

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

SPECIAL MEETING MINUTES

August 30, 2023

CALL TO ORDER AND ROLL CALL

Mayor Dave Potter called the meeting to order in Carpenter Hall at the Sunset Center at 10:00 a.m.

Roll Call: Councilmembers Jeff Baron, Alissandra Dramov, Karen Ferlito, Mayor Pro Tem Bobby Richards, and Mayor Potter were all present.

PUBLIC APPEARANCES

Mike Buffo said he is still very interested in the Flanders Mansion project. Ken White and Laura Bolling spoke about the Carmel Area Wastewater District (CAWD) board meeting discussions regarding the development of a "Bridge to Everywhere" to construct a safe crossing over the Carmel River and invited the public to attend future meetings. Nancy Twomey said she would like to see the City develop a Downtown Master Plan and having a big picture plan for downtown would help guide many of the priority projects. Brian Sours spoke about the deteriorating state of the City's beach infrastructure and sand erosion problems and asked for Council to address these critical repairs before the next storm season. Karyl Hall asked Council to consider having the Planning Commission involved in the process of deciding where to install Flock Cameras and allow for the public to give their input.

ORDERS OF BUSINESS

- 1. Conduct a workshop/retreat to discuss the City Council's Strategic Priority Projects, gather input from the public, and provide direction to staff regarding prioritization of each project on the list. City Council may give directions to staff during strategic planning, however, any actions to implement such directions will be considered at future scheduled Council meetings.**

City Administrator Rerig gave a brief introduction of the item. He mentioned that yesterday the Council received the results of a community survey on Council priorities conducted by the Carmel Residents Association (CRA), as well as a separate survey on the Parking Management Program conducted by the Carmel Chamber of Commerce. He highlighted the 8 (eight) Council Priorities that have been completed to date:

1. Develop a Multi-Pronged Financial Strategy to Address Pension Liability
2. Restructure Peninsula Messenger Service for At-Home Letter Delivery
3. Develop Organics/Recycling Ordinance
4. Forest Theater Facilities Manager
5. Review and Update Sign Ordinance

6. Filling Vacancies
7. Pandemic Recovery
8. Update Purchasing Policy

City Administrator Rerig summarized the status of the following 22 currently active Council Priorities, including the percentage completed since the last workshop in January, and staff's projection through the end of the year. Mayor Potter opened public comment for input on each priority.

1) Update Zoning Code and Design Guidelines (Residential & Commercial) AND Explore Reinstatement of the Design Review Board (DRB) – 75% complete – Top Priority

Staff reported that the two combined projects are making good progress towards being completed towards the end of the year and anticipate that adoption hearings will begin in early 2024. Staff reiterated that since both projects need to go before the Coastal Commission for approval it is a lengthy process and requires copious staff resources. Councilmember Baron suggested that Board and Commission Member onboarding and training be thoroughly conducted, especially if the DRB is reinstated.

Public Comment:
Nancy Twomey

2) Develop Accessory Dwelling Unit (ADU) Ordinance – 75% complete – Top Priority

Staff reported that the draft ADU Ordinance is making progress and is projected to go before the Planning Commission for review in November 2023. City Administrator Rerig explained that staff capacity is a major factor in the timeline for bigger projects, such as this one. He suggested that Council consider utilizing consultants to continue to move priorities through to completion.

3) Develop Telecommunications Ordinance Consistent with Federal Law – 85% complete – Top Priority

Staff reported that the draft Wireless Telecommunication Ordinance will be introduced at the September 12th Council meeting, and the final ordinance is on schedule to be adopted before the end of the year.

Public Comment:
Tasha Witt

4) Explore Opportunities for Permanent Outdoor Dining – 25% complete

Staff reported that this item has no significant update as it has not been identified as a Top Priority. Council discussed the idea of adding or modifying this priority as "Developing a Downtown Master Plan".

5) Review Barriers to Construction of Affordable Housing – 75% Complete – Top Priority

Staff reported that the Draft Housing Element, which addresses several barriers to affordable housing construction, was submitted to the California Department of Housing for review. Staff anticipates the State will provide their comments towards the end of the year, which will be incorporated, and the final Housing Element will be presented to Council for review and adoption.

Public Comment:
Nancy Twomey

6) Explore Redevelopment of the North Lot at Sunset Center – 0% Complete

Staff reported that the Sunset Center North Lot was included in the Draft Housing Element as an affordable housing opportunity site. Staff added that due to staff capacity, other higher priority items, and the cost of redevelopment, there is no further projection at this time.

Public Comment:
Nancy Twomey
Ken White

7) Police/Public Works Building Renovation Project – 20% Complete – Top Priority

City Administrator Rerig said this item is possibly the highest priority on the list. He added that since the last workshop an Architect was selected, and the condition assessment is in progress. He said that staff projects that the consultant will have concept plans and cost estimates for renovation options and new facility presented to Council in a report by early 2024. He added that staff continues to meet with the ad hoc committee, and future exploration of a bond to finance the project may be necessary. Councilmember Baron commented that the current percentage complete be amended to 30%.

Public Comment:
Karyl Hall
Nancy Twomey
Tasha Witt

8) Review Opportunities for Enhanced Fire/Ambulance Services – 10% complete – Top Priority

City Administrator Rerig said that the City is exploring new opportunities for enhanced Fire and Ambulance Services through a Joint Powers Agreement (JPA), a recommendation which originated from a past ad hoc committee. Councilmember Baron said he would like Council to explore other options aside from a JPA, such as contracting services with Cal Fire. Mayor Potter agreed and said future discussion on this topic should include reinstating an ad hoc committee.

Public Comment:
Brian Sours
Tim Twomey

9) Develop a plan to ensure that the City's natural areas, as well as private property, are properly maintained to reduce fire risk – 55% Complete – Top Priority

City Administrator Rerig said that following the tragic wildfires in Lahaina, Maui, reducing fire risk remains a top priority as staff continues to focus on removing fire fuel and working on other fire mitigation measures. Fire Chief Panholzer reported that the Community Wildfire Protection Plan (CWPP) draft will be presented to Council in the next couple of months. Councilmember Ferlito said it is vital to remain proactive through educating the community on ways to reduce fire risk, routine inspections, removing dead trees, tree pruning, and developing a citywide evacuation plan.

Public Comment:
Tasha Witt
Melanie Billig
Ken White
Sam Farr
JC Myers
Susan Vierre
Kevan Urquhart
Karyl Hall
Harvey Billig

10) Develop Urban Forest Master Plan (UFMP) & Update Tree Ordinance – 60% complete – Top Priority

Staff reported that the Forest and Beach Commission, Public Works, and Davey Resource Group consultants have been diligently working on the process of drafting the UFMP, finalizing a community survey, and holding public workshops. Staff reported they are on track to have the first draft of the UFMP for Council review toward the end of the year.

Public Comment:
Nancy Twomey
Dale Byrne
Tasha Witt
Melanie Billig

11) Stormwater Ordinances Update – 90% Complete – Top Priority

Staff reported that the draft Ordinance is nearly complete and will be presented to Council for a first reading in the next couple of months and is on track to be adopted by the end of the year.

12) Volunteer Group Oversight/Facilitation – 75% complete

City Administrator Rerig said that volunteer group facilitation, coordination, and oversight is an ongoing effort. Councilmember Ferlito suggested renaming the priority as “Volunteer Oversight, Facilitation, and Appreciation”, and advocated for celebrating, utilizing, and highlighting the wonderful volunteer groups in the community.

Public Comment:
Tasha Witt

RECESS

Council took a recess at noon and resumed the meeting at 12:35 pm.

13) Increase Beautification Efforts – Ongoing – 50% complete – Top Priority

Staff reported that ongoing beautification efforts and coordination with Carmel Cares and other volunteer groups continues. Staff added that tree planting and median island landscaping continues to beautify the village. Council discussed the need for more frequent sidewalk and trashcan cleaning and creating incentives for business owners to pitch in. Mayor Potter suggested a quarterly award to the business who has the most clean/beautiful business front and sidewalk area as an incentive.

Public Comment:
Tasha Witt
JC Myers
Kelly Francis
Dale Byrne

14) Develop a Facilities Maintenance Plan (Facility Renovation Projects) – 45% Complete – Top Priority

Staff reported on the progress that is being made on various CIP projects, the City Hall parking lot retaining wall is completed, and other projects have completed design plans. Staff added that the current economy and inflation have resulted in facility renovation bids coming in at almost double the estimated cost, resulting in delays. Staff reported they are strategizing ways to work around these issues, and are continuing to obtain quotes for other projects.

Public Comment:
Dale Byrne

15) Underground Utilities Rule 20A – 40% Complete – Top Priority

Staff reported that two preliminary concepts for undergrounding were submitted to PG&E, and both met criteria for funding through Rule 20A. Staff added that in November staff will submit the two options to council as well as a white paper regarding establishing an Assessment District and submit documents to PG&E to “lock in” allocations. Staff notes that it will be a long process and to expect a backlog for PG&E’s construction and that the California Public Utilities Commission (CPUC) rules may present challenges. Councilmember Baron suggested forming an ad hoc committee for this item to address a utilities assessment district.

Public Comment:

Dale Byrne

Tasha Witt

16) Explore Opportunities for Scout House – 35% Complete – Top Priority

Staff reported that a Request for Proposals (RFP) for renovation, activities programming and facility maintenance was released but no proposals were received. Staff requested further direction from Council to explore other opportunities for the Scout House based on the California Department of Housing and Community Development (HCD) findings.

Public Comment:

Nancy Twomey

Tasha Witt

Dale Byrne

17) Coastal Engineering Study and Climate Committee – 20% Complete

Staff reported that Consultants are preparing Coastal Engineering Study (CES) and that the Shoreline Infrastructure Condition Assessment was presented to Forest & Beach Commission in March, and the Beach Sand Survey was presented to the commission in August. Staff also projected that by the end of the year an RFP for a coastal engineering firm will be released, and staff will request Council approval to enter into an agreement with the selected firm.

Public Comment:

Kelly Brezoczky

18) Review/Reformulate Approach to Reserves/Update Financial Policies – 35% Complete – Low Priority

Staff reported that the Fiscal Year 22-23 financial audit will provide the Finance Manager the opportunity for thorough review and updates to policies.

Public Comment:

Tasha Witt

19) Develop and Implement Social Media Plan – 50% Complete – Low Priority

Staff reported that the City recently launched a City website refresh, however, more funds may be needed to make additional improvements. Staff is seeking direction on whether this should remain a priority or change the scope. Councilmember Ferlito said that future discussion on the best methods for communicating with residents, such as via newsletters, or other methods for emergencies. Councilmembers Baron and Dramov suggested renaming the priority to something else other than social media plan, such as communication with residents.

Public Comment:
Nancy Twomey
Tasha Witt

20) Explore Opportunities for Flanders Mansion – 10% Complete – Top Priority

Staff is seeking Council direction on the next steps, priority level, and timeline for the Flanders Mansion project.

Public Comment:
Tasha Witt

21) Street Addresses – 30% Complete – Top Priority

Staff reported that they are continuing to research options for street addresses while continuing to build a relationship and communicate with the Carmel postmaster. Staff will provide an update to Council within the next couple of months providing options. Councilmember Ferlito commented that by not having street addresses the City is not in compliance with existing Fire Code that states that new and existing buildings are required to have “an approved address...with the numbers plainly visible from the road”.

Public Comment:
Betty Kullas
Nancy Twomey
David O’Neil
Tasha Witt
Melanie Billig
Kevan Urquhart
Susan Viere
Harvey Billig
JC Myers
Tim Twomey

22) Explore Parking and Traffic Management Program – 50% Complete – Top Priority

City Administrator Rerig announced that Council will receive an update from the consultant on the Parking and Congested Traffic (PACT) Program at the October 3rd City Council meeting to allow the residents more time to submit their feedback.

Public Comment:
Betty Kullas

City Administrator Rerig mentioned two items which were previously identified by Council as a possible new priorities:

- 1) Outdoor Wine Tasting - Ordinance Modification
- 2) Carmel Area Waste Water District (CAWD) - Carmel River Bridge

Council gave consensus direction that both items will be discussed at a future meeting whether to add to the list of priorities. City Administrator Rerig recommended that if CAWD is added to the list it be a low priority. Community Planning and Building Director Swanson said that further direction from Council is needed to proceed with an Outdoor Wine Tasting Ordinance. Mayor Potter suggested a Wine Tasting Ordinance ad hoc committee, consisting of himself and Councilmember Baron, and further direction would be given to staff at the October Council meeting.

Public comment:
Kim Stemler

City Administrator Rerig summarized a list of items currently being worked on that require much staff capacity to complete to keep in mind when adding priorities:

- Beach Fire Ordinance
- Historic Context Statement Update (Round 2) – grant funds from the state to hire a consultant to help format and update language.
- Sign Ordinance Revision
- Timeshare Ordinance
- Update General Plan Safety Element
- Round 2 of Scanning/Digitizing - all of the rolled up plans at Vista Lobos
- Establish a formal Citywide policy/ordinance regarding the use of copper for water conveyance (gutters, downspouts, scuppers, roofing, etc)

Councilmember Baron requested that Council consider adding the following items to the list of priorities:

- Transient Occupancy Tax (TOT) Increase - explore getting on the 2024 ballot as a possible revenue source for City Infrastructure such as the new Police Department building.
- Board and Commissioner training.
- Undergrounding Power Lines – as a bigger project, separate from Rule 20A, appointing an ad hoc committee.

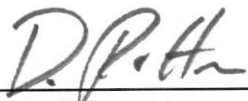
- Car Week Impacts – Safety, preparedness

Mayor Pro Tem Richards said he would like to form an ad hoc with himself and Baron to discuss Fire and Ambulance ad hoc, as well of some members of the public that were on the previous ad hoc such as Tim Twomey. Councilmember Ferlito said she would like to discuss use of the Rio Park that is not currently annexed when addressing the CAWD Bridge to Everywhere Project.

ADJOURNMENT

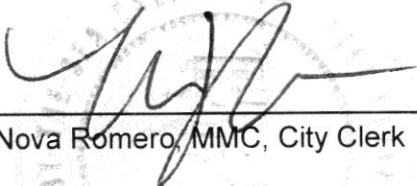
Council adjourned at 2:14 pm.

SIGNED:



Mayor Potter, Mayor

ATTEST:



Nova Romero, MMC, City Clerk

