



### Staff Report

**Date:** November 14, 2023  
**To:** Advisory Design Review Group  
**From:** Alex Lopez-Vega, Assistant Planner  
**Subject:** 20 Allen Avenue

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#### Recommendation

That the ADR Group discuss the merits of the project and provide a formal recommendation to the Town Council regarding the merits of the project consistent with the Design Review criteria and standards of Ross Municipal Code section 18.41.100 (see **Attachment 1**).

#### Project Information

Property Owner: Steve Akram  
Applicant: Matthew Kennedy  
Street Address: 20 Allen Avenue  
Parcel Number: 073-241-17  
Zoning: R-1: B-7\_5  
General Plan: ML (Medium Low Density)  
Flood Zone: AE (Floodway)

#### Project Description

The applicant requests approval for Design Review. The project involves rehabilitating and renovating of existing landscaping over 2,500 square feet, the project proposes to install new cobblestone driveway entryway, as well as repair the existing driveway with decomposed granite. Additionally, the project includes a new bluestone pathway, a bluestone entry walkway, bluestone patios, and a vegetable garden. The applicant proposes to install artificial turf in both the front yard and rear yards of the home and new trees along the perimeter of the lot to provide screening. A new pool is proposed in the front of the house measuring 14 x 24 feet and the pool equipment will be placed on the west side of the garage within the buildable envelope. A new irrigation system, and drainage repair and improvements , are also proposed.

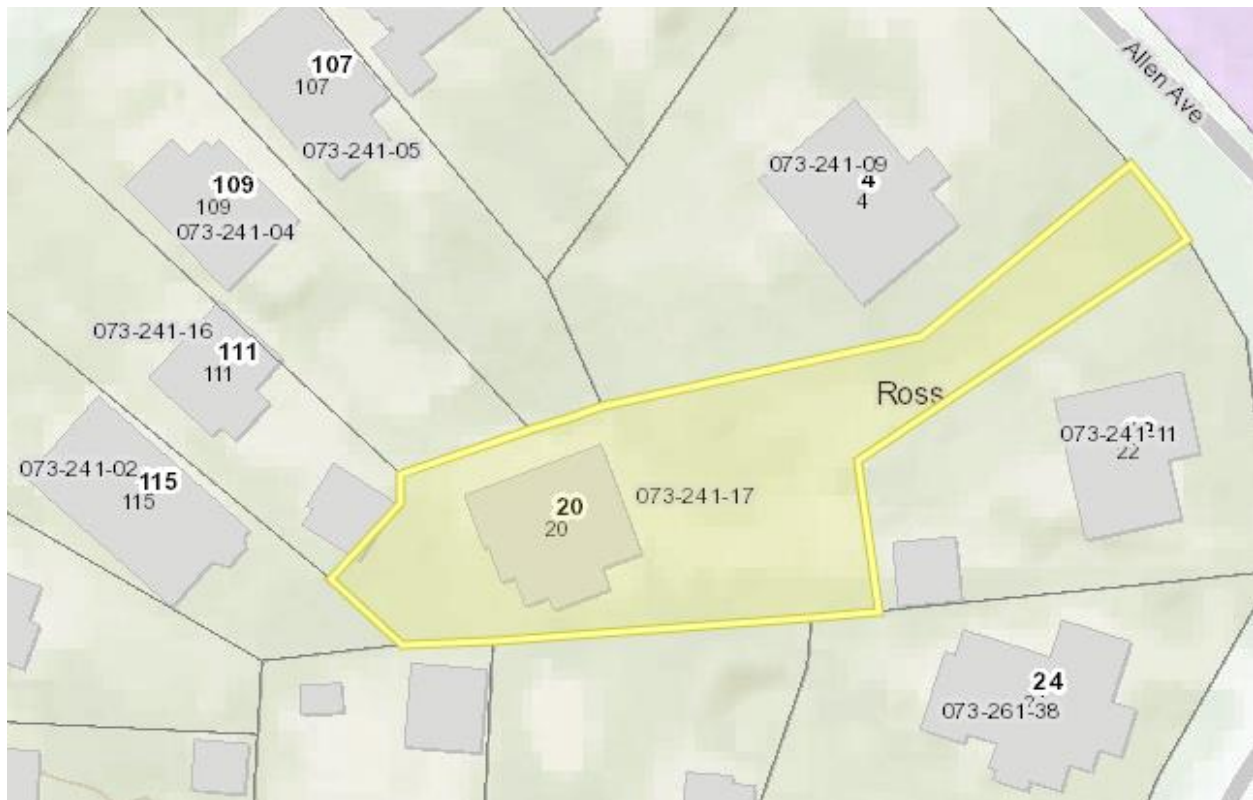
Project plans are included as **Attachment 2**; Project Application and Materials are included as **Attachment 3**.

The proposed project is subject to the following permit approval:

- **Design Review is required pursuant to RMC Section 18.41.010** to allow for a project resulting in over 1,000 square feet of new impervious landscape surface; and redevelopment, rehabilitation, and/or renovation of existing landscape over 2,500 square feet.

### Background

The project site is a 15,135 square-foot irregular shaped lot on Allen Avenue. The lot has a single-family residence and a detached garage. The lot has an approved Minor Nonconformity Permit to alter the existing nonconforming detached garage due to the side yard setback. The owner applied for a building permit for a comprehensive project involving both interior renovations and exterior upgrades, including siding replacement and painting. The owner and applicant worked with staff to come up with a natural tone for the exterior of the home, choosing Coventry grey for the main structure, charcoal-trimmed doors and white-trim for the windows.



### Discussion

**Discussion**

The overall purpose of the Design Review is to guide new development, to preserve and enhance the special qualities of Ross and to sustain the beauty of the town's environment. Other purposes include: providing excellence of design consistent with the scale and quality of existing development; preserving and enhancing the historical "small town", low-density character and identity that is unique to the Town of Ross; promote and implement the design goals, policies and criteria of the Ross General Plan; upgrade the appearance, quality and condition of existing improvements in conjunction with new development or remodeling of a site; and preserve natural hydrology and drainage patterns and reduce stormwater runoff associated with development. The Design Review criteria and standards per section 18.41.100 are included as **Attachment 1**.

**Public Comment**

At the time of writing this report, no comments were received from the public regarding the project.

**Attachments**

1. Ross Municipal Code Section 18.41.100, Design Review Criteria and Standards
2. Project Plans
3. Project Application & Materials

# ATTACHMENT 1

## Chapter 18.41

### DESIGN REVIEW

#### Sections:

18.41.010	Purpose.
18.41.020	Improvements subject to design review.
18.41.030	Chapter application.
18.41.040	Submittal requirements.
18.41.050	Review authority.
18.41.060	Town Council review.
18.41.070	Approval--Special conditions and findings.
18.41.080	Denial of incomplete or inactive applications.
18.41.090	Administrative review.
18.41.100	Design review criteria and standards.
18.41.110	Noncompliance.
18.41.120	Emergency situations.

18.41.010 Purpose. (a) The “small town” feel and the serene, quiet character of its neighborhoods are special qualities to the town. The existing scale and quality of architecture, the low density of development, the open and tree-covered hills, winding creeks and graciously landscaped streets and yards contribute to this ambience and to the beauty of a community in which the man-made and natural environment co-exist in harmony.

(b) This chapter is intended to guide new development to preserve and enhance these special qualities of Ross and to sustain the beauty of the town’s environment. Other specific purposes include the following:

(1) Provide excellence of design for all new development which harmonizes style, intensity and type of construction with the natural environment and respects the unique needs and features of each site and area. Promote high-quality design that enhances the community, is consistent with the scale and quality of existing development and is harmoniously integrated with the natural environment;

(2) Preserve and enhance the historical “small town,” low-density character and identity that is unique to the Town of Ross, and maintain the serene, quiet character of the town’s neighborhoods through maintaining historic design character and scale, preserving natural features, minimizing overbuilding of existing lots and retaining densities consistent with existing development in Ross and in the surrounding area;

(3) Preserve lands which are unique environmental resources including scenic resources (ridgelines, hillsides and trees), vegetation and wildlife habitat, creeks, threatened and endangered species habitat, open space and areas necessary to protect community health and

safety. Ensure that site design and intensity recognize site constraints and resources, preserve natural landforms and existing vegetation, and prevent excessive and unsightly hillside grading;

(4) Enhance important community entryways, local travel corridors and the area in which the project is located;

(5) Promote and implement the design goals, policies and criteria of the Ross general plan;

(6) Discourage the development of individual buildings which dominate the townscape or attract attention through color, mass or inappropriate architectural expression;

(7) Preserve buildings and areas with historic or aesthetic value and maintain the historic character and scale. Ensure that new construction respects and is compatible with historic character and architecture both within the site and neighborhood;

(8) Upgrade the appearance, quality and condition of existing improvements in conjunction with new development or remodeling of a site.

(9) Preserve natural hydrology and drainage patterns and reduce stormwater runoff associated with development to reduce flooding, streambank erosion, sediment in stormwater drainage systems and creeks, and minimize damage to public and private facilities. Ensure that existing site features that naturally aid in stormwater management are protected and enhanced. Recognize that every site is in a watershed and stormwater management is important on both small and large sites to improve stormwater quality and reduce overall runoff.

(c) This chapter establishes procedures and criteria for the review of buildings, structures and improvements necessary to meet this purpose. (Ord. 619 (part), 2010; Ord. 514 §1(part), 1993).

#### 18.41.020 Improvements subject to design review.

(a) Design review is required for the following projects:

(1) All new buildings and for all exterior remodeling resulting in additions, extensions or enlargements to existing buildings exceeding two hundred square feet of new floor area, including enclosing existing open areas.

(2) All building relocations.

(3) Any increase to the existing roof height.

(4) All fences, gates or walls, or a combination of these, greater than forty-eight inches in height in any yard adjacent to the street or right-of-way.

(5) The construction of any retaining wall greater than forty-eight inches in height as measured from bottom of footing to top of wall or any terraced retaining walls totaling more than forty-eight inches in height.

(6) New retaining walls with a cumulative total of more than one hundred linear feet.

(7) Any sports court fences over 6 feet in height and for gate columns and other decorative fence elements that exceed the permitted fence height limits.

(8) Any project resulting in the removal or alteration of more than twenty-five percent of the exterior walls or wall coverings of a residence, as determined by the Planner.

(9) Any activity or project resulting in more than fifty cubic yards of grading or filling, whether or not a building permit is required.

(10) Any construction, improvements, grading/filling or other site work within twenty-five feet of a creek, waterway or drainageway, whether or not a building permit is required with the exception of creek projects in accordance with Section 18.41.020(b)(4) of this Code.

(11) Any project resulting in over 1,000 square feet of new impervious landscape surface, whether or not a building permit is required.

(12) Redevelopment, Rehabilitation, and/or renovation of existing landscaping over 2,500 square feet, including new hardscape, retaining walls, vegetation modifications, modification to topography, additional impervious surfaces, alterations of drainage patterns, and other site modifications that could affect the visual and/or physical character of the site and neighborhood, whether or not a building permit is required.

(b) Design Review is not required for the following:

(1) Repainting existing structures involving no exterior remodeling resulting in additions, extensions or alterations.

(2) Accessory Dwelling Units in Accordance with Chapter 18.42 of this Code.

(3) Attic improvement permitted under Chapter 18.46 unless the project involves exterior work within twenty-five feet of a creek, waterway or drainageway, or if the attic project is associated with a larger project that requires design review.

(4) Creek stabilization and/or stream bank repair and alteration permits subject to issuance of a building permit and local, state, and federal permitting approval.

(5) Improvement of an existing basement in accordance with Chapter 18.45 of this Code.

(6) Outdoor advertising for the Local Service Commercial (C-L) Zoning District in accordance with Section 18.41.090(d) of this Chapter. (Ord. 704 (part), 2020; Ord. 696 (part), 2019; Ord. 624 (part), 2011; Ord. 619 (part), 2010; Ord. 604 (part), 2008; Ord. 578 §7, 2003; Ord. 575 (part), 2003; Ord. 558 (part), 2001; Ord. 557 (part), 2001; Ord. 544 (part), 1999; Ord. 534 (part), 1996; Ord. 514 §1(part), 1993).

18.41.030 Chapter application. No work shall be started or authorized on any matter which is subject to design review on any lot located within the town until a design review application is approved, unless written approval for the work is first given by the town planner. (Ord. 514 §1(part), 1993).

18.41.040 Submittal requirements. Every design review application shall include drawings, plans, specifications and graphic or written material as required by the town planner or town council to clearly and accurately describe the proposed work, its effect on the environment and its relationship to existing improvements. The applicant shall pay a fee as set by the town council. All drawings and plans shall show both existing and proposed elevations and clearly identify all new construction and label all materials as new or existing. A structural engineer's report on the condition of the existing structure and its ability to meet building code requirements without additional modifications shall be prepared as required by the town planner or town council. An extensive termite, dry rot damage report shall be prepared, as required by the town planner or town council, which shall not only identify areas of damage but shall explore

to determine the full extent of the damage, both exposed and concealed. Complete photos and a videotape of the structure's exterior shall be provided as required by the town planner or town council. A project manager, hired by the town at the applicant's expense, shall monitor demolition/construction activity as deemed necessary by the town building official. The applicant shall submit a proposed erosion control and sediment control plan, stormwater control plan, and/or stormwater facilities operation and maintenance plan if required by chapter 12.28 of the town code. Standard submittal requirements will be prepared by the town planner. Additional material may be required by the town planner. (Ord. 657 (part), 2014; Ord. 604 (part), 2008: Ord. 534 (part), 1996: Ord. 514 §1(part), 1993).

18.41.050 Review authority. The town council will conduct the design review provided for by this chapter, except as otherwise provided in this chapter. (Ord. 641 (part), 2013; Ord. 514 §1(part), 1993).

18.41.060 Town Council review. Except as otherwise provided in this chapter, the town council will decide design review applications at a public meeting. The town council will review the application at its next available meeting following a determination by the town planner that the application is complete. The town clerk will mail written notice at least ten calendar days prior to the hearing to the applicant and to all owners of property within three hundred feet from the exterior boundaries of the project site. (Ord. 641 (part), 2013; Ord. 514 §1(part), 1993).

18.41.070 Approval--Special conditions and findings.

(a) 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 this chapter and for substantial compliance with the criteria set forth in this chapter. The council may adopt by resolution standard conditions for all projects to meet.

(b) The town council shall make the following findings in approving any project:

(1) The project is consistent with the purpose of this chapter as outlined in Section 18.41.010.

(2) The project is in substantial compliance with the design criteria of Section 18.41.100.

(3) The project is consistent with the Ross general plan and zoning ordinance.

(c) The town council shall deny any project for which it cannot make the above findings required in this section. (Ord. 514 §1(part), 1993).

18.41.080 Denial of incomplete or inactive applications. Consistent with state law, the town planner may administratively deny without prejudice any application which remains incomplete or inactive for a period of greater than ninety days or is continued at the applicant's request for more than sixty days. (Ord. 514 §1(part), 1993).

18.41.090 Administrative review. The town planner may administratively approve, conditionally approve or deny the following without notice or a public hearing: (a) An amendment to town council approved plans that the town planner determines to be in substantial conformity with the approved plans or minor or incidental in nature and consistent



with the intent and criteria of this chapter and with zoning ordinance regulations. Such administrative review may include, but is not limited to, the addition of skylights, greenhouse windows and other minor changes from approved design review plans. (b) Design review of fences pursuant to the provisions of Section 18.41.070 and Section 18.41.080. (c) An application that involves alteration of more than twenty-five percent of the exterior walls, but less than twenty-five percent of the exterior wall coverings of a residence pursuant to the provisions of Section 18.41.070 and Section 18.41.080. (d) Outdoor advertising for the Local Service Commercial (C-L) Zoning District in consultation with the Town's Advisory Design Review Group. (Ord. 704 (part), 2020; Ord. 641 (part), 2013; Ord. 514 §1(part), 1993).).

18.41.100 Design review criteria and standards. Until such time the Town Council adopts Residential Design Guidelines, this section provides guidelines for development. Compliance is not mandatory but is strongly recommended. The Town Council may deny an application where there are substantial inconsistencies with one or more guidelines in a manner that is counter to any purpose of this ordinance.

(a) Preservation of Natural Areas and Existing Site Conditions.

(1) The existing landscape should be preserved in its natural state by keeping the removal of trees, vegetation, rocks and soil to a minimum. Development should minimize the amount of native vegetation clearing, grading, cutting and filling and maximize the retention and preservation of natural elevations, ridge lands and natural features, including lands too steep for development, geologically unstable areas, wooded canyons, areas containing significant native flora and fauna, rock outcroppings, view sites, watersheds and watercourses, considering zones of defensible space appropriate to prevent the spread of fire.

(2) Sites should be kept in harmony with the general appearance of neighboring landscape. All disturbed areas should be finished to a natural-appearing configuration and planted or seeded to prevent erosion.

(3) Lot coverage and building footprints should be minimized where feasible, and development clustered, to minimize site disturbance area and preserve large areas of undisturbed space. Environmentally sensitive areas, such as areas along streams, forested areas, and steep slopes shall be a priority for preservation and open space.

(b) Relationship Between Structure and Site.

There should be a balanced and harmonious relationship among structures on the site, between structures and the site itself, and between structures on the site and on neighboring properties. All new buildings or additions constructed on sloping land should be designed to relate to the natural land forms and step with the slope in order to minimize building mass, bulk and height and to integrate the structure with the site.

(c) Minimizing Bulk and Mass.

(1) New structures and additions should avoid monumental or excessively large size out of character with their setting or with other dwellings in the neighborhood. Buildings should be compatible with others in the neighborhood and not attract attention to themselves. When nonconforming floor area is proposed to be retained with site redevelopment, the Council may consider the volume and mass of the replacement floor area and limit the volume and mass where necessary to meet the intent of these standards.

(2) To avoid monotony or an impression of bulk, large expanses of any one material on a single plane should be avoided, and large single plane retaining walls should be avoided. Vertical and horizontal elements should be used to add architectural variety and to break up building plans. The development of dwellings or dwelling groups should not create excessive mass, bulk or repetition of design features.

(d) Materials and Colors.

(1) Buildings should use 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. Colors and materials should be compatible with those in the surrounding area. High-quality building materials should be used.

(2) Natural materials such as wood and stone are preferred, and manufactured materials such as concrete, stucco or metal should be used in moderation to avoid visual conflicts with the natural setting of the structure.

(3) Soft and muted colors in the earthtone and woodtone range are preferred and generally should predominate.

(e) Drives, Parking and Circulation.

(1) Good access, circulation and off-street parking should be provided consistent with the natural features of the site. Walkways, driveways, curb cuts and off-street parking should allow smooth traffic flow and provide for safe ingress and egress to a site.

(2) Access ways and parking areas should be in scale with the design of buildings and structures on the site. They should be sited to minimize physical impacts on adjacent properties related to noise, light and emissions and be visually compatible with development on the site and on neighboring properties. Off-street parking should be screened from view. The area devoted to driveways, parking pads and parking facilities should be minimized through careful site planning.

(3) Incorporate natural drainage ways and vegetated channels, rather than the standard concrete curb and gutter configuration to decrease flow velocity and allow for stormwater infiltration, percolation and absorption.

(f) Exterior Lighting.

Exterior lighting should not create glare, hazard or annoyance to adjacent property owners or passersby. Lighting should be shielded and directed downward, with the location of lights coordinated with the approved landscape plan. Lamps should be low wattage and should be incandescent.

(g) Fences and Screening.

Fences and walls should be designed and located to be architecturally compatible with the design of the building. They should be aesthetically attractive and not create a “walled-in” feeling or a harsh, solid expanse when viewed from adjacent vantage points. Front yard fences and walls should be set back sufficient distance from the property line to allow for installation of a landscape buffer to soften the visual appearance. Transparent front yard fences and gates over four feet tall may be permitted if the design and landscaping is compatible and consistent with the design, height and character of fences and landscaping in the neighborhood. Front yard vehicular gates should be transparent to let light and lines of sight through the gate. Solid walls and fences over four feet in height are generally discouraged on property lines adjacent to a right-of-way but may be permitted for properties adjacent to Poplar Avenue and Sir Francis Drake

Boulevard based on the quality of the design, materials, and landscaping proposed. Driveway gates should be automatic to encourage use of onsite parking. Pedestrian gates are encouraged for safety, egress, and to encourage multi-modal transportation and pedestrian-friendly neighborhood character.

(h) Views.

Views of the hills and ridgelines from public streets and parks should be preserved where possible through appropriate siting of improvements and through selection of an appropriate building design including height, architectural style, roof pitch and number of stories.

(i) Natural Environment.

(1) The high-quality and fragile natural environment should be preserved and maintained through protecting scenic resources (ridgelines, hillsides, trees and tree groves), vegetation and wildlife habitat, creeks, drainageways threatened and endangered species habitat, open space and areas necessary to protect community health and safety.

(2) Development in upland areas shall maintain a setback from creeks or drainageways. The setback shall be maximized to protect the natural resource value of riparian areas and to protect residents from geologic and other hazards.

(3) Development in low-lying areas shall maintain a setback from creeks or drainageways consistent with the existing development pattern and intensity in the area and on the site, the riparian value along the site, geologic stability, and the development alternatives available on the site. The setback should be maximized to protect the natural resource value of the riparian area and to protect residents from geologic and flood hazards.

(4) The filling and development of land areas within the one-hundred-year flood plain is discouraged. Modification of natural channels of creeks is discouraged. Any modification shall retain and protect creekside vegetation in its natural state as much as possible. Reseeding or replanting with native plants of the habitat and removal of broom and other aggressive exotic plants should occur as soon as possible if vegetation removal or soil disturbance occurs.

(5) Safe and adequate drainage capacity should be provided for all watercourses.

(j) Landscaping.

(1) Attractive, fire-resistant, native species are preferred. Landscaping should be integrated into the architectural scheme to accent and enhance the appearance of the development. Trees on the site, along public or private streets and within twenty feet of common property lines, should be protected and preserved in site planning. Replacement trees should be provided for trees removed or affected by development. Native trees should be replaced with the same or similar species. Landscaping should include planting of additional street trees as necessary.

(2) Landscaping should include appropriate plantings to soften or screen the appearance of structures as seen from off-site locations and to screen architectural and mechanical elements such as foundations, retaining walls, condensers and transformers.

(3) Landscape plans should include appropriate plantings to repair, reseed and/or replant disturbed areas to prevent erosion.

(4) Landscape plans should create and maintain defensible spaces around buildings and structures as appropriate to prevent the spread of wildfire.

(5) Wherever possible, residential development should be designed to preserve, protect and restore native site vegetation and habitat. In addition, where possible and appropriate, invasive vegetation should be removed.

(k) Health and Safety.

Project design should minimize the potential for loss of life, injury or damage to property due to natural and other hazards. New construction must, at a minimum, adhere to the fire safety standards in the Building and Fire Code and use measures such as fire-preventive site design, landscaping and building materials, and fire-suppression techniques and resources. Development on hillside areas should adhere to the wildland urban interface building standards in Chapter 7A of the California Building Code. New development in areas of geologic hazard must not be endangered by nor contribute to hazardous conditions on the site or on adjoining properties.

(l) Visual Focus.

(1) Where visibility exists from roadways and public vantage points, the primary residence should be the most prominent structure on a site. Accessory structures, including but not limited to garages, pool cabanas, accessory dwellings, parking pads, pools and tennis courts, should be sited to minimize their observed presence on the site, taking into consideration runoff impacts from driveways and impervious surfaces. Front yards and street side yards on corner lots should remain free of structures unless they can be sited where they will not visually detract from the public view of the residence.

(2) Accessory structures should generally be single-story units unless a clearly superior design results from a multilevel structure. Accessory structures should generally be small in floor area. The number of accessory structures should be minimized to avoid a feeling of overbuilding a site. Both the number and size of accessory structures may be regulated in order to minimize the overbuilding of existing lots and attain compliance with these criteria.

(m) Privacy.

Building placement and window size and placement should be selected with consideration given to protecting the privacy of surrounding properties. Decks, balconies and other outdoor areas should be sited to minimize noise to protect the privacy and quietude of surrounding properties. Landscaping should be provided to protect privacy between properties. Where nonconformities are proposed to be retained, the proposed structures and landscaping should not impair the primary views or privacy of adjacent properties to a greater extent than the impairment created by the existing nonconforming structures.

(n) Consideration of Existing Nonconforming Situations.

Proposed work should be evaluated in relationship to existing nonconforming situations, and where determined to be feasible and reasonable, consideration should be given to eliminating nonconforming situations.

(o) Relationship of Project to Entire Site.

(1) Development review should be a broad, overall site review, rather than with a narrow focus oriented only at the portion of the project specifically triggering design review. All information on site development submitted in support of an application constitutes the approved design review project and, once approved, may not be changed by current or future property owners without town approval.

(2) Proposed work should be viewed in relationship to existing on-site conditions. Pre-existing site conditions should be brought into further compliance with the purpose and design criteria of this chapter as a condition of project approval whenever reasonable and feasible.

(p) Relationship to Development Standards in Zoning District.

The town council may impose more restrictive development standards than the standards contained in the zoning district in which the project is located in order to meet these criteria. Where two or more contiguous parcels are merged into one legal parcel, the Town Council may consider the total floor area of the existing conforming and legal nonconforming structures and may reduce the permitted floor area to meet the purposes of these standards.

(q) Project Reducing Housing Stock.

Projects reducing the number of housing units in the town, whether involving the demolition of a single unit with no replacement unit or the demolition of multiple units with fewer replacement units, are discouraged; nonetheless, such projects may be approved if the council makes findings that the project is consistent with the neighborhood and town character and that the project is consistent with the Ross general plan.

(r) Maximum Floor Area.

Regardless of a residentially zoned parcel's lot area, a guideline maximum of ten thousand square feet of total floor area is recommended. Development above guideline floor area levels may be permitted if the town council finds that such development intensity is appropriate and consistent with this section, the Ross municipal Code and the Ross general plan. Factors which would support such a finding include, but are not limited to: excellence of design, site planning which minimizes environmental impacts and compatibility with the character of the surrounding area.

(s) Setbacks.

All development shall maintain a setback from creeks, waterways and drainageways. The setback shall be maximized to protect the natural resource value of riparian areas and to protect residents from geologic and other hazards. A minimum fifty-foot setback from the top of bank is recommended for all new buildings. At least twenty-five feet from the top of bank should be provided for all improvements, when feasible. The area along the top of bank of a creek or waterway should be maintained in a natural state or restored to a natural condition, when feasible.

(t) Low Impact Development for Stormwater Management.

Development plans should strive to replicate natural, predevelopment hydrology. To the maximum extent possible, the post-development stormwater runoff rates from the site should be no greater than pre-project rates. Development should include plans to manage stormwater runoff to maintain the natural drainage patterns and infiltrate runoff to the maximum extent practical given the site's soil characteristics, slope, and other relevant factors. An applicant may be required to provide a full justification and demonstrate why the use of Low Impact Development (LID) design approaches is not possible before proposing to use conventional structural stormwater management measures which channel stormwater away from the development site.

(1) Maximize Permeability and Reduce Impervious Surfaces. Use permeable materials for driveways, parking areas, patios and paths. Reduce building footprints by using

more than one floor level. Pre-existing impervious surfaces should be reduced. The width and length of streets, turnaround areas, and driveways should be limited as much as possible, while conforming with traffic and safety concerns and requirements. Common driveways are encouraged. Projects should include appropriate subsurface conditions and plan for future maintenance to maintain the infiltration performance.

(2) Disperse Runoff On Site. Use drainage as a design element and design the landscaping to function as part of the stormwater management system. Discharge runoff from downspouts to landscaped areas. Include vegetative and landscaping controls, such as vegetated depressions, bioretention areas, or rain gardens, to decrease the velocity of runoff and allow for stormwater infiltration on-site. Avoid connecting impervious areas directly to the storm drain system.

(3) Include Small-Scale Stormwater Controls and Storage Facilities. As appropriate based on the scale of the development, projects should incorporate small-scale controls to store stormwater runoff for reuse or slow release, including vegetated swales, rooftop gardens or “green roofs”, catch-basins retro-fitted with below-grade storage culverts, rain barrels, cisterns and dry wells. Such facilities may be necessary to meet minimum stormwater peak flow management standards, such as the no net increase standard. Facilities should be designed to minimize mosquito production. (Ord. 696 (part), 2019; Ord. 653 (part), 2014; Ord. 641 (part), 2013; Ord. 619 (part), 2010; Ord. 611 (part), 2008; Ord. 575 (part), 2003; Ord. 555, 2000; Ord. 543-1 (part), 1998; Ord. 514 §1 (part), 1993).

18.41.110 Noncompliance. Failure to comply in any respect with the conditions or approved plans constitutes grounds for the town to immediately stop work related to the noncompliance until the matter is resolved. Such violation will be subject to the enforcement penalties procedures of Chapter 18.64 of this code. (Ord. 514 §1(part), 1993).

18.41.120 Emergency situations. If a condition exists which requires immediate action to protect public health, safety and welfare, the town building official may, after consultation with the town planner, grant emergency approval to temporarily correct or ameliorate such condition without submitting the matter to the Town Council for design review approval or posting written notice. Permanent corrective measures shall require design review approval in accordance with the provisions of this chapter. The building official and town planner may impose conditions on an emergency permit as necessary to ensure compliance with this chapter. (Ord. 514 §1(part), 1993).

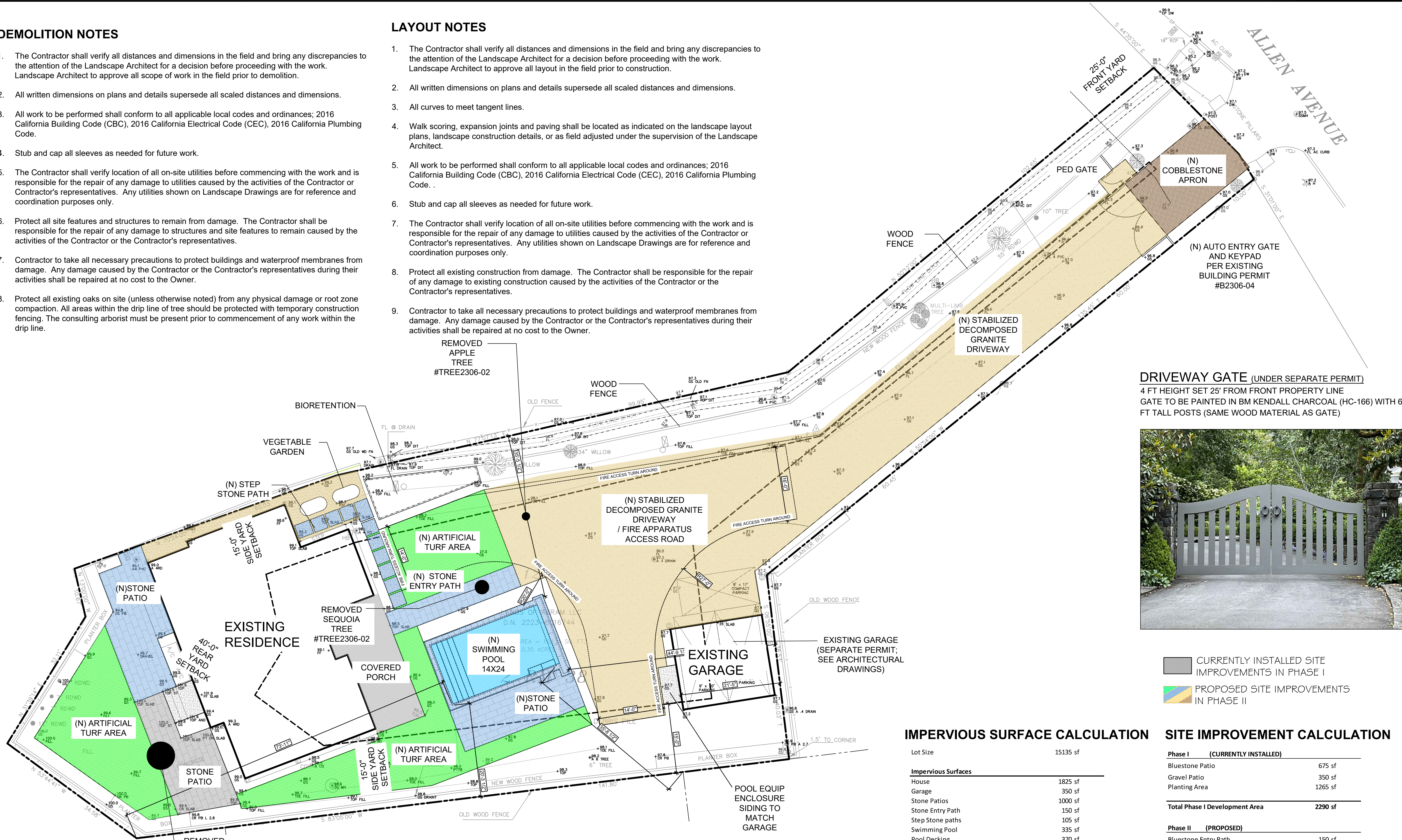
# ATTACHMENT 2

**DEMOLITION NOTES**

- The Contractor shall verify all distances and dimensions in the field and bring any discrepancies to the attention of the Landscape Architect for a decision before proceeding with the work. Landscape Architect to approve all scope of work in the field prior to demolition.
- All written dimensions on plans and details supersede all scaled distances and dimensions.
- All work to be performed shall conform to all applicable local codes and ordinances; 2016 California Building Code (CBC), 2016 California Electrical Code (CEC), 2016 California Plumbing Code.
- Stub and cap all sleeves as needed for future work.
- The Contractor shall verify location of all on-site utilities before commencing with the work and is responsible for the repair of any damage to utilities caused by the activities of the Contractor or Contractor's representatives. Any utilities shown on Landscape Drawings are for reference and coordination purposes only.
- Protect all site features and structures to remain from damage. The Contractor shall be responsible for the repair of any damage to structures and site features to remain caused by the activities of the Contractor or the Contractor's representatives.
- Contractor to take all necessary precautions to protect buildings and waterproof membranes from damage. Any damage caused by the Contractor or the Contractor's representatives during their activities shall be repaired at no cost to the Owner.
- Protect all existing oaks on site (unless otherwise noted) from any physical damage or root zone compaction. All areas within the drip line of tree should be protected with temporary construction fencing. The consulting arborist must be present prior to commencement of any work within the drip line.

**LAYOUT NOTES**

- The Contractor shall verify all distances and dimensions in the field and bring any discrepancies to the attention of the Landscape Architect for a decision before proceeding with the work. Landscape Architect to approve all layout in the field prior to construction.
- All written dimensions on plans and details supersede all scaled distances and dimensions.
- All curves to meet tangent lines.
- Walk scoring, expansion joints and paving shall be located as indicated on the landscape layout plans, landscape construction details, or as field adjusted under the supervision of the Landscape Architect.
- All work to be performed shall conform to all applicable local codes and ordinances; 2016 California Building Code (CBC), 2016 California Electrical Code (CEC), 2016 California Plumbing Code.
- Stub and cap all sleeves as needed for future work.
- The Contractor shall verify location of all on-site utilities before commencing with the work and is responsible for the repair of any damage to utilities caused by the activities of the Contractor or Contractor's representatives. Any utilities shown on Landscape Drawings are for reference and coordination purposes only.
- Protect all existing construction from damage. The Contractor shall be responsible for the repair of any damage to existing construction caused by the activities of the Contractor or the Contractor's representatives.
- Contractor to take all necessary precautions to protect buildings and waterproof membranes from damage. Any damage caused by the Contractor or the Contractor's representatives during their activities shall be repaired at no cost to the Owner.



**DRIVEWAY GATE (UNDER SEPARATE PERMIT)**  
 4 FT HEIGHT SET 25' FROM FRONT PROPERTY LINE  
 GATE TO BE PAINTED IN BM KENDALL CHARCOAL (HC-166) WITH 6 FT TALL POSTS (SAME WOOD MATERIAL AS GATE)



■ CURRENTLY INSTALLED SITE IMPROVEMENTS IN PHASE I  
 ■ PROPOSED SITE IMPROVEMENTS IN PHASE II

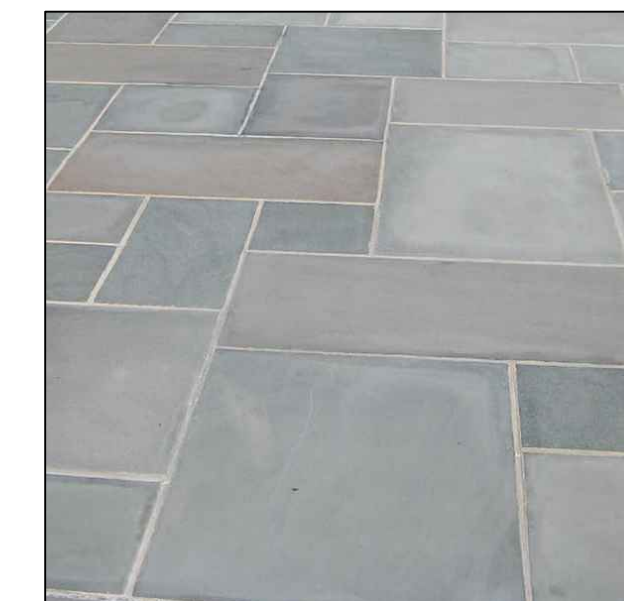
**IMPERVIOUS SURFACE CALCULATION**

Lot Size	15135 sf
<b>Impervious Surfaces</b>	
House	1825 sf
Garage	350 sf
Stone Patios	1000 sf
Stone Entry Path	150 sf
Step Stone paths	105 sf
Swimming Pool	335 sf
Pool Decking	370 sf
Pool Equipment Pad	20 sf
DG Driveway	3910 sf
Turf - Front - Fire turn	430 sf
Total Impervious	8495 sf
% Impervious	56.1%
<b>Permeable Surfaces</b>	
Turf - Front	700 sf
Turf - Rear	570 sf
Planting areas	5370 sf
Total Impervious	6640 sf
% Permeable	43.9%

**SITE IMPROVEMENT CALCULATION**

<b>Phase I (CURRENTLY INSTALLED)</b>	
Bluestone Patio	675 sf
Gravel Patio	350 sf
Planting Area	1265 sf
<b>Total Phase I Development Area</b>	<b>2290 sf</b>
<b>Phase II (PROPOSED)</b>	
Bluestone Entry Path	150 sf
Bluestone Patio - Rear	325 sf
Bluestone Step Pads	105 sf
Swimming Pool	335 sf
Pool Deck	370 sf
Pool Equipment Pad	20 sf
Gravel Side yard	260 sf
DG Driveway	3910 sf
Cobble Driveway Entry	325 sf
Turf Areas	1700 sf
Planting Area	1530 sf
<b>Total Phase II Development Area</b>	<b>9030 sf</b>

**MATERIAL EXAMPLES**



BLUESTONE



ARTIFICIAL TURF



COBBLE DRIVEWAY ENTRY



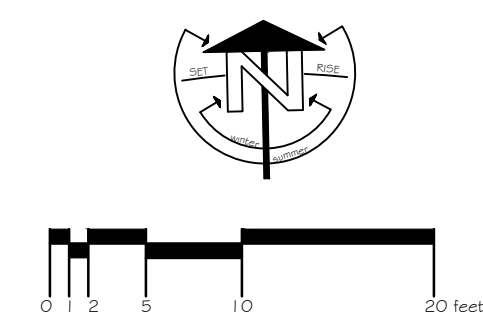
DRIVEWAY DECOMPOSED GRANITE GRAY FINES

**AKRAM RESIDENCE**  
 20 Allen Avenue  
 Ross, CA 94957  
 APN# 073-241-17

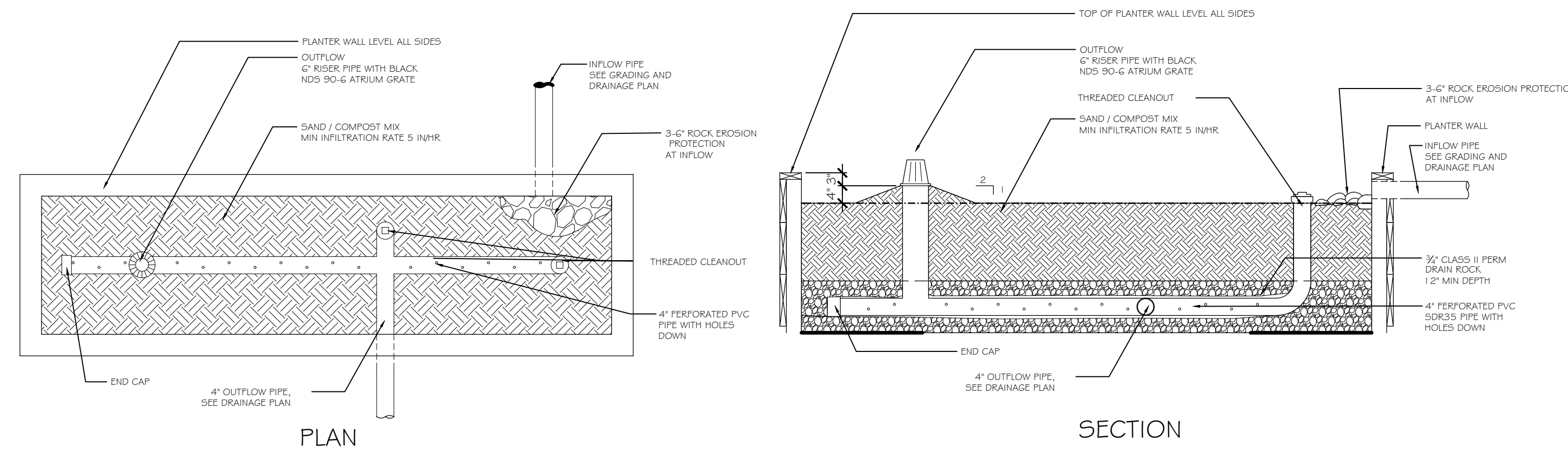
revisions:  
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LANDSCAPE  
SITE PLAN  
 date: 11-09-2023  
 scale: 1"=10'-0"  
 sheet: L1



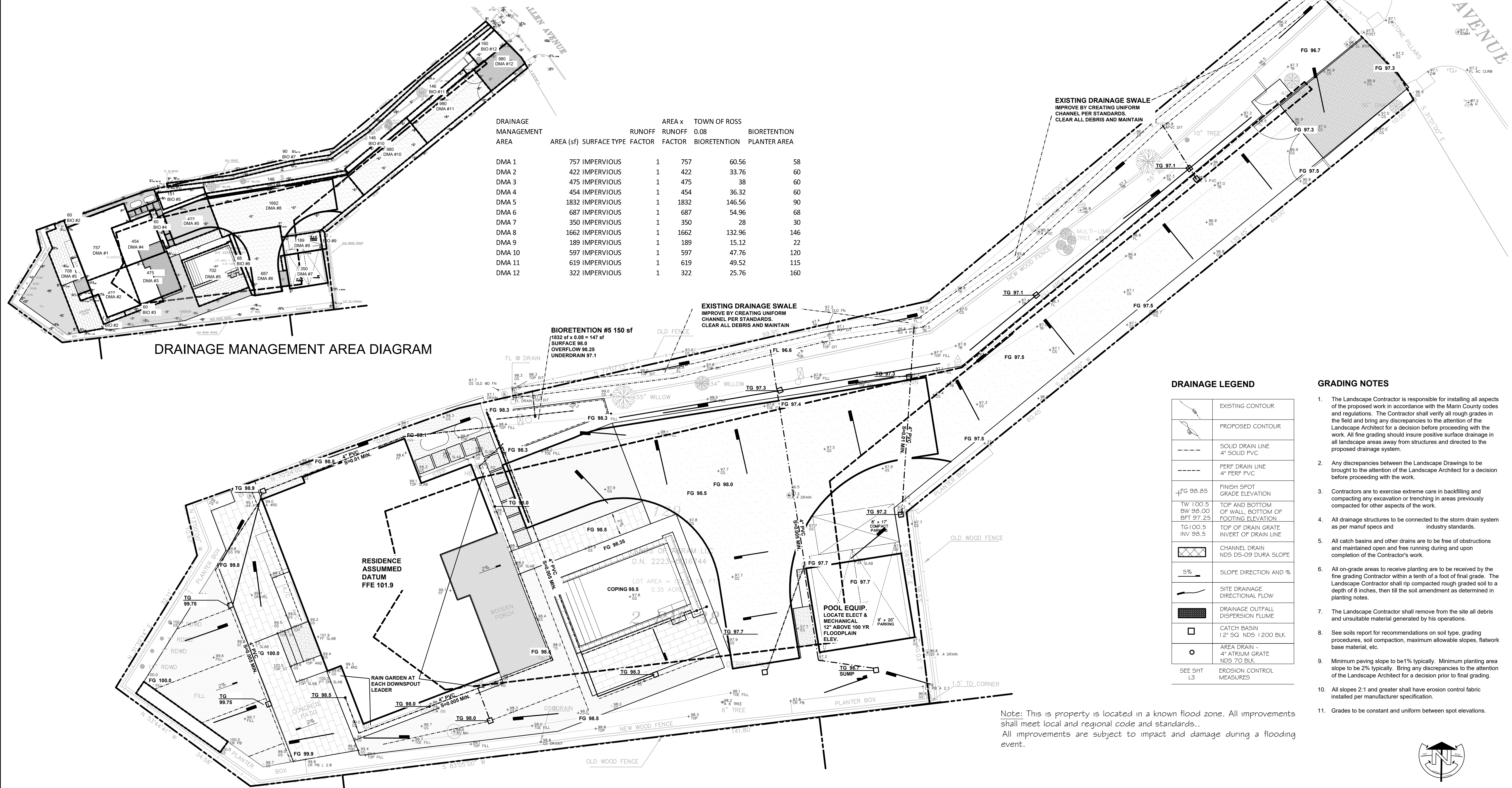




BIO-RETENTION PLANTER DETAIL  
L2  
NTS

DRAINAGE MANAGEMENT AREA	AREA (sf)	SURFACE TYPE	RUNOFF FACTOR	AREA x RUNOFF FACTOR	TOWN OF ROSS BIORETENTION	BIORETENTION PLANTER AREA
DMA 1	757	IMPERVIOUS	1	757	60.56	58
DMA 2	422	IMPERVIOUS	1	422	33.76	60
DMA 3	475	IMPERVIOUS	1	475	38	60
DMA 4	454	IMPERVIOUS	1	454	36.32	60
DMA 5	1832	IMPERVIOUS	1	1832	146.56	90
DMA 6	687	IMPERVIOUS	1	687	54.96	68
DMA 7	350	IMPERVIOUS	1	350	28	30
DMA 8	1662	IMPERVIOUS	1	1662	132.96	146
DMA 9	189	IMPERVIOUS	1	189	15.12	22
DMA 10	597	IMPERVIOUS	1	597	47.76	120
DMA 11	619	IMPERVIOUS	1	619	49.52	115
DMA 12	322	IMPERVIOUS	1	322	25.76	160

DRAINAGE MANAGEMENT AREA DIAGRAM



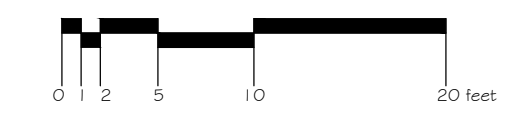
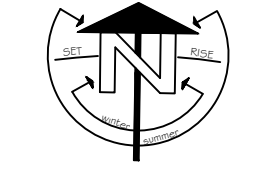
DRAINAGE LEGEND

	EXISTING CONTOUR
	PROPOSED CONTOUR
	SOLID DRAIN LINE 4" SOLID PVC
	PERF DRAIN LINE 4" PERF PVC
	FG 98.85 FINISH SPOT GRADE ELEVATION
	TW 100.5 BW 98.00 BFT 97.25 TOP AND BOTTOM OF WALL, BOTTOM OF FOOTING ELEVATION
	TG 100.5 INV 98.5 TOP OF DRAIN GRATE INVERT OF DRAIN LINE
	CHANNEL DRAIN NDS DS-09 DURKA SLOPE
	5% SLOPE DIRECTION AND %
	SITE DRAINAGE DIRECTIONAL FLOW
	DRAINAGE OUTFALL DISPERSION FLUME
	CATCH BASIN 12" SQ NDS 1200 BLK
	AREA DRAIN 4" ATRIUM GRATE NDS 70 BLK
	SEE SHT L3 EROSION CONTROL MEASURES

GRADING NOTES

- The Landscape Contractor is responsible for installing all aspects of the proposed work in accordance with the Marin County codes and regulations. The Contractor shall verify all rough grades in the field and bring any discrepancies to the attention of the Landscape Architect for a decision before proceeding with the work. All fine grading should insure positive surface drainage in all landscape areas away from structures and directed to the proposed drainage system.
- Any discrepancies between the Landscape Drawings to be brought to the attention of the Landscape Architect for a decision before proceeding with the work.
- Contractors are to exercise extreme care in backfilling and compacting any excavation or trenching in areas previously compacted for other aspects of the work.
- All drainage structures to be connected to the storm drain system as per manuf specs and industry standards.
- All catch basins and other drains are to be free of obstructions and maintained open and free running during and upon completion of the Contractor's work.
- All on-grade areas to receive planting are to be received by the fine grading Contractor within a tenth of a foot of final grade. The Landscape Contractor shall rip compacted rough graded soil to a depth of 8 inches, then till the soil amendment as determined in planting notes.
- The Landscape Contractor shall remove from the site all debris and unsuitable material generated by his operations.
- See soils report for recommendations on soil type, grading procedures, soil compaction, maximum allowable slopes, flatwork base material, etc.
- Minimum paving slope to be 1% typically. Minimum planting area slope to be 2% typically. Bring any discrepancies to the attention of the Landscape Architect for a decision prior to final grading.
- All slopes 2:1 and greater shall have erosion control fabric installed per manufacturer specification.
- Grades to be constant and uniform between spot elevations.

Note: This is property is located in a known flood zone. All improvements shall meet local and regional code and standards. All improvements are subject to impact and damage during a flooding event.



**AKRAM RESIDENCE**  
20 Allen Avenue  
Ross, CA 94957  
APN# 073-241-17

revisions:


CONCEPTUAL GRADING & DRAINAGE PLAN

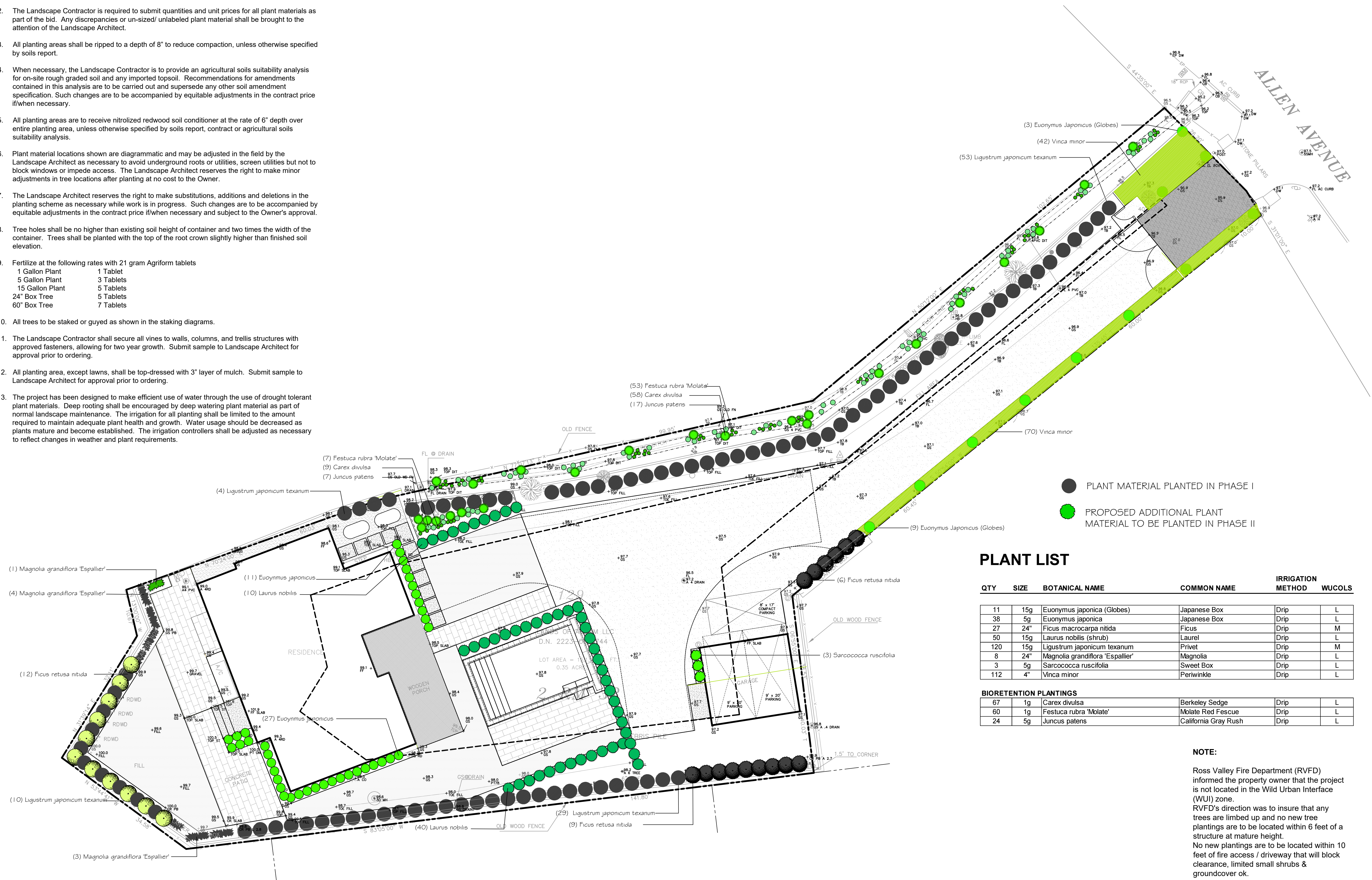
date: 11-09-2023  
scale: 1"=10'-0"  
sheet: L2



PLANTING NOTES

- All landscaping work shall be performed by qualified persons familiar with planting work and under supervision of a qualified planting foreman.
- The Landscape Contractor is required to submit quantities and unit prices for all plant materials as part of the bid. Any discrepancies or un-sized/ unlabeled plant material shall be brought to the attention of the Landscape Architect.
- All planting areas shall be ripped to a depth of 8" to reduce compaction, unless otherwise specified by soils report.
- When necessary, the Landscape Contractor is to provide an agricultural soils suitability analysis for on-site rough graded soil and any imported topsoil. Recommendations for amendments contained in this analysis are to be carried out and supersede any other soil amendment specification. Such changes are to be accompanied by equitable adjustments in the contract price if/when necessary.
- All planting areas are to receive nitrated redwood soil conditioner at the rate of 6" depth over entire planting area, unless otherwise specified by soils report, contract or agricultural soils suitability analysis.
- Plant material locations shown are diagrammatic and may be adjusted in the field by the Landscape Architect as necessary to avoid underground roots or utilities, screen utilities but not to block windows or impede access. The Landscape Architect reserves the right to make minor adjustments in tree locations after planting at no cost to the Owner.
- The Landscape Architect reserves the right to make substitutions, additions and deletions in the planting scheme as necessary while work is in progress. Such changes are to be accompanied by equitable adjustments in the contract price if/when necessary and subject to the Owner's approval.
- Tree holes shall be no higher than existing soil height of container and two times the width of the container. Trees shall be planted with the top of the root crown slightly higher than finished soil elevation.
- Fertilize at the following rates with 21 gram Agriform tablets
 

1 Gallon Plant	1 Tablet
5 Gallon Plant	3 Tablets
15 Gallon Plant	5 Tablets
24" Box Tree	5 Tablets
60" Box Tree	7 Tablets
- All trees to be staked or guyed as shown in the staking diagrams.
- The Landscape Contractor shall secure all vines to walls, columns, and trellis structures with approved fasteners, allowing for two year growth. Submit sample to Landscape Architect for approval prior to ordering.
- All planting area, except lawns, shall be top-dressed with 3" layer of mulch. Submit sample to Landscape Architect for approval prior to ordering.
- The project has been designed to make efficient use of water through the use of drought tolerant plant materials. Deep rooting shall be encouraged by deep watering plant material as part of normal landscape maintenance. The irrigation for all planting shall be limited to the amount required to maintain adequate plant health and growth. Water usage should be decreased as plants mature and become established. The irrigation controllers shall be adjusted as necessary to reflect changes in weather and plant requirements.



- PLANT MATERIAL PLANTED IN PHASE I
- PROPOSED ADDITIONAL PLANT MATERIAL TO BE PLANTED IN PHASE II

PLANT LIST

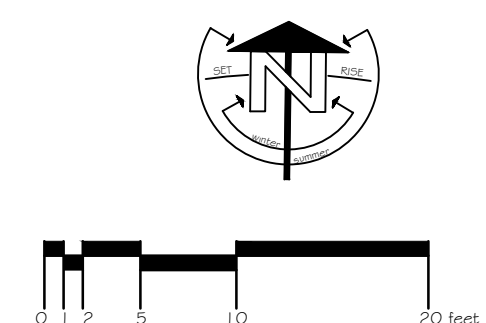
QTY	SIZE	BOTANICAL NAME	COMMON NAME	IRRIGATION METHOD	WUCOLS
11	15g	Euonymus japonica (Globes)	Japanese Box	Drip	L
38	5g	Euonymus japonica	Japanese Box	Drip	L
27	24"	Ficus macrocarpa nitida	Ficus	Drip	M
50	15g	Laurus nobilis (shrub)	Laurel	Drip	L
120	15g	Ligustrum japonicum texanum	Privet	Drip	M
8	24"	Magnolia grandiflora 'Espallier'	Magnolia	Drip	L
3	5g	Sarcococca ruscifolia	Sweet Box	Drip	L
112	4"	Vinca minor	Periwinkle	Drip	L

BIORETENTION PLANTINGS					
67	1g	Carex divulsa	Berkeley Sedge	Drip	L
60	1g	Festuca rubra 'Molate'	Molate Red Fescue	Drip	L
24	5g	Juncus patens	California Gray Rush	Drip	L

NOTE:

Ross Valley Fire Department (RVFD) informed the property owner that the project is not located in the Wild Urban Interface (WUI) zone. RVFD's direction was to insure that any trees are limbed up and no new tree plantings are to be located within 6 feet of a structure at mature height. No new plantings are to be located within 10 feet of fire access / driveway that will block clearance, limited small shrubs & groundcover ok.



**AKRAM RESIDENCE**  
20 Allen Avenue  
Ross, CA 94957  
APN# 073-241-17

revisions:

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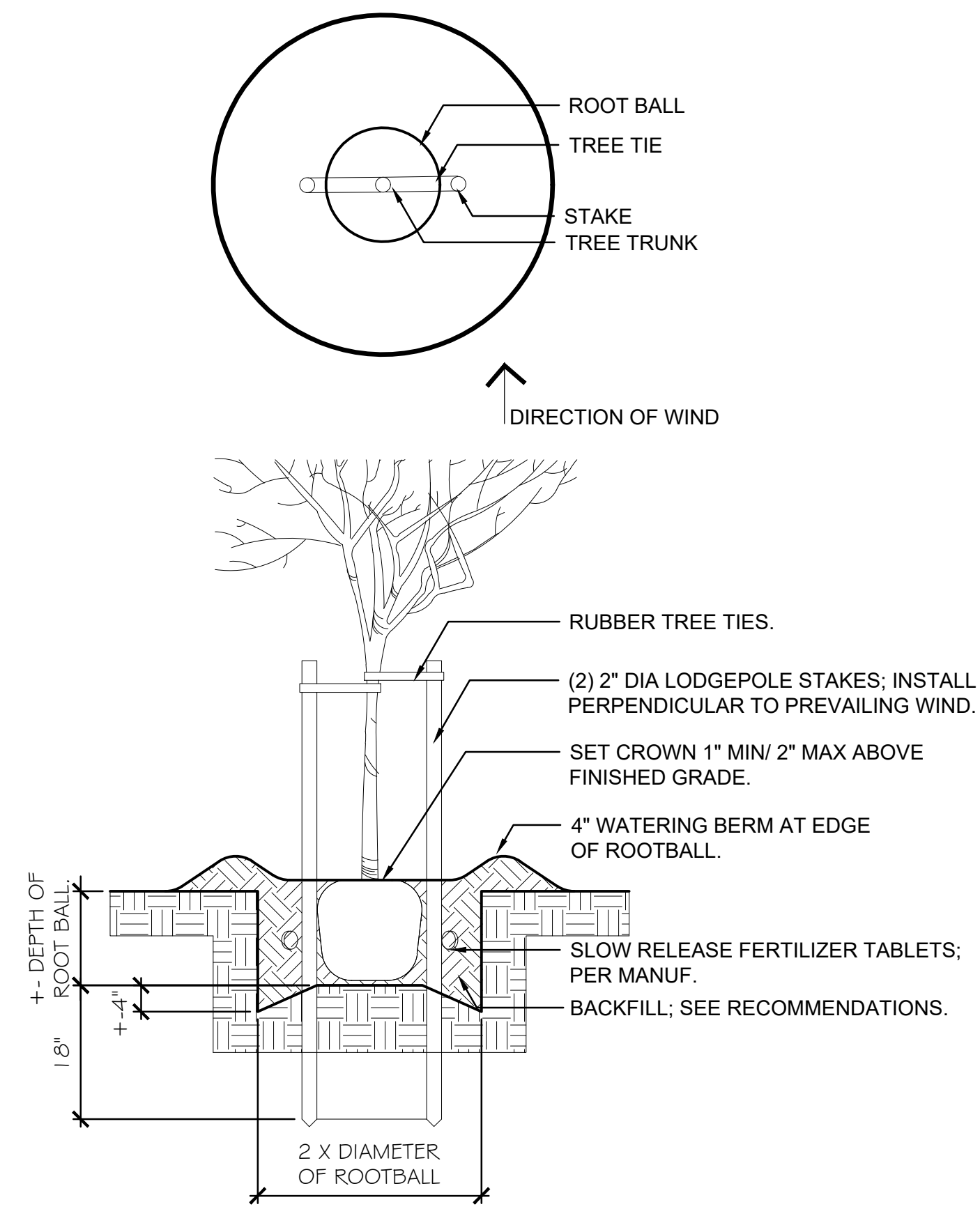


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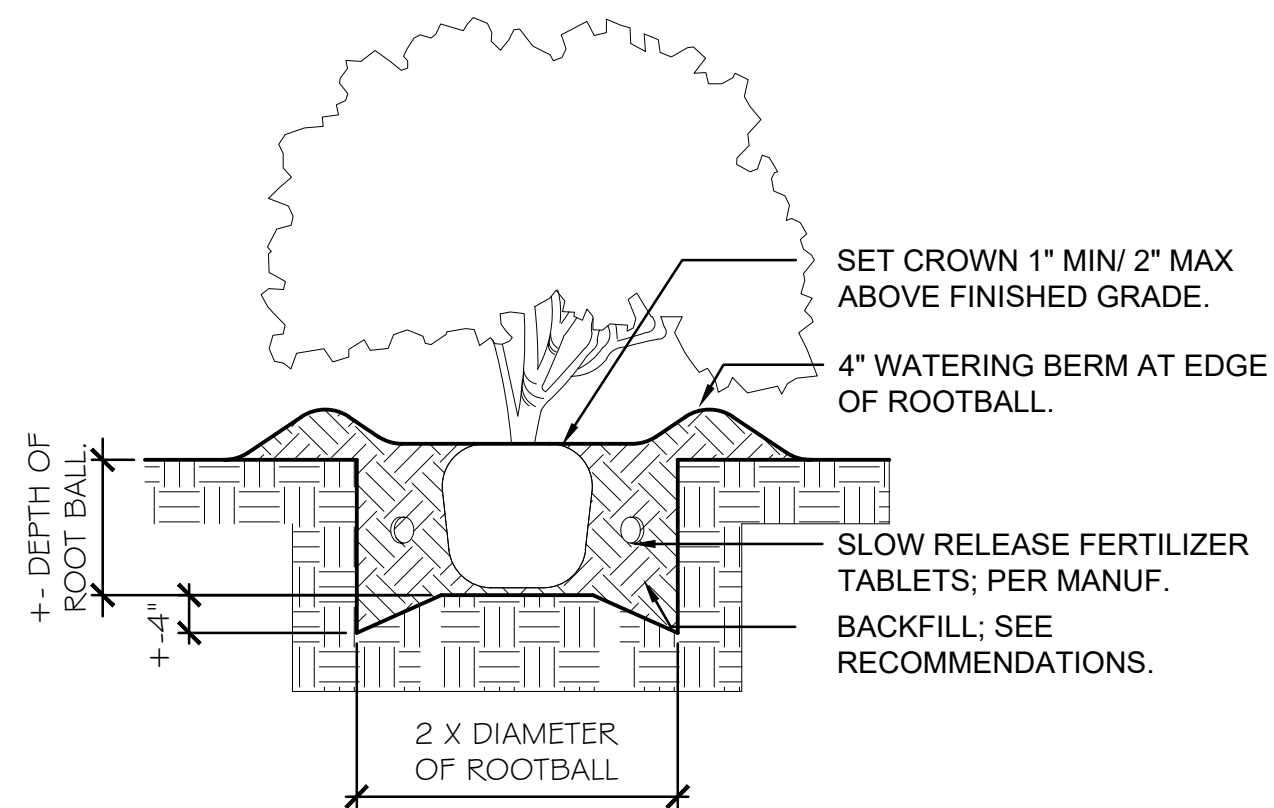


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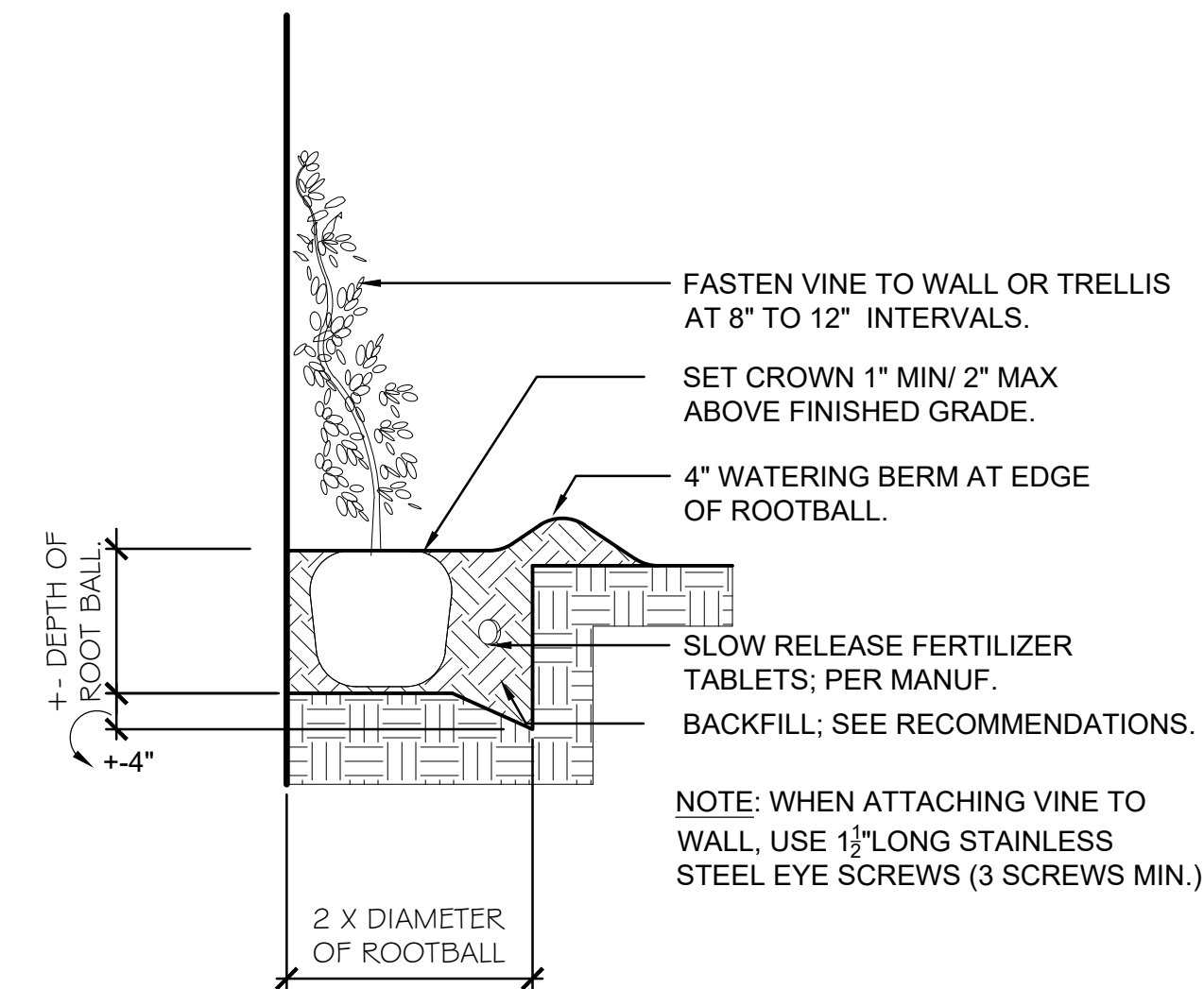




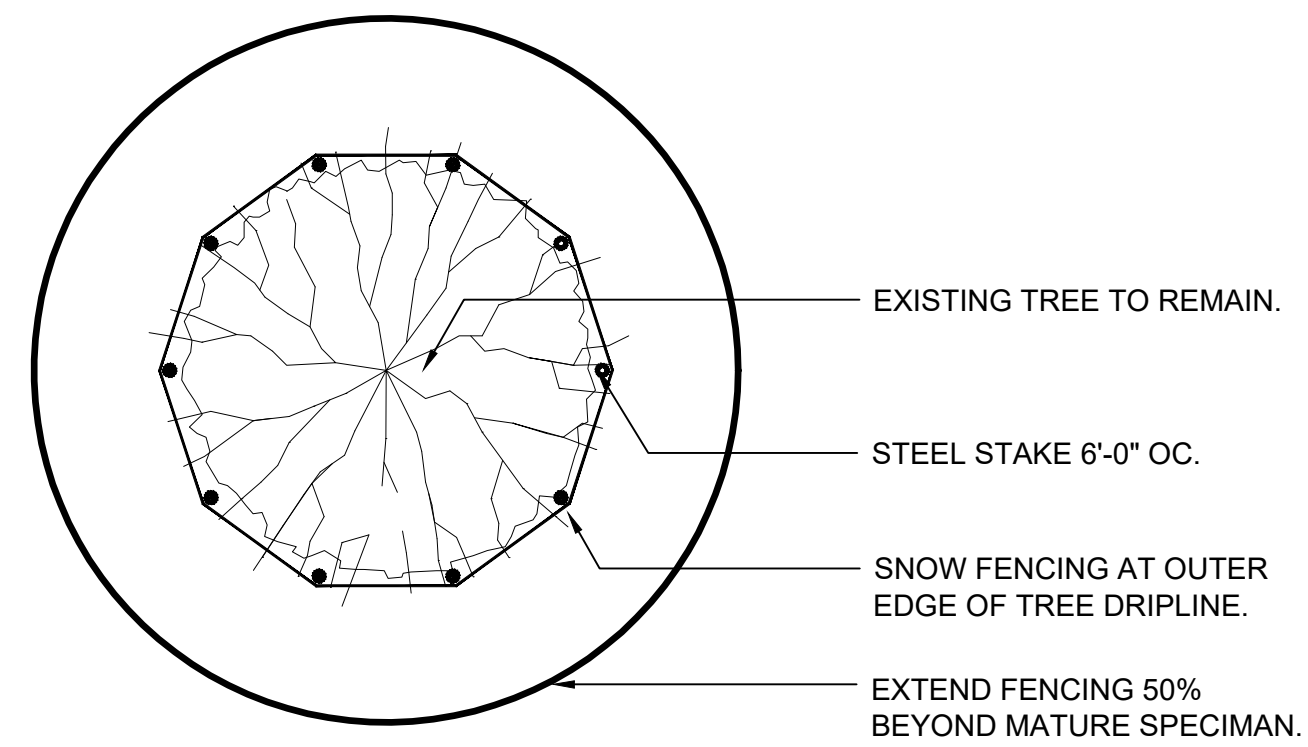
1 TREE PLANTING DETAIL  
NO SCALE



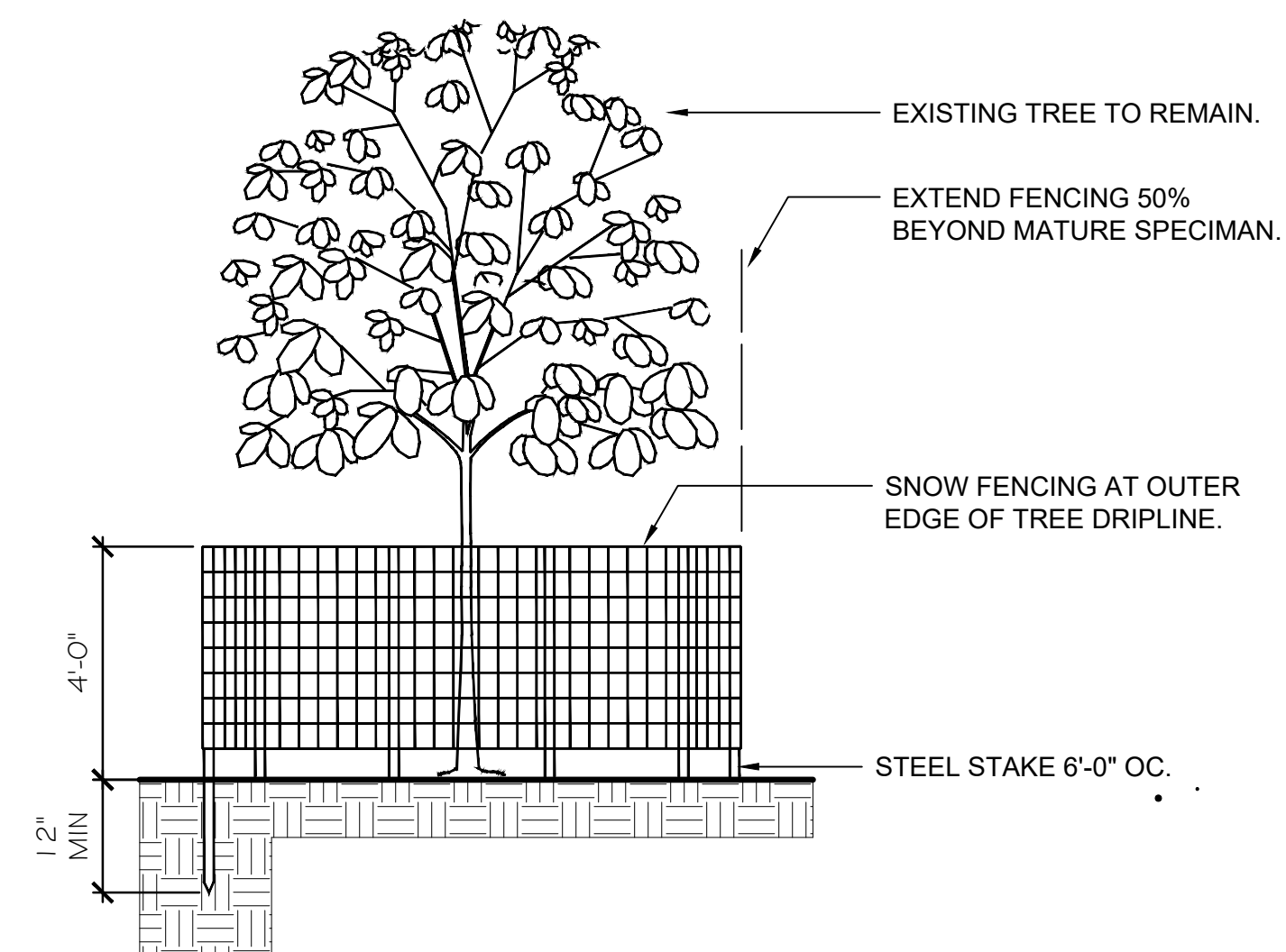
2 SHRUB PLANTING DETAIL  
NO SCALE



3 VINE PLANTING DETAIL  
NO SCALE



4 TREE PROTECTION DETAIL  
NO SCALE



RECOMMENDATIONS FROM  
URBAN TREE FARM NURSERY:

1. DIG HOLE TWICE AS WIDE AND NOT QUITE AS DEEP AS THE SOIL IN THE PLANT CONTAINER. MAKE SURE THE SIDES OF HOLE ARE DUG DEEPER THAN THE CENTER TO ENCOURAGE ROOT GROWTH AND DRAINAGE.
2. MAKE SURE THE TOP OF THE ROOT BALL AS IT EXISTS IN THE CONTAINER IS SLIGHTLY ABOVE GROUND LEVEL. DO NOT PUT ANY DIRT OR MULCH AROUND THE TRUNK OF THE TREE OR SHRUB.
3. BACKFILL MIXTURE TO BE 30% COMPOST AND 70% EXISTING/ NATIVE SOIL.
4. DO NOT BREAK UP ROOT BALL WHEN PLANTING. IF PLANT IS TRULY ROOT BOUND, USE STRONG STREAM OF WATER TO LOOSEN AND UNCOIL ROOTS OR SCORE THE SIDES USING A PAIR OF SHEARS OR SHARP KNIFE. (SCORING AND LOOSENING ROOT BALL WILL TYPICALLY MAKE FOLIAGE OF TREE WILT.)
5. REMOVE ALL NURSERY TREE STAKES FROM ROOT BALL.
6. DO NOT PLANT ANYTHING IN A HOLE WHERE WATER DOES NOT DRAIN AWAY.
7. KEEP ROOT ZONE MOIST BUT NOT SATURATED.

5 PLANTING  
RECOMMENDATIONS  
NO SCALE

AKRAM RESIDENCE

20 Allen Avenue  
Ross, CA 94957  
APN# 073-241-17

revisions:




PLANTING DETAILS

date: 11-09-2023

scale: AS SHOWN

sheet:

L7

IRRIGATION NOTES

- The irrigation plan is a diagrammatic layout. Refer to irrigation details for specific information.
- The irrigation work shall consist of furnishing labor, materials and equipment necessary to provide a complete irrigation system as specified herein. The Contractor shall make minor adjustments in the field to provide complete coverage of all planted areas. The Contractor shall note such deviations from the plan and prepare an "As-Built" irrigation drawing or print.
- All work shall be performed in accordance with the applicable laws, codes and regulations; 2016 California Building Code (CBC), 2016 California Electrical Code (CEC), 2016 California Plumbing Code.
- All materials and equipment shall be new and in perfect condition. All manufacturer substitutions will not be permitted without written consent of the Landscape Architect.
- Dig trenches wide enough to allow a minimum of six inches between parallel pipes and deep enough to provide the following minimum cover over the pipes:  
1 8" over pressure lines, control wires, sleeves and conduits.  
1 2" over lateral lines and lateral sleeves.
- Sleeves and conduits under pavement shall be backfilled with sand, minimum 4" around the pipe and then covered with soil. Backfill the balance of the trench with select materials and compact to 95% density.
- Use direct burial vinyl clad 1/4" solid copper wires for control wires.
- Place remote control valves in Ametek boxes with top of box flush with finish grade. Keep the interior free of dirt, line bottom with gravel and filter fabric or positive drainage.
- Prior to burying the piping, cap all risers and perform hydrostatic tests. Apply a continuous water pressure of 100 P.S.I. to the system as follows:  
4 hours to pressure lines (main)  
2 hours to lateral lines
- Repair leaks and repeat test until all leaks are stopped. The system requires the inspection approval of the Landscape Architect.
- Upon approval, the piping may be buried and the specified heads attached. Use clean soil, free of rocks and debris, and backfill the trench in 6" layers. Backfill material shall be compacted to 95% density under paving and compacted to 85% in planting beds.
- Dress-off all areas to smooth, firm, finish grade.
- Landscape Contractor is responsible for renovating exiting irrigation laterals and mainlines as necessary for installation of hardscape.
- The landscape will be irrigated with new drip valves and spray heads to accommodate the different water needs of the different plants and exposures.
- Retrofitting of existing system to service new plantings is acceptable.
- Dnp system shall be properly filtered, equipped with a double check valve and adjusted pressure reducer.
- Dnp emitters shall be pressure compensating.
- The contractor shall request the Landscape Architect to inspect the work periodically or as deemed necessary. When the work is completed, the "As-Built" irrigation print shall be submitted and a final inspection shall be made.
- The Contractor shall guarantee the irrigation work for one year from date of acceptance.

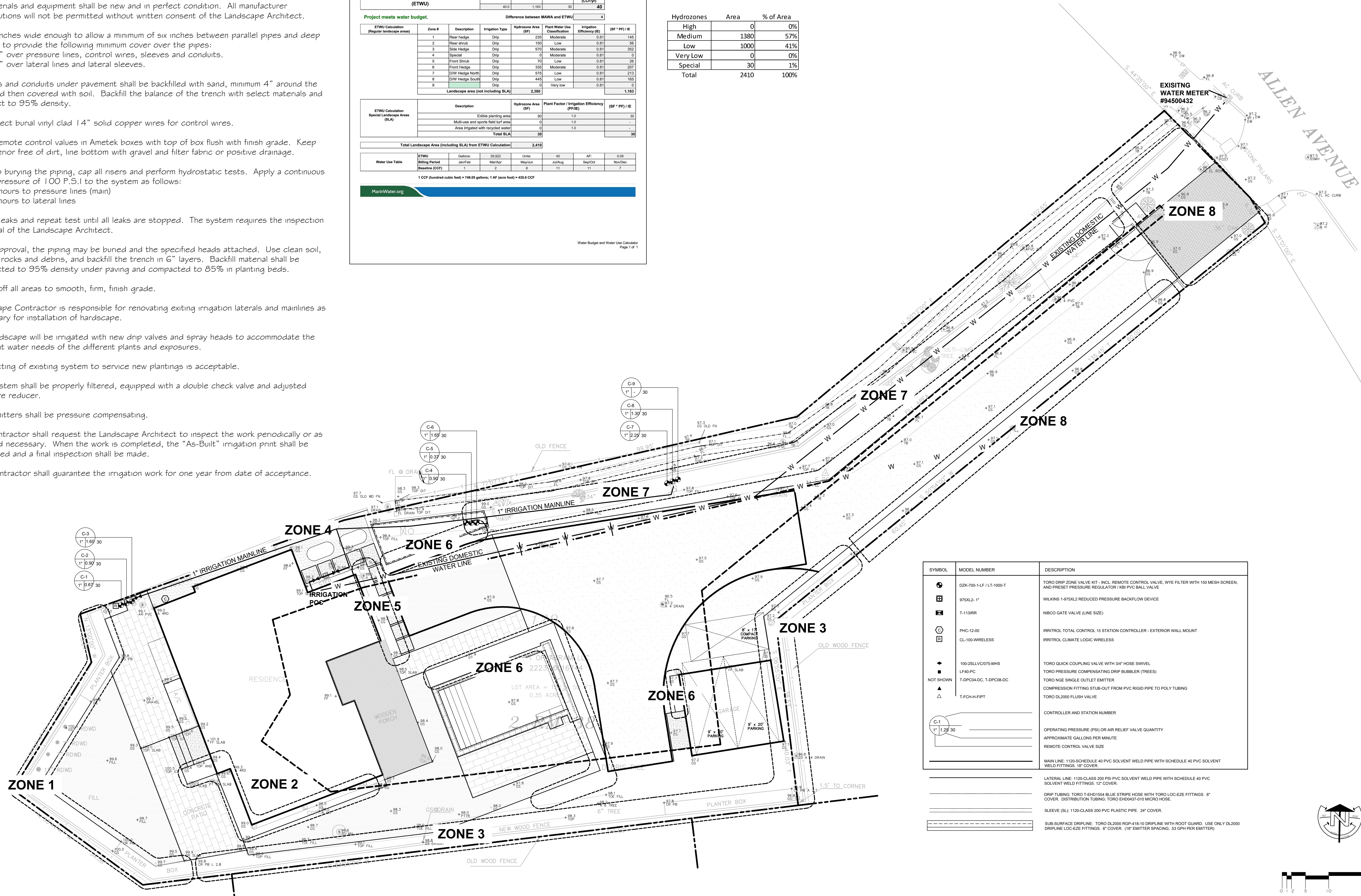
MAWA CALCULATION

MARIN WATER WATER BUDGET & WATER USE CALCULATOR						
Zip Code:	94037					
Date:	10/31/2023					
Project Name:	AKRAM RESIDENCE					
Project Address:	20 ALLEN AVENUE					
Project Contact:	Matthew Kennedy, Landscape Architect					
Project Contact Email:	mat@costellokennedy.com					
Maximum Applied Water Allowance (MAWA)	Project Type	ET <sub>0</sub>	ETAP	Special Landscape Area (SLA)	Total Landscape Area (Including SLA)	MAWA (CCF/yr)
	Residential	40.01	0.95	30	2,410	44
Estimated Total Water Use (ETWU)						
		ET <sub>0</sub>	(SF * PF) / IE	SLA	ETWU (CCF/yr)	
		40.0	1,163	30	40	
Project meets water budget.						
Difference between MAWA and ETWU: 4						
ETWU Calculation (Original landscape area)						
Zone #	Description	Irrigation Type	Hydrozone Area (SF)	Plant Water Use Classification	Irrigation Efficiency (IE)	(SF * PF) / IE
1	Rear Hedge	Drip	230	Moderate	0.81	145
2	Rear Sprink	Drip	150	Low	0.81	56
3	Side Hedge	Drip	570	Moderate	0.81	302
4	Special	Drip	0	Moderate	0.81	0
5	Front Sprink	Drip	70	Low	0.81	26
6	Front Hedge	Drip	330	Moderate	0.81	207
7	D/W Hedge North	Drip	570	Low	0.81	213
8	D/W Hedge South	Drip	440	Low	0.81	166
9		Drip	0	Very low	0.81	0
Landscape area (not including SLA)			2,380			1,163
ETWU Calculation (Special Landscape Areas (SLA))						
Description	Hydrozone Area (SF)	Plant Factor / Irrigation Efficiency (PF/IE)	(SF * PF) / IE			
Edible planting area	30	1.0	30			
Mulch-use and sports field turf area	0	1.0	-			
Area irrigated with recycled water	0	1.0	-			
Total SLA	30		30			
Total Landscape Area (including SLA) from ETWU Calculation: 2,410						
Water Use Table						
ETWU	Custom	29,822	Units	40	AP	0.00
Billing Period	Jan/Feb	Mar/Apr	May/Jun	Jul/Aug	Sept/Oct	Nov/Dec
Baseline (CCF)	1	2	8	11	11	7
1 CCF (hundred cubic feet) = 748.05 gallons; 1 AF (acre foot) = 435.6 CCF						

HYDROZONES

Zone/Valve Number	Hydrozone	Irrigation Method	Gallons per Minute	Area (Sq. Ft.)	Precipitation Rate (in./hr)	% of Landscape Area
C-1	M	Drip	0.67	235	0.27	10%
C-2	L	Drip	0.9	150	0.58	6%
C-3	M	Drip	1.6	570	0.27	24%
C-4	Special	Drip	2.9	30	9.30	1%
C-5	L	Drip	0.37	70	0.51	3%
C-6	L	Drip	1.65	335	0.47	14%
C-7	M	Drip	2.25	575	0.38	24%
C-8	L	Drip	1.3	445	0.28	18%
				2410		100%

Hydrozones	Area	% of Area
High	0	0%
Medium	1380	57%
Low	1000	41%
Very Low	0	0%
Special	30	1%
Total	2410	100%



**AKRAM RESIDENCE**  
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APN# 073-241-17

revisions:




IRRIGATION PLAN  
date: 11-09-2023  
scale: 1"=10'-0"  
sheet: L8

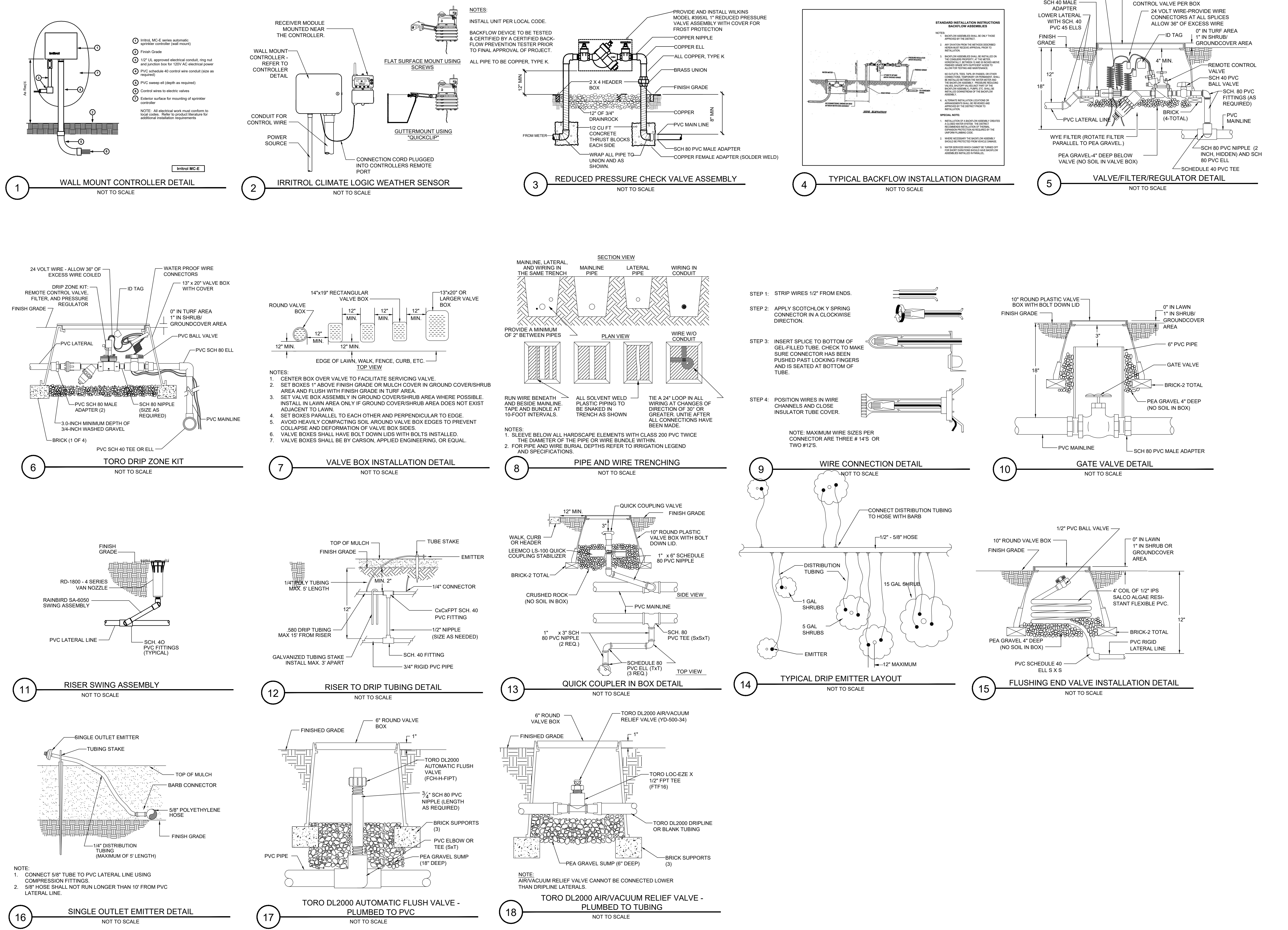


**AKRAM RESIDENCE**  
20 Allen Avenue  
Ross, CA 94957  
APN# 073-241-17

revisions:




IRRIGATION  
DETAILS  
date: 11-09-2023  
scale: AS SHOWN  
sheet: **L9**



# 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"/> Advisory Design Review        | <input type="checkbox"/> Minor Exception         |
| <input type="checkbox"/> Appeals                       | <input type="checkbox"/> Non-conformity Permit   |
| <input type="checkbox"/> Basement and Attics Exception | <input type="checkbox"/> Accessory Dwelling Unit |
| <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"/> Final or Parcel Map           | <input type="checkbox"/> Variance                |
| <input type="checkbox"/> General Plan Amendment        | <input type="checkbox"/> Zoning Ordinance        |
| <input type="checkbox"/> Hillside Lot Permit           | <input type="checkbox"/> Amendment Other:        |
| <input type="checkbox"/> Lot Line Adjustment           | <input type="checkbox"/> Other:                  |

**To Be Completed by Applicant:**

Assessor's Parcel No(s): \_\_\_\_\_

Project Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner Mailing Address (PO Box in Ross): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Owner's Phone: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Applicant's Phone: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Primary point of Contact Email:  Owner  Buyer  Agent  Architect

**To Be Completed by Town Staff:**

Date Received: \_\_\_\_\_

Application No.: \_\_\_\_\_

Zoning: \_\_\_\_\_

Planning 5300 \_\_\_\_\_

Tree Permit 5305 \_\_\_\_\_

Fee Program Administration 5315-05 \_\_\_\_\_

Record Management 5316-05 \_\_\_\_\_

Record Retention 5112-05 \_\_\_\_\_

Technology Surcharge 5313-05 \_\_\_\_\_

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)	<i>Parcel 1:</i>	<i>Parcel 2:</i>
Adjusted Parcel Size(s)	<i>Parcel 1:</i>	<i>Parcel 2:</i>

<b>PARCEL ONE</b>	<b>PARCEL 2</b>
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.*

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**Consultant Information**

The following information is required for all project consultants.

**Landscape Architect**

Firm \_\_\_\_\_  
Project Landscape Architect \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Town of Ross Business License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Civil/ Geotechnical Engineer**

Firm \_\_\_\_\_  
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 \_\_\_\_\_







20 Allen Avenue  
Neighbor Outreach

Name	Address	Contact Date	Concerns
Matt Pasewark	4 Allen Avenue	10/9/2023	No issues
Spencer and Dana Lee	22 Allen Avenue	10/9/2023	No issue IF the garage is lowered to 'existing' height.
Warren Luhnig	24 Allen Avenue	10/9/2023	Not willing to discuss as neighbors. Will voice any concerns at ADR meeting.
Greg Milani	34 Allen Avenue	10/9/2023	No issues
Ann Hickey	36 Allen Avenue	10/9/2023	No issues
Gay Conway	107 Lagunitas Road	10/9/2023	No issues
Tyler and John Child	109 Lagunitas Road	10/9/2023	Yes, Additional Screening. Working with the neighbor on proposed Magnolia at rear of residence and add privet adjacent to vegetable garden.
Darrell Nelson	111 Lagunitas Road	10/9/2023	No issues
Betsy and Martin Rosen	115 Lagunitas Road	10/9/2023	Yes, Additional screening under existing cypress. Proposed to add 4 taller Ficus to Privet hedge as understory to ex cypress
David Rice, Superintendent, Ross School	9 Lagunitas Road	10/10/2023	Left Message, No response