



**Agenda Item No. 11a.**

**Staff Report**

**Date:** August 11, 2022  
**To:** Mayor Kuhl and Council Members  
**From:** Nishant Seoni, Planner  
**Subject:** 98 Laurel Grove Avenue

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**Recommendation**

Town Council approval of Resolution No. 2262 (see **Attachment 1**) approving Design Review and Variance for the subject project as described below.

**Property Address:** 98 Laurel Grove Avenue  
**A.P.N.:** 072-211-38  
**Applicant:** Polsky Perlstein Architects  
**Property Owner:** Adam & Kelly Dwinells  
**Zoning:** R-1:B-A  
**General Plan:** VL (Very Low Density)  
**Flood Zone:** X (Minimal risk area)

**Project Summary:** The applicant requests approval of Design Review to remodel and expand the existing main residence; construct new attached trellis structures to the residence; construct a new trash enclosure; construct a new pool and associated terrace and retaining wall; and renovate the south side yard and rear yard landscape. Variances are required to construct a new trash enclosure, new trellis projections, and a new pool and associated structures with nonconforming yard setbacks.

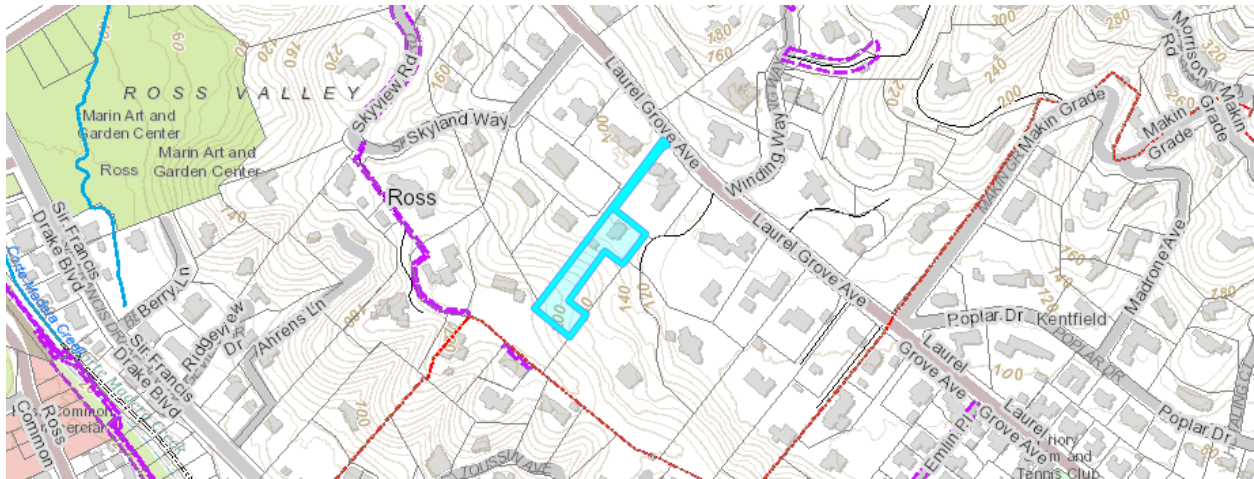
**Project Data**

	<b>Code Standard</b>	<b>Existing</b>	<b>Proposed</b>
<b>Lot Area</b>	Minimum 5,000 SF	43,526 SF	No change
<b>Floor Area (FAR)</b>	6,529 SF (15%)	4,988 SF (12.4%)	5,361 SF (13.5%)
<b>Building Coverage</b>	6,529 SF (15%)	2,728 SF (6.27%)	2,928 SF (6.73%)
<b>Front Setback</b>	25'	Primary Residence: 24'3.5"  ADU: 117'-8.5"	Primary Residence, ADU: No change  New trash enclosure: 7'0.5"
<b>Left Side Setback</b>	25'	Primary Residence: 39' ADU: 24'-4"	Primary Residence: 38'10.5"  ADU: No change
<b>Right Side Setback</b>	25'	Primary Residence: 41'8"  ADU: 25'-5"	Primary Residence ADU: No change
<b>Rear Setback</b>	40'	Primary Residence: 307'11"  ADU: 250'-7"	Primary Residence: 14 feet (with trellis)  ADU: No change  New pool: 8'9.5"
<b>Building Height</b>	30'	Primary Residence: 29'11"	Primary Residence, ADU: No change
<b>Off-street Parking Spaces</b>	4, 2 covered	4, 2 covered	No change
<b>Impervious Surface Coverage</b>	Minimize and/or mitigate for any increase.	10,469 SF (24.05%)	11,832 SF (27.18%)

**Background**

The project site is a developed 43,526 square foot lot on the west side of Laurel Grove Avenue. The lot has an average slope of 23.67%. The lot is not a Hillside Lot as it has an average slope of less than 30%. The property contains an existing 4,988 square foot single-family residence with 388 square foot terrace and a 385 square foot Accessory Dwelling Unit (ADU) on the west portion

of the lot. The property has an existing 16-foot wide access and utility easement along its east side. Access is provided via Laurel Grove Avenue and four parking spots are provided.



## Project Description

The project proposes to renovate the exterior of the residence, including doors and windows of both the primary residence and ADU; construct a trellis over the existing terrace on the south side of the existing primary residence and on the west side of the residence; expand the second story of the existing primary residence; replace and add to existing landscaping; and construct a new pool and storage shed within side yard setbacks with associated terrace. The total impervious surface of the site will increase by 1,363 square feet.

Project application materials are included as follows: Project Plans as **Attachment 2**; Project Application as **Attachment 3**.

## Discussion

The proposed project is subject to the following permit approvals pursuant to the Ross Municipal Code:

Pursuant to Resolution No. 1990, Advisory Design Review is required for all applicants seeking discretionary land use permits, such as Design Review, a Demolition Permit, a Nonconformity Permit, Exceptions for Attics, a Hillside Lot Permit, and/or a Variance.

The Advisory Design Review (ADR) Group reviewed the project on June 21, 2022. The ADR Group received information from the applicant, received public comments, and provided recommendations regarding the merits of the project as it relates to the purpose of Design Review and the Design Review criteria and standards per Ross Municipal Code Section 18.41.100 and the Town of Ross Design Guidelines.

On June 21, 2022, the ADR Group unanimously recommended that project be found consistent with the purpose of Design Review and the Design Review criteria and standards per Section 18.41.100, and, therefore, recommended approval of Design Review. The June 21, 2022, ADR Group meeting minutes (draft) are included as **Attachment 4**.

### ***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.

Pursuant to Town Council Resolution No. 1990, Advisory Design Review is required for all applicants seeking discretionary land use permits.

Pursuant to Section 18.41.20 (a), the proposed project requires a Design Review Permit for an increase in impervious surface of over 1,000 feet, extensions of existing buildings exceeding two hundred square feet of new floor, alteration of more than twenty-five percent of the exterior walls or wall coverings of a residence, and grading or filling in excess of 50 cubic yards.

Staff recommends approval of Design Review, as summarized below and as supported by the findings in Exhibit "A" of the attached Resolution.

The project 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. The proposed additions are not monumental nor excessively large size and are compatible with others in the neighborhood and do not attract attention to themselves. The project proposes materials and colors that minimize visual impacts, blend with the existing landforms and vegetative cover, are compatible with structures in the neighborhood and do not attract attention to the structures. Exterior lighting is shielded and directed downward to avoid creating glare, hazard or annoyance to adjacent property owners or passersby. Landscaping protects privacy between properties, all proposed lighting is down lit with covered bulbs. The post-project stormwater runoff rates from the site would be no greater than pre-project rates.

***Variance***

Where practical difficulties, unnecessary hardships and results inconsistent with the general purpose of the zoning code may result from the strict application of certain provisions thereof, variances, exceptions and adjustments may be granted, by the Town Council, in appropriate cases. Variances shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification. Any variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated. A variance shall not be granted for a parcel of property which authorizes a use or activity which is not otherwise expressly authorized by the zone regulation governing the parcel of property.

In granting any variance, exception, or adjustment under the provisions of Chapter 18.39, the Town Council shall designate such conditions in connection therewith as will in its opinion, secure substantially the objectives of the regulation or provision to which the variance, exception or adjustment is granted, as to light, air, and the public health, safety, comfort, convenience and general welfare. In order to grant any variance, exception or adjustment, the findings of the Town Council shall be that the qualifications under Section 18.48.020 apply to the land, building, or use for which variance, exception or adjustment is sought, and that the variance shall be in harmony with the general purpose of this title.

Pursuant to Sections 18.32.050 and 18.32.060, which establish development standards in the R-1:B-A district for minimum required setbacks and maximum building coverage, the proposed project requires a Variance to allow for placement of the proposed pool, trellis, and trash enclosure within front and rear yard setbacks.

Staff recommends approval of the Variances as summarized below and by the findings in Exhibit "A" in the attached Resolution.

The special circumstances and conditions applicable to the land, building, or use include the existing topography, geology, and lot layout and patterns of development on the property and the neighborhood. The existing and proposed structures comply with the minimum required yard setbacks for the zoning district. However, the existing structures occupy the majority of land outside the setbacks on the property. The open yard area to the rear of the existing ADU is sloped and presents significant challenges to development. Therefore, the applicant proposes development within the setbacks in the front and rear yard as these are the most feasible locations for development. Due to these circumstances and conditions, there are special circumstances or conditions applicable to the land, building, and use with this application.

Due to the special circumstances and conditions mentioned above, the strict application of minimum yard setbacks would deprive the subject property of the ability to feasibly construct a

pool and trash enclosure. Granting of the variance request, in a neighborhood where existing nonconforming building setbacks are not uncommon, may be deemed necessary for the preservation and enjoyment of the owner's substantial property rights.

Granting of the application would result in a superior design alternative by conforming to and complementing the architecture of the existing residence; by minimizing expansion of building footprint; and by allowing for compact development. The new pool would be located adjacent to an unused portion of the neighboring lot and not result in negative impacts to that property. The trash enclosure would allow the property owner to store trash bins in an enclosed space rather than outside due to the lack of space in the existing garage, thereby improving the visual character of the property.

### **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 has been reviewed under the provision of the California Environmental Quality Act (CEQA) and the CEQA Guidelines, California Code of Regulations. On August 2, 2022, the proposed project was determined to be categorically exempt from CEQA pursuant to Section 15301 because the proposed project consists of the project consists of minor alteration of existing private structures, facilities, or topographical features, involving negligible or no expansion of existing or former use.

### **Public Comment**

Public Notices were mailed to property owners within 500 feet of the project site 10 days prior to the meeting date pursuant to the Ross Municipal Code. No comments were received prior to the finalization of this report.

### **Attachments**

1. Resolution No. 2262
2. Project Plans
3. Project Application
4. ADR Group Meeting Minutes, June 21, 2022 (draft)

# ATTACHMENT 1

# **TOWN OF ROSS**

## **RESOLUTION NO. 2262**

### **A RESOLUTION OF THE TOWN OF ROSS APPROVING DESIGN REVIEW AND VARIANCE TO RENOVATE AN EXISTING HOME AND CONSTRUCT A POOL, TRASH ENCLOSURE, AND TRELLIS ADDITIONS ADJACENT TO AN EXISTING SINGLE- FAMILY RESIDENCE AT 98 LAUREL GROVE AVENUE, A.P.N. 072-211-38**

**WHEREAS**, applicant Polsky Perlstein Architects, on behalf of property owner Adam and Kelly Dwinells, has submitted an application requesting approval of Design Review and Variance to remodel and expand the existing main residence; construct new attached trellis structures to the residence; construct a new trash enclosure; construct a new pool and associated terrace and retaining wall; and renovate the south side yard and rear yard landscape at 98 Laurel Grove Avenue, A.P.N. 072-211-38 (herein referred to as “the Project”).

**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 of existing private structures, facilities, or topographical features, involving negligible or no expansion of existing or former use; and

**WHEREAS**, on August 11, 2022, 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 Design Review and Variance 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 11<sup>th</sup> day of August, 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**



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P. Beach Kuhl, Mayor

**ATTEST:**

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Linda Lopez, Town Clerk

**EXHIBIT "A"**  
**FINDINGS**  
**98 LAUREL GROVE AVENUE**  
**A.P.N. 072-211-38**

- I. In accordance with Ross Municipal Code Section 18.41.070 (b), Design Review is approved based on the following mandatory findings:**

**(1) The project is consistent with the purpose of Design Review as outlined in Section 18.41.010.**

The project 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.

**(2) The project is in substantial compliance with the design criteria of Section 18.41.100.**

Lot coverage and building footprints are minimized, and development clustered, to minimize site disturbance. New structures and additions avoid monumental or excessively large size. Buildings are compatible with others in the neighborhood and do not attract attention to themselves. Buildings use materials and colors that minimize visual impacts, blend with the existing landforms and vegetative cover, are compatible with structures in the neighborhood and do not attract attention to the structures. Good access, circulation and off-street parking is provided. Exterior lighting is shielded and directed downward to avoid creating glare, hazard or annoyance to adjacent property owners or passersby. Decks, balconies and other outdoor areas are sited to minimize noise to protect the privacy and quietude of surrounding properties. Landscaping protects privacy between properties. The post-project stormwater runoff rates from the site would be no greater than pre-project rates.

**(3) 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 Single Family Residence and Special Building Site zoning regulations; therefore, the project is recommended to be found consistent with the Ross General Plan and Zoning Ordinance. Consistent with Chapter 18.48, findings are recommended to support the requested variance.

- II. In accordance with Ross Municipal Code Section 18.48.010, Variance is approved based on the following mandatory findings:**

**18.48.020 (1). That there are special circumstances or conditions applicable to the land, building or use referred to in the application.**

The special circumstances and conditions applicable to the land, building, or use include the existing topography, geology, and lot layout and patterns of development on the property

and the neighborhood. The existing and proposed structures comply with the minimum required yard setbacks for the zoning district. However, the existing structures occupy the majority of land outside the setbacks on the property. The open yard area to the rear of the existing ADU is sloped and presents significant challenges to development. Therefore, the applicant proposes development within the setbacks in the front and rear yard as these are the most feasible locations for development. Due to these circumstances and conditions, there are special circumstances or conditions applicable to the land, building, and use with this application.

**18.48.020 (2). That the granting of the application is necessary for the preservation and enjoyment of substantial property rights.**

Due to the special circumstances and conditions applicable to the land, including the existing topography, geology, lot layout and patterns of development on the property and the neighborhood, the strict application of minimum yard setbacks would deprive the subject property of the ability to feasibly construct a new pool and trash enclosure. Granting of the variance request, in a neighborhood where existing nonconforming building setbacks are not uncommon, may be deemed necessary for the preservation and enjoyment of the owner's substantial property rights. Granting of the variance would not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

**18.48.020 (3). That the granting of the application will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.**

Granting of the application would result in a superior design alternative by conforming to and complementing the architecture of the existing residence; by minimizing expansion of building footprint; and by allowing for feasible development. The new pool and trellis additions would be located adjacent to an unused portion of the neighboring lot, and the trash enclosure will allow for storage of bins and improvement of visual character.

**EXHIBIT "B"**  
**CONDITIONS OF APPROVAL**  
**98 LAUREL GROVE AVENUE**  
**A.P.N. 072-211-38**

1. This approval authorizes Design Review and Variance to approving Design Review and variance to renovate an existing home and construct a pool, trash enclosure, and trellis additions adjacent to an existing single-family residence at 98 Laurel Grove Avenue, A.P.N. 072-211-38 (herein referred to as "the Project").
2. The building permit shall substantially conform to the plans prepared by Polsky Perlstein Architects, entitled, "Dwinell's Residence", dated 7/12/22; and reviewed and approved by the Town Council on August 11, 2022.
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 on any Town of Ross-recognized holiday such as but not limited to: 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.



# ATTACHMENT 2



**100 LAUREL GROVE AVE**

[illegible]

Diagram showing a compass rose with 'REFERENCE NORTH' and 'TRUE NORTH' labels, and a scale bar with 'SCALE: 1/8"=1.0"'. The compass rose indicates a magnetic declination of 10°.

DATE	Δ	REVISION	BY
20/11/2022		DESIGN REVIEW SUBMITTAL	SK



98 LAUREL GROVE AVENUE  
ROSS CA  
AP# 072-211-38

PLSKY ERLSTEIN ARCHITECTS

469B Magnolia Avenue  
Larkspur, CA 94939  
Phone 415 927 1156  
Fax 415 927 0847  
[www.polskyarchitects.com](http://www.polskyarchitects.com)

## DETAIL SITE PLAN

0 2018 POLYMER PEN-TESTING ARCHIVE	
Print Date	7/15/22
Device	ER
Job #	2106
State	NOTED



THE NORTH

0' 4' 8'

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

**WALL LEGEND**

EXISTING WALL TO REMAIN - NO MODIFICATIONS

EXISTING WALL - (N) ADDED SHEAR

EXISTING WALL TO BE MODIFIED

NEW OPENING

EXISTING WALL TO BE DEMOLISHED

NEW WALL

PRINT	7/13/22
20000	ER
206	2106
30003	NOTED

**EXISTING-DEMO  
BASEMENT PLAN**

## DWINELLS RESIDENCE

98 LAUREL GROVE AVENUE  
ROSS CA  
AP# 072-211-38



469B Magnolia Avenue  
Larkspur, CA 94939  
Phone 415 927 1156  
Fax 415 927 0847  
[www.polskyarchitects.com](http://www.polskyarchitects.com)





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

0 54 55/008 E 124 071



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

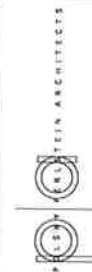


98 LAUREL GROVE AVENUE  
ROSS CA  
AP# 072-211-38

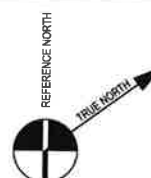
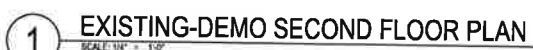
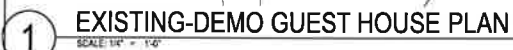
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15

### A1.3

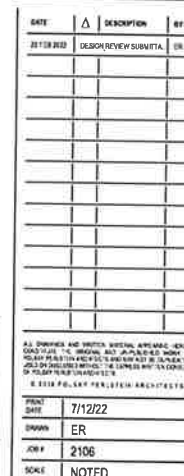


469B Magnolia Avenue  
Larkspur, CA 94939  
Phone 415 927 1156  
Fax 415 927 0847



0' 4' 8'

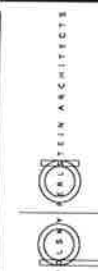
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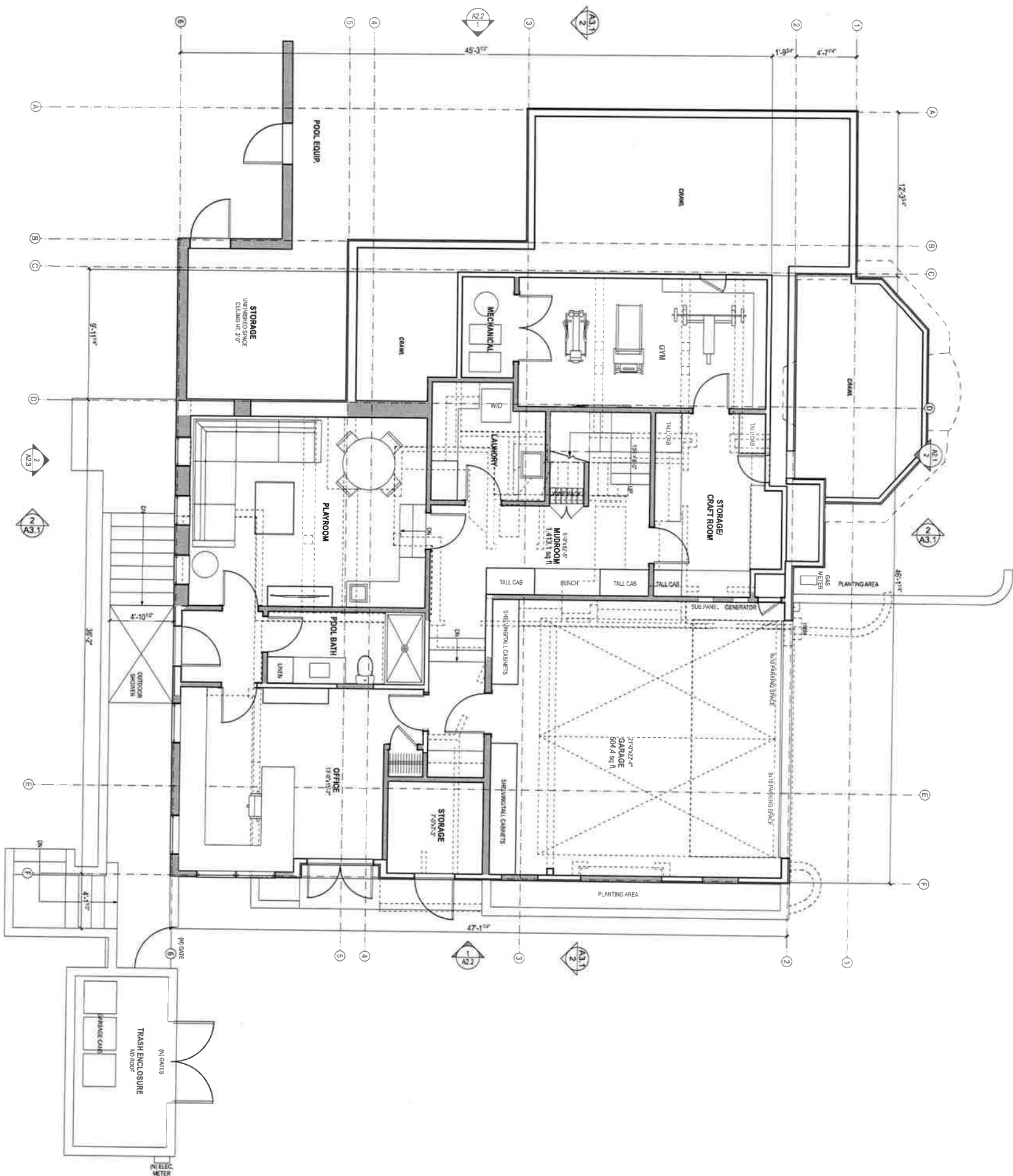
**EXISTING-DEMO  
SECOND FLOOR +  
GUEST SUITE PLAN**

## A1.4

98 LAUREL GROVE AVENUE  
ROSS CA  
AP# 072-211-38



1659B Magnolia Avenue  
 Markspur, CA 94939  
 Phone 415 927 1156  
 Fax 415 927 0847



WALL LEGEND	
	EXISTING WALL TO REMAIN - NO
	EXISTING WALL TO BE REMOVED
	NEW OPENING
	EXISTING WALL TO BE DEMOLISHED
	NEW WALL



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

PROPOSED  
BASEMENT PLAN

DATE: 7/1/2022  
DRAWN BY: ER  
CHECKED BY: 2106  
SCALE: NOTED



## DWINELLS RESIDENCE

98 LAUREL GROVE AVENUE  
ROSS CA  
AP# 072-211-38



4693 Magnolia Avenue  
Larkspur, CA 94939  
Phone: 415.927.1156  
Fax: 415.927.0847  
www.polakyarchitects.com



Set	$\Delta$	operation	AT
11/13/2003	DESIGN REVER SUBMITAL		11/13/2003



98 LAUREL GROVE AVENUE  
ROSS CA  
AP# 072-211-38



**PROPOSED FIRST FLOOR PLAN**

## A1.6







$$\frac{500000000}{1000000000} = 0.5$$


## SCALE IN INCHES



**WALL LEGEND**

	EXISTING WALL TO REMAIN, NO MODIFICATIONS
	EXISTING WALL, IN ADDITION SHEAR WALL
	EXISTING WALL TO BE MODIFIED TO NEW PERMANENT
	EXISTING WALL TO BE DEMOLISHED PERMANENT

**PROPOSED SECOND FLOOR + GUEST SUITE PLAN**

2



## DWINELLS RESIDENCE

98 LAUREL GROVE AVENUE  
ROSS CA  
AP# 072-211-38



469B Magnolia Avenue  
Larkspur, CA 94939  
Phone 415 927 1156  
Fax 415 927 0847  
[www.polskyarchitects.com](http://www.polskyarchitects.com)







**DWINELLS RESIDENCE**

98 LAUREL GROVE AVENUE  
ROSS CA  
AP# 072-211-38

469B Magnolia Avenue  
 Arkspur, CA 94939  
 Phone 415 927 1156  
 Fax 415 927 0847

[illegible]

**EXTERIOR  
ELEVATIONS-EAST +  
WEST**

## A2.2

1 (E) EAST ELEVATION  
SCALE: 1/4" = 1'-0"



1 EAST ELEVATION  
SCALE 1/4" = 1'-0"

1 (E) WEST ELEVATION  
SCALE: 1/4" = 1'-0"

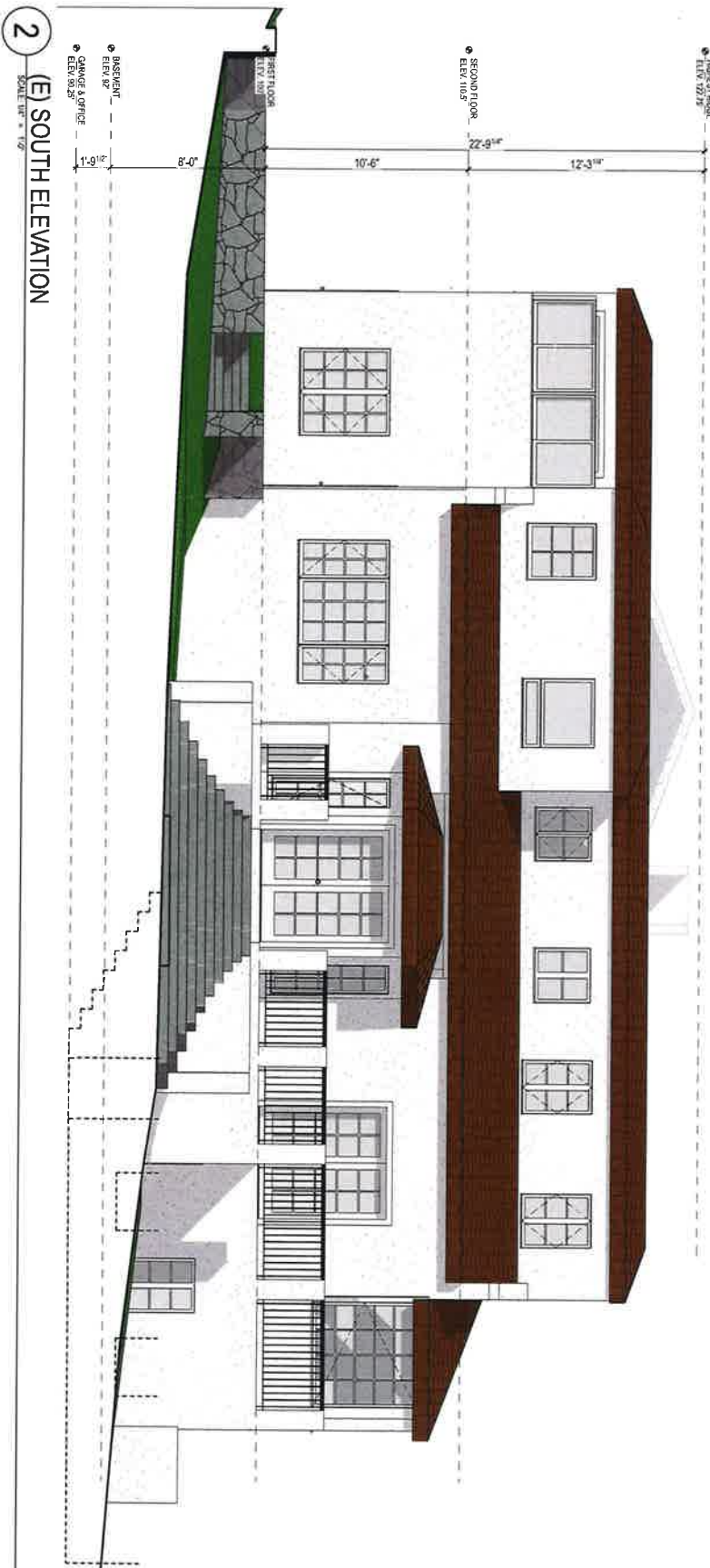
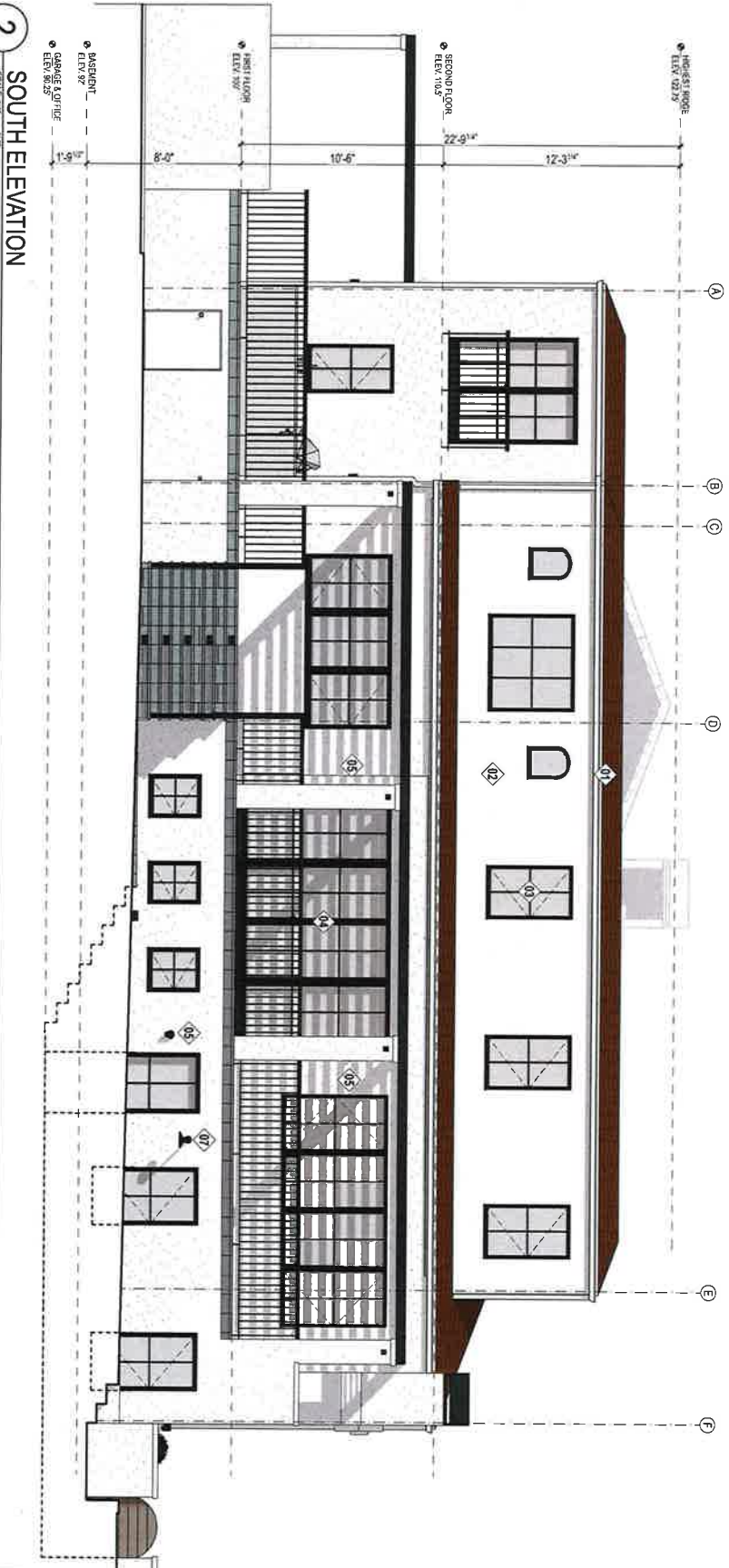


- 01 MISSION STYLE ROOF TILES TO MATCH (E)
- 02 STUCCO TO MATCH (E)
- 03 (N) ALUM. CLAD WOOD WINDOWS
- 04 (N) ALUM. CLAD WOOD DOORS
- 05 EXTERIOR SCONCE — DOWNWARD FACING & SHIELDED
- 06 DECORATIVE QUATREFOIL STUCCO DETAIL AROUND FIREPLACE FLUE
- 07 OUTDOOR SHOWER

1 WEST ELEVATION  
SCALE 1/4" = 1'-0"

## DWINELLS RESIDENCE

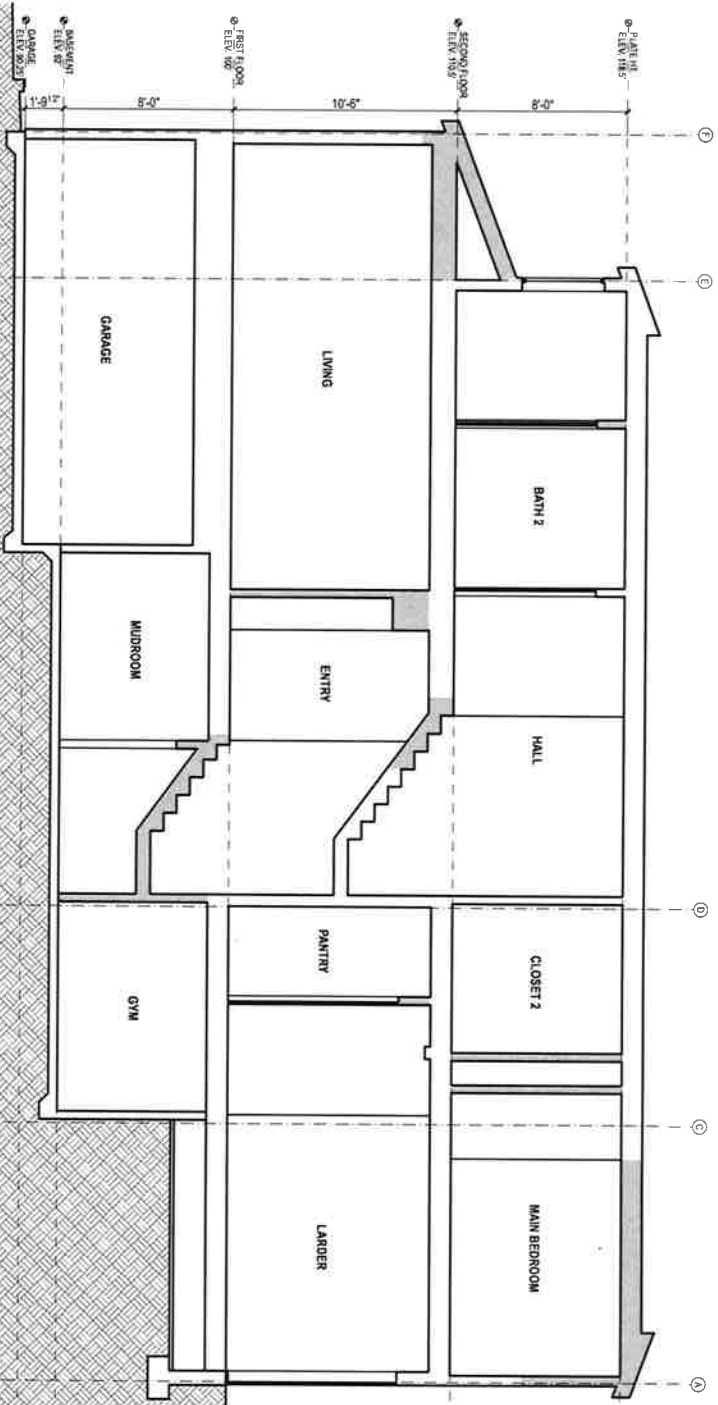
98 LAUREL GROVE AVENUE  
ROSS CA  
AP# 072-211-38



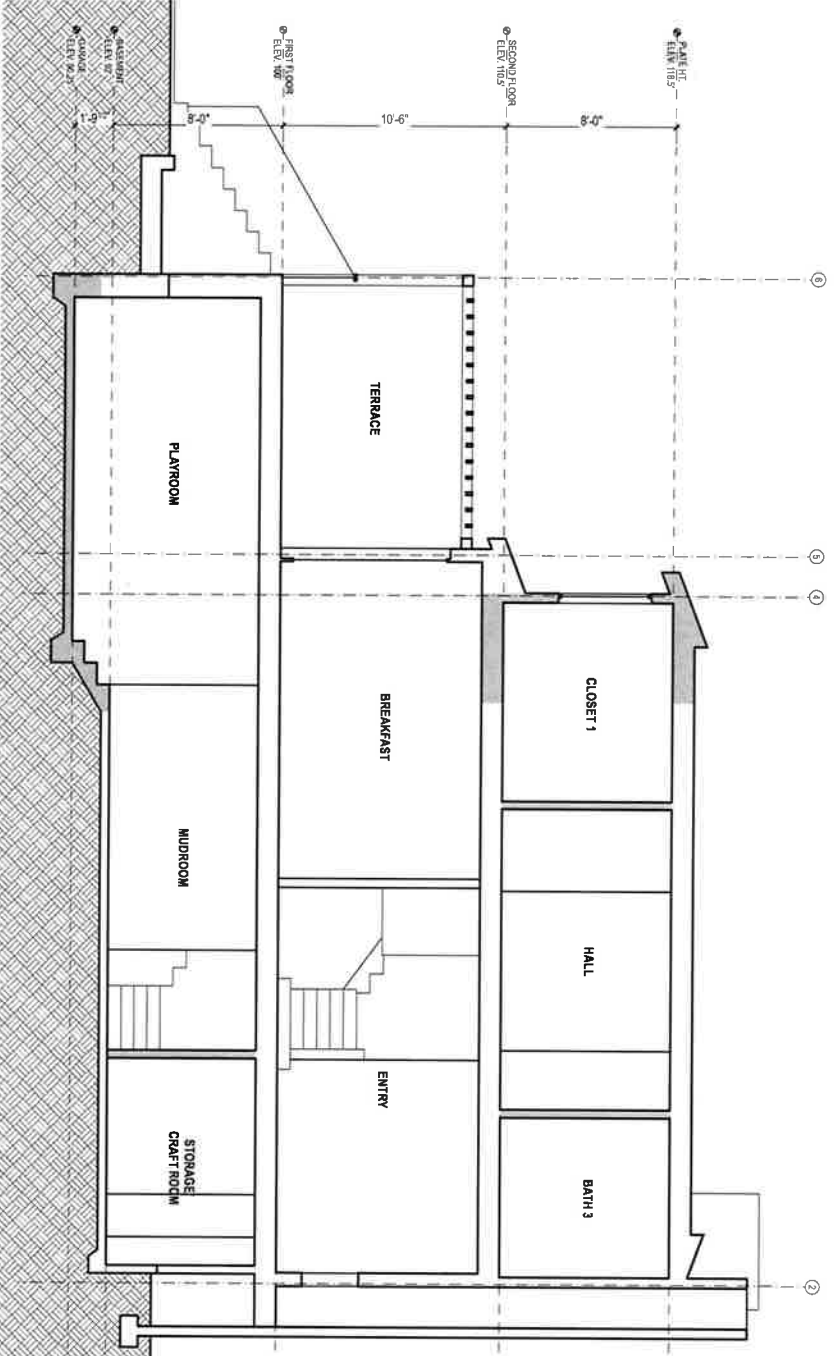
EXTERIOR  
ELEVATIONS-SOUTH

A2.3





SECTION A-A  
SCALE: 1/4" = 1'-0"



SECTION B-B  
SCALE: 1/4" = 1'-0"

4698 Magnolia Avenue  
Larkspur, CA 94939  
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Fax 415 927 0847  
www.polakyarchitects.com

## DWINELLS RESIDENCE

98 LAUREL GROVE AVENUE  
ROSS CA  
AP# 072-211-38



DATE	BY	REVISION	NO.
2/17/12	MD	SECTION B-B	1

DESIGNED BY	MD
DRAWN BY	MD
CHECKED BY	MD
DATE	7/10/22
SCALE	AS SHOWN
NOTED	

**BUILDING SECTIONS**  
**A & B**

**A3.1**

[illegible]

## PERSPECTIVES

### A3.2

# ATTACHMENT 3





# Town of Ross

## Planning Department

Post Office Box 320, Ross, CA 94957

Telephone (415) 453-1453, Ext. 121 Fax (415) 453-1950

www.townofross.org

### PLANNING APPLICATION FORM

#### Type of Application (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Advisory Design Review        | <input type="checkbox"/> Minor Exception         |
| <input type="checkbox"/> Appeals                       | <input type="checkbox"/> Non-conformity Permit   |
| <input type="checkbox"/> Basement and Attics Exception | <input type="checkbox"/> Accessory Dwelling Unit |
| <input type="checkbox"/> Certificate of Compliance     | <input type="checkbox"/> Tentative Map           |
| <input type="checkbox"/> Demolition Permit             | <input type="checkbox"/> Tentative Map Amendment |
| <input checked="" type="checkbox"/> Design Review      | <input type="checkbox"/> Time Extension          |
| <input type="checkbox"/> Design Review- Amendment      | <input type="checkbox"/> Use Permit              |
| <input type="checkbox"/> Final or Parcel Map           | <input checked="" type="checkbox"/> Variance     |
| <input type="checkbox"/> General Plan Amendment        | <input type="checkbox"/> Zoning Ordinance        |
| <input type="checkbox"/> Hillside Lot Permit           | <input type="checkbox"/> Amendment Other:        |
| <input type="checkbox"/> Lot Line Adjustment           | <input type="checkbox"/> Other:                  |

#### To Be Completed by Applicant:

Assessor's Parcel No(s): 072-211-38

Project Address: 98 Laurel Grove Avenue

Property Owner: Adam & Kelly Dwinells

Owner Mailing Address (PO Box in Ross): PO Box 583

City/State/Zip: Ross, CA 94957 Owner's Phone: 415.676.7917

Owner's Email: adamdwinells@gmail.com; kellydwinells@gmail.com

Applicant: Polsky Perlstein Architects

Applicant Mailing Address: 469B Magnolia Avenue

City/State/Zip: Larkspur, CA 94939 Applicant's Phone: 415.927.1156x304

Applicant's Email: elizabeth@polskyarchitects.com

Primary point of Contact Email: ☐ Owner ☐ Buyer ☐ Agent ☒ Architect

#### To Be Completed by Town Staff:

Date Received: \_\_\_\_\_

Application No.: \_\_\_\_\_

Zoning: \_\_\_\_\_

Planning 5300 \_\_\_\_\_

Tree Permit 5305 \_\_\_\_\_

Fee Program Administration 5315-05 \_\_\_\_\_

Record Management 5316-05 \_\_\_\_\_

Record Retention 5112-05 \_\_\_\_\_

Technology Surcharge 5313-05 \_\_\_\_\_

TOTAL FEES: \_\_\_\_\_

Date paid: \_\_\_\_\_

Make checks payable to Town of Ross. Fees may not be refunded if the application is withdrawn.



**SUBDIVISION INFORMATION ONLY**

Number of Lots: \_\_\_\_\_

**LOT LINE ADJUSTMENT ONLY**Describe the Proposed Lot Line Adjustment: \_\_\_\_\_  
\_\_\_\_\_

Existing Parcel Size(s)

Parcel 1:

Parcel 2:

Adjusted Parcel Size(s)

Parcel 1:

Parcel 2:

**PARCEL ONE****PARCEL 2**

Owners Signature: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Owner's Name (Please Print): \_\_\_\_\_

Owner's Name (Please Print): \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

\* If there are more than two affected property owners, please attach separate letters of authorization.

**REZONING OR TEXT AMENDMENT ONLY**

The applicant wishes to amend Section \_\_\_\_\_ of the Ross Municipal Code Title 18.

The applicant wishes to Rezone parcel \_\_\_\_\_ from the \_\_\_\_\_ Zoning District to \_\_\_\_\_.

**GENERAL OR SPECIFIC PLAN AMENDMENT ONLY**Please describe the proposed amendment: \_\_\_\_\_  
\_\_\_\_\_**CERTIFICATION AND SIGNATURES**

I, the property owner, do hereby authorize the applicant designated herein to act as my representative during the review process by City staff and agencies.

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I, the applicant, do hereby declare under penalty of perjury that the facts and information contained in this application, including any supplemental forms and materials, are true and accurate to the best of my knowledge

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

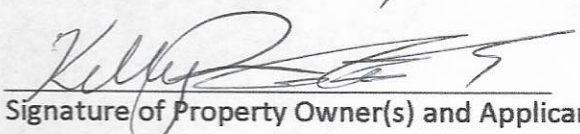
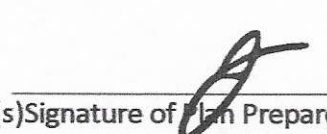
**SIGNATURE:**

I hereby authorize employees, agents, and/or consultants of the Town of Ross to enter upon the subject property upon reasonable notice, as necessary, to inspect the premises and process this application.

I hereby authorize Town staff to reproduce plans and exhibits as necessary for the processing of this application. I understand that this may include circulating copies of the reduced plans for public inspection. Multiple signatures are required when plans are prepared by multiple professionals.

I further certify that I understand the processing procedures, fees, and application submittal requirements.

*I hereby certify that I have read this application form and that to the best of my knowledge, the information in this application form and all the exhibits are complete and accurate. I understand that any misstatement or omission of the requested information or of any information subsequently requested shall be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper to the Town of Ross. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this application was signed at*

98 Laurel Grove, Ross, California on 2/17/22  
   
 Signature of Property Owner(s) and Applicant(s) Signature of Plan Preparer

**Notice of Ordinance/Plan Modifications**

- ☐ Pursuant to Government Code Section 65945(a), please indicate, by checking this box, if you would like to receive a notice from the Town of any proposal to adopt or amend the General Plan, a specific plan, zoning ordinance, or an ordinance affecting building permits or grading permits, if the Town determines that the proposal is reasonably related to your request for a development permit.

**Alternate Format Information**

*The Town of Ross provides written materials in an alternate format as an accommodation to individuals with disabilities that adversely affect their ability to utilize standard print materials. To request written materials in an alternate format please contact us at (415) 453-1453, extension 105.*



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**Consultant Information**

The following information is required for all project consultants.

**Landscape Architect**

Firm \_\_\_\_\_  
Project Landscape Architect \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Town of Ross Business License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Civil/ Geotechnical Engineer**

Firm \_\_\_\_\_  
Project Engineer \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Town of Ross Business License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Arborist**

Firm \_\_\_\_\_  
Project Arborist \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Town of Ross Business License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Other**

Consultant \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Town of Ross Business License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Other**

Consultant \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Town of Ross Business License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

**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).

Selected demolition of walls of the existing home; new additions and remodel of the existing home; replace all doors and windows; new plumbing, electrical, and HVAC; replace doors and windows of existing guest house; (N) trellis' at exterior terraces; (N) landscaping; (N) pool within side yard setbacks; (N) storage shed at driveway level within side yard setbacks.



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**Mandatory Findings for Variance Applications**

*In order for a variance to be granted, the following mandatory findings must be made:*

**Special Circumstances**

That because of special circumstances applicable to the property, including size, shape, topography, location, and surroundings, the strict application of the Zoning Ordinance deprives the property of privileges enjoyed by other properties in the vicinity and under identical zoning classification. **Describe the special circumstances that prevent conformance to pertinent zoning regulations.**

Due to the unusual shape of the lot and the setbacks, the existing main house & guest house occupy most of the non-setback area in the rear and side yards except for the undeveloped uphill rear yard. This leaves only a small portion of the front yard as conforming to put a pool or a storage shed into.

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**Substantial Property Rights**

That the variance is necessary for the preservation and enjoyment of substantial property rights. **Describe why the project is needed to enjoy substantial property rights.**

Many properties in Ross enjoy pools and adjoining patios and there are many properties with existing non-conformities that prevent building a pool within the conforming lot area. Granting the variance would allow the owner's to enjoy property rights that are common for surrounding neighbors.

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Granting the variance for the shed would allow the owner to house their garbage cans in an enclosure rather than leaving them in the open air along the house. The existing garage does not allow space for the cans in addition to two parked cars.

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**Public Welfare**

That the granting of a variance will not be detrimental to the public welfare or injurious to other property in the neighborhood in which said property is situated. **Describe why the variance will not be harmful to or incompatible with other nearby properties.**

While the pool would be into the setback, the portion of the neighboring property it would encroach towards is undeveloped

hillside. There are no buildings in this area that would be hindered by the addition of this pool and the neighbors have voiced

their support.

Due to the grade change between the existing driveway and lawn, the shed height would be minimized on two sides. Leaving the

garbage cans in the open at the driveway would be more injurious to the neighboring properties than if they were enclosed in the

the proposed shed.

# ATTACHMENT 4

## MINUTES

Regular Meeting of the  
Ross Advisory Design Review Group  
6:00 PM, Tuesday, June 21, 2022

Video and audio recording of the meeting is available online at the Town's website at:  
[townofross.org/meetings](https://townofross.org/meetings).

### 1. 6:00 p.m. Commencement

ADR Group Chair Mark Kruttschnitt called the meeting to order.

Present: Mark Kruttschnitt, Laura Dewar, Stephen Sutro, Josefa Buckingham, and Mark Fritts.

Director Rebecca Markwick and Planner Nishant Seoni were present representing staff.

### 2. Approval of Minutes.

The ADR Group unanimously approved the May 17, 2022 minutes.

### 3. Open Time for Public Comments

No comments were provided.

### 4. Planning Applications.

#### a. 1 Hillgirt Avenue

**Property Owner: Simon and Veronica Katz**

**Applicant: Steve Swearengen**

**Project Summary:** The applicant requests approval of Design Review, Demolition, Variances, and a Nonconformity Permit to demolish the existing two-story residence, detached garage, and detached accessory structure and construction of a new single-family residence with an attached two car garages. The Variances are required to exceed the allowable lot coverage and to construct within the creek setbacks. The project also proposes new landscaping and hardscape throughout the property, including a new driveway, walkway and rear patio. (Markwick)

Director Markwick summarized the project.

Project architect Swearengen introduced and summarized the project and reviewed the advice that was given to the applicant.

Chair Kruttschnitt opened the public forum.

#### Mark Fritts

- House feels too big, keep it to the existing square footage
- Height is too tall at the front façade, terrace towards the back of the home
- House looms over the street
- Deck over the garage is unnecessary onus to the property to the north. Can not support the deck over the garage
- Minimize the interior head height, need substantive reduction in height.



Laura Dewar

- Lower height of the garage, no balcony on the garage
- Height of the home is too tall, and too close to the street. The massing is very large at the street frontage.
- Wants more naturalistic materials.
- Concerned with the window placement and privacy

Joey Buckingham

- The house as proposed looms over the street, out of character with the neighborhood, given the size of the home.
- Need to reduce the total FAR. It is not guaranteed that you get the existing FAR of the existing house if you are rebuilding.
- Numbers do not work for the FAR and the height of the house.
- Need to reduce the size of the home so that it fits into the context of the neighborhood.
- Need more natural materials that blend into the landscape

Steve Sutro

- Scale is too big for the streetscape
- Should not exacerbate non-conformities
- Agrees with all of the other comments regarding and specifically the FAR

**b. 189 Lagunitas Road (A.P.N. 073-211-38)**

**Property Owner:** Jennifer and Jeffrey Bogan

**Applicant:** Brooks McDonald

**Project Summary:** The applicant requests approval of Design Review and a Variance for renovation of the exterior of the existing house; relocation of a basement ADU to above the existing garage; construction of a horizontal addition to the existing house, new fences, a pool and spa, and outdoor lounge areas; and modifications to existing landscaping. (Seoni)

Nishant Seoni introduced the project.

Architect, Brooks McDonald introduced the project and answered questions from the ADR members. In response to questions from the ADR, the applicant clarified the location and height of the deck, that the garage door is made of wood, and that the house and garage roofs will be made of similar materials.

Chair Kruttschnitt opened the public forum

One neighbor at 193 Lagunitas stated that the proposed horizontal addition would be too close to their property and create privacy issues. One member of the ADR recused

themselves from the project. The ADR approved of the proposed design and materials with some recommendations. The ADR recommended that stone cladding around the home be terminated at porch height rather than higher; that the pool and patio be relocated to reduce or eliminate setback nonconformance, and that the applicant work with the neighbors to reduce privacy impacts of the horizontal addition by reducing the number of windows used. The ADR requested that the applicant clarify to Planning whether a wet bar will be located in a setback, and if so to relocate it.

Steve Sutro

- Project is well designed, the dormer is contextually appropriate. ADU needs to be recorded as an ADU.
- Sad to see the logs go, however new materials are beautiful.
- The balcony and windows are very far from the property line and are appropriate in their locations. Maybe remove or reduce size of the windows.
- Lower the band of stones.
- Suggests making the patio smaller so that it is 25 feet from the property line, even though that would still require a Variance.
- Do not exacerbate the non-conformity with new patios.
- Can support the project as designed.

Laura Dewar

- Really nice design, materials are great.
- Modest and proportional to the lot and consideration of neighbors
- Move the third window to accommodate the neighbors
- The shade structure is okay in the setback, given that there is an easement that the setback is taken from. Needs more detail on the wet bar.
- Supports the project

Mark Kruttschnitt

- Echo's the stone comment, lower the stone detail.
- Remove one window to accommodate the neighbors.
- The deck is small, it will not be a large gathering place so he can support the deck.
- Supports ADU
- Pool is in setback, so it appears that it needs a Variance, or move it so that it does not need a Variance. Thinks that the pool should be moved, and the wet bar needs more detail.
- There should not be any lighting in the trellis structure in the setback.
- Fully supports the project, specifically with one of the windows on the north being removed.

**c. 24 Allen Avenue (A.P.N. 073-261-38)**

**Property Owner:** Warren and Robin Luhning

**Applicant:** Imprints Landscape Architecture

**Project Summary:** The applicant requests approval of Design Review to remodel and relocate an existing deck; construct a new in-ground pool; construct a patio, arbor, fire pit, pool equipment room, and recreation court; and install new landscaping. A Variance is required to allow the proposed renovation and new construction to deviate from setback standards. The parcel has an approved permit for an Accessory Dwelling Unit (ADU) that is not part of the proposed project. (Seoni)

Nishant Seoni introduced the project.

The applicant summarized the project and existing conditions, and stated that they proposed a bio-retention basin to offset the proposed increase in impervious surface. The ADR stated that the increase to impervious surface was still too high and that the proposed pool was too far into the existing setback for necessary findings to be met. The ADR stated that as proposed they could not support the project.

**d. 98 Laurel Grove Avenue (APN 072-211-38)**

**Property Owner:** Dwinells Family Trust

**Applicant:** Polsky Perlstein Architects

**Project Summary:** The applicant requests approval of Design Review to remodel and expand the existing main residence at the front and south side; construct new attached trellis structures at the south side and rear building elevations; construct a new storage accessory building in the south side yard; construct a new pool and associated terrace and retaining wall in the south side yard; and renovate the south side yard and rear yard landscape. Variances are required to construct a new storage accessory building, new trellis projections, and a new pool and associated structures with nonconforming yard setbacks. (Seoni)

Nishant Seoni introduced the project. The applicant stated that recently modified plans removed a proposed storage shed, and that the proposed pool was in its location within a side yard setback because the land on the adjacent property was unusable and the pool's proximity to the property line was unlikely to affect the neighboring property. The ADR supported this. The ADR supported the design of the project with a recommendation that additional windows or articulation of some kind be placed on the east side of the garage to improve its visual character.

**e. 18 Madrona Avenue**

**Property Owner:** 18 Madrona LLC

**Applicant:** Sean Bailey

**Project Summary:** The applicant requests approval of Design Review to remodel the existing 2,877 square foot single family residence and an addition of 1,983 square feet. The project includes a new roof and new landscaping throughout the property. The existing pool and patio will remain. (Markwick)

Laura Dewar

- Likes the design and can support the project.

Steven Sutro

- Design and material are great, the contemporary design is also great
- The story poles read that the project is very tall at the street.
- The roof line needs to be minimized.
- Wants a roof modification before he can fully endorse it to the council

Mark Fritts

- Likes the architecture and symmetry of the project, however the roof over the street is somewhat looming. The shed roof does not do the site justice.
- Likes the red cedar, has a concern about the amount of glass and lighting.
- The mass of the roof is too large.
- Likes the articulation, and mass of the structure except for the mass and front façade of the home.

Mark Kruttschnitt

- Can support the project as designed.
- Suggested that the project applicant work offline with the Steve and Mark F. to work on the roof line.

**Conceptual Advisory Design Review.**

**a. 3 Skyland Way (APN 072-211-12)**

**Property Owner:** Stephen and Hanna Ensley

**Applicant:** Historical Concepts Architecture and Planning

**Project Summary:** The applicant requests pre-application review and recommendation on preliminary design for demolition of the existing house, pool, pool pavilion, and drives. Proposed new construction for a single family-residence to include: main house with attached garage, detached garage, detached guest house, pool, drives, and gardens.

The design team presented the project at 3 Skyland.

The ADR had questions about whether any of the proposed house, pool and landscaping were proposed in the setbacks. There was a question about the seating area, and patios that are proposed in the setback, advised that the applicant should bring all the improvements out of the setbacks. They discussed that the project would be coming in with a non-conformity permit. The ADR discussed that that was probably okay, provided it was not noxious, and impactful to the neighbors. Some suggestions were made to convert the guest house to an ADU which would be mutually beneficial. The ADR asked that as the project goes forward to block out the adjacent neighbors so that it was clear

where they are on the site plan. The massing at the home near the sports court might appear large, depending on what is below it, however difficult to determine at this point, the architects agreed to address that. The basement was discussed, and stacking spaces is okay. The materials were discussed, they have not been determined, however will be natural in appearance. The ADR members thought that the project is beautiful, liked that it is out of the setbacks. The design looks in scale, and the massing is wonderful and can support the non-conformity permit. It was recommended that no Variances be asked for.

**b. 10 Southwood (APN 073-151-23)**

**Property Owner:** Ron and Allison Abta

**Applicant:** Julie M Jonson, AUA LEED

**Project Summary:** The property at 10 Southwood Avenue is a single-family residence approximately 2,341 SF currently under renovation. The project proposes to remove the existing carport and relocate to the west side of the house, this would also relocate the current driveway to the western side of the property. The current driveway is approximately 9 ft wide, located on the east side of the home; therefore, relocating to the west would allow much more generous space.

Additionally, there is an existing cottage in the rear of the property, the project proposes to install a dormer on the second floor, above the existing stair. The existing cottage is original and exists within the rear yard setback. The existing carport that bi-sects the rear yard (proposing to demolish) and the proposed relocation, exist in the side and rear setback.

The project architect introduced the project and the ADR discussed it. There were questions about whether a garage or carport is being proposed, the proposal is for a carport. The idea is that the existing carport be removed, and a new one be removed. A discussion about what the code requires in terms of covered parking, and what that means. The ADR was not favorable to carports. The ADR indicated that they can support the project going forward and it was recommended that the trees remain to construct the carport because they provide great screening.

**5. Communications**

**a. Staff**

**b. ADR Group Members**

**6. Adjournment**

Chair Kruttschnitt adjourned the meeting at 10:12 PM.