



Agenda Item No. 11b.

Staff Report

Date: July 13, 2023

To: Mayor Brekhus and Council Members

From: Alex Lopez-Vega, Assistant Planner

Subject: Grevelding Residence, 4 Chestnut Avenue

Recommendation

It is recommended that the Town Council adopt Resolution No. 2327 (**Attachment 1**) approving Design Review, Hillside Lot Permit, and a Variance for the subject project as described below.

Property Address: 4 Chestnut Avenue
A.P.N.: 073-301-18
Applicant: Imprints Landscape Architecture
Property Owner: Graig and Haley Grevelding
Zoning: R-1:B-10
General Plan: ML (Medium Low Density)
Flood Zone: X unshaded (Minimal Risk)

Project Data

	Code Standard	Existing	Proposed
Lot Area	10,000 SF	17,725 SF	No change
Floor Area (FAR)	20%	1,623 SF	No Change
Building Coverage	20%	1,623 SF	No Change
Front Setback	25'	25'	No Change

	Code Standard	Existing	Proposed
Left Side Setback	25'	25' (House)	No Change (House) 9' (BBQ)
Right Side Setback	25'	25' (House)	No Change (House) 38' (BBQ)
Rear Setback	40'	40' (House)	No Change (House)
Building Height	30'	30'	No Change
Parking	4 (2 Covered)	3 (1 Covered)	No Change
Impervious Surface Coverage	Minimize and/or mitigate for any increase.	3,633 SF	2,223 SF

Project Description:

The applicant requests approval for Design Review, Hillside Lot Permit, and a Variance. The project is requesting to remove and replace the existing failing rock retaining walls with new concrete retaining walls and to replace the concrete patio at the pool with artificial turf. The project also plans to relocate the pool equipment to the existing shed. The project is also requesting a new outdoor kitchen in the side yard setback. A Variance is requested to allow for the construction of a new outdoor kitchen and construction of a new concrete wall over 48" within the side yard setbacks. The lot is a narrow rectangular shape lot and includes nonconforming setbacks, which makes it difficult to construct new improvements compliant with the minimum required yard setback.

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.

- **Variances are required pursuant to RMC 18.48.010** to allow for the construction of new landscape structures within the side yard setback.
- **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 an 18,295 square-foot steeply sloping lot on Chestnut Avenue. The lot has a single-family residence which includes a detached garage, and a pool. 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; preserves 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.

Variance

Pursuant to RMC Section 18.48.010, where practical difficulties, unnecessary hardships and results inconsistent with the general purpose of the zoning ordinance may result from the strict application of certain provisions thereof, variances, exceptions and adjustments may be granted, by the Town Council in appropriate cases, after public notice and hearing as provided in the zoning ordinance. Variances shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.

In accordance with RMC Section 18.48.010 (c), a Variance is recommended for approval to construct new landscape structures within the side yard setback based on the following mandatory findings:

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

Analysis: The special circumstances and conditions applicable to the land include the narrow shape of the lot, the steep slope of the property, and the existing development pattern on the property including nonconforming setbacks, which make it difficult to construct new improvements that are entirely compliant with the minimum required yard setbacks, such as the ability to construct new landscape structures. The buildable envelope of this lot based on size would not permit any structures.

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

Analysis: Landscape structures are commonly enjoyed by owners of residential properties in the immediate vicinity. Granting of the variance request, in a neighborhood where existing nonconforming setbacks are common, may be deemed necessary for the preservation and enjoyment of the owner's substantial property rights. Granting of the variance would not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

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

Analysis: The proposed landscape structures will not adversely affect the health and safety of nearby residents as the existing mature landscaping and shrubs will provide visual screening from adjacent properties and the structures are not visible to the neighboring properties. The project would also be constructed in compliance with the building code and fire codes and all conditions of approval.

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. 2327
2. Project Plans
3. Project Application and Materials
4. Draft ADR Meeting Minutes, June 20, 2023

ATTACHMENT 1

TOWN OF ROSS

RESOLUTION NO. 2327

RESOLUTION OF THE TOWN OF ROSS APPROVING DESIGN REVIEW, HILLSIDE LOT PERMIT AND A VARIANCE TO CONSTRUCT NEW LANDSCAPE STRUCTURES WITHIN THE SIDE YARD SETBACK LOCATED AT 4 CHESTNUT AVENUE A.P.N. 073-301-18

WHEREAS, applicant Imprints Landscape Architecture, on behalf of property owners Craig and Haley Grevelding has submitted an application requesting approval of Design Review, Hillside Lot permit and a Variance to construct of new landscape structures within the side yard setbacks at 4 Chestnut Avenue APN 073-301-18 (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:

ATTEST:

Cyndie Martel, Town Clerk

Mayor

EXHIBIT "A"
FINDINGS
4 Chestnut Avenue
A.P.N. 073-301-18

A. Findings

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

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

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

b) The project is in substantial compliance with the design criteria of RMC Section 18.41.100.

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

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

The Project is consistent with the allowed uses and general development standards associated with the Very Low-Density land use designation of the General Plan, the Single-Family Residence and Special Building Site zoning regulations, therefore the Project is found to be consistent with the Ross General Plan and Zoning Ordinance.

II. In accordance with Ross Municipal Code (RMC) Section 18.48.010(c), Variance is approved based on the following mandatory findings:

a) That there are special circumstances or conditions applicable to the land, building or use referred to in the application.

The Special circumstances and conditions applicable to the land include the narrow shape of the lot, the steep slope of the property, and the existing development pattern on the property including nonconforming setbacks, which make it difficult to construct new improvements that are entirely compliant with the minimum required yard setbacks, such as the ability to construct new landscape structures. The buildable envelope of this lot based on size would not permit any structures.

b) That the granting of the application is necessary for the preservation and enjoyment of substantial property rights.

Landscape structures are commonly enjoyed by owners of residential properties in the immediate vicinity. Granting of the variance request, in a neighborhood where existing nonconforming setbacks are common, may be deemed necessary for the preservation and enjoyment of the owner's substantial property rights. Granting of the variance would not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

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

The proposed landscape structures will not adversely affect the health and safety of nearby residents as the existing mature landscaping and shrubs will provide visual screening from adjacent properties. The project would also be constructed in compliance with the building code and fire codes and all conditions of approval.

III. 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 new landscape structures 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.

EXHIBIT "B"
CONDITIONS OF APPROVAL
4 Chestnut Avenue
A.P.N. 073-301-18

1. The building permit shall substantially conform to the plans entitled, "Grevelding 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

PROJECT DESCRIPTION

REAR YARD

THE SCOPE OF THE REAR YARD IS TO REMOVE AND REPLACE THE EXISTING ROCK WALLS WITH NEW CONCRETE WALLS. NEW WALLS TO BE 6' MAX IN HEIGHT.

EXISTING SWIMMING POOL IS TO REMAIN.

EXISTING CONCRETE PATIO AT THE POOL IS TO BE REPLACED WITH ARTIFICIAL TURF, AS SHOWN.

ALSO PROPOSED IS A CUSTOM OUTDOOR KITCHEN.

IRRIGATION SYSTEM IS TO REMAIN, WITH REPAIRS MADE AS NECESSARY.

EXTERIOR LIGHTING IS LIMITED TO WALL LIGHTS.

EXISTING PLANTINGS ARE TO REMAIN, WITH INFILL PLANTS PROPOSED @ NEW PLANTING AREAS.

PROJECT DATA

ADDRESS: 4 Chestnut, Ross Ca.
ZONING: R-1 B-10
ASSESORS PARCEL #: 073-301-18
LOT SIZE: 17,725 SQUARE FEET

SETBACKS (HILLSIDE LOT)

FRONT 25'-0"
SIDE 45'-0"
SIDE 45'-0"
REAR 70'-0"

GRADING CALCULATIONS

EXCAVATION = 65 CUBIC YARDS
(REMOVE SOIL AT HILLSIDE ABOVE TURF / POOL)

FILL = 65 CUBIC YARDS
(MOVE SOIL FROM HILLSIDE EXCAVATION TO EXPANDED TURF AREA)

OFFHAUL = 0 CUBIC YARDS YARDS

SOIL IMPORT = 20 CUBIC YARDS

IMPERVIOUS SURFACE CALCULATIONS

CONCRETE POOL PATIO TO BE REMOVED = 850 SQUARE FEET

EXPANSION OF EXISTING STONE PATIO = 85 SQUARE FEET

NET REDUCTION IN IMPERVIOUS SURFACE = 800 SQUARE FEET

PLANNING SUBMITTAL NOTES

GENERAL NOTES

- 1. THE LANDSCAPE PLAN IS BASED ON DRAWINGS PROVIDED BY THE OWNER, SITE MEASUREMENTS AND A PROFESSIONALLY SURVEY. ANY MAJOR DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT IMMEDIATELY.
- 2. ALL WORK SHALL CONFORM TO THE CURRENT STANDARD SPECIFICATIONS AND UNIFORM CONSTRUCTION STANDARDS (UCS) OF THE COUNTY OF MARIN AND THE TOWN OF ROSS.
- 3. THESE DRAWING ARE FOR DESIGN REVIEW APPLICATION PURPOSES ONLY. THIS DRAWING IS NOT EXTENSIVELY DETAILED AND IS NOT TO BE USED FOR PERMIT APPLICATION AND / OR CONSTRUCTION.
- 4. SWIMMING POOL IS TO MEET ALL POOL SAFETY CODES AND REQUIREMENTS

CONSTRUCTION NOTES

- 1. NEW PATIO EXTENSION IS TO MATCH THE EXISTING BLUESTONE PATIO.
- 2. CONCRETE WALLS ARE TO BE RECEIVE STUCCO FINISH WITH COOL GREY INTEGRAL COLOR TO MATCH EXISTING CONCRETE WALLS. .
- 3. ALL LIGHTING IS TO BE LOW VOLTAGE AND DOWN-SHIELDED. SEE LIGHT FIXTURE CUT SHEETS FOR FURTHER INFORMATION.
- 4. SAFETY RAILINGS ARE TO REUSE THE EXISTING POSTS AND WIRE RAILING MATERIAL.

IRRIGATION NOTES

- 1. ALL PLANTING TO BE IRRIGATED IN ACCORDANCE TO THE PROVISIONS OF ORDINANCE 421 OF THE MARIN MUNICIPAL WATER DEPARTMENT. ALL PLANTING AREAS ARE TO BE IRRIGATED UTILIZING DRIP METHODS.

PLANTING NOTES

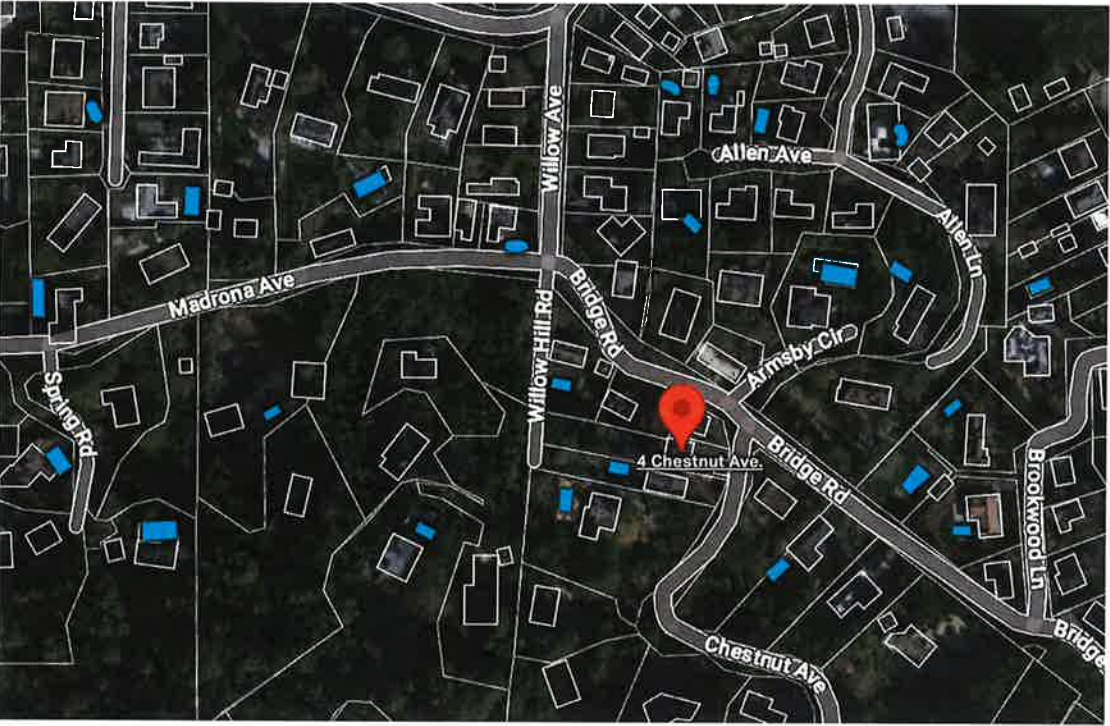
- 1. ALL EXISTING PLANT MATERIAL IS TO BE REMOVED AND REPLACED AS SHOWN.
- 2. NO PYROPHYTIC PLANT MATERIAL IS PROPOSED FOR THIS PROJECT.
- 3. ALL PLANTING IS TO CONFORM TO MMWD AND RVFD VEGETATION MANAGEMENT ORDINANCES AND REQUIREMENTS. SEE VEGETATION MANAGEMENT PLAN FOR FURTHER INFORMATION.

BUILDING & PLANNING CODE

ALL CONSTRUCTION, REGARDLESS OF DETAILS SHOWN ON THE PLANS, SHALL COMPLY WITH THE FOLLOWING:

APPLICABLE BUILDING CODES:
2022 California Building Code (CBC)
2022 California Electrical Code (CEC)
2022 California Mechanical Code (CMC)
2022 California Plumbing code(CPC)
2022 California Fire Code (CFC)
2022 Green Building Standards
2022 California Energy Code
2022 California residential Code (CRC)
Town of Ross Local Codes

"ALTHOUGH OUR PLAN REVIEW IS COMPREHENSIVE AND INTENDED TO BE COMPLETE, NON-COMPLIANT ELEMENTS AND CONDITIONS MAY OCCASIONALLY BE OVERLOOKED, OR SOME ELEMENTS MAY LACK CLARITY, OR AN ELEMENTS MAY BE MISREPRESENTED ON THE SUBMITTED PLANS. PLEASE BE AWARE NON-COMPLIANT ELEMENTS AND CONDITIONS NOT ADDRESSED IN PLAN REVIEW ARE SUBJECT TO FIELD REVIEW, AND COMPLIANCE WITH ALL APPLICABLE CODES AND LAWS WILL BE REQUIRED."



NEIGHBORHOOD MAP
(EXISTING POOLS HIGHLIGHTED)

SHEET INDEX

- L1 SITE PLAN
- L2 LANDSCAPE DEMO PLAN
- L2.1 EXISTING CONDITIONS PHOTOS
- L3 LANDSCAPE CONCEPT PLAN
- L4 VEGETATION MANAGEMENT PLAN



VICINITY MAP

Grevelding Residence

4 Chestnut Ave Ross, CA.

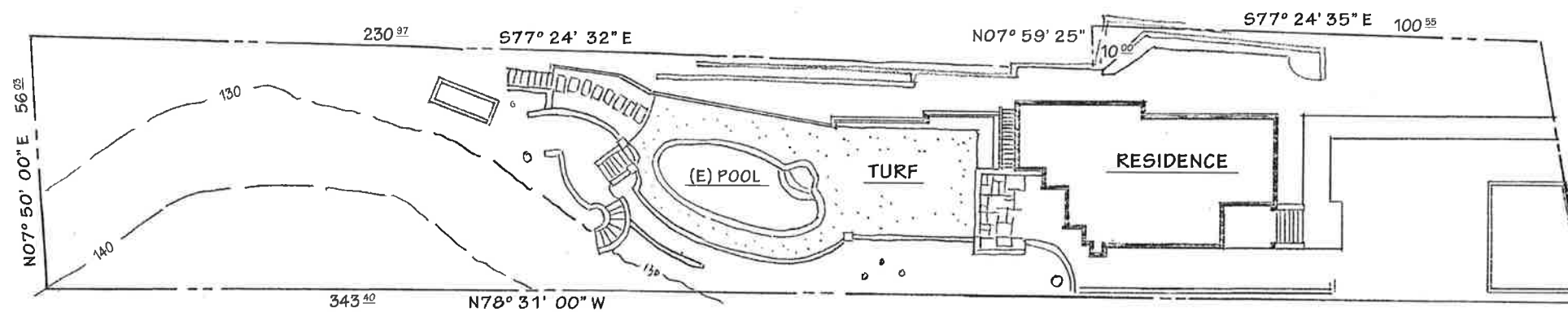
AP# 073-301-18

Date: 4 / 24 / 2023

Coversheet



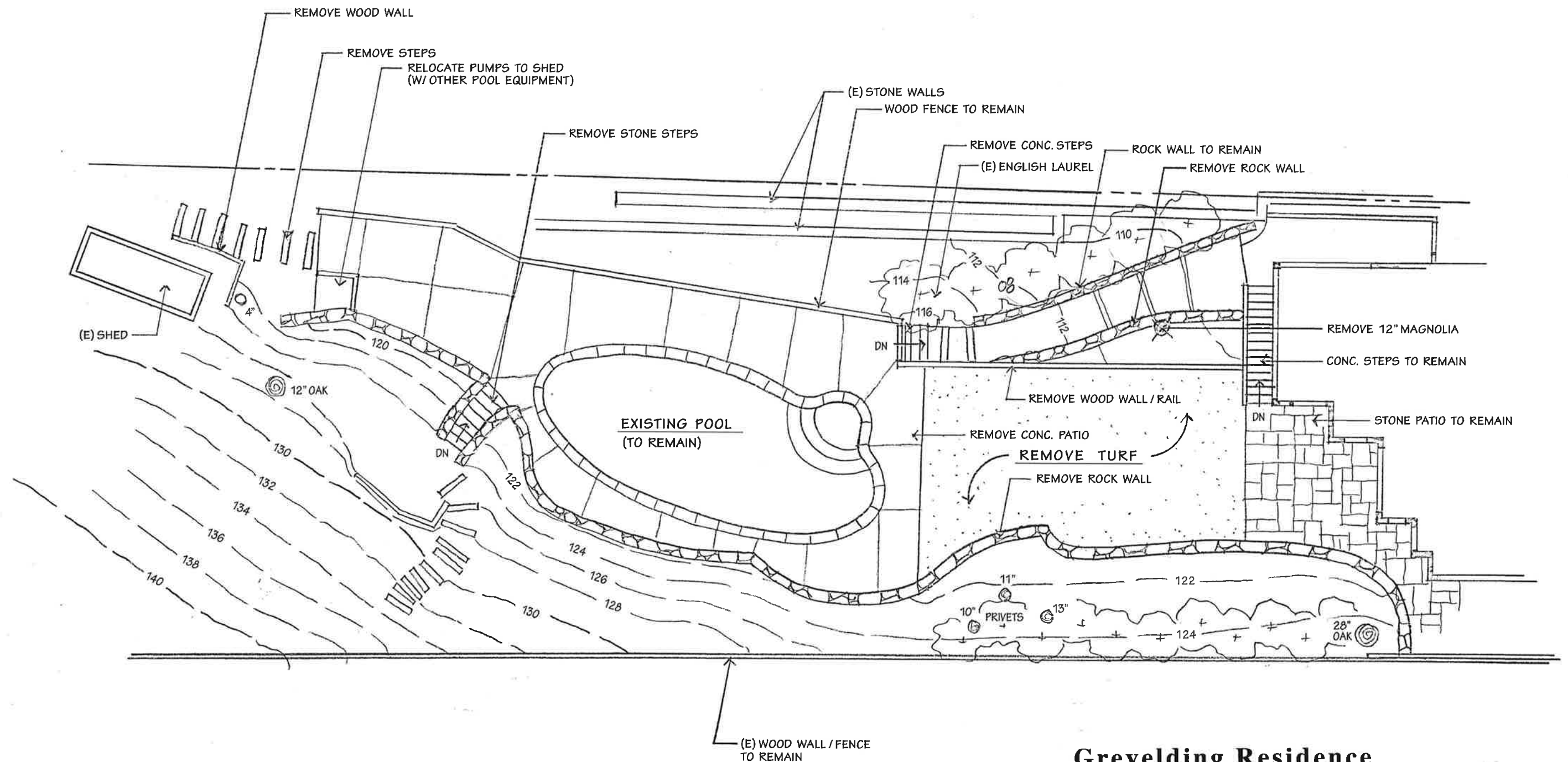
202 Rockmont Mill Valley CA 94941
(415) 380-0755
lead@imprintsgardens.com
www.imprintsgardens.com



Greveling Residence
 4 Chestnut Ave Ross, CA.
 AP# 073-301-18
 Date: 4 / 24 / 2023 Scale: 1/16"=1'-0"
Site Plan
SHEET L1



202 Rosemont Mill Valley CA 94941
 (415) 380-0735
 bgrad@imprintsgardens.com
 www.imprintsgardens.com



Greveling Residence

4 Chestnut Ave Ross, CA.

AP# 073-301-18

Date: 4 / 24 / 2023 Scale: 3/16"=1'-0"

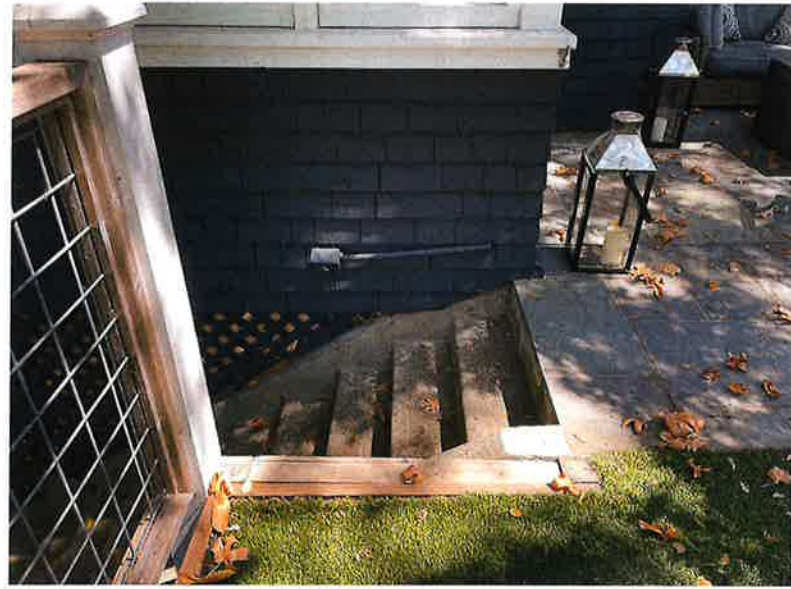
Rear Yard Demolition Plan

SHEET L2



202 Rosemonte Mill Valley CA 94041
(415) 380-0755
lrad@imprintsgardens.com

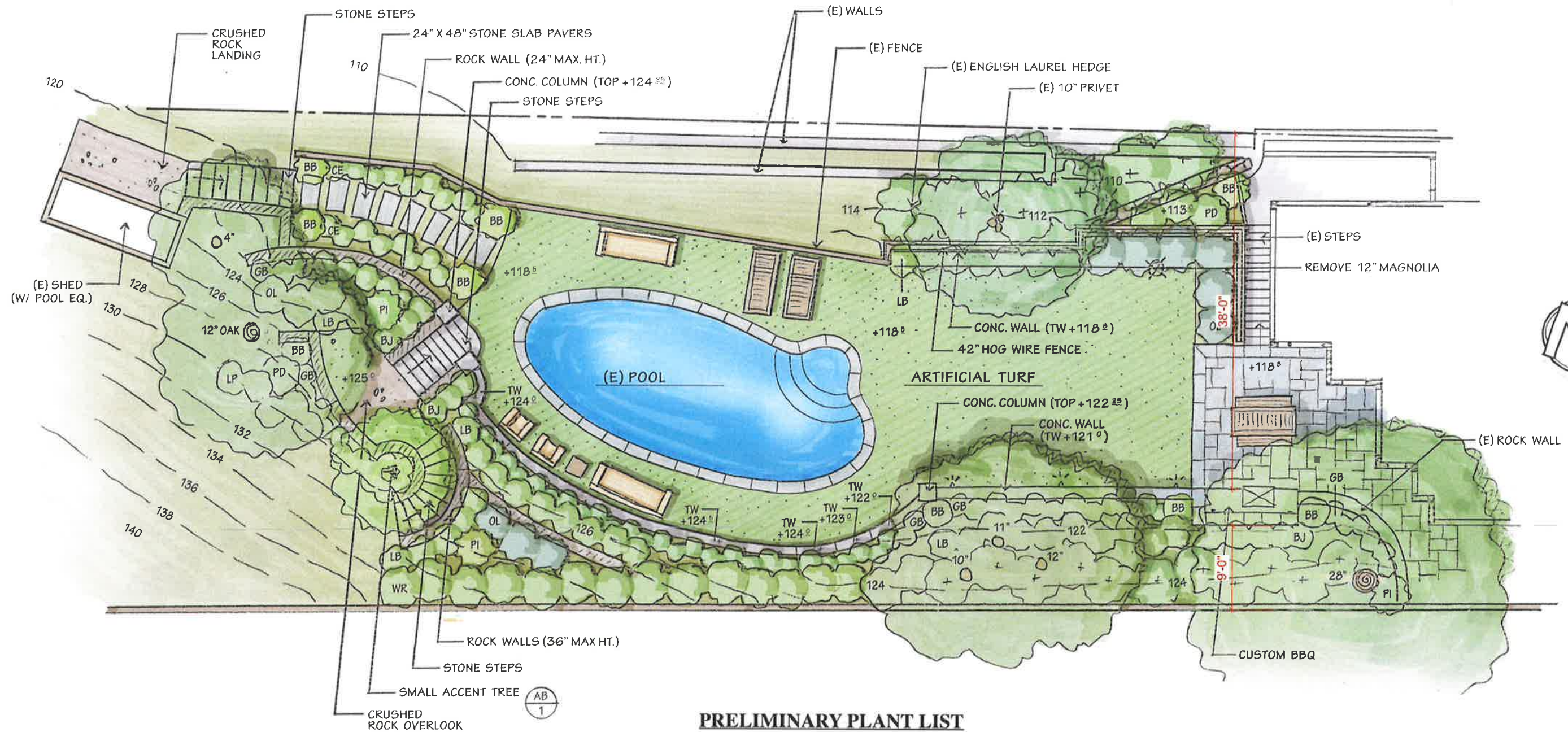




Grevelding Residence
 4 Chestnut Ave Ross, CA.
 AP# 073-301-18
 Date: 4 / 24 / 2023
Existing Conditions Photos
SHEET L2.1



202 Rosemont Mill Valley CA 94041
 (415) 380-0755
 hrad@imprintsgardens.com
 www.imprintsgardens.com



LIGHTING LEGEND

SYMBOL MANUFACTURER DESCRIPTION MODEL# Q

FX LUMINAIRE WALL LIGHT (LM - 2 LED)

FX LUMINAIRE TRANSFORMER (EXACT PRODUCT TBD)



LF Ledge Light Specifications

Output: 1000
Total Lumens: 70
Input Voltage: 120V
Input Power (W): 2.4
V.A.: 2.4
Efficiency (Lumens/Watt): 27
Color Rendering Index (CRI): 90+
Max Candels: 50
Dimming: DIMMABLE
Lumen Compatibility: Zoning
Default: Zoning/Dimming
ZD Option: Zoning/Dimming
ZDK Option: Zoning/Dimming
Maximum Rated Life (L90 B10): 50,000 hrs
BOD Rating: 90-100 CRI

WALL LIGHT

PRELIMINARY PLANT LIST

TREES

ABBR.	BOTANIC NAME	COMMON NAME	SIZE	HT. / WIDTH	NOTE
AB	ACER "BLOODGOOD"	BLOODGOOD MAPLE	15 G	12 X 8"	D W F

SHRUB / PERENNIALS / GRASSES / GROUND COVER LIST

ABBR.	BOTANIC NAME	COMMON NAME	SIZE	HT. / WIDTH	NOTE
AM	ASPERAGUS MEYERII	MEYER FERN	5 G	3 X 3'	E W F
BB	BUXUS "GREEN BEAUTY" (GLOBE FORM)	BOXWOOD	15 G	3 X 3'	E W F
BJ	BUXUS "GREEN BEAUTY"	BOXWOOD	1 G	3 X 3'	E W F
CE	CAREX "EVERGOLD"	SEDGE	1 G	12X 12"	E W F
GB	GERANIUM "BIOKOVO"	TRAILING GERANIUM	1 G	12 X 12"	E W F
LB	LOMANDRA "BREEZE"	LOMANDRA	1 G	24 X 24"	E W F
OL	OLEA "LITTLE OLLIE"	DWARF OLIVE	5 G	3 X 3'	E W F
PD	POLYGALA DALMASIANA	SWEET PEA	5 G	4 X 4'	E W F
PI	PODOCARPUS "ICEE BLUE"	FERN PINE	15 G	10 X 4'	E W F
PL	PRUNUS LAUROCERASUS	ENGLISH LAUREL	15 G	12 X 12'	E F
WR	WESTRINGA ROSMARINIFOLIA	WESTRINGA	5 G	3 X 3'	E W F

LEGEND

E = EVERGREEN
D = DECIDUOUS
N = CALIFORNIA NATIVE
W = LOW WATER USE REQUIREMENTS
F = LOW FIRE / NON - PYROPHYTIC

NOTE:

ALL PLANTS ARE TO BE IRRIGATED UTILIZING DRIP IRRIGATION METHODS.
ALL PLANTS ARE NON-PYROPHYTIC

Greveling Residence

4 Chestnut Ave Ross, CA.

AP# 073-301-18

Date: 4 / 24 / 2023 Scale: 3/16"=1'-0"

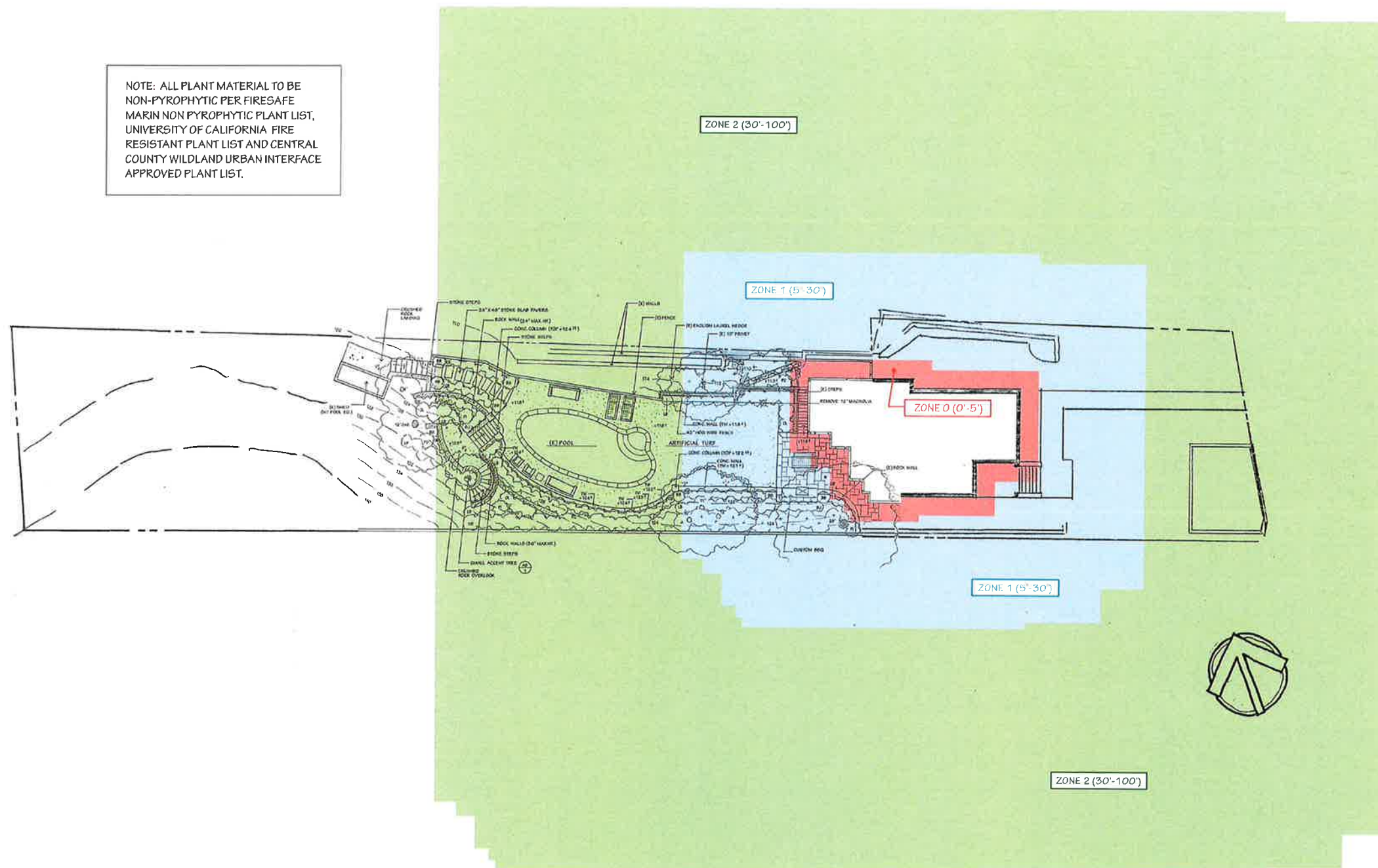
Rear Yard Landscape Concept Plan

SHEET L3



202 Rosemont Mill Valley, CA 94041
(415) 380-0755
hmad@imprintsgarden.com
www.imprintsgarden.com

NOTE: ALL PLANT MATERIAL TO BE NON-PYROPHYTIC PER FIRESAFE MARIN NON PYROPHYTIC PLANT LIST, UNIVERSITY OF CALIFORNIA FIRE RESISTANT PLANT LIST AND CENTRAL COUNTY WILDLAND URBAN INTERFACE APPROVED PLANT LIST.



REQUIREMENTS AND PRESCRIPTIONS PER ZONE

The following information will help identify prescriptive measures in each of the Home Ignition Zones. The VMP shall identify compliance with the requirements for each zone. Check with your local fire department or district for any additional defensible space or weed abatement requirements. FIREsafe MARIN and the NFFA Firewise USA Program are great resources for additional design information.

IMMEDIATE ZONE (ZONE 0): 0'-5'

The Immediate Zone extends 0-5' from your house. ZONE 0 is the area closest to your house, including the structure itself, decks, outdoor furniture, and the outside walls and coverings. This area is most vulnerable, and should be most aggressively maintained for fire resistance.

- Remove any combustible outdoor furniture.
- Replace jute or fiber door mats with fire resistant materials.
- Remove or relocate all combustible materials, including garbage and recycling containers, lumber, trash, and patio accessories.
- Clean all fallen leaves and needles regularly. Repeat often during fire season.
- No vegetation is recommended within 5' of structures.
- Remove tree limbs that extend into this zone. Fire-prone tree varieties should be removed if they extend within 5' of structures.
- Do not store firewood, lumber, or combustibles here, even (especially) under decks or overhangs. Move stored combustibles inside, or at least 30' away from structures.
- Use only inorganic, non-combustible mulches such as stone or gravel. Composted mulch and large bark and chips (greater than 1/2" diameter) may be OK.

INTERMEDIATE ZONE (ZONE 1): 5'-30'

The Intermediate Zone from 5' to 30' out from buildings, structures, decks, etc. Keep ZONE 1 "Lean, Clean, and Green" and employ careful landscaping to create breaks that can help influence and decrease fire behavior.

- Remove all dead plants, grass, and weeds (vegetation).
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- Trim trees regularly to keep branches a minimum of 10 feet from other trees.
- Remove branches that hang over your roof and keep dead branches 10 feet away from your chimney.
- Remove vegetation and items that could catch fire from around and under decks.
- Remove fire-prone plants, and choose only fire-resistant varieties. Irrigate regularly.
- Remove limbs to a height of 10' above the ground (or 1/3 the height of the tree) to provide clearance and to eliminate a "fire ladder".
- Use only inorganic, non-combustible mulches such as stone or gravel. Composted mulch and large bark and chips (greater than 1/2" diameter) may be OK.

EXTENDED ZONE (ZONE 2): 30'-100'

The extended zone from 30' to 100' (or more, if required due to steep slopes, nearby vegetation conditions, and/or your local fire department). The goal here is not to eliminate fire but to interrupt fire's path and keep flames smaller and on the ground. This zone should include at a minimum:

- Cut or mow annual grass down to a maximum height of 4 inches.
- Create horizontal spacing between shrubs, trees and vertical spacing between grass, shrubs and trees.
- Remove fallen leaves, needles, twigs, bark, cones, and small branches. However, they may be permitted to a depth of 3 inches if erosion control is an issue.

Grevelding Residence

4 Chestnut Ave Ross, CA.

AP# 073-301-18

Date: 4 / 24 / 2023 Scale: 1/16"=1'-0"

Vegetation Management Plan

SHEET L4



202 Rosemont Mill Valley CA 94041
(415) 380-0755
brad@imprintsgardens.com
www.imprintsgardens.com

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 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): 073-301-18

Project Address: 4 Chestnut

Property Owner: Craig and Haley Grevelding

Owner Mailing Address (PO Box in Ross): PO Box 199

City/State/Zip: Ross, CA 94957 Owner's Phone: 415-307-1997

Owner's Email: craig.grevelding@gmail.com

Applicant: Imprints Landscape Architecture

Applicant Mailing Address: 202 Rosemont Avenue

City/State/Zip: Mill Valley, CA 94941 Applicant's Phone: 415-380-0755

Applicant's Email: daniel@imprintsgardens.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 _____

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 ONLY

Describe the Proposed Lot Line Adjustment: _____

Existing Parcel Size(s)

Parcel 1:

Parcel 2:

Adjusted Parcel Size(s)

Parcel 1:

Parcel 2:

PARCEL ONE**PARCEL 2**

Owners Signature: _____

Owner's Signature: _____

Date: _____

Date: _____

Owner's Name (Please Print): _____

Owner's Name (Please Print): _____

Assessor's Parcel Number: _____

Assessor's Parcel Number: _____

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

REZONING OR TEXT AMENDMENT ONLY

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

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

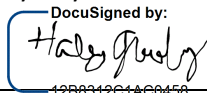
GENERAL OR SPECIFIC PLAN AMENDMENT ONLY

Please describe the proposed amendment: _____

CERTIFICATION AND SIGNATURES

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

Owner's Signature: _____

DocuSigned by:

 12B8312C1AC0450...

Date: _____

5/9/2023

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

Owner's Signature: **Imprints Landscape Architecture**Date: **5.7.23**

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.

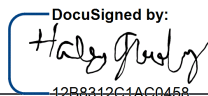
I further certify that I understand the processing procedures, fees, and application submittal requirements.

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

Ross

5/9/2023

_____, California on _____

DocuSigned by:

 12B8342C1AG0468...

Imprints Landscape Architecture

 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 Imprints Landscape Architecture
Project Landscape Architect Brad Eigsti
Mailing Address 202 Rosemont Avenue
City Mill Valley State CA ZIP 94941
Phone 415-380-0755 Fax _____
Email daniel@imprintsgardens.com
Town of Ross Business License No. 00300250 Expiration Date 12/23

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 _____

Rear Landscape: Remove and replace the existing rock walll with new concrete walls.

Walls: New walls to be 6' max in height.

Pool: Existing swimming pool is to remain.

Patio: Existing concrete patio at the pool is to be replaced with artificial turf, as shown.

Outdoor Kitchen: Also proposed is a custom outdoor kitchen

Irrigation System: To remain with repairs made as needed.

Lighting: Exterior lighting is limited to wall lights.

Plants: Existing plantings are to remain, with infill plants proposed @ new planting areas.

See Cover Page for other project details.

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, 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.