



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

**AGENDA REPORT**

**TO:** Chair Murphy and Members of the Planning Commission  
**FROM:** Alyson Hunter, Senior Planner  
**MEETING DATE:** February 13, 2020  
**SUBJECT:** Draft 2020 Planning Commission Work Plan and Training Calendar  
**CEQA:** Does not constitute a "Project" under California Environmental Quality Act (CEQA) Guidelines Section 15378

**RECOMMENDATION**

Review the proposed work plan and training calendar and make modifications as needed that are within the Planning Commission's purview and reflect the primary Planning-related goals of the City Council.

**DISCUSSION**

At the request of the Chair, staff has developed a draft work plan for 2020 based on key Council Goals (attached) including housing, code clean-ups to clarify regulations and assist residential and commercial development, and an update to the Safety Element of the General Plan to ensure that the City is current with State and federal requirements relating to fire hazards and other potential impacts caused by climate change.

Once a housing consultant is on board, the attached work plan will be further refined with housing-related policy updates.

In addition to and in direct correlation with the work plan is a training calendar that is intended to help the Commission be prepared for a variety of upcoming issues.

A third aspect of this calendar and work plan is the Commission's ongoing responsibility for permit review which will soon include Coastal Development Permits (CDPs). Please note that training and long-range items may shift or be deleted in the event that permits prioritize agenda space.

**CITY COUNCIL GOAL ALIGNMENT**

The Planning Commission strives to fulfill its function as the land use advisory body to the City Council as the Council implements its identified goals.

**ATTACHMENTS**

1. City Council Goals
2. Draft PC Work Plan / Training Calendar

RESPECTFULLY SUBMITTED,

*Alyson Hunter*

Alyson Hunter, Senior Planner  
Community Development Department

## *2019/2020 City Council Goals and corresponding strategies:*

### **1. Complete Streets:** *Plan, design and implement streets, sidewalks and transportation networks that better allow access for all types of users.*

- a. Pursue a hybrid of funding scenarios 1 and 2 for street treatments as outlined within the 2018 Pavement Management Program Report
- b. Advance discussions with CalTrans to review scope and feasibility of potentially acquiring Highway 68 and begin implementation of the Highway 68 Study safe, shared route

### **2. Environmental Stewardship:** *Adopt and develop policies and ordinances that preserve and protect the environment.*

- a. Update of food ware/to-go and single-use plastics materials ordinance
- b. Reduce parking requirements for developments proximate to transit stops
- c. Update George Washington Park plan
- d. Install electric vehicle infrastructure
- e. Work with Greenwaste to explore feasibility to promote the reduction and recycling of organic waste
- f. Work with Pacific Grove Chamber of Commerce, Monterey County Convention and Visitor's Bureau, the hospitality industry and other key stakeholders to promote sustainable tourism
- g. Work with City consultants, recognized stakeholders, scientific experts and community organizations, including the Museum of Natural History to determine how to better address the declining population within the Monarch Sanctuary
- h. Consider adoption of a Tree Plan
- i. Conduct Community Wildfire Proficiency Plan
- j. Continue to follow recommendations from Page & Turnbull report regarding historic assets

### **3. City Asset Stewardship:** *Repair, maintain and improve City assets, including streets, sidewalks, sewer systems, buildings, parks and trails to better serve the community, anticipate future needs and prevent further degradation.*

- a. Implement Pine Avenue safety improvements
- b. Adopt a certified Local Coastal Program
- c. Complete the Shoreline Management Plan
- d. Obtain funding and commence the construction process for the Point Pinos Coastal Trail
- e. Replace at least one broken streetlight per block in the Candy Cane, Hillcrest, and Sunset neighborhoods
- f. Complete the City's Library Renewal Project

### **4. Community Responsiveness:** *Develop and implement systems, interfaces and infrastructure to better communicate with the public.*

- a. Develop public-facing work order submission systems
- b. Procure and implement online planning, building, tree permit and recreation services applications
- c. Implement agenda management and PRR software
- d. Deploy community engagement software
- e. Refresh, redesign and/or revamp the City's website
- f. Implement the City Council Chamber Audio Visual Enhancements Project
- g. Improve integration of digital offerings with the Library's online catalog system
- h. Look to implement recommendations from Recreation survey

### **5. Financial Stability:** *Develop a strategic plan to better address current and future City expenditure and revenue needs while continuing to provide high quality municipal service.*

- a. Maintain City fee levels at cost recovery
- b. In partnership with the California Coastal Commission, explore viability of paid parking at Lover's Point
- c. Develop a 5-year strategic plan
- d. Review and update budget amendment policy to facilitate stronger budgetary control of capital projects

**6. Increase Affordable Housing:** *Determine policies, projects and programs that will advance the effort to create new affordable housing in the City*

- a. Consider an Inclusionary Housing Ordinance or updates to existing density bonus regulations to include policies and guidelines for incentives
- b. Develop Rental Housing Guidelines to provide optional best practices for rental increases and relocation services
- c. Explore proposed residential development at appropriate public property, such as the Lighthouse cinema parking lot
- d. Convene joint meeting with City Council and Planning Commission to develop joint strategy

**7. Help Local Businesses Thrive:** *Review, and revise existing policies and programs, and develop a strategic plan to better serve existing businesses while attracting new commerce to better stimulate the economy and revitalize commercial corridors, especially the downtown.*

- a. Develop process to better expedite building permits
- b. Remove planning permit requirements for small-scale facade changes for non-historic commercial buildings
- c. Launch Facade Improvement Program City-wide
- d. Provide CPTED (Crime Prevention through Environmental Design) input during permitting process
- e. Increase resources and programs at Library for starting businesses (partner with Chamber, SBA, SCORE, Rotary, etc.)
- f. Support re-occurring downtown evening activities through special events/promotions featuring music and other attractions
- g. Assess implementation of LEAP report strategies
- h. Consider proposed formation of property-based improvement district for the downtown

**2020 PC WORK PLAN / TRAINING CALENDAR  
February 2020**

Legislative / Quasi-Judicial (Permits) / Training/Educational

PC Meeting Dates	Topic	Presenter	CEQA Status
Jan 9	<ul style="list-style-type: none"> <li>ADU Ordinance (Housing)</li> <li>Housing Element (HE) 3.3.c – removal of Use Permit requirement for multi-family (Housing)</li> <li>1305 Funston UP (continued to 2/13/20 due to noticing issue)</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Staff</li> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Exempt <a href="#">15282(h)</a></li> <li>Exempt 15061(b)(3)</li> <li>Exempt 15303(e)</li> </ul>
Feb 13	<ul style="list-style-type: none"> <li>ADU Ordinance (Housing)</li> <li>1305 Funston UP</li> <li>Coastal Development Permit (CDP) Process (Env. Stewardship)</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Staff</li> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Exempt <a href="#">15282(h)</a></li> <li>Exempt <a href="#">15303(e)</a></li> <li>Exempt <a href="#">15378</a></li> </ul>
Mar 12	<ul style="list-style-type: none"> <li>Discussion/review of housing inventories &amp; inclusionary zoning concepts (HE 2.1, 3.3b) (Housing)</li> <li>Asilomar zoning map amendment</li> <li>Housing Element (HE) 3.3.c – removal of Use Permit requirement for multi-family (Housing)</li> <li>Permit(s)</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Staff</li> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Exempt 15378</li> <li>Exempt <a href="#">15061(b)(3)</a></li> <li>Exempt 15061(b)(3)</li> </ul>
Apr 9	<ul style="list-style-type: none"> <li>Safety Element update discussion (Env. Steward. /Community Response)</li> <li>Shoreline Mgt Plan update (Env. Steward.)</li> <li>Overview of Design Guidelines for AP/CDPs</li> <li>Permit(s)</li> </ul>	<ul style="list-style-type: none"> <li>Staff/Fire Chief/Consult.</li> <li>P/W Staff</li> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Exempt 15378</li> <li>Exempt 15378</li> <li>Exempt 15378</li> </ul>
May 14	<ul style="list-style-type: none"> <li>Intro. to PGMC code clean-up/Permit Streamlining (Comm. Responsiveness)</li> <li>Small Lot Subcommittee report (Housing)</li> <li>Review potential affordable incentives (Housing)</li> <li>Permit(s)</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Staff/Subcomm</li> <li>Staff/Consult.</li> </ul>	<ul style="list-style-type: none"> <li>Exempt 15378</li> <li>Exempt 15378</li> <li>Exempt 15378</li> </ul>
Jun 9	<ul style="list-style-type: none"> <li>PGMC code clean-ups/Permit Streamlining con't (Comm. Responsiveness)</li> <li>Reduce Pkg Req. Near Transit Stops (Env. Steward.)</li> <li>Study Session w/ Council on Housing (tentative)</li> <li>Permits(s)</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Staff</li> <li>Staff/Consult.</li> </ul>	<ul style="list-style-type: none"> <li>CEQA TBD</li> <li>CEQA TBD</li> <li>Exempt 15378</li> </ul>
Jul 9	<ul style="list-style-type: none"> <li>PGMC code clean-ups/Permit Streamlining con't (Comm. Responsiveness)</li> <li>HE Grant Application</li> <li>Crime Prevention through Envir. Design (CPTED) (Comm. Responsiveness)</li> <li>Permit(s)</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Staff/Consult.</li> <li>Staff/PD</li> </ul>	<ul style="list-style-type: none"> <li>CEQA TBD</li> <li>Exempt 15378</li> <li>Exempt 15378</li> </ul>
Aug 13	<ul style="list-style-type: none"> <li>SB 2 Grant update, overview of potential amends (Housing)</li> </ul>	<ul style="list-style-type: none"> <li>Staff/Consult.</li> </ul>	<ul style="list-style-type: none"> <li>Exempt 15378</li> </ul>
Sep 10	<ul style="list-style-type: none"> <li>CEQA Tutorial re: traffic, GHG, housing (Env. Steward.)</li> <li>Housing Monitoring Report</li> </ul>	<ul style="list-style-type: none"> <li>Staff/Consult.</li> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Exempt 15378</li> <li>Exempt 15378</li> </ul>
Oct 8			
Nov 12	<ul style="list-style-type: none"> <li>Prep for 2023 HE Update</li> </ul>	<ul style="list-style-type: none"> <li>Staff/Consult.</li> </ul>	<ul style="list-style-type: none"> <li>Exempt 15378</li> </ul>
Dec 10			