

CITY OF PACIFIC GROVE CITY COUNCIL POLICY
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POLICY GOVERNING	POLICY NO.	EFFECTIVE DATE
Procedures for Review of Proposed Improvements to City Properties	100-12	July 6, 1994

STATEMENT OF PURPOSE

The City Pacific Grove enjoys a wealth of enthusiastic volunteers willing to offer their services in the revitalization of City properties. To ensure the success of such projects, as well as compliance with appropriate laws and regulations, it is the City Council’s intent to provide a uniform procedure for reviewing proposed improvements to City properties.

POLICY

The following procedures are hereby established for the review of any improvements to City properties as proposed by a City board, commission, or committee:

1. Initial presentation to the City Council of the proposed project by the recommending body.
2. Upon concurrence of the City Council that a project should be pursued, the project is referred by the responsible department head to the Community Development Department for a clearinghouse review of applicable procedural requirements.
3. Upon completion of applicable requirements (e.g. preparation of plans and program budget, review by the appropriate board or commission, review for compliance with ADA, Title 24, or other uniform code requirements) the project is presented for acceptance and authorization to expend funds by the City Council.
4. Upon receiving authorization to proceed by the City Council, the responsible department head will coordinate implementation of the project, using the Community Development as a clearinghouse for obtaining required ministerial permits and the sign off by the City Manager prior to work being done.

A modified version of this process shall be used for public works projects or improvements to City facilities approved administratively, or as part of the City’s capital improvements program, to insure compliance with ADA, Title 24, or other uniform code requirements.

ADOPTED: July 6, 1994, RESOLUTION NO. 6409

Note: Originally adopted as Policy 200-7