



## MEETING MINUTES

City of Pacific Grove  
Economic Development Commission  
Minutes  
Thursday, December 8, 2016 4:00 p.m.  
City Manager's Conference Room  
300 Forest Avenue, Pacific Grove, CA

### 1) Call to Order/Roll Call

Chair Atchison called the meeting to order at 4:05 p.m. Present: Chair Atchison, Vice Chair Davis, Secretary Matthews, Commissioners Stillwell, Cohen, Addeman, and Bain  
Council Attendee, Bill Peake  
Staff Liaison, Mark Brodeur  
Absent: Commissioners Nelson and Ammar and City Council Liaison Bill Kampe  
Guests: Terri Schaffer and Quinton Roland - Community and Economic Development Department

### 2) Approval of Agenda

**Action:** The special meeting was combined with the regular meeting and the item was heard under 7)Unfinished/Ongoing a) LEAP Report. Upon Motion by Commissioner Davis and seconded by Commissioner Stillwell, the approval of the Agenda was passed unanimously.

### 3) Commissioner and Council Liaison Announcements

- Chair Atchison reminded the Commissioners if you want to be re-appointed to the Commission to complete and submit the application by December 30, 2016.
- Council member Bill Peake gave an update of the December 7th council meeting. The swearing in ceremony was held for Mayor Bill Kampe, and Council Members Robert Huit, Cynthia Garfield and Nick Smith. Council member Robert Huit was selected as Mayor Pro Tempore. The council also approved the appointments of Council member liaisons to City boards and Commissions and the City representation on regional boards.

### 4) Public Comments - None

### 5) Approval of Minutes

**Action:** Motion made by Commissioner Davis and seconded by Commissioner Cohen to approve the November 10, 2016 minutes. Motion approved unanimously.

### 6) Code Enforcement Presentation: Reference: Quinton Roland and Terri Schaffer

Terri Schaffer joined the Community and Economic Development Department four years ago, with the responsibilities of housing and code compliance. Quinton Roland join the department in October of 2016 and is a full time compliance officer. Terri Schaffer presented a summary of responsibilities for her department and their goals for 2017. Currently there is still a backlog of client complaints and they plan to be more pro-active in the new year. Their top priorities are health and safety concerns of the citizens. Terri indicated that the vacant building ordinances needs to be reviewed and that is also a goal for 2017.

## 7) Unfinished/Ongoing

**a) LEAP Report:** Update on presentation at City Council and follow up on last month's discussion on EDC priorities: Take action if necessary. Reference: Jacquie Atchison and Ruth Matthews  
EDC Director Brodeur outlined ideas and projects that affect the LEAP report.

- iTourMobile - presented a five minute video and discussed how this could be used to market Pacific Grove. Mark is still researching the cost and potential benefits and will discuss at a future meeting.
- Memorial Tribute Program - draft dispersed to the Commissions. Mark requested the draft be reviewed and suggestions be emailed to him before year end. Commissioners suggested not using the word "Memorial".

Secretary Matthews distributed a handout that covered potential restrictive ordinances that affect economic development. Our discussion centered on; what should be our priorities for 2017 and where should our resources be focused? The Commissioners discussed the top five and narrowed the list to our top two priorities for 2017. **Motion** made by Commissioner Cohen and 2nd by Commissioner Bain to review the possibility on "restricting ground floor businesses (downtown)" and "changing minimum requirements for drinking establishments PGMC 23.64.290", as our top priorities. Motion approved unanimously.

Chair Atchison reminded Commissioners Stillwell and Bain to schedule a meeting with the property owners, to also include Chair Atchison and Director Brodeur.

## 8) New Business

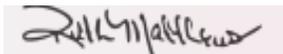
**a) Ordinance 16-012 Construction Noise Limitations (Attachment B):** Review, discuss and take action, if necessary. Reference: Willy Nelson

The Commissioners discussed the new ordinance and what should be changed and why. Council member Bill Peake suggested that individuals with issues regarding Ordinance No. 16-012 could, in addition to discussing them at City Committees such as the EDC, send an email to the Council and/or attend a Council meeting and voice their concerns. Since Commissioner Nelson could not attend this meeting, Chair Atchison stated that she will bring the subject back to the January EDC meeting.

## ADJOURNMENT

Meeting adjourned at 5:35 p.m.

Respectfully submitted,



Ruth Matthews, Secretary