



**CITY COUNCIL AGENDA
CITY COUNCIL REGULAR MEETING
CITY OF HALF MOON BAY**

TUESDAY, SEPTEMBER 1, 2026

**TED ADCOCK COMMUNITY CENTER,
535 KELLY AVENUE, HALF MOON BAY,
CALIFORNIA 94019**

**Debbie Ruddock, Mayor
Deborah Penrose, Vice Mayor
Robert Brownstone, Councilmember
Patric Jonsson, Councilmember
Paul Nagengast, Councilmember**

7:00 PM

This agenda contains a brief description of each item to be considered. Those wishing to address the City Council on any matter not listed on the agenda, but within the jurisdiction of the City Council to resolve, may come forward to the podium during the Public Forum portion of the agenda and will have a maximum of three minutes to discuss their item. Those wishing to speak on a Business or Public Hearing matter will be called forward at the appropriate time during that item's consideration.

NOTE: Anyone wishing to present materials to the City Council, please submit seven copies to the City Clerk.

Copies of written documentation relating to each item of business on the agenda are on file in the Office of the City Clerk at City Hall where they are available for public inspection. If requested, the agenda shall be available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132.) Information may be obtained by calling 650-726-8271.

In compliance with the Americans with Disabilities Act, special assistance for participation in this meeting can be obtained by contacting the City Clerk's Office at 650-726-8271. A 48-hour notification will enable the city to provide reasonable accommodation to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).

<http://halfmoonbay.gov/>

HYBRID MEETING PARTICIPATION PROTOCOLS

*This meeting will be held in-person and via Zoom for public participation. Public comments may be made in-person or remotely via Zoom, and interpretation will be available. During any public comment portions, attendees may use the “raise your hand” feature and will be called upon and unmuted when it is their turn to speak. The meeting will also be streamed on Channel 27, on pacificcoast.tv, and on the City website at <https://www.halfmoonbay.gov/315/City-Council-Agendas> . Please click to join the webinar: <https://us06web.zoom.us/j/87674804231> or join by phone at 669-900-9128, using Webinar ID 876-7480-4231. If joining by phone, use *9 to raise your hand, *6 to mute and unmute.*

- 1. ROLL CALL / PLEDGE OF ALLEGIANCE**
- 2. APPROVAL OF AGENDA**
- 3. PROCLAMATIONS AND PRESENTATIONS**
 - 3.A SUICIDE PREVENTION MONTH PROCLAMATION**
 - 3.B SAMUEL RAMOS PALOMINO RECOGNITION**
- 4. MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE**
- 5. REPORT OUT FROM RECENT CLOSED SESSION MEETINGS**
- 6. COMMISSION / COMMITTEE UPDATES**
 - 6.A PARKS AND RECREATION COMMISSION REPORT OUT**
 - 6.B PLANNING COMMISSION REPORT OUT**
- 7. CITY MANAGER UPDATES TO COUNCIL**
 - 7.A MEASURES I AND Q CITY INFORMATION WEBPAGE**
 - 7.B ONLINE CITY COUNCIL PUBLIC COMMENT FORM**
- 8. PUBLIC FORUM**
- 9. CONSENT CALENDAR**
 - 9.A WAIVE READING OF RESOLUTIONS AND ORDINANCES**
 - 9.B APPROVE MINUTES OF THE AUGUST 18, 2026 SPECIAL CITY COUNCIL MEETING**

[ATTACHMENT - August 18, 2026 Special Meeting Minutes](#)

9.C APPROVE MINUTES OF THE AUGUST 18, 2026 REGULAR CITY COUNCIL MEETING

[ATTACHMENT - August 18, 2026 Regular Meeting Minutes](#)

9.D CONFLICT OF INTEREST CODE UPDATE

Staff Recommendation: Adopt a resolution amending the City's Conflict of Interest Code.

[STAFF REPORT](#)

[ATTACHMENT - Conflict of Interest Resolution](#)

9.E APPROVE THE AMENDED 2026 CALENDAR OF CITY COUNCIL MEETINGS

Staff Recommendation: By motion, adopt the amended City Council Calendar for 2026.

[STAFF REPORT](#)

[ATTACHMENT - Amended 2026 City Council Calendar](#)

9.F APPROVE MAYOR'S LIST OF UPDATED CITY COUNCIL REPRESENTATIVES AND DESIGNATED ASSIGNMENTS FOR 2026

Staff Recommendation: Accept Mayor Ruddock's updated list of City Council Representatives and Designated Assignments for 2026.

[STAFF REPORT](#)

[ATTACHMENT - Mayor's updated 2026 City Council Assignments](#)

9.G AWARD PROFESSIONAL SERVICES AGREEMENT TO ROBERT D. NIEHAUS, INC. FOR SEWER RATE STUDY

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a Professional Services Agreement with Robert D. Niehaus, Inc. (RDN) in an amount not to exceed \$57,180 to complete a comprehensive sewer rate study, including public outreach and support through the Proposition 218 rate-setting process.

[STAFF REPORT](#)

[ATTACHMENT - Sewer Rate Study Resolution](#)

9.H ADOPT AN ORDINANCE AMENDING THE MUNICIPAL CODE AND LOCAL COASTAL PROGRAM TO IMPLEMENT THE SIXTH CYCLE HOUSING ELEMENT

Staff Recommendation: Waive the second reading and adopt an ordinance amending Title 18 (Zoning) of the Municipal Code and Local Coastal Program Implementation Plan (IP) to implement zoning changes identified in the Local Coastal Program Land Use Plan (LUP) and the Sixth Cycle Housing Element.

[STAFF REPORT](#)

[ATTACHMENT 1 - Rezoning Ordinance 2026-03](#)

[ATTACHMENT 2 - August 18, 2026 Staff Report](#)

10. ORDINANCES AND PUBLIC HEARINGS

10.A APPROVE 2026 MEASURE D TRANSFERS

Staff Recommendation:

Adopt a resolution approving the transfer of 19 of the remaining Downtown base Measure D allocations, to be used for new dwelling units proposed in the Outside Downtown area, prioritized according to the scoring within the Measure D application checklist and as shown within Exhibit A to the Resolution (Attachment 1).

[STAFF REPORT](#)

[ATTACHMENT 1 - 2026 Measure D Scoring Spreadsheet](#)

[ATTACHMENT 2 - 2026 Measure D Scoring Ratification](#)

[ATTACHMENT 3 - 2019 Resolution Establishing Measure D Allocation Transfer Procedure](#)

11. RESOLUTIONS AND STAFF REPORTS

11.A CONSIDERATION OF EXTENDING HEALTH BENEFITS ELIGIBILITY TO ELECTED OFFICIALS

Staff Recommendation: Receive information and provide direction regarding whether to extend health benefits eligibility to elected officials and, if so, provide direction regarding contribution levels by the City.

[STAFF REPORT](#)

11.B

SANITARY SEWER SYSTEM SUMMARY AND APPROVAL OF PROFESSIONAL SERVICES

SANITARY SEWER SYSTEM SUMMARY AND APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH V.W. HOUSEN & ASSOCIATES

Staff Recommendation: 1) Receive a summary report on the condition of the City's sanitary sewer collection system, including the results of the recent infiltration and inflow assessment; and 2) Adopt a resolution authorizing the City Manager to execute a Professional Services Agreement with V.W. Housen & Associates for wastewater collection system engineering support services in an amount not to exceed \$99,217.

[STAFF REPORT](#)

[ATTACHMENT 1- VWHA PSA Resolution](#)

[ATTACHMENT 2 - VWHA Proposal](#)

[ATTACHMENT 3 - 2025 SSMP Capacity Summary](#)

[ATTACHMENT 4 - RH Borden Summary I&I Report](#)

[ATTACHMENT 5 - Historical CCTV Defect Maps](#)

11.C COMMUNITY BANNER PROGRAM

Staff Recommendation: Adopt a resolution: 1) Establishing the Community Banner Program and approving the Community Banner Program authorizing the City Manager, or his designee, to make amendments to effectively implement and administer the program, subject to the approved Special Sign Program; 2) Amending the Master Fee Schedule to establish a Community Banner Program Application Fee in the amount of \$450 per approved banner cycle; 3) Authorizing the City Manager to negotiate and execute an agreement with the Half Moon Bay Beautification Committee for the installation and removal of community banners, in a form approved by the City Attorney; and 4) Authorizing the City Manager to procure services, supplies, materials and equipment necessary for initial implementation of the Community Banner Program, including banner hardware, banners, paint and related materials, at a total cost not to exceed \$100,000.

[STAFF REPORT](#)

[ATTACHMENT 1 - Banner Program Resolution](#)

[ATTACHMENT 2 - Community Banner Program](#)

[ATTACHMENT 3 - Style Guide](#)

[ATTACHMENT 4 - Hardware Specifications](#)

11.D CARTER PARK DONOR PROGRAM UPDATE

Staff Recommendation: Adopt a resolution approving an update to the Donor Recognition and Naming Program for Carter Park, replacing the policy adopted on June 7, 2022, with the Carter Park Donor & Sponsorship Policy.

[STAFF REPORT](#)

[ATTACHMENT 1 - Carter Park Donor Policy Resolution](#)

[ATTACHMENT 2 - Carter Park Donor Sponsorship Program](#)

12. FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

13. CITY COUNCIL REPORTS

14. ADJOURNMENT

TRANSLATIONS

TRANSLATED AGENDA

[September 1, 2026 Spanish Agenda](#)

LATE CORRESPONDENCE



CITY OF HALF MOON BAY CITY COUNCIL
TUESDAY, AUGUST 18, 2026
SPECIAL MEETING
ADCOCK COMMUNITY CENTER, 535 KELLY AVENUE

1. CONVENE SPECIAL MEETING / ROLL CALL

Mayor Ruddock called the Special Meeting to order at approximately 5:45 p.m.

PRESENT: Councilmembers Brownstone, Jonsson, Nagengast and Mayor Ruddock in person. Vice Mayor Penrose attended via zoom due to just cause illness.

2. OPEN SESSION IDENTIFICATION OF CLOSED SESSION ITEMS

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

The following individuals addressed the council:

- Hal Bogner
- Dan Haggerty

4. CLOSED SESSION

4.A CONFERENCE WITH LABOR NEGOTIATORS - PURSUANT TO GOVERNMENT CODE SECTION 54957.6

Agency designated representatives: Christopher Ko Boucher, Esq., Alex Avakiantz, Esq., Matthew Chidester, and Kenneth Stiles

Employee organization and Unrepresented employees: International Union of Operating Engineers, Local 39; Non-Represented Confidential Employees; Unrepresented Executive Employees; Represented Management

4.B CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1)

Name of case: The People of the State of California et al. v. City of Half Moon Bay, San Mateo County Superior Court, Case No. 26-CIV-05579

4.C CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) and paragraph (5) of subdivision (e) of Section 54956.9: (One Potential Case) (See Attachment 1).

4.D CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (One Potential Case)

5. ADJOURN SPECIAL MEETING

Mayor Ruddock adjourned the Special Meeting at approximately 7:15 p.m.

Respectfully Submitted:

Maggie Rodriguez, City Clerk

*Approved by the City Council at the August ____, 2026 Regular meeting.



**CITY OF HALF MOON BAY CITY COUNCIL
TUESDAY, AUGUST 18, 2026
REGULAR MEETING MINUTES
ADCOCK COMMUNITY CENTER, 535 KELLY AVENUE**

1. ROLL CALL / PLEDGE OF ALLEGIANCE

Mayor Ruddock called the Regular Meeting to order at 7:26 p.m. and led the pledge of allegiance. City Clerk Rodriguez called the Roll Call.

PRESENT: Councilmembers Brownstone, Jonsson, Nagengast, Vice Mayor Penrose and Mayor Ruddock

ABSENT: Councilmember Penrose

2. APPROVAL OF AGENDA

MOTION

Councilmember Brownstone moved and Councilmember Jonsson seconded a motion to approve the agenda hearing item 11A immediately after consent agenda. The motion carried by unanimous vote 4-0, with Vice Mayor Penrose absent.

3. PROCLAMATIONS AND PRESENTATIONS

3.A MOBILE CRISIS RESPONSE TEAM (MCRT) PRESENTATION

Member David Seidner presented to the council an update on the Mobile Crisis Response Team.

3.B MIDCOAST COMMUNITY COUNCIL UPDATE

Scott Bollinger provided an update to the council on recent Midcoast Community Council Meetings.

4. MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

None.

5. REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

City Attorney Bazzano reported the Council met in Closed Session on August 19, 2026, on four items. There was no reportable action. 11D and 11E are items discussed

6. COMMISSION / COMMITTEE UPDATES

None.

7. CITY MANAGER UPDATES TO COUNCIL

7.A COASTSIDE COUNTY WATER DISTRICT TANK UPDATE

Interim Public Works Director Leda presented on Coastside County Water District's new water tanks.

7.B BUSINESS RESOURCE GUIDE

Interim Management Analyst Acosta provided updates on the new Business Resource Guide.

7.C ZIP TRIPS

Communications Program Manager Alvarado provided updates to the Council and Community about the upcoming Zip Trips that will feature Half Moon Bay on Friday August 21, 2026.

7.D IMPLEMENTATION PLAN UPDATE

Community Development Director Lacko provided Council with updates regarding the Implementation Plan.

7.E ADU ORDINANCE

Community Development Director Lacko updated the council on ADU Ordinances.

8. PUBLIC FORUM

The following individuals addressed the Council:

- Joaquin Jimenez
- Anita Rees
- Nancy Fontana

RECESS

Mayor Ruddock called a recess at 8:04 to fix a tech issue and reconvened at 8:14 with four members present, Vice Mayor Penrose still absent.

9. CONSENT CALENDAR

9.A WAIVE READING OF ORDINANCES AND RESOLUTIONS

9.B APPROVE MINUTES OF THE JULY 21, 2026 SPECIAL MEETING

9.C APPROVE MINUTES OF THE JULY 21, 2026 REGULAR MEETING

9.D TREASURER'S REPORT FOR THE QUARTER ENDING JUNE 30, 2026

9.E RESOLUTION NO. 2026-72 RENTAL ASSISTANCE PROGRAM AGREEMENT - FIRST AMENDMENT

9.F ACCEPT THE WARRANTS FOR THE MONTH OF JULY 2026

9.G RESOLUTION NO. 2026-73 AUTHORIZATION TO APPLY FOR CALIFORNIA INFRASTRUCTURE AND ECONOMIC DEVELOPMENT BANK FINANCING FOR SEWER INFRASTRUCTURE IMPROVEMENTS, DECLARATION OF OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF AN OBLIGATION, AND APPROVING CERTAIN OTHER MATTERS IN CONNECTION THEREWITHIN

9.H RESOLUTION NO. 2026-74 MAIN STREET BRIDGE REHABILITATION PROJECT - ADDITIONAL FUNDS TRANSFER

The following individuals address the council:

- Dan Haggarty

MOTION

Councilmember Brownstone moved and Mayor Ruddock Jonsson seconded a motion to approve the consent calendar. The motion carried unanimously 4-0 with Penrose absent.

10. ORDINANCES AND PUBLIC HEARINGS

10.A INTRODUCTION OF AN ORDINANCE AMENDING THE MUNICIPAL CODE AND LOCAL COASTAL PROGRAM TO IMPLEMENT THE SIXTH CYCLE HOUSING ELEMENT

8:18 Community Development Director Lacko presented their staff report. The Council asked questions of staff.

Mayor Ruddock opened the Public Hearing. The following individuals address the council:

- Mickey Hanes
- Reyna Diaz
- Julian Kulda
- Anne Martin
- Nancy Clarken
- Cesar Sanchez
- Steve Wilson
- Derek Kulda
- Juliette Kulda
- Blaise Hockel
- Harvey Rarback

- Ruben Gallegos
- Nancy Fontana
- Marius Kulda
- Jose Villalobos
- Gabriel Kulda
- Genevive Wortzman-Show
- Dan Haggerty
- Michael Ferreira
- Mary Ellen Kulda

MOTION

Councilmember Brownstone moved and Mayor Ruddock seconded a motion to introduce by title only and waive further reading of an ordinance amending Title 18 (Zoning) of the Municipal Code and Local Coastal Program Implementation (IP) to Implement Zoning Changes Identified in the Local Coastal Program Land Use Plan (LUP) and the Sixth Cycle Housing Element with Ordinance correction: Stone Pine APN 18.44.015 (should be 056-590-010, not 056-260-180

RECESS

Mayor Ruddock called a recess at 10:00, the meeting reconvened at 10:16 with all members present, Vice Mayor Penrose still absent.

11. RESOLUTIONS AND STAFF REPORTS

11.A TWO YOUTH APPOINTMENTS TO PARKS AND RECREATION COMMISSION

City Clerk Rodriguez presented the staff report to the council. The council discussed the item.

MOTION

Mayor Ruddock moved and Councilmember Brownstone seconded a motion to appoint two youth members Talia Meyer and Simon Robert-Richard Delnagro to the Parks and Recreation Commission to fill scheduled vacancies. The motion carried unanimously.

11.B CONSIDERATION OF AMENDMENTS TO CITY COUNCIL RULES OF PROCEDURE AND DECORUM

City Attorney Bazzano presented the staff report to the council.

The following individuals addressed the Council:

- Nancy Fontana
- Curt Bianchi

Council discussed the item and made suggestions.

MOTION

Councilmember Nagengast moved and Councilmember Brownstone seconded a motion to Consider amendments to the City Council Rules of Procedure and Decorum ("City Council Rules") and adopt Resolution No. 2026-75 approving amendments to City Council Rules. The motion unanimously 4-0 with Councilmember Penrose absent.

11.C HIGHWAY 1 - NORTH (CIP PROJECT NO. 538) DESIGN AGREEMENT AMENDMENT NO. 8

Interim Public Works Director Leda presented the staff report. City Council discussed the item and asked clarifying questions.

The following individuals addressed the council:

- Dan Haggerty

MOTION

Councilmember Brownstone moved and Councilmember Jonsson seconded the motion to adopt Resolution No 2026-76 authorizing the City Manager to execute Amendment No. 8 to the professional services agreement with Mark Thomas and Company, Inc. (MTCO) for an additional amount not to exceed \$120,000 that covers supplemental design, permitting, certification, and bid support services for the Highway 1 Safety and Operational Improvements Project - North (CIP Project No. 0538). The motion unanimously 4-0 with Councilmember Penrose absent.

11.D MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF HALF MOON BAY AND THE INTERNATIONAL UNION OF OPERATING ENGINEERS STATIONARY LOCAL NO. 39 FOR THE PERIOD OF JULY 1, 2026, THROUGH JUNE 30, 2030

11:06 Interim Administrative Services Director Stiles presented the item. Council asked clarifying questions of staff and discussed the item.

MOTION

Councilmember Brownstone moved and Mayor Ruddock seconded the motion to adopt Resolution No 2026-77 to authorize the City Manager to execute the Memorandum of Understanding between the International Union of Operating Engineers Local No. 39 and the City of Half Moon Bay for the period of July 1, 2026, through June 30, 2030, and Approve the Applicable Salary Schedules. The motion carried 4-0 with Vice Mayor Penrose absent.

11.E MEMORANDA OF UNDERSTANDING BETWEEN THE CITY OF HALF MOON BAY AND THE REPRESENTED MANAGEMENT TEAM; THE COMPENSATION AND BENEFITS PLANS FOR NON-REPRESENTED CONFIDENTIAL EMPLOYEES AND UNREPRESENTED EXECUTIVE EMPLOYEES FOR THE PERIOD OF JULY 1, 2026, THROUGH JUNE 30, 2030

Interim Administrative Services Director Stiles presented the item. Council asked clarifying questions of staff and discussed the item.

MOTION

Councilmember Brownstone moved and Councilmember Nagengast seconded a adopt Resolution No 2026-78 authorizing the City Manager to execute a Memoranda of Understanding between the City of Half Moon Bay and the Represented Management Team for the period of July 1, 2026, through June 30, 2030, and Approve the Applicable Salary Schedules; and Resolution No 2026-79 approving the Compensation and Benefits Plans for Non-Represented Confidential Employees and Unrepresented Executive Employees for the same period and approving the Applicable Salary Schedules. The motion carried 4-0 with Vice Mayor Penrose absent.

11.F SEWER AUTHORITY MID-COASTSIDE FISCAL YEAR 2026-27 OPERATIONS AND MAINTENANCE BUDGET MID-YEAR ADJUSTMENT

Interim Public Works Director Leda presented the staff report. City Council discussed the item and asked clarifying questions.

MOTION

Councilmember Brownstone moved and Mayor Ruddock seconded a adopt Resolution No 2026-80 approving the Sewer Authority Mid-Coastside FY 2026-27 Operations and Maintenance Budget Mid-Year Adjustment and incorporating costs for the Montara Force Main Replacement Project, including the City of Half Moon Bay's associated increased assessment, consistent with Option 2 approved by the SAM Board of Directors on August 10, 2026. The motion carried unanimously 4-0 with Vice Mayor Penrose absent.

12. FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

Councilmember Nagengast requested that the when the 6th Cycle Housing Element is adopted and approved, the church be removed from it, seconded by Mayor Ruddock. Councilmember Nagengast requested an Ordinance that give preference to Half Moon Bay residents for affordable housing, seconded by Mayor Ruddock.

13. CITY COUNCIL REPORTS

None.

14. ADJOURNMENT

Mayor Ruddock adjourned the meeting at approximately 11:30 p.m.

Respectfully Submitted:

Maggie Rodriguez, City Clerk

*Approved by the City Council at the ____ Regular meeting.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For the meeting of: **September 1, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Maggie Rodriguez, City Clerk

TITLE: **CONFLICT OF INTEREST CODE UPDATE**

RECOMMENDATION:

Adopt a resolution amending the City's Conflict of Interest Code.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

STRATEGIC ELEMENT:

This recommendation supports the *Inclusive Governance* Element of the Strategic Plan.

BACKGROUND:

The Political Reform Act requires every local government agency to review its Conflict of Interest Code biennially to determine its accuracy or, alternatively, that the code must be amended. Positions that make or participate in making governmental decisions that could affect their private financial interests need to be designated in the City's Code.

Positions that have been added, eliminated, or modified since the last review:

Positions Added:

Deputy City Manager

Positions Removed:

Communications Director/City Clerk

The Deputy City Manager position was filled in an interim capacity on February 1, 2026, in the absence of the unfilled Assistant City Manager position. The Communications Director/City Clerk position was removed because that position was reclassified into the City Clerk position in December 2025.

The City Manager, City Attorney, City Council, Planning Commission, and the Finance Director / City Treasurer are designated in Government Code Section 87200, and as such, are not included in the City's list of designated positions. The Fair Political Practices Commission retains the original forms for these positions.

ATTACHMENT:

Resolution Amending the City of Half Moon Bay Conflict of Interest Code

RESOLUTION NO. C-2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AMENDING THE
CITY’S CONFLICT OF INTEREST CODE APPLICABLE TO CERTAIN DESIGNATED OFFICIALS AND
EMPLOYEES**

WHEREAS, the City Council is the code reviewing board for processing the City’s Conflict of Interest Code (“the Code”) and Government Code Sections 87306 and 87307 provide that the City Council may amend the Code when there are changed circumstances, including the recognition of new positions; and

WHEREAS, the title of certain positions and employees must be designated as such in a Conflict of Interest disclosure list; and

WHEREAS, the Political Reform Act of 1974 (“the Act”) requires every local government agency to review its Conflict of Interest Code biennially to determine if it is accurate or alternatively, if it must be amended.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby amends the Conflict of Interest Code (Exhibit A) applicable to certain designated officials and employees.

I, the undersigned, hereby certify that the foregoing resolution was duly passed and adopted on the 1st day of September 2026, by the City Council of Half Moon Bay by the following vote:

Ayes, Councilmembers:

Noes, Councilmembers:

Absent, Councilmembers:

Abstain, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, City Clerk

Debbie Ruddock, Mayor

EXHIBIT A

CITY OF HALF MOON BAY CONFLICT OF INTEREST CODE CATEGORIES OF DISCLOSURE FOR DESIGNATED PERSONS

Designated Position:	Reportable Economic Interest Category Numbers¹
Administrative Services Director	1
Assistant City Attorney	1
Assistant City Clerk	1
Assistant City Manager	1
Associate Engineer	1
Associate Planner	1
City Engineer	1
Community Development Director	1
Communications Program Manager	1
Economic and Community Vitality Manager	1
Consultants	1 ²
Deputy City Attorney	1
Deputy City Manager	1
Finance Manager	1
Housing Coordinator	1
Management Analyst	1
Public Works Director	1
Public Works Superintendent	1
Parks and Recreation Commission Members	1
Senior Planner	1

¹Disclosure categories are set forth in the Conflict of Interest Code.

²Subject to determination by the City Manager.

Designated Persons must complete a Form 700 Statement of Economic Interests for Designated Officials and Employees. For the categories of disclosure, the following Form 700 schedule should be completed, as applicable:

Category 1: Schedules A-1, A-2, B, C, D, E & F

Category 2: Schedules A-1, A-2, C, D, E & F

Note: The City Manager, City Attorney, City Treasurer, City Council, and Planning Commission are required to file disclosure statements based on Government Code Section 87200. These persons are not Designated Employees.

CITY OF HALF MOON BAY

CONFLICT OF INTEREST CODE

DISCLOSURE CATEGORIES

An investment, interest in real property, or income is reportable if the business entity in which the investment is held, the interest in real property, or the foreseeable income or source of income may be affected materially by a decision made or participated in by the designated employee by virtue of the employee's position.

Designated Employees in Group "1" must report:

- a. Interest in real property which is located in whole or part either within the boundaries of the City, or within two miles of the boundaries of the City, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property, if the fair market value of the interest is greater than \$1,000.00. (interests in real property of an individual include the share of interest in real property of a business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a ten percent interest or greater.)
- b. Investments in or income from persons or business entities engaged in the business of acquisition or disposal of real property within the City.

Designated Employees in Group "2" must report:

- a. Investments in any business entity, which, within the last two years, has contracted, or in the foreseeable future may contract, with the City of Half Moon Bay to provide services, supplies, materials, machinery or equipment to the City of Half Moon Bay.
- b. Income from any source, which, within the last two years, has contracted, or in the foreseeable future may contract with the City of Half Moon Bay to provide services, supplies, materials, machinery or equipment to the City of Half Moon Bay.
- c. Status as a director, officer, sole owner, partner, trustee, employee.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 1, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Maggie Rodriguez, City Clerk

TITLE: **APPROVE THE AMENDED 2026 CALENDAR OF CITY COUNCIL MEETINGS**

RECOMMENDATION:

By motion, adopt the amended City Council Calendar for 2026.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

STRATEGIC ELEMENT:

This action supports the *Inclusive Governance* Element of the Strategic Plan.

BACKGROUND:

Every December the City Council adopts a calendar of meetings for the upcoming year. The following parameters are to be considered when determining meeting dates:

- Hold at least one meeting every month (i.e. do not cancel two meetings in a row)
- Continue to hold two meetings in June due to the budget adoption process
- Continue to hold two meetings in December due to the customarily high volume of agenda items in December, including the Council reorganization

On December 16, 2025 the City Council Calendar was adopted for the 2026 calendar year. After recent review, staff realized the General Election was inadvertently excluded from the adopted calendar. It is practice to not schedule City Council Regular Meetings that fall on election days. This gives the community and City Council an opportunity to participate in voting and council candidate events that historically take place on election nights. The calendar needs to be readopted to include the November 3, 2026 meeting as an exception.

DISCUSSION:

Staff recommends continuing to hold the meetings on the first and third Tuesdays of each month with the following exceptions:

Meeting Date	Consideration
January 6, 2026	City Holiday Closure affects packet production.
July 7, 2026	The first meeting of July has been cancelled each of the past 12 years.

August 4, 2026	Traditional time many city and civic groups go “dark” and a frequent time for family travel; however, this schedule allows for one meeting to be held in August. Additionally, National Night Out is held the first Tuesday of August, an event which the City participates in and supports.
November 3, 2026*	2026 General Election Day

*The November 3, 2026 Regular City Council Meeting is being added to the list of exceptions for the 2026 Calendar of City Council Meetings.

ATTACHMENT: Amended 2026 Calendar of City Council Meetings



CITY OF HALF MOON BAY

2026 CALENDAR OF CITY COUNCIL MEETINGS

January 2026		July 2026	
January 6, 2026	<i>Cancelled</i>	July 7, 2026	<i>Cancelled</i>
January 20, 2026	Regular Meeting	July 21, 2026	Regular Meeting
February 2026		August 2026	
February 3, 2026	Regular Meeting	August 4, 2026	<i>Cancelled</i>
February 17, 2026	Regular Meeting	August 18, 2026	Regular Meeting
March 2026		September 2026	
March 3, 2026	Regular Meeting	September 1, 2026	Regular Meeting
March 17, 2026	Regular Meeting	September 15, 2026	Regular Meeting
April 2026		October 2026	
April 7, 2026	Regular Meeting	October 6, 2026	Regular Meeting
April 21, 2026	Regular Meeting	October 20, 2026	Regular Meeting
May 2026		November 2026	
May 5, 2026	Regular Meeting	November 3, 2026	<i>Cancelled</i>
May 19, 2026	Regular Meeting	November 17, 2026	Regular Meeting
June 2026		December 2026	
June 2, 2026	Regular Meeting	December 1, 2026	Regular Meeting
June 16, 2026	Regular Meeting	December 15, 2026	Regular Meeting

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 1, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Maggie Rodriguez, City Clerk

TITLE: **APPROVE MAYOR'S LIST OF UPDATED CITY COUNCIL REPRESENTATIVES AND DESIGNATED ASSIGNMENTS FOR 2026**

RECOMMENDATION:

Accept Mayor Ruddock's updated list of City Council Representatives and Designated Assignments for 2026.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

STRATEGIC ELEMENT:

This recommendation supports the *Inclusive Governance* Element of the Strategic Plan.

BACKGROUND/DISCUSSION:

The updated list adds Councilmember Brownstone as a Third Alternate for the SAM (Sewer Authority Mid-Coastside) meetings, under B. City and Interagency. All other assignments remain the same.

ATTACHMENT:

Updated Mayor's List of City Council Representatives and Designated Assignments for 2026.

CITY COUNCIL ASSIGNMENTS
2026 Updated 5/05/26

A. Council Subcommittees

Subcommittee	Designated Representative	Meeting Schedule
CSFA Grant Selection	Ruddock/Nagengast	As designated
Education	Brownstone/Nagengast	As designated
Emergency Preparedness	Jonsson/Ruddock	As designated
Finance	Ruddock/Nagengast	As designated
Human Resources/MOU	Nagengast/Ruddock	As designated
Legislative Affairs	Nagengast/Ruddock	As designated
Mobility	Nagengast/Jonsson	As designated
Public Safety	Jonsson/Brownstone	As designated

B. City and Interagency

Organization	Designated Representative	Meeting Schedule
ABAG (Association of Bay Area Governments)	Ruddock/Nagengast	Annual, 1 day
C/CAG (County/City Assoc. of Governments)	Ruddock/Nagengast	2 nd Thursday evenings
Chamber Government Affairs Committee	Brownstone/Ruddock	3 rd Thursdays 4:00 p.m.
Council of Cities Selection Committee	Ruddock/Penrose	4 th Friday evenings
League of CA Cities – Coastal Cities Issue Group	By League Election	Quarterly, as designated
League of CA Cities – Coastal Cities Group – Leadership Committee	By League Election	As designated
League of CA Cities – Peninsula Division	Nagengast/Ruddock	Quarterly, as designated
Peninsula Clean Energy Authority	Jonsson/Nagengast	4 th Thursday
Peninsula Congestion Relief Alliance (Commute.org)	Nagengast/Penrose	Quarterly, as designated

SAM (Sewer Authority Mid-Coastside)	Nagengast/Ruddock First Alt: Penrose Second Alt. Jonsson Third Alt: Brownstone	4 th Monday 7pm
SMCo Airport Community Roundtable	Jonsson	1 st alt Wednesday 7 p.m.
SMCo Airport Land Use Committee	Jonsson/Nagengast	Quarterly, 4 th Wednesday 4:00 pm
SMCo Council of Cities	All	4 th Friday evenings
SMCo Library JPA	Penrose/Brownstone	Monday 8:00am, every other month
SMCo Office of Emergency Services	Jonsson/Ruddock	Quarterly, 4 th Thursday evening

C. Council Liaisons

Organization / Ad Hoc Committee	Designated Representative	Meeting Schedule
Arts, Culture, and Events	Ruddock/Penrose	As designated
Beaches, Trails, and Parks	Ruddock/Jonsson	As designated
Board of Supervisors	Ruddock/Nagengast	2 nd /4 th Tuesdays, 9:00 am
Chamber of Commerce/Downtown Merchants	Rotating (see attached)	As designated
Homeless	Jonsson/Penrose	As designated
Housing and Human Services	Ruddock/Nagengast	As designated
Mid-Coast Community Council	Penrose	2 nd /4 th Wednesdays
Permit Streamline Process	Ruddock/Jonsson	As designated
Schools, Boys & Girls Club	Ruddock/Brownstone	As designated
Technology / Public Engagement	Ruddock/Nagengast	As designated

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 1, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Kenneth Stiles, Interim Administrative Services Director
Dale Leda, Interim Public Works Director

TITLE: **AWARD OF PROFESSIONAL SERVICES AGREEMENT TO ROBERT D. NIEHAUS, INC.
FOR SEWER RATE STUDY**

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute a Professional Services Agreement with Robert D. Niehaus, Inc. (RDN) in an amount not to exceed \$57,180 to complete a comprehensive sewer rate study, including public outreach and support through the Proposition 218 rate-setting process.

FISCAL IMPACT:

The proposed agreement with RDN is for an amount not to exceed \$57,180. Funding is available in the Sewer Enterprise Fund. The rate study will evaluate the long-term financial requirements of the Sewer Enterprise Fund and develop recommended rates necessary to support operating costs, capital improvements, debt obligations, and appropriate reserve levels.

STRATEGIC ELEMENT:

This recommendation supports the *Fiscal Sustainability* and *Inclusive Governance* elements of the City's Strategic Plan.

BACKGROUND:

The City provides sewer collection services within Half Moon Bay and participates in regional wastewater treatment and conveyance through the Sewer Authority Mid-Coastside (SAM). The City's current sewer rates were established through a rate study completed in 2020, which developed a five-year rate plan through Fiscal Year 2024-25. Rates were not subsequently adjusted for Fiscal Years 2025-26 or 2026-27, in part because the City was awaiting resolution of pending litigation that was expected to have a material impact on future sewer costs.

Since completion of the prior rate study, the Sewer Enterprise Fund has experienced increasing operating and infrastructure costs, including increased costs associated with SAM and

significant anticipated capital obligations. A comprehensive update is necessary to evaluate the Sewer Enterprise Fund's long-term financial requirements and establish an equitable and legally defensible rate structure.

On July 21, 2026, the Council adopted a resolution authorizing staff to issue a Request for Proposals (RFP) for professional sewer rate study services, and on July 22, 2026, the City issued the RFP seeking qualified firms to conduct a comprehensive sewer rate study. Proposals were due on August 7, 2026, and the City received four proposals.

DISCUSSION:

Proposal Evaluation

A cross departmental team of City staff evaluated the four proposals using the evaluation criteria established in the RFP. Proposals were evaluated on a 100-point scale as follows:

Evaluation Criteria	Maximum Points
Transmittal Letter, Number of Copies and Length	10
Quality, Clarity and Responsiveness	20
Overview and Summary	20
Firm and Staff Qualifications and Experience	20
Similar Projects and References	10
Cost Proposal	20
Total	100

Following the evaluation process, Robert D. Niehaus, Inc. (RDN) received the highest overall score of 95 out of 100 points and was determined to provide the proposal that best meets the City's needs.

RDN demonstrated extensive experience completing utility financial planning, cost-of-service, and rate-setting studies for California public agencies. The firm has provided utility consulting services since 1983 and has completed more than 1,000 economic and financial projects. Its proposed project manager, Anthony Elowsky, has managed more than 50 California water, recycled water, and sewer rate and fee studies.

RDN also demonstrated significant experience with the legal and procedural requirements applicable to California utility rates. Its proposed approach includes development of a cost-of-service analysis consistent with Proposition 218, preparation of documentation intended to support the City's administrative record under Assembly Bill 2257, assistance preparing the Proposition 218 notice, and participation in the public hearing process.

RDN's relevant wastewater experience includes rate studies for numerous California agencies, including the Cities of Greenfield, Corona, Santa Ana, Huntington Beach, and San Fernando, as

well as Costa Mesa Sanitary District and other water and wastewater agencies.

Scope of Work

Under the proposed agreement, RDN will develop a long-term financial plan for the Sewer Enterprise Fund, conduct a cost-of-service analysis, evaluate the City's existing rate structure and customer classifications, develop alternative rate scenarios, evaluate capacity fees, prepare financial models and technical reports, and assist the City through implementation of any proposed rates.

The study will specifically evaluate operating and maintenance costs, capital funding requirements, SAM funding obligations, debt service, reserve requirements, customer impacts, and the allocation of costs among customer classes.

The scope also includes public outreach at key stages of the study. RDN will work with the City Council, Finance Committee, and community to establish policy objectives, review the City's financial requirements and proposed rate alternatives, and communicate the basis and impacts of the ultimate rate recommendations.

RDN has proposed completing the technical work in time for an in-person City Council meeting in April 2027 and subsequent Proposition 218 proceedings, with the goal of implementing any approved sewer rates effective July 1, 2027.

RDN's proposed fee is \$57,180, including \$43,440 for the sewer rate study and \$13,740 for public outreach. Staff finds the proposed cost reasonable based on the scope of work and RDN's qualifications and experience.

ATTACHMENT:

Resolution

RESOLUTION NO. C-2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH ROBERT D. NIEHAUS, INC, IN AN AMOUNT NOT TO EXCEED \$57,180, TO COMPLETE A COMPREHENSIVE SEWER RATE STUDY, INCLUDING PUBLIC OUTREACH AND SUPPORT THROUGH THE PROPOSITION 218 RATE-SETTING PROCESS

WHEREAS, the City of Half Moon Bay provides sewer collection services within the City and participates in regional wastewater treatment and conveyance through the Sewer Authority Mid-Coastside (“SAM”); and

WHEREAS, the City’s current sewer rates were established through a rate study completed in 2020, which developed a five-year rate plan through Fiscal Year 2024-25; and

WHEREAS, since completion of the prior rate study, the Sewer Enterprise Fund has experienced increasing operating, infrastructure, and regional wastewater costs, including anticipated capital and debt obligations; and

WHEREAS, the City desires to complete a comprehensive sewer rate study to evaluate the long-term financial requirements of the Sewer Enterprise Fund, conduct a cost-of-service analysis, and develop equitable and legally defensible sewer rates; and

WHEREAS, on July 22, 2026, the City issued a Request for Proposals for professional consulting services to conduct a comprehensive sewer rate study, and four proposals were received by the August 7, 2026, deadline; and

WHEREAS, City staff evaluated the proposals in accordance with the criteria established in the Request for Proposals, and Robert D. Niehaus, Inc. (“RDN”) received the highest overall score and was determined to provide the proposal that best meets the City’s needs; and

WHEREAS, RDN has proposed to complete the sewer rate study, including financial planning, cost-of-service analysis, rate development, public outreach, and assistance with the Proposition 218 rate-setting process, for a total amount not to exceed \$57,180; and

WHEREAS, sufficient funding for the agreement is available in the Sewer Enterprise Fund.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to award and execute a Professional Services Agreement for a comprehensive sewer rate study to the most qualified and responsive consultant, Robert D. Niehaus, Inc, in an amount not-to-exceed \$57,180.

.....

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 1st day of September 2026, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, City Clerk

Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 1, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Leslie Lacko, Community Development Director

TITLE: **ADOPT AN ORDINANCE AMENDING THE MUNICIPAL CODE AND LOCAL COASTAL PROGRAM TO IMPLEMENT THE SIXTH CYCLE HOUSING ELEMENT**

RECOMMENDATION

Waive the second reading and adopt an ordinance amending Title 18 (Zoning) of the Municipal Code and Local Coastal Program Implementation Plan (IP) to implement zoning changes identified in the Local Coastal Program Land Use Plan (LUP) and the Sixth Cycle Housing Element.

FISCAL IMPACT

The California Department of Housing and Community Development (HCD) has found that the City will not substantially comply with State Housing Law until rezonings necessary to provide capacity to meet the City's Regional Housing Needs Allocation (RHNA) are completed, submitted to, and approved by HCD. Continued non-certification of the Housing Element could result in negative fiscal impacts including civil penalties and loss of access to housing and infrastructure related State grant funds.

STRATEGIC ELEMENT

This action supports all the Strategic Plan Elements: Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, and Inclusive Governance.

DISCUSSION:

The Municipal Code amendments prepared in order to implement the Sixth Cycle Housing Element and bring Half Moon Bay into substantial compliance with State Housing Element Law include four amendments:

- Zoning Map Amendments
- Revisions to Chapter 18.20 Local Coastal Development Permits
- New Chapter 18.43 Higher Density Workforce Housing
- New Chapter 18.44 By-Right Affordable Housing Development

These proposed amendments are provided as Attachment 1 (Ordinance 2026-03) to this staff report. The City Council introduced the ordinance at the meeting on August 18, 2026. The staff report for the introduction of the ordinance on August 18, 2026 (Attachment 2), contains substantive background and discusses the amendments in detail.

ATTACHMENTS

1. Ordinance 2026-03
2. August 18, 2026, Staff Report

ORDINANCE NO. 2026-03

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AMENDING
TITLE 18 (ZONING) OF THE MUNICIPAL CODE AND LOCAL COASTAL PROGRAM
IMPLEMENTATION PLAN (IP) TO IMPLEMENT ZONING CHANGES IDENTIFIED IN THE LOCAL
COASTAL PROGRAM LAND USE PLAN (LUP) AND THE SIXTH CYCLE HOUSING ELEMENT**

THE CITY COUNCIL OF THE CITY OF HALF MOON BAY DOES ORDAIN AS FOLLOWS:

Section 1. Findings. The City Council of the City of Half Moon Bay hereby amends Title 18 of the Half Moon Bay Municipal Code and IP by revising the Zoning Map, Chapter 18.20 (Local Coastal Development Permits), and adding new Chapters 18.43 (Higher Density Workforce Housing) and 18.44 (By-Right Affordable Housing Development).

The City Council finds and declares as follows:

- a) The City of Half Moon Bay is located fully within the California Coastal Zone.
- b) The City of Half Moon Bay's certified Local Coastal Program (LCP) includes an LUP and an IP, the latter of which is in part comprised of the Zoning Ordinance.
- c) The LUP contains land use designations to accommodate and promote housing so that the City can reach its Regional Housing Needs Assessment numbers and those land use designations require rezonings specified in Appendix A of the LUP, which informed the sixth cycle Housing Element.
- d) The sixth cycle Housing Element, Program 1-1 requires upzoning of "Housing Opportunity Sites" from R-2 to R-3, specificity on application of the Workforce Housing Overlay, expansion of the Hilltop Mobile Home Park zoning district, and the addition of mixed-use zoning allowances in the Industrial (IND) zoning district.
- e) Housing Element Program 1-10 requires identification of sites that qualify for by-right permit processing.
- f) On February 2, 2026, the California Department of Housing and Community Development (HCD) provided a letter to the City stating that the adopted Housing Element meets the statutory requirements of State Housing Element Law (Gov. Code, § 65580 et seq) and the same HCD letter stated that the housing element cannot be found in substantial compliance with State Housing Element Law until the City has completed necessary rezones.

- g) Continued non-certification of the Housing Element could result in negative fiscal impacts including civil penalties and loss of access to housing and infrastructure related State grant funds, and the city has already lost eligibility for a significant number of large dollar state and regional grant opportunities.
- h) City staff met with HCD on January 16, January 29, April 10, May 19, and June 10 to discuss Municipal Code/IP attachments that would complete necessary rezones and bring the City into substantial compliance with State Housing Element Law.
- i) California Coastal Commission staff reviewed the IP amendments and discussed them with City staff at a meeting on June 25, 2026, and informed City staff on July 7 that they could proceed with the amendments.
- j) The Planning Commission conducted a duly noticed public hearing on August 5, 2026, at which time all those desiring to be heard on the matter were given an opportunity to be heard, Commissioners considered all written and oral testimony presented for consideration, and recommended that City Council adopt this ordinance amending Chapter 18 of the Municipal Code and IP.
- k) LUP Consistency. In order to provide housing affordable to the local workforce and maximize opportunities for people of all income levels to access and live on the coast, the LUP establishes affordable housing as a Local Priority Use and introduces a Workforce Housing Overlay land use designation; which are Coastal Act Priority Uses when specifically associated with agricultural uses, as is all farmworker housing. With diverse and affordable housing as a pillar of the LUP it is the City's intention to harmonize the goals of the Coastal Act with those of State Housing law and the City's Housing Element. Several LUP policies aim to satisfy the LUP goal of providing affordable housing and support the rezonings required through the sixth cycle Housing Element.

Policy 2-3 creates a hierarchy of priority uses. First are those uses defined as priorities in the Coastal Act and second, are those additional uses defined as priorities by the City.

Policy 2-3. Priority Land Uses. *Define priority land uses and support development of such land uses throughout the City by the following categories: a. Coastal Act Priority Uses: Coastal-dependent uses, agricultural uses, visitor serving commercial uses, and coastal access and recreational facilities. Coastal Act Priority Uses are considered top tier priority in this LCP; and furthermore, as consistent with Coastal Act Section 30222, coastal-dependent industry and agriculture take precedence over all other uses*

including visitor-serving commercial recreation facilities. b. Local Priority Uses: Affordable dwelling units for extremely low, very low, and low-income households. Local Priority Uses are considered second tier priority behind Coastal Act Priority Uses in this LCP.

The Municipal Code/IP amendments do not conflict with Coastal Act Priority Uses and are located in areas designated for higher density housing specifically to avoid such use conflicts. The amendments support the Local Priority Use of creating more affordable housing.

2-5. Housing Element Conformance. To ensure conformance with Coastal Act policies and priorities, focus the Housing Element's inventory of adequate [housing] sites within Town Center and through the Workforce Housing Overlay land use designation.

The zoning amendments provide greater specificity for increasing density by applying the Workforce Housing Overlay in the Public Services zoning district and on certain sites within the Town Center, and by changing the zoning from R-2 to higher-density R-3 on sites located primarily in the Town Center, as identified in the sixth cycle Housing Element.

2-102. Workforce Housing Overlay – Public Facilities and Institutions. Apply the Workforce Housing Overlay to portions of lands in the Public Facilities and Institutions land use designation. The overlay areas shall comply with the following requirements: a. The following locations and amount of housing may be considered for application of the Workforce Housing Overlay in the Public Facilities and Institutions land use designation: Public Schools: Up to 40 units may be developed at the Cabrillo Unified School District campuses. Units may be distributed amongst the different campuses, such as 10 units at Hatch Elementary/Pilarcitos High School, 20 units at Cunha Middle School, and 10 units at Half Moon Bay High School. At least one resident of each workforce housing unit shall be a full-time employee of the Cabrillo Unified School District. Other Public and Quasi-public Uses: Up to 10 units may be developed at the City of Half Moon Bay Ted Adcock Center; up to 40 units at the 515 Kelly Avenue Catholic Church [300 Church St.]; and up to 7 units at the 900 Cabrillo Highway North Lutheran Church. The units developed for this category shall be affordable to extremely low, very low, and low-income households. b. Subdivision of land to accommodate workforce housing is allowed only if the use of the site established for the workforce housing is permanently limited to school district workforce housing or affordable housing.

In this amended Section 18.43.020(a) of the Municipal Code/IP, the workforce

housing overlay is applied to parcels in the Public Facilities and Institutions land use designation that were also specifically required in the Housing Element.

Section 2. Amendments. The revised Zoning Map attached hereto as Exhibit 2 and incorporated herein by reference is hereby adopted. The amendments to Title 18 of the City of Half Moon Bay Municipal Code to revise Chapter 18.20 (Local Coastal Development Permits), and add new Chapters 18.43 (Higher Density Workforce Housing) and 18.44 (By-Right Affordable Housing Development) attached hereto as Exhibit 1 and incorporated herein by reference are hereby adopted.

Section 3. Severability. If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Section 4. CEQA. On November 4, 2025, the City council adopted Resolution No. 2025-73 and thereby adopted the Mitigated Negative Declaration for the 2023-2031 (6th Cycle) Housing Element (the MND). The Municipal Code/IP amendments prepared in order to implement the Sixth Cycle Housing Element are covered by the MND and none of the circumstances under CEQA Guidelines Section 15162 that would require preparation of a subsequent EIR or negative declaration exist. Additionally, Public Resources Code Section 21080.9 exempts amendments to certified Local Coastal Programs from CEQA.

Section 5. Publication. The City Clerk of the City of Half Moon Bay is hereby directed to publish this Ordinance pursuant to Government Code section 36933.

Section 6. Effective date. This Ordinance shall take effect and be in force on the thirtieth (30th) day from and after its final passage and upon acknowledgement by the California Coastal Commission.

INTRODUCED at a regular meeting of the City Council of the City of Half Moon Bay, California, on the 18th day of August 2026.

ADOPTED at a regular meeting of the City Council of the City of Half Moon Bay, California, held on the 1st day of September 2026, by the following vote:

AYES,
NOES,
ABSENT,
ABSTAIN,

ATTEST:

Maggie Rodriguez, City Clerk

APPROVED:

Debbie Ruddock, Mayor

Chapter 18.20 LOCAL COASTAL DEVELOPMENT PERMITS

[...]

18.20.055 Hearing Required.

A. A public hearing shall be required:

1. On all appealable development; and
2. Prior to the approval of any coastal development permit where the development would require a hearing as part of action on any other required permits, review, or discretionary action; provided, however, a public hearing shall not be required for By-Right Affordable Housing Development applications per Chapter 18.44.

B. Submittal of Written Comments. Any person may submit written comments to the community development director on an application for a coastal development permit, or on an appeal of a coastal development permit, at any time prior to the close of the public hearing.

C. Concurrent Processing and Hearings. A public hearing on a coastal development permit may be held concurrently with any other public hearing on the development.

[..]

Chapter 18.43 Higher Density Workforce Housing

18.43.010 Purpose and intent.

The purpose of this chapter is to provide new workforce housing using the Workforce Housing Overlay, as defined in the Local Coastal Program Land Use Plan (LUP). Specifically, it applies to the sites designated provide capacity to meet the City's lower-income Regional Housing Needs Assessment (RHNA) listed in the City of Half Moon Bay 6th Cycle (2023-2031) Housing Element sites inventory. This chapter allows residential use with increased density for workforce housing on certain designated sites where the applicable underlying zoning designation allows for public facilities and institutions uses (see Table 18.43.015).

Uses, in addition to residential use, and development standards are per underlying zoning (see Chapter 18.09 Public and Quasi-Public Land Use (P-S)).

18.43.015 Applicable sites.

The following sites are eligible for residential use at the following density to meet the City's RHNA goals:

Table 18.43.015 Applicable Sites

<u>Address</u>	<u>APN</u>	<u>Underlying Zoning</u>	<u>Overlay Density</u>
<u>830 Stone Pine Road*</u>	<u>056-590-010</u>	<u>P-S</u>	<u>30 du/ac</u>
<u>498 Kelly Avenue*</u>	<u>056-181-010</u>	<u>P-S</u>	<u>30 du/ac</u>
<u>300 Block Church Street*</u>	<u>056-150-020</u>	<u>P-S</u>	<u>45 du/ac</u>
<u>0 Block Stone Pine Road</u>	<u>056-250-070</u>	<u>P-S</u>	<u>30 du/ac</u>

* This site is also in the By-Right Affordable Housing Development (Chapter 18.44)

18.43.020 Residential Use Criteria.

Residential development established through this chapter shall be limited to the occupancy provisions specified in the subsections below, based on the applicable underlying zoning designation. All affordable Higher Density Workforce Housing units are subject to deed restrictions and conditions of approval designed to ensure the housing will be affordable to the specified workforce.

Within the Public Services (PS) zoning designation, at least 20 percent of the units shall meet the following requirements:

- A. Higher Density Workforce Housing units shall be affordable to extremely low, very low, low-income, or moderate-income households.
- B. Subdivision of land to accommodate workforce housing is allowed only if the use of the site established for the workforce housing is deed-restricted to school district workforce housing or affordable housing.

18.43.025 Development Standards.

- A. All other development standards are those applicable to the underlying zoning district.

Chapter 18.44 By-Right Affordable Housing Development

18.44.010 Purpose and intent.

The purpose of this chapter is to implement the 6th Cycle Housing Element and State Government Code sections 65583, subdivisions (c)(1) and 65583.2 subdivisions (c), (h), and (i). In enacting this chapter, it is also the intent of the City to implement the goals, objectives, and policies of the City's Housing Element of the General Plan.

18.44.015 Applicable sites.

This chapter applies to properties where by-right approval, as defined in Government Code section 65583.2(h)(2)(i), is required for qualifying projects pursuant to Government Code sections 65583.2(h) and 65583.2(i), as may be amended from time to time. Specifically, it applies to certain sites included in the Housing Opportunity Sites inventory in the City's 6th Cycle Housing Element Table C-5 to provide capacity for the City's lower-income RHNA. The qualifying housing development projects on the following sites are eligible for by-right zoning approval:

Table 18.44.015 Applicable Sites

<u>Address</u>	<u>APN</u>	<u>Underlying Zoning</u>	<u>Maximum Density</u>	<u>Use & Development Standards Chapter</u>
<u>830 Stone Pine Road*</u>	<u>056-590-010</u>	<u>P-S</u>	<u>30 du/ac</u>	<u>Ch. 18.09</u>
<u>498 Kelly Avenue*</u>	<u>056-181-010</u>	<u>P-S</u>	<u>30 du/ac</u>	<u>Ch. 18.09</u>
<u>300 Block Church Street*</u>	<u>056-150-020</u>	<u>P-S</u>	<u>45 du/ac</u>	<u>Ch. 18.09</u>
<u>101 Canada Cove Avenue</u>	<u>066-081-190</u>	<u>MHP</u>	<u>21.78 du/ac</u>	<u>Ch. 18.17</u>

<u>500 Block Poplar Street</u>	<u>064-244-040</u>	<u>R-3</u>	<u>29.04 du/ac</u>	<u>Ch. 18.06</u>
<u>500 Block Poplar Street</u>	<u>064-244-030</u>	<u>R-3</u>	<u>29.04 du/ac</u>	<u>Ch. 18.06</u>
<u>604 Poplar Street</u>	<u>064-272-010</u>	<u>R-3</u>	<u>29.04 du/ac</u>	<u>Ch. 18.06</u>
<u>604 Poplar Street</u>	<u>064-272-020</u>	<u>R-3</u>	<u>29.04 du/ac</u>	<u>Ch. 18.06</u>
<u>604 Poplar Street</u>	<u>064-272-030</u>	<u>R-3</u>	<u>29.04 du/ac</u>	<u>Ch. 18.06</u>
<u>600 Block Poplar Street</u>	<u>064-272-170</u>	<u>R-3</u>	<u>29.04 du/ac</u>	<u>Ch. 18.06</u>
<u>600 Block Poplar Street</u>	<u>064-272-180</u>	<u>R-3</u>	<u>29.04 du/ac</u>	<u>Ch. 18.06</u>
<u>600 Block Poplar Street</u>	<u>064-272-190</u>	<u>R-3</u>	<u>29.04 du/ac</u>	<u>Ch. 18.06</u>
<u>600 Block Poplar Street</u>	<u>064-272-200</u>	<u>R-3</u>	<u>29.04 du/ac</u>	<u>Ch. 18.06</u>
<u>940 Main Street</u>	<u>064-272-100</u>	<u>R-3</u>	<u>29.04 du/ac</u>	<u>Ch. 18.06</u>

* This site is also in the Higher Density Workforce Housing Overlay (Chapter 18.43). Maximum density for these sites is per this overlay, see Table 18.43.015.

18.44.020 Affordability Criteria.

In addition to a housing project being located on sites above, the project must meet the affordability criteria below. Housing development projects that are ineligible for by-right approval shall be subject to the requirements for residential development in the underlying zoning district.

- A. Pursuant to Government Code Section 65583.2(c) and (h), housing development projects in which:
 - a. At least 20 percent of the units proposed are affordable to lower income households, as defined in Health and Safety Code Section 50079.5, and is a household whose income is equal to or less than eighty percent of the area median income, as published by the California Department of Housing and Community Development. A "housing development project" shall have the same meaning as defined in Government Code Section 65589.5(h)(2).
 - b. These sites shall be developed at a minimum density of 20 units per acre

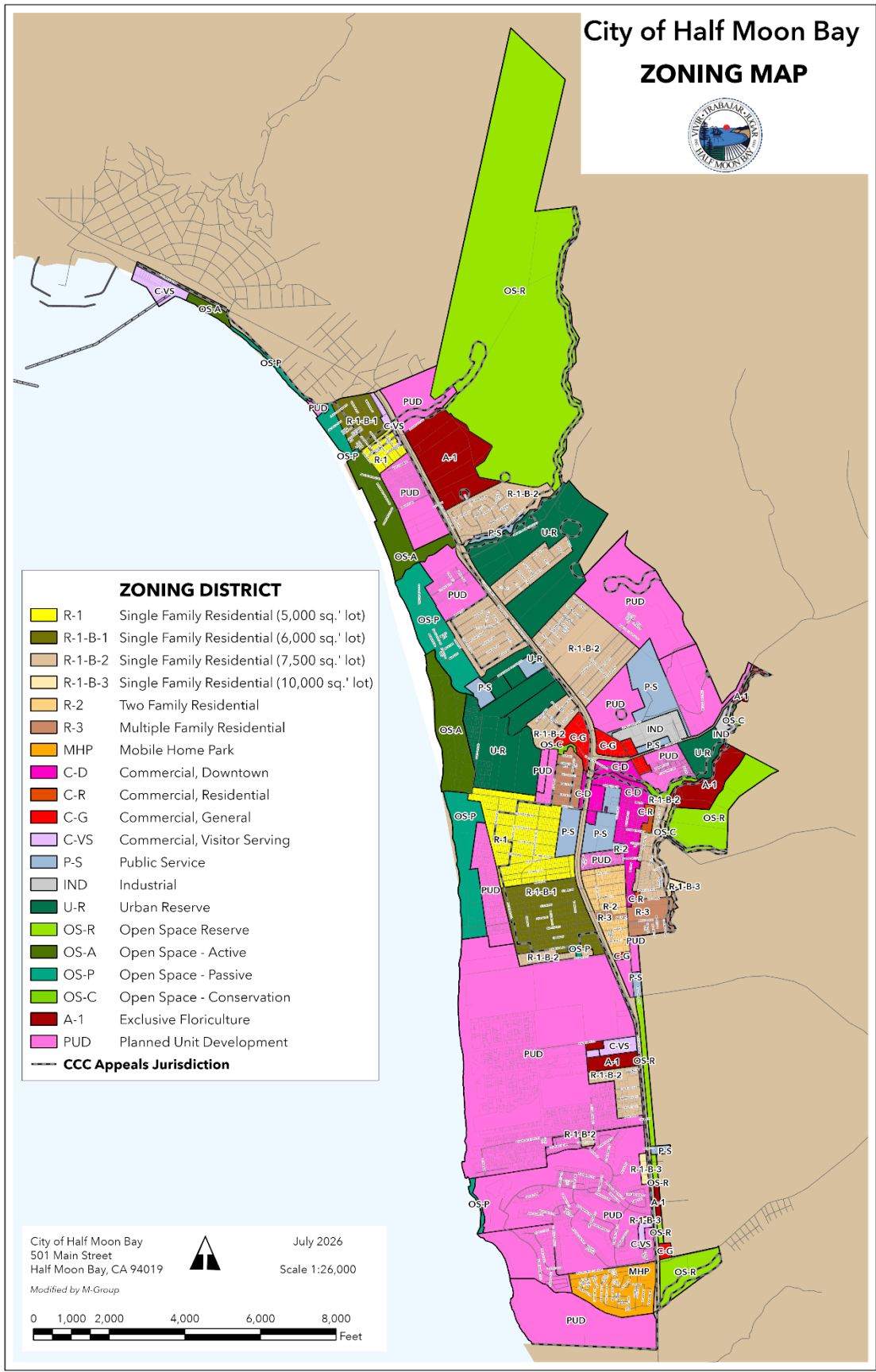
18.44.025 Approval requirements.

By-right or ministerial approval (without discretionary action) is required for sites identified in Chapter 18.44.015 for projects that meet all of the requirements of Government Code 65583.2(h) and (i) and Chapter 18.44.020 (A), provided that the project conforms with any applicable objective development standards (see “Use & Development Standards Chapter” column of Table 18.44.015).

- A. Sites subject to by-right approval that are located within the Coastal Zone shall also be subject to an administrative Coastal Development Permit, if a permit is required, per Chapter 18.20.025.
- B. The Director shall approve, conditionally approve, or deny an application for development per this chapter (Chapter 18.44).
- C. Public notice, appeals, and hearings apply to by-right review as follows:
 - 1. Notice Required. Notice of the intent to approve a by-right application, or approve with conditions, shall be mailed by the Director to the applicant. In the event the Director acts to deny the application, the Director shall notify the applicant of the right to appeal the denial to the Planning Commission.
 - 2. Appeals. Notwithstanding Chapter 1.25 of the Municipal Code, no appeal of an approval of a By Right Affordable Housing Development Project subject to this Chapter shall be allowed. The project applicant has the right to appeal a denial of a By Right Affordable Housing Development Project utilizing the procedures set forth in Chapter 1.25.
 - 3. Hearings. No public hearing shall be required for by-right review.
 - a. No hearing is required for a Local Coastal Development Permit for an application under this chapter (Chapter 18.44), see 18.20.055(A)(2).
- D. The Director may approve a project that meets the requirements of this chapter only after making the following finding:

1. The proposed development is consistent with the objective standards of the: General Plan, this Development Code, the City's Local Coastal Program & Land Use Plan and other City goals, policies, and standards, as applicable.
- E. In approving a by-right application, the Director may impose conditions of approval to ensure that the development will comply with the findings required by Subsection D.

Amended Zoning Map
(Next Page)



BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **August 18, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Leslie Lacko, Community Development Director

TITLE: INTRODUCTION OF AN ORDINANCE AMENDING THE MUNICIPAL CODE AND LOCAL COASTAL PROGRAM TO IMPLEMENT THE SIXTH CYCLE HOUSING ELEMENT

RECOMMENDATION:

Introduce by title only and waive further reading of an ordinance amending Title 18 (Zoning) of the Municipal Code and Local Coastal Program Implementation (IP) to Implement Zoning Changes Identified in the Local Coastal Program Land Use Plan (LUP) and the Sixth Cycle Housing Element.

FISCAL IMPACT:

The California Department of Housing and Community Development (HCD) has found that the City will not substantially comply with State Housing Law until rezonings necessary to provide capacity to meet the City's Regional Housing Needs Allocation (RHNA) are completed, submitted to, and approved by HCD. Continued non-certification of the Housing Element could result in negative fiscal impacts including civil penalties and loss of access to housing and infrastructure related State grant funds. The City has already lost eligibility for a significant number of large-dollar state and regional grant opportunities, including recent calls for projects under the Caltrans Infill Infrastructure and Sustainable Communities Programs and the regional One Bay Area Government (OBAG) 4 Program. Many other competitive grant programs include Housing Element approval in their scoring metrics, which puts Half Moon Bay at a disadvantage until that process is completed and approved by HCD.

On July 16, 2026, the State of California filed a Petition for Writ of Mandate and Complaint for Declaratory Relief ("Petition") against the City of Half Moon Bay ("City"). The Petition seeks, among other things, an award of penalties and costs of investigating and prosecuting the Petition and temporary relief, including but not limited to the suspension of the City's nonresidential permitting authority. (Gov. Code §§ 65755, 65757.) It may be some time before the City knows the total cost of the state's complaint, however, the costs would also include the City's Attorney fees and the loss of commercial permitting could seriously impact economic growth.

PROJECT BACKGROUND:

The Housing Element is one of the seven required general plan elements mandated by California state law. Each city and county must adopt a housing element that conforms to the detailed statutory requirements established in Article 10.6 (Sections 65580 to 65589.8) of the Government Code. The City's Housing Element must be updated every eight years and certified by the California Department of Housing and Community Development (HCD). According to State law, all housing elements must identify and analyze existing and projected housing needs; affirm goals and policies; establish quantified objectives; identify financial and other resources; consider constraints to housing opportunities; and provide scheduled programs for the preservation, improvement, and development of housing.

On October 20, 2020, the City adopted the Local Coastal Land Use Plan (LUP or LCLUP), which was certified by the California Coastal Commission on April 15, 2021. The LUP anticipated the upcoming Housing Element cycle by including new land use designations and requiring rezonings for higher density housing. These requirements were carried into the Housing Element.

The LUP is the governing land use document in the City of Half Moon Bay. It supersedes the Municipal Code/IP, regardless of whether rezonings were completed. Therefore, amendments to the Municipal Code discussed herein, such as upzoning from R-2 to R-3 and application of the Workforce Housing Overlay, are already implemented by City staff in the course of project review. Appendix A in the LUP includes tables that summarize updates necessary to bring the Municipal Code/IP into conformance with the 2020 LUP. Table A-1 lists each land use map designation change brought forward with the 2020 LUP and the associated amendments required for the Zoning Map. With the exception of the by-right approval process, most of the Municipal Code/IP amendments were approved by City Council first as part of the LUP and then again as part of the Housing Element.

The rezonings included in the LUP Appendix A and specific policies related to the Workforce Housing Overlay are included in the table below. Any rezonings that are not included as part of this IP amendment, such as application of the WHO on agricultural lands, will be included in the comprehensive IP update project scheduled to be completed by December 2027.

Page A-7			
Site	1985/96 Designation	2020 Designation	Anticipated Zoning
900, 926, 940 Main St; both sides of Poplar St between Cabrillo Hwy and Main St	Residential – Medium Density	Residential – High Density	R - 3

Page A-9		
Topic	Related LUP Policies	Scope/Notes
Workforce Housing Overlay	2-70, 2-94, 2-98, 2-104, 2-107	Establish new overlay district with affordability requirements, development standards, etc...

On November 4, 2025, City Council adopted [Half Moon Bay's Sixth Cycle Housing Element](#) following Planning Commission's October 28, 2025, recommendation for adoption.

On February 2, 2026, HCD responded to the City with a letter stating that the adopted Housing Element meets the statutory requirements of State Housing Element Law (Gov. Code, § 65580 et seq)) (Attachment 4). HCD continued by stating:

However, the housing element cannot be found in substantial compliance until the City has completed necessary rezones to address the shortfall of sites to accommodate the regional housing need allocation (RHNA) (See Below). The housing element will substantially comply with State Housing Element Law (Gov. Code, § 65580 et seq) when all necessary rezonings are completed, submitted to, and approved by HCD, in accordance with Government Code section 65585.

The letter continues by identifying Housing Element Programs 1-1 and 1-10 as the programs that require completion. The text of these programs are provided below:

Program 1-1: Provision of Adequate Sites

The LCLUP serves as the City's General Plan Land Use Element. The updated LCLUP establishes land use designations with residential densities that support development of affordable housing consistent with the City's RHNA in the Town Center, on Workforce Housing Overlay sites, and as infill development on vacant sites throughout the City's substantially developed neighborhoods. The City will bring forward specified zoning amendments to implement the LCLUP which will also implement the Housing Element, its Housing Opportunity Sites, as well as other properties. Amendments include:

- Town Center rezonings including upzones from R-2 to R-3 to enable multiple Housing Opportunity Sites, including Site 11 (940 Main Street).

- Workforce Housing Overlay (WHO) zoning overlay established for specified sites in the Public Services (PS), Rural Coastal (RC, district to be established per the LCLUP), and Agricultural Land Use (A-1) zoning districts
- Expansion of the Mobile Home Park (MHP) zoning district for the Hilltop Mobile Home Park
- Addition of mixed-use zoning allowances in the Industrial (IND) zoning district
- If the City has not made substantial progress by the 2027 APR (March 2028) in terms of meeting RHNA and development on sites, including pipeline sites, then the City will pursue a public process to identify and rezone additional sites by end of September 2029, with a January 2030 effective date.

Program 1-10: Sites Identified in Prior Planning Periods

Modify the Zoning Ordinance so that parcels in the Site Inventory identified as Reuse Sites (Sites 8, 9, 10, and 11) allow for by-right processing (ministerial review) for housing developments that propose at least 20 percent of the units be affordable to lower-income households, in accordance with Government Code § 65583.2I.

The City is addressing Programs 1-1 and 1-10 in this current rezoning to the extent that is required for HCD to find the Housing Element in substantial compliance with Housing Element Law. These programs will be further fulfilled as part of the Implementation Plan Update, which was recently initiated by the City. In Program 1-1, HCD is particularly concerned with the two components that increase density:

- **Program 1-1:**
 - Town Center rezonings including upzones from R-2 to R-3 to enable multiple Housing Opportunity Sites.
 - Workforce Housing Overlay (WHO) zoning overlay established for specified sites in the Public Services (PS), Rural Coastal (RC, district to be established per the LCLUP), and Agricultural Land Use (A-1) zoning districts
- **Program 1-10:**
 - Modify the Zoning Ordinance so that parcels in the Site Inventory identified as Reuse Sites (Sites 8, 9, 10, and 11) allow for by-right processing (ministerial review) for housing developments that propose at least 20 percent of the units be affordable to lower-income households, in accordance with Government Code § 65583.2I.

Project Timeline:

Housing Element adoption in 2025 was the culmination of a multi-year process beginning in 2021, during which staff facilitated a variety of outreach activities to gather input from the community, stakeholder groups, and with the City Council and Planning Commission.

Following adoption, City staff have been in contact with HCD regarding Housing Element certification and next steps. This included two meetings in January in advance of receiving the February 2 letter, on January 16 and January 29, where HCD discussed the rezoning requirements and received updates from the City.

While City staff were working on Municipal Code amendments, HCD sent a letter of inquiry on March 1, followed by a Notice of Violation on March 24 (Attachment 5). This letter stated that the City was in violation of Housing Element Law.

City staff followed up with a meeting with HCD staff on April 10 to discuss a schedule for adoption of Municipal Code amendments, other next steps, and a review of preliminary drafts of the amendments. This was followed by additional meetings with HCD on May 19 and June 10 to finalize the draft Municipal Code/IP amendments that would be reviewed by Coastal Commission staff.

Concurrent with HCD review, California Coastal Commission staff reviewed the draft Municipal Code amendments. City staff had a meeting to discuss these amendments with Coastal Commission staff on June 25, 2026. On July 7, 2026, Coastal Commission staff informed City staff by email that they could continue with the proposed amendments.

City staff was unable to get a quorum of Planning Commissioners for the July 28, 2026, meeting and scheduled a special meeting on August 5, 2026, for a public hearing on the Municipal Code/IP amendments.

On July 16, the California Attorney General filed a lawsuit against the City alleging failure to comply with Housing Element Law. The Complaint is attached to this staff report as Attachment 6.

At a special meeting on August 5, 2026, the Planning Commission voted 4-1 to approve Resolution P-26-15 (Attachment 1) recommending that City Council adopt an ordinance (Attachment 2) amending the Municipal Code/IP and directing staff to forward the amendments to HCD for approval and to the California Coastal Commission for certification. Although not part of the ordinance, the Planning Commission also recommended to City Council that, after the Housing Element is certified, staff returns to Planning Commission with an additional site(s) to offset the Housing Element unit requirements at 300 Church Street, and seek an amendment to the Housing Element.

DISCUSSION:

The Municipal Code amendments prepared in order to implement the Sixth Cycle Housing Element and bring Half Moon Bay into substantial compliance with State Housing Element Law include four amendments:

- Zoning Map Amendments
- Revisions to Chapter 18.20 Local Coastal Development Permits
- New Chapter 18.43 Higher Density Workforce Housing
- New Chapter 18.44 By-Right Affordable Housing Development

These proposed amendments are provided as Attachment 2 (the proposed ordinance) to this staff report. The revised zoning map is included in Attachment 2 and an unofficial, but more descriptive map is included as Attachment 3.

Zoning Map Amendments

As part of the proposed Municipal Code amendments, 10 sites are to be rezoned from R-2 to R-3. This rezoning provides sufficient capacity for By-Right Affordable Housing Development on the sites, as Government Code Section 65583.2(c)(3)(B)(iii) requires at least 20 dwelling units per acre, while R-2 zoning only allows 17.42 dwelling units per acre. R-3 zoning allows 29.04 dwelling units per acre.

The applicable sites, their APNs, existing zoning, and proposed zoning, are provided in the table below:

Address	APN	Existing Zoning	Proposed Zoning
500 Block Poplar Street	064-244-040	R-2	R-3
500 Block Poplar Street	064-244-030	R-2	R-3
604 Poplar Street	064-272-010	R-2	R-3
604 Poplar Street	064-272-020	R-2	R-3
604 Poplar Street	064-272-030	R-2	R-3
600 Block Poplar Street	064-272-170	R-2	R-3
600 Block Poplar Street	064-272-180	R-2	R-3
600 Block Poplar Street	064-272-190	R-2	R-3
600 Block Poplar Street	064-272-200	R-2	R-3
940 Main Street	064-272-100	R-2	R-3

Chapter 18.20 Local Coastal Development Permits

This amendment modifies the language of 18.20.055(A), clarifying that a public hearing shall not be required for By-Right Affordable Housing Development applications per Chapter 18.44.

This amendment is required by Government Code Section 65583.2(i), stating that “by right” developments cannot require a discretionary local government review or approval.

Chapter 18.43 Higher Density Workforce Housing

This amendment introduces a new chapter that provides new workforce housing using the WHO, as defined in the LUP. Specifically, it applies to the sites designated to provide capacity to meet the City’s lower-income Regional Housing Needs Assessment (RHNA) listed in the City of Half Moon Bay 6th Cycle (2023-2031) Housing Element sites inventory.

This amendment is required by Government Code Section 65583.2(h), requiring site capacity for lower income households on sites that shall be zoned to permit residential use by right for developments in which at least 20 percent of the units are affordable to lower income households during the planning period.

The amendment identifies four applicable sites for the Higher Density WHO, their APN, underlying zoning, and the overlay density in Table 18.43.015 Applicable Sites.

Address	APN	Underlying Zoning	Overlay Density
830 Stone Pine Road*	056-590-010	P-S	30 du/ac
498 Kelly Avenue*	056-181-010	P-S	30 du/ac
300 Block Church Street*	056-150-020	P-S	45 du/ac
0 Block Stone Pine Road	056-250-070	P-S	30 du/ac

** This site is also in the By-Right Affordable Housing Development (Chapter 18.44)*

Subsection 18.43.020 allows residential uses, requiring at least 20 percent of residential units to be affordable, subject to deed restrictions and conditions of approval designed to ensure the housing will be affordable to the specified workforce, along with other requirements:

- A. Higher Density Workforce Housing units shall be affordable to extremely low, very low, low-income, or moderate-income households.
- B. Subdivision of land to accommodate workforce housing is allowed only if the use of the site established for the workforce housing is deed-restricted to school district workforce housing or affordable housing.

In subsection 18.43.025, the amendment clarifies that other development standards are those applicable to the underlying zoning district.

Chapter 18. 44 By-Right Affordable Housing Development

This amendment introduces a new chapter that provides a by-right approval pathway for qualifying projects on specific sites in Half Moon Bay that were identified during the Housing Element process to provide capacity for the City’s lower-income RHNA.

This amendment is required by Government Code Section 65583.2(c), (h), and (i), which set affordability criteria and approval requirements for these projects.

The amendment identifies 14 applicable sites for By-Right Affordable Housing Development, their APN, underlying zoning, their maximum density, and the relevant use & development standards chapter of the Municipal Code/IP in Table 18.44.015 Applicable Sites:

Address	APN	Underlying Zoning	Maximum Density	Use & Development Standards Chapter
830 Stone Pine Road*	056-590-010	P-S	30 du/ac	Ch. 18.09
498 Kelly Avenue*	056-181-010	P-S	30 du/ac	Ch. 18.09
300 Block Church Street*	056-150-020	P-S	45 du/ac	Ch. 18.09
101 Canada Cove Avenue	066-081-190	MHP	21.78 du/ac	Ch. 18.17
500 Block Poplar Street**	064-244-040	R-3	29.04 du/ac	Ch. 18.06
500 Block Poplar Street**	064-244-030	R-3	29.04 du/ac	Ch. 18.06
604 Poplar Street**	064-272-010	R-3	29.04 du/ac	Ch. 18.06
604 Poplar Street**	064-272-020	R-3	29.04 du/ac	Ch. 18.06
604 Poplar Street**	064-272-030	R-3	29.04 du/ac	Ch. 18.06
600 Block Poplar Street**	064-272-170	R-3	29.04 du/ac	Ch. 18.06
600 Block Poplar Street**	064-272-180	R-3	29.04 du/ac	Ch. 18.06
600 Block Poplar Street**	064-272-190	R-3	29.04 du/ac	Ch. 18.06
600 Block Poplar Street**	064-272-200	R-3	29.04 du/ac	Ch. 18.06
940 Main Street**	064-272-100	R-3	29.04 du/ac	Ch. 18.06

* This site is also in the Higher Density WHO (Chapter 18.43). Maximum density for these sites is per this overlay, see Table 18.43.015.

** This site is rezoned from R-2 to R-3 as part of the Municipal Code Amendments

Subsection 18.44.020 provides affordability criteria that applications must meet to be eligible for by-right housing:

- a. At least 20 percent of the units proposed are affordable to lower income households, as defined in Health and Safety Code Section 50079.5, and is a household whose income is equal to or less than eighty percent of the area median income, as published by the California Department of Housing and Community Development. A "housing development project" shall have the same meaning as defined in Government Code Section 65589.5(h)(2).
- b. These sites shall be developed at a minimum density of 20 units per acre

Subsection 18.44.025 provides approval requirements for eligible applications:

- A. Sites subject to by-right approval that are located within the Coastal Zone shall also be subject to an administrative Coastal Development Permit, if a permit is required, per Chapter 18.20.025.
- B. The Director shall approve, conditionally approve, or deny an application for development per this chapter (Chapter 18.44).

C. Public notice, appeals, and hearings apply to by-right review as follows:

1. Notice Required. Notice of the intent to approve a by-right application, or approve with conditions, shall be mailed by the Director to the applicant. In the event the Director acts to deny the application, the Director shall notify the applicant of the right to appeal the denial to the Planning Commission.
2. Appeals. Notwithstanding Chapter 1.25 of the Municipal Code, no appeal of an approval of a By Right Affordable Housing Development Project subject to this Chapter shall be allowed. The project applicant has the right to appeal a denial of a By Right Affordable Housing Development Project utilizing the procedures set forth in Chapter 1.25.
3. Hearings. No public hearing shall be required for by-right review.
 - a. No hearing is required for a Local Coastal Development Permit for an application under this chapter (Chapter 18.44), see 18.20.055(A)(2).

LUP Consistency

The LUP states the following:

In order to provide housing affordable to the local workforce and maximize opportunities for people of all income levels to access and live on the coast, this LUP establishes affordable housing as a Local Priority Use and introduces a WHO land use designation; which are Coastal Act Priority Uses when specifically associated with agricultural uses, as is all farmworker housing....With diverse and affordable housing as a pillar of the LUP it is the City's intention to harmonize the goals of the Coastal Act with those of State Housing law and the City's Housing Element.

Several LUP policies aim to satisfy the LUP goal of providing affordable housing and support the rezonings required through the sixth cycle Housing Element.

Policy 2-3 creates a hierarchy of priority uses. First are those uses defined as priorities in the Coastal Act and second, are those additional uses defined as priorities by the City.

Policy 2-3. Priority Land Uses. *Define priority land uses and support development of such land uses throughout the City by the following categories: a. Coastal Act Priority Uses: Coastal-dependent uses, agricultural uses, visitor-serving commercial uses, and coastal access and recreational facilities. Coastal Act Priority Uses are considered top tier priority in this LCP; and furthermore, as consistent with Coastal Act Section 30222, coastal-dependent industry and agriculture take precedence over all other uses including visitor-serving commercial recreation facilities. b. Local Priority Uses: Affordable dwelling units for extremely low, very low, and low-income households. Local Priority Uses are considered second tier priority behind Coastal Act Priority Uses in this LCP.*

The Municipal Code/IP amendments do not conflict with Coastal Act Priority Uses and are located in areas designated for higher density housing specifically to avoid such use conflicts. The amendments support the Local Priority Use of creating more affordable housing.

2-5. Housing Element Conformance. To ensure conformance with Coastal Act policies and priorities, focus the Housing Element's inventory of adequate [housing] sites within Town Center and through the Workforce Housing Overlay land use designation.

The zoning amendments provide greater specificity for increasing density by applying the WHO in the Public Services zoning district and on certain sites within the Town Center, and by changing the zoning from R-2 to higher-density R-3 on sites located primarily in the Town Center, as identified in the sixth cycle Housing Element.

2-102. Workforce Housing Overlay – Public Facilities and Institutions. Apply the Workforce Housing Overlay to portions of lands in the Public Facilities and Institutions land use designation. The overlay areas shall comply with the following requirements: a. The following locations and amount of housing may be considered for application of the Workforce Housing Overlay in the Public Facilities and Institutions land use designation: Public Schools: Up to 40 units may be developed at the Cabrillo Unified School District campuses. Units may be distributed amongst the different campuses, such as 10 units at Hatch Elementary/Pilarcitos High School, 20 units at Cunha Middle School, and 10 units at Half Moon Bay High School. At least one resident of each workforce housing unit shall be a full-time employee of the Cabrillo Unified School District. Other Public and Quasi-public Uses: Up to 10 units may be developed at the City of Half Moon Bay Ted Adcock Center; up to 40 units at the 515 Kelly Avenue Catholic Church [300 Church Street]; and up to 7 units at the 900 Cabrillo Highway North Lutheran Church. The units developed for this category shall be affordable to extremely low, very low, and low-income households. b. Subdivision of land to accommodate workforce housing is allowed only if the use of the site established for the workforce housing is permanently limited to school district workforce housing or affordable housing.

In the proposed amended Section 18.43.020(a) of the Municipal Code/IP, the WHO is applied to parcels in the Public Facilities and Institutions land use designation that were also specifically required in the Housing Element.

CEQA

On November 4, 2025, the City Council adopted Resolution No. 2025-73 and thereby adopted the Mitigated Negative Declaration for the 2023-2031 (6th Cycle) Housing Element (the "MND"). The Municipal Code amendments prepared in order to implement the Sixth Cycle Housing Element are covered by the MND and none of the circumstance under CEQA Guidelines Section 15162 that would require preparation of a subsequent EIR or negative declaration exist. Additionally, Public Resources Code Section 21080.9 exempts amendments to certified Local Coastal Programs from CEQA.

Conclusion

Based on the above analysis, staff concludes that with approval of these Municipal Code/IP amendments, the Housing Element can be found by HCD to be in substantial compliance with State Housing Element Law. The amendments are consistent with the General Plan Housing Element and the Local Coastal Land Use Plan. Staff recommends that the City Council introduce by title only and waive further reading of an ordinance amending Title 18 (Zoning) of the Municipal Code and Local Coastal Program Implementation (IP) to Implement Zoning Changes Identified in the Local Coastal Program Land Use Plan (LUP) and the Sixth Cycle Housing Element.

Public Comment

A hearing notice was published in the Half Moon Bay Review on August 7, 2026. Notices were mailed to all property owners and residents within 300 feet of zoning areas being revised on August 10, 2026.

ATTACHMENTS

1. Planning Commission Resolution
2. Draft Ordinance
3. Map of Rezoning
4. HCD Letter to Half Moon Bay Dated February 2, 2026
5. HCD Letter to Half Moon Bay Dated March 24, 2026
6. *The State vs. City of Half Moon Bay* complaint, dated July 16, 2026
7. Public Comments

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 1, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Leslie Lacko, Community Development Director
Ruby Zalduondo, Assistant Planner

TITLE: **APPROVE 2026 MEASURE D TRANSFERS**

RECOMMENDATION:

Adopt a resolution approving the transfer of 19 of the remaining Downtown base Measure D allocations, to be used for new dwelling units proposed in the Outside Downtown area, prioritized according to the scoring within the Measure D application checklist and as shown within Exhibit A to the Resolution (Attachment 1).

FISCAL IMPACT:

There is no fiscal impact anticipated with the Recommendation.

STRATEGIC ELEMENT:

This action supports the *Healthy Communities and Public Safety, Inclusive Governance, Fiscal Sustainability, and Infrastructure and Environment* Elements of the Strategic Plan.

BACKGROUND:

Measure D is a voter-approved residential growth management system for the City of Half Moon Bay, which was adopted by voters in 1999. Measure D went into effect in 2009 following California Coastal Commission certification. The purpose and intent of Measure D is to provide for development, which is orderly, sustainable, and fiscally responsible; to respond to the worsening traffic situation; and to protect the City's unique scenic and rural coastal character by managing the rate, location, and density of residential development. Measure D is incorporated into the City's Coastal Land Use Plan policies, which address the impacts of residential development through growth management strategies including lot retirement, lot mergers, and transfer of development rights. The intent of these policies is to concentrate development in existing developed areas, specifically the Town Center, while limiting development in areas where coastal resources, environmental hazards, and public infrastructure constraints are present. (See 2020 Update to LCLUP, p. 2-15). Measure D provides that the City issue Measure D allocations based on the system set forth in Chapter 17.06 of the Municipal Code. All new

residential dwelling units are required to have an approved Measure D allocation before other City permits may be applied for or issued.¹

Measure D accommodates 1% population growth annually, which is split between Downtown and Outside Downtown. The Downtown Area is defined as the Half Moon Bay redevelopment survey area adopted in November 1998 by City Resolution No. C-91-98 and codified within Section 17.06.020. Council also has discretion to approve additional “bonus” allocations that would result in an additional 0.5% population growth within the Downtown area. Council has approved such bonus allocations for Downtown for each year that Measure D has been in place.

Determination of Allocations Available per Calendar Year

The total number of allocations made available each year is determined according to Municipal Code Chapter 17.06 and authorized annually by City Council at the first meeting in December for the next calendar year. City Council approved the allocations available for 2026 on December 16, 2025², including 24 base allocations for Downtown, 23 bonus allocations for Downtown, and 23 allocations for Outside Downtown, for a total of 70 allocations. Figure 1. below provides a visual of how these allocations are divided.

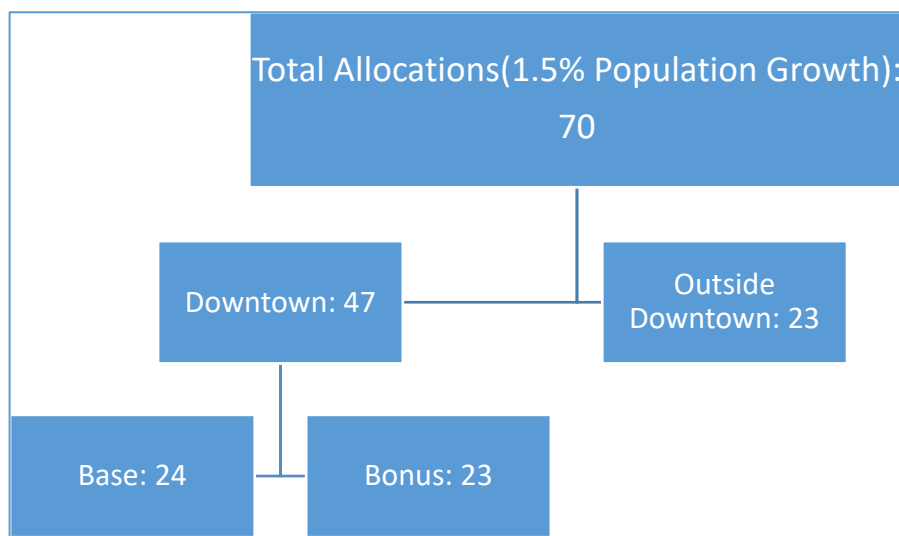


Figure 1. Diagram showing how Measure D Allocations are divided from the total number, which would accommodate 1.5% population growth, into allocations available for Downtown Base, Downtown Bonus, and Outside Downtown Allocations.

2026 Application Submittal Summary

The City received three applications requesting four Downtown allocations and 21 applications requesting 26 Outside Downtown allocations.

¹ Due to the fact that each new residential dwelling unit requires an allocation, one application for a subject property may include multiple allocations.

² [December 16, 2025 City Council Agenda - Residential Dwelling Unit Determination for 2026](#)

One 2025 Measure D applicant, 940 Main Street, received 17 of the 23 available 2026 Outside Downtown allocations as part of a Development Unit Phasing Agreement (MDA 24-028) approved at the December 2, 2025, City Council meeting³.

At the March 10, 2026, Planning Commission meeting, the Commission ratified the scoring and ranking of Outside Downtown applications based on the Measure D application checklist and the 6 remaining Outside Downtown allocations were awarded accordingly. The Commission determined how to allocate the final (23rd) allocation, recommending that one applicant — 544 Filbert, who applied for two allocations — receive one allocation in March 2026 and the second allocation be considered as a top priority for transfers in September.

After the 23 Outside Downtown allocations were awarded, 16 applicants requesting 20 Outside Downtown allocations remained. Those applicants would need to either re-apply in 2027 or request a transfer in September, if available.

Transfer Process

Municipal Code section 17.06.120.F (Distribution of residential dwelling unit allocations) provides for reallocation of Downtown base allocations in September as follows:

*If the maximum number of residential dwelling unit allocations has not been applied for by September 1st, any unused **base allocations** granted for the downtown area as provided in Section 17.06.020 may be transferred to projects located outside of the downtown area. Additional allocations granted for the downtown area as provided in Section 17.06.020 shall not be transferred to projects located outside the boundaries of the downtown area.*

Until recent years, transfers had only occurred a few other times in the history of Measure D and the municipal code and original Measure D language provided minimal direction regarding the transfer process. In 2019, City Council adopted Resolution No. C-2019-81, establishing procedures for transferring Measure D allocations and required findings that must be established for transfers. This resolution can be found as Attachment 3 and these procedures are further discussed later in this staff report.

DISCUSSION:

As of September 1, 2026, there are 20 remaining Downtown base allocations available for transfer. Transfers are at the discretion of City Council; therefore, Council is being asked to consider transferring the remaining Downtown Based allocations to projects proposed on sites located Outside Downtown. Staff has provided a recommendation to consider for prioritizing transfer allocations consistent with Resolution No. C-2019-81, however the Council may consider any other criteria the Council deems applicable for allowing allocation transfers for projects Outside Downtown that meet the stated City objectives.

³ [Resolution No. C-2025-81, December 2nd, 2025](#)

At the March 10, 2026, Planning Commission meeting, the Commission recommended that the City Council elect that Downtown allocations be transferred to all January 2026 applicants Outside Downtown who did not receive an allocation(s) (Attachment 2).

In July 2026, Staff reached out multiple times via email and phone to all applicants and homeowners that did not receive one or more of the Measure D allocations they applied for in January. Staff provided them with an online application to request to be considered for a transfer. 15 applicants responded, requesting a total of 19 allocations.

As mentioned in the background section of this report, in 2019 the City Council adopted some procedures relating to the Transfer process to guide future transfers. The procedures adopted include the following summarized criteria:

- A. That there are no known pending applications for a project(s) within Downtown needing Measure D Downtown base allocations.
- B. That the transfers are prioritized for projects Outside Downtown that include some form of more affordable housing, including but not limited to accessory dwelling units, duplexes, triplexes, or other multi-family units.
- C. That the applicant applying for a Measure D allocation for Outside Downtown demonstrates that the application(s) for the associated permit(s) have been prepared, including but not limited to a Coastal Development Permit or a Building Permit.
- D. That transfers may be allocated to single-family homes that include a component of affordability including an accessory dwelling unit, or a City approved deed restriction.
- E. That City Council consider any other criteria they deem to be applicable for allowing transfers for projects Outside Downtown that meet stated City objectives.

Of these, criteria A has been satisfied and 14 of 15 applicants meet criteria B and D, as applicable. Regarding criterion C, City staff interprets this to mean that the criterion could be readily met by any applicant. Typically, applicants cannot apply for a Coastal Development Permit or Building Permit until a Measure D allocation is secured. In recent years, some applicants have had to apply for Measure D allocations multiple times before receiving one, which was a circumstance that was not yet common in 2019 when these procedures were adopted. This leaves primarily criterion E for consideration.

Because more Measure D base allocations are available than have been requested for Transfer, Staff is recommending the transfer allocations be awarded to all requesting Measure D applicants. However, if Council wishes to consider other criteria to prioritize the transfers, they may also direct staff return with an alternative recommendation.

The number of allocations to be considered for Transfer and staff's recommendation are summarized by project type in the table below (the order does not represent a preference)⁴:

⁴ Two of the initial Measure D applicants did not request to be considered for a Transfer.

Table 1:

Project Type	Number of Allocations Requested for Transfer	Number of Allocations Recommended
Single-family Dwellings with ADUs (two allocations)	9	9
ADUs/JADUs	9	9
Multi-Family	0	0
Other (Duplex with multiple ADUs or Single-family with more than one ADU/JADU)	0	0
Single-family Dwellings	1	1
Totals	19	19

Awarding these 19 remaining allocations will accommodate slightly less than 1% population growth, for a total of 46 allocations awarded in 2026. The approval of these transfers to award these allocations would align with the intent of Measure D. It would also be supported by a variety of land use plan policies including but not limited to:

- ***Policy 2-6. Housing Diversity and Affordability.*** Encourage a diversity of housing types, including housing at a range of affordability levels, densities, sizes, and ownership types with equitable access to environmental benefits. Meet the needs of Half Moon Bay's diverse population, including young families, multi-generational families, students, young professionals, and seniors.
- ***Policy 2-8. Community Needs.*** Support the development of land uses desired by the community and which contribute to quality of life. Uses include affordable and diverse housing types such as farmworker housing and smaller homes; light industrial uses including live-work and artisan uses; adaptive reuse of heritage buildings; agriculture and agriculture-compatible uses along with supportive accessory uses; commercial including neighborhood and local-serving uses; quasi-public uses including childcare, healthcare, animal care, and assisted living; and public uses including parks and other community facilities.
- ***Policy 2-73. Small Infill Lots.*** Update IP standards for substandard infill residential lots to encourage development of smaller homes that provide diverse and affordable housing options compatible with neighborhood character.

The approval of these transfers to award these allocations would align with LCLUP Policies 2-16 and 2-17. Lastly, approval of the Measure D Transfers would support policies within the City's draft Cycle 6 Housing Element and would promote production of additional units which once developed would count toward Half Moon Bay's Cycle 6 Regional Housing Needs Allocations (RHNA's).

CEQA:

The approval of the Measure D transfers would not be subject to review under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21000, et seq. and the CEQA Guidelines (14 Cal. Code Regs. §§ 15000 et. seq.), including without limitation, Public Resources Code section 21065 and California Code of Regulations 15378 as this is an administrative action and approval of the transfers would not result in a direct, or reasonably foreseeable indirect, physical change in the environment. Additionally, the development of each residential development project (single family homes and ADU/JADUs) would be considered separately when the development or building permit application is submitted and would likely be categorically exempt under CEQA Guidelines section 15303 (Class 3-New Construction or Conversion of Small Structures).

NEXT STEPS:

If Council elects to adopt a resolution awarding the allocations, staff will inform the applicants and provide them with information on next steps for the permitting process. Staff will likely come to the City Council next for the annual Measure D Determination meeting during the first meeting in December, where the number of allocations for 2027 will be determined and any other minor administrative proposed changes will be discussed, such as those based on the Commission's scoring revision recommendations.

ATTACHMENTS:

1. Resolution with Exhibit A, Scoring and Ranking
2. P-26-06 - Planning Commission Resolution for 2026 Measure D Outside Downtown Allocations
3. C-2019-81 - City Council Resolution to Establish Transfer Procedure

Resolution No. C-2026-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
TO TRANSFER NINETEEN MEASURE D ALLOCATIONS FROM THE 2026 DOWNTOWN BASE
ALLOCATIONS TO OUTSIDE DOWNTOWN FOR SPECIFIED PROJECTS**

WHEREAS, Chapter 17.06 of the Half Moon Bay Municipal Code establishes a residential dwelling unit allocation system; and

WHEREAS, Section 17.06.120 establishes the distribution of residential dwelling unit allocations; and

WHEREAS, Section 17.06.120 further establishes that unused Downtown base allocations may be transferred to projects located Outside Downtown area after September 1st each year; and

WHEREAS, City Council has adopted procedures for approving such transfers by resolution based on findings; and

WHEREAS, City Council has followed the adopted procedures and made all the required considerations; and

WHEREAS, for 2026, all 23 Measure D allocations for Outside Downtown were issued on March 24, 2026; and

WHEREAS, for 2026, four of the 24 Measure D base Downtown allocations were issued; and

WHEREAS, 16 applications for 20 Measure D allocations for sites Outside Downtown did not receive allocations in March 2026; and

WHEREAS, 15 applicants requested a total of 19 allocations to be considered for a Measure D Transfer; and

WHEREAS, it is established that there are no known pending applications for a project(s) within Downtown needing Measure D Downtown base allocations for the remainder of 2026; and

WHEREAS, 14 of 15 applicant projects Outside Downtown area include a form of more affordable housing such as an accessory dwelling unit or junior accessory dwelling unit; and

WHEREAS, the approval of the Measure D transfers would not be subject to review under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section

21000, et seq. and the CEQA Guidelines (14 Cal. Code Regs. §§ 15000 et. seq.), including without limitation, Public Resources Code section 21065 and California Code of Regulations 15378 as this is an administrative action and approval of the transfers would not result in a direct, or reasonably foreseeable indirect, physical change in the environment. Additionally, the development of each residential development project (single family homes and ADU/JADUs) would be considered separately when the development or building permit application is submitted and would likely be categorically exempt under CEQA Guidelines section 15303 (Class 3-New Construction or Conversion of Small Structures).

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby incorporates the recitals identified above herein and makes the following findings in accordance with Resolution C-2019-81 as follows:

1. That there are no known pending applications for a project(s) within Downtown needing Measure D Downtown base allocations.
2. That the transfers are prioritized for projects Outside Downtown that include some form of more affordable housing.
3. That the applicants applying for a Measure D allocation for Outside Downtown have demonstrated that the applications for the associated permits have been prepared.
4. That transfers may be allocated to single-family homes that include a component of affordability including an accessory dwelling unit, or a City approved deed restriction.
5. That City Council considered and determined that no other criteria needs to be considered for allowing transfers for projects Outside Downtown that meet stated City objectives.

BE IT FURTHER RESOLVED, that the Council hereby transfers a total of 19 Measure D Downtown base allocations to specified projects located Outside Downtown for dwelling units for which the City is in receipt of an application for a Measure D allocation, and the applicants requested to be considered for Transfer. Measure D Certificates transferred pursuant to this resolution shall be allocated by staff to those projects specified within Exhibit A, attached hereto, and approved herein.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 1st day of September 2026, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

Maggie Rodriguez, City Clerk

APPROVED:

Debbie Ruddock, Mayor

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Exhibit A: 2026 Outside Downtown Measure D Ranking			Scoring Criteria Categories									
2	MDA #	Project Address	Unit Type	1. Infill Sites (max. 65 points)	2. Home Size, Scaling, and Clustering (max. 30 points)	3. Design for Walking and Bicycling (max. 12 points)	4. Design for Safety and Social Gathering (max. 10 points)	5. Design for Diverse Households (max. 15 points)	6. Landscaping (max. 32 points)	Total (max. 164 points)	Allocations Requested	Allocations Awarded	
3	MDA-2024-28	940 Main St. Development Phasing Agreement (C-2025-081)										17	17
4	MDA-2026-005	400 Belleville Blvd	ADU	30	21	10	10	15	32	118	1	1	
5	MDA-2026-017	564 Spruce St.	ADU	30	20	10	10	15	32	117	1	1	
6	MDA-2026-007	417 Belleville Blvd	ADU	30	20	9	10	15	32	116	1	1	
7	MDA-2026-008	360 Chesterfield Ave.	ADU	30	20	9	10	15	32	116	1	1	
8	MDA-2026-014	417 Magnolia St.	ADU	30	21	7	10	15	32	115	1	1	
9	MDA-2026-019	544 Filbert St.	SFD + ADU	30	17.5	10	10	15	32	114.5	2	1	
10	*MDA-2026-019	544 Filbert St.	SFD + ADU	30	17.5	10	10	15	32	114.5	-	1	
11	MDA-2026-021	22 Kelly Ave.	SFD + ADU	28.75	20	8	10	15	32	113.75	2	2	
12	MDA-2026-020	548 Magnolia St.	SFD + ADU	29	17.5	9	10	15	32	112.5	2	2	
13	MDA-2026-018	2 Mirada Rd.	ADU	30	20	4	10	15	32	111	1	1	
14	MDA-2026-010	550 Terrace Ave.	ADU	25	20	8	10	15	32	110	1	1	
15	MDA-2026-015	59 Guerrero St.	ADU	30	20	2	10	15	32	109	1	1	
16	MDA-2026-012	1529 Spinnaker Ln.	ADU	30	20	2	10	15	32	109	1	1	
17	MDA-2026-022	720 Monte Vista Ln.	SFD + ADU	30	17.5	10	5	15	29	106.5	2	2	
18	MDA-2026-001	551 Terrace Ave.	ADU	30	21	8	10	15	22	106	1	1	
19	MDA-2026-009	65 Ventura St.	ADU	30	20	2	10	15	29	106	1	1	
20	MDA-2026-011	401 Magnolia St.	ADU	30	20	7	10	10	29	106	1	1	
21	MDA-2026-004	117 Pumpkin Hollow Ct.	ADU	25	17.5	5	10	15	29	101.5	1	1	
22	MDA-2026-003	32 Jenna Ln.	SFD	22.14	15	11	5	15	32	100.14	1	1	
23	MDA-2026-016	332 Myrtle St.	SFD+ADU	28.75	21.5	8	5	5	20	88.25	2	2	
24	MDA-2026-006	303 Filbert St.	ADU	30	20	6	10	15	32	113	1	1	
25	MDA-2026-013	1270 Loryn Ln.	ADU	30	20	3	10	15	32	110	1	0	
26											Total # Allocations:	43	42
27													
28	Outside Downtown Allocations Awarded in March 2026												
29	Outside Downtown Recommended for Transfer												
30	No Request for Transfer Consideration												
31	Allocated by Phasing Agreement												
32	* Indicates the same submittal receiving a portion of the requested allocations												
33													

PLANNING COMMISSION RESOLUTION NO. PC-2026-06

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HALF MOON BAY RATIFYING
THE RANKING FOR 2026 MEASURE D APPLICATIONS FOR RESIDENTIAL UNIT ALLOCATIONS
OUTSIDE OF DOWNTOWN**

WHEREAS, in 1999 the voters of Half Moon Bay adopted Measure D, the Residential Growth Initiative, which limits residential growth to no more than 1 to 1.5% per year; and

WHEREAS, as a part of the implementation of Measure D, the City of Half Moon Bay adopted and the Coastal Commission Certified the Residential Dwelling Unit Building Permit Allocation System Ordinance, Chapter 17.06 of the Half Moon Bay Municipal Code; and

WHEREAS, Chapter 17.06 established a process for ranking Measure D Certificate applications in the event that these applications exceed the number of residential allocations permitted in a given year; and

WHEREAS, on December 16, 2025, the City Council adopted Resolution C-2025-088, which established the maximum residential growth allocation for 2026 as 47 in the Downtown area and 23 outside of Downtown; and

WHEREAS, on December 2, 2025, the City Council adopted Resolution C-2025-081, which approved a Development Phasing Agreement for an affordable housing project at 940 Main Street, for the project to receive 17 Measure D allocations in 2026 and 2027 for a total of 34 allocations; and

WHEREAS, in January 2026, the City received requests for 2 Measure D allocations for Downtown and 26 Measure D allocations for outside; and

WHEREAS, staff reviewed all Measure D Certificate applications and supporting documents for outside of Downtown allocations and assigned points to each application according to the criteria stated in Chapter 17.06; and

WHEREAS, based on this review, the Community Development Director ranked all of the applications received for outside of Downtown prior to January 31, 2026; and

WHEREAS, the Community Development Director forwarded this ranking together with staff's final determination of the points to the Planning Commission; and

WHEREAS, the Planning Commission conducted a duly noticed public meeting on March 10, 2026, at which time all those desiring to be heard on the matter were given an opportunity to be heard; and

WHEREAS, the Planning Commission considered all written and oral public comment presented for their consideration; and

WHEREAS, the Planning Commission has found and determined that the Community Development Director's determination of the points and ranking for the Measure D allocations were correctly applied according to the rules set forth in Section 17.06.120 of the Half Moon Bay Municipal Code; and

WHEREAS, the Planning Commission determined that the 23rd available allocation would be awarded to MDA-2026-019, 544 Filbert St, awarding 1 of the 2 requested allocations, and;

WHEREAS, the Planning Commission recommended that the City Council consider amending the Measure D transfer process timeline,

NOW, THEREFORE BE IT RESOLVED, the Planning Commission ratifies the determination of the point allocations and ranking for the year 2026 Measure D Certificates by the Community Development Director, set forth in Exhibit A to this resolution.

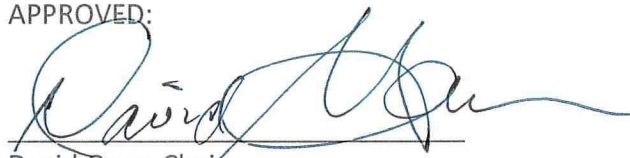
AYES, Gorn, Hernandez, DelNagro

NOES,

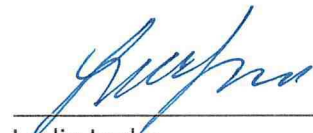
ABSENT, Rems, Ruddock

ABSTAIN,

APPROVED:



David Gorn, Chair



Leslie Lacko,
Community Development Director

A	B	C	D	E	F	G	H	I	J	K	L		
Exhibit A: 2026 Measure D Ranking			Scoring Criteria Categories										
1			1. Infill Sites (max. 65 points)	2. Home Size, Scaling, and Clustering (max. 30 points)	3. Design for Walking and Bicycling (max. 12 points)	4. Design for Safety and Social Gathering (max. 10 points)	5. Design for Diverse Households (max. 15 points)	6. Landscaping (max. 32 points)	Total (max. 164 points)	Allocations Requested	Allocations Awarded		
2	MDA #	Project Address	Unit Type										
3	MDA-2026-005	400 Belleville Blvd	ADU	30	21	10	10	15	32	118	1		
4	MDA-2026-017	564 Spruce St.	ADU	30	20	10	10	15	32	117	1		
5	MDA-2026-007	417 Belleville Blvd	ADU	30	20	9	10	15	32	116	1		
6	MDA-2026-008	360 Chesterfield Ave.	ADU	30	20	9	10	15	32	116	1		
7	MDA-2026-014	417 Magnolia St.	ADU	30	21	7	10	15	32	115	1		
8	MDA-2026-019	544 Filbert St.	SFD + ADU	30	17.5	10	10	15	32	114.5	2		
9	*MDA-2026-019	544 Filbert St.	SFD + ADU	30	17.5	10	10	15	32	114.5	-		
10	MDA-2026-021	22 Kelly Ave.	SFD + ADU	28.75	20	8	10	15	32	113.75	2		
11	MDA-2026-006	303 Filbert St.	ADU	30	20	6	10	15	32	113	1		
12	MDA-2026-020	548 Magnolia St.	SFD + ADU	29	17.5	9	10	15	32	112.5	2		
13	MDA-2026-018	2 Mirada Rd.	ADU	30	20	4	10	15	32	111	1		
14	MDA-2026-010	550 Terrace Ave.	ADU	25	20	8	10	15	32	110	1		
15	MDA-2026-013	1270 Loryn Ln.	ADU	30	20	3	10	15	32	110	1		
16	MDA-2026-015	59 Guerrero St.	ADU	30	20	2	10	15	32	109	1		
17	MDA-2026-012	1529 Spinnaker Ln.	ADU	30	20	2	10	15	32	109	1		
18	MDA-2026-022	720 Monte Vista Ln.	SFD + ADU	30	17.5	10	5	15	29	106.5	2		
19	MDA-2026-001	551 Terrace Ave.	ADU	30	21	8	10	15	22	106	1		
20	MDA-2026-009	65 Ventura St.	ADU	30	20	2	10	15	29	106	1		
21	MDA-2026-011	401 Magnolia St.	ADU	30	20	7	10	10	29	106	1		
22	MDA-2026-004	117 Pumpkin Hollow Ct.	ADU	25	17.5	5	10	15	29	101.5	1		
23	MDA-2026-003	32 Jenna Ln.	SFD	22.14	15	11	5	15	32	100.14	1		
24	MDA-2026-016	332 Myrtle St.	SFD+ADU	28.75	21.5	8	5	5	20	88.25	2		
25	MDA-2024-28	940 Main St. Development Phasing Agreement (C-2025-081)									Total # Allocations:	26 Requested	23 Available
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28	Receiving allocations
29	Not receiving allocations
30	Additional Determination Required
31	Allocated by Phasing Agreement
32	* Indicates same submittal receiving portion of allocations

Resolution No. C-2019-81

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
TO ESTABLISH A PROCEDURE FOR TRANSFERRING MEASURE D ALLOCATIONS FROM
DOWNTOWN BASE ALLOCATIONS TO OUTSIDE DOWNTOWN**

WHEREAS, Chapter 17.06 of the Half Moon Bay Municipal Code establishes a residential dwelling unit allocation system; and

WHEREAS, Section 17.06.120. establishes the distribution of residential dwelling unit allocations; and

WHEREAS, Section 17.06.120. further establishes that unused Downtown base allocations may be transferred to projects located outside the Downtown area after September 1st; and

WHEREAS, Section 17.06.120 does not specify a procedure for approving such a transfer, nor has one every been administered; and

WHEREAS, on September 3, 2019 City Council determined that such a transfer should be approved through a resolution of the City Council based on findings; and

WHEREAS, City Council and Chapter 17.06 of the Municipal Code prioritize affordable housing;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby establishes a procedure for transferring a portion or all of the Measure D Downtown base allocations to projects located outside Downtown; that transfers be approved by a resolution of the City Council in September or October, and that transfers be approved subject to the following findings:

- a. That it is established that there are no known pending applications for a project(s) within Downtown needing Measure D Downtown base allocations; and
- b. That allocation transfers are prioritized for projects outside Downtown that include some form of more affordable housing, including but not limited to accessory dwelling units, duplexes, triplexes, or other multi-family units; and
- c. That the applicant applying for a transferred Measure D allocation for a project site outside Downtown demonstrates that the application(s) for the associated permit(s) have been prepared, including but not limited to a Coastal Development Permit or a Building Permit; and

- d. That transferred allocations may be allocated to single-family homes that include a component of affordability including an accessory dwelling unit or a City approved deed restriction; and
- e. That City Council consider any other criteria they deem to be applicable for allowing allocation transfers for projects outside Downtown that meet stated City objectives.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 17th day of September, 2019 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers: Brownstone, Penrose, Ruddock, Eisen, Rarback

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

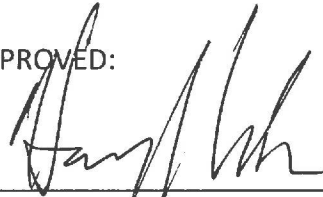
ATTEST:



For

Jessica Blair, City Clerk

APPROVED:



Harvey Rarback, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 1, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Kenneth Stiles, Interim Administrative Services Director
Mary Huerta, Management Analyst – Human Resources

TITLE: **CONSIDERATION OF EXTENDING HEALTH BENEFITS ELIGIBILITY TO ELECTED OFFICIALS**

RECOMMENDATION:

Receive information and provide direction regarding whether to extend health benefits eligibility to elected officials and, if so, provide direction regarding contribution levels by the City.

FISCAL IMPACT:

There is no direct fiscal impact associated with this discussion item. Depending on the selected option, estimated annual City medical costs for all five Councilmembers range from approximately \$9,720 to \$182,342. Actual costs would depend on participation, coverage tier, and plan selection. Additional benefits, if authorized, would increase costs.

STRATEGIC ELEMENT:

This recommendation supports the *Inclusive Governance* Element of the City's Strategic Plan.

BACKGROUND:

The City provides health benefits to eligible employees through the California Public Employees' Medical and Hospital Care Act (PEMHCA), administered by the California Public Employees' Retirement System (CalPERS). CalPERS provides participating public agencies access to a statewide menu of health plans and administers enrollment, billing, and related program requirements. Historically, members of the Half Moon Bay City Council have not been eligible to participate in the City's health benefits program.

California general law cities operate under Government Code provisions (primarily Gov. Code § 53201 and related sections) that allow cities to extend health, dental, and other insurance benefits to elected officials, including part-time councilmembers, if the city council adopts a resolution or ordinance authorizing it. There are several reasons why cities would choose to offer these benefits, including improved recruitment and equity of access to public office

(offering health benefits may widen the pool of people who can realistically serve — particularly self-employed people, or those without other coverage) and recognition of the time and other demands placed on elected officials performing important work for the public (meetings, constituent work, committee assignments). Councilmembers are paid a relatively small stipend for their service, currently \$955 per month plus \$100 auto allowance. Although Half Moon Bay City Councilmembers are considered part-time, the responsibility often demands significant hours over seven days each week, year-round.

Staff previously prepared an item for the February 3, 2026, City Council meeting to discuss whether health benefits eligibility should be extended to elected officials. Consideration of the item was deferred while the City completed labor negotiations with its employee groups. With those negotiations now concluded, staff is returning the matter to Council for policy direction. Under PEMHCA, an employer participating in the CalPERS health program is required to make a minimum monthly contribution toward health coverage. For calendar year 2026, the statutory minimum contribution is \$162 per month. An agency may provide a greater contribution depending on the benefit structure established by the agency.

DISCUSSION:

Since the prior item was prepared, staff surveyed neighboring jurisdictions to better understand whether health benefits are offered to elected officials and, where available, how medical premium costs are allocated between the jurisdiction and Councilmember.

Staff identified eight nearby jurisdictions that expressly provide health benefits to elected officials: Belmont, Brisbane, Colma, Daly City, Foster City, Hillsborough, Pacifica, San Carlos, and South San Francisco.

The survey demonstrates that there is no uniform regional approach. Among identified agencies providing Council health benefits, contribution structures range from the minimum PEMHCA contribution to arrangements under which the jurisdiction pays substantially all of the applicable medical premium.

The following are jurisdictions where staff was able to readily confirm the medical cost-sharing structure.

Council Health Benefit Contribution Comparison		
Jurisdiction	Monthly City Contribution	Monthly Council Member Contribution
Belmont	\$3,039	\$0
Brisbane	\$162	\$2,877

Colma	\$3,039	\$0
Daly City	\$2,887	\$152
San Carlos	\$2,596	\$443

The survey indicates that providing health benefits to elected officials is a practice used by several neighboring jurisdictions, although the amount of the public agency contribution varies considerably.

Medical Benefit Options

If Council wishes to extend medical benefits to elected officials, Council would need to determine the amount the City would contribute toward coverage.

Option 1: City Contributes PEMHCA Minimum

The City would contribute the statutory minimum, currently \$162 per month, with the Councilmember responsible for the remaining premium. Because the remaining premium could exceed the stipend payable through City payroll, this option may require the City to separately bill participating Councilmembers for a portion of their premium.

Option 2: Councilmember Contribution up to \$1,055

Participating Councilmembers would contribute up to \$1,055 per month toward their medical premium, equal to their current monthly City stipend. The City would pay the remaining premium, subject to the minimum employer contribution required under PEMHCA.

The same contribution formula would apply to all Councilmembers, although the City's actual contribution would vary based on enrollment tier and plan cost. This structure would generally allow the Councilmember share to be collected through payroll deduction, avoiding the need for separate billing. The estimated maximum annual cost for this option is \$119,040, assuming all five Councilmembers enroll in coverage at the Kaiser family rate.

Option 3: City Contribution Up to Kaiser Premium

The City would contribute up to the applicable Kaiser premium based on enrollment tier. A Councilmember selecting a higher-cost plan would pay the difference. This approach would most closely align with the medical contribution structure established under the City's current labor agreements but would also result in the highest potential City cost. Assuming all five Councilmembers enrolled at the \$3,039 family rate, the maximum annual cost would be approximately \$182,342.

Additional Health Benefits

Among the jurisdictions surveyed that provide medical benefits to elected officials, dental and vision coverage were also commonly provided. Council could similarly extend dental and vision coverage to Councilmembers and eligible dependents. Based on current staff benefit costs, the estimated annual cost for dental and vision coverage is approximately \$20,000 annually. Final eligibility and rates would be confirmed prior to implementation.

CONCLUSION

Providing health benefits to elected officials is an established practice among several neighboring jurisdictions, although contribution levels and benefit structures vary. Staff is seeking direction on the preferred medical contribution structure and whether Council is interested in also including dental, vision, life insurance, and long-term disability benefits.

Based on Council direction, staff would return with the necessary implementing documents, confirmed eligibility and costs for any additional benefits, and a proposed effective date for Council consideration.

ATTACHMENT:

No Attachments

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 1, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Dale Leda, Interim Public Works Director / City Engineer

TITLE: **SANITARY SEWER SYSTEM SUMMARY AND PROFESSIONAL SERVICES AGREEMENT WITH V.W. HOUSEN & ASSOCIATES**

RECOMMENDATION:

1. Receive a summary report on the condition of the City's sanitary sewer collection system, including the results of the recent infiltration and inflow assessment; and
2. Adopt a resolution authorizing the City Manager to execute a Professional Services Agreement with V.W. Housen & Associates for wastewater collection system engineering support services in an amount not to exceed \$99,217.

FISCAL IMPACT:

Implementation of the proposed work will require professional engineering and additional investigation of existing infrastructure, potentially including pipe cleaning, closed-circuit television (CCTV) inspection, and additional wet-weather monitoring. Funding for these services is available in the Sewer Enterprise Fund and was included in the adopted Fiscal Year 2026-27 City Operating Budget.

The proposed Professional Services Agreement with V.W. Housen & Associates (VWHA) is for an amount not to exceed \$99,217. No additional appropriation is required for the agreement.

Staff will utilize previously budgeted Sewer Enterprise Fund appropriations where feasible for additional services needed to complete the planning effort and will return to the City Council for approval of consultant agreements, contract amendments, or additional appropriations where required.

STRATEGIC ELEMENT:

This action supports the *Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, and Inclusive Governance* Elements of the Strategic Plan.

ENVIRONMENTAL REVIEW:

The recommended action consists primarily of planning, engineering, data analysis and condition assessment activities and does not constitute approval of a project under the California Environmental Quality Act (CEQA). Appropriate environmental review will be completed for individual projects as they are developed.

BACKGROUND:

The City owns and operates a sanitary sewer collection system consisting of approximately 35 miles of gravity sewer, 1.5 miles of force main, three pump stations, manholes, and associated facilities that convey wastewater to the Sewer Authority Mid-Coastside (SAM) wastewater treatment plant.

Over the past several years, the City has substantially improved the information available to assess the condition and performance of this system. Key efforts include:

- More than a decade of closed-circuit television (CCTV) sewer inspections and a National Association of Sewer Service Companies (NASSCO)-certified condition-assessment,
- The City's updated 2025 Wastewater Collection System Master Plan and related hydraulic modeling of the system,
- A major-basin infiltration and inflow (I&I) assessment completed by RH Borden during the 2025/26 wet-weather season, and
- Sewer inspection and rehabilitation requirements associated with the Pillar Point Harbor and Venice Beach Bacteria Total Maximum Daily Load (TMDL).

These efforts evaluate the collection system from different perspectives. CCTV identifies physical defects in individual pipelines; I&I monitoring identifies areas experiencing significant wet-weather flow; hydraulic modeling identifies capacity deficiencies; and regulatory requirements provide additional priorities for inspection and rehabilitation.

The next step is to organize the information already available, fill the most important remaining gaps, and translate the results into a coordinated capital investment plan with reasonable planning-level costs.

This effort is particularly timely because the City is beginning work on the next five-year sewer rate study, which staff is hoping to present to City Council in April 2027.

DISCUSSION:**Current Sewer System Information**

Staff's current assessment is that the City's sewer collection system is generally performing well but includes aging infrastructure, localized structural defects, significant wet-weather I&I in some areas of the system, and several previously identified hydraulic capacity deficiencies.

Some CCTV results are more than a decade old and may be outdated. A consolidated, strategic review of the existing data is needed to focus additional investigation on pipelines and facilities presenting the greatest structural, hydraulic, environmental, or operational risks.

Infiltration and Inflow Results

During the 2025/26 wet-weather season, the City contracted with RH Borden Co. to monitor seven major sewer sub-basins to evaluate infiltration and inflow (I&I). Inflow is stormwater that enters the sewer system relatively quickly during rainfall through sources such as illicit storm drain connections, while infiltration is groundwater that enters through cracks, pipe joints, manholes, or other defects and may continue after rainfall has ended.

RH Borden's flow-monitoring approach used cost-effective LiDAR mapping of individual manhole geometry and changes in water level to estimate flow rates, rather than traditional in-stream flow meters. While the resulting data was not intended for precise volume calculations or direct comparison with in-stream meters, it provided a useful basis for relative analysis of which sub-basins contribute the greatest magnitude of I&I.

Upon completion of the study in March, RH Borden estimated approximately 25.6 million gallons of storm-related I&I, representing about 9% of the total calculated flow across the seven monitored sub-basins during the monitoring period. Infiltration accounted for approximately 77% of the estimated I&I.

Results also indicated that I&I is concentrated in specific areas of the City's collection system. Arleta Park accounted for approximately 48% of the estimated I&I volume across the monitored areas, followed by Highway 92/Tree Streets at 18% and Kehoe/Spindrift at 14%. Together, these three sub-basins accounted for approximately 80% of the estimated I&I across the monitored areas. Refer to Attachment 4 for a map included of the sub-basins which were monitored.

The results provide a useful basis for targeting additional investigation. Staff can compare the higher-I&I areas with existing CCTV and pipeline-condition information and focus additional inspection where deteriorated City-owned infrastructure may be contributing to wet-weather flows. Results for all seven monitored sub-basins are summarized below:

Sub-Basin	Estimated I&I Volume (MG)	Estimated Total Volume (MG)	I&I as a % of Total Volume
Arleta Park (H09016)	12.4	84.6	14.6%
Hwy 92 / Tree Streets (H07007)	4.6	29.4	15.7%
Kehoe / Spindrift (H03003)	3.5	58.8	6.0%
Kelly / Downtown (H10001)	2.8	40.5	6.9%
Ocean Colony (H16036)	1.3	38.6	3.3%
Terrace / Grandview (H04004)	0.7	9.1	7.7%
Highland Drive (H07055)	0.3	15.8	2.2%
Total	25.6	276.8	9.3%

Other Available Condition and Planning Information

The City has completed multiple CCTV inspection programs over the last 14 years. Records include inspections dating back to 2011 including NASSCO rated structural defects.

This information is distributed across multiple reports, inspection programs, GIS records, and completed rehabilitation projects. Consolidating these records and reconciling previously identified defects against completed repairs will allow future CCTV work to be targeted where information is missing, outdated, or insufficient to support a capital-planning decision.

The City's 2025 Wastewater Collection System Master Plan also identified several areas where modeled peak wet-weather surcharge exceeded the City's performance criteria and developed conceptual improvements for those locations. Those improvements can be carried forward with updated planning-level costs reflecting current construction pricing and anticipated escalation.

In addition, the Pillar Point Harbor and Venice Beach bacteria TMDL provides another consideration when prioritizing sewer inspection and rehabilitation within one half of a mile of sensitive receiving waters. Recent City record review identified several TMDL-area pipelines for which CCTV documentation had not been located and two segments with significant defects.

Professional Engineering Support

The City now has enough information to move from broad system assessment toward a more focused capital-planning effort. Staff recommends consolidating the City's existing condition data, comparing I&I findings against pipeline condition, identifying targeted additional CCTV needs, developing rehabilitation projects and planning-level costs, updating previously identified Master Plan capacity project costs, and preparing a coordinated sewer capital investment plan.

To assist with this effort, staff proposes retaining V.W. Housen & Associates for wastewater collection system engineering support during Fiscal Year 2026-27.

VWHA has provided ongoing wastewater system engineering support services to the City of Half Moon Bay since 2015. Through their extensive past work developing and updating both the City's Sewer System Management Plan and Sewer System Master Plan, directing prior CCTV investigation work, permit compliance reporting with the California Water Board, and the development and stewardship of the City's hydraulic system modelling, they have a background, professional expertise, and exclusive knowledge of the City's sanitary sewer system that makes them uniquely qualified to perform this work efficiently and in alignment with the scheduling demands of the upcoming rate study.

The proposed scope includes:

- General regulatory support;
- Development of a consolidated library of sewer condition information;
- Review of the RH Borden results and Development of an I&I reduction strategy;
- Development of a targeted CCTV program;
- Updates to master plan information and project costs; and
- Development of prioritized sewer capital recommendations.

For rehabilitation prioritization, VWHA proposes a quantitative risk model that considers both likelihood and consequence of failure. Rehabilitation needs would then be combined with capacity and TMDL-related needs to develop recommended project scopes, schedules, priorities, and planning-level costs.

VWHA proposes to complete the work for a not-to-exceed amount of \$99,217. The principal capital-planning work is anticipated to be completed by December 2026, allowing the results to inform the City's upcoming sewer rate study.

Relationship to the Proposition 218 Rate Study

The upcoming sewer rate study provides an opportunity to establish rates based on a more complete understanding of the City's anticipated infrastructure needs. Projects do not require full design before they can be incorporated into the rate study, however, the City should have a reasonable technical basis for the projects anticipated during the five-year rate period, their approximate timing, and expected costs.

The proposed planning effort is intended to provide that level of definition by consolidating existing sewer system information, completing targeted additional investigation where necessary, and translating the results into specific rehabilitation projects and planning-level costs. Staff anticipates completing this work sufficiently in advance of the draft sewer rate study currently expected to return to the City Council in approximately April 2027.

ATTACHMENTS:

1. Resolution Authorizing a Professional Services Agreement with V.W. Housen & Associates
2. V.W. Housen & Associates Proposal
3. 2025 Sewer Master Plan Capacity Project Summary
4. 2025/2026 RH Borden I&I Summary Report & Sub-Basin Map
5. Historical CCTV and Defect Summary Maps

Resolution No. C-2026-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH V.W. HOUSEN & ASSOCIATES FOR WASTEWATER COLLECTION SYSTEM SUPPORT ENGINEERING SERVICES IN AN AMOUNT NOT TO EXCEED \$99,217.

WHEREAS, the City of Half Moon Bay owns and operates a sanitary sewer collection system that requires ongoing condition assessment, rehabilitation and capacity planning, regulatory compliance, and management of infiltration and inflow; and

WHEREAS, the City has developed substantial information regarding the condition and performance of the collection system through CCTV inspection, sewer master planning, infiltration and inflow monitoring, completed capital projects, and regulatory programs; and

WHEREAS, the City desires to consolidate and evaluate this information, identify targeted additional assessment needs, and develop prioritized sewer capital projects, planning-level costs, and anticipated timing to support the City's upcoming sewer rate study; and

WHEREAS, V.W. Housen & Associates has submitted a proposal to provide wastewater collection system engineering support services, including consolidation of sewer condition information, development of an infiltration and inflow reduction strategy, development of a targeted CCTV program, updates to Wastewater Collection System Master Plan information and project costs, and preparation of a sewer capital investment plan; and

WHEREAS, through their extensive past work developing and updating both the City's Sewer System Management Plan and Sewer System Master Plan, directing prior CCTV investigation work, permit compliance reporting with the California Water Board, and the development and stewardship of the City's hydraulic system modelling, V.W. Housen & Associates has the background, professional expertise, and exclusive knowledge of the City's sanitary sewer system that makes them uniquely qualified to perform this work efficiently and in alignment with the scheduling demands of the upcoming rate study.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute a Professional Services Agreement with V.W. Housen & Associates for wastewater collection system engineering support services in an amount not to exceed \$99,217.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 1st day of September 2026, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, City Clerk

Debbie Ruddock, Mayor

August 21, 2026

Mr. Dale Leda
Interim Public Works Director / City Engineer
City of Half Moon Bay
501 Main Street
Half Moon Bay, CA 94019

Subject: Proposal for Wastewater Collection System Engineering Support for Fiscal Year 2026-2027

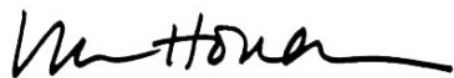
Dear Mr. Leda:

Attached please find our proposed budget for wastewater collection system support services for the City of Half Moon Bay for Fiscal Year 2026-27. Services will be provided on an as-requested, as-needed basis. The anticipated tasks are described in the attached scope of work, which is summarized below:

- General as-needed support, including regulatory assistance.
- Develop library of sewer condition information.
- Review I&I study from R.H. Borden and other historical flow data and develop I&I reduction strategy.
- Develop targeted CCTV Program.
- Update Master Plan to memorialize new information gained regarding infrastructure connections and condition upstream of the wastewater treatment plant. Update Master Plan project costs.
- Develop 5-Year Capital Investment Plan using a numerical model that assigns risk using existing data, CCTV findings, and Master Plan recommendations, combined with consequence of failure factors.

As shown on Table 1, the anticipated cost to complete this work is \$99,217. We are excited to continue working with the City to address your wastewater collection system needs. Please contact me at (925) 518-3487 or vhousen@housenassociates.com if you have questions or would like additional information.

Sincerely,
V. W. Housen & Associates



Vivian Housen, P.E.
Principal

City of Half Moon Bay
2026-27 Wastewater Collection System Engineering Support
Scope of Services

Following are descriptions for anticipated tasks to be completed in Fiscal Year 2026-27 by V. W. Housen & Associates (“VWHA”) for the City of Half Moon Bay (“City”) Wastewater Collection System. All work will be completed on an as-needed basis, as requested by the City.

SCOPE OF SERVICES

Task 1. General as-needed support, including regulatory assistance. VWHA recently assisted the City with completion of the 2026 Sewer System Management Plan. This task includes support as needed with the annual report (due in April), annual reporting (due in February), other reporting of spills / no spills, or other assistance as needed. This task includes a placeholder of 24 hours of staff assistance (2 hours per month).

Task 2. Develop library of sewer condition information. This task reviews, consolidates, and organizes available data from the City’s closed circuit television inspection (“CCTV”) programs that were completed between 2011 and 2022, 2024 Mark Thomas & Company CCTV data (when received), and information on recently-completed CIP projects. The library will comprise all raw data, spreadsheet summaries of the inspections and their identified defects, and maps showing the various programs and defect information.

Deliverables: GIS shapefiles, excel spreadsheet with compiled data.

Task 3. Develop Inflow and Infiltration “I&I” reduction strategy. The City collected flow data for the 2014 and 2024 master planning efforts, and more recently, contracted with R. H. Borden to complete additional monitoring and an I&I analysis. VWHA will review these resources and develop a visual representation of the City’s I&I. The data will be reviewed in conjunction with CCTV data to identify potential areas where I&I reduction might be achieved via specific pipeline rehabilitation projects.

Deliverables: Technical Memorandum summarizing I&I findings

Task 4. Develop Targeted CCTV Program. Using the information gathered in Tasks 2 and 3, above, VWHA will develop a targeted CCTV program for the City. The program will focus on: (a) TMDL needs; (b) I&I reduction from Task 3; (c) filling in data gaps in areas with high consequence of failure; (d) filling in data gaps for other pipes with poor quality or no inspection data; and (e) re-inspecting pipes that have a higher likelihood of failure (i.e., structural Grade 4) based on old inspection records. The intent is not to reinspect the entire collection system, but to collect sufficient data to inform the capital investment plan and 5-year rate study.

Deliverables: GIS shapefiles, excel spreadsheet with proposed CCTV priorities.

Task 5. Update Master Plan Descriptions and Costs. After the Wastewater Collection System Master Plan was completed, the City and SAM continued to explore and identify changed conditions upstream of the SAM wastewater treatment plant. The most notable findings are (a) the discovery of a storm drain connection from the Kehoe neighborhood to plant piping; and (b) a connection between the City’s and SAM’s infrastructure on Bev Cunha Road. VWHA will meet with City and SAM staff to understand these and other new data regarding the infrastructure and will memorialize these discussions in the Master Plan document. At the same time, VWHA will update capacity project costs in preparation for developing a capital investment plan for the City.

Deliverables: Updated Master Plan document which includes new discussions; Excel spreadsheet with updated costs.

Task 6. Develop Capital Investment Plan. VWHA will complete this task in 2 steps. First, using the information from Tasks 2 and 3, we will assist staff to develop recommended rehabilitation projects. Projects will be prioritized based on risk (likelihood and consequence of failure), using factors such as structural condition, I&I reduction, regulatory and environmental considerations, constructability, construction efficiency, and community impacts. Project scopes, schedules, and costs will be prepared. Next, these rehabilitation needs will be combined with TMDL requirements and capacity needs to form the capital investment plan. The capital investment plan will include planning, design, construction, contingency, and related project costs. Recommended timing of expenditures to support the 5-year rate study will be developed.

Deliverables: GIS shapefiles and Excel spreadsheet with risk assessment results, capital investment plan recommendations, costs, and priorities. Draft and final Technical Memorandum summarizing work completed to evaluate rehabilitation needs. Capital investment plan project descriptions.

SCHEDULE AND BUDGET

VWHA proposes to complete these tasks for a not to exceed amount of \$99,217, as shown in Table 1 on the following page.

Our proposed schedule for completing this work is shown below:

- Notice to Proceed: 9/1/2026 (hypothetical)
- Task 1: General As-Needed Support As-needed
- Task 2: Develop Library of CCTV and Other Data 2 weeks after receipt of Mark Thomas & Co (MTCO) CCTV data
- Task 3: Develop I&I Reduction Strategy 9/22/2026
- Task 4: Develop Targeted CCTV Program 2 weeks after completion of Task 2
- Task 5: Update Master Plan Descriptions and Costs 9/22/2026
- Task 6: Develop 5-Year Capital Investment Plan via Risk Model
 - Develop Risk Model 10/27/2026, presuming MTCO data is received within 1 week of NTP
 - Develop Draft and Final Rehabilitation Plan 11/17/2026
 - Incorporate Capacity and TMDL Needs 12/8/2026

Table 1 Proposed Tasks and Estimated Budget

TASK DESCRIPTION	Hours				Cost		
	Vivian Housen	PE3	PE2	VWHA Hours	VWHA Cost	Mileage (\$)	Total (\$)
VWHA 2026 /27 Billing Rate	\$313	\$198	\$172				
1. General As-Needed Support							
A placeholder of 24 hours is included for miscellaneous as-needed support.	24			24	\$ 7,500	\$ 100	7,600
Task 1 Subtotal	24	0		24	\$ 7,500	\$ 100	7,600
2. Develop Library of Sewer Condition Information							
a. Compile, analysis, and organize available CCTV and CIP data; meet with City to review results.	4	24	60	88	\$ 16,292		16,292
b. Incorporate MTCO 2024 data when received.	2	2	8	12	\$ 2,393		2,393
Task 2 Subtotal	4	24	60	100	\$ 18,685	\$ -	18,685
3. Develop I & I Reduction Strategy					\$ -		
a. Review RH Borden Report and other available data.	4	4	24	32	\$ 6,158		6,158
b. Correlate I&I to CCTV data (if possible); develop and document strategy and present to City staff.	16	4	16	36	\$ 8,536		8,536
	4	8	24	68	\$ 14,694	\$ -	14,694
4. Develop Targeted CCTV Program							
Develop prioritized program and present to City staff. Includes one revision to incorporate feedback.	8	16	30	54	\$ 10,813		10,813
Task 4 Subtotal	8	16	30	54	\$ 10,813	\$ -	10,813
5. Update Master Plan Descriptions and Costs							
a. Update Master Plan discussion to include new findings re: infrastructure upstream of plant.	6		4	10	\$ 2,561		2,561
b. Update capacity project costs.	4		4	8	\$ 1,936		1,936
Task 5 Subtotal	10		8	18	\$ 4,497	\$ -	4,497
6. Develop 5-Year CIP via Risk Model							
a. Develop Rehabilitation Projects Using Qualitative Approach - Collect maintenance and GIS data for risk model - Develop Likelihood and Consequence of Failure weights and values - Assign risk factors to gravity sewer pipes using GIS - Develop a risk score for every gravity sewer pipe - Develop rehabilitation decision process - Develop capital investment plan based on resulting risk profile	16	32	120	168	\$ 31,916		31,916
b. Incorporate TMDL, I&I reduction, and capacity assessment projects; develop priorities and costs for the combined program; prepare project descriptions for capital investment plan.	4	16	16	36	\$ 7,162		7,162
Task 6 Subtotal	20	48	136	204	\$ 39,078	\$ -	\$ 39,078
7. Project Management							
General check-in meetings, project management, invoicing.	12			12	\$ 3,750	\$ 100	3,850
Task 1 Subtotal	12	0	0	12	\$ 3,750	\$ 100	3,850
Total Estimated Hours/Costs	82	96	258	480	\$ 99,017	\$ 200	\$ 99,217



ES.6 Capacity Analysis Results

The City's modeled collection system network was evaluated for its capacity to convey flows that are predicted to occur during a design storm event while meeting the City's surcharge criteria. If the water level rises to within three feet of ground surface, the associated pipeline may not have a predicted spill, but is still considered for the purposes of system planning to have insufficient capacity.

Four locations are predicted by the hydraulic model to have surcharged conditions within three feet of the ground surface during the design storm. Surcharged conditions occur when the water level in a manhole rises higher than the top of the adjacent pipe:

- 1) Pilarcitos Avenue. This location shows a surcharge that is caused by surcharged conditions in the SAM IPS interceptor. The 21-inch IPS interceptor on Bev Cunha Country Road requires upsizing by SAM in order to convey the contracted plant capacity of 15 mgd. The current IPS interceptor is not able to convey these flows, and therefore does not allow the City's flow to enter freely during the design storm event¹.
- 2) Grand Blvd. Two bottlenecks create surcharge conditions on Grand Blvd., east and west of Highway 1.
- 3) Jenna Lane, south of Pilarcitos Creek. This surcharge is caused by the same bottleneck that creates the Grand Blvd. surcharge.
- 4) Strawflower Village Shopping Center. This surcharge is caused by the same bottleneck that creates the Grand Blvd. and Jenna Lane surcharge issues.

These locations are shown on Figure ES.4.

As a test to the system, after the capacity analysis described above was completed, the December 31, 2022 wet weather event was added to the hydraulic model and results reviewed. SAM measured 5.3 inches of rainfall on December 31, 2022². Under flows from this wet weather event, the hydraulic model predicted spills from the four spill locations discussed above and three additional manholes that are predicted to surcharge during the design storm.

Of note is that the City did not observe or report spills in any of the predicted spill locations. As a result, it is highly likely that the City's hydraulic model is conservative, i.e., overpredicts flow. Further comparison of modeled water levels to measured levels obtained from the City's Smartcover metering manholes confirmed that the model predicts higher water levels than were

¹ In April 2025, as-built information for the IPS that was provided by SAM showed differences in the sewer configuration from the information contained in the SAM and City GIS files. The information provided, when incorporated into the model, will likely help alleviate or eliminate the Pilarcitos Avenue surcharge condition. This change will be completed before the final Master Plan document is prepared.

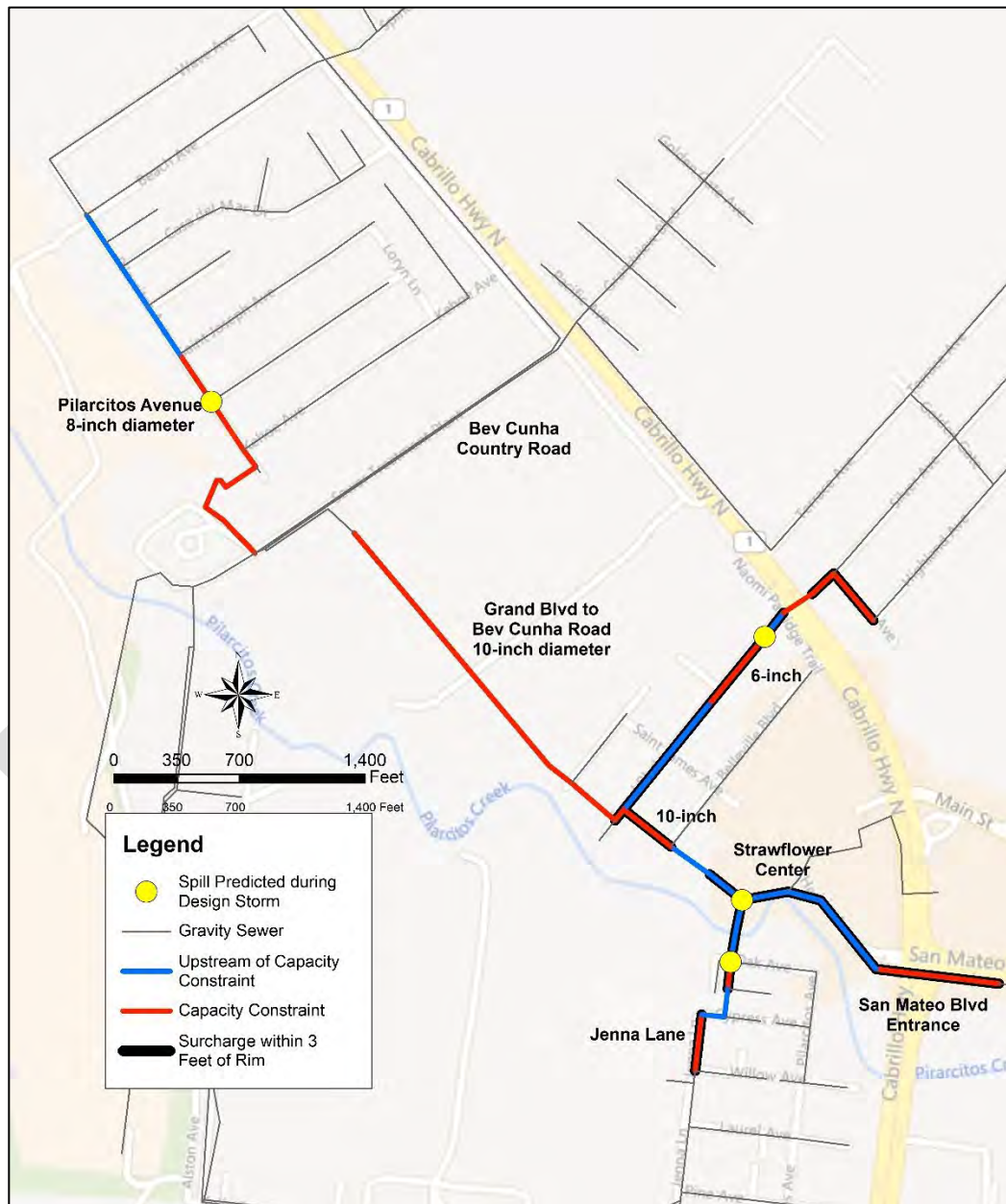
² Values from Table 8 of "Data Driven System Performance Evaluation," Climate Adaptive Systems, Draft February 23, 2024



actually measured on December 31, 2022. Further refinement of the model may be warranted if the City decides to reduce predicted modeled-generated flows so that they are more representative of measured flow.

The capacity assessment also reviewed the City's three pump stations and confirm that all of the stations have sufficient capacity to convey flows from the design storm.

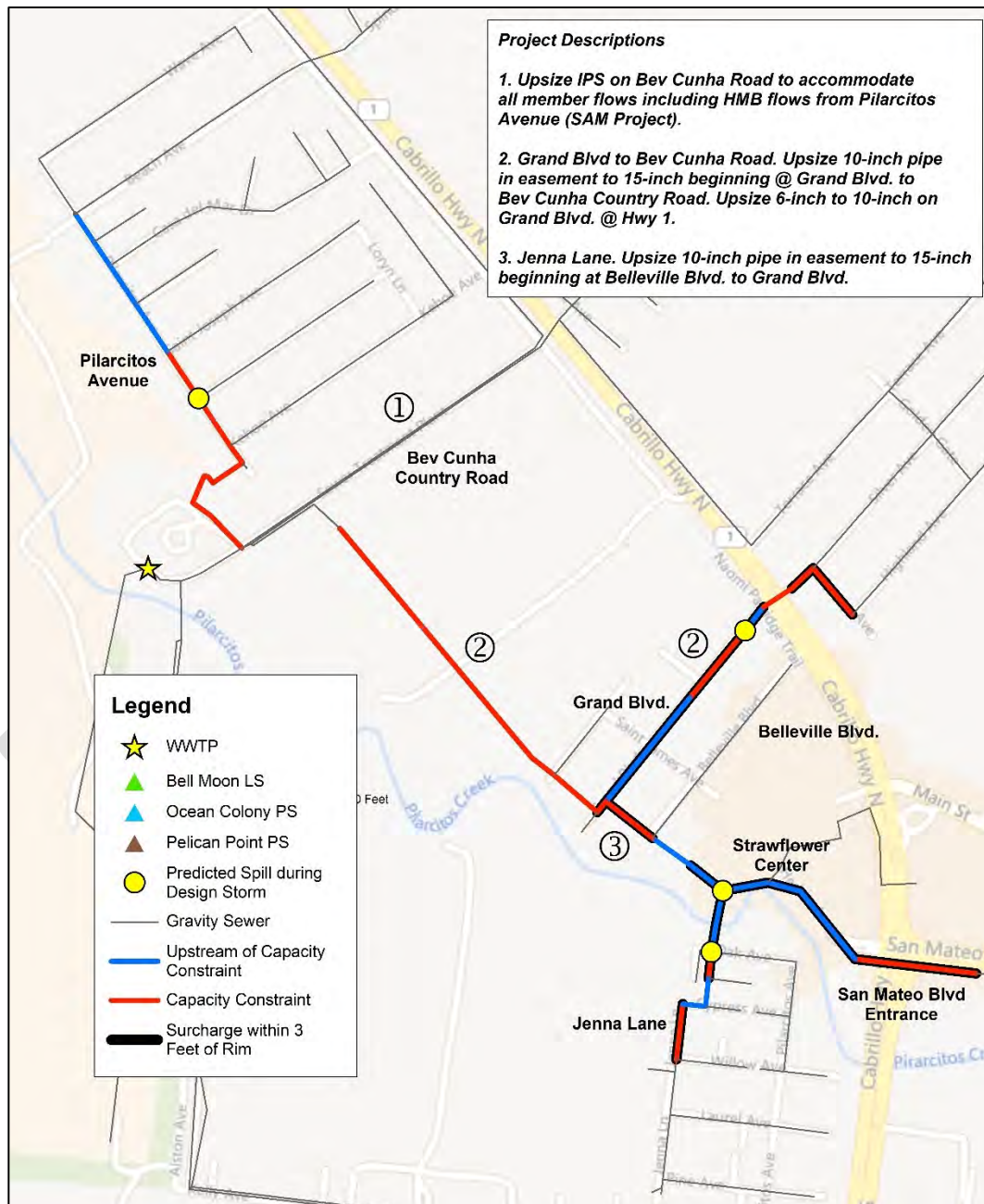
Figure ES.4 Pipelines with Capacity Constraints during Design Storm



ES.7 Project Descriptions and Costs

Figure ES.5 describes three projects that are recommended to address identified capacity needs. These projects address all locations with predicted spills during the design storm, as well as all locations where the hydraulic model predicts surcharging within three feet of the manhole rim.

Figure ES.5 Capacity Improvement Projects



Note that the project identified as “1” in Figure ES-5 will likely be eliminated after the hydraulic model is updated to reflect information in the SAM IPS as-built drawings. The first project,



which would be completed by SAM, was to upsize the IPS on Bev Cunha Country Road. This project was based on several assumption related to the connection between the City and the IPS that are different than shown in the IPS as-built drawings. After the hydraulic model is corrected, it is expected that this project will no longer be required.

The second project upsizes the existing 1,950 foot long, 10-inch interceptor between Belleville Blvd. and Bev Cunha Country Road to 15-inches in diameter. This project would address predicted capacity issues within the Strawflower Shopping Center back through the entrance on San Mateo Blvd., and would also address capacity needs on Jenna Lane. In addition to this project, one 390-foot long pipe segment on Grand Blvd requires upsizing from 6-inches to 10-inches and one short segment on Jenna Lane requires upsizing from 6-inches to 8 inches.

For the purposes of estimating costs for this project, implementation of the highest-cost option (open cut or open trench construction) was assumed. The cost includes pipe installation, associated construction tasks, contingency, engineering, and administration.

Project costs are shown in Table ES.1.

Table ES.1 Estimated Project Costs

Project	Base Construction Cost	Contingency (30%)	Engineering and Admin (30%)	Total Project Cost
Grand Blvd. to Bev Cunha Country Road	1,257,750	\$377,325	\$490,525	\$2,125,600
Jenna Lane Capacity Improvements (added to the Grand Blvd. project above)	\$171,250	\$51,375	\$66,800	\$287,425



RH BORDEN
DELIVERING DATA TO SMART CITIES

BASINiQ™ Inflow & Infiltration Assessment

City of Half Moon Bay, CA

Prepared by RH Borden and Company, LLC

Introduction

Inflow and Infiltration (I&I) continue to impose significant costs and operational challenges on wastewater utilities across the country. Excess surface water and groundwater intrusion elevate treatment volumes, strain aging infrastructure, and increase the risk of sanitary sewer overflows. For City of Half Moon Bay addressing I&I is essential not only to reduce costs but also to ensure the long-term reliability of its collection system.

In October 2025, RH Borden was engaged by City of Half Moon Bay to conduct a BASINiQ™ Major Basin I&I Assessment. After continuous monitoring and multiple storm events, the study delivered a complete, data-driven profile of inflow and infiltration across the system. Unlike traditional methods that can take years and require costly, labor-intensive investigations, BASINiQ™ has now provided actionable results in a fraction of the time and at lower cost.

Methodology

The study combined three technological advancements unique to BASINiQ™:

1. Sensor-Dense Monitoring Network

- o 10 radar-based level sensors were installed across the system, typically one every 300-800 feet.
- o These sensors transmitted continuous water-level data without requiring confined space entry for installation.

2. Manhole Virtual Models (MVMs)

- o Every sensor location was scanned with high-resolution LIDAR and 360° video.
- o These immersive digital twins revealed structural defects, infiltration pathways, and surface inflow channels invisible during standard inspections.

3. Weather-Integrated Flow Analysis

- o Using the BASINiQ™ patented methodology, the manhole digital twins were converted into virtual flumes allowing the water levels to be converted into flow hydrographs. This allowed flow comparisons to be conducted between all sites regardless of the pipe sizes leading into them. This allowed I&I contributions in mainlines to be compared to I&I also found in trunk lines.

- o The flow hydrographs were cross-referenced with rainfall data from the Baron Weather Network, which provides updates every four minutes across a half-mile grid.
- o The correlation of the flow hydrographs and the weather information allowed for correlation between flow anomalies and storm activity, separating inflow, infiltration, blockages, and normal diurnal flow.

The combination of these methods created a robust diagnostic process that not only identified I&I, but also localized it precisely and provided visual evidence to guide remediation.

Study Overview

During the study, rainfall events occurred providing multiple opportunities to observe the system's behavior under stress. Data from the sensors, along with the MVM scans, were integrated into the RH Borden GIS dashboard. This tool now serves as a permanent resource, enabling staff to visualize system performance, review manhole conditions, and prioritize interventions.

Findings

System-Wide Observations

The most widespread challenge identified was infiltration particularly in manholes where structural degradation or utility penetrations allowed groundwater to enter gradually and persist over several days. Inflow — stormwater entering directly through manhole defects, riser gaps, or surface-level connections was also present.

Manhole-Level Diagnoses

Attached are the site summaries for each of the primary observations in the study. Each page highlights site details including a narrative description of each observation in the study. For reference the RH Borden GIS Dashboard can be accessed at the following link:

<https://experience.arcgis.com/experience/5ee8dcbb29f54d19951ef5a9676a8a7c>

Return on Investment

The BASINIQ™ study located the primary sources of I&I within the study area, at less than half the cost of traditional methods.

- **BASINIQ™:**
 - o Basins Assessed: 10
 - o Months for Completion: 4 months
 - o Total Study Cost: \$46,000
 - **Traditional Methods:**
 - o Basins Assessed: 10
 - o Months for Completion: 8-12 months
 - o Estimated Study Cost: \$150,000
-

Recommendations

- Recommended actions can be found in the notes on each individual site summary noted in the appendix.

Conclusion

City of Half Moon Bay now has a detailed, data-rich understanding of its I&I challenges. By combining hydrograph analysis, manhole digital twins, and precision weather data, RH Borden has identified inflow and infiltration sources that would have taken years to uncover with traditional methods.

With targeted remediation, ongoing monitoring, and an expanded assessment program, the collection system is positioned to achieve a significant I&I reduction as soon as the recommended actions can be taken at significantly lower cost and in less time than industry norms.

Site Information - Primary Observation



Study Type: Major Basin Study

Manhole ID: H10001

Sensor ID: 202084542

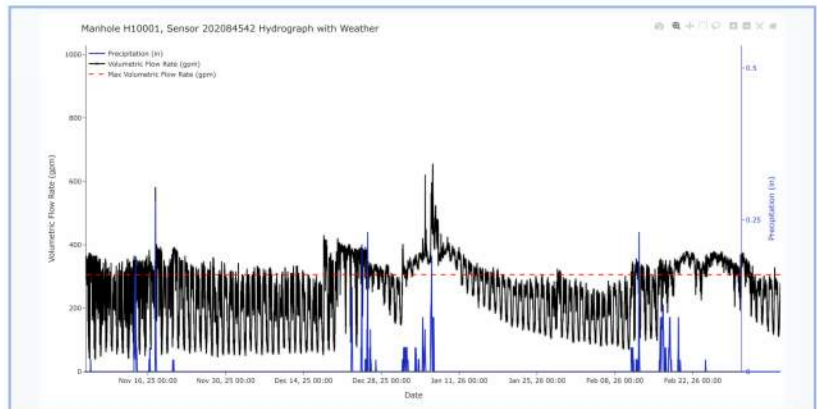
Installation Date: 11/04/2025

Dashboard URL: <https://experience.arcgis.com/experience/5ee8dccb29f54d19951ef5a9676a8a7c>

Site Flow Hydrograph



360 URL: <https://rhborden.s3.us-east-2.amazonaws.com/manhole/5/77/809f3432-a1f8-4ff9-8d66-11ed3b141334/743/76e8ab0c-4fa9-44d1-89c5-691aba522686-360Video.mp4>



Hydrograph URL: https://rhborden.s3.us-east-2.amazonaws.com/ready/5/77/2025/Hydrograph/743_Hydrograph.html

Digital Twin / Location



Wall Analysis URL: <https://rhborden.s3.us-east-2.amazonaws.com/manhole/5/77/809f3432-a1f8-4ff9-8d66-11ed3b141334/743/743-animation.mp4>



Diagnosis: Major Infiltration detected at this site and upstream pipe.

Action: Conduct Target Basin Assessment to pinpoint sources of I&I.

Site Information - Primary Observation



Study Type: Major Basin Study

Manhole ID: H03003

Sensor ID: 202084574

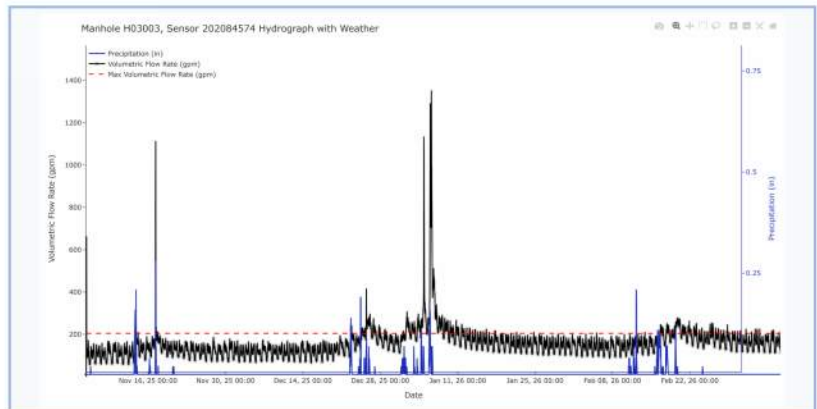
Installation Date: 11/04/2025

Dashboard URL: <https://experience.arcgis.com/experience/5ee8dccb29f54d19951ef5a9676a8a7c>

Site Flow Hydrograph



360 URL: https://rhborden.s3.us-east-2.amazonaws.com/manhole/5/77/809f3432-a1f8-4ff9-8d66-11ed3b141334/621/621_2025-11-04_HalfMoonBay_CA_360.mp4.mp4

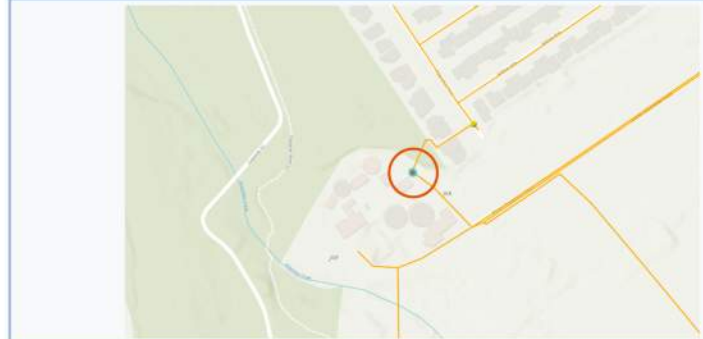


Hydrograph URL: https://rhborden.s3.us-east-2.amazonaws.com/ready/5/77/2025/Hydrograph/621_Hydrograph.html

Digital Twin / Location



Wall Analysis URL: <https://rhborden.s3.us-east-2.amazonaws.com/manhole/5/77/809f3432-a1f8-4ff9-8d66-11ed3b141334/621/621-animation.mp4>



Diagnosis: Major Infiltration detected at this site and upstream pipe.

Action: Storm drain cross connect has been closed. Examine pipes between this location and H3007 for source of I&I.

Site Information - Primary Observation



Study Type: Major Basin Study

Manhole ID: H09016

Sensor ID: 202082224

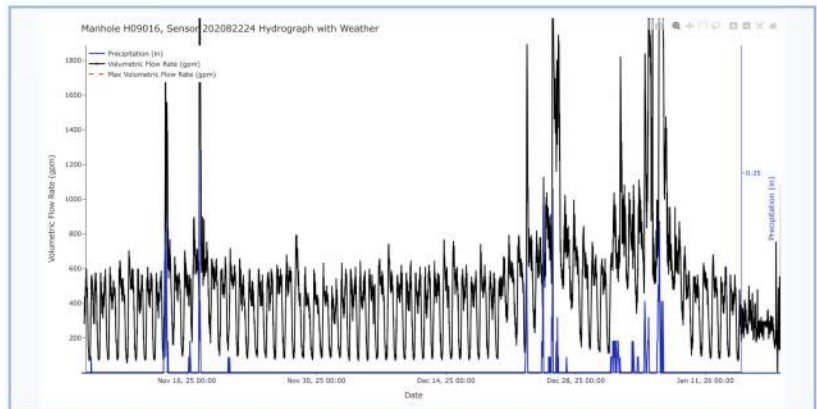
Installation Date: 11/04/2025

Dashboard URL: <https://experience.arcgis.com/experience/5ee8dccb29f54d19951ef5a9676a8a7c>

Site Flow Hydrograph

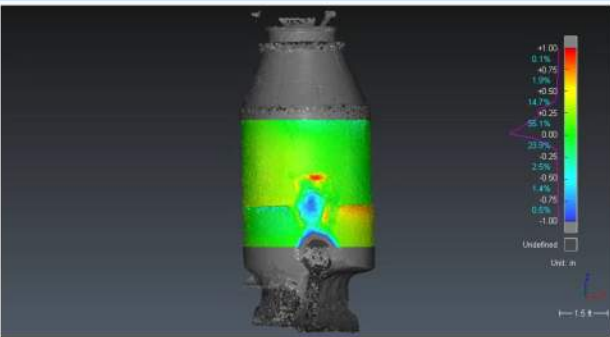


360 URL: https://rhborden.s3.us-east-2.amazonaws.com/manhole/5/77/809f3432-a1f8-4ff9-8d66-11ed3b141334/750/750_2025-11-04_HalfMoonBay_CA_360.mp4.mp4

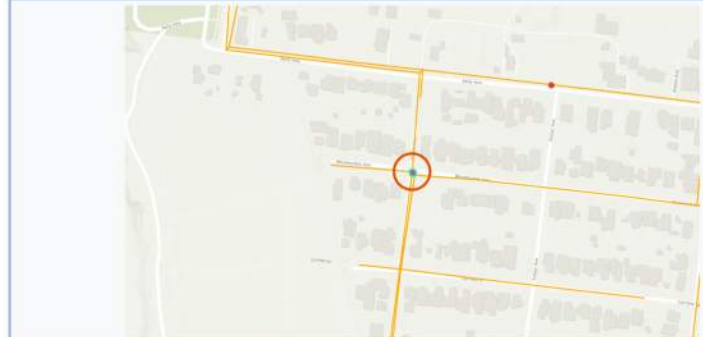


Hydrograph URL: https://rhborden.s3.us-east-2.amazonaws.com/ready/5/77/2025/Hydrograph/750_Hydrograph.html

Digital Twin / Location



Wall Analysis URL: <https://rhborden.s3.us-east-2.amazonaws.com/manhole/5/77/809f3432-a1f8-4ff9-8d66-11ed3b141334/750/750-animation.mp4>



Diagnosis: Major Infiltration upstream of this location.

Action: Conduct Target Basin Assessment to pinpoint source of I&I.

Site Information - Primary Observation



Study Type: Major Basin Study

Manhole ID: H16036

Sensor ID: 202084418

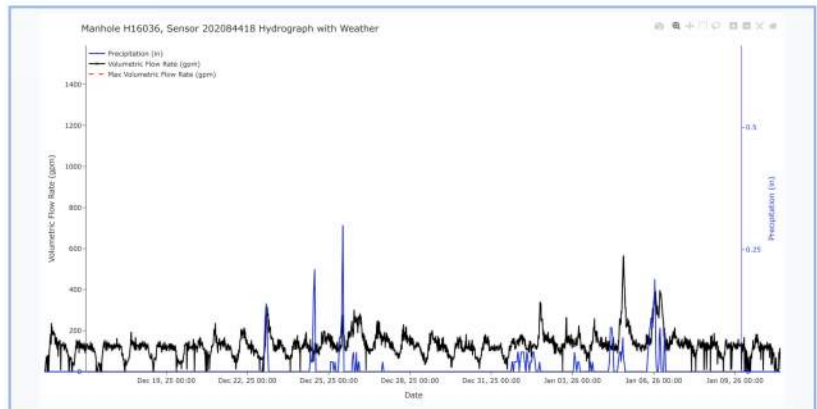
Installation Date: 11/04/2025

Dashboard URL: <https://experience.arcgis.com/experience/5ee8dccb29f54d19951ef5a9676a8a7c>

Site Flow Hydrograph



360 URL: https://rnborden.s3.us-east-2.amazonaws.com/manhole/5/77/809f3432-a1f8-4ff9-8d66-11ed3b141334/904/904_2025-11-04_HalfMoonBay_CA_360.mp4.mp4



Hydrograph URL: https://rnborden.s3.us-east-2.amazonaws.com/ready/5/77/2025/Hydrograph/904_Hydrograph.html

Digital Twin / Location



Wall Analysis URL: <https://rnborden.s3.us-east-2.amazonaws.com/manhole/5/77/809f3432-a1f8-4ff9-8d66-11ed3b141334/904/904-animation.mp4>



Diagnosis: Major Infiltration detected at this site and upstream pipe.

Action: Conduct Target Basin Assessment to pinpoint source of I&I.

Site Information



Study Type: Major Basin Study

Manhole ID: H01004

Sensor ID: 202084078

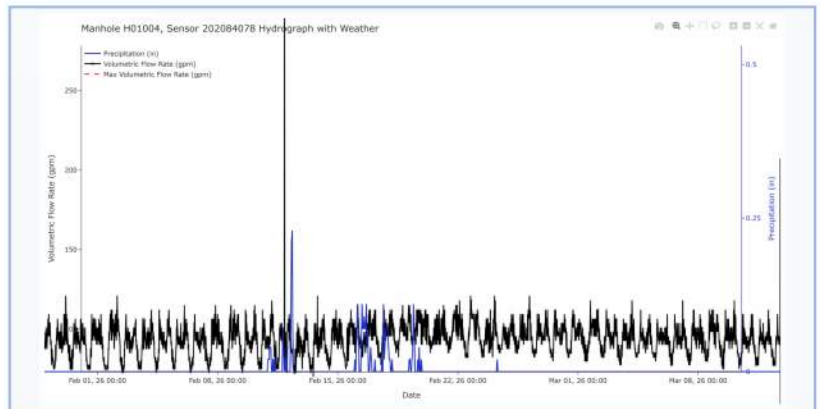
Installation Date: 01/16/2026

Dashboard URL: <https://experience.arcgis.com/experience/5ee8dcb29f54d19951ef5a9676a8a7c>

Site Flow Hydrograph

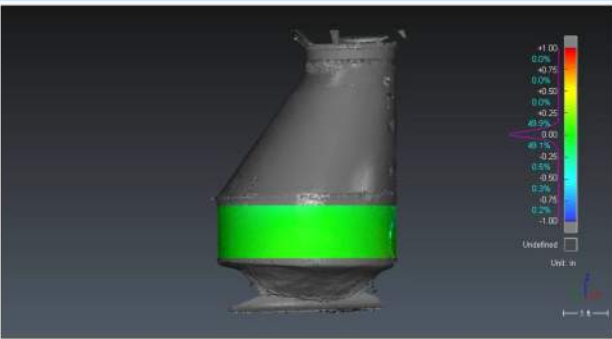


360 URL: https://rhborden.s3.us-east-2.amazonaws.com/manhole/5/77/809f3432-a1f8-4ff9-8d66-11ed3b141334/526/526_2026-01-16_HalfMoonBay_CA_360.mp4.mp4



Hydrograph URL: https://rhborden.s3.us-east-2.amazonaws.com/ready/5/77/2025/Hydrograph/526_Hydrograph.html

Digital Twin / Location



Wall Analysis URL: https://rhborden.s3.us-east-2.amazonaws.com/manhole_data/5/77/809f3432-a1f8-4ff9-8d66-11ed3b141334/526/526-animation.mp4



Diagnosis: Minor infiltration detected at this site and upstream pipe.

Action: Continue to monitor basin. Prioritize primary action to other basins.

Site Information



Study Type: Major Basin Study

Manhole ID: H04004

Sensor ID: 202076838

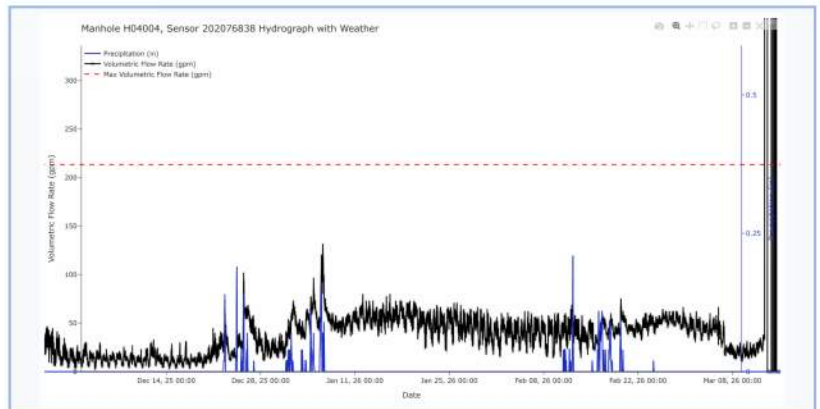
Installation Date: 11/04/2025

Dashboard URL: <https://experience.arcgis.com/experience/5ee8dcb29f54d19951ef5a9676a8a7c>

Site Flow Hydrograph



360 URL: https://rhborden.s3.us-east-2.amazonaws.com/manhole/5/77/809f3432-a1f8-4ff9-8d66-11ed3b141334/600/600_2025-11-04_HalfMoonBay_CA_360.mp4.mp4



Hydrograph URL: https://rhborden.s3.us-east-2.amazonaws.com/ready/5/77/2025/Hydrograph/600_Hydrograph.html

Digital Twin / Location



Wall Analysis URL: <https://rhborden.s3.us-east-2.amazonaws.com/manhole/5/77/809f3432-a1f8-4ff9-8d66-11ed3b141334/600/600-animation.mp4>



Diagnosis: Moderate infiltration detected at this site and upstream pipe.

Action: Continue to monitor basin. Prioritize primary action to other basins.

Site Information



Study Type: Major Basin Study

Manhole ID: H03007

Sensor ID: 202082131

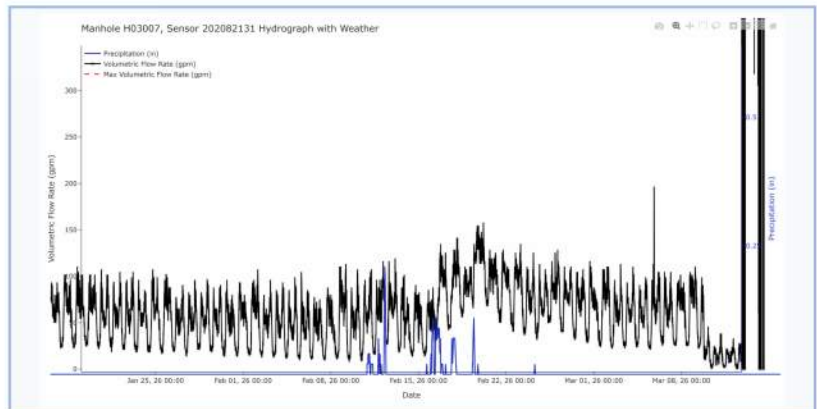
Installation Date: 01/16/2026

Dashboard URL: <https://experience.arcgis.com/experience/5ee8dccb29f54d19951ef5a9676a8a7c>

Site Flow Hydrograph



360 URL: https://rhuborden.s3.us-east-2.amazonaws.com/manhole/5/77/809f3432-a1f8-4ff9-8d66-11ed3b141334/618/618_2026-01-16_HalfMoonBay_CA_360.mp4.mp4



Hydrograph URL: https://rhuborden.s3.us-east-2.amazonaws.com/ready/5/77/2025/Hydrograph/618_Hydrograph.html

Digital Twin / Location



Wall Analysis URL: https://rhuborden.s3.us-east-2.amazonaws.com/manhole_data/5/77/809f3432-a1f8-4ff9-8d66-11ed3b141334/618/618-animation.mp4



Diagnosis: Moderate infiltration detected at this site and upstream pipe.

Action: Continue to monitor basin. Prioritize primary action to other basins.

Site Information



Study Type: Major Basin Study

Manhole ID: H07007

Sensor ID: 202076819

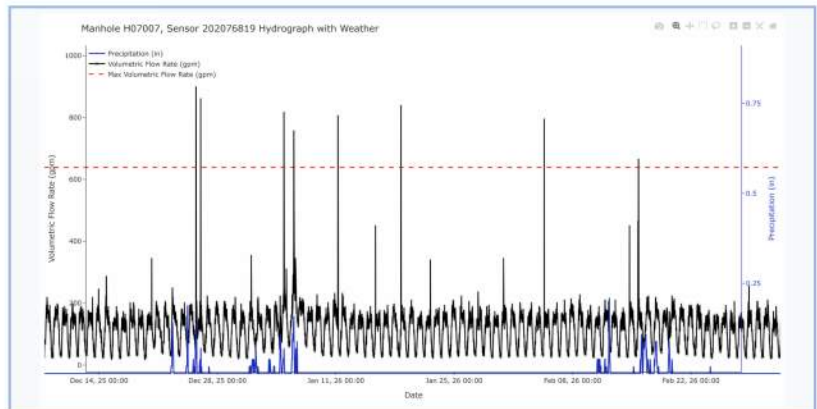
Installation Date: 11/04/2025

Dashboard URL: <https://experience.arcgis.com/experience/5ee8dccb29f54d19951ef5a9676a8a7c>

Site Flow Hydrograph



360 URL: https://rhborden.s3.us-east-2.amazonaws.com/manhole/5/77/809f3432-a1f8-4f9-8d66-11ed3b141334/694/694_2025-11-04_HalfMoonBay_CA_360.mp4.mp4



Hydrograph URL: https://rhborden.s3.us-east-2.amazonaws.com/ready/5/77/2025/Hydrograph/694_Hydrograph.html

Digital Twin / Location



Wall Analysis URL: <https://rhborden.s3.us-east-2.amazonaws.com/manhole/5/77/809f3432-a1f8-4f9-8d66-11ed3b141334/694/694-animation.mp4>



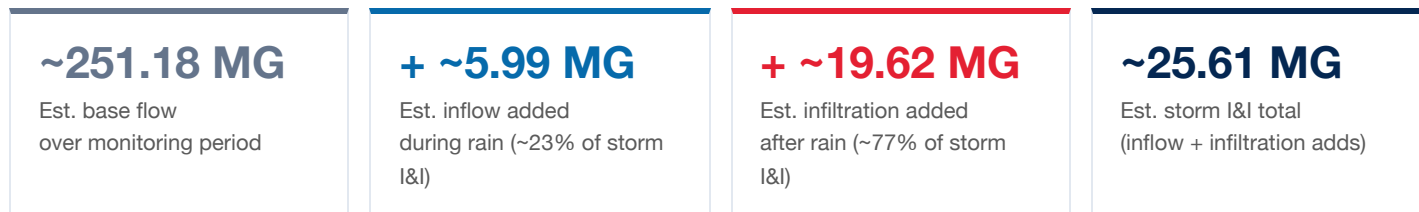
Diagnosis: Moderate Inflow detected at this site and upstream pipe due to manhole cover being repeatedly opened.

Action: Continue to monitor basin and address the cover opening. Prioritize primary action to other basins.

Ballpark screening from continuous meter hydrographs and precipitation for the seven Major Basin sensors. **Base flow** is a trough-like dry-weather pattern (40th percentile of non-zero dry readings by hour); **inflow** and **infiltration** are estimated volumes *added above that base* during and after rain. Volumes use **MG = million gallons**. Not a calibrated RDII model.

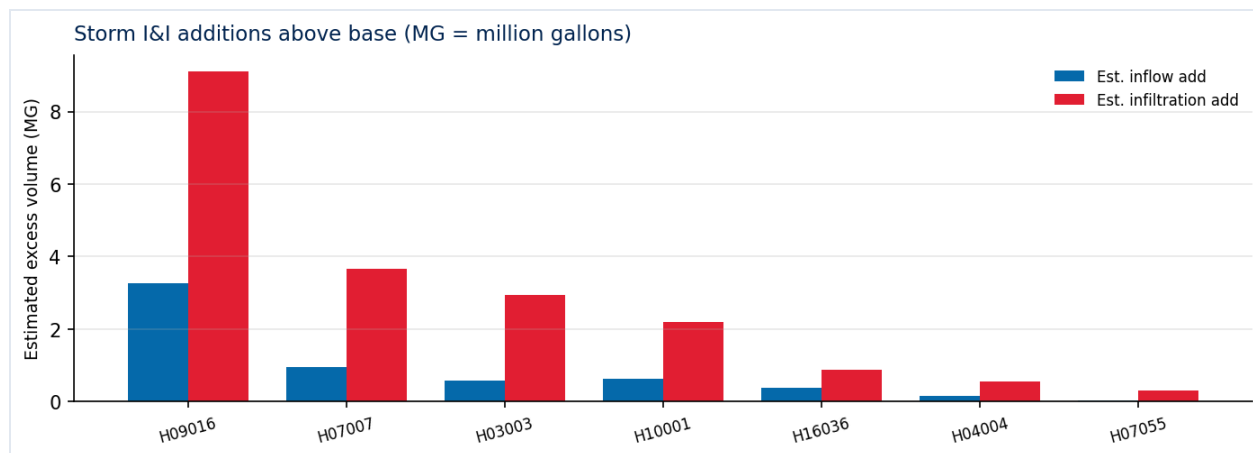
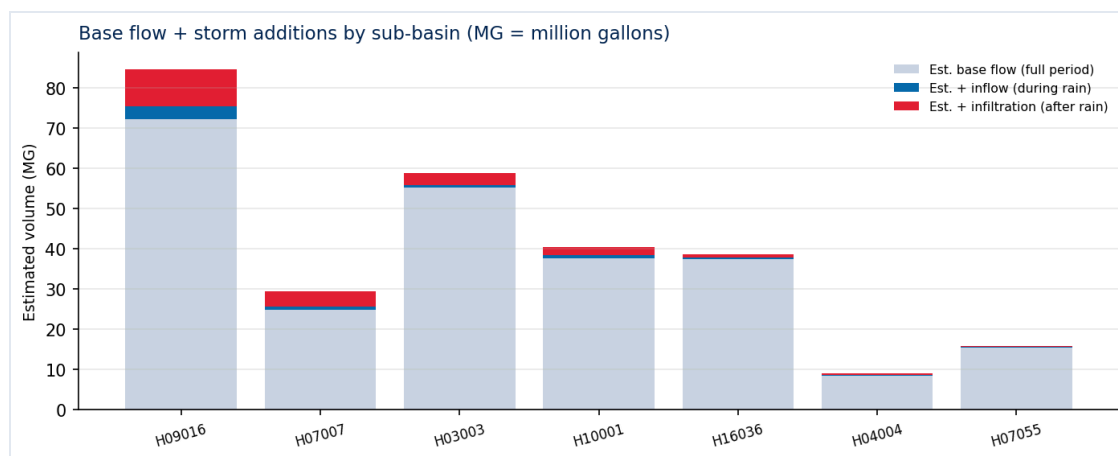
Portfolio answer (seven Major Basin meters)

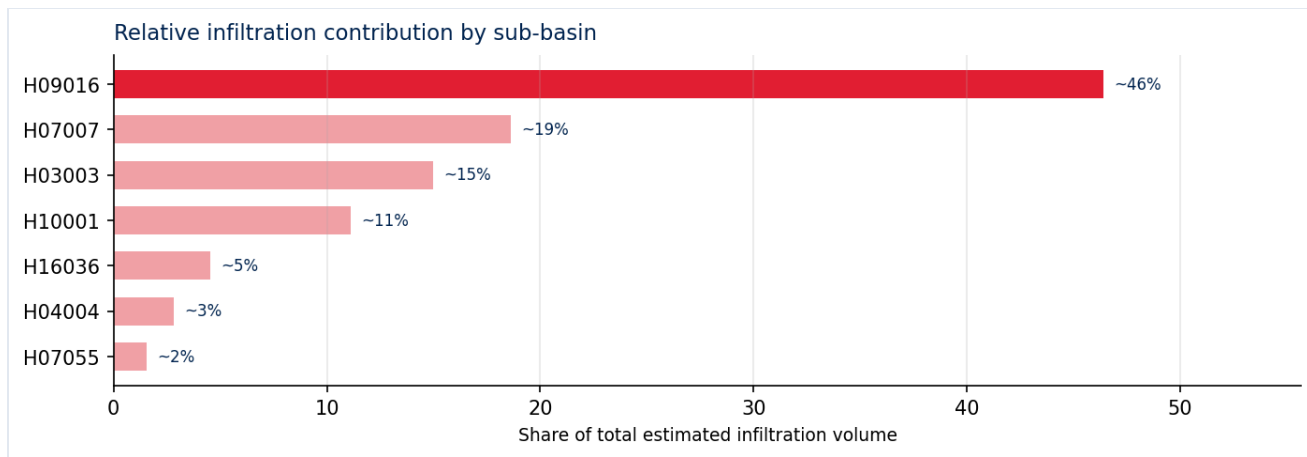
Think of storm I&I as additions on top of normal base flow:



Highest estimated infiltration add: H09016 (sensor 202082224) — about **~9.11 MG** above base after rain (~46% of infiltration additions across these seven meters). Typical base at this meter is ~376 gpm. Strongest sub-basin candidate to prioritize for a targeted infiltration follow-up.

Relative contribution by sub-basin





Sub-basin summary

Manhole	Sensor	Est. base rate	Est. base vol.	Est. + inflow	Inflow % of I&I	Est. + infiltration	Infil. % of I&I	% of portfolio infiltration
H03003	202084574	~137 gpm	~55.24 MG	~574,239 gal	~16%	~2.94 MG	~84%	~15%
H04004	202076838	~21 gpm	~8.40 MG	~150,174 gal	~21%	~552,553 gal	~79%	~3%
H07007	202076819	~62 gpm	~24.76 MG	~947,314 gal	~21%	~3.65 MG	~79%	~19%
H07055	202084548	~38 gpm	~15.50 MG	~37,490 gal	~11%	~305,257 gal	~89%	~2%
H09016	202082224	~376 gpm	~72.22 MG	~3.27 MG	~26%	~9.11 MG	~74%	~46%
H10001	202084542	~93 gpm	~37.68 MG	~632,742 gal	~22%	~2.18 MG	~78%	~11%
H16036	202084418	~92 gpm	~37.37 MG	~380,325 gal	~30%	~886,008 gal	~70%	~5%

How this is estimated. *Base flow* $\approx$ 40th percentile of dry-weather flow by hour of day, using only *non-zero* dry readings (a trough-like pattern that does not collapse to zero on intermittent meters, and does not sit as high as a plain dry-weather mean). *Inflow* $\approx$ volume above that base while rain events are active. *Infiltration* $\approx$ volume above that base for up to 48 hours after rain ends. Volumes use trapezoidal integration of gpm $\times$ minutes. MG = million gallons.

Basin detail

Ordered by estimated infiltration volume added above base. Official I&I report hydrographs are preferred when on file.

H09016 · Object ID 750 · Sensor 202082224

Highest estimated infiltration volume

Flow rating: Poor · Screening period: Nov 04, 2025 – Aug 24, 2026

~376 gpm

Est. base flow
~72.22 MG over period
(~541,943 gal/day)

+

~3.27 MG

Est. inflow added
during rain
~26% of storm I&I
avg excess ~563 gpm

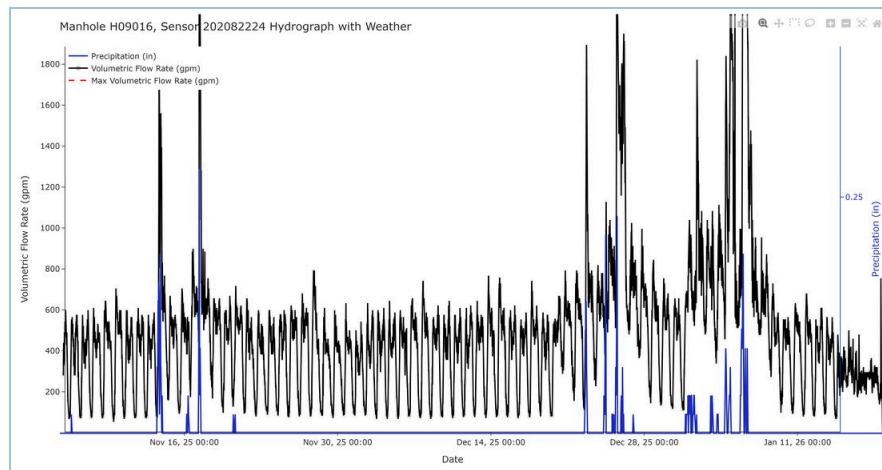
+

~9.11 MG

Est. infiltration added
after rain
~74% of storm I&I
avg excess ~329 gpm

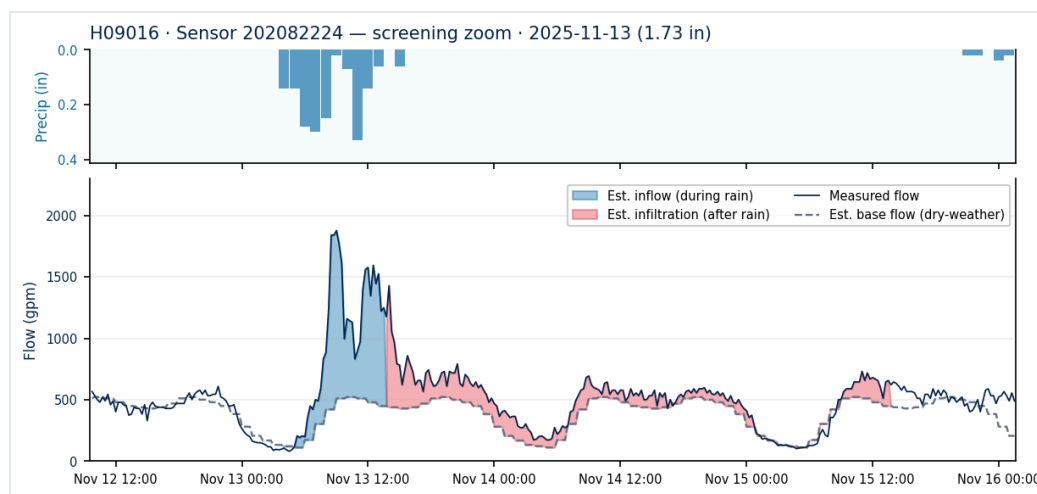
Infiltration share of portfolio: ~46%. Storm I&I total for this basin: ~12.38 MG.

II report hydrograph (weather-integrated)



From the Major Basin I&I report site summary — zoomed view of measured flow with precipitation.

Screening interpretation — base, inflow, and infiltration



Dashed = estimated base flow. Blue fill = inflow added during rain. Red fill = infiltration added after rain (up to 48h). MG = million gallons.

II report observation: Major Infiltration upstream of this location.

II report recommended action: Conduct Target Basin Assessment to pinpoint source of I&I.

H07007 · Object ID 694 · Sensor 202076819

Flow rating: Fair · Screening period: Nov 04, 2025 – Aug 24, 2026

~62 gpm

Est. base flow
~24.76 MG over period
(~89,997 gal/day)

+

~947,314 gal

Est. inflow added
during rain
~21% of storm I&I
avg excess ~132 gpm

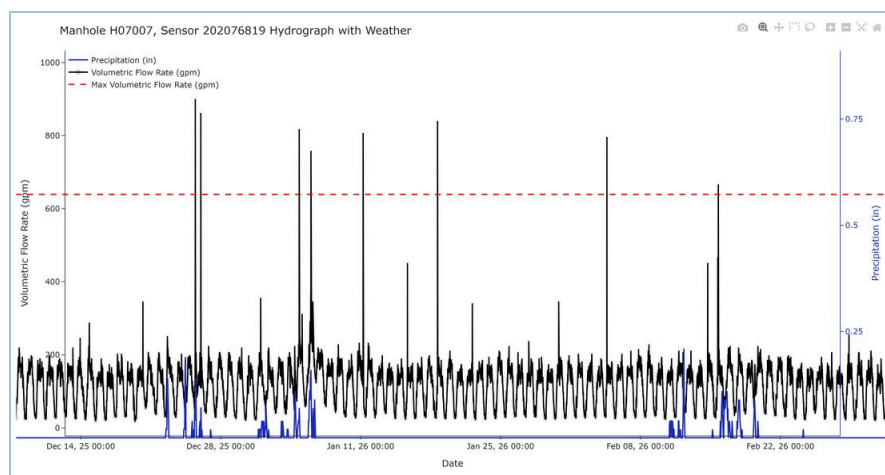
+

~3.65 MG

Est. infiltration added
after rain
~79% of storm I&I
avg excess ~95 gpm

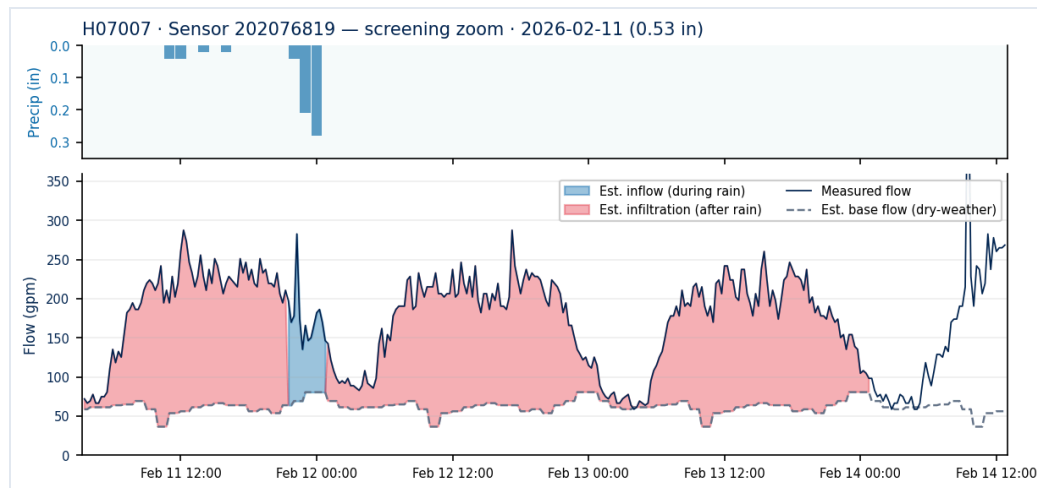
Infiltration share of portfolio: ~19%. Storm I&I total for this basin: ~4.60 MG.

II report hydrograph (weather-integrated)



From the Major Basin I&I report site summary — zoomed view of measured flow with precipitation.

Screening interpretation — base, inflow, and infiltration



Dashed = estimated base flow. Blue fill = inflow added during rain. Red fill = infiltration added after rain (up to 48h). MG = million gallons.

II report observation: Moderate Inflow detected at this site and upstream pipe due to manhole cover being repeatedly opened.

II report recommended action: Continue to monitor basin and address the cover opening. Prioritize primary action to other basins.

H03003 · Object ID 621 · Sensor 202084574

Flow rating: Poor · Screening period: Nov 04, 2025 – Aug 24, 2026

~137 gpm

Est. base flow
~55.24 MG over period
(~197,610 gal/day)

+

~574,239 gal

Est. inflow added
during rain
~16% of storm I&I
avg excess ~197 gpm

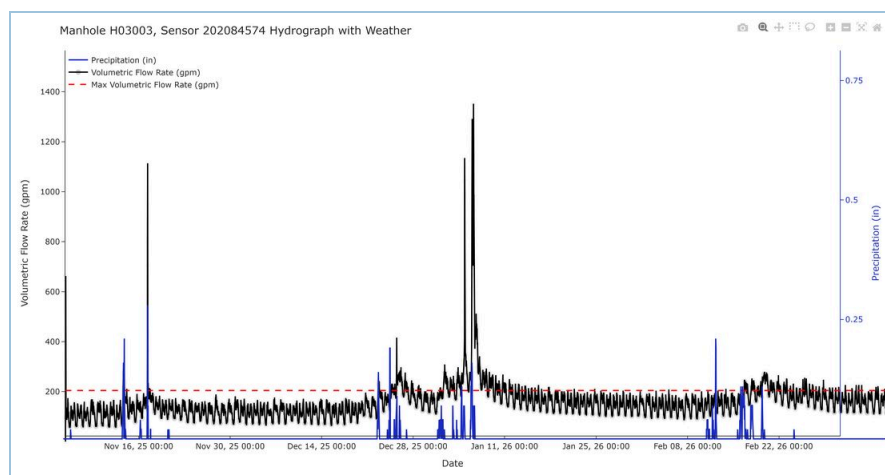
+

~2.94 MG

Est. infiltration added
after rain
~84% of storm I&I
avg excess ~164 gpm

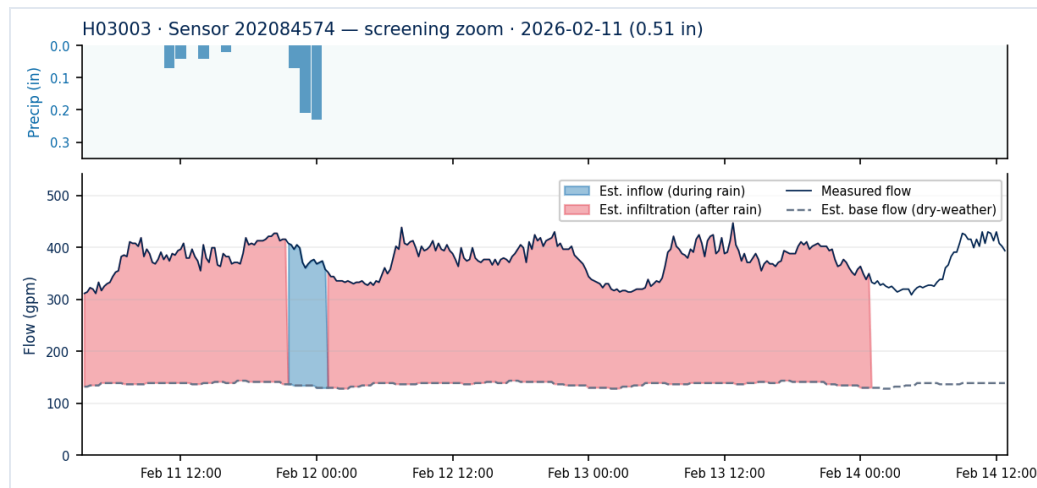
Infiltration share of portfolio: ~15%. Storm I&I total for this basin: ~3.51 MG.

II report hydrograph (weather-integrated)



From the Major Basin I&I report site summary — zoomed view of measured flow with precipitation.

Screening interpretation — base, inflow, and infiltration



Dashed = estimated base flow. Blue fill = inflow added during rain. Red fill = infiltration added after rain (up to 48h). MG = million gallons.

II report observation: Major Infiltration detected at this site and upstream pipe.

II report recommended action: Storm drain cross connect has been closed. Examine pipes between this location and H3007 for source of I&I.

H10001 · Object ID 743 · Sensor 202084542

Flow rating: Poor · Screening period: Nov 04, 2025 – Aug 24, 2026

~93 gpm

Est. base flow
~37.68 MG over period
(~134,236 gal/day)

+

~632,742 gal

Est. inflow added
during rain
~22% of storm I&I
avg excess ~89 gpm

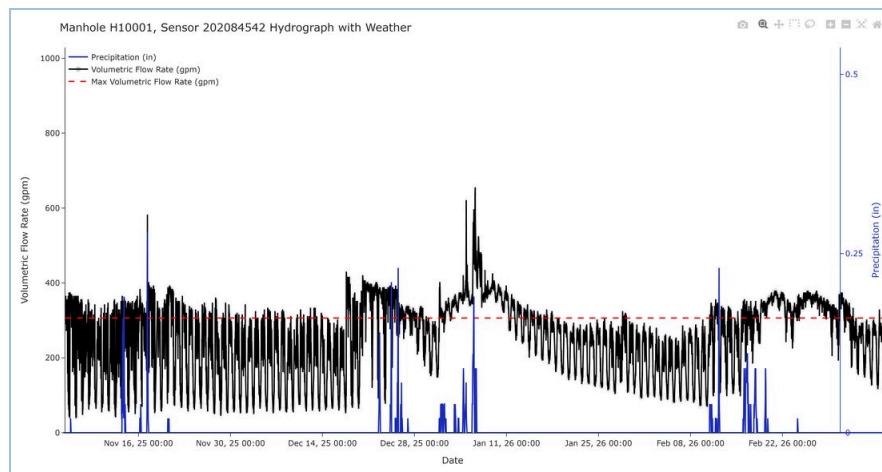
+

~2.18 MG

Est. infiltration added
after rain
~78% of storm I&I
avg excess ~61 gpm

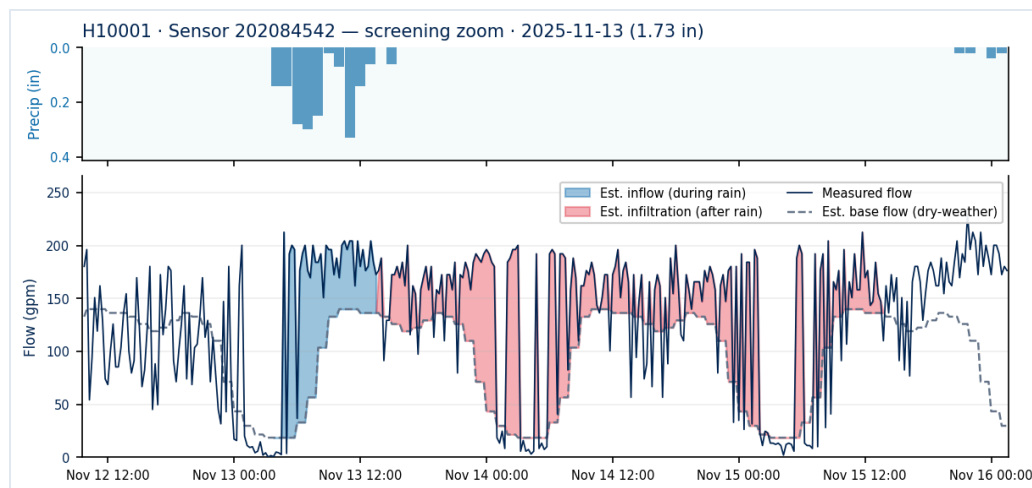
Infiltration share of portfolio: ~11%. Storm I&I total for this basin: ~2.81 MG.

II report hydrograph (weather-integrated)



From the Major Basin I&I report site summary — zoomed view of measured flow with precipitation.

Screening interpretation — base, inflow, and infiltration



Dashed = estimated base flow. Blue fill = inflow added during rain. Red fill = infiltration added after rain (up to 48h). MG = million gallons.

II report observation: Major Infiltration detected at this site and upstream pipe.

II report recommended action: Conduct Target Basin Assessment to pinpoint sources of I&I.

H16036 · Object ID 904 · Sensor 202084418

Flow rating: Poor · Screening period: Nov 04, 2025 – Aug 24, 2026

~92 gpm

Est. base flow
~37.37 MG over period
(~132,863 gal/day)

+

~380,325 gal

Est. inflow added
during rain
~30% of storm I&I
avg excess ~51 gpm

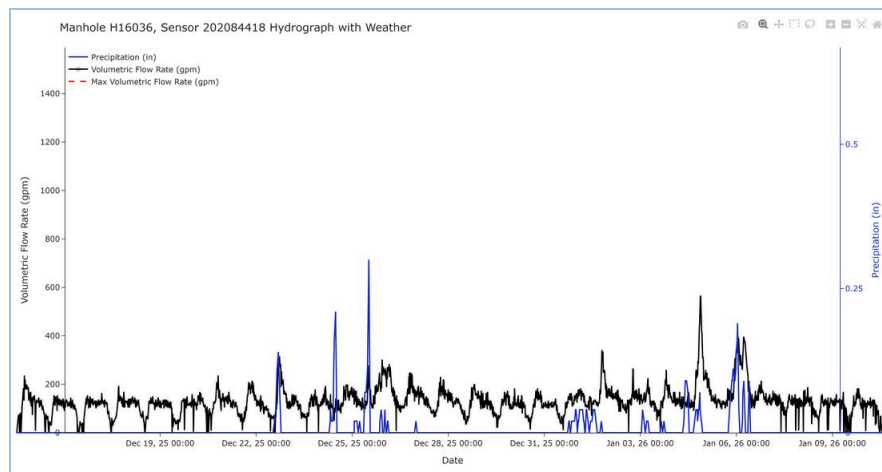
+

~886,008 gal

Est. infiltration added
after rain
~70% of storm I&I
avg excess ~23 gpm

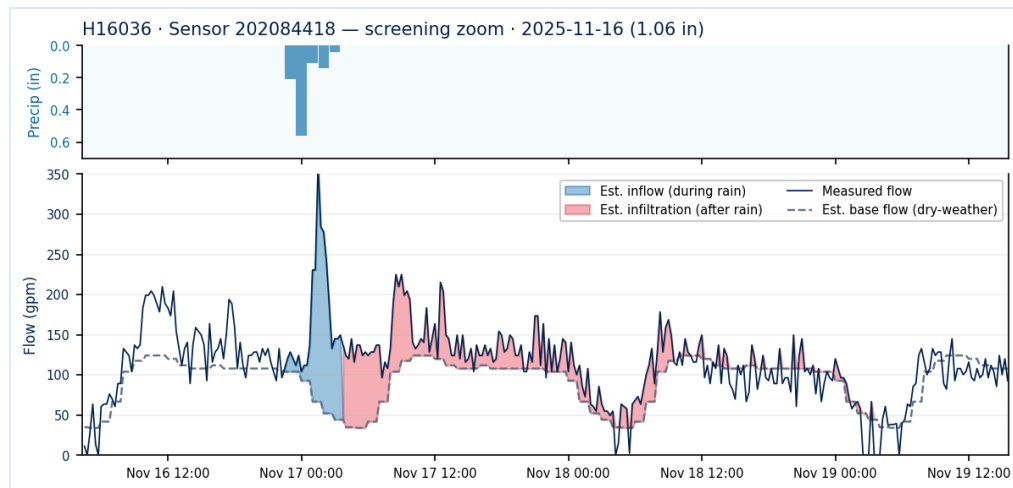
Infiltration share of portfolio: ~5%. Storm I&I total for this basin: ~1.27 MG.

II report hydrograph (weather-integrated)



From the Major Basin I&I report site summary — zoomed view of measured flow with precipitation.

Screening interpretation — base, inflow, and infiltration



Dashed = estimated base flow. Blue fill = inflow added during rain. Red fill = infiltration added after rain (up to 48h). MG = million gallons.

II report observation: Major Infiltration detected at this site and upstream pipe.

II report recommended action: Conduct Target Basin Assessment to pinpoint source of I&I.

H04004 · Object ID 600 · Sensor 202076838

Flow rating: Fair · Screening period: Nov 04, 2025 – Aug 24, 2026

~21 gpm

Est. base flow
~8.40 MG over period
(~29,835 gal/day)

+

~150,174 gal

Est. inflow added
during rain
~21% of storm I&I
avg excess ~21 gpm

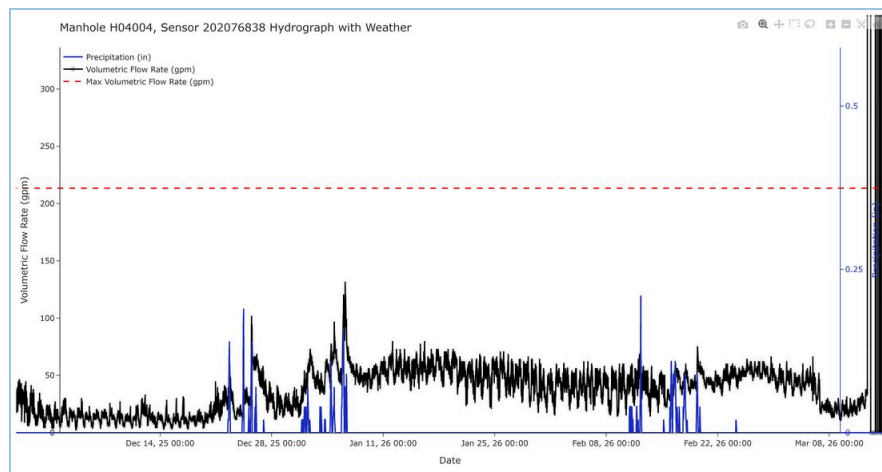
+

~552,553 gal

Est. infiltration added
after rain
~79% of storm I&I
avg excess ~14 gpm

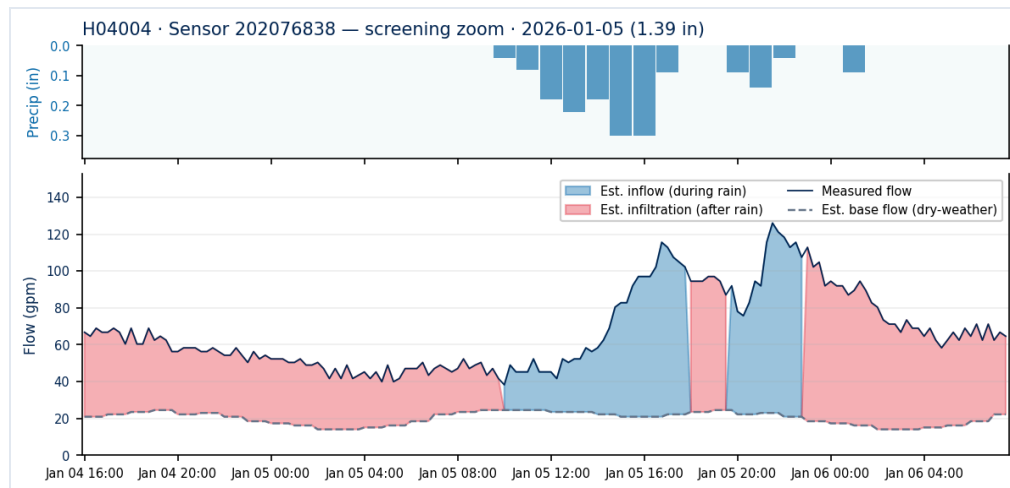
Infiltration share of portfolio: ~3%. Storm I&I total for this basin: ~702,727 gal.

II report hydrograph (weather-integrated)



From the Major Basin I&I report site summary — zoomed view of measured flow with precipitation.

Screening interpretation — base, inflow, and infiltration

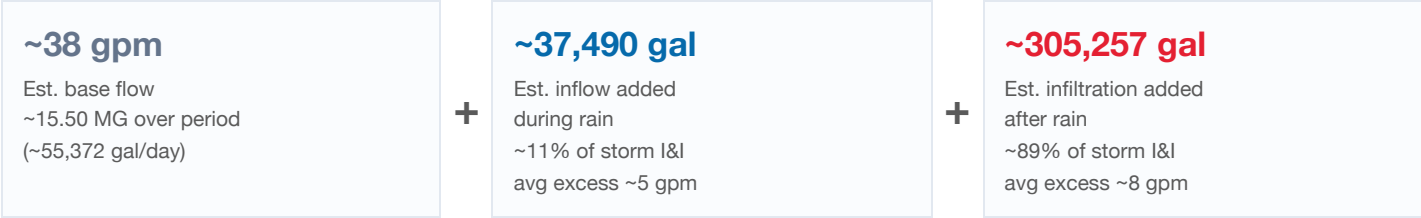


Dashed = estimated base flow. Blue fill = inflow added during rain. Red fill = infiltration added after rain (up to 48h). MG = million gallons.

II report observation: Moderate infiltration detected at this site and upstream pipe.

II report recommended action: Continue to monitor basin. Prioritize primary action to other basins.

Flow rating: Good · Screening period: Nov 04, 2025 – Aug 24, 2026

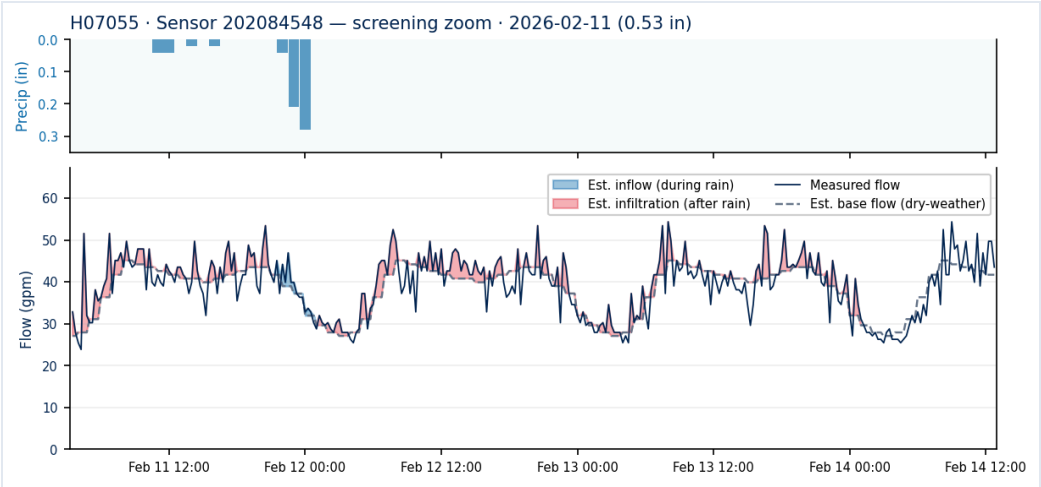


Infiltration share of portfolio: ~2%. Storm I&I total for this basin: ~342,747 gal.

II report hydrograph

No hydrograph snapshot was stored on the II site summary for this sensor; screening chart below is shown instead.

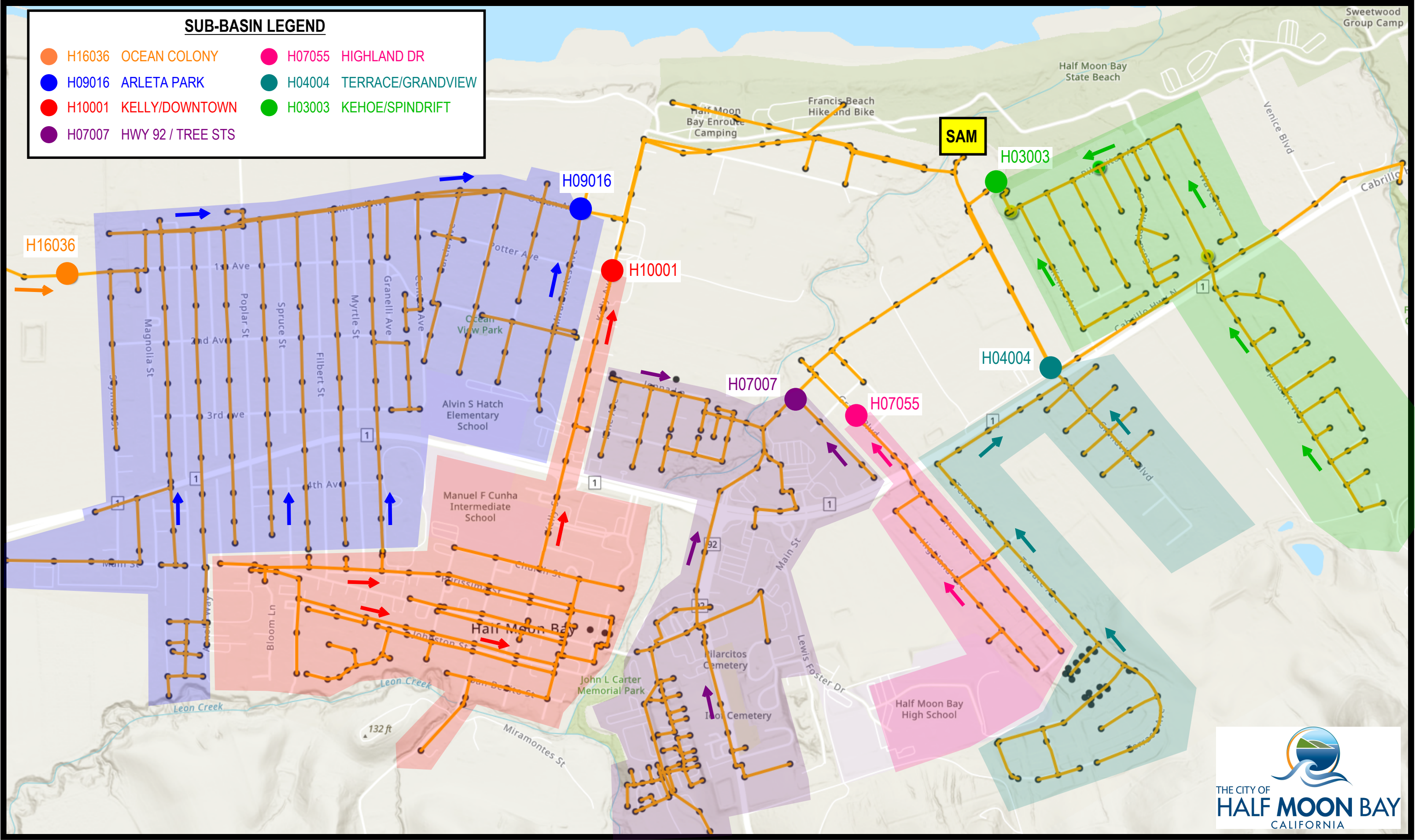
Screening interpretation — base, inflow, and infiltration

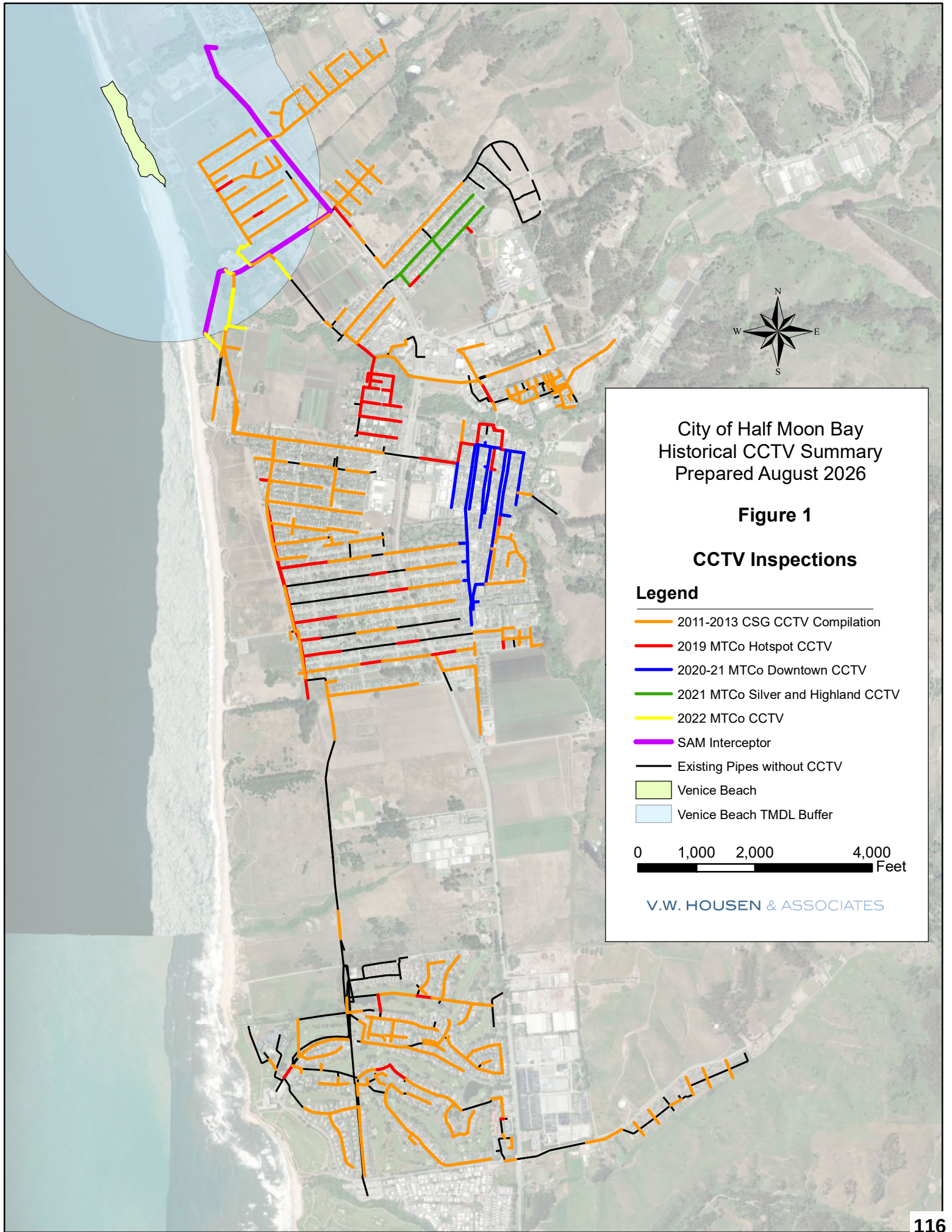


Dashed = estimated base flow. Blue fill = inflow added during rain. Red fill = infiltration added after rain (up to 48h). MG = million gallons.

Prepared by RH Borden & Company · Confidential screening for City of Half Moon Bay · CA_HalfMoonBay_2025 · Estimate only; not a calibrated RDII model. MG = million gallons.

RH BORDEN 25/26 I&I STUDY SUB-BASIN METER LOCATIONS







City of Half Moon Bay
Historical CCTV Summary
Prepared August 2026

Figure 2

Recorded Defects

Legend

-  Structural Grade 2 and 3 Defect(s)
 -  Structural Grade 4 Defect(s)
 -  Structural Grade 5 Defect(s)
 -  Rehabilitated Pipes
 -  SAM Interceptor
 -  Existing Pipes
 -  Venice Beach
 -  Venice Beach TMDL Buffer
- 0 1,000 2,000 4,000 Feet

V.W. HOUSEN & ASSOCIATES

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 1, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Dale Leda, Interim Public Works Director
Julissa Acosta, Interim Economic & Community Vitality Manager

TITLE: **COMMUNITY BANNER PROGRAM**

RECOMMENDATION:

Adopt a resolution:

1. Establishing the Community Banner Program and approving the Program Requirements, authorizing the City Manager, or his designee, to make amendments to effectively implement and administer the program, subject to the approved Special Sign Program;
2. Amending the Master Fee Schedule to establish a Community Banner Program Application Fee in the amount of \$450 per approved banner cycle;
3. Authorizing the City Manager to negotiate and execute an agreement with the Half Moon Bay Beautification Committee for the installation and removal of community banners, in a form approved by the City Attorney; and
4. Authorizing the City Manager to procure services, supplies, materials and equipment necessary for initial implementation of the Community Banner Program, including banner hardware, banners, paint and related materials, at a total cost not to exceed \$100,000.

FISCAL IMPACT:

The Community Banner Program ("Program") would require both startup/implementation costs for the initial purchase and installation of hardware and standard City banners, as well as annual costs for the long-term administration of the Program.

Initial Program Implementation Costs

Funding for initial Program implementation is included in Downtown Streetscape Implementation capital improvement project (CIP #1032). Based on current estimates,

approximately \$100,000 would be required for initial implementation, leaving approximately \$20,700 in the CIP available balance.

Service / Material	Description	Qty.	Cost Estimate
Banner/ Basket Hardware	Custom stainless steel, powder-coated mounting hardware for banners and hanging baskets	42	\$55,000
Streetlight Pole Preparation	Clean, prepare, prime, and paint existing ornamental streetlight poles	42	\$30,000
Hardware Installation	Remove existing banners and hardware and install new mounting hardware	42	\$9,000
City Banners	Custom-printed 24" x 30" standard City banners	42	\$2,000
Hanging Baskets	16"-24" metal hanging baskets and chains	42	\$4,000
Initial Implementation Total			\$100,000

Annual Program Costs

The Program is designed to accommodate multiple banner installations and rotations throughout the year. Based on the current number of established community events and discussions with local community organizations, staff estimates that the program could accommodate up to 26 banner installation cycles annually. This estimate assume an average banner rotation of approximately two weeks (with minor flexibility based on demand) and reflects currently identified community, seasonal, and special events.

Staff estimates a direct cost of approximately \$600 per banner cycle, based primarily on anticipated installation and removal costs provided by the Half Moon Bay Beautification Committee, and estimated staff time to review applications and coordinate installation.

At the maximum estimated 26 banner cycles per year, the Program could generate approximately \$11,700 in application fee revenue against approximately \$15,600 in direct annual costs, resulting in an estimated General Fund subsidy of \$3,900 annually. Estimates are inclusive of the City staff time required to administer and oversee the program.

STRATEGIC ELEMENT:

This Program supports the *Fiscal Sustainability, Inclusive Governance, and Infrastructure and Environment* Elements of the Strategic Plan.

ENVIRONMENTAL REVIEW

On May 12, 2026, the Planning Commission approved Special Sign Program PDP-26-017 for the Program along Main Street and determined that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15311(a), Accessory Structures, which includes on-premises signs.

BACKGROUND:

Half Moon Bay's historic downtown sets it apart from other Bay Area cities and continues to draw residents and visitors from around the world. Since the 1970s volunteers gathered to improve the look and feel of downtown Half Moon Bay. The strong community drive led to the formation of the Beautification Committee, which subsidized itself by holding a small art festival capitalizing on local pumpkin patches; the first Spanishtown Art & Pumpkin Festival was held in 1971. The Beautification Committee still maintains Main Street, supports local causes, and raises funds today through the now world-famous Half Moon Bay Art & Pumpkin Festival and Pumpkin Weigh-Off, as well as other events.

Hanging flower baskets and pole banners remain two of downtown's most enduring touches, giving Main Street a sense of welcome and arrival. That sentiment carried through the most recent community engagement effort, the Downtown Streetscape Master Plan, unanimously approved by City Council in July 2024. The plan charts a course for improving downtown's design, functionality, and appeal, emphasizing mobility, vibrancy, and long-term economic health while preserving its historic character.

With the plan adopted, staff turned to identifying "quick win" projects, achievable within 6–9 months, high in impact, low in cost, and aligned with the plan's design vision. Three ideas resonated strongly with the community: hanging flower baskets, seasonal and event-themed pole banners along Main Street's 42 poles, and reactivation of the two North Bridge flagpoles (located north of the historic Main Street Bridge).

Banners quickly became a recurring priority at the Downtown Association's monthly meetings. A downtown revitalization committee, including representatives from the Beautification Committee and Chamber of Commerce, met regularly with staff to work through infrastructure needs (hardware, finials), a standardized banner design, flower basket and banner specifications, and a fee-based application process to help sustain the program. Staff also drew on technical assistance from a Community Acceleration Project (CAP) team assembled by Leadership Council San Mateo.

Staff presented a preliminary program concept to City Council on February 17, 2026, where Council directed staff to move forward with program guidelines (Attachment 2). From there, staff developed conceptual program details and refined them with input from the Architectural Advisory Committee. In addition, collaboration with the Chamber of Commerce and Downtown Association resulted in the creation of the Style Guide (Attachment 3), which also includes a set of AI-generated concept designs for the standard City banners. On May 12, 2026, the Planning Commission approved Special Sign Program PDP-26-017 for the Program and reviewed the

associated guidelines and style guide. As part of the feedback received from both presentations, staff will continue to update the Architectural Advisory Committee and procure vendors for the development and production of the standard City banners.

DISCUSSION:

Program Overview

The proposed Program reflects the direction provided by the City Council in February 2026, and incorporate subsequent input received from the Architectural Advisory Committee and the Planning Commission. The Program establishes the eligibility requirements, application process, design standards, installation procedures, and administrative requirements for use of the City's banner infrastructure.

The Program is intended to enhance the visual character and identity of downtown and key corridors, promote community-based events with clear public benefit, and increase public awareness and participation in civic activities. The Program is not intended for commercial advertising, political or religious messaging, or permanent third-party signage.

The City will administer the Program, including application review, oversight and coordination of banner installation and removal, and inspection of banners and hardware as necessary to ensure compliance with the Program Guidelines and approved Special Sign Program. Banner installation and removal will be performed by the Half Moon Bay Beautification Committee.

To ensure visual continuity between banner rotations, a standard set of City banners will be displayed when no event banners are scheduled, and on any poles not included in an application. Along Main Street, banners will generally be mounted on the street-facing side of existing ornamental streetlight poles to maximize visibility, with flower baskets on the sidewalk-facing side.

Hardware and Banner Specifications

Staff spent approximately six months evaluating hardware options for the Community Banner Program, including galvanized steel, aluminum, and stainless-steel construction, as well as painted and powder-coated finishes. Feedback from the Architectural Advisory Committee supported the use of higher-quality, durable materials, consistent with Public Works practices that favor greater upfront investment where it can reduce long-term maintenance and replacement costs. Based on this evaluation, staff recommends stainless steel construction with a powder-coated finish for durability, corrosion resistance, appearance, and long-term performance in the coastal environment.

Staff also evaluated commercially available and custom-fabricated hardware. Samples obtained from two online vendors did not meet the desired standards for construction quality or materials. Staff subsequently explored custom fabrication with two local metal shops before ultimately engaging Handcrafted Metals, Inc. (HCM) of San Carlos.

HCM provided responsive pricing, hosted staff for a tour of its fabrication facility, and worked with staff to refine the hardware design and specifications to control costs while maintaining quality. HCM's proposal, which forms the basis for the hardware estimate included in the Fiscal Impact section, includes high-strength stainless steel construction, powder coating, and fabrication of mock-ups for staff review prior to full production.

The proposed hardware is designed to accommodate both a 24-inch-wide banner and hanging flower basket on the City's existing ornamental streetlight poles.

Application Fee

The proposed Program Application Fee is \$450 per approved banner cycle. Based on an estimated direct installation and removal cost of approximately \$600 per cycle and the estimated staff time of accepting and reviewing the applications, the proposed fee represents approximately 75 percent direct cost recovery, to help maintain affordable access to the Program for eligible community organizations.

The application fee would apply uniformly to all approved applicants and would be due in accordance with the Program. Because this fee is not currently included in the City's Master Fee Schedule, the proposed resolution would amend the schedule to establish the new fee.

Banner Installation

Staff recommends entering into an agreement with the Half Moon Bay Beautification Committee to perform banner installation and removal under the Community Banner Program. The Beautification Committee has installed and maintained Main Street banners for decades and has offered to continue that role in partnership with the City.

Using the Beautification Committee's experience will help reduce ongoing Program costs while maintaining continuity with the existing downtown banner program. The agreement would establish roles and responsibilities, installation and removal procedures and schedules, compensation, insurance requirements, and coordination with City staff.

The City would retain responsibility for administering the Program, approving banner applications, coordinating installation schedules, and ensuring banners and hardware remain consistent with the Program requirements and approved Special Sign Program.

Program Expansion and Monitoring

In addition to the 42 ornamental light poles along Main Street, the Community Banner Program, Style Guide, and approved Special Sign Program also contemplate elongated banners on the existing flagpoles north of the Main Street Bridge and the circular banner within the South Main Street gateway monument at Highway 1. Staff is continuing to work with vendors to develop appropriate hardware for these locations. These locations would be reserved for City use and display of standard City banners.

Following implementation, staff will monitor program utilization and demand over an initial 12- to 18-month period and evaluate actual operating costs and cost recovery. Based on program performance, staff may recommend future adjustments to application fees or other program elements. Staff may also evaluate future expansion of the program to the southern portion of Main Street toward Higgins Canyon Road and other downtown gateway locations, including Kelly Avenue.

CONCLUSION:

The proposed Program would establish a consistent framework for the use of the City's downtown infrastructure, support community-serving events, and enhance the visual character of downtown. The program includes defined eligibility criteria, design standards, administrative oversight, and a fee structure intended to recover a portion of ongoing operating costs. Staff therefore recommends adoption of the resolution establishing the program, approving the Program, establishing the application fee, authorizing an agreement with the Half Moon Bay Beautification Committee, and authorizing initial implementation expenditures.

ATTACHMENTS:

1. Resolution
2. Community Banner Program Requirements
3. Style Guide
4. Hardware Specifications

RESOLUTION NO. C-2026-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY (1) ESTABLISHING THE COMMUNITY BANNER PROGRAM AND APPROVING THE PROGRAM REQUIREMENTS ; (2) AMENDING THE MASTER FEE SCHEDULE TO ESTABLISH A COMMUNITY BANNER PROGRAM APPLICATION FEE OF \$450 PER APPROVED BANNER CYCLE; (3) AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH THE HALF MOON BAY BEAUTIFICATION COMMITTEE FOR BANNER INSTALLATION AND REMOVAL; AND (4) AUTHORIZING THE CITY MANAGER TO PROCURE SERVICES, SUPPLIES, MATERIALS, AND EQUIPMENT NECESSARY FOR INITIAL IMPLEMENTATION OF THE COMMUNITY BANNER PROGRAM AT A TOTAL COST NOT TO EXCEED \$100,000

WHEREAS, Half Moon Bay's historic downtown sets it apart from other Bay Area cities and continues to draw residents and visitors from around the world, a character shaped in part by decades of community-led beautification efforts, including the formation of the Beautification Committee and the Half Moon Bay Art & Pumpkin Festival; and

WHEREAS, the Downtown Streetscape Master Plan, unanimously approved by City Council in July 2024, identified seasonal and event-themed pole banners along Main Street as a high-impact, low-cost improvement supported by extensive community engagement; and

WHEREAS, the Downtown Association, Half Moon Bay Beautification Committee and Chamber of Commerce met with staff to provide feedback on the banner program, with additional technical assistance provided by a Community Acceleration Project (CAP) team assembled by Leadership Council San Mateo; and

WHEREAS, staff developed program guidelines with input from the Architectural Advisory Committee, Planning Commission reviewed the resulting guidelines and approved Special Sign Program PDP-26-017 for the Community Banner Program; and

WHEREAS, the Community Banner Program establishes the eligibility criteria, application process, design standards, installation, and administrative procedures for the display of community event banners on City-owned poles and fixtures along Main Street; and

WHEREAS, the City will administer the program, including coordination with the Half Moon Bay Beautification Committee for installation and removal, and oversee the Standard City Banner rotation between community events to ensure visual continuity; and

WHEREAS, on May 12, 2026, the Planning Commission approved Special Sign Program PDP-26-017 for the Program along Main Street and determined that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15311(a), Accessory Structures, which includes on-premises signs.

WHEREAS, all costs associated with the initial implementation of the Community Banner Program, including services, materials, supplies, and equipment, are included in the Downtown Streetscape Implementation capital improvement project (CIP #1032) at a total cost not to exceed \$100,000; and

WHEREAS, the Program Application Fee is \$450 per approved banner cycle, which is based on an estimated direct installation and removal cost of approximately \$600 per cycle and the estimated staff time of accepting and reviewing the applications; and

WHEREAS, the recommended Community Banner Program Application Fee provides an opportunity for the City to partially recover the cost to help maintain program affordability and shall be added to the Master Fee Schedule upon adoption of this program; and

WHEREAS, upon implementation and over the first 12-18 months, staff will monitor program utilization, demand and actual operating costs and may recommend a future adjustment to application fees or other program guidelines.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of Half Moon Bay hereby:

- 1) Establishes the Community Banner Program and approves the Program Requirements attached hereto, and authorizes the City Manager, or his designee, to make amendments to effectively implement and administer the program, subject to the approved Special Sign Program
- 2) Amends the Master Fee Schedule to establish a Community Banner Program Application Fee in the amount of \$450 per approved banner cycle
- 3) Authorizes the City Manager to negotiate and execute an agreement with the Half Moon Bay Beautification Committee for the installation and removal of community banners, in a form approved by the City Attorney
- 4) Authorizes the City Manager to procure services, supplies, materials and equipment necessary for the initial implementation of the Community Banner Program, including banner hardware, banners, paint, and related materials at a total cost not to exceed \$100,000

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 1st day of September 2026, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST: APPROVED:

Maggie Rodriguez, City Clerk

Debbie Ruddock, Mayor

City of Half Moon Bay Community Banner Program

I. Banner Program Requirements

1. Purpose

The City of Half Moon Bay (“City”) Community Banner Program (“Program”) is intended to enhance the visual character and identity of downtown and other key community areas while supporting and promoting community-based events that provide a public benefit to residents of the City. The Program aims to contribute to community beautification, cultural vitality, and public awareness of events and activities in the City.

Banners shall only be used to publicize events of community interest, and this Program is not intended for permanent signage, commercial advertising, or political messaging. The locations where banners are displayed are on public property and are deemed by the City not to be public fora.

2. Use & Eligibility

A. Banners may be displayed for a maximum period of 4 weeks at designated City-owned poles/fixtures and approved locations, including:

- City-owned light poles in the downtown area and north of Main Street
- Main Street Bridge poles
- North Bridge flagpoles
- South Gateway
- Other City-approved fixtures designated by the City Manager or City Council

B. All banner designs, installations, and displays are subject to City review and approval prior to placement to ensure consistency with aesthetic standards, public safety requirements, and compatibility with surrounding environments. The City reserves the right to approve, deny, or remove banners based on established criteria, including design quality, durability, appropriateness of content, and potential impacts to public spaces and infrastructure.

C. Banner installations may be limited during periods of inclement weather. The City reserves the right to remove banners at any time due to safety or maintenance concerns.

D. Eligibility and priority are as follows:

1. City of Half Moon Bay events or City co-sponsored events
2. Nonprofit events in the City. For purposes of this Program “Nonprofit” shall mean a (501(c)(3) corporation headquartered in the City or with a physical location in the City)

3. Other community-based events that provide a public benefit to residents within City limits.

E. Each Nonprofit or other organization seeking to install a banner may participate once per calendar year. Banner display duration shall be a minimum of 2 weeks, with a maximum of 4 weeks, depending on availability.

F. A standard City banner will be displayed between event rotations for visual continuity.

3. Application Process

A. Any applicant wishing to display a banner must submit a completed application to the City Manager's Office following the procedures identified herein or as otherwise established by the City Manager's Office. Applicants must also agree to the terms and conditions identified below.

B. Eligibility and priority for a specific time period or use of a specific location shall be on a first-come, first-served basis. Applications must be submitted a minimum of sixty **(60) days prior** to the requested installation date and may be submitted up to one (1) year in advance.

C. Submission of an application does not guarantee approval.

4. Procedures

- Applications must be submitted in writing using the Banner Application Form to City Hall (501 Main Street, Half Moon Bay).
- Applications must include:
 - Event description and date of desired installation and removal of the banners
 - Requested banner display dates and locations
 - Banner design and text (low resolution PDF or high-quality image file).
- City staff will review applications for compliance with Program requirements and City Style Guide.
- If the application is approved:
 - Applicants will receive an invoice for applicable fees and must pay the fees within 14 business days in order to receive confirmation.
 - Reservations shall not be confirmed until full payment is received, and the dates/location may be assigned to another applicant if fees are not received by the deadline identified above.
- If the application is denied, applicants will be notified of the denial.
- Banners must be delivered to the City Manager's Office at City Hall (501 Main Street, Half Moon Bay) no later than two (2) weeks prior to installation date.
- Banners must be picked up within one (1) week following removal. Unclaimed banners may be disposed of by the City if they are not picked up within the specified timeframe.

5. Banner Design

All banners must:

- Promote a community event
- Reflect a high-quality design consistent to the City Style Guide
- Include legible text and imagery consistent with the design of the banner with no QR codes or dense text blocks.

6. Specifications:

Banner design and construction must include:

- Durable material (e.g., acrylic or nylon with reinforced webbing)
- Double sided display
- Pocket and grommet specifications for secure installation
- Sizes by location:
 - 24" W by 30" H (Main St and North of Main Street Bridge)
 - 18" W by 20' H (North Bridge Poles – City use only)
 - 4' diameter circle signs (South Gateway)

7. Banner Production

- Applicants are responsible for banner production, printing, and storage costs.

8. Installation & Removal

- Installation and removal will be coordinated by City staff in accordance with approved schedules.

9. Terms & Conditions

- The applicant must agree to indemnify and hold harmless the City, its officers, and employees from all claims arising out of banner installation or display.
- Approval notifications, installation schedules, and location assignments will be provided in writing to the applicant.
- The City reserves the right to shorten display time or revoke permission for display at any time, for any reason and dispose of banners not claimed within the designated period.

II. Banner Program — Application

1. Applicant Information

- Organization Name:
- Type of Organization (e.g., nonprofit, community group, cultural organization):
- Primary Contact Name:
- Email Address:
- Phone Number:

- Mailing Address:

2. Event Information

- Event Name:
- Event Description (include location and purpose)
- Event Type (e.g., festival, concert, event)
- Event Date(s):
- Requested Banner Display Dates (*minimum 2 weeks, maximum 4 weeks*)
- Requested Banner Location(s):

3. Banner Design Details

- Artwork Submission (PDF, JPEG, or PNG):
- Brief Design Description (colors, text, imagery)

4. Installation & Logistics

- Banner Delivery Date to City Facility:
- Banner Pickup Date:
- Responsible Person for Delivery/Pickup (Name & Contact Info):

5. Certification & Agreement

- ☐ I agree to produce and deliver banners in accordance with the City's Banner Program.
- ☐ I have read and understand the City's Banner Program and that banner display dates may be adjusted or banners may be removed due to weather or operational constraints or any other reason.
- ☐ I acknowledge that the City of Half Moon Bay is not responsible for banners that are lost, stolen, or damaged after installation.

Hold Harmless

The undersigned, on behalf of _____ agrees to indemnify and hold harmless the City of Half Moon Bay, its officers, employees and/or agents from any and all claims, demands, actions, suits, or judgments arising out of, or in connection with, the location, display, maintenance, or removal of the banner(s) identified in this application.

- **Signature of Authorized Representative:** _____
- **Date:** _____

6. Office Use Only

- Application Received Date:
- Reviewed By:
- Design Approved: ☐ Yes ☐ No (Date: _____)
- Installation Dates: _____ to _____
- Application Number:

2026 Style Guide

Downtown Half Moon Bay

Banners / Signage / Messaging

One look and feel. Throughout Half Moon Bay.

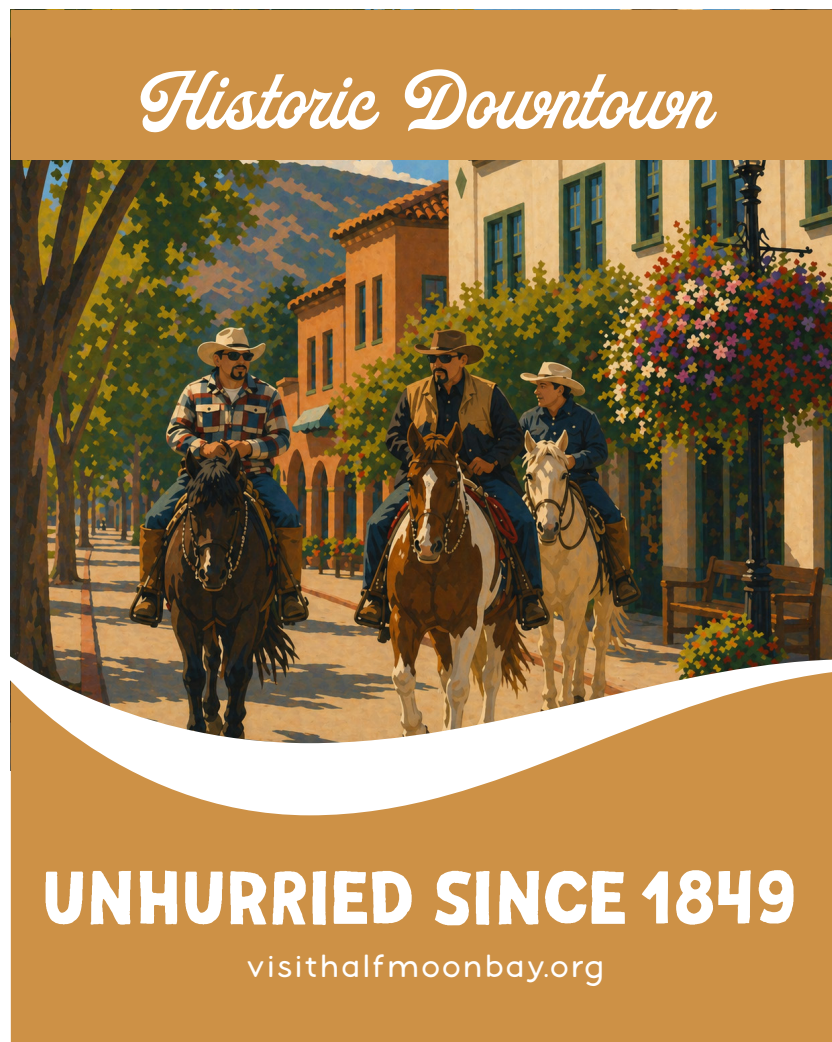
Our goal is for the first impression of the city of Half Moon Bay to be visually unified as the friendly, beautiful and richly layered coastal town we all know it is.

This style guide is a foundation. It will allow the City of Half Moon Bay to welcome visitors and locals alike, and it will help define the tone and friendliness of the town as well as create a cohesive framework for signage, banners and way finding downtown.

It is designed to be a flexible visual identity that can work all year throughout the city limits for banners, signage and all way finding applications.

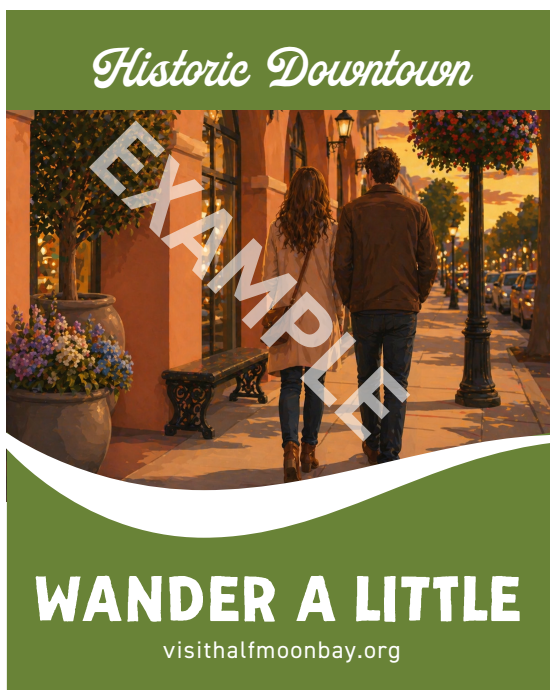
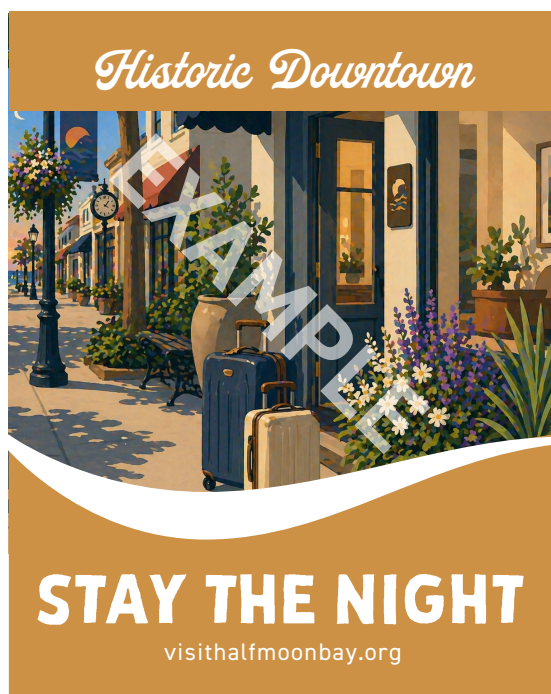
The Banner Program. Welcome Downtown

The newly-created banner program will drive cohesive design throughout the year for all banners for the purpose of welcoming visitors to the broader downtown area. Using art, color and friendly language, the purpose of these banners is to encourage exploration of the art galleries, shops, restaurants and public spaces our Historic Downtown offers.



The concept is to show the fun, friendly vibe of Downtown, while maintaining some sophistication. Not cartoon-y, not photography, but professional, custom works of art, in local-mural style that denote all Downtown has to offer. Keeping typography and color palette from visithalfmoonbay.org

The main headline communicates all that's available downtown without being cliché.



Additional messaging is more friendly, welcoming communication encouraging people to wander and explore.

All illustrations are place holder, with intention to hire custom design, based on the style of local murals.



Way Finding Signs. Discover Main Street.

Way finding signage is crucial to helping people discover the downtown area. Proposed changes to existing hard-to-read signs will help folks find their way to Main Street, important services and beyond.



Color Palette

Visit Half Moon Bay Colors

					
#1B355E	#6081AC	#F1C150	#F1C150	#CB9045	#698338
C 99 M 85 Y 36 K 27	C 67 M 44 Y 14 K 1	C 8 M 78 Y 72 K 1	C 5 M 24 Y 80 K 0	C 19 M 45 Y 84 K 2	C 62 M 31 Y 100 K 13

Accent Colors

	
#007AB8	#5BCBF5
C 86 M 45 Y 5 K 0	C 55 M 0 Y 0 K 0

Note: Accent colors should be used to highlight, but not over-used.

Typefaces

Palmer Script should only be used for the “Historic Downtown” header of the banner.

Palmer Script

*ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz*

Palmer Sans Serif is a caps-only typeface and should be used for main headline of banners only.

PALMER SANS SERIF

ABCDEFGHIJKLMNOPQRSTUVWXYZ

DIN should be used for body copy, descriptors and URLs.

DIN

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

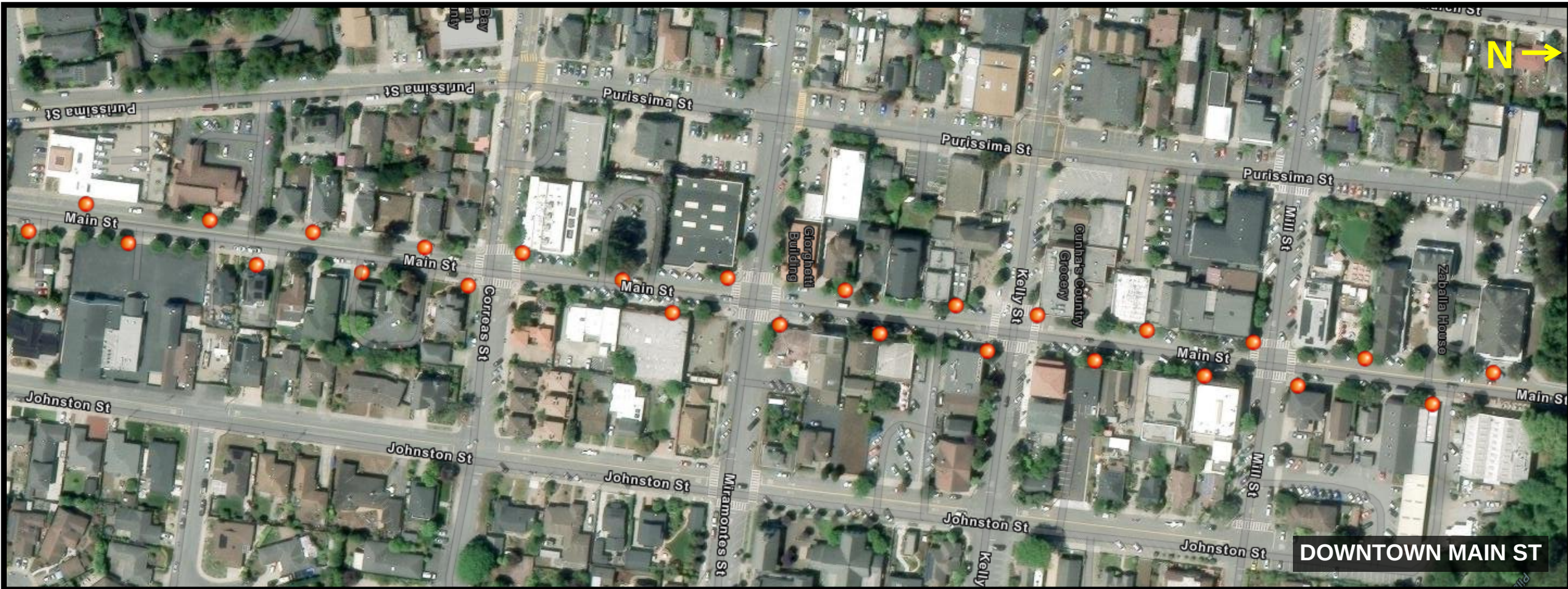
ATTACHMENT 4



LEGEND

● (E) LIGHT POLE
(42 TOTAL)

■ (E) FLAG POLE
(2 TOTAL)



**501 MAIN STREET
HALF MOON BAY
CA 94019
650-726-7177
halfmoonbay.gov**

MAIN STREET BANNERS
LOCATION MAP

REVISIONS

02/27/2026

AS SHOWN

 DL

N.A.

EX1



**501 MAIN STREET
HALF MOON BAY
CA 94019
650-726-7177
halfmoonbay.gov**

**MAIN STREET BANNERS
TYPICAL EXISTING**

REVISIONS

02/27/2026

SCALE AS SHOWN

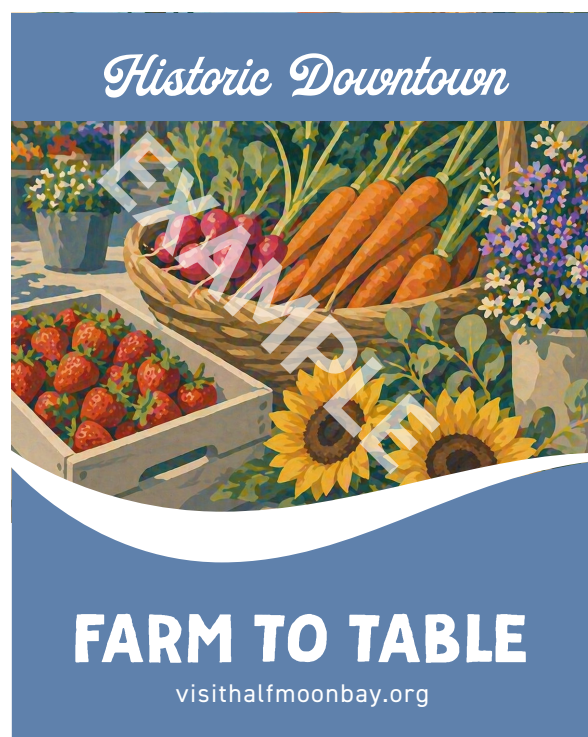
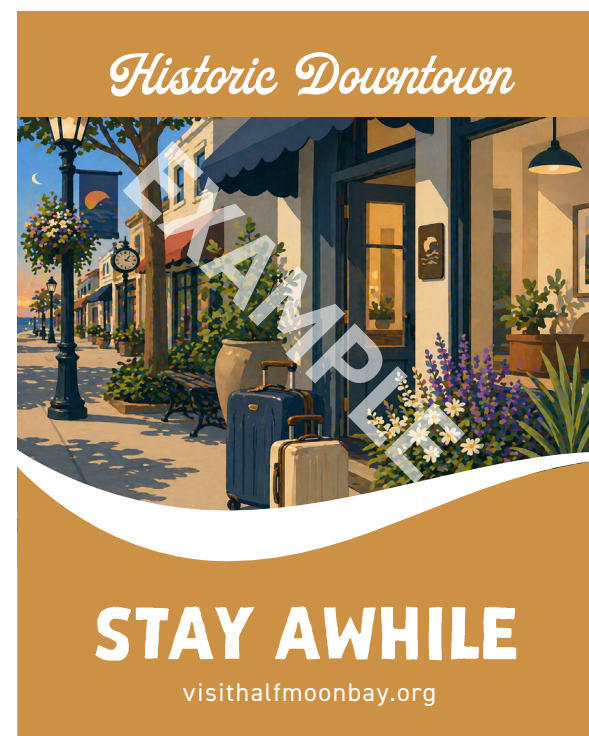
DRAWN DL

JOB NO. N.A.

UWG

SHEET

EX2



BANNER STANDARDS

EXISTING
LUMINAIRE AND
POLE TO BE
CLEANED AND
PAINTED

2" REMOVABLE
THREADED FINIALS

24"x30"
BANNER

ADJUSTABLE
LOWER MAST

FABRICATED COMPONENTS
SHALL BE TYPE 304 STAINLESS
STEEL (3/16" THICKNESS)

POWDER COATED FINISH

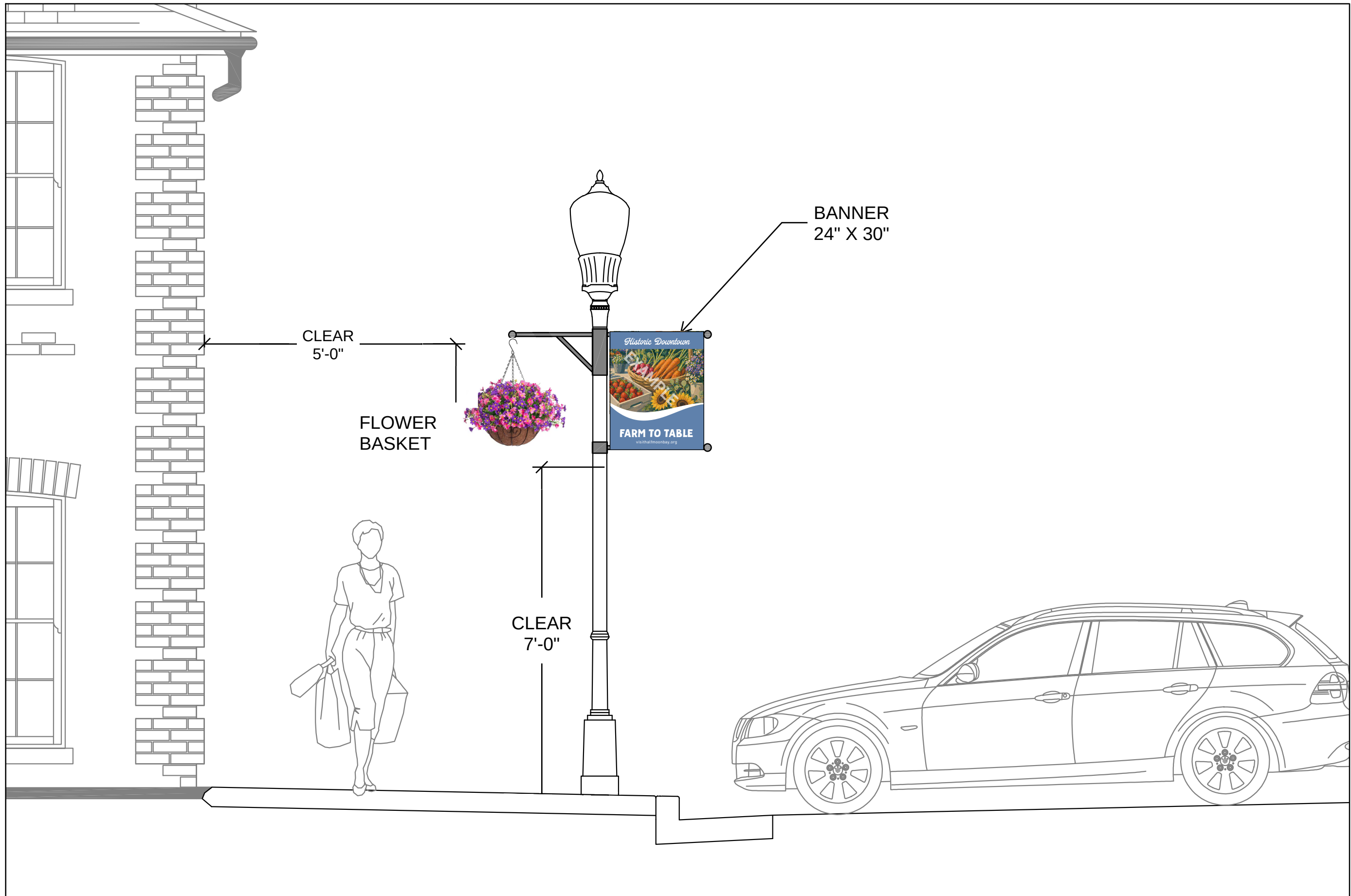
1" DIAMETER
MAST ARMS



OFF-THE SHELF
PLANTER BASKET &
CHAIN

(E) ALUMINUM ORNAMENTAL
STREET LIGHT (42 TOTAL)

HARDWARE STANDARDS



SCALE
1/2" = 1'-0"

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY
AGENDA REPORT

For meeting of: **September 1, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Karen Decker, Interim Deputy City Manager
Julissa Acosta, Interim Economic & Community Vitality Manager

TITLE: **CARTER PARK DONOR PROGRAM UPDATE**

RECOMMENDATION:

Adopt a resolution approving an update to the Donor Recognition and Naming Policy for Carter Park, replacing the policy adopted on June 7, 2022, with the Carter Park Donor & Sponsorship Program.

FISCAL IMPACT:

No direct fiscal impact is associated with this action. Adoption of the updated Program will allow the City to continue pursuing and accepting donations to help offset Carter Park capital, enhancement, and maintenance costs.

STRATEGIC ELEMENT:

This action supports the *Infrastructure and Environment*, *Fiscal Sustainability*, and *Inclusive Governance* Elements of the Strategic Plan.

BACKGROUND:

The Parks Master Plan adopted by the City Council on February 5, 2019, identified John L. Carter Memorial Park (Carter Park), located at 10 Stone Pine Road, as an opportunity to increase community recreation at an underutilized City park. On June 7, 2022, the City Council adopted a Donor Recognition and Naming Policy for the Carter Park renovation project to encourage donations toward the park's renovation, which was funded in part by a \$4.75 million in California State Budget earmark with the support of Assemblymember Berman, with the remainder from local sources including the City's General Fund.

The 2022 Policy was adopted in advance of construction and was structured primarily around dollar-based recognition tiers and facility, equipment, and special-use-area naming (e.g., the amphitheater, stage, and audio-visual systems), with naming recognition memorialized through a Memorandum of Agreement and a maximum recognition term of 20 years (similar to the Library Donor and Naming Policy in 2018).

Carter Park's renovation is now complete, and the park is fully operational. On May 5, 2026, City Council adopted a tiered fee schedule for rental use of Carter Park to support cost recovery

for operations and maintenance. Staff have implemented the fee schedule, and Carter Park rentals are now available as part of the City Facilities Rental Program.

DISCUSSION:

With Carter Park now in regular community and rental use, the 2022 Policy's construction-focused framework no longer reflects the Park's current needs. Fundraising priorities have shifted from capital improvements to supporting recurring maintenance, park enhancements, and community events. The Parks and Recreation Commission identified updating the donor recognition and fundraising approach to reflect this shift as part of their current priorities.

Unlike the 2022 Policy, which centered on naming rights for capital improvements during construction, the new guidelines provide a user-friendly and distinctive recognition program that includes a tier-based framework for an ongoing giving program built around the City's Give2HMB online platform, currently under development, and a clearly structured, limited inventory of priced plaque locations.

At the August 26, 2026, Parks and Recreation Commission meeting, commissioners reviewed the Carter Park Donor & Sponsorship Program (Attachment 2). The proposed changes were well received, including a suggestion to further define naming opportunities, which staff incorporated into the current version of Attachment 2.

The proposed updated Carter Park Donor & Sponsorship Program would supersede the 2022 Policy in the following key areas:

- Online giving platform: Establishes Give2HMB as the City's ongoing online giving portal, allowing donors to more easily contribute any amount at any time.
- Plaque Opportunities: Replaces the prior open-ended dollar tiers with a fixed, limited inventory of specific, pre-identified plaque locations, granted on a first-come, first-served basis.
- Naming Opportunities: Establishes a separate pathway for major gifts of \$100,000 or more (or a smaller gift tied to a specific piece of equipment or enhancement, at the City's discretion) to attach a donor's name to a significant park facility or feature, such as the rooftop garden or the stage. Naming Opportunities are negotiated individually and require City Council approval before being accepted.
- In-kind contributions: Allows non-cash donations of goods, materials, or professional services, valued at fair market rate, to be accepted in place of or alongside a cash donation. Recognition terms: Sets plaque recognition terms of 5 to 10 years depending on location, with an option for the donor to renew at the then-current rate; Give2HMB website recognition runs for one year and renews with each new gift. Naming Opportunity recognition terms are set individually in each donor's agreement.
- Inscription standards: Establishes standards for inscriptions and a donor-approved proof before fabrication.
- Maintenance, removal, and risk allocation: Clarifies that donated items become City property upon installation, that the City is not obligated to repair or replace damaged

items and that the City may remove or relocate items for safety or renovation, and that a Naming Opportunity may be discontinued if the named feature is removed or redesigned, with a good-faith effort to offer the donor comparable alternative recognition.

- Donor disclosure and release: Adds a donor acknowledgment and release form, including a disclosure question about any pending contract, lease, license, permit, or other entitlement the donor is seeking from the City.

As with the 2022 Policy, the updated Program preserves the City's sole and final discretion over the acceptance, placement, design, and removal of all donations and recognition, and allows recognition to be declined or removed if deemed necessary.

ATTACHMENTS:

1. Resolution
2. Carter Park Donor & Sponsorship Program

RESOLUTION NO. C-2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY ADOPTING THE
CARTER PARK DONOR & SPONSORSHIP PROGRAM WHICH REPLACES THE DONOR
RECOGNITION AND NAMING POLICY ADOPTED JUNE 7, 2022**

WHEREAS, the Parks Master Plan, adopted by the City Council on February 5, 2019, identified John L. Carter Memorial Park (“Carter Park”) as an opportunity to increase community recreation at an underutilized City park; and

WHEREAS, on June 7, 2022, the City Council adopted a Donor Recognition and Naming Policy for the Carter Park renovation project to encourage donations toward the park's renovation, which was funded in part by \$4.75 million from the California State Budget with the support of Assemblymember Berman; and

WHEREAS, on May 5, 2026, the City Council adopted a tiered fee schedule for rental use of Carter Park to support cost recovery for operations and maintenance, and rentals are now available as part of the City Facilities Rental Program; and

WHEREAS, with Carter Park now in regular community and rental use, the 2022 Policy's construction-focused framework no longer reflects the park's current needs, as fundraising priorities have shifted to support recurring maintenance, park enhancements, and community events; and

WHEREAS, the Carter Park Donor & Sponsorship Program would replace the 2022 Policy in the following areas: online giving platform, defined naming and plaque opportunities, in-kind contributions, recognition terms, inscription standards, maintenance, removal and risk allocation, and a donor disclosure and release; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of Half Moon Bay hereby adopts the Carter Park Donor & Sponsorship Program, attached hereto, which shall hereinafter replace the Donor Recognition and Naming Policy adopted on June 7, 2022.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 1st day of September 2026, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST: APPROVED:

Maggie Rodriguez, City Clerk

Debbie Ruddock, Mayor



Carter Park Donor & Sponsorship Program

Program Guidelines & Application Procedures

1. Purpose and Authority

The Carter Park Donor & Sponsorship Program allows individuals, families, businesses, and community organizations to financially support Carter Park through the City's Give2HMB online giving platform and, where space allows, through limited plaque and naming opportunities.

The goals of the Program are to:

- Provide meaningful, lasting ways for the public to support Carter Park and offset capital and maintenance costs;
- Offer consistent, attractive, and durable standards for donated amenities so that Carter Park retains a cohesive, well-maintained appearance;
- Ensure all donations and recognition are appropriate for a public space; and
- Preserve the City's sole and final discretion over the acceptance, placement, design, and removal of all donated items.

2. Definitions

Donor – An individual, family, business, or organization that contributes funds or in-kind gifts through Give2HMB. Recognition is offered as a courtesy, not an obligation.

Sponsor – A business or organization that provides financial support in exchange for limited, City-approved public recognition.

Give2HMB – The City's secure online giving platform through which donors may contribute any amount toward Carter Park.

Plaque Opportunity – One of a limited, fixed number of physical locations in Carter Park made available for a commemorative plaque at set prices. Availability ends once a location is claimed.

Naming Opportunity – Recognition, by attaching a donor's, family's, or organization's name to a significant Carter Park facility, feature, or recognition medium that is not part of the Plaque Opportunity inventory in Section 5 (for example, the rooftop garden, the stage, dedicated equipment such as an LED screen, or a major donor recognition sign). Available to gifts of \$100,000 or more or, at the City's discretion, to a smaller gift tied to a specific funded item. Naming Opportunities are negotiated individually and require City Council approval; see Section 6.

Commemorative Plaque – A plaque installed to honor, celebrate, or remember a person, family, group, organization, or occasion. Plaques shall not be affixed to movable equipment or furniture.

Recognition Period – The defined term of years during which a donor's recognition (website listing or plaque) remains in place, after which renewal, removal, or reassignment may occur.

In-Kind Contribution – A non-cash donation of goods, materials, or professional services benefiting Carter Park, valued at fair market rate.

Program Coordinator – The City staff member designated to administer applications, approvals, and installation logistics.

3. Ways to Give

The Program offers two straightforward ways to give, plus an option for in-kind support.

3.1 Give2HMB Online Giving

Donors may give any amount, at any time, through the Give2HMB online portal to one of three categories (see Section 4). Every Give2HMB donor receives:

- A tax-deduction acknowledgment letter; and
- Recognition by name on the City's website, unless the donor requests to remain anonymous.

Give2HMB giving does not include a plaque and is not tied to a dollar-based tier.

3.2 Plaque Opportunities

A limited number of specific, pre-identified locations within Carter Park are available for a commemorative plaque at a fixed price per location (see Section 5). Because the number of locations is finite, an opportunity is available only until it is claimed by a donor; once all locations in a given category are filled, that opportunity is closed until a future capital project creates new space.

Plaque donors also receive a tax-deduction acknowledgment letter and website recognition, in addition to the plaque itself.

3.3 Naming Opportunities

Donors who contribute \$100,000 or more may be offered a Naming Opportunity: the right to attach their name, family name, or organization's name to a significant Carter Park facility or feature that is not part of the Plaque Opportunity inventory (for example, the rooftop garden, the stage, dedicated equipment such as an LED screen, or inclusion on a major donor recognition sign). A gift below \$100,000 that is tied to a specific piece of equipment, enhancement, or improvement may also be considered for a Naming Opportunity at the City's discretion. Naming Opportunities are negotiated individually based on the gift and the feature involved, require City Council approval, and are not governed by the fixed pricing, locations, or process described in Sections 5 and 9. See Section 6.

3.4 In-Kind Contributions

Non-cash donations of goods, materials, or professional services that directly benefit Carter Park may be accepted in place of, or alongside, a cash donation, at the City's discretion. In-kind gifts are valued at fair market rate and may be credited toward a Plaque Opportunity or Naming Opportunity at the City's discretion.

4. Give2HMB Giving Categories

Donors may direct a Give2HMB gift of any amount to one of the following categories:

Category	Examples
Enhancements	AV equipment, lighting, artwork, Ohlone kiosk, walking trail, welcome signs
Maintenance	Greenspace beautification, supplies, flood resiliency, habitat restoration and preservation
Special Events	Summer's End Music Festival, Movies in the Park, and other City-sponsored events

5. Plaque Opportunity Locations

Plaque Opportunities are sold location by location, not as open-ended tiers. Each specific location has its own price, reflecting factors such as visibility, placement, and plaque size. Prices are due in full upon approval, prior to fabrication. Naming Opportunities (Section 6) are separate, are not tied to this location inventory, and are negotiated individually.

Location ID	Plaque Type & Placement	Size	Price	Recognition Period
SA-1	Seating Area – [back of amphitheater seating]	6" x 10"	\$10,000	5 years
AW-1	Amphitheater Wall – [right center]	10" x 10"	\$25,000	8 years
AW-2	Amphitheater Wall – [left center]	20" x 20"	\$50,000	10 years

Note: Location IDs, descriptions, and prices above are placeholders. The Program Coordinator maintains the authoritative master list of locations, current prices, and availability status. As each location is claimed, staff marks it unavailable on the master list and application materials; it remains closed until a future capital project creates a new location.

6. Naming Opportunities

Naming Opportunities recognize a donor's, family's, or organization's name on a significant Carter Park facility, feature, or recognition medium that is not part of the Plaque Opportunity inventory in Section 5 — for example, the rooftop garden, the stage, dedicated equipment such as an LED screen, or inclusion on a major donor recognition sign. A donor is eligible for a Naming Opportunity if:

- The gift is \$100,000 or more; or
- The gift is below \$100,000 but is tied to a specific piece of equipment, enhancement, or improvement, in which case the City may consider a Naming Opportunity at its discretion based on the significance and visibility of the item and the size of the gift.

Naming Opportunities are negotiated individually between the donor and the City Manager's Office based on the gift and the feature involved, and require City Council approval before being accepted. Because Naming Opportunities are not tied to a fixed inventory or price list, the recognition period, wording, placement, and other terms are set out in each donor's individual agreement rather than in this policy.

The City may discontinue a Naming Opportunity if the named feature or item is removed, redesigned, decommissioned, or otherwise ceases to exist, or if removal is necessary for safety reasons. The City will make a good-faith effort to offer the donor a comparable alternative recognition where feasible. Notice, relocation rights, and any other removal terms are addressed case by case in the individual naming agreement and are subject to the same City Council approval as the original naming grant.

7. Periodic Review of Fees and Pricing

The City may, at its discretion, periodically review Give2HMB category framing, Plaque Opportunity pricing, and the Naming Opportunity gift threshold to ensure they remain consistent with prevailing construction, material, and maintenance costs, including the effects of inflation. Such review is anticipated approximately every five (5) years but is not required on a fixed schedule. Pricing in effect at any given time remains in effect until amended by the City Council.

8. Inscription, Design & Wording Guidelines

This section applies to Plaque Opportunities under Section 5. Naming Opportunity recognition is addressed in the applicable individually negotiated agreement (Section 6).

8.1 Permitted Content

Inscriptions may include the name of an individual, family, or organization; a brief celebratory phrase (e.g., "Celebrating the Smith Family" or "50 Happy Years in Half Moon Bay"); or, for memorial inscriptions, a respectful tribute. Birth and/or passing years may be included at the City's discretion.

8.2 Prohibited Content

The following are not permitted on any plaque or in any sponsorship signage:

- Profanity, obscenity, hate speech, or discriminatory symbols or language;
- Political statements, campaign messages, or candidate names;
- Religious proselytizing (a respectful, brief religious phrase chosen by a memorial donor may be permitted at staff discretion);
- Commercial advertising, business slogans, telephone numbers, URLs, or QR codes (business sponsors are limited to name/logo);
- Trademarked or copyrighted material the donor does not have rights to use.

8.3 Review and Approval

For any Plaque Opportunity, all proposed inscriptions must be submitted in writing to the Program Coordinator for review. The City will work with the donor to finalize acceptable inscriptions and reserves the right to approve, modify, or reject any

proposed inscription or design. A proof will be provided to the donor prior to fabrication; the donor is responsible for verifying spelling and accuracy. The City is not responsible for inscription errors that match a donor-approved proof.

9. Plaque Opportunity Application & Review Process

Give2HMB gifts are made directly through the online portal and require no separate application. Plaque Opportunities follow the process below. Naming Opportunities follow a separate, individually negotiated process described in Section 6.

1. Submit Application – Complete the Donor/Sponsorship Application, including the requested opportunity level and proposed inscription, and submit to the Program Coordinator.
2. Staff Review – The Program Coordinator confirms location availability and reviews the application for consistency with this policy and any conflicting capital projects. Typical review time is two to four weeks.
3. Wording/Design Approval – Staff works with the donor to finalize inscription wording.
4. Location Determination – Staff confirms the specific placement location from the remaining inventory. Donors may request a preferred area; final placement decisions rest solely with the City.
5. Payment – Upon approval, the donor remits full payment before fabrication or installation begins.
6. Fabrication & Installation – The City orders and installs the item, typically within 6–12 weeks of payment, depending on vendor lead times and weather/site conditions.
7. Acknowledgment – The City notifies the donor upon completion and provides a letter of acknowledgment and, where applicable, a photograph of the installed item.

10. Payments & Refunds

Give2HMB gifts are processed through the online portal. Plaque Opportunity payments may be made by online portal, credit card, or check payable to the City of Half Moon Bay, and are due in full upon approval of the application and prior to fabrication. Naming Opportunity payment terms are set out in the donor's individual agreement.

Because materials are typically custom-fabricated, plaque donations are generally non-refundable once an order has been placed with the vendor. Requests to cancel prior to fabrication will be reviewed by the Department on a case-by-case basis.

11. Term, Renewal & Expiration of Recognition

Recognition Type	Standard Term	Renewal Option
Give2HMB website listing	1 year	Renewable with each new gift
Plaque Opportunity	Per Section 5 (5–10 years)	Donor may renew for an additional term at the then-current rate
Naming Opportunity	Per individual agreement	Per individual agreement

Recognition periods exist to allow the City to manage limited furnishing and signage space fairly across the community. The City will make a reasonable, good-faith effort to notify donors using the contact information on file prior to expiration but is not obligated to do so if contact information is outdated. Unclaimed plaques may be retained by the City for return to the donor or otherwise disposed of after 90 days.

12. Maintenance, Repair, Replacement & Removal

This section addresses donated items and Plaque Opportunities. Removal or discontinuation of a Naming Opportunity is addressed in Section 6.

Once installed, plaques become City property and are maintained as part of its routine park maintenance program, subject to the following:

- The City does not guarantee the condition of a donated item beyond normal wear consistent with its useful life and manufacturer warranty, if any.
- The City is not obligated to repair or replace items damaged by vandalism, weather, age, accident, or theft, though it may elect to do so at its discretion or as funding allows.
- If an item requires repair or replacement and the donor wishes to fund it, the City will provide a cost estimate; the donor is not obligated to do so.
- The City will remove any item that becomes a safety hazard, regardless of donor funding for repair, and will make reasonable efforts to notify the donor.
- Should the park undergo redesign, renovation, or closure, the City may need to permanently remove a donated item; the City will attempt to offer the donor the option to relocate the recognition to another suitable park where feasible, but this is not guaranteed.

13. Donor / Sponsorship Application Form

Complete this form and submit it, along with any required attachments (artwork, logo files), to the Program Coordinator. Incomplete applications may delay review. This form is used for Give2HMB gifts and Plaque Opportunities. Naming Opportunities are initiated by contacting the Program Coordinator directly and are documented in a separate agreement.

Donor Information

Field	Response
Name / Organization	
Mailing Address	
Phone / Email	
Give2HMB Category or Plaque Location ID	

Recognition Details (if applicable)

Field	Response
Proposed Inscription – Line 1	
Proposed Inscription – Line 2	

14. Donor Acknowledgement & Release Statement

By signing below, I acknowledge that I have read and understood the City of Half Moon Bay Carter Park Donor & Sponsorship Policy, and I specifically acknowledge and agree to the following:

1. All donated items become the property of the City of Half Moon Bay upon installation.
2. The City has sole discretion over the design, location, and installation of my donation.
3. The City has no obligation to repair, replace, or maintain my donated item beyond ordinary maintenance described in this policy, and is not liable for damage from weather, vandalism, theft, or accident.

4. My recognition is subject to the term and renewal provisions described, after which it may be removed, reassigned, or offered for renewal.
5. The City may relocate or remove my donated item due to construction, park redesign, or safety concerns, and will make reasonable efforts to notify me using the contact information I provide.
6. This donation does not grant naming rights, governance authority, or any influence over City policies, programs, or personnel.
7. I release and hold harmless the City of Half Moon Bay, its officers, employees, and agents from claims arising from this donation, except for claims arising from the City's gross negligence or willful misconduct.

Disclosure:

- ☐ I am seeking or have obtained a contract, lease, license, permit, or other entitlement from the City.
- ☐ Not applicable: I have no pending or recent contract, lease, license, permit, or other entitlement with the City.

Donor Printed Name: _____

Donor Signature: _____ Date: _____

Received by (City Staff): _____ Date: _____



**AGENDA DEL AYUNTAMIENTO
REUNIÓN ORDINARIA DEL AYUNTAMIENTO
CIUDAD DE LA BAHÍA DE MEDIA LUNA**

MARTES 1 DE SEPTIEMBRE DE 2026

**CENTRO COMUNITARIO TED ADCOCK,
535 KELLY AVENUE, HALF MOON BAY,
CALIFORNIA 94019**

**Debbie Ruddock, alcaldesa
Deborah Penrose, Vicealcalde
Robert Brownstone, concejal
Patric Jonsson, concejal
Paul Nagengast, concejal**

19:00

Esta agenda contiene una breve descripción de cada punto a considerar. Quienes deseen dirigirse al Ayuntamiento sobre cualquier asunto no incluido en la agenda, pero que esté dentro de la jurisdicción del Ayuntamiento para resolver, podrán presentarse al atril durante la parte del Foro Público y dispondrán de un máximo de tres minutos para debatir su punto. Quienes deseen intervenir sobre un asunto empresarial o de audiencia pública serán llamados en el momento oportuno durante la consideración de dicho punto.

NOTA: Cualquier persona que desee presentar materiales al Ayuntamiento, por favor envíe siete copias al Secretario Municipal.

Copias de documentación escrita relacionada con cada punto del orden del día están archivadas en la Oficina del Secretario Municipal del Ayuntamiento, donde están disponibles para su inspección pública. Si se solicita, la agenda estará disponible en formatos alternativos apropiados para personas con discapacidad, tal y como exige la Sección 202 de la Ley de Estadounidenses con Discapacidades de 1990 (42 U.S.C. Sec. 12132). Se puede obtener información llamando al 650-726-8271.

En cumplimiento con la Ley de Estadounidenses con Discapacidades, se puede obtener asistencia especial para participar en esta reunión contactando con la Oficina del Secretario Municipal en el 650-726-8271. Una notificación de 48 horas permitirá a la ciudad proporcionar adaptaciones razonables para garantizar la accesibilidad a esta reunión (28 CFR 35.102-35.104 ADA Título II).

<http://halfmoonbay.gov/>

PROTOCOLOS HÍBRIDOS DE PARTICIPACIÓN EN REUNIONES

*Esta reunión se celebrará presencialmente y por Zoom para la participación pública. Los comentarios públicos pueden hacerse en persona o de forma remota a través de Zoom, y habrá interpretaciones disponibles. Durante cualquier parte de comentarios públicos, los asistentes pueden usar la función de "levantar la mano" y serán llamados y desactivados cuando les toque hablar. La reunión también se retransmitirá en streaming en el Canal 27, en pacificcoast.tv y en la web de la ciudad en <https://www.halfmoonbay.gov/315/City-Council-Agendas>. Por favor, haz clic para unirte al seminario web: <https://us06web.zoom.us/j/87674804231> o únete por teléfono al 669-900-9128, usando el ID del seminario web 876-7480-4231. Si te unes por teléfono, usa *9 para levantar la mano, *6 para silenciar y desactivar el silencio.*

1. PASE DE LISTA / JURAMENTO A LA BANDERA

2. APROBACIÓN DE LA AGENDA

3. PROCLAMACIONES Y PRESENTACIONES

3. PROCLAMACIÓN DEL MES DE PREVENCIÓN DEL SUICIDIO

3.B CERTIFICADO DE RECONOCIMIENTO PALOMINO SAMUEL RAMOS

4. ANUNCIOS DEL ALCALDE SOBRE ACTIVIDADES COMUNITARIAS Y SERVICIO COMUNITARIO

5. INFORME DE LAS RECIENTES REUNIONES A PUERTA CERRADA

6. ACTUALIZACIONES DE LA COMISIÓN / COMITÉ

6.INFORME DE PARQUES Y RECREACIÓN

6.B INFORME DE LA COMISIÓN DE PLANIFICACIÓN

7. ACTUALIZACIONES DEL GERENTE

MUNICIPAL SOBRE LA MEDIDA I Y Q

DEL CONSEJO 7.A

7.B FORMULARIO DE COMENTARIOS PÚBLICOS EN LÍNEA DEL AYUNTAMIENTO

8. FORO PÚBLICO

9. CALENDARIO DE CONSENTIMIENTO

9. UNA EXENCIÓN DE LECTURA DE RESOLUCIONES Y ORDENANZAS

9.B APRUEBA EL ACTA DE LA REUNIÓN ESPECIAL DEL AYUNTAMIENTO DE AUGUST18.2026

[ANEXO - Acta de la Reunión Extraordinaria del 18 de agosto de 2026](#)

9.C APRUEBA EL ACTA DE LA REUNIÓN ORDINARIA DEL AYUNTAMIENTO DEL 18 DE AGOSTO DE 2026

[ADJUNTO - Acta de la Reunión Ordinaria del 18 de agosto de 2026](#)

9.D ACTUALIZACIÓN DEL CÓDIGO DE CONFLICTO DE INTERESES

Recomendación del personal: Adoptar una resolución que modifique el Código de Conflicto de Intereses de la ciudad.

[INFORME DEL PERSONAL](#)

[ANEXO - Resolución de Conflictos de Interés](#)

9.E APROBAR EL CALENDARIO MODIFICADO DE LAS REUNIONES DEL AYUNTAMIENTO DE 2026

Recomendación del personal: Por moción, adoptar el calendario modificado del Ayuntamiento para 2026.

[INFORME DEL PERSONAL](#)

[ARCHIVO ADJUNTO - Calendario modificado del Ayuntamiento 2026](#)

9.F APROBAR LA LISTA ACTUALIZADA DEL ALCALDE DE REPRESENTANTES DEL AYUNTAMIENTO Y ASIGNACIONES DESIGNADAS PARA 2026

Recomendación del personal: Aceptar la lista actualizada del alcalde Ruddock de Representantes del Ayuntamiento y Asignaciones Designadas para 2026.

[INFORME DEL PERSONAL](#)

[ADJUNTO - Asignaciones actualizadas del Alcalde para el Ayuntamiento 2026](#)

9.G ADJUDICA UN ACUERDO DE SERVICIOS PROFESIONALES A ROBERT D. NIEHAUS, INC. PARA EL ESTUDIO DE TARIFAS DE ALCANTARILLADO

Recomendación del personal: Adoptar una resolución que autorice al Gerente Municipal a firmar un Acuerdo de Servicios Profesionales con Robert D. Niehaus, Inc. (RDN) por una cantidad que no exceda los 57.180 dólares para completar un estudio exhaustivo de tarifas de alcantarillado, incluyendo la divulgación y apoyo público a través del proceso de fijación de tarifas de la Proposición 218.

[INFORME DEL PERSONAL](#)

[ANEXO - Resolución del estudio de tasas de alcantarillado](#)

9.H ADOPTAR UNA ORDENANZA QUE MODIFICA EL CÓDIGO MUNICIPAL Y LA COSTA LOCAL PROGRAMA PARA IMPLEMENTAR EL ELEMENTO DE VIVIENDA DEL SEXTO CICLO

Recomendación del personal: Renunciar a la segunda lectura y adoptar una ordenanza que modifica el Título 18 (Zonificación) del Código Municipal y el Plan de Implementación del Programa Costero Local (IP) para implementar los cambios de zonificación identificados en el Plan de Uso del Suelo del Programa Costero Local (LUP) y el Elemento de Vivienda del Sexto Ciclo.

[INFORME DEL PERSONAL](#)

[ANEXO 1 - Ordenanza de Rezonificación 2026-03](#)

[ANEXO 2 - Informe del personal del 18 de agosto de 2026](#)

10. ORDENANZAS Y AUDIENCIAS PÚBLICAS

10.A APRUEBA LAS TRANSFERENCIAS DE LA MEDIDA D DE 2026

Recomendación del personal: Adoptar una resolución que apruebe la transferencia de 19 de las asignaciones restantes de la Medida D base del centro, para ser utilizadas en nuevas unidades habitacionales propuestas en el área exterior del centro, priorizadas según la puntuación de la lista de verificación de la solicitud de la Medida D y según se muestra en el Anexo A de la Resolución (Anexo 1).

[INFORME DEL PERSONAL](#)

[ANEXO 1 - Hoja de cálculo de puntuación Measure D 2026](#)

[ANEXO 2 - Ratificación de la puntuación de la Medida D 2026](#)

[ANEXO 3 - Resolución 2019 que establece el procedimiento de transferencia de asignación de la Medida D](#)

11. RESOLUCIONES E INFORMES DEL PERSONAL

11.UNA CONSIDERACIÓN DE EXTENDER LA ELEGIBILIDAD DE BENEFICIOS DE SALUD A LOS CARGOS ELECTOS

Recomendación del personal: Recibir información y proporcionar orientación sobre si se debe ampliar la elegibilidad de beneficios de salud a los funcionarios electos y, en caso afirmativo, proporcionar directrices sobre los niveles de contribución por parte de la ciudad.

[INFORME DEL PERSONAL](#)

11.B RESUMEN DEL SISTEMA DE ALCANTARILLADO SANITARIO Y APROBACIÓN DE SERVICIOS PROFESIONALES

ACUERDO CON V.W. HOUSEN & ASSOCIATES

Recomendación del personal: 1) Recibir un informe resumen sobre el estado del sistema de recogida de alcantarillado sanitario de la ciudad, incluyendo los resultados de la reciente evaluación de infiltración y caudales; y 2) Adoptar una resolución que autorice al Gerente Municipal a firmar un Acuerdo de Servicios Profesionales con V.W. Housen & Associates para servicios de soporte de ingeniería de sistemas de recogida de aguas residuales por un importe que no exceda los 99.217 dólares.

[INFORME DEL PERSONAL](#)

[ANEXO 1- Resolución PSA de VWHA](#)

[ANEXO 2 - Propuesta VWHA](#)

[ANEXO 3 - Resumen de la capacidad SSMP 2025](#)

[ANEXO 4 - RH Borden Resumen Informe I&I](#)

[ANEXO 5 - Mapas históricos de defectos de CCTV](#)

11.C PROGRAMA DE PANCARTAS COMUNITARIAS

Recomendación del personal: Adoptar una resolución: 1) Establecer el Programa de Banderas Comunitarias y aprobar el Programa de Banderas Comunitarias que autorice al Gerente Municipal, o a su designado, a realizar enmiendas para implementar y administrar eficazmente el programa, sujeto al Programa de Señales Especiales aprobado; 2) Modificar la Tabla Principal de Tarifas para establecer una Cuota de Solicitud del Programa de Banners Comunitarios por un importe de 450 dólares por ciclo de banner aprobado; 3) Autorizar al Administrador de la Ciudad a negociar y ejecutar un acuerdo con el Comité de Embellecimiento de Half Moon Bay para la instalación y retirada de pancartas comunitarias, en una forma aprobada por el Abogado de la Ciudad; y 4) Autorizar al Gerente Municipal a adquirir servicios, suministros, materiales y equipos necesarios para la implementación inicial del Programa de Banderas Comunitarias, incluyendo herrajes para pancartas, carteles, pintura y materiales relacionados, con un coste total que no supere los 100.000 dólares.

[INFORME DEL PERSONAL](#)

[ANEXO 1 - Resolución del Programa de Banner](#)

[ANEXO 2 - Directrices del Programa de Pancartas Comunitarias](#)

[ANEXO 3 - Guía de estilo](#)

[ACCESORIO 4 - Especificaciones de hardware](#)

11. ACTUALIZACIÓN DEL PROGRAMA DE DONANTES DEL PARQUE CARTER

Recomendación del personal: Adoptar una resolución aprobando una actualización en el Programa de Reconocimiento y Nombramiento de Donantes para Carter Park, sustituyendo la política adoptada el 7 de junio de 2022 por la Política de Donantes y Patrocinio de Carter Park.

[INFORME DEL PERSONAL](#)

[ANEXO 1 - Resolución de la Política de Donantes de Carter Park](#)

12. PARA FUTURAS DISCUSIONES / POSIBLES PUNTOS DE LA AGENDA

13. INFORMES DEL AYUNTAMIENTO

14. SUSPENSIÓN

