



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

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

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

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

Special Meeting Monday, September 8, 2025 3:00 PM

HYBRID MEETING ATTENDANCE OPTIONS

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

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

Webinar ID: 819 9122 1369

Passcode: 055985

Dial in: (253) 215-8782

HOW TO OFFER PUBLIC COMMENT

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

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.

CALL TO ORDER AND ROLL CALL

CONSENT AGENDA (Estimated time - 5 min)

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

- 1) August 4, 2025, Special Meeting Minutes, and August 5, 2025, Regular Meeting Minutes
- 2) July 2025 Monthly Reports
- 3) July 2025 Check Register Summary
- 4) Resolution 2025-073 authorizing the purchase of two (2) electric 2025 Ford F-150 Lightnings from Watsonville Ford under Sourcewell Contract #091521-NAF in the amount of \$121,857.56
- 5) Resolution 2025-074 Approving Revisions to City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution
- 6) Resolution 2025-075 designating the 2025 Holiday Closure from December 24, 2025, through January 2, 2026

PUBLIC HEARINGS (Estimated time - 180 min)

- 7) **APPEAL 25115 (Esperanza Carmel Commercial - JB Pastor Building):** Continued from the August 4, 2025 City Council hearing, consideration of an Appeal (APPEAL 25115, Esperanza Carmel Commercial - JB Pastor Building) filed by Krista Ostoich on behalf of Mike Brown, Mike Cate, Don Goodhue, Steve Hillyard, Vinz Koller, Courtney Kramer, Cindy Lloyd, Ian Martin, Rich Pepe, Kristi Reimer, and Julie Wendt of the Planning Commission's approval (Resolution No. 2025-020-PC) of Design Review, DR 23-140 (Esperanza Carmel Commercial - JB Pastor Building), Use Permit, UP 21-113 (Esperanza Carmel Commercial - JB Pastor Building), Lot Merger, LM 20-394 (Esperanza Carmel Commercial - JB Pastor Building), and associated environmental determination for the JB Pastor Building located at Dolores Street 2 southeast of 7th Avenue in the Service Commercial (SC) District at Lots 6, 8, and 10 of Block 91. APNs: 010-145-023-000,

010-145-024-000, and 010-145-012-000. Consider adoption of Resolution 2025-076.

RECESS

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

ADJOURNMENT

CORRESPONDENCE

Correspondence received after agenda posting will be uploaded to this Google Drive link: [Sept. 8, 2025, Correspondence Received](#)

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

SPECIAL NOTICES TO PUBLIC

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



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

September 8, 2025
CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: August 4, 2025, Special Meeting Minutes, and August 5, 2025,
Regular Meeting Minutes

RECOMMENDATION:

Approve Draft Minutes.

BACKGROUND / SUMMARY:

The City Council routinely approves minutes of its meetings.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

None for this action.

ATTACHMENTS:

1. City Council Special Meeting Minutes - August 4, 2025
2. City Council Regular Meeting Minutes - August 5, 2025

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

SPECIAL MEETING MINUTES

Monday, August 4, 2025

TOUR OF INSPECTION - 2:00 PM

The City Council conducted an on-site tour of inspection of the property listed below:

1. Dolores Street 2 southeast of 7th Avenue, Carmel (Esperanza Carmel Commercial - JB Pastor Building)

CALL TO ORDER AND ROLL CALL - COUNCIL CHAMBERS

Mayor Byrne called the meeting to order in the Council Chambers at 3:01 p.m.

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

CONSENT AGENDA

Councilmember Buder pulled item #5, and Councilmember Dramov pulled items #2, 4, and 7.

Motion by Mayor Pro Tem Delves to approve consent agenda items #1, 3, and 6, 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

The following Consent Agenda were approved:

Item 1 - June 30, 2025, Special Meeting Minutes, and July 1, 2025, Regular Meeting Minutes - ***Approved 5-0-0-0***

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

Item 6 - Resolution 2025-066 Approving the consumption of alcohol on public property and the erection of tents for the Carmel Woman's Club Centennial Celebration on Saturday, September 20, 2025 - ***Approved 5-0-0-0***

ITEMS PULLED FROM CONSENT

Mayor Byrne requested a continuation of four items pulled from consent to the August 5th City Council meeting and received consensus agreement from Council. The following consent agenda items were continued to August 5, 2025:

Item 2 - June 2025 Monthly Reports - ***continued to August 5th***

Item 4 - Resolution 2025-064 authorizing the purchase of a Caterpillar 255 Compact Track Loader from Quinn Company under Sourcewell Member Contract #020223 for \$119,485.08 - ***continued to August 5th***

Item 5 - Resolution 2025-065 Approving Revisions to City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution - ***continued to August 5th***

Item 7 - Resolution 2025-067 Authorizing the City Administrator to Execute Amendment No. 4 to a Professional Services Agreement with Traffic Patterns, LLC, extending the term through June 30, 2028, for recruitment services, and authorizing a not-to-exceed amount of \$45,000 for the 3-year term extension - ***continued to August 5th***

PUBLIC HEARINGS

Item 8 - APP 25115 (Esperanza Carmel Commercial - JB Pastor Building): Consideration of an Appeal (APP 25115, Esperanza Carmel Commercial - JB Pastor Building) filed by Krista Ostoich on behalf of Mike Brown, Mike Cate, Don Goodhue, Steve Hillyard, Vinz Koller, Courtney Kramer, Cindy Lloyd, Ian Martin, Rich Pepe, Kristi Reimer, and Julie Wendt of the Planning Commission's approval (Resolution No. 2025-020-PC) of Design Review, DR 23-140 (Esperanza Carmel Commercial - JB Pastor Building), Use Permit, UP 21-113 (Esperanza Carmel Commercial - JB Pastor Building), Lot Merger, LM 20-394 (Esperanza Carmel Commercial - JB Pastor Building), and associated environmental determination for the JB Pastor Building located at Dolores Street 2 southeast of 7th Avenue in the Service Commercial (SC) District at Lots 6, 8, and 10 of Block 91. APNs: 010-145-023-000, 010-145-024-000, and 010-145-012-000

Mayor Byrne recused himself from this item on the advice of the City Attorney due to a perceived conflict of interest related to donations from the property owner to Carmel Cares, a nonprofit he founded. He left the dais and the meeting at 3:08 p.m.

Mayor Pro Tem Delves recused himself from this item due to a 2024 in-kind campaign donation he received from one the appellants, Rich Pepe, when running for City Council. He left the dais and the meeting at 3:09 p.m.

Councilmember Buder disclosed a \$1,000 donation he received from one the appellants, Rich Pepe, which he returned within 30 days of the appeal being added to the agenda, as allowed

under the Levine Act. He confirmed with the Fair Political Practices Commission (FPPC) that he could participate. He said he had planned to recuse himself regardless, until he found out there would be less than a quorum of Council present, he decided to participate.

Councilmember Baron assumed the chair and outlined the hearing process and time limits. Principal Planner Evan Kort presented the staff report. Councilmembers deferred comments until after hearing public comments.

Public appearances:

Krista Ostoich, Esq, on behalf of the project appellants
Jun Sillano, on behalf of the project applicant/property owner
Ken White
Julie Christopher
Anne Draper
Andi Carr
Donna Ketcham
Neal Kruse
Joe DiNucci
Donna Jett
Linda Califore
Nancy Twomey
Mel Ahlborn
Karyl Hall
Cindy Lloyd
Courtney Kramer
Julie Wendt
Mike Brown
Mike Cate
Ian Martin

RECESS

Council took a recess at 5:15 pm and returned to the dais at 5:25 pm to resume the meeting.

Public appearances (resumed):

Steve Hillyard
Victoria Beach
Kristi Reimers
Don Goodhue
Steve Hillyard
Dr. Barbara Lamprecht
Alex Ramos
Troy Fink
Jeanne

Rich Pepe
Chris Campbell
Cesar Plascencia
Krista Ostoich, Esq, rebuttal comment on behalf of the appellants
Jun Sillano, rebuttal comment on behalf of the project applicant

Councilmembers decided to divide up the discussion of the appeal into sections: Building and Structure, Parking, Landscaping, Historic Preservation, and CEQA.

Building Structure & Code Interpretation - Council debated whether the second-floor catwalk connecting two buildings caused the structure to exceed the 10,000 sq. ft. limit allowed for in CMC §17.14.140(C). Councilmember Buder noted conflicting code definitions of “open space” and “structure,” and stressed the need to clarify the ambiguity before deciding. Councilmember Dramov felt the building exceeded the size limit and was not in compliance with the municipal code. Councilmembers Baron and Buder sided with the Planning Commission’s interpretation that the project meets the requirements of the City Code.

Parking - Council voiced concerns regarding the projects proposed stacked parking stalls being impractical, unsafe, and unavailable to the public. Councilmember Buder made comparisons to other local sites with more efficient use of space and underground parking. All three Councilmembers supported the appellants’ position that the proposed parking was inadequate.

Landscaping - Councilmembers discussed whether rooftop or catwalk landscaping counts toward the 50% ground-level landscaping requirement as stated in CMC §17.34.080(A)(1). Council consensus aligned with the appellants’ that the project’s landscaping does not meet the requirements or the intent of the City Code.

Historic Preservation - Councilmember Dramov argued that the historical review done by PAST Consultants should have addressed the entire building, not just the wall next to the Dolores and 7th Restaurant, and that the project did not meet conditions adopted by Council in 2023 by Resolution 2023-099. Councilmember Buder noted the lack of legal challenge to prior historical determinations but questioned whether the consultant’s review was complete. Councilmember Baron emphasized the Council’s role in determining if the 3 conditions for the project stated in the resolution adopted in 2023 were met.

CEQA - Councilmembers Baron and Buder agreed the project was categorically exempt from CEQA under Class 31 exemption. Councilmember Dramov disagreed with that assessment.

RECESS

Council took a recess at 6:15 pm and returned to the dais at 6:45 pm and resumed the meeting.

Council discussion on the appeal resumed.

Council Consensus Direction:

Councilmembers Baron, Buder and Dramov agreed unanimously to uphold the appeal on the issues of parking and landscaping, and to remand the project back to the Planning Commission with direction based on Council findings.

Council directed staff to prepare a new resolution reflecting the Council's findings for adoption at the September 8, 2025, Council meeting to formally adopt the Council's findings, as well as draft motions for Council to vote on regarding maximum floor area, consistency with the Secretary of Interior Standards, and CEQA.

Councilmember Buder recommended scheduling a future discussion to clarify the ambiguous sections of the Municipal Code.

Motion by Councilmember Baron to continue the appeal hearing (APP 25115, Esperanza Carmel Commercial - JB Pastor Building) to the September 8, 2025, City Council meeting at 3:00 p.m., with direction to staff to return with a Resolution with the Council's findings on the appeal regarding the issues of parking and landscaping, and to return with draft motions for Council to vote on regarding the structure maximum floor area, consistency with the Secretary of Interior Standards, and CEQA, seconded by Councilmember Buder, and approved by the following roll call vote:

AYES: Councilmembers Baron, Buder, and Dramov

NOES: None

ABSENT: None

ABSTAIN: Mayor Pro Tem Delves (recused), Mayor Byrne (recused)

ADJOURNMENT

Council adjourned the meeting at 9:25 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

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

REGULAR MEETING MINUTES

Tuesday, August 5, 2025

CALL TO ORDER AND ROLL CALL

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

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

PLEDGE OF ALLEGIANCE

Councilmember Dramov led the pledge of allegiance.

EXTRAORDINARY BUSINESS

1. Artistic Spotlight - Carmel International Film Festival - Lawrence Roeck gave a presented on the Carmel International Film Festival, detailing its growth into a global event focused on independent cinema and Carmel's artistic community. He announced the 2025 festival, scheduled for October 2-5, will feature screenings, workshops, and discussions, drawing film enthusiasts and professionals.

2. Receive the Central Coast Community Energy (3CE) Annual Report Presentation

Catherine Steadman, a representative from Central Coast Community Energy (3CE), presented on 3CE's progress and future, highlighting advancements in renewable energy and storage, the success of member agency programs, and their vision for a sustainable, energy-efficient Central Coast.

PUBLIC APPEARANCES

Nancy Twomey

Maria Ruess

Nina Beety

ANNOUNCEMENTS

City Administrator Announcements - Thanked Acting Police Chief Todd Trayer for stepping up after the retirement of the Police Chief and wished him the best of luck in his first car week.

City Attorney Announcements - no announcements.

Councilmember Announcements -

Councilmember Buder - congratulated the Carmel Youth Baseball All-Star Team on their achievements.

Mayor Pro Tem - Reported on the Street Address Working Group, comprising himself, Administrative Analyst Emily Garay, and residents Nancy Twomey, Kevin Ruess, and Paula Hazdovac. He said the group is nearing completion of its information-gathering mission to understand the process for implementing street addresses, if the City Council decides to proceed. He said the group will be hosting two community workshops on their research and findings, and answering questions from the public, and then the group will present their findings and public feedback to Council in October. He thanked Councilmembers Buder, Baron and Dramov for holding the appeal hearing yesterday. He also thanked staff for their responses to the public in emails and their excellent customer service.

Councilmember Dramov - Thanked City Clerk Romero for the implementation of the new agenda management system and encouraged any members of the public who needs assistance navigating the new system to reach out to the City Clerk.

Mayor Byrne - added his thanks to IT staff on the agenda system and announced that Car Week is coming up.

CONSENT AGENDA

Motion by Councilmember Buder to adopt Consent agenda items #1-3, Seconded by Mayor Pro Tem Delves, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

The following consent agenda items were approved:

Item 1 - Second reading and adoption of Ordinance No. 2025-003 Adding Section 2.52.686 – (Paid Parental Leave) to the Carmel-by-the-Sea Municipal Code - **Approved 5-0-0-0**

Item 2 - Resolution 2025-069 of the City Council of the City of Carmel-by-the-Sea approving the current salary schedule for At-Will (Unrepresented), Management Unit (an affiliate of LiUNA), General Unit (an affiliate of LiUNA), Police Officers Association, and Temporary/Hourly in compliance with California Public Employees Retirement Law (PERL) and the California Code of Regulations (CCR) Title 2, Section 570.5 - **Approved 5-0-0-0**

Item 3 - Resolution 2025-070 approving an update to the Monterey Regional Stormwater Management Program Memorandum of Agreement - **Approved 5-0-0-0**

ITEMS PULLED FROM CONSENT - AUGUST 4, 2025 MEETING

The Council continued discussion of the following consent items, which were continued from the August 4, 2025, Special Meeting:

Item 2 (August 4th) - June 2025 Monthly Reports - *Approved 5-0-0-0*

Councilmember Dramov questioned the emergency coastal permit for the 10th Ave Beach Access Stairs reconstruction and related concerns about the contractor, Trujillo Landscaping, including their licensing and bidding compliance. Public Works Director Ken Wysocki explained that after initial consideration of Trujillo Landscaping, it was determined that new engineering designs need to be completed to make sure the project is build to last and is structurally sound. He said that because of this, the project has been put on hold while an engineering firm does the new plans and then the City will issue a formal bid for the project.

Public Comment: None.

Item 4 (August 4th) - Resolution 2025-064 authorizing the purchase of a Caterpillar 255 Compact Trac Loader from Quinn Company under Sourcewell Member Contract #020223 for \$119,485.08 - *Approved 5-0-0-0*

Councilmember Dramov requested the item be pulled to express her support for the purchase of this necessary equipment, noting it will result in cost savings by eliminating the need for rental equipment.

Public comment: None

Item 7 (August 4th) - Resolution 2025-067 Authorizing the City Administrator to Execute Amendment No. 4 to a Professional Services Agreement with Traffic Patterns, LLC, extending the term through June 30, 2028, for recruitment services, and authorizing a not-to-exceed amount of \$45,000 for the 3- year term extension - *Approved 5-0-0-0*

Councilmember Dramov pulled this item for discussion and requested clarification on the role, effectiveness, and involvement of the Traffic Patterns consultant in the recruitment process. HR Manager Marisa Bermudez said that Traffic Patterns assists with the recruitment process, such as job posting, organizing interview dates, screening background checks, and the cost amounts to less than \$15,000 per year.

Public Comment: None

Motion by Councilmember Buder to adopt Consent agenda items #2, 4, and 7 from the August 4, 2025, meeting agenda, seconded by Mayor Pro Tem Delves, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Item 5 (August 4th) - Resolution 2025-065 Approving Revisions to City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution - ***continued to a future meeting with direction to staff to make minor edits***

Councilmember Buder requested that the item be pulled from consent for further discussion and proposed alternative edits. He proposed that “Agenda Preparation” and “Agenda Finalization” sections specify that the Mayor and Mayor Pro Tem meet to finalize the draft agenda, and that the final agenda be approved by the Mayor or Mayor’s designee.

City Attorney Brian noted his draft policy avoids creating a standing committee obligation by stating: “The City Administrator will request input from the Mayor and Mayor Pro Tem in preparing the agenda.” He recommended substituting “confer” for “meet.”

Councilmember Dramov supported Buder’s proposal, which gives more authority to the Mayor in finalizing agendas. Councilmember Baron suggested alternative wording: “The Mayor and/or the Mayor’s designee will provide input in the preparation of the agenda.”

Motion by Mayor Pro Tem Delves to approve the updated Policy with the amendments proposed by Councilmember Buder, seconded by Councilmember Dramov.

After discussion, Mayor Pro Tem Delves withdrew his motion. Mayor Byrne suggested that this item be brought back at the next meeting with minor edits for formal adoption so it is clear what the policy being adopted is.

Motion by Councilmember Buder to continue adoption of the revised Policy to the next City Council Meeting, with the changes discussed, seconded by Mayor Pro Tem Delves, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

ORDERS OF BUSINESS

Item 4 - Resolution 2025-072 Approving the Ad Hoc Committee’s Recommended Reduced Square Footage for Police and Public Works Facilities and Authorizing the City Administrator to

Issue a Request for Proposal (RFP) for Architectural Services for Police and Public Works Facilities.

Public Works Director Wysocki presented the item, noting prior Council direction to reduce the building size and issue a new RFP for architectural plans. He outlined that the RFP would request:

- Conceptual plans and cost estimates for a reduced-size rebuild
- Confirmation of floor area assumptions
- Design examples demonstrating understanding of the City's design ethos
- Swing space planning and logistics
- Code compliance
- Demonstrated experience with police station design

City Administrator Rerig said staff can return with a draft RFP at the next meeting.

Public Comment: none.

Councilmember Dramov said the RFP language should allow architects with experience in either police stations *or* civic buildings, not require both. Mayor Pro Tem Delves emphasized urgency in moving the RFP and project forward, and supported considering non-local architects who respect local character; suggested including two Councilmembers on the selection committee.

Councilmember Buder proposed an analysis of whether the firing range could generate revenue to offset costs. He said he also favored a local architect as lead with a police station specialist as consultant. Councilmember Baron agreed with Buder and Dramov on a local architect lead, with support and review from an architect with civic or police building experience. He also supported community engagement, defined checkpoints for police facility review, and civic design compatibility, and opposed relying on firing range revenue but supported an analysis.

Mayor Byrne voiced his support for a civic architect paired with a police facility specialist.

City Administrator Rerig recommended retaining the current ad hoc committee and returning with a draft RFP for Council to review. Acting Police Chief Trayer reported on recent safety improvements at the existing facility and thanked Council for prioritizing immediate upgrades.

Council gave consensus direction to staff to return with a draft RFP for Council review at the next meeting.

RECESS

Council took a recess at 6:25 p.m. and left the dais. Council returned to the dais and resumed the meeting at 7:00 p.m.

Item 5 - Resolution 2025-071 approving the installation of additional stop signs at intersections within the commercial district, including two new signs at 5th Avenue and San Carlos Street, and

directing a six-month traffic impact report from the Police Department to evaluate their effectiveness

Acting Police Chief Trayer summarized the Traffic Safety Committee's recommendation to convert seven two-way stops in the commercial district to three or four-way stops. He supported this recommendation with his personal observations. He reported that the estimated cost for sign installation is \$640 per sign, totaling approximately \$10,000 to install all the recommended signage, and would be preceded by public outreach if approved. Chief Trayer requested Council discussion and input on the recommendation to add stop signs on Monte Verde.

Public Comment:

Laura Bolling

Nancy Twomey

Karen Ferlito

Councilmember Dramov and Mayor Byrne agreed with the Police Chief's recommendation to install stop signs at all suggested locations, with a 6-month update. Councilmember Baron expressed concern about increased congestion and noted minimal property-damage-only accidents. Councilmembers Buder and Delves emphasized the need for stop signs on 5th and 6th, downhill towards narrow Monte Verde, for safety.

Motion by Mayor Pro Tem Delves to adopt Resolution 2025-071, approving the installation of additional stop signs in the commercial district, including two at 5th Avenue and San Carlos Street, with an update in 6 months from the Police Department on their effectiveness, seconded by Councilmember Buder, and approved 4-1-0-0 by the following roll call vote:

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

NOES: Councilmember Baron

ABSENT: None

ABSTAIN: None

Item 6 - Receive an Update on Employee Parking Solutions

Assistant City Administrator Brandon Swanson introduced City Intern Jack Norman, who researched downtown employee parking solutions. Mr. Swanson also announced that the City secured Larson Field for parking with a shuttle during Car Week.

Jack Norman presented his research and possible solutions to relieve downtown parking congestion by addressing employee parking. He summarized the following:

Key Findings & Ideas:

- Employee Parking Impact: 200–500 downtown spaces occupied daily by employees.
- Residential Parking: Employees use residential areas (400–500 weekday spaces available between 7th–Santa Lucia and Junipero–San Carlos).

- Off-Site Parking Options:
 - *Sunset Center North Lot*: Potential for employee-only parking; no shuttle needed.
 - *Rio Road Lot*: Requires shuttle service.
- Parking Lot Optimization: Attendants to maximize space, provide security, and support shuttles.
- Encouraging Participation (“Carrot vs. Stick”): Incentives over penalties; partner with Carmel Chamber of Commerce. MST/Enterprise could provide 7–12 passenger shuttles with mobile app tracking.
- Employee Shuttle Incentives: Raffles, business recognition, subsidies (“Carmel Bucks”).

Next Steps:

- Business/community outreach, budget review, off-site lot exploration, operational planning.
- City Council approval required for any new parking program.

Chamber of Commerce Input (from Kati Enea):

- Survey shows employee parking is a major productivity issue.
- Businesses want reliable, comfortable shuttles (seasonal use may be appropriate).
- Broad support for residential parking permits for employees.

Public comment:

Linda Califore
 Donna Jett
 Linda Bolling
 Nancy Twomey
 Tim Vonn
 Joe Cleese
 Doug Schmitz
 Chris Campbell
 Karen Ferlito
 Cindy Lloyd

Councilmember Dramov supported employee-only parking at Sunset North Lot but opposed residential parking. She inquired about shuttle/attendant funding. Mayor Pro Tem Delves opposed using Rio Park as a parking lot, advocating for it as open space, and found residential parking fair due to public street access. He suggested paid parking in the commercial core to deter employee use and supported a Mission lot shuttle.

Councilmember Baron opposed exclusive employee use of Sunset Center North Lot, favoring reduced car use via improved bus schedules and tourist alternatives. He supported paid parking to manage traffic flow and fund shuttles. Mayor Byrne noted residential areas were becoming de facto employee parking and supported exploring paid parking and addressing encroachments. He said there was a lack of support for valet parking at Sunset Center.

Council consensus direction was to remove Rio Park as a potential parking solution, and gave general support for employee parking in residential areas rather than in the commercial core. Council agreed that paid parking and shuttle options should remain under consideration.

FUTURE AGENDA ITEMS

Councilmember Dramov requested a future agenda item on in-lieu parking and fees, receiving majority support.

Councilmember Buder proposed discussing municode updates, specifically Chapter 17 conflicts and parking lift omissions. Councilmember Baron suggested delaying Chapter 17 amendments until design guidelines are adopted, stating staff is working on them and code amendments shouldn't be "reactive." Mayor Pro Tem Delves noted that Title 17 amendments would require Planning Commission review. Councilmember Dramov agreed on the need for logical discussion order.

City Administrator Rerig announced that a Special City Council Meeting on pickleball will be scheduled for early September.

ADJOURNMENT

Council adjourned the meeting at 8:55 pm.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



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

September 8, 2025
CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: July 2025 Monthly Reports

RECOMMENDATION:

Review and receive monthly reports.

BACKGROUND / SUMMARY:

This is a monthly series of reports:

- City Administrator Contract Log
- 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. City Administrator Contract Log - July 2025
2. Community Planning and Building Department Reports - July 2025

3. Fire and Ambulance Report - July 2025
4. Public Records Act Requests - July 2025
5. Public Works Department Reports - July 2025

City Administrator Contract Log
FY 2024-25
JUNE 2025

Date entered Into	Contractor	Contract Amount	Purpose
6/3/2025	WALD, RUHNKE & DOST ARCHITECHS	\$19,500.00	Professional services Fire Dept Engine Bay Expansion
6/20/2025	Precision Concrete Cutting	\$12,420.00	Software to manage and track sidewalk repairs and inspections
6/26/2025	Complete Paperless Solutions (CPS)	\$10,000.00	Laserfiche vital records data migration project



CITY OF CARMEL-BY-THE-SEA Monthly Report

Community Planning and Building Department

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

JULY 2025 – DEPARTMENT ACTIVITY REPORT

I. PLANNING PERMIT APPLICATIONS:

In July 2025, **34** planning permit applications were received.

II. BUSINESS LICENSE APPLICATIONS:

In July 2025, **0** business license applications were received.

III. BUILDING PERMIT APPLICATIONS:

In July 2025, **54** building permit applications were received.

IV. CODE COMPLIANCE CASES:

In July 2025, **24** new code compliance cases were created.

V. TRANSIENT RENTAL COMPLIANCE CASES:

In July 2025, **2** new transient rental compliance cases were created.

VI. ENCROACHMENT PERMIT APPLICATIONS:

In July 2025, **18** encroachment permit applications were received.

VII. TREE PERMIT APPLICATIONS:

In July 2025, **25** tree permit applications were received.

VIII. YEAR-TO-DATE TRENDS

Table 1 includes the following July 2025 totals:

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

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

Table 1
Permit Application Totals and YTD Percentage Changes

	PLANNING	BUSINESS LICENSES	BUILDING	CODE COMPLIANCE	TRANSIENT RENTAL COMPLIANCE	ENCROACH- MENTS	TREE REMOVAL & PRUNING
2024 YTD Totals	237	38	351	83	12	153	223
2025 YTD Totals	234	27	344	116	10	133	208
YTD % Difference	-1.27%	- 28.95%	-1.99%	+39.80%	-16.66%	-13.07%	-6.73%



Planning Permit Report

07/01/2025 - 07/31/2025

Permit #	Permit Type	Permit Identifier	Track	Project Description	Address/Location	Date Received	Date Approved	Status
25234	Design Study	DS 25234 (Smith)		REBUILD EXISTING CARPORT AND DECK LIKE FOR LIKE DUE TO TREE DAMAGE	CARMELO 7 NE OF OCEAN A			Pending Assignment
25233	Design Study	DS 25233 (Layman)	One	Revision to previously approved Design Study DS 23-137	San Carlos Street 5 SW of 13th Ave	7/28/2025		In Review
25232	Time Extension	TE 25232 (Smith)	One	This approval of a 12-month time extension for Design Study approval DS 24069 (Smith) authorizes alterations to an existing single-family residence located at 5013 Lobos Street in the Single-Family Residential (R-1) District, APN: 010-012-012-000. The alterations approved under this Design Study include: 1. Converting the carport and storage, 2. Demolition of the asphalt driveway 3. Replacing windows and doors, 4. Construction of a new front entry landing, 5. Associated site improvements. Alterations not expressly listed in this authorization are not permitted. The project shall be consistent with the plans prepared by Charles Mandurrango Architect as approved by City of Carmel-by-the-Sea Planning Division on September 11, 2024 unless modified by the conditions of approval contained herein. The project also includes a first-story with a 575-square-foot Accessory Dwelling Unit (ADU), which is exempt from discretionary review.	5013 Lobos Street	7/25/2025	7/28/2025	Approved

25231	Use Permit	UP 25231 (Esperanza Carmel Commercial, LLC)		Bar/ lounge operations 7 days a week from 4PM-2M; customers can enjoy light background music or watch a sports broadcast or play a game of chess in the lounge area	Lincoln 5 SW Ocean Ave	7/22/2025		Incomplete Submission
25230	Reasonable Accommodation	RA 25230 (Prest)	One	Requesting accommodation for the installation of a generator which is a little louder then City code. Reason - my health needs for 24 hour power to my home and health needs of my son who helps me maintain property.	N Carmelo 5 NW 4th Ave			Closed
25229	Design Study	DS 25229 (Kirz)	One	Design study and historic evaluation for the review of roof replacement on a historic residence.	Junipero 2 NW of 3rd	7/21/2025		In Review
25228	Design Study	DS 25228 (Zaslow)	One	Addition of new covered garden folly with new stone steps.	2984 Santa Lucia Ave, Carmel CA			In Review
25227	Sign	SI 25227 (Gelato by the Sea)		3 square foot hanging sign located on wall out side business using existing brackets	San Carlos 2 NE of 7th, Carmel Square Unit 6	7/18/2025	7/31/2025	Approved
25226	Temporary Use Permit	TUP 25226 (Il Fornaio)		Temporary Event for Thursday, July 17th, 2025, to allow a wedding reception with live music by DJ Miguel Gonzales from DJ Celebrations. The even includes amplified music during wedding reception lasting from 3:30PM - 8:30PM inside the Ocean Ave banquet room of the Pine Inn Hotel on Ocean & Monte Verde in downtown Carmel-by-the-Sea	Ocean Ave between Lincoln & Monte Verde	7/16/2025	7/17/2025	Approved

25225	Design Study	DS 25225 (Westover)	One	Property 8640 SF:2100 SF cottage circa 1915 w apt below it. Owner/Architect wishes to be a permanent resident, make improvements in 3 phases: 1-Renovation of apt; 2. Renovation of cottage; 3. Creation of an ADU over a separate garage. Phase 1 is permitted for interior work. Dry rot, repairs, failing windows have extended work to exterior. Requesting approval for window and door changes. Windows to fit into the (e) openings w two exceptions-lowering the sill height to meet egress. Headers to remain. Wish to swap out the front door w a Simpson double door unit of better quality. Header to remain. Also wish to upgrade the electrical system in the entire apt to remove potential fire hazards.	Lincoln 7 SW 13			In Review
25224	Historic Evaluation	HE 25224 (Draper)		REMODEL OF AN (E) ONE STORY SINGLE FAMILY HOUSE WITH ATTACHED GARAGE. REPLACE (E) ALUM. FRAMED WINDOWS & DOORS WITH NEW. REPLACE (E) WOOD GARAGE DOOR WITH NEW PAINTED WOOD & GLASS GARAGE DOOR. EXTEND PORTION OF (E) ROOF OVER NEW LAUNDRY ROOM. INSTALL NEW EXTERIOR LIGHTING. REPLACE (E) DRIVEWAY, WALKWAYS & DECK WITH NEW. NO NEW LANDSCAPING IS PROPOSED.	DOLORES ST. 4 S.E. OF 13TH AVE.	7/15/2025		In Review
25223	Banners	BA 25223 (Monterey Symphony)		Installation of 10 double-sided banner poles for 12 days from May 8, 2026 - May 19, 2026 for the Monterey Symphony's May Concerts	Ocean from Junipero to Monte Verde	7/10/2025	7/14/2025	Approved
25222	Design Study	DS 25222 (Latham)	One	Replace 50 Sqft of old asphalt and Install 254 sqft of new paver	Lobos St 2NW of 2nd ave			In Review
25221	Banners	BA 25221 (Monterey Symphony)		Installation of 10 double-sided banner poles for 12 days from April 10, 2026 - April 21, 2026 for the Monterey Symphony's April Concerts	Ocean from Junipero to Monte Verde	7/10/2025	7/14/2025	Approved

25220	Banners	BA 25220 (Monterey Symphony)		Installation of 10 double-sided banner poles for 12 days from March 13, 2026 - March 24, 2026 for the Monterey Symphony's March Concerts	Ocean from Junipero to Monte Verde	7/10/2025	7/14/2025	Approved
25219	Banners	BA 25219 (Monterey Symphony)		Installation of 10 double-sided banner poles for 12 days from February 13, 2026 - February 24, 2026 for the Monterey Symphony's February Concerts	Ocean from Junipero to Monte Verde	7/10/2025	7/14/2025	Approved
25218	Design Study	DS 25218 (Draper)		REMODEL OF AN (E) ONE STORY SINGLE FAMILY HOUSE WITH ATTACHED GARAGE. REPLACE (E) ALUM. FRAMED WINDOWS & DOORS WITH NEW. REPLACE (E) WOOD GARAGE DOOR WITH NEW PAINTED WOOD & GLASS GARAGE DOOR. EXTEND PORTION OF (E) ROOF OVER NEW LAUNDRY ROOM. INSTALL NEW EXTERIOR LIGHTING. REPLACE (E) DRIVEWAY, WALKWAYS & DECK WITH NEW. NO NEW LANDSCAPING IS PROPOSED.	DOLORES ST. 4 S.E. OF 13TH AVE.			Incomplete Submission
25217	Historic Evaluation	HE 25217 (Wilks)		Reroof	SW Corner of Monte Verde & 9th	7/14/2025		In Review
25216	Historic Evaluation	HE 25216 (Park Branch Library)		Replacement of the Park Branch Library windows that are over 25 years old and have lost their seal. This project will further support the City and Library's mission to retrofit our buildings where and when possible to support sustainability and energy use reduction. Funds were approved for this project in the FY 2025-2026 Capital Improvement Plan Budget.	NE Corner of Mission & 6th Ave	7/14/2025		In Review
25215	Design Study	DS 25215 (Garren)	One	Revision for DS 22-279 (Garren). lower garage, relocate garage interior and exterior doors, add interior stair to garage	Pine Ridge Way 3NE of Forest	7/23/2025		In Review
25214	Banners	BA 25214 (Monterey Symphony)		Installation of 5 double-sided banner poles for 12 days from November 14, 2025 - November 25, 2025 for the Monterey Symphony's October Concerts	Ocean from Junipero to Monte Verde	7/10/2025	7/10/2025	Approved
25213	Banners	BA 25213 (Monterey Symphony)		Installation of 10 double-sided banner poles for 12 days from October 10, 2025 - October 21, 2025 for the Monterey Symphony's October Concerts	Ocean from Junipero to Monte Verde	7/10/2025	7/10/2025	Approved

25212	Design Study	DS 25212 (Mardani)	One	Replacement of window and add deck landing	Ocean 4NE Guadalupe	7/15/2025		In Review
25211	Design Study	DS 25211 (C&8 LLC)	One	Replace existing steel and aluminum windows with new steel windows to match existing upper level bedroom windows.. Replace existing wood exterior doors with new steel doors to match existing bedroom #3 door. Replace existing wood shake roof with a Class A heavy asphalt shingle roof. Repair and/or partially replace existing 2nd floor wood deck to match existing with guardrail conforming to current codes. Repair existing asphalt driveway.	Northeast Corner of Casanova Street and 8th Avenue	7/18/2025		In Review
25210	Design Study	DS 25210 (Devine)	Two	Design Study for rear yard master bedroom & bath addition to the main residence with a new detached ADU attached to the existing detached garage.	Camino Real 2 SW of 9th	7/23/2025		In Review
25209	Design Study	DS 25209 (Montgomery)	One	See PERM EN 250148 (Montgomery): The project is a landscape renovation to include new driveway pavements, pedestrian pavements, site/landscape walls, site stairs, pergolas, arbors, an outdoor kitchen, an outdoor fire table, fences, planting and irrigation. The project includes one required upper canopy tree to replace one recently removed Monterey pine (tree removal permit no. 24116). The project net landscape area (existing to remain + new) is 2,521 square feet.	Camino Real 10 NE of 4th	7/14/2025		In Review
25208	Design Review	DR 25208 (Vin Kitchen)	One	A wood grapestake screen/shroud (approximately 9' high) to hide a fire sprinkler riser located at the southeast corner of the building exterior.	Dolores 2 NW of 6th		7/30/2025	In Review
25207	Historic Evaluation	HE 25207 (Duck)		New Roof	Lincoln 3 SE of 2nd Ave	7/3/2025		In Review
25206	Design Study	DS 25206 (Diamond)	One	Construction of an 800 sf accessory dwelling unit on an existing lot with existing two-story single family dwelling and 2-car garage.	Scenic Road 5 NW of 8th			Incomplete Submission

25205	Design Review	DR 25205 (Hog's Breath)	One	The approval of Design Review 25205 (Esperanza Carmel Commercial, LLC - Hog's Breath) authorizes a revision to Design Review 24369 (Esperanza Carmel Commercial, LLC - Hog's Breath) for the installation of eight Bromic 300 Series gas patio heaters (19.3" x 15.9") rather than five Infratech SL16 electric patio heaters (29.5" x 5.69") previously approved for the Hog's Breath restaurant courtyard located at San Carlos Street 4 SW of 5th Avenue (APN 010-135-024-000) and San Carlos Street, 3 SW of 5th Avenue (APN 010-135-028-000) in the Central Commercial and Service Commercial Districts, respectively, as depicted on the plans by Thomas Bateman Hood Architecture, stamped approved on July 8, 2025 and on file in the Community Planning & Building Department, unless modified by the conditions of approval contained herein.	San Carlos 3 and 4 SW of 5th	7/2/2025	7/8/2025	Approved
25204	Design Study	DS 25204 (Rickards)	One	PERIMETER DRAINAGE AND WATERPROOFING OF FOUNDATION WALLS. INTERNAL RETAINING AND SUPPORT WALL AT CRAWL SPACE, INSTALL SUMP PIT AND PUMP IN CRAWL SPACE AREA ON THE LOW SIDE OF THE NEW RETAINING WALL. ADJUST DRIVEWAY RETAINING WALL TO ALLOW FOR STORAGE OF REFUSE CANS. DRAINAGE TO EXIT AT BUBBLER IN THE PUBLIC RIGHT OF WAY	Mission 4 SW of 1st	7/8/2025		In Review
25203	Historic Evaluation	HE 25203 (C&8, LLC)		Historic Review Update	NE Corner of Casanova & 8th	7/1/2025	7/15/2025	Approved
25202	Planning Permit Revision	DS 25202 (Brookes)	One	Revision To Planning Approval DS Which Includes Revised Fence Designs At The North, West, & South Property Lines. Add An Outdoor Shower At Southwest Corner Of Property.	2 NW of 12th on Carmelo Street	7/17/2025		In Review

25167	Design Study	DS 25167 (Zaslow)		The client proposed to install a 24kW liquid-cooled generator that will integrate into the existing home electrical system.	2984 Santa Lucia, Carmel-by-the-Sea, CA 93921			In Review

Total Records: 34

8/1/2025



Building Permit Report

07/01/2025 - 07/31/2025

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
250344	7/31/2025	8/1/2025	Water line from meter to house is deteriorated and leaking. Dig and run a new 1" Aquapex water line from the meter approx 40' to the point of connection at house - tying on to copper at house.	7,000	Plumbing	Carpenter 3 NE of 5th
250343	7/30/2025		Main Panel Upgrade	3,500	Electrical	Lincoln Street 2 NE of 8th
250342	7/31/2025		Install ductless system	24,700	Mechanical	San Carlos 5 SW of 10th
250341	7/31/2025	7/31/2025	Replace leaking 40 gal water heater. Install Bradford White RG140T6N394	2,500	Plumbing	Camino Real 3 SE of 13th
250340	7/31/2025	7/31/2025	Sweep off loose gravel and haul away. Reroof using Duro-Last 50mil in color "Dark Gray".	11,950	Roofing	Carpenter 3 SW of 4th
250339	7/30/2025	7/31/2025	Replace electrical panel 100 amp to 200 amp, same location	4,250	Electrical	3037 Lasuen Dr
250338	7/30/2025	7/31/2025	Replace existing 40 gallon water heater.	7,150	Plumbing	Ocean 3 NE of Carpenter St
250337			New fence	12,000	Building	Santa Fe 4nwof6th
250336	7/29/2025	7/30/2025	Remove old water heater and replace with new tankless water heater.	7,900	Plumbing	San Carlos 5 SW of 10th
250335	7/29/2025	7/30/2025	Remove and replace 60K BTU furnace	16,693	Mechanical	Casanova 3 SE of Ocean
250334	7/29/2025		Strengthening roof structure of garage per engineers report.	5,000	Building	Carpenter 4 SW of 3rd
250333	7/29/2025		Strengthening of roof structure of cottage per attached engineering report.	10,000	Building	Carpenter 4 SW of 3rd
250332	7/29/2025		Installation of photovoltaic system (5.32kW). 14 LG electronics LG 380N1C-A6 380W modules. Tie into existing 6.48kW PV system with existing battery energy storage system (7368kW/21kWh).	25,998	Electrical	Crespi 9 SE of Mountain View
250331	7/28/2025	7/30/2025	Panel Upgrade to 200 amps	4,000	Electrical	Santa Fe 2 SE Ocean
250330	7/28/2025	7/29/2025	Interior work only. Remove ceramic floor tiles and install new wood flooring throughout and tile flooring in bathrooms.	0	Exempt Work	SE Corner of Santa Fe & 3rd

250329	7/28/2025	7/29/2025	Tear off (e) wood shake roof and install new underlayment. Install 63 squares of new DaVinci single width slate in the color "Vineyard". Install cap sheet roof at trough sections to match the color of the roof.	263,779	Roofing	26225 Ladera Drive
250328	7/28/2025	7/28/2025	Remove leaking tankless water heater and install Navien NPE240A2NG	4,000	Plumbing	Vizcaino 11 SW of Mountain View
250327	7/25/2025		Aesthetic Improvements: paint, wallpaper, changing floors, new track heads - same track. No new walls, partitions, or new electrical authorized.	0	Exempt Work	San Carlos 2 SW of Ocean
250326	7/28/2025		Paint the house to match existing color	0	Exempt Work	San Antonio 2 NW 10th
250325	7/25/2025	7/25/2025	Replace all fence posts in kind and reuse existing pickets	0	Exempt Work	NW corner Torres & 1st
250324	7/25/2025	7/25/2025	Remove existing composition roof system. Install 30lb underlayment over existing sheathing and CertainTeed Presidential Shake TL in color "Aged Bark".	15,050	Roofing	3rd 2 NE of Santa Fe
250323	7/25/2025	7/29/2025	Overlay the existing gravel roof with new ASC silicone gray coating and embed granules for the texture. Class A. 2400 sq ft	16,000	Roofing	2969 Franciscan Way
250322	7/24/2025	7/24/2025	Upgrade main panel from 100A to 200A, relocate to side of house. CONDITION: 3' clearance working space is required to be kept between front of panel and property line.	2,500	Electrical	San Carlos 4 SE of Alta
250321	7/24/2025	7/24/2025	Tear off existing roof and install new CertainTeed Landmark TL asphalt shingles in color "Shenandoah".	38,000	Roofing	Casanova 4 NW of 13th
250320	7/23/2025		(N) - 2-TESLA POWERWALL 3 (N) - 2-TESLA POWERWALL 3 EXPANSION UNIT (N) - 200A POWERWALL BACKUP GATEWAY 3 (N) - E-STOP BUTTON	32,000	Electrical	Casanova 4 SW of 4th
250319	7/23/2025	7/23/2025	Remove leaking 40 gallon water heater - install Bradford White RG140T6N 40 gallon heater.	2,300	Plumbing	25985 Junipero
250318	7/21/2025	7/21/2025	Remove existing damaged rear fence boards from non-conforming fence. Replace boards with in-kind boards for fence repair. Fence height not changed to match existing height of 93".	0	Exempt Work	Lobos 5 NE of 3rd
250317	7/21/2025	7/21/2025	Replacement of main electrical panel from 125A to 200A in same location.	4,500	Electrical	SE Corner of Dolores & 4th

250316	7/18/2025	7/18/2025	Remove existing composition shingles roof and install new CertainTeed Presidential TL roof with color "Aged Bark". CONDITION: Copper is not allowed to be used in gutter or downspout installation.	57,200	Roofing	Santa Rita 3 SE of 3rd
250315	7/18/2025		To clear stop work order, interior remodel of kitchen and powder room. New hardwood floors, stair railing and ceiling modifications. Installation of new wall paneling. Replacement of incandescent can lights with new LED can lights. Remove and replace existing front door. Modifications of bedroom and bathroom door.	195,000	Building	Camino Real 3 NW of 10th
250314			Restucco	20,000	Exempt Work	Torres 5 SE of 8th Carmel By The Sea CA 93921
250313	7/17/2025		Remove existing gray comp shingles and replace with new CertainTeed Landmark TL roof in color "Shenandoah". CONDITION: Copper shall not be utilized in water conveying features, such as gutters and downspouts.	44,000	Roofing	SW Corner of Monte Verde & 9th
250312	7/16/2025	7/17/2025	Remove old shake and install new Presidential TL Composition shingles in color "Country Gray".	25,558	Roofing	Lincoln 3 NW of 11th
250311	7/16/2025	7/16/2025	Remove and replace existing 75 amp main panel with new 200 amp main panel.	5,000	Electrical	Dolores 2 SW of 10th
250310	7/16/2025		Structural repair of existing raised foundation of an existing commercial building. New footings and structural framing included in repair.	45,000	Building	SE Corner of Camino Real & Ocean
250309	7/15/2025		R&R existing furnace with Bryant 926TC36060 FAU like for like.	38,000	Mechanical	SW Corner of Carmelo & 7th
250308	7/11/2025	7/11/2025	Replace the fascia boards with new wood fascia boards, and replace the existing tar and gravel roof within 24" of the edge of the roof in with a new tar and gravel roof, waterproofing, and flashing	69,152	Roofing	NE Corner of Ocean & Mission
250307	7/11/2025		The client proposes to install a 24kW Liquid-cooled generator that will integrate into the existing home electrical system.	30,000	Electrical	2984 Santa Lucia, Carmel-by-the-sea, CA, 93921

250306	7/9/2025		INTERIOR COMMERCIAL RENOVATION OF AN EXISTING 1,413 SQ FT COMMERCIAL PROPERTY CONSISTING OF 125 SQ FT OF DEMOLITION, REMOVING AN EXISTING WALL, REMODELING AN EXISTING BATHROOM, MOVING A SINK LOCATION, AND REVISING SOME INTERIOR FINISHES AS WELL REFINISHING (E) WOOD FLOORS, ADDING NEW OFFICE PARTITIONS, UPGRADING LIGHTING SYSTEM TO COMPLY WITH CURRENT ENERGY CALCULATIONS AND UPGRADING THE SPACE WITH ACCESSIBLE UPGRADES INCLUDING PATH OF TRAVEL AND AND THE RESTROOM.	149,000	Building	Dolores 3 SE of Ocean
250305	7/9/2025	7/11/2025	Repair electrical riser at main distribution panel.	1,000	Electrical	Torres 5 SW of Mountain View
250304			Replace 50sqft of old asphalt and install 254sqft of new paver.	8,500	Building	Lobos St 2NW of 2nd ave
250303	7/8/2025	7/8/2025	Remove and replace main panel with new 200amp panel.	5,000	Electrical	Monterey 3 NE of Valley Way
250302	7/8/2025		EXTEND FIRST FLOOR OF AN EXISTING SINGLE FAMILY RESIDENCE. NEW ATTACHED GARAGE. NEW PARTIAL ROOF. MODIFY INTERIOR OF RESIDENCE TO INCLUDE NEW KITCHEN, NEW BATHROOM, NEW BEDROOM. REPLACE EXISTING LIGHTING, PLUMBING FIXTURES, AND CABINETS. REPLACE DOORS AND WINDOWS.	775,000	Building	San Carlos 5 SW of 13th
250301	7/3/2025	7/8/2025	Replace water line from meter to house approx 30' 3/4" Aquapex and type L copper	2,500	Plumbing	NW Corner of Torres & 10th
250300	7/3/2025	7/3/2025	Installation of new waterproofing and stucco to cover exposed deck after exploratory demolition.	26,000	Building	SE Corner of Carmelo & 7th
250299	7/3/2025	7/8/2025	Tear off 1,400sf roof and install new fire-treated class A heavy shake roof.	43,000	Roofing	SW Corner of Ocean & San Carlos
250298	7/3/2025	7/18/2025	Remove existing wood roof and install new Presidential Shake TL in color "Country Gray".	15,000	Roofing	Lincoln 3 SE of 2nd
250297	7/3/2025		Install New Moen Smart Water Monitor & Shut off valve	4,250	Plumbing	San Carlos 5 NE of 3rd
250296	7/3/2025	7/9/2025	INSTALL A 14 Panel 5.88 KW PV SOLAR SYSTEM AND A & 13.5 kWh ESS BATTERY	39,701	Electrical	San Carlos 2 SW of 1st

250295	7/2/2025		R&R FAU with Bryant 926TC30040V14 FAU like for like.	13,940	Mechanical	Dolores 2 SW of 10th
250294	7/1/2025	7/1/2025	Remove existing roof and install new Owens Corning Duration Cool composition shingles in color "Forest Brown".	40,000	Roofing	SW Corner of Flanders & Vizcaino
250293	7/1/2025		Demolition of a one-story single family dwelling and shed. Build new 1,799sf two-story single family dwelling, with an Attached one car garage. Grading export 634 CY. No tree removal.	809,730	Building	San Carlos 3 SE of 1st
250292	7/1/2025	7/1/2025	Tear off existing wood shake roof and install new underlayment. Install new composition shingles, Presidential TL in color "Autumn Blend".	54,870	Roofing	Dolores 2 SW of 13th
250291	7/1/2025	7/1/2025	Tear off (e) cedar wood shingles and install new CertainTeed Presidential TL composition shingles in color "Aged Bark".	32,000	Building	Santa Lucia 2 NW of Rio

Total Records: 54

8/1/2025



Code Compliance Report

07/01/2025 - 07/31/2025

Case #	Case Date	Status	Location	Problem Description	Date Received	Date Closed
25180	7/30/2025	Open	San Carlos 2 NE of 7th	Operating outside of business space and hours	7/30/2025	
25179	7/25/2025	Open	Ocean 2 NW of Lincoln	Souvenir merchandise display	7/25/2025	
25178	7/18/2025	Closed	NE corner of Lobos and 2nd	Weeds	7/17/2025	7/23/2025
25177	7/29/2025	Open	NE Corner of Perry Newberry Way & 5th Avenue	Fence built above allowable height.	7/29/2025	
25176	7/15/2025	Potential STR identified	13th 2 SE of Mission	Transient Rental	7/14/2025	
25175	7/15/2025	Fines administered	Torres 2 SE of 1st	Transient Rental	7/10/2025	
25174	7/7/2025	Closed	SW corner of Dolores and 6th	Exterior signage	7/5/2025	7/17/2025
25173	7/17/2025	Closed	Dolores 2 SW of 10th	Work being performed beyond what is permitted; large wooden beams being loaded onto a truck.	7/17/2025	7/28/2025
25172	7/11/2025	Closed	Casanova 2 NW of 7th	Cones in public right-of-way	7/11/2025	7/11/2025
25171	7/17/2025	Closed		Signs of rodent infestation	7/17/2025	7/17/2025
25170	7/16/2025	Closed	Mission 5 NW of Santa Lucia	Construction dust and residue	7/16/2025	7/16/2025
25169	7/15/2025	Closed	NE Corner of Sterling & Perry Newberry	Messy construction site; construction work being performed at 7:30AM.	7/15/2025	7/17/2025
25168	7/15/2025	Closed	San Carlos 3 NW of 2nd	Property owner is disallowing PG&E to do work; claims the underground power vault is on their private property.	7/15/2025	7/15/2025
25167	7/15/2025	Closed		Two (2) illegally placed parking delineators with signs that read, "NO PARKING, TUES, JULY 15, 9:00am-12:00PM, SPECIAL EVENT."	7/15/2025	7/15/2025
25166	7/14/2025	Closed	Monte Verde 2 NE of 7th Ave	Planter boxes installed on front windows without a planning permit.	7/14/2025	7/14/2025

25165	7/10/2025	Closed	Junipero & 8th - Median	Digging a trench without an encroachment permit.	7/10/2025	7/10/2025
25164	7/10/2025	Open	San Antonio 3 SE of 4th	Possible unpermitted tree work: cutting down Cypress tree.	7/10/2025	
25158	7/9/2025	Open	Camino Real 3 SW of 10th	Unpermitted interior remodel including but not limited to mechanical, electrical, plumbing at kitchen, living, dining & bathrooms. Potentially structural remodeling at roof framing, TBD? Instructed to obtain proper permit/s prior to recommencing project. O.K. to "safe off" building while permits are obtained.	7/8/2025	
25154	7/8/2025	Open	NE corner of Mission and 12th	Dirt ramp in public right-of-way; ramp reaches the top of a 4-FT stone wall in the front setback.	7/8/2025	
25151	7/8/2025	Closed	Viscaino 1 NW of Flanders	Portable toilet placed on private property.	7/8/2025	7/21/2025
25150	7/2/2025	Open	San Carlos 3 NE of 6th, Unit 2	Operating a business without a business license	6/23/2025	
25149	7/1/2025	Closed		Paint swatches on street-facing side of home; no permit on file for exterior painting.	6/30/2025	7/21/2025
25148	7/1/2025	Closed	Carmelo 4 NW of Ocean	Wooden crates full of stone and large planter pots in the public right-of-way without an encroachment permit.	6/30/2025	7/14/2025
25147	7/1/2025	Open	10 Carmel Way	Upward facing lights illuminating tree canopy	6/30/2025	

Total Records: 24

8/1/2025



Transient Rental Report

01/01/2025 - 07/31/2025

Case #	Street	Status	Date Received	Last Status Date	Date Closed
25176	13th	Potential STR identified	7/14/2025	7/28/2025	
25175	Torres	Fines administered	7/10/2025	7/24/2025	
25163	2nd	1st NOV sent	6/13/2025	7/30/2025	
25094	Forest	Closed	4/9/2025	4/15/2025	4/15/2025
25067	Junipero	Closed	3/28/2025	4/9/2025	4/9/2025
25065	Torres	Closed	3/26/2025	5/26/2025	5/26/2025
25063	Torres	Closed	3/24/2025	4/7/2025	4/7/2025
25016	Casanova	Closed	1/21/2025	3/3/2025	3/3/2025
25014	Lobos	Closed	1/16/2025	2/17/2025	2/17/2025
25006	San Antonio	Closed	1/6/2025	4/11/2025	4/11/2025

Total Records: 10

8/5/2025



Encroachment Permit Report

07/01/2025 - 07/31/2025

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
250171	Temp Ench	7/31/2025	Replace sewer lateral using pipe bursting.	Santa Fe 4 SW of 4th		In Review
250170	Temp Ench	7/31/2025	Replace sewer lateral using pipe bursting.	San Antonio 3 SE of Ocean	7/31/2025	Issued
250169	Temp Ench	7/31/2025	PG&E to replace crossarm. PM# 31743937.	8th 2 NE of Casanova	7/31/2025	Issued
250168	Temp Ench	7/30/2025	Pod to be placed on 10th St below Lincoln St. above the driveway	SW Corner Lincoln & 10th		
250167	Temp Ench	7/29/2025	DIG UP AND REPAIR ±8' CONDUIT AND REPLACE EX. VAULT WITH NEW VAULT ON EAST SIDE OF SCENIC DR.	Intersection of Scenic & 12th		
250166	Temp Ench	7/29/2025	Reserve three parking spaces for material storage and contractor parking.	Lincoln 2 SW of Ocean		In Review
250165	Temp Ench	7/28/2025	Overlash 450' from P1 to P4	8th Ave and Junipero	7/30/2025	Issued
250164	Temp Ench	7/23/2025	Remove and replace HH , overpull 600' in existing structure then bore/trench 100' in sidewalk. CONDITION: Moving the trench from the street into the sidewalk is acceptable. Hand digging is required at the base of the pine tree on the north side of 6th between Junipero and Mission. Paver sidewalk can be reset on a sand base. Sidewalk Closed and pedestrian detour needs to be added to their TCP No work will be permitted during car week, 8/11-8/15, and every Thursday due to the Farmers Market	6th from Mission to Torres	7/24/2025	Issued
250163	Temp Ench	7/18/2025	PG&E to remove overhead service and install underground service and overhead transformer.	SE Corner of Torres & 5th	7/21/2025	Issued

250162	Temp Ench	7/16/2025	Excavate the street to trench a 2'x4'x60' to accommodate underground power installation.	NE Corner of Sterling & Perry Newberry	7/17/2025	Issued
250161	Temp Ench	7/16/2025	Reserve parking stalls and close sidewalk to facilitate roof replacement.	SW Corner of San Carlos & Ocean	7/17/2025	Issued
250160	Temp Ench	7/16/2025	Repair two sections of CAWD main.	Santa Fe 300' N of 9th	7/17/2025	Issued
250159	Temp Ench	7/15/2025	3'x12', 2'x10', 10'x15'x and 5'x6' asphalt patch for CalAm job #0437.	Santa Rita between 5th & 6th	7/16/2025	Issued
250158	Temp Ench	7/15/2025	PG&E to trench and backfill for underground service installation, overhead service removal, and two enclosures.	Scenic 6 SE of Ocean	7/16/2025	Issued
250157	Temp Ench	7/14/2025	Replace sewer lateral from house to city main.	SW Corner of Junipero & 8th	7/16/2025	Issued

250156	Temp Ench	7/11/2025	Closure of sidewalk and reservation of two parking stalls for demolition and construction staging directly in front of the construction project. Authorized construction fencing to extend to edge of sidewalk. Revised 7/26/24: Construction parking closure to include one space on the West side of Dolores, directly south of Picadilly Park. CONDITIONS: 1) The sidewalk closure shall be for authorized construction times only, or when material is in the right of way. Sidewalk shall be made open to the public outside of working hours. 2) "Sidewalk Closed Ahead" signs are to be posted and maintained at the sidewalk intersections on Dolores at all times. 3) ALL DUMPSTERS, EQUIPMENT, AND TRUCKS ARE REQUIRED TO BE REMOVED FROM THE SITE FROM AUGUST 14TH THROUGH AUGUST 16TH FOR CAR WEEK EVENTS. SIDEWALK SHALL REMAIN OPEN DURING THIS TIME.	Dolores 4 NE of 7th	7/14/2025	Issued
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250155	Temp Ench	7/10/2025	TCP for parking/shoulder closure to access SB #436, #437 & MH #434 on 6th for AT&T job # A059K85. PERMIT CONDITION: ENSURE THAT THE FIRE DEPARTMENT IS CONTACTED 72 HOURS IN ADVANCE OF ANY WORK STARTED DUE TO POSSIBLY IMPACTS. NO WORK IS PERMITTED ON THURSDAYS DUE TO CONFLICT WITH FARMERS MARKET.	6th btwn San Carlos & Mission	7/11/2025	Issued
250154	Temp Ench	7/2/2025	3'x4' & 2'x2' asphalt patch.	Carpenter 3 SE of 4th	7/8/2025	Closed

Total Records: 18

8/1/2025



Tree Permit Report

07/01/2025 - 07/31/2025

Permit #	Permit Date	Permit Type	Location of Property	Description	Status	Approved Date
25184	7/1/2025	1. Tree Evaluation	Carpenter 2 NE of 3rd	Cypress trees x4 in front yard, Crpress tree x 1 near garbage enclosure	Approved	7/15/2025
25185	7/2/2025	1. Tree Evaluation	NE Corner of 12th and Lincoln	EVALUATION: 3- 10" live oak branches, 1-4" live oak branch (neighbor), 1 variety unknown PRUNING: 3- 10" live oak branches, 1-4" live oak branch (neighbor) REMOVAL: 1 variety unknown over roof, defensible space issue. Acacia?	Approved	7/11/2025
25186	7/2/2025	1. Tree Evaluation	Santa Fe 3 SW of 4th	appears to be an eucalyptus tree. A large trunk had fallen in a storm. We believe the tree should be removed. Tree is located at the South West corner of the back side of the house.	In Review	
25187	7/7/2025	2. Tree Removal/Pruning	Mission 5 SE of 13th	1- Monterey pine	In Review	
25188	7/7/2025	1. Tree Evaluation	NW Corner of Monte Verde & Ocean	1 oak tree approximately 20 feet tall. 1 pine approximately 20 feet tall	Approved	7/15/2025
25189	7/8/2025	1. Tree Evaluation	Torres Street 10SW of 10th	Evaluation of large oak at street, between two driveways	In Review	

25190	7/8/2025	2. Tree Removal/Pruning	SW Corner of 4th and Mission; SE Corner of San Carlos and 4th	SW Corner of 4th and Mission- 1 Dead pine tree on corner sidewalk area SE Corner of San Carlos and 4th- 1 tree by fire hydrant on corner by street	Approved	7/9/2025
25191	7/10/2025	1. Tree Evaluation	Camino Real 2 SW of 4th	2 oak trees, trunk circumferences 47" and 49"	In Review	
25192	7/10/2025	2. Tree Removal/Pruning	25985 Ridgewood Rd	1 Oak @ 18-24 inches diameter	In Review	
25193	7/11/2025	2. Tree Removal/Pruning	3 SW 7th Camino Real, Carmel-by-the-Sea, CA 93921	Request to Prune large Yew three to meet Cal Fire insurance and Monterey Fire requirements	Approved	7/18/2025
25194	7/11/2025	2. Tree Removal/Pruning	NE Corner of 12th and Lincoln	3- 10" live oak branches, 1-4" live oak branch (neighbor), 1 variety unknown PRUNING: 3-10" live oak branches, 1-4" live oak branch (neighbor) REMOVAL: 1 variety unknown over roof, defensible space issue Acacia?	Approved	7/11/2025
25195	7/11/2025	1. Tree Evaluation	Casanova 5 NW of Ocean, Carmel	Tree evaluation	Denied	7/14/2025
25196	7/11/2025	2. Tree Removal/Pruning	SE CORNER GUADALUPE & 4th STREET	Dead tree & tree limb pruning of branches over roofline	Approved	7/18/2025
25197	7/15/2025	2. Tree Removal/Pruning	4 Lincoln SW of 12th, Carmel by Sea, CA 93921	Remove dead or dying pine tree in back of property and remove dead limbs from pine tree in front.	Approved	7/21/2025
25198	7/15/2025	2. Tree Removal/Pruning	Carpenter 2 NE of 3rd	Cypress trees x4 in front yard, Crpress tree x 1 near garbage enclosure	In Review	
25199	7/15/2025	2. Tree Removal/Pruning	NW Corner of Monte Verde & Ocean	1 oak tree approximately 20 feet tall. 1 pine approximately 20 feet tall	Approved	7/18/2025

25200	7/15/2025	1. Tree Evaluation	City Right of Way @ 3NW Santa Rita and 1st, Carmel by the Sea, 93921	Evaluate Pine for possible removal/pruning as deemed fit by City	In Review	
25201	7/16/2025	2. Tree Removal/Pruning	1st ave 2 SW Monterey and Lobos	Costalota Cottage	In Review	
25202	7/16/2025	1. Tree Evaluation	Camino Real 4 NE of Ocean	1- 21" Monterey pine; 1- 10" Oak	In Review	
25203	7/21/2025	2. Tree Removal/Pruning	SE Corner of Santa Rita & 4th	EVALUATION: 1- 75' HT x 35' SPR x 45" CAL Pinus Radiata "Monterey pine" PRUNING CITY TREES: 1- Acacia Melanoxylon- "Blackwood Acacia" - 60' HT x 36' SP x 22" CAL 1- Cuppressus Macrocarpa- "Monterey Cypress" - 70' HT x 33' SP x 34" CAL 1- Pinus Radiata- "Monterey pine" - 60' HT x 27' SP x 18" CAL	Approved	7/21/2025
25204	7/21/2025	2. Tree Removal/Pruning	Lopez, 8th house North West of 4th Ave.	Remove one Oak tree, trim another to within 10' feet of chimney	Approved	7/23/2025
25205	7/23/2025	1. Tree Evaluation	Santa Rita 3 NE of 3	2 60' redwood trees for removal	In Review	
25206	7/25/2025	2. Tree Removal/Pruning	San Antonio 3 SE of 4th	4 Cypress trees, branches 1-4". Other tree, dead branches 1-6". Retroactive permit	In Review	
25207	7/28/2025	2. Tree Removal/Pruning	Camino Real 2 SW of 7th, Carmel	Remove trees in very poor health and non-native trees	In Review	
25208	7/29/2025	2. Tree Removal/Pruning	NE Corner of 12th & San Carlos	PRUNING: 5 medium size oaks, 1 large oak, 1 large pine, 1 med size acacia	In Review	

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Total Records: 25

8/1/2025



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Safety

July 2025

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Todd Trayer, Acting Director of Public Safety
APPROVED BY:	Chip Rerig, City Administrator

AMBULANCE REPORT

Summary of Carmel Fire Ambulance's July Calls for Service

AMBULANCE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of July 2025, the ambulance was unable to meet the performance measure. The response time was 88% with (3) code-3 call over 5 minutes.

31 Calls for service in CBTS Average response time: 3:34 min.

25 Code 3 medical calls for service –Three calls over 5:00 min.

CFA responded to an additional 35 incidents outside of CBTS totaling 66 total calls for service.

Events:

07/08/25 12:59 p.m.; San Carlos St./ 9th Ave. **(5:15 min response)**; Delayed due to distance.

07/28/25 8:56 p.m.; N. Carmelo St./ 4th Ave. **(7:26 min response)**; Delayed due to distance from Monterey area. Prior call is located at the 26000 Block of Carmel Rancho Blvd in Cypress.

07/30/25 11:50 p.m.; Ocean Ave./ Del Mar Ave. **(6:22 min response)**; Delayed due to distance from Monterey area. Prior call is located at the 1200 Block of Fremont Blvd in Seaside.

*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%.

MONTEREY FIRE REPORT**Summary of Monterey Fire July Calls for Service****FIRE PERFORMANCE MEASURE**

The performance goal for Code-3 (life threatening emergency-lights & siren) fire calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of July 2025, the fire department was unable to meet the performance measure. The response time was 91% with (4) code-3 calls over 5 minutes.

61 total calls for service in CBTS- Average response time: 3:28 min.

45 total Code-3 calls – Four with a response of over 5:00 min.

Events:

07/04/25 6:13 p.m.; Scenic Rd./ 13th Ave. (6:02 min response) Delay due to traffic.

07/05/25 11:50 a.m.; 3000 Block of Rio Rd. (6:25 min response) Delay due to distance.

07/14/25 12:13 p.m.; San Carlos St./ 7th Ave. (5:32 min response) Delay due to traffic and distance.

07/30/25 6:23 p.m.; 11th Ave./ San Carlos St. (5:21 min response) Delay due to traffic.

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



RESPONSE SUMMARY REPORT BY INCIDENT TYPE
27060 CARMEL-BY-THE-SEA
Alarm Date From: 07/01/2025 To: 07/31/2025



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
300-321 Series (EMS)						
Medical assist, assist EMS crew	7/1/2025 3:23 AM	250701-MNT04974	0:04:59	LINCOLN ST	SANTA LUCIA AVE	3
Medical assist, assist EMS crew	7/5/2025 11:50 AM	250705-MNT05100	0:06:25	3080 RIO RD		3
Medical assist, assist EMS crew	7/25/2025 5:06 PM	250725-MNT05662	0:03:07	MONTE VERDE ST	11TH AVE	3
Medical assist, assist EMS crew	7/29/2025 6:26 PM	250729-MNT05792	0:01:58	MISSION ST	OCEAN AVE	3
Medical assist, assist EMS crew	7/29/2025 11:40 PM	250729-MNT5796	0:05:00	CARMELO ST	11TH AVE	3
EMS call, excluding vehicle accident with injury	7/1/2025 12:14 PM	250701-MNT04985	0:04:07	4TH TO NE OF MONTE VERI	MONTE VERDE ST	2
EMS call, excluding vehicle accident with injury	7/2/2025 2:18 PM	250702-MNT05015	0:02:44	JUNIPERO AVE	5TH AVE	3
EMS call, excluding vehicle accident with injury	7/4/2025 3:43 AM	250704-MNT05058	0:04:12	OCEAN AVE	CASANOVA ST	3
EMS call, excluding vehicle accident with injury	7/4/2025 3:22 PM	250704-MNT05075	0:00:28	6TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	7/7/2025 5:07 AM	250707-MNT05147	0:04:45	4TH AVE	MONTE VERDE ST	3
EMS call, excluding vehicle accident with injury	7/7/2025 1:54 PM	250707-MNT05158	0:01:23	JUNIPERO AVE	6TH AVE	3
EMS call, excluding vehicle accident with injury	7/9/2025 6:30 PM	250709-MNT05216	0:01:36	LINCOLN ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	7/11/2025 8:08 PM	250711-MNT05286	0:01:59	OCEAN AVE	JUNIPERO AVE	3
EMS call, excluding vehicle accident with injury	7/12/2025 8:33 PM	250712-MNT05310	0:01:27	JUNIPERO AVE	6TH AVE	3
EMS call, excluding vehicle accident with injury	7/13/2025 6:57 PM	250713-MNT05335	0:03:19	MONTE VERDE ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	7/14/2025 11:42 AM	250714-MNT05347	0:03:38	CAMINO REAL ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	7/14/2025 6:18 PM	250714-MNT05356	0:02:38	CASANOVA ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	7/15/2025 12:46 PM	250715-MNT05374	0:03:41	SAN CARLOS ST	1ST AVE	3
EMS call, excluding vehicle accident with injury	7/17/2025 3:13 AM	250717-MNT05421	0:04:44	JUNIPERO AVE	8TH AVE	3
EMS call, excluding vehicle accident with injury	7/18/2025 7:07 PM	250718-MNT05479	0:02:40	SAN CARLOS ST	10TH AVE	3
EMS call, excluding vehicle accident with injury	7/19/2025 7:41 AM	250719-MNT05499	0:03:03	DOLORES ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	7/20/2025 11:10 PM	250720-MNT05532	0:00:00	6TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	7/22/2025 7:15 PM	250722-MNT05585	0:04:17	10TH AVE	LINCOLN ST	3
EMS call, excluding vehicle accident with injury	7/25/2025 5:08 AM	250725-MNT05642	0:04:24	TORRES ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	7/25/2025 2:52 PM	250725-MNT05655	0:01:11	DOLORES ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	7/27/2025 8:23 AM	250727-MNT05710	0:02:16	SAN CARLOS ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	7/27/2025 1:22 PM	250727-MNT05718	0:01:26	JUNIPERO AVE	6TH AVE	3
EMS call, excluding vehicle accident with injury	7/27/2025 11:11 PM	250727-MNT05728	0:03:28	CAMINO REAL ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	7/28/2025 1:47 PM	250728-MNT05749	0:03:19	N CARMELO ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	7/31/2025 7:55 AM	250731-MNT05826	0:03:02	LINCOLN ST	7TH AVE	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
300-321 Series (EMS) cont.						
EMS call, excluding vehicle accident with injury	7/31/2025 6:44 PM	250731-MNT05837	0:03:14	GUADALUPE ST	OCEAN AVE	3
31			0:03:03			
322-399 Series (Rescues)						
Swimming/recreational water areas rescue	7/26/2025 5:37 PM	250726-MNT05691	0:00:28	OCEAN AVE	SCENIC RD	3
1			0:00:28			
400 Series (Hazardous Material)						
Gas leak (natural gas or LPG)	7/16/2025 11:55 AM	250716-MNT05405	0:04:18	10TH AVE	CAMINO REAL ST	3
Gas leak (natural gas or LPG)	7/23/2025 10:32 AM	250723-MNT05600	0:04:55	LINCOLN ST	2ND AVE	3
Electrical wiring/equipment problem, other	7/24/2025 3:31 PM	250724-MNT05629	0:03:18	TORRES ST	8TH AVE	3
Arcing, shorted electrical equipment	7/11/2025 11:07 PM	250711-MNT05289	0:03:51	TORRES ST	5TH AVE	2
Vehicle accident, general cleanup	7/19/2025 1:38 PM	250719-MNT05506	0:04:29	OCEAN AVE	TORRES ST	2
5			0:04:10			
500 & 600 Series (Service Calls)						
Water or steam leak	7/1/2025 8:11 PM	250701-MNT04997	0:07:20	SCENIC RD	13TH AVE	2
Water or steam leak	7/5/2025 1:23 AM	250705-MNT05090	0:06:19	FOREST RD	S MOUNTAIN VIEW AVE	2
Water or steam leak	7/7/2025 3:17 PM	250707-MNT05160	0:08:19	JUNIPERO AVE	4TH AVE	2
Water or steam leak	7/21/2025 7:41 AM	250721-MNT05538	0:04:46	MISSION ST	1ST AVE	2
Water or steam leak	7/22/2025 6:25 PM	250722-MNT05582	0:02:58	MONTE VERDE ST	3RD AVE	3
Water or steam leak	7/28/2025 11:50 AM	250728-MNT05742	0:00:42	6TH AVE	DOLORES ST	2
Smoke or odor removal	7/30/2025 6:23 PM	250730-MNT05817	0:05:21	11TH AVE	SAN CARLOS ST	3
Assist invalid	7/19/2025 1:24 AM	250719-MNT05494	0:06:50	CAMINO REAL ST	13TH AVE	2
Assist invalid	7/19/2025 7:53 PM	250719-MNT05514	0:09:13	DOLORES ST	1ST AVE	2
Assist invalid	7/25/2025 2:56 PM	250725-MNT05656	0:14:15	GUADALUPE ST	OCEAN AVE	2
Assist invalid	7/28/2025 5:10 PM	250728-MNT05759	0:03:08	3RD AVE	SANTA FE ST	2
No incident found on arrival at dispatch address	7/4/2025 6:13 PM	250704-MNT05079	0:06:02	SCENIC RD	13TH AVE	3
No incident found on arrival at dispatch address	7/8/2025 12:58 PM	250708-MNT05179	0:04:26	SAN CARLOS ST	9TH AVE	3
No incident found on arrival at dispatch address	7/8/2025 4:04 PM	250708-MNT05185	0:02:40	SANTA FE ST	S MOUNTAIN VIEW AVE	3
No incident found on arrival at dispatch address	7/23/2025 12:33 PM	250723-MNT05606	0:05:42	LINCOLN ST	9TH AVE	2
No incident found on arrival at dispatch address	7/23/2025 4:14 PM	250723-MNT05611	0:04:23	LOBOS ST	1ST AVE	3
16			0:05:47			
700 Series (False Alarms)						
Smoke detector activation due to malfunction	7/7/2025 11:50 AM	250707-MNT05154	0:05:18	SANTA FE ST	1ST AVE	2
Smoke detector activation due to malfunction	7/26/2025 7:24 PM	250726-MNT05694	0:03:18	1ST AVE	SAN CARLOS ST	2
Alarm system sounded due to malfunction	7/14/2025 12:13 PM	250714-MNT05350	0:05:32	SAN CARLOS ST	7TH AVE	3
Alarm system sounded due to malfunction	7/25/2025 2:29 PM	250725-MNT05654	0:03:09	OCEAN AVE	LINCOLN ST	3
Unintentional transmission of alarm, other	7/24/2025 3:47 PM	250724-MNT05631	0:03:06	SAN CARLOS ST	2ND AVE	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
700 Series (False Alarms) cont.						
Detector activation, no fire - unintentional	7/21/2025 8:15 AM	250721-MNT05540	0:03:47	GUADALUPE ST	1ST AVE	3
Alarm system activation, no fire - unintentional	7/10/2025 9:42 PM	250710-MNT05254	0:03:14	MONTE VERDE ST	6TH AVE	3
7			0:03:55			

900 Series (Citizen Complaint)

Citizen complaint	7/21/2025 8:09 PM	250721-MNT05557	0:05:57	OAK KNOLL WAY	FOREST RD	2
1			0:05:57			

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

250705-MNT05100 E15 responded from St 15, delay due to distance
 250730-MNT05817 E15 responded from St 15, delay due to traffic
 250704-MNT05079 E15 responded from St.15 area, delay due to distance and traffic
 250714-MNT05350 Delay due to traffic

Code 2 Calls	16
Code 3 Calls	45
Total # of Incidents	61
% Under 5 Minute Response Time	91%



CARMEL-BY-THE-SEA

JULY 2025

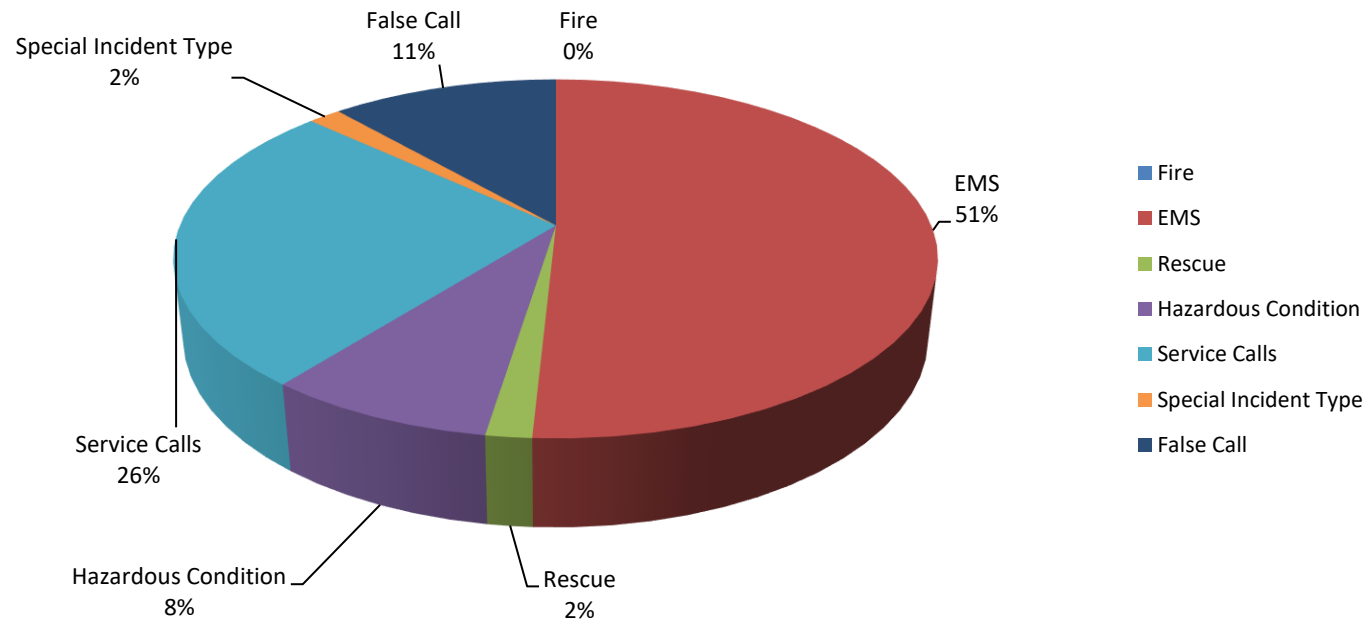
Response Summary Report by Incident Type

Type of Call	Number	Average Response Time
Fire	0	0:00
EMS	31	3:03
Rescue	1	0:28
Hazardous Condition	5	4:10
Service Calls	16	5:47
Special Incident Type	1	5:57
False Call	7	3:55

Total Responses

61

3:28



Total Code 3 Calls:

45

Response Times for Code 3

Calls ≤ 5 minutes:

91%



RESPONSE SUMMARY REPORT BY INCIDENT TYPE
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE
 Alarm Date From: 07/01/2025 To: 07/31/2025



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
300-321 Series (EMS)						
EMS call, excluding vehicle accident with injury	07/01/2025 12:15 PM	250701-CFA00739	00:03:59	MONTE VERDE ST	4TH AVE	2
EMS call, excluding vehicle accident with injury	07/02/2025 02:56 PM	250702-CFA00743	00:01:46	JUNIPERO ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	07/04/2025 03:44 AM	250704-CFA00750	00:04:18	OCEAN AVE	CASANOVA ST	2
EMS call, excluding vehicle accident with injury	07/04/2025 03:23 PM	250704-CFA00752	00:09:10	6TH AVE	MISSION ST	2
EMS call, excluding vehicle accident with injury	07/07/2025 05:08 AM	250707-CFA00758	00:04:36	4TH AVE	MONTE VERDE ST	3
EMS call, excluding vehicle accident with injury	07/11/2025 08:08 PM	250711-CFA00770	00:02:11	OCEAN AVE	JUNIPERO AVE	3
EMS call, excluding vehicle accident with injury	07/12/2025 07:09 PM	250712-CFA00775	00:04:15	3370 RIO RD		3
EMS call, excluding vehicle accident with injury	07/12/2025 08:34 PM	250712-CFA00777	00:01:30	JUNIPERO AVE	6TH AVE	3
EMS call, excluding vehicle accident with injury	07/13/2025 06:58 PM	250713-CFA00782	00:02:24	MONTE VERDE ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	07/15/2025 12:47 PM	250715-CFA00792	00:03:32	SAN CARLOS ST	1ST AVE	3
EMS call, excluding vehicle accident with injury	07/17/2025 03:14 AM	250717-CFA00797	00:04:54	JUNIPERO AVE	8TH AVE	3
EMS call, excluding vehicle accident with injury	07/18/2025 07:07 PM	250718-CFA00805	00:02:35	SAN CARLOS ST	10TH AVE	3
EMS call, excluding vehicle accident with injury	07/19/2025 07:42 AM	250719-CFA00808	00:02:23	DOLORES ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	07/19/2025 01:56 PM	250719-CFA00811	00:02:39	5TH AVE	DOLORES ST	3
EMS call, excluding vehicle accident with injury	07/25/2025 05:08 AM	250725-CFA00838	00:04:17	TORRES ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	07/28/2025 08:56 PM	250728-CFA00848	00:07:26	N CARMELO ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	07/29/2025 11:40 PM	250729-CFA00855	00:05:00	CARMELO ST	2 NE OF 11TH AVE	3
EMS call, excluding vehicle accident with injury	07/30/2025 01:27 AM	250729-CFA00853	00:02:08	MISSION ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	07/30/2025 11:50 PM	250730-CFA00859	00:06:22	OCEAN AVE	DEL MAR AVE	3
EMS call, excluding vehicle accident with injury	07/31/2025 07:55 AM	250731-CFA00860	00:02:47	LINCOLN ST	7TH AVE	3
20			0:03:55			
322-399 Series (Rescues)						
Motor vehicle accident with no injuries.	07/19/2025 01:39 PM	250719-CFA00810	00:04:16	OCEAN AVE	TORRES ST	3
1			0:04:16			
400 Series (Hazardous Material)						
Hazardous condition, other	07/23/2025 10:52 AM	250723-CFA00828	00:03:20	LINCOLN ST	2ND AVE	3
Electrical wiring/equipment problem, other	07/11/2025 11:08 PM	250711-CFA00771	00:03:30	TORRES ST	5TH AVE	3
2			0:03:25			
500 & 600 Series (Service Calls)						
Public service assistance, other	07/08/2025 12:59 PM	250708-CFA00762	00:05:15	SAN CARLOS ST	9TH AVE	3
Water or steam leak	07/21/2025 07:42 AM	250721-CFA00818	00:04:59	MISSION ST	1ST AVE	2

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
500 & 600 Series (Service Calls) cont.						
Water or steam leak	07/28/2025 11:50 AM	250728-CFA00846	00:00:39	6TH AVE	DOLOROS ST	3
Public service	07/24/2025 03:32 PM	250724-CFA00834	00:03:18	TORRES ST	8TH AVE	3
Assist invalid	07/19/2025 01:24 AM	250719-CFA00806	00:06:21	CAMINO REAL ST	13TH AVE	2
Assist invalid	07/28/2025 05:11 PM	250728-CFA00849	00:02:46	3RD AVE	SANTA FE ST	2
6			0:03:53			

700 Series (False Alarms)

False alarm or false call, other	07/24/2025 03:49 PM	250724-CFA00835	00:01:35	SAN CARLOS ST	8TH AVE	3
Alarm system activation, no fire - unintentional	07/10/2025 09:43 PM	250710-CFA00767	00:03:09	MONTE VERDE ST	6TH AVE	3
2			0:02:22			

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

250728-CFA00848 Delayed due to distance, responded from Monterey area

250730-CFA00859 Delayed due to distance, responded from Monterey area

250708-CFA00762 Delayed due to distance

Code 2 Calls	6
Code 3 Calls	25
Total # of Incidents	31
% Under 5 Minute Response Time	88%
Total Average Response Time	0:03:34



RESPONSE SUMMARY REPORT BY DISTRICT
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE
Alarm Date From: 07/01/2025 To: 07/31/2025



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
CARMEL HIGHLANDS						
EMS call, excluding vehicle accident with injury	7/7/2025	250707-CFA00761	00:13:57	214 PETER PAN RD		3
EMS call, excluding vehicle accident with injury	7/15/2025	250715-CFA00791	00:09:27	120 HIGHLAND DR		2
EMS call, excluding vehicle accident with injury	7/17/2025	250717-CFA00799	00:12:21	163 SPINDRIFT RD		3
EMS call, excluding vehicle accident with injury	7/29/2025	250728-CFA00851	00:08:30	120 HIGHLAND DR		3
4			0:11:04			
CYPRESS						
EMS call, excluding vehicle accident with injury	7/4/2025	250704-CFA00753	00:08:27	5315 CARMEL VALLEY RD		3
EMS call, excluding vehicle accident with injury	7/5/2025	250705-CFA00754	00:05:12	25539 MORSE DR		3
EMS call, excluding vehicle accident with injury	7/8/2025	250708-CFA00765	00:06:16	26208 CARMELO ST		3
EMS call, excluding vehicle accident with injury	7/12/2025	250712-CFA00772	00:04:37	26408 MISSION FIELDS RD		3
EMS call, excluding vehicle accident with injury	7/12/2025	250712-CFA00774	00:05:30	26408 MISSION FIELDS RD		3
EMS call, excluding vehicle accident with injury	7/13/2025	250713-CFA00780	00:07:08	27601 HWY 1		3
EMS call, excluding vehicle accident with injury	7/15/2025	250715-CFA00794	00:09:19	24463 SAN MATEO AVE		3
EMS call, excluding vehicle accident with injury	7/18/2025	250718-CFA00800	00:08:56	3645 RIO RD		3
EMS call, excluding vehicle accident with injury	7/18/2025	250718-CFA00802	00:05:55	25225 N CARMEL HILLS DR		3
EMS call, excluding vehicle accident with injury	7/19/2025	250719-CFA00814	00:08:13	4860 CARMEL VALLEY RD		3
EMS call, excluding vehicle accident with injury	7/20/2025	250720-CFA00815	00:05:41	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	7/20/2025	250720-CFA00817	00:04:34	25785 HATTON RD		3
EMS call, excluding vehicle accident with injury	7/24/2025	250724-CFA00832	00:07:52	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	7/28/2025	250728-CFA00847	00:04:15	26245 CARMEL RANCHO BLVD		3
14			0:06:34			
MID COAST						
EMS call, excluding vehicle accident with injury	7/29/2025	250729-CFA00852	00:17:31	HWY 1	ROCKY PT	3
1			0:17:31			
MONTEREY						
EMS call, excluding vehicle accident with injury	7/8/2025	250708-CFA00763	00:18:11	886 CANNERY ROW		3
EMS call, excluding vehicle accident with injury	7/10/2025	250710-CFA00768	00:12:57	351 MADISON ST		2
EMS call, excluding vehicle accident with injury	7/12/2025	250712-CFA00778	00:09:26	2501 SAND DUNES DR		3
EMS call, excluding vehicle accident with injury	7/18/2025	250718-CFA00801	00:10:24	625 PACIFIC ST		3
EMS call, excluding vehicle accident with injury	7/19/2025	250719-CFA00807	00:11:46	7 MONTSALAS DR		3
EMS call, excluding vehicle accident with injury	7/24/2025	250724-CFA00837	00:07:32	23795 HOLMAN HWY		3
EMS call, excluding vehicle accident with injury	7/29/2025	250728-CFA00850	00:11:54	2 UPPER RAGSDALE DR		3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
MONTEREY cont.						
EMS call, excluding vehicle accident with injury	7/31/2025	250731-CFA00862	00:09:44	23795 HOLMAN HWY		3
8			0:11:29			
PEBBLE BEACH						
EMS call, excluding vehicle accident with injury	7/3/2025	250703-CFA00749	00:08:53	3264 SEVENTEEN MILE DR		3
EMS call, excluding vehicle accident with injury	7/4/2025	250704-CFA00751	00:10:05	1134 MESTRES DR		3
EMS call, excluding vehicle accident with injury	7/10/2025	250710-CFA00766	00:07:46	3241 FOREST LAKE RD		3
EMS call, excluding vehicle accident with injury	7/15/2025	250715-CFA00793	00:07:23	1700 SEVENTEEN MILE DR		3
EMS call, excluding vehicle accident with injury	7/18/2025	250718-CFA00803	00:08:58	3198 DEL CIERVO RD		3
EMS call, excluding vehicle accident with injury	7/24/2025	250724-CFA00833	00:08:13	1576 CYPRESS DR		3
6			0:08:33			
SEASIDE						
EMS call, excluding vehicle accident with injury	7/20/2025	250720-CFA00816	00:18:11	1226 WANDA AVE		3
EMS call, excluding vehicle accident with injury	7/30/2025	250729-CFA00854	00:11:12	1212 FREMONT BLVD		3
2			0:14:41			
				Code 2 Calls		2
				Code 3 Calls		33
				Total # of Incidents		35
				Total Average Response Time		0:11:39



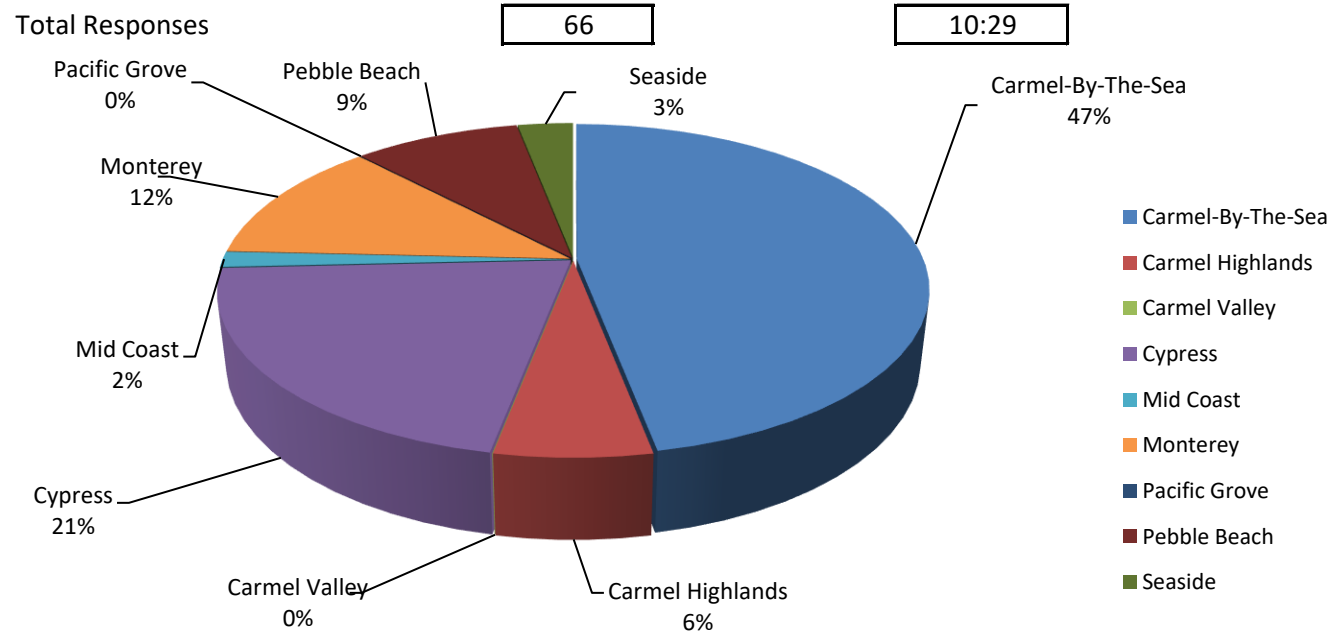
CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT

JULY 2025

Response Summary Report by District Type



District Response	Number	Average Response Time
Carmel-By-The-Sea	31	3:34
Carmel Highlands	4	11:04
Carmel Valley	0	0:00
Cypress	14	6:34
Mid Coast	1	17:31
Monterey	8	11:29
Pacific Grove	0	0:00
Pebble Beach	6	8:33
Seaside	2	14:41



Total Code 3 Calls:	25
CFA Response Times for Code 3	
Calls ≤ 5 minutes:	88%

City Clerk Public Records Act Requests (PRA) Log

July 2025

Request #	Date Requested	10-day response date	14-day extension due date	Records Requested	Requester Name	Date Completed	Status
25-66	7/1/2025	7/11/2025		1) 10 Ave Beach Stairway Project - confirm if the project is currently underway, planned for future bidding, or previously completed through informal means. 2) All invoices submitted to Carmel Cares to the City between Jan. 1, 2023 to the present, including any payment records, check stubs, authorizations or account records showing disbursements to Carmel Cares during this period. 3) Prevailing Wage Documentation for the Scenic Pathway Project, Ocean Avenue Median Project, Devendorf Fence Project. 4) For the projects in #3, any records or documentation confirming prevailing wages considered or paid, including DIR project registration numbers, certified payroll records, or any internal correspondence or memos regarding work at these sites.	Raquel White, Construction Industry Force Account Council	7/12/2025	Records and response sent 7/12/2025
25-67	7/9/2025	7/21/2025		copies of building permits for 2 NW Ocean and Mission (APN 010-133-007-000)	Christopher Olsen		Requested clarification from the requester regarding a
25-68	7/17/2025	7/28/2025		"Beeches' Gallery" Business license. owner early 2000- Dorothy Steck Beech i am specifically looking for the street address for this business	Carole Hurst	8/5/2025	No responsive records. Notified requester on 8/5/2025
25-69	7/17/2025	7/28/2025		1) Any communication from officials representing ICE aka Immigration and Customs Enforcement and/or DHS regarding federal immigration activity and/or presence in your jurisdiction, or internal department notes/memos/records documenting such communications, since Jan. 1, 2025. 2) Audit reports since Jan. 1, 2025 of automatic license plate reader systems (ALPR).	Sara Rubin, MCWeekly	7/28/2025	Records sent for part 1 of request on 7/23/2025. Records for part 2 available online, sent email to requester on how to access on 7/28/2025.
25-70	7/16/2025	7/28/2025	9/30/2025	1) Form 700 (Statement of Economic Interests) filings submitted by Mayor Dale Byrne for calendar years 2022, 2023, and 2024, including any supplemental or amended filings. 2) Any Memoranda of Understanding (MOUs) or written agreements between the City of Carmel-by-the-Sea and Carmel Cares from January 1, 2022, to present. 3) All Minutes, agendas, and meeting records from City Council or related public meetings where Carmel Cares projects, contracts, or payments were discussed, Votes were taken or actions approved related to these projects, Notations were made regarding recusal, conflict declarations, or abstentions by Mayor Dale Byrne.	Raquel White, Construction Industry Force Account Council	7/21/2025, and ongoing	Records for part 1 were sent to the requester on 7/21/2025. No responsive records for part 2. First set of records for part 3 sent on August 18th, and will continue to search and release additional records on a rolling basis.

(July PRA Log Continued)

Request #	Date Requested	10-day response date	14-day extension due date	Records Requested	Requester Name	Date Completed	Status
25-71	7/22/2025	8/1/2025		copies of the Power Point presentations pertaining to agenda items about parking issues at the June and July, 2025 City Council meetings.	Jane Haines	7/23/2025	records sent 7/23/2025
25-72	7/25/2025	8/4/2025	8/25/2025	All emails sent by Lizette Fiallo to any official or staff member at Carmel city all (all departments) between January 1, 2019 and July 25, 2025. Please include emails sent to or received by City Council members, the City Manager, or other city staff, regardless of the recipient's title or department. This request includes emails from both official city accounts and personal accounts used to conduct city business.	Parker Logan	8/27/2025	records sent 8/26/2025 and 8/27/2025
25-73	7/25/2025	8/4/2025	8/18/2025	All emails sent by Maria Martinez to any official or staff member at Carmel city all (all departments) between January 1, 2019 and July 25, 2025. Please include emails sent to or received by City Council members, the City Manager, or other city staff, regardless of the recipient's title or department. This request includes emails from both official city accounts and personal accounts used to conduct city business.	Parker Logan	8/18/2025	No responsive records. Notified requester on 8/18/2025
25-74	7/28/2025	8/7/2025		a copy of the contract between the city and Winters Consulting for consulting services related to updating the Residential Design Guidelines, Concept and Final. Meeting video and the minutes of the city council meeting that created the Design Traditions Steering Committee. (sometime in Spring or Summer of 2022) The amount the city paid to Winters Consulting.	Mel Ahlborn	8/5/2025	Records sent 8/5/2025

Police Records Request Log

July 2025

Request No.	Request Date & Received By	10-Day Due Date	Info Requested	Requestor	Date Completed by PSO	Status
2025-001	7/2/2025 SS	7/12/2025	CG2100485	Ryan Walker	7/2/2025 SS	Picked up
2025-002	7/2/2025 SS	7/12/2025	CA2500415	Lexis Nexis	7/2/2025 SS	Mailed
2025-003	7/2/2025 SS	7/12/2025	Casey & Megan Vivo Records CG1100622	Tuolumne Co Child Welfare Services	7/3/2025 SS	Emailed
2025-004	07/07/2025 ALJ	7/17/2025	john perry (record purged)	FBI	07/10/25 mw	Emailed
2025-005	07/07/2025 ALJ	7/17/2025	CG2500418	Thomas Pratt	7/9/2025 MW	Picked up
2025-006	07/07/2025 ALJ	7/17/2025	CA2500426	LexisNexis	7/7/2025	mailed
2025-007	7/9/2025 SS	7/19/2025	CG2500397	Luisa Harker	7/9/2025 SS	Picked up
2025-008	7/10/2025 SS	7/20/2025 SS	CG2500458	Ewald Illi	7/10/2025 SS	Picked up
2025-009	7/10/2025 SS	7/20/2025 SS	CG2500308	Lexis Nexis	07/19/25 mw	mailed
2025-010	07/21/2025 ALJ	07/22/2025 ALJ	CA2500447	LexisNexis	07/22/2025 ALJ	Mailed
2025-011	07/22/25 mw	07/28/25 mw	ICE/DHS policy, Flock audit reports	Nova for Sara Rubin moco weekly	07/23/25 mw	emailed Nova
2025-012	7/26/2025 SS	8/5/2025	Last 12 mo records of Carmel Square	Johanna Catrioma White	7/29/2025 SS	Picked up
2025-013	07/27/25 mw	8/6/2025	CA2500508	Shirley Harnish	7/29/2025 SS	Picked up
2025-014	07/28/25 mw	8/7/2025	CG2500470	Gina Gregory	7/29/2025 SS	Mailed
2025-015	7/29/2025 SS	8/8/2025 SS	CG2500468	Sai Vineeth Kalluv Srinivas	7/30/2025 SS	Mailed



CITY OF CARMEL-BY-THE-SEA

Public Works Department August 2025 Report

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Ken Wysocki, Public Works Director
SUBMITTED ON:	August 2025

Public Works Director

- Selected a candidate for the Project Manager position, pending background. Tentative start date: Oct 1st
- Rene Aldama selected for Acting Assistant Forester. Working with HR on advertising the permanent position.
- Note: A few projects below were on hold due to the August Car Week event.

Environmental Programs

- North Dunes Project:
 - Ice Plant Removal Ongoing
 - Drafting North Dunes Annual Report: Presenting at Forest & Beach Commission in October 2025
 - Renewing 5-year Coastal Development Permit (CDP 16-315) – Forest & Beach Commission Reviewed in June 2026; Planning Commission approval expected September 2026
- Carmel Beach Sea Level Rise/Adaptation Project:
 - Preparing to present a Socio-Economic Report to Forest & Beach Commission and Planning Commission (joint meeting) this fall.
 - Will present the Adaptation Pathway Report to Planning Commission and Forest & Beach Commission in January 2026
 - Received positive response from the Coastal Commission regarding: Community Engagement Plan, Outreach Strategy Table, Draft Adaptation Feasibility Table, Community Workshop Summary.
- Stormwater:
 - Sent Notice to Proceed to Applied Marine Science for ASBS sampling/report.
 - Conducted Public Works O&M Quarterly Inspection.
 - RWQCB Annual Report due October 15, 2025
- Waste Management
 - Franchise Agreement MOU (ReGen +Member Agencies) to City Council in September.

Facility Maintenance

- First Murphy House – Termite Inspection completed. Working on rot repairs.
- Public Works administrative office security counter: Front Desk (Walk-in) will be closed September 4th & 5th due to construction. We will be available to answer questions by phone.
- PD/PW Emergency Repairs: Work continues on gate/evidence room/EOC, and door security upgrades.

- Working on Fire Station Repair to accommodate new Fire Truck; design work completed, received and are reviewing quotes for construction.
- Sunset Center Yoga Roof – Getting quotes for reroofing per CIP.
- Forest Theater – Working on replacement for the Lutron system emergency back up batteries.

Street Maintenance

- Moved sand along the beach, stairs, and Del Mar dunes (with new Skid-Steer)
- Worked on Car Week preparation and clean up.
- Finished sidewalk repair on 4th and Mission
- Installed No U-turn at the Fire Station
- Working on sidewalk repairs on Junipero, plaza staircase.
- Disposed of several seals and dolphin carcasses along the beach.

Project Management for the Capital Improvement Program

Ausonio, Inc. Projects:

- Sunset Center Retaining Walls Repair Project: Consultant completed the design of retaining walls. Requests were made to reduce the scope. Project is on FY25-26 CIP.

Moffit & Nichols:

- M&N is preparing a like-for-like design documents for the 10th Ave & 12th Ave Stairs. Expecting design by mid-September, with anticipation of going out to bid shortly after.

Wallace Group Projects:

- Shoreline Infrastructure Repair Project: PW team working with contractor on the scope.
- City-Wide Paving Project: Successfully received a grant from TAMC for \$243k. Presentation and recommendation for the City Council in September 9th to adopt resolution authorizing staff to execute a contract with Coastal Paving & Excavating, Inc. for this project.

Additional Capital Improvement Projects:

- City-wide Drainage Improvement Projects: Work has begun on parking stalls along Ocean Ave. 8th Ave/Santa Fe completed.
- Vista Lobos Panel Upgrade & EV: Will prepare bid-specification as soon as paving project gets awarded by council.
- Dolores Street Main Replacement (8th to Ocean): CalAM to install water main. Permit in final process, work to begin in October.
- CAWD (Santa Rita Guadalupe): will be installing new infrastructure in the Santa Rita region.
- CAWD (Scenic): will be installing new infrastructure. Work to begin after Labor Day. Pre-construction meeting scheduled for September 4th.

Forestry, Parks, and Beach

- Working closely with Monterey Fire on the CBTS Forest Defense Plan and implementation strategy.
- Forest Master Plan: current draft will be submitted to the subcommittee in mid-September. Will schedule a subcommittee meeting in October.
- Refer to City Forester's Report.



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

September 8, 2025
CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jane Hogan, Accountant

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: July 2025 Check Register Summary

RECOMMENDATION:

Approve the check register for July 2025

BACKGROUND / SUMMARY:

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

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

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

The check register provides valuable insights into the City's financial transactions, ensuring transparency and accountability in our financial operations. The exclusion of

certain legal services payments adheres to the California Supreme Court's guidelines, safeguarding attorney-client privilege. The contract balance information further enhances our financial transparency.

FISCAL IMPACT:

The check register summary for July 2025 totals \$2,718,666.00.

PRIOR CITY COUNCIL ACTION:

Council ratified the June 2025 check register at the August 4, 2025 special council meeting.

ATTACHMENTS:

1. July 2025 Check Register

July 2025 Check Register

ATTACHMENT 1

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 000 _____				
55944	See Monterey	Mar-Apr 2025 TID	07/02/2025	107,011.57
56055	County of Monterey-Treasury Division	Jun 2025 citations	07/31/2025	2,125.00
Total for Department: 000 _____				109,136.57
Department: 110 City Council				
55936	Mayon Capital, Inc	July 2025 statment less \$500 advance	07/02/2025	5,000.00
55961	Association of Monterey Bay Area Govern	FY 2025-26 Member Jurisdiction Dues	07/11/2025	3,847.99
55966	Carmel Chamber of Commerce	Business Level Membership	07/11/2025	445.00
55976	Monterey County Business Council	Cities/Counties Membership dues	07/11/2025	500.00
55979	Nova Romero	Reimburse for CC refreshments 6/25/2025	07/11/2025	174.98
56054	County of Monterey Auditor-Controller	LAFCO Budget allocatioon 2025-26	07/31/2025	18,935.41
56067	Mayon Capital, Inc	Mail Service P&D	07/31/2025	5,500.00
56094	Transportation Agency for Monterey Cour	TAMC	07/31/2025	1,023.00
Total for Department: 110 City Council				35,426.38
Department: 111 City Administration				
55924	Amazon Web Services Inc	Data and cloud storage fees	07/02/2025	447.73
55925	Benefit Coordinators Corporation (BCC)	Returned check fee 6/2/2025	07/02/2025	183.60
55929	Copies By-The-Sea	Agenda printing services	07/02/2025	518.95
55938	Office Depot, Inc.	Office supplies - Admin	07/02/2025	437.90
55942	Same Day Shred	Document shredding services	07/02/2025	50.00
55948	T-Mobile	Monthly cell service, usage and purchases	07/02/2025	340.14
55971	FedEx	Shipping Fees - Planning	07/11/2025	15.71
55973	Hinderliter, De Llamas & Associates	Sales/transactions tax auditing services	07/11/2025	2,115.88
55986	Rotary Club/Peter J Tansill, CPA	Annual dues Rerig, Swanson	07/11/2025	2,780.00
55993	Verizon Wireless	Telephone sales and usage	07/11/2025	4,043.66
56043	AT&T	Telephone service citywide	07/31/2025	1,053.09
56048	Carmel Pine Cone	Legal noticing	07/31/2025	1,459.50
56061	Governmentjobs.com, Inc/NEOGOV	Subscription minus background check Subscription	07/31/2025	10,755.21
56062	GovInvest Inc	GovInvest - GASB, Financial Forecast, Pension/OPEB	07/31/2025	27,500.00
56063	Hinderliter, De Llamas & Associates	Sales/transactions tax auditing services	07/31/2025	1,598.67
56073	MRC	Printer usage fees-All departments	07/31/2025	57.78
56082	Regional Government Services	Payroll services jun 2025	07/31/2025	5,872.50
56089	SRS Private Investigations	Pre-employment report services	07/31/2025	1,175.00
56093	Traffic Patterns	Recruitment services, NEOGOVE implementation and on-call HR supp	07/31/2025	1,665.00
56099	US Bank	CITY CLERKS ASSOCIATIO Annual Conference Registration 2026	07/31/2025	250.00
56099	US Bank	CITY CLERKS ASSOCIATIO California Clerks Association annual dues	07/31/2025	650.00
56099	US Bank	WHOLEFDS MRY 10087 City Council Meeting Dinner for Council (plates, forks)	07/31/2025	14.69
56099	US Bank	BRUNOS MAR* BRUNOS MAR June 3, 2025, City Council Meeting dinner	07/31/2025	159.37
56099	US Bank	AMAZON.COM*N67KT5T71 6/2/2025 City Council Meeting Dinner	07/31/2025	139.99
56099	US Bank	LEAGUE OF CALIFORNIA CIT Mayor Byrne registration for LOCC Annual Conference 2025	07/31/2025	750.00
56099	US Bank	LEAGUE OF CALIFORNIA CIT Bob Delves Registration LOCC Annual Conference 2025	07/31/2025	750.00
Total for Department: 111 City Administration				64,784.37
Department: 112 City Attorney				
56044	Burke,Williams & Sorensen, LLP	City Attorney services-	07/31/2025	42,827.70
Total for Department: 112 City Attorney				42,827.70
Department: 115 Community Planning & Building				
55928	Chico State Enterprises-Accts Rec	FY 25-26: Website - GIS Map	07/02/2025	1,703.00
55930	Evan Kort	Boot Reimbursement	07/02/2025	180.24
55931	FedEx	Volume Study Shipping Fees	07/02/2025	15.99
55932	International Code Council	Code Enforcement Training - Sullivan Carey-Lang	07/02/2025	165.00
55935	Leah Young	Boot Reimbursement	07/02/2025	204.30
55937	Minuteman Press	Postcards for Public Noticing	07/02/2025	779.41
55959	American Planning Association	APA California 2025 Conference - Katherine Wallace	07/11/2025	682.50
55974	Jacob Olander	Boot Reimbursement	07/11/2025	300.00
55980	Office Depot, Inc.	FY 24-25: Office Supplies, CP&B Dept.	07/11/2025	257.13
55988	Shelby Gorman	July 2025 Planning Commission snacks	07/11/2025	26.31
55996	City Clerks Assoc of California	CMCA Membership - Shelby Gorman	07/18/2025	300.00
56002	Engineered Fire Systems	Plan Review - June 2025	07/18/2025	1,417.50
56025	US Bank	SAFEWAY.COM #2669 sandwiches for June 2025 Planning Commission	07/18/2025	65.24
56025	US Bank	SP ESTORES-OMCHAIRS Office Master Chairs: ergo chair for Jacob Olander	07/18/2025	590.85
56025	US Bank	AIRTABLE.COM/BILL Airtable: Affordable Housing Project (no receipt)	07/18/2025	113.44
56027	City Clerks Assoc of California	Nuts & Bolts Virtual Training - Shelby Gorman	07/25/2025	250.00
56028	Mad Dogs & Englishmen	CP&B Bike Maintenance	07/25/2025	88.24
56030	Veronica Tam and Associates	Carmel Sites Strategy	07/25/2025	4,500.00
Total for Department: 115 Community Planning & Bu				11,639.15
Department: 116 Police				
55926	Ben's Motorcycle Works	PD Motorcycle repairs	07/02/2025	1,646.65
55938	Office Depot, Inc.	PD Office supplies	07/02/2025	-0.02

55941	Primo Brands/BlueTriton Brands Inc	Water service Police Dept	07/02/2025	276.85
55943	San Diego Police Equipment Co Inc	PD equipment	07/02/2025	427.43
55945	Swift Car Wash	Car washes Police Dept	07/02/2025	160.00
55946	T2 Systems Canada Inc.	Digital Iris Scanner Service	07/02/2025	117.87
55947	T2 Systems, Inc	Automated Owner Lookups/Color Mailed Letters	07/02/2025	68.91
55967	Carmel Towing & Garage	PD Fuel charges	07/11/2025	952.52
55969	County of Monterey	Mty Count Emergency Communications Dept Q1 25-26	07/11/2025	21,141.00
55977	Monterey County Sheriff-Coroner	Criminal Justice Information System Apr1-Jun 30, 2025	07/11/2025	22,670.04
55991	T2 Systems, Inc	MobilePay subscription monthly fee	07/11/2025	83.33
56019	Performa Labs, Inc	Training Subscription	07/18/2025	4,320.00
56050	Cindi Mitchell	Reimburse for OnDemand Class	07/31/2025	99.00
56090	Thomas Uretsky	Professional security consulting as directed by Police Dept	07/31/2025	3,616.00
56095	Transunion Risk & Alterna	PD: Monthly fee for information services	07/31/2025	88.40

Total for Department: 116 Police	55,667.98
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Department: 117 Fire

55967	Carmel Towing & Garage	Fire Dept. Gas Expense	07/11/2025	814.65
55969	County of Monterey, Dept of Emerg Com	Mty Count Emergency Communications Dept Q1 25-26	07/11/2025	7,137.00
56070	Mission Linen Service	Mission linen services	07/31/2025	161.18

Total for Department: 117 Fire	8,112.83
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Department: 118 Ambulance

55927	Bound Tree Medical LLC	Medical supplies	07/02/2025	160.61
55960	American Supply Company	Janitorial Supplies-Amb Dept	07/11/2025	647.53
55963	Bound Tree Medical LLC	Medical supplies	07/11/2025	1,771.71
55967	Carmel Towing & Garage	Amb Dept. Gas Expense	07/11/2025	607.48
56068	Medics For Life, Inc .	EMT training and education services	07/31/2025	500.00

Total for Department: 118 Ambulance	3,687.33
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Department: 119 Public Works

55934	Javier Hernandez	Reimburse for training expense PE Licensing	07/02/2025	249.72
55995	Cintas Corporation	Uniform Services	07/18/2025	186.65
55997	City Of Monterey	Repair to unit 1. 6/17/25 #109069	07/18/2025	4,364.96
55999	Country Casual Inc.	Replacement bench for MTNP	07/18/2025	1,216.43
56001	DC Group, Inc	Replacing the emergency lighting battier system throughout the S	07/18/2025	20,574.92
56005	Ferguson Enterprises, Inc.	FM Plumbing/elec supplies	07/18/2025	460.51
56006	First Alarm	Alarm services-Fire Station	07/18/2025	338.55
56007	Granite Rock Company	Asphalt lutes - 2235208 6/30/25	07/18/2025	2,063.73
56011	Jaime Aquino	Boots FY24/25 per MOU	07/18/2025	350.00
56012	Jesse Garibay	Boots FY24/25 per MOU	07/18/2025	327.74
56014	David Sollid Marina Backflow Company	FM Backflow services	07/18/2025	3,590.00
56015	MJ Murphy Lumber and Hardware	Lumber	07/18/2025	785.56
56016	Otis Elevator Company	6/16/25 #100401975254 HML	07/18/2025	520.20
56017	Overhead Door Co of Salinas	FM Overhead door services	07/18/2025	1,551.39
56020	Poe's Plumbing & Backflow	Murphy Park sink 6/26/25 I-41809	07/18/2025	110.00
56021	PSTS, Inc.	Services:Pumping oil-water separator	07/18/2025	1,050.00
56022	Pureserve Building Service	FM Janitorial services Citywide	07/18/2025	23,361.72
56023	Scarborough Lumber & Building	FM Materials and Supplies	07/18/2025	451.23
56024	Uline Inc.	PW Supplies 6/11/25 194011519	07/18/2025	3,941.99
56040	American Lock & Key	Supplies for Facilities Maint.	07/31/2025	569.09
56041	American Supply Company	PW/FM Janitorial supplies	07/31/2025	57.47
56042	Applied Marine Sciences	7/23/25 #401-24-06	07/31/2025	3,023.75
56046	California Fire Protection, Inc.	Service call for quarterly NFPA sprinkler inspection	07/31/2025	150.00
56049	Carmel Towing & Garage	Carmel Towing nd Garage-PW Fuel for June 2025	07/31/2025	2,716.77
56051	Cintas Corporation	Cintas - PW Uniform Service	07/31/2025	444.88
56053	Community Tree Service	Tree work in City	07/31/2025	12,935.84
56056	Cypress Painting & Decorating, Inc.	Cypress Painting - EOC repaint	07/31/2025	9,960.00
56057	Denise Duffy & Associates	Planning and Environmental contract 9/3/24 #9387	07/31/2025	5,952.94
56059	Ferguson Enterprises, Inc.	Ferguson -PVC for CED	07/31/2025	158.19
56060	Forestry Suppliers, Inc	F & B Materials and supplies	07/31/2025	1,911.07
56065	Legacy Roofing and Waterproofing Inc	Repair work to PW Roof 1/29/25 #301271A	07/31/2025	1,719.00
56066	Martins Irrigation Supply, INC.	Irrigation supplies 6/7/25 #678564	07/31/2025	33.61
56069	Mario Soto Mirage Window Cleaning	FM Window cleaning citywide	07/31/2025	1,210.00
56072	Monterey Regional Waste Management D	7/25/25 #01-SB13832425-F	07/31/2025	5,612.00
56074	Native Solutions	North Dunes Volunteer Management (Native Solutions)	07/31/2025	1,400.00
56076	Nicole Nedeff	Nicole Nedeff-Forest Management Plan	07/31/2025	2,465.00
56078	Overhead Door Co of Salinas	Service to doors - 6/19/25 150950 and #150949	07/31/2025	920.00
56077	Otis Elevator Company	Maint. Service HML July-Sept 25	07/31/2025	446.04
56080	Poe's Plumbing & Backflow	Poes Plumbing-Repair work Scenic and 13th	07/31/2025	578.54
56081	Primo Brands	PW Water -	07/31/2025	556.97
56083	Rental Depot - Monterey	Equipment Rentals	07/31/2025	654.57
56084	Robert Half	Temp help in Forestry	07/31/2025	7,254.18
56085	Rooter King	Rooter King-Sewer lateral repair	07/31/2025	3,955.00
56086	Ross Roofing Inc	Ross Roofing - CFD	07/31/2025	2,380.00
56087	Scarborough Lumber & Building	Electric cut off saw 6/18/25 #404706-4	07/31/2025	1,496.40
56088	Sherwin-Williams Co.	Sherwin Willams-Paint supplies for PW	07/31/2025	528.19
56091	Tope's Tree Service Inc.	Tree work in City	07/31/2025	70,788.20
56092	Town and Country Gardening	Tree work in City	07/31/2025	49,765.54
56096	Tree Stuff Lockbox No 639707	Forestry Supplies	07/31/2025	314.59

56097	Trucksis Enterprises, Inc.	Supplies for facilities	07/31/2025	807.61
56098	Underground Service Alert Nor Cal	Underground Service Alert-CA State fee for USA Tickets	07/31/2025	923.54
56099	US Bank	UNITED advertising.	07/31/2025	538.36
56099	US Bank	THE HOME DEPOT #6967 Portable air, compressor, batteries, doorhandles, kick plates, zip ties drill bits	07/31/2025	1,191.82
56099	US Bank	BEST BUY Replacement of PW conference room TV	07/31/2025	661.49
56099	US Bank	SP CHOICE BUILDER SOL Four ADA complaint restroom mirrors	07/31/2025	1,049.55
56099	US Bank	INTERNATIONAL FACILITY M IFMA maintenance and operations training course	07/31/2025	350.00
56099	US Bank	THE HOME DEPOT #6967 Stove replacement for public Works break room	07/31/2025	892.96
56099	US Bank	ONLINETRANSACTIONPROCE Fire extinguisher casings replacements for public Work and Forest Theatre	07/31/2025	145.03
56099	US Bank	EBAY O*14-13136-00801 Portable generator	07/31/2025	1,856.16
56099	US Bank	THE HOME DEPOT 6967 Batteries, tools, and toilet seats	07/31/2025	222.00
56099	US Bank	CWUS bank 6191 6/6/25	07/31/2025	6,907.37
56100	Wald, Ruhnke & Dost Architects, LLP	Professional services Fire Dept Engine Bay expansion	07/31/2025	1,000.00
56102	West Coast Arborists Inc .	Tree work in City	07/31/2025	90,294.00
56103	Wm Baxter Electric	WM Baxter - Volt outlets	07/31/2025	814.75
56104	Wm. B. Saleh Painting, Inc	Panting City Hall exterior handrails	07/31/2025	7,727.00

Total for Department: 119 Public Works	370,834.77
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Department: 121 Community Activities

56003	Engraving AwardsGifts.Com	10 ceremonial keys - 5 3/8", gold plated, City seal	07/18/2025	677.38
56025	US Bank	Eagle Peak 6 tents - replacements	07/18/2025	961.34
56025	US Bank	Vistaprint - Council Member car magnets	07/18/2025	473.13
56025	US Bank	Vistaprint - Custom Car Magnets	07/18/2025	473.13

Total for Department: 121 Community Activities	2,584.98
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Department: 122 Economic Revitalization

55987	See Monterey	TOT Destination Marketing Jurisdiction Investment Q4 4/1-6/30/25	07/11/2025	56,574.25
55990	Sunset Cultural Center Inc.	Current fiscal year Operating Grant Q1 2025-26	07/11/2025	187,500.00

Total for Department: 122 Economic Revitalization	244,074.25
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Department: 130 Non-Departmental

55940	PG&E	Citywide gas and electric services	07/02/2025	13.54
55984	PG&E	Citywide gas and electric services	07/11/2025	19,329.71
55985	Prism Public Risk Innovation	7/1/25-6/30/26 General Liability Program 1	07/11/2025	1,437,719.20
56045	Cal-Am Water Company	Water service citywide	07/31/2025	22,651.47
56079	PG&E	Gas & Electric service Citywide	07/31/2025	4,566.43

Total for Department: 130 Non-Departmental	1,484,280.35
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Department: 311 Capital Projects

55998	Coastal Paving & Excavating, Inc	Storm Drain Improvement- Implementation and construction per co	07/18/2025	146,822.50
56009	Ifland Engineers, Inc	Professional services Police Station renovation	07/18/2025	486.25
56010	Indigo/Hammon & Playle Architects, LLP	Carmel Police Building 6/19/25 #20335-19	07/18/2025	559.19
56026	Wallace Group	Shoreline infrastructure repair	07/18/2025	2,055.80
56039	4Leaf, Inc	Project Management Services:PD/PW Building projects per contract	07/31/2025	775.80
56048	Carmel Pine Cone	Legal noticing 5-9-25 #2519MND028	07/31/2025	775.00
56052	Coastal Paving & Excavating, Inc	Storm Drain Improvement- Implementation and construction per co	07/31/2025	92,933.75
56058	EMC Planning Group, Inc	Outreach Adaptation Pathway Development	07/31/2025	10,475.51
56064	Indigo/Hammon & Playle Architects, LLP	Indigo/Hammon & Playle Architects- Carmel PD Project	07/31/2025	9,829.54
56071	Monterey County Weekly Classifieds	Monterey County Weekly-Conglomerate Paving Project ad	07/31/2025	948.00
56075	Neill Engineers Corp.	Drainage system repairs	07/31/2025	18,915.00
56101	Wallace Group	Streets Resurfacing	07/31/2025	1,033.00

Total for Department: 311 Capital Projects	285,609.34
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Grand Total	2,718,666.00
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CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

September 8, 2025
CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Rob Culver, Public Works Superintendent

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-073 authorizing the purchase of two (2) electric 2025 Ford F-150 Lightnings from Watsonville Ford under Sourcewell Contract #091521-NAF in the amount of \$121,857.56

RECOMMENDATION:

Adopt Resolution 2025-073 authorizing the purchase of two (2) electric 2025 Ford F-150 Lightnings from Watsonville Ford under Sourcewell Contract #091521-NAF in the amount of \$121,857.56

BACKGROUND / SUMMARY:

The Public Works Department plans to replace a 2000 Dodge Dakota and a 2002 Ford Ranger due to their age, condition, and wear by acquiring two Electric Vehicle (EV) trucks. These EV trucks will be used across all divisions of the Public Works Department. Given the department's heavy reliance on its fleet of trucks for routine maintenance, repairs, equipment transportation, and emergency response, the transition to EV trucks will reduce the City's carbon footprint and lower fuel and maintenance expenses. Additionally, acquiring these EV trucks aligns with the State's mandate for increasing EV adoption in municipal fleets. By proactively transitioning to electric vehicles, the City demonstrates its commitment to environmental sustainability and compliance with state regulations. This initiative will position the City of Carmel as a leader in adopting clean energy solutions and contribute to a healthier environment for our community.

Staff recommends that City Council adopt the attached Resolution 2025-000 (**Attachment 1**) authorizing the purchase of two (2) electric Ford F-150 Lightnings.

Quotes were obtained by Watsonville Ford from Sourcewell, a local government procurement agency under contract #091521-NAF. (**Attachment 2**).

FISCAL IMPACT:

Funding for the two (2) EV trucks was included in the Council-approved Capital Improvement Plan budget for Fiscal Year 2025/2026 with funding of \$150,000. The price of the two trucks is \$121,857.56.

PRIOR CITY COUNCIL ACTION:

At the June 3rd 2025 Council meeting, Council-approved the FY 2025/26 Capital Improvement Plan which included an appropriation of \$150,000 from the Vehicle and Equipment Fund for two (2) electric trucks.

ATTACHMENTS:

1. Resolution 2025-073
2. Price Quote 2 EV trucks

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL
RESOLUTION NO. 2025-073**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA APPROVING THE PURCHASE OF TWO (2) ELECTRIC 2025 FORD F-150 LIGHTNINGS FROM WATSONVILLE FORD UNDER SOURCEWELL CONTRACT #091521-NEF IN THE AMOUNT OF \$121,857.00

WHEREAS, the purchase of two electric 2025 Ford F-150 Lightnings will replace a 2000 Dodge Dakota and a 2002 Ford Ranger; and

WHEREAS, The two EV trucks will be used across all divisions of the Public Works Department; and

WHEREAS, The two EV trucks will reduce the City's carbon footprint and lower fuel and maintenance expenses; and

WHEREAS, Quotes were obtained by Watsonville Ford from Sourcewell, a local government procurement agency under contract #091521-NEF; and

WHEREAS, At the June 3rd, 2025, Council meeting, Council approved the FY 25/26 Capital Improvement Plan which included an appropriation of \$150,000 from the Vehicle and Equipment Fund for two (2) EV trucks.

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

Authorize the purchase of two electric 2025 Ford F-150 Lightnings in the amount of \$121,857

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 8th day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

National Auto Fleet Group

Watsonville Fleet Group / Watsonville Ford QUOTE 42225

IN STOCK VEHICLE

08/20/25

CITY OF CARMEL BY THE SEA

PO BOX CC, CARMEL BY THE SEA, CA 93921

National Auto Fleet Group / Watsonville Ford/ Source Well

2025 FORD F150 LIGHTNING PRO SOURCEWELL

CONTRACT #091521-NAF

Contract Price	55,735.00
	85.00 DOC
	5,155.03 Tax
	35.00 EFT
	8.75 TIRE FEE
	60,928.78 X2 = 121,857.56

Should you have any questions, please do not hesitate to call.

Sincerely,

Bobbie Winterhalder
831-419-1602

Watsonville Fleet Group



Preview Order B820 - W1B - 4x4 Pro SuperCrew: Order Summary Time of Preview: 08/20/2025 09:19:51 Receipt: NA

Dealership Name: Watsonville Ford

Sales Code : F72429

Dealer Rep.	Type	Vehicle Line	Order
Customer Name Carmel	Priority Code L3	Model Year 2025	Price Level 565

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X4 SUPERCREW PRO - 145	\$49780	FRONT LICENSE PLATE BRACKET	\$0
145 INCH WHEELBASE	\$0	TOW TECHNOLOGY PACKAGE	\$1950
TOTAL BASE VEHICLE	\$49780	.MIRROR MAN FOLD W/POWER GLASS	\$0
OXFORD WHITE	\$0	.LED SIDE-MIRROR SPOTLIGHTS	\$0
SSV HEAVY-DUTY CLOTH 40/CON/40	\$0	18" ALLOY GLOSS BLACK WHEELS	\$0
MEDIUM DARK SLATE	\$0	PRO SSV PACKAGE	\$145
EQUIPMENT GROUP 110A	\$0	.8-WAY POWER DRIVERS SEAT	\$0
.PRO SERIES	\$0	PRICE CONCESSION INDICATOR	\$0
.ZERO EMISSIONS VEHICLE	\$0	ALUMINUM TOOLBOX-BLACK *ACCY	\$1040
98KWH STD BAT	\$0	BEDLINER-TOUGHBED SPRAYIN*ACCY	\$625
SINGLE-SPEED TRANSMISSION	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
275/65R18 BSW ALL-TERRAIN TIRE	\$0	FUEL CHARGE	\$0
ELECTRIC DRIVE REGULAR AXLE	\$0	PRICED DORA	\$0
8350# GVWR PACKAGE	\$0	ADVERTISING ASSESSMENT	\$0
CA NEW MTR VEHICLE BOARD FEES	\$0	DESTINATION & DELIVERY	\$2195
JOB #2 ORDER	\$0		
			MSRP
TOTAL BASE AND OPTIONS			\$55735
DISCOUNTS			NA
TOTAL			\$55735

ORDERING FIN: QL527 END USER FIN: QL527

SHIP TO : F72429

550 Auto Center Drive, Watsonville, CA, 95076-3728

INCENTIVES

Acc. Code ID :10 Contract/Ref # :30-3845 Bid Date :12/23/24State : CA

DISCOUNTS:

\$-1600.00



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

September 8, 2025
CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Brian Pierik, City Attorney

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-074 Approving Revisions to City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution

RECOMMENDATION:

Adopt Resolution 2025-074 Approving Revisions to City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution.

BACKGROUND / SUMMARY:

At the City Council on August 4, 3035, the City Council gave direction to return to the Council with a Resolution revising City Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution in reference to Section II CITY COUNCIL MEETINGS regarding Agenda Preparation and Agenda Finalization.

Attachments to this staff report:

- Attachment 1** - Resolution 2025-074 - Approving Revisions to City Policy C89-02
- Attachment 2** - Exhibit A - Clean Version of Proposed Changes to Policy C89-02
- Attachment 3** - Redline Version of Proposed Changes to Policy C89-02
- Attachment 4** - Current Policy C89-02: City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting and Agenda Distribution

FISCAL IMPACT:

No direct fiscal impact for this action.

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

1. Resolution 2025-074 - Amending Policy C89-02 Council Meeting Procedures
2. Exhibit A - Clean Version of Changes to Policy C89-02_8.4.2025
3. Redline of Changes to Policy C89-02
4. Current Policy C89-02 City Council Meetings Orders of Council Agenda Packets
Minutes of Meeting (Revised in 2020)

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

RESOLUTION NO. 2025-074

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
APPROVING REVISIONS TO CITY POLICY C89-02: CITY COUNCIL MEETINGS, ORDERS
OF COUNCIL, AGENDA PACKETS, MINUTES OF MEETING AND AGENDA DISTRIBUTION**

WHEREAS, City Policy C89-02 was originally adopted on August 2, 1988, to guide the City Council and staff in conducting public meetings and preparing and distributing agendas and minutes; and

WHEREAS, the policy has been updated periodically to reflect changes in procedures and best practices; and

WHEREAS, the most recent revision to Policy C89-02 occurred in 2020; and

WHEREAS, the City Council has determined that further updates are needed to reflect current practices for meeting procedures, public comment, agenda review, and other related processes.

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

Adopt the revised Policy C89-02 City Council Meetings, Orders of Council, Agenda Packets, Minutes of Meeting, and Agenda Distribution as provided in Exhibit A.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-
THE-SEA this 8th day of September, 2025 by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

PROPOSED CHANGES TO CITY OF CARMEL-BY-THE-SEA POLICY AND PROCEDURE

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

Purpose:

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

Policy/Procedure:

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

Responsible Party:

City Administrator/City Clerk

Department of Origin:

Administration/City Council

Revision Dates:

March 2009 (28 October 2008 Council Retreat)

June 2012 (Resolution No. 2012-33)

October 2020 (Resolution No. 2020-063)

September 8, 2025 (Resolution No. 2025-074)

Rescinded Date :

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

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

I. ELECTED OFFICIALS

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

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

Amended: October 6, 2020

COUNCIL MINUTES

A. PREFACE

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

B. PURPOSE OF COUNCIL MINUTES

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

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

C. FORM AND CONTENTS OF COUNCIL MEETING MINUTES

1. Standard Forms:

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

2. Jurisdictional Matters

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

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

3. Approval of Minutes of Previous Meetings

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

4. Record of Action Taken

The minutes need only record:

a. Petitions and communications

1. Date of the document
2. Subject
3. Authors, if only a few

4. Number of signers, if numerous
5. Action taken

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

b. Consideration of bids

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

1. Introduction

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

Generally speaking, minutes should record the following data concerning the introduction of an ordinance or resolution:

- aa. The title or subject matter
 - bb. The names of the City Council Members introducing and seconding
 2. Compliance with jurisdictional requirements prior to action taken on ordinances or resolutions

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

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

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

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

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

d. Reports of officers

1. Written reports

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

aa. Name or title of the officer

bb. Date of the report

cc. Subject or title of report

dd. Disposition made of report, if any

PROPOSED CHANGES TO CITY OF CARMEL-BY-THE-SEA POLICY AND PROCEDURE

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

Purpose:

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

Policy/Procedure:

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

Responsible Party:

City Administrator/City Clerk

Department of Origin:

Administration/City Council

Revision Dates:

2 March 2009 (28 October 2008 Council Retreat)

5 June 2012 (Resolution No. 2012-33)

6 October 2020 (Resolution No. 2020-063)

Rescinded Date :

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

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C. FORM AND CONTENTS OF COUNCIL MEETING MINUTES

1. Standard Forms:

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

2. Jurisdictional Matters

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

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

3. Approval of Minutes of Previous Meetings

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

4. Record of Action Taken

The minutes need only record:

a. Petitions and communications

1. Date of the document
2. Subject
3. Authors, if only a few

4. Number of signers, if numerous
5. Action taken

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

b. Consideration of bids

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

1. Introduction

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

Generally speaking, minutes should record the following data concerning the introduction of an ordinance or resolution:

- aa. The title or subject matter
 - bb. The names of the City Council Members introducing and seconding
 2. Compliance with jurisdictional requirements prior to action taken on ordinances or resolutions

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

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

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

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

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

d. Reports of officers

1. Written reports

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

aa. Name or title of the officer

bb. Date of the report

cc. Subject or title of report

dd. Disposition made of report, if any

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

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

Purpose:

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

Policy/Procedure:

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

Responsible Party:

City Administrator/City Clerk

Department of Origin:

Administration/City Council

Revision Dates:

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

Rescinded Date :

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

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

I. ELECTED OFFICIALS

A. Mayor (directly elected since 1978)

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

B. Mayor Pro Tempore

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

C. Absence of both the Mayor and Mayor Pro Tempore

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

II. CITY COUNCIL MEETINGS

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

A. Agenda

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

- Agenda Preparation

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

- Agenda Finalization

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

- Continuance of Agenda Item

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

- Agenda Posting

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

B. Orders of City Council Business

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

- Extraordinary Business

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

- Announcements from City Council Members & City Administrator

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

- Public Appearances

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

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

- Consent Agenda

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

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

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

- Orders of Council

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

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

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

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

III. CONDUCT OF CITY COUNCIL MEETINGS

A. General Procedure

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

B. Questions Addressed to a Council Member

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

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

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

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

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

D. Public input/oral presentations

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

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

- Close of Public Comment

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

- Staff response to questions from the public.

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

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

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

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

- Substitute motions

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

- Tie votes

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

- Motions to reconsider

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

- Staff announcement of decision

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

E. Meeting Procedure for formal Appeals/Public Hearings

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

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

- Public comments/discussion

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

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

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

- Items entered into the record

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

- Distribution

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

G. Official Recordings of the Meeting

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

Amended: October 6, 2020

COUNCIL MINUTES

A. PREFACE

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

B. PURPOSE OF COUNCIL MINUTES

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

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

C. FORM AND CONTENTS OF COUNCIL MEETING MINUTES

1. Standard Forms:

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

2. Jurisdictional Matters

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

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1. Date of the document
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1. Record of bids filed and opened
 - a. The subject matter of the bids
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3. Votes cast for or against adoption of ordinances and resolutions

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

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

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

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1. Written reports

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

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



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

September 8, 2025
CONSENT AGENDA (Estimated time - 5 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Brandon Swanson, Assistant City Administrator

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-075 designating the 2025 Holiday Closure from December 24, 2025, through January 2, 2026

RECOMMENDATION:

Adopt Resolution 2025-075 designating the 2025 Holiday Closure from December 24, 2025, through January 2, 2026.

BACKGROUND / SUMMARY:

Over the past few years, staff have observed a decline in the number of walk-in customers during the December holiday period. In response to this trend, a voluntary holiday closure between the December 24th and January 1st holidays is recommended to enhance employee morale, productivity, and well-being, while also demonstrating the City's appreciation for staff's hard work throughout the year. Additionally, it would reduce the City's operational costs and environmental footprint by saving energy and resources.

Proposed Holiday Closure

The City is proposing a holiday closure from December 24, 2025, to January 2, 2025. The City already recognizes three holidays during this period: Christmas Eve (December 24), Christmas Day (December 25), and New Year's Day (January 1). Employees will use their accrued leave time for the four voluntary closure days. The detailed schedule is as follows:

Proposed Closure Dates	
Tuesday, December 23	Offices open
Wednesday, December 24	Observed Holiday (City offices closed)
Thursday, December 25	Observed Holiday (City offices closed)
Friday, December 26	Voluntary Holiday Closure
Monday, December 29	Voluntary Holiday Closure
Tuesday, December 30	Voluntary Holiday Closure
Wednesday, December 31	Voluntary Holiday Closure
Thursday, January 1	Observed Holiday (City offices closed)
Friday, January 2	Voluntary Holiday Closure
Monday, January 5	Offices Open

All essential services such as Police and Ambulance will remain open 24/7, with Public Works available on-call during this time period.

FISCAL IMPACT:

The City expects to save on utility costs (such as gas and electricity) by shutting down City buildings during this period. In addition, this will lower the vacation leave accruals which lowers the City's payroll liability as employees will use leave balances for the proposed closure period.

PRIOR CITY COUNCIL ACTION:

City Council adopted similar resolutions authorizing a holiday closure in 2022, 2023, and 2024.

ATTACHMENTS:

1. Resolution 2025-075

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

RESOLUTION NO. 2025-075

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
DESIGNATING A HOLIDAY CLOSURE FROM DECEMBER 24, 2025, THROUGH JANUARY 2,
2026**

WHEREAS, Section 6700 of the California Government Code designates days that are holidays in the State of California ("State"); and

WHEREAS, Section 6702 of the California Government Code provides that City offices shall be closed on designated State holidays unless otherwise provided by the City, and

WHEREAS, public safety essential services such as Police and Ambulance will remain open 24/7 during this time period, and Public Works will remain on-call; and

WHEREAS, the City Administrator has identified non-public safety staff throughout the City to be on stand-by to provide services to our community; and

WHEREAS, The City expects to save on utility costs (such as gas and electricity) by shutting down City buildings during this period; and

WHEREAS, Vacation leave accruals will be used by employees during the closure period, which lowers the City's payroll liability; and

WHEREAS, the City of Carmel-by-the-Sea City Council already recognizes Christmas Eve on December 24; Christmas Day on December 25, and New Year's Day on January 1st as observed holidays.

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

Authorize a holiday closure for non-essential City services from December 24, 2025 – January 2, 2026.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this
8th day of September 2025, by the following roll call 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

September 8, 2025
PUBLIC HEARINGS (Estimated time - 180 min)

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Evan Kort, Senior Planner

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: **APPEAL 25115 (Esperanza Carmel Commercial - JB Pastor Building):** Continued from the August 4, 2025 City Council hearing, consideration of an Appeal (APPEAL 25115, Esperanza Carmel Commercial - JB Pastor Building) filed by Krista Ostoich on behalf of Mike Brown, Mike Cate, Don Goodhue, Steve Hillyard, Vinz Koller, Courtney Kramer, Cindy Lloyd, Ian Martin, Rich Pepe, Kristi Reimer, and Julie Wendt of the Planning Commission's approval (Resolution No. 2025-020-PC) of Design Review, DR 23-140 (Esperanza Carmel Commercial - JB Pastor Building), Use Permit, UP 21-113 (Esperanza Carmel Commercial - JB Pastor Building), Lot Merger, LM 20-394 (Esperanza Carmel Commercial - JB Pastor Building), and associated environmental determination for the JB Pastor Building located at Dolores Street 2 southeast of 7th Avenue in the Service Commercial (SC) District at Lots 6, 8, and 10 of Block 91. APNs: 010-145-023-000, 010-145-024-000, and 010-145-012-000. Consider adoption of Resolution 2025-076.

RECOMMENDATION:

Staff recommends that the public be allowed to present comment on this agenda item for up to three minutes and after public comment that a representative of the Appellants be allowed to present a five minute rebuttal to the public comment and thereafter that a representative of the Applicant be allowed to present a five minute rebuttal to the public comment.

Staff also recommends the City Council make the following motions:

1. Motion to adopt a Resolution (**Attachment 1**) of the City Council of the City of Carmel-By-The-Sea Remanding This Project to the Planning Commission for Further Consideration Based On the Findings by the City Council in this Resolution (Appeal 25115, Esperanza Carmel Commercial - JB Pastor Building) Filed by Krista Ostoich on Behalf of Mike Brown, Mike Cate, Don Goodhue, Steve Hillyard, Vinz Koller, Courtney Kramer, Cindy Lloyd, Ian Martin, Rich Pepe, Kristi Reimer, and Julie Wendt of the Planning Commission's Approval (Resolution No. 2025- 020-PC) of Design Review, DR 23-140 (Esperanza Carmel Commercial - JB Pastor Building), Use Permit, UP 21- 113 (Esperanza Carmel Commercial - JB Pastor Building), Lot Merger, LM 20-394 (Esperanza Carmel Commercial - JB Pastor Building), and associated Environmental Determination for the JB Pastor Building Project located at Dolores Street 2 Southeast of 7th Avenue in the Service Commercial (SC) District at Lots 6, 8, and 10 of Block 91. APNS: 010- 145-023-000, 010-145-024-000, and 010-145 012-000.
2. Motion finding for purposes of consideration by the Planning Commission upon remand, that the Esperanza Carmel Commercial - JB Pastor Building Project, as considered by the City Council on August 4, 2025 and September 8, 2025, complies with the Maximum Floor Area Requirements of City of Carmel-by-the-Sea Municipal Code Section 17.14.140.C.
3. Motion finding for purposes of consideration by the Planning Commission upon remand, that the Esperanza Carmel Commercial - JB Pastor Building Project, as considered by the City Council on August 4, 2025 and September 8, 2025, is consistent with the Secretary of the Interior's Standards based on City Council Resolution 2023-099 and further directing City Staff to present to the Planning Commission on remand additional analysis addressing the Project's consistency with the Secretary of the Interior's Standards.
4. Motion finding for purposes of consideration by the Planning Commission upon remand, that the Esperanza Carmel Commercial - JB Pastor Building Project, as considered by the City Council on August 4, 2025 and September 8, 2025, Categorically Exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15331 (Class 31) - Historical Resource Restoration/Rehabilitation and that no Exceptions to this Categorical Exemption contained in CEQA Guidelines Section 15300.2 apply to negate this Exemption and further directing the Planning Commission to consider the Project's eligibility under that Class 31 exemption based on the additional analysis of the Project's consistency with the Secretary of Interior Standard.

BACKGROUND / SUMMARY:

EXECUTIVE SUMMARY

On April 9, 2025, the Planning Commission approved a mixed-use development for the construction of a new 12,971-square-foot, two-story mixed-use development on a 12,000 square foot site and finding the project to be categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15332.

Following the approval, eleven (11) members of the public filed a timely appeal of the approval on four primary grounds: improper use of a CEQA categorical exemption, violations of zoning limits on floor area and interaccessibility, improper application of in-lieu parking fees, and noncompliance with conditions imposed by City Council under Resolution 2023-099 (**Attachment 2**).

The City Council considered the Appeal on August 4, 2025. Following deliberation, the Council continued the hearing to September 8, 2025, and directed staff to prepare a new resolution reflecting the Council's findings for formal adoption at the September 8, 2025, Council meeting with regard to parking and landscaping. In addition, the City Council directed staff to return on September 8, 2025, with motions on the Maximum Floor Area, consistency with the Secretary of the Interior's Standards and CEQA.

At the August 4th meeting, the City Attorney explained that a Resolution requires three (3) votes to be adopted and that for a Motion, a majority of the quorum is required to approve a Motion such that, with three Council members voting that a vote of 2 in favor of the Motion is an approval of the Motion.

This staff report incorporates the findings and direction of the City Council at the August 4, 2025 hearing. The August 4th hearing staff report and attachments can be found online [here](#), and in **Attachment 3**.

BACKGROUND/ PROJECT DESCRIPTION

The project site is located at Dolores Street 2 southeast of 7th Avenue in the Service Commercial (SC) Zoning District. The site consists of Lots 6, 8, and 10 of Block 91, which are proposed to be merged as part of this application.

Originally submitted in 2019 as a smaller proposal on Lot 10 alone, the project expanded in 2021 to include all three lots, including demolition of the community room. Following public hearings and the listing of the property on the city's local historic inventory, the applicant revised the project and proposed relocating the community room to the east of the main building (Lot 4). However, the City Council upheld the Historic Resources Board's determination that relocation would not comply with the Secretary of the Interior's Standards.

In response, the applicant submitted a revised design in May 2023 that retained the community room in its original location. While the Historic Resources Board initially found the updated proposal consistent with preservation standards, the City Council overturned that determination in October 2023 and issued a new Determination of

Consistency with modified findings and conditions.

On April 9, 2025, the applicant received approval from the Planning Commission (Resolution 2025-020-PC) to merge lots 6, 8 and 10 and construct a new 12,971-square-foot, two-story mixed-use development with 8 apartment units and approximately 5,100 square feet of new commercial floor area, with a new 852-square-foot basement and a new surface parking area at the rear of the property with a total of 12 parking spaces with 10 of the 12 spaces sharing a parking lift system and the remaining required parking being provided through the city's in-lieu parking fee program.

The approval further allowed for all current/existing improvements on Lots 8 and 10 to be demolished, and the majority of the existing site improvements on Lot 6 to be removed with the Community Room Structure and historic concrete walls on Lot 6 fronting Dolores Street and along the existing driveway being maintained and protected to ensure the project does not adversely impact the historic Complex. Public right-of-way improvements are also approved for the areas immediately fronting the project site. New landscaping is also approved in the right-of-way fronting Dolores Street as well as throughout the project site. With the retention of the existing Northern California Saving & Loan Community Room and ornamented concrete wall surrounding the building, a total of 13,663 square feet of floor area spread across three separate buildings were approved (i.e. new construction = 12,971 sf; total site = 13,663 sf).

On April 23, 2025, Krista Ostoich, Attorney at Law, submitted a timely appeal of the project on behalf of the appellants, identified in the appeal to include: Mike Brown, Mike Cate, Don Goodhue, Steve Hillyard, Vins Koller, Courtney Kramer, Cindy Lloyd, Ian Martin, Rich Pepe, Kristi Reimers, and Julie Wendt.

The specific actions being appealed, as stated on the appeal form, include: "Appeal of approval of DR 23-140, LM 20-394, and UP 21-113, and finding that the Project is categorically exempt." The appellants asserted the following grounds as the basis for their appeal:

1. "Project is not categorically exempt from [the California Environmental Quality Act] CEQA as exceptions to the Categorical Exemption exists.
2. Appeal of approval of DR 23-140 is based on improper application of the term "structure" and interaccessibility" which results in a structure with more than 10,000 sf of floor area; improper landscaping, parking and open space requirement.
3. Appeal of approval of UP 21-113 based on usage of in-lieu parking fees and failure to meeting the zoning standards and general plan.
4. Appeal of finding that Project now addresses the conditions of approval set by the City Council in Resolution 2023-099."

The City Council considered the Appeal on August 4, 2025. At the August 4, 2025 hearing, the City Council decided to divide up the discussion of the appeal into sections

based on the appellants grounds for appeal: Building and Structure, Parking, Landscaping, Historic Preservation, and the California Environmental Quality Act (CEQA).

Following deliberation, the Council continued the hearing to September 8, 2025 and directed staff to prepare a new resolution reflecting the Council's findings for formal adoption at the September 8, 2025, Council meeting.

Three (3) council members found there was not a sufficient showing on parking and that the landscaping requirement was not satisfied. This finding and associated direction have been prepared in the attached Resolution (**Attachment 1**).

In addition, based on the direction two city council members at the meeting on August 4, 2025, staff was directed to return on September 8, 2025 with motions on the Maximum Floor Area, consistency with the Secretary of the Interior's Standards and CEQA which are described in the Recommendations section of this staff report.

FISCAL IMPACT:

None for this action. The time and materials necessary for the processing of the application were previously allocated in the FY24/25 budget.

PRIOR CITY COUNCIL ACTION:

The City Council considered this Appeal on August 4, 2025. Following deliberation, the Council continued the hearing to this September 8, 2025 hearing with direction to staff to prepare a new resolution reflecting the Council's findings for formal adoption at the September 8, 2025, Council meeting.

A detailed timeline of previous council actions for the project was included as Attachment 3 to the August 4, 2025 staff report.

ATTACHMENTS:

1. Resolution 2025-076
2. City Council Resolution; Resolution 2023-099
3. August 4, 2025, Appeal Hearing Staff Report (online)

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

RESOLUTION NO. 2025-076

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA REMANDING THIS PROJECT TO THE PLANNING COMMISSION FOR FURTHER CONSIDERATION OF THIS PROJECT BASED ON THE FINDINGS BY THE CITY COUNCIL IN THIS RESOLUTION (APPEAL 25115, ESPERANZA CARMEL COMMERCIAL - JB PASTOR BUILDING) FILED BY KRISTA OSTOICH ON BEHALF OF MIKE BROWN, MIKE CATE, DON GOODHUE, STEVE HILLYARD, VINZ KOLLER, COURTNEY KRAMER, CINDY LLOYD, IAN MARTIN, RICH PEPE, KRISTI REIMER, AND JULIE WENDT OF THE PLANNING COMMISSION'S APPROVAL (RESOLUTION NO. 2025-020-PC) OF DESIGN REVIEW, DR 23-140 (ESPERANZA CARMEL COMMERCIAL - JB PASTOR BUILDING), USE PERMIT, UP 21-113 (ESPERANZA CARMEL COMMERCIAL - JB PASTOR BUILDING), LOT MERGER, LM 20-394 (ESPERANZA CARMEL COMMERCIAL - JB PASTOR BUILDING), AND ASSOCIATED ENVIRONMENTAL DETERMINATION FOR THE JB PASTOR BUILDING PROJECT LOCATED AT DOLORES STREET 2 SOUTHEAST OF 7TH AVENUE IN THE SERVICE COMMERCIAL (SC) DISTRICT AT LOTS 6, 8, AND 10 OF BLOCK 91. APNS: 010- 145-023-000, 010-145-024-000, AND 010-145-012-000

WHEREAS, on October 25, 2019, International Design Group ("Applicant") submitted an application on behalf of Esperanza Carmel Commercial LLC ("Owner") requesting approval of Track 2 Design Review application for the JB Pastor Building ("Design Review"); and

WHEREAS, since the initial Design Review application, subsequent revisions and modifications to the project have taken place and have been submitted under various Design Review Permit numbers, each superseding the previous; and

WHEREAS, the various Design Review numbers, in sequential order, are as follows: DR 19-156, DR 19-427, DR 20-395, DR 22-157, DR 23-140; and

WHEREAS, the Design Review Application is accompanied by an associated Lot Merger Application (LM 20-394) and Use Permit application (UP 21-113); and

WHEREAS, the combination of the Use Permit, Lot Merger, and Design Review are described herein as ("Application"); and

WHEREAS, the Application has been submitted for a 12,000-square-foot lot located at Dolores Street 2 southeast of 7th Avenue in the Service Commercial (SC) Zoning District; and

WHEREAS, the Applicant is proposing the construction of a 12,971-square-foot, two-story mixed- use development with 8 apartment units and approximately 5,425 square feet of commercial space; and

WHEREAS, the total project floor area including all existing and proposed structures is 13,663 square feet; and

WHEREAS, parking is primarily proposed on-site, with the balance being provided through participation in the in-lieu parking program; and

WHEREAS, the project was considered by the City Council at the October 3, 2023, meeting where the Council overturned the July 2023 decision of the Historic Resources Board (Reso. 2023-009-HRB) and Issued a Determination of Consistency with the Secretary of the

Interior's Standards, with new findings and conditions (Resolution 2023-099); and

WHEREAS, in accordance with the City of Carmel-by-the Sea Municipal Code (CMC) Section 17.58.030 (Commercial Design Review), the construction of new buildings requires approval of a Commercial Track Two Design Review Approval by the Planning Commission when a Use Permit is also required; and

WHEREAS, a Use Permit approved by the Planning Commission is required for each of the following four entitlements: Increase in Commercial Floor Area, Commercial Spaces or Business (CMC Section 17.14.050), Residential Density 22 du/ac – 33 du/ac (CMC Section 17.14.030), In Lieu Fees (CMC Section 17.38.030.C), and Underground Floors (CMC Section 17.14.150.A); and

WHEREAS, a Coastal Development Permit is also required in accordance with CMC Section 17.52.090 (Coastal Development Permit Required); and

WHEREAS, in accordance with CMC Section 17.52.090.B, The review of a coastal development permit application may be combined with and/or processed concurrently with the review of any other discretionary permit application required by other City ordinances; and

WHEREAS, on July 10, 2024, the Planning Commission held a duly noticed public hearing to receive public testimony regarding the Application, including, without limitation, the information provided to the Planning Commission by City staff and through public testimony on the application; and

WHEREAS, on July 10, 2024, the Planning Commission continued the hearing with direction to the applicant to make changes to the project; and

WHEREAS, the applicant revised the project plans based on the direction given at the July 10, 2024, hearing and requested reconsideration by the Planning Commission; and

WHEREAS, on March 30, 2025, a notice of the public hearing scheduled for April 9, 2025, was published in the Carmel Pine Cone in compliance with State law (California Government Code 65091) and mailed to owners of real property within a 300-foot radius of the project indicating the date and time of the public hearing; and

WHEREAS, on or before March 30, 2025, the Applicant posted the public notice on the project site and hand-delivered a copy of the public notice to each property within a 100-foot radius of the project site indicating the date and time of the public hearing; and

WHEREAS, on or before April 6, 2025, the meeting agenda was posted in three locations in compliance with State law indicating the date and time of the public hearing; and

WHEREAS, on April 9, 2025, the Planning Commission held a duly noticed public hearing to receive public testimony regarding the Application, including, without limitation, the information provided to the Planning Commission by City staff and through public testimony on the application; and

WHEREAS, the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA"), together with State Guidelines (14 California Code Regulations §§ 15000, et seq., the "CEQA Guidelines") and City Environmental Regulations (CMC Chapter 17.60) require that certain proposed activities that are subject to and not exempt from CEQA be reviewed for environmental impacts and that environmental documents be prepared; and

WHEREAS, the Planning Commission found that pursuant to CEQA, the CEQA Guidelines and the City Environmental Regulations, the Application is categorically exempt from CEQA under CEQA Guidelines Section 15332 (Class 32) – In-Fill Developments, and no exceptions to the exemption exist pursuant to CEQA Guidelines Section 15300.2 as found in Attachment 2 of the April 9, 2025 Planning Commission staff report submitted by the Community Planning and Building Department; and

WHEREAS, the Planning Commission approved the subject Design Review, DR 23-140 (Esperanza Carmel Commercial - JB Pastor Building), Coastal Development Permit, Use Permit, UP 21-113 (Esperanza Carmel Commercial - JB Pastor Building), Lot Merger, LM 20-394 (Esperanza Carmel Commercial - JB Pastor Building), and associated environmental determination for the JB Pastor Building located at Dolores Street 2 southeast of 7th Avenue on April 9, 2025, as provided in Resolution 2025-020-PC; and

WHEREAS, on April 23, 2025, Krista Ostoich submitted a timely appeal (APP 25031) on behalf of Mike Brown, Mike Cate, Don Goodhue, Steve Hillyard, Vinz Koller, Courtney Kramer, Cindy Lloyd, Ian Martin, Rich Pepe, Kristi Reimer, and Julie Wendt (“Appellant(s)”) of the Planning Commission's approval (Resolution No. 2025-020-PC) of Design Review, DR 23-140 (Esperanza Carmel Commercial - JB Pastor Building), Use Permit, UP 21-113 (Esperanza Carmel Commercial - JB Pastor Building), Lot Merger, LM 20-394 (Esperanza Carmel Commercial - JB Pastor Building), and associated environmental determination for the JB Pastor Building located at Dolores Street 2 southeast of 7th Avenue; and

WHEREAS, the appeal hearing was scheduled for the City Council's June 30, 2025, meeting; and WHEREAS, on June 20, 2025, a notice of the public hearing scheduled for June 30, 2025, was published in the Carmel Pine Cone in compliance with State law (California Government Code 65091) and mailed to owners of real property within a 300-foot radius of the project indicating the date and time of the public hearing; and

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

WHEREAS, on or before June 27, 2025, the meeting agenda was posted in three locations in compliance with State law indicating the date and time of the public hearing; and

WHEREAS, on June 30, 2025, at the request of Appellants; the City Council continued the public hearing to a date certain of August 4, 2025 and

WHEREAS, on July 25, 2025, a notice of the public hearing scheduled for August 4, 2025, was published in the Carmel Pine Cone in compliance with State law (California Government Code 65091) and mailed to owners of real property within a 300-foot radius of the project indicating the date and time of the public hearing; and

WHEREAS, on or before July 25, 2025, city staff posted the public notice on the project site and hand-delivered a copy of the public notice to each property within a 100-foot radius of the project site indicating the date and time of the public hearing; and

WHEREAS, on or before July 31, 2025, the meeting agenda was posted in three locations in compliance with State law indicating the date and time of the public hearing; and

WHEREAS, on August 4, 2025, the City Council held a duly noticed public hearing to

receive public testimony regarding the Appeal, including, without limitation, the information provided to the City Council by City staff and through public testimony on the project; and

WHEREAS, Mayor Dale Byrne and Mayor Pro Tem Robert Delves recused themselves from participation in the hearing on August 4, 2025 for the reasons stated on the record; and

WHEREAS, this Resolution and its findings are made based upon the evidence presented to the Council at the hearing date, including, without limitation, the staff reports and attachments submitted by the Community Planning and Building Department; and public comment, both written and verbal; and

WHEREAS, the City Council did hear and consider all said reports, attachments, recommendations, and testimony herein above set forth and used their independent judgment to evaluate the project at the City Council hearings on August 4, 2025 and September 8, 2025; and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Carmel-By-The-Sea does hereby make the following findings and determinations in regard to the Project which is the subject of the appeal:

1. Parking:

- A. City Municipal Code Section 17.38.030.C provides that the Planning Commission may authorize the satisfaction of parking requirements through the granting of a use permit and the payment of in-lieu fees when on-site parking is not practical or when on-site parking is prohibited by City policies. The City Council finds that the Project does not comply with City Municipal Code Section 17.38.030.C because there has not been a sufficient showing that on-site parking is not practical.
 - i. The applicant has not sufficiently demonstrated that providing underground parking, as a means of satisfying the on-site parking requirement under CMC Section 17.38, is not practical.
 - ii. The applicant has not sufficiently demonstrated that due to the topography, size, shape or peculiar conditions of the site or the existing development on the site would make the provision of on-site parking impractical to support participation in the in-lieu parking program (CMC section 17.38.030.B.4).
 - iii. The applicant has not sufficiently demonstrated that the parking lift system can be operated safely.
- B. City Municipal Code Section 17.38.030.C.2 requires that an applicant diligently pursue meeting the parking requirements both on-site and off-site, but has been unsuccessful in meeting the requirement, or that the site is located within the central commercial (CC) land use district where on-site parking is prohibited. The City Council finds that the Project does not comply with City Municipal Code Section 17.38.030.C.2 because there has not been a sufficient showing that the applicant has diligently pursued meeting the parking requirements both on-site and off-site.

- i. The applicant has not sufficiently demonstrated that providing underground parking, as a means of satisfying the on-site parking requirement under CMC Section 17.38, is not practical.
 - ii. The applicant has not sufficiently demonstrated that due to the topography, size, shape or peculiar conditions of the site or the existing development on the site would make the provision of on-site parking impractical to support participation in the in-lieu parking program (CMC section 17.38.030.B.4).
 - iii. The applicant has not sufficiently demonstrated that the parking lift system can be operated safely
2. Landscaping: City Municipal Code Section 17.34.080.A.1 requires minimum of 50 percent of the required open space on each site shall be landscaped. The City Council finds that the Project does not comply with the City landscaping requirements in City Municipal Code Section 17.34.080.A.1, or the intent of those landscaping requirements, because the Project's landscaping on the roof should not be included in the calculation of the 50% landscaping requirement because this landscaping would not be visually accessible and, without the inclusion of the landscaping proposed for the roof, the Project will have less than 50% of required open space landscaped.

BE IT FURTHER RESOLVED that the City Council of the City of Carmel-By-The-Sea does hereby remand this Project to the Planning Commission for further consideration of this Project based on the findings by the City Council in this Resolution and direction provided by the City Council through the Motions adopted at the City Council meeting on September 8, 2025.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 8th day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Jeff Baron, City Councilmember
Presiding at the Hearings on August 4
And September 8, 2025

Nova Romero, MMC, City Clerk

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

RESOLUTION NO. 2023-099

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA OVERTURNING THE JULY 2023 DECISION OF THE HISTORIC RESOURCES BOARD (RESO. 2023-009-HRB) AND ISSUING A DETERMINATION OF CONSISTENCY WITH THE SECRETARY OF THE INTERIOR'S STANDARDS, WITH NEW FINDINGS AND CONDITIONS, FOR THE CONSTRUCTION OF A MIXED-USE BUILDING WITH SUBTERRANEAN GARAGE ON A PORTION OF THE NORTHERN CALIFORNIA SAVINGS & LOAN COMPLEX SITE LOCATED AT DOLORES STREET 2 SOUTHEAST OF 7TH AVENUE IN THE SERVICE COMMERCIAL (SC) ZONING DISTRICT. APNS 010-145-012, 010-145-023, 010-145-024

WHEREAS, on May 11, 2023, Jason Diaz of International Design Group (IDG), ("Applicant") submitted an application (DR 23-140) on behalf of Esperanza Carmel, on May 24, 2022 requesting the construction of a mixed use building located on Lots 6, 8, and 10 of Block 91; and

WHEREAS, the project is partially location on a historic property is known as the Northern California Savings and Loan Complex ("Complex") which is listed on the Carmel Inventory of Historic Resource and Carmel Register of Historic Resources; and

WHEREAS, the Complex consists of Lots 2, 4, 6, and 8 located on Block 91 and is currently comprised of Assessor Parcel Numbers (APNs: 010-145-002, 010-145-023, 010-145-024); and

WHEREAS, APN 010-145-002 is comprised of lots 2 & 4 and is owned by D&K Dolores, LLC ("D&K Dolores"). APN 010-145-023 and 010-145-024 are comprised of lot 6 and 8 respectively. Both lots 6 & 8 are owned by Esperanza Carmel Commercial LLC ("Esperanza Carmel"); and

WHEREAS, the applicant is proposing to construct a portion of a 15,351-square-foot mixed-use building with a 9,805-square-foot subterranean garage on lots 6 and 8 of the Northern California Savings & Loan Complex site; and

WHEREAS, the project qualifies as a Major Alteration to a Historic Resource pursuant to CMC 17.32.160; and

WHEREAS, pursuant to CMC 17.32.120 (Alteration of Historic Resources), a determination of consistency with the Secretary's Standards shall be obtained prior to altering, remodeling, demolishing, grading, relocating, reconstructing or restoring any historic resource; and

WHEREAS, pursuant to CMC 17.32.120.B, determinations of consistency for major alterations shall be prepared by a qualified professional and shall be supported by written documentation that (1) identifies which of the Secretary of the Interior's Standards for Rehabilitation are applicable to the project, (2) reviews the proposed project, and (3) explains the basis of the determination; and

WHEREAS, a Phase II report was prepared by a qualified professional, Seth Bergstein of PAST Consultants, dated June 30, 2023, and found the proposed amendments to be consistent with the Secretary of the Interior's Standards for Rehabilitation provided the recommendations outlined in the report were carried out; and

WHEREAS, on July 17, 2023, the Historic Resources Board held a duly noticed public hearing to receive public testimony regarding the Determination of Consistency for the application, including without limitation, information provided to the Planning Commission by City staff and through public testimony on the application; and

WHEREAS, on July 17, 2023, the Historic Resources Board adopted Resolution 2023-009-HRB issuing a Determination of Consistency for the construction a 15,351-square-foot mixed-use building with a 9,805-square-foot subterranean garage on a portion of the Northern California Savings & Loan Complex site; and

WHEREAS, on August 3, 2023, during the 10-business day appeal period of the Historic Resources Board's decision, two City Council members requested the Council's Right of Review of the Historic Resources Board's decision consistent with CMC 2.04.160; and

WHEREAS, the Right of Review hearing was scheduled for the next available hearing date, September 12, 2023; and

WHEREAS, on September 1, 2023, a notice of the public hearing scheduled for September 12, 2023, was published in the Carmel Pine Cone in compliance with State law (California Government Code 65091) and mailed to owners of real property within a 300-foot radius of the project indicating the date and time of the public hearing; and

WHEREAS, on or before September 1, 2023, the Applicant posted the public notice on the project site and hand-delivered a copy of the public notice to each property within a 100-foot radius of the project site indicating the date and time of the public hearing; and

WHEREAS, on September 12, 2023, the City Council held a de novo public hearing to receive public testimony regarding the Determination of Consistency for the application, including without limitation, information provided to the City Council by City staff and through public testimony on the application; and

WHEREAS, as part of a Right of Review hearing, the City Council may uphold the decision of the board, commission, or committee, amend the decision and/or conditions attached to the decision, overturn the decision, or remand the matter to the board, commission or committee for further consideration (CMC 2.04.160.B); and

WHEREAS, on September 12, 2023 the City Council moved to continue the project with direction to staff to prepare specific findings and conditions based on the Council discussion overturning the previous Historic Resources Board Determination of Consistency (Resolution 2023-009-HRB), with new findings of Consistency and Conditions of Approval for the project to

be brought back for adoption at the October 3, 2023 hearing in accordance with CMC 17.32.160.B.1.a; and

WHEREAS, while the request for the Right of Review was initiated due to concerns surrounding the ornamented concrete wall ("Wall") at the southwest corner of the Community Room, additional concerns were raised regarding the proposed projects siting and spatial relationships to the Northern California Saving and Loan Complex ("Complex") as a whole; and

WHEREAS, on September 22, 2023, a notice of the public hearing scheduled for October 3, 2023, was published in the Carmel Pine Cone in compliance with State law (California Government Code 65091) and mailed to owners of real property within a 300-foot radius of the project indicating the date and time of the public hearing; and

WHEREAS, on or before September 22, 2023, the Applicant posted the public notice on the project site and hand-delivered a copy of the public notice to each property within a 100-foot radius of the project site indicating the date and time of the public hearing; and

WHEREAS, on October 3, 2023, the City Council held a public hearing to receive public testimony regarding the Determination of Consistency for the application, including without limitation, information provided to the City Council by City staff and through public testimony on the application; and

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

WHEREAS, the City Council hereby finds that to allow the remaining original intact portion of the ornamented concrete wall to be visible from the public right-of-way, a waiver from the build-to-line requirement (CMC 17.14.130) may be granted by the Planning Commission for portions of the proposed building located on Lot 8, for up to 5-feet from the property line. This waiver and creation of a Design Non-Conformity is granted in accordance with CMC 17.32.100.D, Benefits Available to Historic Resources on the Register and is intended to be a benefit to the applicant and not a mandated requirement; and

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

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

WHEREAS, adoption of a finding of consistency is “not a project” pursuant to section 15378 of the CEQA Guidelines. Adoption of a finding of consistency does not grant any permits or entitlements approving a project which would result in a direct or indirect physical change in the environment; and

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

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Carmel-by-the-Sea makes the following findings regarding the project:

City Council Findings	
No.	
1.	The use of the ornamented concrete method of construction was used on both the Bank Building and the site walls, and originally linked the building to its surroundings.
2.	The south portion of the ornamented concrete wall remains intact enough to reveal the original stone pattern design and retain its historical significance.
3.	The decision to move the concrete wall is a major alteration to a historic resource and affects the entire Northern California Savings and Loan Complex.
4.	Breaking apart or moving portions of a historic resource destroys the integrity of the resource.
5.	The subject concrete wall is considered a work done by a master craftsman, Brad Bowman, with careful and deliberate thought in the placement of the stones and sand finish.
6.	Moving the subject concrete wall, and in turn the project, would violate three of the Secretary of the Interior’s Standards: 1. Standard #2: <i>The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.</i> a. <u>Council Finding:</u> The ornamented concrete walls are an original landscape element from the 1972 design that still stands substantially intact today. Further, the spatial relationship between the Community Room and Bank Building are character defining features of the site. These spatial relationships extend beyond the building walls and include the ornamented concrete walls which were part of the original design concept and define the functional space of the complex from the parking lot. 2. Standard #5: <i>Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.</i> a. <u>Council Finding:</u> The wall exhibits distinctive materials, features, finishes and construction techniques and is an outstanding landscape feature of the 1972 design.

	3. Standard #9: <i>New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.</i> a. <u>Council Finding:</u> The proposed new construction will destroy historic materials if the wall is moved from its intended position. The spatial relationships that bring light and space to the entire complex, and are a character defining feature of the resource, will be forever dwarfed by the overly large and looming structure in the adjoining buildings. The Bank Building and Community Room were designed to be viewed from all four sides. Further, the complex exists on a corner in the downtown area and the environment that surrounds that building, including such landscape features, are also important. The ornamented concrete wall is significant for both its spatial significance on the site as well as the artistic value.
7.	The same reasons for not moving the Community Room, which were found by the City Council on May 2, 2023 (Resolution 2023-052), also apply to the relocation of the wall.
8.	The original intent of the architect's (Burde & Shaw, whom are listed in the City's Historic Context Statement) 1972 design must be respected which included the walls as an integral part of the design.
9.	The important spatial relationships of the Northern California Saving and Loan Complex will be altered. The proposed project will loom over the Community Room. Removal of the remaining original concrete wall that shelters the community room on the south side would leave the Community Room windows looking out at the site of a new building instead of the artistic interior of the pebble wall, and eliminate and diminish the character defining spatial relationships of the site.
10.	The ornamented concrete wall is a distinctive feature of the site and a piece of publicly viewed art on private property and is a character defining feature of the site.
11.	The size of the proposed project itself demeans the existing Savings and Loan complex not by changing it, but rather by minimizing it into less significance. The proposed project does not subordinate to the complex but actually overwhelms it and confuses the composition of the entire block.
12.	The proposed project does not respect the space of the environment and the project needs to be modified so that the Bank Building and Community Room maintain their spatial relationships and are not subordinated by the proposed development.
13.	The site is a Historic Resource in the heart of downtown Carmel By the Sea. It is important that the City preserves Historic Resources consistent with municipal code section 17.32.

BE IT FURTHER RESOLVED, that an application to repair the damage to the original ornamented concrete walls as a result of the nails being installed in the wall and used to support the story poles shall be submitted to the Community Planning and Building Department within 30-calendar days of the date of this action. Failure to submit an application within 30-calendar days may result in further enforcement pursuant with CMC 17.32.190.

BE IT FURTHER RESOLVED, based on the above findings and evidence, that the City Council of the City of Carmel-By-The-Sea does hereby **overturn the July 2023 decision of the Historic Resources Board** (Reso. 2023-009-HRB) and **issue a Determination of Consistency with the Secretary of the Interior's Standards** for the construction of a mixed-use building with subterranean garage on a portion of the Northern California Savings & Loan Complex site. This Determination of Consistency is further predicated on the following Recommendations and Draft Conditions of Approval being incorporated into the project, and accepted and approved by the City of Carmel-by-the-sea Planning Commission as part of the discretionary permit and approval for this project:

City Council Conditions	
No.	
Conditions for Consistency with Secretary's Standards	
1.	Ornamented Concrete Wall. Prior to review by the Planning Commission, the Design Review plans shall be revised and submitted to the Community Planning and Building Department, so that the original ornamented concrete walls located adjacent to the Community Room are shown to remain in their original locations and configuration.
2.	Preservation of Spatial Relationships. Prior to review by the Planning Commission, the Design Review plans shall be revised and submitted to the Community Planning and Building Department, to preserve the existing spatial relationship of the Northern California Savings and Loan Complex. At a minimum, all proposed structural elements shall be located outside of the Preservation Buffer as depicted in Exhibit A of this resolution. Walkways, at grade stairways, landscaping, paving, and similar features may be allowed within the Preservation Buffer, however, building elements that are defined as building coverage (CMC 17.14.130) shall not be permitted to encroach. Building eaves shall be limited to an encroachment of 18 inches or less.
3.	Preservation of Site Context. To ensure the Northern California Savings and Loan Complex is not subordinated by the proposed development, prior to review by the Planning Commission, the Design Review plans shall be revised and submitted to the Community Planning and Building Department, to preserve the context of the site so that the Saving and Loan Complex remains a prominent feature as viewed from 7 th Avenue and Dolores Street. Changes to be considered should include but are not limited to: articulation of the front elevation to preserve and open the view from Dolores Street looking north, reducing and minimizing the mass of the structure(s) to maintain to not diminish the character of the complex, and further enhancing the open space around the Northern California Savings and Loan Complex.
Conditions of Approval	
4.	Ornamented Concrete Wall. The original ornamented concrete wall located at the southwest corner of the Community Room shall remain in its existing location and configuration. It shall remain unaltered and protected through construction. Site improvements shall not significantly obstruct the wall from public view and the wall shall remain accessible to the public as a piece of public art as part of a courtyard, interblock-walkway, or other means.
5.	Community Room Repairs. If repairs or alteration of any nature are proposed for the Community Room, the applicant shall submit in writing to the Community Planning and Building Department an application outlining the details of any proposed work for review and approval prior to commencement of work. Any deteriorated exterior elements for the Community Room should be repaired, rather than replaced whenever possible.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-
THE-SEA this 3rd day of October, 2023, by the following vote:**

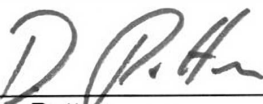
AYES: Councilmembers Baron, Dramov, Ferlito, and Mayor Potter

NOES: None

ABSENT: None

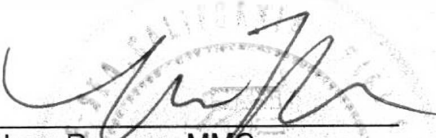
ABSTAIN: Mayor Pro Tem Richards (recused)

APPROVED:

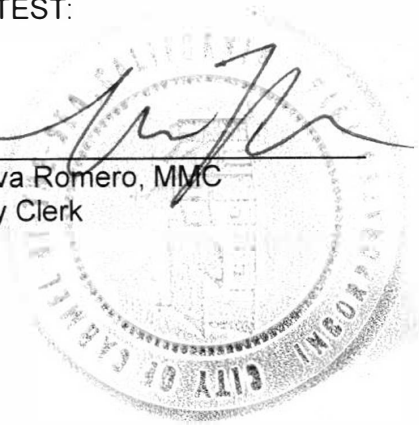


Dave Potter
Mayor

ATTEST:



Nova Romero, MMC
City Clerk



(Exhibit A attached)

The buffer includes:

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To view the staff report and attachments for the August 4, 2025, Appeal Hearing re: APP 25115, Esperanza Carmel Commercial - JB Pastor Building), please go to the following link:

<https://carmelbytheseaca.portal.civicclerk.com/event/681/files/report/112>