

CITY OF CARMEL-BY-THE-SEA  
PLANNING COMMISSION

PLANNING COMMISSION RESOLUTION NO. 2025-XXX-PC

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CARMEL-BY-THE-SEA  
RECOMMENDING THE CITY COUNCIL ADOPT A ROOFING MATERIAL POLICY APPLICABLE CITY-  
WIDE.**

WHEREAS, in March 2016, the Planning Commission accepted a roofing material policy prepared by the Roofing Subcommittee, specifying which types of roofing materials can be approved by staff administratively or require Planning Commission referral; and

WHEREAS, there has been an increase in design applications involving the use of alternate roof materials that deviate for the Design Guidelines; and

WHEREAS, public testimony indicates the increased use of alternative materials relate to fire risk and the cancelation or non-renewal of home insurance policies; and

WHEREAS, the Planning Commission directed staff to present a roofing discussion before the Commission to consider appropriate roofing materials and draft policy language; and

WHEREAS, on January 15, 2025, February 11, 2025, and March 12, 2025, the Planning Commission held a duly noticed public hearing to receive public testimony regarding roofing materials, including, without limitation, the information provided to the Planning Commission by City staff and through public testimony; and

WHEREAS, on June 11, 2025, the Planning Commission held a duly noticed public hearing to receive public testimony regarding the draft roofing material policy, including, without limitation, the information provided to the Planning Commission by City staff and through public testimony; and

WHEREAS, the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, “CEQA”), together with State Guidelines (14 California Code Regulations §§ 15000, *et seq.*, the “CEQA Guidelines”) and City Environmental Regulations (CMC 17.60) require that certain projects be reviewed for environmental impacts and that environmental documents be prepared; and

WHEREAS, the Planning Commission found that pursuant to CEQA regulations, the draft roofing policy is found to be “not a project” pursuant to section 15378 of the CEQA Guidelines as the roofing discussion and draft policy does not meet the definitions of a project outlined in CEQA Guidelines Section 15378 (a) (1)-(3); and

WHEREAS, this Resolution are made based upon the evidence presented to the Commission at the hearing date, including, without limitation, the staff report and attachments submitted by the Community Planning and Building Department; and

WHEREAS, the Planning Commission did hear and consider all said reports, attachments, recommendations, and testimony herein above set forth and used their independent judgment to evaluate the project; and

WHEREAS, the facts set forth in the recitals are true and correct and are incorporated herein by reference.

**NOW, THEREFORE, BE IT RESOLVED** that the Planning Commission of the City of Carmel-by-the-Sea does hereby RECOMMEND THE CITY COUNCIL ADOPTS the Roofing Policy.

PASSED, APPROVED, AND ADOPTED BY THE PLANNING COMMISSION OF THE CITY OF CARMEL-BY-THE-SEA this 11<sup>th</sup> day of June 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

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Michael LePage  
Chair

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Shelby Gorman  
Planning Commission Secretary