Agenda Item No. 8b.

Staff Report

Date: March 13, 2025

To: Mayor Kircher and Council Members

From: Alex Lopez-Vega, Assistant Planner

Subject: Boesel and Meurs Residence, 103 Bolinas Road

Recommendation
Town Council consideration for a Variance/Exception for the project described below located at 103 Bolinas Avenue. The Town Council may adopt Resolution No. 2507 (Attachment 1) approving the project, subject to conditions.

Property Owner/Applicant:	John Boesel and Arriana Van Meurs
Street Address:	103 Bolinas Avenue
Parcel Number:	073-041-12
Zoning:	R-1
General Plan:	M (Medium Density)
Flood Zone:	X (Moderate to Low)

Project Data

	Code Standard	Existing	Proposed
Lot Area	5,000 SF	6,400 SF	No change
Building Coverage	20%	1,932 (28%)	2,013 (29%)
Floor Area (FAR)	20 %	1,512 SF (23 %)	1,552 SF (24%)
Front Setback	25’	42’ 8”	No Change
Side Setback (West)	15’	4’-4’	No Change
Side Setback (East)	15’	5’ 3”	No Change

	Code Standard	Existing	Proposed
Rear Setback	40’	33’ 6”	30’ 6”
Building Height	30’	20’ 4”	No change
Impervious Surface Coverage	Minimize and/or mitigate for any increase.	1,932 SF	1,972 SF

Project Description:
The applicant requests approval from the Town Council for a Variance/Exception. The project proposes a 40 square foot rear addition to the existing single-family residence, extending it by 3 feet and incorporating new French doors. The addition will incorporate exterior siding that matches the existing home, and the rear deck will also be expanded to align with the addition. A Variance/Exception is required to construct the new three-foot addition further into the rear yard and side setbacks, exceed the allowable floor area and building coverage, and place the heat pump in the side yard setback.

Impervious Surfaces
The project proposes an impervious surface increase of 40 SF. A new 36-SF bioretention area for stormwater control is included to meet the Town’s no net increase policy.

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:
Variance/Exception is required pursuant to RMC Section 18.48.010 to construct the new three-foot addition further into the rear yard and side setbacks, exceed the allowable floor area and building coverage, and place the heat pump in the side yard setback.

Pursuant to RMC Section 18.52.030(c), Nonconforming structures in a residential zoning district may be enlarged, extended, reconstructed or structurally altered with a nonconformity permit, if certain mandatory findings can be made. Such findings cannot be made because the proposed addition exceeds the allowed and existing nonconforming floor area, therefore, Section 18.52.030(H) requires the applicant to obtain a variance.

Background
The project site is a 6,400 square-foot rectangular lot on Bolinas Avenue. The lot has a single-family residence which includes a detached garage. The existing residence is nonconforming with respect to building coverage, floor area and setbacks. Many of the homes along Bolinas Avenue are nonconforming. According to the applicant, about 87% of the homes on Bolinas Avenue are over their allowed floor area.

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 August 20, 2024, the applicant presented the project to the ADR group for conceptual review. The Advisory Design Review (ADR) group found the project to be well designed, with the addition integrating seamlessly into the existing house appearing as though it was part of the original structure. They also noted that the project would not impact on surrounding properties. Additionally, they requested an analysis of nonconformities in other lots on Bolinas Avenue.

On February 25, 2025, with a vote of 3-0-2 (for-against-absent), the Advisory Design Review (ADR) group supported the design of the project as drawn. The ADR supported the addition noting that most lots on Bolinas Avenue are nonconforming, and the project does not create any privacy concerns. 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 August 20, 2024, and February 25, 2025, ADR meetings are included as **Attachment 4**.

Discussion
The proposed project is subject to the following permit approval pursuant to the Ross Municipal Code (RMC):

Variance/Exception
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/Exception is recommended for approval for the house to encroach further into the rear and side yard setbacks, place the heat pump within the side yard setback, and exceed the allowable floor area and building coverage 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.

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

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.

Fiscal, Resource and Timeline Impacts
If approved, the project would be subject to one-time fees for a building permit and associated impact fees, which are based on the reasonable expected cost of providing the associated services and facilities related to the development. The improved project site may be reassessed at a higher value by the Marin County Assessor, leading to an increase in the Town's property tax revenues. Lastly, there would be no net funding impacts associated with the project.

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

Environmental Review
The project is categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA), Section 15301 (Existing Facilities) consisting of an addition to an existing single-family residence 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 300 feet of the project site 10 days prior to the meeting date. At the time of writing this report, one public comment has been received from the neighbor at 101 Bolinas Avenue, opposing the project due to privacy and view concerns, and potential damage to a storage shed and included in **Attachment 5**.

Attachments
1. Resolution No. 2507
2. Project Plans
3. Project Application and Materials
4. ADR Meeting Minutes from August 20, 2024, and February 25, 2025 (Draft).
5. Public Comments

ATTACHMENT 1

TOWN OF ROSS

RESOLUTION NO. 2507

RESOLUTION OF THE TOWN OF ROSS APPROVING A VARIANCE/EXCEPTION TO CONSTRUCT A FORTY (40) SQUARE FOOT ADDITION TO AN EXISTING SINGLE-FAMILY RESIDENCE AND A HEAT PUMP IN THE SIDE YARD SETBACK LOCATED AT 103 BOLINAS AVENUE A.P.N. 073-041-12

WHEREAS, the applicant/owner, John Boesel and Arriana Van Meurs, submitted an application requesting approval for a Variance/Exception to expand a nonconforming single family-residence by 40 square feet in the rear and place a heat pump within the side yard setback. The addition siding will match the existing home, and the rear deck will also be expanded at 103 Bolinas Avenue APN 073-041-12 (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 an addition to an existing single-family residence, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination; and

WHEREAS, on March 13, 2025, 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, Nonconformity Permit, Demolition Permit, and a Variance to approve 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 March 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

_____ _____

Cyndie Martel, Town Clerk C. William Kircher, Mayor

EXHIBIT "A"
FINDINGS
103 Bolinas Avenue
A.P.N. 073-041-12

A. Findings

I. In accordance with Ross Municipal Code (RMC) Section 18.48.010(c), a <u>Variance/Exception</u> 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 which makes it difficult to construct new improvements that are entirely compliant with the minimum required yard setback, floor area, and building coverage, such as the rear addition of a residence by 3 feet.

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

Granting of the variance request, in a neighborhood where existing nonconforming setbacks, floor area, and building coverage are common, may be deemed necessary for the preservation and enjoyment of the owner's substantial property rights. Granting of the variance request would not constitute a grant of special privileges inconsistent with the limitations upon 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 40 SF addition would not adversely affect the health and safety of nearby residents, as it is located far from the adjacent homes. The three-foot expansion would not impact the adjacent neighbor to the east, as their house is situated further north on the lot. The project would also be constructed in compliance with building, fire and flood requirements and all conditions of approval.

EXHIBIT "B"
CONDITIONS OF APPROVAL
103 Bolinas Avenue
A.P.N. 073-041-12

1. The building permit shall substantially conform to the plans entitled, "Boesel and Meurs Residence" dated 2-25-25 and reviewed and approved by the Town Council on 3-13-25.

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. The Planning and Building Director may administratively approve an amendment to town council approved plans that the town planner determines to be in substantial conformity with the approved plans or minor or incidental in nature and consistent with the intent and criteria of this chapter and with zoning ordinance regulations.

4. The Project shall comply with the Fire Code and all requirements of the Ross Valley Fire Department (RVFD).

5. The applicant shall procure the necessary review/approval of the following items, which are required prior to issuance of a building permit. Evidence of compliance (compliance letter, etc.) shall be submitted to the Planning Department as part of the building permit review process:

    a. All landscape and irrigation plans must be designed in accordance with the most current Marin Municipal Water District (MMWD) landscape requirements. Prior to providing water service for new landscape areas, or improved or modified landscape areas, MMWD must review and approve the landscape plans for planting and irrigation systems. Contact MMWD at plancheck@marinwater.org for more information.

    b. New construction and rehabilitation (renovations or changes made to sites with an existing irrigation system) landscape projects will be affected by these requirements if the altered landscape area is greater than 500 square feet.

    c. Installation of a gray water recycling system is required for all projects that require installation of new water service and existing structures undergoing "substantial

remodel" that necessitates an enlarged water service in compliance with MMWD Ordinance No. 429.

6. The Town staff reserves the right to require additional landscape screening for up to three (3) years from project final to ensure adequate screening for the properties that are directly contiguous to the project site. The Town staff will only require additional landscape screening if the contiguous neighbor can demonstrate through pre-project existing condition pictures that their privacy is being negatively impacted as a result of the Project.

7. BEFORE FINAL INSPECTION, the applicant shall call for a Planning staff inspection of approved landscaping, building materials and colors, lighting and compliance with conditions of project approval at least five business days before the anticipated completion of the Project. Failure to pass inspection will result in withholding of the Final Inspection approval and imposition of hourly fees for subsequent re-inspections.

8. A Tree Permit shall not be issued until the project grading or building permit is issued.

9. The Project shall comply with the following conditions of the Town of Ross Building Department and Public Works Department:

    a. Any person engaging in business within the Town of Ross must first obtain a business license from the Town and pay the business license fee. Applicant shall provide the names of the owner, architects, engineers and any other people providing project services within the Town, including names, addresses, e-mail, and phone numbers. All such people shall file for a business license. A final list shall be submitted to the Town prior to project final.

    b. A registered Architect or Engineer's stamp and signature must be placed on all plan pages.

    c. The building department may require the applicant to submit a deposit prior to building permit issuance to cover the anticipated cost for any Town consultants, such as the town hydrologist, review of the Project. Any additional costs incurred by the Town, including costs to inspect or review the Project, shall be paid as incurred and prior to project final.

    d. The applicant shall submit an erosion control plan with the building permit application for review by the building staff and/or the 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 Planning and Building Director and/or 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 staff and/or the 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 planning, building, public works staff and the 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 for Working Hours.

i. The applicant shall submit a schedule that outlines the scheduling of the site development to the Building staff. 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 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. Town staff shall have the right to enter the property at all times during construction to review or inspect construction, progress, compliance with the approved plans and applicable codes.

m. Inspections shall not be provided unless the Town-approved building permit plans are available on site.

n. Working Hours are limited to Monday to Friday 8:00 a.m. to 5:00 p.m. Construction is not permitted at any time on Saturday and Sunday or the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the holiday falls on a Sunday, the following Monday shall be considered the holiday. If the holiday falls on a Saturday, the Friday immediately preceding shall be considered the holiday. Exceptions: 1.) Work done solely in the interior of a building or structure which does not create any noise which is audible from the exterior; or 2.) Work actually physically performed solely by the owner of the property, on Saturday between the hours of 10:00 a.m. and 4:00 p.m. and not at any time on Sundays or the holidays listed above. (RMC Sec. 9.20.035 and 9.20.060).

o. Failure to comply in any respect with the conditions or approved plans constitutes grounds for Town staff to immediately stop work related to the noncompliance until the matter is resolved (Ross Municipal Code Section 18.39.100). The violations may be subject to additional penalties as provided in the Ross Municipal Code and State law. If a stop work order is issued, the Town may retain an independent site monitor at the expense of the property owner prior to allowing any further grading and/or construction activities at the site.

p. Materials shall not be stored in the public right-of-way. The project owners and contractors shall be responsible for maintaining all roadways and rights-of-way free of their construction-related debris. All construction debris, including dirt and mud, shall be cleaned and cleared immediately. All loads carried to and from the site shall be securely covered, and the public right-of-way must be kept free of dirt and debris at all times. Dust control using reclaimed water shall be required as necessary on the site or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas and staging areas at site. Cover stockpiles of debris, soil, sand, or other materials that can be blown by the wind.

q. Applicants shall comply with all requirements of all utilities including, the Marin Municipal Water District, Ross Valley Sanitary District, and PG&E prior to project final. Letters confirming compliance shall be submitted to the building department prior to project final.

r. All electric, communication and television service laterals shall be placed underground unless otherwise approved by the director of public works pursuant to Ross Municipal Code Section 15.25.120.

s. The Project shall comply with building permit submittal requirements as determined by the Building Department and identify such in the plans submitted for building permit.

t. The applicant shall work with the Public Works Department to repair any road damage caused by construction. Applicant is advised that, absent a clear video evidence to the contrary, road damage must be repaired to the satisfaction of the Town prior to project

final. Damage assessment shall be at the sole discretion of the Town, and neighborhood input will be considered in making that assessment.

u. Final inspection and written approval of the applicable work by Town Building, Planning and Fire Department staff shall mark the date of construction completion.

v. The Public Works Department may require submittal of a grading security in the form of a Certificate of Deposit (CD) or cash to cover grading, drainage, and erosion control. Contact the Department of Public Works for details.

w. BEFORE FINAL INSPECTION, the Soils Engineer shall provide a letter to the Department of Public Works certifying that all grading and drainage has been constructed according to plans filed with the grading permit and his/her recommendations. Any changes in the approved grading and drainage plans shall be certified by the Soils Engineer and approved by the Department of Public Works. No modifications to the approved plans shall be made without approval of the Soils Engineer and the Department of Public Works.

i. The existing vegetation shall not be disturbed until landscaping is installed or erosion control measures, such as straw matting, hydroseeding, etc., are implemented.

ii. All construction materials, debris and equipment shall be stored on site. If that is not physically possible, an encroachment permit shall be obtained from the Department of Public Works prior to placing any construction materials, debris, debris boxes or unlicensed equipment in the right-of-way.

iii. The applicant shall provide a hard copy and a CD of an as-built set of drawings, and a certification from all the design professionals to the building department certifying that all construction was in accordance with the as-built plans and his/her recommendations.

10. The project shall comply with all requirements, standards, and policies of the Ross Municipal Code, General Plan, County of Marin, State, and Federal laws.

11. 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

ASSESSOR'S PARCEL NUMBER -

SHEET INDEX

Sheet Index

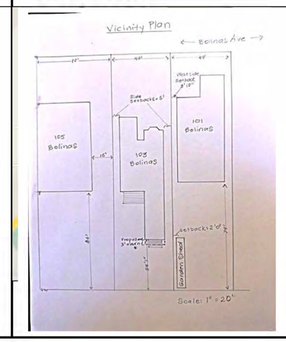
Sheet Number	Sheet Name	Sheet Issue Date	Current Revision Date
A0.00	Cover	07/10/24	1/25/2025
A0.50	Site Plan	07/10/24	1/25/2025
A1.00	Existing Floor Plan	07/08/24	
A1.50	Proposed Floor Plan	07/10/24	1/25/2025
A2.50	Elevations	07/10/24	
A3.00	Sections	07/11/24	
C1.00	Survey of Site and Stormwater & Landscpe Plan	01/25/25	1/25/2025

PROJECT PRINCIPALS

OWNER

Arriana Van Meurs and John Boesel
103 Bolinas Ave.
Ross, CA 94957
Tel. 415 577-4028

VICINITY MAP



GENERAL NOTES

1. ALL CONSTRUCTION TO CONFORM TO THESE PLANS, AND THE REQUIREMENTS OF THE CALIFORNIA RESIDENTIAL CODE AND CALIFORNIA BUILDING CODE LATEST EDITION AS ADOPTED BY SAN FRANCISCO, AND ALL OTHER APPLICABLE CODES AND REGULATIONS AND OTHER APPLICABLE SECTIONS OF THE LOCAL MUNICIPAL CODE.
2. ALL MATERIALS AND WORKMANSHIP TO MEET OR EXCEED THE BEST STANDARDS OF THE TRADE.
3. ON-SITE VERIFICATION OF DIMENSIONS, ELEVATIONS, AND OTHER CONDITIONS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
4. NOTED DIMENSIONS TAKE PRECEDENCE. DO NOT SCALE DRAWINGS. ON-SITE VERIFICATION OF DIMENSIONS, ELEVATIONS, AND OTHER CONDITIONS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. ANY DISCREPANCIES SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE ARCHITECT.
5. PROTECTION OF OWNER'S PROPERTY AND ALL ADJACENT PROPERTIES AS WELL AS THE GENERAL PUBLIC ARE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE MAINTAINED AT ALL TIMES.
6. ALL PAINTS, FINISHES, AND ADHESIVES, CAULKING, AND SEALANTS SHALL BE LOW, VOC.
7. PROVIDE FREQUENT AND THOROUGH DUST CONTROL AND CLEAN UP.

LEGEND

	AREA OF NEW CONSTRUCTION, SHADED
	FENCE LINE
	(N) WALL, 2x4 @ 16" O.C. U.N.O.
	(E) WALL TO REMAIN
	(E) WALL TO BE REMOVED
	(E) AREA TO BE REMOVED
80	EXISTING CONTOURS
80	INTERPOLATION OF EXISTING CONTOURS UNDER STRUCTURES
	DETAIL NO. SHEET NO.
	SECTION or ELEV. NO. SHEET NO.
	KEY NOTE
	ALIGN
S.F./SQ. FT.	SQUARE FOOTAGE
(E)	EXISTING
(N)	NEW
PL	PROPERTY LINE
U.N.O.	UNLESS NOTED OTHERWISE
V.I.F.	VERIFY IN FIELD
℄	CENTER LINE
D.S.	DOWNSPOUT
F.F.	FINISH FLOOR
F.O.	FACE OF
PL.	PLATE
	TREE TO BE REMOVED

PROJECT DATA

DESCRIPTION:
EXPAND (E) MASTER BEDROOM THREE FEET TOWARD THE REAR OF THE PROPERTY MAINTAING (E) SETBACKS ON THE SIDE OF PROPERTY AND REDUCING THE REAR SETBACK BY THREE FEET. THIS MODEST ADDITION TO THE MASTER BEDROOM ALLOWS FOR THECREATION OF A WALK IN CLOSET WITHOUT COMPROMISING THE VOLUMN OF THE EXISTING MASTER BEDROOM. WINDOWS AND DOORS IN THIS ROOM TO BE REPLACED WITH MARVIN WINDOWS AND DOOR. THIS WORK SHALL HAVE MINIMUM IMPACT ON ADJACENT NEIGHBORS.

ASSESSOR'S PARCEL NUMBER:	
ZONING	R1:B6-3
OCCUPANCY CLASSIFICATION	SINGLE FAMILY RESIDENCE
DESCRIPTION OF USE	V-B
CONSTRUCTION TYPE	ONE
STORIES	NONE
SPRINKLERS	

LOT AREA	6,400 sq. ft.
EXISTING BUILDING AREA:	1,820.46 sq. ft.
PROPOSED BUILDING AREA:	1,860.70 sq. ft.
EXISTING FLOOR AREA:	1,512.50 sq. ft.
PROPOSED FLOOR AREA	1,552.75 sq. ft.
EXISTING FLOOR AREA RATIO:	23.6%
PROPOSED FLOOR AREA RATIO:	24.2%
EXISTING LOT COVERAGE	1,932.5 SF 30%
PROPOSED LOT COVERAGE:	2,013 SF 31%
GRADING CALCULATIONS:	No grading on site
ON-SITE PARKING:	1 covered - 2 uncovered

MINIMUM SET BACKS FOR EXTERIOR WALLS:	PROPOSED SET BACKS FOR ADDITION:
FRONT:25'	(E) 42' - 8" NO CHANGE
SIDE: 15'	(E) 5' - 3" NO CHANGE
REAR: 40'	(E) 33' - 6" (P) 30' - 6"

MAXIMUM HEIGHT FOR MAIN BUILDING:	MAX.	PROPOSED:
	30' - 0"	(E) 20' - 4 5/8" (P) NO CHANGE

3D IMAGE FROM REAR OF PROPERTY

Charles G. Bond
CONSTRUCTION SERVICES
(415) 847-2637
CGBOND3.CB@GMAIL.COM

cgbond3.cb@gmail.com

Designer	Charles Bond
Address	10 Skylark Drive
Address	Larkspur, Ca 94939
Phone	415 847-2637
Fax	
e-mail	cgbond3.cb@gmail.com

Land Surveyor	Dylan M. Gonsalves
Address	30 Oakvue CT.
Address	Pleasant Hill, CA 94523
Phone	925-787-0463
License #	PLS 8475

Civil Engineer	Dylan M. Gonsalves
Address	30 Oakvue CT.
Address	Pleasant Hill, CA 94523
Phone	925-787-0463
License #	C70277

Contractor	
Address	
Address	
Phone	
License #	
e-mail	

Owner	Arriana Van Meurs and John Boesel
Address	103 Bolinas Ave.
Address	Ross, CA 94957
Phone	415 577-4028
Fax	
e-mail	ariannavanmeurs@gmail.com

APN: 073-041-12

No.	Description	Date
1	Revision 1	1/25/2025

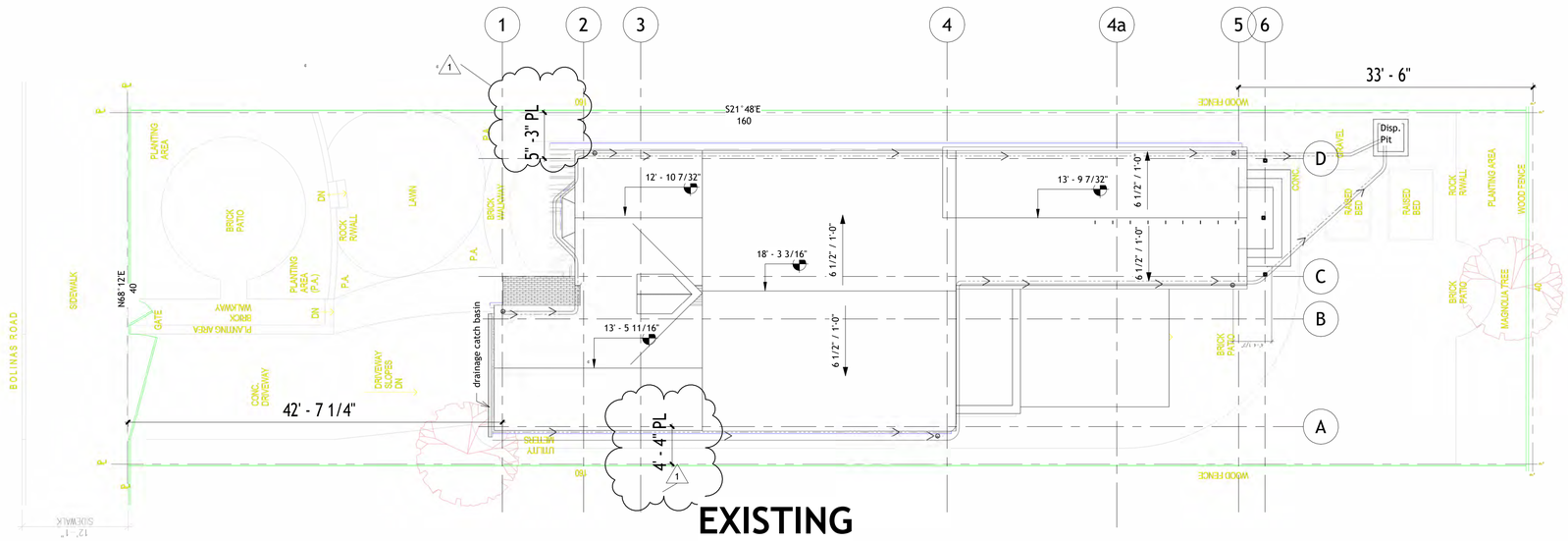
Arianna van Meurs and John Boesel
Project Name
Cover

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

A0.00

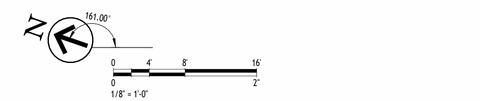
Scale

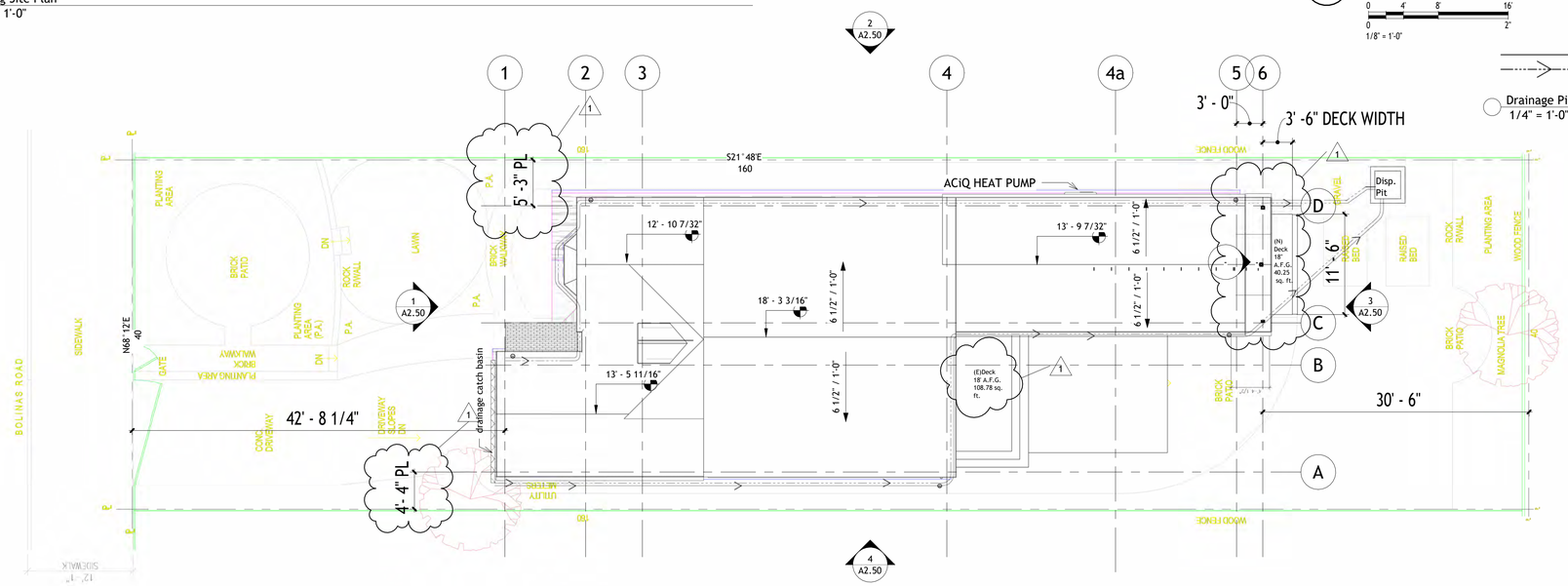
1/28/2025 7:27:39 AM



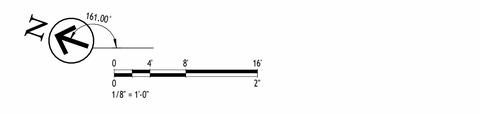
EXISTING

1 Existing Site Plan
1/8" = 1'-0"





PROPOSED



2 Proposed Site Plan
1/8" = 1'-0"

4" Tight Line Pipe
4" Perforated Pipe

Drainage Pipes
1/4" = 1'-0"

Charles G. Bond
CONSTRUCTION SERVICES
(415) 847-2637
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cgbond3.cb@gmail.com

Designer	Charles Bond
Address	10 Skylark Drive
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Fax	
e-mail	cgbond3.cb@gmail.com

Land Surveyor	Dylan M. Gonsalves
Address	30 Oakvue CT.
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License #	PLS 8475

Civil Engineer	Dylan M. Gonsalves
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Address	Pleasant Hill, CA 94523
Phone	925-787-0463
License #	C70277

Contractor	
Address	
Address	
Phone	
License #	
e-mail	

Owner	Arriana Van Meurs and John Boesel
Address	103 Bolinas Ave.
Address	Ross, CA 94957
Phone	415 577-4028
Fax	
e-mail	ariannavanmeurs@gmail.com

APN: 073-041-12

No.	Description	Date
1	Revision 1	1/25/2025

Arianna van Meurs and John Boesel
Project Name
Site Plan

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

A0.50

Scale: As indicated

1/26/2025 7:27:57 AM

1 Existin Floor Plan
1/4" = 1'-0"

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Contractor	
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Address	
Phone	
License #	
e-mail	

Owner	Doug Harakal and Kristen Hall
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Address	San Francisco, CA 94131
Phone	347 843-9287
Fax	
e-mail	douglasharakal@gmail.com

APN: 6761-008

No.	Description	Date

Arianna van Meurs and John Boesel
Project Name

Existing Floor Plan

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

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Scale	1/4" = 1'-0"

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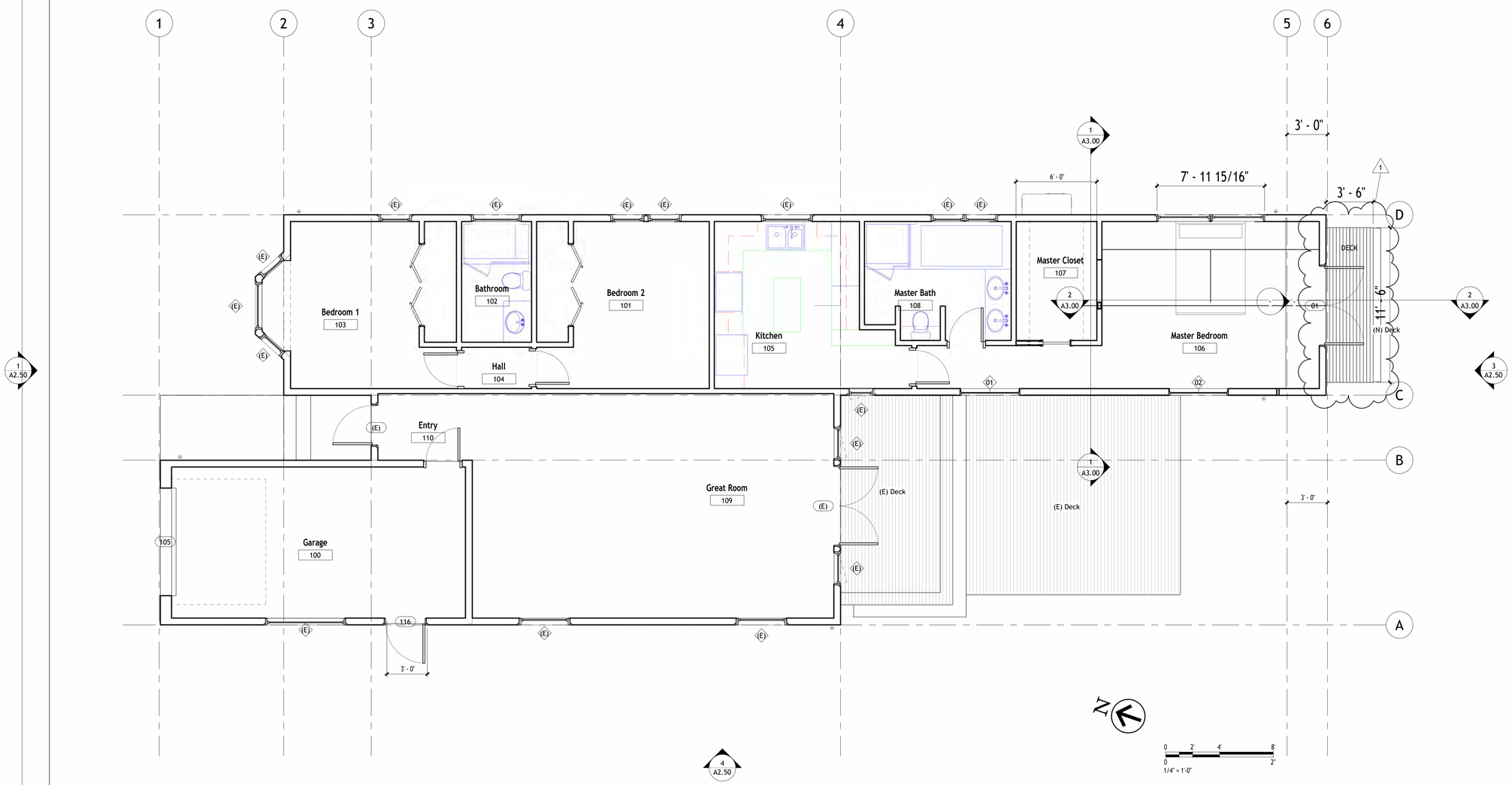

Window Schedule

Mark	Size Width	Size Height	Type	Head Height	Thermal Resistance	Manufacturer	Type Comments
01	4' - 5"	5' - 5 1/2"	4854 SGHG CTTG	8' - 7"	U-Factor: 0.29	Marvin Windows and Doors	
02	4' - 5"	5' - 5 1/2"	4854 SGHG CTTG	8' - 7"	U-Factor: 0.29	Marvin Windows and Doors	
03	3' - 11 3/4"	2' - 11 1/2"	4836 AWNG	7' - 11 7/16"	U-Factor: 0.29	Marvin Windows and Doors	Awnings mulled together
03	3' - 11 3/4"	2' - 11 1/2"	4836 AWNG	7' - 11 7/16"	U-Factor: 0.29	Marvin Windows and Doors	Awnings mulled together

Door Schedule

Door Mark	Description	Door Size Width	Door Size Height	Door Size Thickness	Thermal Resistance	Manufacturer
01	7296 FR DOOR	6' - 0"	8' - 0"	0' - 1 3/4"	U-Factor: 0.3	Marvin Windows and Doors

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License # C70277

Contractor
Address
Address
Phone
License #
e-mail

Owner Arriana Van Meurs and John Boesel
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e-mail ariannavanmeurs@gmail.com

APN: 073-041-12

No.	Description	Date
1	Revision 1	1/25/2025

Arianna van Meurs and John Boesel

Project Name

Proposed Floor Plan

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

A1.50

Scale 1/4" = 1'-0"

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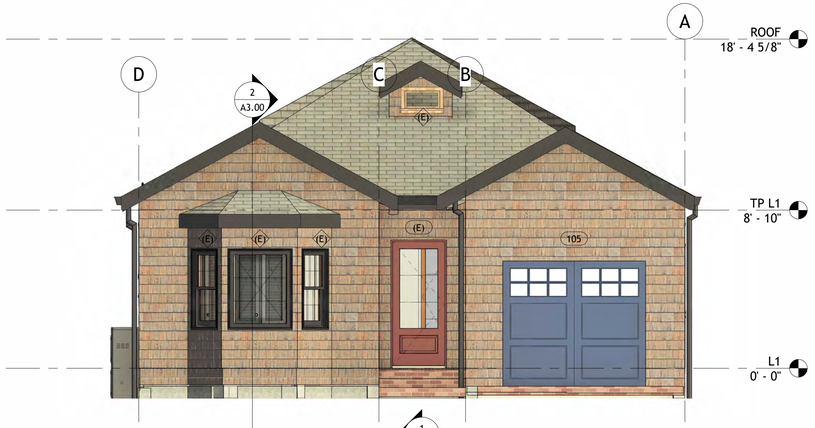
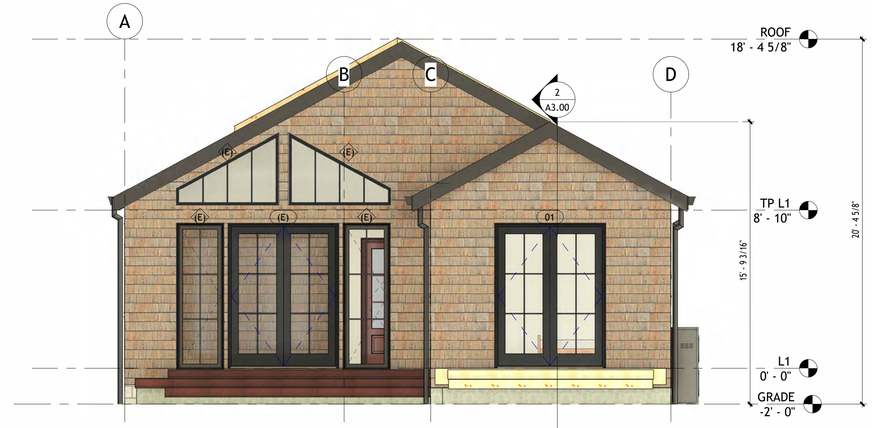


1 North Architectural Building Elevation
1/4" = 1'-0"



3 South Architectural Building Elevation
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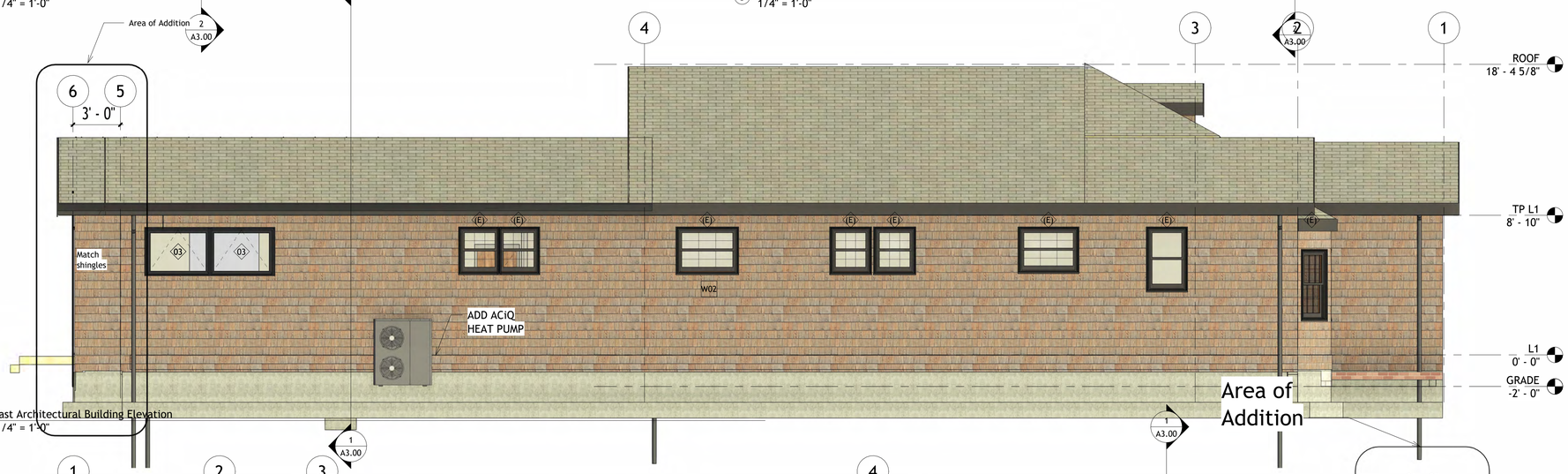

2 East Architectural Building Elevation
1/4" = 1'-0"

4 West - Architectural
1/4" = 1'-0"

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License #	C70277

Contractor	
Address	
Address	
Phone	
License #	
e-mail	

Owner	Arriana Van Meurs and John Boesel
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Address	Ross, CA 94957
Phone	415 577-4028
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e-mail	ariannavanmeurs@gmail.com

APN: 073-041-12

No.	Description	Date

Arianna van Meurs and John Boesel
Project Name
Elevations

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

A2.50

Scale	1/4" = 1'-0"

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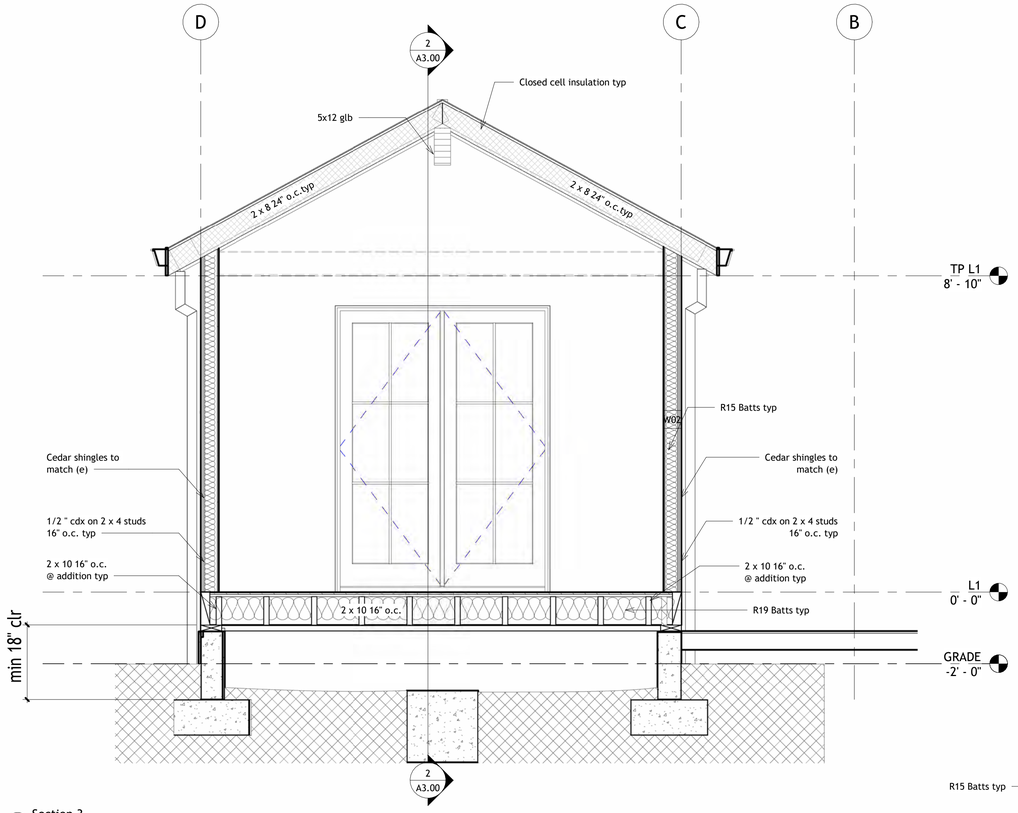
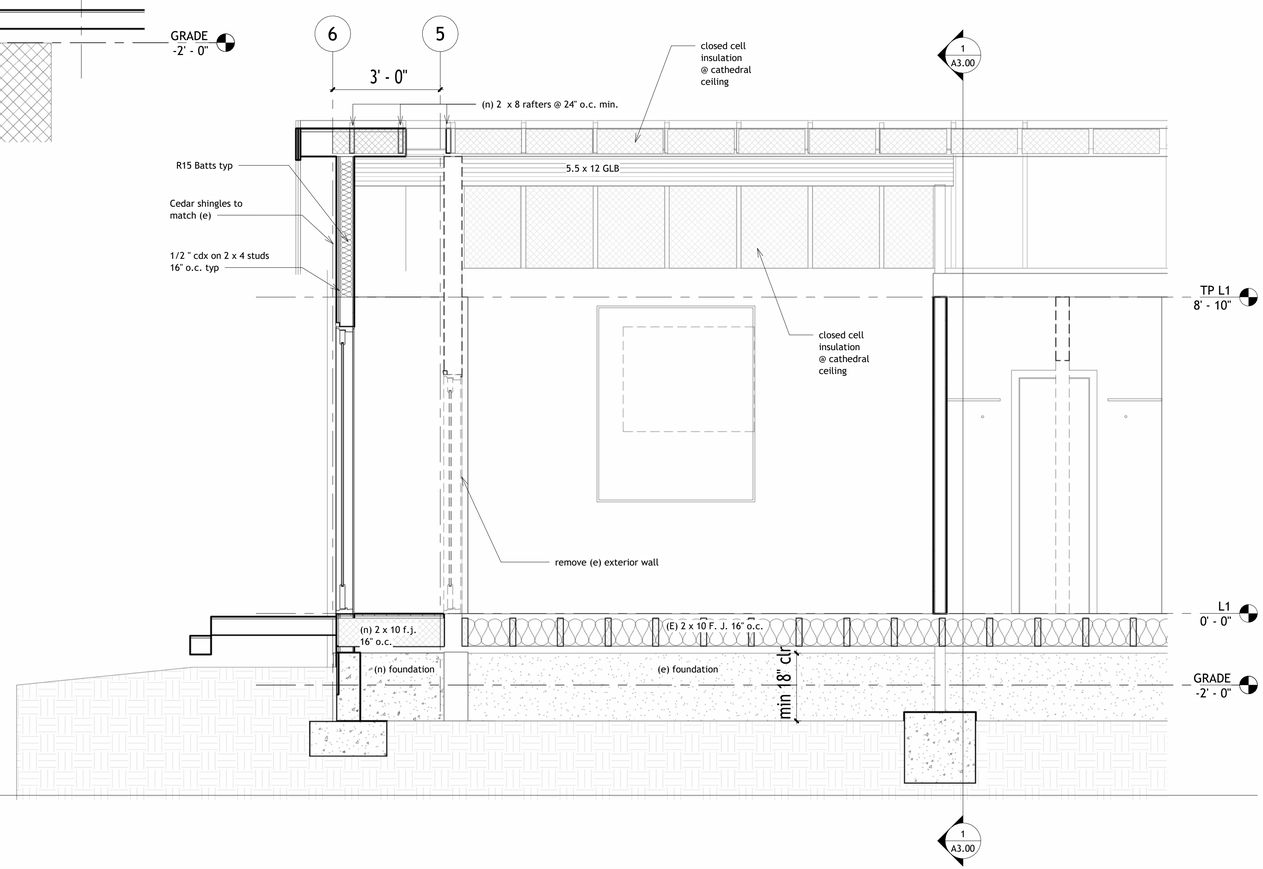


1 Section 3
1/2" = 1'-0"



2 Section 2
1/2" = 1'-0"

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License #	C70277

Contractor	
Address	
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Phone	
License #	
e-mail	

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Fax	
e-mail	ariannavanmeurs@gmail.com

APN: 073-041-12

No.	Description	Date

Arianna van Meurs and John Boesel

Project Name

Sections

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

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Scale	1/2" = 1'-0"

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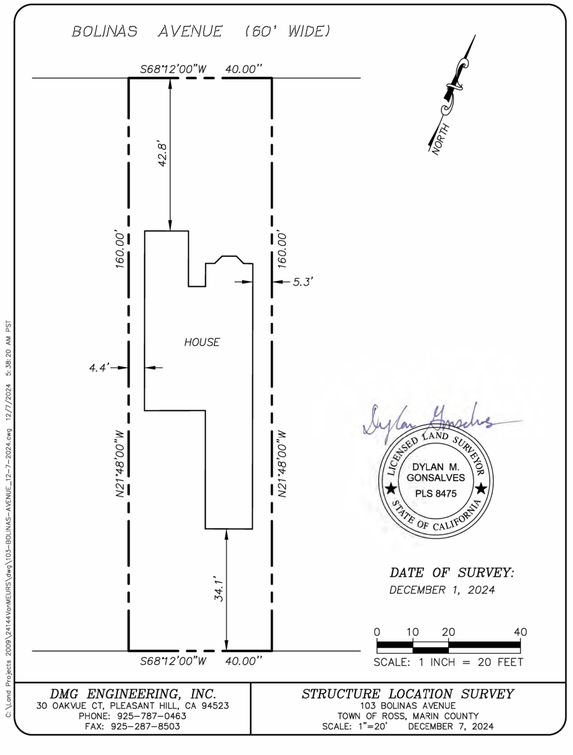
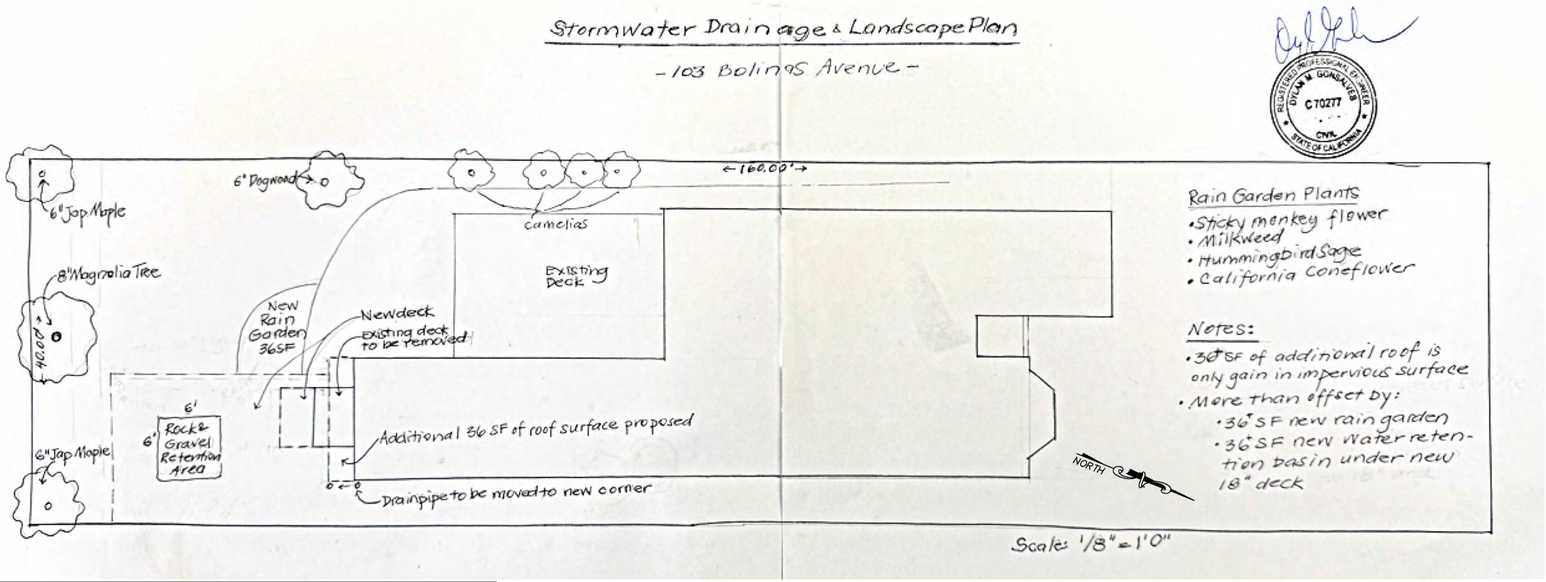


2 Survey
1" = 20'



1 Proposed Site Plan
1/8" = 1'-0"

Charles G. Bond
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CGBOND3.CB@GMAIL.COM

cgbond3.cb@gmail.com

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Phone	925-787-0463
License #	C70277

Contractor	
Address	
Address	
Phone	
License #	
e-mail	

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Phone	415 577-4028
Fax	
e-mail	ariannavanmeurs@gmail.com

APN: 073-041-12

No.	Description	Date
1	Revision 1	1/25/2025

Arianna van Meurs and John Boesel
Project Name

Survey of Site and Stormwater & Landscpe Plan

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker
	C1.00
Scale	1/8" = 1'-0"

1/26/2025 7:29:37 AM

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):

- ☐ Accessory Dwelling Unit
- ☐ Accessory Dwelling Unit Exception
- ☐ Appeals
- ☐ Certificate of Compliance
- ☐ Demolition Permit
- ☐ Design Review
- ☐ Design Review- Amendment
- ☐ Exceptions for Attics
- ☐ Final or Parcel Map
- ☐ General Plan Amendment
- ☐ Hillside Lot Permit
- ☐ Junior Accessory Dwelling Unit
- ☐ Lot Line Adjustment
- ☐ Minor Exception Permit
- ☐ Minor Nonconformity Permit
- ☐ Nonconformity Permit
- ☐ Tentative Map
- ☐ Tentative Map Amendment
- ☐ Time Extension
- ☐ Use Permit
- ■ Variance
- ☐ Zoning Ordinance Amendment
- ☐ Other:

To Be Completed by Applicant:

Assessor's Parcel No(s): 073-041-12

Project Address: 103 Bolinas Avenue, Ross, CA 94957

Property Owner: Arianna Van Meurs and John Boesel

Owner Mailing Address (**PO Box in Ross**): P.O. Box 1334, Ross, CA 94957

City/State/Zip: 94957 Owner's Phone: 626 664 6330

Owner's Email: john_boesel@yahoo.com

Applicant: John Boesel and Arianna Van Meurs

Applicant Mailing Address: P.O. Box 1334, Ross, CA 94957

City/State/Zip: 94957 Applicant's Phone: 626 664 6330

Applicant's Email: john_boesel@yahoo.com

Primary point of Contact Email: ■ *Owner* ☐ *Buyer* ☐ *Agent* ☐ *Architect*

To Be Completed by Town Staff:
Date Received: _____
Application No.: _____
Zoning: _____

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: 1

LOT LINE ADJUSTMENT ONLY

Describe the Proposed Lot Line Adjustment:

N/A

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

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

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

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

REZONING OR TEXT AMENDMENT ONLY

The applicant wishes to amend Section_____of the Ross Municipal Code Title 18. The applicant wishes to Rezone parcel____from the_____Zoning District to_____.

GENERAL OR SPECIFIC PLAN AMENDMENT ONLY

Please describe the proposed amendment:

CERTIFICATION AND SIGNATURES

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

Owner's Signature: Date:

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

Owner's Signature: Date:

SIGNATURE:

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

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

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

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

103 Bolinas Avenue, Ross, California on December 16, 2024

Arianna Vaughn Mellis

John Bursal

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 DMG Engineering Inc.
Project Engineer Dylan Gongalves
Mailing Address 30 Oakvue Court
City Pleasant Hill *State* CA *ZIP* 94523
Phone (925) 787-0463 *Fax* (925) 287-8503
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 Charles G. Bond - architect/designer
Mailing Address 10 Skytlark Drive #70
City Larkspur *State* CA *ZIP* 94939
Phone (415) 847-2637 *Fax* _____
Email cgbond3.cb@gmail.com
Town of Ross Business License No. _____ *Expiration Date*

Other

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

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

3' Extension of Primary Bedroom

We are seeking a simple 3' extension of the south-facing wall of our primary bedroom.

The extension will allow us to create a walk-in closet and add larger doors that will both let in more light and be consistent in appearance with the doors of our living room. In addition, the extension will allow us to install a window that will restore views of Mt. Baldy that we enjoyed before our neighbors moved their entire house south.

Since our house is already in the 15' setback on the east side, a variance permit is needed.

With this very small increase of 36 sf, the FAR of the house will be lower than 70% of the homes on Bolinas Avenue.

Except for a few small homes that were built a long time ago and are on larger lots, all of the houses on the street are not able to comply with the impractical setback requirements and thus require variances for both new builds and for small renovations unlike most other locations in Ross.

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.**

The side yard setbacks of 15' on Bolinas Avenue where the majority of lots are single size lots measuring 40' wide result in 'complying' building envelopes that would be an uninhabitable 10' wide structure. As a result, the single size lots all have noncomplying side yard setbacks. Most if not all of the larger lots on Bolinas are also noncomplying in terms of front and back setbacks. We are in a hardship condition because even the minor 3' increase in the length of the house we are proposing would require a variance. Our FAR is over the 20% limit as are 87% of the homes on Bolinas Avenue. Our current FAR of 26% (23.6% according to our architect/designer) is exceeded by 71% of the homes on Bolinas. Our proposed FAR would be 26.6% (24.2% according to our architect), well below the average FAR of 30%.

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.**

Extending the southern wall of the room will allow us to move a window and provide us with views of Mt. Baldy to the west that was lost when the neighbor moved their home back from the street during a rebuild some 15 years ago. The additional space would also allow us to install a larger walk-in closet. Presently we inaccessible corner spaces and have to use step stools to reach items high-up on shelves in our bedroom. As we are now aging, it will be safer to be able to access items without contorting/climbing. With this move we will install new, taller French doors that will allow in more natural light and provide a similar look to what we have with our Marvin french doors off of our living/dining area that are also southern facing.

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.**

The 3' extension of the southern wall of our primary bedroom will have little to no impact on our neighbors. The southern wall of the bedroom is already well further south than the residences on either the east or west side. The neighbors to the south and east have indicated their support of our project. We have sought to engage the neighbor to the east but she has refused to meet with us. We have shared at least 3 documents related to our plans with her. On the lot to the east of us, immediately adjacent to our lot is a shed which will block much of her view of our addition.

Neighborhood Outreach – *Shall be conducted for all discretionary planning projects.*
A neighborhood outreach description shall be prepared by the applicant. The description shall include how neighborhood outreach was conducted, dates neighbors were contacted, any meetings held, the specific concerns of neighbors and how those concerns were mediated (through changes to the proposal, site visits, etc.).

Neighborhood Outreach for (insert project address)				
NAME	**ADDRESS**	**DATE CONTACTED**	**CONCERNS (IF ANY)**	**RESOLUTION**
Melissa and Roger Dickerson	105 Bolinas Avenue	7/19/24	None	Supportive
Chad Taylor	38 Fernhill	7/20/24	None	Supportive
Veronica Morris	101 Bolinas Avenue	3 times in June/July 2024	Drainage	Non-responsive

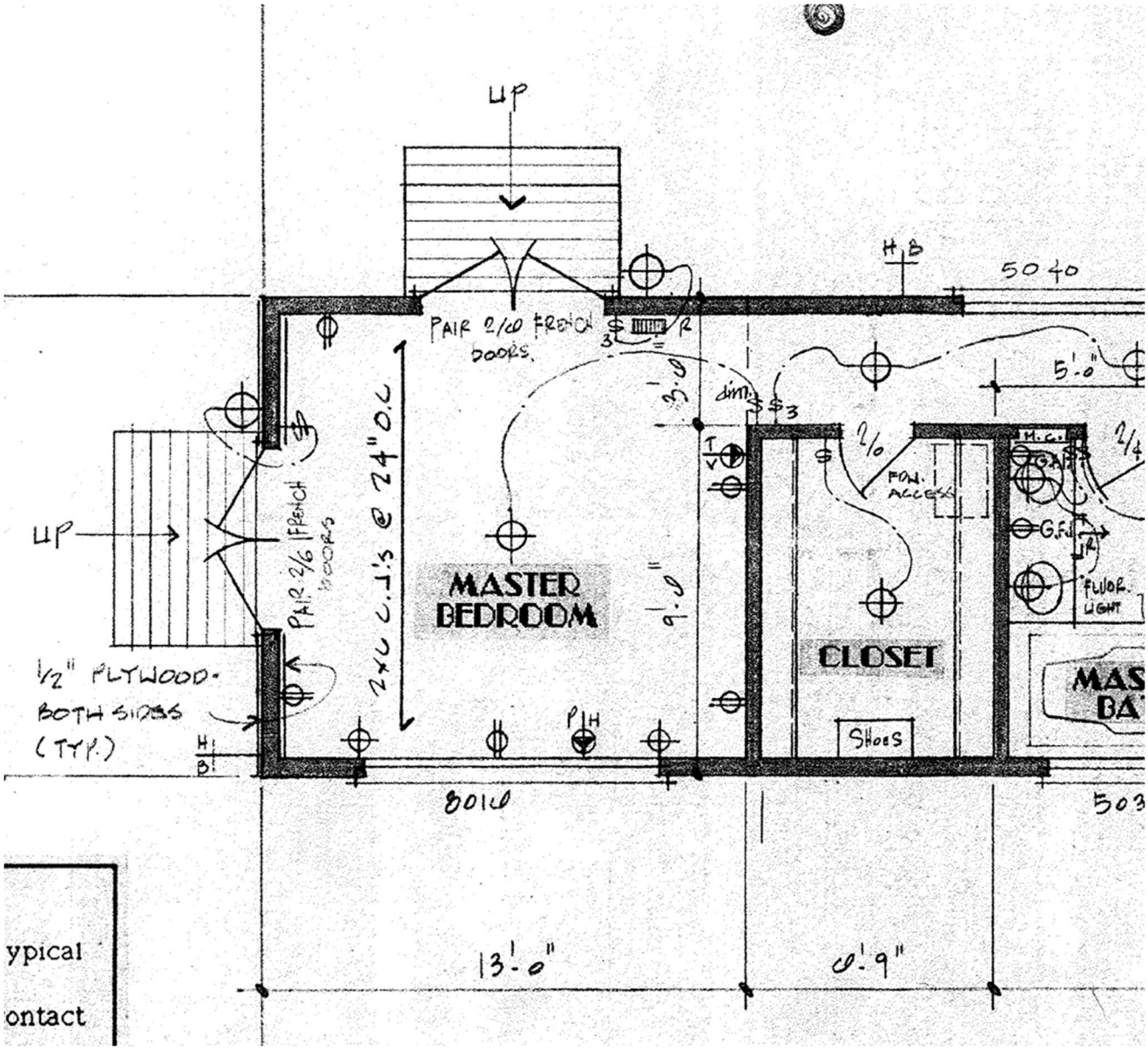
April 14, 2024

<u>103 Bolinas Proposed PBR Renovation and Minor Addition:</u>

Objective: To Square off the Primary Bedroom by creating the walk-in closet originally proposed and extending the PBR by 2.5' to the south for a total additional square footage of 32.5' to compensate for bedroom space lost to the closet (See Appendix 1).

- Remove dropped ceiling and expose underside of PBR roof to create more expansive space.
- Convert existing small closet to walk-in closet (as proposed on original drawings but not built as proposed – see Figure 1); Currently proposed is smaller (9'4" x 4'2") than originally proposed walk-in closet (9'4" x 6'9")

Figure1:



- Replace existing (leaking) south-facing french doors (see Figure 2a-existing PBR) with Marvin doors similar to recently renovated living room French doors (see Figure 2b) and extend bedroom by 2’6” into space that:
    - Does not impact any neighbors’ views (see Figures 3a and 3b)
    - Used to have an existing building prior to the existing construction (Figure 4)
- Replace two PBR west-facing windows with higher Marvin ‘prairie style’ windows similar to recently renovated living room windows (Figure 5).

Figures 2a and 2b:

Figures 3a and 3b:

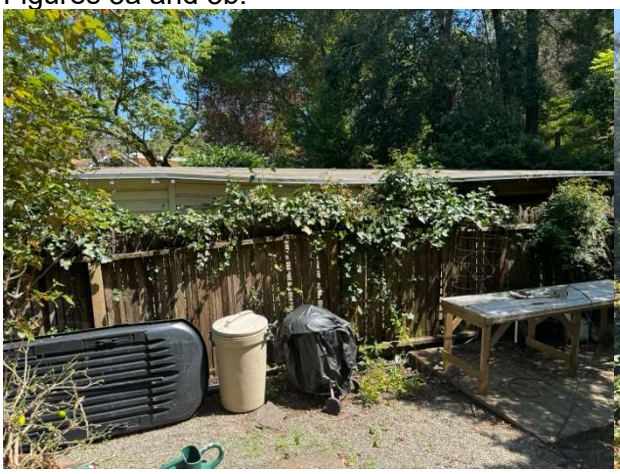
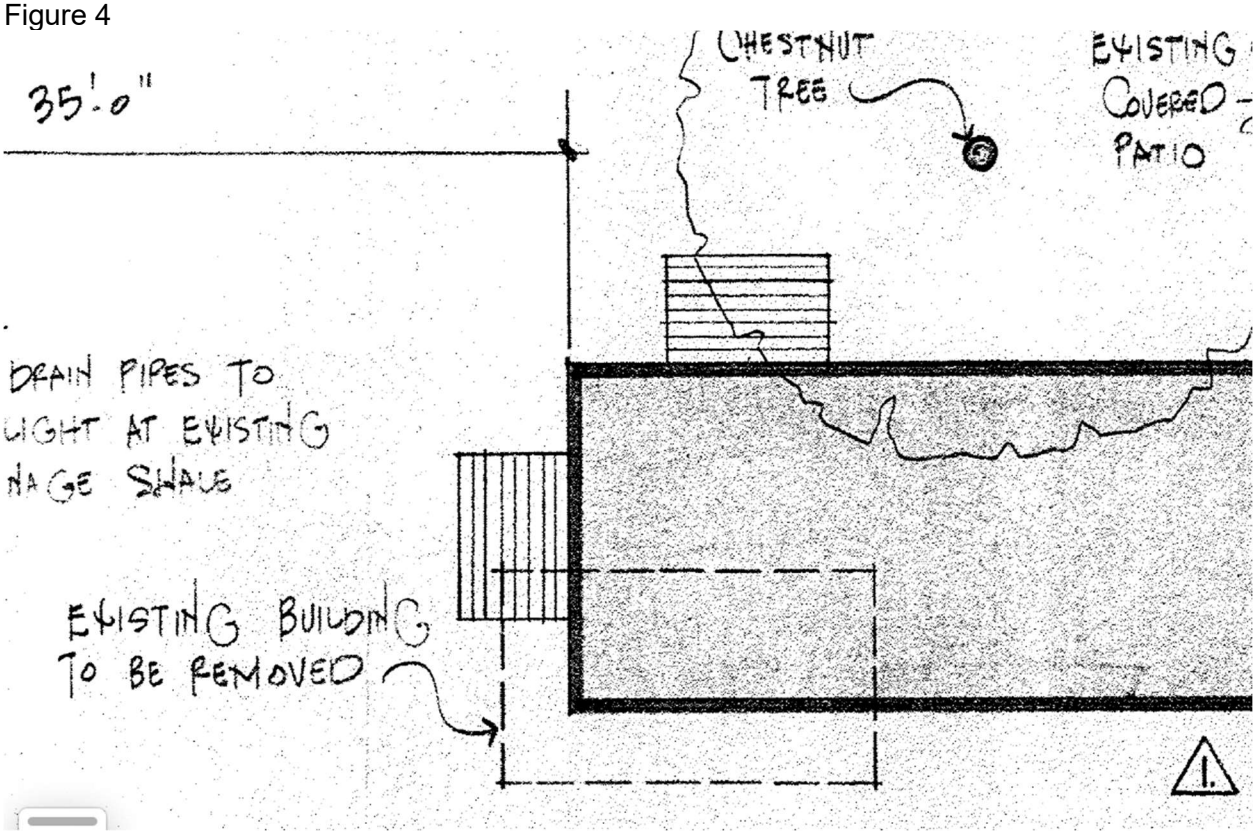


Figure 4



Variance Request Consistent with Widely Granted Variances on Bolinas Avenue

- The side yard setbacks of 15' on Bolinas Avenue where the majority of lots are 'single' size lots measuring 35'-40' wide result in 'complying' building envelopes that would be an uninhabitable 5'-10' wide. As a result, the 'single' size lots all have noncomplying side yard setbacks. Most if not all the larger lots on Bolinas are also noncomplying in terms of side yard setbacks. Many if not most are noncomplying for front or rear and FAR/lot coverage requirements as well (see Appendix 1).
- We raise this issue because our request would require a variance for both our side yard and rear yard setbacks and FAR. Our house is sited with a 5' setback on both east and west sides. We currently have a 34' rear setback which would be reduced to 31.5' if the additional request to extend our bedroom wall by 2.5' is granted. Variances have been granted for side yard setback infringements very regularly and very recently, including for the larger lots (#45). There are also many other examples of variances recently granted for swimming pools, etc. well within the side yard setbacks (#33 and #105).
- Given the fact that most, if not all, homes on Bolinas are out of compliance with the side yard setback requirements and many violate either the rear or front set back requirement and the fact that we have no neighbor in the back that would be at all impacted by the increased proposed, we will focus on the primary issue – FAR.
- Our FAR is over the 20% limit as are 87% of the homes on Bolinas Avenue (see Table 1). Our current FAR of 26% is exceeded by 71% of the homes on Bolinas and our proposed FAR would be 26.6%, still well below the average FAR of 30%. Indeed, FARs of well over our proposed amount have been granted to many recently built/renovated homes on Bolinas (For example: 83 Bolinas – 28.2%; 45 Bolinas – 28%; 33 Bolinas – 51%).Table 1 is a conservative estimate of FAR. We are aware of homes that are larger

than noted and suspect the lot size for #75 is inaccurate (too large). The ones highlighted are the only homes that have FAR less than the FAR we propose.

Table 1: Floor-Area Ratios (FARs) on Bolinas Avenue

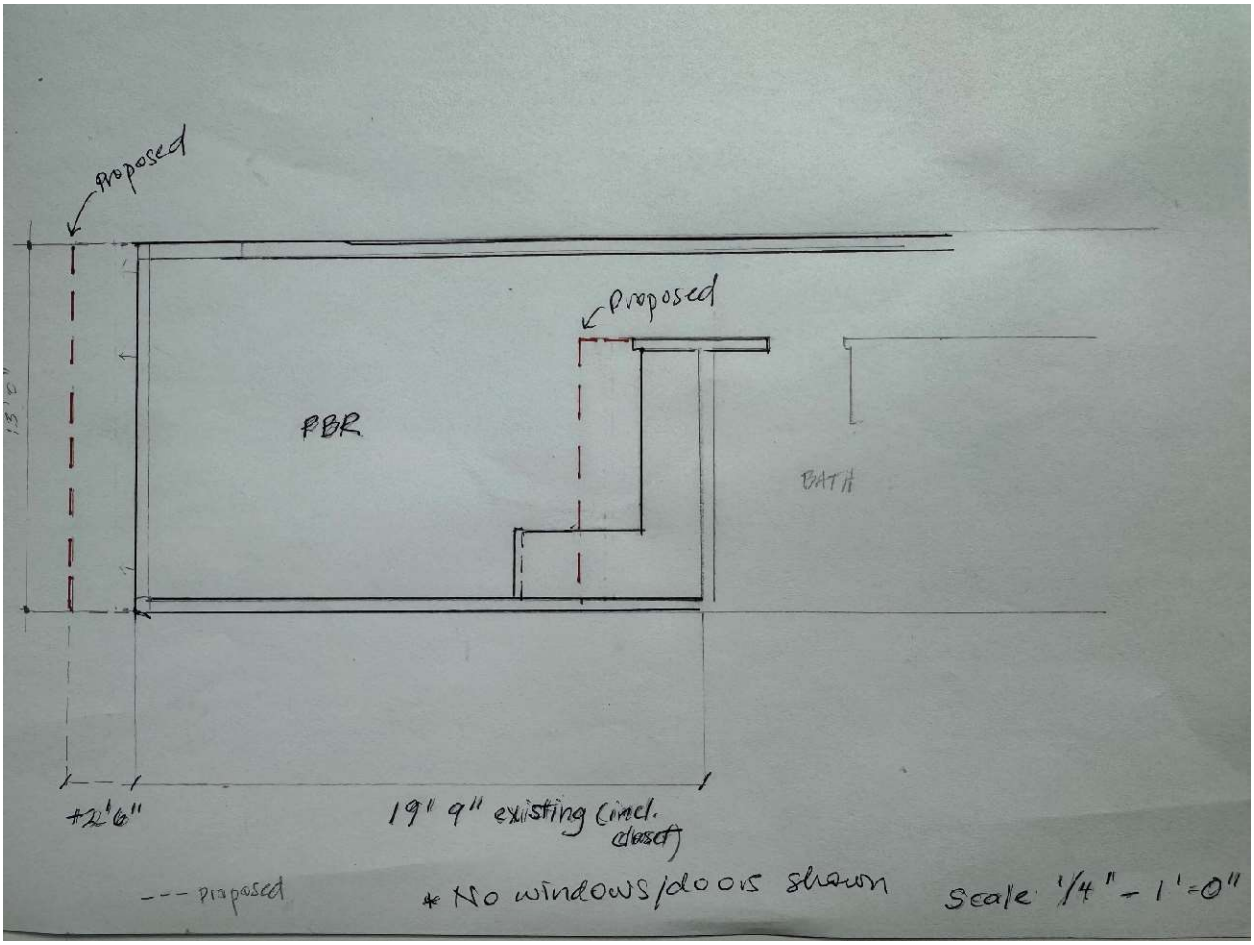
#		Yr Blt	SF [1]	Grg (sf)	Total (sf)	Lot Size	FAR %
29	Richardsen	1976	1,416	576	1,992	7,501	26.6%
33	Tracy	2020	3,981	0	3,981	7,750	51.4%
37	Conner	1910	1,601	0	1,601	7,200	22.2%
45	Shewey	2019	3,737	276	4,013	12,632	31.8%
47	Devlin	1908	1,873	276	2,149	12,632	17.0%
53	Diane S.	1913	1,740	0	1,740	6,403	27.2%
55	Baker	1910	1,900	276	2,176	6,403	34.0%
59	Chavez	1928	3,256	276	3,532	5,920	59.7%
61	Recently sold	1910	3,628	276	3,904	6,878	56.8%
65	Rasiah	1904	1,015	0	1,015	6,403	15.9%
67	For sale	1920	1,063	200	1,263	6,399	19.7%
73	Martin	2005	1,678	276	1,954	6,403	30.5%
75	Mula	1951	1,881	576	2,457	8,799	27.9 %
77	Towle	1918	1,479	276	1,755	9,583	18.3%
79	Pedrock/Bendy	1910	1,386	276	1,662	7,231	23.0%
83	Buck	2014	2,304	included	2,304	8,015	28.7%
85	Amonette	1987	1,973	0	1,973	6,399	30.8%
89	Kauffman	1952	1,920	open carport	1,920	6,403	30.0%
93	Steege	1946	1,602	276	1,878	6,403	29.3%
95	Feibush	1908	1,441	276	1,717	6,403	26.8%
101	Morris	1948	1,564	276	1,840	6,403	28.7%
103	Boesel/VanM	1991	1,396	276	1,672	6,403	26.1%
105	Dickerson	2017	3,300	576	3,876	13,068	29.7%
107	Rich & Chris	1910	1,514	0	1,514	6,403	23.6%
109	Mullin	1998	2,253	276	2,529	9,583	26.4%
111	Fishburne	1948	2,001	576	2,577	9,583	26.9%
123	Lodge	1906	2,263	0	2,263	6,572	34.4%
127	Ford	1908	1,759	276	2,035	8,096	25.1%
129	Pansini	1928	1,243	276	1,519	6,838	22.2%
137	Tully Sutton	1938	1,236	276	1,512	5,280	28.6%
141	Duncan	1938	2,502	576	3,078	6,011	51.2%
Average FAR							**30.0%**

1 Square footage according to Town of Ross documents, Marin Maps, Redfin other public sources

- The proposed 32.5 sf addition would also return a small view of Mount Baldy (from our newly enlarged PBR) that we lost (from our dining room) when the home at 105 Bolinas was precipitously ordered by Councilmember John Grey to be moved back approx. 5-10' from Bolinas Avenue after it was found to have been 'demolished' without a permit to do so. We had a view of Mount Baldy from our dining room window which has been replaced by a view of the side of the building at 105 Bolinas (see Figure 5). Had we known of this potential eventuality, we would not have agreed to the dramatic increase in height requested by the then owners of 105 Bolinas Avenue which enabled them to create a usable ground floor out of an uninhabitable basement and nearly doubled their square footage.
- It is our belief that our immediate neighbors to the south, east and west will be supportive of this minor expansion. None of the neighbors will be impacted as the pictures above suggest.
- Finally, the existing deck off the PBR is rotted and will need to be rebuilt. We propose rebuilding the existing deck, with possibly a few inches greater width to reflect the wider width of the French doors we propose to install, but overall remaining the same in terms of how far they extend south.

Figure 5

Appendix 1: Drawing of proposed change to Primary Bedroom and closet



Appendix 2: Latest Variances to Code – Bolinas Avenue, Ross, CA

33 Bolinas Avenue (Tracy Residence)
September 10, 2020, Remodel
Floor Area ratio of previous house was 52% (4,027 sq. ft.) – Remodel approved at 51.4% (3,981) – vs 20% max.
Building Lot Coverage was 30% (2,346) and approved at 32% (2,496) – 20% permitted.

Per Minutes and Staff Report on September 10, 2020.

The project includes variances for the following:
1. Construct a new one car garage seven feet within the left side yard (easternmost property line) setback, where a 10-foot setback is required for a garage.
2. Construct a new swimming pool three feet from the right-side yard (westernmost property line) setback, where a 15-foot setback is required.
3. Construct a new swimming pool 27 feet from the rear yard (southernmost property line) setback, where a 40-foot setback is required.

45 Bolinas Avenue (Shewey Residence)
March 19, 2017, Demolition and Remodel Permit Approved.
3,737 sp. ft. home 28% FAR existing and no change with the new home
Existing Lot Coverage was 4,145 (32%)
Approved Lot Coverage was 4,388 (38%) - 20% permitted.

The project includes variances for the following:
1. Construct a new one car garage seven feet within the left side yard (easternmost property line) setback, where a 10-foot setback is required for a garage.
2. Construct a new swimming pool three feet from the right-side yard (westernmost property line) setback, where a 15-foot setback is required.
3. Construct a new swimming pool 27 feet from the rear yard (southernmost property line) setback, where a 40-foot setback is required.
4. Construct 243 square feet of additional lot coverage to allow new replacement deck related to the increase in building height to meet FEMA base flood elevation requirements.

83 Bolinas Avenue (Buck Residence)
In 2013, the City of Ross approved a complete rebuild of the house with more sq. ft.
The original square footage was 1,944 sq. ft. (this included a main house and another very old, vacant building on the property which was in the setback). The rebuilt house with new garage is 2,304 sq. ft.
The Town approved a FAR increase from 23.8% to 28.2%.
The Town approved the remodel with an increased Lot Coverage from 29.8% to 35%.

109 Bolinas Avenue
February 12, 2009, Town Council Minutes.
Homeowner, Mark Millstein, requested increase in FAR from 20.9% to 25%. Matter was continued to another meeting. Below is an excerpt from the February 12, 2009 minutes:

“Mayor Cahill noticed most of the homes in percentage terms are above the 25%. He asked staff if that square-footage was verified because this is a difficult process. Senior Planner

Semonian explained that it is difficult to verify because the floor area definition has changed, and the Town does not have plans for many of the homes. However, based on the County assessor numbers and the plans reviewed by staff, she believes the numbers are not that far off."

A month later, on March 12, 2009, the applicant resubmitted his proposal that increased the FAR from 20.9% to 23.7%. The Town Council approved the proposal. Below is an excerpt from the Town Council minutes:

"Mayor Cahill objected to the square-footage last month because it was excessive to solve the problem. The problem with this house is that the living space is quite awkward. Relation of the rooms is not appropriate for the use in the house. The master bedroom is the smallest bedroom and yet it is adjacent to the master bath and associated configuration, which made no sense. His view was that bringing out the house a few more feet, which has been done, does not impact the neighbors in any significant way. Impacts are negligible. Most properties in this neighborhood are at a larger percentage of FAR than this project. He did not think this is a message to anyone who comes along on Bolinas Avenue to set precedent for 23%. It depends upon circumstances of each lot. The addition proposed does not have impacts and it allows the residence to be much more usable, so he favored the project for that reason. Council Members Hunter and Martin concurred."

Other Bolinas Avenue homes on 'single' lots for which no staff report was available on the Ross Town website:

73 Bolinas Avenue - In approximately 2004, this property was completely rebuilt with a resulting square footage of 1,678 sf and a 276-sf. garage resulting in an FAR of **30.5%.** In this instance, the only example we have found, the resulting FAR decreased slightly, according to the owners, John and Lisa Martin. This is the only example that we have found thus far wherein a rebuild resulted in a lower FAR (although it was minor).

ATTACHMENT 4

MINUTES
Meeting of the Ross
Advisory Design Review Group
August 20, 2024, 6:00pm

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

1. 6:00 p.m. Commencement
Chair Kruttschnitt called the meeting to order.
Present: Mark Kruttschnitt, Mark Fritts, Joey Buckingham, and Stephen Sutro; Roberta Feliciano (Planning and Building Director), Alex Lopez-Vega (Assistant Planner)
Absent: Laura Dewar

2. Approval of Minutes.
The ADR Group approved the minutes from the June 11, 2024, meeting.

3. Open Time for Public Comments
No comments were provided.

4. Planning Applications/Projects

a.

Property Address:	21 Loma Linda
Property Owner:	Ben Kozub and Scott Golden
Applicant:	Imprints Landscape Architecture
Parcel Number:	072-121-04
Zoning:	R-1: B-10
General Plan:	ML (Medium Low Density)
Flood Zone:	AE (Floodway)

Project Summary: The applicant requests a recommendation to the Town Council for Design Review, Nonconformity Permit, Hillside Lot Permit, and a Variance. The project proposes to renovate the existing nonconforming wooden deck, expanding it from 710 square feet (SF) to 720 (SF). Additionally, the project will include a new fireplace, seat wall and arbor. Variances are requested to allow for the construction of the new landscape structures within the rear yard setback and a new rock wall that will measure 8 feet in height.

Joey Buckingham
- The project is nicely designed
- Project is behind the house and a hillside backs up to it, so cannot be seen.
- Nice improvement for the property
- Approved of the project

Mark Fritts

- Agrees with the ADR members
- The project is well design, no further comments

Mark Kruttschnitt

- The project seems all fine
- Does not bother anyone

Stephen Sutro

- Agrees with Joey
- It does not exacerbate the existing nonconformity of the outdoor space
- Design is great
- Supports the project

5. Conceptual Advisory Design Review

a.

Property Address:	21 Fernhill Avenue
A.P.N.:	073-091-37
Applicant:	Polsky Perlstein Architects
Property Owner:	Russ and Stephanie Haswell
Zoning:	R-1:B-20
General Plan:	ML (Medium Low Density)
Flood Zone:	X (Moderate Risk)

Stephen Sutro

- Approved of its design, but cannot specifically find make the findings for a Variance
- Is sympathetic to the fact that it is under construction
- It does not harm anyone

Joey Buckingham

- Agrees with Stephen that it does not harm anyone
- Sympathetic that the owner already started construction
- Cannot make findings to justify why the shed should be allowed even though it is not close to anyone's house
- The shed is in a good spot on the lot given all the other developments

Mark Frits

- Does not support a Variance for the shed in front setback

Project Summary: The applicant requests conceptual Advisory Design Review for a sport equipment shed in the front yard setback of the existing single-family residence.

b. Property Address: 103 Bolinas Avenue
A.P.N.: 073-041-12
Applicant: Charles Bond
Property Owner: John Boesel
Zoning: R-1
General Plan: M (Medium Density)
Flood Zone: X (Moderate Risk)

Stephen Sutro

- Design is good.
- Can see why the owner would like to expand the house
- From a design perspective it fits with the house nicely
- Findings can be made generally along Bolinas Avenue given the patterns of the block
- Would like to see an analysis with other lots on Bolinas Avenue regarding nonconformities

Mark Fritts

- Supports the design of project, it works.
- The design being proposed you would never know was not part of the original building

Joey Buckingham

- With this lot, you can find plenty of findings for hardship
- Addition does not affect anyone, and no additional light pollution or windows are being added
- Has no problem with the addition and supports the variance

Mark Kruttschnitt

- Agrees with the ADR members.
- Great design

Project Summary: The applicant requests conceptual Advisory Design Review to expand the existing nonconforming single-family residence by 42 square feet.

c. Property Address: 40 Upper Road
A.P.N.: 073-071-08
Applicant: Hsiaochien Chuang
Property Owner: Pamela Sher
Zoning: R-1: B-A
General Plan: VL (Very Low Density)
Flood Zone: X (Moderate Risk)

Project Summary: The applicant requests conceptual Advisory Design Review to construct a new infinity swimming pool, raised wooden deck, pool equipment enclosure, terraced patios and stairs, and retaining walls.

Mark Kruttschnitt

- The only issue with the original proposal (4/21/24 meeting) was that the property line was too close to the pool
- Supports the project as drawn with the parcel merger

Mark Fritts

- Agrees with Mark K about the parcel merger
- Minimize the retaining walls as much as possible and push the pool down 2 feet
- Walls should be 5 to 6 feet for minimal disturbance to the topography
- The project has improved from the last ADR meeting (4/21/24)

Stephen Sutro

- The project looks great with the parcel merger
- Would like to see the planting plan to see what plantings sits below the retaining walls

Joey Buckingham

- Agrees that the project looks great with the parcel merger
- Agrees with Mark Fritts that the pool should be lowered
- Supports the project as drawn

d. Property Address: 230 Wellington Avenue
A.P.N.: 072-121-29
Applicant: Brooks McDonald
Property Owner: Piers and Nina Barry
Zoning: R-1: B-10
General Plan: VL (Very Low Density)
Flood Zone: X (Moderate Risk)

Project Summary: The applicant requests conceptual Advisory Design Review to demolish the existing 2,267 SF single-family residence, and detached carport. The project proposes to construct a new 2,438 SF two-story single-family home, 521 SF detached garage, and a new pool. The project also proposes to construct an 800 SF Accessory Dwelling Unit (ADU) under the new garage.

Mark Kruttschnitt

- Likes the ADU and Garage design of the project
- Likes that they will add more parking and understands the reason for a garage
- The design fits well, and is a great huge improvement to the lot

- Because of the shape of the lot and steepness, hopefully findings can be made for a variance

Stephen Sutro

- Agrees with Mark K, the project is well designed
- Will fit on the lot and the neighborhood really well
- If it wasn't for the hillside lot ordinance this project would be in conformance
- Based on the context of the neighborhood and proportionality of the size of the lot, the project makes a lot of sense, and findings can be made for both FAR and setbacks with regards to the proposed structure
- The project does not exacerbate the existing nonconformity
- The thing that is problematic is the proximity of the pool to the side setback
- The findings can be made and would like to further understand the intent of the strict hillside lot ordinance for FAR and setbacks

Joey Buckingham

- Agrees with all the ADR members
- Findings can be made using the hillside lot ordinance for granting a variance since it allows for less square footage
- Would love to see the house closer to the garage so that the house would not be in the rear setback
- Could support the house where it is, but the pool is a difficult one because of the side setbacks
- Loves the design and how it sits very nice on a hillside and tucked back
- If the house is pushed closer to the garage, the house roof would not need to be bend, so by pushing the house closer, it will allow for a flat roof and overall better design

Mark Fritts

- Likes the idea of separating the house and ADU/garage
- Likes Joey's idea of pulling the house and garage closer together primarily to get the house out of the rear setback
- The lot being on a hillside is not a hardship.
- The massing is really good but can be pushed down a bit more
- Look at ways to push down the house 2-3 feet, so the angle roof can be eliminated and can be a flat roof
- The garage massing might be a problem with the neighbor to the north, perhaps shift the garage, but fully supports the garage in the front yard setback
- Perhaps slide the pool closer to the east side
- To sum things up, the house is still too big. The applicant should be able to build back the existing square footage plus an additional 200 square feet for one covered parking space.

6. Information and Discussion.

7. New Agenda Items.

Adjournment, 7:45 PM.

The September 17, 2024, meeting was cancelled. The next scheduled regular meeting date and time will be October 15, 2024, at 6:00 PM.

DRAFT MINUTES
Meeting of the Ross
Advisory Design Review Group
February 25, 2025, 6:00pm

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

1. 6:00 p.m. Commencement
Vice Chair Buckingham called the meeting to order.
Present: Mark Kruttschnitt, Mark Fritts, Joey Buckingham; Roberta Feliciano (Planning and Building Director), Alex Lopez-Vega (Assistant Planner)
Absent: Laura Dewar, and Stephen Sutro

2. Approval of Minutes.
The ADR Group approved the minutes from January 21, 2025.

3. Open Time for Public Comments
No comments were provided.

4. Planning Applications/Projects

a.	**Property Address:**	103 Bolinas Avenue
	A.P.N.:	073-041-12
	Applicant:	John Boesel and Arriana Van Meurs
	Property Owner:	John Boesel and Arriana Van Meurs
	Zoning:	R-1
	General Plan:	M (Medium Density)
	Flood Zone:	X (Moderate to Low)

Project Summary: The applicant requests a recommendation to the Town Council for a Nonconformity Permit, and a Variance and Minor Exception Permit. The project proposes a 36 square feet addition to the rear of the legal nonconforming single-family residence, extending it by three feet. All new siding for the addition will match the existing home. The rear deck will also be expanded by 40 square feet. A Minor Exception permit is required to place the heat pump within the side yard setback.

Mark Fritts
- Supports the project as drawn
- Southern neighbor cannot see this project in any shape and form
- Talk to the neighbor at 101 Bolinas Avenue about drainage
- No visual impact to the neighbor

Mark Kruttschnitt

- There is no privacy issue because the windows are identical with what's there already
- The storage shed is not affecting the privacy
- Show percentages to the council of neighbors lots that exceed the FAR
- Approve the project as is

Joey Buckingham –

- Also recommend to approve the project as is
- Variance findings for this neighborhood because the Ross code makes all lots on that road nonconforming (setbacks, FAR) case by case bases
- This Variance does not affect anyone and will make the home better
- Supports the project

b. **Property Address:** 230 Wellington Avenue
A.P.N.: 072-121-29
Applicant: Brooks McDonald
Property Owner: Piers and Nina Barry
Zoning: R-1: B-10
General Plan: ML (Medium Low Density)
Flood Zone: X (Moderate to Low)

Project Summary: The applicant requests a recommendation to the Town Council for Design Review, Demolition Permit, Hillside Lot Permit, Nonconformity Permit, Accessory Dwelling Unit Permit, and a Variance. The project includes the demolition of an existing single-family residence, and the construction of a new two-story single-family residence with enclosed 2-car garage and 1-car parking pad. The project also includes new landscaping with patios, retaining walls, trash enclosure, walkways, decks, an arbor, an outdoor kitchen and a pool and spa. A Variance is required to exceed the allowable floor area by 692 square feet, allow the outdoor kitchen, arbor, patio, pool and spa in the side yard setback, and to construct a 2-car garage in the front yard setback.

Mark Fritts

- Would like to be consistent with comments from last time the project came forward to ADR
- Still thinks the house is too large for the site
- From the last ADR meeting, stick with the existing FAR to the main house, and add 200 square feet to the garage
- Does not see a hardship to go over the FAR by 500 square feet on a hillside lot
- Its over the FAR, but giving them a covered parking is a bonus
- Its appropriate to grandfather in the existing FAR and a little more for the garage, but not over 500 square feet.
- The pool does not feel appropriate to the neighbors home
- Difficult to find the findings why the pool needs be there
- Cannot recommend it as drawn, the project still needs to be reduced in size

DRAFT

- The house materials should be a little more toned down

Mark Kruttschnitt

- Agrees with Joey about the size of the house
- The pool should not be so close to the setback, should be elsewhere, but the neighbor is fine with it, kind of fine with it
- Maybe because of the hillside lot ordinance maybe be a hardship and therefore it needs to be there

Joey Buckingham

- From the last ADR meeting, all of us had a problem with the pool so close to the setback
- The pool is too close to the setback
- Can support the square footage of the project with one specific reason which is the two-car garage, which will take cars off the road
- Does the town a service by hiding the ADU, can support that
- Can support the FAR variance for the house, but cannot support the pool location
- Another point to make is, that propose house is still a very modest house, that's a another reason I can support the bump in FAR
- The materials should be more earth tone

c. **Property Address:** 11 Morrison Road
A.P.N.: 072-101-08
Applicant: The Hawthorne CO
Property Owner: 11 Morrison LLC
Zoning: R-1:B-5A
General Plan: VL (Very Low Density)
Flood Zone: X (Moderate to Low)

Project Summary: The applicant requests a recommendation to the Town Council for Design Review, Hillside Lot Permit, Nonconformity Permit, and a Demolition Permit. The project proposes a renovation to an existing ±3,200 square-foot (SF) single-family residence and detached art studio reducing the floor area of the residence to ±1,800 (SF) and adding roof decks. Additionally, the project includes rehabilitating the existing landscape. A Demolition permit is required to alter more than twenty-five percent of the exterior walls or wall coverings of a residence

Joey Buckingham

- Has no problem with the project as drawn
- The applicant is doing the best they can do to comply with Fire requirements
- Its well design
- Neighbors should be happy the land is being developed
- To the windows, they are doing the best with they can make out of this site
- Would encourage to look at glass to mitigate the lanter affect

Mark Fritts

DRAFT

- The only concern is the lantern affect with the amount of glass
- Theres a lot of glass square footage
- Look at ways to minimize the reflectivity
- Reduce the clearstories

Mark Kruttschnitt

- Concurs with Joey
- Nothing to add

Adjournment at 7:10 PM.

The next scheduled regular meeting date and time will be March 18, 2025, at 6:00 PM.

DRAFT

ATTACHMENT 5

101 Bolinas Avenue,
San Anselmo
CA 94960

February 21st, 2025

Attention: Esteemed Alex Lopez-Vega, Assistant Planner

Town of Ross,
Planning Department,
Post Office Box 320,
Ross
CA 94957

Dear Sir,

I, Veronica C. Morris, do hereby register my objection to the recommendation of application submitted by John Boesel and Arriana Van Meurs, owner of property at 103 Bolinas Avenue, APN: 073-041-12.

The proposed construction will create hazardous conditions to my storage unit built in a very narrow space over the channel thus, weakens the structural support. Even more when it rains, saturating the soil and also additional water coming from the steep hill behind us makes it worse.

Attached are some pictures of the space concerned from their proposed structure to my storage unit.

The extended roofline partially blocks my privacy and view of beautiful trees which I love to look at from my bedroom since I am bed-ridden and unable to walk. I will be ninety (90) years old in May.

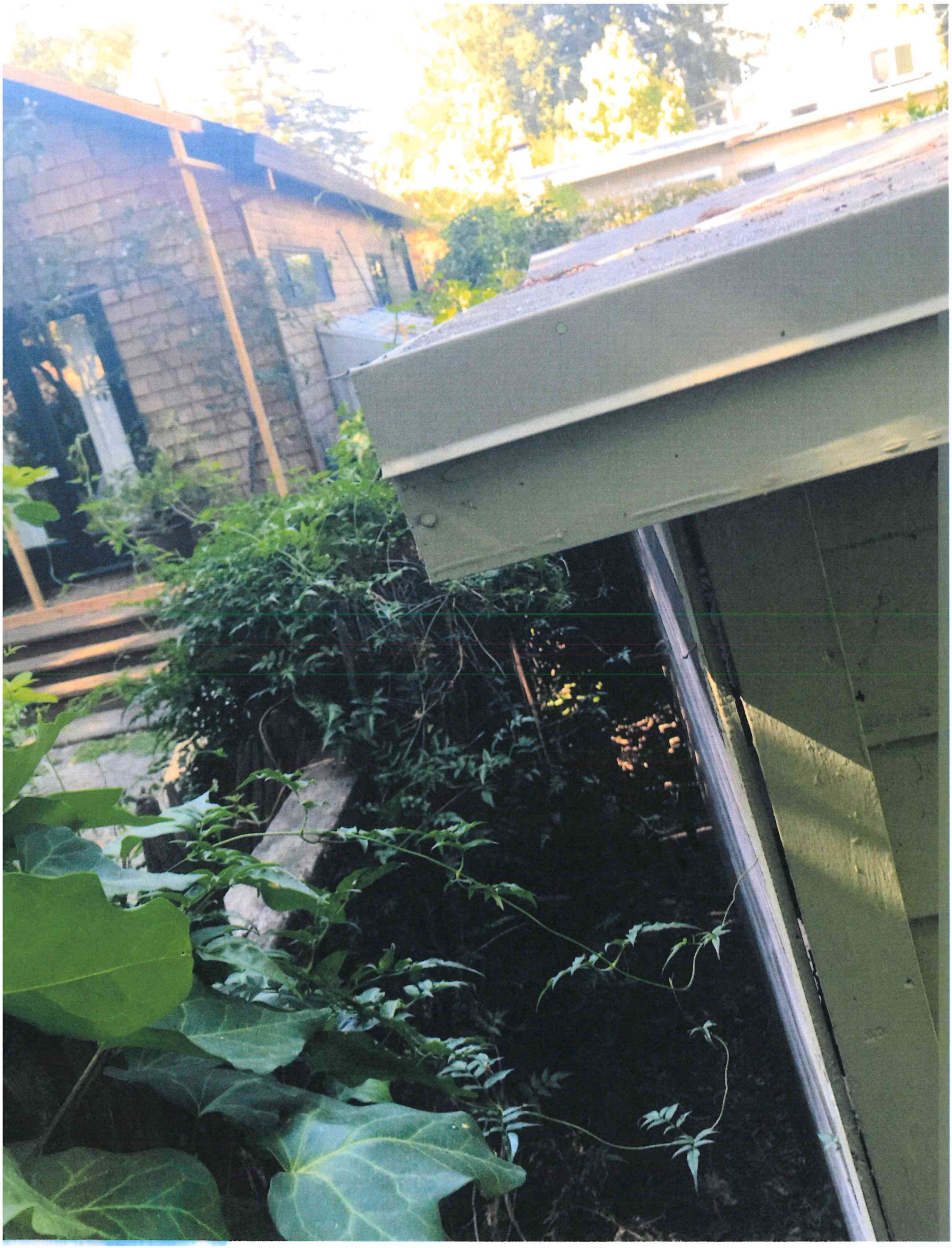
Thank you for your kind attention to consider the hardships periodically dealt with.

Sincerely,

Veronica C. Morris

Veronica C. Morris
Property Owner: 101 Bolinas Avenue

Enc. Pictures



105 Bolinas Avenue, Ross

Melissa Dickerson August 14, 2024 at 11:52 AM
FW: 103 Bolinas Avenue Details
To: Arianna Van Meurs (E-mail 2), John Boesel, Cc: rog.dickerson@gmail.com

Hi Arianna & John –

See below and let me know if you need me to send to anyone else.
Good luck,
Melissa

From: Melissa Dickerson
Sent: Wednesday, August 14, 2024 11:51 AM
To: designreview@townofross.org
Cc: rog.dickerson@gmail.com
Subject: 103 Bolinas Avenue

Dear Members of the Ross Advisory Design Review Group and Whoever It May Concern,

I am writing to express my wholehearted support for the home renovation project proposed by my neighbors, Arianna Van Meurs and John Boesel, at 103 Bolinas Avenue. As their immediate neighbor residing at 105 Bolinas Avenue, I have had the pleasure of knowing Arianna and John for several years, and I can confidently say that their renovation plans will greatly benefit our community.

Arianna and John have always been considerate and responsible neighbors, and their commitment to maintaining and improving their property is evident. Their proposed renovation project is not only aesthetically pleasing but also aligns with the character and charm of our neighborhood. I believe that their efforts to enhance their home will contribute positively to the overall appearance and value of our community.

Furthermore, Arianna and John have taken great care to ensure that their renovation plans are respectful of the surrounding environment and adhere to all relevant regulations. They have been transparent and communicative throughout the planning process, seeking input from neighbors and addressing any concerns that have arisen.

In conclusion, I strongly support Arianna Van Meurs and John Boesel's home renovation project at 103 Bolinas Avenue. I am confident that their dedication to improving their property will have a positive impact on our neighborhood, and I urge the Town Council to approve their plans.

Thank you for your consideration.

Sincerely,
Roger & Melissa Dickerson

Melissa Dickerson
105 Bolinas Avenue #1504
Ross, CA 94957
(415) 244-8918 cell

101 Bolinas Avenue
Per Veronica Morris' Concerns Expressed in 8/20/24 ADR Conceptual Design Meeting

We were surprised and saddened by Veronica Morris' (101 Bolinas Avenue, directly to our east) complaints. Since we began planning for the 3' extension of the southern wall of our primary bedroom over a year ago, we've tried to engage Ms. Morris multiple times. We have physically delivered at least three versions of our plans to her caregivers, we offered to meet with her at least three times and we have spoken to her on the phone but has refused to engage with us directly on this topic. Meanwhile, we have strong support for our project from our neighbors to the south and west.

Veronica expressed concerns that the 3' extension of our bedroom might create flooding issues for her shed. But there have been no flooding issues in our yard since we moved in in 1995. The culvert under our backyard seems to move the stormwater efficiently through/under our yard. We are unaware that she has experienced flooding of her shed which does sit on top of the culvert that crosses our yard and then extends under her shed (see second photo below). The distance between our southeastern-most story pole and the northwestern corner of the poured concrete water culvert box which sits on our property on the other side of the fence from her shed is 12' (see second and third photos). Given this distance, it's very hard to understand why she believes that our extension will cause flooding or any drainage impact on her shed. In addition, we did recently remove a 75 SF greenhouse that was up against the fence adjacent to her shed and partially straddling the open culvert box. In the approximately 25 years that the greenhouse was in that position, we never experienced any water intrusion into our greenhouse. Currently, with the greenhouse removed, there are even fewer potential impediments to water flow on our property.

Per her concern that her view or privacy might be impaired, the first photo below taken from a ladder at the southeastern story pole back towards her home. Shows that her kitchen sits roughly 40' back from our southern bedroom wall. Her bedroom wall/window on the first floor of her house is even farther from us to the east. Again, it's very hard to understand how this extension could have any material impact on Ms. Morris' enjoyment of her home. The proposed change will be extending the wall away from her home and, at a fairly significant perspective, should appear barely different than it does today since we will continue with the same materials as the existing house.

38 Fernhill Avenue, Ross (south of 103 Bolinas)

Chad Taylor July 31, 2024 at 6:54 AM

Re: Minor renovation project - 103 Bolinas

To: John Boesel, Cc: John Boesel, Arianna Van Meurs (E-mail 2) Details

John,

Sorry for delay. No problem on our end. Fully support. I have always believed that one should be able to do whatever they want on their property as long as it falls within the development guidelines. Neighbors, myself included, shouldn't be able to tell you what you can and can't do. Good luck on the remodel!

Best,
Chad

Sent from my iPhone

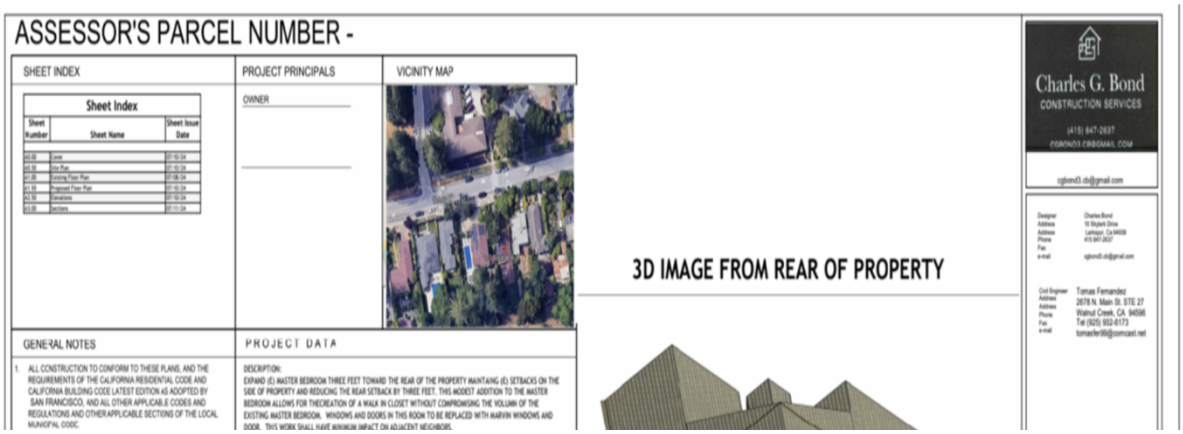
See More from John Boesel

Found in Inbox - Arianna.Vanmeurs@gmail.com Mailbox

John Boesel July 30, 2024 at 7:05 PM

RE: Minor renovation project - 103 Bolinas

To: cjt828@gmail.com, Cc: John Boesel, Arianna Van Meurs (E-mail 2) Details

Hi Chad,
I thought I'd bring this item back up to the top of your inbox.
Please let us know if you have any questions or concerns, or ideally, that we can tell the Town that you are supportive.
John

See More from John Boesel