



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

Forest and Beach Commissioners Sarah Berling,  
Kelly Brezoczky, Tamara Michie, Harry Ross, and  
Neal Rutta

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

**Regular Meeting**  
**Thursday, December 11, 2025**  
**2:30 PM**

**Tour 2:00 PM**  
**Meeting 2:30 PM**

## HYBRID MEETING ATTENDANCE OPTIONS

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

**Zoom Link:** <https://ci-carmel-ca-us.zoom.us/j/84073233931>

Webinar ID: 840 7323 3931

Passcode: 264137

Join by phone: (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 [yculver@ci.carmel.ca.us](mailto:yculver@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.

## **TOUR OF INSPECTION - 2:00 pm**

Prior to calling the meeting to order, the Board/Commission will conduct an on-site tour of inspection of the properties listed on the agenda and the public is welcome to join. After the tour is complete, the Board/Commission will begin the meeting in the City Council Chambers no earlier than the time noted on the agenda.

South East Corner of Mountain View Ave & Crespi Ave/Forest Road  
(Mission Trail Fuel Mitigation)

## **CALL TO ORDER AND ROLL CALL - CHAMBERS**

## **PLEDGE OF ALLEGIANCE**

## **ANNOUNCEMENTS**

## **PUBLIC APPEARANCES**

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Chair. Persons are not required to provide their names, however, it is helpful for speakers to state their names so they may be identified in the minutes of the meeting. Under the Brown Act, public comment for matters on the agenda must relate to that agenda item and public comments for matters not on the agenda must relate to the subject matter jurisdiction of this legislative body. If a member of the public attending the meeting remotely violates the Brown Act by failing to comply with these requirements of the Brown Act, then that speaker will be muted.

## **CONSENT AGENDA**

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

- 1) Public Works Directors Report for November 2025
- 2) Adopt the Forest and Beach Commission Meeting Dates for Calendar Year 2026.
- 3) Approve the Minutes of the November 13th Forest and Beach Commission Meeting

## **ORDERS OF BUSINESS**

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

- 4) Formation of Carmel Beach Adaptation Working Group
- 5) Mission Trail Nature Preserve Fuel Management Update

6) November 2025 Forester's Report

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

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

**SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the Forest & Beach Commission regarding any item on this agenda, received after the posting of the agenda will be available at the Public Works Department located on the east side of Junipero Street between Fourth and Fifth Avenues during normal business hours.

**SPECIAL NOTICES TO PUBLIC**

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

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# CITY OF CARMEL-BY-THE-SEA

## Public Works Department November 2025 Report

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Ken Wysocki, Public Works Director
<b>SUBMITTED ON:</b>	November 2025

### Public Works Director

- RFP for PW/PD Architectural Services was released on November 18<sup>th</sup>, with bid responses due January 22, 2026. The mandatory walk-thru will be held December 10<sup>th</sup>.

### Environmental Programs

- North Dunes Project:
  - Ice Plant Removal Ongoing: getting quotes from contractor to take care of 2.51 acres of ice plant removal for this year.
  - Renewing 5-year Coastal Development Permit (CDP 16-315); Forest & Beach Commission review June 2026, Planning Commission review July 2026 and approval expected September 2026.
- Carmel Beach Sea Level Rise/Adaptation Project:
  - Socio-Economic Report presented to Forest & Beach Commission November 2025.
  - Will conduct a Community Meeting in January 2026.
  - Will present the Adaptation Pathway Report to Planning Commission and Forest & Beach Commission (joint meeting) in January 2026.
- Stormwater:
  - Winter stormwater construction inspections are ongoing to ensure BMPs are in place for rainy season.
  - Restaurant stormwater inspections are ongoing; ensuring proper management of grease traps, dumpsters, and wash waters.
- Waste Management:
  - CalRecycle grant submitted for the refillable water station at Devendorf bathrooms.
- Copper Gutter Policy
  - Ordered BioChar socks to install in the 4<sup>th</sup> Ave Storm drain to see if copper is reduced.
  - Planning to take the Copper Policy review to the Planning Commission.

### Facility Maintenance

- First Murphy House: received quotes for dry rot repairs for review. Found/fixed a water leak.
- Fire Station upgrade to accommodate a new Fire Truck: working through permitting, with anticipated construction to start mid-December.
- Fire Station Flooring Replacement Project: is currently in progress.
- Fire Station Water Heater Replacement: received quotes and will be scheduling work to begin.
- ADA: Working on design to install a handrail on the steps at Devendorf park along Ocean Ave.
- Sunset Center Painting Project RFP: Request for bids for this project was posted on Nov 18<sup>th</sup>, with bids due Dec 19<sup>th</sup>. This project focuses on painting the exterior of Sunset Center building.
- RFP for Janitorial Services was released at the end of October, with bids due December 9<sup>th</sup>.

- We had a successful mandatory walk-thru on November 9<sup>th</sup>, with 11 potential bidders in attendance.
- Sunset Center Elevator Power Unit Replacement Project: received quotes and are working closely with Sunset Center on scheduling the work.
- Sunset Center Studio 105 flooring: work to begin replacing the flooring.

### **Street Maintenance**

- Professional Services Agreement with Precision Concrete Cutting to fix the 1,426 sidewalk areas is currently in development; anticipate start date for repair work to be mid-December.
- Staff finished installing 16 new stop signs throughout the city as approved by the TSC.
- Public sandbag station at Vista Lobos
- Our Street Sweeper has been out of commission for the past 3 weeks due to an onboard computer problem. The manufacture sent an advance technician from the East Coast on November 24<sup>th</sup> to perform further diagnostics and repairs.
- Cleared drains and removed large logs and debris from the main drain on Rio Road.

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

#### Shoreline:

- Beach Stairs: Received 90% design for review at the beginning of November.
- 4<sup>th</sup> Ave Outfall Design Concepts: concept sketches provided to staff on Nov 10<sup>th</sup>
- Sand Ramp: Stepping up concept designs and recommendations. Working on contractor design deliverable dates.

#### Additional Capital Improvement Projects:

- Conglomerate Paving Project: includes street paving work, selected sidewalk repairs, and asphalt concrete (AC) berm repairs, started Nov 12<sup>th</sup>.
  - So far we completed street AC overlay work on 10th Ave between Mission & Junipero, and 6th Ave between Guadalupe and Carpenter. Contractors are currently working on AC overlay on Torres st, between 2nd & 4th Aves. Vista Lobos Panel Upgrade & EV: Project planning is now active; coordinating with PG&E.
  - Upcoming work: Dig out work Nov 24<sup>th</sup> -26<sup>th</sup> at various locations in preparation for micro surfacing:
    - Monterey st (north end to 2nd ave)
    - Santa Fe St (3rd ave to 4th ave)
    - Santa Rita St (North to 2nd Ave)
    - 3rd Ave ( Dolores St to Mission St)
    - Monte Verde st ( 2nd ave to 4th ave)
    - Perry Newberry Way (4th ave to 6th ave)
    - Guadalupe St (2nd ave to 3rd ave)
    - Guadalupe st (5th ave to 6th ave)
    - Lobos St (1st ave to 2nd ave)
    - Forest Rd (Ocean to 7th ave)
    - Pine Ridge Way (Forest Rd to Turnaround)
  - Dec 2nd - 12th: AC overlay work on Ocean Ave between Hwy 1 and Carpenter St.
  - You can see current status updates with a 3 week schedule look-ahead and map of all the paving areas for this project on our City website.

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

- Refer to City Forester's Report.



**CITY OF CARMEL-BY-THE-SEA  
Forest and Beach Commission  
Staff Report**

**December 11, 2025  
CONSENT AGENDA**

**TO:** Forest and Beach Commission

**SUBMITTED BY:** Yvette Culver, Administrative Coordinator

**APPROVED BY:** Ken Wysocki, Public Works Director

**SUBJECT:** Adopt the Forest and Beach Commission Meeting Dates for Calendar Year 2026.

**RECOMMENDATION:**

Approve the Proposed Forest and Beach Meeting Dates for 2026 as shown in Attachment 1.

**BACKGROUND / SUMMARY:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. PROPOSED-FB Meeting Dates 2026

PROPOSED  
**FOREST AND BEACH COMMISSION  
 MEETING DATES FOR 2026**

AGENDA PACKETS ISSUED TO COMMISSION MONDAY PRIOR TO MEETING	FOREST & BEACH MEETING DATES
January 12, 2026	January 15, 2026
February 9, 2026	February 12, 2026
March 9, 2026	March 12, 2026
April 6, 2026	April 9, 2026
May 11, 2026	May 14, 2026
June 8, 2026	June 11, 2026
July 6, 2026	July 9, 2026
August 17, 2026	August 20, 2026 <b>Meeting date changed to 3<sup>rd</sup> week due to Car Week</b>
September 7, 2026	September 10, 2026
October 5, 2026	October 8, 2026
November 9, 2026	November 12, 2026
December 7, 2026	December 10, 2026

**Car Week is August 10-14, 2026**-Meeting date moved to the 3<sup>rd</sup> Thursday due to Car Week.



**CITY OF CARMEL-BY-THE-SEA  
Forest and Beach Commission  
Staff Report**

**December 11, 2025  
CONSENT AGENDA**

**TO:** Forest and Beach Commission

**SUBMITTED BY:** Yvette Culver, Administrative Coordinator

**APPROVED BY:** Ken Wysocki, Public Works Director

**SUBJECT:** Approve the Minutes of the November 13th Forest and Beach Commission Meeting

**RECOMMENDATION:**

Approve the Minutes of the November 13, 2025 Forest and Beach Commission Meeting

**BACKGROUND / SUMMARY:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. FB Meeting Minutes - 11-2025

**FOREST AND BEACH  
REGULAR MEETING  
Thursday, November 13, 2025**

**CALL TO ORDER AND ROLL CALL**

**PRESENT:** Berling, Brezoczky, Michie, Ross, Rutta  
**ABSENT:** None  
**STAFF PRESENT:** Ken Wysocki, Public Works Director  
Anna Ginette, Community Building and Planning Director  
Justin Ono, City Forester  
Mary Bilse, Environmental Manager  
Yvette Culver, Commission Clerk/Administrative Coordinator  
Val Gaino, Environmental Analyst

**PLEDGE OF ALLEGIANCE**

Chair Michie led the public in the Pledge of Allegiance

**ANNOUNCEMENTS**

Director Wysocki thanked the public for participation in the Master Plan Workshop and gave details on the Process of how the Master Plan will be laid out with the information that was given.

**PUBLIC COMMENT**

Linda Smith

**CONSENT AGENDA**

Approve the Meeting Minutes of October 9, 2025, meeting and the approval of the Directors Report for October 2025

Commissioner Ross moved to approve the Meeting Minutes for the October 9, 2025, and approval of the Directors Report for October 2025, seconded by Commissioner, and carried by the following roll call vote:

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

**PUBLIC HEARING**

3. Consider the removal of one Coast live oak tree at Santa Fe Street 4 Southwest of 4<sup>th</sup> Avenue (Tree Evaluation Permit Application 25-262)

The Tour of Inspection for this location was cancelled do to the weather conditions.

Mr. Ono, City Forester presented the Staff Report and per the recommendation of a structural engineer, approve the removal of one Coast live oak tree. Mr. Ono answered questions of the Commission.

The City Forester assessed the tree and found the tree to be healthy and in relatively good condition, albeit growing at an odd angle and visibly damaging the home's foundation in

question. He recommended that the Applicant obtain a Structural Engineer’s report, and that the oak be approved for removal only if there are no reasonable long-term architectural or engineering remedies for the situation. In prior situations where an otherwise healthy tree appears to be causing structural damage to an adjacent building, the Commission has authorized removal of the tree without further detailed architectural or engineering evaluations if there are obvious signs of structural damage or the property owner has provided compelling documentation of damage to the building resulting from the adjacent tree.

**PUBLIC COMMENT**

Linda Smith  
Maria Sutherland

Commissioner Rutta moved to support the removal of the tree, with the provision of having another tree planted somewhere in the City with the approval of the City Forester, seconded by Commissioner Ross, and carried by the following roll call vote:

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

**ORDERS OF BUSINESS**

4. Beach Tent Presentation and Discussion

Valerie Gaino, Environmental Analyst presented the Staff Report and made the recommendation to the Forest and Beach Commission to receive the information of non-permanent structures or “tents” on Carmel Beach. Ms. Gaino answered questions from the Commissioners.

**PUBLIC COMMENT**

Linda Smith

5. Carmel Beach Socio-Economic Analysis Report

Valerie Gaino, Environmental Analyst presented the Staff Report about and introduced consultants Anastazia Aziz with EMC Planning along David Revell and Sydney Harvey with Integral Consulting Inc., on the Carmel Beach Socioeconomic Analysis Report referencing Carmel Beach Visitor Cell Phone Data and Coastal Hazards and Sea Level Rise Adaptation Survey Results.

The presentation will review the key highlights from the results of the Survey that the Forest and Beach Commission and Staff helped refine over several months in 2024/2025. Consultants will also present the results of the cell phone data on visitation patterns collected using Placer.ai. Finally, they will explain the strategy used to give a non-market economic value using a Travel Cost Model (TCM) for a “Day-at-Carmel Beach”. Understanding these socioeconomic factors helps inform the City on community preferences for adaptation approaches, and substantiates the need for regional engagement and funding, which will be further refined in Phase 2, Task 4, Adaptation

Pathways. In the Adaptation Pathways Report (scheduled to be presented to the City in January 2026), these findings will guide assessment of the feasibility and equitability of different funding and financing options, such as tourism taxes and other creative strategies that can be used to fund adaptation measures.

**Prior Action** On January 16th, 2025, Staff presented the revised and final version of the Community Engagement Survey (Coastal Hazards and Sea Level Rise Adaptation Survey).

**PUBLIC COMMENT**

Linda Smith  
Cindy Lloyd

6. Informational Signage Along Carmel Scenic Pathway

Mary Bilse, Environmental Programs Manager presented the Staff Report to the Commission and recommends reviewing and approve the proposed informational signage along the Carmel Scenic Pathway for consistency with the City’s Local Coastal Land Use Plan and Shoreline Management Plan. Ms. Bilse introduced Shirley Moon with Carmel Cares who presented a proposal on signage on the Scenic Pathway and answered questions of the Commission.

**PUBLIC COMMENT**

Cindy Lloyd

Commissioner Ross moved to support the signage package as presented by Shirley Moon and Carmel Cares, seconded by Commissioner Breezoczky, and carried by the following roll call vote:

<b>AYES:</b>	Berling, Breezoczky, Michie, Ross, Rutta
<b>NOES:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

7. Present Tree Fine Ad-Hoc Committee Initial Implementation Guide

Justin Ono, City Forester recommendation to the Forest and Beach Commission to receive the Tree Fine Ad-Hoc Committee and the initial Implementation Guide. Mr. Ono answered questions from the Commission. Commissioner Rutta commented on the tree fines in various cities throughout California. He mentioned other ways to apply the fines and prevent people from cutting down a tree and just writing a check. This will be a continuous discussion moving forward.

8. Foresters Report

Carmel Forest Master Plan

A public meeting was held October 21, 2025, to review the first draft from Staff. Feedback was received from the steering committee and the public, and edits are being finalized for a draft to be sent for environmental review. This review stage includes public input.

**Contractors:**

- During the month of October, Tope’s Tree Service continued work at Mission Trails Nature Preserve, removing fire fuel, clearing overgrown vegetation, and creating a turnaround for large vehicles along the Serra Trail.
- Our contractors continued to work through our removal and pruning task orders, removing a total of 23 trees and pruning 29 trees. Following removals, stumps are USA and marked for stump grinding.
- Town & Country has been watering young newly planted trees. One more month is planned before we stop watering for the winter.

**City Staff and Crews**

- City Forestry Crew removed 3 dead, dying, or invasive trees, planted 21 trees, and pruned 37 trees providing clearance for roads and stop signs, as well as maintaining tree health.
- City Tree Crew continued to pick up logs in the right of way that were left from several large PG&E tree removals.
- The City Crew fixed an irrigation leak at Vista Lobos; new Hire Luis Contreras’ extensive irrigation knowledge will be invaluable to the team going forward allowing the division the ability to go beyond basic fixes and install and replace larger systems

**PUBLIC COMMENT**

Linda Smith

**FURURE AGEND ITEMS**

Overview of Beach Project  
Beach Hardening Project

**ADJOURNMENT**

Respectfully submitted,

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Yvette Culver, Administrative Coordinator, Commission Clerk

Approved by:

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Tamara Michie, Chair



**CITY OF CARMEL-BY-THE-SEA**  
**Forest and Beach Commission**  
**Staff Report**

**December 11, 2025**  
**ORDERS OF BUSINESS**

**TO:** Forest and Beach Commission

**SUBMITTED BY:** Mary Bilse, Environmental Programs Manager

**APPROVED BY:** Ken Wysocki, Public Works Director

**SUBJECT:** Formation of Carmel Beach Adaptation Working Group

**RECOMMENDATION:**

Staff recommends that the Forest and Beach Commission discuss and consider forming a Carmel Beach Adaptation Working Group as an Ad Hoc Subcommittee pursuant to the Commission's bylaws.

**BACKGROUND / SUMMARY:**

At the November 13, 2025 Forest and Beach Commission Regular Meeting, Chair Michie requested that the Commission consider establishing a Carmel Beach Adaptation Working Group to help guide the development and review of sea-level-rise adaptation strategies for Carmel Beach.

Carmel Beach is increasingly affected by coastal erosion, storm surge, and other climate-driven impacts. As the City continues to work on sea-level-rise adaptation planning, staff anticipates that focused input from a Commission-appointed Working Group will support technical review, community engagement, and the development of feasible management strategies.

The Forest & Beach Commission Bylaws authorize the Commission to form committees for matters or studies before them. Bylaws Section I.C.2.c (**Attachment 1**) allows the Chair to appoint Ad Hoc Committees or Subcommittees to study issues under the Commission's purview, provided such appointments and purpose of the committee are made part of the Commission's meeting record.

Relevant bylaw provisions include:

- i. Subcommittee appointments and a designated staff member are to be made by the Chairman and City Forester respectively and announced at a regular Forest and Beach Commission meeting so that the appointments will be documented in the minutes.
- ii. Subcommittees established for a single, limited purpose and duration shall be considered Ad Hoc and therefore not subject to the Brown Act.
- iii. Subcommittees are to work with assigned staff and prepare subcommittee work products or review the research and draft text prepared by staff.
- iv. The first task of each subcommittee is to prepare the Scope of Work report for Commission approval which describes the issue to be addressed, the tasks and process to be used and the anticipated work products.
- v. All subcommittee meetings are to be conducted at City Hall unless a larger venue is required (for public workshops, etc.) or when field trips are required.
- vi. Subcommittees shall make monthly oral progress reports to the full Commission at regular meetings.

Should the Commission choose to move forward, the next step is for the Chair to appoint members to the Carmel Beach Adaptation Working Group and designate staff support in accordance with the bylaws.

#### **FISCAL IMPACT:**

No fiscal impact is anticipated from forming the Ad Hoc Working Group.

#### **ATTACHMENTS:**

1. Attachment 1 Forest & Beach Commission Rules of Procedure

## CITY OF CARMEL-BY-THE-SEA

### FOREST AND BEACH COMMISSION RULES OF PROCEDURE (Approved 11/09/2023)

#### I. ORGANIZATION, OFFICERS, AND COMMITTEES

##### A. Organization

The Forest and Beach Commission shall consist of five members, residents of Carmel-by-the-Sea, and appointed by the City Council. The Forest and Beach Commission shall be organized and exercise such powers as prescribed by the City of Carmel-by-the-Sea Municipal Code.

##### B. Duties and Powers of the Forest and Beach Commission

The Forest and Beach Commission, of the City of Carmel-by-the-Sea, shall have the following power and responsibilities:

1. To develop, with the City Forester, a management plan for the urban forest, parks and beach to correlate such plans with the City's General Plan.
2. To consider and act on applications for tree-trimming and tree removal and on matters involving construction in which root-cutting or root crown coverage is involved.
3. To advise the City Council or other government instrumentalities of the City with respect to specific items of management and technical forestry and beach matters, including the introduction of new species into the urban forest or the elimination of existing species.
4. To provide publicity in regard to the problems of the urban forest, including public information program concerning care of forest resources, as well as cooperation with school programs on conservation and the like.
5. To encourage gifts, bequests and devises to be made to the City in furtherance of any present or future object or project associated with the Commission.
6. To review landscape plans and submit comments to the Planning Commission as requested from time to time by the Department of Community Planning and Building.

7. To advise the City Council or other government instrumentalities of the City on the preservation, enhancement, protection and care of the Camel-by-the-Sea beach and waterfront area.
8. Upon referral from the City Council, to review and recommend to the City Council possibly official positions on proposals in the City, the City's Sphere of Influence, or any wider area, which impact the natural environment of the area.

C. Officers

1. Selection

- a. A Chairman and Vice-Chairman shall be elected annually from among the Commission's membership at the beginning of the annual meeting to serve at the pleasure of the Commission. The annual meeting shall be scheduled for the same meeting at which any new, regular-term Commissioners are seated.
- b. The elections process commences with individual Commissioners nominating candidates until a motion is made, seconded and approved to close nominations. At the conclusion of any discussion, the roll is called alphabetically and each Commissioner votes for one of the nominated candidates until one is elected by simple majority. The newly elected or reelected Chairman takes the Chair's seat and repeats this process for the Vice Chairman.
- c. The Vice-Chairman shall succeed the Chairman if he/she vacated his/her office before his/her term is completed, the Vice-Chairman to serve the un-expired term of the vacated office. A new Vice Chairman shall be elected at the next regular meeting.
- d. In the absence of the Chairman and Vice-Chairman, any other member shall call the Commission to order, whereupon a Chairman shall be elected from the members present to preside.
- e. The terms of office of the Chairman and Vice-Chairman shall not exceed two (2) consecutive terms.

2. Responsibilities

The responsibilities and powers of the officers of the Forest and Beach Commission shall be as follows:

a. Chairman

- i. Preside at all meetings of the Commission.
- ii. Call special meetings of the Commission.
- iii. Sign all documents of the Commission.
- iv. See that all actions of the Commission are properly taken.
- v. Assist staff in determining agenda items.
- vi. Appoint members for all standing and Ad Hoc Committees.
- vii. Act as parliamentarian, in consultation with the City Attorney.

b. Vice-Chairman

During the absence, disability, or disqualification of the Chairman the Vice-Chairman shall exercise or perform all the duties and be subject to all responsibilities of the Chairman.

c. Ad Hoc Committees and Sub-Committees

The Chairman may appoint Ad Hoc Committees and Subcommittees to study matters coming before the Commission, provided such appointments and the purpose of such Committee are made a matter of record in the minutes of the Commission.

- i. Subcommittee appointments and a designated staff member are to be made by the Chairman and City Forester respectively and announced at a regular Forest and Beach Commission meeting so that the appointments will be documented in the minutes.
- ii. Subcommittees established for a single, limited purpose and duration shall be considered Ad Hoc and therefore not subject to the Brown Act.

- iii. Subcommittees are to work with assigned staff and prepare subcommittee work products or review the research and draft text prepared by staff.
- iv. The first task of each subcommittee is to prepare a Scope of Work report for Commission approval which describes the issue to be addressed, the tasks and process to be used and the anticipated work products.
- v. All subcommittee meetings are to be conducted at City Hall unless a larger venue is required (for public workshops, etc.) or when field trips are required.
- vi. Subcommittees shall make monthly oral progress reports to the full Commission at regular meetings.

## II. CONDUCT OF MEETINGS

### A. Rules of Order

Except as otherwise stated in these Rules of Procedure or Municipal Code, Roberts Rules of Order, Newly Revised shall be used as a guide to the conduct of the meetings of the Forest and Beach Commission, provided, however, that the failure of the Commission to conform to said rules of order shall not, in any instance, be deemed to invalidate the action taken.

- B. Individual meetings between Commissioners and applicants of pending requests outside the public meeting of the Forest and Beach Commission is discouraged.

### C. Public Meetings

All meetings of the Forest and Beach Commission and committees of the Forest and Beach Commission shall be held in full compliance with the provisions of the Brown Act (California Government Code, Section 54954.2), the Municipal Code, and these Rules of Procedure.

D. Regular Meetings

1. Regular meetings shall be held on the first Thursday of each month in the Council Chambers of City Hall unless otherwise determined by the Commission. Public Hearings shall commence at 2:30 P.M. or as soon as thereafter as possible unless otherwise determined by the Commission and conclude no later than 6:00 P.M. The Tour of Inspection shall be scheduled prior to the Public Hearings at a time determined to be necessary based on the length of the Tour.
2. Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting may be rescheduled to another business day or canceled by motion adopted by the Forest and Beach Commission.

E. Adjourned Meetings

In the event it is the wish of the Forest and Beach Commission to adjourn its meeting to a certain hour on another day, a specific date, time and place must be set by the Commission prior to the regular motion to adjourn.

F. Special Meetings

Special meetings for the purposes of conducting study sessions or workshops may be held at any time upon the call of the Chairman or by a majority of the voting members of the Commission or upon request of the City Council following at least twenty-four hours notice to each Commission member and to the press. The time and place of the special meeting shall be determined by the convening authority.

H. Tours of Inspection

The Tour of Inspection shall include all project sites listed on the agenda. The Forest and Beach Commission may determine at the beginning of each meeting (prior to departing on the Tour of Inspection) that one or more site visits listed on the agenda are not necessary. All Forest and Beach Commission members shall participate in the Tour of Inspection in order to be fully informed of the application site conditions.

## I. Agenda

1. An agenda for each meeting of the Commission shall be prepared by the City Forester. The Chair, Vice-Chair and City Forester shall review the order of the agenda to ensure that those items of highest interest to the general public are placed at the front of the agenda. The number of applications to be considered on the agenda will be determined based on the nature and complexities of the projects, other priorities in the Forest and Beach Commissions work program and what can reasonably be considered in a two-and-one-one-half-hour meeting.
2. The agenda for all regularly scheduled meetings shall be posted seventy-two (72) hours in advance.
3. All agendas shall be posted at City Hall, in the Library, and at the Post Office and extra copies placed in the Forest, Parks and Beach bin at the Post Office.
4. The agenda for a special meeting shall be posted twenty-four (24) hours in advance and at the same locations as for regularly scheduled meetings.
5. Each agenda shall contain a brief description of the item to be discussed.
6. Any item may be placed on a future agenda when requested by two Forest and Beach Commissioners.

## J. Order of Meeting

1. The order of items shall be based on the complexity and importance of the items. Generally, the order of business shall be as follows:
  - a. The Chairman shall take the chair at the hour appointed for the meeting and call the meeting to order.
  - b. Members present and absent shall be recorded.
  - c. The Commission shall conduct a Tour of Inspection.
  - d. The Chairman shall lead those present in the pledge of allegiance to the flag.

- e. Public appearances. Comments from the audience will be received on any item not before the Forest and Beach Commission.
  - f. Extraordinary Business. Any special presentations, awards, resolutions of Appreciation or other matters of community interest shall be conducted.
  - g. The Commission shall hear and act upon those proposals scheduled for consideration on a Public Hearing/Tour of Inspection Regular Calendar.
  - h. The Commission shall then hear and act upon those proposal scheduled for consideration at a regular public hearing.
  - i. The Commission shall consider any items pulled from the Regular and Public Hearing Consent Calendars.
  - j. The Commission may recess for fifteen minutes. No recess shall occur except between scheduled agenda items.
  - k. All other applications not requiring public hearing shall then be heard. No action can be taken on items unless they appear on the agenda. (California Government Code, Section 54954.2).
  - l. Any matters of administration of the Commission, monthly subcommittee reports, determinations and appeals of administrative determinations shall be brought forward.
  - m. Adjournment. The Forest and Beach Commission will adjourn no later than 6:00 p.m. unless by a majority vote the Commission elects to continue. All items not receiving action shall be continued to the next regular meeting or to a special meeting.
2. The following shall be the order of procedure for public hearings concerning tree removal-trimming applications matters:
- a. The Chairman shall announce the subject of the public hearing as advertised.
  - b. If a request is made for continuance, a motion may be made and voted upon to continue the public hearing to a definite time and date.

- c. The staff shall be asked to present the substance of the application,

staff or committee report and recommendation, and to answer questions of the Commission. Any letters received before the hearing are entered into the record.

- d. The Chairman shall open the public hearing.
- e. Order of testimony. The order of testimony shall be as follows.

The Chair can establish shorter speaking times prior to each public hearing if the length of the Agenda or the number of speakers to be heard so warrants.

- i. Applicant's statement (3-5 minutes).
  - ii. Public input on the issue being heard (3 minutes per speaker).
  - iii. Applicant (3 minutes).
  - iv. Public hearing is closed.
- f. The Commission shall then deliberate and either determine the matter or continue to another date and time certain. The Commission may ask questions of the applicant without re-opening the hearing to all speakers. The public hearing must be reopened if a new issue is raised. If the public hearing is reopened, all interested parties shall be heard.
  - g. If a motion is made and seconded that would alter a project or add new conditions not contained in the written staff report, the Chairman shall allow the applicant to state for the record whether such change is accepted or opposed by the applicant prior to a vote being taken. The Commission may then approve or reject the motion.

### 3. Rules of Testimony

- a. Persons are not required to give their name or address, but it is helpful for speakers to state their name in order that the Secretary may identify them in the minutes of the meeting.

- b. If there are numerous people in the audience who wish to participate on the issue, and it is known that all represent the same

opinion, a spokesperson should be encouraged to speak for the entire group. The spokesperson will then have the opportunity of speaking for a reasonable length of time and of presenting a complete case.

- c. The Chairman may limit the time of testimony to not more than three minutes on a particular issue by each individual.
  - d. No person or Commissioner shall address the Commission without first securing the permission of the Chair to do so.
  - e. All comments shall be addressed to the Commission as a whole. All questions shall be placed through the Chair.
  - f. The Chairman may re-open the hearing for public testimony at any time for the purpose of obtaining new information. It is not necessary to reopen a public hearing to ask questions of the project applicant.
4. Items may be continued by the Forest and Beach Commission for the following reason:
- a. The application was incomplete.
  - b. The applicant or their representative is absent from the meeting and did not authorize the Forest and Beach Commission to act in their absence.
  - c. The applicant could not appear at the meeting and has requested that the item be continued.
  - d. The application is revised by the applicant during the meeting.
  - e. The Forest and Beach Commission requires additional information during the meeting.
  - r. New information or issues come to light during the meeting that need further study.
  - g. The Forest and Beach Commission requests that the application be revised.

#### K. Voting

## 1. Voting Requirements

- a. A quorum shall consist three (3) members of the Commission, except when the Commission is acting on an appeal of an administrative decision when a quorum shall be four (4) members.
- b. The affirmative vote of a majority of the Commission present is necessary to take any action.
- c. When a member disqualifies him/herself from voting because of a potential conflict of interest, the Commissioner shall be considered absent from the meeting.
- d. Should the number of Commissioners abstaining for a conflict of interest together with absences for other reasons disrupt the quorum, the issue shall be continued to the next regular meeting. When the number of Commissioners abstaining solely for a conflict of interest disrupts the quorum and there exists no alternative source for decision, participation by a member with conflict shall be allowed pursuant to California Government Section 87100 et seq.

## 2. Disqualification from Voting

- a. A Commissioner shall disqualify him/herself from debate, discussion and voting on any matter before the Commission when there is an appearance of a conflict of interest. When a person disqualifies him/herself prior to the consideration of such matter by the Commission, the Commissioner shall state that he/she is disqualifying him/herself due to a conflict of interest, shall state the conflict, and then leave the voting area.
- b. If a Commissioner is in doubt as to whether or not a conflict of interest exists, the matter of conflict shall be referred to the City Attorney for his opinion.
- c. The Secretary of the Commission shall record in the minutes the time when a Forest and Beach Commissioner steps down and when he/she returns to the podium.

## 3. Abstentions

A Commissioner may be permitted to abstain from voting because of unpreparedness on an issue before the Commission. All votes of a member who disqualifies him/herself shall be recorded as an abstention. If a Commissioner participates in the proceedings on a matter and then abstains from voting, the vote shall be recorded as an affirmative vote on the motion.

4. Voting Order

The order of voting shall be random, with the exception of the Chairman, who shall vote last.

5. Recording of Votes

The minutes of the Commission's proceedings shall show the vote of each member including whether they were absent or failed to vote on a matter considered.

III. APPLICATION PROCESSING

- A. All applications shall be submitted to the office of Forest, Parks and Beach in compliance with the submittal requirements for each specific application. All evidence shall be submitted before the application is determined complete.
- B. Only one (1) application at a time shall be officially received and processed for a specific location.
- C. All applications will be reviewed by staff and will not be further processed until the application has been determined by the staff to be complete. The staff will be responsible for informing the applicant of the deficiencies in the application within fifteen (15) working days of receipt of the application.
- D. All staff reports and supporting information shall be reviewed and signed off by the originator of the report and the City Forester.
- E. When an application is determined to be complete, the application will be scheduled for Commission review.

Forest and Beach Commission  
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- F. Any information received after the Forest and Beach Commission agenda packet has been distributed may be the basis for continuation of the application.

- G. Any application continued for a second time at the applicants request shall not be continued again but will be re-noticed and advertised for a future Forest and Beach Commission hearing.

#### IV. APPEALS AND RECONSIDERATION

- A. Any appeal to the City Council from a decision of the Forest and Beach Commission must be made by filing a notice of appeal within five (5) working days with the City Clerk.
- B. Any Commission member who voted on the prevailing side of a decision may request within five (5) working days of the decision that the matter be reconsidered. The question of whether the action should be considered will be placed on the next Forest and Beach Commission meeting.
- C. Any applicant may request that a Forest and Beach Commission decision be reconsidered by the Commission. Requests for reconsideration must be made in writing within five (5) working days of the Commission's action and state the specific error or omission committed by the Commission in the decision, or provide additional, relevant information not considered by the Commission.

#### V. REVIEW AND AMENDMENTS PROCEDURE

- A. These Rules of Procedure shall be reviewed annually.
- B. These Rules of Procedure may be amended or suspended at any meeting of the Forest and Beach Commission by a majority of the members.



**CITY OF CARMEL-BY-THE-SEA  
Forest and Beach Commission  
Staff Report**

**December 11, 2025  
ORDERS OF BUSINESS**

**TO:** Forest and Beach Commission

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

**APPROVED BY:** Ken Wysocki, Public Works Director

**SUBJECT:** Mission Trail Nature Preserve Fuel Management Update

**RECOMMENDATION:**

Receive a Presentation on the current Fuel Mitigation Efforts taking place in the Mission Trail Nature Preserve

**BACKGROUND / SUMMARY:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

None



**CITY OF CARMEL-BY-THE-SEA  
Forest and Beach Commission  
Staff Report**

**December 11, 2025  
ORDERS OF BUSINESS**

**TO:** Forest and Beach Commission

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

**APPROVED BY:** Ken Wysocki, Public Works Director

**SUBJECT:** November 2025 Forester's Report

**RECOMMENDATION:**

Receive a Presentation on the November 2025 Forester's Report

**BACKGROUND / SUMMARY:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. Nov Foresters Report for Dec 11 Mtg



# CITY OF CARMEL-BY-THE-SEA

## Monthly Report

### City Forester's Report

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

#### Forestry, Parks, and Beach Highlights:

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

- A public meeting was held October 21, 2025, to review the first draft from Staff. Feedback was received from the steering committee and the public, and edits are being finalized for a draft to be sent for environmental review. This review stage includes public input.

##### Contractors:

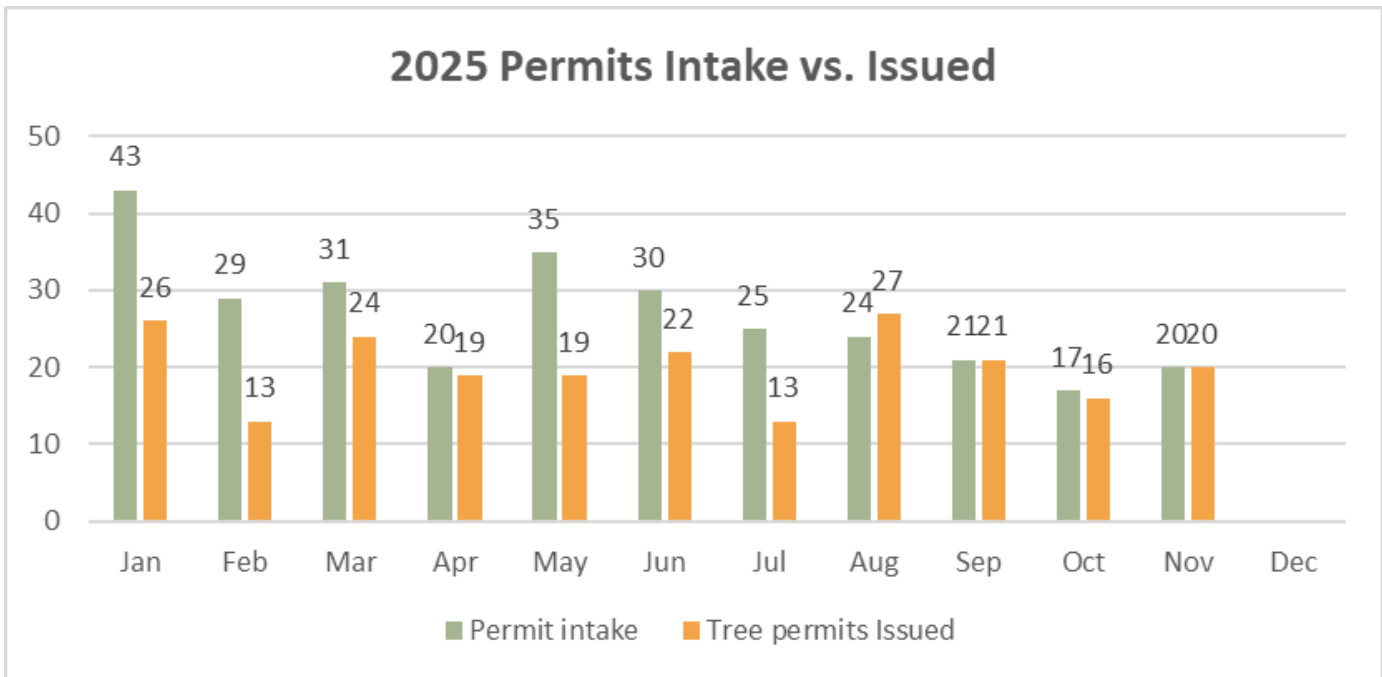
- During the month of November, Tope's Tree Service continued work at Mission Trails Nature Preserve, removing fire fuel, clearing overgrown vegetation, and creating a turnaround for large vehicles along the Serra Trail.
- Our contractors continued to work through our removal and pruning task orders, removing a total of 23 trees and pruning 29 trees. Following removals, stumps are USA and marked for stump grinding. At the time of the December meeting the pruning and removals should be complete and the stump work starting.
- Town & Country has prepped the

##### City Staff and Crews:

- City Forestry Crew removed 6 dead, dying, or invasive trees, planted 16 trees, and pruned 32 trees providing clearance for roads and stop signs, as well as maintaining tree health.
- City Tree Crew continued to pick up logs in the right of way that were left from several large PG&E tree removals.
- City Tree Crew responded to 4 emergency calls during storms.
- The City Crew replaced broken irrigation valves at Picadilly Park.

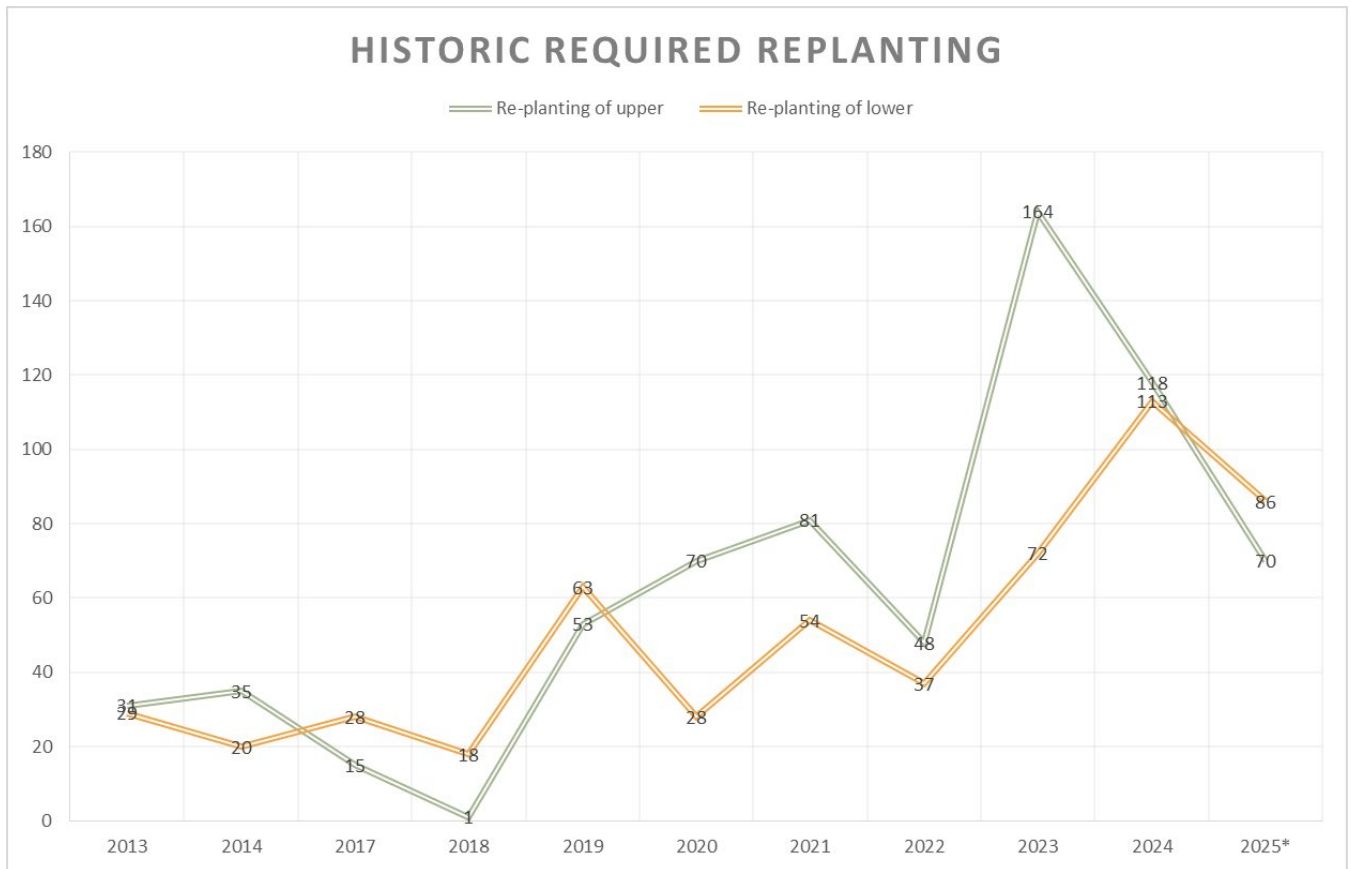
## Permit Information

2025 Permitted removals, pruning, and required planting												
	Tree permits received	Tree permits Issued	Site Inspections Performed	Total Prunings	Total Removals	Removal of Upper	Removal of Lower	Required to Plant Upper	Required to Plant Lower	No room for new tree	Meets Density Rec.	Total Number of Trees Required
January	43	26	9	10	18	12	6	7	9	0	2	16
February	29	13	8	15	15	9	6	6	8	0	0	14
March	31	24	8	21	9	3	6	0	2	0	7	2
April	20	19	3	21	17	10	7	8	6	1	1	14
May	35	19	7	17	19	8	11	11	11	0	0	22
June	24	22	6	15	22	9	13	14	18	0	0	32
July	25	13	6	4	15	8	7	15	10	0	0	25
August	24	27	8	19	21	9	12	2	1	1	3	3
September	21	21	4	25	30	14	16	4	6	1	0	10
October	17	16	6	9	22	7	15	2	5	0	2	7
November	20	20	8	13	19	8	11	1	10	0	0	11
December												
<b>2024 Totals</b>	<b>289</b>	<b>220</b>	<b>73</b>	<b>169</b>	<b>207</b>	<b>97</b>	<b>110</b>	<b>70</b>	<b>86</b>	<b>3</b>	<b>15</b>	<b>156</b>

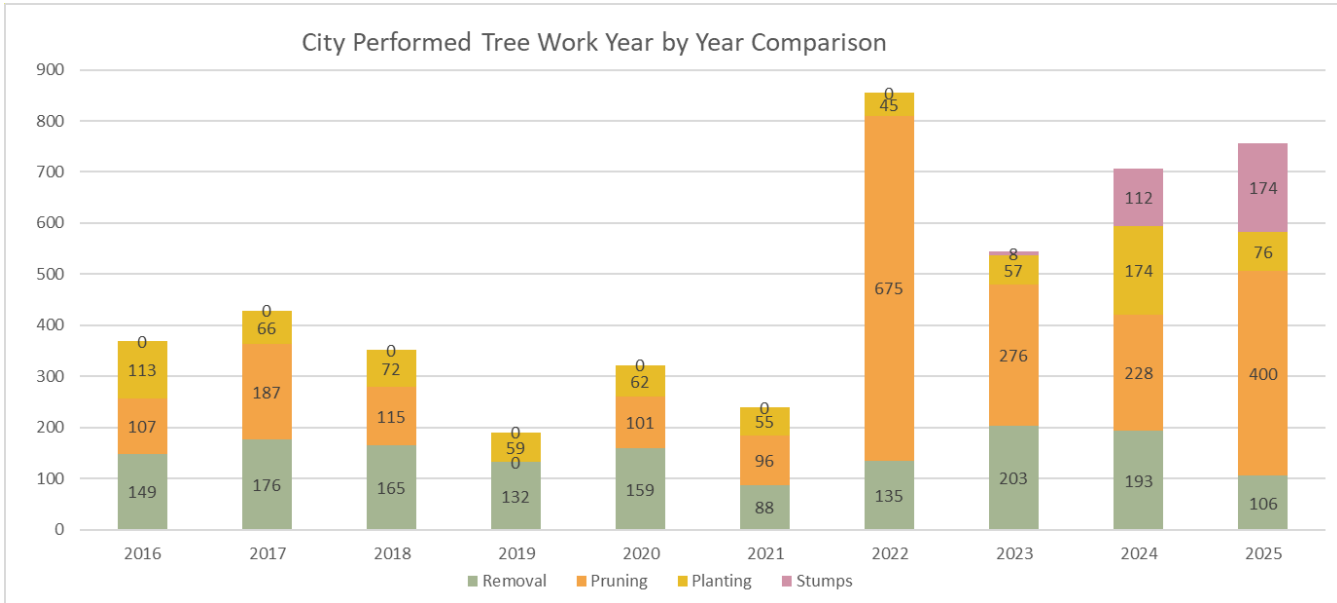


### Historic permitted removals and required planting

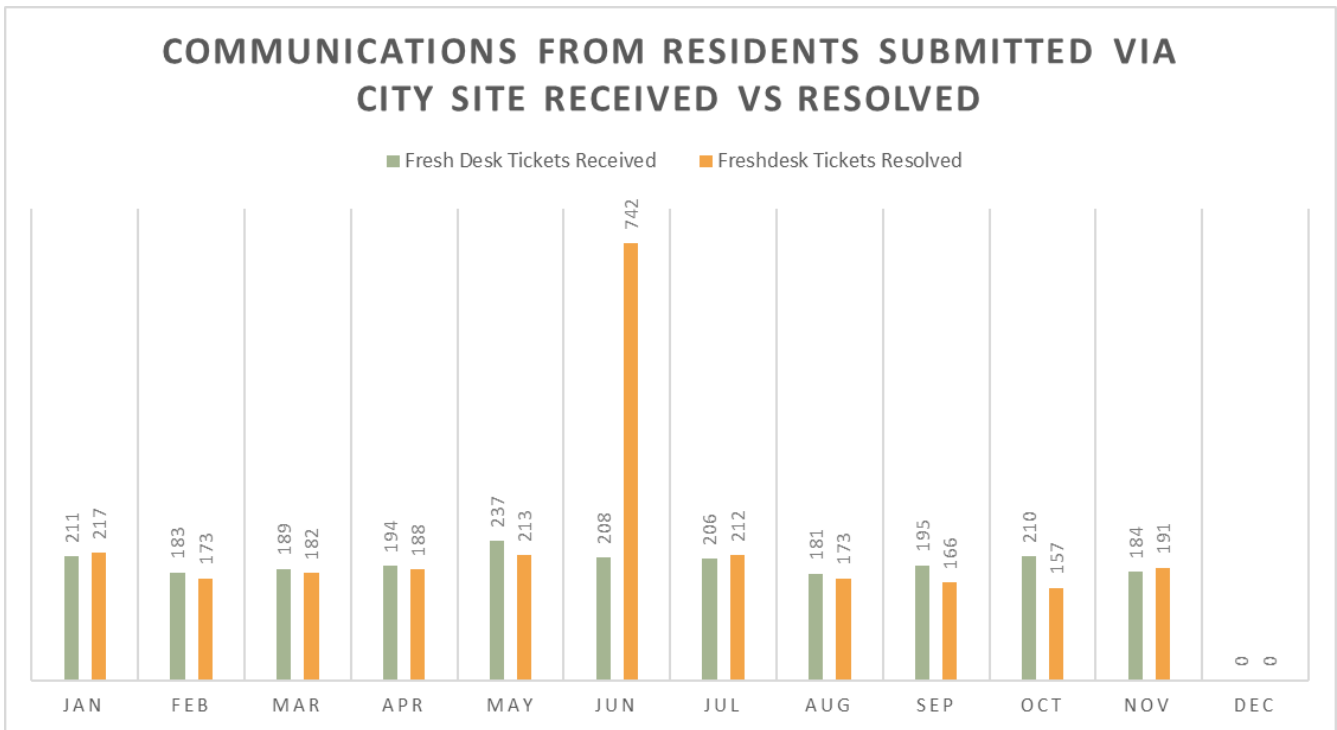
Year	Permitted removals	Removal of upper	Removal of lower	Replanting Required	Replanting of upper	Replanting of lower	Replanting %	Applications processed
2021	204	81	123	135	81	54	66.18%	213
2022	149	82	67	85	48	37	57.05%	155
2023	324	211	113	223	164	72	68.83%	336
2024	231	110	121	231	118	113	100.00%	391
2025	188	89	99	145	69	76	77.13%	269



## City Forestry, Parks, and Beach Activities



Calendar year to date – Includes stumps removed by City crew as well as on call tree contractors.



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

## Tree Inventory and Deferred Maintenance 'Catch Up' Status

### The 3-Year "Catch Up Plan":

Year 1 of the anticipated 3-year plan to catch up on deferred maintenance was a resounding success. The following chart reflects outcomes from the past year and a half. Staff is currently updating our goals for this new Fiscal Year 2025-26 in light of our newly approved FY 25-26 budget of \$981,500, as well as cleaning data in our software to ensure we start out with the most accurate information possible. We will continue to provide monthly updates to our plans in each subsequent Forester's Report.

<b>Year 2 of Forestry 3 year catch up</b>	
	<b>Trees in Dead or Very Poor Condition</b>
2024 Inventory	321
Dec 2025	59 (only 2 "dead")