

**CITY OF CARMEL-BY-THE-SEA
HISTORIC RESOURCES BOARD
SPECIAL MEETING AGENDA**

Monday, April 20, 2015
4:00 p.m.

City Hall Council Chambers
East side of Monte Verde Street
Between Ocean and Seventh Avenues

A. CALL TO ORDER AND ROLL CALL

BOARD MEMBERS:

ERIK DYAR, CHAIR
GREGORY CARPER
ELINOR LAIOLO
KATHRYN GUALTIERI
JULIE WENDT

B. TOUR OF INSPECTION

No tour is scheduled.

C. PLEDGE OF ALLEGIANCE

D. APPEARANCES

Anyone wishing to address the Board on matters within the jurisdiction of the Board may do so now. Please state the matter on which you wish to speak. Matters not appearing on the Board's agenda will not receive action at this meeting, but may be referred to staff for a future meeting. Presentations will be limited to three minutes, or as established by the Board. 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.

E. CONSENT AGENDA

1. Consideration of the minutes of February 26, 2015 Historic Resources Board Meeting

F. ITEM

1. City of Carmel-by-the-Sea Review of the Certified Local Government Annual Reports to be submitted to the California Office of Historic Preservation

G. DIRECTOR'S REPORT

1. Discussion of upcoming training opportunities

H. SUBCOMMITTEE REPORT

1. Mid-Century Modern Buildings Committee
2. Historic Home of the Month Committee

I. DISCUSSION ITEMS

J. BOARD MEMBER ANNOUNCEMENTS

K. ADJOURNMENT

Any writings or documents provided to a majority of the Historic Resources Board regarding any item on this agenda will be made available for public inspection in the Planning and Building Department located at City Hall, on Monte Verde between Ocean and 7th Avenues during normal business hours.

The next regular meeting of the Historic Resources Board is scheduled for Monday, May 18, 2015.

3:15 p.m. – Tour of Inspection

4:00 p.m. – Regular Agenda

The City of Carmel-by-the-Sea does not discriminate against persons with disabilities. The City of Carmel-by-the-Sea Telecommunication's Device for the Deaf/Speech Impaired (TDD) number is 1-800-735-2929.

The City Council Chambers is equipped with a portable microphone for anyone unable to come to the podium. Assisted listening devices are available upon request to the Board Secretary. If you need assistance, please advise the Board Secretary what item you would like to comment on, and the microphone will be brought to you.

AFFIDAVIT OF POSTING

I, Robert A. Mullane, AICP, Community Planning and Building Director, for the City of Carmel-by-the-Sea, DO HEREBY CERTIFY, under penalty of perjury under the laws of the State of California, that the foregoing notice was posted at the Carmel-by-the-Sea City Hall bulletin board, posted at the Harrison Memorial Library on Ocean and Lincoln Avenues and the Carmel Post Office and distributed to members of the media on April 17, 2015.

Dated this 17th, day of April 2015 at the hour of 4:30 p.m.

Robert A. Mullane, AICP
Community Planning and Building Director

**MINUTES
CITY OF CARMEL-BY-THE-SEA
HISTORIC RESOURCES BOARD
February 26, 2015**

City Hall Council Chambers
East side of Monte Verde Street
Between Ocean and Seventh Avenues

A. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Erik Dyar at **4:04 p.m.**

PRESENT: Erik Dyar, Chair
Gregory Carper, Vice Chair
Elinor Laiolo
Kathryn Gualtieri

ABSENT: Julie Wendt

STAFF PRESENT: Rob Mullane, AICP, Community Planning and Building
Director

Marc Wiener, Senior Planner
Christy Sabdo, Contract Planner
Roxanne Ellis, Historic Resources Board Secretary

B. TOUR OF INSPECTION

The Board left to tour the following project sites:

DR 14-126 (Messemer), San Antonio 2 NW of 1st
DS 14-99 (Ryan), 8th 2 NW of Monte Verde

The Board returned to City Hall to begin the regular meeting at 4:00 p.m. Chair Dyar reconvened the meeting and called for a roll call. Board Members Dyar, Carper, Laiolo, and Gualtieri were noted as present. Board Member Wendt was absent.

Chair Dyar called for roll call at **4:05 p.m.**

C. PLEDGE OF ALLEGIANCE

Members of the audience joined the Board in the Pledge of Allegiance.

D. APPEARANCES

There were no appearances.

E. CONSENT AGENDA

1. Consideration of the minutes of January 20, 2015 Historic Resources Board Meeting

Board Member Gualtieri moved to approve the draft minutes from the January 20, 2015 Historic Resources Board Meeting. Motion seconded by Board Member Laiolo and carried by the following roll call vote:

AYES:	COMMISSIONERS: CARPER, LAIOLO, GUALTIERI, & DYAR
NOES:	COMMISSIONERS: NONE
ABSENT:	COMMISSIONERS: WENDT
ABSTAIN:	COMMISSIONERS: NONE

F. APPLICATIONS

- | | |
|---|---|
| 1. DS 14-126 (Messemer)
Jim and Debbie Messemer
San Antonio 2 NW of 13 th Ave
Block: A5, Lot: 5
APN: 010-292-008 | Consideration of a Design Study (DS 14-126) application for the replacement of windows on a historic residence located in the Single Family Residential (R-1) Zoning District |
|---|---|

Marc Wiener, Senior Planner, presented the staff report and summarized the project.

Chair Dyar opened the public hearing, seeing no speakers, Chair Dyar closed the public hearing.

The Board had a brief discussion and noted they were pleased with the project and had no concerns.

Vice Chair Carper moved to issue a determination of consistency. Motion seconded by Board Member Gualtieri and carried by the following roll call vote:

AYES:	COMMISSIONERS: CARPER, LAIOLO, DYAR, & GUALTIERI
NOES:	COMMISSIONERS: NONE
ABSENT:	COMMISSIONERS: WENDT
ABSTAIN:	COMMISSIONERS: NONE

- | | |
|---|--|
| 1. DS 14-99 (Ryan)
Michael and Mary Kay Ryan | Consideration of a Design Study (DS 14-99) application for alterations to a historic |
|---|--|

8th Ave. 2 parcels NW of Monte Verde Block: B, Lots: SW pt. of Lot 15, and W pt. of 17, and 19
APN: 010-195-016

residence located in the Single-Family Residential (R-1) Zoning District

Christy Sabdo, Contract Planner, presented the staff report and summarized the project and the proposal for the addition.

Chair Dyar opened the public hearing.

Speaker #1: Ron Marlette, Project Architect, offered to address any questions from the Board.

Seeing no other speakers Chair Dyar closed the public hearing.

Board Member Gualtieri moved to issue a determination of consistency with staff-recommended conditions. Motion seconded by Vice Chair Carper and carried by the following roll call vote:

AYES:	COMMISSIONERS:	CARPER, LAIOLO, DYAR & GUALTIERI
NOES:	COMMISSIONERS:	NONE
ABSENT:	COMMISSIONERS:	WENDT
ABSTAIN:	COMMISSIONERS:	NONE

G. DIRECTOR'S REPORT

1. Update from the Director

Mr. Mullane gave the Board an update on recent City Council actions and other projects of interest to the Board.

Mr. Mullane's report also included an update, the Forest Theater repair project, the monthly permit reports for January, staffing needs, and the Beutler Appeal to the Coastal Commission.

H. SUBCOMMITTEE REPORT

Chair Dyar provided an update on the Mid-Century Modernism Subcommittee. The subcommittee will be scheduling a tour of the mid-century houses.

Mr. Mullane gave an update on the Historic Home of the Month Subcommittee. Mr. Mullane noted that he recently contacted the Pine Cone and will update the Board on results.

I. DISCUSSION ITEMS

No items.

J. BOARD MEMBER ANNOUNCEMENTS

No items.

K. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 4:47 p.m.

Rob Mullane, AICP, Community Planning and Building Director

ATTEST:

Erik Dyar, Chair



CITY OF CARMEL-BY-THE-SEA

Historic Resources Board

April 20, 2015

To: Chair Dyar and Board Members

From: Rob Mullane, AICP, Community Planning and Building Director

Submitted by: Marc Wiener, Senior Planner

Subject: Review of the Certified Local Government Annual Reports to be submitted to the California Office of Historic Preservation

Recommendation:

Review and provide any input on the CLG Annual Reports

Background:

The Certified Local Government (CLG) Historic Preservation Program is a partnership among local governments, the California Office of Historic Preservation (OHP), and the National Park Service (NPS), which is responsible for administering the National Historic Preservation Program. Local governments that have been certified are recognized for having established historic preservation programs that are consistent with Federal and State standards. Local governments must meet the following criteria in order to become a CLG:

- Enforce appropriate State and local laws and regulations for the designation and protection of historic properties;
- Establish a historic preservation review commission by local ordinance;
- Maintain a system for the survey and inventory of historic properties;
- Provide for public participation in the local preservation program; and
- Satisfactorily perform responsibilities delegated to it by the State.

On December 17, 2012, the City of Carmel-by-the-Sea received CLG status from the California Office of Historic Preservation (OHP). CLGs are required to submit annual reports to the OHP covering the period from October 1 to September 30 of each federal fiscal year. Staff has drafted reports for the periods of 2012-2013 and 2013-2014. These reports are due by December 31 of each year. The OHP has indicated that it would accept these reports, which are

past the annual deadline. The CLG Annual reports are included as Attachment A, for the Historic Resources Board to review and provide any comments prior to submitting to the OHP.

Staff analysis:

The CLG Annual Report includes several questions pertaining to the City's historic preservation program. In reviewing the CLG report, staff notes that the OHP places an emphasis on long-range historic preservation planning, public outreach, and on continued education and training for staff and Board Members. Staff has identified the following issues for discussion:

Training Requirements: CLGs are required to establish and maintain a qualified Historic Preservation Review Commission. As indicated in Section II.D of the Annual Report form, Commissioners (i.e. HRB) and staff are required to attend a minimum of one historic preservation training program each year. In 2012-2013, neither staff nor the HRB received any training. In 2013-2014, staff attended one historic preservation workshop and one HRB member attended the California Preservation Foundation's annual conference. In the future, staff will continue to notify the HRB of potential training opportunities in order to ensure that this training requirement is met. Staff notes that in addition to workshops at various locations, there are opportunities for online training on the OHP website.

Municipal Code Amendments: Section I.A requires information on what amendments or revisions, if any, is the City considering making to its Historic Preservation Ordinance. Staff's recommendation is that the Municipal Code (CMC 17.32) be amended to better distinguish the difference between properties on the Historic Inventory and Historic Register. In City practice, properties on the Historic Register are noted as having greater historical significance; however, this is not explicitly set forth in the Municipal Code. The HRB should provide input on this issue and discuss whether any other amendments should be considered.

Most Critical Issues: Section VII.A asks what the most critical preservation planning issues are in the City. In the 2013-2014 report, staff has stated that the most critical issues are: 1) educating property owners on the goals and objectives of Carmel's historic preservation program, 2) the challenges associated with the rehabilitation and alteration of historic properties, and 3) promoting benefits that go along with having a historic property, such as the Mill Act Contract. Staff is seeking the Board's input on this question.

ATTACHMENTS:

- Attachment A – CLG Annual Report 2012-2013
- Attachment B – CLG Annual Report 2013-2014
- Attachment C – CLG Approval Letter from OHP

Certified Local Government Program -- 2012-2013 Annual Report

(Reporting period is from October 1, 2012 through September 30, 2013)

INSTRUCTIONS: This a Word form with expanding text fields and check boxes. It will probably open as Read-Only. Save it to your computer before you begin entering data. This form can be saved and reopened.

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- Start typing where indicated to provide the requested information.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.

Save completed form and email as an attachment to Lucinda.Woodward@parks.ca.gov. You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select Create and Attach to Email. You can then attach the required documents to that email. If the attachments are too large (greater than 10mb total), you will need to send them in a second or third email.

Name of CLG Carmel-by-the-Sea

Report Prepared by: Marc Wiener, Senior Planner Date of commission/board review: April 20, 2015

Minimum Requirements for Certification

I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.

A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals.
REMINDER: Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.

Carmel-by-the-Sea has the following two classifications of historic designation: 1) Historic Inventory, and 2) Historic Register. A property that is found to be historically significant is placed on the City's Historic Inventory. At the property owner's request, a property on the City's Historic Inventory can also be added to the City's Historic Register. City Municipal Code 17.32 (Historic Preservation) identifies that properties on the Historic Register are entitled to certain benefits not available to those on the Historic Inventory, such as a Mills Act Contract and certain waivers from zoning standards. Other than

Certified Local Government Program -- 2012-2013 Annual Report

(Reporting period is from October 1, 2012 through September 30, 2013)

Identifying these benefits, the Municipal Code does not clearly indicate the difference between the Historic Inventory and the Historic Register. In applying the Municipal Code, City staff has determined that the Register is intended for properties of greater historical significance and/or for properties which the property owner agrees to limit future alterations to the historic building. The City intends to amend Chapter 17.32 of the Municipal Code to provide a clearer distinction between the Historic Inventory and Historic Register. No specific language has been drafted at this time, and potential amendments will be considered with the assistance of the City's Historic Resources Board.

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal code. <http://www.codepublishing.com/CA/carmel.html>

B. New Local Landmark Designations (Comprehensive list of properties/districts designated under local ordinance)

1. During the reporting period, October 1, 2012 – September 30, 2013, what properties/districts have been locally designated?

Property Name/Address	Date Designated	Number of Contributors in District	Date Recorded by County Recorder
Dramov Property	Feb 8, 2013	N/A	Feb 21, 2013
McKnight Property	December 2, 2012	N/A	April 17, 2013

REMINDER: Pursuant to California Government Code § 27288.2, "the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof."

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors.

Property Name/Address	Date Removed
None.	None.

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C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan? No Yes, it is included in another element. **(Land Use Element)**

Provide an electronic link to the historic preservation section(s) of the General Plan.
http://ci.carmel.ca.us/tasks/sites/carmel/assets/File/general_plan/Land_Use.pdf

2. Have you made any updates to your historic preservation plan or historic preservation element in your community's general plan? Yes No If you have, provide an electronic link. Type here.
3. When will your next General Plan update occur? **Likely in the next 5-6 years**

D. Review Responsibilities

1. Who takes responsibility for design review or Certificates of Appropriateness?

All projects subject to design review go the commission.

Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review? **The majority of the projects are reviewed by the City's Historic Resources Board. However, staff has the authority to approve minor alterations and repairs to historic buildings, as set forth in Municipal Code Section 17.32.150.**

2. California Environmental Quality Act

- What is the role of the staff and commission in providing input to CEQA documents prepared for or by the local government? **The City's Historic Resources Board (HRB) provides staff with input on the associated CEQA document or determination. For example, the City recently prepared an EIR for the potential sale of a portion of parkland that included a historic mansion. The HRB reviewed several drafts of**

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(Reporting period is from October 1, 2012 through September 30, 2013)

the EIR and provided input and analysis that was incorporated in the development of the CEQA document.

What is the role of the staff and commission in reviewing CEQA documents for projects that are proposed within the jurisdiction of the local government? **The Historic Resources Board is advisory to the Planning Commission and/or City Council on the adequacy of CEQA documents that pertain to historic preservation. Staff functions in a supportive role by providing the environmental document to the Historic Resources Board with an environmental review analysis and summary included in a staff report.**

3. Section 106 of the National Historic Preservation Act

- What is the role of the staff and commission in providing input to Section 106 documents prepared for or by; the local government? **The Carmel Mission Basilica is located within the City's boundaries and is listed on the National Register of Historic Places. Any project requiring the preparation of Section 106 documents would require input from staff, the Historic Resources Board, and the Planning Commission if necessary.**
- What is the role of the staff and commission in reviewing Section 106 documents for projects that are proposed within the jurisdiction of the local government? **The Carmel Mission Basilica is located within the City's boundaries and is listed on the National Register of Historic Places. In 2010 a Basilica restoration project was approved by the City. As part of the permit process the Historic Resources Board and Planning Commission were provided a copy of the Section 106 documents for review and input.**

II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.

A. Commission Membership – 5 Member Board

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Erik Dyar	Architect	Oct., 2006	Oct., 2017	edyar@aol.com
Sharyn Siebert	Real Estate Agent	Oct., 2012	Oct., 2013	sharynsiebert@comcast.net

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Elinor Laiolo	Retired	Oct., 2006	Oct., 2016	kelcbts@comcast.net
Gregory Carper	Attorney	Oct., 2010	Oct., 2018	Gregoryjcarper.esq@gmail.com

Attach resumes and Statement of Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, why have the professional qualifications not been met and how is professional expertise being provided? **The Historic Resources Board currently has two qualified professionals including a professional historian and a licensed architect (see 2013-2014 CLG report). In the 2012-2013 period the HRB’s only qualified professional was an architect.**
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? **In the year 2012-2013 there was one vacancy on the Historic Resources Board. The City was able to fill the vacancy near the end of 2014.**

B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? **X** Yes No
2. If the position(s) is not currently filled, why is there a vacancy? **N/A**

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Marc Wiener, Sr. Planner	City Planning	Community Planning and Building	mwiener@ci.carmel.ca.us
Rob Mullane, AICP, Dept Director	City Planning	Community Planning and Building	rmullane@ci.carmel.ca.us

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C. Attendance Record

Please complete attendance chart for each commissioner and staff member. Commissions are required to meet four times a year, at a minimum.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Erik Dyar	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sharyn Siebert	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Elinor Laiolo	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Gregory Carper	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Commissioner/Staff Name	Training Title & Description	Duration of Training	Training Provider	Date
Erik Dyar	None	N/A	N/A	N/A
Sharyn Siebert	None	N/A	N/A	N/A
Elinor Laiolo	None	N/A	N/A	N/A
Gregory Carper	None	N/A	N/A	N/A

III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act

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A. Historical Contexts: initiated, researched, or developed in the reporting year

NOTE: California CLG procedures require CLGs to submit survey results including historic contexts to OHP. If you have not done so, submit a copy (PDF or link if available online) with this report.

Context Name	Description	How it is Being Used	Date Submitted to OHP
Carmel Historic Context Statement	Document includes a summary of Carmel's development history, people of local significance, and a description of historic architectural themes.	The Context Statement provides guidance for making determinations of historic eligibility. The document will eventually be used to assist the City with creating historic districts.	Sep., 2012

B. New Surveys or Survey Updates (excluding those funded by OHP)

NOTE: The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

California CLG procedures require CLGs to submit survey results including historic contexts, to OHP. If you have not done so, submit a copy (electronic format preferred) with this report.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
No survey update	N/A	N/A	N/A	N/A	N/A	N/A

How are you using the survey data? **The original 2001-2002 survey is used on a routine basis to identify which properties in the City are historic and why.**

Certified Local Government Program -- 2012-2013 Annual Report

(Reporting period is from October 1, 2012 through September 30, 2013)

C. Corrections or changes to Inventory

Property Name/Address	Additions/Deletions to Inventory	Status Code Change From - To	Reason	Date of Change
None	N/A	N/A	N/A	N/A

IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

A. Public Education

What public outreach, training, or publications programs has the CLG undertaken? Please provide copy of (or an electronic link) to all publications or other products not previously provided to OHP.

Item or Event	Description	Date
None	N/A	N/A

V. National Park Service Baseline Questionnaire for new CLGs (certified after September 30, 2012).

NOTE: OHP will forward this information to the NPS on your behalf. Guidance for completing the Baseline Questionnaire is located at www.nps.gov/hps/clg/forms.html.

A. CLG Inventory Program

1. What is the net cumulative number of historic properties in your inventory as of September 30, 2013? This is the total number of historic properties and contributors to districts (or your best estimate of the number) in your inventory from **all** programs, local, state, and Federal. **307**

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(Reporting period is from October 1, 2012 through September 30, 2013)

Program Area	Number of Properties
Local	306
State	1 (Carmel Mission)

B. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. As of September 30, 2013, did your local government have a local register program to create local landmarks/local historic districts (or a similar list of designations created by local law? **X** Yes No
2. If the answer is yes, what is the net cumulative number (or your best estimate of the number) of historic properties (i.e., contributing properties) locally registered/designated as of September 30, 2013? **13**

C. Local Tax Incentives Program

1. As of September 30, 2013, did your local government have a local historic preservation tax incentives program (e.g. Mills Act)? **X** Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties whose owners have taken advantage of those incentives as of September 30, 2013? **4**

D. Local “Bricks and Mortar” Grants/Loans Program

1. As of September 30, 2013, did your local government have a locally-funded, historic preservation grants/loan program for rehabilitating/restoring historic properties? **No**
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties assisted by these grants or loans as of September 30, 2013? **N/A**

E. Local Design Review/Regulatory Program

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(Reporting period is from October 1, 2012 through September 30, 2013)

1. As of September 30, 2013, did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission/staff review of 1) local government undertakings and/or 2) changes to or impacts on properties with a historic district? Yes No
 2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties that your local government has reviewed under that process as of September 30, 2013? **N/A**
- F. Local Property Acquisition Program**
1. As of September 30, 2013, did your local government by purchase, donation, condemnation, or other means help to acquire or acquire itself some degree of title (e.g., fee simple interest or an easement) in historic properties?
 Yes No
 2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties with a property interest acquisition assisted or carried out by your local government as of September 30, 2013?
N/A

VII. In addition to the minimum CLG requirements, OHP is interested in a Summary of Local Preservation Programs

- A. What are the most critical preservation planning issues? **1) Educating property owners on the goals and objectives of Carmel's historic preservation program, 2) Challenges associated with the rehabilitation and alteration of historic properties, and 3) Promoting benefits that go along with having a historic property, such as the Mill Act Contract.**
- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? **Attaining designation as a Certified Local Government.**
- C. What recognition are you providing for successful preservation projects or programs? **At the end of 2013 the Historic Resources Board initiated a subcommittee for the purpose of recognizing a historic property on a monthly basis. This is to help increase awareness of Carmel's historic properties and historic preservation programs. The program is called the Historic Home-of-the Month.**

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(Reporting period is from October 1, 2012 through September 30, 2013)

- D. How did you meet or not meet the goals identified in your annual report for last year? **N/A**
- E. What are your local historic preservation goals for 2013-2014? **Consider establishing a historic district in the City's downtown.**
- F. So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from OHP? **Educate City staff on standard requirements of maintaining CLG status.**
- G. In what subject areas would you like to see training provided by the OHP? How you like would to see the training delivered (workshops, online, technical assistance bulletins, etc.)?

Training Needed or Desired	Desired Delivery Format
Information on how to create a historic district	Work with City staff and speak to Historic Resources Board at a public meeting
How to designate a historic property as a State Landmark	Work with City staff and speak to Historic Resources Board at a public meeting

- H. Would you be willing to host a training working workshop in cooperation with OHP? Yes No

XII Attachments

- Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff
- Minutes from commission meetings
- Drafts of proposed changes to the ordinance

Certified Local Government Program -- 2012-2013 Annual Report

(Reporting period is from October 1, 2012 through September 30, 2013)

- Drafts of proposed changes to the General Plan
- Public outreach publications

Email to Lucinda.Woodward@parks.ca.gov

Certified Local Government Program -- 2013-2014 Annual Report

(Reporting period is from October 1, 2013 through September 30, 2014)

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**Name of CLG
Carmel-by-the-Sea**

Report Prepared by: Marc Wiener, Senior Planner

Date of commission/board review: April 20, 2015

Minimum Requirements for Certification

I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.

A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals.
REMINDER: Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.

Carmel-by-the-Sea has the following two classifications of historic designation: 1) Historic Inventory, and 2) Historic Register. A property that is found to be historically significant is placed on the City's Historic Inventory. At the property owner's request, a property on the City's Historic Inventory can also be added to the City's Historic Register. City Municipal Code 17.32 (Historic Preservation) identifies that properties on the Historic Register are entitled to certain benefits not available to those on the

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Historic Inventory, such as a Mills Act Contract and certain waivers from zoning standards. Other than identifying these benefits, the Municipal Code does not clearly indicate the difference between the Historic Inventory and the Historic Register. In applying the Municipal Code, City staff has determined that the Register is intended for properties of greater historical significance and/or for properties which the property owner agrees to limit future alterations to the historic building. The City intends to amend Chapter 17.32 of the Municipal Code to provide a clearer distinction between the Historic Inventory and Historic Register. No specific language has been drafted at this time, and potential amendments will be considered with the assistance of the City's Historic Resources Board.

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code. <http://www.codepublishing.com/CA/carmel.html>

B. New Local Landmark Designations (Comprehensive list of properties/districts designated under local ordinance, HPOZ, etc.)

1. During the reporting period, October 1, 2013 – September 30, 2014, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
None.	N/A	N/A	N/A

REMINDER: Pursuant to California Government Code § 27288.2, "the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof."

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors.

Property Name/Address	Date Removed
None.	N/A

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C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan? No Yes, it is included in another element. **(Land Use Element)**

Provide an electronic link to the historic preservation section(s) of the General Plan.

http://ci.carmel.ca.us/tasks/sites/carmel/assets/File/general_plan/Land_Use.pdf

2. Have you made any updates to your historic preservation plan or historic preservation element in your community's general plan? Yes No If you have, provide an electronic link. Type here.
3. When will your next General Plan update occur? **Likely in the next 5-6 years**

D. Review Responsibilities

1. Who takes responsibility for design review or Certificates of Appropriateness?

- All projects subject to design review go the commission.

Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review? **The majority of the projects are reviewed by the City's Historic Resources Board. However, staff has the authority to approve minor alterations and repairs to historic buildings, as set forth in Municipal Code Section 17.32.150.**

2. California Environmental Quality Act

- What is the role of the staff and commission in providing input to CEQA documents prepared for or by the local government? **The City's Historic Resources Board (HRB) provides staff with input on the associated CEQA document or determination. For example, the City recently prepared an EIR for the potential sale of a portion of parkland that included a historic mansion. The HRB reviewed several drafts of the EIR and provided input and analysis that was incorporated in the development of the CEQA document.**

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What is the role of the staff and commission in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government? **The Historic Resources Board is advisory to the Planning Commission and/or City Council on the adequacy of CEQA documents that pertain to historic preservation. Staff functions in a supportive role by providing the environmental document to the Historic Resources Board with an environmental review analysis and summary included in a staff report.**

3. Section 106 of the National Historic Preservation Act

- What is the role of the staff and commission in *providing input* to Section 106 documents prepared for or by; the local government? **The Carmel Mission Basilica is located within the City's boundaries and is listed on the National Register of Historic Places. Any project requiring the preparation of Section 106 documents would require input from staff, the Historic Resources Board, and the Planning Commission if necessary.**
- What is the role of the staff and commission in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government? **The Carmel Mission Basilica is located within the City's boundaries and is listed on the National Register of Historic Places. In 2010 a Basilica restoration project was approved by the City. As part of the permit process the Historic Resources Board and Planning Commission were provided a copy of the Section 106 documents for review and input.**

II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.

A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Erik Dyar	Architect	Oct., 2006	Oct., 2017	edyar@aol.com
Julie Wendt	Retired (formerly a legal secretary)	Oct., 2013	Oct., 2017	juliewendt@yahoo.com
Kathryn Gualtieri	Historian	Oct., 2013	Oct., 2015	kgcarmel@yahoo.com

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Elinor Laiolo	Retired	Oct., 2006	Oct., 2016	kelcbts@comcast.net
Gregory Carper	Attorney	Oct., 2010	Oct., 2018	Gregoryjcarper.esq@gmail.com

Attach resumes and Statement of Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, why have the professional qualifications not been met and how is professional expertise being provided? **The Historic Resources Board currently has two qualified professionals including a professional historian and a licensed architect (see 2013-2014 CLG report). In the 2012-2013 period the HRB’s only qualified professional was an architect.**
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? **In the year 2012-2013 there was one vacancy on the Historic Resources Board. The City was able to fill the vacancy near the end of 2014.**

B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? **X** Yes No
2. If the position(s) is not currently filled, why is there a vacancy? **N/A**

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Marc Wiener, Sr. Planner	City Planning	Community Planning and Building	mwiener@ci.carmel.ca.us
Rob Mullane, AICP, Dept Director	City Planning	Community Planning and Building	rmullane@ci.carmel.ca.us

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C. Attendance Record

Please complete attendance chart for each commissioner and staff member. Commissions are required to meet four times a year, at a minimum.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Erik Dyar	X	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Julie Wendt	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Kathryn Gualtieri	X	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>	X					
Elinor Laiolo	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Gregory Carper	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Commissioner/Staff Name	Training Title & Description	Duration of Training	Training Provider	Date
Erik Dyar	None	N/A	N/A	N/A
Julie Wendt	None	N/A	N/A	N/A
Kathryn Gualtieri	California Preservation Foundation's annual conference	4 days	N/A	4/22/14-4/25/14
Elinor Laiolo	None	N/A	N/A	N/A
Gregory Carper	None	N/A	N/A	N/A

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Marc Wiener (Staff)	The Secretary of the Interior Standards in Action	1 day	California Preservation Foundation	5/29/14
Rob Mullane (Staff)	The Secretary of the Interior Standards in Action	1 day	California Preservation Foundation	5/29/14

III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act

A. Historical Contexts: initiated, researched, or developed in the reporting year

NOTE: California CLG procedures require CLGs to submit survey results including historic contexts to OHP. If you have not done so, submit a copy (PDF or link if available online) with this report.

Context Name	Description	How it is Being Used	Date Submitted to OHP
Carmel Historic Context Statement	Document includes a summary of Carmel's development history, people of local significance, and a description of historic architectural themes.	The Context Statement provides guidance for making determinations of historic eligibility. The document will eventually be used to assist the City with creating historic districts.	Sep., 2012

B. **New Surveys or Survey Updates (excluding those funded by OHP)**

NOTE: The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

California CLG procedures require CLGs to submit survey results including historic contexts, to OHP. If you have not done so, submit a copy (electronic format preferred) with this report.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
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No survey update	N/A	N/A	N/A	N/A	N/A	N/A
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How are you using the survey data? Type here.

C. Corrections or changes to Historic Property Inventory

Property Name/Address	Additions/Deletions to Inventory	Status Code Change From - To	Reason	Date of Change
None	N/A	N/A	N/A	N/A

IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

A. Public Education

What public outreach, training, or publications programs has the CLG undertaken? Please provide copy of (or an electronic link) to all publications or other products not previously provided to OHP.

Item or Event	Description	Date
None	N/A	N/A

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[VI. Additional Information for National Park Service Annual Products Report for CLGs \(certified before October 1, 2013\).](#)

NOTE: OHP will forward this information to NPS on your behalf. **Please read** “Guidance for completing the Annual Products Report for CLGs” located http://www.nps.gov/history/hpg/local/2013CLG_GPRAFY2013_Annual_Instructions2014.doc.

A. CLG Inventory Program

During the reporting period (October 1, 2013-September 30, 2014) how many historic properties did your local government **add** to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. These might include National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
None	N/A

B. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. During the reporting period (October 1, 2013-September 30, 2014) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law? Yes No
2. If the answer is yes, then how many properties have been added to your register or designated since October 1, 2013? **N/A**

C. Local Tax Incentives Program

1. During the reporting period (October 1, 2013-September 30, 2014) did you have a Local Tax Incentives Program, such as the Mills Act? Yes No
2. If the answer is yes, how many properties have been added to this program since October 1, 2013? **1**

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Name of Program	Number of Properties Added During 2013-2014	Total Number of Properties Benefiting From Program
Mills Act	1	5

D. Local “bricks and mortar” grants/loan program

1. During the reporting period (October 1, 2013-September 30, 2014) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? Yes No
2. If the answer is yes, then how many properties have been assisted under the program(s) after October 1, 2013? **N/A**

Name of Program	Number of Properties that have Benefited
N/A	N/A

E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2013-September 30, 2014) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission and/or staff review of 1) local government undertakings and/or 2) changes to, or impacts on historic properties? Yes No
2. If the answer is yes then, since October 1, 2013, how many historic properties did your local government review for compliance with your local government’s historic preservation regulatory law(s)? **N/A**

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2013-September 30, 2014) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? Yes No
2. If the answer is yes, then how many properties have been assisted under the program(s) since October 1, 2013? **N/A**

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Name of Program	Number of Properties that have Benefited
N/A	Type here.

VII. In addition to the minimum CLG requirements, OHP is interested in a Summary of Local Preservation Programs

- A. What are the most critical preservation planning issues? **1) Educating property owners on the goals and objectives of Carmel’s historic preservation program, 2) Challenges associated with the rehabilitation and alteration of historic properties, and 3) Promoting benefits that go along with having a historic property, such as the Mill Act Contract.**

- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? **The City’s Historic Resources Board (HRB) is a 5-member board responsible for making decisions pertaining to historic preservation. In 2012-2013 the HRB only had 4 members; however, during the period of 2013-2014 the City was able to staff the HRB with 5 members. In addition, the composition of the HRB was changed with the addition of two new members. One member added to the HRB is Kathryn Gualtieri, who spent 6 years as a State Historic Preservation Officer. Ms. Gualtieri provides professional historic preservation experience and knowledge. Another member added to the HRB was Julie Wendt. Ms. Wendt previously spent 8 years on the HRB, several of those years as Chair, and has a great deal of knowledge pertaining to historic preservation in Carmel.**

- C. What recognition are you providing for successful preservation projects or programs? **At the end of 2013 the Historic Resources Board initiated a subcommittee for the purpose of recognizing a historic property on a monthly basis. This is to help increase awareness of Carmel’s historic properties and historic preservation programs. The program is called the Historic Home-of-the Month.**

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- D. How did you meet or not meet the goals identified in your annual report for last year? **In the previous CLG report it was noted that the City had a goal of creating a historic district in the City's downtown. The City has continued to explore the idea of creating a historic district and the topic has been discussed at several Historic Resources Board meetings.**
- E. What are your local historic preservation goals for 2014-2015? **1) Continue to study the idea of creating a historic district in the downtown, 2) Designate the Forest Theater (one of California's first outdoor theaters) as a State Landmark, and 3) Host a workshop to discuss the importance of historic Mid-Century Modern architecture.**
- F. So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from OHP? **1) Educate City staff on standard requirements of maintaining CLG status, and 2) provide notifications of upcoming grants.**
- G. In what subject areas would you like to see training provided by the OHP? How you like would to see the training delivered (workshops, online, technical assistance bulletins, etc.)?

Training Needed or Desired	Desired Delivery Format
How to apply for State Historic Preservation Grants	Workshop or webinar
Information on how to create a historic district	Work with City staff and speak to Historic Resources Board at a public meeting
How to designate a historic property as a State Landmark	Work with City staff and speak to Historic Resources Board at a public meeting

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H. Would you be willing to host a training working workshop in cooperation with OHP? **X** Yes No

XII Attachments

- Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff
- Minutes from commission meetings
- Drafts of proposed changes to the ordinance
- Drafts of proposed changes to the General Plan
- Public outreach publications

Email to Lucinda.Woodward@parks.ca.gov



United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, DC 20240

H36(2256)

December 17, 2012

Ms. Lucinda Woodward
California Office of Preservation
1725 23rd Street, Suite 100
Sacramento, CA 95816-7100

Dear Ms. Woodward:

Thank you for forwarding the necessary documentation concerning the City of Carmel-by-the-Sea's application for participation in the Certified Local Government (CLG) Program. I have reviewed your submission and am pleased to concur in your recommendation that Carmel-by-the-Sea be certified under the provision of Section 101(c) of the National Historic Preservation Act. The date of certification will be recorded as the date of this letter. We are also providing a copy of this letter to the City of Carmel-by-the-Sea.

If you have any questions about this letter, please feel free to contact me by phone at 202-354-2062, or by email at megan_brown@nps.gov.

Sincerely,

Megan J. Brown
Certified Local Government Program Coordinator

cc: Marc Wiener, City of Carmel-by-the-Sea