



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 7th 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 25020

Owner Name: MATTERSON MARK & ANNETTE TRS

Case Planner: Katherine Wallace, Associate Planner

Date Posted: _____

Date Approved: 03/19/2025

Project Location: Lincoln 3 SW of 12th

APN #: 010174026000 **BLOCK/LOT:** 135/5

Applicant: Gary Kerr

Project Description: Two new Velux skylights at Lincoln Street 3 SW of 12th Avenue in the Single-Family Residential (R-1) District as depicted on the plans produced by Studio VII West, stamped approved March 19, 2025, on file at the Community Planning and Building Department, unless modified by the conditions of approval

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.

No.	Standard Conditions
1.	Authorization. This approval of Design Study (DS 25020, Mark & Annette Matteson Trust) authorizes two new Velux skylights at Lincoln Street 3 SW of 12 th Avenue in the Single-Family Residential (R-1) District as depicted on the plans produced by Studio VII West, stamped approved March 19, 2025, on file at the Community Planning and Building Department, unless modified by the conditions of approval contained herein.
2.	Building Permit. A Building Permit is required before installation.
3.	Codes and Ordinances. 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 at the time such plans are submitted, such changes may require additional environmental review and subsequent approval by the Planning Commission.
4.	Appeal Period. Approval of this Design Study is subject to the 10-day notice and appeal period.
5.	Permit Validity. This approval shall be valid for a period of one year from the date of action unless an active building permit has been issued and maintained for the proposed construction. CMC 17.52.170.B (General Limits)
6.	Permit Extension. The Director may grant one 12-month extension of this Design Study approval. If, since the date of the original approval, the conditions surrounding the original approval have changed, or the General Plan, municipal code or Local Coastal Plan Program has been amended in any manner which causes the approval to be inconsistent with these plans or codes, no time extension or renewal shall be granted for any approval. CMC Section 17.52.170.C (Time Extensions)
7.	Modifications. 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 2 weeks of the City being notified. A cease work order may be issued 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 to the approved plans prior to final inspection.
8.	Exterior Revisions to Planning Approval Form. All proposed modifications that affect the exterior appearance of the building or site elements shall be submitted on the "Revisions to Planning Approval" form on file in the Community Planning and Building Department. Any modification incorporated into the construction drawings that is not listed on this form, shall not be deemed approved upon issuance of a building permit.
9.	Conflicts Between Planning Approvals and Construction Plans. It shall be the responsibility of the Owner, Applicant, and Contractor(s) to ensure consistency

	<p>between the project plans approved by Planning Staff, the Planning Commission, or the City Council on appeal, and the construction plans submitted to the Building Division as part of the Building Permit review. Where inconsistencies between the Planning approval and the construction plans exist, the Planning approval shall govern, unless otherwise approved in writing by the Community Planning & Building Director, or their designee. When changes or modifications to the project are proposed, the applicant shall clearly list and highlight each proposed change and bring each change to the City's attention. Changes to the project that are incorporated into the construction drawings that were not clearly listed or identified as a proposed change shall not be considered an approved change. Should conflicts exist between the originally approved project plans and the issued construction drawings that were not explicitly identified as a proposed change, the plans approved as part of the Planning Department Review, including any Conditions of Approval, shall prevail.</p>
10.	<p>Skylights & Skylight Shades. Prior to the issuance of a building permit, the Applicant shall include in the construction drawings the manufacturer's specifications for all skylights (new and/or replaced) and skylight shades. Skylights shall be low-profile and use non-reflective glass to minimize light and glare visible from adjoining properties. Skylight flashing shall match the roof color. Manual or automatic shades shall be installed in each skylight to reduce visible light transmission during the hours of darkness.</p>
11.	<p>Exterior Lighting. Exterior lighting shall be limited to 25 watts or less (incandescent equivalent, i.e., 375 lumens) per fixture and shall be no higher than 10 feet above the ground. Landscape lighting shall not exceed 18 inches above the ground nor more than 15 watts (incandescent equivalent, i.e. 225 lumens) per fixture and shall be spaced no closer than 10 feet apart. Landscape lighting shall not be used for tree, wall, fence or accent lighting of any type. The purpose of landscape lighting is to safely illuminate walkways and entrances to the subject property. All fixtures shall be shielded and down facing. The manufacturer's specifications, including illumination information, for each exterior light fixture shall be included in the construction drawings submitted with the building permit application.</p>
12.	<p>Indemnification. 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 proceeding, to attack, set aside, void, or annul any project approval. The City shall promptly notify the applicant of any legal proceeding, and shall 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 the resolution of all such actions by the parties hereto.</p>

13.	Hazardous Materials Waste Survey. A hazardous materials waste survey shall be required in conformance with the Monterey Bay Unified Air Pollution Control District prior to the issuance of a demolition permit.
14.	Cultural Resources. All new construction involving excavation shall immediately cease if cultural resources are discovered on the site, and the Applicant shall notify the Community Planning & Building Department within 24 hours. Work shall not be permitted to recommence until such resources are properly evaluated for significance by a qualified archaeologist. If the resources are determined to be significant, prior to resumption of work, a mitigation and monitoring plan shall be prepared by a qualified archaeologist and reviewed and approved by the Community Planning and Building Director. In addition, if human remains are unearthed during the excavation, no further disturbance shall occur until the County Coroner has made the necessary findings as to origin and distribution pursuant to California Public Resources Code (PRC) Section 5097.98.
15.	Truck Haul Route. Prior to Building Permit issuance, the Applicant shall provide for City (Community Planning and Building Director in consultation with the Public Services and Public Safety Departments) review and approval, a truck-haul route, and any necessary temporary traffic control measures for the grading activities. The Applicant shall be responsible for ensuring adherence to the truck-haul route and implementation of any required traffic control measures.
16.	Conditions of Approval. Prior to the issuance of a building permit, the Applicant shall include a copy of the signed Conditions of Approval on a full-size sheet within the construction plan set submitted to the Building Safety Division.
Standard Landscape Conditions	
17.	Tree Removal. Trees onsite shall only be removed upon the approval of the City Forester or Forest and Beach Commission, as appropriate; all remaining trees shall be protected during construction by methods approved by the City Forester.
18.	Significant Trees. 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, the building permit will be suspended and all work stopped until an investigation by the City Forester has been completed. Twelve inches (12") of mulch shall be evenly spread inside the dripline of all trees prior to the issuance of a building permit.
19.	Tree Protection Measures. Requirements for tree preservation shall adhere to the following tree protection measures on the construction site. a) Prior to grading, excavation, or construction, the developer shall clearly tag or mark all trees to be preserved. b) Excavation within 6 feet of a tree trunk is not permitted. c) No attachments or wires of any kind, other than those of a protective nature shall be attached to any tree. d) Per Municipal Code Chapter 17.48.110 no material may be stored within the

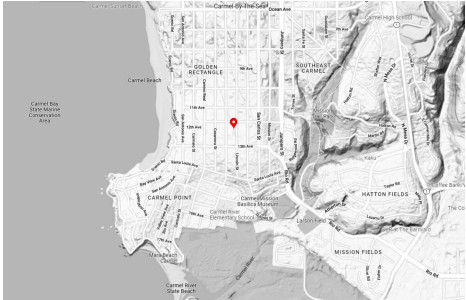
	<p>dripline of a protected tree to include the drip lines of trees on neighboring parcels.</p> <p>e) Tree Protection Zone -- The Tree Protection Zone shall be equal to dripline or 18 inches radially from the tree for every one inch of trunk diameter at 4.5 feet above the soil line, whichever is greater. 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.</p> <p>f) 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 a pneumatic excavator, hydro-vac at low pressure, or another method that does not sever roots.</p> <p>g) 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.</p> <p>h) 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.</p>
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Acknowledgement and acceptance of conditions of approval:

_____ Property Owner Signature	_____ Printed Name	_____ Date
_____ Applicant Signature	_____ Printed Name	_____ Date

MATTESSON RESIDENCE

LINCOLN 3 SW of 12th, CARMEL, CALIFORNIA



V VICINITY MAP
Scale: None

SHEET INDEX

- A 1.0 - COVER / PROJECT DATA / SITE PLAN
- A 2.0 - FLOOR PLAN, ROOF PLAN, SKYLIGHT PRODUCT SPEC.

**CARMEL-BY-THE-SEA
PLANNING DIVISION
APPROVED**

Permit #: DS 25020 (Mark & Annette Matteson Trust)

Date Approved: 3/19/2025

Planner: K. Wallace

PROJECT DESCRIPTION

- ADD (2) SKYLIGHTS IN ROOF ABOVE LIVING ROOM.

PROJECT DATA

- A.P.N.: 010-174-026-000
- LOT 5 - BLOCK 135'
- PROJECT ADDRESS - LINCOLN 3SW of 12th, CARMEL, CA.
- OWNER - MARK & ANNETTE MATTESSON TRUST markmatteson@gmail.com
- ZONING: R-1
- OCCUPANCY GROUP: R-3U
- TYPE OF CONSTRUCTION - TYPE VB CONSTRUCTION
- NUMBER OF STORIES: 1
- LOT AREA: 4,000.0 S.F.
- ALLOWABLE BASE FLOOR AREA: (4000.0)(0.45) = 1,800.0 SF

EXISTING FLOOR AREA	
HOUSE	1,336.0 S.F.
GARAGE	280.0 S.F.
TOTAL	1,625.0 S.F.
PROPOSED FLOOR AREA	NO CHANGE

SITE COVERAGE:

- ALLOWABLE: 1,800.0 S.F.
- SITE COVERAGE: (1800.0)(0.22) = 396.0 SF.
- EXISTING SITE COVERAGE: 915.0 +- SF.
- PROPOSED SITE COVERAGE: NO CHANGE

SETBACKS:

	EXISTING	PROPOSED
FRONT YARD: 15'-0", 35'-2"	NO CHANGE	NO CHANGE
(N) SIDE YARD: 16'-1", 3'-0", 15'-2", 3'-0"	NO CHANGE	NO CHANGE
(S) SIDE YARD: 7'-0", 3'-0", 7'-0", 24'-0"	NO CHANGE	NO CHANGE
REAR YARD: 15'-10", 3'-4"	NO CHANGE	NO CHANGE

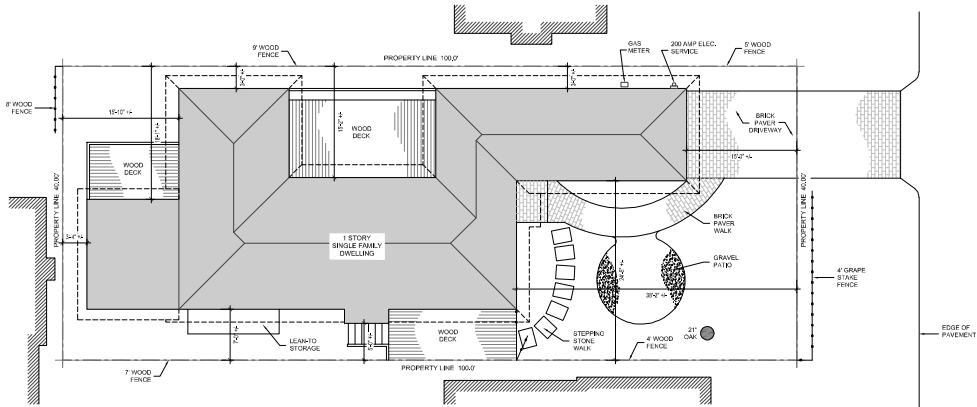
- APPLICABLE CODES - 2022 CALIFORNIA BUILDING CODE
- TITLE 17 CARMEL MUNICIPAL CODE

- LAND USE: RESIDENTIAL

- FIRE SPRINKLERS: NOT REQUIRED

ADDRESS IDENTIFICATION:

Prior to construction, a legible address identification shall be placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be all numeric numbers or alphanumeric letters. Numbers shall not be spelled out. Each character shall not be less than 4 inches in height with a stroke width of not less than 0.5 inch. Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access to by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.



S SITE PLAN
Scale: 1/8" = 1'-0"



STUDIO VII
WEST

CARMEL-ASPEN-DALLAS

GARY KERR
P.O. BOX 22
CARMEL, CA 93921
720.519.3363



MATTESSON RESIDENCE
LINCOLN 3SW OF 12TH STREET
CARMEL, CALIFORNIA 93921

FINAL REVISION DATE

- REVISION 11
- REVISION 10
- REVISION 9
- REVISION 8
- REVISION 7
- REVISION 6
- REVISION 5
- REVISION 4
- REVISION 3
- REVISION 2
- REVISION 1

PROJECT No.:

DATE: JANUARY 25, 2025

OWNER:

PHASE:

PLANNING DESIGN
APPROVAL

A-1.0

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Studio VII West
2025

FS Fixed Skylight
Technical Product Data Sheet



Description

• FS Fixed Deck Mount Skylight that mounts to the roof deck. Fixed skylight, provided with various glazings, is manufactured with a white finished (optional stain grade) pine frame/cash, a neutral gray aluminum profile (optional copper) and an insulated glass unit.

Installation

- Designated top, bottom, and sides for installation in one direction.
- Single unit applications or combination flashing for multiple skylight applications, over/under, side by side.
- 14 degrees to 85 degrees, use standard installation procedure.

Flashings

- EDL - Engineered neutral gray flashing for single installation with thin roofing material (1/2" max) for roof pitches from 14-85 degrees.
- EDW - Engineered neutral gray flashing for single installation with tile (over 1/2" roofing material for roof pitches from 14-85 degrees.
- EDM - Engineered neutral gray flashing for single installation with metal roof (1 1/2"-1 1/2" max profile) for roof pitches from 14-85 degrees.
- EKL - Engineered neutral gray flashing for multiple skylights with thin roofing material (Max. 5/16") on roof pitches from 14 to 85 degrees.
- EKW - Engineered neutral gray flashing for multiple skylights with high profile roofing material (Max. 3/8") on roof pitches from 15 to 85 degrees.
- Applications less than 14-degree roof pitch - flashing provided by others.

Interior Accessories

- FSDH - Solar powered Room darkening - double pleated shade.
- FSLH - Solar powered Light filtering - single pleated shade.

Type Sign

- Example: FS C01 0004E 01BMA05
- Located on bottom of interior frame.



Standard Sizes

- AD0, C01, C04, C06, C08, C12, D06, M06, M02, M04, M06, M08, S01, S09
- No custom sizes available.

Warranty

- **Installation** - 10 years from the date of purchase; VELUX No Leak Warranty warrants skylight installation. Must be installed with VELUX flashings and included adhesive underlayment.
- **Skylight** - 10 years from the date of purchase; VELUX warrants that the skylight will be free from defects in material and workmanship.
- **Glass Seal** - 20 years from the date of purchase; VELUX warrants that the insulated glass pane will not develop a material obstruction of vision due to failure of the glass seal.
- **Hail Warranty** - 10 years from the date of purchase; VELUX warrants only laminated glass panes against hail breakage.
- **Accessories and Electrical Components** - 5 years from the date of purchase; VELUX warrants Velux shades and control systems will be free from defects in material and workmanship.

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SKYLIGHT PRODUCT SPEC.

NOTES:

1. EXTERIOR LAYER OF GLAZING TO BE NON-REFLECTIVE AS REQ'D.
2. PROVIDE SOLAR SHADES AS REQ'D. (ROOM DARKENING)

In-stock skylight shades

Five in-stock skylight shades are available to include in the purchase of your skylight.

Room darkening double-pleated

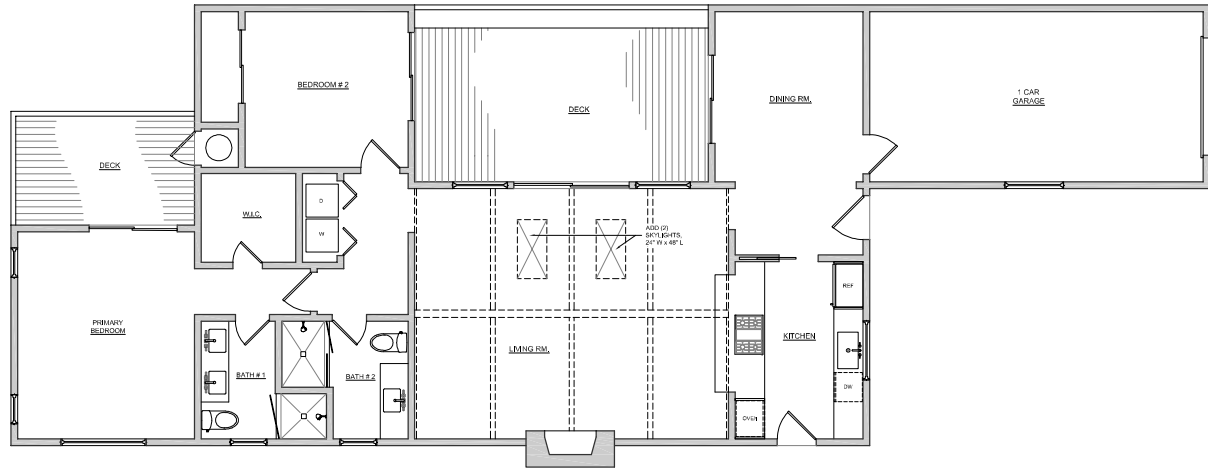
SKYLIGHT SHADE SPEC.

**CARMEL-BY-THE-SEA
 PLANNING DIVISION
 APPROVED**

Permit #: DS 25020 (Mark & Annette Matteson Trust)

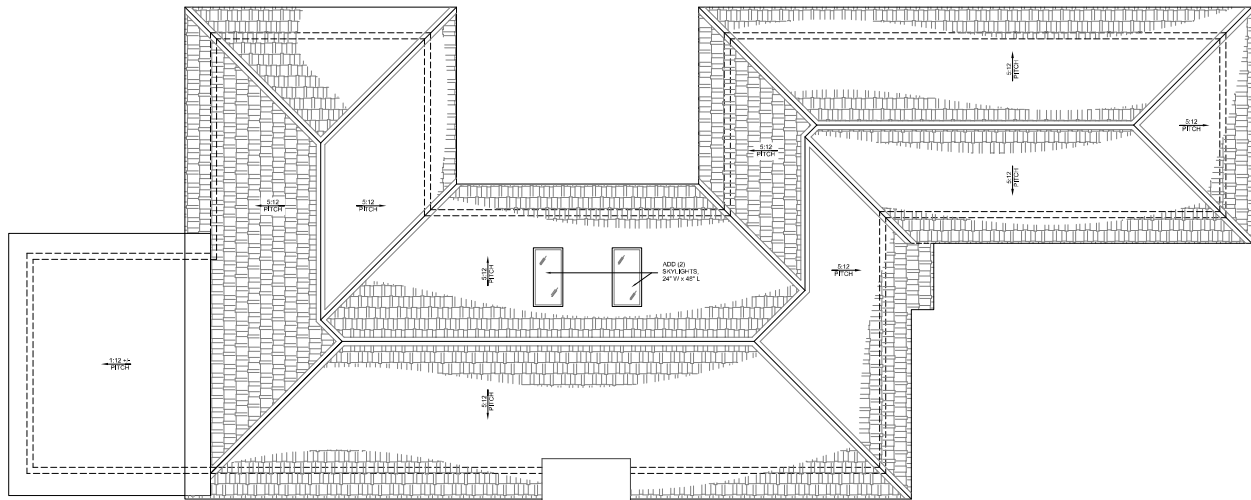
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A FLOOR PLAN

Scale: 1/4" = 1'-0"



B ROOF PLAN

Scale: 1/4" = 1'-0"



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 DATE: JANUARY 26, 2025

OWNER:

PHASE:

**PLANNING DESIGN
 APPROVAL**

A-2.0

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 2025