



Staff Report

Date: April 2, 2026
To: Mayor McMillan and Council Members
From: Alex Lopez-Vega, Planner
Subject: Letter Residence, 5 Allen Lane (DRP25-15)

Recommendation

It is recommended that the Town Council consider Design Review, and a Variance for the project described below located at 5 Allen Lane. The Town Council may adopt Resolution No. 2615 approving the project, subject to conditions.

Project Information:

Property Owner: Dan Letter
Applicant: Imprints Landscape Architecture
Street Address: 5 Allen Lane
Parcel Number: 073-261-40
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	26,200 SF	No change
Front Setback	25'	N/A	Patio 13'-4" Outdoor Kitchen 14'-6" Pool Equip 11'
Rear Setback	40'	N/A	Pool 7'-10"

	Code Standard	Existing	Proposed
			Patio 3'-6" Arbor 9'-8"
Impervious Surface Coverage	Minimize and/or mitigate for any increase.	9,254 SF	880 SF

Project Description:

The applicant requests approval from the Town Council for Design Review and a Variance. The project proposes rehabilitation of the southern portion of the yard, including construction of a new 16-foot by 40-foot pool and spa. Additional site improvements include installation of permeable pavers adjacent to the main residence with a new arbor, turf and pavers surrounding the proposed pool area, and construction of a new outdoor kitchen. The pool equipment enclosure is proposed along the front side of the residence.

The project also includes a new front walkway with exterior lighting and replacement of the existing asphalt driveway on the west side of the lot with permeable pavers. A Variance is required to allow the pool, spa, outdoor kitchen, arbor, pool equipment enclosure, and patio improvements to encroach into the required setbacks.

Impervious Surfaces

The project proposes reducing impervious surfaces by 8,374 square feet.

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 a project resulting in more than 50 cubic yards of grading or filling; and redevelopment of existing landscape over 2,500 square feet.
- **A Variance is required pursuant to RMC Chapter 18.48** to construct a pool, spa, outdoor kitchen, arbor, pool equipment enclosure, and patio improvements to encroach into the required setbacks.

Background

The project site is a 26,200 square-foot (SF) lot on Allen Lane. 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 March 17, 2026, the Advisory Design Review (ADR) group voted 3-0-1-1 (for–against–recused-absent) in support of the project as presented. The members supported the construction of the pool and associated landscape structures, citing the site’s topography, irregular lot shape, and existing privacy. The location of the pool equipment was also supported, noting that it is appropriately sited and discreetly tucked along an existing retaining wall. 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 March 17, 2026, 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.

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 pool, patio, outdoor kitchen, arbor and pool equipment 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 the irregular shape of the lot and the configuration of the available yard area where the pool is proposed. There is no reasonable or practical location on the property for the pool and landscape structures outside of the required setbacks. The proposed pool and landscape structures are located within the front yard; however, this area functions as the property’s primary outdoor living space, effectively serving as the backyard due to the lot orientation. This portion of the lot is narrow and constrained by the required front and rear setbacks which yield no buildable envelope, and as a result, the proposed improvements cannot meet the setback requirements.

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

Pool and associated landscape improvements are commonly enjoyed by owners of residential properties in the immediate vicinity. Granting the variance request, in a neighborhood where

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

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

The proposed pool and landscape improvements would not adversely affect the health and safety of nearby residents. The proposed pool and landscape improvements sit below Allen Lane and the retaining wall along the frontage. Existing mature landscaping and shrubs provide visual screening from the street. 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) and Section 15304 (Minor Alterations to Land), consisting of the construction of a swimming pool in an existing single family residential property 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. 2615
2. Project Plans
3. Project Application and Neighborhood Outreach
4. Draft ADR Meeting Minutes for March 17, 2026

ATTACHMENT 1

TOWN OF ROSS

RESOLUTION NO. 2615

RESOLUTION OF THE TOWN OF ROSS APPROVING DESIGN REVIEW AND A VARIANCE TO CONSTRUCT A NEW SWIMMING POOL, OUTDOOR KITCHEN, PATIO AND ARBOR AT 5 ALLEN LANE, A.P.N. 073-261-40

WHEREAS, the applicant, Imprints Landscape Architecture, on behalf of the property owner, Dan Letter, submitted an application requesting approval of Design Review and a Variance for rehabilitation of the southern portion of the yard, including construction of a new 16-foot by 40-foot pool and spa. Additional site improvements include installation of permeable pavers adjacent to the main residence with a new arbor, turf and pavers surrounding the proposed pool area, and construction of a new outdoor kitchen at 5 Allen Lane APN 073-261-40 (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 15301 (Existing Facilities) and Section 15304 (Minor Alterations to Land), consisting of the construction of a swimming pool in an existing single family residential property involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination; and

WHEREAS, on April 2, 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, 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 2nd day of April 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donna Redstone, Interim Town Clerk

Julie McMillan, Mayor

EXHIBIT "A"
FINDINGS
5 Allen Lane
A.P.N. 073-261-40

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 Medium Low-Density land use designation of the General Plan, the Single-Family Residence and Special Building Site zoning regulations, therefore the Project is found to be consistent with the Ross General Plan and Zoning Ordinance.

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 the irregular shape of the lot and the configuration of the available yard area where the pool is proposed. There is no reasonable or practical location on the property for the pool and landscape structures outside of the required setbacks. The proposed pool and landscape structures are located within the front yard; however, this area functions as the property's primary outdoor

living space, effectively serving as the backyard due to the lot orientation. This portion of the lot is narrow and constrained by the required front and rear setbacks which yield no buildable envelope, and as a result, the proposed improvements cannot meet the setback requirements.

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

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

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

The proposed pool and landscape improvements would not adversely affect the health and safety of nearby residents. The proposed pool and landscape improvements sit below Allen Lane and the retaining wall along the frontage. Existing mature landscaping and shrubs provide visual screening from the street. The project would also be constructed in compliance with building, fire and flood requirements and all conditions of approval.

EXHIBIT "B"
CONDITIONS OF APPROVAL
5 Allen Lane
A.P.N. 073-261-40

1. The building permit shall substantially conform to the plans entitled, "Letter Residence" dated 3-9-26 and reviewed and approved by the Town Council on 4-2-26.
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.

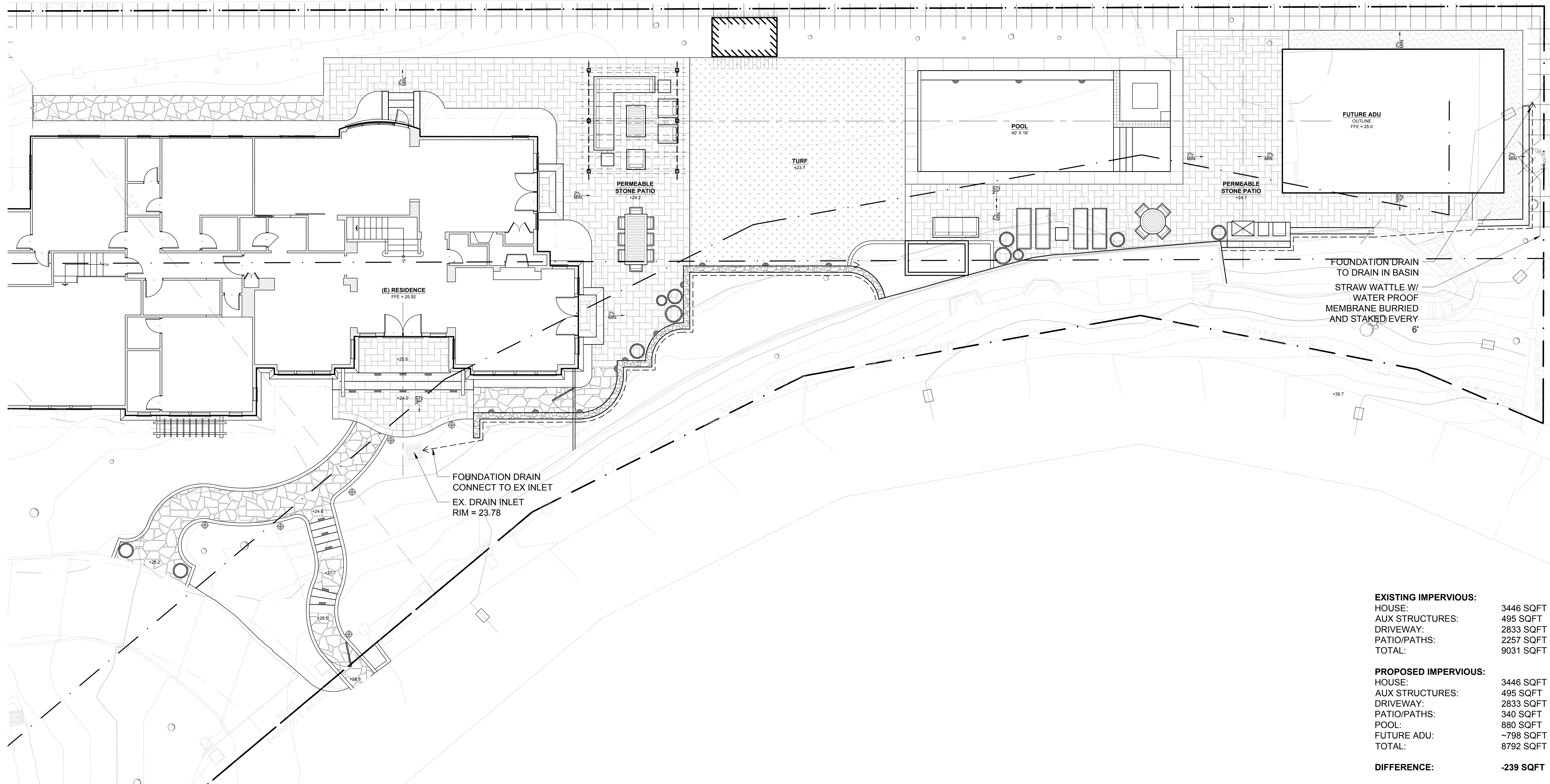
- b. A registered Architect or Engineer's stamp and signature must be placed on all plan pages.
- c. The building department may require the applicant to submit a deposit prior to building permit issuance to cover the anticipated cost for any Town consultants, such as the town hydrologist, review of 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 project shall comply with all standards and policies set forth in Chapter 10.32 Truck Routes. The operator of any vehicle carrying a load in excess of two tons to drive or operate it during the months of November, December, January, February, March and April, over or along any of the following streets in the town: Walnut Avenue, Oliver Avenue-, Pearl Avenue, North Road, West Road, East Road, Hill Road, Upper. Road, Canyon Road, that portion of Wellington Road lying easterly of the intersection of Garden Road therewith, Prospect Avenue, Fallen Leaf Avenue, Baywood Avenue, Madera Avenue, Redwood Avenue, Loma Linda Avenue and Crest Avenue, without written permit from the chief of police. The chief of police is hereby authorized to establish over an appropriate street or streets and to designate by appropriate signs, through-traffic routes for the movement of vehicles of two or more tons capacity designed for carrying merchandise, freight or material.
10. 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



FOUNDATION DRAIN
CONNECT TO EX INLET
EX. DRAIN INLET
RIM = 23.78

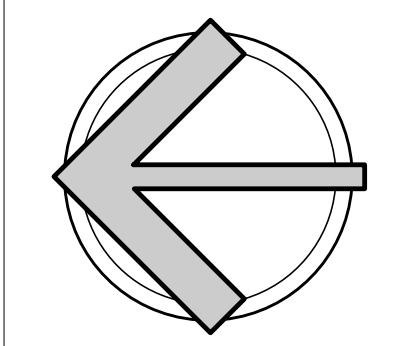
FOUNDATION DRAIN
TO DRAIN IN BASIN
STRAW WATTLE W/
WATER PROOF
MEMBRANE BURIED
AND STAKED EVERY
6'

EXISTING IMPERVIOUS:	
HOUSE:	3446 SQFT
AUX STRUCTURES:	495 SQFT
DRIVEWAY:	2833 SQFT
PATIO/PATHS:	2257 SQFT
TOTAL:	9031 SQFT
PROPOSED IMPERVIOUS:	
HOUSE:	3446 SQFT
AUX STRUCTURES:	495 SQFT
DRIVEWAY:	2833 SQFT
PATIO/PATHS:	340 SQFT
POOL:	880 SQFT
FUTURE ADU:	~798 SQFT
TOTAL:	8792 SQFT
DIFFERENCE:	-239 SQFT



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**LETTER
RESIDENCE**
5 ALLEN LN.
ROSS, CA 94957
AP #: 073-261-40



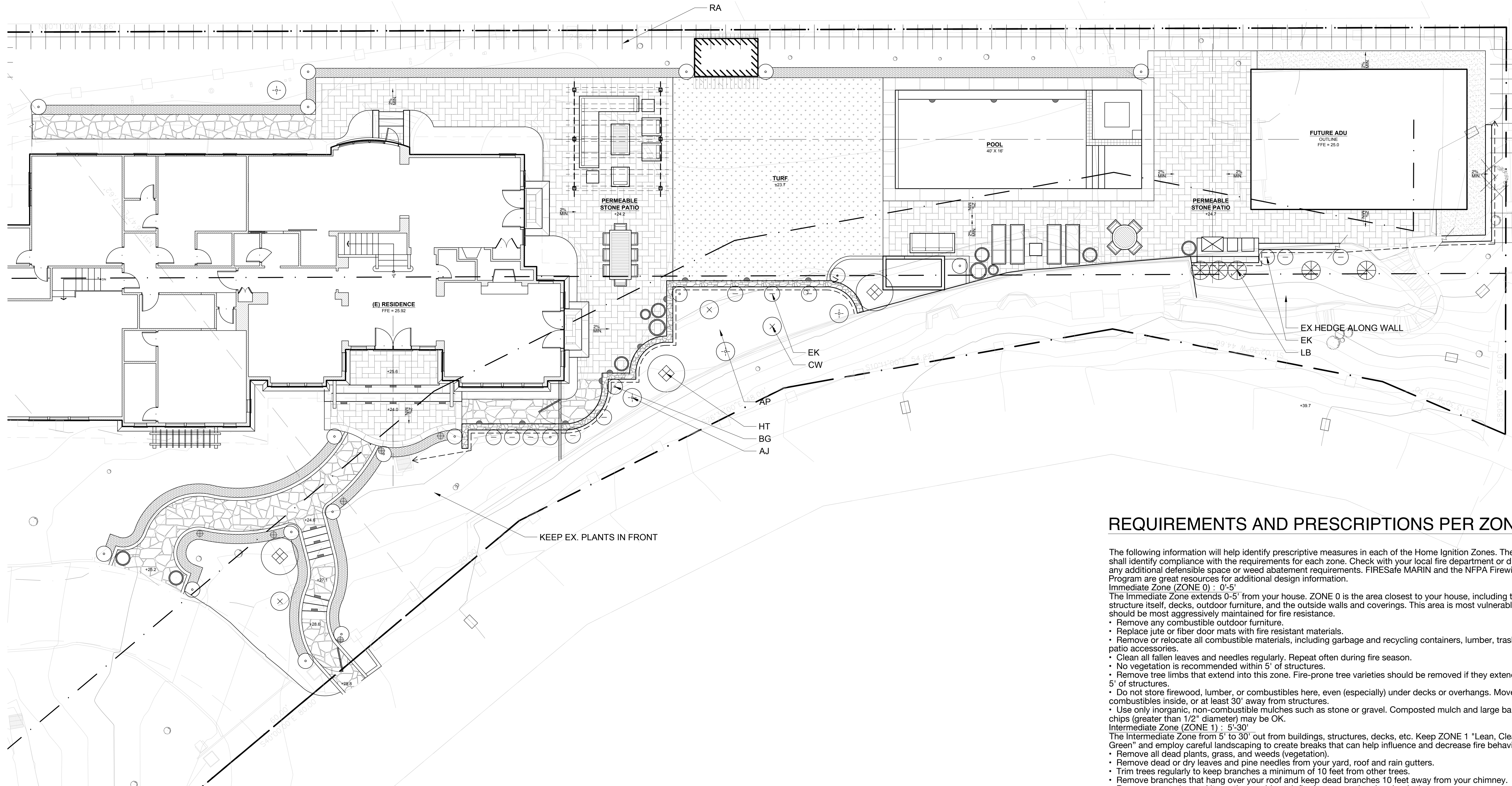
DATE	DESCRIPTION	BY
10.08.25	PLANNING SUB.	JS
12.02.25	PLANNING SUB.	JS

ALL DRAWINGS AND WRITTEN MATERIAL APPEARING
HEREIN CONSTITUTE THE ORIGINAL AND
UNPUBLISHED WORK OF IMPRINTS LANDSCAPE
ARCHITECTURE AND MAY NOT BE REPRODUCED, COPIED,
OR DISCLOSED WITHOUT THE EXPRESS WRITTEN
CONSENT OF IMPRINTS LANDSCAPE ARCHITECTURE
© 2025 IMPRINTS LANDSCAPE ARCHITECTURE

PROJECT DATE	03/09/26
DRAWN BY	JS
TITLE	LETTER
SCALE	1/8" = 1'

GRADING
AND DRAINAGE

SHEET
L3.0



REQUIREMENTS AND PRESCRIPTIONS PER ZONE

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

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

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

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

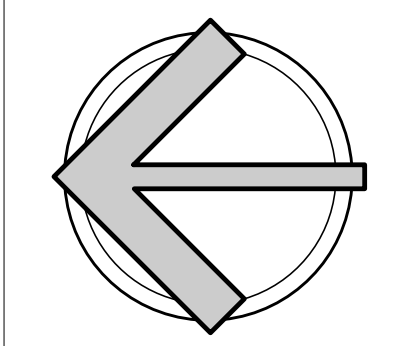
- Remove all dead plants, grass, and weeds (vegetation).
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- Trim trees regularly to keep branches a minimum of 10 feet from other trees.
- Remove branches that hang over your roof and keep dead branches 10 feet away from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

Extended Zone (ZONE 2) : 30'-100'
The extended zone from 30' to 100' (or more, if required due to steep slopes, nearby vegetation conditions, and/or your local fire department). The goal here is not to eliminate fire but to interrupt fire's path and keep flames smaller and on the ground. This zone should include at a minimum:

- Cut or mow annual grass down to a maximum height of 4 inches.
 - Create horizontal spacing between shrubs, trees and vertical spacing between grass, shrubs and trees.
 - Remove fallen leaves, needles, twigs, bark, cones, and small branches. However, they may be permitted to a depth of 3 inches if erosion control is an issue.
- Access Zone (ZONE 3) : 0'-10'**
Extends 10 feet horizontally from the edge on either side of the road or driveway.
- Within this zone, plantings shall be fire resistant and shall not extend within the 14 foot vertical.
 - Clearance above the surface of the roadway or driveway, as required for emergency access.
 - All landscape shall meet the requirements for separation as stated in the Zone 2 above.

- Long Term Maintenance Schedule and Safety Practices**
- All fire prone fuels and dead material will be removed within 100' of the home.
 - Remove branches beneath large trees for a 6-foot minimum clearance.
 - Needles and leaves and other combustible debris and litter shall be removed from roofs and gutter 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 10' horizontally of roadways, and trees shall be trimmed as not to overhang roadways and provide 15' of clearance vertically.
 - All dead and dying vegetation shall be removed seasonally to reduce vegetation volume and ladder fuels.
 - 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 zones 1 and 2.
- All planted areas inside Home ignition zones 1 and 2 shall be irrigated.
- All plantings shall be selected in coordination with the FIREsafe MARIN planting list located at <https://firesafemarin.org/create-a-fire-smart-yard/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. Fire Safe Marin Spacing Guidelines
- Defensible space shall be maintained for the life of the property in accordance with the approved Vegetation Management Plan and shall be amended as changes occur based on local findings and/or state requirements. Any changes, additions, and/or modifications to the existing approved Vegetation Management Plan shall require resubmission and approval by the AHJ.



DATE	DESCRIPTION	BY
10.08.25	PLANNING SUB.	JS
12.02.25	PLANNING SUB.	JS

ALL DRAWINGS AND WRITTEN MATERIAL APPEARING HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF IMPRINTS LANDSCAPE ARCHITECTURE AND MAY NOT BE REPRODUCED OR DISCLOSED WITHOUT THE EXPRESS WRITTEN CONSENT OF IMPRINTS LANDSCAPE ARCHITECTURE © 2024 IMPRINTS LANDSCAPE ARCHITECTURE

PROJECT DATE	03/09/26
DRAWN	JS
TITLE	LETTER
SCALE	1/8" = 1'

VMP / PLANTING PLAN

SCALE 1/8" = 1'
L4.0

PLANT LEGEND

TREES	BOTANIC NAME	COMMON NAME	SIZE	Q	HT. / WIDTH	NOTE
AP	ACER PALMATUM	JAPANESE MAPLE	24" B	2	25' X 20'	D

SHRUB / PERENNIALS / GRASSES / FERNS	BOTANIC NAME	COMMON NAME	SIZE	Q	HT. / WIDTH	NOTE
AJ	ANEMONE 'HONORINE JORBET'	JAPANESE ANEMONE	1 G	14		
BG	BUXUS 'GREEN BEAUTY' GLOBE	BOXWOOD GLOBE	30" D	21		
BH	BUXUS 'GREEN BEAUTY' HEDGE	BOXWOOD HEDGE	1 G	118		
CW	CALAMINTHA NEPETA 'WHITE CLOUD'	CALAMINT	1 G	17		
EK	ERIGERON KARVINSKIANUS	MEXICAN FLEABANE	4" P	20		
HT	HYDRANGEA 'TOY SOLDIER'	OAKLEAF HYDRANGEA	5 G	5		
LB	LOMANDRA 'BREEZE'	DWARF MAT RUSH	1 G	31	3' X 3'	E W F
PM	POLYSTICHUM MUNITUM	WESTERN SWORD FERN	1 G	4		
RA	RHAMNUS ALTERNUS	ITALIAN BUCKTHORN	15 G	40		

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

NOTES
ALL PLANTS ARE TO BE WATERED USING DRIP IRRIGATION METHODS

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 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 checked="" 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): 073-261-40

Project Address: 5 Allen Lane, Ross CA 94957

Property Owner: Dan Letter

Owner Mailing Address (PO Box in Ross): 5 Allen Lane

City/State/Zip: Ross CA 94957 Owner's Phone: _____

Owner's Email: dletter@prologis.com

Applicant: Joshua Schottstaedt

Applicant Mailing Address: 202 Rosemont Ave

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

Applicant's Email: josh@imprintsgardens.com

Primary point of Contact Email: Owner Buyer Agent Architect
josh@imprintsgardens.com

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:

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

_____, California on _____



Signature of Property Owner(s) and Applicant(s) Signature of Plan Preparer

Notice of Ordinance/Plan Modifications

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

Alternate Format Information

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

Consultant Information

The following information is required for all project consultants.

Landscape Architect

Firm Imprints Landscape Architecture
Project Landscape Architect Brad Eigsti
Mailing Address 202 Rosemont Ave
City Mill Valley *State* CA *ZIP* 94941
Phone 415 380 0755 *Fax*
Email josh@imprintsgardens.com
Town of Ross Business License No. 4538 *Expiration Date*

Civil/ Geotechnical Engineer

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

Arborist

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

Other

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

Other

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

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.**

Setback are such that nothing can be built on the site without a variance. The following items require a variance: pool, pool eq shed, pergola, patios and the outdoor kitchen.

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.**

The previous conditions are no longer being used. This updated design will create a new space to be inhabited by the owners to enjoy.

ATTACHMENT 4

MINUTES

Meeting of the Ross
Advisory Design Review Group
March 17, 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: Laura Dewar, Joey Buckingham, and Stephen Sutro, Mark Fritts, Roberta Feliciano (Planning and Building Director) Alex Lopez-Vega (Planner)

Absent: Mark Kruttschnitt

2. Approval of Minutes.

The ADR Group approved the minutes from January 20, 2026.

3. Open Time for Public Comments

4. Presentation for Ross Historic Walk Plaque by Tom Gaffney

5. Planning Project/ Applications

- a. **Property Address:** 5 Allen Lane
- A.P.N:** 073-261-40
- Applicant:** Imprints Landscape Architecture
- Property Owner:** Dan Letter
- 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 and a Variance. The project proposes rehabilitation of the southern portion of the yard, including construction of a new in-ground pool and spa. Additional site improvements include installation of permeable pavers adjacent to the main residence with a new arbor, turf and pavers surrounding the proposed pool area, and construction of a new outdoor kitchen. The pool equipment enclosure is proposed along the eastern side of the residence. A variance is required to construct the pool, spa, outdoor kitchen, arbor, pool equipment enclosure, and patio within the required setbacks.

Meeting Summary: The ADR meeting discussed a project at 10 Walnut Avenue rehabilitating the existing landscape around the pool area and driveway. The ADR members discussed the project and fully supported the project. The ADR also supported the nonconformity Permit for the proposed pool shed since it's in the same location as the existing shed, recommending that the

project is consistent with the purpose of Design Review and the Design Review criteria and standards.

- b. **Property Address:** 3 Allen Lane
- A.P.N:** 073-261-10
- Applicant:** Imprints Landscape Architecture
- Property Owner:** Andy Dodge and Alea Stein
- 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 and a Variance. The project proposes constructing a new in-ground pool and spa in the rear yard and pavers surrounding the proposed pool area. The pool equipment will be located within an insulated mechanical closet. A variance is required to construct a pool, spa and patio within the side and rear yard setbacks.

Meeting Summary: The ADR meeting discussed a project at 67 Bolinas Avenue, where the owners proposed construction of a single-family residence. The ADR members supported the project, subject to several revisions. All ADR members agreed that the proposed second-story deck should be removed and that the lower rear deck should be reduced in depth and pulled back to align with the proposed sliding doors. The ADR members also supported relocating the trash enclosure away from the front of the property, noting that placement along either side of the lot near the fence would be acceptable. They all supported the proposed width of the residence, but one member. Overall, the ADR group found the proposed design to be a significant improvement to the neighborhood. Additional recommendations included aligning the curb cut with the garage, replacing the wooden railing with a black metal railing, and enhancing landscaping within the front yard area.

- c. **Property Address:** 230 Wellington Avenue
- A.P.N:** 072-121-29
- Applicant:** Sutro Architects
- 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, 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 a detached 2-car garage and parking pad. The project also includes new landscaping with pool, patios, retaining walls, trash enclosure, walkways,

decks, an arbor, an outdoor kitchen and a pool. A Variance is required to exceed the allowable floor area by 520 square feet, to construct the outdoor kitchen, arbor, patio, and pool in the rear and side yard setbacks, and to construct a 2-car garage and trash enclosure in the front and side yard setback.

6. Conceptual Advisory Design Review

- a. **Property Address:** 325 Upper Toyon Drive
- A.P.N.:** 072-051-20
- Applicant:** Heritage Architecture
- Property Owner:** Wishbone Hill Estate LLC
- 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 demolish the existing guest house and construct a new 2,875 square foot guest house and gym room.

Meeting Summary: The ADR meeting discussed a project at 325 Upper Toyon Drive, where the property owners proposed construction of a new 2,875 square foot guest house and gym project. The design included thoughtful considerations for impervious cover, elevation changes, and privacy concerns, with features like pervious pavers and strategic window placement. The discussion centered on setback requirements and variance requests, particularly for the gym building which would encroach on the property line and setback. Concerns were raised about the building's height and its proximity to the road, with some suggesting it could be constructed further from the road while maintaining the required setbacks. The ADR group also discussed existing vegetation and grade considerations that influenced the building's design. The main concerns centered around the second-story facade in the setback and a second-story deck that overlooks neighboring properties. The applicant suggested moving the building to the south, away from the neighbor's property line, and reducing the size of the deck that faces the neighbors. They also discussed the importance of accurately measuring building height from the existing grade, noting that the jurisdiction requires using the more restrictive of finished or existing grade measurements. The applicant debated the need for variances, with the main issues being the placement of a detached garage and a home gym. They determined that while the owner preferred an attractive design over a utilitarian carport, they would need to proceed with the required covered parking spaces despite the aesthetic concerns. The group also discussed the placement of the gym, concluding that it should remain within the setback requirements and not be approved as a variance, particularly given the large size of the lot and the absence of a clear hardship.

7. 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.

8. Adjournment at 9:15 P.M.

The next scheduled regular meeting date and time will be April 21, 2026, at 6:00 PM.