

# Carmel Unincorporated/Highlands Land Use Advisory Committee

**Monday, May 3, 2021  
4:00 PM**

## **IMPORTANT NOTICE REGARDING COVID-19 & PARTICIPATION IN THE LAND USE ADVISORY COMMITTEE MEETINGS**

Monterey County Land Use Advisory Committees shall be held by teleconference in order to minimize the spread of the COVID-19 virus, in accordance with the State of Emergency proclaimed by Governor Newsom on March 4, 2020, Executive Order N-29-20 issued by Governor Newsom on March 17, 2020, and the Shelter in Place Order issued by the Monterey County Health Officer on March 17, 2020, as may be periodically amended.

To participate in this Monterey County Land Use Advisory Committee meeting, the public are invited to observe and address the Committee telephonically or electronically. Instructions for public participation are below:

### **Participate via Zoom Meeting Link:**

<https://montereycty.zoom.us/j/91241420813?pwd=WjhHb0RGbk4vQlJ6andCVGVpd0tadz09>

**Participate via Phone:** Dial 1-669-900-6833; when prompted enter Meeting ID # 912 4142 0813

**Password (if required):** 282605

### **Public Participation Instructions:**

The meeting will be conducted via teleconference using the Zoom program, and Committee Members will attend electronically or telephonically. The meeting will have no physical location to physically attend. The public may observe the Zoom meeting via computer by clicking on the meeting link listed above, or the public may listen via phone by dialing the phone number listed above and then when prompted, entering the Meeting ID Access Code listed above as well.

You will be asked for a "Participant ID". You do not need a Participant ID to join the meeting, press the pound key (#) again and you will be automatically connected.

1. If a member of the public wishes to comment on a particular agenda item, the public is strongly encouraged to submit their comments in writing via email to the assigned planner. Email addresses can be found on the Monterey County HCD Planning website at the following link:  
<https://www.co.monterey.ca.us/government/departments-i-z/resource-management-agency-rma-/planning/about-us> . Comments should be submitted by 2:00 p.m. the business day prior to the committee meeting date. To assist County staff in identifying the agenda item to which the comment relates, the public is requested to include the file number in the subject line. Comments received by the 2:00 p.m. deadline will be distributed to the Committee and will be placed in the record.
2. Applicants and members of the public wishing to comment on a specific agenda item while the matter is being heard during the meeting may participate by any of the following means:
  - a. When the Chair calls for public comment on an agenda item, the County staff member running the Zoom meeting will first ascertain who wants to testify (among those who are in the meeting electronically or telephonically) and will then call on speakers and unmute their device one at a time. Public speakers including the applicant may be broadcast in audio form only.

b. If speakers or other members of the public have documents they wish to distribute to the Committee for an agenda item, they are encouraged to submit such documents via email to the assigned planner at their email address. Email addresses can be found on the Monterey County HCD Planning website at the following link:

<https://www.co.monterey.ca.us/government/departments-i-z/resource-management-agency-rma-planning/about-us>

Documents should be submitted by 2:00 p.m. to the assigned planner on the business day prior to the committee meeting date. To assist staff in identifying the agenda item to which the comment relates, the public is requested to include the file number in the subject line.

c. If applicants or members of the public want to present documents/Power Point presentations while speaking, they should submit the document electronically by 2:00 p.m. on business day prior to the committee meeting date to the assigned planner at their email address. Email addresses can be found on the Monterey County HCD Planning website at the following link:

<https://www.co.monterey.ca.us/government/departments-i-z/resource-management-agency-rma-planning/about-us>

(If submitted after that deadline, staff will make best efforts, but cannot guarantee, to make it available to present during the meeting.)

d. While the matter is being heard, a member of the public may submit a comment via email, preferably limited to 250 words or less, to the Land Use Advisory Committee liaison listed on the agenda. To assist staff in identifying the agenda item to which the comment relates, the public is requested to include the file number in the subject line. If the comment is received prior to close of public comment on an agenda item, every effort will be made to read the comment into the record, but some comments may not be read out loud due to time limitations or length of the comment (if the comment exceeds 250 words).

Comments received prior to the close of the public comment period on an agenda item will be made part of the record for that item.

3. Members of the public who wish to make a general public comment for items not on the day's agenda may submit their comment via email, preferably limited to 250 words or less, to the Land Use Advisory Committee liaison listed on the agenda. The Land Use Advisory Committee name & meeting date and "general comment" should be indicated in the subject line. The comment will be placed in the record for the meeting, and every effort will be made to read the comment into the record at the appropriate time on the agenda.
4. Individuals with disabilities who desire to request a reasonable accommodation or modification to observe or participate in the meeting may make such request by sending an email to the planning clerical support staff at [friedrichm@co.monterey.ca.us](mailto:friedrichm@co.monterey.ca.us). The request should be made no later than noon two (2) business days prior to the Land Use Advisory Committee meeting date in order to provide time for the County to address the request.
5. The Chair and/or Secretary may set reasonable rules as needed to conduct the meeting in an orderly manner.

## Site Visits and Staking/Flagging:

In accordance with the State Brown Act exception, HCD will schedule LUAC meetings to be held remotely to help prevent the spread of COVID. Construction activities have resumed, so staking and flagging can now be installed on project sites, and site visits will resume on a modified/limited basis. In an effort to promote physical distancing, site visits with the entire LUAC will not be scheduled while the County Health order remains in place. However, individual LUAC member site visits may be coordinated with the project planner and applicant, pursuant to the following guidelines:

- Site visits will not be scheduled for more than one (1) LUAC member to be on site at a time.
- When on site, LUAC members and County staff should adhere to the current County Health Order regarding physical distancing and protective equipment (i.e.: face masks, etc.)
- LUAC members visiting a site cannot enter private property without permission, so visits should be coordinated with the project planner and property owner/agent.
- Site visits by LUAC members are not open to the public
- Permission/coordination is not needed by LUAC members or the public to view a property from a public road.
- In accordance with the Brown Act, LUAC members should not share any thoughts/comments with other LUAC members regarding their site visit except during the scheduled public LUAC meeting.

**Note:** To view documents related to project(s) listed on the Land Use Advisory Committee agenda, please visit <https://aca-prod.accela.com/MONTEREY/Default.aspx> . Enter the file number in the “Quick Search” box; click on “Record Info” tab; click on “Attachments” in the drop-down menu; finally click on the document you wish to view

### CALL TO ORDER

### ROLL CALL

### APPROVAL OF MINUTES

### PUBLIC COMMENT

The Committee will receive public comment on non-agenda items that are within the purview of the Committee at this time. The length of individual presentations may be limited by the Chair. The **Planning staff liaison** is Fiona Jensen at [jensenfl@co.monterey.ca.us](mailto:jensenfl@co.monterey.ca.us) .

### SCHEDULED ITEM(S)

- 1.**
  - Project Name:** HEFFERNAN PATRICK BERNARD TR ET AL
  - File Number:** PLN210048
  - Project Location:** 16 YANKEE POINT DR CARMEL
  - Assessor's Parcel Number(s):** 243-131-005-000
  - Project Planner:** JUNYA “MICHELLE” HUANG
  - Area Plan:** CARMEL LAND USE PLAN
  - Project Description:** Coastal Administrative Permit and Design Approval for the demolition of an existing 630 square foot garage and a 532 square foot covered breezeway; and the remodel of a 1,456 square foot second floor addition, 588 square foot garage and 528 square foot uncovered roof deck.

### OTHER ITEMS

- A) Preliminary Courtesy Presentation by Applicants Regarding Potential Projects
- B) Announcements

### ADJOURNMENT