

MINUTES  
ROSS ADVISORY DESIGN REVIEW GROUP  
THURSDAY, AUGUST 28, 2008

**1. 5:00 P.M. Commencement.**

Jim Kemp called the meeting to order at 5:00 p.m. The Advisory Design Review group members introduced themselves. Jim Kemp, Mark Fritts and Joey Buckingham were present. Richard Hannum (alternate for Dan Winey) arrived at 5:45 p.m. Town Staff: Gary Broad, Town Manager, and Dani Hamilton, Senior Planner.

**2. Posting of Agenda.**

The agenda was posted according to government code.

**3. Approval of Minutes of July 24, 2008.**

The draft meeting minutes of July 24, 2008 ADR meeting were approved.

**4. Open Time for Public Expression.**

There was no public input.

**5. 8 Sir Francis Drake Blvd/David and Andrea Millstein, A.P. No. 072-241-23, (R-1:B-A)**

*This project was continued from July 24, 2008 ADR meeting to allow applicant opportunity to respond to minor changes suggested by committee.*

The Advisory Design Review Group indicated support of the project's design, and commended the applicant and architect on their responsiveness to ADR suggestions. ADR recommended that the project move on to Town Council for review, and suggested the applicant make the following minor changes to design details, to be shown on the plans submitted for Council review:

- Consider a modified arch to entry gate
- Use windows with multiple, vertical, rectangular panes instead of multiple square panes.
- Paint downspouts and guardrails green to match trim.

**6. 104 Laurel Grove Avenue/Hank and Beth Holland, A.P. No. 72-211-30, (R-1:B-A)**

*This project was continued from July 24, 2008 ADR meeting to allow applicant opportunity to respond to minor changes suggested by committee.*

Applicants have slightly reduced the building footprint per budget constraints. Per previous ADR suggestion, the sport court was reconfigured and the driveway realigned so that it is no longer subject to a variance. ADR cautioned the applicant to take care in planting trees at the curve in the driveway so as not to obscure the driver's view.

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ADR Group indicated support of the project's design, including the changes introduced during this meeting. ADR recommended that the applicants replace the proposed round columns at the front entry to the house with square beams more in keeping with the overall design of the home, and that this change be shown on the plans to be submitted to Town Council for review.

### 7. 54 Baywood Avenue/Ross and Ligia Parmenter, A.P. Nos. 72-072-29 and 72-072-30, (R-1:B-20)

*This project is continued from June 26, 2008 ADR meeting.*

Richard Hannum stepped down from the ADR Group because he was the project architect for this application.

Julie McMillan indicated that the project was still not there yet. No survey, no drainage plan, nothing from Tom Vallee and no change in the project size. Safety and fire given the narrowness of the road are still a huge concern. Project still has the issue of going over hillside lot ordinance guidelines.

Jon D'Alessio indicated that the living wall should be made as open as possible to reduce bulk. Neighbor Steven Walker, 16 Baywood, expressed a concern for drainage and project architect Richard Hannum explained the drainage plan.

Joey Buckingham indicated that she thought this was a good solution to drainage and for the radius for fire trucks. Richard may have answered the issues related to the street.

Joey indicated that she liked the design and it is a fine looking house. She applauds the fact that you can't see if from the street, it maintains the trees and she likes the sight lines. The project square footage needs to be worked out between the applicant and the Town Council. The project bulk could be reduced by eliminating decks, but if you live on a hillside, decks are your outdoor space. She said she loves the garden roof.

ADR Group indicated support for the project's design, including the changes and reconfiguration shown in the plans for this meeting. A neighbor suggested that a survey of the property should be undertaken in order to establish the size of the parcel; she believes the lot may be smaller than depicted on the plans. The ADR group limited their comments to the quality of the design, and did not address the neighbor's question regarding lot size.

The project architect indicated that he was ready to proceed to the Council with the project. The group recommended that the project be advanced to the Town Council for their consideration, with no further design changes or revisions.

### 8. Discussion of group review procedures.

The group concurred that the "minutes" or "meeting notes" for ADR meetings should be brief. There was some discussion of noticing procedures (not required, now provided on some projects as a courtesy to neighbors).

### 9. Adjournment.

The meeting was adjourned at 7:30 pm.