



## APPLICATION FORM

### APPLICANT INFORMATION

Applicant name (agency): City of Capitola	
Address: 420 Capitola Avenue, Capitola, CA 95010	
Primary Contact name: Katie Herlihy	Title:
Telephone: 831-475-7300 x216	Fax: 831-479-8879
Email: Community Development Director	
Federal Tax ID#: 94-600-2834	

Person authorized to sign grant agreement, amendments, and Request for Funds:	
Name: Jamie Goldstein	Title: City Manager
Telephone: 831-475-7300 x258	Email: jgoldstein@ci.capitola.ca.us

### PROJECT INFORMATION

<b>Project Title:</b> Cliff Drive Resiliency Project – Alternatives Analysis	
<b>LCP/LCP Segment:</b> Public Access Component	
<b>Project Location</b>	
City/Geographic area: City of Capitola	
County: Santa Cruz	
<b>Project Timeline</b>	
Start date: 07/01/2023	End date: 06/30/2025

Signature: \_\_\_\_\_

Date:

## **Project Description**

### Cliff Drive Resiliency Project – Alternatives Analysis

The City of Capitola seeks to protect public access, public recreation, and coastal dependent land uses currently established on and accessible by Cliff Drive by amending the City’s LCP to reflect continuing episodic bluff erosion. The project will include an Alternatives Analysis, which will inform amendments to the Public Access Component of the City’s Local Coastal Program and be integrated into a future anticipated project on Cliff Drive. The completed Alternatives Analysis will be leveraged in future funding requests to implement measures identified in the Alternatives Analysis.

Cliff Drive is a heavily used, arterial and a primary evacuation route for the low-lying Capitola Village mixed-use district. Cliff Drive is also a primary coastal access point with low-cost coastal public access parking and stairway to the beach. The City’s LCP currently identifies Cliff Drive as a priority for coastal access improvements (Policy II-4) as the pedestrian and bicycle facilities currently consists of an unimproved road shoulder. Improvements for coastal access cannot be made at this time as episodic bluff erosion threatens the roadway. The purpose of this project is to identify a preferred alternative to improve the road structure and configuration, which will then be incorporated as an amendment to the LCP.

The Alternatives Analysis will be a culmination of:

**Community & Stakeholder Engagement** under a transparent, community-based planning process that allows Capitola community members to provide ideas and comments to inform the development of alternatives for the project.

**Regulatory Engagement** between City staff and regulatory agencies (inclusive of the CCC), to ensure agencies’ needs and concerns are considered in the project alternatives. Anticipated are two meetings with California Coastal Commission (CCC) staff, and one meeting including the following agencies: United States Army Corps of Engineers (USACE), San Francisco Region Water Quality Board (SFRWQB), CA Fish & Wildlife (CDFW), and California State Lands Commission (CSLC).

**Technical and Environmental Studies** including Wave Runup, Sand Supply Study, Geotechnical, Topographic, Biological, and Cultural Resource studies and assessments

Beach and bluff access to the coastline is a crucial element of Capitola’s coastal character and is valued by the community. The loss or disruption of these assets could have far reaching impacts and affect everyone in Capitola, not just those living or doing business in the Coastal Zone. The Cliff Drive Resiliency Alternatives Analysis will allow the City to identify a preferred improvement alternative and create policies that will protect Cliff Drive utility and provide for coastal access enhancements.

## Task Descriptions

### Task 1: Project Initiation

City staff does not have the expertise to conduct an adequate analysis of resiliency options on Cliff Drive. In order to develop a report to adequately make revisions to the City's LCP and utilize it as a foundation for future potential improvements along the bluff side access along Capitola's shoreline, and outside consultant will need to be procured to perform the work.

Following the Execution of the Grant Agreement, the City will select and enter into contract with a qualified consultant to complete the scope of work through the normal bidding process. The City and consultant will then conduct a kickoff meeting discuss the project objectives, schedule and milestones, and identify issues for further discussion, cumulating in a project roadmap. This meeting will also serve to start the process for gathering existing background materials and information.

#### Subtasks:

- 1.1 Develop and release Request for Proposals (RFP) to procure qualified consultant
- 1.2 Select consultant and enter into agreement
- 1.3 Kick off meeting to discuss project objectives, schedule, milestones
- 1.4 Initial gathering of existing background materials/information

#### Outcomes/Deliverables:

- RFP seeking qualified firms for project scope
- Executed contract between City and Consultant
- Kick off meeting material and Project Roadmap

### Task 2: Community & Stakeholder Engagement

The consultant will design and conduct a transparent, community-based planning process that allows Capitola community members to provide ideas and comments to inform the development of improvement alternatives. This approach recognizes that local stakeholders are most familiar with the needs and issues of the surrounding community, and leverage their knowledge and interest as valuable assets. Throughout the process, stakeholders will have direct access to relevant project information and will have multiple opportunities to provide input on all project concepts.

The consultant will develop a Community & Stakeholder Engagement Strategy that will serve as the roadmap for meaningful, effective engagement throughout the planning process. The memo will identify desired public participation outcomes for the project, and it will detail the specific stakeholder communication and engagement activities that will be implemented to achieve those outcomes .

The City intends on convening three public workshops to educate stakeholders on the project and to actively engage them in the identification of needs, priorities, and ultimately

the identification of improvement alternatives. The workshops will be held at strategic times in the process around key project milestones.

The consultant will facilitate a series of meetings between City staff and regulatory agencies during the alternative design process to ensure agencies' needs and concerns are considered in the improvement alternatives. Anticipated are two meetings with California Coastal Commission (CCC) staff, and one meeting including the following agencies: United States Army Corps of Engineers (USACE), San Francisco Region Water Quality Board (SFRWQB), CA Fish & Wildlife (CDFW), and California State Lands Commission (CSLC).

**Subtasks:**

- 2.1. Community & Stakeholder Engagement Memo outlining project engagement
- 2.2. Materials and agendas for three public meetings
- 2.3. Materials and agendas for regulatory agency meetings

**Outcomes/Deliverables:**

- Community & Stakeholder Engagement Memo outlining project engagement
- Materials and agendas for three public meetings
- Materials and agendas for regulatory agency meetings

**Task 3: Technical Studies**

These studies are critical to providing a sound technical basis for describing the need for improvements and informing feasibility.

Wave Runup Study and Sand Supply Study: This analysis would include wave activity and sand supply/transport processes for normal conditions (long term average) as well as storm/extreme conditions. The long-term average would give a sense of expected beach/bluff conditions that would occur the majority of the time, and the storm conditions would allow impact evaluation with regards to permanent damage to beach, bluff, and infrastructure. A discussion of Sea Level Rise, Wave Runup, and Tsunami Hazards will be provided as part of this work. This study would also address the “no action alternative” describing what would happen in the absence of bluff protection measures.

The purpose of the geotechnical study is to assess surface and subsurface conditions in the site area. This is accomplished by reviewing existing information, conducting a subsurface investigation, perform slope stability analysis and other site-specific analysis to provide the necessary geotechnical recommendations for the proposed bluff protection measures.

The Topographic Survey is intended to document existing ground elevations prior to starting the design effort. In addition to topography, the survey effort will include location of existing utilities, other infrastructure in the vicinity, and property boundaries.

**Subtasks:**

- 3.1. Analysis of wave activity and sand supply processes for normal and extreme conditions and impact of bluff protection
- 3.2. Preliminary assessment of surface and subsurface conditions to provide geotechnical recommendations
- 3.3. Topographic survey of existing ground elevations to aid in design

**Outcomes/Deliverables:**

- Wave Runup Study
- Sand Supply Study
- Geotechnical Report
- Topographic and Utility survey Data

**Task 4: Environmental Documentation**

The following assessments will inform the criteria for the evaluations of alternatives under Task 5.

The consultant will complete a Biological Resources Assessment to document the biological baseline setting for the project area. The objective of the assessment will be to provide information on sensitive biological resources so that the project alternatives can be considered to avoid and/or minimize any potentially significant impacts. Potential impacts to sensitive habitats and/or species will be identified and a list of plant species recommended to revegetate areas disturbed by potential future activities to assist in reducing erosion.

The consultant will complete a Cultural Resources Assessment to document the cultural baseline setting for the project area. A reconnaissance-level investigation of pre-historic and historic archaeological resources for the proposed project will be performed, including a search of the California Historical Resources Information System and consultation with Native American tribes through the Native American Heritage Commission. The objective of the assessment will be to provide information on sensitive cultural resources so that the project alternatives can be considered to avoid and/or minimize any potentially significant impacts.

**Subtasks:**

- 4.1. Analysis of biological and cultural resource assessments

**Outcomes/Deliverables:**

- Biological Assessment
- Cultural Resource Assessment

### **Task 5: Alternatives Analysis**

With a solid understanding of the existing conditions and the potential risks along this reach of shoreline, the consultant will develop practical and creative resiliency options that solve the issues being faced while looking for opportunities to enhance or revitalize the area. Enhancements will be included in functional design feature alternatives, such as high value public space features like pedestrian improvements, coastal overlooks, and benches.

The consultant will develop project design alternatives, including no project alternatives. A multi-criteria decision matrix will be prepared comparing the advantages and disadvantages of each considering topic areas such as environmental impacts, visual impacts, flood reduction, habitat creation, recreational opportunities and initial and maintenance costs. Those alternatives that are found to be feasible will be further evaluated and refined, leading ultimately to the determination of the preferred alternative.

#### **Subtasks:**

- 5.1. Evaluation of technical merit, construction cost, maintenance needs, service life and environmental impact.
- 5.2. Identification of preferred alternative

#### **Outcomes/Deliverables:**

- Alternatives Analysis Report (Draft and Final)

### **Task 6: LCP Amendment**

Develop amendments to the Local Coastal Plan in order to facilitate improvements proposed in the identified project alternative on Cliff Drive. LCP amendments are anticipated to include changes to the Public Access Component. Such amendments will be informed by the Alternatives Analysis Report developed under Task 5 and agency coordination, including the CCC, conducted under Task 2.

#### **Subtasks:**

- 6.1. Develop, circulate, and revise Administrative Draft LCP Amendment based on outcomes of Task 5
- 6.2. Council adopts Final LCP Amendment for submission to the Coastal Commission
- 6.3. City submits locally adopted LCP Amendment to the Coastal Commission for adoption

#### **Outcomes/Deliverables:**

- Administrative Draft LCP Amendments
- Public Draft LCP Amendments
- Revised Draft LCP Amendments
- Council resolution adopting LCP Amendments
- LCP Amendment submittal to the CCC

**Schedule**

Proposed Start/End Dates: July 1, 2023 – June 30, 2025

<b>Task 1. Project Initiation</b>	<b>Projected start/end dates:</b>
1.1 Develop and release Request for Proposals (RFP) to procure qualified consultant	7/1/23 – 7/30/23
1.2 Select consultant and enter into agreement	8/1/23-8/30/23
1.3 Kick off meeting to discuss project objectives, schedule, milestones.	10/1/23
1.4 Initial gathering of existing background materials/information	9/15/23-10/15/23
Outcome/Deliverables: <ul style="list-style-type: none"> <li>a. RFP seeking qualified firms for project scope</li> <li>b. Executed Contact between City and Consultant</li> <li>c. Project Plan</li> </ul>	<ul style="list-style-type: none"> <li>a. July 2024</li> <li>b. 9/1/23</li> <li>c. 10/1/23</li> </ul>
<b>Task 2. Community &amp; Stakeholder Engagement</b>	<b>Projected start/end dates:</b>
2.1 Develop a Community & Stakeholder Engagement Strategy	12/1/23-1/31/24
2.2 Convene three public workshops to educate stakeholders on the project and to actively engage them in the identification of needs, priorities, and ultimately the identification of project alternatives.	Tentatively January, March, and June 2024
2.3 Meetings regulatory agencies during the alternative design process to ensure agencies’ needs and concerns are considered in the project alternatives. Meetings are anticipated with CCC,USACE,CCRWQCB, CDFW, and CSLC	Various
Outcome/Deliverables <ul style="list-style-type: none"> <li>a. Community &amp; Stakeholder Engagement Memo outlining project engagement.</li> <li>b. Materials and agendas for three public meetings</li> <li>c. Materials and agendas for regulatory agency meetings</li> </ul>	<ul style="list-style-type: none"> <li>a. April 2024</li> <li>b. Various</li> <li>c. Various</li> </ul>

<b>Task 3. Technical Studies</b>	<b>Projected start/end dates:</b>
3.1 Analysis of wave activity and sand supply processes for normal and extreme conditions and impact of bluff protection	10/1/23-12/31/23
3.2 Preliminary assessment of surface and subsurface conditions to provide geotechnical recommendations	10/1/23-2/28/24
3.3 Topographic survey of existing ground elevations to aid in design	9/1/23-10/31/23
Outcome/Deliverables a. Wave Runup Study b. Sand Supply Study c. Geotechnical Report d. Topographic and Utility survey Data	a. January 2024 b. January 2024 c. March 2024 d. December 2023
<b>Task 4. Environmental Documentation</b>	<b>Projected start/end dates:</b>
4.1 Complete biological and archeological assessments	10/1/23 - 1/31/24
Outcome/Deliverables d. Biological Assessment e. Archeological Resources Assessment	a. February 2024 b. February 2024
<b>Task 5. Alternatives Analysis</b>	<b>Projected start/end dates:</b>
5.1 Evaluation of technical merit, construction cost, maintenance needs, service life and environmental impact	1/1/24-4/30/24
5.2 Identification of preferred alternative	5/1/24-6/30/24
Outcome/Deliverables a. Alternatives Analysis Report (Draft and Final)	a. July 2024
<b>Task 6. LCP Amendment</b>	<b>Projected start/end dates:</b>
6.1 Develop, circulate, and revise Administrative Draft LCP Amendment based on outcomes of Task 5	8/1/24 - 2/28/25
6.2 Council adopts Final LCP Amendment for submission to the Coastal Commission	4/1/25-4/30/25
6.3 City submits locally adopted LCP Amendment to the Coastal Commission for adoption	5/1/25-6/30/25
Outcome/Deliverables	a. December 2024



LCP Local Assistance Grant Program  
 City of Capitola: Cliff Drive Resiliency Project – Alternatives Analysis

<ul style="list-style-type: none"> <li>a. Administrative Draft LCP Amendments</li> <li>b. Public Draft LCP Amendments</li> <li>c. Revised Draft LCP Amendments</li> <li>d. Council resolution adopting LCP Amendments</li> <li>e. LCP Amendment submittal to the CCC</li> </ul>	<ul style="list-style-type: none"> <li>b. January 2025</li> <li>c. March 2025</li> <li>d. April 2025</li> <li>e. May 2025</li> </ul>
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**Benchmark Schedule**

<b>ACTIVITY</b>	<b>COMPLETION DATE</b>
Kickoff meeting with selected consultant	October 2023
Alternatives Analysis Report	July 2024
Final LCP Amendment	March 2025
Locally adopted LCP and submittal to the CCC	May 2025

**Application Budget Information**

Funding Request: \$400,000

Total Project Cost: \$448,000

<i>Jurisdiction Name</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
<b>LABOR COSTS<sup>1</sup></b>			
<b>City Staff Labor</b>			
<b>Task 1 – Project Initiation</b>	\$0	\$2,000	\$2,000
<b>Task 2 – Community &amp; Stakeholder Engagement</b>	\$0	\$6,000	\$6,000
<b>Task 3 – Technical Studies</b>	\$0	\$0	\$0
<b>Task 4 – Environmental Documentation</b>	\$0	\$0	\$0
<b>Task 5 – Alternatives Analysis</b>	\$0	\$10,000	\$10,000
<b>Task 6 – LCP Amendment</b>	\$0	\$30,000	\$30,000
<b>Total Labor Costs</b>	<b>\$0</b>	<b>\$48,000</b>	<b>\$48,000</b>
<b>DIRECT COSTS</b>			
<b>County/City Staff Project Supplies</b>			
Community Meeting Materials and Supplies	\$5,000	\$0	\$5,000
Printing and Noticing	\$5,000	\$0	\$5,000
<b>Total</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$10,000</b>
<b>County/City Staff Travel In State<sup>2</sup></b>			
Mileage	\$0	\$0	\$0
Hotel, etc.	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Consultants<sup>3</sup>/Partners</b>			
Consultant TBD			
<b>Task 1 – Project Initiation</b>	\$25,000	\$0	\$25,000
<b>Task 2 – Community &amp; Stakeholder Engagement</b>	\$60,000	\$0	\$60,000
<b>Task 3 – Technical Studies</b>	\$200,000	\$0	\$200,000
<b>Task 4 – Environmental Documentation</b>	\$20,000	\$0	\$20,000

<sup>1</sup> Amount requested should include total for salary and benefits.

<sup>2</sup> Travel reimbursement rates are the same as similarly situated state employees.

<sup>3</sup> All consultants must be selected pursuant to a bidding and procurement process that complies with all applicable laws.

LCP Local Assistance Grant Program  
 City of Capitola: Cliff Drive Resiliency Project – Alternatives Analysis

<i>Jurisdiction Name</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
<b>Task 5 – Alternatives Analysis</b>	\$75,000	\$0	\$75,000
<b>Task 6 – LCP Amendment</b>	\$10,000		\$10,000
<b>Consultants Total</b>	<b>\$390,000</b>	<b>\$0</b>	<b>\$390,000</b>
<b>Total Direct Costs</b>	<b>\$390,000</b>	<b>\$0</b>	<b>\$390,000</b>
<b>OVERHEAD/INDIRECT COSTS<sup>4</sup></b>			
<b>Total County/City Staff Overhead/Indirect Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PROJECT COST</b>	<b>\$400,000</b>	<b>\$48,000</b>	<b>\$448,000</b>

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<sup>4</sup> Indirect costs include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it. Amount requested for indirect costs should be capped at 10% of amount requested for “Total Labor.”

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA AUTHORIZING SUBMITTAL OF AN APPLICATION FOR THE CALIFORNIA COASTAL COMMISSION’S LCP LOCAL ASSISTANCE GRANT PROGRAM**

**WHEREAS**, the Budget Act of 2021 provides up to \$31 million to support the Coastal Commission’s LCP Local Assistance Grant Program which awards grants to local governments to support coastal resiliency and updates to Local Coastal Programs (LCPs); and

**WHEREAS**, the California Coastal Commission, under the authority of the California Coastal Act, may provide financial assistance to support coastal planning and has approved a grant program to provide such financial assistance for LCP planning; and

**WHEREAS**, the goal of the grant program is to develop new or updated LCPs in conformance with the California Coastal Act and to promote coastal resiliency and address the effects of climate change; and

**WHEREAS**, grant proposals submitted under this grant program must complete Local Coastal Program (LCP) planning work with special emphasis on coastal resiliency and addressing the effects of climate change and sea-level rise; and

**WHEREAS**, City of Capitola has an effectively certified LCP; and

**WHEREAS**, the City of Capitola desires to pursue a project that would result in the completion and submittal for certification by the California Coastal Commission of an Amendment to the LCP in part; and

**WHEREAS**, the City of Capitola commits to and agrees to fully support a planning effort intended to amend a certified LCP pursuant to the provisions of the California Coastal Act, with full public participation and coordination with the Coastal Commission staff.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Capitola, hereby:

1. Directs staff to submit the grant application package attached hereto as Attachment 1 to the California Coastal Commission to provide financial and planning assistance, under authority of the California Coastal Act, in the amount of \$400,000 to fund the project more particularly described in the grant application package.
2. Authorizes the City Manager of the City of Capitola, to execute, in the name of the City of Capitola, all necessary applications, contracts and agreements and amendments thereto to implement and carry out the grant application package attached hereto and any project approved through approval of the grant application.

**I HEREBY CERTIFY** that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 13th day of April, 2023 by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

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Margaux Keiser, Mayor

ATTEST:

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Julia Moss, City Clerk