



**Agenda Item No. 15.**

**Staff Report**

**Date:** September 8, 2022  
**To:** Mayor Kuhl and Council Members  
**From:** Rebecca Markwick, Planning & Building Director  
**Subject:** 2 De Witt Drive

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**Recommendation**

It is recommended that the Town Council consider adoption of Resolution No. 2270 (**Attachment 1**) approving Design Review for the subject project as described below.

**Owner:** Tom and Linda Coates  
**Applicant:** David Kotzebue  
**Street Address:** 2 DeWitt Drive  
**Assessor Parcel Number:** 073-201-09  
**Zoning:** R-1: B-5A; Hillside Area  
**General Plan:** VL (Very Low Density)  
**Flood Zone:** AE

**Project Summary:** The applicant is requesting Design Review approval to demolish the existing 11,232 SF two-story residence and accessory structures; construct a new 14,694 SF two-story-with-basement, single-family residence, a new 1,200-square-foot detached accessory dwelling unit (ADU), detached garage and pool house. The project conforms to the allowable lot coverage, height, and floor area for the zoning district.

**Project Data**

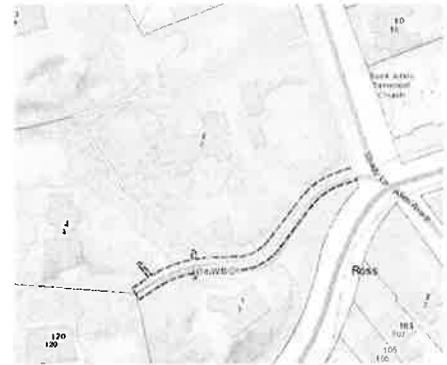
<b>Project Item</b>	<b>Code Standard</b>	<b>Existing</b>	<b>Proposed</b>
Lot Area	1 Acre	99,980 SF	No change
Floor Area	14,997 SF (15%)	11,232 SF (11.2%)	14,694 SF (Includes 400 SF from 1,200 SF ADU) (14.7%)
Building Coverage	15% max. *	9,152 SF (12.2%)	12,159 SF (12.2%)
Front Yard Setback (Street)	25'	90'8"	25'
Side Yard Setback (Left)	25'	29'9"	25'
Side Yard Setback (Right)	25'	117'6"	124'
Rear Yard Setback	40'	40'9"	50'6"
Building Height	30'	28'10"	30'
Off-street Parking Spaces	4 (2 covered)	4 Covered	8 Covered
Impervious Surfaces	Minimize and/or reduce **	35,000 SF	22,000 SF

\*Parcels legally created prior to December 14, 1989 are subject to R-1: B-A regulations per RMC Section 18.32.020.

\*\*Impervious coverage guideline per Low Impact Development (LID) for Stormwater Management, Design Review criteria and standards, RMC Section 18.41.100 (t).

### Background

The project site is a 99,980-square-foot lot on the corner of Shady Lane and De Witt Avenue. The property contains an existing single-family residence with detached garage, pool house and tennis court.



### Project Description

The project proposes to demolish the existing buildings and structures on the property, including the existing two-story residence, Porte cochere, detached garage, pool house, tennis court, porches and arbor. The existing hardscape including driveway, pool, bridge, and patios are also proposed to be demolished.

The project proposes to construct a new single-family residence, a detached garage, new driveway approach from Shady Lane, and a new detached accessory dwelling unit (ADU). The new 12,109-square-foot primary residence would be 30' tall, two stories with 2,044 SF basement. A 1,033 SF detached garage is proposed, and a 1,152 SF pool house is also proposed. The new 1,200-square foot ADU is proposed at 15'6" in height. The project proposes to retain the majority of the large, mature trees which provide screening and softening from De Witt and Shady Lane. Additionally, an extensive landscape plan is proposed with numerous trees, shrubs and flowers. The primary exterior materials include wood siding painted Benjamin Moore, "Simply White." Windows and doors are proposed in dark anodized bronze, and the roof is proposed in composition shingle, charcoal.

On June 27, 2022 a Lot Line Adjustment (LLA) was approved by the Town of Ross between the properties at 2 De Witt and 3 Upper Ames, which adjusted the flag pole portion of 3 Upper Ames so that 2 De Witt gained about half an acre. A major component of the design and site planning of the proposed project is to change the access from De Witt Drive to Shady Lane. The proposed access to the site is from the existing Shady Lane driveway. The proposal includes a new open wood gate with brick pillars and the new driveway follows the existing path as one enters the site, then branches off to a family parking court, and extends to arrival point with guest parking in front of the residence. Additionally, the property owners of 2 De Witt have an address change application for a new address of "1 Shady Lane." A condition of approval has been added that the lot line adjustment shall be recorded prior to issuance of building permit.

Project Plans are included in **Attachment 2** and project application materials as **Attachment 3**.

### Advisory Design Review

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 August 16, 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 August 16, 2022, the ADR Group unanimously recommended that project is 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.

Draft Minutes of the August 16, 2022 ADR meeting are included as Attachment 4.

### **Discussion**

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

#### ***Demolition Permit***

The "small town" quality and feel of the town are heavily shaped by the attributes, integrity, historical character and design scale of existing residential and commercial neighborhoods. The preservation, enhancement and continued use of structures with historic, architectural, cultural and/or aesthetic importance is essential in retaining this community character. The Town Council, after considering citizen and professional input, as necessary, should decide whether a structure may be removed from the neighborhood fabric of Ross.

Pursuant to Section 18.50.20, the proposed project requires a Demolition Permit to alter more than twenty-five percent of the exterior walls or exterior wall coverings of a residence.

If Council intends to approve a Demolition Permit, staff recommends that the required findings for approval be satisfied for the proposed project, as follows:

- **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. (Section 18.50.060 (a) (1))**
- **The proposed redevelopment of the site protects the attributes, integrity, historical character and design scale of the neighborhood and preserves the "small town" qualities and feeling of the town. (Section 18.50.060 (a) (2))**
- **The project is consistent with the Ross General Plan and zoning ordinance. (Section 18.50.060 (a) (3))**
- **The project will not, under the circumstances of the particular case, be detrimental to the health, safety or general welfare of persons residing or working in the neighborhood and will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood. (Section 18.50.060 (a) (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. The Design Review criteria and standards per Section 18.41.100 are included as **Attachment 1**.

The Town Council may approve, conditionally approve or deny an application for design review. The Town Council shall include conditions necessary to meet the purpose of Design Review pursuant to Chapter 18.41 and for substantial compliance with the criteria set forth in this chapter. The Town Council may adopt by resolution standard conditions for all projects to meet.

Pursuant to Section 18.41.20 (a), the proposed project requires a Design Review Permit for exterior remodeling resulting in additions, extensions or enlargements to existing buildings exceeding two hundred square feet of new floor area; and for an increase to the existing roof height.

If Council intends to approve Design Review, staff recommends that the required findings for approval be satisfied for the proposed project, as follows:

- **The project is consistent with the purpose of Design Review as outlined in Section 18.41.010. (Section 18.41.070 (b) (1))**
- **The project is in substantial compliance with the design criteria of Section 18.41.100. (Section 18.41.070 (b) (2))**
- **The project is consistent with the Ross General Plan and zoning ordinance. (Section 18.41.070 (b) (3))**

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 project is not monumental or excessively large size and is 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.

**Section 18.41.100(r) Maximum Floor Area:**

In addition to the findings required for Design Review approval, given the size of this Project, the Town also must make an additional finding should it approve the Project. Regardless of a residentially zoned parcel’s lot area, Section 18.41.100(r) of the Town’s Design Review Ordinance states a maximum of ten thousand square feet of total floor area is recommended. Development above this floor area level may be permitted under this section if the town council finds that such development intensity is appropriate and consistent with this section, the Ross Municipal Code and the Ross General Plan. Factors which would support such a finding include, but are not limited to: excellence of design, site planning which minimizes environmental impacts and compatibility with the character of the surrounding area.

The proposed home is 14,294 square feet which exceeds the guideline of 10,000 square feet. Should the Council support this overage, Staff has drafted findings that support the increased square footage based on the project’s excellent design, the site planning minimizes the impact to the neighborhood, and the project is compatible with the surrounding neighborhood. Additionally, the location of the project on the site combined with the existing and proposed landscaping minimizes the impact of the additional 4,294 square feet.

***Exception to Accessory Dwelling Unit (ADU) Permit***

Accessory dwelling units increase the overall supply of housing within established residential zoning districts or as part of new residential subdivisions, while maintaining the existing character of the neighborhood. Such units are intended to increase the supply of smaller, more affordable housing within existing residential neighborhoods and provide independent living units for prospective and current residents, including family members, students, local employees, the elderly, in-home health and childcare providers, and single adults, among others.

The Town Council may grant discretionary exceptions to the development standards regulating the number of accessory dwelling units permitted on a lot or parcel and accessory dwelling unit height, location, size and floor area as set forth in Sections 18.42.050 and 18.42.055. The Town Council shall approve, conditionally, approve, or deny the exception application in accordance with the provisions of Section 18.42.065 or Section 18.42.080.

The proposed project includes a new detached 1,200 square foot accessory dwelling unit. At its discretion, the town council may grant exceptions

If Council intends to approve the Exception to the ADU Permit, staff recommends that the required findings for approval be satisfied for the proposed project, as follows:

- **The exception will not create a significant adverse impact on any adjacent property, the surrounding neighborhood, or the general public good. (Section 18.42.065 (g) (1))**

Analysis: The proposed 1,200 square foot accessory dwelling unit would be minimally visible from public vantage points.

- **The lot and the arrangement of existing and proposed physical improvements on the lot can accommodate the exception without adversely affecting the views, privacy, or access to light and air of neighboring properties. (Section 18.42.065 (g) (2))**

Analysis: The proposed new accessory dwelling unit would not affect any primary views. It is located on the property as to not impact any adjacent properties. New windows at the side elevations, which are closest to neighboring properties, are minimized in size, location, and orientation to protect the privacy of surrounding properties. The owners of adjacent properties to the sides, who would be most affected by the proposed new accessory dwelling unit have submitted written comments in support of the project. No members of the general public including owners of adjacent properties have expressed concerns or issues with respect to the project.

- **Any modifications to site drainage shall be designed by a licensed engineer and shall result in no net increase to the rate or volume of peak runoff from the site compared to pre-project conditions. Any new mechanical pumps or equipment shall not create noise that is audible off site. (Section 18.42.065 (g) (3))**

Analysis: The project's site drainage has been designed by a licensed engineer and there is no net increase to the rate or volume of peak runoff from the site.

- **The fire chief has confirmed that there is adequate water supply for firefighting purposes for the site, or that the project includes measures to provide adequate water supply for firefighting purposes. (Section 18.42.065 (g) (4))**

Analysis: Adequate access and water supply exist for firefighting purposes.

#### **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 September 8, 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 300 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. The project architect has provided a neighborhood outreach document that is included as attachment 5.

**Attachments**

1. Resolution No. 2270
2. Project Plans
3. Application Materials
4. ADR Group Meeting Minutes, August 16, 2022 (draft)
5. Correspondence

# ATTACHMENT 1

# TOWN OF ROSS

## RESOLUTION NO. 2270

### RESOLUTION OF THE TOWN OF ROSS APPROVING DESIGN REVIEW, DEMOLITION PERMIT, AND ACCESSORY DWELLING UNIT (ADU) PERMIT TO DEMOLISH THE EXISTING RESIDENCE AND ACCESSORY STRUCTURES AND; CONSTRUCTION OF A NEW TWO-STORY-WITH-BASEMENT, SINGLE-FAMILY RESIDENCE INCLUDING DETACHED GARAGE AND; A NEW DETACHED ADU 2 DE WITT AVENUE, A.P.N. 073-201-09

**WHEREAS**, applicant David Kotzebue, on behalf of property owners Tom and Linda Coates has submitted an application requesting approval of Design Review, Demolition Permit, and ADU Permit to demolish the existing two-story residence and accessory structures totaling 11,232 SF square feet and construction of a new 14,694-square-foot, two-story-with-basement, single-family residence including garage; construct a new 1,200-square-foot detached ADU; and landscape and hardscape including a new pool and driveway at 2 De Witt Avenue APN 073-201-09 (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 15303 (New Construction), because it consists of the construction and location of limited numbers of new, small facilities or structures, including one single-family residence and a second dwelling unit in a residential zone; and

**WHEREAS**, on September 8, 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, Demolition Permit, and ADU Permit 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 8<sup>th</sup> day of September 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**  
**2 DE WITT AVENUE**  
**A.P.N. 073-201-09**

**A. Findings**

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

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

As recommended by the Advisory Design Review (ADR) Group, the Project is consistent with the purpose of the Design Review chapter as outlined in RMC 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 RMC Section 18.41.100.**

As recommended by the Advisory Design Review (ADR) Group, the Project is in substantial compliance with the design criteria of RMC Section 18.41.100. The site would be kept in harmony with the general appearance of neighboring landscape. Lot coverage and building footprints would be minimized, and development clustered, to minimize site disturbance area and preserve large areas of undisturbed space. New buildings constructed on sloping land are designed to relate to the natural landforms and step with the slope in order to minimize building mass, bulk and height and to integrate the structure with the site. Buildings would use materials and colors that minimize visual impacts and blend with the existing landforms and vegetative cover, including wood and stone. Good access, circulation and off-street parking would be provided consistent with the natural features of the site. Open fencing would be aesthetically attractive and not create a "walled-in" feeling or a harsh, solid expanse. Landscaping would be integrated into the architectural scheme to accent and enhance the appearance of the development, including attractive, fire-resistant, native species and replacement trees for trees removed by development. Landscaping would create and maintain defensible spaces around buildings and structures as appropriate to prevent the spread of wildfire. The Project would maximize permeability and reduce the overall impervious surface coverage on the property, by removing existing impervious surfaces to more than offset the new development, so that the post-development stormwater runoff rates from the site would be no greater than pre-project rates.

**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, the Single Family Residence and Special Building Site zoning regulations, therefore the Project is found to be consistent with the Ross General Plan and Zoning Ordinance.

**Section 18.41.100(r) Maximum Floor Area:**

In addition to the findings required for Design Review approval, given the size of this Project, the Town also must make an additional finding should it approve the Project. Regardless of a residentially zoned parcel's lot area, Section 18.41.100(r) of the Town's Design Review Ordinance states a maximum of ten thousand square feet of total floor area is recommended. Development above this floor area level may be permitted under this section if the town council finds that such development intensity is appropriate and consistent with this section, the Ross Municipal Code and the Ross General Plan. Factors which would support such a finding include, but are not limited to: excellence of design, site planning which minimizes environmental impacts and compatibility with the character of the surrounding area.

As designed the increased square footage is excellent in design, the site planning minimizes the impact to the neighborhood, and the project is compatible with the surrounding neighborhood. Additionally, the location of the project on the site combined with the existing and proposed landscaping minimizes the impact of the additional 4,294 square feet.

**II. In accordance with RMC Section 18.50.050 (a) |, Demolition Permit is approved based on the following mandatory findings:**

- a) 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.**

The existing single-family residence and accessory buildings do not possess historical, architectural, cultural, or aesthetic values.

- b) The proposed redevelopment of the site protects the attributes, integrity, historical character and design scale of the neighborhood and preserves the "small town" qualities and feeling of the town.**

As recommended by the ADR Group, the Project is consistent with the purpose of the Design Review chapter as outlined in RMC Section 18.41.010. It preserves and enhances the historical "small town," low-density character and identity that is unique to the Town of Ross.

- 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, the Single Family Residence and Special Building Site zoning regulations, and the Hillside Lot Regulations, therefore the Project is found to be consistent with the Ross General Plan and

Zoning Ordinance.

- d) The project will not, under the circumstances of the particular case, be detrimental to the health, safety or general welfare of persons residing or working in the neighborhood and will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood**

The Project will avoid detriment to public welfare and material injury to properties in the vicinity by complying with the Design Review criteria and standards (RMC Section 18.41.100) and with the Hillside Lot Regulations (RMC Section 18.39.090).

**III. In accordance with RMC Section 18.42.065 Exceptions to Standards for ADUs. At its discretion, the town council may grant exceptions to the general requirements and development standards for an ADU as set forth in Section 18.42.050 and Section 18.42.055 of this code.**

- a) Exception to Size. The town council may grant an ADU size increase to 1,200 square feet.**

The town council may grant an exception enumerated above if the exception complies with the design review criteria and standards of Section 18.41.100, the adopted Design Guidelines, and if the town council makes the following findings:

**(1) The exception will not create a significant adverse impact on any adjacent property, the surrounding neighborhood, or the general public good.**

**(2) The lot and the arrangement of existing and proposed physical improvements on the lot can accommodate the exception without adversely affecting the views, privacy, or access to light and air of neighboring properties.**

**(3) Any modifications to site drainage shall be designed by a licensed engineer and shall result in no net increase to the rate or volume of peak runoff from the site compared to pre-project conditions. Any new mechanical pumps or equipment shall not create noise that is audible off site.**

**(4) The fire chief has confirmed that there is adequate water supply for firefighting purposes for the site, or that the project includes measures to provide adequate water supply for firefighting purposes. (Ord. 708 (part), 2020; Ord. 703 (part), 2020; Ord. 679 (part), 2017; Ord. 678 (part), 2016; Ord. 625 (part), 2011).**

The ADU request is consistent with the Design Review Guidelines as stated above, the additional floor area will not create a significant adverse impact on any adjacent properties and there will be no view or privacy impacts to the neighboring properties.

**EXHIBIT "B"**  
**CONDITIONS OF APPROVAL**  
**2 DE WITT AVENUE**  
**A.P.N. 073-201-09**

1. This approval authorizes Design Review, Demolition Permit, and Accessory Dwelling Unit (ADU) Permit to demolish the existing two-story residence and accessory structures; construct a new 14,694-square-foot, two-story-with-basement, single-family residence including garage; construct a new 1,200-square-foot detached ADU; and new landscaping throughout the property including a new pool and driveway at 2 De Witt Avenue, APN 073-201-09 (herein referred to as "the Project").
2. The building permit shall substantially conform to the plans entitled, "Coates Residence" and dated 8/31/2022, and reviewed and approved by the Town Council on September 8, 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. Prior to issuance of building permit the Lot Line Adjustment shall be recorded with the County of Marin.
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 requirements 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, Juneteenth, 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



**SITE IMPROVEMENT DESCRIPTION**

**Concept** - The idea was to create a Home that sits in a garden setting and that is garden focused. A contemporary New England house vocabulary. White Siding, Colonial Roof, Stone or White windows with garden views from every room.

The Proposed new home sits in the middle of the site (approx. in the same location as the current home) and is surrounded with significant estate level trees and buffers.

The approach is to make the existing property feel more like it is part of the site and blend the improvements into it, like the home has always been there.

All of the existing site improvements & house are to be removed (and recycled).

All significant existing trees and shrubs are to remain and under the care of the project arboreal.

Additional trees are proposed to boost the already very private perimeter. All perimeter hedging is to remain and new buffer plantings are proposed. An arboreal plan and tree protection plan are included in the submittals.

The proposed entry to the project has shifted from De Witt to Shady Lane, and occurs in the location of the existing driveway on Shady. This new pervious cobble driveway passes through a shaded area created by Valley Oaks, and Redwoods and leads to an open sunlit grass area (athletic) presenting the front of the house, which is framed by an ancient Valley Oak and Redwoods.

The entry drive is proposed as pervious antique Cobble and serves to slow arriving guests down to enjoy the beautiful trees and arrival to the home.

Site improvements include a new pool and spa, pool houses that are designed to feel more like garden structures in the landscape, connected by a flowing rose arbor.

A cutting garden and kitchen / fragrance garden are planned, viewed from the kitchen window, facing the morning sun.

Limestone living room and family room patios focus on the entertaining lawn (patio) which embraces the entire back of the home, and is enhanced with Coast live oak and Valley oaks.

On-street parking is provided in the guest parking area, and the family parking area.

Simplicity in the painting palette is key to blending this home into the property and the surrounding neighborhood.

Repetition of the existing tree vocabulary of Oaks, Bays, Redwoods, Cedars, conformed with the addition of new trees, lowering trees and Japanese maple, add to the approach form of the property.

Lighting is subtle and warm (LED) light - Night Sky compliant.

Curbs and fill is balanced on site and impervious surfaces are reduced.

Drainage will maintain the historic drainage patterns into the existing concrete v area via new bio retention (included on the Civil engineering plan).

Also included is a vegetative management plan - for fire protection, which notes that the property is well maintained and irrigated by an existing onsite well.

The goal is to create a home and garden that fit seamlessly in the surrounding community.

Classic in form and material and Timeless in inspiration.

**LEGEND**

- A BARRY GATES
- B ENTRY DRIVE
- C ENTRY LAUNDRY
- D ENTRY
- E GUEST PARKING
- F FAMILY PARKING
- G CUTTING GARDEN
- H KITCHEN GARDEN
- I SCENT GARDEN
- J LIVING ROOM PATIO
- K FAMILY ROOM PATIO
- L POOL AREA



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**ILLUSTRATIVE SITE PLAN**  
COATES RESIDENCE  
2 DEWITT DRIVE  
ROSS, CALIFORNIA 94957  
APRIL 07, 2010



DATE: 08/06/22  
SCALE: AS SHOWN  
SHEET NO. 1 OF 1

IL



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Architecture

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Revisions

△	
△	
△	
△	

Job Number

Title

△	31 AUGUST 2022
△	TOWN COLUMNS
△	
△	

**COATES RESIDENCE**  
2 De Witt Drive  
Bass, CA 94957  
APN 073 101 09  
LATITUDE: 37.96  
LONGITUDE: -122.56

Task: SHDS, CMC, VIEW

Date:	28 JULY 2022
Drawn:	

**IL-2**

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Room
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Title
△ 31 August 2023 Title, CO, CA, 00
△
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△

**COATES RESIDENCE**

2 De Witt Drive  
Escondido, CA 92025

APN: 012 501 09  
LATITUDE: 37.26  
LONGITUDE: -122.56

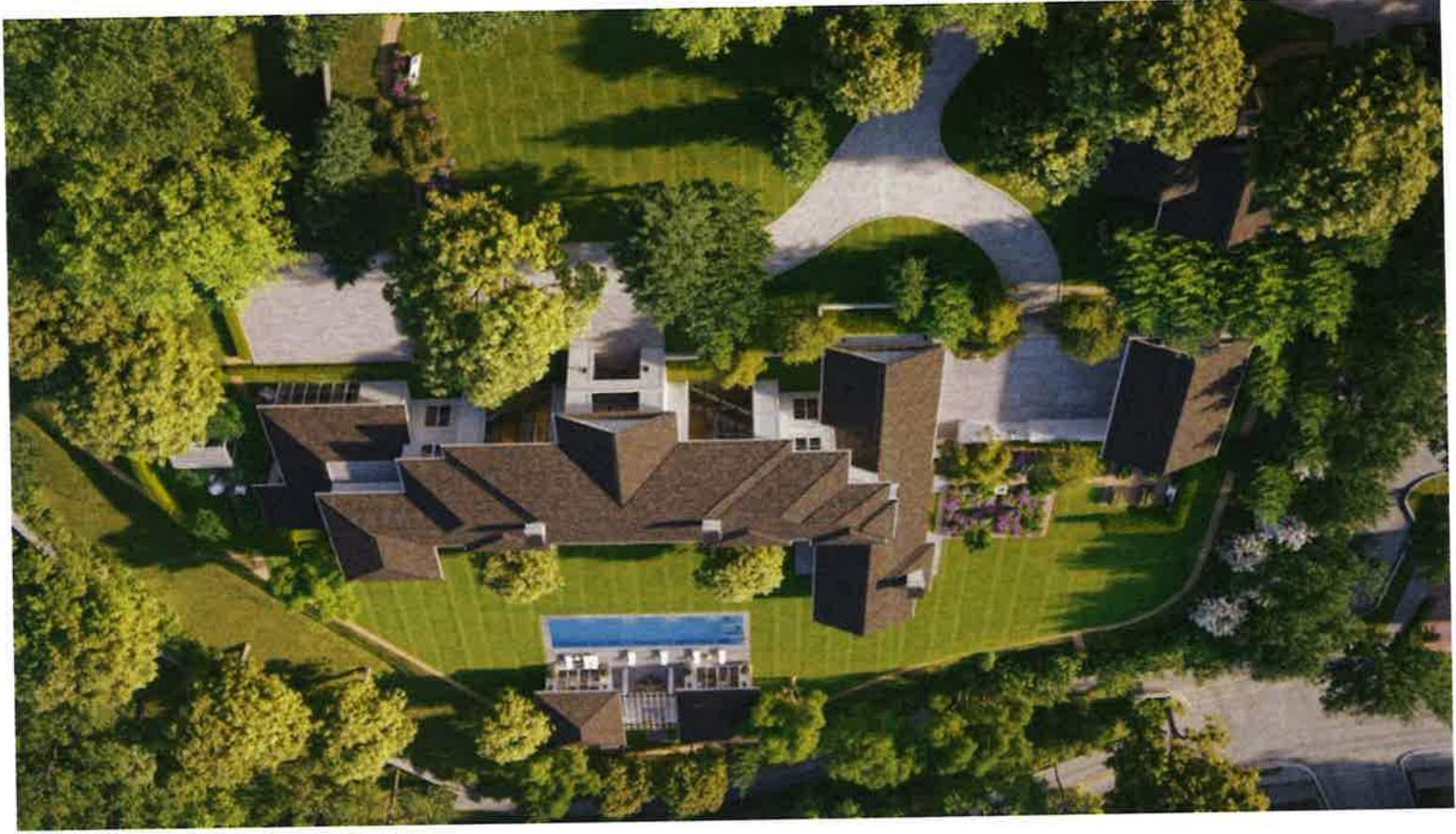
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REAR AERIAL VIEW
Title
Date: 18-AUG-2022
Draw

11-4

Title \_\_\_\_\_  
 Date: 20 AUG 2023  
 Time: \_\_\_\_\_  
 TAG: FRONT AERIAL VIEW

**COATES RESIDENCE**  
 204 W Drive  
 BAY, CA 9557  
 APN: 02120109  
 LATITUDE: 37.95  
 LONGITUDE: -122.25

Title \_\_\_\_\_  
 Date: 21 AUGUST 2023  
 Time: \_\_\_\_\_  
 TAG: FRONT AERIAL VIEW



Title \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 TAG: FRONT AERIAL VIEW

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2023  
 11/11/2023  
 11/11/2023

DAVID KATZBERG  
 PHOTOGRAPHER



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△
△
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△
Job Number

Date
△ 31 AUGUST 2022
△ EDWIN COLLINGS
△
△
△

**COATES RESIDENCE**  
2 De Witt Drive  
Evan, CA 94927  
APN 033 201 09  
LATITUDE: 37.96  
LONGITUDE: -122.56

Title FRONT - SEE NEWS
Date
08 JULY 2022
Sheet

11-5



**DAVID KOTZERUE**  
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△ 12000 CO-0001
△
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△

**COATES RESIDENCE**  
2 De Witt Drive  
Ross, CA 94057  
APN: 022 301 09  
LATITUDE: 37.56  
LONGITUDE: -122.54

Title: REAR YARD VIEWS
Date:
Day: 19-AUG-2022
Sheet:

**1L-6**

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Revisions

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△	
△	
△	

Architect



Notes

△	31 AUGUST 2022
△	TOWN CO. INC.
△	
△	
△	

**COATES RESIDENCE**  
 2 De Witt Drive  
 Ross, CA 94057

APR 033 2021 09  
 LATITUDE: 38.96  
 LONGITUDE: -122.54

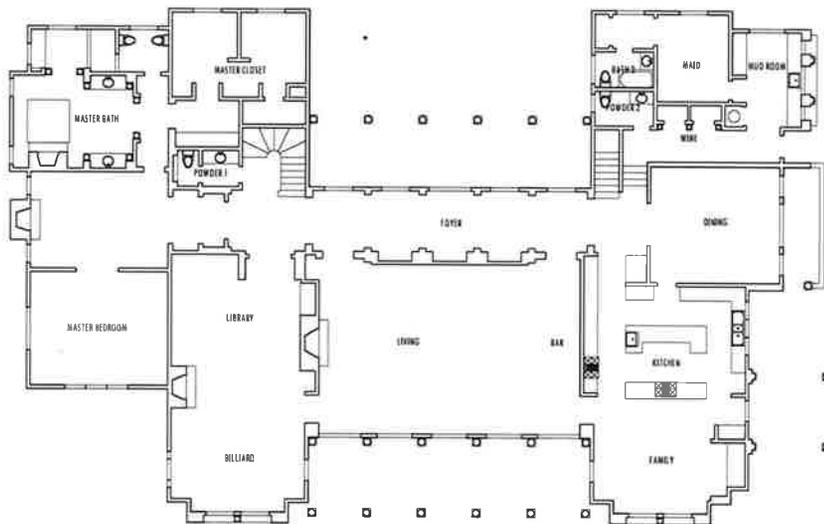
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Site

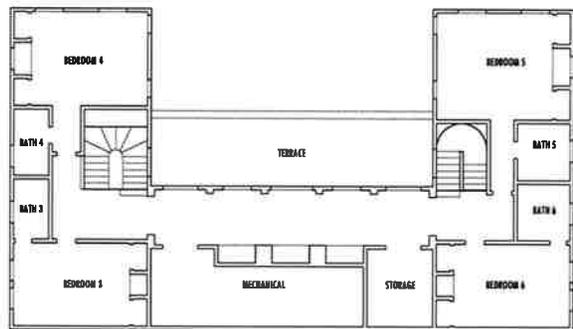
Date: 28 JULY 2021

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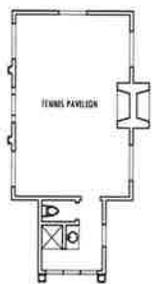




1 EXISTING FIRST FLOOR PLAN  
SCALE: 1/8" = 1'-0"



2 EXISTING SECOND FLOOR PLAN  
SCALE: 1/8" = 1'-0"



3 EXISTING CABANA FLOOR PLAN  
SCALE: 1/8" = 1'-0"



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Revisions

Date
3 <sup>rd</sup> AUGUST 2022 (DRY CONCRETE)

**COATES RESIDENCE**  
2 De Witt Drive  
Bris, CA 94557  
APN: 012 912 08  
LATITUDE: 37.96  
LONGITUDE: -122.54

Title
EXISTING FLOOR PLANS
Scale: 1/8" = 1'-0"
Date: 06 JULY 2023
Sheet

EX1



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Revisions

Date
9 AUGUST 2022
TOWN PLAN

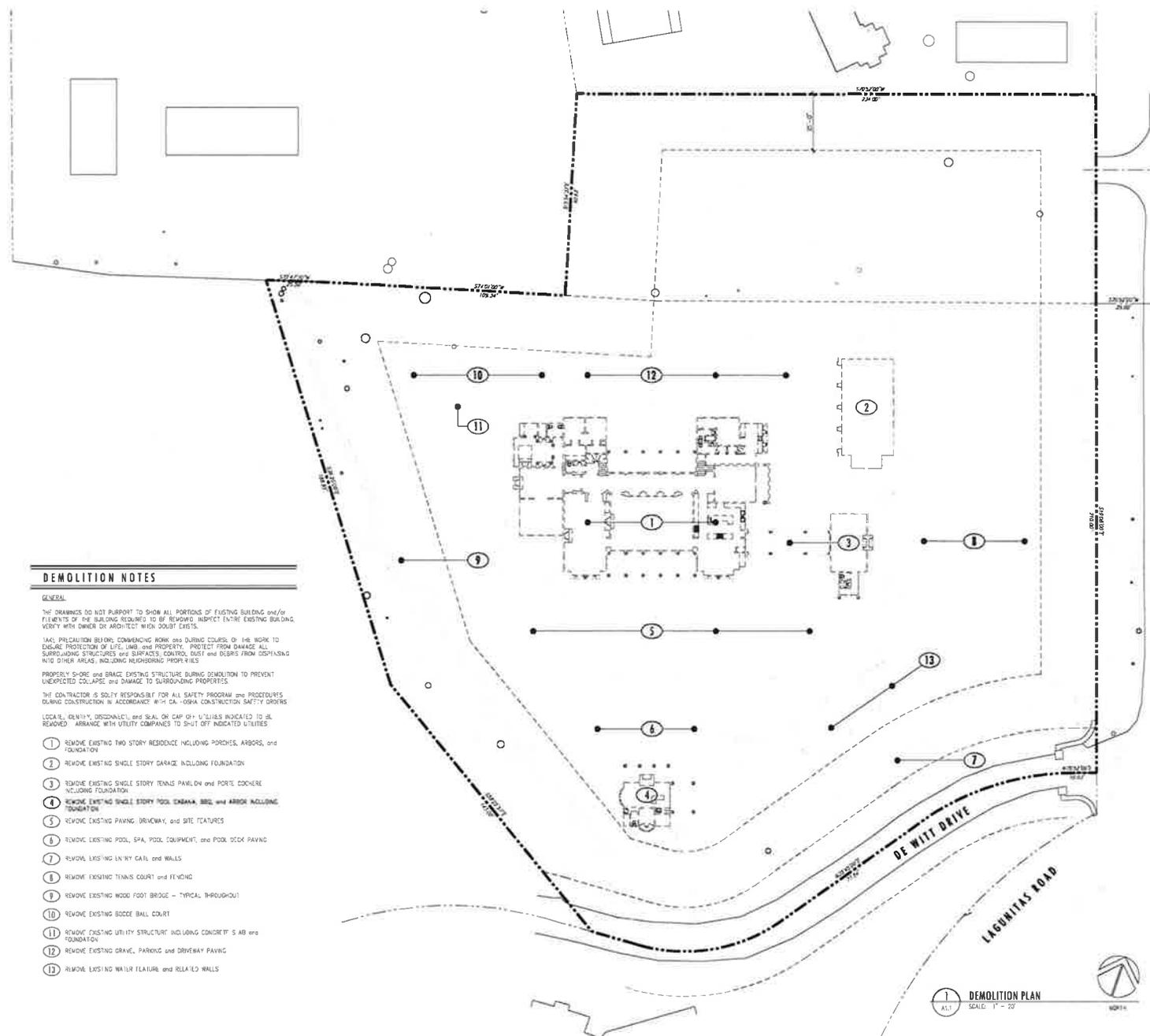
**COATES RESIDENCE**

2 De Witt Drive  
Boca, CA 94923

APN: 032 301 09  
LATITUDE: 37.96  
LONGITUDE: -122.56

Town: DEWITT PLAN
Sheet: 1'-0"
Date: 28 JULY 2022
Disc:

**A1.0**



**DEMOLITION NOTES**

**GENERAL**

THE DRAWINGS DO NOT PURPORT TO SHOW ALL PORTIONS OF EXISTING BUILDING and/or ELEMENTS OF THE BUILDING REQUIRED TO BE REMOVED. INSPECT ENTIRE EXISTING BUILDING. VERIFY WITH OWNER OR ARCHITECT WHEN DOUBT EXISTS.

TAKE PRECAUTION BEFORE COMMENCING WORK and DURING COURSE OF THE WORK TO ENSURE PROTECTION OF LIFE, LIMB, and PROPERTY. PROTECT FROM DAMAGE ALL SURROUNDING STRUCTURES and SURFACES, CONTROL DUST and DEBRIS FROM DISPENSING INTO OTHER AREAS, INCLUDING NEIGHBORING PROPERTIES.

PROPERLY SHORE and BRACE EXISTING STRUCTURE DURING DEMOLITION TO PREVENT UNEXPECTED COLLAPSE and DAMAGE TO SURROUNDING PROPERTIES.

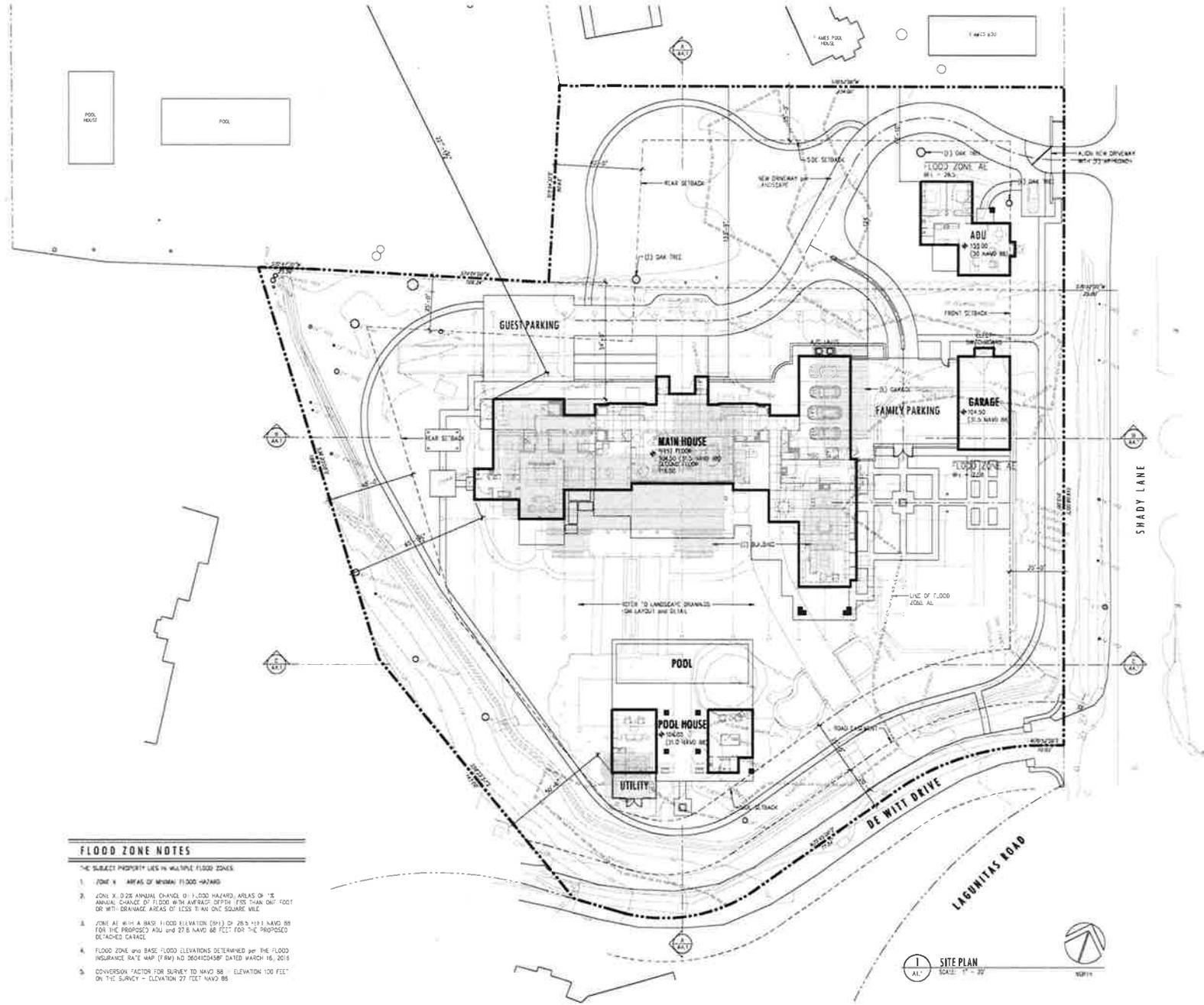
THE CONTRACTOR IS SOLELY RESPONSIBLE FOR ALL SAFETY PROGRAM and PROCEDURES DURING CONSTRUCTION IN ACCORDANCE WITH CA - OSHA CONSTRUCTION SAFETY ORDERS.

LOCATE, IDENTIFY, DISCONNECT, and SEAL OR CAP OF ALL UTILITIES INDICATED TO BE REACHED. ARRANGE WITH UTILITY COMPANIES TO SHUT OFF INDICATED UTILITIES.

- 1 REMOVE EXISTING TWO STORY RESIDENCE INCLUDING PORCHES, ARBORS, and FOUNDATION
- 2 REMOVE EXISTING SINGLE STORY GARAGE INCLUDING FOUNDATION
- 3 REMOVE EXISTING SINGLE STORY TENNIS PAVILION and PORTE COCHERE INCLUDING FOUNDATION
- 4 REMOVE EXISTING SINGLE STORY POOL ENCLOSURE, SPA, and ARBOR INCLUDING FOUNDATION
- 5 REMOVE EXISTING PAVING, DRIVEWAY, and SITE FEATURES
- 6 REMOVE EXISTING POOL, SPA, POOL EQUIPMENT, and POOL DECK PAVING
- 7 REMOVE EXISTING ENTRY GATE and WALLS
- 8 REMOVE EXISTING TENNIS COURT and FENCING
- 9 REMOVE EXISTING WOOD FOOT BRIDGE - TYPICAL THROUGHOUT
- 10 REMOVE EXISTING SOCCER BALL COURT
- 11 REMOVE EXISTING UTILITY STRUCTURE INCLUDING CONCRETE 5' DIA and FOUNDATION
- 12 REMOVE EXISTING GRASS, PARKING and DRIVEWAY PAVING
- 13 REMOVE EXISTING WATER FEATURE and RELATED WALLS

DEMOLITION PLAN  
SCALE: 1" = 20'





- FLOOD ZONE NOTES**
- THE SUBJECT PROPERTY LIES IN MULTIPLE FLOOD ZONES.
1. ZONE X - AREAS OF MINIMAL FLOOD HAZARD
  2. ZONE X-2 IS ANNUAL CHANGE OF 1:100 HAZARD AREAS OR 2% ANNUAL CHANCE OF FLOOD WITH AVERAGE DEPTH LESS THAN ONE FOOT OR WITH DRAINAGE AREAS OF LESS THAN ONE SQUARE MILE.
  3. ZONE AE WITH A BASE FLOOD ELEVATION (BFE) OF 26.5-43.1 NAVD 88 FOR THE PROPOSED ADU and 27.6 NAVD 88 FEET FOR THE PROPOSED DETACHED GARAGE.
  4. FLOOD ZONE and BASE FLOOD ELEVATIONS DETERMINED per the FLOOD INSURANCE RATE MAP (FIRM) NO. 06041C048F DATED MARCH 16, 2016
  5. CONVERSION FACTOR FOR SURVEY TO NAVD 88 = ELEVATION 100 FEET ON THE SURVEY - ELEVATION 27 FEET NAVD 88

**DAVID KOTZEBUE**  
Architect

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# 310.223.7918



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Revisions

1	5 AUGUST 2022	REVISION: FLOOD ZONE
2		
3		
4		

Notes

1	31 AUGUST 2022	TOWN COUNCIL
2		
3		
4		

**COATES RESIDENCE**  
7 De Witt Drive  
Essex, CA 94027

APN: 072 201 09  
LATITUDE: 38.56  
LONGITUDE: -122.54

Title: SITE PLAN

Scale: 1" = 20'

Date: 28 JULY 2022

Sheet:

**A1.1**

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david@kotzue-architecture.com  
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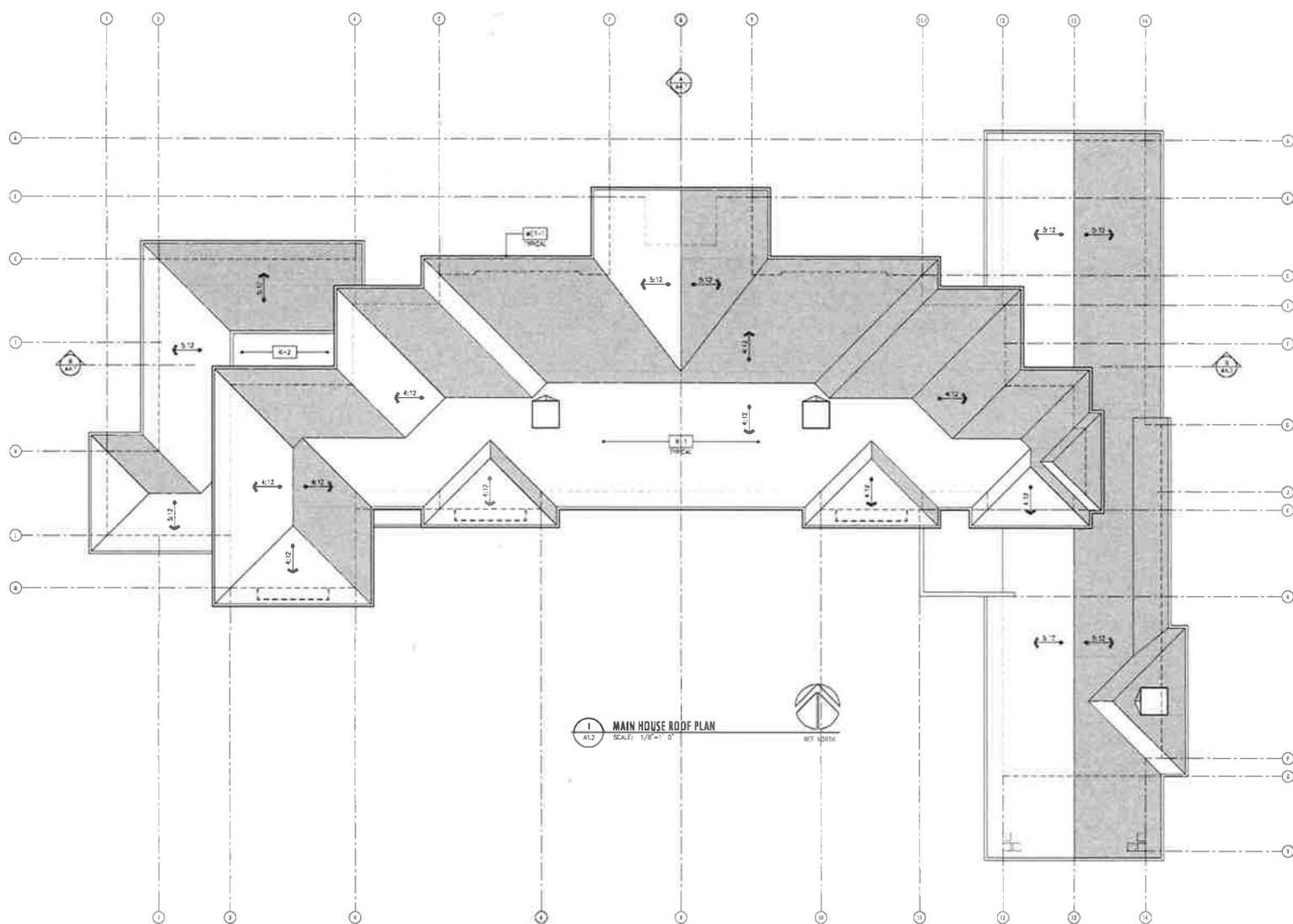
Revisions

Notes

**COATES RESIDENCE**  
7 De Witt Drive  
Berkeley, CA 94707  
APN: 073 301 00  
LATITUDE: 37.86  
LONGITUDE: -122.56

Title: ROOF PLAN
Scale: 1/8"=1'-0"
Date: 29 JULY 2022
Drawn:

**A1.2**

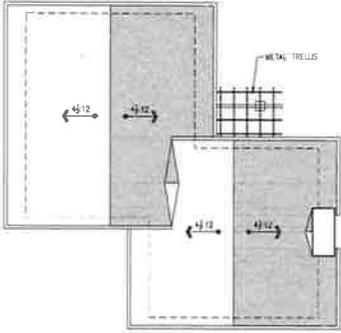


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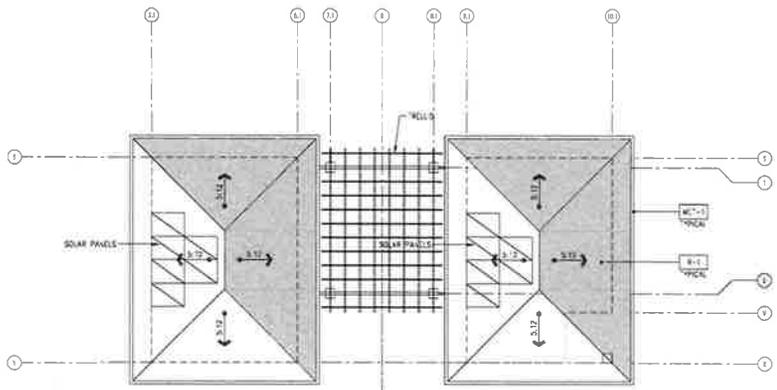


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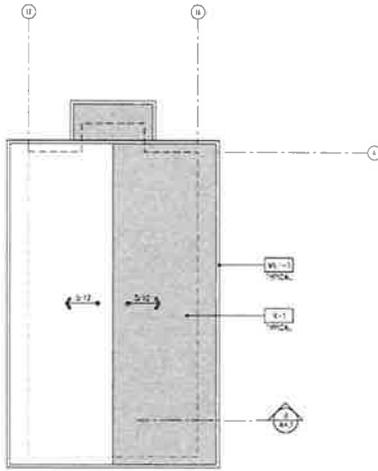
Revisions



1 ADU ROOF PLAN  
SCALE: 1/8"=1'-0"



3 POOL HOUSE ROOF PLAN  
SCALE: 1/8"=1'-0"



2 DETACHED GARAGE ROOF PLAN  
SCALE: 1/8"=1'-0"



Date
21 AUGUST 2022
Drawn: DKK/MLC

**COATES RESIDENCE**  
2 De Witt Drive  
Rozz, CA 94857  
APN: 07330109  
LATITUDE: 37.94  
LONGITUDE: -122.56

Title	ADU/POOLHOUSE/DETACHED GARAGE ROOF PLAN
Scale	1/8"=1'-0"
Date	25 JULY 2022
Drawn	



**POOL HOUSE STORY POLE LEGEND**

ID	ELEVATION	HEIGHT ABOVE GRADE	ID	ELEVATION	HEIGHT ABOVE GRADE
P-1	115.87	14'	P-5	115.87	14'
P-2	115.87	14'	P-6	115.87	14'
P-3	120.11	18'-2"	P-7	120.11	18'-2"
P-4	115.87	14'	P-8	115.87	14'
			P-10	115.87	14'

**MAIN HOUSE STORY POLE LEGEND**

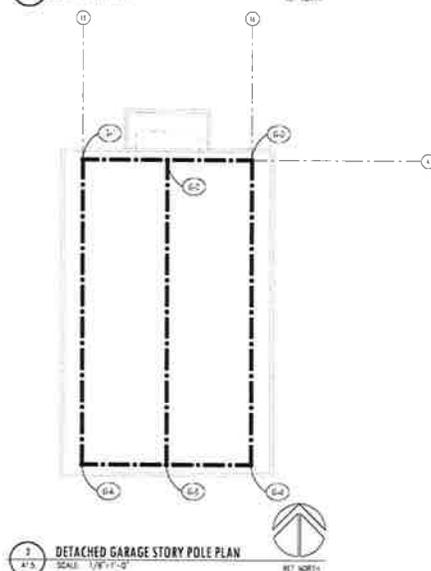
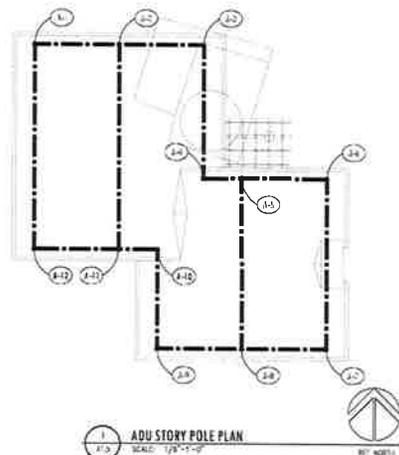
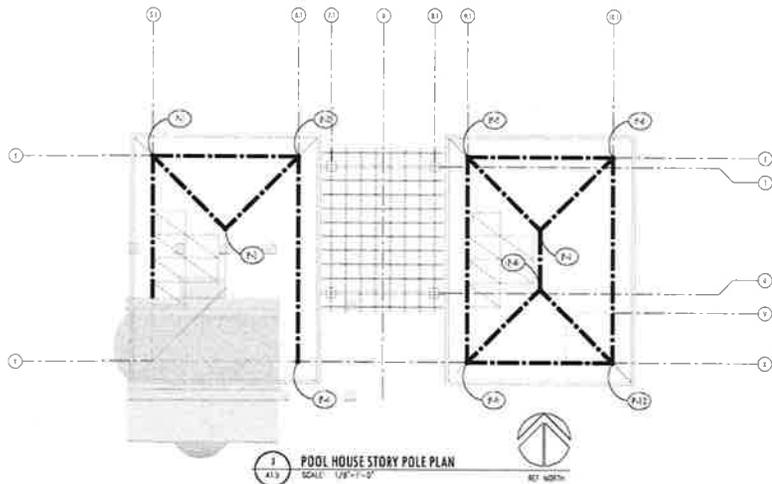
ID	ELEVATION	HEIGHT ABOVE GRADE	ID	ELEVATION	HEIGHT ABOVE GRADE
M-1	117.50	24'	M-16	117.50	24'
M-2	130.50	28'	M-17	115.50	12'
M-3	127.50	24'	M-18	118.50	15'
M-4	127.50	24'	M-19	115.50	12'
M-5	122.50	24'	M-20	119.50	12'
M-6	122.50	24'	M-21	119.50	12'
M-7	127.50	24'	M-22	127.50	24'
M-8	127.50	24'	M-23	127.50	24'
M-9	127.50	24'	M-24	115.50	12'
M-10	127.50	24'	M-25	115.50	12'
M-11	127.50	24'	M-26	118.50	12'
M-12	127.50	24'	M-27	120.50	18'
M-13	135.50	32'	M-28	115.50	12'
M-14	135.50	32'	M-29	115.50	12'
M-15	130.50	28'-2"	M-30	115.50	12'

**ADU STORY POLE LEGEND**

ID	ELEVATION	HEIGHT ABOVE GRADE	ID	ELEVATION	HEIGHT ABOVE GRADE
A-1	114.50	11'	A-7	114.50	11'
A-2	118.50	15'-6"	A-8	118.50	15'-6"
A-3	114.50	11'	A-9	114.50	11'
A-4	118.42	15'-6"	A-10	118.42	15'-6"
A-5	118.50	15'-6"	A-11	118.50	15'-6"
A-6	114.50	11'	A-12	114.50	11'

**GARAGE STORY POLE LEGEND**

ID	ELEVATION	HEIGHT ABOVE GRADE	ID	ELEVATION	HEIGHT ABOVE GRADE
G-1	115.50	13'-6"	G-4	115.50	13'-6"
G-2	120.50	18'-6"	G-5	120.50	18'-6"
G-3	115.50	13'-6"	G-6	115.50	13'-6"



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**Revisions**

No.	Description
1	
2	
3	
4	
5	

**Notes**

1	
2	31 AUGUST 2023
3	TOWN BOARD
4	
5	

**COATES RESIDENCE**  
2 De Witt Drive  
Berkeley, CA 94707

APN: 073 201 09  
LATITUDE: 37.86  
LONGITUDE: -122.56

**Title: STORY POLE PLAN - LEGEND**

**Scale: 1/8"=1'-0"**

**Date: 28 JULY 2023**

**Drawn:**

**A1.5**



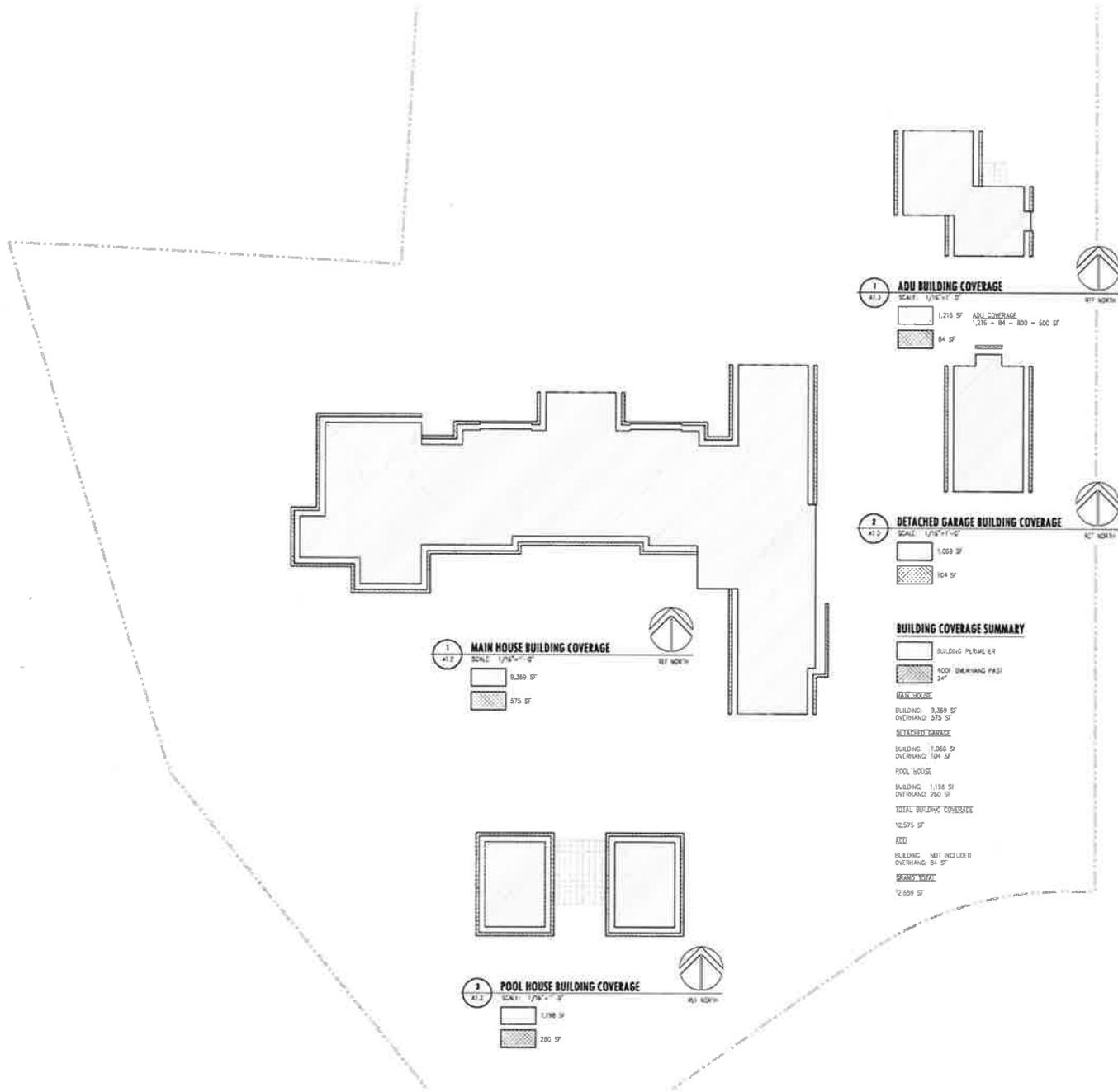
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Item
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All Notes

Date
▲ 31 AUGUST 2022
▲ TOWN COUNCIL
▲
▲

**COATES RESIDENCE**  
2 De Witt Drive  
Ojai, CA 93023  
APN 073 251 00  
LATITUDE: 37.86  
LONGITUDE: -122.51

Title	Building Coverage Sheet
Scale	1/8" = 1'-0"
Date	25 JULY 2022
Sheet	







29 Holly Lane  
El Sobrante, CA 94803  
david@dkotzebue.com  
415.226.2222  
1.800.223.7711



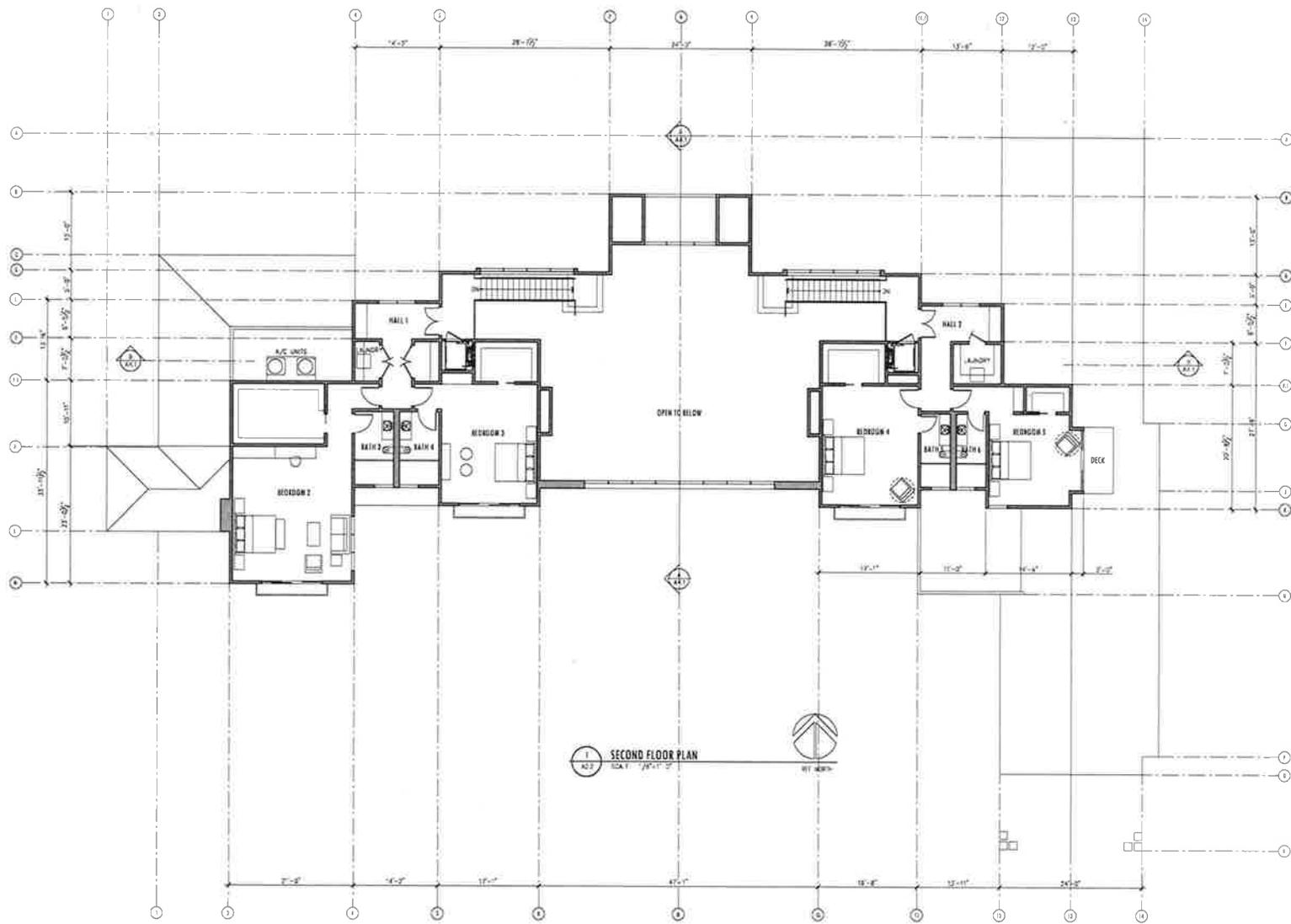
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Revisions

Date
31 AUGUST 2022
TOWN COUNCIL

**COATES RESIDENCE**  
5 De Witt Drive  
Berkeley, CA 94705  
APN 073 261 09  
LATITUDE: 37.76  
LONGITUDE: -122.56

Title: SECOND FLOOR PLAN
Scale: 1/8"=1'-0"
Date: 28 JULY 2022









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Revisions


Job Number



2 EXISTING SOUTH ELEVATION  
SCALE: 1/8"=1'-0"



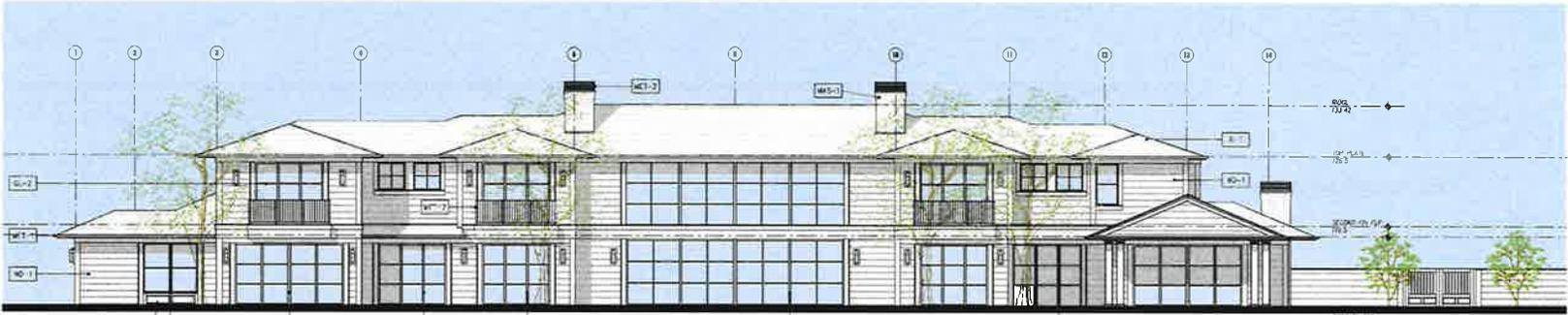
SUBMIT SAMPLES FOR APPROVAL PRIOR TO ORDERING MATERIALS

EXTERIOR MATERIALS and FINISHES				
NO	LOCATION	MATERIAL	COLOR	DESCRIPTION
WD-1	LANDING BEAM	1 X 4 TO CLEAR WESTERN RED CEDAR	BELMONT WOOD SUPPLY W-115, DC-117	SIPLAFT (EUCALYPTUS BOARD) SONG PAVILION 100
WD-2	NOT USED			
WD-3	EXTERIOR TRIM/FASCIA	2 X 4 WESTERN RED CEDAR	BELMONT WOOD SUPPLY W-115, DC-117	1/2" S BEARDS
WD-4	CARAGE DOOR	CLARK WESTERN RED CEDAR	BELMONT WOOD SUPPLY W-115, DC-117	RECESSED PANEL DOOR
GL-1	WINDOWS and DOORS	ALUMINUM	DARK ANODIZED BRONZE	EFFIBOND GLAZING
GL-2	WINDOWS and DOORS	ALUMINUM	BELMONT WOOD SUPPLY W-115, DC-117	EXTERIOR GLAZING
R-1	ROOFING	ASPH/FLT COMPOSITION SHINGLES	CHARCOAL	2" X 6" R 100F NO
R-2	ROOFING	2-PLY MODIFIED BITUMEN W/GRANULE BALLAST	3/8" DE LAWARE BLEND	GLASS & MULTI-PUR ROOFING
WLT-1	GL LENS + FLASHING	ALUMINUM	BELMONT WOOD SUPPLY W-115, DC-117	TRADITIONAL ITALY ROUND PROBLEF GLITTER
WLT-2	RAILING	SALVADO 2.5 X 3 1/2	DARK BROWN PAINT	DYNAMICAL V. FARRONE
MAS-1	CONFINERS	BRICK	BELMONT WOOD SUPPLY W-115, DC-117	ROWING BOND STANDARD BRICK



Notes


**COATES RESIDENCE**  
706 W. 10th Ave  
St. Augustine, FL 32085  
APR. 022 2021 09  
LATITUDE: 31.76  
LONGITUDE: -82.56



1 SOUTH ELEVATION  
SCALE: 1/8"=1'-0"

Notes SOUTH ELEVATION




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Revisions




2 EXISTING EAST ELEVATION  
A3.3 SCALE: 1/8"=1'-0"



PAINTED BRICK MAS-1



EXTERIOR LIGHT SCONCE

SUBMIT SAMPLES FOR APPROVAL PRIOR TO ORDERING MATERIALS.

EXTERIOR MATERIALS and FINISHES				
NO	LOCATION	MATERIAL	COLOR	DESCRIPTION
MD-1	ENTRANCE SIDING	1 X 10 GLENE WESTERN RED CEDAR	BENJAMIN MOORE SAMPLE WHITE OC-117	SHIPS AP HORIZONTAL GRADE SIDING PA 11/10/17
MD-2	ROOFING	ASPHALT COMPOSITION SHINGLES	CHARCOAL	GLASS A ROOFING
MD-3	EXTERIOR TRIM/FASCIA	CLEAR WESTERN RED CEDAR	BENJAMIN MOORE SAMPLE WHITE OC-117	S4S SQUARE
MD-4	SCREEN DOOR	CLEAR ALUMINUM FRODO CLEAR	BENJAMIN MOORE SAMPLE WHITE OC-117	RECESSED PANEL DOOR
GL-1	WINDOWS AND DOORS	ALUMINUM	DARK ANODIZED BRONZE	1 X 1 1/2 IN GLAZING
GL-2	WINDOWS AND DOORS	ALUMINUM	BENJAMIN MOORE SAMPLE WHITE OC-117	EXTERIOR GLAZING
W-1	ROOFING	2-PLY WOODEN SILVERWIP W/GRATE BALLAST	3/8 DELAWARE BLEND	CLASS A BUILT-UP ROOFING
W-2	ROOFING	ASPHALT COMPOSITION SHINGLES	CHARCOAL	GLASS A ROOFING
MS-1	OUTLETS + FLASHING	ALUMINUM	BENJAMIN MOORE SAMPLE WHITE OC-117	TRADITIONAL 1/4" T. ROUND PROFILE GUTTER
MS-2	RIM JOIS	CALIFORNIA 3 X 11	DARK BROWN PAINT	ORIENTAL METALWORK
MAS-1	CHIMNEYS	BRICK	BENJAMIN MOORE SAMPLE WHITE OC-117	RUNNING BOND STANDARD BRICK



WOOD SIDING W-1



ROOFING R-1



WHITE WINDOWS GL-2



BRONZE DOORS + WINDOWS GL-1

Notes


**COATES RESIDENCE**

2 De Wint Drive  
San, CA 94027

APN: 07230109  
LATITUDE: 37.96  
LONGITUDE: -122.56



1 EAST ELEVATION  
A3.3 SCALE: 1/8"=1'-0"

Title EAST ELEVATION


A3.3



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Revisions

△	
△	
△	
△	
△	

Job Number



2 EXISTING WEST ELEVATION  
SCALE: 1/8"=1'-0"



PAINTED BRICK MAS-1



EXTERIOR LIGHT SCONCE

202401 SAMPLES - OF APPROVAL PRIOR TO ORDERING MATERIALS

EXTERIOR MATERIALS and FINISHES				
ID	LOCATION	MATERIAL	COLOR	DESCRIPTION
WD-1	EXTERIOR SIDING	1" X 8" CLEAR WESTERN RED CEDAR	BENJAMIN MOORE SAMPLE #W111 CC-117	SHIPPED FOR PORTAL BOARD SIDING PER PLAN 102
WD-2	ROOF SIDING			
WD-3	EXTERIOR TRIM/FRAMING	CLEAR WESTERN RED CEDAR	BENJAMIN MOORE SAMPLE #W111 CC-117	SHIP BOARD
WD-4	SHADE SCREEN	CLEAR WESTERN RED CEDAR	BENJAMIN MOORE SAMPLE #W111 CC-117	RECESSED PANEL DOOR
GL-1	WINDOWS AND DOORS	ALUMINUM	DARK ANODIZED BRONZE	1/2" GLASS GLAZING
GL-2	WINDOWS AND DOORS	ALUMINUM	BENJAMIN MOORE SAMPLE #W111 CC-117	EXTERIOR GLAZING
R-1	ROOFING	ASPHALT COMPOSITION SHINGLES	SHARON	CLASS A ROOFING
R-2	ROOFING	7-PLY VULCANIZED STEEL W/CRAGG BALLAST	S/S DELAMBER BLEND	CLASS A BUILT-UP 120" HC
WT-1	OUTLETS - FLUSHING	ALUMINUM	BENJAMIN MOORE SAMPLE #W111 CC-117	TRADITIONAL PALE ROUND 3/4" DIA OUTLET
WT-2	SHRUBS	CHARCOAL STAIN	SHARON	CLASS A ROOFING
MAS-1	CHIMNEYS	BRICK	BENJAMIN MOORE SAMPLE #W111 CC-117	RAINING BOND STAKED BRICK



WOOD SIDING W-1



ROOFING R-1



WHITE WINDOWS GL-2



BRONZE DOORS + WINDOWS GL-1

Issue

△	21 AUGUST 2022
△	TOWN COUNCIL
△	
△	
△	

**COATES RESIDENCE**

2 De Witt Drive  
Ross, CA 94957  
APN 073 201 09  
LATITUDE: 37.96  
LONGITUDE: -122.56



1 WEST ELEVATION  
SCALE: 1/8"=1'-0"

Task: WEST ELEVATION

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

Drawn: 26 JULY 2022

Sheet:

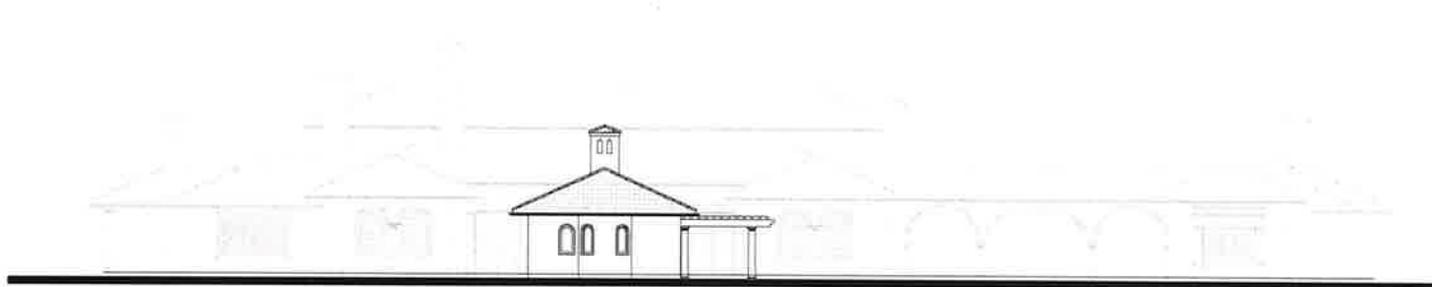


Plans and Sections are the property of the Architect. Review for project. All work must be prepared in accordance with the California Building Code. All work must be prepared in accordance with the California Building Code.

Revisions

1	
2	
3	
4	
5	

All Notes



2 EXISTING CABANA SOUTH ELEVATION  
SCALE: 1/8"=1'-0"



PAINTED BRICK MAS-1



EXTERIOR LIGHT SCONCE

SUBMIT SAMPLES FOR APPROVAL PRIOR TO ORDERING MATERIALS

EXTERIOR MATERIALS and FINISHES

NO	LOCATION	MATERIAL	COLOR	DESCRIPTION
MS-1	EXTERIOR SIDING	1 X 10 CLEAR WESTERN RED CEDAR	BENJAMIN MOORE SIMPLY WHITE CC-117	SHIMAP LOCATION AT STAIRS SIDE ON PAIRING 102
MS-2	ROOF EDGE			
MS-3	EXTERIOR TRIM/FASCIA	CLEAR WESTERN RED CEDAR	BENJAMIN MOORE SIMPLY WHITE CC-113	SMS SIDINGS
MS-4	GARAGE DOOR	CLEAR WESTERN RED CEDAR	BENJAMIN MOORE SIMPLY WHITE CC-113	PICTURED PANEL DOOR
GL-1	WINDOWS (SEE DOORS)	ALUMINUM	DARK ANODIZED BRONZE	18 X 14 1/2 GLAZING
GL-2	WINDOWS (SEE DOORS)	ALUMINUM	BENJAMIN MOORE SIMPLY WHITE CC-117	EXTERIOR GLAZING
R-1	ROOFING	ASPHALT COMPOSITION SHINGLES	DIATREX	CLASS A ROOFING
R-2	ROOFING	2-1/2" ROOFED SILLERS W/ GRADE GALLIES	3/8 DELMAR BLEND	CLASS A BUILT-UP ROOFING
WT-1	OUTLETS + FIXTURES	ALUMINUM	BENJAMIN MOORE SIMPLY WHITE CC-117	TRADITIONAL 1 1/2" ROUND PROFIT CUTTER
MS-3	WALLS	CANEXALD 5 1/2"	DARK BRICK PAINT	CONCRETE 16 1/2" W/ 4" CORE
MS-1	CHIMNEYS	BRICK	BENJAMIN MOORE SIMPLY WHITE CC-117	ROUND BRICK STANDARD BRICK



WOOD SIDING W-1



ROOFING R-1



WHITE WINDOWS GL-2



BRONZE DOORS + WINDOWS GL-1

Notes

1	31 AUGUST 2022
2	10AM 10:00AM
3	
4	
5	

COATES RESIDENCE

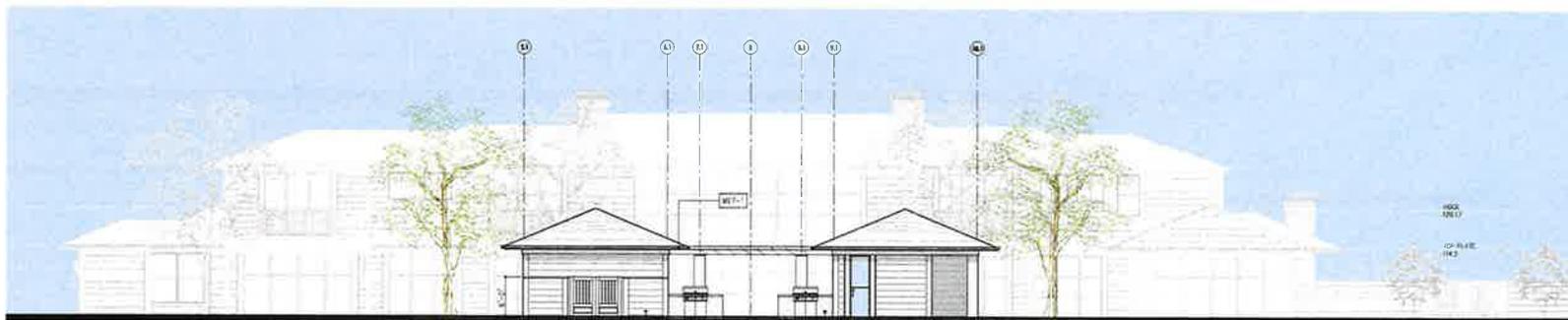
700 W. 11th Ave  
San, CA 94051

APN: 07320109  
LATITUDE: 37.56  
LONGITUDE: 122.53

Rev: POOL HOUSE ELEVATION

1	1/8"=1'-0"
2	28 MAY 2022

A3.5



1 SOUTH ELEVATION - POOL HOUSE  
SCALE: 1/8"=1'-0"



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Revisions

△	
△	
△	
△	

Job Number



4 EXISTING CABANA EAST ELEVATION  
SCALE: 1/8"=1'-0"



5 EXISTING CABANA NORTH ELEVATION  
SCALE: 1/8"=1'-0"



6 EXISTING CABANA WEST ELEVATION  
SCALE: 1/8"=1'-0"



PAINTED BRICK MAS-1



EXTERIOR LIGHT SCONCE

SHOW SAMPLES FOR APPROVAL PRIOR TO ORDERING MATERIALS

EXTERIOR MATERIALS and FINISHES				
NO	LOCATION	MATERIAL	COLOR	DESCRIPTION
MS-1	EXISTING SIDING	1 1/2" TO 2" X 8" WESTERN RED CEDAR	BENJAMIN MOORE SIMPLY WHITE OC-117	SHIP LAP HORIZONTAL SIDING 8" ON CENTER
ND-1	NOT LISTED			
MS-2	EXTERIOR TRIM/FLASHING	C. FAR WESTERN RED CEDAR	BENJAMIN MOORE SIMPLY WHITE OC-117	S4S BOARD
MS-4	SCREEN DOOR	GLASS WESTERN RED CEDAR	BENJAMIN MOORE SIMPLY WHITE OC-117	FLUCCSULO-HANGL DOOR
GL-1	WINDOWS ONE DOORS	ALUMINUM	DARK ANODIZED BRONZE	EXTERIOR GLAZING
GL-2	WINDOWS ONE DOORS	ALUMINUM	BENJAMIN MOORE SIMPLY WHITE OC-117	EXTERIOR GLAZING
R-1	ROOFING	ASPHALT COMPOSITION SHINGLES	CHARCOAL	CLASS A ROOFING
R-2	ROOFING	7-PLY ROOFING 1/2" SURF W/GRANULE BALLAST	3/8" DELAWARE BLEND	CLASS A BUILT-UP 400' HC
MS-3	SHUTTERS - HORIZONTAL	ALUMINUM	BENJAMIN MOORE SIMPLY WHITE OC-117	TRADITIONAL HALF ROUND PROJECT SHUTTERS
MS-5	WALLS	SAVANNAH S-111	TANK BRUSH PAINT	CHALKY STYL. W/PAINTWORK
MAS-1	CHIMNEYS	BRICK	BENJAMIN MOORE SIMPLY WHITE OC-117	SPANISH BOND STANDARD BRICK



WOOD SIDING W-1



ROOFING R-1



WHITE WINDOWS GL-2



BRONZE DOORS + WINDOWS GL-1

Notes

△	31 AUGUST 2022
△	TOWN COUNCIL
△	
△	
△	

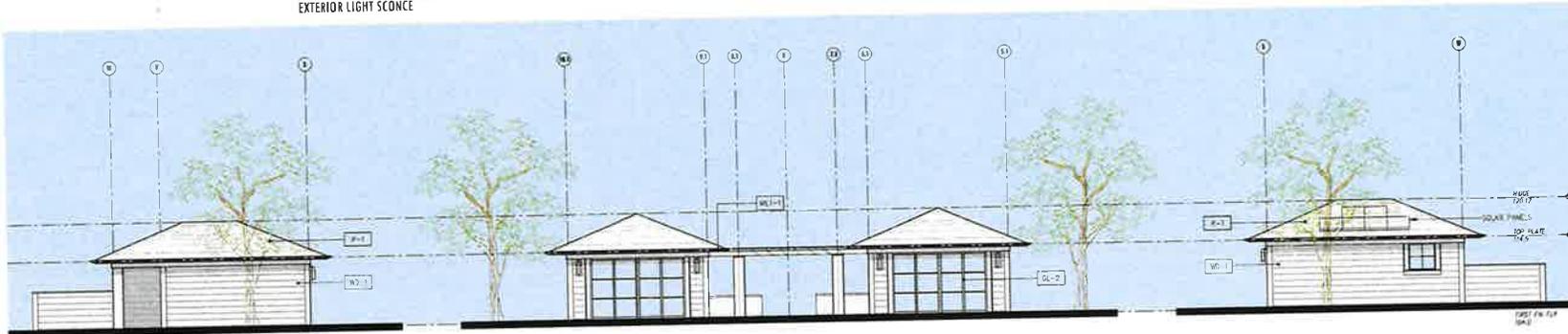
COATES RESIDENCE

3 De Witt Drive  
Rivers, CA 94952

APN: 013 101 09  
1411' UDL: 37.96  
LENGTHS: 195.26

Pool House Elevations

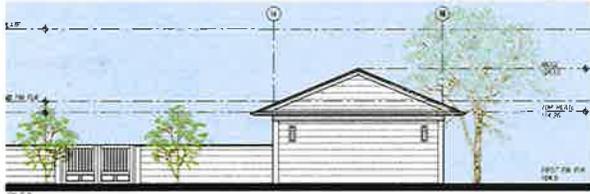
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Drawn:	10/14/2022
Sheet:	



1 EAST ELEVATION - POOL HOUSE  
SCALE: 1/8"=1'-0"

2 NORTH ELEVATION - POOL HOUSE  
SCALE: 1/8"=1'-0"

3 WEST ELEVATION - POOL HOUSE  
SCALE: 1/8"=1'-0"



6 SOUTH ELEVATION - DETACHED GARAGE  
SCALE: 1/8"=1'-0"



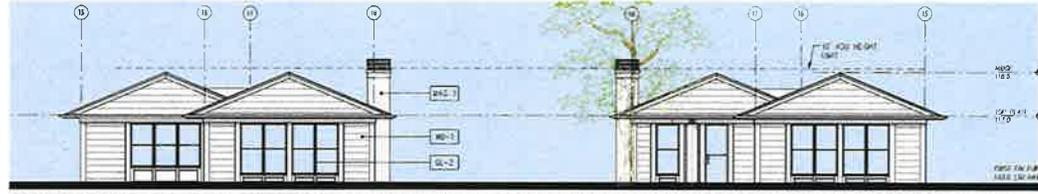
3 NORTH ELEVATION - DETACHED GARAGE  
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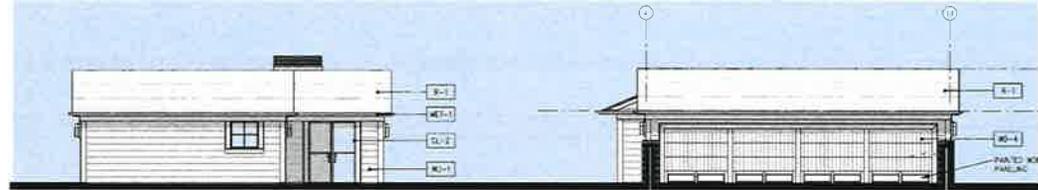
PAINTED BRICK MAS-1  
STUDIO JOSEPH WATT



EXTERIOR LIGHT SCONCE



7 SOUTH ELEVATION - ADU  
SCALE: 1/8"=1'-0"



4 WEST ELEVATION - ADU  
SCALE: 1/8"=1'-0"



WOOD SIDING W-1



ROOFING R-1



WHITE WINDOWS GL-2



BRONZE DOORS + WINDOWS GL-1

SUBMIT SAMPLES FOR APPROVAL PRIOR TO ORDERING MATERIALS

NO.	LOCATION	MATERIAL	COLOR	DESCRIPTION
NO-1	EXTERIOR SIDING	1/2" X 12" CLEAR WEATHER RESISTANT OSB	BENJAMIN MOORE SWIFT WHITE CC-117	SHIP UP FOR TYPICAL BOARD SCENE IN LIVING ROOM
NO-2	NO. 1 SHIP			
NO-3	CATERON TRIM/PASCA	CLEAR WEATHER RESISTANT OSB	BENJAMIN MOORE SWIFT WHITE CC-117	SHIP UP FOR TYPICAL BOARD SCENE IN LIVING ROOM
NO-4	DOOR	CLEAR WEATHER RESISTANT OSB	BENJAMIN MOORE SWIFT WHITE CC-117	RECESSED PANEL DOOR
GL-1	WINDOWS AND DOORS	ALUMINUM	DARK ANODIZED BRONZE	1/2" X 6" GLAZING
GL-2	WINDOWS AND DOORS	ALUMINUM	BENJAMIN MOORE SWIFT WHITE CC-117	1/2" X 6" GLAZING
R-1	ROOFING	ASPHALT COMPOSITION SHINGLES	CHARCOAL	CLASS A ROOFING
R-2	ROOFING	2-PLY MODIFIED BITUMEN MEMBRANE BALLAST	3/8" DELTA-MARK BLEND	CLASS A BUILT-UP ROOFING
MS-1	OUTLETS + FLASHING	ALUMINUM	BENJAMIN MOORE SWIFT WHITE CC-117	TRADITIONAL VENT ROUND PROFIT CUTTER
MS-2	WALLS	CALIFORNIA S-111	DARK BROWN PAINT	CHAMBERLAIN W/ BRONZE
MS-3	CHIMNEYS	BRICK	BENJAMIN MOORE SWIFT WHITE CC-117	RUNNING BOND STANDARD BRICK



1 EAST ELEVATION - DETACHED GARAGE  
SCALE: 1/8"=1'-0"

2 EAST ELEVATION - ADU  
SCALE: 1/8"=1'-0"

DAVID KOTZEBUE  
ARCHITECT

24 Holly Lane  
El Sobrante, CA 94802  
415.296.1233  
415.296.1233  
415.296.1233



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NO.	DESCRIPTION
1	PLAN
2	ELEVATION
3	SECTION
4	DETAIL
5	EXTERIOR
6	INTERIOR
7	MECHANICAL
8	ELECTRICAL
9	PLUMBING
10	LANDSCAPE
11	OTHER

NO.	DESCRIPTION
1	PLAN
2	ELEVATION
3	SECTION
4	DETAIL
5	EXTERIOR
6	INTERIOR
7	MECHANICAL
8	ELECTRICAL
9	PLUMBING
10	LANDSCAPE
11	OTHER

COATES RESIDENCE  
2 De Witt Drive  
Oak, CA 94612

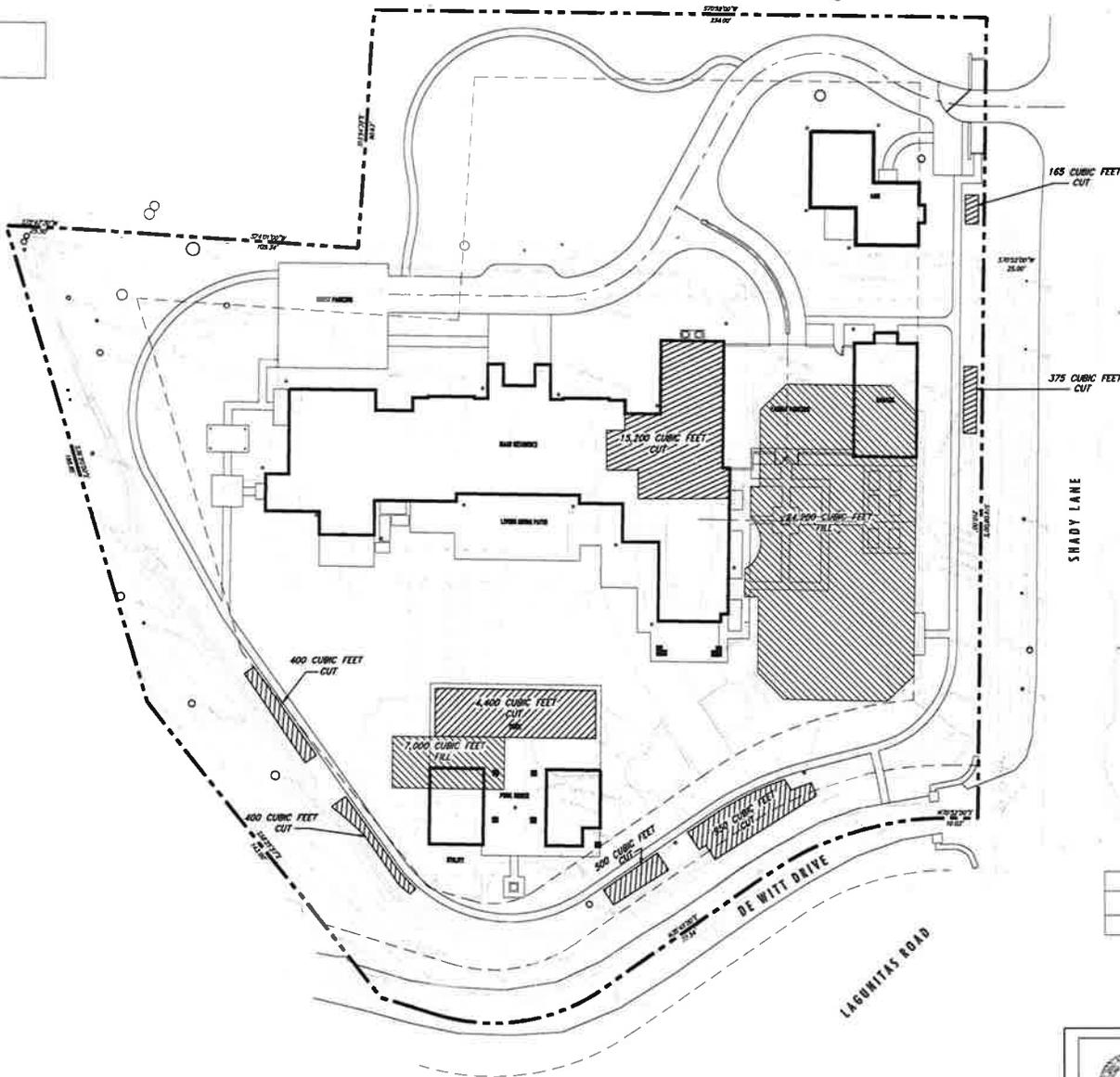
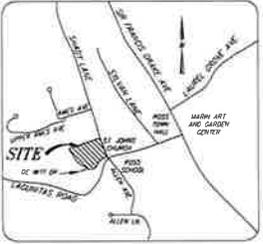
43N 073 201 09  
LATITUDE: 38.56  
LONGITUDE: -122.56

Title: DETACHED GARAGE/ADU ELEVATIONS  
Scale: 1/8"=1'-0"  
Date: 28 JULY 2022  
Sheet:

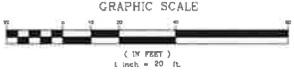




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 15. STANDARD PLAN NO. 147 - 03/20/2022 1:48:27 PM, 15. Standard Plan No. 147



APPROXIMATE EARTHWORK QUANTITIES	
CUT	800 CUBIC YARDS +300 (UTILITIES, FOOTINGS & DRAWLSPACE)=1200 CUBIC YARDS
FILL	1,200 CUBIC YARDS



A.P.N.: 023-201-09  
 FIELD BOOK NO. 284



**DESIGN REVIEW**

**ILS ASSOCIATES, INC.**  
 CIVIL ENGINEERING AND LAND SURVEYING  
 78 CALL DRIVE, SUITE A, NOVATO, CA 94948-3177 (415)883-9200 FAX (415)883-2783

**LANDS OF COATES**  
 2 DE WITT DRIVE

ROSS CALIFORNIA

**CUT/FILL PLAN**

Drawn	M.E. ALJEM
Date	8/08/2022
Job No.	02553
Sheet No.	02



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**M.B. YANDLE**  
**MICHAEL B. YANDLE**  
 LANDSCAPE ARCHITECTURE  
 11100 Wilshire Blvd., Suite 1000, Los Angeles, CA 90025  
 Tel: 310.471.1111 Fax: 310.471.1112

**ILLUSTRATIVE SECTIONS**

COATES RESIDENCE  
 2 BIRMITT DRIVE  
 ROSS, CALIFORNIA 94057

APRIL 07, 2016



DATE: 01/01/2016

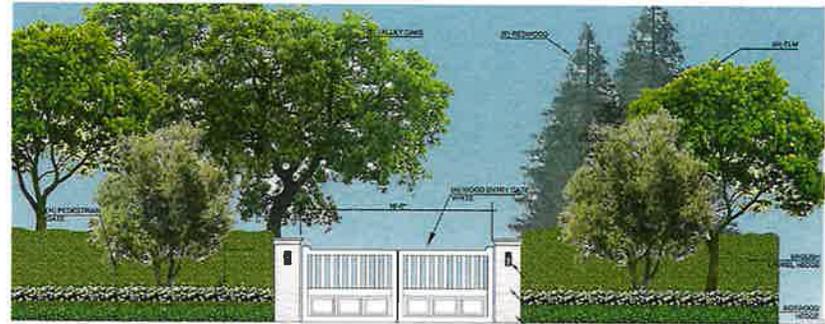
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JOB: COATES

PHASE: DESIGN REVIEW

REVISIONS:

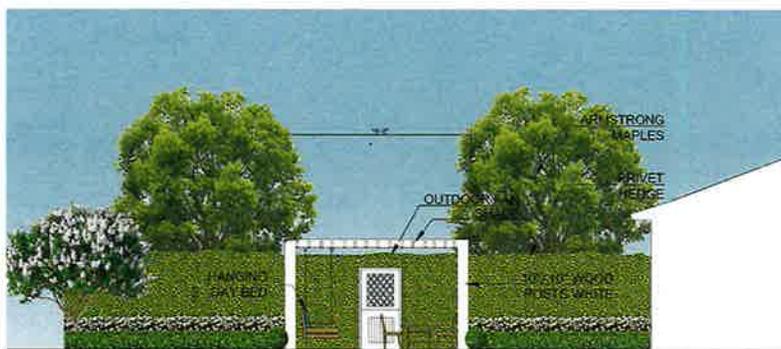
L-2



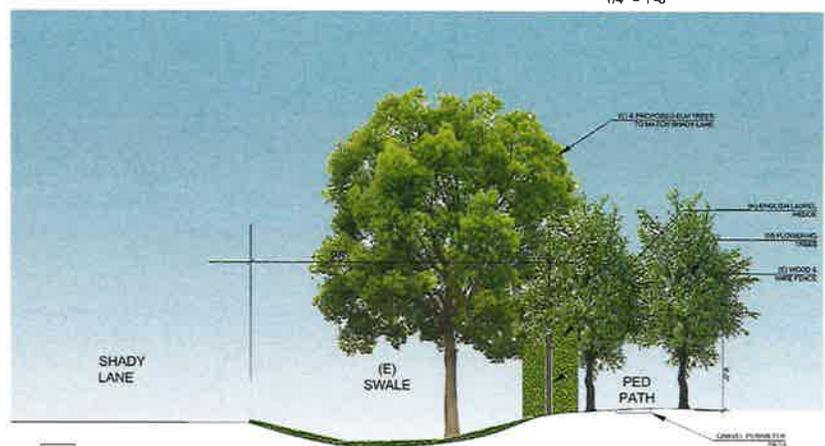
ENTRY GATES  
 1/4" = 1'-0"



SOLID GATE AT FAMILY PARKING  
 1/4" = 1'-0"



SECRET GARDEN ARBOR STUDY  
 1/4" = 1'-0"



SECTION AT PERIMETER FENCE  
 1/4" = 1'-0"











# ATTACHMENT 3

## 1 SHADY LANE NEIGHBOR CONTACTS

Address/Owner	Date(s) of Contact	Method of Contact	Comments	Plans Received
1 DeWitt   Paul & Debby Sagues	6.28.22 - Michael 8.6.22 - David 8.10.22 - Linda	Email/In person/text	1. Sent preliminary plans 2. Michael met with them in person on 6.28.22. Reply to Linda from Debby: "Your plans are wonderful. Very happy for you. Love the pickleball court." 3. Comment from Michael: They support the project. 4. "We love your plans. We won't have any issues." Second comment about making sure the pool equipment is covered, as previous owner promised that and never followed through. The existing equipment can be noisy sometimes.	Prelim plans/Final ADR set
4 DeWitt   Bill Poland	6.8.22 - Michael 8.6.22 - David	In person/email	1. Michael met with Bill in person and talked about the project. 2. David emailed preliminary plans. Bill's response: "Thanks for sending us this information. Mary and I are very excited about the plans, and wholeheartedly support. We look forward to working with Michael to develop a little more screening on DeWitt to obscure the pool house which we're happy to share in. Kindly let us know if you have any questions. Bill"	Prelim plans/Final ADR set
10 Lagunitas   Jon & Linda Gruber	6.29.22 - Michael 8.6.22 - David	Email	1. Michael emailed plans 2. David emailed plans	Final ADR set
103 Lagunitas   John & Glennis Jones	8.8.22 - Michael	In person	1.*could not find a listed number or email address online 2. Michael dropped off the ADR plans at the front door since there was no answer	Final ADR set
105 Lagunitas   Richard & Marilyn Riede	8.6.22 - David	Email	David emailed plans.	Final ADR set
107 Lagunitas   Gay Conway (Mrs. Robert Conway)	8.8.22 - Michael	In person	Spoke with Mrs. Conway at her door. Did not want/need a copy of the plans as she feels it does not affect her.	None. Did not want a copy
109 Lagunitas   Gregg & Kris Dawley	8.6.22 - David	Email	David emailed plans.	Final ADR set

## 1 SHADY LANE NEIGHBOR CONTACTS

Address/Owner	Date(s) of Contact	Method of Contact	Comments	Plans Received
111 Lagunitas   William (Bill) and Darrell Nelson	8.8.22 - Michael	In person	1. * no phone or email listed online. 2. Michael dropped off plans at their front door since we do not have contact info. Noted they could not see the property from their home.	Final ADR set
115 Lagunitas   Martin & Elisabeth Rosen	8.6.22 - David	Email	David emailed plans.	Final ADR set
120 Lagunitas   William (Bill) & Jeanne Cahill	8.6.22 - David	Email	David emailed plans.	Final ADR set
140 Lagunitas   Kurt & Tamra Mobley	8.6.22 - David 8.11.22 - Linda	Email/Text	1. David emailed plans. 2. Linda texted Tamra to see if she had any questions about the plans.	Final ADR set
2 Allen   Tracy Stott	8.8.22 - Michael	In person	1. Member of the Ross Property Owner's Association. No other info about her online. 2. Michael dropped off plans at the front door. 3. Email reply from Tracy "Thank you for sharing the ADR plans. At this time, we do not have any concerns or questions with the proposed drawings."	Final ADR set
1 Ames   Darius & Erin Mozaffarian	6.24.22 - Linda 6.30.22 - Linda 8.6.22 - Linda	In person/Email	1. Erin texted Linda and said they are in complete support of the project. 2. Linda has been in touch with Erin. Need specifics on days and times. 3. Linda and Michael met with them in person. Need specifics on day and time. 4. Linda emailed ADR plans.	Prelim plans/Final ADR set
2 Ames   Sam & Cindy Livermore	8.8.22 - Michael 8.11.22 - Linda	Email/In person	1. Michael emailed ADR plans 2. Email may have bounced back so Linda dropped of plans.	Final ADR set
5 Ames   Stephen Swire & Jacqueline Neuwirth	8.8.22 - Michael	Email	Michael emailed ADR plans	Final ADR set

## 1 SHADY LANE NEIGHBOR CONTACTS

Address/Owner	Date(s) of Contact	Method of Contact	Comments	Plans Received
<b>3 Upper Ames   Joan Dea &amp; Lionel Conacher</b>	7/29 - Michael 8/4 - David 8/5 - Crystal 8/11 - Linda, Andrea	Email	1. Michael sent via email 7.29.22, dropped off at house 2. David sent via email 8.4.22 in a different format. 3. Crystal gave printed plans to Talitha, assistant to Joannie Dea on 8.5.22 4. Linda had a call with Lionel and Dea. They think the plans are beautiful. They requested the Coates consider putting olive trees instead of Redwood trees to allow more light for her vegetable garden. They asked for screening near the guest parking, and wondered what the distance was from their house to the guest parking, with 262 ft. being the distance from closest corner of their house to the guest parking. They would like to keep their citrus trees and any other plants that the Coates may dispose of, and Linda agreed. The Conachers will send an email/letter of support.	Prelim plans/Final ADR set
<b>7 Upper Ames   Mike &amp; Emily Millman</b>	6.30.22 - Andrea 8.8.22 - Michael 8.11.22 - Linda	In person/Text	1. Andrea dropped of plans to workers, Attn: Victor the foreman. 2. Michael dropped off new set of plans to the foreman at the house. 3. Linda texted Mike to see if he had any questions and Mike responded that "Your future home looks beautiful! We are supportive!"	Prelim/Final ADR set
<b>10 Shady Lane   William Wiley &amp; Judy Flannery</b>	6.21.22 - Andrea 6.30.22 - Michael 8.4.22 - David 8.8.22 - Michael	In person/email	1. Andrea visited 6.21.22 and spoke with them about the project. Delivered note from Linda with plans and her number in case they have questions. They had no major concerns and already knew about the project as well as the fact the lot that was purchased. They are potentially selling their house in 2023. 2. Michael emailed plans 3. David emailed plans 4. Michael dropped off plans and spoke with William about the project.	Prelim plans/Final ADR set
<b>20 Shady Lane   Jeffrey &amp; Cassandra (Cris) Walker</b>	6/9 - Linda, 6/11 - Linda 6/29 - Michael 8/8 - Michael	In person	3. Michael dropped off plans to Cris and spoke with her on the phone outside her gate. 4. Michael called the number on the door but got no answer. Left plans at the door.	Prelim plans/Final ADR set
<b>29 Shady Lane   Marcel &amp; Liora Houtzager</b>	8.8.22	Email	Michael emailed plans	Final ADR set
<b>32 Shady Lane   Scott and Holly Clark</b>	6/20 - Linda, 6/30 - Michael, 8/6 - David	Email	1. Linda emailed Scott. 2. Michael emailed plans 3. David emailed 8.6.22	Prelim plans/Final ADR set
<b>14 Lagunitas   St. John's Episcopal Church</b>	7/1 - Michael 8/6 - David 8/9 - Michael	In person/Email	1. Michael dropped of plans and spoke with Rev. Chris. 2. David emailed plans 8.6.22 3. Rev. Chris responded to Michael and said he has the plans, and thank you for removing the court.	Prelim plans/Final ADR set

## 1 SHADY LANE NEIGHBOR CONTACTS

Address/Owner	Date(s) of Contact	Method of Contact	Comments	Plans Received
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**Round 1 Contacts:** Initial contact to immediate neighbors (May & June 2022)

**Round 2 Contacts:** Plans to neighbors within 300 feet after story boards are posted (August 2022)

**Round 3 Contacts:** Follow up with all neighbors to see if there are any questions or concerns prior to town meeting/review (August 2022)

# ATTACHMENT 4

**MINUTES**

Regular Meeting of the  
Ross Advisory Design Review Group  
6:00 PM, Tuesday, August 16, 2022

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

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

Chair Kruttschnitt called the meeting to order.

Present: 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 as amended the July 11, 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. ADR members asked questions and the Mr. Swearengen provided information.

Vice Chair Buckingham opened the public forum. Tony Curtis, 7 Hillgirt spoke and discussed the side porch and indicated that there was no roof on it and it was constructed without a permit. He also questioned the existing floor area, indicating that there is too much mass and bulk of the home. Sharon Baker, 3 Hillgirt invited the ADR members to view the home from her backyard as there will be impacts to her view and light.

Mark Fritts

- Appreciates the reduction in floor height.
- Still struggling with the mass over the streetscape.
- It is an imposing structure at the street. The mass at the street needs to be addressed.
- 3,800 square feet is not appropriate for this lot, which continues to be a problem with this home, should be around 3,300 square feet.
- Recommends moving the home back from the front property line, prefers encroaching into the rear yard setback instead of the front yard.
- Driveway gate needs to be more transparent
- Incorporate different materials to break up the mass and soften it.

Laura Dewar

- The home still feels large, the massing is too much
- Appreciates the reduction in height
- Shifting the building back might help with the mass
- The primary bedroom at the back is too tall.
- Add more landscaping to help soften and screen.

Joey Buckingham

- Thanks for the reduction in height and complying with square footage
- Does not remember the porch being roofed, and is questioning the extra 500 square footage
- The house looks too big, too much floor area.
- The modern design does not fit into the vintage look of the street.
- Lower the plate height one more foot on each floor
- Design needs to be warmed up, it is cold and stucco.
- Add vertical or horizontal wood siding, the tall elevations could be a warmer finish.
- More wood on the facades.
- Suggested design features for the front of the home.
- Square footage is too much, and the massing is too much.

**b. 78 Shady Lane (A.P.N. 073-101-41)**

**Property Address: 78 Shady Lane**

**Applicant: Tatyana Mironova**

**Property Owner: Kim Victoria/Mironova Tatyana**

**Project Summary:** The applicant is requesting approval of Design Review, Demolition and a Variance for a major renovation and remodel to the existing single-family dwelling. The project includes demolishing the existing 580 square foot carport. The project proposes construction of a new 391 square foot garage in the side and rear yard setbacks. Two separate additions are proposed on the second story, a 117 square foot addition is proposed above an existing first floor roof on the right side of the home, and a 19 square

foot addition is proposed on the left side, also above a roof eave and a small addition on the second story.

Director Markwick introduced the project.

Architect, Will Jones introduced the project and answered questions from the ADR members.

Vice Chair Buckingham opened the public forum. Cheryl Unterrmann, 1 Locust Avenue spoke and objected to the project, privacy, light, mass and bulk proposed are too close to her property and will impact her. Janet Redfield, 80 Shady Lane, opposed the project, specifically the garage proposed in the setback.

Steven Sutro

- Okay with the swapping of floor area for floor area.
- Does not have an issue with the second story addition, thinks the volume on top is okay.
- The porch changes are great, supports the volumetric change.
- The garage in the setback, and exacerbating a non-conformity is not supported.

Joey Buckingham

- The garage in the setback, and exacerbating a non-conformity which she cannot support
- Second story additions are reasonable, it needs to be modernized. Makes sense.
- The design should mimic the charm of the existing. The west elevation needs more windows and different finishes that are more charming.
- Project needs a very detailed landscape plan
- Is okay with the garage 4 feet from the side setback and 10 feet from the rear.

Laura Dewar

- Supports the additions to the main house.
- The garage is too close to the neighbors house. The garage is okay encroaching into the side yard setback but should be moved to 10 feet from the rear yard property line.

**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.

Mark Kruttschnitt

- Appreciates the homeowner's great neighborhood relationships.
- Is okay with the pool, none of the neighbor's care, however the Town Council has to be comfortable with the Variance findings.

Steven Sutro

- The pool is surrounded by garages on the adjacent properties.
- Can recommend approval based on the context of the site and neighborhood

Mark Fritts

- Does not think the lot supports the pool, does not typically support pools in the setbacks.
- Cannot make findings for the pool in the setbacks, based on the town guidelines.
- Encourages the Town to review the code and make guidelines for pools in the setbacks.

Joey Buckingham

- Agrees with Mark F.
- Lot is too small to support the pool
- Thinks Town Council needs to amend codes to allow pools in the setbacks.

**d. 2 De Witt (APN 073-201-09)**

**Property Owner:** Tom and Linda Coates

**Applicant:** David Kotzebue

**Project Summary:** The applicant requests approval of Demolition and Design Review to demolish the existing two-story single family home, detached garage, cabana, and tennis court. The project proposes to construct a new two-story single family home, detached garage, pool house and Accessory Dwelling Unit (ADU). The project also proposes new landscaping and hardscape throughout the property, including a new driveway, walkway, and pool.

Director Markwick summarized the project.

Project architect Kotzebue and Landscape Architect Michael Yandle introduced and summarized the project and reviewed the advice that was given to the applicant. ADR members asked questions and the Mr. Swearngen provided information.

Chair Kruttschnitt opened the public forum. There were no comments made during the open forum.

Joey Buckingham

- Beautiful plan, likes that it is out of the setbacks
- There is a lot of one material in white, approaching the size of a hotel
- Can the home be softened, stone for example
- Consider a more elegant roof material like slate, not metal, add copper rain gutters
- Beautifully set on the landscape

Stephen Sutro

- Agree with Joey completely, can recommend approval.
- Round copper gutters would give substance, just a suggestion.

Mark Fritts

- The scale is large, the main hall seems very large. Gutters might help from the exterior, or other materials.
- Encourage a low profile on the roof of the ADU.
- Can the scale be reduced?
- Loves the entrance off of Shady, can support the project.

Mark Kruttschnitt

- Agrees with other members
  - More articulation in the exterior
  - Roof materials could be changed
  - Supports the project as designed.

**5. Conceptual Advisory Design Review.**

**a. 0 Bellagio (APN 072-031-04)**

**Property Owner:** Shadi Aboukhater

**Applicant:** Winder Gibson Architects

**Project Summary:** The applicant requests a pre-application review and recommendation on the preliminary design for a new construction single-family home. There are no structures currently on the existing undeveloped site. The project includes a new 2-story home with 5 bedrooms and 4 baths, a pool, a 3-car garage (with one additional uncovered parking space), and an attached ADU below the main house.

The Architect summarized the project for the ADR, the public hearing was open, and no one wished to speak.

Steve Sutro

- Not sure if he can support the non-conforming height, however, can support the rest of the project.

Joey Buckingham

- Partial to this style of the home
- Likes the gable roof and the natural materials
- Is okay with the retaining walls
- No findings to exceed the allowable height limit
- Suggested moving the ADU
- Right side of the house is proportionally too tall and big

Mark Fritts

- Agrees with Joey and Stephen
- Can not support a Variance for height

- Articulation of the wing on the right needs some work.

**b. 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 garden

The architects discussed the project, and the public hearing was open, and no one wished to speak.

A Code discussion about a non-conforming structure, and a non-conforming permit, versus a Variance for the height of the structure took place. The ADR recommended that they do not ask for a Variance.

The ADR discussed allowing a garage in the rear, and that the structure is required to look like a garage.

**6. Communications**

**a. Staff**

**b. ADR Group Members**

**7. Adjournment**

Chair Kruttschnitt adjourned the meeting at 9:30 PM.

# ATTACHMENT 5

**Linda Lopez**

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**From:** Bill Poland <BPoland@baywestgroup.net>  
**Sent:** Thursday, August 11, 2022 5:08 PM  
**To:** designreview; Rebecca Markwick  
**Cc:** Bill Poland; Mary Poland  
**Subject:** 2 Dewitt Dr.; APN 073 – 201 – 09

**Dear Committee and Rebecca,**

**The Poland's have studied the plans and viewed the story poles. We think the new project proposed is excellent and we strongly support its development. Our home is at 4 DeWitt Dr. Please let us know if you have any questions.**

**All the best, Bill and Mary**

**Bill R. Poland  
Bay West Group  
2175 Francisco Blvd. E, Suite G  
San Rafael, CA 94901  
(415) 552-7700  
[bpoland@baywestgroup.net](mailto:bpoland@baywestgroup.net)**

## Linda Lopez

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**From:** Erin Mozaffarian <eringmoz@gmail.com>  
**Sent:** Sunday, August 14, 2022 9:24 PM  
**To:** Rebecca Markwick; designreview  
**Cc:** Darius Mozaffarian  
**Subject:** Letter of Support for 2 De Witt

Dear Ms. Markwick and the ADR Group,

We are writing to confirm our support for Tom and Linda Coates' home project plans at 2 De Witt Drive, which borders our property at 1 Ames Ave. We have reviewed their plans and we think that the project looks beautiful and the house will be a great asset to our neighborhood.

Tom and Linda have been very proactive about working together as neighbors to discuss the project, appropriate privacy screening, and landscaping, which we greatly appreciate.

We recommend approval to the Town Council.

Regards,

Erin and Darius Mozaffarian

1 Ames Ave.

## Linda Lopez

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**From:** Lionel F. Conacher <lionelf@conacher.com>  
**Sent:** Monday, August 15, 2022 5:18 PM  
**To:** Rebecca Markwick  
**Cc:** Joan Dea; Linda Coates; Tom Coates  
**Subject:** Coates DeWitt project

Dear Rebecca- Joan and I wanted to write and tell you that we are supportive of the Coates' project at DeWitt and have no issues with what they intend to build.

Kind regards,

Lionel Conacher  
415-860-1915  
3 Upper Ames Ave.