



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL AGENDA

Contact: 831.620.2000 www.ci.carmel.ca.us

Mayor Dale Byrne
Councilmembers Jeff Baron, Hans Buder, Bob Delves, and
Alissandra Dramov

All meetings are held in the City Council Chambers
East Side of Monte Verde Street
Between Ocean and 7th Avenues

Regular Meeting Tuesday, March 3, 2026 4:30 PM

HYBRID MEETING ATTENDANCE OPTIONS

This meeting will be held in person and via teleconference ("hybrid"). The public is welcome to attend the meeting in person or remotely via Zoom, however, the meeting will proceed as normal even if there are technical difficulties accessing Zoom. The City will do its best to resolve any technical issues as quickly as possible. To view or listen to the meeting from home, you may also watch the live stream on the City's YouTube page at: <https://www.youtube.com/@CityofCarmelbytheSea/streams>. To participate in the meeting via Zoom, copy and paste the link below into your browser and enter the passcode.

<https://ci-carmel-ca-us.zoom.us/j/83138976374>

Webinar ID: 831 3897 6374

Passcode: 862068

Dial in: (253) 215-8782

HOW TO OFFER PUBLIC COMMENT

The public may give public comment at this meeting in person, or use the Zoom teleconference module, provided that there is access to Zoom during the meeting. Zoom comments will be taken after the in-person comments. The public can also email comments to cityclerk@ci.carmel.ca.us. Comments must be received at least 2 hours before the meeting in order to be provided to the legislative body. Comments received after that time and up to the beginning of the meeting will be made part of the record.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

EXTRAORDINARY BUSINESS

- A. Carmel High School Report Out (*Estimated time - 3 min*)
- B. Volunteer Spotlight - Power Over Parkinson's (*Estimated time - 5 min*)
- C. Presentation by Montage Health (*Estimated time - 10 min*)
- D. Introduce Library Director Heather Cousin (*Estimated time - 2 min*)

PUBLIC APPEARANCES

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Chair. While stating your name is optional, it helps to identify speakers in the meeting minutes. Under the Brown Act, public comment for matters on the agenda must relate to that agenda item, and public comments for matters not on the agenda must relate to the subject matter jurisdiction of this legislative body. Remote or in-person participants who do not comply with the requirements of the Brown Act will be muted.

ANNOUNCEMENTS *(Estimated time - 10 min)*

City Administrator Announcements

City Attorney Announcements

Councilmember Announcements

CONSENT AGENDA *(Estimated time - 5 min)*

Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Council or the public may ask that any items be considered individually for Council discussion and/or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.

- 1) January 22 and February 2, 2026, Special Meeting Minutes, February 3, 2026, Regular Meeting Minutes
- 2) January 2026 Monthly Reports
- 3) January 2026 Check Register Summary
- 4) Resolution 2026-015, authorizing the serving of alcohol on public property for the Carmel Public Library Foundation's Donor Salute event on Sunday, March 8, 2026, and the Sterling Circle event, Sunday, June 7, 2026
- 5) Resolution 2026-016 Adopting a Policy on the Distribution of Tickets and Passes to City Employees
- 6) Resolution 2026-017 Approving loan of City Art to the Monterey Museum of Art
- 7) Resolution 2026-018 authorizing a free use day of the authorizing one (1) free use day of the Sunset Center theater and lobby for the AIM for Awareness Art & Design Challenge Exhibit and Reception April 21, 2026
- 8) Resolution 2026-020 recognizing and honoring Robin McCrae for her 33 years of leadership and service as Chief Executive Officer of Community Human Services on the occasion of her retirement
- 9) Resolution 2026-021 approving the current salary schedule for Carmel Police Officers Association (POA) and Temporary/Hourly in compliance with California Public Employees Retirement Law (PERL) and the California Code of Regulations (CCR) Title 2, Section 570.5

ORDERS OF BUSINESS

Orders of Business are agenda items that require City Council discussion, debate, direction to staff, and/or action.

- 10) Resolution 2026-019 Accepting the General Plan and Housing Element Annual Progress Reports for the Calendar Year 2025 (*Estimated time - 30 min*)
- 11) 2026 Car Week Discussion and Direction (*Estimated time – 60 min*)
- 12) Design Traditions 1.5 Discussion and Direction (*Estimated time - 60 min*)

RECESS

The City Council will take a 30-minute break around 6:30 p.m. if needed.

FUTURE AGENDA ITEMS

ADJOURNMENT

This agenda was posted at City Hall, Monte Verde Street between Ocean Avenue and 7th Avenue, Harrison Memorial Library, located on the NE corner of Ocean Avenue and Lincoln Street, the Carmel-by-the-Sea Post Office, 5th Avenue between Dolores Street and San Carlos Street, and the City's webpage (<http://www.ci.carmel.ca.us>) in accordance with applicable legal requirements.

CORRESPONDENCE RECEIVED AFTER THE POSTING OF THE AGENDA

Any correspondence or supplemental materials related to items on this agenda that are received after the agenda has been posted will be distributed to the City Council and made available for public review at City Hall (Monte Verde Street between Ocean and Seventh Avenues) during regular business hours. Written comments emailed to the City Clerk will not be read aloud, but will be posted online with the related agenda at: <https://carmelbytheseaca.portal.civicclerk.com/>.

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 831-620-2000 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

March 3, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: January 22 and February 2, 2026, Special Meeting Minutes,
February 3, 2026, Regular Meeting Minutes

RECOMMENDATION:

Approve Draft Minutes.

BACKGROUND / SUMMARY:

The City Council routinely approves minutes of its meetings.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

None.

ATTACHMENTS:

1. 1-22-2026 CC Priorities Workshop Minutes
2. 2-2-2026 CC Special Minutes
3. 2-3-2026 CC Regular Minutes

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

**SPECIAL MEETING MINUTES
STRATEGIC PRIORITIES WORKSHOP**

Thursday, January 22, 2026

CALL TO ORDER AND ATTENDANCE

The meeting was called to order at the Carmel Woman's Club at 10:00 a.m.

Councilmembers Present: Councilmembers Jeff Baron, Hans Buder, Alissandra Dramov, Mayor Pro Tem Delves, and Mayor Dale Byrne were present.

Staff Present: Acting Assistant City Administrator Marisa Bermudez, Information Systems Manager Joel Staker, Public Works Director Ken Wysocki, Finance Manager Jayme Fields, Interim Library Director Melinda Cervantes, Community Planning and Building Director Anna Ginette, Fire Chief Patrick Moore, and Police Chief Todd Trayer.

ORDERS OF BUSINESS

Acting City Administrator Brandon Swanson opened the meeting by outlining the agenda and inviting each Councilmember to share their priorities and goals before reviewing the City's current priorities list.

- **Councilmember Dramov** expressed dissatisfaction with the current priorities process, citing limited check-ins during the year and a perception that agendas over the past year have not reflected the full Council's priorities. She identified beach access stairs and undergrounding power lines near 2nd Avenue and Dolores to reduce outage risk as key priorities.
- **Councilmember Buder** said the priorities list should be more visible on the City website and used more consistently to guide staff work and Council agendas. He supported differentiating priorities by importance and adding a mid-year check-in.
- **Councilmember Baron** said he would like to see priorities that support residents, maintain Carmel's village character, and strengthen community life, while acknowledging some unplanned items are unavoidable. He supported ensuring each Councilmember's key interest is represented, balancing short-, mid-, and long-term items, and avoiding ad hoc committees that pull staff time away from adopted priorities. He also supported more frequent check-ins.
- **Mayor Byrne** said he was proud of the work completed over the past year and encouraged exploring ideas the City has been hesitant to discuss, including parking and housing at

Vista Lobos, a broader Civic Center concept, and potential public-private partnerships.

- **Mayor Pro Tem Delves** advocated for a focused approach, stating that long-neglected infrastructure needs should be treated as the most urgent priorities, with an emphasis on aligning priorities with the City's capacity and available funding.

Mr. Swanson explained how the current priorities list is structured:

- Strategic Areas which are high-level and long term visions for the City
- Priority areas are focused on specific objectives within the strategic areas.
- Goals are measurable outcomes or tasks that will be completed within each priority area.

He suggested going over each priority area, opening public comment on each, then getting council comments and feedback on existing goals, or new goals to be added. He summarized the 5 Strategy Areas:

1. **Exercise Financial Sustainability, Accountability and Transparency**
2. **Steward the Natural Environment**
3. **Maintain Public Safety and Infrastructure**
4. **Preserve the Village Character**
5. **Provide Effective, Reliable, Responsive and Friendly Government Services**

Mr. Swanson summarized and introduced the Goals for **Budget Clarity** and **Financial Health** under Strategy #1.

Public comment:

Scott Lonergan
Maria Ruess
Laura Bolling
Joe DiNucci
Maria Ruess
Nancy Twomey
Fred Kern
Linda Califore
Kiara
Karen Ferlito
Carrie Theis

Mayor Pro Tem Delves summarized recent progress by the Financial Stewardship Ad Hoc such as updates to financial policies, reserves approach, and budgeting practices, while emphasizing that additional work remains. Council discussed the need for a long-term financial plan focused on building revenue, and discussed potential options such as asset sales, paid parking, increased enforcement and fees, and voter-approved tax measures such as TOT increase. Council

discussed securing a revenue source to address deferred maintenance, and suggested adding a regular departmental reporting component in Council packets to improve tracking and accountability.

Council gave consensus direction on the following changes to the goals under Budget Clarity:

- REMOVE: Review and Reformulate Approach to Reserves, and Update and Refine Financial Policies, since they are both considered completed.
- NEW: Add “Increase usability and clarity of financial reports given to Council”
- NEW: Add “Create an online public facign CIP tracking dashboard”

Council gave consensus direction on the following changes to the goals under Financial Health:

- NEW: Add “Receive a presentation on TOT increase on the Nov 2026 ballot”
- NEW: Add “Provide Council with a presentation on options for paid parking”
- REFINE: Update existing priority language to the goal “develop potential revenue enhancements” to more clearly link revenue planning to funding shortfalls.

Mr. Swanson summarized and introduced the Goals for **Beach Infrastructure Repairs and Maintenance** and **Wildfire Mitigation** under Strategy #2.

Public comment:

Harry Ross
Karen Ferlito
Nancy Twomey
Linda Califiore
Tamara Michie

Councilmember Baron requested implementation of the Climate Action Plan be included as a goal. Council discussed updating and clarifying wildfire mitigation goals, including completing Fire Department fuel mitigation tasks before fire season, preparing evacuation routes, including a citywide drill, and formalizing home hardening and vegetation standards through Planning Commission policies.

Council gave consensus direction on the following changes to the goals under Beach Infrastructure Repairs and Maintenance:

- NEW: Add “Implementation of coastline-related items from the Climate Action and Adaptation Plan”

Council gave consensus direction on the following changes to the goals under Wildfire Mitigation and Prevention:

- REMOVE: Adopt Local Fire Hazard Maps, since that was completed
- NEW: Add “Complete all tasks on the list of prioritized fuel mitigation projects”
- NEW: Add “Create and distribute home hardening rules to the community”
- NEW: Add “Execute a Citywide evacuation drill”

RECESS– Council took a recess at 12:44 and returned at 1:19 pm

Mr. Swanson summarized and introduced the Goals for **Public Safety, City Buildings, Police/Public Works Building, Digital Infrastructure, and Streets and Sidewalks** under Strategy #3.

Public comment:

Linda Califiore
Tamara Michie
Karen Ferlito
Donna Jett
Maria Ruess
Nancy Twomey
Tim Twomey
Cindy Lloyd
Maryann Lloyd
Laura Bolling
Cindy Lloyd
No name

Councilmember Buder suggested adding a new goal to improve the resiliency of our power grid”. Mayor Byrne asked for a status update on the Rule 20A undergrounding project by Del Mar Beach. Councilmember Dramov said perhaps Dolores and 2nd Ave should be considered for a future underground utility site. Councilmember Buder and Mayor Pro Tem agreed.

Councilmember Baron said we need to make sure we do plenty of outreach and notifications for the community to inform them of their new address and who to contact if they have any concerns about their address. Council agreed that reviewing options for the Scout House should be added to the list under City Buildings, but options for Flanders can wait. Council agreed that exploring a partnership with the Friends of Mission Trail Nature Preserve (MTNP) for Rio Park is a better option than pursuing the Bridge to Everywhere Project.

Mayor Byrne said the cyber security audit should be a high priority and done by May if possible. Council discussed the rising cost of deferred street and sidewalk maintenance and the need for a long-term, funded maintenance plan. Council agreed that parking enforcement is a high priority.

Council gave consensus direction on the following changes to the goals under Public Safety:

- REMOVE: Complete transition of ambulance services to Monterey Fire, since it's completed.
- NEW: Add "Create a plan to improve the resiliency of the City's power grid"
- NEW: Add "Complete the City's Rule 20-A Project at Del Mar Parking Lot"

Council gave consensus direction on the following changes to the goals under City Buildings and Property (Non-Police/PW):

- REMOVE: Make Police/PW Building safe before remodel, as it's mostly complete and a separate sub-category
- NEW: Add "Provide a presentation to Council on the Process to sell the Scout House and receive direction"
- NEW: Add "Draft an agreement between the City and Friends of MTNP for a Rio Park Project"

Council gave consensus direction on the following changes to the goals under Streets and Sidewalks:

- REMOVE: Assess condition of sidewalks and tree wells and create maintenance plan to get current, since it is complete.
- NEW: Add "complete modeling work of street condition to optimize use of CIP funds for maintenance and replacement"
- NEW: Add "Significantly increase parking enforcement"

Mr. Swanson summarized and introduced the Goals for **Design Review** and **Attract New Full-Time Residents** under Strategy #4.

Public comment:

Cindy Lloyd
Shirley Moon
Maria Ruess
Tim Twomey

Council discussed whether Carmel still needs a separate Design Review Board, noting that adopting objective design standards could potentially replace it. Council debated population decline as a priority.

Council gave consensus direction on the following changes to the goals under Attract New Full-Time Residents:

- UPDATE: Consider changing the name of this category to reflect Housing and Community Sustainability.
- NEW: Add "Implement the City's 6th Cycle Housing Element" as a goal

Mr. Swanson summarized and introduced the Goals for **Process Improvements, Public Access to Records, and Smart Village Plan**, under Strategy #5.

Public comment:

Linda Califiore

Donna Jett

Council agreed that providing free city public wifi is not a priority, and to take it off the list. Council discussed adding customer service as a high priority, as well as making the permit process better and easier.

Council gave consensus direction on the following changes to the goals under Process Improvements:

- NEW: Add “Customer Service Program”

Council gave consensus direction remove the Priority and Goal of a Smart Village Plan.

Council invited public comment and discussed the following changes to the Future Priorities List

- REMOVE: outdoor dining and wine tasting
- REMOVE: Explore opportunities for Permanent Outdoor dining/Downtown Master Plan
- MOVE: The Bridge to Everywhere Project has been changed to exploring making Rio Park a park and working with the Friends of the MTNP and moved to City Buildings and Property Priority
- MOVE: TOT discussion moved to the Financial Health Priority
- MOVE: Scout House moved to City Buildings Priority
- ADD: Explore options for Flanders
- ADD: Undergrounding Power lines separate from Rule 20A
- ADD: City owned conduit system for date (currently Comcast owned)
- ADD: Implement parking and traffic management program

ADJOURNMENT

Meeting adjourned at 3:33 pm

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

SPECIAL MEETING MINUTES

Monday, February 2, 2026

CALL TO ORDER AND ROLL CALL

Mayor Byrne called the meeting to order in the Council Chambers at 3:00 p.m.

Roll call: Councilmembers Jeff Baron, Hans Buder, Alissandra Dramov, Mayor Pro Tem Delves, and Mayor Dale Byrne were present.

CONSENT AGENDA

Councilmember Baron requested to pull Item #5, and Acting City Administrator Brandon Swanson requested to pull Item #3 for clarification.

Motion by Mayor Pro Tem Delves to approve consent agenda items #1, 2, 4, 6, and 7, seconded by Councilmember Dramov and passed 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None

ABSTAIN: None

Item 1 - January 12, 2026, Special Meeting Minutes, and January 13, 2026, Regular Meeting Minutes - ***Approved 5-0-0-0***

Item 2 - December 2025 Check Register Summary - ***Approved 5-0-0-0***

Item 4 - Resolution 2026-009 authorizing a free use day of the Sunset Center for a Garden Club of America Lecture and Book Signing event in the Sunset Center Lobby on March 12, 2026 - ***Approved 5-0-0-0***

Item 6 - Resolution 2026-011 authorizing the consumption of alcohol at the Farmers' Market Third Thursday events in 2026 - ***Approved 5-0-0-0***

Item 7 - Resolution 2026-012, authorizing the serving of alcohol on public property, and the erection of tents on public property for the Carmel Art Festival, May 15-17, 2026 - ***Approved 5-0-0-0***

ITEMS PULLED FROM CONSENT

Item 3 - December 2025 Monthly Reports

Acting Assistant City Administrator reported that the City is finalizing an agreement with AMR for reimbursement when the City's ambulance service responds to calls in AMR's area, which will be retroactive to February 1st. He noted this because the monthly report showed 56 times when Carmel ambulance responded to AMR's area.

Motion by Mayor Pro Tem Delves to approve consent agenda item #3, Accepting the December Monthly Reports, seconded by Councilmember Buder, and passed 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None

ABSTAIN: None

Item 5 - Resolution 2026-010, authorizing the serving of alcohol on public property for Carmel Culinary Week, June 5-13, 2026

Councilmember Baron expressed concern that the requested number of days for City-authorized alcohol in the park and closing the streets is increasing. He requested a future agenda item to discuss limiting the number of weekly events where alcohol is permitted, and Councilmembers Buder and Dramov agreed.

Public comment: None

Motion by Councilmember Baron to approve consent agenda item #5, approving Resolution 2026-010 authorizing the serving of alcohol on public property for Carmel Culinary Week, June 5-13, 2026, seconded by Mayor Pro Tem Delves and passed 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None

ABSTAIN: None

ORDERS OF BUSINESS

Item 8 - Resolution 2026-013 Adopting a Policy on the Distribution of Tickets and Passes - ***not adopted; will be brought back at a future meeting with revisions.***

City Clerk Romero gave a presentation on the proposed policy on the distribution of tickets or passes, and answered questions from Council.

Public Comment: None

Councilmembers Baron and Dramov expressed concern that using FPPC Form 802 for Council could be less transparent than reporting tickets as gifts on an individual's Form 700, could create the appearance of a workaround or favoritism. Councilmember Baron suggested that if the City adopts a policy, it should be limited to employees, and Councilmembers should continue to report any tickets received on their annual Form 700.

Councilmember Buder asked whether tickets could be provided to a group (e.g., "the Council") without designating specific individuals. City Attorney Pierik said he could research if this is permitted. Mayor Pro Tem Delves said he generally prefers elected officials not accept free items. Mayor Byrne noted a policy could help enable City employees to attend community events to represent the City.

Council directed staff to return with a revised policy that applies only to City employees and excludes City Councilmembers. Resolution 2026-013 was not adopted and the item will be brought back at a future meeting with revisions.

Item 9 - Update on AB413 (Daylighting Law), and Discussion Regarding Downtown Speed Limits and Request for Direction to the City Administrator on Whether to Retain a Traffic Engineer to Conduct a Traffic Study

Police Chief Trayer gave a presentation on the item and answered questions from Council. Council asked about signage, and Chief Trayer confirmed that any reduced speed limits would require posted signs and could also be marked on the roadway, since residential areas are otherwise presumed to be 25 MPH.

Public comment:

Fred Kern
Karen Ferlito
Shirley Moon

Councilmember Dramov said that doing a traffic study now is premature and that rolling back the changes made for the safety of pedestrians would be harmful to the community. Mayor Pro Tem Delves raised concerns about intersections lacking red curb markings, and supported lowering Ocean Avenue to 15 MPH, with a study considered after the law has been in effect for a year. Councilmember Buder generally agreed, supporting 15 MPH downtown and 20 MPH in residential areas, while noting the loss of short-term ("green") parking spaces and the effect on locals. Mayor Byrne emphasized the business impacts from losing short-term spaces and said the City needs professional traffic input, but later acknowledged there wasn't Council appetite to proceed with a full study right now. Councilmember Baron supported lower speed limits and suggested a limited consultation with a traffic engineer as a lower-cost first step.

Council gave consensus direction to staff not to move forward with a traffic engineering study at this time, and instead directed staff to continue collecting data and bring related questions to the Traffic Safety Committee, and emphasized the need for increased parking enforcement as soon as possible.

ADJOURNMENT

Council adjourned the meeting at 4:49 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

REGULAR MEETING MINUTES

Tuesday, February 3, 2026

CALL TO ORDER AND ROLL CALL

Mayor Byrne called the meeting to order in the Council Chambers at 4:30 p.m.

Roll call: Councilmembers Jeff Baron, Hans Buder, Alissandra Dramov, Mayor Pro Tem Delves, and Mayor Dale Byrne were present.

PLEDGE OF ALLEGIANCE

Mayor Byrne led the pledge of allegiance.

EXTRAORDINARY BUSINESS

- Carmel High School Report Out: Drew Galy, CHS ASB President, provided a report on last month's high school events, sports, and programs to Council.
- Nonprofit Spotlight - Living Breath Foundation: continued to a future meeting
- Monterey Airport District Presentation: continued to a future meeting.

PUBLIC APPEARANCES

Cindy Lloyd
Fred Kern
Maria Ruess
Lillian Barbeito
Theresa Buccola
Craig Rose
Joe DiNucci
Linda Califore

ANNOUNCEMENTS

City Administrator - no announcements

City Attorney - no announcements

Mayor Byrne announced the recent passing of Donald Goodhue, a former Planning Commissioner and community stalwart. He said the meeting will be adjourned in Mr. Goodhue's memory, noting that he was a true steward of Carmel who cared deeply about the community and significantly contributed to the current design guidelines update.

Councilmember Baron said he was sad to hear of Don Goodhue's passing, a former Planning Commissioner, local architect, and friend; it's a great loss to the community.

Councilmember Buder reported that the City received HCD comments on the Housing Element Amendment, and staff is preparing technical updates and will proceed with public review and resubmittal.

Councilmember Dramov sadly announced the recent passing of longtime resident, former Planning Commissioner, and Councilmember, Michael Cunningham.

Mayor Pro Tem Delves thanked staff for excellent customer service after they quickly resolved a resident's issue regarding unapproved construction work.

CONSENT AGENDA

Public Comment: None

Motion by Councilmember Buder to approve consent agenda item #1, adoption of Ordinance 2026-001, seconded by Mayor Pro Tem Delves, and adopted 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None

ABSTAIN: None

Item 1 - Second reading and Adoption of Ordinance No. 2026-001 amending Carmel-by-the-Sea Municipal Code Title 15 (Buildings and Construction) by adopting the 2025 editions of the California Administrative Code, California Building Code (CBC) and appendices, California Residential Code CRC), California Energy Code (CEnC), California Fire Code (CFC), California Mechanical Code (CMC), California Plumbing Code (CPC), California Electrical Code (CEC), California Green Building Standards Code (CGBSC), Historic Building Code (HBC), Existing Building Code (EBC) and Wildland-Urban Interface Code (WUI) and 2024 International Property Maintenance Codes (IPMC) with local amendments - ***Adopted Ordinance 2026-001***

ORDERS OF BUSINESS

Item 2 - Receive a presentation on the updated Council Strategic Priorities list following the January 22nd workshop, and provide direction to staff

Acting City Administrator Swanson presented the item, asking for Council direction and prioritization level on each item, with 1 being the highest priority, 2 being medium priority, and 3

being low priority. Mayor Pro Tem Delves and Councilmember Baron suggested that the priority be based on the fiscal year to align with the budget, rather than based on calendar year.

Public Comment:

- Maria Ruess
- Nancy Twomey
- Doug Schmitz
- Kristi Reimers

Council gave direction to update the goals under Strategic Priority #1 (S-1) **Exercise Financial Sustainability, Accountability and Transparency** with priority levels as follows:

Budget Clarity (P-1.1)

<u>Goal</u>	<u>Priority Level</u>
Increase usability/clarity of financial reports to Council	3
Create an online public-facing CIP tracking dashboard	2

Financial Health (P-1.2)

<u>Goal</u>	<u>Priority Level</u>
Receive Council approval on revised investment portfolio approach	Future
Implement new HR, Finance and Payroll management system	1
Develop menu of potential funding sources to address funding shortfalls	1
Provide Council a presentation on placing a TOT increase on the Nov 2026 ballot and receive direction	1
Provide Council with a presentation on options for paid parking as a management tool	2

Council gave direction to update the goals under Strategic Priority #2 (S-2) **Stewarding the Natural Environment** with priority levels as follows:

Beach Infrastructure Repairs and Maintenance (P-2.1)

<u>Goal</u>	<u>Priority Level</u>
Rebuild 8th Ave. Sand Ramp	1
Complete 4th Ave. outfall repair/replacement	2
Rebuild 10th Ave. stairs	1

Rebuild 12th Ave. stairs	1
Complete maintenance/repair of bluff revetments	1 - ongoing
Implement Coastline related items from Climate Action and Adaptation Plan	ongoing

Wildfire Mitigation and Prevention (P. 2.2)

<u>Goal</u>	<u>Priority Level</u>
City Council adoption of updated Carmel Forest Management Plan	2
Adopt additional citywide wildfire and prevention measures (e.g. allowed materials, building code, etc), and created and distribute home hardening rules to the community	2
Complete all tasks on the approved list of prioritized fuel mitigation projects	1
Execute a citywide evacuation drill	1

Council decided to take a break on this item, and when they return, they will begin item #3, TOT item.

RECESS

Council took a recess at 6:30 p.m. and returned at 7:00 p.m.

Item 3 - Transient Occupancy Tax (TOT) Discussion and Direction on Potential 2026 Ballot Measure

Acting Assistant City Administrator Marisa Bermudez gave a presentation regarding a potential ballot measure to increase the Transient Occupancy Tax (TOT). She asked for Council consideration and direction on whether or not to pursue a TOT increase as a way to address budget shortfalls and fund the repair of aging and deteriorating infrastructure. City Clerk Nova Romero presented on the election timing options and answered questions from Council. Finance Manager Jayme Fields also answered questions related to occupancy behaviour comparisons and projected revenue.

Public Comment:

- Nancy Twomey
- Mark Watson
- Carrie Theis
- Sygale Lomas
- Susan Bjerre
- Mark Stillwell
- Kelly Brezoczky

Councilmember Baron said when the TOT subject was brought up in May 2024, hoteliers said there wasn't enough time to prepare for a TOT increase, and 2 years later are continuing to say they need more time. He said he remains open to suggestions on how to have this conversation with hoteliers, but what he is hearing is that they will always be against a TOT increase regardless of the timing.

Councilmember Buder said that he would have preferred to evaluate multiple revenue options, not just TOT, and that there would have been stronger outreach. He noted that TOT has repeatedly surfaced as a viable option through the Financial Stewardship Ad Hoc. He presented research he did on Half Moon Bay's TOT increase from 12% to 15% as a reference point to show that the increase was successful.

Mayor Pro Tem Delves voiced agreement with Councilmember Buder. He acknowledged the hotel sector's efforts through creating the Carmel Hostelry Improvement District (CHID) 2% assessment to fund their marketing investments, but emphasized that the City also needs revenue to keep pace with infrastructure needs.

Councilmember Dramov echoed the Councilmembers comments, stating hotels asked for more time in 2024 and that 2 years later the City now faces a more urgent revenue need for infrastructure.

Councilmembers Buder, Delves, and Dramov supported exploring a 2% increase (10% to 12%) for the November 2026 election, with funds functionally directed towards capital and infrastructure needs. Mayor Byrne stated he did not support pursuing a TOT measure at this time and preferred further research and evaluation of additional revenue options.

Mayor Byrne reopened public comment:

Carrie Theis

Mark Watson

Councilmember Baron noted there is still time until April for Council to discuss the subject with hotel owners, hoping for beneficial and meaningful conversations.

Motion by Councilmember Baron directing staff to proceed with exploration of a TOT ballot measure and return to Council in April with draft ballot measure language, seconded by Councilmember Buder, and adopted 4-1-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov

NOES: Mayor Byrne

ABSENT: None

ABSTAIN: None

RECESS

Council took a recess at 8:21 pm and returned at 8:27 pm.

Council resumed discussion on agenda item #2, Council priorities, beginning with the Public Safety Priority.

Public comment:
Kristi Reimers

Council gave direction to update the priorities under Strategic Priority #3 (S-3) **Maintain Public Safety Infrastructure** with priority levels as follows:

Public Safety (P-3.1)

<i>Goal</i>	<i>Priority Level</i>
Ambulance mutual aid contract	1
Implement street address program	1
Create a plan to improve the resiliency of the City's power grid and present to Council	2
Complete the City's Rule 20-A project at Del Mar Parking Lot	3

City Buildings and Property (Non-Police/PW) (P-3.2)

<i>Goal</i>	<i>Priority Level</i>
Conduct condition assessment of all City buildings and develop maintenance plans	2
Provide presentation to Council on process required to sell the Scout House and receive direction	future
Receive presentation from the Friends of MTNP for a Rio Park project	2

City Building (Police/PW) (P-3.3)

<i>Goal</i>	<i>Priority Level</i>
Select Architect	1
Construction plans and financing approved by Council	1

Digital Infrastructure (P-3.4)

<u>Goal</u>	<u>Priority Level</u>
Complete an IT audit, including cyber-security	1
Develop and adopt an IT Strategic Plan	1

Streets and Sidewalks (P-3.5)

<u>Goal</u>	<u>Priority Level</u>
Complete repairs to get current on all sidewalk and ADA improvements	2
Significantly increase parking enforcement capabilities	1

Council gave consensus direction to continue the discussion on Strategic Priorities #4 and #5 at a future Council meeting due to the lateness of the evening.

FUTURE AGENDA ITEMS

None

ADJOURNMENT

The meeting adjourned in memory of Donald Goodhue at 9:26 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

March 3, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: January 2026 Monthly Reports

RECOMMENDATION:

Review and receive monthly reports.

BACKGROUND / SUMMARY:

This is a monthly series of reports:

- City Administrator Contract Log (*no contracts under \$60K for January*)
- Community Planning and Building Department Reports
- Police, Fire, and Ambulance Reports
- Public Records Act Requests
- Public Works Department Reports

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

None for this action.

ATTACHMENTS:

1. Community Planning and Building Department Reports - January 2026
2. Fire and Ambulance Report - January 2026

3. Public Records Act Requests - January 2026
4. Public Works Director's Report - January and February 2026



CITY OF CARMEL-BY-THE-SEA Monthly Report

Community Planning and Building Department

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Shelby Gorman, Administrative Coordinator
SUBMITTED ON:	February 1, 2026
APPROVED BY:	Anna Ginette, Director of Community Planning and Building

JANUARY 2026 – DEPARTMENT ACTIVITY REPORT

I. PLANNING PERMIT APPLICATIONS:

In January 2026, **33** planning permit applications were received.

II. BUSINESS LICENSE APPLICATIONS:

In January 2026, **7** business license applications were received.

III. BUILDING PERMIT APPLICATIONS:

In January 2026, **56** building permit applications were received.

IV. CODE COMPLIANCE CASES:

In January 2026, **27** new code compliance cases were created.

V. TRANSIENT RENTAL COMPLIANCE CASES:

In January 2026, **1** new transient rental compliance case was created.

VI. ENCROACHMENT PERMIT APPLICATIONS:

In January 2026, **27** encroachment permit applications were received.

VII. TREE PERMIT APPLICATIONS:

In January 2026, **29** tree permit applications were received.

VIII. YEAR-TO-DATE TRENDS

Table 1 includes the following January 2026 totals:

- Planning Permit Applications
- Business License Applications
- Building Permit Applications
- Code Compliance Cases
- Transient Rental Cases
- Encroachment Permit Applications
- Tree Permit Applications

January 2026 totals are provided alongside January 2025 totals for comparison. Compared to the same time period in the year 2025, Table 1 denotes percentage changes in the year 2026.

Table 1
Permit Application Totals and YTD Percentage Changes

	PLANNING	BUSINESS LICENSES	BUILDING	CODE COMPLIANCE	TRANSIENT RENTAL COMPLIANCE	ENCROACH- MENTS	TREE REMOVAL & PRUNING
2025 YTD Totals	32	5	49	3	3	25	43
2026 YTD Totals	33	7	56	27	1	27	29
YTD % Difference	+3.125%	+40.00%	+14.29%	+800.00%	-66.67%	+8%	-32.56%



Planning Permit Report

01/01/2026 - 01/31/2026

Permit #	Permit Type	Permit Identifier	Track	Project Description	Address/ Location	Date Received	Date Approved	Status
26033	Historic Evaluation	HE 26033 (Willey)		I would like to replace the current run-down "shack" with an attractive single-family home: 3 bedroom (one master suite; two small bedrooms); 2 1/2 baths. (I live next door on Mission)	SE corner of Mission St & 11th Ave	1/29/2026		Pending Assignment
26032	Sign	SI 26032 (The Nut Hut)		Installation of new hanging sign with minimum seven foot clearance. Sign to be moved to hang from rafter beams as demonstrated in photos.	Ocean 2 SW of San Carlos	1/29/2026		Pending Assignment
26031	Design Review	DR 26031 (Pine Inn)		As Phase 1 of the Fire Sprinkler Upgrade for the Pine Inn Property and Retail Spaces, this permit is to provide New Screening for the New Fire Sprinkler Mechanical Equipment located on the Pine Inn Hotel Property which is historically significant and is included on the City's Historic Inventory. Phase 2 and Phase 3 are Not Part of this Permit and Will Be Applied For in the Future. Phase 1: 1. At Lincoln Street: Remove 24"W x 60"L x 14"H Section of Existing 24" High Brick Planter and Create a Brick Paved Base for the Installation of (1) New Backflow Device at Existing Courtyard Entry. Mount on the Exterior Wall of Retail Space #7 (the North Side of the Entry Courtyard) a New 45"H x 31"W x 23"D Wood Cabinet with Wooden Louvered Lockable Door to House (1) New Backflow Prevention Device per Fire Sprinkler Installation Contractor and Accompanying Water Flow Alarm System. Wood Cabinet Shall have Solid Wood Sides and Louvered Lockable Cabinet Door to be Painted in Off-White Color to Match Existing Stucco Color. Folded Seam Metal Roof and Wood Cornice Details to Match Profile of Existing Retail Bay Windows in Courtyard and be Differentiated from Existing Pine Inn Exterior Cabinets by Being Painted a Light	Between Monte Verde and Lincoln St and Ocean and 6th Ave			Pending Assignment
26030	Sign	SI 26030 (SMKFLWR)		Hanging sign for approval	Ocean Ave 4 SW of Dolores, Unit B	1/30/2026		Pending Assignment

26029	Temporary Use Permit	TUP 26029 (7th & Dolores - Tent)		20x40 tent on patio; exterior tent for AT&T week; 2/10/2026 - 2/17/2026	SE Corner Dolores & 7th	2/2/2026	ATTACHMENT 1	In Review
26028	Design Review	DR 26028 (Nielsen's)		Attach lampshade-style diffusers to pre-existing string lights above the store's outdoor seating area. Intended to operate as needed within store hours of 8:00 a.m. to 7:00 p.m. Sunday through Thursday and 8:00 a.m. to 8:00 p.m. Friday & Saturday. Intent to hire a licensed electrician to run power to the string lights in a manner that in compliant with fire code.	7th Avenue & San Carlos St			Pending Assignment
26027	Design Study	DS 26027 (Soo)		Interior remodel of existing residence, replace all existing windows & french doors with wood unclad windows/doors, rebuild 32 s.f. roof of master closet and furr up floor to match bedroom. Convert second story closet to bathroom #4.	San Antonio 3NE of 8th Avenue	1/26/2026		In Review
26026	Notice of Exempt Work	EW 26026 (VLG Investments)		Replacement of damaged wood fence in backyard. Will be like-for-like replacement, with redwood fence installed on top of blocks.	San Antonio 2 NW of 7th	1/22/2026	1/26/2026	Approved

26025	Zoning Compliance Request	ZCR 26025 (Carmel Plaza)		Please consider this a formal request for a Zoning Verification Letter, as well as copies of any open/active zoning, building, and fire code violations. We also need copies of certificates of occupancy (certificates of use & occupancy, non-RUPs, certificates of compliance, certificates of completion, certificates of continued occupancy, certificates of use, use and occupancy permits, finalized building permits in lieu of COs), final approved site plan (site development plan or master development plan), variances (entitlements, special/conditional use permits, resolutions, certificates of approval, proffers, zoning cases, conditions of approval, petitions, staff reports, waivers, decisions, etc.) issued since 01.01.2012 to current on file at this time for the property located at Ocean Avenue and Mission Street AKA Junipero Ave, parcel # 010-086-006-000. We are also needing copies of any changes/amendments since 01.01.2012 to current for the Planned Development documents for the property. Please do not exceed \$573.00 in fees without prior approval.	Ocean Ave & Mission St	1/22/2026	ATTACHMENT 1	Pending Assignment
26024	Planning Permit Revision	DS 26024 (Zaslow)	One	Addition of new stand by generator with enclosure and new covered garden folly with new stone steps	2984 Santa Lucia Ave			Closed
26023	Use Permit	UP 26023 (The Nut Hut)		Specialty Food Market specializing in Organic Foods (NAICS 445299). This Specialty Food Market would represent a natural growth of our current business. The Nut Hut, which is currently located in the Central Commercial District at Mission & 7th is a much smaller scale, Specialty Food Store (Confectionary and Nut Stores - NAICS 445292). The new location would feature a larger variety of Nut Hut Products as well as products from local markers and specialty makers.	Ocean 2 SW of San Carlos, Unit 106			Incomplete Submission
26022	Sign	SI 26022 (Dan Louth)		Install one non illuminated sign	Mission	1/27/2026		Pending Assignment

26021	Historic Evaluation	HE 26021 (Rothacker)		Small addition in the back of the house to add a new family room and laundry	Forest Road 2 NW of 8th Avenue	1/15/2026	ATTACHMENT 1	In Review
26020	Notice of Exempt Work	EW 26020 (Mears)		As specified in plans on file, remove existing fence on Santa Fe St. side to replace with a new wooden fence. New fence will be under 4 feet tall and approximately 40 feet long with a 3-foot-wide gate. On 3rd Ave., build a new wooden fence 4 feet tall and 3 feet long with a return towards garage that is 5 feet long, including a 3-foot gate. Pickets on fencing and gates will be vertical and spaced 2 inches apart.	SE corner Santa Fe & 3rd	1/14/2026	1/27/2026	Approved
26019	Notice of Exempt Work	EW 26019 (Zygala)		Replace existing fence in the same material, height and design. Natural finish wood fence panels in alternating horizontal or diagonal slats with horizontal lattice at the top. Heights range from 66-inches to 72-inches in height.	NWC of Dolores and Santa Lucia	1/14/2026	1/21/2026	Approved
26018	Historic Evaluation	HE 26018 (Sheffield)		want a new front door	Carpenter 3 SE 4th			Closed
26017	Design Study	DS 26017 (Kepler)	One	Remove (5) existing single pane windows and replace with same size Double Pane Aluminum Clad and Wood windows. Windows are located in the kitchen & living room. New Window Spec is attached. Demo existing kitchen, install new cabinetry, countertops, appliances, and plumbing finishes. The kitchen is to remain the same footprint. We are not moving any plumbing or adding any additional water features.	Santa Rita 5 SE of 2nd Ave	1/21/2026		Corrections Required
26016	Design Study	DS 26016 (Shaw)	One	NEW EXTERIOR PAINT COLOR (ALL THREE BUILDINGS), ADJUST INTERIOR WALL LOCATIONS (BOTH HOUSES), MOVE ONE UPPER WINDOW 36" (GUEST HOUSE), UPDATE ONE ENTRY DOOR (GUEST HOUSE), CONVERT ONE DOOR INTO A SMALLER WINDOW (MAIN HOUSE), UPDATE GARAGE DOORS	N/W Corner of Ocean Ave and Casanova St	1/21/2026		In Review

26015	Planning Permit Revision	DS 26015 (Johnson)	One	No Changes are Proposed to Main Residence, Garage or Guesthouse. Proposed Landscape Additions to Include: A. Proposed Raised Stone Clad Fire Pit with Natural Gas Fire Ring on Top of Existing Gravel; B. Proposed Flagstone Paving on Top of Existing Gravel; C. (4) New Area Drains in Turf; D. No Trees To Be Removed.	NW Corner of San Carlos and Santa Lucia	1/23/2026	ATTACHMENT 1	In Review
26014	Historic Evaluation	HE 26014 (Bethancourt)		Remove wood shake roof and install 1/2 CDX and presidential comp shingles	SW corner of Monte Verde and 5th	1/12/2026		In Review
26013	Notice of Exempt Work	EW 26013 (Wahler-Dickman)		Immediate repair & replace of existing severely leaning fence. Remove (E) fence and replace 4"x4" (E) posts with (N) pressure treated, set in concrete. Hand dug post holes. Replace (E) redwood fencing and top cap with (N) redwood materials to match style and dimensions. Appox. 47' fence from rear of (N side) property eastward towards street. Existing fence averages approx. 6'2" and proposed fence will not exceed existing height.	Palou 4 NW of N Casanova	1/12/2026	1/13/2026	Approved
26012	Banners	BA 26012 (Carmel Culinary Week)		Installation of 10 double-sided banner poles for 15 days from June 1, 2026 - June 15, 2026 for Carmel Culinary Week	Ocean from Junipero to Monte Verde	1/12/2026	1/12/2026	Approved
26011	Design Study	DS 26011 (Bellasis)	One	Modify previously approved plans for deck in back yard	4th Avenue 2 N/E Lobos Street	1/12/2026		In Review
26010	Preliminary Site Assessment	PSA 26010 (Westover)		Remodel interior & exterior 1925 cottage. Renovate all blg systems, kitchen, baths, windows, skylights, exterior, and roof. Relocate & rebuild garage after legally non-conforming.	Lincoln 7 SW of 13th			In Review

26009	Design Study	DS 26009 (Pura)	Two	Seeking approval for an approved project not built per plan by bringing the site coverage and floor area to the August 14, 2013 Public Hearing Approval. The existing floor area (as-built) ended up in a reduction of the actual approved floor area. We are seeking approval for the deviations from the exterior elevations which include windows, exterior doors, roof and exterior lights. The exterior site coverage was not built per plan and the reduction to the site coverage as recommended by the planning commission was not applied. The proposed plans correct these deviations, bringing the site coverage to the approved site coverage from August 14, 2013. No tree removal. No grading.	26095 Ladera Dr, Carmel-by-the-Sea, CA 93921	1/27/2026	ATTACHMENT 1	In Review
26008	Design Study	DS 26008 (Carmel Sirin Enterprise LLC)		Install a 6'-0" front wood fence with split entry gate and 8'-0" arbor, construct a trash enclosure with concrete pad and exterior access, and complete minor site, paving, and landscape improvements.	Santa Rita 2nd SW of 5th Street			Closed
26007	Historic Evaluation	HE 26007 (Maurutto)		New garage	NE Corner of Mountain View & Guadalupe	1/7/2026		In Review
26006	Sign	SI 26006 (Skin Happy)		Installation of new outdoor sign (updated name)	SW Corner of Dolores Street & 6th Avenue	1/7/2026	1/23/2026	Approved
26005	Design Study	DS 26005 (Nute)		Remove portion of recently-installed pavers from right-of-way. Pavers were installed without permit. Stop work notice was issued. Restore to mulch	Mission 3 SW of 13th	1/23/2026		In Review
26004	Use Permit	UP 26004 (Grasing's Wine Lounge)		Renovation to a Wine Tasting Room	3 NE Mission btwn 5th & 6th	1/13/2026		In Review
26003	Design Study	DS 26003 (Harold)	One	500 S.F. REMODEL AND 16 S.F. ADDITION, NEW 55 S.F. DECK & STEPS, REPLACE WINDOWS	GUADALUPE 3 SW OF 2ND	1/23/2026		In Review
26002	Design Review	DR 26002 (PRG Carmel LLC)	One	Change in mechanical screening	NW corner of San Carlos and 4th	1/13/2026		In Review
26001	Design Study	DS 260001 (Carmel LLC)	One	widen steps, remove asphalt, and replace retaining wall, replace steps, add fencing	Camino Real 3 SW of 4th			Incomplete Submission



Business License Report

01/01/2026 - 01/31/2026

Entity #	Application Type	Business Name	Business Description	Location	Date Received	Date Approved	Status
26007	Location Change	Gallery MAR	Art Gallery	Dolores 4 SW Ocean Ave	1/30/2026		Pending Assignment
26006	New Business	SMKFLWR LLC	Retail	Ocean Ave 2 SW of Dolores	1/14/2026	1/23/2026	Approved
26005	New Business	Peninsula 17 Concierge, LLC	Peninsula 17 Concierge is a locally based golf and lifestyle concierge operating on the Monterey Peninsula, serving international travelers, with a primary focus on golfers visiting from Asia. Our role is to bridge cultures, logistics, and expectations assuring that international guests experience Monterey Peninsula golf, hospitality, and lifestyle offerings at the level these venues intend. We operate as a high-touch, relationship-driven concierge, working closely with trusted local partners.	Junipero & 5th	1/14/2026		Corrections Required
26004	New Business	Pepper Bee	Small, home-based skincare business selling handmade, all-natural cosmetic products online. Products are produced in small batches and shipped directly to customers. No in-person retail or customer visits.	Camino Real 5 NE of Ocean Avenue	1/12/2026	1/23/2026	Approved
26003	New Business	Cypress Cove Jewelry	Fine jewelry and gemstone and organic gems with nautical theme. Full lines of jewelry from multiple vendors. Jeweler on site for repairs	Lincoln Street 2 SW of Ocean Avenue	1/7/2026	1/23/2026	Approved
26002	New Business	The Nut Hut	Home Goods and Accessories; Specialty Nuts and Food (prepackaged consumer goods)	Ocean Avenue	1/7/2026		In Review

26001	Business Name Change	The Nut Hut - Floral & Fodder	Specialty Food Store; Home Decor & Gifts	Mission St & 7th Ave	1/7/2026		Corrections Required
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Total Records: 7

2/2/2026



Building Permit Report

01/01/2026 - 01/31/2026

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
260056	1/29/2026		REMODEL OF AN (E) TWO STORY SINGLE FAMILY HOUSE. REPLACE EXTERIOR WINDOWS & DOORS. CONNECT EXISTING BALCONIES ON WEST SIDE OF HOUSE, ADD WOOD COLUMNS FOR SUPPORT & INSTALL A NEW HORIZONTAL CABLE RAILING BETWEEN. CONVERT LOWER LEVEL FAMILY ROOM TO NEW BEDROOM SUITE WITH BATHROOM. REMODEL 2 (E) BATHROOMS AT LOWER LEVEL. REMODEL (E) KITCHEN & POWDER ROOM UPSTAIRS. REMOVE (E) FULL BATHROOM UPSTAIRS.	300,000	Building	Camino Real 6 SE of 2nd
260055	1/29/2026	1/29/2026	50 Gallon NG Water Heater replacement in existing location.	4,240	Plumbing	San Antonio 7 NE of Ocean
260054	1/27/2026		Renovation of Kitchen	40,000	Building	11th 2 SE of Junipero
260053	1/27/2026	1/28/2026	Re-roof: Remove the existing wood shake roofing materials and replace with Class A, CertainTeed Landmark TL , color "Country Gray".	78,980	Roofing	NE Corner of San Antonio & Santa Lucia
260052	1/28/2026	1/28/2026	Remove and replace 80K BTU furnace.	8,980	Mechanical	San Antonio 5 SW of Ocean
260051	1/27/2026		Furnish and install battery back-up system complete which includes (2) batteries and (1) controller	49,000	Electrical	Scenic 5 SE of 13th
260050	1/26/2026		Intsall (1) Tesla Powerwall 3 of 11.5 kw and (1) Tesla Powerwall 3 Expansion Unit and (1) Tesla Backup Gateway 3 of 200A	39,320	Electrical	Camino Real 7 NE of 4th
260049	1/23/2026		Remove and replace existing drainage/strip drain with 6" strip drain at base of driveway and entrance to ADU, deposit rain water in 5' diameter gravel pit.	9,500	Building	25987 Mission St

ATTACHMENT 1

260048	1/22/2026		Run a conduit and pull wires and install a battery backup system outlet	2,500	Electrical	NE Corner 4th & Mission, Unit B
260047	1/22/2026		Remodel existing exterior wood stairs and landing to an existing house. No grading required. No tree removal. No floor area changes.	20,000	Building	Camino Real 2 SW of 4th
260046	1/22/2026		Painting interior walls and ceiling, tile flooring, replace interior door knobs	0	Exempt Work	Ocean Avenue 2 NE of Dolores Street
260045	1/22/2026	1/28/2026	Remove and replace boiler	21,178	Plumbing	Lincoln 2 NW of 9th
260044	1/21/2026		INTERIOR REMODEL OF EXISTING SINGLE-FAMILY RESIDENCE INCLUDING SELECTIVE DEMOLITION OF APPROXIMATELY 33 LINEAL FEET OF INTERIOR WALLS AND CONSTRUCTION OF 16.15 LINEAL FEET OF NEW WALLS TO RECONFIGURE DINING ROOM, HALLWAY, AND BATHROOM AREAS. WORK INCLUDES RECONSTRUCTION OF THE EXISTING SPIRAL STAIR AND INSTALLATION OF A NEW BATHTUB IN THE EXISTING BATHROOM. NO CHANGES TO BUILDING FOOTPRINT, TOTAL FLOOR AREA, ELECTRICAL, OR MECHANICAL SYSTEMS	48,000	Building	SW Corner of Casanova & 11th
260043	1/21/2026		Installation of new 40Amp level 2, EV charging circuit	1,599	Electrical	Casanova 7 NW of Ocean
260042	1/21/2026	1/21/2026	Repair damage to existing fence. Remove and replace fence posts and lateral supports at the north end of lot. Remove and replace fence post at the SE corner of the lot. Repair lateral support and loose boards along 2nd Ave. No change to material, appearance, height, or location.	0	Exempt Work	NW Corner of Santa Fe & 2nd
260041	1/21/2026	1/21/2026	Remove & replace 80,000 BTU furnace (like-for-like)	9,000	Mechanical	Vizcaino 2 SE of Mountain View

260040	1/20/2026		Install a roof mounted 4.84 kW solar PV system with 20.0kWh energy storage system. Two 10C batteries with no MSP upgrade.	54,922	Electrical	Santa Fe 5 NW of 6th
260039	1/20/2026		Remove and replace existing drainage/strip drain with 6" strip drain at base of driveway and entrance to ADU, route water to 5' diameter gravel pit.	9,500	Building	25987 Mission St
260038	1/20/2026		New roof-mounted PV system (4.510 kW)	16,576	Electrical	Lincoln 3 SW of 8th
260037	1/20/2026	1/20/2026	Overlay existing cap sheet flat section of second-story balcony area. Install 2.75sq of Duro-Last 50-mil PVC membrane in color "Dark Grey".	9,540	Building	Lincoln 2 SE of 7th
260036	1/20/2026	1/20/2026	Paint interior of dining rooms and bathrooms. Install new fixtures in the womens bathroom (toilets, sinks, faucets, and countertops) with no new plumbing lines. Replace carpet, repaint pond and clean foundation, repair tiles in kitchen and addition of tile flooring behind bar. Refinish point of sales desk, tables, and new trim.	0	Exempt Work	NW Corner of Mission & 7th
260035	1/16/2026	1/20/2026	Exterior painting of house.	0	Exempt Work	Torres 3 SW of 1st
260034	1/16/2026	1/28/2026	Interior remodel of existing condominium. Replace finishes, fixtures, cabinets, and electrical system.	236,000	Building	NE Corner of San Carlos & 8th, Unit #1
260033	1/16/2026	1/16/2026	Remove and replace water heater - Remove 75 gallon water heater - replace with a Bradford White BRG250T6Ns	3,000	Plumbing	N Casanova 2 NE of Palou
260032	1/15/2026	1/15/2026	Tear off three squares of flat roof section and install new TPO 60-mil in color "Gray" with gravel ballast finish.	10,000	Roofing	San Carlos 2 NE of 1st
260031	1/14/2026	1/14/2026	Paint the interior of the building, approximately 1,200sf and replace approximately 600sf of laminate flooring.	0	Exempt Work	Mission 4 NW of 6th
260030	1/14/2026		Helical pier foundation stabilization and construction of new retaining wall.	125,000	Building	Torres 5 SE of 9th

260029	1/14/2026	1/14/2026	Tear off existing roof and replace with new Timberline HDZ composition roofing in color "Pewter Gray".	19,000	Roofing	Lopez 6 NE of 4th
260028	1/14/2026	1/14/2026	Tear off existing shake roof and install new CertainTeed Presidential TL comp shingle roof in color "Autumn Blend".	30,000	Roofing	Carmelo 2 SE of 13th
260027	1/14/2026	1/14/2026	Replacement of ten windows with retrofit Fibrex windows with full divided light, sized the same as the existing wood-frame windows.	16,000	Exempt Work	Carpenter 2 NW of 1st
260026	1/14/2026	1/14/2026	Replace 25' of 1" pipe and fittings from the water meter to where the service enters house.	2,800	Plumbing	SE Corner Camino Real and 10th
260025	1/14/2026	1/14/2026	Remove and replace boiler	8,000	Mechanical	SE Corner of Torres & 1st
260024	1/13/2026		Demolish existing kitchen, install new cabinetry, countertops, appliances, and plumbing fixtures. Remove five single-pane windows and replace with new double-pane windows: two windows in kitchen and three in dining room.	70,000	Building	Santa Rita 5 SE of 2nd
260023	1/13/2026	1/13/2026	Tear off existing slate roof, install new underlayment, and install new DaVinci Multi-Width Slate in the color "Smokey Grey".	115,720	Roofing	Carmelo 5 SE of 2nd
260022	1/12/2026	1/13/2026	Replace fence at the rear property line with a new 6' grapestake fence, approximately 60'-80'.	0	Exempt Work	SW Corner of Mountain View & Santa Fe
260021	1/12/2026		Installation of a new handrail at the driveway for pedestrian safety.	3,500	Building	Monte Verde 2 SW of 5th
260020	1/12/2026	1/12/2026	Replace all kitchen countertops, cabinets, appliances, and sink with no changes to plumbing lines or electrical fixtures.	0	Exempt Work	Torres 4 NE of 2nd
260019	1/9/2026	1/9/2026	Removal of existing tankless water heater and installation of new Rivian tankless unit and filter	1,500	Plumbing	Camino Real 2 SW of 9th
260018	1/12/2026	1/12/2026	Reroof: Remove and replace the tile roof with Class A Composition shingles, CertainTeed Presidential TL, Country Grey	99,820	Roofing	Monte Verde 5 SE of 12th

260017	1/9/2026		Demolition of an interior of an existing vacant building with fire damage	40,000	Demolition	Lincoln 3 SW of Ocean
260016	1/9/2026		Replacement of an existing deck and fences. Replace one pair of french doors with a new window. Repair one set of french doors. Remove sections of site coverage.	24,000	Building	Monte Verde 5 SW of 5th
260015	1/9/2026		Foundation repair using intellijacks.	2,300	Building	Ocean 2 NE of Carpenter
260014	1/9/2026	1/9/2026	Tear off existing wood shake roof system from residence and detached garage. Install new underlayment and CertainTeed Presidential Shake TL shingles in color "Autumn Blend" on house and garage.	45,913	Roofing	8th 3 NE of Santa Fe
260013	1/9/2026		Replacement of fallen fence along the side and rear property lines with new 6' wooden fence.	0	Exempt Work	Lincoln 3 NE of 13th
260012	1/8/2026	1/9/2026	Exploratory Demo to investigate mold.	10,000	Demolition	NE Corner San Carlos and 8th unit #2
260011	1/12/2026		Install 30kw Enphsase energy storage system	29,000	Electrical	Lopez 5 NW of 4th
260010	1/7/2026		Remove roof and install 1/2 COX and Presidential comp shingles; wood to comp shingles	47,000	Roofing	SW Corner of Monte Verde & 5th
260009	1/6/2026		Proposed roof stabilization & repair to the existing Restless Sea building.	500	Roofing	Guadalupe 4 SE of 1st
260008	1/12/2026		Full kitchen remodel, a new staircase and closet under an existing staircase.	250,000	Building	3069 Rio Road
260007	1/6/2026	1/9/2026	Tear off existing composition shingles from lower roof section attached to building (only), install new Landmark TL composition shingles in color: Shenandoah	9,865	Roofing	Monte Verde 2 SW of Ocean
260006	1/6/2026	1/6/2026	Replace existing asphalt roof shingles with same color and type (Landmark Georgetown Grey), replace existing skylight like for like.	12	Roofing	2 NW San Carlos and 2nd Ave
260004	1/5/2026	1/13/2026	Fence needs to be replaced after storm damage	2,000	Exempt Work	North Camino Real 13 NE of 4th
260003	1/5/2026	1/12/2026	Remove and replace 90K BTU furnace.	9,311	Mechanical	Scenic 7 SE of 9th

260002	1/5/2026	1/5/2026	Exploratory Demolition for investigation to design remodel of unit	10,000	Demolition	NE Corner San Carlos and 8th Unit #1
260001	1/5/2026	1/5/2026	Replace existing 6' fallen wood fence with new 6' wood fence along side and rear property line outside of the 15' front setback.	5,000	Exempt Work	Lincoln 3 NE of 13th
230361	7/26/2023	10/10/2023	731 SF ADU conversion/addition	0	Building	Santa Rita 2 NW of 4th

Total Records: 56

2/2/2026



Code Compliance Report

01/01/2026 - 01/31/2026

Case #	Case Date	Status	Location	Problem Description	Date Received	Date Closed
26027	1/31/2026	Open		Prohibited exterior sign in public right-of-way	1/31/2026	
26026	1/31/2026	Open		A-frame sign in public right-of-way	1/31/2026	
26025	1/31/2026	Open	DOLORES 2 NW of 6th	A-frame sign in public right-of-way	1/31/2026	
26024	1/31/2026		25975 JUNIPERO ST	Unpermitted sign in public right-of-way: "No Parking Private Property"	1/31/2026	
26023	1/31/2026	Open	Lobos 4 NE of 2nd	Possible roof installation without a permit; possible site coverage overage; front fence height possibly too tall; possible illegally-built back unit	1/30/2026	
26022	1/24/2026	Closed	Monte Verde 3 SW of 13th	Real estate sign in the public right-of-way	1/24/2026	1/24/2026
26021	1/22/2026	Open	Lobos 4 NE of 2nd	Construction work on back unit with no displayed permit	1/22/2026	
26020	1/21/2026	Closed	North Carmelo 5 SW of 2nd	Xmas/string lights on trees; lights remain on throughout the night.	1/21/2026	1/24/2026
26019	1/17/2026	Closed		Unpermitted "Gelato by the Sea" interior sign in the front window.	1/17/2026	1/17/2026
26018	1/17/2026	Closed	Carmel Plaza, Ocean Ave and Mission St., Ste. 115	Third exterior "Halore" sign on lower level is unpermitted; "Café dal Mare" interior sign is unpermitted.	1/9/2026	1/17/2026
26017	1/16/2026	Closed	Mission 3 SW of 5th	A-frame sign and merchandise in the public right-of-way	1/15/2026	1/16/2026
26016	1/16/2026	Open	Ocean NW of Lincoln	Souvenir merchandise display	1/16/2026	
26015	1/14/2026	Closed	Mission 4 NW of 6th	Construction without a permit	1/14/2026	1/15/2026
26014	1/13/2026	Closed	Mission 2 SW of 5th	A-Frame sign in the public right-of-way	1/13/2026	1/15/2026
26013	1/13/2026	1st NOV sent	Mission Street 4 NE of 5th Avenue	Short-term rentals in two separate units	1/13/2026	
26012	1/12/2026	Open	25987 Mission	Site drainage installation without a permit	1/12/2026	

26011	1/10/2026	Closed	Court of the Fountains, NW Corner of Mission & 7th	Hanging sign on pedestal in public right-of-way	1/9/2026	1/10/2026
26010	1/10/2026	Closed	Court of the Fountains, NW Corner of Mission & 7th	A-frame sign in the public right-of-way	1/9/2026	1/10/2026
26009	1/9/2026	Open	NW Corner of Mission & 7th	Evidence of construction work without permits	1/9/2026	
26008	1/9/2026					
26007	1/6/2026	Open	NEC Perry Newberry and Sterling	Damage to right-of-way and property from construction vehicles	1/5/2026	
26006	1/6/2026	Closed	Camino Real 3 NW of 8th	Portable toilet and building materials in public Right-of-way	1/6/2026	1/7/2026
26005	1/9/2026	Closed	8th 2 SW of Mountain View	Cone in the public right-of-way	1/8/2026	1/31/2026
26004	1/7/2026	Open	Casanova 4 SW 4th	Violation: Installation of, including but not limited to, a gas fire pit, gas piping, patio pavers and benches. All work has been done without permit, authorization or inspection. it is also noteworthy that work has continued after permit # 220329 was finalized. Corrective Action: Remove all work/materials not shown on the approved plan set for permit # 220329 and contact the building department to confirm removal.	1/7/2026	
26003	1/6/2026	Closed	South side of Ocean between Monte Verde and Lincoln	Chairs and utility cart in the public right-of-way	12/20/2025	1/6/2026
26002	1/6/2026	Closed	South side of Ocean between Monte Verde and Lincoln	Furniture and other merchandise in the breezeway/public right-of-way	12/20/2025	1/10/2026

26001	1/6/2026	Closed	South side of Ocean Ave. between Monte Verde and Lincoln	Merchandise in the breezeway/public right-of-way	12/20/2025	1/6/2026
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Total Records: 27**2/2/2026**



Transient Rental Report

1/1/2026 - 1/30/2026

Case #	Street	Status	Date Received	Last Status Date	Date Closed
26013	Mission	1st NOV sent	1/13/2026	1/27/2026	

Total Records: 1

1/30/2026



Encroachment Permit Report

01/01/2026 - 01/31/2026

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
260027	Temp Ench	1/29/2026	Applicant to trench, backfill, & install electric substructures. PG&E to extend overhead primary, replace pole, replace overhead services, install underground service and install overhead transformer. ROAD CLOSURE REQUIRED. PM# 35702201	Casanova 4 SE of 7th		In Review
260026	Temp Ench	1/27/2026	Trench for PG&E to lay new gas line.	Carmelo 4 NW of 8th	1/29/2026	Issued
260025	Temp Ench	1/27/2026	Replace sewer lateral using pipe bursting	SE Corner of Monte Verde & 10th	1/29/2026	Issued
260024	Temp Ench	1/27/2026	Remove asphalt approach from street line to existing concrete driveway due to damaged areas.	Casanova 4 SE of 13th		In Review
260023	Temp Ench	1/27/2026	Upgrade water service from 3/4" to 1" for fire suppression system.	Ocean 4 NE of Guadalupe	1/27/2026	Issued
260022	Temp Ench	1/27/2026	Upgrade water service from 3/4" to 1" for fire suppression. CONDITION: Work to be completed prior to March 31, 2026 due to scheduled street paving.	SW Corner of Santa Rita & 1st	1/27/2026	Issued
260021	Driveway	1/26/2026	Remove approx 10-12 ft of driveway starting from concrete pavers to be re-graded and repaired & reinstalled	12th St and Monte Verde		In Review
260020	Temp Ench	1/27/2026	PM 47304451 GAS MAINTENANCE, 4' X4' BELL HOLE. LANE CLOSURE.	Torres 3 NE of 5th	1/29/2026	Issued
260019	Temp Ench	1/27/2026	PM#47307566-PG&E to Restore 3.5'x7.5' concrete & 8.6'x7' asphalt due to emergency gas work	Intersection of Junipero & Lorca	1/29/2026	Issued

260018	Temp Ench	1/22/2026	Replacing railings in kind on all balconies for CA SB721 compliance and replacing a rotted header at car pass through	SWC Lincoln & 7th		
260017	Temp Ench	1/27/2026	PM 35636302 GAS MAINTENANCE, EXCAVATE 4' X 4' BELLHOLE+ 18" X 5' TRENCH	ON 2ND AVE BTWN SAN CARLOS ST AND MISSION ST		In Review
260016	Perm Ench	1/21/2026	Conversion of overhead utilities to underground utilities along portions of San Antonio between 2nd and 4th. Covert seven residences from overhead service to underground service, construct approx .25 miles of joint utility trenches, relocation of City license plate cameras, placement of tew new utility poles, and removal of overhead wires and six utility poles	San Antonio between 2nd and 4th		In Review
260015	Temp Ench	1/20/2026	Replace sewer lateral using pipe bursting.	Camino Real 4 SW of 11th	1/21/2026	Issued
260014	Temp Ench	1/20/2026	PG&E to remove underground electric services. PM# 35706305 CONDITION: Coordinate with CalAm Water due to existing project taking place on Dolores for pavement restoration.	Dolores 4 NE of 7th	1/20/2026	Issued
260013	Temp Ench	1/14/2026	Building a cobblestone swale per BP 250174 (Levy)	Camino Real 3 NW of 8th		
260012	Temp Ench	1/14/2026	Pole maintenance, crossarms replacement. PM# 31773949	SW Corner of Ocean & Forest	1/15/2026	Issued
260011	Temp Ench	1/13/2026	Placement of a 30 yard dumpster for waste removal in the public right of way.	Carmel Plaza	1/29/2026	Issued
260010	Temp Ench	1/13/2026	PG&E Vegetation Management plans to remove 93 trees and trimming of 546 trees.	Various throughout City		In Review

260009	Temp Ench	1/9/2026	Closure of single lane traffic to facilitate replacement of sewer using bellhole, water line replacement, and new power through sidewalk.	Dolores 4 NE of 7th		In Review
260008	Temp Ench	1/9/2026	Removal of four trees and trimming of one tree for PG&E. PM# 8210320.	Mission & 13th; Valley Way	1/14/2026	Issued
260007	Temp Ench	1/9/2026	Closure of sidewalk to facilitate replacement of water line.	SW Corner of Ocean & Casanova		In Review
260006	Temp Ench	1/13/2026	Excavate from sidewalk to street to replace existing sewer main from clean out to the city WYE.	NE Corner of Monte Verde & 7th	1/21/2026	Issued
260005	Temp Ench	1/6/2026	PG&E to repair overhead conductor. PM# 46710514	36.549592223892, - 121.921704506522		Closed
260004	Temp Ench	1/6/2026	TIE-IN EX. VAULT #1 EAST ON SAN CARLOS ST THEN OVERPULL NEW FIBER CABLE SOUTH APPROXIMATELY 120' TO EX. VAULT #2 THEN OVERPULL ACROSS SAN CARLOS ST APPROXIMATELY 50' TO EX. VAULT #3, THEN TO TARGET LOCATION IN PRIVATE PROPERTY.	San Carlos 3 NE of 5th	1/14/2026	Approved
260003	Temp Ench	1/6/2026	We will be removing 15ft x 24" of city sidewalk for A&R Plumbing to install a new water line. Pedestrian traffic detour.	Ocean 1 SW of Monte Verde		
260002	Temp Ench	1/5/2026	Post signage/ contractor	NE corner San Carlos & 8th, Unit 9		
260001	Temp Ench	1/5/2026	Trench for PG&E to lay new gas line. CONDITIONS: Flagger required for control of single lane traffic.	Lincoln 3 NE of 5th	1/15/2026	Issued

Total Records: 27

2/2/2026



Tree Permit Report

01/01/2026 - 01/31/2026

Permit #	Permit Date	Permit Type	Location of Property	Description	Status	Approved Date
26001	1/5/2026	2. Tree Removal/Pruning	Monte Verde 3 SW of 5th, Carmel	Remove 48" leaning redwood tree causing structural damage to house and deck	Closed	1/14/2026
26002	1/5/2026	4. Emergency Tree Work	7th Ave 4 NE of Forest	Large Oak	Approved	1/6/2026
26003	1/6/2026	2. Tree Removal/Pruning	NW Corner of Torres and 5th	Dead oak trees (2)	Approved	1/8/2026
26004	1/6/2026	1. Tree Evaluation	Santa Rita 3 SE of 2nd	EVALUATION: 1 Mature Oak Tree PRUNING: 1 Mature Oak tree REMOVAL: tree shifted during winter storms and is now resting on roof of our house	Approved	1/16/2026
26005	1/7/2026	1. Tree Evaluation	San Carlos 5 NE of 1st	1-15" D, 1-27" D, 1-30" D, 1-33" D, All Monterey pines, 3 w/in 6' - 19' of fallen tree root ball *	Approved	1/12/2026
26006	1/8/2026	2. Tree Removal/Pruning	Torres Street 10SW of 10th	Evaluation of large oak at street, between two driveways	Approved	1/8/2026
26007	1/8/2026	1. Tree Evaluation	Monte Verde 3 SW of 10th	3 Monterey pine trees on the street in the front of house and garage	Approved	1/23/2026
26008	1/12/2026	2. Tree Removal/Pruning	San Carlos 5 NE of 1st	1-15" D, 1-27" D, 1-30" D, 1-33" D, All Monterey pines, 3 w/in 6' - 19' of fallen tree root ball *	Approved	1/12/2026
26009	1/12/2026	1. Tree Evaluation	26245 Dolores St.	2 trees next to house (garage)	In Review	
26010	1/13/2026	2. Tree Removal/Pruning	Tree is located near the southwest corner of the property in the back yard.	One tree to be removed.	Approved	1/14/2026

26011	1/16/2026	1. Tree Evaluation	SW Corner of Guadalupe and 1st	EVALUATION: 15" pine, back SW corner of lot PRUNING: one 10" branch from pine tree, one 5" oak tree branch	Approved	1/21/2026
26012	1/16/2026	2. Tree Removal/Pruning	Lincoln 2 NE of 3rd	1- 36" pine tree	Approved	1/16/2026
26013	1/16/2026	2. Tree Removal/Pruning	Santa Rita 3 SE of 2nd	EVALUATION: 1 Mature Oak Tree PRUNING: 1 Mature Oak tree REMOVAL: tree shifted during winter storms and is now resting on roof of our house	Approved	1/16/2026
26014	1/16/2026	2. Tree Removal/Pruning	Torres 2 NE of 6th	1 Monterey Pine Tree ~60-80 feet located on my property	Approved	1/16/2026
26015	1/20/2026	2. Tree Removal/Pruning	Junipero 2 SW of 8th - backyard	evaluate oak tree	In Review	
26016	1/21/2026	2. Tree Removal/Pruning	Lobos 2 NW 2nd Ave	Mostly dead oak, Monterey Pine branches over house, Acacia	In Review	1/29/2026
26017	1/21/2026	2. Tree Removal/Pruning	San Carlos 2 NW of Santa Lucia	1. 19-inch diameter Cypress tree	Approved	1/23/2026
26018	1/22/2026	2. Tree Removal/Pruning	Carmelo 5 NE Ocean	THE PROJECT PROPOSES DEMOLITION OF AN EXISTING 1,818 SF TWO-STORY RESIDENCE WITH ATTACHED GARAGE AND CONSTRUCTION OF A NEW 2,515 SF TWO-STORY RESIDENCE, INCLUDING A 283 SF ATTACHED GARAGE AND AN 800 SF ATTACHED ADU. ASSOCIATED SITE WORK INCLUDES REORIENTING THE EXISTING DRIVEWAY AND PLANTER BOXES.	Conditionally Approved	1/23/2026
26019	1/22/2026	2. Tree Removal/Pruning	11th 2 NE of Torres	Dead Oak Tree Removal	Approved	1/27/2026

26020	1/22/2026	2. Tree Removal/Pruning	NW Corner of San Carlos St and 4th Avenue	Evaluate trees on our property to know if any are protected or if all are able to be removed.	Approved	1/22/2026
26021	1/23/2026	2. Tree Removal/Pruning	SW Corner of Guadalupe and 1st	EVALUATION: 15" pine, back SW corner of lot PRUNING: one 10" branch from pine tree, one 5" oak tree branch	Approved	1/21/2026
26022	1/25/2026	4. Emergency Tree Work	Casanova 3 SE of 9th - In the backyard	Tree is leaning on the roof	Approved	1/26/2026
26023	1/27/2026	1. Tree Evaluation	Santa Rita 3 SW of 2nd	3 Monterey Pine Trees	Approved	1/29/2026
26024	1/27/2026	2. Tree Removal/Pruning	2nd Ave 2NW Lincoln, Carmel, CA	Tree Removal	Approved	1/29/2026
26025	1/28/2026	2. Tree Removal/Pruning	NE Corner of 3rd & Lincoln, On the Lincoln St. Side of Property	2 trees 14" diameter Oak Trees	Approved	1/29/2026
26026	1/28/2026	1. Tree Evaluation	Junipero 2 NE of 10th Ave	One very old and tall pittosporum; one very old and tall holly tree	In Review	
26027	1/29/2026	2. Tree Removal/Pruning	NE Corner of Lincoln and 9th	1 Acacia for possible removal	Approved	1/29/2026
26028	1/29/2026	2. Tree Removal/Pruning	Santa Rita 3 SW of 2nd	3 Monterey Pine Trees	Approved	1/29/2026
26029	1/29/2026	2. Tree Removal/Pruning		1 ea 18" & 20 " tree oak	In Review	

Total Records: 29

2/2/2026



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Safety

January 2026

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Todd Trayer, Chief of Police
APPROVED BY:	Brandon Swanson, City Administrator

FIRE/AMBULANCE REPORT

Summary of Carmel Fire & Ambulance's January Calls for Service.

FIRE/AMBULANCE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) fire/ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of January 2026, the fire/ambulance met those performance measures. The response time was 95% being under a five-minute response time with two (2) code-3 calls over 5 minutes.

Total number of combined incidents for Fire/Ambulance: **64** with an average response time: **3:59 min.**

There were **42** Fire/Ambulance Code 3 calls for service – With **two (2)** calls receiving a response over 5:00 min.

Fire/Ambulance Calls Outside of Carmel

Data not provided by Monterey Fire.

Code 3 Events Over 5 minutes = 2 out of 42 total calls: (All in Carmel-by-the-Sea)

SERVICE CALLS

1. 260126-MNT00751 E15 was delayed due to air pressure: Carpenter St. with a response of 5:17.
2. 260130-MNT00880 E15 was delayed due to responding outside of zone: Scenic Drive with a response time of 7:34.

*The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%.

Attachments:

1. RESPONSE SUMMARY REPORT BY INCIDENT TYPE 27060 CARMEL-BY-THE-SEA Alarm Date From: 01/01/2026 To: 01/31/2026
 - a. This shows all calls for service for Fire/Ambulance within Carmel-by-the-Sea
2. CARMEL-BY-THE-SEA January 2026 Response Summary Report by Incident Type
 - a. This shows a graph of the calls within Carmel-by-the-Sea, the average response time, and % under 5 minutes.
3. **Data not provided as of 2/24/26:**

RESPONSE SUMMARY REPORT BY DISTRICT 27015 CARMEL-BY-THE-SEA FIRE AMBULANCE Alarm Date From: 12/01/2025 To: 12/31/2025

- a. This shows all the calls for service outside of Carmel-by-the-Sea that our Fire/Ambulance responded to.
4. **Data not provided as of 2/24/26:**

CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT JANUARY 2026 Response Summary Report by District Type

This shows a graph of the outside districts, the average response time and % under 5 minutes
5. Countywide Map
 - a. This map was provided to show the current boundaries of districts for Fire/Ambulance response (shows the map for items 3 and 4 above).

*The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%.



RESPONSE SUMMARY REPORT BY INCIDENT TYPE
27060 CARMEL-BY-THE-SEA
Alarm Date From: 01/01/2026 To: 01/31/2026



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
MEDICALS						
Abdominal pain / problems	1/13/26 3:12 AM	260113-MNT00386	00:04:59	CARPENTER STREET	4 NW OF 4TH AVE	3
Abdominal pain / problems	1/14/26 4:21 PM	260114-MNT00438	00:02:32	TORRES ST	2ND AVE	3
Abdominal pain / problems	1/26/26 11:39 AM	260126-MNT00751	00:05:17	CARPENTER STREET		3
Allergic reaction / stings	1/18/26 1:58 PM	260118-MNT00562	00:01:25	6TH AVE	2 SE OF DOLORES ST	3
Breathing problems	1/23/26 11:30 AM	260123-MNT00683	00:02:11	SAN CARLOS ST	4 NE OF 13TH AVE	3
Fall	1/2/26 9:23 AM	260102-MNT00046	00:02:54	CARMELO STREET		3
Fall	1/3/26 4:35 PM	260103-MNT00077	00:02:03	JUNIPERO AVE	OCEAN AVE	3
Fall	1/6/26 8:07 PM	260106-MNT00185	00:02:40	MISSION STREET	8 SE OF 8TH AVE	3
Fall	1/16/26 6:49 AM	260116-MNT00482	00:02:42	MISSION ST	8TH AVE	3
Fall	1/25/26 7:06 PM	260125-MNT00733	00:01:37	OCEAN AVENUE		3
Heart problems	1/15/26 3:34 PM	260115-MNT00467	00:02:44	MISSION ST	11TH AVE	3
Nausea / Vomiting	1/5/26 2:58 PM	260105-MNT00147	00:02:36	1ST AVE	SW CORNER OF SANTA FE	3
No appropriate choice (medical response)	1/24/26 12:01 PM	260124-MNT00703	00:01:20	SW CORNER OF MISSION ST	OCEAN AVE	3
Other traumatic injury	1/16/26 12:06 PM	260116-MNT00491	00:03:44	SCENIC AVE	8TH AVE	3
Overdose	1/6/26 11:12 AM	260106-MNT00168	00:03:46	MISSION STREET	2 SE OF 4TH AVE	3
Sick case	1/2/26 8:31 AM	260102-MNT00045	00:03:05	DOLORES STREET		3
Sick case	1/15/26 9:28 AM	260115-MNT00455	00:01:58	DOLORES ST		3
Sick case	1/16/26 9:37 PM	260116-MNT00509	00:01:55	5TH AVE	2 NE OF DOLORES AVE	3
Sick case	1/18/26 1:38 AM	260118-MNT00539	00:00:00	6TH AVE	2 SW OF MISSION ST	3
Sick case	1/18/26 5:00 PM	260118-MNT00568	00:02:54	11TH AVE	2 NE OF MISSION ST	3
Sick case	1/18/26 8:06 PM	260118-MNT00574	00:01:54	DOLORES ST		3
Sick case	1/27/26 8:54 PM	260127-MNT00800	00:02:51	MONTE VERDE STREET		3
Sick case	1/29/26 8:53 PM	260129-MNT00857	00:01:35	NW CORNER OF 5TH AVE	SAN CARLOS ST	3
Stroke / CVA	1/25/26 6:28 PM	260125-MNT00732	00:04:49	26225 LADERA DRIVE		3
Unconscious victim	1/23/26 8:35 PM	260123-MNT00693	00:02:11	NW CORNER TORRES ST	5TH AVE ST	3
		25	0:02:38			
HAZARDOUS						
Carbon monoxide release	1/14/26 6:51 PM	260114-MNT00442	00:05:34	ALTA AVE		2
		1	0:05:34			

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
PUBLIC SERVICE						
Citizen assist / service call	1/4/26 7:16 AM	260104-MNT00088	00:07:15	TORRES ST	2ND AVE	2
Citizen assist / service call	1/4/26 8:29 AM	260104-MNT00093	00:02:46	MONTE VERDE ST		2
Citizen assist / service call	1/4/26 9:45 AM	260104-MNT00097	00:03:08	DOLORES		2
Citizen assist / service call	1/16/26 11:55 AM	260116-MNT00490	00:02:34	TORRES ST	3 SW OF MOUNTAIN VIEW	3
Citizen assist / service call	1/16/26 4:48 PM	260116-MNT00502	00:03:46	LINCOLN ST	3 SW OF 3RD ST	2
Citizen assist / service call	1/19/26 8:05 PM	260119-MNT00603	00:08:15	2554 SANTA LUCIA AVENUE		2
Citizen assist / service call	1/22/26 2:57 PM	260122-MNT00665	00:04:03	SANTA FE STREET		3
Citizen assist / service call	1/25/26 10:02 PM	260125-MNT00737	00:05:00	VIZCAINO AVENUE		3
Citizen assist / service call	1/27/26 11:43 AM	260127-MNT00787	00:03:25	SAN ANTONIO AVENUE		2
Citizen assist / service call	1/29/26 6:55 AM	260129-MNT00837	00:04:18	OCEAN AVENUE		2
Citizen assist / service call	1/29/26 5:59 PM	260129-MNT00854	00:04:58	SW CORNER OF LOBOS	2ND AVE	2
Citizen assist / service call	1/31/26 8:01 PM	260131-MNT00918	00:01:24	DOLORES ST		2
CO alarm	1/23/26 9:01 PM	260123-MNT00694	00:02:52	CASANOVA ST	7 NW OF OCEAN AVE	3
Fire / smoke alarm	1/9/26 2:36 AM	260109-MNT00255	00:04:10	JUNIPERO ST	4TH AVE	3
Fire / smoke alarm	1/18/26 6:07 AM	260118-MNT00545	00:03:22	CARMELO STREET	2 NE OF 12TH AVE	3
Fire / smoke alarm	1/18/26 3:44 PM	260118-MNT00567	00:03:15	LINCOLN ST	5 SW OF 10TH AVE	3
Fire / smoke alarm	1/22/26 10:05 AM	260122-MNT00661	00:05:56	13TH AVENUE		2
Fire / smoke alarm	1/26/26 5:36 PM	260126-MNT00762	00:04:00	6TH AVENUE		3
Lift assist	1/4/26 7:50 AM	260104-MNT00090	00:03:08	MISSION ST	10TH AVE	2
Lift assist	1/6/26 7:29 AM	260106-MNT00158	00:03:42	MISSION ST	5 NE OF 10TH AVE	2
Lift assist	1/14/26 8:34 PM	260114-MNT00445	00:04:50	SANTA FE ST	3RD AVE	2
Lift assist	1/17/26 10:24 PM	260117-MNT00536	00:03:14	TORRES ST	3 NE OF 6TH ST	2
Lift assist	1/28/26 10:24 AM	260128-MNT00808	00:02:52	SANTA FE ST		2
Lift assist	1/31/26 5:33 PM	260131-MNT00914	00:05:27	SANTA FE STREET		2
Person in distress	1/31/26 12:22 PM	260131-MNT00907	00:06:58	2554 SANTA LUCIA AVENUE		2
25			0:04:11			
NO EMERGENCY						
Accidental alarm	1/26/26 12:53 PM	260126-MNT00755	00:02:54	SAN CARLOS STREET		3
Cancelled	1/2/26 7:39 PM	260102-MNT00059	00:04:58	2946 FRANCISCAN WAY		3
Cancelled	1/29/26 4:07 PM	260129-MNT00851	00:02:23	SE SW CORNER OF OCEAN	SAN ANTONIO AVE	2
Investigate hazardous release (Nothing found)	1/16/26 1:51 PM	260116-MNT00495	00:03:14	SAN CARLOS ST	3 SE OF 7TH AVE	2
Malfunctioning alarm	1/1/26 1:53 AM	260101-MNT00005	00:03:00	OCEAN AVE	SW CORNER OF MISSION	3
Malfunctioning alarm	1/3/26 7:31 AM	260103-MNT00067	00:02:19	OCEAN AVE		3
Malfunctioning alarm	1/4/26 4:45 AM	260104-MNT00085	00:04:57	JUNIPERO AVE	7TH AVE	3
Malfunctioning alarm	1/4/26 2:22 PM	260104-MNT00106	00:04:55	25800 HATTON ROAD		3
Malfunctioning alarm	1/22/26 6:49 AM	260122-MNT00657	00:04:05	OCEAN AVE		3
No incident found upon arrival / location error	1/9/26 1:37 PM	260109-MNT00270	00:01:48	CARMELO ST	OCEAN AVE	2
No incident found upon arrival / location error	1/9/26 3:15 PM	260109-MNT00276	00:02:43	CARMELO ST	OCEAN AVE	2

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
NO EMERGENCY cont.						
No incident found upon arrival / location error	1/12/26 4:29 PM	260112-MNT00374	00:02:01	LINCOLN STREET	2 SE OF 13TH AVE	3
No incident found upon arrival / location error	1/30/26 4:02 PM	260130-MNT00880	00:07:34	OCEAN VIEW	SCENIC DR	3

13 0:03:36

Over 5 Minute Response Times Cause of Delay: Code 3 Responses

260126-MNT00751 E15 was delayed due to air pressure
 260130-MNT00880 E15 was delayed due to responding outside of zone

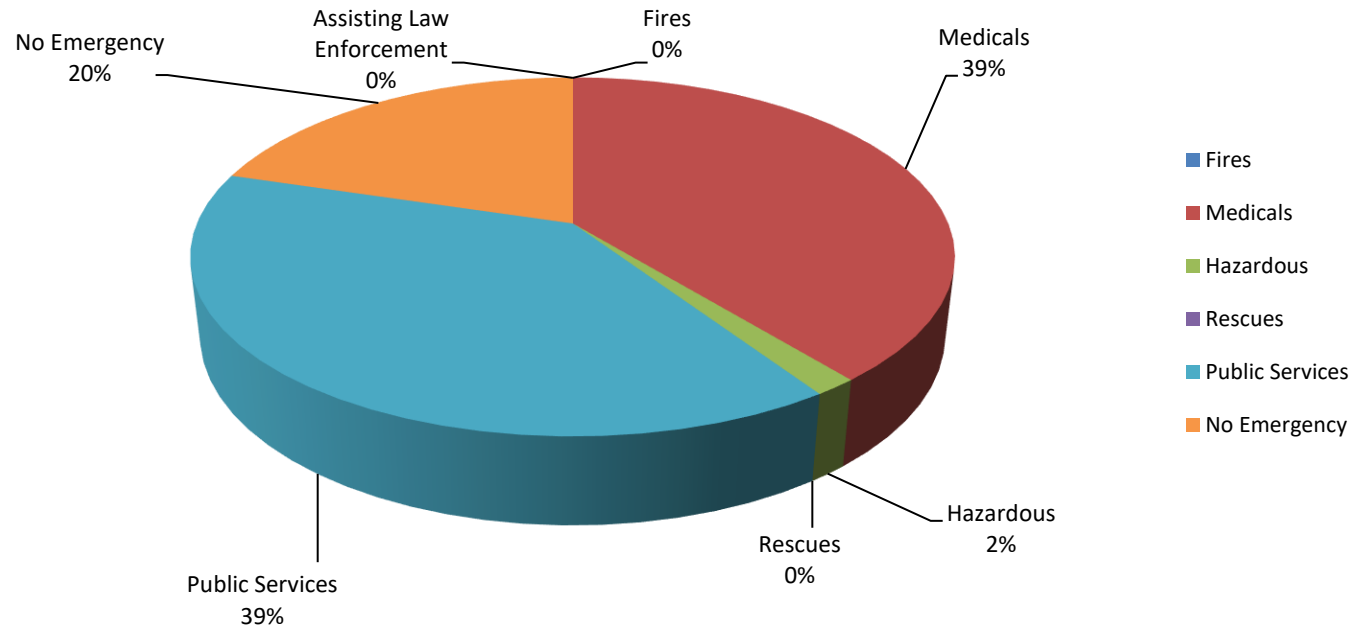
Code 2 Calls	22
Code 3 Calls	42
Total # of Incidents	64
% Under 5 Minute Response Time	95%



**CARMEL-BY-THE-SEA
JANUARY 2026
Response Summary Report by Incident Type**

<u>Type of Call</u>	<u>Number</u>	<u>Average Response Time</u>
Fires	0	0:00
Medicals	25	2:38
Hazardous	1	5:34
Rescues	0	0:00
Public Services	25	4:11
No Emergency	13	3:36
Assisting Law Enforcement	0	0:00

Total Responses 64 3:59



Total Code 3 Calls: 42 AMB 15 Responses: 52

Response Times for Code 3
Calls ≤ 5 minutes: 95%

LAFCO of Monterey County

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

Fire Protection & Emergency Medical Services

Fire Protection District or CSD

- Aromas Tri-County FPD
- Cachagua FPD
- Carmel Highlands FPD
- Cypress FPD
- Gonzales Rural FPD
- Greenfield FPD
- Mission Soledad Rural FPD
- Monterey County Regional FPD
- Monterey Regional Airport (Airport Property)
- North County FPD
- Pebble Beach CSD
- South Monterey County FPD

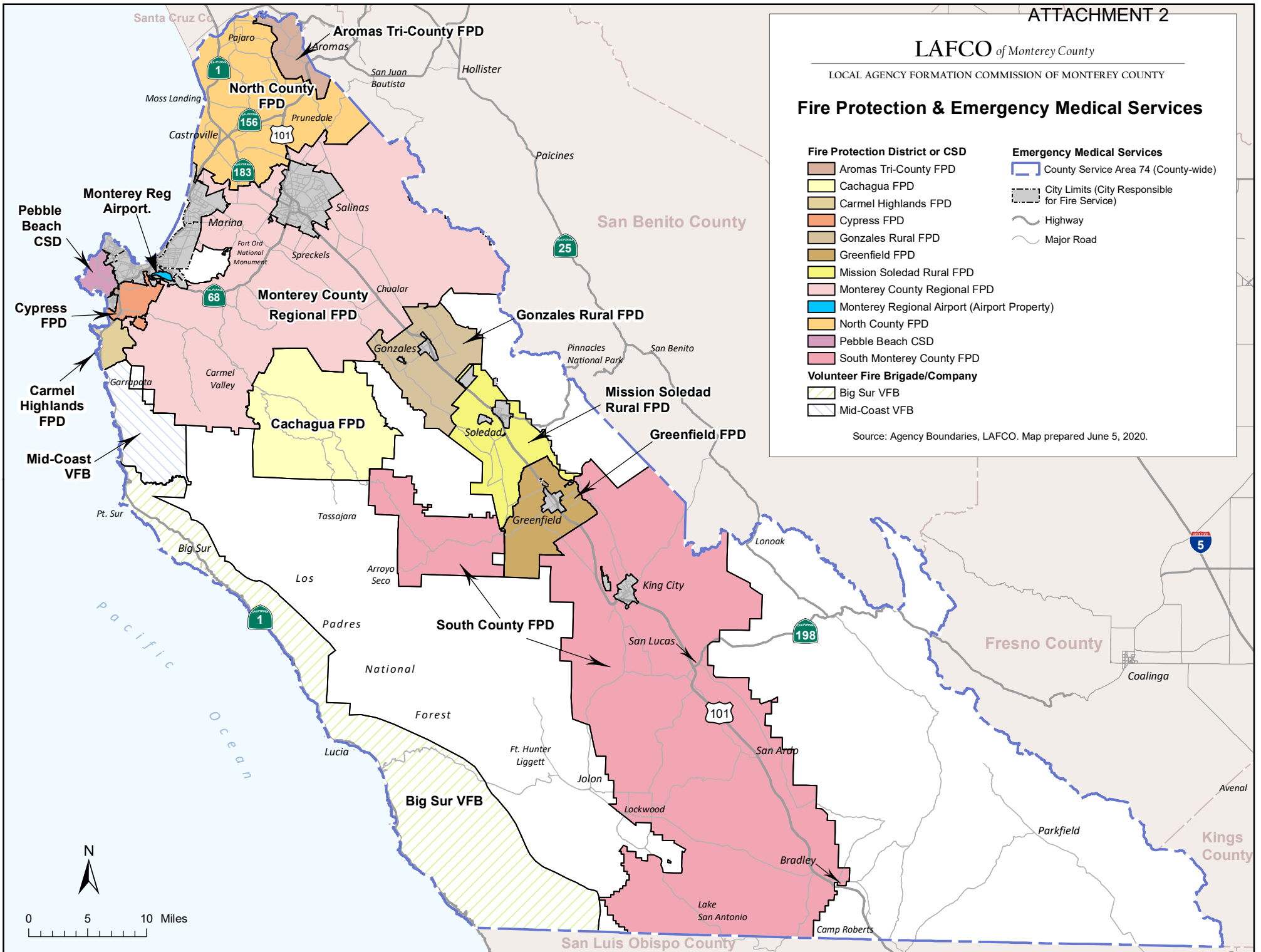
Emergency Medical Services

- County Service Area 74 (County-wide)
- City Limits (City Responsible for Fire Service)
- Highway
- Major Road

Volunteer Fire Brigade/Company

- Big Sur VFB
- Mid-Coast VFB

Source: Agency Boundaries, LAFCO. Map prepared June 5, 2020.



0 5 10 Miles

LAFCO of Monterey County

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

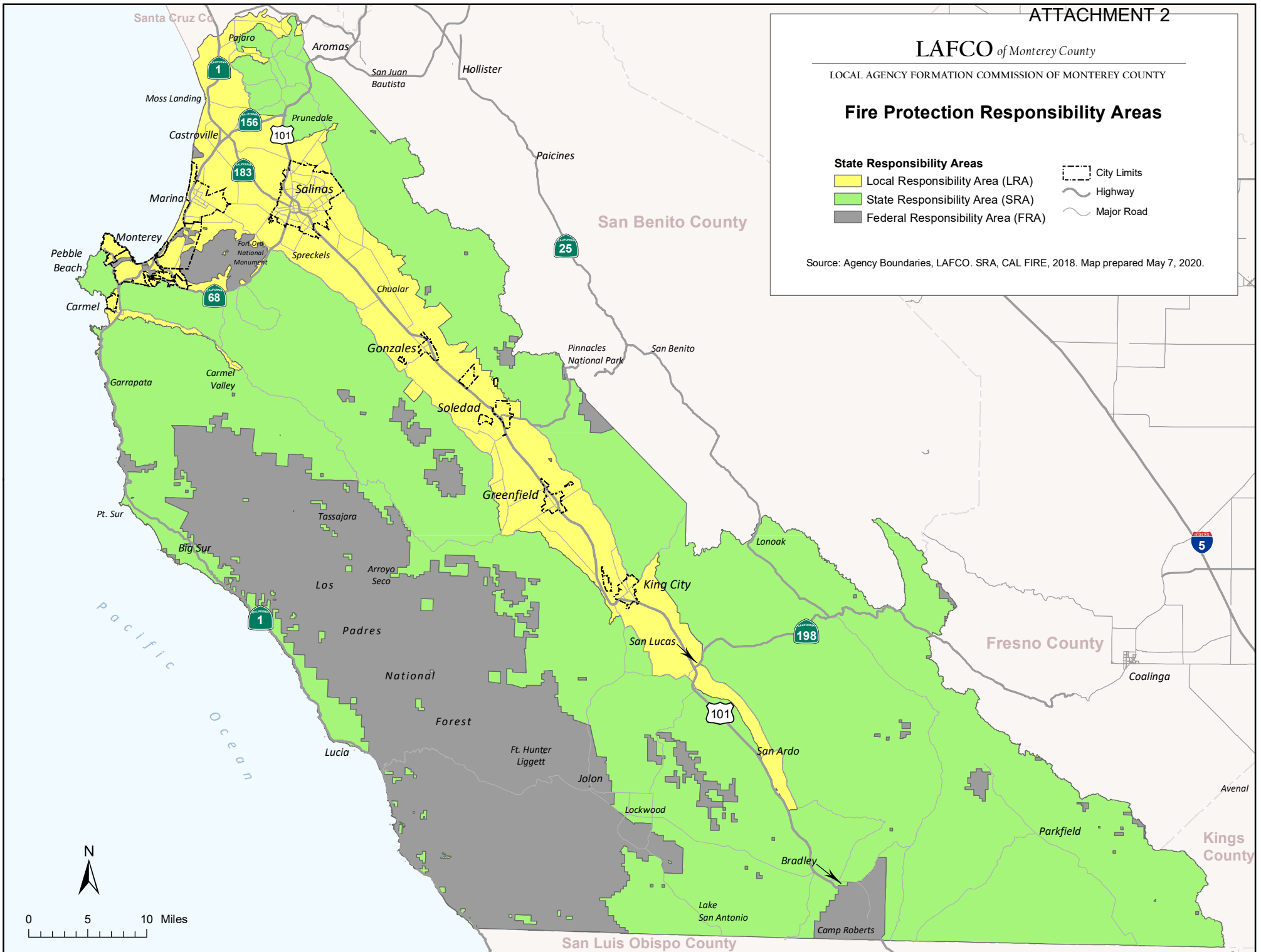
Fire Protection Responsibility Areas

State Responsibility Areas

- Local Responsibility Area (LRA)
- State Responsibility Area (SRA)
- Federal Responsibility Area (FRA)

- City Limits
- Highway
- Major Road

Source: Agency Boundaries, LAFCO. SRA, CAL FIRE, 2018. Map prepared May 7, 2020.



0 5 10 Miles

City Clerk's PRA Log
January 2026

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-1	1-6-2026	1-16-2026	1-30-2026	Number of tree-related damage/injury claims and lawsuits filed against the City of Carmel-by-the-Sea from 1/1/20 to 12/31/25. Information and documentation for each claim and/or lawsuit filed, including case numbers, names of complainants, copies of claims/suits/correspondence, etc. Outcome of each claim/lawsuit, including any settlement payments and their specific amounts.	Mary Schley	first set of records sent 2-20-2026, ongoing	Requested extension due to volume of separate and distinct records under GC 7922.535(c)(2). First set of records sent 2-20-2026.
26-2	1-8-2026	1-20-2026		copy of Carmel-By-The-Sea's Employee Compensation Report for the 2024 calendar year	Transparent California	1-8-2026	records sent
26-3	1-8-2026	1-20-2026		all records available for the property at APN 010-155-001-000	Patrick Kennelly, BHHS Real Time Realty	1-20-2026	records sent
26-4	1-8-2026	1-20-2026		All executed contracts, service agreements, purchase orders, and invoices that are in effect or have been in effect in the last 3 years with GovInvest (TrueComp).	Justin Wenig, Starbridge	1-20-2026	records sent
26-5	1-12-2026	1-20-2026		Log of all building permits issued from 12-1-2025 through 12-31-2025	Jeff Muhleman, Gator Tech Integration	1-20-2026	records sent
26-6	1-13-2026	1-23-2026		(Summarized) This PRA request seeks City records from 2022 to present to understand how public funds are budgeted and spent, which vendors/contractors/nonprofits are paid (and how much), how programs and services are delivered and measured, and how oversight and compliance are documented. It specifically asks for budgets and financial reports, payment registers and contracts (including scopes/deliverables and totals paid by vendor), program performance reports and demand metrics, interagency/cost-sharing records, and monitoring/audit/training compliance documentation (excluding personnel files).	Alice Wik-Crosby	records sent on 2-19-2026 for records that could be identified. PRA is paused pending clarification on the rest.	sent records on 2-19-2026 for the financial and budget reports and vendors. The remaining request needs clarification for the requester to determine what records she is seeking to see if they exist. Waiting for a response from the requester.

City Clerk's PRA Log
January 2026

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-7	1-9-2026	1-20-2026		<p>Policies passed since July 2025 (or currently under consideration) that address: Smokefree air in multi-unit housing Secondhand smoke and smokefree air in outdoor spaces Retail sales of tobacco or nicotine-containing products Including tobacco retail licensing (TRL) ordinances and restrictions on tobacco or nicotine products, such as flavored tobacco products Other tobacco control policies such as policies to reduce tobacco product waste or prohibit the sale of electronic cigarettes. (We do not need specific actions such as grandfathering an individual tobacco licensee.) The current amount of a local tobacco retailer license fee</p>	Kiara Gonzalez Garcia	1-14-2026	no responsive records.
26-8	1-9-2026	1-20-2026		<p>The planning department farmed out our main Golden Bough project plan review to an outside agency. I request copies of any billings and timesheets from that agency that were charged to the city for the Golden Bough project.</p>	Stephen Moorer	1-16-2026	records sent
26-9	1-14-2026	1-26-2026		<p>copy of the Verizon 2018 settlement agreement</p>	Christy Hollenbeck	1-20-2026	sent copy of the Verizon settlement agreement from 2020. There is no settlement agreement from 2018.
26-10	1-16-2026	1-26-2026		<p>provide me with the addresses and APN numbers of all properties throughout the City of Carmel whereby the development of such has been paused or stalled due to needing environmental mitigation. Also, please provide the nature of the mitigation and status of the proposed project.</p>	Michael Manchak, Navigate Resources Inc.	1-16-2026	no responsive records.

City Clerk's PRA Log
January 2026

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-11	1-16-2026	1-26-2026		copies of police reports	Joyce Kim	1-16-2026	no responsive records, must submit a request through the Police Department.
26-12	1-17-2026	1-27-2026		copies of police reports	Nur alam Nahid, Blueline Cam	1-20-2026	no responsive records, must submit a request through the Police Department.
26-13	1-17-2026	1-27-2026		copies of police reports	Nur alam Nahid, Blueline Cam	1-20-2026	no responsive records, must submit a request through the Police Department.
26-14	1-21-2026	2-2-2026		copies of police reports	John Hasso, Burden of Proof Investigations LLC	1-21-2026	no responsive records, must submit a request through the Police Department.
26-15	1-22-2026	2-2-2026		copy of the final permits issued by the City to Verizon to construct and operate wireless facility SF South Carmel 005. This includes any use permit, encroachment permit, building permit or other similar permit, as well as any modification, amendment or extension of such permits.	Ariel Strauss	1-30-2026	no responsive records (location is in the County of Monterey)

City Clerk's PRA Log
January 2026

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-16	1-22-2026	2-2-2026	2-17-2026	copies of (a) all letters and emails between (i) staff of the Planning Department, City Manager's Office and City Attorney's Office, as well as the City's special counsel and CTC for which the records of such communications are in the possession of the City, and (ii) Verizon Wireless, Sequoia, PierCon or Verizon's outside legal counsel, (b) regarding the application to install a wireless facility on Carmelo Street between 10th and 11th Avenue, (c) which occurred between January 1, 2025, and the present date. However, I am not requesting copies of any of the application documents submitted by Verizon/Sequoia which were attached to the agenda packet for the Planning Commission hearing on January 21, 2026.	Ariel Strauss	2-9-2026	Requested extension due to volume of separate and distinct records under GC 7922.535(c)(2). First set of records sent on 2-5-2026, second set sent 2-9-2026
26-17	1-22-2026	2-2-2026		copies of all email and letter communications between Planning Department staff and CTC regarding Verizon/Sequoia's application to construct and operate a wireless facility on Carmelo St. between 10th and 11th Avenue, which took place from January 1, 2025, through January 21, 2026.	Ariel Strauss	2-9-2026	combined with PRA above. records sent.
26-18	1-23-2026	2-2-2026		police report	Saurav Ayyagari	1-30-2026	no responsive records, must submit a request through the Police Department.
26-19	1-27-2026	2-6-2026		I am doing research on the building that is currently The Tuck Box as it will be 100 years old this summer. Is there a way to get a list of all the businesses that have been in the building since 1926 and the years for each one? I know it opened as Kay's Sandwich shop on July 1st, 1926 and became The Tuck Box in the early '40s. I checked the property file online but didn't see that information there. It's Lot 18 Block 76 - APN# 010-146-008,	Jonni Farthing	1-30-2026	sent link to property files. Some records were not searchable. Gave suggestions on how to refine the request.

City Clerk's PRA Log
January 2026

#	Request Date	10-day response	14-day extension	Records Requested	Requester Name	Completed	Notes
26-20	1-27-2026	2-9-2026		all purchase orders and/or payment records made by City of Carmel-by-the-Sea for non-person/vendor entities (e.g., companies, organizations, contractors) from Jan 1, 2025 to current date including, at minimum: purchase date, vendor name, description of goods/services purchased, line item quantity, and line item price/amount.	Justin Wenig, Starbridge	2-9-2026	records sent.

Police Records Request Log
January 2026

#	Request Date	10-Day Due Date	Info Requested	Requestor	Date Completed	Notes
2026-001	01/07/2026 SS	1/17/2026	CG2500868	Lexis Nexis	01/08/2026 SS	Mailed
2026-002	01/07/2026 SS	1/17/2026	CA2500852	Lexis Nexis	01/08/2026 SS	Mailed
2026-003	1/8/2026	1/18/2026	CG2300297 redacted	Mad dog Englishman Martin	01/08/2026 mw	pickup
2026-004	01/09/2026 SS	1/19/2026	Medical/Bill records for Moises Mendoza Hernandez	Mercado Kramer LLP	01/09/2026 SS	Emailed
2026-005	1/12/2026 mw	1/22/2026	C1647 Kayitki (Awaiting ck for BWC to be emailed)	James Dozier EQU	01/20/26 ALI	Emailed
2026-006	1/12/2026 NDJS	1/22/2026	CA2500875	Lexis Nexis	1/12/2026 NDJS	Carfax
2026-007	1/12/2026 mw	1/22/2026	CG2300091 - redacted report released	Maria Cruz	1/13/2026	pickup
2026-008	1/13/2026 mw	1/23/2026	CG77-580 (Archive case hit run death)	Nancy Kanter	01/21/26 mw	mailed
2026-009	01/15/2026 SS	1/25/2026	CG/CA2500124	Physical Therapy Board of CA	01/15/2026 SS	Mailed Certified Copy
2026-010	01/22/26 ALI	2/1/2026	Lauren Keaton C60155 07/01/09	Ca. State BAR Richard Thompson	02/01/26 mw	Emailed
2026-011	1/23/2026 TW	2/2/2026	CG/2500568 Denial letter/ synopsis	James Lin	01/29/26 mw	Emailed
2026-012	01/23/2026 SS	2/2/2026	Stop sign and high heel violations 12/1/25-present	Raffi Sulahian	01/2/26 mw	pickup
2026-013	1/25/2026 ALI	2/4/2026	CG2600015	Alan Rusconi	01/28/26 mw	pick up
2026-014	1/26/2026	2/7/2026	CQ2600029	Occupational Therapy Board of CA	01/28/2026 SS	Mailed
2026-015	01/26/26 mw	2/7/2026	CG25-831,cg25-857, CG25-816	Linnea van kirk poa	01/28/2026 mw	pick up



CITY OF CARMEL-BY-THE-SEA

Public Works Department February 2026 Report

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Ken Wysocki, Public Works Director
SUBMITTED ON:	February 2026

Public Works Director

- Vacant Project Manager Position: a candidate was selected with tentative start date in May pending background checks.
- Created a webpage for the Draft - Carmel Forest Management Plan that describes what has been done these past 3 years, how the public were involved, and the next steps.
<https://ci.carmel.ca.us/cfmp>
- Earth Day/Arbor Day – Saturday, April 18th. Media package will be sent out soon.

Environmental Programs

- North Dunes Project:
 - Ice Plant Removal Ongoing: received quote of \$23k for 2.51 acres of ice plant removal;
 - Forestry to request additional funding to current contract; will need Council approval.
- Renewing 5-year Coastal Development Permit (CDP 16-315);
 - Forest & Beach Commission review June 2026
 - Planning Commission review July 2026 and approval expected September 2026.
- Carmel Beach Sea Level Rise/Adaptation Project:
 - Staff presented the draft Adaptation Pathway Report to Planning Commission and Forest & Beach Commission (joint meeting).
 - Posted report & presentation on City's website.
 - Consultants to incorporate comments & feedback from both commissions.
 - Will present update to the commissions
- Stormwater:
 - Winter stormwater construction inspections are still ongoing to ensure BMPs continue during the rainy season.
 - State Water Board conducted an audit at the end of January. Waiting on a letter from the Water Board with the results.
- Waste Management:
 - CalRecycle is conducting an audit this February. Staff is preparing records for this audit.

Facility Maintenance

- Fire Station: repaired a leak.
- First Murphy: Dry rot repairs .
- Devendorf Park: new ADA handrails were installed along Ocean Ave entrance.
- Janitorial Services RFP reviews completed: expect selection by March, and Council approval in April.

Street Maintenance

- CIP-Sidewalk repairs (shaving) 1,426 sidewalk locations have been repaired.
- Repaired 2 small paver sidewalks
- Repaired Street Name Post on Dolores & Vista
- Repaired North Dunes fencing
- Continued hot-mix street repairs and berms throughout the City
- Storm Work:
 - Continued clean out of storm drains
 - Cleared debris throughout the City
 - Repaired 4th Ave pathway (again)
 - Made minor repairs along Scenic and tarped the 11th Ave erosion.

Project Management for the Capital Improvement Program

Shoreline:

- *CIP-Beach Stairs*: 100% design submitted to City Planning Department for approval.
 - Estimate going out to bid the in February with construction estimated to begin March.
 - Depending on the bids, maybe able to do both 10th Ave and 12th Ave stairs.
- *CIP- 4th Ave Outfall*: Geotechnical investigation to tentatively begin February.
- *CIP- Sand Ramp*: Geotechnical investigation to tentatively begin February.
- **Priority - Emergency Repair of 11th Ave shoreline erosion**:
 - Working with engineer on Scenic Pathway design/repairs (contributing to the accelerated erosion).
 - Working with another engineer on the design solution for the bluff eroded area.

Additional Capital Improvement Projects:

- *CIP- Conglomerate Paving Project*: includes street paving work, selected sidewalk repairs, and asphalt concrete (AC) berm repairs, started Nov 12th, estimated completion in April.
 - You can see current status updates with a 3 week schedule look-ahead and map of all the paving areas for this project on our City website.
- *CIP-Fire Station Upgrade Project*: Completed.
- *CIP-Sunset Center Elevator Power Unit Replacement Project*: Completed.
- *CIP-Sunset Center Painting Project*: Tentative start in March.
- *CIP-Forest Theater Stage Repair Project*: Started in February.
- *CIP-Sunset Center Yoga Reroof Project*: Expected project to start in April.
- *CIP – Fire Backflows to Code*: Getting Quotes – Project Delayed due to resource constraints.
- *CIP- Picadilly Restroom Design*: we drafted an RFP and reviewing as-builts. Project Delayed due to resource constraints.
- *CIP - Sunset Center Retaining Wall*: we drafted an RFP and reviewing as-builts. Project Delayed due to resource constraints.

Forestry, Parks, and Beach

- Refer to City Forester's Report.



CITY OF CARMEL-BY-THE-SEA Monthly Report

City Forester’s Report

TO:	Forest and Beach Commissioners
FROM:	Justin Ono, City Forester
SUBJECT:	January 2026 Forester’s Report

Forestry, Parks, and Beach Highlights:

Carmel Forest Master Plan (CFMP):

- Staff has compiled comments and has made the final edits to send to Dudek to begin the CEQA review. These edits were reviewed by Nicole Nedeff the City’s Ecological Consultant prior to finalization.

Contractors:

- Our contractors are in the process of removing stumps for of the recently completed 55 removals on task orders.
- Staff recently wrapped up the previous task order for removal and pruning, with several added trees the work totaled 25 pruning jobs and 21 removals.
- Town & Country completed the Rio Road Medians project.

City Staff and Crews:

- City Forestry Crew removed 16 dead, dying, or invasive trees, planted 10 trees, and pruned 32 trees providing clearance for roads and stop signs, as well as maintaining tree health.
- City Tree Crew Concluded responses to all storm-related tasks including removing broken trees or branches and cleaning up downfall.
- City crew collected logs left by PG&E’s recent work.

Permit Information

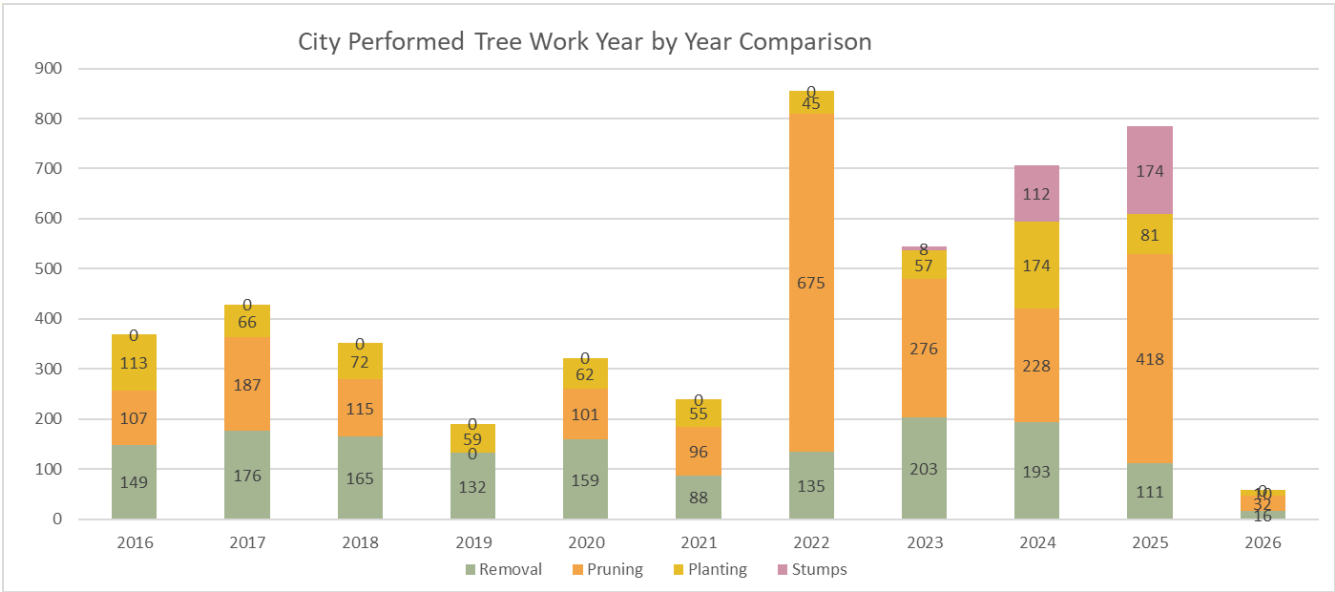
2025 Permitted removals, pruning, and required planting												
	Tree permits received	Tree permits Issued	Site Inspections Performed	Total Prunings	Total Removals	Removal of Upper	Removal of Lower	Required to Plant Upper	Required to Plant Lower	No room for new tree	Meets Density Rec.	Total Number of Trees Required
January	29	22	5	14	21	8	13	9	14	1	1	23
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
2026 Totals	29	22	5	14	21	8	13	9	14	1	1	23



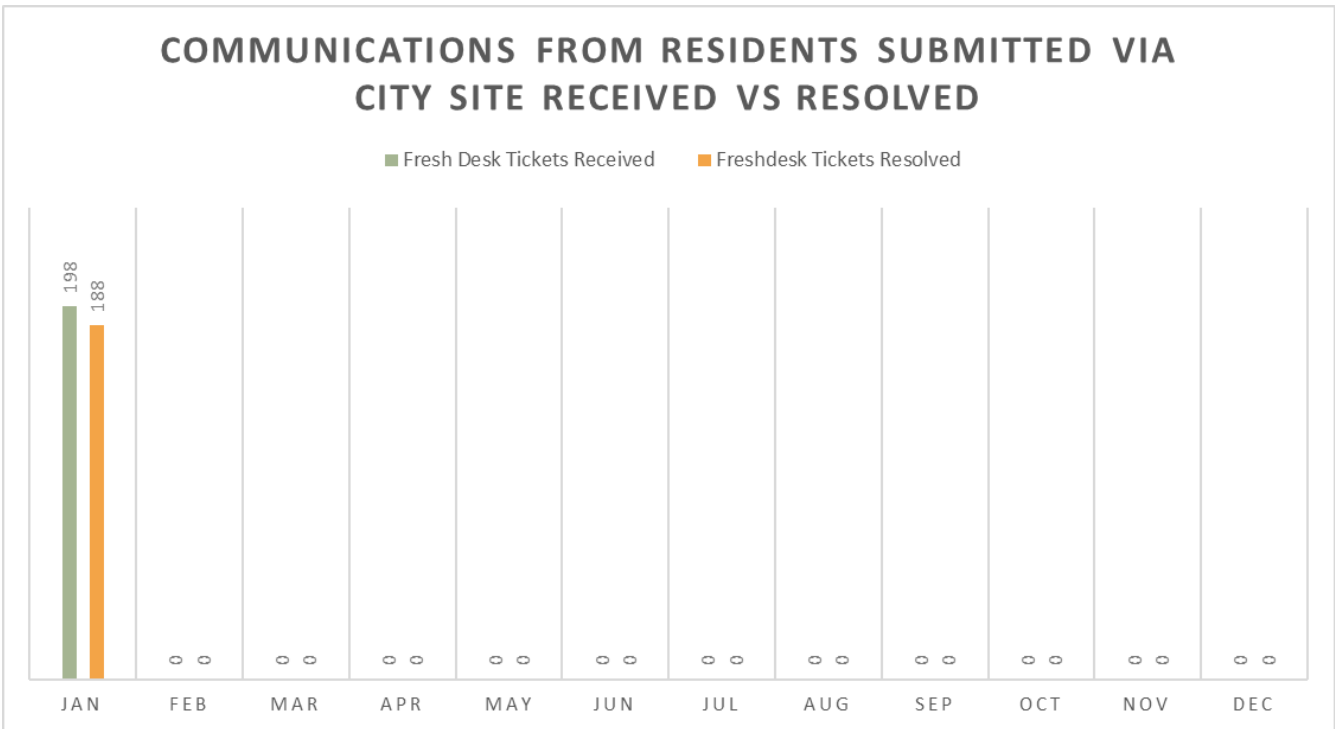
Historic permitted removals and required planting								
Year	Permitted removals	Removal of upper	Removal of lower	Replanting Required	Replanting of upper	Replanting of lower	Replanting %	Applications processed
2021	204	81	123	135	81	54	66.18%	213
2022	149	82	67	85	48	37	57.05%	155
2023	324	211	113	223	164	72	68.83%	336
2024	231	110	121	231	118	113	100.00%	391
2025	222	102	120	160	72	88	72.07%	315
2026	21	8	13	23	9	14	109.52%	29



City Forestry, Parks, and Beach Activities



Calendar year to date – Includes stumps removed by City crew as well as on call tree contractors.



*Numbers only represent correspondences received via the City’s website and do not include live calls, voicemails, drop-in visitors, and emails sent directly to employees from residents, nor return calls and emails from staff.



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

March 3, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jane Hogan, Accountant

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: January 2026 Check Register Summary

RECOMMENDATION:

Approve the check register for January 2026.

BACKGROUND / SUMMARY:

The check register is a financial report generated from the City's financial system (**Attachment 1**). It categorizes checks by the responsible department or function, providing essential information such as the check number, vendor name, purchase description, check issue date, and the check amount.

Per the California Supreme Court's decision in the case of Los Angeles County Board of Supervisors v. Superior Court (Dec. 29, 2016) (2016 WL 7473802), the check register excludes the specific invoice payments for legal services incurred for pending and active investigations, pending and active litigation, as well as recently concluded matters. The Supreme Court has ruled that these specific invoices are protected under attorney-client privilege and therefore are not subject to disclosure under the Public Records Act.

The check register provides valuable insights into the City's financial transactions, ensuring transparency and accountability in our financial operations. The exclusion of certain legal services payments adheres to the California Supreme Court's guidelines, safeguarding attorney-client privilege. The contract balance information further enhances our financial transparency.

FISCAL IMPACT:

The check register summary for January 2026 totals \$3,549,430.65.

PRIOR CITY COUNCIL ACTION:

Council ratified the December 2025 check register at the February 2, 2026, special council meeting.

ATTACHMENTS:

1. January 2026 Check Register

January 2026 Check Register

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 000				
56976	County of Monterey-Treasury Division	Citation collection Dec 2025	01/13/2026	2,200.00
56983	Mayon Capital, Inc	Relief of Account Receivable	01/13/2026	-500.00
56998	U.S. Bank PARS	Pension account contribution	01/13/2026	750,000.00
57070	Division of the State Architect	Form 786 Q3 Oct-Dec 2025	01/16/2026	57.20
57103	Visit Carmel	Sep-Oct26 CHID	01/23/2026	370,734.75
Total for Department: 000				1,122,491.95
Department: 110 City Council				
56983	Mayon Capital, Inc	Mail delivery service	01/13/2026	5,500.00
56985	Office Depot, Inc.	Admin General Office Supplies	01/13/2026	223.42
57073	Office Depot, Inc.	Admin General Office Supplies	01/16/2026	125.33
57121	League of California Cities	Membership due calendar year 2026	01/30/2026	3,045.00
Total for Department: 110 City Council				8,893.75
Department: 111 City Administration				
56963	Amazon Web Services Inc	AWS Cloud Services	01/13/2026	460.01
56965	AT&T	Telephone service citywide	01/13/2026	441.28
56966	Bridge IT Consulting	HYCU for Workplace Identity 14 mo	01/13/2026	1,680.00
56972	Carmel Pine Cone	Legal noticing	01/13/2026	716.63
56973	Comcast	Cable service CH and PD	01/13/2026	571.25
56975	Copies By-The-Sea	Agenda printing services	01/13/2026	525.93
56980	Hinderliter, De Llamas & Associates	HdL - Transaction Tax Contract Services	01/13/2026	600.00
56981	IAMP Pro Audio/Anthony J. Nocita	Set-up, live production, associated support of city meetings and	01/13/2026	3,060.00
56982	Liebert Cassidy Whitmore	LCW Library Subscription	01/13/2026	4,145.00
56993	SESAC	Music Performance License	01/13/2026	641.00
56997	T-Mobile	Telephone service and sales	01/13/2026	340.23
56999	Verizon Wireless	City wide cellular service	01/13/2026	4,033.79
57008	Carmel Pine Cone	Legal noticing	01/16/2026	819.00
57013	Comcast	Cable service CH and PD	01/16/2026	43.79
57023	IWORQ	Software February 2026 - January 2027	01/16/2026	14,125.00
57028	Minuteman Press Carlsbad	Check printing services	01/16/2026	1,259.25
57034	Municipal Resource Group, LLC	Executive coaching services	01/16/2026	1,300.00
57062	Verizon Wireless	City wide cellular service	01/16/2026	4,035.19
57068	Chavan and Associates, LLC	Audit services	01/16/2026	11,605.00
57069	Comcast Business	NonNGEN internet and recurring charges	01/16/2026	644.40
57071	Hinderliter, De Llamas & Associates	HdL Sales Tax Audit	01/16/2026	1,469.29
57072	IAMP Pro Audio/Anthony J. Nocita	Set-up, live production, associated support of city meetings and	01/16/2026	1,767.04
57074	Pace Productivity Inc	Municipal Cost of Services Study	01/16/2026	8,300.00
57075	Same Day Shred	Admin Shredding	01/16/2026	50.00
57085	AT&T	Telephone service citywide	01/23/2026	5,285.48
57086	AT&T	Telephone service Citywide	01/23/2026	1,030.14
57094	Neal Rutta	AWS account services	01/23/2026	1,013.78
57102	Universal Staffing Inc	Temporary staffing services-Admin Coordinator	01/23/2026	3,809.70
57106	Xerox Financial Services	Xerox copier leases citywide	01/23/2026	2,905.06
57108	Benefit Coordinators Corporation (BCC)	Cobra Admin expenses (\$83.60 mo)	01/30/2026	83.60
57135	Universal Staffing Inc	Temporary staffing services-Admin Coordinator	01/30/2026	1,593.60
Total for Department: 111 City Administration				78,354.44
Department: 112 City Attorney				
56967	Burke, Williams & Sorensen, LLP	City Attorney services-Labor negotiations	01/13/2026	8,468.00
Total for Department: 112 City Attorney				8,468.00
Department: 115 Community Planning & Building				
56985	Office Depot, Inc.	Office supplies - Planning	01/13/2026	156.39
57018	Engineered Fire Systems	Plan Review - November 2025	01/16/2026	742.50
57026	Marnie Waffle	01-14-26 Community Meeting Supplies	01/16/2026	60.96
57090	FedEx	postage	01/23/2026	16.24
57114	FedEx	postage	01/30/2026	16.24
Total for Department: 115 Community Planning & Bu				992.33

Department: 116 Police

56987	PC Specialists, Inc	2 EP2-20885 Microsoft Pro I1 Intel units for PD STATE-CMAS	01/13/2026	4,775.60
56996	T2 Systems, Inc	MobilePay subscription	01/13/2026	83.33
57000	10-8 Uniforms LLC	Uniforms and misc clothing/insignia items for Police Department	01/16/2026	1,715.09
57014	Community Hospital of the Monterey Peninsula	PD Testing services	01/16/2026	219.00
57017	Department of Justice/Accounting Office	PD:Fingerprinting services	01/16/2026	32.00
57030	MOGO Urgent Care-PD	PD Substance/new hire testing services	01/16/2026	691.00
57032	Monterey County Animal Services	Animal control services	01/16/2026	275.00
57037	Online Policing Solutions, Inc	Full Access NPS-AID Chapter servoce	01/16/2026	749.00
57045	Quality Print & Copy	Police Dept printing services	01/16/2026	241.95
57054	T2 Systems Canada Inc.	Digital Iris Service	01/16/2026	75.00
57055	T2 Systems, Inc	Automated Owner Lookup/Letter Service	01/16/2026	110.41
57059	Transunion Risk & Alterna	TLO investigative searches	01/16/2026	100.00
57067	aaaworkspace	Police Dept Chairs per description	01/16/2026	1,375.60
57087	Carmel Belle	Lunch for CERT volunteers	01/23/2026	660.00
57088	Cintas Corp 2 (First Aid)	Replenish medicine cabinet	01/23/2026	73.73
57095	Office Depot, Inc.	PD Misc office supplies	01/23/2026	271.55
57104	Wilana, LLC dba Swift Car Wash	Car Wash PD	01/23/2026	160.00

Total for Department: 116 Police	11,608.26
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Department: 117 Fire

56977	Design Associates	Fire Dept - Maps	01/13/2026	1,000.00
57011	City Of Monterey	Fire Services Jul 2025- Jun 2026	01/16/2026	283,803.00
57019	First Alarm	Alarm services-Fire Station	01/16/2026	313.75
57029	Mission Linen Service	Uniform laundry service	01/16/2026	414.42
57050	Signworks Inc	New decals for Fire Dept vehicles	01/16/2026	153.66
57093	Mission Linen Service	Laundry service Fire	01/23/2026	276.28

Total for Department: 117 Fire	285,961.11
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Department: 118 Ambulance

57004	American Supply Company	Janitor Expense	01/16/2026	450.19
57006	Bound Tree Medical LLC	Medical supplies	01/16/2026	2,324.00
57011	City Of Monterey	Ambulance Service Fee Oct 2025 thru Jun 2026	01/16/2026	179,521.83
57024	JD Repairs, Inc	Amb Dept repairs	01/16/2026	9,348.62
57041	Peninsula Welding & Medical Supply, inc.	Medical supplies	01/16/2026	135.11
57091	LogRx	Controlled Substance Subscription 1-5 Units	01/23/2026	1,440.00
57096	Peninsula Welding & Medical Supply, inc.	Medical supplies	01/23/2026	44.81

Total for Department: 118 Ambulance	193,264.56
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Department: 119 Public Works

56961	Advance Design Consultants, Inc	Electrical engineering changes for SSC EV charging	01/13/2026	6,476.00
56962	Ailing House Pest Control	City wide pest control	01/13/2026	150.00
56964	Angeles Premium Construction, Inc	Sub-floor repairs and install at SSC Studio 105	01/13/2026	29,646.07
56969	California Fire Protection, Inc.	Fire extinguisher service check	01/13/2026	486.10
56978	Edges Electrical Group	Electrical supplies	01/13/2026	645.72
56979	Golden State Portables	Portable potty service	01/13/2026	650.00
56989	Poes Plumbing & Backflow	City facility plumbing service	01/13/2026	416.28
56991	Pureserve Building Service	City facility janitorial service	01/13/2026	23,101.72
56992	Scarborough Lumber & Building	Sander, gutter strainer, caulking	01/13/2026	250.82
57001	2nd Nature Software Inc	Signature Software -street sweeper route	01/16/2026	1,250.00
57003	Ailing House Pest Control	City wide pest control	01/16/2026	140.00
57005	Angeles Premium Construction, Inc	VL new office construction	01/16/2026	10,940.44
57007	California Fire Protection, Inc.	Fire extinguisher service check	01/16/2026	350.00
57009	Cintas Corp 2 (First Aid)	First Aid for 2 PW boxes	01/16/2026	777.31
57010	Cintas Corporation	Uniforms for PW	01/16/2026	793.71
57015	Denise Duffy & Associates	ND Habitat Resource Monitoring	01/16/2026	3,434.44
57016	Department of Industrial Relations	Late fee E2212587	01/16/2026	225.00
57020	Forestry Suppliers, Inc	Safety Supplies - helmet, safety glasses, binoculars, jackets	01/16/2026	1,484.86
57021	Granite Rock Company	asphalt hot mix	01/16/2026	1,295.12
57022	HASCO Stations, LLC	PW Fuel	01/16/2026	2,324.74
57027	Martins Irrigation Supply, INC.	tree stakes and post driver	01/16/2026	204.58
57031	Monterey Bay Air Resources District	Permits	01/16/2026	3,470.40
57033	Municipal Maintenance Equipment	Sweeper differential leak repair 12/17/25 #044607	01/16/2026	7,214.04
57036	Office Depot, Inc.	office supplies	01/16/2026	188.46
57039	Otis Elevator Company	elevator service at HML	01/16/2026	2,075.14
57040	Pacific Smog	Smog for city van 1/1/26 #3247	01/16/2026	153.25

57042	PG&E	EV Charging 1/10/26 #0008476684-9	01/16/2026	1,000.00
57043	Poes Plumbing & Backflow	City facility plumbing service	01/16/2026	510.00
57044	Pureserve Building Service	City facility janitorial service	01/16/2026	23,101.72
57046	R & S Erection of Monterey Bay Inc	Norton Ct. grille not opening had power outage.	01/16/2026	398.00
57047	Robert Half	Temporary Forester services - Tree Permit Technician	01/16/2026	3,383.96
57048	Scarborough Lumber & Building	forestry, streets, and facilities supplies	01/16/2026	205.18
57051	State Water Resources Control Board	Annual Storm Water Permit fee	01/16/2026	7,279.00
57052	Stormwater Biochar	Stormwater filter 12/30/25 #3495	01/16/2026	888.76
57057	Tope's Tree Service Inc.	Tree services citywide as directed by City Forester	01/16/2026	2,400.00
57058	Town and Country Gardening	Tree work in the City	01/16/2026	21,161.07
57060	Tree Stuff Lockbox No 639707	Air powered tree access, blades	01/16/2026	800.33
57061	Valley Hills Nursery	Poles, Oak, Cedar, soil, bark	01/16/2026	1,759.50
57084	Advance Design Consultants, Inc	Electrical engineering changes for SSC EV charging	01/23/2026	10,500.00
57101	Robert Half	Temporary Forester services - Tree Permit Technician	01/23/2026	2,386.47
57107	Ailing House Pest Control	City wide pest control	01/30/2026	849.00
57109	California Fire Protection, Inc.	Fire extinguisher service check	01/30/2026	450.00
57110	Cintas Corp 2 (First Aid)	1st aide supplies 5313696704	01/30/2026	240.08
57111	Cintas Corporation	Uniforms for PW	01/30/2026	660.07
57115	Golden State Portables	Portable potty service	01/30/2026	650.00
57116	Granite Construction Company	Asphalt	01/30/2026	1,126.37
57117	Granite Rock Company	Concrete mix	01/30/2026	1,190.08
57118	HASCO Stations, LLC	PW Fuel	01/30/2026	1,564.94
57123	David Sollid Marina Backflow Company	test on backflow devices	01/30/2026	1,350.00
57124	Monterey Bay Air Resources District	Permits	01/30/2026	1,641.00
57125	Morrill & Forbes Chimney Sweeps and Fireplaces	Carmel Library: Inspect, Measure and Service	01/30/2026	540.60
57126	Napa Auto Parts	oil and radiator funnel	01/30/2026	46.62
57128	Otis Elevator Company	elevator service at HML	01/30/2026	461.43
57130	Poes Plumbing & Backflow	City facility plumbing service	01/30/2026	330.00
57131	Scarborough Lumber & Building	Streets supplies	01/30/2026	170.66
57132	Sentry Alarm Systems	City facility alarm service	01/30/2026	3,145.29
57133	Sherwin-Williams Co.	10/6/25 #2698-4 Supplies for city projects	01/30/2026	280.66
57134	Toro Petroleum	Fuel for generator	01/30/2026	2,508.71

Total for Department: 119 Public Works	191,123.70
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Department: 121 Community Activities

56972	Carmel Pine Cone	Craftapoolooza ad 11.21.25	01/13/2026	425.00
57056	The Christmas Light Pros	Holiday lights - 3 buildings, medians, Devendorf Park	01/16/2026	19,700.00
57119	Kelly Productions	Santa for holiday celebration 12.5.2025	01/30/2026	735.00
57127	Office Depot, Inc.	laminating pouches (2 boxes)	01/30/2026	35.75

Total for Department: 121 Community Activities	20,895.75
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Department: 122 Economic Revitalization

56971	Carmel Chamber of Commerce	Visitor Center operations	01/13/2026	30,000.00
56995	Sunset Cultural Center Inc.	Current fiscal year Operating Grant	01/13/2026	187,500.00
57063	Visit Carmel	Visit Carmel funding FY 2025-26	01/16/2026	30,000.00
57076	See Monterey	TOT Destination Marketing Jurisdiction Investment Q3 Jan-Mar26	01/16/2026	59,495.25

Total for Department: 122 Economic Revitalization	306,995.25
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Department: 130 Non-Departmental

56968	Cal-Am Water Company	Water service citywide	01/13/2026	18,513.63
56988	PG&E	Citywide gas and electric services	01/13/2026	311.52
56990	Prism Public Risk Innovation	Jan-Mar 2026 EE Assistance Program	01/13/2026	676.20
57042	PG&E	Citywide gas and electric services	01/16/2026	9,979.68
57097	PG&E	Citywide gas and electric services	01/23/2026	213.61
57098	Pitney Bowes Bank, Inc Reserve Account	Advance on postage meter mailing costs Acct#28553824	01/23/2026	1,800.00
57129	Pitney Bowes Bank, Inc Reserve Account	Advance on postage meter mailing costs #28553824	01/30/2026	2,000.00

Total for Department: 130 Non-Departmental	33,494.64
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Department: 311 Capital Projects

56984	Moffatt & Nichol	Professional services: Coastal Engineering and environmental ser	01/13/2026	30,310.80
56986	Opticos Design, Inc	Prep of objective development and design standards for ADU, mult	01/13/2026	3,233.00
57012	Coastal Paving & Excavating, Inc	Storm Drain Improvement- Implementation and construction per co	01/16/2026	65,934.61
57035	Neill Engineers Corp.	Conglomerate Paving Project	01/16/2026	26,334.00
57038	Opticos Design, Inc	ODDS - December 2025	01/16/2026	6,763.00
57058	Town and Country Gardening	Professional landscaping and garden services - Devendorf	01/16/2026	5,362.00
57064	Wallace Group	Shoreline infrastructure repair	01/16/2026	2,508.00

57089	Coastal Paving & Excavating, Inc	Conglomerate Paving Project	01/23/2026	229,493.45
57100	QOVO Solutions, Inc	PD Renovations: Door and camera replacement	01/23/2026	8,927.78
57112	Coastal Paving & Excavating, Inc	Conglomerate Paving Project	01/30/2026	696,738.36
57113	EMC Planning Group, Inc	Coastal Engineering & adaptation planning project #22-020-38 12/	01/30/2026	27,476.48
57120	Kone, Inc	Stage elevator power unit replacement SSC-deposit to start work	01/30/2026	27,447.18

Total for Department: 311 Capital Projects	1,130,528.66
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Department: 513 Veh & Equip Replacement

56994	SHI International Corp	Meraki MR Enterprise Lic 5yr/Meraki MS350-24X Enterprise Lic 5yr	01/13/2026	2,275.94
57053	Stryker	Two ambulance heart monitors Serial 50544394 5068099	01/16/2026	33,292.85
57065	Watsonville Ford	2 Ford F-150 Lightning EV Trucks	01/16/2026	120,789.46

Total for Department: 513 Veh & Equip Replacement	156,358.25
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Grand Total	3,549,430.65
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CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

March 3, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Melinda Cervantes, Acting Library and Community Activities Director

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Resolution 2026-015, authorizing the serving of alcohol on public property for the Carmel Public Library Foundation's Donor Salute event on Sunday, March 8, 2026, and the Sterling Circle event, Sunday, June 7, 2026

RECOMMENDATION:

Adopt Resolution 2026-015, authorizing the serving of alcohol on public property for the Carmel Public Library Foundation's Donor Salute event on Sunday, March 8, 2026, and the Sterling Circle event, Sunday, June 7, 2026

BACKGROUND / SUMMARY:

The Carmel Public Library Foundation (CPLF) is requesting (**Attachment 2**) the use of the Harrison Memorial Library to hold its annual Donor Salute event, on Sunday, March 8, 2026, from 3:00 - 5:00 p.m. The Donor salute is held each year to thank those who donate \$100 or more in a calendar year to the CPLF.

The CPLF is also requesting the use of the Harrison Memorial Library to hold its annual Sterling Circle event on Sunday, June 7, 2026, from 3:00 p.m. - 5:00 p.m. at the Main Library. The Sterling Circle event is held annually to thank CPLF Planned Giving Program donors.

Both the Donor Salute and Sterling Circle are opportunities for the CPLF to extend its gratitude and appreciation to its donors for their support.

Per City Policy C89-47 "Support Groups Policy" (**Attachment 3**), the use of library facilities shall be determined by the Harrison Memorial Library Board of Trustees, with the exception of events at which alcoholic beverages are offered. The Board of Trustees considered the CPLF's request at its January 28, 2026, meeting and approved the use of the Harrison Memorial Library for both events.

Wine is proposed to be served at each event. Per Carmel Municipal Code section 9.20.020, it is unlawful for any person to drink any alcoholic beverage in or upon any public place within the City. The City Council may, however, authorize exceptions to the code for specific events of limited duration by adopting a resolution (**Attachment 1**). Also, per policy C89-47, the City will not provide insurance coverage for any City Support Groups in a City building at which alcohol is served, unless the activity is officially co-sponsored by resolution of the City Council.

The Harrison Memorial Board of Trustees also voted to recommend that the City authorize the co-sponsorship for both of these events at their Regular Meeting on January 28, 2026.

FISCAL IMPACT:

Donors to the Carmel Public Library Foundation provide almost 100% of the funds for the Library's operating budget.

PRIOR CITY COUNCIL ACTION:

The City Council approved co-sponsorship of these events on March 3, 2025.

ATTACHMENTS:

- 1. Resolution 2026-015
- 2. CPLF Donor & Sterling Circle request letter
- 3. C89-47 Support groups policy

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL
RESOLUTION NO. 2026-015**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING CITY CO-SPONSORSHIP OF THE CARMEL PUBLIC LIBRARY FOUNDATION'S ANNUAL DONOR SALUTE AT THE MAIN LIBRARY ON SUNDAY, MARCH 8, 2026, AT WHICH ALCOHOL WILL BE SERVED AND AUTHORIZING CITY CO- SPONSORSHIP OF THE CARMEL PUBLIC LIBRARY FOUNDATION'S STERLING CIRCLE EVENT AT THE MAIN LIBRARY ON SUNDAY, JUNE 7, 2026

WHEREAS, the Harrison Memorial Library Board of Trustees and the Carmel Public Library Foundation are requesting City co-sponsorship of the Annual Donor Salute on Sunday, March 8, 2026, from 3:00 p.m. to 5:00 p.m. at Harrison Memorial Library; and

WHEREAS, the Harrison Memorial Library Board of Trustees and the Carmel Public Library Foundation are requesting City co-sponsorship of the Sterling Circle event on Sunday, June 7, 2026, from 3:00 p.m. to 5:00 p.m. at Harrison Memorial Library; and

WHEREAS, per Carmel Municipal Code section 9.20.020, it is unlawful for any person to drink any alcoholic beverage in or upon any public place within the City unless the City authorizes an exception to the code for specific events of limited duration by adopting a resolution; and

WHEREAS, City Policy C89-07 requires City Support Groups to obtain City Council approval to cosponsor events at which alcohol is served; and

WHEREAS, it is necessary to notify the City's insurance carrier of the co-sponsorship.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES:

1. Agree to co-sponsor the Carmel Public Library Foundation's Annual Donor Salute on March 8, 2026.
2. Agree to co-sponsor the Carmel Public Library Foundation's Sterling Circle event on June 7, 2026.
3. Authorize the City Administrator to notify the Harrison Memorial Library Board of Trustees and Carmel Public Library Foundation of the Council's concurrence to co-sponsor the event.

4. Authorize the City Administrator to officially notify the City's insurance carrier of the co-sponsorship.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of March, 2026, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



Carmel Public Library Foundation

Melinda Cervantes, Interim Library Director
& Library Board Trustees
Sixth and Mission St.
Carmel, CA 93921

Dear Ms. Cervantes & Library Board Trustees:

The Carmel Public Library Foundation respectfully requests consideration to hold our donor cultivation event; The Donor Salute on Sunday, March 8, 2026 from 3:00-5:00pm and the Sterling Circle on Sunday, June 7, 2026 from 3:00-5:00pm at the Harrison Memorial Library.

We plan to serve wine and hors d'oeuvres at each of the events. We are eager to obtain whatever approvals are necessary. Please let us know if you require any further information or documentation.

Thank you for your consideration of our request.

Sincerely,

Alexandra Fallon, CEO
Carmel Public Library Foundation

**CITY OF CARMEL-BY-THE-SEA
POLICY AND PROCEDURE**

Subject: Support Groups Policy	Policy/Procedure No: C89-47
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Effective Date: 3 October 1989	Authority: Resolution No. 89-121
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Purpose:
To establish a formal procedure for relationships between the City and its support groups.

Policy/Procedure:
As fully set forth in the policy document, attached.

Responsible Party:
City Administrator/City Council

Department of Origin:
Administration/City Council

Revision Dates:
6 March 1990 (Resolution No. 90-26)
4 August 1992 (Resolution No. 92-70)
3 April 2007 (Resolution No. 2007-19)
2 October 2012 (Resolution No. 2012-70)
7 September 2021 (Resolution No. 2021-046)
4 January 2022 (Resolution No. 2022-009)

Rescinded Date:

City Administrator Approval:

Signature Date

Support Groups Policy September 21, 1989

General:

The City Council recognizes that individuals of the community will join together from time to time in support groups to assist the municipal organization (City) or one of its departments for a variety of reasons. The City Council also recognizes the value of the assistance so provided by support groups and encourages the formation of such groups where appropriate and/or a need exists. So that both the City and its entities and the support groups have a clear understanding of the nature and extent of the relationship, the following guidelines have been developed and adopted by the City Council.

Definition:

Support groups are associations of individuals who have voluntarily joined together in a unit whose sole or primary purpose is to provide assistance – monetary, social, cultural or otherwise – but not political – to the City or one of its departments.

Nature of Relationship:

The City recognizes the importance of support groups to the financial, social, cultural and environmental fabric of our community as well as the need for private support groups to be independent and freed of the restrictions which are applicable to public entities. It is also recognized by the City that a relationship will exist between support groups and the City. It is the intent of the City to keep the relationship with all support groups to a minimum, recognizing that support groups are private in existence, a status which requires neither the specific public noticing, reporting and liability responsibilities of, nor financial assistance from, the City.

While members of support groups have the freedom of association guaranteed by the Constitution, the support group is recognized by the City as a private body.

City Involvement with Support Groups/Personnel:

City personnel, whether elected, employed or appointed, shall not serve on the board of directors (either as a member or in an ex officio capacity) of a support group. Employees of support groups are not City employees and support groups and their officers shall refrain from representing themselves as agents or officers of the City. City staff will be assigned by the City Administrator to serve in a liaison capacity and to provide technical assistance to support groups if requested.

Use of City Facilities*:

Support groups are entitled to free use of City facilities for meetings, either general membership, board, executive committee, or special committee as long as:

- a) The date and time are convenient to the operation and maintenance of the facility in which the meet is desired;
- b) The meeting room is not needed for a City board, committee or commission meeting;

- c) The meeting is to occur during regular hours of operation or does not require the scheduling of staff beyond regular schedules if held at a time other than regular hours;
- d) The desired room is available;
- e) The City will not incur a substantial cost for providing the room; and
- f) The use of the City facilities by the support group is in furtherance of the interests of the City.

The City shall draw up an agreement with each support group which shall outline the terms and conditions for the free use of meeting rooms and of storage space. Support groups may also store assets and belongings in a public facility subject to a valid Hold Harmless Agreement and certificate of insurance being on file with the City Clerk's office and naming the City as an additional insured party, and provided that the space is not required for municipal properties.

City facilities, with the exception of library facilities, may not be used to provide free space or equipment for the business office of the support group. The use of Library facilities shall be determined by the Harrison Memorial Library Board of Trustees, with the exception of events held at these facilities at which alcoholic beverages are offered. Limitations on such use are described in this Policy in the paragraph titled "Insurance".*

Use of City Equipment*:

No support group, its officers or members, shall utilize any equipment belonging to the City and/or any of its departments except audio/visual equipment and room furnishings which are normally provided upon request with the use of a room. City equipment is defined but is not limited to telephones, desks, copy machines, computers and computer terminals, mail and stamping devices, facsimile machines, typewriters and adding machines. The City Administrator may grant use of City equipment in special circumstances. The use of library equipment shall be determined by the Harrison Memorial Library Board of Trustees.*

Membership Rolls:

Membership rolls of support groups and the City can be exchanged if an agreement is reached between the parties and is consistent with both State and Federal laws.

Postage:

Each support group shall secure and maintain its own Post Office box or mailing address. The City's or a City department's Post Office box or bulk mailing permit is to be used for official City business only. Each support group shall incur all expenses associated with the mailing of its literature, minutes, agendas and fund-raising requests.

* For statutory provisions governing use of library facilities and equipment, see Education Code, Title 1, Division 1, Part 11, Chapter 5, Section 18919 and Carmel-by-the-Sea Municipal Code Section 2.72.050.

Political Activities:

No support group, organized for the purpose of assisting the City or one of its departments shall partake, either officially or unofficially, in any political activity involving the City of Carmel-by-the-Sea, its officers, employees, or facilities. Political activity includes, but is not limited to:

- Mayoral and City Council elections
- Local ballot issues
- Involvement in administrative or personnel matters

Support Groups are encouraged to use proper and accepted internal City communication channels and the public appearances section of City Council meetings.

Insurance:

The City will provide general liability insurance coverage for support groups including the cost of the insurance deductible as long as the support groups are meeting or holding events in public buildings or at public facilities. If a support group meets away from a public building or public facility and/or outside the City limits, then it shall be the option of the support group as to whether it desires to secure insurance protection. The City will not provide insurance protection for activities and events held outside of the City limits or away from public buildings and/or public facilities and will not provide coverage at any activity where alcoholic beverages are being served unless such activity is officially sanctioned and cosponsored via a Resolution of the City Council.

Should support groups desire to serve alcoholic beverages at an event, either in a public building or at a public facility, the support group will be required to secure its own insurance coverage, unless the City Council adopts a Resolution of co-sponsorship.

Co-Sponsorship:

A Resolution of the City Council of the City of Carmel-by-the-Sea is required in order for the City to co-sponsor with any support group any event, performance, activity or function, whether one-time, cumulative or ongoing.

Fund-Raising Events within Public Facilities:

The City recognizes that support groups from time to time will request the utilization of public facilities for fund-raising activities. Such requests for the use of public facilities shall be forwarded to the City Council for its review at least thirty (30) days prior to the scheduled event. The City will give preferential consideration to support groups over other groups for fund-raising activities within public facilities.

Requests for the use of Library facilities shall be forwarded to the Harrison Memorial Library Board of Trustees for its review at least thirty days (30) prior to the scheduled event.* However, any event approved by the Library Board of Trustees at which alcoholic beverages are to be offered must also have prior approval of the City Council as set forth in this Policy in the paragraph titled "Insurance".

Support Groups are cautioned that obtaining such approval by both bodies could take seven weeks or more, depending on the scheduling of their respective meetings.

Bylaws:

Each support group shall provide a copy of its current bylaws to the City Clerk.

Annual Audit:

The City requires a copy of the annual audit, review or internal financial report of each support group.

Responsibility for Implementation of Policy:

The City Administrator is delegated as the City official responsible for the implementation of this policy.

Periodic Review:

The City Council will, from time to time, review the intent and content of this policy and make any necessary amendments which it deems necessary to protect the interests of the City and the support groups. All support groups will be notified whenever a review is determined to be needed.

* For statutory provisions governing use of library facilities and equipment, see Education Code, Title 1, Division 1, Part 11, Chapter 5, Section 18919 and Carmel-by-the-Sea Municipal Code Section 2.72.050.

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2022-009

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DESIGNATING CARMEL COMMUNITY EMERGENCY RESPONSE TEAM (CERT) AS AN OFFICIAL CITY SUPPORT GROUP IN ACCORDANCE WITH SUPPORT GROUP POLICY NO. 89-47

WHEREAS, in October 1989, the City Council adopted Resolution 89-121, the Support Group Policy, which establishes the relationship between the City and private groups; and

WHEREAS, in May 1990, the City Council adopted Resolution No. 90-47 designating the support groups of the City; and

WHEREAS, according to their website, Carmel CERT is a group dedicated to preparedness and assisting others in their neighborhood or workplace following an event; and

WHEREAS, Carmel CERT has already performed tremendous volunteer efforts, such as: COVID vaccination process, winter storm assistance, down power lines, beach closures, special event assistance, lost person support, and enhanced preparedness for any emergency; and

WHEREAS, Carmel CERT is directly connected with Monterey Fire Department and Monterey CERT which provides training support, CERT leadership, and extra staff for larger scale events.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:


1. Require Carmel by-the-Sea CERT to provide all documentation pursuant to Policy No. 89-47.
2. Designate the following groups as Support Groups pursuant to Policy No. 89-47:
 - a. Friends of Harrison Memorial Library
 - b. Carmel Public Library Foundation
 - c. Friends of Carmel Forest
 - d. Friends of Sunset Foundation
 - e. Lester Rowntree Native Plant Garden Committee
 - f. Friends of Mission Trail Nature Preserve
 - g. Carmel Cares
 - h. Carmel CERT (upon City Council approval and compliance with #1)
3. Authorize the City Administrator to submit the updated list of support groups to the insurance carrier.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-
THE-SEA this 4th day of January, 2022, by the following vote:**

- AYES: COUNCIL MEMBERS BARON, FERLITO, THEIS, MAYOR PRO TEM RICHARDS,
MAYOR POTTER
- NOES: NONE
- ABSENT: NONE
- ABSTAIN: NONE

APPROVED:

ATTEST:



 Dave Potter
 Mayor



 Ashlee Wright
 Acting City Clerk



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

March 3, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk, Brian Pierik, City Attorney

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Resolution 2026-016 Adopting a Policy on the Distribution of Tickets and Passes to City Employees

RECOMMENDATION:

Motion to adopt Resolution 2026-016 Adopting a Policy on the Distribution of Tickets and Passes to City Employees.

BACKGROUND / SUMMARY:

Executive Summary

The City does not currently have a formal policy governing how those tickets or passes may be accepted, used, documented, and publicly disclosed when provided for City business. The Fair Political Practices Commission (FPPC) regulates the distribution of tickets and passes by public agencies to elected officials, appointed officials, and certain designated employees pursuant to the Political Reform Act and [Title 2 of the California Code of Regulations, Section 18944.1](#). This regulation authorizes public agencies to adopt a written policy governing the acceptance and distribution of tickets or passes for official use.

At the February 2, 2026 City Council meeting, Council directed staff to amend the proposed Tickets and Passes Distribution Policy so it applies only to City employees and does not apply to City Councilmembers. The attached Resolution (**Attachment 1**) and Policy (**Attachment 2**) have been revised accordingly.

Adopting the revised policy will provide a clear, consistent process for employee use of

tickets/passes in compliance with Fair Political Practices Commission (FPPC) Regulation 2 CCR 18944.1, promote transparency through required reporting, and reduce the risk of tickets/passes being treated as reportable gifts when used for a legitimate City purpose.

Revisions per Council direction (February 2, 2026):

- The proposed policy has been amended so it applies only to City employees (redlined policy included as Attachment 2).
- City Councilmembers are excluded from the policy’s scope, and tickets/passes will not be distributed to members of the City Council under this policy.

Why adopt a policy for employees:

When tickets or passes are distributed by the City in accordance with an adopted policy that complies with Section 18944.1, the distribution generally does not constitute a “gift” to the recipient for purposes of the FPPC gift limit, and the distribution is instead handled through the required public reporting process (FPPC Form 802).

Key FPPC Requirements Addressed in the Policy

FPPC regulations require that ticket/pass distributions meet specific conditions, including:

- Distribution occurs pursuant to a written policy adopted by the governing body and maintained as a public record.
- Distributions are reported on FPPC Form 802.
- Tickets/passes are not earmarked by the outside source for a specific individual.
- The City determines, in its sole discretion, who will use the ticket or pass.

The regulation also requires the policy to:

- Identify the public purposes for which tickets/passes may be used;
- Require that any distribution to, or at the behest of, an employee accomplish a stated public purpose;
- Prohibit transfers except as allowed by regulation (e.g., immediate family/one guest for attendance); and
- Prevent disproportionate use by designated leadership positions.

Note: Benefits not included with admission (such as food or beverages) may still be subject to applicable gift limits and reporting rules.

Implementation and Posting Requirements

If adopted:

- The revised policy must be posted on the City's website within 30 days of adoption;
- FPPC Form 802 must be posted on the City's website within 45 days of any ticket/pass distribution; and
- The policy must be provided to the FPPC so they may post a link to the City's policy.

FISCAL IMPACT:

None for this action

PRIOR CITY COUNCIL ACTION:

Council received a staff report and proposed policy on the distribution of tickets and passes on February 2, 2026. Council directed staff to return with amendments to the policy to state that the policy only applies to City employees and not Councilmembers.

ATTACHMENTS:

1. Resolution 2026-016
2. Exhibit A - Redlined Policy on the Distribution of Tickets and Passes to City Employees

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2026-016

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
ADOPTING A POLICY ON THE DISTRIBUTION OF TICKETS AND PASSES TO CITY
EMPLOYEES**

WHEREAS, the Fair Political Practices Commission (FPPC) administers and enforces the Political Reform Act of 1974 (Government Code Section 81000 et seq.), including regulations governing the acceptance and distribution of tickets and passes by public agencies; and

WHEREAS, Title 2 of the California Code of Regulations, Section 18944.1, authorizes local agencies to adopt a written policy governing the distribution of tickets or passes received by the agency for use by elected officials, appointed officials, and designated employees; and

WHEREAS, when tickets or passes are distributed pursuant to a policy adopted in compliance with Section 18944.1, such tickets or passes are not considered gifts to the recipient, are not subject to the FPPC annual gift limit, and are not reportable as gifts on the recipient's Statement of Economic Interests (Form 700); and

WHEREAS, the City of Carmel-by-the-Sea currently does not have a formal policy governing the acceptance and distribution of tickets or passes received by the City; and

WHEREAS, the City Council directed staff to create a policy on the distribution of tickets and passes that only applies to City Employees, and not members of the City Council; and

WHEREAS, adoption of a Policy on the Distribution of Tickets and Passes will establish a fair, transparent, and consistent framework for the distribution of tickets or passes to City Employees, ensure compliance with FPPC regulations, promote accountability, and avoid the appearance of impropriety; and

WHEREAS, the proposed Policy on the Distribution of Tickets and Passes sets forth the public purposes for which tickets or passes may be distributed, establishes procedures for distribution and reporting, prohibits earmarking and disproportionate use, and requires public disclosure on FPPC Form 802 in accordance with state law.

**NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF
CARMEL-BY-THE-SEA DOES HEREBY:**

- Adopt the Policy on the Distribution of Tickets and Passes to City Employees, attached hereto as Exhibit A and incorporated herein by reference.
- The City Administrator is authorized and directed to administer the Policy in accordance with its terms and applicable FPPC regulations.

- The City Clerk is directed to post the adopted Policy and all required FPPC Form 802 disclosures on the City’s website and to maintain such records in accordance with applicable law.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 2nd day of March, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

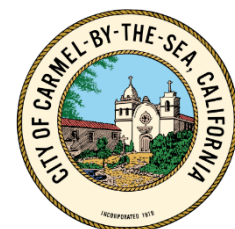
City of Carmel-by-the-Sea

POLICY ON THE DISTRIBUTION OF TICKETS AND PASSES TO CITY EMPLOYEES

Policy No. 2026-01

Office of the City Administrator

Carmel-by-the-Sea, CA 93921



City of Carmel-by-the-Sea Policy on the Distribution of Tickets and Passes to City Employees

.Background

The Carmel-by-the-Sea City Council, Boards, Commissions and officials certain City employees are subject to certain laws and regulations pertaining to gifts. The Fair Political Practices Commission ("FPPC") enforces the provisions of the Political Reform Act contained in Government Code Section 81000 et seq., as well as the regulations contained in Title 2, California Code of Regulations, Sections 18110 et seq.

The City strives to provide impartial and high-quality services to its residents, businesses and visitors. The receipt by City officials employee of gifts or other items of value can be perceived as attempts to influence City operations, and the City wishes to avoid any appearance of impropriety or favoritism. Additionally, however, City employees' officials attendance at public events is necessary to achieve the goals of governance, both to promote the policies of the City and to maintain close contact with the citizens and interest groups within the City. This Policy outlines a fair and impartial procedure for the disposition of tickets or passes by the City in furtherance of a governmental purpose. It implements the directives of FPPC regulations and establishes procedures as required by Title 2, Division 6, Chapter 9.5, Section 18944.1 of the California Code of Regulations, for the acceptance and distribution of tickets or passes by the City. This Policy also ensures that tickets or passes distributed by the City are disclosed upon the required FPPC forms.

I; .DEFINITIONS

- A. Unless otherwise provided herein, words and terms used in this Policy shall have the same meaning as that contained in the Political Reform Act of 1974 and the FPPC Regulations, as the same may be amended from time-to-time.
- B. "Beneficial use for official City business" means a use that will further a legitimate City purpose and assist the City in carrying out its mission, programs or goals. Beneficial uses include those governmental purposes set forth in Section II A, Policy Pertaining to Tickets and Passes, below. Where not specifically listed, beneficial uses are to be determined on a case-by-case basis.
- C. "City Administrator" means the City Administrator or his/her designee.
- D. "City Official Employee" means any City employee ~~City-elected official, appointed official, or person~~ designated in the City's Conflict of Interest Code. This Policy does

not apply to members of the City Council or to members of any City Commissions.

- E. "Gift" means anything of value, including meals, for which the recipient has not provided equal or greater value in return. A gift includes a rebate or discount in the price of anything unless the rebate or discount is made in the regular course of business to members of the public. A gift does not include de minimis gifts of food or incidental items, such as snacks, pens, etc., so long as the cumulative value of such gift does not exceed \$50 in a calendar year from any one source. A gift does not include a ticket or pass subject to Section II, Policy Pertaining to Tickets or Passes, as set forth below.
- F. "In the course of official City duties" means pursuant to a person's City job responsibilities, or because of a person's City position.
- G. "Pass" means a ticket that provides repeated access, entry or admission to a facility or series of events and for which similar passes are sold to the public.
- H. "Ticket" means anything that provides access, entry, or admission to a specific future event or function and for which similar tickets are sold to the public to view, listen to, or otherwise take advantage of the attraction or activity for which the ticket is sold and includes any benefits the ticket provides.

II; .POLICY.PERTAINING.TO.TICKETS.OR.PASSES

A. Public Purpose.

1. Attendance at functions within the City and functions otherwise relevant to the performance of City business that assist the City in carrying out its mission, programs or goals are reasonably necessary for accomplishing the legitimate purposes of City government. The City actively supports various philanthropic, cultural, civic, and business development organizations and programs within the City and throughout Monterey County. City ~~employee~~ **Official** attendance at such functions support legitimate public purposes pursued by the City. Therefore, attendance at all such functions are considered to accomplish the public purposes of city governance consistent with state law and specifically Title 2, Division 6, Chapter 9.5, Section 18944.1 of the California Code of Regulations.

2. Examples of legitimate public purposes accomplished by the distribution of tickets or passes pursuant to this Policy include, but are not limited to, the following:
- Promotion of local and regional businesses and economic development within the City, including conventions, conferences and annual meetings;
 - Promotion of City-controlled or sponsored events, activities or programs;
 - Promotion of community programs and resources available to City residents, including nonprofit organizations and youth programs;
 - Marketing promotions highlighting the achievements of local residents and businesses;
 - Promotion of marketing of private facilities available for City resident use, including charitable and nonprofit facilities;
 - Promotion of public facilities available for City resident use;
 - Promotion of City growth and development, including economic development and job creation opportunities;
 - Promotion of City landmarks and/ or community events;
 - Promotion of special events in accordance with any City contract;
 - Exchange programs with foreign officials and dignitaries;
 - Promotion of City recognition, visibility and/ or profile on a local, state, national or worldwide scale;
 - Promotion of open government by City **employee official** appearances, participation and/ or availability at business or community events;
 - Sponsorship agreements involving private events where the City specifically seeks to enhance the City's reputation both locally and regionally by serving as hosts providing the necessary opportunities to meet and greet visitors, dignitaries, and residents;
 - All written contracts where the City, as a form of consideration, has required that a certain number of tickets or passes be made available for its use;
 - Employment retention programs;
 - Special outreach or support programs for active military, veterans, teachers, emergency services, medical personnel and other civil service occupations;
 - Charitable 501(c)(3) fundraisers for the purpose of networking with other community and civic leaders or; and
 - Any purpose similar to above included in any City contract.
3. If a particular event for which tickets or passes are distributed by the City does not fall under one of the above express categories, it shall be considered to fulfill the public purposes of this Policy if it achieves the general policy set out in Section II.A.1 above as determined on a case-by-case basis.

B. Distribution of Tickets or Passes by the City.

1. Where a ticket or pass is received by the City from an outside source for distribution to City ~~employee officials~~, the distribution of the ticket or pass shall be made consistent with this Policy.
2. Tickets or passes shall be distributed under this Policy at the sole discretion of the City pursuant to this Policy. Tickets or passes distributed under this Policy shall not be earmarked for distribution to a City ~~employee official~~ or person by any outside source.
3. A ticket or pass may only be distributed by the City under this Policy if it serves a public purpose as defined above. If the ticket or pass does not serve a public purpose it shall be returned to its source or shall be given to an active 501(c)(3) non-profit, charitable organization that does business within the City. The City Administrator shall make the necessary determinations under this Policy.
4. Once received, tickets distributed pursuant to this policy shall be distributed by the City Administrator on a first-come first-serve basis, in a manner that is consistent with this Policy and with the restrictions set forth herein.
5. Any tickets or passes that are not distributed pursuant to this Policy shall be returned to the source of the tickets or passes or distributed to a 501(c)(3) non-profit, charitable organization that does business within the City.

C. Responsibilities of City Administrator and City Clerk.

1. The City Administrator shall manage the receipt, distribution and accounting for all tickets or passes subject to this Policy.
2. Upon distribution of a ticket or pass pursuant to this Policy, the City Administrator shall either complete FPPC Form 802, Tickets Provided by Agency Report, or provide sufficient information to the City Clerk so that the Clerk may complete the form.
3. No later than thirty (30) calendar days from the distribution of the ticket or pass or approval of this Policy, whichever date last occurs, the City Clerk, shall post the FPPC Form 802 on the City website.
4. The City Clerk shall maintain a completed Form 802 for not less than four (4) years, or other period as specified in any applicable FPPC Regulation.
5. The City Clerk shall cause this Policy to be posted on the City website as soon as reasonably possible after its adoption and shall see to it that the most current version of this Policy is in a prominent fashion on the City website as soon as reasonably possible.

6. A City ~~employee official~~ may return any ticket or pass unused to the City Administrator for redistribution pursuant to this Policy.

D. Restrictions.

Tickets or passes distributed to a City employee ~~official~~ pursuant to this Policy shall not be:

1. Transferred to any other person, except to members of the ~~official's employee's~~ immediate family or no more than one guest solely for their attendance at the event;
2. Sold or exchanged for any consideration; or
3. Disproportionately used by ~~a department, member of the City Council, political appointee~~ department head, or the City Administrator.

E. Tickets or Passes Distributed Pursuant to this Policy Not Reportable on FPPC Form 700.

If a ticket or pass is distributed pursuant to this Policy, it shall not be considered a gift to the recipient and shall not be reportable as a gift on FPPC Form 700.

F. Tickets or Passes Not Distributed Pursuant to this Policy include, but are not limited to:

1. An admission identified in California Code of Regulations, Title 2, Division 6, Chapter 9.5, Section 18942(a)(13) relating to a City ~~employee official~~ performing a ceremonial role;
2. A ticket or pass that qualifies as taxable income to the City ~~employee official~~; or
3. If the City ~~employee official~~ reimburses the City for the ticket or pass within thirty (30) days of receipt of the ticket or pass.



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

March 3, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Katie O'Connell, Local History Librarian

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Resolution 2026-017 Approving loan of City Art to the Monterey Museum of Art

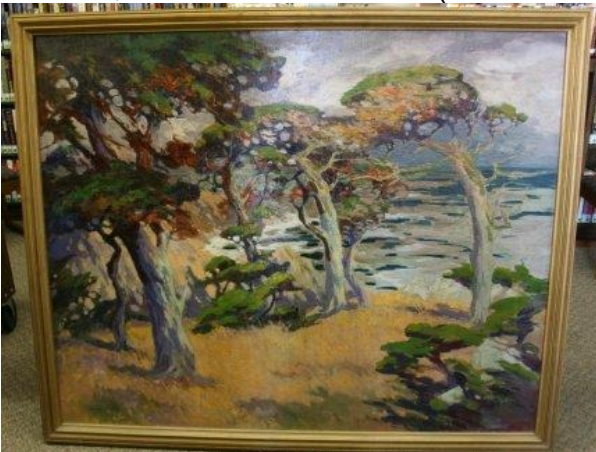
RECOMMENDATION:

Adopt Resolution 2026-017 Approving loan of City Art to the Monterey Museum of Art.

BACKGROUND / SUMMARY:

The Monterey Museum of Art (MMA) requests the loan of the following painting from the City art collection from April 1 through September 25, 2026, for their upcoming exhibit, "Mary DeNeale Morgan: Doyenne of the Carmel Art Colony":

Mary DeNeale Morgan, Cypress on Monterey Coast (Cypress Point), 1930-1931, oil on linen, 40.25 x 50.25 inches (CBTS-0870)



At the January 28, 2026, Harrison Memorial Library Board of Trustees meeting, the Board gave provisional approval of the loan request pending completion of an updated appraisal and receipt of the MMA's Certificate of Insurance, as required by the Loan Policy for Library Art & Items of Historic Interest (**Attachment 2**).

At the February 25, 2026, Library Board meeting, the Board received the updated appraisal and the Certificate of Insurance. The Library Board approved the loan request and is forwarding it to the City Council for final approval. Staff recommends Council adopt the attached Resolution (**Attachment 1**) approving the loan of City Art to the Monterey Museum of Art.

FISCAL IMPACT:

None

PRIOR CITY COUNCIL ACTION:

None

ATTACHMENTS:

- 1. Resolution 2026-017
- 2. Loan Policy for Library Art & Items of Historic Interest

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2026-017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA TO LEND ONE MARY DENEALE MORGAN PAINTING TO THE MONTEREY MUSEUM OF ART, FROM APRIL 1 THROUGH SEPTEMBER 25, 2026

WHEREAS, the Monterey Museum of Art has requested the temporary loan of one Mary DeNeale Morgan painting, "Cypress on Monterey Coast," to be included in an exhibition, "Mary DeNeale Morgan: Doyenne of the Carmel Art Colony"; and

WHEREAS, the Monterey Museum of Art has agreed to house and hang the painting in accordance with accepted archival standards and environmental conditions; and

WHEREAS, the Museum is fully alarmed and equipped with magnetic contacts, motion sensors, and CCTV cameras, with additional security provided by Monterey Museum of Art staff; and

WHEREAS, the painting will be fully insured for the full loan period under the insurance policy carried by the Monterey Museum of Art; and

WHEREAS, the loan request has fulfilled all requirements specified in the Loan Policy for Library Art & Items of Historic Interest; and

WHEREAS, the loan request has been approved by the Harrison Memorial Library Board of Trustees on February 25, 2026.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

1. Agree to lend one City painting, "Cypress on Monterey Coast," by Mary DeNeale Morgan, to the Monterey Museum of Art, for the period of April 1 - September 25, 2026.
2. Authorize Noelani Castro, Collections and Exhibitions Manager / Registrar, and Monterey Museum of Art staff to pack and transport the painting to the Monterey Museum of Art on or after April 1, 2026.

3. Require that the painting be packed and transported by Ms. Castro and Monterey Museum of Art staff and returned to the City in the same condition as it was loaned by September 25, 2026.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
this 3rd day of March, 2026, by the following roll call vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

Loan Policy for Library Art & Items of Historic Interest

In keeping with the Harrison Memorial Library's goals of collecting, preserving, and providing public access to art or items of historical interest, the Library will consider short-term loans of its art and items of historical interest. Any request to borrow Library-held art or items of historical interest will be reviewed by Library staff following the procedures and criteria listed below. The loan request will then be submitted to the Harrison Memorial Library Board of Trustees for consideration at a Library Board of Trustees Meeting. If the request to borrow is for Library-held art it will need to then go to City Council for final approval.

Loan Procedure

Any group or agency wishing to borrow Library-held art or items of historical interest must submit to the Library Director/Local History Librarian, prior to the proposed exhibit, the Library's "Request to Borrow City of Carmel-by-the-Sea Art or Items of Historic Interest" form.

Loan Criteria

Each loan request will be evaluated based on the following criteria:

1. Condition of requested object: Objects requested for loan must be physically capable of withstanding packing, travel, extra handling, and climate change. Any objects not up to this standard will not be approved for loan.
2. Type of group requesting the loan: The Library does not loan materials to private individuals or private exhibits.
3. Loan period: The Library will consider short-term loans, not to exceed 120 days.
4. Exhibit site: Evaluation of the exhibit site will include the following:
 - o Environmental factors:
 - The environmental conditions at the proposed exhibit site must equal the environmental conditions under which the art or artifact is currently held at the library.
 - Any art or artifact currently held in the Local History Department's vault, which is climate controlled, must be exhibited in a similar environment. If the proposed exhibit period is less than 30 days, the Library Board may consider a loan of vault items to a non-climate controlled site.
 - o Display methods:
 - Techniques used for art and artifact display and hanging must meet current museum and library standards.
 - No object may be altered, cleaned, repaired or fumigated without written permission of the Local History Librarian, nor may framing, matting, mounting, or glazing be changed without written permission; nor may objects be examined by scientific methods without written permission.
5. Security
 - o Objects must be maintained in a fireproof building under 24-hour physical and/or electronic security and protected from unusual temperatures and humidity.
 - o Library staff may require that the submitted Request to Borrow Harrison Memorial Library Art or Historical Artifacts form be reviewed by the Carmel-by-the-Sea Police Department for security recommendations prior to consideration by the Harrison Memorial Library Board of Trustees.
6. Appraised Value
 - o To be considered for loan, Library art or historical artifacts should have a recorded, appraised value. The appraisal on record should be current (completed within the last five years).

- If a current appraisal is not available for the requested items, Library staff will schedule an appraisal using the City's list of approved individuals. The group or agency requesting the loan will be charged the appraisal fee. This fee must be paid before the loan is complete.
- The borrower will carry an all risk "Wall to Wall" insurance policy covering the item at its current appraised value for the duration of the loan period. Proof of insurance in the form of a Certificate of Insurance must be received by the Harrison Memorial Library Board of Trustees before the loan can be finalized.

7. Moving Loaned Items

- Items to be loaned must be moved from the Library and returned to the Library, by a professional, licensed, bonded and insured moving company, or others as approved by the City's Risk Manager.
- All packing and transportation arrangements will be made by the borrower and must be approved by the Local History Librarian.
- Each work of art or historical artifact must have protective packaging prior to transport. The item must be returned to the Library in the same quality of protective packaging in which it was borrowed. The following costs will be borne by the borrower:
 - If packed commercially, the vendor's charges for material and labor.
 - If packed in-house, the cost of material and additional personnel as needed.

Reproduction, Documentation & Credit

Each object shall be labeled and credited to the Harrison Memorial Library, Carmel, CA. Unless advised by the Library in writing, no reproduction of loaned items is permitted except the creation of photographic copies for catalog and publicity uses related to the stated purpose of the loan. The Library will be furnished with copies of any publication, catalog, or other documentation generated through use of loaned materials.

(Adopted by Harrison Memorial Library Board of Trustees, 23 August 2000. Reconfirmed by Board September 2004. Revised January 2014; January 2018.)



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

March 3, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Resolution 2026-018 authorizing a free use day of the authorizing one (1) free use day of the Sunset Center theater and lobby for the AIM for Awareness Art & Design Challenge Exhibit and Reception April 21, 2026

RECOMMENDATION:

Adopt Resolution 2026-018 authorizing a free use day of the authorizing one (1) free use day of the Sunset Center theater and lobby for the AIM for Awareness Art & Design Challenge Exhibit and Reception April 21, 2026.

BACKGROUND / SUMMARY:

Executive Summary

AIM Youth Mental Health is a local nonprofit organization supporting youth mental health in Monterey County through youth empowerment and community programming. AIM has requested that the City grant one (1) free use day of the Sunset Center to host the AIM for Awareness Art & Design Challenge Exhibit and Reception on April 21, 2026 (**Attachment 2**).

Under the 2017 Agreement between the City and Sunset Cultural Center, Inc., the City may approve the use of the Sunset Center Theater and lobby for up to twelve (12) full days per fiscal year at no cost, subject to availability. Approval of this request requires the City Council to adopt a Resolution authorizing use of one Free Use Day by AIM Youth Mental Health (**Attachment 1**).

Background

In its request letter dated January 12, 2026, AIM noted the City previously granted a free use day for its April 2025 event and shared that this year's theme is "Create Art. Share Hope. Make a Difference."

The April 21, 2026, reception will again celebrate local youth participating in two AIM programs:

- **AIM Ideas Lab:** Youth cohorts develop peer-to-peer mental health surveys (January–March), analyze responses, and present findings at the reception (in a more interactive format this year).
- **AIM Awareness Design Challenge:** Middle and high school students express mental health themes through art; in partnership with the Carmel Sunset Rotary Club, student artwork is judged, framed, and exhibited at the reception, where winners are recognized.

The Sunset Center provides an ideal community venue to showcase youth research and artwork, and granting a free use day helps reduce facility costs for this nonprofit event while supporting local youth and families.

Recommendation

Staff requests that Council consider adopting a Resolution (**Attachment 1**), which will grant one (1) of the City's Free Use Days of the Sunset Cultural Center Theater and Lobby for AIM Youth Mental Health to host a community event.

FISCAL IMPACT:

The benefit to AIM Youth Mental Health and the community offsets the loss of rental revenue for the Sunset Center.

PRIOR CITY COUNCIL ACTION:

On January 13, 2025, Council approved a similar request for AIM's event in April 2025.

ATTACHMENTS:

1. Resolution 2026-018
2. AIM Free Use Day request 2026

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2026-018

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING ONE (1) FREE USE DAY OF THE SUNSET CENTER THEATER AND LOBBY
FOR THE AIM YOUTH MENTAL HEALTH COMMUNITY EVENT ON APRIL 21, 2026**

WHEREAS, the City's Lease Agreement with Sunset Center Cultural Center (SCC), adopted on June 6, 2017, allows the City to use the Sunset Center theater, lobby, and dressing rooms for up to twelve (12) full days (designated in the Lease Agreement as "Free Theater Days") each fiscal year without charge; and

WHEREAS, AIM Youth Mental Health, a non-profit organization, supports youth mental health in Monterey County, through research, access to care, and empowering youth; and

WHEREAS, AIM Youth Mental Health is requesting one (1) Sunset Center Free Theater Day for the "AIM for Awareness Art & Design Challenge Exhibit and Reception" on April 21, 2026; and

WHEREAS, this community event celebrates local youth and showcases their research and art, promoting collaboration to improve youth mental health; and

WHEREAS, granting AIM Youth Mental Health one (1) Sunset Center Free Theater Day will result in significant savings in facility use fees for this organization.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Authorize AIM Youth Mental Health to utilize one (1) of the City's Sunset Center Free Theater Days on April 21, 2026.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
this 3rd day of March, 2026, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

January 12, 2026

Mayor Dale Byrne
City of Carmel-by-the-Sea
Post Office Box CC
Carmel, California 93921

Dear Mayor Byrne:

On behalf of AIM Youth Mental Health, we would like to extend our heartfelt appreciation for the tremendous support the city provides to the youth of Monterey County and for granting a free use day for our event in April 2025. Our annual event is designed to empower youth to share their perspectives on the mental health challenges they face today and our theme this year is: **Create Art. Share Hope. Make a Difference**. Each year we look forward to improving and expanding this event so our youth know that they are seen and heard by their community.

Once again, we are writing to request your thoughtful consideration in granting AIM a free use day to host the AIM for Awareness Art & Design Challenge Exhibit and Reception on **April 21, 2026**, at the beautiful Sunset Center.

Our event will again celebrate local youth involved in two programs.

- **AIM Ideas Lab:** The AIM Ideas Lab is designed to amplify the youth voice in mental health research. January through March, youth cohorts will create peer-to-peer mental health surveys, analyze responses, and draw conclusions. Our reception at the Sunset Center will provide students with the opportunity to present their research and in a more interactive format this year.
- **AIM Awareness Design Challenge:** This art challenge enables middle and high school students to voice mental health challenges through creative expression. It is always heartening to see the level of emotional awareness, compassion, and creativity that emerges through the students' art. In collaboration with our partners, Carmel Sunset Rotary Club, the artwork will be judged, framed, and exhibited at the reception, where the winners in each category will be presented to the community.

This reception will provide a memorable evening for local youth and families, reflecting the culmination of months of collaboration and dedication. AIM Ideas Lab youth presenters will share their research, and the Design Challenge winners will be presented with awards and offered a chance to share their message.

We believe that hosting this event at the beautiful Sunset Center offers the perfect venue to showcase our youth, their dedicated research, and inspiring art. We kindly request your assistance in providing AIM with a free use day to hold this special event, allowing us to utilize this local treasure and all the resources and support the Sunset Center has to offer.

As always, we appreciate your kind support and consideration. Should you require further information or have any questions, please do not hesitate to contact us.

With Gratitude,
Connie Cumming



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

March 3, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Resolution 2026-020 recognizing and honoring Robin McCrae for her 33 years of leadership and service as Chief Executive Officer of Community Human Services on the occasion of her retirement

RECOMMENDATION:

Adopt Resolution 20226-020 recognizing and honoring Robin McCrae for her 33 years of leadership and service as Chief Executive Officer of Community Human Services on the occasion of her retirement.

BACKGROUND / SUMMARY:

The City is a member agency of Community Human Services (CHS), a Monterey County Joint Powers Authority. The attached Resolution honors Robin McCrae's long-standing leadership, including the expansion and strengthening of programs supporting healthcare access, homeless services, mental health services, and substance use disorder treatment, and recognizes her contributions to effective governance and interagency collaboration.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

None

ATTACHMENTS:

1. Resolution 2026-020

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2026-020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA RECOGNIZING AND HONORING THE LEADERSHIP AND SERVICE OF ROBIN MCCRAE, CHIEF EXECUTIVE OFFICER OF COMMUNITY HUMAN SERVICES, ON THE OCCASION OF HER RETIREMENT

WHEREAS, the City of Carmel-by-the-Sea is a member agency of Community Human Services, a Joint Powers Authority serving Monterey County, and has benefited from the leadership and stewardship provided through that partnership; and

WHEREAS, Robin McCrae has served as Chief Executive Officer of Community Human Services for thirty-three (33) years, providing sustained leadership, strategic direction, and a strong commitment to public service on behalf of the residents of Monterey County; and

WHEREAS, during her tenure, Community Human Services strengthened and expanded programs supporting healthcare access, homeless services, mental health services, and substance use disorder treatment, enhancing access to essential services throughout the county; and

WHEREAS, Robin McCrae has led Community Human Services with integrity, professionalism, and dedication, earning the respect of staff, partner agencies, and public-sector collaborators; and

WHEREAS, her decades of stewardship contributed to organizational stability, sound governance practices, and effective interagency collaboration within the Community Human Services Joint Powers Authority; and

WHEREAS, her work on behalf of vulnerable individuals and families has had a meaningful and lasting impact on the Monterey County community, particularly those experiencing homelessness, mental health challenges, and substance use disorders;

NOW, THEREFORE, BE IT RESOLVED that The City of Carmel-by-the-Sea hereby recognizes and honors Robin McCrae for her thirty-three (33) years of exemplary service and leadership as Chief Executive Officer of Community Human Services.

BE IT FURTHER RESOLVED that The City of Carmel-by-the-Sea expresses its sincere appreciation for her dedication, vision, and enduring contributions to Community Human Services, its member agencies, and the residents of Monterey County.

BE IT FURTHER RESOLVED that The City of Carmel-by-the-Sea congratulates Robin McCrae on the occasion of her retirement and extends best wishes for continued fulfillment, good health, and success in all future endeavors.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of March, 2026, by the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

APPROVED: _____
Dale Byrne, Mayor

ATTEST: _____
Nova Romero, MMC, City Clerk



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

March 3, 2026
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Marisa Bermudez, Acting Assistant City Administrator

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Resolution 2026-021 approving the current salary schedule for Carmel Police Officers Association (POA) and Temporary/Hourly in compliance with California Public Employees Retirement Law (PERL) and the California Code of Regulations (CCR) Title 2, Section 570.5

RECOMMENDATION:

Adopt Resolution 2026-021 approving the current salary schedule for Carmel Police Officers Association (POA) and Temporary/Hourly in compliance with California Public Employees Retirement Law (PERL) and the California Code of Regulations (CCR) Title 2, Section 570.5.

BACKGROUND / SUMMARY:

The California Public Employee's Retirement Law (PERL) and Section 570.5 of the California Code of Regulations (CCR) Title 2 requires the City to publish pay rates and salary schedule on the City's internet site and the City Council to approve the pay rates and ranges in its entirety each time a modification is made.

Additionally, pursuant to Municipal code 2.52.500, the purpose of the City's salary plan is to establish a fair and equitable system of compensation for City employees across all job classifications. The plan is based upon the application of progressive salary administration principles.

On January 13, 2026 City Council approved the following salary modifications by Resolution 2026-007 that went into effect on January 16, 2026:

- POA (sworn) - Salary steps restructuring from 3 steps to 5 steps, with no increase to base salary
 - 2.5 % salary increase effective July 1, 2026

- POA (non sworn) - 4% increase
 - 4% increase effective July 1, 2026

The Temporary/Hourly classifications relevant to the Police Officer department are recommended for an update at this time to align with the corresponding classifications in the Police Unit. We do not currently have any filled temporary/hourly positions. The Temporary/Hourly adjustments are proposed to take effect after ratification by Council.

Although the salary schedules were approved with the corresponding labor unit Memorandum of Understanding (MOU), as a Human Resources best practice and to comply with CalPERS regulations, salary schedules will be submitted for Council approval each time a modification is made and/or on a fiscal basis.

FISCAL IMPACT:

As stated in the staff report submitted to Council on January 13, 2026: Total fiscal impact for the two-year contract is \$317,952.13. The fiscal impact does not reflect the increase to the CalPERS pension liability.

PRIOR CITY COUNCIL ACTION:

January 13, 2026 - Council adopted Resolution 2026-007 approving the Memorandum of Understanding between the City and the Carmel-by-the-Sea Police Officers Association and adopting the classifications salary plan in accordance with Municipal Code 2.52.520.

ATTACHMENTS:

1. Resolution 2026-021
2. Exhibit A - 2026 POA Unit salary schedule
3. Exhibit B - 2026 HOURLY salary schedule

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2026-021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA APPROVING THE CURRENT SALARY SCHEDULE FOR POLICE OFFICERS ASSOCIATION (POA), AND APPROVING THE TEMPORARY/HOURLY IN COMPLIANCE WITH CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT LAW (PERL) AND THE CALIFORNIA CODE OF REGULATIONS (CCR) TITLE 2, SECTION 570.5

WHEREAS, the California Public Employees' Retirement Law, at Section 570.5 of the California Code of Regulations Title 2, requires the City to publish pay rates and ranges on the City's internet site and the City Council to approve the pay rates and range in its entirety each time a modification is made; and

WHEREAS, Municipal Code 2.52.520 and amendments thereto provide, among other things that the City Council establish the legal current salary range from the salary schedule for each class of position; and

WHEREAS, the salary resolution is adopted annually or periodically by the City Council upon review and recommendation of the City Administrator; and

WHEREAS, Municipal Code 2.52.500 establishes the purpose of the City's salary plan, to be a fair and equitable system of compensation for City employees across all job classifications; and

WHEREAS, on January 13, 2026, City Council adopted Resolution 2026-007, adopting the salary schedule modifications for Police Officer Association (POA) sworn and non-sworn employees, that went into effect on January 16, 2026; and

WHEREAS, the temporary/hourly classifications relevant to the Police Officer department temporary and hourly rates are also recommended to be adjusted to match the corresponding hourly rate reflected on the classification salary schedule (POA) effective March 16, 2026.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

1. Approve the current salary schedule for the City of Carmel-by-the-Sea Police Officers Association, in accordance with California Public Employees' Retirement Law (PERL) and the California Code of Regulations (CCR) Title 2, Section 570.5 (Exhibit A); and
2. Approve the updated salary schedule for the City of Carmel-by-the-Sea Police Officers Association Temporary and Hourly in accordance with California Public Employees' Retirement Law (PERL) and the California Code of Regulations (CCR) Title 2, Section 570.5 (Exhibit B).

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of March, 2026, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



City of Carmel by the Sea

POLICE OFFICERS ASSOCIATION

City Council Meeting: January 13, 2026 | Reso #2026-007

SALARY SCHEDULE

Effective January 16, 2026

POLICE SWORN CLASSIFICATIONS

Classification	Grade	Pay	Step 1	Step 2	Step 3	Step 4	Step 5
Police Officer	P-3	Hourly:	\$59.85	\$61.65	\$63.50	\$65.41	\$67.37
		Monthly:	\$10,374.00	\$10,686.00	\$11,006.67	\$11,337.73	\$11,677.47
		Annual:	\$124,488.00	\$128,232.00	\$132,080.00	\$136,052.80	\$140,129.60
Police Sergeant	P-5	Hourly:	\$68.84	\$70.91	\$73.04	\$75.23	\$77.49
		Monthly:	\$11,932.27	\$12,291.07	\$12,660.27	\$13,039.87	\$13,431.60
		Annual:	\$143,187.20	\$147,492.80	\$151,923.20	\$156,478.40	\$161,179.20

POLICE NON-SWORN CLASSIFICATIONS

4% effective January 16, 2026		Classification	Grade	Pay	Step 1	Step 2	Step 3	Step 4	Step 5
Community Services Officer	P-1	Hourly:		\$31.02	\$32.57	\$34.21	\$35.91	\$37.71	
		Monthly:		\$5,376.80	\$5,645.47	\$5,929.73	\$6,224.40	\$6,536.40	
		Annual:		\$64,521.60	\$67,745.60	\$71,156.80	\$74,692.80	\$78,436.80	
Police Services Officer	P-2	Hourly:		\$33.46	\$35.13	\$36.89	\$38.73	\$40.66	
		Monthly:		\$5,799.73	\$6,089.20	\$6,394.27	\$6,713.20	\$7,047.73	
		Annual:		\$69,596.80	\$73,070.40	\$76,731.20	\$80,558.40	\$84,572.80	
Police Services Supervisor	P-4	Hourly:		\$38.48	\$40.40	\$42.42	\$44.54	\$46.77	
		Monthly:		\$6,669.87	\$7,002.67	\$7,352.80	\$7,720.27	\$8,106.80	
		Annual:		\$80,038.40	\$84,032.00	\$88,233.60	\$92,643.20	\$97,281.60	



City of Carmel by the Sea

POLICE OFFICERS ASSOCIATION

City Council Meeting: January 13, 2026 | Reso #2026-007

SALARY SCHEDULE

Effective July 1, 2026

POLICE SWORN CLASSIFICATIONS

2.5% effective July 1, 2026							
Classification	Grade	Pay	Step 1	Step 2	Step 3	Step 4	Step 5
Police Officer	P-3	Hourly:	\$61.35	\$63.19	\$65.09	\$67.04	\$69.05
		Monthly:	\$10,634.00	\$10,952.93	\$11,282.27	\$11,620.27	\$11,968.67
		Annual:	\$127,608.00	\$131,435.20	\$135,387.20	\$139,443.20	\$143,624.00
Police Sergeant	P-5	Hourly:	\$70.56	\$72.68	\$74.86	\$77.11	\$79.42
		Monthly:	\$12,230.40	\$12,597.87	\$12,975.73	\$13,365.73	\$13,766.13
		Annual:	\$146,764.80	\$151,174.40	\$155,708.80	\$160,388.80	\$165,193.60

POLICE NON-SWORN CLASSIFICATIONS

4% effective July 1, 2026							
Classification	Grade	Pay	Step 1	Step 2	Step 3	Step 4	Step 5
Community Services Officer	P-1	Hourly:	\$32.26	\$33.87	\$35.58	\$37.35	\$39.22
		Monthly:	\$5,591.73	\$5,870.80	\$6,167.20	\$6,474.00	\$6,798.13
		Annual:	\$67,100.80	\$70,449.60	\$74,006.40	\$77,688.00	\$81,577.60
Police Services Officer	P-2	Hourly:	\$34.80	\$36.54	\$38.37	\$40.28	\$42.29
		Monthly:	\$6,032.00	\$6,333.60	\$6,650.80	\$6,981.87	\$7,330.27
		Annual:	\$72,384.00	\$76,003.20	\$79,809.60	\$83,782.40	\$87,963.20
Police Services Supervisor	P-4	Hourly:	\$40.02	\$42.02	\$44.12	\$46.32	\$48.64
		Monthly:	\$6,936.80	\$7,283.47	\$7,647.47	\$8,028.80	\$8,430.93
		Annual:	\$83,241.60	\$87,401.60	\$91,769.60	\$96,345.60	\$101,171.20



City of Carmel by the Sea

SALARY SCHEDULE

Effective March 16, 2026

TEMPORARY/HOURLY CLASSIFICATIONS

City Council Meeting: March 3, 2026 | Reso #2026-XXX

Classification	Grade	Pay	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Analyst	Z-264	Temp/Hourly	\$44.68	\$46.91	\$49.26	\$51.72	\$54.31
Administrative Coordinator	Z-229	Temp/Hourly	\$33.11	\$34.77	\$36.51	\$38.34	\$40.26
Community Activities Assistant I	Z-242	Temp/Hourly	\$35.36	\$37.12	\$38.98	\$40.92	\$42.97
Community Services Officer		Temp/Hourly	\$31.02	\$32.57	\$34.21	\$35.91	\$37.71
Finance Specialist		Temp/Hourly	\$34.83	\$36.57	\$38.40	\$40.32	\$42.34
Forest Care Worker		Temp/Hourly	\$30.74	\$32.28	\$33.89	\$35.58	\$37.36
Intern		Temp/Hourly	\$18.75	\$19.69	\$20.67	\$21.70	\$22.79
Librarian	Z-234	Temp/Hourly	\$38.14	\$40.04	\$42.05	\$44.15	\$46.35
Library Assistant	Z-204	Temp/Hourly	\$29.26	\$30.72	\$32.25	\$33.86	\$35.57
Maintenance Worker I		Temp/Hourly	\$30.74	\$32.27	\$33.88	\$35.59	\$37.37
Maintenance Worker II		Temp/Hourly	\$33.81	\$35.50	\$37.27	\$39.14	\$41.09
Police Services Officer		Temp/Hourly	\$33.46	\$35.13	\$36.89	\$38.73	\$40.66
Tree Climber & Care Specialist		Temp/Hourly	\$37.19	\$39.04	\$41.01	\$43.06	\$45.21

Classification	Pay	Minimum Hourly	Maximum Hourly
Project Manager	Temp/Hourly	\$62.72	\$76.22
Extra-Help Retired Annuitant	Temp/Hourly	\$30.00	\$100.00



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

March 3, 2026
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Marnie Waffle, Principal Planner, AICP

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Resolution 2026-019 Accepting the General Plan and Housing Element Annual Progress Reports for the Calendar Year 2025

RECOMMENDATION:

Adopt a Resolution (**Attachment 1**) accepting the General Plan and Housing Element Annual Progress Reports for the Calendar Year 2025.

BACKGROUND / SUMMARY:

Executive Summary:

In accordance with Government Code Section [65400](#), all jurisdictions are required to provide an annual report to the Office of Land Use and Climate Innovation (LCI) and the Department of Housing and Community Development (HCD) on the status of the General Plan and progress implementing the Housing Element. These are more commonly referred to as Annual Progress Reports or APRs. Staff prepared the 2025 annual reports, which reflect the City's progress in implementing the goals and policies of the General Plan and Housing Element during the 2025 calendar year.

Background and Project Description:

All jurisdictions must provide the Office of Land Use and Climate Innovation (LCI) 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](#). Both reports are due to LCI and HCD by April 1st.

City staff have submitted annual progress reports to HCD on the Housing Element

since 2018. The calendar year 2022 was the first annual report submitted to the Office of Planning and Research (OPR) – now the Office of Land Use and Climate Innovation - on the General Plan. The 2025 reports are scheduled to be submitted to the State by the April 1, 2026, deadline.

STAFF ANALYSIS:

General Plan Annual Progress Report

State law requires each city and county to adopt a comprehensive, long-term general plan for the community's physical development. 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 or county's discretion. In addition to the seven required elements, the City of Carmel-by-the-Sea General Plan includes community character, coastal access and recreation, coastal resource management, and public facilities and services.

The General Plan Annual Progress Report is an opportunity to highlight how land-use decisions relate to the General Plan's adopted goals, policies, and implementation measures. There is no standardized format for preparing the annual report. Each jurisdiction may determine which locally relevant issues to include in the annual report.

In the 2025 General Plan Annual Progress Report (Attachment 2), staff identified projects and accomplishments for each general plan element, aligned with specific goals, policies, and objectives.

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 (aka housing elements) as part of their "general plan" (also required by the state). General plans serve as the local government's "blueprint" for how the city and/or county will grow and develop, and include seven mandatory elements: land use, transportation, conservation, noise, open space, safety, and housing.

Each jurisdiction must prepare an annual progress report (APR) on its status and progress in implementing its housing element using forms and definitions adopted by the California Department of Housing and Community Development (HCD), per Government Code Section 65400. Each jurisdiction's APR must be submitted to HCD and the Governor's Office of Land Use and Climate Innovation (LCI) 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.

Table A: Housing Development Applications Submitted. Table A lists all housing

development applications submitted for new residential units in the 2025 calendar year. In 2025, twenty-three (23) applications were received for new residential units; all were for accessory dwelling units.

Table A2: Annual Building Activity Report Summary. Table A2 lists all building activity for the 2025 calendar year, including permit application approvals (20), building permit issuances (23), and certificates of occupancy (15). It is not uncommon for a permit application to be approved and issued in the same calendar year and for the certificate of occupancy to be granted in a subsequent year.

Table B: Regional Housing Needs Allocation Progress. Table B reports on the city’s progress in constructing the regional housing needs allocation (RHNA). The city’s RHNA is 349 units, of which 231 must be affordable to very low-, low-, and moderate-income households, with the remaining 118 at above-moderate or market rate.

In 2024, the Community Planning & Building Department issued 22 building permits for above-moderate-income units. In 2025, 23 permits were issued for above-moderate-income units. The remaining RHNA in all income categories are as follows:

- Very Low Income: 110 units
- Low Income: 74 units
- Moderate Income: 44 units
- Above Moderate Income: 70 units

At the end of Calendar Year 2025, 51 new housing units have been credited toward the 6th-cycle RHNA (48 above-moderate and 3 very low). An additional 23 new housing units have been permitted and are under construction, and 20 new units have been approved and are pending permit issuance. In total, the City is trending toward achieving 91 of the 118 above-moderate RHNA.

Table C: Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law. Not applicable.

Table D: Program Implementation Status. Table D lists all 6th-cycle housing element programs and the city’s progress toward each program objective in 2025. Staff notes that the housing element was adopted on April 8, 2024, and program implementation began post-adoption. There are 49 programs, implementing 14 policies, furthering 5 goals.

Table L: Historical Resources. This is a new reporting table for 2025. The State now requires jurisdictions to report any sites newly added to a National, State, or Local register of historic places within the reporting year. The City added one single-family residential property to the local historic inventory in 2025.

Additional reporting not applicable to Carmel includes,

Table E: Commercial Development Bonuses Approved Pursuant to Government Code section 65915.7.

Table F: Units Rehabilitated, Preserved, and Acquired for Alternative Adequate Sites Pursuant to Government Code section 65583.1(c).

Table F2: Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2.

Table G: Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of.

Table H: Locally Owned Surplus Sites.

Table I: Deleted

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.

Table K: Tenant Preference Policy.

Environmental Review:

The California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., “CEQA”), together with State Guidelines (14 California Code Regulations §§ 15000, et seq., the “CEQA Guidelines”) and City Environmental Regulations (CMC 17.60) require that certain projects be reviewed for environmental impacts and that environmental documents be prepared. Pursuant to CEQA regulations, accepting the General Plan and Housing Element Annual Progress Reports is “not a project” pursuant to Public Resources Code Section 21065, CEQA Guidelines Section 15378, and Carmel Municipal Code Chapter 17.60.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

None.

ATTACHMENTS:

1. Resolution 2026-019
2. General Plan Report 2025
3. Housing Element Progress Report 2025
4. PC Resolution 2026-03-PC

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2026-019

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
ACCEPTING THE GENERAL PLAN AND HOUSING ELEMENT ANNUAL PROGRESS
REPORTS FOR THE CALENDAR YEAR 2025**

WHEREAS, the Carmel-by-the-Sea City Council adopted the City of Carmel-by-the-Sea General Plan in 1988 and adopted a revised General Plan in 2004; and

WHEREAS, the Carmel-by-the-Sea City Council adopted the City of Carmel-by-the-Sea 2023-2031 Housing Element in 2024; and

WHEREAS, Section 65400 of the California Government Code requires the City to file an annual report addressing the status of the General Plan and progress made toward implementing its goals and policies; and

WHEREAS, Sections 65400, 65583, and 65584 of the California Government Code require the City to report certain housing information; and

WHEREAS, a General Plan Annual Progress Report and Housing Element Annual Progress Report for the Year 2025 were prepared for submission to the State of California Department of Housing and Community Development (HCD) and the Governor's Office of Land Use and Climate Innovation (LCI); and

WHEREAS, both annual progress reports accurately reflect the City's progress in implementing the goals and policies of the General Plan and Housing Element during the 2025 calendar year; and

WHEREAS, on February 11, 2026, the Planning Commission adopted Resolution 2026-003-PC recommending that the City Council adopt a Resolution accepting the 2025 annual reports; and

WHEREAS, on or before February 27, 2026, a meeting agenda was posted in three locations in compliance with State law indicating the date and time of the public meeting to review the progress reports; and

WHEREAS, on March 3, 2026, the City Council held a duly noticed public hearing to receive public testimony, including, without limitation, the information provided to the City Council by City staff and through public testimony, and considered accepting the General Plan Annual Progress Report and Housing Element Annual Progress Report for 2025 and authorize its submittal to the State HCD and LCI; and

WHEREAS, the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA"), together with State Guidelines (14 California Code Regulations §§ 15000, et seq., the "CEQA Guidelines") and City Environmental Regulations (CMC 17.60) require that certain projects be reviewed for environmental impacts and that environmental documents be prepared; and

WHEREAS, pursuant to CEQA regulations, the acceptance of the 2025 General Plan and Housing Element Annual Progress Reports is not a project under CEQA as defined in Public Resources Code Section 21065 and CEQA Guidelines Section 15378; and

WHEREAS, the facts set forth in the recitals are true and correct and are incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Accept the City of Carmel-by-the-Sea 2025 General Plan Annual Progress Report and Housing Element Annual Progress Report in a manner fully in conformity with the Coastal Act (CA Section 30510).

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of March, 2026, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



CITY OF CARMEL-BY-THE-SEA
COMMUNITY PLANNING & BUILDING DEPARTMENT
2025 General Plan Annual Progress Report

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- A. *Purpose and Summary*
- B. *General Plan Background*

2. GENERAL PLAN IMPLEMENTATION EFFORTS

1. INTRODUCTION

A. *Purpose and Summary*

Government Code Section 65400 requires cities and counties to submit an Annual Progress Report (APR) on the status of the General Plan and implementation progress to their legislative bodies, the State Office of Planning and Research (OPR) – now known as the Office of Land Use and Climate Innovation (LCI), and the Department of Housing and Community Development (HCD). The 2025 reporting period did not include any General Plan amendments. One Urgency Ordinance prohibiting Pickleball at Forest Hill Park was passed during the reporting period. Two amendments to the City’s Local Coastal Program were approved, the first to adopt updated wireless telecommunications facilities regulations and the second to adopt the updated Historic Context Statement. Efforts to implement the City’s General Plan during the 2025 reporting period are detailed in Section 2. General Plan Implementation Efforts.

This General Plan Annual Progress report was presented to the Carmel-by-the-Sea Planning Commission on February 11, 2026, and the Carmel-by-the-Sea City Council on March 2, 2026.

B. *General Plan Background*

In 1929, the Carmel City Council adopted Ordinance No. 96 to direct the future development of Carmel. This ordinance, now outlined in Title 17 of the Municipal Code, established the residential character of Carmel and specifically outlined the City's intent that Carmel should subordinate other activities to preserve the community's unique residential character. The 1929 ordinance stated the following:

“The City of Carmel-by-the-Sea is hereby determined to be primarily, essentially and predominantly a residential city wherein business and commerce have in the past, are now, and are proposed to be in the future, subordinated to its residential character; and that said determination is made having in mind the history and the development of said city, its growth and the causes thereof; and also its geographical and topographical aspects, together with its near proximity to the cities of Pacific Grove and Monterey, and the businesses, industries, trades, callings and professions in existence and permissible therein.”

The city council adopted Carmel's General Plan in the spring of 1988. The 1988 General Plan superseded the City's first plan from 1957, which was subsequently amended and updated over the decades (see GP/LUP page I-4 for a summary).

The General Plan is a comprehensive statement of the planning goals and policies for the City of Carmel-by-the-Sea and its surrounding Sphere of Influence that is periodically reviewed and updated. California Government Code (Section 65302) requires the General Plan to include seven specific elements (information topics): Land Use, Circulation, Housing, Conservation, Open Space, Noise, and Safety. Elements may be combined, and additional elements may be added at a jurisdiction's discretion. Though the titles of the seven required elements may be modified, all elements shall contain the content and analysis required by the State.

Because the entire City falls within the California Coastal Commission's Coastal Zone, all of Carmel's policies, practices, ordinances, and plans must conform with the requirements of the 1976 Coastal Act. Carmel's Local Coastal Land Use Program (certified in December 2002) set forth goals, objectives, and policies governing the use of land and water in Carmel-by-the-Sea consistent with Chapter 3 of the California Coastal Act of 1976 (as amended through January 2003). Carmel's Local Coastal Program was combined with Carmel's General Plan in 2003 to ensure coordination of the two policy documents. The combined Local Coastal Program/General Plan includes:

Land Use and Community Character. This Chapter covers topics required in the State-mandated Land Use Element and includes policies for topics in sections 30244 and 30250 through 30254 of the Coastal Act.

Circulation. This Chapter, also referred to as the Circulation Element, is required by the State. Several of the policies in this element also implement provisions of the Coastal Act.

Coastal Access and Recreation. This Chapter includes policies for topics covered in sections 30210 through 30224 of the Coastal Act.

Coastal Resource Management. This Chapter includes policies for topics in sections 30230 through 30243 and 30251 of the Coastal Act.

Each of these Chapters begins with a discussion of the local setting and policy direction adopted by the City to address the requirements of the Coastal Act. Specific Goals, Objectives and Policies are then listed. Much of the background information and policy contained in the Coastal Land Use Program is incorporated directly from existing plans and reports that address special topics. The following documents are appendices to the General Plan/Coastal Land Use Program:

- Forest Management Plan
- Mission Trail Nature Preserve Master Plan
- Final Results of the Environmentally Sensitive Habitat Area Study Conducted for the City of Carmel-by-the-Sea (ESHA Study)
- Historic Context Statement, Carmel-by-the-Sea

The Carmel-by-the-Sea General Plan additionally contains the following Elements which are *not* associated with the Coastal Program:

Housing. This required element sets the city's policy and programs for housing construction and rehabilitation.

Public Facilities and Services. This is an optional element, not required by California Statutes. This element addresses the management and use of City-owned properties and facilities.

Open Space and Conservation. Open Space and Conservation elements are required elements often addressed separately, but Carmel has combined them into a single element.

Environmental Safety. This is a required element that covers topics related to earthquakes, fires, floods and other hazardous conditions.

Noise. This is a required element that addresses sources of noise in the community and establishes policies to protect noise-sensitive land uses.

The various elements have been updated and reorganized over the years and are currently ordered as follows: 1) Land Use and Community Character (2003), 2) Circulation (2010); 3) Housing (2024); 4) Coastal Access and Recreation (2003); 5) Coastal Resource Management (2003); 6) Public Facilities and Services (2009); 7) Open Space and Conservation (2009); 8) Environmental Safety (2009); and 9) Noise (2009).

Throughout the General Plan, goals, objectives, and policies are differentiated by an alphanumeric system and are identified by the letters "G," "O," and "P," respectively. The second character identifies the General Plan element in which the goal, objective, or policy is found. For example, "P4-1" refers to a Policy within Element #4 (Coastal Access & Recreation) and specifically references policy number 1.

2. GENERAL PLAN IMPLEMENTATION EFFORTS

Please note the summary below is not intended to be exhaustive or all-inclusive; rather, it is simply a snapshot of major developments, accomplishments, projects, and practices during the 2025 calendar year. In many cases, an item may fulfill multiple goals/policies within an element or even across multiple elements. However, in the interest of reducing redundancy, only the most relevant implemented goals/objectives/policies have been listed.

General Plan Element	2025 Projects and Accomplishments	Implemented Goals/Objectives/Policies
<p>Land Use and Community Character</p>	<p>The City adopted phase two of the Historic Context Statement update to achieve consistent formatting throughout the document, establish chronological themes and streamlined the content.</p>	<p>P1-85: Maintain an Historic Context Statement that documents the historic periods, themes, events, people, architects and builders who have contributed to the cultural and developmental history of the City. Use the Historic Context Statement to identify, document and understand the importance of historic resources. Exclusion from this document shall not preclude a finding of significance for any resource. The Historic Context Statement shall be updated at least every five years. Updates shall be submitted to the California Coastal Commission as LCP amendments. (See Appendix F: Historic Context Statement, Carmel-by-the-Sea, 1997). (LUP)</p>
	<p>The City continued reviewing new applications for exterior alterations to existing structures for potential historical significance prior to approving any alterations.</p>	<p>O1-14: Maintain an inventory of historic resources.</p>
	<p>The City continued working on the Design Traditions 1.5 project to make minor updates to the Residential Design Guidelines.</p> <p>The Planning Commission considered 40 applications for residential design studies in calendar year 2025.</p>	<p>O1-8: Preserve the traditional characteristics of scale, good site design and sensitivity to neighboring sites in the single-family residential district through the design approval of new homes, additions and exterior remodeling. Encourage the construction of residences that are diverse and innovative in design yet compatible with the forest setting, site design and materials established by other structures within the neighborhood and adopted Residential Design Guidelines. (LUP)</p>

General Plan Element	2025 Projects and Accomplishments	Implemented Goals/Objectives/Policies
Circulation	<p>The City's Traffic Safety Committee met three times during Calendar Year 2025 to review safety concerns and recommend actions.</p>	<p>O2-2: Ensure safety improvements are undertaken in response to the changing travel environment.</p> <p>P2-12: Improve traffic safety by installing and maintaining traffic signs, pavement markings, traffic calming measures such as pedestrian islands, and other pedestrian-friendly features, where necessary. Speed humps may be considered on a limited basis.</p>
	<p>The City installed additional stop signs in the commercial district to enhance pedestrian safety.</p>	<p>P2-5: Continue to restrict street signs and only permit those signs that are necessary and essential for public safety. (LUP)</p>
	<p>The City explored parking management options in the commercial areas.</p>	<p>O2-4: Recognize that it is not practical to provide sufficient parking that meets total demand at every location; but that it is desirable to provide, where practical, alternate parking where it could be removed from public view and in a scale appropriate to Carmel. (LUP)</p> <p>P2-21: Investigate possible public parking locations in the commercial areas, in the R-4 area, and existing sites devoted exclusively to parking in the R-1 district. If a parking structure is considered, encourage underground parking, and ensure that the structure is compatible with the neighborhood and consistent with the Design Guidelines.</p> <p>P2-25: Evaluate a paid parking program for the downtown.</p>

General Plan Element	2025 Projects and Accomplishments	Implemented Goals/Objectives/Policies
Housing	The City allocated 14 acre feet of water received by the Monterey Peninsula Water Management District to various land use categories in accordance with the policies of the General Plan and Water Management Program.	Goal H1: Facilitate Housing Construction Program 1.2.A: Water Distribution Prioritization for Affordable Housing
	The City entered into a Professional Services Agreement with Opticos Design, Inc to prepare Objective Design and Development Standards for accessory dwelling units, multifamily housing and mixed use buildings.	Goal H1: Facilitate Housing Construction Policy 1.4: Improve Development Review and Approval Processes
	The City adopted a Resolution updating the Reasonable Accommodation policy and procedures.	Goal H3: Provide Opportunities for New Affordable and Other Special Needs Housing Policy 3.2: Recognize the special needs of persons with disabilities and the need to retain flexibility in the design review process to accommodate these needs.
	The City adopted a Resolution accepting the Annual General Plan and Housing Element Progress Reports for calendar year 2024.	Policy 1.1: Ensure adequate sites are available to meet the City's projected housing growth needs.

General Plan Element	2025 Projects and Accomplishments	Implemented Goals/Objectives/Policies
Coastal Access and Recreation		
	<p>The City continued Short Term Rental (STR) enforcement throughout calendar year 2025. STRs were identified through 3rd party compliance monitors and resident complaints. In 2025, 14 cases were tracked in the City's permit management and enforcement system.</p>	<p>P4-63: Retain measures to restrict commercial short-term rental of single-family residences in the R-l district. (LUP)</p>
Coastal Resource Management		
	<p>Carmel Beach Coastal Protection and Access improvement projects assessment including the Fourth Avenue outfall seawall repair, shoreline infrastructure repair, and beach access stairs restorations.</p>	<p>G5-2: Establish and implement a comprehensive shoreline management program for the beach, bluffs and dunes that mitigates degradation caused by public use and natural forces. (LUP)</p>
	<p>The City discussed whether to limit the use of architectural copper to protect biological resources in the Carmel bay.</p> <p>The City adopted a Resolution prohibiting the installation of artificial turf in all zoning districts.</p>	<p>O5-43: Protect and enhance the water quality and biological productivity of local creeks, wetlands, and Carmel Bay through the prevention of point- and non-point-source water pollution. (LUP)</p> <p>G5-3: Protect, conserve and enhance the unique natural beauty and irreplaceable natural resources of Carmel and its Sphere of Influence, including its biological resources, water resources, and scenic routes and corridors.</p>

General Plan Element	2025 Projects and Accomplishments	Implemented Goals/Objectives/Policies
	<p>The City continued to require the removal of unpermitted encroachments and evaluate applications for the installation of permanent encroachments in the public right-of-way.</p>	<p>O5-16: Remove or reduce unnecessary or excessive hardscape and other nonconforming encroachments on City parklands and within street rights-of-way to provide for and promote planting of trees and native vegetation. (LUP)</p>
Public Facilities and Services		
	<p>The City issued a Request for Proposals for architectural services for Carmel Police and Public Works Departments Building facility upgrades.</p> <p>The City completed audio/visual upgrades in the Council Chambers to provide better quality public meetings to both in-person and virtual participants.</p> <p>The City entered into a construction contract for fire station upgrades to expand the engine bays to accommodate a newly purchased fire engine.</p>	<p>P6-8: Periodically review the use of all public facilities to ensure that they are being used in a beneficial manner for the community.</p>
	<p>The City entered into a Professional Services Agreement for the Harrison Memorial Library Centennial Restoration project.</p>	<p>P6-7: Maintain and enhance Harrison Memorial Library's service to the residents of Carmel-by-the-Sea and surrounding areas.</p>

General Plan Element	2025 Projects and Accomplishments	Implemented Goals/Objectives/Policies
	<p>The City entered into a contract with the City of Monterey to provide both fire and ambulance services enhancing service levels for residents.</p>	<p>P6-2: Maintain a mutual response agreement between the Carmel Fire Department and surrounding agencies and strive to improve the department's ISO Insurance rating through available manpower and resources.</p> <p>P6-12: Provide paramedic-ambulance service to Carmel-by-the-Sea residents through participation in appropriate joint agreements.</p>
	<p>The City adopted the Five Year Capital Improvement Plan.</p>	<p>P6-14: Maintain the City's five-year Capital Improvement Program and conduct a yearly review by the Planning Commission of the Capital Improvement Program consistent with this Element.</p>
	<p>The City awarded construction contracts for drainage system repairs; street resurfacing and pavement repair and slurry sealing on portions of 30 streets; sidewalk repair, replacement and offset shaving, and installation of ADA-compliant ramps at intersections; and, approval of a cost sharing agreement for the Ocean Avenue pavement rehabilitation between Highway 1 and Carpenter Street.</p> <p>The City issued an encroachment permit to California American Water Company for the Dolores Street commercial water main replacment project.</p>	<p>P6-19: Maintain the City's roadways, storm drains, and other public infrastructure to ensure they are safe and functioning adequately.</p>

General Plan Element	2025 Projects and Accomplishments	Implemented Goals/Objectives/Policies
Open Space and Conservation		
	Electrical Panel Upgrades and Electric Vehicle Charging stations at Vista lobos including a high-capacity station for the electric street sweeper.	P7-12: Investigate the possibility of installing electric vehicle recharging stations within the downtown and at public parking lots.
	The City purchased two electric vehicles replacing older gasoline fueled trucks within the Public Works Department fleet.	O7-4: Reduce vehicle trips and emissions, and improve vehicle efficiency, as a means of limiting the volume of pollutants generated by traffic.
Environmental Safety		
	<p>Carmel Prepares workshops in June, September and November of 2025 on: defensible space, home hardening, fire extinguisher training, preparing a disaster kit, first aid training, winter preparedness, and CPR.</p> <p>The City created an Emergency Preparedness Workgroup.</p>	<p>O8-1: Ensure emergency preparedness.</p> <p>O8-3: Provide public education about what to do in case of emergencies and means available to avoid or minimize their effects.</p>
	The City adopted updated Fire Hazard Severity Zone maps.	O8-4: Prevent or reduce the potential for life loss, injury, and property damage from fire hazards.
	The City updated the existing Emergency Operations Plan.	P8-1: Periodically update and test the effectiveness of the City's Emergency Operations Plan.

General Plan Element	2025 Projects and Accomplishments	Implemented Goals/Objectives/Policies
<p>Noise</p>	<p>The City adopted an Ordinance prohibiting pickleball at Forest Hill Park to protect the peace and quiet enjoyment of the surrounding residential neighborhoods.</p>	<p>G9-1: Support programs to reduce community noise levels where possible to levels acceptable to the community.</p> <p>O9-3: Control unnecessary, excessive and annoying noises within the City where not preempted by Federal or State control.</p>
	<p>The City continued its proactive and complaint driven enforcement of the use of gas powered leaf blowers.</p>	<p>P9-15: Continue to prohibit the use of gas-powered leaf blowers in the City.</p>



CITY OF CARMEL-BY-THE-SEA

COMMUNITY PLANNING & BUILDING DEPARTMENT

2025 Housing Element Annual Progress Report

Below is a summary of the City of Carmel-by-the-Sea’s progress in meeting its Regional Housing Needs Allocation (RHNA) for the 6th cycle Housing Element planning period of 2023-2031.

To view the full 2025 Housing Element Annual Progress Report, visit our website at <https://ci.carmel.ca.us/post/housing>, and select 2023-2031 Housing Element.

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
Acutely Low	Deed Restricted					-	-	-	-	-	-	-	-	
	Non-Deed Restricted					-	-	-	-	-	-	-	-	
Extremely Low	Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	
Very Low	Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	
	Non-Deed Restricted	113	3	-	-	-	-	-	-	-	-	-	3	110
Low	Deed Restricted	74	-	-	-	-	-	-	-	-	-	-	-	74
	Non-Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
Moderate	Deed Restricted	44	-	-	-	-	-	-	-	-	-	-	-	44
	Non-Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
Above Moderate		118	3	-	22	23	-	-	-	-	-	-	48	70
Total RHNA		349												
Total Units			6	-	22	23	-	-	-	-	-	-	51	298

CITY OF CARMEL-BY-THE-SEA PLANNING COMMISSION

RESOLUTION NO. 2026-03-PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CARMEL-BY-THE-SEA
RECOMMENDING CITY COUNCIL ACCEPTANCE OF THE GENERAL PLAN AND HOUSING ELEMENT
ANNUAL PROGRESS REPORTS FOR THE CALENDAR YEAR 2025

WHEREAS, the Carmel-by-the-Sea City Council adopted the City of Carmel-by-the-Sea General Plan in 1988 and adopted a revised General Plan in 2004; and

WHEREAS, the Carmel-by-the-Sea City Council adopted the City of Carmel-by-the-Sea 2023-2031 Housing Element in 2024; and

WHEREAS, Section 65400 of the California Government Code requires the City to file an annual report addressing the status of the General Plan and progress made toward implementing its goals and policies; and

WHEREAS, Sections 65400, 65583, and 65584 of the California Government Code require the City to report certain housing information; and

WHEREAS, a General Plan Annual Progress Report and Housing Element Annual Progress Report for the Year 2025 were prepared for submission to the State of California Department of Housing and Community Development (HCD) and the Governor’s Office of Land Use and Climate Innovation (LCI); and

WHEREAS, both annual progress reports accurately reflect the City’s progress in implementing the goals and policies of the General Plan and Housing Element during the 2025 calendar year; and

WHEREAS, on or before February 11, 2026, a meeting agenda was posted in three locations in compliance with State law indicating the date and time of the public meeting to review the progress reports; and

WHEREAS, on February 11, 2026, the Planning Commission held a duly noticed public hearing to receive public testimony, including, without limitation, the information provided to the Planning Commission by City staff and through public testimony, and considered recommending that the City Council accept the General Plan Annual Progress Report and Housing Element Annual Progress Report for 2025 and authorize its submittal to the State HCD and LCI; and

WHEREAS, the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., “CEQA”), together with State Guidelines (14 California Code Regulations §§ 15000, et seq., the “CEQA Guidelines”) and City Environmental Regulations (CMC 17.60) require

Resolution 2026-03-PC
February 11, 2026

that certain projects be reviewed for environmental impacts and that environmental documents be prepared; and

WHEREAS, pursuant to CEQA regulations, the recommendation that the City Council accept the General Plan and Housing Element Annual Progress Reports is not a project under CEQA as defined in Public Resources Code Section 21065 and CEQA Guidelines Section 15378; and

WHEREAS, the facts set forth in the recitals are true and correct and are incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED THAT THE PLANNING COMMISSION OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY recommend that the City Council accept the City of Carmel-by-the-Sea 2025 General Plan Annual Progress Report and Housing Element Annual Progress Report in a manner fully in conformity with the Coastal Act (CA Section 30510).

PASSED, APPROVED, AND ADOPTED BY THE PLANNING COMMISSION OF THE CITY OF CARMEL-BY-THE-SEA this 11th day of February 2026, by the following vote:

AYES: AHLBORN, ALLEN, KARAPETKOV, LOCKE, LEPAGE

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Signed by:


4FF97D7E0A3D499
Michael LePage
Chair

Signed by:


0E9202EE440F4FF
Shelby Gorman
Planning Commission Secretary



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

March 3, 2026
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Todd Trayer, Police Chief

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: 2026 Car Week Discussion and Direction

RECOMMENDATION:

Recommendation: Receive the Car Week Report. Authorize staff to pilot a limited downtown managed parking program on Thursday-Saturday evenings of Car Week 2026, returning after the event with data and analysis for future consideration.

BACKGROUND / SUMMARY:

This discussion reviews the history and evolution of Car Week and its impact on Carmel-by-the-Sea. In recent years, we have observed a noticeable shift in how the City's environment is affected during this period.

This report summarizes two community listening sessions hosted by the Police Department, attended by City Administration and members of our City team. It outlines outreach conducted since the 2025 Car Week and captures both what the community values about the events and the concerns expressed — particularly related to noise, vehicle speeds, enforcement levels, and nighttime safety.

The report evaluates impacts on both residential and business communities, including public safety costs, overtime expenditures, accessibility, and overall livability during the week. It also details operational changes the Police Department is implementing to address speeding, enhance pedestrian safety, and deter illegal activity.

A similar presentation was delivered to the Community Activity Committee on February 17, 2026. The Committee recommended that City Council review the concept of a

downtown managed parking program for Thursday through Saturday of Car Week 2026. This report includes input from an event organizer and outlines the logistical considerations, as well as the potential benefits and drawbacks, of implementing an evening managed parking program.

Recommendation: Receive the Car Week Report. Determine if Council wishes to authorize staff to pilot a limited downtown managed parking program on Thursday-Saturday evenings of Car Week 2026, returning after the event with data and analysis for future consideration.

FISCAL IMPACT:

If the managed parking pilot program is approved by Council, the City has the potential to collect \$21,822 in permit fees.

PRIOR CITY COUNCIL ACTION:

Car Week After-Action Report (November 2025)

ATTACHMENTS:

None



CITY OF CARMEL-BY-THE-SEA
City Council
Staff Report

March 3, 2026
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Brandon Swanson, Acting City Administrator

APPROVED BY: Brandon Swanson, Acting City Administrator

SUBJECT: Design Traditions 1.5 Discussion and Direction

RECOMMENDATION:

It is recommended that the City Council:

1. Receive a presentation of the draft updated Design Guidelines (Design Traditions 1.5 Project version).
2. Consider the Planning Commission's recommendation of their preferred version, which is the Steering Committee version.
3. Give feedback on the usability, function and format of the Steering Committee version (Attachment 1 – link to file) versus the Nore Winter draft (Attachment 2).
4. Provide direction to staff.

BACKGROUND / SUMMARY:

BACKGROUND AND PROJECT DESCRIPTION

At their January 13th meeting, the City Council received a presentation and provided feedback on the form, function and usability of the current draft of the City's Design Guidelines, which were a product of the Design Traditions 1.5 Project (DT-1.5). Discussion about the draft included whether to return to the draft that was prepared by the City's consultant Nore Winter in 2024, or stay with the current DT-1.5 Project draft that came out of the efforts of the DT-1.5 Steering committee. In other words, Council discussed which version would serve the City better as the adopted Design Guidelines.

The Council offered some feedback on both drafts, but ultimately decided that the decision about which version would serve the City best needed feedback from the Planning Commission first. Put simply, Council directed staff to ask the Planning Commission the question: “Which version would you prefer to work with?”.

Council also directed staff to “surge” efforts to bring the draft DT-1.5 Project version to a place where it would be comparable to the Nore Winter version, allowing the Planning Commission to make a fair comparison. Between January 13th and February 11th, staff worked with two members of the DT-1.5 Steering Committee (Victoria Beach and Doug Schmitz), two Planning Commissioners (Michael LePage and Stephanie Locke), and two volunteer members of the public (Ian Martin and Erik Dyar) to insert new photographs, add supplemental information, and complete formatting. These efforts produced a draft Design Guidelines that are comparatively more “apples to apples” with the Nore Winter version.

The Planning Commission reviewed both versions of the draft Design Guidelines, and provided feedback and a formal recommendation about which version would be the most usable for the Commission. Ultimately, the majority of the Commission (4 to 1) stated their preference for the Steering Committee version, and has made this a formal recommendation to the Council. It should be noted that one Commissioner abstained from a recommendation, stating that they did not have enough time to review the materials. There was a technical difficulty which prevented them from accessing the draft until the Sunday before the meeting.

Below is a summary of changes that were made to the draft Steering Committee version in order to create an “apples to apples” comparison with the Nore Winter version:

Formatting

The Steering Committee version of the Design Guidelines has been reformatted in an attempt to make it have a better, more intuitive progression. New sections were added, as outlined below, to make the document more accessible (i.e. table of contents, index, glossary, hyperlinks etc.). In addition, new pictures and diagrams were added to make the Steering Committee version more comparable to the Nore Winters version.

Navigability

A Table of Contents and Index has been added to allow users to find specific topics (e.g. building materials and fences) throughout the document. A “Keys” page has been inserted with the intent in providing a ledger and/or instruction to the user. Hyperlinks have been added to other City documents that live outside of the Design Guidelines.

Wildfire

As recommended by the Planning Commission, a page dedicated to wildfire prevention and resiliency has been added. The draft language includes links to the State Fire Marshal product list and the Wildland Urban Interface Code.

Narratives

As recommended by the Planning Commission, a narrative for each core principle has been added. The intent is to give the reader context, or the “why”, before reading the supporting guidance policies. After each narrative is a short Process bulleted list which provides the “how”.

Glossary

As recommended by the Planning Commission, a Glossary section has been added. The intent of this section is to provide a list of frequently used terms and their definitions that are not already codified in other city guidance documents.

Process

A new draft form has been created, a Core Design Principles Narrative Form. This form is intended to be filled out by the project applicant explaining how the their project meets each principle. Applicants are encouraged to incorporate visuals to illustrate their points. Supplemental sheets are provided should an applicant need additional space.

Dedication and Acknowledgement

Pages have been inserted dedicating the Design Guidelines to the memory of notable architects whom helped create and maintain the character of the village, with a heartfelt highlight to Donald Bruce Goodhue.

NEXT STEPS

Following direction from Council on which version of the draft Design Guidelines to complete, staff will begin working in earnest on that task, which includes relevant amendments to the City’s Zoning Code. As directed by Council at their previous meeting, the finalization of the Design Guidelines and Zoning Code amendments will involve public meetings with Planning Commission to a much greater degree than the drafting process. Ultimately, the Design Guidelines and Zoning Code, will go through the formal adoption process which involves the Planning Commission, City Council and the Coastal Commission.

FISCAL IMPACT:

None for this action

PRIOR CITY COUNCIL ACTION:

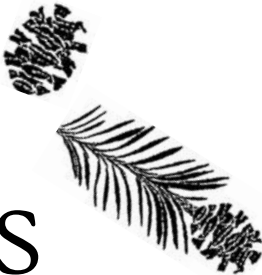
ATTACHMENTS:

1. Attachment 1 - Steering Committee Version (link to file)
2. Attachment 2 - Steering Committee Draft (Clean)
3. Attachment 3 - Nore Winter Draft Residential Guidelines (Feb 2023)

Attachment 1 - Steering Committee Version of the Design Guidelines

Enhance. Subordinate. Fit. Retain. Design. Detail.

Design Traditions of Carmel
DESIGN GUIDELINES



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CORE PRINCIPLES

1. ENHANCE, restore, and preserve the native forest in all improvement projects: private, public, and otherwise.
2. SUBORDINATE every built structure to the character and continuity of the forest, natural environment, and to the natural features of its own site.
3. FIT every built structure within its neighborhood context.
4. RETAIN and build upon Carmel s architectural heritage.
5. DESIGN every built structure with modesty.
6. DETAIL every property authentically and consistently.



Enhance. Subordinate. Fit. Retain. Design. Detail.

KEYS



IMAGE SYMBOLS KEY

- ✔ Image and caption describe a **SUPPORTED** principle.
- ◡ Image and caption describe a **CONDITIONAL** principle.
- ✘ Image and caption describe an **UNSUPPORTED** principle.



LINKED DOCUMENTS KEY

<u>GP</u>	General Plan
<u>HCS</u>	Historic Context Statement
<u>LCP</u>	Local Coastal Plan
<u>MC</u>	Municipal Code
<u>P</u>	Policy

DEDICATION

We dedicate these Design Traditions Guidelines to the memory of the notable architects who both worked tirelessly to create Carmel's legacy of contextual design excellence and still made time to serve as community volunteers to preserve and nurture this legacy.

Most especially, we dedicate this work to our very own paradigm of excellence and service, award-winning architect and fellow guideline Steering Committee member, Donald Bruce Goodhue (1932-2026). His unerring aesthetic judgement and wise counsel will live on in these pages to inspire the very best contributions to Carmel architecture from those who follow behind him.

With enduring gratitude,

Don's Steering Committee Colleagues:

Victoria Beach

Melanie Billig

Mary Anne Schicketanz

Doug Schmitz



PREFACE

“It has become a symbol of an attitude and an approach.

The attitude is that quality is worthwhile in itself, but that it also makes economic sense.”

- Lawrence Halprin, landscape architect, January 1967

From its earliest years, Carmelites sought for their village to be different from other communities, to have originality and uniqueness, to weave pleasantly amongst the natural landscape of sea, hill, tree and beach. Before incorporation as a city in 1916, the Carmel Development Company was aided by the Carmel Civic League, an entity created to protect the physical assets of the village and to advocate for tasteful, person-kind improvements. A dozen years after 1916, Dr. Carol Aronovici, a renowned city planner, addressed members of the community on the civic value of architectural control.

Dr. Aronovici told the assembled mass that good civic design “is the art of conserving all the natural advantages of a city and controlling all building enterprises, whether public or private, so as to blend them into a harmonious whole.”

It was the local newspapers which led the effort for community architectural review. By 1929, Perry Newberry had become publisher and part-owner of the Carmel Pine Cone newspaper and began a year-after-year drumbeat for better planning and architecture, calling in editorials for “lines of distinction and individuality” in building design. “There should be some measure of civic control” he wrote in 1935, “which will make Carmel more beautiful.”

Newberry was joined in this crusade by Willard K. Bassett, publisher of the Carmel Cymbal, who in 1938 opined in favor of architectural review of buildings in the commercial core. In 1940, Bassett editorialized to “Keep Building Atrocities out of the Business District.” And by the end of 1940, the City Council created a process for civic review and approval of new buildings.

The enclosed Design Guidelines are heirs to over a century of our community’s want to assure new or remodeled structures meld with Carmel’s natural beauty and with their neighboring edifices. Generations and succeeding generations have sought architectural sincerity in what is built.

Our Design Guidelines Committee hopes this booklet assists you in your quest to become part of our heritage by blending your project in amongst its neighbors and within our ancient forest, both on your own property and any adjoining public property. Only with your help and dedication to our shared commons can we preserve and enhance the overall continuity and harmony of the built and especially the natural environment that is our unique legacy.



Enhance. Subordinate. Fit. Retain. Design. Detail.

A VISUAL HISTORY

Carmel's Natural and Built Environment



Carmel's Natural and Built Environment: A VISUAL HISTORY



Perhaps the first lasting structure in Carmel-by-the-Sea, arriving some 200,000 years ago, was a 25-million-year-old tree species, *Pinus radiata* or Monterey Pine. It now survives indigenously in only three mainland pockets: the Año Nuevo and Cambria regions, and the Monterey Peninsula, which is thought to be the “Mother Stand” — sustaining the entire mainland species over the millennia (*seen here from Carmel Mission Ranch circa 1900*). A relative newcomer, *Quercus agrifolia* or Coast Live Oak, joined the pine plant community around 10,000 years ago (*seen here in an extant local grove*).



The earliest known human structures in the area also arrived around 10,000 years ago. The Rumsen peoples dwelled respectfully and symbiotically with the oak and pine forest ecology for their food and other essentials. They also built respectfully and very lightly on the land, weaving their temporary homes from the nearly endless supply of tule grass and bent willow branches along the Carmel River (*seen here in a modern reproduction*). The design, with its overlapping, umbracular layers wrapped in a conical design around a circular chimney oculus in the roof, perfectly expresses the combined functions of shelter against outside elements and warmth for the central fire circle within.



Thousands of years later, when Spanish scouts landed in 1602, the Monterey Pine forest community remained intact and abundant. Noting the “many pines for masts and yards,” sea captain Sebastian Vizcaino named the peninsula “Punto de Pinos” or Pine Point. Unlike the gnarled native oaks, tall, straight conifers make excellent building materials. So, when the Spanish returned to found Mission San Carlos de Borromeo in 1770, they initially built it of local, mud-plastered timber with straw or earthen roofing, eventually transitioning their buildings to more solid, adobe brick construction.

The missionaries formed their adobe bricks of natural local materials: clay, sand, and an organic binder such as straw with mortar of adobe mud or of pulverized limestone and abalone shells. They used these materials to build, sometime around 1776, the first permanent residence in California: a simple, boxy, lean-to house for their orchardist. The building (*seen here*) is still standing as a residence today.



Dedicated in 1797, the mission church building is of a still stronger material: native brown sandstone from the Carmel Valley with mortar and plaster derived from abalone shells and local timber roofing members. For this important structure, the padres brought in Guadalajaran master stonemason Manuel Estevan Ruiz — the first



known building designer in Carmel-by-the-Sea history. Ruiz, working, by definition, in the Mission Style, created a relaxed, asymmetrical design (*seen here today*), quoting a number of architectural idioms, such as the Moorish bell tower, the Gothic quatrefoil starburst rose window, the Baroque arch flourish atop the Palladian gable, and the Classical retable entrance surround to create an eclectic interpretation of Spanish Colonial style.

Spain ceded California to Mexico in 1821, which then “secularized” the missions in 1834, making their lands available for private use, primarily by ranchers. Around 1846, during this influx of pioneers, Boston sea captain Matthew M. Murphy, built his cabin (*seen here circa 1905*) right on the margin where the open sand dunes met the

thick Carmel forest. The single-pen, rectangular plan building of rough-hewn, local, pine logs with v-notched joints was typical of pioneer construction. It was originally used as a barn, later as an art studio, and still stands, albeit greatly modified, as a residence today.



In 1888, brothers Santiago and Bellario Duckworth acquired the development rights to a half-square-mile of Honoré Escolle’s ranch and subdivided it into mostly 40 by 100-foot parcels, forming what would become the core of Carmel by the Sea and bringing an acceleration of native wood construction into the forest. That same year, Duckworth tucked his own small, vernacular wood home amongst the large mature pines along Carpenter Street. This vertical board-and-batten, rectangular plan, side-gable home (*seen here*) was so simple that the pedimented window casings and stick-like bracketing on the porch posts were its only concessions to decoration.



The abundance of timber encouraged wood construction beyond small residential buildings. With accommodations for 40, the first hotel in town, El Carmelo Hotel (*seen here in soon after opening in 1889*) was built of wood on the corner of Ocean Avenue and Junipero Street before it was moved down the avenue and fittingly renamed Pine Inn in 1903. Douglas Knox Frasier designed the hotel with horizontal wood shiplap siding and a pyramidal hip roof in an American Foursquare or Prairie-Box house style. This simple style, with its honest construction, basic, boxy form, minimal corridors, and efficient layout is considered a reaction to the ornamental excesses and expense of the Victorian Style.



Enhance. Subordinate. Fit. Retain. Design. Detail.

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Real estate developer Abbie Jane Hunter opened her 1889 community bathhouse at the forested edge of Carmel Beach (*seen here soon after construction*), built by her uncle, Delos Goldsmith. With its honestly expressed, post-and-beam wood construction of recessed infill panels of glass for the public cafe and horizontal wood for the private changing areas, its cross-wing dormer roof, and its deeply overhung central ventilation tower, this

low-slung, pavilion style structure, foreshadowed Julia Morgan’s craftsman style hall at Asilomar. In 1892 Hunter went on to purchase a full quarter square mile and sold about 300 home parcels, mainly to teachers and writers.



An early exception to the rule of wood construction was the first local brick house, built in 1898 at Monte Verde Street and Fifth Avenue by English master mason Benjamin Turner (*seen here soon after construction*). The modest gable-and-wing residence was a showcase for his skills with its diamond shaped gable accent and decorative quoining at the corners and at door and window surrounds.

After a nationwide recession in the mid-1890’s paused growth, James Franklin Devendorf and Frank Powers, who founded the Carmel Development Company in 1902, bought out the earlier developers. Now the pace of construction could resume. Just as the need increased to harvest timber for buildings (*seen here stacked in Del Monte Forest circa 1900*), so did the need to clear the land for these buildings and, more significantly, for the streets that connected them.



However, the new town founders were committed to preserving the forest that initially attracted them by continuing to attract only aesthetically discerning residents who could set a “self-perpetuating” “tone,” “preventing man and his civilizing ways from...marring the natural beauty lavishly displayed here.” To that end, they advertised the place to professors and artists “of all kinds” as “a town in a pine forest” with homes “artistic in character, reflecting the temperament of the town” and “designed by architects who attempted to...fit the local surroundings.”



Likewise, although the village streets were laid out in an unremarkable grid on paper, in reality that grid often seems to disappear into a rambling wilderness pathway because of its deliberate deference to the pre-existing forest. This deference was achieved through several creative planning principles: the designation of an oversized public right of way along residential streets, often three times the width of any paving; the occasional narrowing of paving down to one travel lane; the ban on sidewalks so that the paving must be used as a footpath; the curving of paving to the left or right of the street centerline into the public right of way (*seen here on Torres Street*); the use of one or both sides of the right of way for a continuous native forest greenbelt; the protrusion of existing native trees and undergrowth into the sides of the paving, the splitting of paving around existing plants (*seen here on Mountain View*); and the compelling of residents to continue the native forest landscape seamlessly into their private parcels to minimize the impact of built structures on forest continuity.

When trees had to be removed, whether on private or public lands, they were quickly replaced. Devendorf “gave away tree saplings like candy” to newcomers developing their homesites. So, when the forest was cut to lay out Ocean



Avenue (seen at left in 1888), it was soon re-forested with the same species (seen at right near Monte Verde Street in 1903).

The same founding year of the Carmel Development Company, seventeen-year-old, trained carpenter, Michael J. Murphy built his first house: today’s “First Murphy House,” originally tucked in the forest on Mission Street between Fifth and Sixth Avenue (as seen here). The rectangular plan bungalow in the Anglo-Colonial style was small and pared down with no exposed structural members typical of the Craftsman style or even a porch. Yet, it had understated flourishes such as the decorative glass, the slender, double-ogee wood siding, and the flared or bellcast hip roof. Just two years later, in 1904, Murphy became the chief builder for the Company and went on to construct about 350 buildings in town.



At this same time, Ocean Avenue was emerging as a commercial corridor in the Pioneer style typical of western towns. The wood-framed buildings had horizontal, false-front facades, extended vertically above their front-gabled, pitched roofs and sometimes ornamented with wood trims, panels, and pediments to give them a larger, more prosperous look. This included L.S. Slevin’s, the post office and first general merchandise store, Fritz Schweinger’s bakery, still operating as a bakery today, and Robert and Fred Leidig’s grocery store (all seen here circa 1910).

In 1903, Thomas A. Work built the Carmel Development Company Building, a commercial block on Ocean Avenue and San Carlos Street which housed his hardware store, the Carmel Development Company office, and Devendorf’s Preble Grocery. The flat-roofed, three bay, fireproof, rough-textured, concrete cinder-block structure, with its large, plate-glass store windows capped by a ribbon band of transom lights, was Carmel’s first truly Modern style building. Unadorned and clear in revealing its purpose, if somewhat formal or classical in its tripartite geometries, it is still in active commercial use today (seen here soon after construction).



Enhance. Subordinate. Fit. Retain. Design. Detail.



Ever nonconformist, Carmel architecture stepped both forward and backward simultaneously. Also around 1903, but perhaps channeling the Late Neolithic, attorney George Richardson built his L-shaped, 600 square-foot, saddle-notched, hand-hewn log cabin on Monte Verde Street between Fourth and Fifth Avenues (seen here circa 1914). This modest structure was poet Robinson Jeffers' first local rental home.

With a similarly archaic

construction technique, Ben Turner (of the aforementioned first brick house) hand-built the tower and other native mudstone elements of a home (now La Playa Hotel) designed by Artist Christian Jorgenson for his wife, the chocolate heiress, Angela Ghirardelli. Both the technique and the quatrefoil window (seen here on the lower left of the tower, circa 1906) replicate the originals of the Mission basilica.



But with modern building techniques also came freedom to explore many architectural styles beyond the traditional or the simple vernacular, some traditional-looking, some not. In 1905, the First Bay Area Regionalist or First Bay Tradition style, an interpretation of the American Shingle Style, appeared at Philip Wilson's real estate office on the corner of Ocean Avenue and Dolores Street (seen here soon after construction, it was briefly the town's first City Hall starting in 1917). With the sculptural qualities of a much smaller, flexible, unit of wood than timber or clapboard, shingles awakened a completely new, uniquely American, direction for architecture. With shingles tautly enveloping all surfaces and junctures, architecture could start to articulate the internal volume of a building, rather than its individual planes or structural components, just as the two dormers appear to swell up from the shingle surface below them to pop through the roof plane. These expressive volumetrics led, in turn, to a relaxation of symmetries and a casual naturalness, apparent in the asymmetrical lower fenestration and emphasized by the untreated, rough and rustic wood, often pre-aged in buttermilk, so that the grays

would blend into the local forested surroundings.

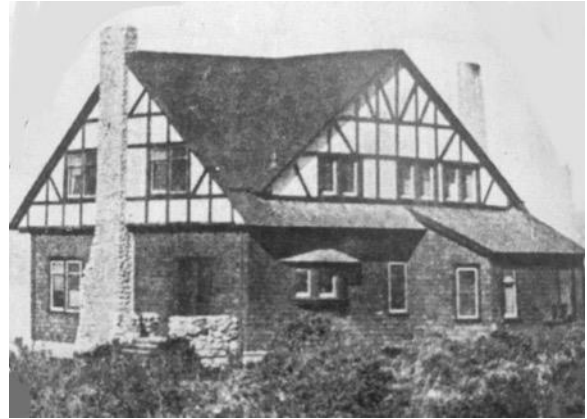
This emerging idea that buildings should feel natural, not artificial, should blend exterior and interior, should honestly reveal something intrinsic, such as their internal uses or volumes, this architectural "honesty," was also explored within the American Craftsman style, which exposed the often concealed craft of construction. In his 1905 Gardener house (seen here on San Carlos Street at Santa Lucia Avenue), M.J. Murphy exaggerates its raw, rectilinear materials and the care in their assembly. For example, the roof planes overhang well beyond what the walls require for shelter and the roof beams extend even farther and appear stronger than what those roofing planes require for support. Similarly, the oversized porch posts,



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the deep shadow lines of the vertical siding battens, the change of siding pattern at the foundation, and the bold ganging and framing of the windows all serve to illustrate both how the structure is made and the unadorned, natural purity of what it is made of.

These innovative, architectural experiments coincided with a number of Revivalist styles, forming an Eclectic Era that coincided with a surge in Carmel's development after the Great San Francisco earthquake. Architect Eugenia Maybury designed, also in 1905, a Tudor Revival or Mock Tudor style home for the McGowan sisters on Thirteenth Avenue near San Antonio Avenue (seen here soon after construction). The late-medieval, English vernacular Tudor style relied on a heavy timber post-and-beam, perimeter structure, with wattle and daub unevenly hand-packed between the wood members, leaving them partially exposed for a "half-timbered" appearance. Mock Tudor imitates these cottages of the British underclasses, with their vertically proportioned windows, jettied upper stories, soft thatch roofs, and showy chimneys, but with one important exception. Born of the post-industrial 20th century, Mock half-timbers are no longer timbers, but instead non-structural, decorative, trim pieces applied on top of the smooth stucco finish of ordinary modern construction, making it challenging to capture the irregularity, depth, and authenticity of the original.



Perhaps the earliest Mission Revival style structure appeared, again in 1905, on a Lincoln Street parcel at Seventh Avenue donated by Devendorf to create Carmel's first protestant church (seen here circa 1935 before its eventual demolition). Rather than stylistically diverging, this long-awaited alternative to the town's Catholic church seems, perhaps paradoxically, to exalt its predecessor. Despite the freedoms that its modern wood framing and stucco construction would have afforded, the composition accurately echos the restrictions of the mission's stone construction, with its structural reliance on blank expanses of stacked stone walls and on the narrow, rounded openings of stone arches. And though these openings are so shallow and devoid of shadows that they easily betray

the thinness of the modern walls, there remains an earnest homage to the mission's square moorish towers, its asymmetrical massing, and the Baroque arch flourish, reinterpreted here to form the wavy shape of the entire front gable.

By 1911, Frank Devendorf could report that over sixty percent of Carmel residents devoted their lives to work in the "aesthetic arts." His prophecy that the aesthetically educated would be the best stewards of the environment came true when, on October 31st, 1916, residents voted to incorporate the village of Carmel by the Sea, citing as a main reason the failure of Monterey County government to protect and preserve its unique natural character from the destructive forces of "progress." Unsurprisingly, one of the first actions of the new local government was to pass ordinances to protect the ancient Monterey pines. Perhaps nobody epitomized this twin love of art and nature more than Robinson Jeffers (seen here in 1919) who, while not writing poetry, continued the Carmel tradition of hand-made stone towers by building his own out of native granite at his Tor House between Scenic Road and Ocean View Avenue on nearby Carmel Point.





Just a few blocks away and a few years later, Architect Charles Sumner Greene embraced both modern construction and expression. In 1919, on Lincoln Street south of Thirteenth Avenue he built one of the first concrete foundations in town and likely the first prefabricated board-and-batten, wood walls, which were tilted up rather than built in place. He designed the home (seen here soon after construction) as a new interpretation of the u-shaped hacienda ranch homes built by early Mexican-Spanish settlers. Those early ranch buildings used their open courtyards and surrounding porticos to provide shade, to dissipate cooking heat, or to collect water. Here, however, the tree cover precludes the need for roof overhangs, the simple shed roofs direct water away, and, often in Carmel, open courtyards were oriented southward to collect heat.



In 1923, Greene conducted another architectural experiment with the idiosyncratic studio he added to the east side of his property. By applying his considerable personal artisanship to an array of random materials (brick from a demolished hotel, leftover marble from another job, used bottle glass,

fence pickets discarded by a ranch, hand-harvested and donated timber and marble scraps), he resourcefully up-cycled these “found objects” into an unusual interpretation of the Mission Style. Though constructed in the stacked-masonry tradition of the adobe and stone missions, with characteristic barrel tile roofs and small, arch-supported openings, the building has the broad front gable and low-slung, overall form of his famous Craftsman bungalows. Unlike either style, the front facade (seen here in a recent view) appears almost hermetically sealed, with its heavy teak door and conspicuously miniscule fenestration with impenetrable tinted glass, perhaps an adaptation to support his artistic concentration or interior acoustics for piano playing and salon gatherings.

Certainly the diversity of architecture in Carmel sprang from the diversity of people building there. But diversity prevailed even within one person’s work: M.J. Murphy avoided repetition whenever possible, even though he built more than anyone else. In 1922, he tackled the Monterey Colonial Revival style in the Kluegel home on Camino Real North of Ocean Avenue (seen here in a recent view). Born in California, Monterey Colonial originally fused the shipwright’s simple detailing, roofline, and overall form of the early New England Colonial, the long, sometimes full-height openings and double shading provided by a prominent cantilevered balcony of the Caribbean Colonial, and the adobe wall construction of the Spanish Colonial. Here, the Monterey Revival substyle (of Spanish Colonial) repeats these features, though with stucco over modern wood framing, the four-quarter simplicity of the facade supporting its many asymmetries and irregularities.



The same year, J.S. Cone designed her own home at the corner of Monte Verde Street and Thirteenth Avenue (seen here in a recent view). Clad entirely in vertical planks of redwood bark found in nearby groves, the rough, dark exterior of its asymmetric volumes recedes into the forest. However, the plentiful windows with sturdy mullions spaced in scale with the cladding, plus the double-height central hall with full-length balconies concealed within the simple main form, allow for a bright and open interior without compromising the home’s unsurpassed deference to the natural site.

Enhance. Subordinate. Fit. Retain. Design. Detail.

Notwithstanding the predominance of the Craftsman style and a general emphasis on simplicity, the Eclectic Era of the early 1900's continued on in the residential neighborhoods.



Meanwhile, a different trend started to develop in the commercial core. For its 1915 Panama-California Exposition, San Diego aptly selected the revival styles of the first European settlers in California to celebrate its auspicious future as the first west coast port for European ships coming through the new Panama Canal. The dazzling success of this architectural spectacle is widely credited for re-popularizing “New World,” Mexican and Spanish Revival styles of the Southern hemisphere. Perhaps the first glimpse of this trend in Carmel was in 1922, when architect Thomas Morgan overlaid a Spanish Eclectic facade of stucco and barrel tiles onto a typical, wood-framed, Western false-front, infill structure. The Thomas A. Oakes building (seen here soon after construction) performed important civic functions as the new post office, second city hall, council chambers, and police station. Despite its official role, however, the building did not establish an official style — in contrast to other towns such as Santa Barbara, which legally codified its signature Spanish look in 1925.

Instead, also in 1922, a rival trend emerged downtown looking primarily toward the Northern hemisphere “Old World”. Lee Gottfried built and Edward Kuster designed the Tudor Revival Weavers Studio for his spouse Ruth Kuster (seen here in 1923 after relocation and an added ticket booth serving the Golden Bough theater on Ocean Avenue). Perhaps counterintuitively, Tudor Revival style does not revive the Tudor style itself, meaning the late-medieval style of the royal House of Tudor. Rather, the early twentieth century version revives the modest country cottage vernacular style of Tudor England to satisfy what architectural historian Nicholas Pevsner called “the English flight from reality around the 1914-18 war [WWI].” The modest, handcrafted look, a vision of simpler times and places, offered the British an escape from industrial age ordeals and likely resonated similarly with city dwellers seeking respite in Carmel’s ancient coastal forest.



A romantic accident of history gave the “old-world” trend a sudden boost in 1924, when Hugh Comstock visited his sister in Carmel and she introduced him to Mayotta Browne. The 27-year-old rancher and the doll-maker were married within a few months. That same year, Comstock, fresh off various handyman gigs in Los Angeles, built his new bride a teeny backyard cottage showroom named “Hansel” on Torres Street near Sixth Avenue (seen here at that time with its owners) for her thriving “Otsy-Totsy” felt doll business.



Its Fairytale or Storybook style, was a brief, inter-war phenomenon dreamed up in Los Angeles by film industry creatives influenced by soldiers returning from their first exposure to European countrysides. (In fact, the famous Hollywood sign originally spelled Hollywoodland and was built in 1923 as an advertisement for the nation’s first storybook real estate development.) Thought to be the inspiration for Disney’s immersive and lavish “imagineering” approach to set design, this Tudoresque substyle is characterized by exaggeratedly plastic and sometimes cartoonish interpretation of the medieval. Features can include lopsided walls and undulating roofs with deliberately misaligned shingles wrapped over rolled eaves meant to emulate thatch or puckered around eyebrow windows, fanciful roof rake boards, stucco artificially aged through tinting or patination, implausibly sinewy, false half-timbering or window and door surrounds, hand-whittled and possibly charred or distressed to suggest



age, irregular door and window shapes, sizes, and placements. The labor intensity of its idiosyncratic craftsmanship fit well with Carmel's artistic and bohemian culture, but the difficulty of convincingly replicating it virtually guaranteed the style's demise during the Great Depression. Still, in its decade or so of popularity this theatrical SoCal style spread widely across America, likely finding few places with the deep forest backdrop of actual fairytales to exhibit it so perfectly. Understandably, Comstock was inundated with orders, setting him on a new career path to become Carmel's next-most prolific builder and causing old-world reverberations from backyards to downtown.

And yet, in exactly the same year, 1924, Carmel saw further exploration into the "new-world" styles as well. On Ocean Avenue and Dolores Street, Earl Percy Parkes designed and built a Pueblo Revival gift shop for owner, Mary Dummage (seen here in a recent view). Perhaps, the oldest continuously occupied architectural style in America, Pueblos were made of balled or bricked adobe and timber roofs with few, if any, windows. In the revival style, if adobe is not used, rounded corners, irregular parapets, and thick, battered walls usually stuccoed in earthtones simulate it. Round vigas or roof beam logs or other rough timbers often project through the parapets or under upper stories as corbeling, as seen here, to imply a structural function. However, the plentiful fenestration, without even a pretense of supporting lintels over its wide openings, betrays this particular building's internal wood framing and compromises the credibility of an otherwise easily- and often-reproduced style.



A year later, in 1925, Fred Ruhl constructed the first phase of the aptly-named Normandy Inn on Ocean Avenue at Monte Verde Street (seen here circa 1930). Berkeley-trained architect, Robert Stanton designed the complex in the Normandy Variant of the Tudor Revival style. Because in that region of France country homes were often attached to their barns, this style variant is distinguished primarily by the addition of a tower element, which reinterprets a barn's grain or silage facility, usually as a main entry or stair tower as it appears here to the left of the main entry.



A year after that, in 1926, the City of Carmel held a design competition for its new library building one block uphill from the inn, on Ocean Avenue at Lincoln Street. Unconvinced by all nine of the first-round entries, the City hired emeritus Berkeley professor and famed, stylistically eclectic architect, Bernard Maybeck to partner with contractor M.J. Murphy. When completed in 1928 (seen here around then), the value of the delay was revealed by the building's persuasive fidelity to its style. An essay in dignified restraint, the design derives expressive power through its control of volume, proportion, and measured detail, not complex massing or materials. It celebrates its

prominent community purpose with its unabashedly prominent reading room and enormous, steel-framed, front window. The ratio of window to wall, however, remains correctly modest with all glass set back as far as possible so as to accurately evoke both the spanning limitation and the deep thickness of older adobe walls. The weight of the barrel tile roof is properly conveyed by the hefty and genuinely structural roof beams and how they extend beyond the walls to easily support the deep overhangs. The perhaps surprising subordination of the low, recessive, and dark-shadowed, side entry wing defers to and thereby re-emphasizes the library's mission: reading.

Enhance. Subordinate. Fit. Retain. Design. Detail.

Also in 1926, on Dolores Street south of Ocean Avenue and, Bonnie Lee commissioned Hugh Comstock to design and build her Art Shop. His only Fairy Tale style commercial building (seen here shortly after its 1927 construction), it echos and exaggerates even further the make-believe of Hansel and his other residences. Roofs go from wavy to wandering, doors from curved to camelid, windows from regular rectangles to lawless lozenges, trims from bumpy to bulging, and chimneys from quirky to so impossibly quixotic as to require steel bracing. Now operating as the Tuck Box, the building represents the epitome of Comstock’s mischief with this style, inspiring other, though always more demure, commercial development.



Merrill across Dolores (seen below in a recent view),

and then, in 1929, their building for Robert and Isabel Leidig on Dolores near Ocean on Avenue (seen below in a recent view). These buildings, all primarily concrete, along with several others built around the same period, diverge somewhat in their influences. But, they share the hallmarks of the style: an emphasis on the solidity implied by masonry construction, with its heavily shadowed, small, deep openings in blank expanses of monotone stucco-coated wall, the



spanning strength of wood (though it is painted concrete).

The same year that “old-world” style peaked in extravagant fantasy, downtown development in the “new-world” style also began to peak. 1927 saw Oakland architects, Roger Blaine’s and David Olsen’s Eclectic Spanish Revival designs for Dr. Rudolph Kocher’s medical practice at the La Giralda building on the corner of Seventh Avenue and Dolores Street (seen here from each street respectively in recent views), followed, in 1928, by their El Paseo building for L.C.



handmade decorative tile and metalwork, the rough, handcrafted appearance of the clay barrel tile, the irregular massing and openings, and the like. With some details drawn from measurements actually taken on the architects’ trips to Spain, the El Paseo building in particular provides a veritable dictionary of vocabulary authentic to its Revival language: the custom metal window grilles with unique twists in each bar, the pre-aged wood banisters, the doors and windows that never match, the eye-catching shadows of scalloped balconies, and the lintel over the passageway entrance sized to properly reflect the

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When the Sunset School outgrew its 1906 “new world” Mission style building, the town hired Oakland architect John J. Donovan in 1926, and later Fresno/Monterey architect C.J. Ryland in 1931, to shepherd its large, new campus between Mission and San Carlos Streets, Eighth and Tenth Avenues through its expansions (seen here in 1937). Ryland, architecturally educated in France, mimicked the style of granges dimières cisterciennes (cistercian tithe barns), to give Sunset its dominant, “old-world” character of Cistercian Medieval Revival. Monasteries had pursued the austere Cistercian style, which evolved directly into the early Gothic over a century later, as a pious rejection of Classical ornamentation. And, the abbey barns were even purer expressions of deft, yet practical, engineering. The voluminous spaces (which the church required to store one tenth of local annual produce) found their most sturdy geometry in the massive, triangular roofs that came nearly to the ground, where they received support from disproportionately low, thick, and buttressed walls, in which openings were rare, deep, small, and often ganged together, like the double entry here, usually under larger discharge or relieving arches, all of which also received and expressed the great mass supported above. For these masterfully simple structures, often the only concessions to ornament were the finials atop the gable ends, thought to bring good luck, presumably for abundant harvests.



And so the downtown architecture pendulum swung back and forth for several years between the old world and the new world, albeit with some significant detours. For example, diagonal from the new library at Ocean Avenue and Lincoln Street, contractor Earl Percy Parkes built the Seven Arts complex for arts entrepreneur and Forest Theater founder, Herbert Heron. Designed by Albert B. Coats, the building (seen here in 1926) seems clearly indebted to its Shingle Style neighbor a block uphill: the 1905 Wilson building (see way above). The future mayor, with his principled support for bohemian over business interests, was a logical proponent of this pioneering American style. His building uses the same taut skin, merging into very shallow overhangs to de-emphasize material in favor of overall volume, which is in turn emphasized by the simple, emphatic gables, punctuated only by single openings of multiple ganged windows and by the cyclopean shed dormer that looks as if it emerged as pressure from the spaces below



overpowered and pierced through the thin roof plane. The clear difference between the two buildings is the substitution of a wooden skin over wooden framing for a stucco skin over concrete block. This unconventional, if not unique, mutation was perhaps explained by concerns over fire, addressed conveniently by the Carmel Thermotite Company, newly incorporated just a few streets away where it molded its innovative fireproof blocks (also used to construct Flanders Mansion). The building’s unusual combination of durability and originality created an enduring symbol of the many artists it hosted so famously for so long.

Another intentional stylistic detour downtown came in 1939, when Carmel’s most significant financier, Barnet Segal rejected the Spanish Revival design of his architects, Swartz and Ryland, and ordered them toward Art Moderne. His bank on Ocean Avenue at Dolores Street (seen here after construction) embodies the style, with its horizontal, yet humanist proportions and symmetries, its concrete solidity, along with a neoclassical, near-white color, a rejection of classical ornament in favor of the new decorative arts, as well as curved gestures of glass and stone.



Enhance. Subordinate. Fit. Retain. Design. Detail.

Around the time this new international style hit downtown, a new, defiantly local, City Council swept into office. Having become the first “poet mayor” of Carmel in 1930, Mayor Heron (of the Seven Arts building above) ran and won again in 1938, in part, to address commercial pressures on the natural environment venerated by Carmel’s bohemian residents. The new Council hired the highly acclaimed, Berkeley/Harvard educated Thomas Church, the “first founder” and pioneer of American landscape design and of a movement that became the “California Style.” Church famously believed, as Carmelites did, that rather than providing building decoration, “[a] garden should have no beginning and no end.” Meaning, it should be physically and visually integrated with the predominant natural environment and allow seamless human movement and inhabitation.

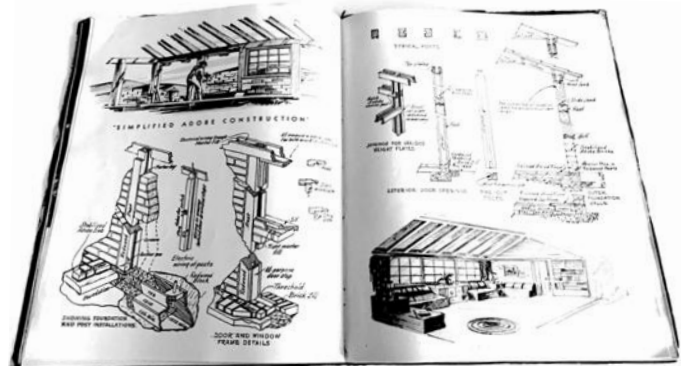


Church answered his assignment — to lessen the visual impact of the cars that now dominated the pine forest landscape — with a native stone planter running up the center of Ocean Avenue (seen here in the 1920s and 1940s). The low height of the wall, the medium height of the native undergrowth, and the columnar forms of the Monterey pine street trees, whose foliage grows primarily quite high, allowed for the clever combination of opacity down at car level and transparency at eye and storefront level, creating both visual access to the commercial corridor and visual screening of the traffic for shoppers.



Throughout the development surge, the same revivalist and eclectic forces in the commercial areas were at work throughout the residential areas as well, including the perhaps unique 1936 example of the Art Moderne style built by M.J. Murphy on Thirteenth Avenue at Dolores Street. Like the Bank of Carmel above, the H. Markham house has the same horizontal emphasis, classical proportions, local symmetries, look of solidity, and monochrome, light color. More spare than the bank, its only curved gesture is the conical chimney accent to the left.

As the second half of the 20th century approached, Carmel’s stylistic adventures were just beginning. However, with just a few exceptions such as those just mentioned, Carmel tended to derive its aesthetic direction from local and not international cues. For example, Hugh Comstock, never one to be limited by his Fairytale fame, had always been a stylistically experimental builder and in 1948 he published a trailblazing pamphlet called “Post Adobe” (seen here in a recent view). Within it, he extolled an inventive building technique that wove together two ancient construction techniques based on local materials and labor, timber post and beam with mud masonry, to create something brand new and with potent stylistic implications. He argued that the compressive strength of mud brick,

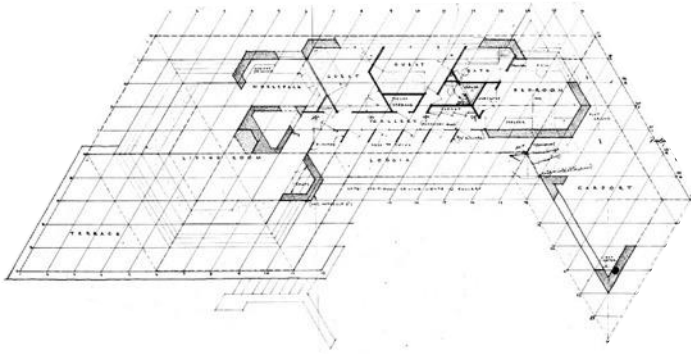


Enhance. Subordinate. Fit. Retain. Design. Detail.



rendered waterproof with bitumen, when aided by the tensile strength and rectilinear guidance of wood could become an inexpensive, easy, and elegant approach suitable for one-story homes and requiring no additional insulation, interior or exterior finishing, or special details. This made his post-adobe a method accessible to laypeople, even to property owners themselves, leading to an emergence and proliferation of the Ranch style throughout town, such as this 1950 example on Scenic Road at Eighth Avenue (seen here in a recent view).

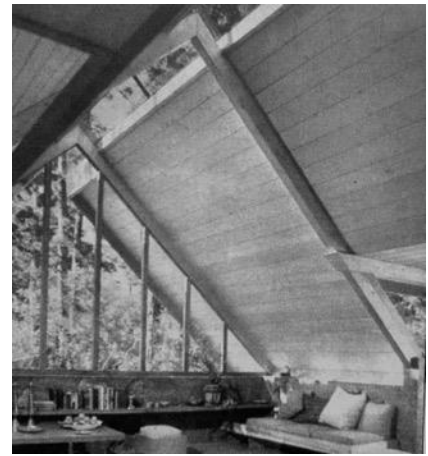
Also in 1948, Frank Lloyd Wright designed “Cabin on the Rocks” (seen here in a recent view) for Della Walker. Della’s sister, Alma, had deeded her the property on Scenic Road near Martin Way, under one condition: work with a notable architect. Wright, the first radically original American architect, and his former Taliesin apprentice, Mark Mills, delivered Walker’s request for a house “as durable as the rocks and as transparent as the waves” through carefully calibrated responses to the context. To unify the structure into an “organic wholeness” at every scale from the site down to the detail, Wright relied on his signature tool: the Japanese (and later, De Stijl) principle of expressing irregular forms ordered over the rigor of a regular grid, but in this case using the unexpected module of a four-foot by four-foot parallelogram. This infinitely adaptable, geometric technique allowed Wright to take his signature stylistic invention, the Prairie School, which was



inspired by the flatness of the midwestern plains, and reinterpret it for the flatness of the Pacific shoreline through a casual, natural massing, responsive to the precise location. He also emphasized the low and the horizontal, with a bluish-green copper cantilevered roof floating above minimally-framed glazing and not traditional windows, deeply shadowed, dark-stained, native wood walls, all recessed behind an asymmetrical native-stone base emerging from the existing rocks, which, together, masterfully subordinated his built work to surrounding nature. It is perhaps no accident that the structure points toward Japan, as it was Wright’s fascination with the integrating geometries and natural subjects of Japanese prints that catalyzed his entire approach to design: “The print is more autobiographical than may be imagined. If Japanese prints

were to be deducted from my education, I don’t know what direction the whole might have taken.” (Utagawa Hiroshige’s 1833 “Driving Rain at Shono” from Wright’s collection seen here.) This cross-cultural, cross-discipline sensitivity and synthesis is just one mark of aesthetic genius. Alma Walker can be credited with insisting that such artistry is essential to building in Carmel.

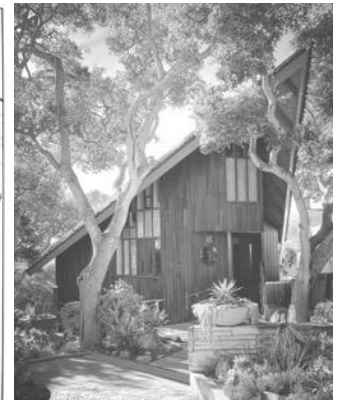
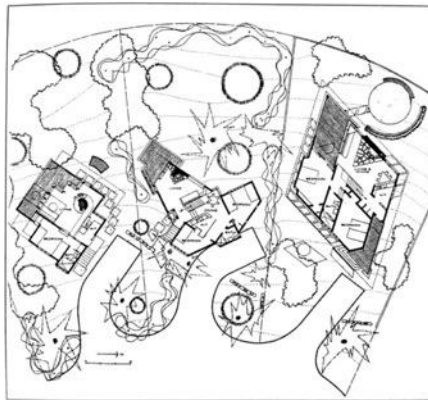
Around 1953, upon completion of Della Walker's home, Mark Mills designed "Woodland House," also for the Walker family, at Mission Street and 13th Avenue (seen here soon after construction). Mills, like Wright, used a roof floating above and around abstracted glazing and nestled within a grounded, solid base of native rock and concrete. This time, however, responding to the verticality of a completely wooded site, the roof tilts upward, sympathetically expresses its heavy timber structure and raw wood finishes, and creates views up into the tree canopy rather than out toward an ocean horizon. Also like Wright, Mills prioritized a building's permanent responsibility to its natural and human community perhaps above its responsibility to any temporary occupant. In fact, Mills famously said that nature is "my silent client" and even "my client is nature," sentiments that tie him closely to the environmental preservation mission of Devendorf and the early forest settlers.



Also in 1953, Clarence Mayhew, a prolific, San Francisco-based and Berkeley-educated architect, designed a home for Helen Proctor between Scenic Road and San Antonio Avenue near Thirteenth Avenue (seen here in a recent view). Like most International Style buildings, the home emphasizes volume of internal space through lightweight, skeletal frames and glazed transparency, rather than mass and solidity; visual interest through functional divergences, rather than applied ornamentation; overall simplification of geometries; and flexible modularity, rather than strict classical symmetry. Yet, the undercurrents of classical composition often strongly order such buildings and Mayhew, educated in classical architecture at L'École des Beaux-Arts prior to Berkeley, would

have known the standard facade in canonical ancient temple architecture: the hexastyle portico. This deep porch, with its six columns and five openings resting on a plinth of low windows and topped by a textured pediment of sorts, echos the ancient closely and then diverges to the modern with the addition of a solid, sixth module on the left, a chimney accent on the right, an off-center glass door, and only half a triangle for the roofline. This building, like a temple, follows its own mathematical order to sit in deliberate contraposition to natural disorder and therefore, like the International Style, it functions as an unapologetic "machine for living." However, its modest scale, quirky asymmetry, recessive coloration, and natural wood construction, all push it away from the international and pull it closer to the local and associate the house with the Second Bay Area Regional style.

The Third Bay Area Regional style emerged in Carmel soon thereafter, exemplified by "Three Sisters," a trio of homes on Lopez Street near Fourth Avenue, including Cosmos House (seen here on the right in an original site plan and in a recent view), all designed by Berkeley- and Harvard-trained architect, Henry Hill between 1961 and 1962. This California style, an even more relaxed and warm interpretation of modernism, uses native, unfinished materials and loose geometries to tailor a respectful response to the natural environment. As the plans show, Hill played freely with an unusual, angled vocabulary to create three completely unique yet complementary compositions that deftly avoid both the existing vegetation and one another. The houses maximize the flow of landscape between them by sharing no parallel exterior walls, which can create confining outdoor corridors. Instead they minimize contact, approaching one another only at sharp corners and exploiting the smallest possible geometric unit: the point.



Also in the Third Bay Tradition, famed architect Charles Moore designed the Warren Saltzman House in 1966, on Palou Street near Casanova Street (seen here in a recent view). Though clad in unfinished wood shingles and nestled well into the existing site as is characteristic of the style, perhaps uncharacteristically the house plays more with traditional domestic shapes, such as the gabled roof (here exaggerated in scale and always in halves). His quotation of historic forms foreshadowed the influence Moore later had in ushering in the reactive Postmodern style of the 1970s to 90s, along with his Princeton colleague Robert Venturi and others. Together they changed the course of modernist architecture with their searing warnings against ignoring traditional urban context and offered instead an architectural language that was extreme in its reference to classical design elements (keystones, pediments, column capitals), often out of proportion or grouped discordantly to highlight the paradox of their resurrection into the modern age.



But Postmodernism did not thrive in Carmel, where the forest context dominated the urban context. Instead, the bohemian residents and their experimental designers continued in the more quirky, organic vocabulary of the Bay Tradition, as architect Mickey Muennig did for his 1974 “Owl House” on Dolores Street near Alta Avenue in nearby Carmel Woods (seen here in a recent view). With even looser geometries than found at the “Sisters”, Muennig warps the walls and roofs to create undulations more associated with natural than built forms. The nearly infinite freedom of this architectural language had

the capacity to unify a meandering front path between low, woody, mute volumes with a starkly contrasting, bold, sweeping arch of a sheer glass escarpment over two stories tall to the rear, allowing the home to echo the topography and provide panoramic views over the forest toward the sea.

Around the same time, architects Walter Burde and Will Shaw found this same organic language appropriate to their 1972 “motor bank” commission for Northern California Savings and Loan. Though in the commercial district, the building could not be a typical party-wall, infill design, because customers would be primarily arriving by car, driving past all facades to reach a drive-through window at the property’s interior. So, much like a residential home surrounded by forest, the building (seen here in a recent view) was composed as a stand-alone sculpture, visible in the round from infinite viewpoints. The yin-yang interplay of jauntily angled dark but airy glass-timber sections with light but solid stucco sections creates a family of volumes that provide visual distinction from every perspective as the motorist travels by, yet a strong genetic coherence to the entirety.



Then, in the 1980s, Carmel confronted a new threat: surging commercial speculation in the residential neighborhoods. The March 22, 1990 Pine Cone reported that multiple spec homes developed within months of one another on the “former Countess Kinnoull estate is usually declared the greatest single offender... built to the maximum the code will allow...[with] surrounding vegetation...torn down, leaving



barren what was once a lush greenbelt.” (A portion on Torres Street near Eleventh Avenue is shown here in street elevation drawings from the time.) The projects exemplified an alarming trend: tree removal permits for construction rising about 375% over two decades and residential building applications on track to rise 750% in half that

time. Carmel Planning Director Diane White warned about the oversized, cookie-cutter approach: “You can tolerate a lot of architectural ‘violations’ when the focus is on the landscape. What is happening now is a double-edged sword. We are losing our predominant landscaping as well as getting a narrower architectural style.” Carmel City Forester Gary Kelly also warned, “according to the city’s tree census...the number of pines on private property is decreasing while the number of ornamentals is increasing...[because] when people come from different areas, they...plant what they are used to. The most serious aspect...is that the medium to small pines...are disappearing. That means we will have fewer trees to replace the mature ones once they die...they are supposed to be replaced. But when I go back to the site, I find that there is no room to plant. We either need to reconfigure the open space or allow for smaller houses.” Complaints flooded local newspapers and public meetings about overblown, pretender “cottages” attempting to camouflage their excessive size with often cartoonishly mis-matched and complicated massing, materials, and styles. One local builder explained the powerful economic incentives: “[in 1982] there weren’t more than three ‘spec’ homes in all of Carmel...[but now] we have builders from the valley, who used to build in Sacramento, Fresno, Bakersfield and maybe make \$20,000 a house. They come over here and maybe make \$150,000 for a spec house. The same amount of work, they get that much more gain.” So, in the mid-1990s, the City conducted a national search for an expert to lead the development of comprehensive design standards that might reverse this “insensitivity” to the natural and built environment. And in 2001, the Council adopted the resulting document “The Design Traditions of Carmel” and legally mandated through its Municipal Code that every required design review “shall” follow it. Many Carmelites had expressed fears that design standards might actually standardize designs. Instead, the ensuing quarter century saw many creative site responses, directly continuing Carmel’s legacy of architects sensitive to and responsive to nature.

In 2007, Carmelite architect John Thodos, designed a home for himself and his spouse on Torres Street near Third Avenue (seen here in a recent view). As Carmel Historic Resources Board Chair, Thodos strongly supported the modest scale of village homes and refused to deviate from the small footprint of the unsalvageable, pre-existing structure. Like most self-assured artists, Thodos embraced constraints as “catalysts for creativity” and used the property’s limitations to re-invent the very idea of a Carmel Cottage. While maintaining the archetypal elements of the classic house, he deconstructed and expressed all the layers separating inside and outside so as to blur the distinction between them and celebrate the immediate surroundings and regional climate. The home’s foundation of exposed-aggregate poured concrete reaches out into the foliage to evoke naturally eroded outcroppings. The abstractly-simple, wooden house-shapes come to rest above just parts of these outcroppings, again emphasizing their role as found site features, not structures designed just to hold up walls. Large expanses of the wood walls then dissolve into air, which is, in turn, re-enclosed by pure miter-jointed glass volumes that float free like light-filled bubbles into the, often foggy, yard. Movement in and out is through elongated door-tunnels that extend and savor the interior/exterior threshold. By interweaving modest rooms so persuasively with the surrounding forest, Thodos transforms a traditional enclosure into something infinitely expansive.





In 2009, Sci-Arc Professor John Bohn took a similarly creative approach to the natural surroundings of “Canopy House” on Ridgewood Road (seen here in a recent view). The site, obstructed throughout by low-hanging oak tree limbs, inspired another reimagining of the simple Carmel Cottage. Hardly a simple task, this time a sophisticated computer model was needed to help break apart and inflect traditional roof shapes and warp them into custom curves around each individual branch. These roof planes, in turn, molded the monochrome walls beneath them into a collection of playfully irregular, modest volumes. Then, in order to fully connect the home with nature, irregular wood beams and posts branch down into the rooms and curved glass clerestories between the roofs and walls make the visual connection between the harvested timbers inside and the live wood elements, still growing undisturbed, outside.

Around 2012, Berkeley/MIT-trained architect, Justin Pauly designed the county’s first certified “Passive House” on Eleventh Avenue between Lincoln and Dolores Streets (seen here in a recent view). By meeting strict standards for airtightness, thermal bridging, fenestration, heat recovering ventilation, and insulation, the house remains comfortable in all seasons using virtually no energy. Though technically the structure is radically modern, stylistically, this Carmel Cottage is traditional vernacular. The design is clearly inspired by respect for the natural environment, but in ways independent of the architect’s aesthetic approach.



Also around 2012, architect George Brook-Kothlow, in close partnership with landscape designer Barkley David Smith, completed “Arch House” for Jacquelyn Woodward on Seventh Avenue near Forest Road (seen above just after initial plantings). The construction materials palette of the building is raw and natural: self-rusting, uncoated steel, unvarnished wood, unpainted concrete. And, to an unusual degree, the living plants of the site also became part of the construction materials palette. Some walls are made of living plants as is the entire roof of the carport (seen above left). Most of the home’s glass-walled interior spaces wander casually around existing trees, incorporating corresponding glass-walled exterior garden spaces into the floorplan. Meanwhile, the main interior space, though set far back on the oversized site, initially appeared more conventionally exposed as a glassy street facade. However, once the native landscape design had matured (seen below in a recent view) the large interior was completed by its corresponding large exterior garden and disappeared from the road, engulfed by nature. Perhaps ironically, this conscious interweaving of building and landscape design pays homage to the most traditional values of the town's founders and yet with a modern approach that they never could have foreseen — though likely would have applauded.



No, the 2001 design standards have not, so far, eliminated the destructive forces and the careless design that emerged in the 1980s. And yet, as the founders predicted, some great aesthetic talents still manage to show us the way. For, Carmel has continued to attract “the right people” who build homes “artistic in character, reflecting the temperament of the town...designed by architects who attempt[t] to...fit the local surroundings...preventing man and his civilizing ways from...marring the natural beauty lavishly displayed here.”

Enhance. Subordinate. Fit. Retain. Design. Detail.



Enhance. Subordinate. Fit. Retain. Design. Detail.

FIRE ALERT

When beginning any residential design or remodel in Carmel-by-the-Sea, fire resilience must serve as the premier guide for the proposed project to ensure long-term sustainability and community safety. Because significant portions of the city are classified as an extreme fire danger area, wildfire represents the single greatest threat to both the natural environment and architectural character of the community.

True sustainability is not complete without proactive protection against catastrophic fire risk, necessitating design concepts that prioritize ignition-resistant materials, Class A roofs, and ember-resistant detailing. To address the critical gap in wildfire resilience, applicants must now utilize ignition-resistant products listed by the Office of the State Fire Marshal (OSFM). This allows projects to honor the village's aesthetic legacy—using materials that convey a natural patina and human scale—while meeting the objective safety requirements of the California WUI Code.

Furthermore, the initial design layout should consider defensible space to ensure proper distance between structures and flammable materials such as vegetation, fences, etc. By making fire resilience the primary driver of a design, homeowners can harmonize Carmel's unique aesthetic heritage with the objective regulatory standards required to make the built environment both beautiful and survivable.





Enhance. Subordinate. Fit. Retain. Design. Detail.

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I. RESIDENTIAL

Design Guidelines





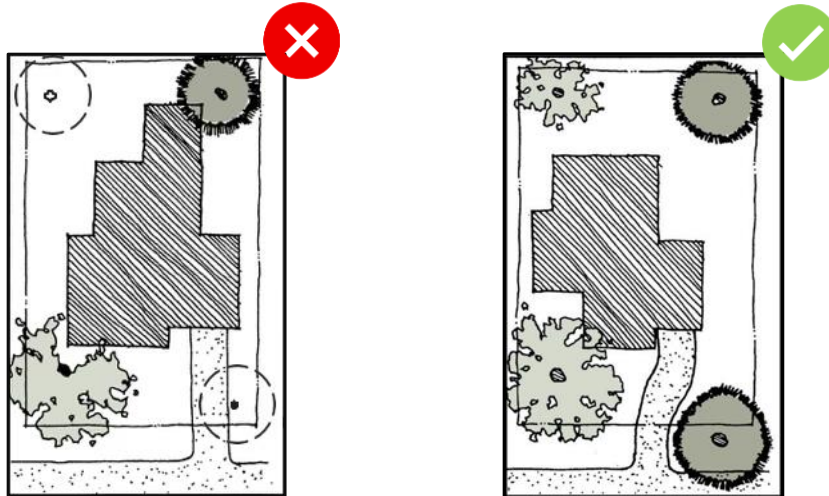
- I. **ENHANCE**, restore, and preserve the native forest in all improvement projects: private, public, and otherwise
(as seen in the dense, healthy Monterey Pine and Coast Live Oak environment above).

Background: Few newcomers recognize that Carmel hosts the sole surviving “Mother Stand” of the Monterey Pine forest on planet Earth, an ecosystem that has adapted to 25 million years of climate change, from ice ages to searing droughts. So important is this native ecology today that academic and industrial scientists fly in to study it, to determine how to nurture it, and to grow its species in lumber plantations around the world. So important was this ecology to the early developers that they incorporated the town in 1916 because Monterey County was failing to adequately protect it. In fact, their radical founding idea was to promote this place as a refuge for people to live in harmony with nature amidst a majestic, prehistoric forest -- an idea that ran in very stark contrast to the prevailing "pioneer tradition" of the time, which advocated for the conquest of nature. In times of ongoing climatic stresses, how harmoniously we reside within this international treasure will determine its fate and that of this visionary village.

Process: design steps most relevant to this section include...

- visiting the site and speaking with neighbors to discover natural assets and shared view issues
- commissioning a site survey
- conducting preliminary consultations with city forest and planning staff and commissions
- obtaining a preliminary assessment report on site conditions, development standards, zoning, and so on
- studying the significant tree evaluation inventory worksheet

- I.1. Preserve all existing healthy upper canopy and lower canopy trees.
- I.1.1. Before beginning design work, have a licensed surveyor or engineer prepare the required survey, showing existing site conditions, topography, drainage features, trees, structures, right-of-way edges and character, views, privacy issues, historical evaluations, nonconformities, neighborhood design contexts, and other features useful in designing a project.
- I.1.2. Address comments provided by a City Planner and the City Forester on the required survey and on the required City Forester evaluation of existing tree significance and condition on and immediately adjacent to the project site, including in the right-of-way.
- I.1.3. Address the Forest and Beach Commission's project review comments on the effects that proposed work will have on significant trees.
- I.1.4. Consult the "Preliminary Site Assessment" tree survey when designing and locating new structures and additions to determine which trees are significant and should be protected.



- I.1.5. Provide enough open space on each building site to both preserve and add upper and lower canopy trees at sufficient spacings for growth to maturity (*as shown above right by building footprint and path both altered to preserve existing trees*).
- I.1.6. Locate new construction in accordance with the Land Use Code to minimize impacts on established trees and avoid pruning of limbs and canopies. Set foundations for buildings and walls back far enough from the base of any tree to adequately protect its roots. Plan curb cuts, paving and drainage systems to maintain air transport and water percolation to root systems.
- I.1.7. Protect existing vegetation during construction in order to screen buildings, contribute to the forest character of the street, and achieve a settled, mature look upon project completion.
- I.1.8. Plan access and site development to protect trees during construction as provided in the Land Use Code. Do not alter the grade level near nor excavate into the root zone or drip-line of any healthy mature tree, whether on or adjacent to the site, including on abutting properties and in the right-of-way.

- 1.2. Preserve or enhance the informal, vegetated, open space character of the right-of-way.



- 1.2.1. Preserve vegetation and trees, especially those with canopies over the street, both in the right-of-way and the periphery of the site so that the pavement curves around and emphasizes natural landscape features and topography, creating the appearance of a meandering forested lane with occasional “mini-parks” (*as shown above by the irregular pavement edges and encroaching vegetation*).
- 1.2.2. Remove any excess existing paving and other non-conforming and easily displaced materials, such as gravel per MC 12.24.020.B. Never keep in the right-of-way irrigation equipment or unpermitted paving, gravel, boulders, logs, timbers, planters, fences, retaining walls, other above-ground encroachments, or any hardscape that would widen the street or create a parking space.
- 1.2.3. Maintain the existing character of street gutters, which is typically a rolled asphalt curb or, more formally, is a channel faced with large native rock, but is never just plain concrete.



- 1.2.4. To create connectivity with adjacent properties, leave the right-of-way as an unpaved, natural forest floor with an informal edge, consisting of trees, naturally occurring vegetation, and organic surfaces, such as pine needles (*as shown above by the natural area between the private property line and the street pavement*).
- 1.2.5. When adding plantings to the right-of-way use only naturally occurring natives to the Carmel forest: drought-tolerant and non-irrigated, green foliage, ground covers, or low shrubs, informally arranged. Do not use bedding plants and exotic species in the public right-of-way.



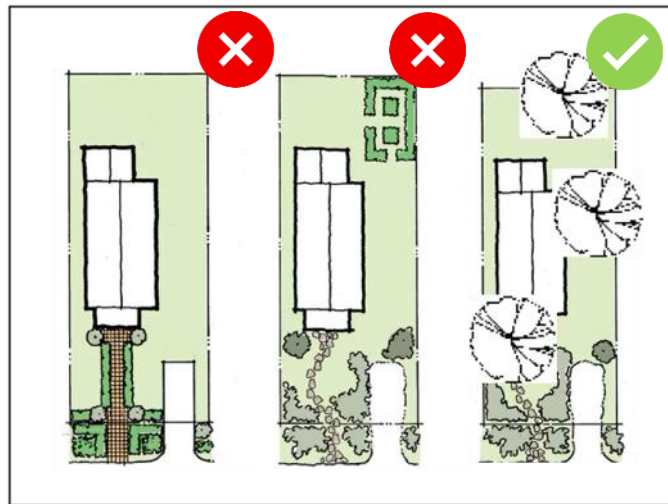
- 1.2.6. Do not remove trees or add gravel or other “hardened” surfaces to provide parking in the right-of-way, but instead reinforce the forest image by separating parking spaces from driveways with plantings and by using natural soil, or fresh, mini-woodchips as surface materials (*as shown above by a nearly undetectable natural area sized to accommodate parking*).



- 1.3. Preserve and enhance the forested image of the site (*as shown above by how the home's natural pine-bark siding echoes and the sensitive massing avoids the existing trees*).
- 1.3.1. Preserve and supplement trees, especially those that arch over the street, and provide a mix of upper canopy trees for scale and multi-stemmed lower canopy trees for screening. The City Forester determines the mix and CM17.48.080 covers tree replacement ratios and species.



- 1.3.2. Do not wall off properties at the front property lines but instead extend the forest character of the right-of-way into the visible parts of the site by keeping a large portion of each site as open space, with plantings located to filter views of structures (*as shown above by the unimpeded, vegetated zone between the street on the left and the home on the right*). Find maximum limits for hardscape site coverage at CM 17.10.030.



- 1.3.3. Locate plants and ground surfaces in relaxed, informal arrangements that are consistent with the urban forest character (*as shown above at far right*), reserving any formal, unnatural arrangements, bedding plants, or exotic flowering plants only for small areas out of public view or small walkway or entry accents (*as shown above at center*).
- 1.3.4. Use site plantings that are native, drought-tolerant species, following the Municipal Codez.
- 1.3.5. For a forest meadow ground cover, use only informal, no-water varieties kept out of public view and do not use manicured lawns or artificial turf per P 2025-002.
- 1.3.6. Projects that involve a new building or substantial alteration require a professional landscape plan, which identifies areas for low-scale plants, shrubbery, and trees for initial review and shows specific planting plans for final review. Address the special needs of each species, using, for example, high-water-use plants near redwoods but not near oaks, paving materials that minimize tree root impacts, and best practices for fire mitigation.
- 1.4. Preserve un-altered, pre-development water drainage ways as site amenities.
- 1.4.1. Minimize stormwater impacts with Low Impact Development principles, including: addressing stormwater close to the source, installing bio-retention, and other planted drainage areas, and using “sand-set”, not “mortar-set”, pervious paving materials to percolate water and aerate soil.
- 1.4.2. Enhance water quality with stormwater management systems that mimic the natural water cycle, filter stormwater into the ground and direct flows through vegetative buffers and rain gardens where plant and tree uptake can remove pollutants.
- 1.4.3. Design new on-site stormwater control devices to appear naturally integrated into the forest. Use green roofs, retention areas, or landscaped areas to capture flow and prevent new runoff toward adjacent properties per CM 17.43.
- 1.4.4. For new building or substantial alterations, provide a professional landscape plan that identifies areas for low-scale plants, shrubbery, and trees for initial review and shows specific planting plans for final review. Address the special needs of each species, such as using high-water-use plants near redwoods but not near oaks and paving materials that minimize tree root impacts.



2. **SUBORDINATE** every built structure to the character and continuity of the forest, natural environment, and to the natural features of its own site (*like how the tree above overshadows the street view of the home*).

Background: Carmel's native forest hosts a dizzying array of fascinating native species dominated by a towering upper canopy, primarily of Monterey Pine (*Pinus radiata*), and a sculptural lower canopy, primarily of Coast Live Oak (*Quercus agrifolia*). The overstory trees perform the vital work of scaling down larger infrastructure elements such as paved areas or commercial buildings, while the understory trees, often comprising multi-stem varieties, work to screen and soften all shapes and sizes of building elements. Quite wise to the important aesthetic functions of a continuous natural forest weaving through and connecting all properties, the town's founding developers were famous for gifting trees to new property owners. As urbanization progressed, their aim was to replace and supplement any trees affected during construction, to keep those new structures nestled within the trees, and to use these trees as well as other site features and siting approaches to preserve as faithfully as possible original natural conditions.

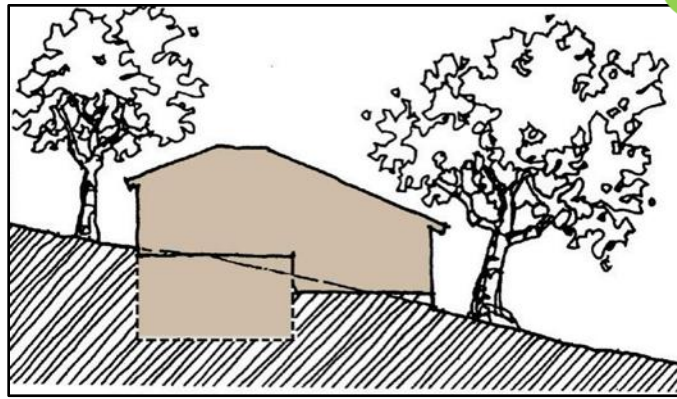
Process: design steps most relevant to this section include...

- engaging a landscape architect
- developing a conceptual landscape plan
- taking advantage of the Preliminary Application option to get early feedback on landscape ideas
- beginning a Historic Evaluation (if the site was deemed historic)

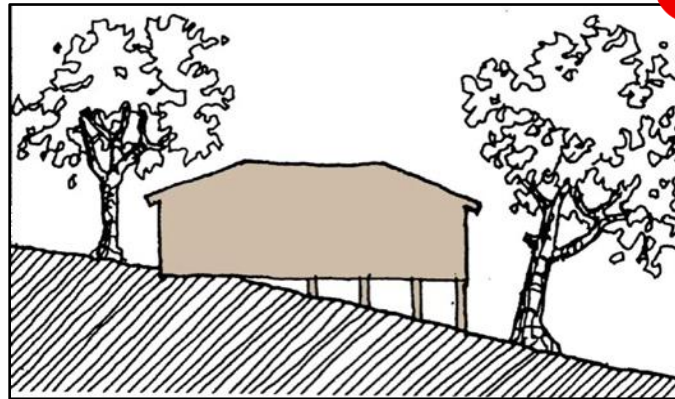
- 2.1. Nestle a building in the trees to minimize the mass visible from public view.



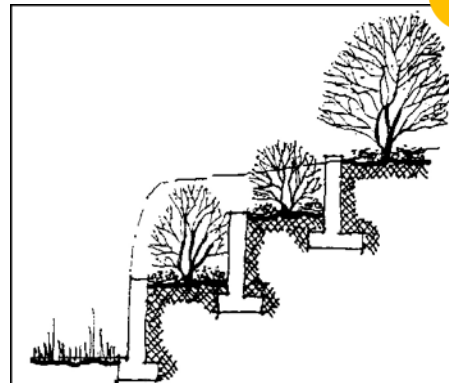
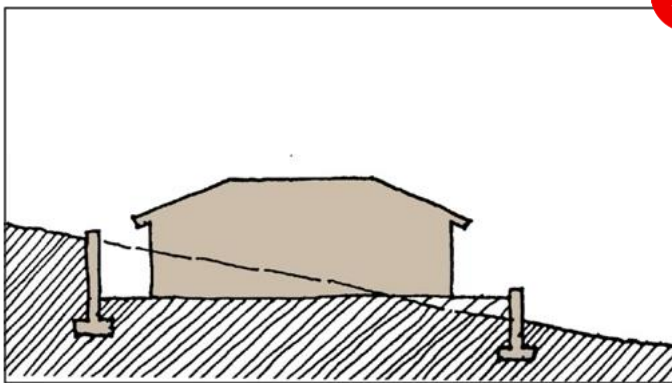
- 2.1.1. Position buildings to avoid cutting into the canopy of established trees (*as shown above where the architect laser scanned existing tree branches and computer-positioned roof planes precisely beneath them*).
- 2.1.2. Decrease the apparent size of buildings by building less than the maximum allowable floor area, using a compact footprint, minimizing large volume spaces (high ceilings or steep pitches across wide spans), and eliminating large, unused underfloor areas and extensive cantilevers, especially over cut areas.
- 2.1.3. Reduce perceptible building height by locating some floor area either fully or partially below grade or at a “garden” level with any walkout area, light well, retaining wall, or terrace concealed to the side or rear. When these locations are not feasible, provide more screening with other building elements or landscaping.
- 2.1.4. Minimize the visual impacts of retaining walls, garden walls, window wells, and other foundation structures by incorporating sloped, planted areas to create a smooth grade transition. Ensure tall retaining walls, terracing, or revetments are not visible from the public way.
- 2.2. Follow the site’s natural contours.
- 2.2.1. Minimize construction on steep slopes.



- 2.2.2. Minimize excavation and fill on a site by maintaining existing topography and keeping all grading and excavation completely within the proposed building footprint (as shown above by dashed line directly under house).



- 2.2.3. Step building height, foundations, and floor levels to follow site slopes and contours (unlike above, where support posts create a single level floating above a downward slope). When floor levels cannot be stepped, larger underfloor spaces (as shown above under most of the building) count as part of the allowed floor area.



- 2.2.4. Avoid abrupt changes in grade (as shown above left by flattened grade with added retaining walls) within a site and between adjoining properties. If such transitions are unavoidable, then use sloped, planted areas. If a stable planted slope cannot be created, then use multiple landscaped terraces rather than a single tall wall (as shown by short walls above right).

2.3. Subordinate parking facilities to the house and site.



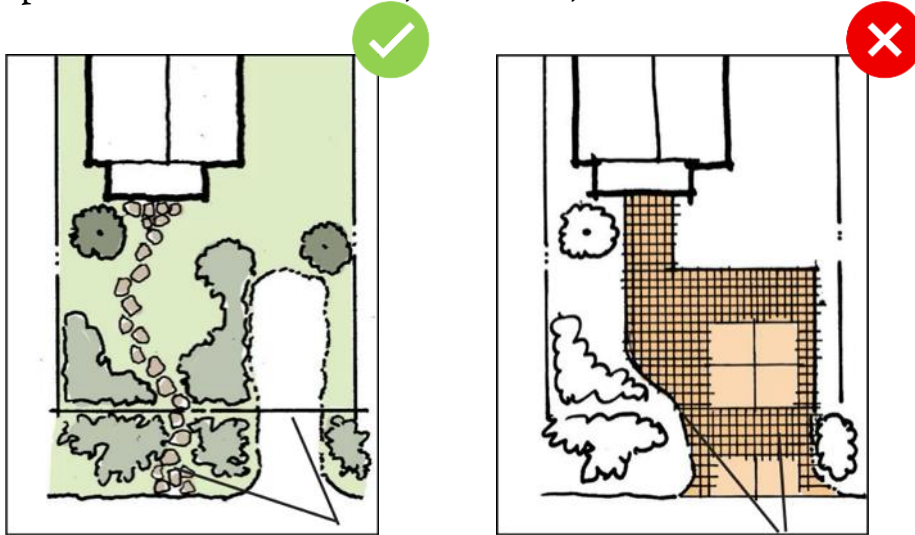
- 2.3.1. Minimize the impact of a garage or carport by: concealing them from the street, detaching them at the back of the lot or elsewhere, subordinating them into the building design (*as shown above left*) tucking them underneath or into the foundation (*as shown above right*), or locating them partially below grade (while avoiding any three-story appearance), orienting the garage door away from the street, and, on small lots, using only a single, one-car garage door.
- 2.3.2. Use parking facilities to maintain or enhance variety along the street edge and to maximize landscaped open space, views, and privacy. If a detached, one-car garage or carport benefits the overall streetscape, the City may determine that it can encroach into the front setback. The City does not allow two-car garages in the front setback.
- 2.3.3. To maintain forest floor continuity, established vegetation, and ample front yard space, keep driveways at grade and without cuts and fills that would create a “ramp” effect or require retaining walls perpendicular to the street.



- 2.3.4. Minimize the amount of paved surface area for a driveway by using organic materials, “tire track” paving strips, sharing a single driveway between two adjacent properties (*as shown above by merged surface spanning property line*), and/or limiting each site to the required single curb cut (unless a corner site requires a “through driveway”).

2.3.5. Minimize the visual impacts of retaining walls, garden walls, window wells, and other foundation structures by incorporating sloped, planted areas to create a smooth grade transition. Ensure tall retaining walls, terracing, or revetments are not visible from the public way.

2.4. Design all paved areas to be small, informal, and intimate.



2.4.1. Reduce widths of asphalt or concrete, separate a driveway from a front walkway with plantings, soften paved edges with landscaping (as shown above left by planted, and separated, irregular driving and stepstone walking areas), and avoid formal or urban paving treatments (as shown above right by rectilinear pavers, straight edges, and joined driving and walking areas).



2.4.2. Select paving with muted colors and texture authentic to the material (unlike faux stone-colored concrete pavers at above far right), such as Carmel stone (above far left), granite cobblestone (above center left), brick, asphalt, natural-colored poured concrete (above center right), gravel, decomposed granite, and mulch, keeping easily displaced materials on private property only per M.C. 12.24.020.B.

Enhance. Subordinate. Fit. Retain. Design. Detail.



- 2.5. Blend private landscape with that of the public right-of-way to make vegetated spaces appear larger and to improve continuity with the forest *(as shown above by the continuous natural forest floor extending from the public street paving, through the public right-of-way, and into the private property, creating an uninterrupted forest landscape).*
- 2.5.1. Design without a fence or wall along a street frontage, unless special conditions apply.



- 2.5.2. Where privacy or enclosure is needed, use native shrubs, hedges, or other vegetated landscaping *(as shown above by the lush foliage on private property used as a necessary screen to the glass façade).*

Enhance. Subordinate. Fit. Retain. Design. Detail.



- 2.5.3. If vegetation does not provide sufficient safe enclosure along a street for children, pets, or others, install an informal, unfinished, wood fence (*such as in the foreground above added into the vegetation*), which preserves visual access into the front yard and at street intersections, by using open pickets wherein the size of the spaces are at least equal to the size of the material.



- 2.5.4. When creating an arbor, maintain a narrow, low, light, and open design (*such as above, where the arbor is styled like the open fencing*), instead of a tall, wide structure with massive timbers or other heavy elements that dominate the street.



- 2.5.5. In rare cases, where a fence is needed but the predominant or foundational building material is stone, masonry, or stucco, a low garden wall of the same material and construction may fit into the site if fully integrated with the topography and other hardscape and if kept at four feet or less from grade (*such as above where a low, vegetated wall of surfacing matching the home is nestled into a gentle slope*).
- 2.5.6. Place front yard enclosures (such as hedges, fences, or walls) farther back from the front property lines as they become more solid. Refer to Maximum Building Envelope information to determine allowable heights and placements.



- 2.6. Preserve the nighttime, “dark-sky” character of neighborhoods (*as shown above where stars are visible in Carmel by the Sea due to drastically reduced artificial lighting*).

- 2.6.1. Subdue all exterior lights with shielded and focused fixtures of low lumens and warm white temperatures, as defined in municipal code. Do not use fluorescent lighting.
- 2.6.2. Use lights only where needed for safety and at outdoor activity areas, such as building entries, gates, terraces, walkways, and patios.
- 2.6.3. Do not use floodlights, spotlights, or lights to accent or uplight buildings, tree canopies, or other vegetation.
- 2.6.4. Instead of exposed light sources, locate and shield fixtures, including string lights, to eliminate glare and excess illumination onto neighboring properties and the street.
- 2.6.5. Size, locate, and shade skylights to eliminate glare or light pollution visible to neighbors or to the public. Use skylights only if interior spaces have no access to exterior windows, such windows have limited access to light, or windows would cause even greater impacts to adjoining homes.



3. **FIT** every built structure within its neighborhood context
(like how the three homes above relate to one another despite different massing and materials).

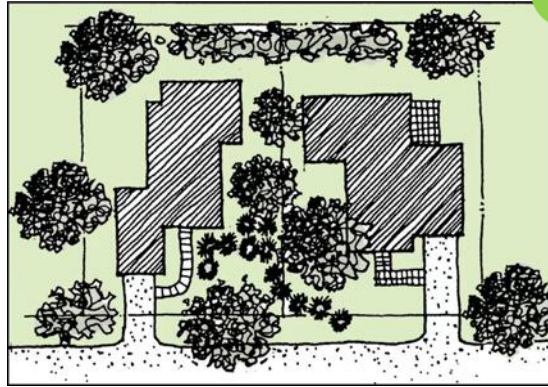
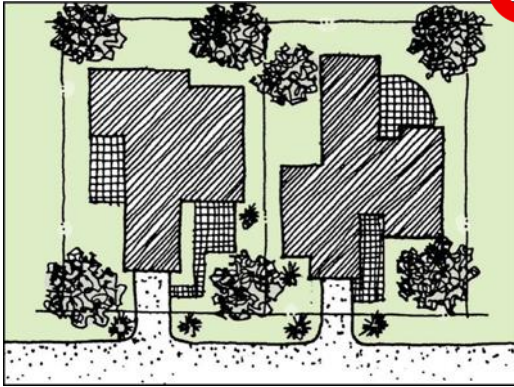


Background: Carmel's founders laid out neighborhoods with small lots anticipating very small homes that would maintain abundant natural views and privacy. A smaller home remains and effective approach. At larger sizes, new structures must work harder to coordinate with existing structures, while the new outdoor spaces that structures define must also work harder to coordinate with existing outdoor spaces. All this work serves to maximize privacy and natural views for individual properties as well as to create a harmonious whole for the community – one that artfully combines private spaces to increase the sense of forested open space and multiply the visual links across every public and private property line.

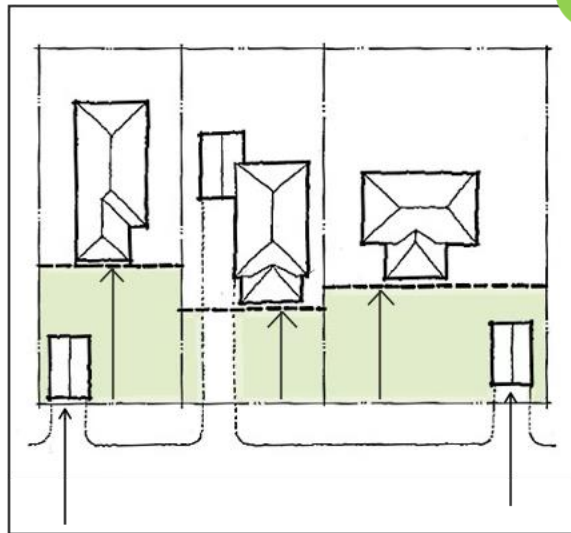
Process: design steps most relevant to this section include...

- developing a conceptual siting and massing plan
- taking advantage of the Preliminary Application option to get early feedback on siting and massing ideas
- beginning a Historic Evaluation (if the site was deemed historic)
- considering submittal of a Conceptual Design for feedback from staff and commissioners

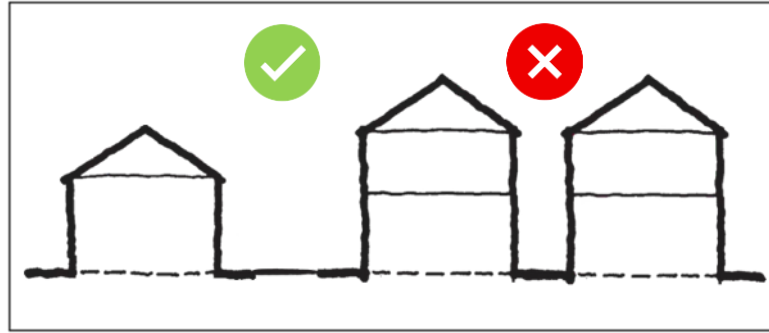
- 3.1. Locate open spaces so that they visually link with those of adjacent properties.



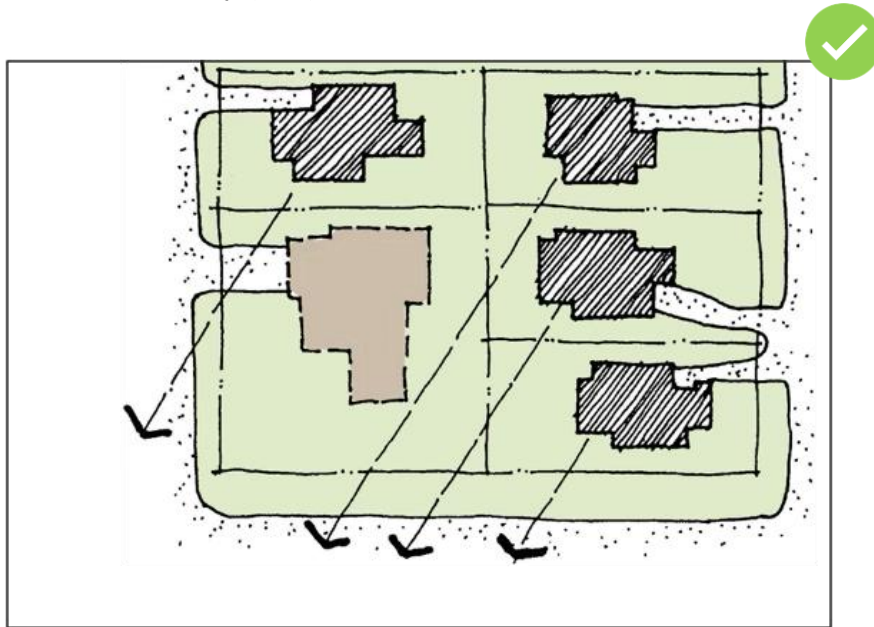
- 3.1.1. Coordinate open spaces in careful response to other open spaces to have an amplifying effect and combine them to increase their apparent size (*as shown above right by wide forested space between homes*), rather than simply maintaining required setbacks (*as shown above left by narrow space with little room for plantings*).
- 3.1.2. On oversized or combined properties, maintain the open space character of Carmel's typical 4,000sf lot sizes, avoiding the appearance of a "compound" or "estate."
- 3.1.3. Relate a building's mass to the context of other homes nearby. Divide a larger building into forms similar in scale to traditional village houses, placing some mass in a detached secondary structure (garage, guest house, etc.) if necessary to reduce the overall mass of the primary building.



- 3.1.4. Stagger front setbacks of homes and garages to frame outdoor spaces, avoid uniform alignments, and provide variety in the arrangement of buildings and open spaces along the street (*as seen above with the three property layouts different from one another*), unless doing so prevents a visual aggregation of open space or endangers significant trees.

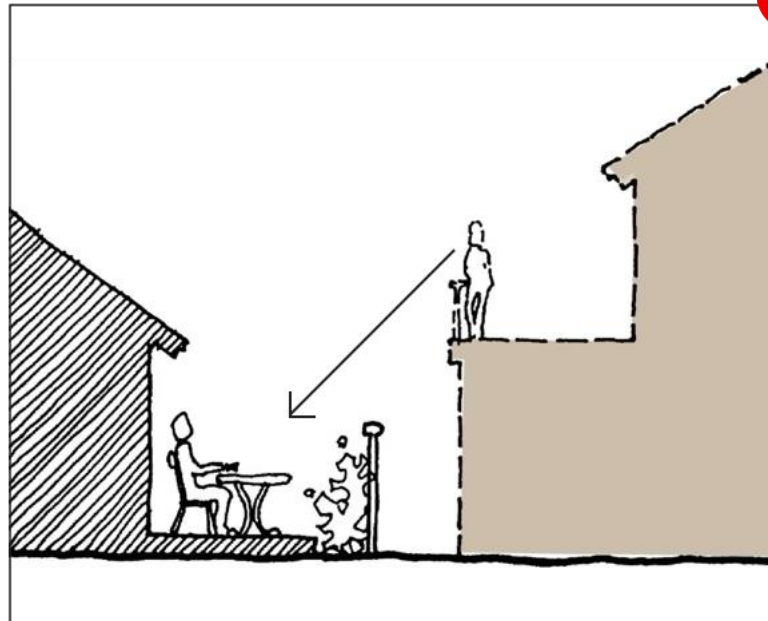


- 3.1.5. Stagger side setbacks with adjacent properties to avoid the “canyon effect” of a narrow corridor or tunnel between buildings (*see above right where the homes are too parallel and close together*). Provide even more open side yard space when buildings on adjacent properties are two stories or close to the joint property line. Refer to the Municipal Code for setback regulations.
- 3.1.6. Minimize building mass as seen from adjacent properties by: avoiding long, uninterrupted wall planes, placing tall building walls away from the property line and similar walls on neighboring sites, and providing greater setbacks for any chimney directly opposite a neighboring window.
- 3.1.7. Preserve access to light between properties.
- 3.2. Preserve views from nearby properties to natural features.



- 3.2.1. Locate building volumes to make use of views but not substantially block views enjoyed by others (*like the proposed home shown in brown with dashed lines above, which allows all neighboring homes to preserve the primary view to the bottom right*), keeping the building height low and the building footprint compact to maintain views over and along sides of properties.

- 3.2.2. Keep building elements from blocking views with sensitive placement and sizing, for example use chimneys with narrow profiles or minimalist flues.



- 3.3. Organize functions on a site to preserve reasonable privacy for adjacent properties (*unlike the proposed home shown above in dashed lines with an upper deck that overlooks a neighboring patio*).
- 3.3.1. Screen patios, terraces, and active areas of adjacent properties through the position of buildings and the preservation of significant trees.
- 3.3.2. Locate and size windows and skylights to avoid views in or out of neighboring indoor and outdoor active use areas. Limit windows to 12sf or less on side walls adjacent to neighbors.
- 3.3.3. Locate and screen balconies and decks to avoid overlooking active indoor and outdoor use areas of adjacent properties.
- 3.4. Minimize negative impacts to surrounding properties.
- 3.4.1. Fully integrate utilities and services, including gas meters, electrical panels, water heaters, and trash receptacles, into the architectural design of the building.
- 3.4.2. In cases where full architectural integration is not possible, Eliminate the visual impacts of utilities and services by grouping and shielding them with architectural and landscape elements, such as cabinets, walls, fences, or plantings, of integrated material and color.



- 3.5. Vary the design of a new building from that of nearby and abutting properties *(as shown by how the home above left, with its stone walls and roof ridge parallel to the street, varies from the neighboring home above right, with its wood shingles and roof ridge perpendicular to the street).*
- 3.5.1. Provide variety in building materials along a block.
- 3.5.2. When using painted or otherwise coated surfaces, provide variety in building color along a block.



4. **RETAIN** and build upon Carmel’s established architectural heritage (as exemplified above clockwise from top left by local masterworks in the traditions of Craftsman , Mission Revival, Fairytale , Organic, and Modern).



Background: Carmel’s founders explicitly advertised to attract folks working in the “aesthetic arts” in order to achieve homes “artistic in character” and to avoid destructive speculative development. The town’s visual history testifies to the individual expressiveness and stylistic eclecticism of the architecture that resulted and that must be carefully studied and interpreted so as to meaningfully contribute to this legacy.

Process: design steps most relevant to this section include...

- developing a timeless, and perhaps inventive, construction language
- assembling a sample materials board

Enhance. Subordinate. Fit. Retain. Design. Detail.

4.1. Preserve historic and existing resources.



- 4.1.1. Re-use existing buildings and their components, for example restoring rather than replacing original windows (*like the restored antique steel casement window in its original adobe home above*).
- 4.1.2. Respect adjacent historic resources by preserving adequate, light, open space, and views of and around the structure.
- 4.1.3. Check zoning standards for related incentives, such as expedited processing.
- 4.1.4. Follow additional standards for properties recognized as having official historic significance, such as the Municipal Code, the Historic Context Statement, and Historic Review Board consideration.

4.2. Continue Carmel's tradition of architectural diversity.

- 4.2.1. To avoid uniformity and the appearance of speculative development and to promote individual artistic expression, differentiate a new building's plan, massing, and overall design from that of nearby and abutting buildings.



- 4.2.2. When reproducing historic architecture, use the same materials and craftsmanship as those of the reproduced period (*for example, the genuine, handcrafted, rolled wood shingle roof above*).
- 4.2.3. For any architectural language, use materials of equivalent quality and craftsmanship to those of historic architecture.

- 4.2.4. Do not use designs that resemble those in speculative or “McMansion” developments or that present a commercial or industrial appearance.



- 4.3. Use traditional, natural building materials (such as the structurally-stacked Carmel stone and the untreated, rough, wood shingles, shown above).

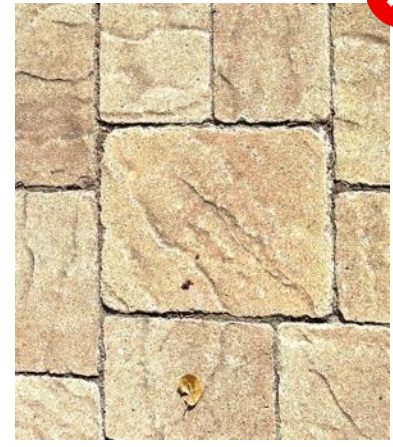
- 4.3.1. Use the preferred materials traditionally used in Carmel, such as wood, stone, tile, brick, artistically-crafted concrete, and stucco for walls, patios, and decking, as well as wood shingles and shakes, clay, slate, and concrete tiles for roofs.



- 4.3.2. Use metal roofs only if they are carefully detailed and handcrafted, devoid of stiffening corrugations or striations (unlike the industrial roof shown above left), have narrow flat panels, use genuine, field-installed, standing or flat seams or horizontal lapping, are unreflective, and are of integrated, non-coated, earth-toned color such as anodized aluminum, matte galvanized raw steel, or natural metal such as pure zinc (like the traditional metal roof shown above right).



- 4.3.3. Choose materials that will form a desired natural patina over time or that can be maintained in their original condition (*such as the unstained, unevenly weathering, wood siding shown above*).
- 4.3.4. Use materials in their natural conditions, scales, and colors.
- 4.3.5. When adding surface treatments, use matte finishes and muted earth tones, rather than highly polished treatments such as mirrored glass or reflective metals.
- 4.3.6. Apply materials using methods traditional to Carmel, for example, wood siding in shingles, horizontal clapboard, or board and batten, brick in its traditional modular dimension, or stucco in smooth or lightly textured finishes.
- 4.3.7. Use unclad wood, solid metal, or recyclable, “designed for disassembly” aluminum-clad wood, with no visible plastic elements, for windows, doors, and garage doors.
- 4.4. Use manufactured materials according to traditional, natural principles.
 - 4.4.1. Use manufactured materials only if they are ecologically sensitive: able to form a natural patina over time, able to be maintained rather than disposed, able to be fully dismantled and recycled or reused, biodegradable, and environmentally non-toxic or beneficial.
 - 4.4.2. Do not use petroleum-based architectural elements.
 - 4.4.3. Use products that meet or exceed the most current national or international ecological building standards (such as certified Cradle-to-Cradle or Design for Disassembly) meet Carmel standards for manufactured materials.



- 4.4.4. Do not use manufactured materials that fake or mimic natural or other materials in their textures or finishes, including machine-stamped faux woodgrains (*like the stamped grain cement clapboard at top left, the faux slate-colored and -textured roof tiles at top center, or the tie-dyed, stamped faux stone pavers at top right*). Use cast concrete only with monochrome, integral color (*like the pavers at middle right and the rooftiles at middle center and bottom center*), or with non-uniform, handcrafted patterns such as those provided by human artistry (*like the pebbled patio at bottom right*) or made with genuine wood formwork (*like the site-poured wall at bottom left*).
- 4.4.5. Apply manufactured materials in a manner that conveys a traditional human scale.



5. **DESIGN** every built structure with modesty (*such as the small-scaled vernacular cottage above with uncomplicated massing, natural materials, and simple construction*).



Background: In Carmel's early days, many of the artistically-inclined newcomers designed, or even built, their own modest cottages. Though this approach has become vanishingly rare, its emphasis on modesty remains. In Carmel, modesty is valued both in itself, as a visual statement of deference to history and to nature, and also as a practical means to achieve that deference. Modesty discourages individual properties from upstaging one another in unwinnable and environmentally destructive contests and helps avoid imported formulas of grandeur that fit better in estate settings. Instead, modesty helps eclectic structures work together to create a unified texture that coheres the town visually and signals community.

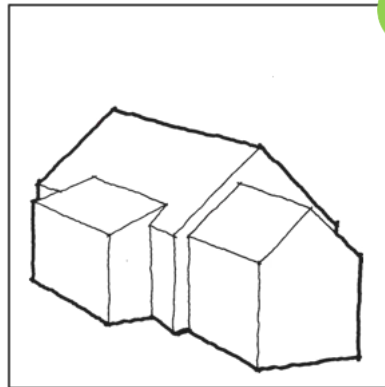
Process: design steps most relevant to this section include...

- drafting final design proposal
- incorporating recommendations and/or conditions of approval from Design Concept acceptance.

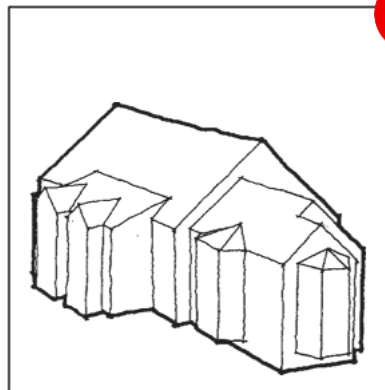
5.1. Restrain building forms, materials, and details



- 5.1.1. Design a building consistently, with the chosen design concept extending to all sides of the building and with no mixing of architectural languages (*as shown above by the continuation throughout the entire building of the eccentric, handcrafted masonry vocabulary*).



- 5.1.2. Keep primary building volumes simple, as seen traditionally, limiting the number of subordinate volumes (*see just two above*) and using basic rectangular, L-, T-, or U-shaped plans.



- 5.1.3. Avoid visual complexity, “busy” building forms (*like the five protrusions on the two subordinate volumes shown above*), too many different materials, excessive and overly ornate or ostentatious details, and materials and details that contrast strongly within a single building or with neighboring buildings.

- 5.1.4. Do not use building elements that are complex, monumental, formal, out-of-scale, or that increase the visual prominence of the building.



- 5.1.5. Use restraint when introducing variation in building planes, use building offsets only for clear purposes such as avoiding tree limbs or expressing a major change of function. ***(for example, the volume in the foreground above is not an offset but instead clearly provides a separate function with a separate entrance from the building behind)***. Do not use small, purposeless offsets only for visual interest and do not change wall materials at offsets.
- 5.1.6. Compose roof forms with just a few, simple planes with limited subordinate attachments such as dormers. For example, traditional gable and hip roofs have basic forms while mansard roofs and sloping roof “skirts” that conceal a flat area add too much complexity.
- 5.1.7. Subdue the character of the garage by using a rectilinear form with materials and colors that do not contrast with the main buildings.
- 5.2. Ensure that a building appears to be no more than two stories in height, as viewed from the public right-of-way.
- 5.2.1. Present one-story heights to the street and locate two story elements away from the street, except where this would appear dominant or out of scale when viewed from the public right-of-way or a neighboring home. Remember that a garage, even sunken below grade, counts as a story.
- 5.2.2. Make detached garages one story, one-car, and small in scale, with the wall plate height no taller than that of the first-story plate of the main house.



- 5.3. Convey human scale in a building's basic forms (*as shown above by the unexaggerated, standard dimensions of the doors, windows, and story-heights*).
- 5.3.1. Use historic Carmel styles only at their traditional, human scales.

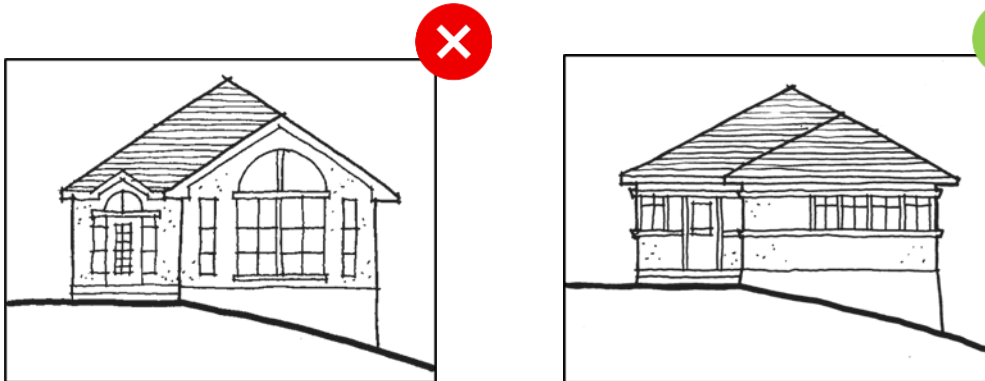


- 5.3.2. Organize building mass into realistic modules to reduce perceived size, breaking a larger house into subordinate modules which appear, not just as minor offsets meant to create interest but instead authentic, in that they reflect real, functioning, interior spaces (*as shown by the room above, which protrudes to the right in order to center its fireplace in the room within*).
- 5.3.3. Emphasize the low and horizontal so that buildings appear to hug the ground.
- 5.3.4. Use a low building plate height, generally not over 8 feet. Keep plate heights and roof eave lines low in scale, tucking upper story rooms under roof slopes, so as to reduce the height of exposed walls. The maximum plate height of 12 established in the Land Use Code is only to accommodate sloping building sites.

- 5.3.5. Do not use design features that produce a top-heavy appearance such as large cantilevered building elements, wide chimney structures, or roof forms that dominate the body of the building. Proportion roof forms to the scale of the building.
- 5.4. Use building details to provide interest but not to exaggerate the scale of a building.

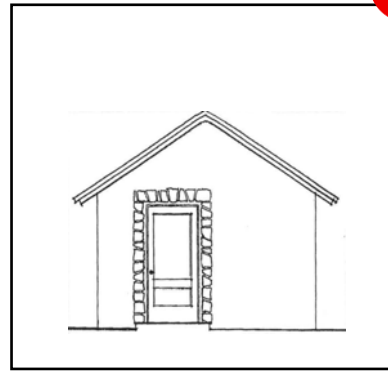
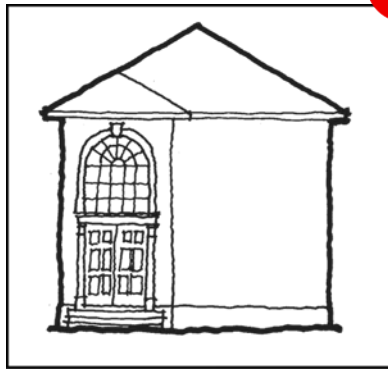


- 5.4.1. Add details to relieve blank surfaces and achieve a scale compatible with the building's forms and its architecture (*such as shown above where the wavy half-timbering appropriate to the quirky Fairytale language helps shrink the appearance wall down to the required Elfin scale*).
- 5.4.2. Use all materials, natural or man-made, at traditional scales, dimensions, and modules.

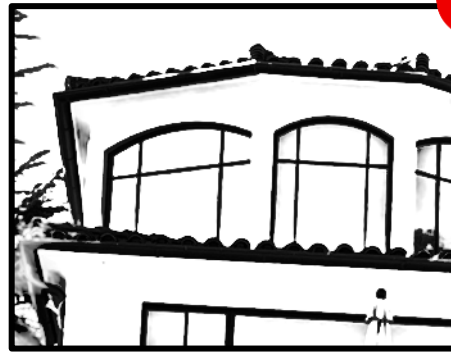


- 5.4.3. Use appropriately sized, never oversized, building elements, such as windows (*unlike the out-of-scale arches on an otherwise vernacular home shown above left*), doors, entries, chimneys, overhangs, dormers, and porches to reduce scale, especially as visible from public view (*like the appropriately small and architecturally integrated fenestration on the Prairie Style home shown above right*).

Enhance. Subordinate. Fit. Retain. Design. Detail.



- 5.4.4. Keep visible openings subordinate in scale to the building. Do not use “grand”, oversized entryways, windows, or doors *(like the enormous entry door and clerestory window combination shown above left nor the anomalous rock border emphasizing the door above right)*.



- 5.4.5. When reproducing historic architecture, limit the dimension of any glass to that which was possible to span using only the original construction techniques of that historic era *(at the above left Mission Style home very thick areas of stucco surround a small arched window, which authentically reflects the limited spanning strength of heavy masonry traditional in mission construction; while at the above right Mission Style home very thin areas of stucco surround large arched windows, which betrays the long spanning strength of steel construction that could have never be used in mission construction)*.
- 5.4.6. Limit the use of specialty windows that add to building bulk to no more than one visible from the street. Avoid altogether bay and oriel windows facing the street if this would create a repeating pattern within the context of adjacent structures.
- 5.5. Keep the overall color scheme muted to blend with the forest palette.
- 5.5.1. Limit the use of bright colors, if any, to key accent features, such as an entry door.
- 5.5.2. Avoid starkly contrasting color schemes.



6. **DETAIL** every property authentically and consistently (like the homes above with expressive wood detailing authentic to their architecture: heavy carved posts, beams, and other details for the revivalist cottage on the left and light smooth siding, fascia boards, and glazing panels for the modern home on the right).



Background: Due to Carmel's history of handcrafted, modest cottages, the town has amassed an enviable collection of richly detailed homes that avoid the tell-tale flimsiness or cheapness of speculative development. In a village with small properties, where views of and around structures are paramount, all parts of a building matter. Hewing to the timeless materials and assembly techniques of the past even when designing for today's lives ensures that building details remain authentic and inspiring.

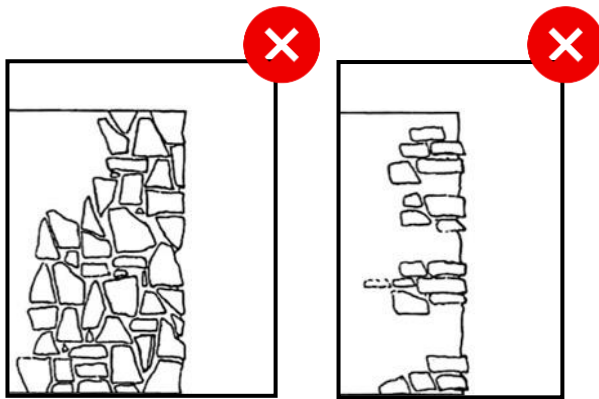
Process: design steps most relevant to this section include...

- submitting final design proposal
- receiving official staff report on design compliance
- hearing feedback from Forest & Beach, Planning, and Historic Resources (if applicable) Commissioners

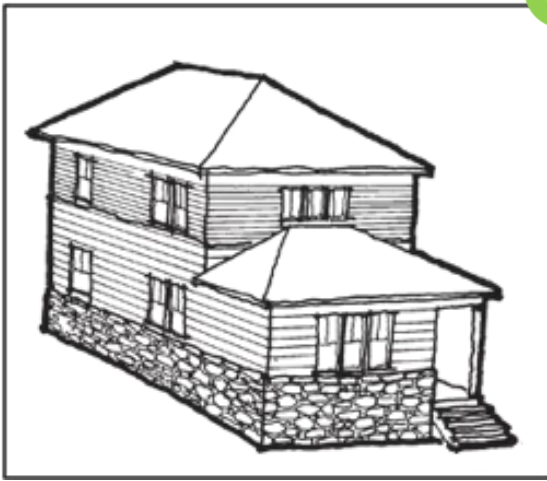
- 6.1. Use building materials and features in a manner that conveys authenticity.
 - 6.1.1. Convey a sense of true craftsmanship in architectural details.
 - 6.1.2. Do not use fake, purely decorative building elements such as dummy chimneys, doors, windows, or shutters. Size any shutters so that they would cover their entire window, whether or not they are in active use.
 - 6.1.3. Do not use materials or details inauthentic to the architecture or that appear non-structural, gratuitous, or applied as superficial elements, wall “accents” or veneers.
 - 6.1.4. On multi-paned windows and doors, use true dividers that go from inside to outside between the panes of glass.
 - 6.1.5. Where materials do not simply remain un-coated, finish with a plain, uniform, matte varnish, stain or paint, without faux finishes.



- 6.1.6. Use details that are true structural elements, such as natural wood exposed rafter tails, beams (*like the truly structural roof beams protruding beyond both the house wall and the roof above to provide visual interest*), or stacked stone foundations. If costs prove prohibitive, simplify the architectural language rather than mimic more costly methods.



- 6.1.7. Whether on a building or a landscape element, stack stone traditionally so that it appears, or actually is, structurally load-bearing (*as above right, not wallpapered or sprinkled on as above left*).



- 6.1.8. Use a “hierarchy” of building materials, with heavier coarser materials below lighter materials (such as the wood clapboard over stacked stone shown above left or the vertical wood siding and glass over the poured concrete foundation above right).
- 6.1.9. Do not “float” stone above lighter materials or use it purely decoratively, such as framed just around windows or doors, or randomly clustered on corners, walls, or chimneys.
- 6.1.10. Detail new and/or manufactured materials in ways authentic to their own composition. For example, carefully plan the woodgrain and modules of formwork for exposed poured concrete or use cement board siding with a smooth, untextured surface, rather than an added, faux woodgrain.
- 6.2. Use building materials or features in a consistent manner.
- 6.2.1. Use design details and surface materials throughout the full exterior of the building. Do not apply special materials or design treatments to the street facade only.
- 6.2.2. Do not stop wall materials at corners, instead wrap them around the entire building.



- 6.2.3. Use only one primary material for all building walls with any additional materials clearly subordinated to foundations and the like (as in the above home, clearly identifiable as “stucco”, with only one secondary material used only on separate features such as the foundation, chimney, and addition).

6.2.4. Make window and door styles, materials, and finishes uniform throughout a design.



6.3. Make architectural details integral elements of the overall building design concept (such as the corner-mitered glass shown above, which by eliminating an expected structural member, reinforces the lightness and floating of the roof).



6.3.1. Use window and door proportions, sizes, styles, and materials accurate for the architectural style of the building. Traditional historic styles and their reproductions require small openings, in keeping with older technologies (as shown above left by the small punched windows surrounded by enough solid surface to appear like the heavy, stacked, masonry construction -- as seen in traditional Mission Style -- and as shown above right by the use of full glazing rather than actual "windows" filling the space between light, spanning, structural elements -- as seen in modern styles).



- 6.3.2. Integrate the primary entrance with the overall design of the house (*as shown above by the recessed porch of the same material as the overall house, tucked subtly under a slight asymmetrical flare of the roofline and with arched openings of similar height to nearby window openings*).



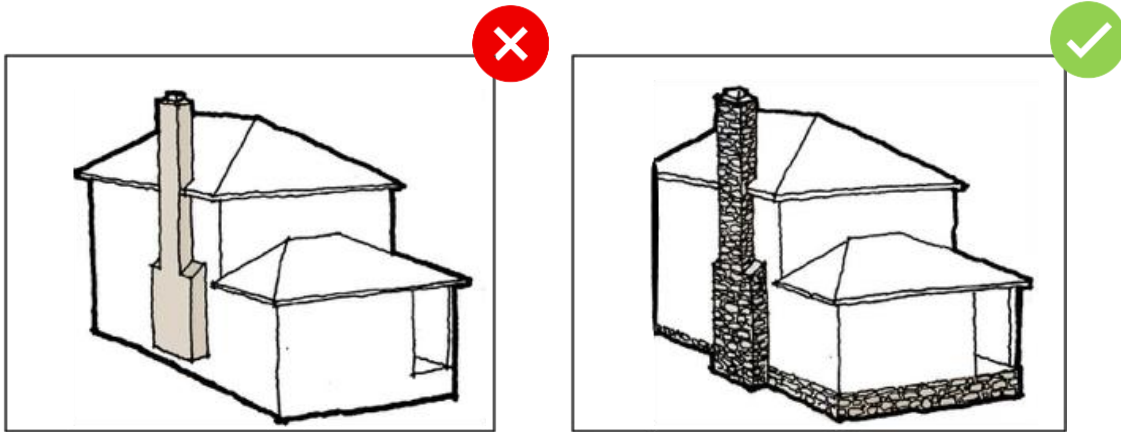
- 6.3.3. Rather than installing a standard overhead product, craft a garage door either to provide visual interest (*like the quirk, handmade double doors above*), to recede completely into the materials and colors of the building wall, or orient it so as not to face the street.



- 6.3.4. Blend any skylights, their size, shape, placement, number, and framing into the overall roof and building design (*like the glass ridge integrated into the structural roof members above*). Preserve the

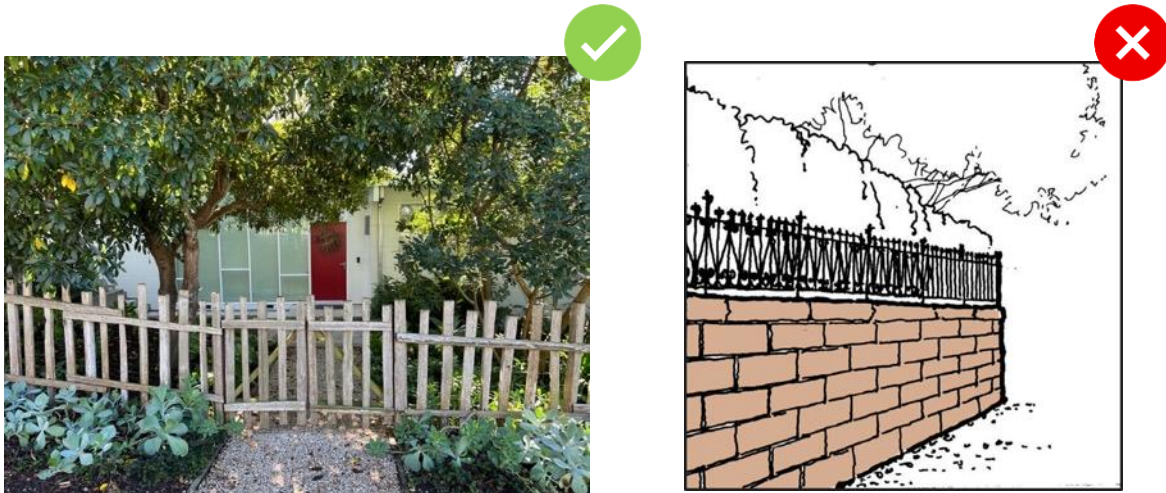
overall roof form by respecting the maximum allowable percentage of skylight area and the minimum allowable distance from eaves. Ensure that skylights do not appear random, visually prominent to the neighbors, nor visible to the street. Do not use unintegrated high profile, domed, or pyramidal units.

- 6.3.5. Design a balcony to be subordinate in scale and proportion to the house, while using materials and details appropriate to the overall building design.



- 6.3.6. Locate and proportion a traditional chimney and its cap to integrate into the overall building design. Make a chimney attached to the side of a building appear to be self supporting (*as shown above right where the chimney material sits on the ground and clearly integrates with the foundation material*), not “floating” above the ground or foundation (*as shown above left*).

- 6.3.7. Choose roof materials and installation details accurate to the architectural style of the building. Add new energy conservation and generation technologies, including “cool” and planted areas, to roofs only if subdued in appearance.



- 6.3.8. Handcraft any fences, using unfinished grapestakes (*as shown above left*) or wood pickets and not ornate-wrought iron or chain link (*as shown above right*).

Enhance. Subordinate. Fit. Retain. Design. Detail.



- 6.3.9. Integrate any garden wall with the building architecture and materials, using matte-finished native stone, river rock, brick, or plain-textured plastered masonry (*as shown above left where the low garden wall is of the exact same color, dimension, and pattern of adobe brick as the home itself*), not unfinished concrete or concrete block (*as shown by the store-bought industrial retainage above right*).
- 6.3.10. Integrate an arbor into the fence or wall design, incorporating vines or other landscaping to blend it into the garden.
- 6.3.11. Distinguish a gate from the adjoining fence or wall with crafted or individualized details, while maintaining filtered views into the property. Do not use vehicle gates except on unusually large estate properties.
- 6.3.12. Never use gate posts or columns that are monumental or out-of-scale with the building design, nor stone columns that are not integrated into other stone elements. Keep posts and columns the same height as their adjacent fence or wall.
- 6.3.13. Use house identification devices, such as name and number signage, that is subordinate to and appropriate to the architecture.



Enhance. Subordinate. Fit. Retain. Design. Detail.

Enhance. Subordinate. Fit. Retain. Design. Detail.

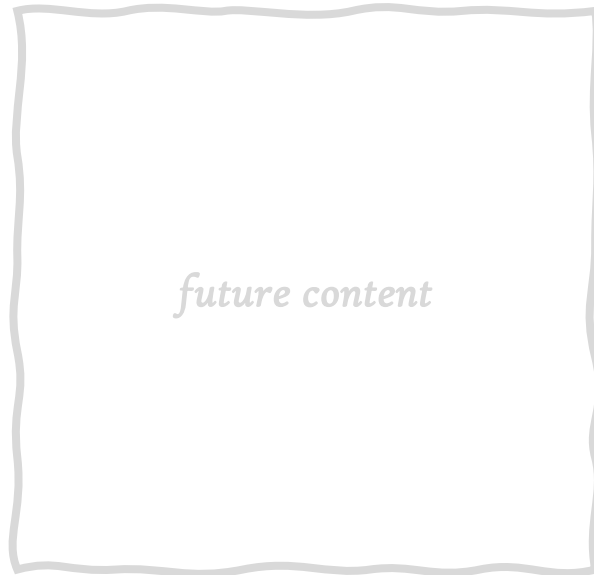
II. COMMERCIAL

Design Guidelines

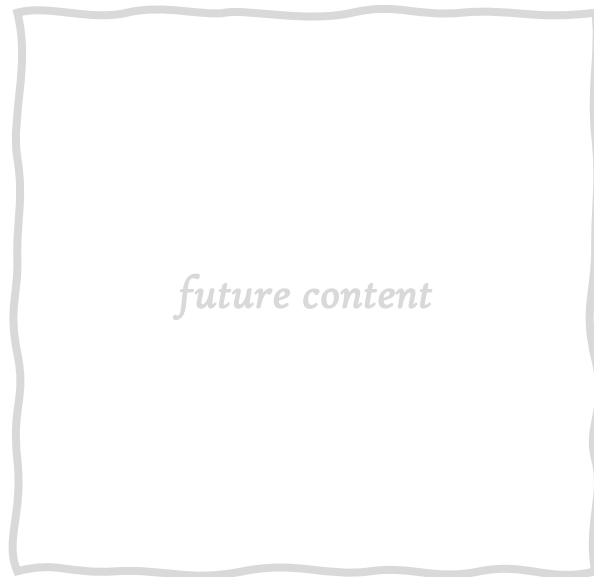


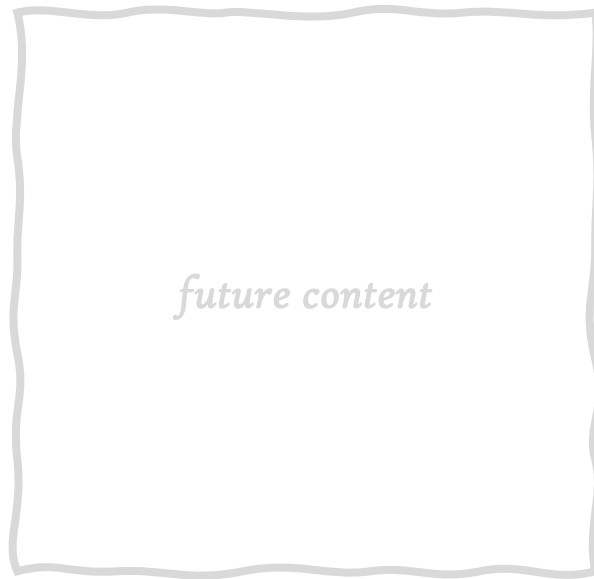


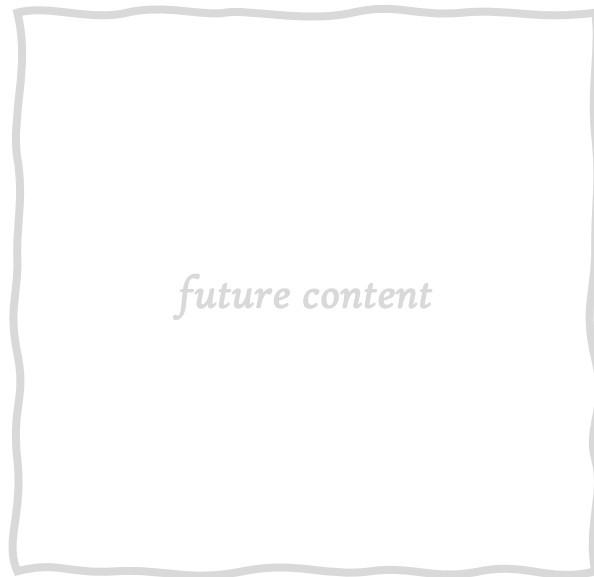
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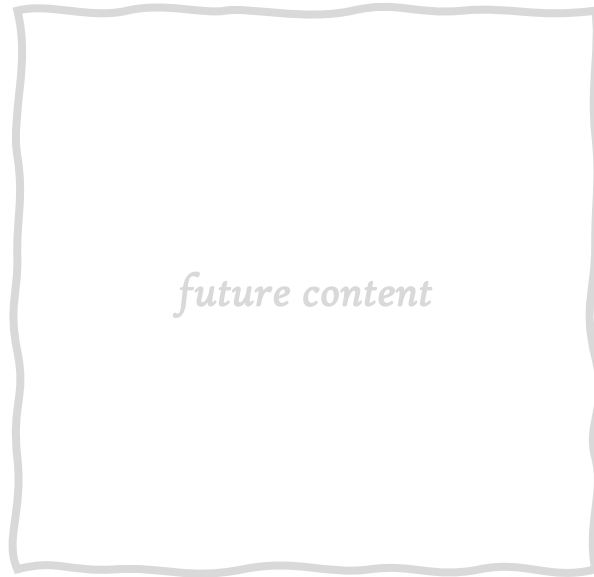


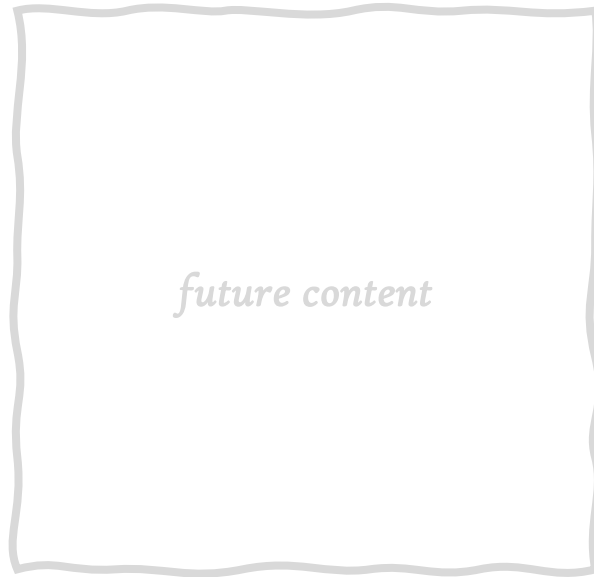
Enhance. Subordinate. Fit. Retain. Design. Detail.













Enhance. Subordinate. Fit. Retain. Design. Detail.

Enhance. Subordinate. Fit. Retain. Design. Detail.

III. MUNICIPAL

Design Guidelines

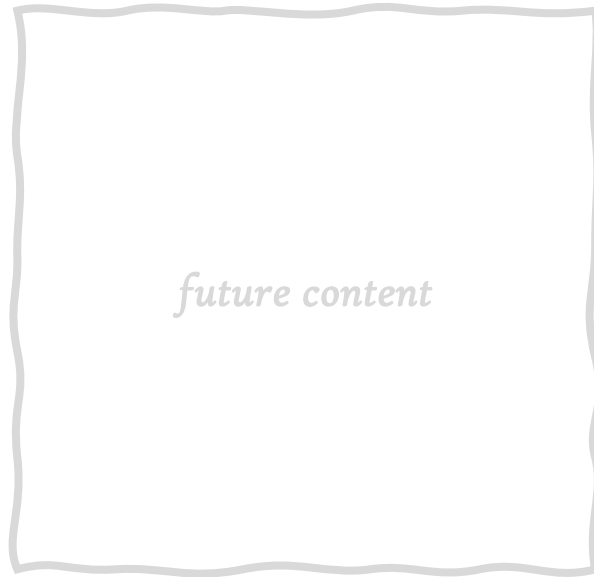


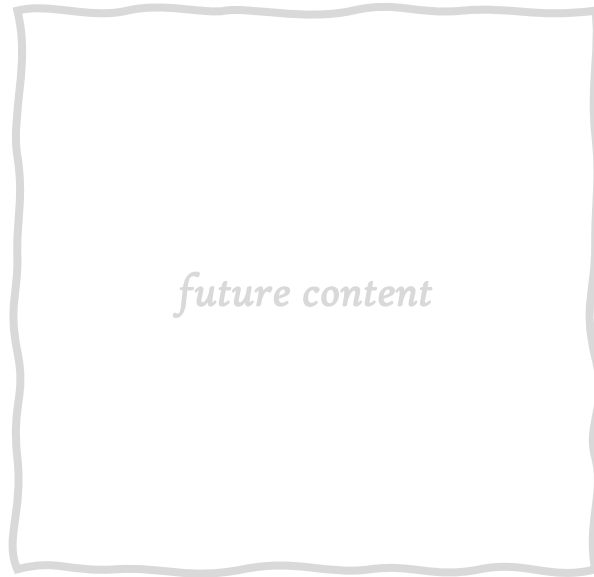


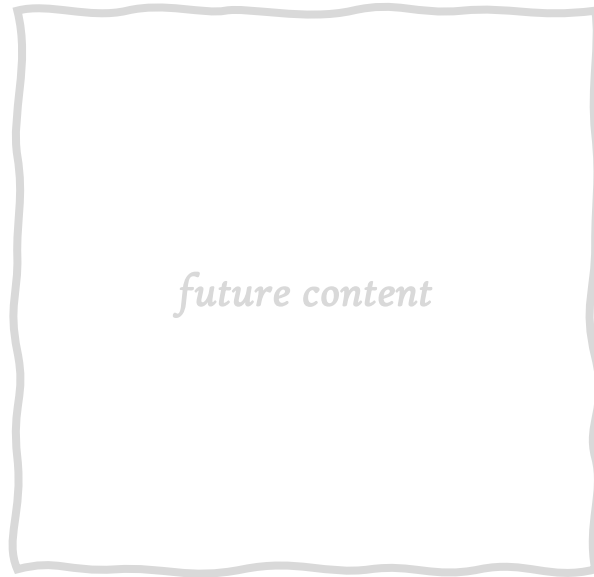
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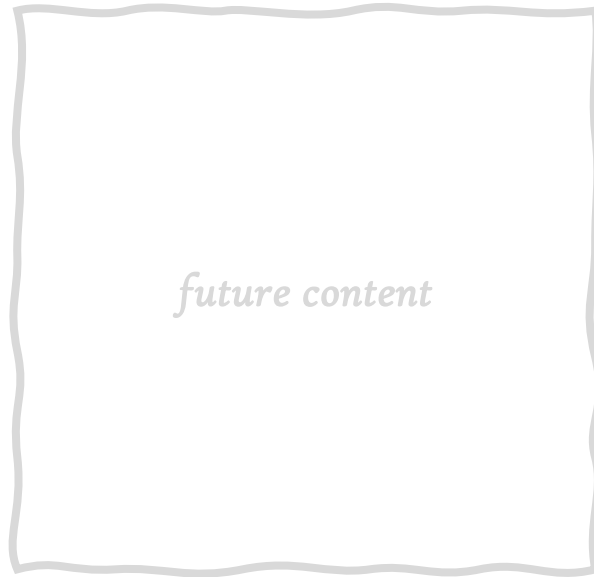


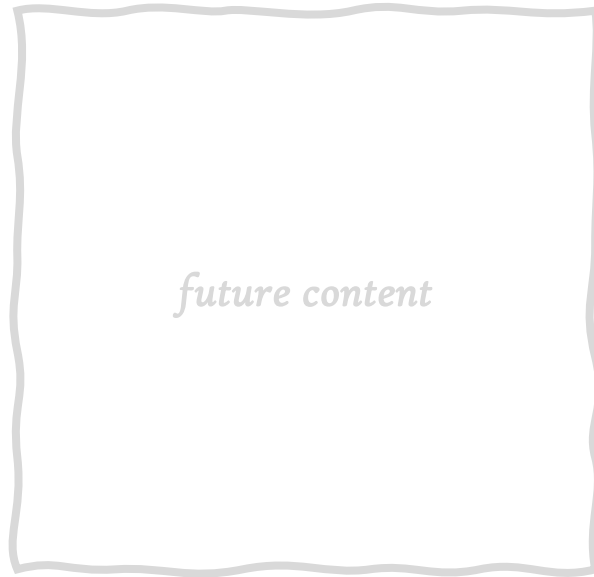
Enhance. Subordinate. Fit. Retain. Design. Detail.













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Enhance. Subordinate. Fit. Retain. Design. Detail.

APPENDICES

Design Guidelines



Enhance. Subordinate. Fit. Retain. Design. Detail.



PREFERRED MATERIALS

Planting & Building



DESIGN GUIDELINES (Layout Draft: 20260120)

APPX I

PREFERRED PLANTING MATERIALS

from pages 140-143 of Coastal California's Living Legacy: The Monterey Pine Forest

Scientific Name	Common Name	Scientific Name	Common Name
TREES			
<i>Acer macrophyllum</i>	big-leaved maple	<i>Epilobium ciliatum</i>	California willow-herb
<i>Acer negundo</i>	box elder	<i>Eschscholzia californica</i>	California poppy
<i>Arbutus menziesii</i>	madrone	<i>Fragaria vesca</i>	wood strawberry
<i>Aesculus californica</i>	California buckeye	<i>Fritillaria affinis</i>	checker lily, mission bells
<i>Cupressus goveniana</i> ssp. <i>goveniana</i>	Gowen cypress	<i>Galium californicum</i>	California bedstraw
<i>Cupressus macrocarpa</i>	Monterey cypress	<i>Horkelia cuneata</i>	wedge-leaved horkelia
<i>Myrica californica</i>	Pacific wax myrtle	<i>Iris douglasiana</i>	Douglas iris
<i>Quercus agrifolia</i>	coast live oak	<i>Lomatium parvifolium</i>	small-leaved lomatium
<i>Pinus muricata</i>	bishop pine	<i>Lotus formosissimus</i>	bicolored lotus, witch's teeth
<i>Pinus radiata</i>	Monterey pine	<i>Lotis stipularis</i>	stipulate lotus
<i>Platanus racemosa</i>	sycamore	<i>Madia elegans</i>	common madia
<i>Salix lasiolepis</i>	arroyo willow	<i>Madia madioides</i>	woodland madia
<i>Salix scouleriana</i>	Scouler's willow	<i>Osmorhiza chilensis</i>	sweet cicely
<i>Sambucus mexicana</i>	blue elderberry	<i>Pedicularis densiflora</i>	Indian warrior
SHRUBS			
<i>Adenostoma fasciculatum</i>	chamise	<i>Piperia elegans</i>	elegant piperia
<i>Arctostaphylos tomentosa</i> ssp. <i>bracteosa</i> barked)	Monterey manzanita (shaggy-barked)	<i>Piperia elongata</i>	tall rein-orchid
<i>Arctostaphylos hookeri</i>	Hooker's manzanita	<i>Piperia yadonii</i>	Yadon's rein-orchid
<i>Arctostaphylos pumila</i>	sandmat manzanita	<i>Perideridia gairdneri</i>	Gairdner's yampah
<i>Artemisia californica</i>	California sagebrush	<i>Polygala californica</i>	California milkwort
<i>Baccharis douglasii</i>	Douglas's baccharis	<i>Potentilla hickmanii</i>	Hickman's cinquefoil
<i>Baccharis pilularis</i>	coyote brush	<i>Rubus ursinus</i>	California blackberry
<i>Berberis pinnata</i>	California barberry	<i>Sanicula crassicaulis</i>	gambleweed
<i>Ceanothus cuneatus</i> var. <i>rigidus</i>	Monterey ceanothus	<i>Satureja douglasii</i>	yerba buena
<i>Ceanothus thyrsiflorus</i>	blue blossom	<i>Sidalcea malvaeflora</i>	checkerbloom
<i>Chrysolepis chrysophylla</i> var. <i>minor</i>	chinquapin	<i>Sisyrinchium bellum</i>	blue-eyed grass
<i>Corethrogyne filaginifolia</i>	branching beach aster	<i>Smilacina racemosa</i>	fat solomon
<i>Cornus sericea</i> ssp. <i>occidentalis</i>	western red dogwood	<i>Solidago californica</i>	California goldenrod
<i>Ericameria fasciculata</i>	Eastwood's golden fleece	<i>Spiranthes romanzoffiana</i>	hooded ladies' tresses
<i>Eriodictyon californicum</i>	yerba santa	<i>Trifolium polyodon</i>	Pacific Grove clover
<i>Eriogonum elongatum</i>	long-stem buckwheat	<i>Trifolium trichocalyx</i>	Monterey clover
<i>Eriogonum latifolium</i>	coast buckwheat	<i>Trillium chloropetalum</i>	giant trillium
<i>Eriogonum parvifolium</i>	seacliff buckwheat	<i>Triteleia ixioides</i>	pretty face
<i>Gaultheria shallon</i>	salal	<i>Xerophyllum tenax</i>	bear grass
<i>Heteromeles arbutifolia</i>	toyon	<i>Zigadenus fremontii</i>	Fremont's star lily
<i>Holodiscus discolor</i>	cream bush, oceanspray	FERNS	
<i>Lepechinia calycina</i>	pitcher sage	<i>Adiantum aleuticum</i>	five-finger fern
<i>Lonicera hispidula</i> var. <i>vacillans</i>	hairy honeysuckle	<i>Adiantum jordanii</i>	California maiden-hair
<i>Lotus scoparius</i>	deerweed	<i>Dryopteris arguta</i>	wood fern
<i>Lupinus albifrons</i>	silver bush lupine	<i>Pellaea andromedaefolia</i>	coffee fern
<i>Lupinus arboreus</i>	tree lupine	<i>Pityrogramma triangularis</i>	goldback fern
<i>Mimulus aurantiacus</i>	sticky monkey flower	<i>Polypodium californicum</i>	California polypody
<i>Oemleria cerasiformis</i>	oso berry	<i>Polystichum munitum</i>	sword fern
<i>Rhamnus californica</i>	coffeeberry	GRASSES, SEDGES AND RUSHES	
<i>Rhamnus crocea</i>	redberry	<i>Agrostis pallens</i>	leafy bent-grass
<i>Ribes divaricatum</i>	creek gooseberry	<i>Bromus carmatus</i>	California brome
<i>Ribes malvaceum</i>	chaparral currant	<i>Calamagrostis nutkaensis</i>	Pacific reed-grass
<i>Ribes sanguineum</i> var. <i>glutinosum</i>	pink-flowering currant	<i>Carex barbarae</i>	Santa Barbara sedge
<i>Ribes speciosum</i>	fuchsia-flowered gooseberry	<i>Carex brevicaulis</i>	short-stemmed sedge
<i>Rosa californica</i>	California wild rose	<i>Carex obnupta</i>	slough sedge
<i>Rosa gymnocarpa</i>	wood rose	<i>Carex praegracilis</i>	clustered field sedge
<i>Rosa pinetorum</i>	pine rose	<i>Carex tumulicula</i>	foothill sedge
<i>Salvia mellifera</i>	black sage	<i>Cyperus eragrostis</i>	tall cyperus
<i>Salvia spathacea</i>	crimson sage	<i>Danthonia californica</i>	California oatgrass
<i>Solanum douglasii</i>	Douglas' nightshade	<i>Deschampsia caespitosa</i>	tufted hair-grass
<i>Symphoricarpos mollis</i>	creeping snowberry	<i>Elymus glaucus</i>	Western ryegrass
<i>Symphoricarpos rivularis</i>	common snowberry	<i>Festuca californica</i>	California fescue
<i>Toxicodendron diversilobum</i>	poison oak	<i>Festuca rubra</i>	red fescue
<i>Vaccinium ovatum</i>	huckleberry	<i>Juncus balticus</i>	wire rush, Baltic rush
HERBACEOUS PLANTS			
<i>Achillea millefolium</i>	yarrow	<i>Juncus bufonius</i>	common toad rush
<i>Agoseris grandiflora</i>	mountain dandelion	<i>Juncus effusus</i>	common rush
<i>Alliaria hickmanii</i>	Hickman's onion	<i>Juncus falcatus</i>	sickle-leaved rush
<i>Arnica discoides</i>	rayless arnica	<i>Juncus occidentalis</i>	Western rush
<i>Aster radulinus</i>	rough-leaved aster	<i>Juncus patens</i>	spreading rush
<i>Calochortus albus</i>	white globe lily, fairy lantern	<i>Juncus xiphioides</i>	iris-leaved rush
<i>Calochortus luteus</i>	yellow mariposa lily	<i>Koeleria macrantha</i>	junegrass
<i>Calochortus uniflores</i>	large-flowered star tulip	<i>Leymus condensatus</i>	giant ryegrass
<i>Calystegia macrostegia</i> ssp. <i>cyclostegia</i>	coast morning-glory	<i>Leymus triticoides</i>	beardless ryegrass
<i>Castilleja affinis</i>	coast paintbrush	<i>Luzaida comosa</i>	common wood rush
<i>Chlorogalum pomeridianum</i>	soaproot	<i>Melica californica</i>	western melica
<i>Claytonia perfoliata</i>	miner's lettuce	<i>Melica imperfecta</i>	Coast-Range melica
<i>Cordylanthus rigid</i> ssp. <i>littoralis</i>	seaside bird's-beak	<i>Nassella lepida</i>	foothill needlegrass
<i>Cynoglossom grande</i>	hound's tongue	<i>Nassella pulchra</i>	purple needlegrass
<i>Dichelostemma capitatum</i>	blue dicks	<i>Poa secunda</i>	pine bluegrass
		<i>Scirpus cernuus</i>	low club rush
		<i>Scirpus americanus</i>	three square

PREFERRED BUILDING MATERIALS

MATERIAL	NOTES	USES
NATURAL		
wood	<i>reclaimed or FSC sustainable redwood or cedar or fir</i>	posts, beams, siding, trim, un-clad windows, doors, garage doors, fireproofed roof shingles or shakes,
bark	<i>reclaimed or FSC sustainable redwood or cedar or fir</i>	siding, roofing
bamboo	<i>sustainably cultivated</i>	flooring, siding, structural panels
cork	<i>sustainably cultivated</i>	flooring, siding, structural panels
living plants	<i>drought-tolerant, native species (see Preferred Planting Materials)</i>	walls, roofs
stone	<i>local, dry-set or mortared stacked in dry-set structurally-feasible patterns only</i>	mudstone/golden granite for walls, foundations, driveways, Carmel stone for walls, patios, walkways
earth	<i>locally sourced cob or rammed soils/sands</i>	walls
brick	<i>locally-sourced clay or adobe</i>	walls, patios, walkways
bale	<i>locally sourced straw</i>	walls, insulation
tile	<i>genuine ceramic, clay, or concrete</i>	mono-chromatic for roofs, patios, walkways multi-chromatic for decorative accents
basic metal	<i>uncoated, naturally-aging zinc, bronze, brass, aluminum</i>	roofing, gutters, hardware, cladding for deconstructable/recyclable wood windows
glass	<i>low-E, clear, or evenly sandblasted, non-mirrored, non-tinted</i>	windows and other glazed openings
sealing oil	<i>penetrating, non-peeling, non-VOC, pure tung, linseed, hemp, teak oils</i>	exposed wood treatment, when natural aging is undesired
MANUFACTURED		
poured concrete	<i>artistically-crafted in natural or in uniform, integrated color with only non-uniform, handcrafted textures (as with exposed aggregate or genuine wood formwork)</i>	walls, patios, walkways, pavers
cast concrete	<i>integrated, uniform color, and finish without stamped, faux "natural" textures</i>	walls, patios, walkways, pavers, roof tiles
alt-crete	<i>e.g. ashcrete, sandcrete, grasscrete, woodcrete, hempcrete: poured or cast, maintain original surface pattern and color</i>	walls, patios, walkways, pavers, roof tiles
fiber cement	<i>e.g. Hardiboard, Equitonesmooth texture only, no mimicry of natural materials</i>	siding
stucco	<i>uncoated, non-pigmented, smooth textured</i>	wall coating
advanced brick	<i>e.g. wool brick, shell brick</i>	walls, patios, walkways
advanced metal	<i>steel, galvanized steel, stainless steel, Cor-Ten steel, Zincolume, Galvalume, earth-toned anodized aluminum</i>	slim-profile windows, siding, landscape elements, standing seam roofing with non-corrugated flat panels, devoid of ribbing
advanced wood	<i>FSC sustainable: mass timber, industrially-pickled/acetylated, pre-charred/shou-sugi-ban, thermally-modified, bio-based fiberboard super-wood</i>	posts, beams, siding, trim, un-clad windows, doors, garage doors, fireproofed roof shingles or shakes,
stain	<i>penetrating, naturally-fading, rather than peeling, monochrome, earthtone pigment</i>	exposed wood treatment, when added color is desired

PROJECT REVIEW

Process, Checklist, & Narratives



CARMEL BY THE SEA remains beautiful because of the community’s rigorous design expectations. These Design Guidelines are a mandated regulatory tool for the CC, SC, and RC districts that conveys these expectations. They also help explain and illustrate design standards in the City’s other regulations. Existing projects never establish precedent for proposed projects. Instead, all projects must meet or exceed the expectations described by and under the community’s six Core Design Guidelines. Where uncertainty arises, city officials will interpret guideline adherence on a case-by-case basis. Strict adherence to this document and its related, linked regulations will help ensure that a proposed project will meet community expectations and have a smooth approval process.

Enhance. Subordinate. Fit. Retain. Design. Detail.



Project Address: _____

APN: _____

Owner Name: _____

Applicant Name: _____

Date: _____

Core Design Principles Narrative Form

Purpose of Completing This Narrative

This narrative is intended to guide applicants in thoughtfully employing Carmel-by-the-Sea’s six core design principles at the earliest stages of project design. For each principle, applicants are asked to briefly describe how their proposed project responds to and harmonizes with that principle. The intent is not for applicants to restate regulations, but to demonstrate design intent and awareness of the heritage that shapes Carmel’s built environment. Completing this narrative helps ensure that projects begin in the right direction, are grounded in the spirit of the Design Guidelines, and are developed with sensitivity to the community, the site, and Carmel’s village-in-a-forest character.

How to use this form

Please provide a brief written narrative for each principle below describing how your proposed project addresses and complies with that principle. We invite you to include visuals and details that illustrate consistency with the guidelines. If additional space is needed, please attach supplemental sheets.

1. ENHANCE, restore, and preserve the native forest in all improvement projects: private, public, and otherwise.

Design the project as an extension of Carmel’s native forest. The upper and lower canopy should remain the primary site feature, with buildings visually secondary. Projects should retain significant trees, supplement the forest with new planting, and reinforce continuity of the forest character across the site and surrounding area.

Describe how the project addresses this principle:

Enhance. Subordinate. Fit. Retain. Design. Detail.

2. SUBORDINATE every built structure to the character and continuity of the forest, natural environment, and to the natural features of its own site.

Ensure all buildings are clearly secondary to the site’s natural features and topography. Massing, excavation, and foundations should follow existing slopes, minimize grading, and avoid visual dominance. The design should feel woven into the landscape rather than imposed upon it.

Describe how the project addresses this principle:

3. FIT every built structure within its neighborhood context.

Design the project to respect the scale, massing, setbacks, and open-space patterns of the surrounding neighborhood. New construction should protect neighbors’ privacy, views, and access to light while maintaining Carmel’s informal streetscape, natural slopes, and forested foreground.

Describe how the project addresses this principle:

Enhance. Subordinate. Fit. Retain. Design. Detail.

4. RETAIN and build upon Carmel’s architectural heritage.

Draw from Carmel’s tradition of individual expression and eclectic architectural styles. Use forms, materials, and detailing that convey human scale, craftsmanship, and a natural patina, while remaining compatible with the village-in-a-forest setting.

Describe how the project addresses this principle:

5. DESIGN every built structure with modesty and restraint.

Keep building scale, form, and mass restrained and appropriate to the site. Designs should reflect traditional proportions, break larger volumes into realistic components, and avoid oversized or speculative expressions that dominate the street or surrounding landscape.

Describe how the project addresses this principle:

Enhance. Subordinate. Fit. Retain. Design. Detail.

6. DETAIL every property authentically and consistently.

Use architectural details and materials that are genuine, functional, and consistently applied on all sides of the building. Avoid applied or faux elements, and ensure that craftsmanship, materials, and detailing reflect authenticity throughout the entire property.

Describe how the project addresses this principle:

Applicant Certification

I certify that the responses above accurately describe how the proposed project has been designed to comply with the City of Carmel-by-the-Sea’s Design Guidelines.

Applicant Signature: _____

Date: _____

Enhance. Subordinate. Fit. Retain. Design. Detail.



Core Design Principles Narrative Form
Supplemental Information

Project Address: _____

APN: _____

Owner Name: _____

Applicant Name: _____

Date: _____

i. ENHANCE, restore, and preserve the native forest in all improvement projects: private, public, and otherwise.

Enhance. Subordinate. Fit. Retain. Design. Detail.



Core Design Principles Narrative Form
Supplemental Information

Project Address: _____

APN: _____

Owner Name: _____

Applicant Name: _____

Date: _____

2. SUBORDINATE every built structure to the character and continuity of the forest, natural environment, and to the natural features of its own site.

Enhance. Subordinate. Fit. Retain. Design. Detail.



Core Design Principles Narrative Form
Supplemental Information

Project Address: _____

APN: _____

Owner Name: _____

Applicant Name: _____

Date: _____

3. FIT every built structure within its neighborhood context.

Enhance. Subordinate. Fit. Retain. Design. Detail.



Core Design Principles Narrative Form
Supplemental Information

Project Address: _____

APN: _____

Owner Name: _____

Applicant Name: _____

Date: _____

4. RETAIN and build upon Carmel’s architectural heritage.

Enhance. Subordinate. Fit. Retain. Design. Detail.



Core Design Principles Narrative Form
Supplemental Information

Project Address: _____
APN: _____
Owner Name: _____
Applicant Name: _____
Date: _____

5. DESIGN every built structure with modesty and restraint.

Enhance. Subordinate. Fit. Retain. Design. Detail.



Core Design Principles Narrative Form
Supplemental Information

Project Address: _____
APN: _____
Owner Name: _____
Applicant Name: _____
Date: _____

6. DETAIL every property authentically and consistently.

Enhance. Subordinate. Fit. Retain. Design. Detail.

Design Review Tracks

The Design Review process is organized into separate tracks, which correspond to the scale of a project or its complexity.

Some projects may be approved at staff level while others may require comment and/or action by a board, committee or commission of the City. Submittal requirements vary accordingly. Consult with City Planning staff to determine the process for a specific project.

Carmel-by-the-Sea Municipal Code (CMC) Section 17.58.040 Residential Design Review outlines the two established residential design review tracks, Track 1 (Staff Approval) and Track 2 (Planning Commission Approval). Note: Per CMC Section 17.58.040.A.3.b, Track 1 projects that comply with the zoning regulations, but do not comply with the design guidelines or design objectives will be referred to the Planning Commission for resolution or shall be redirected into Track 2.

Track 1 (Staff Approval)

- Staff level discretionary approval
- Limited to:
 - Exterior changes or additions that do not increase the floor area by more than 10%
 - Changes in exterior materials, site coverage, landscaping, fenestrations, chimneys, fences, or walls
 - Minor changes to historic resources

Track 2 (Planning Commission Approval)

- Discretionary review process for project that requires public hearing with the Planning Commission
- Include:
 - All new construction, demolition, and grading over 25 cubic yards
 - Additions that increase building coverage by more than 200 square feet or 10%
 - Projects requiring grading within 6' of a significant tree (as determined by the City Forester)
 - Any project requiring a Coastal Development Permit that is not exempt from Public Hearing

Note:

CMC Section 17.10.010 (Purpose and Design Objectives) establishes the standards and requirements for development in the R-1 district. The Residential Design Guidelines implement these design objectives (CMC Section 17.10.060, Residential Design Guidelines).

Gaining Project Approval

Each project shall follow a series of steps in order to ensure that the proposed work meets all the relevant design guidelines. Compliance review with relevant zoning code regulations occurs concurrently. Check with Planning Staff for specific submittal requirements.

Step 1: Site Assessment

- Applicant applies for preliminary site assessment. (General Planning application and survey created within a year of application submittal.)
- Planning and Forestry staff assess the site.
- The applicant uses the assessment and the core principles in developing the project design.



Step 2: Concept Review

- Owner develops the Concept Design level information.
- Planning Commission reviews for compliance.
- When approved, applicant continues to Final Design.



Step 3: Final Review

- Owner develops the Final Design, gets a volume study through the city, and addresses any conditions of approval from the Concept Design hearing.
- Planning Commission reviews for compliance.
- When approved, applicant applies for other city permits, including building permit.

Enhance. Subordinate. Fit. Retain. Design. Detail.

Enhance. Subordinate. Fit. Retain. Design. Detail.

GLOSSARY

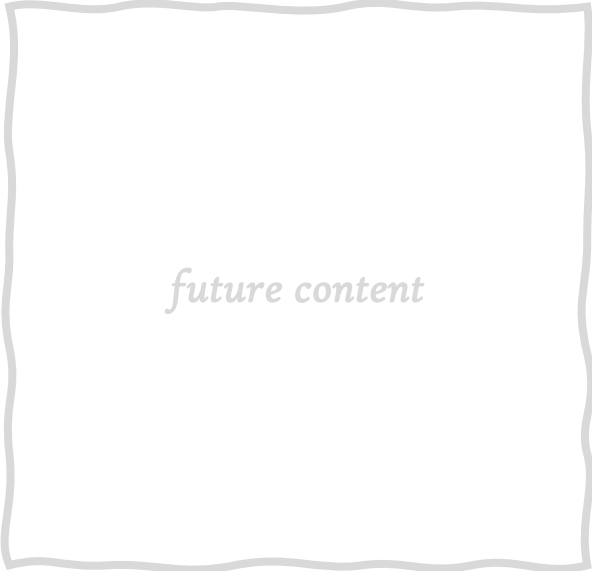
Selected Definitions



GLOSSARY

E

Eden **E•den** | 'ēd(ə)n | *noun.* 1. a place or state of great happiness; an unspoiled paradise; *pinning for the Eden of her childhood.* 2. Carmel-by-the-Sea



Enhance. Subordinate. Fit. Retain. Design. Detail.

Enhance. Subordinate. Fit. Retain. Design. Detail.

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Enhance. Subordinate. Fit. Retain. Design. Detail.

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Enhance. Subordinate. Fit. Retain. Design. Detail.

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Stephanie Locke Co-Chair
Mel Ahlborn Member
Erin Allen Member
Stephan Karapetkov Member

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Nore Winter Consultant
Julie Husband Consultant

Design Traditions Steering Committee:

Victoria Beach Co-Chair
Doug Schmitz Co-Chair
Melanie Billig Member
Don Goodhue Member
Mary Ann Schicketanz Member

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The Citizens of Carmel-by-the-Sea whose determination to protect this singular place and whose willingness to volunteer their observations and insights over countless hours inspired every aspect of this crucial document.





The Design Traditions of Carmel



RESIDENTIAL DESIGN GUIDELINES



Public Review Draft

February 2023

Note:

CMC 17.10.010 (Purpose and Design Objectives) establishes the standards and requirements for development in the R-1 district. The Residential Design Guidelines implement these design objectives (CMC 17.060, Residential Design Guidelines).

Note:

These Residential Design Guidelines are an update of the City's current guidelines. In order to help readers understand where new text has been added, it is shown in **RED** font. An exception is for a new section that is lengthy. These are identified by a note in the margin as being new.

Guiding Principles

While there are many aspects of the character of Carmel that are addressed in the Design Guidelines, some Guiding Principles apply citywide and set the stage for the more detailed Design Guidelines that follow. All improvement projects shall comply with these principles:

1. **Restore and enhance the forest in all improvement projects: private, public, and otherwise.**
2. **Subordinate every built structure to the character of the forest, natural environment, and to the natural features on its own site.**
3. **Keep every built structure modest and simple.**
4. **Retain and build upon Carmel's official architectural heritage.**
5. **Fit every built structure within its neighborhood context.**
6. **Design every property with authentic and consistent details.**

RESIDENTIAL DESIGN GUIDELINES

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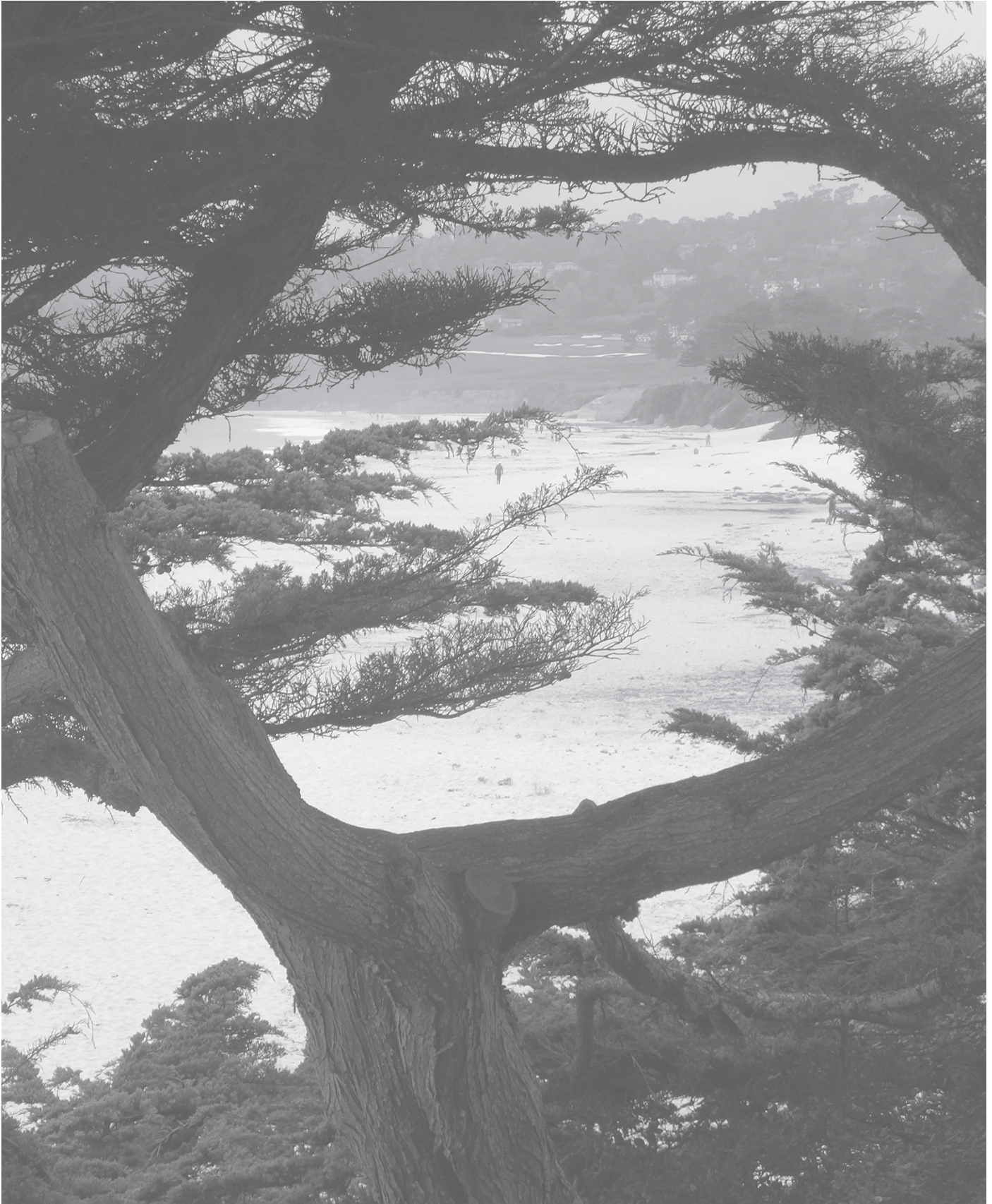
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• Carmel-by-the-Sea Residential Design Guidelines •



Part One: Introductory Material

Introduction to the Design Review Process

A place like no other! Carmel-by-the-Sea is a unique community in an extraordinary setting with significant natural resources, high quality architecture and a strong community identity. Residents value its traditional character, village charm, tree-lined streets, wooded hillsides and walkable neighborhoods. These Design Guidelines provide a tool to retain the City's design traditions.

About the design guidelines

What are Design Guidelines?

Design guidelines are a regulatory tool that convey the community's expectations for maintaining its Design Traditions. They focus on the qualitative aspects of design but in some cases set forth prescriptive (measurable) requirements. They therefore work in concert with prescriptive standards related to design in the City's zoning code. They provide City staff and its boards and commissions a basis for making informed decisions about the appropriateness of proposed improvements.

The Scope of the Guidelines

The guidelines focus on maintaining the traditional character of Carmel.

They address all projects in the R-1 and R-4 zoned areas of Carmel, including public and quasi-public uses and public works projects. Please note that the City of Carmel-by-the-Sea will not issue a construction permit for exterior additions, remodeling or new buildings without design review approval from the City. These guidelines also will aid property owners and their architects in developing appropriate design strategies.

Note:

CMC 17.10.010 (Purpose and Design Objectives) establishes the standards and requirements for development in the R-1 district. The Residential Design Guidelines implement these design objectives (CMC 17.060, Residential Design Guidelines).

About the design guidelines, continued...

Note:

The maximum development standards in the Zoning Code (height, FAR, etc.) are not guaranteed by right and may be limited if they are not consistent with the character of the surroundings. The design guidelines shall be used in determining those conditions.

The Format for a Guideline

Each design guideline in this document typically has four components:

1. **Design Objective** - describes a desired state or condition of the design element being discussed.
2. **Design Guideline Statement** - typically performance-oriented, describes a desired design treatment.
3. **Supplementary Information** - may include suggestions on how to meet the objective, additional requirements, or may provide an expanded explanation. This information is listed in bullet format.
4. **Illustrations** - may be provided to clarify the intent of the guideline.


Section Heading

1 **Roof Form**
Varied roof forms are typical in a block and this tradition should be continued.

2 **11.3 Use simple roof forms. Limit the number of subordinate attachments such as dormers, to avoid a cluttered design.**

- 3 • For example, basic gable and hip roofs are traditional and their use is encouraged.
- Flat roofs may be used to a limited extent on smaller, one-story structures. They shall not be used on large buildings or two-story elements.
- Avoid complex roof forms that call attention to the design or add unnecessary detail.
- Mansard roofs typically add more mass than other forms and are discouraged. A sloping roof “skirt” that conceals a flat roof is particularly out of character. Similarly, a gable roof that is “clipped” at the top adds unnecessary complexity to a design and should be avoided.

4



Simple primary roofs with subordinate attachments, such as dormers, are appropriate.

Sample of the guideline format used in this document

How the Guidelines are Organized

The design guidelines are presented in a sequence that follows the City’s design review process. When proposing projects, applicants first should become familiar with the City’s design traditions and its goals for preservation of traditional character. Next, applicants must consult with the City’s planning staff and the City Forester to develop a preliminary site assessment. This will aid in understanding the resources of the site and issues need to be addressed. Based on these preliminary steps, applicants should then develop concept plans and complete a Design Concept review. After this, a Final Details review is scheduled. Only after this final review can an application for a construction permit occur.

The first design guidelines section focuses on broad-scale design issues which should be used during the Design Concept review stage. This includes design principles which apply neighborhood-wide as well as design guidelines for forest character, site planning and for the mass and scale of a building.

The second design guidelines section focuses on specific building and site design issues which should be used during the Final Details study stage. These include design guidelines for architectural character, details and materials. Other general design guidelines, such as solar access, views, energy conservation and utilities are also included.

Guidelines Organization

Part 1
Introductory
Material

Part 2
Concept Level
Guidelines

Part 3
Final Details
Guidelines

Part 4
Appendices

About the design guidelines,
continued...

Related code section:

Design Review: CMC Section 17.58

Link: forthcoming...

Who Uses the Design Guidelines?

The design guidelines provide criteria for the design review process that applies throughout the city. As stipulated in Section 17.10.070 of the zoning code, all new construction and exterior repair and/or renovations to existing buildings within the city requires design approval.

Property Owners

Property owners are strongly encouraged to use the guidelines in planning projects with their contractors and design professionals to assure that the results will comply with the City's design guidelines. While the guidelines are written for use by the layperson, property owners are strongly encouraged to enlist the assistance of qualified design and planning professionals, particularly architects and landscape architects who are experienced working in the Carmel context.

City Staff, Boards and Commissions

The guidelines also will be used by City staff, boards and commissions in determining compliance. In doing so, they consider how each project meets the design guidelines and promotes the goals set forth in the City's General Plan, Local Coastal Plan and Zoning Code.

Related code section:

Findings required:

CMC 17.58.060.B.3

Link: Forthcoming

Determining Compliance

Compliance with all relevant design guidelines is required. Each project must meet all relevant design guidelines. In doing so, there is an interaction among the guidelines, in terms of the degree to which each is met. If the scope of work is only an alteration to the exterior wall of a building, with no expansion of footprint or site work, then guidelines related to landscaping would not apply.

The Role of Precedent

Note that previous projects do not imply precedent for approval of new work. Each project is unique with its distinct context. The design guidelines clarify how the City's design objectives are interpreted for individual projects.

Design Review Tracks

The Design Review process is organized into separate tracks, which correspond to the **scale of a project or its complexity**.

Some projects may be approved at staff level while others may require comment and /or action by a board, committee or commission of the City. Submittal requirements vary accordingly. Consult with City Planning staff to determine the process for a specific project.

(More information about the Design Review tracks may be added, pending potential revisions to the process.)

Related document:
“Design Review Submittal Requirements”
web link: placeholder

Note:

CMC 17.10.010 (*Purpose and Design Objectives*) establishes the standards and requirements for development in the R-1 district. The Residential Design Guidelines implement these design objectives (CMC 17.060, *Residential Design Guidelines*).

Gaining Project Approval

Each project shall follow a series of steps in order to assure that the proposed work meets all the relevant design guidelines. Compliance review with relevant zoning code regulations occurs concurrently. Check with Planning Staff for specific submittal requirements.

Step 1: Site Assessment

- Applicant submits an application for preliminary site assessment.
- Planning and Forestry staff assess the site.
- The applicant uses the assessment in developing the project design.



Step 2: Concept Review

- Owner develops the Concept Design level information.
- City decision-makers review for compliance.
- When approved, applicant continues to Final Design.



Step 3: Final Review

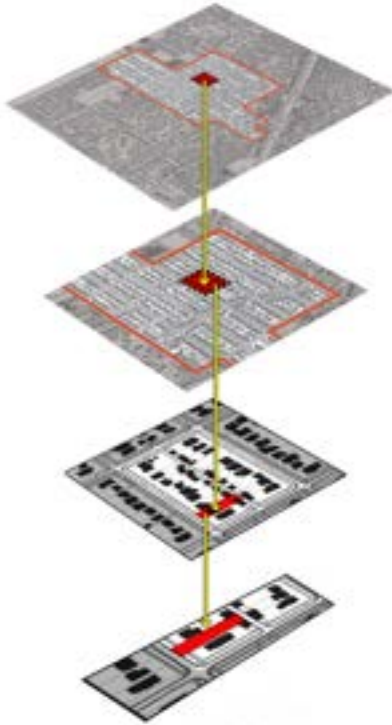
- Owner develops the Final Design, using the Final Details design guidelines.
- City decision-makers review for compliance.
- When approved, applicant applies for other city permits, including building permit.

Factors that distinguish one neighborhood from another

Many characteristics of Carmel appear throughout the entire village but some differences exist among neighborhoods. For example, most residential streets have a forested character but some streets near the Carmel Mission Basilica Museum are more open. Another example is along Scenic Road which has its own distinguishing features. These distinctions are important to address when crafting a design to fit in with the surrounding neighborhood. Some of the variables that may define different contexts are listed below.

1. The amount of natural light available: This relates to the character of the tree canopy and street widths.
2. The extent of the tree canopy: Most streets have a sense of enclosure with a healthy tree canopy, but a few were planned to be more open, such as in the Carmel Mission area.
3. Street widths: This influences where on-street parking occurs and how street edges are treated. Most have similar widths, but narrower ones exist and others are wider, such as along Junipero Avenue.
4. Variations in topography: This may be in the slope of a street itself or of lots, which may occur as “uphill” and “downhill” conditions. This influences the location of garages, how building forms may be stepped on a site and the way in which view opportunities exist.
5. Street layout: Most streets are laid out in a grid pattern and not improved to their full widths resulting in informal street edges. A few actually are laid out with curves.
6. The different phases in which the City developed.

Understanding “Context”



The Design Guidelines emphasize respecting context which includes those traditional characteristics that are valued by the community and occur at different scales of perception. These aspects of context must be considered. They include:

1. The City

The defining characteristics of traditional Carmel as a whole are described on page 19 and are fundamental parts of the context for any project.

2. The Neighborhood

The traditional character of an individual neighborhood is a part of the context. A neighborhood may be loosely defined or it may have boundaries that are broadly understood. Some neighborhoods correspond to the original sub-divisions as they developed over time. Others are defined by shared features of topography and vegetation as well as their resulting street patterns.

3. The Block

The traditional features of the block in which a site is located is also part of the context. This includes the parcels along the same side of the street as that of the site itself. Also considered are those lots behind with abutting rear yards because these are often visible because of the city’s topography. The block face across the street is also a part of the context at this scale. The variation in building setbacks and the continuity of the forest edge are some of the traditional features that are prominent at this scale.

4. The Site

Respecting the natural features of the site itself is an important part of responding to context. Well-established native vegetation and the topography itself are important to consider at this scale.

Historic Development Patterns

Carmel's character is a unique combination of physical, cultural and social forces. Many of the features people value date from visions of residents at the turn of the century and others result the natural setting and efforts by early settlers. This section presents a brief historical overview of Carmel that focuses on the way in which design and development patterns emerged. It is adapted from the City's Historic Context statement.

Located on the Monterey Peninsula, Carmel-by-the-Sea is generally bounded by the community of Pebble Beach, the Carmel River, the Pacific Ocean and Highway One. Resting at the base of two ranges of hills, the landscape has changed substantially since the arrival of the first settlers.

First European Settlers

The first European settlers may have arrived in 1542, although the first officially reported date is 1602, when Juan Rodriguez Cabrillo recorded contact with the Costonoans, or coast people, who are presumed to be the first human inhabitants in the area.

The Mission

In 1771, the Mission San Carlos Borromeo was established in Monterey and later moved to a more fertile area along the Carmel River.

This triggered growth in the surrounding area. Cattle-ranching, farming, whaling and fishing industries began to flourish. By the mid-1800s, extractive mining industries appeared as well.

Note:

This section is new material.

Modest beginnings

Real estate development began in 1888, when Santiago J. Duckworth purchased 324 acres of land from Honorea Escolle and filed the first subdivision map. In July of the same year, the sale of lots began. Commercial or business lots sold for \$50, residential corner lots sold for \$25 and residential inside lots sold for \$20 or more.

During the first few years of development, Carmel progressed rapidly. Then in the 1890s, the economy began to decline. This was due, in

part, to the fact that the town was located too far from the end of the railroad.

The Devendorf Era

In 1902, J. Franklin Devendorf, together with Frank Powers, took over the unsold lots from Duckworth. Powers then purchased most of the rest of the city lots from the Pacific Improvement Company. Devendorf became the city's on-site manager and Powers provided legal council and the much-needed capital.



An early photo of Carmel Beach, from Scenic Drive, shows some of the first houses developing along the southern edge.

Devendorf wished to build communities which were family-oriented and enhanced the natural environment.

A Boom Period

In the early 1900s, Carmel-by-the-Sea experienced its second boom. By 1913 there were over 500 permanent residents and countless summer visitors. The influx of seasonal visitors was a direct result of the growth of the tourism industry. Another important factor was the popularity of the automobile. This led to the paving of the Carmel-Monterey Highway in 1916 and Ocean Avenue in 1922, making access more convenient.

Population increases led to improved public service. Electricity may have arrived as early as 1894. In 1903, the Sunset Telephone Company and the Carmel Post Office were established. In 1905, water utilities were installed and gas followed in 1930.

Natural Features

Original natural features included a 15-acre area of sand dunes, and early photographs show the area west of Monte Verde had open meadows, some coastal scrub and a few trees.

Native Forests

A pine forest stood in the roughly triangular section of land between the two ranges of hills. The pines that existed here had relatively short “life-spans” and because of their usefulness as firewood and limited reforestation efforts, their numbers quickly diminished. Other forested areas were found in natural canyons, such as on the flat area where Carmel sits and near water courses like the Carmel River. The Monterey Pines and Cypress are remnants of vast forests which at one time extended up and down the length of the coastline.

The Street Layout

Devendorf had much respect for the natural environment, and he used this to modify the grid pattern on which the streets were laid, in order to emphasize natural features. Instead of cutting a tree down or altering a hillside, he would curve the road around it and establish “mini-parks” at the corners of many blocks.

Devendorf also encouraged the planting of trees. Often, when he sold a lot, he would give the owner a few new trees. This contributed to the forested image.

The grid used to organize the city is a key element in the way its character has developed. The roads were narrow and were laid in such a way that they curved and meandered to follow the land’s natural topography.

Assembling Lots

A common practice was to purchase one lot along with some adjacent ones, and sometimes even adjust the entire lot line to fit the contours of the natural landscape.

The Arts and Crafts Movement

After 1905, the strongest influence on residential architecture in Carmel was the influx of artists and writers, especially those of the Arts and Crafts Movement. Devendorf reported that by 1911, 60% of Carmel’s residents devoted their lives to the “aesthetic arts.”

For these people, harmony with nature and unpretentious living were valued. This sense of modesty in appearance was in character with the “blending in” of building in the community.

Early Building Types

Carmel's early residences varied in size, style, siting and the subordination of buildings to nature. Historically, homes were small, often no larger than one or one and one-half stories. On the average they ranged from approximately 800 to 1,500 square feet. Outbuildings such as garages were approximately 200 square feet. The construction method often used was wood frame, although many homes were constructed of rough cut stone. Occasionally, wood homes were set on high stone foundations. Wood siding treatments were either shingle, vertical board and batten or horizontal clapboards. Roofs were often gabled and covered with wood-shingles.

As an expression of the philosophy of the Craftsman movement, the Craftsman style became the most popular in Carmel from 1905 through the early 1920s.

The architectural styles that followed were perhaps less influential than the Craftsman, although they did contribute to the city's char-

acter. Revival styles of the 1920s and 1930s included Tudor Revival, English Revival, French Revival, Spanish and Italian Revival, American Colonial Revival, Monterey Revival and the Pueblo Revival. Among the most noteworthy to Carmel in this period was the design of "Storybook" cottages that drew upon references to "Cotswold houses."

By the end of the 1930s, much of the character known as "old Carmel" was established, both in terms of the landscape and the building stock. The infill of parcels continued, however, with a number of "modern" houses appearing through the 1950s.

Although different in character, these newer homes still remained sensitive to their context. A home designed by Frank Lloyd Wright, which sits atop an outcropping of brown basaltic lava on Abalone Point, is a good example of this. Although this site is not typical for most of Carmel, it does illustrate how a building can be subordinate to its site.

Historic Development Patterns, continued...

During these decades of early development, individual expression was tempered with careful consideration of the setting and of the character of the city. The town that emerged is a unique expression of a community committed to a special physical character and a distinct cultural pattern as well.

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- Archives of the Carmel Preservation Foundation.
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- Gebhard, David. *Romanza: The California Architecture of Frank Lloyd Wright*. Chronicle Books. 1988.
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- Laffey, Glory Anne. *Historic Context Statement: Carmel-by-the-Sea, Revised*. Archives & Architecture. May 31, 1996



One of Carmel's early residences, on the corner of Guadalupe and 4th, was an example of a vernacular turn-of-the-century cottage. It stood 1-1/2 stories tall, had a one story porch, faced the street and was simple in design.

A Sampling of Carmel Styles

Following are examples of some of the architectural styles seen in Carmel-by-the-Sea. These styles are frequently cited in the City's Inventory of Historic Resources. Most have features in common including the use of simple forms, natural materials and sloping roofs. Note that other styles not shown also can be found in the village. The purpose is to highlight key features that should be considered when designing in traditional styles and to acknowledge the diversity that exists, albeit within a range that fits with traditions.



Vernacular

- Simple rectangular form
- Hip or gable roof
- Little or no ornamental trim



Craftsman

- Informal "L" or "U" shaped plans which enclose a patio
- Low-pitched, overhanging gable roofs
- Exposed beams, braces and rafter tails
- Occasionally stucco or shingle siding
- Porch integrated into building



Cotswold ("Storybook")

- "Thatch" or staggered shingle roof
- Curved roof edge
- Multi-paned windows
- Half-doors
- Heavy timber trim
- Decorative shutters



English Revival

- Sided with stucco, shake, board and batten or Carmel stone
- At least one arched opening, typically at the front door



Spanish Revival

- Stucco walls
- Tile roof
- Arched openings



Tudor Revival

- Stucco sided, half-timbered
- Steeply-pitched, asymmetrical roof
- Tall, narrow windows
- Prominent chimneys
- Decorative half-timbering

A Sampling of Styles, continued



Monterey Revival

- Second story balcony across the facade
- Low-pitched gable roof
- Ceramic tile or wood roof



French Revival

- Hipped roofs
- Occasional turreted bays



Bay Region Modern

- Low pitched gabled or shed roof
- Stained siding, usually Redwood
- Expansive windows
- Exposed rafter ends
- Horizontal emphasis



Minimal Traditional

- Small, single-story
- Simple rectangular form
- Little detailing
- Limited eave overhang
- Wood, brick and stone



Ranch

- Asymmetrical arrangement
- Low-pitched roof
- Moderate roof overhang
- Decorative porch supports

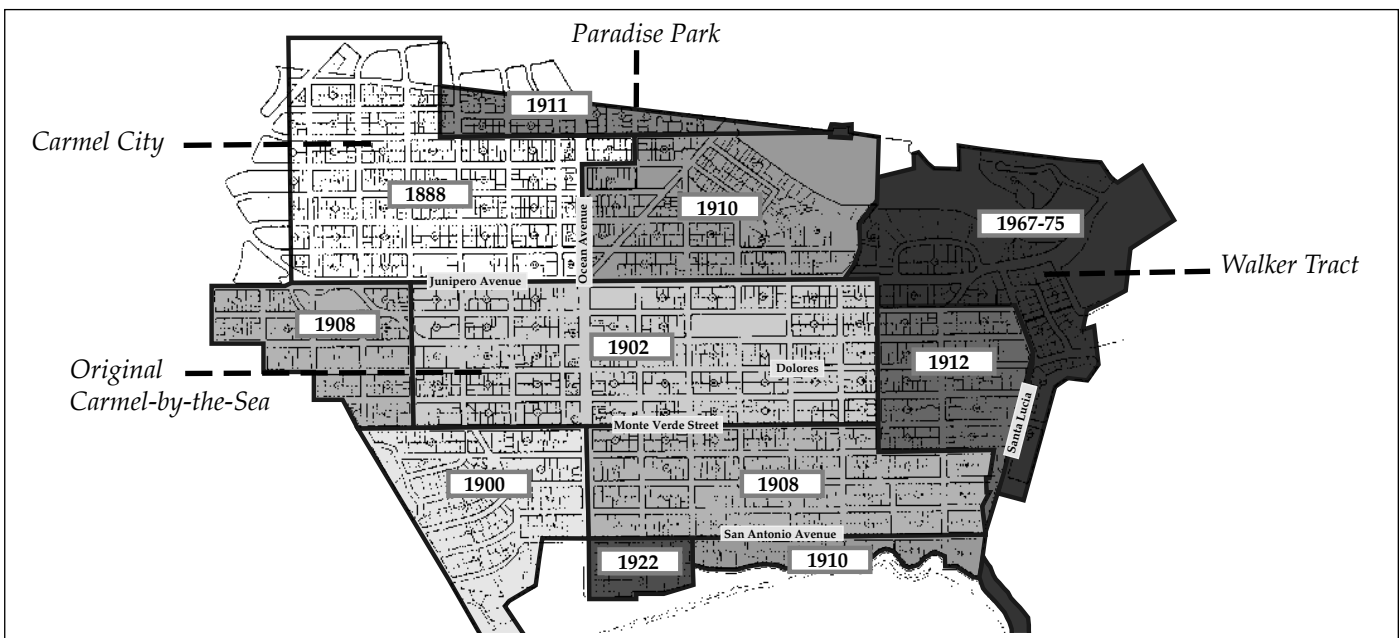


Wrightian Organic

- Natural materials
- Extended roof forms
- Horizontal emphasis
- Stepped with topography

The Expansion of Carmel

Carmel City began in 1888 as a community of approximately 40 blocks. It more than doubled with annexation in 1900 of the Pescadero Canyon area and the original Carmel City. Other lands were added during the 1920s and 1930s until more than 200 blocks were included. The last major annexation occurred in 1967.



The major annexations of Carmel

Chronology of Major Annexations

1888 Bounded by Monterey Street, Junipero, 1st and Ocean Avenues; the original site of Carmel City.

1900 Bounded by Monte Verde, N. San Antonio, 2nd and Ocean Avenues.

1902 Bounded by Junipero Avenue, Monte Verde, 3rd and 12th Avenues; originally known as Carmel-by-the-Sea.

1908 Bounded by Monte Verde, San Antonio, Ocean and Santa Lucia.

1908 Bounded by Junipero, Monte Verde, 3rd Avenue and a zigzag line beginning at the intersection of Monte Verde and 2nd and continuing northeast in block increments to Alta Avenue (excluding the tennis courts which were annexed in 1956)

1910 Bounded by Carpenter Street, Junipero, Ocean and 11th Avenue.

1910 Bounded by San Antonio Avenue, Scenic Road, 8th Avenue and Santa Lucia Avenue

1911 Paradise Park; triangular area bounded by Carpenter Street and 4th Avenue

1912 Bounded by Mission Street, Casanova Street, 12th Avenue and Santa Lucia Avenue

1922 Bounded by San Antonio, Del Mar, Ocean and 8th Avenues

1963-1975 Various tracts along the southeastern edge of the city

Defining Characteristics of Carmel

Carmel is known worldwide as a village that has charted its own course in providing a special livable environment for residents and visitors. This character results from a unique combination of its setting, the founder's visions, decades of caring citizens and an ongoing commitment to a special way of life.

This section summarizes the traditional character of the residential areas of Carmel. It addresses the physical character of the village, drawing upon the traditions of building and site design that have been developing for more than one-hundred years. This material informs the design guidelines that follow and will be used in interpreting them.

Carmel is a Village in a Forest with these features:

Neighborhood

Subdued: No one thing is attention-grabbing; a building fits within the context of its block, its neighborhood and the city at large.

Exploratory: There is a sense of discovery along each street. One must experience a block in space and time, by moving along or through it.

Historic: A rich mix of historic and other traditional buildings, representing a range of styles is found throughout the community.

Note:

The information in this section shall be considered when determining how successfully a project responds to its context.

Note:

This section is new material.



Multi-stemmed lower canopy trees that partially screen buildings, simple fences and garden plantings contribute to the design traditions of Carmel.

*Defining Characteristics, of
Carmel, continued...*



Meandering streets and the high canopy forest, in which the details of individual lots “unfold,” contribute to the design traditions of Carmel.

Architecture

Genuine: A sense of authenticity is conveyed through building materials and handcrafted design.

In scale: Buildings are human-scaled in their forms, materials and details.

Crafted: Buildings are of high quality and durable. This also is expressed in design details of buildings.

Diverse: There is variety in the range of building styles that fit in with the character of being a Village in the Forest by the Sea.

Nestled: Buildings fit in with and are subordinate to the forest setting.

Landscapes

Informal: Landscapes contribute to the forest character.

Walkable: Landscapes are pedestrian-scaled and enhance the public realm.

Connected: Properties connect to the public right-of-way with landscape details that extend the forest character. They are not walled off.

Favorite Streets and Their Features

Which are the favorite streets of Carmel? People like those with views to the ocean, other natural features and cultural landmarks. They also value tree-lined streets, especially “any street where a tree has to be bypassed,” and “any of those with a traditional residential character,” where a sense of an unfolding street scene occurs.

Key street features:

- A sense of “discovery,” as the street scene unfolds
- Trees everywhere; in the middle of the street;
- The canopy of trees
- Landscaping in the public right-of-way along the edges of the pavement
- Narrow, winding, walkable streets

A “quiet” street scene of:

- No sidewalks
- No street lights
- No curbs
- No stop lights
- No bright lights with limited light spillover
- Narrow or limited driveways subordinate to the overall street scene
- Homes meld with the street.
- Subdued, diverse architecture

Defining Characteristics, of Carmel, continued...



People value tree-lined streets, especially one where a tree has to be bypassed.



Favorite streets include those with irregular edges.



View along Scenic Drive

Other favorite street features:

- Open, rustic fences - in a variety of designs and materials
- Individual gates that define entries to gardens
- Low stone walls, often as site retaining structures - usually on the uphill side of a street or along cross streets

Defining Characteristics, of Carmel, continued...



The edge of the public right-of-way is planted, acting as a transition between the street and individual lot landscape designs.

Siting Patterns

A variety of building setbacks and a sense that buildings are subordinate to a foreground of trees and other plants are key features of Carmel. The distances that buildings are set back from the street varies greatly, which contributes to the sense of open space and of buildings being located “in a forest.” The edge of the public right-of-way is planted, typically with ground covers and shrubs.

Favorite patterns of site design:

- The edge of the public right-of-way is planted, acting as a transition between the street and individual lot designs.
- Building setbacks vary.
- Houses are subordinate to the site.
- Larger homes are located on large lots; smaller homes on small lots.
- Uphill and downhill patterns vary.
- Each building is sited in response to natural and man-made conditions.



Traditionally, houses appeared subordinate to their sites.



Buildings are often hidden from the street, contributing to a sense of “living in a forest.”

Public Landscape Features

The canopy of upper story trees is a key feature in the “public” portion of the landscape. Earth and much as well as low-scale plants in the right-of-way also are details. The informal design of drainage ways and natural rock borders at corners are also distinctive.

Features:

- Upper canopy trees
- Trees in the road
- Streets used as walkways; no sidewalks
- An informal street design
- A minimal paving section for the roadway
- Simple stone culverts in drainage ways
- A sense of openness
- Native plants
- Mini-parks at corners and other locations where a spot of natural landscaping occurs
- Preservation of natural drainage channels within the public landscape



“Mini-parks” add variety to the street scene.



Defining Characteristics, of Carmel, continued...



Upper canopy trees are favorite landscape features.



Natural rock borders contribute to the public landscape.

Defining Characteristics, of Carmel, continued...



Varying designs of gates, fences and walls are key features.



Oaks and other multi-stem trees, in an lower canopy, soften views of homes.

Private Landscape Details

An informal character, emphasizing foliage over flowers is a part of the tradition, and the resulting sense of a “forest floor” is a key part of design traditions. Landscape details of individual lots include:

Basic features:

- Intimate and individual gardens
- Predominantly “garden” plants and ground covers with a forest floor character; only limited areas of conventional grassy lawns
- Enticing walkways through informal gardens to building entries
- Gates, trellises, fences and walls are all unique.

Extensive planting of, and respect for trees:

- Upper canopy trees, typically Monterey Pines, establish a sense of scale.
- Oaks and other multi-stem trees, in an lower canopy, soften views of homes.
- Informal landscape designs, favoring trees and shrubs

Common elements:

- Use of natural materials, including wood and Carmel stone
- Short stone walls
- Rustic wood fences that provide scale, texture and interest
- Hedges
- Native, drought-tolerant plant materials
- Hardscapes tend to be “rustic” in materials and layout.



Rustic wood fences provide scale, texture and interest.

Building Form and Scale

Simple building shapes are a part of Carmel's design traditions. Many structures are basic rectangular shapes. Even those with more complex plans have one primary rectangular mass, to which other subordinate elements are attached.

Traditional building forms and scales:

- A simple, primary building form
 - Varied roof lines within a block; most are sloping, either hip or gabled
 - An understated building scale
 - Variations in one- and two-story heights; traditionally one and one-and-one-half stories
- Small garages in front that reduce the perceived scale of primary buildings and add interest to the street
 - A diversity of textures and details that provide a sense of human scale
 - Downhill buildings don't appear as large as seen from the street. The mass falls away from the street.

Defining Characteristics, of Carmel, continued...



Small garages in front reduce the perceived scale of primary buildings and add interest to the street.



Low eave lines and dormers that are subordinate to the roof plane are typical features.



Varied roof lines

*Defining Characteristics, of
Carmel, continued...*



A limited palette of building materials occurs within a single building design.



Architectural details are simple, and are integral to each building design.

Building Details

Diversity is seen in architectural materials and details, and yet, this diversity lies within a relatively limited range. Building materials traditionally are “natural,” including wood and stone. Some wood is painted, while other is stained. Clapboard, shiplap, shingle and board-and-batten also are found. Architectural details are used with consistency on a building. Details from different styles are not mixed and most details are simple in character.

Architectural details include:

- Natural materials, including wood and stone
 - Wood is either painted or stained.
 - The primary entrance may face the street, or may be indirectly visible.
 - Low eave lines
 - Architectural details are simple, integral to the building design.
- Dormers are subordinate to the roof plane.
 - A limited palette of building materials occurs within a single building design.
 - A consistency of design occurs throughout an individual building design.

PART TWO: DESIGN CONCEPT GUIDELINES

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• Carmel-by-the-Sea Residential Design Guidelines •



Part Two: Design Concept Guidelines

Part Two contains guidelines for the design and review of concept plans and is divided into eleven (11) subsections. The guidelines focus on broad design considerations that relate to the organization of uses on a site, treatment of the urban forest and building massing. A primary consideration is that a design be compatible with the design traditions of Carmel, including maintaining the urban forest character and promoting buildings in scale with their context while encouraging diversity in individual houses. Part Three follows which addresses Final Details Design including topics such as architectural details, materials and landscape design.

• Carmel-by-the-Sea Residential Design Guidelines •



1.0 Guiding Principles

These guiding principles for design apply throughout Carmel-by-the-Sea and set the stage for the more detailed Design Guidelines that follow. All improvement projects shall comply with these principles:

- 1. Restore and enhance the forest in all improvement projects: private, public, and otherwise.**
 - Plan all landscapes in both the public and private realms to sustain the Village in a Forest.
 - Restore areas that are in need.

- 2. Subordinate every built structure to the character of the forest, natural environment, and to the natural features of its own site.**
 - The compatibility of many buildings also is improved with more forest-like front yards.
 - Provide layers of landscaping (varying plant and tree heights) between the street and each home.
 - Use drought-tolerant plants and fire-resistant materials while continuing to convey the forest character.

- 3. Keep every built structure modest and simple.**
 - Design buildings and landscapes to be human-scaled and fit in with their surroundings.
 - Avoid repetition in building designs and site features.
 - Express individuality in subtle ways while respecting surroundings.

- 4. Retain and build upon Carmel’s official architectural heritage.**
 - Preserve recognized historic resources
 - Also conserve other traditional buildings that convey Carmel’s design traditions.

- 5. Fit every built structure within its neighborhood context.**
 - “Remember your neighbors” is an important concept.
 - Key design factors include:
 - Building size (height and width)
 - Building form and proportion
 - Percentage of solid-to-void (ratio of walls to windows)t
 - Building materials
 - Roof form
 - Color
 - Fit with the topography
 - Landscaping
 - Lighting

- 6. Design every property with authentic and consistent details.**
 - Convey excellence in their materials and execution.
 - Add value with well-crafted work that is visible to the community.
 - Promote the use of natural materials.

• Carmel-by-the-Sea Residential Design Guidelines •



Neighborhood-wide Guidelines (Concept Level)

2.0 Site Assessment

Each site is part of a larger neighborhood and it should contribute to its character. Important aspects include the forest and open spaces, the character of the street edge, the massing, arrangement, and materials used in other homes and topography, access and views.

2.1 Conduct a preliminary site assessment.

Each site is unique and has its own opportunities and challenges. Therefore, the first step in developing a plan for a project is to assess the neighborhood context and the resources and constraints of the site. A survey showing existing conditions on the site and in the immediate vicinity **must** be prepared by a licensed surveyor or engineer. This site survey will show topography, drainage features, existing trees and structures, the edge of the street and other features useful in developing a design concept for the project.

This plan must be reviewed in the field by the City Forester and a City Planner. During this field review, qualitative assessments will be made regarding the health and importance of each tree, whether above-or below-ground areas should be avoided and whether specific existing structures may qualify for incentives offered to preserve traditional or historic buildings. Observations about the neighborhood design context, street and right-of-way character, views, privacy, historical evaluation, nonconformity, etc. **must** be noted as well.



The first step in developing a plan for a project is to assess the context of the neighborhood as well as the resources and constraints of the site.

Topics in this section:

- 2.0 Site Assessment
- 3.0 Preserving the Forest Character
- 4.0 Preserving Historic Resources
- 5.0 Neighborhood Street Character Guidelines

Related guiding principles (page xx):

- #1. Restore and enhance the forest...
- #2. Subordinate structures to the forest...
- #4. Retain heritage...

Related document:

“Site Assessment Application:

Web link:

.....

Related guiding principles
(page xx):

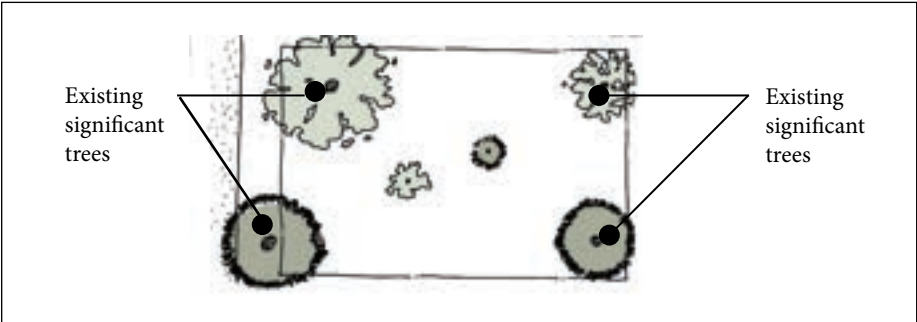
- #1. Restore the forest...
- #2. Subordinate structures to the forest...
- #5. Fit with context...

3.0 Preserving the Forest Character

The urban forest is one of the most significant and remarkable characteristics of the community. In most neighborhoods, the forest contains a combination of upper canopy trees and a lower story of smaller trees. Many are Monterey Pine, while the lower canopy trees include a mix of multi-stem varieties, often Coast live oak. Some neighborhoods have Monterey cypress or redwoods. Protection of existing healthy trees **must** be among the highest priorities in any project. Trees that are especially significant due to their size, character, location or species **shall** be identified through consultations with the City Forester at the beginning of a project.



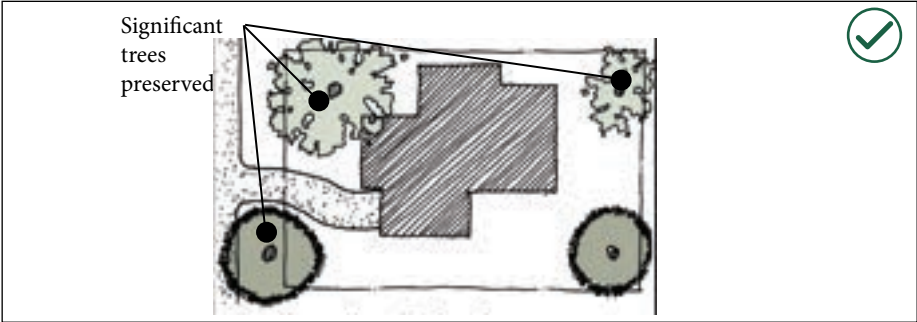
Each site should contribute to the urban forest by saving significant trees and planting new ones that are consistent with the context.



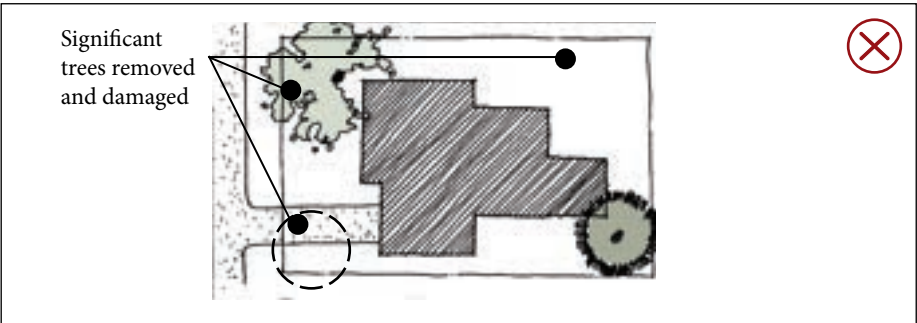
Site evaluation: Identify significant trees to be protected.



The forest landscape is prevalent along the road edge in most neighborhoods and overhangs most streets to create the appearance of a forested lane .



Appropriate: Significant trees preserved



Inappropriate: Trees removed and heavily pruned

Lower canopy trees have a subordinate scale to upper canopy trees. They often have multiple trunks useful for screening and softening building mass. Established, healthy lower canopy trees should be preserved. In sites lacking sufficient trees, new ones **should** be planted **in consultation with the City Forester** to supplement the urban forest.

Buildings and other site structures **shall** be located to minimize the removal, pruning, or damage to existing healthy mature trees, on and adjacent to the site. The “Preliminary Site Assessment” tree survey should be consulted when designing and locating new structures and additions to determine which trees are significant and should be protected. When new trees are planted they should be selected to enhance the forest character of the neighborhood.

Objectives for this section are:

- To maintain and enhance the urban forest as a distinctive feature of Carmel
- To **maintain** continuity of basic landscape elements throughout each neighborhood
- To maintain the traditional forest character which includes a mix of upper canopy and lower canopy trees
- To filter views of houses with lower story trees and reduce perceived building scale or prominence from the street
- To **preserve** established trees that contribute to the forest character of the neighborhood
- To promote planting of new trees that will contribute to the urban forest character

Note:

See the City Forester to determine the condition and significance of existing trees.

The Forest and Beach Commission will comment on the effects any proposed work will have on significant trees during project review.

The City also has regulations that establish tree replacement ratios and suggests trees species. Note that these ratios may be adjusted by the City Forester based on individual site conditions.



Existing significant upper canopy trees **shall** be preserved as neighborhood assets.



An objective is to filter views with lower story trees.

Related documents:

Forthcoming landscape ordinance



Trees in the right-of-way *shall* not be removed.

Related document:

City Forester's design standards, including excavation and protection of tree roots

Link: xxxxxxx



Excavation work *shall* be planned to avoid significant impacts to root systems. As shown here, cutting into major roots systems without City approval will weaken or even kill a tree and is unlawful.

Key principles:

- Identify the forest character of the neighborhood before developing a site design.
- Preserve established healthy trees.
- Plant new trees to supplement the urban forest.
- Provide a compatible landscape setting to reinforce the forest character.

3.1 Existing healthy upper canopy and lower canopy trees *shall* be preserved.

- First, consult with the City Forester to evaluate existing trees **on and immediately adjacent to the project site including** the right-of-way for their significance and condition.
- Protect trees during construction as provided in the Land Use Code and by planning access and site development around trees.
- Trees in the right-of-way **shall** not be removed to provide parking spaces.
- Position building masses and roof forms to avoid cutting into the canopy of established trees. (See also the following section on site design.)

3.2 Locate new construction to minimize impacts on established trees.

- Foundations for buildings and walls **shall** be set back a **sufficient distance** from the base of any tree to adequately protect tree roots. **See the Land Use Code for specific requirements.**
- Avoid pruning to tree limbs and canopies.
- Adequate open space **shall** be provided on each building site to retain, and plant anew when necessary, upper and lower canopy trees **at spacings to allow for growth to maturity.**
- Excavation **shall be** in areas that minimize the impact on trees and their root structures.

3.3 Protect root systems of all trees to be preserved.

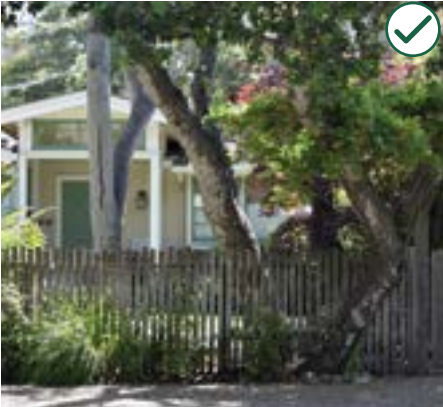
- Plan excavation work to avoid root systems of all trees on site and adjacent to the site including trees on abutting properties and in the right-of-way.
- Avoid excavations that would cut into the root zone or drip-line of any healthy mature tree.
- Plan curb cuts, paving and drainage systems to maintain air transport and water percolation to root systems.
- Grades should not be raised or lowered around tree roots.

3.4 Maintain and enhance the forested image of the site.

- Plant new trees to reinforce the urban forest character.
- A mix of upper and lower canopy trees shall be used, as determined by the City Forester.
- Select trees that are characteristic of the neighborhood context.



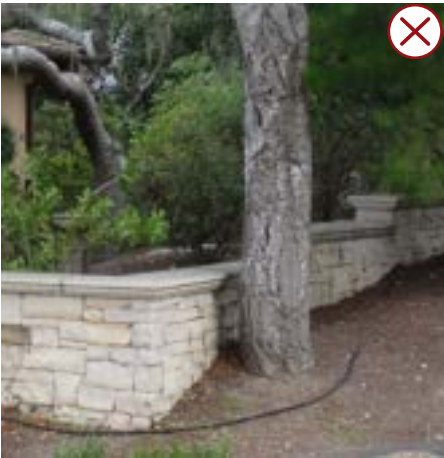
Select trees characteristic of the neighborhood.



Plant new trees to reinforce the urban forest character.



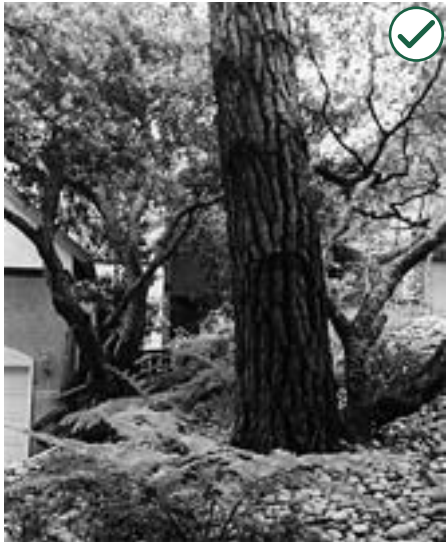
Trees in the right-of-way shall not be removed to provide parking spaces.



Avoid excavations or foundations that would cut into the root zone or drip-line around any significant tree.



Maintain established lower canopy trees that provide character and screening.



Maintain a forested image on a site.



The informal, vegetated, character of open space in the right-of-way shall be maintained.

Related code section:

See CMC 17.34.070.B.4

Link: xxxxxxx

Right-of-way character

In many neighborhoods, the edges of the public right-of-way are unpaved. In early years, they also are unplanted with only packed earth and pine needles. In other areas, the right-of-way is planted with indigenous species that convey a forest appearance. Both approaches contribute to the urban forest. This forest character of the right-of-way is an important feature that varies with each neighborhood and should be perpetuated.

Carmel's streets are designed for walking. On most streets, pedestrians share the lanes with motorists. This contributes to the quiet, informal character of the street and should be continued.

3.5 Maintain or enhance the informal, vegetated, open space character of the right-of-way.

- Use simple planting plans.
- Emphasize, drought tolerant native plants.
- **Adding paving, gravel, boulders, logs, timbers, planters or other above-ground encroachments is prohibited.**

3.6 Maintain trees and naturalized vegetation in the right-of-way and the periphery of the site.

- Exceptions may be necessary to provide safe access.
- Preserving vegetation around a site can contribute to the forest character of the street and help screen buildings.
- Trees with canopies that arch over the street are particularly important.



Use simple planting plans.



Maintain and enhance the informal, vegetated, open space character of the right-of-way.



Trees that abound in the public right-of-way and the periphery of the site shall be maintained.

Parking in the right-of-way

Parking has become an increased use in the right-of-way. This threatens the character of the street although it meets a functional need. Street parking must be balanced with maintaining a forest edge. Parking in the right-of-way is public parking and shall only occur in a manner that maintains the informal, open space character.

With the exception of driveways, adding new paving in the right-of-way is prohibited. When excess paving already exists in the adjacent right-of-way, this and other non-conforming materials shall be removed. The right-of-way may be used for parking but should not present a hard-surface appearance or impermeable barrier to water.

3.7 Where a parking area in the right-of-way is to be defined, use a design that will reinforce the forest image.

- Natural soil, shredded bark and wood chips are appropriate surface materials. Gravel and other "hardened" surfaces are prohibited.
- Separate an existing parking space in the right-of-way from any driveway with plantings.

3.0 Preserving the Forest Character, continued...

Related code section:

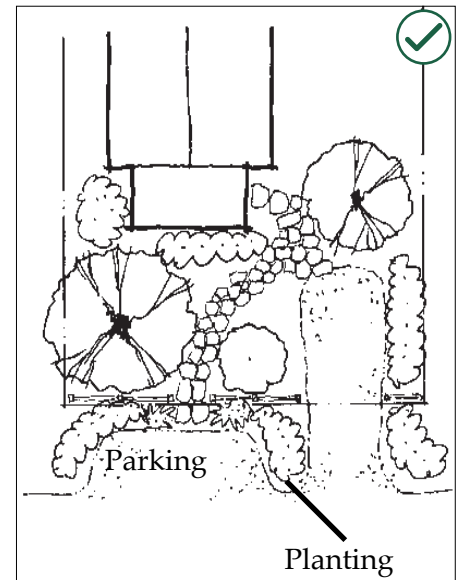
See xxxx



Soil, shredded bark and wood chips are appropriate surface materials.



Where a parking area in the right-of-way is to be defined, use an informal unpaved design that will reinforce the forest image.



Separate a parking space in the right-of-way from any driveway with plantings.

Related guiding principles
(see p.xx):

- # 2. Subordinate structures to the forest...
- # 3. Keep structures modest...
- # 4. Retain heritage...

Related document:
"Historic Resources Inventory"

Web link: xxxxxxx

4.0 Preserving Historic Resources

Historic resources are identified in the City’s Historic Resources Inventory. They meet established criteria for historic significance. Other buildings also may be valued because they contribute to the traditional character of the community even though they may not meet criteria for listing as historic resources. They also merit conservation.

4.1 Preserve historic resources.

- Note that additional guidelines related to historic resources are adopted separately by the City and apply to properties recognized as having historic significance. See Chapter 17.32 of the Municipal Code and the City’s Historic Context Statement.

4.2 Conserve other properties that convey Carmel’s design traditions.

- Note that some flexibility with some zoning standards may be available to encourage reuse of existing buildings.



Preserve historic resources.

5.0 Neighborhood Street Character Guidelines

Informal residential streets in Carmel is one a distinctive design tradition which should be maintained. Designers for private and public projects should respect the established street character along a block face and blend any proposed right-of-way changes into this context.

Objectives for this section are:

- To maintain the informal, meandering character of residential streets
- To retain a minimal width of paving in the street
- To maintain a rustic character of street drainage systems

Street layout/grid

Streets are laid out in a rectilinear grid in most of the town. Exception occur in steep canyons where roads meander along the contours of the slopes. This traditional layout contributes to the character of the community and **must** be maintained. The traditional narrow width of the paved travel lanes also should be maintained.

5.1 Maintain the traditional street layout.

- Where it exists, the grid system **shall** be maintained.
- Those streets that are laid out to follow contours and avoid significant trees or land forms also **shall** be maintained **as such**.

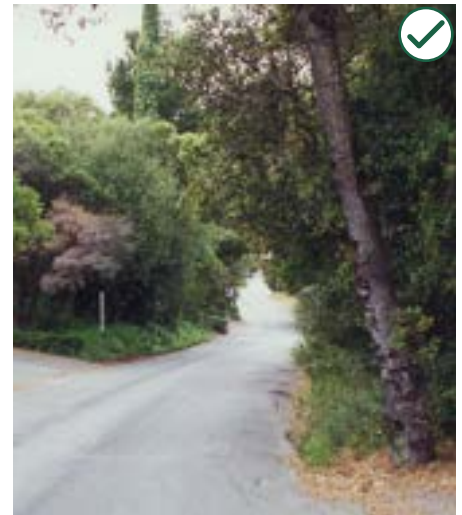
Street edges, curbs and gutters

While the street grid is well-established, in most neighborhoods it appears more like a series of meandering forest roads. This is a result of the informal edge of paving, in combination with the native plantings, trees and the unpaved portions of the right-of-way. This ragged, meandering character of the street edge **shall** be preserved.

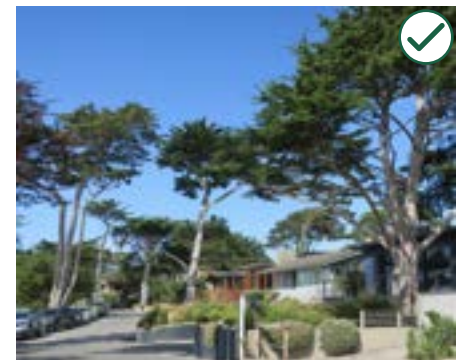
The design of a street edge should be sensitive to the neighborhood-context. Although most street edges are informal, this varies from place to place throughout Carmel. These guidelines require that during the preliminary site assessment for each project, the characteristics of the street edge **shall** be identified. This established character should then be perpetuated, or enhanced, in the proposed design. Projects should “fit in” and not introduce new elements that are foreign to an established pattern.

Related guiding principles (see p.xx):

- #1. Restore and enhance the forest...*
- #2. Subordinate structures to the forest...*



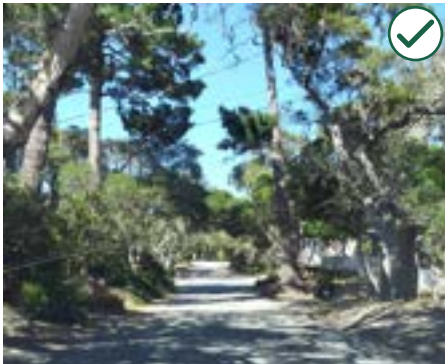
The informal image of the residential streets in Carmel is one of the most distinctive features of its design traditions.



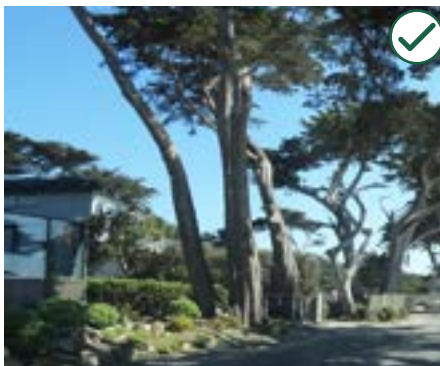
5.0 Neighborhood Street Character Guidelines, continued...



Maintain the existing character of street gutters in each neighborhood.



Maintain an informal unpaved and/or landscaped edge where it exists.



The design of a street edge should be sensitive to the neighborhood-context.

5.2 Maintain existing patterns of street edge design and paving.

- Adding new pavement **or other hardscape** at the edge that would widen the street or create a parking space **is prohibited**.
- Maintain an informal unpaved and/or landscaped edge where it exists.

In most neighborhoods, drainage follows street grades and then is collected in open gutters. These typically are lined with local rock. This detail contributes to the forest road character and **must** be continued.

5.3 Maintain the existing character of street gutters in each neighborhood.

- A rolled curb made of asphalt is typical of most neighborhoods.
- Where more formal gutters are used, they should be faced with rock.
- A plain concrete curb is inappropriate in all neighborhoods.



Maintain an informal unpaved and/or landscaped edge where it exists.



Where more formal gutters are used, they should be faced with rock.

Site Planning Guidelines (Concept Level)

These guidelines address placement of a building on a site and the organization of open space and landscaped areas.

Site plan designs should relate to and take advantage of the site's topography and slope, as well as, its trees and other vegetation. Designs should recognize the constraints of the land and work within these limitations, rather than ignore them or override them.

Objectives of the Site Planning Guidelines are:

- To ensure that landscape improvements are included in all projects
- To promote building placement that will protect trees and their root systems
- To promote variety in the way buildings are set back along each street
- To position buildings to frame open space
- To protect privacy, views and access to natural light for neighbors

6.0 Working with Topography

The natural slopes of each residential neighborhood are important features. They should be maintained. The manner in which a site is excavated for a building foundation and the way in which grades are treated are therefore important considerations.

Objectives for this section are:

- To maintain the natural topography
- To preserve natural slopes, avoid significant exposed cuts or fills and protect trees
- To promote grading that retains water on site, enhances percolation into soils, and prevents runoff onto adjacent properties
- To promote the use of natural slopes and stepped floor plans in building design so that houses hug the land.

Maintaining natural topography must be balanced with minimizing the mass and scale of a building. This can be achieved by locating some floor area partially or fully below grade. In such a situation, more extensive excavation may be necessary.

Design topics in this section:

- 6.0 Working with Topography
- 7.0 Open Space, Site Coverage and Setbacks
- 8.0 Privacy and Views
- 9.0 Parking and Access

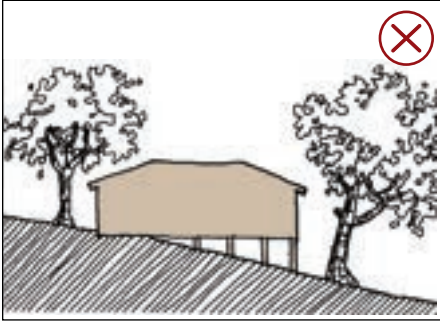
Related guiding principles (Page xx):

- #1. Restore the forest...
- #2. Subordinate structures to the forest...
- #3. Keep structures modest...
- #5. Fit with context

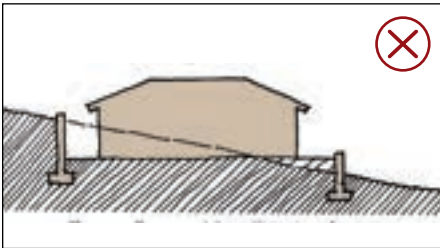


Where construction is necessary on a steep slope, step the foundation and building forms to follow the contours or locate the long axis of a building to lie parallel with natural contours.

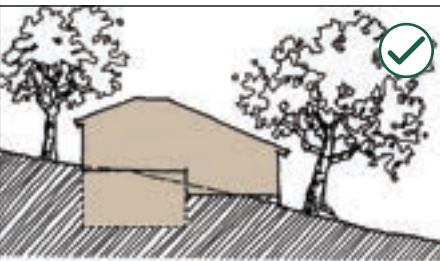
6.0 Working with Topography, continued...



Discouraged: This structure rises above the slope, which increases its mass.



Discouraged: Extensive excavation and exposed cuts impact tree roots and disturb natural contours.



Preferred: This structure works with the natural contours of the site and avoids tree roots.

Related code section:

See xxxx

Link: xxxxx

Another objective is to preserve significant trees. Minimizing a building footprint can provide more room for trees, but if excavation is included, it can impact existing root systems. Conversely, if a basement and/or two-story design is not used, floor area is distributed over a larger footprint. Excavation may be shallower but more widespread and root systems may still be affected.

The objectives to preserve topography and trees must be considered on a case-by-case basis. A preliminary site assessment should guide the basic form of the building. The location of trees and root systems on and near the site will determine whether it is most appropriate to use a compact building footprint and include excavated living spaces or to use a broader footprint with minimal excavation.

Topography and slopes

6.1 Minimize construction on steep slopes.

- Construction on steep slopes should be avoided.
- **Use a compact building footprint.**

6.2 Minimize excavation and fill on a site.

- The site design should follow the natural contours of the site. Where construction is necessary on a steep slope, step the foundation and building forms to follow the contours or locate the long axis of a building to lie parallel with natural contours.
- **Excavation shall maintain existing topography to the greatest extent feasible. Grading or excavation shall not extend beyond the proposed building footprint.**

6.3 Minimize the visual impacts of retaining walls, garden walls and other foundation structures.

- Use a stepped building foundation that follows site contours.
- Avoid extensive areas of cantilevered floors especially above a cut area.
- Avoid the creation of tall, unused underfloor areas that add to building mass.

6.4 Avoid abrupt changes in grade on the site and between adjoining properties.

- Incorporate sloped, planted areas to create a smooth grade transition.
- Avoid tall retaining walls, terracing or revetments that will be visible from the public way. When such transitions are unavoidable, multiple landscaped terraces are preferred.

Site drainage (*Stormwater management & Low Impact Development*)

Stormwater management addresses the conveyance and treatment of rainfall and other water entering a site. Low Impact Development (LID) is a specific strategy to address stormwater in a way that closely mimics the natural, pre-development, hydrologic system. The guidelines below are intended to complement landscaping requirements in the City's Zoning Ordinance by promoting the use of low-impact development principles to meet those requirements while also providing site amenities that help enhance community image.

6.5 Design on-site stormwater retention as a landscape amenity.

- Using rain gardens to retain water, for example, is preferred.
- Direct stormwater to landscaping on site.
- Include a retention area as part of the open space scheme.
- Consider incorporating a green roof to help a development integrate into a forested area while also helping to address stormwater impacts.
- Stormwater control devices that do not appear natural in character are inappropriate.

6.6 Maintain pre-development hydrologic features to minimize stormwater impacts.

- Incorporate a natural drainage way as an amenity into the site plan.
- Avoid altering or obscuring natural drainage ways.

6.7 Incorporate Low Impact Development (LID) principles to address stormwater as close to the source as possible. Appropriate LID management systems include:

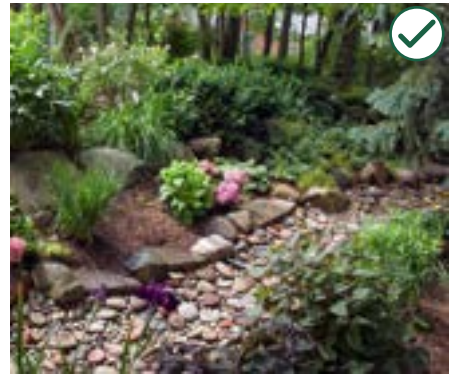
- Permeable surfaces and paving systems
- Bioretention and other planted drainage areas

6.8 Incorporate stormwater management systems to enhance water quality. Use management systems that:

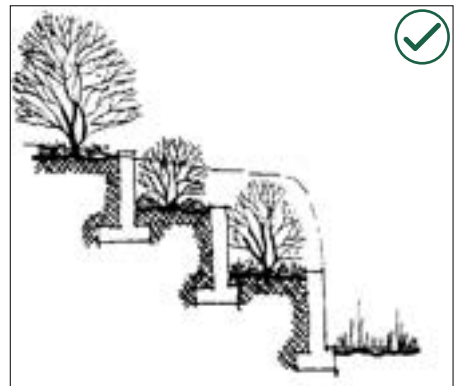
- Infiltrate stormwater into the ground to mimic the natural water cycle.
- Remove pollutants from stormwater through uptake by plants and trees in rain gardens.
- Provide flows through vegetative buffers to remove nutrients and pollutants.



Minimize the visual impacts of retaining walls and other foundation structures as seen from the public way.



Using rain gardens to retain water is preferred.



Related code section:

SOG 17-07
CMC 15.18

Links: xxxxxxxxx

Related guiding principles
(page xx):

- #1. Preserve and enhance the forest...
- #2. Subordinate structures to the forest...
- #5. Fit with context...

Note:

The preliminary site assessment *shall* be used to identify important open space features of the site and neighborhood that *must* be retained or enhanced.

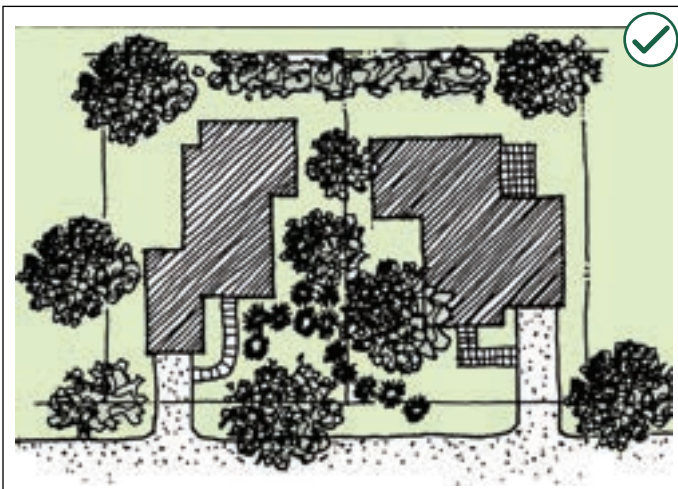
7.0 Open Space, Site Coverage and Setbacks

Open space should be coordinated with the design of structures on site and also with adjacent sites to enhance the parklike environment of the city. Open space should be distributed around a building to provide a visual separation from adjacent structures on abutting sites and avoid the appearance of crowding.

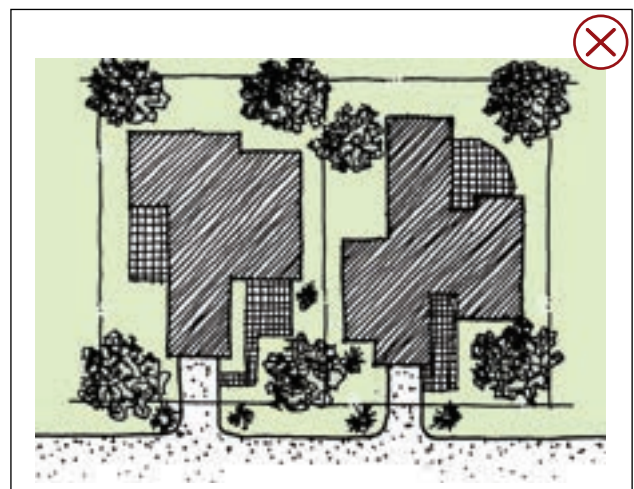
Landscaped open space can help enhance the urban forest, especially when coordinated with neighboring yards and roadside landscaping. Open space is a community resource and some front yard open space on each site should remain visible from the street to enhance the open character of the neighborhood at large.

Objectives for this section are:

- To preserve open space **including landscaped areas** as an amenity on properties
- To establish an open space setting for each building that is consistent with the neighborhood context
- To encourage coordinating open space with adjoining properties
- To encourage a visual flow of open space from each site into the right of way
- To maintain the “forest foreground” image along the front of a property
- To maintain a sense of discovery along the street by maintaining an informal roadway edge and diversity in front setbacks
- **To provide filtered views into properties**



Preferred: Open space is organized to have a positive effect.



Discouraged: Open space is simply “left over” ground within required setbacks with limited positive effect.

Landscaping

A landscape plan shall be designed to maintain forest character.

7.1 Landscaping must be included in a project that involves a new building or substantial alteration.

- At the Concept Level, a landscape plan should identify areas where low-scale plants will be located, along with shrubbery and trees.
- Specific planting plans will be reviewed at the Final Design stage.

7.2 A landscape design shall have an informal planting arrangement .

- Native and drought-tolerant species shall be predominant.
- Best practices in planning for fire mitigation should be applied while also maintaining forest character.

7.3 A significant portion of each site should remain as landscaped open space.

- Minimize the amount of hard surfaces in order to maintain a sense of open space and provide space for planting.
- See the Carmel Municipal Code for a table which establishes maximum limits for site coverage. (See link to the right.)

Related code section:
 Landscape ordinance reference
 Link: xxxxx

Related code section:
 CMC reference
 Link: xxxxxx



A significant portion of each site should remain as landscaped open space.



A landscape plan should identify areas where low-scale plants will be located, along with shrubbery and trees.

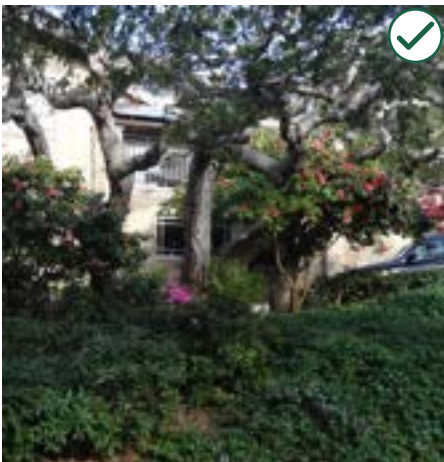


A landscape design shall have an informal planting arrangement .

7.0 Open Space, Site Coverage and Setbacks continued...



A fence, wall or hedge may be used to define the front property line when this is characteristic of the neighborhood.



Provide an informal, planted edge in the right-of-way to help a site blend in with neighboring properties.



A walkway from the property line to the house should be informal in appearance.

Progression of spaces

A progression of spaces exists from the street edge to the front of a building on most sites. This progression helps define the character of each neighborhood and should be reinforced in new projects. Sometimes a low fence or stone wall at the property line is included and a narrow walkway leads from the street through a front garden to a porch or stoop at a front or side entry.

7.4 Use a progression of spaces from the street edge to a building in the design of open space to reinforce neighborhood patterns.

- Provide an informal, planted edge in the right-of-way to help a site blend in with neighboring properties.
- Locate plantings to filter views into a property.
- A walkway from the property line to the house should be informal in appearance and if feasible, should be separate from any driveway paving.
- A fence, wall or hedge may be used to define the front property line when this is characteristic of the neighborhood.



In some neighborhoods, the progression of spaces is layered and may include a right-of-way with informal plantings of native trees and undergrowth, a low fence or stone wall at the property line and a narrow walkway leading from the street through a front garden to a porch or stoop at a front or side entry.

Front setbacks

A unique feature in Carmel is the variation in front setbacks along a street. This contributes to the sense of diversity and variety that is experienced. This tradition should be continued.

7.5 Provide variety in building setbacks along a street.

- Place the front of a new building or forward addition to be offset from that of abutting neighbors.
- Avoid a sense of uniform alignment of buildings along the street. This applies to primary and secondary structures.

7.6 Stagger front setbacks to frame outdoor spaces and provide variety in the arrangement of buildings and open spaces along the street.

- Stagger setbacks to protect significant trees.
- Avoid aligning a building front with those of adjacent properties, unless doing so would result in a visual aggregation of open space and save significant trees.

Side yard setbacks

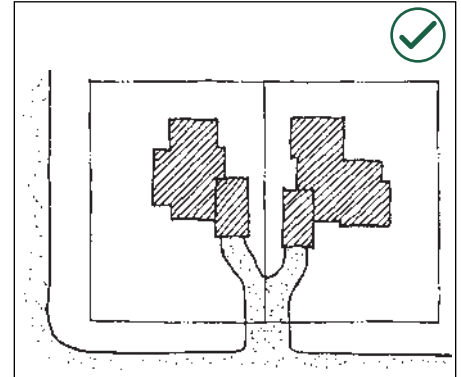
More open space should be provided along side yards when buildings on adjacent properties are located close to the joint property line. This is particularly important when two-story structures are involved. A design should avoid creating a “tunnel” or narrow corridor between buildings on adjacent sites.

7.7 Locate open space such that it visually links with that of adjacent properties.

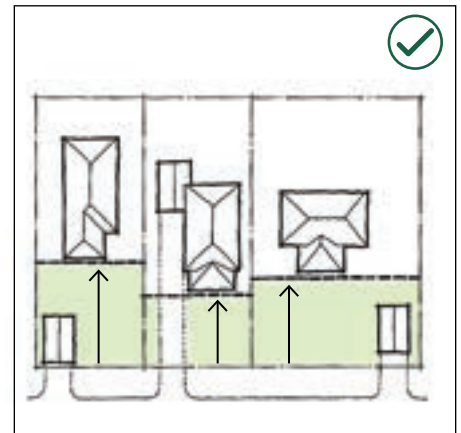
- Combine open spaces to increase their apparent size.

7.8 Provide variety in side yard setbacks along the block.

- Stagger setbacks with adjacent properties to avoid a “canyon effect.”
- Refer to the Carmel Municipal Code for setback regulations.



Preferred: Combining driveways may help reduce site coverage.



Preferred: Stagger front setbacks to frame outdoor spaces and provide variety in the arrangement of open spaces along the street.

7.0 Open Space, Site Coverage and Setbacks continued...



Only a one-story building is appropriate for a garage that is permitted to encroach into the front setback.

Detached garage encroachment

In some situations, the City may determine that a detached garage may encroach into the front setback. This is in the interest of benefiting the community by relieving on-street parking pressure. This is a special condition that is not “by-right.” When it is permitted, the result should minimize visual impacts and contribute to the sense of continuity of the forest edge along the street. Each condition is unique and must be evaluated on a case-by-case basis. These basic criteria shall apply to all encroachment situations:

7.9 Variety in building setbacks shall be maintained along the street.

- The front of the garage should not align with the front wall of a building on an abutting property.
- The garage shall not cause safety or traffic issues.

7.10 The driveway should be at grade.

- Avoid cuts in the driveway slope.
- Avoid creating a retaining wall perpendicular to the street.
- The intent is to maintain continuity of the forest floor.

7.11 The garage shall be small in scale.

- Only a one-story building is appropriate.
- The elevation of the top wall plate may be no taller than the height of the first floor plate of the main house.
- Only a one-car garage is appropriate.
- A two-car garage in the front setback is inappropriate.

7.12 The garage shall be subdued in character.

- The building shall have a simple, rectilinear form.
- Contrasting materials or colors are inappropriate.



In this sketch, a garage is permitted to encroach into the front setback.

8.0 Privacy and Views

Neighborhoods originally developed at relatively low densities and the amount of planted open space was extensive. Most blocks evolved with a reasonable degree of privacy for individual houses. Retaining this sense of privacy, in spite of higher densities, **is important**.

Objectives for this section are:

- To maintain privacy of indoor and outdoor spaces in a neighborhood
- To balance and share view opportunities to natural features and landmarks

Privacy

8.1 Organize functions on a site to preserve reasonable privacy for adjacent properties.

- Position a building to screen active areas of adjacent properties.
- Locate windows and balconies such that they avoid overlooking active indoor and outdoor use areas of adjacent properties.
- Preserve significant trees that screen views into adjacent properties.
- Screen patios and terraces.

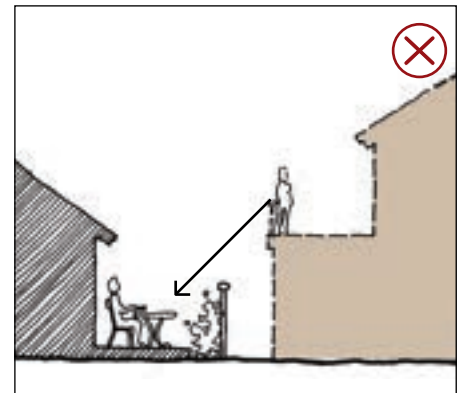
Views

Views to natural features and landmarks are key features of Carmel's design traditions. Important views occur to the ocean, canyons, and along streets. This includes views from public ways as well as those through properties. Note that the desire to maximize view opportunities from one's own property must be balanced with respecting views of others. The preliminary site analysis **should** identify view opportunities as well as existing views enjoyed by others.

Designs should protect and preserve the light, air and open space of surrounding properties, when considered cumulatively with other buildings in the neighborhood. Incorporating tall or bulky building elements near the property line of an adjoining site should be avoided.

Related guiding principles (page xx):

- #1. Restore the forest...
- #2. Subordinate structures to the forest...
- #3. Keep structures modest...



Inappropriate: Overlooking active outdoor areas on adjacent properties.



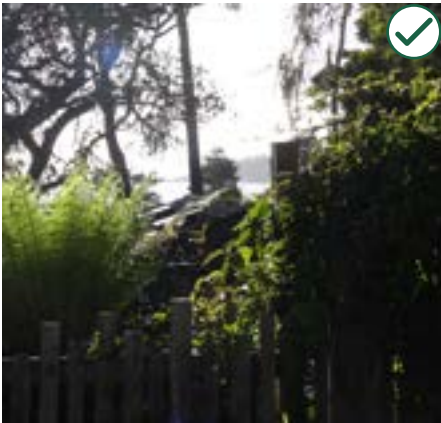
Related code section:

Link to PSA section

8.0 Privacy and Views, continued...

Note:

Remember that trees are part of the view and that views are often filtered or transitory because of the urban forest. City policy prohibits trimming trees for views.



Maintain *shared* views through a property to natural features when feasible.



Keep the mass of a building low in order to maintain views over the structure.

8.2 Maintain **shared** view opportunities to natural features that lie outside the property.

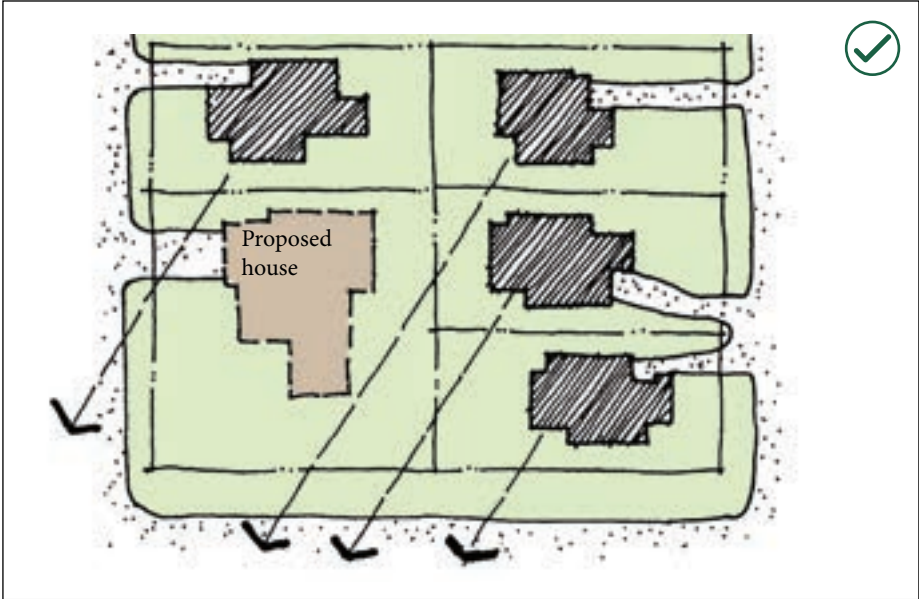
- Consider locating key building functions to make use of views.
- Also locate buildings so they will not substantially block views enjoyed by others.



Maintain view opportunities from a site to natural features outside the property.

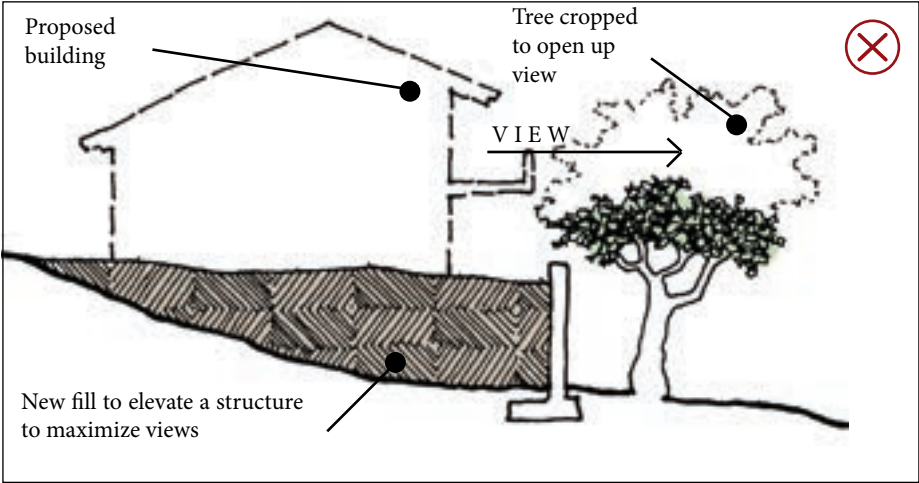
8.3 Maintain **shared** views through a property to natural features when feasible.

- Locate major building masses to maintain views through the site from other properties.
- **Keep** the mass of a building low in order to maintain views over the structure.
- **Use** a compact building footprint to maintain views along the sides of a **property**.
- **Step** a building to follow the slope of a site.



Note:
 See also "Working with
 Typography", pages xx.

Appropriate: A new building is sited to maintain views from existing houses.



Inappropriate: Elevating a site or cropping trees to maximize views.

Related guiding principles
(page xx):

- #1. Restore the forest...
- #2. Subordinate structures to the forest...
- #3. Keep structures modest...
- #5. Fit with context...

Note:

For criteria related to garage encroachment, see:

xxxxxxx

9.0 Parking and Access

Traditionally, parking was a subordinate element in Carmel's residential neighborhoods, both on an individual parcel and along the street. Today, providing access for an automobile on a site is often a necessity, and doing so is encouraged, as a means of reducing on-street parking pressures. Nonetheless, it should remain subordinate to the overall character of the site.

Usually a garage or carport was detached. The wide variety of garage positions contributed to the diversity of the street scene: Many were located at the front property line, while others were sited in the rear. In later years, the garage was often attached, but remained subordinate to the main mass of the house. These traditions should be continued.

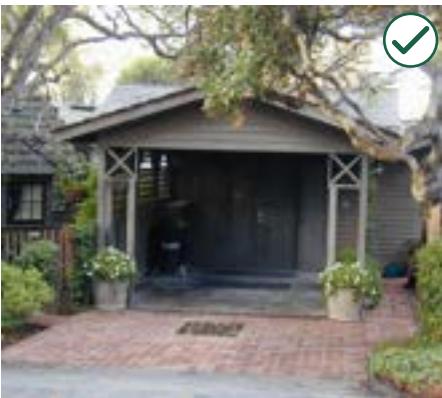
In some cases, owners positioned their garages uphill, away from downhill views to the ocean. When locating a garage, consider view impacts, the relationship to open space on the lot, and the relationship to that of neighboring properties.

Objectives for this section are:

- To minimize visual impacts of cars on a site
- To minimize the extent of hard, impervious surfaces
- To avoid garages and carports that dominate the site and building



In limited circumstances a garage may be located under a structure when the visual impacts will be minimized. This garage is clearly subordinate to the main building mass.



Consider using a carport for variety.

9.1 Facilities for parking **shall not dominate the design of the house or site.**

- Garages and carports that are subordinate design elements are **appropriate.**
- Garages that are not visible from the street are **appropriate.**
- Garages integrated into the building design are **appropriate.**
- Keep the mass of a garage or carport subordinate to that of the house.
- On smaller lots, with a garage visible from the street, provide a single, one-car garage door.
- Avoid moving established driveways if trees or significant vegetation would be **impacted.**

9.2 Parking facilities that maintain or enhance variety along the street edge are **appropriate.**

- A detached garage or carport **may be used.**

Driveway design

9.3 Minimize the amount of paved surface area of a driveway.

- Consider using paving strips, or “tire tracks,” for a driveway. This is especially appropriate for a long drive that runs to the rear of a property.
- Except for corner sites with a “through driveway,” only one curb cut and one driveway should be provided for a site. Sharing a driveway with an adjacent property is an alternative that also should be considered.
- Avoid large expanses of paving for vehicles visible from the street.

9.4 Separate a driveway from a front walkway to reduce the visual impacts of paved surfaces.

- Install plant materials to separate a walk from a driveway.

9.5 Limit cut and fill for a driveway.

- A garage located partially below a grade shall not result in a three-story wall exposed to the street.

Related code section:

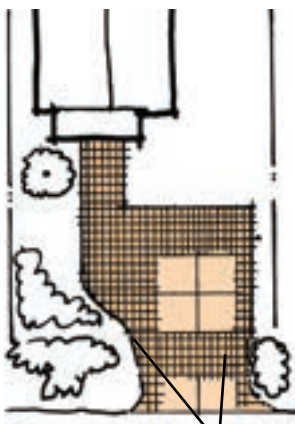
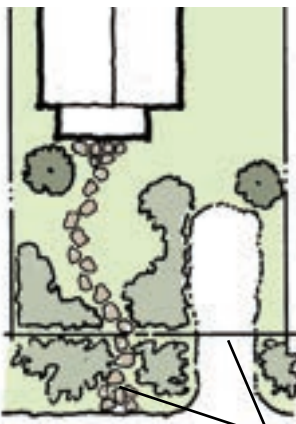
Link to CMC code reference



Using a shared driveway to minimize the amount of paving area is appropriate.



Position a garage (or carport) to maximize opportunities for open space, views and privacy.

<p><i>Discouraged</i> ✗</p>  <p><i>A walkway and drive are combined, increasing the apparent size of paved area.</i></p>	<p><i>Preferred</i> ✓</p>  <p><i>The walkway and drive are separated, reducing the apparent amount of paved area.</i></p>
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9.0 Parking and Access, continued...

Garage location



Preferred: Locating a detached garage at the rear of the lot



Preferred: Orienting the garage door away from the street.



9.6 Position a garage or carport to maximize opportunities for open space, views and privacy.

- Locate a garage to screen activity areas on adjacent properties to enhance privacy.
- Locate a garage or carport to maintain views through the property.

9.7 Locate a garage to minimize its visual impacts.

Three options should be considered:

1. Detached, at the rear of the lot.
2. Detached, in front, along the property line may be appropriate, when other design traditions objectives are met. This option should not be repeated to excess within a block.
3. A tuck under garage may be appropriate, when other design tradition objectives are met. (See below.)

9.8 In limited circumstances a garage may be located under a structure when the visual impacts will be minimized.

- The garage door should not dominate the front of the house. A door perpendicular to the street is best in this condition, and...
- The driveway **shall** not dominate the front garden, create a “ramp” effect or introduce tall or massive retaining walls. A sense of a front yard must be maintained.



When a garage is located under the house, the driveway should not create a ramp effect. The garage door also should not dominate the front.

Building Design Guidelines (Concept Level)

Most residences in Carmel had simple forms and were relatively small in scale, particularly in relation to the size of their lots. A new building should appear similar in scale to those seen traditionally. Large complex structures and those with continuous, blank surfaces can appear massive and **are inappropriate**.

10.0 Building Mass and Scale

A building should **fit in with** the character of the neighborhood and should not dominate the street or neighboring properties. Structures composed of a few smaller, simple elements, rather than a single large, continuous form, are encouraged. A large building mass can block views, interfere with the enjoyment of open space and restrict free passage of light and air. Therefore, a large, expansive building mass **is inappropriate**.

Keeping the actual building mass in scale with those seen traditionally is the best approach. This can be achieved by building less than the allowed floor area, constructing some space below grade, avoiding excessive roof volume and keeping above-ground floor levels close to grade. Some relief should be provided by introducing just a few varied roof lines, offsets or smaller building elements. The result should remain simple in character and the overall composition should appear to be a set of discreet rectangular building masses, rather than a complex assemblage of varying planes around a single building mass.

Objectives for this section are:

- To maintain the massing and scale of building characteristic of Carmel
- To keep building scale in proportion to the area of the site
- To encourage diversity in housing design reflecting the eclectic mix of styles that is characteristic of Carmel



Structures composed of a few smaller, simple elements, rather than a single large, continuous form, are encouraged.

Design topics in this section:

- 10.0 Building Mass and Scale
- 11.0 Building Form

Related guiding principles (page xx):

- #2. Subordinate structures to the forest...
- #3. Keep structures modest...
- #4. Build upon heritage...

Related code section:

Policy P1-63

Adopt design regulations that establish maximum limits on site coverage and floor area in order to preserve open space and avoid excessive mass and bulk. Establish provisions for less allowable coverage and floor area on sites constrained by environmental factors to preserve open space, vegetation, natural landforms and the character of surrounding neighborhoods.

10.0 Building mass and scale, continued...



10.1 A building’s mass should relate to the context of other homes nearby.

- A larger building shall be divided into forms that appear similar in scale to traditional houses seen in the immediate neighborhood.
- Placing some mass in a detached secondary structure (garage, guest house, etc.) is encouraged to reduce the overall mass of the primary building on a site.

10.2 Minimize the mass of a building as seen from the public way or adjacent properties.

Consider these options:

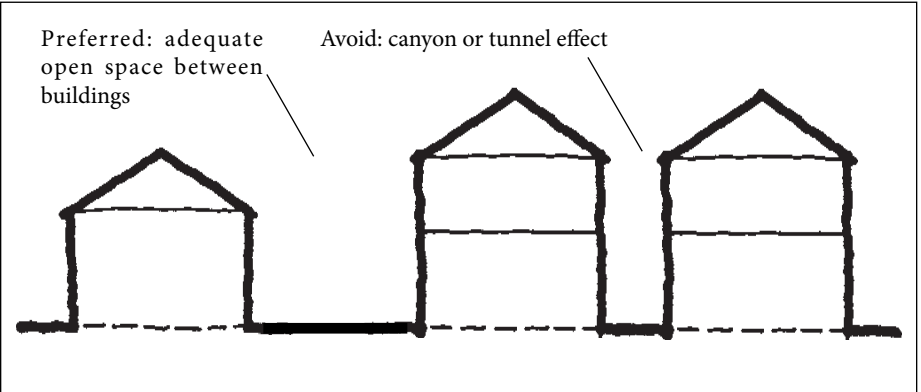
- Build to less than the maximum floor area.
- Locate some floor area either fully or partially below grade.
- Avoid using tall volume spaces (e.g. high ceilings or steep pitches across wide spans) that increase the visual bulk of a building above grade.
- Avoid long, uninterrupted wall planes.

10.3 Organize the mass into realistic modules to reduce perceived size.

- Avoid overly busy variations in wall planes.

10.4 Avoid placing a tall building wall near a property line when it will be adjacent to similar walls on neighboring sites.

- Preserve open spaces and access to light between properties.
- Avoid the appearance of a narrow corridor or tunnel between buildings as seen from the street.



Discouraged: Avoid the appearance of a narrow corridor between buildings as seen from the street.

10.5 Step a building height to follow topography.

- Avoid creating large, unused underfloor areas that increase building mass.
- On sloping lots, floor levels should be stepped to follow site grade.
- If floor levels cannot be stepped, larger underfloor spaces **shall** be counted and used as part of the allowed floor area.

Related code section:

CMC
17.70.020 BASEMENT

Calculation of FAR below grade

10.6 When locating floor area in a below grade or partially below grade space, minimize the visual impacts as seen from the public right-of-way and site disturbances.

- Locate any walkout area, light well or terrace to the side or rear to reduce the building height as it will be perceived from the street. When this is not feasible provide screening with other building elements or landscaping.
- The use of exposed retaining walls **shall** be minimized when developing a below-grade space.
- Impacts on tree roots also **shall** be minimized.
- The visual impacts of window wells **shall** be minimized.

Building scale**10.7 A building **shall** convey a human scale in its basic forms.**

- Oversized elements make structures appear massive and **shall** be avoided. Avoid a “grand entry” design, for example.
- Avoid design treatments that produce a top-heavy appearance such as large cantilevered building elements, roof forms that dominate the body of the building and wide chimney structures.
- Low, horizontal building forms that appear to hug the ground are encouraged.

10.0 Building mass and scale, continued...

Note:
A sunken garage counts as a story

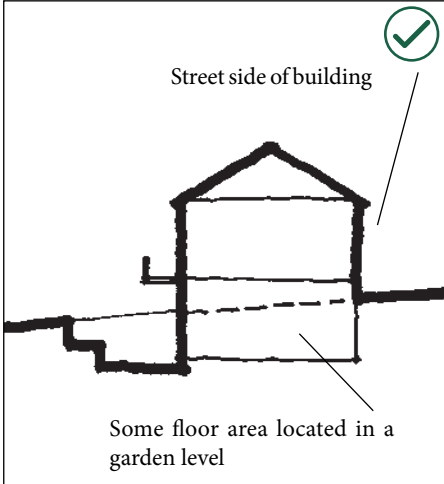


A building shall appear to be no more than two stories in height, as viewed from the public right-of-way.

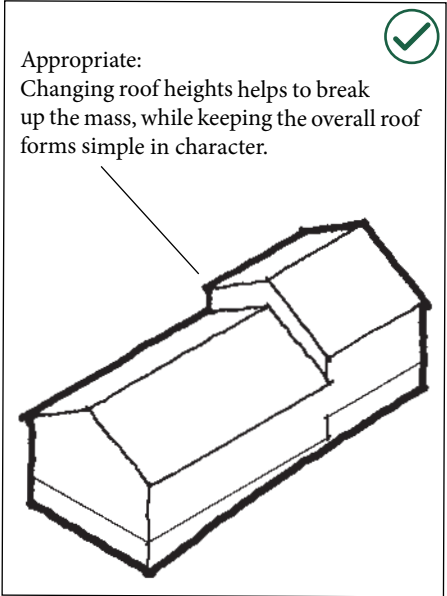
Building height

10.8 A building shall appear to be no more than two stories in height, as viewed from the public right-of-way.

- Presenting a one-story height to the street is encouraged.
- Locate a two story element away from the street, except where this would appear dominant or out of scale when viewed from the public right-of-way or a neighboring home.
- Using a low building plate height also is encouraged. The maximum plate height for the first floor of a building is 12 feet. (See the Land Use Code for details.) However, this maximum is established to accommodate a sloping building sites. In cases where a building site is relatively flat, a lower plate height is appropriate. Interior wall heights should generally not exceed 8 feet.
- Locating some floor area in a garden level is also encouraged as a means of reducing building height.



Locating some floor area in a garden level is also encouraged as a means of reducing building height.



Locate a two story element away from the street, except where this would appear dominant or out of scale when viewed from the public right-of-way or a neighboring home.

11.0 Building Form

Traditional building forms were simple. Although variety exists in the composition of forms, they read as collections of simple solids. This should be continued.

Objectives for this section are:

- To maintain the range of traditional building forms
- To promote simple building forms that fit with the context

Detail of building form

One may think that providing extensive variety in building planes and in architectural details will reduce the perceived scale of a building or help it to blend with the neighborhood. In fact, this can result in a facade that is overly “busy” and can attract attention, making the mass of the building more noticeable. This treatment is out of character and should be avoided.

11.1 A building form shall appear similar to those seen traditionally.

- Building forms should be simple. Basic rectangles, L or U-shapes are typical. Avoid “busy” building forms.
- **Organize a larger house into subordinate modules which appear authentic, in that they appear to be real, functioning spaces.**
- A form with a horizontal emphasis is preferred.
- Roof forms should be composed of just a few simple planes.

Related guiding principles (page xx):

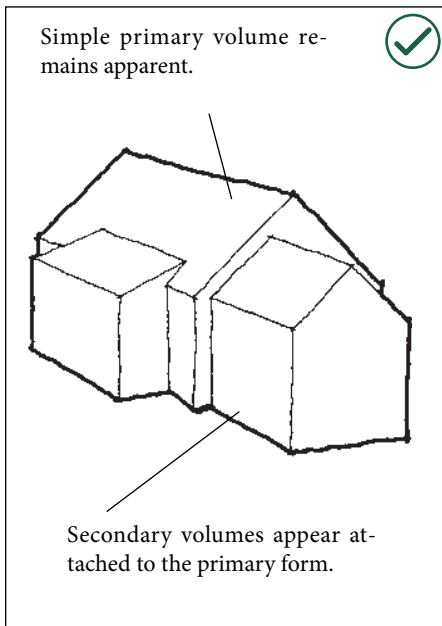
- #3. *Keep structures modest...*
- #4. *Retain and build upon heritage...*
- #5. *Fit with context...*



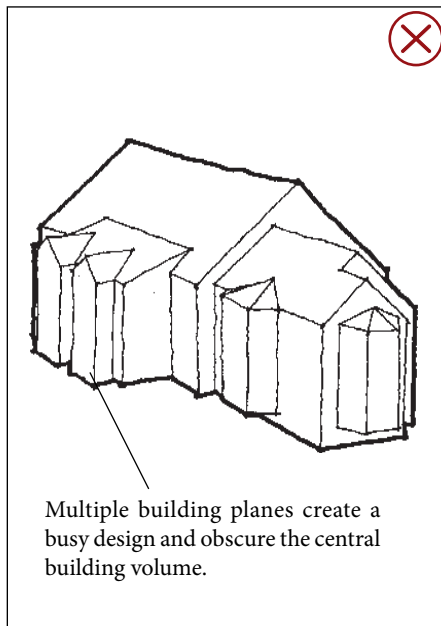
Traditional building forms were simple. This should be continued.



Organize a larger house into subordinate modules which appear authentic, in that they appear to be real, functioning spaces.



Preferred: Simple building form and a simple roof



Discouraged: Complex building form and multiple planes



Avoid an overly busy form.

11.0 Building form, continued...

Simple primary roofs with subordinate attachments, such as dormers, are appropriate.



A roof form should be in proportion to the scale of the building.



The wider the area a roof must span, the shallower the pitch should be to avoid excess height or flat roofed elements.

11.2 Use restraint when introducing variation in building planes.

- Keep building walls simple in the extent of variation in wall and roof planes.
- Use building offsets to achieve specific purposes such as avoiding tree limbs or breaking the mass of a large building element.
- Building forms that are complex, monumental, formal or out of scale with the neighborhood context **are inappropriate.**

Roof form

Varied roof forms are typical in a block and this tradition should be continued.

11.3 Use simple roof forms. Limit the number of subordinate attachments such as dormers, to avoid a cluttered design.

- For example, basic gable and hip roofs are traditional and their use is encouraged.
- Flat roofs may be used to a limited extent on smaller, one-story structures.
- **Using a flat roof on a two-story building is discouraged. If used, it should be set back far from the street.**
- Avoid complex roof forms that call attention to the design or add unnecessary detail.
- Mansard roofs typically add more mass than other forms and are discouraged. A sloping roof “skirt” that conceals a flat roof is particularly out of character. Similarly, a gable roof that is “clipped” at the top adds unnecessary complexity to a design and should be avoided.

11.4 A roof form should be in proportion to the scale of the building.

- In general, moderately pitched roofs (4:12 to 6:12) are preferred.

11.5 Roof eave lines should appear low in scale.

- Low plate heights that reduce the height of exposed walls are encouraged.
- Consider tucking second story rooms under the sloping sides of a roof form and keeping eave heights low. Light can be brought to such rooms using dormers or clerestories.

PART THREE: FINAL DESIGN GUIDELINES

Building Design - Final Design Phase	65
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This Part contains guidelines for the review of final design details. **The guidelines apply** when a proposed project has **passed the Concept Design phase**. These guidelines focus on more specific exterior details of design than are considered in the concept phase. By using appropriate architectural materials, details and finishes, the basic building masses approved at the concept phase are expressed and given character. The execution of design details can substantially affect the perceived character of a project, including its mass and scale and its design diversity and compatibility within the neighborhood context. Therefore, adherence with these guidelines is **required**.



Building Design - Final Design Phase

Introduction to Building Design

This section addresses the details of building design, including selection of materials, and treatment of windows and doors. **Building details can add visual interest and help to convey a human scale. They should be applied in a consistent manner throughout a building and the result should be subordinate to the forest setting.**



• Carmel-by-the-Sea Residential Design Guidelines •



12.0 Building Design Guidelines: Final Details

Architectural style

Diversity in building designs and architectural styles are features of the design traditions in Carmel. Some of the earliest buildings reflected the regional influences of the San Francisco area, while others emerged with uniquely local flavor. Still others are examples of international trends in architecture. Nonetheless, most contributed to the character of the community by responding to the forest context and **expressing** craftsmanship in construction and detail. These traditions **should** be continued.

Many people think of the Comstock “story book” houses when they think of building traditions in the community. While these designs and English Tudor Revival styles were certainly contributors to the character of Carmel, they were not an official style of the city and were used on a relatively limited number of buildings. A more prevalent style was the Craftsman Cottage or Bungalow. Building in this tradition is still appropriate. Other common themes include Mission Revival, Monterey Colonial and a variety of other revival styles. However, architects and designers should not feel constrained to these styles. Adapting more contemporary design approaches to the size, massing, scale, materials and site relationships found in earlier designs is encouraged as a means of achieving compatibility with diversity.

Objectives:

- To promote a diversity of architectural styles that are compatible with the village-in-a-forest context
- To promote simplicity in building design
- To promote buildings that are of human scale
- To continue the use of building materials that appear natural

Related guiding principles (Page xx):

- # 2. Subordinate structures to the forest...*
- # 3. Keep structures modest...*
- # 4. Build upon heritage...*
- # 5. Fit with context...*



Adapting more contemporary design approaches to the size, massing, scale, materials and site relationships found in earlier designs is encouraged as a means of achieving compatibility with diversity.



Diversity in building designs and architectural styles are features of the design traditions in Carmel.

Related document :*“Historic Context Statement”**Link: xxxxxx*

Simplified interpretations of historic styles may be used.



A building shall be designed to be subordinate to the forest character.

12.1 Accurate historic styles may be used.

- Simplified interpretations of historic styles also may be used.
- A building in a historic style must be in scale and meet other guidelines.

12.2 A new architectural style that fits within Carmel’s design traditions may be used.

- A new building should differ in **design** from buildings on nearby and abutting properties.
- A design that **exemplifies** innovation and the use of skilled workmanship is **appropriate**.

Simple and restrained character**12.3 A building shall be designed to be subordinate to the forest character.**

- See guidelines for scale and materials. (Link: xxxxx)

12.4 Keep building forms, materials and details simple and restrained.

- **Avoid** building forms, materials and details that contrast strongly within a single building or with neighboring buildings.
- **Avoid** design features that increase the visual prominence of the building.
- Avoid visual complexity. Too many different materials or excessive details creates a busy appearance.
- Avoid overly ornate details.



Keep building forms, materials and details simple and restrained.

Building scale

12.5 Building details shall be used to provide interest and not exaggerate the scale of a building.

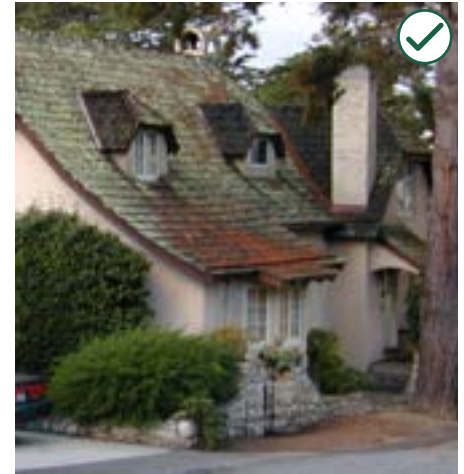
- Add details to relieve blank surfaces and achieve a scale compatible with the building’s forms and its architecture.
- Appropriately sized chimneys, overhangs, windows, doors, dormers, porches and entries can be used to reduce scale. Making any of these elements oversized can exaggerate the building’s scale and shall be avoided.
- Grand entryways, windows and doors that are out of proportion with the human form are inappropriate. Avoid ostentatious design treatments.

Design integrity

12.6 A building shall have a consistent design.

- The design concept should extend to all sides of the building.
- Mixing styles is inappropriate.

12.0 Building Design Guidelines: Final Details, continued...



Appropriately sized dormers can be used to reduce scale and achieve a well-integrated design.



A building shall have a consistent design.



Building details shall be used to provide interest and not exaggerate the scale of a building.



A building shall have a consistent design.



Architectural details contribute to character of the building and their use is encouraged.

Architectural details

12.7 Architectural details **shall** be authentic, integral elements of the overall building design concept.

- Details that simply appear to be applied as superficial elements **shall** be prohibited-
- The use of simple wood and /or native stone details that are (or appear to be) true structural elements (such as exposed rafter tails, wood beams, stone foundations, etc.) are appropriate. Avoid details that appear inauthentic, non-structural or gratuitous to the basic architecture.
- When design details and surface materials are selected they **shall** be used throughout the full exterior of the building to maintain consistency. Avoid the application of special materials or design treatments to the street facade **only**.



The use of simple wood details that appear to be true structural elements is appropriate.



Building materials

Traditionally, “natural” materials were used when building in Carmel. The earliest structures were painted clapboard. Soon after, wood shingles and board and batten siding also appeared, in the spirit of the “craftsman” character that became popular in the area. While most wood siding had a painted finish, some buildings were stained. Other houses were built of stone and still later, a few were finished in stucco. Nonetheless, wood continued to be the dominant material, certainly for house siding and also for ornamentation and trim elements. This tradition of using natural materials like wood and stone should be continued. **Newer materials that appear authentic and similar to those used traditionally also may be used.**

Building materials used in new construction should reflect the range of textures, modularity and finish of those employed traditionally.

12.8 Provide variety in building materials along a block.

- When the houses to either side of a site are constructed of similar materials, use a different material, consistent with Carmel’s design traditions, in order to achieve diversity.

12.9 The use of “natural” building materials is preferred.

- Traditional materials include wood, stone and stucco, all with matte finishes and muted earth tones.

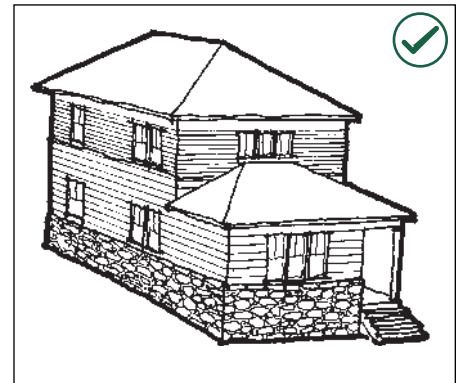
12.10 Apply a building material in a consistent manner.

- Using one, or at most two, materials on a wall is appropriate.
- Generally, use one primary material for a building with one or two accent materials such as around windows and doors.
- Avoid using several materials on a building. This will create a busy appearance that is out of character.
- Avoid using a material as a superficial “accent” on a wall.
- Where a material is painted, a plain, uniform matte finish is preferred. Antique and faux finishes should be avoided.

12.11 Building materials shall appear similar in scale, color, texture and finish to those seen traditionally in Carmel.

- Imitation or synthetic materials which fail to convey the character of traditional ones are prohibited. These include aluminum or vinyl siding and synthetic stone products that appear as applied veneers.
- Reflective materials, such as mirrored glass or polished metals, are inappropriate.

12.0 Building Design Guidelines: Final Details, continued...



Preferred: Establishing a stone foundation and then wrapping the remainder of the building with wood lap siding are appropriate applications of native stone and wood.



A heavier material, such as stone, shall appear to be structurally functional; it should not “float” above a lighter material.



Wood shingles are among the preferred building materials.

Examples of appropriate building materials



Wood shingle siding



Wood shake siding



Wood vertical siding



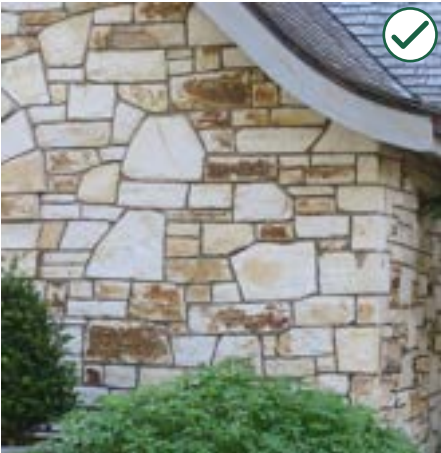
Fiber cement vertical siding



Horizontal wood siding



Carmel vertical board and batten siding



Traditional stone



Stucco



Brick

12.12 Apply a building material in a manner that conveys a sense of authenticity.

- A heavier material, such as stone, shall appear to be structurally functional; it should not “float” above a lighter material.
- A material should not appear as an applied veneer; instead, it should “wrap” around a corner and continue on another surface.
- A “hierarchy” of building materials should be used, with heavier coarser materials appearing below lighter materials.

12.13 A new material, including man-made, which is similar in character to traditional ones may be used with appropriate detailing.

- An alternative material should appear similar in scale, proportion, texture and finish to those used traditionally.
- A new material shall be applied in a manner that conveys a human scale. For example, it should be in modules or dimensions that are similar to those used traditionally, or it should be scored or otherwise detailed to convey a sense of scale.
- A new material shall be proven to be durable in the Carmel climate.
- The material shall maintain its finish over time with proper maintenance, or develop an expected patina.

Wood siding

12.14 Wood siding shall be applied in a way similar to that seen traditionally.

- Appropriate applications include horizontal clapboard and shiplap siding, vertical board and batten and shingles.
- All wood siding should have a weather-protective finish, either painted or stained.
- Fiber-cement siding that has an appearance similar to traditional wood may be considered.

Stone

Stone is a building material used traditionally throughout the City. When used carefully it can add interesting contrasts, texture and solidity to a design. Applicants intending to use stonework must provide a proposed lay-up pattern and specify the type of stone proposed. The following guidelines apply to stonework:

12.0 Building Design Guidelines: Final Details, continued...



A material should not appear as an applied veneer.



Fiber cement siding that appears similar to traditional wood may be used.



Keep stonework designs simple and traditional in character.



Stucco may be used as a residential building material.



12.15 Use stone that appears similar in character to that seen historically.

- The use of Carmel stone, or one similar in character, is preferred.
- Other stone that is muted in color, similar in scale and has a matte or ashlar finish may be considered.
- Manufactured stone products that appear authentic may be considered; an application that appears as a veneer or that obviously repeats masonry units is inappropriate.
- Polished stone is inappropriate as a primary building material.

12.16 Keep stonework designs simple and traditional in character.

- Use a single type of stone **on a building**. Using multiple types of stone, or combinations of stone and other masonry within a single project is **inappropriate**.

12.17 The application of stone **shall** appear structural and authentic. A gratuitous or purely decorative appearance **shall** be avoided.

- The use of stone on the full exterior of individual building elements is encouraged. The use of stone on just one elevation, the street facade for example, is discouraged.
- The application of stone around only windows or doors as ornamentation is discouraged.
- The random placement of individual stones or clusters of stones on building elements such as foundations or chimneys is discouraged.

Stucco

12.18 Stucco may be used as a residential building material.

- Detail stucco in a manner that conveys a sense of craftsmanship and human scale.
- Stucco that is stained or painted and is either smooth or lightly textured is appropriate.

Brick

12.19 Brick may be used.

- Where it is used, brick shall have a modular dimension similar to that used traditionally and be of a muted color.

Concrete

12.20 Although it was rarely used in residential building in Carmel, concrete may be considered.

- Concrete may be used on a smaller structure, particularly one that is one story in height.
- Large expanses of concrete that are highly visible from the street shall be avoided.

Roof materials

12.21 Roof materials shall be consistent with the architectural style of the building and with the context of the neighborhood.

- Wood shingles and shakes are preferred materials for many styles of architecture typical of Carmel (i.e., Arts and Crafts, English Revival and Tudor Revival).
- Clay tile, slate and concrete tile may be used on some structures (i.e., Spanish and Italian Revival, Monterey Colonial, French Revival, etc.).
- Composition shingles that convey a color and texture similar to that of wood shingles may be used.

12.23 An alternative roof material shall appear similar in scale, texture and finish to those seen traditionally.

- Synthetic shingles or tiles of composite materials that have traditional characteristics may be used.
- These should appear similar in scale to traditional ones.

12.24 A metal roof shall be subordinate to the context and shall have these features:

- It shall have a low profile seam.
- It shall have an earth tone finish or other muted color.
- It shall have a matte finish and be non-reflective.

12.25 New energy conservation and generation technologies that are subdued in appearance may be applied to a roof.

- This includes cool and green roof designs.

*12.0 Building Design Guidelines:
Final Details, continued...*



Roof materials shall be consistent with the architectural style of the building and with the context of the neighborhood.



Roof materials shall be consistent with the architectural style of the building and with the context of the neighborhood.

Examples of appropriate and inappropriate roof materials



Composition shingles



Wood shingles



Wood shingles - Storybook



Concrete shingle - Tudor



Slate roof



Synthetic roof shingles



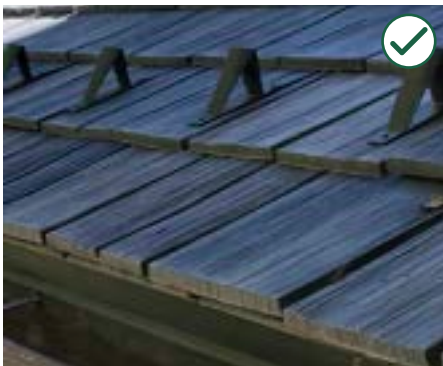
Roof tile - Spanish Revival



Clay roof tiles



Synthetic roof shingles



Synthetic roof shingles



Standing seam metal (inappropriate)



Flat seam metal (muted finish)

Entrances and porches

A primary entry door may be combined with adjacent windows and architectural details. It may be framed with a porch, a roofed overhang or be recessed into a front wall. The entrance should remain subordinate in character and be consistent with the overall design of the house in terms of style, materials and architectural details.

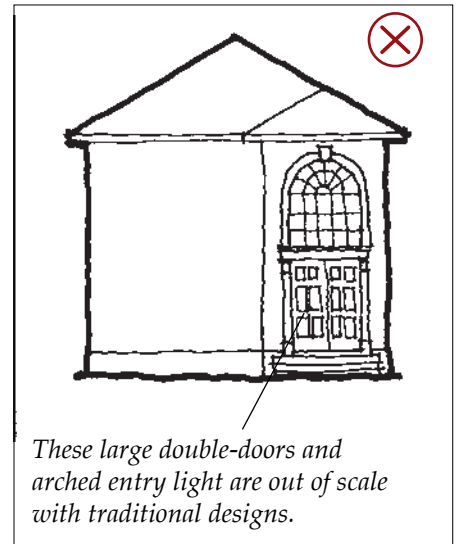
12.26 Keep a primary entrance subordinate in scale.

- An oversized, “grand” entry is inappropriate.
- An oversized porch also is inappropriate.

12.27 Integrate a primary entrance with the overall design of the house.

- Use materials, forms and details that are consistent with the overall design.

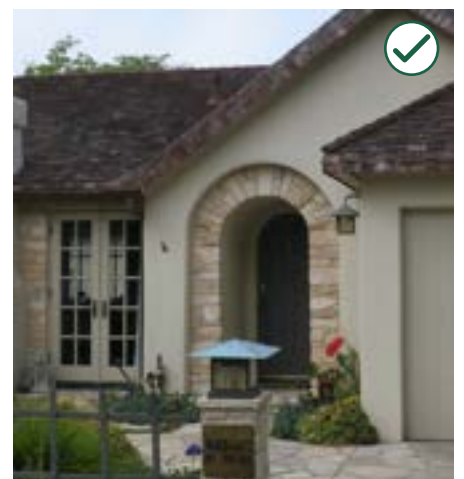
12.0 Building Design Guidelines: Final Details, continued...



Oversized entry



Appropriate entries



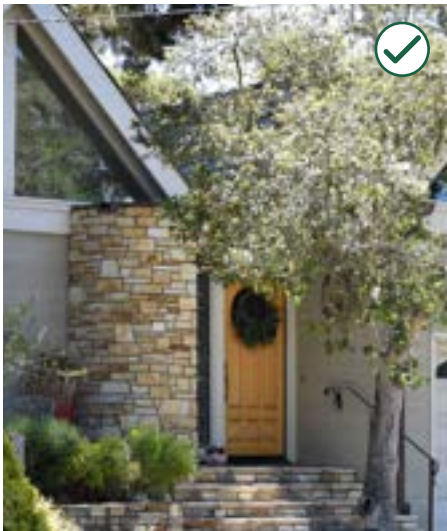


Doors

When it is oriented to the street, the front door establishes a connection with the neighborhood. Traditionally, doors were of a dimension that fit the human form and scale. **They were not oversized.** This tradition shall be continued.

12.28 Locate and size a door to achieve a human scale.

- The use of a grand, oversized entry door facing the street is inappropriate.



Appropriate doors

Windows

A variety of window types appears throughout the community. Rectangular, vertically proportioned, double-hung windows exist on many buildings. Examples of horizontally proportioned windows also exist, such as larger picture windows along Scenic Road. Sometimes, a larger window **surface** area is created by pairing smaller windows. By far, wood frame windows are the most typical, but metal windows also are found, especially on some styles that reflect Modernist influences.

Specialty windows

Over the years, bay and oriel windows were used to provide visual interest on facades and to reduce the apparent mass of structures. The use of bay, oriel and other projecting windows **may** be considered when the building style would have traditionally included such features. They are encouraged when they would break up the line of an otherwise long, unrelieved wall. They are discouraged when overused (along the street or within a single design) or when they would create added mass, bulk or complexity **to a** facade.

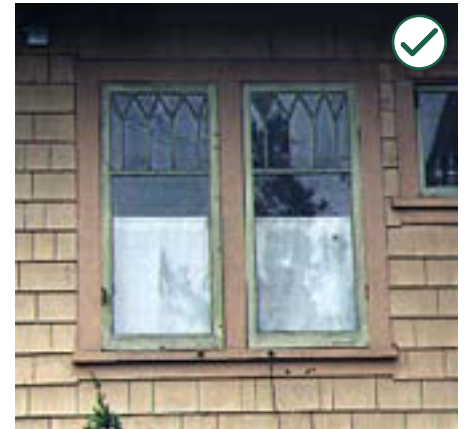
12.29 Window styles and materials **shall** be consistent with the architecture of the building. Window styles and materials **shall** be uniform throughout a design.

- Divided light windows are encouraged.
- Wood windows are preferred.
- **Aluminum, vinyl and fiberglass are discouraged.**
- High gloss finishes should be avoided.
- When feasible, original windows should be restored rather than replaced.

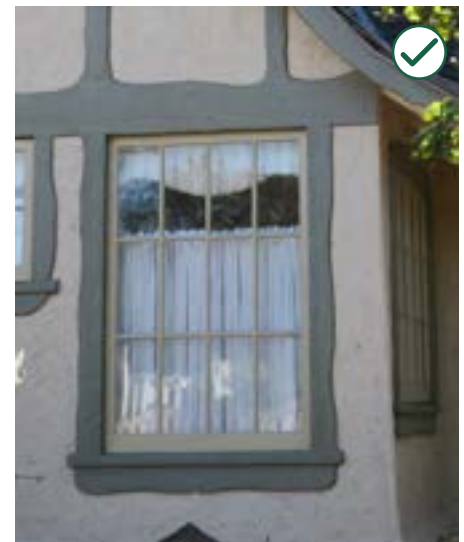
12.30 Locate and size windows to achieve a human scale while avoiding mass and privacy impacts.

- Avoid positioning a large window (greater than 12 sq. ft.) along a side wall that would impact the privacy of an adjacent neighbor.
- Provide windows on walls facing the street to help convey a human scale, add visual interest and avoid unrelieved building mass.
- Limit the use of specialty windows that add to building bulk. Generally, only one bay or oriel window should be visible from the street. Bay and oriel windows facing the street should be avoided if their use would create a repeating pattern within the context of adjacent structures to both sides of the site.

12.0 Building Design Guidelines: Final Details, continued...



Vertically proportioned, double-hung windows appear on many buildings.



Comstock window



Specialty window

• Carmel-by-the-Sea Residential Design Guidelines •



Window with shutters



Vernacular windows



Ganged windows



Bay window



Windows on Scenic



Ganged windows



Multi-pane metal casement window



Window box



Multi-pane wood window



Out of character window

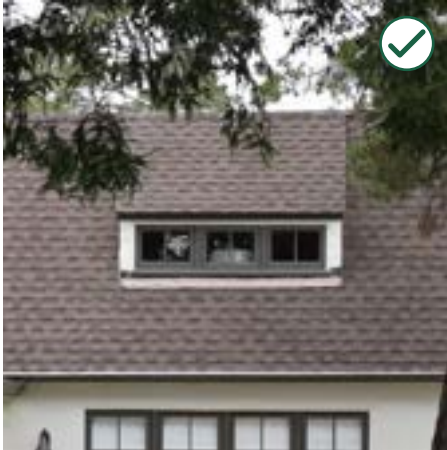


Thin window trim

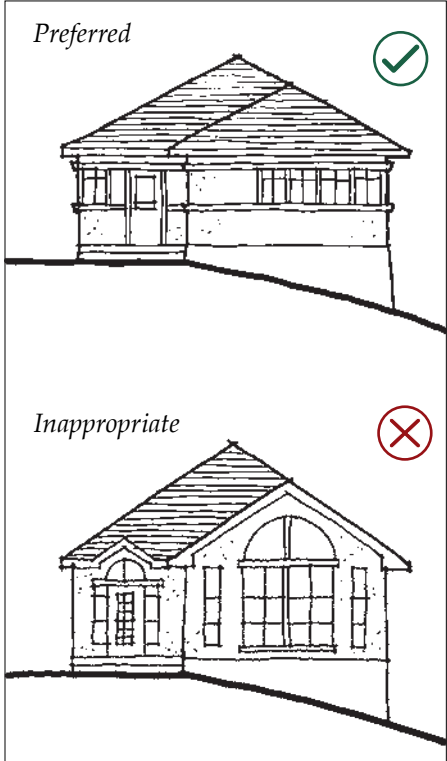
12.31 Use dormers to provide interest and reduce the scale of a house.

- The design shall be consistent with the style of the house.
- **Avoid using an excessive number of dormers, however.**

12.0 Building Design Guidelines: Final Details, continued...



Appropriate dormers



Fenestration should not overwhelm the architecture. Where views are desired, architectural styles which accommodate wider window configurations should be considered.



Design a balcony to be subordinate in scale and to be in proportion to the house.

Balconies and decks

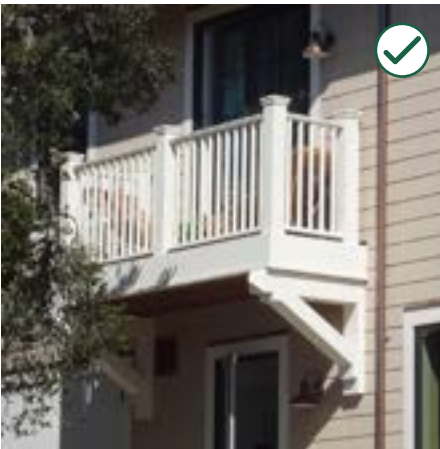
Balconies appear on some traditional houses in Carmel. These should be subordinate in scale and character and be located such that they minimize impacts on the privacy of neighbors. Their design should be consistent with that of the house overall. Decks (at grade and on rooftops) are not part of the design traditions of Carmel and should be used only where their impacts on the character of the street and the privacy of neighbors are minimized.

12.32 Design a balcony to be subordinate in scale and to be in proportion to the house.

- Use materials and details that are consistent with the overall design of the house.

12.33 Locate a balcony to minimize impacts on the privacy of neighbors.

- A location in the rear is preferred.
- A location on the side may be used when it avoids directly overlooking active use areas of neighbors.



Use materials and details that are consistent with the overall design of the house.

12.34 Locate a deck at the rear of a house.

- A deck located in front is inappropriate.
- A deck on the side may be used when it is set back sufficiently from the adjacent property and is screened.



Locate a balcony to minimize impacts on the privacy of neighbors.

Skylights

Skylights have appeared over the years in Carmel as a relatively modern design element. Since they are not part of the City's design traditions and they often conflict with the authenticity of popular architectural styles, they can appear out of place. When used, they should be subordinate to the overall roof form and character. A skylight can have significant impacts on the appearance of a property as seen from the street and also can create privacy or glare impacts.

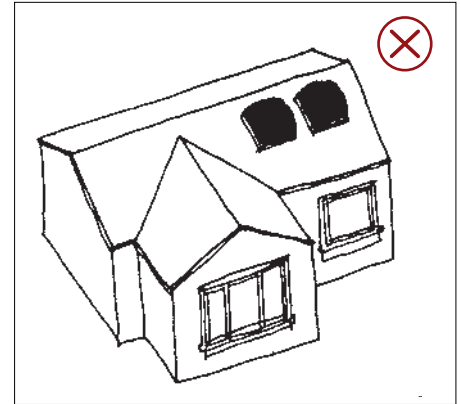
12.35 When a skylight is to be used, it shall blend with the overall building design and its visual impacts shall be minimized. Skylights may be appropriate when:

- Interior spaces have no access to exterior windows or such windows have limited access to light
- Windows would cause even greater impacts to adjoining homes
- The skylight design is compatible with the architecture
- The size of the skylight is appropriate to the lighting task

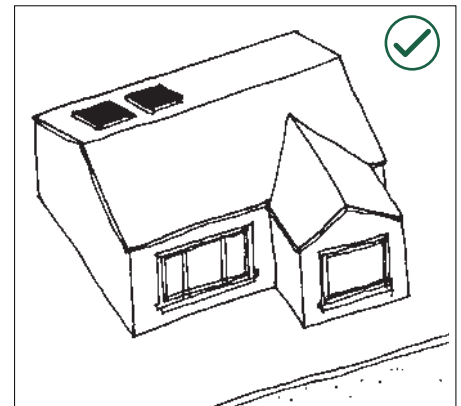
12.36 Skylights shall not be visually prominent from the street or from neighboring windows.

- The size, placement, number and design of skylights should be an integral part of the building design. Skylight placement or size that appears random from the exterior and that detracts from architectural integrity should be avoided.
- A skylight shall be framed in colors that match adjoining roof surfaces. High profile, domed and pyramidal covers are inappropriate.
- A skylight shall not produce glare or light pollution visible to neighbors or to the public.

12.0 Building Design Guidelines: Final Details, continued...



Discouraged: The location of skylights on the front of the roof is discouraged.



Preferred: Minimize the visual impacts of a skylight by locating the skylights on the back of the roof.

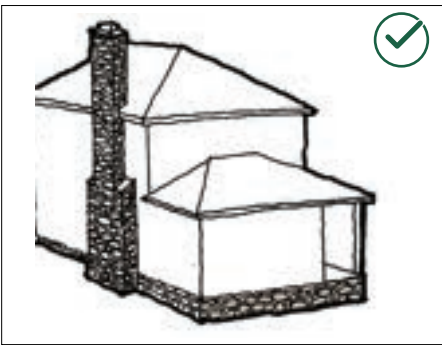


Chimneys

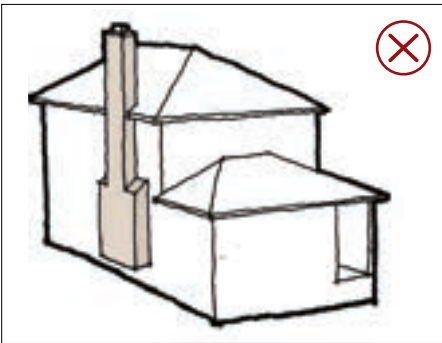
Chimneys are a part of the design traditions of the community and they appear in a variety of styles, shapes and materials. A chimney can add visual interest to a building and help to reduce the perceived scale of a roof line. When one is included, it is important that the form and materials be integrated into the overall building composition. In general, a building should have no more than two chimneys, especially on a small lot.

12.37 A chimney shall be integrated into the overall building design.

- A chimney that penetrates through a roof is preferred.
- A chimney that is attached to the side of a building should appear to have a direct means of support. A chimney that appears to “float” above the building foundation is **inappropriate**.
- Avoid projecting a tall, freestanding chimney at the lower point of a roof. Doing so emphasizes the mass of the chimney and can appear awkward.
- Avoid placing a chimney directly opposite a neighboring window without also providing a greater setback to reduce mass and scale impacts.
- Avoid blocking views with chimneys by using narrow profiles, appropriate placement or minimalist flues. A chimney cap should be an integral part of the chimney design. It should be in proportion.



Preferred: A chimney should be integrated into the overall building design. This masonry chimney appears to rise from the foundation.



Discouraged: This chimney appears to “float” above the foundation.



Appropriate chimneys



Garages

A garage should be a subordinate element on the site.

12.38 Design a garage to appear subordinate to the forest character.

- Keep the scale low.
- Use materials that are consistent with those of the house.

12.39 A garage door should be designed to blend with the background materials of the building.

- Design the garage door to blend with the building wall or orient the door so as not to face the street.
- A standard overhead garage door, with contrasting color and materials, should be avoided.

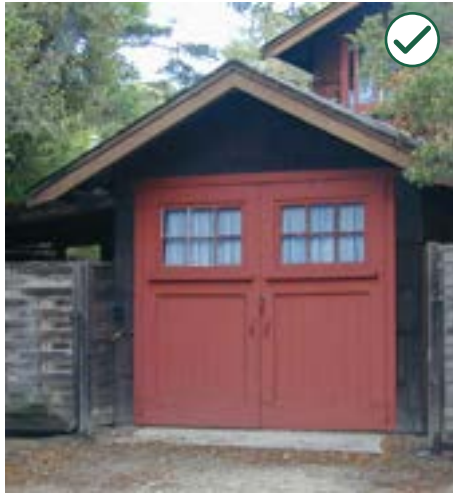
**12.0 Building Design Guidelines:
Final Details, continued...**



Design the garage door to blend with the building.

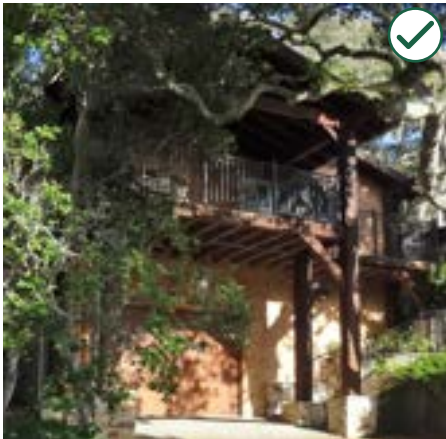


Design a garage to appear subordinate to the forest character.



Use materials that are consistent with those of the house.

Appropriate Garages



Inappropriate Garages



Large exposed retaining wall



All glass door



Large exposed retaining wall

Color

Traditionally, builders used muted colors in Carmel. In many cases, the natural earth tones of stone and the dark tans of stained siding dominated a site. Even when buildings were painted, muted earth tones were used to blend with the forest. This tradition should be continued.

Occasionally, a brighter color scheme appeared, particularly on some Mission Revival styles. However, these typically were located on large lots where extensive planting filtered the view and muted the overall impact. When bright colors are now used in more densely developed conditions, the impacts can be much greater than in the past.

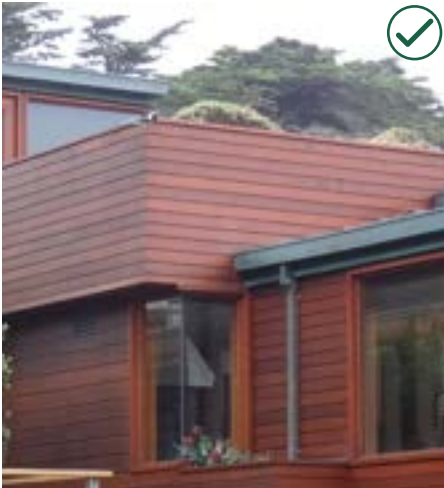
12.40 Keep the overall color scheme muted.

- Avoid highly contrasting color schemes.

12.41 Limit the use of bright colors.

- If they are to be used, reserve their application to key accent features, such as an entry door.
- Pastel colors may be appropriate for some building styles, such as Mission Revival. However, a subdued color scheme is preferred.

**12.0 Building Design Guidelines:
Final Details, continued...**



Appropriate color schemes



• Carmel-by-the-Sea Residential Design Guidelines •



Landscape Design: Final Details

Introduction to Landscape Design

Maintaining and strengthening the character of a Village-in-a-Forest is the highest priority for all landscape designs. The traditional forest landscape is one of the most important features of the community. While each individual site has unique features, residents have consistently relied upon a simple palette of **landscape** materials that have contributed to the City's forest character. The basic framework of the landscape consists of the plentiful stands of cypress, pine and oaks. Lower scale plants, including smaller trees, shrubs and flowers as well as steps, walls, and fences complete the landscape and are addressed in this section.

The dominant materials of the traditional planting palette are simple and limited. Leafy, low-growing species that are easy to maintain and relatively drought-tolerant should **be included in all landscape designs.**

High maintenance plants should be limited to active areas, such as courtyards and patios. These places are relatively private, either in the rear, to the side, screened by a garage, or if in the front, set well back from the street. This approach will reinforce the natural forest character of the City and knit the site design into the neighborhood context.

Within this overall landscape, individual details can serve as accents that provide interest while remaining subordinate to the neighborhood character. In fact, personal landscape designs are one of the most successful means of expressing creativity and individuality while remaining consistent with the basic forest image. Creative details on fence posts, in walkways and plant beds for example, appear throughout the community, giving unique identities to individual properties. This tradition should continue.



The traditional forest landscape is one of the most important features of the community.



Appropriate landscape details



Filtered views of homes from the street through trees and shrubs into a property are a part of Carmel's landscape tradition. This is achieved by combining multi-stem trees such as live oaks planted in the foreground, with open fences and leafy shrubbery.

Exceptions to this strongly forested and filtered landscape do exist in some neighborhoods. For example, in some annexed neighborhoods the front yards are more formal and fewer trees exist. Larger plant massings occur on properties here and evergreen shrubbery predominates.

To some extent, the landscape tradition also differs along portions of Scenic Road where small yards limit landscape arrangements. In many cases, these sites have more lush landscaping right up to the street edge and, because views to the ocean are so important, there is less of a "filtering" through layers of **taller** plant materials.

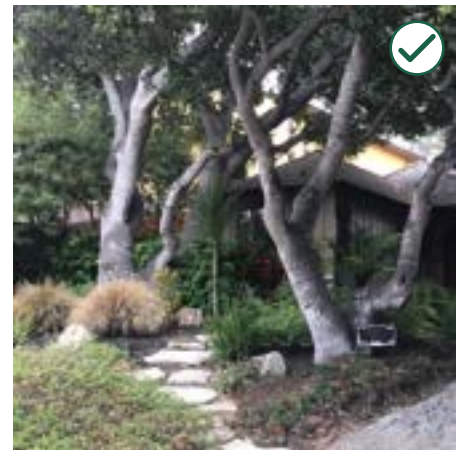
These variations in the context of neighborhood landscapes should be documented in the preliminary site assessment and should be respected when preparing **a landscape plan**.

Landscaping that creates a simple and natural design, blending with the urban forest and the public right-of-way is encouraged. Often, a site may already have well established plants and trees that achieve this result. Protecting these existing landscape resources during construction can give a project a settled, mature look immediately upon completion and is encouraged. This is most useful for parts of a site that are visible from the street.

Houses should appear nestled in the trees. Overall, the landscape should have an informal character, emphasizing foliage over flowers. Front yards should be informal gardens, rather than the traditional grass lawns seen in many other communities. These design traditions **shall** be continued.



Filtered views of homes from the street through trees and shrubs into a property are a part of Carmel's landscape tradition.



Houses should appear nestled in the trees.

Related documents:

Forthcoming landscape ordinance

Related guiding principles
(page xx):

- #1. Restore the forest...
- #2. Subordinate structures to the forest...
- #5. Fit with context...
- #6. Design with authentic details...

13.0 Landscape Guidelines: Final Details

Views of buildings that are filtered from the street with a mix of shrubs and lower story trees are encouraged. This contributes to the “sense of discovery” that is a part of the Carmel design traditions and should be continued.

Objectives:

- To renew the urban forest
- To maintain the traditional foreground of simple, indigenous plantings
- To maintain a sense of informality and discovery along the street
- To maintain the traditional palette of plant materials
- To conserve water
- To reinforce a sense of visual continuity along the street



Ground covers are preferred in the right-of-way. Multi-stem trees also help filter views.

13.1 Provide for upper and lower canopy trees when designing the landscape.

- Provide adequate space around all trees **that are** required to be planted or preserved.
- Add trees, **which are** consistent with the neighborhood context, to the site and public right-of-way.
- Trees that arch over the street contribute strongly to the character of some neighborhoods and should be preserved and supplemented where this **is part of the design traditions**.
- Recognize and plan for the special needs of each tree when designing the landscape. For example, high water use plants are appropriate near redwoods but inappropriate near oaks. Grades around established trees should not be raised or lowered.

Plant selection

13.2 Landscape plans shall use drought-tolerant native plants and other varieties accustomed to growing along the Central Coast.

- Use plants that are similar in character to those established along the block and adjoining properties in order to reinforce a sense of visual continuity along the street, but avoid “copying” nearby landscape designs.
- At least 75% of plant materials on a site shall be drought-tolerant. (See the Municipal code for more specific requirements.)

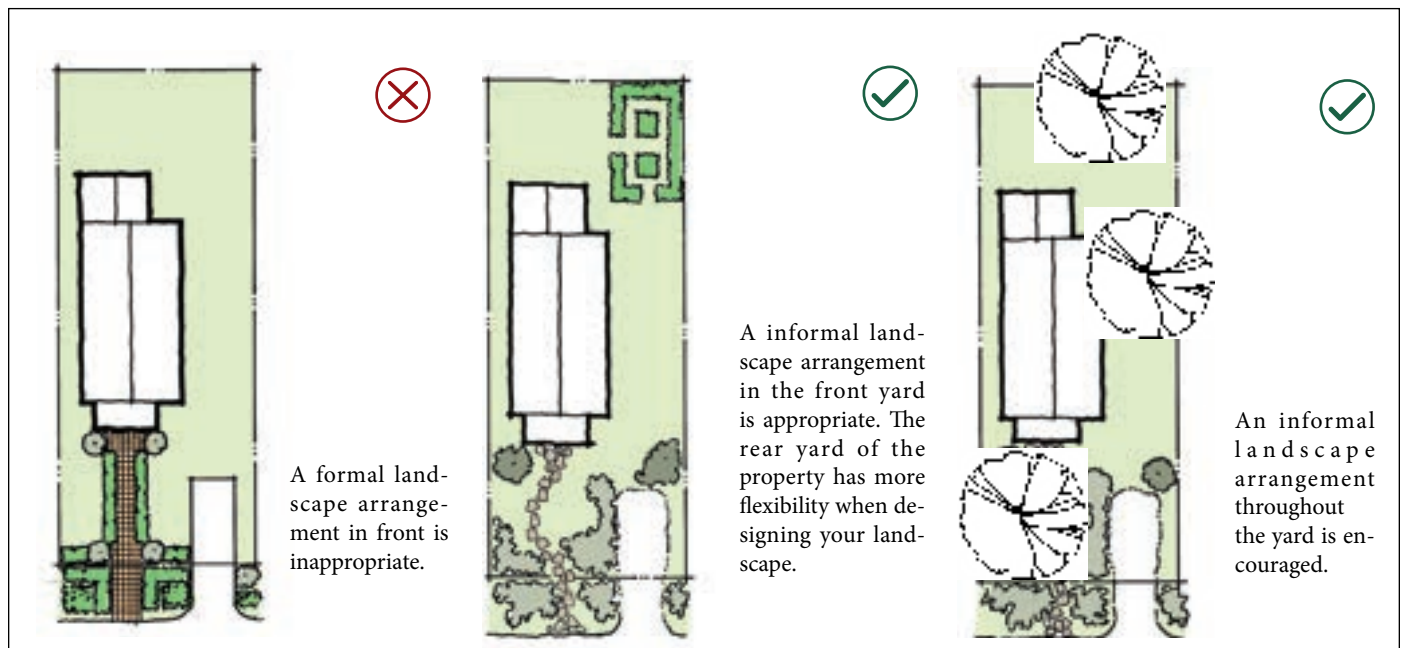
13.3 Planting in areas visible from the street or other public places shall continue the forest character.

- Locate plants in relaxed, informal arrangements that are consistent with the urban forest character.
- Avoid formal, unnatural arrangements of plants and paving except in small areas out of public view.
- Reserve the use of bedding plants and exotic flowering plants to small accents at walkways, entries or near special site features.
- Lawns, including artificial turf, visible from the street are inappropriate to the forest setting and should be avoided.

13.0 Landscape Guidelines: Final Details, continued...



Flowering plants may be used to highlight a walkway.





Green leafy ground covers are appropriate in the public right-of-way.



Plants in the public right-of-way shall be predominantly green foliage plants, in keeping with the design traditions of Carmel.

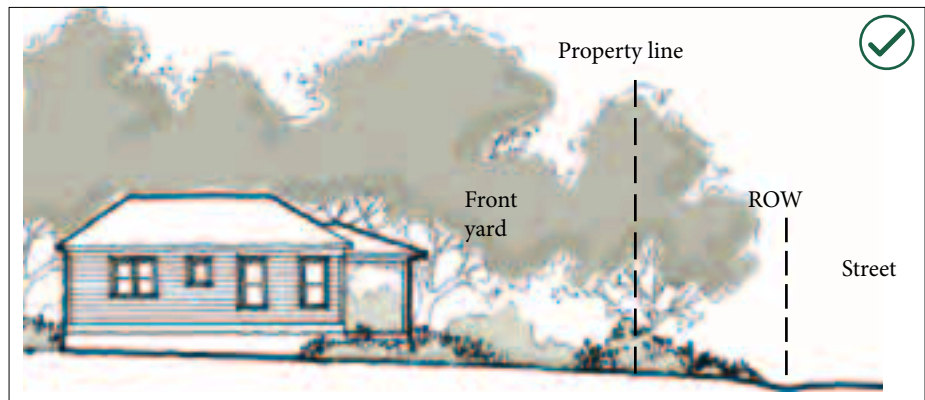


The use of native trees, ground covers and low shrubs is preferred.

Landscaping in the public right-of-way

13.4 Plants in the public right-of-way **shall** be predominantly green foliage plants, in keeping with the design traditions of Carmel.

- Leaving the right-of-way natural is encouraged.
- Naturalized landscaping consistent with the City’s forest character may be added to the right-of-way and be designed to blend into landscaping on site to enhance the sense of open space.
- The use of native trees, ground covers and low shrubs is preferred.
- The use of bedding plants and exotic species in the public right-of-way **is inappropriate**.



Plantings in the front yard should continue the forest image.

Paving materials and design

13.5 For driveways, patios and walkways, select paving materials that convey the colors and textures of native materials and that will reduce runoff.

- Carmel stone, brick, decomposed granite and earth-toned pavers are appropriate.
- Using a “sand-set” instead of “mortar-set” for paving materials allows for percolation of rain into the soil and is encouraged.
- Avoid using “turf block” and grey concrete.
- Paving designs and materials uncharacteristic of a village in a forest are **inappropriate**.
- Gravel and other easily-displaced materials are inappropriate in the public right-of-way but may be used on private property (M.C. 12.24.020.B).

13.6 Design a paved area to be small, informal and intimate.

- Avoid large, continuous areas of paving that are uncharacteristic of the forest and landscaped setting.
- Separating the walkway from the driveway can keep the paved area from appearing wide and expansive.
- Add landscaping at grade or in containers to soften the appearance of paved areas.
- Avoid formal or urban paving treatments such as grass-crete or wide areas of asphalt or concrete.

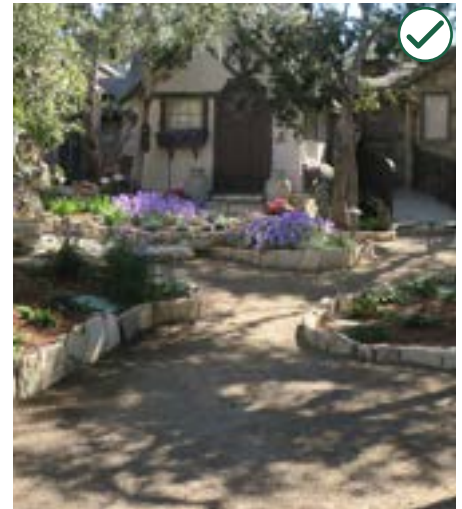
13.7 Use paving materials that will minimize impacts on tree root systems.

- Using **pervious** paving materials that permit percolation of water and aeration in soils is encouraged.

13.0 Landscape Guidelines: Final Details, continued...



Carmel stone, brick, decomposed granite and earth-toned pavers are appropriate.



Using porous paving materials that permit percolation of water and aeration in soils is encouraged.

Code reference:

Paving standards

Link: xxxxxxxx

Related guiding principles
(page xx):

- #1. Restore and enhance the forest...
- #2. Subordinate structures to the forest...
- #5. Fit with context...
- #6. Design with authentic details...



Blending on-site landscaping with that in the right-of-way can make open spaces appear larger and improve the site's fit with the forest.



Fences and walls should convey simple, hand-crafted designs.

14.0 Guidelines for Fences, Walls and Lighting: Final Details

Fences and walls visible from the street may be appropriate when used to define property edges and entrances. Fences and walls that exhibit craftsmanship and interesting designs are preferred. Not every site needs a fence or wall along the street. Fences and walls **shall** be low and **shall** not block views of front yard open space from the public way nor contribute to a “walled-off” appearance along the street edge.

Objectives:

- To promote landscape designs that blend with the forest setting
- To accommodate compatible designs for fences and walls
- To minimize the visual impacts of lighting in the nighttime sky

Fences and walls along street frontages

14.1 Designing without a fence or wall along the street frontage(s) should be considered first.

- Blending on-site landscaping with that in the right-of-way can make open spaces appear larger and improve the site's fit with the forest.
- Where enclosure or privacy is desired using shrubs, hedges or other vegetation is preferred instead of a fence or wall.

14.2 Respect the neighborhood context when designing a fence or wall.

- Fences and walls should convey simple, hand-crafted designs.
- The use of grapestakes or wood pickets for fences is preferred.
- The use of river rock, Carmel stone, brick or plastered masonry for low walls also is traditional in most neighborhoods.
- Ornate, “Victorian” wrought iron and chain link fences are inappropriate.

14.3 When designing a fence or wall along a street, preserve the open space resources of the immediate neighborhood.

- Continue the pattern of fences, walls and landscaping on other properties nearby and respect any existing patterns on nearby properties (height, materials, vegetation, visibility into the site).
- Keep a sense of openness into the site from the street. Fences and walls along street frontages should be kept low and should not impede visibility for motorists at street intersections.
- Fences and gates should have open, transparent qualities, such as open pickets, that permit filtered views into the front garden.
- **Fences shall be designed to preserve some visual access into the yard area on each site by using spaced boards or lattice work wherein the size of the spaces are at least equal to the size of the boards or lattice. The intent of this requirement is to preserve visual access to open space resources.**



In general, locating a site wall along a public way is discouraged. Ornate fences on top of masonry walls, such as this one, are also discouraged.

Garden walls

Within the interior of a property, walls may be used to define garden areas and patios. When used as retaining walls they also are a common way to terrace a slope. Garden walls should compliment the architecture and site design by using consistent materials and staying low in height.

14.4 A garden wall should be low in scale.

- Terrace or step a taller wall to avoid mass and scale impacts. The wall for each terrace may not exceed four feet from grade.
- A person should be able to see over any wall that faces the street.



A garden wall should be low in scale.

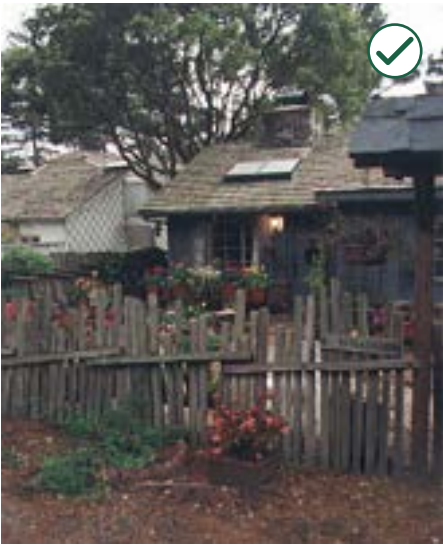
14.5 A garden wall should have a matte, masonry finish.

- Native stone is the preferred material to blend with the forest setting.
- A plain-textured plaster wall may be appropriate if kept low in scale and when consistent with the building architecture.
- Unfinished grey concrete and concrete block are inappropriate.



A garden wall should have a matte, masonry finish.

Fences



Gates and arbors

When a fence or low wall is used at the street frontage, the entry is often marked by a gate or arbor. This should be small and intimate in its proportions and should be an integral part of the overall landscape design. Gates should reflect a hand-crafted design. Fences, gates and arbors provide an opportunity to include unique details that provide interest along the street. Creative design approaches are encouraged if they are subtle and well-integrated with the site.

14.6 A gate should help create a sense of entry and therefore should be distinguishable from the adjoining fence or wall.

- The use of distinctive design details is encouraged. This provides an opportunity for individuality and craftsmanship.
- Gates should have open or transparent qualities that allow filtered views into the property.
- Monumental posts or columns are inappropriate.

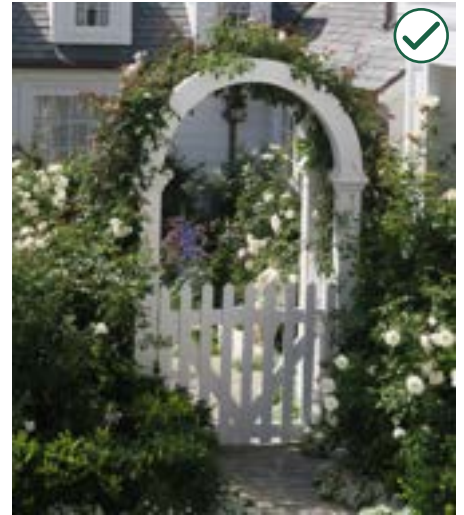
14.7 An arbor should be integral to the fence or wall design and should not dominate the street.

- Maintain a narrow, low and “light” scale. Avoid the use of tall or wide entryways and avoid massive timbers or other heavy building elements when creating an arbor.
- Incorporate vines or other landscaping to blend the arbor into the adjoining fence or wall and garden.



Incorporate vines or other landscaping to blend the arbor into the adjoining fence or wall and garden.

14.0 Guidelines for Fences, Walls and Lighting: Final Details, continued...



Gates should have open or transparent qualities that allow filtered views into the property.



An arbor should be integral to the fence or wall design and should not dominate the street.

Related Code Section:

Arbor standards

Link: xxxxxxxx

Appropriate gates



Inappropriate gates



Lighting

Exterior lighting is a special concern throughout the community. A key feature of the “forest” concept is to minimize the amount of outdoor lighting, such that the nighttime sky can be glimpsed through the trees. From the outset, public street lighting was avoided on residential streets. Within an individual property, site lighting was typically limited to one light at a building entry, and perhaps at a yard gate or over a garage door. Occasionally, a patio was lit as well, but this only a small, shielded lamp. This is a neighborhood-wide concern and the tradition of minimizing lighting should be continued.

14.8 Preserve the low nighttime lighting character of neighborhoods.

- Use lights only where needed for safety and at outdoor activity areas. Appropriate locations may include building entries, gates, terraces, walkways and patios. Lights should not be used to accent buildings or vegetation.
- Use low lumen output **light sources**. Floodlights and spotlights are inappropriate.
- Locate and shield fixtures to avoid glare and excess lighting as seen from neighboring properties and from the street.
- **A fixture on a building front with an exposed light source is inappropriate.**

14.0 Guidelines for Fences, Walls and Lighting: Final Details, continued...



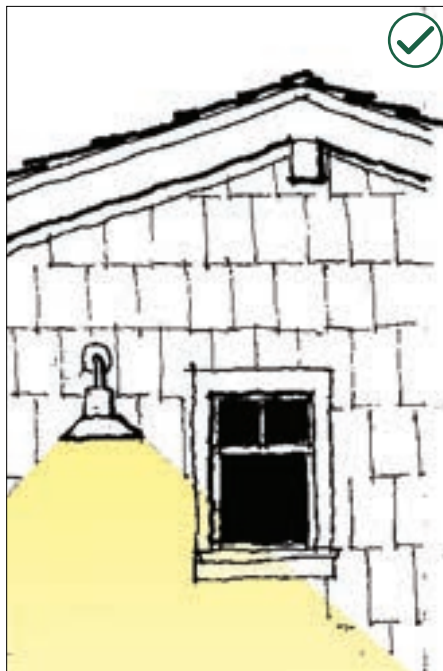
Use lights only where needed.



Locate and shield fixtures to avoid glare.



The restrained use of low scale path lighting for safety is appropriate.



Focus a light downward to minimize glare. Avoid placing fixtures where glare would be visible to neighbors or the street.

Related Code Section:
 Lighting standards
 Link: xxxxxxxx

• Carmel-by-the-Sea Residential Design Guidelines •



PART FOUR: APPENDICES

(Forthcoming)

• Carmel-by-the-Sea Residential Design Guidelines •



Credits

(Forthcoming)