1. **Call to Order - 6:00 p.m.**

2. **Roll Call**
   Commissioners: Donald Murphy (Chair), Steven Lilley (Vice-Chair), Robin Aeschliman, Bill Bluhm, Jeanne Byrne, Mark Chakwin (Secretary), William Fredrickson.

3. **Approval of Agenda**

4. **Public Comments**
   a. **Written Communications**
      Communications relevant to PC jurisdiction, but not related to a matter on this agenda, are attached under this agenda item.
   b. **Oral Communications**
      Comments from the audience will not receive PC action. Comments must deal with matters subject to the jurisdiction of the PC and will be limited to three minutes. Comments regarding agenda items shall be heard at the time such items are called. Whenever possible, letters should be submitted to the PC in advance of the meeting.

5. **Consent Agenda**
   a) **Approve March 7, 2019 Planning Commission Minutes**
      Recommended Action: Approve minutes as presented
   b) **Approve March 21, 2019 Planning Commission Minutes**
      Recommended Action: Approve minutes as presented.

6. **Meeting Minutes of Boards and Committees**
   a) **Receive Approved February 27, 2019, Historic Resources Committee Minutes**
      a. **Description:** Receive minutes (no action needed)
      b. **CEQA Status:** Does not constitute a “Project” as defined by CEQA Guidelines Section 15378

7. **Regular Agenda**
   a) **Description:** Overview of Chapter 23.73 Permit Implementation, Time Limits and Extensions
      **Zone District/General Plan Designation:** Citywide
      **CEQA Status:** Not a project.
      **Staff Reference:** Anastazia Aziz, AICP, Director
7. Presentations

None

8. Council Liaison Announcements

9. Commissioner and Staff Announcements

10. Adjournment

The City of Pacific Grove does not discriminate against persons with disabilities. City Hall is an accessible facility. A limited number of devices are available to assist those who are deaf or hard of hearing.

GENERAL NOTICE

- Please note that Section 65009(b)(2) of the California Government Code provides that legal challenges to the City's action on a project may be limited to only those issues raised in testimony during the public hearing process. PC will not consider any new items after 9:00 p.m. Any items remaining on the agenda will be continued either to the next regular meeting or to a special meeting at the discretion of PC. This meeting is open to the public and all interested persons are welcome to attend.

NOTICE TO APPLICANTS

- **Appearance by Applicant/Representative:** Applicants or their representatives must be present at the meeting for which their item, including those items on the Consent Agenda, is scheduled. If unable to attend, the applicant must submit a written request for continuance prior to the meeting. The item may be denied if continuance is not requested.

- **Submittal of Written Communications:** In order to receive due consideration by the Planning Commission, written communications pertaining to agenda items should be submitted to the Community Development Department by 9 A.M. the day prior to the meeting. Materials submitted subsequent to that time, or directly to the Planning Commission at the meeting, may, at the Commission's discretion; result in a continuance of the item.

- **Appeals and Appeal Period:** Decisions rendered by the Planning Commission may be appealed to the City Council using a form available at the Community Development Department. The appeal form, plus an appeal fee, must be filed within 10 days of the action being appealed. The aforementioned appeal period notwithstanding, the City Council reserves the right to call up for review Planning Commission decisions until its next regularly scheduled meeting. No building permit pertaining to a Planning Commission action may be issued until the appeal period has passed.

- **Judicial Time Limits:** This serves as written notice that Pacific Grove Municipal Code (PGMC) §1.20.010 incorporates §1094.6 of the Code of Civil Procedure of the State of California and provides a ninety-day limitation for judicial review of any final administrative decision by the council, or any board, commissioner, or officer of the city.
1. Call to Order - 6:00 p.m.
   - Prelude: The Chair expressed the Commission’s gratitude to Commissioner William Fredrickson for Commissioner Fredrickson’s outstanding service as the Planning Commission Chair for the past six years.

2. Roll Call
   Commissioners Present (5): Robin Aeschliman, Bill Bluhm (ex-Vice Chair), William Fredrickson (ex-Chair), Steven Lilley (Vice-Chair), Donald Murphy (Chair).
   Commissioner Absent (2): Jeanne Byrne, Mark Chakwin (Secretary)

3. Approval of Agenda
   On a motion by Chair Murphy, without second, the Commission voted 5-0-2 (Commissioners Byrne and Chakwin absent) to approve the Agenda. Motion passed.

4. Public Comments
   a. Written Communications
      None
   b. Oral Communications
      The Chair opened the floor to public comment
      (Please refer to the Audio Recording for details)
      - Joy Colangelo spoke about the Parking Ordinance update that is being developed by the City.
      The Chair closed the floor to public comment

5. Consent Agenda
   a. Approve Planning Commission Minutes for February 7, 2019
      Recommended Action: Approve minutes as presented
   b. Receive Approved January 8, 2019 Architectural Review Board Minutes
      Description: Receive minutes.
      Staff Reference: Anastazia Aziz, Director
      CEQA Status: Does not constitute a “Project” as defined by CEQA Guidelines Section 15378
   c. Address: 642 Hillcrest Avenue (APN 006-652-015)
      Application #: Use Permit (UP) / Admin. Architectural Permit (AAP) 18-0993
      Description: A Use Permit for the change of use of and exterior alterations to an existing
1,048 sq. ft. detached accessory building.

**Zone District/General Plan Designation:** Residential Single-Family (R-1) / Residential Medium Density (up to 17.4 dwelling units/area)

**Coastal Zone:** No Historic Resources Inventory: No Area of Special Biological Significance: Yes

**CEQA Status:** Exempt per CEQA Guidelines, Section 15301(a) (Exterior Alterations)

**Applicant/Owner:** Thomas Howe (owner)

**Staff Reference:** Alyson Hunter, Associate Planner | ahunter@cityofpacificgrove.org

(Please refer to the Audio Recording for details)

On a motion by Commissioner Bluhm, seconded by Vice Chair Lilley, the Commission voted 5-0-2 (Commissioners Byrne and Chakwin absent) to approve the Consent Agenda with the stipulation that Vice Chair Lilley has abstained on voting in regard to Consent Agenda Item 7.a., Approve Planning Commission Minutes for February 7, 2019, because he did not attend that meeting. Motion passed.

6. **Regular Agenda**
   a. **Preliminary Discussion on Ordinance Revisions for Title 24, Subdivisions.**

   **Staff Reference:** Anastazia Aziz, AICP, Director

   **CEQA Status:** Does not constitute a “Project” as defined by CEQA Guidelines Section 15378

   - Anastazia Aziz, AICP, Director, presented a staff report.

   (Please refer to the Audio Recording for details)

   The Chair opened the floor to public comment

   (Please refer to the Audio Recording for details)

   - Joy Colangelo spoke about water credits flexibility and sharing.
   - Luke Coletti stated that water credits cannot be shared residentially.
   - Inge Lorentzen Daumer spoke about the current water limitations, and the need not to get ahead of the State Water Board in any city actions.

   The Chair closed the floor to public comment

   The Planning Commission discussed the issue. Discussion on this item will be continued again at a future Planning Commission Meeting, with a date to be determined later.

   (Please refer to the Audio Recording for details)

7. **Presentations**

   None

8. **Council Liaison Announcements**

   - City Council Mayor Pro-Tem, Dr. Robert Huitt, provided an update from the latest City Council meeting, and issues that the Council is working on now and in the near future.
9. Commissioner and Staff Announcements

(Please refer to the Audio Recording for details)

- Anastazia Aziz, AICP, Director, provided an update on the Draft Historic Resources Report by Page & Turnbull; noted that the City would host a Webinar on March 26th at noon on Brown Acts issues for Commissions and Committees; and confirmed that a Public Workshop on the (Draft) Commercial Guidelines for Downtown will be held at the Community Center on March 18th at 6:00 p.m.

10. Adjournment – 7:15 p.m. Next regular meeting is scheduled for Thursday March 21, 2019.

APPROVED BY THE PLANNING COMMISSION

Mark Brice Chakwin, Secretary

Date
MINUTES
CITY OF PACIFIC GROVE
PLANNING COMMISSION
REGULAR MEETING

6:00 p.m., Thursday, March 21, 2019
Council Chambers – City Hall – 300 Forest Avenue, Pacific Grove, CA

1. Call to Order - 6:00 p.m.

2. Roll Call
Commissioners Present (7): Robin Aeschliman (arrived 6:02 p.m.), Bill Bluhm, Jeanne Byrne, Mark B. Chakwin (Secretary), William Fredrickson, Steven Lilley (Vice-Chair), Donald Murphy (Chair).

3. Approval of Agenda

On a motion by Commissioner Byrne, seconded by Commissioner Lilley, the Commission voted 6-0-1 (Commissioner Aeschliman absent) to approve the Agenda. Motion passed.

4. Public Comments
a. Written Communications
   None
b. Oral Communications
   None

5. Consent Agenda
a. Receive Approved January 23, 2019, Historic Resources Committee Minutes
   Description: Receive minutes (no action needed)
   CEQA Status: Does not constitute a “Project” as defined by CEQA Guidelines Section 15378

b. Receive Approved February 12th, 2019, Architectural Review Board Minutes
   Description: Receive minutes (no action needed)
   CEQA Status: Does not constitute a “Project” as defined by CEQA Guidelines Section 15378

On a motion by Vice Chair Lilley, seconded by Commissioner Chakwin, the Commission voted 6-0-1 (Commissioner Aeschliman absent) to approve the Consent Agenda. Motion passed.
6. Regular Agenda

a. Address: 550 Central Ave., Pacific Grove, CA 93950 (APN 006-171-098)

Application #: Architectural Permit (AP) 19-0020

Description: Consider an appeal of the HRC’s February 27, 2019, denial of an Architectural Permit for the installation of two (2) clerestory skylights on the south-facing ridge of the ± 24’ tall existing 1977 public library addition. The new total height at these two locations will be approximately 27’4.5’’. The library is on the City’s Historic Resources Inventory (HRI). No other exterior alterations are proposed at this time.

Zone District/General Plan Designation: Unclassified (U) / Public

Coastal Zone: Yes

Archaeological Sensitivity: Yes

Historic Resources Inventory: Yes

CEQA Status: This project has been determined to be CEQA Exempt under CEQA Guidelines, Class 31, Section 15331, Historic Resources Restoration/Rehabilitation.

Applicant/Owner: Daniel Gho, Public Works

Director Staff Reference: Alyson Hunter, Associate Planner | ahunter@cityofpacificgrove.org

Associate Planner Hunter provided a Staff Report

(Please refer to the Audio Recording for details)

The Chair opened the floor to public comment

(Please refer to the Audio Recording for details)

- Pacific Grove Library Director Scott Bauer provided a presentation and answered questions.
- Rick Steres, HRC, spoke against the appeal.
- Mary Ann Whitten, President of the PG Library Foundation, spoke for the appeal.
- Lisa Ciani spoke against the appeal.
- Tony Ciani spoke against the appeal.
- Claudia Sawyer, HRC, spoke against the appeal.
- Inge Lorentzen Daumer spoke against the appeal.
- Sally Moore spoke against the appeal and recommended using the LED Lights.

The Chair closed the floor to public comment

The Planning Commission discussed the issue.

(Please refer to the Audio Recording for details)

On a motion by Commissioner Byrne, seconded by Vice Chair Lilley, the Commission voted 7-0 to deny the appeal; and to direct that a redesign of the project be brought back to the Planning Commission for review; and that it should be based on the shed dormer images presented in public comment by Tony Ciani with the divided lights design similar to those that already have been added around the current addition; and that the top of the new shed can be up to, but shall not exceed, the top of the roof ridge; and that the area of the new windows shall be the same as that of the currently-proposed clerestory skylights by extending the window length; and that the materials used in the project shall match, or be compatible with, the materials currently being used on the building. Motion passed.
b. **Address:** 207 16th Street (APN 006-281-009)  
**Application #:** Use Permit (UP) 18-0975  
**Description:** A Use Permit is required for a proposed Verizon wireless facility to be developed on the roof of an existing 3-story building which is currently being remodeled. The building is located in the Downtown Commercial zoning district which has a height limit of 40’. The top of the proposed screening enclosure will be 51’2” in height. A separate equipment cabinet and antenna rack will also be located on the roof nearby, but at a lower elevation. Per Section 23.64.120 of the Pacific Grove Municipal Code, a UP is required for both the proposed use and an exception to the height limit of the zoning district.  
**Zone District/General Plan**  
**Designation:** Downtown Commercial (C-D) / Commercial  
**Coastal Zone:** No Historic  
**Resources Inventory:** No  
**Area of Special Biological Significance:** Yes  
**CEQA Status:** Exempt per CEQA Guidelines, Section 15303 (New Construction or Conversion of Small Structures)  
**Applicant/Owner:** Sequoia Deployment Services for Verizon Wireless / Peony 1031 LLC; Limonium 1031 LLC Staff Reference: Alyson Hunter, Associate Planner  

Associate Planner Hunter provided a Staff Report  

*(Please refer to the Audio Recording for details)*

The Chair opened the floor to public comment  

*(Please refer to the Audio Recording for details)*

- Pete Shubin, Sequoia Deployment Services and representing the applicant, Verizon, presented the applicant’s project summary, and answered questions.  
- Dewayne Bonham, RF Engineer for Verizon, answered questions about the project.  
- Rajat Mathur, P.E. from Hammet & Edison, answered questions about the project.  
- Nina Beety spoke against the project.  
- Carol Kuzdenyi, Tony Keppelman EMF Services, spoke against the project.  
- Lisa Ciani spoke against the project.  
- Tony Ciani spoke against the project.  
- Inge Lorentzen Daumer spoke against the project.

The Chair closed the floor to public comment

The Planning Commission discussed the issue.  

*(Please refer to the Audio Recording for details)*

**On a motion by Commissioner Byrne, seconded by Commissioner Chakwin, the Commission voted 7-0 to continue the item until the May 2nd Planning Commission meeting, and to direct the applicant to show additional facility screening alternatives at that time. Motion passed.**

7. **Presentations**  

*None*
8. Council Liaison Announcements
- City Council Mayor Pro-Tem, Dr. Robert Huitt, provided an update from the latest City Council meeting, and issues that the Council is working on now and in the near future.

   (Please refer to the Audio Recording for details)

9. Commissioner and Staff Announcements

   (Please refer to the Audio Recording for details)

- Commissioner Fredrickson asked the Chair and Staff to put the issue of Water Wait List on the agenda.
- Commissioner Byrne reported on the significant donations to City charities and projects made by the Pacific Grove Rotatory after it hosted the local Car Show.
- Chair Murphy noted that Vice Chair Lilley and he would meet with the Staff, Mayor and City Attorney representative next week to discuss the best way ahead for Planning Commission in the upcoming year.
- Director Anastazia Aziz, AICP, provided an update on the Draft Historic Resources Report by Page & Turnbull; and noted that comment date for this project has been extended until April 12th.

10. Adjournment – 7:40 p.m. Next regular meeting is scheduled for Thursday April 4th, 2019.

APPROVED BY THE PLANNING COMMISSION

Mark Brice Chakwin, Secretary

Date
1. Called to Order - 3:00 p.m.

2. Roll Call
   HRC Members Present: Claudia Sawyer (Chair), Mark Travaille, Joseph Rock (Vice-Chair), Jill Kleiss (Secretary), Mimi Sheridan, Rick Steres, Geoff Welch

3. Election of Officers: Chair, Vice-Chair and Secretary
   Staff Reference: Alyson Hunter, Associate Planner
   CEQA: Does not constitute a "Project" as defined by CEQA Guidelines Section 15378

   Member Rock nominated Member Sawyer for Chair, seeing no more nominations, the Chair closed nominations. The Committee voted 7-0-0 to elect Member Sawyer as Chair.

   Member Rock nominated Member Sheridan for Vice-Chair, seeing no more nominations, the Chair closed nominations. The Committee voted 7-0-0 to elect Member Sheridan as Vice-Chair.

   Member Rock nominated Member Kleiss for Secretary, seeing no more nominations, the Chair closed nominations. The Committee voted 7-0-0 to elect Member Kleiss as Secretary.

4. Approval of Agenda

   Vice-Chair Sheridan stated that she will be talking more about historic significance than historic integrity during her presentation.

   Chair Sawyer requested to move item 9a on the Consent Agenda to the Regular Agenda.

   On a motion by Member Rock, seconded by Member Steres, the Committee voted 7-0-0 to approve the agenda as amended. Motion passed.

5. Approval of HRC Minutes
   a. January 23, 2019 Minutes
      Recommended Action: Approve minutes

      On a motion by Member Rock, seconded by Vice-Chair Sheridan, the Committee voted 6-0-0-1 (Member Welch abstain) to approve the January 23, 2019 HRC minutes. Motion passed.

6. Public Comments
   a. Written Correspondence
      None.
   b. Oral Communications
Ms. Lisa Ciani and Mr. Anthony Ciani addressed the Committee and expressed their concerns pertaining to inconsistencies within the Historic Preservation Ordinance, the HRI Update public comment period, and the handling of project at 246 Forest Ave - Architectural Permit (AP) 18-0733.

7. Reports of Council Liaison
   Councilmember Tomlinson informed the Committee and members of the Public about the Community meeting on the Historic Resources Inventory Update project. Councilmember Tomlinson welcomed Committee member Geoff Walsh to the Committee.

8. Items to be Continued or Withdrawn
   None.

9. Consent Agenda
   a. Initial Historic Screening Request No. IHS 19-0075 for 1208 Surf Ave.
      Description: Initial Historic Screening
      Applicant/Owner: Gabriela Navarrete
      CEQA status: Not a project under CEQA
      Staff reference: Mark Brodeur, Director Community and Economic Development Dept.
      Recommended action: Determine ineligible for the Historic Resources Inventory
   b. Initial Historic Screening Request No. IHS 19-0071 for 522 Beaumont Ave.
      Description: Initial Historic Screening
      Applicant/Owner: Debby Beck
      CEQA status: Not a project under CEQA
      Staff reference: Mark Brodeur, Director Community and Economic Development Dept.
      Recommended action: Determine ineligible for the Historic Resources Inventory
   c. Initial Historic Screening Request No. IHS 19-0093 for 1031 Jewell Ave.
      Description: Initial Historic Screening
      Applicant/Owner: Joe Cappuccio
      CEQA status: Not a project under CEQA
      Staff reference: Mark Brodeur, Director Community and Economic Development Dept.
      Recommended action: Determine ineligible for the Historic Resources Inventory

   Chair Sawyer requested to move item 9a on the Consent Agenda to the Regular Agenda.

   On a motion by Member Rock, seconded by Vice-Chair Sheridan, the Committee voted 7-0-0 to approve the Consent Agenda as amended. Motion passed.

10. Regular Agenda
    a. Previously item 9a on the Consent Agenda
       Initial Historic Screening Request No. IHS 19-0075 for 1208 Surf Ave.
       Description: Initial Historic Screening
       Applicant/Owner: Gabriela Navarrete
       CEQA status: Not a project under CEQA
       Staff reference: Mark Brodeur, Director Community and Economic Development Dept.
       Recommended action: Determine ineligible for the Historic Resources Inventory
Chair Sawyer pointed that the ineligibility criteria should only be 2b - the property does not exhibit unique architectural, site or locational characteristics.

On a motion by Member Rock, seconded by Vice-Chair Sheridan, the Committee voted 7-0-0 to find that 1208 Surf Ave ineligible as a historic resource because the property does not exhibit unique architectural, site or locational characteristics. Motion passed.

b. Previously item 10a on the Regular Agenda

Address: 550 Central Ave., Pacific Grove, CA 93950 (APN 006-171-098)
Application #: Architectural Permit (AP) 19-0020
Description: The installation of two (2) clerestory skylights on the south-facing ridge of the ± 24’ tall existing 1977 public library addition. The new total height at these two locations will be approximately 27’4.5”. The library is on the City’s Historic Resources Inventory (HRI). No other exterior alterations are proposed at this time.
Zone District/General Plan Designation: Unclassified (U) / Public
Coastal Zone: Yes Archaeological Sensitivity: Yes Historic Resources Inventory: Yes
CEQA Status: This project has been determined to be CEQA Exempt under CEQA Guidelines, Class 31, Section 15331, Historic Resources Restoration/Rehabilitation.
Applicant/Owner: Daniel Gho, Public Works Director
Staff Reference: Alyson Hunter, Associate Planner | ahunter@cityofpacificgrove.org

Member Rock recused himself because of past working relationship with the project applicant, and left the Council Chamber.

Alyson Hunter, Associate Planner, provided a staff report.

Chair Sawyer opened the floor to public comment.

Daniel Gho, Public Works Director, and Scott Bauer, Library Director spoke regarding this project.

Chair Sawyer closed the floor to public.

The Committee discussed the item.

On a motion to approve the application by Member Travaille, seconded by Vice-Chair Sheridan to approve, the Committee voted 3-3-0-1 (Members Steres, Kleiss, and Sawyer opposed, Member Rock recused).

Due to the tie vote, the motion failed; project was denied.

Member Rock returned to the Council Chamber.

c. Previously item 10b on the Regular Agenda
Report on 2018 Initial Historic Screenings and Phase I/II Reports
Staff Reference: Anastazia Aziz, AICP, Principal Planner
CEQA status: Does not constitute a “Project” as defined by CEQA Guidelines Section 15378
Anastazia Aziz, Principal Planner, provided an overview of the Initial Historic Screenings that were completed in 2018 as well as all Phase I and II reports that were received.

11. Presentations and Trainings
   a. Training on Historic Integrity by HRC Member, Mimi Sheridan
      Staff Reference: Alyson Hunter, Associate Planner
      CEQA Status: Does not constitute a “Project” as defined by CEQA Guidelines Section 15378

      Vice-Chair Sheridan provided a presentation on historic significance and integrity.

12. Reports of HRC Members

      Chair Sawyer provided a status update on the Downtown Commercial Design Guidelines project and informed Committee members and the public regarding the following:

      1) March 1st AIA Lecture Series on Mid-Century architecture;
      2) March 5th Community Meeting on the HRI Update Survey Report and Findings;
      3) March 18th Community Workshop on Downtown Commercial Design Guidelines; and
      4) March 26th Free Webinar on “A Commissioner and Planner’s Primer to the Brown Act”.

      Vice-Chair Sheridan also informed the Committee and public regarding a lecture by Thomas Hines on March 14, 2019 at Canterbury Woods and invited everyone to attend.

13. Reports of Staff

      Alyson Hunter, Associate Planner, informed the Committee and members of the public regarding the March 5th Community Meeting on the HRI Update Survey Report and Findings, and invited everyone to attend.

14. Adjourned 4:18 p.m. Next meeting is on March 27, 2019

      APPROVED BY THE HISTORIC RESOURCES COMMITTEE.

      Jill Kleiss, Secretary

      3/27/19
      Date
TO: Chair Murphy and Members of the Planning Commission
FROM: Anastazia Aziz, AICP, Director, Community Development Dept.
MEETING DATE: April 4, 2019
SUBJECT: Overview of Chapter 23.73 Permit Implementation, Time Limits and Extensions
CEQA STATUS Does not constitute a “Project” under California Environmental Quality Act (CEQA) Guidelines

RECOMMENDATION
Receive report.

DISCUSSION
Pacific Grove Municipal Code (PGMC) Chapter 23.73 provides requirements for the implementation or exercising of the permits required by these regulations, including time limits, and procedures for extensions of time.

Permits, both planning and building, specify conditions under which a permit will expire. These can vary depending on the type of permit (for example architectural permit, use permit or tentative map, and other forms of development, or a combination of these). In general, the PGMC requires a person with a planning permit entitlement to apply for a building permit within one year (emphais added).

23.73.050 Time limits and extensions.
(a) Expiration. Any community development permit granted in compliance with these regulations shall expire if a completed building permit application has not been submitted within one year from the date of approval. Upon expiration or revocation of a building permit, the community development permit shall also expire, unless extended under subsection (c) of this section.

The PGMC also allows for permits to expire after two years instead of one (emphasis added) where other governmental approvals may be pending or affect the submittal of a building permit and delay the start of construction. This provision may be appropriate to consider for properties on the water wait list.

23.73.050 Time limits and extensions.
(b) Extensions of Time by Review Authority. The initial review authority is authorized to extend the period for use of a community development permit up to two years from the date of approval, as an express provision at
the time of approval, where it is anticipated that the processing of other governmental approvals related to the project will delay start of construction beyond the year.

**Potable Water Policy**

*Water Allocation Policy 600-4* and *Pacific Grove Municipal Code (PGMC) Chapter 11.68*, which are under the purview of City Council and were updated by Council on November 7, 2018, govern the City’s water allocation regulations. Three allocation categories were based on use: Residential, Commercial, and Civic Needs/Council Goals. It is of note that the ordinance considered and addresses the issue of planning permits that may be expired (emphasis added).

11.68.030 Time limits for wait-listed projects.

(a) When water is available for project use, or by purchase via entitlement, time limits set forth in subsection (c) of this section shall apply to wait-listed properties within which those that can take immediate advantage of the water must claim and purchase water or be removed from the water wait list. *Projects prevented by regulation or operation of law from immediate use of water shall remain on the water wait list and retain their priority date.*

An applicant may remain on the water wait list if the permit is expired, however, wait-listed properties shall be required to reapply for permit amendments or renewal, if needed, within 30 days of the date notice of available water by the property is sent (*emphasis added*).

(c) The city will send a notice of available water to applicants on the water wait list. Applicants shall have 10 calendar days from the receipt of the notice to provide written notification to the city of their intent to use available water or to remain on the water wait list (“passing”). *Wait-listed properties shall be required to reapply for permit amendments or renewal, if needed, within 30 days of the date notice of available water by the property is sent.* In the alternative, applicants shall be required to state their intent to “pass” on purchasing entitlement water during this same time period. Building permits shall be obtained 120 days thereafter. Full payment shall be tendered for any water entitlement within 180 days of the date water is available for use by the property. Extensions to these time limits may be granted for good cause, in accord with PGMC 11.68.050(d).

The City maintains a [water wait list](#) webpage with publicly available information including the wait list. The City Council last received a [status report](#) on the City’s potable water allocation on March 6, 2019. Clean, potable water remains a precious resource on the Monterey Peninsula and in Pacific Grove. In addition to the City regulations, potable water is also regulated by the [Monterey Peninsula Water Management District](#) and the [California State Water Resources Control Board](#). Council recently received a presentation from [Pure Water Monterey](#) on March 20, 2019 that provided an overview of the groundwater replenishment project that is an effort to address the region’s potable water issue.

**Fee Schedule**

The Fee Schedule is under the purview of City Council. A [Fee Study](#) by Matrix Consulting was recently completed for the City at the direction of Council and Council adopted the Study and revised Fee...
Schedule on 9/19/18. The current Fee Schedule in effect is posted on the Finance Department website and includes fees for planning permit extensions and placement on the water wait list. The Fee Schedule is approved by Council generally on an annual basis and the Fee Schedule for Fiscal Year 19/20 will be brought forward by the Finance Dept. to Council for consideration in the near future.

CEQA
Receipt of the report is an administrative action and does not constitute a “Project” under California Environmental Quality Act (CEQA) Guidelines Section 15378.b.5.

GOAL ALIGNMENT
This agenda item is consistent with City Council Goal #8 – Operational Excellence. Review of permit implementation, time limits and extensions contributes to better serving the community and ensuring best practices.

ATTACHMENTS
1. None

RESPECTFULLY SUBMITTED:

Anastazia Aziz

Anastazia Aziz, ACIP
Director