



Agenda Item No. 12a

Staff Report

Date: June 15, 2023

To: Mayor Kuhl and Council Members

From: Alex Lopez-Vega, Assistant Planner

Subject: Thompson Residence, 1 Garden Road

Recommendation

It is recommended that the Town Council adopt Resolution No. 2311 (**Attachment 1**) approving Design Review for the subject project as described below.

Property Address: 1 Garden Road
A.P.N.: 072-154-13
Applicant: Edward Buchanan/ Buchanan Opalach Architects
Property Owner: Nancy and Dennis Thompson
Zoning: R-1:B-10
General Plan: ML (Medium Low Density)
Flood Zone: X (Moderate Risk)

Project Data

	Code Standard	Existing	Proposed
Lot Area	10,000 SF	83,403 SF	No change
Floor Area (FAR)	20%	12,866 SF (15%)	13,191 SF (16%)
Building Coverage	20%	8,966 SF (11%)	9,291 SF (11%)
Front Setback	25'	84' 7"	No Change

	Code Standard	Existing	Proposed
Left Side Setback	15'	15'	No Change
Right Side Setback	15'	72' 1"	No Change
Rear Setback	40'	172'	No Change
Building Height	30'	House 39' 1"	No Change
Parking	3 (1 Covered)	(5 Covered)	No Change
Impervious Surface Coverage	Minimize and/or mitigate for any increase.	5,201 SF	3,675 SF

Project Description:

The applicant requests approval for a Design Review Permit. The project is requesting to add minor additions and alterations which includes enlarging the kitchen, and hall by 210 square-feet and expanding the dining room by 115 square-feet a total of 325 square-feet of new floor area to the existing single-family residence, as well as demolishing one of four chimneys on the east elevation and removing a skylight.

Project plans are included as **Attachment 2**; Project Application and Materials are included as **Attachment 3**.

The proposed project is subject to the following permit approval:

- **Design Review Permit is required pursuant to RMC Section 18.41.010** to allow for construction of a new building exceeding 200 square feet of a new floor area; fences and gates greater than 48" in height adjacent to the street right-of-way; a project resulting in more than 50 cubic yards of grading or filling; a project resulting in over 1,000 square feet of new impervious landscape surface; and redevelopment, rehabilitation, and/or renovation of existing landscape over 2,500 square feet.

Background

The project site is an 84,403 square-foot lot on Garden Road. The lot has a single-family residence which includes a pool, pool house, and a carriage house. The property is located on the corner of Garden Road and Wellington Avenue.

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.

On May 16, 2023, the project was reviewed at the Advisory Design Review (ADR). The ADR members were all in support of the additional 325 floor area to the main house and the landscape design facing Garden Road. The ADR members, however, could not support the three-car garage, because it did not conform to the Design Review Guidelines. The ADR members commented that the garage was too massive located on the corner. The Design Guidelines state that a secondary structure, such as a garage or any other structure should be subordinate to the primary structure. It should be located to minimize the impacts of mass and scale on the primary structure and on adjacent properties and the consensus was that garage did not conform to the guidelines.

The applicant has removed the three-car garage and front yard landscaping plan from the project. The revised plans included as **Attachment 2** reflect the changes.

Draft minutes of the May 16, 2023, ADR meeting are included as **Attachment 4**.

Discussion

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

Design Review

Design Review is intended 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 for all new development which harmonizes style, intensity and type of construction with the natural environment and respects the unique needs and features of each site and area; preserve and enhance the historical "small town," low-density character and identity that is unique to the Town of Ross, and maintain the serene, quiet character of the town's neighborhoods; and preserve lands which are unique environmental resources including scenic resources (ridgelines, hillsides and trees), vegetation and wildlife habitat, creeks, threatened and endangered species habitat, open space and areas necessary to protect community health and safety.

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. 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 in 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.

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 impact associated with the project.

Alternative actions

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

Environmental Review

The project is categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines

Section 15301 (Existing Facilities), because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination.

Public Comment

Public Notices were mailed to property owners within 500 feet of the project site 10 days prior to the meeting date and no comments were received at the time of writing this report.

Attachments

1. Resolution No. 2311
2. Project Plans
3. Project Application and Materials
4. Draft ADR Meeting Minutes, May 16, 2023

ATTACHMENT 1

TOWN OF ROSS

RESOLUTION NO. 2311

RESOLUTION OF THE TOWN OF ROSS APPROVING DESIGN REVIEW TO ADD 325 SQUARE-FEET OF NEW FLOOR AREA TO THE EXISTING SINGLE-FAMILY RESIDENCE LOCATED AT 1 GARDEN ROAD A.P.N. 072-154-13

WHEREAS, applicant Edward Buchanan/343opBuchanan Opalach Architects, on behalf of property owners Nancy and Dennis Thompson has submitted an application requesting approval of Design Review for an addition to the home located at the kitchen and dining room for a total of 325 square-feet of new floor area to the existing single-family residence at 1 Garden Road APN 072-154-13 (herein referred to as “the Project”).

WHEREAS, the Project is determined to be exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (Existing Facilities), because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination; and

WHEREAS, on June 15, 2023, the Town Council held a duly noticed public hearing to consider the Project; and

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

NOW, THEREFORE, BE IT RESOLVED the Town Council of the Town of Ross hereby incorporates the recitals above; makes the findings set forth in Exhibit “A”, and approves Design Review, and a Demolition 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 15th day of June 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Cyndie Martel, Town Clerk

P. Beach Kuhl, Mayor

EXHIBIT "A"
FINDINGS
1 Garden Road
A.P.N. 072-154-13

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 Medium 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.

EXHIBIT "B"
CONDITIONS OF APPROVAL
1 Garden Road
A.P.N. 072-154-13

1. The building permit shall substantially conform to the plans entitled, "Thompson Residence" and dated 5/16/2023, and reviewed and approved by the Town Council on June 15, 2023
2. 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.
3. 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.
4. The Project shall comply with the Fire Code and all requirements of the Ross Valley Fire Department (RVFD).
5. 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.
6. 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.
7. A Tree Permit shall not be issued until the project grading or building permit is issued.
8. 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 a 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.
9. 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.

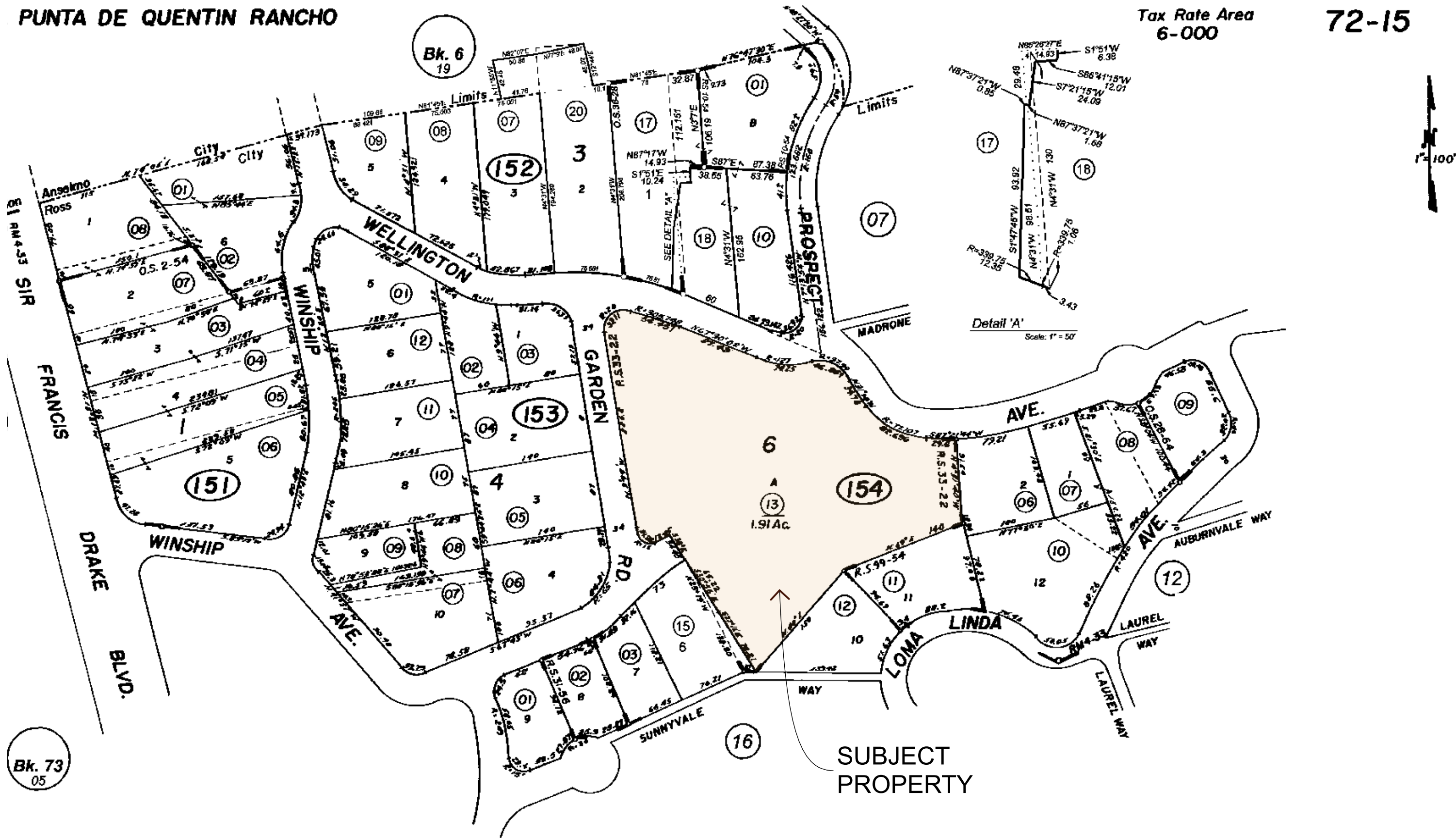
ATTACHMENT 2

General Notes:

1. **SITE CONDITIONS:**
Bidders shall visit the site and familiarize themselves with all existing limitations. All features of construction not fully shown shall be of the same type and character as that shown for similar conditions. For special conditions or discrepancies, notify the architect before bidding or proceeding with the work.
2. **PERMIT FEES AND INSURANCE:**
The contract shall include all permit fees unless specifically noted in the bid and contract. The contractor shall carry liability, property damage, and workers compensation insurance, and provide owner certificates for these policies. The owner shall carry fire insurance.
3. **BUILDING CODES:**
All work shall conform with all applicable current codes and ordinances. The contractor shall notify the architect of all modifications requested by the building department, the owner, consultants, and other parties.
4. **SUBCONTRACTORS SHALL PROVIDE SIGNED CF24R FORMS** to the general contractor upon completion of their scope of work.
5. **TRADE STANDARDS:**
Work shall be completed skillfully and in accordance with accepted trade standards. Standards for care and workmanship shall be as defined and outlined by the national trade body such as SMACNA, Tile Council of America, NWMA, NRCA, Lathing and Plaster Institute of Northern California, etc.
6. **MANUFACTURER'S INSTRUCTIONS:**
Follow the manufacturers' instructions carefully. Instructions and warranties shall be given to the owner upon substantial completion.
7. **SUBSTITUTIONS:**
Substitutions will be considered, but the contractor shall not substitute equipment, material, or methods without specific approval by the architect prior to execution of work.
8. **SCHEDULE:**
The contractor shall inform the owner and architect of the construction schedule prior to starting work. The contractor shall make every effort to minimize disruption to occupants and neighbors during construction.
9. **COORDINATION OF WORK:**
The contractor shall coordinate work between subcontractors, tradespeople, and suppliers as shown in the drawings, specifications, and contract.
10. **DIMENSIONS OR DISCREPANCIES:**
Contractor shall verify all dimensions in the field. Written dimensions have precedence over scaled dimensions. Dimensions are to the rough frame unless otherwise noted. Any discrepancies between the drawings and/or specifications must be brought to the attention of the architect for clarification, prior to proceeding with work.
11. **NOTCHES, BORES AND CUTS TO THE STRUCTURE:**
Do not notch, bore or cut members for pipes, ducts or other reasons except as shown on drawings without the specific advance approval of the architect.
12. **DEMOLITION:**
The contractor shall execute demolition work to ensure the safety of persons and adjacent property from damage by settlement, falling debris, and other causes in connection with this work. Where existing construction is cut, damaged, or remodeled, patch or replace with materials which match the kind, quality and performance of adjacent surfaces.
13. **LEAD PAINT:** Where existing painted materials are to be painted or have the paint removed and lead paint may be present, take proper precautions to ensure that the existing spaces, grounds and soil are not contaminated. Removal of lead paint and/or contaminated materials to be done using methods to minimize lead dust and flakes, airborne particles and exposure to technicians and residents. Dispose of contaminated materials in a lawful manner.
14. **ASBESTOS:**
If the contractor encounters asbestos, he or she shall warn all employees, subcontractors, owner, occupants, and architect prior to demolition and construction. Also, if during demolition or construction, materials containing asbestos become disturbed or airborne, they must be removed. Removal and disposal must conform to the latest requirements of the EPA, OSHA, California Department of Health Service and local authorities. Asbestos removal is the responsibility of the general contractor.
15. **CLEANUP:**
The contractor shall remove all construction debris at the end of the job and dispose of it legally. Clean all new windows and leave the job broom clean.
16. **WARRANTY:**
Contractor shall warrant all workmanship and materials for a period of one year from the date of substantial completion or from the commencement of specific warranties, and make corrections to the work during these periods.
17. **CHANGE ORDERS:**
All change orders shall be agreed to and in writing **prior to execution of work.**

Minor Additions & Alterations

Nancy and Dennis Thompson
1 Garden Rd, Town of Ross CA



Parcel Map 072-154-13
NOT TO SCALE

Parties Involved:

- OWNER:

Nancy and Dennis Thompson
P.O. Box 1467
Ross CA 94957
415 722 1169
dennis@tspainting.com
- ARCHITECT:

BUCHANAN OPALACH ARCHITECTS
580 2nd Street, Suite 275
Oakland, CA 94607
Contact: Edward Buchanan
ed@boa-inc.com
(510) 853-4567
- LANDSCAPE ARCHITECT:

WIHLBORG DESIGN
13 Seminole Ave
Corte Madera, CA
Contact: Don Wihlborg
don@wihlborgedesign.com
(415) 847-4023
- INTERIOR DESIGN:

BURNS & BURNS DESIGN
1108 Indian Way
Novato, CA 94949
Contact: Kirsty & Walter Burns
kirstyburns@comcast.net
(415) 259-7002
burnswc@comcast.net
(415) 259-7000
- STRUCTURAL ENGINEER:

VAN MAREN AND ASSOC.
2020 Franciscan Way, #212
Alameda, CA 94501
Contact: Peter Van Maren
vmaengineers.peter@gmail.com
(510) 499-0300
- MECHANICAL ENGINEER:

MHC ENGINEERING CONSULTANTS, INC.
150 8th Street
San Francisco, CA 94103
Contact: Toby Siu-Ki Lee, PE
mhc.mec@gmail.com
415-512-7160

Project Information:

- BUILDING CODES:**

2022 California Residential Code
2022 California Building Code - Structural Provisions
2022 California Electrical Code
2022 California Mechanical Code
2022 California Plumbing Code
2022 California Energy Code
2022 California Fire Code
2022 California Green Building Standards Code
All codes are as further modified by the Town of Ross.
- BUILDING INFORMATION:**

OCCUPANCY: R-3
BUILDING TYPE: VB
SPRINKLERED: NO
VERY HIGH FIRE SEVERITY ZONE: NO
Per Town of Ross Wildland Urban Interface Map

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- 8 Proposed Upper Floor Plan
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- 11 Proposed Exterior Elevations S&E
- 12 Proposed Exterior Elevations N&W
- 13 House Sections A & B
- 14 House Section C & Elevation

NOT FOR
CONSTRUCTION



BUCHANAN
OPALACH
ARCHITECTS

580 2nd St, Suite 275
Oakland, CA 94607
510 595 1844

boa-inc.com

PROJECT & CLIENT:
**Minor Additions
& Alterations**

Nancy and Dennis Thompson
1 Garden Rd
Ross, CA 94957

415 722 1169
dennis@tspainting.com

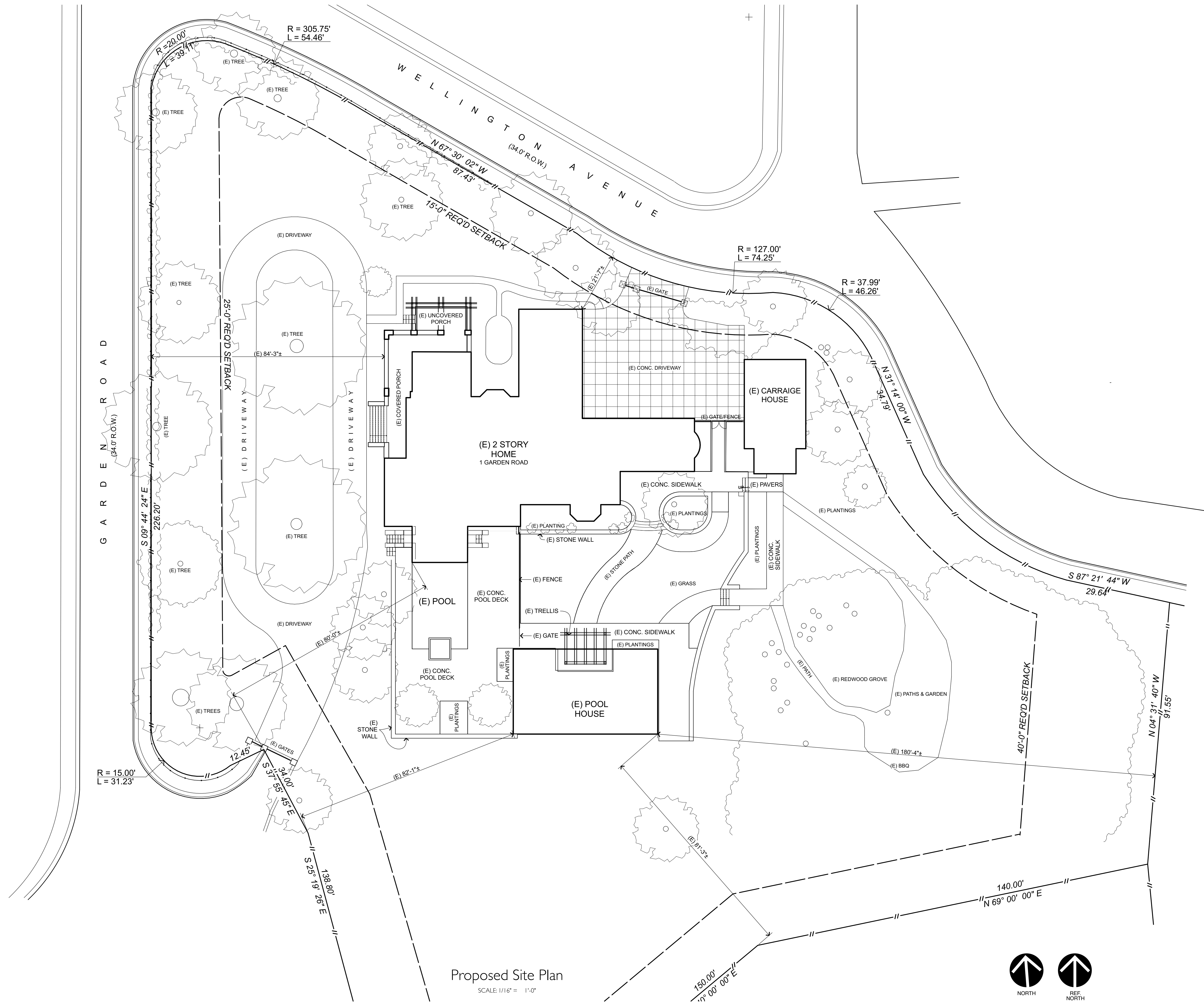
DATE	DESCRIPTION
11/16/21	MASTER PLAN
3/09/22	DESIGN PROGRESS
4/07/22	PRELIM. BID
11/23/22	PRELIM. BID
5/22/23	PLANNING APPLICATION

COPYRIGHT: 2023 BOA
SHEET TITLE:

Cover Sheet

PROJECT NO:
2117

1



Proposed Site Plan
SCALE: 1/16" = 1'-0"

NOT FOR
CONSTRUCTION



BUCHANAN
OPALACH
ARCHITECTS

580 2nd St, Suite 275
Oakland, CA 94607
510 595 1844

boa-inc.com

PROJECT & CLIENT:
**Minor Additions
& Alterations**

Nancy and Dennis Thompson
1 Garden Rd
Ross, CA 94957

415 722 1169
dennis@jtspainting.com

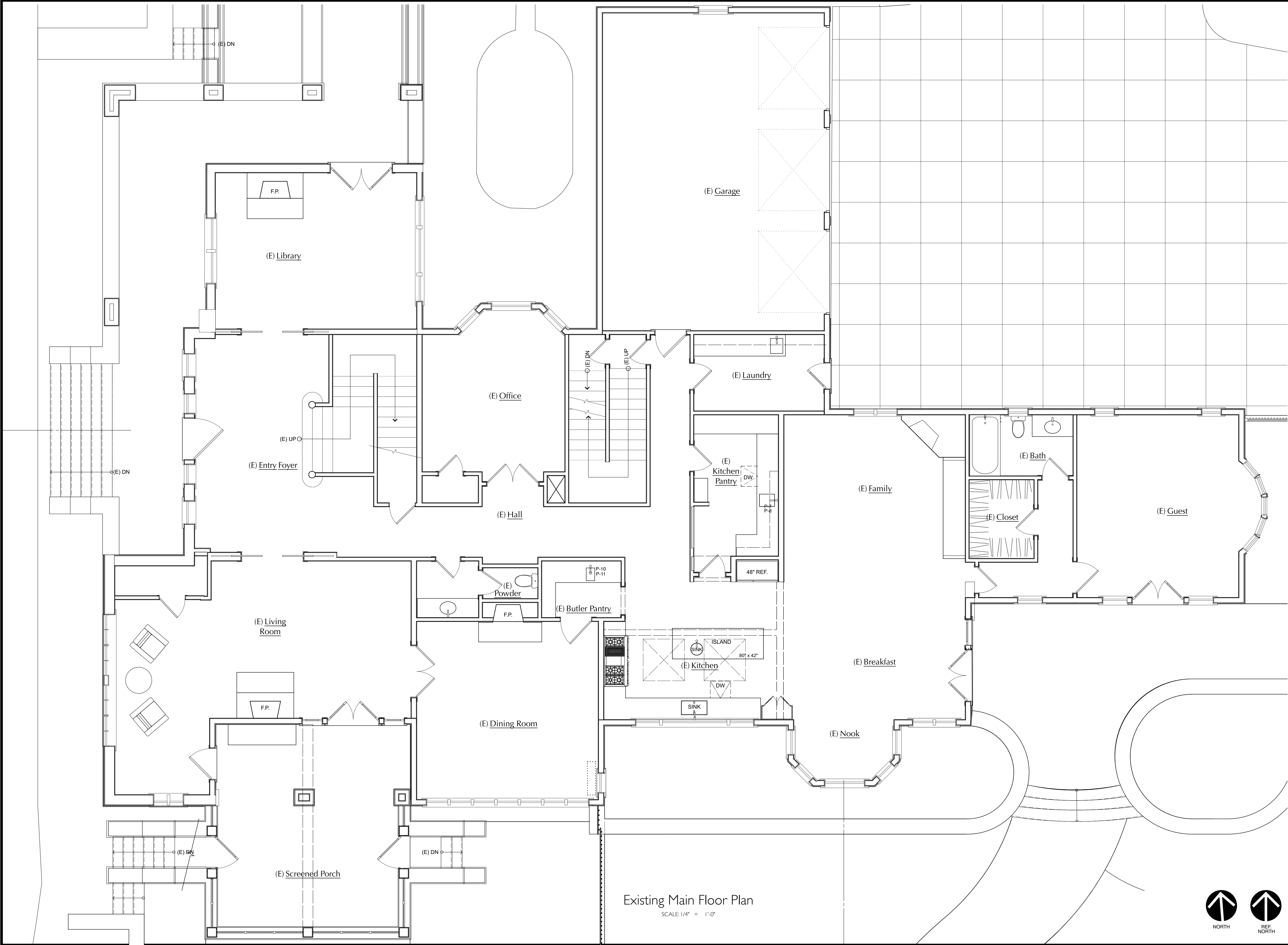
DATE	DESCRIPTION
11/16/21	MASTER PLAN
3/09/22	DESIGN PROGRESS
4/07/22	PRELIM. BID
11/23/22	PRELIM. BID
5/22/23	PLANNING APPLICATION

COPYRIGHT: 2023 BOA
SHEET TITLE:

Existing Site Plan

PROJECT NO:
2117

2



NOT FOR
CONSTRUCTION



BUCHANAN
OPALACH
ARCHITECTS

580 2nd St, Suite 275
Oakland, CA 94607
510 595 1844

boa-inc.com

PROJECT & CLIENT:
**Minor Additions
& Alterations**

Nancy and Dennis Thompson
1 Garden Rd
Ross, CA 94957

415 722 1169
dennis@jtspainting.com

DATE	DESCRIPTION
11/16/21	MASTER PLAN
3/09/22	DESIGN PROGRESS
4/07/22	PRELIM. BID
11/23/22	PRELIM. BID
5/22/23	PLANNING APPLICATION

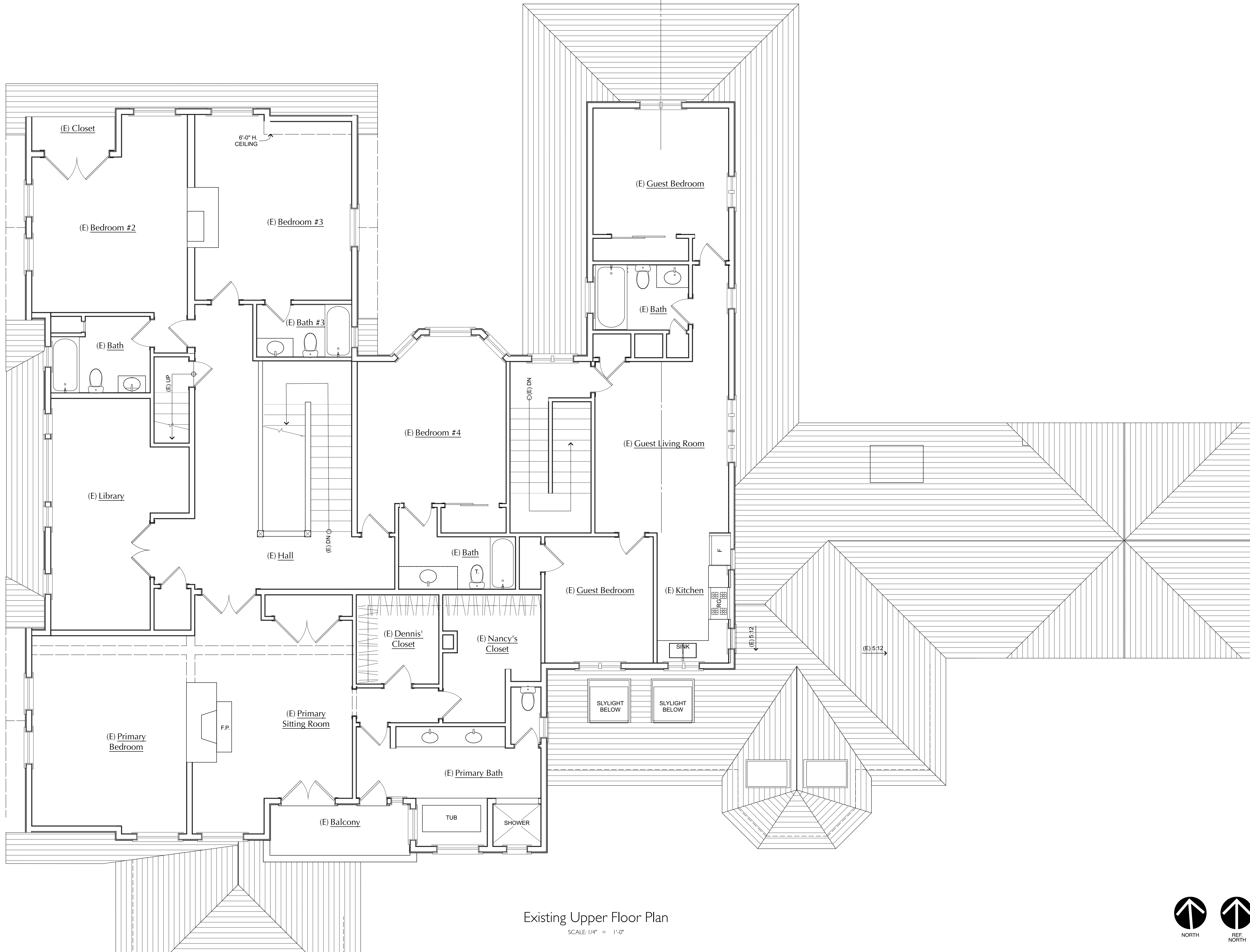
COPYRIGHT: 2023 BOA
SHEET TITLE:
**Existing Main Floor
Plan**

PROJECT NO:
2117

4

Existing Main Floor Plan
SCALE: 1/4" = 1'-0"





Existing Upper Floor Plan
SCALE: 1/4" = 1'-0"

NOT FOR
CONSTRUCTION



BUCHANAN
OPALACH
ARCHITECTS

580 2nd St, Suite 275
Oakland, CA 94607
510 595 1844

boa-inc.com
PROJECT & CLIENT:
**Minor Additions
& Alterations**

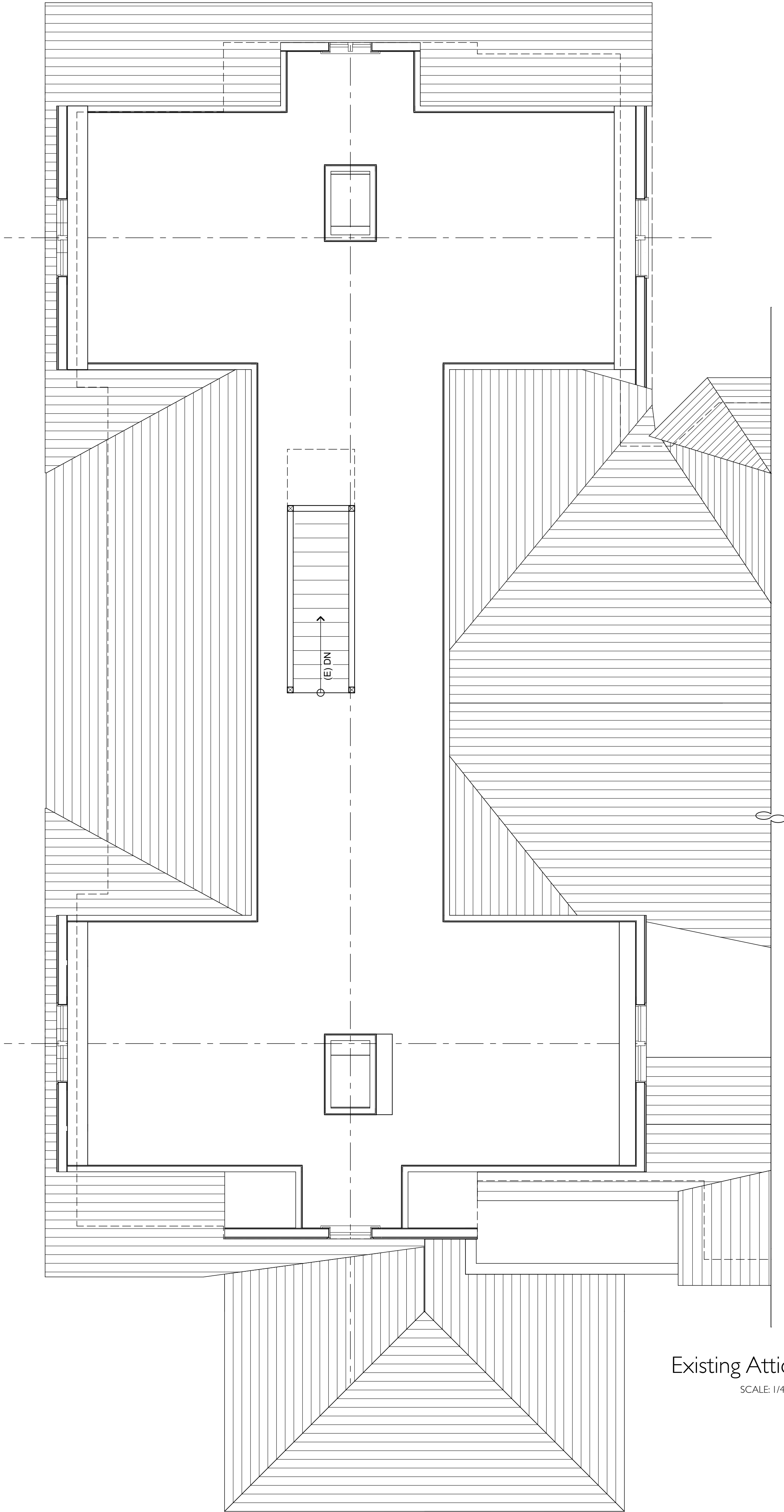
Nancy and Dennis Thompson
1 Garden Rd
Ross, CA 94957
415 722 1169
dennis@jtspainting.com

DATE	DESCRIPTION
11/16/21	MASTER PLAN
3/09/22	DESIGN PROGRESS
4/07/22	PRELIM. BID
11/23/22	PRELIM. BID
5/22/23	PLANNING APPLICATION

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SHEET TITLE:
**Existing Upper Floor
Plan**

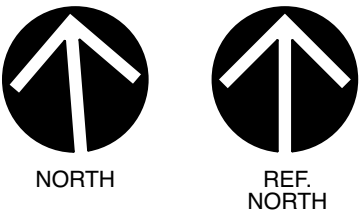
PROJECT NO:
2117
REF.
5





Existing Attic / Roof Plan
SCALE: 1/4" = 1'-0"

NOTE:
NO CHANGES TO EXISTING ATTIC



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CONSTRUCTION



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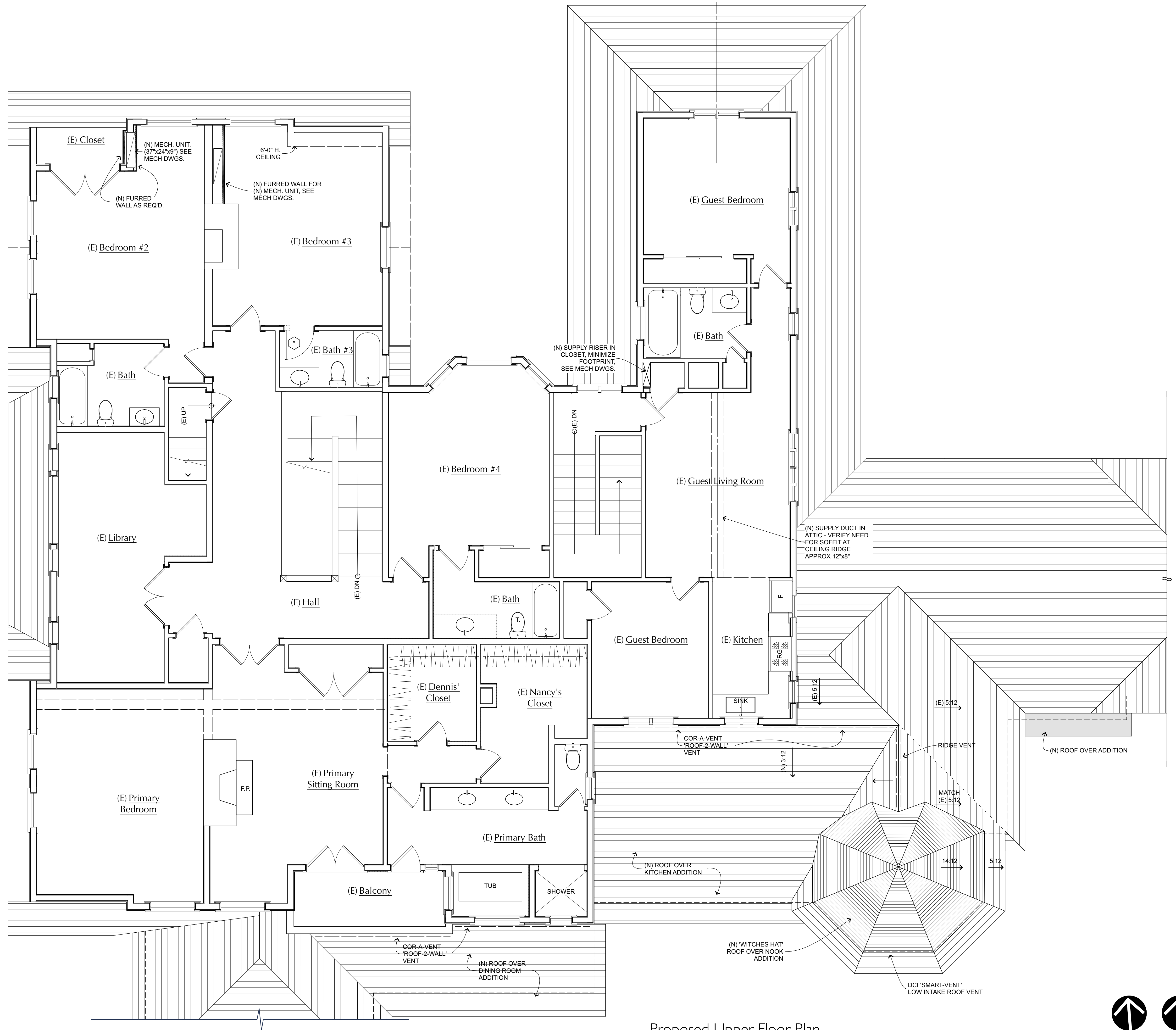
DATE	DESCRIPTION
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4/07/22	PRELIM. BID
11/23/22	PRELIM. BID
5/22/23	PLANNING APPLICATION

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SHEET TITLE:

Existing Attic Plan

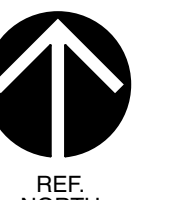
PROJECT NO:
2117

6



Proposed Upper Floor Plan

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



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CONSTRUCTION



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5/22/23	PLANNING APPLICATION

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SHEET TITLE:
**Proposed Upper Floor
Plan**

PROJECT NO:
2117

8



Existing South Elevation

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



Existing East Elevation

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

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ARCHITECTS

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5/22/23	PLANNING APPLICATION

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SHEET TITLE:

**Existing Exterior
Elevations S&E**

PROJECT NO:
2117

9



Existing West Elevation
SCALE: 1/4" = 1'-0"



Existing North Elevation
SCALE: 1/4" = 1'-0"

NOT FOR
CONSTRUCTION



BUCHANAN
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ARCHITECTS

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510 595 1844

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dennis@jtspainting.com

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SHEET TITLE:
**Existing Exterior
Elevations N&W**

PROJECT NO:
2117

10



Proposed South Elevation

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



Proposed East Elevation

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

Typical Proposed Exterior Materials

- CLASS 'A', COMPOSITION SHINGLE ROOF, 40 YEAR RATED
- PAINTED ALUMINUM GUTTERS AND DOWNSPOUTS
- PAINTED WOOD SIDING & PANELING TO MATCH (E) MAIN HOUSE
- DOUBLE GLAZED PAINTED WOOD WINDOWS AND DOORS
- PAINTED WOOD EAVES, BARGE BOARDS AND TRIMS

NOT FOR
CONSTRUCTION



BUCHANAN
OPALACH
ARCHITECTS

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Oakland, CA 94607
510 595 1844

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5/22/23	PLANNING APPLICATION

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SHEET TITLE:

**Proposed Exterior
Elevations S&E**

PROJECT NO:
2117

11



Proposed West Elevation

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



Proposed North Elevation

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

NOT FOR
CONSTRUCTION



BUCHANAN
OPALACH
ARCHITECTS

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Oakland, CA 94607
510 595 1844

boa-inc.com

PROJECT & CLIENT:
**Minor Additions
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415 722 1169
dennis@jtspainting.com

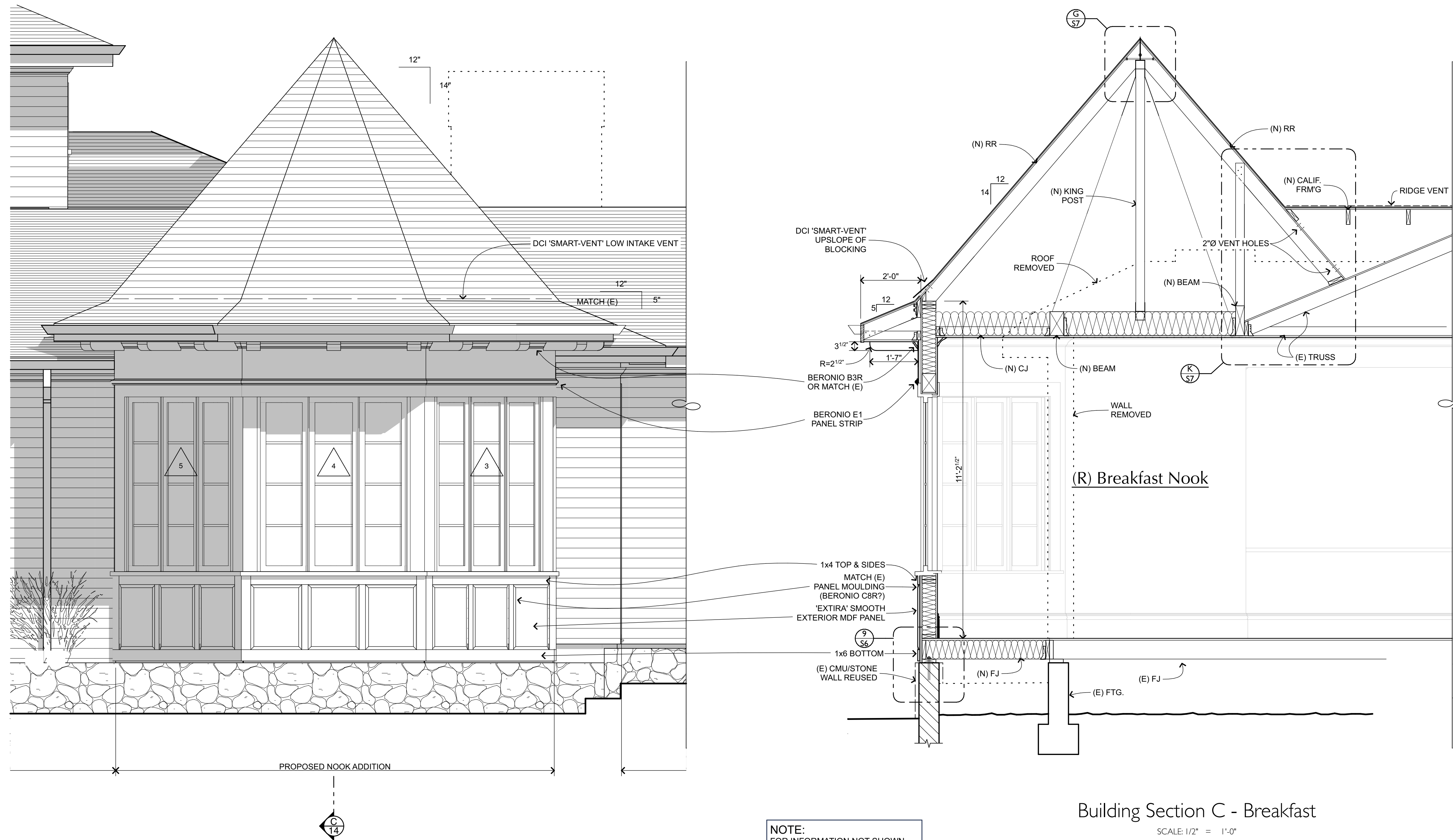
DATE	DESCRIPTION
11/16/21	MASTER PLAN
3/09/22	DESIGN PROGRESS
4/07/22	PRELIM. BID
11/23/22	PRELIM. BID
5/22/23	PLANNING APPLICATION

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SHEET TITLE:
**Proposed Exterior
Elevations N&W**

PROJECT NO:
2117

12



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CONSTRUCTION



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11/23/22	PRELIM. BID
5/22/23	PLANNING APPLICATION

COPYRIGHT: 2023 BOA
SHEET TITLE:
**House Section C &
Elevation**

PROJECT NO:
2117

14

ATTACHMENT 3



Town of Ross

Planning Department

Post Office Box 320, Ross, CA 94957

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

www.townofross.org

PLANNING APPLICATION FORM

Type of Application (check all that apply):

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

To Be Completed by Applicant:

Assessor's Parcel No(s): 072-154-013

Project Address: 1 Garden Road

Property Owner: Nancy and Dennis Thompson

Owner Mailing Address (PO Box in Ross): P.O. Box 1467

City/State/Zip: Ross, CA 94957 Owner's Phone: (415) 722-1169

Owner's Email: dennis@itspainting.com

Applicant: Edward Buchanan, Buchanan Opalach Architects

Applicant Mailing Address: 580 2nd Street, Suite 275

City/State/Zip: Oakland, CA 94607 Applicant's Phone: (510) 853-4567

Applicant's Email: ed@boa-inc.com

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

To Be Completed by Town Staff:

Date Received: _____

Application No.: _____

Zoning: _____

Planning 5300 _____

Tree Permit 5305 _____

Fee Program Administration 5315-05 _____

Record Management 5316-05 _____

Record Retention 5112-05 _____

Technology Surcharge 5313-05 _____

TOTAL FEES: _____

Date paid: _____

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

SUBDIVISION INFORMATION ONLY

Number of Lots: _____

LOT LINE ADJUSTMENT ONLYDescribe the Proposed Lot Line Adjustment: _____

Existing Parcel Size(s)	Parcel 1:	Parcel 2:
Adjusted Parcel Size(s)	Parcel 1:	Parcel 2:

PARCEL ONE	PARCEL 2
Owners Signature: _____	Owner's Signature: _____
Date: _____	Date: _____
Owner's Name (Please Print): _____	Owner's Name (Please Print): _____
Assessor's Parcel Number: _____	Assessor's Parcel Number: _____

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

REZONING OR TEXT AMENDMENT ONLY

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

The applicant wishes to Rezone parcel _____ from the _____ Zoning District to _____.

GENERAL OR SPECIFIC PLAN AMENDMENT ONLYPlease describe the proposed amendment: _____
_____**CERTIFICATION AND SIGNATURES**

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

Owner's Signature: _____ Date: _____

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

Owner's Signature: _____ Date: _____

SIGNATURE:

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

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

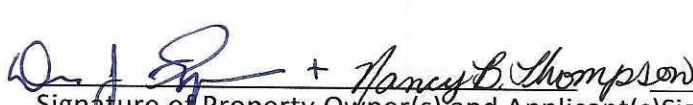
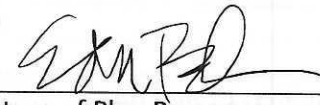
I further certify that I understand the processing procedures, fees, and application submittal requirements.

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

Marin County

2/17/23

_____, California on _____

 + 
 Signature of Property Owner(s) and Applicant(s) Signature of Plan Preparer
 Dennis J. Thompson + Nancy B. Thompson

Notice of Ordinance/Plan Modifications

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

Alternate Format Information

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

Consultant Information

The following information is required for all project consultants.

Landscape Architect

Firm Wihlborg Design
 Project Landscape Architect Don Wihlborg
 Mailing Address 13 Seminole Ave
 City Corte Madera State CA ZIP 94925
 Phone (415) 847-4023 Fax _____
 Email don@wihlborgdesign.com
 Town of Ross Business License No. _____ Expiration Date _____

Civil/ Geotechnical Engineer

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

Arborist

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

Other

Consultant Van Maren Associates, Structural Engineer
 Mailing Address 2020 Franciscan Way
 City Alameda State CA ZIP 94501
 Phone (510) 499-0300 Fax _____
 Email vmaengineers.peter@gmail.com
 Town of Ross Business License No. _____ Expiration Date _____

Other

Consultant MHC Engineering Consultants, Mechanical Engineers (Tobie L.)
 Mailing Address 150 18th Street
 City San Francisco State CA ZIP 94546
 Phone (415) 512-7160 Fax _____
 Email mhc.mec@gmail.com
 Town of Ross Business License No. _____ Expiration Date _____

Written Project Description – *may be attached.*

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

Main Floor additions to extend kitchen, nook and hall (210 sf), dining room (115 sf), expand living room into existing screened porch (152 sf) and new exterior landing (116 sf)

New detached 3 car garage at front of house (837 sf).

Landscape reworking of existing front driveway and guest parking as well as a new pedestrian and vehicle access gate off Wellington Ave.

New HVAC system for main house.

All additions and the detached garage will be continuing details from the original main house for the sake of continuity.

Mandatory Findings for Variance Applications

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

Special Circumstances

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

Substantial Property Rights

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

Public Welfare

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

ATTACHMENT 4

MINUTES
Meeting of the
Ross Advisory Design Review Group
7:00 PM, Tuesday, May 16, 2023

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

1. 7:00 p.m. Commencement

ADR Group Chair Kruttschnitt called the meeting to order.

Present: Laura Dewar, Mark Fritts and Stephen Sutro

Director Rebecca Markwick and Assistant Planner Alex Lopez-Vega were present representing staff.

2. Approval of Minutes.

The ADR Group minutes were unanimously approved.

3. Open Time for Public Comments

No comments were provided.

4. Planning Applications/Projects

a.

Property Address: 3 Skyland Way

A.P.N.: 072-211-12

Applicant: Historical Concepts

Property Owner: Stephen and Hanna Ensley

Zoning: R-1:B-A

General Plan: VL (Very Low Density)

Flood Zone: X (Moderate Risk)

Project Summary: The applicant requests approval for Design Review, Demolition Permit, Nonconformity Permit, and a Variance. The project includes demolishing the existing structures on the site totaling 14,958 square feet. The project proposes to construct a new 6,202 square foot single-family residence, a 735 square foot detached two-car garage located on the north side of the lot, a 525 square foot detached one-car garage located on the south side of the lot, and a new pool. New landscaping and hardscape are being proposed throughout the property. A Variance is required to construct the larger garage at the front of the property in the side setback.

Mark Fritts

- Couple of spots to watch the shiplap siding
- ADU and garage masses should be studied

- Understands the logic behind the garage placement, for new construction there should not be any Variances
- Move the garage and move forward
- Beautiful home, form, mass and materials.

Laura Dewar

- Beautifully designed project
- Likes the location of the pool, works well with the topography
- The FAR works with the site, massing is a great improvement
- Likes that the garage is pushed to the side and how the home is the focal point
- Really likes the project

Stephen Sutro

- Overwhelmingly approvable project
- Thinks the garage should conform to setbacks
- The plastic shingles do not meet the “high quality” material requirements of the code, and they should be changed
- Loves the project and thinks it should be approved.

Mark Kruttschnitt

- Agrees with colleagues on all aspects of design.
- Move the garages so it conform
- Changing the windows, removing the balcony and the front door are all positive improvements to the house.
- The storage space should be moved to the rear of the garage and follow the natural topography of the site.
- Can recommend the project

b.

Property Address: 7 Willow Hill Road
A.P.N.: 073-252-12
Applicant: Imprints Landscape Architecture
Property Owner: Scott Grace
Zoning: R-1:B-5A
General Plan: VL (Very Low Density)
Flood Zone: X (Moderate Risk)

Project Summary: The applicant requests approval for Design Review, Hillside Lot Permit, and a Variance. The project is requesting new landscape structures including a new pool/spa, pool equipment, stone patio, outdoor kitchen, and replace of the existing

retaining walls with stone walls. Variances are requested to allow for the construction of new landscape structures within the side and rear yard setback.

Mark Kruttschnitt

- Looks fine, likes there are no neighbor objections
- Recommends approval

Laura Dewar

- Supports project, project will not impact the neighbors.

Stephen Sutro

- Can support the project, no privacy or acoustical impacts
- Downhill screening could cover the lattice work too

Mark Fritts

- Supports the project
- Spiral staircase can be loud, so take note of that
- Great spot for a pool
- Pool equipment seems to be located in an odd location but if it works for you and the neighbor then okay.

c.

Property Address: 1 Garden Road
A.P.N.: 072-131-33
Applicant: Edward Buchanan/ Buchanan Opalach Architects
Property Owner: Nancy and Dennis Thompson
Zoning: R-1:B-15
General Plan: ML (Medium Low Density)
Flood Zone: X (Moderate Risk)

Project Summary: The applicant requests approval for Design Review Permit. The project is requesting to construct a new detached 837 square-foot three-car garage and a 325 square foot addition to the existing single-family residence. The project also includes a new pedestrian gate, vehicle access gate, and driveway with access on Wellington Avenue, at the existing single-family residential property. The property also includes new landscaping and hardscape throughout the property.

The public hearing was opened, and the following people spoke:

Nancy McCarthy, 15 Wellington. Shocked at the height of the garage structure, and does not understand why it has to be so tall. She is also concerned that the four trees are proposed to be

removed. Does not seem like such a large structure should be on the corner, perhaps another design would work so it is not so imposing.

Tom Zebrowski, 23 Wellington. 1 Garden is a beautiful property, which 5 garages, this garage seems excessive. This is a well-traveled intersection, and the structure seems out of place.

Mark Kruttschnitt

- The house and yard are beautiful. The garage is on the corner and the design guidelines do not support garages at the corner, should be minimized and subordinate to the main structure. The garage is not minimized and is very large.
- The driveway and pedestrian changes are nice in terms of pedestrian access. There are already 5 garage spaces and having another one does not seem necessary.
- Supports the home additions.

Laura Dewar

- Supports the small additions to the house.
- Appreciates the pedestrian entry to the home on Garden.
- Questioning the removal of the 4 oaks in terms of privacy for the neighbors.
- Design Guidelines do not support the location and mass of the garage.
- Struggles with supporting the garage as proposed.
- Supportive of fence material/

Mark Fritts

- Supports the additions on the home.
- Comments on the roof forms of the home, there are a lot.
- The proposed octagonal roof form is very steep and is not as successful as it could be, could be massaged a little bit.
- The pedestrian side on Garden is very successful.
- Agrees with the ADR members about the garage. Does not support it.

5. Conceptual ADR

6. Information and Discussion.

7. New Agenda Items.

Adjournment, 8:25 PM.

Next scheduled regular meeting date and time: June 20, 2023, at 7:00 PM.