, representatives, patrons, guests or invitees.

CONTRACTOR further agrees to indemnify CITY for damage to or loss of CITY OF CARMEL-BY-THE-SEA property to the proportionate extent they arise out of CONTRACTOR'S negligent performance of the work associated with this Contract or to the proportionate extent they arise out of any negligent act or omission of CONTRACTOR or any of CONTRACTOR'S employees, agents, contractors, representatives, patrons, guests or invitees; excepting such damage or loss arising out of the negligence of CITY.

10. **Insurance.** CONTRACTOR shall submit and maintain in full force insurance as described herein. Without altering or limiting CONTRACTOR'S duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this Contract, a policy or policies of insurance with the following minimum limits of liability:

**Commercial general liability insurance** including but not limited to premises, personal injuries, bodily injuries, products, and completed operations, with a combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

**Workers' Compensation Insurance** If CONTRACTOR employs others in the performance of this Contract, CONTRACTOR shall maintain workers' compensation insurance in accordance with California Labor Code section 3700 and with a minimum of \$100,000 per occurrence for employers' liability.

**Commercial automobile liability insurance** covering all automobiles, including owned, leased, non-owned, and hired automobiles, used in providing services under this Contract, with a combined single limit of not less than \$1,000,000 per occurrence.

**Other Insurance Requirements**

A. All insurance required under this Contract must be written by an insurance company either:

1) Admitted to do business in California with a current A.M. Best rating of no less than A:VI;

Or

2) An insurance company with a current A.M. Best rating of no less than A: VII

Exception may be made for the State Compensation Insurance Fund when not specifically rated.

B. Each insurance policy required by this Contract shall be endorsed to state that CITY shall be given notice in writing at least thirty (30) days in advance of any cancellation thereof, except CITY shall be given TEN (10) days' notice for nonpayment of the premium.

- C. The general liability and auto policies shall:
- 1) Provide an endorsement naming CITY, its officers, officials, and employees as additional insureds under an ISO CG 20 10 07 04 and ISO 20 37 07 04 or their equivalent.
  - 2) Provide that such insurance is primary and non-contributing insurance to any insurance or self-insurance maintained by CITY.
  - 3) Contain a "Separation of Insureds" provision substantially equivalent to that used in the ISO form CG 00 01 10 01 or their equivalent.
  - 4) Provide for a waiver of any subrogation rights against CITY via an ISO CG 24 01 10 93 or its equivalent.
- D. Prior to the start of work under this Contract CONTRACTOR shall file certificates of insurance and endorsements evidencing the coverage required by this Contract with the City Administrator. CONTRACTOR shall file a new or amended certificate of insurance promptly after any change is made in any insurance policy which would alter the information on the certificate then on file.
- E. Neither the insurance requirements hereunder, nor acceptance or approval of CONTRACTOR'S insurance, nor whether any claims are covered under any insurance, shall in any way modify or change CONTRACTOR'S obligations under the indemnification clause in this Contract, which shall continue in full force and effect. Notwithstanding the insurance requirements contained herein, CONTRACTOR is financially liable for its indemnity obligations under this Contract.
- F. Any deductible or self-insured retentions must be declared to and approved by CITY. At the option of CITY either: the insured shall reduce or eliminate such deductibles or self-insured retentions as respects CITY, its officers, officials, employees, and volunteers; or CONTRACTOR shall provide a financial guarantee satisfactory to CITY guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

11. **Licensing.** CONTRACTOR represents that it is properly licensed to perform the work specified under this Contract, including but not limited to, possession of a current city business license.

13. **Termination.** This Contract may be terminated by either party upon thirty (30) calendar day's written notice to the other party. In the event of such termination, CITY shall pay CONTRACTOR for all services performed in accordance with this Contract to the date of receipt of notice of termination. An itemized statement of the work performed to the date of termination shall be submitted to CITY. In ascertaining the services actually rendered hereunder up to the date of termination of this Contract, consideration shall be given to both completed work and work in process of completion, and to complete and incomplete drawings and other documents whether delivered to CITY or in the possession of the CONTRACTOR.

14. **Agency.** In performing the services specified under this Contract, CONTRACTOR is hereby deemed to be an independent CONTRACTOR and not an agent or employee of CITY.

15. **Authority of the City Administrator.** CONTRACTOR shall perform all necessary services provided under this Contract and outlined in the proposal and shall do, perform, and carry out said work in accordance with this Contract as determined by and to the reasonable satisfaction of the City Administrator. The City Administrator reserves the right to make changes, additions or deletions, to the scope of work as deemed necessary or advisable to implement and carry out the purposes of this Contract. The City Administrator is authorized to execute change orders.

16. **Responsibility of CONTRACTOR.** By executing this CONTRACTOR represents and state to CITY that he/she possesses, or will arrange to secure from others, all necessary professional capabilities, experience, resources and facilities necessary to provide to city the services contemplated under this Contract. CONTRACTOR further represents that he/she will follow the current generally accepted practices of the profession for which services are rendered under this Contract.

17. **Materials and Equipment.** CONTRACTOR shall furnish at his/her own expense, all materials and equipment necessary to carry out the terms of this Contract, except the City will furnish all toilet paper, paper hand towels, hand soap for restroom dispensers, and trash can liners.

18. **Audit Authority.** CONTRACTOR shall keep full and detailed accounts and exercise such controls as may be necessary for proper financial management under this Contract; the accounting and control systems shall be satisfactory to CITY. CITY and CITY's auditor shall be afforded access to CONTRACTOR's records, books, correspondence and other data relating to this Contract. CONTRACTOR shall preserve these records, books, correspondence and other data relating to this Contract for a period of four (4) years after final payment or for such longer period as may be required by law. In addition, CONTRACTOR agrees to make said records, books, correspondence and other data relating to this Contract available to CITY at CITY's principle place of business upon seventy-two (72) hours advance written notice. The City Administrator, or his or her designee, shall at all times have the right to inspect the work, services, or materials. CONTRACTOR shall furnish all reasonable aid and assistance required by CITY for the proper examination of the work or services and all parts thereof. Such inspection shall not relieve CONTRACTOR from any obligation to perform said work or services strictly in accordance with the specifications of any modifications thereof and in compliance with the law.

20. **Notices.** All notices herein provided to be given, or which may be given by either party to the other, shall be considered fully received when made in writing and deposited in the United States mail, certified and postage prepaid, and addressed to the respective parties as follows:

CITY:

City of Carmel-by-the-Sea  
Public Works Department  
Attention: Andy Vanderford  
P.O. Box CC, Carmel-by-the-Sea  
California 93921

## CONTRACTOR:

21. **Entire Contract.** This Contract constitutes the entire contract between the parties hereto and supersedes any and all prior contracts, whether oral or written, relating to the subject matter thereof. Any modification of this Contract will be effective only if it is in writing signed by both parties hereto.

22. **Validity.** If any provision in this Contract is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force without being impaired or invalidated in any way.

23. **Assignment of Interest.** The duties under this Contract shall not be assignable, delegable, or transferable without the prior written consent of CITY. Any such purported assignment, delegation, or transfer shall constitute a material breach of this Contract upon which CITY may terminate this Contract and be entitled to damages.

24. **Conflict of Interest/Political Reform Act.** CONTRACTOR shall at all times avoid conflicts of interest, or the appearance of conflicts of interest, in the performance of this Contract.

During the term of this Contract CONTRACTOR shall not directly or indirectly, either as a partner, employer, employee, consultant, principal, and agent or in any individual or representative capacity, engage or participate in any business or voluntary activity on behalf of any other party on any property located within the City of Carmel-by-the-Sea without notification to City Administrator.

If CITY determines CONTRACTOR comes within the definition of CONTRACTOR under the Political Reform Act (Government Code Sections 87100 et seq.) CONTRACTOR shall complete and file, and shall require any other person doing work under this Contract, to complete and file a "Statement of Economic Interest" with CITY disclosing CONTRACTOR'S and/or such other person's financial interests.

25. **Non-discrimination/Affirmative Action.** CONTRACTOR will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, marital status, physical or other motor handicap, unless based upon bonafide occupational disqualification.

CONTRACTOR will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, sex, age, national origin, marital status, physical or other motor handicap.

26. **Counterparts.** This Contract may be executed in multiple originals, each of which is deemed to be an original, and may be signed in counterparts.

27. **Laws.** CONTRACTOR agrees that in the performance of this Contract it will reasonably comply with all applicable state, federal and local laws and regulations. This Contract shall be governed by and construed in accordance with the laws of the State of California and the City of Carmel-By-The-Sea.

28. **Attorneys Fees and Court Venue.** Should either party to this Contract bring legal action against the other, (formal judicial proceeding, mediation or arbitration), the case shall be handled in Monterey County, California, and the party prevailing in such action shall be entitled to a reasonable attorney's fee which shall be fixed by the judge, mediator or arbitrator hearing the case and such fee shall be included in the judgment, together with all costs.

29. **Severability.** If any term of this Contract is held invalid by a court of competent jurisdiction, the remainder of this Contract shall remain in effect.

IN WITNESS WHEREOF, this Contract is entered into by the parties hereto in Carmel, California, on the day and year first written above.

CITY OF CARMEL-BY-THE-SEA

CONTRACTOR

By: \_\_\_\_\_

By: \_\_\_\_\_

Chip Rerig,  
City Administrator

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Recommended

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Tom Ford,  
Acting Project Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Its: Nova Romero, MMC  
City Clerk

Date: \_\_\_\_\_

**TECHNICAL SPECIFICATIONS: Janitorial Services**



**CITY OF CARMEL-BY-THE-SEA, CALIFORNIA  
MEMBERS OF CITY COUNCIL**

Dale Byrne, Mayor  
Bob Delves, Council Member  
Jeff Baron, Council Member  
Alissandra Dramov, Council Member  
Hans Buder, Council Member

Chip Rerig, City Administrator

## SECTION 1 - JANITORIAL SERVICES GENERAL

The objective of this RFP process is to identify qualified Service Providers capable of providing consistent high quality janitorial services at the most competitive prices to the highest professional standards. This project entails cleaning of high-visibility public areas. The cleaning personnel will likely be interacting with the public and the project requires a firm with an understanding of the hospitality aspect of the work. This is merely a Request for Proposal and is not to be construed as an offer to enter into a contract.

Said services shall include without limitation:

- Janitorial Cleaning Services
- Day Porter Services
- Related Janitorial Services
- Urgency/Emergency Janitorial Services

The objective of this specification is to provide consistent high quality janitorial services at the most competitive prices to the highest professional standards. This project entails cleaning of high-visibility public areas. The cleaning personnel will be interacting with the public and the project requires a firm with an understanding of the hospitality aspect of the work.

## SECTION 2 - PRICING

- The City of Carmel-by-the-Sea assumes that the prices listed in the Contractor's proposal are the most competitive quotes it can offer, both at the outset of the relationship and on an ongoing basis. The City expects to work together with Contractor to continually identify opportunities to achieve cost reductions.
- The City assumes the Contractor's proposal is in accordance with the prevailing hourly rate of per diem wages for this locality and project as determined by the State of California Director of Industrial Relations pursuant to California Labor Code Section 1773.2.
- The City will not accept any additional charges other than those indicated in the Contractor's proposal.

It shall be assumed that the pricing submitted by each Service Provider is sufficient to cover all specifications, terms and conditions described in this request for proposal.

Proposals must be accompanied by a proposal deposit of Two Thousand Dollars (\$2,000.00) in the form of a Cashier's or Certified Check, an irrevocable letter of credit, or a certificate of deposit, or a bidder's bond of a corporate surety, authorized by the California Insurance Commissioner to do business in the State of California, payable and acceptable to the City of Carmel-by-the-Sea. **A proposal without a proper deposit will automatically be rejected.**

Proposers shall have the right to substitute securities for any monies withheld by the City to insure performance under the contract pursuant to Government Code Section 4590.

## SECTION 3 - BUILDINGS / FACILITIES DESCRIPTIONS

CITY HALL BUILDING - MONTE VERDE STREET, BETWEEN OCEAN & 7<sup>TH</sup> AVENUES

The City Hall building has 6,300 cleanable square feet (sf) of space consisting of administrative, building, and planning areas. Areas to be cleaned include two lobby restrooms and drinking fountains and one staff restroom downstairs; the glass doors and front entrance to City Hall; the counters and tables throughout, including Council Chambers.

POLICE HEADQUARTERS - SOUTHEAST CORNER OF JUNIPERO & 4<sup>TH</sup> AVENUE

Police Headquarters is housed in an 11,000 cleanable sf building. The Police Department includes break room, restrooms, offices (chief, commander and detective offices), and the emergency operations center. Includes contact points and common areas, including underneath each terminal desk top. Flooring includes hard surface floors, carpeted offices, and walk-off mats.

HARRISON MEMORIAL LIBRARY – EAST OF LINCOLN BETWEEN 6<sup>TH</sup> AND OCEAN

The Harrison Memorial Library has 7,000 sf of space consisting of two lower-level restrooms and one lower-level staff restroom, glass doors, front entrance, counters, tables, shelving and display cases. There is carpeting on all levels, in the lobby, and on stairs.

PARK BRANCH LIBRARY – NORTHEAST CORNER MISSION ST AT 6<sup>TH</sup>

The Park Branch Library, or Children’s Library, has 6,800 cleanable sf of space consisting of three upper-level restrooms, one staff restroom and one kitchenette to the rear of facility; glass doors, front entrance, counters, tables, shelving and display cases. There is carpeting on all levels, in the lobby and on stairs. Lobby has a slate floor.

PUBLIC WORKS - JUNIPERO ST.

The 2,000 cleanable sf Public Works building contains two restrooms each with a locker area with toilets, sinks, walls, floors, chrome, cabinets, mirrors, showers and locker room floors. Upstairs offices included.

VISTA LOBOS MEETING ROOM – 3<sup>RD</sup> AVE. BETWEEN JUNIPERO & TORRES

The Vista Lobos Meeting Room consists of 2,200 square feet of cleanable with a kitchen area, Community room and restrooms.

PUBLIC RESTROOM FACILITIES:

- Murphy Park (400 sf) – Northwest corner Lincoln and 6<sup>th</sup> Ave
- Devendorf Park (400 sf) – Southwest corner Junipero and 6<sup>th</sup> Ave
- Del Mar Beach (300 sf) – Ocean Ave at Del Mar
- Forest Hill Park Lower “The Playground” (400 sf) – Mission between 2<sup>nd</sup> & 3<sup>rd</sup> Avenues
- Forest Hill Park Upper “Tennis Courts” (300 sf) – Junipero between 1<sup>st</sup> & 2<sup>nd</sup> Avenues
- Piccadilly Park (100 sf Unisex) – W/S Dolores between Ocean & 7<sup>th</sup> Ave
- Vista Lobos Meeting Room (Unisex) – 3<sup>rd</sup> Ave. between Junipero & Torres
- Scenic (191 sf) – Scenic and 13th

**3.1 CLEANING SPECIFICATIONS OVERVIEW**

Restrooms located at Delmar Beach, Scenic Beach, Murphy Park, Devendorf Park:  
Routine: Three times per day, seven days per week, except as follows:

Four times per day, seven days per week during:

- April 1 through October 1
- July 4<sup>th</sup>, Memorial Day, Labor Day, Thanksgiving Holidays (Thursday through Sunday)

Restrooms (2) located at Picadilly Park:

- Routine: Three times per day, seven days per week
- DETAIL/COMPREHENSIVE CLEANING per section 4.18; once per month.

Restrooms (2) at Forest Hill Park:

- Routine: One time per day, seven days per week
- DETAIL/COMPREHENSIVE CLEANING per Section 4.18; once *every other* month.

Municipal buildings are routine-cleaned three times per week, with the exception of the police station which is cleaned seven days per week, and sections of the Public Works Building which are cleaned weekly. Specific Task and Frequencies of work found in Exhibit B. Contractor shall provide the City a schedule of daily / weekly work in each facility or area of work. Should City employees work in temporary facilities during construction (example: Police Department and Public Works Building remodel would require the use of portables in various locations around the City), Contractor shall shift their routine to accommodate the new locations.

## **SECTION 4 - ADDITIONAL REQUIREMENTS, TERMS AND CONDITIONS**

### **4.1 GENERAL**

- a. The services to be provided consist of all labor, supplies, consumables, methods and processes, except as otherwise specified which are necessary and required to complete the contract,
- b. Where the specifications describe portions of the service in general terms, but not in complete detail, it is understood that only the best general practice is to prevail and that only workmanship and materials of the first quality are to be used.

### **4.2 CITY'S CONTROL OF THE SERVICE**

The Contractor Manager shall decide any and all questions which may arise as to the quality or acceptability of materials and supplies furnished and service performed, and as to the manner of performance and rate of progress of the service. He/she shall also decide all questions which arise as to the interpretation of the specifications, all questions as to the acceptable fulfillment of the contract on the part of the vendor, and all questions as to claims and compensation.

### **4.3 DEFECTIVE OR ADDITIONAL SERVICES**

- a. The Contractor shall remedy all services, which are defective or deficient in any of the requirement of these specifications, in an acceptable manner.
- b. The inspection of the service shall not relieve the Contractor of any of his/her obligations to fulfill the contract as prescribed.

### **4.4 EMPLOYEES**

- a. All workmanship shall be to highest standard of modern janitorial services and practices. Employment shall comply with the prevailing local labor conditions and the Contractor shall employ only competent, careful, orderly persons for contract performance.
- b. If at any time the Contract Manager determines that any person employed under the contract is incompetent, careless, reckless, or disorderly, or disobeys or evades proper orders and instruction, such person shall be excluded for work in public areas included in the contract.
- c. A Crew Manager's contact information shall be provided to the City and shall be responsive to communications in a timely manner.

#### 4.5 DAMAGE TO PROPERTY

- a. The Contractor shall be held responsible for any damages to existing public areas or private property caused by Contractor's operations.

#### 4.6 QUALITY CONTROL

- a. Contractor Quality Control.

The Contractor is expected to conduct inspections on both a scheduled and unscheduled basis and identify the individuals who will perform the inspections. The Contractor is to provide the schedule of inspections to the Manager prior to work start.

- b. Quality Assurance

During the term of this agreement, Contractor is required to conduct at least monthly quality inspections using the Smart Inspect™ quality system. **This software system will be provided by the City.** All Contractor training shall be borne by the Contractor.

- c. KPIs - Performance-based Criteria

During the term of the Agreement, the Contractor will be required to participate in a web-based global quality system. Currently, the City of Carmel-by-the-Sea utilizes the Smart Inspect™ quality system.

Quality assurance activities, such as those associated with participation in a performance-based program, are considered to be an integral part of the Contractor-client relationship. It is not anticipated that participation in the quality system will require any additional management resources on the part of the Contractor.

**The performance of the Contractor shall be managed in the manner described below.**

##### Monthly Inspections

During the term of this agreement, Contractor and Carmel-by-the-Sea shall jointly conduct monthly quality audits and data uploads using the Smart Inspect™ or similar web-based quality system. The Contractor has primary responsibility to schedule and coordinate the audits.

Contractor will be provided with access to the Smart Inspect™ web-based auditing platform. Contractor must purchase or have access to one mobile device per location serviced (Ipod Touch, smartphone or tablet; Apple or Android).

Third-party audits may also be conducted by a Joint Review Team comprised of a third-party auditor and a representative of Carmel-by-the-Sea.

Maintaining a Quality Success Percentage of 85% or better

During the term of this agreement, the Contractor is required to maintain a quality success percentage (QSP) of 85% (relating to the quality system).

A QSP score shall be defined as the score that results from dividing the total acceptable items (i.e. items that meet the appearance criteria as stated in Specifications) into the total number of items inspected. For example, if an auditor inspects 1,000 items and 850 of those items are deemed to be acceptable (free of dust, debris, spots, etc.), then the resulting QSP is 85%.

Penalty for Non-Performance

Non-performance is defined as:

- 1) Failure to obtain the defined minimum QSP score
- 2) Failure to conduct the required monthly audit
- 3) Failure to meet other terms and conditions of the Agreement

Failure to obtain the defined minimum QSP Score

A 5% penalty shall apply if an individual property fails to obtain a QSP score of 85% for two consecutive months. If a property scores below an 85%, that property must be re-inspected the following month.

The 5% penalty shall not apply to any extra work order line items on the janitorial invoice.

Repeated failure to achieve a QSP of 85% may result in termination.

## 2) Failure to conduct the required monthly audit

The Contractor has the primary responsibility to schedule and coordinate, with City management, a monthly audit using the Smart Inspect quality platform.

Failure to conduct the required monthly quality audit will be deemed as the equivalent of failing to meet the prescribed QSP score. The 5% penalty, as well as other available remedies, will apply.

## 3) Failure to meet other terms and conditions of the Agreement

The Contractor also agrees to the other terms and conditions as described in the Agreement. Failure to meet these terms and conditions may result in termination.

Emergency Response Consideration

The City of Carmel-by-the-Sea understands that the Contractor, at times, is required to reassign staff to respond to an emergency. In these cases, the area that had the reduced available staffing shall not be inspected for two days in order to allow the Contractor an opportunity to catch up on the cleaning of that area or facility.

**4.7 SAFETY PROGRAM**

The Contractor shall conform to all local, State and Federal rules and regulations pertaining to safety in both supplies and services.

- a. The Contractor shall establish, implement, and maintain a safety program for preventing accidents and preserving the life and health of his/her personnel and City personnel involved in performance of the Contract.
- b. The City shall not be responsible for damages to property or for injuries or death to persons which occur without fault on the part of the City as a result of or incidental to performance of the Contract. The Contractor shall hold the City harmless from any or all claims arising from such cause provided that no conditions contained in these specifications shall be deemed to affect any liability of the City to its employees.

#### **4.8 ENVIRONMENTAL PROTECTION**

The Contractor shall comply with all Federal, State, and Local regulations covering environmental protection.

#### **4.9 HAZARDOUS MATERIALS**

All hazardous materials generated or caused by the Contractor in performance of this contract shall be handled, stored, transported, and disposed of in accordance with applicable State and Federal regulations. Contractor agrees to submit Material Safety Data Sheets (MSDS) for all "hazardous substances" Contractor intends to use in performance of work under this Contract in any City facility. "Hazardous substances" are defined as those substances so designated by the Director of Industrial Relations pursuant to the Hazardous Substances Information and Training Act (Labor code sec. 6360 *et seq.*) The MSDS for all products must be submitted to the City before commencing work. The MSDS for a particular product must be reviewed and approved by the City's Risk manager before Contractor may use that product. City will inform Contractor about hazardous substances to which it may be exposed to while on the job site and protective measures that can be taken to reduce the possibility of exposure.

#### **4.10 REMOVAL OF TRASH AND DEBRIS**

- a. The Contractor shall remove from the job site all debris and waste materials that are produced by his/her operation and shall leave the work area in a clean and orderly condition at each area upon completion of each day's work.
- b. All debris generated as a result of this contract may be disposed of in designated City-owned dumpsters, or other approved receptacles, or at the City Corporation Yard.

#### **4.11 LOST AND FOUND**

Articles found by the Contractor shall be turned into the Carmel Police Department.

#### **4.12 FIRE PROTECTION**

- a. The City fire regulations, policies and instructions will be followed.
- b. Combustible materials shall be properly stored.

#### **4.13 BUSINESS LICENSE, INSURANCE, WORKER'S COMPENSATION**

The Contractor will be required to meet all City licensing and insurance requirements before proceeding with work.

**4.14 BACKGROUND CHECKS AND IDENTIFICATION**

All Contractor employees (including the owner) and any sub-contractor's (only with express written permission by the City) must submit to and pass a criminal background check administered through the City before working. The Contractor shall furnish employee identification badges which include the company name, employee name, and a picture of the employee.

**4.15 UNIFORMS**

Contractor employees shall wear company uniforms. Uniform shall consist of shirt, hat, and jacket or sweater. Uniform pants and shoes are not required. Uniform type is subject to review and approval of City.

**4.16 SPECIAL PROVISIONS**

Contractor shall occasionally be required to clean up human / animal excrement within the City's jurisdiction (other than buildings and facilities not listed within these specifications); for example, on sidewalks, open park spaces, etc.

**4.17 SUPPLEMENTAL WORK**

Description of Supplemental Work include, but are not limited to:

1. After hours work on an on-call, as-needed basis as directed by the City
2. Services associated with special events
3. "Project Work"
  - a. Construction activity clean up
  - b. Disaster clean up
  - c. Detail / comprehensive cleaning not specified elsewhere within the Contract
4. Other work as directed by the City not specified elsewhere in the Contract, To Be Determined, and can be billed as Supplemental Services at an hourly rate or occasionally substituted for ongoing, routine maintenance.
5. All Supplemental Work shall be only performed upon direction by the City, to be determined as the work may arise.

Payment for Supplemental Work: Payment for Supplemental Work may be paid for via a wide variety of terms, whichever is in the best interest of the City, some of which may be a negotiated lump sum, Time and Materials (T&M) basis, or other terms approved by the City.

**4.18 DETAIL / COMPREHENSIVE CLEANING, INCLUDING PUBLIC RESTROOMS**

**General Description:** The work includes high level detail cleaning to the highest standard. All components, primarily the interior, are to be cleaned and sanitized including walls, ceilings, partitions, dispensers (inside and out), light fixtures, flooring, tile grout, entrance and closet doors (inside and out).

**Payment:** Cost of this cleaning shall be included in the proposal of the Contractor. This is not supplemental work.

**Attachment 1**

**City of Carmel-by-the-Sea**

**Green Cleaning Policy**

November 2025

## **Overview**

This Green Cleaning Plan has been designed for the City to be able to implement a fully comprehensive green cleaning program for Carmel. Used in conjunction with Carmel's cleaning specification, it includes industry best practices as well as green cleaning processes to ensure a healthy and safe environment for the people who visit or work in Carmel's buildings.

## **Required Green Cleaning Policies and Procedures**

### **Green Cleaning Program Overview**

To demonstrate its commitment to sustainable greening of its facilities, Carmel has begun its efforts to move toward the "greening" of its janitorial operations. To achieve this end, this Green Cleaning Plan has been structured based on the LEED-EB rating system, which is the most standardized, followed and well-documented green cleaning protocol currently in practice. Buildings seeking LEED certification must meet certain prerequisites and credits in the LEED rating system. Several of the points are achievable through Green Cleaning Programs. The buildings pursuing LEED certification must use the green cleaning strategies described in this document in at least 90% of its useable space.

### **Purpose of Green Cleaning**

Many janitorial cleaning products have been shown to degrade indoor air quality, pollute the water, and negatively impact the health of sensitive occupants. In effort to maintain a clean facility, service providers and facility managers often use harsh solutions that, while disinfecting the building, contaminate the indoor air. It is Carmel's desire to maintain both clean facilities and healthy environments for their occupants and are therefore committed to the Green Cleaning Practices in this policy.

### **Participation**

Carmel recognizes that the participation of all janitors and supervisors is an essential component of a successful Green Cleaning Program. Therefore, Carmel may include the requirements associated with Green Cleaning in the cleaning scope of its buildings that are striving toward a fully comprehensive green cleaning program. The janitorial team should be prepared to demonstrate an ability to incorporate the following elements into the cleaning process: green product specification, staff training, solution storage, dilution and safe handling and equipment specifications and must also demonstrate a willingness to continue to develop these aspects of the program.

## **Low Environmental Impact Cleaning Policy**

### **Hand Hygiene**

Service Provider will promote healthy hand hygiene by providing soap and soap dispensers in custodial closets, kitchen areas, bathrooms, break rooms and locker rooms. Service providers are required to wash their hands on a routine basis while servicing the facility. Alcohol-based hand sanitizers will be provided in public areas. The buildings' custodial paper products should be dispersed from hands-free dispensers to eliminate levers and cranks that users share. Hand soaps should not contain anti-microbial agents (other than as a preservative system) unless required by health codes and other regulations.

### **Staffing**

Service Provider will maintain an appropriate staffing plan that is consistent with Carmel's cleaning specifications.

### **Chemical Storage Guidelines**

Housekeeping team will maintain a program that reduces the exposure of the building occupants to potentially dangerous chemical, biological, and particle contaminants which adversely impact air quality, health, and the environment.

1. Any chemical stored in the custodial closets will have a locked container which encloses the liquid cleaning products and delivers out proper specified measurement for dilution.
2. The solutions used by the janitorial team will all be stored in the custodial closet(s) and the housekeeping staff must follow these guidelines:
  - a. Material Safety Data Sheets (MSDS) must be available to all service providers
  - b. Service providers are trained on MSDS and Chemical Handling annually
  - c. All containers must be properly labeled to be easily identifiable
  - d. All cleaning products must be properly and safely stored
    - i. No liquids will be placed on shelves above eye level
  - e. Service providers must use appropriate Personal Protective Equipment
  - f. Chemical dilution systems must be adhered to
  - g. Unnecessary amounts of chemicals should not be stored in the custodial closet
  - h. Only authorized employees will have access to the main storage room

### ***Special Treatment of Carpets***

Carpet can be a source of bio-pollutants, dust and volatile organic compounds (VOCs). Pesticides and cleaning products (such as stain removers) that remain on the carpet after initial application can volatilize (rise up into the air) over time and contaminate the indoor air. The following carpet treatment guidelines will mitigate the need for carpet cleaning solutions through both preventative and prescriptive treatment.

1. Prevent stains
  - a. Clean up spills promptly using cold water and one or more blotting cloths
  - b. Make a spill kit available to occupants
  
2. Promptly clean and thoroughly dry carpets if they should become saturated with water
  - a. Quick action following a leak or other water damage may prevent carpet loss and the growth of mold and/or mildew. (Do not attempt to clean a moldy carpet without proper protective equipment, clothing, respirators, and air filters. Special training may be required to adequately deal with a water-soaked carpet.)
  
3. Avoid excessive use of carpet shampoos and bonnet cleaning products. Bonnet cleaning involves the use of cotton, rayon, and/or polypropylene pads and a rotary shampoo machine. Although these chemicals are usually mild, overuse makes more frequent extraction cleaning necessary.
  
4. Deep-clean when necessary.
  - a. Periodically deep-cleansing of carpet is necessary to extract dirt, bio-pollutants, moisture, and embedded cleaning agents.
  - b. A wet vacuum water extraction machine after dry vacuuming may be used.
  - c. The Carpet and Rug Institute recommends rapid drying of the carpet, within 24 hours.
  - d. Pre-sprays applied carefully and left on long enough can reduce the amount of chemicals needed.

### ***Reducing Microbial Growth through Proper Cleaning***

The following are basic guidelines to minimize the need for antimicrobial products at Carmel:

1. Clean first and then apply disinfectant.
  - a. Most disinfectants are not cleaners, and are usually only effective on a clean surface.
  - b. Wait the recommended time before rinsing the antimicrobial solution from the surface (usually at least ten minutes, although some products are rapid-use and may only need one or two minutes)

2. Use disinfectants only when and where required
  - a. Ordinary detergents should remove more microbes than disinfectants
3. Change mop heads and sponges daily
4. Change cleaning water frequently (water used in mop-buckets, etc.)
  - a. Do not waste water by overfilling mop buckets, etc.
5. Intentionally clean areas where water collects and condenses
  - a. Areas such as refrigerator and air conditioner pans as well as air cleaner/humidifier machines
6. Use a drain maintainer (containing enzymes) if drains clog or has an odor
7. If there is a food preparation area in any of the subject buildings, Carmel and/or Service Provider employees that prepare food for customers must use antimicrobial soaps and/or disinfectants

NOTE- If a building uses antimicrobial products, it needs to document the specific antimicrobial used, the location, date and reason for use.

### ***Service Provider Training Requirements***

Service Provider will provide training of personnel in the hazards, use, maintenance and disposal of cleaning chemicals, dispensing equipment and packaging. Documentation of the training sessions, attendees and topics covered needs to be collected and maintained by the housekeeping manager.

1. Basic Service Provider Training
  - a. Service providers should receive basic training, including the Green Cleaning specifications delineated in this Carmel Green Cleaning Plan.
  - b. An average of eight hours of training (or more) per year is required for each janitor.
2. Training Specifications
  - a. Material safety data sheets (MSDS).
  - b. Compliance with the Green Seal standard of GS – 37.
  - c. Use and wear of Personal Protective Equipment.
  - d. Service Providers should be informed of Carmel’s product reporting requirements.
    - i. All cleaning products which are not on the GS-37 list must be approved by Carmel personnel.
3. Provide Carmel with monthly training logs indicating the attendees and the training topic

### **Green Cleaning Materials Policy**

#### ***General Green Cleaning Solutions and Custodial Products Guideline***

Service Provider must purchase general cleaning supplies for janitorial use such as dishwashing liquid and desk cleaner that meet the GS-37 or California Code of Regulation standards. Employees should be made aware of the availability of such

supplies. The housekeeping team is discouraged from bringing general cleaning supplies into the Carmel facility and should not bring cleaners that do not meet the GS-37 standard. Such guidelines should be made aware to all employees.

Service Provider must purchase general janitorial products such as disposable paper products and trash bag liners that contain recycled material. At least 75% of the total annual purchases of these products (by cost) must meet at least one of the following sustainability criteria:

1. The cleaning products meet one or more of the following standards for the appropriate category:
  - a. Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes;
  - b. Environmental Choice CCD-110, for cleaning and degreasing compounds;
  - c. Environmental Choice CCD-146, for hard-surface cleaners;
  - d. Environmental Choice CCD-148, for carpet and upholstery care;
  - e. Green Seal GS-40, for industrial and institutional floor care products;
  - f. Environmental Choice CCD-147, for hard-floor care;
  - g. EPA Design for the Environment Program's Standard for Safer Cleaning Products;
  - h. EcoForm's Information-Based Environmental Label; and/or
  - i. Cleaning devices that use only ionized water or electrolyzed water and have third-party-verified performance data equivalent to the other standards mentioned above (if the device is marketed for antimicrobial cleaning, performance data must demonstrate antimicrobial performance comparable to EPA Office of Pollution Prevention and Toxics and Design for the Environment requirements, as appropriate for use patterns and marketing claims).
2. Disinfectants, metal polish, floor finishes, strippers or other products not addressed by the above standards meet one or more of the following standards for the appropriate category:
  - a. Environmental Choice CCD-112, for digestion additives for cleaning and odor control;
  - b. Environmental Choice CCD-113, for drain or grease trap additives;
  - c. Environmental Choice CCD-115, for odor control additives;
  - d. Green Seal GS-52/53, for specialty cleaning products;
  - e. California Code of Regulations maximum allowable VOC levels for the specific product category;
  - f. EPA Design for the Environment Program's standard for safer cleaning products;
  - g. EcoForm's Information-Based Environmental Label; and/or
  - h. Cleaning devices that use only ionized water or electrolyzed water and have third-party-verified performance data equivalent to the other standards mentioned above (if the device is marketed for antimicrobial cleaning, performance data must demonstrate antimicrobial performance comparable to EPA Office of Pollution Prevention and Toxics and Design

- for the Environment requirements, as appropriate for use patterns and marketing claims).
3. Disposable custodial paper products and trash bags meet the minimum requirements of one or more of the following programs for the applicable product category:
    - a. EPA comprehensive procurement guidelines, for custodial paper;
    - b. Green Seal GS-01, for tissue paper, paper towels and napkins;
    - c. Environmental Choice CCD-082, for toilet tissue;
    - d. Environmental Choice CCD-086, for hand towels;
    - e. Custodial paper products derived from rapidly renewable resources or made from tree-free fibers;
    - f. FSC certification, for fiber procurement;
    - g. EPA comprehensive procurement guidelines, for plastic trash can liners; and/or
    - h. California integrated waste management requirements, for plastic trash can liners (California Code of Regulations Title 14, Chapter 4, Article 5, or SABRC 42290-42297 Recycled Content Plastic Trash Bag Program).
  4. Hand soaps meet one or more of the following standards:
    - a. No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (e.g., food service and health care requirements);
    - b. Green Seal GS-41, for industrial and institutional hand cleaners;
    - c. Environmental Choice CCD-104, for hand cleaners and hand soaps;
    - d. Environmental Choice CCD-170, for hand sanitizers;
    - e. EPA Design for the Environment Program's standard for safer cleaning products; and/or
    - f. EcoForm, Information-Based Environmental Label, for hand soaps and hand sanitizers.

Service Provider shall track its green cleaning product purchases.

To the extent practical, no cleaning or disinfecting products should contain ingredients that are carcinogens, mutagens, or teratogens. These include chemicals listed by the U.S. EPA or the National Institute for Occupational Safety and Health on the Toxics Release Inventory (40 CFR, Section 372, Subpart D). If such products containing these toxic chemicals must be used (cleaning solutions for specific equipment, etc.), only the minimum amounts should be used and the product must be disposed of properly. On the Toxic Release Inventory, a complete list of toxic chemicals is maintained by the U.S. EPA and can be found at [www.epa.gov/tri/chemical](http://www.epa.gov/tri/chemical).

The cleaning products used at Carmel must meet the Green Seal standard of GS-37. The Green Seal Organization offers extensive information regarding the GS-37 standard on their website [www.greenseal.org/certification/environmental.cfm](http://www.greenseal.org/certification/environmental.cfm). A complete listing of Green Seal certified products is maintained by the Green Seal organization and can be found at [www.greenseal.org/findaproduct/index.cfm](http://www.greenseal.org/findaproduct/index.cfm).

Service Provider will document the type, volume and concentration of all chemicals used in the cleaning process. Service Provider will also maintain a plan that addresses the handling of hazardous spills or mishandling incidents.

### **Low Environmental Impact Cleaning Equipment Policy**

Service Provider must implement an equipment program to reduce building contaminants with minimum environmental impact. Service Provider will purchase cleaning equipment that meets the following requirements:

1. Vacuum cleaners meet the requirements of the Carpet & Rug Institute “Green Label” Testing Program – Vacuum Cleaner Criteria and are capable of capturing 96% of particulates 0.3 microns in size and operates with a sound level less than 70dBA.
2. Hot water extraction equipment for deep cleaning carpets is capable of removing sufficient moisture such that the carpets can dry in less than 24 hours. Extraction equipment is certified by Carpet and Rug Institute’s “Seal of Approval” Testing Program for deep-cleaning extractors.
3. Powered maintenance equipment including floor buffers, floor burnishers and automatic scrubbers are equipped with vacuums, guards and/or other devices for capturing fine particulates, and shall operate with a sound level less than 70dBA.
4. Propane-powered floor equipment has high-efficiency, low-emissions engines and operate with a sound level of less than 90dBA.
5. Automated scrubbing machines are equipped with variable-speed feed pumps to optimize the use of cleaning fluids. Automated scrubbing machines must use only tap water with no added cleaning products.
6. Battery-powered equipment is equipped with environmentally preferable gel batteries.
7. Where appropriate, active micro fiber technology is used to reduce cleaning chemical consumption and prolong life of disposable scrubbing pads.
8. Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.
9. Equipment has rubber bumpers to reduce potential damage to building surfaces.
10. A log will be kept for all powered housekeeping equipment to document the date of equipment purchase and all repair and maintenance activities and include cut sheets for each type of equipment in use in the logbook.

### **Reporting**

Service Provider must provide documentation of its comprehensive green cleaning program upon request and must also provide written updates, including a record of supply purchases indicating compliance with the GS-37 Standard, equipment purchases and training on at least a quarterly basis.

## **Applying Green Cleaning to the Specifications**

The Low Environmental Impact Cleaning requirements, the Green Cleaning Materials requirements and the Low Environmental Impact Cleaning Equipment requirements are to be applied to Carmel's cleaning specifications.

For example, the task, "clean door glass and other adjacent glass areas" must be performed using a chemical that meets the Green Seal GS-37 Standard and microfiber technology in lieu of paper products when possible as set forth in the Green Seal GS-42 Standard. The task, "fully vacuum all carpeted areas from wall to wall including walk-off mats and edges" must be performed with a vacuum cleaner that captures 96% of particulates 0.3 microns in size and operates with a sound level less than 70dBA.

## **Occupant Feedback**

Service Provider will collect building occupant feedback on an ongoing basis in order to improve its housekeeping program. Carmel and/or the Service Provider will use formal surveys as well as a complaint response system to discover and respond to building occupant ideas and complaints. The housekeeping team will operate with a "continuous improvement" mindset and will be open to new ideas, technologies, procedures and processes. Carmel and/or the Service Provider will document survey results, as well as the steps taken in response to the survey.

## **Quality Control Measures**

Carmel is committed to maintaining its buildings in an environmentally preferable way that will benefit the health of the facility occupants, visitors, maintenance personnel and the natural environment. To this end, Carmel routinely evaluates the successes and shortcomings of all employed practices and makes immediate alterations accordingly. Building and site walk-throughs are completed routinely by Carmel supervisors and management to ensure adoption and proper application. As recommended by the U.S. Green Building Council, Carmel may use a third-party to assess the quality of the janitorial services. Facility occupants are highly encouraged to report any outstanding janitorial issues to the facility personnel. New technologies for environmentally sensitive cleaning will be continuously monitored and assessed as they become available and adopted when they are applicable. Similarly, this policy will be updated as needed to ensure that current and successful procedures are being carried out.

## **Indoor Chemical and Pollutant Source Control**

Carmel may employ permanent entryway systems (grilles, grates, mats) at least ten feet long in the primary direction of travel to capture dirt and particulates entering the building at all public entry points. These entryway systems and exterior walkways will be appropriately cleaned. Public entryways that are not in use or serve only as emergency exits are excluded from the requirements, as are private offices. It is preferable for mats to be fire resistant and have solid backing. Retain all product literature when purchasing new mats, grilles or grates.

Whenever possible, Carmel will install low-maintenance plants around the building's entryways. "Low-maintenance plants" are plants that are unlikely to produce fruit, flowers or leaves that are likely to be tracked into the building. Select plants that are based on an integrated pest management (IPM) approach to eliminate pesticide applications that could be tracked into the building.

## Attachment 2

### Tasks and Frequencies

**All Included City of Carmel-by-the-Sea Facilities**

General	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Report all facility / building emergencies and problems to the City.	X							
Provide daily support services as directed by City.	X							
Leave personal work spaces contents undisturbed.	X							
Remove interior and exterior graffiti.	X							
Store equipment and supplies in a safe and orderly manner.	X							
Trash to be disposed of in a designated City-owned dumpster.	X							
Provide toilet unplugging services throughout all included buildings as needed.	X							
Unlock and lock buildings as assigned by City.	X							

**Public Restroom Facilities**

High-Use/High-Visibility Restrooms (Includes: Del Mar, First Murphy, Devendorf, Picadilly Park, and Scenic)	Daily (Mon -Sun)	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Fully clean restrooms; apply germicidal to fixtures, surfaces, door frames, handles and light switches; refill dispensers, empty trash and replace liners, clean chrome and mirrors; clean partitions, sweep and mop floors with germicidal cleaner providing a clean and sanitized area free of buildup, cobwebs, debris, dust, fingerprints, malodor, soil, spots and streaks.	4x							
Clean floor drain surfaces, remove debris and pour water or enzymes into drain to prevent malodor.	X							
Pressure wash restroom walls with resulting in a sanitized surface free of buildup, cobwebs, debris, dust, fingerprints, malodor, soil, spots and streaks; all waste water to be recaptured.						X		

General-Use Restrooms (Includes Forest Hills Park - Lower, Forest Hills Park - Upper, and Vista Lobos Meeting Room)	Daily (Mon -Sun)	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Fully clean restrooms; apply germicidal to fixtures, surfaces, door frames, handles and light switches; refill dispensers, empty trash and replace liners, clean chrome and mirrors; clean partitions, sweep and mop floors with germicidal cleaner providing a clean and sanitized area free of buildup, cobwebs, debris, dust, fingerprints, malodor, soil, spots and streaks.	X							
Clean floor drain surfaces, remove debris and pour water or enzymes into drain to prevent malodor.	X							

**Public Use Municipal Buildings - Includes: Harrison Memorial Library, Park Branch (Children's) Library, City Hall\***

\* City Hall to receive one additional cleaning the first week of each month due to the Public Workshop and City Council Meetings

**All Public-Use Municipal Building Areas**

Floor Care	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Dust mop or sweep hard surface floors to remove cobwebs, debris, dust and soil.			X					
Spot mop hard surface floors; damp mop heavy use areas to remove buildup, cobwebs, debris, dust, soil, spots and streaks.		X						
Damp mop or auto scrub all hard surface floors to remove buildup, cobwebs, debris, dust, soil, spots and streaks.				X				
Strip and refinish resilient floors using approved floor finish to remove buildup, scuffs and dull appearance.								X
Machine scrub non-resilient interior hard surfaces to remove buildup.							X	
Spot clean carpeted floors using approved carpet spotting equipment and supplies.			X					
Fully vacuum carpeted matting at or near entrance doors to remove debris, dust, and soil.			X					
Fully vacuum all carpeted floors from wall to wall including corners and edges to remove debris, dust and soil.			X					
(Hot-water extract) carpeted areas using approved equipment and supplies to remove buildup.								X

Trash / Recycle Collection	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Empty trash and recyclables and replace liners when soiled or torn. Remove trash and recyclables to designated areas.			X					
Spot clean receptacles as required to remove debris, dust, fingerprints, soil, spots and streaks.			X					
Completely wash and sanitize receptacles to remove buildup.						X		

Dusting, Spot Cleaning and Sanitizing	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Spot clean horizontal and vertical surfaces including furniture, equipment, walls, doors and fixtures to remove debris, dust, fingerprints, soil, spots and streaks.			X				
Sanitize heavy-use contact points.	X							
Clean and sanitize drinking fountains to remove buildup, debris, dust, fingerprints, soil, spots and streaks.	X							
Spot clean interior office glass and glass adjacent to entrance doors.			X					
Clean and sanitize childrens' play and learning equipment and contact surfaces.	X							
Dust and damp wipe horizontal and vertical surfaces.				X				
High and low-dust hard-to-reach horizontal and vertical surfaces.					X			
Dust, spot clean or damp wipe window coverings.						X		
Dust or damp wipe HVAC intake and discharge vents, exhaust fan grills and ceiling light fixtures to remove buildup, debris, dust, fingerprints and soil.						X		
Vacuum upholstered furniture to remove dust and debris.							X	

Area-Specific Additional Requirements

Restrooms / Showers	Daily 5X Weekly	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Fully clean restrooms and shower areas; apply germicidal to fixtures, surfaces, door frames, handles and light switches; refill dispensers, empty trash and replace liners, clean chrome and mirrors; spot clean partitions, sweep and mop floors with germicidal cleaner providing a clean and sanitized area free of buildup, cobwebs, debris, dust, fingerprints, malodor, soil, spots and streaks.	X						
Police restrooms and shower areas to remove trash, debris, and graffiti; sanitize changing tables, spot clean fixtures, walls, mirrors, door frames, handles, light switches and spot mop floors to provide a sanitized area free of dust, debris, soil and streaks. Refill dispensers as needed.								
Replace air freshener cartridges to prevent malodor.					X			
Machine scrub floors using an approved disinfectant to remove buildup.							X	
Clean floor drain surfaces, remove debris and pour water or enzymes into drain to prevent malodor.					X			
Wash restroom walls with germicidal cleaner resulting in a sanitized surface free of soil, dust and streaks.					X			

Stairs and Stairwells	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Spot clean stairways to remove debris, soil and spots; sanitize handrails.		X					
Fully clean stairways including treads, risers, landings and handrails to remove debris, soil and spots; sanitize handrails.				X				

Kitchens, Kitchenettes	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Police areas to spot clean and to reposition furniture after use.			X				
Damp wipe and sanitize tables and contact areas of chairs to remove debris, dust, fingerprints, soil, spots and streaks.			X					
Damp wipe exterior of refrigerator to remove debris, dust, fingerprints, soil, spots and streaks.				X				
Damp wipe interior and exterior of kitchen appliances including: cook tops, ovens, microwaves, coffee makers and toasters to remove debris, dust, fingerprints, soil, spots and streaks.			X					
Fully clean coffee pots.			X					
Inspect refrigerators' contents to locate and remove outdated food.				X				
Fully clean and sanitize kitchen appliances.					X			
Fully clean and sanitize interior of refrigerator.					X			
Pull refrigerators from their current positions to clean floors and surrounding walls; perform routine maintenance including dusting coils and & drip trays.								X

Police Headquarters Building

All Police Headquarters Building Areas

Floor Care	Daily (Mon-Sun)	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Dust mop or sweep hard surface floors to remove cobwebs, debris, dust and soil.	X						
Spot mop hard surface floors; damp mop heavy use areas to remove buildup, cobwebs, debris, dust, soil, spots and streaks.	X							
Damp mop or auto scrub all hard surface floors to remove buildup, cobwebs, debris, dust, soil, spots and streaks.		X						
Machine scrub and recoat resilient floors using approved floor finish to remove buildup, scuffs and dull appearance.								
Strip and refinish resilient floors using approved floor finish to remove buildup, scuffs and dull appearance.								X
Machine scrub non-resilient interior hard surfaces to remove buildup.							X	
Spot clean carpeted floors using approved carpet spotting equipment and supplies.	X							
Spot vacuum carpeted floors, full vacuum high use areas to remove debris, dust, and soil.	X							

Fully vacuum carpeted matting at or near entrance doors to remove debris, dust, and soil.	X								
Fully vacuum all carpeted floors from wall to wall including corners and edges to remove debris, dust and soil.				X					
Deep clean carpeted areas using approved equipment and supplies to remove buildup.									X

Trash / Recycle Collection	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Empty trash and recyclables and replace liners when soiled or torn. Remove trash and recyclables to designated areas.	X						
Spot clean receptacles as required to remove debris, dust, fingerprints, soil, spots and streaks.	X							
Completely wash and sanitize receptacles to remove buildup.						X		

Dusting, Spot Cleaning and Sanitizing	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Spot clean horizontal and vertical surfaces including furniture, equipment, walls, doors and fixtures to remove debris, dust, fingerprints, soil, spots and streaks.	X						
Sanitize heavy-use contact points.	X							
Clean and sanitize drinking fountains to remove buildup, debris, dust, fingerprints, soil, spots and streaks.	X							
Spot clean interior office glass and glass adjacent to entrance doors.	X							
Dust and damp wipe horizontal and vertical surfaces.				X				
High and low-dust hard-to-reach horizontal and vertical surfaces.					X			
Dust, spot clean or damp wipe window coverings.						X		
Dust or damp wipe HVAC intake and discharge vents, exhaust fan grills and ceiling light fixtures to remove buildup, debris, dust, fingerprints and soil.						X		
Vacuum upholstered furniture to remove dust and debris.							X	

Area-Specific Additional Requirements - Police Headquarters

Restrooms / Showers	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Fully clean restrooms and shower areas; apply germicidal to fixtures, surfaces, door frames, handles and light switches; refill dispensers, empty trash and replace liners, clean chrome and mirrors; spot clean partitions, sweep and mop floors with germicidal cleaner providing a clean and sanitized area free of buildup, cobwebs, debris, dust, fingerprints, malodor, soil, spots and streaks.	X						
Replace air freshener cartridges to prevent malodor.					X			
Machine scrub floors using an approved disinfectant to remove buildup.							X	
Clean floor drain surfaces, remove debris and pour water or enzymes into drain to prevent malodor.					X			
Wash restroom walls with germicidal cleaner resulting in a sanitized surface free of soil, dust and streaks.					X			

Stairs and Stairwells	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Spot clean stairways to remove debris, soil and spots; sanitize handrails.	X						
Fully clean stairways including treads, risers, landings and handrails to remove debris, soil and spots; sanitize handrails.				X				

Kitchens, Kitchenettes	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Police areas to spot clean and to reposition furniture after use.	X						
Damp wipe and sanitize tables and contact areas of chairs to remove debris, dust, fingerprints, soil, spots and streaks.	X							
Damp wipe exterior of refrigerator to remove debris, dust, fingerprints, soil, spots and streaks.				X				
Damp wipe interior and exterior of kitchen appliances including: cook tops, ovens, microwaves, coffee makers and toasters to remove debris, dust, fingerprints, soil, spots and streaks.	X							
Fully clean coffee pots.	X							
Inspect refrigerators' contents to locate and remove outdated food.				X				
Fully clean and sanitize kitchen appliances.					X			
Fully clean and sanitize interior of refrigerator.					X			
Pull refrigerators from their current positions to clean floors and surrounding walls; perform routine maintenance including dusting coils and drip trays.								X

Public Works Building

Public Works Building - Office Area

Floor Care	Daily (Mon-Sun)	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Spot mop or sweep hard surface floors to remove cobwebs, debris, dust and soil.				X			
Spot mop hard surface floors; damp mop heavy use areas to remove buildup, cobwebs, debris, dust, soil, spots and streaks.								

Damp mop or auto scrub all hard surface floors to remove buildup, cobwebs, debris, dust, soil, spots and streaks.				X					
Machine scrub and recoat resilient floors using approved floor finish to remove buildup, scuffs and dull appearance.									
Strip and refinish resilient floors using approved floor finish to remove buildup, scuffs and dull appearance.									X
Machine scrub non-resilient interior hard surfaces to remove buildup.								X	
Spot clean carpeted floors using approved carpet spotting equipment and supplies.				X					
Spot vacuum carpeted floors, full vacuum high use areas to remove debris, dust, and soil.									
Fully vacuum carpeted matting at or near entrance doors to remove debris, dust, and soil.				X					
Fully vacuum all carpeted floors from wall to wall including corners and edges to remove debris, dust and soil.				X					
Deep clean carpeted areas using approved equipment and supplies to remove buildup.									X

Trash / Recycle Collection	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Empty trash and recyclables and replace liners when soiled or torn. Remove trash and recyclables to designated areas.				X			
Spot clean receptacles as required to remove debris, dust, fingerprints, soil, spots and streaks.				X				
Completely wash and sanitize receptacles to remove buildup.						X		

Dusting, Spot Cleaning and Sanitizing	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Spot clean horizontal and vertical surfaces including furniture, equipment, walls, doors and fixtures to remove debris, dust, fingerprints, soil, spots and streaks.				X			
Sanitize heavy-use contact points.				X				
Clean and sanitize drinking fountains to remove buildup, debris, dust, fingerprints, soil, spots and streaks.				X				
Spot clean interior office glass and glass adjacent to entrance doors.				X				
Dust and damp wipe horizontal and vertical surfaces.				X				
High and low-dust hard-to-reach horizontal and vertical surfaces.				X				
Dust, spot clean or damp wipe window coverings.						X		
Dust or damp wipe HVAC intake and discharge vents, exhaust fan grills and ceiling light fixtures to remove buildup, debris, dust, fingerprints and soil.						X		
Vacuum upholstered furniture to remove dust and debris.							X	

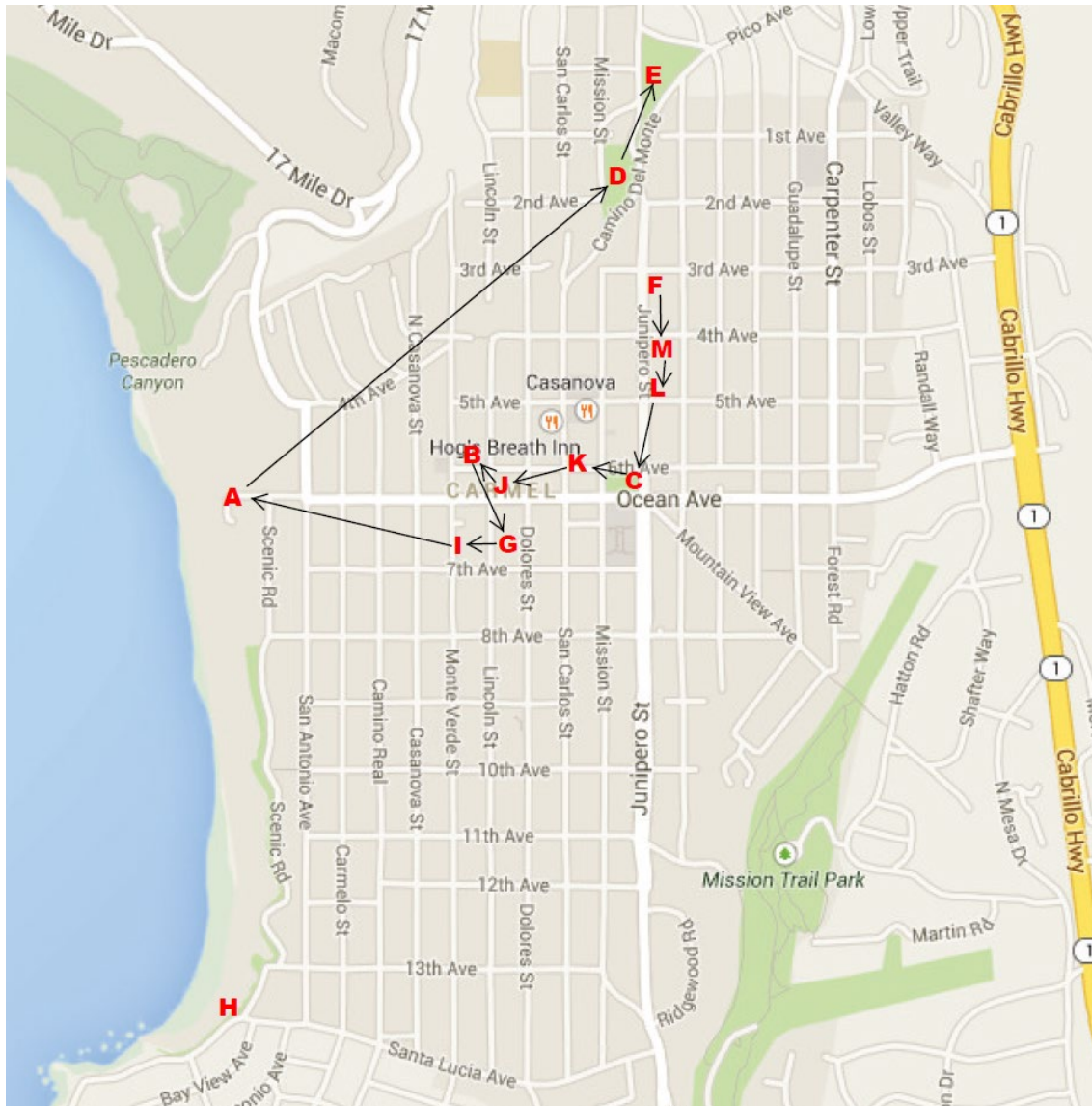
Area-Specific Additional Requirements -Public Works Building

Restrooms / Showers	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Fully clean restrooms and shower areas; apply germicidal to fixtures, surfaces, door frames, handles and light switches; refill dispensers, empty trash and replace liners, clean chrome and mirrors; spot clean partitions, sweep and mop floors with germicidal cleaner providing a clean and sanitized area free of buildup, cobwebs, debris, dust, fingerprints, malodor, soil, spots and streaks.	X						
Replace air freshener cartridges to prevent malodor.					X			
Machine scrub floors using an approved disinfectant to remove buildup.							X	
Clean floor drain surfaces, remove debris and pour water or enzymes into drain to prevent malodor.					X			
Wash restroom walls with germicidal cleaner resulting in a sanitized surface free of soil, dust and streaks.					X			

Stairs and Stairwells	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Spot clean stairways to remove debris, soil and spots; sanitize handrails.					X		
Fully clean stairways including treads, risers, landings and handrails to remove debris, soil and spots; sanitize handrails.					X			

Kitchens, Kitchenettes	Daily	2X Weekly	3X Weekly	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Police areas to spot clean and to reposition furniture after use.							
Damp wipe interior and exterior of kitchen appliances including: cook tops, ovens, microwaves, coffee makers and toasters to remove debris, dust, fingerprints, soil, spots and streaks.				X				
Fully clean coffee pots.				X				
Inspect refrigerators' contents to locate and remove outdated food.						X		
Fully clean and sanitize kitchen appliances.				X				
Fully clean and sanitize interior of refrigerator; perform routine maintenance including cleaning coils, motor and drip trays.						X		
Pull refrigerators from their current positions to clean floors and surrounding walls.								X

**Attachment 3: Facilities Map and Pre-Proposal Meeting Tour Schedule**



Route & schedule for walk through for Janitorial Services RFP				
Scheduled for November 19, 2025				
Sequence of stops	Map Designation	Facility	Anticipated	
			Arrive	Leave
1	F	Vista Lobos Meeting Room	9:30	9:45
2	M	Police Headquarters	9:50	10:05
3	L	Public Works	10:05	10:15
4	C	Devendorf Park Restrooms	10:20	10:30
5	K	Park Branch Library ("Children's Library")	10:35	10:50
6	J	Harrison Memorial Library	10:55	11:10
7	B	Murphy Park Restrooms	11:15	11:25
8	G	Piccadilly Park Restrooms	11:30	11:40
9	I	City Hall	11:45	12:00
10	A	Del Mar Beach Restrooms (Ocean Ave. @ Delmar)	12:10	12:20
11	D	Forest Hill Park Restrooms (lower)	1:30	1:40
12	E	Forest Hill Park Restrooms (upper)	1:45	2:00
		Q&A	2:00	2:15



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

**May 4, 2026**  
**ORDERS OF BUSINESS**

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Tom Ford, Administrative Analyst

**APPROVED BY:** Brandon Swanson, Acting City Administrator

**SUBJECT:** Receive an update on the Design Traditions 1.5 project, and review the proposed Plan, defined Scope of Work, and Proposed Timeline to finalize the Residential Design Guidelines 1.5 -  
*Continued from April 7, 2026*

**RECOMMENDATION:**

Receive a presentation and provide feedback on the trajectory of the Residential Design Guidelines 1.5, and specifically:

1. Endorse the formalized project plan, timeline, and the defined scope of work proposed by the Ad-Hoc sponsors, staff and production team to finalize the Residential Design Guidelines 1.5.
2. Provide staff a “wish list” of specific items or issues the City Council would like to see addressed or clarified in the final document.

**BACKGROUND / SUMMARY:**

At the March 3, 2026 City Council meeting, Council unanimously decided to support moving forward with the Steering Committee draft of the Residential Design Guidelines 1.5. This came following the Planning Commission’s 4-1 vote on February 18, 2026 in recommendation of the Steering Committee draft as well, in which staff presented the Steering Committee draft document in a format comparable to the Nore Winter draft version, in order to make a final decision between the two versions.

As a result of the decision to move forward with the Steering Committee version [[Attachment 1 \(link provided\)](#) and [Attachment 2 \(text document\)](#)], Council shifted

its focus at their regular March meeting from the document's format to how the final content editing will be managed. To address the issue of how to best utilize a volunteer production team, Councilmembers Baron and Delves volunteered to form a two-person Ad-Hoc committee, which will serve as project "sponsors" to provide oversight, evaluate the Production Team's process, and ensure the project stays on track to help guide the final phases of the project.

The new Ad-Hoc committee was tasked with returning to the Council with **a formalized project plan, proposed deadline, and defined scope** to ensure completion of the Residential Design Guidelines in an adequate timeframe. The Council agreed that the Planning Commission, as a Primary End-User of the document, should serve as the center point of the project's direction moving forward. Furthermore, Council clarified that a formal "redline" document tracking changes must be created for ultimate certification by the Coastal Commission.

Thus, the same Production Team workgroup (comprised of Steering Committee members, Planning Commissioners, public volunteers, and staff) whose efforts in January and February 2026 resulted in the current draft version, met again in late March to build on that extraordinary work and finalize a plan to finish the Residential Design Guidelines 1.5, a plan which is being presented today.

## **DEFINED SCOPE OF WORK**

The overarching goal of this Production Team workgroup is to address and incorporate feedback from the City Council, Planning Commission, Staff, the Steering Committee, and the Public, to produce a final, adequate, and useful updated Residential Design Guidelines 1.5 **to be presented for adoption at the September 1, 2026 meeting of the City Council.**

**The remaining Scope of Work**(Pending Tasks) to be completed primarily includes:

- Updating the document to address fire safety and resilience.
- Comparing the Draft Residential Guidelines against the Municipal Code, the Design Guidelines' Strategy Paper, and other City documents to identify consistencies and inconsistencies (as well as identifying needed updates to City documents).
- Creating a "redline" comparison document whose format is visually useful as well as adequate for an amendment to the Local Coastal Plan.
- Adding requested content from the City Council and the Planning Commission (a Primary End-User of the document).
- Conducting a Content Review by Staff (a Primary End-User) to identify outdated elements and address usability.
- Ensuring the architect community's voice is considered and incorporated.
- Reviewing the Planning Process Flowchart and accompanying description.
- Updating the Glossary, Index, and Hyperlinks.

- Final Formatting (which can be done in-house, without paying a consultant).

*(Note: The Commercial and Municipal Design Guidelines will be addressed sequentially following Council adoption of the Residential Design Guidelines 1.5).*

## **PLAN METHODOLOGY AND TIMELINE**

The process of editing and updating the draft Residential Design Guidelines 1.5 will be driven by four (4) 1-month "sprint cycles" built around the Planning Commission's monthly regular meetings between April 8 and August 12, 2026. These monthly meetings will serve as the basis for gathering feedback and input from both the Commission and the Public on each subsequent draft that is presented.

Extensive efforts will be made to advertise and solicit feedback from residents, architects, and the broader community during these regular meetings, including the use of Pine Cone ads, City website 'ads,' purposeful word-of-mouth invitations, and the Friday Letter.

These repeating monthly "sprint cycles" began at the April 8, 2026 meeting of the Planning Commission, where staff received specific feedback on the draft document, such as:

- Prioritize objective language in lieu of subjective phrases that were identified throughout the document.
- Highlight fire safety and ensure photos and material lists accurately reflect new requirements and fire guidelines.
- Clarify language regarding common themes which have emerged periodically at the Planning Commission, such as roof decks, hot tubs, outdoor grills, ADUs, and solar panels.

Staff will be prepared to further discuss Planning Commission feedback at this upcoming Council meeting.

Each of the four cycles can be broken down as follows:

1. The Planning Commission receives a presentation of the most current draft version and provides feedback & recommended edits
2. Staff edits and the Production Team provides feedback and further suggested edits
3. Staff reviews and approves edits and suggestions to create a new draft version that satisfies the recommendations from the Planning Commission
4. The Production Team meets to view the newest draft version, and prepares to

present the newest updated version to the Planning Commission at their next regular meeting

Each one-month cycle (Steps 1–4 above) will have targeted goals, focusing on specific Tasks identified by the Planning Commission during their prior month’s meeting. This allows staff and the Production Team to then incorporate the Planning Commission’s feedback within a guided framework, resulting in an updated draft version for the Planning Commission’s review at their next regular meeting.

The Pending Tasks have already been strategically placed throughout the four cycles to create a sequential order of work, with the goal of a streamlined process that reduces repetition (e.g. the Hyperlinks will only be updated after the final approval of the content by the Planning Commission. Following the Hyperlinks update must come final Formatting. Following the Formatting, an update to the Index will be made).

**To meet the target adoption date of September 1, 2026 by Council, Staff is currently seeking two specific areas of feedback from the Council today:**

1. Does Council endorse the formalized Project Plan that is being proposed today, including whether the timeline is realistic, and if the defined Scope of Work proposed by the Ad-Hoc Sponsors and Staff is believed to be a sufficient process to finalize the Residential Design Guidelines 1.5?
2. Provide a short, refined “wish list” of specific items or issues the City Council would like to see addressed or clarified in the final document.

## **ACKNOWLEDGEMENTS**

Though our sights are set ahead, Staff would like to formally recognize a number of notable contributions from the past several years. A special thanks is due to Nore Winter, whose effort will not be lost; rather, it provided a springboard from which our subsequently appointed Steering Committee refined and restructured his valuable draft into an organic, Carmel-resident-led product, which is the draft we are moving forward with today.

To that end, Staff would also like to formally recognize and thank the Steering Committee members individually: Victoria Beach, Melanie Billig, Don Goodhue, Maryann Schicketanz, and Doug Schmitz, for their tremendous dedication to this project. This project’s efforts are dedicated to the memory of Don Goodhue.

As we move forward toward this common goal of creating a quality, useful update to the Residential Design Guidelines – part of the broader Design Traditions 1.5 project – our Production Team will continue to draw on the contributions of those who led us to where we are today, to create a vision for how we will uphold Carmel’s design traditions in the future.

## FISCAL IMPACT:

Pine Cone advertisements, whose budget has already been appropriated in the Planning & Building Department's Fiscal Year 2025-26 budget.

## PRIOR CITY COUNCIL ACTION:

Pertinent Council meetings on this matter include:

**March 2022:** City Council approved a contract with Winter & Co. to update the City's Residential and Commercial Design Guidelines, officially launching the Design Traditions 1.5 Project.

**April 2022:** City Council established the Design Traditions 1.5 Steering Committee and appointed five members to work with staff on the project.

**September 2022:** City Council and Planning Commission approved the Strategy Paper intended to guide the project.

**January 13, 2026:** City Council received an update on the draft guidelines, provided feedback, and directed staff to "surge" efforts to create a document comparison so the Planning Commission could recommend their preferred version.

**March 3, 2026:** City Council unanimously decided to officially support moving forward with the Steering Committee draft of the Residential Design Guidelines 1.5, and formed a two-person Ad-Hoc Committee to act as project sponsors.

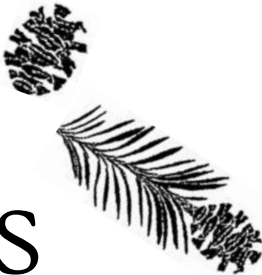
## ATTACHMENTS:

1. Steering Committee Version (link to file)
2. Steering Committee Draft (Clean)
3. SlideDeck for Presentation

Attachment 1 - Steering Committee Version of the Design Guidelines

Enhance. Subordinate. Fit. Retain. Design. Detail.

*Design Traditions of Carmel*  
DESIGN GUIDELINES



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# CORE PRINCIPLES

1. ENHANCE, restore, and preserve the native forest in all improvement projects: private, public, and otherwise.
2. SUBORDINATE every built structure to the character and continuity of the forest, natural environment, and to the natural features of its own site.
3. FIT every built structure within its neighborhood context.
4. RETAIN and build upon Carmel s architectural heritage.
5. DESIGN every built structure with modesty.
6. DETAIL every property authentically and consistently.



# KEYS



## IMAGE SYMBOLS KEY

- ✔ Image and caption describe a **SUPPORTED** principle.
- ◡ Image and caption describe a **CONDITIONAL** principle.
- ✘ Image and caption describe an **UNSUPPORTED** principle.



## LINKED DOCUMENTS KEY

<u>GP</u>	General Plan
<u>HCS</u>	Historic Context Statement
<u>LCP</u>	Local Coastal Plan
<u>MC</u>	Municipal Code
<u>P</u>	Policy

# DEDICATION

We dedicate these Design Traditions Guidelines to the memory of the notable architects who both worked tirelessly to create Carmel's legacy of contextual design excellence and still made time to serve as community volunteers to preserve and nurture this legacy.

Most especially, we dedicate this work to our very own paradigm of excellence and service, award-winning architect and fellow guideline Steering Committee member, Donald Bruce Goodhue (1932-2026). His unerring aesthetic judgement and wise counsel will live on in these pages to inspire the very best contributions to Carmel architecture from those who follow behind him.

With enduring gratitude,

Don's Steering Committee Colleagues:

*Victoria Beach*

*Melanie Billig*

*Mary Anne Schicketanz*

*Doug Schmitz*



# PREFACE

*“It has become a symbol of an attitude and an approach.*

*The attitude is that quality is worthwhile in itself, but that it also makes economic sense.”*

- Lawrence Halprin, landscape architect, January 1967

From its earliest years, Carmelites sought for their village to be different from other communities, to have originality and uniqueness, to weave pleasantly amongst the natural landscape of sea, hill, tree and beach. Before incorporation as a city in 1916, the Carmel Development Company was aided by the Carmel Civic League, an entity created to protect the physical assets of the village and to advocate for tasteful, person-kind improvements. A dozen years after 1916, Dr. Carol Aronovici, a renowned city planner, addressed members of the community on the civic value of architectural control.

Dr. Aronovici told the assembled mass that good civic design “is the art of conserving all the natural advantages of a city and controlling all building enterprises, whether public or private, so as to blend them into a harmonious whole.”

It was the local newspapers which led the effort for community architectural review. By 1929, Perry Newberry had become publisher and part-owner of the Carmel Pine Cone newspaper and began a year-after-year drumbeat for better planning and architecture, calling in editorials for “lines of distinction and individuality” in building design. “There should be some measure of civic control” he wrote in 1935, “which will make Carmel more beautiful.”

Newberry was joined in this crusade by Willard K. Bassett, publisher of the Carmel Cymbal, who in 1938 opined in favor of architectural review of buildings in the commercial core. In 1940, Bassett editorialized to “Keep Building Atrocities out of the Business District.” And by the end of 1940, the City Council created a process for civic review and approval of new buildings.

The enclosed Design Guidelines are heirs to over a century of our community’s want to assure new or remodeled structures meld with Carmel’s natural beauty and with their neighboring edifices. Generations and succeeding generations have sought architectural sincerity in what is built.

Our Design Guidelines Committee hopes this booklet assists you in your quest to become part of our heritage by blending your project in amongst its neighbors and within our ancient forest, both on your own property and any adjoining public property. Only with your help and dedication to our shared commons can we preserve and enhance the overall continuity and harmony of the built and especially the natural environment that is our unique legacy.



Enhance. Subordinate. Fit. Retain. Design. Detail.

# A VISUAL HISTORY

Carmel's Natural and Built Environment



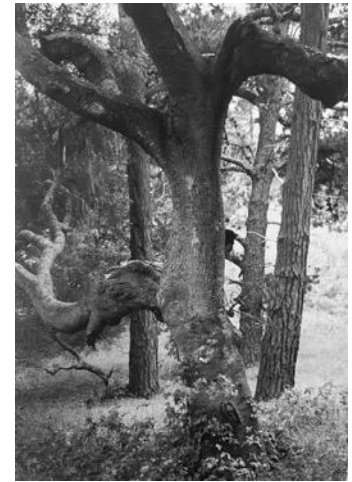
## Carmel's Natural and Built Environment: A VISUAL HISTORY



Perhaps the first lasting structure in Carmel-by-the-Sea, arriving some 200,000 years ago, was a 25-million-year-old tree species, *Pinus radiata* or Monterey Pine. It now survives indigenously in only three mainland pockets: the Año Nuevo and Cambria regions, and the Monterey Peninsula, which is thought to be the “Mother Stand” — sustaining the entire mainland species over the millennia (*seen here from Carmel Mission Ranch circa 1900*). A relative newcomer, *Quercus agrifolia* or Coast Live Oak, joined the pine plant community around 10,000 years ago (*seen here in an extant local grove*).



The earliest known human structures in the area also arrived around 10,000 years ago. The Rumsen peoples dwelled respectfully and symbiotically with the oak and pine forest ecology for their food and other essentials. They also built respectfully and very lightly on the land, weaving their temporary homes from the nearly endless supply of tule grass and bent willow branches along the Carmel River (*seen here in a modern reproduction*). The design, with its overlapping, umbracular layers wrapped in a conical design around a circular chimney oculus in the roof, perfectly expresses the combined functions of shelter against outside elements and warmth for the central fire circle within.



Thousands of years later, when Spanish scouts landed in 1602, the Monterey Pine forest community remained intact and abundant. Noting the “many pines for masts and yards,” sea captain Sebastian Vizcaino named the peninsula “Punto de Pinos” or Pine Point. Unlike the gnarled native oaks, tall, straight conifers make excellent building materials. So, when the Spanish returned to found Mission San Carlos de Borromeo in 1770, they initially built it of local, mud-plastered timber with straw or earthen roofing, eventually transitioning their buildings to more solid, adobe brick construction.

The missionaries formed their adobe bricks of natural local materials: clay, sand, and an organic binder such as straw with mortar of adobe mud or of pulverized limestone and abalone shells. They used these materials to build, sometime around 1776, the first permanent residence in California: a simple, boxy, lean-to house for their orchardist. The building (*seen here*) is still standing as a residence today.



Dedicated in 1797, the mission church building is of a still stronger material: native brown sandstone from the Carmel Valley with mortar and plaster derived from abalone shells and local timber roofing members. For this important structure, the padres brought in Guadalajaran master stonemason Manuel Estevan Ruiz — the first



known building designer in Carmel-by-the-Sea history. Ruiz, working, by definition, in the Mission Style, created a relaxed, asymmetrical design (*seen here today*), quoting a number of architectural idioms, such as the Moorish bell tower, the Gothic quatrefoil starburst rose window, the Baroque arch flourish atop the Palladian gable, and the Classical retable entrance surround to create an eclectic interpretation of Spanish Colonial style.

Spain ceded California to Mexico in 1821, which then “secularized” the missions in 1834, making their lands available for private use, primarily by ranchers. Around 1846, during this influx of pioneers, Boston sea captain Matthew M. Murphy, built his cabin (*seen here circa 1905*) right on the margin where the open sand dunes met the

thick Carmel forest. The single-pen, rectangular plan building of rough-hewn, local, pine logs with v-notched joints was typical of pioneer construction. It was originally used as a barn, later as an art studio, and still stands, albeit greatly modified, as a residence today.



In 1888, brothers Santiago and Bellario Duckworth acquired the development rights to a half-square-mile of Honoré Escolle’s ranch and subdivided it into mostly 40 by 100-foot parcels, forming what would become the core of Carmel by the Sea and bringing an acceleration of native wood construction into the forest. That same year, Duckworth tucked his own small, vernacular wood home amongst the large mature pines along Carpenter Street. This vertical board-and-batten, rectangular plan, side-gable home (*seen here*) was so simple that the pedimented window casings and stick-like bracketing on the porch posts were its only concessions to decoration.

The abundance of timber encouraged wood construction beyond small residential buildings. With accommodations for 40, the first hotel in town, El Carmelo Hotel (*seen here in soon after opening in 1889*) was built of wood on the corner of Ocean Avenue and Junipero Street before it was moved down the avenue and fittingly renamed Pine Inn in 1903. Douglas Knox Frasier designed the hotel with horizontal wood shiplap siding and a pyramidal hip roof in an American Foursquare or Prairie-Box house style. This simple style, with its honest construction, basic, boxy form, minimal corridors, and efficient layout is considered a reaction to the ornamental excesses and expense of the Victorian Style.



Enhance. Subordinate. Fit. Retain. Design. Detail.



Real estate developer Abbie Jane Hunter opened her 1889 community bathhouse at the forested edge of Carmel Beach (*seen here soon after construction*), built by her uncle, Delos Goldsmith. With its honestly expressed, post-and-beam wood construction of recessed infill panels of glass for the public cafe and horizontal wood for the private changing areas, its cross-wing dormer roof, and its deeply overhung central ventilation tower, this

low-slung, pavilion style structure, foreshadowed Julia Morgan’s craftsman style hall at Asilomar. In 1892 Hunter went on to purchase a full quarter square mile and sold about 300 home parcels, mainly to teachers and writers.



An early exception to the rule of wood construction was the first local brick house, built in 1898 at Monte Verde Street and Fifth Avenue by English master mason Benjamin Turner (*seen here soon after construction*). The modest gable-and-wing residence was a showcase for his skills with its diamond shaped gable accent and decorative quoining at the corners and at door and window surrounds.

After a nationwide recession in the mid-1890’s paused growth, James Franklin Devendorf and Frank Powers, who founded the Carmel

Development Company in 1902, bought out the earlier developers. Now the pace of construction could resume. Just as the need increased to harvest timber for buildings (*seen here stacked in Del Monte Forest circa 1900*), so did the need to clear the land for these buildings and, more significantly, for the streets that connected them.



However, the new town founders were committed to preserving the forest that initially attracted them by continuing to attract only aesthetically discerning residents who could set a “self-perpetuating” “tone,” “preventing man and his civilizing ways from...marring the natural beauty lavishly displayed here.” To that end, they advertised the place to professors and artists “of all kinds” as “a town in a pine forest” with homes “artistic in character, reflecting the temperament of the town” and “designed by architects who attempted to...fit the local surroundings.”



Likewise, although the village streets were laid out in an unremarkable grid on paper, in reality that grid often seems to disappear into a rambling wilderness pathway because of its deliberate deference to the pre-existing forest. This deference was achieved through several creative planning principles: the designation of an oversized public right of way along residential streets, often three times the width of any paving; the occasional narrowing of paving down to one travel lane; the ban on sidewalks so that the paving must be used as a footpath; the curving of paving to the left or right of the street centerline into the public right of way (*seen here on Torres Street*); the use of one or both sides of the right of way for a continuous native forest greenbelt; the protrusion of existing native trees and undergrowth into the sides of the paving, the splitting of paving around existing plants (*seen here on Mountain View*); and the compelling of residents to continue the native forest landscape seamlessly into their private parcels to minimize the impact of built structures on forest continuity.

When trees had to be removed, whether on private or public lands, they were quickly replaced. Devendorf “gave away tree saplings like candy” to newcomers developing their homesites. So, when the forest was cut to lay out Ocean



Avenue (seen at left in 1888), it was soon re-forested with the same species (seen at right near Monte Verde Street in 1903).

The same founding year of the Carmel Development Company, seventeen-year-old, trained carpenter, Michael J. Murphy built his first house: today’s “First Murphy House,” originally tucked in the forest on Mission Street between Fifth and Sixth Avenue (as seen here). The rectangular plan bungalow in the Anglo-Colonial style was small and pared down with no exposed structural members typical of the Craftsman style or even a porch. Yet, it had understated flourishes such as the decorative glass, the slender, double-ogee wood siding, and the flared or bellcast hip roof. Just two years later, in 1904, Murphy became the chief builder for the Company and went on to construct about 350 buildings in town.



At this same time, Ocean Avenue was emerging as a commercial corridor in the Pioneer style typical of western towns. The wood-framed buildings had horizontal, false-front facades, extended vertically above their front-gabled, pitched roofs and sometimes ornamented with wood trims, panels, and pediments to give them a larger, more prosperous look. This included L.S. Slevin’s, the post office and first general merchandise store, Fritz Schweinger’s bakery, still operating as a bakery today, and Robert and Fred Leidig’s grocery store (all seen here circa 1910).

In 1903, Thomas A. Work built the Carmel Development Company Building, a commercial block on Ocean Avenue and San Carlos Street which housed his hardware store, the Carmel Development Company office, and Devendorf’s Preble Grocery. The flat-roofed, three bay, fireproof, rough-textured, concrete cinder-block structure, with its large, plate-glass store windows capped by a ribbon band of transom lights, was Carmel’s first truly Modern style building. Unadorned and clear in revealing its purpose, if somewhat formal or classical in its tripartite geometries, it is still in active commercial use today (seen here soon after construction).



Enhance. Subordinate. Fit. Retain. Design. Detail.



Ever nonconformist, Carmel architecture stepped both forward and backward simultaneously. Also around 1903, but perhaps channeling the Late Neolithic, attorney George Richardson built his L-shaped, 600 square-foot, saddle-notched, hand-hewn log cabin on Monte Verde Street between Fourth and Fifth Avenues (seen here circa 1914). This modest structure was poet Robinson Jeffers' first local rental home.

With a similarly archaic

construction technique, Ben Turner (of the aforementioned first brick house) hand-built the tower and other native mudstone elements of a home (now La Playa Hotel) designed by Artist Christian Jorgenson for his wife, the chocolate heiress, Angela Ghirardelli. Both the technique and the quatrefoil window (seen here on the lower left of the tower, circa 1906) replicate the originals of the Mission basilica.



But with modern building techniques also came freedom to explore many architectural styles beyond the traditional or the simple vernacular, some traditional-looking, some not. In 1905, the First Bay Area Regionalist or First Bay Tradition style, an interpretation of the American Shingle Style, appeared at Philip Wilson's real estate office on the corner of Ocean Avenue and Dolores Street (seen here soon after construction, it was briefly the town's first City Hall starting in 1917). With the sculptural qualities of a much smaller, flexible, unit of wood than timber or clapboard, shingles awakened a completely new, uniquely American, direction for architecture. With shingles tautly enveloping all surfaces and junctures, architecture could start to articulate the internal volume of a building, rather than its individual planes or structural components, just as the two dormers appear to swell up from the shingle surface below them to pop through the roof plane. These expressive volumetrics led, in turn, to a relaxation of symmetries and a casual naturalness, apparent in the asymmetrical lower fenestration and emphasized by the untreated, rough and rustic wood, often pre-aged in buttermilk, so that the grays

would blend into the local forested surroundings.

This emerging idea that buildings should feel natural, not artificial, should blend exterior and interior, should honestly reveal something intrinsic, such as their internal uses or volumes, this architectural "honesty," was also explored within the American Craftsman style, which exposed the often concealed craft of construction. In his 1905 Gardener house (seen here on San Carlos Street at Santa Lucia Avenue), M.J. Murphy exaggerates its raw, rectilinear materials and the care in their assembly. For example, the roof planes overhang well beyond what the walls require for shelter and the roof beams extend even farther and appear stronger than what those roofing planes require for support. Similarly, the oversized porch posts,



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the deep shadow lines of the vertical siding battens, the change of siding pattern at the foundation, and the bold ganging and framing of the windows all serve to illustrate both how the structure is made and the unadorned, natural purity of what it is made of.

These innovative, architectural experiments coincided with a number of Revivalist styles, forming an Eclectic Era that coincided with a surge in Carmel's development after the Great San Francisco earthquake. Architect Eugenia Maybury designed, also in 1905, a Tudor Revival or Mock Tudor style home for the McGowan sisters on Thirteenth Avenue near San Antonio Avenue (seen here soon after construction). The late-medieval, English vernacular Tudor style relied on a heavy timber post-and-beam, perimeter structure, with wattle and daub unevenly hand-packed between the wood members, leaving them partially exposed for a "half-timbered" appearance. Mock Tudor imitates these cottages of the British underclasses, with their vertically proportioned windows, jettied upper stories, soft thatch roofs, and showy chimneys, but with one important exception. Born of the post-industrial 20th century, Mock half-timbers are no longer timbers, but instead non-structural, decorative, trim pieces applied on top of the smooth stucco finish of ordinary modern construction, making it challenging to capture the irregularity, depth, and authenticity of the original.



Perhaps the earliest Mission Revival style structure appeared, again in 1905, on a Lincoln Street parcel at Seventh Avenue donated by Devendorf to create Carmel's first protestant church (seen here circa 1935 before its eventual demolition). Rather than stylistically diverging, this long-awaited alternative to the town's Catholic church seems, perhaps paradoxically, to exalt its predecessor. Despite the freedoms that its modern wood framing and stucco construction would have afforded, the composition accurately echos the restrictions of the mission's stone construction, with its structural reliance on blank expanses of stacked stone walls and on the narrow, rounded openings of stone arches. And though these openings are so shallow and devoid of shadows that they easily betray

the thinness of the modern walls, there remains an earnest homage to the mission's square moorish towers, its asymmetrical massing, and the Baroque arch flourish, reinterpreted here to form the wavy shape of the entire front gable.

By 1911, Frank Devendorf could report that over sixty percent of Carmel residents devoted their lives to work in the "aesthetic arts." His prophecy that the aesthetically educated would be the best stewards of the environment came true when, on October 31st, 1916, residents voted to incorporate the village of Carmel by the Sea, citing as a main reason the failure of Monterey County government to protect and preserve its unique natural character from the destructive forces of "progress." Unsurprisingly, one of the first actions of the new local government was to pass ordinances to protect the ancient Monterey pines. Perhaps nobody epitomized this twin love of art and nature more than Robinson Jeffers (seen here in 1919) who, while not writing poetry, continued the Carmel tradition of hand-made stone towers by building his own out of native granite at his Tor House between Scenic Road and Ocean View Avenue on nearby Carmel Point.





Just a few blocks away and a few years later, Architect Charles Sumner Greene embraced both modern construction and expression. In 1919, on Lincoln Street south of Thirteenth Avenue he built one of the first concrete foundations in town and likely the first prefabricated board-and-batten, wood walls, which were tilted up rather than built in place. He designed the home (seen here soon after construction) as a new interpretation of the u-shaped hacienda ranch homes built by early Mexican-Spanish settlers. Those early ranch buildings used their open courtyards and surrounding porticos to provide shade, to dissipate cooking heat, or to collect water. Here, however, the tree cover precludes the need for roof overhangs, the simple shed roofs direct water away, and, often in Carmel, open courtyards were oriented southward to collect heat.



In 1923, Greene conducted another architectural experiment with the idiosyncratic studio he added to the east side of his property. By applying his considerable personal artisanship to an array of random materials (brick from a demolished hotel, leftover marble from another job, used bottle glass,

fence pickets discarded by a ranch, hand-harvested and donated timber and marble scraps), he resourcefully up-cycled these “found objects” into an unusual interpretation of the Mission Style. Though constructed in the stacked-masonry tradition of the adobe and stone missions, with characteristic barrel tile roofs and small, arch-supported openings, the building has the broad front gable and low-slung, overall form of his famous Craftsman bungalows. Unlike either style, the front facade (seen here in a recent view) appears almost hermetically sealed, with its heavy teak door and conspicuously miniscule fenestration with impenetrable tinted glass, perhaps an adaptation to support his artistic concentration or interior acoustics for piano playing and salon gatherings.

Certainly the diversity of architecture in Carmel sprang from the diversity of people building there. But diversity prevailed even within one person’s work: M.J. Murphy avoided repetition whenever possible, even though he built more than anyone else. In 1922, he tackled the Monterey Colonial Revival style in the Kluegel home on Camino Real North of Ocean Avenue (seen here in a recent view). Born in California, Monterey Colonial originally fused the shipwright’s simple detailing, roofline, and overall form of the early New England Colonial, the long, sometimes full-height openings and double shading provided by a prominent cantilevered balcony of the Caribbean Colonial, and the adobe wall construction of the Spanish Colonial. Here, the Monterey Revival substyle (of Spanish Colonial) repeats these features, though with stucco over modern wood framing, the four-quarter simplicity of the facade supporting its many asymmetries and irregularities.



The same year, J.S. Cone designed her own home at the corner of Monte Verde Street and Thirteenth Avenue (seen here in a recent view). Clad entirely in vertical planks of redwood bark found in nearby groves, the rough, dark exterior of its asymmetric volumes recedes into the forest. However, the plentiful windows with sturdy mullions spaced in scale with the cladding, plus the double-height central hall with full-length balconies concealed within the simple main form, allow for a bright and open interior without compromising the home’s unsurpassed deference to the natural site.

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Notwithstanding the predominance of the Craftsman style and a general emphasis on simplicity, the Eclectic Era of the early 1900's continued on in the residential neighborhoods.



Meanwhile, a different trend started to develop in the commercial core. For its 1915 Panama-California Exposition, San Diego aptly selected the revival styles of the first European settlers in California to celebrate its auspicious future as the first west coast port for European ships coming through the new Panama Canal. The dazzling success of this architectural spectacle is widely credited for re-popularizing “New World,” Mexican and Spanish Revival styles of the Southern hemisphere. Perhaps the first glimpse of this trend in Carmel was in 1922, when architect Thomas Morgan overlaid a Spanish Eclectic facade of stucco and barrel tiles onto a typical, wood-framed, Western false-front, infill structure. The Thomas A. Oakes building (seen here soon after construction) performed important civic functions as the new post office, second city hall, council chambers, and police station. Despite its official role, however, the building did not establish an official style — in contrast to other towns such as Santa Barbara, which legally codified its signature Spanish look in 1925.

Instead, also in 1922, a rival trend emerged downtown looking primarily toward the Northern hemisphere “Old World”. Lee Gottfried built and Edward Kuster designed the Tudor Revival Weavers Studio for his spouse Ruth Kuster (seen here in 1923 after relocation and an added ticket booth serving the Golden Bough theater on Ocean Avenue). Perhaps counterintuitively, Tudor Revival style does not revive the Tudor style itself, meaning the late-medieval style of the royal House of Tudor. Rather, the early twentieth century version revives the modest country cottage vernacular style of Tudor England to satisfy what architectural historian Nicholas Pevsner called “the English flight from reality around the 1914-18 war [WWI].” The modest, handcrafted look, a vision of simpler times and places, offered the British an escape from industrial age ordeals and likely resonated similarly with city dwellers seeking respite in Carmel’s ancient coastal forest.



A romantic accident of history gave the “old-world” trend a sudden boost in 1924, when Hugh Comstock visited his sister in Carmel and she introduced him to Mayotta Browne. The 27-year-old rancher and the doll-maker were married within a few months. That same year, Comstock, fresh off various handyman gigs in Los Angeles, built his new bride a teeny backyard cottage showroom named “Hansel” on Torres Street near Sixth Avenue (seen here at that time with its owners) for her thriving “Otsy-Totsy” felt doll business.



Its Fairytale or Storybook style, was a brief, inter-war phenomenon dreamed up in Los Angeles by film industry creatives influenced by soldiers returning from their first exposure to European countrysides. (In fact, the famous Hollywood sign originally spelled Hollywoodland and was built in 1923 as an advertisement for the nation’s first storybook real estate development.) Thought to be the inspiration for Disney’s immersive and lavish “imagineering” approach to set design, this Tudoresque substyle is characterized by exaggeratedly plastic and sometimes cartoonish interpretation of the medieval. Features can include lopsided walls and undulating roofs with deliberately misaligned shingles wrapped over rolled eaves meant to emulate thatch or puckered around eyebrow windows, fanciful roof rake boards, stucco artificially aged through tinting or patination, implausibly sinewy, false half-timbering or window and door surrounds, hand-whittled and possibly charred or distressed to suggest



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age, irregular door and window shapes, sizes, and placements. The labor intensity of its idiosyncratic craftsmanship fit well with Carmel's artistic and bohemian culture, but the difficulty of convincingly replicating it virtually guaranteed the style's demise during the Great Depression. Still, in its decade or so of popularity this theatrical SoCal style spread widely across America, likely finding few places with the deep forest backdrop of actual fairytales to exhibit it so perfectly. Understandably, Comstock was inundated with orders, setting him on a new career path to become Carmel's next-most prolific builder and causing old-world reverberations from backyards to downtown.

And yet, in exactly the same year, 1924, Carmel saw further exploration into the "new-world" styles as well. On Ocean Avenue and Dolores Street, Earl Percy Parkes designed and built a Pueblo Revival gift shop for owner, Mary Dummage (seen here in a recent view). Perhaps, the oldest continuously occupied architectural style in America, Pueblos were made of balled or bricked adobe and timber roofs with few, if any, windows. In the revival style, if adobe is not used, rounded corners, irregular parapets, and thick, battered walls usually stuccoed in earthtones simulate it. Round vigas or roof beam logs or other rough timbers often project through the parapets or under upper stories as corbeling, as seen here, to imply a structural function. However, the plentiful fenestration, without even a pretense of supporting lintels over its wide openings, betrays this particular building's internal wood framing and compromises the credibility of an otherwise easily- and often-reproduced style.



A year later, in 1925, Fred Ruhl constructed the first phase of the aptly-named Normandy Inn on Ocean Avenue at Monte Verde Street (seen here circa 1930). Berkeley-trained architect, Robert Stanton designed the complex in the Normandy Variant of the Tudor Revival style. Because in that region of France country homes were often attached to their barns, this style variant is distinguished primarily by the addition of a tower element, which reinterprets a barn's grain or silage facility, usually as a main entry or stair tower as it appears here to the left of the main entry.



A year after that, in 1926, the City of Carmel held a design competition for its new library building one block uphill from the inn, on Ocean Avenue at Lincoln Street. Unconvinced by all nine of the first-round entries, the City hired emeritus Berkeley professor and famed, stylistically eclectic architect, Bernard Maybeck to partner with contractor M.J. Murphy. When completed in 1928 (seen here around then), the value of the delay was revealed by the building's persuasive fidelity to its style. An essay in dignified restraint, the design derives expressive power through its control of volume, proportion, and measured detail, not complex massing or materials. It celebrates its

prominent community purpose with its unabashedly prominent reading room and enormous, steel-framed, front window. The ratio of window to wall, however, remains correctly modest with all glass set back as far as possible so as to accurately evoke both the spanning limitation and the deep thickness of older adobe walls. The weight of the barrel tile roof is properly conveyed by the hefty and genuinely structural roof beams and how they extend beyond the walls to easily support the deep overhangs. The perhaps surprising subordination of the low, recessive, and dark-shadowed, side entry wing defers to and thereby re-emphasizes the library's mission: reading.

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Also in 1926, on Dolores Street south of Ocean Avenue and, Bonnie Lee commissioned Hugh Comstock to design and build her Art Shop. His only Fairy Tale style commercial building (seen here shortly after its 1927 construction), it echos and exaggerates even further the make-believe of Hansel and his other residences. Roofs go from wavy to wandering, doors from curved to camelid, windows from regular rectangles to lawless lozenges, trims from bumpy to bulging, and chimneys from quirky to so impossibly quixotic as to require steel bracing. Now operating as the Tuck Box, the building represents the epitome of Comstock's mischief with this style, inspiring other, though always more demure, commercial development.



Merrill across Dolores (seen below in a recent view),

and then, in 1929, their building for Robert and Isabel Leidig on Dolores near Ocean on Avenue (seen below in a recent view). These buildings, all primarily concrete, along with several others built around the same period, diverge somewhat in their influences. But, they share the hallmarks of the style: an emphasis on the solidity implied by masonry construction, with its heavily shadowed, small, deep openings in blank expanses of monotone stucco-coated wall, the



spanning strength of wood (though it is painted concrete).

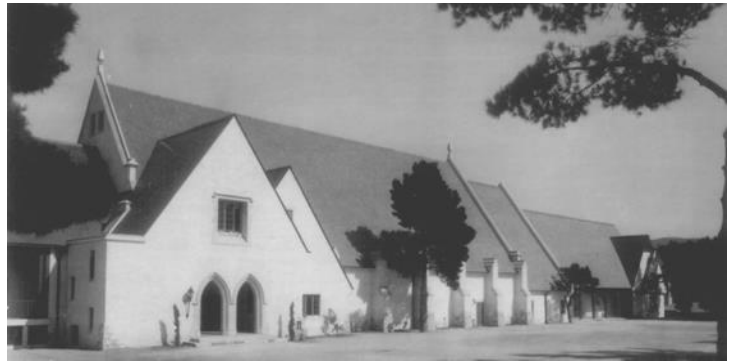
The same year that “old-world” style peaked in extravagant fantasy, downtown development in the “new-world” style also began to peak. 1927 saw Oakland architects, Roger Blaine's and David Olsen's Eclectic Spanish Revival designs for Dr. Rudolph Kocher's medical practice at the La Giralda building on the corner of Seventh Avenue and Dolores Street (seen here from each street respectively in recent views), followed, in 1928, by their El Paseo building for L.C.



handmade decorative tile and metalwork, the rough, handcrafted appearance of the clay barrel tile, the irregular massing and openings, and the like. With some details drawn from measurements actually taken on the architects' trips to Spain, the El Paseo building in particular provides a veritable dictionary of vocabulary authentic to its Revival language: the custom metal window grilles with unique twists in each bar, the pre-aged wood banisters, the doors and windows that never match, the eye-catching shadows of scalloped balconies, and the lintel over the passageway entrance sized to properly reflect the

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When the Sunset School outgrew its 1906 “new world” Mission style building, the town hired Oakland architect John J. Donovan in 1926, and later Fresno/Monterey architect C.J. Ryland in 1931, to shepherd its large, new campus between Mission and San Carlos Streets, Eighth and Tenth Avenues through its expansions (seen here in 1937). Ryland, architecturally educated in France, mimicked the style of granges dimières cisterciennes (cistercian tithe barns), to give Sunset its dominant, “old-world” character of Cistercian Medieval Revival. Monasteries had pursued the austere Cistercian style, which evolved directly into the early Gothic over a century later, as a pious rejection of Classical ornamentation. And, the abbey barns were even purer expressions of deft, yet practical, engineering. The voluminous spaces (which the church required to store one tenth of local annual produce) found their most sturdy geometry in the massive, triangular roofs that came nearly to the ground, where they received support from disproportionately low, thick, and buttressed walls, in which openings were rare, deep, small, and often ganged together, like the double entry here, usually under larger discharge or relieving arches, all of which also received and expressed the great mass supported above. For these masterfully simple structures, often the only concessions to ornament were the finials atop the gable ends, thought to bring good luck, presumably for abundant harvests.



And so the downtown architecture pendulum swung back and forth for several years between the old world and the new world, albeit with some significant detours. For example, diagonal from the new library at Ocean Avenue and Lincoln Street, contractor Earl Percy Parkes built the Seven Arts complex for arts entrepreneur and Forest Theater founder, Herbert Heron. Designed by Albert B. Coats, the building (seen here in 1926) seems clearly indebted to its Shingle Style neighbor a block uphill: the 1905 Wilson building (see way above). The future mayor, with his principled support for bohemian over business interests, was a logical proponent of this pioneering American style. His building uses the same taut skin, merging into very shallow overhangs to de-emphasize material in favor of overall volume, which is in turn emphasized by the simple, emphatic gables, punctuated only by single openings of multiple ganged windows and by the cyclopean shed dormer that looks as if it emerged as pressure from the spaces below



overpowered and pierced through the thin roof plane. The clear difference between the two buildings is the substitution of a wooden skin over wooden framing for a stucco skin over concrete block. This unconventional, if not unique, mutation was perhaps explained by concerns over fire, addressed conveniently by the Carmel Thermotite Company, newly incorporated just a few streets away where it molded its innovative fireproof blocks (also used to construct Flanders Mansion). The building’s unusual combination of durability and originality created an enduring symbol of the many artists it hosted so famously for so long.

Another intentional stylistic detour downtown came in 1939, when Carmel’s most significant financier, Barnet Segal rejected the Spanish Revival design of his architects, Swartz and Ryland, and ordered them toward Art Moderne. His bank on Ocean Avenue at Dolores Street (seen here after construction) embodies the style, with its horizontal, yet humanist proportions and symmetries, its concrete solidity, along with a neoclassical, near-white color, a rejection of classical ornament in favor of the new decorative arts, as well as curved gestures of glass and stone.



Around the time this new international style hit downtown, a new, defiantly local, City Council swept into office. Having become the first “poet mayor” of Carmel in 1930, Mayor Heron (of the Seven Arts building above) ran and won again in 1938, in part, to address commercial pressures on the natural environment venerated by Carmel’s bohemian residents. The new Council hired the highly acclaimed, Berkeley/Harvard educated Thomas Church, the “first founder” and pioneer of American landscape design and of a movement that became the “California Style.” Church famously believed, as Carmelites did, that rather than providing building decoration, “[a] garden should have no beginning and no end.” Meaning, it should be physically and visually integrated with the predominant natural environment and allow seamless human movement and inhabitation.

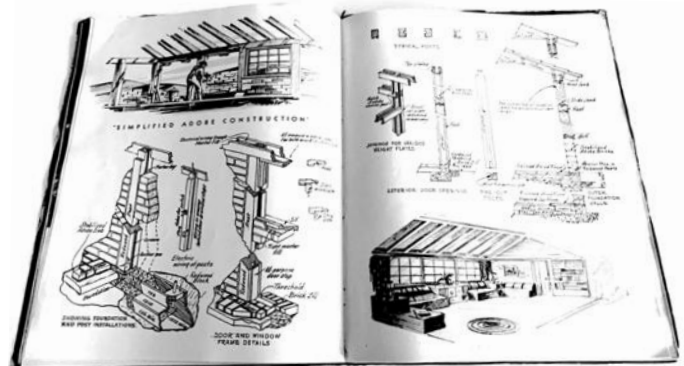


Church answered his assignment — to lessen the visual impact of the cars that now dominated the pine forest landscape — with a native stone planter running up the center of Ocean Avenue (seen here in the 1920s and 1940s). The low height of the wall, the medium height of the native undergrowth, and the columnar forms of the Monterey pine street trees, whose foliage grows primarily quite high, allowed for the clever combination of opacity down at car level and transparency at eye and storefront level, creating both visual access to the commercial corridor and visual screening of the traffic for shoppers.



Throughout the development surge, the same revivalist and eclectic forces in the commercial areas were at work throughout the residential areas as well, including the perhaps unique 1936 example of the Art Moderne style built by M.J. Murphy on Thirteenth Avenue at Dolores Street. Like the Bank of Carmel above, the H. Markham house has the same horizontal emphasis, classical proportions, local symmetries, look of solidity, and monochrome, light color. More spare than the bank, its only curved gesture is the conical chimney accent to the left.

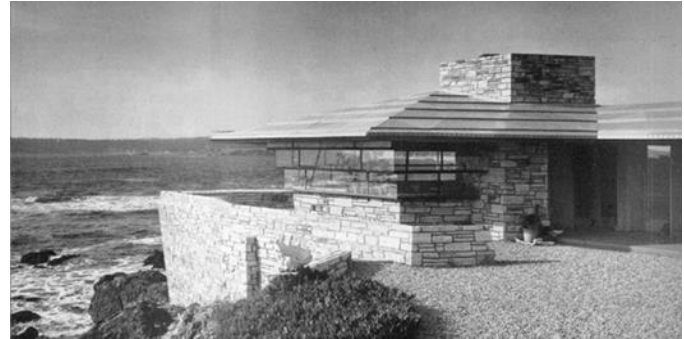
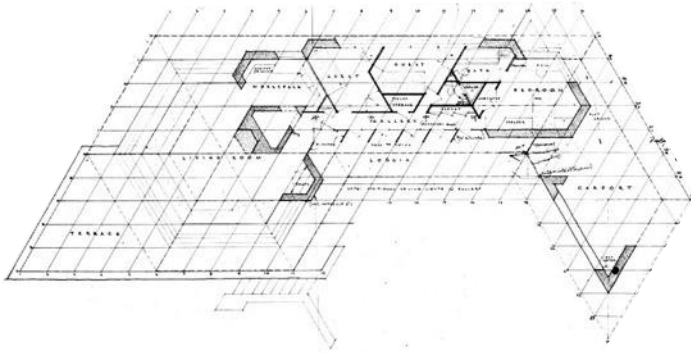
As the second half of the 20th century approached, Carmel’s stylistic adventures were just beginning. However, with just a few exceptions such as those just mentioned, Carmel tended to derive its aesthetic direction from local and not international cues. For example, Hugh Comstock, never one to be limited by his Fairytale fame, had always been a stylistically experimental builder and in 1948 he published a trailblazing pamphlet called “Post Adobe” (seen here in a recent view). Within it, he extolled an inventive building technique that wove together two ancient construction techniques based on local materials and labor, timber post and beam with mud masonry, to create something brand new and with potent stylistic implications. He argued that the compressive strength of mud brick,





rendered waterproof with bitumen, when aided by the tensile strength and rectilinear guidance of wood could become an inexpensive, easy, and elegant approach suitable for one-story homes and requiring no additional insulation, interior or exterior finishing, or special details. This made his post-adobe a method accessible to laypeople, even to property owners themselves, leading to an emergence and proliferation of the Ranch style throughout town, such as this 1950 example on Scenic Road at Eighth Avenue (seen here in a recent view).

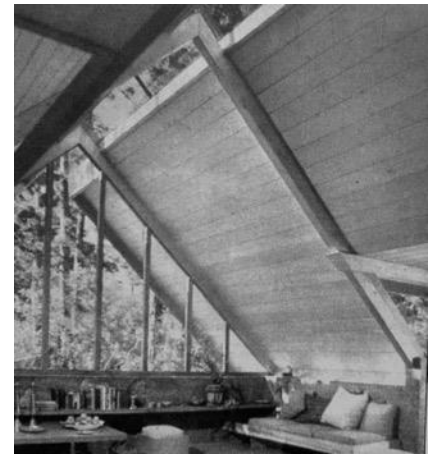
Also in 1948, Frank Lloyd Wright designed “Cabin on the Rocks” (seen here in a recent view) for Della Walker. Della’s sister, Alma, had deeded her the property on Scenic Road near Martin Way, under one condition: work with a notable architect. Wright, the first radically original American architect, and his former Taliesin apprentice, Mark Mills, delivered Walker’s request for a house “as durable as the rocks and as transparent as the waves” through carefully calibrated responses to the context. To unify the structure into an “organic wholeness” at every scale from the site down to the detail, Wright relied on his signature tool: the Japanese (and later, De Stijl) principle of expressing irregular forms ordered over the rigor of a regular grid, but in this case using the unexpected module of a four-foot by four-foot parallelogram. This infinitely adaptable, geometric technique allowed Wright to take his signature stylistic invention, the Prairie School, which was



inspired by the flatness of the midwestern plains, and reinterpret it for the flatness of the Pacific shoreline through a casual, natural massing, responsive to the precise location. He also emphasized the low and the horizontal, with a bluish-green copper cantilevered roof floating above minimally-framed glazing and not traditional windows, deeply shadowed, dark-stained, native wood walls, all recessed behind an asymmetrical native-stone base emerging from the existing rocks, which, together, masterfully subordinated his built work to surrounding nature. It is perhaps no accident that the structure points toward Japan, as it was Wright’s fascination with the integrating geometries and natural subjects of Japanese prints that catalyzed his entire approach to design: “The print is more autobiographical than may be imagined. If Japanese prints

were to be deducted from my education, I don’t know what direction the whole might have taken.” (Utagawa Hiroshige’s 1833 “Driving Rain at Shono” from Wright’s collection seen here.) This cross-cultural, cross-discipline sensitivity and synthesis is just one mark of aesthetic genius. Alma Walker can be credited with insisting that such artistry is essential to building in Carmel.

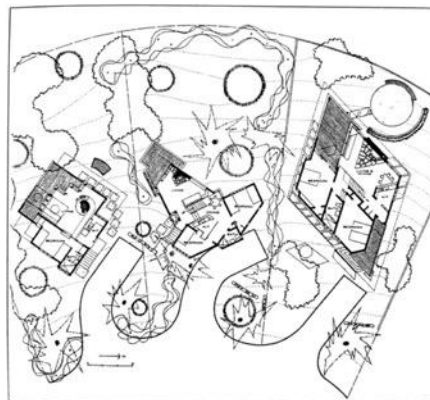
Around 1953, upon completion of Della Walker's home, Mark Mills designed "Woodland House," also for the Walker family, at Mission Street and 13th Avenue (seen here soon after construction). Mills, like Wright, used a roof floating above and around abstracted glazing and nestled within a grounded, solid base of native rock and concrete. This time, however, responding to the verticality of a completely wooded site, the roof tilts upward, sympathetically expresses its heavy timber structure and raw wood finishes, and creates views up into the tree canopy rather than out toward an ocean horizon. Also like Wright, Mills prioritized a building's permanent responsibility to its natural and human community perhaps above its responsibility to any temporary occupant. In fact, Mills famously said that nature is "my silent client" and even "my client is nature," sentiments that tie him closely to the environmental preservation mission of Devendorf and the early forest settlers.



Also in 1953, Clarence Mayhew, a prolific, San Francisco-based and Berkeley-educated architect, designed a home for Helen Proctor between Scenic Road and San Antonio Avenue near Thirteenth Avenue (seen here in a recent view). Like most International Style buildings, the home emphasizes volume of internal space through lightweight, skeletal frames and glazed transparency, rather than mass and solidity; visual interest through functional divergences, rather than applied ornamentation; overall simplification of geometries; and flexible modularity, rather than strict classical symmetry. Yet, the undercurrents of classical composition often strongly order such buildings and Mayhew, educated in classical architecture at L'École des Beaux-Arts prior to Berkeley, would

have known the standard facade in canonical ancient temple architecture: the hexastyle portico. This deep porch, with its six columns and five openings resting on a plinth of low windows and topped by a textured pediment of sorts, echos the ancient closely and then diverges to the modern with the addition of a solid, sixth module on the left, a chimney accent on the right, an off-center glass door, and only half a triangle for the roofline. This building, like a temple, follows its own mathematical order to sit in deliberate contraposition to natural disorder and therefore, like the International Style, it functions as an unapologetic "machine for living." However, its modest scale, quirky asymmetry, recessive coloration, and natural wood construction, all push it away from the international and pull it closer to the local and associate the house with the Second Bay Area Regional style.

The Third Bay Area Regional style emerged in Carmel soon thereafter, exemplified by "Three Sisters," a trio of homes on Lopez Street near Fourth Avenue, including Cosmos House (seen here on the right in an original site plan and in a recent view), all designed by Berkeley- and Harvard-trained architect, Henry Hill between 1961 and 1962. This California style, an even more relaxed and warm interpretation of modernism, uses native, unfinished materials and loose geometries to tailor a respectful response to the natural environment. As the plans show, Hill played freely with an unusual, angled vocabulary to create three completely unique yet complementary compositions that deftly avoid both the existing vegetation and one another. The houses maximize the flow of landscape between them by sharing no parallel exterior walls, which can create confining outdoor corridors. Instead they minimize contact, approaching one another only at sharp corners and exploiting the smallest possible geometric unit: the point.



Also in the Third Bay Tradition, famed architect Charles Moore designed the Warren Saltzman House in 1966, on Palou Street near Casanova Street (seen here in a recent view). Though clad in unfinished wood shingles and nestled well into the existing site as is characteristic of the style, perhaps uncharacteristically the house plays more with traditional domestic shapes, such as the gabled roof (here exaggerated in scale and always in halves). His quotation of historic forms foreshadowed the influence Moore later had in ushering in the reactive Postmodern style of the 1970s to 90s, along with his Princeton colleague Robert Venturi and others. Together they changed the course of modernist architecture with their searing warnings against ignoring traditional urban context and offered instead an architectural language that was extreme in its reference to classical design elements (keystones, pediments, column capitals), often out of proportion or grouped discordantly to highlight the paradox of their resurrection into the modern age.



But Postmodernism did not thrive in Carmel, where the forest context dominated the urban context. Instead, the bohemian residents and their experimental designers continued in the more quirky, organic vocabulary of the Bay Tradition, as architect Mickey Muennig did for his 1974 “Owl House” on Dolores Street near Alta Avenue in nearby Carmel Woods (seen here in a recent view). With even looser geometries than found at the “Sisters”, Muennig warps the walls and roofs to create undulations more associated with natural than built forms. The nearly infinite freedom of this architectural language had

the capacity to unify a meandering front path between low, woody, mute volumes with a starkly contrasting, bold, sweeping arch of a sheer glass escarpment over two stories tall to the rear, allowing the home to echo the topography and provide panoramic views over the forest toward the sea.

Around the same time, architects Walter Burde and Will Shaw found this same organic language appropriate to their 1972 “motor bank” commission for Northern California Savings and Loan. Though in the commercial district, the building could not be a typical party-wall, infill design, because customers would be primarily arriving by car, driving past all facades to reach a drive-through window at the property’s interior. So, much like a residential home surrounded by forest, the building (seen here in a recent view) was composed as a stand-alone sculpture, visible in the round from infinite viewpoints. The yin-yang interplay of jauntily angled dark but airy glass-timber sections with light but solid stucco sections creates a family of volumes that provide visual distinction from every perspective as the motorist travels by, yet a strong genetic coherence to the entirety.



Then, in the 1980s, Carmel confronted a new threat: surging commercial speculation in the residential neighborhoods. The March 22, 1990 Pine Cone reported that multiple spec homes developed within months of one another on the “former Countess Kinnoull estate is usually declared the greatest single offender... built to the maximum the code will allow...[with] surrounding vegetation...torn down, leaving



barren what was once a lush greenbelt.” (A portion on Torres Street near Eleventh Avenue is shown here in street elevation drawings from the time.) The projects exemplified an alarming trend: tree removal permits for construction rising about 375% over two decades and residential building applications on track to rise 750% in half that

time. Carmel Planning Director Diane White warned about the oversized, cookie-cutter approach: “You can tolerate a lot of architectural ‘violations’ when the focus is on the landscape. What is happening now is a double-edged sword. We are losing our predominant landscaping as well as getting a narrower architectural style.” Carmel City Forester Gary Kelly also warned, “according to the city’s tree census...the number of pines on private property is decreasing while the number of ornamentals is increasing...[because] when people come from different areas, they...plant what they are used to. The most serious aspect...is that the medium to small pines...are disappearing. That means we will have fewer trees to replace the mature ones once they die...they are supposed to be replaced. But when I go back to the site, I find that there is no room to plant. We either need to reconfigure the open space or allow for smaller houses.” Complaints flooded local newspapers and public meetings about overblown, pretender “cottages” attempting to camouflage their excessive size with often cartoonishly mis-matched and complicated massing, materials, and styles. One local builder explained the powerful economic incentives: “[in 1982] there weren’t more than three ‘spec’ homes in all of Carmel...[but now] we have builders from the valley, who used to build in Sacramento, Fresno, Bakersfield and maybe make \$20,000 a house. They come over here and maybe make \$150,000 for a spec house. The same amount of work, they get that much more gain.” So, in the mid-1990s, the City conducted a national search for an expert to lead the development of comprehensive design standards that might reverse this “insensitivity” to the natural and built environment. And in 2001, the Council adopted the resulting document “The Design Traditions of Carmel” and legally mandated through its Municipal Code that every required design review “shall” follow it. Many Carmelites had expressed fears that design standards might actually standardize designs. Instead, the ensuing quarter century saw many creative site responses, directly continuing Carmel’s legacy of architects sensitive to and responsive to nature.

In 2007, Carmelite architect John Thodos, designed a home for himself and his spouse on Torres Street near Third Avenue (seen here in a recent view). As Carmel Historic Resources Board Chair, Thodos strongly supported the modest scale of village homes and refused to deviate from the small footprint of the unsalvageable, pre-existing structure. Like most self-assured artists, Thodos embraced constraints as “catalysts for creativity” and used the property’s limitations to re-invent the very idea of a Carmel Cottage. While maintaining the archetypal elements of the classic house, he deconstructed and expressed all the layers separating inside and outside so as to blur the distinction between them and celebrate the immediate surroundings and regional climate. The home’s foundation of exposed-aggregate poured concrete reaches out into the foliage to evoke naturally eroded outcroppings. The abstractly-simple, wooden house-shapes come to rest above just parts of these outcroppings, again emphasizing their role as found site features, not structures designed just to hold up walls. Large expanses of the wood walls then dissolve into air, which is, in turn, re-enclosed by pure miter-jointed glass volumes that float free like light-filled bubbles into the, often foggy, yard. Movement in and out is through elongated door-tunnels that extend and savor the interior/exterior threshold. By interweaving modest rooms so persuasively with the surrounding forest, Thodos transforms a traditional enclosure into something infinitely expansive.



Enhance. Subordinate. Fit. Retain. Design. Detail.



In 2009, Sci-Arc Professor John Bohn took a similarly creative approach to the natural surroundings of “Canopy House” on Ridgewood Road (seen here in a recent view). The site, obstructed throughout by low-hanging oak tree limbs, inspired another reimagining of the simple Carmel Cottage. Hardly a simple task, this time a sophisticated computer model was needed to help break apart and inflect traditional roof shapes and warp them into custom curves around each individual branch. These roof planes, in turn, molded the monochrome walls beneath them into a collection of playfully irregular, modest volumes. Then, in order to fully connect the home with nature, irregular wood beams and posts branch down into the rooms and curved glass clerestories between the roofs and walls make the visual connection between the harvested timbers inside and the live wood elements, still growing undisturbed, outside.

Around 2012, Berkeley/MIT-trained architect, Justin Pauly designed the county’s first certified “Passive House” on Eleventh Avenue between Lincoln and Dolores Streets (seen here in a recent view). By meeting strict standards for airtightness, thermal bridging, fenestration, heat recovering ventilation, and insulation, the house remains comfortable in all seasons using virtually no energy. Though technically the structure is radically modern, stylistically, this Carmel Cottage is traditional vernacular. The design is clearly inspired by respect for the natural environment, but in ways independent of the architect’s aesthetic approach.



Also around 2012, architect George Brook-Kothlow, in close partnership with landscape designer Barkley David Smith, completed “Arch House” for Jacquelyn Woodward on Seventh Avenue near Forest Road (seen above just after initial plantings). The construction materials palette of the building is raw and natural: self-rusting, uncoated steel, unvarnished wood, unpainted concrete. And, to an unusual degree, the living plants of the site also became part of the construction materials palette. Some walls are made of living plants as is the entire roof of the carport (seen above left). Most of the home’s glass-walled interior spaces wander casually around existing trees, incorporating corresponding glass-walled exterior garden spaces into the floorplan. Meanwhile, the main interior space, though set far back on the oversized site, initially appeared more conventionally exposed as a glassy street facade. However, once the native landscape design had matured (seen below in a recent view) the large interior was completed by its corresponding large exterior garden and disappeared from the road, engulfed by nature. Perhaps ironically, this conscious interweaving of building and landscape design pays homage to the most traditional values of the town's founders and yet with a modern approach that they never could have foreseen — though likely would have applauded.



No, the 2001 design standards have not, so far, eliminated the destructive forces and the careless design that emerged in the 1980s. And yet, as the founders predicted, some great aesthetic talents still manage to show us the way. For, Carmel has continued to attract “the right people” who build homes “artistic in character, reflecting the temperament of the town...designed by architects who attempt[t] to...fit the local surroundings...preventing man and his civilizing ways from...marring the natural beauty lavishly displayed here.”

Enhance. Subordinate. Fit. Retain. Design. Detail.



Enhance. Subordinate. Fit. Retain. Design. Detail.

# FIRE ALERT

When beginning any residential design or remodel in Carmel-by-the-Sea, fire resilience must serve as the premier guide for the proposed project to ensure long-term sustainability and community safety. Because significant portions of the city are classified as an extreme fire danger area, wildfire represents the single greatest threat to both the natural environment and architectural character of the community.

True sustainability is not complete without proactive protection against catastrophic fire risk, necessitating design concepts that prioritize ignition-resistant materials, Class A roofs, and ember-resistant detailing. To address the critical gap in wildfire resilience, applicants must now utilize ignition-resistant products listed by the Office of the State Fire Marshal (OSFM). This allows projects to honor the village's aesthetic legacy—using materials that convey a natural patina and human scale—while meeting the objective safety requirements of the California WUI Code.

Furthermore, the initial design layout should consider defensible space to ensure proper distance between structures and flammable materials such as vegetation, fences, etc. By making fire resilience the primary driver of a design, homeowners can harmonize Carmel's unique aesthetic heritage with the objective regulatory standards required to make the built environment both beautiful and survivable.





Enhance. Subordinate. Fit. Retain. Design. Detail.

Enhance. Subordinate. Fit. Retain. Design. Detail.

# I. RESIDENTIAL

## Design Guidelines





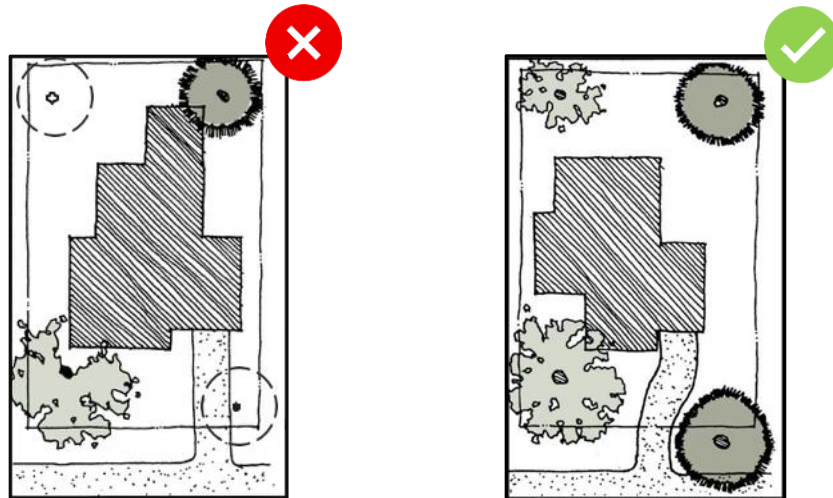
- I. **ENHANCE**, restore, and preserve the native forest in all improvement projects: private, public, and otherwise  
(as seen in the dense, healthy Monterey Pine and Coast Live Oak environment above).

**Background:** Few newcomers recognize that Carmel hosts the sole surviving “Mother Stand” of the Monterey Pine forest on planet Earth, an ecosystem that has adapted to 25 million years of climate change, from ice ages to searing droughts. So important is this native ecology today that academic and industrial scientists fly in to study it, to determine how to nurture it, and to grow its species in lumber plantations around the world. So important was this ecology to the early developers that they incorporated the town in 1916 because Monterey County was failing to adequately protect it. In fact, their radical founding idea was to promote this place as a refuge for people to live in harmony with nature amidst a majestic, prehistoric forest -- an idea that ran in very stark contrast to the prevailing "pioneer tradition" of the time, which advocated for the conquest of nature. In times of ongoing climatic stresses, how harmoniously we reside within this international treasure will determine its fate and that of this visionary village.

**Process:** design steps most relevant to this section include...

- visiting the site and speaking with neighbors to discover natural assets and shared view issues
- commissioning a site survey
- conducting preliminary consultations with city forest and planning staff and commissions
- obtaining a preliminary assessment report on site conditions, development standards, zoning, and so on
- studying the significant tree evaluation inventory worksheet

- 1.1. Preserve all existing healthy upper canopy and lower canopy trees.
- 1.1.1. Before beginning design work, have a licensed surveyor or engineer prepare the required survey, showing existing site conditions, topography, drainage features, trees, structures, right-of-way edges and character, views, privacy issues, historical evaluations, nonconformities, neighborhood design contexts, and other features useful in designing a project.
- 1.1.2. Address comments provided by a City Planner and the City Forester on the required survey and on the required City Forester evaluation of existing tree significance and condition on and immediately adjacent to the project site, including in the right-of-way.
- 1.1.3. Address the Forest and Beach Commission's project review comments on the effects that proposed work will have on significant trees.
- 1.1.4. Consult the "Preliminary Site Assessment" tree survey when designing and locating new structures and additions to determine which trees are significant and should be protected.



- 1.1.5. Provide enough open space on each building site to both preserve and add upper and lower canopy trees at sufficient spacings for growth to maturity (*as shown above right by building footprint and path both altered to preserve existing trees*).
- 1.1.6. Locate new construction in accordance with the Land Use Code to minimize impacts on established trees and avoid pruning of limbs and canopies. Set foundations for buildings and walls back far enough from the base of any tree to adequately protect its roots. Plan curb cuts, paving and drainage systems to maintain air transport and water percolation to root systems.
- 1.1.7. Protect existing vegetation during construction in order to screen buildings, contribute to the forest character of the street, and achieve a settled, mature look upon project completion.
- 1.1.8. Plan access and site development to protect trees during construction as provided in the Land Use Code. Do not alter the grade level near nor excavate into the root zone or drip-line of any healthy mature tree, whether on or adjacent to the site, including on abutting properties and in the right-of-way.

- 1.2. Preserve or enhance the informal, vegetated, open space character of the right-of-way.



- 1.2.1. Preserve vegetation and trees, especially those with canopies over the street, both in the right-of-way and the periphery of the site so that the pavement curves around and emphasizes natural landscape features and topography, creating the appearance of a meandering forested lane with occasional “mini-parks” (*as shown above by the irregular pavement edges and encroaching vegetation*).
- 1.2.2. Remove any excess existing paving and other non-conforming and easily displaced materials, such as gravel per MC 12.24.020.B. Never keep in the right-of-way irrigation equipment or unpermitted paving, gravel, boulders, logs, timbers, planters, fences, retaining walls, other above-ground encroachments, or any hardscape that would widen the street or create a parking space.
- 1.2.3. Maintain the existing character of street gutters, which is typically a rolled asphalt curb or, more formally, is a channel faced with large native rock, but is never just plain concrete.



- 1.2.4. To create connectivity with adjacent properties, leave the right-of-way as an unpaved, natural forest floor with an informal edge, consisting of trees, naturally occurring vegetation, and organic surfaces, such as pine needles (*as shown above by the natural area between the private property line and the street pavement*).
- 1.2.5. When adding plantings to the right-of-way use only naturally occurring natives to the Carmel forest: drought-tolerant and non-irrigated, green foliage, ground covers, or low shrubs, informally arranged. Do not use bedding plants and exotic species in the public right-of-way.



- 1.2.6. Do not remove trees or add gravel or other “hardened” surfaces to provide parking in the right-of-way, but instead reinforce the forest image by separating parking spaces from driveways with plantings and by using natural soil, or fresh, mini-woodchips as surface materials (*as shown above by a nearly undetectable natural area sized to accommodate parking*).



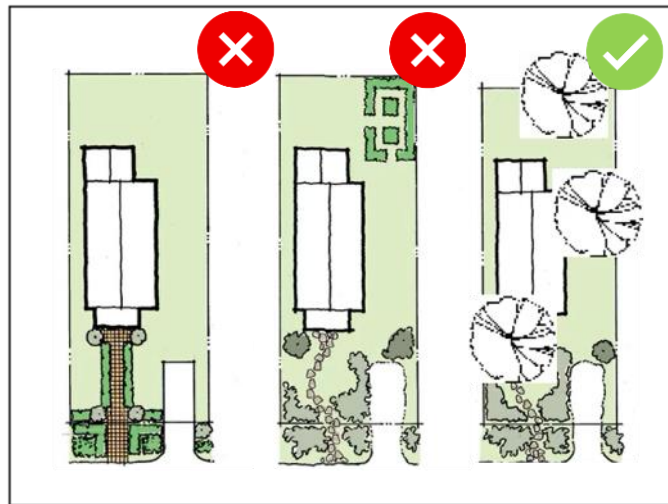
1.3. Preserve and enhance the forested image of the site (*as shown above by how the home's natural pine-bark siding echoes and the sensitive massing avoids the existing trees*).

1.3.1. Preserve and supplement trees, especially those that arch over the street, and provide a mix of upper canopy trees for scale and multi-stemmed lower canopy trees for screening. The City Forester determines the mix and CM17.48.080 covers tree replacement ratios and species.



1.3.2. Do not wall off properties at the front property lines but instead extend the forest character of the right-of-way into the visible parts of the site by keeping a large portion of each site as open space, with plantings located to filter views of structures (*as shown above by the unimpeded, vegetated zone between the street on the left and the home on the right*). Find maximum limits for hardscape site coverage at CM 17.10.030.

Enhance. Subordinate. Fit. Retain. Design. Detail.



- 1.3.3. Locate plants and ground surfaces in relaxed, informal arrangements that are consistent with the urban forest character (*as shown above at far right*), reserving any formal, unnatural arrangements, bedding plants, or exotic flowering plants only for small areas out of public view or small walkway or entry accents (*as shown above at center*).
- 1.3.4. Use site plantings that are native, drought-tolerant species, following the Municipal Codez.
- 1.3.5. For a forest meadow ground cover, use only informal, no-water varieties kept out of public view and do not use manicured lawns or artificial turf per P 2025-002.
- 1.3.6. Projects that involve a new building or substantial alteration require a professional landscape plan, which identifies areas for low-scale plants, shrubbery, and trees for initial review and shows specific planting plans for final review. Address the special needs of each species, using, for example, high-water-use plants near redwoods but not near oaks, paving materials that minimize tree root impacts, and best practices for fire mitigation.
- 1.4. **Preserve un-altered, pre-development water drainage ways as site amenities.**
- 1.4.1. Minimize stormwater impacts with Low Impact Development principles, including: addressing stormwater close to the source, installing bio-retention, and other planted drainage areas, and using “sand-set”, not “mortar-set”, pervious paving materials to percolate water and aerate soil.
- 1.4.2. Enhance water quality with stormwater management systems that mimic the natural water cycle, filter stormwater into the ground and direct flows through vegetative buffers and rain gardens where plant and tree uptake can remove pollutants.
- 1.4.3. Design new on-site stormwater control devices to appear naturally integrated into the forest. Use green roofs, retention areas, or landscaped areas to capture flow and prevent new runoff toward adjacent properties per CM 17.43.
- 1.4.4. For new building or substantial alterations, provide a professional landscape plan that identifies areas for low-scale plants, shrubbery, and trees for initial review and shows specific planting plans for final review. Address the special needs of each species, such as using high-water-use plants near redwoods but not near oaks and paving materials that minimize tree root impacts.



2. **SUBORDINATE** every built structure to the character and continuity of the forest, natural environment, and to the natural features of its own site (*like how the tree above overshadows the street view of the home*).

**Background:** Carmel's native forest hosts a dizzying array of fascinating native species dominated by a towering upper canopy, primarily of Monterey Pine (*Pinus radiata*), and a sculptural lower canopy, primarily of Coast Live Oak (*Quercus agrifolia*). The overstory trees perform the vital work of scaling down larger infrastructure elements such as paved areas or commercial buildings, while the understory trees, often comprising multi-stem varieties, work to screen and soften all shapes and sizes of building elements. Quite wise to the important aesthetic functions of a continuous natural forest weaving through and connecting all properties, the town's founding developers were famous for gifting trees to new property owners. As urbanization progressed, their aim was to replace and supplement any trees affected during construction, to keep those new structures nestled within the trees, and to use these trees as well as other site features and siting approaches to preserve as faithfully as possible original natural conditions.

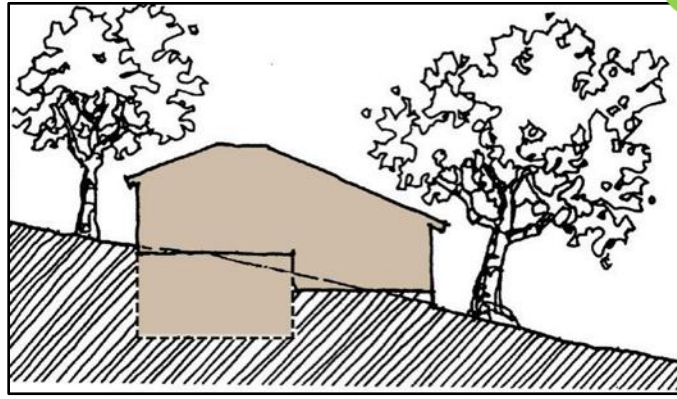
**Process:** design steps most relevant to this section include...

- engaging a landscape architect
- developing a conceptual landscape plan
- taking advantage of the Preliminary Application option to get early feedback on landscape ideas
- beginning a Historic Evaluation (if the site was deemed historic)

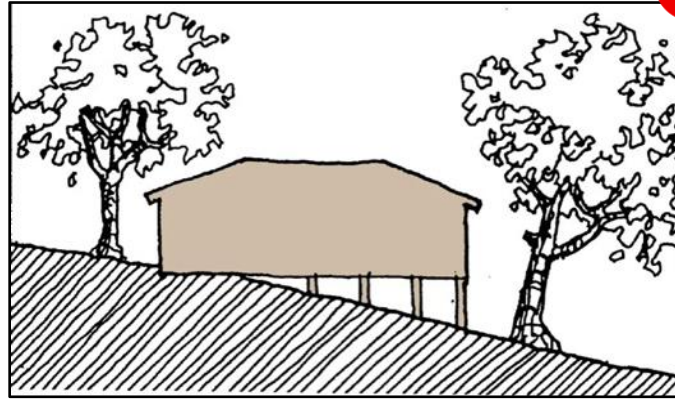
- 2.1. Nestle a building in the trees to minimize the mass visible from public view.



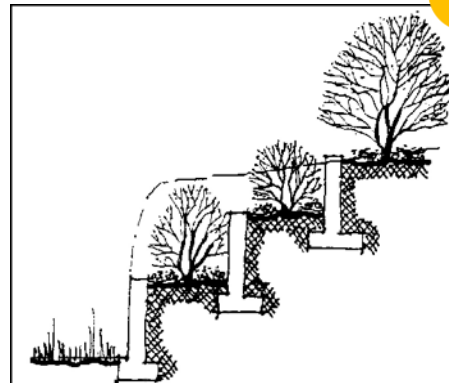
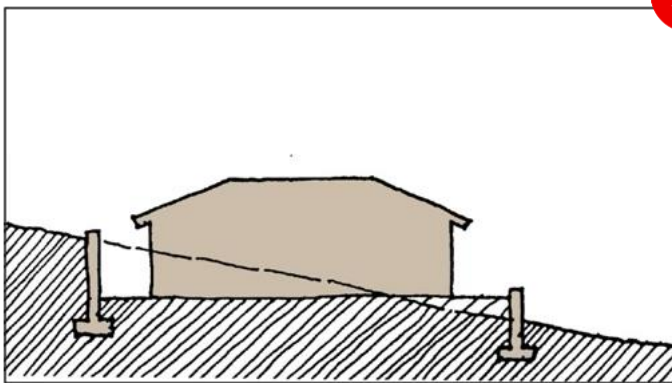
- 2.1.1. Position buildings to avoid cutting into the canopy of established trees (*as shown above where the architect laser scanned existing tree branches and computer-positioned roof planes precisely beneath them*).
- 2.1.2. Decrease the apparent size of buildings by building less than the maximum allowable floor area, using a compact footprint, minimizing large volume spaces (high ceilings or steep pitches across wide spans), and eliminating large, unused underfloor areas and extensive cantilevers, especially over cut areas.
- 2.1.3. Reduce perceptible building height by locating some floor area either fully or partially below grade or at a “garden” level with any walkout area, light well, retaining wall, or terrace concealed to the side or rear. When these locations are not feasible, provide more screening with other building elements or landscaping.
- 2.1.4. Minimize the visual impacts of retaining walls, garden walls, window wells, and other foundation structures by incorporating sloped, planted areas to create a smooth grade transition. Ensure tall retaining walls, terracing, or revetments are not visible from the public way.
- 2.2. Follow the site’s natural contours.
- 2.2.1. Minimize construction on steep slopes.



- 2.2.2. Minimize excavation and fill on a site by maintaining existing topography and keeping all grading and excavation completely within the proposed building footprint (as shown above by dashed line directly under house).



- 2.2.3. Step building height, foundations, and floor levels to follow site slopes and contours (unlike above, where support posts create a single level floating above a downward slope). When floor levels cannot be stepped, larger underfloor spaces (as shown above under most of the building) count as part of the allowed floor area.



- 2.2.4. Avoid abrupt changes in grade (as shown above left by flattened grade with added retaining walls) within a site and between adjoining properties. If such transitions are unavoidable, then use sloped, planted areas. If a stable planted slope cannot be created, then use multiple landscaped terraces rather than a single tall wall (as shown by short walls above right).

### 2.3. Subordinate parking facilities to the house and site.



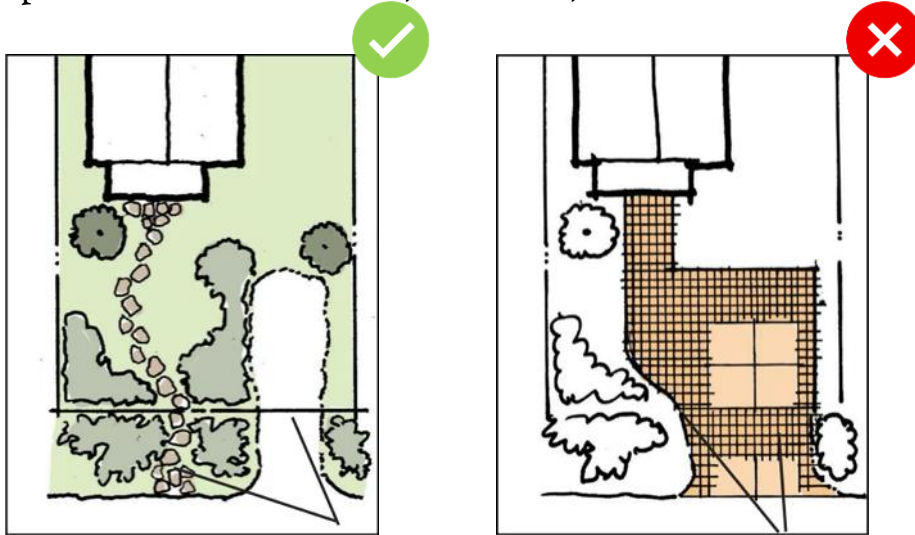
- 2.3.1. Minimize the impact of a garage or carport by: concealing them from the street, detaching them at the back of the lot or elsewhere, subordinating them into the building design (*as shown above left*) tucking them underneath or into the foundation (*as shown above right*), or locating them partially below grade (while avoiding any three-story appearance), orienting the garage door away from the street, and, on small lots, using only a single, one-car garage door.
- 2.3.2. Use parking facilities to maintain or enhance variety along the street edge and to maximize landscaped open space, views, and privacy. If a detached, one-car garage or carport benefits the overall streetscape, the City may determine that it can encroach into the front setback. The City does not allow two-car garages in the front setback.
- 2.3.3. To maintain forest floor continuity, established vegetation, and ample front yard space, keep driveways at grade and without cuts and fills that would create a “ramp” effect or require retaining walls perpendicular to the street.



- 2.3.4. Minimize the amount of paved surface area for a driveway by using organic materials, “tire track” paving strips, sharing a single driveway between two adjacent properties (*as shown above by merged surface spanning property line*), and/or limiting each site to the required single curb cut (unless a corner site requires a “through driveway”).

2.3.5. Minimize the visual impacts of retaining walls, garden walls, window wells, and other foundation structures by incorporating sloped, planted areas to create a smooth grade transition. Ensure tall retaining walls, terracing, or revetments are not visible from the public way.

2.4. Design all paved areas to be small, informal, and intimate.



2.4.1. Reduce widths of asphalt or concrete, separate a driveway from a front walkway with plantings, soften paved edges with landscaping (as shown above left by planted, and separated, irregular driving and stepstone walking areas), and avoid formal or urban paving treatments (as shown above right by rectilinear pavers, straight edges, and joined driving and walking areas).



2.4.2. Select paving with muted colors and texture authentic to the material (unlike faux stone-colored concrete pavers at above far right), such as Carmel stone (above far left), granite cobblestone (above center left), brick, asphalt, natural-colored poured concrete (above center right), gravel, decomposed granite, and mulch, keeping easily displaced materials on private property only per M.C. 12.24.020.B.

Enhance. Subordinate. Fit. Retain. Design. Detail.



- 2.5. Blend private landscape with that of the public right-of-way to make vegetated spaces appear larger and to improve continuity with the forest *(as shown above by the continuous natural forest floor extending from the public street paving, through the public right-of-way, and into the private property, creating an uninterrupted forest landscape).*
- 2.5.1. Design without a fence or wall along a street frontage, unless special conditions apply.



- 2.5.2. Where privacy or enclosure is needed, use native shrubs, hedges, or other vegetated landscaping *(as shown above by the lush foliage on private property used as a necessary screen to the glass façade).*

Enhance. Subordinate. Fit. Retain. Design. Detail.



- 2.5.3. If vegetation does not provide sufficient safe enclosure along a street for children, pets, or others, install an informal, unfinished, wood fence (*such as in the foreground above added into the vegetation*), which preserves visual access into the front yard and at street intersections, by using open pickets wherein the size of the spaces are at least equal to the size of the material.



- 2.5.4. When creating an arbor, maintain a narrow, low, light, and open design (*such as above, where the arbor is styled like the open fencing*), instead of a tall, wide structure with massive timbers or other heavy elements that dominate the street.



- 2.5.5. In rare cases, where a fence is needed but the predominant or foundational building material is stone, masonry, or stucco, a low garden wall of the same material and construction may fit into the site if fully integrated with the topography and other hardscape and if kept at four feet or less from grade (*such as above where a low, vegetated wall of surfacing matching the home is nestled into a gentle slope*).
- 2.5.6. Place front yard enclosures (such as hedges, fences, or walls) farther back from the front property lines as they become more solid. Refer to Maximum Building Envelope information to determine allowable heights and placements.



- 2.6. Preserve the nighttime, “dark-sky” character of neighborhoods (*as shown above where stars are visible in Carmel by the Sea due to drastically reduced artificial lighting*).

- 2.6.1. Subdue all exterior lights with shielded and focused fixtures of low lumens and warm white temperatures, as defined in municipal code. Do not use fluorescent lighting.
- 2.6.2. Use lights only where needed for safety and at outdoor activity areas, such as building entries, gates, terraces, walkways, and patios.
- 2.6.3. Do not use floodlights, spotlights, or lights to accent or uplight buildings, tree canopies, or other vegetation.
- 2.6.4. Instead of exposed light sources, locate and shield fixtures, including string lights, to eliminate glare and excess illumination onto neighboring properties and the street.
- 2.6.5. Size, locate, and shade skylights to eliminate glare or light pollution visible to neighbors or to the public. Use skylights only if interior spaces have no access to exterior windows, such windows have limited access to light, or windows would cause even greater impacts to adjoining homes.



3. **FIT** every built structure within its neighborhood context  
*(like how the three homes above relate to one another despite different massing and materials).*



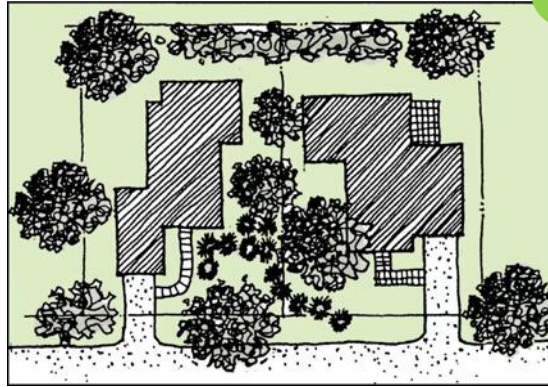
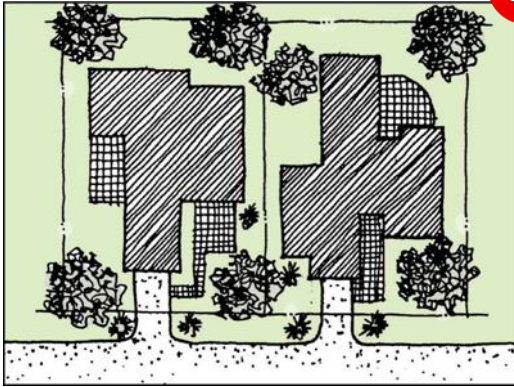
**Background:** Carmel's founders laid out neighborhoods with small lots anticipating very small homes that would maintain abundant natural views and privacy. A smaller home remains and effective approach. At larger sizes, new structures must work harder to coordinate with existing structures, while the new outdoor spaces that structures define must also work harder to coordinate with existing outdoor spaces. All this work serves to maximize privacy and natural views for individual properties as well as to create a harmonious whole for the community – one that artfully combines private spaces to increase the sense of forested open space and multiply the visual links across every public and private property line.

**Process:** design steps most relevant to this section include...

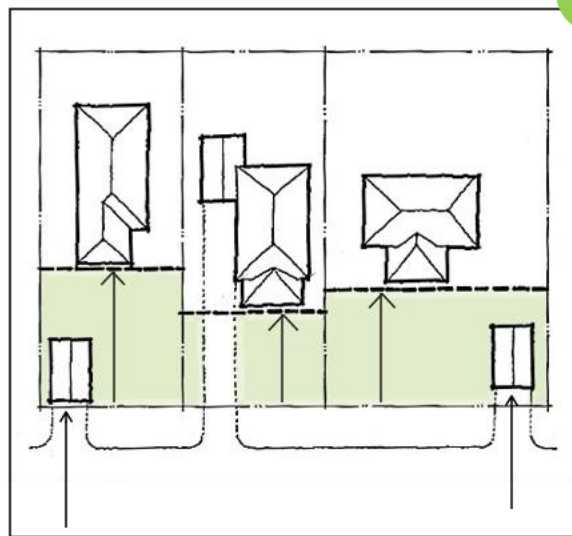
- developing a conceptual siting and massing plan
- taking advantage of the Preliminary Application option to get early feedback on siting and massing ideas
- beginning a Historic Evaluation (if the site was deemed historic)
- considering submittal of a Conceptual Design for feedback from staff and commissioners

Enhance. Subordinate. Fit. Retain. Design. Detail.

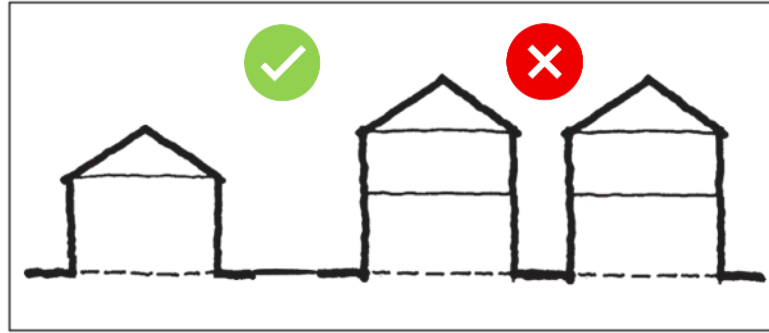
- 3.1. Locate open spaces so that they visually link with those of adjacent properties.



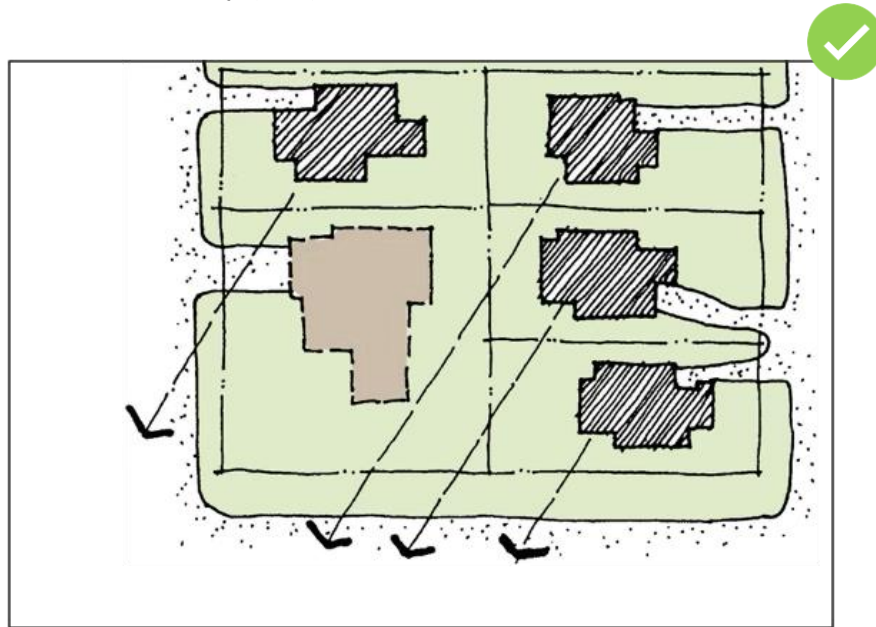
- 3.1.1. Coordinate open spaces in careful response to other open spaces to have an amplifying effect and combine them to increase their apparent size (*as shown above right by wide forested space between homes*), rather than simply maintaining required setbacks (*as shown above left by narrow space with little room for plantings*).
- 3.1.2. On oversized or combined properties, maintain the open space character of Carmel's typical 4,000sf lot sizes, avoiding the appearance of a "compound" or "estate."
- 3.1.3. Relate a building's mass to the context of other homes nearby. Divide a larger building into forms similar in scale to traditional village houses, placing some mass in a detached secondary structure (garage, guest house, etc.) if necessary to reduce the overall mass of the primary building.



- 3.1.4. Stagger front setbacks of homes and garages to frame outdoor spaces, avoid uniform alignments, and provide variety in the arrangement of buildings and open spaces along the street (*as seen above with the three property layouts different from one another*), unless doing so prevents a visual aggregation of open space or endangers significant trees.

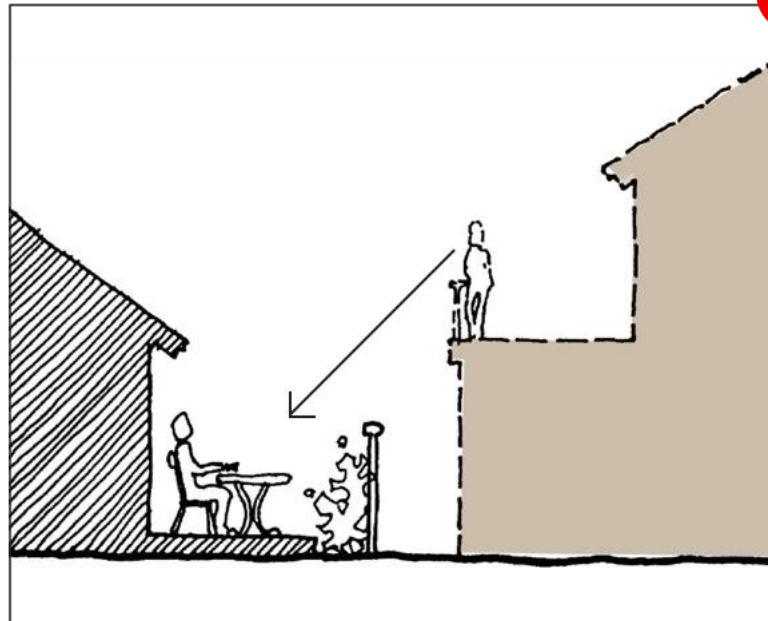


- 3.1.5. Stagger side setbacks with adjacent properties to avoid the “canyon effect” of a narrow corridor or tunnel between buildings (*see above right where the homes are too parallel and close together*). Provide even more open side yard space when buildings on adjacent properties are two stories or close to the joint property line. Refer to the Municipal Code for setback regulations.
- 3.1.6. Minimize building mass as seen from adjacent properties by: avoiding long, uninterrupted wall planes, placing tall building walls away from the property line and similar walls on neighboring sites, and providing greater setbacks for any chimney directly opposite a neighboring window.
- 3.1.7. Preserve access to light between properties.
- 3.2. Preserve views from nearby properties to natural features.



- 3.2.1. Locate building volumes to make use of views but not substantially block views enjoyed by others (*like the proposed home shown in brown with dashed lines above, which allows all neighboring homes to preserve the primary view to the bottom right*), keeping the building height low and the building footprint compact to maintain views over and along sides of properties.

- 3.2.2. Keep building elements from blocking views with sensitive placement and sizing, for example use chimneys with narrow profiles or minimalist flues.



- 3.3. Organize functions on a site to preserve reasonable privacy for adjacent properties (*unlike the proposed home shown above in dashed lines with an upper deck that overlooks a neighboring patio*).
- 3.3.1. Screen patios, terraces, and active areas of adjacent properties through the position of buildings and the preservation of significant trees.
- 3.3.2. Locate and size windows and skylights to avoid views in or out of neighboring indoor and outdoor active use areas. Limit windows to 12sf or less on side walls adjacent to neighbors.
- 3.3.3. Locate and screen balconies and decks to avoid overlooking active indoor and outdoor use areas of adjacent properties.
- 3.4. Minimize negative impacts to surrounding properties.
- 3.4.1. Fully integrate utilities and services, including gas meters, electrical panels, water heaters, and trash receptacles, into the architectural design of the building.
- 3.4.2. In cases where full architectural integration is not possible, Eliminate the visual impacts of utilities and services by grouping and shielding them with architectural and landscape elements, such as cabinets, walls, fences, or plantings, of integrated material and color.



- 3.5. Vary the design of a new building from that of nearby and abutting properties *(as shown by how the home above left, with its stone walls and roof ridge parallel to the street, varies from the neighboring home above right, with its wood shingles and roof ridge perpendicular to the street).*
- 3.5.1. Provide variety in building materials along a block.
- 3.5.2. When using painted or otherwise coated surfaces, provide variety in building color along a block.



4. **RETAIN** and build upon Carmel’s established architectural heritage (as exemplified above clockwise from top left by local masterworks in the traditions of Craftsman , Mission Revival, Fairytale , Organic, and Modern).



**Background:** Carmel’s founders explicitly advertised to attract folks working in the “aesthetic arts” in order to achieve homes “artistic in character” and to avoid destructive speculative development. The town’s visual history testifies to the individual expressiveness and stylistic eclecticism of the architecture that resulted and that must be carefully studied and interpreted so as to meaningfully contribute to this legacy.

**Process:** design steps most relevant to this section include...

- developing a timeless, and perhaps inventive, construction language
- assembling a sample materials board

Enhance. Subordinate. Fit. Retain. Design. Detail.

#### 4.1. Preserve historic and existing resources.



- 4.1.1. Re-use existing buildings and their components, for example restoring rather than replacing original windows (*like the restored antique steel casement window in its original adobe home above*).
- 4.1.2. Respect adjacent historic resources by preserving adequate, light, open space, and views of and around the structure.
- 4.1.3. Check zoning standards for related incentives, such as expedited processing.
- 4.1.4. Follow additional standards for properties recognized as having official historic significance, such as the Municipal Code, the Historic Context Statement, and Historic Review Board consideration.

#### 4.2. Continue Carmel's tradition of architectural diversity.

- 4.2.1. To avoid uniformity and the appearance of speculative development and to promote individual artistic expression, differentiate a new building's plan, massing, and overall design from that of nearby and abutting buildings.



- 4.2.2. When reproducing historic architecture, use the same materials and craftsmanship as those of the reproduced period (*for example, the genuine, handcrafted, rolled wood shingle roof above*).
- 4.2.3. For any architectural language, use materials of equivalent quality and craftsmanship to those of historic architecture.

- 4.2.4. Do not use designs that resemble those in speculative or “McMansion” developments or that present a commercial or industrial appearance.



- 4.3. Use traditional, natural building materials (such as the structurally-stacked Carmel stone and the untreated, rough, wood shingles, shown above).

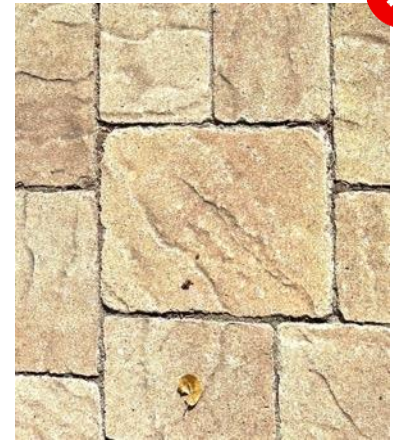
- 4.3.1. Use the preferred materials traditionally used in Carmel, such as wood, stone, tile, brick, artistically-crafted concrete, and stucco for walls, patios, and decking, as well as wood shingles and shakes, clay, slate, and concrete tiles for roofs.



- 4.3.2. Use metal roofs only if they are carefully detailed and handcrafted, devoid of stiffening corrugations or striations (unlike the industrial roof shown above left), have narrow flat panels, use genuine, field-installed, standing or flat seams or horizontal lapping, are unreflective, and are of integrated, non-coated, earth-toned color such as anodized aluminum, matte galvanized raw steel, or natural metal such as pure zinc (like the traditional metal roof shown above right).



- 4.3.3. Choose materials that will form a desired natural patina over time or that can be maintained in their original condition (*such as the unstained, unevenly weathering, wood siding shown above*).
- 4.3.4. Use materials in their natural conditions, scales, and colors.
- 4.3.5. When adding surface treatments, use matte finishes and muted earth tones, rather than highly polished treatments such as mirrored glass or reflective metals.
- 4.3.6. Apply materials using methods traditional to Carmel, for example, wood siding in shingles, horizontal clapboard, or board and batten, brick in its traditional modular dimension, or stucco in smooth or lightly textured finishes.
- 4.3.7. Use unclad wood, solid metal, or recyclable, “designed for disassembly” aluminum-clad wood, with no visible plastic elements, for windows, doors, and garage doors.
- 4.4. Use manufactured materials according to traditional, natural principles.
  - 4.4.1. Use manufactured materials only if they are ecologically sensitive: able to form a natural patina over time, able to be maintained rather than disposed, able to be fully dismantled and recycled or reused, biodegradable, and environmentally non-toxic or beneficial.
  - 4.4.2. Do not use petroleum-based architectural elements.
  - 4.4.3. Use products that meet or exceed the most current national or international ecological building standards (such as certified Cradle-to-Cradle or Design for Disassembly) meet Carmel standards for manufactured materials.



- 4.4.4. Do not use manufactured materials that fake or mimic natural or other materials in their textures or finishes, including machine-stamped faux woodgrains (*like the stamped grain cement clapboard at top left, the faux slate-colored and -textured roof tiles at top center, or the tie-dyed, stamped faux stone pavers at top right*). Use cast concrete only with monochrome, integral color (*like the pavers at middle right and the rooftiles at middle center and bottom center*), or with non-uniform, handcrafted patterns such as those provided by human artistry (*like the pebbled patio at bottom right*) or made with genuine wood formwork (*like the site-poured wall at bottom left*).
- 4.4.5. Apply manufactured materials in a manner that conveys a traditional human scale.



5. **DESIGN** every built structure with modesty (*such as the small-scaled vernacular cottage above with uncomplicated massing, natural materials, and simple construction*).



**Background:** In Carmel's early days, many of the artistically-inclined newcomers designed, or even built, their own modest cottages. Though this approach has become vanishingly rare, its emphasis on modesty remains. In Carmel, modesty is valued both in itself, as a visual statement of deference to history and to nature, and also as a practical means to achieve that deference. Modesty discourages individual properties from upstaging one another in unwinnable and environmentally destructive contests and helps avoid imported formulas of grandeur that fit better in estate settings. Instead, modesty helps eclectic structures work together to create a unified texture that coheres the town visually and signals community.

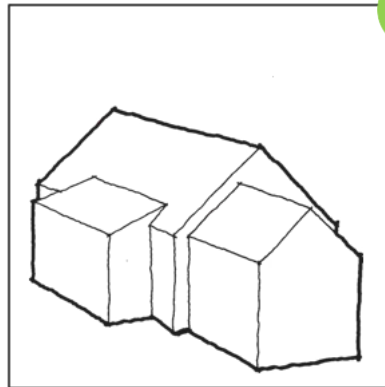
**Process:** design steps most relevant to this section include...

- drafting final design proposal
- incorporating recommendations and/or conditions of approval from Design Concept acceptance.

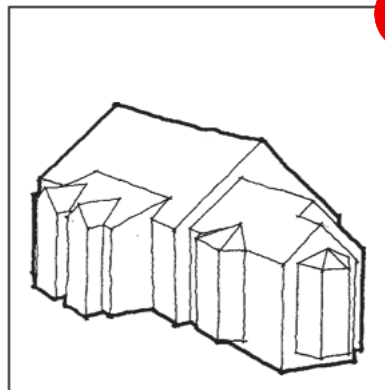
## 5.1. Restrain building forms, materials, and details



- 5.1.1. Design a building consistently, with the chosen design concept extending to all sides of the building and with no mixing of architectural languages (*as shown above by the continuation throughout the entire building of the eccentric, handcrafted masonry vocabulary*).



- 5.1.2. Keep primary building volumes simple, as seen traditionally, limiting the number of subordinate volumes (*see just two above*) and using basic rectangular, L-, T-, or U-shaped plans.



- 5.1.3. Avoid visual complexity, “busy” building forms (*like the five protrusions on the two subordinate volumes shown above*), too many different materials, excessive and overly ornate or ostentatious details, and materials and details that contrast strongly within a single building or with neighboring buildings.

- 5.1.4. Do not use building elements that are complex, monumental, formal, out-of-scale, or that increase the visual prominence of the building.



- 5.1.5. Use restraint when introducing variation in building planes, use building offsets only for clear purposes such as avoiding tree limbs or expressing a major change of function. ***(for example, the volume in the foreground above is not an offset but instead clearly provides a separate function with a separate entrance from the building behind)***. Do not use small, purposeless offsets only for visual interest and do not change wall materials at offsets.
- 5.1.6. Compose roof forms with just a few, simple planes with limited subordinate attachments such as dormers. For example, traditional gable and hip roofs have basic forms while mansard roofs and sloping roof “skirts” that conceal a flat area add too much complexity.
- 5.1.7. Subdue the character of the garage by using a rectilinear form with materials and colors that do not contrast with the main buildings.
- 5.2. Ensure that a building appears to be no more than two stories in height, as viewed from the public right-of-way.
- 5.2.1. Present one-story heights to the street and locate two story elements away from the street, except where this would appear dominant or out of scale when viewed from the public right-of-way or a neighboring home. Remember that a garage, even sunken below grade, counts as a story.
- 5.2.2. Make detached garages one story, one-car, and small in scale, with the wall plate height no taller than that of the first-story plate of the main house.



- 5.3. Convey human scale in a building's basic forms (*as shown above by the unexaggerated, standard dimensions of the doors, windows, and story-heights*).
- 5.3.1. Use historic Carmel styles only at their traditional, human scales.

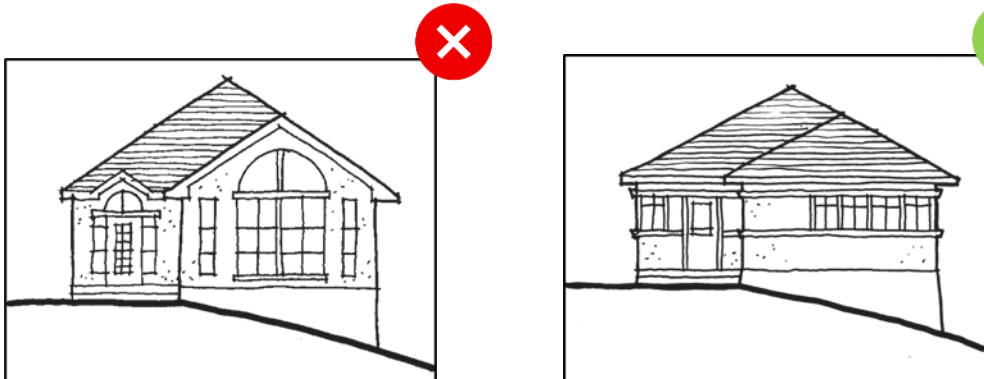


- 5.3.2. Organize building mass into realistic modules to reduce perceived size, breaking a larger house into subordinate modules which appear, not just as minor offsets meant to create interest but instead authentic, in that they reflect real, functioning, interior spaces (*as shown by the room above, which protrudes to the right in order to center its fireplace in the room within*).
- 5.3.3. Emphasize the low and horizontal so that buildings appear to hug the ground.
- 5.3.4. Use a low building plate height, generally not over 8 feet. Keep plate heights and roof eave lines low in scale, tucking upper story rooms under roof slopes, so as to reduce the height of exposed walls. The maximum plate height of 12 established in the Land Use Code is only to accommodate sloping building sites.

- 5.3.5. Do not use design features that produce a top-heavy appearance such as large cantilevered building elements, wide chimney structures, or roof forms that dominate the body of the building. Proportion roof forms to the scale of the building.
- 5.4. Use building details to provide interest but not to exaggerate the scale of a building.

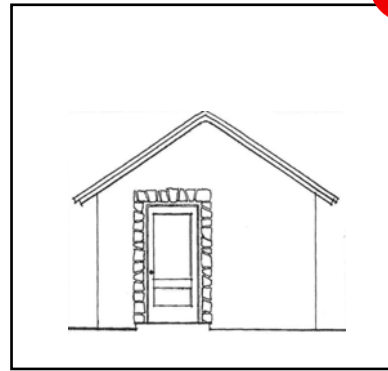
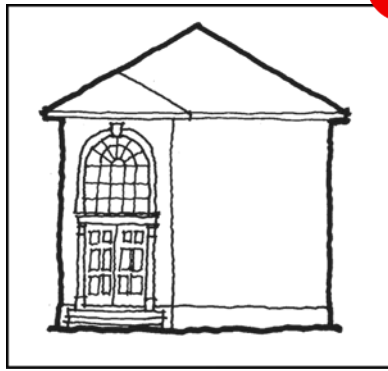


- 5.4.1. Add details to relieve blank surfaces and achieve a scale compatible with the building's forms and its architecture (such as shown above where the wavy half-timbering appropriate to the quirky Fairytale language helps shrink the appearance wall down to the required Elfin scale).
- 5.4.2. Use all materials, natural or man-made, at traditional scales, dimensions, and modules.

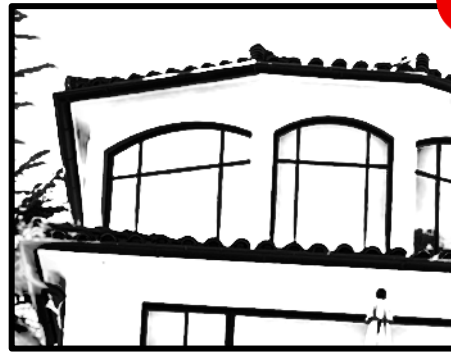


- 5.4.3. Use appropriately sized, never oversized, building elements, such as windows (unlike the out-of-scale arches on an otherwise vernacular home shown above left), doors, entries, chimneys, overhangs, dormers, and porches to reduce scale, especially as visible from public view (like the appropriately small and architecturally integrated fenestration on the Prairie Style home shown above right).

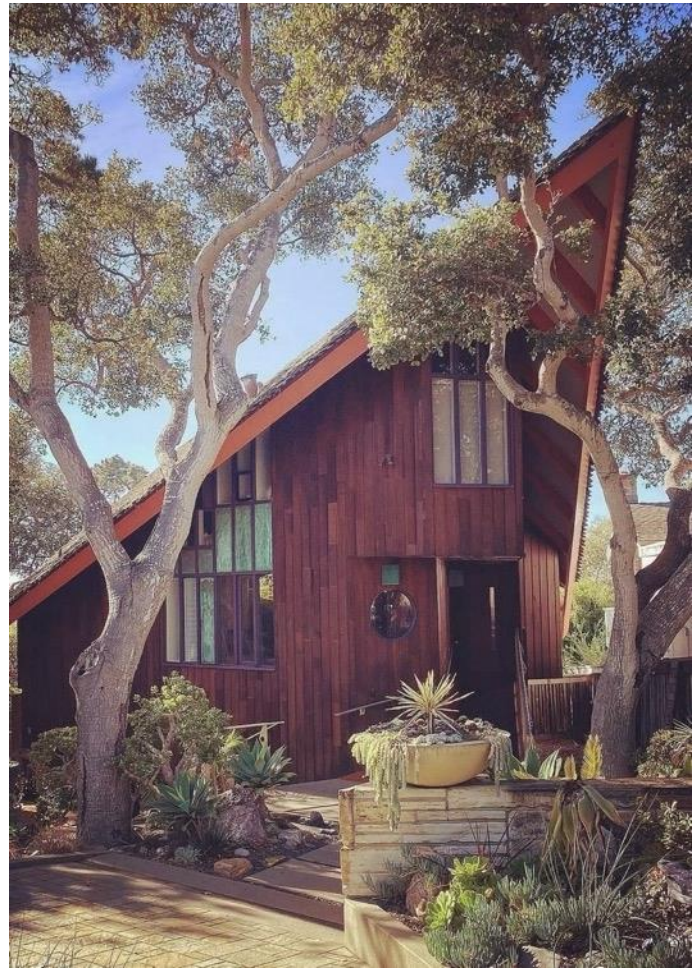
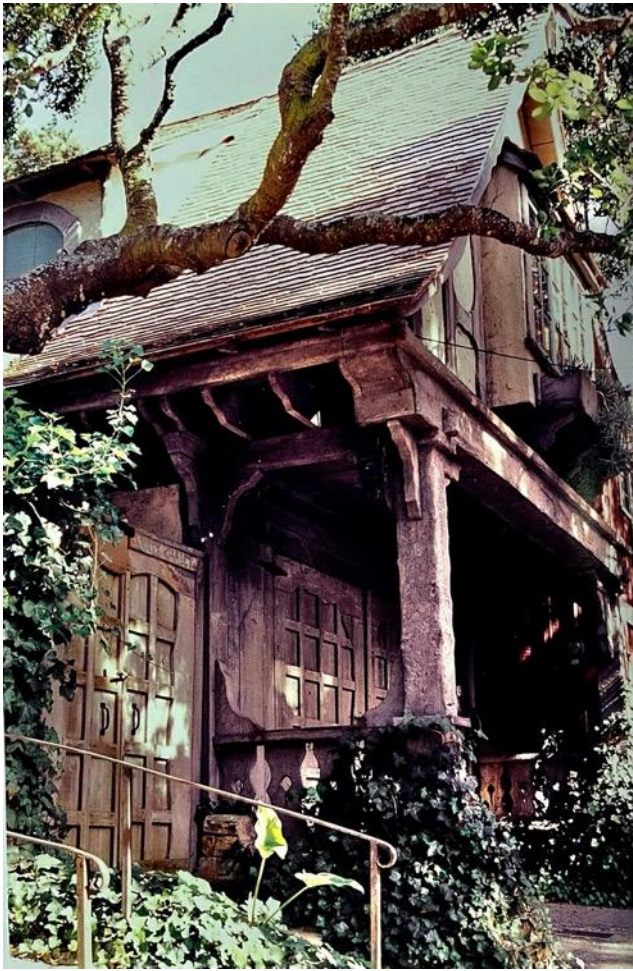
Enhance. Subordinate. Fit. Retain. Design. Detail.



- 5.4.4. Keep visible openings subordinate in scale to the building. Do not use “grand”, oversized entryways, windows, or doors (*like the enormous entry door and clerestory window combination shown above left nor the anomalous rock border emphasizing the door above right*).



- 5.4.5. When reproducing historic architecture, limit the dimension of any glass to that which was possible to span using only the original construction techniques of that historic era (*at the above left Mission Style home very thick areas of stucco surround a small arched window, which authentically reflects the limited spanning strength of heavy masonry traditional in mission construction; while at the above right Mission Style home very thin areas of stucco surround large arched windows, which betrays the long spanning strength of steel construction that could have never be used in mission construction*).
- 5.4.6. Limit the use of specialty windows that add to building bulk to no more than one visible from the street. Avoid altogether bay and oriel windows facing the street if this would create a repeating pattern within the context of adjacent structures.
- 5.5. Keep the overall color scheme muted to blend with the forest palette.
- 5.5.1. Limit the use of bright colors, if any, to key accent features, such as an entry door.
- 5.5.2. Avoid starkly contrasting color schemes.



6. **DETAIL** every property authentically and consistently (like the homes above with expressive wood detailing authentic to their architecture: heavy carved posts, beams, and other details for the revivalist cottage on the left and light smooth siding, fascia boards, and glazing panels for the modern home on the right).



**Background:** Due to Carmel's history of handcrafted, modest cottages, the town has amassed an enviable collection of richly detailed homes that avoid the tell-tale flimsiness or cheapness of speculative development. In a village with small properties, where views of and around structures are paramount, all parts of a building matter. Hewing to the timeless materials and assembly techniques of the past even when designing for today's lives ensures that building details remain authentic and inspiring.

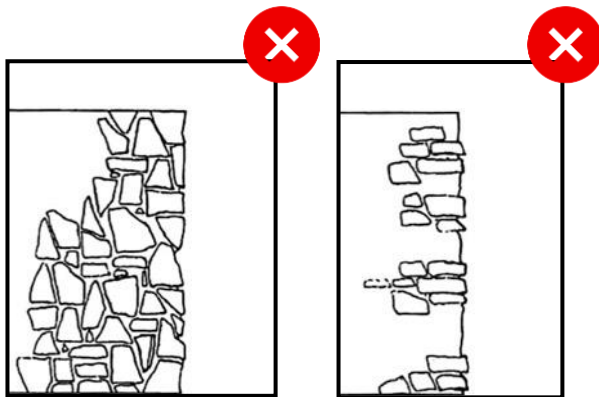
**Process:** design steps most relevant to this section include...

- submitting final design proposal
- receiving official staff report on design compliance
- hearing feedback from Forest & Beach, Planning, and Historic Resources (if applicable) Commissioners

- 6.1. Use building materials and features in a manner that conveys authenticity.
  - 6.1.1. Convey a sense of true craftsmanship in architectural details.
  - 6.1.2. Do not use fake, purely decorative building elements such as dummy chimneys, doors, windows, or shutters. Size any shutters so that they would cover their entire window, whether or not they are in active use.
  - 6.1.3. Do not use materials or details inauthentic to the architecture or that appear non-structural, gratuitous, or applied as superficial elements, wall “accents” or veneers.
  - 6.1.4. On multi-paned windows and doors, use true dividers that go from inside to outside between the panes of glass.
  - 6.1.5. Where materials do not simply remain un-coated, finish with a plain, uniform, matte varnish, stain or paint, without faux finishes.



- 6.1.6. Use details that are true structural elements, such as natural wood exposed rafter tails, beams (*like the truly structural roof beams protruding beyond both the house wall and the roof above to provide visual interest*), or stacked stone foundations. If costs prove prohibitive, simplify the architectural language rather than mimic more costly methods.



- 6.1.7. Whether on a building or a landscape element, stack stone traditionally so that it appears, or actually is, structurally load-bearing (*as above right, not wallpapered or sprinkled on as above left*).



- 6.1.8. Use a “hierarchy” of building materials, with heavier coarser materials below lighter materials (*such as the wood clapboard over stacked stone shown above left or the vertical wood siding and glass over the poured concrete foundation above right*).
- 6.1.9. Do not “float” stone above lighter materials or use it purely decoratively, such as framed just around windows or doors, or randomly clustered on corners, walls, or chimneys.
- 6.1.10. Detail new and/or manufactured materials in ways authentic to their own composition. For example, carefully plan the woodgrain and modules of formwork for exposed poured concrete or use cement board siding with a smooth, untextured surface, rather than an added, faux woodgrain.
- 6.2. Use building materials or features in a consistent manner.
- 6.2.1. Use design details and surface materials throughout the full exterior of the building. Do not apply special materials or design treatments to the street facade only.
- 6.2.2. Do not stop wall materials at corners, instead wrap them around the entire building.



- 6.2.3. Use only one primary material for all building walls with any additional materials clearly subordinated to foundations and the like (*as in the above home, clearly identifiable as “stucco”, with only one secondary material used only on separate features such as the foundation, chimney, and addition*).

- 6.2.4. Make window and door styles, materials, and finishes uniform throughout a design.



- 6.3. Make architectural details integral elements of the overall building design concept (such as the corner-mitered glass shown above, which by eliminating an expected structural member, reinforces the lightness and floating of the roof).



- 6.3.1. Use window and door proportions, sizes, styles, and materials accurate for the architectural style of the building. Traditional historic styles and their reproductions require small openings, in keeping with older technologies (as shown above left by the small punched windows surrounded by enough solid surface to appear like the heavy, stacked, masonry construction -- as seen in traditional Mission Style -- and as shown above right by the use of full glazing rather than actual "windows" filling the space between light, spanning, structural elements -- as seen in modern styles).



- 6.3.2. Integrate the primary entrance with the overall design of the house (*as shown above by the recessed porch of the same material as the overall house, tucked subtly under a slight asymmetrical flare of the roofline and with arched openings of similar height to nearby window openings*).



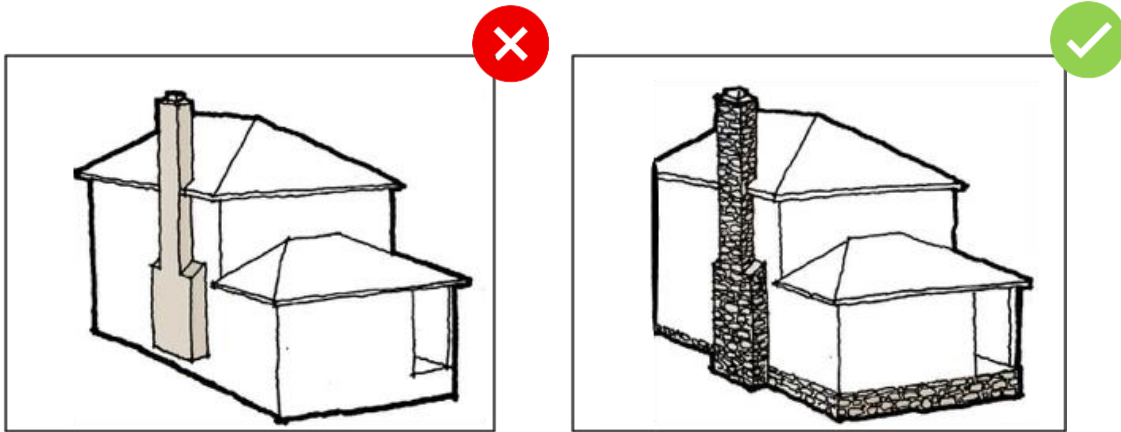
- 6.3.3. Rather than installing a standard overhead product, craft a garage door either to provide visual interest (*like the quirk, handmade double doors above*), to recede completely into the materials and colors of the building wall, or orient it so as not to face the street.



- 6.3.4. Blend any skylights, their size, shape, placement, number, and framing into the overall roof and building design (*like the glass ridge integrated into the structural roof members above*). Preserve the

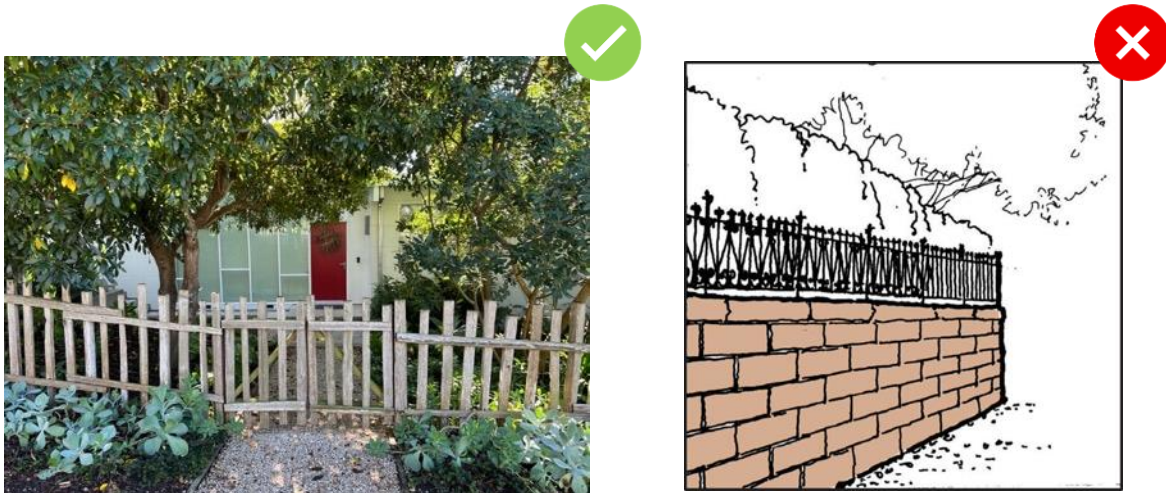
overall roof form by respecting the maximum allowable percentage of skylight area and the minimum allowable distance from eaves. Ensure that skylights do not appear random, visually prominent to the neighbors, nor visible to the street. Do not use unintegrated high profile, domed, or pyramidal units.

- 6.3.5. Design a balcony to be subordinate in scale and proportion to the house, while using materials and details appropriate to the overall building design.



- 6.3.6. Locate and proportion a traditional chimney and its cap to integrate into the overall building design. Make a chimney attached to the side of a building appear to be self supporting (*as shown above right where the chimney material sits on the ground and clearly integrates with the foundation material*), not “floating” above the ground or foundation (*as shown above left*).

- 6.3.7. Choose roof materials and installation details accurate to the architectural style of the building. Add new energy conservation and generation technologies, including “cool” and planted areas, to roofs only if subdued in appearance.



- 6.3.8. Handcraft any fences, using unfinished grapestakes (*as shown above left*) or wood pickets and not ornate-wrought iron or chain link (*as shown above right*).

Enhance. Subordinate. Fit. Retain. Design. Detail.



- 6.3.9. Integrate any garden wall with the building architecture and materials, using matte-finished native stone, river rock, brick, or plain-textured plastered masonry (*as shown above left where the low garden wall is of the exact same color, dimension, and pattern of adobe brick as the home itself*), not unfinished concrete or concrete block (*as shown by the store-bought industrial retainage above right*).
- 6.3.10. Integrate an arbor into the fence or wall design, incorporating vines or other landscaping to blend it into the garden.
- 6.3.11. Distinguish a gate from the adjoining fence or wall with crafted or individualized details, while maintaining filtered views into the property. Do not use vehicle gates except on unusually large estate properties.
- 6.3.12. Never use gate posts or columns that are monumental or out-of-scale with the building design, nor stone columns that are not integrated into other stone elements. Keep posts and columns the same height as their adjacent fence or wall.
- 6.3.13. Use house identification devices, such as name and number signage, that is subordinate to and appropriate to the architecture.



Enhance. Subordinate. Fit. Retain. Design. Detail.

Enhance. Subordinate. Fit. Retain. Design. Detail.

# II. COMMERCIAL

## Design Guidelines



Enhance.

Subordinate.

Fit.

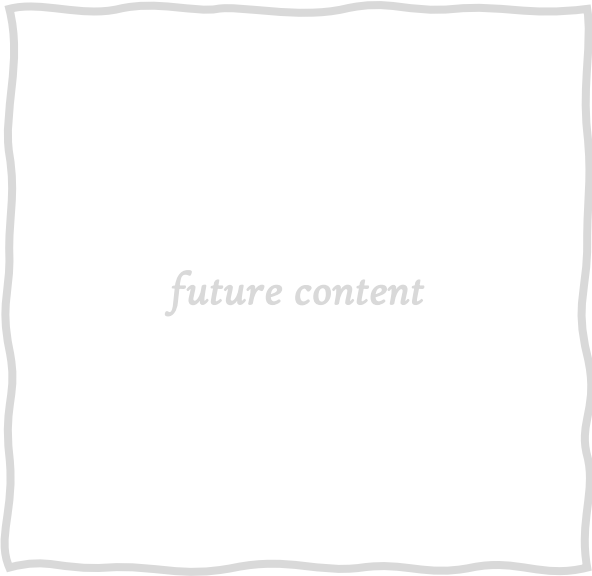
Retain.

Design.

Detail.



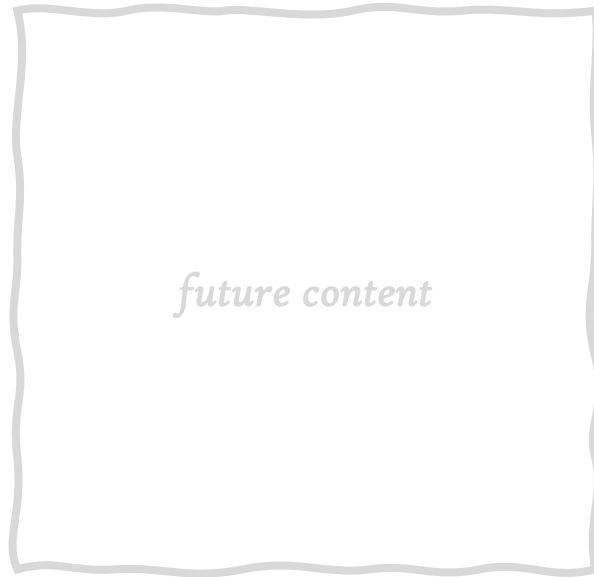
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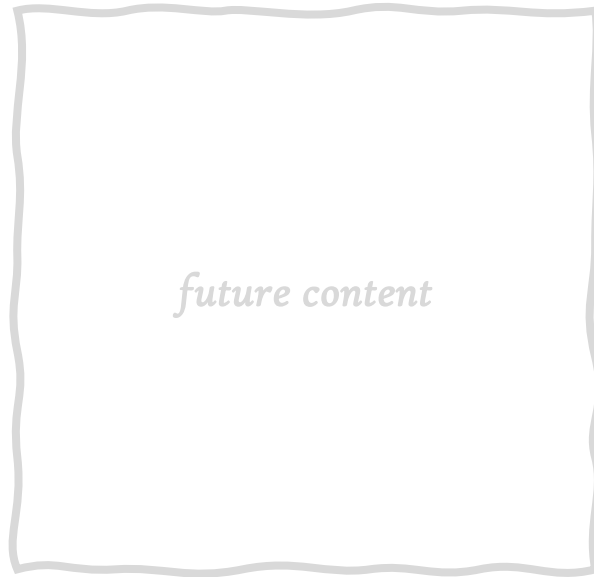


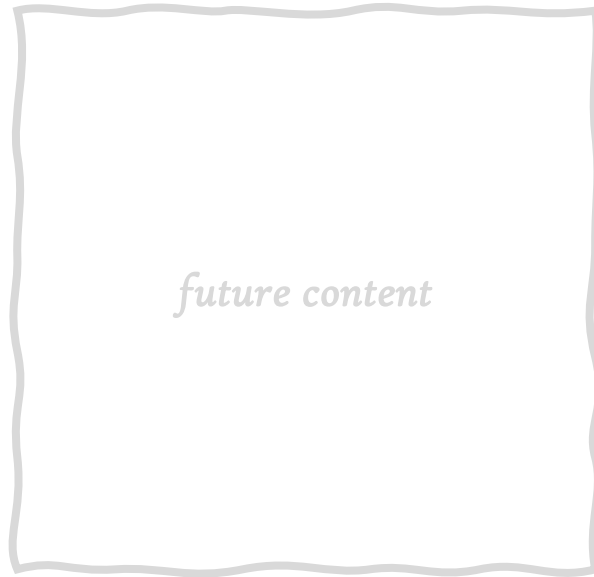
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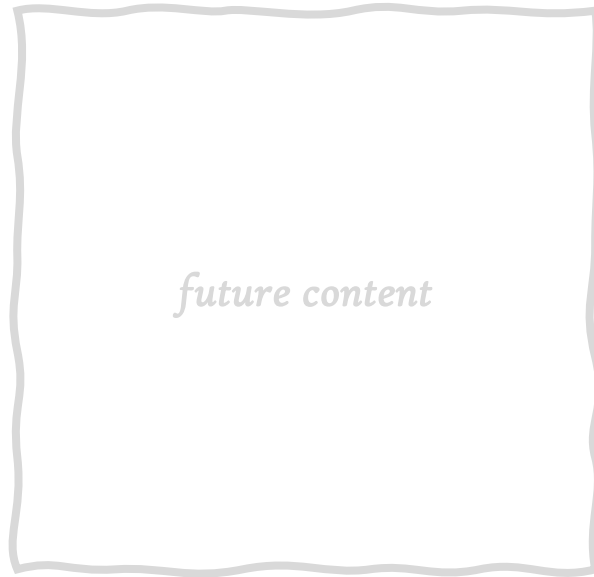


*future content*











Enhance. Subordinate. Fit. Retain. Design. Detail.

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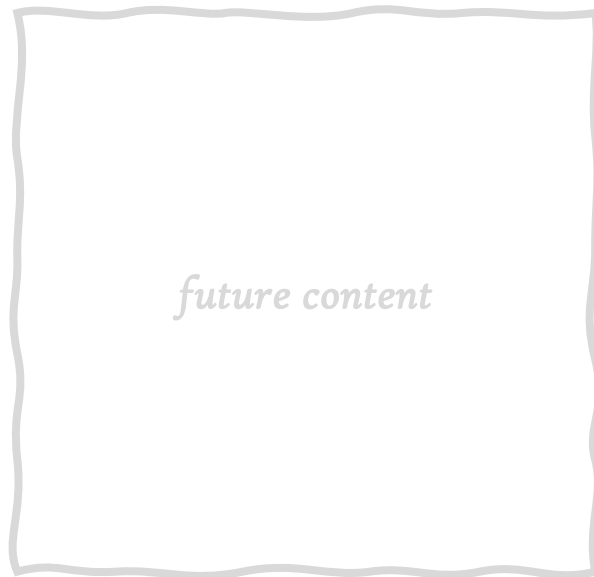
# III. MUNICIPAL

## Design Guidelines

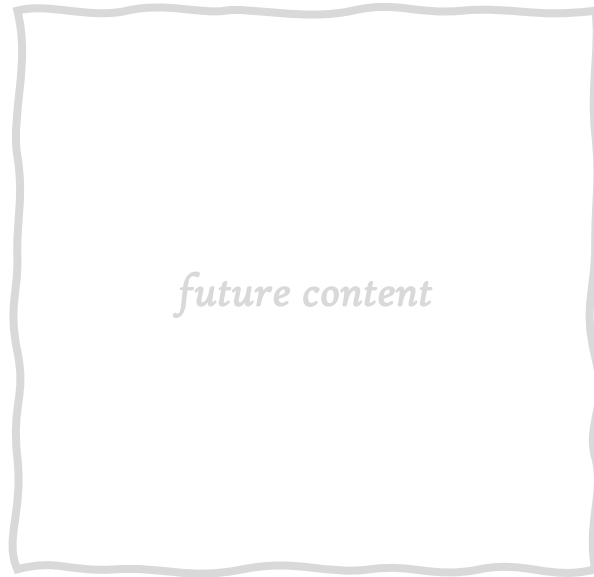


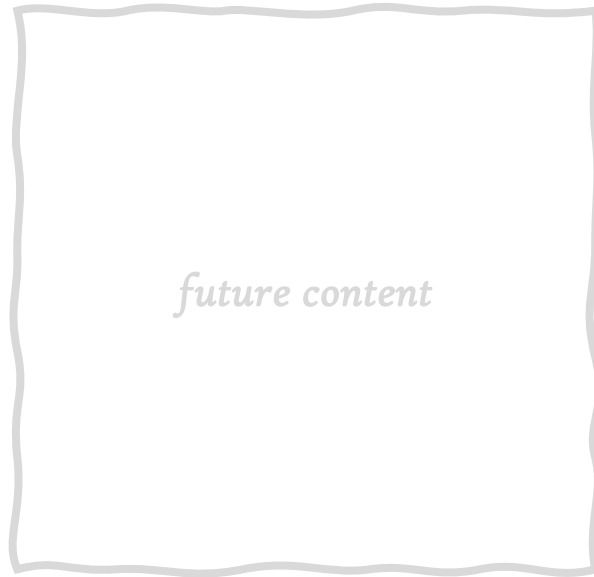


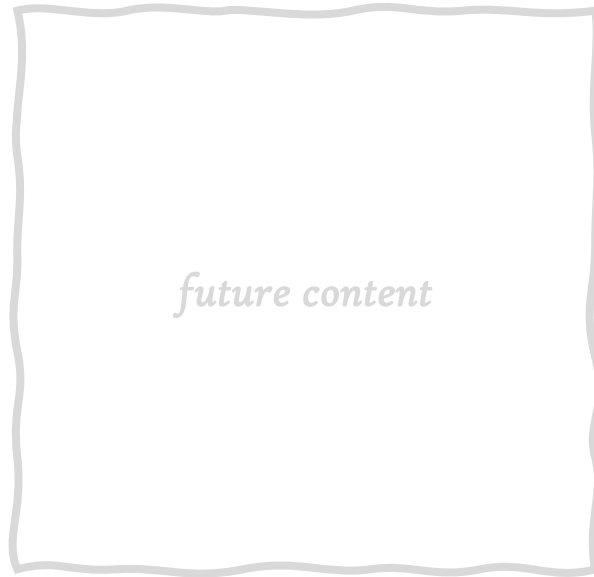
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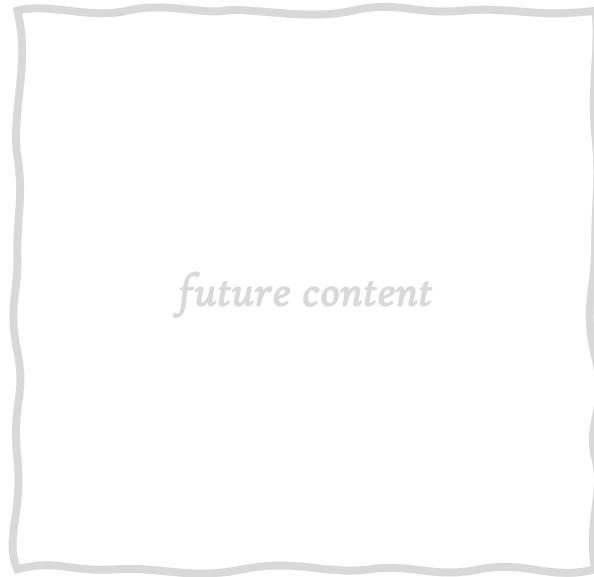


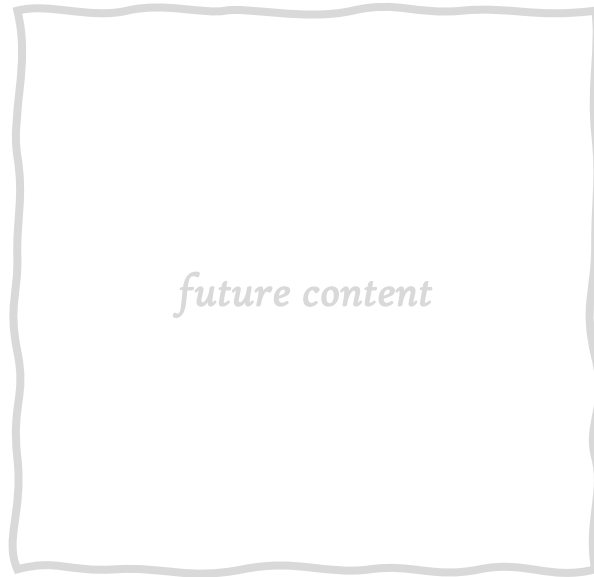
Enhance. Subordinate. Fit. Retain. Design. Detail.













Enhance. Subordinate. Fit. Retain. Design. Detail.

Enhance. Subordinate. Fit. Retain. Design. Detail.

# APPENDICES

Design Guidelines



Enhance. Subordinate. Fit. Retain. Design. Detail.

# PREFERRED MATERIALS

Planting & Building



# PREFERRED PLANTING MATERIALS

from pages 140-143 of Coastal California's Living Legacy: The Monterey Pine Forest

Scientific Name	Common Name	Scientific Name	Common Name
<b>TREES</b>			
<i>Acer macrophyllum</i>	big-leaved maple	<i>Epilobium ciliatum</i>	California willow-herb
<i>Acer negundo</i>	box elder	<i>Eschscholzia californica</i>	California poppy
<i>Arbutus menziesii</i>	madrone	<i>Fragaria vesca</i>	wood strawberry
<i>Aesculus californica</i>	California buckeye	<i>Fritillaria affinis</i>	checker lily, mission bells
<i>Cupressus goveniana</i> ssp. <i>goveniana</i>	Gowen cypress	<i>Galium californicum</i>	California bedstraw
<i>Cupressus macrocarpa</i>	Monterey cypress	<i>Horkelia cuneata</i>	wedge-leaved horkelia
<i>Myrica californica</i>	Pacific wax myrtle	<i>Iris douglasiana</i>	Douglas iris
<i>Quercus agrifolia</i>	coast live oak	<i>Lomatium parvifolium</i>	small-leaved lomatium
<i>Pinus muricata</i>	bishop pine	<i>Lotus formosissimus</i>	bicolored lotus, witch's teeth
<i>Pinus radiata</i>	Monterey pine	<i>Lotis stipularis</i>	stipulate lotus
<i>Platanus racemosa</i>	sycamore	<i>Madia elegans</i>	common madia
<i>Salix lasiolepis</i>	arroyo willow	<i>Madia madioides</i>	woodland madia
<i>Salix scouleriana</i>	Scouler's willow	<i>Osmorhiza chilensis</i>	sweet cicely
<i>Sambucus mexicana</i>	blue elderberry	<i>Pedicularis densiflora</i>	Indian warrior
<b>SHRUBS</b>			
<i>Adenostoma fasciculatum</i>	chamise	<i>Piperia elegans</i>	elegant piperia
<i>Arctostaphylos tomentosa</i> ssp. <i>bracteosa</i> barked)	Monterey manzanita (shaggy-barked)	<i>Piperia elongata</i>	tall rein-orchid
<i>Arctostaphylos hookeri</i>	Hooker's manzanita	<i>Piperia yadonii</i>	Yadon's rein-orchid
<i>Arctostaphylos pumila</i>	sandmat manzanita	<i>Perideridia gairdneri</i>	Gairdner's yampah
<i>Artemisia californica</i>	California sagebrush	<i>Polygala californica</i>	California milkwort
<i>Baccharis douglasii</i>	Douglas's baccharis	<i>Potentilla hickmanii</i>	Hickman's cinquefoil
<i>Baccharis pilularis</i>	coyote brush	<i>Rubus ursinus</i>	California blackberry
<i>Berberis pinnata</i>	California barberry	<i>Sanicula crassicaulis</i>	gambleweed
<i>Ceanothus cuneatus</i> var. <i>rigidus</i>	Monterey ceanothus	<i>Satureja douglasii</i>	yerba buena
<i>Ceanothus thyrsiflorus</i>	blue blossom	<i>Sidalcea malvaeflora</i>	checkerbloom
<i>Chrysolepis chrysophylla</i> var. <i>minor</i>	chinquapin	<i>Sisyrinchium bellum</i>	blue-eyed grass
<i>Corethrogyne filaginifolia</i>	branching beach aster	<i>Smilacina racemosa</i>	fat solomon
<i>Cornus sericea</i> ssp. <i>occidentalis</i>	western red dogwood	<i>Solidago californica</i>	California goldenrod
<i>Ericameria fasciculata</i>	Eastwood's golden fleece	<i>Spiranthes romanzoffiana</i>	hooded ladies' tresses
<i>Eriodictyon californicum</i>	yerba santa	<i>Trifolium polyodon</i>	Pacific Grove clover
<i>Eriogonum elongatum</i>	long-stem buckwheat	<i>Trifolium trichocalyx</i>	Monterey clover
<i>Eriogonum latifolium</i>	coast buckwheat	<i>Trillium chloropetalum</i>	giant trillium
<i>Eriogonum parvifolium</i>	seacliff buckwheat	<i>Triteleia ixioides</i>	pretty face
<i>Gaultheria shallon</i>	salal	<i>Xerophyllum tenax</i>	bear grass
<i>Heteromeles arbutifolia</i>	toyon	<i>Zigadenus fremontii</i>	Fremont's star lily
<i>Holodiscus discolor</i>	cream bush, oceanspray	<b>FERNS</b>	
<i>Lepechinia calycina</i>	pitcher sage	<i>Adiantum aleuticum</i>	five-finger fern
<i>Lonicera hispidula</i> var. <i>vacillans</i>	hairy honeysuckle	<i>Adiantum jordanii</i>	California maiden-hair
<i>Lotus scoparius</i>	deerweed	<i>Dryopteris arguta</i>	wood fern
<i>Lupinus albifrons</i>	silver bush lupine	<i>Pellaea andromedaefolia</i>	coffee fern
<i>Lupinus arboreus</i>	tree lupine	<i>Pityrogramma triangularis</i>	goldback fern
<i>Mimulus aurantiacus</i>	sticky monkey flower	<i>Polypodium californicum</i>	California polypody
<i>Oemleria cerasiformis</i>	oso berry	<i>Polystichum munitum</i>	sword fern
<i>Rhamnus californica</i>	coffeeberry	<b>GRASSES, SEDGES AND RUSHES</b>	
<i>Rhamnus crocea</i>	redberry	<i>Agrostis pallens</i>	leafy bent-grass
<i>Ribes divaricatum</i>	creek gooseberry	<i>Bromus carmatus</i>	California brome
<i>Ribes malvaceum</i>	chaparral currant	<i>Calamagrostis nutkaensis</i>	Pacific reed-grass
<i>Ribes sanguineum</i> var. <i>glutinosum</i>	pink-flowering currant	<i>Carex barbarae</i>	Santa Barbara sedge
<i>Ribes speciosum</i>	fuchsia-flowered gooseberry	<i>Carex brevicaulis</i>	short-stemmed sedge
<i>Rosa californica</i>	California wild rose	<i>Carex obnupta</i>	slough sedge
<i>Rosa gymnocarpa</i>	wood rose	<i>Carex praegracilis</i>	clustered field sedge
<i>Rosa pinetorum</i>	pine rose	<i>Carex tumulicula</i>	foothill sedge
<i>Salvia mellifera</i>	black sage	<i>Cyperus eragrostis</i>	tall cyperus
<i>Salvia spathacea</i>	crimson sage	<i>Danthonia californica</i>	California oatgrass
<i>Solanum douglasii</i>	Douglas' nightshade	<i>Deschampsia caespitosa</i>	tufted hair-grass
<i>Symphoricarpos mollis</i>	creeping snowberry	<i>Elymus glaucus</i>	Western ryegrass
<i>Symphoricarpos rivularis</i>	common snowberry	<i>Festuca californica</i>	California fescue
<i>Toxicodendron diversilobum</i>	poison oak	<i>Festuca rubra</i>	red fescue
<i>Vaccinium ovatum</i>	huckleberry	<i>Juncus balticus</i>	wire rush, Baltic rush
<b>HERBACEOUS PLANTS</b>			
<i>Achillea millefolium</i>	yarrow	<i>Juncus bufonius</i>	common toad rush
<i>Agoseris grandiflora</i>	mountain dandelion	<i>Juncus effusus</i>	common rush
<i>Alliaria hickmanii</i>	Hickman's onion	<i>Juncus falcatus</i>	sickle-leaved rush
<i>Arnica discoides</i>	rayless arnica	<i>Juncus occidentalis</i>	Western rush
<i>Aster radulinus</i>	rough-leaved aster	<i>Juncus patens</i>	spreading rush
<i>Calochortus albus</i>	white globe lily, fairy lantern	<i>Juncus xiphioides</i>	iris-leaved rush
<i>Calochortus luteus</i>	yellow mariposa lily	<i>Koeleria macrantha</i>	junegrass
<i>Calochortus uniflores</i>	large-flowered star tulip	<i>Leymus condensatus</i>	giant ryegrass
<i>Calystegia macrostegia</i> ssp. <i>cyclostegia</i>	coast morning-glory	<i>Leymus triticoides</i>	beardless ryegrass
<i>Castilleja affinis</i>	coast paintbrush	<i>Luzaida comosa</i>	common wood rush
<i>Chlorogalum pomeridianum</i>	soaproot	<i>Melica californica</i>	western melica
<i>Claytonia perfoliata</i>	miner's lettuce	<i>Melica imperfecta</i>	Coast-Range melica
<i>Cordylanthus rigid</i> ssp. <i>littoralis</i>	seaside bird's-beak	<i>Nassella lepida</i>	foothill needlegrass
<i>Cynoglossom grande</i>	hound's tongue	<i>Nassella pulchra</i>	purple needlegrass
<i>Dichelostemma capitatum</i>	blue dicks	<i>Poa secunda</i>	pine bluegrass
		<i>Scirpus cernuus</i>	low club rush
		<i>Scirpus americanus</i>	three square

# PREFERRED BUILDING MATERIALS

MATERIAL	NOTES	USES
<b>NATURAL</b>		
<b>wood</b>	<i>reclaimed or FSC sustainable redwood or cedar or fir</i>	posts, beams, siding, trim, un-clad windows, doors, garage doors, fireproofed roof shingles or shakes,
<b>bark</b>	<i>reclaimed or FSC sustainable redwood or cedar or fir</i>	siding, roofing
<b>bamboo</b>	<i>sustainably cultivated</i>	flooring, siding, structural panels
<b>cork</b>	<i>sustainably cultivated</i>	flooring, siding, structural panels
<b>living plants</b>	<i>drought-tolerant, native species (see Preferred Planting Materials)</i>	walls, roofs
<b>stone</b>	<i>local, dry-set or mortared stacked in dry-set structurally-feasible patterns only</i>	mudstone/golden granite for walls, foundations, driveways, Carmel stone for walls, patios, walkways
<b>earth</b>	<i>locally sourced cob or rammed soils/sands</i>	walls
<b>brick</b>	<i>locally-sourced clay or adobe</i>	walls, patios, walkways
<b>bale</b>	<i>locally sourced straw</i>	walls, insulation
<b>tile</b>	<i>genuine ceramic, clay, or concrete</i>	mono-chromatic for roofs, patios, walkways multi-chromatic for decorative accents
<b>basic metal</b>	<i>uncoated, naturally-aging zinc, bronze, brass, aluminum</i>	roofing, gutters, hardware, cladding for deconstructable/recyclable wood windows
<b>glass</b>	<i>low-E, clear, or evenly sandblasted, non-mirrored, non-tinted</i>	windows and other glazed openings
<b>sealing oil</b>	<i>penetrating, non-peeling, non-VOC, pure tung, linseed, hemp, teak oils</i>	exposed wood treatment, when natural aging is undesired
<b>MANUFACTURED</b>		
<b>poured concrete</b>	<i>artistically-crafted in natural or in uniform, integrated color with only non-uniform, handcrafted textures (as with exposed aggregate or genuine wood formwork)</i>	walls, patios, walkways, pavers
<b>cast concrete</b>	<i>integrated, uniform color, and finish without stamped, faux "natural" textures</i>	walls, patios, walkways, pavers, roof tiles
<b>alt-crete</b>	<i>e.g. ashcrete, sandcrete, grasscrete, woodcrete, hempcrete: poured or cast, maintain original surface pattern and color</i>	walls, patios, walkways, pavers, roof tiles
<b>fiber cement</b>	<i>e.g. Hardiboard, Equitonesmooth texture only, no mimicry of natural materials</i>	siding
<b>stucco</b>	<i>uncoated, non-pigmented, smooth textured</i>	wall coating
<b>advanced brick</b>	<i>e.g. wool brick, shell brick</i>	walls, patios, walkways
<b>advanced metal</b>	<i>steel, galvanized steel, stainless steel, Cor-Ten steel, Zincolume, Galvalume, earth-toned anodized aluminum</i>	slim-profile windows, siding, landscape elements, standing seam roofing with non-corrugated flat panels, devoid of ribbing
<b>advanced wood</b>	<i>FSC sustainable: mass timber, industrially-pickled/acetylated, pre-charred/shou-sugi-ban, thermally-modified, bio-based fiberboard super-wood</i>	posts, beams, siding, trim, un-clad windows, doors, garage doors, fireproofed roof shingles or shakes,
<b>stain</b>	<i>penetrating, naturally-fading, rather than peeling, monochrome, earthtone pigment</i>	exposed wood treatment, when added color is desired

# PROJECT REVIEW

Process, Checklist, & Narratives



CARMEL BY THE SEA remains beautiful because of the community’s rigorous design expectations. These Design Guidelines are a mandated regulatory tool for the CC, SC, and RC districts that conveys these expectations. They also help explain and illustrate design standards in the City’s other regulations. Existing projects never establish precedent for proposed projects. Instead, all projects must meet or exceed the expectations described by and under the community’s six Core Design Guidelines. Where uncertainty arises, city officials will interpret guideline adherence on a case-by-case basis. Strict adherence to this document and its related, linked regulations will help ensure that a proposed project will meet community expectations and have a smooth approval process.

Enhance. Subordinate. Fit. Retain. Design. Detail.



Project Address: \_\_\_\_\_

APN: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Core Design Principles Narrative Form

#### Purpose of Completing This Narrative

This narrative is intended to guide applicants in thoughtfully employing Carmel-by-the-Sea’s six core design principles at the earliest stages of project design. For each principle, applicants are asked to briefly describe how their proposed project responds to and harmonizes with that principle. The intent is not for applicants to restate regulations, but to demonstrate design intent and awareness of the heritage that shapes Carmel’s built environment. Completing this narrative helps ensure that projects begin in the right direction, are grounded in the spirit of the Design Guidelines, and are developed with sensitivity to the community, the site, and Carmel’s village-in-a-forest character.

#### How to use this form

Please provide a brief written narrative for each principle below describing how your proposed project addresses and complies with that principle. We invite you to include visuals and details that illustrate consistency with the guidelines. If additional space is needed, please attach supplemental sheets.

#### 1. ENHANCE, restore, and preserve the native forest in all improvement projects: private, public, and otherwise.

Design the project as an extension of Carmel’s native forest. The upper and lower canopy should remain the primary site feature, with buildings visually secondary. Projects should retain significant trees, supplement the forest with new planting, and reinforce continuity of the forest character across the site and surrounding area.

*Describe how the project addresses this principle:*

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Enhance. Subordinate. Fit. Retain. Design. Detail.

**2. SUBORDINATE every built structure to the character and continuity of the forest, natural environment, and to the natural features of its own site.**

Ensure all buildings are clearly secondary to the site’s natural features and topography. Massing, excavation, and foundations should follow existing slopes, minimize grading, and avoid visual dominance. The design should feel woven into the landscape rather than imposed upon it.

*Describe how the project addresses this principle:*

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**3. FIT every built structure within its neighborhood context.**

Design the project to respect the scale, massing, setbacks, and open-space patterns of the surrounding neighborhood. New construction should protect neighbors’ privacy, views, and access to light while maintaining Carmel’s informal streetscape, natural slopes, and forested foreground.

*Describe how the project addresses this principle:*

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Enhance. Subordinate. Fit. Retain. Design. Detail.

Enhance. Subordinate. Fit. Retain. Design. Detail.

**4. RETAIN and build upon Carmel’s architectural heritage.**

Draw from Carmel’s tradition of individual expression and eclectic architectural styles. Use forms, materials, and detailing that convey human scale, craftsmanship, and a natural patina, while remaining compatible with the village-in-a-forest setting.

*Describe how the project addresses this principle:*

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**5. DESIGN every built structure with modesty and restraint.**

Keep building scale, form, and mass restrained and appropriate to the site. Designs should reflect traditional proportions, break larger volumes into realistic components, and avoid oversized or speculative expressions that dominate the street or surrounding landscape.

*Describe how the project addresses this principle:*

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**6. DETAIL every property authentically and consistently.**

Use architectural details and materials that are genuine, functional, and consistently applied on all sides of the building. Avoid applied or faux elements, and ensure that craftsmanship, materials, and detailing reflect authenticity throughout the entire property.

*Describe how the project addresses this principle:*

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**Applicant Certification**

I certify that the responses above accurately describe how the proposed project has been designed to comply with the City of Carmel-by-the-Sea’s Design Guidelines.

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

**Date:** \_\_\_\_\_

Enhance. Subordinate. Fit. Retain. Design. Detail.



**Core Design Principles Narrative Form**  
Supplemental Information

Project Address: \_\_\_\_\_

APN: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

**i. ENHANCE, restore, and preserve the native forest in all improvement projects: private, public, and otherwise.**

Enhance. Subordinate. Fit. Retain. Design. Detail.



**Core Design Principles Narrative Form**  
Supplemental Information

Project Address: \_\_\_\_\_  
APN: \_\_\_\_\_  
Owner Name: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**2. SUBORDINATE every built structure to the character and continuity of the forest, natural environment, and to the natural features of its own site.**

Enhance. Subordinate. Fit. Retain. Design. Detail.



**Core Design Principles Narrative Form**  
Supplemental Information

Project Address: \_\_\_\_\_

APN: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

**3. FIT every built structure within its neighborhood context.**

Enhance. Subordinate. Fit. Retain. Design. Detail.



**Core Design Principles Narrative Form**  
Supplemental Information

Project Address: \_\_\_\_\_  
APN: \_\_\_\_\_  
Owner Name: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**4. RETAIN and build upon Carmel’s architectural heritage.**

Enhance. Subordinate. Fit. Retain. Design. Detail.



**Core Design Principles Narrative Form**  
Supplemental Information

Project Address: \_\_\_\_\_  
APN: \_\_\_\_\_  
Owner Name: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**5. DESIGN every built structure with modesty and restraint.**

Enhance. Subordinate. Fit. Retain. Design. Detail.



**Core Design Principles Narrative Form**  
Supplemental Information

Project Address: \_\_\_\_\_  
APN: \_\_\_\_\_  
Owner Name: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**6. DETAIL every property authentically and consistently.**

Enhance. Subordinate. Fit. Retain. Design. Detail.

## Design Review Tracks

The Design Review process is organized into separate tracks, which correspond to the scale of a project or its complexity.

Some projects may be approved at staff level while others may require comment and/or action by a board, committee or commission of the City. Submittal requirements vary accordingly. Consult with City Planning staff to determine the process for a specific project.

Carmel-by-the-Sea Municipal Code (CMC) Section 17.58.040 Residential Design Review outlines the two established residential design review tracks, Track 1 (Staff Approval) and Track 2 (Planning Commission Approval). Note: Per CMC Section 17.58.040.A.3.b, Track 1 projects that comply with the zoning regulations, but do not comply with the design guidelines or design objectives will be referred to the Planning Commission for resolution or shall be redirected into Track 2.

### Track 1 (Staff Approval)

- Staff level discretionary approval
- Limited to:
  - Exterior changes or additions that do not increase the floor area by more than 10%
  - Changes in exterior materials, site coverage, landscaping, fenestrations, chimneys, fences, or walls
  - Minor changes to historic resources

### Track 2 (Planning Commission Approval)

- Discretionary review process for project that requires public hearing with the Planning Commission
- Include:
  - All new construction, demolition, and grading over 25 cubic yards
  - Additions that increase building coverage by more than 200 square feet or 10%
  - Projects requiring grading within 6' of a significant tree (as determined by the City Forester)
  - Any project requiring a Coastal Development Permit that is not exempt from Public Hearing

### Note:

CMC Section 17.10.010 (Purpose and Design Objectives) establishes the standards and requirements for development in the R-1 district. The Residential Design Guidelines implement these design objectives (CMC Section 17.10.060, Residential Design Guidelines).

# Gaining Project Approval

Each project shall follow a series of steps in order to ensure that the proposed work meets all the relevant design guidelines. Compliance review with relevant zoning code regulations occurs concurrently. Check with Planning Staff for specific submittal requirements.

## Step 1: Site Assessment

- Applicant applies for preliminary site assessment. (General Planning application and survey created within a year of application submittal.)
- Planning and Forestry staff assess the site.
- The applicant uses the assessment and the core principles in developing the project design.



## Step 2: Concept Review

- Owner develops the Concept Design level information.
- Planning Commission reviews for compliance.
- When approved, applicant continues to Final Design.



## Step 3: Final Review

- Owner develops the Final Design, gets a volume study through the city, and addresses any conditions of approval from the Concept Design hearing.
- Planning Commission reviews for compliance.
- When approved, applicant applies for other city permits, including building permit.

Enhance. Subordinate. Fit. Retain. Design. Detail.

# GLOSSARY

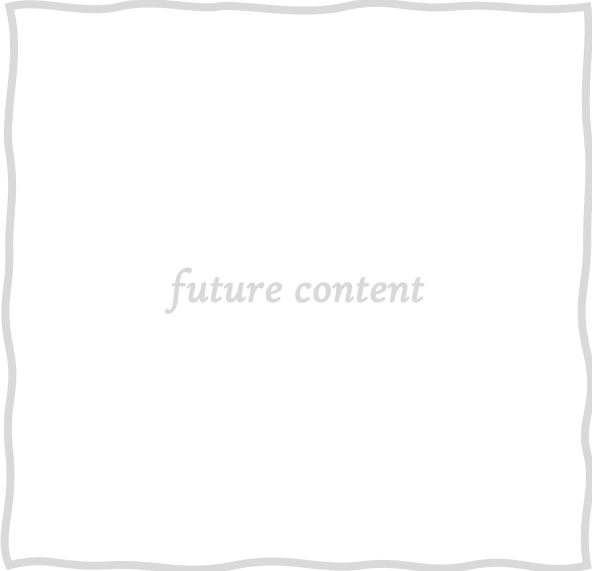
Selected Definitions



# GLOSSARY

## E

Eden **E•den** | 'ēd(ə)n | *noun.* 1. a place or state of great happiness; an unspoiled paradise; *pinning for the Eden of her childhood.* 2. Carmel-by-the-Sea



Enhance. Subordinate. Fit. Retain. Design. Detail.

Enhance. Subordinate. Fit. Retain. Design. Detail.

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Style	7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 23, 28, 30, 31, 32, 34, 36, 38

**T**

Terracing \_\_\_\_\_ 9, 10, 12, 16, 20  
 Textures \_\_\_\_\_ 12, 26, 7  
 Tile \_\_\_\_\_ 12, 13, 14, 15, 24, 26, 7  
 Topography \_\_\_\_\_ 20, 3, 4, 10, 15  
 Trees \_\_\_\_\_ 3, 6, 8, 9, 12, 17, 19, 21, 22, 3, 4, 5, 6, 7, 8, 9, 16, 18, 20, 29

**U**

Utilities \_\_\_\_\_ 20

**V**

Vegetation \_\_\_\_\_ 19, 20, 24, 3, 4, 5, 11, 14, 16  
 Views \_\_\_\_\_ 8, 11, 12, 14, 15, 17, 18, 19, 20, 21, 22, 3, 6, 7, 8, 9, 11, 19, 20, 23, 31, 39  
 Volumes \_\_\_\_\_ 10, 12, 14, 16, 19, 20, 21, 22, 9, 19, 28, 29

**W**

Walls \_\_\_\_\_ 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 3, 4, 6, 9, 10, 11, 12, 13, 15, 19, 20, 21, 24, 26, 29, 30, 31, 34, 35, 37, 39, 7  
 Windows \_\_\_\_\_ 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 18, 19, 20, 9, 12, 16, 19, 20, 23, 25, 30, 31, 32, 34, 35, 36, 37, 7  
 Wood \_\_\_\_\_ 7, 8, 9, 10, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 14, 21, 23, 24, 25, 26, 33, 34, 35, 38, 7  
 Woodgrain \_\_\_\_\_ 35

Enhance. Subordinate. Fit. Retain. Design. Detail.

Enhance. Subordinate. Fit. Retain. Design. Detail.



# ACKNOWLEDGMENT

It Takes a Village.



***Special thanks to...***

Carmel-by-the-Sea Community Planning and Building Division:

**Brandon Swanson** Acting City Administrator  
**Anna Ginette** Community Planning and Building Director  
**Jake Olander** Associate Planner

Planning Commission:

**Michael LePage** Chair  
**Stephanie Locke** Co-Chair  
**Mel Ahlborn** Member  
**Erin Allen** Member  
**Stephan Karapetkov** Member

Winter & Company of Boulder CO:

**Nore Winter** Consultant  
**Julie Husband** Consultant

Design Traditions Steering Committee:

**Victoria Beach** Co-Chair  
**Doug Schmitz** Co-Chair  
**Melanie Billig** Member  
**Don Goodhue** Member  
**Mary Ann Schicketanz** Member

***and most importantly to...***

**The Citizens of Carmel-by-the-Sea** whose determination to protect this singular place and whose willingness to volunteer their observations and insights over countless hours inspired every aspect of this crucial document.







# CITY OF CARMEL-BY-THE-SEA

ATTACHMENT 3

## Design Traditions 1.5 Update:

**Review the proposed Plan, Timeline, & Scope  
of Work to finalize the Residential Design  
Guidelines 1.5**

City Council Special Meeting  
May 4, 2026

Slide 1  
Page 279 of 380



# Background & The Path Forward

- **Recent meetings: November 2025 - March 2026**
  - Recommended “Steering Committee Draft”
  - Ad-Hoc formed: Councilmembers Baron & Delves
- Production Team efforts



# Production Team

ATTACHMENT 3

- **Ad-Hoc Sponsors**
- **“Contributors”**
  - **Planning Commission Members**
  - **Members of the Public**
  - **Architect(s)**
- **Staff**



# Production Team

ATTACHMENT 3

- **Goal: Produce a useful, adequate final version of the Residential Design Guidelines 1.5, resulting in Planning Commission support, Council adoption, and California Coastal Commission approval.**
- **Target Council Adoption Deadline: September 1, 2026.**



# Proposed Plan (Timeline)

ATTACHMENT 3

➤ **Start at *Adoption by Council* and work backwards**

April				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

July				
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6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

August				
Mo	Tu	We	Th	Fr
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10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September				
Mo	Tu	We	Th	Fr
	1			





# Proposed Plan

➤ Four (4), one-month “work cycles”

April					May					June				
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30		25	26	27	28	29	29	30			
July														
Mo	Tu	We	Th	Fr										
		1	2	3										
6	7	8	9	10										
13	14	15	16	17										
20	21	22	23	24										
27	28	29	30											



# “Work Cycle” #1 (April) ATTACHMENT 3

April				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	



# “Work Cycle” #1 (April)

ATTACHMENT 3

April				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

## LEGEND:

 = City Council Meeting




# “Work Cycle” #1 (April)

ATTACHMENT 3

April				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

## LEGEND:

 = City Council Meeting

 = Planning Commission Meeting



# “Work Cycle” #1 (April) ATTACHMENT 3

April				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

## LEGEND:

	= City Council Meeting
	= Planning Commission Meeting
	= Make "Track Changes Edits" to the Draft that correspond to each "Assigned Task"



# “Work Cycle” #1 (April) ATTACHMENT 3

April				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

## LEGEND:

- = City Council Meeting
- = Planning Commission Meeting
- = Make "Track Changes Edits" to the Draft that correspond to each "Assigned Task"
- = Staff Reviews/Accepts the "Track Changes Edits"



# “Work Cycle” #1 (April) ATTACHMENT 3

April				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

## LEGEND:

	= City Council Meeting
	= Planning Commission Meeting
	= Make "Track Changes Edits" to the Draft that correspond to each "Assigned Task"
	= Staff Reviews/Accepts the "Track Changes Edits"
	= Production Team Meeting



# “Work Cycle” #1 & #2

ATTACHMENT 3

April				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	



May				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## LEGEND:

	= City Council Meeting
	= Planning Commission Meeting
	= Make "Track Changes Edits" to the Draft that correspond to each "Assigned Task"
	= Staff Reviews/Accepts the "Track Changes Edits"
	= Production Team Meeting



# Document Editing Process

1. Planning Commission Meeting



2. Suggested edits are made to draft document



3. Staff Reviews and Approves changes



4. Production Team Meets





# Scope of Work (Tasks) ATTACHMENT 3

- Consistency Analysis with General Plan, Local Coastal Program, Municipal Code, Strategy Paper & Other Applicable City Documents
- Update for Fire Safety
- Planning Process/Flowchart + Description
- Add Council & Planning Commission's Top "Most Wanted" Topics to be Clarified/Addressed
- Staff Content Review
- Identify Changes to Other City Docs (e.g. Muni Code)
- Index, Glossary, Hyperlinks
- Redline
- Formatting (LCP/California Coastal Act-Compliant)



# Council Feedback

ATTACHMENT 3

- **Do you endorse the proposed Plan, Scope of Work, and Timeline to finalize the Residential Design Guidelines 1.5?**
- **Provide staff a “wish list” of specific items or issues the City Council would like to see addressed or clarified in the final document.**



# Questions?

ATTACHMENT 3

Thank you.



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

**May 4, 2026**  
**ORDERS OF BUSINESS**

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Nova Romero, City Clerk

**APPROVED BY:** Brandon Swanson, Acting City Administrator

**SUBJECT:** Consideration of FY 2026-2027 City Council Discretionary Grant Funding and Direction on Distribution of Grant Awards

**RECOMMENDATION:**

Receive and consider applications submitted for the FY 2026-2027 Council Discretionary Grant Program and provide direction to staff regarding:

1. The total amount of discretionary grant funding to include in the FY 2026-2027 Operating Budget; and
2. The distribution of grant funds among eligible applicants; and
3. Provide direction on future grant requests.

**BACKGROUND / SUMMARY:**

**Executive Summary**

The City Council Discretionary Funds Grant Program provides a process for the City Council to consider financial support for nonprofit organizations and Carmel schools that provide programs or services benefiting the Carmel-by-the-Sea community. Under Council Policy No. 2017-01 (**Attachment 1**), the program is discretionary each fiscal year, and the City Council may determine whether to offer the program and the amount of funding, if any, to allocate through the annual budget process.

For the FY 2026-2027 grant cycle, the application period was open from February 6 through March 27, 2026. Outreach included the City's website, Friday Letter, Pine Cone, and direct email notifications. Staff received 18 applications requesting a

combined total of \$54,000. A preliminary allocation of \$20,000 has been identified in the proposed FY 2026-2027 budget for discretionary grants, subject to City Council direction and final budget adoption in June.

Staff reviewed each application for eligibility, completeness, public benefit, and consistency with Policy No. 2017-01. All 18 applicants were determined to be eligible, with clarification to some applicants that the use of grant funds towards salaries, general operating expenses, or travel-related costs is excluded. Based on recent discussions about the City's budget projections, and to ensure that the grant program remains sustainable, staff recommends allocating \$18,000 to award \$1,000 to each of the 18 eligible applicants for approved uses, with the remaining \$2,000 reserved for potential off-cycle requests during the fiscal year. **Attachment 2** summarizes the applications received and staff's recommendation for each applicant.

**Background**

The City of Carmel-by-the-Sea has historically included discretionary grant funding as part of its annual budget process in recognition of the important role nonprofit organizations and schools play in providing community, educational, cultural, environmental, and social benefits to Carmel-by-the-Sea residents.

In 2017, the City Council adopted Policy No. 2017-01, City Council Discretionary Funds Grant Program, to establish a consistent process for evaluating grant requests and awarding discretionary funds. The policy states that the program is intended to support nonprofit organizations or schools that provide programs or services benefiting the Carmel-by-the-Sea community, while promoting transparency, accountability, and alignment with the City's budget process.

Under the policy, eligible applicants must be a nonprofit 501(c) organization or a Carmel school; be located within or serve the Carmel-by-the-Sea community; directly provide the services for which funding is requested; have no outstanding debt to the City; and not be financially dependent on City funding for annual operations. The policy also requires grant funds to be used for a public purpose and prohibits the use of funds for certain ineligible expenses, including scholarships, debt payments, travel, and general operating expenses such as salaries, rent, and utilities.

The policy further states that the program is discretionary each year and that the City Council may decide whether to accept applications and how much funding to allocate. It also encourages local organizations to remain financially self-sufficient and not rely on City funding as an ongoing operational source.

**Application Review**

The FY 2026-2027 application period opened on February 6, 2026, and closed on March 27, 2026. Staff received 18 applications. Each application was reviewed for eligibility and completeness in accordance with Policy No. 2017-01, and all 18

applicants met the eligibility requirements.

Staff also reviewed the applications based on the public benefit described, the number of Carmel-by-the-Sea residents served, and consistency with the policy’s requirements regarding the use of public funds. A summary of the applications and staff recommendations is provided in **Attachment 2**. A summary of the applicant responses to the grant application is included as **Attachment 3**. The full applications and supporting documents submitted to the City are on file in the City Clerk’s Office and available upon request.

**Staff recommends that the City Council:**

- 1. Approve a total funding allocation of \$20,000 for the FY 2026–2027 City Council Discretionary Grant Program;
- 2. Approve grants of \$1,000 to each of the 18 applicants listed below for eligible expenses identified in **Attachment 2**, with \$2,000 reserved for future or unforeseen needs; and
- 3. Provide direction on whether future off-cycle requests from Carmel High School student clubs should be consolidated into a single annual allocation to Carmel High School for internal distribution by the High School.

<b>Organization Name</b>	<b>Suggested Grant Amount</b>
Carmel Bach Festival, Inc.	\$1,000
AIM Youth Mental Health	\$1,000
Carmel Little League	\$1,000
Carmel Chamber of Commerce Foundation	\$1,000
Carmel Residents Association	\$1,000
Carmel High School Mock Trial Team	\$1,000
Carmel Padre Parents - Sober Grad Night	\$1,000
Monterey County Rape Crisis Center	\$1,000
Community Emergency Response Volunteer of Monterey Peninsula	\$1,000
Pacific Repertory Theatre	\$1,000

American Legion Post 512 Carmel Patriots	\$1,000
Carmel Woman's Club	\$1,000
Carmel Dance Festival	\$1,000
I Cantori di Carmel	\$1,000
Monterey Peninsula Ballet Theatre	\$1,000
Loaves, Fishes & Computers	\$1,000
Community Human Services	\$1,000
Carmel Heritage Society	\$1,000
<b>Total</b>	<b>\$18,000</b>

#### **FISCAL IMPACT:**

No immediate fiscal impact would result from this action. A preliminary allocation of \$20,000 has been identified in the proposed FY 2026-2027 budget for City Council Discretionary Grants, subject to City Council direction and final budget adoption. If approved through the budget process, funds would be disbursed after July 1, 2026.

#### **PRIOR CITY COUNCIL ACTION:**

In June 2024, Council allocated \$36,000 for Discretionary Grant Funds for the FY 2024-2025 Budget.

In June 2025, Council allocated \$36,000 for Discretionary Grant Funds for the FY 2025-2026 Budget.

#### **ATTACHMENTS:**

1. Policy No. 2017-01 City Council Discretionary Funds Grant Program
2. Summary of Grant Applications and Recommendation FY 26-27
3. Grant responses by applicant spreadsheet

2017-01

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

<b>Subject:</b> City Council Discretionary Funds Grant Program	<b>Policy/Procedure No:</b> 2017-01
--	-------------------------------------

<b>Effective Date:</b> 3 January 2017	<b>Authority:</b> Resolution No. 2017-011
---------------------------------------	---

<p><b><u>Purpose:</u></b> The City Council Discretionary Funds Grant Program serves as a funding resource to nonprofit organizations or schools that provide programs or services that benefit the Carmel-by-the-Sea community. With clearly defined goals, criteria, and evaluation measures, the program will result in a granting process that:</p> <ul style="list-style-type: none"> <li>• Provides equal opportunity for all interested community service providers to be considered for funding</li> <li>• Aligns funding requests with the City’s budget process</li> <li>• Identifies the community benefit associated with funded programs or services</li> <li>• Establishes a reporting process that demonstrates transparency and accountability for public funds</li> </ul> <p><b><u>Policy/Procedure:</u></b> As set forth fully in the policy document attached.</p> <p><b><u>Responsible Party:</u></b> City Council</p> <p><b><u>Department of Origin:</u></b> Community Activities</p>
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<p><b><u>Revision Dates:</u></b></p> <p><b><u>Rescinded Date:</u></b></p>
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City of Carmel-by-the-Sea

**CITY COUNCIL  
DISCRETIONARY FUNDS GRANT PROGRAM**

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**POLICY 2017-01**

**Office of the City Administrator**  
Carmel-by-the-Sea, CA 93921



## GENERAL

### INTRODUCTION

The City of Carmel-by-the-Sea recognizes and appreciates the value of local organizations that provide community, environmental and social services that benefit the City's residents and businesses and enhance the well-being of its citizens. Community service is defined as voluntary work performed that supports the wellbeing of the citizens of Carmel-by-the-Sea and serves a public purpose. As such, each year, the City Council may set aside discretionary funds to support a City Council Discretionary Funds Grant Program that supports such purposes. Organizations that serve the community of Carmel-by-the-Sea are eligible to apply. The functions or services to be provided should be of such a nature that the interests of the City are better served by an agreement with a private nonprofit organization than by the performance of the services or functions by the City. Every organization that applies will be considered, but not all groups may receive funding.

### PROGRAM PURPOSE AND DESCRIPTION

The City Council Discretionary Funds Grant Program serves as a funding resource to nonprofit organizations or schools that provide programs or services that benefit the Carmel-by-the-Sea community. With clearly defined goals, criteria, and evaluation measures, the program will result in a granting process that:

- Provides equal opportunity for all interested community service providers to be considered for funding
- Aligns funding requests with the City's budget process
- Identifies the community benefit associated with funded programs or services
- Establishes a reporting process that demonstrates transparency and accountability for public funds

The City Council Discretionary Funds Grant Program is discretionary, meaning that it is up to the Council as to whether or not to accept applications for this program each year. Due to limited funds, Council has the option to not accept applications or limit the amount of funding to be allocated under such a program in any given fiscal year. If the City decides to administer the program in any given year, requests for funding received from organizations will be considered only during a specified time period. It is not the City's intention to fund each request received, but rather to evaluate each proposal and provide funding to those organizations that most effectively serve the needs and improve the well-being of the community of Carmel-by-the-Sea.

The City encourages a goal of self-sufficiency for all local organizations and discourages an over-reliance on its financial assistance to maintain such programs on an ongoing basis. Therefore, all organizations requesting funds from the City should continue efforts to develop stable private funding sources.

## ELIGIBILITY STANDARDS

### ELIGIBILITY

To be eligible for funding, an organization:

- Must be located within the City of Carmel-by-the-Sea or provide community, environmental or social services to the community of Carmel-by-the-Sea
- Must be a nonprofit community based 501(c) organization or a Carmel school
- Must directly provide the community service(s) for which City funds are sought
- Must have no outstanding debt due to the City
- Must not be financially dependent upon receiving City support to meet the organization's annual budget and operational requirements

### INELIGIBILITY

The City will not provide support to:

- Individuals
- For-profit enterprises
- Special events (special event organizers are encouraged to review the City's special event grant funding application guidelines and apply for grants under that process)

### PUBLIC PURPOSE

By law, all public funds, however awarded, must be used for a public purpose. In general, a public purpose is defined as an activity or service that is open and accessible to all members of the public regardless of race, creed, gender, sexual orientation, religious affiliation, etc., without restriction, and which does not promote a particular religion. It is therefore imperative for the organizations requesting funding through this program to clearly demonstrate the benefit that funded programs or services will have on the community of Carmel-by-the-Sea.

City grant funds may **not** be used for any of the following activities:

- To support political activities (including, but not limited to, lobbying, campaigns, or endorsements) and/or private interests
- Scholarships to high-school or college students
- The payment of outstanding debts
- The purchase of alcoholic beverages
- Travel, meals, lodging, or entertainment expenses
- Services which are primarily commercial, religious or political in nature
- Permanent improvements to any non – City owned structure or property so that it becomes an integral part of the real property and its removal would do harm to the building or land, including those improvements that are bolted, nailed, screwed or wired into the wall, ceiling or floor

- General operating expenses or expenses to support on-going operation of the applicant, including, but not limited to, salaries, utilities, and rent expenses

### DEMONSTRATING PUBLIC BENEFIT

Circumstances under which it is appropriate for the City to grant public funds include the following:

- When an organization provides a service that complements or enhances a service that the City also provides
- When there is an identifiable secondary, or indirect, benefit to the City
- When the organization provides a service the City could provide, but chooses not to

The following chart contains examples that illustrate public benefit:

Relationship to City Programs	Example	Benefit
Complementary service	Donation to the Tree Foundation in return for agreement to replace trees that have been removed by the City due to disease	The Tree Foundation has specialized knowledge about planting trees suitable for the area. New trees will enhance property values. The service will also increase the number of planted trees beyond that which the City would be able to plant.
Demonstrable benefit	Youth organization's after-school program	After-school programs can boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents.
Service the City could provide, but does not	Homeless shelter and placement programs	Programs such as this help end the cycle of homelessness.

### APPLICATION PROCEDURE

All eligible entities seeking funding shall complete an application. Eligible entities include any Carmel school, or any nonprofit agency/organization either located within the City of Carmel-by-the-Sea or providing services to City of Carmel-by-the-Sea residents. The application must include a full explanation of the proposed use of the money and include a detailed budget and be submitted to the City by the specified deadline. City staff will then review the application for completeness and compliance with the evaluation criteria. Deadlines for funding requests correspond to the City's budgeting cycle. The application process for an upcoming fiscal year will open early in February and close in March so as to give the City Council sufficient time to

include the funding in the fiscal year budget, if it so chooses to administer the program that year.

Grants are limited to schools, or organizations that are designated a 501(c) nonprofit organization by the Internal Revenue Service (IRS). Formal nonprofit status must be up to date and submitted as requested on the application. 501(c) organizations must be in good standing with the IRS. Nonprofit organizations may apply for funding only if the Project/Program serves a public purpose and follows the laws governing use of public funds.

## **PROCESS**

All interested nonprofit organizations must complete an application form, which will include the following information:

- Name and address of the nonprofit organization (applicant is required to list the local branch if it represents a national or statewide organization)
- Description of the community project/program/service provided and the benefit to the community that will be provided, including the number of Carmel-by-the-Sea community members served by both the organization and the specific project/program/service for which grant funds are sought
- Amount of funds requested
- Proposed project and budget plan for the use of the grant funds
- A current, detailed operating budget that includes information on the organization's annual sources of revenue received
- Proof of 501(c) status with a copy of the letter from the IRS as applicable
- The **past two year's** financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs
- Applicant(s) receiving City grant funds in the past must indicate when the funds were received, the amount received, and document how the funds were utilized
- The application must be completed by an officer or employee of the organization that is applying for funding and authorized by the organization to complete the application

**Incomplete applications and applications not submitted by the deadline will not be considered.**

## **EVALUATION OF APPLICATIONS**

Following the application deadline, the City will review proposals from applicants. Applicants will be asked to send one representative to attend a public meeting to address the City Discretionary Funds Grant subcommittee, answer questions, and demonstrate the public benefit of the funds requested. All proposals will be evaluated to ascertain which nonprofit organizations will best serve the community of Carmel. Factors considered include, but are not limited to:

- The organization's documentation of its current nonprofit status
- The extent to which the organization provides a benefit to the Carmel-by-the-Sea community, including demonstrating the number of residents or businesses served
- The organization's history of providing satisfactory services to the community of Carmel-by-the-Sea as applicable
- The organization's submittal of financial statements prepared using an appropriate method of accounting that demonstrates sound financial management practices
- The organization's approach to monitoring and evaluate the success of the project/program/service provided

### **EXECUTION OF AGREEMENT**

Nonprofit organizations selected to receive funds will be required to sign and execute an agreement with the City of Carmel-by-the-Sea. If an award of funds is made, a recipient nonprofit organization will be required to expend grant monies prior to the close of the fiscal year (June 30) in which it received the funding.

### **COMPLIANCE**

Each awarded entity shall submit a report and proper backup documentation to substantiate that funds were expended appropriately. The report shall be submitted within 30 days of the end of the project or no later than June 30 of the fiscal year in which funds were awarded. Such documentation shall include the following:

- Invoices/receipts documenting the expenditure of funds
- A brief summary that explains all expenditures, including how they specifically benefitted Carmel-by-the-Sea residents, that may also include pictures or other documentation illustrating the use of the grant funds
- The organization's progress towards meeting the goals and objectives outlined in the application, and a schedule of the Project/Program's revenues/expenditures

If funds are not expended in accordance with the City's approved purpose, the organization may be required to refund the granted funds. The City reserves the right to require additional back-up information to substantiate how funds received from the City were expended. Failure to spend the funds in a timely manner, to provide proper documentation and/or to utilize the funds for the intended purpose may jeopardize future funding.

**Summary of Grant Applications  
Received for Fiscal Year 2026-2027**

ATTACHMENT 2

<b>Organization Name</b>	<b>Fund Use</b>	<b>Community Benefit</b>	<b>Staff Recommendation</b>	<b>Grant Amount</b>
AIM Youth Mental Health	The grant will underwrite the full cost for three local high school students to participate in the 8-week 2026 AIM Ideas Lab.	Students will learn research and leadership skills to design peer-to-peer mental health surveys, ultimately generating youth-driven recommendations that build mental health literacy and reduce stigma.	<b>Approve</b>	\$1,000
American Legion Post 512 Carmel Patriots	The funds will be used to purchase outdoor furniture, including Polywood chairs, tables, and umbrellas, as well as landscape plants and equipment.	The beautification will create a more welcoming space that fosters connections and honors the history of veterans.	<b>Approve</b>	\$1,000
Carmel Bach Festival, Inc.	The grant will pay for musicians, sheet music, and program printing for up to three free 1-hour professional chamber music concerts.	The free music series will provide accessible, world-class music to the public, encouraging intergenerational attendance at the City's Library.	<b>Approve with a note:</b> Funds may not be used towards salaries for musicians. Funds <i>may</i> be used towards sheet music, performance supplies, or community outreach.	\$1,000
Carmel Chamber of Commerce Foundation	The grant will support the purchase of durable outdoor musical instruments for the "Harmony Habitat" in Forest Hill Park.	The permanent musical garden will promote health and outdoor play, and provide additional accessible features for children at Forest Hill Park.	<b>Approve</b>	\$1,000
Carmel Heritage Society	The grant will cover graphic design, printing, and mounting of display panels for an exhibit titled "Designing Women: Noted Architects, Designers and Builders of Carmel".	The exhibit will educate the public on the historical contributions of female architects and designers and will be integrated into the history curriculum for local third-grade students.	<b>Approve</b>	\$1,000
Carmel High School - Sober Grad Night	The grant will help pay for the CHS Sober Grad night entertainment and event supplies, including a hypnotist, a DJ, a photo booth, decorations, food, etc.	The program provides a free, fun, supervised, and completely substance-free overnight celebration to keep graduating seniors safe.	<b>Approve</b>	\$1,000
Carmel Residents Association	The funds will cover graphic design, printing, and postage costs to distribute an issue of The VOICE Newsletter to every resident in the city.	The publication informs residents about civic topics and local history, encourages community volunteerism, and promotes participation in City Commissions and Boards.	<b>Approve</b>	\$1,000
Carmel Woman's Club	The grant will be used to offset the printing and postage costs for their four quarterly newsletters.	The newsletters keep current members informed and serve as a vital tool to connect new residents to the broader Carmel community.	<b>Approve</b>	\$1,000

**Summary of Grant Applications  
Received for Fiscal Year 2026-2027**

ATTACHMENT 2

<b>Organization Name</b>	<b>Fund Use</b>	<b>Community Benefit</b>	<b>Staff Recommendation</b>	<b>Grant Amount</b>
Monterey Peninsula Ballet Theatre	The grant will pay for Sunset Center equipment rentals (light, sound, dance floor), snow cleanup, and guest artist fees for a free community outreach program.	The funding allows local fifth-grade students to experience a free, pre-professional performance of The Nutcracker, while giving local student dancers the opportunity to hone their performance skills and build self-esteem.	<b>Approve with a note:</b> Funds may not be used towards artist salaries. Funds <i>may</i> be used to offset costs of equipment rentals and towards the free tickets for students.	\$1,000
Pacific Repertory Theatre	The application requests funds to support the School of Dramatic Arts (SoDA) by listing overarching operational budgets for Facilities, Marketing, Payroll, and Productions.	SoDA offers low-cost classes and camps that help youth develop critical thinking, self-esteem, teamwork, self-motivation, and verbal skills through theater arts education.	<b>Approve with a note:</b> Funds may not be used for payroll or general operating expenses. Funds <i>may</i> be used for production props, materials, lower student tuition fees, and outreach for the SoDA program.	\$1,000
Carmel Dance Festival	The grant will go towards costumes, production costs, and outreach for the free community classes and performances during the festival.	Residents will benefit from free wellness programming (like yoga and sound baths), contemporary dance classes, and behind-the-scenes access to world-class visiting artists.	<b>Approve</b>	\$1,000
Carmel High School Mock Trial Team	The grant go towards student entry fees and their travel expenses to participate in the team's trip to the Mock Trial World Championships in Chicago.	The program teaches students teamwork, analytical reasoning, and persuasive writing, while providing them with a highly educational experience representing Carmel on an international stage.	<b>Approve</b> to support student participation in World Trial Championship.	\$1,000
Carmel Little League	Funds will purchase new commercial refrigeration and freezer equipment for the snack shacks located at the league's baseball fields.	The new equipment ensures the safe storage of food and beverages, and the revenue generated from the snack shacks helps keep youth baseball registration affordable while funding field maintenance.	<b>Approve</b>	\$1,000
Community Emergency Response Volunteer of Monterey Peninsula	The funds will pay for training materials, safety gear (vests, helmets, first-aid supplies), and communication equipment like radios and flashlights.	CERV strengthens community safety by equipping trained volunteers to assist the City's Police and Fire Departments with evacuations, search and rescue, and welfare checks during major emergencies.	<b>Approve</b>	\$1,000
Community Human Services	Funds will be used for direct client support at Shuman HeartHouse, providing meals, hygiene supplies, laundry, bedding, and computer/internet access.	The program provides emergency shelter and supportive services to women and families, helping to reduce homelessness and improve regional housing stability.	<b>Approve</b>	\$1,000

**Summary of Grant Applications  
Received for Fiscal Year 2026-2027**

ATTACHMENT 2

<b>Organization Name</b>	<b>Fund Use</b>	<b>Community Benefit</b>	<b>Staff Recommendation</b>	<b>Grant Amount</b>
I Cantori di Carmel	Funds will subsidize a reduced-price ticket access program for Carmel residents and pay for printed programs and audience materials.	The program ensures Carmel residents have affordable access to large-scale choral and orchestral performances, while printed translations and context make the music more engaging.	<b>Approve</b>	\$1,000
Loaves, Fishes & Computers	The grant will purchase materials for digital literacy workshops, including printed guides, accessibility tools like headphones, and technology support supplies.	Hands-on workshops will help local seniors build the skills and confidence needed to use technology, avoid online scams, and independently access City services.	<b>Approve</b>	\$1,000
Monterey County Rape Crisis Center	Funds will pay for flights, lodging, and registration fees for two staff members to attend the National Sexual Assault Conference in Washington, D.C..	The conference provides crucial ongoing education for the Prevention Education staff who deliver required Child Abuse Prevention workshops to students in local public schools.	<b>Approve with a note:</b> Funds <i>may</i> be used towards the conference registration fees (not travel related costs).	\$1,000
<b>Total Grant Amount:</b>				<b>\$18,000.00</b>

Grant Application Responses  
FY 26-27

ATTACHMENT 3

Name of Non-Profit Organization (or Carmel School)	Point of Contact	501(c) nonprofit or a Carmel school?	Located in CBTS?	Any outstanding debt to the City?	Describe the specific proposed use of the grant by your organization	Estimated number of CBTS residents that will benefit	Amount requested	Detailed Program Budget (how the grant funding will be used)
Carmel Bach Festival, Inc.	Suzanne Mudge, Director of Community Engagement	We are a 501(c) nonprofit	Yes	No	(Summarized) The Carmel Bach Festival requests funding to present up to three free, one-hour chamber music concerts in Carmel in 2026 and early 2027 as part of its year-round "In the Stacks" series. Possible venues include the Carmel Foundation, Harrison Memorial Library, Carmel Youth Center, and Devendorf Park. The concerts will feature professional Bach Festival musicians performing diverse repertoire from Baroque to Contemporary in an informal, interactive setting for all ages. Musicians will also meet with attendees after each performance. Grant funds would support musician compensation and a modest amount of sheet music, helping provide accessible, high-quality cultural programming for Carmel residents.	300-400	\$3,000.00	\$2,750 for musicians (for 3 concerts) \$100 for program design and printing \$ 150 for Sheet Music Total = \$3,000

Grant Application Responses  
FY 26-27

ATTACHMENT 3

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AIM Youth Mental Health	Jolie Delja, Executive Director	We are a 501(c) nonprofit	Yes	No	(Summarized) AIM Youth Mental Health requests \$3,000 to fully fund three local high school students' participation in the 2026 AIM Ideas Lab, an eight-week youth research and leadership program focused on mental health access, stigma reduction, and school-based solutions. Students will conduct peer surveys, analyze data, and present findings and recommendations to the community. The program includes trained mentors, curriculum, materials, and supervision, and each student earns community service hours while building leadership and mental health literacy. The grant would support local youth directly and provide broader community benefit through youth-informed recommendations that promote healthier school culture and wellbeing.	approximately 1,000 Carmel-by-the-Sea residents, including students, families, and educators.	\$3,000.00	<p>Per Student Cost: \$1,000            \$450 – Program instruction and mentor facilitation (8-week cohort leadership, mentor training, and supervision)            \$200 – Curriculum materials            \$150 – Peer-to-peer survey platform access, data tools, and data analysis support            \$100 – Local program coordination and school partnership management            \$100 – Evaluation, data collection, quality assurance, and reporting</p> <p>Grant Request: 3 Carmel students x \$1,000 = \$3,000</p>

Grant Application Responses  
FY 26-27

ATTACHMENT 3

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Carmel Little League	Kristin Torrice, CYB Director of Sponsorship and Board Member	We are a 501(c) nonprofit	No, but we provide services to its residents	No	(Summarized) Carmel Youth Baseball requests grant funding to purchase new refrigeration and freezer equipment for the snack shacks serving its two baseball fields. The upgraded equipment would improve food storage safety and support service during games, practices, and community events attended by local youth, families, and residents. CYB is a volunteer-run nonprofit that promotes youth recreation, teamwork, and sportsmanship, and snack shack revenue helps fund equipment, safety gear, field support, and affordable registration. The project would help sustain a longstanding community baseball program and enhance the experience for families using Carmel's recreational fields.	approximately 200-300 Carmel-by-the-Sea (93921)	\$3,000.00	\$1,200 – Commercial refrigerator unit \$900 – Chest freezer unit \$450 – Secondary compact refrigerator \$250 – Food-safe storage containers, shelving \$200 – Delivery, installation, and electrical safety materials  Total = \$3,000

Grant Application Responses  
FY 26-27

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Carmel Chamber of Commerce Foundation	Tara Leweling, Member, Leadership Carmel, Class of 2026	We are a 501(c) nonprofit	Yes	No	(Summarized) The grant would support installation of Harmony Habitat, a permanent outdoor musical garden at Forest Hill Park featuring durable, professionally designed instruments that residents and visitors of all ages can play freely. Led by the Leadership Carmel Class of 2026, the project would fund instrument purchase and a community launch event. Harmony Habitat is intended to encourage intergenerational connection, creativity, outdoor activity, and community gathering while enhancing a public park with an accessible artistic feature. Designed for long-term outdoor use and minimal maintenance, the installation would provide a free, lasting community asset that reflects Carmel's commitment to arts and public spaces.	350 - especially families with children under 18	\$3,000.00	We are requesting \$3,000 to help support purchase of instruments: - \$27,065.52 - instrument purchase and shipping, inclusive of tax - \$5,000 - community launch event - \$16,400 -- signage (if appropriate), insurance, maintenance, landscaping, installation materials

Grant Application Responses  
FY 26-27

ATTACHMENT 3

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Carmel Residents Association	Tim Twomey, Treasurer	We are a 501(c) nonprofit	Yes	No	(Summarized) The Carmel Residents Association requests grant funding to expand distribution of its eight-page VOICE newsletter by mailing one issue to all Carmel-by-the-Sea residents. Funds would cover graphic design, printing, and postage. Published five times annually for 950 members, the newsletter would reach approximately 3,200 residents and businesses through this expanded issue. The publication is intended to inform the community about civic issues, City meetings, local history, events, and nonprofit programs, while encouraging residents to participate in boards, commissions, volunteer opportunities, and other community activities that strengthen civic engagement and community connection.	3,200	\$3,000.00	<ul style="list-style-type: none"> <li>- \$2,300 for graphic design, printing, and stitching of the VOICE Newsletter (3,200 qty)</li> <li>- \$700 for postage and mailing of the VOICE Newsletter (3,200 qty)</li> <li>Total = \$3,000</li> </ul>

Grant Application Responses  
FY 26-27

ATTACHMENT 3

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Carmel High School Mock Trial Team	Bill Schrier, Coach	We are a Carmel School	No, but we provide services to its residents	No	(Summarized) The Carmel High School Mock Trial Team requests grant support for its trip to the Mock Trial World Championships in Chicago on November 7–10, 2026. The program helps students develop persuasive writing, oral advocacy, analytical reasoning, collaboration, and legal reasoning skills. Over 21 years, the team has built an exceptional record, including 15 Monterey County championships, a 2016 world championship, a 2017 state championship, and consistent state-level success. Beyond competition results, the program provides significant educational and character-building benefits by teaching teamwork, integrity, discipline, and sportsmanship.	14	\$3,000.00	<p>Estimated expenses for 12 students:</p> <p>Monterey to Chicago round trip airfare: \$6000                      Estimated baggage charges: \$1000                      Round trip transportation between O'Hare and Hilton Chicago: \$600                      Lodging for 6 nights: \$10,000                      Tournament entry fees: \$2050                      Estimated food: \$2000</p>

Grant Application Responses  
FY 26-27

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Carmel Padre Parents - Sober Grad Night	Bahar Iranmanesh - Grant Coordinator	We are a 501(c) nonprofit	Yes	No	(Summarized) Sober Grad Night is an annual, parent-sponsored event created by the California Highway Patrol in 1985 in response to the growing number of unsupervised graduation parties involving alcohol and drugs. Its purpose is to provide a fun, safe, supervised, and substance-free celebration for all graduating seniors. We know our seniors want to celebrate with their friends on graduation night, and our goal is to make that celebration both spectacular and safe. The event is held on graduation night and lasts all night long.	200	\$3,000.00	Hypnotist performance – \$600 DJ services – \$400 Photo booth – \$500 Decorations (balloons and event décor) – \$300 Senior gifts (commemorative sweatshirts) – \$1000 To-go breakfasts – \$200  Total: \$3,000

Grant Application Responses  
FY 26-27

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Monterey County Rape Crisis Center	Lauren DaSilva, Executive Director	We are a 501(c) nonprofit	No, but we provide services to its residents	No	(Summarized) The Monterey County Rape Crisis Center requests support for its Child Abuse Prevention (CAP) Program, which provides required prevention education to public school students, including those in Carmel. Offered in English and Spanish to 1st, 3rd, and 6th graders, the program teaches personal boundaries, mental wellness, safe and unsafe touch, trusted adults, and internet safety. The workshops also create opportunities for children to disclose abuse to trained, trauma-informed educators, who can report concerns and connect families with support services. The program helps educate students, promote safety, and provide early intervention for children experiencing abuse.	190	\$3,000.00	-\$1,200 for 2 registrations to the National Sexual Assault Conference which provides crucial ongoing education for MCRCC's Prevention Education staff -\$1,000 for 2 flights to Washington, D.C. Conference -\$800 for lodging for Conference

Grant Application Responses  
FY 26-27

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Community Emergency Response Volunteer of Monterey Peninsula	Sarah Blackstone, CERV Board of Directors, Secretary/Treasurer,	We are a 501(c) nonprofit	No, but we provide services to its residents	No	(Summarized) Carmel-by-the-Sea CERT requests a \$3,000 grant to support volunteer emergency preparedness and response efforts that assist the City's Police and Fire Departments. Grant funds would help maintain FEMA-compliant training, refresher courses, safety gear, radios, medical supplies, and other response equipment, while also supporting community outreach on emergency preparedness. CERT volunteers provide practical assistance during disasters and local incidents, including evacuation support, first aid, welfare checks, traffic control, and public information. The project would strengthen local readiness and help protect residents in emergencies, particularly given Carmel's limited access routes, aging population, and other unique vulnerabilities.	3,200	\$3,000.00	Instructor/Training Support: \$600 Training materials, manuals, and printed guides: \$600 Vests and CERT-standard apparel: \$300 Helmets, gloves, goggles, masks: \$350 Basic first-aid supplies for volunteer kits: \$250 radios and batteries: \$400 Flashlights, headlamps, and safety lighting: \$200 Community Preparedness & Outreach – \$300

Grant Application Responses  
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Pacific Repertory Theatre	John Newkirk	We are a 501(c) nonprofit	Yes	No	(Summarized) PacRep requests discretionary grant funding to support its School of Dramatic Arts, which provides low-cost after-school classes, summer camps, and Saturday Academy programs for Monterey Peninsula youth. The program uses theater arts to help students build creativity, critical thinking, verbal skills, confidence, teamwork, and self-motivation. PacRep also emphasizes performance opportunities through fully staged productions and seeks to expand access to live theater for young people who might not otherwise have it. Over 25 years, the program has helped students develop lasting friendships, continue in theater education, and return as teachers, directors, actors, and arts supporters in the community.	approximately 425 Carmel-by-the-Sea residents	\$3,000.00	SoDA Teachers \$ 40,000.00 SoDA Administrator \$ 12,000.00 Administration Salaries \$ 191,489.20 Administrative/Facility Overhead \$ 61,500.00 Designers/Directors \$ 15,500.00 Actors/Musicians \$ 21,300.00 Production Salaries \$ 71,125.00 Payroll Taxes/Benefits \$ 38,297.80 Marketing \$ 30,000.00 Production Costs \$ 62,585.00 EXPENSES \$ 543,797.00

Grant Application Responses  
FY 26-27

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American Legion Post 512 Carmel Patriots	Gerry Paratore, Commander of Post 512	We are a 501(c) nonprofit	Yes	No	We would use the grant to purchase some decent quality outdoor furniture: Polywood chairs, tables and umbrellas. We would also use funds to continue to improve the landscaping around the American Legion so that it is more welcoming, especially needed since the Carmel Foundation has improved the property next to us. Carmel Patriots are focused on creating connections between military and the Carmel community. Beautification of the Legion will improve property values an show others how important the care and history of veterans ae to all members of our Carmel community and government.	1000+	\$3,000.00	\$1400 for 4 chairs and a table \$800 for 2 umbrellas for the 2 tables (one from last year's grant) \$800 for landscape plants and equipment

Grant Application Responses  
FY 26-27

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Carmel Woman's Club	Christina DeMaria, President	We are a 501(c) nonprofit	Yes	No	We would utilize the City Grant to produce and mail our quarterly newsletters to our 459 members. Additionally, we post the newsletters on our website to provide access to the general public worldwide. We regularly have new residents review the website and then become new members to be part of the Carmel community.	Over 500 residents	\$3,000.00	We would use the \$3000 to offset printing and postage costs for the four newsletters we send out each year.

Grant Application Responses  
FY 26-27

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Carmel Dance Festival	Lillian Barbeito	We are a 501(c) nonprofit	No, but we provide services to its residents	No	(Summarized) Carmel Dance Festival requests \$3,000 to support free community dance and wellness programs for Carmel-by-the-Sea residents and the creation of new artistic work in summer 2026. In partnership with the Carmel Bach Festival, visiting professional dancers will offer a free yoga and sound bath workshop, an intergenerational dance class, and an open rehearsal. Grant funds would also support custom costumes essential to the new work's artistic development and community presentation. The programs are expected to directly serve 125–150 residents while expanding access to arts education, wellness, and behind-the-scenes cultural experiences.	Approximately 125–150 Carmel residents will directly benefit	\$3,000.00	<p>\$1,000 for costume design                      \$500 for costume materials/landscape                      \$900 for artist-led community programming (teaching fees for a free contemporary dance class and a yoga and sound bath workshop open to Carmel residents of all ages and experience levels)                      \$600 for studio space rental, insurance, and required summer custodian fees associated with hosting free, public community programs at Carmel High School</p> <p>Total = \$3,000</p>

Grant Application Responses  
FY 26-27

ATTACHMENT 3

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I Cantori di Carmel	Alexa Dieterle, Board Member (Publicity)	We are a 501(c) nonprofit	No, but we provide services to its residents	No	(Summarized) I Cantori di Carmel requests \$3,000 to support a Carmel Resident Ticket Access program for FY 2026–2027. The grant would help provide reduced-price tickets for Carmel residents attending five local performances and support printed programs and audience materials that enhance accessibility and understanding. A longtime part of Carmel’s cultural life, I Cantori performs major choral and orchestral works at venues including Carmel Mission Basilica and Sunset Center. Using ticketing data to identify local attendees, the program would expand affordable access to performances for residents while strengthening community participation in the arts.	approximately 480–540 Carmel residents overall.	\$3,000.00	\$2,000 to support reduced-price ticket access for Carmel-by-the-Sea residents (ZIP code 93921) \$1,000 for printed programs and audience materials associated with performances in Carmel venues Total = \$3,000

Grant Application Responses  
FY 26-27

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Monterey Peninsula Ballet Theatre	Jennifer Watts, MPBT Board of Directors President & Grant Writer	We are a 501(c) nonprofit	Yes	No	(Summarized) Monterey Peninsula Ballet Theatre requests grant support for its 2026 Free Youth Arts Community Outreach Program, which will bring 650 fifth-grade students from Salinas City Elementary School District to a free performance of The Nutcracker at Sunset Center in Carmel. Funds would help offset production costs such as venue labor, equipment, and guest artists. The program expands access to the arts for students who might not otherwise attend live ballet, while also providing educational value through discussion of the production process. It additionally benefits local student dancers, including Carmel-area youth, by giving them performance experience and opportunities to share their talents with peers.	50-75 young artists (and the many residents who will see the annual Nutcracker performance at the Sunset Center)	\$3,000.00	MPBT is requesting \$3000 for the following: \$2,168 for the Sunset Center light, sound, dance floor equipment rental, \$125 for snow clean up, and \$708 for guest artists/guest backstage support fees (24% of total guest - non-Sunset, non-MPBT - temporary labor expense for this Program only).

Grant Application Responses  
FY 26-27

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Loaves, Fishes & Computers	Jacqueline Leon	We are a 501(c) nonprofit	No, but we provide services to its residents	No	(Summarized) Loaves, Fishes & Computers requests support for its Connecting Seniors to Technology initiative, which will provide three in-person digital literacy workshops for approximately 50 Carmel seniors. Hosted with partners such as the Carmel Foundation, the workshops will cover practical topics including smartphones, email, video calls, and online safety. Grant funds would support workshop materials and supplies, such as printed guides, internet safety handouts, and simple assistive tools. The program aims to help local seniors build confidence using technology, avoid scams, and access services and information more independently while staying connected to family and community.	We estimate that approximately 50 Carmel-by-the-Sea (93921) residents will directly benefit	\$3,000.00	\$600 - Printed Materials & Guides \$300 - Workshop Supplies- Notebooks, pens, folders \$800 - Accessibility Tools - Headphones, device stands, magnifiers \$500 - Technology Support Supplies - USB drives, adapters, cables, etc. \$300 - Outreach & Educational Materials - Flyers, informational brochures \$500 - Program Materials Development - Updating and creating easy-to-follow instructional materials  Total = \$3,000

Grant Application Responses  
FY 26-27

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Community Human Services	Ana Mohamed, Grants Manager	We are a 501(c) nonprofit	No, but we provide services to its residents	No	(Summarized) Shuman HeartHouse requests grant support for direct client needs such as internet access, meals, and personal supplies for women and families with children experiencing homelessness, including residents of Carmel-by-the-Sea. As Monterey County's first shelter dedicated to unaccompanied women and families, SHH provides emergency shelter, case management, housing navigation, and connections to employment, benefits, and rapid rehousing resources. Operating under a Housing First model, the program offers safe shelter and supportive services that help guests address barriers, stabilize their lives, and move toward permanent housing, while also providing broader public benefit through reduced homelessness and improved community wellbeing.	28 residents from Carmel-by-the-Sea (93921), and an additional 28 individuals from nearby zip codes (93922, 93923, 93924)	\$3,000.00	A \$3,000 grant from the City of Carmel-by-the-Sea would be used to support direct client benefits such as meals, hygiene supplies, laundry supplies, bedding, and computer/internet access. Given the scale of the program, grant funds will be fully utilized to support these direct benefits for participants, including residents from Carmel-by-the-Sea.

Grant Application Responses  
FY 26-27

ATTACHMENT 3

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Carmel Heritage Society	Alexis Speidel, Board Member	We are a 501(c) nonprofit	Yes	No	(Summarized) Carmel Heritage Society requests grant funding to support "Designing Women: Noted Architects, Designers and Builders of Carmel," a museum exhibit at the First Murphy House highlighting women's contributions to Carmel's architectural and design history. The exhibit will complement a July 2026 home tour and lecture series, remain on display for at least one year, and serve both visitors and local students studying Carmel history. Grant funds would be used for graphic design, printing, and mounting of the display panels, while volunteers will provide the research and writing.	2500 museum/tour attendees, 90 students	\$3,000.00	We are requesting \$3000 towards the \$5000 total cost of our exhibit "Designing Women: Designing Women: Noted Architects, Designers and Builders of Carmel." If awarded it will be used towards our budget as follows: -\$1000 towards the \$3000 graphic design estimate -\$2000 color printing of 6 panels Total=\$3000



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

**May 4, 2026**  
**ORDERS OF BUSINESS**

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Brian Pierik, City Attorney

**APPROVED BY:** Brandon Swanson, Acting City Administrator

**SUBJECT:** Discuss draft Resolution Of The City Council Of The City Of Carmel-By-The-Sea Ordering The Submission To The Qualified Electors Of The City Of Carmel-By-The-Sea At The November 3, 2026, General Municipal Election A Measure To Increase The Transactions And Use Tax Rate By 0.375% To Make The Total Tax Rate 1.875% and Extending the Duration of the Transactions and Use Tax so that it remains in effect until ended by Voters; and provide direction

**RECOMMENDATION:**

Discuss draft Resolution Of The City Council Of The City Of Carmel-By-The-Sea Ordering The Submission To The Qualified Electors Of The City Of Carmel-By-The-Sea At The November 3, 2026, General Municipal Election A Measure To Increase The Transactions And Use Tax Rate By 0.375% To Make The Total Tax Rate 1.875% and Extending the Duration of the Transactions and Use Tax so that it remains in effect until ended by Voters and provide direction including whether to return to the Council at a future meeting with a Resolution for adoption and whether to submit the draft Ordinance to the California Department of Tax and Fee Administration for review.

**BACKGROUND / SUMMARY:**

**I. Background**

Pursuant to direction from the City Council on April 7, 2026, a Resolution has been prepared for discussion on whether to submit to the County of a ballot measure to be voted upon at the November 3, 2026 general municipal election, a summary of the proposed increase of the transactions and use tax<sup>1</sup> (“TUT”) rate by 0.375%, the form of

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<sup>1</sup> Also commonly referred to as a “sales tax”.

the proposed ballot question, and a discussion on potential City information activities. Attachment 1 is a draft Resolution. The current transactions and use tax rate in the City is 1.5% and is set to expire in 2040.

Part 1.6 (commencing with Section 7251) of Division 2 of the California Revenue and Taxation Code, and Section 7285.9 of the California Revenue and Taxation Code, authorizes the City to levy a transactions and use tax ordinance as a general tax, which is operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose. Accordingly, the draft Ordinance which will be attached to the Resolution has been drafted as directed by the City Council on April 7, 2026. Pursuant to the Revenue and Taxation Code's requirements, the California Department of Fee and Tax Administration ("CDTFA") is the State agency that collects the transactions and use taxes on behalf of the City and remits the same to the City. Attachment 2 is the draft Ordinance.

In considering placing this measure on the November ballot alongside a Transient Occupancy Tax (TOT) measure, Council requested a consultant to discuss issues with placing two tax measures on the same ballot and how it may be received by the residents in Carmel. Staff contacted four separate experts, all of whom provided the general guidance that each additional tax measure adds complexity and uncertainty to the outcome of an election. However, all the experts said that the people who are best positioned to know how our community would respond to two measures are the City Council, the City Administrator and the Assistant City Administrator. The experts said they could not provide any guidance about how the residents of Carmel would react to two separate tax measures on the ballot without conducting formal polling.

## II. Discussion

In order to submit the TUT measure to the City's qualified voters, the City Council must carry out certain acts, including the adoption of the attached Resolution to send the TUT measure to the voters. This Staff Report provides background information that is relevant to the City Council's discussion and direction on the attached draft resolution and ordinance.

### A. Draft Ordinance

As stated above, the draft TUT Ordinance would increase the existing TUT rate from 1.5% to 1.875% and, further, would extend the duration of the tax so that it remains in effect until ended by voters. However, City Council may instead provide a termination date for the tax. For example, the ordinance can be revised to state that the TUT will terminate in 20 years.

The draft TUT Ordinance is attached to this report as Attachment 2. It is recommended that this draft ordinance be submitted to the CDTFA for their approval. This is not a required step, but the purpose of the review will be to give the CDTFA an opportunity to identify any concerns or issues they may have with the City's draft TUT Ordinance,

which would in turn allow those issues to be addressed. Any revisions required by the CDTFA would then be incorporated into the draft TUT Ordinance. Based on past experience, the review by the CDTFA would likely be completed prior to the Council meeting on June 2, 2026.

#### B. Votes Required to submit the TUT measure

Under Proposition 218<sup>2</sup>, the City may only impose a general tax if: (a) two-thirds of the members of the City Council (which would be four affirmative votes) approve placing a tax measure on the ballot for voter consideration, and (b) the ballot measure is approved by a majority vote of the electorate at a general municipal election (for the election of members of Council).<sup>3</sup> Similarly, Revenue and Taxation Code Section 7285.9 requires that any ballot measure/ordinance increasing a transactions and use tax must be approved by a 2/3 vote of all members of the City Council and by a majority vote of the qualified voters of the City voting on the ballot measure. The next general election is November 3, 2026.

#### C. Form of Ballot Question

The TUT measure's ballot question must meet the following requirements: (1) no more than 75 words and in the format of a "yes" or "no" question; (2) include "the amount of money to be raised annually and the rate and duration of the tax to be levied"<sup>4</sup>; and (3) "be a true and impartial synopsis of the purpose of the proposed measure, and shall be in language that is neither argumentative nor likely to create prejudice for or against the measure."<sup>5</sup> It must also be in the form of "Shall the measure ... be adopted?"<sup>6</sup> As such, the City Council should discuss and provide direction on the wording of the ballot question. A sample ballot question for a transactions and use tax that is a general tax is as follows:<sup>7</sup>

Shall the measure funding the City of Carmel-by-the-Sea's general government purposes, such as, for example, infrastructure improvement, public safety, and other general municipal purposes, increasing the transactions and use tax rate by 0.375% so that the total tax rate is 1.875%, extending the duration of such tax so that it remains in effect until ended by voters, and the 1.875% providing approximately \$9,437,087 annually, be adopted?

#### D. Election Procedures

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<sup>2</sup> Cal. Constitution Articles XIIC and XIII D.

<sup>3</sup> Cal. Gov. Code Sections 53723 and 53724, subject to limited exceptions for the timing of elections for declared emergencies.

<sup>4</sup> Cal. Elections Code Section 13119(b).

<sup>5</sup> Cal. Elections Code Section 13119(c).

<sup>6</sup> Cal. Elections Code Section 13119(a).

<sup>7</sup> The City is authorized to identify sample expenditures of anticipated TUT revenue without converting the general tax to a special tax, as long as a phrase similar to "and general government use" is included in the list.

The following section provides information to the City Council on the election procedures that will need to be followed when submitting the TUT measure to the City's qualified voters.

1. Getting the Measure on the Ballot

The City Council previously called a General Municipal Election for November 3, 2026, for the purposes of electing the Mayor and two City Councilmembers and requested the Board of Supervisors for the County of Monterey to consolidate the same with the Statewide General Election to be held on the same date. Accordingly, in order to submit a TUT measure to the voters at the November 3, 2026, general municipal election, the City Council must adopt a resolution that (1) submits the measure to the voters and includes the TUT ordinance increasing the TUT rate; (2) for the purposes of the measure, requests the consolidation of the November 3, 2026, general municipal election with the Statewide General Election to be held on the same date; and (3) authorizes the drafting of primary arguments by all or some councilmembers, directs the City Attorney to draft an impartial analysis of the measure, and authorizes rebuttal arguments.

In order to be adopted, this resolution must be approved by a 2/3 vote (i.e., 4/5) of the City Council and submitted to the County no later than 88 days prior to the election.<sup>8</sup> Measures may be withdrawn no later than after the 83rd day prior to the election.<sup>9</sup>

- a. Submitting the ballot measure to the voters

The City Council is generally permitted to submit measures to the voters by adopting a resolution to that effect.<sup>10</sup> This resolution must also include a ballot question pursuant to Elections Code Section 13247, which must meet the requirements referenced and discussed above. The ordinance increasing the TUT rate must also be attached to the resolution. However, as stated above, general taxes must be submitted at a general municipal election unless an emergency is unanimously declared by the City Council.

- b. Requesting the consolidation of General Municipal Election with the Statewide General Election on November 3, 2026

For the purposes of the proposed measure, the City Council may request that the November 3, 2026, general municipal election be consolidated with the Statewide General Election held on the same date.<sup>11</sup> Although the City will have to pay the County for the associated costs of consolidation, this is a standard practice that virtually all cities in California follow, because the costs for a city to run its own election are typically prohibitive.

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<sup>8</sup> Cal. Elections Code Section 9222.

<sup>9</sup> Cal. Elections Code Section 9605.

<sup>10</sup> Cal. Elections Code Section 9222 and 10201.

<sup>11</sup> Cal. Elections Code Section 10403.

c. Authorizing the drafting of primary arguments, directing the City Attorney to draft an impartial analysis of the measure, and authorizing rebuttal arguments

(1) Primary Arguments

Elections Code Section 9282(b) permits the City Council to authorize a member or members to author and submit primary arguments relating to a ballot measure placed on the ballot by the City Council; however, if the City Council authorizes a quorum of its membership to draft the primary argument, such drafting and approval thereof is subject to the Brown Act. In other words, a majority of members of Council must not discuss the arguments outside a public meeting. Such arguments may not exceed 300 words.

If more than one primary argument is submitted, then the City Clerk chooses the argument to appear on the ballot based upon the priorities provided in Elections Code Section 9287. Primary arguments are typically due 14 days after the call of the election pursuant to Elections Code Section 9286(a); however, for consolidated elections, as is the case here, this deadline does not apply. Instead, the City Clerk may set the deadline based upon the election calendar provided by the County. After primary arguments are filed, the 10-day public examination period commences.<sup>12</sup>

(2) City Attorney's Impartial Analysis

When a measure qualifies for the ballot, the city attorney, on direction of the City Council, must prepare an impartial analysis of the measure showing the effect of the measure on existing law and the operation of the measure.<sup>13</sup> The impartial analysis must include a statement indicating whether the measure was placed on the ballot by the voters or by the City Council and is limited to 500 words.<sup>14</sup> Similar to the primary arguments, there is a 10-day public examination period after the deadline to impartial analysis.

(3) Rebuttal Arguments

The City Council may also authorize rebuttal arguments.<sup>15</sup> Rebuttal arguments cannot exceed 250 words and may only be written by the authors of the selected primary arguments, and must be filed no later than 10 days after the final filing date for primary arguments.<sup>16</sup> Similar to the primary arguments and impartial analysis, there is a 10-day public examination period after the deadline to submit rebuttal arguments.

E. Informational Activities

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<sup>12</sup> Cal. Elections Code Section 9295.

<sup>13</sup> Cal. Elections Code Section 9280.

<sup>14</sup> Cal. Elections Code Section 9280.

<sup>15</sup> Cal. Elections Code Section 9285.

<sup>16</sup> Cal. Elections Code Section 9285(a).

It is important to consider that, after a measure is “certified to appear” on a particular election ballot, the City is prohibited from spending any City resources to support or oppose the ballot measure per Government Code Section 54964. Nevertheless, although there is no brightline rule on what is or is not permissible, courts consider the style, tenor, and timing of such materials to determine whether they engage in impermissible campaign advocacy.<sup>17</sup>

Although the City is not able to engage in advocacy as it relates to a ballot measure, the City is able to provide information to the public in a neutral and unbiased manner and in a format that is not argumentative. This involves utilization of the City’s standard methods of communication with the public. It is recommended that any informational efforts (e.g., flyers, social media posts, etc.) be reviewed by the City Attorney’s Office prior to dissemination.

As noted above, from a broad legal perspective, after a ballot measure is certified to appear before the voters, the City may only use City resources to communicate factual, impartial, and balanced information regarding the ballot measure with a goal of informing the public. The City must not use public resources for the purpose of advocating a particular result for the election.<sup>18</sup>

The City Council should discuss and provide direction as to whether it would like the City to engage in these informational activities.

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<sup>18</sup> See League of Women Voters v. Countywide Criminal Justice Coordination Comm. (1988) 203 Cal.App.3d 529.

### **FISCAL IMPACT:**

If the ballot measure is approved by the voters at the election on November 3, 2026, the estimated annual revenue from the additional 0.375% tax would be approximately \$1,887,417 when it goes into effect. The total annual revenue at the 1.875% rate is \$9,437,087.

The City would have to pay the County of Monterey for the costs associated with including the ballot measure on the November 3, 2026, ballot, and that cost is estimate between approximately \$5,000 to \$10,000.

### **PRIOR CITY COUNCIL ACTION:**

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<sup>17</sup> Vargas v. City of Salinas (2009) 46 Cal.4th 1, 27.

Discussion and direction at the City Council Meeting on April 7, 2026 as described above.

**ATTACHMENTS:**

1. Draft Resolution – Ordering the submission of a sales tax ballot measure to the qualified voters at the November 3, 2026, Election
2. Draft Ordinance – Increasing the TUT (Sales Tax) by 0.375%

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

**DRAFT RESOLUTION NO. 2026-\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ORDERING THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY OF CARMEL-BY-THE-SEA AT THE GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 3, 2026, A MEASURE INCREASING THE CITY'S CURRENT TRANSACTIONS AND USE TAX RATE FROM 1.5% TO 1.875%, EXTENDING THE DURATION OF SUCH TRANSACTIONS AND USE TAX SO THAT IT REMAINS IN EFFECT UNTIL ENDED BY VOTERS OF THE CITY OF CARMEL-BY-THE-SEA, AND APPROVING THE ORDINANCE TO BE SUBMITTED TO THE VOTERS PURSUANT TO REVENUE AND TAXATION CODE SECTION 7285.9; REQUESTING THE MONTEREY COUNTY ELECTIONS DEPARTMENT TO CONDUCT THE ELECTION AND REQUESTING CONSOLIDATION OF THE GENERAL MUNICIPAL ELECTION WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON NOVEMBER 3, 2026; DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS CONCERNING SUCH MEASURE; AUTHORIZING THE DRAFTING OF PRIMARY ARGUMENTS AND REBUTTALS CONCERNING SUCH MEASURE**

WHEREAS, pursuant to Resolution No. \_\_\_\_\_, the City Council has called a general municipal election on Tuesday, November 3, 2026, for the purpose of electing council members as provided therein ("General Municipal Election") and requested that the Monterey County Board of Supervisors consent to the consolidation of the General Municipal Election with the Statewide General Election to be held on the same date; and

WHEREAS, pursuant to Article XIIC of the California Constitution, Section 53720 et seq. of the California Government Code, the City has the authority to levy a general tax, including, but not limited to, increasing an existing tax; and

WHEREAS, Article XIIC, Section 2, of the California Constitution requires that the election at which a general tax increase is submitted to the electorate shall be consolidated with a regularly scheduled general election for members of the governing body of the local government, except in cases of emergency declared by a unanimous vote of the governing body; and

WHEREAS, Part 1.6 (commencing with Section 7251) of Division 2 of the California Revenue and Taxation Code, and Section 7285.9 of the California Revenue and Taxation Code, authorizes a city to adopt a transactions and use tax ordinance, which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose; and

WHEREAS, Revenue and Taxation Code Section 7285.9 requires that any ballot measure/ordinance establishing a transactions and use tax must be approved by a 2/3 vote of all members of the City Council and by a majority vote of the qualified voters of the City voting on the ballot measure; and

WHEREAS, pursuant to Article IV of Chapter 3.28 of Title 3 of the Carmel-by-the-Sea Municipal Code, the City currently has a general transactions and use tax at the rate of 1.5% which is set to expire in 2040 ("Transactions and Use Tax"); and

WHEREAS, the measure proposed by this Resolution would increase the Transactions

and Use Tax rate from 1.5% to 1.875% and extend the duration of the Transactions and Use Tax so that it remains in effect until ended by voters of the City of Carmel-by-the-Sea and the City Council desires to submit such measure to the voters of the City at the November 3, 2026, General Municipal Election which was called pursuant to Resolution No. \_\_\_\_\_; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order consolidation. The resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, it is desirable that the General Municipal Election to be held on November 3, 2026, be consolidated with the Statewide General Election to be held on the same date and that within the City the precincts, polling places and election officers of the two elections be the same, and that the County of Monterey Election Department canvass the returns of such General Municipal Election and that the election be held in all respects as if there were only one election; and

WHEREAS, The City Council exercises its independent judgment and finds that this Resolution is not subject to the California Environmental Quality Act ("CEQA"), because the enactment of this Resolution: (1) does not constitute a "project" as defined by CEQA pursuant to California Code of Regulations, Title 14, Sections 15060(c)(3) and 15378; (2) will not result in a direct or reasonably foreseeable indirect physical change in the environment pursuant to California Code of Regulations, Title 14, Section 15060(c)(2); and (3) is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment pursuant to California Code of Regulations, Title 14, Section 15061(b)(3).

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

1. Recitals. The recitals set forth above are incorporated herein by this reference.
2. Submission of Measure. Pursuant to the laws of the State of California, including, but not limited to, Elections Code Sections 9222 and 10201, the City Council, pursuant to its right and authority, does hereby order the submission to the voters of the City at the General Municipal Election to be held on November 3, 2026, which was called pursuant to Resolution No. \_\_\_\_\_, a ballot measure that, if approved, increases the City's current transactions and use tax rate from 1.5% to 1.875% and extends the duration of such transactions and use tax so that it remains in effect until ended by voters of the City of Carmel-by-the-Sea ("Measure"). As

required by Elections Code Section 13247, the abbreviated form of the Measure to appear on the ballot is specified below in Section 3.

3. Question. Accordingly, the City Council hereby orders the following question to be submitted to the voters at the General Municipal Election:

Shall the measure funding the City of Carmel-by-the-Sea's general government purposes, such as, for example, infrastructure improvement, public safety, and other general municipal purposes, increasing the transactions and use tax rate by 0.375% so that the total tax rate is 1.875%, extending the duration of such tax so that it remains in effect until ended by voters, and the 1.875% providing approximately \$9,437,087 annually, be adopted?	YES	
	NO	

4. Proposed Measure. The proposed complete text of the Measure with the proposed Ordinance No. 2026-\_\_\_\_\_ to be submitted to the voters is attached to this Resolution as Exhibit A and incorporated herein by this reference. Further, pursuant to Revenue and Taxation Code Section 7285.9, the City Council hereby approves the proposed complete text of the Measure with the proposed Ordinance No. 2026-\_\_\_\_\_ in the form as provided in Exhibit A and the submission thereof to the voters of the City.

5. Voter Approval Requirement. The vote requirement for this Measure to pass shall be a majority of those casting ballots on the Measure (50% plus 1).

6. Publication of Measure. The City Clerk is directed to publish a synopsis of the Measure in a newspaper of general circulation in the City of Carmel-by-the-Sea as required by applicable law.

7. Coordination. The City Clerk is authorized, instructed, and directed to coordinate with the Monterey County Elections Department to procure and furnish and all official ballots, notices, printed matter, and all supplies, equipment, and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

8. Request for Consolidation.

a. Pursuant to the requirements of Elections Code Section 10403, the Board of Supervisors of the County of Monterey is hereby requested to consent and agree to the consolidation of the General Municipal Election with the Statewide General Election on Tuesday, November 3, 2026, for the purpose of submitting to the voters the abovementioned Measure.

b. The Monterey County Elections Department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide elections, including, but not limited to, Elections Code Section 10418.

c. The Board of Supervisors of the County of Monterey is requested to issue instructions to the Monterey County Elections Department to take any and all steps necessary for

conducting and holding the consolidated election.

d. The City of Carmel-by-the-Sea recognizes that additional costs will be incurred by the County of Monterey by reason of this consolidation and agrees to reimburse the County of Monterey for any costs.

9. Filing with County. The City Clerk shall file a certified copy of this Resolution with the Monterey County Board of Supervisors and Monterey County Elections Department.

10. Arguments and Impartial Analysis.

a. Primary Arguments.

i. Pursuant to Elections Code Section 9282, the City Council authorizes [REDACTED] to author and submit the primary argument in favor of the Measure not exceeding 300 words, accompanied by the printed name(s) and signature(s) of the author(s) submitting it, in accordance with Article 4, Chapter 3, Division 9 of the Elections Code, and authorizes the [REDACTED] to submit a rebuttal argument to the argument against the Measure pursuant to Section 10(c).

ii. A primary argument in favor or against the Measure shall not exceed 300 words in length and shall be accompanied by the printed name(s) and signature(s) of the author(s) submitting it, or, if on behalf of an organization, the name of the organization, and the printed name and signature of at least one of its principal officers who is the author of the argument, in accordance with Article 4, Chapter 3, Division 9 of the Elections Code. Primary arguments shall be accompanied by the Form of Statement to Be Filed By Author(s) of Argument. Submittals of primary arguments are to be delivered to the City Clerk no later than [REDACTED] p.m. on [REDACTED], 2026, and may be changed or withdrawn up and until such date and time.

iii. In the event that more than one argument in favor or against the foregoing Measure is timely submitted, then consistent with Elections Code Section 9287, the City Clerk shall select the argument to be included with the ballot materials, giving preference and priority first, to arguments submitted by member(s) of the City Council, and second, to individual voters, or bona fide associations of citizens, or a combination thereof, in the order set forth in Elections Code Section 9287.

b. City Attorney Impartial Analysis. The City Council directs the City Clerk to transmit a copy of the Measure to the City Attorney. Pursuant to Elections Code Section 9280, the City Attorney shall prepare an impartial analysis of the Measure not exceeding 500 words showing the effect of the Measure on existing law and the operation of the Measure. The analysis shall include a statement indicating whether the Measure was placed on the ballot by a petition signed by the requisite number of voters or by the City Council. In the event the entire text of the Measure is not printed on the ballot, nor in the voter information portion of the voter information guide, there shall be printed immediately below the impartial analysis, in no less than 10-point type, the following: "The above statement is an impartial analysis of Ordinance or Measure \_\_\_\_\_. If you desire a copy of the ordinance or measure, please call the election official's office at (insert phone number) and a copy will be mailed at no cost to you." The impartial analysis shall be filed by [REDACTED] p.m. on [REDACTED], 2026.

c. Rebuttal Arguments.

i. Pursuant to Section 9285 of the Elections Code of the State of California, rebuttal arguments shall be permitted for the Measure.

ii. When the City Clerk has selected the primary arguments for and against the Measure (not exceeding 300 words each), which will be printed and distributed to the voters, the City Clerk shall send a copy of an argument in favor of the Measure to the authors of any argument against the Measure and a copy of an argument against the Measure to the authors of any argument in favor of the Measure immediately upon receiving the arguments.

iii. The author or a majority of the authors of an argument relating to a city measure may prepare and submit a rebuttal argument not exceeding 250 words or may authorize in writing any other person or persons to prepare, submit, or sign the rebuttal argument. A rebuttal argument may not be signed by more than five authors.

iv. The rebuttal arguments shall be filed with the City Clerk, signed, with the printed name(s) and signature(s) of the author(s) submitting it, or if submitted on behalf of an organization, the name of the organization, and the printed name and signature of at least one of its principal officers, by \_\_\_\_\_ p.m. on \_\_\_\_\_, 2026. The rebuttal arguments shall be accompanied by the Form of Statement to Be Filed By Author(s) of Argument. Rebuttal arguments shall be printed in the same manner as the direct arguments. Each rebuttal argument shall immediately follow the direct argument which it seeks to rebut.

v. The provisions of Section 10(c) shall apply only to the election to be held on November 3, 2026, and shall then be repealed.

d. Printing. The City Clerk shall cause the City Attorney's impartial analysis, and duly selected arguments, to be printed and distributed to voters in accordance with State law regarding the same.

11. Notice of Election. Notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

12. Conduct of Election as Provided by Law. In all particulars not recited in this Resolution, the General Municipal Election shall be held and conducted as provided by law for holding municipal elections.

13. Implementation. The City Clerk and City Administrator are authorized to take all actions as necessary to effectuate the purposes of this Resolution and the election. The City Administrator is authorized to execute all documents and to perform all other necessary City acts to enter into a service agreement for the provision of election services with Monterey County Elections Department. The City Administrator is authorized to make any typographical, clerical, and non-substantive corrections and such other revisions as may be required by the California Department of Fee and Tax Administration to this Resolution and its exhibits/attachments.

14. Printing of Measure. The City Council of the City of Carmel-by-the-Sea hereby requests that the Monterey County Elections Department print the attached full Measure text as provided in Exhibit A exactly as filed or indicated on the filed document in the voter information guide for the November 3, 2026 Statewide General Election.

15. Environmental Compliance. The City Council finds the adoption of this Resolution

and the Proposed Ordinance are not subject to the California Environmental Quality Act ("CEQA"), because the enactment of this Resolution and the Proposed Ordinance: (1) do not constitute a "project" as defined by CEQA pursuant to California Code of Regulations, Title 14, Sections 15060(c)(3) and 15378; (2) will not result in a direct or reasonably foreseeable indirect physical change in the environment pursuant to California Code of Regulations, Title 14, Section 15060(c)(2); and (3) is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment pursuant to California Code of Regulations, Title 14, Section 15061(b)(3).

16. Effective Date. This Resolution shall take effect immediately following passage and adoption by the Carmel-by-the-Sea City Council.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this \_\_\_\_ day of \_\_\_\_ 2026, by the following roll call vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

\_\_\_\_\_  
Dale Byrne, Mayor

\_\_\_\_\_  
Nova Romero, MMC, City Clerk

Exhibit A  
**Text of Measure/Ordinance**

## DRAFT ORDINANCE NO. 2026-\_\_\_

**AN ORDINANCE OF THE CITY OF CARMEL-BY-THE SEA, CALIFORNIA, INCREASING THE CITY'S CURRENT TRANSACTIONS AND USE TAX RATE FROM 1.5% TO 1.875% AND EXTENDING THE DURATION OF SUCH TRANSACTIONS AND USE TAX SO THAT IT REMAINS IN EFFECT UNTIL ENDED BY VOTERS**

WHEREAS, pursuant to Article XIIC of the California Constitution, Section 53720 et seq. of the California Government Code, the City has the authority to levy a general tax; and

WHEREAS, Article XIIC, Section 2, of the California Constitution requires that the election at which a general tax increase is submitted to the electorate shall be consolidated with a regularly scheduled general election for members of the governing body of the local government, except in cases of emergency declared by a unanimous vote of the governing body; and

WHEREAS, Part 1.6 (commencing with Section 7251) of Division 2 of the California Revenue and Taxation Code, and Section 7285.9 of the California Revenue and Taxation Code, authorizes a city to adopt a transactions and use tax ordinance, which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose; and

WHEREAS, pursuant to Article IV of Chapter 3.28 of Title 3 of the Carmel-by-the-Sea Municipal Code, the City currently has a general transactions and use tax at the rate of 1.5% which is set to expire in 2040 ("Transactions and Use Tax"); and

WHEREAS, this Ordinance would increase the Transactions and Use Tax rate from 1.5% to 1.875% and extend the duration of the Transactions and Use Tax so that it remains in effect until ended by voters; and

WHEREAS, by Resolution No. \_\_\_\_\_, the City Council of the City of Carmel-by-the-Sea submitted this Ordinance to the voters at the General Municipal Election to be held in the City of Carmel-by-the-Sea on November 3, 2026 ("General Municipal Election"); and

WHEREAS, by Resolution No. \_\_\_\_\_, the City Council has approved this Ordinance pursuant to Section 7285.9 of the California Revenue and Taxation Code; and

WHEREAS, the General Municipal Election was also a regularly scheduled general election for members of the Carmel-by-the-Sea City Council.

NOW THEREFORE, ON THE BASIS OF THE FOREGOING, THE PEOPLE OF THE CITY OF CARMEL-BY-THE-SEA, DO HEREBY ORDAIN AS FOLLOWS:

**SECTION 1. AMENDMENT TO SECTION 3.28.170:** Section 3.28.170 (entitled "Imposition") of Article IV of Chapter 3.28 of Title 3 of the Carmel-by-the-Sea Municipal Code is hereby amended in its entirety as follows:

"A transactions and use tax is hereby imposed as a general tax on the gross receipts of any retailer from the sale of all tangible personal property sold at retail in the City ~~for a period of 20 years~~, and upon the sales price of tangible personal property stored, used or otherwise consumed in the City as further set forth below."

**SECTION 2. AMENDMENT TO SECTION 3.28.210:** Section 3.28.210 (entitled “Transactions Tax Rate”) of Article IV of Chapter 3.28 of Title 3 of the Carmel-by-the-Sea Municipal Code is hereby amended in its entirety as follows:

“For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated area of the City at the rate of ~~one and one-half percent~~ 1.875% of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in the City on and after the operative date of the ordinance codified in this article ~~for a period of 20 years following the effective date of the tax and remaining in effect until repealed by the voters of the City of Carmel-by-the-Sea and shall then be terminated.~~”

**SECTION 3. AMENDMENT TO SECTION 3.28.230:** Section 3.28.230 (entitled “Use Tax Rate”) of Article IV of Chapter 3.28 of Title 3 of the Carmel-by-the-Sea Municipal Code is hereby amended in its entirety as follows:

“An excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of the ordinance codified in this article for storage, use or other consumption in the City at the rate of 1.875% ~~one and one-half percent~~ of the sales price of the property ~~for a period of 20 years following the effective date of the tax, and remaining in effect until repealed by the voters of the City of Carmel-by-the-Sea and shall then be terminated.~~ The sales price shall include delivery charges when such charges are subject to sales or use tax regardless of the place to which delivery is made.”

**SECTION 4. AMENDMENT TO SECTION 3.28.310:** Section 3.28.310 (entitled “Termination Date”) of Article IV of Chapter 3.28 of Title 3 of the Carmel-by-the-Sea Municipal Code is hereby amended in its entirety as follows:

“The authority to levy the taxes imposed by this article shall remain in effect until repealed by the voters of the City of Carmel-by-the-Sea ~~expire 20 years from the operative date, unless extended by the voters.~~”

**SECTION 5. COUNCIL AUTHORITY TO AMEND:** The City Council has the right and authority to amend this Ordinance, to further its purposes and intent (including but not limited to amendment for more efficient administration as determined by the City Council), in any manner that does not increase a tax rate, or otherwise constitute a tax increase for which voter approval is required by Article XIII C of the California Constitution, pursuant to Section 9217 of the California Elections Code.

**SECTION 6. SEVERABILITY:** Should any section, subsection, paragraph, sentence, clause, or phrase of this ordinance be declared unconstitutional or invalid for any reason, such declaration shall not affect the validity of the remaining portions of this ordinance.

**SECTION 7. DATE OF ADOPTION; EFFECTIVE DATE:** Pursuant to Elections Code Section 9217, this Ordinance shall be considered adopted on the date that the City Council declares that the voters of the City of Carmel-by-the-Sea have approved the Ordinance by a vote of no less than a majority of the votes cast by the electors voting at the General Municipal Election held on Tuesday, November 3, 2026, and shall go into effect ten (10) days thereafter. Following a declaration by the City Council that this Ordinance was approved by a majority of the voters, as set forth in Elections Code Section 9217, the Mayor is hereby authorized to

approve that this Ordinance was adopted on November 3, 2026, by signing where indicated below.

**SECTION 8. APPROVAL OF ORDINANCE:** The City Council hereby approves this Ordinance pursuant to Section 7285.9 of the California Revenue and Taxation Code and authorizes the Mayor to sign as to the City Council's approval thereof.

**SECTION 9. PUBLICATION:** The Clerk shall cause this ordinance to be published in the manner required by law.

**SECTION 10. ENVIRONMENTAL REVIEW:** The City hereby determines that this Ordinance is not in-and-of-itself a "project" pursuant to the California Environmental Quality Act, Public Resources Code section 21000 et seq., including without limitation California Code of Regulations, Title 14, Sections 15378(b)(4) and 15061(b)(3), as it can be seen with certainty that there is no possibility that the adoption of the ordinance itself may have a significant effect on the environment. This Ordinance relates to a transactions and use tax and relates to the creation of City funding mechanisms and City fiscal activities, which does not involve any commitment to any project which may result in a potentially significant physical impact on the environment.

**PASSED, APPROVED AND ADOPTED BY THE PEOPLE OF THE CITY OF CARMEL-BY-THE-SEA** at the General Municipal Election held on November 3, 2026.

APPROVED,

\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
Nova Romero, MMC  
City Clerk



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

May 4, 2026  
Public Hearing

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Brian Pierik, City Attorney
<b>APPROVED BY:</b>	Brandon Swanson, Acting City Administrator
<b>SUBJECT:</b>	Discuss draft Resolution Of The City Council Of The City Of Carmel-By-The-Sea Submitting To The Qualified Electors Of The City Of Carmel-By-The-Sea A Measure To Adopt A New Two Percent Transient Occupancy Tax, In Addition To Existing Ten Percent Transient Occupancy Tax, And Approving The Form Of The Ordinance To Be Submitted To The Voters; Requesting The Monterey County Elections Department To Conduct The Election And Requesting Consolidation Of The General Municipal Election With The Statewide General Election To Be Held On November 3, 2026; Directing The City Attorney To Prepare An Impartial Analysis Concerning Such Measure; Authorizing The Drafting Of Primary Arguments And Rebuttals Concerning Such Measure and provide direction.

## RECOMMENDATION

Discuss draft Resolution Of The City Council Of The City Of Carmel-By-The-Sea Submitting To The Qualified Electors Of The City Of Carmel-By-The-Sea A Measure To Adopt A New Two Percent Transient Occupancy Tax, In Addition To Existing Ten Percent Transient Occupancy Tax, And Approving The Form Of The Ordinance To Be Submitted To The Voters; Requesting The Monterey County Elections Department To Conduct The Election And Requesting Consolidation Of The General Municipal Election With The Statewide General Election To Be Held On November 3, 2026; Directing The City Attorney To Prepare An Impartial Analysis Concerning Such Measure; Authorizing The Drafting Of Primary Arguments And Rebuttals Concerning Such Measure (Attachment 2) and provide direction.

## BACKGROUND / SUMMARY

### I. Background

On February 3, 2026, the City Council directed staff to prepare a ballot measure to be presented to the voters for the general municipal elections on November 3, 2026 that would propose an effective increase in the Transient Occupancy Tax (TOT) from 10% to 12%.

On April 7, 2026, Council was presented with a Staff Report and proposed Resolutions for a ballot measure to increase the City's transient occupancy tax from 10% to 12%. This Staff Report is Attachment 1. The first Resolution including a calling of the election, but City Clerk Nova Romero advised that she would be

presenting a separate Resolution to call the election for the positions of Mayor and two Councilmembers. The second Resolution was to submit the ballot measure to the voters assuming the Council had adopted a Resolution calling the Election. The Council expressed support for the second Resolution and directed that a Resolution be brought back to the Council for further discussion on May 4, 2026.

At the Council meeting on April 7, 2026, the Council also discussed the draft Ordinance to amend the City Municipal Code regarding the transient occupancy tax and there was a discussion regarding alternative language for the ordinance which was presented in a power point and that alternative language is set forth here:

AN ORDINANCE OF THE VOTERS OF THE CITY OF CARMEL-BY-THE-SEA AMENDING CARMEL-BY-THE-SEA MUNICIPAL CODE CHAPTER 3.32 (TRANSIENT OCCUPANCY TAX) TO ADOPT A NEW TWO PERCENT INCREASE THE TRANSIENT OCCUPANCY TAX, IN ADDITION TO EXISTING BY TWO PERCENT FROM TEN PERCENT TRANSIENT OCCUPANCY TAX TO TWELVE PERCENT

3.32.020: Tax Imposed.

A. For the privilege of occupancy in any hostelry, each transient is subject to and shall pay a tax in the amount of 10 percent of the rent charged by the operator, plus a new tax in the amount of 2 percent of the rent charged by the operator, for a total tax in the amount of 12 percent of the rent charged by the operator. The tax constitutes a debt owed by the transient to the City which is extinguished only by payment to the operator or to the City.

**SECTION 4.** Title 3, Section 3.32.130, Disposition of Proceeds, shall be amended to add a new Subsection C, as follows:

3.32.130: Disposition of Proceeds.

C. The additional two percent added by Ordinance No. 26- shall be added to the General Fund for usual and current expenses.

The Council also discussed on April 7, 2026 alternative language for the Ballot Question as follows:

“Shall the measure providing funding for City of Carmel-by-the-Sea’s general government purposes, such as, for example, infrastructure improvements, public safety, and other general municipal purposes, by increasing the establishing a new transient occupancy tax of 2%, paid by lodging guests to the operators of hotels and hostelries motels, in addition to the existing 10% transient occupancy tax, from 10% to 12%, with the new 2% tax providing approximately \$1.9 million annually until ended by voters, be adopted?”

Pursuant to the direction from the City Council on April 7, 2026, a Resolution has been prepared with the changes directed by City Council for submission to the County of a ballot measure to be voted upon at the November 3, 2026 general election, a summary of the proposed increase in the TOT, the form of the proposed ballot question, and a discussion on potential City information activities. The Resolution is Attachment 2. Some of this discussion is also provided below, but updated pursuant to Council direction at the April 7, 2026, meeting and, for Council’s convenience, a summary of the procedural requirements to put the TOT measure on the ballot is also provided below.

Accordingly, the draft Ordinance which will be attached to the Resolution has been revised as directed by the City Council on April 7, 2026. Attachment 3 is a redline version of the Ordinance showing the proposed changes to Chapter 3.32 of the City’s Municipal Code. Attachment 4 is a clean version of the Ordinance which accepts the redline changes.

## II. Discussion

In order to submit the TOT measure to the City's qualified voters, the City Council must carry out certain acts, including the adoption of the attached draft resolution sending the TOT measure to the voters. This staff report provides background information that is relevant to the City Council's discussion and direction on the attached draft resolution and ordinance.

### A. Votes Required to submit the TOT measure and to Increase TOT Rate

Under Proposition 218<sup>1</sup>, the City may only impose a general tax if: (a) two-thirds of the members of the City Council (which would be four affirmative votes) approve placing a tax measure on the ballot for voter consideration, and (b) the ballot measure is approved by a majority vote of the electorate at a general municipal election (for the election of members of Council).<sup>2</sup> The next general municipal election is November 3, 2026.

### B. Proposed New TOT and the Current TOT

As noted above, the City's existing 10% TOT is codified at Carmel-by-the-Sea Municipal Code ("Municipal Code") Chapter 3.32. The proposed new TOT would be at the rate of 2% and would effectively raise the TOT rate to 12%. The City Council may discuss and provide direction on whether this 2% increase is what the City Council desires to submit to the voters.

### C. Form of Ballot Question

The TOT measure's ballot question must meet the following requirements: (1) no more than 75 words and in the format of a "yes" or "no" question; (2) include "the amount of money to be raised annually and the rate and duration of the tax to be levied"<sup>3</sup>; and (3) "be a true and impartial synopsis of the purpose of the proposed measure, and shall be in language that is neither argumentative nor likely to create prejudice for or against the measure."<sup>4</sup> It must also be in the form of "Shall the measure ... be adopted?"<sup>5</sup> As such, the City Council should discuss and provide direction on the wording of the ballot question. A sample ballot question for a transient occupancy tax that is a general tax is as follows:<sup>6</sup>

Shall the measure providing funding for City of Carmel-by-the-Sea's general government purposes, such as, for example, infrastructure improvements, public safety, and other general municipal purposes, by establishing a new transient occupancy tax of 2%, paid by lodging guests to the operators of hotels and hostleries, in addition to the existing 10% transient occupancy tax, with the new 2% tax providing approximately \$1.9 million annually until ended by voters, be adopted?

### D. Election Procedures

The following section provides information to the City Council on the election procedures that will need to be followed when submitting the TOT measure to the City's qualified voters.

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<sup>1</sup> Cal. Constitution Articles XIIC and XIII D.

<sup>2</sup> Cal. Gov. Code Sections 53723 and 53724, subject to limited exceptions for the timing of elections for declared emergencies.

<sup>3</sup> Cal. Elections Code Section 13119(b).

<sup>4</sup> Cal. Elections Code Section 13119(c).

<sup>5</sup> Cal. Elections Code Section 13119(a).

<sup>6</sup> The City is authorized to identify sample expenditures of anticipated TOT revenue without converting the general tax to a special tax, as long as a phrase similar to "and general government use" is included in the list.

## 1. Getting the Measure on the Ballot

In order to submit a TOT measure to the voters at the November 3, 2026, general municipal election, the City Council must adopt a resolution that (1) submits the measure to the voters at the November 3, 2026, General Municipal Election and includes the TOT ordinance with a new two percent transient occupancy tax, in addition to existing ten percent transient occupancy tax, and (2) authorizes the drafting of primary arguments by all or some councilmembers, directs the City Attorney to draft an impartial analysis of the measure, and authorizes rebuttal arguments.

In order to be adopted, this resolution must be approved by a 2/3 vote (i.e., 4/5) of the City Council and submitted to the County no later than 88 days prior to the election.<sup>7</sup> Measures may be withdrawn no later than after the 83rd day prior to the election.<sup>8</sup>

### a. Submitting the ballot measure to the voters

The City Council is generally permitted to submit measures to the voters by adopting a resolution to that effect.<sup>9</sup> This resolution must also include a ballot question pursuant to Elections Code Section 13247, which must meet the requirements referenced and discussed above. The ordinance establishing the new 2% TOT must also be attached to the resolution. However, as stated above, general taxes must be submitted at a general municipal election unless an emergency is unanimously declared by the City Council.

### b. Authorizing the drafting of primary arguments, directing the City Attorney to draft an impartial analysis of the measure, and authorizing rebuttal arguments

#### (1) Primary Arguments

Elections Code Section 9282(b) permits the City Council to authorize a member or members to author and submit primary arguments relating to a ballot measure placed on the ballot by the City Council; however, if the City Council authorizes a quorum of its membership to draft the primary argument, such drafting and approval thereof is subject to the Brown Act. In other words, a majority of members of Council must not discuss the arguments outside a public meeting. Such arguments may not exceed 300 words.

If more than one primary argument is submitted, then the City Clerk chooses the argument to appear on the voter informational materials based upon the priorities provided in Elections Code Section 9287. Primary arguments are typically due 14 days after the call of the election pursuant to Elections Code Section 9286(a); however, for consolidated elections, as is the case here, this deadline does not apply. Instead, the City Clerk may set the deadline based upon the election calendar provided by the County. After primary arguments are filed, the 10-day public examination period commences.<sup>10</sup>

#### (2) City Attorney's Impartial Analysis

When a measure qualifies for the ballot, the city attorney, on direction of the City Council, must prepare an impartial analysis of the measure showing the effect of the measure on existing law and the operation of the measure.<sup>11</sup> The impartial analysis must include a statement indicating whether the measure was placed on the ballot by the voters or by the City Council and is limited to 500 words.<sup>12</sup> Similar to the primary arguments, there is a 10-day public examination period after the deadline to impartial analysis.

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<sup>7</sup> Cal. Elections Code Section 9222.

<sup>8</sup> Cal. Elections Code Section 9605.

<sup>9</sup> Cal. Elections Code Section 9222 and 10201.

<sup>10</sup> Cal. Elections Code Section 9295.

<sup>11</sup> Cal. Elections Code Section 9280.

<sup>12</sup> Cal. Elections Code Section 9280.

### (3) Rebuttal Arguments

The City Council may also authorize rebuttal arguments.<sup>13</sup> Rebuttal arguments cannot exceed 250 words and may only be written by the authors of the selected primary arguments, and must be filed no later than 10 days after the final filing date for primary arguments.<sup>14</sup> Similar to the primary arguments and impartial analysis, there is a 10-day public examination period after the deadline to submit rebuttal arguments.

### III. Campaign and Election Activities

This section of the Staff Report provides general guidance on campaign and election activities related to ballot measures that elected officials and staff may permissibly perform.

California law proscribes certain campaign and election activities of municipal governments and their elected and appointed officials, officers, and employees (collectively “City Officials”). As a result, it is important to pay close attention to election-related conduct because failure to do so can result in personal civil and criminal liability. This liability could arise from impermissible authorization of expenditures of public funds, improper use of public resources, or failure to act with due care.<sup>15</sup>

While this section of the Staff Report provides a number of practical guidelines for City Officials to follow during local elections, it is not intended to universally address the specific facts of each individual act or occurrence.

Thus, we recommend that questions concerning specific campaign and election conduct not specifically addressed herein be directed to the City Attorney’s office.

#### A. General Guidelines

Laws governing the personal activities of City Officials during elections are intended to strike a balance among the duties of public officials, permissible uses of public funds, and voter protections. City Officials have free speech rights that they are entitled to exercise in their individual capacities, the use of public funds is strictly limited in the context of election activities, and voters are entitled to a fair election process that is free of undue influence.<sup>16</sup> In recognition of these interests, a general principle emerges: City Officials may not use taxpayer-funded resources to support, oppose, or promote a candidate for public office or ballot measure. However, City Officials may act in their individual capacities to engage in political activities in limited circumstances. What follows is a more detailed discussion, separated for ease of reference into sections covering both permissible and impermissible activities.

#### B. Permissible Activities

The following provides a convenient summary of the most commonly encountered permissible activities that City Officials may engage in related to ballot measures and campaign activities:

1. Council May Take a Position: The City Council may take a position on a ballot measure in an open and public meeting where all perspectives may be shared;<sup>17</sup>

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<sup>13</sup> Cal. Elections Code Section 9285.

<sup>14</sup> Cal. Elections Code Section 9285(a).

<sup>15</sup> Cal. Gov. Code §§ 8314, 83116, 89001, 91000, 91004; 2 Cal. Code Regs. §18901.1; Cal. Penal Code § 424; *Vargas v. City of Salinas* (2009) 46 Cal.4th 1, 36; *Stanson v. Mott* (1976) 17 Cal.3d 206, 226-27.

<sup>16</sup> *Fort v. Civil Service Comm.* (1964) 61 Cal.2d 331, 334 (right to participate in political activities as an individual); *Stanson*, supra, 17 Cal.3d at 217 (use of public funds in election campaign can lead to an “improper distortion of the democratic electoral process”).

<sup>17</sup> *Vargas*, 46 Cal. 4th at 36-37.

2. City Staff May Prepare Impartial Reports: City staff may prepare impartial staff reports and other analyses of ballot measures to assist decision-makers in determining the impact of the measure and what position to take;<sup>18</sup>
3. Informational Material: City Officials acting within the scope of their duties may provide strictly informational material concerning a proposed ballot measure, but may not promote a particular position
4. City Communication Channels: City Officials may communicate about a measure through regular City communication channels (e.g., City website or newsletter), in a way that impartially emphasizes factual information, and does not use advocacy, persuasive, or argumentative language.<sup>19</sup>
5. Respond to Inquiries: City Officials may respond to inquiries about ballot measures in ways that provide a fair presentation of the facts about the measure and the City's view of the merits of a ballot measure including, if applicable, the City Council's position on the measure;<sup>20</sup>
6. City Facilities: In limited circumstances, certain public facilities (like libraries and community centers) may be used for private political or campaign purposes.<sup>21</sup> Such public facilities may be used in this way if: the facilities are generally made available to the public for private functions; the organizers of the event comply with all standard requirements of the facilities; no public funds or resources are used to support the event; City Officials attend only in their individual and personal capacities; and the facilities are otherwise open and available for the expression of other points of view.
7. Presentation of City Position: City Councilmembers may accept invitations to present the agency's views before organizations interested in the ballot measure's effects including, if applicable, the City Council's position on the measure.<sup>22</sup>
8. Off-Duty Political Activities: City Officials may engage in political activities while off-duty.<sup>23</sup> City Officials are considered to be off-duty at times when they are away from City Hall or when they are not otherwise conducting business of the City. When speaking or appearing at functions in their official capacities, City Officials are considered to be on-duty. While off-duty, City Officials may engage in political activities such as attending a political rally, participating in a campaign committee, making calls at a phone bank, performing campaign-related work, posting campaign signs, registering voters, or advocating that persons contribute or vote for or against a candidate or ballot measure.
9. Contact with City Vendors and Solicitation of Campaign Contributions: City Officials may while off-duty request a list of City vendors and may contact those vendors and solicit campaign contributions for individual candidates and ballot measures.<sup>24</sup>
10. Endorsements: City Officials may make endorsements in an individual capacity. For example, a Councilmember may endorse a particular position on a ballot measure and may reference their official position; however, the endorsement cannot suggest that they are representing the City or the City Council.<sup>25</sup>

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<sup>18</sup> *Vargas*, 46 Cal. 4th at 36-37.

<sup>19</sup> *Vargas*, 46 Cal. 4th at 34, 40

<sup>20</sup> *Vargas*, 46 Cal. 4th at 24-25, 33.

<sup>21</sup> Gov. Code § 3207.

<sup>22</sup> *Vargas*, 46 Cal. 4th at 25, 36, citing *Stanson*, 17 Cal. 3d at 221.

<sup>23</sup> *Fort*, 61 Cal.2d at 334; see also Gov. Code § 3201 & § 3203.

<sup>24</sup> Government Code § 82030; *Breakzone Billiards v. City of Torrance*, (2000) 81 Cal.App.4th 1205.

<sup>25</sup> CA FPPC Adv. Letter I-00-216.

### C. Impermissible Activities

1. No City Funds: City Officials may not use City funds or resources to advocate for or against, a local ballot measure or candidate.<sup>26</sup>
2. No Use of City Communications: City communications regarding a ballot measure may not encourage the public to adopt the agency's views, vote one way or another, or take any other actions in support of or in opposition to the measure.<sup>27</sup>
3. On Duty: City Officials may not engage in political activities, such as attending campaign meetings, rallies or other campaign-related functions, distributing political materials, posting political signs, making campaign calls, or performing any other campaign-related tasks while on duty.<sup>28</sup>

Note: The "on duty" restrictions developed through the evaluation of traditional City employees where it is relatively easy to determine whether City employees are acting on City time and using City resources. This evaluation is more subtle with City Councilmembers who do not have an hourly schedule. It is therefore best to evaluate Councilmembers' activities in the framework of whether they are acting in their individual capacity vs. their capacity as a Councilmember performing Council-related duties, and whether the Councilmember is using City resources when engaging in political activities.

4. No City Resources: City Officials may not use City funds or resources including City office space and equipment, City phones, or City email, to advocate a position or otherwise use City funds or resources to support personal political activities.<sup>29</sup>
5. Not While in Uniform: City Officials who wear a City-provided or required uniform as required by their employment may not participate in any political activity while in uniform, even during off-duty time.<sup>30</sup>
6. No City Funds To Advocate: City Officials may not use public funds for communications that expressly advocate a particular result in an election, or disseminate advocacy materials prepared by others.
7. No City Funds for Campaign Materials: City Officials may not purchase campaign materials such as buttons, stickers, posters, advertising floats, television and radio spots, and billboards.
8. No City Funds for Campaign Brochures: Producing and mailing promotional campaign brochures is also prohibited, even when those documents contain some useful factual information for the public.<sup>31</sup>
9. No Solicitation of Contributions from City Officers or Employees: City Officials may not knowingly, directly or indirectly, solicit a contribution or donation for a political campaign from

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<sup>26</sup> *Stanson*, 17 Cal. 3d at 217; *Schroeder v. Irvine City Council* (2004) 97 Cal.App.4th 174; Gov. Code § 8314; California Legislative Counsel Opinion No. 154 (09-18-80).

<sup>27</sup> *Vargas*, 46 Cal. 4th at 40.

<sup>28</sup> Government Code § 3207.

<sup>29</sup> Government Code § 54964; *Stanson*, 17 Cal.3d at p. 209-210.

<sup>30</sup> Government Code § 3206.

<sup>31</sup> *Vargas*, 46 Cal. 4th at 24, 25, 39 n. 20.

any City officer or employee, even when the City Official is off-duty.<sup>32</sup> Prohibited solicitation activities include obtaining address lists, direct solicitation, and mass mailings.

10. No Use of Authority or Influence: City Officials may not use the authority or influence of his or her official position to persuade or induce any officer or employee to take or refrain from taking any type of political action, including persuading or inducing any individual to vote, contribute, or campaign for or against a measure.<sup>33</sup>

11. No Promises of Compensation: City Officials, whether on or off-duty, may not promise to provide any person with a gift, money, promotion, job, or other form of compensation in return for a contribution or vote.<sup>34</sup>

12. No On-Duty Advocacy: For candidate campaigns, City Officials acting within the scope of their duties may not advocate for or against a candidate for office.<sup>35</sup>

#### D. Conclusion And Additional References

Laws governing campaign and elections activities are complex. However, the general principles are that City Officials may not use taxpayer-funded resources to support, oppose, or promote a candidate for public office or ballot measure, but City Officials may, in limited circumstances, act in their individual capacities to engage in political activities.

In addition to the information provided above regarding campaign and election activities relating to ballot measures, included here are two helpful references published by the Institute for Local Government which provide additional information on the above rules:

Institute for Local Government Publication: Ballot Measures and Public Agencies:

[https://www.ca-ilg.org/sites/main/files/file-attachments/ballot\\_measures\\_and\\_public\\_agencies.pdf](https://www.ca-ilg.org/sites/main/files/file-attachments/ballot_measures_and_public_agencies.pdf)

Institute for Local Government Publication: Ballot Measure Activities & Public Resources:

[https://www.ca-ilg.org/sites/main/files/file-attachments/ballot\\_measure\\_activities\\_2018.pdf](https://www.ca-ilg.org/sites/main/files/file-attachments/ballot_measure_activities_2018.pdf)

### FISCAL IMPACT

If the ballot measure is approved by the voters at the election on November 3, 2026, the estimated annual revenue from the new 2% TOT would be approximately \$1.9 million.

The City would have to pay the County of Monterey for the costs associated with including the ballot measure on the November 3, 2026, ballot and that cost would be between approximately \$5,000 to \$10,000.

### PRIOR CITY COUNCIL ACTION

Discussion and direction at the City Council Meeting on February 3, 2026 as described above.

Discussion and direction at the City Council Meeting on April 7, 2026 as described above.

<sup>32</sup> Government Code § 3205(a).

<sup>33</sup> Government Code § 3204.

<sup>34</sup> Government Code §§ 3204 & 3205.5; Elections Code § 18520.

<sup>35</sup> Stanson, 17 Cal. 3d at 206 & 220; *Governor Gray Davis Committee v. American Taxpayer's Alliance* (2002) 102 Cal.App.4th 449.

## ATTACHMENTS

1. Staff Report to City Council for meeting on April 7, 2026
2. Draft Resolution Of The City Council Of The City Of Carmel-By-The-Sea Submitting To The Qualified Electors Of The City Of Carmel-By-The-Sea A Measure To Adopt A New Two Percent Transient Occupancy Tax, In Addition To Existing Ten Percent Transient Occupancy Tax, And Approving The Form Of The Ordinance To Be Submitted To The Voters; Requesting The Monterey County Elections Department To Conduct The Election And Requesting Consolidation Of The General Municipal Election With The Statewide General Election To Be Held On November 3, 2026; Directing The City Attorney To Prepare An Impartial Analysis Concerning Such Measure; Authorizing The Drafting Of Primary Arguments And Rebuttals Concerning Such Measure
3. Redline Version of proposed Ordinance showing changes to existing sections of City Municipal Code
4. Clean Version of proposed Ordinance showing changes to existing sections of City Municipal Code



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

**April 7, 2026**  
**ORDERS OF BUSINESS**

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Brian Pierik, City Attorney

**APPROVED BY:** Brandon Swanson, Acting City Administrator

**SUBJECT:** Discussion of draft resolutions and ordinance relating to a potential ballot measure to increase the City's Transient Occupancy Tax from 10% to 12% and Direction regarding the submission of such ballot measure to the City's voters at the November 3, 2026, general municipal election

**RECOMMENDATION:**

1. Discuss the attached draft resolutions and ordinance relating to a potential ballot measure to increase the City's Transient Occupancy Tax from 10% to 12%.
2. Motion providing direction regarding the submission of such ballot measure to the City's voters at the November 3, 2026, general municipal election.

**BACKGROUND / SUMMARY:**

**I. BACKGROUND**

The City's current Transient Occupancy Tax ("TOT") rate is 10%. Staff requests the City Council discuss and provide direction on the attached draft resolutions and ordinance, which would submit to the City's qualified voters a ballot measure that would increase the TOT rate from 10% to 12% if approved by the voters.

There are two draft Resolutions attached to this Staff Report. Resolution No. 1 would call for the election and submit the ballot measure to the voters (**Attachment 1**). If the Council has already adopted a Resolution calling for the election, Resolution No. 2 would just submit the ballot measure to the voters (**Attachment 2**). Attached to whichever Resolution is adopted would be a proposed Ordinance to increase from 10%

to 12%. A redline version of the Ordinance with track changes of the current City Municipal Code is **Attachment 3**. A clean version of the Ordinance accepting these track changes is **Attachment 4**.

The attached draft Resolutions also request that Monterey County conduct the City's November 3, 2026, General Municipal Election and to consolidate the same with the Statewide General Election to be held on the same date; direct the City Attorney to draft an impartial analysis for the ballot measure; and authorize the drafting of primary arguments and rebuttals. Approval of either Resolution requires an affirmative vote of four members of the City Council. In order for the TOT ballot measure to pass, it will require a 50% plus 1 approval vote from the City's qualified voters.

The City currently imposes and collects a TOT in the amount of 10% of the "rent" paid by each "transient" for the privilege of temporarily occupying (for thirty days or less) a "hostelry" (e.g., a hotel or similar structure), and the City imposes an obligation on each "operator" of a hostelry to collect the TOT from each transient and pay the TOT to the City.

At the City Council meeting on February 3, 2026, the Council directed staff to prepare a ballot measure to be presented to the voters for the general municipal election on November 3, 2026, that increases the TOT rate from 10% to 12% ("TOT Measure"). Consistent with Council direction, the attached draft Resolutions and draft Ordinance were prepared for the City Council's discussion and direction.

If the Council gives direction to return at the Council meeting on May 5, 2026, with one of the draft Resolutions, then staff can determine include in the Agenda Packet for that Council meeting the appropriate Resolution based on whether or not the Council has adopted a Resolution calling for the election.

## II. DISCUSSION

In order to submit the TOT measure to the City's qualified voters, the City Council must carry out certain acts, including the adoption of one of the attached draft resolutions sending the TOT measure to the voters. This staff report provides background information that is relevant to the City Council's discussion and direction on the attached draft resolution and ordinance.

### A. Votes Required to submit the TOT measure and to Increase TOT Rate

Under Proposition 218<sup>1</sup>, the City may only increase a general tax if: (a) two-thirds of the members of the City Council (which would be four affirmative votes) approve placing a tax measure on the ballot for voter consideration, and (b) the ballot measure is approved by a majority vote of the electorate at a general municipal election (for the election of members of Council).<sup>2</sup> The next general election is November 3, 2026.

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<sup>1</sup> California Constitution Articles XIII C and XIII D.

<sup>2</sup> California Government Code Sections 53723 and 53724, subject to limited exceptions for the timing of elections for declared emergencies.

## B. Current TOT Rate and Proposed Increase

As noted above, the City's existing 10% TOT is codified at Camel-by-the-Sea Municipal Code ("Municipal Code") Chapter 3.32. The proposed increase in the TOT would raise the TOT rate to 12%. The City Council may discuss and provide direction on whether this 2% increase is what the City Council desires to submit to the voters.

## C. Form of Ballot Question

The TOT measure's ballot question must meet the following requirements: (1) no more than 75 words and in the format of a "yes" or "no" question; (2) include "the amount of money to be raised annually and the rate and duration of the tax to be levied"<sup>3</sup>; and (3) "be a true and impartial synopsis of the purpose of the proposed measure, and shall be in language that is neither argumentative nor likely to create prejudice for or against the measure."<sup>4</sup> It must also be in the form of "Shall the measure ... be adopted?"<sup>5</sup> As such, the City Council should discuss and provide direction on the wording of the ballot question. A sample ballot question for a transient occupancy tax that is a general tax is as follows:<sup>6</sup>

"Shall the measure providing funding for City of Carmel-by-the-Sea's general government purposes, such as, for example, infrastructure improvements, public safety, and other general municipal purposes by increasing the transient occupancy tax, paid by lodging guests to the operators of hotels and motels, from 10% to 12%, providing approximately \$1.9 million annually until ended by voters, be adopted?"

## D. Election Procedures

The following section provides information to the City Council on the election procedures that will need to be followed when submitting the TOT measure to the City's qualified voters.

### 1. Getting the Measure on the Ballot

In order to submit a TOT measure to the voters at the November 3, 2026, general municipal election, the City Council must adopt a resolution that (1) submits the measure to the voters and includes the TOT ordinance increasing the TOT rate; (2) requests the consolidation of such general municipal election with the Statewide General Election on November 3, 2026; and (3) authorizes the drafting of primary arguments by all or some councilmembers, directs the City Attorney to draft an impartial analysis of the measure, and authorizes rebuttal arguments.

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<sup>3</sup> Cal. Elections Code Section 13119(b).

<sup>4</sup> Cal. Elections Code Section 13119(c).

<sup>5</sup> Cal. Elections Code Section 13119(a).

<sup>6</sup> The City is authorized to identify sample expenditures of anticipated TOT revenue without converting the general tax to a special tax, as long as a phrase similar to "and general government use" is included in the list.

This resolution must be approved by a 2/3 vote (i.e., 4/5) of the City Council and submitted to the County no later than 88 days prior to the election.<sup>7</sup> Measures may be withdrawn no later than after the 83rd day prior to the election.<sup>8</sup>

a. Submitting the ballot measure to the voters

The City Council is generally permitted to submit measures to the voters by adopting a resolution to that effect.<sup>9</sup> This resolution must also include a ballot question pursuant to Elections Code Section 13247, which must meet the requirements referenced and discussed above. The ordinance making changes to the TOT must also be attached to the resolution. However, as stated above, general taxes must be submitted at a general municipal election unless an emergency is unanimously declared by the City Council.

b. Requesting the consolidation of general municipal election with the Statewide General Election on November 3, 2026

The City Council may request that the November 3, 2026, general municipal election be consolidated with the Statewide General Election held on the same date.<sup>10</sup> Although the City will have to pay the County for the associated costs of consolidation, this is a standard practice that virtually all cities in California follow, because the costs for a city to run its own election are typically prohibitive.

c. Authorizing the drafting of primary arguments, directing the City Attorney to draft an impartial analysis of the measure, and authorizing rebuttal arguments

(1) Primary Arguments

Elections Code Section 9282(b) permits the City Council to authorize a member or members to author and submit primary arguments relating to a ballot measure placed on the ballot by the City Council; however, if the City Council authorizes a quorum of its membership to draft the primary argument, such drafting and approval thereof is subject to the Brown Act. In other words, a majority of members of Council must not discuss the arguments outside a public meeting. Such arguments may not exceed 300 words.

If more than one primary argument is submitted, then the City Clerk chooses the argument to appear on the ballot based upon the priorities provided in Elections Code Section 9287. Primary arguments are typically due 14 days after the call of the election pursuant to Elections Code Section 9286(a); however, for consolidated elections, as is the case here, this deadline does not apply. Instead, the City Clerk may set the deadline based upon the election calendar provided by the County. After primary arguments are filed, the 10-day public examination period commences.<sup>11</sup>

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<sup>7</sup> Cal. Elections Code Section 9222.

<sup>8</sup> Cal. Elections Code Section 9605.

<sup>9</sup> Cal. Elections Code Section 9222 and 10201.

<sup>10</sup> Cal. Elections Code Section 10403.

<sup>11</sup> Cal. Elections Code Section 9295.

## (2) City Attorney's Impartial Analysis

When a measure qualifies for the ballot, the city attorney, on direction of the City Council, must prepare an impartial analysis of the measure showing the effect of the measure on existing law and the operation of the measure.<sup>12</sup> The impartial analysis must include a statement indicating whether the measure was placed on the ballot by the voters or by the City Council and is limited to 500 words.<sup>13</sup> Similar to the primary arguments, there is a 10-day public examination period after the deadline to impartial analysis.

## (3) Rebuttal Arguments

The City Council may also authorize rebuttal arguments.<sup>14</sup> Rebuttal arguments cannot exceed 250 words and may only be written by the authors of the selected primary arguments, and must be filed no later than 10 days after the final filing date for primary arguments.<sup>15</sup> Similar to the primary arguments and impartial analysis, there is a 10-day public examination period after the deadline to submit rebuttal arguments.

### E. Informational Activities

It is important to consider that, after a measure is “certified to appear” on a particular election ballot, the City is prohibited from spending any City resources to support or oppose the ballot measure per Government Code Section 54964. Nevertheless, although there is no brightline rule on what is or is not permissible, courts consider the style, tenor, and timing of such materials to determine whether they engage in impermissible campaign advocacy.<sup>16</sup>

Although the City is not able to engage in advocacy as it relates to a ballot measure, the City is able to provide information to the public in a neutral and unbiased manner and in a format that is not argumentative. This involves utilization of the City's standard methods of communication with the public. It is recommended that any informational efforts (e.g., flyers, social media posts, etc.) be reviewed by the City Attorney's Office prior to dissemination.

As noted above, from a broad legal perspective, after a ballot measure is certified to appear before the voters, the City may only use City resources to communicate factual, impartial, and balanced information regarding the ballot measure with a goal of informing the public. The City must not use public resources for the purpose of advocating a particular result for the election.<sup>17</sup>

The City Council should discuss and provide direction as to whether it would like the City to engage in these informational activities.

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<sup>12</sup> Cal. Elections Code Section 9280.

<sup>13</sup> Cal. Elections Code Section 9280.

<sup>14</sup> Cal. Elections Code Section 9285.

<sup>15</sup> Cal. Elections Code Section 9285(a).

<sup>16</sup> *Vargas v. City of Salinas* (2009) 46 Cal.4th 1, 27.

<sup>17</sup> See *League of Women Voters v. Countywide Criminal Justice Coordination Comm.* (1988) 203 Cal.App.3d 529.

On March 24, 2026, the Carmel Innkeepers Association submitted a nine-page analysis (**Attachment 5**) expressing opposition to a TOT increase and discussing the potential impacts of total visitor costs on demand, competitive positioning, and long-term tax generation.

#### **FISCAL IMPACT:**

If the TOT measure is approved by the voters at the election on November 3, 2026, then the City would annually receive approximately \$1.9 million in revenue.

The City would have to pay the County of Monterey for the costs associated with including the ballot measure on the November 3, 2026, ballot and that cost would be between approximately \$5,000 to \$10,000.

#### **PRIOR CITY COUNCIL ACTION:**

At the City Council meeting on February 3, 2026, the Council directed staff to prepare a ballot measure as provided in the attached Resolution to be submitted to the City's qualified voters at the November 3, 2026, general municipal election.

#### **ATTACHMENTS:**

Attachment 1: Draft Resolution #1 – Calling the Election/Submitting the Ballot Measure

Attachment 2: Draft Resolution #2 – Submitting the Ballot Measure

Attachment 3: Proposed Redline Version of Ordinance (Exhibit A of Resolution)

Attachment 4: Proposed Clean Version of Ordinance (Exhibit A of Resolution)

Attachment 5: Letter from the Carmel Innkeeper's Association (March 24, 2026)

**Attachment 2**

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

**RESOLUTION NO. 2026-\_\_\_**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ORDERING THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY OF CARMEL-BY-THE-SEA A MEASURE TO ADOPT A NEW TWO PERCENT TRANSIENT OCCUPANCY TAX, IN ADDITION TO EXISTING TEN PERCENT TRANSIENT OCCUPANCY TAX, AND APPROVING THE FORM OF THE ORDINANCE TO BE SUBMITTED TO THE VOTERS; REQUESTING THE MONTEREY COUNTY ELECTIONS DEPARTMENT TO CONDUCT THE ELECTION AND REQUESTING CONSOLIDATION OF THE GENERAL MUNICIPAL ELECTION WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON NOVEMBER 3, 2026; DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS CONCERNING SUCH MEASURE; AUTHORIZING THE DRAFTING OF PRIMARY ARGUMENTS AND REBUTTALS CONCERNING SUCH MEASURE

WHEREAS, pursuant to Resolution No. [REDACTED], the City Council has called a General Municipal Election to be held on Tuesday, November 3, 2026, for the purpose of electing council members as provided therein ("General Municipal Election") and requested that the Monterey County Board of Supervisors consent to the consolidation of the General Municipal Election with the Statewide General Election to be held on the same date; and

WHEREAS, the City imposes a transient occupancy tax pursuant to Chapter 3.32 of the City of Carmel-by- the-Sea Municipal Code ("TOT"); and

WHEREAS, pursuant to Article XIIC of the California Constitution, Section 53720 et seq. of the California Government Code, the City has the authority to levy a general tax, including, but not limited to, increasing an existing tax; and

WHEREAS, Article XIIC, Section 2, of the California Constitution requires that the election at which a general tax is submitted to the electorate shall be consolidated with a regularly scheduled general election for members of the governing body of the local government, except in cases of emergency declared by a unanimous vote of the governing body; and

WHEREAS, the City Council desires to submit a measure proposing a new 2% TOT that would be in addition to the existing 10% TOT to the voters of the City at the General Municipal Election to be held on November 3, 2026, that was called pursuant to Resolution No. [REDACTED]; and

WHEREAS, the proposed measure contemplated by this Resolution establishes a general tax in which the proceeds will be deposited in the City's General Fund for general government use; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order consolidation. The resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, it is desirable that the General Municipal Election to be held on November 3, 2026, be consolidated with the Statewide General Election to be held on the same date and that within the City the precincts, polling places and election officers of the two elections be the same, and that the County of Monterey Election Department canvass the returns of such General Municipal Election and that the election be held in all respects as if there were only one election; and

WHEREAS, The City Council exercises its independent judgment and finds that this Resolution is not subject to the California Environmental Quality Act ("CEQA"), because the enactment of this Resolution: (1) does not constitute a "project" as defined by CEQA pursuant to California Code of Regulations, Title 14, Sections 15060(c)(3) and 15378; (2) will not result in a direct or reasonably foreseeable indirect physical change in the environment pursuant to California Code of Regulations, Title 14, Section 15060(c)(2); and (3) is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment pursuant to California Code of Regulations, Title 14, Section 15061(b)(3).

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

1. Recitals. The recitals set forth above are incorporated herein by this reference.
2. Submission of Measure. Pursuant to the laws of the State of California, including, but not limited to, Elections Code Section 9222 and 10201, the City Council, pursuant to its right and authority, does hereby order the submission to the voters of the City at the General Municipal Election to be held on November 3, 2026, which was called pursuant to Resolution No. [REDACTED], a ballot measure that, if approved, establishes a new 2% transient occupancy tax that is in addition to the existing 10% transient occupancy tax and will be effective until ended by voters ("Measure"). As required by Elections Code Section 13247, the abbreviated form of the Measure to appear on the ballot is specified below in Section 3.
3. Question. Accordingly, the City Council hereby orders the following question to be submitted to the voters at the General Municipal Election:

Shall the measure providing funding for City of Carmel-by-the-Sea's general government purposes, such as, for example, infrastructure improvements, public safety, and other general municipal purposes, by establishing a new transient occupancy tax of 2%, paid by lodging	YES	
	NO	

<p>guests to the operators of hotels and hostleries, in addition to the existing 10% transient occupancy tax, with the new 2% tax providing approximately \$1.9 million annually until ended by voters, be adopted?</p>		
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4. Proposed Measure. The proposed complete text of the Measure with the proposed Ordinance No. 2026-003 to be submitted to the voters is attached to this Resolution as Exhibit A and incorporated herein by this reference. Further, the City Council hereby approves such proposed complete text of the Measure with proposed Ordinance No. 2026-003 in the form as provided in Exhibit A and the submission thereof to the voters of the City.

5. Voter Approval Requirement. The vote requirement for this Measure to pass shall be a majority of those casting ballots on the Measure (50% plus 1).

6. Publication of Measure. The City Clerk is directed to publish a synopsis of the Measure in a newspaper of general circulation in the City of Carmel-by-the-Sea as required by applicable law.

7. Coordination. The City Clerk is authorized, instructed, and directed to coordinate with the Monterey County Elections Department to procure and furnish and all official ballots, notices, printed matter, and all supplies, equipment, and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

8. Request for Consolidation.

a. Pursuant to the requirements of Elections Code Section 10403, the Board of Supervisors of the County of Monterey is hereby requested to consent and agree to the consolidation of the General Municipal Election with the Statewide General Election on Tuesday, November 3, 2026, for the purpose of submitting to the voters the abovementioned Measure.

b. The Monterey County Elections Department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide elections, including, but not limited to, Elections Code Section 10418.

c. The Board of Supervisors of the County of Monterey is requested to issue instructions to the Monterey County Elections Department to take any and all steps necessary for conducting and holding the consolidated election.

d. Pursuant to Elections Code Section 10002, the Board of Supervisors of the County of Monterey is requested to permit the Monterey County Elections Department to provide any and all services necessary for conducting such General Municipal Election.

e. The City of Carmel-by-the-Sea recognizes that additional costs will be incurred by the County of Monterey by reason of this consolidation and agrees to reimburse the County of Monterey for any costs.

9. Filing with County. The City Clerk shall file a certified copy of this Resolution with the Monterey County Board of Supervisors and Monterey County Elections Department.

10. Arguments and Impartial Analysis.

a. Primary Arguments.

i. Pursuant to Elections Code Section 9282, the City Council authorizes [REDACTED] to author and submit the primary argument in favor of the Measure not exceeding 300 words, accompanied by the printed name(s) and signature(s) of the author(s) submitting it, in accordance with Article 4, Chapter 3, Division 9 of the Elections Code, and authorizes the [REDACTED] to submit a rebuttal argument to the argument against the Measure pursuant to Section 10(c).

ii. A primary argument in favor or against the Measure shall not exceed 300 words in length and shall be accompanied by the printed name(s) and signature(s) of the author(s) submitting it, or, if on behalf of an organization, the name of the organization, and the printed name and signature of at least one of its principal officers who is the author of the argument, in accordance with Article 4, Chapter 3, Division 9 of the Elections Code. Primary arguments shall be accompanied by the Form of Statement to Be Filed By Author(s) of Argument. Submittals of primary arguments are to be delivered to the City Clerk no later than [REDACTED] p.m. on [REDACTED], 2026, and may be changed or withdrawn up and until such date and time.

iii. In the event that more than one argument in favor or against the foregoing Measure is timely submitted, then consistent with Elections Code Section 9287, the City Clerk shall select the argument to be included with the ballot materials, giving preference and priority first, to arguments submitted by member(s) of the City Council, and second, to individual voters, or bona fide associations of citizens, or a combination thereof, in the order set forth in Elections Code Section 9287.

b. City Attorney Impartial Analysis. The City Council directs the City Clerk to transmit a copy of the Measure to the City Attorney. Pursuant to Elections Code Section 9280, the City Attorney shall prepare an impartial analysis of the Measure not exceeding 500 words showing the effect of the Measure on existing law and the operation of the Measure. The analysis shall include a statement indicating whether the Measure was placed on the ballot by a petition signed by the requisite number of voters or by the City Council. In the event the entire text of the Measure is not printed on the ballot, nor in the voter information portion of the voter information guide, there shall be printed immediately below the impartial analysis, in no less than 10-point type, the following: "The above statement is an impartial analysis of Ordinance or Measure \_\_\_\_\_. If you desire a copy of the ordinance or measure, please call the election official's office at (insert phone number) and a copy will be mailed at no cost to you." The impartial analysis shall be filed by [REDACTED] p.m. on [REDACTED], 2026.

c. Rebuttal Arguments.

i. Pursuant to Section 9285 of the Elections Code of the State of California, rebuttal arguments shall be permitted for the Measure.

ii. When the City Clerk has selected the primary arguments for and against the Measure (not exceeding 300 words each), which will be printed and distributed to the voters, the City Clerk shall send a copy of an argument in favor of the Measure to the authors of

any argument against the Measure and a copy of an argument against the Measure to the authors of any argument in favor of the Measure immediately upon receiving the arguments.

iii. The author or a majority of the authors of an argument relating to a city measure may prepare and submit a rebuttal argument not exceeding 250 words or may authorize in writing any other person or persons to prepare, submit, or sign the rebuttal argument. A rebuttal argument may not be signed by more than five authors.

iv. The rebuttal arguments shall be filed with the City Clerk, signed, with the printed name(s) and signature(s) of the author(s) submitting it, or if submitted on behalf of an organization, the name of the organization, and the printed name and signature of at least one of its principal officers, by \_\_\_\_\_ p.m. on \_\_\_\_\_, 2026. The rebuttal arguments shall be accompanied by the Form of Statement to Be Filed By Author(s) of Argument. Rebuttal arguments shall be printed in the same manner as the direct arguments. Each rebuttal argument shall immediately follow the direct argument which it seeks to rebut.

v. The provisions of Section 10(c) shall apply only to the election to be held on November 3, 2026, and shall then be repealed.

d. Printing. The City Clerk shall cause the City Attorney's impartial analysis, and duly selected arguments, to be printed and distributed to voters in accordance with State law regarding the same.

11. Notice of Election. Notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

12. Conduct of Election as Provided by Law. In all particulars not recited in this Resolution, the General Municipal Election shall be held and conducted as provided by law for holding municipal elections.

13. Implementation. The City Clerk and City Administrator are authorized to take all actions as necessary to effectuate the purposes of this Resolution and the election. The City Administrator is authorized to execute all documents and to perform all other necessary City acts to enter into a service agreement for the provision of election services with Monterey County Elections Department. The City Administrator is authorized to make any typographical, clerical, and non-substantive corrections to this Resolution and its exhibits/attachments.

14. Printing of Measure. The City Council of the City of Carmel-by-the-Sea hereby requests that the Monterey County Elections Department print the attached full Measure text Exhibit A exactly as filed or indicated on the filed document in the voter information guide for the November 3, 2026 Statewide General Election.

15. Environmental Compliance. The City Council finds the adoption of this Resolution and the Proposed Ordinance are not subject to the California Environmental Quality Act ("CEQA"), because the enactment of this Resolution and the Proposed Ordinance: (1) do not constitute a "project" as defined by CEQA pursuant to California Code of Regulations, Title 14, Sections 15060(c)(3) and 15378; (2) will not result in a direct or reasonably foreseeable indirect physical change in the environment pursuant to California Code of Regulations, Title 14, Section 15060(c)(2); and (3) is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment pursuant to California Code of

Regulations, Title 14, Section 15061(b)(3).

16. Effective Date. This Resolution shall take effect immediately following passage and adoption by the Carmel-by-the-Sea City Council.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this \_\_\_ day of \_\_\_\_ 2026, by the following roll call vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

\_\_\_\_\_  
Dale Byrne, Mayor

\_\_\_\_\_  
Nova Romero, MMC, City Clerk

Exhibit A  
**Text of Measure/Ordinance**

Attachment 3 - REDLINE VERSION

CITY OF CARMEL-BY-THE-SEA

**ORDINANCE NO. 2026-003**

AN ORDINANCE OF THE VOTERS OF THE CITY OF CARMEL-BY-THE-SEA AMENDING CARMEL-BY-THE-SEA MUNICIPAL CODE CHAPTER 3.32 (TRANSIENT OCCUPANCY TAX) TO ADOPT A NEW TWO PERCENT TRANSIENT OCCUPANCY TAX, IN ADDITION TO EXISTING TEN PERCENT TRANSIENT OCCUPANCY TAX

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WHEREAS, prior to the effective date of this ordinance, the City of Carmel-By-The-Sea ("City") had established an existing transient occupancy tax in the amount of 10 percent of the rent charged by any operator of a hostelry ("Existing TOT"), as codified at Carmel-By-The-Sea Municipal Code ("City Code") Chapter 3.32 (Transient Occupancy Tax); and

WHEREAS, on February 3, 2026, the City Council directed staff to prepare a resolution calling for the placement of a proposed ordinance, as set forth herein, to amend City Code Chapter 3.32 by which a new transient occupancy tax in the amount of 2 percent of the rent charged by any operator of a hostelry ("New TOT") would be placed on the ballot for consideration by the voters at the November 3, 2026 General Municipal Election; and

WHEREAS. If this ordinance is approved by the voters at the November 3, 2026 General Municipal Election, the City will have an effective transient occupancy rate of 12 percent of the rent charged by any operator of a hostelry (based on the Existing TOT of 10 percent plus the New TOT of 2 percent); and

WHEREAS, at the November 3, 2026 General Municipal Election, the electorate of the City of Carmel-By-The-Sea did consider this ordinance and approved the actions set forth herein.

NOW THEREFORE, ON THE BASIS OF THE FOREGOING, THE PEOPLE OF THE CITY OF CARMEL-BY-THE-SEA, DO HEREBY ORDAIN AS FOLLOWS::

**SECTION 1.** Title 3, Section 3.32.020, Tax Imposed, Subsection A shall be amended in its entirety as set forth below. As described in the recitals to this ordinance, this ordinance does not amend, extend, or increase the Existing TOT in the amount of 10 percent of the rent charged by any operator of a hostelry, and that Existing TOT shall remain in effect and be implemented in accordance with City Code Chapter 3.32. This ordinance hereby establishes a New TOT in the amount of 2 percent of the rent charged by any operator of a hostelry; and, since the procedures of City Code Chapter 3.32 apply to both the Existing Tax and the New Tax, those tax amounts shall be codified in the same section of the City Code, as follows:

3.32.020: Tax Imposed.

A. For the privilege of occupancy in any hostelry, each transient is subject to and shall pay a tax in the amount of 10 percent of the rent charged by the operator, plus a new tax in the amount of 2 percent of the rent charged by the operator, for a total tax in the amount of 12 percent of the rent charged by the operator. The tax constitutes a debt owed by the transient to the City which is extinguished only by payment to the operator or to the City.

**SECTION 2.** For Title 3, Section 3.32.130, Disposition of Proceeds, Subsections A and B are not amended by this ordinance. However, as an aid to the reader, the existing text of Subsections A and B are copied below and will remain in effect, as follows:

3.32.130: Disposition of Proceeds.

All moneys collected under and pursuant to the provisions of this chapter shall be deposited in the hostelry tax fund of this City and shall be distributed within the fund as follows:

A. The first six percent to the extent needed:

1. That amount necessary to fund the portion of the municipal budget covering community and cultural and recreation activities including but not limited to Sunset Center and the Forest Theater, parks, public facilities and municipal structures, and parking lots;

2. The remainder to be distributed to fund such acquisition and improvement of parks, recreation land and other municipal purposes as determined from time to time by the City Council; provided, that all such uses shall be in accordance with the General Plan of the City, as it is now or may be hereafter constituted;

B. The remainder of the first six percent, the additional two percent added by Ordinance No. 78-13, and the additional two percent added by Ordinance No. 83-22 shall be added to the General Fund for usual and current expenses.

**SECTION 3.** Title 3, Section 3.32.130, Disposition of Proceeds, shall be amended to add a new Subsection C, as follows:

3.32.130: Disposition of Proceeds.

C. The additional two percent added by Ordinance No. 26-003 shall be added to the General Fund for usual and current expenses.

**SECTION 4.** Scope of Amendments. Unless specifically amended by this ordinance, all other provisions of the Carmel-By-The-Sea Municipal Code Chapter 3.32 remain unchanged.

**SECTION 5.** General Tax. The proceeds from the 2% tax established by this ordinance shall be for unrestricted general revenue purposes of the City and shall be placed into the General Fund of the City.

**SECTION 6.** Future Amendments. Pursuant to California Elections Code Section 9217, the City Council is authorized to amend Carmel-By-The-Sea Municipal Code Chapter 3.32 without a vote of the electorate; provided however, that no such amendment shall increase the tax imposed as set forth in Carmel-By-The-Sea Municipal Code Chapter 3.32.

**SECTION 7.** Severability. The City declares that, should any provision, section; paragraph, sentence or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences and words of this Ordinance shall remain in full force and effect.

**SECTION 8.** CEQA. The City finds that this Ordinance is not subject to environmental review under the California Environmental Quality Act ("CEQA") because the Ordinance is an activity that is excluded from the definition of a project by Public Resources Code sections 21065 and 21080(b)(8) and California Code of Regulations Sections 15273 and 15378(b) (the "CEQA Guidelines"). The proposed Ordinance includes organizational or administrative activities of government which will not result in direct or indirect physical changes to the environment and are exempt from CEQA under CEQA Guidelines Sections 15060(c)(2) and 15061(b)(3).

**SECTION 9.** Effective Date. This Ordinance relates to the levying and collecting of City transient occupancy taxes and shall take effect immediately upon approval by the majority of the electorate.

**SECTION 10.** Termination Date. The authority to levy the tax imposed by this ordinance shall expire upon an action to terminate as authorized by majority vote of the qualified electors of the City of Carmel-By-The-Sea.

**SECTION 11.** Adoption. Following a declaration by the City Council that this ordinance was approved by a majority of the voters, as set forth in Elections Code Section 9217, the Mayor is hereby authorized to approve that this ordinance was adopted on November 3, 2026, by signing where indicated below.

PASSED AND ADOPTED BY THE VOTERS OF THE CITY OF CARMEL-BY-THE-SEA this [ ] day of [MONTH, YEAR].

APPROVED,

\_\_\_\_\_

DALE BRYNE, MAYOR  
City of Carmel-by-the-Sea

ATTEST:

\_\_\_\_\_  
Nova Romero, City Clerk

CITY OF CARMEL-BY-THE-SEA

**ORDINANCE NO. 2026-003**

AN ORDINANCE OF THE VOTERS OF THE CITY OF CARMEL-BY-THE-SEA AMENDING CARMEL-BY-THE-SEA MUNICIPAL CODE CHAPTER 3.32 (TRANSIENT OCCUPANCY TAX) TO ADOPT A NEW TWO PERCENT TRANSIENT OCCUPANCY TAX, IN ADDITION TO EXISTING TEN PERCENT TRANSIENT OCCUPANCY TAX

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WHEREAS, prior to the effective date of this ordinance, the City of Carmel-By-The-Sea ("City") had established an existing transient occupancy tax in the amount of 10 percent of the rent charged by any operator of a hostelry ("Existing TOT"), as codified at Carmel-By-The-Sea Municipal Code ("City Code") Chapter 3.32 (Transient Occupancy Tax); and

WHEREAS, on February 3, 2026, the City Council directed staff to prepare a resolution calling for the placement of a proposed ordinance, as set forth herein, to amend City Code Chapter 3.32 by which a new transient occupancy tax in the amount of 2 percent of the rent charged by any operator of a hostelry ("New TOT") would be placed on the ballot for consideration by the voters at the November 3, 2026 General Municipal Election; and

WHEREAS. If this ordinance is approved by the voters at the November 3, 2026 General Municipal Election, the City will have an effective transient occupancy rate of 12 percent of the rent charged by any operator of a hostelry (based on the Existing TOT of 10 percent plus the New TOT of 2 percent); and

WHEREAS, at the November 3, 2026 General Municipal Election, the electorate of the City of Carmel-By-The-Sea did consider this ordinance and approved the actions set forth herein.

NOW THEREFORE, ON THE BASIS OF THE FOREGOING, THE PEOPLE OF THE CITY OF CARMEL-BY-THE-SEA, DO HEREBY ORDAIN AS FOLLOWS:

**SECTION 1.** Title 3, Section 3.32.020, Tax Imposed, Subsection A shall be amended in its entirety as set forth below. As described in the recitals to this ordinance, this ordinance does not amend, extend, or increase the Existing TOT in the amount of 10 percent of the rent charged by any operator of a hostelry, and that Existing TOT shall remain in effect and be implemented in accordance with City Code Chapter 3.32. This ordinance hereby establishes a New TOT in the amount of 2 percent of the rent charged by any operator of a hostelry; and, since the procedures of City Code Chapter 3.32 apply to both the Existing Tax and the New Tax, those tax amounts shall be codified in the same section of the City Code, as follows:

3.32.020: Tax Imposed.

A. For the privilege of occupancy in any hostelry, each transient is subject to and shall pay a tax in the amount of 10 percent of the rent charged by the operator, plus a new tax in the amount of 2 percent of the rent charged by the operator, for a total tax in the amount of 12 percent of the rent charged by the operator. The tax constitutes a debt owed by the transient to the City which is extinguished only by payment to the operator or to the City.

**SECTION 2.** For Title 3, Section 3.32.130, Disposition of Proceeds, Subsections A and B are not amended by this ordinance. However, as an aid to the reader, the existing text of Subsections A and B are copied below and will remain in effect, as follows:

3.32.130: Disposition of Proceeds.

All moneys collected under and pursuant to the provisions of this chapter shall be deposited in the hostelry tax fund of this City and shall be distributed within the fund as follows:

A. The first six percent to the extent needed:

1. That amount necessary to fund the portion of the municipal budget covering community and cultural and recreation activities including but not limited to Sunset Center and the Forest Theater, parks, public facilities and municipal structures, and parking lots;

2. The remainder to be distributed to fund such acquisition and improvement of parks, recreation land and other municipal purposes as determined from time to time by the City Council; provided, that all such uses shall be in accordance with the General Plan of the City, as it is now or may be hereafter constituted;

B. The remainder of the first six percent, the additional two percent added by Ordinance No. 78-13, and the additional two percent added by Ordinance No. 83-22 shall be added to the General Fund for usual and current expenses.

**SECTION 3.** Title 3, Section 3.32.130, Disposition of Proceeds, shall be amended to add a new Subsection C, as follows:

3.32.130: Disposition of Proceeds.

C. The additional two percent added by Ordinance No. 26-003 shall be added to the General Fund for usual and current expenses.

**SECTION 4.** Scope of Amendments. Unless specifically amended by this ordinance, all other provisions of the Carmel-By-The-Sea Municipal Code Chapter 3.32 remain unchanged.

**SECTION 5.** General Tax. The proceeds from the 2% tax established by this ordinance shall be for unrestricted general revenue purposes of the City and shall be placed into the General Fund of the City.

**SECTION 6.** Future Amendments. Pursuant to California Elections Code Section 9217, the City Council is authorized to amend Carmel-By-The-Sea Municipal Code Chapter 3.32 without a vote of the electorate; provided however, that no such amendment shall increase the tax imposed as set forth in Carmel-By-The-Sea Municipal Code Chapter 3.32.

**SECTION 7.** Severability. The City declares that, should any provision, section; paragraph, sentence or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences and words of this Ordinance shall remain in full force and effect.

**SECTION 8.** CEQA. The City finds that this Ordinance is not subject to environmental review under the California Environmental Quality Act ("CEQA") because the Ordinance is an activity that is excluded from the definition of a project by Public Resources Code sections 21065 and 21080(b)(8) and California Code of Regulations Sections 15273 and 15378(b) (the "CEQA Guidelines"). The proposed Ordinance includes organizational or administrative activities of government which will not result in direct or indirect physical changes to the environment and are exempt from CEQA under CEQA Guidelines Sections 15060(c)(2) and 15061(b)(3).

**SECTION 9.** Effective Date. This Ordinance relates to the levying and collecting of City transient occupancy taxes and shall take effect immediately upon approval by the majority of the electorate.

**SECTION 10.** Termination Date. The authority to levy the tax imposed by this ordinance shall expire upon an action to terminate as authorized by majority vote of the qualified electors of the City of Carmel-By-The-Sea.

**SECTION 11.** Adoption. Following a declaration by the City Council that this ordinance was approved by a majority of the voters, as set forth in Elections Code Section 9217, the Mayor is hereby authorized to approve that this ordinance was adopted on November 3, 2026, by signing where indicated below.

PASSED AND ADOPTED BY THE VOTERS OF THE CITY OF CARMEL-BY-THE-SEA this [ ] day of MONTH, YEAR.

APPROVED,

\_\_\_\_\_  
DALE BRYNE, MAYOR

ATTEST:

\_\_\_\_\_  
Nova Romero, City Clerk



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

**May 4, 2026**  
**ORDERS OF BUSINESS**

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Jayme Fields, Finance Manager

**APPROVED BY:** Brandon Swanson, Acting City Administrator

**SUBJECT:** Receive the 2nd Fiscal Year 2025-2026 Tri-Annual Budget Report

**RECOMMENDATION:**

Receive the 2nd Fiscal Year 2025-2026 Tri-Annual Budget Report.

**BACKGROUND / SUMMARY:**

The purpose of this agenda item is to provide an update on the Fiscal Year 2025-2026 budget based upon the revenues received and expenses incurred through the first eight months of the fiscal year (July 1, 2025 – February 28, 2026). The Financial Stewardship Workgroup and the City staff collaborated on a plan to create a more regular review of the City's budget through a tri-annual review (3 times per year) rather than a single mid-year review, which is what has historically been done. This is the second tri-annual review.

This second tri-annual review allows for a deeper analysis, including suggestions of potential adjustments that are needed, and this review facilitated the preparation of the coming 2026-2027 budget. As this is the first year of this new approach, feedback from the Council and the community is welcomed on the format of this budget report, and the content that is included within.

An analysis of budget vs. actual is detailed below. Overall, the status of the City's budget is healthy and generally on track as anticipated. There are only four recommended budget adjustments needed after the first eight months of operation.

**Revenue**

The City’s three major sources of revenue are property taxes, sales and use taxes, and transient occupancy taxes. The amounts reported here are based on cash collected in the months of July through February. The City received its first tranche of property taxes in December and will receive its second tranche in April. Sales and use taxes, which include the statewide sales tax and the local “Measure C” sales tax, are remitted by the State on a quarterly basis, with estimated progress payments received monthly. The sales taxes received to date include advances for January through March, as well as a true-up for the prior quarter. The \$3.0 million received in state Sales Tax and \$5.0 million received in Measure C local sales tax thus far, combined, are slightly ahead as a percentage of the budget compared to where they were at this time last year (79% and 76% in the current year, respectively, compared to 72% and 77% in the prior year). Transient occupancy tax (TOT) revenue of approximately \$7.5 million is currently slightly more than was collected at this time last year but represents a decrease as a percentage of budget compared to the same time last year (82% of budget in the current year compared to 88% in the prior year). This decrease in Transient Occupancy Tax compared to the budget is due to a significantly increased budget for TOT as the City was more aggressive in its revenue budgeting than in prior years. The remainder of the variances at this time represent the cumulative effects of report timing, fluctuating tax receipt trends, and tighter underlying budget assumptions, and do not appear to represent a material change to the budget.

Revenue from Charges for Services totals approximately \$1.7 million and is 57% of the budget compared to 75% of the budget at this time last year. The decrease is due to the timing of receipts and to a more aggressive revenue budget in the current year, including a budgeted \$549 thousand annual increase in Ambulance revenues which has not been realized. Other Revenue (which includes Business License Renewals) totals approximately \$4.1 million and is 126% of the budget compared to 113% of the budget at this time last year.

A summary of revenues to date is as follows:

<b>Revenue Category</b>	<b>Adopted Budget FY 25-26</b>	<b>Jul - Feb Receipts FY 25-26</b>	<b>Percent Received FY 25-26</b>	<b>Jul - Feb Receipts FY 24-25</b>	<b>Percent Received FY 24-25</b>
Property Taxes	9,198,405	5,460,059	59%	5,242,995	58%
State Sales & Use Tax	3,828,119	3,035,734	79%	2,695,415	72%
Local Sales Tax - Measure C	6,595,056	4,992,546	76%	4,632,010	77%
Transient Occupancy Taxes	9,109,116	7,501,368	82%	6,973,139	88%
Charge for Services	2,911,901	1,669,255	57%	1,682,715	75%
Other	3,272,484	4,109,368	126%	3,388,240	113%
<b>Total</b>	<b>34,915,081</b>	<b>26,768,330</b>	<b>77%</b>	<b>24,614,514</b>	<b>77%</b>

**Expenditures**

The City’s largest expenditure category is salaries and benefits, which account for 44% of the revenues forecast to be received in the Fiscal Year 2025-2026 Adopted Budget. For the period of July through February, the salaries and benefits expenditures, inclusive of annual Worker’s Compensation insurance premiums, total \$9.4 million. These expenditures represent 62% of the total budgeted salaries and benefits expense and generally align with budget projections, which were more conservative than in prior years, resulting in a higher percentage of the budget compared to the prior year. Services and supplies expenditures total \$7.1 million, or 60% of the amount budgeted for the year. The City Non-Departmental expenses include insurance premiums of approximately \$1 million and the annual unfunded pension liability (UAL) payment of approximately \$2.6 million paid in July. Debt service principal payments have all been executed for Fiscal Year 2025-2026.

Capital Outlays currently reflect spending on 17 active projects, including paving and drainage repairs, pathway reconstruction and essential Police/Public works building repairs. Total capital outlays to date represent a significant increase over similar expenditures in the prior year.

A summary of expenditures to date is as follows:

<b>Expense Category</b>	<b>Adopted Budget FY 25-26</b>	<b>Jul - Feb Disbursements FY 25-26</b>	<b>Percent Disbursed FY 25-26</b>	<b>Jul - Feb Disbursements FY 24-25</b>	<b>Percent Disbursed FY 24-25</b>
Salaries/Benefits	15,214,176	9,359,678	62%	8,621,046	53%
Services/Supplies	11,829,173	7,146,718	60%	5,605,579	53%
Non-Departmental *	4,747,943	4,079,618	86%	3,670,787	88%
Debt Service	509,100	459,895	90%	467,665	87%
Capital Outlay	8,405,191	2,722,978	32%	1,940,374	16%
<b>Total</b>	<b>40,697,491</b>	<b>23,768,887</b>	<b>58%</b>	<b>20,305,451</b>	<b>46%</b>

\* Largely comprised of Insurance and Unfunded Pension Liability Payments

**Budget Adjustments**

Based on analysis of the first eight months of operations, it is forecast that adjustments to the budget will be needed in order to reflect anticipated expenditures in the remaining four months of operations. These adjustments are based on forecasts, as the actual expenses throughout the rest of the fiscal year are not known yet. Of course, staff will continue to manage costs through the rest of the year in an effort to control costs.

Expenses

*Fire (\$305,000):* Additional funds are needed for increased Vehicle Maintenance costs associated with the City’s outdated fleet, which is in the process of being replaced. This

overage also includes reimbursements to the City of Monterey for overtime as Fire Department personnel filled-in on the short-staffed ambulance, as well as to capture incidental services not included in the adopted budget (i.e., laundry, dispatching).

*City Attorney (\$140,000):* Additional funds are needed for attorney costs due to extra hours incurred addressing telecommunication issues as well as ballot measures and labor negotiations, all of which were unique to this Fiscal Year.

Revenue

*Interest & Investment Earnings \$445,000 :* As City management has worked to maximize interest earnings, including the use of new interest-bearing accounts to earn interest on all its deposited funds, interest earnings have exceeded the budget. These unexpected revenues are sufficient to cover the increased costs associated with Fire and the City Attorney.

See details included in Exhibit A.

**FISCAL IMPACT:**

There is no net increase to the Fiscal Year 2023-2024 budget thanks to interest and investment earnings exceeding budget expectations.

**PRIOR CITY COUNCIL ACTION:**

Council adopted the Fiscal Year 2025-2026 Budget on June 3, 2025 (Resolution 2025-052).

**ATTACHMENTS:**

- 1. Attachment 1) Resolution 2026-027 Approving Amedments to the FY 2025-2026 Adopted Budget
- 2. Attachment 2) Exhibit A - Proposed Budget Adjustments

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

**RESOLUTION NO. 2026-027**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA RECEIVING THE FISCAL YEAR 2025-2026 MID-YEAR BUDGET REPORT AND APPROVING BUDGET AMENDMENTS TO THE FISCAL YEAR 2025-2026 ADOPTED BUDGET**

WHEREAS, the City Council adopted Resolution #2025-052 approving the Fiscal Year 2025-2026 annual operating and capital budget on June 3, 2025; and

WHEREAS, the Mid-Year Budget report provides an update regarding revenue and expenditure trends and whether fiscal performance to date aligns with budget assumption; and

WHEREAS, after review of expenditures and revenues as of February 28, 2026; and

WHEREAS, the City requires additional appropriations to increase the budget for the use of contracted services, and unanticipated revenue; and

WHEREAS, the Carmel Municipal Code Section 3.06.030 requires Council to approve all transfers of appropriations between departments.

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

Approve budget amendments to Fiscal Year 2025-2026 Budget as shown in the attached Exhibit A.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of MARCH, by the following roll call vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

SIGNED:

ATTEST:

\_\_\_\_\_  
Dale Byrne, Mayor

\_\_\_\_\_  
Nova Romero, MMC, City Clerk

## Exhibit A

## Proposed Budget Adjustments

<b>General Ledger Account and Description</b>	<b>Purpose</b>	<b>FY 2025/26 Amended Budget</b>	<b>Adjustment Amount</b>	<b>FY 2025/26 Adjusted Budget</b>
101-117-00-42001 Fire Contract Services	Increases in overtime, true-up and incidental costs.	\$ 3,346,924.00	\$ 225,000.00	\$ 3,571,924.00
101-117-00-42203 Fire Vehicle Maintenance	Increased vehicle repair costs.	\$ 40,000.00	\$ 80,000.00	\$ 120,000.00
101-112-00-42001 City Attorney Contract Services	Increase for extra time invested.	\$ 442,000.00	\$ 98,000.00	\$ 540,000.00
101-112-00-42004 City Attorney Legal	Increased for extra time invested.	\$ 75,000.00	\$ 42,000.00	\$ 117,000.00
101-000-00-37001 Interest & Investment Earnings	Adjustment to recognize increased earnings.	\$ 358,883.00	\$ 445,000.00	\$ 803,883.00