



CITY COUNCIL REGULAR MEETING

**JOINT SAND CITY COUNCIL AND
SUCCESSOR AGENCY OF THE
REDEVELOPMENT AGENCY**

TUESDAY, APRIL 15, 2025

5:30 PM

AGENDA
JOINT SAND CITY COUNCIL AND SUCCESSOR AGENCY OF THE REDEVELOPMENT
AGENCY

City Council Regular Meeting - Tuesday, April 15, 2025
5:30 PM

THIS MEETING WILL BE HELD VIRTUALLY AND IN PERSON, IS COMPLIANT WITH ASSEMBLY BILL (“AB”) 2449, SIGNED INTO LAW ON SEPTEMBER 13, 2022, WHICH AMENDS GOVERNMENT CODE SECTION 54953 TO PROVIDE AUTHORITY FOR PUBLIC AGENCIES TO CONTINUE TO HOLD VIRTUAL MEETINGS AND REMAIN IN COMPLIANCE WITH THE BROWN ACT (GOV. CODE §§ 54950 ET SEQ.). TO PARTICIPATE IN THE ZOOM COUNCIL WEBINAR LIVE:

<https://us02web.zoom.us/j/88349100938>

Webinar ID: 883 4910 0938

**To participate telephonically by calling the number below:
(669) 900-6833**

Webinar ID: 883 4910 0938#

If prompted to enter a participant ID, press #

**TO PARTICIPATE IN PERSON:
City Hall Council Chamber
1 Pendergrass Way
Sand City, CA**

How to submit written Public Comments:

If any member of the public would like to provide written comments at the meeting, please do as set forth below.

Written: All comments received before 8:00 am the day of the meeting will be posted on the City’s website as “Correspondence” under the relevant agenda item and provided to the City Council members at the meeting. Please email your comments to: cityclerk@sandcityca.org.

Read Aloud During the Meeting: Email your comments to cityclerk@sandcityca.org. When the Mayor opens the public comment period for the relevant agenda item; please indicate the agenda item and title in your email subject line. If you want your comment read aloud, prominently write “Read Aloud at Meeting” at the top of the email and your comments will be read into the record (not to exceed three minutes at staff’s cadence).

DURING EACH MEETING, members of the public may participate by calling and speaking live during the designated time(s), subject to time limits that may be imposed pursuant to the Brown Act at the number provided above. Please use the "raise your hand" option on Zoom, and the City Clerk will call on your name.

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENT BY MAYOR, CITY ATTORNEY, AND CITY MANAGER

4. COMMUNICATIONS

Members of the public may address the City Council/Successor Agency on matters not appearing on the City Council/Successor Agency Agenda at this time for up to three minutes. In order that the City Clerk may later identify the speaker in the minutes of the meeting, it is helpful if speakers state their names. Public comments regarding items on the scheduled agenda will be heard at the time the item is being considered by the City Council/Successor Agency. The City Council Chambers podium is equipped with a portable microphone for anyone unable to come to the podium. If you need assistance, please advise the City Clerk as to which item you would like to comment on and the microphone will be brought to you.

5. CONSENT CALENDAR

The Consent Agenda consists of routine items for which City Council approval can be taken with a single motion and vote. A Council member may request that any item be placed on the Regular Agenda for separate consideration.

5A. Approve the City Council Special Meeting and Regular Meeting Minutes for
February 24, 2025
[Minutes](#)

5B. Hold a Second Reading and Adopt an Ordinance Approving the Second
Amendment to the Development Agreement By and Between the City of Sand
City and DBO Development No. 30, LLC Relating to the Development Commonly
Known as the South of Tioga Project
[Staff Report](#)
[Ordinance](#)
[Development Agreement-Second Amendment](#)

5C. Approve a Resolution Approving SP 25-001 to Allow the Establishment of a Solar
Panel Array in the Rear Yard of 501 California Avenue; (APN 011-189-017);
Brandt
[Staff Report](#)
[Resolution](#)
[Letter of Intent](#)
[Site Plan](#)
[Location Map](#)
[Aerial Map](#)

[Site Photos](#)

- 5D. Receive 2024 General Plan and Housing Element Annual Progress Reports
[Staff Report](#)
[General Plan Annual Progress Report](#)
[Housing Element Annual Progress Report](#)
- 5E. Approve a Resolution Authorizing a Contract Services with Foster & Foster Actuaries and Consultants to Perform Actuarial Valuation Services for Fiscal Year Ending June 30, 2025, and Calpers Cost-Sharing Plans in an Amount not to Exceed \$25,600
[Staff Report](#)
[Resolution](#)
[GASB 75 Engagement Letter](#)
[GASB 68 Agreement](#)
- 5F. Acceptance of City/Successor Agency Financial Reports from January 2025
[Staff Report](#)
[Sand City Cash Receipt Report](#)
[Sand City Check Report](#)
[Successor Agency Cash Receipt Report](#)

6. CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR

7. PRESENTATION

- 7A. West End Celebration Update: Event Santa Cruz

8. PUBLIC HEARING

9. NEW BUSINESS

- 9A. Approve a Resolution Approving Conditional Use Permit CUP 25-001 to Establish Coffee Roastery and Bakery Uses Including Deliveries, Storage, Production, Packaging, Wholesale Distribution and Exterior, Ancillary Retail Sale of Finished Products via a Walkup Window; Site Plan Approval for Ancillary Parking, Loading, Trash Storage, and Private Plaza Improvements; 1793 Catalina Street (APN 011-243-004) Applicant/Owner: Greg and Sandy Wilson
[Staff Report](#)
[Resolution](#)
[Letters of Intent](#)
[Plans](#)
[Aerial Map & Site Photos](#)
[Water Release Form](#)
[Hazardous Materials Questionnaire](#)
[Air Quality Permit](#)

- 9B. Approve a Resolution Approving the City's Fiscal Year 2024-25 General Employees Salary Schedule
[Staff Report](#)
[Resolution](#)
[2024-25 General Employees Salary Schedule](#)
- 9C. Approve a Resolution Adopting the Proposed Five-Year Capital Improvement Plan for Fiscal Years 24-25 Through 28-29 and Approve the Capital Improvement Budget for Fiscal Year 24-25
[Staff Report](#)
[Resolution](#)
[Five-Year Capital Improvement Plan FY 24-25 through 28-29](#)
- 9D. Discussion and Direction Regarding the Sand City we.Mural Festival 2025
[Staff Report](#)
[Proposal by Talking Walls](#)

10. COMMENTS BY COUNCILMEMBERS ON ITEMS OF INTEREST TO SAND CITY

12. ADJOURNMENT

The current agenda is available in PDF format on our website at:
www.sandcity.org

If you have a request for a disability-related modification or accommodation, including auxiliary aids or services, which will allow you to participate in a Sand City public meeting, please call the City Clerk at (831) 394-3054 extension 220, or give your written request to the City Clerk at 1 Pendergrass Way, Sand City, CA 93955 at least 48 hours prior to the scheduled meeting to allow the City Clerk time to arrange for the requested modification or accommodation.

**AGENDA ITEM
5A.**

**Approve the City Council Special Meeting
and Regular Meeting Minutes for February
24, 2025**

MINUTES
JOINT SAND CITY COUNCIL AND SUCCESSOR AGENCY OF THE REDEVELOPMENT
AGENCY

City Council Special Meeting - Tuesday, February 4, 2025 4:00 PM

As allowed by Assembly Bill AB 2449, this meeting was conducted in person and by
teleconference

Mayor Carbone called the meeting to order at 4:00 PM.

1. ROLL CALL

Present: Mayor Carbone
Vice Mayor Blackwelder
Councilmember Adams
Councilmember Diaz
Councilmember Sofer

Staff: City Manager Vibeke Norgaard
City Attorney Adam Lindgren
City Clerk Kerry Lindstrom

2. COMMUNICATIONS

No public comment received.

3. CLOSED SESSION

No public comment received.

City Council/Successor Agency Board to adjourn to Closed Session regarding:

3A. Conference with labor negotiators pursuant to Government Code Section 54957.6. Negotiators: Vibeke Norgaard, City Manager, Adam Lindgren, City Attorney, and Che Johnson, Attorney. Employee Organization: Police Officers Association

3B. Re-adjourn to Open Session to report any action taken at the conclusion of Closed Session in accordance with Government Code Section 54957.1

City Attorney Adam Lindgren reported the Council received updates and provided direction. No reportable action was taken.

4. ADJOURNMENT

Council adjourned the meeting at approximately 5:50 PM.

Kerry Lindstrom, City Clerk

MINUTES
JOINT SAND CITY COUNCIL AND SUCCESSOR AGENCY OF THE REDEVELOPMENT
AGENCY

City Council Regular Meeting - Tuesday, February 4, 2025
5:30 PM

As allowed by Assembly Bill AB2449, this meeting was conducted in person and by
teleconference.

Mayor Carbone called the meeting to order at 5:55 pm.

1. ROLL CALL

Present: Mayor Carbone
Vice Mayor Blackwelder
Councilmember Adams
Councilmember Diaz
Councilmember Sofer

Staff: City Manager Vibeke Norgaard
City Attorney Adam Lindgren
Associate City Attorney Anthony Amara
Planning Services, Michael Groves and Anastazia Aziz
Finance Manager Jennifer Pope
City Clerk Kerry Lindstrom

2. PLEDGE OF ALLEGIANCE

Councilmember Sofer led the Pledge of Allegiance.

After the Pledge of Allegiance, there was an unexpected announcement in the meeting. Prior recipients of the Ruth Vreeland Public Official of the Year Award, Mary Adams, Bill Kampe, and Dr. Edward Ochoa surprised Mayor Carbone with an announcement that she has been chosen as the 2024 Ruth Vreeland Public Official of the Year and will be presented with an award on March 29, 2025, at the Monterey County Chamber of Commerce's Annual Awards Dinner.

3. ANNOUNCEMENT BY MAYOR, CITY ATTORNEY, AND CITY MANAGER

Mayor Carbone outlined the Mayor's Report, including the upcoming Monterey County Business Membership luncheon, her attendance at the Board of Supervisors swearing-in, and the Steven Ross Awards.

City Manager Vibeke Norgaard outlined her city manager's report, including the potential purchase of the R2, AB413 curb painting and communication with affected parties within the City. Recognized Finance Manager Jennifer Pope's work during the Finance audit. City Manager Vibeke Norgaard also noted that the City Engineer continues frequent communication with the City of Seaside to ensure the storm water outfall is clear. The City Manager reminded the Council of the AB1234 and CIP workshop, taking place on March 11, 2025.

City Attorney Adam Lindgren also noted the AB1234 conflicts and ethics training he is providing to the City and invited councilmembers and staff to submit questions and request additional coaching if desired.

4. COMMUNICATIONS

No public comment received.

5. CONSENT CALENDAR

No public comment received.

Upon motion by Vice Mayor Blackwelder and seconded by Councilmember Diaz, Council voted 5-0 to approve the Consent Calendar.

- 5A. Approved the City Council Regular Meeting Minutes for December 3, 2024 and December 17, 2024, and approved the City Council Special Meeting Minutes for January 28, 2025.

6. CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR

No items were pulled.

7. PRESENTATION

- 7A. Update on California Laws Enacted in 2024 Presentation: Anthony Amara, Associate City Attorney, Meyers-Nave

No public comment received.

Received Update on California Laws Enacted in 2024 Presentation from Anthony Amara, Associate City Attorney, Meyers-Nave

8. PUBLIC HEARING

- 8A. First Reading of an Ordinance Amending Title 18, Zoning of the Municipal Code to Implement the City of Sand City 2023-2031 Sixth Cycle Housing Element and Provisions of the West End Overlay District and Parking Plan

No public comment received.

Upon motion by Vice Mayor Blackwelder and seconded Councilmember Sofer, Council waived reading of the ordinance in full and read by title only.

Motion carried 5-0, by the following vote:

AYES: Mayor Carbone, Vice Mayor Blackwelder, Councilmembers Adams, Diaz, and Sofer.
NOES: None.
ABSENT: None.
RECUSED: None.

Upon motion by Councilmembers Sofer and seconded by Councilmember Diaz, Council held first reading of an ordinance amending Title 18, Zoning of the Municipal Code to Implement the City of Sand City 2023-2031 Sixth Cycle Housing Element and Provisions of the West End Overlay District and Parking Plan.

Motion carried 5-0, by the following vote:

AYES: Mayor Carbone, Vice Mayor Blackwelder, Councilmembers Adams, Diaz, and Sofer.
NOES: None.
ABSENT: None.
RECUSED: None.

9. NEW BUSINESS

- 9A. Approve a Resolution Amending the Sand City, City Council Expenses Reimbursement Policy

No public comment received.

Upon motion by Councilmember Sofer and seconded by Councilmember Diaz, Council voted 5-0 to approve Resolution SC 25-06 amending the Sand City, City Council Expenses Reimbursement Policy.

- 9B. Approve a Resolution Amending the Sand City Personnel Manual Chapter 5, Section 5.14, Travel and Expense Policy for Employees

No public comment received.

Upon motion by Councilmember Sofer and seconded by Councilmember Adams, Council voted 5-0 to approve Resolution SC 25-07 amending the Sand City Personnel Manual Chapter 5, Section 5.14, Travel and Expense Policy for Employees.

10. COMMENTS BY COUNCILMEMBERS ON ITEMS OF INTEREST TO SAND CITY

Councilmember Sofer attended the Monterey Bay Business Council luncheon. Mayor Carbone attended the Chamber of Commerce Business luncheon.

11. ADJOURNMENT

Council adjourned the meeting at approximately 7:26 PM.

Kerry Lindstrom, City Clerk

**AGENDA ITEM
5B.**

**Hold a Second Reading and Adopt an
Ordinance Approving the Second
Amendment to the Development
Agreement By and Between the City of
Sand City and DBO Development No. 30,
LLC Relating to the Development
Commonly Known as the South of Tioga
Project**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council

FROM: Vibeke Norgaard, City Manager and Adam Lindgren, City Attorney

SUBJECT: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAND CITY APPROVING THE SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF SAND CITY AND DBO DEVELOPMENT NO. 30, LLC RELATING TO THE DEVELOPMENT COMMONLY KNOWN AS THE SOUTH OF TIOGA PROJECT

DATE: April 15, 2025

RECOMMENDATION:

Adopt the Ordinance.

BACKGROUND/DISCUSSION:

On October 20, 2020, the City and DBO Development No. 30, LLC, a California limited liability company ("DBO" or "Developer") entered into a development agreement ("Development Agreement") for the "South of Tioga Project." The initial term of the Development Agreement was five (5) years, ending on October 20, 2025. Following this initial agreement, the parties executed a First Amendment, which was recorded on January 28, 2022.

This Second Amendment acknowledges that the Development Agreement has been further extended by three hundred (300) days, to August 16, 2026, as a result of Covid-19 triggering the automatic extension for force majeure pursuant to Section 1.05(b)(iii) of the Development Agreement. Pursuant to this Second Amendment, the City and Developer wish to further amend the Development Agreement to extend its Term by three (3) years, to August 16, 2029, as permitted under Section 1.05 and Section 5.01 of the Agreement and authorized by California Government Code section 65868.

On March 4, 2025, the City Council held a public hearing and first reading of the ordinance. This item is to adopt the Ordinance. Notice was given in accordance with Government Code section 65857. The proposed amendment to the Development Agreement must be approved by the City Council pursuant to Government Code section 65857.5.

ATTACHMENTS:

1. Ordinance
2. Development Agreement

CITY OF SAND CITY

ORDINANCE NO. XX-2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAND CITY APPROVING THE SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF SAND CITY AND DBO DEVELOPMENT NO. 30, LLC RELATING TO THE DEVELOPMENT COMMONLY KNOWN AS THE SOUTH OF TIOGA PROJECT

THE CITY COUNCIL OF THE CITY OF SAND CITY DOES ORDAIN AS FOLLOWS:

Section 1. Purpose and Declarations.

WHEREAS, on October 20, 2020, the City and DBO Development No. 30, LLC, a California limited liability company (“DBO” or “Developer”) Entered into a development agreement (“Development Agreement”) for the “South of Tioga Project.” The Development Agreement; and

WHEREAS, the City and Developer previously entered into a First Amendment, recorded on January 28, 2022; and

WHEREAS, the City and Developer now desire to amend the Development Agreement to extend the Term of the Development Agreement by mutual consent pursuant to Section 1.05 and Section 5.01 of the Agreement, and as authorized by California Government Code section 65868, which allows for the amendment of a development agreement by mutual consent of the parties to the agreement; and

WHEREAS, on _____, the City Council held a public hearing regarding this Second Amendment.

Section 2. Findings

The City Council hereby finds that:

A. **CEQA Compliance.** In compliance with the California Environmental Quality Act (“**CEQA**”), on June 5, 2018, by Resolution SC 18-57, the City Council certified the Environmental Impact Report for the South of Tioga Project (SCH#2017061066) (“EIR”); and by City Ordinance No.SC - 2025, the City finds this Second Amendment to the Development Agreement does not require further environmental review because there is no change to the Project as previously analyzed in the EIR.

B. **General Plan Consistency.** The City has previously examined the South of Tioga Project and found it and the Development Agreement consistent with the City General Plan. The City readopts those findings by reference here and finds this Second Amendment consistent with the General Plan because the Second Amendment makes no substantive changes to the Development Agreement.

Section 3. Approval of the Second Amendment to the Development Agreement

The City Council of the City of Sand City hereby approves the Second Amendment to the Development Agreement, attached to this Ordinance and incorporated herein by reference as **Exhibit A**, and authorizes the City Manager to sign the Second Amendment to the Development Agreement Amendment after the effective date of this Ordinance.

Section 4. Severability

If any provision of this Ordinance or the application thereof to any person or circumstance, is held invalid, the remainder of the Ordinance, including the application of such part or provision to other persons or circumstances shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Ordinance are severable. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be held unconstitutional, invalid or unenforceable.

Section 5. Effective Date

Within fifteen (15) days after adoption, a Summary of this Ordinance shall be published once in a newspaper of general circulation printed and published in Monterey County and circulated in the City of Sand City, in accordance with Government Code Section 36933. This Ordinance shall take effect and be enforced thirty (30) days after its inception.

PASSED AND ADOPTED by the City Council of the City Sand City on the ____ day of _____ 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mary Ann Carbone, Mayor

ATTEST:

Kerry Lindstrom, City Clerk

5949595.3

**Recording Requested by:
CITY OF SAND CITY**

WHEN RECORDED, RETURN TO:

**City Clerk, City of Sand City
1 Pendergrass Way
Sand City, CA 93955**

Space Above for Recorder's Use Only

Record at the request and for the benefit
of the City of Sand City Pursuant to
Government Code §§ 6301 and 27383

SECOND AMENDMENT TO DEVELOPMENT AGREEMENT

BY AND BETWEEN

THE CITY OF SAND CITY, CALIFORNIA

AND

DBO DEVELOPMENT NO. 30, LLC RELATING TO THE

DEVELOPMENT COMMONLY KNOWN AS

THE SOUTH OF TIOGA PROJECT

SECOND AMENDMENT TO DEVELOPMENT AGREEMENT BY AND BETWEEN SAND CITY, CALIFORNIA AND DBO DEVELOPMENT NO. 30, LLC RELATING TO THE DEVELOPMENT COMMONLY KNOWN AS THE SOUTH OF TIOGA PROJECT

This Second Amendment to Development Agreement ("**Second Amendment**") is entered into as of _____, 2025, by and between the City of Sand City, a municipal corporation and charter city in Monterey County ("**City**"), and DBO Development No. 30, LLC, a California limited liability company ("**DBO**" or "**Developer**"). City and Developer are sometimes referred to individually herein as a "**Party**" and collectively as the "**Parties**."

RECITALS

A. Development Agreement. On October 20, 2020, the City and Developer entered into a development agreement ("Development Agreement") for the "South of Tioga Project." The Development Agreement generally vested the right to proceed with development of the South of Tioga Project, subject to the terms and conditions set forth therein. All capitalized terms used in this Second Amendment but not defined in this Second Amendment shall have the same meaning given to those capitalized terms in the Development Agreement.

B. First Amendment. The Parties previously entered into a First Amendment, recorded on January 28, 2022 as Document No. 2022004636 in the Official Records of Monterey County.

C. Proposed Second Amendment. The Parties now desire to amend the Development Agreement to extend the Term pursuant to Section 1.05 and Section 5.01 of the Agreement, and as authorized by California Government Code section 65868, which allows for the amendment of a development agreement by mutual consent of the parties to the agreement.

D. Public Hearing and Approval of this Amendment. On _____, the City Council pursuant to Government Code section 65867, held a public hearing regarding this Second Amendment. Following the hearing, the City Council introduced City of Sand City Ordinance No. SC-____2025 approving this Amendment. The City Council approved City Ordinance SC-____2025 on _____, 2025, and it became effective on _____, 2025.

E. Environmental Review. In compliance with the California Environmental Quality Act ("**CEQA**"), on June 5, 2018, by Resolution SC 18-57, the City Council certified the Environmental Impact Report for the South of Tioga Project (SCH#2017061066) ("**EIR**"); and by City Ordinance No. SC -__2025, the City finds this Second Amendment to the Development Agreement does not require further environmental review because there is no change to the Project as previously analyzed in the EIR.

F. Consistency with General Plan. Having duly examined and considered this Second Amendment and having held properly noticed public hearings hereon, in City Ordinance No.-SC ____2025, the City found that this Second Amendment satisfies Government Code section 65867.5, and that this Second Amendment is consistent with the requirements of the General Plan.

G. Approval. The City and Developer have taken all actions mandated by, and fulfilled all requirements set forth in the Development Agreement, California Government Code section 65864, et seq. and SC20-66 2020 to approve this Second Amendment.

H. Negotiations. The Parties have, in good faith, negotiated terms set forth in this Second Amendment, which terms are intended to carry out the legislative purposes of California Government Code section 65864, et seq., and which provide for the mutually desirable development of the Subject Property, consistent with the intent of the Development Agreement.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Incorporation of Recitals. The Preamble, the Recitals, all defined terms set forth herein, and all exhibits attached hereto, are hereby incorporated into this Second Amendment as if set forth herein in full.
2. Effective Date of Second Amendment. The Effective date of this Second Amendment is _____, 2025, which is the effective date of City Ordinance No.SC__ _ 2025 adopting this Second Amendment.
3. Extension for Enforced Delay. Pursuant to Section 1.05(b)(iii), the Parties acknowledge and agree that the South of Tioga Project, through no fault of the Developer or City, was subject to Enforced Delays arising out of numerous COVID-19 impacts that contributed to managerial and personnel delays in Dune Scrub Habitat inspection, review and approval, as well as shortages of supply chain materials necessary for Phase I construction activities and direct project delays and/or disruptions due to a shortage of construction labor, equipment or parts. On March 4, 2020, the State of California issued an official State of Emergency that mitigated site habitat monitoring activities as well as various personnel limitations and work from home restrictions that significantly contributed to document processing delays through the State's termination of the State of Emergency on February 28, 2023. Enforced Delay, as identified in 1.05(b)(iii)(G), contributed to the project delays in the amount of three hundred (300) calendar days and that amount shall be added to the Initial Term. The Parties agree that this Enforced Delay extends the Initial Term of the Development Agreement by three-hundred (300) days to August 16, 2026.
4. Extended Term. Further, as provided in Section 1.05(a) of the Development Agreement, the Parties acknowledge and agree that the Developer is in compliance with the terms and provisions of the Development Agreement and a First Term Extension shall be granted extending the Term of the Development Agreement by an additional three (3) years to August 16, 2029.
5. Severability. If any term of this Second Amendment, or its application to any situation, is held invalid or unenforceable in whole or in part for any reason, in a final judgment that is no longer subject to rehearing, review or appeal by a court of competent jurisdiction, then the invalid term is severed, and the remaining parts of this Second Amendment, and the application of any part of this Second Amendment to other situations, shall continue in full force and effect unless an essential purpose of this Second Amendment would be defeated by the loss of the invalid or unenforceable provisions, in which case either Party may terminate this Second Amendment by providing written notice thereof to the other.

6. Counterparts. This Second Amendment may be executed in counterparts, and all counterparts together shall be construed as one document.
7. No Other Changes. Except as expressly modified by this Second Amendment, all terms of the Development Agreement shall remain in full force and effect.
8. Recording. Not later than ten (10) days after the Parties enter into this Second Amendment, the City Clerk of Sand City shall cause this Second Amendment to be recorded in the Official Records of Monterey County.
9. Authorization. The individuals executing this Second Amendment represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Second Amendment on behalf of the representative legal entities of Developer and City.

Signatures on next page

In witness whereof, the Parties have entered into this Second Amendment as of the above written date.

DEVELOPER:

DBO DEVELOPMENT NO. 30,
a California limited liability company

By: LYLES DIVERSIFIED, INC.,
a California corporation, Sole Member

By: _____
Todd R. Sheller
Its: Vice President

THE CITY:

CITY OF SAND CITY

By: _____

Print: Vibeke Norgaard

Title: City Manager

Date: _____

CITY OF SAND CITY

By: _____

Print: Mary Ann Carbone

Title: Mayor

Date: _____

The Development Agreement referenced in this Second Amendment was recorded on March 15, 2021, Document No. 2021019030 and the First Amendment was recorded on January 28, 2022, Document No. 2022004636

Exhibits

Exhibit A – Recorded Final Map Legal Description

EXHIBIT A.

Recorded Legal Description of the Subject Property.

PARCELS, H1, H1-A, H2, H2-A, R1 and R2 AS SAID PARCELS ARE\$ SHOWN
ON THAT CERTAIN MAP ENTITLED "TRACT NO. 1559 - WEST END SAND
CITY" FILED FOR RECORD June 30, 2022 IN VOLUME 24 OF CITIES AND
TOWNS AT PAGE 82 IN THE OFFICE OF THE COUNTY RECORDER OF SAID
COUNTY.

Assessor Parcel Numbers:

011-601-001, 011-601-002, 011-601-003, 011-601-004, 011-601-005, and 011-601-006

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5956054.1

**AGENDA ITEM
5C.**

Approve a Resolution Approving SP 25-001 to Allow the Establishment of a Solar Panel Array in the Rear Yard of 501 California Avenue; (APN 011-189-017); Brandt



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council

FROM: Matt Papurello, Contract City Planner

SUBJECT: Site Plan review SP 25-001 (IWORQ Permit #25008) for Solar Panel Array on property located at 501 California Avenue (APN 011-189-017); Applicant: Barry Brandt.

DATE: April 15th, 2025

DISCUSSION

A. BACKGROUND

The applicant submitted an application on January 9th 2025 for Site Plan Review to allow installation of solar panels in the rear yard. The application was accepted for filing on February 27th, 2025.

B. PROJECT DESCRIPTION

The proposed solar panels are 5.25' high, mounted on top of the lower tier of a terraced, 11' high retaining wall that extends approximately 100 feet along the rear property boundary of the subject property. Panels will be placed at a 60-degree angle. (Attachment 2). The Applicant will remove "junk piles" to make adequate space to enable installation.

C. GENERAL PLAN, ZONING ORDINANCE, SURROUNDING LAND USES

1. General Plan:

- a. The Subject Property has a General Plan Designation of Commercial within the East Dunes Specific Plan Area. The Subject Property currently has two single family dwellings on site.

Goal 2.5 of the Sand City General Plan states: Create an attractive residential enclave in the East Dunes district consisting of one- and two-story residences with an intimate roadway and lotting pattern characteristic of the principles of the “new urbanism.”

2. Zoning Code Regulations:

- a. The Subject Property has a zoning designation of C-2 (Heavy Commercial). The purpose of the C-2 district is to provide for a heavy commercial district with commercial uses and services necessary to service the Sand City area as a whole (Ord. 84-1 §9-1; Ord. 97-01 §1; Ord. 02-02)
- b. Municipal Code 18.16.030 Accessory Uses: Accessory uses permitted in the C-2 district are the accessory uses and buildings customarily appurtenant to a permitted use.
- c. Municipal Code section 18.16.020(L) Principal Permitted Uses: Existing residential units.
- d. Municipal Code section 18.16.050(C) Area Setback Requirements: Minimum side and rear yard setback is zero feet.
- e. Municipal Code section 18.16.060(B) Other Required Conditions: Site plan approval by the City Council required for all construction or physical alterations in the C-2 district. As well as 18.16.060 (D) - Height requirements: maximum 36 feet.

3. City And Other Agency Development Standards And Requirements

- a. Building Department All construction must be in accordance with applicable Building Code requirements.

D. CALIFORNIA ENVIRONMENTAL EQUALITY ACT (CEQA):

This project is Categorially Exempt under CEQA Guidelines 15303(e) - Accessory (appurtenant) structures.

E. FISCAL IMPACT:

Cost associated with the Site Plan Review are those involving permit processing by City staff.

F. RECOMMENDATION

1. Staff recommends that the City Council adopt a Resolution (Attachment 1):
 - a. determining that the subject project is exempt from CEQA pursuant to CEQA Guidelines Section 15303(e), pursuant to findings contained therein; and
 - b. approving Site Plan, based on findings in Exhibit 1A and subject to conditions of approval in Exhibit 1B.

G. ATTACHMENTS

1. Resolution
 - Exhibit A Findings for Approval
 - Exhibit B Conditions of Approval
2. Letter of Intent
3. Site Plans
4. Location Map
5. Aerial Map
6. Site Photos

CITY OF SAND CITY
RESOLUTION SC SP25-001 A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SAND CITY APPROVING SP 25-001 TO ALLOW THE ESTABLISHMENT OF A
SOLAR PANEEY ARRAY IN THE REAR YARD OF
501 CALIFORNIA AVENUE; (APN 011-189-017); Brandt

RESOLUTION OF THE CITY COUNCIL OF SAND CITY

WHEREAS, A Site Plan Review for Development Permit was submitted on January 9th 2025 and accepted for filing on February 27th, 2025 to allow installation of panels on a terraced retaining wall in the rear yard of the subject property.

WHEREAS, the intended use type for the existing parcel is consistent with the Heavy Commercial (C-2) zoning of the surrounding properties as indicated on the City of Sand City Zoning Map; and

WHEREAS, The establishment of a solar panel array with the intended use as described in SP 25-001 is allowed under the C-2 zoning regulations with an approved Site Plan Review application; and

WHEREAS, the proposed use on this property qualifies as categorically exempt from the requirements of CEQA under California Environmental Quality Act (CEQA) Guidelines Sections 15303(d) and 15303(e) (New Construction or Conversion of small structures).

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby Approve Site Plan Review for solar array at 510 California Avenue (sP 25-001) based on Findings in Exhibit A and Subject to Conditions in Exhibit B attached to and incorporated herein by reference.

PASSED AND ADOPTED by the City Council of the City of Sand City this 14th, day of April, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:
DATED: _____

Kerry Lindstrom, City Clerk

EXHIBIT A

CITY OF SAND CITY SITE PLAN REVIEW FOR DEVELOPMENT PERMIT SP25-001 FINDINGS OF APPROVAL

Findings of Approval:

1. The intended use type for the existing parcel is consistent with the Heavy Commercial (C-2) zoning of the surrounding properties as indicated on the City of Sand City Zoning Map;
2. The establishment of a solar panel array with the intended use as described in SP 25-001 is allowed under the C-2 zoning regulations with an approved Site Plan Review Application;
3. The intended use on this property qualifies for a categorical exemption, under California Environmental Quality Act (CEQA) Guidelines Section 15303(d)

EXHIBIT B

CITY OF SAND CITY SITE PLAN REVIEW SP25-001 CONDITIONS OF APPROVAL

Conditions of Approval:

Permit Terms:

1. Validity: Site Plan Approval (SP25-001), is not valid, and project use(s) shall not commence, until one (1) copy of this Resolution/Permit, signed by the landowner, acknowledging receipt of the Resolution/Permit and acceptance of the terms and conditions, are returned to the City's Planning Department. Failure of the applicant to return the one (1) copy of the signed Resolution/Permit within thirty (30) days from the date of City Council approval shall cause said Conditional Use Permit to become null and void unless good cause to grant an extension is found acceptable by the City Manager.
2. Purpose: The Site Plan Review for Development Permit (SP25-001) is for the express purpose of authorizing a solar panel array in the rear yard of the single-family residence at 501 California Avenue.
3. Indemnification: The property owner agrees, as a condition of the approval of this discretionary development permit, to defend with counsel approved by the City, indemnify, and hold harmless the City of Sand City, its agents, officers, and employees from any legal claims or actions that seek to challenge, void, or annul the permit approval, as outlined in applicable laws. The property owner will reimburse the City for any court costs and attorney's fees the City is required to pay as a result of such actions.
4. Violation: If the City determines any term or condition of the Site Plan Review for Development Permit SP 25-001 has been violated, and/or use of the Subject Property constitutes a nuisance or is otherwise detrimental to the neighborhood or community, written notice shall be issued to the property owner, that if such violation is not corrected or removed within a specified time, a public hearing may then be scheduled where the City Council may consider amending or revoking the Development Permit SP 25-001 and may then order said Permits amended or revoked.

General Compliance

5. Local/Regional Compliance: All requirements of the City's contracted Building and Fire Departments, the City Engineer, the Seaside County Sanitation District, One Water (formerly the Monterey Regional Water Pollution Control Agency), and Monterey County Health Department, shall be implemented to the satisfaction of each department/agency. Police Department requirements pertaining to security,

street parking, and law enforcement shall be implemented to the satisfaction of the City's Police Chief.

6. Interpretation: Any questions of intent or interpretation regarding any condition of Development Permit SP 25-001 shall be resolved by the City Manager or Designee.
7. Property Maintenance: The site shall be maintained in a clean, orderly, and litter-free condition to the satisfaction of the City of Sand City Code Enforcement Officer. Prior to issuance of a Building Permit, shall demonstrate maintenance and upkeep of the entire property, including fencing, in substantial compliance with Municipal Code Title 15.20.020 Property Maintenance Regulations; Unlawful Conditions.

Applicant Signature

Date

Property Owner Signature

Date

Ben Brandt
Barry Brandt
501 California Ave
Sand City
1/15/25

Letter of Intent

Our goal with this project is to install a 5.25kw solar photovoltaic (PV) system. The finished array will consist of 30 BP Model SX3175NQ modules mounted in a single row along the back wall of the property. The inverter used will be a SunnyBoy 5.0 US String inverter. The array will be mounted on fixed- tilt, ground mounted racking on the existing cinder- block retaining wall. This space is currently under utilized, as it is 5 feet off the ground and useful only for growing weeds. The power generated by the PV system will power my home, but also be interconnected to the local PGE grid to support the greater area's electrical needs.

The construction should take 2-3 days, and will inconvenience no one as there is off- street parking available for the one truck we'll use on the property. All materials to be used are already on-site. Barry and I are licensed, insured solar installers, and have collected parts for this system over the last few years. Much like a mechanic that drives an old, smoking car, home builders often leave their personal properties to the last. It's about time we use our skills to improve our own property. This system is part of the larger clean-up and development of the lots we own at 501 and 509 California Ave. Through Sand City's Facade Improvement Grant, we've already removed 6 dead vehicles and countless tons of refuse and junk. The work is ongoing, but a quick glance at the property as you drive by will reveal a huge difference. This solar system will be the cherry on top- a literal gleaming testament to the progress. Thank you for your consideration.

Ben and Barry Brandt
License # 687-292 "B" & "C-10"
Phone # 831-594-7767

Exhibit 3 Site Plan

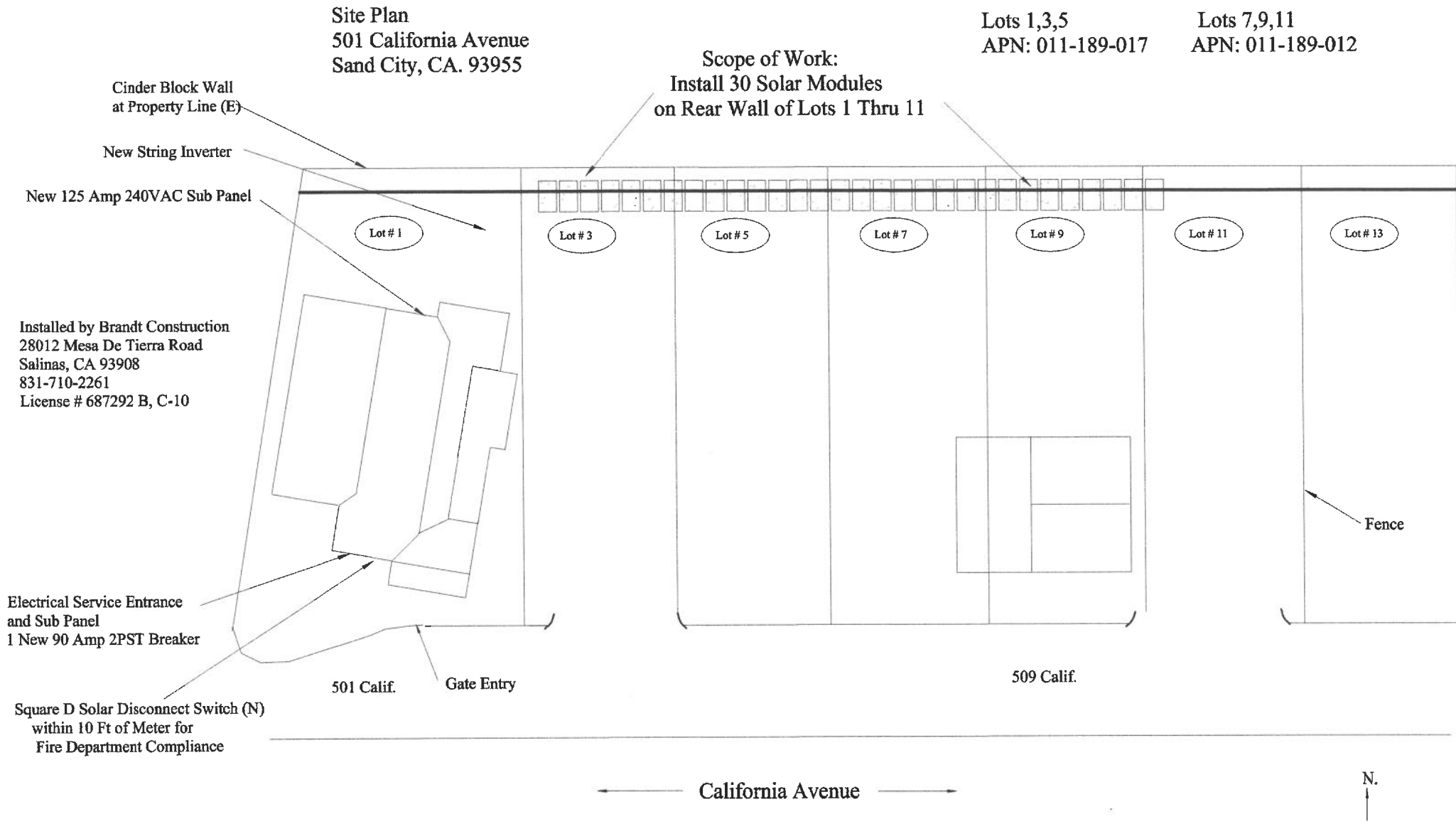
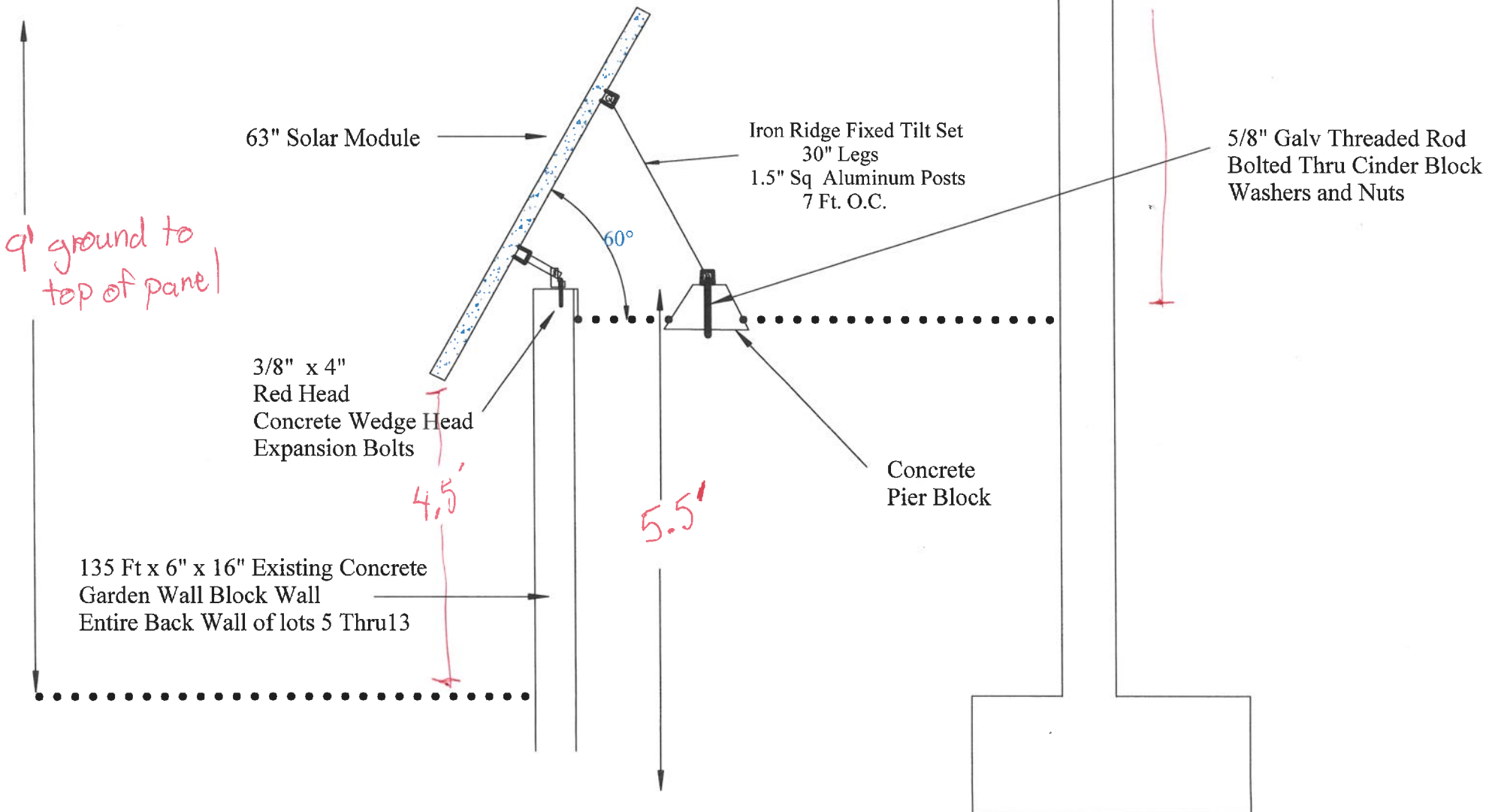


Exhibit 3 Site Plan

SOLAR RACKING END VIEW



Location Map

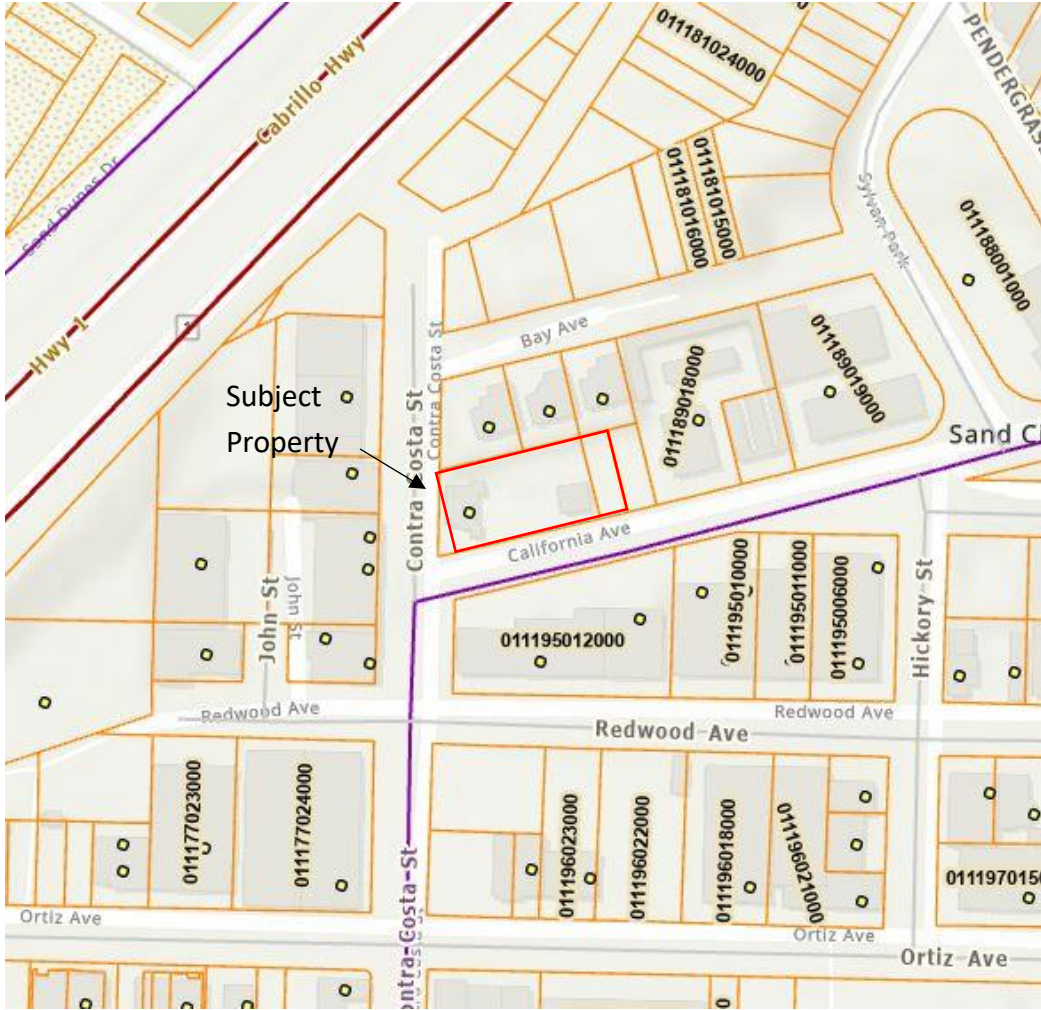


Exhibit 5

Aerial Map

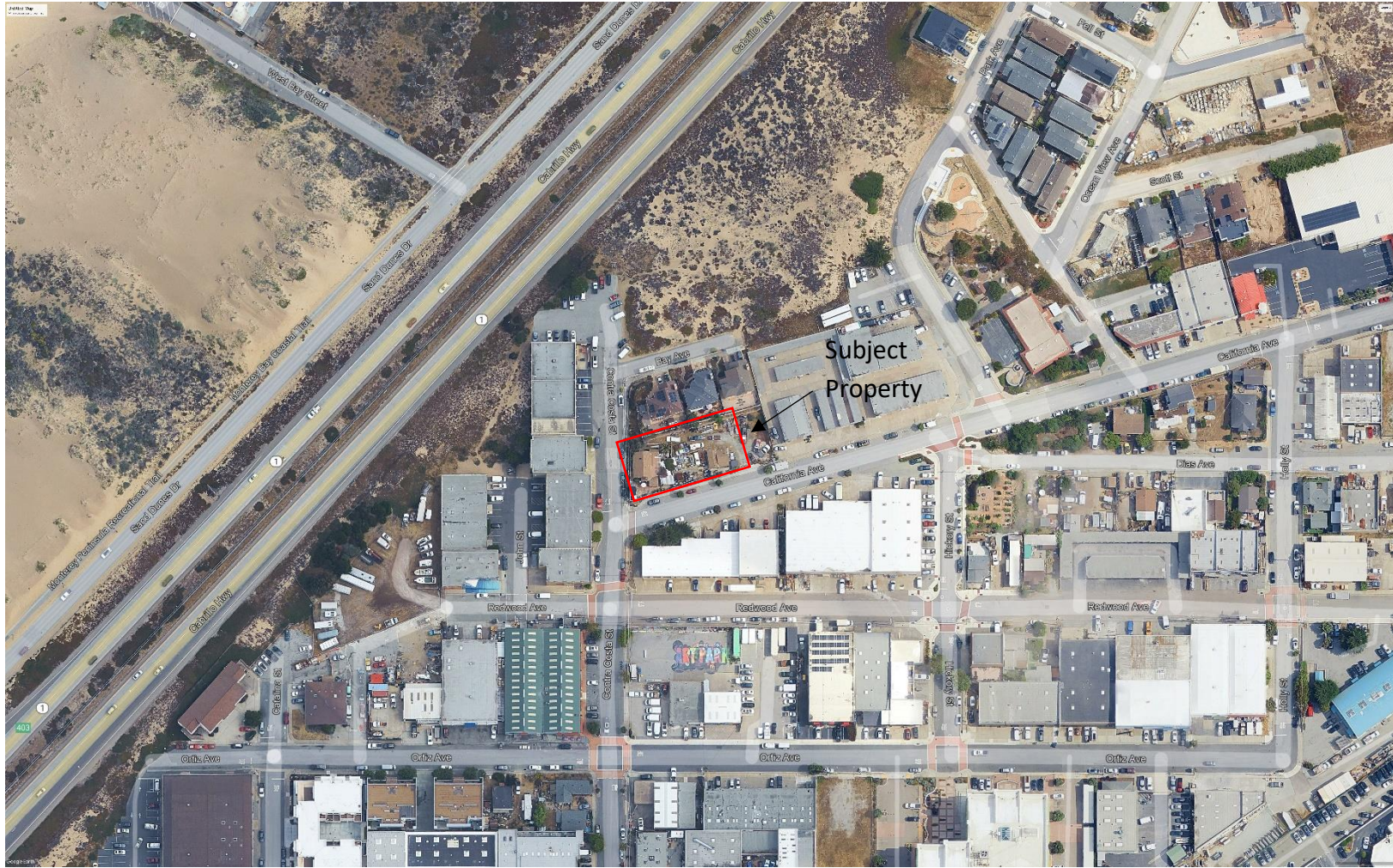


Exhibit 6

Site Photos



**AGENDA ITEM
5D.**

**Receive 2024 General Plan and Housing
Element Annual Progress Reports**



City of Sand City

STAFF REPORT

2024 General Plan and Housing Element Annual Progress Reports

TO: Honorable Mayor and City Council
FROM: Brian Foucht, Contract City Planner
SUBJECT: Information: 2024 General Plan and Housing Element Annual Progress Reports
DATE: April 15, 2025

DISCUSSION

A. BACKGROUND

All jurisdictions are required to provide the Office of Land Use and Climate Innovation (formerly the Office of Planning and Research) and the Department of Housing and Community Development (HCD) with an annual report on the implementation of the General Plan and a separate report on the implementation of the Housing Element, per Government Code Section 65400. The reports are due by April 1 of each calendar year.

City staff has, as in previous years, submitted the Housing Element and General Plan Annual Progress Reports on March 31, 2025 to meet the statutory deadline of April 1st. Attachment 1 includes a Resolution which recommends City Council acceptance of the General Plan and Housing Element Annual Progress Reports for the Calendar Year 2024. Should the City Council request any changes to the reports, staff will update and resubmit them to the State.

B. PROJECT DESCRIPTION

General Plan Annual Progress Report

State law requires each city and county to adopt a comprehensive, long-term general plan for the physical development of the community. The law further requires each plan to include a land use element, circulation element, housing element, conservation element, open space element, noise element, and safety element. Additional elements can be included at the city's discretion.

The General Plan Annual Progress Report is an opportunity to highlight how land-use decisions relate to the adopted goals, policies, and implementation measures of the

General Plan. There is no standardized format for the preparation of the annual report. Each jurisdiction is allowed to determine what locally relevant issues are important to include in the report.

With the exception of the adoption of the 2023-2031 Housing Element, the 2024 reporting period did not include any amendments to the City's General Plan, nor the passage of any moratoria or emergency ordinances, related to land use. However, the City did make significant accomplishments related to major planning activities, major development applications, and Municipal Code amendments. The 2024 General Plan Annual Progress Report (Attachment 2), summarizes various projects and accomplishments related to the City's overall planning goals. The report is not intended to be exhaustive or all-inclusive; rather, it is a snapshot of the 2024 calendar year.

Housing Element Annual Progress Report

Since 1969, California has required that all local governments (cities and counties) adequately plan to meet the housing needs of everyone in the community. California's local governments meet this requirement by adopting housing plans (i.e. housing elements) as part of their General Plan. General Plans serve as the local government's "blueprint" for how the city will grow and develop and includes seven mandatory elements: land use, transportation, conservation, noise, open space, safety, and housing.

Each jurisdiction must prepare an annual progress report on the status and progress in implementing its housing element using forms and definitions adopted by HCD, per Government Code Section 65400. Each jurisdiction's Housing Element APR must be submitted to HCD by April 1 of each year (covering the previous calendar year (CY)).

The Housing Element Annual Progress Report (Attachment 3) includes tables for jurisdictions to report permit activity during the prior calendar year.

C. FISCAL IMPACT:

There will be no cost associated with the 2024 General Plan and Housing Element Annual Progress Reports, other than staff time.

D. RECOMMENDATION

1. Staff recommends the City Council review and approve the attached General Plan and Housing Element Annual Progress Reports

E. ATTACHMENTS

1. General Plan Annual Progress Report; and
2. Housing Element Annual Progress Report

2024 General Plan Annual Progress Report

City of Sand City

April 01, 2025



Prepared by
EMC Planning Group

2024 GENERAL PLAN ANNUAL PROGRESS REPORT CITY OF SAND CITY

PREPARED FOR

City of Sand City

Vibeke Norgaard, City Manager

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Sand City, CA 93955

Tel 831.394.3054

vibeke@sandcityca.org

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April 01, 2025

This document was produced on recycled paper.



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1.0 Introduction

This report is a summary of the City of Sand City's progress in meeting the policies and programs in the City's General Plan. This report is made available annually and captures completed and in-progress work efforts from 2024.

1.1 City Council Review

On April 15, 2025, the City Council is scheduled to review and accept the Annual Progress Report.

1.2 Compliance with Office of Land Use and Climate Innovation's General Plan Guidelines

The City of Sand City's General Plan was last updated in 2002, and spanned until 2017. With the impending update of the General Plan, the City anticipates complying with all of the requirements set forth in the Governor's Office of Land Use and Climate Innovation's (formerly the Office of Planning and Research) General Plan Guidelines. The City does not have any identified disadvantaged communities and, therefore, is not required to address environmental justice in its General Plan (SB 535 Disadvantaged Communities using CalEnviroScreen 3.0 results, June 2018 Update). Although the City's General Plan is not required to include an Environmental Justice Element, the City will include environmental justice policies throughout other relevant General Plan elements.

2.0

General Plan Elements Updates

Table 2-1, [General Plan Elements Updates](#), indicates the last major update and next major update for each element within the General Plan.

Table 2-1 General Plan Elements Updates

Element	Last Major Update	Next Major Update
Land Use	February 2002	August 01, 2026
Circulation and Public Facilities	February 2002	August 01, 2026
Housing Element	June 2024	N/A
Conservation and Open Space	February 2002	August 01, 2026
Public Safety and Noise	February 2002	August 01, 2026
Air Quality	N/A	August 01, 2026
Environmental Justice	N/A	N/A

SOURCE: City of Sand City website

3.1 2024 Planning Activities

The following planning activities were initiated and/or continued in 2024:

- ***Sand City 2023-2031 Housing Element*** - The Housing Element is one of the City's General Plan required elements (chapters). It is a comprehensive policy document that identifies where, how, and the amount of housing Sand City needs to plan for to accommodate existing and projected housing needs for people of all income groups. In accordance with current State law, Sand City must update its Housing Element every eight years.

On July 2, 2024, the City received a Substantial Compliance Letter from HCD acknowledging the City's Adopted Housing Element is in compliance with State Housing Element Law (Gov. Code, § 65580 et seq). Click on the links below to view the City's Adopted Housing Element and HCD's Substantial Compliance Letter.

- ***Objective Design and Development Standards*** - Objective Design and Development Standards (ODDS) provide a measure of clarity and predictability for potential housing developers, and provide the community with assurance that developments will conform with measurable objective standards. Several current and future State housing laws are intended to limit jurisdiction's discretion related to the approval or denial of multi-family housing. Design review is allowed with these state laws; however, only Objective Design and Development Standards may be used.

On December 14, 2023, the consultant group Crandall Arambula presented their initial approach to the ODDS to the City's Design Review Committee. This presentation included an overview of ODDS, an assessment of existing conditions, and an outline for next steps. During this meeting a questionnaire was provided to committee members in order to obtain feedback on the preferred community vernacular design. The information obtained from committee members during the December meeting was incorporated into a draft ODDS proposed to apply to new mixed use and multi-family residential developments within the West End District of Sand City.

On May 21, 2024, the City Council adopted the ODDS.

- ***Sand City Municipal Code Amendments*** - In compliance with the recently adopted Housing Element and West End Parking Plan, the City was tasked with updating the Municipal Code. Specific chapters and ordinances of the Municipal Code that were updated are described in Section 3.2 below. The Municipal Code Amendments were adopted on February 18, 2025.

- ***Sand City Coastal Trail Project*** – The Sand City Coastal Trail aims to provide residents, employees, and visitors to Sand City with safe access to the coast. The City of Sand City received a grant from the California State Coastal Conservancy to prepare trail alignment and restoration plans, designs, permit applications, and environmental documentation for a 0.7-mile segment of trail in Sand City. The trail would begin at Calabrese Park in Sand City’s West End District and connect to the coast. The primary goals of the Sand City Coastal Trail are to establish a trail connecting Sand City’s West End District to the coast, enhance day-use recreational opportunities along Sand City’s coastline, ensure ADA accessibility throughout the trail, and restore and protect coastal sand dune habitat.
- ***Sand City Multiuse Trail*** - The Multiuse Trail Project aims to close the gap in the Monterey Bay Coastal Recreation Trail from the intersection of Canyon Del Rey Boulevard (State Route 218) and Del Monte Avenue to the State Route 1 onramp at the northern boundary of the City. The proposed project spans approximately one mile through the TAMC railway corridor, connecting the existing recreational trail at Del Monte Boulevard and Canyon Del Rey Boulevard in Seaside to the future MST SURF! station at Playa Avenue and California Avenue.

For most of its length, the trail will consist of two distinct paths—one 8-foot-wide path designated for pedestrians and a 12-foot-wide path for cyclists. The trail will feature extensive landscaping, creating a green belt along the City’s border. Parking facilities will be strategically placed throughout the design, ensuring easy access to the trail and nearby transit hubs, ultimately reducing traffic congestion across the City by promoting non-motorized and public transportation options.

- ***Sand City Digital Equity Grant*** – The California Emerging Technology Fund (CETF) provides leadership statewide to close the “Digital Divide” by accelerating the deployment and adoption of broadband to unserved and underserved communities and populations. CETF gave awards of \$20,000 (Digital Equity Leadership Grants) to 36 jurisdictions in California (including Sand City) to participate in the “Local Government Best Practices Check List Project” to encourage the adoption of policies and practices that would accelerate progress in closing the Digital Divide in California.
- ***Sand City MBARD (Monterey Bay Air Resources District) CAMP (Clean Air Management Program) Grant*** – On March 19, 2024, and on February 26, 2025 MBARD awarded the City a combined total of \$305,000 to develop a preliminary 30 percent conceptual design for an approximately one-mile pedestrian and bicycle trail within the Transportation Agency for Monterey County (TAMC) railway corridor, extending through both Sand City and the City of Seaside. On February 6, 2025, the City also received a \$100,000 grant.
- ***Sand City Prohousing Designation Program*** – On July 1, 2021, the California Department of Housing and Community Development (HCD) established the Prohousing Designation Program pursuant to California Government Code §65589.9, and subsequently updated the

program regulations in January of 2024. The Program creates incentives for jurisdictions compliant with Housing Element requirements and that can demonstrate that they have enacted, or plan to enact, Prohousing policies in four category areas: Favorable Zoning and Land Use, Accelerating Production Timeframes, Reducing Construction and Development Costs, and Providing Financial Subsidies. The incentives for Sand City will, largely, be seen in favorable grant consideration.

The Prohousing Designation provides jurisdictions with incentives in the form of additional points and other preferences in several of the State's competitive grant funding programs, including the Affordable Housing & Sustainable Communities (AHSC) and Infill Infrastructure Grant (IIG) programs. The State continues to add incentives for additional funding programs.

City staff are currently collaborating with HCD to achieve Prohousing Designation.

- ***Sand City Economic Development Webpage*** - The updated Sand City website will include an economic development webpage. The economic development webpage will consist of a range of available resources aimed at supporting economic growth, primarily residential development, within the community. The economic development page will include links to resources for City zoning, building requirements, and permits, as well as incentives such as available density bonus and parking concessions available to support affordable housing. This would include visual representations and flowcharts illustrating the administrative pathway and requirements for specific development on a parcel level GIS database and would highlight 6th Cycle Housing Element sites as well as sites with streamlined permitting potential.

The economic development website would also highlight available rental units, commercial space, and vacant lots that could facilitate residential development. This includes working with partnering organizations to produce 2 (two) conceptual designs of potential affordable housing and mixed-use development sites on underutilized properties in the City (e.g. the Art Park development), along with an economic proforma to assess economic feasibility of developing those sites.

- ***Art Park Redevelopment*** – The City is working with an architecture firm to study the potential to redevelop a mostly vacant, underutilized City-owned site into a community event space with artist workshops, food and beverage, and affordable multi-family units.

3.2 Municipal Code Amendments

The following chapters and ordinances were amended by the City in 2024:

- Chapter 18.04 – Definitions
- Chapter 18.08 – R-1: Single-Family Residence District

- Chapter 18.10 – R-2: One-Family and Two-Family Residence District
- Chapter 18.12 – R-3: Multifamily Residence District
- Chapter 18.13 – MU-P: Planned Mixed Use District
- Chapter 18.20 – M: Manufacturing/Industrial District
- Chapter 18.21 – PF: Public Facilities District
- Chapter 18.59 – Density Bonus Ordinance
- Chapter 18.61 – Housing Replacement Requirements
- Chapter 18.63 – Accessory Dwelling Units
- Chapter 18.64 – Parking and Loading Areas
- Chapter 18.74 – Conditional Use Permits
- Chapter 18.78 – Exceptions and Modifications
- Chapter 18.83 – Low-Barrier Navigation Centers

3.3 General Plan Amendments

As described above, within the “Current Planning Activities,” the City began its efforts to amend and add to the City’s current General Plan through the preparation of the 6th Cycle Housing Element. The Housing Element is a state-mandated policy document that identifies where and how cities will accommodate existing and projected future housing needs for people of all income groups. Kick-off meetings and early progress toward the Housing Element update were initiated in 2022. Further efforts to update the Housing Element and outreach initiatives were continued throughout 2023 and 2024; culminating in adoption of the Housing Element in July 2024.

Sand City’s General Plan was last updated in 2002. The General Plan is a long-range planning document that paints a vision of how the community will grow – reflecting the community’s priorities and values while shaping the future. In compliance with Government Code section 65302, the General Plan update will include revisions to the following sections (elements): Air Quality, Circulation, Conservation, Environmental Justice, Housing (adopted), Land Use, Noise, Open Space, and Safety. Sand City anticipates initiating the update process for the General Plan, with the exception of the recently adopted 6th Cycle Housing Element, in 2026.

3.4 Major Development Applications and Conditional Use/Coastal Development Permits

In 2024, the following major development and conditional use permit applications were initiated or continued:

- ***Citywide Incidental Take Permit (ITP) and East Dunes Habitat Area***

Development throughout the City, particularly in the East Dunes Residential neighborhood, has been affected by the presence of state and federally protected species, including Monterey Gilia, California Buckwheat, and Spine Flower. Consequently, the City was unable to include the East Dunes Residential neighborhood in its 6th Cycle Housing Element due to the current restriction on development within this area. To address this issue, the City is actively collaborating with the California Department of Fish and Wildlife (CDFW) to establish a conservation area and secure an ITP that will facilitate development of the remaining vacant land outside of the designated habitat boundaries. The ITP process requires the identification of suitable habitat area to mitigate the potential impact to sensitive plant species, as well as the establishment of an endowment fund sufficient to maintain the habitat in perpetuity.

- ***Orange Avenue Residential Development***

An application was submitted for a conditional use permit to build a two-story condominium containing four units, each unit with a small front yard/patio and backyard a 9,375 square-foot parcel at the southwest end of Orange Avenue (APN #011-254-013-000). The project would include 6 partially covered parking spaces and a street facing trash enclosure. The project has gone through several iterations since the original submission of the application and a final design has not yet been provided by the applicant. The applicant has prepared a reimbursement agreement with the City for both a biological and archeological site assessment. However, the City is awaiting the submission of a final grading plan from the applicant before the assessments can be scheduled.

- 23-007 - Food Truck Park and Community Event Space (Food Truck Park)
- 24-077 - Small Batch Coffee Roastery (Smooth Coffee Co)
- 23-009 - Monterey-Salinas Transit Bus Road (MST Surf Busway) Coastal Development Permit
- 24-006 - (Short-Stay RV Park) Coastal Development Permit
- 24-002 - allow conversion of 5,431 square feet of first floor retail commercial space to add seven (7) studio and one bedroom ground floor residential apartment units.

4.0

Accomplishments and Priorities

4.1 Accomplishments

The following table presents important dates and accomplishments in implementing the General Plan.

Table 4-1 City of Sand City Accomplishments in 2024

Date	Action
February 2024	Awarded State Coastal Conservancy Grant for the Coastal Trail
March 2024	Awarded MBARD CAMP Grant
May 2024	Awarded the California Emerging Technology Fund's Digital Equity Grant
May 2024	Adopted Objective Design and Development Standards
July 2024	Achieve adoption and "Substantial Compliance" status of the 2023-2031 Housing Element

SOURCE: City of Sand City Correspondence (2024)

4.2 Priorities for 2024

The following is a list of the City’s land use priorities identified and/or initiated in 2024:

- Stormwater Improvement Program – There is a lot of flooding within the West End and Downtown area. These areas were originally developed as light industrial zones without sidewalks and other infrastructure. The project will include alleviating flooding and improve the streetscape. The City of Sand City is planning the construction of the West End Stormwater Improvement Project on Contra Costa Street and Catalina Street. The Project will retrofit several blocks along both streets with Low Impact Development (LID) features to improve stormwater runoff quality, reduce pollutant discharges to the Monterey Bay, augment local groundwater, increase urban green space with trees and landscaping, and other environmental benefits. The Project will construct new bioretention facilities (rain gardens), permeable pavement, asphalt pavement, curbs, gutters, sidewalks, curb extensions (bulb outs) at intersections with ramps and crosswalks, improve pedestrian walkability and safety, and install traffic calming measures to reduce speeds. All improvements are proposed within existing, city-owned public rights-of-way along each street.

- East Dunes Incidental Take Permit (ITP) – The City is actively collaborating with the California Department of Fish and Wildlife (CDFW) to establish a conservation area and secure an ITP that will facilitate development of the remaining vacant land outside of the designated habitat boundaries. Refer to section 3.4 for the full discussion of this project.
- Habitat Management Plan - The presence of environmentally sensitive habitat area presents a significant government constraint on the production of housing in Sand City. A Habitat Management Plan is a guide that facilitates appropriate development in sensitive areas by protecting and enhancing existing habitat in addition to creating new habitats in appropriate areas, and directing development to places that do not impact sensitive areas. An adopted Habitat Management Plan provides more certainty to residential developers by completing the necessary biological studies and surveys and identifying areas for development.

The City will initiate a Habitat Management Plan to provide programmatic incidental take permits for applicable properties identified in the Sites Inventory and the East Dunes area. Additionally, the City will work with the Seaside County Sanitation District and Monterey One Water to facilitate sewer service to the East Dunes area so it is developable in the next housing cycle.

5.0 Additional Content

5.1 Interagency/Intergovernmental Coordination

The City proactively coordinates with other jurisdictions and agencies. Sand City, along with 21 other member agencies, make up the Association of Monterey Bay Area Governments (AMBAG) for the purpose of forming consensus on regional issues facing the County. Further, the City also coordinates with the Monterey Fire Department, Monterey Bay Air Resources District, the California Air Resources Board, Monterey Peninsula Unified School District, and Monterey County. Additional organizations and cities that the City of Sand City coordinates with are: Monterey-Salinas Transit (MST), Transportation Agency Monterey County (TAMC), the Monterey County Business Council, the City and County of Monterey, the City of Seaside, the City of Marina, and the City of Del Rey Oaks.

Please Start Here

General Information	
Jurisdiction Name	Sand City
Reporting Calendar Year	2024
Contact Information	
First Name	Vibeke
Last Name	Norgaard
Title	City Manager
Email	vibeke@sandcityca.org
Phone	8313943054
Mailing Address	
Street Address	1 Pendergrass Way
City	Sand City
Zipcode	93955

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

v_02_12_25

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://hcd.my.site.com/hcdconnect>

Toggles formatting that turns cells green/yellow/red based on data validation rules.

Submittal Instructions

Please save your file as Jurisdictionname2024 (no spaces).Example: the city of San Luis Obispo would save their file as SanLuisObispo2024

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. Online Annual Progress Reporting System - Please see the link to the online system to the left. This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. Email - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	Sand City	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	12/15/2023 - 12/15/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		0

Note: Units serving extremely low-income households are included in the very low-income

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	0	0
2 to 4 units per structure	0	0	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	0	0	0
Mobile/Manufactured Home	0	0	0
Total	0	0	0

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	0	0
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	1
Number of Proposed Units in All Applications Received:	7
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	0	0
Discretionary	1	7

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	14
Sites Rezoned to Accommodate the RHNA	0

[illegible]

Jurisdiction	Sand City	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B Regional Housing Needs Allocation Progress Permitted Units Issued by Affordability														
		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2023- 12/14/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	59	-	-	-	-	-	-	-	-	-	-	-	59
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	
Low	Deed Restricted	39	-	-	-	-	-	-	-	-	-	-	-	39
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	
Moderate	Deed Restricted	49	-	-	-	-	-	-	-	-	-	-	-	49
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	
Above Moderate		113	1	-	-	-	-	-	-	-	-	-	1	112
Total RHNA		260												
Total Units			1	-	-	-	-	-	-	-	-	-	1	259
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5		2023	2024	2025	2026	2027	2028	2029	2030	2031	6 Total Units to Date	7 Total Units Remaining
Extremely low-income need														
Extremely Low-Income Units*		30		-	-	-	-	-	-	-	-	-	-	30

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

VLI Deed Restricted
VLI Non Deed Restricted
LI Deed Restricted
LI Non Deed Restricted
MI Deed Restricted
MI Non Deed Restricted
Above Mod Income

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		Sand City	
Reporting Year		2024 (Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program 1.B: Amend the City's Zoning Ordinance to align with new State Density Bonus laws and include 10 percent density bonus	The City recognizes that increasing the density above the current State law thresholds will encourage maximizing the use of property for residential units and increase overall unit count. In order to further encourage residential construction, the City will also amend the zoning ordinance to increase the allowed density by 10 percent as a Prohousing measure.	Jun-25	Complete (Adopted 2/18/2025)
Program 1.C: West End Housing Diversity Overlay	The City will continue to encourage diverse and innovative housing design and “smart growth” strategies through its Mixed-Use and Planned Unit MU-P zoning district. Currently, development standards are unclear or overly regulatory, including but not limited to: discretionary setbacks, a Conditional Use permit requirement for all multi-family developments and to increase height from 60 ft to 85 ft; and a complex local density bonus. In order to further catalyze new development, the City will create an Overlay that will supersede requirements for the underlying zoning district within the West End (see section 18.13.060).	Dec-24	Complete (Adopted 2/18/2025)
Program 1.E: Update the General Plan	Given the age of the General Plan and the changes in the community and region since the Plan's adoption, the City will update the General Plan which currently has lower densities than the Zoning Ordinance. Densities, as well as height limits, parking and allowed uses will all be updated to stimulate housing production including and not limited to increasing allowable residential densities.	Jul-24	RFP is under development, and will be released in Fall of 2025 (confirm with BF)
Program 1.G: Objective Design Standards	To ensure objectivity in reviewing multi-family residential developments, the City will develop and adopt ODS for multi-family developments in the West End District, including the South of Tioga area. The City has recently begun the process of developing ODS for multi-family developments, which will be reviewed by the Design Review Committee and receive public input through a community workshop prior to City Council review and adoption.	Dec-24	Complete (Adopted 5/21/2024)
Program 1.H: Habitat Management Plan	The City will initiate a Habitat Management Plan to provide programmatic incidental take permits for applicable properties identified in the Sites Inventory and the East Dunes area. Additionally, the City will work with the Seaside County Sanitation District and Monterey One Water to facilitate sewer service to the East Dunes area so it is developable in the next housing cycle. The City will also pursue funding and other opportunities to secure and expand additional sewer capacity in the East Dunes area. The City will dedicate time and resources to this at least every three years during the planning period.	Jun-28	In Progress
Program 1.I: California Housing Opportunity and More Efficiency (HOME) Act - SB 9	SB 9, also known as the California Housing Opportunity and More Efficiency (HOME) Act, is a state bill that requires cities to allow one additional residential unit on parcels zoned for single dwelling units. The City will codify SB 9 regulations to facilitate new construction. Codifying theregulations to allow new residential construction on all lots created under SB 9 with the same or similar development standards as the existing City Zoning districts provides a clear process and parity with existing lots.	Jun-26	In progress
Program 1.J: Reduce Minimum Parking Standards	Excessive parking standards that are not reflective of actual parking demand can pose a significant constraint to housing development by increasing development costs and reducing the potential land available for project amenities or additional units. The City's West End Parking Plan is nearing completion and is anticipated to come before City Council in late 2023 for adoption. The draft Plan recommends shared, maximum and reduced parking for residential uses to further encourage the development of residential units. Upon adoption, the City will update parking regulations to reflect the West End Parking Plan recommendations.	Dec-25	Complete (Adopted 2/18/25)
Program 1.P: Clarify permit processing	Processing and permit procedures can pose a considerable constraint to the production and improvement of housing. Unclear permitting procedures add uncertainty in the development of the project, and increase overall financial risk assumed by the developer. The Zoning Ordinance Chapter 18.76 references a variety of permit types and advisory and decision-making bodies. The regulations will be updated to simplify and clarify both the required permit type(s) for multi-family residential uses and the recommending and decision-making authorities, with the goal to minimize the levels of review and establish a permit process that takes four months or less for those projects consistent with the General Plan and zoning regulations. Additionally, the City will develop an associated easy to read handout that clearly illustrates the process and develop a universal application for planning permits. The City will also add language to the zoning ordinance to clarify that sites which are substandard in size are buildable.	Jun-26	City staff intends to begin work on this in Fall 2025, and adopt program by June 2026

Program 1.S: Changes to Zoning Code	In an effort to increase housing development for all income categories towards meeting RHNA goals, the City of Sand City amended several sections of the Zoning Code.	Jun-25	Complete (Adopted 2/18/25)
Program 3.D: Emergency Shelters	In 2010 the City identified the Public Facilities (PF) Zone to permit emergency shelters. However, both a design and site permit are required for construction in the Public Facilities (PF) Zoning districts where emergency shelters are a permitted use. To comply with State law and to enable the development of emergency shelters in the PF Zone, the City will amend the Municipal Code to do the following: • Remove design permit requirements for emergency shelters. However, the site permit requirement will remain in place because of the objective nature of site permit requirements such as height regulations and the City's undertaking of Objective Design Standards; and • Establish parking requirements for emergency shelters in the PF Zone consistent with AB 139, requiring only sufficient parking to accommodate all staff working in the emergency shelter.	Jun-25	Complete (Adopted 2/18/25)
Program 3.E: Low Barrier Navigation Center	Homelessness in California is a continuing and growing crisis. Individuals and families experiencing homelessness are without permanent housing largely due to a lack of affordable housing. Homelessness is often compounded by a lack of job training and supportive services to treat mental illness, substance abuse, or domestic violence. AB101 (2019) provides a pathway to permanent housing for people experiencing homelessness. In order to comply with State law, the City will amend the Zoning Code definitions to include the definition for "Low Barrier Navigation Center" and allow it as a permitted use in the PF zoning district.	Jun-25	Complete (Adopted 2/18/25)
Program 3.H: Reduced Fees for Affordable Projects	Sand City fees are extremely low and have been for many years and do not currently pose a constraint to affordable projects; however, given the fee schedule was last updated in 2015 for planning permit fees and in the late 1990's for building permit fees, the City is considering a nexus study and possibly increasing fees in the next budget cycle. Discounted or waived fees for affordable projects will form part of the fee schedule update. In addition, the City will work with outside agencies to develop a process to defer fees until the Certificate of Occupancy is ready to be issued as part of the fee schedule update.	Jun-25	A new fee schedule was adopted in May 2024, and will be revised (confirm date with BF). The City will comply with SB 937 (confirm) to defer impact fees until certificate of occupancy is administered.
Program 3.J: Employee and Farmworker Housing	In compliance with State requirements and the Employee Housing Act, the City of Sand City will amend the Zoning Code to include a definition for employee housing that permits employee housing for six or fewer employees to be treated as a single-family structure and permitted in the same manner as other dwellings within the R-1, R-2 and R-3 zoning districts. Although the City does not have agricultural uses, and therefore, no housing designated specifically for farmworkers —the City supports the County of Monterey's efforts to educate the public on resources that are available for agricultural workers.	Dec-24	Complete (Adopted 2/18/25)
Program 3.K: Residential Care Facilities for Residents with Disabilities	Residential care facilities, or group homes, are a type of supportive housing essential to residents that are living with disabilities. These facilities provide flexible and affordable housing options, and allow persons with disabilities to live in deinstitutionalized settings in a manner that helps them integrate into local communities. In accordance with Sections 65650 – 65656 of the Government Code, the City will make the following amendments to the zoning code: • Clarify and expand the definition of residential care facilities to include "group homes" and "sober living homes;" • Amend the definition of "family" so that it does not distinguish between related and unrelated persons and does not impose limitations on the number of people that may constitute a family; • Amend the zoning and permitting procedures to allow seven or more persons (regardless of licensing) in all zones allowing residential uses; • Replace CUP requirements with a site development permit and permit similar to other uses of the same type in the same zone; and • Permit residential care facilities within the MU-P zoning district by-right, in accordance with Government Code Section 65651.	Dec-24	Complete (2/18/25)
Program 3.L: Update Reasonable Accommodation Procedures in the Municipal Code	The City will update the reasonable accommodation procedures in the Zoning Code to remove subjective language that provides a constraint to individuals with disabilities, and seniors. The City will amend the Municipal Code to remove the findings requirement for requested accommodations stating the requested accommodation will not result in a "significant impact on surrounding uses."	Jun-25	Complete (Adopted 2/18/25)

Jurisdiction	Sand City	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.			TOTAL UNITS ⁺	The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the chcklist here :
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺		
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Table H									
Locally Owned Surplus Sites									

[illegible]

Jurisdiction	Sand City	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table J														
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915														
Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved							Units (Beds/Student Capacity) Granted	Notes
1				2	3	4							5	6
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SH - Student Housing)	Date	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Additional Beds Created Due to Density Bonus	Notes
Summary Row: Start Data Entry Below														

Jurisdiction	Sand City	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.
Notes

No

Jurisdiction	Sand City	
Reporting Year	2024	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	\$	65,000.00	Total award amount is auto-populated based on amounts entered in rows 15-26.
--------------------	----	-----------	--

Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Communication and Administration (Task 1)	\$4,000.00	\$4,000.00	Completed	REAP	
Public Outreach and Input (Task 2)	\$6,000.00	\$6,000.00	Completed	REAP	
Community Profile Data Updates (Task 3)	\$8,000.00	\$8,000.00	Completed	REAP	
Policy and Program Updates (Task 4)	\$4,000.00	\$4,000.00	Completed	REAP	
HCD Draft Housing Element (Task 5)	\$12,000.00	\$12,000.00	Completed	REAP	
Public Draft Housing Element (Task 6)	\$6,000.00	\$6,000.00	Completed	REAP	
CEQA Documentation (Task 7)	\$7,000.00	\$7,000.00	Completed	REAP	
HE/CEQA Hearings and Adoption (Task 8)	\$9,000.00	\$9,000.00	Completed	REAP	
Zoning Amendments (Task 9)	\$9,000.00	\$9,000.00	Completed	REAP	

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		0

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		0

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		0

**AGENDA ITEM
5E.**

**Approve a Resolution Authorizing a
Contract Services with Foster & Foster
Actuaries and Consultants to Perform
Actuarial Valuation Services for Fiscal Year
Ending June 30, 2025, and Calpers Cost-
Sharing Plans in an Amount not to Exceed
\$25,600**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council Members
FROM: Jennifer Pope, Finance Manager
SUBJECT: Authorize a Contract with Foster & Foster Actuaries and Consultants for Actuarial Valuation Services for OPEB Liabilities and CalPERs Cost-Sharing (Risk Pool) Plans
DATE: April 15, 2025

BACKGROUND/DISCUSSION:

Since February 2004, the City of Sand City has contracted with Foster & Foster Actuaries and Consultants to provide actuarial services. Foster & Foster has provided actuarial services for approximately 400 cities, counties and special districts nationwide, and they are recognized experts in this field.

Actuarial valuations of Other Post-Employment Benefits (OPEB) liability are required to be performed at least every two (2) years, with more frequent valuations encouraged. The City of Sand City is required to have an actuarial valuation study for the fiscal year ending June 30, 2025, that includes an OPEB actuarial valuation and GASB 75 accounting and financial reporting for OPEB. The actuarial valuation calculates the liabilities. The GASB 75 reports provide the accounting entries for the City's financial statements. The letter describing the scope of work to perform the study is included as Exhibit A.

Foster & Foster will also prepare the June 30, 2025, GASB 68 actuarial information for CalPERs Cost-Sharing (risk pool) Plan. The letter describing the scope of work for these services is included as Exhibit B.

The cost of performing these services is listed below:

Service	Dates	Fees
Valuation Report 6/30/25 Funded Status 26/27 & 27/28 Recommended Contributions - CERBT Valuation Packet	9/2025 – 11/2025	\$17,800
2025/2026 GASB 75 Report	8/2026 – 9/2026	\$2,800
2026/2027 GASB 75 Report	8/2027 – 9/2027	\$2,900
2025 GASB 68 – CalPERs Cost Sharing Plan	6/2025	\$2,100
Total		\$25,600

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

\$23,600 will be allocated in the Fiscal Year 2025-2026 budget for the GASB 75 and GASB 68 reporting as part of the City's Contract Services with Foster & Foster.

RECOMMENDATION:

Staff recommends approval of the attached resolution authorizing contract services with Foster & Foster Actuaries and Consultants to perform the City of Sand City's actuarial valuation for fiscal year ending June 30, 2025, GASB 75 Reporting for FY 25/26 and 26/27, and GASB 68 CalPERs Cost-Sharing Plan in an amount not to exceed \$25,600.

ATTACHMENTS:

1. Resolution
2. GASB 75 Engagement Letter
3. GASB 68 Agreement

**CITY OF SAND CITY
RESOLUTION SC___, 2025**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAND CITY AUTHORIZING
CONTRACT SERVICES WITH FOSTER & FOSTER ACTUARIES AND
CONSULTANTS TO PERFORM ACTUARIAL VALUATION SERVICES FOR FISCAL
YEAR ENDING JUNE 30, 2025, AND CALPERS COST-SHARING PLANS IN AN
AMOUNT NOT TO EXCEED \$25,600**

WHEREAS, Foster & Foster Actuaries and Consultants provides quality and cost-effective consulting services to public agencies and is a recognized expert in actuarial analysis related to municipal retirement expenses; and

WHEREAS, Foster & Foster Actuaries and Consultants performs Government Accounting Standards Board (GASB), actuarial valuations, consulting, and advisory services to large and small retirement systems that participate in the California Public Employee Retirement System (CalPERS); and

WHEREAS, a statistical analysis of the costs associated with Other Post-Employment Benefits (OPEB) obligations and GASB 75 for the City's retiree health care plan will be required for the City of Sand City for fiscal year ending June 30, 2025; and

WHEREAS, a GASB 68 actuarial report for CalPERS cost-sharing will be required for year ending June 30, 2025; and

WHEREAS, Foster & Foster Actuaries and Consultants has proposed a comprehensive scope of work included in its proposal and data request letters, attached as Exhibit A and Exhibit B.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sand City hereby authorizes the scope of work associated with performing actuarial consulting services with Foster & Foster Actuaries and Consultants as further described in the attached Exhibit A and Exhibit B.

PASSED AND ADOPTED by the City Council of the City of Sand City this XXX, day of April, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Mary Ann Carbone, Mayor

Kerry Lindstrom, City Clerk

April 7, 2025

Jennifer Pope
 Finance Manager
City of Sand City
 1 Pendergrass Way
 Sand City, CA 93955

Re: OPEB Actuarial Valuation Fees and Data Request

Dear Ms. Pope:

Foster & Foster would be pleased to provide the City of Sand City actuarial consulting services. This letter summarizes the project background, our fees/timing, and data requirements for a June 30, 2025 actuarial valuation on the City's retiree healthcare plan.

Background

Foster & Foster prepared a June 30, 2023 valuation. The June 30, 2025 valuation will provide the Plan's June 30, 2025 funded status and actuarially determined contributions (ADC) for fiscal years 2026/27 and 2027/28 and the basis for the GASBS 75 accounting information for fiscal years 2025/26 and 2026/27. GASBS 75 accounting information for each fiscal year will be provided in a separate report. The GASBS 75 reports will include all actuarial information necessary for GASBS 75 including Notes, RSI, supporting exhibits and calculations, and journal entries. We will meet with the City (via video conference call) to review results of each report.

Our report will include the same information as previous reports:

- Historical valuation results, asset information including returns, demographic information, and contributions vs. ADC.
- Gain and loss analysis with changes in the Actuarial Accrued Liability since the prior valuation
- Long term contribution and benefit payout projection
- Results provided separately for cash subsidy and implicit subsidy
- Detailed participant statistics, including summary of healthcare plan and coverage elections.

Fees/Timing

Information provided under the actuarial valuation, timing, and fees are as follows:

Project	Approximate Start/ Completion Date	Fees
Valuation report and meeting, including ■ 6/30/25 funded status ■ 26/27 and 27/28 recommended contributions ■ CERBT valuation packet	September 2025/ November 2025	\$ 17,800
2025/26 GASBS 75 Report (based on 6/30/25 valuation)	August 2026/ September 2026	2,800
2026/27 GASBS 75 Report (6/30/25 valuation rolled forward to 6/30/26 measurement date)	August 2027/ September 2027	2,900
Total		\$ 23,500



Please note that our fees assume:

- The City has made no changes to its retiree healthcare plan or healthcare providers since the last actuarial valuation as of June 30, 2023.
- No substantial changes occur after the valuation date that would require revised actuarial assumptions and/or plan provisions for GASBS 75.
- Participant census data requested will be provided completely and accurately in an Excel workbook based on the CalPERS OPEB data extract with 1 record per participant and all requested plan, financial, and census information will be internally consistent.
- Costs and liabilities will be provided using 1 funding method and 1 set of assumptions.
- The City has not changed its funding policy.

Please note that our fees will be higher if:

- Results are needed for separate employee groups, alternative plan designs, or pre-funding scenarios.
- The City requests additional meetings or any work out of the scope of this letter. If additional work is requested, we will provide a fee quote.
- Assistance with footnotes under GASBS 75 beyond our GASBS 75 reports (which will contain all actuarial related information needed for footnotes).

Timing

Normally, the valuation results meeting is set about 8 weeks after we receive all the requested information and the City replies to any questions we may have after our initial review of the requested data. GASBS 75 reports will be completed approximately 2-3 weeks after year-end information is received, provided we have already completed the valuation.

Data Requirements

Information needed for the projects is as follows:

General Information

- Summary of OPEB plan provisions and copies of the most recent MOUs for bargained employee groups and agreements for unrepresented groups if they have changed from those provided for the June 30, 2023 valuation.
- The City's most current CalPERS PEMHCA resolution(s) if different from that provided for the June 30, 2023 valuation.
- CalPERS OPEB Data Extract (see instructions below) modified as described below.
- August 2025 Monthly Employer Billing Roster. Please remove any Social Security numbers.
- All quarterly trust statements received from CalPERS CERBT since June 30, 2024 including contributions and dates made.

Participant Census Data

- The City should obtain its June 30, 2025 CalPERS OPEB Data Extract as follows:
 - Log in to myCalPERS as a business partner. The permission sets needed are Business Partner AR Billing and Business Partner Health Contracts. If you need access to myCalPERS, please contact the City's myCalPERS System Administrator.



- Select the Health Contracts Tab and then the OPEB Data Extract Link on the left side toolbar. This extract may take up to 48 hours to process, but typical turnaround times are closer to 24 hours. The myCalPERS system will not send an automated email once completed, so you will need to log back in to the same page to obtain the extracted data files. You will receive 2 files: one for active participants and one for retired participants, please send us both.
- To use the data extract for the valuation please add:
 - PERSable compensation to each active record
 - Portion of premium reimbursed by the City outside of PEMHCA to each retiree record
 - Indicate lateral police officers hired on and after November 16, 2018

GASBS 75 Accounting Reports

Information for the GASBS 75 reports will be requested at each fiscal year end.

We may need additional data depending on our review of the City's retiree medical plan design. We understand the above data request may seem extensive; we are available to assist or answer any questions.

Please contact me (doug.pryor@foster-foster.com or 650-377-1602) with any questions.

Sincerely,

Doug Pryor
Senior Consulting Actuary

c: Katherine Moore, Foster & Foster Inc.

L:\SandCity\FeeLetters\2025\F&F_SandCity_2025-02-13_OPEB_GASBS_75_Fee_Letter.docx

City Approval

- ☐ **6/30/25 Actuarial Valuation**
(including GASBS 75 reports for
FY 26/27 and 27/28)
Fees: \$23,500

Vibeke Norgaard
City Manager
City of Sand City

Date

March 5, 2025

Jennifer Pope
Finance Manager
City of Sand City

Re: 2025 GASBS 68 Actuarial Information for CalPERS Cost-Sharing (Risk Pool) Plans

Dear Ms. Pope:

Foster & Foster is available to assist the City of Sand City with 6/30/2025 GASB Statement 68 reporting. Based on your participation in both risk pools, our base fee of \$2,100 includes:

- City's proportionate share of net pension liability, NPL sensitivity, and deferral amounts
- All employer-specific deferrals and associated recognition schedules
- Net pension expense
- All actuarial amounts required for the note disclosures and RSI
- Journal entries
- Up to 1 hour review/discussion of the report with you and/or your auditors

To complete the report we need:

- FY 2025 CalPERS contributions by rate group (available on MyCalPERS)
- FY 2025 covered payroll (available on MyCalPERS)
- Link to your 2024 Annual Comprehensive Financial Report or financial statements.

This data won't be available until after June 30, 2025. We expect turnaround for the reports to be 3-4 weeks after we receive all data.

To authorize us to begin this engagement, please complete the information on the following page or contact us by email as listed below. We look forward to assisting you with this important reporting requirement.

Sincerely,



Drew Ballard, FSA, EA, MAAA
Senior Consulting Actuary
drew.ballard@foster-foster.com
(650) 377-1607



Braeleen Ballard, ASA, EA, MAAA
Consulting Actuary
braeleen.ballard@foster-foster.com
(650) 377-1611

I accept Foster & Foster's proposal to prepare GASBS 68 information for our CalPERS cost sharing plans. The report will be completed 3-4 weeks after receipt of final June 30, 2025 data.

Agency: City of Sand City
Risk Pool: Both Risk Pools
Base Fee: \$2,100

Accepted by:

Signature

Name

Date

City of Sand City

Agency

Title

Address/Email/Phone

**AGENDA ITEM
5F.**

**Acceptance of City/Successor Agency
Financial Reports from January 2025**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council/Successor Agency Board Members
FROM: Jennifer Pope, Finance Manager
SUBJECT: January 2025 Financial Report
DATE: April 15, 2025

BACKGROUND/DISCUSSION:

Attached are monthly financial reports for the City of Sand City and the Sand City Successor Agency of the former Redevelopment Agency.

A. City of Sand City Reports

- a. Cash Receipt Report, January 2025 (Attachment 1)
Revenue total - **\$1,677,932**
- b. Check Report, January 2025 (Attachment 2)
Expenditure total - **\$922,014**

B. Sand City Successor Agency for the former Redevelopment Agency Reports

- a. Cash Receipt Report, January 2025
Revenue total - **\$0**
- b. Check Report, January 2025 (Attachment 3)
Expenditures total - **\$18,130**

Transfers

Transfers are shown in the Cash Receipt Report; they are transfers from one bank account to another and should not be considered as a revenue or expenditure.

Date	Source	Amount	Description

There were no transfers in January 2025.

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

There is no fiscal impact with receiving this report.

RECOMMENDATION:

Receive the report.

ATTACHMENTS:

1. Sand City Cash Receipt Report
2. Sand City Check Report
3. Sand City Successor Agency Cash Receipt Report



City of Sand City

Cash Receipt Report

by Transaction Code
Date Range: 1/1/2025 - 1/31/2025

Transaction Code	Receipt Number	Receipt Date	Transaction Description	Applied Amount
BL01	R00000223	1/28/2025	Business License	3,360.40
2103	R00000221	1/28/2025	Gas Tax 2103	335.14
2105	R00000221	1/28/2025	Gas Tax -2105 31	215.67
2106	R00000221	1/28/2025	Gas Tax 2106 32	488.98
2107	R00000221	1/28/2025	Gax Tax- 2107 33	299.87
BUI01	R00000220	1/28/2025	Building Permit 4115	2,000.00
BUI01	R00000184	1/7/2025	Building Permit 4115	203.00
BUI01	R00000189	1/7/2025	Building Permit 4115	203.00
BUI01	R00000190	1/7/2025	Building Permit 4115	198.00
COPS	R00000218	1/28/2025	COPS Grant	8,333.33
CRI01	R00000219	1/28/2025	Criminal PC1463/City Fines	70.58
ENG01	R00000176	1/7/2025	Engineering Fees	7,000.00
ENG01	R00000191	1/7/2025	Engineering Fees	870.00
P172	R00000219	1/28/2025	1/2 Tax Police/Prop 172	35.80
PAR02	R00000185	1/7/2025	Sand City Parking	75.00
PAR02	R00000186	1/7/2025	Sand City Parking	75.00
PAR02	R00000187	1/7/2025	Sand City Parking	10.00
PAR02	R00000170	1/7/2025	Sand City Parking	100.00
PAR02	R00000171	1/7/2025	Sand City Parking	40.00
PAR02	R00000172	1/7/2025	Sand City Parking	40.00
PAR02	R00000183	1/7/2025	Sand City Parking	40.00
PLA01	R00000184	1/7/2025	Plan Check Fee 4165	131.95
PLA01	R00000190	1/7/2025	Plan Check Fee 4165	128.70
POL01	R00000168	1/7/2025	Police Report 4560	10.00
POL01	R00000169	1/7/2025	Police Report 4560	10.00
POL01	R00000182	1/7/2025	Police Report 4560	10.00
REF01	R00000227	1/28/2025	Franchise TX RF.4040	19,325.31
REN01	R00000165	1/7/2025	Rental Income	1,699.59
REN01	R00000177	1/7/2025	Rental Income	3,000.00
REN01	R00000178	1/7/2025	Rental Income	2,000.00
REN01	R00000234	1/30/2025	Rental Income	3,000.00
REV	R00000219	1/28/2025	County/Rev & Recovery	163.83
RMRA	R00000167	1/7/2025	Road Maintenance & Rehab	752.09
RMRA	R00000225	1/28/2025	Road Maintenance & Rehab	896.47
SOU01	R00000166	1/7/2025	South of Tioga Reimbursements	430.00
STAX	R00000175	1/7/2025	Sales Tax Received	370,065.18
STAX	R00000232	1/30/2025	Sales Tax Received	305,063.65
STRAP	R00000194	1/16/2025	Short Term Rental Application Fee	319.00
STRAP	R00000195	1/16/2025	Short Term Rental Application Fee	319.00
STRAP	R00000198	1/23/2025	Short Term Rental Application Fee	319.00
TOT01	R00000206	1/27/2025	TOT Tax	740.85
TOT01	R00000200	1/27/2025	TOT Tax	502.50
TOT01	R00000201	1/27/2025	TOT Tax	593.67
TOT01	R00000202	1/27/2025	TOT Tax	189.00

TOT01	R00000203	1/27/2025	TOT Tax	294.00
TOT01	R00000204	1/27/2025	TOT Tax	1,170.36
TOT01	R00000205	1/27/2025	TOT Tax	166.80
TOT01	R00000145	1/6/2025	TOT Tax	989.28
TOT01	R00000148	1/6/2025	TOT Tax	559.08
TOT01	R00000149	1/6/2025	TOT Tax	887.56
TOT01	R00000151	1/6/2025	TOT Tax	670.32
TOT01	R00000152	1/6/2025	TOT Tax	644.70
TUP01	R00000197	1/22/2025	Temporary Use Permit	525.00
TUT01	R00000173	1/7/2025	Transaction/Use Tax	487,234.49
TUT01	R00000174	1/7/2025	Transaction/Use Tax	0.03
TUT01	R00000230	1/30/2025	Transaction/Use Tax	0.19
TUT01	R00000231	1/30/2025	Transaction/Use Tax	382,264.01
UUT	R00000214	1/28/2025	Utility Users Tax	2.32
UUT	R00000215	1/28/2025	Utility Users Tax	24.88
UUT	R00000216	1/28/2025	Utility Users Tax	13,144.38
UUT	R00000229	1/28/2025	Utility Users Tax	3,177.29
UUT	R00000233	1/30/2025	Utility Users Tax	673.56
UUT	R00000207	1/28/2025	Utility Users Tax	186.19
UUT	R00000209	1/28/2025	Utility Users Tax	79.04
UUT	R00000210	1/28/2025	Utility Users Tax	0.35
UUT	R00000211	1/28/2025	Utility Users Tax	1,713.06
UUT	R00000212	1/28/2025	Utility Users Tax	148.84
UUT	R00000213	1/28/2025	Utility Users Tax	246.73
UUT	R00000162	1/7/2025	Utility Users Tax	0.33
UUT	R00000163	1/7/2025	Utility Users Tax	57.65
UUT	R00000164	1/7/2025	Utility Users Tax	842.60
UUT	R00000156	1/7/2025	Utility Users Tax	193.60
UUT	R00000157	1/7/2025	Utility Users Tax	134.49
UUT	R00000158	1/7/2025	Utility Users Tax	569.78
UUT	R00000159	1/7/2025	Utility Users Tax	10.29
UUT	R00000160	1/7/2025	Utility Users Tax	0.89
UUT	R00000161	1/7/2025	Utility Users Tax	2,997.62
UUT	R00000153	1/7/2025	Utility Users Tax	13,792.66
UUT	R00000154	1/7/2025	Utility Users Tax	18,812.99
UUT	R00000155	1/7/2025	Utility Users Tax	925.16
VLF	R00000226	1/28/2025	Property Tax VLF	597.68
STR01	R00000184	1/7/2025	Strong Motion Fee	5.68
CBSC	R00000184	1/7/2025	CBSC	1.00
CBSC	R00000189	1/7/2025	CBSC	1.00
CBSC	R00000190	1/7/2025	CBSC	1.00
POC01	R00000219	1/28/2025	County/Proof of Corr	3.30
SQU01	R00000188	1/7/2025	Square Fees	(0.66)
SQU01	R00000192	1/7/2025	Square Fees	(1.72)
TRA01	R00000219	1/28/2025	Traffic Safety Fund	79.23
MISC	R00000181	1/7/2025	Misc revenue	141.50
MISC	R00000228	1/28/2025	Misc revenue	10,000.00
PERS457	R00000179	1/7/2025	PERS457	300.00

Total Cash Register Activity

\$ 1,677,932.09



City of Sand City

Check Report

By Check Number

Date Range: 01/01/2025 - 01/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Mechanics - General-Mechanics Bank - General Pooled Cash						
4LE01	4Leaf, Inc.	01/14/2025	Regular	0.00	9,885.30	40249
AFL01	Aflac	01/14/2025	Regular	0.00	527.94	40250
AGI01	Agile Occupational Medicine PC	01/14/2025	Regular	0.00	785.00	40251
ALH01	Alhambra	01/14/2025	Regular	0.00	78.41	40252
ART04	Arts Council for Monterey County	01/14/2025	Regular	0.00	-1,500.00	40253
ART04	Arts Council for Monterey County	01/14/2025	Regular	0.00	1,500.00	40253
ATT03	AT&T	01/14/2025	Regular	0.00	202.72	40254
BAR02	Barry's Carpet Service, Inc	01/14/2025	Regular	0.00	1,950.00	40255
BPS01	BPS Tactical, Inc.	01/14/2025	Regular	0.00	1,543.65	40256
CAL01	California American Water	01/14/2025	Regular	0.00	588.70	40257
CAL15	California Consulting, Inc	01/14/2025	Regular	0.00	4,500.00	40258
CHA04	California Highway Adoption Co.	01/14/2025	Regular	0.00	350.00	40259
CLE01	California Law Enforcement Association	01/14/2025	Regular	0.00	256.00	40260
CSD01	California State Disburse Unit	01/14/2025	Regular	0.00	269.00	40261
SEA03	City of Seaside	01/14/2025	Regular	0.00	1,713.00	40262
COM11	Comcast	01/14/2025	Regular	0.00	306.91	40263
COM01	Community Human Services	01/14/2025	Regular	0.00	500.00	40264
COR01	Corbin Willits Systems	01/14/2025	Regular	0.00	276.53	40265
COR05	Corodata Records Management	01/14/2025	Regular	0.00	56.45	40266
MON08	County of Monterey Sheriff-Marshall-Coroner	01/14/2025	Regular	0.00	12,921.56	40267
CUR02	Currence Electric	01/14/2025	Regular	0.00	150.00	40268
CYP04	Cypress Coast Ford	01/14/2025	Regular	0.00	1,628.14	40269
DEP01	Department of Conservation	01/14/2025	Regular	0.00	8.93	40270
ELK01	Elks Lodge	01/14/2025	Regular	0.00	8,250.00	40271
EMC02	EMC Planning Group, Inc.	01/14/2025	Regular	0.00	5,558.50	40272
GRE01	Green Valley Landscape, Inc.	01/14/2025	Regular	0.00	860.00	40273
HAR06	Harris & Associates, Inc	01/14/2025	Regular	0.00	-85,893.75	40274
HAR06	Harris & Associates, Inc	01/14/2025	Regular	0.00	85,893.75	40274
HDL02	HDL Companies, LLC.	01/14/2025	Regular	0.00	108.00	40275
HDL03	Hinderliter, De Llamas & Assoc.	01/14/2025	Regular	0.00	616.20	40276
HOM01	Home Depot Credit Service	01/14/2025	Regular	0.00	843.18	40277
HOP01	Hope Services	01/14/2025	Regular	0.00	5,866.25	40278
HUM02	Humana Insurance Company	01/14/2025	Regular	0.00	4,437.38	40279
IWO01	IWORQ Systems	01/14/2025	Regular	0.00	6,300.00	40280
BUS05	Jeff Bushnell	01/14/2025	Regular	0.00	224.14	40281
MAT01	Katy Matias	01/14/2025	Regular	0.00	5,000.00	40282
MBA01	Monterey Bay Area Self Insurance	01/14/2025	Regular	0.00	381,511.00	40283
MCW01	Monterey County Weekly	01/14/2025	Regular	0.00	1,244.00	40284
MRW02	Monterey Regional Waste Management District	01/14/2025	Regular	0.00	4,500.00	40285
MON04	Monterey Tire Service, Inc.	01/14/2025	Regular	0.00	32.92	40286
OFF03	ODP Business Solutions	01/14/2025	Regular	0.00	176.24	40287
PET01	Petty Cash- Cashed by Shannon Norton	01/14/2025	Regular	0.00	108.93	40288
PBC01	Pitney Bowes	01/14/2025	Regular	0.00	581.43	40289
PUB01	Public Storage	01/14/2025	Regular	0.00	1,944.80	40290
REN01	Rental Depot	01/14/2025	Regular	0.00	245.00	40291
SAN01	Sand City Police Officers & Dept. Employees Ass	01/14/2025	Regular	0.00	1,270.00	40292
SHA03	Shamrock Office Solutions	01/14/2025	Regular	0.00	137.06	40293
STA03	Star Sanitation, LLC	01/14/2025	Regular	0.00	909.20	40294
STU02	Sturdy Oil Company	01/14/2025	Regular	0.00	1,971.54	40295
SUN02	Sun Life Financial	01/14/2025	Regular	0.00	933.92	40296
TYL03	Tyler Business Forms	01/14/2025	Regular	0.00	121.32	40297
UNI01	United Way of Monterey County	01/14/2025	Regular	0.00	500.00	40298
VES01	Vestis	01/14/2025	Regular	0.00	1,127.76	40299
USB02	US Bank- Corporate Trust Services	01/16/2025	Regular	0.00	7,168.31	40300

Check Report

Date Range: 01/01/2025 - 01/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
AFL01	Aflac	01/27/2025	Regular	0.00	527.94	40301
FAS01	Andy Briant	01/27/2025	Regular	0.00	176.99	40302
ATT03	AT&T	01/27/2025	Regular	0.00	202.72	40303
ATT05	AT&T Mobility	01/27/2025	Regular	0.00	974.63	40304
CHA04	California Highway Adoption Co.	01/27/2025	Regular	0.00	350.00	40305
CLE01	California Law Enforcement Association	01/27/2025	Regular	0.00	256.00	40306
CAR23	Cardinale & Wright	01/27/2025	Regular	0.00	1,183.19	40307
MON02	City of Monterey	01/27/2025	Regular	0.00	177,289.00	40308
COM11	Comcast	01/27/2025	Regular	0.00	693.07	40309
COR01	Corbin Willits Systems	01/27/2025	Regular	0.00	276.53	40310
COR04	Corodata Shredding, Inc	01/27/2025	Regular	0.00	64.70	40311
VIS01	Elan Financial Services	01/27/2025	Regular	0.00	2.00	40312
SOF02	Elizabeth A. Sofer	01/27/2025	Regular	0.00	85.68	40313
EMC02	EMC Planning Group, Inc.	01/27/2025	Regular	0.00	62,794.84	40314
GLA01	Gladwell Governmental Services, Inc	01/27/2025	Regular	0.00	600.00	40315
HUM02	Humana Insurance Company	01/27/2025	Regular	0.00	4,437.38	40316
IIM01	International Institute of Municipal Clerks	01/27/2025	Regular	0.00	220.00	40317
LOC01	League of California Cities	01/27/2025	Regular	0.00	92.00	40318
LIN01	Lingo	01/27/2025	Regular	0.00	139.88	40319
MCP01	M.C.P.O.A	01/27/2025	Regular	0.00	280.00	40320
KLI01	Mary Ann Carbone	01/27/2025	Regular	0.00	109.31	40321
MOB02	Mobile Modular	01/27/2025	Regular	0.00	574.99	40322
MBP03	Monterey Bay Pest Control	01/27/2025	Regular	0.00	130.00	40323
MBT01	Monterey Bay Technologies, Inc.	01/27/2025	Regular	0.00	2,700.00	40324
MCB01	Monterey County Business Council	01/27/2025	Regular	0.00	50.00	40325
MCW01	Monterey County Weekly	01/27/2025	Regular	0.00	643.50	40326
MOW01	Monterey One Water	01/27/2025	Regular	0.00	308.16	40327
MRW02	Monterey Regional Waste Management District	01/27/2025	Regular	0.00	331.51	40328
MON04	Monterey Tire Service, Inc.	01/27/2025	Regular	0.00	1,220.85	40329
MME01	Municipal Maintenance Equipment	01/27/2025	Regular	0.00	956.44	40330
PGE01	Pacific Gas & Electric	01/27/2025	Regular	0.00	5,125.52	40331
PET01	Petty Cash- Cashed by Shannon Norton	01/27/2025	Regular	0.00	99.62	40332
SHA03	Shamrock Office Solutions	01/27/2025	Regular	0.00	15.00	40333
STU02	Sturdy Oil Company	01/27/2025	Regular	0.00	1,012.23	40334
TRU02	Truth Seeker Investigations, LLC	01/27/2025	Regular	0.00	8,975.00	40335
VER01	Verizon Wireless	01/27/2025	Regular	0.00	64.45	40336
CSD01	California State Disburse Unit	01/31/2025	Regular	0.00	269.00	40338
CSD01	California State Disburse Unit	01/31/2025	Regular	0.00	-269.00	40338
SAN01	Sand City Police Officers & Dept. Employees Ass	01/31/2025	Regular	0.00	1,420.00	40339
SUN02	Sun Life Financial	01/31/2025	Regular	0.00	933.92	40340
SUN02	Sun Life Financial	01/31/2025	Regular	0.00	-933.92	40340
ESC01	Lawrence Escobar	01/30/2025	Regular	0.00	5,813.00	40341
PERSRETIREMENT	CalPERS Retirement	01/31/2025	Bank Draft	0.00	1,700.85	DFT0000001
PERSRETIREMENT	CalPERS Retirement	01/31/2025	Bank Draft	0.00	2,623.52	DFT0000002
PERSRETIREMENT	CalPERS Retirement	01/31/2025	Bank Draft	0.00	2,664.15	DFT0000003
PERSRETIREMENT	CalPERS Retirement	01/31/2025	Bank Draft	0.00	5,383.11	DFT0000004
PERSRETIREMENT	CalPERS Retirement	01/31/2025	Bank Draft	0.00	5,387.03	DFT0000005
PERSRETIREMENT	CalPERS Retirement	01/31/2025	Bank Draft	0.00	1,953.05	DFT0000006
PERSRETIREMENT	CalPERS Retirement	01/31/2025	Bank Draft	0.00	5,803.01	DFT0000007
PERSRETIREMENT	CalPERS Retirement	01/31/2025	Bank Draft	0.00	785.16	DFT0000008
PERSRETIREMENT	CalPERS Retirement	01/31/2025	Bank Draft	0.00	1,291.43	DFT0000009
PERSRETIREMENT	CalPERS Retirement	01/31/2025	Bank Draft	0.00	10,670.30	DFT0000010
PERSRETIREMENT	CalPERS Retirement	01/31/2025	Bank Draft	0.00	5,276.57	DFT0000011
PERSRETIREMENT	CalPERS Retirement	01/31/2025	Bank Draft	0.00	2,714.95	DFT0000012
PERSRETIREMENT	CalPERS Retirement	01/31/2025	Bank Draft	0.00	9,571.86	DFT0000013
PERSRETIREMENT	CalPERS Retirement	01/31/2025	Bank Draft	0.00	42.00	DFT0000014
PERSHEALTH	CalPERS Health	01/31/2025	Bank Draft	0.00	21,875.88	DFT0000015
CAL16	Calpers 457 Plan	01/31/2025	Bank Draft	0.00	20,513.64	DFT0000016
EDD001	Employment Development Dept	01/31/2025	Bank Draft	0.00	16,937.41	DFT0000017

Check Report**Date Range: 01/01/2025 - 01/31/2025****Vendor Number****Vendor Name****Payment Date****Payment Type****Discount Amount****Payment Amount****Number**

EFTPS

Electronic Federal Tax Payment System

01/31/2025

Bank Draft

0.00

45,578.36

DFT0000018

Bank Code Mechanics - General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	141	92	0.00	849,838.12
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-88,596.67
Bank Drafts	18	18	0.00	160,772.28
EFT's	0	0	0.00	0.00
	159	114	0.00	922,013.73



City of Sand City Successor Agency

Check Report

By Check Number

Date Range: 01/01/2025 - 01/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Mechanics - SA-Mechanics Bank - Successor Agency						
	Void	01/13/2025	Regular	0.00	0.00	2354
RSG01	RSG	01/13/2025	Regular	0.00	4,300.00	2355
RSG01	RSG	01/13/2025	Regular	0.00	-4,300.00	2355
MEY01	Meyers Nave, Corporation	01/13/2025	Regular	0.00	13,829.78	2356
MEY01	Meyers Nave, Corporation	01/13/2025	Regular	0.00	-13,829.78	2356
MEY01	Meyers Nave, Corporation	01/13/2025	Regular	0.00	13,829.78	2357
RSG01	RSG	01/13/2025	Regular	0.00	4,300.00	2358

Bank Code Mechanics - SA Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	6	4	0.00	36,259.56
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-18,129.78
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	6	7	0.00	18,129.78

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	6	4	0.00	36,259.56
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-18,129.78
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	6	7	0.00	18,129.78

Fund Summary

Fund	Name	Period	Amount
40	Successor Agency	1/2025	18,129.78
			18,129.78

**AGENDA ITEM
7A.**

**West End Celebration Update: Event
Santa Cruz**

AGENDA ITEM 9A.

Approve a Resolution Approving Conditional Use Permit CUP 25-001 to Establish Coffee Roastery and Bakery Uses Including Deliveries, Storage, Production, Packaging, Wholesale Distribution and Exterior, Ancillary Retail Sale of Finished Products via a Walkup Window; Site Plan Approval for Ancillary Parking, Loading, Trash Storage, and Private Plaza Improvements; 1793 Catalina Street (APN 011-243-004) Applicant/Owner: Greg and Sandy Wilson



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council

FROM: Matt Papurello, Contract City Planner

SUBJECT: Application for a Conditional Use Permit and Site Plan Approval (CUP 25-001; IWORQ Permit # 25002) for: 1) a wholesale Bakery and 2) wholesale Coffee Roastery on property located at 1793 Catalina Street (APN 011-243-004); Applicant: Greg & Sandy Wilson.

DATE: April 15th, 2025

DISCUSSION:

A. BACKGROUND

A Conditional Use Permit Application has been submitted by Greg and Sandy Wilson to improve approximately 3,600 sq. ft of the first floor of an approximately 46,000 sq. ft. one and partial two – story building to establish a 1,100 sq. ft. wholesale bakery and a 2,500 sq. ft. foot wholesale coffee roastery and warehouse.

The Previous use of the Subject property was an audio/video production studio with accessory office, internet sales and storage use (CUP 480 Resolution 06-116). The City Council approved CUP 480 subject to 19 Conditions Of Approval. Conditions of approval addressed the following subjects:

- hours of operation;
- number and location of parking spaces;
- restrictions on outdoor storage and other activities;
- requirements for on-site deliveries and related restrictions on traffic obstruction.+

B. PROJECT DESCRIPTION

The applicant (owner) proposes two new uses (Attachment 2: letters of intent) within the subject building, an existing one and partial two-story, approximately 46,000 sq. ft. building located at the southeast corner of Catalina and Elder Streets, as follows:

1. A wholesale bakery, operated by the owners of the building, located within 1,100 sq. ft. of the first floor of the building. Bakery hours of operation will be 7 AM – 4:00 PM. Deliveries to the bakery will occur once per week during business hours. A walk-up retail window will be open for a few unspecified hours in conjunction with the coffee roastery located within the adjacent space.
2. A coffee roastery, packaging, warehouse, and wholesale delivery use within approximately 2,500 sq. ft of the first floor of the building. The roastery will have up to four (4) employees. The roastery will provide limited retail coffee service via the same ancillary walk-up window utilized by the bakery. An interior café' type use is not proposed. Green coffee deliveries to the roastery will occur every 5-6 weeks and delivery of other ingredients will occur once per week.

The combined use of the first floor of the building will predominantly be for on-site production, storage, packaging, and preparation for off-site wholesale delivery of baked goods and roasted coffee within two separate areas. Retail activity via a walk-up window fronting Elder Ave., near the northwest corner of the building, is ancillary to both uses. The window will be open for a limited time during bakery hours of operation.

Planning Dept. condition of approval 7 requires the elimination of the substandard, on-site parking spaces that have direct access from Elder Ave. This condition is coupled with City Engineer condition 15 requiring the construction of curb/gutter sidewalk to City Standards along the Elder Avenue property frontage (see discussion below regarding public improvements). The applicants propose optional use of the on-site converted parking area along the Elder Avenue, an area of approximately 10' in width, to accommodate a variety of flexible uses consistent with Vibrancy Plan recommendations for such spaces. Outdoor uses may include bistro seating, benches, landscape planters, and a bicycle rack.

There is currently no trash enclosure on the subject property. There are two trash bins on site within a striped area along the Elder Avenue frontage near the southwest corner of the site.

The second floor of the building will continue to be used as an office for ground floor uses.

Deliveries from both uses to off-site customers will be made daily. One loading/unloading space capable of accommodating a small delivery truck is provided for use by building occupants, integrated with the on-site parking area.

The elevation of the building will be modified in two locations:

1. A roll up door for deliveries will be installed on the Catalina Street elevation; and
2. A walk-up window will be installed on the Elder Ave. elevation near the building entrance.

A site plan, floor plan and elevations are depicted in Attachment 3.

C. General Plan, Zoning, and Surrounding Land Uses

1. General Plan and Vibrancy Plan

The Subject Property has a General Plan land use designation of Mixed-Use (MU-D) and is within the 'Old Town Planning District'. Applicable Land Use Element policies are as follows:

Goal 2.1: Transform the Old Town district from an area of heavy industrial, unplanned land use mix and warehouse uses to a planned area of light manufacturing, service commercial and residential uses, with a heavy emphasis towards streetscape beautification.

Policy 2.1.1: Encourage the establishment of new land uses within the Old Town district that:

- Provide goods and services required by the community and surrounding area*
- Are generally complementary to other desirable businesses in the area and are residentially compatible in terms of being low-impact neighbors to residential uses*
- Contribute to a diversity of activities that could include artisans, ethnic markets, and restaurants, entertainment, and incubator industries*

Policy 2.1.2: Prohibit any new self-storage or purely warehouse uses.

Vibrancy Plan recommendations for commercial development in the area are principally intended to support transformation of the warehousing / manufacturing / commercial – service orientation of the core planning area to one oriented to retail

and visitor serving uses. The Vibrancy Plan includes tools focused on increasing commercial and visitor serving uses in the area:

LU-1d. "Strive for the greatest concentration of retail uses, restaurants, brew pubs, artists' studios, and entertainment venues along Contra Costa Street, Ortiz Avenue, and adjoining side streets."

LU-1c. Encourage social gathering uses that will remain open in the evening. VB Social gathering uses could include ice cream shops, restaurants, coffee shops, bars, and brew pubs

LU-1h. Focus on development of land use types that both address the City's vision and meet an identified demand. A market study was prepared as background to the Vibrancy Plan, based on the Seaside/Sand City/Marina market subarea.⁶ The market is strongest for residential, then industrial, followed by mixed use, commercial retail, and then office (lowest demand of the uses considered).

LU-2b. Make productive use of small left-over spaces. Oftentimes there is a small space, on either private or public land, that could be put to beneficial use. For example, a sliver of land too narrow for effective landscaping might provide enough room for a bicycle rack, a display case that could promote the business, or a bench. On the City's streets, small leftover spaces that are too small for an additional parking space, could be used for a motorcycle parking area, an extra landscaping pocket, or a small public art display. Refer to the Streetscape and Aesthetics section for additional discussion.

The subject project will combine service commercial, warehouse, and wholesale uses along with ancillary retail sale consistent with the above policies. The subject uses include food and beverage production, wholesale and warehouse uses along with limited retail use. This combination of uses will further transformation of the area to a more visitor-serving orientation in the manner envisioned by Vibrancy Plan. The applicant's intention for on-site outdoor uses along the Elder Avenue frontage, referenced above will provide the type of activity envisioned for the Vibrancy Plan area.

2. Zoning Code Regulations:

- a. The Subject Property has a Zoning Designation of Planned Mixed-Use (MU-P).

Section 18.13.040(K) of the City's Zoning Ordinance states "Bakeries, catering commercial kitchens" are considered conditional uses, and therefore may operate in the MU-P District with the acquisition of a conditional use permit. The proposed use of the building is consistent with uses allowed in the MU-P District.

- b. A loading space is required for the proposed uses as follows:

...every building or part thereof hereafter erected and having a gross floor area of 2,000 square feet or more, which is to be occupied by manufacturing, storage, warehouse,... wholesale store, ... or other use similarly requiring the receipt or distribution by vehicles of material or merchandise, at least one off-street loading space to be used exclusively for such purpose for each 5,000 square feet of gross floor area so used..." ;

"Each loading space shall be not less than 12 feet in width, 40 feet in length and 16 feet in height, and shall be clearly marked for this use. Buildings of 3,000 square feet or less will be allowed a length reduction of 10 feet and allowed to use a portion of the building interior."

While the gross floor area of the building is more than the 2,000 sq.ft., a loading space is not required, as the gross square feet of the floor area is less than 5,000 sq. ft. Nonetheless, the applicant proposes to provide one loading space, of a standard vehicle width in front of the new roll up door.

- c. § 18.64.050 Off-Street Parking—Number of Spaces Required, Access.

One (1) parking space is required for each employee on a maximum shift, including one handicap parking space. Up to 6 employees will work on the site, four (4) within the coffee roastery and two (2) within the bakery. Six (6) on-site parking spaces will be arranged along the Catalina Street frontage perpendicular to the building, including one (1) handicapped space located near the northwest corner of the building, closest to the entrance.

Access to on-site parking from Catalina Street will be via the existing continuous driveway located along the entire Catalina Street frontage. Vehicles will roll over the sidewalk area also used by pedestrians, typical of many businesses in the area. Parking spaces will be consistent with newly updated size requirements of 8.5' W x 16' L. Additional length may be attained by

locating wheel stops closer to the building than depicted on the current site plan.

A continuous driveway also exists along the Elder Avenue frontage providing access to several parking spaces that are partially within the Elder. The area of the site used for this parking is currently striped and wheel stops installed to accommodate several parking spaces. A portion of these spaces encroach substantially within the Elder Ave. right of way. This informal parking arrangement presents a significant public safety hazard as vehicles may cross the sidewalk anywhere, and in any manner, along the frontage. Additional pedestrian and bicycle movement occasioned by the proposed walk-up window further increases the potential for pedestrian/bicycle and vehicle conflicts along this frontage. For this reason, condition of approval 15 requires the applicant to construct public improvements on Elder Ave. (curb, gutter, sidewalk) to eliminate any potential for customary, informal use of this area of the site for parking. Once installed, these improvements will enable parallel parking along the subject property Elder Ave. frontage.

- d. Signs: Review and approval of commercial signs is the purview of the Design Review Committee. The Design Review Committee will provide review and comment regarding the proposed signage dimension, color, content, and placement for City Staff consideration and approval.

3. Surrounding Land Uses – the area surrounding the site is characterized by a mix of adjacent commercial, single family and multi-family residential uses. For this reason, it is important that nuisances potentially generated by commercial uses of the type proposed are controlled. The following are potential nuisances affecting residential uses:

- Noise from loading and unloading operations
- Noise from operation of interior equipment
- Odors and increased emissions of volatile organic compounds from production
- Pedestrian/vehicle conflicts from substandard on-site parking
- Traffic conflicts from loading and unloading activities

Conditions of approval require a range of performance standards to address these concerns including:

- Required conduct of operations solely within the building except loading and unloading operations
- Closure of the roll up door at times other than during loading and unloading
- Air pollution and odor control equipment (coffee roastery)
- Elimination of substandard parking areas and optional conversion to plaza space

D. City and Agency Development Standards And Requirements

1. Public Improvements:

- a. The City Engineer recommends improvements (curb, gutter, sidewalk) to public facilities along the Elder Ave. right of way to provide for safe pedestrian access as a standard practice and in recognition that increased pedestrian use of the area around the walk up window and within the 10' open area adjacent to building along Elder Ave. frontage.
- b. Other required improvements will include those related to the West End Stormwater Improvement Project on Catalina Street.
- c. Condition of approval 15 requires the applicant to obtain encroachment permits, to construct Elder Ave. improvements, and to coordinate on-site improvements with the Stormwater Improvement Project to the satisfaction of the City Engineer.

2. Water: The MPWMD categorizes the 2,450 sq. ft. coffee roastery (Unit B) as a Group I use requiring an allocation calculated at .00007 AF/ sq. ft. , The 1,100 sq. ft. bakery (Unit A) is categorized as a Group II use requiring 0.0002 AF/ sq. ft. The proposed intensification of use for Unit A requires 0.143 AF of water. The City Council must approve an allocation of this amount in a separate action.

3. Solid Waste: Pursuant to Sand City Municipal Code section 13.04.290, trash enclosures shall be located in places of convenient collection and must be maintained in good appearance and working condition. Condition of approval 10 requires the applicant to establish a trash storage enclosure for the trash receptacles (trash, recycling, and organic materials bins) on the subject property near the southwest corner of the building. Trash enclosure design and location are required to be constructed in accordance with Building Code requirements to the satisfaction

of the Building Official, including roof, sprinklers, and connection to sanitary sewer. The applicant will be required to obtain approval by the City's waste management company, GreenWaste, regarding the design and location of the enclosure. Bins within the enclosure shall be closed and secured at all times and shall not be allowed to overflow at any time.

4. Air Quality: (coffee roaster and after-burner) The applicant has obtained a Permit to Operate the coffee roaster from the Monterey Bay Air Pollution Control District for the following equipment for roasting and for odor control:

- San Francisco Coffee PER, Model Year 2017. Model SF-25, Serial Number #1 138R, 25 Pounds Batch Capacity, With 100, 000-BTU/HR Natural Gas Fired Burner, 1/3-HP Exhaust Fan, 8 Inches Exhaust Diameter, 16 Feet Exhaust Height, And Equipped With An Afterburner;
- San Francisco Afterburner, With Natural Gas Fired Burner Rated At 250,000-BTU/HR, Serving.

Information regarding equipment to be used roasting and air quality mitigation may be obtained at the following web sites:

- <https://www.sanfranroaster.com/san-franciscan-roaster-company-sf-25lb/12kg-coffee-roaster>
- <https://www.sanfranroaster.com/afterburners-for-coffee-roasters>
- <https://www.selkirkmfg.com/burnertech>.

The applicant will be required to provide evidence of compliance with the Permit To Operate prior to final occupancy approval.

5. Noise: Noise associated with the proposed use is related to the operation of the after – burner intake. It is not anticipated that the noise produced by roasting and after-burner would be detectable outside the building. The Applicant is required to follow all noise guidelines as outlined in Sand City Municipal Code Section 8.04 (Loud Noises).
6. Fire: Installation of new sprinkler system capable of fire suppression to support the new commercial kitchen.

E. CALIFORNIA ENVIRONMENTAL EQUALITY ACT (CEQA):

CEQA DETERMINATION: The improvement of commercial space to accommodate a bakery and a coffee roastery is Exempt from CEQA (California Environmental Quality Act) Guidelines, Section 15301 (Existing Facilities) and 15303 (conversion of small structures). The proposed project involves the reuse of an existing building

F. FISCAL IMPACT:

There will be minimal cost associated with the Conditional Use Permit, other than staff time.

G. RECOMMENDATION

Staff recommends the City Council adopt a Resolution, Attachment 1 as follows:

- a. determine that the subject project is exempt from CEQA pursuant to CEQA Guidelines Section 15301 15303 pursuant to findings contained therein; and
- b. approve Conditional Use Permit CUP25-001 and Site Plan, based on findings in Exhibit 2A and subject to conditions of approval in Exhibit 2B.

H. ATTACHMENTS

1. Resolution approving CUP25-011.
Exhibit A Findings for Approval
Exhibit B Conditions of Approval
2. Letters of Intent: Bakery and Coffee Roaster
3. Plans
4. Location Map
5. Aerial Map
6. Site Photos
7. Water Release Form
8. Hazardous Materials Questionnaire
9. Air Quality Permit

**CITY OF SAND CITY
RESOLUTION SC ___, 2025**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY APPROVING CONDITIONAL
USE PERMIT CUP 25-001 TO ESTABLISH COFFEE ROASTERY AND BAKERY USES
INCLUDING DELIVERIES, STORAGE, PRODUCTION, PACKAGING, WHOLESALE
DISTRIBUTION AND EXTERIOR ANCILLARY RETAIL SALE OF FINISHED
PRODUCTS VIA A WALKUP WINDOW; SITE PLAN APPROVAL FOR ANCILLARY
PARKING, LOADING, TRASH STORAGE, AND PRIVATE PLAZA IMPROVEMENTS.
1793 CATALINA STREET (APN 011-243-004)
APPLICANT/OWNER: GREG AND SANDY WILSON**

WHEREAS, a Conditional Use Permit application to establish a wholesale bakery on the subject site was submitted by Greg and Sandy Wilson on January 16, 2025 and accepted for filing on February 18th, 2025; thereafter, a Conditional Use Permit application for a wholesale coffee roastery was submitted on March 4, 2025 by Tyler Ellis at the same location and within the same building; and

WHEREAS, on March 13, 2025 the applicant and owner Greg Wilson formally combined both applications to enable a unified review by the City Council; and

WHEREAS, The Applicant intends to remodel the interior and exterior building located at 1793 Catalina Street (APN: 011-243-004) to include approximately 3,600 sq. ft first floor as a 1,100 sq. ft. commercial kitchen/bakery and a separate approximately 2,500 sq. ft. coffee roastery. Both uses involve the following complimentary activities:

- Deliveries to the site of related equipment and material necessary for production and
- Storage of materials and equipment necessary for the production of finished goods produced on the subject site - warehousing
- Processing and production of finished goods
- Packaging
- Delivery of products for off-site resale
- Wholesale
- Ancillary walk – up window for exterior retail sale of items produced on the premises: coffee and baked goods.
- Flexible use of on-site outdoor areas along Elder Street complimentary to both uses including bistro seating (non-permanent table, chairs, benches, integrated landscape planters, benches) bicycle racks.

The Subject Property has a General Plan Designation of Mixed Use (MU-D) / Vibrancy Plan Zoning classification of Planned Mixed Use (MU-P). Proposed uses and related operations are consistent with these designations.

WHEREAS, the proposed use of the existing building at the subject location is Exempt from the requirements of CEQA (California Environmental Quality Act) pursuant to Guidelines, Section 15301 (Existing Facilities);

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Sand City

CUP25-011; Wilson
Coffee Roastery and Bakery
1793 Catalina Street

does hereby Approve CUP 25-01 pursuant to Findings in Exhibit A and subject to
Conditions of Approval in Exhibit B attached and incorporated herein by reference.

PASSED AND ADOPTED by the City Council of the City of Sand City this 15th day of
April 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:
DATED: _____

Kerry Lindstrom, City Clerk

**EXHIBIT A
CITY OF SAND CITY
CONDITIONAL USE PERMIT CUP25-001 FINDINGS FOR APPROVAL**

Findings for Approval:

The City Council finds that:

1. **Finding:** The proposed project is exempt from the requirements of the California Environmental Quality Act. The intended use on this property qualifies for a categorical exemption, under California Environmental Quality Act (CEQA) Guidelines Section 15301 Existing Facilities and 15303 Conversion of small structures.

Evidence: The proposed project involves the interior renovation of an existing building to accommodate two new uses, a wholesale bakery and wholesale coffee roastery. Uses are consistent with the General Plan designation and zoning classification and related regulations for the area. The site is fully surrounded by urban uses, is less than 10,000 square feet, and, based on the submitted hazardous substance questionnaire, involves no hazardous substances.

2. **Finding:** The proposed use, which allows improvement of the interior of the improvement and use of the subject property, conforms to the policy direction of the General Plan and the requirements and the intent of the City's zoning code as follows:
 - a. Deliveries to the site of related equipment and material necessary for production and
 - b. Storage of materials and equipment necessary for the production of finished goods produced on the subject site - warehousing
 - c. Processing and production of finished goods
 - d. Packaging
 - e. Delivery of products for off-site resale
 - f. Wholesale
 - g. Ancillary walk – up window for retail sale of items produced on the premises: coffee and baked goods.
 - h. Flexible use of on-site outdoor areas along Elder Street complimentary to both uses including bistro seating (non-permanent table, chairs, benches, integrated landscape planters, benches) bicycle racks.

The Subject Property has a General Plan land use designation of Mixed-Use (MU-D) and is within the 'Old Town Planning District'. Applicable Land Use Element The proposed project is consistent with the following General Plan policies:

Goal 2.1: Transform the Old Town district from an area of heavy industrial, unplanned land use mix and warehouse uses to a planned area of light manufacturing, service commercial and residential uses, with a heavy emphasis towards streetscape beautification.

Policy 2.1.1: Encourage the establishment of new land uses within the Old Town district that:

- Provide goods and services required by the community and surrounding area*
- Are generally complementary to other desirable businesses in the area and are residentially compatible in terms of being low-impact neighbors to residential uses*
- Contribute to a diversity of activities that could include artisans, ethnic markets, and restaurants, entertainment, and incubator industries*

Policy 2.1.2: Prohibit any new self-storage or purely warehouse uses.

General Plan implementation programs for commercial development contained within the Vibrancy Plan are principally intended to support transformation of the warehousing/manufacturing/commercial – service orientation of the core planning area to one oriented to retail and visitor serving uses. The subject project is consistent with Vibrancy Plan includes tools focused on increasing commercial and visitor serving uses in the area:

LU-1d. “Strive for the greatest concentration of retail uses, restaurants, brew pubs, artists’ studios, and entertainment venues along Contra Costa Street, Ortiz Avenue, and adjoining side streets.”

LU-1c. Encourage social gathering uses that will remain open in the evening. VB Social gathering uses could include ice cream shops, restaurants, coffee shops, bars, and brew pubs

LU-1h. Focus on development of land use types that both address the City’s vision and meet an identified demand. A market study was prepared as background to the Vibrancy Plan, based on the Seaside/Sand City/Marina market subarea.⁶ The market is strongest for residential, then industrial, followed by mixed use, commercial retail, and then office (lowest demand of the uses considered).

The subject project will combine service commercial, warehouse, and wholesale uses along with ancillary retail sale consistent with the above policies. The subject uses include food and beverage production, wholesale and warehouse uses along with ancillary retail use. This combination of uses will further transformation of the area to a more visitor-serving orientation in the manner envisioned by Vibrancy Plan. The applicant’s intention to incorporate the option for on-site outdoor uses along the Elder Avenue frontage, referenced above, will provide the type of activity envisioned for the Vibrancy Plan area. While the area along Elder Street is too narrow to accommodate parking; the subject Conditional Use Permit will allow the flexible use of this space for a range of outdoor uses including accommodating a proposed walk – up window, bistro seating, landscape planters and bicycle racks and public art displays.

Evidence: The proposed project, as defined in the Applicant's letter of intent, submitted plans, the staff report dated April 15, 2025, the MU – D General Plan and related policies of the General Plan and the Vibrancy Plan. General Plan Goal 2.1 and Policies 2.1.1 and 2.1.2 encourage new land uses that provide goods and services to the community.

Evidence: The submitted site plan and building elevations, the applicants' letters of intent, optional establishment of ancillary outdoor areas along Elder Ave coincidental to both proposed uses (applicant email March 20, 2025) is consistent with the Vibrancy Plan policy LU-2b. regarding use of small left-over spaces complementary to on-site uses and as means to invigorate a transformation to retail commercial uses. with the intended use types as described in is allowed under the MU-P zoning regulations (SCMC 18.13.040.K) with an approved Conditional Use Permit. The proposed project complies with the zoning regulations outlined in Sand City Municipal Code Chapter 18.13 (MU-P), including, but not limited to, parking and loading facilities.

3. **Finding:** Any additional conditions stipulated by the City Council as deemed necessary in the public interest will be met:
- a. *Evidence: As conditioned, the project complies with parking requirements, removal of substandard parking spaces and requirements for curb, gutter and sidewalk to along Elder Avenue to ensure pedestrian safety, and requirements for trash enclosures.*
 - b. *The Applicant is required to obtain all necessary approvals for water, sewer, gas and electric from Monterey Peninsula Water Management District, Seaside County Sanitation District, and Pacific Gas and Electric prior to issuance of building permits; and*
 - c. *If it is determined by the Monterey Peninsula Water Management District that the on-site water credit is insufficient for the Applicant's Use, the Applicant will be required to receive a water allocation from the City prior to issuance of building permits;*
 - d. *Evidence: Trash receptacles will be screened by a fully roofed and covered trash enclosure with a connection to the sanitary sewer in accordance with Conditions Of Approval;*
 - e. *Evidence: The Applicant's intended use, with conditions of approval, is not anticipated to pose an impediment of traffic flow.*

EXHIBIT B

CITY OF SAND CITY CONDITIONAL USE PERMIT CUP25-001 CONDITIONS FOR APPROVAL

A. Permit Terms:

1. Purpose: Conditional Use Permit CUP 25-001 is for the express purpose of authorizing the following uses related to a coffee roastery and commercial bakery:
 - Deliveries to the site of related equipment and material necessary for conduct of above referenced uses;
 - Storage of materials and equipment necessary for the production of finished goods produced on the subject site, warehousing;
 - Processing and production of finished goods;
 - Packaging;
 - Delivery of products for off-site resale;
 - Wholesale;
 - Ancillary walk – up window for retail sale solely of items produced on the premises: coffee and baked goods.
 - Flexible use of on-site outdoor areas along Elder Street solely associated with either use including bistro seating (non-permanent table, chairs, benches, integrated landscape planters, benches) bicycle racks.

There shall be no expansion of the scope or intensity of this operation beyond that use authorized by Conditional Use Permit CUP 25-001 without an amendment of said Permit or the issuance of a new conditional use permit.

2. Validity: Conditional Use Permit CUP25-001, is not valid, and project use(s) shall not commence, until two (2) copies of this Resolution/Permit, signed by the permittee and landowner, acknowledging receipt of the Resolution/Permit and acceptance of the terms and conditions, are returned to the City's Planning Department. Failure of the applicant to return the two (2) copies of the signed Resolution/Permit within thirty (30) days from the date of City Council approval shall cause said Conditional Use Permit to become null and void unless good cause to grant an extension is approved by the City Manager.
3. Violation: If the City determines any term, condition, and/or requirements of Conditional Use Permit CUP25-001 has been violated, written notice shall be issued to the property owner, that if such violation is not corrected or removed within a specified time, a public hearing may then be scheduled where the City Council may consider amending or revoking the Conditional Use Permit CUP25-001 and may then order said Permits amended or revoked. The Applicant and owner of the Subject Property shall be notified of any such public hearing, and provided an opportunity to address the City Council prior to any action by the City Council to terminate CUP25-001.
4. Indemnification: The property owner agrees, as a condition of the approval of this discretionary development permit, to defend with counsel approved by the City, indemnify, and hold harmless the City of Sand City, its agents, officers, and employees from any legal

claims or actions that seek to challenge, void, or annul the permit approval, as outlined in applicable laws. The property owner will reimburse the City for any court costs and attorney's fees the City is required to pay as a result of such actions.

B. General Compliance

5. All requirements of the City's Planning, Building, Fire, Public Works, and Engineering Departments, and the requirements of any Agencies with Jurisdiction (AWJ) over the project, including but not limited to: California American Water, Monterey Peninsula Water Management District, Seaside County Sanitation District (SCSD), Monterey One Water, and the Monterey County Health Department shall be implemented to the satisfaction of each agency/department. All requirements of AWJ over the project shall be met to the satisfaction of the City prior to issuance of any building permits and/or certificates of occupancy for the project.

C. Special Conditions

Planning Department

6. All operations associated with the proposed uses shall be maintained within the building at all times, with the following exceptions:
 - a. Construction, operation and maintenance of a walk-up window on the Elder Street side of the building; and
 - b. Ancillary, bistro-type seating and other support for bicycles and pedestrian travel is expressly permitted by CUP 25-001 and shall not encroach within the right of way of Elder Avenue.
 - c. Loading and Unloading. To control noise and odors, the roll up door shall remain closed except during loading and unloading activities.
7. On-Site Parking: The property shall maintain one loading space and a minimum six (6) code-compliant parking spaces with direct access to Catalina Street, including one (1) handicap space. Prior to final occupancy approval, applicant shall remove wheel stops and parking space striping from that portion of the site fronting Elder Avenue. Applicant shall post "no parking signs" on the building façade of the Elder Avenue frontage.
8. Loading/Unloading: All loading/unloading of materials associated with uses shall occur on site and shall occur during business hours. There shall be no loading/unloading within the Catalina Street or Elder Avenue right-of-ways, with exception of limited short term (approximately 5-minutes) loading/unloading via private shipment companies (i.e. Federal Express, UPS, etc.). Such loading and unloading shall not impede the flow of traffic on Elder Avenue or Catalina Street.
9. Storage: There shall be no storage of any material, equipment, packaging, crates, or other item outside the building at any time.

10. Waste: Prior to the issuance of a Building Permit applicant shall submit evidence of evidence of review and approval in writing by the Building Official and GreenWaste of plans for the construction of a trash enclosure located along the Elder Street frontage near the southwest corner of the building. The enclosure shall be fully constructed prior to occupancy with materials and colors to match the building. Food waste, trash, litter, boxes, crates, debris, or other used and/or discarded materials generated by operations shall be stored within the building or within the trash enclosure within appropriate waste collection bin or dumpster in accordance with SB1383 (2016)
11. Hours: Hours of production involving processing equipment shall be from 7AM to 6 PM Monday – Friday and 10:00 a.m. to 5:00 p.m. on weekends. The applicant may operate other aspects of the businesses (packaging, warehousing, distribution deliveries) beyond these hours as long as it does not pose a nuisance to the surrounding neighborhood.
12. Noise: The Subject Property shall comply with Sand City Municipal Code 8.04 (Loud Noises). There shall be no noise or activity that disturbs the peace and quiet of neighboring businesses or residents. In the event of a complaint regarding activities on the property, the property owner and/or onsite manager shall respond within thirty (30) minutes from time of notification of any issue to address concerns/complaints pertaining, but not limited to, disorderly or unlawful conduct on the subject property, overcrowding, or unreasonable noise or other requirements or limits specified in the Sand City Municipal Code, the City's administrative policies or procedures, or other governing law.
13. Maintenance: The site shall be maintained in a clean, orderly, weed-free, and litter- free condition. There shall be no storage of waste material or debris on-site, except as allowed in Condition No. 10.

F. Fire Department

14. Prior to the issuance of a Building Permit applicant shall submit plan for review and approval in writing by the Fire Marshall in compliance with any required upgrades to the existing fire alarm and fire sprinkler system.

G. City Engineer

Public Improvements

15. Elder Avenue: Prior to final occupancy approval of either use, whichever occurs last, the Applicant shall replace the existing concrete driveway along the Elder Ave. frontage with new concrete curb, gutter, and sidewalk per city standards. If site improvements require the removal and/or replacement of the existing asphalt strip, this work shall be coordinated with any removal and/or replacement with any new concrete curb, gutter and sidewalk improvements. The Applicant shall be responsible for the design and construction of these improvements. All public improvements shall be reviewed and approved by the City Engineer.

16. Prior to the issuance of a Building Permit, the applicant shall provide a schedule, to the satisfaction of the City Engineer, for construction of site improvements fully coordinated with the City's planned street improvement project on Catalina Street.

Public Improvement Plans

17. Coordination of Plans: all improvement plans by discipline (architectural, civil, landscape, etc.) shall be fully coordinated with each other to ensure that the proposed improvements may be constructed safely and without conflict with each other.
18. Examination of Plans: Prior to the issuance of a Building Permit or other permit authorizing construction, the City Engineer shall review and approve in writing all improvement plans and supporting materials (calculations, exhibits, maps, reports, etc.) All requirements specified by the City during plan review shall be implemented to the satisfaction of the City Engineer.
19. Prior to the issuance of any Building permit, the Applicant shall prepare and submit Public Improvement Plans for review and approval in writing by the City Engineer. The plans shall be prepared, signed, and stamped by a California Registered Professional Civil Engineer. All improvements (grading, drainage, utilities, concrete, parking, etc.) shall clearly show the proposed improvements and shall be designed per City standards and requirements.
20. Prior to issuance of a Building Permit, if required to serve the Project, the Applicant shall prepare and submit Utility Improvement Plans for review and approval in writing by the City Engineer showing how utility services will service the property, including their proposed locations, sizes, depths, and materials. Any trenching through existing public improvements shall be replaced per City standards and requirements.
21. Encroachment Permits: the Applicant shall apply for and obtain an Encroachment Permit from the City for any work performed within the public right-of-way. The Applicant shall pay all fees associated with the processing and review of the permit.

Stormwater Management

22. Applicability: the Project shall comply with applicable requirements of San Diego City Municipal Code (SDMC) 13.05 Stormwater Management, the City's Phase 2 National Pollutant Discharge Elimination System (NPDES) General Permit, and the Post-Construction Stormwater Management Requirements for Development Projects in the Central Coast Region (PCRs).
23. Determination: the Applicant shall complete and submit a Stormwater Compliance Tracking Form, or similar documentation, for review by the City to determine whether the Project is subject to the City's stormwater management requirements.
24. Stormwater Control Plan (SWCP): If applicable to the Project, the Applicant shall prepare and submit a Stormwater Control Plan (SWCP) for the Project demonstrating

compliance with the PCRs. The SWCP shall be prepared by the project civil engineer in accordance with City requirements. The SWCP shall be prepared in accordance with the latest adopted Stormwater Technical Guide (STG) and templates.

25. Agreement Regarding Maintenance and Right of Entry for Stormwater Control Measures: If determined by the City Engineer that the Project is subject to the PCRs and structural Stormwater Control Measures (SCMs) are required, the Property Owner shall enter into a written agreement with the City to provide for the long-term operation and maintenances of all SCMs. This agreement shall provide for ongoing maintenance and verification of maintenance by the Owner and any successors in interest, among other provisions. This agreement shall be based on the City's latest adopted template and shall be prepared per City requirements. A fully executed copy of this Agreement shall be required prior to final certificate of occupancy.
26. Operation and Maintenance Plan (OMP): If determined that the Project is subject to the PCRs and structural SCMs are required, the Applicant shall prepare and submit an OMP that establishes, identifies, directs, and records the operation and maintenance of all Development Project SCMs. The OMP shall be prepared by the project civil engineer in accordance with City requirements. The OMP shall be prepared in accordance with the latest adopted Stormwater Technical Guide (STG) and templates.
27. Best Management Practices (BMPs): The Applicant shall submit an Erosion and Sediment Control Plan (ESCP) or Water Pollution Prevention Plan (WPPP), as applicable, for review and approval by the City Engineer, prior to the issuance of any grading and/or building permit(s).
28. During all phases of construction and/or land disturbance activities, the Project shall implement site-specific BMPs to protect water quality and prevent storm water pollution, as required by SCMC 13.05 Stormwater Management.

F. Other Agency Requirements

29. Air Quality: Prior to the issuance of a final occupancy approval, applicant shall submit evidence of review and approval of permits to operate for the bakery and the coffee roastery by the Monterey Bay Air Resources District.
30. Water Supply: Prior to issuance of building permits, the Applicant must obtain a Water Permit from the Monterey Peninsula Water Management District (MPWMD). If additional water credits are required for the Change of Use, further water allocation will require separate City Council approval. The approval of the Conditional Use Permit CUP25-001 does not convey water to the property.
31. Sewer: Prior to issuance of building permits, the Applicant must obtain a sewer permit for Change of Use from the Seaside County Sanitation District / Monterey One Water. The Applicant shall provide approvals from both Cal-Am and the SCSD for all water

CUP25-011; Wilson
Coffee Roastery and Bakery
1793 Catalina Street

and sewer improvements and connections, which shall be designed and constructed in accordance with the standards and specifications of Cal-Am Water and the SCSD.

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Intended Use for 1973 Catalina St. Sand City

The primary intended purpose of the project is to create a commercial kitchen and limited retail space for our company B. E. English Muffins (BEEM). Beem is currently approved by the County of Monterey for a cottage food permit. BEEM is currently producing and selling its English Muffins at three local locations. With the development of this project, we hope to expand BEEM throughout Monterey County.

The space is larger than we need for just BEEM's project, therefore we plan to divide the space into two units as described below and shown in the attached diagram.

UNIT A — Approx. 1,100 SQ FT

We plan to obtain the proper improvement permits to turn this space into a County approved food preparation space for BEEM. BEEM produces a specialty craft English muffin. Each day at the end of production while we are packaging, we plan to have a retail window available for a few hours for on-site sales. All off-site sales will be wholesale to retailers and restaurants. Complete set of improvement drawings will be submitted for City approval.

UNIT B— Approx. 2,500 SQ FT

Our intention is to find a tenant for this light industrial space with a permitted purpose listed below:

- Small-scale manufacturing
- Research & development
- Workshops or studios
- Equipment maintenance
- Fitness or wellness studio
- Sustainable product manufacturing
- Craft or specialty food production

The initial space for rent will be mostly open with one restroom and estimated four dedicated parking spaces and possible loading area off the street. We would ask for the approval to add one or possible two roll-up doors, if requested by the future tenant.



RE - Letter of Intent 1793 Catalina Street - Captain + Stoker Coffee

Captain + Stoker Coffee is a specialty coffee roasting company with 2 retail locations in Monterey and Pacific Grove. We are currently selling our products in several restaurants and grocery stores throughout Monterey County and California. We are excited to expand our operations and offer a retail location to the Sand City residents.

The primary intention of the space is to create a commercial roasting facility with employee offices and a small retail space to serve coffee. Captain Stoker is already permitted and operating in Sand City since 2022.

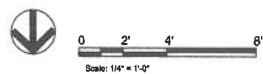
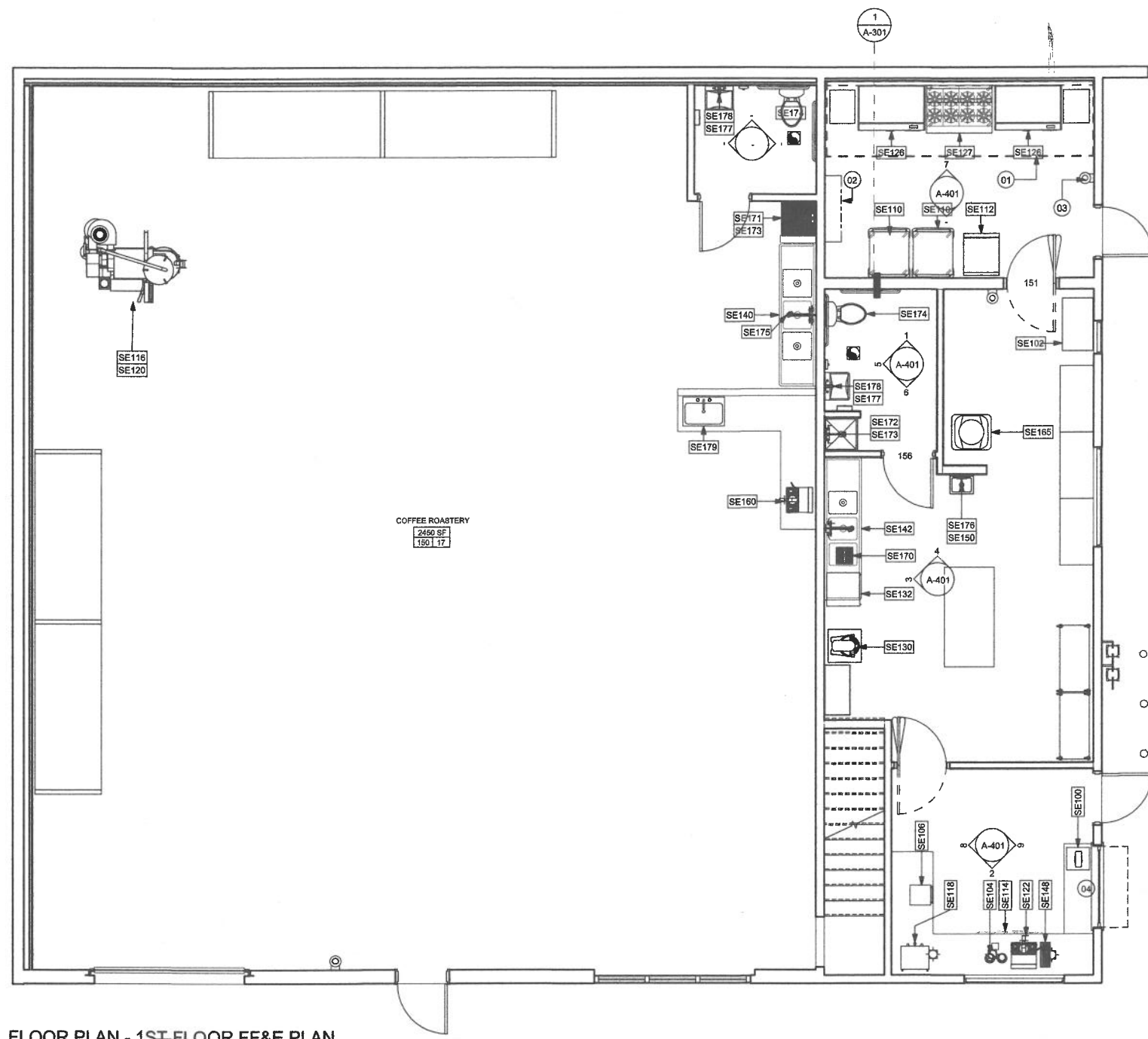
Our hours of operation will be 8am-4pm Monday through Friday. We expect to have 3-5 employees on site and 1 company owned vehicle at all times. The primary bulk delivery item would be green coffee and we get those deliveries every 5-6 weeks. Other ingredients and packaging will also be delivered and we expect to get these shipments once per week. The equipment being used will be coffee roaster, bag sealers, scales, small brewing equipment for cold brew, can seamer, espresso machines, and coffee grinders. Rolling racks will be used for store coffee bags and refrigerators will be used to keep cold brew cans at correct temperatures. All commercial equipment will be installed per City and County regulations.

We are thrilled to have the opportunity to expand our roasting operation and to be able to offer a retail cafe in Sand City. We appreciate your consideration and look forward to your support.

A handwritten signature in black ink, appearing to be "Tyler Ellis and Kelsea Richmond".

Tyler Ellis and Kelsea Richmond

Founders, Captain + Stoker Coffee

**FF&E PLAN NOTES**

- B. SEE SHEET A-230 FOR COMPLETE FF&E SCHEDULES.
- C. CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION.
- D. DIMENSIONS NOTED "CLEAR" OR "CLR" ARE FOR REQUIRED CLEARANCE AND MUST BE MAINTAINED.
- E. ALL DIMENSIONS NOTED "VERIFY" OR "V.I.F." SHALL BE CHECKED BY CONTRACTOR PRIOR TO CONSTRUCTION. ANY VARIANCES SHALL BE REPORTED TO C.D.B. FOR RESOLUTION.
- F. ALL HEIGHTS ARE DIMENSIONED FROM TOP OF EXISTING SLAB UNLESS NOTED "A.F.F." (ABOVE FINISHED FLOOR).
- G. ALL WORK SHALL BE ERECTED AND INSTALLED PLUMB, LEVEL, SQUARE AND TRUE AND IN PROPER ALIGNMENT.
- H. ALL EXPOSED GYPSUM BOARD EDGES TO HAVE METAL EDGE TRIM.
- I. PROVIDE BACKING IN WALL FOR THERMOSTAT AND LIGHT SWITCHES.
- J. PROVIDE BLOCKING FOR WALL HUNG UNITS, MILLWORK, AND ACCESSORIES.
- K. AT CABINERY INSIDE CORNERS, SIDE WALL CONDITIONS, ALLOW SUFFICIENT SPACE FOR CABINET HARDWARE CLEARANCE AT OPEN POSITION.
- L. EXTEND FINISH FLOORING BENEATH CABINET TO WALL.
- M. ENSURE THAT SURFACES TO RECEIVE FINISHES ARE CLEAN, TRUE AND FREE OF IRREGULARITIES. DO NOT PROCEED WITH WORK UNTIL SATISFACTORY CONDITIONS HAVE BEEN CORRECTED.
- N. FINISH FLOORING INSTALLATION SHALL BE IN CONFORMANCE WITH THE MANUFACTURER'S RECOMMENDED INSTALLATION GUIDELINES. COORDINATE THE INSTALLATION WITH OTHER TRADES, SUCH AS ELECTRICAL, G.C. TO PROVIDE CARPET SEAMING AND OTHER FLOORING DIAGRAMS FOR APPROVAL PRIOR TO INSTALLATION.
- O. ALL JOINTS BETWEEN MATERIALS TO BE TIGHT AND CONSTRUCTED IN A NEAT MANNER.
- P. CLEAN ALL SURFACES AND DEBRIS AT PROJECT COMPLETION.
- Q. SEE PLAN AND ELEVATIONS FOR PATTERN DIRECTION NOTATIONS. IF CLARIFICATION IS NEEDED, REQUEST ADDITIONAL INFORMATION FROM ARCHITECT PRIOR TO PROCEEDING.
- R. ALL WALLS THAT RECEIVE WALLCOVERING OR GLOSS PAINT TO RECEIVE LEVEL 5 FINISH.
- S. REFER TO ELEVATIONS FOR FINISH TAGS AND ADDITIONAL DETAIL. THE ELECTRICAL CONTRACTOR SHALL PROVIDE THE POWER INSTALLATION FOR ALL POWERED FURNITURE SYSTEMS. REFER TO ELECTRICAL DRAWINGS.
- T. FURNITURE & EQUIPMENT VENDORS TO CONFIRM AND VERIFY ALL ACTUAL SIZES AS WELL AS SITE CONDITIONS BEFORE PLACING ORDERS. NOTIFY DESIGNER OF ANY DISCREPANCIES BETWEEN ACTUAL CONDITIONS AND DRAWINGS.
- U. ALL FF&E ITEMS TO BE PROVIDED PER THE RESPONSIBILITY COLUMN FOUND ON THE FF&E SCHEDULES U.O.O.
- V. FURNITURE AND EQUIPMENT SHOWN IN PLAN IS GENERIC.
- W. PROVIDE SAMPLES OF ALL FINISHES FOR APPROVAL PRIOR TO INSTALLATION UNLESS OTHERWISE AGREED UPON WITH OWNER.

FF&E KEYNOTES

EQUIPMENT ID	COUNT	DESCRIPTION	MANUFACTURER	MODEL
105	1	Bebrock B-4112 Contura Series Surface Mounted Soap Dispenser	Bebrock Washroom Equipment, Inc.	B-4112
SE100	1	POINT OF SALE	BY OWNER	BY OWNER
SE102	1	CHEST FREEZER	GALAXY	CF7
SE104	2	COFFEE GRINDER	MAZZER	KONY
SE106	1	CONVEYOR TOASTER	WARING	CTS1000
SE110	2	PROOFING CABINET	METRO	C599-SDS-LPDC
SE112	1	REACH IN REFRIGERATOR	AVANTCO	A-19R-HC
SE114	1	UNDERCOUNTER REFRIGERATOR	Beverage-Air	UCRF48AHC
SE116	1	AFTERBURNER FOR COFFEE ROASTER	BY OWNER	BY OWNER
SE118	1	COFFEE BREWER	CURTIS	G4TP2T10A3100
SE120	1	COFFEE ROASTER	BY OWNER	BY OWNER
SE122	1	ESPRESSO MACHINE	SYNESSO	ES1
SE123	1	AIR CURTAIN	MARS AIR	LPV
SE126	2	STEAM HEATED GRIDDLE	ACCUSTEAM	GGF1201A4850-S2
SE127	1	48" RESTAURANT RANGE, GAS	GARLAND	G48-8SS
SE128	1	UNDERCOUNTER ICE MACHINE	Scotsman	CU0920
SE130	1	20 QUART MIXER	ESTELLA	SM20
SE132	1	LOW TEMP DISH MACHINE	TBD	TBD
SE140	1	3 COMPARTMENT SINK	Advanco Teabco	94-23-60-18RL
SE142	1	3 COMPARTMENT SINK B.E.	Advanco Teabco	93-5-54-24RL
SE146	1	DROP-IN PITCHER RINSER	Kovoma Metal	KR-180R
SE150	1	HAND SINK W/BISE SPLASH	REGENCY	600ms17sp
SE160	1	ESPRESSO MACHINE	SYNESSO	ES1
SE185	1	DOUGH DIVIDER/ROUNDER	ERIKJA RECORD	SEMI
SE170	2	12X12 FLOOR SINK	TBD	TBD
SE171	1	24" X 24" STAINLESS FLOOR TROUGH W/GRATE	REGENCY	600smfes21lr
SE172	1	24X24 NOTCHED FRONT MOP SINK W/15" SPLASH GUARD	REGENCY	600sm24241zn
SE173	2	FAUCET - MOP SINK WALL MOUNTED	T&S BRASS	B-0665
SE174	2	ADA COMPLIANT TOILET	TBD	K-5310-0
SE175	2	FAUCET - PRE RINSE SPRAYER WALL MOUNTED		
SE176	1	FAUCET - HAND SINK WALL MOUNTED		
SE177	2	HUNG LAVATORY	TBD.	TBD
SE178	2	FAUCET - SINGLE HANDLE		
SE179	1	UNDERMOUNT SINGLE BOWL SINK W/KITCHEN FAUCET		

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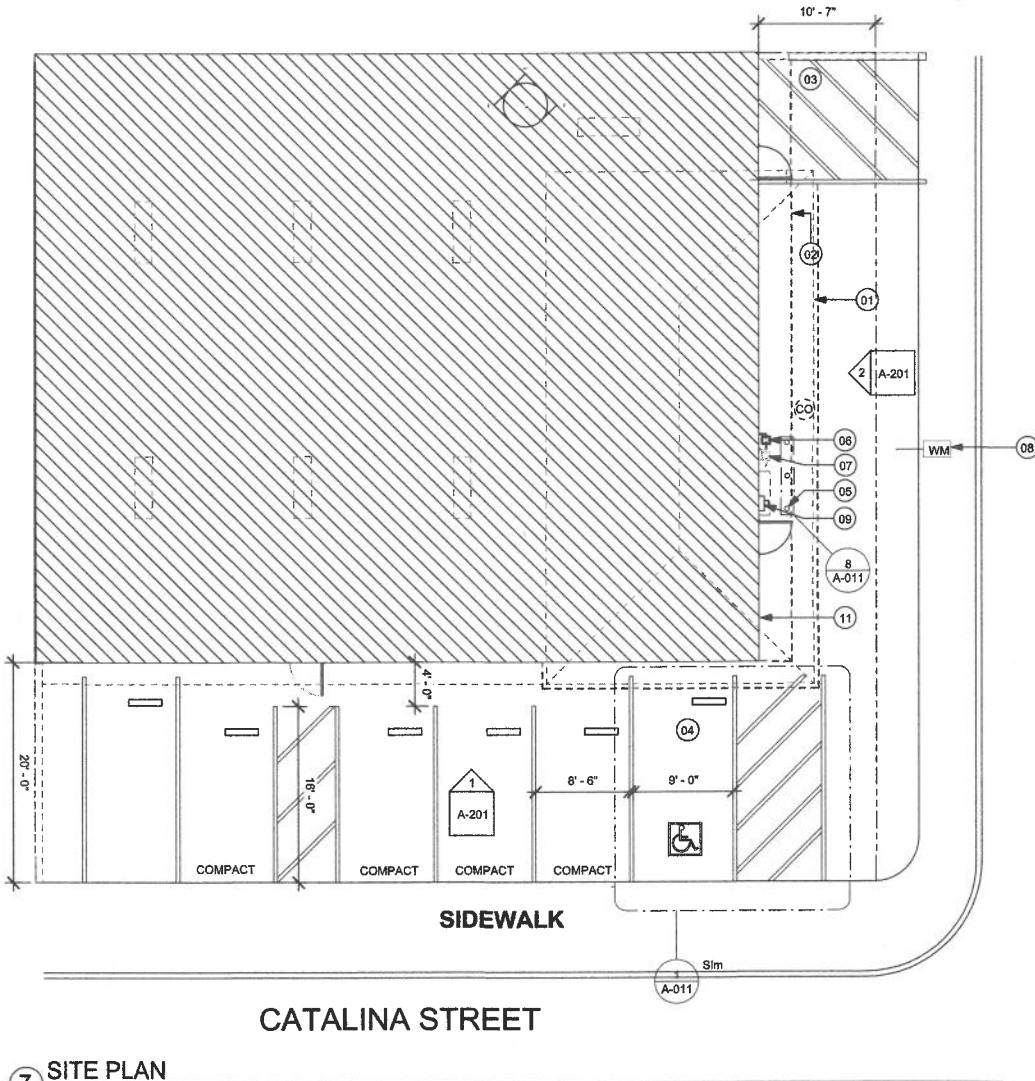
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B.E. BAKERY IMPROVEMENTS

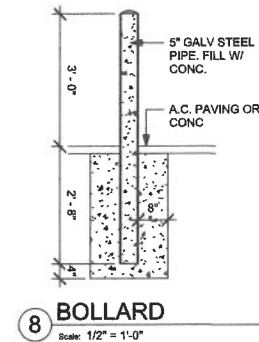
1793 CATALINA ST, SAND CITY, CA 93955

1st FLOOR FF&E PLAN

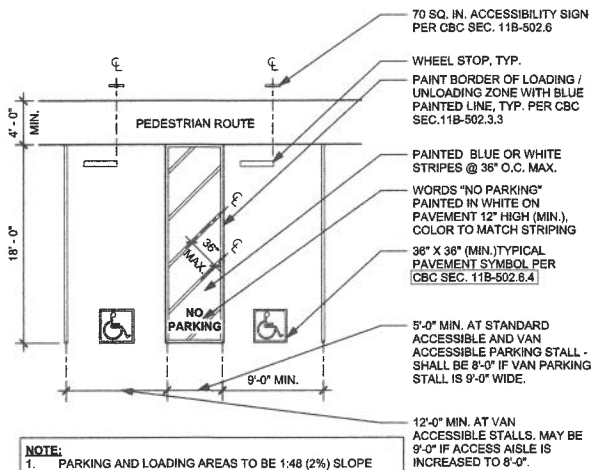
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7 SITE PLAN
Scale: 1/8" = 1'-0"



8 BOLLARD
Scale: 1/2" = 1'-0"



NOTE:
1. PARKING AND LOADING AREAS TO BE 1:48 (2%) SLOPE (MAX.) IN ANY DIRECTION.
2. DRIVING ROUTE TO ACCESSIBLE VAN STALL, STALL AND ACCESS AISLE SHALL HAVE 98\"/>

1 TYP. ACCESSIBLE PARKING STALL
Scale: 1/8" = 1'-0"

ARCHITECTURAL SITE PLAN NOTES

- B. FLOOR AND GROUND SURFACES SHALL BE STABLE, FIRM AND SLIP RESISTANT.
- C. THE CLEAR WIDTH FOR SIDEWALKS AND WALKS SHALL BE 48 INCHES MINIMUM.
- D. THE RUNNING SLOPE OF WALKING SURFACES SHALL NOT BE STEEPER THAN 1:20. THE CROSS SLOPE OF WALKING SURFACES SHALL NOT BE STEEPER THAN 1:48.
- E. CHANGES IN LEVEL OF 1/4-INCH HIGH MAXIMUM SHALL BE PERMITTED TO BE VERTICAL AND WITHOUT EDGE TREATMENT; CHANGES BETWEEN 1/4-INCH AND 1/2-INCH HIGH MAXIMUM SHALL BE BEVELED WITH A SLOPE NOT STEEPER THAN 1:2.

SITE PLAN KEYNOTES

- 01 EDGE OF EXISTING ROOF LINE
02 EDGE OF EXISTING 2ND FLOOR
03 TRASH
04 PROPOSED ACCESSIBLE PARKING
05 PROVIDE BOLLARDS PER PLAN, MAINTAIN REQUIRED WORKING CLEARANCES FOR ELECTRICAL AND GAS EQUIPMENT
06 PROPOSED UNIT B GAS METER
07 EXISTING UNIT A GAS METER
08 EXISTING WATER METER
09 REPLACE EXISTING ELECTRICAL SERVICE, NO CHANGE IN CAPACITY
10 DEMO EXISTING ELECTRICAL PANEL ENCLOSURE
11 PROPOSED WALK-UP SERVICE WINDOW

PARKING COUNT

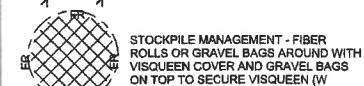
AREA BY USAGE:	
WAREHOUSE (1 PER 1,000 SF)	2,745 SF
MANUFACTURING (1 PER 700SF)	1,307 SF
REQUIRED PARKING:	5 SPACES
REQUIRED ACCESSIBLE PARKING	1 SPACES
REQUIRED VAN ACCESSIBLE PARKING	1 OF 1 SPACES
EXISTING PARKING:	12 SPACES
EXISTING ACCESSIBLE PARKING	1 SPACES
EXISTING VAN ACCESSIBLE PARKING	1 OF 1 SPACES
PROPOSED PARKING:	6 SPACES
PROPOSED ACCESSIBLE PARKING	1 SPACES
PROPOSED VAN ACCESSIBLE PARKING	1 OF 1 SPACES

SQUARE FOOTAGE BY TENANT AND USE:
WAREHOUSE 2ND FLOOR (TENANT B): 745SF
WAREHOUSE 1ST FLOOR (TENANT B): 2000SF
MANUFACTURING 1ST FLOOR (TENANT B): 500SF
MANUFACTURING (TENANT A): 807SF
MECHANICAL ROOM 2ND FLOOR: 190SF

GROSS BUILDING SQUARE FOOTAGE:
1ST FLOOR: 3,600
2ND FLOOR: 1,070

SITE SYMBOLS LEGEND

GB-GB-GB	GRAVEL BAGS
SF-SF	SILT FENCE
FR-FR	FIBER ROLLS (SC-5)
CWM-CWM	CONCRETE WASTE MANAGEMENT (WM-8)
X-X	TEMP CONSTRUCTION FENCE
SS-SS	(E) SANITARY SEWER LINE
DW-DW	(E) WATER LINE
G-G	(E) GAS LINE



No.	Description	Date

THE PLANS, SPECIFICATIONS AND CALCULATIONS DETAILED HEREIN ARE INTENDED FOR THE EXCLUSIVE USE OF CRAFT DESIGN-BUILD, INC. AS GUIDANCE FOR THEIR OWN CONSTRUCTION AND INSTALLATION PURPOSED

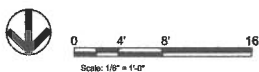
Designer Of Record

B.E. BAKERY
IMPROVEMENTS
1793 CATALINA ST., SAND CITY, CA 93955

ARCHITECTURAL SITE PLAN

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A-011



No.	Description	Date

THE PLANS, SPECIFICATIONS AND CALCULATIONS DETAILED HEREIN ARE INTENDED FOR THE EXCLUSIVE USE OF CRAFT DESIN-BUILD, INC. AS GUIDANCE FOR THIER OWN CONSTRUCTION AND INSTALLATION PURPOSED

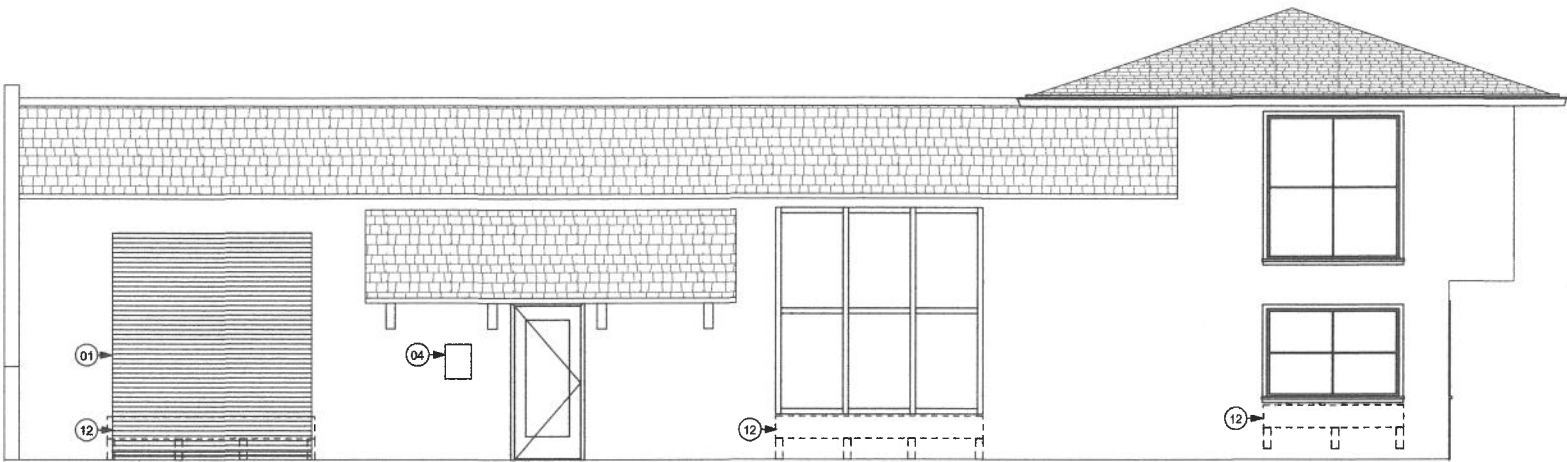
Designer Of Record

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IMPROVEMENTS
1793 CATALINA ST, SAND CITY, CA 93955

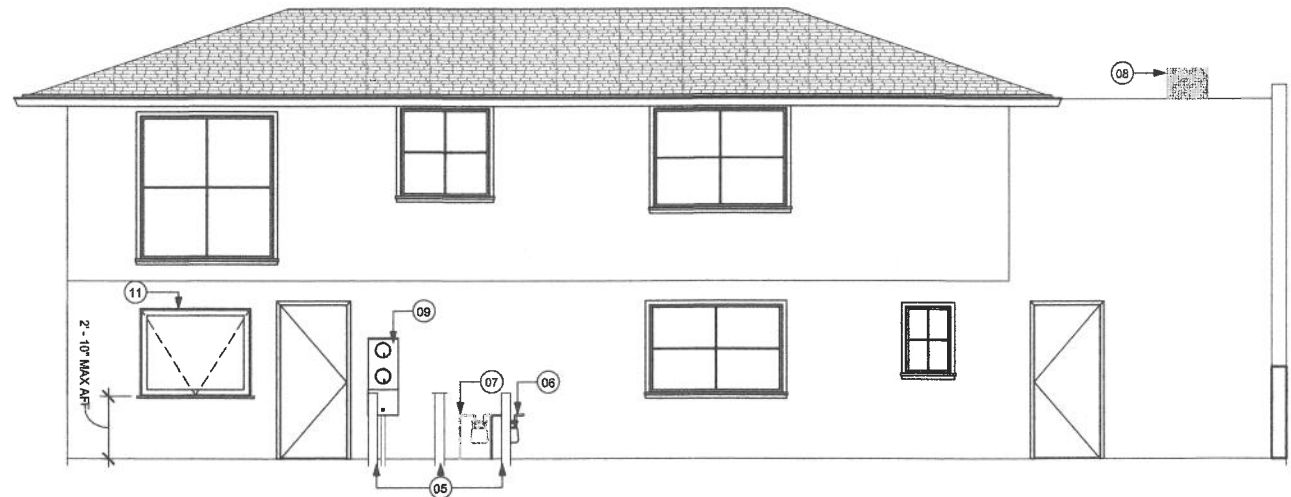
EXTERIOR ELEVATIONS

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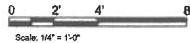
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1 CATALINA ST ELEVATION
Scale: 1/4" = 1'-0"



2 ELDER AVE ELEVATION
Scale: 1/4" = 1'-0"

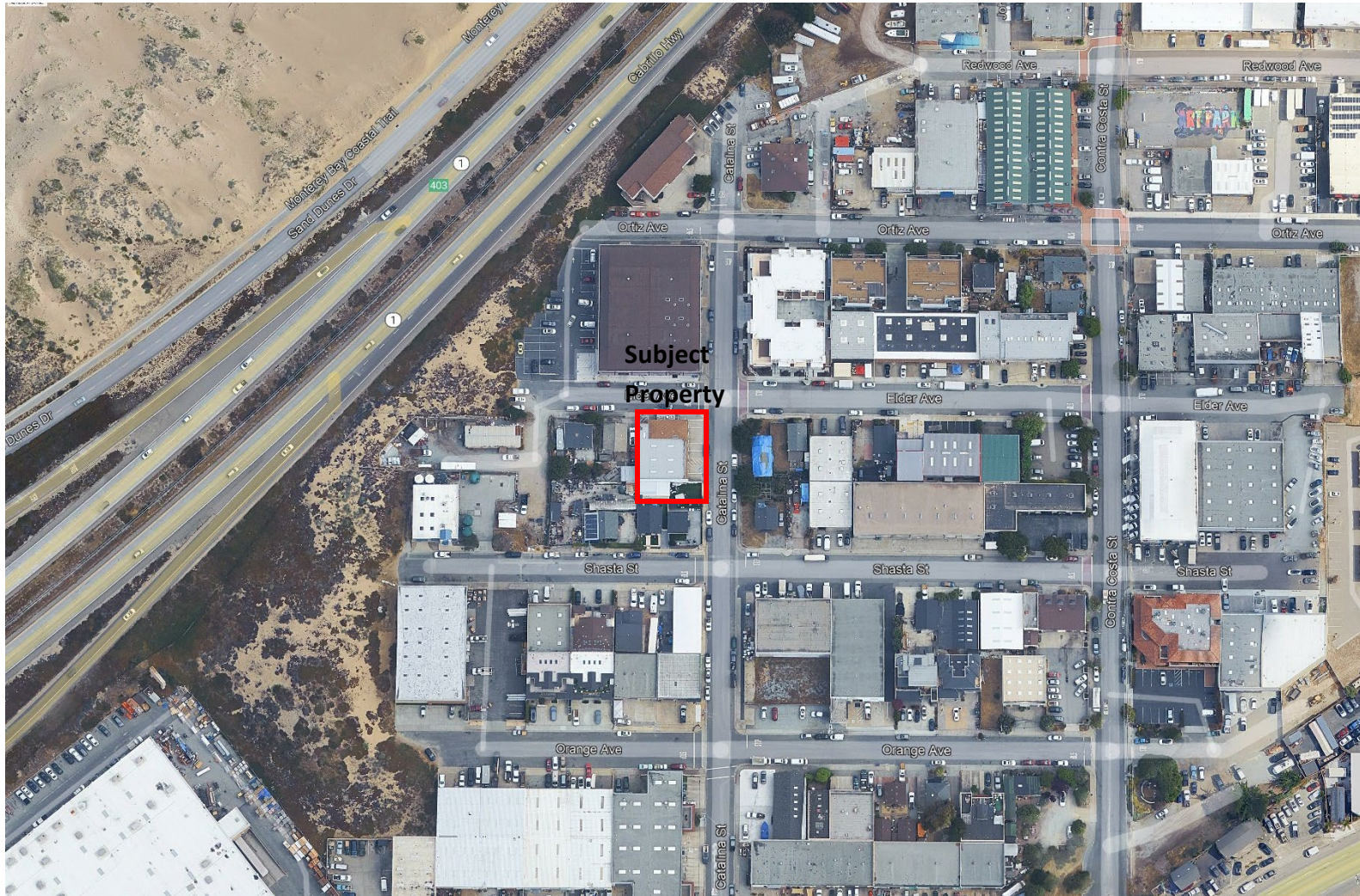


EXTERIOR ELEVATION KEYNOTES

- 01 REMOVE EXISTING STOREFRONT SYSTEM, RE-ACTIVATE ROLL UP DOOR.
- 02 EXISTING GLAZING TO REMAIN
- 03 (N) KITCHEN HOOD EXAHUST FAN
- 04 PARKING SIGNAGE. SEE SHT A-011
- 05 PROVIDE BOLLARDS PER PLAN. MAINTAIN REQUIRED WORKING CLEARNACES FOR ELECTRICAL AND GAS EQUIPMENT. SEE 8/A-011
- 06 PROPOSED UNIT B GAS METER
- 07 EXISTING UNIT A GAS METER
- 08 (E) COMPRESSOR UNIT TO REMAIN
- 09 REPLACE EXISTING ELECTRICAL EQUIPMENT W/ 2 METER PACK SERVICE ENTRANCE
- 10 NOT USED
- 11 PROPOSED WALK-UP SERVICE WINDOW
- 12 EXISTING PLANTERS TO BE REMOVED

Attachment 5

Aerial Map



Attachment 6

Site Photos



MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
NON-RESIDENTIAL WATER RELEASE FORM AND WATER PERMIT APPLICATION

NOTE: When approved and signed by the Jurisdiction this form must be submitted with final and complete Construction Plans to:

5 Harris Court, Bldg. G ~ Monterey, CA 93940 ~ (831) 658-5601 ~ www.mpwmd.net

Completing the Water Release Form & Water Permit Application does not guarantee issuance of a Water Permit.

ALL SPACES BELOW MUST BE COMPLETED OR THE APPLICATION MAY NOT BE PROCESSED. (Please print firmly)

1. OWNERSHIP INFORMATION:

Name: GREG WILSON
Daytime telephone:
Mailing Address: 1033 BRONCHO RD, PEBBLE BEACH
E-Mail Address: GREGWILSON@ME.COM

2. AGENT/REPRESENTATIVE INFORMATION:

Name: JON RASMUSSEN
Daytime telephone: 831-620-5235
Mailing Address: 8 HARRIS CT. STE A4
E-Mail Address: JON@CRAFTDESIGNBUILD.COM

3. PROPERTY INFORMATION:

Year building was constructed? Existing Square-footage 4,660 Proposed Square-footage 4,660
Address: 1793 CATALINA ST, SAND CITY Assessor Parcel Number 011 - 243 - 004
Water Company serving parcel: SAND CITY Is a water meter needed? (Circle one) YES/ NO How Many
NOTE: Separate water meters are required for each User. Cal-AM Account Number:

4. Type of Non-Residential Use: BAKERY

5. Project Description (Be thorough and detailed):

CONVERSION OF EXISTING OFFICE USE BUILDING TO A PRODUCTION BAKERY AND COFFEE ROASTERY

Any change in Use/Expansion of Use requires a Water Permit. Deed Restriction Required for all Water Permits. Mandatory Retrofit Upon Expansion of Use.

Existing Group I (All Uses before project)

Users in this category are low water uses where water is primarily used for employee hygiene and minimal janitorial uses. Examples are shown below.

Type of Use	SqFt	Factor	Capacity
Auto Uses		x 0.00007	=
Bank		x 0.00007	=
Dry Cleaner (No Onsite Laundry)		x 0.00007	=
Gym		x 0.00007	=
Nail Salon		x 0.00007	=
Office	4,660	x 0.00007	= .3262
Retail		x 0.00007	=
Supermarket		x 0.00007	=
Warehouse		x 0.00007	=
Tasting Room (ABC Type 2)		x 0.00007	=

Post Project Group I (All Uses after project)

Type of Use	SqFt	Factor	Capacity
Auto Uses		x 0.00007	=
Bank		x 0.00007	=
Dry Cleaner (No Onsite Laundry)		x 0.00007	=
Gym		x 0.00007	=
Nail Salon		x 0.00007	=
Office		x 0.00007	=
Retail		x 0.00007	=
Supermarket		x 0.00007	=
Warehouse	1,100	x 0.00007	= .077
Tasting Room (ABC Type 2)		x 0.00007	=

Existing Group II (All Uses before project)

Users in this category prepare and/or sell food/beverages that are primarily provided to customers in/on disposable tableware. Food with high moisture content and liquid food may be served on reusable tableware. Glassware may be used to serve beverages. Users in this category are not full-service restaurants.

Type of Use	SqFt	Factor	Capacity
Bakery		x 0.0002	=
Bar (ABC License-Indoor/Outdoor)		x 0.0002	=
Catering		x 0.0002	=
Coffee House		x 0.0002	=
Deli		x 0.0002	=
Ice Cream Shop/Sandwich Shop		x 0.0002	=
Pizza		x 0.0002	=

Post Project Group II (All Uses after project)

Type of Use	SqFt	Factor	Capacity
Bakery	3,560	x 0.0002	= .712
Bar (ABC License-Indoor/Outdoor)		x 0.0002	=
Catering		x 0.0002	=
Coffee House		x 0.0002	=
Deli		x 0.0002	=
Ice Cream Shop/Sandwich Shop		x 0.0002	=
Pizza		x 0.0002	=

Existing Group III (All Uses before project)

Type of Use	Quantity/SF	Factor	Capacity
Assisted Living (more than 6 beds)		x 0.085 bed	=
Dry Cleaner (with Onsite Laundry)		x 0.0002 sf	=
Beauty Shop /Dog Grooming		x 0.0567 station	=
Child/Dependent Adult Day Care		x 0.0072 person	=
Dormitory		x 0.020 bed	=
Laundromat		x 0.12 machine	=
Motel/Hotel/Bed & Breakfast		x 0.064 room	=
w/Large Tub (add to room)		x 0.03 tub	=
w/Each Showerhead beyond one		x 0.02 per head	=
Irrigated area (within 10 ft. of bldg.)		x ETWU ¹	=
Plant Nursery		x 0.00009 sf	=
Public Toilet		x 0.058 toilet	=
Public Urinal		x 0.036 urinal	=
Zero Water Consumption Urinal		No value	=
Recreational Vehicle (RV) Hookup		x 0.064 af	=
Restaurant (Includes Bar/Brewpub Seat)		x 0.02 seat	=
Ext. Seats above Allowance		x 0.01 seat	=
Ext. Seats within Allowance		x No value	=
Restaurant (24-Hour and Fast Food)		x 0.038 seat	=
School/Church		x 0.00007 sf	=
Self-Storage		x 0.0008 unit	=
Skilled Nursing/Alzheimer's Care		x 0.120 bed	=
Spa		x 0.05 spa	=
Swimming Pool (each 100 sq-ft of pool surface)		x 0.02 sf	=
Theater		x 0.0012 seat	=
EXISTING Capacity		TOTAL	= .3262

Post Project Group III (All Uses after project)

Type of Use	Quantity/SF	Factor	Capacity
Assisted Living (more than 6 beds)		x 0.085 bed	=
Dry Cleaner (with Onsite Laundry)		x 0.0002 sf	=
Beauty Shop/Dog Grooming		x 0.0567 station	=
Child/Dependent Adult Day Care		x 0.0072 child	=
Dormitory		x 0.020 bed	=
Laundromat		x 0.12 machine	=
Motel/Hotel/Bed & Breakfast		x 0.064 room	=
w/Large Tub (add to room)		x 0.03 tub	=
w/Each Showerhead beyond one		x 0.02 per head	=
Irrigated area (within 10 ft. of bldg.)		x ETWU	=
Plant Nursery		x 0.00009 sf	=
Public Toilet		x 0.058 toilet	=
Public Urinal		x 0.036 urinal	=
Zero Water Consumption Urinal		no value	=
Recreational Vehicle (RV) Hookup		x 0.064 af	=
Restaurant (Includes Bar/Brewpub Seat)		x 0.02 seat	=
Ext. Seats above Allowance		x 0.01 seat	=
Ext. Seats within Allowance		x No Value	=
Restaurant (24-Hour and Fast Food)		x 0.038 seat	=
School/Church		x 0.00007 sf	=
Self-Storage		x 0.0008 unit	=
Skilled Nursing/Alzheimer's Care		x 0.120 bed	=
Spa		x 0.05 spa	=
Swimming Pool (each 100 sq-ft of pool surface)		x 0.02 sf	=
Theater		x 0.0012 seat	=
PROPOSED Capacity		TOTAL	= .789

Group IV – Modified Uses

Reduced water Capacity and have received a Water Use Credit or modified factor from the District

New/Refurbished Landscape – Refer to [District Rule 142.1 “Water Efficient Landscape Requirements”](#)

PROPOSED WATER CAPACITY (DIFFERENCE BETWEEN EXISTING CAPACITY –POST PROJECT CAPACITY)

NOTE: Water Factors are subject to change by Board action.

.4628
(Jurisdiction must authorize water for positive result)

In completing this Water Release Form, the undersigned (as owner or as agent for the property owner) acknowledges that any discrepancy or mistake may cause rejection or delay in processing of the application. Additionally, the undersigned is responsible for accurately accounting for the type of Non-Residential use. Changes of Use or Expansions completed without a Water Permit may result in additional fees and penalties, the imposition of a lien on the property, and the deduction of water from the local Jurisdiction's Allocation.

I certify, under penalty of perjury, that the information provided on this Water Release Form & Permit Application is to my knowledge correct, and the information accurately reflects the changes presently planned for this property.

Signature: Jon Rasmussen
Location: Monterey

Reason: I am approving this document

Signature of Owner/Agent Date: 2025.02.10 14:01:27-08'00'

Date

AUTHORIZATION FOR WATER PERMIT – JURISDICTION USE ONLY

AF Paralta Allocation AF Public Credits AF Pre-Paralta Credits WDS (Private Well) No water needed Entitlement

Notes: Authorized by: Date:

¹ See [MPWMD Rule 142.1](#)

This form expires on the same date as any discretionary or building permit issued for this Project by the Jurisdiction

Monterey County Health Department
1270 Natividad Road, Room B301
Salinas, CA 93906
(831) 755-4511
Fax (831) 755-8954

Jurisdiction Name _____
Use Permit # _____
Or
Building Permit # _____
Contact Name _____
Phone # _____

HAZARDOUS MATERIAL QUESTIONNAIRE

Business Name Captain + Stoker Coffee Type of Business Coffee roasting and distribution
Site Location 1793 Catalina City Sand City APN: _____
Mailing Address 16 Vista Drive Salinas CA 93907
Business Contact Tyler Ellis 616-422-9477
Name Phone Number
Property Owner Greg Wilson 951-840-6487
Name Phone Number

1. Will your business/proposed project be using any hazardous materials such as oil, fuels, solvents, compressed gases, acids, corrosives, pesticides, fertilizers, paints or other chemicals?
☐ Yes ☒ No
2. Will your business/proposed project be using hazardous materials in quantities of 55 gallons and above for liquids, 500 lbs. and above for solids and/or 200 cubic feet and above for compressed gases?
☐ Yes ☒ No
3. Will your business/proposed project be using any quantities of acutely hazardous materials such as ammonia, chlorine, sulfuric acid, formaldehyde, hydrogen peroxide, methyl bromide or other restricted pesticides?
☐ Yes ☒ No
4. Will your business/proposed project be using underground storage tanks to store hazardous materials?
☐ Yes ☒ No
5. Will your business/proposed project be generating any quantities of hazardous waste such as waste oil, waste solvents, etc?
☐ Yes ☒ No
6. Will your business/proposed project be emitting any hazardous air emissions?
☐ Yes ☒ No

CERTIFICATION:

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct to the best of my knowledge and belief.

ANY QUESTIONS REGARDING THIS FORM CAN BE DIRECTED TO:

Monterey County Health Department
Division of Environmental Health
1270 Natividad Road, Room B301
Salinas, CA 93906
(831) 755-4511

Executed AT:

City, State

Print Name of Owner/Operator: Tyler Ellis

Signature of Owner/Operator: 

For Local Jurisdiction Use Only:

1. Is there a known or proposed school, hospital, day care, or long term care facility within 1,000 feet of this site location?
☐ Yes ☐ No
2. Is there a known or proposed school, hospital, day care, or long term care facility ¼ mile of this site location?
☐ Yes ☐ No

Health Department Clearance

Signature: _____ Date: _____

Print Name and Title: _____

Air Pollution District Clearance

Signature: _____ Date: _____

Print Name and Title: _____



MONTEREY BAY AIR RESOURCES DISTRICT
PERMIT TO OPERATE

GNR-0018167A

24580 SILVER CLOUD CT., MONTEREY, CA 93940 TELEPHONE (831) 647-9411 • FAX (831) 647-8501
OPERATION UNDER THIS PERMIT MUST BE CONDUCTED IN COMPLIANCE WITH ALL DATA AND SPECIFICATIONS INCLUDED WITH THE APPLICATION UNDER WHICH THIS PERMIT IS ISSUED. THE EQUIPMENT MUST BE PROPERLY MAINTAINED AND KEPT IN GOOD CONDITION AT ALL TIMES. THIS PERMIT TO OPERATE MUST BE POSTED OR ACCESSIBLE.

LEGAL OWNER Tyler Ellis – Captain & Stoker Coffee Roasters
OR OPERATOR: dba Captain & Stoker

EQUIPMENT 350 B Orange Avenue
LOCATED AT: Sand City, CA 93955

EQUIPMENT THIS PERMIT TO OPERATE IS ISSUED AND IS VALID FOR THIS EQUIPMENT
DESCRIPTION ONLY WHILE IT IS IN THE CONFIGURATION SET FORTH IN THE FOLLOWING
AND DESCRIPTION:
CONDITIONS:

COFFEE ROASTER:

1. San Francisco Coffee PER, Model Year 2017, Model SF-25, Serial Number #1138R, 25 Pounds Batch Capacity, With 100,000-BTU/HR Natural Gas Fired Burner, 1/3-HP Exhaust Fan, 8 Inches Exhaust Diameter, 16 Feet Exhaust Height, And Equipped With An Afterburner
2. San Francisco Afterburner, With Natural Gas Fired Burner Rated At 250,000-BTU/HR, Serving Coffee Roaster

THE EQUIPMENT FOR WHICH THIS PERMIT TO OPERATE IS ISSUED MAY BE OPERATED ONLY WHEN IN COMPLIANCE WITH THE FOLLOWING CONDITIONS:

Conditions:

1. Annual roasted coffee production and fuel usage for this roaster and thermal afterburner system shall be reported to the District, upon request. [Basis: District Rule 207]
2. The thermal afterburner shall be operated at a minimum temperature of 1200°F by the time the beans within the roaster have warmed up to a temperature of 360°F. The thermal afterburner shall be maintained at a minimum of 1200°F for the remainder of the coffee roasting process. [Basis: District Rule 207]
3. The afterburner temperature shall be monitored by operational temperature indicators which are accessible and readable at a location adjacent to the roaster's controls. [Basis: District Rule 207]

** Page 1 of 2 **

THIS PERMIT BECOMES VOID UPON ANY CHANGE OF OWNERSHIP OR ADDRESS, OR ANY ALTERATION.

THIS PERMIT DOES NOT AUTHORIZE THE EMISSIONS OF AIR CONTAMINANTS IN EXCESS OF THOSE ALLOWED BY ARTICLE 1, CHAPTER 3, PART 4, DIVISION 26 OF THE HEALTH & SAFETY CODE OF THE STATE OF CALIFORNIA OR THE RULES AND REGULATIONS OF THE AIR POLLUTION CONTROL DISTRICT. THIS PERMIT CANNOT BE CONSIDERED AS PERMISSION TO VIOLATE EXISTING LAWS, ORDINANCES, REGULATION OR STATUTES OF OTHER GOVERNMENTAL AGENCIES.

Mary Miranda, For
AIR POLLUTION CONTROL OFFICER

DATE 6/15/2022

**AGENDA ITEM
9B.**

**Approve a Resolution Approving the City's
Fiscal Year 2024-25 General Employees
Salary Schedule**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Vibeke Norgaard, City Manager; Audrey Cray, HR Risk Manager
SUBJECT: Resolution to Approve Fiscal Year 2024-25 Salary Schedule for General Employees
DATE: April 15, 2025

BACKGROUND/DISCUSSION:

State law requires that Cities contracting with CalPERS adopt a publicly available pay schedule that identifies the title for every employee position at the City, shows the pay rate for each position, and indicates the effective date of any revisions. (2 CCR 570.5(a)(1)-(8)). The schedule is required to be posted on the City's website. The City established a pay schedule in 1991 (Resolution SC-29, 1991) and has updated it by resolution.

When the former City Planner retired in 2023, along with several other department heads, the City decided to keep the City Planner position vacant and instead utilize the planning services of EMC Planning Group (EMC), the City's contract planning service provider for 43 years.

EMC stepped up to the plate and has provided exceptional assistance to the City. In addition to providing day-to-day planning assistance, it has advanced the City towards its goals, obtained grants for several major City projects and initiated the planning of those projects, such as the Multi-use/Bike trail; the Coastal trail; the Art park; the East dunes ITP; the coordination with the Coastal Commission, Cal Am and MST regarding rip-rap clean up on the coast; the coordination with the eco-resort; developing a façade improvement program and a cannabis retail program; sorting our new water allocation issue with MPWMD; providing planning services for the MST Surf bus project CDP; preparing and obtaining a certified Housing element; revising the zoning code; and streamlining City processes by implementing the IWORQ system and updating the City's outdated fee schedule

Since many of these systems are now in place, and the major projects that have been initiated and advanced (e.g., multi-use/bike trail is at almost 30% plans), City staff have determined that it is an appropriate time to fill the position of an in-house Planning

employee. That staff person would provide day-to-day planning services and manage the larger projects with continued outside consultant assistance, as needed. However, due to the complexity of many of the projects the position should be one with a high level of understanding and education in planning services in order for the individual to be able to manage the various projects and contract service providers.

The amendment proposed here is therefore to adjust the position of City Planner to make it a Planning Manager position with an annual salary in the \$114,502 - \$146,137 range.

Since general planning services will be handled internally by the new Planning Manager, part of the funding for this position would be moved from the approved EMC General Planning Services Contract for FY 25/26 and FY 26/27. It is expected that there would need to be an overlap between EMC and the new position at the end of FY 24-25 to transfer information and get a new employee up to speed.

The resolution authorizes the City Manager to prepare a job description for this position. The essential functions and responsibilities of the new Planning Manager would be to handle all the City's general planning items, project management of all planning projects, managing and overseeing all contract services related to any City related planning project, as well as other functions as it relates to the position.

The proposed FY 2024-25 General Employees Salary Schedule reflects the following changes: Staff is requesting an amendment to the salary schedule to add a Planning Manager (annual salary \$114,502 – \$146,137).

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

The budgets for FY 25/26 and FY 26/27 will reflect a reduction to the Planning Contract Services line item and reflect the Planning Manager position.

RECOMMENDATION:

It is recommended that the Council approve the FY 2024-25 General Employees Salary Schedule Resolution.

ATTACHMENTS:

1. Resolution
2. 2024-25 General Employees Salary Schedule

**CITY OF SAND CITY
RESOLUTION SC 25-____, 2025**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY APPROVING THE CITY'S
FISCAL YEAR 2024-25 GENERAL EMPLOYEES SALARY SCHEDULE**

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires that governing bodies of local agencies contracting with CalPERS adopt a publicly available pay schedule; and

WHEREAS, the City of Sand City established a salary schedule for General City employees by Resolution SC-29, 1991 and revised the salary schedule in Resolutions SC 94-08, 1984; 97-66, 1997; 99-51, 1999; 01-61, 2001; 02-53, 2002; 05-49, 2005; 07-99, 2007; 10-75, 2010; 15-46, 2015; 18-87, 2018; 18-92, 2018; 18-92, 2018; 20-86, 2020; 21-46, 2021; 22-13, 2022; 23-23, 2023; 23-35, 2023; 23-52, 2023; 24-25, 2024; 24-45, 2024; and 24-57, 2024.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby adopt the revised salary schedule attached to this resolution and authorizes the City Manager to take all necessary actions to create a position for the Planning Manager position.

PASSED AND ADOPTED by the City Council of the City of Sand City this 15th day of April, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:
DATED: _____

Kerry Lindstrom, City Clerk

2024-2025 General Employees

Range Placement Table
5% Between Steps

Range #	Recommended Title	Pay Period	Step 1	Step 2	Step 3	Step 4	Step 5	Maxium Step 6
36	Maintenance Worker II	Hourly	25.4840	26.7582	28.0961	29.5009	30.9760	32.5248
		Monthly	4,417.23	4,638.09	4,870.00	5,113.50	5,369.17	5,637.63
		Annual	53,006.76	55,657.10	58,439.95	61,361.95	64,430.05	67,651.55
39	Accounting Technician	Hourly	27.9655	29.3638	30.8320	32.3736	33.9922	35.6919
		Monthly	4,847.35	5,089.72	5,344.21	5,611.42	5,891.99	6,186.59
		Annual	58,168.24	61,076.65	64,130.48	67,337.01	70,703.86	74,239.05
40	Maintenance Worker III	Hourly	27.4760	28.8498	30.2923	31.8069	33.3972	35.0671
		Monthly	4,762.66	5,000.79	5,250.83	5,513.37	5,789.04	6,078.50
		Annual	57,151.92	60,009.52	63,009.99	66,160.49	69,468.52	72,941.94
46	Records Administrative Analyst	Hourly	33.2430	34.9052	36.6504	38.4829	40.4071	42.4274
		Monthly	5,762.13	6,050.24	6,352.75	6,670.39	7,003.91	7,354.10
		Annual	69,145.56	72,602.84	76,232.98	80,044.63	84,046.86	88,249.20
48	Deputy City Clerk	Hourly	34.2730	35.9867	37.7860	39.6753	41.6590	43.7420
		Monthly	5,940.68	6,237.71	6,549.60	6,877.08	7,220.93	7,581.98
		Annual	71,288.16	74,852.57	78,595.20	82,524.96	86,651.20	90,983.76
50	Public Works Manager*	Hourly	42.7010	44.8361	47.0779	49.4317	51.9033	54.4985
		Monthly	7,401.67	7,771.75	8,160.34	8,568.36	8,996.78	9,446.62
		Annual	88,820.04	93,261.04	97,924.09	102,820.30	107,961.31	113,359.38
52	Finance Manager*	Hourly	42.7010	44.8361	47.0779	49.4317	51.9033	54.4985
		Monthly	7,401.67	7,771.75	8,160.34	8,568.36	8,996.78	9,446.62
		Annual	88,820.04	93,261.04	97,924.09	102,820.30	107,961.31	113,359.38
71	Risk Manager/* Human Resources	Hourly	42.7010	44.8361	47.0779	49.4317	51.9033	54.4985
		Monthly	7,401.67	7,771.75	8,160.34	8,568.36	8,996.78	9,446.62
		Annual	88,820.04	93,261.04	97,924.09	102,820.30	107,961.31	113,359.38
54	City Planner*	Hourly	39.7460	41.7333	43.8200	46.0110	48.3115	50.7271
		Monthly	6,889.38	7,233.85	7,595.54	7,975.32	8,374.08	8,792.79
		Annual	82,672.56	86,806.19	91,146.50	95,703.82	100,489.01	105,513.46
57	City Clerk*	Hourly	42.7520	44.8896	47.1341	49.4908	51.9653	54.5636
		Monthly	7,410.50	7,781.03	8,170.08	8,578.58	9,007.51	9,457.88
		Annual	88,926.00	93,372.30	98,040.92	102,942.96	108,090.11	113,494.61
59	Planning Manager	Hourly	55.0490	57.8015	60.6915	63.7261	66.9124	70.2580
		Monthly	9,541.83	10,018.92	10,519.86	11,045.86	11,598.15	12,178.06
		Annual	114,501.92	120,227.04	126,238.32	132,550.32	139,177.80	146,136.72
72	Dir. Of Community Dev/* Assistant City Manager	Hourly	68.2440	71.6562	75.2390	79.0010	82.9510	87.0986
		Monthly	11,829.03	12,420.48	13,041.51	13,693.58	14,378.26	15,097.17
		Annual	141,948.36	149,045.78	156,498.07	164,322.97	172,539.12	181,166.07

Employees not on step plan		Pay Period	Rate
City Manager*		Monthly	21,124.25
		Annual	253,491.00
City Attorney*		Monthly	16,032.89
		Annual	192,394.65

*Denotes exempt positions

Amended: Resolution SC - 29, 1991; 94-08, 1994; 97-66, 1997; 99-51, 1999; 01-61, 2001; 02-53, 2002; 05-49, 2005; 07 -99, 2007; 10-75, 2010; 15-46, 2015; 18-87, 2018; 18-92, 2018; 20-86, 2020; 21-46, 2021; 22-13, 2022; 23-23, 2023; 23-35, 2023; 23-52, 2023; 24-25, 2024; 24-45; 24-57; 25-____, 2025 Effective April 15, 2025

**AGENDA ITEM
9C.**

**Approve a Resolution Adopting the
Proposed Five-Year Capital Improvement
Plan for Fiscal Years 24-25 Through 28-29
and Approve the Capital Improvement
Budget for Fiscal Year 24-25**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council Members
FROM: Vibeke Norgaard, City Manager; Jennifer Pope, Finance Manager
SUBJECT: Five Year Capital Improvement Plan (CIP) & FY 24-25 CIP Budget
DATE: April 15, 2025

BACKGROUND/DISCUSSION:

The City reviews and adopts a Capital Improvement Plan every five years. The current five-year Capital Improvement Plan (CIP) was adopted on February 4, 2020, and expired on June 30, 2024. In preparation for a new CIP, the City Manager requested input from department heads and staff for capital improvement needs for the City for the next five years. The information was compiled and on March 11, 2025, a special Council Meeting was held to discuss goals for the five-year Capital Improvement Program. The meeting included an overview of possible projects along with a discussion of City Council priorities and goals. The feedback that staff received was incorporated into a five-year CIP list.

The detailed list of CIP projects is attached. Projects included in the FY 24-25 CIP budget are highlighted. The CIP budget will be reviewed annually and updated as part of the annual budget process.

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

The fiscal impact of the proposed FY 24-25 CIP is as follows:

General Fund	\$487,000
Habitat Fund	\$50,000
Grant Funded	<u>\$3,439,134</u>
Total CIP/Other Project for FY 24/25	\$3,976,134

The adopted budget for FY 24-25 includes an allocation of \$3,924,134 for the CIP. An additional allocation of \$52,000 will be brought to Council with the FY 24-25 budget amendment in May 2025.

RECOMMENDATION:

Staff recommends approval of the five-year Capital Improvement Plan, and allocation of funding for the FY 24-25 CIP. The CIP will be reviewed annually during the budget process to allow for modifications.

ATTACHMENTS:

1. Resolution
2. Five-Year Capital Improvement Plan, FY 24-25 through 28-29

**CITY OF SAND CITY
RESOLUTION SC 25-____, 2025**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY ADOPTING THE PROPOSED
FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 24-25 THROUGH
28-29 AND APPROVE THE CAPITAL IMPROVEMENT BUDGET FOR
FISCAL YEAR 24-25.**

WHEREAS, on March 11, 2025, staff held a goal setting workshop with City Council to discuss the City Capital Improvement Plan and Special Projects for Fiscal Year 24-25 through 28-29; and

WHEREAS, City staff is recommending the proposed Capital Improvement Plan and Special Projects for Fiscal Year 24-25 through 28-29, and the Capital Improvement Budget for Fiscal Year 24-25; and

WHEREAS, the City Council recognizes that the proposed Capital Improvement Plan budget is subject to further adjustments as the fiscal year progresses; and

WHEREAS, economic conditions and pending grant applications may impact the City and may require adjustments to the Capital Improvement Plan and budget for each fiscal year of the five year plan; and

WHEREAS, the City Council of Sand City finds the Fiscal Year 24-25 Capital Improvement Plan budget is satisfactory and staff may commence and continue the Capital Projects for the current fiscal year.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby;

1. Adopt the proposed five-year Capital Improvement Plan for Fiscal Year 24-25 through 28-29.
2. Approve the Capital Improvement Budget for Fiscal Year 24-25.

PASSED AND ADOPTED by the City Council of the City of Sand City this ____, day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

Kerry Lindstrom, City Clerk

CITY OF SAND CITY
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 24-25 through FY 28-29

FY 24/25 projects in progress
FY 24/25 requested addition via budget amendment
Non discretionary projects budgeted for FY 24/25

No.	Status	Project Title	Project Detail	Project Type	Multi-Year	Estimated Project Cost	Funding Source	Budgeted for FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
1.	In propress	Stormwater Improvement Construction Contra Costa	Construction project in accordance with 100% plans	PW/Eng	Multi-Year	\$2,735,202 \$304,000	CA State Water Resources Control Board General Fund (City required match)	\$1,628,746	\$1,022,057 \$304,000	N/A	N/A	N/A
2	In progress	Stormwater Improvement Construction Catalina	Construction project in accordance with 100% plans	PW/Eng	Multi Year	\$1,097,400	CA Department of Water Resources	\$641,195	\$405,418	N/A	N/A	N/A
3.	In progress	Coastal Trail	Establish fund to fund the establishment of the trail; funds to be used for planning/ construction matching funds; environmental enhancement; legal work	Planning	Multi-Year	\$473,000 \$70,000 \$500,000 \$3,341,000	CA State Coastal Conservancy Community Development Block Grants General Fund Unfunded	\$473,000	\$70,000 \$125,000	\$125,000	\$125,000	\$125,000
4.	In progress	Multi Use Trail	Finish 100% plans; required environmental work and construct the TAMC ROW- Class 1 bike trail, greenspace and parking.	Planning Engineering	Multi-Year	\$305,000.00 \$1,900,000 \$4,325,675	Monterey Bay Air Resources District Association of Monterey Bay Area Governments Unfunded	\$305,000	\$237,675	\$674,000	\$988,325	N/A
5.	In progress	Art Park	Construction of community space; artists space; affordable housing	Planning	Multi-Year	\$67,000 \$276,947 \$250,000	CA Dept of Housing and Community Development CA Dept of Housing and Community Development General Fund	\$67,000 \$276,947	\$100,000	\$50,000	\$50,000	\$50,000
6.	In progress	Facade Enhancement and Rehabilitation	Extend program to Assist business and property owners for exterior facade and internal rehabilitation projects if income qualify. \$5K per project.	Planning	25-26	\$47,246	ARPA Funds	\$47,246	N/A	N/A	N/A	N/A
7.	In progress	Mural Festival	Continue to Fund the creation of murals within the City; continue mural festival.	Community Development	25-26	80,000	General Fund	\$80,000				
8.	New	Street Striping	Update Striping of city streets	PW	24-25	\$25,000	General Fund	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
9.	New	2025 Pavement Management Program Update Field Surveys.	Updated condition assessments of street network, to determine updated Pavement Condition Index	PW/Eng.	24-25	\$12,000	General Fund	\$12,000	N/A	N/A	N/A	N/A
10.	New	Council Chamber Chairs	Replace Council Chambers' audience chairs and meeting chairs.	Admin	24-25	\$15,000	General Fund	\$15,000	N/A	N/A	N/A	N/A
11.	In progress	General Plan Amendment	Update to general plan	Planning	Multi-Year	\$750,000	General Fund	\$300,000	\$250,000	\$200,000	N/A	N/A
12.	In progress	Edgewater Habitat Rehabilitation	Restore Edgewater habitat	Planning/PW	Multi-Year	TBD	Habitat Fund	\$50,000	\$50,000	\$50,000	\$50,000	N/A
13.	New	PD Records Management	New records management system	PD	24-25	\$20,000	General Fund	\$20,000	N/A	N/A	N/A	N/A
14.	New	Body-Worn Cameras; Car Cameras; Radio		PD	Multi-Year	75,000	General Fund	\$35,000	\$10,000	\$10,000	\$10,000	\$10,000
15.	New	Parking Signage – Timed Parking	Design/ implement new parking programs per parking plan; Review of potential locations for no overnight parking or timed parking and development of resident and business permit system. Study needed on hot spots to develop.	Planning/PW	25-26	TBD	General Fund	TBD	TBD	TBD	TBD	TBD
16.	New	Parking Construction	Restripe/reconfigure existing streets and street ends to provide parking (Holly street; Elder; Shasta; Orange Avenue; add parking to corporation yard)	Planning/PW Engineering	25-26	\$350,000	General Fund	N/A	\$350,000	N/A	N/A	N/A
17.	New	PD Parking Lot	Repair of behind city hall parking lot	PW/Eng.	26-27	\$6,000	General Fund	N/A	N/A	\$6,000	N/A	N/A
18.	New	PD Tasers		PD	25-26 Multi-Year	\$109,000	General Fund	N/A	\$57,000	\$13,000	\$13,000	\$13,000
19.	New	Memorial/Lookout Area Improvements	Improve area along upper ridge/bike trail, install fencing/safety barrier near cliff edge, install bike rack; environmental review.	Planning/PW	TBD	TBD	General Fund	TBD	TBD	TBD	TBD	TBD
20.	New	City Hall Lobby/Front Desk Safety Improvement	Improve front desk area of City Hall	Admin	26-27	\$16,000	General Fund	N/A	N/A	\$16,000	N/A	N/A
21.	New	City Hall Parking Lot Improvements	Rehabilitation of asphalt pavement at parking lot in front of city hall; include sewer line replacement	PW/Eng.	26-27	\$65,000	General Fund	N/A	N/A	\$65,000	N/A	N/A
22.	New	Implement Pavement Management Program	Update condition of city streets. City engineer recommends \$412k/year for 5 years for PCI of 71; Start with rehabilitation of Playa Ave. from California Ave. to Metz Road including signing and striping, and related features. Timing depends on MST.	PW/Eng.	25-26 Multi-Year	\$2,060,000	General Fund	N/A	\$412,000	\$412,000	\$412,000	\$412,000
23.	New	East Dunes- City Wide ITP	Potential purchase of properties to establish habitat; establishment of endowment City wide ITP would enable construction of city projects w/o obtaining an individual ITP.	Planning	25-26 Multi-Year	\$250,000	General Fund	N/A	\$100,000	\$50,000	\$50,000	\$50,000

24.	New	Electric Police Motorcycle	New patrol vehicle for traffic enforcement, trail patrol accessibility, and lower carbon footprint	PD	26-27	\$30,000	General Fund	N/A	N/A	\$30,000	N/A	N/A
25.	New	PD Office Remodel	Office remodel	PD	27-28	\$50,000	General Fund	N/A	N/A	N/A	\$50,000	N/A
26.	New	PD HVAC System	HVAC system	PD	27-28	\$35,000	General Fund	N/A	N/A	N/A	\$35,000	N/A
27.	New	PD Patrol Vehicles	Replace two patrol vehicles \$70,000 per vehicle including all buildup charges)	PD	27-28	\$140,000	General Fund	N/A	N/A	N/A	\$140,000	N/A
28.	New	Replace Public Works Vehicle	Replace 2006 (19 yrs. old) Ford utility bed truck	PW	25-26	\$70,000	General Fund	N/A	\$70,000	N/A	N/A	N/A
29.	New	Replace Public Works Vehicle	Replace 2013 (12 yrs. old) *Toyota Pickup truck	PW	25-26	\$50,000	General Fund	N/A	\$50,000	N/A	N/A	N/A
30.	New	PD Locker Room	Replace locker room for police officers	PD	28-29	TBD	General Fund	TBD	TBD	TBD	TBD	TBD
31.	New	Replace City vehicle	Replace 2006 (19 yrs. old) Ford Expedition and 2014 (11 yrs. old) Toyota Camry (silver sedan) with a Toyota Highlander EV	Admin	25-26	\$50,000	General Fund	N/A	\$50,000	N/A	N/A	N/A
32.	New	PD ATV	Replace existing Polaris ATV. Current ATV is no longer serviceable due to rust.	PD	25-26	\$35,000	General Fund	N/A	\$35,000	N/A	N/A	N/A
33.	New	Replace Street Sweeper	Replace 10 yrs. Old Street Sweeper	PW	28-29	\$300,000	General Fund	N/A	N/A	N/A	N/A	\$300,000
34.	New	PW Building	Update to PW building and build a carport at 320 Elder	PW	26-27	\$350,000	General Fund	N/A	N/A	\$350,000	N/A	N/A
35.	New	Electric Vehicles infrastructure	Includes purchasing vehicles and charging stations	PW	25-26	TBD	General Fund	TBD	TBD	TBD	TBD	TBD
TOTAL Annual CIP								\$3,976,134	\$3,723,150	\$2,076,000	\$1,948,325	\$985,000

General Fund	\$487,000.00	\$1,497,475	\$1,352,000	\$910,000	\$985,000
Habitat Fund	\$50,000	\$50,000	\$50,000	\$50,000	\$0
Grant Funded	\$3,439,134	\$2,175,675	\$674,000	\$988,325	
Total	\$3,976,134	\$3,723,150	\$2,076,000	\$1,948,325	\$985,000

**AGENDA ITEM
9D.**

**Discussion and Direction Regarding the
Sand City we.Mural Festival 2025**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Vibeke Norgaard, City Manager,
DATE: April 15, 2025
SUBJECT: Discussion and Direction regarding the Sand City we.Mural Festival 2025

BACKGROUND/DISCUSSION:

The City has held five mural festivals since the first one was held in September of 2020. In 2023, the City issued a request for proposals (RFP) for mural curators and hired Crystal and Cameron Moberg of Talking Walls who successfully curated the 2023 and 2024 we.Mural festivals. The Arts Committee met on February 12, 2025, and again on March 28, 2025, and discussed its recommendations to Council regarding a potential 2025 mural festival. Ideas that were considered by the Committee included:

- 1) To recommend a mural festival or program that focused on one large building (ideally the Graniterock batch plant on California Avenue) by one well known artist such as Leon Keer, the Dutch artist who previously painted the 'Stop sign Mural' in Sand City; or
- 2) To recommend a program that would focus on curating and maintaining the existing murals, adding QR codes, clear coating those murals that have not been coated, and developing promotional materials for the existing mural program, such as a map; or
- 3) To recommend a festival as we have funded in the past with several muralists painting murals on several walls throughout the City.

After discussing the above options, the Arts Committee is recommending that the Council approve Option 1 above – a single large-scale mural on the Graniterock property.

On the Arts Committee's recommendation, the City Manager approached Talking Walls to discuss Crystal and Cameron Moberg's interest in continued involvement with the mural festival in Sand City. Their proposal is attached hereto as Exhibit A. The City Manager also met with Graniterock's Land Use Manager who was generally supportive of the idea of a large-scale mural on the Graniterock building, as long as sufficient safety procedures are in place. If Council were to accept the Arts Committee's recommendation, staff would approach Graniterock to see whether they are willing to enter into an agreement to have a mural on their batch plant. If Graniterock does not agree, the Arts Committee will reconvene and discuss which other options to recommend to the Council.

The option in the Talking Walls proposal that is recommended by the Arts Committee is on page 6 "Commissioned mural". It envisions a large-scale mural from an esteemed artist such as Leon Keer installed by November 2025:

- One (1) commissioned mural to be installed on the tall backside of Granite Rock, as seen from California Ave.
- In addition to obtaining designs by Leon Keer, they will contract 1-2 additional artists to present designs. (Final artist and design to be selected and approved by the Council [sic])
- Includes 1,000-1,500-square foot limit mural, designed and installed by artist
- Priming included, if necessary
- Travel and lodging for artist
- Painting Materials
- Lift rental
- Protective clear coat included (materials and labor).
- Local Artist Battle

FISCAL IMPACT:

The proposal from Talking Walls envisions an \$80,000 cost for all of the above options. The budget for the FY 24/25 mural festival was \$80,000 and the full amount was expended. Were the City to move forward with any of the options proposed by Talking Walls, it would need to allocate \$80,000 to the FY 25/26 budget.

RECOMMENDATION:

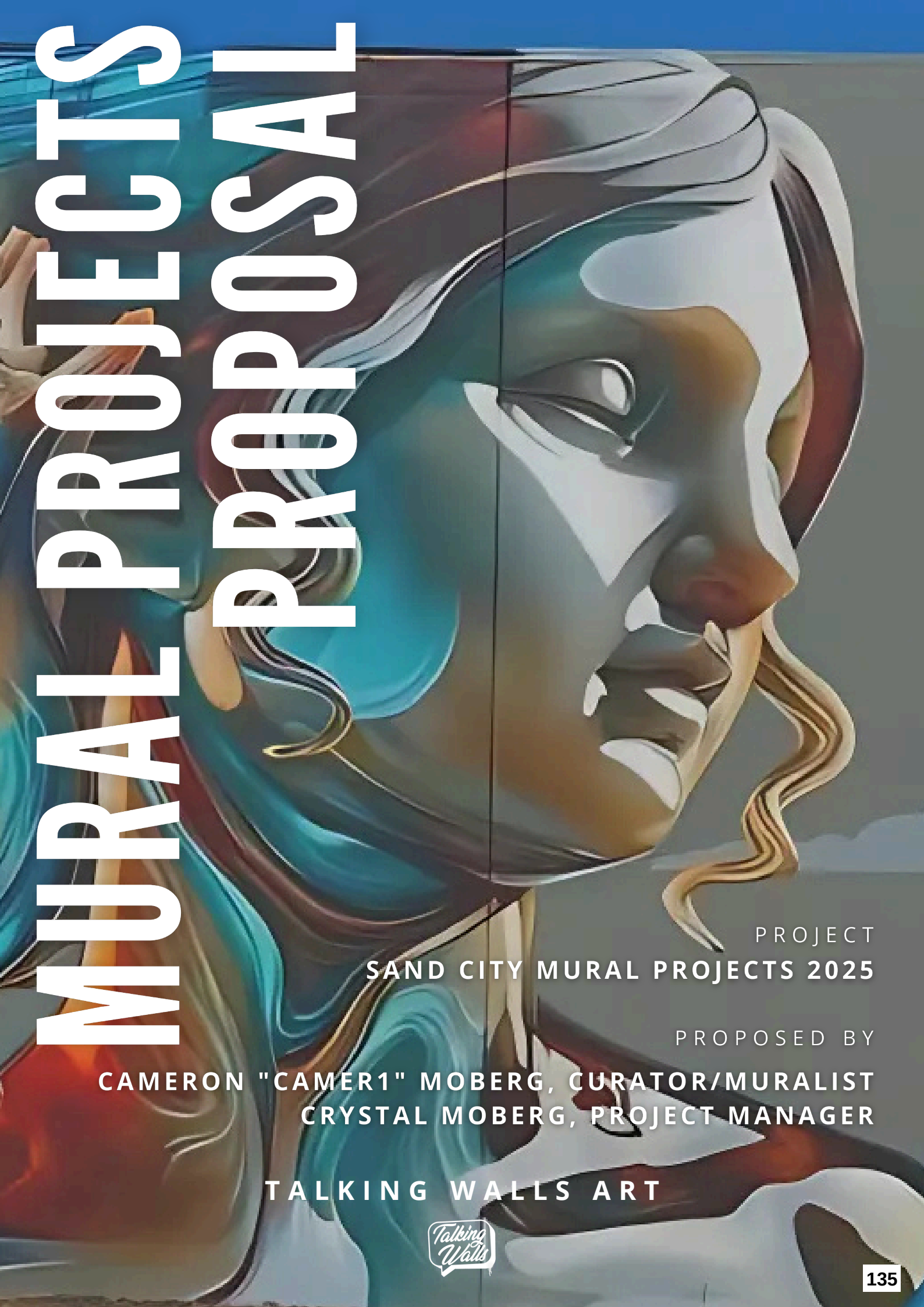
Staff recommends that the Council follow the Arts Committee's recommendation to fund a 2025 commissioned mural on the Graniterock property if Graniterock agrees.

Other direction Council could give staff includes:

1. Direct staff to instead of a mural festival do a "Maintenance year 2025," curating the existing murals and developing materials to promote them ((option on page 4 of proposal by Talking walls.)
2. Direct staff to do another option in relation to the mural festival 2025.
3. Direct staff to discontinue mural festivals and focus on other art forms.

Attachment:

1. Proposal by Talking Walls



MURAL PROJECTS PROPOSAL

PROJECT
SAND CITY MURAL PROJECTS 2025

PROPOSED BY
CAMERON "CAMER1" MOBERG, CURATOR/MURALIST
CRYSTAL MOBERG, PROJECT MANAGER

TALKING WALLS ART



MURAL PROJECTS PROPOSAL

NARRATIVE

Talking Walls has been incredibly fortunate to work in tandem with Sand City to continue to carry out our very personal mission of bringing art to the masses. We're grateful to brave cities such as Sand City, who champion the arts and trust us to bring the vision to life.

Over the past five years, Sand City has embraced the power of public art through the mural festivals and other art events throughout the year, making way for a variety of expressions of creativity, culture, and community. The murals have beautified the City but have also contributed to Sand City's art identity.

We've had the honor of curating WE Fest for the last two of those years, carefully selecting artists whose work reflects the heart of community, engaging the public in the process. Through these efforts, we have cultivated a strong foundation for public art, one that has sparked conversations, inspired local creatives, and positioned Sand City as a place where art can thrive.

As we look ahead, there is opportunity to explore new ways to build upon this success. While the annual festival has been a cornerstone of public art, we can also consider alternative approaches that continue to foster artistic excellence and community engagement.

We're excited to present a range of ideas that will build on the momentum while aligning with the city's evolving vision. Whatever path you choose, the commitment from us remains the same: to make public art accessible, impactful, and deeply connected to the people of Sand City.

THE PROPOSED

WE FEST MURAL FESTIVAL 2025

Similar to what we've done in mural festivals past, however this year concentrating the murals in one location: the tall backside of Granite Rock, as seen from California Ave (*photo below*). Talking Walls will bring the ART and the ARTISTS while Sand City Arts Committee will serve as liaison to the business and building owner, establishing an owner agreement and outlining expectations, as we do the same with the artists.

The budget would cover:

- 3-5 muralists
- Local Artist Battle
- All paint materials for festival and battle
- Inclusive of flights for out-of-state artists, gas expenses for in-state artists
- Transportation to/from airport, to/from wall locations
- Van rental
- Lodging for traveling artists
- Lunch and dinner for all artists
- Up to five (5) lifts, boom/scissor
- Yielding 3-5 murals

NOTE

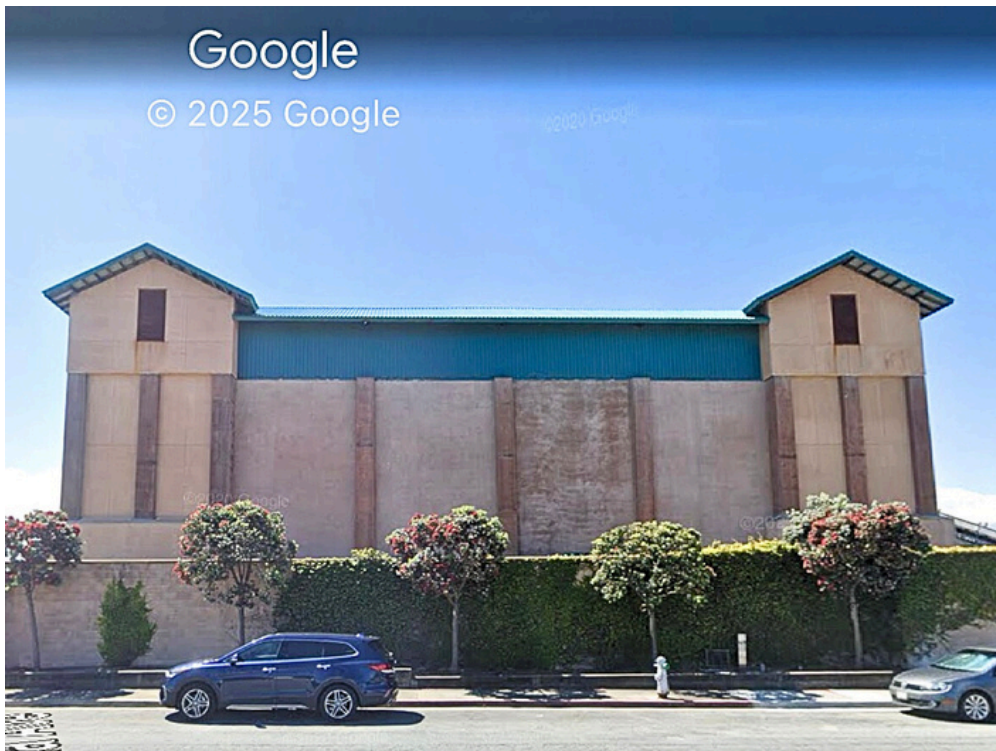
- Talking Walls will scout and vet muralists
- Building owners and Sand City Arts Committee may offer design input, which the artists *may or may not* use.
- Final artists and designs will be selected by Talking Walls and presented to the Committee, where the Committee will approve/reject based on mural design guidelines that murals are void of controversy, vulgarity, politics, religion, or anything of an offensive nature
- We'd again appreciate the use of the Art Park, which is essential to the operations of a mural festival.

continue...

continued...

Please keep in mind, the budget does not include wall preparations, primer, protective clear coat or application of primer or protective clear coat. See *Prepping & Sealing*.

WE Fest Mural Festival, \$80k



PREPPING & SEALING

As mentioned, prepping the walls and sealing the murals are not included in the cost. Prepping and priming will ideally be the responsibility of the building owner.

A clear protective coat is optional, and highly recommended for preserving murals. As you know, it protects against the elements while also making the mural washable in the event of vandalism. We are happy to suggest a good product and a how-to, or we can do it for you.

Please let us know if you'd like to add clear coat. To give you an idea, the cost would fall somewhere between \$5k-\$10k depending on final mural coverage.

WE FEST MAINTENANCE YEAR 2025

We're calling this project option a *Maintenance Year*. The objective of this year would be to preserve and catalog the existing murals, while preparing for WE FEST 2026.

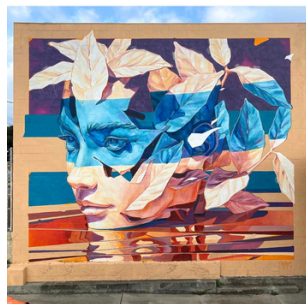
The budget would cover:

- A Local Artist Battle (one night event)
- A single mural with a 400-square foot limit, designed and installed by Cameron (www.Camer1.com). Includes consultation, designs, and a round of revisions.
- Clear coat application for all murals installed between October 2023 and October 2025
- QR code plaques (design, fabrication, and installation)
- Collect artist statements for murals installed between October 2023 and October 2024
- Reestablish mural festival social media pages
- Build and maintain website for one (1) year. Consulting for the purpose of reestablishing festival website included

NOTE

We'd again appreciate the use of the Art Park or similar space for 3-5 days while clear coating and installing plaques.

WE Fest Maintenance Year, \$80k



LAUNCH OF MURAL PROGRAM

The concept of establishing a mural program evolved during the planning of the mural festival. It became evident that the arts committee's preference for influencing mural designs would be more effectively realized through an art program. This program aims to commission artists to create murals that align closely with the visions of both Sand City and the respective building owners, fostering a collaborative selection process involving the arts committee, building owners, and curators.

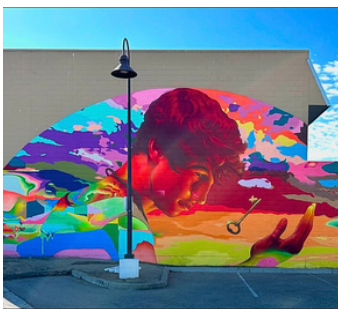
The budget would cover:

- Two (2) commissioned muralists by process of selection implemented by curators, final selections approved by the Committee
- 500-square foot limit murals, designed and installed by selected artists
- Includes consultation with the curator and artists, a minimum of three (3) designs, and a round of revisions
- Priming included if necessary. Pressure washing and/or repairs to the intended walls are not included (we'd rely on the building owners to coordinate such tasks. Clear coat is also not included.
- Installation dates TBD; targeted completion, November 2025.
- Two (2) QR code plaques (design, fabrication, and installation)

NOTE

- Talking Walls will scout and vet muralists by way of invitational artist call
- Final artists and designs will be collaboratively selected by Talking Walls and the Committee

Launch of Mural Program, \$80k



COMMISSIONED MURAL

The Commissioned Mural option offers a different approach from the Mural Program. Rather than commissioning two artists, this option focuses on securing a mural from the esteemed artist, Leon Keer. To ensure the project's success, we will also consider designs from other artists of similar caliber, to guarantee a striking and high-impact installation for 2025.

The budget would cover:

- One (1) commissioned mural to be installed on the tall backside of Granite Rock, as seen from California Ave.
- In addition to obtaining designs by Leon Keer, we'll contract one (1) to two (2) additional artists to present designs as well. Final artist and design to be selected and approved by the Committee.
- Includes 1,000-1,500-square foot limit mural, designed and installed by artist
- Priming included if necessary
- Travel and lodging for artist
- Paint Materials
- Lift rental
- Protective clear coat included (materials and labor).
- Local Artist Battle

NOTE

- Talking Walls will correspond with artists and establish contracts
- Final artists and designs will be collaboratively selected by Talking Walls and the Committee
- The Committee would establish an owner agreement with Granite Rock, outline expectations, as we do the same with the artist.
- Pressure washing and/or repairs to the intended wall are not included (we'd rely on the building owner to coordinate such tasks)
- Installation dates, TBD (targeted completion: November 2025)

The Commissioned Mural, \$80k

We are deeply grateful for the opportunity to do what we love while supporting our family and sharing our passion for art with the community. This gratitude drives us to consistently go above and beyond in our work. We look forward to continuing our partnership with the City of Sand City, collaborating to refine how we bring art to the community. We remain committed to listening, adapting, and ensuring that artists have a meaningful voice in the process. Thank for trusting us with your special community!

-Cameron and Crystal,

