



ADVISORY DESIGN REVIEW GROUP FACT SHEET AND SUBMITTAL REQUIREMENTS

Objective

The Advisory Design Review Group provides professional review of design-related issues, including site planning, building massing, setbacks, light/air, privacy, etc., as well as material selection in architectural and landscape design. The first objective of the process is to provide applicants with helpful advice early in the review process and to offer early opportunity for neighbor input and feedback. The professional design suggestions and solutions are provided in an informal setting conducive to dialogue and collaborative problem-solving. The second objective is to assist in the town council approval process. The council will review the feedback of the ADR.

Advisory Design Review Group

The Advisory Design Review Group is a volunteer committee appointed by the Ross Town Council. The group is composed of five Ross residents, including residents that have professional design backgrounds in architecture, landscape design or other comparable fields.

Process

- The applicant will submit this application to request advisory design review with the applicable fees. The application will be considered at the next available meeting date. It is recommended that the application is submitted no later than the first day of the month in order to make the meeting calendar for that same month.
- Advisory Design Review Group are held the fourth Tuesday of the month at Ross Town Hall at 7:00 p.m., or as otherwise arranged with prior notice.
- Meetings will comply with Brown Act requirements and be open to the public. An agenda shall be prepared and posted in advance of the meeting.
- You are going to have to provide access to the site prior to the meeting. Please post story poles at least 10 days prior to the meeting (see below), and contact the members of the ADR to arrange for a site visit, typically during the weekend prior to the meeting. Contact information is available from the Planning Department.
- A representative of the Planning Department will attend the meeting and take minutes.
- A copy of the application, plans, and any other materials submitted will be provided by Planning Department staff to the group for review prior to their meeting.
- The Town will mail courtesy notices to surrounding property owners at least 10 days prior to the meeting. Agendas will be electronically distributed to Town email list.

Meeting Format

ADR is a forum to present plans for discussion; for neighbors to learn about plans and discuss

concerns; for design professionals to offer suggestions or better understand the applicant's goals; a place to discuss and explore town building standards, design goals, regulations (such as setbacks, lot coverage, floor area and height); consider flood and drainage matters; look at the proposed design in regard to the ADR committee members opinions and general zoning issues. The meeting is informal, and there are no topics inappropriate about which to ask.

ADR is not an approval body. ADR provides advice to the Town staff, which is conveyed to the Town Council. The ADR meetings provide a venue for project discussion that aims to resolve obstacles to Town Council approval. Having advice from the ADR significantly helps the Town Council review process.

The process for each agenda item:

- a) Begin with a brief introduction of the project from the applicants or applicant's architect. Focus should be on the exterior view, the exterior layout, the conformance with good design standards and the Town development goals as expressed in Town Code and historical implementation.
- b) ADR members will question the applicants.
- c) ADR will ask for input or questions from any neighbors that wish to speak.
- d) ADR members will seek to reach agreement on a set of unanimous recommendations for the Town Council to consider. If items are not agreed upon by all the ADR members, minutes will note the exceptions.

Suggestions

- Large samples of specific materials and colors to be used should be provided at the meeting (see submittal requirements, below).
- Please show your plans to your neighbors prior to the meeting.
- A detailed landscape plan, specifically addressing any landscaping that will affect your neighbors, is suggested.

Submittal Requirements

- A completed Design Review Group Application.

The ADR Group prefers that applicants submit the following information along with their completed Design Review Group Application:

Eight full size and Two 11" by 17" reduced copy, drawn to scale, of the following items (staff will circulate copies of the plan to the building department/department of public works, Ross Valley Fire Department, Marin Municipal Water District, and Ross Valley Sanitary District for comments and recommended conditions):

- A site plan that shows information relevant to project, including:
 - north arrow and scale
 - all dimensions of the property
 - required setbacks
 - all easements and adjacent streets or ways

- the footprint of the proposed structure/addition in relation to the property lines
 - structures on the neighboring parcels that are within 25' of project property lines
 - existing and proposed topography
 - inundated areas, streams, culverts, and drainage swales as well as their top of bank
 - proposed fences, gates, walls, and retaining walls
 - ingress, egress, and off-street parking areas
 - trees with a diameter greater than or equal to six inches (6"), indicating those that are proposed for removal, as well as any trees on the site within 15 feet of the property lines as well as the "non intrusion zone" for protected trees (See Ross Municipal Code section 12.24.020 (6))
 - any work proposed within the right-of-way
- Floor plans showing existing and proposed floor areas for each level. The plan should identify existing walls to remain, as well as new construction.
 - Identify the materials on the plans. Samples of actual colors and materials (siding, trim, windows, railings, etc.) shall be brought to the ADR meeting for the project. Color renderings showing how color and materials will be placed on the building are also helpful.
 - Relevant existing and proposed building elevations (photos may substitute for existing elevations) showing maximum height from existing grade.
 - Story poles to indicate changes to ridgelines, building corners, and exterior walls along with any proposed fencing adjacent to a right-of-way. Story poles should be in place at least 10 days prior to the hearing date to assist the ADR Group and neighbors to consider the plan.

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.