



Agenda Item No. 11a.

Staff Report

Date: July 13, 2023

To: Mayor Brekhus and Council Members

From: Alex Lopez-Vega, Assistant Planner

Subject: Pell Residence, 18 Canyon Road

Recommendation

It is recommended that the Town Council adopt Resolution No. 2326 (**Attachment 1**) approving Design Review, Hillside Lot Permit, and a Nonconformity Permit for the subject project as described below.

Property Address: 18 Canyon Road
A.P.N.: 072-031-55
Applicant: Daniel Castor, Castor Architect
Property Owner: Debra Pell
Zoning: R-1:B-5A
General Plan: VL (Very Low Density)
Flood Zone: X unshaded (Minimal Risk)

Project Data

	Code Standard	Existing	Proposed
Lot Area	5 Acres	61,044 SF	No change
Floor Area (FAR)	10%	3,099 SF	No Change
Building Coverage	10%	2,391 SF (4%)	2,405 SF (4%)
Front Setback	25'	14' 8"	No Change

	Code Standard	Existing	Proposed
Left Side Setback	25'	12'	No Change
Right Side Setback	25'	88' 5"	No Change
Rear Setback	45'	2'	No Change
Building Height	30'	House 30' 3"	No Change
Parking	4 (2 Covered)	4 (1 Covered)	5 (2 Covered)
Impervious Surface Coverage	Minimize and/or mitigate for any increase.	2,418 SF	3,058 SF (mitigated with bioretention facility on site)

Project Description:

The applicant requests approval for Design Review, Hillside Lot Permit, and a Nonconformity Permit. The project proposes to remodel and renovate the existing nonconforming single-family home. The project includes conversion of a portion of the existing single-family home (434 square foot) into a new 731 square foot Accessory Dwelling Unit (ADU). The ADU meets all of the requirements for ministerial approval and is not part of the Design Review process. The project proposes to transfer the 434 square-feet of the existing single-family home utilizing Section 18.42.065 (b). The 434 square-foot addition is proposed on the lower level of the home. A portion of the lower-level addition encroaches into the side yard setback, however, not expanding the existing footprint of the single-family residence; therefore, the nonconformity permit is required.

The lower-level addition would occupy an area under the existing, raised wood deck to the south of the existing main level kitchen and dining areas and proposed ADU, and would be accessed via an interior stair leading down from the main level. The project includes converting the existing one-car garage into a new family room with a full bathroom and closet. The existing storage rooms of the existing garage will be incorporated into a new two car garage extending below the existing raised wood deck. Construction of the new garage will require removal of the existing deck; however, the applicant will be re-building the deck in its current design, matching materials and colors. In order to offset the increase into the impervious surfaces the applicant is proposing a bioretention facility on site.

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.
- **Nonconformity Permit is required pursuant to RMC Section 18.52.040** to allow enlarge, extend, reconstruct, or structurally alter existing nonconforming structures.
- **Hillside Permit is required for lots with a slope of 30 percent or more, pursuant to RMC Section 18.39.020.**

Background

The project site is a 61,044 square-foot steeply sloping lot on Canyon Road. The lot has a single-family residence which includes an easement. The subject site has an average slope that is greater than 30%.

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 June 20, 2023, the Advisory Design Review Group (ADR) unanimously recommended that the 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 June 20, 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.

Hillside Lot Permit

Hillside areas are defined as parcels which have a slope of thirty percent or greater or are wholly or partially within Hazard Zones 3 or 4 as identified on the Town slope stability map. The purpose

of Hillside designation includes: preserve significant features of the natural environment including watersheds, watercourses, canyons, knolls, ridgelines and rock outcroppings and minimize disturbance to the natural terrain; protect steep slopes, creeks, significant native vegetation, wildlife and other environmental resources; ensure that development will not create or increase fire, flood, slide or other hazards to public health and safety; protect the public health, safety and general welfare and the property of people in the vicinity of steep hillside building sites; and reduce the visual impacts of construction on hillsides and encourage building designs compatible with hillside areas.

Pursuant to Section 18.39.20 (b), the proposed project requires a Hillside Lot Permit for a project encroaching within the minimum required side yard setback.

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

The proposed project protects and preserves public and private open space; significant features of the natural environment; and steep slopes, creeks, significant native vegetation, wildlife and other environmental resources. Development is limited to a level consistent with available public services and road access that can be reasonably provided to and within the parcel. Development will not create or increase fire, flood, slide or other hazards to public health and safety. Design is well articulated to minimize the appearance of bulk. Materials and colors are of subdued tones and blend with the natural landscape. Development minimizes the obstruction of views from surrounding properties and public vantage points, with particular care taken to protect primary views. The project proposes to construct a new carport with a green roof and convert the pool cabana basement into a gym and office space. Consistent with Chapter 18.48, the findings are recommended to support the requested carport to allow for the proposed setback encroachments on a Hillside Lot.

Nonconformity Permit

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

Pursuant to Sections 18.32.050 and 18.32.060, which establish development standards in the R-1:B-5A district for minimum setbacks, the existing property exceeds the 45 foot side setbacks allowed in the district. Pursuant to Section 18.52.030, the project requires a Nonconformity

Permit to enlarge, extend, reconstruct, and/or structurally alter the existing residential structures which are nonconforming with respect to the side yard setback.

Staff recommends approval of the Nonconformity permit, as summarized below and as supported by the findings in Exhibit “B” of the attached Resolution.

Staff suggests the project is in keeping with the purpose and mandatory findings for a Nonconformity Permit. The property is currently nonconforming with regards to the side yard setback. The proposed project would not encroach further into the side yard setback. The scope of work includes enlarging, extending, and reconstructing the existing-nonconforming single-family residence. The project conforms to the design review standards and the project will comply with all Flood regulations, and the site has adequate parking.

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. 2326
2. Project Plans
3. Project Application and Materials
4. Draft ADR Meeting Minutes, June 20, 2023

ATTACHMENT 1

TOWN OF ROSS

RESOLUTION NO. 2326

RESOLUTION OF THE TOWN OF ROSS APPROVING DESIGN REVIEW, HILLSIDE LOT PERMIT, AND A NONCONFORMITY PERMIT TO CONVERT A PORTION OF THE EXISTING MAIN HOUSE ONTO A NEW ADU AND EXCHANGE 434 SF FROM THE ADU TO CREATE AN ADDITION AT THE LOWER LEVEL, AND A PORTION OF THE LOWER-LEVEL ADDITION ENCROACHES INTO THE SIDE YARD SETBACK AT 18 CANYON ROAD A.P.N. 072-031-55

WHEREAS, applicant Daniel Castor Architect on behalf of property owners Debra Pell has submitted an application requesting approval of Design Review, Hillside Lot Permit, and a Nonconformity Permit to convert a portion of the existing single-family home (434 square foot) into a new 731 square foot Accessory Dwelling Unit (ADU). The project proposes to transfer the 434 square-feet of the existing single-family home utilizing Section 18.42.065 (b). The 434 square-foot addition is proposed on the lower level of the home. A portion of the lower-level addition encroaches into the side yard setback at 18 Canyon Road APN 072-031-55 (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 July 13, 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 13th day of July 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elizabeth Brekhus, Mayor

ATTEST:

Cyndie Martel, Town Clerk

EXHIBIT "A"
FINDINGS
18 Canyon Road
A.P.N. 072-031-55

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," very 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.

II. In accordance with Ross Municipal Code Section 18.39.060, Hillside Lot Permit is approved based on the following mandatory findings:

(1). The project complies with the stated purposes of Chapter 18.39.

The proposed project protects and preserves public and private open space; significant features of the natural environment; and steep slopes, creeks, significant native vegetation, wildlife and other environmental resources. Development is limited to a level consistent with available public services and road access that can be reasonably provided to and within the parcel. Development will not create or increase fire, flood, slide or other hazards to public health and safety.

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

Graded slopes do not exceed 2:1. Development adheres to the wildland urban interface building standards within the California Building Standards Code. The project would produce no net increase in peak runoff from the site compared to pre-project conditions. Consistent with Chapter 18.48, findings are recommended to support the requested variances to allow for the proposed setback encroachments on a Hillside Lot.

(3). The project substantially conforms to the hillside development guidelines in Section 18.39.090.

Architectural design complements the form of the natural landscape. Design is well-articulated to minimize the appearance of bulk. Materials and colors are of subdued tones to blend with the natural landscape. The existing nonconforming single-family house design and the placement conform to the natural contours of the site. Development minimizes the obstruction of views from surrounding properties and public vantage points, with particular care taken to protect primary views.

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

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

The existing nonconforming residence was originally constructed in approximately 1940-

1975 per the County Assessor.

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

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

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

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

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

The project will not result in any change to the existing nonconforming use.

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

The project will promote public health, safety and welfare, and avoid material injury to properties and improvements in the vicinity, by elevating the subject residence above the 100-year flood plain and by reducing flood plain obstruction.

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

The project is not in the flood plain.

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

Adequate access and water supply exist for firefighting purposes.

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

Condition of Approval No. 9 requires indemnification pursuant to RMC Section 18.40.180.

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

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

The project complies with the minimum required off-street parking capacity.

EXHIBIT "B"
CONDITIONS OF APPROVAL
18 Canyon Road
A.P.N. 072-031-55

1. The building permit shall substantially conform to the plans entitled, "Pell Residence" and dated 6/20/2023, and reviewed and approved by the Town Council on July 13, 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).

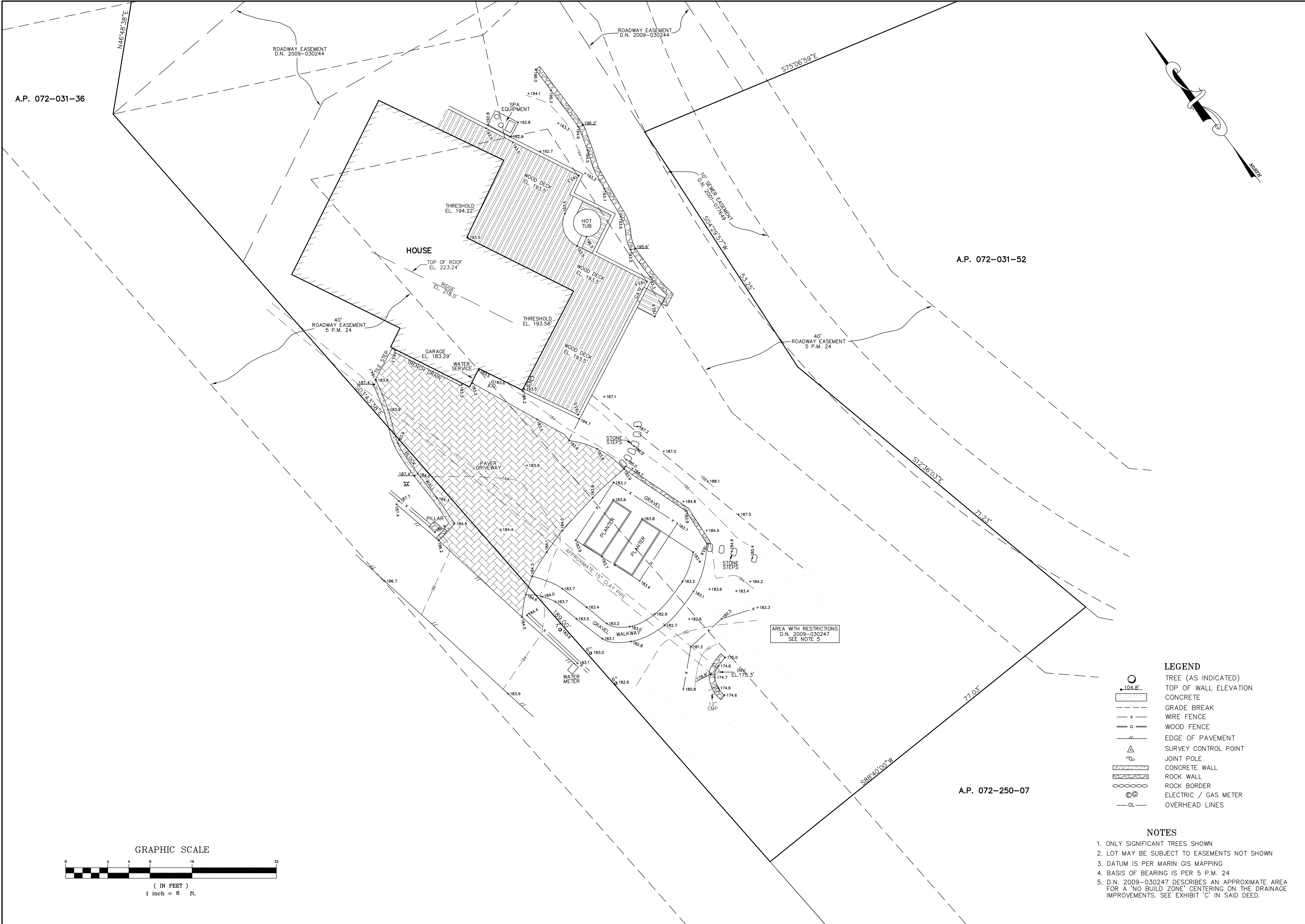
- j. A preconstruction meeting with the property owner, project contractor, project architect, project arborist, representatives of the Town Planning, Building/Public Works and Ross Valley Fire Department and the Town building inspector is required prior to issuance of the building permit to review conditions 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



LAWRENCE
DOYLE
LAND SURVEYOR
CIVIL ENGINEER
100 HELENS LANE
MILL VALLEY, CA 94941
415 388 9585 F 415 388 0412

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AND MAY NOT
BE DUPLICATED
OR USED WITH-
OUT PERMISSION



18 CANYON ROAD
ROSS CALIFORNIA
A.P. 072-031-55

PARTIAL
TOPOGRAPHIC
SURVEY

DRAWN BY: CPD
DATE: 12/5/22
ISSUE: _____

C-1
DRAWING NUMBER: 3022
SHEET 1 OF 1

- LEGEND
- TREE (AS INDICATED)
 - TOP OF WALL ELEVATION
 - CONCRETE
 - GRADE BREAK
 - WIRE FENCE
 - WOOD FENCE
 - EDGE OF PAVEMENT
 - SURVEY CONTROL POINT
 - JOINT POLE
 - CONCRETE WALL
 - ROCK WALL
 - ROCK BORDER
 - ELECTRIC / GAS METER
 - OVERHEAD LINES

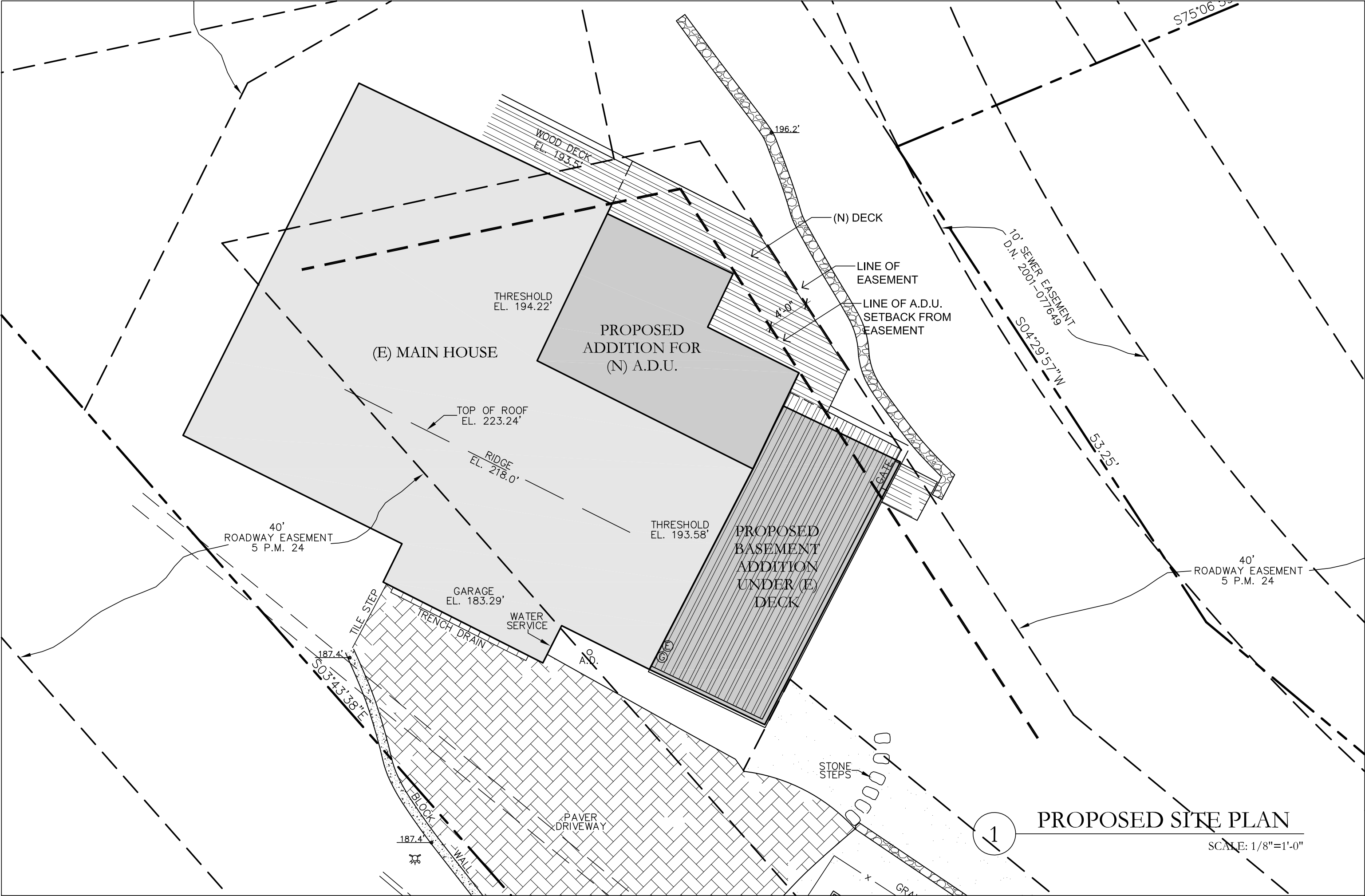
NOTES

1. ONLY SIGNIFICANT TREES SHOWN
2. LOT MAY BE SUBJECT TO EASEMENTS NOT SHOWN
3. DATUM IS PER MARIN GIS MAPPING
4. BASIS OF BEARING IS PER 5 P.M. 24
5. D.N. 2009-030247 DESCRIBES AN APPROXIMATE AREA FOR A "NO BUILD ZONE" CENTERING ON THE DRAINAGE IMPROVEMENTS. SEE EXHIBIT "C" IN SAID DEED.

PROJECT INFORMATION

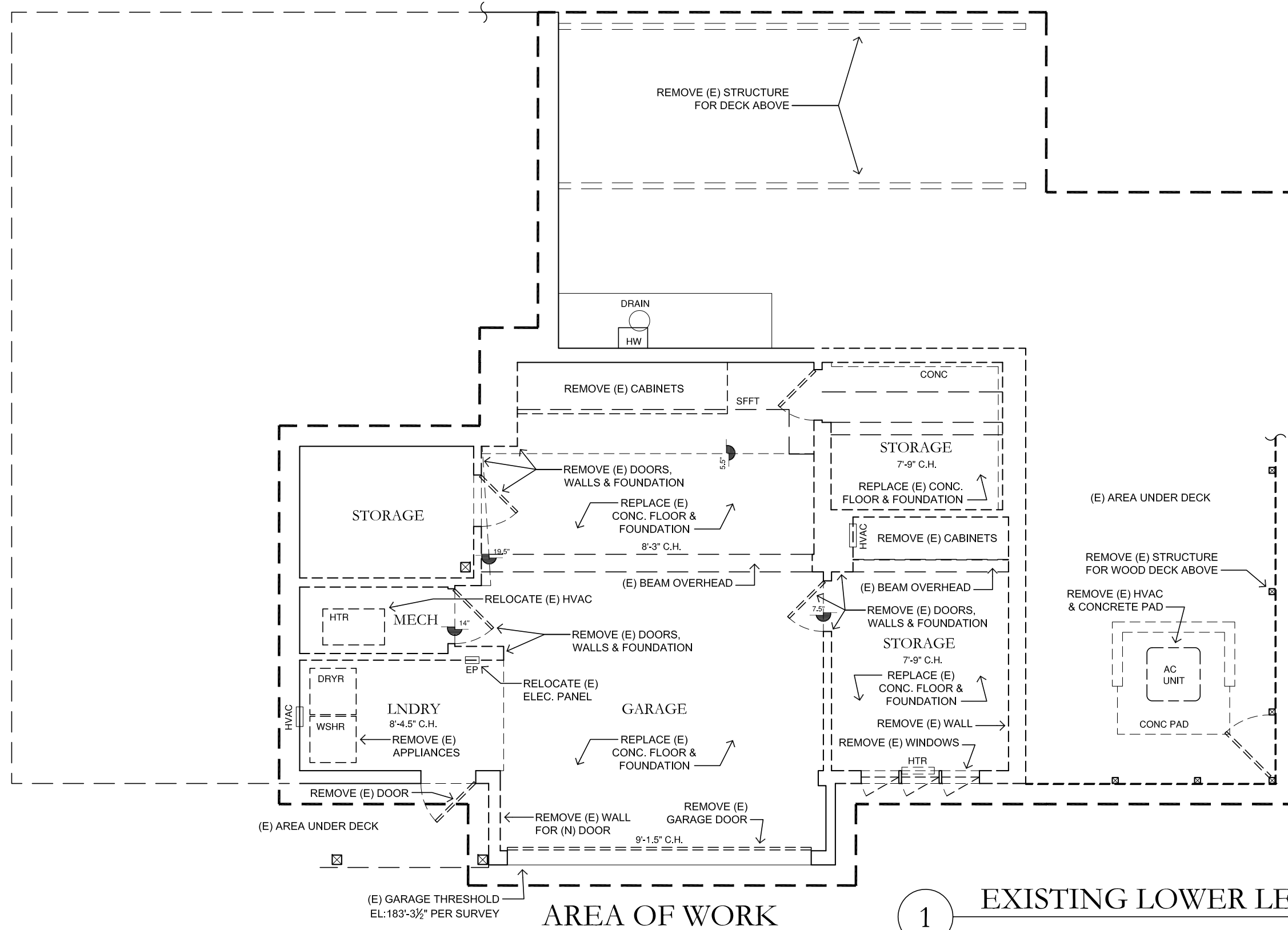
PROJECT ITEM	CODE STANDARD	EXISTING	PROPOSED
LOT AREA	5 ACRES	61,044 S.F. (1.4 ACRES)	NO CHANGE
EASEMENTS	N/A	43,591 S.F.	NO CHANGE
BUILDABLE AREA	N/A	17,453 S.F.	NO CHANGE
FLOOR AREA:			
LOWER LEVEL	N/A	784 S.F.	3,375 S.F.
MAIN LEVEL	N/A	1,544 S.F.	2,451 S.F.
UPPER LEVEL	N/A	771 S.F.	2,451 S.F.
TOTAL GROSS FLOOR AREA	3,235 S.F.	3,099 S.F.	3,830 S.F.
(FOR LOTS > 30% SLOPE, F.A.R. = (0.15 - 0.002S)A - 0.005(A²/43,560) = 3,235 S.F., WHERE S = 45 AND A = 61,044)			
BUILDING COVERAGE:	10% = 6,104 S.F.	2,391 S.F. (3.9%)	2,405 S.F. (3.9%)
FRONT YARD SETBACK:	25'	(14'-8")	NO CHANGE
RIGHT SIDE YARD SETBACK:	25' / 45'	88'-5"	NO CHANGE
LEFT SIDE YARD SETBACK:	25' / 45'	(12'-0")	NO CHANGE
REAR YARD SETBACK:	40' / 70'	(2'-0")	(0'-10")
BUILDING HEIGHT:	30'	30'-3"	NO CHANGE
OFF STREET PARKING SPACES	4 (2 COVERED)	4 (1 COVERED)	5 (2 COVERED)
ZONING: R1: B5A			
SLOPE: 45% (REQUIRES HILLSIDE LOT PERMIT)			
TYPE OF CONSTRUCTION: V-B			
OCCUPANCY CLASSIFICATION: R-3, U			





PROPOSED SITE PLAN

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

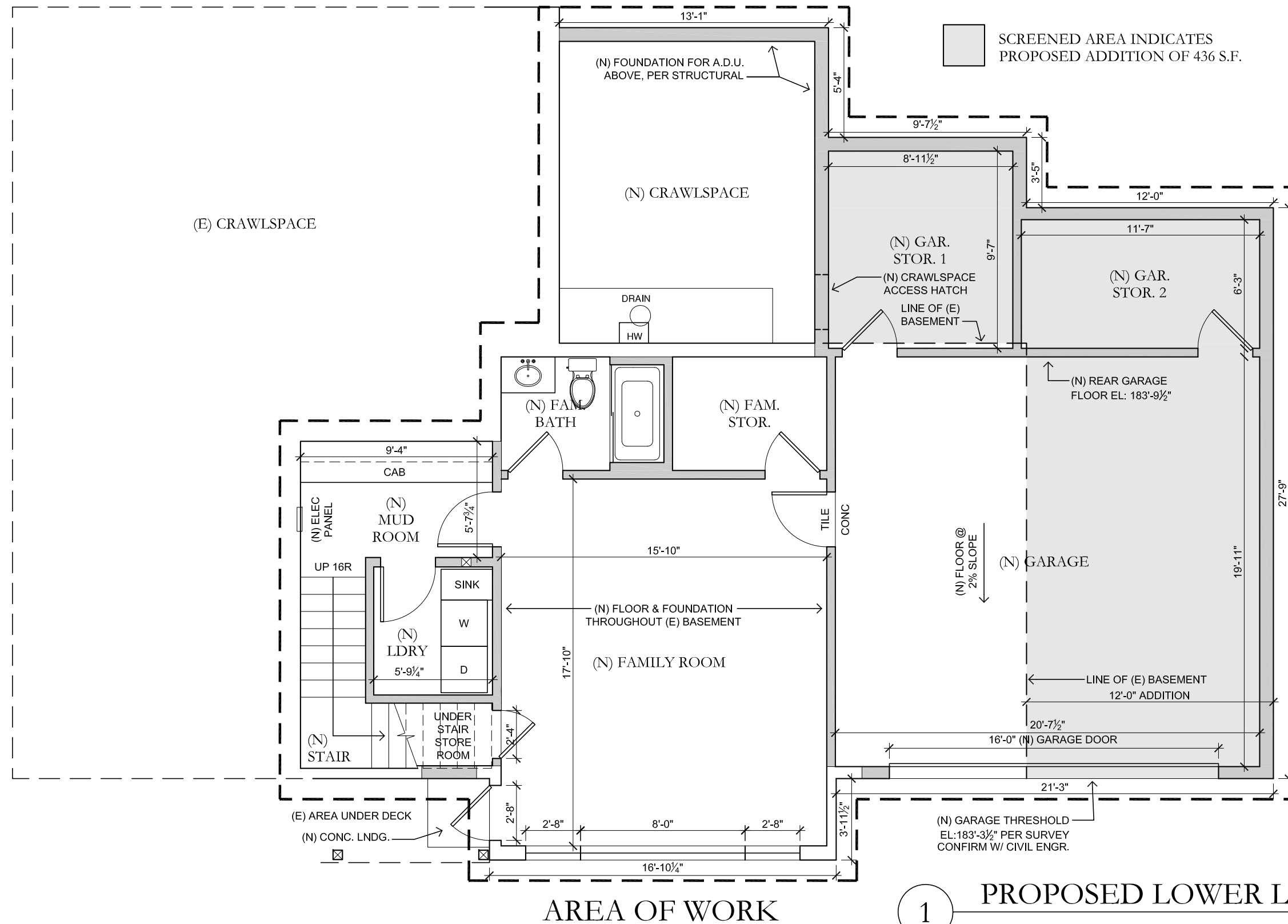


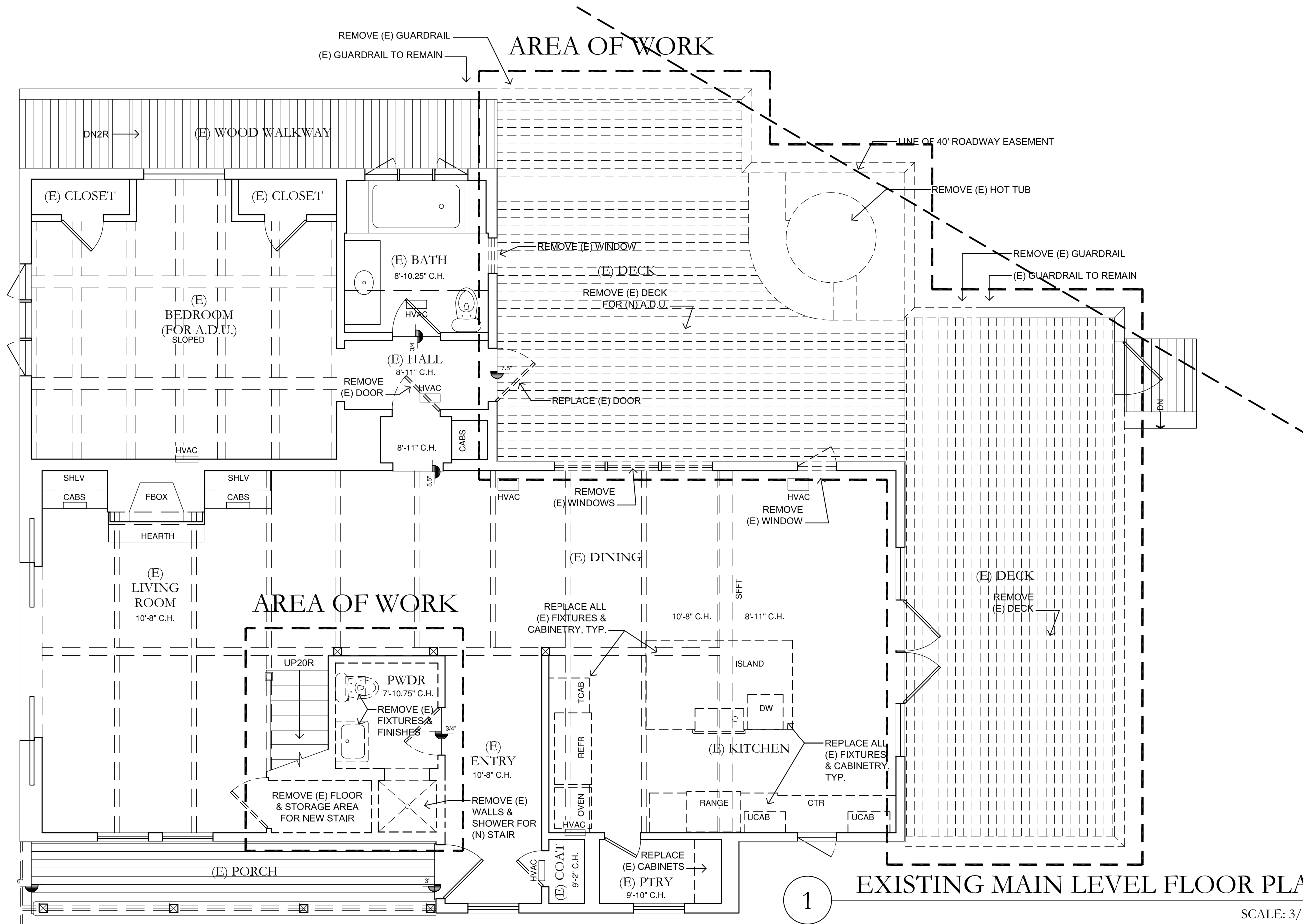
AREA OF WORK

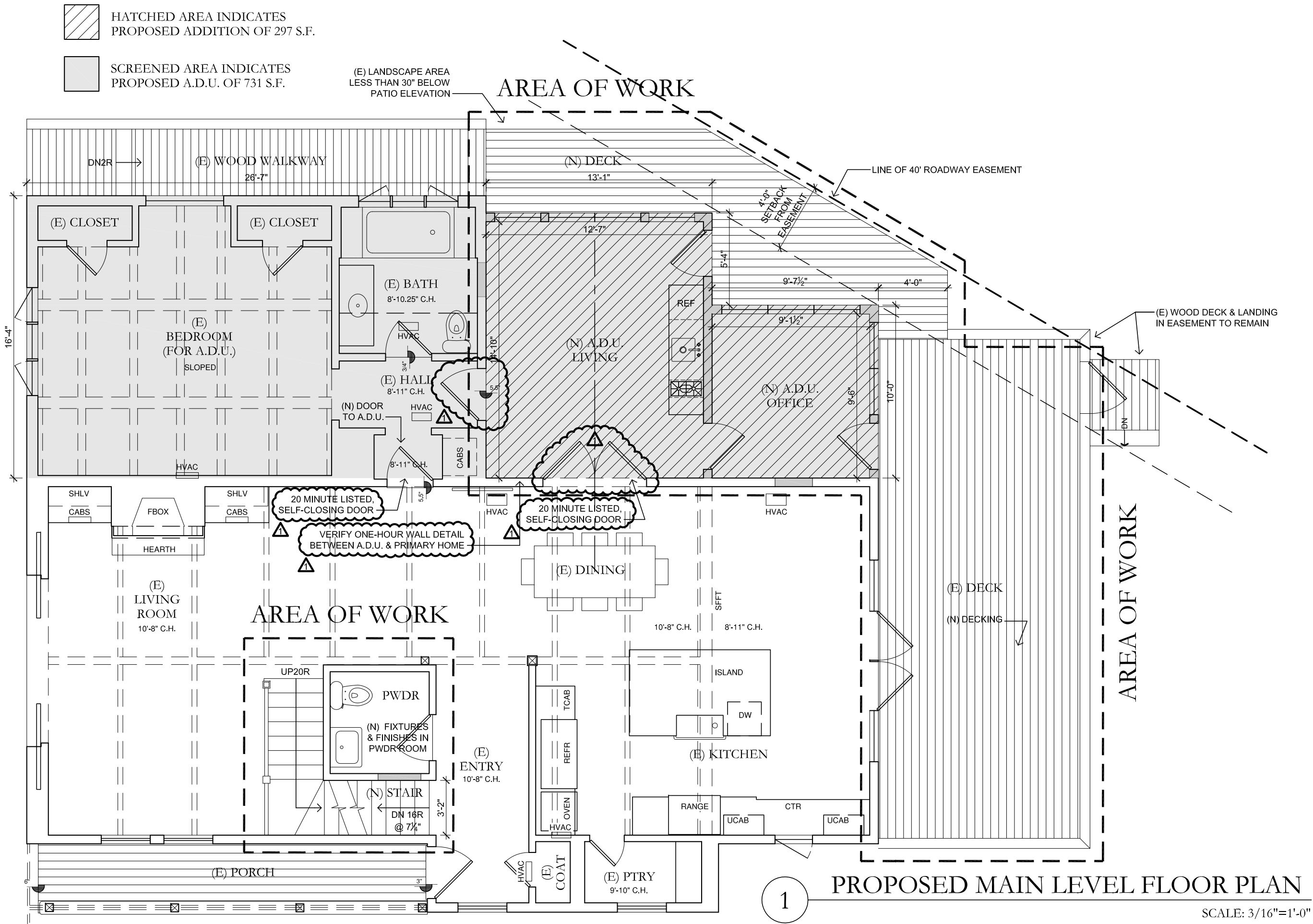
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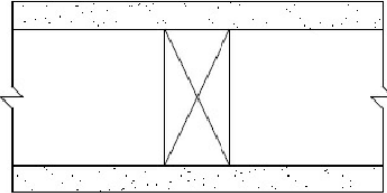
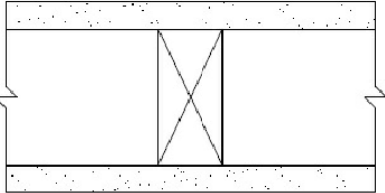
EXISTING LOWER LEVEL FLOOR PLAN

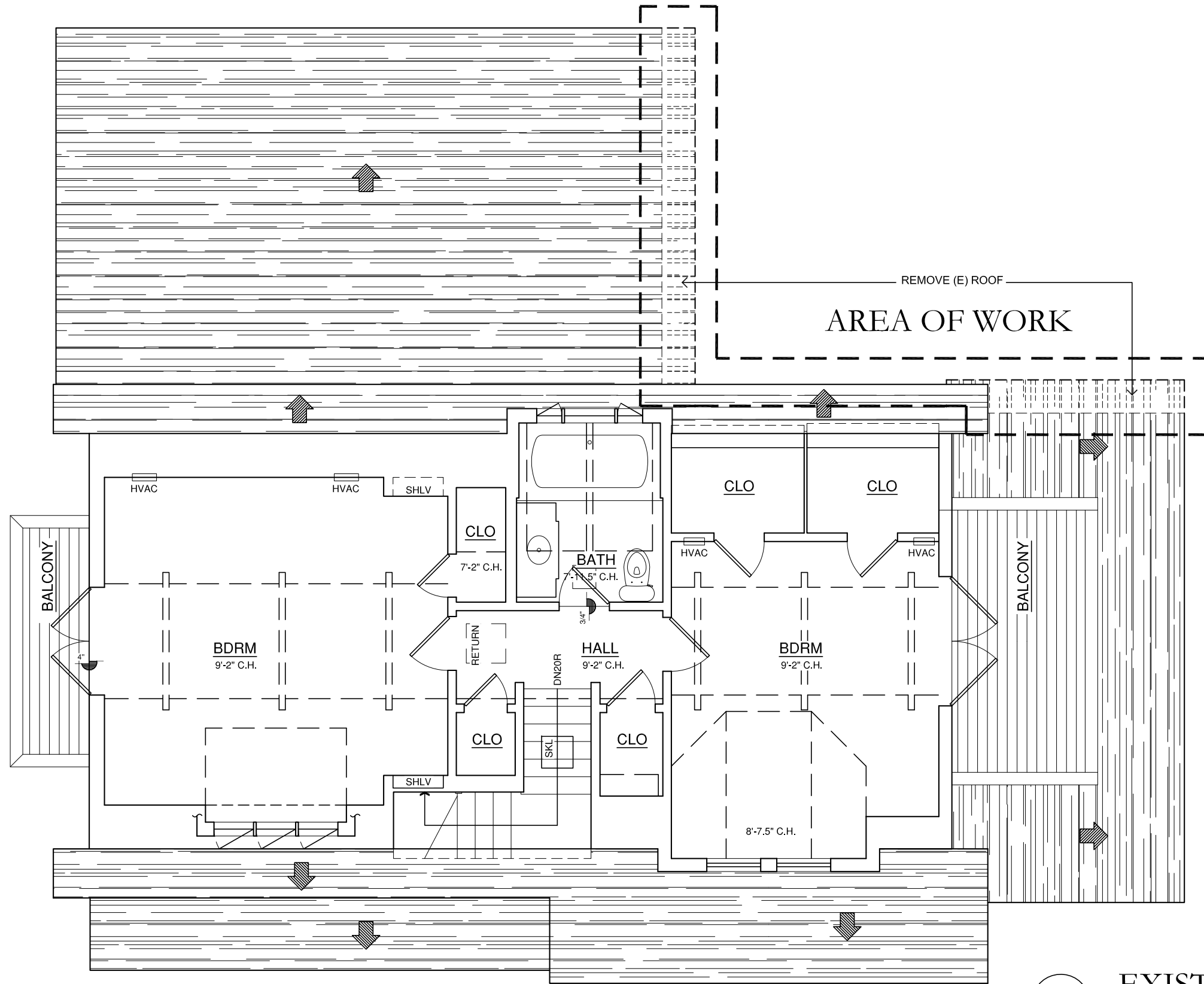
SCALE: 3/16"=1'-0"







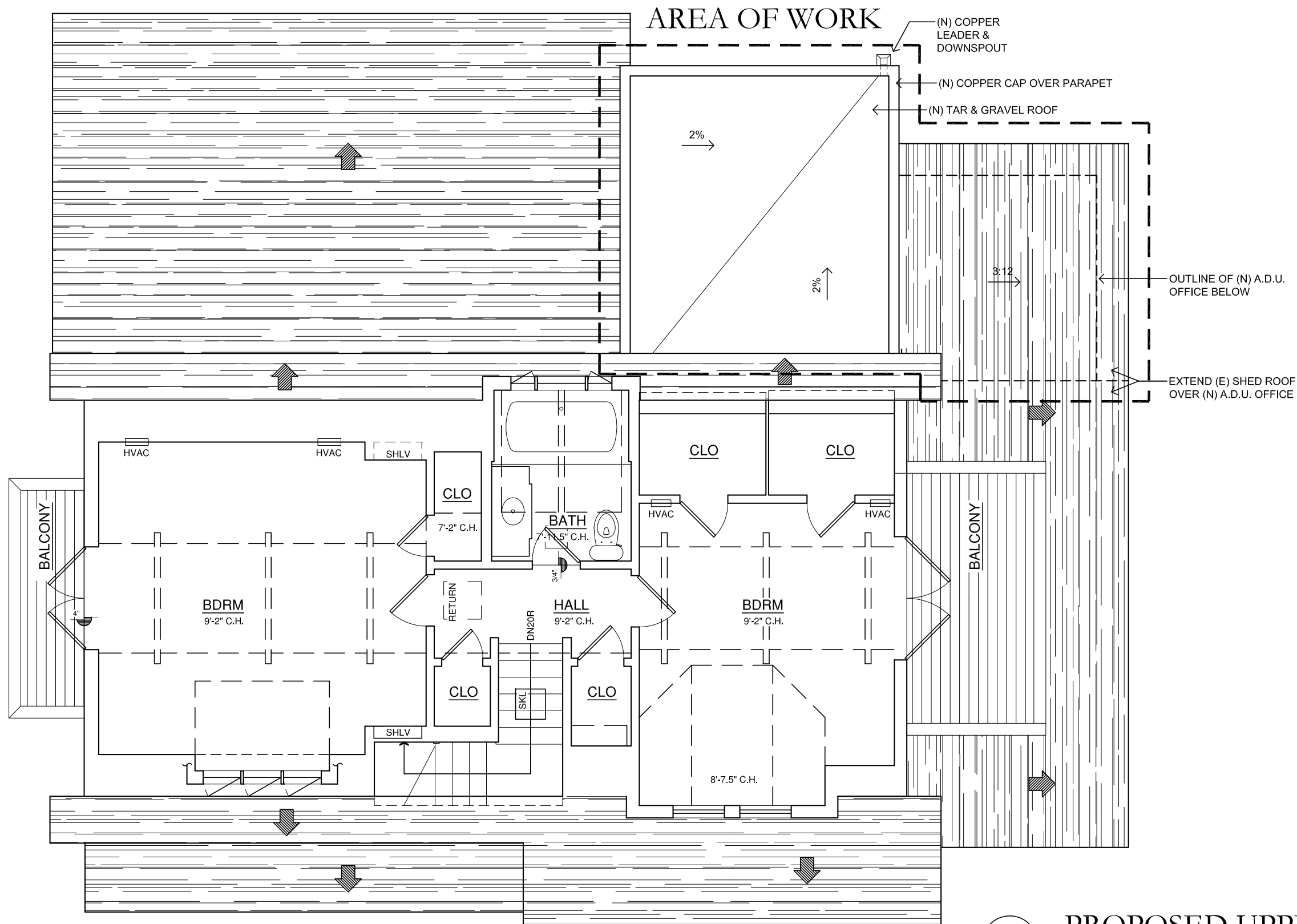
WALLS AND INTERIOR PARTITIONS, WOOD-FRAMED			
GA FILE NO. WP 3510	GENERIC	1 HOUR FIRE	35 to 39 STC SOUND
GYPSUM WALLBOARD, WOOD STUDS One layer 5/8" type X gypsum wallboard or gypsum veneer base applied parallel or at right angles to each side of 2 x 4 wood studs 24" o.c. with 6d coated nails, 1 7/8" long, 0.0915" shank, 1/4" heads, 7" o.c. Joints staggered 24" on opposite sides. (LOAD-BEARING)			
		Thickness:	4 7/8"
		Approx. Weight:	7 psf
		Fire Test:	UL R3501-47, -48, 9-17-65, Design U309; UL R1319-129, 7-22-70, UL Design U314
		Sound Test:	NGC 2404, 10-14-70



1

EXISTING UPPER LEVEL FLOOR PLAN

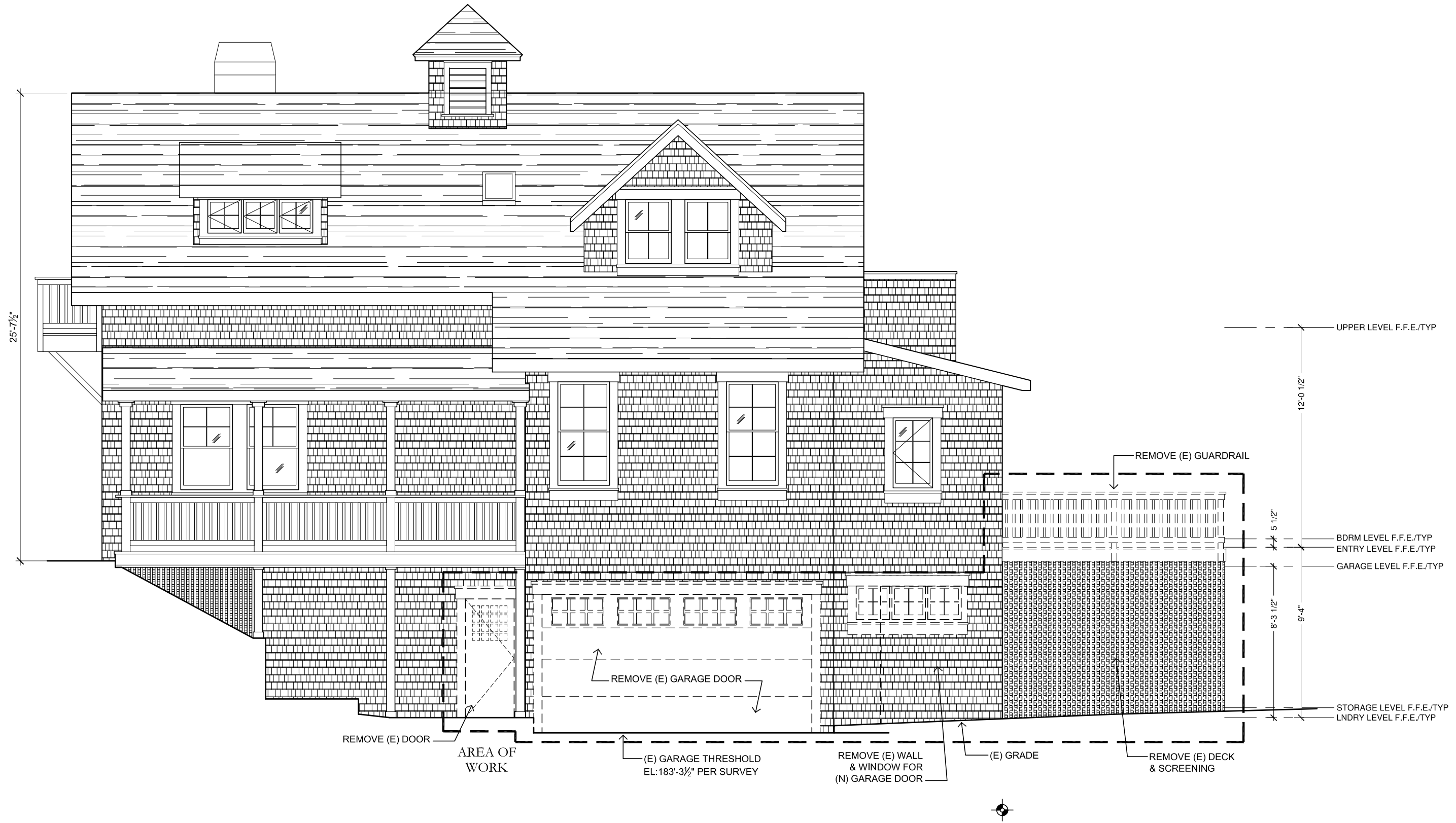
SCALE: 3/16"=1'-0"



1

PROPOSED UPPER LEVEL FLOOR PLAN

SCALE: 3/16"=1'-0"



1

EXISTING WEST ELEVATION

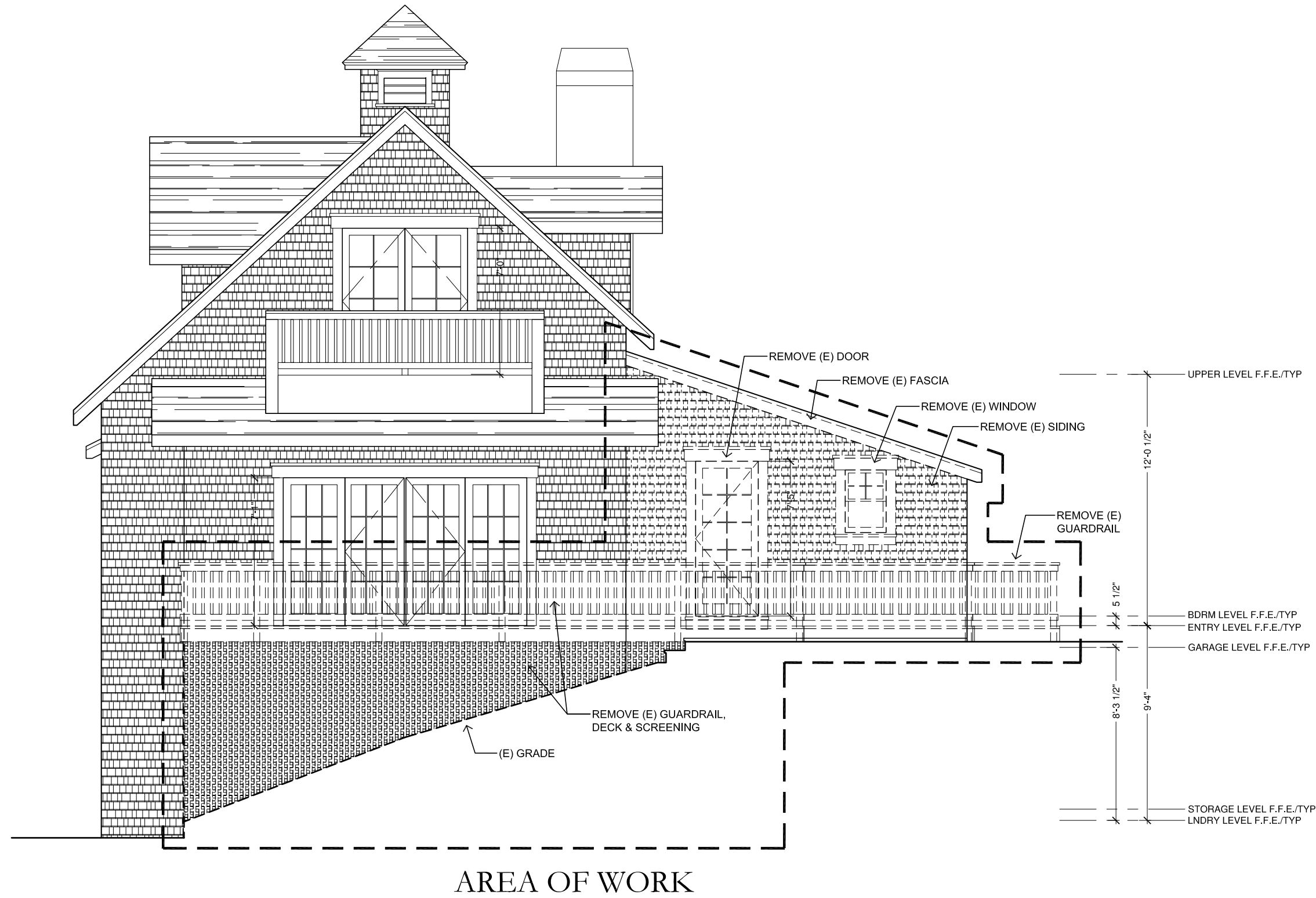
SCALE: 3/16"=1'-0"



1

PROPOSED WEST ELEVATION

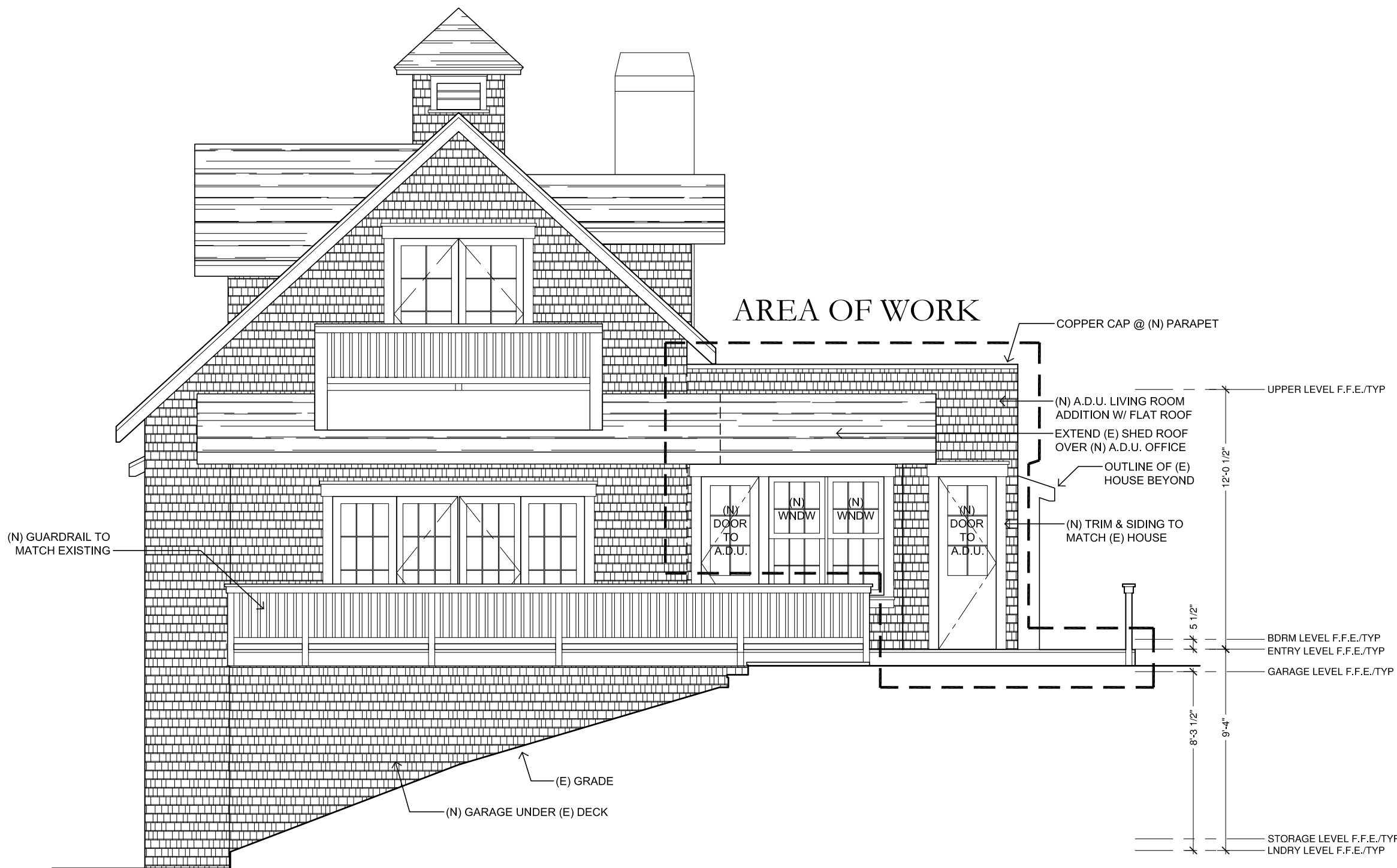
SCALE: 3/16"=1'-0"



1

EXISTING SOUTH ELEVATION

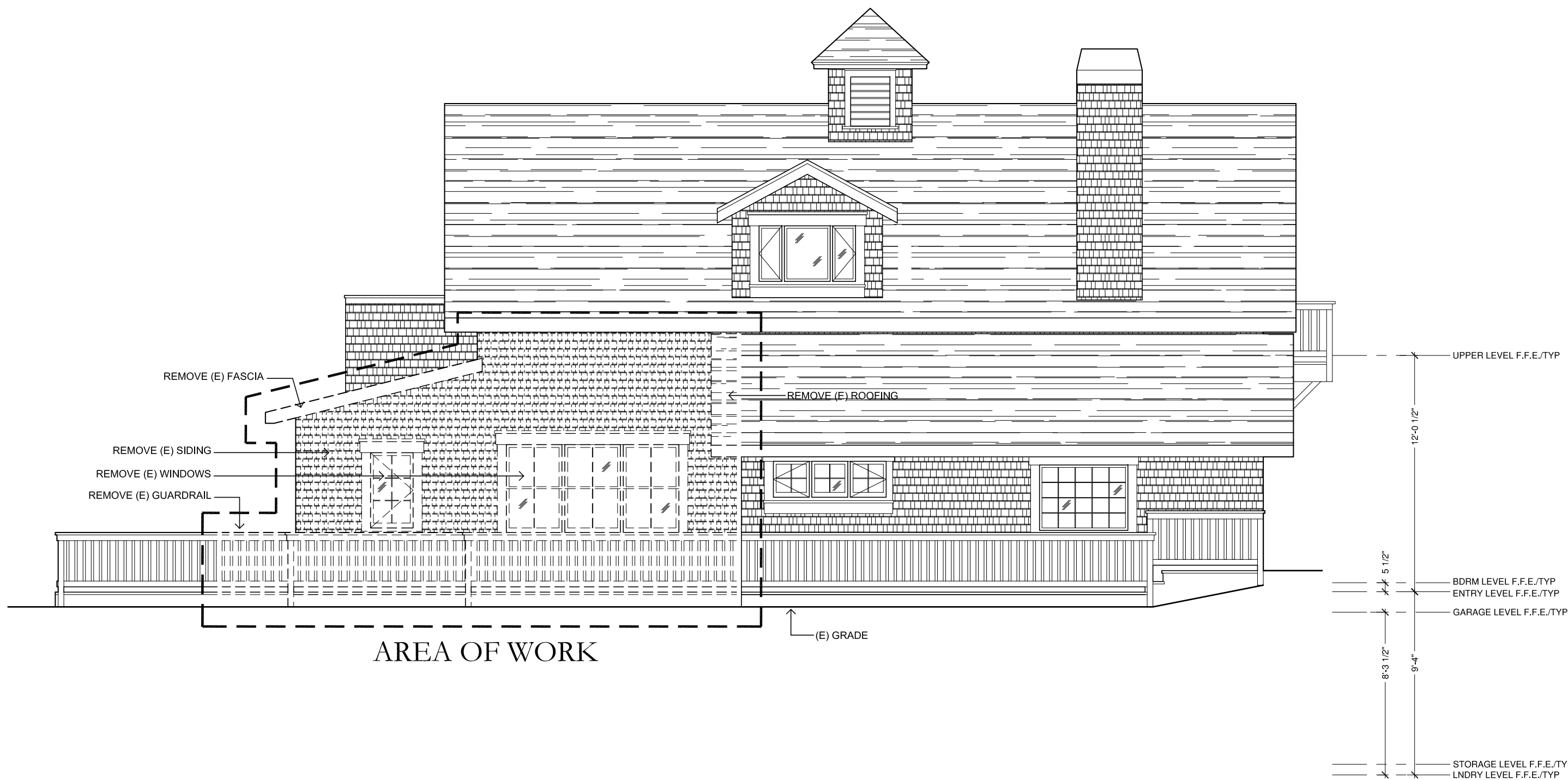
SCALE: 3/16"=1'-0"



1

PROPOSED SOUTH ELEVATION

SCALE: 3/16"=1'-0"



1

EXISTING EAST ELEVATION

SCALE: 3/16"=1'-0"



1

PROPOSED EAST ELEVATION

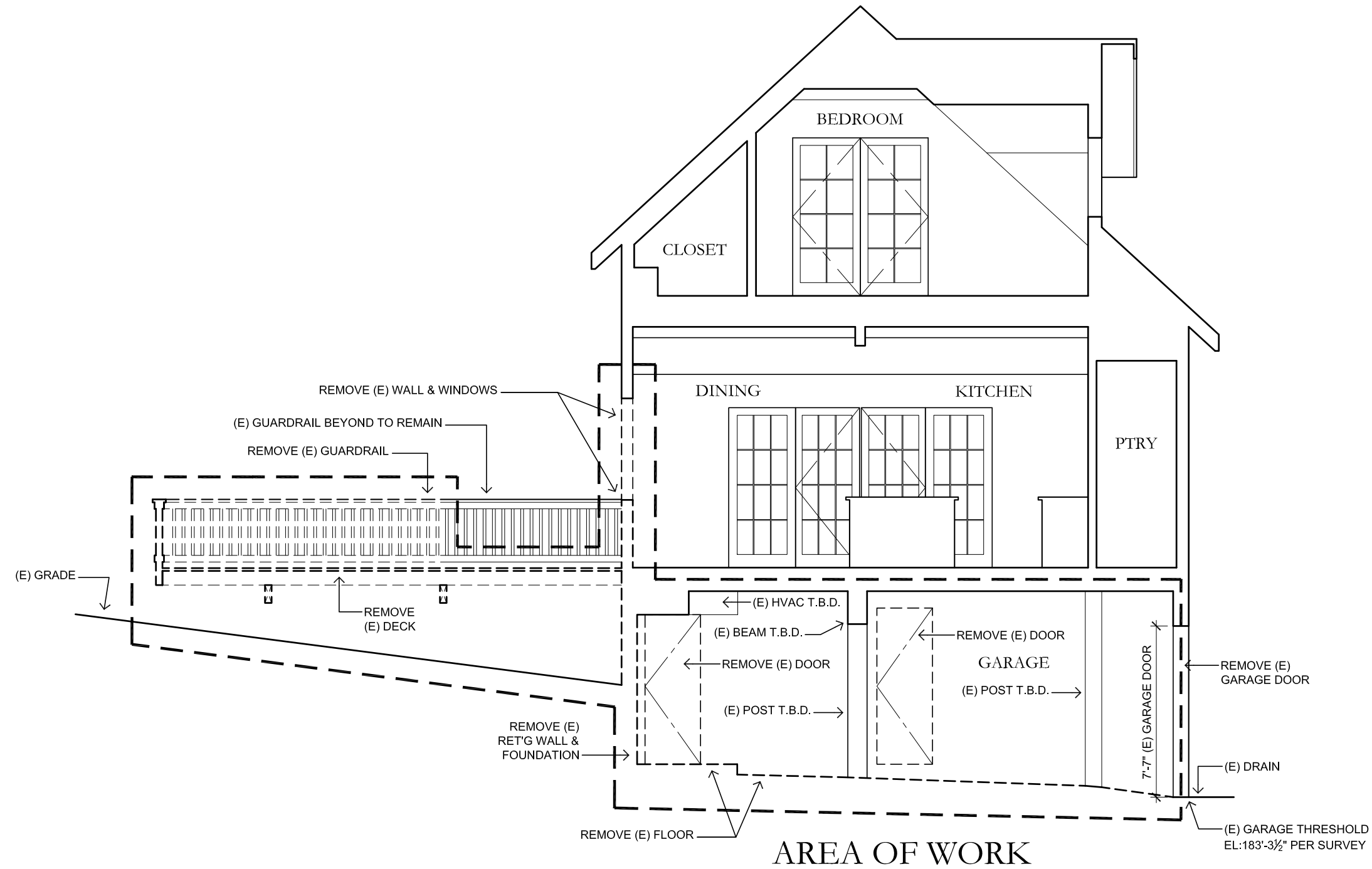
SCALE: 3/16"=1'-0"



1

EXISTING NORTH ELEVATION

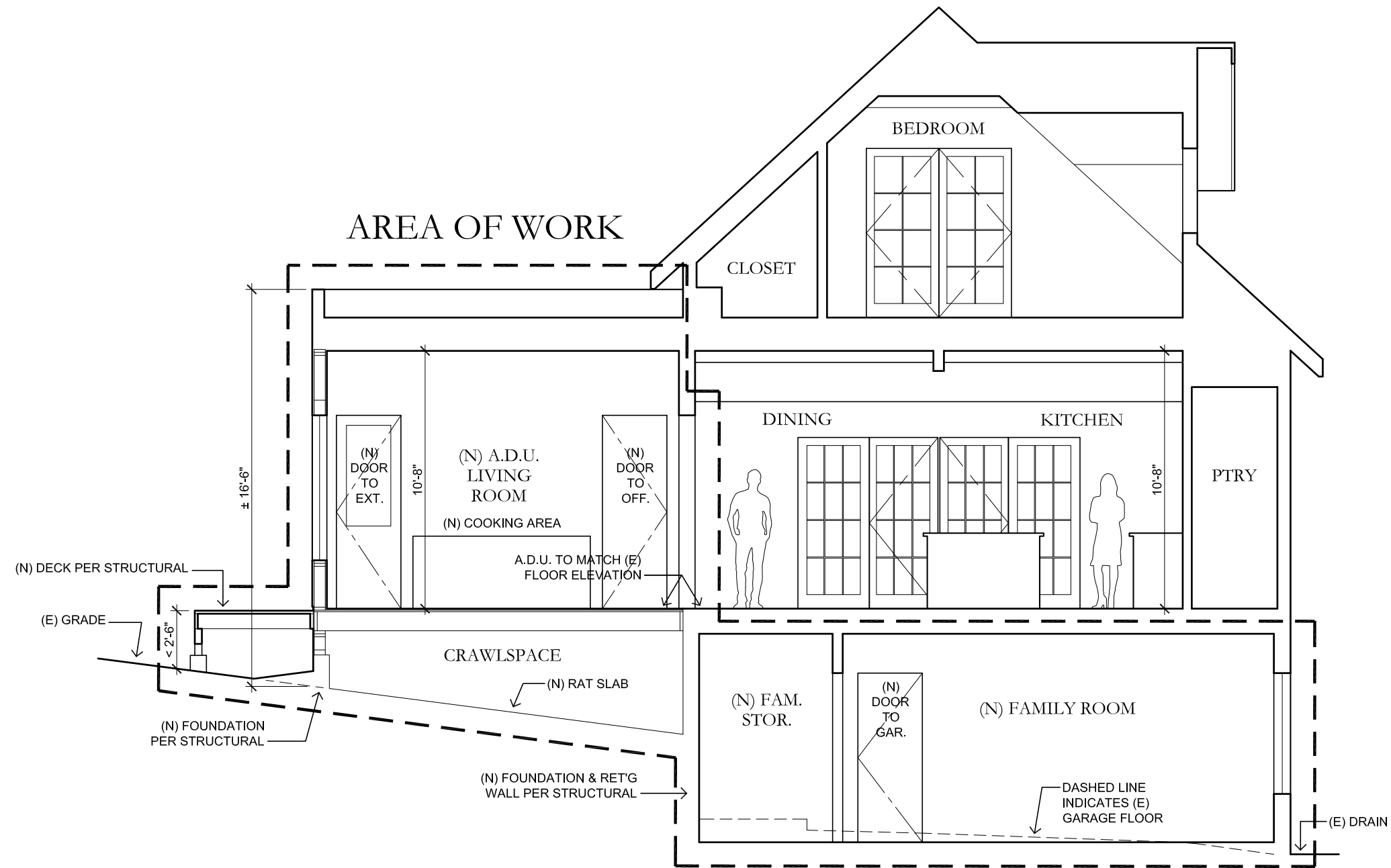
SCALE: 3/16"=1'-0"



1

EXISTING NORTH SECTION

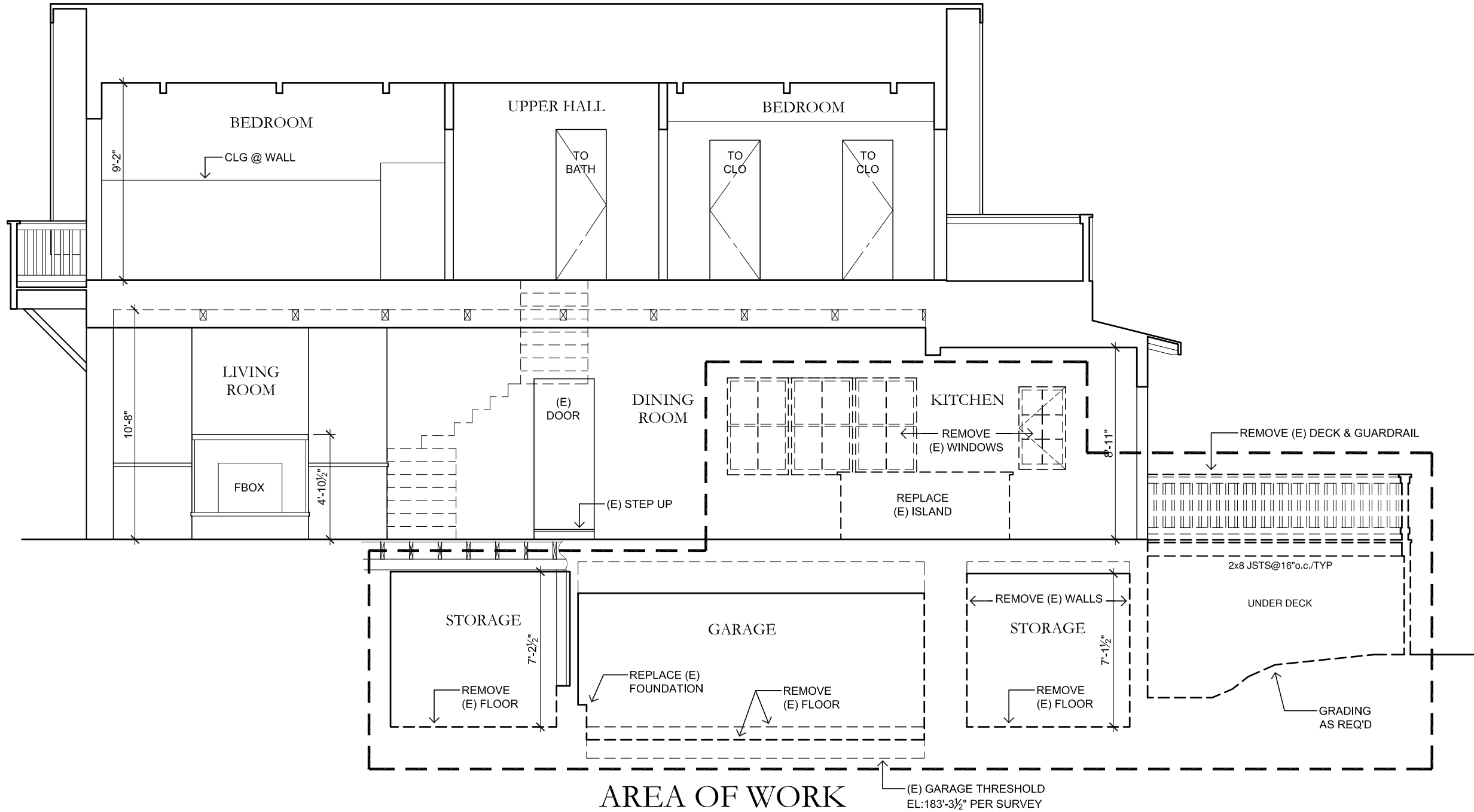
SCALE: 3/16"=1'-0"



1

PROPOSED NORTH SECTION

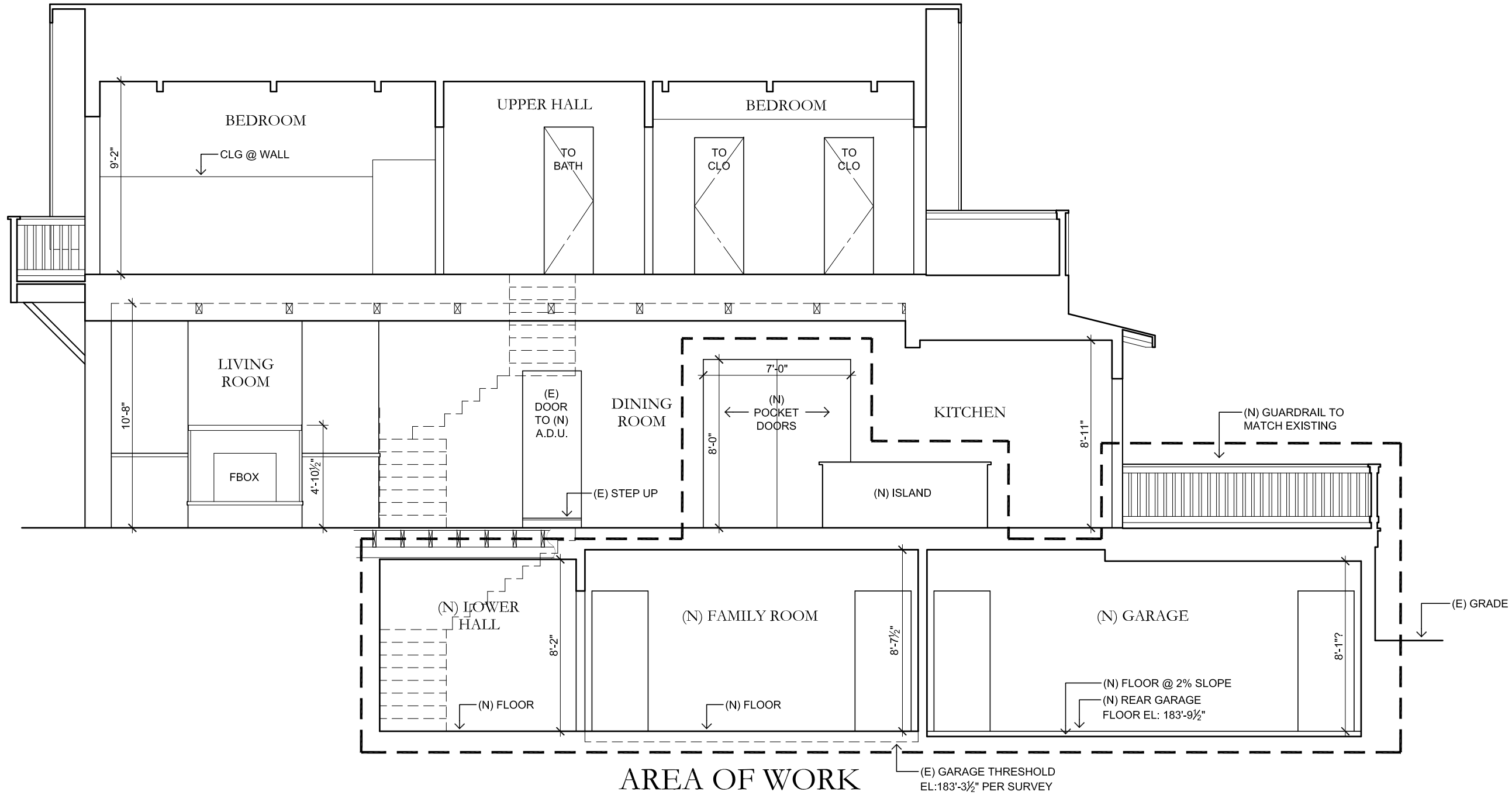
SCALE: 3/16"=1'-0"



1

EXISTING WEST SECTION

SCALE: 3/16"=1'-0"



1

PROPOSED WEST SECTION

SCALE: 3/16"=1'-0"

ATTACHMENT 3



Town of Ross

Planning Department

Post Office Box 320, Ross, CA 94957

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

www.townofross.org

PLANNING APPLICATION FORM

Type of Application (check all that apply):

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

To Be Completed by Applicant:

Assessor's Parcel No(s): 072-031-55

Project Address: 18 Canyon Road

Property Owner: Debra Pell

Owner Mailing Address (PO Box in Ross): c/o Architect

City/State/Zip: _____ Owner's Phone: (415) 747-7364

Owner's Email: dpellface@aol.com

Applicant: Daniel Castor, Castor Architecture

Applicant Mailing Address: 1925 Francisco Blvd E ste 7

City/State/Zip: San Rafael, CA 94901 Applicant's Phone: (415) 205-3911

Applicant's Email: daniel@castorarchitecture.com

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

To Be Completed by Town Staff:

Date Received: _____	Planning 5300 _____
Application No. _____	Tree Permit 5305 _____
Zoning: _____	Fee Program Administration 5315-05 _____
	Record Management 5316-05 _____
	Record Retention 5312-05 _____
	Technology Surcharge 5313-05 _____
Date paid: _____	TOTAL FEES: _____

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: 3/8/2023

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

Applicant's
Owner's Signature: _____ Date: 3/6/2023

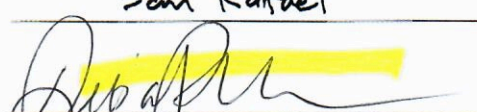
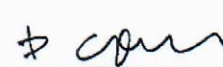
SIGNATURE:

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

San Rafael, California on 3/6/2023
 
Signature of Property Owner(s) and Applicant(s) Signature of Plan Preparer

Notice of Ordinance/Plan Modifications

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

Alternate Format Information

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

Consultant Information

The following information is required for all project consultants.

Landscape Architect

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

Civil/ Geotechnical Engineer

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

Arborist

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

Other

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

Other

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

See attached Project Description.

Planning Application: Variance for Basement Addition (& A.D.U.)

Address: 18 Canyon Road, Ross, CA 94957
APN: 072-031-55
Zone: R-1: B-5A

Owner: Debra Pell, (415) 747-7364, dpellface@aol.com
Applicant: Daniel Castor, (415) 205-3911, daniel@castorarchitecture.com

Gross Lot Area: 61,044 S.F. (per Surveyor)
Area 1: 12,187 S.F.
Area 2: 5,266 S.F. (House Site)
Easements: 43,591 S.F.
Average Slope: 45% (per Planning)

Project Description:

An existing single family residence on the property occupies a total of 3,099 S.F. on three levels. The site is accessed by a short driveway and parking area along the west side of the house, leading to a garage at the lowest level (area: 784 S.F.). From the garage door, a paved path steps up to a raised, covered wood walkway leading to the front door at the main level (area: 1,544 S.F.). The main level living room opens through two large sliding doors directly onto a patio at grade, occupying the north corner of the property. The adjacent bedroom and en suite bathroom, along with the main level kitchen and dining areas, are flanked by raised wood decks to the south and east. The east deck features a hot tub and low, rock retaining wall that runs along the edge where the raised wood deck meets the existing hillside. The upper level (area: 771 S.F.) includes two bedrooms and closets, and one shared bathroom.

We propose to remove the existing east deck and replace it with a 297 S.F. addition that includes two rooms with a cooking area. By connecting the addition to the existing main level bedroom suite and providing an exterior entrance, we propose to permit the combined 731 S.F. as an A.D.U. Per the Ross Municipal Code section 18.42.065b(2) we propose to “bank” the 434 S.F. of the existing bedroom suite incorporated into the new A.D.U. and create an addition of the same floor area (434 S.F.) at the lower/basement level. The proposed A.D.U. and lower level addition would together increase the floor area of the house to a total of 3,830 S.F., requiring a Variance that is the subject of this application.

The new lower level addition would be accessed via a new interior stair leading down from the main level, directly under the existing stair that leads from the main level to the upper level. This will occupy existing floor area on the main and lower levels and not lead to an increase in floor area in and of itself.

The new lower level addition would occupy areas under the existing, raised wood decks to the south of the existing main level kitchen and dining areas, as well as part of the proposed A.D.U. The existing one-car garage would be converted into a new family room with a full bathroom and closet. The existing storage rooms to the south of the existing garage would be incorporated into a new two car garage extending below the existing raised wood deck to the south main level kitchen and dining areas.

Construction of the new garage would require removal of the existing deck, but we would re-build the deck in its current configuration using the same footprint, railing design, materials and colors.

Design Review Criteria & Standards:

- (a) The proposed design minimizes the removal of native vegetation and disturbance of natural areas by maintaining the same building footprint as the existing improvements.
- (b) The existing house and surrounding decks have created harmonious relationships between structure and site, and the proposed design complements those existing relationships.
- (c) The proposed design minimizes bulk with incremental additions that complement the whole.
- (d) The materials and colors of the proposed addition match the muted, wood and earth tones of the Cedar shingle siding and dark painted trim of the existing house.
- (e) The proposal maintains the existing driveway and adds an additional covered parking space.
- (f) All exterior lighting shall be “dark sky” lighting, low wattage, and incandescent.
- (g) No new fences or screening elements are included in the proposed scope of work.
- (h) No existing views shall be impacted by any elements of the proposed design.
- (i) Impervious surfaces added to the site as part of the proposed design occur in areas with ample space to accommodate storm water mitigation measures to protect natural waterways.
- (j) The proposed design maintains the existing building footprint, as well as the existing landscape.
- (k) The proposed design will comply with all building codes related to fire and seismic hazards.
- (l) The proposed additions support and defer to the visual primacy of the main residence.
- (m) The proposed additions do not create any views that might impact the privacy of neighbors.
- (n) The proposal brings the site into compliance with the need for two covered parking spaces.
- (o) The project will comply with conditions of approval related to the design of the site as a whole.
- (p) The project will comply with development standards imposed by the ADR and Town Council.
- (q) The proposed design would increase the number of housing units on the property.
- (r) Our proposal to exceed the recommended floor area minimizes environmental impact and emphasizes compatibility with the surrounding area with a low, well-proportioned profile.
- (s) The proposed design maintains the existing setback of the building from the waterway.
- (t) Impervious surfaces added to the site as part of the proposed design occur in areas with ample space to accommodate storm water mitigation measures to protect natural waterways.

Special Circumstances

The survey reveals the property to be so encumbered by easements and setbacks that development of the site would be almost impossible under current zoning guidelines. Setbacks from existing easements for the primary residence would render the property virtually unbuildable. The existing house occupies the center of the property and our proposed additions maintain the footprint of the existing structure.

Substantial Property Rights

Access to the existing one-car garage is awkward, occurring at an angle from the existing driveway. By relocating the garage just to the south, the project would accommodate two cars with easier access from the existing driveway and a more direct approach from the main entrance to the property.

Public Welfare

The property is divided into two “buildable” areas by easements and setbacks but the site as a whole remains relatively large. Within this context the existing house is sited appropriately and presents a handsome profile to the roadway, very much in scale and character with the surrounding neighborhood. The proposed addition requiring a variance would not increase the bulk, mass, or silhouette of the existing structure and would in no way be harmful or incompatible with nearby properties.

ATTACHMENT 4

MINUTES
Meeting of the
Ross Advisory Design Review Group
7:00 PM, Tuesday, June 20, 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 Buckingham called the meeting to order.

Present: Laura Dewar, Mark Fritts and Joey Buckingham

Assistant Planner Alex Lopez-Vega and the Town Clerk Cyndie Martel 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: 18 Canyon Road

A.P.N.: 072-031-55

Applicant: Daniel Castor, Castor Architect

Property Owner: Debra Pell

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 Nonconformity Permit. The project proposes to remove a portion of the existing deck and convert a portion of the existing main house into a new 731 squarefoot ADU. The applicant will exchange 434 square-feet from the proposed ADU to create an addition at the lower level.

Mark Fritts

- Support the project since not increasing FAR
- Suggested window to match existing window on west elevation

Laura Dewar

- The ADU and Addition is modest, since the applicant using space that exist
- Project follows Design Guidelines

Joey Buckingham

- Support the project because it does not change the volume of the structure
- It's a great project

b.

Property Address: 4 Chestnut Avenue
A.P.N.: 073-301-18
Applicant: Imprints Landscape Architecture
Property Owner: Craig and Haley Grevelding
Zoning: R-1:B-10
General Plan: ML (Medium 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 to remove and replace the existing rock retaining walls with new concrete retaining walls and to replace the concrete patio at the pool with artificial turf. The project is also requesting a new outdoor kitchen. A Variance is requested to allow for the construction of a new outdoor kitchen and construct a new concrete wall over 48" within the side yard setbacks.

Joey Buckingham

- Difficult site and its repairing a lot of problems that exist
- Supports the project
- Applaud to move the pool equipment in the shed

Laura Dewar

- Supports project, its an improvement

Mark Fritts

- Supports the project
- Agrees the placement of the outdoor kitchen
- Encourage planting hanging over the concrete wall, which will help as a sound reflector

c.

Property Address: 2 Crest Road
A.P.N.: 072-023-27
Applicant: Imprints Landscape Architecture
Property Owner: Laura Dewar
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, Nonconformity Permit, and a Variance. The project is requesting new landscape structures including a new pool/spa, pool equipment, wood deck, outdoor kitchen, concrete retaining walls, a small addition, and new fencing and gates. The nonconformity permit is required to exchange floor area for new floor area, with no increase to the total floor area. A Variance is requested to allow for the construction of new landscape structures within the side and rear yard setback.

Project did not have a quorum, got pushed to July ADR hearing.

5. Conceptual ADR

The applicant summarized the project located at 51 Shady Lane.

6. Information and Discussion.

7. New Agenda Items.

Adjournment, 7:48 PM.

Next scheduled regular meeting date and time: July 18, 2023, at 7:00 PM.