



Staff Report

Date: February 12, 2026
To: Mayor McMillan and Council Members
From: Alex Lopez-Vega, Planner
Subject: Robertson Residence, 2 Shanley Lane (DRP25-12)

Recommendation

It is recommended that the Town Council consider Design Review, Minor Exception Permit and a Variance for the project described below located at 2 Shanley Lane. The Town Council may adopt Resolution No. 2600 approving the project, subject to conditions.

Project Information:

Property Owner: Scott and Morgan Robertson
Applicant: Erin Yamada
Street Address: 2 Shanley Lane
Parcel Number: 073-091-05
Zoning: R-1: B-10
General Plan: ML (Medium Low Density)
Flood Zone: AE (Floodway)

Project Data

	Code Standard	Existing	Proposed
Lot Area	10,000 SF	12,433 SF	No change
Floor Area (FAR)	20%	3,071 SF (24%)	No Change
Building Coverage	20%	2,520 SF (20%)	No Change

	Code Standard	Existing	Proposed
Front Setback (Fernhill Ave¹)	25'	Garage 24'	Garage 25'
West Side Setback	15'	Garage 25' Spa 24' 7"	Garage 10' 7" Pool 11' Patio 6' 1"
Rear Setback	40'	Pool 12' 10" Spa 15' 6"	Pool 13' Patio 25' 9"
Building Height	30'	Garage 9'	Garage 15' 4'
Parking Spaces	3 (1 covered)	3 (1 covered)	No Change
Impervious Surface Coverage	Minimize and/or mitigate for any increase.	5,118 SF	4,678 SF

Project Description:

The applicant requests approval from the Town Council for Design Review, Minor Exception Permit and a Variance. The project proposes to demolish the existing angled garage and reconstruct it in alignment with the main residence. The new garage will remain the same size and will match the main residence, featuring a shingle roof, gray wood siding, and a new frosted-glass garage door.

The project includes rehabilitating the rear yard by removing the existing kidney shaped pool/spa and constructing a new rectangular pool/spa in the rear setback. Additional site improvements include a new 7-foot side yard fence along the west property line, a new 6-foot front yard fence along Fernhill Avenue, and a new sliding vehicular gate on Shanley Lane. The applicant also proposes removing portions of existing wood decking, installing new stone paving and artificial turf, and constructing a trash enclosure in the front yard. All exterior lighting will be shielded and directed downward.

A Variance is required to allow the new garage to encroach into the side yard setback, to permit the new rectangular pool to further encroach into the rear-yard setback, and to allow patio, and trash enclosure within required setbacks. A Minor Exception is also required to allow a 7-foot side yard fence.

¹ Fernhill Avenue is the front of the lot since pursuant to RMC Section 18.12.410, Yard, Front, the front yard of a corner lot is the yard adjacent to the shorter street frontage.

Impervious Surfaces

The project proposes to decrease impervious surfaces by 440 SF, meeting the Town's no net run-off 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:

- **Design Review is required pursuant to RMC Section 18.41.020** to allow the construction of all fences greater than forty-eight inches in height in any yard adjacent to the street or right-of-way; Any increase to the existing roof height of a building; Any activity or project resulting in more than fifty cubic yards of grading or filling.
- **A Minor Exception Permit is required pursuant to RMC 18.45.030(c)** is subject to Town Council review and approval to allow a seven-foot-tall side yard fence. Where other discretionary approvals are required, the Minor Exception shall be acted upon by the Town Council concurrently with the related application.
- **A Variance is required pursuant to RMC Chapter 18.48** to allow the new garage to encroach into the side yard setback, to permit the new rectangular pool to further encroach into the rear-yard setback, and to allow the patio, and trash enclosure within required setbacks.

Background

The project site is a 12,433 square-foot lot on Shanley Lane. The lot has an existing single-family residence which includes a garage and a pool. The property is located within the Federal Emergency Management Agency (FEMA) Special Flood Hazard Area Zone AE, which is defined as an area subject to inundation by the 1-percent-annual-chance flood event (also referred to as the base flood or 100-year flood).

Advisory Design Review

Pursuant to Resolution No. 1990, Advisory Design Review is required for all applicants seeking discretionary land use permits, such as Design Review, a Demolition Permit, a Nonconformity Permit, Exceptions for Attics, a Hillside Lot Permit, and/or a Variance. The ADR Group discusses the merits of the project and provides a formal recommendation to the Town Council regarding the merits of the project consistent with the requisite findings associated with the land use permits being requested, in addition to consistency with the Design Review criteria and standards of the Ross Municipal Code. A majority vote of the Advisory Design Review Group is necessary to provide a recommendation to the Town Council. The vote count of the recommendation would also be forwarded to the Town Council.

On December 16, 2025, the Advisory Design Review (ADR) group voted 4-0-1 (for–against–recused) in support of the project. The members supported the construction of the new garage and recommended, if feasible, adjusting the plate height to match the main residence. They also supported the two sliding gates to allow for a tree for screening/privacy and recommended changing the garage door to a single door rather than two separate doors.

All ADR members supported the redesign of the pool from a kidney shape to a rectangular shape. However, a majority of the ADR members could not support the proposed location of the pool equipment and recommended that it be relocated to an area outside of the required setbacks. The applicant revised the plans relocating the pool equipment outside the required setbacks and updating the garage door to a single door. The ADR group recommends 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 December 16, 2025, ADR meeting are included as **Attachment 4**.

Discussion

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

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.

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; 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 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. The post-project stormwater runoff rates from the site would be no greater than pre-project rates.

Minor Exception Permit

A Minor Exception Permit is intended to provide limited relief from the strict application of the development standards specified in this title to allow a fence to be 7 feet in height where the improvements will not be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.

In accordance with Ross Municipal Code (RMC) Section 18.45.030, a Minor Exception is approved by the Town Council if other approvals are necessary based on the following findings:

- (a) If the site is in a Special Flood Hazard Area identified on the town Flood Insurance Rate Map, that the Town Floodplain Administrator has indicated that the project will comply with the requirements for a development permit under Chapter 15.36, Flood Damage Prevention Ordinance.**
- (b) The building official has indicated the project complies with building code requirements for separation, even if a building permit is not required.**
- (c) If the structure is proposed in a required yard setback, that each property owner adjacent to the yard area where the structure or equipment will be located has consented in writing to the installation of the structure.**
- (d) No more than two exceptions shall be allowed on any lot.**
- (e) If the project involves mechanical equipment that generates noise, such as an air conditioner or generator, that operation of the equipment will comply with any decibel (db) recommendations, regulations, guidelines and policies in the Town of Ross General Plan and zoning code.**
- (f) No practical alternative exists to the proposed exception. For this section, the town may consider factors such as site topography, existing landscaping, aesthetics and noise impacts.**
- (g) There will be no detrimental impact (aesthetically or otherwise) to the site, adjacent**

properties or neighborhood.

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.

In accordance with RMC Section 18.48.010 (c), a Variance is recommended for approval to construct a new garage, pool, patio, trash enclosure within the recommended setbacks 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.

The special circumstances and conditions applicable to the property include an irregular-shaped lot with a narrow front yard and a residence with an entrance orientation along the side yard. This limits the ability to construct new improvements such as a garage, pool, and patio within the required setbacks. Notably, the property is a corner lot where a substantial portion of the rear yard is in the required setback. These unique physical conditions make it challenging to design improvements that fully comply with setbacks requirements.

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

A garage, pool and associated landscape improvements are commonly found in residential lots and enhance the use and enjoyment of residential properties. In neighborhoods where such structures are typical, granting the requested variance may be considered necessary to preserve and allow the full enjoyment of the property owner's substantial rights. Approving the variance would not constitute a special privilege, as it remains consistent with the character of other properties in the surrounding area and zoning district, along with the existing garage, pool, and landscaping.

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.

The proposed garage, pool and patios would not adversely affect the health and safety of nearby residents, as it is located far from the adjacent homes. The project would also be constructed in compliance with building, fire and flood requirements 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 impact fees if applicable, 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 revise the project, gather information, conduct further analysis; or
2. Deny the application and direct staff to bring a resolution to the next meeting.

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 rebuilding an existing garage and pool and 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, no written public comments have been made.

Attachments

1. Resolution No. 2600
2. Project Plans
3. Project Application and Neighborhood Outreach
4. Draft ADR Meeting Minutes for December 16, 2025

ATTACHMENT 1

TOWN OF ROSS

RESOLUTION NO. 2600

RESOLUTION OF THE TOWN OF ROSS APPROVING DESIGN REVIEW, MINOR EXCEPTION PERMIT, AND A VARIANCE TO CONSTRUCT A GARAGE AND REHABILITATE THE REAR YARD BY REMOVING THE EXISTING KIDNEY SHAPE POOL AND CONSTRUCT A NEW RECTANGULAR SHAPE POOL AT 2 SHANLEY LANE A.P.N. 073-091-05

WHEREAS, the applicant, Erin Yamada, on behalf of the property owner, Scott and Morgan Robertson, submitted an application requesting approval of Design Review, Minor Exception Permit, and a Variance to demolish the existing angled garage and reconstruct a new garage to align with the main residence. The project also includes rehabilitating the rear yard by removing the existing kidney shaped pool/spa and constructing a new rectangular pool/spa within the rear setback at 2 Shanley Lane APN 073-091-05 (herein referred to as “the Project”); and

WHEREAS, the project is categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) Section 15303 (New Construction or Conversion of Small Structures) consisting of a new accessory structure (attached garage), involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination; and

WHEREAS, on February 12, 2026, 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, Minor Exception 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 12th day of February 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Cyndie Martel, Town Clerk

Julie McMillan, Mayor

EXHIBIT "A"
FINDINGS
2 Shanley Lane
A.P.N. 073-091-05

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 upgrades the appearance, quality and condition of the site; 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 project is compatible with the neighborhood, minimizing visual impact and bulk and utilizing high-quality materials. The site utilizes landscaping that is integrated into the architectural scheme to accent and enhance the appearance of the development; and includes plantings to soften and screen the appearance of structures.

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 RMC Section 18.48.010(c), a 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 property include an irregular-shaped lot with a narrow front yard and a residence with an entrance orientation along the side yard. This limits the ability to construct new improvements such as a garage, pool, and patio within the required setbacks. Notably, the property is a corner lot where a substantial portion of the rear yard is in the required setback. These unique physical conditions make it

challenging to design improvements that fully comply with setbacks requirements.

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

A garage, pool and associated landscape improvements are commonly found in residential lots and enhance the use and enjoyment of residential properties. In neighborhoods where such structures are typical, granting the requested variance may be considered necessary to preserve and allow the full enjoyment of the property owner's substantial rights. Approving the variance would not constitute a special privilege, as it remains consistent with the character of other properties in the surrounding area and zoning district, along with the existing garage, pool, and landscaping.

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 garage, pool and patios would not adversely affect the health and safety of nearby residents, as it is located far from the adjacent homes. The project would also be constructed in compliance with building, fire and flood requirements and all conditions of approval.

III. In accordance with Ross Municipal Code (RMC) 18.45.010, a Minor Exception is approved based on the following findings:

(a) If the site is in a Special Flood Hazard Area identified on the town Flood Insurance Rate Map, that the Town Floodplain Administrator has indicated that the project will comply with the requirements for a development permit under Chapter 15.36, Flood Damage Prevention Ordinance.

The project is in the AE Floodway and will comply with all requirements in Chapter 15.36 of the Ross Municipal Code.

(b) The building official has indicated the project complies with building code requirements for separation, even if a building permit is not required.

The project shall comply with all building code requirements.

(c) If the structure is proposed in a required yard setback, that each property owner adjacent to the yard area where the structure or equipment will be located has consented in writing to the installation of the structure.

Per Section 18.45.030(c) written consent of adjacent property owner shall not be required for the approval of a Minor Exception by the Town Council.

(d) No more than two exceptions shall be allowed on any lot.

The property has no exceptions.

(e) If the project involves mechanical equipment that generates noise, such as an air conditioner or generator, that operation of the equipment will comply with any decibel (db) recommendations, regulations, guidelines and policies in the Town of Ross General Plan and zoning code.

The proposed fence will not result in noise impacts.

(f) No practical alternative exists to the proposed exception. For this section, the town may consider factors such as site topography, existing landscaping, aesthetics and noise impacts.

The practical alternative exists to the proposed exception as a lesser fence height would not adequately provide privacy or screening for the subject property.

(g) There will be no detrimental impact (aesthetically or otherwise) to the site, adjacent properties or neighborhood.

The proposed fence will not be detrimental to the site, adjacent properties and neighborhood as its designed to provide privacy while maintaining neighborhood character.

EXHIBIT "B"
CONDITIONS OF APPROVAL
2 Shanley Lane
A.P.N. 073-091-05

1. The building permit shall substantially conform to the plans entitled, "Robertson Residence" dated 12-16-25 and reviewed and approved by the Town Council on 2-12-26.
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 is 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.

Standard Conditions of Approval

4. The Project shall comply with the Fire Code and all requirement of the Ross Valley Fire Department (RVFD).
5. 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.
6. A Tree Alteration or Removal Permit is required to alter or remove a tree. Tree Permit approval shall not be issued prior to payment of building permit fees.
7. The Project shall comply with the following conditions of the Town of Ross Building Department and Public Works Department:
 - a. Any person engaging in business within the Town of Ross must first obtain a business license from the Town and pay the business license fee. Applicant shall provide the names of the owner, architects, engineers and any other people providing project services within

the Town, including names, addresses, e-mail, and phone numbers. All such people shall file for a business license. A final list shall be submitted to the Town prior to project final.

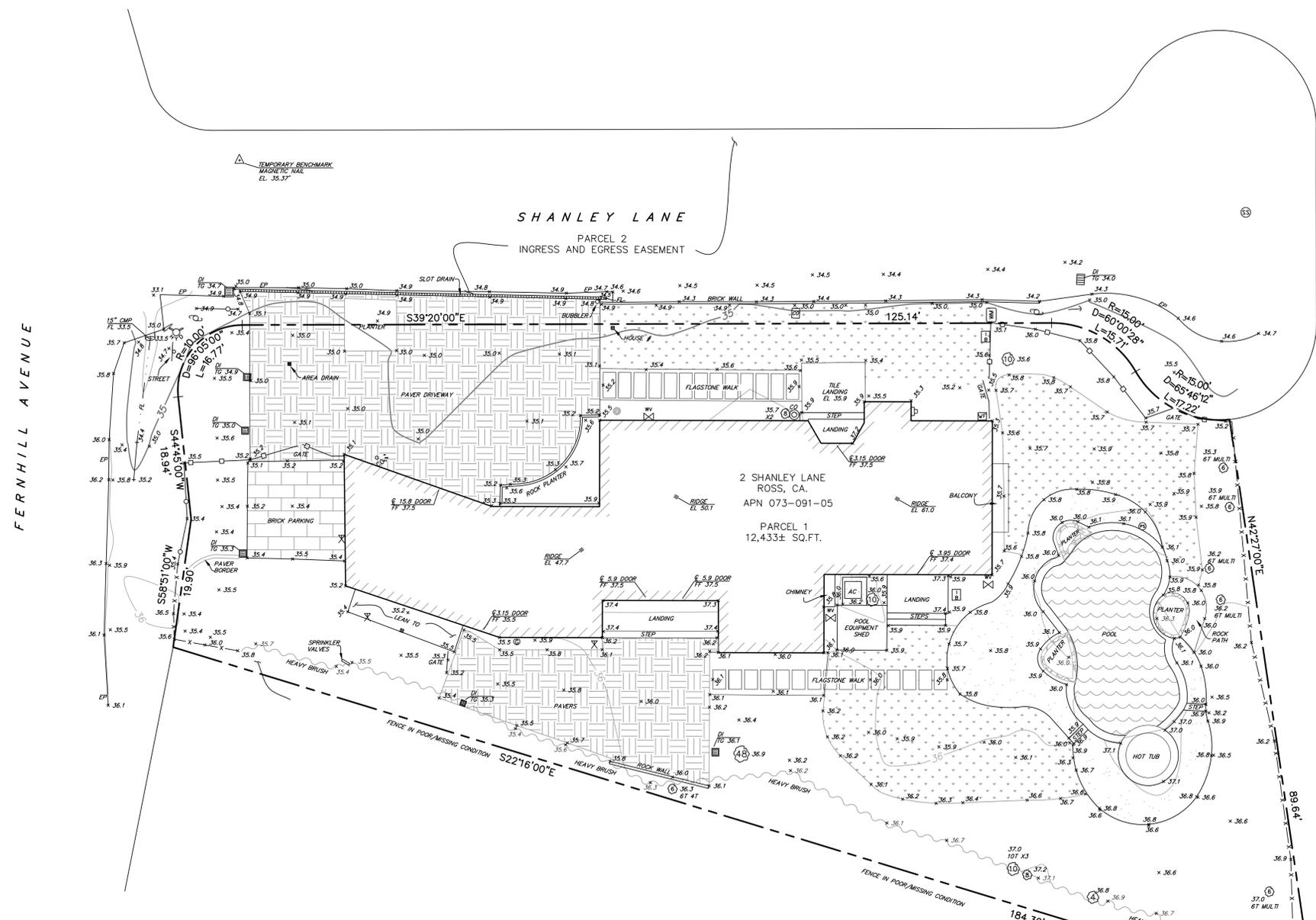
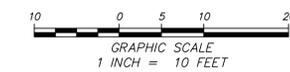
- b. A registered Architect or Engineer's stamp and signature must be placed on all plan pages.
- c. The building department may require the applicant to submit a deposit prior to building permit issuance to cover the anticipated cost for any Town consultants, such as the town hydrologist, review of the Project. Any additional costs incurred by the Town, including costs to inspect or review the Project, shall be paid as incurred and prior to project final.
- d. The applicant shall submit an erosion control plan with the building permit application for review by the building official/director of public works. The Plan shall include signed statement by the soils engineer that erosion control is in accordance with Marin County Stormwater Pollution Prevention Program (MCSTOPP) standards. The erosion control plan shall demonstrate protection of disturbed soil from rain and surface runoff and demonstrate sediment controls as a "back-up" system (i.e., temporary seeding and mulching or straw matting).
- e. No grading shall be permitted during the rainy season between October 15 and April 15 unless permitted in writing by the Building Official/Director of Public Works. Grading is considered to be any movement of earthen materials necessary for the completion of the Project. This includes, but is not limited to cutting, filling, excavation for foundations, and the drilling of pier holes. It does not include the boring or test excavations necessary for a soils engineering investigation. All temporary and permanent erosion control measures shall be in place prior to October 1.
- f. The drainage design shall comply with the Town's stormwater ordinance (Ross Municipal Code Chapter 15.54). A drainage plan and hydrologic/hydraulic analysis shall be submitted with the building permit application for review and approval by the building official/public works director.
- g. An encroachment permit is required from the Department of Public Works prior to any work within a public right-of-way.
- h. The plans submitted for a building permit shall include a detailed construction and traffic management plan for review and approval of the building official, in consultation with the town planner and police chief. The plan shall include as a minimum: tree protection, management of worker vehicle parking, location of portable toilets, areas for material storage, traffic control, method of hauling and haul routes, size of vehicles, and washout areas. The plan shall demonstrate that on-street parking associated with construction workers and deliveries are prohibited and that all project deliveries shall occur during the allowable working hours as identified in the below condition 10n.

- i. The applicant shall submit a schedule that outlines the scheduling of the site development to the building official. The schedule should clearly show completion of all site grading activities prior to the winter storm season and include implementation of an erosion control plan. The construction schedule shall detail how the Project will be completed within the construction completion date provided for in the construction completion chapter of the Ross Municipal Code (Chapter 15.50).
- j. A preconstruction meeting with the property owner, project contractor, project architect, project arborist, representatives of the Town Planning, Building/Public Works and Ross Valley Fire Department and the Town building inspector is required prior to issuance of the building permit to review conditions of approval for the Project and the construction management plan.
- k. A copy of the building permit shall be posted at the site and emergency contact information shall be up to date at all times.
- l. The Building Official and other Town staff shall have the right to enter the property at all times during construction to review or inspect construction, progress, compliance with the approved plans and applicable codes.
- m. Inspections shall not be provided unless the Town-approved building permit plans are available on site.
- n. Working Hours are limited to Monday to Friday 8:00 a.m. to 5:00 p.m. Construction is not permitted at any time on Saturday and Sunday or the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the holiday falls on a Sunday, the following Monday shall be considered the holiday. If the holiday falls on a Saturday, the Friday immediately preceding shall be considered the holiday. Exceptions: 1.) Work done solely in the interior of a building or structure which does not create any noise which is audible from the exterior; or 2.) Work actually physically performed solely by the owner of the property, on Saturday between the hours of 10:00 a.m. and 4:00 p.m. and not at any time on Sundays or the holidays listed above. (RMC Sec. 9.20.035 and 9.20.060).
- o. Failure to comply in any respect with the conditions or approved plans constitutes grounds for Town staff to immediately stop work related to the noncompliance until the matter is resolved (Ross Municipal Code Section 18.39.100). The violations may be subject to additional penalties as provided in the Ross Municipal Code and State law. If a stop work order is issued, the Town may retain an independent site monitor at the expense of the property owner prior to allowing any further grading and/or construction activities at the site.

- p. Materials shall not be stored in the public right-of-way. The project owners and contractors shall be responsible for maintaining all roadways and rights-of-way free of their construction-related debris. All construction debris, including dirt and mud, shall be cleaned and cleared immediately. All loads carried to and from the site shall be securely covered, and the public right-of-way must be kept free of dirt and debris at all times. Dust control using reclaimed water shall be required as necessary on the site or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas and staging areas at site. Cover stockpiles of debris, soil, sand or other materials that can be blown by the wind.
- q. Applicants shall comply with all requirements of all utilities including, the Marin Municipal Water District, Ross Valley Sanitary District, and PG&E prior to project final. Letters confirming compliance shall be submitted to the building department prior to project final.
- r. All electric, communication and television service laterals shall be placed underground unless otherwise approved by the director of public works pursuant to Ross Municipal Code Section 15.25.120.
- s. The Project shall comply with building permit submittal requirements as determined by the Building Department and identify such in the plans submitted for building permit.
- t. The applicant shall work with the Public Works Department to repair any road damage caused by construction. Applicant is advised that, absent a clear video evidence to the contrary, road damage must be repaired to the satisfaction of the Town prior to project final. Damage assessment shall be at the sole discretion of the Town, and neighborhood input will be considered in making that assessment.
- u. Final inspection and written approval of the applicable work by Town Building, Planning and Fire Department staff shall mark the date of construction completion.
- v. The Public Works Department may require submittal of a grading security in the form of a Certificate of Deposit (CD) or cash to cover grading, drainage, and erosion control. Contact the Department of Public Works for details.
- w. BEFORE FINAL INSPECTION, the Soils Engineer shall provide a letter to the Department of Public Works certifying that all grading and drainage has been constructed according to plans filed with the grading permit and his/her recommendations. Any changes in the approved grading and drainage plans shall be certified by the Soils Engineer and approved by the Department of Public Works. No modifications to the approved plans shall be made without approval of the Soils Engineer and the Department of Public Works.
- i. The existing vegetation shall not be disturbed until landscaping is installed or erosion control measures, such as straw matting, hydroseeding, etc., are implemented.

- ii. All construction materials, debris and equipment shall be stored on site. If that is not physically possible, an encroachment permit shall be obtained from the Department of Public Works prior to placing any construction materials, debris, debris boxes or unlicensed equipment in the right-of-way.
 - iii. The applicant shall provide a hard copy and a CD of an as-built set of drawings, and a certification from all the design professionals to the building department certifying that all construction was in accordance with the as-built plans and his/her recommendations.
8. The project shall comply with all requirements, standards, and policies of the Ross Municipal Code, General Plan, County of Marin, State, and Federal laws.
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



LEGEND

- SURVEY CONTROL POINT
- SPLIT RAIL FENCE
- WOOD FENCE
- WIRE FENCE
- CONCRETE
- ROCKS
- LAWN
- DRAIN INLET
- SANITARY SEWER MANHOLE
- SANITARY SEWER CLEANOUT
- WATER METER
- HOSE BIB
- WATER VALVE
- FIRE HYDRANT
- GAS METER
- JOINT UTILITY POLE
- GUY WIRE
- ELECTRIC METER
- SIGN
- IRRIGATION CONTROL BOX
- WATER FLOW ALARM
- 4X4 POST
- POOL FILTER SKIMMER
- TREE SYMBOL W/SIZE
- 14" STUMP
- EDGE PAVING
- DRAIN LINE
- DRAIN INLET
- TOP OF GRATE
- CORRUGATED METAL PIPE OF WALL

GENERAL NOTES

- (1) IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO HAVE ALL THE UTILITIES MARKED BY THE RESPECTIVE UTILITY COMPANY PRIOR TO CONSTRUCTION.
 - (2) PRIOR TO ANY DIGGING, CALL U.S.A. (1-800-642-2444) AT LEAST 48 HOURS IN ADVANCE TO HAVE EXISTING UNDERGROUND UTILITIES MARKED.
 - (3) GROUND CONDITIONS SHOWN HEREON REFLECT CONDITIONS ON THE DATE OF THE SURVEY.
 - (4) THIS MAP WAS PREPARED FOR THE EXCLUSIVE USE OF MORGAN ROBERTSON & HER ARCHITECT/ENGINEER, USE BY ANY OTHER PARTY FOR ANY PURPOSE WHATSOEVER IS PROHIBITED.
 - (5) ROOF/EAVE ELEVATIONS WERE TAKEN AT HIGHEST RELEVANT POINT(S) VISIBLE FROM THE GROUND.
 - (6) TREES WERE LOCATED BY ESTIMATING THE CENTER OF THE TREE WHERE IT ENTERS THE GROUND & IDENTIFYING THE DIAMETER AT BREAST HEIGHT. TREE TYPES MAY BE VERIFIED BY A CERTIFIED ARBORIST, IF NECESSARY.
 - (7) ONLY ACCESSIBLE SURFACE UTILITIES VISIBLE ON THE DATE OF THIS SURVEY ARE SHOWN.
- THIS SURVEY DOES NOT SHOW THE LOCATION OF, OR ENCROACHMENTS BY SUBSURFACE UTILITIES, FOOTING, FOUNDATIONS AND/OR BASEMENTS OF BUILDINGS.
- ALL USERS ARE ADVISED TO CONTRACT SEPARATELY WITH AN UNDERGROUND UTILITY LOCATION COMPANY AND TO REVIEW PUBLIC, QUASI-PUBLIC AND GIS UTILITY DATA SOURCES IF THEY WANT MORE INFORMATION.

BASIS OF SURVEY

FIDELITY NATIONAL TITLE COMPANY OWNER'S POLICY NO. FMNA-6012400362, 770 TAMALPAIS DRIVE, # 206, CORTE MADERA, CA. 94925. DATED MAY 15, 2024. (FAX: 415-925-0130)

BASIS OF ELEVATION

BASED ON SFEI SAN FRANCISCO BAY ORTHOPHOTOS (Sfbayortho_6) NORTH AMERICAN VERTICAL DATUM 1988 (NAV88) GEOID 18.

MAP REFERENCES

[A] RECORD OF SURVEY FILED IN BOOK 2023 OF MAPS AT PAGE 97, MARIN COUNTY RECORDS.

SITE SURVEY

2 SHANLEY LANE
ROSS, CA.
APN 073-091-05
OFFICIAL RECORDS OF MARIN COUNTY

PREPARED AT THE REQUEST OF
MORGAN ROBERTSON

MARIN COUNTY OCTOBER CALIFORNIA 2024



MERIDIAN SURVEYING ENGINEERING, INC.
2958 VAN NESS AVENUE 777 GRAND AVENUE, #202
SAN FRANCISCO, CA 94109 SAN RAFAEL, CA 94901
(415) 440-4131 (415) 456-5450

SURVEY BY:	AJ/BB	PROJECT NO.:	24077
DRAWN:	AJ	REVISION DATE:	-
APPROVED:	STG	SHEET	1 OF 1
FILE NAME:	-		
SURVEY DATE:	10/2024		

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PROJECT DATA

PROJECT ADDRESS: 2 SHANLEY LANE, ROSS CA 94957

APN: 073-091-05

YEAR BUILT: 1940

STORIES OF OCCUPANCY: 2, EXISTING AND PROPOSED

PRESENT USE: SINGLE FAMILY RESIDENTIAL

CURRENT ZONING: R-1; B-10

MAXIMUM BUILDING HEIGHT: MAXIMUM 30 FT, EXISTING 26'-1 3/4", PROPOSED GARAGE 15'-4"

LOT SIZE: 12,433 SF

MAXIMUM BUILDING COVERAGE: MAXIMUM 20%, EXISTING 20%, PROPOSED 20% NO CHANGE

MAXIMUM FAR: MAXIMUM 20%, EXISTING 24.7%, PROPOSED 24.7% NO CHANGE

SETBACK REQUIREMENTS:

FRONT 25'
SIDE 15'
REAR 40'

BUILDING TYPE: VB

SPRINKLERS: NO EXISTING OR PROPOSED

FIRE SAFETY AREA: ROSS VALLEY FIRE DEPARTMENT, WUI

FLOOD ZONE: AE

PARKING: EXISTING 1 COVERED & 1 UNCOVERED, PROPOSED 1 COVERED & 1 UNCOVERED

IMPERVIOUS COVERAGE: EXISTING 5,118 SF IMPERVIOUS, PROPOSED 4,678 SF IMPERVIOUS

GROSS FLOOR AREA TABLE

FLOOR AREA TABLE			
	LEVEL	EXISTING FA	PROPOSED FA (NO CHANGE)
	UNCONDITIONED GARAGE	484 SF	484 SF (NO CHANGE)
	MAIN LEVEL	2024 SF	2024 SF (NO CHANGE)
	UPPER LEVEL	563 SF	563 SF (NO CHANGE)
	SUBTOTAL	3071 SF	3071 SF (NO CHANGE)
	TOTAL FLOOR AREA	3071 SF [EXISTING FAR 24.7%]	3071 SF [PROPOSED FAR 24.7% NO CHANGE]
	BUILDING COVERAGE	2520 SF [20% EXISTING LOT COVERAGE]	2520 SF [20% PROPOSED LOT COVERAGE NO CHANGE]

CUT & FILL CALCULATIONS:

- CUT = 108.8 CU. YD.
- FILL = 71.6 CU. YD.
- OFF-HAUL = 36.2 CU. YD.

1 SITE PLAN - PROPOSED
1/8" = 1'-0"

GENERAL SITE PLAN NOTES:

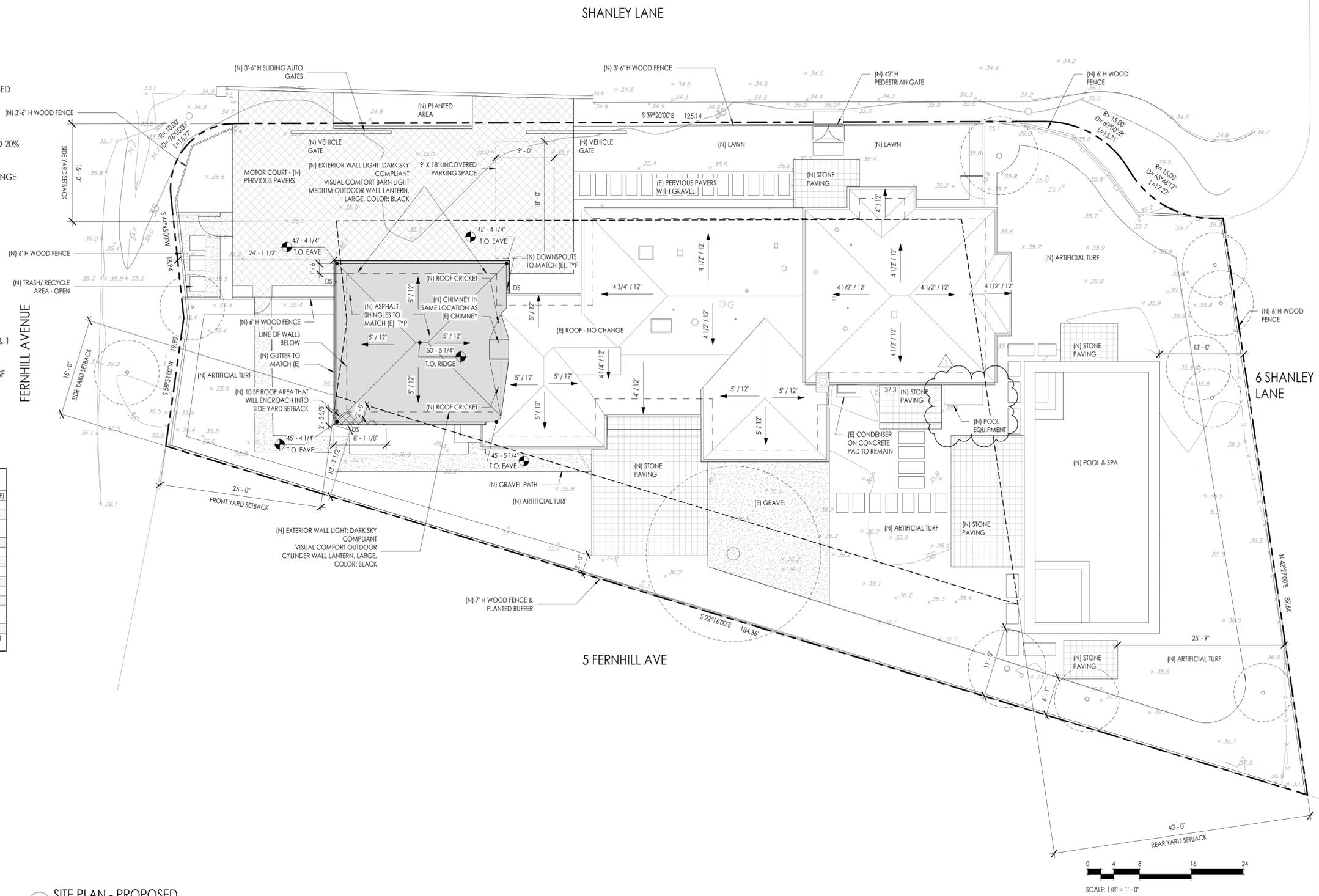
- SEE A001 COVER SHEET FOR PROJECT DATA
- SITE COORDINATES: 37.94971, -122.54383
- FOR EXISTING FENCES AND GATES, REFER TO SURVEY.
- REFER TO SURVEY FOR TOPOGRAPHY AND TREE LOCATIONS/SIZES - EXISTING TO REMAIN U.O.N.

SITE PLAN LEGEND:

- +37.5' SPOT ELEVATION
- FIRST FLOOR BLDG FOOTPRINT
- (N) OR (E) GRAVEL
- (N) STONE PAVERS
- (N) PERVIOUS PAVERS

ROOF LEGEND

- EXISTING ROOF
- NEW ROOF



KIRLEY ARCHITECTS
TIMELESS RESPONSE DESIGN
WWW.KIRLEYARCHITECTS.COM



OWNER
SCOTT & MORGAN ROBERTSON
2 SHANLEY LANE
ROSS, CA 94957
415.728.5299
SCOTT@ROBERTSON@GMAIL.COM

ARCHITECT
KIRLEY ARCHITECTS, INC.
444 MAGNOLIA AVE, SUITE 102
ARKSPUR, CA 94939
CONTACT: KEITH KIRLEY, AIA
415.805.2611
KEITH@KIRLEYARCHITECTS.COM

CIVIL ENGINEER
ADOBE ASSOCIATES INC.
1220 N. DUTTON AVE
SANTA ROSA, CA 95401
PH: 707.541.2300
DBROWN@ADOBEINC.COM

LANDSCAPE ARCHITECT
MICHAEL B. YANDLE LANDSCAPE
ARCHITECTURE
13 ROSS COMMON
PO BOX 1695
ROSS, CA 94957
PH: 415.464.0763
MICHAEL@MBYANDLE.COM

NO.	DESCRIPTION	DATE
1	ADR PLANNING SUBMITTAL	10/17/25
1	ADR PLANNING RESUBMIT	1/9/26

2 SHANLEY LANE

SITE PLAN - PROPOSED

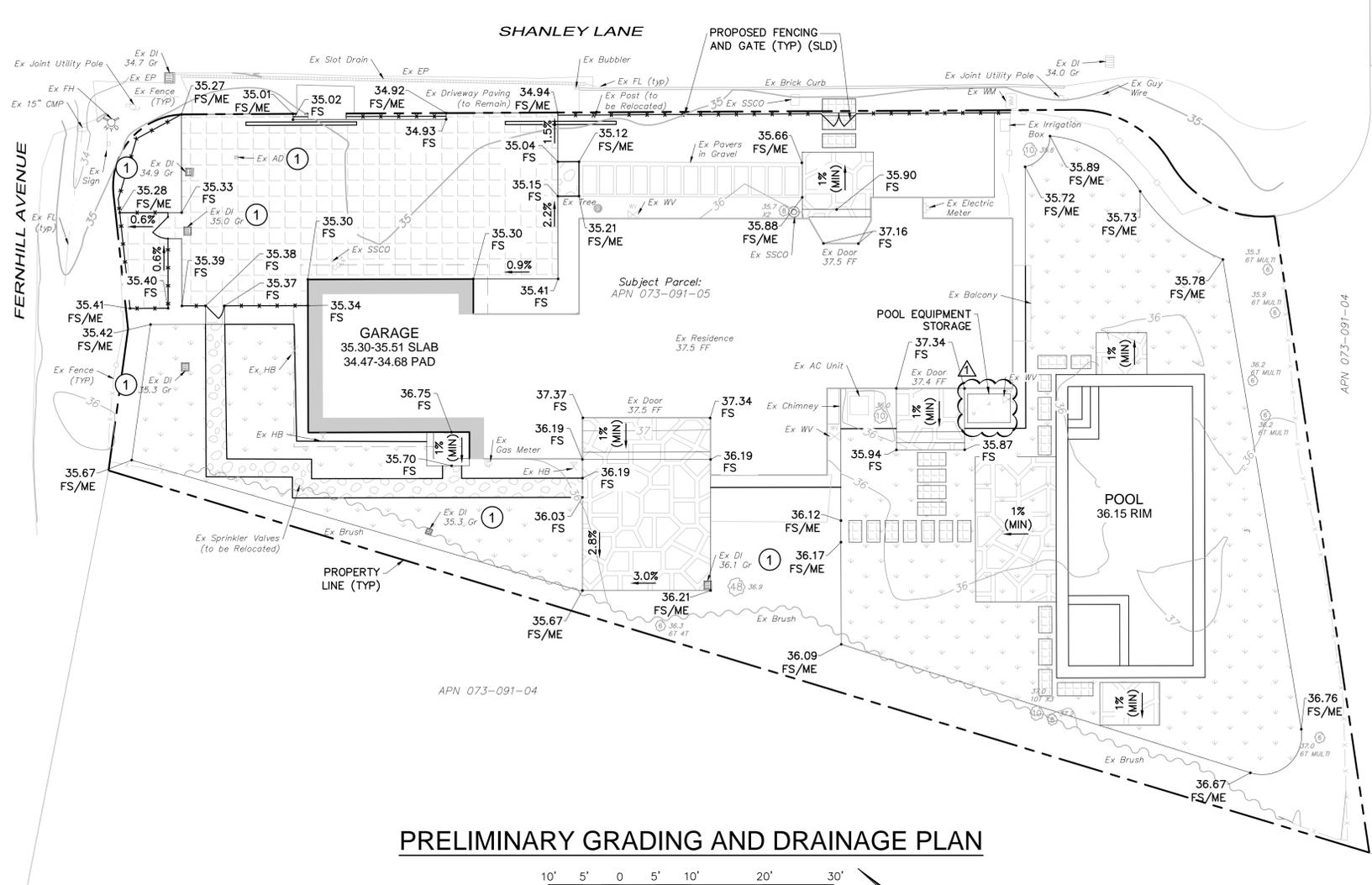
Project number	2416
Date	1/9/2026
Drawn by	EY
Checked by	KK

A011

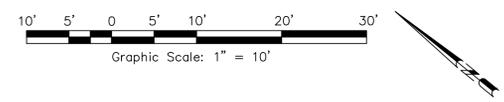
Scale As indicated

1/9/2026 8:37:05 AM

T:\2025 PROJECTS\25265\dwg\Adobe-Design\Const\Docs\25265-CX_0_Grading&DrainagePlan.dwg, Caroline Judson, 1/9/2026 10:01:08 AM



PRELIMINARY GRADING AND DRAINAGE PLAN



- KEY NOTES:**
- ① EXISTING DI TO BE RAISED TO MEET FINISHED GRADE.

- HATCHING LEGEND:**
- CONCRETE HARDSCAPE (SLD)
 - STONE PAVING (SLD)
 - PERMEABLE PAVERS (SLD)
 - CL II AB
 - ARTIFICIAL TURF (SLD)

No.	Date	Description	Revisions
1	01/09/26	ADR PLANNING RESUBMIT	Approved DRB

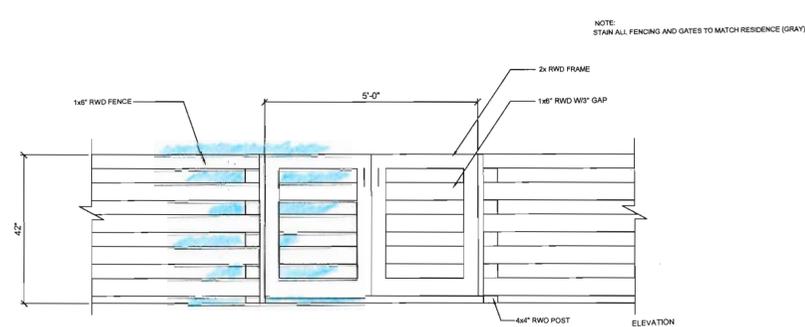
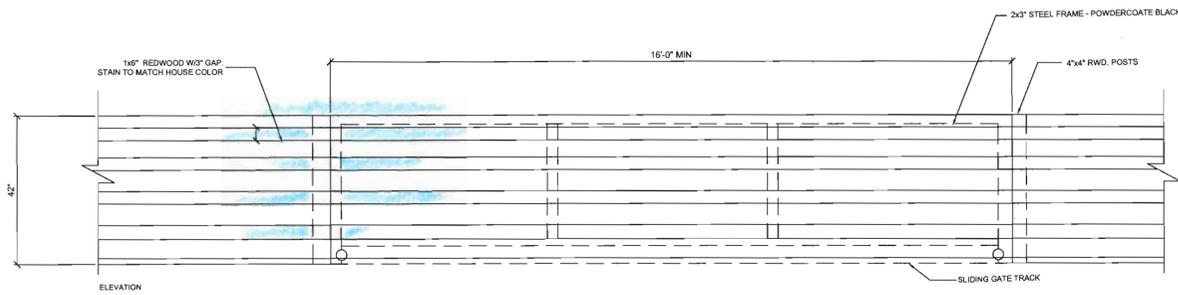
adobe associates, inc.
 civil engineering | land surveying | wastewater
 1220 N. Dutton Ave., Santa Rosa, CA 95401
 P: (707) 541-2300 F: (707) 541-2301
 Website: www.adobeinc.com
 A Service You Can Count On!

David R. Brown, RCE 41833
 My license expires 3/31/2026

2 SHANLEY LANE
PRELIMINARY GRADING & DRAINAGE PLAN
 2 Shanley Lane
 Ross, California
 APN 073-091-005

SCALE: AS SHOWN
 Date: October 17, 2025
 Design by: AP/CJ
 Drawn by: CJ
 Checked by: DRB

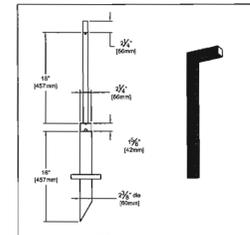
Sheet
C2.0
 2 of 2 Sheets
 Job 25265



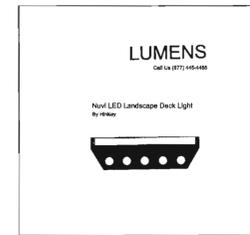
2 FRONT FENCE AND SLIDING GATES
1/2"=1'-0"

3 PEDESTRIAN GATE
1/2"=1'-0"

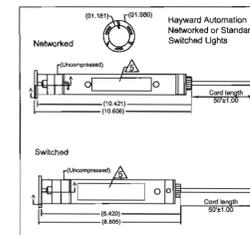
- OUTDOOR LIGHTING LEGEND**
- A PATH LIGHT - BK SQUARE LITESTICK - 40 DEGREE 12V LED - 2700K - BLACK
 - B STEP LIGHT - LUMENS - NUVI 12V LED - 2700K 3.5 WATT BLACK
 - C POOL LIGHT - HAWARD 1.5" COLOR LOGIC - LED LIGHT
 - D BACKLIGHT - ADDRESS NUMBER 7" - 12V LED - 2800K - 6" SILVER



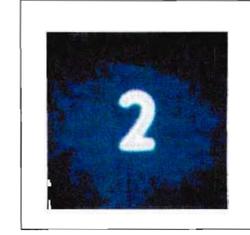
A - PATH LIGHT



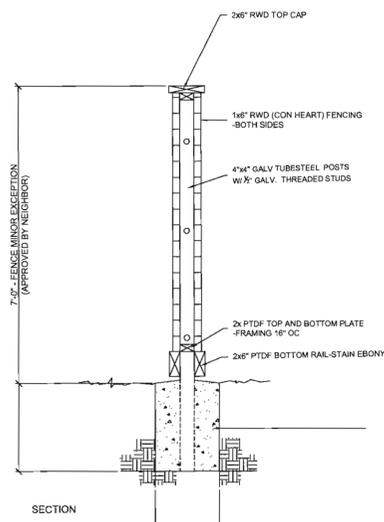
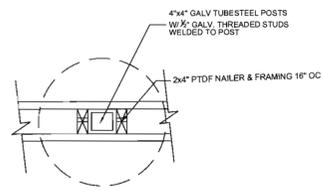
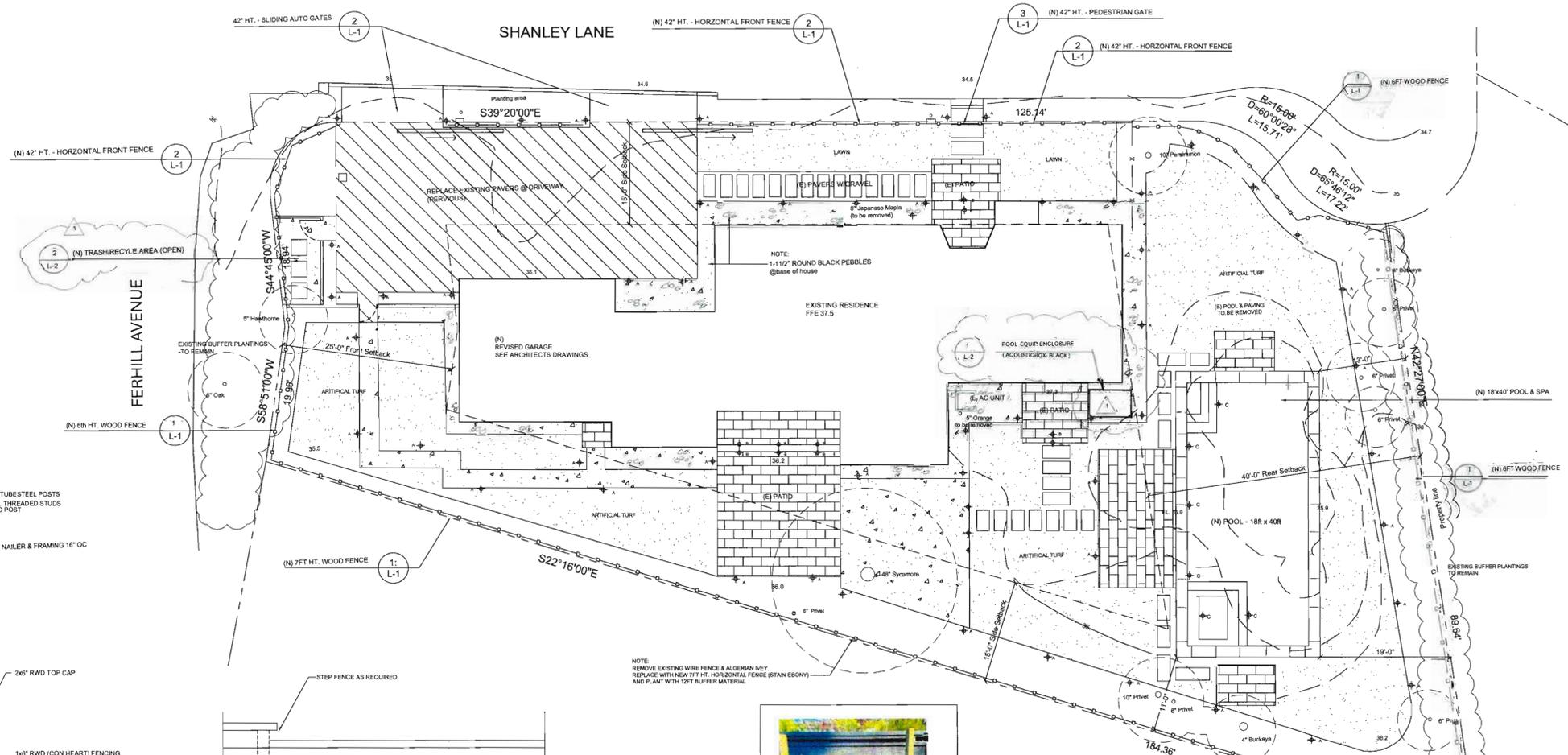
B - STEP LIGHT



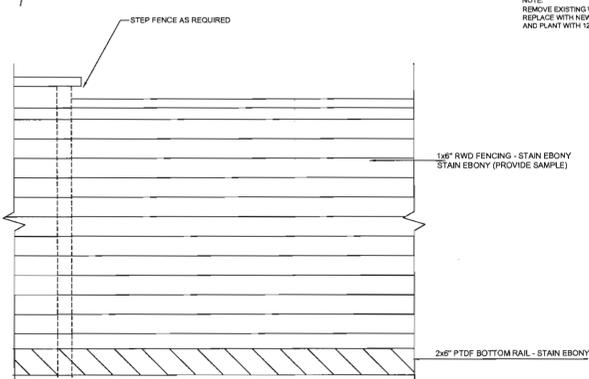
C - POOL LIGHT



D - BACKLIT - ADDRESS NUMBER



1 7FT WOOD FENCE (REAR)
1/2"=1'-0"



NOTE:
6FT HT FENCES ARE SINGLE SIDED HORIZONTAL FENCING - COLOR TO MATCH RESIDENCE
7FT FENCE - ONLY ALONG REAR PROPERTY LINE - IS DOUBLE SIDE HORIZONTAL FENCING - STAINED EBONY



REAR FENCE - EBONY STAIN



STONE PAVING - BLUESTONE



UNLOCK PAVER - FRENCH GRAY (PERVIOUS)



GRAVEL PAVING - 3/8" GRAY

SITE IMPROVEMENT SCOPE
DEMOLISH EXISTING SWIMMING POOL AND REPLACE WITH NEW 18'X40' POOL WITH AUTOMATIC COVER
NEW POOL EQUIPMENT ENCLOSURE (ACOUSTIC BOX)
REPLACE EXISTING TERRACES WITH BLUESTONE PAVING
NEW 42" HT, 6FT HT, & 6FT HT HORIZONTAL WOOD FENCES STAIN TO MATCH RESIDENCE, REAR FENCE STAIN EBONY
NEW 42" HT, HORIZONTAL WOOD SLIDING AUTOMOBILE GATES STAIN TO MATCH RESIDENCE
REVISED GRAVEL PATHS (GRAY)
NEW LOW VOLTAGE LANDSCAPE LIGHTING
NEW BUFFER PLANTINGS

- KEY**
- BLUESTONE PAVING & STEPS
 - GRAVEL PAVING (GRAY)
 - BLUESTONE PAVERS
 - (N) DRIVEWAY PAVERS (PERVIOUS) UNLOCK PROMENADE - FRENCH GRAY

All drawings and written material herein constitute the original and unpublished work of Michael B. Yandle, Landscape Architect and may not be duplicated, used or disclosed without the written consent of Michael B. Yandle, Landscape Architect, CA Lic # 3128, 3128 All Rights Reserved

OWNER INFORMATION:
SCOTT & MORGAN ROBERTSON
2 SHANLEY LANE, ROSS, CA 94967
415-728-0299
srobertson@gmail.com

MICHAEL B. YANDLE
LANDSCAPE ARCHITECTURE
13111 WILSON AVENUE, SUITE 3128
SAN DIEGO, CA 92161
TEL: 619.480.0100 LIC# 3128 MICB3128@yandle.com



SITE & LIGHTING PLAN
2 SHANLEY LANE
ROSS, CALIFORNIA
APN #073-091-05



DATE: 10-17-2025
SCALE: 1"=10'-0"
JOB: ROBERTSON 2025
PHASE: ADR SUBMITTAL
REVISIONS:
ADR Planning Resubmittal 1-8-2026

L-1

ADR SUBMITTAL

All drawings and written material herein constitute the original and unpublished work of Michael B. Vandle, Landscape Architect and may not be duplicated, used or disclosed without the written consent of Michael B. Vandle, Landscape Architect, CA, Lic# 3136, 2022 All Rights Reserved

OWNER INFORMATION:
SCOTT & MORGAN ROBERTSON
2 SHANLEY LANE, ROSS, CA 94967
415-725-5299
scott@robertson@gmail.com

MICHAEL B. VANDLE
LANDSCAPE ARCHITECT
1000 S. GARDEN ST. SUITE 100
SAN ANTONIO, TEXAS 78205
TEL: 415-861-0100 ELDERS@MBVANDLE.COM



VEGETATIVE MANAGEMENT PLAN

2 SHANLEY LANE
ROSS, CALIFORNIA
APN #079-091-05

STAMP



DATE: 10-17-2025

SCALE: 1"=10'-0"

JOB - ROBERTSON 2025

PHASE - ADR SUBMITTAL

REVISIONS:
1-9-2026 ADR Planning Resubmittal



Zone Zero

This zone extends from zero to 5' from the structures and is the most vulnerable to ignition.

- No combustible outdoor furniture will be stored in this zone
- No combustible materials will be stored in this area including garbage and recycling containers, lumber, firewood, or patio accessories
- Will be maintained free of fallen leaves and needles
- Will be maintained free of vegetation other than established birch trees.
- Only inorganic, non-combustible mulches such as stone or gravel will be used.



Zone 1

This zone extends from zero to 30' from the structures and overlaps Zone Zero described above.

- Will be maintained free of dead plant materials (grasses, weeds, foliage, etc.)
- No "gorilla hair" or shredded bark mulch
- Only compost or coarse wood chip mulch will be used
- Only fire resistant plants will be used and will be kept healthy and well-irrigated
- Trees will be maintained free of small limbs below 10' above grade, or the lower 1/3 of the total height of the tree, whichever is lower.
- No branches will be allowed to grow within 10' of a chimney or roof surface
- No combustible material will be stored around or under decks and awnings
- Vegetation will be maintained to be clear of fences, sheds, outdoor furniture, and play structures
- Outbuildings and LPG storage tanks will be maintained with at least 10' of vegetation clearance
- Fire-Hazardous plants will be removed



Zones 2 & 3 (Extended & Access Zones)

This zone extends from zero to 100' from the structures and overlaps Zones Zero and 1 described above

- Annual grasses will be cut or mowed down to a maximum height of 4 inches when dry (typically in May)
- Horizontal spacing will be maintained between shrubs to disrupt surface and ladder fuel continuity
- Vertical spacing will be maintained between surface/ladder fuels and tree canopies
- No piles of dead vegetation or leaves will be permitted in this zone / on the property
- 10' horizontal and 14' vertical clearance from the road and driveway

EXISTING CONDITIONS

This is a developed property, with existing landscape and few trees. There are existing buffers around 3 sides of the property consisting of privet (Ligustrum Lucidum), laurel, and misc. small deciduous trees. The back yard buffer consists of a large hedge of Algerian Ivy (Hedera Algeriensis). There is only one major tree on the property, a large Platanus Acerifolia Sycamore which is to stay, and will be pruned back per requirements.

PROPOSED SCOPE

A new garage is proposed to replace the existing Garage and the existing pool is to be removed and replaced. The rear property line buffer is made up of Algerian Ivy (Hedera Algeriensis) is to be removed and be replaced with full height Ficus (Ficus Nitida) hedge and new 7ft fence.

Other buffers are to be bolstered with English Laurel (Prunus Laurocerasus) and Bay Laurel (Laurus Nobilis). There is an existing Japanese maple (Acer Palmatum) that is too close to the house in the front, and will be removed. There is also a large orange tree (Citrus) that is too close to the house in the back and will be removed.

There are no pyrophytic species proposed or existing on the site

ACCENT PLANTINGS

Accent plantings will be limited to Fire resistant as in the Firesafe marin planting lists located at www.firesafemarin.org/plants

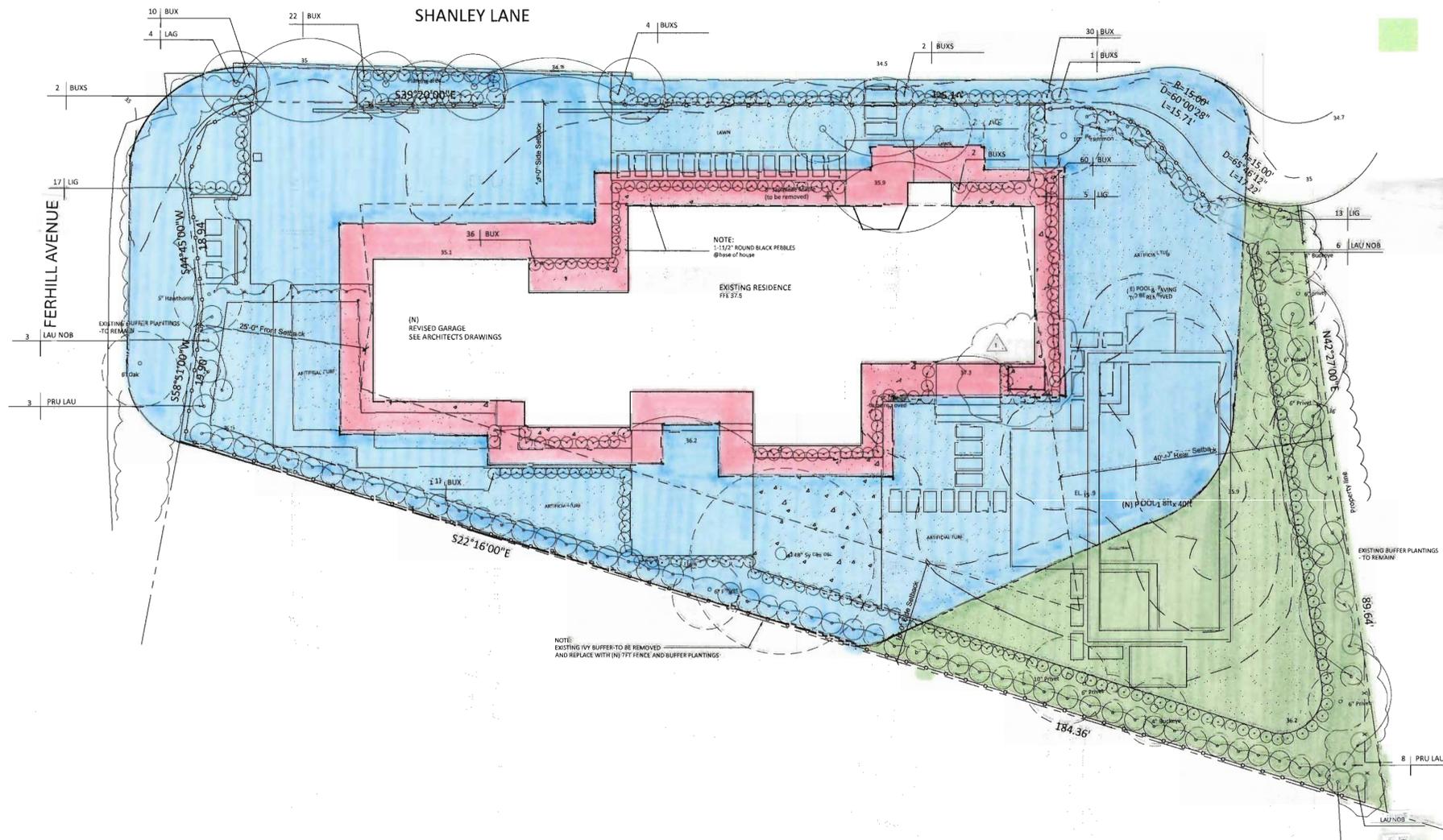
Buxus (Boxwood), Ligustrum Texanum (Texas Privet) Crepe Myrtle (lagerstroemia ternate) and Japanese Maple (Acer Palmatum) irrigated plantings

LONG TERM MAINTENANCE

- All fire prone fuels and dead material will be removed from the property
- Remove branches beneath large trees for a 6ft minimum clearance
- Roof and gutters will be maintained free of needles and leaves. Clean roofs and gutters at minimum twice yearly
- All weeds and grasses shall be cut regularly to a height of 4" or less.
- Vegetation shall be trimmed to within 10ft horizontally of roadways, and trees shall be trimmed as to not overhanging roadways and provide 14ft of clearance vertically
- All dead and dying vegetation shall be removed seasonally to reduce vegetation and ladder fuels on an annual basis
- Coordinate with adjacent property owners to maintain tree canopies, vegetation and ladder fuels on an annual basis.
- No native grasses shall be planted within Home ignition zone 1 and 2
- All planted areas inside home ignition Zone 1 shall be irrigated
- All plantings shall be selected in coordination with the FIREsafe Marin planting list located at www.firesafemarin.org/plants-Other fire resistant plants can be utilized with prior approval of the Fire Code Official
- Regardless of plant selection, shrubs shall be spaced so that no continuity exists between ground fuels and tree crowns, such that a ground fire will not extend into the tree canopy.

Note:

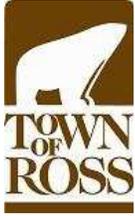
Prior to building permit final approval, The property shall be in compliance with the vegetation management requirements prescribed in California Fire Code section 4906, including California Public Resources Code 4291 or California Government code section 5182 per RC R37.1.5



ADR SUBMITTAL

VMP

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

To Be Completed by Applicant:

Assessor's Parcel No(s): 073-091-05

Project Address: 2 Shanley Lane

Property Owner: Scott & Morgan Robertson

Owner Mailing Address (PO Box in Ross): PO Box 142

City/State/Zip: Ross, CA 94957 Owner's Phone: (415) 728-5299

Owner's Email: scottmrobertson@gmail.com

Applicant: Erin Yamada

Applicant Mailing Address: 444 Magnolia Ave Suite 102

City/State/Zip: Larkspur, CA 94939 Applicant's Phone: (310) 502-7544

Applicant's Email: erin@kirleyarchitects.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: _____

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: Scott Robertson Date: 10/17/25

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

Applicant's
~~Owner's Signature:~~ Erin Yamada Date: 10/17/25

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, California on 10/17/25

Scott Robertson

Eria Yamada

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 Michael Yandle Landscape Architecture
Project Landscape Architect Michael Yandle
Mailing Address PO Box 1695
City Ross *State* CA *ZIP* 94957
Phone (415) 464-0763 *Fax* _____
Email michael@mbyandle.com
Town of Ross Business License No. 00300249 *Expiration Date* 12/31/25

Civil/ Geotechnical Engineer

Firm Adobe Associates Inc.
Project Engineer David Brown
Mailing Address 1220 N. Dutton Ave
City Santa Rosa *State* CA *ZIP* 95401
Phone (707) 541-2300 *Fax* _____
Email dbrown@adobeinc.com
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* _____

ARCHITECT INFORMATION, CONSENT, AND SIGNATURE

I CONSENT or I DO NOT CONSENT to allow the Town of Ross to post online, in whole or in part, the architectural drawings and plans submitted for this project, including information protected by copyright laws, on the official Town of Ross website <https://www.townofrossca.gov/> as an indefinite online record for the project, including public hearings and meetings. If I do not consent, then only those architectural sheets and materials permitted under Senate Bill 1214 (e.g., site plan and massing diagram) will be posted on the Town website. I am the design professional or copyright owner authorized to provide this consent.

Select one: I CONSENT or I DO NOT CONSENT

Architect/ Copyright Owner Name: _____ Phone No: _____

Company (if applicable): _____ Email: _____

 _____
Signature of Architect/ Copyright Owner 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).

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.**

See separate document by Architect and Landscape Architect.

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) 2 Shanley Lane				
NAME	ADDRESS	DATE CONTACTED	CONCERNS (IF ANY)	RESOLUTION
Trent & Theresa Jackson	5 Fernhill Ave	10/14/25	no concerns	support full project: garage & future ADU
Jamie & Anna Robertson	7 Shanley Lane	10/16/25	no concerns	support full project: garage & future ADU

***Landscape Plan-**

All landscape plans must conform to the requirements of the Marin Municipal Water District (MMWD) Ordinance 414. Contact [MMWD](#) prior to submitting. Indicate whether project includes 500 square feet or more of landscape area per Model Water Efficiency Landscape Ordinance (MWELo) requirements.

Yes

***Vegetation Management Plan-**

Required for all projects located within the Wildlife Urban Interface (WUI) zone. Please submit VMP as a sheet in the required plan sets. For more information contact RVFD at 415.258.4673

2 Shanley Lane

Project Description:

New unconditioned 484 SF garage to replace existing unconditioned 484 SF garage, new pool & spa, new fences, new hardscape and landscaping. Variance requested for new garage to be in side yard setback: 6 SF of floor area in side yard setback. Variance requested for 6' high front yard fence. Minor exception requested for 7' high side yard fence. Variance requested for pool equipment in rear yard setback. Existing variance to be affirmed for pool in rear yard setback.

The new garage is more compatible with the existing house than the existing garage: it continues the orthogonal lines in plan of the adjacent house rather than be skewed like the existing garage and it matches the roof slope of the existing house rather than the flat roof of the existing garage. The exterior materials of the new garage are the same painted gray horizontal wood siding and gray asphalt shingles of the existing house. Fences are stained gray to compliment the house. Dark sky exterior lighting is used.

Mandatory Findings:

Special Circumstances

The skewed south property line restricts an orthogonal garage at the west side of the existing house if staying within the 15' side yard setback and extending the form of the existing house. The mass of the proposed garage needs to jog southward to allow enough room in the driveway and to be resolved architecturally with the adjacent structure.

See separate document from Michael Yandle for Landscape information.

Substantial Property Rights

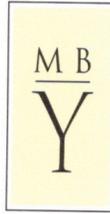
The owner needs a garage that is consistent with the rest of the existing house. The current garage in plan and roofline do not align with the existing house. The proposed garage is balanced with the existing house: it provides more symmetry in continuing the orthogonal lines of the plan and matching the roof slope.

See separate document from Michael Yandle for Landscape information.

Public Welfare

The proposed garage extends into the side yard setback by only 6 SF so there is no impact to the neighbor along this property line. There will be a fence and tall 12' high planted buffer along this property line to further shield it from the neighbor.

See separate document from Michael Yandle for Landscape information.



October 17, 2025

To : Town of Ross Adr
Re: 2 Shanley Lane, Ross Ca.
Site work

There are several requests included in is this
Submittal

1. A 7ft fence at side property line –
(Functionally acts as the Rear property line) is a **minor exception** request.

Both 2 Shanley and the adjacent neighbor plan to remove the invasive algerian ivy hedge and fence that is there currently and replace it with a taller 7ft ht. horizontal wood fence, stained ebony and replanted with 12ft ht buffer material to maintain the privacy between neighbors

(attached is the letter off approval from the adjacent neighbor)

2. The project include a variance request for a section of 6ft fence along Fernhill avenue. It is an unusual lot condition in that Fernhill avenue is considered the front yard on this property (because it is a corner lot).
Functionally it is a side yard that abuts Fernhill Avenue (the functional front & entry are on Shanley lane .

This fence does not impact any neighbors as it is behind an existing street side buffer , that will remain.

It does not constitute a special privilege as there are other homes on Fernhil land Shady lane that have 6ft fences in front yard conditions.

Granting this allows the owners to have a privacy fence for their children to play in that area

- 3 .Pool equipment in the yard setback
The variance is requested for pool equipment in a rear yard setback .

Its an unusual lot shape where applying the strict variances limits areas of the site

It is proposed in a condition adjacent to the road (Shanley lane) and will be contained in a soundproofing enclosure that we have been using for years ,as it dampens sound 80%.

The proposed location does constitute special privilege as other properties in Ross have pool equipment in Rear yard provided that it meets noise levels.

M I C H A E L B . Y A N D L E

L A N D S C A P E A R C H I T E C T U R E

13 Ross Common PO Box 1695 Ross, CA 94957-1695
TEL 415.464.0763 FAX 415.464.0765 mbYandle.com LICENSE 3136

Granting this variance will not materially affect adversely , nor is it detrimental to surrounding properties or neighborhood

4. Affirm the Existing Variance for the swimming pool

The current swimming pool is in the rear yard setback.
This plan removes the existing pool and proposes a rectangular pool in approx.. the same location , that allows for an automatic protection cover for safety and reduce evaporation.

It is an unusually shaped lot where applying the strict setbacks would preclude the property from enjoying property rights granted to other properties

It does not constitute special privilege as other properties in Ross, have pools in rear yard setbacks.

This simple extends the current variance to the new pool

Town of Ross

Re: 2 Shanley Ln
Letter of support

October [19], 2025

To the Ross Planning Staff and ADR Members,

We are writing to express our support for Scott and Morgan Robertson's proposed project at 2 Shanley Ln, including the garage reconstruction, comprehensive landscape with new fencing and pool, and the potential ADU.

After reviewing the proposed plans, we have no objections and think the project will serve as a benefit to the entire Shanley / Fernhill neighborhood.

Please feel free to contact us directly with any further questions.

Respectfully,

Two handwritten signatures in black ink. The first signature is on the left and the second is on the right. Both are cursive and stylized.

Anna Wiesenthal-Birch & Jamie Robertson
7 Shanley Lane

George Henry Hines
+1 415 987 3465
6 Shanley Lane
Ross
94957

October 19, 2025

To: The Ross Planning Staff and Advisory Design Review Group

Letter of Support for Proposed Improvements at 2 Shanley Lane

Dear Planning Staff and Review Group,

I am writing this letter to express my strong, unqualified support for the proposed property improvements submitted by Scott and Morgan Robertson for their residence at **2 Shanley Lane**.

As neighbors, we have had the opportunity to review the detailed plans, including the proposed garage reconstruction, the comprehensive front and backyard landscaping with new fencing and pool installation, and the plans for a potential Accessory Dwelling Unit.

We find the entire project to be a thoughtful and valuable enhancement. We have no concerns whatsoever regarding the design, scope, or impact on the surrounding properties or the overall character of the neighborhood. We firmly believe these improvements will be beneficial to Shanley Lane and the wider community.

We encourage your approval of the Robertsons' application.

Best regards,

A handwritten signature in black ink, consisting of a large, stylized 'G' followed by a smaller 'L' and a period, representing George and Caitlin Hines.

19th October 2025

George and Caitlin Hines

Town of Ross

November 5, 2025

To: The Ross Planning Staff and Advisory Design Review Group,
Regarding: Support for Proposed Improvements at 2 Shanley Ln

I am writing this letter to express my support for the proposed property improvements submitted by Scott and Morgan Robertson at **2 Shanley Lane**.

As neighbors, we have had the opportunity to review the plans, including the proposed garage reconstruction, the comprehensive front and backyard landscaping with new fencing and pool installation, and the plans for a potential Accessory Dwelling Unit.

We appreciate the rationale for the project and believe it will be a thoughtful and valuable enhancement. We have no concerns regarding the design, scope, or impact on our property or the neighborhood.

Best regards,

A handwritten signature in black ink, appearing to read 'Trent & Theresa Jackson', with a stylized flourish extending to the right.

Trent & Theresa Jackson
5 Fernhill Ave
Ross, CA 94957
415.706.1706

ATTACHMENT 4

MINUTES

Meeting of the Ross
Advisory Design Review Group
December 16, 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

Chair Kruttschnitt called the meeting to order.

Present: Mark Kruttschnitt, Laura Dewar, Joey Buckingham, and Stephen Sutro, Mark Fritts, Roberta Feliciano (Planning and Building Director), Alex Lopez-Vega (Planner)

Absent: none

2. Approval of Minutes.

The ADR Group approved the minutes from November 18, 2025.

3. Open Time for Public Comments

4. Planning Project/ Applications

- a. **Property Address:** 2 Shanley Lane
- A.P.N:** 073-091-05
- Applicant:** Erin Yamada
- Property Owner:** Scott and Morgan Robertson
- 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 Minor Exception Permit, and a Variance to demolish the existing angled garage and reconstruct it to align it with the main residence. The project also includes removing the existing kidney shaped pool, constructing a new rectangular pool, and rehabilitating the rear yard. A variance is required because both the new pool and garage are proposed within the required setbacks.

Meeting Summary: The ADR members discussed the project which includes the demolition and reconstruction of an existing garage to align with the main residence, along with associated site improvements such as a new swimming pool to replace an existing pool, fencing, landscaping, and a pool equipment enclosure. The ADR group reviewed and approved several design elements, including fence heights, the pool design, and the garage rebuild, and recommended raising the garage plate height if feasible and relocating the pool equipment out of required setbacks. The ADR reviewed requested variances related to garage placement, fencing height, and pool equipment location, and discussed architectural and site planning considerations including future ADU potential, drainage, impervious surface reduction, and fire mitigation

measures. Landscape and fencing plans were presented to address privacy and noise concerns through setbacks, hedges, and an acoustic enclosure. The ADR group supported maintaining the proposed two sliding automobile gates to allow for a privacy tree, while recommending replacing the garage door to a single garage door to improve parking functionality. Overall, the ADR expressed support for the project as presented, with minor recommendations, and determined that the project may proceed to the Town Council without further review.

5. Conceptual Advisory Design Review

- a. **Property Address:** 11 Woodhaven Road
- A.P.N.:** 073-021-02
- Applicant:** Sutro Architects
- Property Owner:** Kathleen Swanson and Michael MacWilliams
- Zoning:** R-1: B-5A
- General Plan:** VL (Very Low Density)
- Flood Zone:** X (Moderate to Low)

Project Summary: The applicant requests Conceptual Advisory Design Review to construct a retaining wall with portions measuring between six to eight feet tall.

Meeting Summary: The ADR meeting discussed a project at 11 Woodhaven Road, where the property owners proposed construction of a retaining wall to stabilize a steeply sloped site that has experienced prior landslides. The proposed wall would exceed six feet in height in portions of the site and would be supported by deep piers, with a concrete wall face finished in dark green stucco. The ADR group discussed the visibility of the wall from the downhill neighboring property at 9 Woodhaven and noted that the neighbor supports the project. To mitigate visual impacts, the applicants proposed planting a native wax myrtle hedge along the wall. The ADR agreed that a single retaining wall represented the most appropriate solution given cost, environmental considerations, and the need to preserve existing oak trees, and expressed support for the project as presented.

6. Information, Discussion and New Agenda Items

- a. **Discuss zoning text amendments for pools and landscape structures**

Meeting Summary: The group reviewed a draft proposal that would allow pools and landscape structures up to 10 feet from property lines, with a 3-foot planter and 4-foot height limit for certain features. They agreed to exclude sports courts and pool equipment from the new regulations and decided to limit deck height to 18 inches. The ADR group also discussed removing subjective findings required from the regulations.

7. Adjournment at 7:35 P.M.

The next scheduled regular meeting date and time will be January 20, 2026, at 6:00 PM.