



CITY OF CARMEL-BY-THE-SEA HISTORIC RESOURCES BOARD

Jordan Chroman, Erik Dyar, Esther Goodhue, Karyl
Hall, Kathy Pomeroy

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

REGULAR MEETING Monday, November 20, 2023

TOUR TIME 3:30 PM

MEETING 4:00 PM

THIS MEETING WILL BE HELD VIA TELECONFERENCE AND IN PERSON AT CITY HALL. 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 attend in person, visit the City Council Chambers at City Hall located on Monte Verde Street between Ocean and Seventh Avenues. To view or listen to the meeting remotely, you may access the YouTube Live Stream at:

<https://www.youtube.com/@CityofCarmelbytheSea/streams>, or use the link below to view or listen to the meeting via Zoom teleconference: <https://ci-carmel-ca-us.zoom.us/j/88991263922?pwd=TFVQTUFVMjA5c1I2STdDQU94V1I0UT09>. To listen to the Zoom meeting via telephone, dial +1 (312) 626-6799. Meeting ID: 889 9126 3922. Passcode: 930 359

HOW TO OFFER PUBLIC COMMENT: Public comment may be given in person at the meeting, or using 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 mwaffle@ci.carmel.ca.us. Comments must be received 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 - TOUR

TOUR OF INSPECTION

The Historic Resources Board will meet and convene the public hearing at the first location listed below on the Tour of Inspection. The public is welcome to join the Board on its tour. The tour is intended only to give the Board an opportunity to view project sites scheduled for a public hearing later that day. No deliberations on the merits of projects will take place during the Tour of Inspection. Following completion of the tour, the Board will recess and return to the Council Chambers to reconvene the public hearing at 4:00 p.m., or as soon thereafter as possible.

- A. DS 23-160 (Lutz) Santa Fe Street 4 northwest of 6th Avenue

CALL TO ORDER AND ROLL CALL - CHAMBERS

PLEDGE OF ALLEGIANCE

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. Matters not appearing on the agenda will not receive action at this meeting and may be referred to staff. Persons are not required to provide their names, and it is helpful for speakers to state their names so they may be identified in the minutes of the meeting.

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. Hateful, violent, and threatening speech is impermissible public comment as it disrupts the conduct of the public meeting. This is a warning that if a member of the public attending this meeting remotely violates the Brown Act by failing to comply with these requirements of the Brown Act the meeting, then that speaker will be muted.

ANNOUNCEMENTS

CONSENT AGENDA

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

1. Adoption of the 2024 Historic Resources Board Meeting Calendar

PUBLIC HEARINGS

2. **HE 23-097 (Hofsas House, Inc):** Consideration of a historic determination for the single-family residence known as Donna Hofsas House and a historic determination for the Hofsas House Hotel located on San Carlos Street 4 northwest of 4th Avenue.
CONTINUED TO DECEMBER 18, 2023
3. **DS 23-152 (Velo LLC):** Consideration of a Determination of Consistency with the Secretary of the Interior's Standards for additions and site modifications at the historic "S. J. Miller House" located at the northwest corner of Casanova Street and 12th Avenue in the Single-Family Residential (R-1) District. APN: 010-273-012.
CONTINUED TO A DATE UNCERTAIN
4. **DS 23-160 (Lutz) –** Request for reconsideration of a Determination of Consistency with the Secretary of the Interior's Standards issued by the Historic Resources Board on September 18, 2023, for Design Study application, DS 23-160 (Lutz), for additions, alterations, and site modifications including a kitchen addition, bedroom addition, and new detached garage in the front setback at the historic "Elizabeth F. Armstrong House," and a request to add the historic resource to the Carmel Register and creation of a design nonconformity (reduced composite side yard setback) located on Santa Fe Street 4 northwest of 6th Avenue in the Single-Family Residential (R-1) District. APN: 010-092-005-000.

ORDERS OF BUSINESS

5. Update on the Junipero Serra Statue

DIRECTORS REPORT

FUTURE AGENDA ITEMS

ADJOURNMENT

CORRESPONDENCE

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.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Historic Resources Board regarding any item on this agenda, received after the posting of the agenda will be available at City Hall located on Monte Verde Street between Ocean and Seventh Avenues during regular business hours.

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 HISTORIC RESOURCES BOARD Staff Report

November 20, 2023
CONSENT AGENDA

TO: Historic Resources Board Commissioners

SUBMITTED BY: Leah Young, Administrative Coordinator

SUBJECT: Adoption of the 2024 Historic Resources Board Meeting Calendar

RECOMMENDATION:

Adopt the 2024 Historic Resources Board meeting calendar.

BACKGROUND/SUMMARY:

In accordance with the Historic Resources Board Rules of Procedure, the Board holds regular meetings on the third Monday of each month at 4:00 p.m. When a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such meetings may be rescheduled to another business day, or canceled by motion and adopted by the Historic Resources Board.

The purpose for adopting a meeting calendar is to identify any conflicts with public holidays and to preempt the need for last-minute schedule changes, providing the Commission, staff and the public adequate notice of scheduled meetings throughout the year for planning purposes.

In preparing the 2024 Historic Resources Board meeting calendar (**Attachment 1**), staff identified conflicts with public holidays and suggested special meeting dates. The Historic Resources Board is being asked to review and adopt the meeting calendar.

FISCAL IMPACT:

ATTACHMENTS:

Attachment 1: 2024 Meeting Calendar - HRB

CITY OF CARMEL-BY-THE-SEA
HISTORIC RESOURCES BOARD MEETING DATES
CALENDAR YEAR 2024

MEETING DATES
Monday, January 22, 2024 - Special Meeting <i>Rescheduled from Monday, January 15, 2024 - Martin Luther King, Jr. Day</i>
Monday, February 26, 2024 - Special Meeting <i>Rescheduled from Monday, February 19, 2024 - President's Day</i>
Monday, March 18, 2024
Monday, April 15, 2024
Monday, May 20, 2024
Monday, June 17, 2024
Monday, July 15, 2024
Monday, August 19, 2024
Monday, September 16, 2024
Monday, October 21, 2024
Monday, November 18, 2024
Monday, December 16, 2024

City-Observed Holidays:

New Year's Day	Monday, January 1, 2024
Martin Luther King, Jr. Day	Monday, January 15, 2024
Lincoln's Birthday	Monday, February 12, 2024
President's Day	Monday, February 19, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day after Thanksgiving	Friday, November 29, 2024
Christmas Eve	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024



CITY OF CARMEL-BY-THE-SEA HISTORIC RESOURCES BOARD Staff Report

November 20, 2023
PUBLIC HEARINGS

TO: Historic Resources Board Commissioners

SUBMITTED BY: Marnie R. Waffle, AICP, Principal Planner

SUBJECT: **HE 23-097 (Hofsas House, Inc):** Consideration of a historic determination for the single-family residence known as Donna Hofsas House and a historic determination for the Hofsas House Hotel located on San Carlos Street 4 northwest of 4th Avenue.
CONTINUED TO DECEMBER 18, 2023

RECOMMENDATION:

Staff recommends the Historic Resources Board continue the item to the December 18, 2023 regular meeting.

BACKGROUND/SUMMARY:

Prior to preparation of the staff report, but following the publication of the noticing documents, staff determined that additional time was needed to review the additional information submitted by the applicant. Staff is requesting a continuance of the hearing.

The item has been rescheduled for the December 18, 2023 regular meeting and public notices will be re-distributed in advance of that meeting.

FISCAL IMPACT:

N/A

ATTACHMENTS:



CITY OF CARMEL-BY-THE-SEA HISTORIC RESOURCES BOARD Staff Report

November 20, 2023
PUBLIC HEARINGS

TO: Historic Resources Board Commissioners

SUBMITTED BY: Evan Kort, Associate Planner

SUBJECT: **DS 23-152 (Velo LLC):** Consideration of a Determination of Consistency with the Secretary of the Interior's Standards for additions and site modifications at the historic "S. J. Miller House" located at the northwest corner of Casanova Street and 12th Avenue in the Single-Family Residential (R-1) District. APN: 010-273-012. **CONTINUED TO A DATE UNCERTAIN**

RECOMMENDATION:

Staff recommends the Historic Resources Board continue the item to a date uncertain.

BACKGROUND/SUMMARY:

Prior to preparation of the staff report, but following the publication of the noticing documents, the applicant requested a continuance of the hearing to ensure the city's story pole requirements could sufficiently be satisfied within the deadlines established by the city's story pole policy.

The item has been tentatively rescheduled for the December agenda and public notices will be re-distributed once formally agendaized.

FISCAL IMPACT:

N/A

ATTACHMENTS:



CITY OF CARMEL-BY-THE-SEA HISTORIC RESOURCES BOARD Staff Report

November 20, 2023
PUBLIC HEARINGS

TO: Historic Resources Board Commissioners

SUBMITTED BY: Katherine Wallace, Associate Planner

SUBJECT: **DS 23-160 (Lutz)** – Request for reconsideration of a Determination of Consistency with the Secretary of the Interior's Standards issued by the Historic Resources Board on September 18, 2023, for Design Study application, DS 23-160 (Lutz), for additions, alterations, and site modifications including a kitchen addition, bedroom addition, and new detached garage in the front setback at the historic "Elizabeth F. Armstrong House," and a request to add the historic resource to the Carmel Register and creation of a design nonconformity (reduced composite side yard setback) located on Santa Fe Street 4 northwest of 6th Avenue in the Single-Family Residential (R-1) District. APN: 010-092-005-000.

RECOMMENDATION:

Adopt a Resolution (Attachment 1) adding the historic "Elizabeth F. Armstrong House" to the Carmel Register, approving the creation of a design nonconformity in the composite side yard setback (per CMC 17.32.100), and upholding Resolution 2023-015 passed September 18, 2023.

BACKGROUND/SUMMARY:

EXECUTIVE SUMMARY

The applicant is requesting that the Historic Resources Board reconsider the Determination of Consistency with the Secretary of the Interior's Standards for Design Study Application (DS 23-160, Lutz) for additions, alterations, and site modifications including a south kitchen addition, north bedroom addition, and new detached garage in the front setback at the historic "Elizabeth F. Armstrong House" designed by Hugh Comstock in 1928. At the September 18, 2023 Historic Resources Board meeting, the Board passed Resolution 2023-015 (Attachment 2, Resolution 2023-015) and found the project to be consistent with the *Secretary of the Interior's Standards* with the incorporation of four Conditions of Approval, below (revisions made by the Board during the meeting in red):

- 1) The proposed north addition shall be moved as far to the rear (west) as possible.
- 2) Door and window openings of the 1928 section of the house shall be retained in place where possible.
- 3) Stone veneer shall **either** be omitted from the proposed additions and garage **or used in full**.
- 4) The garage shall be reduced in size from 250 to 200 square feet, **and the bay window feature removed**.

The applicant is requesting the Board reconsider the 250-square-foot garage, instead of the 200-square-foot garage deemed Standards-compliant on September 18th. Additionally, staff is recommending that the Board add the property to the Carmel Register for the purposes of accommodating a nonconforming composite setback created by the north bedroom addition. Per CMC 17.32.100.D, Benefits Available to Historic Resources on the Register, “design nonconformities shall be expanded or created only when this is found necessary to achieve consistency with the Secretary’s Standards.” Pushing the north addition west (as required by Resolution 2023-015) creates a nonconforming composite setback but is necessary to achieve consistency with the Secretary’s Standards.

BACKGROUND AND PROJECT DESCRIPTION

The historic “Elizabeth F. Armstrong House” is located on Santa Fe Street 4 northwest of 6th Avenue. The one-story, wood-framed, stucco cottage was built in 1928 by Hugh Comstock (Attachment 3, Site Photos). The Tudor/Storybook-style residence was expanded to the rear in 1958 (to connect to a c.1930 guesthouse), and was expanded to the rear again in 1967. According to the DPR 523 survey form authored by Kent Seavey in 2002 (Attachment 4, DPR 523 form), the property is historically significant under California Register Criterion 3 “as a contributor to fully documented district that is eligible for designation as a local historic district.” The Comstock Hill Historic District (eligible but not listed) contains the largest concentration of early residential buildings by noted Carmel designer/builder Hugh Comstock. The “Elizabeth F. Armstrong House” also known as “Our House” has the distinction of being the only known Comstock cottage to be replicated by Comstock for a second client, Elspeth Rose, whose “Sunwise Turn” cottage at N. Casanova and Palou is commonly referred to as the twin on Palou.

The character-defining features of the “Elizabeth F. Armstrong House” are concentrated on the original 1928 portion of the house and include:

- Irregular plan and steeply pitched gabled roof
- One-story massing
- Textured, rustic stucco exterior walls
- Carmel stone exterior chimney
- Gabled bracket portico at the north entry with triangular, carved wood brackets
- Single, paired, and banked multi-pane wood casement windows
- Arched fixed window north of the chimney
- Wood French doors at the south elevation

The property’s known construction chronology (permitted and/or observed) is as follows:

- The 648-square-foot house was built by Hugh Comstock in 1928 (BP# 1978). BP# 1978 also lists a garage (no size was indicated), but the 1930 Sanborn map does not indicate a garage on the property, so it is not known if it was ever built. The 1930 Sanborn map does show the main house and also indicates the presence of a cottage at the rear of the lot.
- The DPR form notes that a small rear guest house was built in 1940 (BP# 611). This information could not be verified as there is no building permit in the file. The only record of this improvement is in the building permit records held by the Harrison Memorial Library’s History Room. This record indicates that building permit # 611 was issued in May 1940, however there is no record of what the permit was for. The 1930 Sanborn map indicates that the cottage was in place by 1930. The *Carmel Cymbal* cites that Mr. and Mrs. Ross B. Hoffman, who owned the house in 1941, were moving into their “new house”. The building permit may have been for an interior remodel since the guest house was already in place.

- In 1958, a 117-square-foot addition was built to connect the 137-square-foot rear guest house with the main house (BP# 2477).
- In 1967, a 444-square-foot bedroom, bathroom, and family room were built at the rear of the house. Another 137 square feet were removed as part of this project.

A Phase II Historic Evaluation (Attachment 5) of the project reviewed by the Board on September 18, 2023, was prepared by a City-contracted qualified professional, Margaret (Meg) Clovis, on September 10, 2023. The evaluation concludes that the project, as proposed, did not meet the *Secretary of the Interior's Standards for Rehabilitation*, but if modified through the incorporation of three recommendations would meet the *Standards* and would not have a significant impact on the historic resource. Staff added one additional recommendation specifying that the garage in the front setback be limited to 200 square feet instead of the 250 square feet proposed by the applicant. On September 18, 2023, the Board passed Resolution 2023-015 with the Conditions of Approval below (revisions made by the Board during the meeting in red):

- 1) The proposed north addition shall be moved as far to the rear (west) as possible.
- 2) Door and window openings of the 1928 section of the house shall be retained in place where possible.
- 3) Stone veneer shall **either** be omitted from the proposed additions and garage **or used in full**.
- 4) The garage shall be reduced in size from 250 to 200 square feet, **and the bay window feature removed**.

The revised Design Study 23-160 (Lutz) before the Board for review proposes additions, alterations, and site modifications, including a 76-square-foot south kitchen addition; a 125-square-foot north bedroom addition (previously proposed as a 135-square-foot north bedroom addition) requiring infill of one historic window; fenestration changes on the non-historic portions of the house; and a new, detached, 250-square-foot garage in the front setback (approved at 200 square feet by the HRB on September 18, 2023).

The 4,000-square-foot property is permitted to have 1,800 square feet of floor area; the existing floor area is 1,288 square feet (a 1,249-square-foot house and a 39-square-foot shed, to be demolished), and the proposed floor area is 1,700 square feet (1,249 square-foot house plus 76-square-foot south kitchen addition, 125-square-foot north bedroom addition, and 250-square-foot garage). The proposed project will not result in the property reaching or exceeding the allowed floor area. CMC 17.10.030.D.2.d.i and 17.10.030.F state:

Required Parking. On each site, a minimum of 200 square feet of base floor area and 2,200 cubic feet of exterior volume shall be reserved for each required parking space, whether provided by means of a garage, carport, or parking pad. Inability to provide on-site parking shall not authorize more floor area or exterior volume for other purposes in lieu of parking.

Required parking spaces shall be provided by a garage, carport, or parking pad measuring at least 10 feet by 20 feet, having practical ingress and egress for a vehicle. Tandem parking is allowed in this district. All required parking shall be provided on-site and shall be counted as floor area and exterior volume.

The proposed placement of the detached garage is at the northeast corner of the property, within the front yard setback. The eaves of the proposed garage will abut the east (front, street-side) property line. The Planning Commission may authorize a garage in the front yard setback per CMC 17.10.030.A.1; following

review by the HRB, the project will be reviewed by the Planning Commission.

On September 20, 2023, the applicant submitted a request for reconsideration (Attachment 6), per the Historic Resources Board “Rules of Procedure” (Attachment 7) Section IV.C, which states:

Any applicant may request that a Historic Resources Board decision be reconsidered by the Board. Requests for reconsideration must be made in writing within five (5) working days of the Board's action and state the specific error or omission committed by the Board in the decision, or provide additional, relevant information not considered by the Board.

The applicant has also provided revised plan sheets to supplement the original plan set submittal (Attachments 8 and 9). The following work is included in the revised project; the garage is the only project component being reconsidered:

- 76-square-foot kitchen addition at the south elevation (approved 9/18/23)
- 124-square-foot bedroom addition at the north elevation (pushed west as required 9/18/23)
- Fenestration changes on rear portions of the house (approved 9/18/23)
- 250-square-foot detached garage in the front yard setback (increased from 200 square feet as approved 9/18/23; note that the north bay window on the garage and the trash enclosure add additional mass to the structure but are exempt from floor area and therefore not included in the 250 square feet of the garage)

STAFF ANALYSIS

Secretary of the Interior's Standards: Per CMC 17.32.120 Alteration of Historic Resources, the proposed Lutz project shall first obtain a determination of consistency with the Secretary's Standards. The *Secretary of the Interior's Standards for the Treatment of Historic Properties* (Standards), as defined in **CMC 17.32.230.Y**, provides the framework for evaluating the impacts of additions and alterations to historic buildings. The Standards describe four treatment approaches: preservation, rehabilitation, restoration, and reconstruction. The Standards require that the treatment approach be determined first, as a different set of standards apply to each approach. For the proposed Lutz project, the treatment approach is rehabilitation.

All work proposed on the non-historic rear portions of the house (including the 76-square-foot kitchen addition on the non-historic portion of the south elevation and various fenestration changes on non-historic areas) comply with the *Secretary of the Interior's Standards for Rehabilitation* (Attachment 4).

The only project component remaining that requires a determination of consistency is the proposed 250-square-foot detached garage in the front yard setback. Standard 2 and Standard 9 both speak to the importance of preserving spatial relationships that characterize the historic property. Analysis of the proposed 250-square-foot garage by Ms. Clovis and City staff is provided below.

Standard 2: *The historic character of a property will be retained and preserved. The removal of distinctive materials or **alteration of features, spaces, and spatial relationships that characterize the property will be avoided.***

Standard 9: *New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new*

work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.

Clovis: The proposed single-car garage will be located at the northeast corner of the lot, fronting Santa Fe Street. Carmel's Historic Context Statement states, "An adjunct to many houses figuring prominently in the streetscapes of Carmel is a detached single car garage, usually front-gabled, sided with board and batten, entered via an arched vehicular door, and set close to the street (p. 52)." The proposed garage conforms to traditional Carmel garage designs as it has a front gable, board and batten siding and is set close to the street. Its placement in the northeast corner does not significantly block the view of the cottage from the street, therefore spatial relationships will not be impacted.

Staff Response: Staff recommends the proposed garage be reduced in size from 250 to 200 square feet (10 feet wide by 20 feet deep). At 250 square feet, the proposed garage will visually obscure more of the historic resource than if the size was reduced to 200 square feet. Staff recommendation is based on the City's municipal code, which identifies 200 square feet as the adequate size of a garage. A 200-square-foot garage would better preserve the historic site plan (a residence set back from the street with a large front garden area) and would be less detrimental to public visibility of the property than if the applicant were to construct the proposed 250-square-foot garage with a projecting bay window feature and a projecting trash enclosure (neither of which count towards the 250 square feet of garage floor area).

Options for the Board:

1. Adopt the draft Resolution and accept staff conditions of approval as proposed.
2. Adopt the draft Resolution with modified conditions of approval.
3. Deny the draft Resolution and direct staff to return to the Board at the next available meeting with a Resolution of Denial. Please note the applicant may choose to appeal the Board decision to the City Council.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Attachment 1 - Resolution
Attachment 2 - Resolution 2023-015-HRB
Attachment 3 - Site Photographs
Attachment 4 - DPR Form_Elizabeth F. Armstrong House
Attachment 5 - Elizabeth F. Armstrong House_Phase Two Historic Evaluation_9.10.2023
Attachment 6 - Lutz Request for Reconsideration
Attachment 7 - HRB Rules of Procedure rev05.15.23
Attachment 8 - Project Plans reviewed by HRB on 9.18.23
Attachment 9 - Revised plan sheets for HRB review 10.16.23
Attachment 10 - Revised site plan for HRB review 11.20.23
Attachment 11 - B Lutz Comments

CITY OF CARMEL-BY-THE-SEA
HISTORIC RESOURCES BOARD

HISTORIC RESOURCES BOARD RESOLUTION NO. 2023-XXX-HRB

A RESOLUTION OF THE HISTORIC RESOURCES BOARD OF THE CITY OF CARMEL-BY-THE-SEA ADDING THE HISTORIC “ELIZABETH F. ARMSTRONG HOUSE” TO THE CARMEL REGISTER, APPROVING THE CREATION OF A DESIGN NONCONFORMITY IN THE COMPOSITE SIDE YARD SETBACK, AND UPHOLDING THE DETERMINATION OF CONSISTENCY WITH THE SECRETARY OF THE INTERIOR’S STANDARDS ISSUED BY THE HISTORIC RESOURCES BOARD ON SEPTEMBER 18, 2023 UNDER RESOLUTION 2023-015-HRB FOR DESIGN STUDY APPLICATION, DS 23-160 (LUTZ), FOR ADDITIONS, ALTERATIONS, AND SITE MODIFICATIONS AT THE PROPERTY LOCATED ON SANTA FE STREET 4 NORTHWEST OF 6TH AVENUE IN THE SINGLE-FAMILY RESIDENTIAL (R-1) DISTRICT.
APN: 010-092-005-000

WHEREAS, on May 31, 2023, Thomas Bateman Hood, Architect (“Applicant”) submitted an application on behalf of Breck J and Carole A Lutz TRS (“Owners”) requesting the issuance of a Determination of Consistency with the Secretary of the Interior’s Standards for Design Study application DS 23-160 (Lutz) described herein as (“Application”); and

WHEREAS, the Application has been submitted for the property located on Santa Fe Street 4 northwest of 6th Avenue in the Single-Family Residential (R-1) District (Block 60, Lot 11); and

WHEREAS, the Applicant is proposing a substantial alteration involving additions, alterations, and site modifications; and

WHEREAS, in accordance with CMC Section 17.32.160.A.2, substantial alterations, as defined in CMC Section 17.70.020, are considered major alterations; and

WHEREAS, in accordance with CMC Section 17.32.160.B, determinations of consistency for major alterations shall be prepared by a qualified professional;

WHEREAS, Margaret Clovis, a qualified professional, prepared a Phase Two Historic Assessment and found the project inconsistent with the Secretary’s Standards; and

WHEREAS, if certain modifications to the project were implemented, the project could be found consistent with the Secretary’s Standards; and

WHEREAS, on September 8, 2023, a notice of the September 18, 2023, public hearing was published in the Carmel Pine Cone in compliance with State law (California Government Code 65091) and mailed to owners of real property within a 300-foot radius of the project indicating the date and time of the public hearing; and

WHEREAS, on or before September 8, 2023, the Applicant posted the public notice on the project site and hand-delivered a copy of the public notice to each property within a 100-foot radius of the project site indicating the date and time of the public hearing; and

WHEREAS, on or before September 15, 2023, the meeting agenda was posted in three locations in compliance with State law indicating the date and time of the public hearing; and

WHEREAS, on September 18, 2023, the Historic Resources Board held a duly noticed public hearing to receive public testimony regarding the project, including without limitation the information provided to the Historic Resources Board by City staff and adopted Resolution 2023-015-HRB issuing a Determination of Consistency with the Secretary of the Interior's Standards with Conditions of Approval; and

WHEREAS, on September 20, 2023, the Applicant submitted a request for reconsideration of the project per the Historic Resources Board "Rules of Procedure" Section IV.C, specifically requesting the property be added to the Carmel Register for the purposes of allowing a reduced site yard composite setback, and also requesting the Board reconsider Resolution 2023-015-HRB Condition of Approval #4 to allow a 250-square-foot garage instead of a 200-square-foot garage; and

WHEREAS, on October 6, 2023, a notice of the October 16, 2023, public hearing was published in the Carmel Pine Cone in compliance with State law (California Government Code 65091) and mailed to owners of real property within a 300-foot radius of the project indicating the date and time of the public hearing; and

WHEREAS, on or before October 6, 2023, the Applicant posted the public notice on the project site and hand-delivered a copy of the public notice to each property within a 100-foot radius of the project site indicating the date and time of the public hearing; and

WHEREAS, on or before October 13, 2023, the meeting agenda was posted in three locations in compliance with State law indicating the date and time of the public hearing; and

WHEREAS, on October 16, 2023, the Historic Resources Board held a duly noticed public hearing to receive public testimony regarding the project, including without limitation the information provided to the Historic Resources Board by City staff; and

WHEREAS, on October 16, 2023, the applicant requested the project be continued to such time that the full Board would be present, and the Board granted the request; and

WHEREAS, on November 10, 2023, a notice of the November 20, 2023, public hearing was published in the Carmel Pine Cone in compliance with State law (California Government Code 65091) and mailed to owners of real property within a 300-foot radius of the project indicating the date and time of the public hearing; and

WHEREAS, on or before November 10, 2023, the Applicant posted the public notice on the project site and hand-delivered a copy of the public notice to each property within a 100-foot radius of the project site indicating the date and time of the public hearing; and

WHEREAS, on or before November 17, 2023, the meeting agenda was posted in three locations in compliance with State law indicating the date and time of the public hearing; and

WHEREAS, on November 20, 2023, the Historic Resources Board held a duly noticed public hearing to receive public testimony regarding the project, including without limitation the information provided to the Historic Resources Board by City staff; and

WHEREAS, this Resolution and its findings are made based upon the evidence presented to the Board at the November 20, 2023 hearing, including, without limitation, the staff report and attachments submitted by the Community Planning & Building Department; and

WHEREAS, the Historic Resources Board did hear and consider all said reports, attachments, recommendations, and testimony herein above set forth and used their independent judgment to evaluate the project; 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 the review of certain projects for environmental impacts and preparation of environmental documents; and

WHEREAS, issuance of a Determination of Consistency with the Secretary of the Interior’s Standards is “not a project” pursuant to section 15378 of the CEQA Guidelines as it does not grant any permits of entitlements approving a project which would result in a direct or indirect physical change in the environment; and

WHEREAS, a CEQA analysis and determination will be conducted as part of the Design Study review by the Planning Commission; 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 Historic Resources Board of the City of Carmel-by-the-Sea does hereby add the historic “Elizabeth F. Armstrong House” to the Carmel Register to allow a reduced composite side yard setback and uphold the Determination of Consistency with the Secretary of the Interior’s Standards made by the Board on September 18, 2023 under Resolution 2023-015-HRB for Design Study application, DS 23-160 (Lutz), for additions, alterations, and site modifications at the property located on Santa Fe Street 4 northwest of 6th Avenue in the Single-Family Residential (R-1) District. APN: 010-092-005-000), subject to the following Conditions:

- 1) The proposed north addition shall be moved as far to the rear (west) as possible.
- 2) Door and window openings of the 1928 section of the house shall be retained in place where possible.
- 3) Stone veneer shall either be omitted from the proposed additions and garage or used in full.
- 4) The garage shall be reduced in size from 250 to 200 square feet (10 feet wide by 20 feet deep).

PASSED, APPROVED, AND ADOPTED BY THE HISTORIC RESOURCES BOARD OF THE CITY OF CARMEL-BY-THE-SEA this 20th day of November 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Jordan Chroman
Chair

Leah Young
Historic Resources Board Secretary

CITY OF CARMEL-BY-THE-SEA
HISTORIC RESOURCES BOARD

HISTORIC RESOURCES BOARD RESOLUTION NO. 2023-015-HRB

A RESOLUTION OF THE HISTORIC RESOURCES BOARD OF THE CITY OF CARMEL-BY-THE-SEA ISSUING A DETERMINATION OF CONSISTENCY WITH THE SECRETARY OF THE INTERIOR'S STANDARDS, WITH CONDITIONS, FOR DESIGN STUDY APPLICATION, DS 23-160 (LUTZ), FOR ADDITIONS, ALTERATIONS, AND SITE MODIFICATIONS INCLUDING A 76-SQUARE-FOOT KITCHEN ADDITION, A 135-SQUARE-FOOT NORTH BEDROOM ADDITION, FENESTRATION CHANGES, AND A NEW DETACHED 250-SQUARE-FOOT GARAGE IN THE FRONT SETBACK AT THE HISTORIC "ELIZABETH F. ARMSTRONG HOUSE" LOCATED ON SANTA FE STREET 4 NORTHWEST OF 6TH AVENUE IN THE SINGLE-FAMILY RESIDENTIAL (R-1) DISTRICT. APN: 010-092-005-000.

WHEREAS, on May 31, 2023, Thomas Bateman Hood, Architect ("Applicant") submitted an application on behalf of Carol and Breck Lutz ("Owners") requesting the issuance of a Determination of Consistency with the Secretary of the Interior's Standards for Design Study application DS 23-160 (Lutz) described herein as ("Application"); and

WHEREAS, the Application has been submitted for the property located on Santa Fe Street 4 northwest of 6th Avenue in the Single-Family Residential (R-1) District (Block 60, Lot 11); and

WHEREAS, the Applicant is proposing a substantial alteration involving additions, alterations, and site modifications; and

WHEREAS, in accordance with CMC Section 17.32.160.A.2, substantial alterations as defined in CMC Section 17.70.020 are considered major alterations; and

WHEREAS, in accordance with CMC Section 17.32.160.B, determinations of consistency for major alterations shall be prepared by a qualified professional;

WHEREAS, Margaret Clovis, a qualified professional, prepared a Phase Two Historic Assessment and found the project inconsistent with the Secretary's Standards; and

WHEREAS, if certain modifications to the project were implemented, the project could be found consistent with the Secretary's Standards; and

WHEREAS, on September 8, 2023, notice of the September 18, 2023 public hearing was published in the Carmel Pine Cone in compliance with State law (California Government Code 65091), and mailed to owners of real property within a 300-foot radius of the project indicating the date and time of the public hearing; and

WHEREAS, on or before September 8, 2023, the Applicant posted the public notice on the project site and hand-delivered a copy of the public notice to each property within a 100-foot radius of the project site indicating the date and time of the public hearing; and

WHEREAS, on or before September 15, 2023 the meeting agenda was posted in three locations in compliance with State law indicating the date and time of the public hearing; and

WHEREAS, on September 18, 2023 the Historic Resources Board held a duly noticed public hearing to receive public testimony regarding the project including without limitation the information provided to the Historic Resources Board by City staff; and

WHEREAS, this Resolution and its findings are made based upon the evidence presented to the Board at the September 18, 2023 hearing, including, without limitation, the staff report and attachments submitted by the Community Planning & Building Department; and

WHEREAS, the Historic Resources Board did hear and consider all said reports, attachments, recommendations, and testimony herein above set forth and used their independent judgment to evaluate the project; 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 the review of certain projects for environmental impacts and preparation of environmental documents; and

WHEREAS, issuance of a Determination of Consistency with the Secretary of the Interior’s Standards is “not a project” pursuant to section 15378 of the CEQA Guidelines as it does not grant any permits of entitlements approving a project which would result in a direct or indirect physical change in the environment; and

WHEREAS, a CEQA analysis and determination will be conducted as part of the Planning Commission Final Details hearing; 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 Historic Resources Board of the City of Carmel-by-the-Sea does hereby issue a Determination of Consistency with the Secretary of the Interior’s Standards for the Treatment of Historic Properties for a Design Study application, DS 23-160 (Lutz) for additions, alterations, and site modifications including a 76-square-foot south kitchen addition, a 135-square-foot north bedroom addition, fenestration changes, and a new detached 250-square-foot garage in the front setback at the historic “Elizabeth F. Armstrong House” location on Santa Fe Street 4 northwest of 6th Avenue in the Single-Family Residential (R-1) District (APN: 010-092-005-000), subject to the following conditions:

- 1) The proposed north addition shall be moved as far to the rear (west) as possible.
- 2) Door and window openings of the 1928 section of the house shall be retained in place where possible.
- 3) Stone veneer shall either be omitted from the proposed additions and garage or used in full.
- 4) The garage shall be reduced in size from 250 to 200 square feet, ~~and the bay window feature removed.~~

PASSED, APPROVED AND ADOPTED BY THE HISTORIC RESOURCES BOARD OF THE CITY OF CARMEL-BY-THE-SEA this 18th day of September, 2023 by the following vote:

AYES: Kathy Pomeroy, Karyl Hall, Esther Goodhue

NOES: Jordan Chroman

ABSENT: Erik Dyar

ABSTAIN:

APPROVED:

ATTEST:

Jordan Chroman
Chair

Leah Young
Historic Resources Board Secretary



Figure 1: Property and right-of-way, viewed from Santa Fe Street.



Figure 2: Garage storypoles, viewed from Santa Fe Street.



Figure 3: Façade, view looking west from front walkway.



*Figure 4: Storypoles for the proposed north bedroom addition, view looking west. *Note that the addition has since been pushed 3' to the west/rear to clear the tripartite window**



Figure 5: Storypoles for the proposed south kitchen addition, view looking west.



Figure 6: French doors on south elevation to remain in place. Kitchen window with shutters also to remain in place.



Figure 7: Entry door and bank of three windows to remain in place.



Figure 8: Rear (west) elevation, partially below-grade.



Figure 9: Non-historic shed to be demolished.



Figure 10: Non-historic front stone walkways.

Primary #

HRI #

Trinomial

NRHP Status Code

Attachment 4

5D1

Other Listings

Review Code

Reviewer

Date

Page of

Resource Name or #: (Assigned by recorder)

Elizabeth F. Armstrong Hse.

P1. Other Identifier:

P2. Location:

☐ Not for Publication ☐ Unrestricted

a. County Monterey

and (P2b and P2c or P2d. Attach a Location Map as necessary.)

b. USGS 7.5' Quad

Date

T

; R

;

1/4 of

1/4 of Sec

;

B.M.

c. Address:

City Carmel-by-the-Sea

Zip 93921

d. UTM: (Give more than one for large and/linear resources)

mE/

mN

e. Other Locational Data (Enter Parcel #, legal description, directions to resource, elevation, etc., as appropriate)

3 NW of 6th, w/side of Santa Fe (Blk 60, Lot 11)

Parcel No. 010-092-005

P3. Description (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)

A one-story wood-framed "storybook" cottage, irregular in plan, resting on a concrete foundation. The exterior wall cladding is a textured stucco, over felt. There is a large, exterior gable wall chimney of Carmel stone centered in the east side elevation. The side-gabled roof is steeply pitched, with a discernable break at the eave line where it projects out over a sitting room bay at the SE end of the building, and the original kitchen to the SW. A room addition west of the old kitchen on the SW corner of the house, connected the main building block to a detached guest hse. in 1940. A gabled roof hood with simple triangular wood brackets, projecting from a gabled wall dormer, covers the front (north) entry at the NE corner. All roof surfaces are covered in wood shingle. Fenestration is irregular and consists of single, paired and banked multi-pane wood casement windows. There is a small, narrow arched three-light casement window just north of the Carmel stone chimney on the east side elevation. It has a braced wood shutter of the same shape with a cut-out heart in the center. Wooden French doors open into a well maintained formal garden of trimmed hedges and planting beds traversed by gravel walkways. The Santa Fe frontage masks much of the cottage behind mature shrubbery and trees.

b. Resource Attributes: (List attributes and codes)

Resources Present



Building



Structure



Object



Site



District

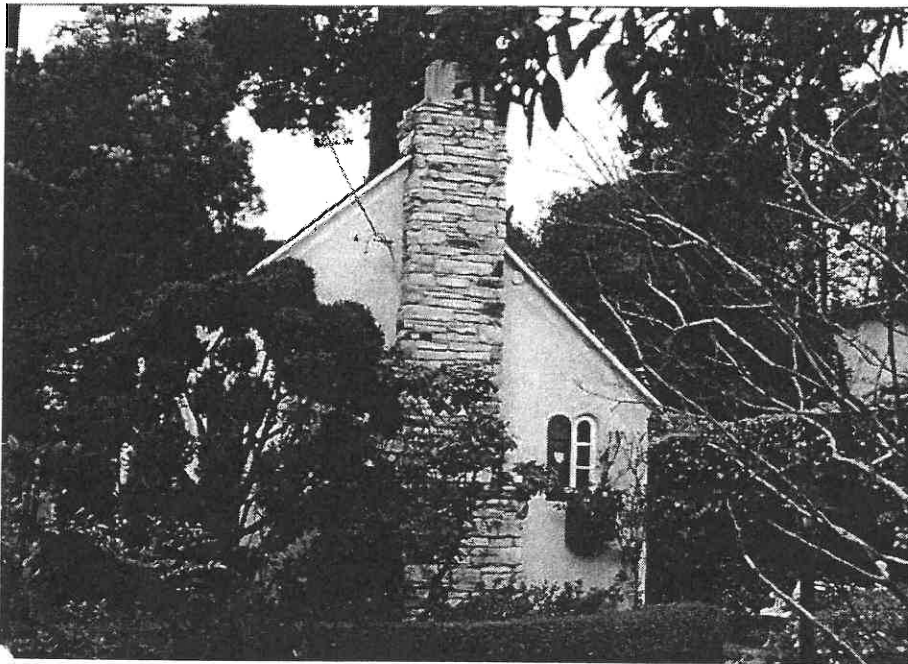


Element of District



Other (Isolates, etc.)

P5a. Photograph or Drawing (Photograph required for buildings, structures, and objects)



P5b. Description of Photo: (View, date, accession #)
(View toward). Photo No: 3052-.

P6. Date Constructed/Age and Sources:

☐ Prehistoric ☒ Historic ☐ Both

1928 Carmel bldg. records

P7. Owner and Address

James Crowley & Marybeth Crow

P.O. Box 2712

Rancho Santa Fe, CA 92067

P8. Recorded by: (Name, affiliation, and address)

Kent L. Seavey, Preservation Consultant, 310

Lighthouse Ave., Pacific Grove, CA 93950

P9. Date Recorded: 2/25/2002

P10. Survey Type: (Describe)

Carmel Historic Resource Inventory - 2001

i. Report Citation: (Cite survey report and other sources, or enter "none")

one

Attachments

NONE

☐ Continuation Sheet



District Record



Rock Art Record



Other: (List)

☐ Location Map

☐ Building, Structure, and Object Record



Linear Feature Record



Artifact Record

☐ Sketch Map

☐ Archaeological Record



Milling Station Record



Photograph Record

BUILDING, STRUCTURE, AND OBJECT RECORD

HRI #

Primary #

je of

NRHP Status Code

5D1

Resource Name or #: (Assigned by recorder) *Elizabeth F. Armstrong Hse.*

B1. Historic Name: *'Our House'*

B2. Common Name: *'Our House'*

B3. Original Use: *residence*

B4. Present Use: *residence*

B5. Architectural Style: *Tudor (Storybook substyle)*

B6. Construction History: (Construction date, alterations, and date of alterations)

Constructed 1928 (Cbp #1978); small guest hse. to rear 1940 (Cbp # 611); 1958 combine main hse. w/guest hse. (Cbp # 2477); 1967 bedroom - bath-family room addition & foundation work (Cbp # 4695, Cbp # 4698)

B7. Moved? ☒ No ☐ Yes ☐ Unknown Date :

Original Location:

B8. Related Features:

B9a. Architect: *designer/Hugh Comstock*

b. Builder: *Hugh Comstock*

B10. Significance: Theme: *Architectural Development*

Area: *Carmel-by-the-Sea*

Period of Significance: *1903-1940*

Property Type: *single family residence*

Applicable Criteria: *CR 3*

(Discuss importance in terms of historical or architectural context as defined by theme, period and geographic scope. Also address integrity.)

The Elizabeth F. Armstrong Hse. is significant under California Register criterion 3 as a contributor to a fully documented district that is eligible for designation as a local historic district. The Comstock Hill Historic District contains the largest concentration of early residential buildings by noted Carmel designer/builder Hugh White Comstock (1893-1950), in Carmel. Outside of Michael J. Murphy, Comstock is the most important early builder in the village. With no architectural training and only basic carpentry skills, Comstock designed, and constructed Carmel's first "fairy-tale" cottage in 1924, as a showroom for his doll maker wife. The storybook cottage was a whimsical caricature of the popular Tudor style, with no straight building lines, including the Carmel stone chimneys. Its wood frame was clad with a mixture plaster and pine needles, troweled over burlap to create an uneven textured surface. Undulating ridgelines, and randomly carved pieces from the door and window casings added to the rustic effect. The tiny building struck a chord within Carmel's artistic community and Comstock rapidly found himself in the construction trade. Comstock's early work was highly imaginative and individual. The 11 Comstock buildings, including Elizabeth Armstrong's "Our House", that make up the historic district represent the full range of his talent during his formative years as a designer/builder, between 1924 & 1929.

Elizabeth Armstrong's "Our House" has the distinction of being the only known Comstock cottage to be replicated by Comstock for a second client, Elspeth Rose, whose "Sunwise Turn" cottage at N. Casanova & Palou is commonly referred to as the twin on Palou.

B11. Additional Resource Attributes: (List attributes and codes) *HP2 - Single Family Property*

B12. References:

*Carmel bldg. records, Carmel Planning Dept., City Hall, Carmel
Carmel Historic Context Statement 1997*

*Mathewson, Joanne, The Fairy Tale Houses of Carmel, Joanne
Mathewson: Carmel, 1974.*

*Paul, Linda L., Cottages by the Sea, Universe Press: New York,
2000.*

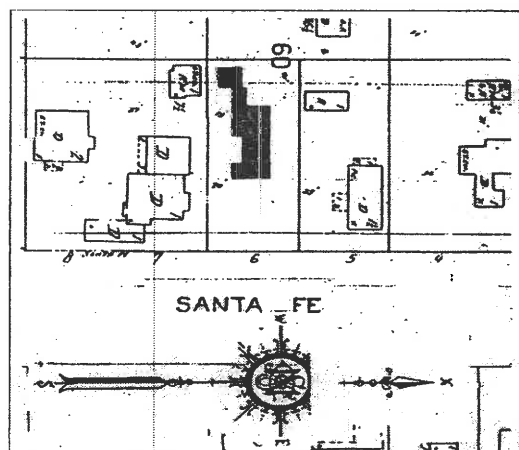
B13. Remarks: *Zoning R-1
CHCS (AD)*

B14. Evaluator: *Kent L. Seavey*

Date of Evaluation: *2/25/2002*

(This space reserved for official comments.)

(Sketch Map with north arrow required.)



CONTINUATION SHEET

Primary #

Attachment 4

HRI #

Trinomial

Name of Resource Name or #: (Assigned by recorder)
Recorded by: Kent L. Seavey

Elizabeth F. Armstrong Hse.

Date 2/25/2002

☒ Continuation ☐ Update

B10. "Our House" had a guest hse. added at the SW corner of the property in 1940, designed by Hugh Comstock. In 1958 a small addition to the rear of the original kitchen, on the south (rear) elevation connected the main building block to the guest house. Subsequently, in 1967 a further reconfiguration of the rear of the house added a bedroom, bath and family room, cleaning up the lines of the earlier "attachment" to the guest house. While there has been change to the rear of the building, the appearance of the front (north) and east side elevations, those seen from the public street, remain much as they were when constructed in 1928. The east side elevation is particularly interesting when compared with its twin, "Sunwise Tum", on Palou. As part of the Comstock Hill Historic District, "Our House", is an integral part of that significant and distinguishable entity (the district), even though its own components may lack individual distinction. The Armstrong Hse. clearly reflects the findings of, and is consistent with the 1997 Carmel Historic Context Statement under the theme of architectural development.

B12. Sanborn insurance map of Carmel 1930, 1930-62.

September 10, 2023

Phase Two Report for the Elizabeth F. Armstrong House (APN 010-092-005), Carmel-by-the-Sea, CA.

Executive Summary

The Elizabeth F. Armstrong House is located at Santa Fe Street 4 NW of Sixth Avenue. In 2002 the Storybook style cottage was evaluated for historical significance using the California Register for Historic Resources criteria and found eligible for listing under Criterion Three (Architecture) as a contributor to the Comstock Hill Historic District¹, which contains the largest concentration of early residential buildings designed by noted Carmel designer/builder Hugh White Comstock. The Elizabeth F. Armstrong House was listed on the Carmel Inventory of Historic Resources on May 25, 2005.

The house was built in 1928 as the retirement home of Elizabeth F. Armstrong, a former teacher at Bethany College in Ohio and one-time *New York Herald* columnist. The historical evaluation (recorded on DPR523 A & B survey forms) states that the property “is significant under California Register Criterion 3 (architecture) as a contributor to a fully documented district that is eligible for designation as a local historic district.” The house is also the only known Comstock cottage to be replicated by Comstock for a second client, Elspeth Rose, which is located at North Casanova and Palou. The construction history including additions and alterations to the house is as follows:

- The 648 square foot house was built by Hugh Comstock in 1928 (BP# 1978). BP# 1978 also lists a garage (no size was indicated), but the 1930 Sanborn map does not indicate a garage on the property, so it is not known if it was ever built. The 1930 Sanborn map does show the main house and also indicates the presence of a cottage at the rear of the lot.
- The DPR form notes that a small rear guest house was built in 1940 (BP# 611). This information is incorrect as there is no building permit in the file. The only record of this improvement is in the building permit records held by the Harrison Memorial Library’s History Room. This record indicates that building permit # 611 was issued in May 1940, however there is no record of what the permit was for. The 1930 Sanborn map indicates that the cottage was in place by 1930. The *Carmel Cymbal*² cites that Mr. and Mrs. Ross B. Hoffman who owned the house in 1941 were moving into their “new house”. The building permit may have been for an interior remodel since the guest house was already in place.
- In 1958 a 117 square foot addition was built to connect the 137 square foot rear guest house with the main house (BP# 2477).
- In 1967 a 444 square foot bedroom, bathroom, and family room were built at the rear of the house. Another 137 square feet were removed as part of this project.

The survey form notes that, “While there has been change to the rear of the building, the appearance of the front elevation is particularly interesting when compared with its twin, *Sunwise Turn* on Palou. As part of the Comstock Hill Historic District, *Our House* is an integral part of that significant and distinguishable [District], even though its components may lack individual distinction.”

¹ The Comstock Hill Historic District has never been formally listed in Carmel’s Inventory of Historic Resources.

² *Carmel Cymbal*, 9/4/1941, p. 2.

Character-Defining Features

A character-defining feature is an aspect of a building's design, construction, or detail that is representative of the building's function, type, or architectural style. Generally, character-defining features include specific building systems, architectural ornament, construction details, massing, materials, craftsmanship, site characteristics and landscaping within the period of significance³. The period of significance for the Elizabeth F. Armstrong House is 1928 (the date of construction).

In order for an important historic resource to preserve its significance, its character-defining features must be retained to the greatest extent possible. An understanding of a building's character-defining features is a crucial step in developing a plan that incorporates an appropriate level of rehabilitation. The Elizabeth F. Armstrong House is a good example of Hugh Comstock's Storybook style. Its character-defining features include:

- Irregular plan and steeply pitched gabled roof
- One-story massing
- Textured, rustic stucco exterior walls
- Carmel stone exterior chimney
- Gabled bracket portico at the north entry with triangular, carved wood brackets
- Single, paired, and banked multi-pane wood casement windows
- Arched fixed window north of the chimney
- Wood French doors at the south elevation
- Braced wood shutters with heart cut-outs

Note: Character-defining features are concentrated on the 1928 section of the house.



Figure 1:
Front elevation

³ The historical evaluation states that the period of significance for the Elizabeth F. Armstrong House is 1903 – 1940. However, per the National Park Service, the Period of Significance for a property eligible under Criterion 3 should be the date of construction and/or the dates of any significant alterations or additions.

Proposed Project Description

The entire project includes bedroom, bathroom, and kitchen additions (see revised plans by Thomas Bateman Hood Architecture dated 9/1/23). This report will focus on proposed construction that will impact the original 1928 cottage. Work planned for the non-historic (rear) sections of the cottage (including a 76 square foot kitchen addition on the south elevation, and fenestration changes) is not applicable to this report because the work complies with the Secretary of the Interior's Standards for Rehabilitation. A new 250 square foot single car detached garage and stone paver driveway are proposed for the northeast corner of the lot, fronting Santa Fe Street. The project plans outline the following work for the 1928 section of the cottage:

- A) A 135 square foot bedroom addition will be constructed on the historic north elevation of the cottage.
- B) The French doors on the historic south elevation will be relocated 18" to the west. This move will necessitate demolishing and rebuilding the original Carmel stone steps to the door.
- C) A paired casement window on the historic south elevation (illuminating the current kitchen space/proposed dining room space) will be moved east to center.
- D) A banked window on the historic north elevation will be moved 3 feet to the east to accommodate the proposed north bedroom addition.
- E) A bathroom window on the historic north elevation will be removed/infilled due to the construction of the new bedroom.



Figure 2: View of window on front elevation.

The Secretary of the Interior's Standards for Rehabilitation

Compliance Evaluation

As a historical resource, the Elizabeth F. Armstrong House is subject to review under the California Environmental Quality Act (CEQA). Generally, under CEQA, a project that follows the *Standards for Rehabilitation* contained within *The Secretary of the Interior's Standards for the Treatment of Historic Properties* is considered to have mitigated impacts to a historical resource to a less-than-significant level (CEQA Guidelines 15064.5).

The compliance of the proposed work on the Elizabeth F. Armstrong House is reviewed below with respect to the *Rehabilitation Standards*. The Standards are indicated in italics, followed by a discussion regarding the project's consistency or inconsistency with each Standard.

Rehabilitation is defined as "the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values." (36 CFR 67.2(b)).

Standard One

A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

The Elizabeth F. Armstrong House has been a single-family residence since it was constructed in 1928. The proposed project does not change the historic use of the house. The proposed work is consistent with Standard One.



Figure 3: View of north elevation, location of bedroom addition and bank of windows that will be moved west.

Standard Two

The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize the property will be avoided.

The survey form for the Elizabeth F. Armstrong House notes that Comstock achieved the rustic exterior texture for the walls by troweling plaster with pine needles over burlap. A significant portion of this distinctive and character-defining wall treatment will be removed when the proposed bedroom is attached to the north elevation, as well as a small portion removed to accommodate French doors for the proposed office. Preservation Brief 14⁴ states, “Attaching a new exterior addition usually involves some degree of material loss to an external wall of a historic building, but it should be minimized. Damaging or destroying significant materials and craftsmanship should be avoided, as much as possible.”

The proposed bedroom addition on the north elevation will necessitate moving the bank of windows adjacent to/west of the north entry three feet east, closer to the door. Plan Sheet A3.2 indicates that (character-defining) shutters will be removed. The historic French doors will be shifted eighteen inches to the west and the Carmel stone steps will be demolished and rebuilt.⁵ The windows, shutters, and French doors on the 1928 portion of the cottage are character-defining features. Preservation Brief 14 advises that alterations and additions should not impact character-defining features, like the windows, shutters, and exterior wall treatment. In order to preserve the historic wall treatment, the bank of windows and shutters on the north elevation, the window, and the French doors on the south elevation, it is recommended that the north bedroom addition be shifted west towards the later additions, and for all historic door and window openings be retained in place.



Figure 4: View of window on south elevation that will be shifted west.

⁴ Preservation Brief 14. *New Exterior Additions to Historic Buildings: Preservation Concerns*. National Park Service. 2010.

⁵ The applicant has indicated the relocation of the doors is desired for purposes of interior arrangement of furnishings and usability of the living room.

The proposed single-car garage will be located at the northeast corner of the lot, fronting Santa Fe Street. Carmel's Historic Context Statement states, "An adjunct to many houses figuring prominently in the streetscapes of Carmel is a detached single car garage, usually front gabled, sided with board and batten, entered via an arched vehicular door, and set close to the street (p. 52)." The proposed garage conforms to traditional Carmel garage designs as it has a front gable, board and batten siding, and is set close to the street. Its placement in the northeast corner does not significantly block the view of the cottage from the street, therefore spatial relationships will not be impacted.



Standard Three

Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historical properties, will not be undertaken.

No conjectural features or architectural elements that would create a false sense of history are planned for the project. This Standard is not applicable.

Figure 5: View of French doors that will be moved west and stone steps that will be demolished and rebuilt.

Standard Four

Changes to a property that have acquired historic significance in their own right will be retained and preserved.

Changes were made to the property in 1940, 1958, and 1967, however none of the changes have acquired historical significance in their own right. This Standard is not applicable.

Standard Five

Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

The textured stucco on the north elevation will be removed when the bedroom addition is attached to the historic house. This is a distinctive finish that should be preserved (see Standard Two). It is

recommended to shift the bedroom addition west towards the later additions so the work will be consistent with Standard Five. The stone steps to the French door on the south elevation will be demolished and rebuilt. The steps are an example of craftsmanship that characterize the property and it is recommended that they be preserved in place.

Standard Six

Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

The project does not focus on repairing the historic house. This Standard is not applicable.

Standard Seven

Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

Surface cleaning is not proposed for this project. This Standard is not applicable.

Standard Eight

Archeological resources will be protected and preserved in place.

No archeological resources have been located on the site. This Standard is not applicable.

Standard Nine

New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.

To meet Standard Nine, a new addition must preserve the historic building's form/envelope, significant materials, and features; must be compatible with the historic building's massing, size, scale, and architectural features; and must be differentiated from the historic building to preserve its character. Preservation Brief 14 and Technical Preservation Services Bulletin 37⁶ recommend that:

- 1) a new addition should be simple and unobtrusive in design, and
- 2) the construction materials and color of the new addition should be harmonious with the historic building materials, and
- 3) the addition should be visually subordinate to the historic building.

Board and batten siding and stone veneer are the exterior wall materials suggested for the north bedroom addition, south kitchen addition, and new detached garage at the northeast corner of the property. To make the additions visually subordinate to the historic house, especially since they will be

⁶ Interpreting the Secretary of the Interior's Standards for Rehabilitation. *Rear Additions to Historic Houses*. Technical Preservation Services. National Park Service. 2006.



visible from the street, it is suggested to omit the stone veneer from the additions and garage and just use board and batten siding. Board and batten siding is compatible with the original stucco siding, it will be visually unobtrusive, and it will differentiate the old from the new. Limiting the number of materials used in the proposed design is most appropriate for a 1928 cottage.

Figure 6: View of house from Santa Fe Street and corner location for the new garage.

Standard Ten

New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The new garage is not connected to the historic house, so if it is removed in the future the essential form and integrity of the house will not be impaired. The proposed work is consistent with Standard Ten. The north addition and moving the original door and window openings will not be reversible without impacting the integrity of the cottage. These proposed changes are not consistent with Standard Ten.

Conclusion

The proposed project meets Standard One of the Secretary of the Interior's Standards and Guidelines for Rehabilitation. Standards Three, Four, Six, Seven, and Eight are not applicable. If the proposed recommendations under Standards Two, Five, Nine, and Ten are implemented the impact on the Elizabeth Armstrong House will be minimized and the proposed project will be consistent with the Secretary of the Interior's Standards for Rehabilitation.

Respectfully Submitted,

Margaret E. Clovis

Margaret Clovis

HOOD

September 19, 2023

Marnie Waffle, Principal Planner
Carmel Planning Department
City Hall
Carmel-by-the-Sea, California 93921

Via email

RE: Request for Consideration of HRB Determination of Compliance
DS 23-160 Lutz Residence (Elisabeth Armstrong House)
Santa Fe Street 4 NW Sixth Avenue
APN 010-092-005-000

Dear Ms. Waffle:

On behalf of my clients, Breck and Carole Lutz, owners of the Comstock house known as the "Elisabeth Armstrong House, I formally request the Historic Resource Board take up Reconsideration of the Determination of Compliance made by the board at their September 18th meeting.

While the Lutz's agree with most elements and conditions of the Determination, and thank staff and the Historic Resource Board for working with the Lutz's to find mutual terms, there are two areas of the Determination the Lutz's ask the Board to reconsider:

1. Addition of a waiver from the cumulative setback requirement to allow the bedroom addition to be moved to the west. The original proposed location of the northside bedroom addition was carefully crafted to meet cumulative setback requirements on both sides of the existing building. The historical consultant as well as planning staff have recommended relocating the bedroom addition to the west, to allow the existing north living room window to remain in place. And several Board members, in discussion of the project in the hearing, indicated a preference for moving the addition to the west.

The Lutz's agree to redesign the project to relocate the bedroom addition to the west, if the Historic Resource Board will agree to and stipulate that the Composite Setback requirement be waived to allow the relocation.

2. Removal of the requirement to reduce the garage size from 250 square feet to 200 square feet. In the time crunch during the hearing to find changes to the design satisfactory to the Board for Determination of Compliance, the Lutz's went along with the staff-recommended reduction. Following the meeting, the Lutz's reviewed a similar garage, and found that the smaller size will not allow for entry and exit from a normal-size vehicle. The reason the Lutz's want the garage is to park their vehicle off the street. To do that requires an adequate garage, and the 200 square foot gross floor area is not adequate.

HOOD

In the Phase II Report on the proposed project, Meg Whitman had no concerns about the size of the garage, speaking only to the simplification of exterior materials to be used. The garage size was introduced by staff, very late in the application review process, and the Lutz's, unaware of such a recommendation, were not able to digest the recommendation before or during the meeting. It is our understanding from speaking with staff that the recommendation was based on their desire to increase the public view of the historic resource.

Reduction in the garage size might provide a very small increase in the public view of the house. In fact, in designing the garage we accomplished that increase by recessing the door to the garage and "lopping off" the southwest corner of the garage that would potentially limit the view. The best view of the historic resource is from the southeast. It is an excellent view cone, and reducing the garage size will not significantly alter that view. In fact, too small a garage will force the Lutz's to park on the street, blocking view of the historic resource and defeating the purpose of viewing the property at all.

The Lutz's ask that the terms and conditions of the HRB Determination of Compliance be modified to allow for the originally designed 250 square-foot garage.

The Lutz's therefore request a Reconsideration by the Historic Resource Board of the above two elements of their previous determination, specifically (a) to waive the cumulative setback requirement for relocation of the bedroom addition to the west, and (b) to allow the garage to be 250 square feet using the originally submitted design.

Included with this Request for Reconsideration are the following documents:

1. Floor Plan of house showing bedroom relocation to the west, and the existing south door and window and the north window remaining as existing to comply with HRB conditions.
2. Elevations of house showing simplification of materials for north and south additions, using only painted board & batten siding. The same board and batten siding would be used on the garage. All stone is removed from the design.
3. Cumulative Setback Key Plan showing area of noncompliance with cumulative setback requirement – the reason for the request for the waiver.

Please schedule this reconsideration at the Historic Resource Board's earliest available meeting. I look forward to providing any additional information required and to working with you and the HRB to address these issues.

Sincerely,



Thomas Bateman Hood, AIA

C. Breck and Carole Lutz w/ attachments

CITY OF CARMEL-BY-THE-SEA

HISTORIC RESOURCES BOARD RULES OF PROCEDURE

I. ORGANIZATION AND OFFICERS**A. Organization**

The Historic Resources Board shall consist of five members, residents of Carmel-by-the-Sea, and appointed by the City Council. In the event that no elector with the required expertise can be found, the appointee may be a resident outside the City limits. In any event, a majority of the Board shall at all times be composed of electors of the City. All members shall serve at the pleasure of the City Council. Any member may be removed from the Board upon a majority vote of the City Council.

B. Duties and Powers of the Historic Resources Board

The purpose of the Board is to carry out the policies of the architectural/cultural/historic (ACH) element of the General Plan and to serve in an advisory capacity to the Planning Commission and City Council. Duties of the Board shall be as follows:

1. To administer the historic preservation program pursuant to this chapter.
2. To review, and approve, deny or approve with conditions, determinations of consistency with the Secretary of Interior's Standards for all major alterations involving historic resources.
3. To administer the Carmel Inventory and the Carmel Register.
4. To approve or deny requests submitted by owners of identified historic resources to place the resources on the Carmel Register.
5. To approve or deny requests to remove resources from the Carmel Inventory and/or the Carmel Register.
6. To advise the Planning Commission and the City Council on amendments to the Historic Context Statement, Historic Preservation Ordinance and the provisions of the General Plan related to historic resources.
7. To advise the Planning Commission and the City Council on the establishment of historic districts.
8. To advise the City Council on becoming a certified local government for purposes of historic preservation.

9. To advise the Planning Commission on the adequacy of environmental documents involving potential impacts to identified historic resources.
10. To advise the City Council on proposed Mills Act contracts and proposed tax credit applications.
11. To hear appeals of actions by staff to approve or deny determinations of consistency for minor alterations and/or track one projects affecting historic resources.
12. To hear appeals of any administrative determination that a property is not eligible for the Carmel Inventory and to reverse where necessary such determinations, thereby placing such properties on the inventory.
13. To develop historic resource interpretive programs that will foster greater understanding of, and appreciation for, historic resources including Carmel's origins and history.
14. To review and advise the City Council periodically on updating the Historic Context Statement.

C. Officers

1. Selection

- a. A Chairman and Vice-Chairman shall be elected annually from among the Board's membership at the beginning of the annual meeting to serve at the pleasure of the Board. The annual meeting shall be scheduled for the December meeting.
- b. The elections process commences with individual Board Members nominating candidates until a motion is made, seconded and approved to close nominations. At the conclusion of any discussion, the roll is called alphabetically and each Board Member votes for one of the nominated candidates until one is elected by simple majority. The newly elected or reelected Chairman takes the Chair's seat and repeats this process for the Vice Chairman.
- c. The Vice-Chairman shall succeed the Chairman if he/she vacated his/her office before his/her term is completed, the Vice-Chairman to serve the unexpired term of the vacated office. A new Vice Chairman shall be elected at the next regular meeting.
- d. In the absence of the Chairman and Vice-Chairman, any other member shall call the Board to order, whereupon a Chairman shall be elected from the members present to preside.

- e. The terms of office of the Chairman and Vice-Chairman shall not exceed two (2) consecutive terms.

2. Responsibilities

The responsibilities and powers of the officers of the Historic Resources Board shall be as follows:

- a. Chairman

- i. Preside at all meetings of the Board.
- ii. Call special meetings of the Board.
- iii. Sign all documents of the Board.
- iv. See that all actions of the Board are properly taken.

- b. Vice-Chairman

During the absence, disability, or disqualification of the Chairman the Vice-Chairman shall exercise or perform all the duties and be subject to all responsibilities of the Chairman.

- c. Ad Hoc Boards And Sub-Boards

The Chairman may appoint Ad Hoc Boards and Sub-Boards to study matters coming before the Board, provided such appointments and the purpose of such Board are made a matter of record in the minutes of the Board.

- i. Sub-Board appointments and a designated staff member are to be made by the Chairman and Planning Director respectively and announced at a regular Historic Resources Board meeting so that the appointments will be documented in the minutes.
- ii. Sub-Boards established for a single, limited purpose and duration shall be considered Ad Hoc and therefore not subject to the Brown Act.
- iii. Sub-Boards are to work with assigned staff and prepare Sub-Board work products or review the research and draft text prepared by staff.

- iv. The first task of each Sub-Board is to prepare a Scope of Work report for Board approval which describes the issue to be addressed, the tasks and process to be used and the anticipated work products.
- v. All Sub-Board meetings are to be conducted at City Hall unless a larger venue is required (for public workshops, etc.) or when field trips are required.
- vi. Sub-Boards shall make monthly oral progress reports to the full Board at regular meetings.

II. CONDUCT OF MEETINGS

A. Rules of Order

Except as otherwise stated in these Rules of Procedure or Municipal Code, Roberts Rules of Order, Newly Revised shall be used as a guide to the conduct of the meetings of the Historic Resources Board, provided, however, that the failure of the Board to conform to said rules of order shall not, in any instance, be deemed to invalidate the action taken.

B. Individual Meetings

Individual meetings between Board Members and applicants of pending requests outside the public meeting of the Historic Resources Board is discouraged.

C. Public Meetings

All meetings of the Historic Resources Board and Boards of the Historic Resources Board shall be held in full compliance with the provisions of the Brown Act (California Government Code, Section 54954.2), the Municipal Code, and these Rules of Procedure.

D. Regular Meetings

1. Regular meetings shall be held on the third Monday of each month in the Council Chambers of City Hall unless otherwise determined by the Board. Public Hearings shall commence at 4:00 P.M. or as soon as thereafter as possible unless otherwise determined by the Board and conclude no later than 8:00 P.M. The Tour of Inspection shall be scheduled prior to the Public Hearings at a time determined to be necessary based on the length of the Tour.

2. Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting may be rescheduled to another business day or canceled by motion adopted by the Historic Resources Board.

E. Adjourned Meetings

In the event it is the wish of the Historic Resources Board to adjourn its meeting to a certain hour on another day, a specific date, time and place must be set by the Board prior to the regular motion to adjourn.

F. Special Meetings

Special meetings for the purposes of conducting study sessions or workshops may be held at any time upon the call of the Chairman or by a majority of the voting members of the Board or upon request of the City Council following at least twenty-four hours notice to each Board member and to the press. The time and place of the special meeting shall be determined by the convening authority.

G. Annual Meeting

An annual meeting shall be held at the beginning of the first regular meeting of December each year for the purposes of electing a Chairman and Vice-Chairman and for transacting such other business pertaining to the organization and procedures of the Board as may be appropriate.

H. Tours of Inspection

The Tour of Inspection shall include all project sites listed on the agenda. The Tour shall commence at the location of the first item listed on the Tour of Inspection. The Historic Resources Board may determine at the beginning of the tour that one or more site visits listed on the agenda are not necessary. All Historic Resources Board members shall participate in the Tour of Inspection in order to be fully informed of the application site conditions.

The intent of the tour is to provide a visual sense of the topic matter. Upon arrival at the site, staff will present a brief report highlighting particular relevant information and respond to questions. Members of the public may attend the tour. A thorough review and discussion of the topic matter, including public comment, will take place at City Hall.

I. Agenda

1. An agenda for each meeting of the Board shall be prepared by the Director of Community Planning and Building. The Chair, Vice-Chair and Planning Director shall

review the order of the agenda to ensure that those items of highest interest to the general public are placed at the front of the agenda. The number of applications to be considered on the agenda will be determined based on the nature and complexities of the projects, other priorities in the Historic Resources Board's work program and what can reasonably be considered in a two-and-one-half-hour meeting.

2. The agenda for all regularly scheduled meetings shall be posted seventy-two (72) hours in advance.
3. All agendas shall be posted at City Hall, in the Library, and at the Post Office and extra copies placed in the Historic Resources Board bin at the Post Office.
4. The agenda for a special meeting shall be posted twenty-four (24) hours in advance and at the same locations as for regularly scheduled meetings.
5. Each agenda shall contain a brief description of the item to be discussed.
6. Any item may be placed on a future agenda when requested by two Historic Resources Board Members.

J. Order of Meeting

1. The order of items shall be based on the complexity and importance of the items. Generally, the order of business shall be as follows:
 - a. The Chairman shall take the chair at the hour appointed for the meeting and call the meeting to order.
 - b. Members present and absent shall be recorded.
 - c. The Board shall conduct a Tour of Inspection.
 - d. The Chairman shall lead those present in the pledge of allegiance to the flag.
 - e. Public appearances. Comments from the audience will be received on any item not before the Historic Resources Board.
 - f. Extraordinary Business. Any special presentations, awards, resolutions of Appreciation or other matters of community interest shall be conducted.
 - g. The Board shall consider the Regular Consent Agenda.

- h. The Board shall then hear and act upon those proposals scheduled for consideration on a Public Hearing Consent Agenda.
 - i. The Board shall consider any items pulled from the Regular and Public Hearing Consent Agendas.
 - l. Between 6:00 and 6:30 p.m. the Board may recess for fifteen minutes. No recess shall occur except between scheduled agenda items.
 - m. All other applications not requiring public hearing shall then be heard. No action can be taken on items unless they appear on the agenda. (California Government Code, Section 54954.2).
 - n. Any matters of administration of the Board, monthly sub-board reports, determinations and appeals of administrative determinations shall be brought forward.
 - o. Adjournment. The Historic Resources Board will adjourn no later than 8:00 p.m. unless by a majority vote the Board elects to continue. All items not receiving action shall be continued to the next regular meeting or to a special meeting.
2. The following shall be the order of procedure for public hearings concerning planning and zoning matters:
- a. The Chairman shall announce the subject of the public hearing as advertised.
 - b. If a request is made for continuance, a motion may be made and voted upon to continue the public hearing to a definite time and date.
 - c. The staff shall be asked to present the substance of the application, staff or Board report and recommendation, and to answer questions of the Board. Any letters received before the hearing are entered into the record.
 - d. The Chairman shall open the public hearing.
 - e. Order of testimony. The order of testimony shall be as follows.

The Chair can establish shorter speaking times prior to each public hearing if the length of the Agenda or the number of speakers to be heard so warrants.

- i. Applicant's statement (10 minutes).
- ii. Public input on the issue being heard (3 minutes per speaker).

- iii. Applicant (3 minutes).
- iv. Public hearing is closed.
- f. The Board shall then deliberate and either determine the matter or continue to another date and time certain. The Board may ask questions of the applicant without re-opening the hearing to all speakers. The public hearing must be reopened if a new issue is raised. If the public hearing is reopened, all interested parties shall be heard.
- g. If a motion is made and seconded that would alter a project or add new conditions not contained in the written staff report, the Chairman shall allow the applicant to state for the record whether such change is accepted or opposed by the applicant prior to a vote being taken. The Board may then approve or reject the motion.

3. Rules of Testimony

- a. Persons are not required to give their name or address, but it is helpful for speakers to state their name in order that the Secretary may identify them in the minutes of the meeting.
- b. If there are numerous people in the audience who wish to participate on the issue, and it is known that all represent the same opinion, a spokesperson should be encouraged to speak for the entire group. The

spokesperson will then have the opportunity of speaking for a reasonable length of time and of presenting a complete case.
- c. The Chairman may limit the time of testimony to not more than three minutes on a particular issue by each individual.
- d. No person or Board Member shall address the Board without first securing the permission of the Chair to do so.
- e. All comments shall be addressed to the Board as a whole. All questions shall be placed through the Chair.
- f. The Chairman may re-open the hearing for public testimony at any time for the purpose of obtaining new information. It is not necessary to reopen a public hearing to ask questions of the project applicant.

4. Items may be continued by the Historic Resources Board for the following reason:

- a. The application was incomplete.
- b. The applicant could not appear at the meeting and has requested that the item be continued.
- c. The application is revised by the applicant during the meeting.
- d. The Historic Resources Board requires additional information during the meeting.
- e. New information or issues come to light during the meeting that need further study.
- f. The Historic Resources Board requests that the application be revised.

K. Voting

1. Voting Requirements

- a. A quorum shall consist of three (3) members of the Board.
- b. The affirmative vote of a majority of the Board present is necessary to take any action.
- c. When a member disqualifies him/herself from voting because of a potential conflict of interest, the Board Member shall be considered absent from the meeting.
- d. Should the number of Board Members abstaining for a conflict of interest together with absences for other reasons disrupt the quorum, the issue shall be continued to the next regular meeting. When the number of Board Members abstaining solely for a conflict of interest disrupts the quorum and there exists no alternative source for decision, participation by a member with conflict shall be allowed pursuant to California Government Section 87100 et seq.

2. Disqualification From Voting

- a. A Board Member shall disqualify him/herself from debate, discussion and voting on any matter before the Board when there is an appearance of a conflict of interest. When a person disqualifies him/herself prior to the consideration of such matter by the Board, the Board Member shall state that he/she is disqualifying

him/herself due to a conflict of interest, shall state the conflict, and then leave the voting area.

- b. If a Board Member is in doubt as to whether or not a conflict of interest exists, the matter of conflict shall be referred to the City Attorney for his opinion.
- c. The Secretary of the Historic Resources Board shall record in the minutes the time when a Historic Resources Board Member steps down and when he/she returns to the podium.

3. Abstentions

A Board Member may be permitted to abstain from voting because of unpreparedness on an issue before the Board. All votes of a member who disqualifies him/herself shall be recorded as an abstention. If a Board Member participates in the proceedings on a matter and then abstains from voting, the vote shall be recorded as an affirmative vote on the motion.

4. Voting Order

The order of voting shall be alphabetical, with the exception of the Chairman, who shall vote last.

5. Recording of Votes

The minutes of the Board's proceedings shall show the vote of each member including whether they were absent or failed to vote on a matter considered.

III. APPLICATION PROCESSING

- A. All applications shall be submitted to the office of Community Planning and Building in compliance with the submittal requirements for each specific application. All evidence shall be submitted before the application is determined complete.
- B. Only one (1) application at a time shall be officially received and processed for a specific location.
- C. All applications will be reviewed by staff and will not be further processed until the application has been determined by the staff to be complete. The staff will be responsible for informing the applicant of the deficiencies in the application within thirty (30) working days of receipt of the application.

- D. All staff reports and supporting information shall be reviewed and signed off by the originator of the report and the Director of Community Planning and Building.
- E. When an application is determined to be complete, the application will be scheduled for Board review in the order that the application is received as complete.
- F. Any information received after the Historic Resources Board agenda packet has been distributed may be the basis for continuation of the application.
- G. Any application continued for a second time at the applicants request shall not be continued again but will be re-noticed and advertised for a future Historic Resources Board hearing.

IV. APPEALS AND RECONSIDERATION

- A. Any appeal to the City Council from a decision of the Historic Resources Board must be made by filing a notice of appeal within ten (10) working days with the City Clerk.
- B. Any Board member who voted on the prevailing side of a decision may request within five (5) working days of the decision that the matter be reconsidered. The question of whether the action should be considered will be placed on the next Historic Resources Board meeting.
- C. Any applicant may request that a Historic Resources Board decision be reconsidered by the Board. Requests for reconsideration must be made in writing within five (5) working days of the Boards action and state the specific error or omission committed by the Board in the decision, or provide additional, relevant information not considered by the Board.

V. REVIEW AND AMENDMENTS PROCEDURE

- A. These Rules of Procedure shall be reviewed annually.
- B. These Rules of Procedure may be amended or suspended at any meeting of the Historic Resources Board by a majority of the members.

THOMAS BATEMAN HOOD
27880 Dorris Drive
Suite 200
Carmel CA 93923
831 652 0012
tom@t-hood.com
www.thomasbatemanhood.com

PROJECT:
BEDROOM/BATH/KITCHEN
ADDITION EXISTING
RESIDENCE & NEW GARAGE
SANTA FE 4 NW of 6th
CARMEL, CA 93921
APN 010-092-005

OWNER:
BRECK & CAROLE LUTZ
SANTA FE 4 NW of 6th
CARMEL CA 93921
TEL: 925-324-6473

REVISIONS:

▲	
▲	
▲	
▲	
▲	

OWNERSHIP AND USE OF
ARCHITECT'S DOCUMENTS

The drawings, specifications and other documents prepared by the architect for this project are instrumental to the architect's service for use solely with respect to this project and the architect shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights including the copyright. The owner shall be permitted to retain copies, including reproducible copies of the architect's drawings, specifications and other documents for information and reference in connection with the owner's use and occupancy of the project. The architect's drawings, specifications or other documents shall not be used by the owner or others on other projects, for additions to this project or for completion of this project by others except by agreement in writing and with appropriate compensation to the architect, Thomas Bateman Hood, AIA.

ARCHITECTURAL STAMP:



THOMAS BATEMAN HOOD, AIA
CARMEL, CA

DRAWN BY: TBH

PRINT DATE: 5-9-23

DRAWING DATE: 5-9-23

PAGE TITLE:

TITLE PAGE
PROJECT DATA

SCALE:

SHEET:

A1.0

OF SHEETS

Attachment 8



LUTZ RESIDENCE

Historic "Our House"

Sante Fe 4 NW of 6th Carmel, California

PROJECT DATA:

KITCHEN ADDITION, BEDROOM ADDITION AND
NEW DETACHED GARAGE TO EXISTING
HISTORIC RESIDENCE

PROPERTY LOCATION:
SANTA RITA STREET 4 NW SIXTH
APN 010-092-005-000
BLOCK 60, LOT II, CARMEL-BY-THE-SEA

OWNERS:
BRECK & CAROLE LUTZ
3140 CLAY STREET NO. 3
SAN FRANCISCO CALIFORNIA 94116
EMAIL: carolelutz@gmail.com BRECK.LUTZ@MRSK.COM

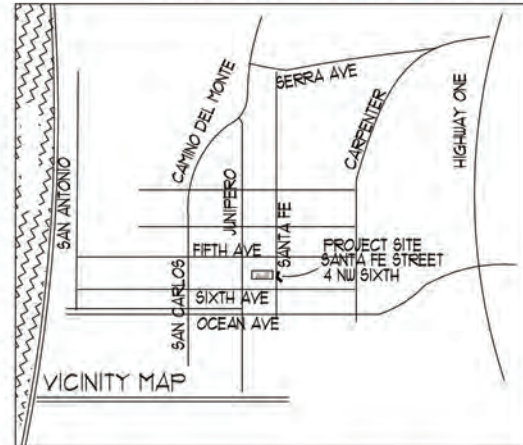
ZONING: RI
LOT SIZE: 4,000 SQUARE FEET

APPLICABLE BUILDING CODES

- CONSTRUCTION TYPE: V-B (EXISTING)
- APPLICABLE CODES:
2022 CALIFORNIA BUILDING CODE
2022 CBC-PLUMBING
2022 CBC-MECHANICAL
2022 CBC-ELECTRICAL
2022 CALIFORNIA RESIDENTIAL CODE
2022 CBC-FIRE
2022 CA RESIDENTIAL CODE
2022 GREEN BUILDING CODE

- APPLICABLE CONDITIONS OF APPROVAL
4 CITY PROGRAM REQUIREMENTS:
- CARMEL CONSTRUCTION & DEMOLITION
RECYCLING REQUIREMENTS
- HAZARDOUS MATERIAL REMOVAL
AND DISPOSAL REQUIREMENTS
- CARMEL BMP IMPLEMENTATION

SETBACKS:	ALLOWED	EXISTING	PROPOSED
FRONT (EAST):	15'-0"	31'-8"	31'-8"
FRONT (GARAGE):	0'	-	7'
SOUTH SIDE:	3'-0"	3'-1"	3'-1 1/2" (3'-0" NEW)
NORTH SIDE:	3'-0"	2'-5"	2'-5 1/2" (3'-0" NEW)
REAR:	3'-0" / 15'-0"	3'-10"	3'-10"
COMPOSITE: SEE COMPOSITE SETBACK KEY PLAN SHEET 12			
(A) EXISTING BUILDING	10'-0"	5'-6" (E)	
(B) * KITCHEN ADDN	10'-0"	15'-6"	
(C) * BEDROOM ADDN	10'-0"	12'-1"	
(D) EXISTING LIVING	10'-0"	21'-6" (E)	
(E) * GARAGE	10'-0"	26'-1"	
RIDGE HT ABV GRADE	18'-0"	14'-10" * LIVING	11'-3" / 13'-0" * BR
PLATE HT ABV GRADE	12'-0"	8'-1"	8'-1"
FLOOR AREA:			
EXISTING HOUSE:	1249	1249	
TOOL SHED (REMOVE)	39	0	
PROPOSED KITCHEN ADDITION:		76	
PROPOSED BEDROOM ADDITION:		135	
GARAGE		250	
TOTAL:	1288	1710 SF.	
MAXIMUM ALLOWED FLOOR AREA:		1800 SF	
FLOOR AREA RATIO:		43%	
EXISTING AND REMOVED SITE COVERAGE: (SEE SHEET 15)			
TOTAL EXISTING STONE WALKWAYS & PATIO:		842 SF.	
REMOVE SOUTH STONE WALKWAY		115 SF.	
REMOVE CROSSOVER STONE WALKWAY		66 SF.	
REMOVE NORTH STONE WALKWAY		85 SF.	
REMOVE EAST STONE WALKWAY		100 SF.	
DEDUCT HISTORIC PATIO		109 SF.	
TOTAL REMOVED AND/OR DEDUCTED:		565 SF.	
TOTAL REMAINING STONE WALKWAY:		287 SF.	
NOTE: HISTORIC SOUTH PATIO NOT COUNTED AS SITE COVERAGE			
SITE COVERAGE			
EXISTING		PROPOSED	
STONE WALKWAYS	842 SF.	287 SF.	
TRASH BINS ENCLOSURE & GARAGE ENTRY (STONE)	60 SF.		
REPLACEMENT STEPS * LIVING ROOM DOOR		26 SF.	
NEW LANDING & STEPS * KITCHEN DOOR		26 SF.	
DRIVEWAY BTWN GARAGE AND PROPERTY LINE		25 SF.	
TOTAL PROPOSED SITE COVERAGE		3995 SF.	
TOTAL ALLOWED SITE COVERAGE		400 SF.	



PLUMBING FIXTURE SCHEDULE

TYPE	FLU.	EXISTING	PROPOSED
KIT. SINK	2.0	1	2.0
KIT. SINK W/ LOW-FLOW D.W.	1.5	-	1
WASHER	2.0	-	-
ENERGY STAR WASHER	1.0	-	1
TUB OR STALL SHOWER	2.0	2	4.0
LAV.	1.0	2	2.0
W.C.	1.8	2	3.6
W.HET W.C.	0.8	-	3
HOT WATER LOOP	-0.5	-	1
TOTAL		11.6	11.4

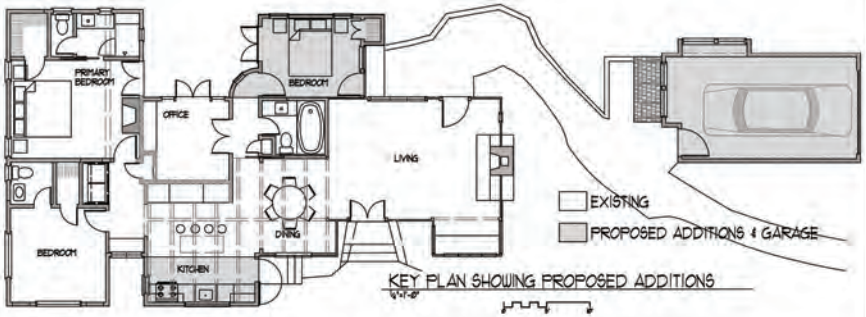
ARCHITECT & ENGINEERS

ARCHITECT: THOMAS BATEMAN HOOD ARCHITECTURE
21080 DORRIS DRIVE SUITE 200
CARMEL CALIFORNIA 93923
415/509-1836 thomas@t-hood.com

SURVEYOR: RASMUSSEN LAND SURVEYING INC.
2150 GARDEN ROAD SUITE A-3
MONTEREY CALIFORNIA 93940
831/751-1240

INDEX TO DRAWINGS

- 1.0 PROJECT DATA
- 5 SURVEY
- PSA PRELIMINARY SITE ASSESSMENT - FORESTER
- 11 EXISTING SITE/ROOF PLAN
- 12 PROPOSED SITE/ROOF PLAN
- 13 TREE ROOT ZONE/PROTECTION PLAN
- 14 STORM DRAINAGE PLAN
- 15 SITE COVERAGE PLANS
- 21 EXISTING FLOOR PLAN
- 22 PROPOSED FLOOR PLAN
- 23 EXTERIOR LIGHTING PLAN
- 24 NEW GARAGE PLAN & ELEVATIONS
- 31 EXISTING BUILDING ELEVATIONS
- 32 PROPOSED BUILDING ELEVATIONS
- 33 EXISTING & PROPOSED BUILDING SECTIONS
- 41 DOOR & WINDOW SCHEDULE & DETAILS



Map Legend:

Basis of Bearings: The bearing of N00° 00' 00"E as shown on 1 C&T 52 and as found monumented is taken as the basis of bearings for this survey.

Vertical Datum: Assumed.

Site Benchmark: Control Point 55 as shown hereon.

Contour Interval: Contours as shown hereon are interpolated using computer digital terrain modeling software and spot elevations. Ground may be more irregular than contours indicate.

Note: The abbreviation and symbol lists below are comprehensive and not all abbreviations or symbols will appear on the map.

Record Map References:

R1: "Map of Carmel City" filed in Volume 1 of Cities and Towns" at Page 52, in the Monterey County Recorder's Office, State of California.

R2: Corner Record No. 2227 filed in the Monterey County Surveyor's Office, State of California.

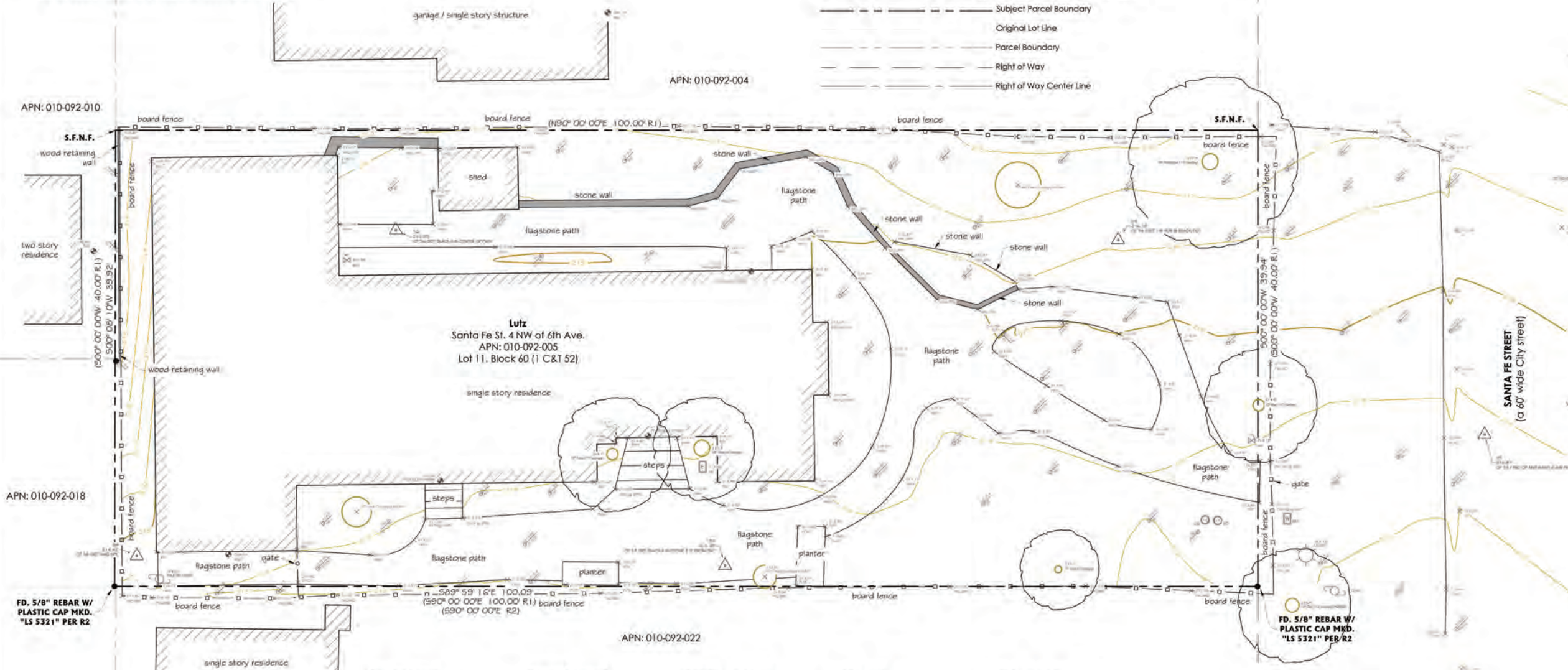
Attachment 8

Typical tree notation. Indicates an elevation of 301.26' at the trunk of a cypress tree with a 36" trunk diameter (inner circle) and a 40' diameter canopy (outer tree symbol). Multi-trunk trees denoted with an overall trunk diameter with clarifying notes following / symbol.

Finished surface elevation shot
Natural grade elevation shot

Indicates monument found as noted.

Subject Parcel Boundary
Original Lot Line
Parcel Boundary
Right of Way
Right of Way Center Line



Boundary Legend
A.G.S. - above ground surface
A.S.O. - as shown on
AP - angle point
BC - brass cap or begin curve
BFP - backflow preventer
B.G.S. - below ground surface
BOC - back of curb
COR - corner
CP - control point
CTL - CONTROL
DOC - document
ENG/ENGR - engineer
FD/FND - found
F.T.C. - from true corner
I.P. - iron pipe
L&T - lead & tag
LS - land surveyor
M-T - MAG NAIL & tag
MAG - MAG NAIL
MKD - marked
MON - monument
N-T - nail & tag
N.R.F. - no reference found
N.S.F. - not searched for
O.R. - Official Records, Monterey County
O.U. - origin unknown
POL - point on line
RCE - registered civil engineer
ROW - right of way
S.F.N.F. - searched for, not found
SPK - spike
STA - station(control point)
TBM - temporary benchmark

Topography Legend
AC - asphalt concrete
AD - area drain
AL - area light
BLD/BLDG - building
BLDR(S) - boulder(s)
BOC - back of curb
BRK - brick
BTM/BOI - bottom
BW - back of sidewalk
CF - curb face
CHM - chimney
CL - centerline
CLM - column
CONC - concrete
D - dirt
DG - decomposed granite
DK - deck
DW - driveway
EA - exposed aggregate concrete
ENCL - enclosure
EP - edge of paving
FF - finished floor
FF-THRESH - finished floor threshold
FH - fire hydrant
FL - flow line
FL-NG - flow line natural grade
FNC - fence
FNC-BRD - board fence
FNC-BW - barbed wire fence
FNC-CL - chain-link fence
FNC-GS - grapestake fence
FNC-HW - hogwire fence
FNC-I - iron fence
FNC-LAT - lattice fence
FNC-PR - post & rail fence

FNC-WD - wood fence
FNC-WI - wrought iron fence
FNC-WR - wire fence
FOB - face of building
FOW - face of wall
FS - finished surface
FTG - footing
FW - front of sidewalk
GAR - garage
GB - grade break
GUT - edge of gutter
GUYA - guy anchor
GUYP - guy pole
GVL - gravel
HC - handicap
HDG - hedge
HRAIL - hand rail
INT - intersection
LNDG - landing
UP - edge of conc gutter
MB - mailbox
MTL - metal
NG - natural grade
P - pool
PLTR - planter
PTO - patio
PVR - paver
RD - road
RDG - ridge
ROOF-P - roof peak
ROOF-R - roof ridge
STC - stucco
STN - stone
STP - step
STRP - stripe
SW - sidewalk

SWL - swale
TC - top of curb
TOP - top of slope
TOE - toe of slope
TW/TOW - top of wall
WALL-AB - Allen Block wall
WALL-CMU - concrete masonry unit wall
WALL-CRML - Carmel stone wall
WALL-DSN - dry stack stone wall
WALL-RR - rille wall
WALL-STC - stucco wall
WLK - sidewalk
Utility Legend
CATV - cable tv
COMM - communications
CO or C/O - clean out
DDCV - double detector check valve
ELEC - electric
EM - electric meter
EO - electric outlet
GM - gas meter
GV - gas valve
HB - hose bib
ICV - irrigation control valve
IRR - irrigation
JP - joint utility pole
LT - light
LT-STD - light standard/pole
PB - utility pull box
PB-? - unmarked pull box
PF-PIN FLAG
PF-B - blue pin flag
PF-G - green pin flag
PF-O - orange pin flag
PF-P - pink pin flag
PF-PL - purple pin flag

PF-R - red pin flag
PF-W - white pin flag
PF-Y - yellow pin flag
PM - paint mark
PM-B - blue PM (water)
PM-G - green PM (sewer)
PM-O - orange PM (catv/comm)
PM-P - pink PM (unknown facilities)
PM-PL - purple PM (reclaimed water/ir)
PM-R - red PM (elec)
PM-W - white paint mark
PM-Y - yellow PM (gas)
PP - power pole
PVR - paver
SCO - sewer clean out
SDMH - storm drain manhole
SSMH - sanitary sewer manhole
ST LT - street light
STN - stone
TELCO - telephone
TG - top of drain grate
UP - utility pole
UTL - utility
VLT - vault
VLT-GTE - GTE vault
VLT-PB - PacBell vault
VLT-PGE - PG&E vault
VLT-TELCOM - telecommunications vault
VLT-? - unmarked vault
VLT-VRZ - Verizon vault
WD - wood
WL - water line
WM - water meter
WV - water valve

FD. 3/4" IP
MKD. "LS 2746"
N.R.F.

FD. 5/8" REBAR W/
PLASTIC CAP MKD.
"LS 5321" PER R2

Basis of Bearings
N00° 00' 00"E 359.97'
(360.00' R1)

FD. 3/4" IP W/ PLASTIC
PLUG MKD. "LS 4986"
N.R.F.

Surveyor's Notes:

This map portrays the site at the time of the survey and does not show soils or geologic information, underground conditions, zoning setbacks, regulatory information or any other items not specifically identified by the party requesting the survey. There may be unrecorded easements or other rights, recorded or unrecorded, affecting the subject property which are not shown hereon.

Visible evidence of underground utilities such as utility meters, manhole lids, clean outs, valve covers, pull boxes and similar features are shown hereon. Underground utility pipes, conduits, transmission lines, sewer laterals, etc., were not located. Information regarding underground utility line locations should be obtained from the appropriate utility companies or public agencies.

Elevations are based on an assumed datum as noted. Ground may be more irregular than contours indicate.

Distances are expressed in feet and decimals thereof.

The cross symbol (x) marks the horizontal position of the spot elevation shown. Tree symbols indicating tree trunk and tree canopy are drawn to scale based on approximate trunk and canopy diameters.

Sufficient boundary lines were made to graphically show existing features however a complete boundary survey was not performed.

On July 21, 2023 our office was furnished with a Preliminary Title Report prepared by Chicago Title Company #FWMN-522202201-R3 dated November 19, 2020. No easements are identified in the policy exceptions. Therefore it can be concluded that no easements of record encumber the property.

- | | |
|----------------------------|---------------------------|
| catch basin/drain | sign(pole) |
| control point | storm drain manhole |
| electric meter or pull box | sewer manhole |
| fire hydrant | telephone manhole |
| gas meter or pull box | telephone pull box |
| gas valve | traffic signal box |
| guy anchor | cable television pull box |
| irrigation pull box | unmarked pull box |
| irrigation control valve | utility pole |
| light standard | water meter |
| manhole | water valve |
| point on line | well |
| sewer clean out | |

DRAWING REVISIONS:
July 2022 - Original Survey
July 2023 - Statement added regarding easements

SU
Topographic Survey

Santa Fe St. 4 NW of 6th Ave., APN: 010-092-005
Located in Carmel-by-the-Sea, Monterey County, State of California

Prepared For: J Breck Lutz and Carol A Lutz
Requested By: Thomas Hood

July 2022 / Updated July 2023

Rasmussen Land Surveying, Inc.
2150 Garden Road, Suite A-3, Monterey, California 93942
P: 831.375.7240 F: 831.375.2545

RLS W.O. # 2022-068

Sheet 1 of 1



City of Carmel-by-the-Sea
COMMUNITY PLANNING AND BUILDING DEPARTMENT
POST OFFICE DRAWER C
CARMEL-BY-SEA, CA 93921
(831) 620-2810 OFFICE

February 15, 2023

Thomas Bateman Hood, AIA
25805 Carol Place
Carmel, CA 93923

Via email: tom@t-hood.com

RE: Preliminary Site Assessment
PSA 23-011 (Lutz)
Santa Fe Street 4 NW of 6th Avenue
Blk 60, Lot 11; APN: 010-092-005

Mr. Hood,

Enclosed is a copy of the Preliminary Site Assessment Report, Significant Tree Evaluation Worksheet, and annotated tree survey from the preliminary site assessment conducted on January 24, 2023. This information has been prepared to inform you of the site opportunities and constraints that should be addressed in your design. Specifically, potential impacts to trees labeled "significant" and their associated root zones should be avoided.

Please review the enclosed information and do not hesitate to contact me with any questions. Other reference materials such as Carmel's Residential Design Guidelines and Carmel Municipal Code Chapter 17.10 (R-1 District Design Regulations) are available on-line at www.ci.carmel.ca.us and at the Community Planning & Building Department.

If you have any questions I can be reached directly at (831) 620-2027 or kwallace@cbts.us.

Best regards,

Katherine Wallace
Associate Planner

Encl. Site Assessment Report

CC: Marnie R. Waffle, AICP, Principal Planner (mwaffle@cbts.us); Carol and Breck Lutz, property owners (carollutz@gmail.com)

PSA 23-011 (Lutz)

Page 4 of 10

Site Conditions & Development Standards:

- Building Site Area:** The lot is a standard 4,000 square-foot lot (40'x100'). A base floor area of 1,800 square feet is permitted. A minimum of 200 square feet of the base floor area, and 2,200 cubic feet of exterior volume, shall be reserved for required parking whether provided by a garage, carport or parking pad.

Floor Area is defined as "...the total gross square footage included within the surrounding exterior walls of all floors contained within all enclosed buildings on a building site whether finished or unfinished. In above-ground spaces, floor area is measured at the exterior of the enclosing walls. In basement spaces, floor area is measured at the interior of the enclosing walls. Floor area shall include, but shall not be limited to, all floors of all enclosed spaces within all building, basements, mezzanines, guesthouses, studios, garages and carports. All attic, basement and storage shed spaces with five or more feet of clearance between the floor or walking surface and the ceiling or roof surface shall be counted as floor area. All required parking shall be counted as floor area, whether supplied by garage, carport or other means."

- Setback Standards:** The minimum front and rear setbacks are 15 feet. The composite side yard setback is 25% of the lot width with a 3-foot minimum on one side. All new construction must meet all required setbacks.

Table 17.10-A: Setback Standards for R-1 District					
Lot Type	Front Setback (in feet)	Rear Setback (in feet)	Side Setbacks		
			Composite** (both sides)	Minimum Setbacks (in feet)	Street Side
Interior Site	15	15	25% of site width	3	NA
Corner Site	15	15	25% of site width	3	5
Re-subdivided Corner Site	10	15	25% of site width	5	5
Double-Frontage Site	15	NA	25% of site width	3	0 (if applicable)

* The rear setback is three feet for those portions of structures less than 15 feet in height.

** See CMC 17.10.020(A)(1) and 17.10.020. Rules of Measurement.

- Building Height:** The height of buildings shall be measured as the plumb vertical distance from existing or finished grade (whichever is more restrictive) to the highest point on the roof.

PSA 23-011 (Lutz)

Page 1 of 10

PRELIMINARY SITE ASSESSMENT REPORT

Date of Site Visit: January 24, 2023
Planner: Katherine Wallace
Forester: Sara Davis
Block/Lot: 60/ 11
APN: 010-092-005
Property Owner: Carol and Breck Lutz
Street Location: Santa Fe Street 4 NW of 6th Avenue

Purpose: The information contained in this Preliminary Site Assessment is meant to provide input to the applicant on potential project issues prior to project submittal.

Location:

Zoning District	R-1 Single Family Residential
Coastal Commission Appeal Jurisdiction Overlay	No
Archaeological Significance Overlay	No
Park Overlay	No
Beach and Riparian Overlay	No
Environmentally Sensitive Habitat Area	No
Very High Fire Hazard Severity Zone	No

Street and Neighborhood Character:

- Style and materials of the existing residence:**



PSA 23-011 (Lutz)

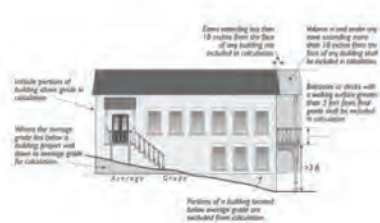
Page 5 of 10

Table 17.10-C: Maximum Height Standards			
	R-1 District	R-1-SR District	R-1-PO District
Number of Stories Allowed	2	2	1*
Roof Height of First Story (in feet)	18	18	18
Plate Height of First Story (in feet)	12	12	12
Roof Height of Second Story (in feet)	24	18	24*
Plate Height of Second Story (in feet)	18	18	18*

- Exterior Volume:** The maximum allowable exterior volume is the total allowed base floor area for the site multiplied by the volume factors in Table 17.10-E (refer to table below). It is recognized that existing homes built prior to 2003 may not have been designed to comply with volume standards. For these homes, the Code allows the exterior volume to be calculated for additions only.

Table 17.10-E: Exterior Volume Factors for R-1 District		
	Maximum Exterior Volume (Cubic Feet) Per Square Foot of Floor Area	
	One-Story Elements of the Building	Two-Story Elements of the Building
Located under a pitched or sloping roof greater than 3:12 pitch	12	11
Located under a flat roofed area of the building 3:12 or less pitch	11	10

Figure 17-10: Determining Exterior Volume



PSA 23-011 (Lutz)

Page 2 of 10



- Style and materials of the neighboring residences:** The Residential Design Guidelines encourage diversity of architectural styles while maintaining compatibility with the character of the neighborhood. A new building should be different in style from buildings on nearby and abutting properties.



PSA 23-011 (Lutz)

Page 6 of 10

- Parking:** One parking space per primary dwelling is required on sites 8,000 square feet or less. Required parking shall be provided by a garage, carport or parking pad measuring at least 10 feet by 20 feet having practical ingress and egress for a vehicle. All required parking shall be provided on-site and shall be counted as floor area and exterior volume. On each site, a minimum of 200 square feet of base floor area and 2,200 cubic feet of exterior volume shall be reserved for each required parking space whether provided by means of a garage, carport or parking pad.

- Garage:** To encourage variety and diversity in neighborhood design, detached garages and carports may be authorized by the Planning Commission within the front setback and/or side yard setback facing a street. Garages permitted to be located within a setback are limited to a single-car, detached structure not exceeding 12 feet in width, 250 square feet in floor area and 15 feet in height. Detached garages may encroach into an interior side yard setback, rear yard setbacks, or both, if limited to 15 feet in height, if the setback encroachment would not impact significant or moderately significant trees, and the garage location/design complies with design guidelines.

- Accessory Structures:** Up to two accessory structures may be constructed on the property. Accessory structures cannot exceed 400 square feet in floor area (unless an exception applies), and will count towards the total base floor area allowed for the site. Sheds that exceed 5 feet in height also count as floor area.

Studio: A studio is defined as, "An attached or detached residential dwelling unit without kitchen or cooking facilities, designed for accessory uses by occupants of the dwelling to which it is accessory, and not designed or intended for living, sleeping and/or cooking. Studios are permitted to have a bathroom with a sink and toilet. Studios that are attached to the primary dwelling are not required to have inter-accessibility with the primary dwelling."

One studio is permitted so long as it does not contain any living, sleeping, bathing or food preparation facilities of any kind. Studios may have a bathroom with a sink and toilet. Studios that are attached to the primary dwelling are not required to have inter-accessibility with the primary dwelling. No additional parking is required for a studio. Studios shall be a maximum size of 400 square feet and shall not exceed the allowed floor area ratio for the lot.

Guesthouse: Guesthouses are not permitted on sites less than 6,000 square feet, per CMC 17.08.050.C.

Accessory Dwelling Units (ADUs): One accessory dwelling unit and one junior accessory dwelling unit are permitted pursuant to CA State Law. For more information, please refer to the [Accessory Dwelling Unit Handbook](#).

PSA 23-011 (Lutz)

Page 3 of 10

- Right-of-way characteristics:** During the site assessment, rocks, fencing, no parking signs, and a lamppost were observed as right-of-way encroachments. The submittal of any permit to the City triggers a review of any encroaching structures or objects in the right-of-way in front of the property. A Condition of Approval of any future project will include the requirement to secure an encroachment permit, or remove any encroachments not specified in an existing encroachment permit.

The treatment of the right-of-way should contribute to, and maintain, the forested image of the Village. The Residential Design Guidelines encourage maintaining and enhancing an informal, vegetated, open space character of the right-of-way. Parking areas in the right-of-way shall be informal, unpaved and reinforce the forest image. Planting in the right-of-way should be predominately green foliage plants. Native trees, ground covers, and low shrubs are preferred. Preferred surface materials within the right-of-way include natural soil, shredded bark or wood chips; gravel is prohibited. For more information, please refer to the [Right-of-Way Vision Statement](#).



Existing right-of-way encroachments

PSA 23-011 (Lutz)

Page 7 of 10

- Topography and drainage features:** The Residential Design Guidelines encourage designs that follow the natural contours of the site and that avoid abrupt changes in grade on the site and between properties.

Following design approval, plans that are submitted for a building permit must include a storm water drainage plan. The drainage plan shall include applicable Best Management Practices and all drainage shall be retained on-site through the use of semi-permeable paving materials, French drains, seepage pits, etc.

- Does the site contain "Steep Slope Areas" (greater than 30% slope):** Not applicable.

- Basement Bonus:** Each site is allowed 100 square feet of floor area located in a basement that is exempt from the floor area limits. Additionally, as an incentive to reduce the above-ground floor area and exterior volume, bonus floor area is allowed if located in a basement. For each square foot of base floor area not constructed above-ground, one additional square foot of floor area may be constructed in a basement.

A basement is defined as, "An underground room or excavated space between five and nine feet of interior height, finished or unfinished where the finished floor level directly above the space is not more than one foot above both the existing or final grade. Any subgrade space where the finished floor elevation directly above the space is more than one foot above existing or finished grade shall be considered above-ground space. All areas where the finished floor elevation directly above a subgrade space is more than five feet above either existing or final grade shall also be considered a story. (Note: In calculating the floor area of a basement it may be necessary to count part of the area in a floor level as basement and part of the area in a floor level as above-ground space.) Basement spaces may be used for any residential occupancy allowed by the Uniform Building Code such as bedrooms, family rooms, hobby rooms, offices, mechanical equipment, storage and, if equipped with window wells, bedrooms."

- Site Coverage:** Impermeable site coverage is limited to 22% of the base floor area for the site or 396 square feet for a base floor area of 1,800 square feet. Impermeable materials include, asphalt, concrete, mortared brick and stone, decomposed granite, unspaced decking and balconies at any level, garden walls, solariums, bridges, sheds not counted as floor area, ponds, hot tubs, and swimming pools. Site coverage does not include areas of the residence or garage.

If at least 50 percent of all site coverage on the property is made of permeable or semi-permeable materials, an additional amount of site coverage (up to four percent of the site area, or 556 square feet) may be allowed. Permeable and semi-permeable materials include gravel, spaced decking and exterior stairs, sand-set bricks or pavers, garden walkways of small paving stones, and arbors.

THOMAS BATEMAN
HOOD
ARCHITECTURE

THOMAS BATEMAN HOOD
27880 Dorris Drive
Suite 200
Carmel CA 93923
831 652 0012
tom@t-hood.com
www.thomasbatemanhood.com

PROJECT:
BEDROOM/BATH/KITCHEN
ADDITION EXISTING
RESIDENCE & NEW GARAGE
SANTA FE 4 NW of 6th
CARMEL CA 93921
APN 010-092-005

OWNER:
BRECK & CAROLE LUTZ
SANTA FE 4 NW of 6th
CARMEL CA 93921
TEL 925 324 6473

REVISIONS:



OWNERSHIP AND USE OF ARCHITECT'S DOCUMENTS

The drawings, specifications and other documents prepared by the architect for this project are instruments of the architect's service for use solely with respect to this project and the architect shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights including the copyright. The owner shall be permitted to retain copies, including reproducible copies of the architect's drawings, specifications and other documents for information and reference in connection with the owner's use and occupancy of the project. The architect's drawings, specifications or other documents shall not be used by the owner or others on other projects, for additions to this project or for completion of this project by others except by agreement in writing and with appropriate compensation to the architect, Thomas Bateman Hood, AIA.

ARCHITECTURAL STAMP:



THOMAS BATEMAN HOOD, AIA
CARMEL, CA

DRAWN BY: TSH

PRINT DATE: 5-19-23

DRAWING DATE: 5-19-23

PAGE TITLE:

PSA

SCALE:

SHEET:

PSA1

Sites not in compliance with site coverage limits shall not be authorized to increase site coverage. Sites with excess coverage may add floor area only when:

- a. The site complies with the R-1 district tree density provisions established in CMC 17.48.080(A) and all existing and new trees have sufficient space to protect the root zones and provide for new growth; and
 - b. Excess site coverage will be reduced at a rate equal to two times the amount of floor area added to the site, or to an amount that complies with the site coverage limits, whichever is less.
- **Fences:** Fences located within the front setback are limited to 4 feet in height. This limit cannot be increased through a Design Study. Side and/or rear yard fences are permitted at a height of 6 feet and may be taller with approval by the Planning Commission. The existing and proposed heights should be clearly noted on the project plans.

Table 17-10-G: Maximum Track One Fence and Wall Heights				
Design Element	Setback Location			
	Front Setback	Side Setback	Side Setback Facing Street	Rear Setback
Fence	4 feet**	6 feet	4 feet**	6 feet
Garden Wall	3 feet**	6 feet	3 feet**	6 feet
Retaining Wall	3 feet**	6 feet	3 feet**	6 feet
Walls and Gates	6 feet	N/A	6 feet	N/A
Arbors/Trellis	7 feet	7 feet	7 feet	7 feet

--- These walls shall not be altered through Design Review by the Planning Commission.
--- Up to six feet may be allowed for retaining walls that are not visible from the street. See CMC 17.48.080(A).

Potential Neighbor Impacts:

- **Privacy & View Concerns:** The Residential Design Guidelines encourage preserving reasonable privacy for adjacent properties and locating windows such that they avoid overlooking active indoor and outdoor use areas of adjacent properties. Additionally, the Guidelines recommend screening patios and terraces.

There may be potential privacy impacts to neighboring residences to the north and west. The neighboring residence to the north has dormer windows that look onto the subject property, and the neighboring residence to the west has a second-story east-facing window that looks onto the subject property. Staff did not observe any potential privacy impacts to the neighboring residence to the south.



- **View Concerns:** The Residential Design Guidelines encourage maintaining view opportunities to natural features that lie outside the property. The Carmel Municipal Code states, “*Designs should respect views enjoyed by neighboring parcels. This objective is intended to balance the private rights to views from all parcels that will be affected by a proposed building or addition. No single parcel should enjoy a greater right than other parcels except the natural advantages of each site’s topography. Buildings which substantially eliminate an existing significant view enjoyed on another parcel should be avoided.*”
- **Neighborhood Input:** Staff strongly recommends reaching out to all adjacent property owners early in the review process to explain the proposed project and address any concerns. Most project delays occur when applicants have not reached out to neighbors prior to public hearings.

Forest/Trees: The Significant Tree Evaluation Worksheet and annotated tree survey is attached to this report. The Residential Design Guidelines state that significant trees should be preserved and that new construction should minimize impacts on established trees. The root systems of

all trees to be preserved shall be protected and the forested image of a site shall be maintained.

Historic Status: The property was reviewed for historical significance in 2002, at which time a DPR 523A Form was completed. The original building was constructed in 1928 by Hugh Comstock; additions and alterations have been carried out over the years but the cottage retains overall integrity. The property is significant under California Register Criterion 3 (Architecture) and was listed on the Carmel Inventory of Historic Resources on May 25, 2005. Any addition or building modification would need to meet the Secretary of the Interior’s Standards for the treatment of historic properties.

Story Pole Policy: Story-poles and netting are required in Carmel-By-The-Sea. The [City’s Story-Pole Policy](#) was adopted by the City Council in 2017. All story-poles, netting and ribbons must be installed, and certified, in accordance with the Story-Pole Policy a minimum of 10 calendar days prior to a public hearing. Failure to comply with the Policy could result in the project being continued to a later hearing date.

Additional Resources: For more information on the Design Review Process, Residential Design Guidelines, Carmel Municipal Code, Green Building Ordinance and Title 7A of the Building Code, please visit our website at:

[Residential Design Guidelines – Concept](#)
[Residential Design Guidelines – Final](#)
[Right-of-Way Vision Statement](#)

<http://ci.carmel.ca.us/carmel/index.cfm/government/staff-departments/community-planning-and-building/>

THOMAS BATEMAN HOOD
27880 Dorris Drive
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PROJECT:
BEDROOM/BATH/KITCHEN
ADDITION EXISTING
RESIDENCE & NEW GARAGE
SANTA FE 4 NW of 6th
CARMEL CA 93921
APN 010-092-005

OWNER:
BRECK & CAROLE LUTZ
SANTA FE 4 NW of 6th
CARMEL CA 93921
TEL 925 324 6473

REVISIONS:	
△	
△	
△	
△	
△	

OWNERSHIP AND USE OF ARCHITECT’S DOCUMENTS
The drawings, specifications and other documents prepared by the architect for this project are instruments of the architect’s service for use solely with respect to this project and the architect shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights including the copyright. The owner shall be permitted to retain copies, including reproducible copies of the architect’s drawings, specifications and other documents for information and reference in connection with the owner’s use and occupancy of the project. The architect’s drawings, specifications or other documents shall not be used by the owner or others on other projects, for additions to this project or for completion of this project, by others except by agreement in writing and with appropriate compensation to the architect, Thomas Bateman Hood, AIA.

ARCHITECTURAL STAMP:



THOMAS BATEMAN HOOD, AIA
CARMEL, CA

DRAWN BY: TBH

PRINT DATE: 5-19-23

DRAWING DATE: 5-19-23

PAGE TITLE:
PSA

SCALE:
SHEET:
PSA2

Map Legend:

Basis of Bearings: The bearing of N00° 00' 00"E as shown on 1 C&T 52 and as found monumented is taken as the basis of bearings for this survey.

Vertical Datum: Assumed.

Site Benchmark: Control Point 55 as shown hereon.

Contour Interval: Contours as shown hereon are interpolated using computer digital terrain modeling software and spot elevations. Ground may be more irregular than contours indicate.

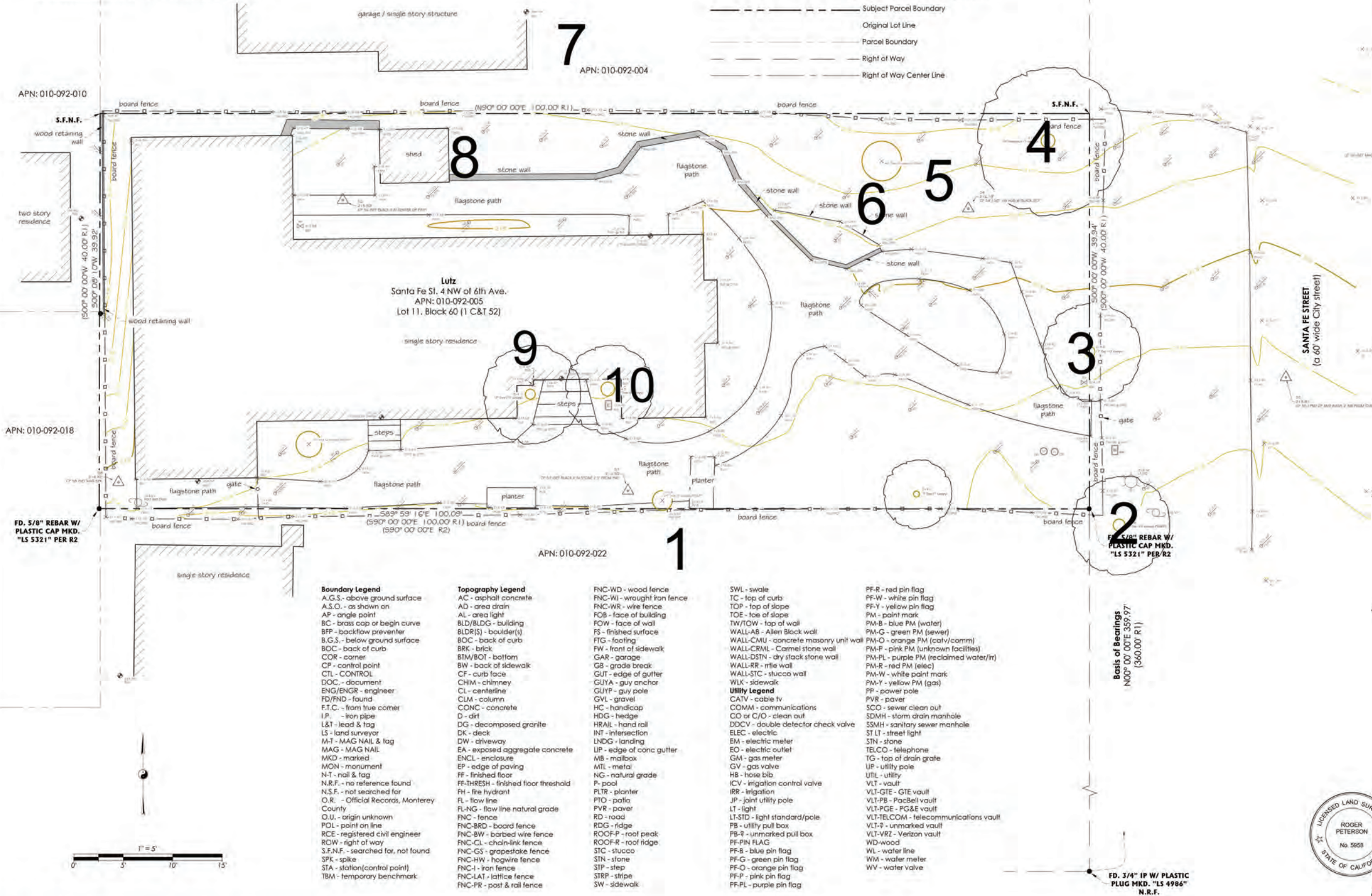
Note: The abbreviation and symbol lists below are comprehensive and not all abbreviations or symbols will appear on the map.

Record Map References:

R1: "Map of Carmel City" filed in Volume 1 of Cities and Towns" at Page 52, in the Monterey County Recorder's Office, State of California.

R2: Corner Record No. 2227 filed in the Monterey County Surveyor's Office, State of California.

Attachment 8



Surveyor's Notes:

This map portrays the site at the time of the survey and does not show soils or geologic information, underground conditions, easements, zoning setbacks, regulatory information or any other items not specifically identified by the party requesting the survey. There may be easements or other rights, recorded or unrecorded, affecting the subject property which are not shown hereon.

Visible evidence of underground utilities such as utility meters, manhole lids, clean outs, valve covers, pull boxes and similar features are shown hereon. Underground utility pipes, conduits, transmission lines sewer laterals, etc., were not located. Information regarding underground utility line locations should be obtained from the appropriate utility companies or public agencies.

Elevations are based on an assumed datum as noted. Ground may be more irregular than contours indicate.

Distances are expressed in feet and decimals thereof.

The cross symbol (x) marks the horizontal position of the spot elevation shown. Tree symbols indicating tree trunk and tree canopy are drawn to scale based on approximate trunk and canopy diameters.

Sufficient boundary lines were made to graphically show existing features however a complete boundary survey was not performed.

- | | | | |
|--|----------------------------|--|---------------------------|
| | catch basin-drain | | sign(pole) |
| | control point | | storm drain manhole |
| | electric meter or pull box | | sewer manhole |
| | fire hydrant | | telephone manhole |
| | gas meter or pull box | | telephone pull box |
| | gas valve | | traffic signal box |
| | guy anchor | | cable television pull box |
| | irrigation pull box | | unmarked pull box |
| | irrigation control valve | | utility pole |
| | light standard | | water meter |
| | manhole | | water valve |
| | point on line | | well |
| | sewer clean out | | |

DRAWING REVISIONS:

July 2022 - Original Survey

PSA3

Topographic Survey

Santa Fe St. 4 NW of 6th Ave., APN: 010-092-005
Located in Carmel-by-the-Sea, Monterey County, State of California

Prepared For: J Breck Lutz and Carol A Lutz
Requested By: Thomas Hood

July 2022

Rasmussen Land Surveying, Inc.
2150 Garden Road, Suite A-3, Monterey, California 93942
P: 831.375.7240 F: 831.375.2545



Significant Tree Evaluation Worksheet

APN: 010-092-005-000
Street Location: Santa Fe 4 NW of 6th Ave
Planner: Katherine Wallace
City Forester: Sara Davis
Property Owner: Lutz
Recommended Tree Density: 3 upper and 1 lower

Part One: Initial Screening:

Complete Part One to determine if further assessment is warranted. Trees must pass all criteria in Part One to be considered significant or moderately significant.

A. Does the tree pose an above-normal potential risk to life and property?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
YES															
NO	X	X	X	X	X	X	X	X	X	X					

Any tree with structural impairment likely to cause failure should be marked as unsafe and removed. Use page five of this worksheet to document the safety risk. Trees that have limited and specific defects that can be remedied with selective pruning or other mitigation should be marked as safe and specific recommendations should be given to the owner for tree care. Such trees may still be assessed for significance.

B. Is the tree one of the following native species on the Carmel-by-the-Sea recommended tree list?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Species															
YES	CO	CO		RW	CO	CO	CO								
NO				PIT				Maple	Acacia						

MP-Monterey pine MC-Monterey cypress BP-Bishop pine CR-coast redwood CO-coast live oak
CI-Catalina ironwood CS-California sycamore BL-big leaf maple OT-other

(Note: Other species on the recommended tree list may be determined to be Significant Trees only if they are exceptional examples of the species. Such trees also must exhibit excellent health, form, vigor, and substantial size to rate an overall score of at least 7 points in Part Two of the assessment.)

C. Does the tree meet the minimum size criteria for significance?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
YES	10	20.5		10			10		18	18					
NO			9.5		2	2		6							

Monterey pine, Monterey cypress, Bishop pine, Coast redwood: 6" DBH

Coast live oak—single trunk tree: 6" DBH

Coast live oak—multi-trunk tree measured per industry standard: 6" DBH

California sycamore, Big leaf maple, Catalina ironwood, other: 10" DBH

dbh = diameter at breast height or 4.5 feet above the adjacent ground surface

Part Two: Assessment For Tree Significance

For each of the criteria below assign points as shown to assess the tree. If any criteria score is zero the assessment may stop as the tree cannot qualify as significant or moderately significant.

D. What is the health and condition of the tree?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
score	2	2	1	3	2	2	2	2	2	2					

0 points: The tree is heavily infested with pests or has advanced signs of disease that indicates the tree is declining and has very limited life expectancy.

1 point: The tree shows some pests or disease that impair its condition, but which does not immediately threaten the health of the tree. The tree may recover on its own, or with appropriate intervention.

2 points: The tree appears healthy and in good condition.

3 points: The tree shows excellent health, is free of pests and disease and is in very strong condition.

E. What is the overall form and structure of the tree?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
score	2	2	1	2	2	2	2	2	2	2					

0 points: Prior pruning, disease or growth habit have left the tree deformed or unsound to an extent that it cannot recover or will never be a visual asset to the neighborhood or will likely deteriorate into a structural hazard.

1 point: The tree has poor form or structure but (a) can recover with proper maintenance or (b) it provides visual interest in its current form, and does not have structural defects that are likely to develop into a safety hazard.

2 points: The tree has average form and structure for the species but does not exhibit all the qualities of excellent form and structure.

3 points: The tree exhibits excellent form and structure. For all species there will be a good distribution of foliage on multiple branches with no defects. For conifers, the tree will have a single straight leader with balanced branching and with good taper. Oaks will exhibit a well-developed canopy with no suppressed branches. Oaks may be single-trunked or multi-trunked and will have a balanced distribution of foliage on each

F. What is the age and vigor of the tree?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
score	2	1	2	3	3	3	2	2	1	1					

0 points: The tree is over-mature or shows signs of poor or declining vigor such as die-back of major limbs or of the crown, small leaves/needles and/or minimal new growth.

1 point: The tree is mature but retains normal vigor and is likely to continue as a forest asset for a substantial period into the future.

2 points: The tree is young to middle age and shows normal vigor.

3 points: The tree is young to middle age and shows exceptional vigor.

G. Are environmental conditions favorable to the tree?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
score	1	1	1	2	2	2	1	1	0	0					

0 points: The tree is crowded or has no room for growth to maturity. The tree has poor access to light, air or has poor soil for the species.

1 point: The tree has average environmental conditions including room for growth to maturity, access to light, air and soils suitable for the species.

2 points: The tree has room for growth to maturity with no crowding from other significant trees or existing buildings nearby. The tree also has excellent access to light, air and excellent soils for root development.

Part Three: Final Assessment

Record the total points scored on D - G for each tree.

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total Score	7	6	5	10	9	9	7	7	5	5					

A. Did all assessment categories in Part Two achieve a minimum score of 1-point?

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
YES	X	X	X	X	X	X	X	X							
NO									X	X					

B. Are there any other factors that would disqualify a tree from a determination of significance?

(Explain any 'yes' answer)

Yes _____

Conclusion: Does The Tree Qualify As Significant Or Moderately Significant?

If the tree meets the species, size and safety criteria identified in Part One and scores at least one point under each of the criteria in Part Two, it shall be classified as Significant if it achieves a score of 6 or more points or shall be classified as Moderately Significant if it achieves a score of 4 or 5 points. Tree species not listed in Part One-B that meet other screening criteria in Part One may be classified by the City Forester as Significant if they score at least 7 points, or as Moderately Significant if they score at least 4 points. All other trees are classified as non-significant.

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
SIGNIF	X	X		X	X	X	X	X							
MOD									X	X					
SIGNIF															
NOT				X											
SIGNIF															

State of California — The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
PRIMARY RECORD

Primary #
HRI #
Trinomial
NRHP Status Code
SD1

Other Listings
Review Code
Resource Name or #: (Assigned by recorder)
Elizabeth F. Armstrong Hse.

Page of
P1. Other Identifier:
P2. Location:
and (P2b and P2c or P2d. Attach a Location Map as necessary.)
b. USGS 7.5' Quad
Date
City
Carmel-by-the-Sea
Zip
93921

c. Address:
d. UTM: (Give more than one for large and/or linear resources)
e. Other Locational Data (Enter Parcel #, legal description, directions to resource, elevation, etc., as appropriate)
3 NW of 8th, west side of Santa Fe (Blk 60, Lot 11)

P3. Description (Describe resource and its improvements. Include design, materials, condition, alterations, size, setting, and boundaries)
A one-story wood-framed "storybook" cottage, irregular in plan, resting on a concrete foundation. The exterior wall cladding is a textured stucco, over felt. There is a large, exterior gable wall chimney of Carmel stone centered in the east side elevation. The side-gabled roof is steeply pitched, with a discernable break at the eave line where it projects out over a sitting room bay at the SE end of the building, and the original kitchen to the SW. A room addition west of the old kitchen on the SW corner of the house, connected the main building back to a detached guest house in 1940. A gabled roof hood with simple triangular wood brackets, projecting from a gabled wall dormer, covers the front (north) entry at the NE corner. All roof surfaces are covered in wood shingle. Fenestration is irregular and consists of single, paired and banded multi-pane wood casement windows. There is a small, narrow arched three-light casement window just north of the Carmel stone chimney on the east side elevation. It has a braced wood shutter of the same shape with a cut-out heart in the center. Wooden French doors open into a well maintained formal garden of trimmed hedges and planting beds traversed by gravel walkways. The Santa Fe frontage masks much of the cottage behind mature shrubbery and trees.

b. Resource Attributes: (List attributes and codes)
Resources Present Building Structure Object Site District Element of District Other (Isolates, etc.)

P5a. Photograph or Drawing (Photograph required for buildings, structures, and objects)
P5b. Description of Photo (View, date, accession #)
(View toward) Photo No. 3052.

P6. Date Constructed/Age and Sources:
Prehistoric Historic Both
1928 Carmel bldg. records

P7. Owner and Address:
James Crowley & Marybeth Crow
P.O. Box 2712
Rancho Santa Fe, CA 92067

P8. Recorded by: (Name, affiliation, and address)
Kent L. Seavey, Preservation Consultant, 310
Lighthouse Ave., Pacific Grove, CA 93950

P9. Date Recorded: 2/25/2002
P10. Survey Type: (Describe)
Carmel Historic Resource Inventory - 2001

1. Report Citation: (Cite survey report and other sources, or enter "none")
none

2. Attachments: NONE Continuation Sheet District Record Rock Art Record Other (List)
Location Map Building, Structure, and Object Record Linear Feature Record Artifact Record
Sketch Map Archaeological Record Photograph Record

3. Other: (List)
None

4. Other: (List)
None

5. Other: (List)
None

6. Other: (List)
None

7. Other: (List)
None

8. Other: (List)
None

9. Other: (List)
None

10. Other: (List)
None

State of California — The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
BUILDING, STRUCTURE, AND OBJECT RECORD

Primary #
HRI #
Trinomial
NRHP Status Code
SD1

Other Listings
Review Code
Resource Name or #: (Assigned by recorder)
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2. Attachments: NONE Continuation Sheet District Record Rock Art Record Other (List)
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Sketch Map Archaeological Record Photograph Record

3. Other: (List)
None

4. Other: (List)
None

5. Other: (List)
None

6. Other: (List)
None

7. Other: (List)
None

8. Other: (List)
None

9. Other: (List)
None

10. Other: (List)
None

Items to note:

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Foot	5	10.3	4.8	6	6	6	6	6	9	9	0				

Required Tree Protection Zone

Tree #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
YES	15	30.8	14	18	18	18	18	18	27	27	0				

Requirements for tree preservation shall adhere to the following tree protection measures on construction site.

• Prior to grading, excavation, or construction, the developer shall clearly tag or mark all trees to be preserved.

• Excavation within 6 feet of a tree trunk is not permitted.

• No attachments or wires of any kind, other than those of a protective nature shall be attached to any tree.

• Per Municipal Code Chapter 17.48.110 no material may be stored within the dripline of a protected tree to include the drip lines of trees on neighboring parcels.

• Tree Protection Zone – The Tree Protection Zone shall be equal to dripline or 18 inches radially from the tree for every one inch of trunk diameter at 4.5 feet above the soil line, whichever is greater. Minimum of 4 foot high transparent fencing is required unless otherwise approved by the City Forester. Tree protection shall not be resized, modified, removed, or altered in any manner without written approval. The fencing must be maintained upright and taught for the duration of the project. No more than 4 inches of wood mulch shall be installed within the Tree Protection Zone. When the Tree Protection Zone is at or within the drip line, no less than 6 inches of wood mulch shall be installed 18 inches radially from the tree for every one inch of trunk diameter at 4.5 feet above the soil line outside of fencing.

• The Structural Root Zone – Structural Root Zone shall be 6 feet from the trunk or 6 inches radially from the tree for every one inch of trunk diameter at 4.5' above the soil line, whichever is greater. Any excavation or changes to the grade shall be approved by the City Forester prior to work. Excavation within the Structural Root Zone shall be performed with pneumatic excavator, hydrovac at low pressure, or other method that does not sever roots.

• If roots greater than 2 inches in diameter or larger are encountered within the approved Structural Root Zone the City Forester shall be contacted for approval to make any root cuts or alterations to structures to prevent roots from being damaged.

• If roots larger than 2 inches in diameter are cut without prior City Forester approval or any significant tree is endangered as a result of construction activity, the building permit will be suspended and all work stopped until an investigation by the City Forester has been completed and mitigation measures have been put in place.

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PROJECT:

BEDROOM/BATH/KITCHEN
ADDITION EXISTING
RESIDENCE & NEW GARAGE
SANTA FE 4 NW of 6th
CARMEL CA 93921
APN 010-092-005

OWNER:

BRECK & CAROLE LUTZ
SANTA FE 4 NW of 6th
CARMEL CA 93921
TEL 925 324 6473

REVISIONS:

△
△
△
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CARMEL, CA

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PSA4

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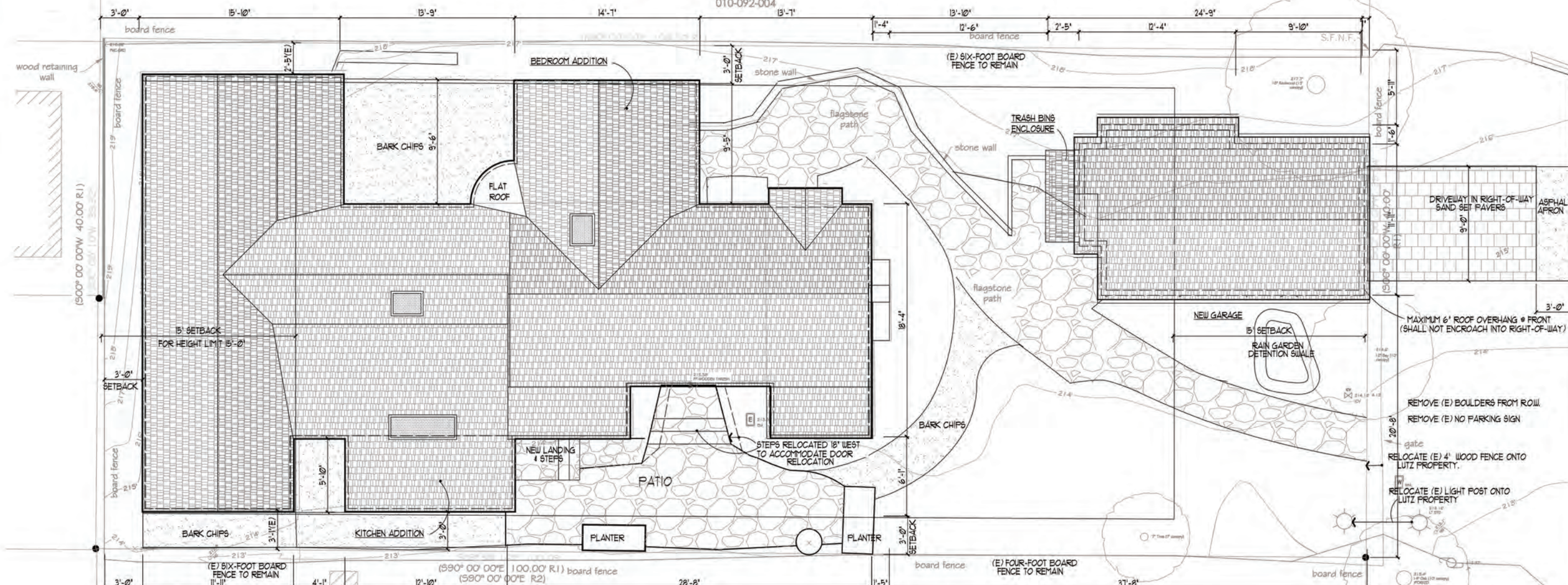
PROPOSED SITE
ROOF PLAN

SCALE:

SHEET:

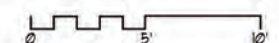
A 1.2

Attachment 8
DIMENSION NOTE:
THE HOUSE IS NOT PARALLEL
TO THE NORTH PROPERTY LINE.
SEE SURVEY.
APN:
010-092-004

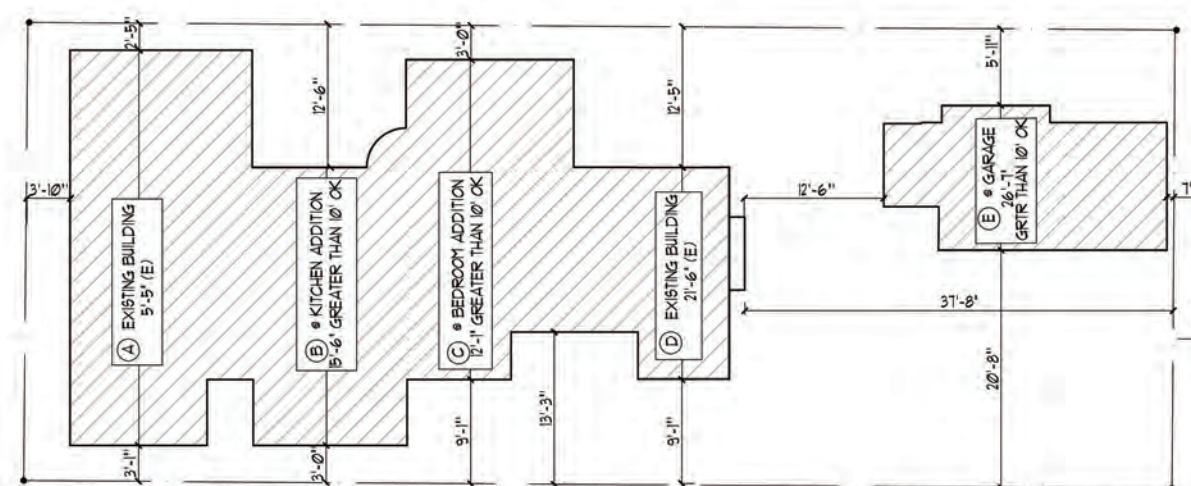


PROPOSED SITE/ROOF PLAN

1/4" = 1'-0"



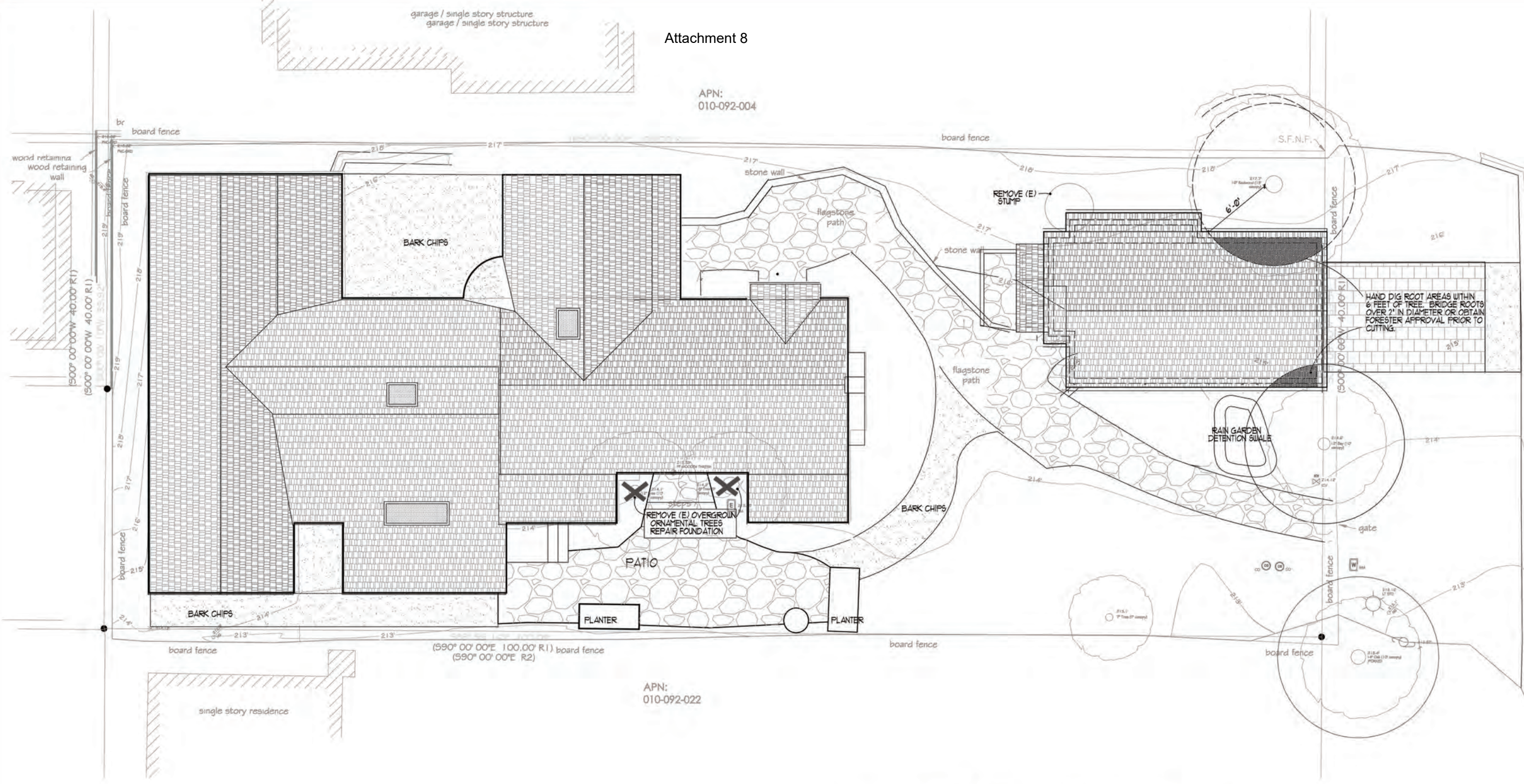
NOTE:
NO LANDSCAPE CHANGES OTHER THAN REMOVAL OF TREES #3 & #10.



KEY PLAN - COMPOSITE SETBACKS

1/8" = 1'-0"





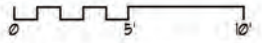
Attachment 8

APN:
010-092-004

APN:
010-092-022

TREE ROOT ZONE PROTECTION PLAN

1/4" = 1' - 0"



NOTE:
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APN 010-092-005

OWNER:
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TREE ROOT ZONE
PROTECTION PLAN

SCALE:

SHEET:

A 1.3

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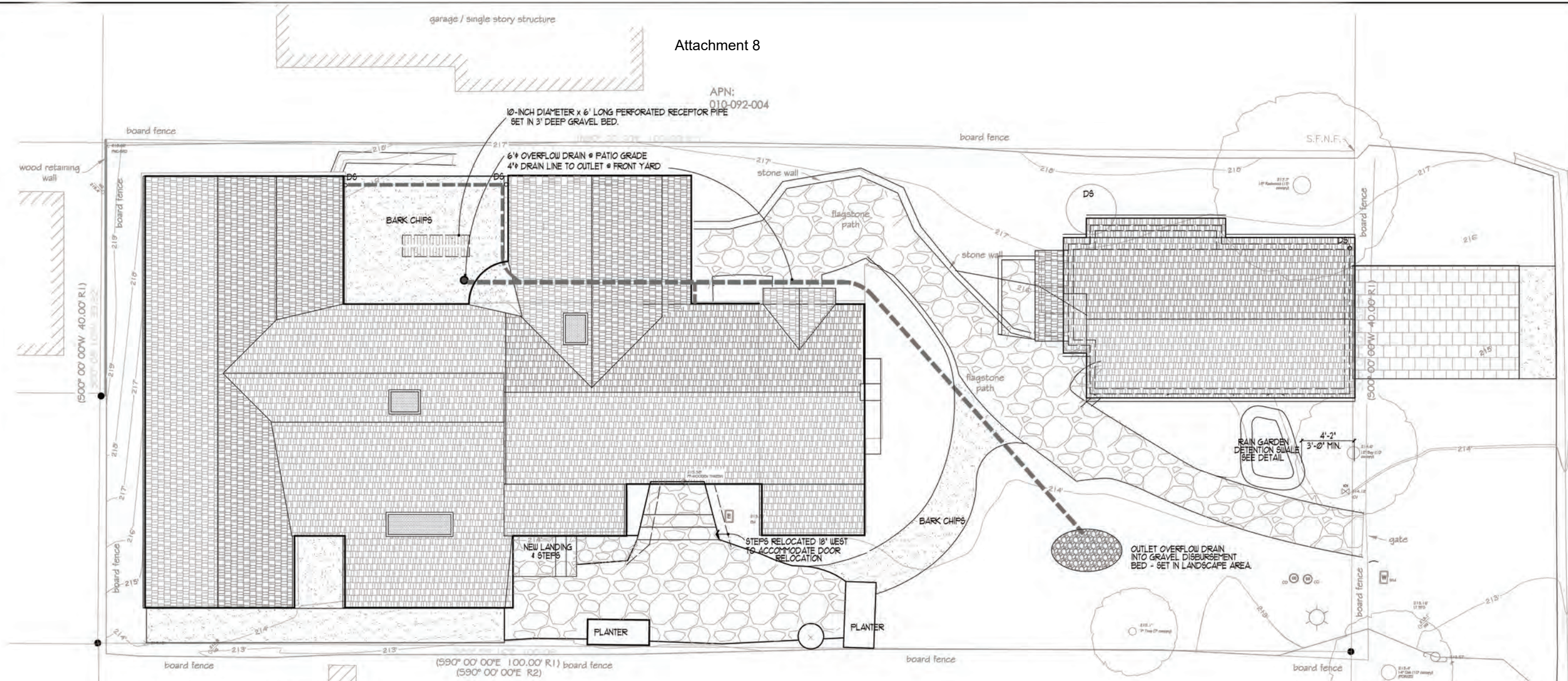
SITE DRAINAGE PLAN

SCALE:

SHEET:

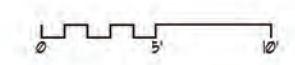
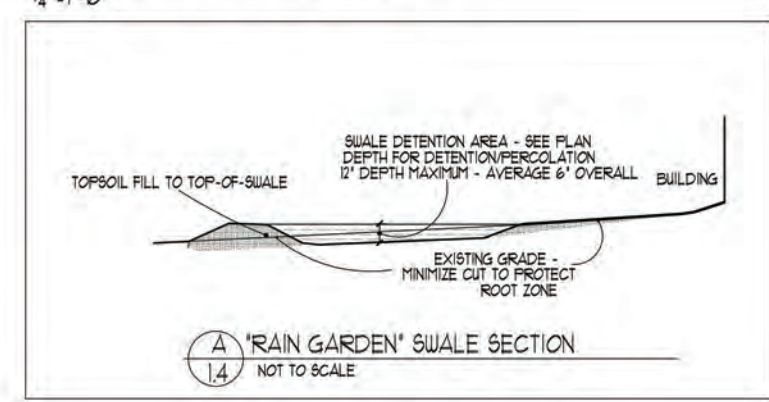
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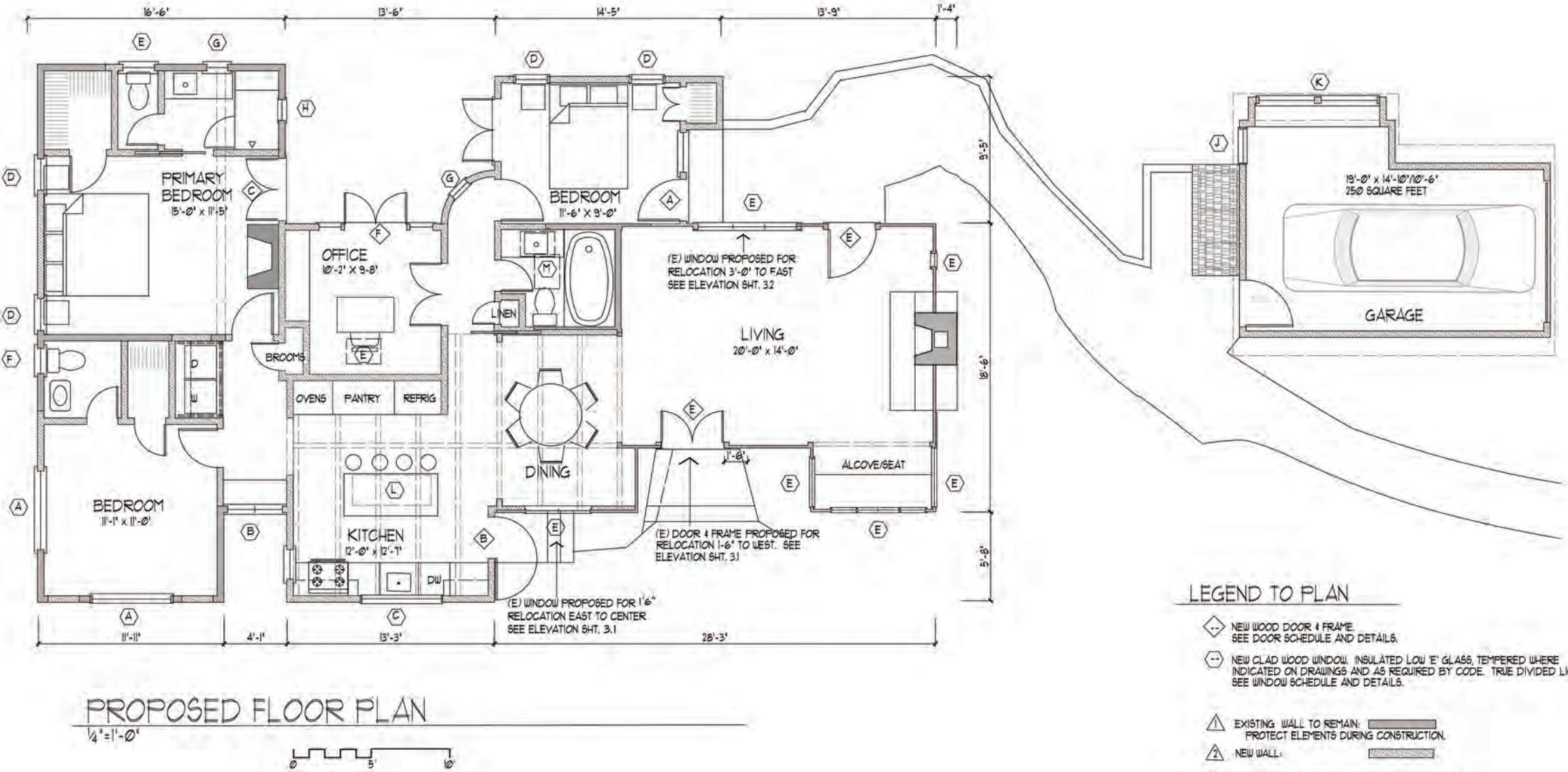
Attachment 8



NOTE:
NO LANDSCAPE CHANGES OTHER THAN REMOVAL OF TREES #3 & #10.

SITE DRAINAGE PLAN
1/4"=1'-0"





LEGEND TO PLAN

- NEW WOOD DOOR & FRAME. SEE DOOR SCHEDULE AND DETAILS.
- NEW CLAD WOOD WINDOW. INSULATED LOW 'E' GLASS, TEMPERED WHERE INDICATED ON DRAWINGS AND AS REQUIRED BY CODE. TRUE DIVIDED LIGHTS. SEE WINDOW SCHEDULE AND DETAILS.
- EXISTING WALL TO REMAIN. PROTECT ELEMENTS DURING CONSTRUCTION.
- NEW WALL.
- INFILL OPENING FOLLOWING REMOVAL OF WINDOW OR DOOR. MATCH ADJACENT (E) WALL MATERIALS. SEE ELEVATIONS.

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REVISIONS:

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2	
3	
4	
5	

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CARMEL, CA

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PAGE TITLE:

PROPOSED
FLOOR PLAN

SCALE:

SHEET:

A 2.2

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27880 Dorris Drive
Suite 200
Carmel CA 93923
831 652 0012
tom@t-hood.com
www.thomasbatemanhood.com

PROJECT:
BEDROOM/BATH/KITCHEN
ADDITION EXISTING
RESIDENCE & NEW GARAGE
SANTA FE 4 NW of 6th
CARMEL CA 93921
APN 010-092-005

OWNER:
BRECK & CAROLE LUTZ
SANTA FE 4 NW of 6th
CARMEL CA 93921
TEL 925 324 6473

REVISIONS:

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ARCHITECTURAL STAMP:



THOMAS BATEMAN HOOD, AIA
CARMEL, CA

DRAWN BY: TBH

PRINT DATE: 5-19-23

DRAWING DATE: 5-19-23

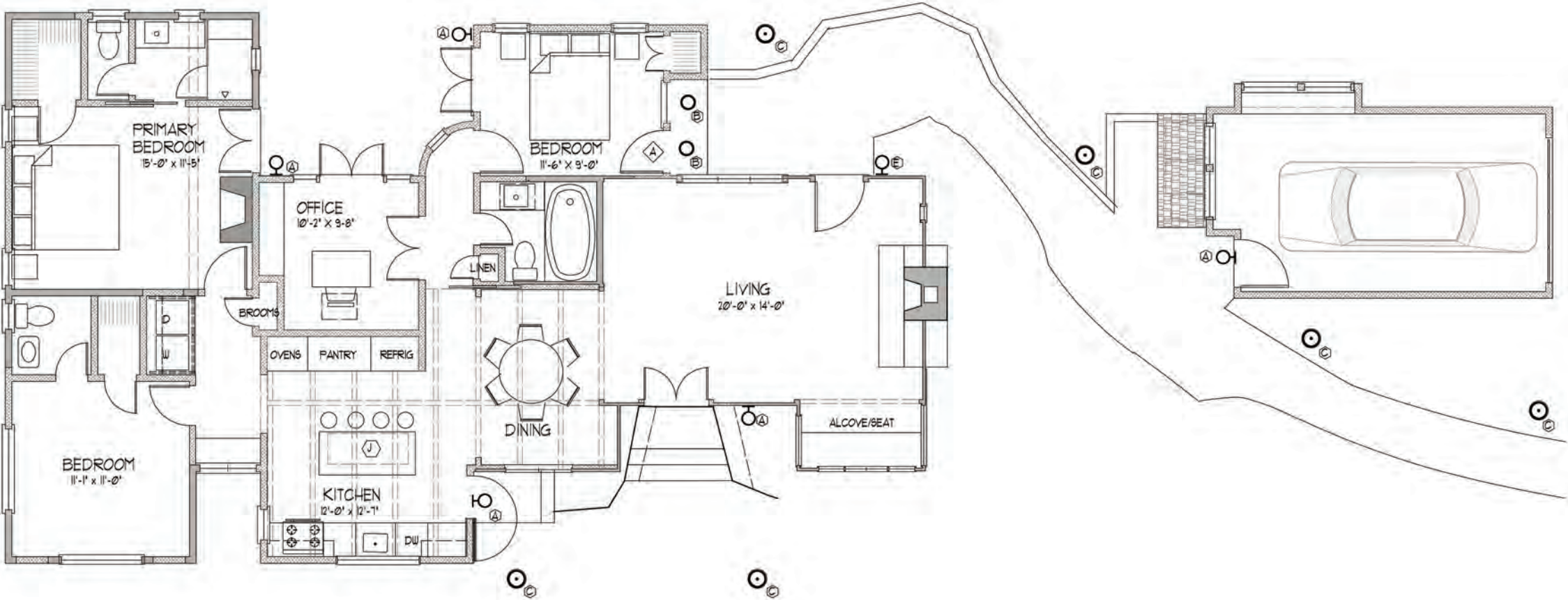
PAGE TITLE:

EXTERIOR
LIGHTING PLAN

SCALE:

SHEET:

A 2.3



EXTERIOR LIGHTING PLAN
1/4" = 1'-0"



EXTERIOR LIGHT FIXTURES
Kirkham



EXTERIOR PATH LIGHT
SPJ

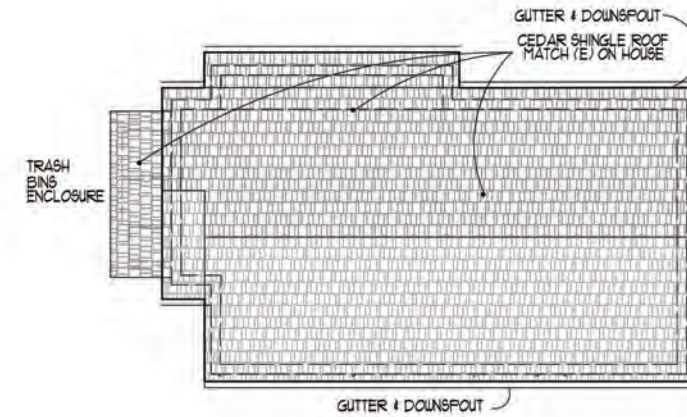
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Color	PVD/Black
Material	Solid Brass/Copper
Finish	Spun
Electrical	150
Height	18.4W/20.021
Length	200
Color Temp	2700K
Mounting	1/8" BTE Dual Pin Stake In
LED	Facility Power (Bgg)

MECHANICAL/ELECTRICAL SYMBOLS

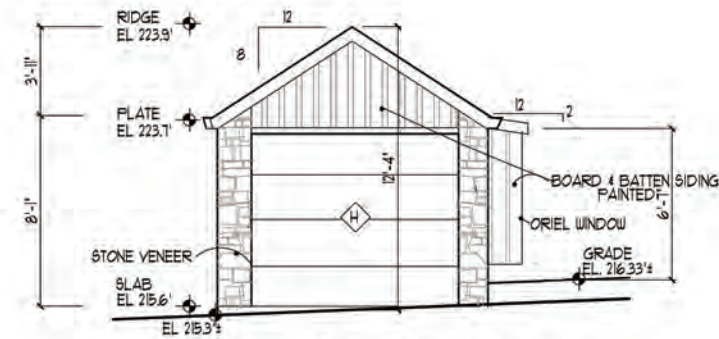
○	HIGH-EFFICACY RECESSED DOWNLIGHT
○	SURFACE MOUNTED CEILING LIGHT
○	WALL MOUNTED LIGHT
○	"MUSHROOM" PEDESTAL LANDSCAPE LIGHT
○	SMOKE DETECTOR - MOUNT ON CEILING OR @ TOP OF WALL - 110V AC POWERED W/ BATTERY BACKUP.
○	CARBON MONOXIDE ALARM. MAY BE A COMBINATION UNIT WITH SMOKE DETECTOR.
\$	WALL SWITCH
\$	THREE WAY WALL SWITCH
⊕	110 V DUPLEX OUTLET
⊕	110 V. DUPLEX WALL OUTLET
⊕	GROUND FAULT CIRCUIT INTERRUPTER
⊕	220 V. OUTLET
EF	EXHAUST FAN
⊕	THERMOSTAT
⊕	ELECTRIC METER & MAIN BREAKER
⊕	ELECTRICAL PANEL
⊕	GAS METER
UP	WATERPROOF/WEATHERPROOF

EXTERIOR LIGHT SCHEDULE

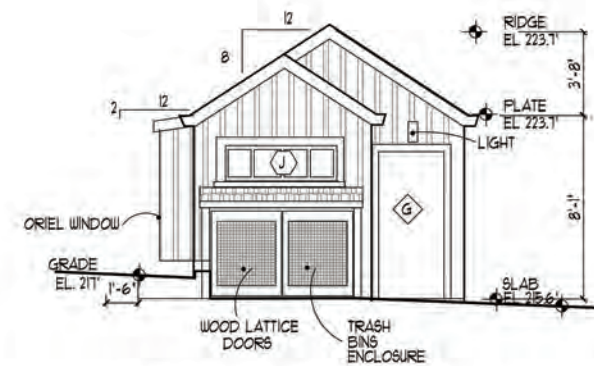
MARK	TYPE	MANUFACTURER/MODEL NO.
A	WALL SCONCE	WALL SCONCE SHIELDED MODERN FORMS 'RAIN' MODEL NO. W6-W242 BRONZE W/CLEAR SEEDY GLASS NO. W6-W242 LAMP: 7.9W/321 LUMEN LED
B	RECESSED DOWNLIGHT	
C	LANDSCAPE POST LAMP	8F.LIGHTING.COM 'FOREVER BRIGHT' CONTEMPORARY PATH LIGHT MODEL # 8FJ-SQ700 PVD SOLID BRASS SATIN 9-11.5V, 2W, 125 LUMENS LED 15" TALL, 5" WIDE POST MT.
E	EXISTING LIGHT	



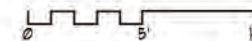
GARAGE ROOF PLAN
1/4" = 1'-0"

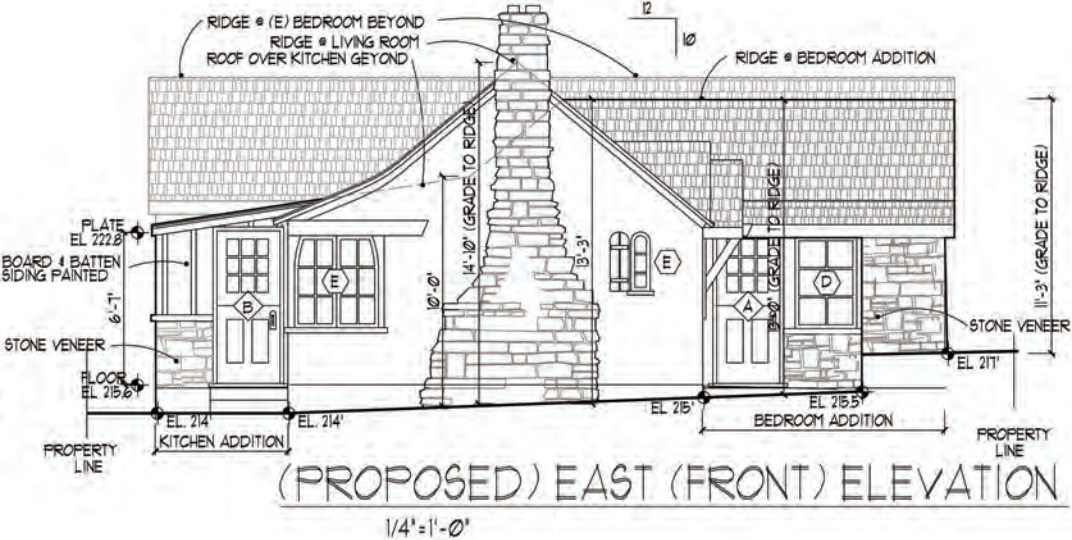
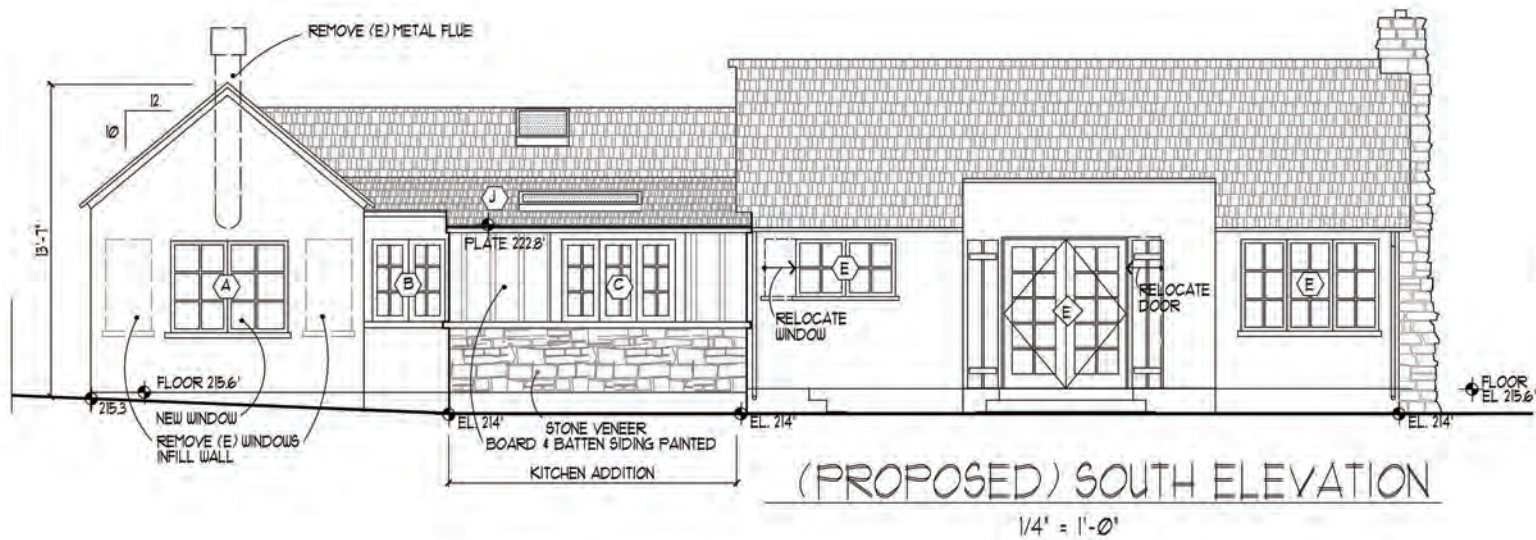
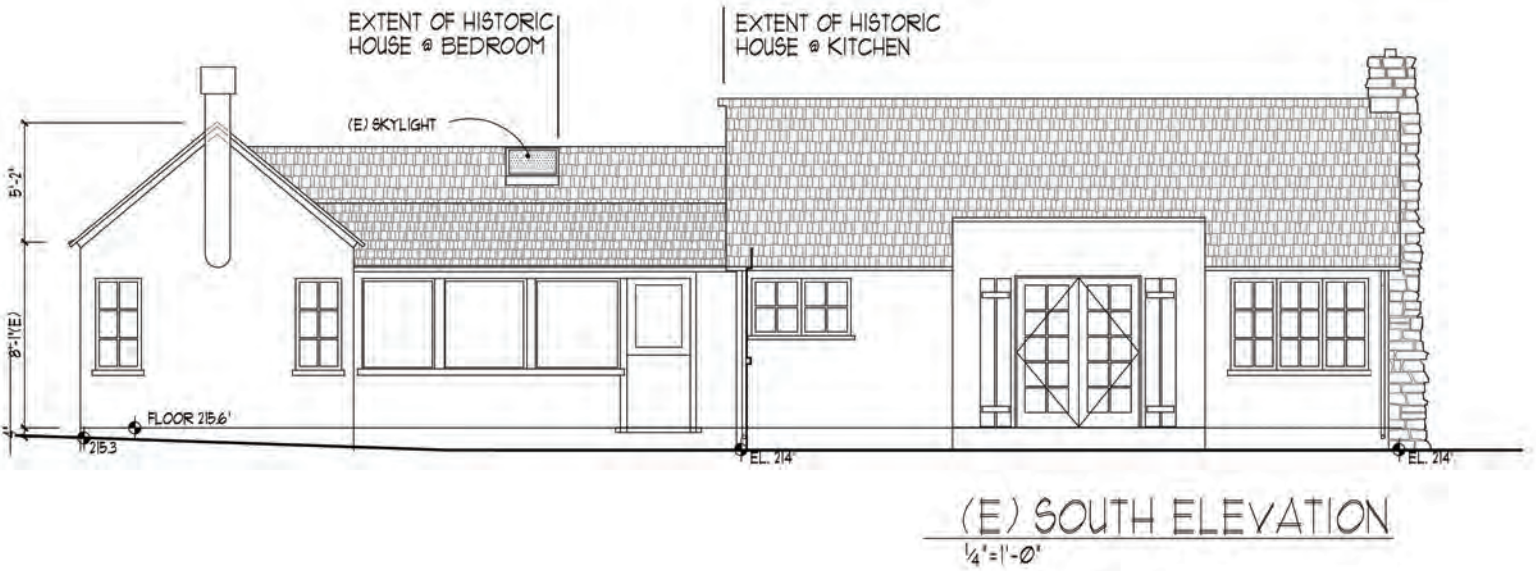


EAST ELEVATION
1/4"=1'-0"



WEST ELEVATION
1/4"=1'-0"





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CARMEL, CA

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PAGE TITLE:

EXISTING &
PROPOSED
ELEVATIONS

SCALE:

SHEET:

A3.1

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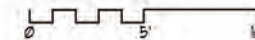
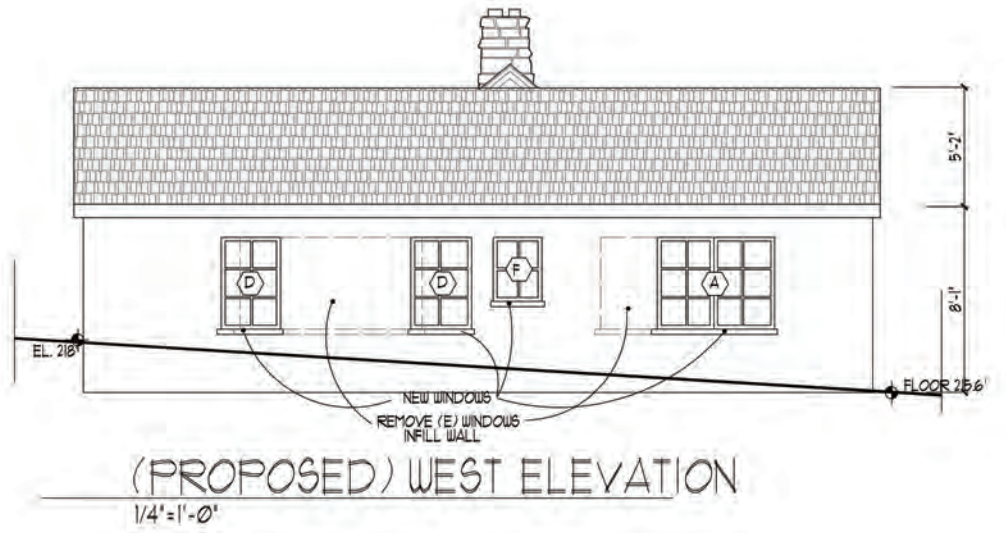
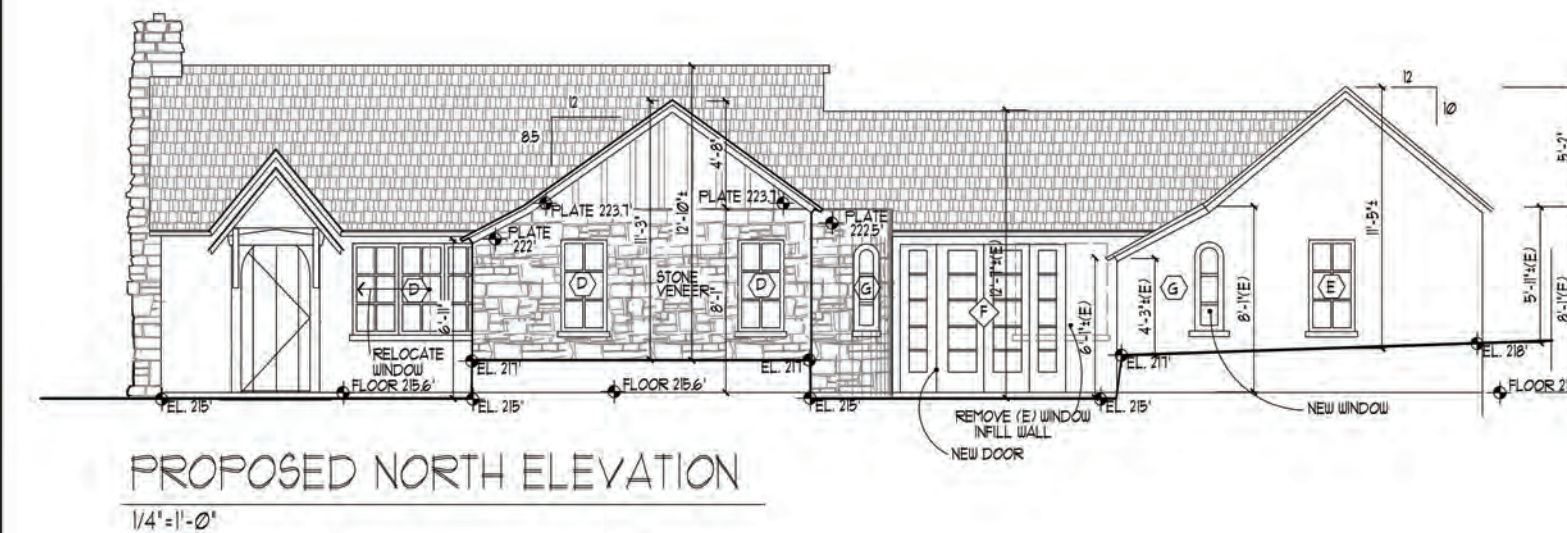
PAGE TITLE:

EXISTING &
PROPOSED
ELEVATIONS

SCALE:

SHEET:

A 3.2



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APN 010-092-005

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PAGE TITLE:

DOOR & WINDOW
SCHEDULE AND
EXTERIOR MATERIALS

SCALE:

SHEET:

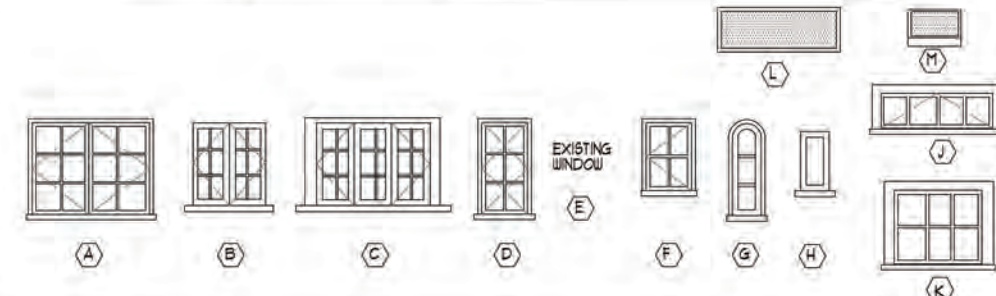
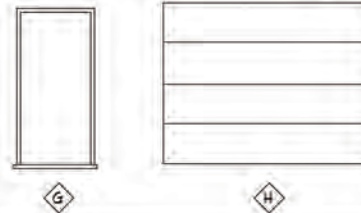
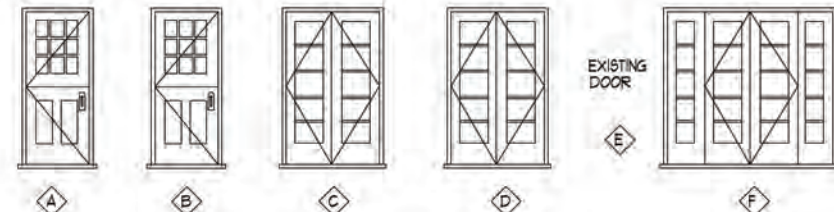
A4.1

Attachment 8



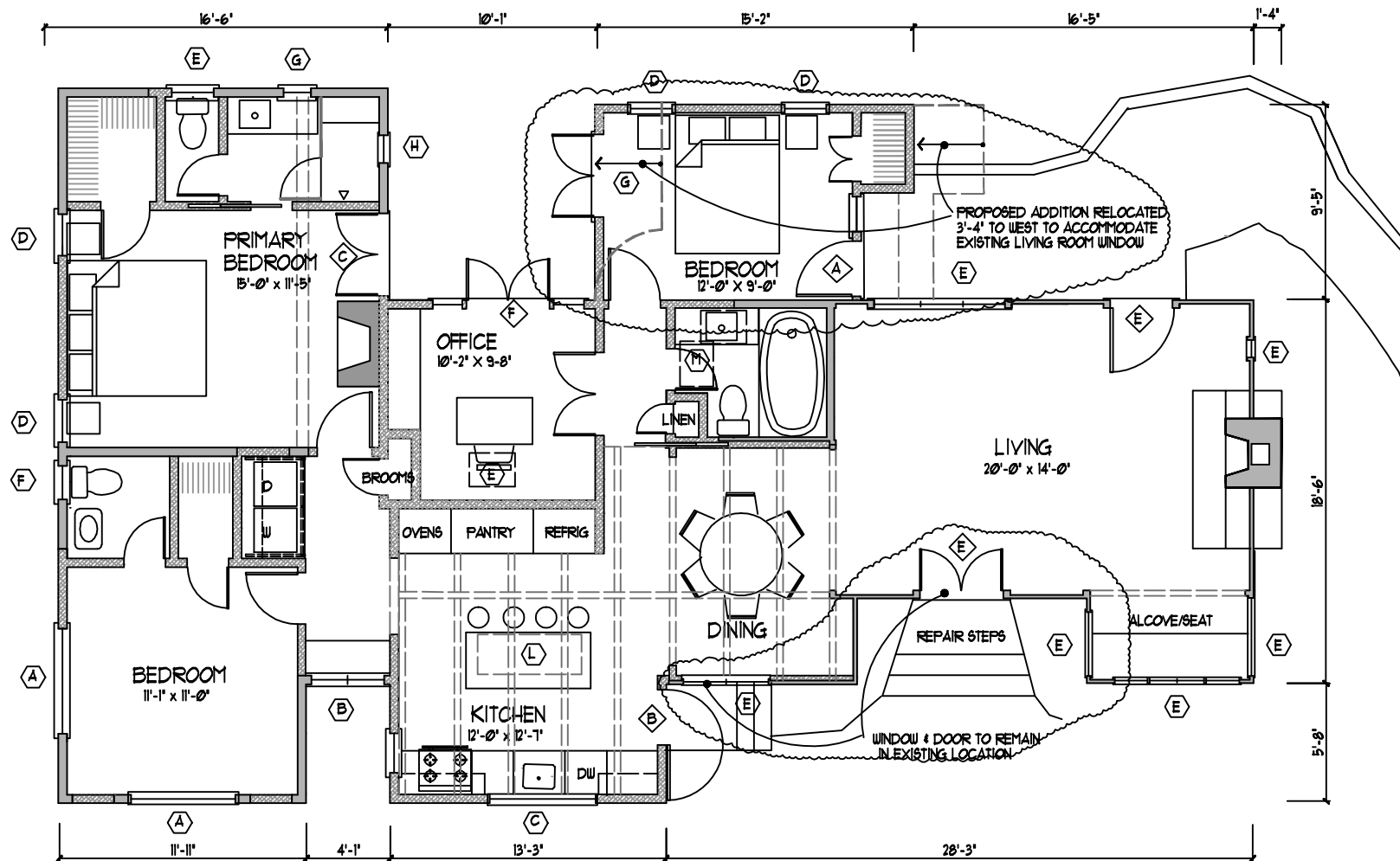
DOOR TYPES						
NOTE: DO NOT ORDER FROM THIS SCHEDULE ALONE. REVIEW PLAN & FIELD CONDITIONS FOR DOOR LOCATIONS AND SIZES						
TYPE	LOCATION	WIDTH	HEIGHT	TYPE	MATL	HARDWARE
A	EXTERIOR TO BEDROOM	2'-8"	6'-8"	DUTCH DOOR OPENS IN	CLAD WD	L&DB,T
B	EXTERIOR TO KITCHEN	2'-8"	6'-8"	DUTCH DOOR OPENS OUT	CLAD WD	L&DB,T
C	EXTERIOR TO PRIMARY BEDROOM	4'-0"	6'-8"	FR 2'0 FRENCH DR6 OPENS IN	CLAD WD	L&DB,T
D	EXTERIOR TO NEW BEDROOM	4'-0"	6'-8"	FR 2'0 FRENCH DR6 OPENS OUT	CLAD WD	L&DB,T
E	EXISTING DOOR TO REMAIN - REPAIR & REFINISH AS NEEDED					
F	EXTERIOR TO OFFICE	7'-0"	6'-8"	FR 2'0 FRENCH DR6 W/FR 18" SIDELIGHTS	PAINTED WD	L&DB,T
G	EXTERIOR TO GARAGE	3'-0"	6'-8"			
H	GARAGE DOOR	9'-0"	7'-0"	FR SIDE-OPENING SECTIONAL DOORS		

LEGEND	
T	THRESHOLD
DB	DEADBOLT
L&	LOCKSET
P&	PASSAGE SET
PRV	PRIVACY SET
TEMP	TEMPERED
INSUL	INSULATED
FR	PAIR



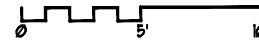
WINDOW TYPES							
WDO TYPE	UNIT	UNIT	MATERIAL	TYPE	FLOOR TO SILL	FLOOR TO HEAD	REMARKS
A	5'-0"	4'-0"	CLAD WOOD	CASEMENT (2)	2'-8"	6'-8"	
B	3'-2"	3'-6"	CLAD WOOD	FIXED	2'-8"	6'-8"	TEMPERED GLASS
C	5'-0"	3'-6"	CLAD WOOD	CASEMENT (3) 0x0	3'-2"	6'-8"	
D	2'-0"	4'-0"	CLAD WOOD	CASEMENT	2'-8"	6'-8"	
E	EXISTING WINDOW OR SKYLIGHT						
F	2'-0"	3'-0"	CLAD WOOD	CASEMENT	3'-8"	6'-8"	TEMPERED GLASS
G	1'-3"	4'-0"	CLAD WOOD	FIXED ARCH TOP	2'-8"	6'-8"	TEMPERED GLASS
H	1'-3"	2'-6"	CLAD WOOD	FIXED-SHOWER	2'-8"	FIELD VERIFY	TEMPERED GLASS INTERIOR WET RATED OBSCURE GLASS
J	5'-0"	1'-6"	CLAD WOOD	AWING	5'-2"	6'-8"	
K	4'-0"	3'-3"	CLAD WOOD	FIXED	5'-2"	6'-8"	
L	5'-0"	2'-0"	CLAD WOOD	SKYLIGHT	-	-	CLAD COLOR SIERRA TAN W/ SOLAR SHADE W/ SOLAR CONTROLS
M	2'-6"	2'-6"	CLAD WOOD	SKYLIGHT	-	-	

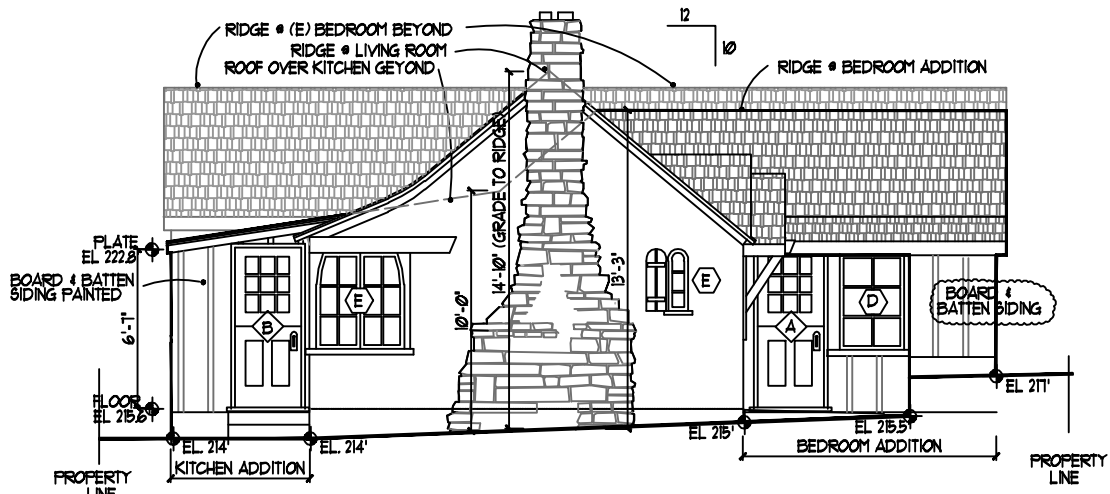
- DOOR/WINDOW NOTES
- FIELD VERIFY ALL OPNG. SIZES PRIOR TO WINDOW FABRICATION. OPNGS MAY VARY PARTICULARLY WHERE MULTIPLE UNITS FORM A 'WINDOW WALL'.
 - NEW WINDOW UNITS SHALL BE CLAD WOOD SIERRA PACIFIC
 - ALL WINDOW TRIM, DOORS & TRIM SHALL BE PAINTED WOOD.
 - MULLIONS ON WINDOWS & DOORS SHALL BE TRUE DIVIDED LIGHT.
 - PROVIDE SCREENS W/ ALL OPERABLE WINDOWS.
 - INSTALL HEAD & SILL FLASHING @ ALL WINDOWS & DOORS.
 - INSULATED GLASS ALL NEW WDOs.
 - TEMPERED GLASS WHERE REQUIRED BY CODE WHETHER OR NOT INDICATED ON PLANS.



PROPOSED FLOOR PLAN

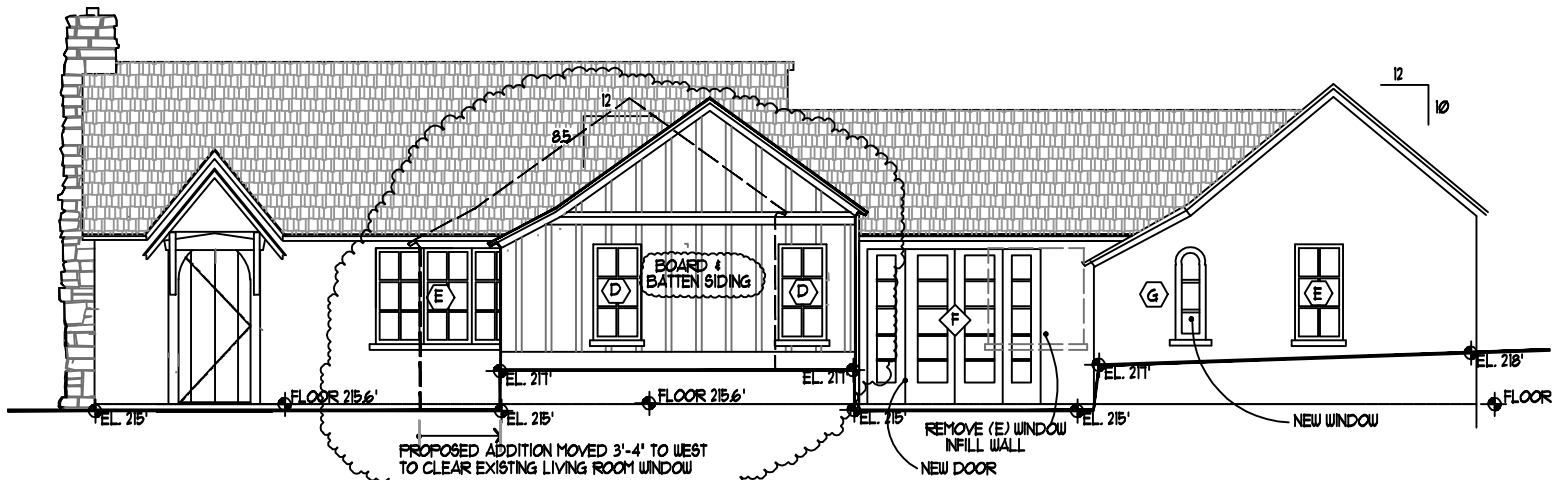
1/4" = 1'-0"





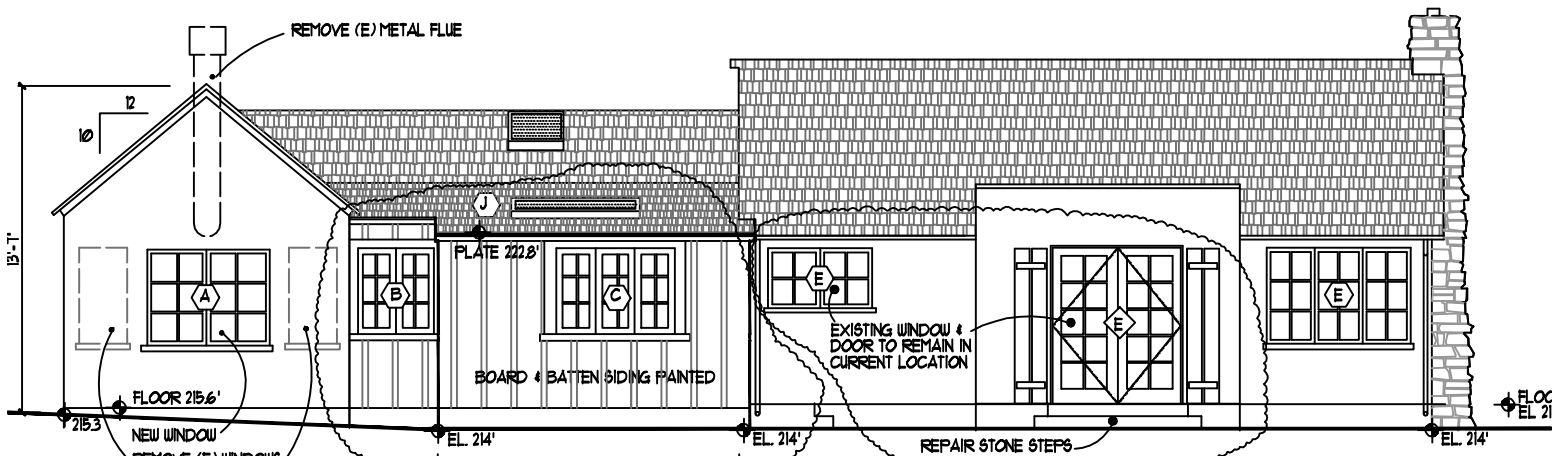
(PROPOSED) EAST (FRONT) ELEVATION

1/4" = 1'-0"



PROPOSED NORTH ELEVATION

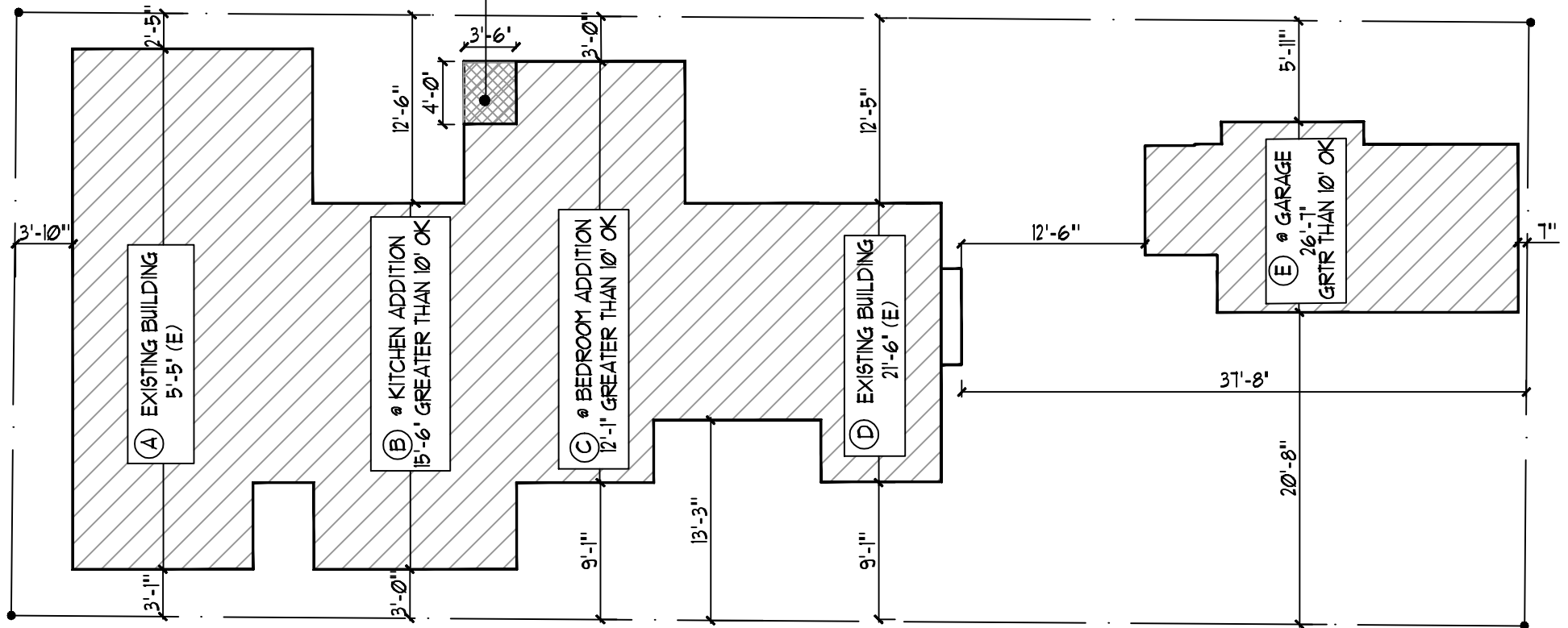
1/4" = 1'-0"



(PROPOSED) SOUTH ELEVATION

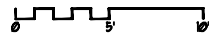
1/4" = 1'-0"

REQUEST FOR WAIVER:
 WAIVER FROM CUMULATIVE SET-
 BACK REQUIREMENT TO MEET
 HISTORIC RESOURCE BOARD
 REQUIREMENT FOR CERTIFICATION



KEY PLAN - COMPOSITE SETBACKS

1/8" = 1'-0"



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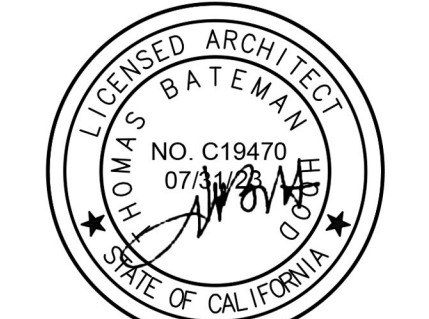
OWNER:
BRECK & CAROLE LUTZ
SANTA FE 4 NW of 6th
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TEL 925 324 6473

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ARCHITECTURAL STAMP:



THOMAS BATEMAN HOOD, AIA
CARMEL, CA

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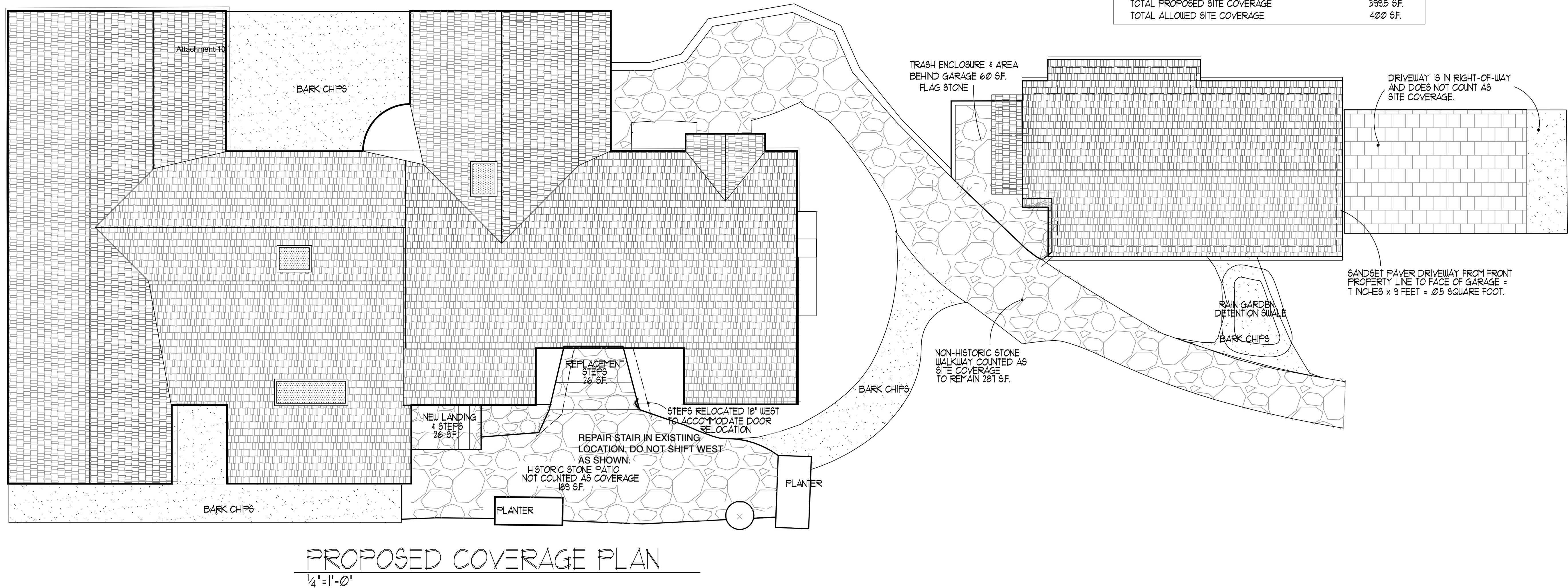
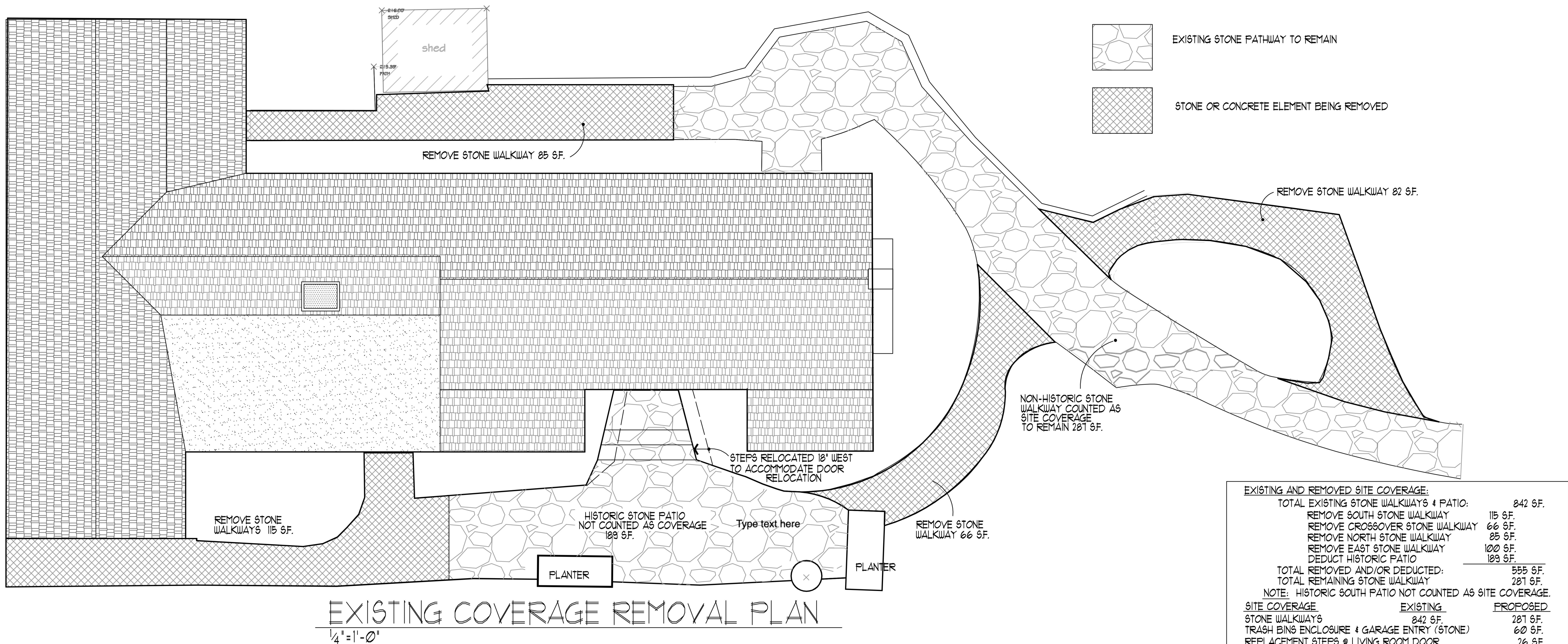
PRINT DATE: 5-19-23

DRAWING DATE: 5-19-23

PAGE TITLE:
SITE
COVERAGE PLAN

SCALE:
SHEET:

A 1.5





RE: DS 23-160 (Lutz) - Santa Fe Street 4 northwest of 6th Avenue

Lutz, Breck J. <breck.lutz@nmrk.com>

Wed, Nov 1, 2023 at 11:28 AM

To: "bswanson@ci.carmel.ca.us" <bswanson@ci.carmel.ca.us>

Cc: "Marnie R. Waffle, Waffle" <mwaffle@ci.carmel.ca.us>, Katherine Wallace <kwallace@ci.carmel.ca.us>, "Lutz, Breck J." <Breck.Lutz@nmrk.com>, "carolelutz@gmail.com" <carolelutz@gmail.com>, Thomas Hood <thomasb.hood@gmail.com>

Dear Mr. Swanson,

My name is Breck Lutz. We are currently in front of the City of Carmel HRB with plans for our remodel of our Comstock home at 4 Santa Fe NW of 6th (referred to historically as "Our House"). We have accepted all suggested modifications by the City and the HRB from our original plans submitted except one item. We have petitioned for a 250' garage and the City planning Staff is recommending only a 200' garage as shown in 10-16-23 HRB Meeting Agenda Packet prepared by City Planning Staff. The City Staff's recommendation contradicts the findings of the City's own HRB consultant Meg Clovis who was in favor of the 250' garage proposed by applicant. Excerpt from the 10-16-23 Agenda is as follows:

Clovis: The proposed single-car garage will be located at the northeast corner of the lot, fronting Santa Fe Street. Carmel's Historic Context Statement states, "An adjunct to many houses figuring prominently in the streetscapes of Carmel is a detached single car garage, usually front gabled, sided with board and batten, entered via an arched vehicular door, and set close to the street (p. 52)." The proposed garage conforms to traditional Carmel garage designs as it has a front gable, board and batten siding, and is set close to the street. Its placement in the northeast corner does not significantly block the view of the cottage from the street, therefore spatial relationships will not be impacted.

City of Carmel Planning Staff Response: Staff recommends the proposed garage be reduced in size from 250 to 200 square feet. At 250 square feet, the proposed garage will visually obscure more of the historic resource than if the size was reduced to 200 square feet. Staff recommendation is based on the City's municipal code, which identifies 200 square feet as the adequate size of a garage. A 200-square-foot garage would better preserve the historic site plan (a set back residence with a large front garden area) and would be less detrimental to public visibility of the property than if the applicant were to construct the proposed 250-square-foot garage with a projecting bay window feature and a projecting trash enclosure (neither of which count towards the 250 square feet of garage floor area).

Applicant proposed dimension for 250' vs. 200' is shown in the attached drawing. As you can see the difference in dimension between City mandated 200SF and applicant desired 250SF is only 1'9" on the front of the garage facing Santa Fe street. This is the only façade that would affect sight line of historic structure from the street. As you can see from the "viewcone" comparison of the 200' vs. 250' garage there is little effect to visibility of the property for the public from street and NO detrimental effect to public visibility of historic portion of the property. The viewcone difference only obscures the view of northern addition to the property from the street. The northern addition is not historical in any way.

Further, from a practical standpoint a 200SF garage does not provide adequate room to park applicants BMW X3 for easy access in and out of car or give applicant any room for storage that applicant has lost due to the re-working on the interior design of house to meet previous required changes to the interior of the house to meet HRB required modifications. In essence the City is potentially forcing applicant to build garage but park car perpendicular to garage on street. This would be because the only way for applicant to practically access car and have storage is to park applicants car on street. If applicant parks car on street this would have a greater effect on blocking public visibility of historic structure than 1'9" width difference would. In addition, it seems that by forcing a smaller

garage that is not practically usable the City is defeating the entire purpose of a garage which is to reduce cars on street. Attachment 11

We are hopeful that with this visual and verbal appeal that we can convince you and the City Planning Staff to recommend to the HRB for our approval of the 250" garage. If you are not in agreement based upon this email and exhibit I would very much like to discuss with you live in person or on the phone. We are next in Carmel Nov. 10-13 and I would be glad to come to your office to meet in person or you can call me at the number below.

Thank you for your time and consideration.

Breck and Carole Lutz

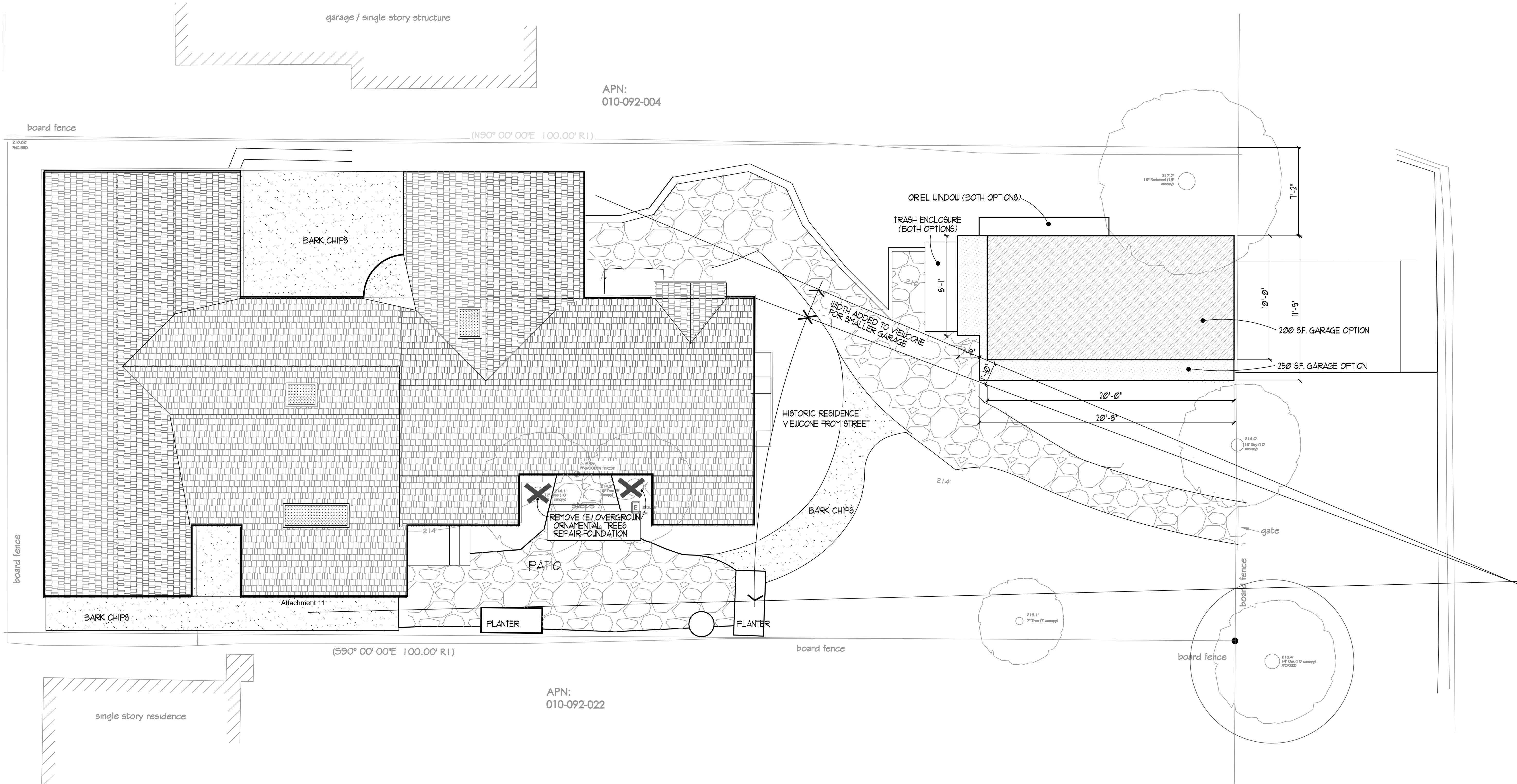
Breck Lutz
Vice Chairman

NEWMARK KNIGHT FRANK
t +19259740109
m 925.324.6321
Breck.Lutz@nmrk.com

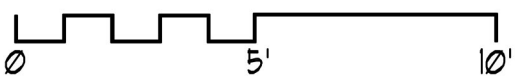
[External Email: Use Caution when clicking on links and attachments]

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 **A1.6.pdf**
5545K



GARAGE SIZE OPTIONS PLAN
1/4"=1'-0"



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ARCHITECTURAL STAMP:



THOMAS BATEMAN HOOD, AIA
CARMEL, CA

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CITY OF CARMEL-BY-THE-SEA HISTORIC RESOURCES BOARD Staff Report

**November 20, 2023
ORDERS OF BUSINESS**

TO: Historic Resources Board Commissioners

**SUBMITTED
BY:**

SUBJECT: Update on the Junipero Serra Statue

RECOMMENDATION:

BACKGROUND/SUMMARY:

FISCAL IMPACT:

ATTACHMENTS: