

CITY OF SANTA ROSA  
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT  
STAFF REPORT FOR CULTURAL HERITAGE BOARD  
**FEBRUARY 21, 2018**

**PROJECT TITLE**

Hibbard Master Suite & ADU

**ADDRESS/LOCATION**

629 Monroe Street

**ASSESSOR'S PARCEL NUMBER**

180-810-019

**APPLICATION DATE**

November 22, 2017

**REQUESTED ENTITLEMENTS**

Landmark Alteration Permit

**PROJECT SITE ZONING**

PD-H (Planned Development, within the Historic and Station Area combining districts)

**PROJECT PLANNER**

Kristinae Toomians

**APPLICANT**

John & Andrea Hibbard

**PROPERTY OWNER**

John Hibbard

**FILE NUMBER**

LMA17-025

**APPLICATION COMPLETION DATE**

January 19, 2018

**FURTHER ACTIONS REQUIRED**

Building Permit

**GENERAL PLAN DESIGNATION**

Low Density Residential (2-8 units per acre)

**RECOMMENDATION**

Approval

Agenda Item #1  
For Cultural Heritage Board Meeting of February 21, 2018

CITY OF SANTA ROSA  
CULTURAL HERITAGE BOARD

TO: CHAIR DE SHAZO AND BOARD MEMBERS  
FROM: KRISTINAE TOOMIANS, SENIOR PLANNER  
PLANNING AND ECONOMIC DEVELOPMENT

SUBJECT: HIBBARD MASTER SUITE & ADU

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Planning and Economic Development Department that the Cultural Heritage Board, by resolution, approve the Hibbard Master Suite & ADU for the property located at 629 Monroe Street, Santa Rosa, Assessor's Parcel No. 180-810-019.

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EXECUTIVE SUMMARY

The applicant proposes to: construct a 436-square-foot addition and interior remodel to the rear of the main residence; demolish the existing 563-square-foot detached two-car garage; and, replace the demolished garage with a new 462-square-foot detached two-car garage, with a 462-square-foot accessory dwelling unit above.

The home, constructed in 1924, is located at 629 Monroe Street and is a contributor to the McDonald Preservation District. The District was established by the City Council in 1998, and recognizes the period of significance ranging from 1878 to 1940.

BACKGROUND

1. Project Description

The applicant proposes to construct a 436-square-foot addition and interior remodel to the rear of the main residence. The rear addition will result in the demolition of the rear utility porch, and will provide an enlarged master bedroom, master bath, gallery space, and utility room. The applicant proposes to construct the addition slightly off-set from the side elevation to separate it from the historic structure. The addition will be clad with shingles to match the existing shingles on the residence, and board and batten above the water table to match the demolished garage.

The applicant also proposes to demolish the existing 563-square-foot detached two-car garage and, replace it with a new two-story 462-square-foot detached two-car garage, with a 462-square-foot accessory dwelling unit (ADU) above. The garage will be clad in board and batten up to the water table, with shingles above to match the main house. The new garage and ADU structure will superficially connected to the main house with a covered breezeway.

2. Surrounding Land Uses

North: Low Density Residential

South: Low Density Residential

East: Low Density Residential

West: Medium Density Residential (8-13 units per acre)

The project site is surrounded by single-family homes. The subject property is situated on the southeast corner of Monroe and 12<sup>th</sup> Streets. The front door of the residence faces Monroe, while the garage faces 12<sup>th</sup> Street. The residence backs up to an existing alley. The adjacent residence east of the alley, facing 12<sup>th</sup> Street takes access off of the alley. The property is less than 300-feet north of College Avenue, where several residential structures were converted to various commercial uses.

3. Existing Land Use – Project Site

The approximately 7,815-square-foot lot is developed with a 2,829-square-foot, two-story, single-family-dwelling and a 563-square-foot, detached garage.

4. Project History

On November 22, 2017, the Planning and Economic Development Department received the Major Landmark Alteration Permit application, File No. LMA17-025. On January 19, 2018, the applicant submitted Secretary of the Interior Standards Compliance Report.

ANALYSIS

1. General Plan

The General Plan land use designation for the site is Low Density Residential, which allows a density of 2-8 units per acre. This land use designation is generally intended for detached single family residential uses. Consistent with the General Plan, the subject site, which is approximately 7,815-square-feet, is developed with one detached single-family residence.

2. Zoning

Zoning Code Section 20-28.040 advises that the McDonald Preservation District was established in 1998, and establishes the period of significance for the District ranging from 1878-1940. It does not, however, identify character defining elements.

The project parcel is located within the PD-0226 (Planned Development) zoning district with a historic preservation overlay. The PD-0226 Junior College Planned Development District is divided into various zoning subdistricts. The subject site is identified as R-1-PD, single-family residential. The parcel has been developed in a manner consistent with the R-1-PD subdistrict of the Junior College Planned Development.

A Landmark Alteration Permit is required because the project involves exterior alterations to a property located within a preservation district. Zoning Code Section 20-58.060 requires a Landmark Alteration Permit for the restoration, rehabilitation, alteration of or change to the exterior appearance of any structure or building within a preservation district. A Major Landmark Alteration Permit is required for a major renovation or restoration involving an entire façade or building, substantial alterations to an existing structure that do not match the original design, or substantial additions [Zoning Code, Section 20-58.060 (C) (2)].

Pursuant to Zoning Code Section 20-58.060 (F), the Board should consider the following criteria to the extent applicable in their discussion:

1. The consistency, or lack thereof, of the proposed change with the original architectural style and details of the building;
2. The compatibility of the proposed change with any adjacent or nearby landmark structures or preservation district structures;
3. The consistency and/or compatibility of the proposed colors, textures, materials, fenestration, decorative features and details with the time period of the building's construction, and/or adjacent structures;
4. Whether the proposed change will destroy or adversely affect an important architectural feature or features;
5. The Secretary of the Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (1983 Revision); and
6. Other matters, criteria and standards as may be adopted by resolution of the CHB.

A Major Landmark Alteration Permit is required because: the site is located within the McDonald Preservation District and is a contributor to the district; it involves a major renovation to the building; and, it includes substantial alterations to the existing structure that do not match the original design. The applicant has applied for a Major Landmark Alteration Permit to complete the proposed project.

Historic architecture report dated January 19, 2018, identifies the proposed changes as a mix of preservation and historic rehabilitation efforts as described by the *Secretary of the Interiors Standards of Care*. According to the report, most of the 1924 Craftsman is intact, while the detached garage, with a tar and gravel roof, was likely added after 1950. The rehabilitation efforts include an addition to the west, rear façade of the single-family residence, and the reconfiguration of

rear stairs and landings. The historic conditions will be matched as practical, including the existing door and window trim and finish materials. These are historic rehabilitation efforts as well per the *Standards*. The applicant also proposes to demolish the existing 563-square-foot detached two-car garage and, replace it with a new two-story 462-square-foot detached two-car garage, with a 462-square-foot accessory dwelling unit (ADU) above. The garage will be clad in board and batten up to the water table, with shingles above to match the main house. The new garage and ADU structure will connect to the main house superficially with a covered breezeway. State law prohibits local governments from requiring a discretionary review process, such as a landmark alteration permit, to establish an accessory dwelling [Government Code Sections 65852.2(a)(1)(A) and (B)]. Local governments may apply development standards and may designate where accessory dwelling units are permitted; however, accessory dwelling units must be allowed in all single-family residential zones.

The report states that all the work proposed is in general conformance to the *Secretary of Interior's Standards of Care* for the treatment of historic properties, and the proposed decorative features and details are shown to be consistent with the time period of the building's construction, and/or adjacent structures.

### 3. Design Guidelines

The following goals and policies, from the Santa Rosa Design Guidelines, Section 4.7- Historic Properties and Districts, are applicable to the proposed project:

#### **Goals**

- To preserve Santa Rosa's historic heritage.
- To encourage maintenance and retention of historic structures and districts.
- To ensure that alterations to historic buildings are compatible with the character of the structure and the neighborhood.

#### **Policies**

##### A – Accessory Buildings

- Locate a new garage, carport, or accessory building to the side or rear of the property, wherever possible.
- Derive accessory building designs and details from the same era as the main structure. The details can be less elaborate than those found on the main structure.
- Design an accessory building to be in proper scale for the property and have an appropriate site relation to the main structure as well as surrounding structures.

B - Additions

- Design a new addition so that it does not visually overpower the original building, compromise its historic character, or destroy any significant features and materials.
- Differentiate the addition from the original building so that the original form is not lost.
- Limit the size and scale of an addition so that it does not visually overpower the original structure.
- Use historic materials that are compatible with the materials of the original building.

Staff response: The applicant proposes to construct a 436-square-foot addition and interior remodel to the rear of the main residence. The rear addition will result in the demolition of the rear utility porch, which appears to have been an addition in the 1950s. The applicant proposes to construct the addition slightly offset from the side elevation to separate it from the historic structure. The addition will include tall ceilings, but will not exceed the height of the existing roofline of the two-story residence. The addition will be clad with shingles to match the existing shingles on the residence, and board and batten above the water table to match the demolished garage.

The applicant also proposes to demolish the existing 563-square-foot detached two-car garage and replace it with a new two-story 462-square-foot detached two-car garage, with a 462-square-foot accessory dwelling unit (ADU) above. The new accessory structure will be constructed in the same location, fronting onto the street side (12<sup>th</sup> Street). The garage will be clad in board and batten up to the water table, with shingles above to match the main house. The new garage and ADU structure will superficially connected to the main house with a covered breezeway

The overall design is in keeping with the original architectural style and, therefore, will be compatible with other structures in the district. The height analysis demonstrates that the new front porch height and building roofline height are similar to other existing structures on the same block of Monroe Street.

4. Historic Preservation Review Standards

The following guidelines from the City's Processing Review Procedures for Owners of Historic Properties and the Secretary of the Interiors Standards for Rehabilitation of Historic Buildings are applicable to the proposed project:

### ***Processing Review Procedures for Owners of Historic Properties***

#### **Section A Design Guidelines – Accessory Structures**

1. Locate a new garage, carport, or accessory building to the side or rear of the property, wherever possible.
2. Derive accessory building designs and details from the same era as the main structure.
3. The details can be less elaborate than those found on the main structure.
4. Design an accessory building to be in proper scale for the property and have an appropriate site relation to the main structure as well as surrounding structures.

#### **Section B Design Guidelines – Additions**

1. Design a new addition so that it does not visually overpower the original building, compromise its historic character, or destroy any significant features and materials.
2. Locate an addition as inconspicuously as possible, on the rear or least character-defining elevation of the building.
3. Limit the size and scale of an addition so that it does not visually overpower the original structure.
4. Differentiate the addition from the original building so that the original form is not lost. A design for a new addition can echo the original structure. Compatible contemporary designs are also acceptable.
5. Use historic materials that are compatible with the materials of the original building. Contemporary substitute materials, such as vinyl siding, are not acceptable.
6. Design second story additions to single story homes to be subordinate in scale to the existing dwelling and set back from the existing building front.

### ***Secretary of the Interior's Standards***

#### **Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings – New Additions to Historic Buildings**

##### **Recommended –**

- Constructing a new addition so that there is the least possible loss of historic materials and so that character-defining features are not obscured, damaged, or destroyed.
- Designing a new addition in a manner that makes clear what is historic and what is new.
- Considering the design for an attached exterior addition in terms of its relationship to the historic building as well as the historic building. In either case, it should always be clearly differentiated from the historic building and be

compatible in terms of mass, materials, relationship of solids to voids, and color.

- Placing a new addition on a non-character-defining elevation and limiting the size and scale in relationship to the historic building.

**Not recommended –**

- Attaching a new addition so that the character-defining features of the historic building are obscured, damaged, or destroyed.
- Duplicating the exact form, material, style, and detailing of the historic building in a new addition so that the new work appears to be part of the historic building.
- Imitating a historic style or period of architecture in a new addition.
- Designing a new addition that obscures, damages, or destroys character-defining features of the historic building.

Staff response: The applicant proposes to construct a 436-square-foot addition and interior remodel to the rear of the main residence. The rear addition will result in the demolition of the rear utility porch, which was added in the 1950s. The applicant proposes to construct the addition slightly off-set from the side elevation to separate it from the historic structure. The addition will be clad with shingles to match the existing shingles on the residence, and board and batten above the water table to match the demolished garage. The overall design is in keeping with the original architectural style and, therefore, will be compatible with other structures in the district. The height analysis demonstrates that the new front porch height and building roofline height are similar to other existing structures on the same block of Monroe Street.

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The applicant also proposes to demolish the existing 563-square-foot detached two-car garage and, replace it with a new two-story 462-square-foot detached two-car garage, with a 462-square-foot accessory dwelling unit (ADU) above. The garage will be clad in board and batten up to the water table, with shingles above to match the main house. The new garage and ADU structure will superficially connected to the main house with a covered breezeway.

State law prohibits local governments from requiring a discretionary review process, such as a landmark alteration permit, to establish an accessory dwelling (Government Code Sections 65852.2(a)(1)(A) and (B)). Local governments may



apply development standards and may designate where accessory dwelling units are permitted; however, accessory dwelling units must be allowed in all single-family residential zones

7. Neighborhood Comments

No neighborhood comments have been received to date.

8. Public Improvements/On-Site Improvements

N/A

ENVIRONMENTAL IMPACT

The proposed project has been reviewed in compliance with the California Environmental Quality Act (CEQA). The project qualifies for a Class 31 Categorical Exemption pursuant to Section 15331, in that “projects limited to maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation, or reconstruction of historical resources in a manner consistent with the Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (1995, Weeks and Grimmer) are exempt.”

NOTIFICATION

The project was noticed as a Public Hearing per the requirements of Chapter 20-66 of the City Code. Notification of this public hearing was provided by posting an on-site sign, publishing notice in a newspaper of general circulation, mailed notice to surrounding property owners, electronic notice to parties that had expressed interest in projects taking place in this geographic area of Santa Rosa, and bulletin board postings at City Hall and on the City website.

ISSUES

The applicant submitted two alternative exterior elevations for the addition to the residence. “Proposed Exterior Elevations Alternate #1,” on sheet A4-1.1 features a taller rear addition, with larger windows that will be similar in height to the two-story garage. “Proposed Exterior Elevations Alternate #2,” features a shorter building design, with smaller windows. Both alternates feature the same roof pitch and exterior materials, including a mixture of board and batten and shingles. Staff requests that the Cultural Heritage Board pick a preferred elevation for the project.

The City will require a modification to the street side fence due to visibility and safety issues. The fence screen as it currently exists blocks view to sidewalk and street for the existing garage doors, and the revised floor plan worsens the blind corner condition with minimal door offset to the new fence line perpendicular to the street. The resolution includes a condition that will require that proposed fence adjacent to driveway be restricted to 3 feet high within a vision triangle, created from the westerly corner of the garage face, to a point at the back of sidewalk, measured 10 feet from the edge of the driveway pavement, to provide an unobstructed line of sight to pedestrians on sidewalk.

ATTACHMENTS

Attachment 1 - Disclosure Form

Attachment 2 - Location Map

Attachment 3 – Aerial Map

Attachment 4 – Historic Properties Inventory

Attachment 5 – Project Plans with Revision

Attachment 6 – Secretary of the Interior Standards Compliance Report

Attachment 7 – Exhibit A

Resolution

CONTACT

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