



**CITY OF PACIFIC GROVE**  
300 Forest Avenue, Pacific Grove, California 93950

**AGENDA REPORT**

**To:** Honorable Mayor and Members of City Council

**From:** Sarah Hardgrave, Senior Planner

**Meeting Date:** February 3, 2010

**Subject:** **RECEIVE REPORT ON CITY COUNCIL STRATEGIC PLAN AND COMMUNITY DEVELOPMENT DEPARTMENT ADVANCED PLANNING WORK PLAN FOR 2010-2012**

**CEQA:** Not A Project Under CEQA (CEQA Guideline Section 15378(B)(5))

**RECOMMENDATION**

Approve advance planning work plan for implementation of the City Council's strategic planning for calendar years 2010-2012 and provide further direction to staff on additional resources or schedule adjustments.

**DISCUSSION**

On December 17, 2009, the City Council held a special meeting to review the project proposals staff prepared for a number of the goals and milestones identified by the City Council in their special planning workshop held on November 7, 2009. At the December meeting, the Council received public input related to goals and milestones that are considered advanced planning activities in the Community Development Department (CDD). In response to public testimony, the Council directed staff to return with additional information regarding the required workload in CDD to achieve the Council's goals and milestones, and the staff time available for advanced planning activities.

CDD staff has developed a proposed advanced planning workload (Attachment A), with a detailed analysis of hours required per task each month, to implement the Council's strategic planning efforts in 2010. The City Council identified the following advanced planning priority milestones for 2010:

- (1c) Secure approval of Lovers' Point/Bathhouse Renovations and grant funding of Park Improvements
- (1d) Initiate Zoning Code clean up to help clarify regulations and streamline permit process
- (1g) Plan the downtown's future by initiating a Specific Plan process, including Holman Building
- (1l) CCC approval of Residential Parking Permit Program for Dewey Ave/2nd St/Ocean View Blvd/Central Ave neighborhood by 3-31-10
- (2b) CCC approval of parking meters
- (2k) Upgrade Golf Course Clubhouse lease through consideration of a use permit amendment and liquor license)

- (3b) Clarify/update window guidelines, including review of other jurisdiction guidelines, preparation of recommended revisions, and at least two public meetings (ARB & CC)
- (3h) Approve alternative water sources ordinance, including graywater, etc.,
- (3i) Complete plan to ensure community has adequate water resources; reach agreement on reclaimed water project
- (4c) Approve Housing Element update and secure State certification

Some of these are extremely high-priority projects for the City. Others are urgent, due to State mandates and other requirements. Unfortunately, the hoped-for progress on all of these projects cannot be achieved with current resources. As a result, staff first sought to make any adjustments to the schedule that would reduce the resource requirements without unduly delaying high-priority projects. The attached table reflects these adjustments to the target deadlines, so as to distribute the workload more evenly throughout the year. In particular, tasks under milestones 3h and 3i have been shifted to later in 2010 in order to manage the workload required in the first half of the year, but not delay projects that are high priority and urgent.

Even with these adjustments, the table, indicates that a average total of 2 full-time equivalent (FTE) staff personnel will be necessary over the next five months to achieve the desired progress in each of the project areas. As also is shown, the required commitment thereafter decreases to manageable levels. At this time, an average of only 1 FTE is currently available.

Rather than delay the projects, we have identified the following additional resources to devote to the projects:

1. Environmental consultant preparation of CEQA documents for the Housing Element Update and Golf Course Clubhouse Use Permit amendments;
2. Interim advance planner to augment current staff from mid-February-June 2010; and
3. Specialized planning consultant assistance for preparation of both the Housing Element Update and grant applications for funding of the Downtown Specific Plan;
4. Allocation of .5 FTE current planner to advance planning tasks from July-December 2010.

The Council may consider a reordering of priorities for 2010 activities, such as work on a Green Building Ordinance or the Historic Preservation Ordinance, in lieu of work on the Downtown Specific Plan, permit streamlining, or Housing Element. However, staff is recommending the 2010 priorities identified in the work plan because these efforts are interrelated or have impacts on other Council goals and milestones, such as the ability to improve customer service, obtain grant funding, and better position the City to accommodate new development in the downtown area as the economy improves and water becomes available, consistent with the Council's previous direction.

### **FISCAL IMPACT**

As outlined in the attached work plan, the staffing and consultant costs can be covered in the current CDD budget, except for the additional planner (February-June 2010), which would be funded by salary savings in the current City Manager's budget.

**ATTACHMENTS**

1. Draft Advanced Planning Work Plan 2010-2012

Respectfully submitted,

Reviewed by:

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Sarah Hardgrave  
Senior Planner

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Thomas Frutchey  
City Manager

January 27, 2010

COMMUNITY DEVELOPMENT DEPARTMENT ADVANCED PLANNING & NON-PERMIT RELATED GOALS AND MILESTONES																						
2010 ADVANCED PLANNING STAFF HOURS																						
	Mile-stone	Timeframe Tasks	2010												2011				2012			
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1	1b	Put revised Measure C on 11/12 ballot																				
2	1c	Secure approval of Lovers' Point/Bathroom Renovations and grant funding of Park Improvements																				
3	1c	Coordination with Coastal Commission on approval of Lover's Point Park CDP	8	4																		
4	1c	Coordination with State Parks on approval of Per Capita Grant Application	8	4																		
5	1c	Construction Phase (Public Works & Building Depts)			8	16	16	8	8	8	8	8	8	8	16							
6	1d	Initiate Zoning Code clean up to help clarify regulations and streamline permit process																				
7	1d	Prepare draft zoning code amendments for permit streamlining (6-8 weeks)		40	60																	
8	1d	Planning Commission and City Council public hearings on permit streamlining zoning code amendments				60	40	40														
9	1e	Initiate ATC redevelopment & Specific Plan											8	20	20							
10	1g	Plan the downtown's future by initiating a Specific Plan process, including Holman Building																				
11	1g	Property owner preparation of Holman Building site and Municipal Lot feasibility studies	4	8	16	8																
12	1g	Identification of grant opportunities such as CDBG planning and technical assistance grants			8	20																
13	1g	Agreement with Holman site developer for incorporation of project into Downtown Specific Plan Environmental Impact Report (EIR) and cost sharing of document preparation					16	16	32													
14	1g	RFP for planning consultant assistance								40	8	60										
15	1g	Preparation of grant applications											12	8								
16	1g	Development of public participation plan to ensure stakeholder involvement throughout entire process																				
17	1g	Identify feasible development options for Holman Building site and Municipal Lot																				
18	1k	Franchise Ordinance Review																				
19	1l	CCC approval of Residential Parking Permit Program for Dewey Ave/2nd St/Ocean View Blvd/Central Ave neighborhood by 3-31-10																				

COMMUNITY DEVELOPMENT DEPARTMENT ADVANCED PLANNING & NON-PERMIT RELATED GOALS AND MILESTONES																						
2010 ADVANCED PLANNING STAFF HOURS																						
Milestone	Timeframe	Tasks	2010												2011				2012			
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
20	1l	Contact City of Monterey Planning Department, Cannery Row Company, and Monterey Bay Aquarium to discuss current visitor and employee parking programs	1																			
21	1l	Research other residential permit parking programs recently reviewed and approved by the CCC	2																			
22	1l	Hold public meeting with Dewey Avenue neighborhood and determine what type of residential permit parking program, if any, is needed	4	4																		
23	1l	Hold Traffic Safety Commission meeting to seek review and input		4																		
24	1l	City Council approval of modified residential permit parking program, if needed		10																		
25	1l	Prepare CDP application for Dewey Avenue neighborhood residential permit parking program, if needed			36																	
26	1l	Attend CCC hearing, if needed						16														
27	1l	Modify signage as needed to comply with CCC action						4														
28	2b	<b>CCC approval of parking meters</b>					60	60	40	4	4	20	20									
29	2k	<b>Upgrade Golf Course Clubhouse lease through consideration of a use permit amendment and liquor license)</b>																				
30	2k	Issue press release for neighborhood meeting (suggested by Planning Commission)		2																		
31	2k	Hold neighborhood meeting to identify key issues and attempt to reach consensus on acceptable outcomes			10																	
32	2k	Retain consultant for environmental analysis (requires Council approval of contract exceeding \$15,000)		16																		
33	2k	Circulate environmental documents for public review				4	8															
34	2k	Recreation Board reviews proposed project and offers project-related input						10														
35	2k	BNRC reviews proposed project and offers project-related input						10														
36	2k	Prepare staff report, recommendation, presentation for Planning Commission							32													
37	2k	Planning Commission holds hearing on Use Permit Amendment and takes action								8												
38	2k	Negotiate cost-sharing agreement with Clubhouse Grill concessionaire																				

COMMUNITY DEVELOPMENT DEPARTMENT ADVANCED PLANNING & NON-PERMIT RELATED GOALS AND MILESTONES																						
2010 ADVANCED PLANNING STAFF HOURS																						
Milestone	Timeframe	Tasks	2010												2011				2012			
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
39	2k	Prepare presentation for Architectural Review Board											4									
40	2k	ARB holds hearing on parking lot lighting plan and takes action												4								
41	2k	Complete parking lot lighting plan													2							
42	3b	<b>Clarify/update window guidelines, including review of other jurisdiction guidelines, preparation of recommended revisions, and at least two public meetings (ARB &amp; CC)</b>	8	20	24																	
43	3d	<b>Initiate LCP/Land Use Plan update and implementing regulations</b>																				
44	3h	<b>Approve alternative water sources ordinance, including greywater etc.,</b>																				
45	3h	Modify zoning regulations for accessory structures to clearly allow cisterns and other water conservation devices ( <i>hours counted under item 1d - Permit streamlining amendments</i> )																				
46	3h	Concurrence by Monterey County Environmental Health on gray water regulations consistent with State Building Code ( <i>Building Div. staff</i> )																				
47	3h	projects at the Pacific Grove Museum or other potential opportunity sites ( <i>Building Div. staff</i> )																				
48	3i	<b>Complete plan to ensure community has adequate water resources, reach agreement on reclaimed water project</b>																				
49	3i	Public education and outreach on water conservation and storm water pollution prevention, in conjunction with staff from MRWPCA, MPWMD, and Cal-Am		4	8	4	4	4	8													
50	3i	Conduct a comprehensive City Council study session on water issues for Pacific Grove, involving the Water Management District, Cal-Am Water, and City personnel		24	8																	
51	3i	<i>Provide Water Wait List Update - additional tasks pending City Council direction</i>	24																			
52	3i	Adopt local landscape ordinance for water conservation (MPWMD TAC subcommittee to recommend regional approach)			16	24	24	40														
53	3i	Revise permit submittal requirements to require drainage and landscape plans for all discretionary permits within the ASBS watershed	4	4																		
54	3i	Staff training and update on MRSWMP requirements			16																	
55	3i	Identify additional funding or resources available to further develop project proposals for onsite collection projects on public property (City-owned, PGUSD properties)				8	20	20														
56	3i	Pursue funding and develop grant applications for next stage of engineering for reservoirs to capture and treat storm water, and acquire funding							40	60	60											

