



**Agenda Item No. 16.**

**Staff Report**

**Date:** June 18, 2020

**To:** Mayor McMillan and Council Members

**From:** Matthew Weintraub, Planner

**Subject:** Hilleboe Residence, 43 Laurel Grove Avenue

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**Recommendation**

Town Council approval of Resolution No. 2167 approving a Nonconformity Permit, Hillside Lot Permit, and Design Review to allow for the construction of one-story and two-story additions to the existing one-story single-family residence, resulting in a total net addition of 1,839 square feet of floor area, expand the existing pool patio and construct a new open roof pool structure, install new retaining walls, fencing, landscape plantings and artificial turf, and remove and replace two trees.

**Property Information**

**Owner:** Scott & Debra Hilleboe

**Applicant:** Robert Stiles, AIA

**Location:** 43 Laurel Grove Avenue

**A.P. Number:** 072-181-04

**Zoning:** R-1:B-A (Single Family Residence/Special Building Site, 1-Acre Minimum Lot Size)

**General Plan:** VL (Very Low Density – 0.1-1 Unit/Acre)

**Flood Zone:** X (Minimal risk area outside the 1% and 0.2%-annual-chance floodplains)

**Project Summary Data**

Project Item	Code Standard	Existing	Proposed
Lot Area	1 Acre min.	50,800 sq. ft.	No change
Floor Area	4,187 sq. ft. max. *	2,285 sq. ft.	4,124 sq. ft.
Building Lot Coverage	7,645 sq. ft. (15%) max.	2,869 sq. ft. (5.6%)	3,639 sq. ft. (7.2%)
Front Yard Setback	25 ft. min.	25 ft.	No change

<b>Project Item</b>	<b>Code Standard</b>	<b>Existing</b>	<b>Proposed</b>
Side Yard Setback, North	40 ft. min. *	120 ft.	No change
Side Yard Setback, South	40 ft. min. *	24-3"	No change
Rear Yard Setback	70 ft. min. *	160 ft.	No change
Building Height	30 ft. (2 stories) max.	17'-7" (1 story)	26'-7" (2 stories)
Off-street Parking	4 spaces (2 covered) min.	4 (2 covered)	No change
Impervious Surfaces **	---	7,329 sq. ft. (14.4%)	7,266 sq. ft. (14.3%)

\* Per Hillside Lot Regulations (RMC Section 18.39.090).

\*\* Per Low Impact Development for Stormwater Management, Design Review Criteria and Standards (RMC Section 18.41.100 (t)).

### **Project Description**

The proposed project includes a new two-story, 1,963-square-foot addition at the back and east side of the existing one-story, 2,161-square-foot residence. At the interior, the addition would include a new kitchen and dining room and garage expansion at the first story, and three new bedrooms at the new second story. At the exterior, the project would expand the existing residence to the back and to the east side, and it would add a recessed second level over the existing house and attached garage, thereby increasing the maximum building height from 17'-7" to 26'-7". The addition would feature long, low gabled roofs, fenestration, and exterior materials that match the existing residence. The new building addition would conform to the development standards of the Zoning District and the Hillside Lot Area. The project would also: remove two existing accessory shed buildings totaling 124 square feet; replace the existing concrete pool patio with new flatwork and stonework within the existing patio footprint; install a new open-sided roof structure, firepit, fences, retaining walls, walkways, and artificial turf; and plant new tree screening along the front of the property.

The proposed project materials and colors would include the following to match existing:

- Metal standing seam roof, "Storm Gray" color or similar
- Wood siding, V-groove smooth, painted
- Wood trim, painted
- Aluminum clad wood windows, painted
- Metal skylights, gray
- Wood garage door, painted
- Redwood and wire fence, natural finish (at front)
- Steel stake and wire mesh fence (at sides and back)
- Cast-in-place concrete walls, stucco and paint finish (at front)
- Cast-in-place concrete walls and planter, form board finish (at back)
- Bluestone paving
- Gravel paths with concrete stairs and curbs

The Project Plans are included as **Attachment 2**. The applicant's Project Description is included as **Attachment 3**.

The proposed project is subject to the following permit approvals:

- **Nonconformity Permit is required pursuant to Ross Municipal Code (RMC) Section 18.52.030 (c)** because the proposed improvements would enlarge, extend, reconstruct, and structurally alter the residence and the pool decking, which are existing legal nonconforming structures located in minimum required yard setbacks.
- **Hillside Lot Permit is required pursuant to Ross Municipal Code (RMC) Section 18.39.020 (b)** because the proposed improvements would involve a building addition exceeding 200 square feet of new floor area, new retaining walls greater than 48 inches in height, and more than 50 cubic yards of grading or filling, on a Hillside Lot.
- **Design Review is required pursuant to Ross Municipal Code (RMC) Section 18.41.020** because the proposed improvements would involve a building addition exceeding 200 square feet of new floor area, an increase in building height, new fences greater than 48 inches in height adjacent to the street or right-of-way, new retaining walls greater than 48 inches in height, and more than 50 cubic yards of grading or filling.

### **Background**

The project site is a 50,967-square-foot, semi-rectangular lot with frontage on Laurel Grove Avenue. The lot generally rises upward from front to back with an average slope of approximately 31%. The property contains Slope Stability Hazard Zone 3. The existing residence is legal nonconforming with respect to the minimum required west side yard setback, and the existing pool and pool patio are legal nonconforming with respect to the minimum required front yard setback. The Project History is included as **Attachment 4**.

### **Advisory Design Review**

The Advisory Design Review (ADR) Group reviewed the project on May 21, 2020 (see **Attachment 7**). At the meeting, the ADR Group Members received a presentation from the applicant, allowed public comments, and provided a recommendation regarding the merits of the project as it relates to the purpose of Design Review and the Design Review criteria and standards per Section 18.41.100 of the Ross Municipal Code (RMC) and the Town of Ross Design Guidelines. There were no public comments received.

The ADR Group Members recommended minor revisions to the project design presented on May 21, 2020, including:

- Adjust the sizes and locations of windows at the proposed new second story to be more consistent and balanced with the fenestration at the existing first story.

- Adjust the front fences and/or hedges to provide a more consistent presentation at the front of the property, preferably by replacing and/or screening the existing pool fence.

In summary, the ADR Group Members recommended that the project design as revised to be consistent with the ADR Group recommendations (see above) was consistent with the Design Review Criteria and Standards per RMC Section 18.41.100 and the Town of Ross Design Guidelines.

The applicant revised the project according to the ADR Group recommendations as follows:

- Adjusted the sizes and locations of the proposed new second-story windows to better align with the existing first-story windows.
- Provided a screening hedge in front of the existing pool fence to reduce the complexity and number of fence styles visible at the front of the property.

As described above, the project design submitted to the Town Council is consistent with the revised project design as recommended by the ADR Group.

### **Key Issues**

#### ***Nonconforming Yard Setbacks***

Many residential structures in the town do not conform to the requirements of this Zoning Code because they were established before the adoption of zoning or before residential floor area limits were established in 1967. The purpose of a Nonconformity Permit is to allow for the continued existence, reconstruction and modification of nonconforming residential structures, subject to limitations set forth in this section. The intent of these regulations is to protect historic buildings and those that contribute to the Town's small town character; to permit floor area nonconformities to be retained on site redevelopment where the design is appropriate; and to allow other nonconformities to be maintained when reasonable and where they create the same or fewer impacts than strict conformance with town regulation.

Staff suggests the project is in keeping with the purpose and mandatory findings for a Nonconformity Permit related to the existing nonconforming yard setbacks. Specifically, the project would not construct any new floor area, building addition, or structure within a minimum required yard setback. The proposed project would add to the existing residence in conformance with the minimum required yard setbacks while not expanding or enlarging the existing, established one-story building wing which is nonconforming with respect to the minimum required west side yard setback. Also, the project would replace the existing nonconforming pool deck within the same footprint as the existing pool deck, resulting in no new structures and no expansion or enlargement of existing nonconforming structures within the minimum required front yard setback.

### ***Hillside Area***

The purpose of a Hillside Lot Permit is to ensure that development is consistent with the goals, policies and criteria of the general plan; to protect and preserve public and private open space as a limited and valuable resource; to preserve significant features of the natural environment including watersheds, watercourses, canyons, knolls, ridgelines and rock outcroppings and minimize disturbance to the natural terrain; to protect steep slopes, creeks, significant native vegetation, wildlife and other environmental resources; to limit development to a level consistent with available public services and road access that can be reasonably provided to and within the parcel; to ensure that development will not create or increase fire, flood, slide or other hazards to public health and safety; to protect the public health, safety and general welfare and the property of people in the vicinity of steep hillside building sites; to ensure that development will not create or increase the potential of major financial loss to the town or any other governmental entity through claim or litigation related to physical development of the site; and to reduce the visual impacts of construction on hillsides and encourage building designs compatible with hillside areas.

Staff suggests the project is in keeping with the purpose and mandatory findings for a Hillside Lot Permit. Specifically, the project would preserve and maintain the existing hillside topology and views at the back of the subject property, while confining new construction to the area of existing and established development at the front of the property which is lower and flatter at street level. The project would minimize disturbance to the natural terrain by limiting the construction of new retaining walls to the lowest portion of the hillside slope, which is located directly behind the existing residence and which would not be visible from the public right-of-way or neighboring properties. The project would preserve existing open space and would not impact any significant features of the natural environment. The project would be adequately and safely served by existing public services and road access to the existing residence. The project conforms to the maximum allowed floor area and the minimum required building setbacks per the Hillside Lot development regulations.

### ***Design Review***

The overall purpose of Design Review is to guide new development to preserve and enhance the special qualities of Ross and to sustain the beauty of the town's environment. Other specific purposes include: provide excellence of design consistent with the scale and quality of existing development; preserve and enhance the historical "small town," low-density character and identity that is unique to the Town of Ross; preserve lands which are unique environmental resources; enhance important community entryways, local travel corridors and the area in which the project is located; promote and implement the design goals, policies and criteria of the Ross general plan; discourage the development of individual buildings which dominate the townscape or attract attention through color, mass or inappropriate architectural expression; preserve buildings and areas with historic or aesthetic value; upgrade the appearance, quality and condition of existing improvements in conjunction with new development or remodeling of a site; and preserve natural hydrology and drainage patterns and reduce stormwater runoff associated with development.

Consistent with the ADR Group discussion and support, staff suggests the requisite findings can be achieved. The project is in keeping with Design Review criteria and standards including those related to mass and bulk, rooflines, materials, neighborhood compatibility, and environmental sensitivity. The project's size and design are consistent with the existing residence and with the development pattern of existing homes located within the vicinity of the project site. The project would be sufficiently distanced from the adjacent neighbor's properties and would not adversely impact any light, air, and/or privacy associated with the surrounding properties due to the project design and site orientation. The project would not impact any unique environmental resources.

#### **Public Comment**

Public Notices were mailed to property owners within 500 feet of the project site. As of the writing of the staff report, no public comments have been received.

#### **Fiscal, Resource and Timeline Impacts**

If approved, the project would be subject to one-time fees for a building permit and associated impact fees, which are based on the reasonable expected cost of providing the associated services and facilities related to the development. The improved project site may be reassessed at a higher value by the Marin County Assessor, leading to an increase in the Town's property tax revenues. Lastly, there would be no net funding impacts associated with the project.

#### **Alternative actions**

1. Continue the item to gather further information, conduct further analysis, or revise the project; or
2. Make findings to deny the application.

#### **Environmental Review**

The project is categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (Existing Facilities), because it consists of minor alteration to an existing private structure involving negligible or no expansion of use. Specifically, the project is exempt under subsection (e) (1) as an addition to an existing structure that is no more than 50% of the floor area of the structure before the addition, or 2,500 square feet, whichever is less. No exception set forth in CEQA Guidelines Section 15300.2 applies to the project including, but not limited to, Subsection (a), which relates to impacts on environmental resources; Subsection (b), which relates to cumulative impacts; Subsection (c), which relates to unusual circumstances; or Subsection (f), which relates to historical resources.

#### **Attachments**

1. Resolution No. 2167
2. Project Plans
3. Project Description
4. Project History
5. May 21, 2020 ADR Group Meeting Minutes (Draft)
6. Neighborhood Outreach

## **TOWN OF ROSS**

### **RESOLUTION NO. 2167**

#### **A RESOLUTION OF THE TOWN OF ROSS APPROVING A NONCONFORMITY PERMIT, HILLSIDE LOT PERMIT, AND DESIGN REVIEW TO ALLOW FOR A RESIDENTIAL ADDITION AND LANDSCAPE IMPROVEMENTS AT 43 LAUREL GROVE AVENUE, APN 072-181-04**

**WHEREAS**, property owners Scott and Debra Hilleboe have submitted an application requesting approval of Design Review to allow for the construction of one-story and two-story additions to the existing one-story single-family residence, resulting in a total net addition of 1,839 square feet of floor area, expand the existing pool patio and construct a new open roof pool structure, install new retaining walls, fencing, landscape plantings and artificial turf, and remove and replace two trees (herein referred to as "the project") at 43 Laurel Grove Avenue, APN 072-181-04.

**WHEREAS**, the project was determined to be categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (Existing Facilities), because it consists of minor alteration to an existing private structure involving negligible or no expansion of use. Specifically, the project is exempt under subsection (e) (1) as an addition to an existing structure that is no more than 50% of the floor area of the structure before the addition, or 2,500 square feet, whichever is less. No exception set forth in CEQA Guidelines Section 15300.2 applies to the project including, but not limited to, Subsection (a), which relates to impacts on environmental resources; Subsection (b), which relates to cumulative impacts; Subsection (c), which relates to unusual circumstances; or Subsection (f), which relates to historical resources; and

**WHEREAS**, on June 18, 2020, the Town Council held a duly noticed public hearing to consider the project; and

**WHEREAS**, the Town Council has carefully reviewed and considered the staff reports, correspondence, and other information contained in the project file, and has received public comment; and

**NOW, THEREFORE, BE IT RESOLVED** the Town Council of the Town of Ross hereby incorporates the recitals above; makes the findings set forth in Exhibit "A", and approves a Hillside Lot Permit, Nonconformity Permit, and Design Review to allow the project, subject to the Conditions of Approval attached as Exhibit "B".

The foregoing resolution was duly and regularly adopted by the Ross Town Council at its regular meeting held on the 18<sup>th</sup> day of June 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Julie McMillan, Mayor

**ATTEST:**

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Linda Lopez, Town Clerk



**EXHIBIT "A"**  
**FINDINGS**  
**43 LAUREL GROVE AVENUE**  
**APN 072-181-04**

**A. Findings**

**I. In accordance with Ross Municipal Code (RMC) Section 18.52.030 (c), Nonconformity Permit is approved based on the following mandatory findings:**

- a) The nonconforming structure was in existence at the time the ordinance that now prohibits the structure was passed. The structure must have been lawful when constructed. The property owner has the burden to prove by substantial evidence the nonconforming and legal status of the structure.**

The existing nonconforming residence was originally constructed in approximately 1951 per the County Assessor.

- b) The town council can make the findings required to approve any required demolition permit for the structure: The demolition will not remove from the neighborhood or town, nor adversely affect, a building of historical, architectural, cultural or aesthetic value. The demolition will not adversely affect nor diminish the character or qualities of the site, the neighborhood or the community.**

A demolition permit is not required pursuant to per RMC Chapter 18.50.

- c) The project substantially conforms to relevant design review criteria and standards in Section 18.41.100, even if design review is not required.**

As described in the Design Review findings in Section III below, the project is consistent with the Design Review criteria and standards per RMC Section 18.41.100.

- d) Total floor area does not exceed the greater of: a) the total floor area of the existing conforming and/or legal nonconforming structure(s); or b) the maximum floor area permitted for the lot under current zoning regulations. The town shall apply the definition of floor area in effect at the time of the application for a nonconformity permit.**

The project would result in total floor area (4,124 square feet) that does not exceed the maximum floor area permitted for the lot under current zoning regulations (4,187 square feet).

- e) Granting the permit will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.**

The project would be sufficiently distanced from the adjacent neighbor's properties and would not adversely impact any light, air, and/or privacy associated with the surrounding properties due to the project design and site orientation. The project would not construct any new floor area, building addition, or structure within a minimum required yard setback. The project would not impact any unique environmental resources.

**f) The project will comply with the Flood Damage Prevention regulations in Chapter 15.36.**

The property is not located within a special flood hazard area (SFHA) which would be subject to the Flood Damage Prevention regulations in RMC Chapter 15.36, and therefore it complies.

**g) The fire chief has confirmed that the site has adequate access and water supply for firefighting purposes, or that the project includes alternate measures approved by the fire chief.**

The Marin County Fire Department has reviewed and approved the project, including with respect to adequate access and water supply for firefighting purposes.

**h) The applicant has agreed in writing to the indemnification provision in Section 18.40.180.**

Condition of Approval No. 10 requires indemnification pursuant to RMC Section 18.40.180. At the time that the applicant submits a building permit application with authorizing signatures subject to this Resolution and attached Conditions of Approval, the applicant will have agreed in writing to being subject to the indemnification provision.

**i) The site has adequate parking. For purposes of this section, adequate parking shall mean that the site complies with at least the minimum number of parking spaces required for the zoning district (covered or not covered). If the site does not comply with the covered parking requirement, the Town Council may require covered parking to be provided. The Town Council may consider the size of the residence and number of bedrooms and may require additional parking up to the following:**

<b>Total site floor area (excluding covered parking)</b>	<b>Required off street parking</b>
<b>1,300 square feet to 3,300 square feet</b>	<b>3 spaces</b>
<b>Over 3,300 square feet</b>	<b>4 spaces</b>

The project site currently contains four off-street parking spaces including two covered spaces, which meets the minimum required off-street parking as required by the Zoning. No change to the existing parking configuration is proposed.

**II. In accordance with Ross Municipal Code (RMC) Section 18.39.020 (b), Hillside Lot Permit is approved based on the following mandatory findings:**

**a) The project complies with the stated purposes of this Chapter.**

The project would preserve and maintain the existing hillside topology and views at the back of the subject property, while confining new construction to the area of existing and established development at the front of the property which is lower and flatter at street level. The project would minimize disturbance to the natural terrain by limiting the construction of new retaining walls to the lowest portion of the hillside slope, which is located directly behind the existing residence and which would not be visible from the public right-of-way or neighboring properties. The project would preserve existing open space and would not impact any significant features of the natural environment. The project would be adequately and safely served by existing public services and road access to the existing residence.

**b) The project complies with the development regulations of Section 18.39.090, or that the Town Council has considered and approved a variance.**

The overall project complies with the maximum allowed floor area per the Hillside Lot development regulations. The proposed new building additions would conform to the minimum yard setbacks required by the Hillside Lot development regulations. No Variance is required.

**c) The project substantially conforms to the hillside development guidelines in Section 18.39.090.**

Grading, cutting and filling and retaining walls would be minimized by using building techniques which reflect the natural topography of the site, including terraced retaining walls at least three feet apart to allow for screening vegetation. Architectural design would complement the form of the natural landscape and the design would be well-articulated to minimize the appearance of bulk. Native shrubs and trees would be retained on hillside terrain to help reduce erosion and preserve the character of the hillside environment. Newly introduced landscaping would blend with the site setting. The proposed development at the front, lower part of the site would minimize the obstruction of views from surrounding properties and public vantage points. Development would avoid unstable areas on the site by locating new building construction on Slope Stability Hazard Zone 1 and by avoiding Slope Stability Hazard Zone 3 at the east and north of the property. No residential building would traverse, encroach or impede a natural watercourse or drainage swale. Public safety and welfare would be protected by the implementation of the Conditions of Approval which require compliance with the regulations governing fire prevention, drainage and runoff, and construction activities.

**III. In accordance with Ross Municipal Code (RMC) Section 18.41.070, Design Review is approved based on the following special conditions and findings:**

**a) The project is consistent with the purpose of the Design Review chapter as outlined in Ross Municipal Code Section 18.41.010.**

As recommended by the Advisory Design Review Group, the project is consistent with the purpose of the Design Review chapter as outlined in Ross Municipal Code Section 18.41.010. It provides excellence of design consistent with the scale and quality of existing development; preserves and enhances the historical "small town," low-density character and identity that is unique to the Town of Ross; preserve lands which are unique environmental resources; enhances the area in which the project is located; and promotes and implements the design goals, policies and criteria of the Ross general plan.

**b) The project is in substantial compliance with the design criteria of Ross Municipal Code Section 18.41.100.**

As recommended by the Advisory Design Review Group, the project is in substantial compliance with the design criteria of Ross Municipal Code Section 18.41.100. It provides an architectural design that is consistent with the architecture, materials, and colors of the existing residence and that is compatible with nearby residences in the vicinity of the project. The project is also compatible in mass, bulk, and rooflines to existing development patterns in the neighborhood. The project would be sufficiently distanced from the adjacent neighbor's properties and would not adversely impact any light, air, and/or privacy associated with the surrounding properties due to the project design and site orientation. The project would address health and safety through the issuance of a building permit to ensure compliance with the building, public works, and fire code regulations.

**c) The project is consistent with the Ross General Plan and zoning ordinance.**

The project is consistent with the allowed uses and general development standards associated with the Very Low Density land use designation of the General Plan and the zoning regulations, therefore the project is found to be consistent with the Ross General Plan and Zoning Ordinance.

**EXHIBIT "B"**  
**CONDITIONS OF APPROVAL**  
**43 LAUREL GROVE AVENUE**  
**APN 072-181-04**

1. This approval authorizes Design Review to allow for the construction of one-story and two-story additions to the existing one-story single-family residence, resulting in a total net addition of 1,839 square feet of floor area, expand the existing pool patio and construct a new open roof pool structure, install new retaining walls, fencing, landscape plantings and artificial turf, and remove and replace two trees at 43 Laurel Grove Avenue, APN 072-181-04.
2. The building permit shall substantially conform to the plans entitled, "43 LAUREL GROVE AVE, ROSS, CA", dated 5/14/20.
3. Except as otherwise provided in these conditions, the project shall comply with the plans submitted for Town Council approval. Plans submitted for the building permit shall reflect any modifications required by the Town Council and these conditions.
4. No changes from the approved plans, before or after project final, including changes to the materials and material colors, shall be permitted without prior Town approval. Red-lined plans showing any proposed changes shall be submitted to the Town for review and approval prior to any change. The applicant is advised that changes made to the design during construction may delay the completion of the project and will not extend the permitted construction period.
5. The project shall comply with the Fire Code and all requirement of the Ross Valley Fire Department (RVFD).
6. The Town staff reserves the right to require additional landscape screening for up to three (3) years from project final to ensure adequate screening for the properties that are directly contiguous to the project site. The Town staff will only require additional landscape screening if the contiguous neighbor can demonstrate through pre-project existing condition pictures that their privacy is being negatively impacted as a result of the project.
7. BEFORE FINAL INSPECTION, the applicant shall call for a Planning staff inspection of approved landscaping, building materials and colors, lighting and compliance with conditions of project approval at least five business days before the anticipated completion of the project. Failure to pass inspection will result in withholding of the Final Inspection approval and imposition of hourly fees for subsequent re-inspections.
8. A Tree Permit shall not be issued until the project grading or building permit is issued.
9. The project shall comply with the following conditions of the Town of Ross Building Department and Public Works Department:

- a. Any person engaging in business within the Town of Ross must first obtain a business license from the Town and pay the business license fee. Applicant shall provide the names of the owner, architects, engineers and any other people providing project services within the Town, including names, addresses, e-mail, and phone numbers. All such people shall file for a business license. A final list shall be submitted to the Town prior to project final.
- b. A registered Architect or Engineer's stamp and signature must be placed on all plan pages.
- c. The building department may require the applicant to submit a deposit prior to building permit issuance to cover the anticipated cost for any Town consultants, such as the town hydrologist, review of the project. Any additional costs incurred by the Town, including costs to inspect or review the project, shall be paid as incurred and prior to project final.
- d. The applicant shall submit an erosion control plan with the building permit application for review by the building official/director of public works. The Plan shall include signed statement by the soils engineer that erosion control is in accordance with Marin County Stormwater Pollution Prevention Program (MCSTOPP) standards. The erosion control plan shall demonstrate protection of disturbed soil from rain and surface runoff and demonstrate sediment controls as a "back-up" system (i.e., temporary seeding and mulching or straw matting).
- e. No grading shall be permitted during the rainy season between October 15 and April 15 unless permitted in writing by the Building Official/Director of Public Works. Grading is considered to be any movement of earthen materials necessary for the completion of the project. This includes, but is not limited to cutting, filling, excavation for foundations, and the drilling of pier holes. It does not include the boring or test excavations necessary for a soils engineering investigation. All temporary and permanent erosion control measures shall be in place prior to October 1.
- f. The drainage design shall comply with the Town's stormwater ordinance (Ross Municipal Code Chapter 15.54). A drainage plan and hydrologic/hydraulic analysis shall be submitted with the building permit application for review and approval by the building official/public works director.
- g. An encroachment permit is required from the Department of Public Works prior to any work within a public right-of-way.
- h. The plans submitted for a building permit shall include a detailed construction and traffic management plan for review and approval of the building official, in consultation with the town planner and police chief. The plan shall include as a minimum: tree protection, management of worker vehicle parking, location of portable toilets, areas for material storage, traffic control, method of hauling and haul routes, size of vehicles, and washout areas. The plan shall demonstrate that on-street parking associated with construction

workers and deliveries are prohibited and that all project deliveries shall occur during the allowable working hours as identified in the below condition 10n.

- i. The applicant shall submit a schedule that outlines the scheduling of the site development to the building official. The schedule should clearly show completion of all site grading activities prior to the winter storm season and include implementation of an erosion control plan. The construction schedule shall detail how the project will be completed within the construction completion date provided for in the construction completion chapter of the Ross Municipal Code (Chapter 15.50).
- j. A preconstruction meeting with the property owner, project contractor, project architect, project arborist, representatives of the Town Planning, Building/Public Works and Ross Valley Fire Department and the Town building inspector is required prior to issuance of the building permit to review conditions of approval for the project and the construction management plan.
- k. A copy of the building permit shall be posted at the site and emergency contact information shall be up to date at all times.
- l. The Building Official and other Town staff shall have the right to enter the property at all times during construction to review or inspect construction, progress, compliance with the approved plans and applicable codes.
- m. Inspections shall not be provided unless the Town-approved building permit plans are available on site.
- n. Working Hours are limited to Monday to Friday 8:00 a.m. to 5:00 p.m. Construction is not permitted at any time on Saturday and Sunday or the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the holiday falls on a Sunday, the following Monday shall be considered the holiday. If the holiday falls on a Saturday, the Friday immediately preceding shall be considered the holiday. Exceptions: 1.) Work done solely in the interior of a building or structure which does not create any noise which is audible from the exterior; or 2.) Work actually physically performed solely by the owner of the property, on Saturday between the hours of 10:00 a.m. and 4:00 p.m. and not at any time on Sundays or the holidays listed above. (RMC Sec. 9.20.035 and 9.20.060).
- o. Failure to comply in any respect with the conditions or approved plans constitutes grounds for Town staff to immediately stop work related to the noncompliance until the matter is resolved (Ross Municipal Code Section 18.39.100). The violations may be subject to additional penalties as provided in the Ross Municipal Code and State law. If a stop work order is issued, the Town may retain an independent site monitor at the expense of the property owner prior to allowing any further grading and/or construction activities at the site.

- p. Materials shall not be stored in the public right-of-way. The project owners and contractors shall be responsible for maintaining all roadways and rights-of-way free of their construction-related debris. All construction debris, including dirt and mud, shall be cleaned and cleared immediately. All loads carried to and from the site shall be securely covered, and the public right-of-way must be kept free of dirt and debris at all times. Dust control using reclaimed water shall be required as necessary on the site or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas and staging areas at site. Cover stockpiles of debris, soil, sand or other materials that can be blown by the wind.
- q. Applicants shall comply with all requirements of all utilities including, the Marin Municipal Water District, Ross Valley Sanitary District, and PG&E prior to project final. Letters confirming compliance shall be submitted to the building department prior to project final.
- r. All electric, communication and television service laterals shall be placed underground unless otherwise approved by the director of public works pursuant to Ross Municipal Code Section 15.25.120.
- s. The project shall comply with building permit submittal requirements as determined by the Building Department and identify such in the plans submitted for building permit.
- t. The applicant shall work with the Public Works Department to repair any road damage caused by construction. Applicant is advised that, absent a clear video evidence to the contrary, road damage must be repaired to the satisfaction of the Town prior to project final. Damage assessment shall be at the sole discretion of the Town, and neighborhood input will be considered in making that assessment.
- u. Final inspection and written approval of the applicable work by Town Building, Planning and Fire Department staff shall mark the date of construction completion.
- v. The Public Works Department may require submittal of a grading security in the form of a Certificate of Deposit (CD) or cash to cover grading, drainage, and erosion control. Contact the Department of Public Works for details.
- w. BEFORE FINAL INSPECTION, the Soils Engineer shall provide a letter to the Department of Public Works certifying that all grading and drainage has been constructed according to plans filed with the grading permit and his/her recommendations. Any changes in the approved grading and drainage plans shall be certified by the Soils Engineer and approved by the Department of Public Works. No modifications to the approved plans shall be made without approval of the Soils Engineer and the Department of Public Works.
- i. The existing vegetation shall not be disturbed until landscaping is installed or erosion control measures, such as straw matting, hydroseeding, etc., are implemented.



- ii. All construction materials, debris and equipment shall be stored on site. If that is not physically possible, an encroachment permit shall be obtained from the Department of Public Works prior to placing any construction materials, debris, debris boxes or unlicensed equipment in the right-of-way.
  - iii. The applicant shall provide a hard copy and a CD of an as-built set of drawings, and a certification from all the design professionals to the building department certifying that all construction was in accordance with the as-built plans and his/her recommendations.
10. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with the Town Council and Town boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding ("action") against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or alleging any other liability or damages based upon, caused by, or related to the approval of the project. The Town shall promptly notify the applicants and/or owners of any action. The Town, in its sole discretion, may tender the defense of the action to the applicants and/or owners or the Town may defend the action with its attorneys with all attorney fees and litigation costs incurred by the Town in either case paid for by the applicant and/or owners.

# General Notes:

1. The Contractor shall furnish all materials, labor and equipment required for the full performance of the work herein, unless otherwise noted (U O N). All work to be performed in a good workman-like manner and conform to all pertinent regulations and instructions.
2. All work shall comply with the 2019 California Residential Code Title 24 Part 2.5 in addition to the 2019 California Building Code (CBC), 2016 CRC, 2016 CMC, 2016 CPG, 2016 CEC, 2016 CAG, Green, and 2016 California Energy Code (CEC) as accepted by the Town of Ross.
3. All material, equipment, and other products shall be installed per the respective manufacturer's latest printed instructions.
4. Provide seismic anchorage of all appliances, boilers and hot water heaters.
5. Glazing in locations subject to human impact shall be of tempered/safetyproof safety glass. Use safety glazing in doors, glazing adjacent to doors within 24" of the vertical edges of the door, glazing within 5' from the top and bottom of stairs, glazing less than 18" above floor level, glazing in doors and entrances of tubs and showers, and glazing in wardrobe doors per CRC Section R308 and CBC.
6. Slope exterior paved surfaces 1/4" per foot away from building.
7. Before starting any portion of the work the Contractor shall verify all existing conditions that have bearing on his work. He shall verify the drawings and bring any discrepancies to the attention of the designer before proceeding with the work. If the contractor proceeds with the work without verifying existing conditions and discovers after his work has started that there are discrepancies between the drawings and actual existing conditions, he shall proceed to perform whatever work is required to correct the discrepancies and bring about the proper execution of the project to the satisfaction of the designer at his extra cost to the owner.
8. The contractor shall verify all critical dimensions on the site and notify the designer immediately if there are any discrepancies in the drawings.
9. The contractor is responsible for cutting, fitting, and patching as required to make the several parts fit together properly.
10. All dimensions are to face of finish unless otherwise noted.
11. DO NOT SCALE THE DRAWINGS. Always refer to written dimensions in the plans or ask the designer for clarification.
12. No extra compensation shall be allowed for extra work resulting from lack of coordination between the trades.
13. The contractor is responsible for obtaining separate permits for electrical, mechanical, plumbing, grading or other permits as may be required by local authorities. Issuance of a building permit based on these drawings does not constitute granting of these separate permits.
14. Verify clearances for boilers, water heaters, and appliances per manufacturers' specifications and install accordingly.
15. Provide exhaust ventilation to the outside from all gas burning appliances.
16. Provide min. 100 sq. in. each upper and lower combustion air clear openings for water heaters, boilers, furnaces, and other gas burning appliances. Locate openings within 12" from floor and within 12" from ceiling.
17. Install 5/8" Type X gypsum wall board (GWB) at mechanical room for a one hour rated partition at walls and ceilings.
18. Install 2 layers of 5/8" Type X (GWB) at all areas under stairs, walls and ceiling, to achieve one hour rated partitions.
19. Attic access door, 24"x30" min. with 20" clear headroom at attic above access opening.
20. Hinged shower doors shall be min. 24" wide and shall open outward.
21. Fireplace framing per fireplace manufacturer's specifications. Bottom of fire opening to be flush with top of hearth. Provide glass doors at manufactured fireplaces. Provide combustion air ducts at all fireplaces. Install complete fireplace manufacturer's chimney flue package, install per manufacturer's specifications. Fireplace must meet the requirements of 2013 CRC 800 T. Fireplace must meet the EPA II requirements.
22. Verify stair layout and riser/tread sizes in field prior to installation.
23. Provide backflow prevention valve on main sewage connection.
24. Provide backflow prevention valve on all potable water.
25. Install solid blocking as required for finish hardware, cabinets, trim, and fixtures.
26. Prime all cut edges of trim prior to installation.
27. The prime knots in lumber with Zinser's "hot" primer sealer or approved equal.
28. All portions of wood exposed to weather to be of natural resistance to decay or treated wood.
29. All cut or notched treated wood shall be sealed with penetrating wood preservative.
30. All cut or notched treated wood shall be sealed with penetrating wood preservative.

## ABBREVIATIONS

A B	Anchor Bolt	R R	Floor	PA	(Painting Area)
ACOUS	Acoustic	R QUH	Fluorescent	P LAM	Plastic Laminates
ADJ	Adjustable	F D C	Face of Concrete	PLAS	Plaster
A F F	Above Finish Floor	F O F	Face of Finish	P LYWD	Plywood
ALUM	Aluminum	F O B	Face of Base	PR	Putty
ARCH	Architect (Unit)	FT	Foot or Feet	P T	Pressure Treated
		F R F	Face Reinforced Plastic	PTDF	
BD	Board			PTD	Painted
BLDG	Building	GA	Gauge		
BOT	Bottom	GALV	Galvanized	R	Rose
		G I	Galvanized Iron	REF	Reference
CFM	Cement	GL	Glass	REQD	Required
		G V S A P	Gypsum Vapor Seal Adhesive	RES	Resilient
CER	Ceramic	GWB	Gypsum Wall Board	R O	Rough Opening
C H	Celling Height	GYP	Gypsum		
C J	Curved Joint			S C	Solid Core
CLG	Ceiling	H C	Hollow Core	SCHED	Schedule
CLO	Closet	HOG	Hill Oiled Galvanized	SECT	Section
CLR	Clear	HWD	Hardware	SHT	Sheet
C M U	Concrete Masonry Unit	H M	Hollow Metal	SM	Smir
C D	Clear Out	H O B Z	Horizontal	SO	Slab on Grade
COL	Column	H S	Hour	SPEC	Specification
CONC	concrete	H R	Hot Rolled Steel	S S	Squares
CONR	Concord	HT	Height	S S	Stainless Steel
CRS	Cold Rolled Steel			STD	Standard
		I B C	Installed by Contractor	STL	Steel
DBL	Diameter	INSUL	Insulation	STOR	Storage
DAL	Double	INT	Interior	STRUCT	Structural
DFT	Detail	LAD	Landscape Architect's Drawings	S E O	See Engineer's Drawings
DM	Dimension			T	Tread
DN	Down			T & G	Tongue and Groove
DR	Door			TEL	Telephone
DWG	Drawing	MAX	Maximum	THK	Thickness
D W	Drywasher	M B	Machine Bolt	T M E	To Match Existing
		MECH	Mechanical	T O C	Top of Concrete
ET	Existing	MET	Metal		
EA	Each	MFR	Manufacturer	UON	Unless Otherwise Noted
E J	Expansion Joint	MIN	Minimum		
ELEC	Electrical	MISC	Miscellaneous		
ELEV	Elevation	MTD	Mounted	VB	Vapor Barrier
EQ	Equal	MTL	Material	VERT	Vertical
EQPT	Equipment			V F P	Verify in Field
EXPJT	Expansion Joint	(N)	None	V W A	Verify with Architec
EXPJ	Expanded	N I C	Not in Contact	V W O	Verify with Owner
EXT	Exterior	NO	Number		
EXTR	Extruded	N T S	Not to Scale	W	Width or Wide
		O C	On Center	WB	Weather
FBO	Furnished by Owner	O H	Opposite Hand	WC	Water Closet
F D	Floor Drain	OPNG	Opening	WD	Wood
F DN	Foundation	OPP	Opposite	W P	Waterproof
F E C	Fire Extinguisher Cabinet			WR	Water Resistant
F H	File Head			WRB	Weather Resistant Barrier
FIN	Finish				

Hilleboe Residence  
Scott and Debra Hilleboe  
43 Laurel Grove Avenue  
Ross, CA

APN: 072-181-04  
Occupancy - R-3  
Construction Type: V-B  
Zoning: R1-BA in Hillsdale Lot Ordinance Overlay

Existing 1 story single family residence.

Scope of work:  
2 story addition  
Net addition of 1,839sf  
2 new retaining walls and 1 new catchment wall  
Expanded pool decking and patio  
New open roof structure at pool  
New artificial lawn area  
New fencing  
New landscaping  
Remove bay trees and replace with new Oaks and Pittosporum

### Owner:

Scott and Debra Hilleboe  
43 Laurel Grove Ave  
Ross, CA 94904  
(202) 815-1155

### Architect:

Robert Stiles, AIA  
Robert Stiles Architecture  
3906 Cerro Ave  
Oakland, CA 94611  
415.494.7720  
415.276.1916 fax

### Contractor:

TBD

### Engineer:

### Geotechnical Engineer:

Narsi Hemati, G.E.  
Consulting Soil Engineer  
822 College Avenue, #762  
Kerfild, CA 94914  
(415) 308-1227

### Civil Engineer:

### Drawing List:

- A001 Project Information
- A002 Site Plans, Existing & Proposed
- A003 Site Plan Proposed - Enlarged
- A004 Survey 1
- A005 Survey 2
- A006 Area Diagrams 1
- A007 Area Diagrams 2
- A010 Tree Plan
- A011 Landscape Plan
- A012 Drivage Plan
- A013 Story Poles
- A014 Staking Plan
- A015 Grading Plan
- A016 Vegetation Management Plan/Hose Drag
- A101 Existing Plans - 1st Floor
- A102 Demo Plans - 1st Floor
- A103 Existing Plans - Roof
- A111 Proposed Plans - 1st Floor
- A112 Proposed Plans - 2nd Floor
- A113 Proposed Plans - Roof
- A201 Existing Elevations
- A211 Proposed Elevations
- A212 Proposed Elevations
- A213 Proposed Elevations
- A301 Existing Sections
- A311 Proposed Sections
- A312 Proposed Sections
- A313 Proposed Sections

28 pages



Robert Stiles Architecture

Owner: Scott & Debra Hilleboe  
43 Laurel Grove Ave  
Ross, CA 94904

43 Laurel Grove Ave  
Ross, CA

Ross, CA

43 Laurel Grove Ave

Project Information

5/14/2020

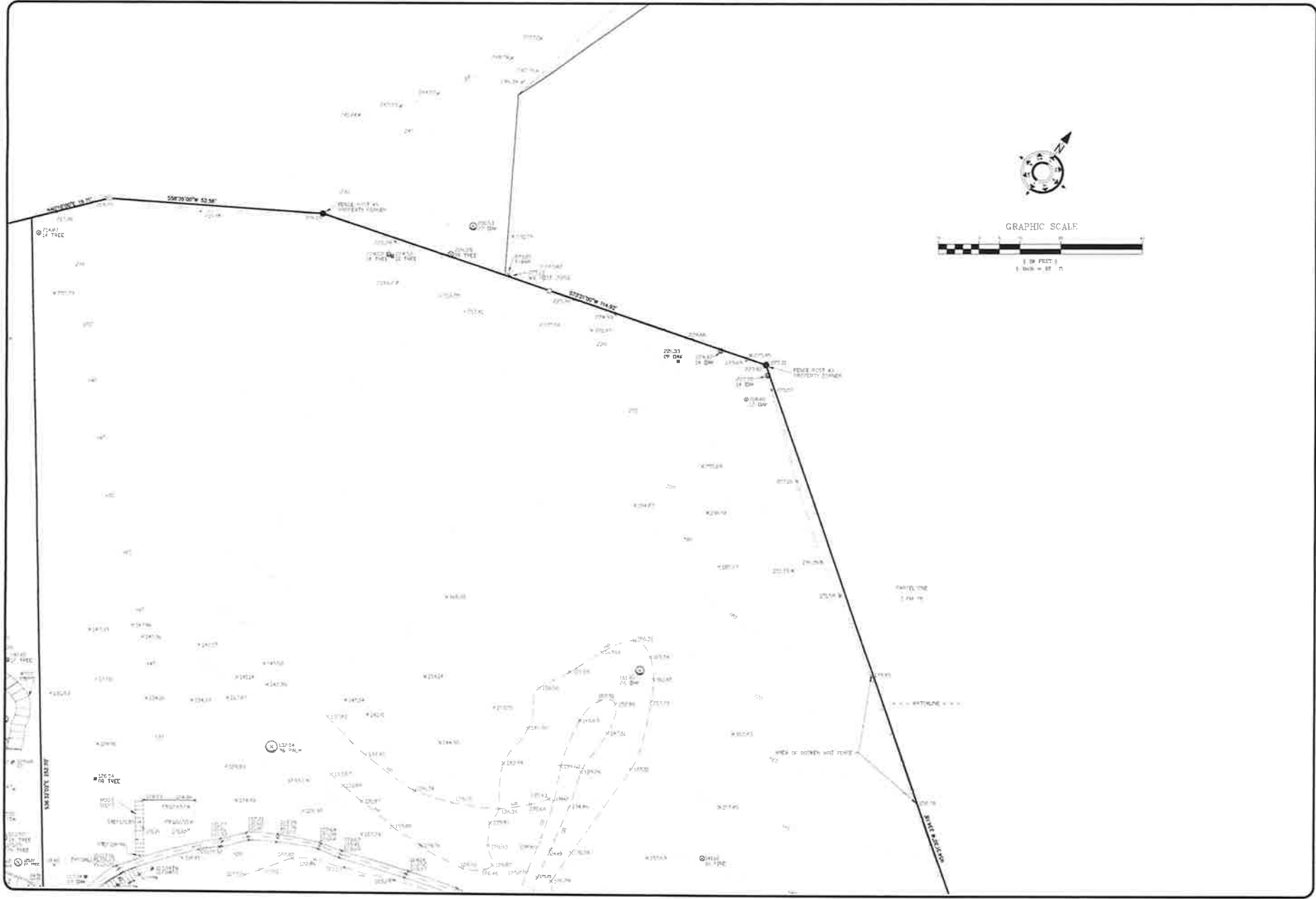
Revision

A001







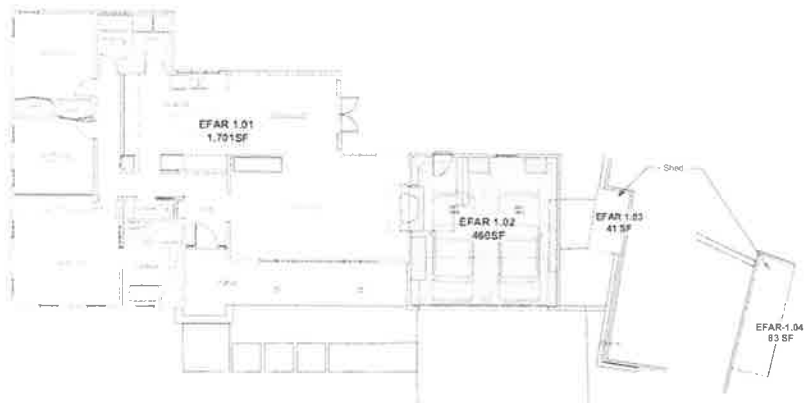


JOB NUMBER 5078-01		DATE 11/11/2013	
CLIENT NAME	THE LANDS OF HILLEBOE TRUST	DATE 11/11/2013	DATE 11/11/2013
CLIENT ADDRESS	139 CHURCH AVE. E.	DATE 11/11/2013	DATE 11/11/2013
CLIENT CITY	CARLE PLACE, CA 95961	DATE 11/11/2013	DATE 11/11/2013
CLIENT STATE	CALIFORNIA	DATE 11/11/2013	DATE 11/11/2013
CLIENT COUNTY	MARIN COUNTY	DATE 11/11/2013	DATE 11/11/2013
CLIENT ZIP	94945	DATE 11/11/2013	DATE 11/11/2013
CLIENT PHONE	415-455-1111	DATE 11/11/2013	DATE 11/11/2013
CLIENT FAX	415-455-1111	DATE 11/11/2013	DATE 11/11/2013
CLIENT EMAIL	info@hilleboe.com	DATE 11/11/2013	DATE 11/11/2013
CLIENT WEBSITE	www.hilleboe.com	DATE 11/11/2013	DATE 11/11/2013
CLIENT NOTES	THE LANDS OF HILLEBOE TRUST		
CLIENT SIGNATURE	ROSS		
CLIENT TITLE	2 of 2		
CLIENT ID	A005		

**MUIR CONSULTING, INC.**  
 139 CHURCH AVE. E.  
 CARLE PLACE, CA 95961  
 (415) 455-1111 FAX (415) 455-1111  
 LAND SURVEYING & DESIGN • TRAINED AERIAL PHOTOGRAPHY

**BOUNDARY & TOPOGRAPHIC SURVEY  
 OF  
 THE LANDS OF HILLEBOE TRUST**

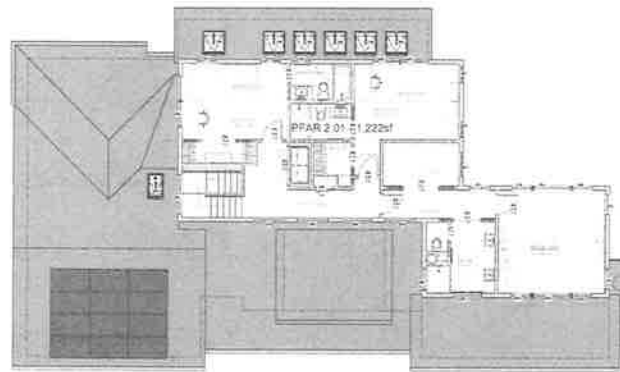
**A005**



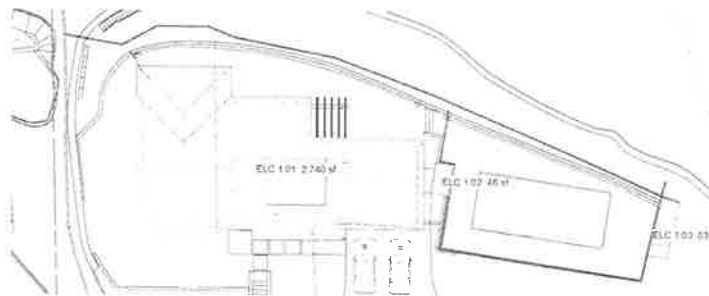
1 FAR 1st Floor - Existing  
Scale: 1/8" = 1'-0"



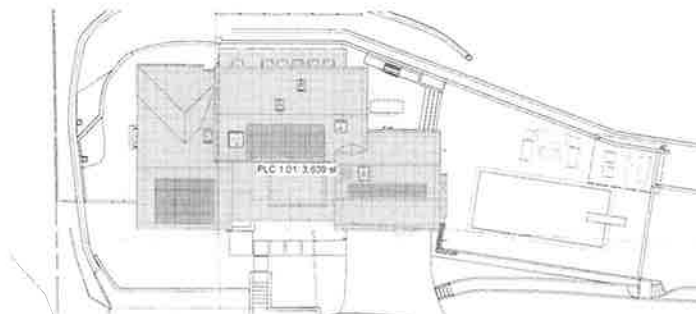
2 FAR 1st Floor - Proposed  
Scale: 1/8" = 1'-0"



3 FAR 2nd Floor - Proposed  
Scale: 1/8" = 1'-0"



4 Lot Coverage - Existing  
Scale: 1/8" = 1'-0"



5 Lot Coverage - Proposed  
Scale: 1/8" = 1'-0"

#### Hillside Areas

43 Laurel Grove Ave  
Ross, CA 94064  
012 183 SF

Lot Area 58,000 sf  
Zoning: R 3 B A 80.00  
Average slope 7,660.00  
Allowable FAR 1.1 x 1.1  
A FAR HSD 0

Parking 4 min 2 covered  
Setbacks  
Front 25 ft  
Side 45 ft  
Rear 20 ft  
Height 30'  
Lot Coverage 15%

EXISTING FAR  
Total Existing 2,285 sf  
EFAR 1.01 Main house 1,701 sf  
EFAR 1.02 Garage 460 sf  
EFAR 1.03 Shed 1 41 sf  
EFAR 1.04 Shed 2 83 sf

PROPOSED FAR  
Total Proposed 8,128 sf  
Existing 2,285 sf  
Removed 1,171 sf  
Added 6,943 sf  
PFAR 1.01 1,222 sf  
PFAR 1.02 2nd floor 5,721 sf

EXISTING LOT COVERAGE  
Total 2,865 sf 5%  
ELC 1.01 2,740 sf  
ELC 1.02 46 sf  
ELC 1.03 81 sf

PROPOSED LOT COVERAGE  
Total 5,819 sf 2%  
PLC 1.01 5,819 sf

EXISTING IMPERVIOUS AREA  
Total 8,129 sf  
EPA 1.01 house footprint 3,242 sf  
EPA 1.02 driveway 613 sf  
EPA 1.03 pool/deck area 3,274 sf  
EPA 1.04 front walk 563 sf  
EPA 1.05 front walk 388 sf

PROPOSED IMPERVIOUS AREA  
Total 7,296 sf  
PFA 1.01 house footprint 3,505 sf  
PFA 1.02 driveway 583 sf  
PFA 1.03 pool/deck area 3,436 sf  
PFA 1.04 front walk 222 sf  
PFA 1.05 front walk 155 sf

Robert Stiles Architecture



Owner  
Scott & Debra Hillboe  
43 Laurel Grove Ave  
Ross, CA 94064

43 Laurel Grove Ave

Ross, CA

43 Laurel Grove Ave

Areas 1

5/14/2020

Revision

A006





# TREE-PROTECTION PLAN

43 Laurel Grove  
Ross, California  
(APN: 072-181-04)

Prepared for  
Debra and Scott Hillabee  
43 Laurel Grove Avenue  
Ross, CA 94064  
PH: 925.255.0000  
info@arbor-science.com

Prepared by  
Dr. Kent R. Julin  
ISA Certified Arborist  
California Professional Forester  
ARBORSCIENCE, LLC

May 29, 2020



P.O. Box 111 • Woodson, CA 94973-0111  
Office: 415.419.5197 • Field: 415.419.6960 • PayPal: kent.julin@gmail.com  
Web: <http://arbor-science.com>

## CERTIFICATION

I certify that the tree-protection measures described above will help maintain the systematic health and stability of trees planned for retention.

Sincerely,

ARBORSCIENCE, LLC

Dr. Kent R. Julin  
ISA Certified Arborist #WE-8733A  
ISA Tree Risk Assessor Qualified  
California Registered Professional Forester #2648

## ASSIGNMENT

Debra and Scott Hillabee hired ARBORSCIENCE, LLC to prepare this tree-protection plan for a proposed addition and the landscaping improvements for their home at 43 Laurel Grove Avenue in Ross. I conducted my inspection of the trees on December 22, 2019.

## SITE DESCRIPTION AND REGULATORY CONTEXT

The 44 subject trees include established native and ornamental trees that surround the house at 43 Laurel Grove Avenue. Native trees include California bay (Umbellularia californica), valley oak (Quercus lobata), coast live oak (Quercus agrifolia), California buckeye (Aesculus californica), Ponderosa or volunteer ornamentals include glossy ivy (Ligustrum lucidum), valley oak, southern magnolia (Magnolia grandiflora), flowering cherry (Prunus sp.), bush (Buddleia sp.), grape myrtle (Lagerstroemia indica), sugar maple (Acer macrophyllum), and Canary Island date palm (Phoenix canariensis). A list of the subject trees is provided in Table 1 and their locations are plotted on the Tree Map.

The Town of Ross requires protected tree-removal permits on developed parcels for:

- Removal, relocation, or alteration of any tree located within 25 feet of the front or side yard property line or within 40 feet of the rear yard property line with a diameter greater than 8 inches at breast height.
- Removal, relocation, or alteration of any tree having a single-trunk-diameter greater than 12 inches.
- Removal, relocation, or alteration of any tree designated to be preserved on plans approved by the town council, or as a condition of approval of a project approved by the town council.

The Town of Ross requires replacement-free as follows:

- A tree in good or excellent condition and structure shall be replaced on a one-to-one trunk diameter basis.
- A tree in fair or marginal condition or structure shall be replaced on a three-to-one trunk diameter basis.
- A tree in poor condition or creating a hazard to a building and/or structure, shall be replaced with 2 inches replacement trunk diameter.
- Inches of replacement tree may be translated into standard nursery planting sizes using the following formula: 24" box replacement tree = 2 inch replacement trunk diameter, 36" box replacement tree = 3 inch replacement trunk diameter, 48" box replacement tree = 4 inch replacement trunk diameter.
- If onsite tree replacement is not feasible or desirable due to physical constraints or lack of adequate space on site, the safety requirements, or tree canopy separation requirements, the applicant may instead make an in fee payment to the Town.

## PROJECT DESCRIPTION AND TREE IMPACTS

Project plans include a second-story addition, new retaining walls, and landscaping upgrades including an artificial lawn, new stonework near the pool, and new plants (Robert Stiles Architecture plans dated May 14, 2020). This work removal of 14 "significant" trees and 6 trees with no tree-protection status (Table 1, Tree Map).

## TREE-PROTECTION MEASURES

Applicable project design and construction requirements related to the protection of trees shall be implemented in accordance with International Society of Arboriculture Best Management Practices for Managing Trees During Construction, unless modified or waived by the Town planner in consultation with the Town arborist. Following are specific tree-protection measures and considerations:

- The project arborist will be Kent Julin through the entire length of the project. Any change of arborist will require a new arborist report from the new project arborist.
- Before the start of any cleaning, excavation, construction, or other work on the site, or the issuance of a Building or Demolition Permit, every Significant and/or Protected tree shall be securely fenced-off at the non-intrusion zone, or other limit as may be delineated in approved plans. Such fences shall remain continuously in place for the duration of the work undertaken in connection with the development.
- If the proposed development, including any site work, will encroach upon the non-intrusion zone of a Significant and/or Protected tree, special measures shall be utilized, as approved by the project arborist, to allow the roots to obtain necessary oxygen, water, and nutrients.
- Underground trenching shall avoid the major support and absorbing tree roots of Significant and/or Protected trees. If avoidance is impractical, hand excavation undertaken under the supervision of the project arborist may be required. Trenches shall be consolidated as much as possible.
- Concrete or asphalt paving shall not be placed over the root zones of Significant and/or Protected trees, unless otherwise permitted by the project arborist.
- Artificial irrigation shall not occur within the root zone of oaks, unless deemed appropriate on a temporary basis by the project arborist to improve tree vigor or mitigate root loss.
- Compaction of the soil within the non-intrusion zone of Significant and/or Protected trees shall be avoided. Use of bridging/protective materials such as layered mulch, trench plates, plywood or rubber mats is encouraged within non-intrusion zones.

- Any excavation, cutting, or filling of the existing ground surface within the non-intrusion zone shall be minimized and subject to such conditions as the project arborist may impose. Retaining walls shall likewise be designed, sited, and constructed to minimize their impact on Significant and/or Protected trees.
- Burning or use of equipment with an open flame near or within the non-intrusion zone shall be avoided. All brush, earth, and other debris shall be removed in a manner that prevents injury to the Significant and/or Protected tree.
- Oil, gas, paint, cement, chemicals, or other substances that may be harmful to trees shall not be stored or dumped within the non-intrusion zone of any Significant and/or Protected tree.
- Protected tree, or at any other location on the site from which such substances might enter the non-intrusion zone of a Significant and/or Protected tree.
- Construction materials shall not be stored within the non-intrusion zone of a Significant and/or Protected tree. On-site parking shall be kept outside non-intrusion zones.

## SCHEDULE OF INSPECTIONS

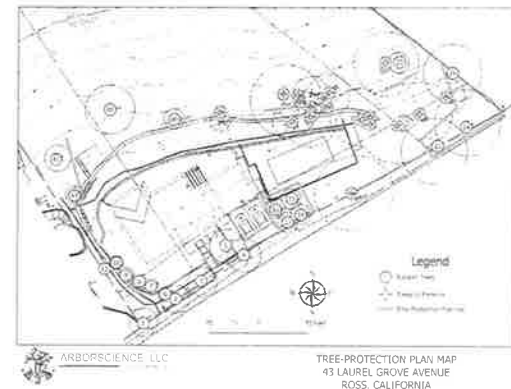
Following are the inspections that will be completed as needed for the project:

- Before Equipment Mobilization, Delivery of Materials, Tree Removal, Site Work.** The project arborist will meet with the general contractor and owners to review tree-protection measures, designated tree removals, identify and mark tree-protection zones, fencing, locate equipment access routes and storage areas, and review existing conditions of trees to provide any additional necessary protection measures.
- Following Installation of Tree-Protection Fencing.** The project arborist will inspect the site to ensure that all protection measures are properly installed. Review contractor requests for access within tree-protection zones. Assess changes in tree health since previous inspection.
- During Soil Excavation or Work Immediately Adjacent Protected Trees.** The project arborist will inspect the site during any work within non-intrusion zones of protected trees and document implemented recommendations. Assess changes in tree health since previous inspection.
- Final Site Inspection.** The project arborist will inspect tree health and provide necessary recommendations to promote tree health and longevity. A letter report will be provided to the Town of Ross that summarizes the project arborist's findings and conclusions.

Table 1. Subject trees growing at 43 Laurel Grove Avenue in Ross.

Tree No.	Common Name	Latin Name	DBH (in)	DBH2 (in)	DBH3 (in)	Species	Condition	Structure	Action	Remarks
1	glossy ivy	Ligustrum lucidum	4	0		Significant	Fair	Fair		
2	valley oak	Quercus lobata	4.4			Protected	Good	Good		
3	valley oak	Quercus lobata	5.4			Protected	Good	Good		
4	valley oak	Quercus lobata	9.4			Protected	Good	Good		
5	California buckeye	Aesculus californica	5.2			Good	Good	Good		
6	flowering cherry	Prunus sp.	1.7			Fair	Fair			
7	coast live oak	Quercus agrifolia	6.5			Good	Good	Good		
8	coast live oak	Quercus agrifolia	4			Good	Good	Good		
9	oak	Quercus	6.2			Good	Good	Good		
10	ivy	Buddleia sp.	6.4			Good	Good	Good		
11	glossy ivy	Ligustrum lucidum	8.8			Good	Good	Good		
12	coast live oak	Quercus agrifolia	8.1			Good	Good	Good		
13	coast live oak	Quercus agrifolia	5.8			Good	Good	Good		
14	coast live oak	Quercus agrifolia	1.7			Good	Good	Good		
15	coast live oak	Quercus agrifolia	6.2			Good	Good	Good		
16	California bay	Umbellularia californica	24.1	34.1		Significant	Fair	Fair	Remove	Significant Tree
17	California bay	Umbellularia californica	25.9			Significant	Fair	Fair	Remove	Significant Tree
18	California bay	Umbellularia californica	19.1			Significant	Fair	Fair	Remove	Significant Tree
19	California bay	Umbellularia californica	18.1			Significant	Fair	Fair	Remove	Significant Tree
20	California bay	Umbellularia californica	22.2			Significant	Fair	Fair	Remove	Significant Tree
21	California bay	Umbellularia californica	25			Significant	Fair	Fair	Remove	Significant Tree
22	valley oak	Quercus lobata	29.9			Significant	Good	Good		
23	valley oak	Quercus lobata	25			Significant	Good	Good		
24	California bay	Umbellularia californica	18.8			Significant	Fair	Fair	Remove	Significant Tree
25	California bay	Umbellularia californica	30			Significant	Fair	Fair		

Tree No.	Common Name	Latin Name	DBH (in)	DBH2 (in)	DBH3 (in)	Species	Condition	Structure	Action	Remarks
26	California bay	Umbellularia californica	5	0		Significant	Fair	Fair	Remove	Significant Tree
27	California bay	Umbellularia californica	7.7			Fair	Fair			
28	California bay	Umbellularia californica	8.8			Fair	Fair	Remove	Significant Tree	
29	California bay	Umbellularia californica	8	0	20	Significant	Fair	Fair	Remove	Significant Tree
30	California bay	Umbellularia californica	19			Significant	Fair	Fair	Remove	Significant Tree
31	California bay	Umbellularia californica	10.1			Significant	Fair	Fair	Remove	Significant Tree
32	California bay	Umbellularia californica	8			Fair	Fair	Remove	Significant Tree	
33	California bay	Umbellularia californica	25.4			Significant	Fair	Fair	Remove	Significant Tree
34	valley oak	Quercus lobata	25.4			Significant	Fair	Fair	Remove	Significant Tree
35	California bay	Umbellularia californica	11.9			Significant	Fair	Fair	Remove	Significant Tree
36	California bay	Umbellularia californica	18	0		Significant	Fair	Fair	Remove	Significant Tree
37	California bay	Umbellularia californica	15.1	0		Significant	Fair	Fair	Remove	Significant Tree
38	California bay	Umbellularia californica	6.8	0	18.8	Significant	Fair	Fair	Remove	Significant Tree
39	coast live oak	Quercus agrifolia	1.7 (14)			Good	Good	Good		
40	California bay	Umbellularia californica	3.8 (15)			Good	Good	Good		
41	coast live oak	Quercus agrifolia	1.8			Significant	Good	Good		
42	coast live oak	Quercus agrifolia	2.1			Significant	Good	Good		



TREE-PROTECTION PLAN MAP  
43 LAUREL GROVE AVENUE  
ROSS, CALIFORNIA

Robert Stiles Architecture



Owner  
Scott & Debra Hillabee  
43 Laurel Grove Ave  
Ross, CA 94064

43 Laurel Grove Ave

Ross, CA

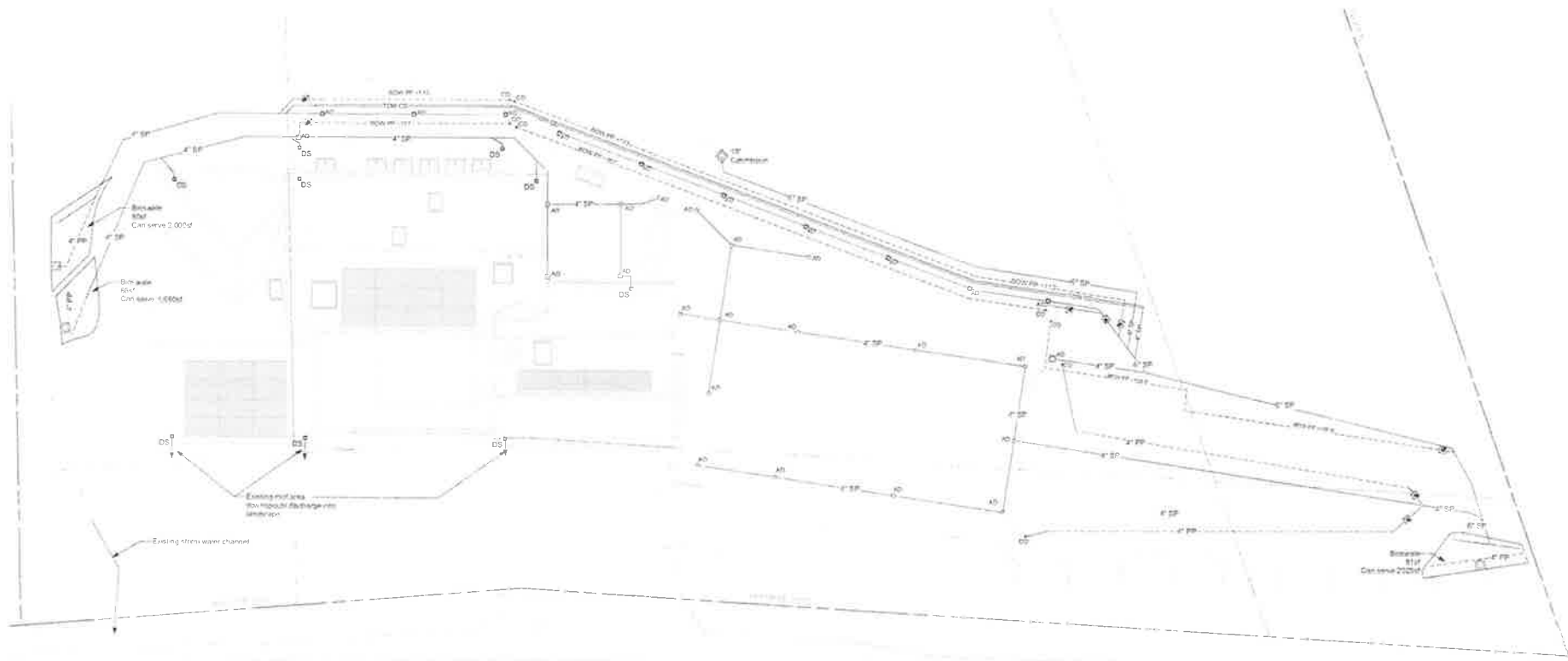
43 Laurel Grove Ave

Tree Plan

5/14/2020  
Revision

A010






  
 Drainage Plan
   
 Scale: 1/8" = 1'-0"

**NOTE**  
 Drainage plan is schematic of planning stage and illustrates the overall  
 strategy for site and stormwater drainage.  
 Final plan shall be submitted with building permit and developed in  
 consultation with Civil Engineer.  
  
 AD = Area Drain  
 DS = Downspout  
 PP = Perforation pipe  
 SP = Split pipe  
  
 BOW PP = 1/2" Perforated pipe at bottom of wall at appropriate height  
 TOW CD = Channel drain at top of wall

Robert Stiles Architecture  
 1000 1st Ave  
 Suite 100  
 San Francisco, CA 94104  
 Tel: 415.398.1111  
 Fax: 415.398.1112

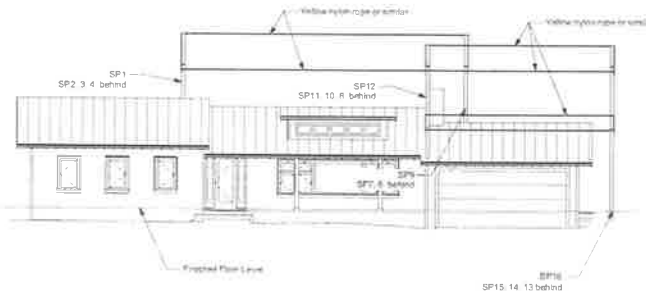
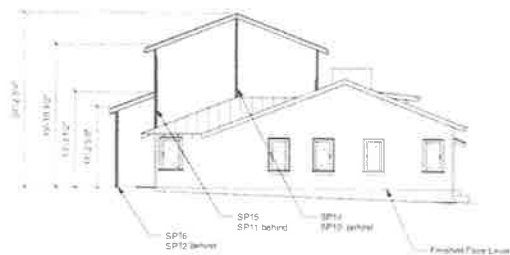
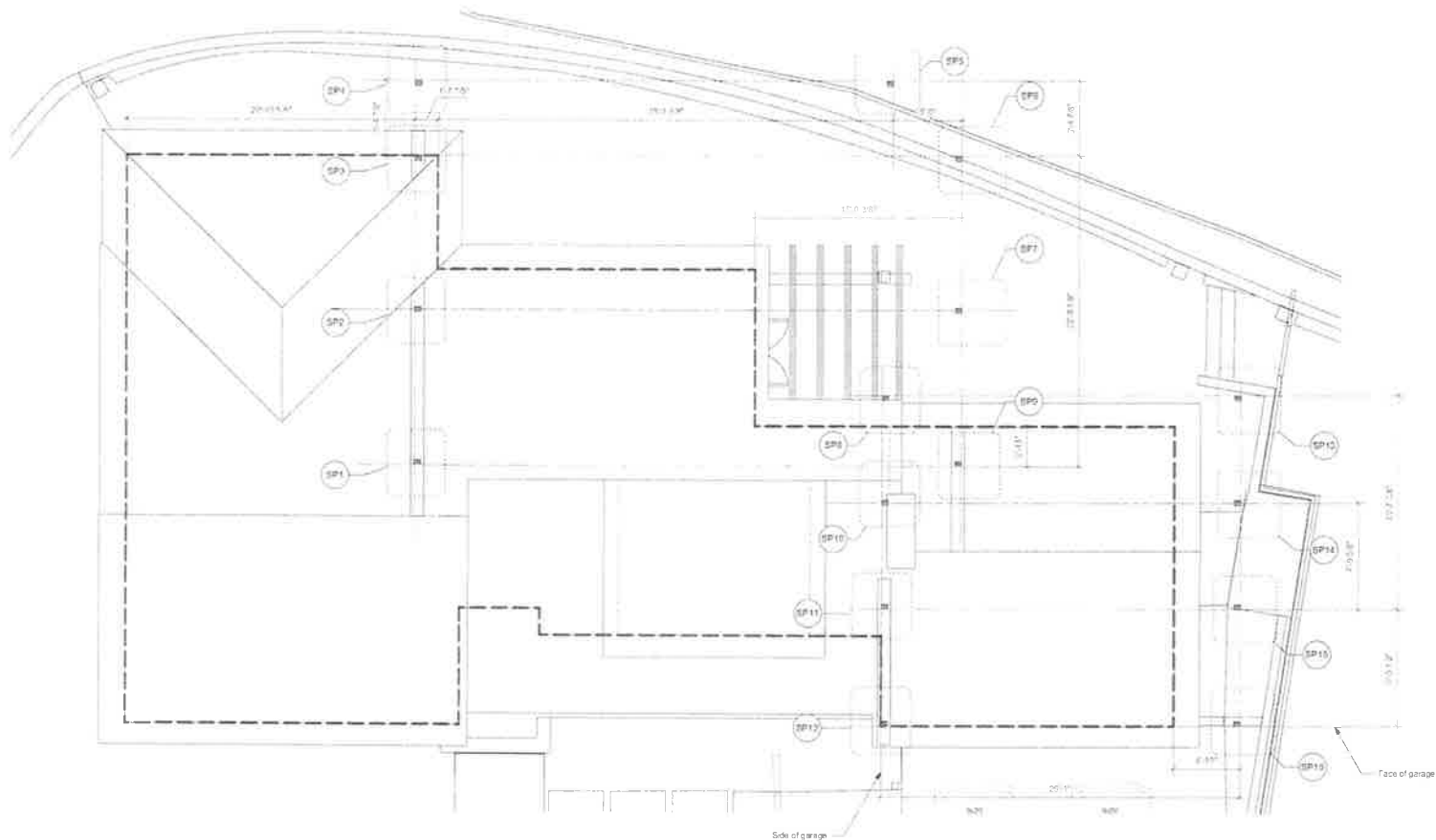


Oversee:  
 Scott & Debra Hillhouse  
 43 Laurel Grove Ave  
 Ross, CA 94061

43 Laurel Grove Ave  
 Ross, CA

43 Laurel Grove Ave  
 Drainage Plan

5/14/2020  
 Prepared



Robert Stiles Architecture



Owner  
Scott & Debra Halebox

43 Laurel Grove Ave  
Ross, CA 94068

43 Laurel Grove Ave

Ross, CA

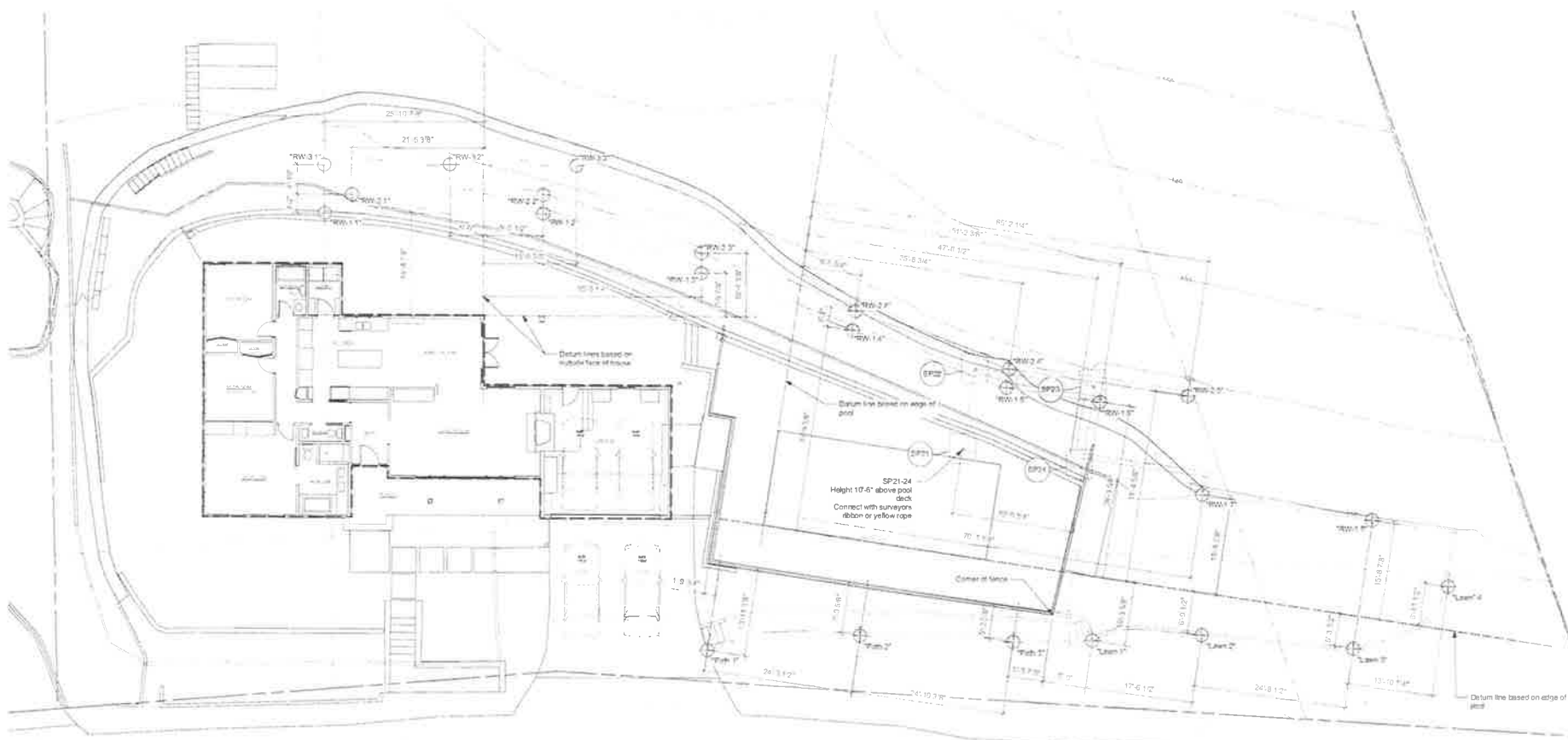
43 Laurel Grove Ave

Story Pole Plan

5/14/2020

Revision

A013



Site Plan - Proposed  
Scale: 1/8" = 1'-0"

Site Stake: Approximately 1.5 tall, painted bright color, labeled as noted



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Phone: 303.440.1234  
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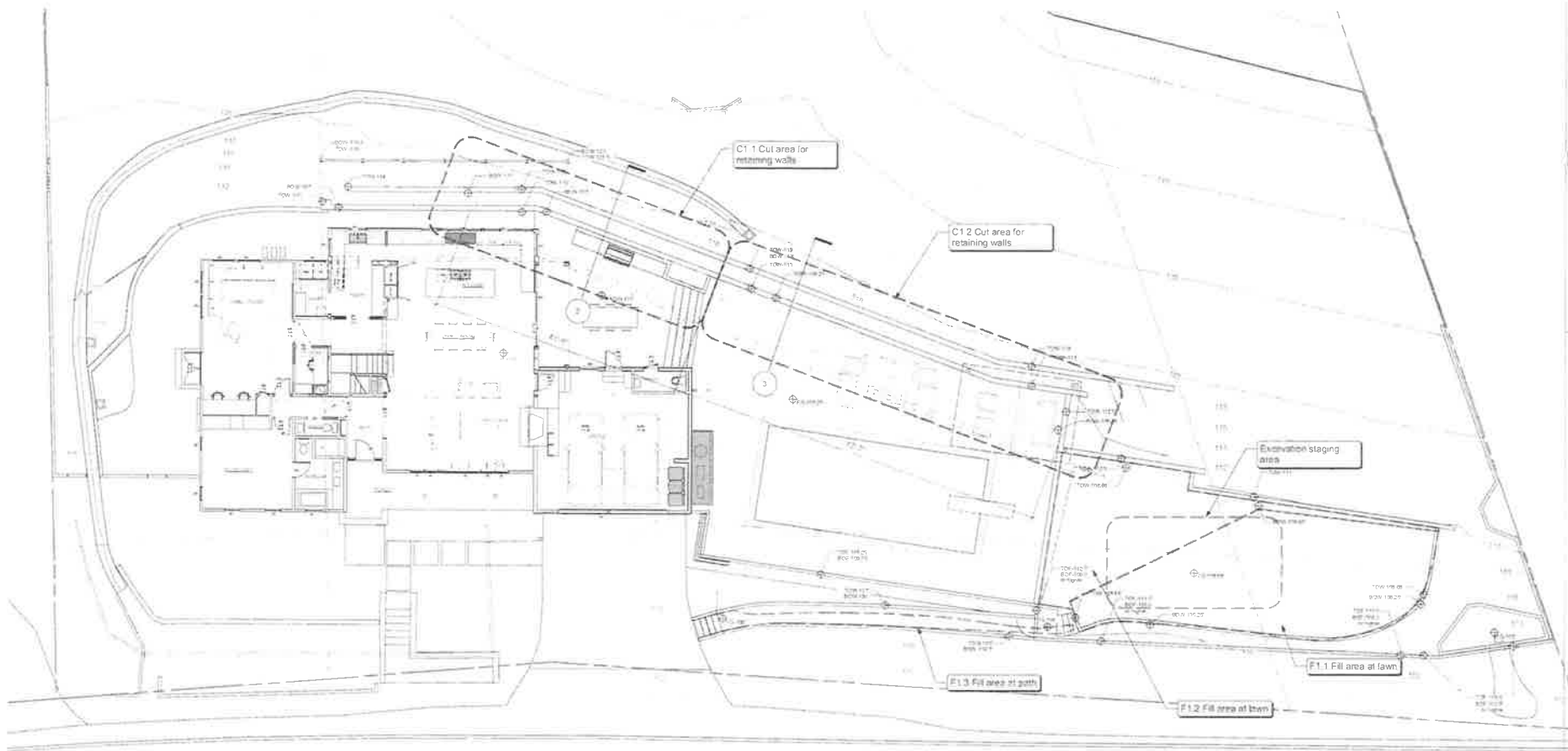
Owner:  
Scott & Debra Hillhouse  
43 Laurel Grove Ave  
Ross, CA 94064

**43 Laurel Grove Ave**  
**Ross, CA**

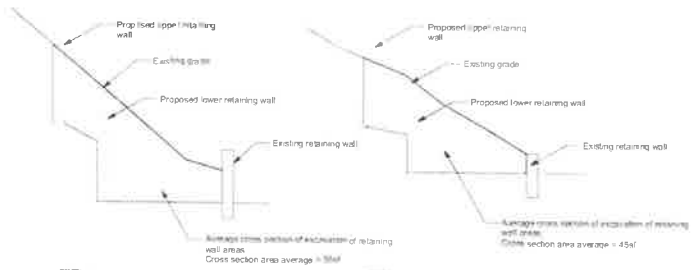
**43 Laurel Grove Ave**  
**Staking Plan**

5/14/2020  
Revision

**A014**



1 Site Plan - Proposed  
Scale: 1/8" = 1'-0"



2 Average Cross Section  
Scale: 1/4" = 1'-0"

3 Average Cross Section  
Scale: 1/4" = 1'-0"

	Length	Height	Area	Volume	Grading surface area
<b>Cut</b>					
C1.1	11.5			20,400 cu. yd.	188,700 sq. yd.
C1.2	42.5			40,000 cu. yd.	367,000 sq. yd.
<b>Fill</b>					
F1.1	200	2'-4"	2,500 sq. ft.	2,500 cu. yd.	104,900 sq. yd.
F1.2	420	1'-11"	8,500 sq. ft.	8,500 cu. yd.	39,300 sq. yd.
F1.3	100	3'-0"	3,000 sq. ft.	3,000 cu. yd.	1,640 sq. yd.
<b>Total net earthwork</b>					<b>62,740 sq. yd.</b>

Robert Stiller Architecture  
3633 Laurel Ave.  
Berkeley, CA 94705  
Tel: 415.863.1111  
Fax: 415.863.1112



Owner  
Stall & Debra Hillboe  
43 Laurel Grove Ave  
Ross, CA 94068

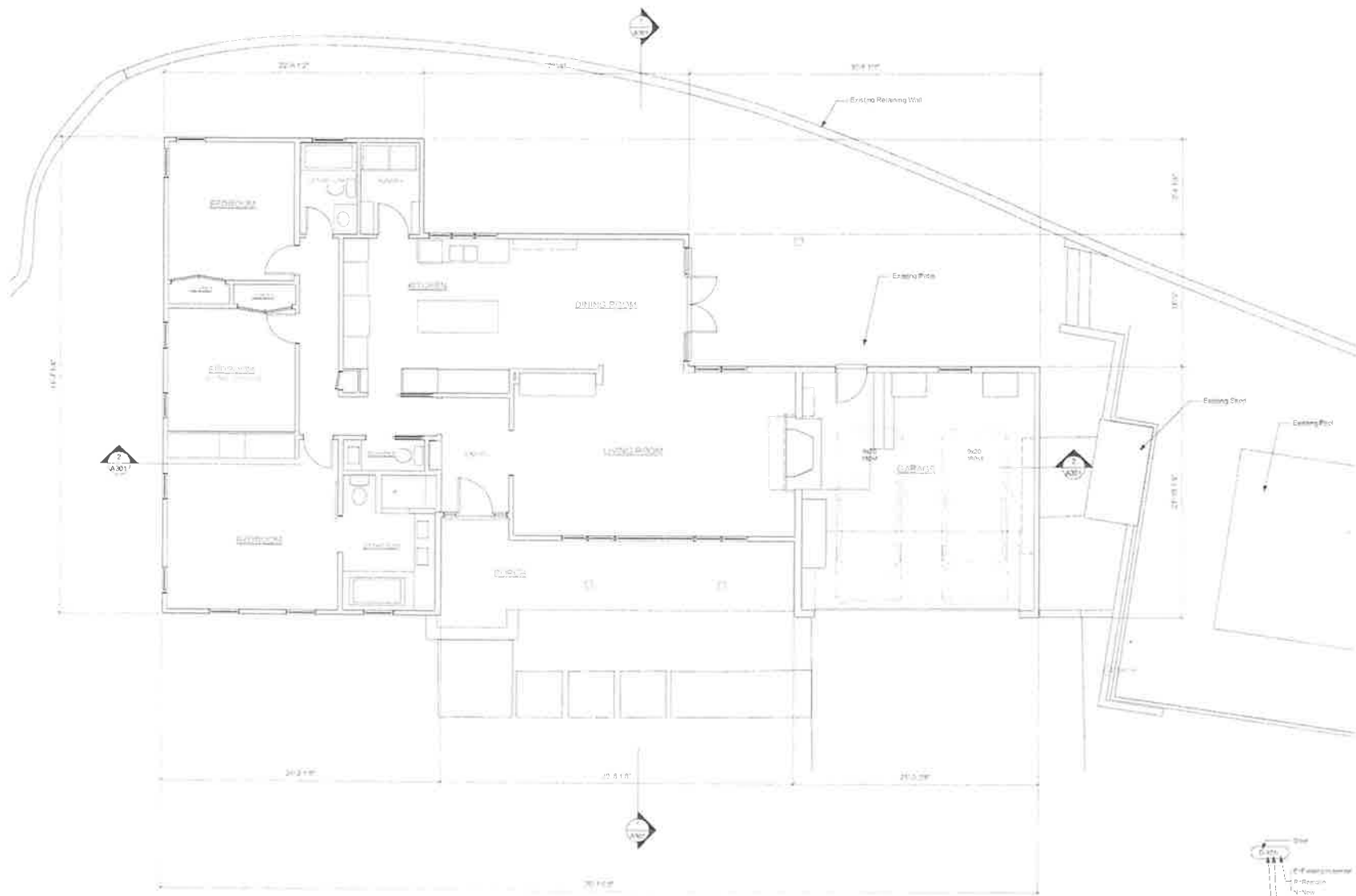
43 Laurel Grove Ave  
Ross, CA

43 Laurel Grove Ave  
Grading Plan

5/14/2020  
Revision

A015



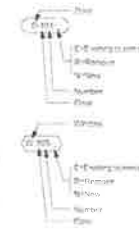








NEW 125



**Robert Stiles Architecture**  
1000 Georgia Ave.  
Columbus, GA 31906  
Tel: 706.323.1334  
Fax: 706.323.1476  
www.stiles.com



Orange  
Curtis & Debra Hildebrand  
223 Laurel Grove Ave  
Orange, CA 92668

43 Laurel Grove Ave  
Ross, CA

43 Laurel Grove Ave

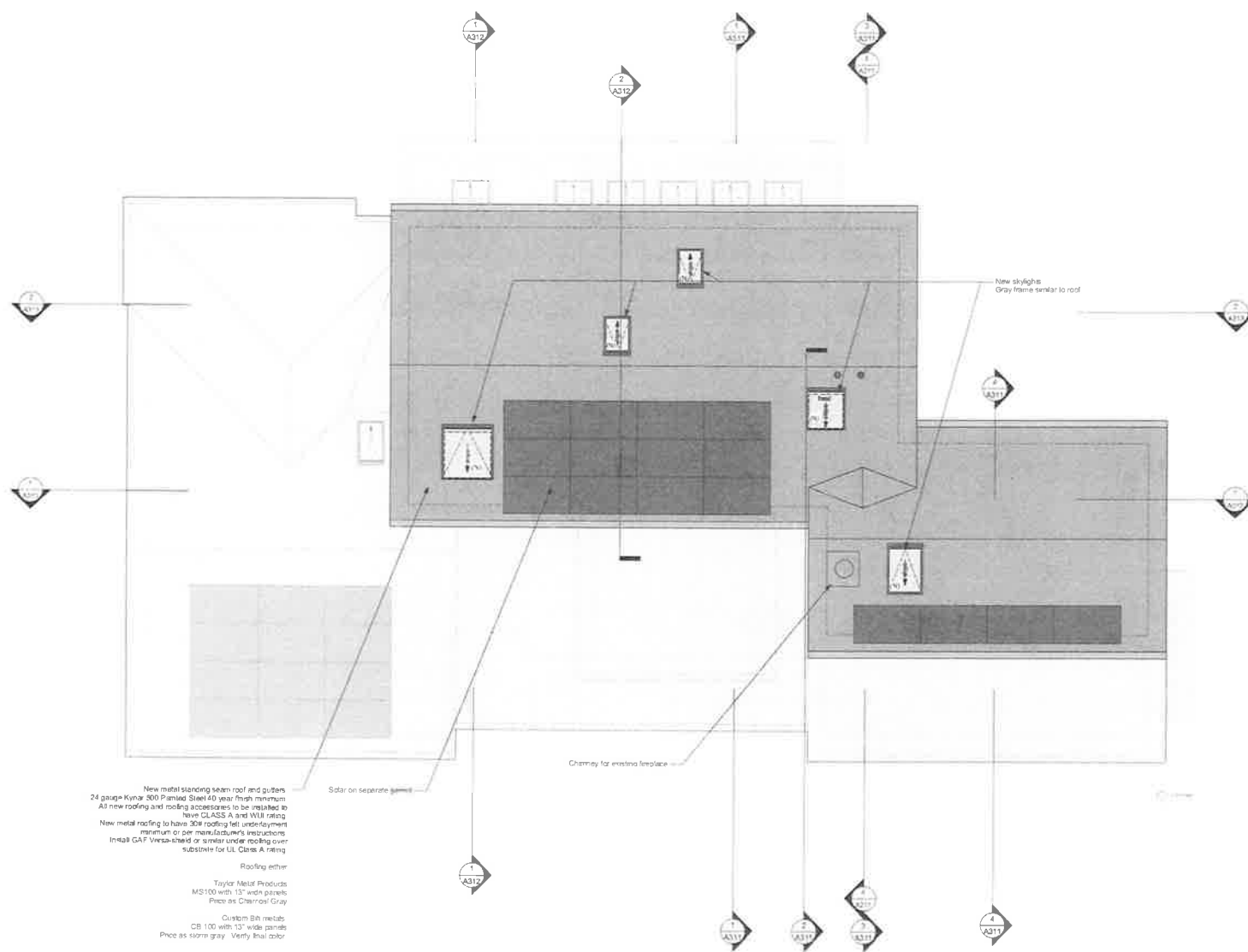
5/14/2020

## Flow over

A103

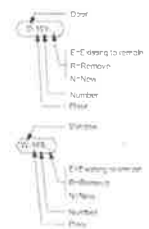






New metal standing seam roof and gutters  
24 gauge Kynar 300 Painted Steel 40 year finish minimum  
All new roofing and rolling accessories to be installed to  
meet CLASS A and W111 rating  
New metal roofing to have 30% roofing felt underlayment  
minimum or per manufacturer's instructions  
Install GAF VersaShield or similar under roofing over  
substrate for UL Class A rating  
Roofing either  
Taylor Metal Products  
MS100 with 13" wide panels  
Price as Quoted Gray  
Custom 3/4" metal  
CS 100 with 13" wide panels  
Price as Quoted Gray Verify final color

Proposed Plan - Roof  
Scale: 1/4" = 1'-0"



Robert Siller Architecture  
1000 S. 1st St. Suite 200  
San Jose, CA 95128  
Tel: 408.281.1234  
Fax: 408.281.1235



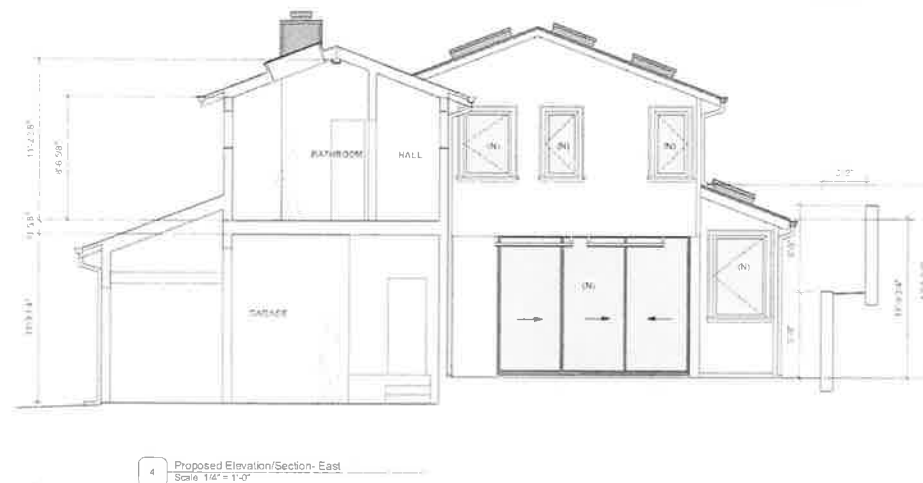
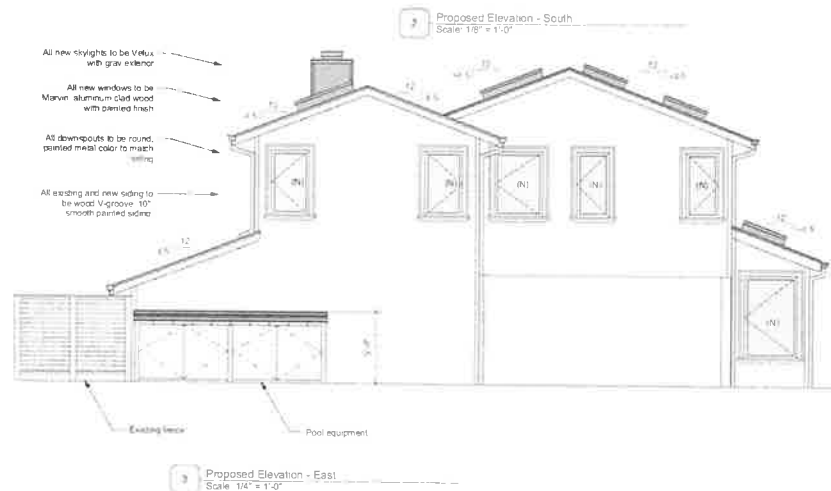
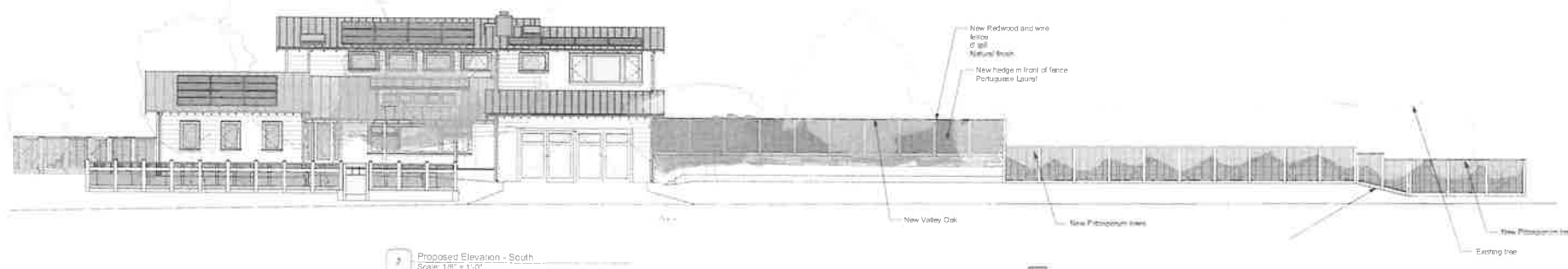
Owner:  
Scott & Debra Hilleboe  
42 Laurel Grove Ave  
Ross, CA 94068

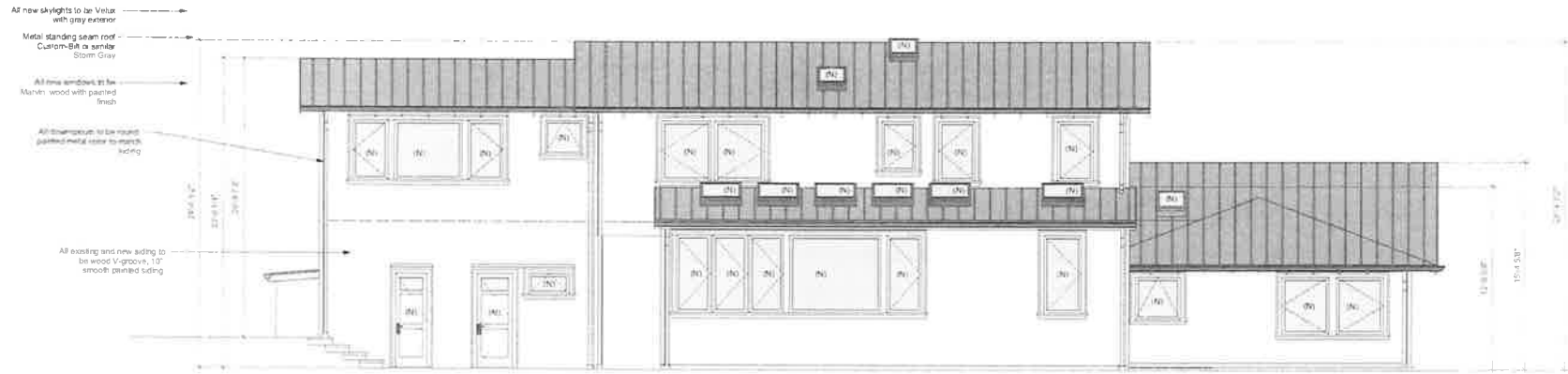
43 Laurel Grove Ave  
Ross, CA  
Floor Plans - Proposed

5/14/2020  
Revision:

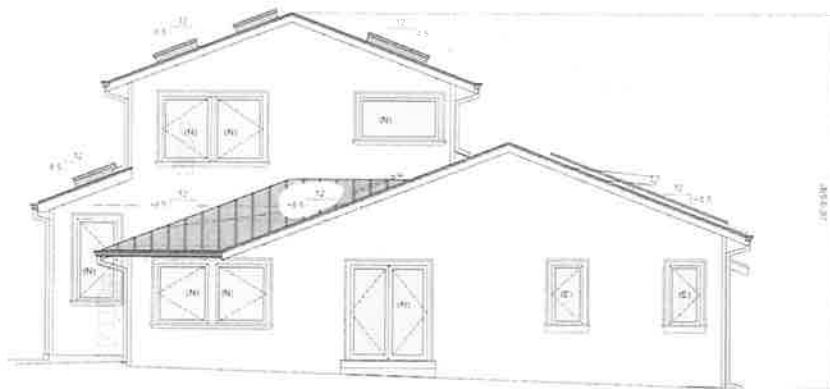
A113







1 Proposed Elevation - North  
Scale: 1/4" = 1'-0"



2 Proposed Elevation - West  
Scale: 1/4" = 1'-0"

Robert Siles Architecture



Owner:  
Scott & Debra Malibey

43 Laurel Grove Ave  
Ross, CA 94068

43 Laurel Grove Ave

Ross, CA

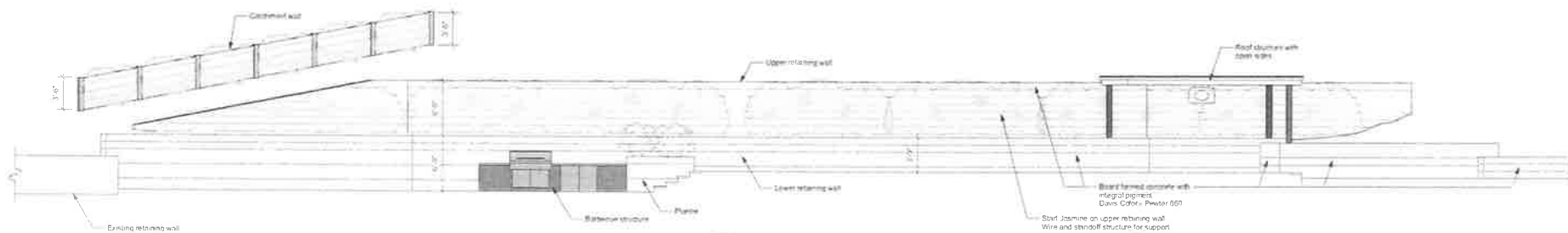
43 Laurel Grove Ave

Proposed Elevations

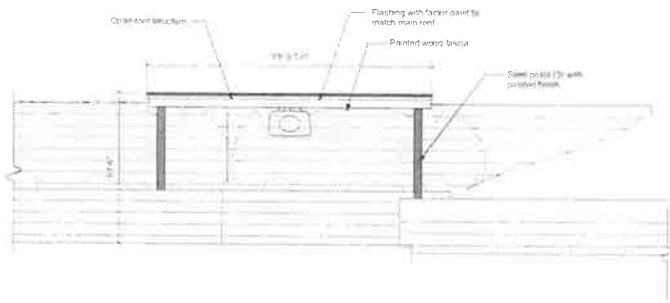
5/14/2020  
Revision

A212

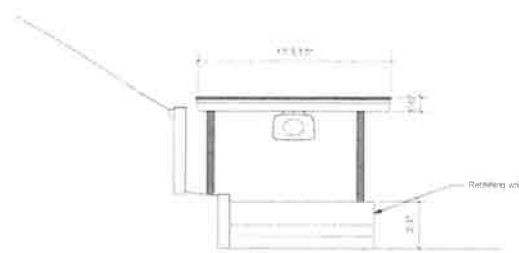




1 Proposed Elevation - Landscape  
Scale: 3/16" = 1'-0"



2 Proposed Elevation - Roof Structure  
Scale: 1/2" = 1'-0"



3 Proposed Elevation - Roof Structure  
Scale: 1/4" = 1'-0"

Robert Stiles Architecture  
Palo Alto, CA 94301  
Phone: 650.881.1230  
Fax: 650.881.1230  
www.stilesarch.com



Owner:  
Scott & Debra Hilleboe  
43 Laurel Grove Ave  
Palo Alto, CA 94301

43 Laurel Grove Ave

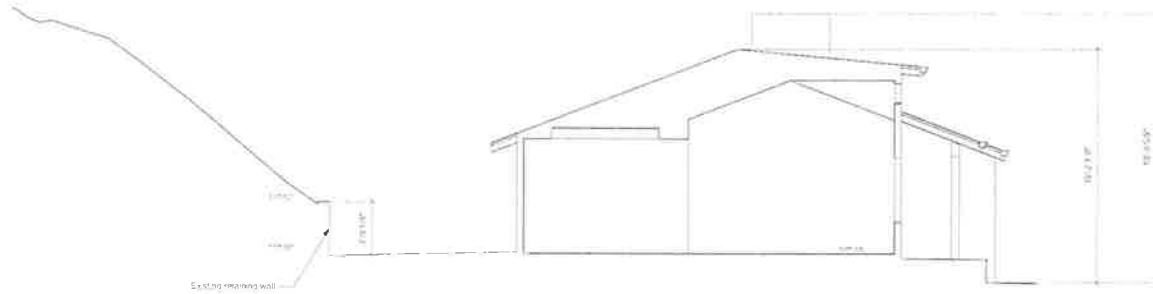
Ross, CA

43 Laurel Grove Ave

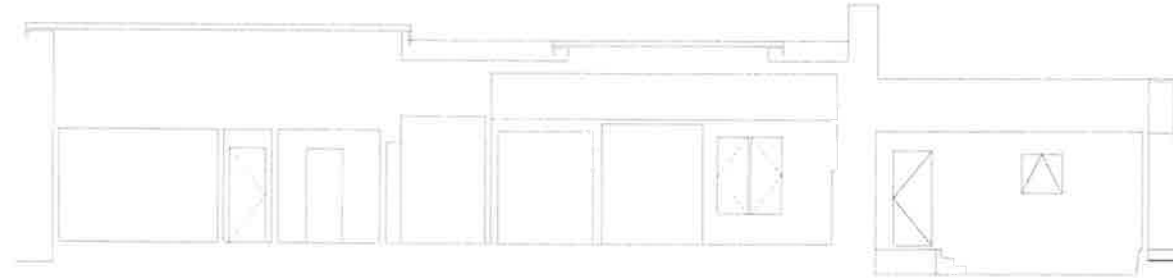
Proposed Elevations

5/14/2020  
Revision

A213



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



2 Existing Section  
Scale: 1/4" = 1'-0"

Robert Silas Architecture



Owner:  
Scott & Debra Hulseboe  
43 Laurel Grove Ave  
Ross, CA 94068

43 Laurel Grove Ave

Ross, CA

43 Laurel Grove Ave

Existing Sections

5/14/2020

Revision

A301



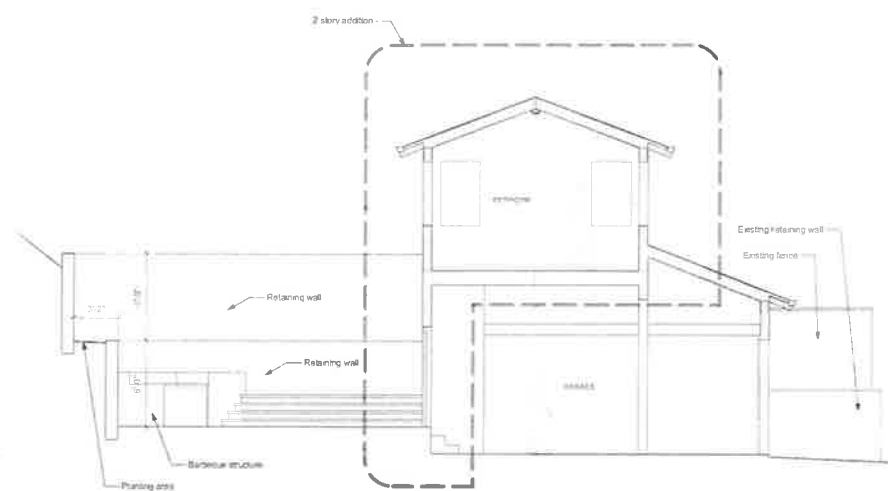
1 Proposed Section  
Scale: 1/4" = 1'-0"



2 Proposed Section  
Scale: 1/4" = 1'-0"



3 Proposed Section  
Scale: 1/4" = 1'-0"



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

Robert Stiles Architecture  
300 S. Santa Ana Ave.  
Suite 100  
Orange, CA 92667  
Tel: 714.266.1111  
Fax: 714.266.1112



Owner:  
Scott & Daina Hildeboe  
43 Laurel Grove Ave  
Fremont, CA 94534

43 Laurel Grove Ave

Ross, CA

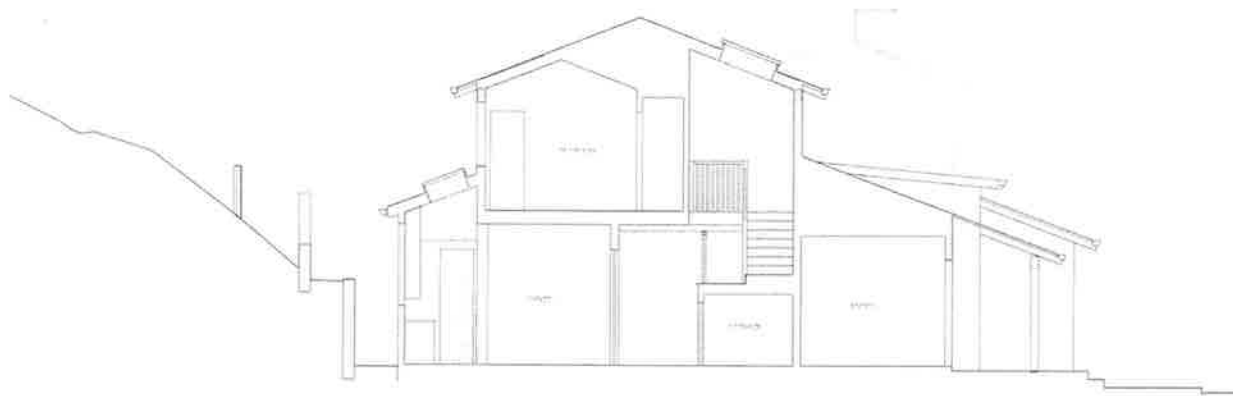
43 Laurel Grove Ave

Proposed Sections

5/14/2020

Revision

A311



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



2 Proposed Section  
Scale: 1/4" = 1'-0"



3 Proposed Section  
Scale: 1/4" = 1'-0"

Robert Stiles Architecture  
2000 Canyon Blvd.  
Suite 100, Boulder, CO 80501  
Tel: 303.440.1111  
Fax: 303.440.1112



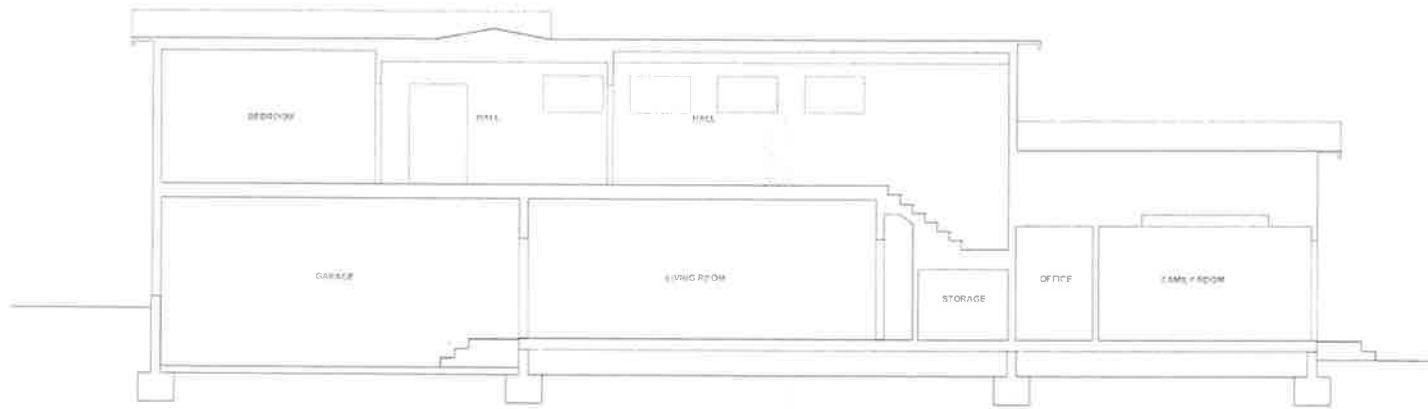
Owner:  
Scott & Daina Hillhouse  
43 Laurel Grove Ave  
Ross, CA 94024

43 Laurel Grove Ave  
Ross, CA

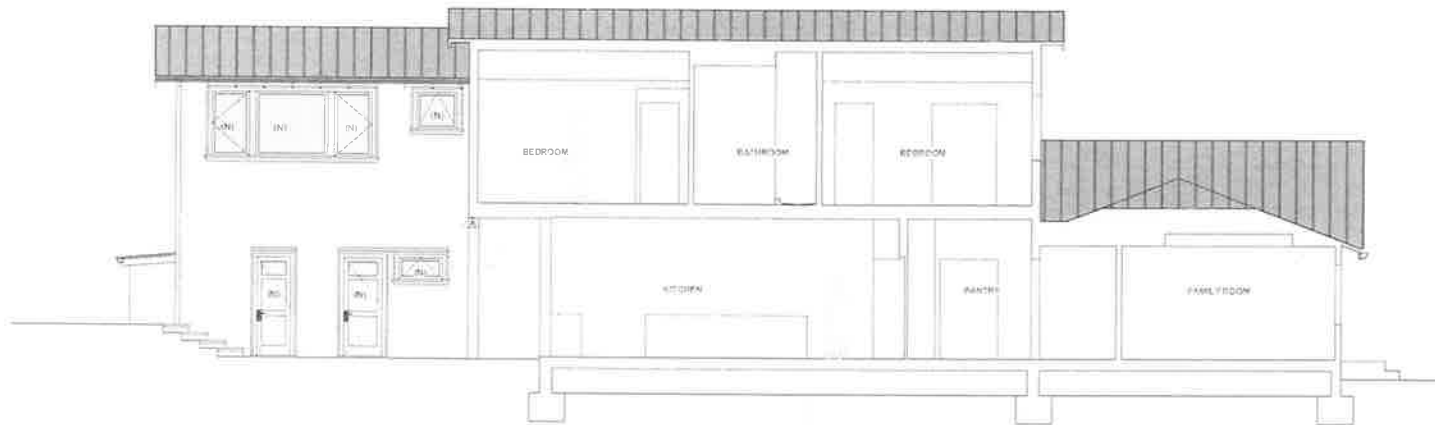
43 Laurel Grove Ave  
Proposed Sections

5/14/2020  
Revision

A312



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



2 Proposed Section  
Scale: 1/4" = 1'-0"

Robert Siles Architecture



Owner:  
Scott & Debra Hilleboe

43 Laurel Grove Ave  
Ross, CA 94064

43 Laurel Grove Ave

Ross, CA

43 Laurel Grove Ave

Proposed Sections

5/14/2020  
Revision

A313

**Written Project Description – *may be attached.***

A complete description of the proposed project, including all requested variances, is required. The description may be reviewed by those who have not had the benefit of meeting with the applicant, therefore, be thorough in the description. For design review applications, please provide a summary of how the project relates to the design review criteria in the Town zoning ordinance (RMC §18.41.100).

**Scope of work:**

- 2 story addition
  - Net addition of 1,839sf
  - 2 new retaining walls and 1 new catchment wall
  - Expanded pool decking and patio
  - New open roof structure at pool
  - New artificial lawn area
  - New fencing
  - New landscaping
  - Remove bay trees and replace with new Oaks and Pittosporum
- Our goal is to provide more interior and exterior space for the home-owner's growing family so they can stay in this house for a long period of time while at the same time respecting the existing house and topography, and the design guidelines and character of the Town of Ross. We placed the 2 story addition areas towards the interior of the lot and away from the neighbor to the west and the street to the south. We respected the existing architecture of the house, and the new areas of addition will keep the same architectural style and details of the existing house. The existing house has an informal massing style that we continued. We layered the massing of the additions to be asymmetrically balanced and have the roofs cascade down towards the street in a similar manner as the hillside behind. We are proposing layered and cascading retaining walls to open up some exterior space to improve the connection between the interior and the existing pool. There is a planting area between the walls to allow star jasmine to grow onto the upper wall and have it read more like a part of the hill. We are proposing using an undeveloped, level portion of the lot as a lawn area (artificial). We are proposing to remove some of the existing bay trees which are fire prone and choking off an existing valley oak. We will replace with pittosporum silver sheen trees and two new valley oaks. The oaks are native and preferred over the bay trees. We are proposing new redwood and wire fencing along with a line of pittosporum silver sheen to provide separation and privacy without creating an opaque, hard wall. Our goal in the south eastern portion of the lot is to provide a layering of natural elements with the pittosporums in the foreground and the natural hillside in the background.

- and phone numbers. All such people shall file for a business license. A final list shall be submitted to the Town prior to project final.
7. Any exterior lighting shall not create glare, hazard or annoyance to adjacent property owners. Lighting shall be shielded and directed downward.
  8. The Department of Public Safety requires a Knox Box at the site.
  9. Any portable toilets shall be placed off of the street and out of public view. Project development shall comply with the requirements of the Ross Valley Sanitary District.
  10. This project is subject to the conditions of the Town of Ross Construction Completion Ordinance. If construction is not completed by the construction completion date provided for in that ordinance, the owner will be subject to automatic penalties with no further notice.
  11. NO CHANGES FROM THE APPROVED PLANS SHALL BE PERMITTED WITHOUT PRIOR TOWN APPROVAL. Red-lined plans showing any proposed changes shall be submitted to the Town Planner prior to the issuance of any building permits.
  12. FAILURE TO SECURE REQUIRED BUILDING PERMITS AND/OR BEGIN CONSTRUCTION BY OCTOBER 12, 2007 WILL CAUSE THE APPROVAL TO LAPSE WITHOUT FURTHER NOTICE.
  13. The project owners and contractors shall be responsible for maintaining all roadways and right-of-ways free of their construction-related debris. All construction debris, including dirt and mud, shall be cleaned and cleared immediately.
  14. The Town Council reserves the right to require additional landscape screening for up to three (3) years from project final.
  15. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with its boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or because of any claimed liability based upon or caused by the approval of the project. The Town shall promptly notify the applicants and/or owners of any such claim, action, or proceeding, tendering the defense to the applicants and/or owners. The Town shall assist in the defense; however, nothing contained in this condition shall prohibit the Town from participating in the defense of any such claim, action, or proceeding so long as the Town agrees to bear its own attorney's fees and costs and participates in the defense in good faith.
- 10. **43 Laurel Grove, Mutscheller/Buoncristiani, Design Review No. 520 and Tree Removal**  
Aaron Mutscheller and Mindy Buoncristiani, 43 Laurel Grove Avenue, A.P. No. 72-181-04, R-1:B-A (Single Family Residence, One-Acre Minimum Lot Size). Design review to allow the renovation and addition to an existing single story residence including the following: 1.) re-cladding of the existing residence to include new wood horizontal siding, painted white, and a gray stone foundation; 2.) new wood windows and doors, painted white; 3) new standing seam metal roof in a weathered copper color, to a new maximum ridge height of 17 feet; 4.) 199 square feet of new floor area; 5.) new garbage enclosure, pool equipment shed, landscape retaining walls and a patio extension; and 6.) a 4-foot fence on the existing retaining wall, a 6-foot wood gate, and 6-foot wood and wire fence

within the front yard. A tree removal permit is requested to remove six Texas Privet, one Bay, and one Pittosporum.

Lot area	51,158 square feet
Existing Floor Area Ratio	4.2%
Proposed Floor Area Ratio	4.6% (15% permitted)
Existing Lot Coverage	5.6%
Proposed Lot Coverage	6.0% (15% permitted)

Elise Semonian, Senior Planner, summarized the staff report and recommended that the Council approve the project subject to a modification of the roof material to be reviewed and approved at staff level in consultation with the Mayor. Staff also received one email from a neighbor concerned about removal of flammable debris from the site, but the staff report already included a condition of approval in that regard.

Council Member Cahill asked staff which gate is being discussed, the one at the front entry or the side gate. Planner Semonian responded that staff is talking about the new proposed gate in the front yard setback. Staff wanted to make the front fence more transparent.

Max Crome, architect, provided several colored renderings for the Council's consideration. He explained that this proposal is before the Council because the exterior is being modified by more than 25%. They are adding less than 200 sq. ft., so it is considered a relatively minor addition. The intention is to do the minimum to upgrade the home to essentially add a master bedroom suite. The floor plan increases to allow for that and to allow for a small addition in front of the house to accommodate the internal shifting. The idea is to preserve the ranch style and upgrade the exterior finishes. He discussed the roof material and liked the metal roof material, and if Council agreed that material could be used, but if not, they would support staff's recommendation. In regard to colors, he disagreed with the comments about the white color and presented photographs of other houses in Ross painted white that are in keeping with the spirit of the community. Also, they propose to raise the roof to allow more volume on the inside and to get more light in the entryway. They also propose a dormer element. He further agreed with the staff's recommendation to modify the front gate.

Acting Mayor Durst opened the public hearing on this item, and seeing no one wishing to speak, she closed the public hearing and brought the matter back to Council for discussion and action.

Council Member Skall understands the idea of the design code to try to have some sense of houses blending into the surrounding area, but he believed the metal roof design is very interesting and makes a lot of sense. The house is not visible to anyone and it is surrounded by several trees. There is a great deal of shade and it is very dark and believed the white color would provide a better presence. It would update the area quite nicely in his view. It is a little different, but not much and felt it was an interesting design.

Acting Mayor Durst agreed with the staff report in regard to the color of the house and desired a more natural color tone. She liked the metal copper roof. It is more elegant and richer and makes a much greener statement. Her home has a cement fiber roof that is not



October 12, 2006 Minutes

holding up and will not make its 75-year guarantee, so she would be willing to approve the metal roof design.

Council Member Cahill thinks the renovation of the structure is great. He liked the fact that they are raising up the roof and it will be a better looking house when complete as well as nicer inside. He had no problems in general with the idea of a metal roof, but it is important since this is a departure from the Town that the applicant provide a sample of what is desired. Architect Crome provided a sample of the material to Council for their review, but it was not the proposed color, just a sample of the material.

Council Member Cahill recommended adding a condition that the actual roof sample go to staff for an opportunity to review and if staff has a problem that it come back to Council because it is very hard to see from a photograph to understand how it will appear. This is a departure from the Town's style. Town Manager Broad noted that one metal roof was approved, but never got installed, because of the glare since it was on a ridgeline.

Council Member Cahill noticed the color is vanilla milkshake, which seemed very bright and agreed with Acting Mayor Durst that one element of the Design Review Ordinance is to have more natural colors to fit in with the natural environment. The intent is to have more earthtone colors. He further recommended adding a condition that a paint color sample be provided to staff for review and approval as well. Town Manager Broad recommended that the applicant provide a one-foot square painted sample for staff to review. The applicant agreed.

Acting Mayor Durst asked for a motion.

Council Member Cahill moved and Council Member Skall seconded, to approve the project with the findings in the staff report and the condition that a roof sample be brought to staff for review and a paint sample of at least one-foot square be brought to staff for review and approval as well, which is modifying Condition No. 1 in the staff report related to the roof sample requirement. Motion carried unanimously.

#### ***43 Laurel Grove, Mutscheller/Buoncristiani, Conditions***

1. Prior to the issuance of a building permit, the applicants shall submit a sample of any proposed roof material for review and approval by the planning department in consultation with the mayor.
2. The applicant shall submit a minimum one-foot square paint samples to staff for review and approval prior to painting the structure.
3. The gate design shall be modified so that the gate is at least 50% transparent. The design shall be reviewed and approved by staff prior to installation of the gate.
4. Landscape shall be installed in compliance with the Roth La Motte Landscape Architecture plan, dated September 14, 2006, prior to occupancy.
5. Any person engaging in business within the Town of Ross must first obtain a business license from the Town and pay the business license fee. Prior to the issuance of a building permit, the owner or general contractor shall submit a complete list of contractors, subcontractors, architects, engineers and any other people providing project services within the Town, including names, addresses and phone numbers. All such people shall file for a business license. A final list shall be submitted to the Town prior to project final.

6. Any exterior lighting shall not create glare, hazard or annoyance to adjacent property owners. Lighting shall be shielded and directed downward.
7. This project shall comply with the following requirements of the Department of Public Safety: 1.) Sprinklers may be required; 2.) Clear all brush impinging on the access roadway; 3.) The roadway must have a vertical clearance of at least 14 feet; 4.) A street number must be posted {minimum four inches on contrasting background}; 5.) A Knox box is required; 6.) The property must be cleared of all dead or dying flammable materials; and 7.) A local alarm is required.
8. Any portable toilets shall be placed off of the street and out of public view. Project development shall comply with the requirements of the Ross Valley Sanitary District.
9. This project is subject to the conditions of the Town of Ross Construction Completion Ordinance. If construction is not completed by the construction completion date provided for in that ordinance, the owner will be subject to automatic penalties with no further notice.
10. NO CHANGES FROM THE APPROVED PLANS SHALL BE PERMITTED WITHOUT PRIOR TOWN APPROVAL. Red-lined plans showing any proposed changes shall be submitted to the Town Planner prior to the issuance of any building permits.
11. FAILURE TO SECURE REQUIRED BUILDING PERMITS AND/OR BEGIN CONSTRUCTION BY OCTOBER 12, 2007 WILL CAUSE THE APPROVAL TO LAPSE WITHOUT FURTHER NOTICE.
12. The project owners and contractors shall be responsible for maintaining all roadways and right-of-ways free of their construction-related debris. All construction debris, including dirt and mud, shall be cleaned and cleared immediately.
13. The Town Council reserves the right to require additional landscape screening for up to three (3) years from project final.
14. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with its boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or because of any claimed liability based upon or caused by the approval of the project. The Town shall promptly notify the applicants and/or owners of any such claim, action, or proceeding, tendering the defense to the applicants and/or owners. The Town shall assist in the defense; however, nothing contained in this condition shall prohibit the Town from participating in the defense of any such claim, action, or proceeding so long as the Town agrees to bear its own attorney's fees and costs and participates in the defense in good faith.
11. **Variance and Design Review**  
Eric & Sarah Filler, 7 Woodside Way, A.P. No. 73-232-03, R-1:B-10 (Single Family Residence, 10,000 Square Foot Minimum Lot Size). Variance and design review to allow the following: 1.) remodel and addition to existing residence resulting in 8 square feet of new floor area within the rear setback area (40 feet required, 34.5 feet proposed) and 56 square feet of second floor deck area within the rear setback (40 feet required, 37 feet proposed); 2.) demolition of an existing carport and construction of a new 450 square foot two-car garage; 3.) demolition of a 402 square foot deck and replacement with a 387 square foot terrace, barbecue and outdoor fireplace within the rear setback area (40 feet required, 19 feet

**Written Project Description – may be attached.**

A complete description of the proposed project, including all requested variances, is required. The description may be reviewed by those who have not had the benefit of meeting with the applicant, therefore, be thorough in the description. For design review applications, please provide a summary of how the project relates to the design review criteria in the Town zoning ordinance (RMC §18.41.100).

**Scope of work:**

- 2 story addition
- Net addition of 1,839sf
- 2 new retaining walls and 1 new catchment wall
- Expanded pool decking and patio
- New open roof structure at pool
- New artificial lawn area
- New fencing
- New landscaping
- Remove bay trees and replace with new Oaks and Pittosporum

Our goal is to provide more interior and exterior space for the home-owner's growing family so they can stay in this house for a long period of time while at the same time respecting the existing house and topography, and the design guidelines and character of the Town of Ross. We placed the 2 story addition areas towards the interior of the lot and away from the neighbor to the west and the street to the south. We respected the existing architecture of the house, and the new areas of addition will keep the same architectural style and details of the existing house. The existing house has an informal massing style that we continued. We layered the massing of the additions to be asymmetrically balanced and have the roofs cascade down towards the street in a similar manner as the hillside behind.

We are proposing layered and cascading retaining walls to open up some exterior space to improve the connection between the interior and the existing pool. There is a planting area between the walls to allow star jasmine to grow onto the upper wall and have it read more like a part of the hill. We are proposing using an undeveloped, level portion of the lot as a lawn area (artificial). We are proposing to remove some of the existing bay trees which are fire prone and choking off an existing valley oak. We will replace with pittosporum silver sheen trees and two new valley oaks. The oaks are native and preferred over the bay trees. We are proposing new redwood and wire fencing along with a line of pittosporum silver sheen to provide separation and privacy without creating an opaque, hard wall. Our goal in the south eastern portion of the lot is to provide a layering of natural elements with the pittosporums in the foreground and the natural hillside in the background.

**MINUTES**  
**Meeting of the**  
**Ross Advisory Design Review Group**

**Thursday, May 21, 2020**

<p style="text-align:center">Video and audio recording of the meeting is available online at the Town's website at: <a href="http://townofross.org/meetings">townofross.org/meetings</a>.</p>
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**1. 7:00 p.m. Commencement**

Mark Kruttschnitt called the meeting to order. Josepha Buckingham, Mark Fritts, and Stephen Sutro were present. Dan Winey was absent. Planning and Building Director Patrick Streeter and Planner Matthew Weintraub representing staff were present.

**2. Open Time for Public Comments**

No public comments were submitted.

**3. Old Business – None.**

**4. New Business**

**a. Nichol Residence – 24 Redwood Drive**

**Applicant:** Shelby LaMotte, Roth LaMotte Landscape Architects

**Owner:** Mark & Laura Nichol

**DESCRIPTION:** The applicant is requesting approval to construct a new automatic sliding driveway gate along Brookwood Lane. Design Review is required to allow for a new gate greater than 48 inches in height in a yard adjacent to the street or right-of-way.

Planner Weintraub introduced the project. Project Architect Shelby LaMotte described the project. No public comments were received. ADR Group Members discussed the merits of the project.

The ADR Group Members unanimously recommended that the proposed project was consistent with Design Review standards and guidelines. Mark Kruttschnitt closed the hearing.

**b. Fasano Residence – 9 Skyland Way**

**Applicant:** Chris & Gina Fasano

**Owner:** Chris & Gina Fasano

**DESCRIPTION:** The applicant is requesting approval to construct a two-story addition to the existing two-story single-family residence, resulting in a total net addition of 1,336 square feet of floor area. The applicant is also requesting approval to remodel existing

exterior building façades, to install new rock walls, landscape plantings, walkways, and artificial turf areas, and to remove two existing trees.

Planner Weintraub introduced the project and summarized public comment received from Bruce Chatley at 3 Skyland Way. Project Applicant Chris Fasano described the project and addressed the public comments. ADR Group Members discussed the merits of the project. ADR Group Members suggested but did not require minor design changes. Project Applicant Chris Fasano was amenable to possibly making the suggested minor design changes but he preferred to proceed with the currently proposed project design.

The ADR Group Members unanimously recommended that the proposed project was consistent with Design Review standards and guidelines. Mark Kruttschnitt closed the hearing.

**c. Hilleboe Residence – 43 Laurel Grove Avenue**

**Applicant:** Robert Stiles, AIA

**Owner:** Scott & Debra Hilleboe

**DESCRIPTION:** The applicant is requesting approval to: construct one-story and two-story additions to the existing one-story single-family residence, resulting in a total net addition of 1,839 square feet of floor area; expand the existing pool patio and construct a new open roof pool structure; install new retaining walls, fencing, landscape plantings and artificial turf; and remove and replace two trees.

Planner Weintraub introduced the project. Project Architect Robert Stiles described the project. ADR Group Members discussed the merits of the project. No public comments were received. ADR Group Members recommended the following project design changes:

- Adjust the sizes and locations of windows at the proposed new second story to be more consistent and balanced with the fenestration at the existing first story.
- Adjust the front fences and/or hedges to provide a more consistent presentation at the front of the property, preferably by replacing and/or screening the existing pool fence.

The ADR Group Members unanimously recommended that the proposed project, revised to incorporate the ADR Group Member recommended design changes, was consistent with Design Review standards and guidelines. Mark Kruttschnitt closed the hearing.

**5. Communications**

**a. Staff**

Director Streeter provided a report on the May 14 Town Council Meeting; announced a June 4 ADR Group Special Meeting; and provided an update on allowable construction activities.

**b. Advisory Design Review Group – None.**

**6. Approval of Minutes – February 25, 2020**

Josepha Buckingham provided a minor correction. The ADR Group Members unanimously approved the minutes as corrected.

Mark Kruttschnitt made a motion to adjourn the meeting. Mark Fritts seconded the motion. The meeting was unanimously adjourned at 8:16 PM.

DRAFT

Barbara Gaffney, residing at the address below, has reviewed the submitted plans for construction at 43 Laurel Grove Avenue, Ross, CA 94957, and

☒ hereby gives approval for the plan as submitted to the Town of Ross on Thursday, February 13, 2020.

☐ does not give approval for the plan as submitted to the Town of Ross on Thursday, February 13, 2020.

Barbara Gaffney  
Signature

51 Laurel Grove Ave  
Address