



## NOTICE OF APPROVAL

The Department of Community Planning & Building of the City of Carmel-by-the-Sea has approved a Project pursuant to the City's Municipal Code. Persons interested in the project may review additional materials available at the Department of Community Planning & Building located at City Hall on Monte Verde Street between Ocean and 7<sup>th</sup> Avenues, phone number 831-620-2010.

The decision to approve this project may be appealed within 10 days from the date of this by filing a written appeal with the Department of Community Planning & Building.

**Planning Case #:** Design Study 25072

**Owner Name:** Douglas Grisby & Laura Winfrey

**Case Planner:** Jacob Olander, Associate Planner

**Date Posted:** \_\_\_\_\_

**Date Approved:** 04/11/2025

**Project Location:** Palou 5 NW of Casanova

**APN #:** 010231027000      **BLOCK/LOT:** KK/17

**Applicant:** Deven Finnie

**Project Description:** This approval of Design Study DS 25072 (Grigsby-Winfrey) authorizes a project to replace and repair damage shingle siding on the historic "Warren Saltzman House" located at Palou 5 NW of Casanova in the R-1 District and, APN: 010231027000 as depicted in the plans stamped approved by Community Planning and Building Department on 04/11/2025 unless modified by the conditions of approval contained herein.

**Can this project be appealed to the Coastal Commission?** Yes ☐ No ☒

*Upon completion of the 10 calendar-day appeal period, please return this form, along with the Affidavit of Posting, to the case planner noted above.*



## FINDINGS AND CONDITIONS

**Project:** DS 25072 (Grigsby-Winfrey)

**Location:** Palou 5 NW of Casanova; 010-231-027-000

**Date of Action:** April 11, 2025

### Project Description:

- DS 25072 (Grigsby-Winfrey) authorizes the approval of Design Study Application (DS 25072 (Grigsby-Winfrey)) for the replacement and repair of damage shingle siding on the historic "Warren Saltzman House".

FINDINGS REQUIRED FOR DESIGN STUDY APPROVAL		
The Director shall have the authority to approve, approve with modifications and/or conditions, or deny an application for design review based on written findings stating the reasons for the action. Findings shall be based on information in the record. CMC 17.58.060.A.		
For each of the required findings listed below, the staff has indicated whether the application, either as proposed or with conditions, supports adopting the findings. For all findings checked "no," staff discusses the issues to facilitate staff's decision-making. Findings checked "yes" may or may not be discussed depending on the issue(s).		
<b>CMC 17.58.060.B Findings for Design Review Approval</b>	YES	NO
Before approving an application for design review in any district, the Director shall find that the final design plans:		
1. Conform to the applicable policies of the General Plan and the Local Coastal Program;	✓	
2. Comply with all applicable provisions of this code; and	✓	
3. Are consistent with applicable adopted design review guidelines.	✓	
<b>Additional Staff Analysis/Discussion:</b>		
The applicant is proposing to retain any salvageable siding and replace anything that is unable to be repaired. The project has been reviewed by a qualified professional who found that the proposed project is consistent with the Secretary of the Interior's Standards for Rehabilitation.		
ENVIRONMENTAL REVIEW		
The California Environmental Quality Act (California Public Resources Code §§ 21000, <i>et seq.</i> , "CEQA"), together with State Guidelines (14 California Code Regulations §§ 15000, <i>et seq.</i> , the "CEQA Guidelines") and City Environmental Regulations (CMC 17.60) require that certain projects be reviewed for environmental impacts and that environmental documents be prepared.		
<b>Finding:</b> The Community Planning and Building Department finds that pursuant to CEQA regulations, the project is categorically exempt under Section 15331 (Class 31) – Historic Resource Restoration/Rehabilitation, and no exceptions to the exemption exist pursuant to section 15300.2 of the CEQA Guidelines.		
<b>Additional Staff Analysis/Discussion:</b> The proposed work is to replace and repair damage shingle siding on the historic "Warren Saltzman House".		

CONDITIONS OF APPROVAL	
No.	Standard Conditions
1.	<b>Authorization.</b> This approval of Design Study DS 25072 (Grigsby-Winfrey) authorizes a project to replace and repair damage shingle siding on the historic "Warren Saltzman House" located at Palou 5 NW of Casanova in the R-1 District and, APN: 010231027000 as depicted in the plans stamped approved by Community Planning and Building Department on 04/11/2025 unless modified by the conditions of approval contained herein.
2.	<b>Codes and Ordinances.</b> The project shall be constructed in conformance with all requirements of the R-1 zoning district. All adopted building and fire codes shall be adhered to in preparing the working drawings. If any codes or ordinances require design elements to be changed, or if any other changes are requested when such plans are submitted, such changes may require additional environmental review and subsequent approval by the Planning Commission.
3.	<b>Permit Required.</b> <p><input checked="" type="checkbox"/> A Building Permit shall be applied for and obtained from the <a href="#">Building Division</a> prior to commencement of work. The Building Permit shall be applied for in a manner consistent with the submittal requirements prescribed by the Building Division.</p> <p><input type="checkbox"/> A building permit is not required; however, the applicant shall apply for and obtain a Notice of Authorized Work from the Building Division prior to commencement of work. To apply for the Notice of Authorized Work, please submit the <a href="#">Scope of Work Declaration</a> through the city's <a href="#">online permit portal</a>.</p>
4.	<b>Permit Validity.</b> The project shall be implemented in accordance with the time limits set forth <a href="#">CMC 17.52.170 (Time Limits on Approvals and Denials)</a> . During this time, the project must be implemented, or the approval becomes void. Implementation is effected by erecting, installing, or beginning the installation of the improvement authorized by the permit, as determined by the Director. Extensions to this approval may be granted consistent with CMC 17.52.170.C.
5.	<b>Water Use.</b> Approval of this application does not permit an increase in water use on the project site without adequate supply. Should the Monterey Peninsula Water Management District determine that adequate water is unavailable for this site, this approval shall be null and void. If installed, the property owner/applicant shall be required to remove the subject improvement(s) at the property owners expense.
6.	<b>Modifications.</b> The Applicant shall submit in writing, with revised plans, to the Community Planning and Building staff any proposed changes to the approved project plans prior to incorporating those changes. If the Applicant changes the project without first obtaining City approval, the Applicant will be required to submit the change in writing, with revised plans, within two weeks of the City being notified. A cease work order may be issued at any time at the discretion of the Director of Community Planning and Building until a) either the Planning Commission or Staff has approved the change, or b) the property owner has eliminated the change and submitted the proposed change in writing, with revised plans, for review. The project will be reviewed for its compliance with the approved plans prior to the final inspection.
7.	<b>Indemnification.</b> The Applicant agrees, at his or her sole expense, to defend, indemnify, and hold harmless the City, its public officials, officers, employees, and assigns from any liability; and shall reimburse the City for any expense incurred, resulting from, or in connection with any project approvals. This includes any appeal, claim, suit, or other legal proceedings to attack, set aside, void, or annul any project approval. The City shall promptly notify the Applicant of any legal proceeding and cooperate fully in the defense. The City may, at its sole discretion, participate in any such legal action, but participation shall not relieve the Applicant of any obligation under this condition. Should any party bring any legal action in connection with this project, the Superior Court of the County of Monterey, California, shall be the situs and have jurisdiction for resolving all such actions by the parties hereto.
8.	<b>USA North 811.</b> Prior to any excavation or digging, the Applicant shall contact the appropriate regional notification center (USA North 811) at least two working days, but not more than 14 calendar days, prior to commencing that excavation or digging. No digging or excavation is authorized to occur on-site until the Applicant has obtained a Ticket Number and all utility members have positively responded to the dig request. (Visit USANorth811.org for more information)

9.	<b>Conditions of Approval.</b> Prior to the issuance of a Building Permit or Notice of Authored Work, the Applicant shall print a copy of the signed Conditions of Approval within the construction plan set submitted to the Building Safety Division as part of the submittal for the Building Permit Application or Notice of Authorized Work.
10.	<b>Tree Removal Prohibited.</b> Throughout construction, the Applicant shall protect all trees identified for preservation by methods approved by the City Forester. Trees on or adjacent to the site shall only be removed or pruned with the approval of the City Forester or Forest and Beach Commission.
11.	<p><b>Tree Protection Measures.</b> Requirements for tree preservation shall adhere to the following tree protection measures on the construction site.</p> <ul style="list-style-type: none"> <li>• Prior to grading, excavation, or construction, the contractor/builder shall clearly tag or mark all trees to be preserved.</li> <li>• Excavation within 6 feet of a tree trunk is not permitted.</li> <li>• No attachments or wires of any kind, other than those of a protective nature, shall be attached to any tree.</li> <li>• Per Municipal Code Chapter 17.48.110, no material may be stored within the dripline of a protected tree, including the drip lines of trees on neighboring parcels.</li> <li>• 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. A 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 the fencing.</li> <li>• Structural Root Zone. The 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 a pneumatic excavator, hydro-vac at low pressure, or another method that does not sever roots.</li> <li>• 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.</li> </ul> <p>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. <b>The Forester can be reached at 831-620-2073.</b></p>
12.	<b>Foundation Work Near Significant Trees.</b> All foundations within 15 feet of significant trees shall be excavated by hand. If any tree roots larger than two inches (2") are encountered during construction, the City Forester shall be contacted before cutting the roots. The City Forester may require the roots to be bridged or may authorize the roots to be cut. If roots larger than two inches (2") in diameter are cut without prior City Forester approval or any significant tree is endangered as a result of construction activity, construction activity will be suspended and all work stopped until an investigation by the City Forester has been completed. The Forester can be reached at 831-620-2073.

SPECIAL CONDITIONS	
13.	Shingle size. That the replacement shingles will be 16-inches with a 7-inch exposure.
14.	Shingle repair/cleaning. The gentlest means possible will be used to clean the existing shingles.
15.	
16.	
17.	

\*Acknowledgement and acceptance of conditions of approval.

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Property Owner Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

*Once signed, please email to [jolander@ci.carmel.ca.us](mailto:jolander@ci.carmel.ca.us).*

April 2, 2025

**PHASE TWO REPORT for the WARREN SALTZMAN HOUSE  
DS25-002) (APN 010-231-027), CARMEL-by-the-SEA, CA.**

**Executive Summary**

Built in 1966, the Warren Saltzman House is located on Palou 5 NW of North Casanova Street. In July 2002 the residence was evaluated for historical significance and recorded on DPR 523 A & B survey forms. In November 2002 the property was listed in Carmel's Inventory of Historic Resources. The property was found significant under California Register Criterion Three (Architecture) within the context theme of Architectural Development. The house was found eligible "as the only house designed by architect Charles W. Moore in Carmel-by-the-Sea in association with Moore, Lyndon, Turnbull, and Whitaker. The style is in the Third Bay Region Tradition that evolved at the award-winning Sea Ranch development in Mendocino County in 1965-66." Charles W. Moore is listed as a significant architect in Carmel's Historic Context Statement.

The survey form notes the following addition to the house:

- a. BP# 93-10 (April 20, 1993): Gas log fireplace chimney installed on north elevation.

Since 2002 the following additions and alterations were made to the house:

- b. BP# 04-45 (March 10, 2004): Glaze opening between the north and south building elements; add 49 square feet to the kitchen (west elevation); add a 40 square foot balcony on the south elevation; add 2 new skylights; add 3 windows to the north elevation; build 200 square foot garage on the front property line.

**Character-Defining Features**

A character-defining feature is an aspect of a building's design, construction, site, or detail that is representative of the building's function, type, or architectural style. Character-defining features include specific building systems, architectural ornament, construction details, massing, materials, craftsmanship, site characteristics and landscaping within the period of significance. The Period of Significance for the Warren Saltzman House is 1966, the date of construction.

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 historic resource's character-defining features is a crucial step in developing a plan that incorporates an appropriate level of rehabilitation. Following is a list of the Warren

Saltzman House's character-defining features:

- Two-story irregular plan and massing
- Saddlebag design developed by Charles Moore
- System of shed roofs
- Cedar shingle siding<sup>1</sup>
- Irregular window patterns

### **Proposed Project Description**

The proposed project includes the following exterior changes to the property:

- a. Replace the exterior cedar wall shingles damaged by wood peckers, insects, lichen, excessive sun exposure and wind damage. The shingles will be replaced with the same type and grade of shingles, i.e., medium #1 western red cedar.<sup>2</sup>
- b. Shingles that do not need replacement will be cleaned and washed.

### **Compliance Evaluation**

As a historical resource, the Warren Saltzman 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 Warren Saltzman 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 Warren Saltzman House has been a single-family home since it was constructed in 1966. The proposed project does not change the historic use of the house. The proposed work will

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<sup>1</sup> The survey form notes that the siding is redwood shingles however building specifications in the building file state that cedar shingles were used.

<sup>2</sup> The building specifications call for #2 red cedar shingles, 16 inches long with 7-inch exposure on the walls.

not change distinctive materials, features, spaces, and spatial relationships. The proposed work is consistent with Standard One.

## **Standard Two**

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

The cedar siding will be cleaned and if needed replaced in-kind. The proposed work will not affect the historic character of the property and is consistent with Standard Two.

## **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.

## **Standard Four**

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

The 2004 alterations and additions to the house have not acquired historic 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.*

Any cedar shingles that do not need to be replaced will be cleaned and preserved. The replacement shingles will maintain the integrity of the design and character of the house. The proposed work is consistent with Standard Five.

## **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.*

Over the past 59 years, some of the original cedar shingles have deteriorated due to birds, insects, vegetative growth, and weather conditions. The project includes the

replacement of some shingles (see Figures ). Although the construction specifications state that grade #2 cedar shingles were originally used for the siding, the applicant is proposing to use grade #1 cedar shingles. Grade #1 shingles are the highest grade available and are 100% heartwood with straight grains and no defects. They are also available with pressure-impregnated fire retardant. Using the higher-grade cedar shingles will not affect the design, color, and texture of the materials. It is recommended that the Conditions of Approval specify that 16-inch shingles with a 7-inch exposure will be used, to ensure that the shingles are matched in-kind. The proposed work is consistent with Standard Six.

### **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.*

The project description specifies that shingles that do not need to be replaced will be cleaned. Preservation Brief 47<sup>3</sup> provides the following advice for cleaning siding materials, “When cleaning, use the gentlest means possible; start with natural bristle brushes and water and only add a mild phosphate-free detergent if necessary. Use non-abrasive cleaning methods and low-pressure water from a garden hose. For most building materials, such as wood and brick, avoid abrasive methods such as mechanical scrapers and high-pressure water or air and such additives as sand, natural soda, ice crystals, or rubber products.” The Conditions of Approval should specify that the gentlest means possible will be used to clean the shingles. The proposed work is consistent with Standard Seven.

### **Standard Eight**

*Archeological resources will be protected and preserved in place.*

The property is in the Archeological Overlay Zone, but 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.*

The scope of this project focuses on preservation and repair. This Standard is not applicable.

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<sup>3</sup> Preservation Brief 47. *Maintaining the Exterior of Small and Medium Size Historic Buildings*. Technical Preservation Services. National Park Service. June 2007.

**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.*

This project does not include new additions or adjacent new construction. Standard Ten is not applicable.

**Conclusion**

Two Conditions of Approval are recommended:

- a) That the replacement shingles will be 16-inches with a 7-inch exposure.
- b) That the gentlest means possible will be used to clean the existing shingles.

The proposed project meets Standards One, Two, Five, Six, and Seven. Standards Three, Four, Eight, Nine, and Ten are not applicable. The proposed project is consistent with the Secretary of the Interior's Standards for Rehabilitation.

Respectfully Submitted,

*Margaret E. Clovis*

Margaret Clovis



View of Warren Salzman House looking west from Palou Street.





Figure 1: Views of damaged shingles





Figure 3: View of damaged shingles, west elevation.



Figure 4: View of damaged shingles, east elevation.

REPLACEMENT OF EXTERIOR CEDAR WALL SHINGLES, DAMAGED BY WOODPECKERS, INSECTS, LICHEN, WIND AND SUN EXPOSURE. DAMAGED SHINGLES WILL BE REPLACE WITH THE SAME TYPE AND GRADE OF SHINGLES, MEDIUM #1 WESTERN RED CEDAR. REPAIR/REPLACE ANY BUILDING WRAP BEHIND EXISTING, AS NEEDED DURING REPLACEMENT PROCESS. REPLACE ANY FACIA RELATED TO SHINGLE REPAIR LOCATIONS IF NEEDED WITH THE SAME REDWOOD TYPE AND GRADE LUMBER. EXISTING SHINGLES THAT DO NOT REQUIRE REPLACEMENT WILL BE CLEANED AND WASHED.

**Approved 4/11/2025  
DS 25072 (Grigsby-Winfrey)  
Carmel-by-the-Sea  
Community Planning and Building  
Jacob Olander, Associate Planner**









